

Review of Partnership Governance Arrangements

GRANTS TO VOLUNTARY ORGANISATIONS RECOMMENDATIONS:

AMENDED ACTION PLAN BASED ON INTERNAL AUDIT INSPECTION

RECOMMENDATION	ACTION TO BE TAKEN	LEAD OFFICER	WHEN
Corporate approach to funding	Seek agreement from members and all services currently funding voluntary and community groups	Principal Policy Officer	Report to Executive Committee – March 2003 Implementation – April 2003
Central co-ordination of grants	As above. Needs to link with decision on designated officer	Principal Policy Officer	April 2003
Corporate working group to review grants	Establish small officer and member working group	Principal Policy Officer	This group not met. Reports on process have been taken to Resource Scrutiny Panel.
Designated officer to be responsible for monitoring and control of grants	To be recommended at end of process to Executive Committee for decision	Principal Policy Officer	Policy Assistant appointed and started in post October 2002. Responsible for development of database.
Corporate database of all grants to voluntary organisations	Develop database system	Policy Assistant	April 2003
Procedure notes for processing grant applications to be compiled	Establish system to record, progress and monitor applications	Principal Policy Officer	Guidelines to be developed April 2003
Update application form	Revise and amend application form to reflect different grants and appropriate contact names	Principal Policy Officer	February 2003
Guidelines to be revised	Update guidance notes to reflect criteria, funding conditions and other relevant information	Principal Policy Officer	February 2003

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Monitoring grants to voluntary organisations	Establish monitoring system. Carry out research on examples of good practice	Principal Policy Officer	Research completed. Monitoring linked to database April 2003
Annual review to ensure grant entitlement	Develop process to ensure that funding conditions are being met to receive further funding. Report to Executive Committee to detail this process, including development of partnership agreements	Principal Policy Officer	Review during 2003. Agreements implemented from April 2004
Formal launch of new arrangements	To be organised by Voluntary Sector Partnership	Principal Policy Officer	Mid 2003
Revise financial coding structure	Codes revised according to types of grants	Principal Accountant	April 2003