

**Manchester City Council
Report for Resolution**

Report to: Communities and Equalities Scrutiny Committee – 21 June 2018

Subject: Our Manchester Voluntary and Community Sector Fund Task and Finish Group – Terms of Reference and Work Programme

Report of: Governance and Scrutiny Support Unit

Summary

This report sets out the proposed terms of reference and work programme for the Our Manchester Voluntary and Community Sector (VCS) Fund Task and Finish Group.

Recommendations

The Committee is invited to:

1. Agree the membership of the Task and Finish Group.
 2. Agree the terms of reference for the Task and Finish Group.
 3. Agree the work programme of the Task and Finish Group, which will be reviewed by the group at each of its meetings.
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Wards Affected: All

Contact Officers:

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Background documents (available for public inspection):

None

Appendices

Appendix 1 – Terms of Reference
Appendix 2 – Work Programme

1.0 Introduction

- 1.1 During 2016 and 2017 a co-design group of Council, NHS and voluntary sector colleagues worked together to design the Our Manchester VCS Funding Programme, which brought together five different funding streams. The Committee considered a number of reports on this, as well as hearing from voluntary organisations involved in the co-design process.
- 1.2 At the Committee's meeting on 4 January 2018, following the first round of funding through the Our Manchester VCS Fund, Members raised some concerns about the process which had been carried out.
- 1.3 At its request, the Committee received additional information on this and discussed it further at its meetings on 1 February 2018, 1 March 2018 and 24 May 2018. At its 1 February 2018 meeting, the Committee decided that a group of Members should work with officers to review the process before the next round of funding applications. It was subsequently agreed at the Committee's 24 May 2018 meeting that this should take the form of a Task and Finish Group.
- 1.4 The Resources and Governance Scrutiny (RAGS) Committee also discussed this issue at its 1 February 2018 meeting and it has been proposed that Members of the RAGS Committee be included in the membership of the Task and Finish Group.
- 1.5 The draft terms of reference and work programme for this Task and Finish Group are attached as appendices 1 and 2.

2.0 Membership

- 2.1 Members are invited to express an interest in joining the Task and Finish Group.

3.0 Recommendations

- 3.1 The Committee is invited to consider the draft terms of reference and work programme attached to this report, and make any amendments that they wish.
- 3.2 The Committee is also invited to agree the membership of the Task and Finish Group.

Title	Our Manchester Voluntary and Community Sector (VCS) Fund Task and Finish Group
Membership	To be confirmed – to include Members of the Communities and Equalities Scrutiny Committee and the Resources and Governance Scrutiny Committee
Lead Executive Members	Councillor S Murphy Councillor Craig
Strategic Directors	Fiona Worrall - Director of Neighbourhoods
Lead officer	Michael Salmon - Programme Lead (Our Manchester Funds)
Contact officer	Rachel McKeon – Scrutiny Support Officer
Objectives	<ol style="list-style-type: none"> 1. To identify and explore Members’ issues with the process used for the first round of funding applications. 2. To identify and explore the issues VCS groups experienced. 3. To recommend improvements to address these issues in future funding rounds. To include consideration of: <ol style="list-style-type: none"> a) how local intelligence, including Ward Councillors’ knowledge, could be incorporated into the process. b) how information and decisions can be communicated to Members in a timely and appropriate way. c) any other mechanisms which could be built into the process to improve it.
Key Lines of Enquiry	<ol style="list-style-type: none"> 1. To examine the process used for the first round of funding applications, including communication with Members. 2. To hear from VCS organisations which applied for funding, including groups which were successful and groups which were not, to learn from their experience of the process. 3. To review the distribution of funding across different geographical areas of the city and different communities of interest.
Operation	This Task and Finish group will report its findings to the Communities and Equalities Scrutiny Committee by submitting minutes to the Committee. The Task and Finish Group’s final report will be submitted to the Committee, which will be asked to endorse its recommendations.
Access to Information	<p>Meetings of the Task and Finish Group will be open to members of the media and public except where information which is confidential or exempt from publication is being considered.</p> <p>Papers for the Task and Finish Group will be made available to members of the media and public on the Council’s website and the main entrance to the Town Hall except where information which is confidential or exempt from publication is being considered.</p>
Schedule of Meetings	To be agreed.
Commissioned	June 2018

Communities and Equalities Scrutiny Committee
Our Manchester Voluntary and Community Sector Fund Task and Finish Group
Work Programme

Meeting 1 – Date to be confirmed				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Overview of the first round of funding applications	To receive an overview of the process for the first round of applications and to invite Members to identify and explore issues. To also receive information on the distribution of funding allocated in the first round across different geographical areas of the city and different communities of interest.	Councillor S Murphy Councillor B Craig	Michael Salmon	
Terms of Reference and Work Programme	To review and agree the Task and Finish Group's terms of reference and work programme, and consider any changes or additions that are necessary.		Rachel McKeon	

Meeting 2 – Date to be confirmed				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Evidence from external stakeholders	To invite external stakeholders to talk about their experience of the process, to include Macc and VCS organisations which applied for funding, including groups which were successful and groups which were not.	Councillor S Murphy Councillor B Craig	Michael Salmon	
Terms of Reference and Work Programme	To review and agree the Task and Finish Group's terms of reference and work programme, and consider any changes or additions that are necessary.		Rachel McKeon	

Meeting 3 – Date to be confirmed				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Communication with Members	To consider how communication with Members could be improved, including how local intelligence could be obtained at an earlier stage in the process and how better quality information could be provided to Members.	Councillor S Murphy Councillor B Craig	Michael Salmon	
Final Recommendations	To agree the Task and Finish Group’s final recommendations.		Rachel McKeon	
Terms of Reference and Work Programme	To review and agree the Task and Finish Group’s terms of reference and work programme, and consider any changes or additions that are necessary. To consider whether the three substantive meetings that the Task and Finish Group has had have been sufficient to meet the Group’s objectives, or whether further meetings are necessary.		Rachel McKeon	

Meeting 4 –Date to be confirmed				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Final Report	To agree the final report and recommendations of the Task and Finish Group		Rachel McKeon	