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TERMS OF REFERENCE – GRANT REVIEW WORKING GROUP

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1. NAME

1.1 This Working Group shall be called, “Grant Review Working Group” (The Group).

2. COMPOSITION

2.1 The group is open to any Councillor who wishes to be a member. There is no limit on membership numbers.

3. CHAIR

3.1 The position of Group Lead will be chosen by the Group. The position shall be reviewed annually.

3.2 The Lead shall be responsible for co-ordinating the Group including submitting items for the agenda to the Chief Executive Officer in line with Standing Orders.

4. QUORUM

4.1 There is no quorum for meetings as the Group is not a delegated (decision making) committee.

5. CONDUCT OF THE MEETING

5.1 As an undelegated Working Group, the provisions of the Public Bodies (Admission to Meetings) Act 1960 section 1 (1)), The Openness of Local Government Bodies Regulations 2014 and Local Government Act 1972, Schedule 12, para 41(1) shall not apply. Any meetings held shall not be open to members of the Public or Press.

5.2 In accordance with paragraph 5.1, no formal agenda, nor minutes, are required of the meeting.

5.3 In consideration of paragraph 5.1, the Group is free to operate as it feels appropriate, which may include meeting face-to-face, meeting virtually, collaboration on email etc.

5.4 Any information shared that is commercially sensitive should be kept within the membership of the Group.

5.5 In carrying out the objectives above, the Group should give due regard to the Town Council’s areas of operation, Strategy, Aims & Objectives and Annual Plan

6. AREA OF OPERATIONS

The Group is set up with the following objectives:

- 6.1 To review grant applications including scoring these in accordance with requirements of the Grant Awarding Policy and Procedure.
- 6.2 To seek clarification where required on the contents of grants, or further information to enable informed decision making.
- 6.3 To make recommendations to Full Council or the Finance and General Purpose Committee on the proposed allocation of grant budget against applications received.

7. POWERS AND RESPONSIBILITIES

- 7.1 The Working Group has no delegated authority to make decisions on behalf of the Council.
- 7.2 To make recommendations to Full Council or the Finance and General Purpose Committee on grant allocations.

8. HEALTH AND SAFETY

- 8.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Working Group's remit.

9. ENVIRONMENT

- 9.1 To give due consideration to environmental, conservation and climate change matters in carrying out the functions of the Working Group and in reaching all decisions.

10. EQUALITY AND DIVERSITY

- 10.1 To consider equality and diversity (race, gender, sexual orientation, marital status and disability), tackling disadvantage, reducing social exclusion, and supporting society's most vulnerable groups, in carrying out the functions of this Working Group.

11. FURTHER INFORMATION

- 11.1 The Working Group shall report to Full Council or the Finance General Purpose Committee
- 11.2 The Working Group shall undertake reviews of Terms of Reference as and when appropriate and may make recommendations to Full Council regarding its own Terms of Reference.
- 11.3 The Town Council may not always be able to act on all advice offered and there is no formal obligation to do so.