



Clayton Vale

Pride in Place Neighbourhood Board

(Draft) Terms of Reference

1. Purpose of the Document

1.1 This document explains how the Neighbourhood Board (“the Board”) works and how it makes decisions for the Clayton Vale Pride in Place Programme.

1.2 It sets out:

- the role of the Board
- who is involved
- how decisions are made

1.3 This document is based on national guidance for the Pride in Place Programme and learning from previous neighbourhood programmes in Manchester.

2. Context

2.1 The Pride in Place Programme is a hyper-local programme delivering funding over the next 10 years into areas identified as ‘doubly disadvantaged’ by both the highest levels of deprivation and weakest social infrastructure. This funding will be used to support local priorities and long-term improvements.

2.2 As well as focusing on areas identified as having the greatest need in terms of deprivation and social infrastructure, a core principle of the Pride in Place Programme is community power. This means that residents and local stakeholders, through the Neighbourhood Board, are the primary decision-makers about priorities, investment and the future of their area. The programme is designed so that decisions are made by the community, for the community.

2.3 In Manchester, five areas have been selected for the programme, including Clayton Vale, with each receiving up to £19.6m over the next 10-years (2026-2037).

3. Roles and Responsibilities

This section explains what each person or group does as part of the Neighbourhood Board.

3.1 The Chair will:

- lead the Board
- run meetings in a fair, inclusive and constructive way;
- ensure the views of residents and Board members are heard and respected;
- agree agendas, set priorities and identify key topics for discussion;

- act as a key point of contact between the Neighbourhood Board and the Accountable Body and the funders, MHCLG;
- act as a representative for the Neighbourhood Board at meetings and events as appropriate.

3.2 The Board will work together to:

- agree priorities for the neighbourhood;
- help decide the long-term vision for the area through the development of a 10-year PiP Regeneration Plan;
- agree how the PiP funding should be used and set out in a series of Investment Plans (4+3+3 years);
- listen to, represent and act on the views of residents and local organisations;
- make sure decisions are fair, open and inclusive;
- act as advocates for the Pride in Place Programme within the neighbourhood.
- review progress against the agreed Regeneration Plan and Investment Plan, and make changes where needed;
- provide constructive challenge and ask questions to ensure the programme is delivering effectively

3.3 Board members are expected to:

- represent the interests of the community
- act in a fair and respectful way
- prepare for meetings, including reviewing documents in advance
- attend meetings and take part in discussions
- provide constructive challenge to support good decision-making
- avoid acting in a way that is self-promoting or conflicts with the aims of the programme
- and, follow the standards set out in the Code of Conduct

3.4 Member of Parliament and Ward Councillor representatives will be members of the Neighbourhood Board in their role as elected representatives of the residents.

Elected representatives will:

- bring knowledge of local challenges and priorities
- provide local, regional and national policy insight
- act as champions for the neighbourhood
- support discussion and challenge within the Board
- help link the programme to other opportunities

4. Membership

4.1 The Independent Chair will lead the initial establishment of the Neighbourhood Board, working closely with the MP and Ward Councillors and supported by the Accountable Body, to ensure it reflects the community.

4.2 The Board will require a minimum of eight members, and will include a mix of:

- Residents
- Local organisations including community groups, faith groups, local charities, tenancy groups, youth groups, social clubs, voluntary and third sector organisations
- Local businesses and social enterprises, including members of local Chambers of Commerce and Business Improvement Districts, key local employers or investors, registered social housing providers.
- Public agencies and anchor institutions including local schools and colleges, NHS Trusts and Health providers, police forces.
- Cultural, arts, heritage and sporting organisations including local sports clubs, local heritage groups, local museums.
- Politically elected representatives

4.3 The majority (at least 51%) of members should live or work in the Clayton Vale boundary area of the neighbourhood, ensuring that the Board is resident-led.

4.4 The standard term length for the Chair will normally be 4 years, subject to an annual review.

4.5 The standard term length for Board members will normally be 3 years, subject to an annual review.

4.6 The Chair and Board members may be eligible for a single extension of up to 3 additional years.

4.7 The decision to extend a term will be agreed by the Chair, in consultation with the Board and the Accountable Body.

4.8 The Board will review its membership annually to make sure it remains inclusive, representative and effective.

5. Meetings and Attendance

5.1 The Board will meet regularly in the local area to support the programme.

5.2 During the early stages, meetings may be more frequent to maintain momentum or respond to emerging opportunities. Over time, meetings are expected to take place around every two months.

5.3 Meetings may include a mix of formal decision-making and more informal discussion or workshop-style sessions, depending on the needs of the programme.

5.4 Board members are expected to attend meetings and take part in discussions.

5.5 The Board may invite people with relevant experience or expertise to join meetings or specific discussions where this would be helpful.

5.6 Training and development opportunities may also be provided to help Board members take part confidently throughout the programme.

5.7 Meetings will be organised in a way that supports inclusive and accessible participation.

5.8 Manchester City Council will provide secretariat support.

6 Notice of Meetings

6.1 Meetings will be scheduled by the secretariat at the request of the Chair. The Chair will approve the agenda and papers.

6.2 Unless otherwise agreed, meeting papers will be circulated **five working days** in advance to support informed discussion.

7. Decision-Making

7.1 The Board will aim to make decisions together through discussion and agreement (consensus)

7.2 If this is not possible, a vote will be taken.

7.3 Voting Rules:

- The appointed members have one vote each
- the MP and Ward Councillors are entitled to one vote each

- Partner representatives will not have a vote
- decisions are made by a simple majority
- if votes are equal, the Chair has the final say

8 Meeting Requirements (quorum)

- 8.1 For the Board to make decisions, a minimum number of voting members must be present. This is known as being “quorate”.
- 8.2 A meeting will be considered quorate where:
- at least 50% of appointed voting Board members are present; and
 - either the Chair or Vice-Chair is present.
- 8.3 This is the minimum requirement for decision-making.
- 8.4 For more important decisions (including agreement of the Regeneration Plan, Investment Plan, or significant funding commitments), the Board will aim for broader attendance wherever possible.

9. Declarations of Interest

- 9.1 Board members must declare any actual or potential conflicts of interest.
- 9.2 If a conflict relates to a specific item, the member will not take part in that discussion or decision.
- 9.3 Further detail is set out in the Board’s Conflict of Interest Policy.

10 Reporting

- 10.1 The secretariat, provided by Manchester City Council, will record decisions, actions, declarations of interest and attendance.
- 10.2 Draft minutes will be shared with the Chair within **ten working days** and circulated to members once approved in draft.
- 10.3 Minutes and decisions will be clearly recorded, published, and made publicly accessible except for confidential and commercially sensitive information.

11. General

- 11.1 Members will abide by the Code of Conduct and keep register of interests up to date.
- 11.2 Further detail on how the Board operates in practice will be set out in a separate Memorandum of Understanding and supporting governance documents.

- 11.3 The Board will observe all relevant laws, regulations and confidentiality requirements.
- 11.4 The Terms of Reference may be amended by the Board and will be reviewed annually.

12. Signatures

I confirm that:

- I have received and read the Pride in Place Neighbourhood Board Terms of Reference.
- I understand the purpose of the Board, how it works, and my role as a member.
- I agree to follow the Terms of Reference, including arrangements relating to:
 - decision-making (including quorum and voting)
 - conflicts of interest
 - confidentiality
 - communication and conduct
- I understand that Manchester City Council will act as the Accountable Body taking responsibility for managing the PiP grant funding and making sure it is used in line with the requirements of the grant and the Council's Financial Regulations.
- I will act in line with the Nolan Principles of Public Life and support an open, transparent and inclusive approach.
- I agree to take part in Board meetings and activities to the best of my ability and in good faith.

Name: _____

Role: _____

Signature: _____

Date: _____