

## **TERMS OF REFERENCE**

### **Neighbourhood CIL for Bath Advisory Board**

#### **1. Purpose**

The main purpose of the Advisory Board is to provide community insight on applications for Neighbourhood CIL for Bath funding.

To make recommendations to the Leader of Bath and North East Somerset Council for the Neighbourhood CIL for Bath applications.

#### **2. Membership**

The Board will be comprised of:

- Eight Bath Ward Councillors

A chair will be appointed by and from amongst the Advisory Board members.

The members will be supported by the Community Engagement Manager and the Community Engagement Officer

Non-members may be invited by the Chair to attend all or part of any meeting.

#### **3. Appointments and Terms**

Councillor appointments will be made through a selection process, this will be an open application process for all Bath Ward Councillors. The decision will be taken by The Leader of the Council after consulting with Colleagues and Council Officers.

Councillor appointments will be representative of the political groups with elected members in The City of Bath. The Board will be proportional to reflects the twenty-six elected members that serve the City of Bath.

9 <sup>th</sup> December 2021	Elected Members	Percentage	Representation
Liberal Democrats	23	88.4%	7
Independent and Green	3	11.6%	1

Councillor appointments will have representative geographical coverage of The City board

The Chair will be appointed by the Advisory Board for each municipal year.

Appointments will be for an initial two-year term. Members of the Advisory Board may choose to be re-appointed for additional two-year terms. There is no limit on the number of times a member can be reappointed if they remain elected in the same ward and are representing the same party.

Following the results of Ward Councillor Elections, the proportionality and membership of the Board will be amended to reflect any change.

The Chair and members have the opportunity of resigning at any time from their position. When a resignation occurs, the Advisory Board will take the decision on appointment to the vacant post in accordance with these terms of reference.

#### **4. Chair**

In the absence of the appointed Chair at a meeting, the Board members will appoint a Chair for the duration of the meeting.

#### **5. Quorum**

The quorum necessary for the transaction of business shall be five of the eight members of the Board.

#### **6. Frequency of Meetings**

The Board will meet at least twice in each Municipal Year. Additional meetings will be organised should the need arise these will be agreed by the Chair.

Meetings may be held virtually.

#### **7. Notice of Meeting**

Unless otherwise agreed, notice of each meeting confirming the venue, time, and date together with an agenda of items to be discussed and supporting papers, will be forwarded, or notified to each member of the Board, any other person required to attend, no later than five working days before the date of the meeting.

#### **8. Conduct of Meetings**

Any member of the Board who has a conflict of interest relating to any decision to be made by the Board must declare their interest before the item relating to that decision is discussed and will not be entitled to debate or vote on that decision.

The Chair will have the final ruling on whether the member is entitled to debate & vote In the event the Chair is conflicted the Board will elect a temporary Chair to preside for that item only.

## **9. Reports**

The Community Engagement Officer will support the Board and will report on key actions promptly after the meeting.

## **10. Duties and responsibilities**

To provide the community the opportunity to comment on the applications prior to the Board making their recommendations. Applications will be made available on the Bath and North East Council Website.

To provide local community insight into applications for Neighbourhood CIL for Bath funding.

To ensure that there is sufficient funding available to support recommendations.

To ensure that Legal guidance has been provided for applications that are to be recommended.

To provide recommendations to the Leader of Bath and North East Somerset Council on which Neighbourhood CIL for Bath applications to take forward.

To be involved in publicity for Neighbourhood CIL for Bath projects as they are implemented.

To positively promote the availability if the Neighbourhood CIL for Bath funding scheme to residents and groups within the City.

## **11. Reporting responsibilities**

An annual report will be produced by the Community Engagement Officer. This report will be reviewed by the Advisory Board before being published.

## **12. Terms of Reference Review**

The Terms of Reference of the Advisory Board will be reviewed by the Board every two years. Any proposed changes to the terms of reference mustn be agreed by the Council Leader.

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**20<sup>th</sup> January 2022**