

Appendix 1

Union Street Empty Shops Grant Scheme Review Panel Terms of Reference

Title	Union Street Empty Shops Grant Scheme Review Panel		
Lead	Jen Lawie, Senior Project Officer		
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Purpose

The Union Street Empty Shops Grant Scheme Review Panel (hereafter **‘the Review Panel’**) has been established to ensure there is robust governance of the Union Street Empty Shops Grant Scheme (hereafter **‘the Grant Scheme’**) and its award decisions.

The Grant Scheme, launching in June 2023, offers grants of up to 50% of project costs relating to the internal reconfiguration of vacant Union Street premises for reoccupation. The Fund will run over the 2023/24 and 2024/25 financial years.

The core objectives of the Fund are to:

- Reduce the number of vacant shops on Union Street through supporting eligible physical works required for internal reconfiguration for new uses;
- Leverage private investment in vacant shops on Union Street to bring them back into use;
- Support new business start-ups and entrepreneurs, and create new employment opportunities, through enabling the provision of suitable premises on Union Street

Meeting Frequency

The Review Panel shall meet monthly, either in-person or virtually.

Quorum

Chair (or nominated other) plus 2 others.

Remit and Responsibilities

- Establish and agree a scoring matrix to evaluate applications to the Grant Scheme.
- Hold delegated authority to approve grant applications up to a maximum of £35,000, as recommended by the Project Team and within the agreed constraints of the grant award.
- Identify any specific conditions for the applicant which may need to be attached to their award.
- Provide feedback on grant applications which do not meet eligibility or suitability criteria and provide information about the procedure to reapply.
- Ensure adherence with Subsidy Control and Following the Public Pound guidance.
- Undertake reporting in relation to the Grant Scheme as outlined in the section below.

Membership

The Review Panel shall comprise the following representatives, in consultation with the Convenor of the Finance and Resources Committee:

- Chief Officer – City Growth

- Chief Officer – Finance
- Project Lead
- Planning Officer
- Team Lead – External Funding

Support Arrangements

The Project Lead will manage the meeting arrangements (schedule meetings, prepare agenda and take notes).

Where necessary, the Review Panel will be supported by Finance (Resources) and Legal Services (Governance).

Governance and Reporting Arrangements

- A Chief Officer or Service Manager will chair the Review Panel;

Reporting to the Board:

- The Project Lead, supported by the Project Team, will provide the Review Panel with an overview of applications received that month, alongside their subsequent scores and a recommendation as to award decision.

Reporting from the Board:

- At every meeting of the Review Panel, the Project Lead will take notes including a written record of the award decisions made.
- The Project Lead will be responsible for informing successful applicants of their award decision and amount, and will notify Legal Services of any conditions for inclusion in the Grant Agreement.
- The Project Lead will be responsible for informing unsuccessful applicants accordingly, providing feedback and information about the process to reapply.
- The Project Lead will update the Capital Tracker monthly.
- The Project Lead, with support from the External Funding Team, will ensure all awards are listed on the UK government's Subsidy Control Database.
- The Project Lead will prepare an annual service update, at the end of the relevant financial years, to the Finance and Resources Committee. This will include an overview of project decisions made and pending, and the progress of successful applications to date.