

# Camberwell Community Council

Wednesday 20 June 2012

7.00 pm

Lettsom Tenants Hall, 114 Vestry Road, Camberwell, London SE5 8PQ

## Supplemental Agenda No.1

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**Contact:**

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Date: 18 June 2012

<b>Item No.</b> 14.	<b>Classification</b> Open	<b>Date:</b> 20 June 2012	<b>Meeting Name:</b> Camberwell Community Council
<b>Report title:</b>		Cleaner Greener Safer Revenue Fund 2012/13	
<b>Ward(s) or groups affected:</b>		Brunswick Park, Camberwell Green and South Camberwell	
<b>From:</b>		Stephen Douglass, Head of Community Engagement	

## RECOMMENDATION

1. That the Camberwell Community Council nominate the signatories for the bank account for the Cleaner, Greener, Safer (CGS) revenue fund 2012/13. The proposed signatories are: the Chair, Vice Chair and one other Member.

## BACKGROUND INFORMATION

2. A Cleaner, Greener, Safer revenue fund 2012/13 consisting of £210,000 across the borough, with an allocation of £10,000 per ward, has been introduced as part of the budget strategy agreed at the council assembly meeting on the 29 February 2012.
3. In March 2012 the Leader approved a delegation of power to community councils to allow them to make decisions on cleaner, greener, safer revenue (CGS) funding. As part of this it was agreed that bank accounts would be set up for each community council to enable spending decisions to be effected at a local level with maximum flexibility, while maintaining appropriate checks and controls, see best practice guide for use of the CGS Revenue Local Bank Accounts, attached at Appendix 1
4. The aim of this fund is to give community councils decision making powers over significant amounts of revenue funding that they can allocate to meet locally determined priorities. It is anticipated that the availability of the revenue fund will enhance and complement the effectiveness of the capital fund.

## Community Impact Statement

5. The roles and functions of community councils include the promotion of involvement of local people in the democratic process. Community Councils take decisions on local matters including environmental improvement and community safety as well as consultation on a wide range of policies and strategies that affect the area.
6. An explicit objective within community councils is that they be used to actively engage as widely as possible with, and bring together, Southwark's diverse local communities on issues of shared or mutual interest. The Cleaner Greener Safer programme is an important tool in achieving community participation.
7. In fulfilling the above objectives that community councils have of bringing together and involving Southwark's diverse local communities, consideration has also been given to the council's duty under The Equality Act 2010 which requires the council to have due regard when taking decisions that need to: Having due regard to the need

to advance equality of opportunity is further defined in s.149 as having due regard to the need to

- a. Remove or minimise disadvantages connected with a relevant protected characteristic
- b. Take steps to meet the different needs of persons who share a relevant protected characteristic
- c. Encourage persons who share a relevant protected characteristic to participate in public life or any other activity in which they are under-represented. Of particular regard are issues of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

### **Resource implications**

8. The total cost of the CGS Revenue Fund is part of the Budget process for 2012/13 agreed by Council Assembly. Any costs incurred in implementing this fund will be met within existing resources.

### **Policy implications**

9. The CGS Revenue Fund is fully aligned with the Council's policies toward sustainability, regeneration and community engagement.

### **Consultation**

10. Decisions will reflect longstanding ward priorities and may be complementary to the decisions made in the CGS Capital fund allocation. In this first year of the scheme consultation will take place at the community council meetings and will therefore be an integral part of the decision making process. In future years consultation will be a key part of developing and identifying projects for funding and considering whether to proceed with indicative expenditure.

### **Legal Implications**

11. The council's rules for the operation of local bank accounts state among other things that the Finance Director's approval is required of arrangements for making deposits and withdrawals from local bank accounts. There must be at least two signatories for all transactions and the conditions applying must be fully documented. Bank mandates must be signed by the authorised officers and a copy passed to the finance director, details of which should be kept on file for audit purposes.
12. Once the community council has agreed its nominations these details will be passed to the Finance Director for validation and action.

### **Reasons for lateness**

13. Due to an administrative oversight, this report was not sent to constitutional team before the report deadline.

### **Reasons for urgency**

14. The decision needs to be taken to allow funded groups to deliver their activities which are likely to take place before the next community council meeting.

**APPENDICES**

<b>No.</b>	<b>Title</b>
Appendix 1	Best Practice Guide for use of the CGS Revenue Local Bank Accounts

**AUDIT TRAIL**

<b>Lead Officer</b>	Stephen Douglass, Head of Community Engagement	
<b>Report Author</b>	Darryl Telles, Neighbourhoods Manager	
<b>Version</b>	Final	
<b>Dated</b>	14 June 2012	
<b>Key Decision?</b>	No	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments included</b>
Strategic Director of Communities, Law & Governance	Yes	Yes
Finance Director	No	No
<b>Cabinet Member</b>	No	No
<b>Date final report sent to Constitutional Team</b>	14 June 2012	

## Appendix 1

### **Best practice guide for use of the CGS local bank accounts.**

This guide sets out best practice in relation to the operation of these bank accounts.

#### **Account Opening**

For the CGS accounts, Corporate Banking will arrange the opening of the bank accounts and will provide assistance to ensure that bank accounts are opened with full contact details and that there are a minimum of two authorised signatories appearing on the bank mandate for each bank account.

The accounts statements will be addressed to the Head of Community Engagement.

#### **Account maintenance**

Any changes to the account such as signatory or name of account should be notified via Head of Community Engagement to Corporate Banking who will facilitate the process.

#### **Account operation**

- **Security of cheque books**

Once the cheque books are issued, they should only be able to be accessed by the authorised officers for the account and, when not in use, be stored securely at the Tooley Street premises.

In absence of any other arrangements Financial Transaction Shared Services have a safe where the cheque books can be locked away: arrangements can be made with the FTSS Payments Process Manager.

Cheque stubs should be clearly marked with payee and date of issue for easy logging by Departmental Finance and any spoilt cheques should be clearly marked as spoilt and returned to Departmental Finance

- **Authority to make payments**

Decisions are supported by report minutes. If the report does not make clear the payee and amount, the minute should be further supported by a note from the Head of Community Engagement.

To provide further assurance, it is suggested that receipts are obtained from the payee.

- **Recording of Expenditure**

Any expenditure incurred on the local bank account must be reflected in SAP as soon as possible. Details of expenditure should be forwarded to Departmental Finance as soon as possible to enable appropriate transactions to be input.

A clear record of cheques issued should be kept for reconciling purposes

- **Bank Account Reconciliation**

It is the responsibility of the Head of Community Engagement to ensure processes are in place to facilitate monthly and quarterly bank account reconciliations. Quarterly reconciliations should be submitted to F&R Corporate Banking.

Deadlines for these will be circulated to Departmental Finance and can also be found on the Source under operation of local bank accounts link below

<http://thesource/Content.asp?id=75690&cat=2127>

### **Posts and Contacts**

Head of Community Engagement	Stephen Douglass	(020 752) 50886
Departmental Finance	Jeff Brown	(020 752) 54294
FTSS Payments Process Manager	Denise Hunte	(020 752) 54381
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Councillor Dora Dixon-Fyle (Vice Chair)	1	Southwark Police Station	1
Councillor Kevin Ahern	1	323 Borough High Street	
Councillor Stephen Govier	1	London SE1 1JL	
Councillor Peter John	1		
Councillor Right Revd Emmanuel Oyewole	1		
Councillor Ian Wingfield	1	<b>Others</b>	
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