

Community Investment Funding Panel

Terms of Reference

March 2021

1. Purpose

The Community Investment Funding Panel is responsible for assessing applications and allocating Community Investment Funding on behalf of the Nelson City Council Community and Recreations Committee.

2. Membership

The Panel consists of:

- The Group Manager Community Services as Chair, or their nominated deputy, and
- Between four and six community and tangata whenua representatives.

3. Panel Skills and Competencies

Community members will collectively have a broad knowledge of community sector in Nelson/Whakatū, in particular improving wellbeing in 'communities of greatest need,' focusing on reducing social isolation, reducing housing vulnerability, improving access to work and learning opportunities and reducing the impact of poverty.

Members will reflect, as far as possible, a broad cross-section of the community (e.g. Māori, Pasifika, young people, older adults and other vulnerable communities).

At least one community member will have specific knowledge and understanding of Iwi Māori aspirations and organisations in Nelson.

One member may come from other funding agencies.

Members will understand, and have experience of community funding processes.

The Panel will have the power to co-opt further members with speaking, but not voting rights, to provide specialist perspectives on particular communities of interest or identity.

4. Quorum

The Quorum for the Community Investment Funding Panel is half the community members plus the Chairperson or their delegate.

5. Areas of Responsibility

The Funding Panel will consider applications for Community Investment Funding and allocate appropriate levels of funding against the criteria set out in the Nelson City Council Community Assistance Policy, Long-Term Plan 2021-2031, and other guidance or priorities that Council may set from time to time.

6. Powers to decide

The Community Investment Funding Panel has the powers to decide the allocation of Community Investment Funding.

Funding allocations will be guided by the priorities set out in the Community Partnerships Activity Management Plan 2021-2031, i.e.

- a. To prioritise funding towards improving wellbeing in communities of greatest need, focusing on reducing social isolation, reducing housing vulnerability, improving access to work and learning opportunities and reducing the impact of poverty; and
- b. To respond to changing and emerging needs in the community.

The Community Investment Funding Panel will allocate up to 70% of the available funds towards strategic projects once every three years.

The remaining funding allocation will be allocated via small grants of up to \$10,000 as part of a twice yearly funding round.

7. Powers to recommend

The Panel may report to the Community and Recreation Committee on any issues, themes or insights gathered in the consideration of the applications received.

8. Role of the Funding Panel

- To consider applications for the Community Investment Fund, and
- To allocate appropriate levels of funding against programme's criteria and priorities, as set out in para. 6 above.

9. Role of the Chair

- To review the agenda with staff prior to Funding Panel meetings, and
- To chair meetings according to the agreed agenda and to assist the Funding Panel to make decisions on funding applications.

10. Role of staff

Staff provide technical expertise, project management and administrative support to the Funding Panel. Their role is to:

- Manage the application process:
 - Prepare application material and promote the fund
 - Receive applications
 - Assess applications against programme criteria and priorities, and
 - Provide applications, summaries and assessments to the Panel, to support their consideration;
- Provide advice to the Funding Panel, including on:
 - Council policies, plans and strategies that inform community funding,
 - Good funding practice, and
 - Legal and statutory responsibilities;
- Organise and manage engagement with key stakeholders and the wider community;
- Assist in the recruitment of panel members;
- Keep panel members briefed on key communications with key stakeholders and the public;
- Prepare and distribute agendas for Panel meetings; and

- Maintain records of process used, options considered, key decisions made by the Panel and reasons for decisions, so that the decision making process can be clearly understood.

11. Appointment process

The process for appointment of community members is:

- Staff will:
 - call for nominations for Panel member(s) from community and tangata whenua organisations, and
 - Review nominations against the required skills and competencies.
- Staff will engage with the Chair and Deputy Chairs of the Community and Recreation Committee to develop a shortlist and recommendations to the Community and Recreation Committee.
- The Community and Recreation Committee will approve the Panel members.

Should a member of the Panel stand down from his or her role, the Panel may co-opt a replacement member for the balance of the member's term, subject to the approval of the Community and Recreation Committee.

12. Duration of appointment

Appointments will be for a three year term.

At the end of their term, panel members may be reappointed for a further term, subject to the approval of the Community and Recreation Committee

If a member doesn't seek reappointment, or their reappointment is not approved, Council will follow the appointment process outlined in item 11 to appoint new Panel members.

Panel members may be appointed for a maximum of nine years in total.

13. Conflicts of Interest

Members will complete a declaration of interest form when appointed, and declare any conflicts of interest at the start of each meeting.

14. Code of Conduct and confidentiality

Appointed Panel members must sign and comply with a Code of Conduct for the Panel (A1960223) that includes confidentiality clause *'not to use or disclose confidential information for any reason other than the purpose for which the information was supplied to me in my role as a member of the Panel'*.

15. Reporting

- Minutes of Funding Panel meetings will be taken and received by the Community and Recreation Committee.
- For the purposes of complying with the Local Government Official Information and Meetings Act 1987 (Part 7, 45(1)) Panel meetings will be treated as public meetings as the Panel is delegated to make decisions on the allocation of the Community Investment Fund.