

Ryde Neighbourhood Board

Terms of Reference

April 2025

1 Context

In March 2025, the UK Government confirmed Ryde as one of 75 towns across the United Kingdom that will each benefit from a £20m share of a £1.5 billion total investment being made as part of its Plan for Neighbourhoods programme.

Plan for Neighbourhoods is designed to help fix the foundations of those places most left behind. To deliver this, the government will use the fund to put power in the hands of local people to address deprivation and regenerate their local area.

Ryde Neighbourhood Board, established in 2024 in response to the previous government's Long-Term Plan for Town's programme, is run by local people for local people, bringing together residents, business and community leaders to devise and agree a shared vision for the town's future.' The Board will, in partnership with the Isle of Wight Council and informed by ongoing community engagement, be responsible for developing a 10-year Regeneration Plan and 4-year Investment Plan. These documents will set out its vision for the next decade and the activity that will be pursued to achieve the three strategic objectives of the Plan for Neighbourhood's programme:

Thriving Places

- Vibrant neighbourhoods and communities with busy high streets
- Places should be able to design public services that are accessible, responsive, and tailored to local need

Stronger Communities

- Empower Boards to tackle the root causes, rebuild relationships, and restore a collective sense of belonging to their community
- Tackling division will have a direct positive impact on growth

Taking Back Control

- Talent is spread equally but opportunity is not
- Empower people to enter the workplace, workers to progress, and businesses to grow.

The development of a Regeneration Plan for Ryde provides an unprecedented opportunity to transform the future of Ryde, to make it a place of aspiration and achievement, that embraces new technology and sustainable ideals and that has a prosperous future with a strong sense of community and pride.

The Isle of Wight Council are the accountable body for the Ryde Neighbourhood Board and will hold all public funding received on behalf of the Board.

Further background on the Government's Plan for Neighbourhoods programme is available [here](#). Guidance on the governance arrangements for the programme is available [here](#).

2 Board Membership

Ryde Neighbourhood Board will at any time consist of up to 16 Board Members, which may include:

- Independent Chair*
- Independent Deputy Chair
- Local MP for the constituency that covers Ryde*
- X2 Isle of Wight Council Representatives*
- Police and Crime Commissioner or nominated deputy*
- Ryde Town Council Representative
- Local education representative
- Cultural, arts, heritage and sporting organisations
- Local businesses and social enterprises
- Community representatives
- Local health sector representative

****denotes mandatory appointment***

Board members can only be appointed by agreement of the Chair in consultation with the Isle of Wight Council as the accountable body for the Neighbourhood Board.

A Board Member shall cease to be a member of the Board in the following circumstances:

- they give written notice to the Chair of their notice of resignation
- due to their leaving the appointing organisation, in which case the organisation will then be invited to nominate a new representative
- they breach the Board's Code of Conduct
- the Board Member is removed from membership by a majority vote of the Board.

Should a Board member miss 3 consecutive meetings without sending apologies the Board will consider whether the membership is terminated and/or a request is submitted to the organisation requesting alternative representation.

3 Role of the Board

Ryde Neighbourhood Board is the lead decision-making entity for the development of the 10-year Regeneration Plan for Ryde and allocation of associated Plan for Neighbourhood funds. The Board provides strategic leadership and determines policy direction. The role of the Board is set out as follows:

A. To identify the 10-year Regeneration Plan and 4-year Investment Plan for Ryde including:

- Determining the 10-year Regeneration Plan for Ryde in line with published guidance;
- Agreeing the 4-year Investment Plan for Ryde;
- Regular review and updates to the Regeneration Plan for Ryde;
- Monitoring progress against delivery of the Regeneration Plan for Ryde;
- Provide updates and reporting to the Ministry of Housing, Communities and Local Government as required;
- Champion Ryde and the Board's vision at every opportunity.

B. To set strategy and structure for Ryde Neighbourhood Board including:

- Determining the vision to be promoted by Ryde Neighbourhood Board;

- Determining and reviewing Ryde Neighbourhood Board's goals;
- Determining the Board's policies in accordance with relevant assurance requirements;
- Reviewing and evaluating present and future opportunities, threats and risks for Ryde and the Board;
- Determining strategic options, projects and programmes, selecting those to be pursued, and deciding the means to implement and support them;
- Determining the strategies and plans that underpin Ryde Neighbourhood Board and the Regeneration Plan for Ryde;
- Ensuring the Board's structure and capability are appropriate for implementing the chosen strategies; including establishment of any committees or forum to the Board;
- Determining the Board's appetite for risk and to engage in the process of backing a robust risk management programme focused on the Board's areas of activity.

C. In agreement with the Isle of Wight Council, establish a delegation of authority to any panels/committees and the programme management team, including:

- Agreeing a scheme of delegating authority to sub-committees as approved by the Board, and monitoring and evaluating the implementation of policies, strategies and plans;
- Agreeing a scheme of delegating authority to the programme management team, and monitoring and evaluating the implementation of policies, strategies and business plans;
- In accordance with the relevant assurance requirements, determining the monitoring criteria to be used by the Board;
- Monitor budgets associated with the delivery of the Regeneration Plan at a strategic and project and programme level;
- Ensure that internal controls are effective and monitor the effectiveness of internal controls;
- Communicate with all committees with delegated authority from the Board;
- Communicate with the programme management team.

D. Exercise accountability and be responsible to relevant stakeholders in Ryde

- Ensure that communications both to and from the community and stakeholders are effective;
- Understand and take into account the interests of the community and stakeholders;
- Monitor relations with the community and stakeholders by the gathering and evaluation of appropriate information;
- Promote the goodwill and support of stakeholders.

4 Role of the Chair

The chair of Ryde Neighbourhood Board will be responsible for the establishment and leadership of the Board. They will act as a champion for the Neighbourhood and ensure the Board is community-led and embedded within the local area.

The primary role of the Chair is to secure strong governance for the Board ensuring it is in full control of its affairs and alert to its obligations. This will include the development of the Regeneration Plan for Ryde and the delivery of this plan through the effective targeting and monitoring of investments through the Plan for Neighbourhoods Fund. As part of their leadership role, the Chair will be expected to:

- lead Ryde Neighbourhood Board's engagement with key stakeholders - including the Isle of Wight Council as the accountable body for the Board;
- lead the continued monitoring, review and development of the Ryde Neighbourhood Board governance structures, policies and procedures;
- chair all the meetings of the Board. If the Chair is unable to attend a meeting, the Chair will nominate a Deputy to Chair in their absence for the duration of the meeting.
- be responsible for agreeing the agenda for each Board meeting in advance of the meeting and deciding the order of matters to be discussed;
- decide the order in which Board members will be called to speak ensuring that all members present, who wish to, are given an opportunity to speak and also seeking to ensure that all views are fairly represented;
- may suspend the meeting if in their view this is necessary for whatever period of time they deem appropriate;
- be responsible for agreeing the draft meeting notes within 10 working days of all Board meetings.

5 Role of Board Members

Bringing independent sound judgement, Board Members appointed to the Ryde Neighbourhood Board are therefore expected to:

- Provide leadership as a member of the Ryde Neighbourhood Board, ensuring its effectiveness on all aspects of its role;
- Scrutinise and hold to account the performance of management against agreed performance objectives;
- Support the continued monitoring, review and development of the Board's governance structures, policies and procedures;
- Act in accordance with the Board policies and procedures, as well as national requirements for Neighbourhood Boards;
- Contribute to the board to ensure a balance between high level coordination and driving the commissioning of the agreed programme of strategic projects and programmes to deliver on the Regeneration Plan for Ryde;
- Contribute to the strategic leadership, challenge and support to the Ryde Neighbourhood Board and contribute to the development of one of the most successful Neighbourhood Boards in the country; establishing credibility and confidence within the wider market;
- Actively engage with the Ryde community to capture and engage their interest and facilitate their activity in support of the Regeneration Plan for Ryde;
- There may be a requirement for Board Members to take on a lead role for key priority areas or smaller working groups of the main board in the themes of the Plan for Neighbourhoods;
- Contribute to and have influence over challenging goals and ensure that the strategic aims are delivered through appropriate mechanisms;
- Contribute to the development of the board, providing expert advice and guidance and business expertise;
- Help ensure effective planning, management and financial control procedures are in place to ensure that all relevant legal and statutory requirements are met;
- Understand and engage with and contribute constructively to discussions on broader opportunities and challenges for the Ryde economy.

There may be a requirement for Board Members to take on a lead role for key priority areas or to chair working groups / forums of the main Board, and there will be a requirement from time to

time to represent the Ryde Neighbourhood Board on a broader basis, including nationally, encouraging networking and joint working with businesses, government and public sector organisations based inside and outside the area.

6 Board Effectiveness Review

The membership of the Board and these terms of reference will be reviewed 6 months after Government approval of the Ryde Regeneration Plan. This will ensure the membership, roles and structure best reflect and support the interventions to be delivered. This will involve an initial Board Effectiveness Review (BER) where the size, structure, expertise, and diversity of the Board will be considered.

Following this initial BER, further reviews will take place as follows:

- June 2027 to review progress and effectiveness after 1 year of project delivery.
- June - September 2030 following delivery of the first 4-year Investment Plan
- June - September 2034: following delivery of the second 4-year Investment Plan

In consultation with the accountable body the Chair may undertake this review or may decide to appoint / request an external reviewer. The reviews will be expected to consider:

- size, structure, expertise, and diversity of the Board;
- overarching culture and tone set by the board. Clarity of, and leadership given to, the purpose, direction;
- quality of relationships between all board members and its relationships with stakeholders
- how the board communicates with, listens, and responds to, its organisation and other stakeholders;
- processes for identifying, reviewing, and managing risks;
- succession and development plans;
- quality and timing of papers and presentations to the Board;
- quality of discussions around individual proposals and time allowed. The process the chair uses to ensure sufficient debate for major decisions or contentious issues - including how constructive challenge is encouraged;
- effectiveness of board committees, including the Terms of Reference;
- how the board's practices, relationships and cultural norms compare with other Neighbourhood Boards.

At the 2027 review the BER may recommend the replacement of a minimum 25% and a maximum of 75% Members

7 Conduct of Board Members

All Board Members are expected to follow "The Seven Principles of Public Life (the Nolan Principles) when carrying out activities in their capacity as a Ryde Neighbourhood Board Member and a Ryde Neighbourhood Board Code of Conduct has been established which all Board Members are required to sign.

8 Meeting Frequency

The Board shall meet a minimum of 4 times per annum, or more regularly as agreed by the Chair in partnership with the S151 Officer of the accountable body.

9 Quorum

No decision may be made by a meeting of the Ryde Neighbourhood Board unless a quorum is present at the time the decision is purported to be made. “Present” includes being present by suitable electronic means agreed by the Board in which a participant or participants may communicate with all other participants.

The quorum shall be 5, for so long as the Board has 10 or more Members; or the number nearest to one half of the total number of Board Members for such periods as the Board has 10 or fewer Members.

A Board Member shall not be counted in the quorum present when any decision is made about a matter upon which that Board Member is not entitled to vote.

10 Decisions and Voting

The role of the Board is decision making. If a vote is required decisions shall be made on the basis of a majority of those Board Members attending and voting at a quorate Board meeting. Each member of the Board shall have one vote and decisions are made on a majority basis. In the event of an equal number of votes being cast, the Chair of the Board meeting will have the casting vote.

The Board may also make decisions by written procedure. Any decisions made by written procedure must be circulated to all Board Members eligible to vote and decisions shall be made on the basis of a majority of all Board Members eligible to vote.

11 Attendance by Others

Board Members may not appoint an alternate or anyone to attend or act on his or her behalf at Board meetings unless approved in advance by Board decision.

The Section 151 Officer of the accountable body, or a nominated deputy, will attend all Board meetings.

A Senior Officer of the Isle of Wight Council will also attend all Board meetings to provide support to the Chair and Board and to ensure decisions of the Board are executed.

The Board may co-opt up to an additional 5 members - in an associate membership / non-decision-making capacity - to enable the Board to benefit from the input of wider stakeholders where appropriate.

The Chair can invite others to attend the meeting if they feel this would be helpful to the business of the Board and where the benefit of their experience on the issues under discussion and their feedback are valuable contributions that will be sought by the Chair during debate.

12 Transparency

Ryde Neighbourhood Board meetings will be held in private, either remotely or at a chosen location. The Board can decide at its discretion to hold a meeting in public.

Ryde Neighbourhood Board membership and governance arrangements, minutes of meetings and decision logs will be published on the website of the accountable body. These will include:

- 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

13 Deputations at meetings

The Board may receive deputations on a matter from any organisation or individual, where notice has been given, which is before that meeting for decision. The following rules will apply:

- Notice of the intended deputation stating which agenda item it refers to and its purpose must be received in writing by the Secretariat by 12 noon the day before the meeting;
- Decisions on whether to receive deputations on a matter will be made by the Chair and the Chair may waive the giving of notice in any case they consider appropriate;
- Those attending may make a written or verbal presentation which may be supplemented by a modest visual aid such as a single plan, photograph or video recording.
- Questions to deputations will be permitted, but only to clarify a statement.

14 Declaration of Interest

A register of interest will be established by Ryde Neighbourhood Board and all Board Members have a duty to declare their interests (direct or indirect) in transactions or arrangements involving the Ryde Neighbourhood Board. This requirement has been extended to all Chairs and members of dedicated delivery sub-committees of Ryde Neighbourhood Board.

15 Management of Interests

The overriding principle adhered to by Ryde Neighbourhood Board is that every Member should be, and be seen to be, impartial at the time of participation in any discussion or decision relating to a matter considered by Ryde Neighbourhood Board.

This is recognised to be particularly important in relation to any decisions on funding awards and it is a fundamental principle that all parties in such processes are treated equally and fairly and that the parties perceive this to be the case.

16 Gifts and Hospitality

Ryde Neighbourhood Board also maintains a register of events attended and gifts or hospitality received or given by all persons in their capacity as representatives of the Board or whilst carrying out Ryde Neighbourhood Board duties. Gifts and hospitality of a significant value received by Board Members or their spouse/partner in their capacity of representatives of Ryde Neighbourhood Board should not be accepted. The giving of gifts or hospitality of significant value should also be avoided by Board Members.

17 Support and Administration Agreements

Isle of Wight Council will provide secretariat support to the Board unless otherwise agreed between both parties.

18 The Board's relationship with the Accountable Body (Isle of Wight Council)

Isle of Wight Council will remain the accountable body for the Plan for Neighbourhoods funding received in relation to Ryde Neighbourhood Board's Regeneration and Investment Plans.

The procurement policies of Isle of Wight Council will apply. Any delivery partners will be identified using the procurement policies of Isle of Wight Council and contracts will be entered into between Isle of Wight Council and the delivery partner in accordance with Isle of Wight Council's policies and procedures including its contract procedure rules.

Isle of Wight Council (acting as Lead Council and Accountable Body) is responsible for:

- Developing a programme delivery team, delivery arrangements and agreements;
- Ensuring that decisions are made by the Board in accordance with good governance;
- Ensuring transparency requirements are met – through publication of information on their website;
- Developing detailed business cases, agreed projects and undertaking any necessary feasibility studies;
- Undertaking any required Environmental Impact Assessments or Public Sector Equality Duties;
- Liaising with potential private investors in identified local projects and schemes;
- Ensuring that funding arrangements are appropriately signed off;
- Monitoring and evaluating the delivery of individual Ryde Regeneration Plan projects and submitting regular monitoring reports as required;
- Receiving and accounting for the Plan for Neighbourhoods funding allocation.

19 Variation to Terms of Reference

The Board may update these Terms of Reference as and when required.