

PLYMOUTH TOGETHER FUND SUB COMMITTEE

TERMS OF REFERENCE



KEY PURPOSE

Following the shootings in Keyham, Plymouth on 12 August 2021, the Council (PCC) and the Trust (WCEDT) agreed to work together to establish an official fund as the Plymouth Together Fund (PTF) with which to respond to the emergency and recovery activities.

AIMS AND OBJECTIVES

The aim is to provide a partnership that provides cohesive, coherent leadership and governance to ensure delivery of the Plymouth Together Fund.

The specific objectives of the PTF Fund are:

- To work with the Keyham community, including community groups and others, to collate funds that have been raised into a 'Plymouth Together Fund;'
- To provide a safe mechanism to collect and hold funds;
- To agree and implement Distribution Criteria for the allocation of funding to the bereaved families of the victims, individuals and organisations directly affected and to other local projects, groups and activities that support the recovery of the area and enable the communities impacted by the tragic events to recover and rebuild;
- To determine how any financial assets held by the Trust on behalf of the PTF will be redistributed in the event of the dissolution of the PTF.

The Wolseley Trust shall be the accountable body for the Plymouth Together Fund and shall distribute the funds in accordance with the agreed Distribution Criteria.

The Wolseley Trust will establish a Plymouth Together Fund Sub Committee to be known as the Plymouth Together Fund Committee (PTFC),

PTFC MEMBERSHIP

The Committee shall be chaired by one of the Trusts' directors but comprising a balance of external advisors and individuals with delegated authority from the Wolseley Trust Board to carry out the functions set out in the Collaboration Agreement.

The Plymouth Together Fund Committee may co-opt further non-voting representatives from the private, public and/or voluntary sectors at any time.

Each appointed member / representative shall remain a member of the PTF Committee until removed or replaced by the appointing authority / organisation. Appointments to fill

vacancies arising should be notified to the Council as soon as possible after the vacancy occurs.

PTFC FUNCTIONS

The Committee shall:

- Develop, and agree the objectives of the Plymouth Together Fund considering all information provided by those donating funds to it.
- Agree how the Fund should be distributed between the families of the victims, directly affected individuals and organisations, other local projects, groups and activities that support the recovery of the area, to enable the communities impacted by the tragic events to recover and rebuild.
- Identify and develop proposals in response to opportunities presented by the Council or other public agencies to secure investment and funding for the benefit of the communities impacted by the events.
- Identify and make proposals in response to other opportunities as they arise.

Plymouth City Council shall provide Secretarial Services for the PTF Committee and shall provide administrative democratic services, and communications support to the Committee.

REQUIREMENTS OF COMMITTEE MEMBERS

PTFC Committee members shall:

- Act in the interests of the PTF Committee except where this would result in a breach of a statutory or other duty.
- Be committed to, and act as a champion for, the achievement of the Plymouth Together Fund Committee's aims.
- Be an ambassador for the Plymouth Together Fund and its work.
- Attend meetings regularly, work with others to achieve consensus on items of business and make a positive contribution to the PTF Committee's work.
- Act as an advocate for the PTF Committee in any dealings with their organisation.
- Adhere to the requirements of the 'Arrangements' document and maintain high ethical standards.

MEMBERS CONDUCT

All members of the PTF Committee shall observe the "Seven Principles of Public Life" (the 'Nolan' principles) in their work on the PTF Committee.

The PTF Committee members / representatives shall adopt a conflicts of interest policy which includes the requirement to declare relevant interests at formal meetings of the PTF Committee

APPOINTMENT OF CHAIR AND VICE CHAIR

The Committee shall elect a Chair from amongst the Trust's Company Directors, and Vice-Chair from amongst the voting membership as the first items of business at its inaugural meeting. The appointments shall be confirmed by a simple majority vote of members. If a

deadlock occurs between two or more candidates a secret ballot shall immediately be conducted to confirm the appointment. If there is still deadlock following a secret ballot then a further meeting of the PTF Committee shall be held within 14 days and a further secret ballot shall be held to resolve the appointment.

A vacancy occurring in the positions of Chair or Vice-Chair shall be filled by election at the next meeting of the PTF Committee.

The Chair and Vice-Chair shall, unless he or she resigns the office or ceases to be a member of the PTF Committee, continue in office until a successor is appointed.

In the absence of the Chair and the Vice-Chair at a meeting, the voting members of the PTF Committee present shall elect a Chair for that meeting.

The Chair or Vice-Chair may be removed by a vote of all the members present at a meeting of the PTF Committee.

QUORUM

The quorum for any meeting of the Committee shall be a minimum of 2 members. The Chairperson will adjourn the meeting if there is not a quorum present. In the absence of a quorum, the meeting shall be adjourned to a date, time and venue to be agreed by the Chairman.

VOTING

The Collaboration Agreement, along with delegated authority from the Wolseley Trust Board shall allow for all members of the Plymouth Together Fund Committee to have 1 vote each. The Wolseley Trust Board of Directors shall provide further security by seeking an amendment to the Wolseley Trust's Memorandum of Articles at the Company's next AGM.

Wherever possible the members of the Committee shall reach decisions by consensus and shall seek to achieve unanimity.

In exceptional circumstances where a formal vote is required, the proposal will be carried by a simple majority agreement of the voting members present and voting either by the preponderance of voices, or on the direction of the Chair, by a show of hands. The Chair of the Committee shall have a casting vote in the event of a tied vote. The only exception to this is in the event of a secret ballot being required to appoint a Chair/Vice-Chair.

DECISION MAKING ARRANGEMENTS

Only the PTF Committee shall approve the Objectives and the Distribution criteria.

The PTF Committee may at any time appoint working groups consisting of PTF Committee members and/or co-opted representatives / officers to consider specific matters and report back / make recommendations to the PTF Committee.

FORMAL MEETING ARRANGEMENTS

The Committee will hold an Inaugural Meeting within 30 days of the agreed commencement date and thereafter shall meet on a regular basis as required.

The Chair or in his/her absence the Vice-Chair, may call a special meeting of the PTF Committee following consultation with the Trust Chief Executive to consider a matter that falls within the PTF Committee's remit but cannot be deferred to the next scheduled meeting, provided that at least five clear working days' notice in writing is given to the PTF Committee membership.

Formal meetings of the PTF Committee shall normally be held in public apart from when discussing the private and financial affairs of beneficiaries or potential beneficiaries of the Fund. Members may attend in person or through electronic, digital or virtual locations (internet locations, web addresses or conference call telephone numbers).

Meetings of any working groups or task groups established by the PTF Committee shall, unless otherwise agreed, be held in private.

MEETING AGENDAS

Items may be added to meeting agendas by:

- Members of the PTF Committee.
- A representative of the Chief Executive of the Trust or the Council.
- The Chief Finance Officer of the accountable body.

FINANCIAL AND ADMINISTRATIVE REPORTING ARRANGEMENTS

The Wolseley Trust will establish the PT fund as a separate fund and put in place suitable and secure arrangements to collate monies that have been raised, to develop Distribution Criteria and distribute the funding in accordance with them.

The Trust will be responsible for maintaining financial records on behalf of the PTF (the 'accountable body')

The Trust will maintain appropriate financial records including details of donations received categorised into agreed objectives for each donation dependant on any legally binding requirements of the donator, as well as details of payments made against the Distribution Criteria.

The Trust will provide the PTF Committee with a written financial update at each meeting, giving details of income received, payments made, and commitments agreed to

The Trust's accounts and audit arrangements will apply to PTF Committee business.

The Trust will ensure appropriate reporting arrangements are in place for the PTF Committee.

In addition to any ad hoc reports, the Committee shall supply an annual report of its activities to the Council and the Wolseley Trust Board in time for consideration of the 12 August anniversary.

RECORD OF ATTENDANCE

A record will be taken of all members present during the whole or part of a meeting and members are asked to assist the Secretariat compile the record of attendance.

PLYMOUTH**TOGETHER**

