

Capital Fund Steering Group

Terms of Reference

Title: Capital Fund Steering Group

Purpose: The purpose of the group is to:

- 1) Undertake a review of all incomplete projects** awarded funding by the Communities and Partnership Committee as part of the Communities Capital Fund programme during the financial year 2020/21

Based on that review, the Steering Group will make a recommendation to the Communities, Social Mobility and Inclusion Committee for each individual project. That recommendation will advise on whether to:

- Terminate the grant agreement on the grounds that project completion is unlikely, or that project completion would not achieve the original outcomes in a cost-effective way;
- Extend the existing grant agreement with no amendments other than those relating to milestone and completion dates;
- Agree a request to amend the project plan where that request is either cost neutral or results in the project requiring an amount less than the financial allocation originally awarded (and where the original outcomes that led to the award of the funding can still be met); or
- Invite the project to submit a new application for funding to allow it to complete the project.

In undertaking a project review, the Steering Group shall develop and use a clear and transparent scoring system to consider:

- The progress the project has made to date
- Why the project is still incomplete
- The barriers the project still faces
- What actions would be needed to overcome those barriers
- The amount of money awarded by the CCF
- The amount of money still to be awarded from the CCF
- The situation regarding the match funding elements of these projects
- Whether the project is likely to meet its original objectives
- Whether there is continued community support for the project

Where termination is recommended, the Committee should be aware of initial legal advice that indicates that project termination based on missed milestones may not be reasonable if those

delays have been caused by the Covid-19 pandemic. However, the Committee should also note that the grant agreements that underpin these projects state that *'the Funder may at its discretion withhold or suspend payment of the Grant and/or require repayment of all or part of the Grant.'*

Before recommending a project to submit a new application, the Steering Group should consider all of the criteria for review, with particular attention to the primary cause(s) of the delay to the project, the degree of project completion and the amount of extra resource that would be needed to complete the project. For the avoidance of doubt, in this case the recommendation to the Committee would be to invite a new application, rather than a recommendation to provide additional funding.

- 2) Where projects continue to be active**, the Steering Group shall, for all projects:
 - Receive quarterly monitoring reports (all ongoing projects)
 - Receive detailed reports by exception (red rated projects, significant risks, breaches of grant agreement, other issues)

- 3) Steer the development and operation of the Cambridgeshire Priorities Capital Fund**, including:
 - Developing criteria for the Fund in line with the Council Grants to External Organisations Policy.
 - Developing aims and objectives for the Fund that support the delivery of the priorities set out in the Council's Strategic Framework 2022-23 (or subsequent version).
 - Ensure the Fund is openly advertised with a clear transparent process that affords all eligible parties a fair opportunity to apply for funding.
 - Develop an assessment framework and clear scoring guidance for applications that would consider (but need not be limited to):
 - The demonstrable need the proposal aims to meet
 - How the proposal would support the delivery of the priorities set out in the Council's Strategic Framework
 - The level of public support for proposal
 - The assessment of proposal by place-based team to help understand local context
 - A feasibility assessment of the proposal
 - An Equality Impact Assessment for the proposal

Members:

This is a Member-led group. The membership of the group will be determined by the Communities, Social Mobility and Inclusion Committee, which will appoint seven Members based on political proportionality.

Substitute members of the Steering Group may be drawn from any member or substitute member of the Committee.

Only these Members (or their substitutes) shall hold voting rights in determining recommendations for the Committee.

Members of the Steering Group should not vote or take part in determination discussions on projects sited in their own division.

The Members will be supported in their determinations by officers. This will include (but will not be limited to)

- Head of Think Communities (or nominee)
- Think Communities Area Manager
- Finance representative
- Property Services representative

Additional officers may attend on a project-by-project basis where that attendance may help members in their deliberations. This may include (but need not be limited to)

- The Think Communities Place Coordinator (or other officer) acting as monitoring officer for a project under review/consideration
- Any other Council services impacted by or involved in the project

In addition, a representative of the body/organisation originally awarded funding should be invited to be present during the review of their project.

The views of other stakeholders, including but not limited to elected Members who are not members of the Steering Group; district councils; town councils; parish councils and the community, will be sought and provided to the Steering Group in the form of written submissions.

Accountability/ Reporting arrangements:

The Steering Group shall make recommendations to the Communities, Social Mobility and Inclusion Committee with a clear rationale for each of those recommendations. The Steering Group is not empowered to make decisions on the fate of projects or the allocation of funding.

However, within that context, the Steering Group may amend these Terms of Reference by simple majority without requiring the agreement of the Committee.

Chair:

The Chair of the Communities, Social Mobility and Inclusion Committee, or a Member designated by the Chair of the Communities, Social Mobility and Inclusion Committee

Frequency of meetings:

At least quarterly and as required, triggered by significant developments in the CCF projects under review (the determination of significant to be recommended by officers to the Chair of the Steering Group), or by the processes of the Cambridgeshire Priorities Capital Fund.

Quorum

Full attendance by elected Members (or substitutes)

Attendance

Any member or substitute member of CoSMIC may be a substitute for the named members of the Steering Group.

Resources and Interdependencies

The Think Communities Area manager will be the lead officer for the group, arranging meetings and ensuring timely secretariat services.

The considerations of the Steering Group shall be guided by the Council's Grants to External Organisations Policy and its recommendations should be in accordance with that policy, including the requirement that grant expenditure *'is in line with the Council's objectives, and whether it is a cost-effective way of achieving the desired outcomes'*.