

**ROLE OF EXTERNAL FUNDING WORKING PARTY**

The External Funding Working Party is comprised of Council Officers with relevant corporate responsibilities and experience. Its membership is subject to regular review in the light of changing circumstances.

The Chairman of the Working Party is appointed by the Management Board.

Its terms of reference are approved by the Management Board as follows:

- (a) to be responsible for carrying out an annual review of the policy and the toolkit to ensure that the contents are up to date and reflecting current Council thinking and to consult with Heads of Service for their views;
- (b) to carry out, as part of the annual review set out in (a), a review of the way in which external funding procedures are operated in relation to the guidance contained in the policy and toolkit and, where necessary, to draw attention to any concerns;
- (c) to ensure that advice is available to the Council and outside agencies in both written form and through the website and intranet;
- (d) to meet in exceptional circumstances to give advice on specific projects where this is requested by a Head of Service, the Management Board or the Council.