

Advisory Panel - TERMS OF REFERENCE

1. Name of Group

The advisory panel shall be called The Local Improvement Fund (LIF) Advisory Panel.

2. Purpose of the Group

The purpose of the Advisory Panel is to review and score applications to the Local Improvement Fund, making recommendations to the LIF Cabinet sub-committee on which projects should potentially be funded. The Advisory Panel will have no formal decision-making power and are not able to formally sign-off application to the LIF.

3. Duties and Powers

The Council has committed to resource a £500k Local Improvement Fund to provide funding for projects that meet local need as identified in the District Priorities. Members of the Advisory Panel will be required to declare interests, as set out in the Council's Members Code of Conduct.

4. Reporting Arrangements

The Advisory Panel will submit any recommendations to the official LIF Cabinet sub-committee for decision.

5. Membership

The Advisory Panel will comprise of 3 Elected Members, appointed by Group Leaders, made up of:

- 2 Labour Councillors
- 1 Opposition Councillor

6. Scoring Procedures and Quorum

Each of the Advisory Panel shall score the LIF applications against the supplied scoring criteria, scoring both Expressions of Interest and complete applications. Final scored applications will be submitted to the Cabinet sub-committee for consideration.

The quorum of the Advisory Panel is three elected members as detailed in section 5.

7. Frequency of Meetings

Meetings will take place as and when required, but not less than once a year.

All meetings will take place in Oldham Civic Centre, unless specifically pre-arranged at an alternative venue.

Agendas will be circulated to Members five clear working days before a meeting, by Constitutional Services at Oldham Council.

8. Support

The meetings will be administered and serviced by Constitutional Services. The Strategic Director for Reform and Director of Finance or their nominated representatives, will attend all meetings.

9. Review

These terms of reference will be reviewed annually at the first meeting of the Cabinet in the municipal year.