



Ellesmere Port & Rossmore Pride in Place Neighbourhood Board – Terms of Reference

Terms of Reference

These Terms of Reference set out how the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board operates, how decisions are made and the procedures that are followed to ensure that the Board operates efficiently, effectively and is both transparent and accountable.

This document reflects the governance requirements as set out in guidance from the Ministry of Housing, Communities and Local Government (MHCLG) and should be read alongside other associated documents including the Code of Conduct.

1. Purpose

The Board brings together those with a deep connection to Ellesmere Port & Rossmore including local businesses, educational institutions, elected members and community leaders to provide collective strategic leadership to improve and drive forward Ellesmere Port & Rossmore. The Board will be representative of Ellesmere Port & Rossmore and will oversee key funding and investment streams which will primarily consist of up to £20m funding allocated through the Governments Pride in Place Programme. The Board will serve as a platform for collaboration, decision-making, and the development of initiatives covering three strategic themes:

- To create thriving places: Focus on economic growth, sustainability and enhancing public spaces to create vibrant, inclusive neighbourhoods.
- To build stronger communities: Promote social cohesion, support community-led initiatives and strengthen local networks and partnerships.
- To empower people to take back control: Empower residents to influence decisions and address local priorities effectively

The Ellesmere Port & Rossmore Pride in Place Neighbourhood Board will develop, agree, publish and deliver a ten-year Regeneration Plan for the Pride in Place area of Ellesmere Port & Rossmore.

2. Membership

The Ellesmere Port & Rossmore Pride in Place Neighbourhood Board will have cross sector representation with a focus on the local community. The representation includes:

- **Chair**
- **Member of Parliament**
- **Local Authority Representative – Senior Officer / Director**
- **Nominated Ward Councillor**
- **51% Board Members with local connection**

Examples of Other Board Members; *(to be defined by the Board when Terms of Reference are Adopted)*

- Educational Establishments
- Police
- Fire
- Health
- Housing Associations
- Member of Youth Parliament
- Voluntary and Community Representation
- Citizen Representation
- Faith Representation
- Businesses and Industry Representation
- Parish Council Representation
- Other Board Leaders

An up-to-date list of members will be held and reviewed annually by the Board

including monitoring of attendance. Board members should attend at least 75% of meetings, substitutes are not permitted. Named board member not organisations hold seats on the board unless otherwise agreed

Board Members are also required to participate in a range of sub-groups whose Terms of Reference will be determined on establishment.

All Board members will be expected to attend relevant training, development and awareness sessions. Mandatory training for Board Members will include;

Governance (including GDPR)

Public Sector Procurement

Finance

Data Led Decision Making

Council Functions & Role as the Accountable Body

Comms – Social-media and wider communications

To maintain high standards for the operation of the Board, members will act in accordance with the agreed governing documents including the Code of Conduct and Conflict of Interest Policy (*to be adopted when the Board is created*).

Each member will also adopt the Nolan Principles of Public Life and the principles of Civic Leadership:

- Selflessness - Holders of public office should act solely in terms of the public interest.
- Integrity - They should not place themselves under any obligation to people or organisations that might try to influence them improperly.
- Objectivity - Decisions should be made impartially, fairly, and on merit.
- Accountability - They are accountable to the public for their decisions and must submit themselves to scrutiny.
- Openness - They should be as open as possible about decisions and actions, giving reasons where appropriate.
- Honesty - They must declare any private interests and take steps to resolve conflicts.
- Leadership - They should promote and support these principles by leadership and example

3. Governance Structure

Members of the Ellesmere Port & Rossmore Pride in Place Board will be expected to share the views of the community in the context of being community representatives and should not only represent personal or professional views.

Members will be expected to have a reach into the community and to communicate within their respective relevant organisations and networks to ensure they can provide effective representation on the Board.

The positions of Chair, Deputy Chair and Vice Chair will be appointed in collaboration with the MP and the Board. The Board will be supported by relevant Cheshire West and Chester Council officers in its role as the accountable body.

4. Responsibilities and Duties

Board Members have a responsibility to uphold high standards of integrity. Their responsibilities and duties will be further developed throughout the operation of the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board.

- Develop, oversee and deliver the implementation of a 10-year Regeneration Plan and initial 4-year Investment Plan
- Bring the local community agenda to the forefront and respond to any changes or challenges that the communities of Ellesmere Port and Rossmore face
- Engage with the community to co-produce plans and empower local action
- Demonstrate engagement with the community and stakeholders, keeping them informed about the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board's activities and progress
- Allocate resources to agreed priorities and monitor progress
- Report outcomes in a timely way and maintain transparency
- Inform the Council and partner organisations by sharing insights, to influence and support future investment and interventions
- Enable CWC to meet its responsibility as accountable body by meeting deadlines and providing information in a timely manner
- Monitor the progress of the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board's initiatives and projects, ensuring they are on track and achieving desired outcomes
- Encourage and facilitate training and development opportunities for board members to enhance their capabilities
- Lead investment efforts and pursue additional opportunities for investment and resources
- Mediate conflicts and disputes that may arise among board members or between the board and other parties
- Ensure that all conflicts are resolved fairly and transparently, maintaining a positive and collaborative board environment
- Facilitate and encourage more local Community Inspirers to influence change across Local Government, academia and other spheres
- Recruit additional Board members as and when required

By fulfilling these responsibilities, the Board plays a crucial role in guiding the delivery of priorities and activities associated with Pride in Place and ensuring that it operates effectively and in the best interests of the community.

These principles serve as a solid foundation for the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board to operate as a dynamic and effective local strategic partnership, driving positive change and development within the community.

5. Meeting Protocols

Meetings of the Ellesmere Port & Rossmore Pride in Place Board will be held monthly (for the first 6-12 months) and will be held either face to face or virtually. The Council as accountable body will publish the agreed annual schedule of meetings for the Board.

The quorum for any meeting of the Board will be 75% of the membership or ten members, whichever is the greatest, and needs to include either the Chair or Deputy Chair.

Members will endeavour to attend all meetings of the Ellesmere Port & Rossmore Neighbourhood Board. However, if they are unable to attend any meeting then they should submit their apologies at least 24 hours in advance of the meeting.

Actions of each meeting will be tracked and the headline discussion points captured which will then be circulated after each meeting, once approved by the Chair.

Each Board member shall have one vote with the details of decisions presented to members and agreed on a majority vote of the members present. In the event of an equal number of votes the Chair shall have a casting vote.

Meetings will be held in private unless determined otherwise by the board members with the agreement of the Chair. Any public meetings held by the board will be deemed extraordinary. All meeting minutes will be published for public view.

Members will declare any conflict of interest at the beginning of each meeting and cannot vote on matters of conflict but may present their perspective as a community representative able to articulate the needs of communities. The Code of Conduct and Conflict of Interest Policy sets out the expectations of all members on the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board.

Organisations that have representatives on the board should still be allowed to be involved in specific projects from providing meeting space, volunteering opportunities through to applying for funding provided declarations are submitted, voting may be restricted if conflicts of interest arise.

6. Communication and Reporting

In line with the principles of public life, it is important that there is transparency around the operation of the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board.

Wherever possible, the agenda will be circulated digitally to each board member no later than five days before the date of the meeting and any supporting reports and/or papers will be sent to board members at the same time.

Agendas will be made publicly accessible through the Council/ Pride in Ellesmere Port website once they have been approved for publication by the Chair.

Board Members, and any non-members permitted to attend, are required to keep exempt papers confidential. The proceedings and resolutions of meetings of the Board, including the names of those present and in attendance, will be recorded.

The draft notes of each meeting will be circulated promptly to all members of the Board. The meeting notes will remain in draft until approved by the Chair, at which point they will be published onto the Council website.

Additional reporting will be required for the governance of specific funding and investment streams in accordance with relevant grant conditions such as for the Pride in Place Programme.

As the Accountable Body, the Council must ensure that public funds are used effectively and comply with requirements relating to procurement, subsidy control, audit, transparency and Managing Public Money. The Board must fully comply with providing any information required to ensure that annual expenditure profiles and updated forecasts are submitted. Robust financial controls, clear appraisal processes and ongoing risk management will be essential.

7. Subgroups

At the discretion of the Board, thematic subgroups will be established to expedite particular matters, which require focused activity or where a more specialist membership is required. These subgroups could include people and organisations outside of the membership of the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board as agreed by the Board members.

The Board will nominate a lead for each subgroup. This will allow for wider engagement outside of the Board to support the on-going development and delivery. The subgroups will not require voting mechanisms and are advisory to the Board on specific matters. Sub-groups will be approved by and report to the Board and members of the sub-groups will adhere to the Code of Conduct set out in these Terms of Reference.

8. Monitoring and Evaluation

Any KPI's, programme outputs and outcomes will be defined as part of the development of the Investment Plan and Board development during 2026/7. Reports to MHCLG (Ministry of Housing, Community and Local Government) will be required and Council Officers will update the Neighbourhood Board when these are needed.

9. Review and Revision

Membership will be reviewed annually by the Board. The Terms of Reference will be reviewed annually or by exception should circumstances change or at the request of the Board.

10. Chairs Working Relationship with Accountable Body Cheshire West and Chester Council

MHCLG have at the outset stated that Local Authorities will act as the accountable body for Pride in Place funding programme in each town. Cheshire West and Chesters role is to act as the accountable body, and it has a key role in establishing the Neighbourhood Board alongside the Local MP. Once the Neighbourhood Board is set up Cheshire West and Chester Council will support it to undertake engagement activities with local people to understand what improvements they want in the area. They will work with the Neighbourhood Board to translate that into a vision and plan for the area – creating a development plan for the first four years which will then be submitted to MHCLG in November 2026.

Support for Chair from Cheshire West and Chester Council will be to: -

- Support recruitment of board members for Neighbourhood Board.
- Support Neighbourhood Boards to develop plans and build capacity
- Co-ordinate Training for Chair and all Board Members (Operating Boards, Conduct at Boards, Finance, Procurement, Communications) also sharing information and possible visits from other Pride in Place areas to share learning and good practice.
- Help co-ordinate Neighbourhood Board meetings secretariat.
- Assist the Chair and Neighbourhood Board with their report submissions to ensure MHCLG return deadlines are met.
- Provide relevant financial, legal and procurement guidance and advice to ensure that the board operates in a compliant and transparent manner. Work with Boards to embed community-led decision making

Appendices

Appendix A - Role of the Chair of the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board

The role of the Chair is to provide strategic leadership and direction, leading the Neighbourhood Board to ensure it achieves its objectives, and championing partnership working. The

key responsibilities of the Chair are to:

- Lead meetings ensuring they are conducted efficiently and effectively.
- Collaborate with board members and the secretary to develop and finalise meeting agendas.
- Facilitate the decision-making process, ensuring that all viewpoints are considered, and consensus is reached.
- Act as the primary spokesperson for the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board, representing its views and decisions to the public, media, and other stakeholders.
- Serve as the liaison between the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board and other public bodies, organisations, and community groups.
- Provide leadership and guidance to the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board, ensuring that its activities align with the community's vision and objectives.
- Lead the development and implementation of policies and initiatives that support the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board's goals.
- Foster effective communication among board members, ensuring that everyone is informed and engaged.
- Engage with the community and stakeholders, keeping them informed about the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board's activities and progress.
- Provide mentorship and support to board members, helping them to develop their skills and fulfil their roles effectively.
- Mediate conflicts and disputes that may arise among board members or between the board and other parties.
- Ensure that all conflicts are resolved fairly and transparently, maintaining a positive and collaborative board environment.
- By fulfilling these responsibilities, the Chair of the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board plays a crucial role in guiding the board's activities and ensuring that it operates effectively and in the best interests of the community.

Appendix B - Role of the Deputy/Vice Chair of the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board

The Deputy/Vice Chair will work closely with the Chair of the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board. The key responsibilities are to:

- Support the Chair and assisting with their duties and responsibilities.
- Step in to lead meetings or take on the Chair's responsibilities in their absence.
- Help to facilitate board meetings, ensuring they run efficiently and effectively and assisting with agenda setting and preparing for meetings.
- Serve as a liaison between the Chair and other Neighbourhood Board members.
- Help to mediate and resolve conflicts that may arise within the Neighbourhood Board or with external parties.
- Ensure there is a fair and transparent process for addressing disputes.
- Participate in strategic planning and decision-making processes.
- Provide input and feedback on key initiatives and projects.
- Represent the Neighbourhood Board at events, meetings, and other engagements when the Chair is unavailable.
- Act as a spokesperson for the Neighbourhood Board in various forums.
- Encourage active participation from all Neighbourhood Board members and stakeholders.
- Foster an inclusive and collaborative environment.
- By fulfilling these responsibilities, the Deputy/Vice Chair ensures that the

Ellesmere Port & Rossmore Pride in Place Neighbourhood Board operates smoothly and effectively and contributing to the overall success of the Neighbourhood Board's initiatives.

Appendix C – Role of a Board Member of the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board

To join the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board to develop and deliver a Vision and Investment Plan that will set out how the investment of up to £20 Million of Government funding will provide sustained benefits for this community and have positive impact on the wider social and economic landscape.

1. To support the Chair, to be an advocate of this Pride in Place programme at a local level and to carry out extensive engagement across the community to ensure that all voices are heard, including those who are less frequently represented or marginalised. Provide ongoing feedback and follow-up to community groups engaged in the process.
2. To actively participate in the debate and deliberations of Ellesmere Port & Rossmore Pride in Place Board and be part of all relevant decision-making processes.
3. To work with MP and others on Pride in Place Programmes including relevant project streams and initiatives.
4. To be collaborative and considered in approach, being aware of any relevant conflicts of interest and documenting them accordingly.
5. Alongside the Chair and other Board Members, uphold the Nolan principles of public life: integrity, objectivity, accountability, openness, honesty and leadership.
6. To comply with the Terms of Reference of the Pride in Place Board (once adopted).
7. To represent and be a champion of the Ellesmere Port & Rossmore Pride in Place Neighbourhood Board at events and as part of the ongoing engagement process with the local communities.

End.