

BERWICKSHIRE COMMUNITY FUND

CODE OF CONDUCT FOR COMMUNITY FUND ASSESSMENT PANEL MEMBERS

1 GENERAL

- 1.1 Assessment Panel Members are expected to show the highest standards of personal conduct in the performance of their duties at all times.
- 1.2 Their duty is to be honest, fair and transparent when assessing applications and making funding recommendations to the Area Partnership.
- 1.3 Assessment Panel Members should promote and support these principles by leadership and example, always acting in such a way as to protect public confidence in them and the recommendations they make.
- 1.4 Assessment Panel Members should be mindful that the Community Fund will be operated in line with the principles of best practice and Scottish Borders Council's Code of Practice for Following the Public Pound.

2 DUTY TO UPHOLD THE LAW

- 2.1 Assessment Panel Members must uphold the law and act on all occasions in line with the public trust placed in them.
- 2.2 Assessment Panel Members must be aware of what constitutes fraudulent behaviour and should report any suspicions to Council Officers immediately.

3 INTEGRITY AND PROPRIETY

- 3.1 Assessment Panel Members should not put themselves in a position where their integrity is called into question. As well as avoiding actual impropriety they should avoid any appearance of it.

4 HOSPITALITY

- 4.1 Assessment Panel Members should not accept any gifts or hospitality that might reasonably be thought to influence, or be intended to influence, their judgement; or where to do so could bring discredit upon the Assessment Panel or Area Partnership

5 DECISIONS

- 5.1 Whilst Assessment Panel Members may be influenced by the views of others, including particular interest groups, it is their responsibility to decide what view to take and how to vote.

6 ACCOUNTABILITY AND STEWARDSHIP

- 6.1 Assessment Panel Members are accountable to the Area Partnership for their actions and their part in reaching decisions and must submit themselves to whatever scrutiny is appropriate.

7 OPENNESS

- 7.1 Assessment Panel Members should be as open as possible about all their actions and their part in reaching decisions. They should seek to ensure that reasons are given for decisions of the Assessment Panel.

8 CONFIDENTIALITY

- 8.1 Assessment Panel Members should ensure that confidential material is handled appropriately with regard to the public interests and is not used for private purposes.

9 PARTICIPATION

- 9.1 Assessment Panel Members may take part in the consideration of applications that come before the Panel unless they have an interest, which would cause their participation to raise questions as to their impartiality.

10 DECLARATIONS

- 10.1 Assessment Panel Members **must** declare any interests relating to their Assessment Panel duties. They should make relevant declarations of interest at meetings of the Assessment Panel to which they are appointed.
- 10.2 If Assessment Panel Members have an interest in an application before the Assessment Panel, they should consider whether it is appropriate for them to declare this interest and withdraw from discussion and decision making on that matter. In considering this they should have regard to the following criteria:-
- 10.2.1 That members of the public might reasonably think the interest could influence them; and
- 10.2.2 That members of the public might reasonably think the interest creates a real danger of bias on the part of the Assessment Panel Member because it affects them or someone connected with them, more than any other person or more than the generality of other persons affected by the matter.
- 10.3 In the case of an interest, Assessment Panel Members should declare their interest and withdraw from the discussion and decision making on the matter.
- 10.4 The fundamental principle to bear in mind is that Assessment Panel Members should not do anything that they cannot justify to the public in terms of this code.

11 RESPECT

- 11.1 Assessment Panel Members must respect their fellow Assessment Panel Members treating them with courtesy, respect and in a non-discriminatory manner at all times.

12 RELATIONS WITH SCOTTISH BORDERS COUNCIL COUNCILLORS

- 12.1 Assessment Panel Members should respect the role of Scottish Borders Council Elected Members and treat them in a way that engenders mutual respect at all times.

13 RELATIONS WITH SCOTTISH BORDERS COUNCIL EMPLOYEES

- 13.1 Assessment Panel Members should respect the role of officers of Scottish Borders Council who are directly responsible to Scottish Borders Council and treat them in a way that engenders mutual respect at all times.

14 PERSONAL CONDUCT

- 14.1 Assessment Panel Members' personal conduct should be such as not to bring the Panel or Area Partnership into disrepute. They should act courteously to fellow Assessment Panel Members, Scottish Borders Council Elected Members and Officers, members of the public and other bodies.