

JERSEY SPORT GRANTS ADVISORY COMMITTEE TERMS OF REFERENCE - 2021

COMMITTEE NAME: Jersey Sport Grants Advisory Committee
TYPE: Advisory to Jersey Sport Board
BOARD APPROVED: 2021

1. PURPOSE

The purpose of the Jersey Sport Grants Advisory Committee is to advise the Jersey Sport Board on the effective and strategic distribution of available funds for impact towards the Inspiring an Active Jersey Strategy 2020 – 2030.

2. DEFINITIONS

- **Board** means Jersey Sport Board.
- **Committee** means the Jersey Sport Grants Advisory Committee.
- **IAJ** means Inspiring an Active Jersey.

3. SCOPE

Specifically, the Committee is responsible for:

- Advising the Jersey Sport Board on the effective and strategic distribution of available funds through grant giving
- Ensuring relevant grant terms, conditions, and criteria are in place and adhered to
- Aligning to relevant sponsor's fund conditions
- Reviewing and assessing applications against predetermined criteria
- Providing advice on the relative merits of grant applications
- Agreeing on a set of effective and strategic recommendations for funding allocation to be presented to the Board for decision making at Board meeting
- Safeguarding grants and ensuring propriety, efficiency and effectiveness in their use
- Ensuring that reports and management accounts are accurate and adequate and provide a good basis for planning
- Ensuring that internal records and controls are adequate
- Providing the Board with regular reports, management accounts and annual budget for consideration
- Reviewing ongoing expenditure against budgets, advise on additional expenditure (outside of agreed budget) as under spends are recognised
- Ensuring that proper risk management is in place
- Responding to Appeals, as required by the Jersey Sport Board.

4. AUTHORITY

- 4.1 The decision-making role of the Committee is limited to advising and making recommendations regarding Grant allocations.
- 4.2 The Board may give the Committee delegated authority to make decisions on its behalf and such delegation will be recorded in the minutes and must be ratified by the Board.

5. MEMBERSHIP

5.1 Appointment to the Committee

- 5.1.1 The Board will oversee an open and transparent recruitment process to appoint members to the Committee based on merit, skills and experience (for example, but not limited to; grant giving, sport development, active living, charitable sector, risk management, policy, accountancy, stakeholder management) and will take into account diverse representation of views and backgrounds. The Board ratifies membership to the Committee.
- 5.1.2 The Chair will be a Jersey Sport Director with a high level of sport policy and practice experience and will be proposed to the board by the Chief Executive Officer of Jersey Sport.
- 5.1.3 The Board recognise the diverse sport and active living community on the Island and will give consideration to factors such as gender, abilities, age and cultural background.
- 5.1.4 The Committee may delegate activities to individual members or to working groups of members, provided that the extent of this delegation is made clear to the Committee member concerned and that it is minuted properly.

5.2 Membership of the Committee

The Committee will be convened by Board and shall comprise:

- Jersey Sport Director who will be nominated as Chair.
- Jersey Sport Director who will be nominated as Vice Chair.
- Up to a maximum of 5 members

Total number of voting members will be a maximum of 7.

5.3 Appointment Period

Committee Members are appointed for a three-year term which may be extended for additional further 12 month periods subject to Board approval. There is a maximum term of 6 years in total with a minimum of a 12 month break before any further representation. All appointments are subject to the Committee's rotation policy.

5.4 Resignation of Committee Member

A Committee Member may resign from the Committee by advising the Board in writing.

5.5 Remuneration

The Grants Advisory Committee is non-remunerated.

6. OPERATIONS

6.1 Quorum

A quorum for meetings shall be four and must include the appointed Chair or Vice Chair.

6.2 Meetings

- 6.2.1 Standard notice period for meetings is 14 clear days' notice in writing.
- 6.2.2 The Committee will meet at least four times a year, including virtual meetings if required.
- 6.2.3 An 'emergency' meeting of the Committee can be called at any time at the request of the Chair or Chief Executive Officer of Jersey Sport. At least 48 hours' notice must be given the quorum rule will still apply.
- 6.2.4 The Chair of the Committee (or in their absence, the Vice-Chair of the Committee, or the Chief Executive Officer) will report proceedings to full board meetings.

6.3 Administrations and Management Support

- The Jersey Sport Sports Development Manager or their delegated representative will provide administration and management support to the Committee.
- The CEO or nominated officer will attend all meetings in a non-voting capacity.

6.4 Voting

All decisions for Board recommendation will be made by a majority vote and in instances of no majority; the Chair will have the casting vote.

7. EXPECTATIONS AND REQUIREMENTS OF COMMITTEE MEMBERS

- 7.1 Understand and adhere to the principles of related Policy and Grant Guidelines and Assessment Criteria.
- 7.2. Treat all information presented to the Committee with strict confidentiality. Declare in advance any potential conflict of interest and to exit the room during deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of the Committee meetings.
- 7.3 Treat information with sensitivity.
- 7.4 Keep informed of current developments, issues and concerns in the local community, in particular, those relevant to sport and active living.
- 7.5 Not publicly comment on behalf of the committee or advocate on the needs of any individuals or organisations.
- 7.6 Prepare for and actively participate in meetings.
- 7.7 Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.

8. REPORTING

- 8.1 The Committee will provide quarterly update reports to the Board on Grants and makes recommendations for any changes that need to be made to policy and procedures.
- 8.2 Committee recommendations are reported to the Board for consideration.

9. REVIEW

- 9.1 The Board will review the terms of reference on an annual basis.