

City of Edinburgh Council

10.00am, Thursday, 8 February 2024

Operational Governance: Review of Grant Standing Orders

Executive	
Wards	All
Council Commitments	2,3 and 7

1. Recommendations

It is recommended that the Council:

- 1.1 approve the proposed revisions to the existing Grant Standing Orders, as summarised in Appendix 1 to this report,
- 1.2 adopt the Grant Standing Orders included in Appendix 2 to this report; and
- 1.3 note that there will continue to be an annual review of the Grant Standing Orders to ensure that they work effectively in providing guidance, controls and regulation of the grant application and award process throughout the Council and on behalf of the Edinburgh Integration Joint Board (EIJB).

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City of Edinburgh Council - 8 February 2024

Operational Governance: Review of Grant Standing Orders

2. Executive Summary

The Council's Grant Standing Orders (GSOs) provide controls and regulation around all of the Council's grant application and award processes. The GSOs make requirements of Directorates to oversee and manage the resulting grant awards. The GSOs are kept under review as to the amendments required to support continuous improvement and reflect Council priorities. This report provides a summary of the proposed changes to the GSOs and seeks approval for the proposed changes.

3. Background

- 3.1 The Council currently distributes around £17.5million per annum in the form of grant funding to providers, including funding on behalf of the EIJB and the service level agreement with Edinburgh Leisure. To assist with the regulation of these grant awards the Council introduced the GSOs on 14 December 2018 and has kept them under review since this time with significant amendments being made in 2022. Further amendments and inclusions are proposed in this report to reflect updated Council priorities and support continuous improvement.

4. Main report

- 4.1 Since the GSOs were introduced on 14 December 2018 and amended in February 2022 there have been a number of changes in the local and national policy framework requiring changes to the current GSOs.
- 4.2 In particular changes are required to reflect
- 4.2.1 The updated focus and priorities set out in the Council's Business Plan 2023-2027,
 - 4.2.2 The coming into force of the UK Subsidy Control Act 2022

- 4.2.3 the Council's 2030 net zero target and the declaration of a nature emergency in 2023
- 4.2.4 the Scottish Government's [Fair Work First Guidance](#)
- 4.3 The proposed changes, along with other amendments which allow for continuous improvement and some more minor revisals, are set out in the table in Appendix 1 to this report along with a brief explanation for the more material proposed amendments. The full document showing all changes is set out in Appendix 2 to this report.
- 4.4 The Council's key priorities such as those set out in in the Council's Business Plan 2023-2027 and the 2050 Edinburgh City Vision are referenced throughout the Grant Standing Orders. As a general principle, grant funding must be used to meet the Council's objectives in particular those of ending poverty, becoming a net zero city and ensuring the city is a good place to live and work.
- 4.5 The work of the Edinburgh Poverty Commission, [and the Council's response](#) to that work, emphasised the importance of the Council's leadership role in the area of fair work and the promotion of the Real Living Wage. From the recent Connected Communities grants programme all successful recipients confirmed that they paid salaried staff at least the real Living Wage. Similarly the strategic partners, recipients of the main culture grants programme, confirmed payment of the real Living Wage in accordance with the Living Wage Foundation requirements.
- 4.6 Additionally the Scottish Government has issued clear guidance for grants in the context of its [Fair Work First](#) guidance that funding received from the Scottish Government which is to be disbursed by the Council, shall apply the conditional requirements that the recipient organisation awarded a public sector grant on or after 1 July 2023 must pay all Scottish based staff over the age of 16, including apprentices, at least the real Living Wage. The recipient organisation must also demonstrate that workers who are directly engaged in delivering the grant funded activity, even those not directly employed by the grant recipient such as sub-contractors and agency staff who are based anywhere in the UK must be paid at least the real Living Wage. The grant will also be conditional on the organisation having in place appropriate channels for effective workers' voice from July 2023.
- 4.7 There are some limited exceptions to these mandatory requirements. The funder may commit to pay a bigger grant in circumstances where there is arguably no choice for the recipient, so as to allow the recipient to pay the real Living Wage and thereby meet the grant condition. If the funder cannot commit to pay the bigger grant needed, the grant recipient may have to be considered exempt from the real Living Wage condition. The Guidance allows for a senior authorising officer to apply limited exceptions to provide funding to organisations who cannot pay at least the real Living Wage in order that the measure is proportionate. The Guidance states "[i]n particular, where grants are essential for an organisation to continue its activities, it will be important to ensure that there is an exception to address any situation in which a potential grant recipient is heavily or entirely dependent on grant

funding but cannot pay the real Living Wage. The Guidance provides that a limited exception should be considered in the first instance for targeted parts of the workforce while continuing to require payment of at least the real Living Wage to the rest of the workforce. The recipient organisation would still be expected to work towards meeting the condition in full within a reasonable timescale and to demonstrate progress during the lifetime of the grant. The proposed changes to the GSOs reflect these requirements as well as continuing to work towards encouraging funded organisations to adopt policies and practices which comply with all Fair Work First principles.

- 4.8 New provisions are included to reflect the ask of grant funded organisations to complete carbon reduction plans to support delivery of the Council's net zero city target of 2030. These are the light touch carbon reduction plans appropriate for smaller community organisations which encourage organisations to monitor their carbon footprint with the aim of committing to reducing these year-on-year. Funded organisations are also encouraged to join the Edinburgh Climate Compact or similar sector-appropriate sustainability alliances as part of their grant conditions.

5. Next Steps

- 5.1 The changes to the GSOs shall be highlighted to Council officers by publication on the Orb in addition to awareness raising and training delivered by Commercial and Procurement Services at the bimonthly Grant Managers Forum. The updated GSOs will also be published on the Council's external website and copies of this report and the GSOs will be provided to the Council's Third Sector Interface, to share with their member organisations.

6. Financial impact

There are some potential financial impacts which may arise as a consequence of the Scottish Government's Fair Work First Guidance introducing mandatory requirements to require grant funded organisation to pay at least the real Living Wage to all staff including apprentices. The Living Wage Foundation currently does not require apprentices to be paid a real Living Wage in recognition of time spent studying etc so this requirement will go beyond the accreditation process requirements. While these financial impacts cannot be costed as each new grants programme will be open to new applicants, early indications from the Connected Communities programme and the Culture strategic partners suggest that most organisations funded by the Council already meet these requirements so the financial implications may not be significant. They will also only apply to those grants where the funding is coming directly from the Scottish Government rather than those funded by the general revenue account.

7. Equality and Poverty Impact

7.1 There are no direct impacts on equalities or poverty as a result of this report.

8. Climate and Nature Emergency Implications

8.1 Further steps such as the requirement for funded organisations to complete carbon reduction plans and work towards continuous improvement to support the Council's net zero city 2030 target have been included. Reference to the Council's declaration of a Nature Emergency in 2023 have been referenced.

9. Risk, policy, compliance, governance and community impact

9.1 The proposed revisions to the Grant Standing Orders support the key Council policies and were prepared in consultation with a wide range of officers involved in the assessment and management of grants across all service areas of the Council. Feedback was sought from our third sector interface partners.

9.2 Through the encouragement of improved fair working practices, pay and conditions, and by encouraging the delivery of carbon reduction measures and improved environmental practices it is hoped this will contribute to achieving the Council's policies to benefit the city.

10. Background reading/external references

10.1 [Grant Standing Orders and Scheme of Delegation of 13 December 2018](#)

10.2 [Operational Governance: Review of Grant Standing Orders 10 February 2022](#)

10.3 [Scottish Government Fair Work First Guidance 24 March 2023](#)

11. Appendices

Appendix 1 – Summary Table of Material Changes to Grant Standing Orders

Appendix 2 – Grant Standing Orders (as revised)

Appendix 1

Grant Standing Order No.	Change	Explanation for the Change
1.1.1-1.1.3 Explanatory Note – What are Grants?	Amendments to priorities.	To reflect the Council's updated Council Business Plan priorities.
1.2	Clarification to guidance as to what constitutes a grant and what constitutes a contract	While there are no rules setting out when a grant is a grant there are public procurement rules that apply to contracts. There will be areas of overlap with contracts but in general a useful distinction is to think of grants as a financial contribution to a discretionary service whereas a contract will be the price paid for the delivery of a specified service. The Scottish Public Finance Manual provides further guidance.
1.2.5	Deleted and replaced with 1.4	The UK Subsidy Control Act 2022 is now in effect and may be applicable to some funding or subsidies including grants made by the Council so advice should be sought. Training has been provided to grant managers.
2.1 General Principles and Application	Edinburgh Compact Partnership's principles	Amended to reflect updated principles
2.3	Amendments to priorities.	To reflect the Council's updated Council Business Plan priorities.
3.1 Procedures	Grant programmes where the total annual fund value exceeds £25,000 per annum shall be open to all eligible applicants unless otherwise agreed by Committee to restrict it	This provision has not changed but further clarity provided as to when Committee authority is required to ring fence grant funding i.e. where the total grant funding available exceeds £25,000.

	<p>e.g.to existing grant recipients.</p> <p>Eligibility criteria shall be determined in advance by the EIJB or relevant Council Executive Committee</p>	<p>Also clarifying that any specific eligibility criteria should be agreed in advance by Committee.</p> <p>Clarification that grant programmes where the total grant funding available is less than or equal to £25,000 then the eligibility criteria shall be determined by the relevant Director.</p>
3.3.1	Amendments to priorities.	To reflect the Council's updated Council Business Plan priorities.
4.1 Roles and Responsibilities	Inclusion of 'named officer' and recognition that the process and management required should be proportionate to the amount of grant funding.	Amendments to reflect proportionate management and resources dependent upon the value of funding. Some officers manage grant funding for community grants which may be a few hundred pounds rather than thousands.
4.2	Commercial and Procurement Services shall have responsibility for reviewing and updating the Grant Standing Orders and maintaining a Council Grants Register	Changes made to reflect the current practices which have been in place for several years.
7. Fair Work Practices and Living Wage Foundation Rate	Where funding is received from the Scottish Government the recipient organisation, subject to very limited exceptions, must pay all staff, including apprentices, at a rate equal to or above the Real living Wage and make arrangements to provide appropriate channels for effective workers' voice.	Wording reflects recent Scottish Government guidance and requirements to make grants received from the Scottish Government and disbursed by the Council on or after 1 July 2023 conditional on paying at least the real Living Wage and provide appropriate channels for effective workers' voice. There is provision for very limited exceptions which must follow the process contained in the Guidance and accompanying documents.

8. Delivering a Net Zero, Climate Ready Edinburgh	The inclusion of nature emergency. Submission of carbon reduction plans	The requirement to submit basic carbon reduction plans are now included in the Council's Standard Conditions of Grant
9 Award of Grants	For Grant programmes where the total annual fund value exceeds £25,000 Committee or EIJB approval required unless delegated authority previously granted	Clarification sought as to whether £25,000 referred to individual grant value or total value of the fund. For grant programmes where the total annual fund is equal to or less than £25,000 per annum the award shall be approved by the relevant Director
11. Monitoring and Continuous Improvement	Reports may in some instances replace the requirement for an annual review meeting	This change reflects current resources and practices

Appendix 2 [GSOs to be appended]



GRANT STANDING ORDERS

8 February 2024

Introduction

These Grant Standing Orders of the City of Edinburgh Council (“Council”) apply from 8 February 2024 and apply (with certain exceptions) to all grants made by or on behalf of the Council including grants made in accordance with directions to the Council by the Edinburgh Integration Joint Board (EIJB).

1 Explanatory Note – What are Grants?

- 1.1 Grants are financial **contributions** to a third party which help to meet the 2050 Edinburgh City Vision for Edinburgh to be a fair, welcoming, pioneering and thriving city and the Council’s Business Plan objectives in the wider community, in particular the following three priorities
 - 1.1.1 Create good places to live and work
 - 1.1.2 End poverty in Edinburgh
 - 1.1.3 Become a net zero city by 2030
- 1.2 Properly constituted grants will not normally be subject to the procurement rules. The following characteristics will normally help determine whether a grant is the suitable funding route. Further guidance can be found in the [Scottish Public Finance Manual](#):
 - 1.2.1 Grants tend to be an offer of a service from a provider to which the Council makes a financial contribution for a discretionary objective including preventative services which meet the Council’s priorities or objectives.
 - 1.2.2 Contracts are normally a request by the Council for a specific requirement or service, often to deliver a statutory duty or critical service requirement for which an agreed price is paid.
 - 1.2.3 grant funding will normally be given subject to desired outcomes being met but the Council will not normally receive services itself.
 - 1.2.4 the Council is providing funding to support activities that will help it to meet its commitments to the City and where the grant recipient does not have sufficient resources to deliver those activities on a self-sustaining basis itself.

- 1.3 There is no financial threshold above which a grant becomes a contract but if the investment is significant this may reflect a significant need in which case greater control and/or a more defined specification may be advisable.
- 1.4 All grant arrangements must comply with the requirements of the UK Subsidy Control Act 2022. At the outset of any grant process e.g. business case or proposal stage, the relevant Executive Director or the Chief Officer shall ensure that the UK Subsidy Control Act 2022 is considered and appropriate advice sought from Legal and Assurance. Where a grant could potentially provide an economic advantage to the recipient, it must be assessed against the [Statutory Guidance for the UK Subsidy Control Regime](#) and in particular the four-limbed test. Where the grant is considered a subsidy, then a principles assessment needs to be undertaken to ensure the requirements of the subsidy control regime are met and registered with the Scottish Government prior to any funds being issued.

2 General Principles and Application

- 2.1 The Edinburgh Compact Partnership's principles of transparency, good communication, equity, integrity, respect and fairness, co-operation with partners, communities and citizens and accountability will apply to all decisions on the provision of grant funding.
- 2.2 Grants are subject to the requirements to secure Best Value.
- 2.3 Grant funding is for objectives which contribute towards the Council's policy aims including
 - 2.3.1 Create good places to live and work
 - 2.3.2 Ending poverty in Edinburgh
 - 2.3.3 Becoming a net zero city by 2030
- 2.4 The Council is committed to the principles of collaboration and co-production. Co-production means the real and meaningful involvement of the citizens of Edinburgh and recipients of services in delivering better outcomes. Grant recipients shall be encouraged to communicate effectively and to work together with recipients of services and communities of interest to achieve improved outcomes.

- 2.5 The Council is committed to ensuring grant funding is outcome driven, accessible and transparent, supporting innovation and projects that meet the needs of the citizens of Edinburgh.
- 2.6 The Council may use arms-length bodies or other appropriate organisations or community networks to carry out grant disbursement activities on their behalf, the Council should have an agreement in place with such bodies that sets out the nature of the relationship, the form of accountability, how the assessment panel will be constituted, how the organisation or network is funded or will be funded, and details of the activities they will engage in. Such bodies will be subject to the standards set out in these Grant Standing Orders unless expressly agreed by the relevant Council Committee or the designated proper officer as the Council delegates in the Scheme of Delegation or otherwise.

3 Procedures

- 3.1 Grant programmes where the total annual fund value exceeds £25,000 per annum shall be open to all eligible applicants. Eligibility criteria shall be determined in advance of the grant programme opening to receive applications by the EIJB or relevant Council Executive Committee (each as appropriate). The eligibility criteria for grant programmes where the total annual fund is equal to or less than £25,000 per annum shall be determined by the relevant Director or in accordance with delegated powers.
- 3.2 In certain circumstances, a restricted process i.e. restricted to existing grant recipients may be appropriate but must be agreed by the Council, the EIJB or relevant Council Executive Committee (each as appropriate) in advance. Where grant funding is from a source other than the Council, such as the Scottish Government, or where there is a national funding agreement made on behalf of the Council, then this requirement to be open to all eligible applicants shall still apply but be subject to any requirements of the funding body or third party as appropriate that may stipulate restrictions on eligibility.
- 3.3 Allocation and subsequent use of grant funding must reflect the priorities of the Council its subsidiaries and partners and where appropriate the EIJB, in particular
- 3.3.1 the commitments, strategic aims and outcomes of the Council's Business Plan 23-27, the Edinburgh 2050 City Vision, The Edinburgh Partnership

Community Plan 2018-2028, the Council's 2030 net zero target and the 2030 Climate Strategy and in particular the following three priorities

- 3.3.1.1 Creating good places to live and work
 - 3.3.1.2 Ending poverty in Edinburgh
 - 3.3.1.3 Becoming a net zero city by 2030
 - 3.3.2 the [Edinburgh Integration Joint Board Strategic Plan](#)
 - 3.3.3 the City Plan 2030 and the relevant local plan
 - 3.3.4 the Edinburgh Children's Services Plan
 - 3.3.5 the End Poverty Edinburgh Delivery Plan
 - 3.3.6 The Economy Strategy
 - 3.3.7 the objectives of the Citywide Culture Strategy 2023-2030 and
 - 3.3.8 the Tenant Participation Strategy.
- 3.4 The EIJB may direct the Council to fund such NHS and Health and Social care priorities as it may determine appropriate subject to funding being made available.
- 3.5 The distribution and allocation of grant funding should be prioritised based on an assessment of need where applicable.
- 3.6 Participatory budgeting and other forms of community engagement and involvement may be used to allow the local community or community of interest to decide on the distribution of grant funding or outcomes in accordance with the objectives of community empowerment.
- 3.7 All grants paid should have specific grant agreements in place which should be suitable and proportionate to the level of funding and reflect the activities and outcomes to be delivered.
- 3.8 Grant agreements should detail as a minimum: what the grant is being given for (measurable outcomes, impacts, outputs or activities), how long the grant period relates to, the amount being paid, dates of payment and payment process, terms for

repayment of any unspent grant and the requirements to provide regular reports and allow for site visits.

- 3.9 Grant agreements shall require the grant recipient to comply with applicable legislative requirements, be properly constituted, have in place proper employment recruitment and selection practices, carry out disclosure checks where appropriate, comply with all equal opportunities requirements, take steps to help to deliver the Council's 2030 net zero target and support a just transition to net zero and encourage the adoption of fair work practices including payment at the Real Living Wage Foundation recommended rate.
- 3.10 Grant applicants shall be required to report on the achievement of outcomes, impacts, outputs and/or activities to which the grant relates. The frequency and detail of which may vary in proportion to the value of the grant. Confirmation of achieving outcomes, impacts, outputs or carrying out of activities and the spend to date may be required before any future payment is released.

4 Roles and Responsibilities

- 4.1 For each grant the relevant Executive Director or the Chief Officer of the EIJB shall appoint a Grant Monitoring Officer or named officer to set targets, to oversee the process, manage any issues with individual recipients and ensure outcomes are achieved and managed. The process and management required shall be proportionate to the amount of grant funding.
- 4.2 Commercial and Procurement Services shall have responsibility for reviewing and updating the Grant Standing Orders and maintaining a Council Grants Register. Each Executive Director has responsibility for all grants awarded by their Directorate and is accountable to the Council for the performance of their duties in relation to grant award and management which are: -
- 4.2.1 to ensure compliance with these Grant Standing Orders;
 - 4.2.2 to adhere to the Council's commitment to co-production;
 - 4.2.3 to take all appropriate measures to prevent, identify and remedy conflicts of interest arising in the assessment of grant awards and to ensure equal treatment of grant applicants;

- 4.2.4 ensure that the grants register is updated within 28 working days following the issue of a grant award letter and in any event prior to the start date of the grant;
- 4.2.5 to enter the required purchase order information onto the relevant Council financial system prior to the grant award being paid.

5 Assessment Process

- 5.1 For Grant programmes where the total annual fund value exceeds or may exceed £25,000
 - 5.1.1 the applications shall be assessed and evaluated by more than one Council officer or a peer group panel; in the case of arms-length bodies or other appropriate organisations or community networks who are disbursing funds on behalf of the Council or the EIJB such appropriate panel as is set out in the agreement with the Council.
 - 5.1.2 the applicant organisations should be able to demonstrate their links or proposed links to the local community or relevant community of interest.
- 5.2 In addition to 5.1, for Grant programmes for which applications are invited which exceed or may exceed £100,000 in total annually the process to determine successful grant applicants shall be determined by the relevant Council Committee or the EIJB (each as appropriate) and the successful applicants shall be reported back to that Committee for approval unless otherwise delegated in accordance with the Scheme of Delegation or awarded through participatory budgeting. Where grant funding is from a source other than the Council, such as the Scottish Government, this requirement 5.2 shall still apply but shall be subject to any requirements of the funding body. Where grant funding is Council funding but agreement is reached as part of a National Funding Agreement such as those arranged by COSLA then the process shall be determined by the body making the agreement on behalf of the Council but the duty to report back to Committee for approval shall still apply.

6 Funding and Sustainability

- 6.1 To encourage the future financial sustainability and diversity of funding sources, applicants should be encouraged where possible to seek and secure alternative sources of funding in addition to Council or EIJB funding.
- 6.2 The Council will not normally provide more than 95% of an organisation's turnover in grant funding.
- 6.3 Prior to any award of a grant exceeding £25,000 the financial sustainability of the applicant organisation shall be assessed.

7. Fair Work Practices and payment of the Real Living Wage

- 7.7 The Council will encourage and work with funded organisations to adopt policies and practices which comply with the Scottish Government's Fair Work First criteria where appropriate to the size and sector of the organisation. The Fair Work First criteria asks organisations to commit to the following:
 - 7.7.1 investment in workforce development;
 - 7.7.2 no inappropriate use of zero hours contracts;
 - 7.7.3 action to tackle the gender pay gap and create a more diverse and inclusive workplace;
 - 7.7.4 payment of at least [Real Living Wage](#)
 - 7.7.5 offer flexible and family friendly working practices for all workers from day one of employment;
 - 7.7.6 oppose the use of fire and rehire practices; and
 - 7.7.7 provide appropriate channels for effective workers' voice, such as trade union recognition
- 7.8 Payment of the Real Living Wage can make a material difference to workers and their families, particularly during the cost of living crisis.. The Council shall encourage funding requests to reflect payment of staff at a rate equal to or above the Real Living Wage along with all Fair Work criteria.

7.9 In accordance with the Scottish Government's [Fair Work First Guidance](#), where funding is received from the Scottish Government to be disbursed by the Council, the Council shall apply the conditional requirements that the recipient organisation:

7.9.1 will require to demonstrate and/or confirm that it pays at least the Real Living Wage to all directly employed Scottish based staff aged 16 and over, including apprentices , and to all workers who are directly engaged in delivering the grant funded activity, even those not directly employed by the grant recipient such as sub-contractors and agency staff who are based anywhere in the UK; and

7.9.2 provide appropriate channels for effective workers' voice as a minimum standard

7.10 The Council may in accordance with the Fair Work First Guidance apply limited exceptions to organisations who cannot pay at least the real Living Wage in order that the measure is proportionate. Any decision to depart from these conditional criteria shall be taken by the Executive Director and must follow the steps outlined by the Scottish Government and a record of these exceptions must be kept.

8 Delivering a Net Zero, Climate Ready Edinburgh

8.1 The Council requires funded organisations to commit to reducing their carbon footprint to help deliver Edinburgh's 2030 net zero target and address the nature emergency.

8.2 The Council will encourage funded organisations to calculate and disclose their carbon footprint, complete carbon reduction plans and to join the Edinburgh Climate Compact or similar sector-appropriate sustainability alliances where it is appropriate given the size and nature of the organisation.

9 Award of Grants

9.1 Subject to 9.3 and 9.4, for Grant programmes where the total fund exceeds £25,000 annually the award shall be subject to the approval of the relevant Council

Committee, EIJB or the designated proper officer as the Council delegates in the Scheme of Delegation. For grant programmes where the total annual fund is equal to or less than £25,000 per annum the award shall be approved by the relevant Director or in accordance with delegated powers..

- 9.2 The relevant Committee or designated proper officer under the Scheme of Delegation may
 - 9.2.1 approve the recommendations;
 - 9.2.2 approve the recommendations subject to approved amendments;
 - 9.2.3 reject the recommendations.
- 9.3 Where the funding is to be made or continued over subsequent years the recommendation and approval as per 9.2 shall make this clear
- 9.4 External grant funding shall be subject to the agreement and or approval of the relevant funding body as required.

10 Declaration of Interest

- 10.1 The Councillors' Code of Conduct set by the Standards Commission for Scotland (Code of Conduct) defines membership or holding office in a company, club or voluntary organisation as a declarable non-financial interest.
- 10.2 The Code of Conduct for Members of the Edinburgh Integrated Joint Board (Code of Conduct) sets out those interests which require declaration.
- 10.3 It is the responsibility of the individual elected member or EIJB board member to make a decision about whether a declared interest prevents them taking part in any discussions or voting. Regard should be had to the terms of the relevant Code of Conduct as applicable and advice should be sought from appropriate senior Council employees where there is any doubt. The objective test as set out in the relevant Code of Conduct will apply, i.e. whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice an elected member's/board member's discussion or decision making in their role as a councillor or as a member of the Edinburgh IJB.

11 Monitoring and Continuous Improvement

- 11.1 The relevant Executive Director or the Chief Officer of the EIJB may require a grant recipient to take appropriate advice on its actions and to make frequent monitoring reports to the Council on such matters as: income, expenditure, profitability, liquidity and other financial matters; achievement of targets; and future plans.
- 11.2 Regardless of representation on committees or boards, the relevant Executive Director or the Chief Officer of the EIJB shall require grant recipients in excess of £25,000 to provide an annual financial and performance report.
- 11.3 Where the annual award of grant exceeds £25,000 the grant Monitoring Officer may hold an annual review meeting with the grant recipient or require such reports as will allow the review of such matters as attendance, service user levels, the current financial position and whether agreed targets and outcomes have been achieved.
- 11.4 A clear escalation process shall be established in relation to governance issues should they arise.
- 11.5 The relevant Executive Director or the Chief Officer of the EIJB shall require grant recipients to provide a right of access to relevant records, and, if appropriate the accounts and financial arrangements of the grant recipient so that they may be properly audited if required.

12 Urgency

- 12.1 In the event that urgent requirements out-with the Council's control make it impractical for these GSOs to be followed then in order to disburse grant funding as a matter of urgency the urgency provisions set out in provision 4 of the Council's Committee Terms of Reference and Delegated Functions where appropriate should be followed. At their discretion, the relevant Executive Director should make relevant members (e.g. ward councillors) aware of the decision taken under the urgency provisions.

13 Review of Grant Standing Orders

- 13.1 These Grant Standing Orders shall be reviewed annually.

