

**REPORT OF CHAIR OF FINANCE AND PROPERTY COMMITTEE****REVISED POLICY AND GUIDANCE ON COUNCILLORS' DIVISIONAL FUND****Purpose of the Report**

1. To agree a revised policy and guidance notes on the use of the Councillors' Divisional Fund.

**Information and Advice**

2. The Councillors' Divisional fund is a specific budget to enable each elected member to put forward proposals for expenditure in their electoral division.
3. In the February 2014 budget this fund was reduced to £5,000 per elected member from the previous budget of £10,000 per elected member.
4. The policy and guidance on usage of the funds has not been reviewed since September 2012 and in light of the reductions agreed in February, a review to ensure consistency and clarity in the application and use of the funds was considered necessary.
5. The suggested revised scheme and guidance for use of the funds is attached as Appendix A.
6. The main changes proposed are
  - No carry forwards. All funds must be spent in the financial year in which they are allocated. Any unspent funds will be returned to County Fund balances
  - Awards cannot be made to support any matter which is contrary to Council Policy or to oppose or support any proposals including planning proposals which the County Council has a legal obligation to decide
  - Requests for funding must demonstrate how the application meets the Council's strategic objectives
  - 5-10 applications each year will be the subject of an audit process
  - Quarterly reports on expenditure under the fund will be brought to Finance and Property Committee.
  - Awards must be in excess of £35 to ensure administration costs do not exceed the amount of the award

**Other Options Considered**

7. The scheme could remain unaltered but in light of the Council's current budget issues it is considered essential that the scheme is reviewed to ensure best value from this expenditure head.

**Reason/s for Recommendation/s**

8. As set out in paragraph 7

## **Statutory and Policy Implications**

9. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

10. There are no direct financial implications arising from this report. Council has already agreed in the budget report of February 2014 to reduce the funding available under this scheme.

## **RECOMMENDATION/S**

1) That the revised policy and guidance for the Councillors' Divisional Fund be approved and implemented with immediate effect.

**Cllr David Kirkham**  
**Chair of Finance and Property Committee**

**For any enquiries about this report please contact:**

**Jayne Francis-Ward**

### **Constitutional Comments (SLB 28/04/14)**

11. Policy Committee is the appropriate body to consider the content of the report.

### **Financial Comments (SEM 28/04/14)**

12. There are no specific financial implications arising directly from this 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.

- None

## **Electoral Division(s) and Member(s) Affected**

- All