

## **Report to the Cabinet**

**Report reference:** C-027-2009/10  
**Date of meeting:** 7 September 2009



**Portfolio:** Finance and Economic Development  
**Subject:** External Funding - Annual Report 2008/9  
**Responsible Officer:** Ian Willett (01992 564243).  
**Democratic Services Officer:** Gary Woodhall (01992 564470).

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### **Recommendations/Decisions Required:**

- (1) To note the publication of the first Annual Report on the Council's external funding activities;**
- (2) To note that this has been made available via the Council's website; and**
- (3) To note that work is continuing to integrate external funding with the Council's budget process and the Authority's corporate priorities.**

### **Executive Summary:**

This report submits the first Annual Report on external funding activities. The report relates to the financial year 2008/9 and derives from an internal audit report in 2007 which called for a clear policy for external funding, clear controls on the preparation and approval of funding applications and the establishment of links with the Council's corporate objectives and budgets.

### **Reasons for Proposed Decision:**

To notify the Cabinet of the action taken in respect of external funding and the overall position achieved.

### **Other Options for Action:**

None.

### **Report:**

1. The Annual Report on external funding is attached as an Appendix to this report. The report originates with an internal audit study in 2007 which commended the considerable success of the Council in achieving funding from external sources but highlighted:
  - (a) the need for an external funding policy;
  - (b) the need for clear corporate controls on the compilation and approval of such applications;

- (c) the need for external funding to be part of the budget process; and
  - (d) the importance of external funding efforts to be linked to corporate objectives.
2. The Council agreed an External Funding Policy in March 2008. The current Annual Report has been compiled by an Officer Working Party and refers to the first year of the operation of that policy, namely 2008/9.
3. Corporate controls now operate in relation to external funding bids. These are carefully set out in a section of the External Funding Policy called the "Toolkit". Notable among these controls are:
- (a) the need for liaison with Accountancy Division Officers by Service Departments - this ensures that not only is income from this source included in the budget but also that the implications for matched funding are taken into account;
  - (b) the importance of bids being carefully compiled and for conditions governing award of funding being met; and
  - (c) planning for the impact on the Council when external funding comes to an end.
4. The Officer Working party, working under the authority of the Corporate Executive Forum, has established a network of service representatives who are there to give day-to-day advice to their colleagues. Those service representatives from the membership of the working party membership.
5. An IT system called "Grantfinder" has been purchased for a trial period of one year to assist staff in researching sources of external funds. If this proves useful, it is hoped that this can become a permanent facility although funds have yet to be identified to enable this to happen.
6. The Annual Report has several appendices, not all of which are reproduced with this report. The most important one has been included, namely the schedule showing the Council achievements in this area. For the sake of completeness, projects which do not meet the strict definition of external funding in the Council's policy have been included. Thus there are some listed which have not been achieved after a competitive process.
7. The report has been published on the website as part of the 'E' Annual Report.

**Resource Implications:**

As set out in the schedule to the Annual Report.

**Legal and Governance Implications:**

The policy and toolkit address the legal and governance issues.

**Safer, Cleaner and Greener Implications:**

Extending funding is used for a number of projects which contribute to this initiative.

**Consultation Undertaken:**

None.

**Background Papers:**

None.

**Impact Assessments:**

Covered by Toolkit guidance.