

Appendix 4 – Policy and Resources Committee Report – 22 June 2005

Proposal for Discretionary Grants Programme 2007/10

Voluntary Sector and External Funding Unit Members' Advisory Group Terms of Reference

Background

Following the Best Value Review of Grants 2000 and a Scrutiny Report on Grants 2002 it was agreed to ensure full Member involvement in the appraisal process for three-year grant funding for larger and medium sized organisations. In June 2003, the Policy and Resources Committee agreed to establish a cross-party Member Advisory Group for this purpose and this was extended to Global Grants in September 2003 and Community Development Commissioning in November 2004.

Objectives

The key objective of the Members' Advisory Group is to ensure involvement of Members and key funders as appropriate in the appraisals of grant applications. The group will meet as needed usually:

- Three-Year Programme – Outline Bids, March and Full Bids, October
- Global Grants, Grants to Smaller Organisations, Specialist Programmes and Hedgcock Bequest – March, June, September and December
- Community Development Commissioning – June and December

Recommendations

The Members' Advisory Group will be consulted and make recommendations to:

- Policy and Resources Committee for Three-Year Discretionary Grant Funding
- The Director of Cultural Services for Grants to Smaller Organisations, Specialist Programmes, Global Grants and Community Development Commissioning

The Members' Advisory Group will delegate responsibility for Grants to Smaller Organisations, Specialist Programmes and Hedgcock Bequest, under £3,000 to the Chair.

Operating Principles

1. The Members' Advisory Group will comprise:
 - Four elected members: Labour (Chair), Conservative, Green and

- Liberal Democrat
 - Representatives of match funders as appropriate
 - Key officers of the City Council as appropriate
2. A declaration of officers' and members' interests will be made at the commencement of each meeting.
 3. The Members' Advisory Group meet on the dates each year as outlined above and confirmed at the first meeting of each calendar year.
 4. Administration of the meetings of the Members' Advisory Group (agendas, minutes, venues etc) will be provided by the City Council's Voluntary Sector and External Funding Unit.
 5. Other officers from the Voluntary Sector and External Funding Unit attending the Members' Advisory Group will be the lead programme officer and the Unit administrative officer (minutes).
 6. All information reported during the Members' Advisory Group will, unless otherwise stated, be deemed confidential and treated in the strictest confidence. Any public dissemination of information must be cleared through the Chair.

Review

At the December meeting of the Members' Advisory Group, Members will be asked to review their involvement with a view to informing the role of this group in future years.