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# RESOURCING THE VOLUNTARY SECTOR AD HOC SUB COMMITTEE

Meeting of Thursday 15 June 2006  
at 2.00 pm in Council Offices, English Street, Dumfries

## Members

**Christopher H Carruthers** - Hoddom and Kinmount  
**James H Dempster** - Sanquhar and District  
**Beth Gordon** - Lochar  
**Alfred Hannay** - Maxwelltown  
**Sandra McDowall** - Wigtown  
**Neil McKay** - Mid Nithsdale  
**Jane S Maitland** - Kirkcudbright - Bengairn  
**Jock Purdie** - Castle Douglas - Dee  
**Thomas K Sloan** - Stranraer North

**Alex Haswell**

Group Manager Corporate Support & Governance

## RESOURCING THE VOLUNTARY SECTOR AD HOC SUB COMMITTEE

Meeting of Thursday 15 June 2006  
at 2.00 pm in Council Offices, English Street, Dumfries

1. **MINUTE OF MEETING OF 6 MARCH 2006** (previously circulated).
2. **RESOURCING THE VOLUNTARY SECTOR 2006/2007: BALANCE REMAINING AND OPTIONS FOR UTILISATION** - Report dated 12 May 2006 by Corporate Director of Education and Community Services - *[Recommendation - to agree (1) that the sum of £14,642 remains within the existing voluntary sector budget for 2006/07 as detailed at Section 3.2 of this report; and (2) reconsider the three funding applications detailed in the Appendix, which received nil awards due to lack of available budget on 6 March 2006].*
3. **RESOURCING THE VOLUNTARY SECTOR 2006/2007 TO 2008/2009: PROGRESS REPORT AND RECOMMENDATIONS FOR CONTINUOUS IMPROVEMENT** - Report dated 19 May 2006 by Corporate Director of Education and Community Services - *[Recommendations - to agree (1) that the financial threshold for a voluntary or community sector organisation to be given a Council Service Agreement is an award totalling £10,000 and above, including 3 year awards which may be less than £10,000 per annum but total £10,000 or more; (2) that in respect of all awards of £10,000 or more, Lead Officers are required to carry out risk assessments to identify those organisations posing a high risk, in order to determine the nature and frequency of performance monitoring required before the signature of a Service Agreement or Contract; (3) that in respect of awards of £10,000 or more per annum the maximum initial payment shall be 50% of the first year's award (or less if a quarterly payment schedule has been negotiated by the Lead Officer and advised to Community Services Business Support); (4) that the initial payment in respect of awards of £10,000 or more per annum is to be made as soon as the applicant submits signed conditions of acceptance. The initial payment to be followed by one or more instalments (according to the terms of the Service Agreement or Contract) conditional upon the receipt by Community Services Business Support of a signed Service Agreement or Contract, and a satisfactory monitoring report from the Lead Officer prior to the release of each instalment; (5) that in respect of 3 year awards totalling £10,000 or more where each year's award is less than £10,000, each annual payment will comprise 100% of the funding award for that year, Year 1 payment to be made as soon as the applicant submits signed conditions of acceptance, and performance monitoring is to be undertaken by the Lead Officer according to the terms of the Service Agreement or Contract; (6) that in respect of single year awards of less than £10,000, full payment will be made as soon as the applicant submits signed conditions of acceptance. Monitoring shall be by completion of an annual monitoring form issued at the end of the financial year to the applicant; this form also to be completed and signed by the Lead Officer and forwarded to Community Services Business Support; (7) that in respect of 3 year awards totalling less than £10,000 (therefore not subject to a Service Agreement),*

*the applicant will be required to complete and return an annual monitoring form at the end of years 1 and 2 in order that the next year's payment may be released, with a final monitoring form to be completed at the end of year 3; (8) that in respect of 3 year awards totalling £10,000 or more, the second and third year payments would be conditional upon the receipt of a signed Service Agreement or Contract, as well as satisfactory monitoring reports from Years 1 and 2; (9) that monitoring of 3 year awards is to be undertaken by the Lead Officer in accordance with the terms of the Service Agreement or Contract, and copies of the signed Service Agreement or Contract and monitoring reports must be forwarded to Community Services Business Support; to note (10) the requirement for certain Service Managers to undertake training of Lead Officers in respect of their duties as Lead Officers, particularly in respect of financial monitoring, and the Council's objective to identify and fund key strategic partners; (11) that where applicants wish to request additional funding and they are in receipt of current 3 year funding awards, it is not necessary for them to submit new application forms for Years 2 and 3; (12) that the Chief Internal Auditor will arrange for audits to be performed on a number of voluntary organisations in each financial year; and (13) that the Health and Community Care Plan will be incorporated into CSBS systems such as the scoring framework].*

**4. RESOURCING THE VOLUNTARY SECTOR 2005/2006: UNDER-SPENDS -**

Report dated 2 June 2006 by Corporate Director of Education and Community Services – *[Recommendations – to agree (1) that Annandale & Eskdale Federation of Village & Community Halls is permitted to carry forward the balance of £1,208 from their 2005/06 funding award, in order to fund a part-time Outreach Worker in 2006/07; expenditure to be monitored through the annual monitoring report at the end of the current financial year and at that time any unspent balance to be repaid to the Council's voluntary sector budget; (2) that the Corporate Director of Education and Community Services be given delegated authority to approve the carry forward of voluntary sector budget award under-spends, up to a limit of £5,000 per organisation; (3) that authorised under-spends must be expended during the financial year following the year of the actual funding award, and at the end of that year, any unspent balance must be repaid to the Council's voluntary sector budget. Utilisation of under-spends must be monitored by the Lead Officer for each organisation and reported to Community Services Business Support; and (4) that a report on authorised under-spends is included within the 'Quarterly Report on Grants to the Voluntary Sector' to Education and Community Services Committee].*

**5. DAY CENTRES FOR OLDER PEOPLE - FUNDING REVISION PAPER: -**

Report dated 31 May 2006 by the Head of Strategic Planning and Commissioning *[Recommendations – to agree (1) for the day centres for older people to receive 100% of their funding from the voluntary sector grant budget for 2006/07-2008/09 inclusive, within the first quarter of the financial year; and (2) for the budget supporting the day centres for older people to be retained within the Voluntary Sector Grant budget, as the most appropriate budget for these voluntary sector services].*

**6. ANY OTHER BUSINESS WHICH THE CHAIRMAN MAY DECIDE IS URGENT DUE TO THE NEED FOR A DECISION**