

Overview & Scrutiny Call-in Sub-Committee Agenda

Place To Be Held Remotely

Date Wednesday, 28 April 2021

Time 6:30 PM

This meeting is viewable by the press and public on the Council's [Youtube Channel](#).

Councillors

Chris Lloyd (Chair)	Labour
John Fahy (Vice-Chair)	Labour
Nigel Fletcher	Conservative

Deputies

All other members of the Overview & Scrutiny Committee

Members are reminded that officer contacts are shown at the end of each report and they are welcome to raise questions in advance with the appropriate officer. This does not prevent further questioning at the meeting.

If you require further information about this meeting please contact the Corporate Governance Manager:
Gurdeep Sehmi
Telephone: 020 8921 4350
Email: corporate-governance@royalgreenwich.gov.uk

Agenda

- 1 Apologies for Absence**
To receive apologies from Members of the Committee
- 2 Urgent business**
The Chair to announce any items of urgent business circulated separately from the main agenda.
- 3 Declarations of Interest**
Members to declare any personal and financial interests in items on the agenda. Attention is drawn to the Council's Constitution, the Council's Code of Conduct and associated advice.
- 4 Minutes**
Members are requested to confirm as an accurate record the Minutes of the meeting held on 14 July 2020.

No motion or discussion may take place upon the Minutes except as to their accuracy, and any question on this point will be determined by a majority of the Members of the body attending who were present when the matter in question was decided. Once confirmed, with or without amendment, the person presiding will sign the Minutes.
- 5 Call-in report for Write-Off of Irrecoverable Sundry Debt**
To note the decision of Leader on 17 March 2021 and take no further action; or refer the decision to the Leader or Cabinet as the decision maker for reconsideration, together with comments; or refer the decision to Full Council if the decision is considered to be contrary to the Budget and Policy Framework.

Date of Issue
Friday, 23 April
2021

Debbie Warren
Chief Executive

Remote Meetings

This meeting will be conducted remotely in accordance with the Coronavirus Act 2020 and related regulations.

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PUBLIC INFORMATION ON REMOTELY HELD ('VIRTUAL') MEETINGS

The meeting will be streamed live on the Council's [YouTube Channel](#) and a recording of the meeting will be available to view for one year after this meeting.

New Regulations have been introduced to enable local authorities to hold meetings remotely. To ensure the smooth running of these virtual meetings, procedures have been amended in accordance with emergency powers.

The Chair of the Committee will have complete discretion of the procedure to be adopted for the meeting.

During the meeting, all Members will be in control of their own microphone on Zoom.

The microphone should be set to mute at all times until the Chair invites the Member to address Cabinet.

Any member of the Committee who wishes to speak should do so by using the 'raise hand' function on Zoom.

The meeting 'chat' function on Zoom will be disabled in the interests of transparency.

Any member of the Committee who loses visual or audio connection during the virtual meeting should notify the designated Officer before any voting takes place and this will be recorded within the minutes of the meeting.

OVERVIEW AND SCRUTINY CALL-IN SUB-COMMITTEE	
TITLE	ITEM NO
Declarations of Interests	3
CHIEF OFFICER	
Chief Executive	

1. Decisions Required

The Committee is requested to:

- 1.1 Note the list of Councillors' memberships (as Council appointed representatives) on outside bodies, joint committees and school governing bodies.
- 1.2 Request that Members orally declare any personal or financial interests, including those detailed, in specific items listed on the agenda as they relate to matters under discussion.

2. Members' Interests

- 2.1 Appended to this report is a list of the outside bodies, joint committees and school governing bodies that each member of Council has been appointed to by the Council or the Leader. The list does not include bodies with which a Member is involved in a personal or private capacity.

Personal interests

- 2.2 A Member has a personal interest where any business is likely to affect:
 - (a) them, or
 - (b) a relevant person or a relevant body (where the Member is aware that they have the interest);

more than a majority of those in the ward you represent.

A **relevant person** is defined as the member's spouse or civil partner, a person who they are living with as husband and wife or as civil partners, or a person with whom they have a close association.¹

¹ See the guidance in Annex I of the Code of Conduct

A **relevant body** is defined as (a) any organisation, school governing body or outside committee or trust which they have been appointed to by the Royal Borough or by the Leader, or (b) any other voluntary organisation, school governing body or commercial organisation where you are a management committee member, school governor, trustee or director.

- 2.3 Members must declare the existence and nature of any personal interest at the start of the meeting, or when the interest becomes apparent. Members must say which item their interest relates to.
- 2.4 A Member who has a personal interest may stay, speak and vote, except where the business:
- (a) affects the financial position of the Member or any person or body described in paragraph 2.2 above, or
 - (b) relates to an interest that would be affected financially or relates to the determining to any approval, consent, licence, permission or registration in relation to the Member or any person or body described in paragraph 2.2 above

Financial Interests

- 2.5 A Member has a financial interest where any business relates to or is likely to affect an interest set out in paragraph 18 of the Code of Conduct, and which is the Member's interest or the interest of a person described in paragraph 2.2(a) above.
- 2.6 Members must declare the existence and nature of any financial interest at the start of the meeting, or when the interest becomes apparent. Members must say which item their interest relates to.
- 2.7 A Member who has a financial interest must leave the meeting, but may attend to make representations, answer questions or give evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, and provided they leave the meeting immediately after doing so. The Member must not participate in the discussion nor the vote.

General

- 2.8 The Code also requires Members to declare interests in relation to relevant bodies for six months after ceasing from being a member and take the appropriate action in relation to financial interests.

Background Papers

Agenda and Minutes of the Annual Meeting of the Council – 13 May 2020

Report Author: Gurdeep Sehmi, Corporate Governance Manager
Tel: 020 8921 5134
Email: gurdeep.sehmi@royalgreenwich.gov.uk

Reporting to: Veronica Johnson, Head of Corporate and Democratic Services
Tel: 020 8921 5004
Email: veronica.johnson@royalgreenwich.gov.uk

Councillor	Organisation	Role	Governorship
Davis	-		
Fahy	Greenwich Co-operative Development Agency	Member	
Fahy	Learning Disability Partnership	Member	
Lloyd	Overview & Scrutiny Joint Health Committee	Member	

ROYAL BOROUGH OF GREENWICH
OVERVIEW & SCRUTINY CALL-IN SUB-COMMITTEE
TUESDAY, 14 JULY 2020 AT 5.30 PM
MINUTES

Present:

Members:

Councillor Chris Lloyd (Chair), Councillors Charlie Davis and John Fahy.

Signatories to the Call-in:

Councillors Mark James and Clive Mardner

Also in attendance:

Councillor Spencer Drury

Respondees:

Councillor Anthony Okereke

Officers in attendance:

Director, Housing & Safer Communities; Senior Assistant Director, Repairs & Investment; Head of Legal Services; Head of Corporate Governance & Democratic Services; Corporate Governance Officer.

1. Apologies for Absence

There were none.

2. Urgent Business

None.

3. Declarations of Interest

Resolved –

That the list of Councillors' memberships as Council appointed representatives on outside bodies, joint committees and school governing bodies be noted.

4. Minutes

Resolved –

That the minutes of the meetings of the Overview and Scrutiny Call-In Sub-Committee held on 8 August 2018 and 18 December 2018 be agreed and signed as a true and accurate record.

5. Call-In report for Award of Contract 2747 – Door Entry Replacement Programme 2019-20

The Chair advised how he proposed to run the meeting. He would firstly give ten minutes to speak between them to the two Members who had called in the decision. This would be followed by giving ten minutes to the Cabinet Member, the Director and the Senior Assistant Director to respond. This would be followed by any questions from the Members who had called in the decision and from Councillor Drury, and then questions from the Committee members. Due to some technical problems with audio experienced by Councillor Mardner, the Chair then asked Councillor Drury to put his questions to the officers whilst Councillor Mardner attempted to regain audio feed.

Councillor Drury asked that given the assumption of the company had been that this was for aluminium rather than steel doors, had any review of the sorts of doors used been undertaken? Why did officers require the doors to be steel? Secondly, it worked out that it was in the region of £470 per door more to have them made of steel but he could not see any figures within the report that matched this figure. Finally, paragraph 5.6 was about the use of apprentices and the like but it did not really seem that there was much scope for their use in this contract.

The Director of Housing & Safer Communities agreed that the steel doors were more expensive but that they were a much higher spec meaning that they were less likely to break or be vandalised and that the use of aluminium doors would be a false economy.

The Senior Assistant Director then advised that the use of steel was standard practice in the borough because of the reasons highlighted by the Director. The spec had been really clear and he had no idea why the company had assumed that the doors were to be made of aluminium. He agreed that the social value commitment would be limited as this was a short contract of only seven months but that this

had been discussed with the successful contractor and they were going to for example, bring in apprentices.

The Chair then asked Councillors Mardner and James to explain why they had called in this decision. Councillor Mardner said that he hoped it would be possible to hold a joint meeting of Housing and Finance Scrutiny to discuss procurement within the Housing Directorate. He felt that the current item should have been more substantive and that he had put forward a lot of questions which had only been answered at the last minute. Social value legislation had been implemented in 2012 and nothing seemed to have happened on it since that time. He was also disappointed with the tender and spec information given in the report. He understood the need for some financial confidentiality but Members needed to be given all the facts to make a judgment otherwise how could they comment on the value for money.

The Chair said that there had been several emails between himself, officers, the Cabinet Member and Councillors Mardner and James in which they had tried to facilitate a meeting to discuss the concerns but this had not taken place. Councillor Mardner stated that he disagreed with this.

Councillor James said that did not have much more to add over what Councillor Mardner had already stated. He particularly agreed with the statement that there had to be some financial confidentiality but that members needed to know the process of the Framework Agreement for tenders. He asked why the non-compliant bid from Openview had not been spotted and removed earlier? He said that more information on pricing was needed including information on durability and after-support of the doors.

Councillor Okereke stated that all Cabinet members were committed to working with Scrutiny and indeed with all councillors and that they would always answer any questions and that he had done so on this occasion. He and officers had sent emails and answered the questions that had been put to them. If there had been any more questions or issues, it was the responsibility of Members to reach out to him and let him know. He had also in fact sent them an email asking if there were any further questions and they had not responded. He asked them to remember that despite dealing with all the issues of Covid-19 such as rehousing, they had still received a response from officers after about seven days.

The Director of Housing & Safer Communities added that after the tenders are returned, officers go through a standard process and an evaluation was done. This was shown in section 5.5.6 of the pack as well as details of the finances and the report was open and transparent. Page 47 of the report also showed how the quality and price of the tenders were individually assessed and how they were then blended and the contract awarded. This was a standard process for all tenders. The only information that was exempt was some financial information about the companies themselves which was confidential. Scrutiny was always welcomed but should be done on an assessment of risk and on this particular contract the need of residents was high and the risk was low.

The Senior Assistant Director added that it had been reasonable to assume that the quote was for steel doors as this was the only option given in the spec for the tenders. He had asked the company if they would stand by their quote as if they had been for steel doors rather than aluminium but they would not. The next closest bid was significantly more expensive than Openview and so a decision had been taken to retender. The Senior Assistant Director then reiterated that social value had been a part of the tender with social values counting for ten percent of the value of the bid. The report clearly showed the prices, the quality and then how the points for each had been blended to give the final scores.

Councillor Mardner said that he welcomed the comments made about engaging with scrutiny and that the most important thing to him going forward was better inclusion of social value.

The Chair advised that he had tried to facilitate a discussion about concerns with this report rather than having to hold a Call-In. He pointed out that the Cabinet Member had sent out an email asking if there were any further concerns or questions and no one had responded to it so he was surprised that this Call-In meeting had been necessary. His recommendation to the committee was that they agreed option I of the report. He then invited comment from the other Committee members.

Councillor Fahy stated that he took on board the comments made by the officers and the Cabinet Member but that he had a couple of further questions for them. He agreed that Members delegated their responsibilities to officers and so did not need to read every single document, but he agreed with the comments made that proper scrutiny

was essential. One of the main legacies of Councillor Christine Grice was the social value principles she had brought in which had been agreed by Cabinet back in March. He therefore, wished to ask officers to clarify what their contact with the central procurement team had been and had they given their sign-off to this tender? Had officers been mindful of the Social Value Agreement which was in place for all directorates to follow? Could officers please also clarify the difference in cost between the original tenders in January and now was £15k?

The Director of Housing & Safer Communities replied that there had been close work between the Directorate of Housing and the central procurement team and that all officers were aware of the Social Value Agreement. However, in this particular instance this was a very short contract with a limited amount of social value possible. He advised that they were moving towards longer contracts such as kitchens which would have sub-contractors as well, which would allow greater social value. Officers however, had to mix this with the needs of the residents to get things moving and in this particular case they had been waiting a long time.

Councillor Fahy asked who had signed the contract off – the central procurement team or had it been a joint decision? The Director advised that the Constitution was quite clear that the decision had to be that of the relevant Director but that he did take advice from the central procurement team.

The Senior Assistant Director verified that the difference in cost since January was indeed £15k and that if they had not retendered, they would have had to have taken the bid from the second priced contractor which would have been substantially more than that. He advised that Procurement, Finance and Legal services all looked at contracts to verify them before they were passed to the Chief Officer for sign-off.

Councillor Davis then asked if there were any measurables in the social value agreed with the contractors and that if they did not deliver on this, could we go back to them? He also queried the errors that were cited in the new submission as explained on page 44 of the report.

The Senior Assistant Director advised that it was not uncommon for there to be errors in submissions. There were two kinds – pricing errors and arithmetical errors. If simple arithmetical errors were spotted by officers, they would go back to the contractor and ask them

to accept that they were wrong, which they had. Overall it had been a very good tender with competitive pricing, good quality and very good case studies put forward. He also advised that yes, officers would ensure as much social value was included as possible.

The Chair then reaffirmed his choice of recommending option one to the Committee.

Councillor Fahy agreed that the Committee should go with Option I with a rider that he wanted to discuss the relationship between the central procurement team and the directorates but that he would take this up elsewhere.

Councillor Davis also advised that he did have some concerns over this contract but agreed that the committee should go with Option I.

The Chair thanked everybody for their time and a good discussion and reiterated that Call-Ins were not always the best way forward and that members should always try and discuss with the relevant Cabinet Member first.

The Cabinet Member, Councillor Okereke also thanked Members and officers for their time and said that all Cabinet members were committed to answering any questions from Members and to involving Scrutiny.

Resolved –

That the decision of a Chief Officer, the Director of Housing and Safer Communities on 17th June 2020 be noted and no further action be taken.

The meeting ended at 6.55 pm.

Chair

OVERVIEW AND SCRUTINY CALL-IN SUB-COMMITTEE	DATE 27 April 2021	ITEM NO: 5
TITLE: Write-Off of Irrecoverable Sundry Debt	WARD(S): All	
CHIEF OFFICER: Director of Finance	CABINET MEMBER Finance and Resources	
DECISION CLASSIFICATION Key Decision	FINAL DECISION To be made on the recommendations in this report.	

1. Decision Required

1.1 The Sub-Committee is requested to consider whether to:

- note the decision of Leader on 17 March 2021 and take no further action;
or
- refer the decision to the Leader or Cabinet as the decision maker for reconsideration, together with comments; or
- refer the decision to Full Council if the decision is considered to be contrary to the Budget and Policy Framework.

2. Summary

2.1 Part 4B of the Council’s Constitution (Overview and Scrutiny Procedures) includes a procedure under which decisions taken by Cabinet or Cabinet Member, or key decision taken by Chief Officers under delegated powers, may be “called in” for further consideration. The “call-in” procedure has been invoked in respect of a decision taken by the Leader on 17 March 2021 in respect of ‘Authorising the write-off of four bad debts’.

3. Decision Called-In

3.1 The report considered by the Leader is attached as Appendix A.

3.2 The decision has been called-in by Councillors Matt Hartley and Spencer Drury in line with the Overview and Scrutiny Procedure Rules (Part 4B of the Constitution).

REASON FOR CALL IN

3.3 The reasons for the Call in are set out in the Notice of Call in which is at Appendix B. In addition the following alternative decision is sought:

3.3.1 Authorise the write-off of three of the four bad debts, details of which are included in the report:

- Greenwich Voluntary Action Council (GVAC)

£124,526.38

- Waterways Community Nursery (WCN)

£146,210.93

- Wide Horizons

£700,000.00

3.3.2. In addition to writing off these debts, commission an internal review of the due diligence processes in place for the provision of loans and grants to, and provision of paid services to, voluntary sector organisations – with the aim of generating recommendations that will reduce the likelihood of such large bad debts occurring in the future.

3.3.3. Request further work (and engagement with SE London CCG as the successor body to Greenwich CCG) before bringing any future decision to write off the £326,279.10 bad debt relating to Greenwich CCG. This should include reviewing how the situation arose that RBG has been unable to produce the evidence required and making recommendations that will provide full assurance that this will be prevented of this occurring in the future.'

4. Procedure

4.1 In accordance with the procedures for the call-in of items, the two Members (Councillors Matt Hartley and Spencer Drury) who are signatories to the call-in have been invited to the meeting and will have an entitlement to address the Meeting.

4.2 The Leader whose decision has been called in has also been informed that the matter is to be re-considered and invited to this Meeting.

5. Response to the Call In

5.1. In response to 3.4.2 the loans in question were granted a number of years ago and policies and procedures regarding governance around the granting of loans or grants have since been revised. On 17 October 2018 a report on Third Sector Commissioning Framework 2019-2023 was presented to

Cabinet. As part of this report a new application form, evaluation criteria and matrix was agreed which clearly sets out the factors that drive the decision making process in respect of grants/loans to the Third Sector. The application form is appended at Appendix C for information. At the same time a grants management software system (Blackbaud) was purchased. Currently, all the Voluntary & Community Sector Grants are recorded on the system. Quarterly “Essential Monitoring” is requested from each grant recipient. This asks all the grantees to provide the Council with assurance that they are financially stable, that their governance arrangements are stable (including any changes made to their board of trustees/management); and that they have had no safeguarding issues of note. They are also asked to provide quarterly income and expenditure returns as well as information concerning their current level of reserves. This is to provide assurance in respect of their financial position which is monitored throughout the year in addition to reviewing annual accounts.

- 5.2. In response to 3.4.3 - the six CCGs in south east London (Bexley, Bromley, Greenwich, Lambeth, Lewisham and Southwark) ceased to exist on 31 March 2020 and became the SELCCG i.e. the previous Greenwich CCG does not exist anymore and the ex G-CCG and the council have worked together over the last year to close out any remaining transactions between the two organisations.
- 5.3. There was originally £500,000 of disputed Free Nursing Care (FNC) payments from the CCG relating to four quarterly payments during 2018/19. Following negotiations, the CCG made a payment in December 2020 reducing the disputed amount to £213,000. The inability to settle the residual sum is down to a lack of robust records on claims for payment for individuals receiving FNC which was exacerbated by key individuals in the process having moved on since April 2019. Together, the council and SELCCG have put processes in place to ensure we have clear written agreement of individuals eligible to receive FNC before any billing takes place to avoid any repeat issues moving forward. The new Integrated Commissioning arrangements have also improved the ability to address financial queries more quickly. It is worth noting that FNC invoices for 2019/20 were settled.
- 5.4. The children’s services write off relates to four invoices, following late billing for agreed services spanning from 2016-18. While the majority of invoices were raised, agreed and paid on time, systems were reviewed to further strengthen oversight and mitigate risks of any delayed invoice raising. These are in place and since September 2019 all invoices have been submitted within the relevant financial year and paid. As with Health and Adults Services, new

Integrated arrangements have also improved the ability to address financial queries quicker to avoid delay.

6. Options

- 6.1. Part 4B of the Council’s Constitution (Overview and Scrutiny Procedures) sets out three options:
- 6.2. Option 1: note the decision of the Leader and agree to take no further action, in which case the decision will have immediate effect and be implemented.
- 6.3. Option 2: refer the decision to the Leader, for reconsideration, together with the sub-committee’s comments relating to the call-in reasons and the alternative decision which is sought.
- 6.4. Option 3: refer the decision to Full Council, if the decision is considered contrary to the Budget and Policy Framework

7. Preferred Option

- 7.1 Option 1 is recommended as the preferred option.

8. Reasons for recommendation

- 8.1. Writing off the four bad debts as outlined in the original report will help to ensure that the potential gross financial position of the Council is not overstated. The Council has no reasonable prospect of recovering the debts as the organisations are no longer in existence. The decision is not contrary to the budget framework because provision has already been made for irrecoverable debt and procedures regarding the granting of loans/grants have been updated to improve governance arrangements.

9. Cross-Cutting Issues and Implications

Issue	Implications	Sign-off
<p>Legal including Human Rights Act</p>	<p>The procedure relating to this Call- In are described in this report. The Call in Sub Committee may either:</p> <ul style="list-style-type: none"> • Note the decision taken and agree to take no further action in which case the decision called in will have immediate effect and will be implemented or • Refer the decision to the decision maker for reconsideration with comments; or 	<p><i>Azuka Onuorah</i> <i>Head of Legal Services</i> <i>15th April 2021</i></p>

	<ul style="list-style-type: none"> If the Sub Committee considers that the decision is contrary to the Policy framework or contrary to or not wholly in accordance with the Budget, refer the decision with or without comments to Full Council. <p>The decision is not contrary to the Budget and Policy Frameworks for the reasons set out at paragraph 8.1 of the report. As a result, the options set out at 6.2 (the preferred option) and 6.3 are the only appropriate options.</p>	
Finance and other resources	<i>As detailed in the original report</i>	<i>Michael Bate Assistant Director of Corporate Finance 13 April 2021</i>
Equalities	<i>As detailed in the original report</i>	<i>Michael Bate Assistant Director of Corporate Finance 13 April 2021</i>
Climate change	<i>As detailed in the original report</i>	<i>Michael Bate Assistant Director of Corporate Finance 13 April 2021</i>

10. Appendices

- 10.1. Appendix A – Decision Report – Write-Off of Irrecoverable Sundry Debt
- 10.2. Appendix B – Notice of Call-in
- 10.3. Appendix C - Voluntary and Community Sector Grant Funding Application Form

Report Author

Michael Bate

Assistant Director of Corporate Finance

Tel:

020 8921 4292

ITEM NO: 5

Email: Michael.bate@royalgreenwich.gov.uk

Chief Officer: Damon Cook
Director of Finance

Tel: 020 8921 6181

Email: damon.cook@royalgreenwich.gov.uk

DECISION MAKER Leader of the Council	DATE 17 March 2021
TITLE Write-Off of Irrecoverable Sundry Debt	WARD(S) All
CHIEF OFFICER Director of Finance	CABINET MEMBER Finance and Resources
DECISION CLASSIFICATION Key decision.	IS THE FINAL DECISION ON THE RECOMMENDATION(S) IN THIS REPORT BEING TAKEN AT THIS MEETING? Yes

I **Decisions required**

The Leader of the Council is requested to:

I.1 Authorise the write-off of four bad debts, details of which are included in this report:

- Greenwich Voluntary Action Council (GVAC)
£124,526.38
- Waterways Community Nursery (WCN)
£146,210.93
- Greenwich CCG
£326,279.10
- Wide Horizons
£700,000.00

Agreed/Not agreed

Signed:

(Councillor Danny Thorpe, Leader of the Council)

2 **Links to the Royal Greenwich Strategy**

2.1 This report relates to the following high-level objectives contained within the Royal Greenwich Corporate Plan 2018-2022:

- Economic Prosperity for all
- A strong and vibrant well-run Borough

3 Purpose of Report and Executive Summary

3.1 This report provides details of four 'bad debts'. A decision is required to enable these irrecoverable debts to be written out of the Royal Borough's accounting system.

3.2 None of the debts can be recovered as the debtors are either in liquidation or administration, or the debts are statute barred.

4 Introduction and Background

4.1 Following the centralisation and rationalisation of bad debts across the Council, an exercise was carried out to establish the total bad debt position. As part of that exercise, a number of debts, including both detailed in this report were transferred from the Service Directorates to the Finance Directorate for debt-recording purposes.

4.2 The Royal Borough previously provided a payroll service to Greenwich Voluntary Action Council (GVAC) and Waterways Community Nursery (WCN). The Royal Borough was due to recover the cost at the end of each quarter as the salary cost exceeded the voluntary sector grant.

4.3 The voluntary sector organisations utilised the payroll service but did not maintain their scheduled re-payments despite repeated reminders. The Royal Borough has ended the provision of payroll services to the voluntary sector, thus, this type of debt cannot re-occur.

4.4 The debt relating to the Greenwich CCG is a balance carried over several years for invoices that have not been fully settled. The initial amounts raised totalled £1,751,475.76 and the balance of £326,279.10 has remained unsettled due to unavailable data to evidence the full amount raised.

4.5 Wide Horizons

The debt relating to Wide Horizons was an interest bearing Loan facility of £700,000 to be paid back over a period of 25 years. The Trust provided outdoor education advice to the Council's Children's Services and was managing eight outdoor centres and an outreach service providing adventure experiences. It went into administration in 2018.

5 Greenwich Voluntary Action Council (GVAC)

- 5.1 The total amount of debt outstanding in respect of this organisation is £124,526.38
- 5.2 The debt relates to 16 invoices issued between December 2003 and July 2005. Debtor account entries indicate that GVAC was a reluctant payer as far back as 2001 and in January 2004 the suggestion was made that the payroll for February 2004 would not be paid unless the outstanding debt was reduced significantly.
- 5.3 In May 2005 a letter was sent to the Chair of GVAC regarding the recruitment of a Chief Executive and a funding review that should have been completed by May 2005.
- 5.4 In June 2005 Hays Specialist Recruitment Ltd were granted a High Court Judgement for the sum of £15,796.45. Bailiffs attended the offices and levied on all goods.
- 5.5 In June 2005 GVAC owed the sum of £329,949 of which £203,140 related to estimated payroll costs for 2005/06. This figure took account of the funding of £121,220 for 2005/06.
- 5.6 GVAC became insolvent on 26th August 2005. The position at that time was that GVAC owed the Royal Borough £124,008.25 for unpaid payroll costs and £518.13 for unpaid hall hire, catering and advertising.
- 5.7 At the time the debt was accrued, the Directorate with responsibility for council interaction with voluntary sector organisations was the Directorate of Culture and Community Services.
- 5.8 The Community Support Team in the Directorate of Culture and Community Services undertook a monitoring and funding review of GVAC and concluded the following:

- GVAC was a failing organisation, financially insolvent and with little prospect of recovery of the amount owed to the Royal Borough;
- Board Members had not fulfilled their terms of reference and had failed to ensure proper governance of the organisation;
- There had been an ongoing failure by both the Board and their senior staff to develop sound financial, administrative and management controls;
- GVAC's financial records for 2003/4 were incomplete and in a state of disorder, with almost half of recorded payments unsupported by invoices or receipts and no records of cash expenditure;
- The Board did not satisfactorily address the high level of debt owed to the Royal Borough for the period 2003-2005;
- The Board failed to register GVAC's audited accounts for 2002/3 and 2003/4 within the required legal timeframe and GVAC failed to hold its last AGM within the timeframes set out in both Company and Charity Law.

5.9 Cabinet Committee agreed the following on 12th July 2005:

- 1.1 Note the findings of the Council's monitoring and performance assessment of the Greenwich Voluntary Action Council (GVAC).*
- 1.2 Note that in light of these findings (paragraph 1.1) the grant payment to GVAC has been suspended in order to safeguard the Council's position.*
- 1.3 Agree that interim arrangements be established for the continuation of the successful project, 'Building New Links' funded by SRB5 through GVAC.*
- 1.4 Agree to withdraw funding from GVAC with effect from 1st October 2005 and subject to the agreement of the GVAC Board to agree that Officers work with GVAC to project-manage the withdrawal of funding and recovery of Council-owned assets e.g. premises.*
- 1.5 Agree to release funding to cover wind-up costs associated with salaries, redundancy payments (where applicable), utility bills/ office*

administration costs and outstanding project fees for work previously agreed by the Council, within ring-fenced budget allocation for GVAC in 2005/06“.

5.10 The Cabinet Papers in respect of this meeting are referenced as background papers to this report.

6 Waterways Community Nursery/Children’s Centre (WCN)

6.1 The total amount of debt outstanding in respect of this organisation is £146,210.93. The nursery went into liquidation and has subsequently been wound up.

6.2 The nursery was grant-funded via Royal Borough Social Services for a number of years and during this time it accrued a debt through its failure to meet the full costs of the payroll that was provided by the Royal Borough.

6.3 In April 2002 the responsibility for grant-funding the nursery was transferred to Early Years and Childcare in Children’s Services. The nursery no longer provided a priority social care service and needed to move to a self-financing basis.

6.4 The annual grant awarded to the nursery of £58,000 in 2005-06 was reduced to £28,000 in 2006-07 and finally a ‘nil’ award in 2007-08.

6.5 Repeated efforts on behalf of the Royal Borough to establish a regular repayment schedule secured only minimal contributions to the outstanding debt and in some years the debt increased because of additional employee costs from sickness and maternity leave alongside weak financial systems and controls.

6.6 When the nursery did take the action recommended by officers in 2004 such as increasing fee levels and improving the collection of fees and minimising arrears, this still did not result in any significant repayment / reduction of the debt.

6.7 The management committee made a commitment to regular repayments of the debt to the Council via a monthly standing order of £2,000 per month from March 2007. At the end of March 2008, the outstanding debt was £146,210.93.

6.8 The Children's Services Directorate at the time believed there was no prospect of securing any further contribution to reduce the level of the debt and provision was made within the Children's Services budget to enable the option of writing off the debt.

6.9 Cabinet Committee agreed the following on 17th June 2008:

- 1.1 *Note the issues arising from the development of a Children's Centre in the Thamesmead Moorings ward as described in paragraphs 5.1 to 5.12;*
- 1.2 *Agree that the Council assume responsibility for the operation of the current Waterways Community Nursery (Windrush Island Nursery Association) including accepting the transfer of staff as outlined in paragraphs 6.1 to 6.7;*
- 1.3 *Note the financial issues and other matters relating to the nursery and the development of the Children's Centre as set out in section 7 and in Item C.1; and to delegate to the Director of Children's Services, in consultation with the Head of Law, the detailed provisions of the Business Transfer Agreement;*
- 1.4 *Consider the matter in closed session under the provisions of the Local Government Act 1972, Schedule 12A on the following grounds: "3) Information relating to the financial or business affairs of any particular person (including the authority holding that information)."*
- 1.5 *Agree that the exempt information in the report be not subsequently released to the press or public.*
- 1.6 *Note the development of the capital scheme for the Children's Centre as described in paragraph 8.1 to 8.7 and Members' approval of the scheme and estimate report in October 2006;*

6.10 The Cabinet Papers in respect of this meeting are referenced as background papers to this report.

7. The Greenwich CCG

The total Greenwich CCG debt of £326,279.10 is split into two departments, £213,370.73 for Adult services and £112,908.37 for Children services. This debt relates to the 2018/19 and 2019/20 financial years and was raised to Greenwich CCG who have now merged with the other south east London CCG'S after a reorganisation in 2020/21 to form the SEL CCG. Since the new structure has been in place there has been an effort to resolve all outstanding debt in both organisations.

7.1 Adults

- 7.1.1 The unsettled balance of £213,370.73 against a total raised of £1,649,631.39 relates to 4 quarterly invoices raised in 2018/19 for clients entitled to Funded Nursing Care (FNC). FNC is a charge to the CCG for clients who do not qualify for free NHS Continuing Healthcare but are deemed to need nursing care as opposed to just residential care.
- 7.1.2 There has been ongoing discussions with CCG to resolve the unsettled debt in the last two years but due to missing data relating to 32 clients, the CCG have been unable to match the cost against commitments on their client management system.
- 7.2.3 The recent CCG restructure has now enabled more collaborative working and a new system has now been created to validate data before any invoices are raised which will ensure that this type of debt will not reoccur in future.

7.2 Children's

- 7.2.1 There are four separate debts amounting to £112,908.37. These are for reimbursements of Personal Health Budgets and Capital Staffing Services. These outstanding debts go back to March 2018/19. These costs have been disputed by the CCG and it has not been possible to obtain evidence to support payment.
- 7.2.2 There is a plan for a more formal integrated commissioning service from the next financial year 2021/22. Going forwards RBG and the CCG are putting in place improved processes and formal prior commissioning agreements to reduce the instances where charges are disputed.

8 Wide Horizons Outdoor Education Trust

- 8.1 The Total amount of debt outstanding in respect of this organisation is £700,000
- 8.2 The Trust had provided outdoor education advice to the Council's Children's Services, including schools and other education settings, in relation to off-site trips and excursions. This advice encompasses activities relating to the Duke of Edinburgh Award
- 8.3 The charity approached the Royal Borough of Greenwich and the London Borough of Lewisham to provide an interest bearing Loan totalling £1.4m, in order to refinance their Social Investment Business loan, the total loan was provided in equal proportion (£700k each).
- 8.4 Providing this facility allowed the organisation to repay its outstanding loan and allow it to effectively manage its business.
- 8.5 Both Lewisham and the Royal Borough of Greenwich each made trustee nominations to the Wide Horizons board
- 8.6 In August 2018, the charity agreed to be wound up voluntarily and appointment liquidators. The Council had been awaiting the possible repayment of the outstanding loan as part winding up process. However, the liquidator has now confirmed that it highly unlikely the Council will recover the outstanding loan amount.
- 8.7 The original loan report on 8 January 2018 agreed that the Council offer an interest bearing re-financing facility of up to £700,000 to Wide Horizons to be paid back over a period of no more than 25 years

9. Available Options

- 9.1 To write off the four bad debts as outlined in the report.
- 9.2 To not write off the four bad debts which would be overstating the potential income to the Council.

10. Preferred Option

10.1 To write off the four bad debts as outlined in the report to ensure that the potential income position of the Council is not overstated.

11 Cross Cutting Issues and Implications

Issue	Implications	Sign-off
<p>Legal including Human Rights Act</p>	<p>The Council is under a duty to take all reasonable steps to recover monies owing to it subject to the need in each case to:</p> <ul style="list-style-type: none"> • balance the cost of collection against the prospect of recovery; • whether the cost (including officer time and resources) is disproportionate in economic terms to the debt and the need to take into account the individual circumstances of the debtor before embarking on any course of action. <p>The report sets out the reasons for the proposed write offs.</p> <p>The debts are irrecoverable as all the organisations are insolvent with no assets. Further action by the Council will not result in recovery of the debts.</p> <p>As a result, it is reasonable to write off the debts.</p>	<p>Azuka Onuorah Head of Legal Services 18th March 2021</p>
<p>Finance</p>	<p>These write-offs are fully covered by the Council's bad debts provision.</p> <p>The write-offs total £1,297,016.41</p> <p>There is no ongoing impact on the Council's revenue budgets.</p>	<p>Michael Bate Assistant Director of Corporate Finance 10 March 2021</p>

Equalities	The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no apparent equality impact on end users.	Michael Bate Assistant Director of Corporate Finance 10 March 2021
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Background Papers

Cabinet Committee Report,
12 July 2005, Greenwich Voluntary Action Council, Item A7

Cabinet Committee Report,
17th June 2008, Waterways Community Nursery and Children's Centre,
Item A6 and Item C1

Leader of the Council report,
8 January 2018, Wide Horizons Re-financing

Report Authors: Brendan Costello
Assistant Director of Finance
Tel: 020 8921 5239
Email: brendan.costello@royalgreenwich.gov.uk

 Michael Bate
Assistant Director of Corporate Finance
Tel: 020 8921 4292
Email: Michael.bate@royalgreenwich.gov.uk

Chief Officer: Damon Cook
Director of Finance
Tel: 020 8921 6181
Email: damon.cook@royalgreenwich.gov.uk

**ROYAL BOROUGH OF GREENWICH
CALL-IN NOTICE**

DECISION TAKER:

Cabinet

Cabinet Member

Chief Officer

X

DATE OF DECISION: 17th March 2021

ITEM NO AND REPORT TITLE: Write-Off of Irrecoverable Sundry Debt

DECISION TO BE CALLED IN: 1.1

REASON FOR CALL-IN:

Reason for call-in / explanation of alternative decision sought:

This decision seeks to authorise the write-off of four bad debts which between them total almost £1.3 million, following a one-off exercise “carried out to establish the total bad debt position” across the council. In the case of three of the four debts, this relates to the provision of services/a loan to three voluntary sector organisations, all of which are now either in liquidation or administration. In the case of the fourth, a debt owing £326,279.10 to Greenwich CCG (now merged into SE London CCG) this is a residual “unsettled figure” that relates to the fact RBG was unable to produce the required evidence for the full amount raised.

In the case of the three bad debts relating to the voluntary sector organisations (GVAC, WCN and Wide Horizons)

- we accept that in the circumstances there is no alternative but to write these debts off
- However, we would like this Decision to additionally commission a review of the due diligence processes in place for the provision of loans and grants to, and the provision of services to – to reduce the likelihood of such large bad debts in the future.

In the case of the **£326,279.10 bad debt relating to Greenwich CCG** which the report says is in part “due to unavailable data to evidence the full amount raised”, we think this raises serious questions that need to be answered before this debt is written off – and we believe the Leader should seek further reassurance and further work and engagement before this happens.

We note that of this total of £326,279.10:

- £213,370.73 relates to Adults and has occurred due to “missing data relating to 32 clients” entitled to Funded Nursing Care (FNC)
- £112,908.37 relates to Childrens Services – these costs, relating to four re-imbursements of Personal Health Budget and Capital Staff Services, “have been disputed by the CCG and it has not been possible to obtain evidence to support payment”

We believe that these issue require further scrutiny before this Greenwich CCG debt is written off – and that the Leader of the Council should also further request work (and

engagement with the CCG) to make recommendations that will provide full assurance that repeat instances of this situation will be prevented in the future.

ALTERNATIVE DECISION SOUGHT:

Alternative decision sought – alternative wording (our additions in red)

“1.1 Authorise the write-off of **three of** the four bad debts, details of which are included in this report:

- Greenwich Voluntary Action Council (GVAC)
£124,526.38
- Waterways Community Nursery (WCN)
£146,210.93
- Wide Horizons
£700,000.00

“1.2. **In addition to writing off these debts, commission an internal review of the due diligence processes in place for the provision of loans and grants to, and provision of paid services to, voluntary sector organisations – with the aim of generating recommendations that will reduce the likelihood of such large bad debts occurring in the future.**

“1.3. **Request further work (and engagement with SE London CCG as the successor body to Greenwich CCG) before bringing any future decision to write off the £326,279.10 bad debt relating to Greenwich CCG. This should include reviewing how the situation arose that RBG has been unable to produce the evidence required and making recommendations that will provide full assurance that this will be prevented of this occurring in the future.”**

A note on the timing of the Call-in Sub Committee meeting - We appreciate that the preparation of the statement of accounts in the required timeframe would benefit from a speedy resolution to this call-in – and both of us would be keen for the Call-in Sub Committee to be convened (virtually due to C19) as quickly as possible to facilitate this. Given the urgency we can make ourselves available at the Sub Committee’s earliest convenience.

Finally a note on wider issues and scrutiny – outside of the confines of this decision, we would also recommend that these wider issues are addressed through the forthcoming Corporate Performance Scrutiny Panel Work Programme.

Please indicate how you wish the decision to be considered:

Referred to -

Decision Maker

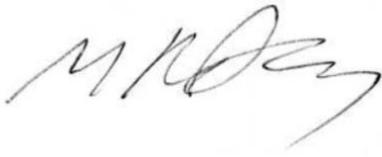
Overview & Scrutiny Call-In Sub-Committee

X

Name: (please print)

Cllr Matt Hartley

Signature:



Seconder: (please print) Cllr Spencer Drury

Signature:



This form must be returned by post, email or hand delivery or fax to the Corporate Governance Manager (on behalf of the Chief Executive) **(020 8921 5134) by 5 pm on the day prior to the fifth working day after publication of the Record of Decisions.**

VOLUNTARY AND COMMUNITY SECTOR GRANTS FUNDING 2019-2023

Application Form

2

Directorate	Funded Stream	Tick the stream you are applying for
Communities & Environment	<input type="checkbox"/> Community Centres	
	Community based legal advice services, including:	
	<input type="checkbox"/> General Help	
	<input type="checkbox"/> Debt (unrestricted)	
	<input type="checkbox"/> Debt (Council Tenants)	
	<input type="checkbox"/> Housing	
	<input type="checkbox"/> Welfare Rights	
	<input type="checkbox"/> Employment and Immigration	
	<input type="checkbox"/> Infrastructure support - Volunteering	
	<input type="checkbox"/> Infrastructure support - Capacity building and strategic representation	
	<input type="checkbox"/> Strategic Arts & Culture Funding	
	<input type="checkbox"/> Strategic Equalities	
Housing & Safer Communities	<input type="checkbox"/> Hate Crime (Community Safety)	
	<input type="checkbox"/> Domestic Abuse (Community Safety)	
	<input type="checkbox"/> Private Rented Sector Accommodation for Single Homeless Applicants under 35 (Housing & Homelessness)	
Children's Services	<input type="checkbox"/> Universal Youth Support: Area based projects to tackle youth violence	
	<input type="checkbox"/> Universal Youth Support: Borough wide thematic positive activity projects	
	<input type="checkbox"/> Support for families known to safeguarding services	

	<input type="checkbox"/> Perinatal mental health	
Health & Adults Services	<input type="checkbox"/> Support to Access Mainstream Services	
	<input type="checkbox"/> Employment Support and Employment Readiness	
	<input type="checkbox"/> Social Inclusion and User Engagement	
	<input type="checkbox"/> Support for carers	
	<input type="checkbox"/> Small Grants Programme	

BEFORE YOU BEGIN TO WRITE YOUR FUNDING PROPOSAL, PLEASE:

- Ensure that you are eligible to apply for funding by referring to the Eligibility Criteria, which are set out below.
- Note the deadline for submitting the funding proposal is 16 November 2018. Proposals received after this date and time will not be accepted.
- Read through the details of the relevant Funding Stream in the Prospectus, that you wish to apply for.
- Individual applicants and the Lead Agency of any consortium/partnership must complete all sections of the application form and the financial tables provided.
- Partner organisations within a consortium/partnership, must complete all of Section 1 (except Question 8 – which the Lead Agency will complete), but do not need to complete Section 2.

Section 1

I Organisation and Contact Details

Organisation Name:	
Name of Main Contact during this process	
Position or Job Title	
Email address	
Telephone number	
Mobile number	
Postal Address	

Is your organisation based in the Royal Borough of Greenwich?	
Website:	
Does your main contact have any particular communication needs that we should be aware of? E.g. braille, large print or sign-language?	

2 Legal Status

When was your organisation set up?	
Is your organisation not-for-profit?	
Give the date when your organisation adopted its current legal status?	
What type of not for profit is your organisation? (Charity/CIC/CIO/Social Enterprise etc)	
Registered charity?	Charity number
Company Limited by Guarantee	Company number
Other:	
Does your organisation have a UK bank account?	
Is your organisation registered for VAT?	

3 Partnership / Consortia

Each formal partnership or consortium member is required to complete the 'Organisation and Contact' and 'Legal Status' segments of the application, details above.

If this is a joint application, please list the other organisations that are part of the formal partnership/consortium.		
Name of organisation	Address of organisation	Organisation's status

4 London Living Wage

Are you a London Living Wage employer? Yes / No

If not, what steps are you taking towards becoming one?

5 Governance

Please outline the governance arrangements for your organisation, including details of the skills and experience, including financial roles and responsibilities, of your board members.

6 Information Sharing and Security

Is your organisation registered on the Data Protection Register with the Information Commissioner’s Office? Yes / No

Please explain how you ensure information held by your organisation is appropriately shared and stored (i.e. How you are GDPR compliant).

7 Your Trustees

Do any of the following statements apply to your organisation, or to any of the Directors, Trustees, Partners or owners?

- i. Has each member of your Board/MC signed a declaration to confirm that they are eligible to serve as a Trustee / MC Member and that they meet the Charity Commission’s ‘Fit and Proper Person’ test.
- ii. Are any persons involved in your organisation related to, or have a close association with, any Trustee/Management/Staff and/or volunteers? Y/N

- iii. Have any of your Board, Trustees etc committed an act of serious misconduct in the course of business? Y/N
- iv. Within the last 5 years have any complaints been upheld against your organisation to any professional body? Y/N
- v. Has your organisation been in a state of bankruptcy, insolvency, compulsory winding up or receivership, or has arrangements with creditors? Y/N
- vi. Have any of your Board, Trustees etc been convicted of a criminal offence related to personal, business or professional conduct? Y/N

If you have answered yes for any of the questions above, please provide details.

8 Partnership / Consortia – description of arrangement – Lead partner only to complete

- a) If you are applying as a Partnership or Consortia, please attach your Memorandum of Understanding/Agreement or Partnership Agreement.
- b) If this is a Partnership/Consortium application, please describe the arrangement. For more details on issues to consider, please refer to the Guidance Notes. *[Up to 250 words]*

9 Funding and Service Delivery Performance

Please outline any issues that have arisen from any previous funding and service delivery. This includes for any agreements that may have ended because of poor performance, or court actions taken against the organisation, including any significant employment tribunal hearings in the last 5 years. *[Up to 300 words]*

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10 Finances: Audited Accounts

Please attach your last two years' Audited or Independently Examined Accounts. If your organisation was set up less than three years ago, please provide all the audited or independently Examined Accounts you have to date.

11 The amount you are applying for

Please indicate the total amount of funding you are seeking from the Royal Borough of Greenwich:

£ **per year**

Will the amount of funding sought be your principal source of income? Yes / No Is this funding contributing to, or is to fully cover all costs of your Service?

If, contributing, what percentage will this funding be of your total income?%

12 Financial Sustainability over the next four years

We need to be assured that the Service funded will be financially sustainable throughout the term of the funding period and that it represents appropriate value for money. Projected total budget for your organisation (including this funding stream)

Total Income	Year 1	Year 2	Year 3	Year 4
Grants				
Fundraising				
Donations				
Activities				
Other				
Total Income				
Total Expenditure	Year 1	Year 2	Year 3	Year 4
Staff and Management				

Operational				
Volunteers				
Resources for what you want to do				
Other				
Total Expenditure				
Reserves	Year 1	Year 2	Year 3	Year 4
Total Reserves				
- Restricted				
- Unrestricted				

13 Reserves

What is your current reserves status?

What are your current reserves being held for?

What is your Reserves policy?

14 Transfer of Undertakings Regulations [TUPE]

Please refer to the Guidance Notes and Prospectus for full details

Are you aware of TUPE Regulations Yes/No

How many permanent staff do you have?

15 Safeguarding

Please refer to the Guidance Notes for full details, including specific questions for children's services and Safer Recruitment Advice.

Do you have an up-to-date safeguarding policy? Yes /No

Please confirm that your policy covers the specific points outlined in the Guidance Notes.
Yes / No

16 Equal Opportunities

Do you have an Equal Opportunities and Diversity Policy, or relevant documentation, setting out your organisation's understanding of, and approach to, its obligations under the Equality Act 2010?

Yes / No

Please confirm your policy covers the specific points outlined in the Guidance Notes. Yes / No

17 Additional documentation required

Please attach the following supporting documents, policies and procedures we need to see. Use the checklist in the Guidance Notes to assist.

1. Organisation's Governing Document
2. Committee Members contact details
3. Documents to support your legal status
4. Public Liability Insurance Certificate
5. Registration Number with appropriate bodies, i.e., OfSTED, CQC (if applicable)
6. A Statement of Intent for consortia bids signed by all partners (if applicable)
7. Audited accounts for the last two years. If these are not available an alternative means of demonstrating financial status will be required, e.g., independently examined accounts
8. Business Plan/Strategic Plan (which should include your Fundraising/Sustainability Plan and any Exit Strategy)
9. Financial Procedures
10. Safeguarding Children Policy (for all Children's Services)
11. Safeguarding Adults Policy
12. Equal Opportunities Policy
13. Whistleblowing Policy (if separate from the safeguarding policies above)
14. *Where applicable, please provide details of your staff team's professional qualifications*
15. *Where applicable, please provide details of your organisation's accreditations*

Section 2

I Service Proposal – Your supporting statement

Please provide an outline of what you will do, and how. You must include:

If you are successful, we will work with you to develop your ideas further, and agree specific outcomes and measures for your Service.

1. Your experience in this field;
2. We want to hear how you will use the funding you are applying for to meet the expectations and outcomes in the service outline.
3. What differences you think your ideas will make and how they will fit in with other activities?
4. How people and communities will be involved with your project, especially those who are vulnerable, including how you will use the skills people have.
5. Taking into account the needs of the community, how you will ensure that information is communicated;
6. How you will collaborate, work in partnership, network and connect with people, engage, and use volunteers
7. How you will promote equality, diversity, social isolation and social cohesion;
8. How you will ensure your staff are able to carry out their duties, i.e., number, qualifications and training. You can attach an organisational chart to illustrate;
9. How you will provide added social value. Please refer to the Prospectus for more details;
10. Anything else your organisation can do to maximise the benefits for those receiving the service.
11. An outline of the data and monitoring tools you will use to demonstrate what is being achieved.

If you are successful, we will work with you to develop your ideas further, and agree specific outcomes and measures for your Service in a Service Delivery Plan. [Up to 2500 words]

2 Financing your proposal

Now that you have told us what you plan to deliver to meet the outcomes we have set out in the Service Outline, please outline how you intend to finance your proposal and what you project to spend the money on.

Income for your service	Year 1	Year 2	Year 3	Year 4
Grants				
Fundraising				
Membership				
Expenditure – what do you intend to spend the money on	Year 1	Year 2	Year 3	Year 4
Staff costs				
Training				
Volunteers				
Activities / Resources				
Events				
Total				

3 Referees

Please provide contact details for two referees from funders. Please see the Guidance Notes for more information.

Reference 1	
Name of organisation	
Referee name	
Referee's phone number	
Referee's email address	
Funding description	
Funding date and period	
Value	

Reference 2	
Name of organisation	
Referee name	
Referee's phone number	
Referee's email address	
Funding description	
Funding date and period	
Value	

4 Declaration

When you have completed the application, please ensure an authorised signatory from your organisation signs the declaration.

- I am authorised to sign this application on behalf of the applicant organisation.
- All information given in the application is true, and the application has been authorised by our governing body.
- I will inform the Royal Borough of Greenwich of any changes that could affect this application.

- I understand that any funding offer will be subject to agreed, and signed for, terms and conditions.

Name:	
Position:	
Signature:	
Date:	

De Minimis Aid Declaration

Note: this section (and the statement on De Minimis in the Guidance Notes) applies to all organisations intending to apply for a grant under the terms of the Treaty on the Functioning of the European Union, De Minimis Regulation.¹

Declaration: I declare that the amount of State aid received by the company/organisation over the last three years is:

Year and date aid was granted	Value of the aid in Euros.	From which organisation and which scheme	What activity or item was the aid given for	Was it under a notified scheme or block exemption?
Fiscal year end date within 2015				
Fiscal year end date within 2016				
Fiscal year end date within 2017				
Fiscal year end date within 2018				

Signed:

¹ Commission Regulation (EC) no. 1407/2013 of 24 December 2013.

Date:

Position:

Must be an officer of the organisation with the authority to bind the organisation in legal agreements.

Company / organisation (full legal name):