

Low Hill Pride in Place Board

Terms of Reference

1. Purpose

The Low Hill Pride in Place Board provides strategic leadership, local oversight and community-led decision-making for the Pride in Place programme in Low Hill.

The Board will enable residents to shape and lead the development of the Pride in Place Plan, working alongside community organisations, elected representatives and the City of Wolverhampton Council as interim accountable body.

Through evidence, engagement and local insight, the Board will ensure investment decisions reflect community priorities and contribute to stronger communities, better places and greater resident influence over decisions affecting Low Hill.

2. Objectives

The Board's objectives are to:

- Develop, agree and maintain a Pride in Place Plan for Low Hill, setting out a long-term vision and clear investment priorities.
- Champion the needs, strengths and aspirations of Low Hill residents, ensuring community voices are central to decision-making.
- Identify and prioritise projects that improve social infrastructure, physical spaces, community assets, local pride, safety, opportunity and wellbeing.
- Oversee programme progress, risks, expenditure, outcomes and community benefits.
- Promote effective partnership working between residents, community organisations, public bodies and other stakeholders.
- Ensure decisions are transparent, inclusive and consistent with programme guidance, public funding requirements and accountable body processes.

3. Role and Responsibilities

The Board will provide leadership, coordination and oversight for the Pride in Place programme. Its responsibilities include:

- Co-producing the Pride in Place Plan with the Low Hill community.
- Recommending priorities, projects and proposals for approval through accountable body processes.
- Ensuring meaningful community engagement takes place before significant priorities or projects are agreed.
- Monitoring delivery against agreed budgets, outputs, milestones and outcomes.
- Embedding equality, diversity and inclusion across all aspects of the programme.
- Identifying risks, barriers and opportunities, and agreeing appropriate actions in response.
- Receiving and considering reports from any steering groups, working groups or sub-groups established by the Board.
- Ensuring regular, clear and accessible communication with residents and stakeholders.

4. Accountable Body

The City of Wolverhampton Council will act as the interim accountable body for Pride in Place funding and will ensure public funds are administered in accordance with programme requirements, financial regulations and relevant reporting obligations. The Board will work with the Council in recognition of the Council's responsibilities for financial management, compliance, assurance and reporting.

5. Membership

Membership of the Board will reflect the diversity, needs, assets and lived experience of the Low Hill community.

The Board will include residents, young people, alongside the constituency Member of Parliament, a local councillor, seconded partner representatives and an independent Chair.

Members must complete a self-declaration form or provide evidence of an appropriate Disclosure and Barring Service (DBS) check. Any member undertaking activity with children, young people or vulnerable adults must hold a valid DBS.

Members are expected to act in the interests of Low Hill as a whole, informed by consultation, community forums, engagement activity and day-to-day conversations with residents.

Membership will be reviewed after an initial two-year term. The Board may also second individuals for short- or long-term periods, either in a voting or advisory capacity, where their skills, experience or community knowledge would support the delivery of the programme.

Members may not nominate deputies to attend meetings on their behalf unless the Board has formally agreed an exception in advance.

6. Chair and Vice-Chair

The independent Chair will provide leadership to the Board, ensure meetings are well managed and effective, and support constructive working relationships between Board members, the Council and the wider community, in line with the Board's Working Together policy.

The Board may appoint a Vice-Chair to support the Chair and act in the Chair's absence.

The appointment process, term of office and any arrangements for reappointment will be agreed by the Board.

7. Meetings

The Board will meet regularly, with meetings held at least monthly. Every third meeting will be delivered as an open community forum to support wider community participation and accountability.

Agendas and papers will be circulated in advance. Minutes will be recorded, approved and made available in an appropriate format to support transparency and community accountability. Relevant information will be published on the Council's Pride in Place webpage until a dedicated programme website is available.

8. Quorum

A meeting will be quorate when at least one third of appointed voting members are present, including either the Chair or Vice-Chair, and where residents form a majority of those present.

9. Decision-Making

The Board will seek to make decisions by consensus wherever possible. Where consensus cannot be reached, the Chair may call a vote of voting members present.

Each voting member will have one vote. The independent Chair will not normally vote, except where a casting vote is required.

Decisions will be carried by a simple majority, subject to any programme requirements and the approval processes of the accountable body.

10. Community Engagement

The Board will ensure that the Low Hill community has meaningful opportunities to shape the Pride in Place Plan and influence local priorities.

The Board, through the Pride in Place Engagement Officer (when appointed), will use a range of engagement methods, which may include meetings, workshops, surveys, outreach activity, youth engagement, local events and targeted work with community organisations.

11. Conduct, Conflicts of Interest and Principles

Members must act in line with the board's policies relating to Working Together (Code of Conduct), Conflicts of Interest and any other policies the Board adopts.

12. Equality, Diversity and Inclusion

The Board will promote equality, diversity and inclusion in its membership, engagement and decision-making. It will consider the needs of people with protected characteristics and seek to reduce barriers to participation, access and benefit from the programme.

13. Steering Groups and Working Groups

The Board may establish steering groups or other working groups where needed to progress specific themes, projects or areas of activity. Any sub-group must have clear objectives, membership, reporting arrangements and timescales agreed by the Board.

Sub-groups may make recommendations to the Board but will not have authority to make formal Board decisions unless this has been explicitly delegated by the Board and is

permitted by the accountable body. The board may devolve budgets to a working group of up to the value of £5,000.

14. Transparency, Reporting and Communications

The Board will operate transparently and communicate regularly with residents and stakeholders in a variety of ways.

15. Review of Terms of Reference

These Terms of Reference will be reviewed annually. Any amendments must be agreed by the Board and, where appropriate, the accountable body.

16. Approval

Approved by the Pride in Place Neighbourhood Board on: _____

Chair: _____

Board members September 2026

Chris Allen	Independent Chair
Sureena Brackenridge MP	Member of Parliament
Cllr Paula Brookfield	Local Councillor
Scott Williams	Head of Moreton School (seconded)
Becca Bloomer	Resident Member
Dave Pritchard	Resident Member
Emma Causer	Resident Member
Esther Moyo	Resident Member
Jackline Anthony	Resident Member
Joanna Munroe	Resident Member
Laura Porter	Resident Member
Mary Akinwa	Resident Member
Natoya Blake	Resident Member
Odunayo Akande	Resident Member
Ruvarashe Mapuranga	Resident Member
Shane Slater	Resident Member
Steven Coles	Resident Member
Tracey Powis	Resident Member
Waljinder Singh Gill	Resident Member
Resident Young Person 1	Yet to be appointed
Resident Young Person 2	Yet to be appointed