

Heritage and Place Programme Area Partnership Board

Terms of Reference and approval process for grants and awards

The Heritage and Place Programme Area Partnership Board (hereafter 'the Project Board') has been established to ensure that processes are in place to manage the day-to-day activities of the Heritage and Place Programme (hereafter H&PP).

1 Membership

1.1 The Project Board is comprised of a representative of each of the following:

- City Development Group Board;
- Aberdeen City Heritage Trust;
- Aberdeen Inspired;
- Aberdeen Youth Movement;
- City Centre Community Council
- Sustainable City Outcome Improvement Group
- Locality Planning

2 Duties

The Project Board will:

2.1 Be supported by the following parties:

- Project Officer;
- Activities Officer;
- The Finance Service;
- Legal Services
- Commercial & Procurement Services
- Committee Services
- Employability and Skills Team
- Roads Team
- Environmental Team

The above Council teams and services will provide guidance to the H&PP Project Officers and Board to ensure compliance with Council procedures and processes and to support the coordination of H&PP activities with wider Council activities and outcomes. This includes guidance with framework agreements and appointment of external suppliers to support the project delivery (e.g. the appointment of external legal services to advise and support contractual requirements for grant awards).

2.2 Hold quarterly meetings chaired by the representative of the City Development Group Board whose vice chair will be the representative of Aberdeen City Heritage Trust.

2.3 Only make **recommendations** in regards to applications for third party grant offers and third party training awards in relation to the H&PP. Approval of the third-party

capital grant offers and third-party Training and Activities Plan awards will be made by the F&R Committee or the various Aberdeen City Council Chief Officers, Director and the Project Officer (in limited circumstances), as detailed in para 4 'Decision making process' below.

- 2.4 Ensure compliance with the approved project, as well as the policies and procedures as set out in the Historic Environment Scotland and National Lottery Heritage Fund grant contracts.

3 Proceedings

- 3.1 The Project Officer will call meetings of the Project Board on a quarterly basis. The meetings provide the Project Board with an update on project progress and recommendations for approval. A meeting of the Project Board may be held in person or by suitable electronic means agreed in which all participants are able to communicate with all other participants.
- 3.2 A quorum of the Project Board is two members.

4 Decision making process- Material changes to the approved project

- 4.1 The Project Board makes recommendations regarding any material changes (e.g. changes to the Priority Projects list, reallocation of budgets between headings and programme extensions) to the approved Heritage and Place Programme project (as approved and awarded grant by HES and NLHF) which will be determined as follows:

Material changes to the approved H&PP project	<ol style="list-style-type: none"> 1. The recommendation from the Project Board is passed to the Chief Officer – Strategic Place Planning and Chief Officer- Finance for those two Chief Officers to decide if the change/s are approved/refused. 2. Approval by the Chief Officer- Strategic Place Planning and Chief Officer- Finance is required (if one or both Chief Officers refuse the change/s then the change will not be approved)
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- 4.2 Changes to the approved H&PP project as determined under 4.1 above will be reported to Historic Environment Scotland and the National Lottery Heritage Fund (i.e. “the funders”) by the Project Officer, no later than the next quarterly funder reports, for funder approval.
- 4.3 Changes to the approved project as determined under 4.1 above and approved by the funders will be reported to the F&R Committee by the Project Officer in the next biannual report and to the Project Board at the next Board meeting.

5. Decision making process- Third-party grants and awards approvals

5.1 The Project Board makes recommendations regarding the third-party capital grant applications which will then be determined as follows:

Third-party capital grants	<ol style="list-style-type: none"> 1. The recommendation from the Project Board is passed to the Finance & Resources Committee to decide if the third-party capital grant application is approved/refused.
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5.2 The Project Board make recommendations regarding third-party Training and Activities Plan grant and awards applications which will then be determined as follows:

Training and Activities Plan grants and awards under £50,000	<ol style="list-style-type: none"> 1. The recommendation from the Project Board is passed to the Chief Officer- Strategic Place Planning and Chief Officer- Finance for those two Chief Officers to decide if the third-party Training and Activities Plan grant or award application is approved/refused. 2. Approval by the Chief Officer- Strategic Place Planning and Chief Officer- Finance is required (if one or both Chief Officers refuse the third-party Training and Activities Plan grant or award application it will not be successful and the applicant will not receive the grant or award).
Training and Activities Plan grants and awards £50,000 and above	<ol style="list-style-type: none"> 1. The recommendation from the Project Board is passed to the Chief Officer- Strategic Place Planning and Chief Officer- Finance and Director of City Regeneration & Environment for those three officers to decide if the third-party Training and Activities Plan grant or award application is approved/refused. 2. Approval by the Chief Officer- Strategic Place Planning and Chief Officer- Finance and Director of City Regeneration & Environment is required (if any of the aforementioned Chief Officers and/or the aforementioned Director refuse the third-party Training and Activities Plan grant or award application it will not be successful and the applicant will not receive the grant or award).

5.3 When, in the opinion of the Chief Officer – Strategic Place Planning, there are exceptional circumstances (e.g rare opportunities that arise for which a decision is required outwith the standard programme for decision making, as set out in 5.1 and 5.2 above, **and** which present clear scope to meet project outcomes), the Chief Officer Strategic Place Planning will approve grants and awards up to £10,000 (to individuals) and grants up to £30,000 (to organisations). The Chief Officer Strategic Place Planning may delegate the authority to approve grants and awards up to £10,000 (to individuals) and grants up to £30,000 (to organisations) to the Project

Officer. Applications in these exceptional circumstances will be determined as follows:

<p>Third-party capital grants up to £10,000 (to individuals) and up to £30,000 (to organisations) (exceptional circumstances, between biannual F&R Committee reporting)</p>	<p>1. When, in the Chief Officer – Strategic Place Planning’s opinion, exceptional circumstances exist, the Chief Officer- Strategic Place Planning (or the Project Officer if the Chief Officer- Strategic Place Planning delegates authority to approve grants and awards to the Project Officer) approves the making of grants up to £10,000 (to individuals) and up to £30,000 (to organisations) following consultation with the Chief Officer – Finance. The third-party grant application can only be approved where sufficient budgetary provision exists and the grant is made subject to terms and conditions approved by the Chief Officer - Commercial and Procurement Services. The approval must also be in line with the requirements of 5.8.</p>
<p>Training and Activities Plan grants and awards up to £10,000 (to individuals) and Training and Activities Plan grants up to £30,000 (to organisations) (exceptional circumstances, between Project Board quarterly meetings)</p>	<p>1. When, in the Chief Officer – Strategic Place Planning’s opinion exceptional circumstances exist, the Chief Officer- Strategic Place Planning (or the Project Officer if the Chief Officer- Strategic Place Planning delegates authority to approve grants and awards to the Project Officer) approves the making of grants and awards up to £10,000 (to individuals) and grants up to £30,000 (to organisations) following consultation with the Chief Officer – Finance. The third-party Training and Activities Plan award application can only be approved where sufficient budgetary provision exists and the award is made subject to terms and conditions approved by the Chief Officer - Commercial and Procurement Services. The approval must also be in line with the requirements of 5.8.</p>

- 5.4 The Project Board recommendations for third-party grants will be passed to the Finance & Resources Committee at the first Committee meeting following the Board meeting.
- 5.5 The Project Board recommendations for Training and Activities Plan awards will be passed to the relevant Chief Officers and Director within 14 calendar days of the Project Board meeting. The Chief Officer/s, Director (where applicable) will make a decision within 28 days of the Project Board meeting.
- 5.6 In making delegated approvals for grants and awards the Chief Officer Strategic Place Planning/ Project Officer will follow the policies and procedures, as set out in the Historic Environment Scotland and National Lottery Heritage Fund grant contracts and ensure that the criteria set out in 5.8 have been met.

- 5.7 The grant or award is made **subject to terms and conditions as stipulated by the funders and as approved by the Chief Officer - Commercial and Procurement Services.**
- 5.8 In making their decisions on third-party grants or awards, the decision makers (e.g. F&R Committee, Chief Officers, Director, Project Officer) must ensure that:
- for capital grants:
 - the buildings, structures or public realm/green spaces fall within the geographical boundaries of the Project scheme;
 - the buildings, structures or public realm/green spaces are considered to be of sufficient architectural historic interest and the applications meet (at the least) the minimum essential criteria under the Heritage and Place Programme grant assessment criteria;
 - the grant is for works that are grant eligible
 - sufficient budgetary provision exists
 - for Training and Activities Plan grants and awards:
 - the award is supported in the Heritage and Place Programme Heritage Activities Plan or Training Plan
 - sufficient budgetary provision exists
- 5.9 All grant and award applications determined will be reported promptly to the Project Board at the following quarterly meeting.

6 Reporting requirements of the Project Officer

- 6.1 The Project Officer will:
- Report to the Project Board quarterly on the progress of the approved third-party grants and training awards.
 - Following input from the Board, provide biannual (twice a year) reports to the Finance and Resources Committee using Aberdeen City Council's Corporate Committee Reporting Process & Templates. The reports will, amongst other things, include grant applications recommended for the approval by the Committee and details of project progress.
 - Provide quarterly reports to Historic Environment Scotland (HES) and the National Lottery Heritage Fund (NLHF).
 - Following input from the Board, arrange for an accountant's report to be prepared and submitted to Historic Environment Scotland and the National Lottery Heritage Fund as required by the funders.
 - Report to the City Development Group Board on a quarterly basis.