

Community Funding Panel – Terms of Reference

1. Purpose

- 1.1 The Community Funding Panel (CFP) is an advisory group to the Community Funding Panel Chair (Chair).
- 1.2 The purpose of the CFP is:
 - for the Community Funding Officer (or Lead Officer) and an assigned group of Sector Specialists', where applicable, to present recommendations to award, part award or not to award a Community Funding Grant (CFG) to the Chair;
 - for the Chair to make an approval decision on each CGF application; and
 - for a Cross-party Member Advisory Group to ensure adherence to the Community Funding Grants Framework (CFGF), that grant awards are allocated to meet identified local needs, and that community funding is distributed in a fair and equitable manner.
- 1.3 Applications will be assessed against the CFGF, which covers three main criteria:
 - to what extent does this project / service support the Council's Corporate Plan;
 - to what extent does this project / service meet the strategic aims, objectives and priorities of the Council; and
 - to what extent does this project / service meet the Council's CFGF (link to be added when published) and the community funding principles:
 - need;
 - reach;
 - outcome;
 - sustainability;
 - value for money;
 - other sources of funding / match funding; and
 - levels of monitoring and evaluation required to demonstrate the grant has been spent in the right way, value for money has been achieved, and the required results have been delivered.
- 1.4 The Chair will take into consideration Section 106 and Community Infrastructure Levy Funding that has been secured from developments across the Council when assessing a CFG application.

2. Authority

- 1.1 Applications for a CFG will be consider by the CFP. This is in accordance with the CFGF, approved by Cabinet on 11th April 2022.
- 1.2 These CFG applications must meet the requirements of the CFGF to be presented and

considered by the CFP.

3. Composition of the Community Funding Panel and decision-making

1.3 The CFP will consist of:

- the Chair, a Head of Service (or equivalent) or higher grade;
- the Community Funding Officer and / or Lead Officer;
- an assigned group of Sector Specialists' (as required);
- a Cross-party Advisory Group; and
- Portfolio Holder (optional).

1.4 Substitutes may be appointed as necessary in accordance with usual governance procedures.

1.5 The quorum of the CFP shall be the Chair, Community Funding Officer (or Lead Officer) and one member of the Cross-party Advisory Group and / or the Portfolio Holder.

1.6 All approval decisions will be made by the Chair. No voting will take place as the Chair is the approval decision maker under the CFGF.

4. Conflicts of Interest

1.7 Any member or officer who belongs to, or, has an interest in an organisation whose application for a CFG is before the CFP, shall declare their connection and withdraw from the meeting for the consideration of that application. A Cross-party Advisory Group member and the Portfolio Holder will also be deemed to have a conflict of interest where the grant application is from his / her electoral ward.

1.8 If the Chair has a conflict of interest with a CFG application, the Community Funding Officer (or Lead Officer) will take on the role of the Chair for the approval decision of that CFG application.

1.9 In the unlikely event that the Chair and Community Funding Officer (or Lead Officer) has a conflict of interest with the same CFG application. A substitute Head of Service (or equivalent) or higher grade will take on the role of the Chair for the approval decision of that CFG application.

5. Support

1.10 Relevant officers / Sector Specialists can attend the CFP at the request of the Chair to report on an application to be approved by the Chair and other items on the agenda or matters of interest to the CFP.

1.11 A report showing the budget, expenditure, commitment and balance remaining will be submitted to each meeting of the CFP. This will be compiled by the Community

Funding Officer (or Lead Officer).

6. Community Funding Panel Meetings

1.12 The CFP will meet up to 12 times a year, with the precise dates, times and venues to be agreed by mutual consent in advance of each meeting. The CFP may choose to hold additional meetings to deal with matters of urgent business.

7. Review

1.13 The CFP will review the Terms and Conditions of the CFP and make any recommendation for change to Cabinet on an annual basis.

Membership (2023/24)

- Chair – Vicki Rockall (or equivalent) or higher grade
- Community Funding Officer - Peter Worth and / or Lead Officer
- Sector Specialists' - WNC officers as required
- Portfolio Holder - (optional)
- Councillor TBC
- Councillor TBC
- Councillor TBC
- Councillor TBC

8. Contact Information

Peter Worth
Community Funding Officer

West Northamptonshire Council
Email: communitygrants@westnorthants.gov.uk
Telephone: 01327 322227