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

Twerton and Whiteway Neighbourhood Board

Terms of Reference

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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 a Co-Chair, the Board will act as the decision making body for the programme.

1.4 The Terms of Reference (this document) sets out

- the aims and objectives of the Board
- the duties and responsibilities of Board members
- how meetings will be held and decisions will be made
- how the Board will work in collaboration and partnership with other parties
- communication, financial, legal and data protection processes
- how feedback, disputes and complaints will be handled

2. The Neighbourhood Board

2.1 The Twerton and Whiteway Neighbourhood Board is the decision making body for the Pride in Place programme. It is led by independent Co-Chairs.

2.2 Members of the Neighbourhood Board will support the Co-Chairs to provide strategic oversight of the programme.

2.3 The Neighbourhood Board must work with the wider community to develop and deliver a Pride in Place Plan. The Plan will set out a vision for Twerton and Whiteway as well as a framework for projects that will help to improve the physical and social infrastructure of the local community.

2.4 The aspiration is for the Board to move towards a social enterprise model over the course of the programme, however at the start of the process the Board is an unincorporated organisation.

Membership

2.5 The membership of the Neighbourhood Board is expected to change over the course of the programme, however it must

- have at least eight members, to ensure a broad range of voices and perspectives.
- have a majority (at least 51%) of members living or working within the boundaries of the neighbourhood, ensuring that the Board is resident-led.
- broadly reflect the range and diversity of people who live in the area, for example, in relation to age, ethnicity, gender, faith, disability or income levels.

Length of membership

2.6 The Co-Chairs have been invited, by the Local Authority, to lead the Board for an initial 18 month term, until October 2027.

2.7 Inaugural members (i.e. those members who have formed the Board) have been asked to join for an initial 12 month term from the 3rd July 2026.

2.8 Both the MP and at least one Ward Councillor are required to sit on the Neighbourhood Board. The length of their membership will be informed by the timings and outcomes of local and general elections.

2.9 In the event that their position is being contested during a local or general election, individuals holding these positions will stand down from the Board before the pre-election period starts. The pre-election period is typically defined as the 6 weeks before an election.

2.10 Any member of the Board standing for election, in either a local or general election, and who is not already an elected official will also stand down from the Board before the pre-election period starts.

Duties of Board members

2.11 Members are expected to

- Be champions of the local community
- Uphold the community-led spirit of the programme
- Uphold decisions taken by the Neighbourhood Board in all related and relevant discussions
- Attend and positively participate in Neighbourhood Board meetings
- Work collaboratively with other Board members to resolve issues and make decisions
- Work collaboratively with members of the community, local organisations and statutory stakeholders to develop the Pride in Place Plan
- Work collaboratively with members of the community, local organisations and statutory stakeholders to deliver the Pride in Place programme

- Declare that they are a fit and proper person
- Comply with the Term of Reference and Code of Conduct at all times
- Not publicly criticise the other members of the Board, the Co-Chairs, Ward Councillors, the MP or B&NES officers.

Fit and proper persons

2.12 A ‘fit and proper person" (FPP) assessment is used to ensure that individuals in positions of significant responsibility are honest, competent, financially sound, and do not pose a risk to organisations, vulnerable people, or public funds

2.13 Each Board member (including elected officials) is required to fill in a FPP form.

Code of Conduct

2.14 The Code of Conduct sets out the values and behaviours that Board members are expected to uphold.

2.15 It is underpinned by the seven Nolan Principles; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

2.16 Each Board member (including elected officials) is required to sign a statement to confirm that they have read, understood and are happy to comply with the provisions set out in the Code.

Register of interests

2.17 As vested members of the community, it is reasonable that members of the Board will have interests that may directly and indirectly benefit from the programme. In order to join the Board, members will be asked to fill in a form to register any financial and non-financial interests that they or their spouse/partner hold that may result in actual, perceived or potential conflicts of interest.

2.18 This form will be held by the Local Authority (per national guidance).

2.19 The existence of an actual, perceived or potential conflict of interest does not necessarily imply wrongdoing on anyone’s part, but interests must be declared and members should remove themselves from relevant discussions and decisions.

Resignation of Board members

2.20 Board members are expected to serve an initial term of 12 months, however should a member wish to resign, written confirmation must be submitted to the Co-Chairs and Secretariat.

Reappointment of Board members

2.21 The reappointment of the Board members (other than elected officials) is a matter for the Co-Chairs, however a decision should be made in consultation with the Local Authority.

2.22 The reappointment of any Ward Councillor, should they be re-elected following a local election, should be made by the Board in agreement with the Local Authority and the MP.

2.23 Should the MP be re-elected during a general election they will be automatically reappointed to the Board.

2.24 All reappointments will need to be shared with MHCLG and made public on the project website.

Removal of Board members

2.25 The Co-Chairs, in consultation with the Local Authority, and if necessary to MHCLG, have the power to remove Board members.

2.26 Decisions will be made on a case by case basis and will need to be evidenced. Grounds for removal include:

- Failure to undertake the duties set out in 2.11
- 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.

Recruitment of new members

2.27 If the number of people living or working in Twerton and Whiteway drops below 51% of members, an open recruitment process for new members will be undertaken by the Board, led by the Co-Chairs and in consultation with the Local Authority.

2.28 Experts or additional Board members may be co-opted onto the Board with the agreement of members and in consultation with the Local Authority, as long as the number of people living or working in the area remains at or above 51%.

3 Meetings

Overview

3.1 Neighbourhood Board meetings will be convened and led by the Co-Chairs. They will take place at least every six weeks.

3.2 The administration of the Board will be undertaken by the Secretariat.

Attendance

3.3 The dates, timing and locations of meetings will be agreed in advance. It is expected that members make every attempt to attend.

3.4 Where members are unable to attend meetings they should inform the Secretariat no later than 24 hours before the meeting is expected to take place.

3.5 Sustained poor attendance may result in members being asked to leave the Board.

Administration

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

3.7 Change to the Terms of Reference and Code of Conduct will be put before the Board for review.

3.8 The Secretariat will ensure that these documents are published on the project website and kept up to date.

3.9 The Secretariat will ensure that

- Agendas will be published 5 working days prior to the meeting
- Draft minutes of meetings will be published 10 working days after meetings have taken place
- Final minutes will be published 5 working days after they have been approved by the Board

3.10 By default the Local Authority is the Secretariat to the Board. Where a community group/organisation is identified by the Board to act as Secretariat, their suitability needs to be approved by the Local Authority in its capacity as Accountable Body.

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

Quorum

3.12 A quorum is the minimum number of members required to be present at a meeting in order for an organisation to officially conduct business or make binding votes.

3.13 A meeting will only be considered quorate if over 50% of members that are eligible to vote are in attendance.

3.14 In the event that less than 50% of voting members are in attendance, the meeting will be considered inquorate, meaning no official decisions can be passed.

3.15 Whether a meeting is quorate or inquorate will be reflected in the minutes and published on the project website.

Voting

3.16 Where agreement has not been reached through discussion, decisions will be made by a simple majority of those present and entitled to vote. All Board members have an equal right to vote, except on matters in which members declare an interest.

3.17 Votes will be recorded as part of the minutes of the meeting and published on the project website alongside any actions taken in response.

Declaration of interests

3.18 During Board meetings, members are responsible for declaring their interests before decisions are taken. These will be recorded in the minutes alongside any actions taken in response.

3.19 Members will also need to declare, during Board meetings, any financial and non-financial interests that their close relatives hold that may result in actual, perceived or potential conflicts of interest.

3.20 For the purpose of the Pride in Place programme, as set out in the Localism Act 2011, a close relative is considered to be

- spouse or civil partner
- someone you are living with in a manner that is comparable to people in a marriage or civil partnership
- your parents and grandparents
- your siblings
- your children or grandchildren
- your aunts, uncles and cousins (descended from your grandparents)

3.21 On declaring an interest, members should remove themselves from relevant discussions and decisions.

Proxy

3.22 Board members, except for elected officials, are unable to nominate a proxy to attend meetings on their behalf unless there are exceptional circumstances including

- Parental leave (new parents or complications related to childbirth)
- Bereavement (of an immediate family member)
- Serious injury or long-term illness

3.23 Proxy votes can apply for a maximum of 3 months before they are reviewed by the Co-Chairs. Extensions may be given at the Co-Chairs discretion.

3.24 Elected officials may nominate a proxy to attend meetings on their behalf at any time, however this is strongly discouraged.

3.25 Board members who wish to nominate a proxy must fill in a nomination form. These are held by Secretariat.

3.26 Nominated proxies must complete a fit and proper person (FPP) form and adhere to the Terms of Reference and Code of Conduct.

Other attendees (non-voting)

3.27 The Secretariat will attend all meetings

3.28 Other individuals may attend meetings as and when necessary to support the Neighbourhood Board or inform discussions. These individuals will not vote.

- Members of the Bath Place Team
- Other invited guests

4 Working in Partnership

4.1 Partnership working is integral to the successful delivery of the Pride in Place programme. The Board will need to work collaboratively with various organisations and the local community throughout the programme and beyond.

4.2 The Local Authority will support the Co-Chairs and Neighbourhood Board to develop and deliver the Pride in Place Plan. It is expected that Council officers in all departments and at every level will act in the best interests of the programme, the Board and the local community.

4.3 The Local Authority is required to act as the Accountable Body at the start of the programme and report to MHCLG. 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

4.4 As set out in 3.10, the Secretariat role also defaults to the Local Authority at the start of the programme. 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.

4.5 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

- project management controls, 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 to 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.

Local organisations

4.6 Local organisations will be invited to join a sub group that will report into the Board to support them to develop and deliver the Pride in Place Plan.

4.7 Other groups may emerge out of the programme as the vision and priorities are determined.

4.8 The evolving governance structure will be made available on the project website and updated as and when needed.

Local residents

4.9 Local residents will be invited to join a sub group that will report into the Board to support them to develop and deliver the Pride in Place Plan.

4.10 Other groups may emerge out of the programme as the vision and priorities are determined.

4.11 The evolving governance structure will be made available on the project website and updated as and when needed.

Statutory stakeholders

4.12 The Board's engagement with statutory stakeholders will be determined, in consultation with the Local Authority, on a case by case basis.

4.13 Statutory stakeholders are organisations that must be legally consulted during specific processes. The Local Authority and other bodies can advise the Board on who the statutory stakeholders are and when best to engage them.

5 Communications

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

5.2 As outlined in the Code of Conduct, members of the Neighbourhood Board will not publicly criticise the programme, other members of the Neighbourhood Board (including elected officials), any working groups associated with the programme or any Council officer supporting the programme.

5.3 As directed by the CEO of the Council, Council officers will not publicly criticise the programme, or members of the Neighbourhood Board and its associated working groups.

5.4 As directed by the Leader of the Council, Councillors will not publicly criticise the programme, or members of the Neighbourhood Board and its associated working groups.

6 Finances and legal

Expenses

6.1 Members will be able to claim reasonable expenses in order to allow them to attend meetings (such as childcare, leave from work or access requirements).

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

Procurement

6.3 As an unincorporated body, the Neighbourhood Board is not a legal entity. At this stage the Board is unable to enter into contracts without individual members assuming personal liability.

6.4 Procurement will therefore follow the Local Authority processes, until a social enterprise has been established and relevant agreements are in place.

6.5 The Neighbourhood Board will be responsible for instructing the preparation of tenders, scoring responses and making appointments and/or awarding small grants.

6.6 More details can be found in the Procurement and Payments policy.

7 Data Protection

7.1 As an unincorporated body, the Neighbourhood Board is not a legal entity. At this stage the Board is unable to act as a data controller without individual members assuming personal accountability.

7.2 The collection and management of personal data will therefore follow the Local Authority's processes, until a social enterprise has been established and relevant agreements are in place.

8 Confidentiality

8.1 The Neighbourhood Board may be provided with information which it ought to consider as confidential and/or exempt from disclosure for example, reports containing personal or commercially sensitive information.

8.2 Where a matter is considered confidential or exempt from disclosure this will be made clear to the Board before any discussions are started.

8.3 As set out in the Code of Conduct, Board members will not disclose any confidential/exempt information to any other person without the prior written consent of the Co-Chairs and where necessary the Local Authority.

9 Feedback, disputes and complaints

9.1 Feedback, disputes and complaints will follow the processes set out in the Code of Conduct. As set out in the Code, the Local Authority operates a zero-tolerance policy against

- the use of language that may or has the potential to cause offence
- harassment, bullying, threats, intimidation or any behaviour that may reasonably be perceived as such
- discrimination, or any behaviour that may reasonably be perceived as such, in line with the Equality Act
- any physical attack.

9.2 Members of the Neighbourhood Board are expected to uphold and act in accordance with the Local Authority’s zero-tolerance policy.

10 Declaration

a) I declare that I have read and fully understood the Terms of Reference as set out above

b) I declare that I have read and fully understood the Code of Conduct (issued separately)

c) I declare that I have fully understood and completed a Register of Interest form (issued separately)

d) I declare that I have fully understood and completed a Fit and Proper Person form (issued separately)

e) I declare that I am happy to comply with the provisions set out in the Terms of Reference (this document) and the Code of Conduct

Name of Board member			
Signature		**Date**	

Until such time as the Neighbourhood Board is a separate legal entity, Bath & North East Somerset Council will hold this data, in accordance with its data protection policy https://www.bathnes.gov.uk/our-approach-data-protection