

A.5 APPENDIX

Tendring Community Fund Portfolio Holder Working Party

Terms of Reference

1. The Tendring Community Fund has been established by the Council for the benefit of the residents across Tendring.
2. These Terms of Reference have been drawn up to facilitate the means through which the monies held within the Tendring Community Fund can be allocated as fairly and effectively as possible with effective due diligence and means of governance in place.
3. The aim of the fund is to put investment into the District where it is most needed and assist with drawing in match funding where possible to achieve maximum impact and value.
4. Tendring Community Fund seeks to support community groups and organisations that in turn support the residents and local communities across the district. Its overriding purpose is to benefit the district of Tendring.
5. The Portfolio Holder working party has been created to oversee the distribution of the funds from the Tendring Community Fund and to monitor the effectiveness and impact of grants awarded.
6. The Chair of the Working Group has received full delegation from Cabinet to both receive funds and to oversee the distribution of funds relating to the Tendring Community Fund.
7. The Working Party will be chaired by the Portfolio Holder for Partnerships
8. The membership of the Working Party will be made up of nominated representatives from the Group leaders.
9. Quarterly meetings will be scheduled in advance, however if there are no applications or funding available, meetings will be cancelled by the Portfolio Holder for Partnerships.
10. Papers will be distributed to members of the Working Party no less than five working days before the meeting.
11. Notes from the meetings will be circulated within five working days.
12. A careful process of due diligence by means of an application process, and an interview will be put in place prior to any grant making decisions. The expertise of the Working Party membership and the advice of CVST

will also be utilised in the process. All applications need to demonstrate that they support and that they will enable the Council to meet its priorities as detailed in the Corporate Plan.

13. The determination of applications that result in a financial award will be confirmed by a formal Portfolio Holder Executive Decision and details will be circulated to Cabinet. Any decisions will be subject to the Council's governance processes.
14. Once call-in has expired the formal Portfolio Holder decisions will be published on the Tendring District Council web site as soon as possible after each meeting of the Working Party.
15. Grants will usually be limited to no more than £35,000 although larger bids may be considered if they can demonstrate significant impact.
16. The Working Party will receive reports and updates from those groups in receipt of an award in order to learn about the activity delivered and its impact and effectiveness. This will enable monitoring and evaluation to be built in to all projects and programmes.
17. All members of the Working Party are asked to make Declarations of Interest in accordance with the Members' Code of Conduct.
18. Members of the Working Party representing outside bodies should highlight conflicts of interest for the purposes of openness and transparency in the Council's decision making process.
19. Members who have any personal association with any person or person's making an application should declare this as an interest and recuse themselves from any discussion or debate on that particular application or subsequent reporting.