

**GRANTS DETERMINATION SUB-COMMITTEE**

**Terms of Reference**

**3.4.3 Grants Determination Sub-Committee**

<b>Membership:</b> The Mayor plus three (3) other Executive Councillors as appointed by the Mayor or their nominees who must also be Executive Councillors	
<b>Functions</b>	<b>Delegation of Functions</b>
1. To determine all applications for grant funding received by the Council.	No delegations
2. To determine all applications for corporate match funding received by the Council.	No delegations
3. The Sub-Committee may delegate decision making to individual officers, provided that the extent of this delegation is made clear and that it is minuted properly	No delegations
4. Where decision making has been delegated, to receive a report advising as to the exercise of a discretion at the next Sub-Committee meeting following the exercise of such discretion.	No delegations
5. To receive quarterly update reports against defined parameters in order for the Council to demonstrate either: that delivery is in line with the application and, therefore, the grant achieved its purpose; or to provide clear delineation where outcomes were not achieved and the reasons for such failure are apparent. Such Monitoring should therefore include measuring performance against the expected outcomes.	No delegations
6. To determine criteria under which grant applications will be considered.	No delegations
<b>Quorum:</b> Three (3) Members of the Committee	

## **1. Background**

- 1.1 Under the Constitution, grant making is an executive function. This was placed in the control of Commissioners in February 2015 following directions from the Secretary of State for Communities and Local Government.
- 1.2 With Commissioner oversight the Council has devised procedures to ensure that grant making is undertaken in a fair open and transparent manner. The Commissioners, having reviewed the proposals, were satisfied that the suggested framework would deliver these aims and in January 2017 endorsed the return of this function to the Council.

## **2. Responsibilities**

- 2.2 The Grants Determination Sub-Committee will support an objective, fair, transparent and co-ordinated approach to grant funding across the Council including:
  - (a)overseeing the process and arrangements for awarding and administering grants and related procurement processes to ensure a strategic approach;
  - (b)overseeing the processing arrangements for developing grants criteria and assessment methodology
  - (c)overseeing the monitoring, performance management and evaluation arrangements in relation to funded projects; and
  - (d)ensuring fairness and transparency in awarding grants.
- 2.2 The Grants Determination Sub-Committee will be mindful of the Council's objective to create an environment for a thriving Third Sector in regard to the following key factors:
  - (a)ensure that grant making is aligned to the Council's priorities
  - (b)improve partnership working between local organisations;
  - (c)provide longer-term funding to organisations;
  - (d)ensure that funding is aligned to the Strategic Plan and Community Plan;
  - (e)ensure that the Council achieves value for money from its grants; and
  - (f) ensure that funding supports appropriate services for the benefit of local residents.

## **3. Procedures**

- 3.1 **Servicing of meetings.** The servicing of meetings will be undertaken by the Council's Democratic Services Team and which work will include:
  - (a)dispatch of reports;

- (b) taking of minutes and recording of actions/decisions;
- (c) dissemination of minutes and decisions

- 3.2 **Meeting frequency.** The Grants Determination Sub-Committee will meet on a 6-weekly cycle and may call additional meetings as required in order to consider grant awards and issues in a timely manner.
- 3.3 Officers preparing reports for consideration must liaise with Democratic Services in good time to ensure that meetings are able to be convened as required to consider reports.
- 3.4 **Record of attendance.** All members of the Sub-Committee present during the whole or part of a meeting must sign their names on the attendance sheet before the conclusion of every meeting to assist with the record of attendance.

#### **4. Proceedings**

- 4.1 The Grants Determination Sub-Committee will generally meet in public and conduct its proceedings in accordance with the relevant rules of procedure contained in the Council's Constitution such as the:
  - (a) Council Procedure Rules;
  - (b) Access to Information Procedure Rules, and
  - (c) Executive Procedure Rules.
- 4.2 The Grants Determination Sub-Committee will receive public submissions in writing relating to any matters to be discussed at the meeting. Submissions may be made no later than 5pm on the day before the meeting *EXCEPT where the Sub-Committee is to determine the Mainstream Grants Programme for the forthcoming 3-year period in this case submissions will be required to be made no later than 3 clear working days before the date of the meeting at which the MSG programme will be agreed.*

#### **5. Declaration of Interests**

- 5.1 In accordance with the Council's Code of Conduct for Members, Members are reminded that it is a requirement to declare disclosable pecuniary interests and any other interest that they may have within the published register of interests.

#### **6. Decision making**

- 6.1 On 17 January 2017 the direction from the Secretary of State in relation to making grants was withdrawn and the function returned to the Council's Executive.