

### **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 Neighbourhood Investment Plan – Delivery 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 and Neighbourhood Delivery 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 Area Co-ordinator** – is the Lead Council Officer for cross-directorate support provided to the Board, and ensures the Chair and Board delivers the Area Neighbourhood Delivery Plan priorities

**Designated Area Community Development Lead**– supports the Area Co-ordinator and 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 / and venues and action points, loading reports on to Sharepoint.

**Frequency**

Neighbourhood and Community Board meetings will be held every 6 weeks excluding months when Area Committees are held. If required, the Board may convene further meetings throughout the municipal year to ensure delivery of the Area Neighbourhood Investment Plan.

**Reporting Arrangements**

The Neighbourhood and Community Board will report four times per year to the Area Committee (July, September, December and March) through both oral and written reports presented by the Chair of the Neighbourhood and Community Board, assisted by the designated Area Co-ordinator and/or Area Community Development Lead.

**Remit of the Neighbourhood and Community Board**

The remit of the Neighbourhood and Community Board is to:

- Respond to all priorities in the Area Neighbourhood Investment Plan Delivery Plan, as agreed by the Area Committee
- Agree to the development and implementation of 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 support the delivery of the City Plan 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 neighbourhood 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 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.