

RWE Innogy Lochelbank Community Fund

Panel Member Role Profile

Overview

Panel members play an important role in the governance of community funds administered by Foundation Scotland. The Panel is an informal body of local residents drawn together for the specific purpose of advising on decisions about grant awards from wind farm community benefit funds. They may be young or old, working, retired or unemployed. They may be a joiner, cook, teacher, farmer, solicitor, stay at home parent or a volunteer play leader. In fact, the more mixed and diverse the Panel, the more representative of the local community it is likely to be. However all Panel members need to be well informed about and take a healthy interest in community issues and activities and be keen to see their fund make a real difference to their community.

Panel members for this voluntary role will be identified through a process agreed between Foundation Scotland and the local Community Council/s.

Panel members will be expected to serve for 1-3 years as specified in the Community Fund's Terms of Reference.

A conflict of interest policy exists aimed at ensuring Panel members are not involved in decisions about applications from groups they may be involved with.

Key Responsibilities

(N.B these may vary according to local context and fund-specific activity)

- **Attend an induction & training session:** Led by Foundation Scotland, these will focus on building an effective Panel.
- **Review assessment and monitoring reports:** Foundation Scotland will assess all applications to the Fund. Panel members will review the assessment reports

before Panel meetings. The number of assessment reports will tend to vary from meeting to meeting, but has to-date been around 4 or 5.

- **Attend Panel meetings:** At these meetings decisions will be made on grant awards, with input from Panel members. Panel members will also learn about progress regarding awards made and receive general updates about the Fund.
- **Promoting the Fund locally:** Panel members will be encouraged to play a role in promotional activity e.g.: distributing posters, forwarding emails, attending publicity events.

Additional information

- The Panel can expect to receive the support of a named staff member at Foundation Scotland. Initially this may be quite intensive but may decrease as the Panel members become more experienced in their role. However, the Foundation will continue to assess all applications and help facilitate the Panel's annual review.
- The precise number of Panel meetings is currently three per year. This may change in future years.
- This is a voluntary role but all reasonable travel and childcare expenses will be met from the Fund. Such administration costs are expected to be kept to a minimum.
- The Foundation promotes openness and transparency in its community benefit work and may make brief information about Panel members available on our website. This will not include their contact details.
- For further information please contact Tom Black at Foundation Scotland on 0131 5240331 or tom@foundationscotland.org.uk