



Delegation of Local Budget: Members' Allocations

**Local Committee (Woking)
2 November 2006**

KEY ISSUE:

On the 17 October 2006 the County Council amended the scheme of delegation to give the Area Directors the authority to approve grants from Members' revenue allocations, in consultation with the appropriate Local Committee Chairman, subject to criteria agreed by the Executive on 12 September 2006.

SUMMARY:

This report sets out the criteria which applications must meet in order to allow the Area Directors, in consultation with the Local Committee Chairman to approve grants from Members' revenue allocations. It also sets out additional criteria that the Local Committee may wish to approve.

OFFICER RECOMMENDATIONS:

The Committee is asked to note the authority that the Area Director, in consultation with the Local Committee Chairman, now has in approving grants from the Members' allocations budget and agree that:

In addition to the criteria set out in paragraph 3 of this report, the following additional criteria are approved:

- (i) Each individual Member can have up to two grants approved in between each formal Local Committee meeting.
- (ii) Applications will be considered for approval by the Area Director, in consultation with the Local Committee Chairman if the funding is required prior to the next formal meeting of the Local Committee.

1. Introduction and background

- 1.1 Each Member of the Council receives an annual revenue allocation to spend on local projects. In 2006/07 this sum is £11,000 per Member of the Committee.
- 1.2 On the 17 October 2006 the County Council amended the scheme of delegation to give Area Directors, in consultation with the Local Committee Chairman, authority to approve grants from Member's revenue allocations, subject to agreed criteria in order to minimise the time taken to respond to grant applications. An extract from this report is attached as annex 1.
- 1.3 The criteria agreed by the Executive on 12 September 2006 are set out below:
 - (i) The application must have been endorsed by the appropriate local Member.
 - (ii) The application should be for a maximum of £1,000
 - (iii) Applications from private clubs or other membership organisations must clearly demonstrate the wider community benefit of the project
 - (iv) Projects must not contravene any of the Council's agreed policies or priorities
 - (v) The application should be for a future project, not a retrospective request
 - (vi) The application should not be to cover ongoing revenue costs
- 1.4 Applications that do not meet one or more of these criteria may still be supported but must be referred to the next public meeting of the Local Committee for decision.
- 1.5 If the outcome of deferring a decision to the next Local Committee is that the project has already happened, the Committee can still decide to fund it retrospectively. However, the applicant will carry the risk as there is no guarantee that the Committee will decide to fund the project.
- 1.6 If there is not total agreement on a particular grant application between the Member supporting the allocation, the Area Director and the Local Committee Chairman, the matter must be referred to the next meeting of the Local Committee for decision.

2. Additional Local Criteria

- 2.1 The amended scheme of delegation also enables Local Committees to, by resolution of the Committee, retain the power to approve all grants from Members' revenue allocations, in which case the Area Director will have no authority to approve any such grant from an allocation of a Member of that Committee. In order to minimise the time taken to respond to grant applications, it is suggested that this Local Committee does not retain this power.

- 2.2 The County Council agreed that Local Committees could further limit the circumstances in which the Area Director may exercise his or her delegated authority by adding to or strengthening the criteria set out in paragraph 3 of this report. The following additional criteria are suggested for the Local Committee (Woking):
- (i) Each individual Member can have up to two grants approved in between each formal Local Committee meeting.
 - (ii) Applications will be considered for approval by the Area Director, in consultation with the Local Committee Chairman if the funding is required prior to the next formal meeting of the Local Committee.

3. Conclusion and Reason for Recommendation

- 3.1 By delegating authority to the Area Director to approve bids from the Member's revenue allocations, delays in responding to urgent requests for grants can be reduced.

Responsible (Lead contact): Sarah Goodman, Local Committee and Partnership Officer, Tel 01483 518095

Accountable: Carolyn Rowe, Area Director

Consulted:

**Background Papers: Report to Executive on 12 September 2006: Members' Allocations – Delegation of Powers
Report to County Council on 17 October 2006.**

Version No: 1

Date:14.09.06

Initials: SG

No of annexes: 1

EXTRACT FROM ITEM 11 - REPORT OF THE EXECUTIVE TO THE COUNTY COUNCIL ON 17 OCTOBER 2006

2. RECOMMENDATIONS ON POLICY FRAMEWORK DOCUMENTS

1. All Members of the County Council receive an annual revenue allocation to spend on local projects. The sum for 2006/07 is £11,000 per Member. In addition, each Local Committee receives a capital allocation of £35,000 for voluntary and community organisations and a further capital allocation of £100,000, largely used for transportation purposes but which Local Committees can allocate for other uses. Under the current scheme of delegation, authority to approve grants from local allocations is delegated to Local Committees.
2. A number of Local Committees have delegated responsibility for approving grants from Members' revenue allocations to their Area Director in consultation with the Local Committee Chairman. This practice has been introduced in order to minimise the time taken to respond to grant applications but requires a formal change to the Scheme of Delegation, which must be approved by the County Council.
3. The Executive has agreed a set of criteria to provide clear guidance on which grants from Members' revenue allocations can be delegated to Area Directors, in consultation with the appropriate Local Committee Chairman. Individual Local Committees could add further clauses to the criteria should their Members agree to do so.
4. In proposing that Local Committee Chairmen should have the opportunity to comment on grant applications, the Executive has also suggested that, should there not be total agreement on a particular grant application between the Member supporting the allocation, the Local Director and the Local Committee Chairman, the matter must be referred to the next meeting of the Local Committee for decision.
5. **The Executive has RECOMMENDED that the Scheme of Delegation be amended:**
 - (a) **to give Area Directors authority to approve grants from Members' revenue allocations, in consultation with the appropriate Local Committee Chairman, subject to agreed criteria; and**
 - (b) **to enable Local Committees to:**
 - (i) **by resolution of the Committee, retain the power to approve all grants from Members' revenue allocations, in which case the Area Director will have no authority to**

approve any such grant from an allocation of a Member of that Committee.

- (ii) further limit the circumstances in which the Local Director may exercise his or her delegated authority by adding to or strengthening the criteria set out in paragraph 3 of the report.

6. The Executive has agreed the following criteria under which grants from Members' revenue allocations can be delegated to Area Directors, in consultation with the appropriate Local Committee Chairman:

- (a) The application must have been endorsed by the appropriate local Member .
- (b) The application should be for a maximum of £1000.
- (c) Applications from private clubs or other membership organisations must clearly demonstrate the wider community benefit of the project.
- (d) Projects must not contravene any of the Council's agreed policies or priorities.
- (e) The application should be for a future project, not a retrospective request.
- (f) The application should not be to cover ongoing revenue costs.