Landport Neighbourhood Board
Terms of Reference

Pride in Place Programme

Version	Final Version
Date	July 2026
Neighbourhood Board	Landport Neighbourhood Board
Accountable Body	Portsmouth City Council

1. Background

The Landport Neighbourhood Board is an independent, community-led partnership established to oversee the Pride in Place Programme for Landport.

The programme places power in the hands of local residents to shape regeneration priorities, providing up to £20m over 10 years to deliver meaningful change.

The Board is responsible for co-creating and overseeing a 10-year Regeneration Plan and a 4-year Investment Plan that reflects local priorities, tackles deprivation and improves infrastructure and opportunities.

2. Purpose

The purpose of the Landport Neighbourhood Board is to:

- Set a clear long-term vision for Pride in Place Landport.
- Provide strategic oversight and direction for Pride in Place investment.
- Ensure that funding decisions are evidence-led, inclusive, and aligned with community priorities.
- Act as a vehicle for collaboration between residents, partners and the Accountable Body.
- Champion Landport locally, regionally and nationally.

Ensure delivery aligns with the three national objectives:

- Building Stronger Communities
- Creating Thriving Places
- Empowering People to Take Control

3. Role of the Board

The Board will operate as a community-led decision-making body, ensuring all investment decisions are supported by a robust evidence base of community engagement.

Its role is strategic rather than operational.

The Board will:

- Oversee the preparation, approval and refresh of the Pride in Place Regeneration Plan and Investment Plan.
- Agree priorities, business cases and recommendations for Pride in Place funded projects in line with the Local Assurance Framework.
- Monitor delivery, performance, outcomes and benefits realisation.
- Ensure compliance with Government guidance, funding conditions and the Heads of Terms.
- Promote strong collaboration between delivery partners and alignment with wider local strategies.

- Ensure meaningful community and stakeholder engagement throughout programme development and delivery.
- Identify risks, issues and opportunities and recommend mitigating or enabling actions.
- Act as ambassadors for Landport and the Pride in Place programme.

4. Membership

The Board will reflect the diversity of Landport and include a balanced mix of sectors.

Membership will reflect a cross-section of the community including businesses, voluntary sector, education, health, faith groups and public sector partners.

The Board will include:

- The local Member of Parliament
- At least one local ward councillor

Membership will typically include:

- Residents (including lived-experience representatives)
- Voluntary and community sector organisations
- Local businesses and employers
- Education, health and skills representatives
- Housing, regeneration and place-making partners
- Police or community safety representatives
- The Accountable Body (officer representation – non voting).

Observers from central government or specialist agencies may attend by invitation.

The Board will consist of a minimum of eight members, with the majority being local residents or individuals who work directly within the Landport boundary.

A Board Member shall cease membership if they:

- Submit written resignation
- Are withdrawn by their nominating organisation
- Are unable to fulfil their role over a sustained period
- Breach the Code of Conduct
- Are removed by Board resolution in the best interests of the programme

5. Appointment of Board Members

- Resident and community representatives will be appointed following an open and transparent recruitment process led by the Chair supported by the MP and the Local Authority.
- Expressions of Interest are to be completed by interested individuals, which will be reviewed and scored by the Chair.
- Partner organisations will nominate representatives with appropriate seniority and decision-making authority.
- Final Board selection will be undertaken by the Chair with support from the MP and Local Authority.
- Appointments will adhere to the Seven Principles of Public Life (Nolan Principles).

Seven Principles of Public Life

Selflessness: Holders of public office should act solely in the public interest. They should not act to gain financial or other benefits for themselves, their family or friends.

Integrity: Holders of public office must avoid placing themselves under any obligation to people or organisations that might influence their work. They must not misuse their position.

Objectivity: Decisions should be made impartially, fairly and on merit, using the best evidence available and without discrimination or bias.

Accountability: Holders of public office are accountable to the public for their decisions and actions and must submit themselves to appropriate scrutiny.

Openness: Decisions should be taken in an open and transparent manner. Information should not be withheld unless there are clear and lawful reasons for doing so.

Honesty: Holders of public office should be truthful and must declare any private interests relating to their public duties and take steps to resolve any conflicts.

Leadership: Holders of public office should exhibit these principles in their own behaviour and actively promote and support them through leadership and example.

6. Roles and Responsibilities

The Accountable Body is responsible for receiving, holding and distributing Pride in Place funding in compliance with public spending, procurement and subsidy control regulations.

The Accountable Body ensures transparency by publishing governance documents, agendas, minutes and the Register of Interests.

It acts as an enabler and advisor and does not determine Board priorities but ensures decisions are legally and financially compliant.

Chair

The Board is led by an Independent Chair who will:

- Provide strategic leadership and act as independent champions for Landport.
- Lead ongoing and meaningful community consultation.
- Convene and chair Board meetings.
- Ensure the Board remains representative and community-led.
- Act as the key link between the community, Board, Accountable Body and local MP.

Board Members

Board Members will:

- Act in the best interests of Landport.
- Attend and actively contribute to meetings.
- Represent their sector or community responsibly.
- Support engagement and communication.
- Declare interests and manage conflicts appropriately.
- Act as ambassadors for the programme and actively support community engagement to ensure decisions reflect local priorities.

Other roles

- The Board may appoint Non-Board members to act as advocates and critical friends for specific projects or themes. These roles do not hold decision-making powers.

7. Conflicts of Interest

- All members must declare interests upon appointment and keep them up to date.
- A Register of Interests will be maintained and published.
- Members with a pecuniary or perceived conflict must withdraw from discussions and decisions as appropriate.

8. Board Member Conduct

All members are required to:

- Uphold the Nolan Principles
- Act with integrity, transparency and accountability
- Respect confidentiality where required
- Abide by the Board's Code of Conduct

9. Quorum and Decision-Making

A meeting shall be quorate where a simple majority (more than 50%) of the total appointed Board membership is present.

For example, where the Board consists of 18 members, at least 10 must be present. This threshold will adjust if total membership changes.

Each Board member has one vote.

Decisions will be made by a simple majority of those present and voting.

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

No decisions may be taken unless quorum is met.

10. Relationship with the Accountable Body

- The Landport Neighbourhood Board is not a legal entity. All funding, contracts and legal obligations rest with the Accountable Body.
- The s151 officer is responsible for ensuring that decisions taken by the Neighbourhood Board are managed in accordance with their accountable body duties.

Decision making

- At the stage where programme funding is assigned to projects agreed by the Neighbourhood Board, the council's role will sit with the s151 officer

Relationship to Council

- The Board may make recommendations or requests to the Council, or other relevant decision-making bodies, about service delivery issues but the decision will remain with the relevant decision making body which will have to have regard to statutory responsibilities
- The Board may make recommendations or requests to the Council, or other relevant decision-making bodies, about service delivery issues which are the responsibility of the council or other body. However, the decision will remain with the relevant decision-making body which will have to have regard to statutory responsibilities.

11. Meetings

The Board will meet at least quarterly.

To ensure transparency:

- Agendas, meeting dates and membership lists will be published
- Draft minutes and decisions will be published within 10 working days

Meetings may be held in person, virtually, or as hybrid meetings.

12. Communication and Reporting

The Accountable Body working with Hive Portsmouth will ensure publication of governance documents and maintain a public Register of Interests.

- Agendas and papers will be circulated at least five working days in advance.
- Minutes will be recorded and published, excluding exempt information.
- Regular updates will be provided to Government and local democratic bodies.

13. Community and Stakeholder Engagement

The Board is committed to:

- Inclusive, accessible and meaningful engagement.
- Removing barriers to participation.
- Working with trusted community networks.
- Ensuring lived experience shapes priorities and delivery.

All decisions must be supported by demonstrable evidence of community engagement and reflect the lived experience of residents.

14. Confidentiality

Members must respect confidentiality, particularly where information is commercially sensitive or relates to individuals. Non-disclosure agreements may be used where appropriate.

15. Review and Dissolution

- These Terms of Reference will be reviewed annually or in line with Government guidance.
- Dissolution of the Board will be agreed with the Accountable Body and Government at the conclusion of the programme or if required.

16. Ancillary Matters

- The Board is subject to the Freedom of Information Act, Data Protection legislation and related regulations.
- Sub-groups may be established to support delivery of specific themes.
- Sub-groups are advisory only and do not have decision-making powers. All recommendations must be approved by the main Board.

17. Complaints

The Landport Neighbourhood Board is committed to operating in an open, fair and transparent manner and to addressing complaints promptly and proportionately.

- Complaints may relate to the conduct of the Board, individual Board Members, or the way decisions have been made or implemented.

- Complaints concerning operational delivery of projects should normally be directed to the relevant delivery body in the first instance.
- All complaints about the Board itself will be submitted to the Accountable Body, which will manage and investigate complaints in accordance with its corporate complaints procedure.
- Where a complaint relates to the conduct of a Board Member, it may be considered under the Code of Conduct of the individual's appointing organisation, including local authority procedures where applicable.
- The Board Chair will be informed of any formal complaints and of the outcome, subject to confidentiality and data protection requirements.
- Where appropriate, learning from complaints will be used to improve governance, decision-making and engagement.