

Terms of Reference for the City of London Corporation
Enjoying Green Spaces and the Natural Environment Officer Panel

1. Purpose

The Enjoying Green Spaces and the Natural Environment Officer Panel (EGSOP) is an officer body, with responsibility for discussing and directing matters relevant to the policy, management and allocation of the Enjoying Green Spaces and the Natural Environment grant strand and communicating issues or making Enjoying Green Spaces (EGS) grant recommendations for the consideration of the Natural Environment Committee, as required.

The EGSOP will:

1. Provide a forum for a cross-departmental group of Officers to:
 1. Discuss detailed grant application assessments in relation to EGS criteria and make recommendations for EGS application rejection or funding for the consideration of the Chair and Deputy Chair of the Natural Environment board, as required;
 2. To report on decisions taken to the Natural Environment board;

2. Constitution and Membership

2.1 The EGSOP is made up of Officers drawn from the Natural Environment Department selected on the basis of their skills, knowledge and experience in order to ensure that the EGSOP has an appropriate balance and breadth of skills, knowledge and experience necessary to deliver EGS grant-making recommendations.

2.2 Membership

Name	Job Title
Emily Brennan (Chair)	Director – Natural Environment
Jo Hurst	Assistant Director Commercial and Charity Fundraising – Natural Environment
Geoff Sinclair	Assistant Director Natural Environment The Commons – Natural Environment
William LoSasso	Assistant Director (Superintendent) – Natural Environment
Simon Glynn	Assistant Director Culture and Projects – Natural Environment
Jacqueline Eggleston	Assistant Director (Superintendent) – Natural Environment

- 2.3 The Chair of the EGSFOP will be the Director, Natural Environment in line with the authority delegated to the role outlined in the Corporation of London's **Scheme of Delegations to Officers**.

3. Quorum

A quorum for the CILNFOP is three Officers.

4. Meetings and Decisions

- 4.1 EGSOP meetings will be chaired by the EGSOP 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 formal decisions, the EGSOP can report into the Chair and Deputy Chair of the Natural Environment Committee;

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 year and shall aim to last no more than 120 minutes.

7. Documentation

Agendas, assessment reports, application forms, applicant budgets and any additional documentation, will be produced and circulated to the group five working days in advance of each meeting by the Central Funding and Charity Management Team (CFCMT). Minutes will be captured at each meeting and circulated between meetings by the CFCMT.

8. Review of Terms of Reference

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