

**PROJECT ASSESSMENT PANEL
TERMS OF REFERENCE**

1. Status

- 1.1. The Project Assessment Panel (the Panel) is constituted as a sub-committee of the Finance and General Purposes Committee of Kennington Community Council in accordance with section 8 of the Council's Standing Orders.
- 1.2. Where there is any actual or perceived difference in interpretation between these Terms of Reference and the Council's Standing Orders or Financial Regulations or Terms of Reference of the Finance and General Purposes Committee, those instruments shall take precedence over this document.

2. Purpose and Responsibilities

- 2.1. The Panel will be responsible for:
 - 2.1.1. Publicising and managing a Projects and Grants Scheme;
 - 2.1.2. assessing applications for funding using the form in Annex 1;
 - 2.1.3. report on such assessments to Council with recommendations as to which applications should be supported and at what amount; and
 - 2.1.4. monitoring progress of approved projects.
3. The Panel will make efforts to be aware of similar schemes at borough and county and, where relevant, national level and consider where coordination with such schemes is appropriate. It may also make itself aware of private sector managed grant schemes.

4. Membership and Chair

- 4.1. The Finance and General Purposes Committee will appoint as voting members 4 Members of the Council and up to 2 non-councillors whose experience or expertise are considered to be valuable to the work of the Panel and who meet the criteria in the Council's policy on non-councillor appointments. All appointments will be made annually by the Committee at their first Meeting for a period of 1 year which may be renewed up to a maximum of 5 years. Further appointment thereafter is possible after an interval of two years.

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4.2. In the event of a vacancy arising on this Panel, the Finance and General Purposes Committee may appoint replacement Councillors and non-councillor appointees during the year to fill vacancies who will serve until the May.

4.3. The Panel will appoint one of its members to be Chair at its first meeting.

5. Meetings

5.1. The Panel shall meet at least once per year. The quorum shall be three Members. Substitute members are permitted in respect of councillors on the Panel, provided three days' notice has been given to the Proper Officer. All the Panel members may participate in discussion and vote. In the case of an equal vote the Chair shall have a second or casting vote.

5.2. A Panel member with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her right to participate and vote on that matter. This applies equally to the non-Councillor voting members.

6. Duties of the Council's Responsible Financial Officer (RFO)

6.1. The RFO shall convene one meeting of the Panel in each round to complete the assessment process and attend all meetings of the Panel, to provide advice and to record outcomes of the meeting.

6.2. The RFO, under the guidance of the Panel, will:

6.2.1. Receive all applications, acknowledge their receipt and give each application a reference number;

6.2.2. Announce through local media the date on which each assessment round will start and, if practicable, post notices in public situations, such as shops, meeting halls etc and in relevant electronic social media.

6.2.3. Circulate all proposals to the members of the Panel, together with the related assessment form to be completed.

6.2.4. Conduct negotiations with successful proposers, ensuring that they have appropriate risk assessment and insurance in place and that all monies above £500 are paid to the bank account of the organisation (not of an individual) and supported by receipts.

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6.3. The RFO may provide informal feedback to proposers and allow them the opportunity to improve their proposal; any proposer who does so will not be granted an extension of the assessment round deadline nor given preference in the assessment procedure.

7. Terms of Reference

7.1. The Panel will review its terms of reference at the first meeting after the Annual Council Meeting of Council or when necessary and make any necessary recommendations to the Council for its approval.

8. Reporting to Council

8.1. The Chair of the Panel will approach each assessment discussion with a view to reaching an agreed common assessment on each application. The Chair will provide a report to the Council on the outcome of the assessments and this will include grant recommendations, within the available funds.

8.2. On receipt of the report, the Council will take a decision on the disbursement of funds to project proposers, taking into account the Panel's report, the Council's terms of reference and the Council's budget.

9. Adoption

9.1. These terms of reference were adopted by Council on [], replacing the terms of reference adopted on 14 August 2019.

Revision History

Version	Date	Comments
0.1	25.07.2019	Recommended by FGP
1.0	14.08.2019	Adopted by Council
2.0	10.03.2021	Addition for 2 years of COVID-related provision allowing inclusion of running costs
2.1	17.02.2022	ToR separated from scheme description; Council consider
3.0	09.03.2022	Approved by Council

Project Funding Application Assessment

1. Short title and reference number

Full project cost

Contribution requested from Kennington Community Council and financial year(s)

Has this project been assessed previously and with what outcome?

Assessment criteria

Each application will be marked out of 5 (where 1 is poor and 5 is excellent).

1 Extent to which the project realistic and practical as currently described, including cost estimates? [Any proposal scoring less than 3 on this will automatically be rejected]

Mark		out of 5
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Comments

2 Extent to which the target beneficiary group one which is seriously underserved in the Community currently (and taking account of any approved projects funded by the Community or Borough but not yet implemented)?

Mark		out of 5
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Comments

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3 Additionality – how crucial is Community funding to the project going ahead and what is the leverage of other funding which can realistically be anticipated?

Mark		out of 5
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Comments

4 Affordability – Is the Community contribution affordable in the year(s) in question?

Mark		out of 5
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Comments

5 Financial sustainability – including whether any long-term maintenance costs are likely to be met by a source other than the Community Council? (Council policy is not to take on continuing financial commitments.)

Mark		out of 5
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Comments

Legislative provision to be used in the event of a grant being made (to be inserted by Clerk)