

Pride in Place – NH Board First Meeting Agenda Template (July)

Duration of Meeting – 2hrs

Purpose: Establish the Board, align on purpose and expectations, agree ways of working, and begin shaping priorities of the programme.

1. Welcome & Introductions (Chair) – 15 mins
• Welcome from Chair • Brief round of introductions: ◦ Name, role, organisation (if relevant) ◦ Connection to the neighbourhood / lived experience
2. Purpose of the Session (Chair) – 5 mins
Today focuses on: ◦ Getting to know each other ◦ Building shared understanding of the programme ◦ Agreeing how the Board will work
3. Programme Overview – 30 mins
• Overview of Pride in Place programme • Requirements for the: ◦ 10-year Regeneration Plan ◦ Investment Plan • Key milestones and submission expectations Chair prompt: • Are members clear on the scope of what we're here to achieve?
4. Ways of Working – 40 Minutes

- Review and agree the following statutory governance documents for the Neighbourhood Board. These include:

- Terms of Reference
- Code of Conduct
- Declaration of Interest Policy

a) Roles & Responsibilities

Clarify expectations for:

- Chair
- Vice/Deputy Chair
- Board Members
- Secretariat support

b) Decision-Making

- How will decisions be made? (consensus / majority / Chair steer)
- How will disagreements be handled?

c) Practical arrangements for the board

- Frequency of meetings
- Location (in-person / hybrid / online)
- Expectations on attendance and preparation

d) Reporting, Communication & Transparency

- Who does the Board report to?
- How will decisions and progress be communicated publicly?
- How will we ensure transparency?

e) Timeframe & Review

- Confirm Board lifespan and Member term renewal process
- How and when will Terms of Reference be reviewed?

Outputs:

- Agreed TOR, Code of Conduct and Conflict of Interest policy, signed individual conflict of interest documents.

5. Defining the Place (Boundary & Context) - 20 mins

- Present proposed neighbourhood boundary
- Discuss local context and rationale

Discussion:

- Does this reflect how the community sees itself?

- Are there any areas missing or wrongly included?

Outputs:

- Agreed boundary area

7. Close and questions – 10 mins

Next meeting...

Understand Each other and Our Priorities