

TERMS OF REFERENCE FOR THE COMMUNITY FIRST PANEL

Community First

Ward Name: Brentford

Local Authority Area: London Borough of Hounslow

Name of the Community First panel: Brentford Community First Panel

Membership

- The community panel will consist of a minimum of 4 people and a maximum of 8 people.
- All members of the panel will be 18 years and over.
- All members of the panel will not have convictions for fraud or have been declared bankrupt.
- Panel membership should include representatives of the public and voluntary sector, as well as councillors or local businesses.
- Members of the panel should be chosen from:
 - Residents of the ward
 - Members of community groups based in the ward
 - Representative of local public sector organisations
 - Representatives of local voluntary sector organisations
 - Councillors
 - Local businesses
- The lifetime of the panel is 4 years
- The Chair and Deputy will be reviewed annually in July
- Panel members should attend at least 50% of meetings each year and if a member fails to attend 2 consecutive meetings, without sending apologies, they will be deemed to have resigned and can be replaced.

Purpose

The purpose of the community panel will be to:

- Decide the priorities for funding in their ward
- Be responsible for reporting back decisions to the Community Development Foundation (CDF) and the local community
- Safeguard public funds by being transparent, namely publishing decision via the web, and regularly updating
- Ensure that a range of voices and views from local people are taken into account when making decisions
- Set priorities for grant making within the broad eligibility criteria of Community First
- Develop a Community First Plan that widely reflects local people's voices, by January 2013
- Monitor, and regularly review and refresh the Community First Plan
- Commit themselves to working with Local Authorities and other partners to improve the local area
- Promote local fund raising for the Endowment Match Challenge (EMC) to local people, businesses, councillors and organisations.

Aims and outcomes

Approved grants will be for the benefit of the ward and will meet the aims and outcomes of Community First, which are below.

The aims:

- Support local projects that improve the quality of life for local people
- Promote a sense of ownership not only of problems, but of local opportunities and resources too
- Start more neighbourhood groups and revitalise existing groups
- Introduce a new approach to funding projects - leveraging time, money and other resources - helping neighbourhoods play a leading role in regenerating their area.

The outcomes:

- Communities being able to help themselves and others
- Neighbourhood groups that are better able to express their needs and influence decisions made about that community

- Neighbourhood groups that are better able to take control of resources needed to make a difference, enhancing confidence; capability and partnership.

Conduct and Values

- All members have a duty to report to CDF any potential misuse of public funds
- All members must act in the interest of their local community
- All members must be transparent about how decisions to award grants are made and be willing to make this public
- The panel should work in a non discriminatory way, making decisions that represent and affect all sections of the community.
- Conflicts of interest will be managed according to the Guidance for new panels (p16) and the panel members interests and potential conflicts shall be listed on the website.

Main contact

The community panel will have a main contact person and a deputy contact. The panel will inform CDF if the main contact changes.

Meetings

Meetings to decide upon funding should take place regularly, a minimum of once every three months. Decisions made at these meetings will be made public and should be made available by the panel via a ward website/blog.

Decisions

Decisions made by the community panel will be final. There is no right of appeal.

To agree on a project for funding at least half of the Community First Panel must be in agreement.

If the panel is in deadlock the Chair has the casting vote.

Complaints and compliments

The panel must forward to CDF any complaints received and detail any actions taken to address the complaint.

Sign off

We (members of this community panel) agree to these terms of reference.

Main contact _____ **(Signed) Kath Richardson**

Deputy contact: _____ **(Signed) Sally Malit**

Other names of members of the panel:

_____ **(Signed) Andrew Dakers**

_____ **(Signed) Alison Jones**

_____ **(Signed)** _____ **(Name)**

_____ **(Signed)** _____ **(Name)**

_____ **(Signed)** _____ **(Name)**