

APPENDIX B

Grants Panel Draft Proposed Terms of Reference – Option 1 (Recommended Option)

1. Purpose of the Panel

The Grants Panel provides an opportunity for people with specialist skills and knowledge to contribute to the development of our community, voluntary and faith sector by granting annual and one-off funding.

The Grants Panel is designed to ensure that Spelthorne Borough Council meets the highest standards when considering applications and awarding grants and consistently supports those organisations which help to deliver the Council's corporate priorities and enhance the quality of life in the Borough.

It will:

- a) assess grant applications and make recommendations to the Community Wellbeing and Housing Committee (CWHC) as to whether they should be funded.
- b) maintain an overview of the impact and accessibility of Spelthorne Council's grant-making processes and suggest ways in which any gaps might be addressed.
- c) Review the performance of grant recipients on an annual basis where a Service Level Agreement is in place.

2. Terms of Reference

The Terms of Reference for the Grants Panel are:

- a) 5 councillors with relevant skills or knowledge will be members of the Panel. 2 officers will attend meetings to advise the panel as required.
- b) The Chair **or** the Vice Chair of the CWHC will be Chair of the Grants Panel.
- c) The remaining four positions on the Panel will be filled by Councillors with relevant skills or knowledge. They will be nominated by the four political group leaders of the political parties not represented on the Panel. This will ensure that there is a cross party and cross committee approach to the constitution of the Panel.
- d) The Chair of the Grants Panel will be nominated at the first Community Wellbeing & Housing Committee of the municipal year. Nominations for the other four Panel members will be made by the political group leaders in advance of the meeting.

- e) A quorum shall be 3 Councillors. (2 officers will be present in an advisory capacity).
- f) Councillors on the Panel will be asked to register/declare any interests before considering the applications and making any recommendations.
- g) All decisions will be made by a majority vote and in instances of there being no majority, the Chair will gain the power to make one casting vote.
- h) The Panel will meet at least once a year.
- i) The Panel may invite anyone to attend a meeting/s to give specialist input.
- j) A report will go to full Council at its annual budget setting meeting to determine the revenue grant funding recommendations put forward by the Grant Funding Panel.
- k) Extraordinary approaches for financial support may be considered at any time throughout the year but may not be determined within a pre-election period. One-off in year awards may be determined by the Community Wellbeing and Housing Committee rather than by Council.