

## **LONDON RECYCLING FUND**

### **GUIDANCE ON ADMINISTRATION OF JOINT PROJECTS (CONSORTIA)**

#### **1. Introduction**

- 1.1 In the first two years of the London Recycling Fund various approaches were used in the management for joint projects. For the years 2004/05 and 2005/06 we have decided to adopt consistent procedures which accord with Audit Commission guidance and are in line with practice for the national fund.
- 1.2 In keeping with this guidance, the lead authority will have the main role in communicating with LWA on all aspects of joint projects.

#### **2. Acceptance of Grant (contract)**

- 2.1 The formal offer of grant is set out in a letter from LWA to the lead authority. Attached to the letter is a copy of the LWA decision sheet and an acknowledgement slip. The lead authority should forward a copy of these to each of the partners in the consortium and arrange for a copy of the acceptance slip (which forms the contract between the approved applicants and LWA) to be signed on behalf of each of the partner authorities. The signed acceptances must be returned to LWA (fao Malcolm Allen, Programme Manager).

#### **3. Project Plans & Financial Profiles**

- 3.1 At the application stage each partner normally provides a separate draft project plan and financial profile for their part of the scheme. This clarifies expected outputs and accountability. In addition, a draft project plan and financial profile summarising the project as a whole is provided.
- 3.2 When an offer of grant is made, and before the project starts, LWA requires from the lead authority either:
  - Confirmation that the draft summary project plan and financial profile remains valid, or
  - A revised summary project plan and financial profile.
- 3.3 LWA uses the financial profile to generate the quarterly drawdown of funds from Defra and WRAP.
- 3.4 The lead authority will also be responsible for submitting any further revisions which may become necessary as the project progresses.

#### **4. Reports, Claims & Payments**

- 4.1 These procedures apply to quarterly, annual and final reports and claims.
- 4.2 Financial reports and grant claims should be submitted through the lead authority on a consolidated basis for the whole project. When a claim has been approved LWA will make grant payments to the lead authority which must then pay monies due to the partners.
- 4.3 Non-financial outputs (performance data) must be reported for each individual authority via the lead authority.

#### **5. General**

- 5.1 No grant claim will be considered until a signed claim form has been received by post, fax or emailed as a .pdf file.
- 5.2 The “financial profile” spreadsheet, which incorporates performance reporting templates, must be submitted electronically because LWA uses these to upload the information to its database.

#### **6. Summary**

- 6.1 In keeping with Audit Commission guidance the lead authority will:
  - a) Have the main role in communicating with LWA on joint projects.
  - b) Submit all grant claims and financial profiles and be responsible for submitting on behalf of the partner authorities any revisions to the financial profiles or project plans as necessary.
  - c) Receive grant payments from LWA and then pass the relevant amounts on to the partner authorities.

Malcolm Allen

18 August 2004