

**‘Chaddesden West Pride in Place Neighbourhood Board
Item [1]: Governance – Temporary Conduct of Meeting Terms**

Report of: Derby City Council (Accountable Body)

Meeting date: Friday 3 July

1. Purpose of the Report

1.1 To seek the Board’s agreement to adopt temporary **Conduct of Meeting Terms** to govern the operation of the Chaddesden West Pride in Place Neighbourhood Board (“the Board”) on an interim basis, pending review and formal approval of the full Terms of Reference (Version 1.0, June 2026).

2. Recommendations

The Board is asked to:

- a) Note Derby City Council’s role as Accountable Body for the Chaddesden West Pride in Place Programme.
 - b) Approve the **Temporary Conduct of Meeting Terms** set out at **Appendix A** as the interim governance framework for the Board, to be applied from the first formal meeting.
 - c) Agree that these Temporary Conduct of Meeting Terms will remain in place until the full Terms of Reference have been reviewed, finalised and adopted by the Board and the Accountable Body.
 - d) Request that a draft, updated Terms of Reference is brought back to the Board for consideration at a future meeting, following Member feedback and any necessary alignment with national guidance and Council governance requirements.
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3. Background and Context

3.1 The Pride in Place Programme was launched in late September 2025 as part of the wider Pride in Place Strategy, which aims to empower local communities to shape local regeneration, high streets, public spaces and community assets, with a particular focus on more deprived neighbourhoods.

3.2 The Chaddesden West Pride in Place Neighbourhood Board has been established to provide a community-led partnership forum, bringing together local residents, businesses, voluntary and community sector representatives, the local MP and ward councillors, alongside Derby City Council and other partners.

3.3 A draft Terms of Reference (Version 1.0, June 2026) has been produced to set out detailed governance arrangements, roles and responsibilities, membership and the relationship with Derby City Council as Accountable Body.



3.4 Before the full Terms of Reference is formally adopted, it is considered good practice to have an agreed interim framework in place for the first and any early Board meetings. This ensures clarity on matters such as decision-making, quorum, conduct, conflicts of interest and the respective roles of the Board and the Council.

4. Proposal

4.1 The proposed Temporary Conduct of Meeting Terms (Appendix A) are intended to:

- Provide a clear, light-touch governance framework for the initial operation of the Board.
- Reflect the key principles and requirements contained in the draft Terms of Reference, including alignment with the Nolan Principles and Derby City Council's governance framework.
- Enable the Board to commence its work in developing the local Investment Plan, setting priorities, and advising the Accountable Body on project development and community engagement.

4.2 The Temporary Conduct of Meeting Terms cover, in summary:

- Status and purpose of the Board during the interim period.
 - Role of the Board in providing strategic direction and recommendations, rather than exercising legal or statutory powers.
 - Membership and participation, including voting Board Members, non-voting Advisors and Observers.
 - Meeting arrangements, quorum and decision-making.
 - Management of conflicts of interest.
 - Expected standards of conduct, confidentiality and adherence to the Seven Principles of Public Life.
 - The relationship with Derby City Council as Accountable Body, including confirmation that all legal commitments and expenditure will be made through the Council's governance processes.
 - Record-keeping, publication of agendas and minutes, and transparency.
 - Review and duration of the interim arrangements.
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5. Financial, Legal and Governance Considerations

5.1 The Board has no separate legal status and cannot enter into contracts or commit expenditure. Derby City Council, as Accountable Body, will retain responsibility for holding and administering funds, entering into agreements and ensuring compliance with relevant legislation, financial regulations and contract procedure rules.

5.2 The Temporary Conduct of Meeting Terms have been drafted to be consistent with the Council's role as Accountable Body and with the draft Terms of Reference. Any decisions of the Board that have financial or legal implications will be subject to confirmation and implementation by the Council in accordance with its Constitution and delegated powers.

6. Next Steps

6.1 Subject to the Board's agreement, the Temporary Conduct of Meeting Terms will take effect immediately and will apply to all Board meetings until superseded by an approved full Terms of Reference.

6.2 Feedback from Board Members on both the interim arrangements and the draft Terms of Reference will be collated by the Accountable Body and used to inform a revised Terms of Reference, to be brought back to a future Board meeting for approval.

Appendix A – Temporary Conduct of Meeting Terms (Interim Arrangements)

Chaddesden West Pride in Place Neighbourhood Board Temporary Conduct of Meeting of Terms

1. Status and Purpose

1.1 These Temporary Conduct of Meeting Terms set out interim governance and operating arrangements for the Chaddesden West Pride in Place Neighbourhood Board ("the Board") for use at the first and any early Board meetings whilst the full Terms of Reference (Version 1.0, June 2026) are being reviewed and formally approved by the Board.

1.2 These arrangements are intended to:

- Enable the Board to convene and operate in a transparent, fair and accountable manner; and
- Ensure alignment with Derby City Council's role as Accountable Body and with the emerging full Terms of Reference.

1.3 In the event of any conflict between these interim arrangements and Derby City Council's Constitution, Financial Regulations or Contract Procedure Rules, the Council's framework will prevail.

2. Role of the Board

2.1 The Board's overarching role is to provide strategic leadership and partnership oversight for the Pride in Place Programme in Chaddesden West, including:

- Reviewing, shaping and formally approving the Investment Plan and determining priority interventions for investment;
- Providing strategic direction across the Programme;
- Acting as a critical friend to the Council and partners in developing and delivering projects; and
- Ensuring meaningful community and stakeholder engagement.

2.2 The Board's decision will be taken to Derby City Council as the Accountable Body, because the Board itself does not have legal status and cannot enter into contracts, commit expenditure or exercise statutory powers.

3. Membership and Participation

3.1 The Board will include:

- An Independent Chair;
- The local Member of Parliament (MP);
- At least one ward councillor from the Chaddesden West Ward (to be appointed by full council) – ward councillors cannot participate as active members of the Board until they have been formally appointed by Derby City Council under its constitutional arrangements; until appointed by Derby City Council ward councillors will attend as Observers (see 3.4 below);
- Community representatives; and
- Other local stakeholders, including business and voluntary sector representatives, as agreed.

3.2 Board Members are voting members. Each Board Member has one vote, subject to the conflict of interest provisions in Section 6.

3.3 Advisors may be invited by the Chair or Accountable Body to support specific items with specialist advice. Advisors have no voting rights.

3.4 Observers (including representatives from central government and other partners) may attend at the invitation of the Chair. For this meeting ward councillors will be observers until they have been officially appointed by full Council. Observers have no voting rights.

4. Meetings

4. The regularity of meetings, timing and format of meetings (in person, virtual or hybrid) will be agreed with Board Members.

4.3 An agenda and papers will be circulated by the Accountable Body normally at least five clear working days before the meeting.

5. Quorum and Decision-Making

5.1 The Board is quorate when at least 50% of current Board Members are present, including the Chair.

5.2 Decisions will normally be taken at Board meetings by a simple majority of those present and eligible to vote.

5.3 In the event of a tied vote, the Chair will have a casting vote.

5.4 In urgent circumstances where a Board meeting cannot be convened in time, and where necessary to maintain progress, the Board may delegate authority to the Chair and MP, in consultation with the Accountable Body, to take an interim decision. Wherever practicable,



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Board Members will be consulted by email beforehand, and any such decision will be reported to the next Board meeting.

5.5 All decisions recommending expenditure, procurement, contract award or grant agreements are subject to formal approval and implementation by Derby City Council in line with its Constitution, Financial Regulations and Contract Procedure Rules. The Accountable Body will not implement any Board decision that cannot be delivered lawfully or in compliance with these frameworks.

6. Conflicts of Interest

6.1 All Board Members must act in line with the Seven Principles of Public Life (Nolan Principles) and declare any actual, potential or perceived conflicts of interest at the earliest opportunity, and in any event at the start of the relevant agenda item.

6.2 Where a Member has a conflict of interest in relation to a specific item:

- The interest will be recorded in the minutes; and
- The Member will not vote on that item and may be asked by the Chair to withdraw from discussion or leave the meeting for that item, depending on the nature and extent of the conflict.

6.3 Where a Board Member is also directly involved in delivering or seeking funding for a project under discussion, they may provide factual information to the Board but must not participate in deliberations or decision-making on that project.

7. Conduct and Confidentiality

7.1 Board Members are expected to:

- Act in accordance with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership);
- Treat others with courtesy and respect;
- Support an inclusive, constructive and community focused approach; and
- Uphold the Board's reputation and that of Derby City Council.

7.2 Members must respect confidentiality regarding:

- Personal information;
- Commercially sensitive information; and
- Any papers or discussions designated as "exempt from publication" by the Accountable Body.

7.3 Breaches of confidentiality or serious misconduct may result in the Member's continued participation being reviewed in consultation with the Accountable Body.

8. Relationship with Derby City Council (Accountable Body)

8.1 Derby City Council is the Accountable Body for the Pride in Place Programme. It is responsible for:

- Holding and managing Programme funds;
- Ensuring lawful, transparent and compliant decision-making;
- Entering into contracts, grant agreements and other legal commitments; and
- Monitoring, reporting and assurance to Government.

8.2 The Board is the primary decision-making body for the Pride in Place programme within the scope of these Terms of Reference. Decisions will be implemented by the Programme Team, except where the Council, as Accountable Body, is required to confirm a decision in order to discharge its statutory, financial or legal responsibility.

9. Records, Transparency and Publication

9.1 The Accountable Body will provide secretariat support, including:

- Preparing and circulating agendas and papers; and
- Producing minutes of Board meetings.

9.2 Draft minutes will be agreed with the Chair and then presented to the subsequent Board meeting for approval.

9.3 Agendas, non-exempt papers and approved minutes will be published on the Derby City Council website (Pride in Place pages), subject to the exclusion of information that is exempt under applicable legislation and Council policies.

10. Review and Duration

10.1 These Temporary Conduct of Meeting of Terms will apply from the first formal meeting of the Board until the full Terms of Reference are reviewed, finalised and formally adopted by the Board and the Accountable Body.

10.2 The Board may agree minor amendments to these interim arrangements as needed, in consultation with the Accountable Body, provided that such amendments do not conflict with the Council's governance framework.