

	<p style="text-align: center;">Standards Committee 22nd November 2005</p> <p style="text-align: center;">Report from the Mayor's Office and Member Development Manager</p>
<p>For Information Wards Affected: NONE</p>	
<p>Financial Rules governing the Mayor's Charity Appeal</p>	

1.0 Summary

- 1.1 This report reviews the existing rules governing the Mayor's Charity Appeal and outlines a new set of rules.

2.0 Recommendations

- 2.1 Members are asked to note the new rules relating to the financial management of the Mayor's Charity Appeal as set out in appendix 2 of this report.

3.0 Detail

- 3.1 Each year the Mayor chooses one or more charities to support through fund raising throughout the Mayoral year. Money is raised by the Mayor through holding events and asking businesses and other contacts for contributions to the funds. Unlike some other boroughs Brent does not have a Mayor's Charity with its own charitable status, so although there has been a tendency to refer to the "Mayor's Charity" this is not strictly accurate. One of the changes proposed to the rules is that they will in future refer to the "Mayor's Charity Appeal" which avoids confusion.
- 3.2 The previous rules governing the operation of the Mayor's Charity Appeal (see Appendix 1) have been in place for some time and needed to be reviewed and updated to ensure they accurately reflect current practice and the status of the Mayor's Charity Appeal. A review of the rules has been undertaken and a new set of rules (see Appendix 2) have been drawn up to

ensure that the management of the Mayor's Charity Appeal Fund is effective and transparent.

The Previous Rules

- 3.3 The previous rules outlined 'Procedures to help with accounting and accountability of the Mayor's Charity Fund'. Due to the closer involvement now of the Mayor's Office, many of the previous rules set are not needed or have been superseded by a new way of working. Some of the main aspects of the previous rules which are out of date are:

Role of Committee and Member Services (Paragraph 1.9 of the previous rules)

- 3.4 These rules were set out when the Mayor's Office still came within the former Committee and Member Services Unit. The Mayor's Office now comes under the Communications and Consultation Unit management structure. On a day to day basis this means that Mayor's Office and Member Development Manager has responsibility for the finances of the Mayor's Charity within the Communications and Consultation Unit.

Accounting for the Charity Fund (Paragraphs 1.9, 1.10 and 1.12 of the previous rules.)

- 3.5 The accounting for the Charity Appeal fund is now carried out by Finance and Corporate Resources rather than by the service unit (Communications and Consultation Unit). The post of Director of Compliance also no longer exists within the council.

Mayor's Charity Fundraising Committee (Paragraphs 1.1, 1.2, 1.4 and 1.8 of the previous rules)

- 3.6 At one time the Mayor's Charity appeal was organised by a "charity committee" of local people chosen by the Mayor with some support from the Mayor's Office. More recently the "charity committee" ceased to operate and all fund raising has been organised through the Mayor's Office. An ad hoc fund raising group has been convened by various Mayors in recent years but its involvement has been purely to assist in deciding details of events rather than being involved in financial decision making. It is better from the point of view of efficiency and transparency for authorisation of financial transactions not to involve groups external to the Council.

Administration by the charities themselves (Paragraphs 1.6, 1.11, 1.12 and 3.3 of the previous rules.)

- 3.7 There is reference to the possibility of a registered charity taking over the administration and accounting of the Mayor's Charity Fund in the previous rules. This no longer happens as all administration and accounting is done within Brent Council. The possible advantages referred to in the previous rules no longer apply.

Publication of accounts (Paragraph 3.2 of the previous rules)

- 3.8 The accounts are not formally published. There is however a well publicised handing over of funds at the end of the Mayoral year. The accounts can be made available for inspection by Council members or the public.

- 3.9 All other paragraphs in the previous rules are still relevant – paragraphs 1.3, 1.5, 1.7, 3.1 and the whole of section 2 – and are taken into account in the new set of rules.

New Financial Rules Governing the Mayor's Charity Appeal

- 3.10 Set out in appendix 2 is a new set of rules for the financial administration of the Mayor's Charity Appeal. These replicate the rules that are still relevant from the previous rules and add some new rules in light of current practice.
- 3.11 The financial rules are in four parts: the role of the Mayor's Office, the role of Finance and Corporate Resources; Public Accountability; and general good practice.

4.0 Financial Implications

- 4.1 None

5.0 Legal Implications

- 5.1 None arising from the changes to the rules. All lotteries where tickets are sold to the general public must be registered under the Lotteries and Amusements Act 1976. As the Council will be receiving and holding money donated by the public for a specific purpose, financial procedures must be such that proper recording and use of the sums received can be established.

6.0 Diversity Implications

- 6.1 The proposals in this report have been subject to screening and officers believe that there are no diversity implications

7.0 Staffing/Accommodation Implications (if appropriate)

- 7.1 None

Contact Officer

Adam Pokun
Mayor's Office and Member Development Manager
Brent Town Hall
Tel: 020 8937 1158