

Twerton & Whiteway Pride in Place Roles and Responsibilities

Duties of the Neighbourhood Board

The Neighbourhood Board is the decision making body for the Pride in Place programme. Members are collectively expected to:

- Work collaboratively to provide the programme with strategic direction informed by and on behalf of the community
- Work collaboratively to resolve issues and make key decisions informed by and on behalf of the community
- Work collaboratively with, listen to and engage members of the community, local organisations and statutory stakeholders to develop and deliver the Pride in Place Plan
- Work collaboratively with members of the community, local organisations and statutory stakeholders to develop and deliver a community engagement plan and ensure diverse voices are heard
- Work collaboratively with members of the community, local organisations and statutory stakeholders to identify and manage risks
- Be champions of the local community and uphold the community-led spirit of the programme
- Uphold decisions taken by the Neighbourhood Board in all related and relevant discussions

Members are individually expected to ...

- Declare that they are a fit and proper person
- Comply with the Terms of Reference and Code of Conduct at all times during PIP related activities. These document can be found on the [project website](#). Hard copies can be requested.
- Attend and positively participate in Neighbourhood Board meetings
- Attend and positively participate in community engagement events, when possible
- Be aware of their interest, declaring them and recusing themselves if necessary (for example, to not vote on a matter relating to an organisation they are part of)
- Not publicly criticise the other members of the Board, the Chairperson, Deputy Chairperson, Ward Councillors, the MP or B&NES officers. The programme is a partnership.

Duties of the Chairperson

In addition to the duties listed on the previous page the Chairperson will

- Lead and convene Neighbourhood Boards meetings, initially at least every 6 weeks. Meetings should be coordinated with the Secretariat
- Lead on setting the Board agendas and ensure minutes are issued by the Secretariat in line with guidance issued by central government
- Engage with other regional Pride in Place programmes and participate in networking events
- Act as the public face of the Neighbourhood Board working within parameters, steer and decisions agreed at the Board
- Identify training opportunities for themselves and Board members
- Engage with the Council via the Bath Place Team, on a regular basis to ensure the smooth running of the programme
- Empower members of the Board and the community to co-design the programme.

Duties of the Deputy Chairperson

The Deputy Chairperson will support the Chairperson in wider community engagement and will deputise for the Chairperson in their absence or where appropriate, assuming all duties listed above, as delegated by the Chairperson.

The Chairperson and Deputy Chairperson will have regular communication to ensure their activities are coordinated.

Footnotes

- *The Deputy Chairperson will be selected from the Neighbourhood Board, by the Board members, in the first instance. We suggest that this is remunerated as 1 day a month at £30 an hour.*
- *Day to day project management and administration of the programme sits with the Council (Bath Place Team) until the new social enterprise is formed, or a local organisation is identified to take on the secretariat function of the programme.*
- *Responsibility for programme risks and reputation of the programme are shared by the Board members, and local authority, until the independent social enterprise is established. Financial and legal risks are held by the Accountable Body ie. the Local Authority.*