

## **Neighbourhood and Community Board – Terms of Reference**

The Neighbourhood and Community Board is a working Board of the Area Committee for the delivery of the Area Committee Area Plan.

### **Membership and Role**

#### **Chair**

- The Chair of the Neighbourhood and Community Board is also the Vice-Chair of the Area Committee. Should the Vice-Chair be unable to chair the Board, the Board will be chaired by the Area Committee Chair.
- The content and order of items on the agenda and the amount of time allocated to each item will be set in consultation with the Board Chair, who will ensure that the activities of the Board are contributing to the delivery of Area Committee priorities / Area Committee Area Plan.
- The Chair will progress matters and make recommendations to the Area Committee where necessary together with regular progress reports on the work of the Neighbourhood and Community Board.
- The Chair will highlight issues and opportunities to the Neighbourhood Community Board, Area Committee and relevant Portfolio Holder.

#### **Elected Members**

- Attendance of the Neighbourhood and Community Board is open to all Ward Members
- Members will adopt a fair and equitable overview of the Area and ensure that Neighbourhood and Community Board activity is based upon evidence of need and opportunity.

#### **Support Officers**

**Relevant Council Officers** - will attend the Board as the link between their service and the business of the Board, as and when required.

**Designated Partnership and Community Resilience Manager** – supports the Chair of the Neighbourhood and Community Board in delivering priorities; ensuring links are made to the Area VCS Network and wider partners where relevant.

**Governance Officers** - will provide governance advice and administrative support for all meetings of the Board, which will include arranging meeting times /venues and action points.

#### **Frequency**

Neighbourhood and Community Board meetings will be held in July, November, February and April and dates included in council diary. If required, the Board may convene a further meeting(s) should there be a business need to do so and essential to ensuring delivery of the Area Committee Area Plan.

## **Reporting Arrangements**

The Neighbourhood and Community Board will report four times per year to the Area Committee (meetings are held in June, September, December and March) through both oral and written reports presented by the Chair of the Neighbourhood and Community Board, assisted by the designated Partnership and Community Resilience Manager.

## **Remit of the Neighbourhood and Community Board**

The remit of the Neighbourhood and Community Board is to:

- Respond to all priorities in the Area Committee Area Plan as agreed by the Area Committee
- Agree to the development / implementation of plans for each priority and make recommendations to the Area Committee based on information and research.
- Ensure that the use of Area Committee resources reflect the priorities of the Area Committee and support the delivery of the City Plan at a local level and as detailed in the Area Committee Area Plan as agreed by the Area Committee
- Work with partner agencies, particularly the VCS, to ensure the delivery of the City Plan at a local level and as detailed in the Area Committee Area Plan as agreed by the Area Committee
- Receive monitoring information in relation to expenditure from agreed funds e.g. Community Chest and Neighbourhood Fund
- Recommend applications for funding from the Council's Neighbourhood Fund to the Area Committee for approval.

The Board has no formal decision-making authority on operational matters or budget expenditure but acts as an informal discussion forum making recommendations to the Area Committee. Where necessary, a majority vote will be required to carry forward any recommendation(s) to the Area Committee.