

LOCAL COMMITTEE (TANDRIDGE) PROTOCOL for MEMBERS' ALLOCATIONS

1. Criteria

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

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

2. New bids - general

Before alerting the Community 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 complete and forward an application form to the Community Partnerships Team, preferably prior to agenda planning (4 weeks ahead of committee), by internal e-mail to *community partnerships east*, by post to Community Partnerships Team East, SCC's East Area Office, Lesbourne Road, Reigate RH1 7JA. General enquiries by phone to: 01737 737420.

4. Pooled resources

Tandridge Members pool resources and formally agree expenditure at formal Committee meetings. Members review this agreement on an annual basis. Applications for less than £1000, where timing is an issue, will be circulated by e-mail and approval will be assumed when a majority of Members have responded positively. The Chairman will have a casting vote.

5. Capital and Revenue

A further £35,000 was made available for capital funding for voluntary organisations. While all funds remain pooled, Tandridge Members do not need to make separate arrangements to consider capital bids, and responsibility is delegated to the Community Partnerships Team for ensuring that the appropriate financial and budgeting arrangements are made.

6. 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 Community 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 Community Partnerships Team, in conjunction with the Chairman and the Member who brought the original bid, to agree whether the change of use is appropriate and desirable; whether a completely new application needs to be submitted or whether the funding should be returned for reallocation.

7. Provisos

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

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