

ACTION PLAN
For the New Saints (TNS) Market Towns Revitalisation Programme (MTRP) Funding
and Addendum to the Final Report dated 9th April 2018

Rec Ref.	Rec No.	Recommendation	Rec Rating	Accepted Yes/No/Partially	Management Response	Lead Officer	Date to be Actioned
	1	All decisions when awarding grants against set criteria should be documented and, evidence retained which is easily accessible in the event of an enquiry, in line with the corporate retention policy	Significant	Yes	Email to all staff in Economic Growth reminding them of the corporate retention policy and applying this to grants. Ensure files are in place for each application with all relevant documents securely stored.	Head of Economic Growth & Business Growth and Investment Manager	By 15 th June 2018
	2	All projects should require a project closure report which should be assessed by senior managers against the original brief and any gaps formally followed up before the projects official closure.	Significant	Yes	Project closure report template in place. Ensure all staff in Economic Growth involved in grants are aware and familiar with this.	Business Growth and Investment Manager	End June 2018
	3	Where match funding is involved, full evidence should be provided of the spend or securing of such funds, before the Council's contribution is released.	Significant	Yes	Grant application guidance to clearly set out the evidence required of match from applicants. Ensure this is included in all relevant agreements.	Business Growth and Investment Manager	End June 2018
	4	Where funds are due as part of a grant arrangement, invoices should be raised for their receipt. These should be monitored and recovery action instigated	Significant	Yes	Accountable officer for raising of invoices who liaises with lead officer for the grant. This	Development Funding Officer	By 8 th June 2018

		in the event of non-payment.			accountable officer is required to monitor payment and take action if required (with support of senior officer)		
	5	The Economic Growth Team (which has replaced the Regeneration Unit) should conduct a reconciliation when allocating grants across several benefactors to records held in financial systems. In the case of the MTRP, this would have been the capital records. These records should be maintained in accordance with corporate retention processes.	Significant	Yes	Email to staff in Economic Growth and a discussion at the next team meeting to remind staff of the importance of this. Accountable officer for raising invoices and ensuring payment to be informed before any grants are awarded so that a check can be carried out on the financial records of all previous/ current payments. Email to this effect to be sent to all staff in Economic Growth.	Head of Economic Growth Business Growth and Investment manager and Development Funding Officer	By 8 th June 2018 By 15 th June 2018
	6	Terms of engagement for all parties involved in the distribution of grants need to be communicated effectively and clarification of any differences on interpretation agreed as soon as they are noted. Where responsibilities are not demonstrated in line with the agreement, rectification of these should be sought prior to any grant reimbursement.	Significant	Yes	It is the responsibility of the officer dealing with the grant to set this out clearly to decision makers and legal services (where an agreement is required). It is also their responsibility to communicate this verbally and in writing with the applicant. The	Business Growth and Investment manager	End June 2018

					<p>Business Growth and Investment manager to ensure this has been done.</p> <p>The authorised signature to the grant for the service will ensure themselves that this has been done and is clearly understood before any grant award is signed off.</p>	<p>Head of Economic Growth</p>	<p>End of June 2018</p>
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