APPENDIX 1

VOLUNTARY SECTOR MEMBERS GRANTS PANEL TERMS OF REFERENCE

Date:

Date of Review:

Chair: The Panel will be chaired by a Councillor who is not a member of the controlling group.

Meeting Frequency: The Panel shall annually review and score grant applications. The dates of meetings will be identified and included in the annual calendar of meetings.

Quorum: The Panel shall consist of five members and the quorum will be three.

Overall functions and responsibilities:

The Grants Panel shall be an Executive Advisory Panel. Its recommendations will require ratification by the Executive Committee. When participating in meetings of the Grants Panel, Members will be required to aide by the Council's Member Code of Conduct.

The purpose of the Grants Panel will be to consider grant applications from various Voluntary and Community Sector organisations on behalf of Redditch Borough Council in accordance with the agreed eligibility guidelines.

Membership:

Members of the Panel will be nominated by political group leaders – Members of the Panel cannot be members of the Executive Committee.

The VCS Grants Officer will attend the meetings to provide the paperwork and answer any queries.

Members of the Panel will only be permitted to participate in meetings of the Panel once they have attended appropriate training.

Accountability and reporting arrangements:

The Grants Panel will report recommendations to the Executive Committee.

Each Member is responsible for:

- Attending an information and training session on the grant application process.
- Attending the Panel Meetings to score the higher grant applications using the scoring matrix.
- Ensuring that the grants budget for the relevant financial year is not exceeded.
- Monitoring the effectiveness of Redditch Borough Council's grant allocation process.
- Not being a signatory on any grant cheque.
- Declaring any interests that they, or their spouse, may have in applications received through the grants process. Members are advised to withdraw from taking part in the debate and vote on any applications with which they are so involved.
- Not sharing any information contained in the application forms outside of the Grants Panel Meetings.
- The results of any recommendations concerning grants applications will be referred to the Executive Committee for consideration and approval.

Agenda Packs and Papers:

The Grants Officer will support the administration of the Panel and will be responsible for consulting with the Chair and Members ensuring that the papers are sent out in a timely fashion.

Agenda packs and papers will be available to the members of the group five working days before the meeting.