

## Neighbourhood Board Member Application Form 2017/18

Neighbourhood Boards play a key role in building stronger communities and influencing decisions that affect the local community. Neighbourhood Boards are made up of Councillors and people living or working in the neighbourhood including representatives from community groups, local businesses and public services.

The role of residents on the Neighbourhood Boards is to represent the whole of their neighbourhood, not just a single interest group, with commitment and passion. They have a real understanding and vision about their community's hopes and priorities and work alongside councillors and public services to give their neighbourhood a strong and powerful voice.

The role of the community group representatives/ local businesses is to represent the communities they serve and work with. They will have an understanding of local issues and of the issues faced by their community and will have valuable experience and knowledge to support the Board in realising their priorities.

### Getting onto the Board

The membership of each Neighbourhood Board is being reviewed in June. We are seeking new applications for your Neighbourhood Board. The deadline for applications to be returned is **9.00am on Tuesday 9<sup>th</sup> June 2017**. After this date, the Neighbourhood Managers will meet with the Ward Councillors on each Neighbourhood Board to review the applications. The final decision on the membership of the Neighbourhood Board is made at this meeting.

### Factors taken into account when deciding on Board members

The Neighbourhood Manager and Ward Councillors will consider a number of factors when determining the Board membership.

1. When agreeing **Resident Board** members, they will consider:
  - The geographic spread of representatives. They will seek to identify at least one representative from each voting district within the ward.
  - Your awareness of the issues in the neighbourhood
  - Your level of relevant skills, experience, knowledge and motivation.
  - The links you have in your neighbourhood and how you will communicate with the community / local residents in your neighbourhood.
  - Previous contributions to the Board
2. When agreeing **Community Organisation Representative** members, they will consider:
  - the work your organisation undertakes and its links to the issues identified in the neighbourhood
  - the level of relevant skills, experience, knowledge and motivation the organisation can bring to support the work of the Board
  - how your organisation represents the views and interests of the local community or part of it
  - the links your organisation has and how it is actively involved in activities within the neighbourhood and how your organisation communicates with local communities

### What do I do next?


Return your completed form to Derby City Council by **Tuesday 2<sup>nd</sup> May 2017, 9.00am**

**Please tell us if you need this document in large print, on audio tape, computer disc or in Braille. Contact City and Neighbourhood Partnerships on 01332 293111, Minicom 01332 640666.** Or you can use the equipment at the central library, Wardwick to convert this into voice or large print. If you need any further information about filling in this form or the roles and responsibilities of being a Neighbourhood Board member, please contact your Neighbourhood Manager, on the contact details listed in the table below.

Thank you for taking the time to fill in this nomination form. Please return your completed form:

Neighbourhood Board Membership  
City and Neighbourhood Partnerships  
Derby City Council  
1<sup>st</sup> Floor, Council House  
Corporation Street  
Derby  
DE1 2FS

Or email: [neighbourhoods@derby.gov.uk](mailto:neighbourhoods@derby.gov.uk) - Please make sure documents are signed, even when emailing them to us.

 We will treat all information you provide in confidence, in accordance with the Data Protection Act 1998, and will only use it for the purposes of deciding on the Neighbourhood Board members and producing Board member profiles.

- Once we received the form, we will acknowledge receipt of your application form.
- Following the meeting with Ward Councillors, the Neighbourhood Manager will inform you of the decision of the meeting and the reason for the decision.
- Further information regarding Neighbourhood Boards and the application process can be obtained from your Neighbourhood Manager.

**Neighbourhood Managers contact details as at October 2016:**

Manager and Ward	Telephone	Email
Sarah Dosunmu <ul style="list-style-type: none"><li>• Abbey</li><li>• Arboretum</li><li>• Darley</li><li>• Mackworth</li><li>• Normanton</li><li>• Spondon</li></ul>	01332 643041	<a href="mailto:sarah.dosunmu@derby.gov.uk">sarah.dosunmu@derby.gov.uk</a>
Sharon Sewell <ul style="list-style-type: none"><li>• Alvaston</li><li>• Blagreaves</li><li>• Boulton</li><li>• Chaddesden</li><li>• Chellaston</li><li>• Derwent</li><li>• Sinfen</li></ul>	07812 300154	<a href="mailto:Sharon.sewell@derby.gov.uk">Sharon.sewell@derby.gov.uk</a>

# NEIGHBOURHOOD BOARD APPLICATION FORM 2017/18

## NEW APPLICATIONS

### Section A. To be completed by all those applying to be a Board member

I wish to apply to be a member of the \_\_\_\_\_  
Neighbourhood Board for 2017/18 until May 2018. *Please insert the Ward name of the Board:*

Abbey Ward  
Alvaston Ward  
Arboretum Ward  
Blagreaves Ward

Boulton Ward  
Chaddesden Ward  
Darley Ward  
Derwent Ward

Mackworth Ward  
Normanton Ward  
Sinfin and Osmaston  
Spondon Ward

**I wish to serve as a:** *please enter "Yes" in the appropriate box*

**1. Local resident**

- **please complete Section A, B and D only**

You must live in the ward for the relevant Neighbourhood Board

**2. Representative of a local community group or organisation**

- **please complete Section A, B and C only**

Your group must be based within the ward for the relevant Neighbourhood Board.

<b>Your Name:</b>	
<b>Representing:</b> (organisation name):	

<b>Your Address:</b>	
<b>Postcode:</b>	

### Contact Information

<b>Home:</b>	
<b>Work:</b>	
<b>Mobile:</b>	
<b>Email:</b>	

Please return this page

**Section B. To be completed by all those applying to be a Board member**

In the space below, please answer the following questions. Your answers to these questions will help the Ward Councillors and Neighbourhood Manager to decide who will be members of the Neighbourhood Board.

**Please use a separate sheet if required and clearly mark the question that the sheet(s) refer to.** If your application to become a Board member is agreed, we will use this information to produce a Board member profile to help promote the Board to residents.

1. What, for you/your organisation, are the key issues affecting residents in the neighbourhood?

2. Please tell us why you/your organisation would like to become a member of the Board and what you/your organisation can contribute? For example, do you/your organisation:

- feel you represent a specific community in your neighbourhood
- have particular knowledge of a specific issue in your neighbourhood
- have specific skills or experiences relevant to the priorities in the neighbourhood

**Please return this page**

3. As a Board member, a key role will be to tell people what is happening in your neighbourhood. How are you/your organisation doing this at the moment? What are the main ways you or your organisation could inform people about what is happening in your neighbourhood?

**Section C. To be completed only by Community Organisation Representatives**

*We (please insert name of organisation below)*

support the application of *(insert name below)*

to join the

Neighbourhood Board

as our representative.

In the event our representative is not able to attend, our reserve representative is:

Signed by the Chair and Secretary, or one other, but not the representative, of the group or organisation.

**Chair**

**Secretary**

Signature

Signature

Name

Name

Position

Position

**Please return this page**

**Section D. To be completed only by those wishing to serve as a resident**

Please provide the names, signatures and addresses of **10 residents from your ward** who support your nomination. **Please note:** These residents must be from more than one household/address.

I support the nomination of:


to join the

Neighbourhood Board.

Name (Print)	Signature	Address – including Postcode (Print)
[1 ]	[ ]	[ ]
[2 ]	[ ]	[ ]
[3 ]	[ ]	[ ]
[4 ]	[ ]	[ ]
[5 ]	[ ]	[ ]
[6 ]	[ ]	[ ]
[7 ]	[ ]	[ ]
[8 ]	[ ]	[ ]
[9 ]	[ ]	[ ]
[10 ]	[ ]	[ ]

Thank you for taking the time to fill in this application form. Please return your completed form by **Tuesday 2<sup>nd</sup> May 2017, 9.00am** to:

Neighbourhood Board Membership  
City and Neighbourhood Partnerships  
Derby City Council, First Floor, Council House  
Corporation Street, Derby  
DE1 2FS

**i** We will treat all information you provide in confidence, in accordance with the Data Protection Act 1998, and will only use it for the purposes of deciding Neighbourhood Board membership, producing Board member profiles and the administration of Neighbourhood Boards and Forums.

**Please return this page**