

**TERMS OF REFERENCE****VOLUNTARY SECTOR LIAISON SUB-COMMITTEE****1 BACKGROUND**

The Voluntary Sector Liaison Sub-committee (the Sub-committee) comprises the 15 Elected Members of Caerphilly County Borough Council nominated at the Annual General Meeting of Council each year to comprise the Voluntary Sector Liaison Committee.

However, sitting as a separate and distinct Voluntary Sector Sub-committee as agreed by Council on the 11<sup>th</sup> of May 2023.

**2 ELECTION OF CHAIR AND VICE CHAIR**

There shall be a Chair and Vice Chair.

The current Chair will be the Elected Member who holds the role of Chair, or Vice Chair, (annually rotating position) of the Voluntary Sector Liaison Committee.

The Vice Chair of the Sub-committee will also be nominated annually from within the group of Elected Members.

**3 PURPOSE**

The Committee will have a two-fold role:-

- To consider applications from 'exceptional individuals' for financial support in relation to the advancement of education from the Welsh Church Acts Fund.
- To consider applications for the Grants to the Voluntary Sector Fund that do not meet the 'General Criteria'.

Exceptional Individuals are considered to be those that require additional support for the advancement of their education. The definition of 'exceptional' is on a case by case basis in the judgement of members of the Sub-committee, and in consideration of historical cases of such support.

The General Criteria for the Grants to the Voluntary Sector Fund are those that are in operation at any point in time and agreed by the Council's Cabinet and/or Section 151 Officer.

**4 MEETINGS**

The Sub-committee will meet subsequent to each Voluntary Sector Liaison Committee, as required, and agreed by the Chair in consultation with Council's Policy and Partnerships Manager.

## **5 QUORUM**

A quorum for the meeting will be one quarter of the membership as a whole.

## **6 VOTING**

On occasions where the Chair of the Sub-committee deems a vote is necessary each member of the Sub-committee will have one vote. In the event of a tie the Chair will have a casting vote.

## **7 ADMINISTRATIVE SUPPORT**

The Council's Service Improvement and Partnerships Unit will provide administrative support. The Council's Policy and Partnerships Manager will agree the agenda for each meeting in consultation with the Chair of the Sub-committee.

## **8 REPORTING MECHANISM**

Agendas, minutes and reports of the Sub-committee will be publicly available on the Council's website.

## **9 REVIEW**

The membership of the Sub-committee will be reviewed annually at the Council's Annual General Meeting.

The Terms of Reference will be reviewed on a five yearly basis, or more frequently if required.