

Irvine Plan for Neighbourhoods
Neighbourhood Board
Standing Orders
May 2025

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1. General

These Standing Orders set out the procedures to be followed at meetings (either held in person or via digital platform) of the Irvine Neighbourhood Board. As far as applicable, these shall also be the standing orders for any Working Groups. The term 'Chair' shall include the Chair of any Working Group.

- 1.2** As more specifically detailed in Standing Order 8, it is expected that all decisions of the Neighbourhood Board (NB), will be made by consensus and NB members will endeavor to reach agreement wherever possible.

2. Membership

2.1 Membership of the Neighbourhood Board

The membership requirements for the Neighbourhood Board are set out in UK Government guidance, which states:

1. 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
2. The chair of the Neighbourhood Board cannot be an elected representative, such as a:
 - MP
 - MSP
 - local councillor
 3. Neighbourhood Boards must include the following members:
 - a senior representative from the police.
 - The relevant local MP, and the appropriate constituency MSP should also sit on the Board.
 - Local Councillors

4. Beyond these groups outlined above there are no prescriptive requirements for representation.
5. 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.

2.2 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 Neighbourhood Board. Any such representative shall have knowledge or expertise in the distinct areas of the Neighbourhood Board's work (Participation by Experience). 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. 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 volunteer members from the Local Planning Partnership and should not exceed 50% of the overall membership.

2.3 Period of Membership

The term of office of Elected Members of the Neighbourhood Board shall be until the day of the next ordinary Elections for Local Government Councillors. The term of office of all other Community members shall be a period of three years from the date of appointment, unless 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.

- 2.4** Where a NB Member resigns or otherwise ceases to hold office, the person appointed in their place shall be appointed for the unexpired term of the Member they replace.
- 2.5** On expiry of a NB Member's term of appointment the Member shall be eligible for re-appointment provided that they remain eligible and are not otherwise disqualified from appointment.
- 2.6** A NB Member appointed under paragraph 2.1 ceases to be a member of the NB if they cease to be either a member or employee of the body which nominated them.
- 2.7** A Member of the Neighbourhood Board, not listed within the compulsory membership at 2.1, may resign their membership at any time during their term of office by giving notice to the Neighbourhood Board in writing. The resignation shall take effect from the date notified in the notice or on the date of receipt if no date is notified. The Neighbourhood Board must inform the body that made the nomination.
- 2.8** If a NB Member, not listed within the compulsory membership at 2.1, has not attended three consecutive meetings of the Neighbourhood Board or has not attended any meetings for a period of six months, whichever is the longer, and their absence was not due to illness or some other reasonable cause (not exceeding nine months) as determined by the Neighbourhood Board, the Neighbourhood Board may, by giving one month's notice in writing to that Member, remove that person from office.

- 2.9** A constituent authority may remove a member which it nominated by providing one month's notice in writing to the member and the Neighbourhood Board.
- 2.10** Named Deputies for Members may be appointed by the constituent authority which nominated the Member, or the Members 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 Chairperson or Vice Chairperson is unable to attend a meeting of the Neighbourhood Board, any Depute Member attending the meeting may not preside over that meeting. Deputies can be nominated in their own right to serve on any Sub Committee.
- 2.11** The acts, meetings or proceedings of the Neighbourhood Board shall not be invalidated by any defect in the appointment of any Member.

3. Chair and Vice Chair

- 3.1** The Neighbourhood Board Chair will be appointed by North Ayrshire Council in consultation with the local MP. The Neighbourhood Board must be chaired by 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 local charitable organisation
 - a philanthropist
 - the head of a Further Education College
 - a director for the NHS Board or Trust
 - a director of a football club
- Elected representatives, such as MPs, MSPs or local councillors, must not chair the Neighbourhood Board.
- 3.2** A vice chair may also be appointed by North Ayrshire Council in consultation with the local MP. The vice chair should meet the same requirements as the chair as set out in 3.1
- 3.3** The term of office of the Chair and Vice-Chair shall be the period of their membership of the Neighbourhood Board in terms of 2.3, or, in the case of a person appointed to fill a casual vacancy, the remainder of that term.
- 3.4** On a vacancy arising in the offices of Chair or Vice-Chair, North Ayrshire Council will appoint a new Chair or Vice-Chair, in consultation with the local MP.
- 3.5** At every meeting of the Neighbourhood Board the Chair, if present, shall preside. If the Chair is absent from any meeting the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent, a Chair shall be appointed from within any of the members present for that meeting. Any Depute

Member attending the meeting in terms of 2.10 may not preside over that meeting.

3.6 Respect will at all times be paid to the authority of the Chair or Vice-Chair, or such other Member presiding, when chairing any meeting of the Neighbourhood Board. When the Chair speaks, they shall be heard without interruption. Members shall address the Chair while speaking.

3.7. It shall be the duty of the Chair 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.

3.8 The decision of the Chair on all matters within their powers shall be final and shall not be open to question or discussion.

3.9 The Vice-Chair may act in all respects as the Chair of the Neighbourhood Board if the Chair is absent or otherwise unable to perform their duties.

4. Meetings

4.1 There shall be at least four ordinary meetings of the Neighbourhood Board each year at such time, place and frequency as may be agreed by the Neighbourhood Board. The Chair will have the final decision-making role on the meeting arrangements as required.

4.2 The Chair may convene Special Meetings if it appears to them that there are items of urgent business to be considered. Such Meetings will be held at a time, date and venue as determined by the Chair. If the Office of Chair is vacant, or if the Chair is unable to act for any reason the Vice-Chair may at any time call such a meeting.

4.3 Adequate provision will be made to allow for members to attend a meeting of the Neighbourhood Board or a Working Group of the Neighbourhood Board, either by being present together with other members in a specified place, or in any other way which enables members to participate despite not being present with other members in a specified place. An appropriate venue may include a meeting held on a wholly remote basis by electronic means or in circumstances whereby some members attend in person and others take part via remote means.

5. Notice of Meeting

- 5.1** Before every meeting of the Neighbourhood Board, or Working Group, a notice of the meeting, specifying the time, place and business to be transacted at it and signed by the Chair, or by a Member authorised by the Chair to sign on that person's behalf, shall be issued by electronic means to all Members no later than five days (including Saturday and Sunday) prior to the start of the meeting. Such notice will remain valid until rescinded in writing. Lack of service of the notice on any member shall not affect the validity of anything done at a meeting.
- 5.2** Where it is deemed necessary, the Chair may also call for a meeting to take place on a wholly remote basis by electronic means or in circumstances whereby some Members attend in person and others take part via remote means.
- 5.3** At all Ordinary or Special Meetings of the Neighbourhood Board, no business other than that on the agenda shall be discussed or adopted except whereby reason of special circumstances, which shall be specified in the minutes, the Chair is of the opinion that the item should be considered at the meeting as a matter of urgency.

6. Quorum

- 6.1** No business shall be transacted at a meeting of the Neighbourhood Board unless there are present, and entitled to vote, at least one quarter of the members of the Neighbourhood Board.
- 6.2** If within ten minutes after the time appointed for the commencement of a meeting of the Neighbourhood Board, a quorum is not present, the meeting will stand adjourned to such date and time as may be fixed and the minute of the meeting will disclose the fact.
- 6.3** In relation to the awarding of grants, no business shall be transacted at a meeting of the Neighbourhood Board unless there are present, and entitled to vote at least one member who represents the body whose function is to be exercised (e.g., the Council).

7 Powers and Business

- 7.1** In common with North Ayrshire Community Planning Partnership, the Neighbourhood Board will 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 the bodies attending the Neighbourhood Board may have authority delegated by their parent organisation to implement the recommendation without further decision by their parent organisation. It is expected that this will normally be the case in relation to Neighbourhood Board grant determinations made within the scope of the relevant grant scheme.

7.2 The business of the Neighbourhood Board is to develop, review and implement the Irvine Neighbourhood Regeneration Plan.

8. Procedure for Dealing with Items of Business

8.1 Every effort shall be made by the Chair and Members to ensure that as many decisions as possible are made by consensus.

8.2 Report authors will speak to the terms of any report drafted by them which is on the agenda for a meeting. Thereafter it will be open to any Member to ask a question or questions concerning the item of business under consideration. Such questions must be relevant to the item of business under consideration and may be directed to any Member or officer seeking clarification of the terms of a report.

8.3 When the Chair is satisfied that there are no more questions to be raised they will invite the Neighbourhood Board to discuss the item of business. Such discussion must be relevant to the item of business and should attempt to achieve a decision by consensus. As part of the Chair's role to manage the meeting, the Chair shall attempt to ensure that Members who wish to speak have a fair opportunity to do so. The Chair shall have power to determine when Members can speak and will determine the number of occasions and length of time that a Member is able to speak.

8.4 When the Chair is satisfied that a decision can be made by consensus they will clarify the terms of that decision with the Neighbourhood Board.

9. Procedure where there is no Unanimous Decision

9.1 If the Chair is satisfied that a decision cannot be made by consensus, they will invite those of differing views to state the decision they wish the Neighbourhood Board to make. The first such statement will be known as the motion. Any member may seek an amendment to the motion. Any motion and amendment must relate to the item of business under discussion. No motion or amendment will be accepted unless it is seconded. It will be open to any Member to ask a question or questions to the mover of any motion or amendment seeking clarity of their motion or amendment.

9.2 In the event that discussion on any item has exceeded 30 minutes it will be open to any Voting Member to propose a motion. If this is not seconded the motion will fall and discussion shall continue. If it is seconded, the Chair will ascertain if there are any amendments, which also require to be seconded.

9.3 Non-voting members can propose or second a motion or amendment and speak to its terms, but cannot vote on it.

9.4 Debate: when the Chair is satisfied that there are no more amendments to be raised they will state that the Neighbourhood Board is in debate.

9.5 Subject to the right of the mover of a motion, and the mover of an amendment, to reply, no Member will speak more than once on the same motion at any meeting of the Neighbourhood Board except:

- On a question of Order;
- With the permission of the Chair; or
- In explanation or to clear up a misunderstanding in some material part of his/her speech.

9.6 The mover of an amendment and thereafter the mover of the motion will have the right of reply for a period of not more than 3 minutes. They will introduce no new matter and once a reply is commenced, no other Member will speak on the subject of debate. Thereafter the discussion will be held closed and the Chair will call for the vote to be taken.

10. Voting

10.1 Where a decision cannot be made by consensus in terms of standing order 8, then members with full voting rights shall be entitled to vote.

10.2 Any decision requiring a vote will be determined by a majority of votes of the Members present and who are entitled to vote on the question. Voting shall be by a show of hands, except where the meeting is being held via a remote meeting platform, when the name of each member voting or declining to vote shall be recorded in the minute by calling the roll of the members. In the case of an equality of votes the Chair shall have a second or casting vote. As the purpose of the Chair's second or casting vote is to break a deadlock, they can cast it whichever way they choose, including casting it differently from their earlier substantive vote. For the avoidance of doubt, the Chair is not required to cast their second or casting vote in favour of the status quo.

11. Code of Conduct and Conflicts of Interest

11.1 Members of the Neighbourhood Board shall subscribe to and comply with the Standards in Public Life - Code of Conduct for Members of Devolved Public Bodies which is deemed to be incorporated into these Standing Orders. All members who are not already bound by the terms of the Code shall be obliged before taking up membership, to agree in writing to be bound by the terms of the Code of Conduct for Members of Devolved Public Bodies.

11.2 If any Member has a financial or non-financial interest as defined in the Code of Conduct of Members of Devolved Public Bodies and is present at any meeting at which the matter is to be considered, they must as soon as practical, after the meeting starts, disclose that they have an interest and the nature of that interest and if they are precluded from taking part in consideration of that matter.

11.3 If a Member or any associate of theirs has any pecuniary or any other interest direct or indirect, in any contract or proposed contract or other matter and that Member is present at a meeting of the Neighbourhood Board, that Member

shall disclose the fact and the nature of the relevant interest and shall not be entitled to vote on any question with respect to it. A Member shall not be treated as having any interest in any contract or matter if it cannot reasonably be regarded as likely to significantly affect or influence the voting by that Member on any question with respect to that contract or matter.

11.4 Where an interest is disclosed, the other members present at the meeting in question must decide whether the member declaring the interest is to be prohibited from taking part in discussion of or voting on the item of business.

11.5 Complaints that a member has breached the Code of Conduct of Members of Devolved Public Bodies will be determined by the Neighbourhood Board or a Working Group set up under Standing Order 18. The complainer must identify the specific provision of the Code which has been breached and why it has been breached, failing which North Ayrshire Council's Senior Lead Officer on the Neighbourhood Board may advise that the complaint should not be further considered. If the Neighbourhood Board [or Working Group] proceed to a hearing to determine the complaint, it should ensure (a) that members directly involved in the complaint are not members of the meeting which determines the complaint; (b) give to the member who is being complained about fair notice of the subject matter of the complaint and (c) provide the complainer and the member complained about an opportunity to address the meeting. If the Neighbourhood Board [or Working Group] uphold the complaint they can (a) make recommendations to the body who appointed the member to either replace or suspend the member or (b) subject to the approval of North Ayrshire Council's Senior Lead Officer, suspend the member from attending meetings of the Neighbourhood Board for a period of up to one year.

12. Adjournment of Meetings

12.1 A meeting of the Neighbourhood Board may be adjourned to another date, time or place by a motion, which shall be moved and seconded and put to the meeting without discussion. If such a motion is carried by a simple majority of those present and entitled to vote, the meeting shall be adjourned to the day, time and place specified in the motion.

13. Disclosure of Information

13.1 No Member shall disclose to any person any information which falls into the following categories:

- Confidential information within the meaning of Section 50(a)(2) of the Local Government (Scotland) Act 1973.
- The full or any part of any document marked "not for publication by virtue of the appropriate paragraph of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 (which schedule is attached as Appendix B), unless and until the document has been made available to the public or press under section 50B of the said 1973 Act.
- Any information regarding proceedings of the Neighbourhood Board

from which the public have been excluded unless or until disclosure has been authorised by the Neighbourhood Board or the information has been made available to the press or to the public under the terms of the relevant legislation.

- Personal information about any individual unless that individual has consented to its disclosure.

13.2 Without prejudice to the foregoing no Member shall use or disclose to any person any confidential and/or exempt information coming to his/her knowledge by virtue of his/her office as a Member where such disclosure would be to the advantage of the Member or of anyone known to him/her or which would be to the disadvantage of the Neighbourhood Board.

14. Recording of Proceedings

Any request to photograph, tape, film, video tape, digital or otherwise record the proceedings of any Meeting shall be notified in advance to the Neighbourhood Board, to enable the Neighbourhood Board to determine whether to agree to the request. For the avoidance of doubt, recording of remote or on-line meetings is permitted.

15. Alteration, Deletion and Rescission of Decisions of the Neighbourhood Board

Except insofar as required by reason of illegality, no motion to alter, delete or rescind a decision of the Neighbourhood Board will be competent within six months from the decision, unless a decision is made prior to consideration of the matter to suspend this Standing Order in terms of Standing Order 16.

16. Suspension, Deletion or Amendment of Standing Orders

With the exception of Standing Orders 2, 3, 6, 7.1, 10.1, 11.1, 11.2, 11.3, 11.4, 13, 17, 18.1 and 19.1, any one or more of the Standing Orders in the case of emergency as determined by the Chair upon motion may be temporarily suspended, amended or deleted at any Meeting so far as regards any business at such meeting provided that two thirds of the Members of the Neighbourhood Board present and voting shall so decide. Any motion to suspend Standing Orders shall state the number or terms of the Standing Order(s) to be suspended.

17. Minutes

17.1 The names of the Members and others present at a meeting shall be recorded in the minutes of the meeting.

17.2 The minutes of the proceedings, including any decision or resolution made by

that meeting, shall be drawn up and submitted to the next ensuing meeting for agreement of their accuracy after which they will be signed by the person presiding at that meeting. A minute purporting to be so signed shall be received as evidence without further proof.

- 17.3** The minutes will also be referred to the Locality Partnership for noting by them. Any recommendations made by the Neighbourhood Board in relation to a matter where they do not have decision making powers delegated to them from the body whose function is to be exercised, will be referred to the Locality Partnership for ratification. If ratified, the recommendation will be submitted to the relevant body or bodies for their consideration. It is expected that this will normally be the case in relation to Neighbourhood Board grant determinations made within the scope of the relevant grant scheme.

18. Working Groups

- 18.1** The Neighbourhood Board may establish any Working Group as required in relation mainly to progressing the actions agreed in the Irvine Neighbourhood Regeneration Plan. Each Working Group shall have a limited time span as may be determined by the Neighbourhood Board.
- 18.2** The Membership, Chair, remit, powers and quorum of any Working Group will be determined by the Neighbourhood Board.
- 18.3** Agendas for consideration at a Working Group will be issued by electronic means to all Members no later than two days (not including Saturday and Sunday) prior to the start of the meeting.

19 UK Government

- 19.1** Neighbourhood Board standing orders are subject to the ongoing guidance of the relevant UK Government department.

Appendix A

Functions of the Neighbourhood Board

The Irvine Neighbourhood Board should drive priorities for investment and steer the long-term vision for their town, in partnership with the local authority and 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

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.

Appendix B

Local Government (Scotland) Act 1973

SCHEDULE 7A: DESCRIPTIONS OF EXEMPT INFORMATION

For the purposes of these Standing Orders the word “authority” in this Appendix shall mean any of the bodies detailed in paragraph 2.1 of these Standing Orders.

1. Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder, former office-holder or applicant to become an office-holder under, the authority.
2. Information relating to any particular occupier or former occupier of, or applicant for, accommodation provided by or at the expense of the authority.
3. Information relating to any particular applicant for, or recipient or former recipient of, any service provided by the authority.
4. Information relating to any particular applicant for, or recipient or former recipient of, any financial assistance provided by the authority.

5. Information relating to the adoption, care, fostering or education of any particular child or relating to the supervision or residence of any particular child in accordance with a supervision requirement made in respect of that child under the Social Work (Scotland) Act 1968.
6. Information relating to the financial or business affairs of any particular person (other than the authority).
7. Information relating to anything done or to be done in respect of any particular person for the purposes of any of the matters referred to in section 27(1) of the Social Work (Scotland) Act 1968 (providing reports on and supervision of certain persons).
8. The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.
9. Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.
10. The identity of the authority (as well as of any other person, by virtue of paragraph 6 above) as the person offering any particular tender for a contract for the supply of goods or services.
11. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.
12. Any instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with:
 - (a) any legal proceedings by or against the authority, or (b) the determination of any matter affecting the authority, (Whether, in either case, proceedings have been commenced or are in contemplation).
13. Information which, if disclosed to the public, would reveal that the authority proposes:
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
14. Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
15. The identity of a protected informant.