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**Date: 2nd June 2023**

To Whom It May Concern,

A multi-locational meeting of the **Voluntary Sector Liaison Sub-Committee** will be held in Penallta House, and via Microsoft Teams on **Thursday, 8th June, 2023** at 11.00 am (or immediately following the meeting of the Voluntary Sector Liaison Committee) to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided on request.

Members of the public or Press may attend in person at Penallta House or may view the meeting live via the following link: <https://civico.net/caerphilly>

This meeting will be live-streamed and a recording made available to view via the Council's website, except for discussions involving confidential or exempt items. Therefore the images/audio of those individuals speaking will be publicly available to all via the recording on the Council website at [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy'.

**Christina Harrhy**  
CHIEF EXECUTIVE

## AGENDA

- |   | Pages |
|---|-------|
| 1 To appoint a Vice Chair for the ensuing year. |       |

A greener place Man gwyrddach



2 To receive apologies for absence.

3 Declaration of Interest.

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

To receive and consider the following reports: -

- 4 New Terms of Reference - Voluntary Sector Liaison Sub-Committee. 1 - 6
- 5 Applications received outside the general criteria for the Grants to the Voluntary Sector Fund and from exceptional individuals in relation to the Welsh Church Acts Fund. 7 - 20

**Circulation:**

Councillors M. Chacon-Dawson, R. Chapman, Mrs P. Cook, J.E. Fussell, C.J. Gordon, Ms J.G. Jones, T. Parry, D.W.R. Preece, Mrs D. Price, H. Pritchard, E. Stenner, L.G. Whittle, S. Williams and W. Williams

And Appropriate Officers

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## **VOLUNTARY SECTOR LIAISON SUB-COMMITTEE – 8<sup>TH</sup> JUNE 2023**

**SUBJECT: NEW TERMS OF REFERENCE - VOLUNTARY SECTOR LIAISON  
SUB-COMMITTEE**

**REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE  
SERVICES**

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### **1. PURPOSE OF REPORT**

- 1.1 This report proposes a set of terms of reference for the new Voluntary Sector Liaison Sub-committee as agreed by full Council at its Annual General Meeting on the 11<sup>th</sup> of May 2023.

### **2. SUMMARY**

- 2.1 This report proposes terms of reference to allow the Sub-committee to carry out two functions of the former Grants to the Voluntary Sector Advisory Panel:
- To consider applications from 'exceptional individuals' in relation to the advancement of education for financial support from the Welsh Church Acts Fund.
  - To consider applications for the Grants to the Voluntary Sector Fund that do not meet the 'General Criteria'.

### **3. RECOMMENDATIONS**

- 3.1 That members for the Voluntary Sector Liaison Sub-committee consider the appended terms of reference for agreement.
- 3.2 That members nominate a Vice-chair who can take on a chairing role, in the event that the Chair, who is also the Chair/Vice-chair of the Voluntary Sector Liaison Committee is unable to attend a meeting.

### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 To allow the newly formed Sub-committee to carry out an assessment of grants either

from individuals in relation to the Welsh Church Acts Fund, or that fall outside the General Criteria in relation to the Grants to the Voluntary Sector Fund.

## **5. THE REPORT**

5.1 The Voluntary Sector Sub-committee is newly created following the decision at the Annual General Meeting on the 11<sup>th</sup> of May 2023 to disband the Grants to the Voluntary Sector Advisory Panel and transfer the non-delegated functions to a sub-committee of the Voluntary Sector Liaison Committee.

5.2 A draft set of terms of reference is appended to this report. The effect of the new terms of reference are to allow the sub-committee to consider applications from two defined grant streams available to the voluntary sector that require a recommendation from the Sub-committee (a role previously undertaken by the Grants to the Voluntary Sector Advisory Panel). Following previous decisions taken by Cabinet, member involvement is required to consider two issues, as they occur:

- To consider applications from 'exceptional individuals' in relation to the advancement of education for financial support from the Welsh Church Acts Fund.
- To consider applications for the Grants to the Voluntary Sector Fund that do not meet the 'General Criteria'.

The sub-committee will meet, as required, immediately following the main Voluntary Sector Liaison Committee. Sub-committee meetings will only occur when such applications have been received in the period between meetings. Where no applications are received in that quarter the Sub-committee will not meet.

### **5.3 Conclusion**

This report allows the decision taken at the Annual General Meeting to take effect.

## **6. ASSUMPTIONS**

6.1 There are no assumptions made in this report.

## **7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

7.1 This report considers a democratic matter only and hence an IIA is not required.

## **8. FINANCIAL IMPLICATIONS**

8.1 There are no direct financial implications in this report. Awards for both grant streams will be reported to the Voluntary Sector Liaison Committee in future.

## **9. PERSONNEL IMPLICATIONS**

9.1 There are no personnel implications in this report.

## **10. CONSULTATIONS**

- 10.1 This report has been sent to the consultees listed below and all comments are reflected in the body of the report.

## **11. STATUTORY POWER**

- 11.1 Local Government Act 2000.

Author: Kathryn Peters, Service Improvement and Partnerships Manager

Consultees: Richard Edmunds- Corporate Director Education and Corporate Services  
Sue Richards- Head of Transformation  
Rob Tranter- Head of Legal Services and Monitoring Officer  
Stephen Harris- Head of Financial Services and Section 151 Officer  
Lisa Lane- Head of Democratic Services and Deputy Monitoring Officer  
Heather Delonnette- Senior Policy Officer

Appendices:  
Appendix 1 Draft Terms of Reference Voluntary Sector Sub-committee

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**TERMS OF REFERENCE****VOLUNTARY SECTOR LIAISON SUB-COMMITTEE****1 BACKGROUND**

The Voluntary Sector Liaison Sub-committee (the Sub-committee) comprises the 15 Elected Members of Caerphilly County Borough Council nominated at the Annual General Meeting of Council each year to comprise the Voluntary Sector Liaison Committee.

However, sitting as a separate and distinct Voluntary Sector Sub-committee as agreed by Council on the 11<sup>th</sup> of May 2023.

**2 ELECTION OF CHAIR AND VICE CHAIR**

There shall be a Chair and Vice Chair.

The current Chair will be the Elected Member who holds the role of Chair, or Vice Chair, (annually rotating position) of the Voluntary Sector Liaison Committee.

The Vice Chair of the Sub-committee will also be nominated annually from within the group of Elected Members.

**3 PURPOSE**

The Committee will have a two-fold role:-

- To consider applications from 'exceptional individuals' for financial support in relation to the advancement of education from the Welsh Church Acts Fund.
- To consider applications for the Grants to the Voluntary Sector Fund that do not meet the 'General Criteria'.

Exceptional Individuals are considered to be those that require additional support for the advancement of their education. The definition of 'exceptional' is on a case by case basis in the judgement of members of the Sub-committee, and in consideration of historical cases of such support.

The General Criteria for the Grants to the Voluntary Sector Fund are those that are in operation at any point in time and agreed by the Council's Cabinet and/or Section 151 Officer.

**4 MEETINGS**

The Sub-committee will meet subsequent to each Voluntary Sector Liaison Committee, as required, and agreed by the Chair in consultation with Council's Policy and Partnerships Manager.

## **5 QUORUM**

A quorum for the meeting will be one quarter of the membership as a whole.

## **6 VOTING**

On occasions where the Chair of the Sub-committee deems a vote is necessary each member of the Sub-committee will have one vote. In the event of a tie the Chair will have a casting vote.

## **7 ADMINISTRATIVE SUPPORT**

The Council's Service Improvement and Partnerships Unit will provide administrative support. The Council's Policy and Partnerships Manager will agree the agenda for each meeting in consultation with the Chair of the Sub-committee.

## **8 REPORTING MECHANISM**

Agendas, minutes and reports of the Sub-committee will be publicly available on the Council's website.

## **9 REVIEW**

The membership of the Sub-committee will be reviewed annually at the Council's Annual General Meeting.

The Terms of Reference will be reviewed on a five yearly basis, or more frequently if required.





## **VOLUNTARY SECTOR LIAISON SUB-COMMITTEE – 8<sup>TH</sup> JUNE 2023**

**SUBJECT: APPLICATIONS RECEIVED OUTSIDE THE GENERAL CRITERIA FOR THE GRANTS TO THE VOLUNTARY SECTOR FUND AND FROM EXCEPTIONAL INDIVIDUALS IN RELATION TO THE WELSH CHURCH ACTS FUND**

**REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES**

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### **1. PURPOSE OF REPORT**

- 1.1 To consult with members of the Voluntary Sector Sub-committee in relation to applications received which are outside the General Criteria for the Grants to the Voluntary Sector (GTVS) Fund or are from 'exceptional individuals' in relation to the Welsh Church Acts Fund (WCAF).
- 1.2 To seek a recommendation from Sub-committee members in relation to any applications considered, which will be reported to and approved or otherwise by the Head of Financial Services/S151 Officer under delegated powers.

### **2. SUMMARY**

- 2.1 This report asks members of the Voluntary Sector Liaison Sub-committee to consider one application that has been received from an 'exceptional individual' in relation to the WCAF.

### **3. RECOMMENDATIONS**

- 3.1 That the Voluntary Sector Liaison Sub-committee makes a recommendation in relation to this application. The recommendation will then be reported to and approved or otherwise by the Head of Financial Services/S151 Officer under delegated powers.

### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 To ensure that the applications received under this report are determined in accordance with the Council's scheme of delegation criteria.

## **5. THE REPORT**

- 5.1 This report is the first to be considered by the Voluntary Sector Liaison Sub-committee in its role as the replacement for the Grants to the Voluntary Sector (GTVS) Panel. The decision was taken at the Council's AGM on 11<sup>th</sup> May 2023 to disband the GTVS Panel and transfer its functions to the Voluntary Sector Liaison Committee (VSLC). However, as the main meeting of the VSLC includes representatives from the voluntary sector, they are unable to take part in any Council decision-making process. Therefore, this has necessitated the need for the Sub-Committee to deal with applications that cannot be automatically awarded in accordance with existing criteria.
- 5.2 The Sub-committee are asked to consider one application that has been received from an 'exceptional individual' in relation to the WCAF. A redacted version of the application form and quotes for items to be purchased are included at Appendix 1.
- 5.3 Members of the Sub-committee are asked to consider the application and make a recommendation on whether it should be supported, and if so, the amount of funding to be awarded. The recommendation will then be reported to and approved or otherwise by the Head of Financial Services/S151 Officer under delegated powers.

### **5.4 Conclusion**

- 5.4.1 The report requests that the members of the Sub-committee make a recommendation in relation to one application received.

## **6. ASSUMPTIONS**

- 6.1 There are no assumptions as the 2023/24 budget has been confirmed and funding is available if members of the Sub-committee are minded to recommend approval of the application.

## **7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

- 7.1 An Integrated Impact Assessment has not been undertaken as this report deals with a specific application received from an individual.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 There is a budget available to fund the application if that is the recommendation of members of the Sub-committee.

## **9. PERSONNEL IMPLICATIONS**

- 9.1 There are no personnel implications.

## **10. CONSULTATIONS**

- 10.1 There are no consultation responses which have not been reflected in this report.

## 11. STATUTORY POWER

### 11.1 Local Government Act 1972 and 2003 and the Council's Financial Regulations.

Author:	Vicki Doyle – Policy Officer (doylevm@caerphilly.gov.uk)
Consultees:	Stephen Harris – Head of Financial Services and S151 Officer (harrisr@caerphilly.gov.uk) Andrew Southcombe – Finance Manager (southak@caerphilly.gov.uk) David Roberts – Principal Group Accountant (roberda@caerphilly.gov.uk) Deb Gronow – Audit Group Manager (gronode@caerphilly.gov.uk) Kathryn Peters – Corporate Policy Manager (peterk@caerphilly.gov.uk) Rob Tranter – Head of Legal Services (trantrj@caerphilly.gov.uk)
Appendices:	Public Interest Test
Appendix 1	Exempt – Application from an ‘exceptional’ individual in relation to the WCAF

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**VOLUNTARY SECTOR LIAISON SUB-COMMITTEE – 8<sup>TH</sup> JUNE 2023**

**PUBLIC INTEREST TEST – EXEMPTION FROM DISCLOSURE OF DOCUMENTS  
SCHEDULE 12A LOCAL GOVERNMENT ACT 1972**

**SUBJECT: APPENDIX 1 – APPLICATION FROM AN INDIVIDUAL IN RELATION TO THE  
WELSH CHURCH ACTS FUND**

**REPORT BY: HEAD OF LEGAL SERVICES AND MONITORING OFFICER**

I have considered grounds for exemption of information to be presented to the Committee and make the following recommendations to the Proper Officer:-

**EXEMPTIONS APPLYING TO THE REPORT:**

Information relating to a particular individual(s) – paragraph 12 Schedule 12A Local Government Act 1972.  
Information relating to the financial or business affairs of any particular person – paragraph 14.

**FACTORS IN FAVOUR OF DISCLOSURE:**

There is a public interest in the way in which the Council awards its grant funding.

**PREJUDICE WHICH WOULD RESULT IF THE INFORMATION WERE DISCLOSED:**

The report contains detailed personal and financial information relating to a particular individual.

**MY VIEW ON THE PUBLIC INTEREST TEST IS AS FOLLOWS:**

That paragraphs 12 and 14 should apply. My view on the Public Interest Test is that whilst there is a need to ensure transparency and accountability of a Public Authority for decisions taken in relation to the award of grant funding, this must be balanced against the fact that these matters have not yet been concluded and there is a reasonable expectation of an individual that personal and financial information will remain private. It is considered that this outweighs the need for the information to be made public.

The information is not affected by any other statutory provision which required the information to be made publicly available.

On that basis I feel that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the press and public from the part of the meeting when it considers Appendix 1 to the report.

**RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:**

On that basis I feel that the public interest in maintaining the exemption outweighs that in disclosing the information, and that the report should be exempt.

**Signed:**



**Date: 24<sup>th</sup> May 2023**

**Post: Head of Legal Services and Monitoring Officer**

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I accept the recommendation made above.

**Signed:**



**Date: 24<sup>th</sup> May 2023**

**Proper Officer**

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By virtue of paragraph(s) 12, 14 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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