**Community Board Terms of Reference**

Community Boards are informal partnerships convened by Buckinghamshire Council.

**Membership**

1. Participation on the Community Board is open to all, including unitary councillors who are voting members, town and parish representatives, representatives from unparished areas, voluntary and community sector, strategic partners and residents.
2. Participation on the Community Board will be limited to one spokesperson representing the organisation unless the Community Board considers it appropriate to appoint more representatives as members of the Community Board.

**Chairmanship**

1. The Leader of the Council and Cabinet Member for Communities will appoint the Chairman and Vice-Chairman of the Community Board. The Leader of the Council and Cabinet Member for Communities may rescind such appointments within this period at any time.

**Terms of Reference**

1. The Community Board will as a local partnership:
   * Support the council’s strategic priorities at a local level.
   * Establish a collectively agreed set of local priorities that focus on improving the local community. These priorities to be based on local data and insight, community intelligence and feedback from the community.
   * Develop, deliver and provide support funding of local projects and initiatives that align to these local priorities. These will inform and direct an action plan based on evidence of local need.
   * Agree the allocation of Community Board funding to deliver agreed local priorities (aligned with Buckinghamshire Council policy and priorities) and in accordance with the Community Boards Handbook and funding criteria.
   * Discuss any issues that are relevant to the Board.
   * Consider petitions to Buckinghamshire Council where they relate to a local issue and/or are best resolved locally. The handling of petitions will be in accordance with the council’s constitution and petitions protocol and the Community Boards Handbook.
2. Each Community Board will hold meetings and events as set out in the Community Board Handbook. Meetings will be conducted informally and as determined by the Chairman. Meetings can be held either virtually or in person.
3. Standing agenda items for formal Community Board meetings shall include:

* Minutes of last meeting.
* Declarations of interest.
* Community Board budget and current funding applications
* Community matters (public participation)
* Consultations and petitions

1. Subject to paragraph 8 it is expected that decisions made by the Community Boards will be reached by consensus, in the event that there is no clear consensus, decisions will be made by unitary councillors as voting members. The Community Board Chairman may take an indicative only vote of non-voting Board members and/or attendees at a meeting if they wish.
2. Funding decisions will be made by unitary councillors as voting members only, as set out in the Community Board Handbook.
3. Where urgent matters need Community Board input or recommendations before the next formal meeting, this will be organised by the Community Board Manager.
4. All Community Boards participants are to treat each other with mutual respect.
5. If the Chairman of the Community Board reasonably considers the behaviour of a member or an attendee is disrupting the proceedings of the Community Board in any way, they may exclude the member or attendee from the meeting or the proceedings for such time as deemed necessary by the Chairman.
6. The Chairman’s interpretation and decision on procedure is final.

**Reporting and Performance**

13. An annual report covering all Community Boards will be presented to full Council each year.

Update: 13.10.23