

**Terms of Reference for the City of London Corporation
Community Infrastructure Levy Neighbourhood Fund Officer Panel**

1. Purpose

The Community Infrastructure Levy Neighbourhood Fund Officer Panel (CILNFOP) is an officer body, with responsibility for discussing and directing matters relevant to the policy, management and allocation of the Community Infrastructure Levy Neighbourhood Fund (CILNF), and communicating issues or making CILNF grant recommendations for the consideration of the Resource Allocation Sub-Committee (RASC) or Members, as required.

The CILNFOP will:

1. Provide a forum for a cross-departmental group of Officers to:
 - 1.1 Comply with Community Infrastructure Levy Regulations (2010) and all subsequent amendments in relation to the purpose and administration of CIL Neighbourhood Funds;
 - 1.2 Establish, review and oversee the ongoing implementation of CILNF policy in line with evolving grant making good practice and local community need;
 - 1.3 Regularly monitor and review the value of CILNF available for distribution to ensure the value of grants awarded does not outstrip the level of funds available;
 - 1.4 Discuss detailed grant application assessments in relation to CILNF priorities and make recommendations for CILNF application rejection or funding for the consideration of RASC or Members, as required;
 - 1.5 Under delegated authority to determine CILNF funding applications for applications under £100,000;
 - 1.6 To report on decisions taken under delegated authority to the RASC;
 - 1.7 To engage with communities where development has taken place and seek community views to determine priorities and how the CILNF should be used;
 - 1.8 To undertake a full review of the CILNF, including priorities and governance, at least every 5 years;
 - 1.9 To engage with Neighbourhood Forums established within the City of London;

- 1.10 To approve an annual report for the CILNF to include details of the total CILNF receipts in the reporting year; total CILNF expenditure in the reporting year; details of CILNF expenditure for the reporting year, including the amount spent on each individual project; total CILNF monies remaining.

2. Constitution and Membership

- 2.1 The CILNFOP is made up of Officers drawn from across City Corporation Departments selected on the basis of their skills, knowledge and experience in order to ensure that the CILNFOP has an appropriate balance and breadth of skills, knowledge and experience necessary to deliver CILNF policy, priorities and related grant-making recommendations.

2.2 Membership

Name	Job Title
Rob McNicol (Chair)	Assistant Director for Policy and Strategy – Built Environment
Tom Noble	Group Manager (Business Development & Development Management) – Built Environment
Melanie Charalambous	Policy and Projects – Built Environment
Ellie Ward	Head of Strategy & Performance – Community & Children's Services
Claire Callan-Day	Environmental Health Technician – Built Environment
Simon Owen	Head of Finance – Financial Services
Micah Mclean	Equalities, Diversity & Inclusion Officer
Laurie Miller-Zutshi	Head of Offer – Cultural & Visitor Development
Jake Tibbetts	City Gardens Manager
Rachel Levy	Head of Barbican and Community Libraries

- 2.3 Other relevant Officers, or external experts, will be invited to the meeting as and when required.
- 2.4 The Chair of the CILNFOP will be the Assistant Director, Policy and Strategy, Built Environment in line with the authority delegated to the role outlined in the Corporation of London's Scheme of Delegations to Officers Section D6.

3. Quorum

A quorum for the CILNFOP is three Officers.

4. Meetings and Decisions

- 4.1 CILNFOP meetings will be chaired by the CILNFOP Chair, but if s/he is not present Officers present can nominate an Officer to chair the meeting;
- 4.2 Any vote at a meeting shall be decided by a show of hands;

- 4.3 In a split vote the Chair will have the casting vote;
- 4.4 Where matters require wider consideration or escalation, the CILNFOP can provide memoranda, including any recommendation, to other Strategic Officer groups (as relevant to their terms of reference);
- 4.5 Where matters require Member consultation or formal decisions, the CILNFOP can report into the Chair and Deputy Chair of the RASC;
- 4.6 Where a grant recommendation or decision under delegated authority is required urgently and falls outside the timetable of CILNFOP meetings, Officers can vote on application assessments or issues for decision circulated via email between meetings indicating their recommendation to the Chair within 3 working days.

5. Declaration of interests

At the start of each meeting Officers must declare:

- 5.1 The nature and extent of any interest, direct or indirect, which they have in relation to a potential funded organisation and/or grant request;
- 5.2 Withdraw from the meeting for that item after providing any information requested by the Chair and other Officers;
- 5.3 Not be counted in the quorum for that part of the meeting;
- 5.4 Have no vote on the matter.

6. Meeting duration and timings

Meetings will take place in person and/or remotely approximately every month and shall aim to last no more than 90 minutes. The frequency of meetings will be reviewed at appropriate intervals. When there are no application assessments for review in any given month the meeting will be cancelled.

7. Documentation

Agendas, assessment reports and any additional documentation, will be produced and circulated to the group five working days in advance of each meeting by the Central Grants Unit. Minutes will be captured at each meeting and circulated between meetings by the Central Grants Unit.

8. Review of Terms of Reference

The CILNF's terms of reference shall be reviewed at least annually and in light of any recommendations made or similar bodies established.

Agreed by CILNF Officers Panel:
Review date:

8 November 2023
8 November 2024

