

SCOTTISH BORDERS COUNCIL

FOLLOWING THE PUBLIC POUND

CODE OF PRACTICE FOR COMMUNITY COUNCILS

1. NATIONAL CODE OF GUIDANCE

- 1.1 This Scottish Borders Council Code of Practice for Community Councils follows the guidelines and principles of "Following the Public Pound", issued in 1996 by the Accounts Commission for Scotland and CoSLA.
- 1.2 The Code aims to help Community Councils to ensure that they are meeting Best Value criteria in their use of public money and that any group or organisation receiving funding from a Community Council provides sufficient information to enable Best Value judgements to be made.
- 1.3 The main, and usually only, source of public funding for Community Councils is from an annual core funding allocation from Scottish Borders Council. This code enables Scottish Borders Council to ensure that this funding meets Best Value criteria.

2. SCOPE OF THE CODE

- 2.1 The Code is applied to all grants, donations, subscriptions and payments to any groups or organisations made by a Community Council from public funds where the amount of Community Council funding is £50 or more.
- 2.2 Scottish Borders Council has in place a Policy and Guidelines covering grants and donations to voluntary organisations, primarily under the Community Grants Scheme, which details the checks to be carried out before any grant can be made. This Policy and Guidelines inform the basic administrative requirements for any grants made by Community Councils thus ensuring that a Community Council has sufficient information to make Best Value judgements under this Code.

**3. USE OF PUBLIC FUNDS BY COMMUNITY COUNCILS FOR GRANTS/
DONATIONS TO THIRD PARTIES**

- 3.1 Grants made by Community Councils from Public Funds may only be made to formally constituted groups and the need for funding must be established through an examination of the group's accounts.

- 3.2 Any group receiving a grant from a Community Council's public funds is required to complete an annual monitoring form (Appendix A) which will be appended to the Community Council annual accounts and submitted to Scottish Borders Council.

4. MONITORING

- 4.1 The Budget Holder for the Community Council Core Budget is the Communities & Partnerships Manager and he/she is responsible for ensuring that the Code is followed primarily through the check provided by the Community Council's accounts.
- 4.2 The Strategic Community Engagement Officer advises Community Councils about processes, procedures and requirements and reminds them on an on-going basis of the need to ensure sufficient information gathering to ensure that the Best Value argument can be made for any grant/donation.

5. DISAGREEMENTS

- 5.1 Should any disagreements arise as to the propriety of a grant/donation or as to any part of this Code, the Communities & Partnerships Manager will consult as appropriate within the Council before making a judgement. If a Community Council remains dissatisfied, the matter will be referred to the Chief Executive.

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**COMMUNITY COUNCIL FUNDED
GRANT EVALUATION FORM**

Group name:

Please return this form when your project/period of support is complete.

Section 1: Spending your grant

Please give details below of the items of activities funded by this grant.

Item/activity	Cost (corresponding evidence of spending attached)
Total amount spent by your group	£

Section 2: The benefits of your award

Please give at least three examples of the ways in which the grant has been of benefit to your community and/or to the work of your group.

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How many people benefited from the grant? _____

Section 3: The signed declaration

I confirm that the details contained in this form are correct and that we will keep all financial records and accounts, including receipts for items purchased with the award, for at least two years from payment of the grant. We understand that this does not release us from our statutory obligations to keep records for longer periods. We are aware that we may be asked to forward receipts for inspection or that we may be visited to inspect our records.

Name: _____

Position in organisation: _____

Contact telephone number: _____

Signature: _____ Date: _____

If you require any advice or assistance in completing this form please contact the Communities & Partnerships Team on 0300 100 1800 or at communitygrants@scotborders.gov.uk