

Agenda Item	13(c)
Report No	CIA/49/17

HIGHLAND COUNCIL

Committee: City Of Inverness Area Committee

Date: 30 November 2017

Report Title: Grants Sub Committee – Proposal for Extension of Powers

Report By: Inverness City Area Manager

1. Purpose/Executive Summary

- 1.1 To propose an extension of the Powers Delegated to the Inverness Common Good Fund Grants Sub-Committee (GSC) to permit the Sub –Committee to address a wider range of issues currently reserved to the City of Inverness Area Committee
- 1.2 The new Inverness Common Good Fund Sub-Committee (ICGFSC) would have the same powers as the GSC in respect of decisions on Grant allocations. The extended Powers would relate to;
- Policies and Administrative Procedures relevant to the management of the Grants Process in respect of Applications of £10,000 or less
 - All Policies and Administrative Procedures relevant to the management of all applications for Civic Hospitality
 - Promotion of the work supported by the Inverness Common Good Fund (ICGF) to include approval of Logos and Public Relations plans
 - Power to allocate funds for any competent purpose from the Inverness Common Good Fund in respect of sums of £10,000 or less, with the proviso that this power be limited to the allocation of sums held within the current Inverness Common Good Fund budget approved by the City of Inverness Area Committee

2. Recommendations

- 2.1 Members are asked to:
- i. Agree to the Inverness Common Good Fund Grants Sub-Committee being re-named 'The Inverness Common Good Fund Sub-Committee' with immediate effect.
 - ii. Approve the revised Powers Delegated from the City of Inverness Area Committee as detailed within **Appendix 1**
 - iii. Agree that the new Delegated Powers detailed within **Appendix 1** shall be exercised as Full Delegated Powers
 - iv. Agree that the new Inverness Common Good Fund Sub-Committee shall be required to submit an Annual report to the City of Inverness Area Committee summarising the work of the Sub-Committee for the immediately preceding Financial Year

3. Background

- 3.1 The GSC was formed in 2009 to take over the work of the Inverness Common Good Fund Donations Working Group. The new Sub-Committee subsumed the Working Group's powers along with taking Full Delegated Powers to decide on all applications for Grants where the sum applied for was £10,000 or less. Applications for Civic Hospitality are also scrutinised and decided on.
- 3.2 Management of the work of the GSC has been refined since then and the GSC now scrutinises all the live Grant awards that remain either fully or partially unpaid as well as deciding on all new applications within the agreed remit. The GSC also monitors project outputs.
- 3.3 The GSC has representation drawn from Political Groups using the agreed formula. This has produced a Sub-Committee of 11 Members which provides strong and consistent scrutiny.
- 3.4 The role that the GSC currently has in respect of making recommendations on applications in excess of £10,000 will remain unchanged.

4. Powers

- 4.1 Grants – The scrutiny provided by the GSC has allowed for effective administration of the Grants budget. The new powers will provide for the new ICGF Sub - Committee to have full Delegated Powers to oversee the administration of the grant application process, including the setting of Grant Conditions and reviewing any decision should the circumstances of the application change or the grant remain unclaimed for more than 6 months.
- 4.2 Civic Hospitality – Powers would be extended to include full Delegation to decide on all applications which relate to the provision of support for the Civic Office except Staffing which would remain reserved to the City of Inverness Area Committee. This power would be limited to sums of £10,000 or less
- 4.3 City Promotions - The recommendation is to provide for the ICGF Sub-Committee to have full Delegated Powers to decide upon allocations to be made from the City Promotions Budget. The Power would be limited to sums of £10,000 or less.
- 4.4 City Projects/Property Maintenance – Powers to scrutinise and make recommendations to the City of Inverness Area Committee are suggested which would augment the existing power in respect of Grant Applications in excess of £10,000.
- 4.5 Delegation to Inverness City Area Manager – Power to delegate expenditure on Civic Hospitality up to a maximum of £500 per event.

5. Conclusion

- 5.1 The changes would allow for effective management of the Common Good Fund as scrutiny would be applied with more flexibility being given to provide for faster decision making

6. Implications

6.1 Resource – No additional resources will be required to administer the new ICGF Sub-Committee

Legal – There are no legal implications as a result of this report.

Community (Equality, Poverty and Rural) – The changes will not be detrimental to these implications.

Climate Change/Carbon Clever –None

Risk – The extended powers will retain Members scrutiny and allow for continued risk management to be applied

Gaelic – None

Designation: City of Inverness Area Manager

Date: 17 November 2017

Author: David Haas

Background Papers: None

Appendix 1 – ICGF- Grants Sub-Committee – Extension of Powers

Powers Delegated in Full by the City of Inverness Area Committee to the Inverness Common Good Fund Sub Committee

1. To carry out any duties delegated from the City of Inverness Area Committee in relation to the administration of the Inverness Common Good Fund.
2. All powers delegated shall be exercised a fully delegated powers and be applicable to the operation of the Inverness Common Good Fund.
3. Notwithstanding the above powers specifically delegated are;
 - a. To decide on all administrative matters relating to the operation of the Inverness Common Good Fund excepting decisions affecting Cash or Equity Investments.
 - b. Grants – to decide on all applications for financial assistance where the sum applied for is £10,000 or less. In respect of applications in excess of £10,000, to make recommendations to the City of Inverness Area Committee.
 - c. Other applications for funding – to decide upon all other applications for financial assistance where the sum applied for is £10,000 or less or where the sum requested relates to the provision of Staff
 - d. Project Monitoring – to consider reports from officers on the progress of projects approved by the City of Inverness Area Committee and to make recommendations to the City of Inverness Area Committee as appropriate
 - e. Civic Hospitality – to decide upon all applications for Civic Hospitality where the total cost of the event does not exceed £10,000, including the power to delegate approval of events to the Inverness City Area Manager where the cost of the event does not exceed £500.
 - f. Property Maintenance - Power to scrutinise all expenditure from property maintenance budgets where the sum expended exceeds £10,000 on any one project.
 - g. City Promotions - to decide upon allocations to be made from the City Promotions Budget where the sum does not exceed £10,000
 - h. Tenancy Management – to decide upon all applications for lease, Assignment of Lease, Rent Review or any other Tenancy related matter where the Director of Development and Infrastructure has seen fit not exercise Delegated Powers