

**Irvine Plan for Neighbourhoods**  
**Neighbourhood Board**  
**Terms of Reference**  
**May 2025**

## Contents

1. Rationale.....	3
2. Membership.....	3
3. Co-opted Membership .....	5
4. Deputies.....	5
5. Period of Membership.....	5
6. Chair .....	6
7. Code of Conduct.....	6
8. Standing Orders.....	6
9. Quorum .....	6
10. Voting .....	6
11. Delegated Powers.....	7
12. Minutes and Meetings .....	7
13. Functions Referred .....	7

# Neighbourhood Board

## 1. Rationale

On 30 September 2023 the UK Government announced that 55 towns across the UK would benefit from £20 million of investment through endowment style funding over a 10-year period. Irvine was identified as one ten towns in Scotland to benefit from this funding under the Levelling Up Fund.

The programme was updated in March 2025, as the Plan for Neighbourhoods:

Following the 2024 General Election, the programme was reconfirmed within the UK Government's 2024 Autumn Statement. An updated prospectus and guidance documentation were published in March 2025. The new 'Plan for Neighbourhoods' programme seeks to drive growth over the long-term and includes updated strategic objectives and list of pre-approved interventions.

The updated programme requires a partnership approach between the local authority, the Neighbourhood Board and the community. It is the responsibility of the Board, in partnership with their Local Authority, to develop and deliver a ten-year vision for the town. There is also a requirement for a more detailed four-year investment plan which will inform the delivery of the programme from 2026 onwards.

It was agreed by Cabinet, and subsequently at the Irvine Locality Partnership meeting on 15 January 2024, that the Neighbourhood Board would be a sub-group of the Locality Partnership.

## 2. Membership

Membership requirements for the Neighbourhood Board are set out in UK Government guidance.

Each Neighbourhood Board will be led by an independent chair, appointed by the local authority acting as accountable body, following consultation with the local MP. The chair should act as a champion for the place and provide leadership for the board, ensuring it is community-led and embedded within the local area. The role is voluntary, analogous to that of a school governor or charity trustee and should not be compensated.

The chair should be someone who holds a prominent role in the community and has a passion for the place, such as:

- the head of a local charity
- a local campaigner
- a philanthropist
- head of a further education college
- a director for the NHS Trust
- a director of a football club

The chair of the Neighbourhood Board cannot be an elected representative, such as a:

- MP
- MSP
- local councillor

Neighbourhood Boards must include the following members:

- a senior representative from the police.
- The relevant local MPs, for example, MPs whose constituencies sit within the boundary of the place must sit on the board. The appropriate constituency MSP should also sit on the Board.
- Local Councillors.

Beyond these groups outlined above there are no prescriptive requirements for representation.

The chair, supported by the local authority, must ensure the right people are around the table to fully reflect the priorities of the place. They should consider the following groups:

Community partners, such as:

- community groups
- faith groups
- local charities
- neighbourhood forums, neighbourhood watch or local tenancy groups
- youth groups
- Third Sector Interface (TSI)
- workplace representatives, for example trade unions.

Local businesses and social enterprises, such as:

- the chair or board members for the local Chambers of Commerce or Business Improvement District (BID) where these exist
- key local employers or investors in the place
- registered social housing providers

Cultural, arts, heritage and sporting organisations, such as:

- local sports club directors or fan representatives
- local heritage groups
- director of a local museum

Public agencies and anchor institutions, such as:

- local schools, higher education and further education institutions
- mayors of combined authorities or their representatives
- relevant government agencies for that area, for example, Integrated Care Boards or Community Planning Partnerships in Scotland

- relevant health care providers, for example GPs from local practices or senior NHS staff
- relevant senior local authority officers, for example, a Director for Economic Development to ensure coordination with wider plans
- a representative from other relevant local agencies

In line with the Cabinet approval received in 2023, and with the membership requirements set out by UK Government, it was agreed the Neighbourhood Board will be a sub-group of the existing Irvine Locality Partnership. Volunteers from the Irvine Locality Partnership were requested to serve on the Neighbourhood Board.

In addition, North Ayrshire Council shall nominate a Senior Lead Officer to serve on the Neighbourhood Board.

### 3. Co-opted Membership

The Neighbourhood Board may co-opt as additional members, further representation, including representatives of an agency or organisation not already serving on the Board. Any such representative shall have knowledge or expertise in the distinct areas of the Neighbourhood Board's work (Participation by Experience). The number of co-opted members must not exceed half that of the Neighbourhood Board's membership. Co-opted members will have such membership rights as the Neighbourhood Board may determine. In particular, the Neighbourhood Board may determine their voting rights and the period of time or defined piece of work for which such Co-opted members are appointed. The period of appointment of such co-opted members shall not exceed the normal period of office of the Locality Partnership members. Only Co-opted members who have full voting rights shall be counted as part of any quorum for meetings. Co-opted members should not exceed the number of members arrived through the Locality Partnership.

### 4. Deputies

Named Depute Members for Members may be appointed by the constituent authority which nominated the Member, or the Member as appropriate. The appointment of such Deputies will be subject to the same rules and procedures for Members. Deputies shall receive papers for Meetings of the Neighbourhood Board but shall be entitled to attend or vote at a Meeting only in the absence of the principal Member they represent. If the Chair is unable to attend a meeting of the Neighbourhood Board, any Depute Member attending the meeting may not preside over that meeting.

### 5. Period of Membership

The terms of office of local councillors shall be until the earlier of the date of the next ordinary elections for local government councillors or the date on which that local councillor ceases to hold office. The terms of office of MPs and MSPs shall be until the earlier of the date of the next election or the date in which the MP or MSP ceases to hold office. The term of office of all other members (with the exception of Co-opted Members) shall be a period of three years from the date of appointment, unless, in the case of volunteers from the Locality Partnership, they cease to be a member of the

Locality Partnership, whereby their membership of the Neighbourhood Board will end. The term of office of officers shall continue until the nominating body replaces them or they cease to be an employee of the nominating body.

## 6. Chair

The Neighbourhood Board Chair is invited by North Ayrshire Council in consultation with the local MP. They must be a local community leader or local businessperson. The chair should act as a champion for the town and provide leadership for the Neighbourhood Board, ensuring it is community-led and embedded within the local area. They can be anyone who holds a prominent role such as:

- a. a local charitable organisation
- b. a philanthropist
- c. the head of a Further Education College
- d. a director for the NHS Board or Trust
- e. a director of a football club

The role of the Chair is to:

- Lead the Neighbourhood Board to achieve its objectives, maintain an overview of activity and champion and support partnership working in relation to the Plan for Neighbourhoods;
- Ensure that the Neighbourhood Board operates in line with these Terms of Reference, associated Neighbourhood Board policies and conduct the business of the Neighbourhood Board accordingly;
- Ensure that decisions of the Neighbourhood Board are in accordance with good governance principles;
- Sign, as required, any relevant documents as advised by the Secretariat to the Neighbourhood Board.

The Chair, in consultation with North Ayrshire Council, may appoint a Vice Chair. In the absence of the Chair, the Vice Chair will assume the responsibilities.

## 7. Code of Conduct

Members shall subscribe to and comply with the Model Code of Conduct for Members of Devolved Public Bodies.

## 8. Standing Orders

Standing Orders will be prepared for meetings of the Neighbourhood Board, which will incorporate the relevant parts of the Terms of Reference.

## 9. Quorum

The quorum will be one quarter of the members of the Neighbourhood Board, excluding Co-opted members.

## 10. Voting

As more particularly detailed in the Standing Orders of the Neighbourhood Board, every effort shall be made by members to ensure that as many decisions as possible

are made by consensus. In the event that such consensus is not possible, then members with full voting rights shall be entitled to vote.

## 11. Delegated Powers

In common with North Ayrshire Community Planning Partnership, the Neighbourhood Board will normally make recommendations, which will be referred for consideration to the body responsible for exercising the function which is the subject of the recommendation. Alternatively, an officer of bodies attending the Neighbourhood Board may have authority delegated by their parent organisation to implement the recommendation without further decision by their parent organisation. In addition, Community Planning Partners or other organisation may, in due course, delegate specific powers to the Neighbourhood Board.

## 12. Minutes and Meetings

The Neighbourhood Board will meet at least quarterly and publish:

- a documented decision-making process outlining the voting rights of the Board
- profiles of board members
- all board papers in advance of the meeting within 5 working days
- draft minutes of meetings following the meeting within 10 working days
- final minutes, once approved by the board within 10 working days
- any conflicts of interest reported, within the published minutes

The Neighbourhood Board will follow North Ayrshire Council governance and finance arrangements when considering private reports, with the default position being that all papers are open to the public.

## 13. Functions Referred

The Irvine Neighbourhood Board should drive priorities for investment and steer the long-term vision for their town, in conjunction with the local community. It will do this through developing the Regeneration Plan (the Plan) for Irvine, comprising:

- A 10-year vision.
- A 4-year investment plan.

Irvine Neighbourhood Board shall use the funding available to it to ensure that the Plan should reflect local priorities and be co-designed with communities, businesses and residents, drawing on available evidence and data.

Thereafter to review and monitor the milestones and outcomes of the Plan and to roll-forward the investment plans.

The Neighbourhood Board and the accountable body will continue to be led by the investment plan and vision, and subject to the ongoing guidance of the relevant UK Government department.