

Delegation

1. To deal with urgent matters that may arise between meetings of the Area Board, the Community Engagement Manager (“the CEM”) has the authority to approve expenditure from the delegated grants budget when the following conditions are met:
 - a. The item is deemed urgent (definition below) by the CEM, Chair and Vice-Chair of the Area Board;
 - b. The item follows due process as set out in paragraphs 3-6 below, enabling all Area Board Councillors 5 working days to review and consider the award;
 - c. The award does not exceed £1,000; and
 - d. The award has a majority support from all Area Board Councillors
2. A matter is deemed urgent where a delay in approval until the next scheduled meeting of the Area Board would have a critical impact on the project for which the grant is requested. If the CEM should deem the application urgent, they are to liaise with the Chair and Vice Chair of the board. If there is unanimous agreement that the matter is urgent, then it moves to the next stage.
3. The CEM will seek the views of all Area Board Councillors via written notification and may authorise expenditure if a majority are in favour. Councillors will be allowed 5 working days to consider the application and their responses. The decision will be reported at the next meeting of the Area Board, along with the reason the matter was deemed urgent, to expedite the work of the Area Board.
4. Standard grant funding criteria is to be followed, including the role and remit of the Grant Assessment Panel.
5. The CEM may authorise up to £1,000 per grant application, with no more than four applications to be approved between meetings of the Area Board. If there are more than four applications that have been deemed urgent, the proper officer can be asked to call an additional business meeting of the Area Board. The proper officer will determine whether an additional meeting is required.
6. If a working group of the Area Board make a recommendation on a grant funding award, the CEM delegation process set out in paragraph 1 above can be used.

This Leader Delegation is subject to change and may be reviewed from time to time by the Leader, and at least annually.