

Tweeddale Community Fund Assessment Panel

Membership

Six members of the Tweeddale community (appointed through a recruitment process) with. The term of office for Tweeddale public members of the Assessment Panel is 3 years.

Chairman

The Chairman of the Panel shall be one of the public members from the Tweeddale community and shall be elected by the Panel.

Quorum

Four members of the Panel 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.

Remit and powers

1. To assess applications for grants from the Tweeddale 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 Tweeddale 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. No 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. 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. SBC would provide officer support to record the decisions of the Panel meetings and provide support to the Panel.
17. Only the Area Partnership may amend any of the above Procedural Rules.