

TERMS OF REFERENCE FOR THE COMMUNITY FIRST PANEL

Community First

Please Note: This document can be used as a template for the Terms of Reference for your Community First Panel. Please fill in the relevant details where required. Your terms of reference must include all the points referred to below, but you can add further items relevant to your own panel or ward.

Ward Name: Hoxton

Local Authority Area: Hackney

Name of the Community First panel: “Hoxton Ward Community First”

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

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 Hoxton 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.

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.

The main contact for Hoxton Ward Community First is Graham Hunter, St John's Vicarage, Crondall St, London, N1 6PT

The deputy contact is Cllr Philip Glanville *clo* Town Hall, Mare Street London E8 IEA.

The Panel Partner is The Hoxton Trust 156 Hoxton Street London N1 5SH (Contact: Karina van der Merwe)

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 the Hoxton Ward Community First website:

www.hoxtonwardcommunityfirst.wordpress.com

Decisions

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

All decisions, including agreeing on a project for funding shall require at least half of the Community First Panel present at a Panel meeting to be in agreement. A panel member shall be 'present' if s/he is not physically present but can communicate with the members present by electronic means.

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 Graham Hunter (Signed) Graham Hunter

14/6/2013

Deputy contact: Philip Glanville (Signed) Philip Glanville

Other names of members of the panel:

Emma Linley (Signed) Emma Linley

Andrew Newcombe (Signed) Andrew Newcombe

_____ (Signed) _____ (Name)

_____ (Signed) _____ (Name)

_____ (Signed) _____ (Name)