

LOCAL COUNCIL AWARD SCHEME

PANEL MEMBER RESPONSIBILITIES

The Local Council Award Scheme relies on clerks and councillors as volunteer panel members to assess applications. This reflects the commitment of councillors and clerks across the sector to the ongoing improvement of local councils.

NALC greatly values the time panel members give to the scheme and commits to:

- Conducting all communication with panel members in a professional and courteous manner
- Leading up to each panel meeting, to provide all documentation in good time
- To provide training or support to enable panel members to undertake their roles
- To seek feedback from panel members for how the scheme could be improved

We ask that panel members commit to their roles to ensure the scheme continues to be a positive and professional initiative:

- You will commit to being on the Local Council Award Scheme panel for a two year term
- You will be able to attend a virtual panel meeting every three months
- In the run up to each panel meeting you will be required to dedicate some time over a two/three week period to assess applications.
- You can be contactable by email or telephone when necessary to discuss applications.
- You will undertake training and/or keep yourself up to date with best practice in the sector to allow you to effectively assess council applications
- You will act with integrity and declare any conflicts of interest e.g. assessing an award for your own or neighbouring council.