

# SCARBOROUGH NEIGHBOURHOOD BOARD

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## TERMS OF REFERENCE

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### 1. INTRODUCTION

- 1.1 Scarborough was selected for support under the “Long Term Plan for Towns” programme in March 2024, as one of 75 areas supported with £20m allocation of investment.
- 1.2 The Government reviewed this policy under its Plan for Neighbourhoods Programme in March 2025. In this model Towns (via the lead Local Authority) will receive funding and support totalling up to £20 million.
- 1.3 Funding is to be released to local authorities with the flexibility to spend it over 10 years, based on a set phasing profile, with light touch assurance from the Ministry for Housing Communities & Local Government (“MHCLG”).

### 2. ROLE OF THE SCARBOROUGH NEIGHBOURHOOD BOARD (the Board)

- 2.1 The Board is not a formally constituted body and shall hold no monies or assets.
- 2.2 The Board leads the programme for the £20m Plan for Neighbourhoods, bringing together private, public, and voluntary sectors to drive strategic leadership, secure government funding, and shape a vision for the area.
- 2.3 The Board oversees the delivery of the Investment Plan, ensuring interventions align with the fund’s principles and effectively address local opportunities and challenges. It coordinates resources, encourages economic growth, and engages stakeholders to maximise impact.
- 2.4 Additionally, the Board provides strategic insight, sets investment priorities, and collaborates with residents, businesses, and community organisations to guide long-term development for Scarborough. The designated area for the Plan for Neighbourhoods is outlined in Appendix 1.

### 3. ROLE OF THE NORTH YORKSHIRE COUNCIL (NYC)

- 3.1 NYC remains the accountable body for all funding received under the Plan for Neighbourhoods.
- 3.2 NYC will be represented on the Board by the Executive Member of the Council and the Chief Executive, ensuring a direct link between both entities in delivering key outcomes.
- 3.3 The Board will be supported by the officers from the Regeneration North and East team, employed by NYC.

- 3.4 Board members may be required to attend NYC meetings and submit recommendations to the Council's Executive.

#### 4. DUTIES AND RESPONSIBILITIES

- 4.1 The Board will be responsible for:

- (a) operating in accordance with government guidance and ensuring compliance with governance and transparency requirements. Key responsibilities include:
- **Developing a Regeneration Plan** based on evidence, identifying interventions to address priorities, and driving new initiatives.
  - **Ensuring inclusivity and diversity** by actively engaging all communities and stakeholders in decision-making and adhering to Public Sector Equality duties.
  - **Promoting Scarborough** as a prime location for investment, trade, and local business growth.
  - **Responding to government opportunities** that support economic development and negotiating greater local accountability.
  - **Coordinating resources** to ensure sustainable implementation and co-investment in the Regeneration Plan.
  - **Championing Scarborough's role** in achieving the priorities of the York and North Yorkshire Combined Authority.
  - **Attending public consultation and promotional events** to engage stakeholders effectively.
  - **Upholding the Seven Principles of Public Life** (Nolan Principles) as outlined in Appendix 2: Code of Conduct.
- (b) driving forward Scarborough's vision by steering investment, supporting local communities, and influencing policy to benefit the area's economy and future growth.

- 4.2 NYC will be responsible for:

- Supporting the Board in developing the Regeneration Plan.
- Unless agreed otherwise, acting as a secretariat and administrative support to the Board.
- Providing technical expertise to the Board for project development and feasibility studies.
- Executing the approved Regeneration Plan.
- Sourcing officer resource to support delivery.

## **5. BOARD MEMBERSHIP**

### **5.1 The Board must comprise of:**

- An independent Chairperson.
- The Member of Parliament for the constituency including Scarborough town.
- In unitary authority areas, two councillors from the Local Authority.
- A senior representative from the police.

### **5.2 The Board should also comprise of representatives from a cross-section of the local community to promote community leadership, and boards should ensure there is greater representation from non-elected members than elected. The Chair, supported by the Council, may consider the following groups and sectors:**

- Community partners.
- Local businesses and social enterprises.
- Cultural, arts, heritage, and sporting organisations.
- Public agencies and anchor institutions.

### **5.3 Councils should ensure that their Neighbourhood Board membership complies with their equality duties, particularly the Public Sector Equality Duty (PSED) outlined in the Equality Act 2010. This requires public authorities to have due regard to the need to promote equality of opportunity between the nine protected characteristics. In addition, public authorities should have regard to the desirability of promoting good relations between persons of different religious belief, political opinion, and racial group. Councils, alongside their chosen chair, should ensure that these equalities duties are met when designing their Neighbourhood Board.**

### **5.4 Applications for new Board Members shall be determined by the Board at any time.**

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

5.5.1 Such Board Member gives written notice to the Chair of their notice of resignation.

5.5.2 Board Member's death.

5.5.3. Such Board Member's bankruptcy making of any arrangement or composition with their creditors, or liquidation, or in the case of an organisation, winding up, liquidation, dissolution or administration or anything analogous to any of the foregoing occurring in relation to a member in any jurisdiction.

5.5.4 Such Board Member is removed from membership by a resolution of the Board that it is in the best interests of the Board that the membership is terminated.

### **5.6 Board Members may be removed from the Neighbourhood Board as set out in Appendix 2 (Scarborough Neighbourhood Board Code of Conduct).**

### **5.7 Any Board Member removed by the Board shall not be reappointed.**

## **6. THE CHAIR AND DEPUTY CHAIR**

- 6.1 North Yorkshire Council (NYC) appoint the Chair, in consultation with the local MP. The Chair, in consultation with the Board, appoints the Deputy Chair.
- 6.2 The Deputy Chair assumes the Chair's responsibilities when absent. If both are unavailable at a formal meeting, attending Board members will elect a temporary Chair for that meeting only.
- 6.3 Officers from the Regeneration North & East Service (see 3.3) will regularly consult the Chair on progress related to individual interventions and the development of the Plan for Neighbourhoods.
- 6.4 The Chair may convene informal meetings with Board Members to discuss specific matters related to interventions. Additionally, the Chair and Deputy Chair may engage with third parties and attend events to advance the Plan for Neighbourhoods, and individual interventions.
- 6.5 The Chair has authority to make urgent decisions when a timely Board meeting cannot be convened. The Chair must consult Board members via email before making such decisions, which will be published as soon as practicable following the decision.

## **7. MEETINGS OF THE BOARD**

- 7.1 The Board will hold quarterly meetings, with additional meetings scheduled as needed as per 6.4 of these Terms. Recommendations may be approved via written procedure as per 6.5.
- 7.2 External advisers may attend as observers with the Chair's permission and participate in discussions but cannot vote.
- 7.3 With the Chair's prior approval, Board members may participate remotely, considered equivalent to in-person attendance, allowing members to vote, and be counted in the quorum.
- 7.4 Board members may send a substitute to meetings with prior written agreement of the Chair. Such substitutes will be counted in the quorum and allowed to participate in voting.
- 7.5 Board meetings will be scheduled by the Neighbourhood Board's secretariat at the request of the Chair, who will approve the agenda and meeting papers.
- 7.6 Meeting details, including venue, time, date, agenda items, and any relevant papers will be shared with members and attendees at least five business days in advance.
- 7.7 Non-exempt agenda items and reports will be published on the Council's website, except for confidential discussions (e.g. commercial or personal data, government sensitive information).
- 7.8 The Chair may hold private meetings for discussions involving commercial sensitivity, confidential government information, personal data, or third-party confidentiality obligations.

## **8. QUORUM & VOTING ARRANGEMENTS**

- 8.1 A minimum of five Board Members must be present to achieve quorum. For urgent written decisions made under the provisions of 6.5 and 8.6 of these Terms, five responses must be received.
- 8.2 Each Board member shall have one vote which may be cast on matters considered at the meeting by a show of hands. Votes can only be cast by members attending a meeting of the Board.
- 8.3 The general rule about decision-making by the Board is that any decision of the Board must be a majority decision at a meeting, or a decision taken in accordance with paragraph 6.5 and 8.6 of these Terms.
- 8.4 Members with conflict of interests as set out in Appendix 2: Code of Conduct, may participate in discussions but cannot vote.
- 8.5 Save where they have a personal interest, the Chair will have a casting vote. In this context, this refers to whoever is present and discharging the function of the Chair for the purpose of the meeting.
- 8.6 A resolution in writing, sent electronically to all Board Members entitled to receive notice of a meeting of the Board and signed by a majority of members shall be valid and effectual as if it had been passed at a formal meeting of the Board and may consist of several documents in materially the same form each signed by one or more Board Member in the event a Board Meeting may not be convened in a timely manner.

## **9. REGISTER OF INTERESTS**

- 9.1 Arrangements for the Register of Interests are found within the Neighbourhood Board Code of Conduct attached at Appendix 2.

## **10. COMMUNICATION AND REPORTING**

- 10.1 In accordance with transparency requirements, and save as outlined in 7.8 above, the default position will be that all Board papers are open to the public.
- 10.2 The proceedings and resolutions of meetings of the Board, including the names of those present and in attendance, shall be minuted by the Secretary of the Board.
- 10.3 Minutes of meetings of the Board shall be approved in draft form by the Chair and disseminated to the Board no later than 10 (ten) working days following the meeting. Minutes shall remain in draft until approval by the Board at the Board's next meeting.
- 10.4 Approved minutes of the Board shall be published on the website of the North Yorkshire Council, with the exception of minutes relating to items deemed confidential as set out in 7.8 above.
- 10.5 Communications, reporting and monitoring returns relating to the progress of projects will be in accordance with MHCLG guidance.
- 10.6 Boards should map and collaborate with existing community networks, organisations,

and trusted local figures to build on established relationships and ensure engagement is rooted in the community's lived experience and expertise.

- 10.7 Engagement must be iterative and continuous throughout the programme, with regular updates and feedback loops that clearly demonstrate how community input has influenced decisions and outcomes, fostering accountability and trust.
- 10.8 Public enquiries for the Board will be managed by NYC's Communications Team, with contact details published on NYC's website.

## **11. OVERSIGHT OF PREVIOUS INITIATIVES**

- 11.1 In September 2025, the Towns Fund programme was replaced by the Local Regeneration Fund. While the Scarborough Neighbourhood Board no longer holds a formal decision-making role in relation to the Scarborough Town Deal, the Council will continue to engage with the Board on key strategic projects in the town. This ongoing engagement ensures that local perspectives remain part of the wider regeneration conversation.
- 11.2 The Neighbourhood Board cannot overturn, or undo decisions that were made by the Scarborough Town Board.

## **12. GENERAL MATTERS**

- 12.1 Board Members must sign and return the Scarborough Neighbourhood Board's Code of Conduct (Appendix 2) and Register of Interests form (Appendix 3) on an annual basis.
- 12.2 The Board will comply with all laws and regulations as appropriate, including the Data Protection 2018, Freedom of Information Act 1998, and the Environmental Protection Regulations (various).
- 12.3 Sensitive projects and information will be managed confidentially, and Board Members are bound to maintain confidentiality.
- 12.4 Concerns regarding fraud or misconduct should be reported via NYC's Whistleblowing Policy: [Whistleblowing policy | North Yorkshire Council](#)

## **13. REVIEW OF TERMS**

- 13.1 The Government may publish further guidance on the operation and function of Neighbourhood Boards and these Terms of Reference will be reviewed in accordance with any such guidance.
- 13.2 The Neighbourhood Board retains the right to amend these Terms at any time.