

THE JEWISH LEADERSHIP COUNCIL
TERMS OF REFERENCE FOR THE INDEPENDENT REVIEW

28 March 2018

A. BACKGROUND

In September 2013, a member of staff at The Jewish Leadership Council (**JLC**) (the **Whistleblower**) raised concerns about certain financial matters (the **Financial Issues**) set out in an internal report (the **2013 Internal Report**) which involved the then Chief Executive of the JLC, Jeremy Newmark. As a consequence, the Trustees then in post (the **2013 Trustees**) took certain decisions (the **Decisions**) about how the JLC should respond to the Financial Issues.

The matter came to the attention of the current JLC Trustees in February 2018 following reports that appeared in The Jewish Chronicle and consequently a decision was taken by the current JLC Trustees to commission an Independent Review of these matters.

The terms of reference of this Independent Review have been agreed with the Charity Commission for England and Wales.

B. PURPOSE

- To consider the decisions taken by the 2013 Trustees in relation to the allegations raised in the 2013 Internal Report and Mr Newmark's resignation and whether all decisions were reasonable and were taken in the best interests of the JLC.
- To consider the question of the financial irregularities revealed by the 2013 Internal Report and consider if the JLC suffered a material loss in 2013.
- To undertake a review to ensure that the current internal financial processes of the JLC in 2018 are adequate and fit for purpose.

C. COMPOSITION

The Panel will comprise:

Her Honour Dawn Freedman	Retired Judge
Derek Zissman	Former Vice-Chairman, KPMG LLP
Michael Scott	Solicitor, Charities Specialist, Charles Russell Speechlys LLP

Each of the Panel members has confirmed in writing that they do not have any conflicts of interest in relation to the JLC, Mr Newmark or any of the 2013 Trustees or current Trustees.

D. METHODOLOGY

The Panel will be provided with all material (correspondence, emails, documents, books and records) in the possession of the JLC relating to the Decisions and the Financial Issues.

The Panel will be provided with access to any other information that it may request from the JLC.

The Panel will be supported by an independent firm of accountants. The Panel will consider the proposals of the accountancy firms which have been identified as having no conflicts of interest and who are in a position to undertake the financial review under these Terms of Reference. The Panel will then select the most suitable firm and agree its scope of work.

E. BUDGET

The Panel will be provided with a budget to undertake its work. The amount shall be agreed between the Panel and the JLC having regard to the professional and other costs, which the Panel recommends to be incurred. The Trustees will consider any further requests for additional funding as may be necessary.

F. TIMING

The Panel will undertake its work and produce a draft report for consideration by the JLC in the second half of 2018.

The Panel will provide an update on the progress of the investigation to the JLC periodically, and will provide the Charity Commission with any updates that it may require.

G. PUBLICATION OF THE REPORT

Prior to publication of the final Report, the Panel will ensure that should any persons be criticised in the Report they will be given an opportunity to comment.

The final Report will be delivered to the JLC and the Charity Commission.

The JLC will publish the findings of the Panel and its recommendations.

28th March 2018