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# Community Radio Fund Panel

## Terms of reference

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*Approved by Ofcom's Policy and Management Board on 26 May 2021*

# 1. Terms of reference

## Functions

- 1.1 The functions of the Community Radio Fund Panel (“the Panel”) shall be:
- a) To consider applications for grants from the Community Radio Fund (“the Fund”) in order to decide whether to exercise its delegated powers;
  - b) To consider the circumstances under which grants from the Fund shall become repayable to Ofcom;
  - c) To encourage applicants in the effective use of targeting the Fund’s resources; and
  - d) To consider ways of expanding the Fund for future years.

## Delegated Authority

- 1.2 The Panel has been delegated authority to:
- a) decide, with reference to Ofcom’s statement of policy on the Fund, the process for application and award of grants from the Fund pursuant to section 359 of the Communications Act 2003; and
  - b) make awards from the Fund to community radio licensees.
- 1.3 Decisions of the Community Radio Fund Panel are final and not subject to internal review, reconsideration or appeal.

## Membership

- 1.4 The Panel shall be appointed by the Policy and Management Board.
- 1.5 The Chair of the Panel shall be appointed by the Policy and Management Board. The person appointed may be external to Ofcom.
- 1.6 One member shall be an Ofcom representative (who may be an executive colleague or a part-time member of an Ofcom Board, Committee or Panel).
- 1.7 One member shall be recruited by Ofcom and appointed by the Policy and Management Board. The person appointed may be external to Ofcom.
- 1.8 A quorum shall be two. The Chair of the Panel, or in his or her absence the Chair of the meeting, shall have a casting vote in the event that the Panel is unable to reach a consensual decision.
- 1.9 Members’ attendance through telephone or video link is permissible for the purposes of determining a quorum.
- 1.10 Where the Chair of the Committee considers it appropriate, decisions may be taken by email.

## **Conduct of Meetings**

- 1.11 The Committee shall be attended by the relevant colleague(s) from the Broadcasting and Online Content Group and, as appropriate, any other Ofcom colleagues and observers.
- 1.12 The Broadcasting and Online Content Group shall take a full note of meetings and keep proper records of all decisions.
- 1.13 Meetings shall be held as and when required.

## **Reporting procedures**

- 1.14 The Panel will report directly to the Policy and Management Board.
- 1.15 Once a year the Panel will make a report to the Policy and Management Board on the grants it has made from the Fund. Ofcom will then make a formal report to the Department for Digital, Culture, Media and Sport.
- 1.16 These terms of reference shall be reviewed at least every two years, or when requested from the Community Radio Fund Panel, the Policy and Management Board or the Ofcom Board.