

EDF Energy Community Fund

Awards Panel Member Terms of Reference

The EDF Energy Community Fund has been created as part of the Hinkley Point C Section 106 Agreement. The Section 106 Agreement sets out the purpose of the fund as:

“mitigating the intangible and residual impacts of (Hinkley Point C) on the communities in (Somerset) through schemes, measures and projects which promote the economic, social or environmental well-being of those communities and enhance their quality of life”.¹

The fund is managed by Somerset Community Foundation (SCF), an independent local charity managing a range of funds that benefit communities throughout Somerset. The budget for the EDF Energy Community Fund is in excess of £1 million per annum.

We are appointing an Awards Panel which will be constituted as a sub-committee to the SCF Board. Members of the Panel will have an invaluable role making decisions on applications to the fund as well as advising the SCF Board on strategy and programme design. (For the further information on the scope of the Awards Panel, please see the Awards Panel’s Terms of Reference).

In particular panel members will be required to:

- respect the decisions of the Committee and accept the principle of collective responsibility;
- attend an induction session and any other briefing sessions as required;
- agree to abide by SCF policies, including but not restricted to, Equal Opportunities, Data Protection and Social Media;
- fully understand and observe the terms of reference of the fund as set out in the Hinkley Point C Development Consent Order Section 106 agreement, the fund’s eligibility criteria and other rules and guidance that are in operation at any time;
- declare any conflicts of interest, and ensure the Panel’s register of interests is kept up to date at all times;

¹ Hinkley Point C Development Consent Order, Section 106

- provide, as requested, advice and guidance to Somerset Community Foundation to refine the strategy and deployment of the fund;
- make sufficient time available to consider and objectively assess applications made to the fund against agreed eligibility criteria, the fund strategy and local circumstances as they arise;
- aim to attend at least 75% of Panel meetings (and ideally maintain a 100% record) and actively participate in decision-making processes on applications;
- receive, consider and provide feedback on monitoring and impact reports;
- visit at least 3 grantees each year as part of the monitoring process; and
- take part in any review of the programme and of the Panel's performance.

Somerset Community Foundation will support you by:

- offering or arranging for training if required;
- providing a comprehensive induction, and a detailed briefing on fund strategy at least once a year
- giving you sufficient notice of meetings of the Panel (and as far as possible setting them twelve months in advance);
- organising meetings in suitable locations;
- providing you with details of applications along with comprehensive assessments against the fund criteria in a timely way (normally at least a fortnight before Panel meetings); and
- keeping you up to date with issues the fund is responding to.

Panel members will participate as paid employees of partner organisations or otherwise act as volunteers. In exceptional circumstances, where attendance does not form part of employment or civic responsibilities, out-of-pocket expenses may be paid by the Somerset Community Foundation with prior agreement. Panel members nominated by organisations as set out in S.106 agreement will be considered to be representatives rather than delegates of those organisations.

Panel members may be removed if:

- the member no longer satisfies the eligibility criteria for membership of the Awards Panel;
- while serving as a member of the Awards Panel, has been convicted of any offence carrying with it a minimum prison sentence of 3 months;

- has been unable to carry out his or her duties as a member for 3 or consecutive months because of illness or mental incapacity;
- in the opinion of the majority of the other members of the Awards Panel, has shown serious misconduct and is no longer suitable to serve as a member of the Awards Panel; and/or
- has been absent from meetings of the Awards Panel for a period of 6 consecutive months without approval from the Chair.

For further information please refer to the Terms of Reference for the Awards Panel and the EDF Energy Community Fund Framework documents.