**Kirkby Plan for Neighbourhoods Board**

Funding Subgroup

**Terms of Reference**

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| Name | **Kirkby Plan for Neighbourhoods Board**  - Funding Subgroup |
| Role | To undertake the role of local assurance for business cases and project proposals and to act as a critical friend for projects delivered as part of the Plan for Neighbourhoods for Kirkby and other related projects. |
| Chair | Pete Edwards |
| Vice Chair | Amy Fox |
| Membership | Cllr Chris Huskinson, Ashfield District Council – Executive Lead Member for Leisure, Health and Wellbeing  Mark Cawar – Feather Partnership  Amy Fox – Senior Marketing and Fundraising Manager  Pete Edwards, Vice-Chair Kirkby Town Board, Chair Health and Wellbeing Partnership  Teresa Jackson, Ashfield Voluntary Action  Tracey Bird, Active Notts |
| Supporting Officers | Sarah Daniel – Assistant Director Regeneration, Ashfield District Council  Hollie Maxwell-Smith – Discover Ashfield Lead, Ashfield District Council  Sarah Vaughan – Wellbeing Officer, Ashfield District Council  Melanie Wheelwright – Forward Planning & Economic Growth Team Manager, Ashfield District Council |
| Direction from | Kirkby Plan for Neighbourhoods Board |
| Direction to | Kirkby Plan for Neighbourhoods Board |
| Communication to | Kirkby Plan for Neighbourhoods Board, Ashfield District Council S151 Officer, Kirkby Plan for Neighbourhoods Board Subgroups |
| Meeting Frequency | As and when required |
| Decision Making | Whilst the aims of the subgroup are always to have a consensus in decision making, any items requiring a vote will be conducted in an open manner. In the event of a tied vote, the chair shall have one casting vote. |
| Quorate requirement | 1/3 of members of the Funding Subgroup |
| Minuted by | Ashfield District Council |

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| Responsibilities | 1. Critically review business cases and project proposals for Long-term Plan and related projects, utilising the Local Assurance Framework. 2. Raise any identified matters for discussion at the Subgroup meetings. 3. Ensure resourcing capacity is available to review business cases and project proposals within the agreed timeframes. 4. Provide feedback on the business cases and project proposals to project sponsors, via the Subgroups. 5. Provide recommendations to the Board regarding approval of business cases and project proposals. 6. Follow the Kirkby Plan for Neighbourhoods Board Constitution, including declarations of interest etc. 7. Uphold the Seven Principles of Public Life (the Nolan Principles). |
| Approved Date: 17th September 2024 | |
| Signed by Chair - A close-up of a signature  Description automatically generated | |