

GRANTS SUB-COMMITTEE

Terms of Reference and Conduct of Business Protocol

Role and Function

1. The Grants Sub-Committee will:
 - Consider and approve applications from local voluntary groups and charitable organisations, under the Council's Community Projects Grants Scheme
 - Consider and approve applications for new and continuing rent grants and review existing rent grants
 - Consider and approve grants from the capital funding pool, in accordance with the Council's approved Capital Programme and agreed criteria and policies

Constitution

2. The Grants Sub-Committee is a sub-committee of the Executive Committee and will comprise 7 Members.
3. Political Balance will apply.
4. Substitution arrangements will apply as determined in Rule 27 of Council and Committee Procedure Rules.
5. Members will be appointed by the Executive Committee in May of each year.

Rules and Procedures

6. The Sub-Committee will report to the Executive Committee following each of its meetings.
7. Meetings will be open to the press and public with the full right of attendance for all Councillors, public and press, except during consideration of Exempt business.

Papers for Meetings

8. Agenda will be made available to all Members of the Council and appropriate officers.
9. Agenda will be available for inspection by the press and public, except where this would include the disclosure of Exempt Information.

Operating Procedures and Report Styles

10. The Sub-Committee will meet as and when necessary to consider grant applications.

Chairman's Role

11. . The Chairman will determine the business of each meeting, in consultation with appropriate officers.
12. The Chairman will lead the meeting and will present the findings of the Sub-Committee to the Executive Committee through the minutes of the Grants Sub-Committee meetings.

13. The Chairman shall be the appropriate person to issue any press releases or press comment regarding the work of the Sub-Committee, provided that:
 - Press releases will be co-ordinated through the Chief Executive's Office
 - Prior to making any comments to the press, the Chairman shall take advice from Group Leaders where appropriate.

Officer Support

14. The Head of Community & Economic Development will be the lead officer for the Sub-Committee.
15. The Democratic Services Section will work closely with the Chairman and lead officer on setting up meetings determining the business for meetings and in a supporting role. After each meeting minutes will be prepared and circulated.