AGMA STATUTORY FUNCTIONS COMMITTEE – OFFICER WORKING PARTY

TERMS OF REFERENCE

Purpose of Group

1. The Officer Working Group (OWP) for the AGMA Statutory Functions Committee (SFC) exists to prepare advice and recommendations for members on all aspects of the Committee’s remit, notably:
   - The AGMA Grants Programme
   - Greater Manchester Records
   - Greater Manchester Disaster Relief Fund
   - Greater Manchester Archives & Local Studies Partnership

2. The scope of OWP’s work will include advice and recommendations in the following areas:
   - Policy, strategy and priorities
   - Budget
   - Applications to the Grants Programme
   - Process improvements

3. OWP is responsible for monitoring the performance of funded organisations against the objectives and targets they have been set at the time of the grant award. OWP is empowered to conduct initial investigations and provide direct advice to funded organisations where there is initial cause for concern with their progress in achieving the agreed objectives and targets. OWP is expected to make an early intervention with funded organisations who are failing to comply with grant conditions. In the event of on-going concerns about a funded organisation, OWP is responsible for making recommendations to AGMA SFC on the following options:
   - Additional grant conditions
   - Enhanced monitoring
   - Continued funding (within cycle agreed by AGMA Executive Board)

4. OWP is responsible for reviewing information and reports prior to their submission to AGMA Statutory Functions Committee to assist SFC Members to make decisions based on clear, relevant and accurate information from organisations funded by the AGMA Grants Programme, Greater Manchester Records, the Greater Manchester Archives & Local Studies Partnership and the Greater Manchester Disaster Relief Fund.

Membership

5. The OWP will comprise a representative from each of the 10 Greater Manchester Local Authorities or their nominated agent (e.g., Cultural Trust). Each representative should designate a substitute to attend in their absence. There will also be representation from the Grant Programme Administration Team (Manchester City Council).
6. Representatives should be of sufficient seniority to be able to formulate recommendations on behalf of their Authority.

7. Representatives and substitutes should have an understanding of the aims and operation of the AGMA Grants Programme, Greater Manchester Records, Greater Manchester Archives & Local Studies Partnership and the Greater Manchester Disaster Relief Fund. They should ideally have a background in culture, leisure, sport or support of the voluntary sector.

**Role of Members**

8. OWP Members are responsible for supporting the SFC Member from their local authority by:
   - Advising on the local impact and uptake of activity funded by organisations under the Committee’s remit
   - Recommending how impact and uptake can be improved in the local authority area
   - Advising how activity funded by organisations under SFC’s remit is contributing to local priorities and targets and its relationship with other cultural, leisure, sport or voluntary sector activity in the local authority area.
   - Resolving local authority area specific issues arising with organisations under SFC’s remit.

9. OWP Members are expected to provide sector and issue specific advice to SFC in the areas of:
   - Culture
   - Leisure
   - Sport
   - Voluntary sector support

10. OWP Members are expected to act as nominated officer for monitoring designated organisations funded by the AGMA Grants Programme. This involves attendance at relevant monitoring meetings and review of paperwork.

11. OWP Members will be expected to act as chair of the group on an annual rotating basis for a calendar year. Chair’s responsibility from 2015-2018 is:

   2015: Salford
   2016: Stockport
   2017: Tameside
   2018: Trafford

12. The current Chair is required to liaise closely with the Grant Programme Administration Team within Manchester City Council.

13. OWP Members are expected to be proactive participants and play a key role in communicating information on the Grants Programme within their Borough as well as brokering partnerships locally with funded organisations.

14. OWP may set up small sub-groups to progress specific areas of work or work closely with a funded organisation as required.
Meetings

15. Regular meetings will take place twice a year prior to the SFC meeting. OWP Members are expected to accompany their local Members to the 2 annual SFC meetings and also the 2 annual presentation events where up to 4 funded organisations make presentations.

16. OWP meetings will be hosted by each Greater Manchester Local Authority on a rotational basis.

17. Additional meetings may be set up as required.