

## LOCAL COMMITTEE PROTOCOL for MEMBERS' ALLOCATIONS

### 1. Criteria

Members allocations may be made for the benefit of the following:

- Children & Young People
- Vulnerable adults
- Environment
- Communication

### 2. New bids - general

Before alerting the Local Partnerships Team to impending bids for allocations, Members should make every effort to establish the following:

- i. Description of proposal
- ii. What needs the proposal will address
- iii. What outcomes are sought
- iv. What consultation, if appropriate, has been undertaken
- v. Financial details of the proposal, ie
  - Total cost of the project
  - Amount requested from the Local Committee
- vi. What, if any, other sources of funding have been agreed
- vii. When the funding is required
- viii. Financial implications beyond the current year.
- ix. To whom funding will be paid with full contact details.

### 3. Timing

When the necessary details have been established, Members should forward the details to the Local Partnerships Team, preferably prior to agenda planning but no later than **14** working days prior to despatch.

### 4. Pooled resources

Uniquely in Surrey, Tandridge Members have agreed to pool resources and to agree expenditure at Committee. Members should formally renew this agreement on an annual basis at Committee.

### 5. Capital and Revenue

A further £35,000 was made available in 2004/05 for capital funding for voluntary organisations. As all funds are currently pooled, this will have little significance for Tandridge Members and responsibility is delegated to the Local Director for ensuring that the appropriate financial and budgeting arrangements are made.

### 6. Local Capital Allocation (Highways)

Further to Members allocations and the additional £35,000 for capital projects, there is a further £100,000 in the Local Committee's gift, which, 'although primarily allocated for transportation purposes, may be used for other functions'. Therefore, the Local Committee must formally agree to continue to use it exclusively for highways purposes.

**7. Under-spends, Reimbursements and Change of Use**

Although a rare occurrence, allocations are sometimes made to groups who, for various reasons, do not use the total sum. In these circumstances, the Local Partnerships Team should make the appropriate arrangements to recover the funding and to put it back into the pooled resource.

When an allocation which has been formally agreed cannot be spent on the original project, the recipient may request a change of use. Rather than bringing it back to Committee for decision, Members agreed to delegate responsibility to the Local Director, in conjunction with the Chairman and the Member who brought the original bid, to agree whether the change of use is appropriate and desirable or whether the funding should be returned for reallocation.

**8. Provisos**

The Local Committee will not fund any agency or project that can more appropriately be funded elsewhere.