

Supplementary Committee Agenda



Grant Aid Review Task and Finish Scrutiny Panel Monday, 2nd March, 2015

Place: Committee Room 1
Civic Offices, High Street, Epping

Time: 7.00 pm

Committee Secretary: Gary Woodhall
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5. TERMS OF REFERENCE (Pages 37 - 38)

(Director of Governance) To note the Panel's Terms of Reference.

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Origin

At its meeting on 16 September 2014, the Overview and Scrutiny Committee agreed the establishment of a new Task and Finish Panel to review the Council’s Grant Aid Scheme for Sports, Arts, Leisure and Community Groups in terms of the overall policy/guidance and procedures for Major Grants and Service Level Agreements including those for the determination of applications, and those for the pre and post determination stages.

Draft Terms of Reference

To review the current structure of the Grant Aid Scheme, taking into consideration the terms of the overall policy/guidance and procedures those for the determination of applications, and those for the pre and post determination stages and how this framework would best fit the structure of the Council.

(1) To specifically consider:

- The eligibility criteria and assessment arrangements for funding taking into account the budget available and the thematic areas in the leisure and cultural strategy;
- The grant maxima;
- Appropriate arrangements for safeguarding of children and vulnerable adults;
- Appropriate arrangements for the monitoring of expenditure; and
- Review procedures.

(2) To consider any other matters that are deemed appropriate.

Aims and Objectives

- (a) To report findings to the Overview and Scrutiny Committee and to submit a final report for consideration by the Committee and the Council by 27 April 2014;
- (b) To gather evidence and information in relation to the review through the receipt of appropriate data, presentations and by participation in fact-finding visits to other authorities if necessary;
- (c) To have due regard to relevant legislation and the Council’s procedures; and
- (d) To consult political groups and independent Councillors during the review process.

TIMESCALE	ESTIMATED	ACTUAL
Commencement:	First meeting to be held on 14 January 2015	
<u>Finish</u>	Final meeting to be held on 16 April 2015	

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