



Panel Member's Agreement / Code of Conduct

Welcome to the Sunart Community Benefit Fund. As a Panel member you will have an important and valuable role to play in ensuring money is used to address local needs and opportunities in accordance with the community's own priorities.

The agreed values of the Community company and the Community Council will also be applied to the work of the Community Benefit Fund Panel.

These are :

Responsible	Fair	Transparent	Open	Empowering
Equality	Inclusive	Participation	Enabling	Encouraging

Although voluntary, this role is accompanied by several responsibilities. Please read this agreement carefully and, having understood it, sign and date both copies, and then return one to the Sunart Community Company.

As a Panel Member you are required to:

- ✓ Attend regular Panel meetings (we estimate 2 or 3 per year.) Continuity is important and members will be expected to attend on a regular basis;
- ✓ Should you not be able to attend any meeting, convey your apologies to the Community Company in advance of the meeting;
- ✓ Arrive for meetings prepared with copies of the agenda and relevant papers;
- ✓ Address the Panel through the chair of the meeting;
- ✓ Contribute to Panel discussions in a relevant and constructive way;
- ✓ Conduct yourself in an appropriate manner, in particular not interrupting others and respecting the authority of the chair to direct the meeting;
- ✓ Listen to the views of other Panel members and attempt to reach consensus decisions;
- ✓ Silence during discussion will be taken by the meeting as agreement;

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- ✓ Respect the final decision of the Panel;
- ✓ Keep in mind the role of the Panel and keep to the meeting agenda;
- ✓ Make unbiased and fair judgements of grant applications against the general aims of the Fund programme and the local priorities identified by the Panel and summarised in the guidelines;
- ✓ Observe strict confidentiality about the applications being assessed, the discussions which take place and the decisions made;
- ✓ Bear in mind that the Panel serves your community as a whole and not just your own demographic or special interest group;
- ✓ Complete a declaration of interests form and observe the Panel's Conflict of Interest Policy regarding discussion of any applications you have a connection to;
- ✓ Not act in a way that could bring disrepute to the Panel.
- ✓ Understand that the Panel is a collective body, which exists only when it is in session. As a Panel member, you have no formal role regarding the Community Benefit Fund outside Panel meetings.
- ✓ You are however encouraged to *promote the opportunity* that the Community Benefit Fund offers to the community through providing funding for a range of projects and initiatives;
- ✓ Alert the Community Company to any breach of this policy. Raise any concerns or issues concerning the Panel or the Fund with the chair in the first instance.

Community panel members are not remunerated but you are entitled to your expenses (with receipts if possible).

Signed:

Date:

This Code of Conduct was adopted at a meeting of the Sunart Community Benefit Fund

Panel on 16th September 2016