



Terms of Reference for Whitehouse Pride in Place Neighbourhood Board

1. Purpose

- 1.1. The Whitehouse Pride in Place Neighbourhood Board exists to provide community leadership, strategic direction and local oversight for the Pride in Place programme and investment in this locality.
- 1.2. The Board will bring together residents, community organisations, businesses, public sector partners and elected representatives to help shape the future of the neighbourhood over a ten-year period. The Board's role is to ensure that local people are at the heart of decision-making and that investment delivers lasting improvements for the community.
- 1.3. The Board will:
 - Develop a shared long-term vision for the neighbourhood.
 - Conduct deep-rooted engagement with residents and stakeholders to identify local priorities.
 - Prepare and oversee delivery of a four-year investment plan and wider ten-year vision.
 - Make decisions on the use of Pride in Place funding.
 - Monitor the progress and impact of funded projects.
 - Act in the best interests of the whole community.
 - Support the development of a sustainable community-led organisation capable of continuing its work beyond the life of the programme
 - Work in partnership with Ipswich Borough Council as the accountable body

2. Membership

- 2.1. The Neighbourhood Board will comprise:
 - An independent Chair.
 - The local Member of Parliament.
 - One local Ward Councillor.
- 2.2. Additional Board Members drawn from the local community and other individuals with skills, experience or connections relevant to the neighbourhood.
- 2.3. The Board must have at least eight members and the majority (at least 51%) of members should live or work within the neighbourhood boundary, ensuring that the Board is resident-led.
- 2.4. Membership should, as far as possible, reflect the diversity of the local community and include a broad range of lived experience, skills and perspectives.



2.5. The Board will initially be supported by Ipswich Borough Council, acting as the accountable body, and by the Pride in Place Programme Manager who will provide programme, governance and administrative support.

3. Responsibilities

3.1 The Board will be responsible for:

3.1.1 Strategic Leadership

- Developing and maintaining a shared vision for the neighbourhood.
- Identifying priorities through community engagement.
- Establishing clear outcomes and measures of success.
- Ensuring decisions contribute to long-term community benefit.

3.1.2 Community Engagement

- Listening to residents, businesses and community groups.
- Ensuring a diverse range of voices are represented.
- Promoting participation in the development of plans and projects.
- Acting as ambassadors for the neighbourhood and the Pride in Place programme.

3.1.3 Investment and Delivery

- Reviewing and approving funding priorities and investment proposals.
- Overseeing delivery of funded projects and activities.
- Monitoring performance, risks, outcomes and value for money.
- Ensuring projects deliver measurable benefits for local people.
- Reviewing progress against agreed objectives and investment plans.

3.1.4 Governance

- Adhering to the Neighbourhood Board's Code of Conduct, Conflict of Interest policy and any locally agreed rules or guidelines.
- Maintaining transparency and accountability in decision-making.
- Declaring and managing conflicts of interest.
- Ensuring public funds are used appropriately and effectively.
- Supporting the establishment of a long-term community-led governance structure where appropriate.
- Provide all information sought by Ipswich Borough Council as the accountable body

4. Chair Responsibilities

4.1 The Chair will:

- Provide leadership to the Board.
- Ensure meetings are conducted fairly and effectively.
- Promote constructive discussion and consensus.
- Represent the Board externally where appropriate.
- Act as the primary link between the Board and the accountable body.
- Approve meeting agendas and minutes in consultation with the Programme Manager.
- Hold a casting vote where votes are tied.

4.2 The Board may decide to appoint a Deputy Chair to support the Chair and act in their absence when required.

5. Meetings

5.1 The Board will meet on a monthly basis, with additional meetings arranged as required to support programme delivery or funding decisions.

5.2 Meetings will:

- Normally be held in person within the neighbourhood.
- Be supported by an agenda and relevant papers circulated in advance.
- Be formally minuted. Board papers and minutes will be publicly available (unless there is a reason for them to be kept confidential with the Borough Council determining this in accordance with its normal 'Committee paper' rules).
- Encourage open discussion and participation from all members.

6. Decision-Making

6.1 The Board will aim to make decisions by consensus. Where a vote is required, each Board Member shall have one vote, with advisers and officers having no voting rights.

6.2 A quorum shall be at least 50% of appointed Board Members, including either the Chair or nominated deputy.

6.3 Where consensus cannot be reached:

- Decisions will be determined by a simple majority of members present and voting.
- The Chair shall have a casting vote in the event of a tie.
- Members with a declared conflict of interest must withdraw from the relevant discussion and decision.

6.4 As the Board is not a separate legal entity, Ipswich Borough Council will continue to fulfil its responsibilities as the accountable body and ensure compliance with all relevant legal, financial and governance requirements.

7. Standards of Conduct

7.1 Board Members must:

- Act honestly, fairly and within the law.
- Treat all Board members, officers, partners, volunteers and members of the public with respect, and challenge ideas constructively and professionally.
- Put the interests of the community before personal interests.
- Promote equality and inclusion, and not bully, harass, intimidate or discriminate against others.
- Maintain confidentiality where required and not use information obtained through their role for personal or business benefit.
- Act with integrity and avoid behaviour that could bring themselves or the Board into disrepute.
- Declare relevant interests, register interests where required, and manage conflicts of interest appropriately, including withdrawing from discussions and decisions where necessary.
- Use public funds and Board resources responsibly and only for legitimate Board purposes.
- Not use their position to secure an unfair advantage for themselves or others.
- Comply with requirements relating to gifts and hospitality.
- Follow all requirements set out in the Pride in Place Neighbourhood Board Members Code of Conduct.

7.2 Any issues relating to conduct will be managed by the accountable body, which will undertake an independent assessment of any steps required.

7.3 A Register of Interests will be maintained and reviewed regularly.

8. Administration and Support

8.1 Ipswich Borough Council, as the current accountable body, will provide:

- Administration and stewardship of Pride in Place funding, including financial management, assurance, monitoring and compliance with government funding requirements.
- Secretariat support.
- Training and induction for Board Members.
- Access to specialist support where required, including Council services and specialist expertise to support the Neighbourhood Board in the scoping, development and delivery of projects, helping to ensure that projects are achievable, sustainable and aligned with local priorities.



- Support for the Neighbourhood Board to develop its long-term governance arrangements, including exploring the establishment of an independent legal entity to act as the accountable body in the future.

9. Review

9.1 These Terms of Reference will be reviewed annually, or sooner if required by changes in programme guidance, governance arrangements or Board requirements.

9.2 Any amendments must be approved by the Neighbourhood Board and the accountable body.

10. Effective Date

10.1 This Terms of Reference is effective as of 19/08/2026.