

Recovery Grant Panel Terms of Reference

1. Purpose

A Recovery Grant Appraisal Panel (RGAP) is established to review Recovery Grant applications, of above £50,000, from companies that have passed a pre-qualification stage and make recommendations as to whether the grants should be awarded.

2. Accountability

The RGAP is accountable to the Investment Committee through the Local Growth Fund reporting and monitoring process. As Coast to Capital is the Delivery Body for this fund the CEO is responsible for its delivery.

3. Responsibilities

The responsibilities of the RGAP are to:

- Review proposals for Recovery Grant investment over £50,000.
- Make recommendations as to whether proposals for Recovery Grant investment over £50,000 should be funded and setting conditions related to any funding

4. Membership / Appointment / Terms of Office

RGAP members are drawn from the Coast to Capital Board, the private sector (particularly those with financial expertise), professional membership organisations and supporting Universities.

Each RGAP will be formed from at least four and up to six panel members drawn from a pool of individuals approved by the RGAP Board representatives.

The Chair will comprise of one of the following Directors as agreed by the Board:

- Jonathan Sharrock, Coast to Capital (CEO & Coast to Capital Board Director)
- Jamie Arnell (Coast to Capital Private Sector Board Director)
- Paul Marshall (Coast to Capital Public Sector Board Director)

The remaining panel members will comprise of at least four of the following:

- Steve Meynell, RBS
- Geoff Wightwick, Baker Tilly
- Andrew Steer, HSBC
- Peter Lane, Sussex Innovation Centre
- Daren Rose, Lloyds Bank
- Caroline Wood, Coastal West Sussex Partnership
- Gemma Warrenne, Metro Bank
- Michele Augousti, Institute of Directors (Sussex)

- Louise Perkins, Natwest
- Zoe Rudling, RSM UK
- Rebecca Hill, HHC
- Frank Bouette, EMW LLP

For each RGAP of four to six members, at least three will be from the private sector.

Coast to Capital manages the RGAP recruitment process, which is by invitation, based on the skills required, ensuring the panel contains an appropriate spread of competence and experience. Appointments to the RGAP are approved by the Chairs of the RGAP.

The RGAP membership pool is reviewed in advance of every funding call.

The Accountable Body attends the Committee meetings.

Members of the Coast to Capital Investment team attend the Committee meetings as observers to ensure compliance with LGF requirements.

5. Quorum

At least four members plus the Chair must be present for the RGAP to be quorate.

6. Decision making

Investment recommendations will be based on scoring against the criteria set out in the 'Scoring Methodology' manual by each individual member and the Chair. This scoring is undertaken by correspondence.

The RGAP is called where there is a significant difference in scoring or where a panel member has identified an issue of concern. These are discussed at the zoom panel meeting and panellists are given an opportunity to rescore. Applicants may be invited to the zoom meeting if clarification is required from them on any particular issues.

7. Frequency of meetings

The RGAP meets as required during an open funding call.

8. Conflicts of Interest

Members of the RGAP are subject to the Coast to Capital Conflicts of Interest Policy as set out in the Assurance Framework. Meetings will operate in line with this policy.

9. Transparency

A record of the RGAP scores and decisions are saved for audit purposes but not published. A record of the awards approved by the RGAP are published on the website once the contract with the recipient has been signed.

10. Sub Groups

No sub groups are required.

11. Duty to Collaborate

The RGAP will have due regard for the duty to collaborate with other Coast to Capital Committees as appropriate.