

13 June 2018**Agenda Item: 10****REPORT OF THE MONITORING OFFICER****COUNCILLORS' DIVISIONAL FUND – REVISED POLICY****Purpose of the Report**

1. To consider a revised policy on the use of the Councillors' Divisional Fund (CDF)

Information

2. The CDF is a fund provided to each elected member to support their communities. Organisations and individuals in their individual electoral divisions. Each member has £5,000 per annum at their disposal to award within their division.
3. The policy has not been reviewed since May 2014 and in light of changes in internal practices a review is necessary to bring the policy in line with current operational practices.
4. The suggested revised policy is attached as Appendix A :
5. The main changes proposed are
 - Minimum award amount has been increased to £50.00 (para 2g)
 - Increased requirements on declaring pecuniary or private interests to ensure transparency (para 3b)
 - Members need to ensure accuracy of information on all applications. (para 4a)
 - Payments will only be made by BACS transfer or internal transfer to reduce costs of processing (para 4b)
 - Clarification on match funding awards to simplify processes (para 4d)
 - Reports to the Governance and Ethics Committee on the use of CDF will be brought on a six monthly basis, with updated expenditure reports to be given to Business Managers and non-aligned members on a monthly basis. (para 4g)
 - End of financial year applications must be submitted by the Friday in the first week of March or the 7th March whichever is the later. (para 6)

Other Options Considered

6. The policy could remain unaltered but this would not be the most cost effective way of administering this fund.

Reason/s for Recommendation/s

7. To update the CDF policy as set out in Appendix A

Statutory and Policy Implications

8. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Data Protection and Information Governance

Application forms may contain sensitive personal information and as such a Data Protection Impact Assessment on this process has been undertaken.

Financial Implications

9. There are no direct financial implications arising from this report.

RECOMMENDATION/S

- 1) That the revised policy for the Councillors' Divisional Fund be recommended to Policy Committee for approval.

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Constitutional Comments (SLB 01/06/2018)

10. Governance and Ethics Committee is the appropriate body to consider the content of this report.

Financial Comments ([RWK 04/06/2018)

11. The financial implications are set out in paragraph 9 of the report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- The existing CDF Policy

Electoral Division(s) and Member(s) Affected

- All