Terms of Reference for the City of London Corporation Stronger Communities Fund Officer Panel

1. Purpose

The Stronger Communities Fund Officer Panel (SCFOP) is an officer body, with responsibility for discussing and directing matters relevant to the policy, management and allocation of the Stronger Communities Fund (SCF) and communicating issues to the elected Members of the Community & Children's Services Committee, as required.

The SCFOP will:

1. Provide a forum for a cross-department group of Officers to:

1.1 Comply with Stronger Communities Fund Policy and all subsequent amendments in relation to the purpose and administration of the Stronger Communities Fund;

1.2 Establish, review and oversee the ongoing implementation of SCF policy in line with evolving grant making good practice;

1.3 Regularly monitor and review the value of SCF available for distribution to ensure the value of grants awarded does not exceed the level of funds available;

1.4 Discuss detailed grant application assessments in relation to Stronger Communities Fund priorities and under delegated authority to take decisions to fund or reject SCF funding applications for applications of £10,000 or under;

1.5 To report on decisions taken under delegated authority to the Community & Children's Services Committee;

2. Constitution and Membership

2.1 The SCFOP is made up of Officers drawn from across the Department of Community & Children's Services selected on the basis of their skills, knowledge and experience in order to ensure that the SCFOP has an appropriate balance and breadth of skills, knowledge and experience necessary to deliver SCF policy and related grant-making recommendations

2.2 Membership

Name	Job Title
Simon Cribbens (Chair)	Director, Commissioning & Partnerships
Ellie Ward	Head of Strategy & Performance
Greg Knight	Head of Commissioning

2.3 Other relevant Officers, or external experts, will be invited to the meeting as and when required.

2.4 The Chair of the SCFOP will be the Director (Commissioning & Partnerships) in line with the authority delegated to the role.

3. Quorum

A quorum for the SCFOP is two Panel members.

4. Meetings and Decisions

4.1 SCFOP meetings will be chaired by the SCFOP Chair, but if s/he is not present Officers present can nominate a Panel member 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 SCFOP can provide memoranda, including any recommendation, to other Strategic Officer groups (as relevant to their terms of reference);

4.5 Where a grant decision under delegated authority is required urgently and falls outside the timetable of SCFOP meetings, Panel members 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 Panel members 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 Panel members;

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 30 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 Funding and Charity Management Team. Minutes will be captured at each meeting and circulated between meetings by the Central Funding and Charity Management Team.

8. Review of Terms of Reference

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