Item 3 Annex 4

People Board – Terms of Reference

The People Board is a working Board of the Area Committee for the design, delivery and review of services designated to deliver at an area level.

Membership and Role

Chair

- The Chair of the People Board is agreed at the Annual Council meeting.
- The content and order of items on the agenda and the amount of time allocated to each one will be set in consultation with the People Board Chair, who will ensure that the activities of the Board are contributing to the delivery of Area priorities.
- The Chair will progress matters and make recommendations to the Area Committee where necessary together with regular progress reports on the work of the People Board.
- The Chair will highlight issues and opportunities to the People Board, Area Committee and relevant Portfolio Holder.

Elected Members

- Core Membership of the People Board will be nominated and agreed at the first Area Committee meeting of the municipal year and will consist of representation of one Member per ward area.
- Attendance of the Board is open to all Ward Members; however, Core Membership may be changed throughout the municipal year in consultation with the Chair of the Area Committee and the subsequent approval of the Area Committee.
- As the Member representative for their Ward; Core Members will consult ward colleagues on issues and items discussed at the People Board then feedback appropriately.
- Members will adopt a fair and equitable overview of the Area and ensure that People 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 Area Co-ordinator** – is the Lead Council Officer for cross-directorate support provided to the Board, and also supports the Chair and Board in determining and delivering Area Priorities in line with the Corporate Outcome Framework and Community Strategy.

- **Designated Area Community Officer** – supports the Area Co-ordinator and Chair of the People Board in delivering People board priorities; ensuring links are made to the Area VCS Network where relevant.

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

Frequency

People Board meetings will be held every 4-5 weeks excluding months when Area Committees are held.

Reporting Arrangements

The People Board will report quarterly to the Area Committee through both oral and written reports presented by the Chair of the People Board, assisted by the designated Area Co-ordinator and Area Community Officer.

Remit of the People Board

The remit of the People Board is to:

- Respond to all People priorities in the Local Area Plan as agreed by the Area Committee
- Agree to the development / implementation plans for each priority and make recommendations to the Area Committee based on information and research.
- Improve the identification of services that could benefit the area by being more responsive to local issues and priorities.
- Ensure that the delivery of devolved Council services and the use of its resources reflect the priorities of the Area Committee and supports the delivery of the Corporate Outcome Framework at a local level.
- Make recommendations on any plans and proposals for potential service delivery to the Area Committee.
- Ensure that devolved Council services, partner agencies and the local community work together to implement the Council's policies and to respond to local issues more effectively.
- Work with partner agencies to promote the aims, principles and actions relating to a specific priority.
- Receive monitoring information in relation to expenditure from agreed funds e.g. Community Chest and Strategic Initiatives Budget.
- Recommend applications for funding from the Council's Strategic Initiative Budget 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 of Core Membership will be required to carry forward any recommendation(s) to the Area Committee.

June 2015