

# **West Suffolk Grant Working Party Terms of Reference**

## **Role and Purpose of the Grant Working Party**

To consider grant applications and recommend the level of grants payable to organisations to officers or the Cabinet, based on the policies agreed by Council and in accordance with the criteria for Community Chest Grant funding.

The governance and membership arrangements are based upon the terms of reference for the former West Suffolk Grants to External Organisations Review Group (Cabinet Report number: [CAB/WS/19/007](#) and [Appendix 1](#) refer) This Group evolved to form the West Suffolk Grant Working Party, as agreed by Cabinet on 10 September 2019 (Report number: [CAB/WS/19/027 - 10 September 2019](#) refers)

## **Membership**

The Working Party will be formed of seven members and will consist of:

- a. A minimum of four members from the Conservative Group
- b. Three members of minority groups

Membership will be broadly apportioned in line with the political balance and appointees from each party will be agreed by their respective group leader.

## **Substitutes**

Each political group is allowed to appoint one standing substitute. In order to ensure they can effectively contribute to debate when called upon, substitutes are allowed to be in attendance at all Working Party meetings and will have access to all papers and reports.

## **Portfolio holders**

Members of the Cabinet shall have observer status; however, the Portfolio Holder for Families and Communities will be specifically invited to attend each meeting, to oversee and contribute to discussions, as appropriate.

## **Chair and Vice Chair**

The Working Party shall elect a Chair and Vice Chair from amongst its membership at its first meeting of each municipal year by a majority vote of the Working Party members.

## **Frequency of meetings**

The Working Party will specifically need to meet to consider the applications for Community Chest funding, which may be on two or three occasions during the

autumn/winter each year. Its recommendations will need to be presented to Cabinet by February each year. With the agreement of the Chair, other meetings may be convened at other times, as substantive business dictates.

It shall be the decision of the Chair whether meetings will be held virtually, in person, or a combination of both.

### **Quorum**

The quorum for meetings shall be four members

### **Voting**

The Working Party should work towards achieving a consensus but where this cannot be achieved voting shall be by a show of hands with the Chair having a casting vote.

### **Officer Support**

The lead officer for the Working Party shall be the Director (Families and Communities), supported by the Service Manager (Families and Communities), Families and Communities Team Leader and the Families and Communities Officer that has specific responsibility for facilitating Community Chest grants. Administration of meetings will be undertaken by the Democratic Services Team.

### **Confidentiality**

As a non-decision-making body, the normal Access to Information Rules do not apply. Members may want to have a free and frank debate, in which they may test concepts and ideas and to share such information when it is in a formative state. These ideas may be subsequently discounted in entirety. Releasing information into the public domain could undermine the subsequent proposals and decisions of the Working Party and have the potential to damage the Council's reputation.

Papers should therefore (minutes, reports etc) be treated as confidential unless it is stated / agreed otherwise, or the information is already in the public domain. Confidential information should not be shared with other parties, including other councillors and outside organisations.

Any members who have concerns regarding access to information or the papers of the meeting should raise this with the Monitoring Officer.

### **Limitations**

As a working party, the group does not have any delegated decision making authority and any recommendations would be considered by Cabinet or the relevant Portfolio Holder/s for approval or adoption.