

1. **REPORT TITLE** **Terms of Reference for the Grants Assessment Panel**
- Submitted by:** (Head of Business Improvements, Central Services and Partnerships)
- Portfolio:** (Finance and Resources)
- Ward(s) affected:** (All)

Purpose of the Report

For Cabinet to agree the terms of reference of the Grants Assessment Panel

Recommendations

1. That the terms of Reference for the Grants Assessment Panel be agreed
2. That authority be delegated to the Portfolio Holder for Leisure, Culture and Localism to make decisions in relation to the following grants:
 - Community Chest, if required.
 - Cultural Grants.
 - Homelessness Grants.
 - Small Grants.
 - Other grants schemes as mandated by Cabinet.
3. That the portfolio Holder for Leisure, Culture and Localism be appointed as Chair of the Grants Assessment Panel.

Reasons

The Terms of reference of the Grants Assessment Panel were last submitted to the Cabinet for agreement in 2007 following a review of the Borough wide Community Chest Scheme.

This report seeks to clarify the standing of the Grants Assessment Panel as a Cabinet Panel and to ensure that the appropriate delegations of authority are in place.

1. **Background**

The Council Leader may arrange for a Cabinet Function to be discharged by a Cabinet Committee consisting of members of the Cabinet or a single member or an officer by way of joint or local arrangement. Appendix 8 of the Council's Constitution sets out the procedure and rules for the establishment of Cabinet Panels.

2. **Proposal**

In this case it is recommended that authority be delegated to the Portfolio Holder for Leisure, Culture and Localism to make decisions in relation to grants put before the Grants Assessment Panel and that the Portfolio Holder also be appointed as the Chair of the Panel.

The following rules will also apply to the Panel:

- The rules of political proportionality will apply to the Grants Assessment Panel

- The quorum for the meeting will be one quarter of the members, with a minimum of three.
- An agenda and reports will be sent to members at least 5 clear days in advance of each meeting.
- Minutes of each meeting will be produced and published as per other formal Council meetings.
- Decisions will be formally recorded and subject to the same call-in procedure as other committees.
- The Panel will report to Cabinet and may refer matters to the relevant scrutiny committee for comment
- Panels will be time limited and terminated upon reporting unless their brief is extended by Cabinet.

The Constitution will be updated at Part 3 (Scheme of Delegation) to reflect the above arrangements.

3. **Legal and Statutory Implications**

The Local Government Act 2000 and the Council's Constitution empower the Executive to make these arrangements.

4. **Financial and Resource Implications**

13. **Earlier Cabinet/Committee Resolutions**

Cabinet Report 13th June 2007 – Small Grants – Procedure for Approval

14. **List of Appendices**

Appendix A – Terms of Reference for the Grants Assessment Panel