



Terms of Agreement

1. Role and responsibilities

The role of a Greenwich Healthier Communities Fund Community panel member is to:

- 1.1 Read and assess Greenwich Healthier Communities Fund Delivery Strand Medium Award and/or Large Award applications that have been shortlisted based on the eligibility criteria, and make funding recommendations to the NHS Greenwich Charitable Funds committee representative and committee members.
- 1.2 Take part in at least one Greenwich Healthier Communities Fund Delivery Strand Medium Award and/or Large Award assessment round. We will endeavour to ensure that every panel member can take part in at least one assessment round. However, this is subject to the majority's availability.
- 1.3 Attend Greenwich Healthier Communities Fund community panel meetings in person (dates below).
- 1.4 Provide feedback on their experience and the Greenwich Healthier Communities Fund grant-making process.
- 1.5 Ensure that the grants awarded on the Greenwich Healthier Communities Fund Delivery Strand Medium Award and/or Large Award reflects the Greenwich Wellbeing Strategy priorities outlined in [here](#).
- 1.6 Declare any conflicts of interest to Groundwork once their membership is confirmed. A conflict may be where a panellist may financially benefit from funding an application or where an applicant is personally known to the panellist. If you identify a conflict of interest on an application you are reviewing, or if your conflict of interest status changes (e.g. you join a new organisation, or leave a group), you must inform Groundwork as soon as possible.
- 1.7 Undertake [Make Every Opportunity Count](#) online training before assessing applications, to ensure all panel members have the same understanding of health inequalities.
- 1.8 Uphold the code of conduct (below).



2. Panel composition

- 2.1 Each panel meeting will consist of 7 to 11 individuals for each assessment round. The panel pool consists of up to 20 individuals, called upon for each assessment round based on their availability. There will also be a member of staff from Groundwork and the Royal Borough Greenwich Public Health team present to facilitate the discussion.
- 2.2 Membership is open to people who live and/or work in the Royal Borough of Greenwich with a professional or personal interest in tackling health inequality, and a demonstrable connection with local communities.
- 2.3 Panel members commit to serving on the panel overseeing decision making up until 1 April 2026. After which, applications will reopen and previous panel members will be able to re-apply.
- 2.4 Should any panel member have a direct connection to an organisation who has applied to the Greenwich Healthier Communities Fund Medium Award and/or Large Award, that panel member will not be permitted to assess applications for that application round. This applies where the organisation is the lead applicant or a named partner. You will be asked to declare before you start assessing applications that you do not have any connection to any organisations being assessed in this round..

3. Provision for panel members

- 3.1 Panel members must attend the online induction session on 10th July 2025, 12 to 1pm.
- 3.2 To accommodate the education and work commitments of an inter-generational panel, meetings will be typically held at a time convenient for the majority of the panel pool, to be determined before each assessment round.
- 3.3 The Fund will provide light refreshments at all meetings held in person, which will take place in fully accessible locations within the Royal Borough of Greenwich.
- 3.4 The Fund will aim to accommodate access requirements where possible, and if informed at least 5 working day in advance of the scheduled event.
- 3.5 Panel members will be paid compensation of £14 per hour to:
 - i) attend the online induction session,



- ii) read and review application summaries, and
 - iii) attend the in-person panel meetings.
- 3.6 Payment for the online induction session will be paid only once a panel member has taken part in their first assessment round.
- 3.7 The total amount that panellists will be paid for each assessment round is subject to differ for each round based on the number of applications received and shortlisted. Panellists will be informed of the number of applications to review and therefore the amount they will be paid for each assessment period once applications close.
- 3.8 Panel members will not be paid for the travel to and from the in-person meetings.
- 3.9 Payments will be made by BACS transfer to a nominated bank account. Panel members must provide a bank statement dated within three months to Groundwork before any payments can be made. Failure to do so will prevent payment being made in a timely manner.

4. Frequency of meetings

- 4.1 The Greenwich Healthier Communities Fund Community Panel will meet in-person for panel meetings at the end of each assessment criteria:
- i) The first panel meeting will take place on 7th August 2025 for the Delivery Strand Medium awards.
 - ii) The second panel meeting will take place on w/c 9th February 2026 for the Delivery Strand Medium awards.
 - iii) The third panel meeting will take place on w/c 23rd February 2026 for the Delivery Strand Large awards. Members taking part in this assessment round will also need to take part in interviews with selected applicants on w/c 2nd and 9th March 2026 as part of this assessment round.

5. Code of conduct

Community panel members must:

- 5.1 Listen to other members and respect their different points of view.



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- 5.2 Commit to actively taking part in productive discussions, in order to make decisions effectively and efficiently. This includes being willing to listen and collaborate to build consensus on final results.
- 5.3 Although panellists may have different points of view, these cannot be expressed in a way which discriminates, victimises or harasses others. Any action which discriminates against someone because of who they are, including those with protected characteristics, will not be tolerated and will be dealt with accordingly. This covers all forms of discrimination, racism, and hate-related incidents, such as antisemitism, Islamophobia, homophobia and transphobia, and any behaviours that are perceived as harmful or threatening towards other members.
- 5.4 Maintain confidentiality of information of any type relating to the Greenwich Healthier Communities Fund Community Panel, including but not limited to applicant information, personal information relating to other community panel members, financial information. This also includes not sharing the context of discussion during panel meetings with anyone outside of the meeting.
- 5.5 Not respond to lobbying/ influence attempts by applicants. If they experience this, panellists are to inform Groundwork immediately.
- 5.6 Engage fully in the community panel process and be an active member. Panellists should contact Groundwork as soon as possible if they face any barriers to their involvement.
- 5.7 Not be under the influence of any drugs and/or alcohol during their community panel duties. Any member thought to be under the influence of drugs and/or alcohol and not able to carry out their duties properly and safely will be dismissed.
- 5.8 Groundwork will take necessary and appropriate steps to ensure this code of conduct is upheld by all panel members. Groundwork have the right to ask members to step down from their role if the code of conduct is not upheld.