



Terms of Reference for the Seagreen Large Fund Voting Panel

Introduction

This 'terms of reference' document defines the purpose and structures for the panel of people who have agreed to work together to form a recommendation to Seagreen Wind Farm regarding the allocation of funds to community project/s in the Ferryden and Craig ward.

The Ferryden & Craig Community Council (FCCC) must fulfil its legal obligations in many areas including but not limited to: equality, diversity and inclusivity, financial regulation, working with volunteers, protecting reputation, liability insurance, cancellation insurance, GDPR.

Many of these legal obligations feature in the organisation of this panel and the Community Council take responsibility for certain decisions and actions while at the same time formally delegating the organisation and delivery to the panel. Final responsibility in all matters lies with the Community Council.

Term

This Terms of Reference document is effective for the meeting to be held on Wednesday 23rd October 2024 or an alternative date which may be required should the meeting be postponed for any reason.

Panel Aim

To organise and deliver a recommendation for allocation of Seagreen funding on behalf of the community residing in the ward of Ferryden and Craig.

Purpose and Aim of the Panel's outputs

The Seagreen Community Benefit Fund has been established to benefit communities located in parts of Dundee and Angus who have some impact from construction of the project. The ward of Ferryden and Craig has been determined as one of the areas affected by the wind farm and the Community Council has been asked to assist Seagreen Wind Farm by organising a panel to discuss and vote on projects proposed by members of the community. The projects put forward to the panel will initially be assessed by a representative from Seagreen and the Ferryden & Craig Community Council (FCCC) to ensure



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they meet the criteria set by Seagreen which include community-focussed or charitable activities which:

- enhance the environment, conservation & biodiversity
- improve community spaces, facilities and services
- promote health and well-being
- promote sustainability

Those projects which meet these criteria will be submitted to the panel for discussion and voting.

This document details the terms of reference for the organisation and delivery of the votes to Seagreen.

Event Name

FCCC Seagreen Large Fund Voting Panel

Equality, Diversity and Inclusivity

The meeting will be held at an accessible venue within the ward.

The Environment and Sustainability

The FCCC asks that any material distributed to panel members be reusable and useful.

Budget

FCCC will print advertising material, and any forms required in advance of the panel and provide a location for the meeting.

Panel Roles

The panel will be chaired by the Vice Chair of FCCC.

Information about the voting process will be delivered by the FCCC data protection officer prior to the meeting.

The panel will consist of volunteers from the ward who answered an appeal for assistance shown on information posted across the ward and FCCC councillors.

The process for appointing the panel is as follows:

1. The FCCC will launch an open call for a minimum of three weeks to the people who live in the Ferryden and Craig ward.



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2. Posters requesting assistance from the public will be spread throughout the ward (FCCC noticeboards, Rossie Island, Ferryden, Upper Dysart Larder, Balgove, Usan).
3. People volunteering to join the panel will contact the FCCC main email address listed on the posters.
4. Emails will be acknowledged, and declaration of interest forms and details of the meeting sent to all those prospective panel members who reside in the ward.

Prior to the meeting

Project teams will be asked to prepare a ten-minute oral presentation on their proposal. One person will deliver this presentation with another person acting in a support role to assist in answering questions. Neither of these two people will be members of the panel and will not receive a vote.

There will also be facility to display a poster or images to enhance the presentation.

Onboarding of Panel members

The following activities will take place immediately prior to the meeting

- Introductions and registration of members of the panel
- Circulation of this document
- Redistribution of the declaration of interest form for any members who have not completed it.
- All members of the panel will be informed that the meeting is confidential, and they are not to share details with any other person.
- Explanation of the voting process.
 - Each member of the panel will have 15 points which they can allocate between the projects as they choose.
 - Voting will be on a paper form
 - Voting will be totally confidential
 - Votes will be counted by independent persons
- Opportunity to ask questions on the terms of reference and/or the voting process.



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Structure of the Meeting

1. Welcome by the Chairperson
2. Apologies for absence
3. 10-minute presentation by The Montrose Sailing Club
4. Questions from the panel for the Sailing Club
5. 10-minute presentation by the Pathways Project
6. Questions from the panel for the Pathways Project
7. Distribution of voting papers
8. Meeting closes and panel members leave
9. Count of votes by independent volunteers from Montrose Community Council

Reporting

Once the votes have been allocated and counted, the FCCC secretary will email to inform Craig Mullen, the Seagreen Community Investment Manager of the number of votes for each project so that his team can reach a final conclusion.

Once the FCCC are informed of the Seagreen decision, this will be announced to the two project teams before being posted on FCCC noticeboards and social media streams for the information of the community in the ward.

The decision by Seagreen is final and there will be no appeals process.

Feedback

The FCCC would like to encourage participants to offer feedback after the event giving the opportunity to improve future processes, if possible.

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