

APPENDIX A

GRANTS PANEL HISTORIC TERMS OF REFERENCE

1. Purpose of the Panel

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

The Grants Advisory Panel is designed to ensure that Spelthorne Council meets the highest standards of grant-making and consistently supports those organisations which support delivery of the Council's corporate priorities and enhance the quality of life in the borough.

It will:

- a) assess grant applications and make recommendations as to whether they should be funded
- b) maintain an overview of the reach of Spelthorne Council's grant-making 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
- d) Signpost applicants to alternative sources of funding
- e) Co-ordinate regular events to promote funders and grant sources to the CVS sector

2. Terms of Reference

The Terms of Reference for the Grants Panel are:

- a) A minimum of 3 elected members and three Spelthorne Council officers with relevant skills or knowledge will comprise the panel
- b) These will be appointed to the panel by being proposed and seconded by existing panel members and following a vote of existing members. Members should be nominated on the basis of specific skills that they will bring to the panel.
- c) a quorum shall be four members
- d) the chair must be an elected member and will be elected by majority vote
- e) 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

- f) the panel will meet at least once a year, though "virtual" meetings may be held via telephone or email exchange at any time. The quorum and voting rules will still apply and, normally, at least 5 working days will be allowed from the start to the conclusion of such meetings, in order to allow an adequate opportunity for all Panel members to take part.
- g) panel members will be expected to attend at least 50% of "physical" meetings. Members missing three consecutive meetings without giving good reason may be deemed to have resigned and their position may be filled
- h) the panel may invite anyone to attend a meeting(s) to give specialist input
- i) the annual revenue grants process will be subject of a report to Cabinet and acceptance by Full Council at its annual budget-setting meeting