

## **LICHFIELD CITY COUNCIL – JULY 2023**

### **TERMS OF REFERENCE – GRANTS ADVISORY COMMITTEE**

#### **1. DESIGNATION**

Grants Advisory Committee

#### **1. MEMBERSHIP**

The Committee to consist of a maximum of nine Councillors with cross-party representation. Membership (including Chair and Deputy Chair) to be decided upon by Council resolution and reviewed annually.

In the event of a Member or Members resigning, new appointments to be confirmed by resolution of the City Council.

#### **3. OBJECTIVES AS RELATED TO CIL/NEIGHBOURHOOD PLAN**

1. To meet as needed in order to consider, discuss and make recommendations to Council on awarding funding for applications from the Community Infrastructure Levy (CIL) that the Council is awarded via LDC
2. Oversee the implementation of the LCNP
3. Ensure that CIL monies are appropriately applied for and received
4. To consult and engage with the community while having regard to the LCNP
5. Advise Council as and when the LCNP appears to require amendment and to oversee that process subject to Council resolution
6. To disseminate information regarding its activities to the residents of the City
7. In conjunction with the City Council's Planning Committee, to ensure that the priorities within the LCNP are conveyed as appropriate to other bodies such as the District and County Councils, developers etc
8. To be the most appropriate contact point for consultees, the public and other interested parties in relation to the LCNP and the City Council's implementation of the document.

#### **4. GRANTS ADVISORY COMMITTEE OBJECTIVES AS RELATED TO GENERAL LCC REVENUE FUND GRANTS**

1. To meet once per year, usually in February, to review, discuss and make recommendations to Council for awards of grants to applicants via the City Council's revenue grants fund
2. To consider other grant applications from time to time as appropriate and make recommendations to council
3. Contribute towards a vibrant and active community in the Parish of Lichfield City
4. Acknowledge the strength and diversity of the voluntary and charitable sector and the contribution it makes to the residents of the City of Lichfield
5. To award grants in compliance with the framework set out in the adopted Grant Award Policy via the appropriate legislation. The City Council holds the general Power of Competence at the time of preparing these Terms of Reference
6. To consider the Grant Award Policy at regular intervals and make recommendations to Council for change/improvement.
7. Provide benefits to the City commensurate with expenditure

## **5. DECISION MAKING AND GOVERNANCE**

Particular weight will be given to those applications for projects/activities where funding can be awarded via the appropriate legislation and demonstrate one or more of the following community benefits (listed in no particular order):

1. address issues around the cost of living crisis.
2. tackle climate change and support actions towards achieving net zero.
3. promote inclusivity across the City (e.g. benefit disadvantaged and marginalised groups).
4. support and meet the needs of young people.

### **5a Delegated Authority to allow free use of City Council Facilities**

It has previously fallen to council to award reduced rate/free use of council facilities, and this was very rarely given. Through adoption of the Grants Committee meeting minutes of 5 February 2009, council resolved that from 1 April 2010 no further free use of Guildhall be granted and that applicants be advised to apply for a monetary grant instead. This has since expanded to all requests for free use of council facilities.

Organisations are asked to apply for a grant in the sum of the invoice raised, and on approval of the grant (if given), the cost of hire is refunded. This works well in some ways, ensuring that any requests for such use come before council and are then – if approved – funded via the grants budget. This promotes transparency and helps to ensure all applications are treated in the same manner.

However, it can also be unduly restrictive, particularly when dealing with longstanding partners, other local authorities, or requests submitted with a short timescale until the event itself. The process is also administratively burdensome, especially when dealing with other public bodies. These terms of reference, once adopted by Council, therefore allow the Grants Committee to consider and decide upon any requests for reduced rate/free use of Council facilities where the following applies:

- It is convenient or conducive to do so, for example a meeting of the Grants Committee is taking place within a more appropriate timeframe than a full council meeting to consider such a request
- The request for reduced rate/free use is received from a body that does not wish to raise income from that reduced rate/free use OR is a charitable body
- The loss of income to the council from the reduced rate/free use if granted is not more than £300
- The reduced rate/free use if granted is provided for the instance/s requested only and does not imply or guarantee the same outcome if similar applications are made in the future.
- The meeting of the Committee where such matters are considered complies with all other relevant Standing Orders (is quorate, majority vote etc).

These Terms of Reference do not preclude such a matter coming before full council in the first instance if it is more logistically and/or administratively appropriate to do so.

All recommendations of the Grants Advisory Committee to be subject to confirmation by resolution of the City Council, with the exception of those resulting from 5a above. Meetings will be governed by the City Council's Standing Orders.

## **6. CONDUCT OF BUSINESS**

Meetings to be open to the press and public (who may be excluded by resolution in appropriate circumstances).

The Committee to meet as often as is considered appropriate for the conduct of its business, but no less than once in any given financial year.

Minutes of each meeting will be taken by the Clerk or nominated representative and circulated as soon as is practicable. All Minutes to be submitted for consideration by the City Council at the earliest opportunity.

## **7. BUDGET AND FUNDING**

The cost incurred in servicing this committee will be met by general council funding, but there is no further specific budget allocated.

## **8. TASK AND FINISH GROUPS**

The Committee may appoint task and finish groups consisting of Councillor(s) and/or community members. Each task and finish group to be Chaired by a member of the Committee and all decisions subject to confirmation by the Grants Advisory Committee and subsequent council resolution.

## **9. CONDUCT**

All members of the Committee or any task and finish group associated with it are required to abide by the principles and practice of the City Council's code of conduct.

## **10. CHANGES TO TERMS OF REFERENCE**

Recommendations for changes to these terms of reference can be made by the Committee by resolution. The recommendations will be subject to confirmation by resolution at a meeting of the City Council.

## **11. DISSOLUTION**

Recommendation for dissolution can be made by resolution of the Committee and is subject to confirmation by resolution of the City Council. The Committee can be dissolved by resolution of the City Council without prior recommendations for such action by the Committee.