

AUDIT COMMITTEE
13th SEPTEMBER 2019

GRANTS MANUAL

Recommendations / key decisions required:

To consider and approve the updated Grants Manual.

Reasons:

The Grants Manual has been revised to reflect current grant management requirements and processes and procedures.

Relevant scrutiny committee to be consulted: NA

Exec Board Decision Required NO

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr D. Jenkins - Resources

Directorate: Corporate
Services

Name of Director: Chris Moore

Report Author:

Randal Hemingway

Designations:

Director of Corporate Services

Head of Financial Services

Tel No. 01267 224886

E Mail Addresses:

CMoore@carmarthenshire.gov.uk

RHemingway@carmarthenshire.gov.uk

**EXECUTIVE SUMMARY
AUDIT COMMITTEE
13th September 2019**

GRANTS MANUAL

Background

Contained within the Authority's Constitution are Rules of Procedure which include the Financial Procedure Rules.

Supporting the Financial Procedure Rules are a number of documents which assist and guide staff, one of which is the Grants Manual which sets out the Authority's adopted approach to developing and delivering all grant funded projects. It works alongside the Authority's Project Management Toolkit and together provide a fully encompassing guide.

The manual outlines the Authority's grant management framework, provides guidance on developing the project, accepting grant funding, delivering the grant funded project through to project closure.

It is applicable to all grant funded projects which include allocated and non-allocated grants.

This Manual has recently been updated and is attached with associated appendices.

Grants Manual Update

The Authority receives grants from a number of funding sources and the Grants Manual has recently been reviewed and updated to reflect current grants management requirements, in order to meet general funding body obligations, internal processes and procedures, and audit requirements.

More specifically, it incorporates some background on departmental project working groups, a revised grants project proposal form process and the piloting of the new integrated impact assessment template which is due to be formally adopted from 2020 to ensure all projects take into account GDPR requirements.

Further updates will be required in the future to reflect the latest requirements, one of which will be the introduction of project bank accounts.

Conclusion

The Grants Manual is presented to Audit Committee for consideration and approval in order for the document to be adopted by the Authority.

DETAILED REPORT ATTACHED ?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Chris Moore

Director of Corporate Services

| | | | | | | |
|-----------------------------------------|-------------|-------------|-------------|------------------------|-----------------------|-----------------|
| Policy, Crime & Disorder and Equalities | Legal | Finance | ICT | Risk Management Issues | Staffing Implications | Physical Assets |
| NONE | NONE | NONE | NONE | NONE | NONE | NONE |

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Chris Moore

Director of Corporate Services

1. Scrutiny Committee – Not applicable
2. Local Member(s) - Not applicable
3. Community / Town Council – Not applicable
4. Relevant Partners - Not applicable
5. Staff Side Representatives and other Organisations - Not applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

None

| Title of Document | File Ref No. | Locations that the papers are available for public inspection |
|-------------------|--------------|---------------------------------------------------------------|
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