PRIDE IN PLACE
LED BY YOU – BACKED BY UK GOVERNMENT BA2

Twerton and Whiteway Neighbourhood Board

Memorandum of Understanding

Between:

The Co-Chairs of the Twerton and Whiteway Neighbourhood Board

And Bath & North East Somerset Council

Version: V12 Final for issue
Date: 16th July 2026

1. Background

1.1 Pride in Place is central government's flagship community-led regeneration programme. Funded by the Ministry of Housing, Communities & Local Government (MHCLG), Twerton and Whiteway has been identified as one of 284 neighbourhoods that will receive up to £20 million over the next 10 years

1.2 The programme is designed to address local issues and deliver lasting change to improve people's lives. Recognising that local people know their neighbourhood best, it puts decision making in the hands of the community.

1.3 This starts from the beginning of the programme with the creation of a Neighbourhood Board. Led by independent Co-Chairs, it will act as the decision-making body for the programme.

1.4 This Memorandum of Understanding (MoU) sets out the relationship between the Co-Chairs and Local Authority and how we will work together.

2. Purpose and duration of MoU

2.1 This MoU sets out the:

- The aims and objectives of the programme
- The duties, roles and responsibilities of the Local Authority
- The duties, roles and responsibilities of the Co-Chairs
- How the Co-Chairs will work together
- How the Co-Chairs will work with the Local Authority
- Co-Chair remuneration process
- Procedures related to resignation or removal of the Co-Chairs

2.2 The Co-Chairs will be in place for an initial term, ending on 31st October 2027. This MoU will be in place until this date.

2.3 In the event of the resignation or removal of a Co-Chair, a new MoU will be agreed in consultation with the Neighbourhood Board.

3. Pride in Place - aims and objectives

Guiding principles

3.1 MHCLG has set four guiding principles for the programme:

- Community-led
- Flexible

- Long-term
- Supportive

3.2 The Co-Chairs and Local Authority should act in accordance with these guiding principles and in the spirit of the programme. Further details can be found at MHCLG - guiding principles.

Aims and objectives

3.3 MHCLG has set three overarching aims for the programme:

- stronger communities
- thriving places
- taking back control

3.4 The Pride in Place programme should seek to deliver on these aims. Further details can be found at MHCLG - aims and objectives.

Pride in Place Plan

3.5 The Neighbourhood Board will co-develop a Pride in Place Plan with the community, outlining their vision for change over the next decade, and how they will use the funding to achieve their goals.

3.6 The Plan will need to be supported by Investment Plans that will be developed over the course of the programme. Investment Plans will set out the interventions the Board would like to pursue over a set period (i.e. 4-years) and how that activity meets the strategic objectives of the Pride in Place programme.

3.7 To simplify processes, MHCLG have produced a list of ‘indicative interventions’ that they are happy to be included in Pride of Place Plans without Boards having to seek additional approvals. Communities can collectively decide to do something different, but they will be required to prepare a business case.

3.8 Plans must reflect local people’s priorities and be developed through meaningful community engagement activities. The list of interventions can be found at MHCLG – indicative interventions.

4. Local Authority duties

4.1 The Local Authority will support the Co-Chairs and Neighbourhood Board to develop and deliver the Pride in Place Plan.

4.2 It is required to act as the Accountable Body at the start of the programme and report to MHCLG.

4.3 The Secretariat role also defaults to the Local Authority at the start of the programme.

Accountable body duties

4.4 The duties of the Accountable Body are set out below. These reflect the national guidance set by MHCLG.

- Ensuring that funds are distributed fairly and effectively;
- Management of funds in line with the Nolan Principles, Equality Act 2010, Public Sector Equality Duty and Managing Public Money principles;
- Ensuring compliance with legal responsibilities in relation to subsidy control, state aid and procurement.

Secretariat to the Board

4.5 The Secretariat is responsible for administration of the Board, ensuring there is an established Terms of Reference and Code of Conduct and that it follows the associated governance and transparency requirements.

4.6 By default the Local Authority is the Secretariat to the Board at the beginning of the programme. MHCLG encourage the Neighbourhood Board to explore whether there is a suitable community group/organisation that can take on this role.

4.7 Where a community group/organisation is identified by the Board to act as Secretariat, their suitability needs to be approved by the Local Authority.

4.8. In such an event, the Local Authority will still retain its function and duties as the Accountable Body.

Bath Place Team

4.9 The Bath Place team will undertake the Secretariat role on behalf of the Local Authority. The other functions the Bath Place Team will undertake include:

- responsibility for strategic coordination and liaison with other Council departments to support the development and delivery of the Pride in Place programme
- responsibility for project management, including oversight of procurement activities, to ensure that funds are managed correctly by the Neighbourhood Board
- coordination of day to day project communications
- day to day support of Co-Chairs and Neighbourhood Board
- support during community engagement, including data collection to ensure information is held in line with UK GDPR
- critical friend to the project

- monitoring returns to MHCLG.

5. Co-Chair duties

5.1 The duties of the Co-Chairs, listed below, reflect those that were stated in the role specific criteria. The role specific criteria was developed by the Local Authority but informed by a generic role description shared by MHCLG.

Duties

5.2 The duties of the Co-Chairs are as follows

- Provide strategic and dynamic leadership for the Board and be a champion of the local community
- Uphold the community-led spirit of the programme
- Act as the public face of the Neighbourhood Board and be visible within the community
- Appoint the Neighbourhood Board with support from the Council
- Convene and lead Neighbourhood Boards meetings, initially at least every 6 weeks
- Ensure that agendas and minutes are issued in line with guidance for the programme issued by central government
- Ensure that members of the Neighbourhood Board, including themselves, comply with the Terms of Reference and Code of Conduct at all times
- Adhere to the Nolan Principles and all other relevant legislation
- Attend community engagement events
- Engage with other regional Pride in Place programmes and participate in networking events

6. How the Co-Chairs will work together

Roles and responsibilities

6.1 The duties of the Co-Chairs are outlined in Section 5. The Co-Chairs are expected to perform those duties and bring complementary skills and experience to the Board.

6.2 The Co-Chairs will agree which areas of work they are leading on, and agree, in consultation with the Bath Place Team what each Board meeting will need to cover.

6.3 In consultation with the Bath Place Team, Agendas and Minutes will be agreed and published as per the requirements set out by MHCLG.

6.4 When engaging with Board members, members of the community, organisation and or the Bath Place Team, the Co-Chairs will agree who will be the point of contact.

6.5 Co-Chairs may engage individuals and organisation without the other present however they must keep the other informed of the reason for engagement and any actions that might follow as a result.

6.6 In their capacity as Co-Chairs, reasons for engagement should be strictly limited to and reflect the activities of the Board and the needs of the programme.

6.7 Co-Chairs should not individually or collectively engage any party (an organisation or individual) with a view to conduct business without prior agreement from the Neighbourhood Board and, when related to procurement or management of funds, the Local Authority.

Dispute resolution

6.8 In the event of a dispute between the Co-Chairs, in the first instance the Bath Place Team will look to resolve this with the Co-Chairs through an informal discussion or mediation, if required.

6.9 If a resolution cannot be reached the matter should be referred to the MHCLG delivery partner and/or the Local Authority's Senior Management Team depending on the scenario.

7. How the Local Authority will work with the Co-Chairs

Roles and responsibilities

7.1 As instructed by the Council's Executive Leadership team, the Pride in Place programme sits within the Bath Place Team's portfolio.

7.2 The Bath Place Team sits within the Sustainable Places and Regeneration Service which is part of the Sustainable Communities Directorate.

7.3 The Bath Place Team will work with and support the Co-Chairs and Neighbourhood Board to develop and deliver the Pride in Place programme

7.4 The Bath Place Team will act as the point of contact (POC) between the Local Authority, Co-Chairs and Neighbourhood Board. Including the functions set out in section 4, it will be responsible for centralising and coordinating:

- Communications between Co-Chairs/Neighbourhood Board and teams/individuals within the Local Authority

- Requests for information from Co-Chairs/Neighbourhood Board to Council departments or vis versa
- Activities within the Council to support the development and delivery of the Pride in Place programme

7.5 The Co-Chairs will lead on communications with the MP and Ward Councillors.

7.6 Finally the Bath Place Team will act as the Secretariat to the Board on behalf of the Local Authority, until a suitable organisation or individual is identified and approved

Communications

7.7 As directed by the CEO and Leader of the Council, it is expected that Council Officers in all departments and at every level will act in the best interests of the Programme.

7.8 Enquiries from other departments about the Pride in Place Programme will come to the Bath Place Team, including where other teams have suggestions for improvements.

7.9 As directed by Leader of the Council, Council officers, Ward Councillors, other Councillors and the MP will not publicly criticise the programme, or members of the Neighbourhood Board and/or its associated working groups.

7.10 As outlined in the Code of Conduct, the Co-Chairs and other members of the Neighbourhood Board will not publicly criticise the Programme, other members of the Neighbourhood Board or Council officers.

7.11 Day-to-day communications activity will be coordinated by the Bath Place Team in consultation with the Co-Chairs.

7.12 Where communications relate to matters that may have reputational implications for Bath and North East Somerset Council, the Council's internal communications and governance processes will apply. This may include input from Corporate Communications and briefings and/or approvals from the relevant Cabinet Member(s) where appropriate.

7.13 Media enquiries will be discussed between Co-Chairs and the Bath Place Team, in consultation with Corporate Communications where appropriate.

Dispute resolution

7.14 In the event of a dispute between the Local Authority and Co-Chairs, in the first instance the Bath Place Team will look to resolve this with the Co-Chairs through an informal discussion.

7.15 If a resolution cannot be reached the matter should be referred to the MHCLG delivery partner and/or the Local Authority's Senior Management Team depending on the scenario.

Complaints procedure

7.16 If the Co-Chairs wish to make a *formal complaint* against the Bath Place Team, another Council service or a Councillor they should follow the Council complaints procedure. The link is provided below

https://www.bathnes.gov.uk/make-complaint

8. Co-Chair remuneration

8.1 As set out in the job description, and in central government's guidance, the Co-Chairs are voluntary positions however we recognise the need to recompense individuals for their time and effort.

8.2 The remuneration has been set as up to 4 days per month at a rate of £30 per hour. This will be split between the Co-Chairs

8.3 A day is considered to be 7.4 hours.

8.4 A change to the remuneration would need to be agreed by the Neighbourhood Board and the Local Authority.

8.5 Details of the payment will be published online.

8.6 Payments will be processed via the Open Collective platform. More details can be found in the Procurement and Payments policy.

8.7 Co-Chairs will be in place until 31st October 2027 (notwithstanding resignation or removal – see sections 9 and 10)

8.8 Noting the significant preparation required ahead of the first Neighbourhood Board meeting, the remuneration package will be backdated to the 13th April 2026.

8.9 The Co-Chair remuneration is:

Co-Chair 1	£30 x 7.4 hours x 2 days = £444
Co-Chair 2	£30 x 7.4 hours x 2 days = £444

9. Resignation of Co-Chairs

Resignation of one Co-Chair

9.1 Should a Co-Chair wish to resign, they should submit their formal resignation in writing to the Local Authority via the Bath Place Team. The Local Authority will then inform MHCLG of their intent, co-signed by the MP.

9.2 A decision will be made between the Local Authority, MP and MHCLG in consultation with the Neighbourhood Board on the best way forward.

9.3 Options include but are not limited to;

- The remaining Co-Chair is invited to Chair the Neighbourhood Board as the sole Chairperson
- A recruitment/nomination exercise takes place to find a new Chairperson/Co-Chair.

9.4 If necessary, an interim Chairperson will be appointed by the Local Authority in consultation with the Neighbourhood Board. Preferably the interim Chair will be an existing member of the Board. It may not be an elected official.

9.5 Decisions will need to be ratified by the Neighbourhood Board and approved by MHCLG.

Resignation of both Co-Chairs

9.6 Should both Co-Chairs wish to resign, they should submit their formal resignation in writing to the Local Authority via the Bath Place Team. The Local Authority will then inform MHCLG of their intent, co-signed by the MP.

9.7 A new recruitment/nomination exercise will take place. This will be led by the Local Authority and designed in collaboration with the Neighbourhood Board and MHCLG.

9.8 If necessary, an interim Chairperson will be appointed by the Local Authority in consultation with the Neighbourhood Board. Preferably the interim Chair will be an existing member of the Board. It may not be an elected official.

9.9 Decisions will need to be ratified by the Neighbourhood Board and approved by MHCLG.

10. Removal of Co-Chairs

10.1 Per the national guidance, the Local Authority has the power to recommend the removal of one or both of the Co-Chairs, with the agreement of the MP.

10.2 The decisions will be made on a case by case basis and will need to be evidenced, ratified by the Neighbourhood Board and approved by MHCLG.

Grounds for removal

10.3 Grounds for removal include:

- Failure to undertake the duties set out in section 5 of the MoU
- Failure to act in accordance with section 6 of the MoU.
- Sustained poor attendance or lack of participation in Board meetings (e.g. absence for 3+ months).

- Conflict of interest not properly disclosed or managed.
- Persistent failure to promote a culture of community involvement in line with the programme's guiding principles.

Removal of one Co-Chair

10.4 In the event that only one of the Co-Chairs is failing to undertake their duties, a decision will be made between the Local Authority, MP and MHCLG in consultation with the Neighbourhood Board on the best way forward.

10.5 Options include, but are not limited to;

- The remaining Co-Chair is invited to Chair the Neighbourhood Board as the sole Chairperson
- A recruitment/nomination exercise take place to find a new Chairperson/Co-Chair

10.6 If necessary, an interim Chairperson will be appointed by the Local Authority in consultation with the Neighbourhood Board. Preferably the interim Chair will be an existing member of the Board. It may not be an elected official.

10.7 Decisions will need to be ratified by the Neighbourhood Board and approved by MHCLG.

Removal of both Co-Chairs

10.8 In the event that both Co-Chairs are failing to undertake their duties, a new recruitment/nomination exercise will take place. This will be led by the Local Authority and design in collaboration with the Neighbourhood Board and MHCLG.

10.9 If necessary, an interim Chairperson will be appointed by the Local Authority in consultation with the Neighbourhood Board. Preferably the interim Chair will be an existing member of the Board. It may not be an elected official.

10.10 Decisions will need to be ratified by the Neighbourhood Board and approved by MHCLG.

11 Reappointment of Co-Chairs

11.1 The Co-Chairs will be in place for an initial term, ending on 31st October 2027.

11.2 The reappointment of the Co-Chairs at this point will be a matter for the Neighbourhood Board, however a decision should be made in consultation with the Local Authority and will need to be approved by MHCLG.

Signatures:

Co-Chairs

I declare that I have read, fully understand and happy to comply with the provision set out in the Memorandum of Understanding above

Signature

Name of Co-Chair			
Signature		**Date**	

Name of Co-Chair			
Signature		**Date**	

Local Authority

I declare that on behalf of the Local Auhtotirty I have read, fully understood and happy to comply with the provision set out in the Memorandum of Understanding above

Name			
Role			
Dept.			
Signature		**Date**	