

Pride in Place Neighbourhood Board

Terms of Reference

Contents

1. Purpose	2
2. Objectives	2
3. Geographic Scope	2
4. Scope of Responsibilities	2
5. Board Membership	3
6. Chair and Vice-Chair	5
7. Steering groups & Working Groups.....	6
8. Secretariat	6
9. Decision Making.....	6
10. Conflicts of Interest	7
11. Equality, Diversity and Inclusion	7
12. Accountable Body Responsibilities	7
13. Review and Amendments.....	8
Appendix 1	9

Version Control

Version	Date	Author	Description of Changes	Approval Date	Status
V1	15/07/26	SOTCC	Initial draft created	08/09/26	Draft
V2	08/09/26	SOTCC	Amendments to Terms of Reference in line with Neighbourhood Board feedback	24/09/26	Published

1. Purpose

The Meir North Pride in Place Neighbourhood Board (“the Board”) is established to provide strategic leadership, oversight and delivery of the Pride in Place programme in Meir North. The Board will set a 10-year vision and an initial 4-year investment plan, prioritising the investment on local needs and aspirations of residents.

These terms of reference will set out the purpose, governance and operational arrangements of the Board.

2. Objectives

The Board will:

- Develop and approve the Meir North Pride in Place Plan, ensuring it reflects community-identified priorities and aligns with local and national guidance.
- Identify local priorities through resident engagement and encourage community participation and co-production through clear, visible leadership.
- Oversee and support the implementation and delivery of funded interventions in partnership with Stoke-on-Trent City Council (as the Accountable Body) and community organisations, and local residents.
- Promote transparency and compliance, including adherence to the Nolan Principles, the Equality Act 2010, subsidy control, public procurement law, and Managing Public Money.
- Promote partnership working across sectors including voluntary and statutory bodies, fostering local ownership and shared responsibility for outcomes.
- Champion local pride, community leadership and local ownership and strengthen the physical and social infrastructure to improve community wellbeing.
- Provide strategic leadership so the programme delivers on time, on budget, and with demonstrable benefits for the community.

3. Geographic Scope

The Board’s remit will cover the government-approved Meir North Boundary as confirmed through MHCLG boundary approval processes.

4. Scope of Responsibilities

The Board has several responsibilities including:

4.1 Strategic Responsibilities

- Champion the programme locally and nationally.
- Set neighbourhood priorities using community engagement.
- Review performance and outcomes.
- Identify opportunities for additional funding and investment.

- Promote an inclusive approach that considers and responds to the needs and aspirations of all demographic groups within the community.

4.2 Governance Responsibilities

- Ensure the Programme complies with:
 - Pride in Place rules and funding conditions
 - Managing Public Money requirements
 - Subsidy control, procurement law, equality duties
- Manage risks and issues, performance monitoring and providing assurance.
- Hold delivery partners accountable for the timely and effective implementation of agreed projects and activities.
- Ensure equality, diversity and inclusion considerations are embedded in decision-making.
- Encourage shared accountability and community ownership by ensuring governance arrangements support meaningful resident involvement in decision-making and delivery.

4.3 Scrutiny and Oversight Responsibilities

- Ensure robust monitoring of progress against key milestones, outcomes and benefits.
- Review implementation plans and delivery schedules to ensure projects remain on track and aligned with agreed priorities.
- Work alongside the Accountable Body (Stoke-on-Trent City Council) to monitor budget and expenditure.

4.4 Community Responsibilities

- Champion and centre resident involvement.
- Act as a conduit between the community and partner organisations.
- Involve businesses, voluntary groups, faith organisations and community organisations in shaping priorities and delivery.
- Encourage participation from underrepresented groups to reflect the local population.
- Promote engagement across all demographic groups, ensuring that diverse voices and lived experiences are represented in planning, decision-making and delivery.
- Support residents, community groups and local organisations to develop the skills, knowledge and confidence required to take an active role in delivering and sustaining local projects.

5. Board Membership

The National Pride in Place guidance requires every Board to include:

- An Independent Chair
- The Local MP
- At least one Ward Councillor
- Residents, community groups, grassroots activists, businesses, faith and voluntary sector leaders, workplace representatives
- A majority (minimum 51%) of members must live or work in the neighbourhood.

5.1 Board Size

- Minimum: 8 voting members (based on public Pride in Place Board specifications)
- Maximum: No nationally mandated limit

5.2 Board Members Expectations

Members are expected to:

- Act in the best interests of Meir North
- Demonstrate local knowledge and community insight
- Attend meetings regularly
- Declare conflicts of interest
- Promote partnership working and collaborative decision-making
- Be committed to equality diversity and inclusion

5.3 Term

Board members are appointed for a four-year term, renewable once.

5.4 Voting

All members have one vote with the Chair holding the casting vote in cases where a consensus cannot be reached. Advisors may attend but do not have a vote. Board Members who have declared a conflict of interest in the subject will be required to leave the meeting during voting.

5.5 Meeting Frequency

Meetings will be held at least quarterly with additional meetings during plan development or key delivery phases. Meetings will be held in person or remotely with reasonable adjustments made as required for Board Members.

5.6 Attendance

Board members will be expected to attend at least 70% of the meetings. Persistent non-attendance will result in membership review.

5.7 Code of Conduct (Nolan Principles)

All members must uphold the Seven Principles of Public Life, as required within Pride in Place government guidelines ([The Seven Principles of Public Life - GOV.UK](#)):

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Members must operate in line with:

- The Board's Code of Conduct
- Local Authority policies on complaints, whistleblowing, GDPR, equality and finance

5.8 Conflict Resolution, Complaints and Escalation Procedure

The board will maintain an inclusive atmosphere supportive of all members. Where a conflict arises, the matter should first be brought to the Chair who will facilitate a resolution. In cases where the matter cannot be resolved this way, the conflict should be referred to both the **Accountable Body (Stoke-on-Trent City Council)** and the relevant **Elected Member** for consideration and to undergo the following process.

- The Accountable Body and Elected Member will work together to review the matter, facilitate mediation where appropriate, and seek a fair and proportionate resolution in accordance with the Board's Terms of Reference, funding requirements, and relevant policies.
- The Accountable Body and Elected Member may make recommendations to the Board, identify corrective actions, or provide guidance to support resolution and the continued effective operation of the Board.
- The outcome of the complaint and any agreed actions will be communicated to the relevant parties and, where appropriate, monitored by the Board to ensure implementation.

6. Chair and Vice-Chair

6.1 Chair

The Chair will:

- Be appointed through an open, fair and transparent recruitment process.

- Provide strong, independent leadership to the Board ensuring all viewpoints are heard.
- Represent the Board at relevant forums and build relationships with key stakeholders.
- Work with the Secretariat to set meeting agendas and facilitate Board meetings.
- Ensure the Board remains transparent through governance arrangements and clear communication of decision making.

6.2 Vice-Chair

Vice-Chair nominations will be undertaken through self-nomination followed by an anonymous vote by the Board.

If a vice-chair is appointed, the appointee will:

- Support the Chair in fulfilling their responsibilities.
- Deputise when the Chair is unavailable, including chairing meetings.
- Support the governance of the Board.

7. Steering groups & Working Groups

The Board may establish subgroups for specific areas of work. Remits, membership, and reporting arrangements will be agreed by the Board. Each working group created will be assigned a Board member as their contact. The Working groups can then create proposals attached to work plans which would then be presented to the Board for review and approval.

8. Secretariat

The Board will appoint a body or individual to provide Secretariat Support. The agreed Secretariat function will:

- Provide secretariat support.
- Publish agendas and reports five clear working days at minimum before meetings.
- Publish minutes within ten working days.
- Maintain the public record of decisions and interests.

9. Decision Making

The Board will seek to make decisions by consensus wherever possible. Where a vote is required, decisions will be made by a simple majority. The Chair (or the vice-chair if deputised) will have a casting vote in the event of a tie. All decisions must be clearly recorded and published on the Neighbourhood Board's webpage.

9.1 Quorum

A meeting will be quorate when at least 70% of core membership is present, including either the Chair or Vice-Chair.

10. Conflicts of Interest

Members must:

- Declare any actual, potential or perceived conflicts of interest.
- Withdraw from relevant discussions and decisions where appropriate.
- Ensure transparency and accountability in all proceedings.

Interests apply to:

- Employment, contracts, land, licences, corporate tenancies, securities.
- Memberships of community, charitable, or policy influencing bodies.

A register of interests will be maintained by the Awarding Body and made publicly available.

11. Equality, Diversity and Inclusion

The Board is committed to:

- Ensuring fair and equal participation.
- Removing barriers to involvement.
- Reflecting the diversity of the neighbourhood in its membership and activities.
- Complying with Equality Act responsibilities.

12. Accountable Body Responsibilities

Stoke-on-Trent City Council will act as the **Accountable Body**, responsible for:

- Ensuring lawful, compliant management of public funds and adherence to relevant regulations.
- Providing administrative, financial, and governance support (including procurement and contracting as required) unless alternative arrangements are formally approved.
- Entering into funding agreements and contracts and taking on any financial or legal liability.
- Supporting development and delivery of the Meir North Pride in Place Plan
- Monitoring the progress and submitting reports to government in line with deadlines.
- Identifying and mitigating financial and operational risks throughout the programme.

- Retaining ultimate accountability for public money unless alternative arrangements are formally approved.

13. Review and Amendments

These Terms of Reference may be amended by a majority vote of the Board with at least **14** days' notice of proposed changes. Amendments will be reviewed annually or sooner if required by the programme approved through the appropriate governance process.

Appendix 1

The Nolan Principles of Public Life

All Board members must uphold and role-model the legally recognised Seven Principles of Public Life, which underpin all Pride in Place governance:

1. **Selflessness** - Holders of public office should act solely in terms of the public interest.
2. **Integrity** – Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity** - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. **Accountability** - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness** - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. **Honesty** - Holders of public office should be truthful.
7. **Leadership** - Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

These principles guide how public funds must be managed, how decisions are made, and how the Neighbourhood Board operates collectively.