
CHEVIOT COMMUNITY FUND ASSESSMENT PANEL

Report by Service Director, Customer & Communities

CHEVIOT AREA PARTNERSHIP

30 June 2021

1 PURPOSE AND SUMMARY

- 1.1 This report proposes details of how members will be appointed to the Cheviot Community Fund Assessment Panel and how that Panel will operate with regard to meetings.**
- 1.2 In terms of appointments of applicants from the Cheviot area public to the Assessment Panel, it is proposed that this decision is delegated to the Service Director Customer & Communities, in consultation with the Chair of the Cheviot Area Partnership and the Executive Member for Community Development and Localities. The names of the successful candidates will be notified to the next available meeting of the Area Partnership. Suitable training will be provided to all members of the Assessment Panel.
- 1.3 Details of the proposed constitution and procedural rules for the Assessment Panel are contained in the Appendix to this report.

2 RECOMMENDATIONS

- 2.1 **I recommend that the Committee agrees to:-**
 - (a) delegate authority to the Service Director Customer & Communities, in consultation with the Chair of the Area Partnership and the Executive Member for Community Development and Localities, to appoint members of the Cheviot community to the Cheviot Community Fund Assessment Panel, following a suitable recruitment process; and**
 - (b) approve the constitution and procedural rules for the Assessment Panel as detailed in the Appendix to this report;**
 - (c) appoint 2 SBC Elected Members, one each from Jedburgh & District and Kelso & District wards, as non-voting members of Cheviot Assessment Panel.**

3 BACKGROUND

- 3.1 At its meeting on 25 March 2021, Council agreed that Area Partnerships could set up an Assessment Panel for Community Fund applications. Thereafter the Cheviot Area Partnership considered details of the proposed Assessment Panel at its meetings on 7 April, 29 April and 1 June. The Panel would be responsible for scrutinising grant applications to ensure consistency of assessment against approved processes and criteria, value for money and the potential to achieve positive outcomes for the benefit of the community. At that time, 10 members were proposed to include 2 SBC Elected Members and 4 Community Councillors. The Chair of the Panel would chair meetings to assess applications to the Fund and then present the findings of the Panel to the Area Partnership for decision. Decisions being made in the Assessment Panel on recommendations to the Area Partnership on applications to the Fund would be reached by a simple majority, with all Panel members having an equal vote, and the Chair having a casting vote if required. A quorum of 5 is suggested for the Panel.
- 3.2 At its meeting held on 16 June 2021, the Working Group was advised that a number of matters needed further consideration:
- (a) Any SBC Elected Member on the Assessment Panel would need to be careful not to form a final view on an application to the Community Fund until the Area Partnership itself, when decisions on applications were being made. This may be best achieved by being non-voting members of the Assessment Panel. If a strong view was expressed by an SBC Elected Member at the Panel, that Member may have to declare an interest and not participate in the Area Partnership discussion/decision.
 - (b) The Area Partnership would need to agree the process for making appointments to the Assessment Panel and there were a number of options for this - an Appointment Committee set up by the Area Partnership; the appointments being delegated to officers; or the appointments being delegated to officers in consultation with some SBC Elected Members e.g. Chair of the Area Partnership (Cllr Hamilton), Executive Member for Community Development and Localities (Cllr Tatler)
 - (c) The Area Partnership would also need to agree procedural rules for meetings of the Assessment Panel.

4 ASSESSMENT PANEL - APPOINTMENTS

- 4.1 It is proposed that the recruitment process for membership of the Assessment Panel from people living in Cheviot will begin on 5 July 2021, with a closing date for applications of 26 July 2021. The aim is to have an Assessment Panel that is as inclusive as possible and which effectively represents the broad, diverse area of Cheviot. Candidates should have a genuine interest in the voluntary sector, as well as an interest in the positive development of communities across Cheviot. They should have an understanding of local need and priorities, have good communication and interpersonal skills, and be willing to work as part of a team. Members of the Assessment Panel need to be willing and able to consider information and options, and to develop their thinking before coming together as a

group to agree a joint position, whilst being respectful of the views of others and to adopt a constructive and supportive approach.

- 4.2 It is proposed that 2 SBC Elected Members are members of the Assessment Panel. However, as those Elected Members may potentially have to vote on these applications at a future Area Partnership meetings, their voting at the Assessment Panel stage could be problematic. . It is therefore proposed that 2 SBC Elected Members are members of the Assessment Panel and have no voting rights at any Panel meeting.
- 4.3 In terms of appointments of applicants from the Cheviot area public to the Assessment Panel, it is proposed that this decision is delegated to the Service Director Customer & Communities, in consultation with the Chair of the Cheviot Area Partnership and the Executive Member for Community Development and Localities. The names of the successful candidates will be notified to the next available meeting of the Area Partnership. Suitable training will be provided to all members of the Assessment Panel.

5 ASSESSEMENT PANEL – CONSTITUTION AND PROCEDURAL RULES

- 5.1 Details of the proposed constitution and procedural rules for the Assessment Panel are contained in the Appendix to this report. The main points are:
- (a) The Panel shall consist of one representative from each of 4 Community Councils (1 each from Jedburgh and Kelso Community Councils and 1 each from rural community councils in the Jedburgh & District and Kelso & District Council wards) and members of the public from the Cheviot area (appointed through a recruitment process) each with voting rights
 - (b) Two SBC Elected Members are to be appointed to the Panel with no voting rights.
 - (c) The Panel shall make recommendations on applications to the Cheviot Community Fund to the Area Partnership and it will be the Area Partnership that will make the final decision on the applications.
 - (d) Meetings of the Panel shall, in the first instance, be held online, in private.
 - (e) Members of the Panel shall declare if they have an interest in any application and not participate in any debate or decision on recommendations for that particular application
 - (f) Appropriate support shall be provided for meetings of the Panel by SBC Officers
 - (g) The final decision on applications to the Community Fund shall be made by the Area Partnership, either through consensus, or if that cannot be achieved, then by SBC Elected Members at the Area Partnership meeting.

- 5.2 The operation of the Assessment Panel will be reviewed after one year.

6 IMPLICATIONS

6.1 Financial

There are no costs attached to any of the recommendations contained in this report.

6.2 Risk and Mitigations

There is a risk that not enough applicants from the Cheviot community will meet the criteria for appointment to the Assessment Panel, but the recruitment campaign will be widespread and should provide sufficient applicants. By giving voting rights solely to community members on the Panel, this will ensure it is the community representatives who will be making the recommendations to the Area Partnership on grant funding. The assessment process will be sufficiently robust to ensure transparency in how recommendations have been reached.

6.3 Integrated Impact Assessment

No Integrated Impact Assessment has been carried out, although the template has been completed. Applications to be members of the Assessment Panel are open to all. It is not anticipated that the work of the Assessment Panel will have a negative impact on people who share a characteristic (age, disability, gender re-assignment, trans/transgender identity, marriage or civil partnership, pregnancy and maternity, race groups, religion or belief, sex-gender identity, and sexual orientation) and those who do not.

6.4 Sustainable Development Goals

The Assessment Panel meets indirectly 2 of the UN Sustainable Development Goals:

- (a) Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all potential – members of the Assessment Panel will receive suitable training
- (b) Achieve gender equality and empower all women and girls – it is hoped that the Assessment Panel will represent a cross-section of the Cheviot community, including women.

It should be noted that applications to the Community Fund which will be assessed by the Panel will meet many of the UN Sustainable Development Goals.

6.5 Climate Change

Meetings of the Assessment Panel will take place online, thus reducing the need for any travel. It is anticipated that many of the applications to the Community Fund which will be assessed by the Panel will have reduction of climate impact as part of their project.

6.6 Rural Proofing

Applications to be a member of the Assessment Panel are being encouraged from across the Cheviot area so that the Panel reflects a cross-section of the community.

6.7 Data Protection Impact Statement

All potential risks of non-compliance with Data Protection legislation are being identified, assessed and recorded within a Data Protection Impact Assessment. The controls to mitigate any potentially negative impacted identified within the Assessment will be implemented to ensure the proposed change to/new data processing complies with Data Protection legislation. Members of the Assessment Panel will be required to comply with Data Protection legislation.

6.8 Changes to Scheme of Administration or Scheme of Delegation

No changes are currently required to either the Scheme of Administration or the Scheme of Delegation as a result of the proposals in this report.

7 CONSULTATION

7.1 The Executive Director (Finance & Regulatory), the Monitoring Officer/Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR & Communications, the Clerk to the Council and Corporate Communications have been consulted and any comments received have been incorporated into the final report.

Approved by

Jenni Craig

Service Director, Customer & Communities

Signature

Author(s)

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Background Papers: Nil

Previous Minute Reference: Cheviot Area Partnership, 24 March 2021

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Jenny Wilkinson can also give information on other language translations as well as providing additional copies.

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Cheviot Community Fund Assessment Panel

Membership

Four members of the Cheviot community (appointed through a recruitment process) with, in addition, four Community Council representatives (one each from Jedburgh and Kelso Community Councils and one each from rural community councils in the Jedburgh & District and Kelso & District Council wards) two non-voting SBC Elected Members (one from each of the Jedburgh & District and Kelso & District wards). The term of office for Cheviot public members of the Assessment Panel is 3 years.

Chairman

The Chairman of the Panel shall be a Community Council representative or a member of the Cheviot community and shall be elected by the Panel.

Quorum

Five members of the Panel (excluding the SBC Elected Members) shall constitute a quorum.

Meetings

Meetings of the Panel shall take place online via Microsoft Teams or some other such suitable online platform or in a pre-identified place when restrictions allow. Meetings will be held in private.

Voting

Decisions of the Panel should be reached by consensus where possible. Otherwise, each member of the Panel shall have equal voting rights, with the Chair having a casting vote if required. SBC Elected Members on the Panel have no voting rights.

Remit and powers

1. To assess applications for grants from the Cheviot Community Fund in line with current criteria.
2. To question as necessary applicants and officers on the details of specific applications.
3. To complete a scoring matrix/assessment on the suitability or otherwise of an application for grant funding.
4. To make recommendations to the Area Partnership on applications to the Cheviot Community Fund.
5. The Chair or other Member of the Panel shall present the Panel's recommendations, with appropriate, supporting paperwork to the Area Partnership meeting for decision.
6. An annual report shall be provided to the Area Partnership by the Panel with details of its work throughout the year.
7. Any such other matters, as delegated by the Area Partnership.

Procedural rules

1. All members of the Assessment Panel must behave respectfully at any meeting, and should not behave in a manner that is improper or offensive, or disruptive to the business of the meeting.
2. Meetings of the Panel shall be held online, hosted by SBC if MS Teams is the chosen platform, and likely quarterly.
3. An agenda and papers for each meeting shall be provided by SBC Officers.

4. At least 7 clear days before a meeting, the agenda and papers for the meeting will be issued by electronic means to members of the Panel.
5. Meetings of the Panel will be held in private to ensure a free and frank exchange of views.
6. A special meeting of the Panel may be called to deal with urgent business if necessary.
7. Members will be required to declare an interest in any application in which they have an interest (financial or otherwise) and may not participate in any debate or decision, whether it be by consensus or voting, around that particular application.
8. If the Chair is not present at a meeting, the meeting will be chaired by another member of the Panel appointed at the meeting.
9. No business will be carried out at a meeting unless a quorum of members is present.
10. Community Councils may provide a substitute representative but no other substitute members are allowed.
11. If a member fails to attend more than 3 meetings in any one calendar year, without suitable reason, then he/she will be deemed to have resigned from the Panel.
12. It is the duty of the Chair to ensure that meetings are held in accordance with these Procedural Rules and that a fair hearing is given to all participants.
13. The Chair shall have discretion to determine all questions of procedure where no specific provision is made under these Procedural Rules. The Chair may seek guidance from an SBC Officer. The Chair's decision in these matters shall be final.
14. Where one or more options for decision are before a meeting of the Panel, each of these options shall be proposed and seconded, and then voted on by individual members of the Panel (no SBC Elected Member shall propose or second any option). An SBC Officer will record the final decision.
15. A note of the decisions of the Panel about each application will be taken by an SBC Officer.
16. Only the Area Partnership may amend any of the above Procedural Rules.