

## Appendix 1: Grant Funding and Commissioning to the Voluntary Sector Action Plan

No.	Action	Timescale	Responsibility	Update – March 2016
R01	Funding officers should review the voluntary and community sector funding page on an annual basis in order to ensure that all sources of funding from the local authority which are available to the voluntary and community sector are detailed on the LBM website. Funding officers should actively promote these opportunities and encourage groups to use the authority's website.	30 June 2015	Head of Policy, Strategy and Partnerships	<b><u>COMPLETED</u></b>  This was raised at the Funding Officers Group meeting on November 3 2015. It is the responsibility of each department to update the information  This will be a standing item for Funding Officers Group and officers will be reminded to update the website with details of funding opportunities.
R02	Funding awards from the Early Years Fund made payable to voluntary organisations should be identified and added to the voluntary sector funding page. If funding is not identified, then use of this link should be reviewed.	30 September 2015	Head of Policy, Strategy and Partnerships	<b><u>COMPLETED</u></b>  A link to the Early Years Fund has been added to the voluntary sector funding page. Funding awarded has been included in the 2015/16 Voluntary Sector Funding database.
R03	A formal agreement should be drawn up with MVSC (for the small grants programme) and signed as soon as possible. The agreement should include details of the expectations of the council, the award process and any monitoring required.	30 September 2015	Head of Policy, Strategy and Partnerships	<b><u>COMPLETED</u></b>  A funding agreement for the small grants programme has been drafted and signed by MVSC.

No.	Action	Timescale	Responsibility	Update – March 2016
R04	<p>Confirmation of the arrangement made between the local authority and MVSC in relation to the Merton Partnership Fund should be obtained.</p> <p>The terms of the agreement should be signed by both parties and held on file for future reference.</p>	30 April 2015	Head of Policy, Strategy and Partnerships	<p><b><u>COMPLETED</u></b></p> <p>A funding agreement has been drafted and signed by MVSC.</p>
R05	<p>The funding definitions should be reviewed as soon as possible. The corporate procurement team should also be consulted regarding the review.</p>	30 June 2015	Head of Policy, Strategy and Partnerships	<p><b><u>IN PROGRESS</u></b></p> <p>Definitions have been drafted and will be discussed at the next meeting of the Funding Officers Group in March 2016.</p>
R06	<p>Consideration should be given to resurrecting the meetings of the Funding Officers Group in order to continue with the sharing of good practice and addressing any issues that may arise.</p> <p>Consideration should also be given to documenting a terms of reference for the Funding Officers Group.</p>	30 June 2015	Head of Policy, Strategy and Partnerships	<p><b><u>COMPLETED</u></b></p> <p>The Funding Officers Group has been reconvened to allow an opportunity to discuss the findings of the audit and use the recommendations from this audit to develop a work programme. Draft TOR will be presented to the next meeting in March 2016.</p>
R07	<p>The Voluntary Sector Strategy Action Plan should be re-presented to the Compact Board for up-dating and setting new priorities as soon as possible.</p> <p>A process for reviewing and updating the Voluntary Sector Strategy Action Plan should also be put in place as soon as possible.</p>	30 September 2015	Head of Policy, Strategy and Partnerships	<p><b><u>COMPLETED</u></b></p> <p>The Voluntary Sector Strategy Action Plan has been reviewed and updated and was reported to the Compact Board in July 2015. It is on the forward plan for future meetings of the Compact Board.</p>

No.	Action	Timescale	Responsibility	Update – March 2016
R08	Both funded groups and funding officers should be reminded of the requirement to complete the monitoring information as required by the terms of the agreement.	30 June 2015	Head of Policy, Strategy and Partnerships	<p><b><u>COMPLETED</u></b></p> <p>Funded groups have been reminded of the monitoring arrangements. Monitoring is also be discussed at Funding Officers Group meetings.</p>
R09	<p>There should be a set of guidelines detailing the required action to be taken when an organisation is found to be underperforming following receipt of funding.</p> <p>The Head of Commercial Services should be consulted prior to finalising the guidelines.</p>	31 December 2015	Head of Policy, Strategy and Partnerships	<p><b><u>COMPLETED</u></b></p> <p>Guidelines have been reviewed in conjunction with the Compact Board and the Head of Commercial Services. PSP have circulated the guidelines used for strategic funding which set out procedures for action to be taken if an organisation is found to be underperforming. Still await feedback from Commercial Services</p>
R10	<p>A clear transparent process should be put in place in the event that funded groups may wish to make a complaint either to, or regarding the Compact Board.</p> <p>Once in place the process should be actively promoted to funded organisations.</p>	31 December 2015	Head of Policy, Strategy and Partnerships	<p><b><u>COMPLETED</u></b></p> <p>Each department has a transparent process for funded groups that may wish to complain and the information is provided to the funded groups within the funding guidelines.</p>

No.	Action	Timescale	Responsibility	Update – March 2016
R11	Consideration should be given to undertaking a mapping exercise of the funding spread across the borough with the aim of highlighting any possible over / under provision in funding.	31 March 2016	Head of Policy, Strategy and Partnerships	<p><b><u>COMPLETED</u></b></p> <p>A funding map is available that sets out funding across Merton and this information is available to the Funding Officers Group.</p> <p><a href="https://data.ncvo.org.uk/areas/merton/">https://data.ncvo.org.uk/areas/merton/</a></p>
R12	The perception of under representation of smaller voluntary groups by the Merton COMPACT should be raised at the next meeting of the Compact in order to ensure that this issue can be fully addressed.	31 July 2015	Head of Policy, Strategy and Partnerships	<p><b><u>COMPLETED</u></b></p> <p>The overall findings of the audit report were shared with the Compact Board and a discussion was held in July 2015 where the recommendations were included as part of the Voluntary Sector Strategy Action Plan. New structures have been put in place as of November 2015 which the representation of the BAME community and smaller groups.</p>
R13	There should be a clear set of criteria for all funding awards made from the Greenspaces fund. The criteria should include the requirement to submit an application form. (See Voluntary and Community Sector funding forms and guidance on the Merton Council Website). The application form should be held on file for future reference.		Head of Sustainable Communities	<p><b><u>COMPLETED</u></b></p> <p>There is no Greenspaces Fund and only one organisation is grant funded.</p>

No.	Action	Timescale	Responsibility	Update – March 2016
R15	<p>A clear set of guidelines detailing the information required prior to funding consideration should be agreed and fully documented.</p> <p>The document should include reference to the Voluntary and Community sector grant funding conditions.</p> <p>The agreed guidelines should be followed by all funding officers in order to ensure a clear audit trail and consistent approach across the authority.</p>	31 December 2015	Head of Policy, Strategy and Partnerships	<p><b><u>COMPLETED</u></b></p> <p>The funding application form and guidance notes that the Policy, Strategy and Partnerships team use for Strategic Partner Funding were developed as standardised forms to be used and adapted for different funding schemes across the council. The funding conditions are appended to the funding application form, rather than the guidance notes. We reviewed these standard forms and as part of this will look at the consistency with which these are used across the council. This will be taken forward with the Funding Officers' Group.</p>
R16	<p>The Community Association funding agreements should be reviewed and updated as a matter of urgency.</p> <p>A process should be put in place in order to ensure that the monitoring information required in the funding agreement is undertaken as required by the agreement and the process fully documented.</p>		Head of Sustainable Communities	<p><b><u>COMPLETED</u></b></p> <p>The funding agreements have been reviewed and updated and monitoring arrangements are in place and the process is fully documented.</p>
R17	<p>Details of the funding agreement with MVSC in relation to the work undertaken with the community centres should be obtained and held on file for future reference.</p>		Head of Sustainable Communities	<p><b><u>COMPLETED</u></b></p> <p>All relevant information is held on file and monitoring arrangements are in place.</p>

No.	Action	Timescale	Responsibility	Update – March 2016
	Monitoring arrangements should also be clarified and supporting documentation held on file.			
R19	A 'Lead Funder' model should be adopted across the authority so that funded organisations are not required to submit duplicate information in support of any funding awarded.	31 March 2016	Head of Policy, Strategy and Partnerships	<b><u>IN PROGRESS</u></b> The benefits and feasibility of this approach will be considered at the Funders Officers Group in March 2016.
R20	Confirmation should be provided that the monitoring undertaken in relation to the Vulnerable Families Project is in line with the terms of the contract and is available for inspection on request.		Service Manager, Early Years	<b><u>COMPLETED</u></b> Monitoring is always completed and is in line with the terms of the contract. This project no longer exists.
R22	All funding agreements should be issued prior to commencement of the period to which it relates.		Head of Access and Commissioning	<b><u>COMPLETED</u></b> Agreed and noted
R24	The funding for the Federation of Community Centres should be accurately reflected in the voluntary sector funding database and if appropriate, broken down into its component parts.		Head of Sustainable Communities	<b><u>COMPLETED</u></b> Federation of Community Centres funding is included now in the database.
R26	The Occupation of Property by Voluntary Organisations policy dated 3 <sup>rd</sup> December 1997 should be reviewed and updated as soon as possible.		Head of Sustainable Communities	<b><u>IN PROGRESS</u></b> Actions still being progressed

No.	Action	Timescale	Responsibility	Update – March 2016
R28	Invoices should not be raised to a named individual but in the name of the organisation to which they relate.		Treasury & Insurance Manager	<b><u>COMPLETED</u></b>  Agreed and noted
R30	The notional funding provided to the eight voluntary groups in receipt of the Merton payroll service should be added to the voluntary sector database.	30 September 2015	Head of Policy, Strategy and Partnerships	<b><u>COMPLETED</u></b>  The data base has been updated to show the funding details
R31	The provision of the LBM payroll service should be reviewed as soon as possible and consideration given to withdrawing the service from the funded groups who currently receive the service. Alternatively a more transparent process introduced.	30 October 2015	Head of Policy, Strategy and Partnerships / Joint Head of Human Resources	<b><u>IN PROGRESS</u></b>  Discussions to be had with Human Resources and Merton Voluntary Services Council to explore options and make proposals to the funded groups for alternative payroll provision.

This page is intentionally left blank