



Grants and Community Services Forum

**Meeting: Thursday, 3rd July 2014 at 6.00 pm in the Civic Suite,
North Warehouse, The Docks, Gloucester**

Membership:	<p>Councillor Jim Beeley, Councillor Usman Bhaimia, Councillor David Brown, Councillor Kathy Williams, Councillor Gerald Dee, Councillor Terry Pullen, Councillor Jennie Dallimore, Cabinet Member for Communities and Neighbourhoods (ex-officio role)</p> <p>Sally Pickering (Gloucestershire Association for Voluntary and Community Action (GAVCA)), Pauline Reynolds (Gloucestershire African and Caribbean Association), Anne Whitworth (Gloucester Law Centre), Mike Harrison (Hucclecote Community Association) and Michael Teesdale (Abbeydale Community Association), Robin Agascar (Gay Glos)</p> <p><i>Please note that attendees from the Voluntary Sector may vary according to the availability of representatives</i></p>
Contact:	<p>Anthony Wisdom Democratic Services Officer 01452 396158 Anthony.wisdom@gloucester.gov.uk</p>

AGENDA

1.	<p>APPOINTMENT OF CHAIR</p> <p>To confirm the appointment of a member of the Voluntary Sector to act as Chair for the Municipal Year 2014/15.</p>
2.	<p>APOLOGIES</p> <p>To receive any apologies for absence.</p>
3.	<p>DECLARATIONS OF INTEREST</p> <p>To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.</p>
4.	<p>MINUTES (Pages 5 - 8)</p> <p>To approve as a correct record the minutes of the meeting held on 30 January 2014.</p>

5.	<p>PUBLIC QUESTION TIME (15 MINUTES)</p> <p>The opportunity is given to members of the public to put questions to Cabinet Members or Committee Chairs provided that a question does not relate to:</p> <ul style="list-style-type: none"> • Matters which are the subject of current or pending legal proceedings, or • Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers
6.	<p>PETITIONS AND DEPUTATIONS (15 MINUTES)</p> <p>To receive any petitions and deputations provided that no such petition is in relation to:</p> <ul style="list-style-type: none"> • Matters relating to individual Council Officers, or • Matters relating to current or pending legal proceedings
7.	<p>AMENDED TERMS OF REFERENCE (Pages 9 - 12)</p> <p>To consider the report of the Director of Services and Neighbourhoods which seeks approval for an amendment to the proposed Terms of Reference for the Forum following their submission to the Constitutional and Electoral Working Group on 25 February 2014.</p>
8.	<p>UPDATE FROM THE CITY COUNCIL</p> <p>To receive relevant updates on matters pertaining to the voluntary sector.</p>
9.	<p>VOLUNTARY SECTOR UPDATE</p> <p>To receive updates from the voluntary sector in a discussion forum.</p>
10.	<p>DATE OF THE NEXT MEETING</p> <p>29 January 2015 at 18.00 hours.</p>



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Peter Gillett
Corporate Director of Resources

Date of Publication: Wednesday 25 June 2014

NOTES

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area. For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or land in the Council's area and (b) either – i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with

whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

Access to Information

Agendas and reports can be viewed on the Gloucester City Council website: www.gloucester.gov.uk and are available to view five working days prior to the meeting date.

For further details and enquiries about this meeting please contact Anthony Wisdom, 01452 396158, anthony.wisdom@gloucester.gov.uk.

For general enquiries about Gloucester City Council’s meetings please contact Democratic Services, 01452 396126, democratic.services@gloucester.gov.uk.

If you, or someone you know cannot understand English and need help with this information, or if you would like a large print, Braille, or audio version of this information please call 01452 396396.

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Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the Public and Press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

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- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.



GRANTS AND COMMUNITY SERVICES FORUM

MEETING : Thursday, 30th January 2014

PRESENT : Councillors Brown, Bhaimia, Dee, Beeley, and Hansdot

Sally Pickering (Chair), Pauline Reynolds, Michael Teesdale, Sue Cunningham and Robin Agascar.

Ex-Officio Member

Cllr Jennie Dallimore

Officers in Attendance

Penny Williams – Democratic Services Manager

Pete Gillett – Director of Resources

Martin Shields – Director of Services and Neighbourhoods

Riki Moody – Business Improvement Officer

APOLOGIES : Councillor Randle, Anne Whitworth (Gloucester Law Centre) and Mike Harrison (Hucclecote Community Association)

13. DECLARATIONS OF INTEREST

It was acknowledged that all members of the Forum that represented a charitable body had an interest in the budget item.

Sally Pickering declared a personal interest in item 9 of the agenda.

14. MINUTES

The minutes of the meeting held on 4 July 2013 were confirmed as a correct record and signed by the Chair.

15. PUBLIC QUESTION TIME (15 MINUTES)

Andy Berry addressed the Forum as spoke in support of Shopmobility continuing to be run by the Council. He praised the service and the officers that delivered it.

Riaz Malia addressed the Forum and asked if greater detail could be given on the decision making processes that were behind the budget decisions, and those decisions were justified.

The Chair agreed that the responses to the points raised would be covered in the presentation on item 7 of the agenda.

**GRANTS AND COMMUNITY SERVICES FORUM
30.01.14**

16. PETITIONS AND DEPUTATIONS (15 MINUTES)

There were no petitions or deputations.

17. REVISED DRAFT TERMS OF REFERENCE FOR THE GRANTS AND COMMUNITY SERVICES FORUM

The Forum considered two proposed revisions to the draft Terms of Reference for the Forum. The Forum noted that word 'representative' had not been replaced in the document with the word 'member' and it was asked that this was done before it was submitted to the Constitutional and Electoral Working Group for adoption.

The Forum were also advised that the name of the Forum could not be changed as it was contained within the Council's constitution.

RESOLVED: That the revised draft Terms of Reference, as amended, be submitted to the Constitutional and Electoral Working Group for formal adoption by Council.

18. DRAFT MONEY PLAN 2014-19 AND BUDGET PROPOSALS FOR CONSULTATION 2014/15 AND GAVCA'S RESPONSE

The Chair agreed to consider items 7 and 8 of the agenda together.

The Forum considered the Council's Draft Money Plan 2014-19 and Budget proposals for 2014-15 which were presented to the Forum for consultation. GAVCA had also provided the City Council with a response to the document expressing their concerns.

The Director of Resources outlined the content of the report and explained to the Forum the context and background to the savings and how savings and efficiencies were being delivered. In particular the Forum were advised of the financial pressures that the Council was under and the continuing need to look for savings and efficiencies. Moreover, that no final decisions had been made on the budget as it was yet to be considered by the Cabinet before being presented to Council at the end of February.

Members of the Forum were advised that the consultation process remained open and the online consultation could be completed or there were paper copies available.

The Director of Resources explained that he was pleased to hear how well received the Shopmobility service was, however he explained that it was currently running at a loss and all alternative ways of delivering this service had to be explored.

The Cabinet Member for Communities and Neighbourhoods reiterated the points raised and added how much the Council valued the voluntary and community sector. Further, that although Shopmobility would be reviewed it was a much loved and well used service.

**GRANTS AND COMMUNITY SERVICES FORUM
30.01.14**

The Forum were advised that the Council was reviewing its spending and making sure that budgets were aligned with the Council Plan and the Council's priorities, although it was noted that the Council priorities were also being reviewed.

RESOLVED: That the Council's Draft Money Plan 2014-19 and Budget Proposals for 2014-15 be noted.

19. THE ROLE OF INFRASTRUCTURE SUPPORT TO THE VCS

The Forum considered a discussion paper prepared by the voluntary sector which asked the City Council to recognise the value of Local Infrastructure Organisations (LIOs).

RESOLVED: That the discussion paper be noted.

20. VCS GRANTS ROUND - PROCESS AND PRIORITIES

The Forum noted the grants round processes and priorities and agreed that these would be revisited at a future meeting.

RESOLVED: That the item be noted.

21. UPDATE FROM THE CITY COUNCIL

There were no further updates from the City Council.

22. VOLUNTARY SECTOR UPDATE

There were no updates from the voluntary sector.

23. DATE OF THE NEXT MEETING

3 July 2014 at 18.00 hours.

Time of commencement: 18.00 hours

Time of conclusion: 20:00 hours

Chair

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Gloucester City Council

Meeting:	Grants and Community Services Forum	Date:	3 July 2014
	Constitutional and Electoral Working Group		21 October 2014
	Council		27 November 2014
Subject:	Grants and Community Services Forum – Amended Terms of Reference		
Report Of:	Director of Services and Neighbourhoods		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Gareth Hooper, Senior Partnership and Engagement Officer		
	Email:	gareth.hooper@gloucester.gov.uk	Tel: 39- 6978
Appendices:	1. Amended Terms of Reference for Grants and Community Services Forum		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To seek approval for a change to the proposed Terms of Reference for the Grants and Community Services Forum following consideration by the Constitutional and Electoral Working Group at its meeting on 25 February 2014.

2.0 Recommendations

- 2.1 **Grants and Community Services Forum** is asked to consider the requested amendment to its Terms of Reference proposed by the Constitutional and Electoral Working Group and make any recommendations to Council.
- 2.2 Subject to approval of the amended Terms of Reference, **Constitutional and Electoral Working Group** is asked to **RECOMMEND** to Council that the amended Terms of Reference be adopted in the Council's Constitution.
- 2.2 **Council** is asked to **RESOLVE** that the amended Terms of Reference for the Grants and Community Services Forum, as set out in Appendix 1 to this report, be adopted in the Council's Constitution.

3.0 Background and Key Issues

- 3.1 The Grants and Community Services Forum Terms of Reference were updated in January 2014 in order to accurately reflect the work of the Forum and the membership. Consultation was undertaken with the Voluntary and Community Services (VCS) organisations involved and the proposed Terms of Reference were approved on 30 January 2014 for submission to the Constitutional and Electoral Working Group prior to adoption in the Council's Constitution.
- 3.2 At its meeting on 25 February 2014, the Constitutional and Electoral Working Group noted that the following sentence which is contained in the current Terms of Reference in the Council's Constitution had been removed from the proposed Terms of Reference:-

'Evidence of the voluntary sector representative election process shall be provided to the City Council upon request'.

- 3.3 The Constitutional and Electoral Working Group believed that the process for the selection of VCS representatives should be robust in order to ensure that a broad range of views was represented. The Working Group agreed that the proposed Terms of Reference would be re-submitted to the Grants and Community Services Forum with a request for the sentence to be re-inserted. The insertion has been marked on Appendix 1 in bold italics.

4.0 Alternative Options Considered

- 4.1 No alternative options have been considered.

5.0 Reasons for Recommendations

- 5.1 To ensure the Terms of Reference reflect the role of the Forum.

6.0 Future Work and Conclusions

- 6.1 The revised Terms of reference, once approved, will be incorporated in the Constitution for 2014/15.

7.0 Financial Implications

- 7.1 There are no financial implications involved within this report.
(Financial Services have been consulted in the preparation this report.)

8.0 Legal Implications

- 8.1 Section 37 of the Local Government Act 2000 requires the Council to have and keep up to date a Constitution, setting out various matters prescribed by the Secretary of State, the Council's Standing Orders, Code of Conduct and any other matters the Council considers appropriate. This includes ensuring that the Terms of reference for the various Committees and Fora remain up-to-date.

(Legal Services have been consulted in the preparation this report.)

9.0 Risk & Opportunity Management Implications

9.1 This is no risk or opportunity management implications associated with this report.

10.0 People Impact Assessment (PIA):

10.1 An impact assessment is not required as this report does not involve any impact upon people as 'protected characteristic groups'.

11.0 Other Corporate Implications

Community Safety

11.1 None.

Sustainability

11.2 This report should enable the Forum to continue within the realms of the Constitution.

Staffing & Trade Union

11.3 None.

Background Documents: None.

APPENDIX 1
GLOUCESTER GRANTS & COMMUNITY SERVICES FORUM
PROPOSED TERMS OF REFERENCE

Aim:

To bring together members from the voluntary and community sector and Gloucester City Council, in order to develop a positive relationship in an environment where issues can be identified, ideas discussed and information shared.

Objectives:

- for members of Gloucester VCS Forum and Gloucester City Council to meet on a regular basis to discuss matters of mutual interest
- to keep abreast of local, county-wide and national issues that may impact on community development in Gloucester
- to encourage and develop partnership working and sharing knowledge between the sectors
- The Terms of Reference do not, however, extend to deliberations or decisions on individual grant allocation.

Membership: 12 comprising:

Gloucester City Council	Voluntary & Community Sector Forum
A total of 6 non-Cabinet Members of the City Council nominated by the Council plus the Cabinet Member with responsibility for the Voluntary and Community Sector who shall have the right to attend but not to vote.	6 members from the Voluntary and Community Sector (VCS) as selected by, and in accordance with, a process agreed by, the Gloucester Voluntary and Community Sector Forum. <i>Evidence of the voluntary sector representative election process shall be provided to the City Council upon request.</i> Every effort shall be made to ensure broad-base participation including by organisations representing 'protected characteristic' groups.

Quorum:

Shall consist of at least 2 voluntary sector members and at least 2 City Councillors

Frequency of Meetings:

Meetings will be held twice a year in North Warehouse

Role:

- The meetings will be formal in structure, but it is also recognised that there may be occasions, because of the meeting agenda, when additional people may be invited.
- The meetings can be a place for formal consultation to occur.
- Gloucester City Council will prepare for and notify participants of each meeting.
- The Corporate Director of Resources will be responsible for convening meetings, dispatching agenda and recording the minutes. The Corporate Director of Resources shall appoint a secretary.