28/08/26

Motherwell Pride in Place Board

Terms of Reference

August 2026

1 INTRODUCTION

1.1 These Terms of Reference ("the Terms") set out how the Motherwell Pride in Place Board ("the Neighbourhood Board") operates, how decisions are made and the procedures that are followed to ensure that the Board operates efficiently, effectively and in a manner that is transparent and accountable.

1.2 Any reference to "the Council" is a reference to North Lanarkshire Council and its statutory successors. Any obligation or requirement on the Council to do something will be satisfied if the Council procures that it is done.

1.3 Any reference to "MHCLG" is a reference to the UK Government's Ministry of Housing, Communities and Local Government.

1.4 A reference to "paragraph(s)" and "Annex" is to the paragraphs and annexes of the Terms.

1.5 Copies of all codes of conduct, policies, guidance and any other documents referred to in the Terms can be made available on request to the Council.

2 OBJECTIVES

2.1 The Neighbourhood Board, supported by the Council, will develop, agree and produce a Pride in Place Plan for Forgewood, North Motherwell & Motherwell Town Centre. The Pride in Place Plan will consist of a 10-year vision which will include an initial 4-year investment plan which should recognise and seek to build on work that is underway, or has been undertaken already, in Motherwell. The Pride in Place Plan and the initial 4-year investment plan will align with the Council's strategies, plans and objectives as set out in the *Plan for North Lanarkshire* or any successor strategic plans. The initial 4-year investment plan will be reviewed and updated on an annual basis and endorsed by the Neighbourhood Board and recommended to the Council for approval and implementation, in line with the Council's role as Accountable Body.

2.2 The Neighbourhood Board will bring together community leaders, local employers, public agencies and local elected representatives to develop a shared 10-year vision for the Motherwell Pride in Place area and provide strategic leadership for delivery across the programme's objectives.

2.3 The Neighbourhood Board will drive strategic priorities for investment, provide place-based leadership, and steer the long-term vision for Forgewood, North Motherwell and Motherwell town centre hand-in-hand with local people.

3 RESPONSIBILITIES

3.1 The Neighbourhood Board will be responsible for:

3.1.1 Identifying the issues and priorities to focus on for the Pride in Place Plan, including supporting a process of ongoing community engagement.

3.1.2 Working with the Council to develop the Pride in Place Plan, setting out how local partners will use their knowledge, powers, assets and funding to deliver for communities.

3.1.3 Identifying opportunities to attract additional philanthropic or private investment to support delivery of the Pride in Place Plan.

3.1.4 Submitting the Pride in Place Plan to MHCLG by an agreed date.

3.1.5 Discussing progress, outcomes and community impact arising from the delivery of projects set out in the Pride in Place Plan and associated investment plans, recognising that responsibility for delivery, expenditure, contracts and statutory compliance rests with the Council as Accountable Body.

3.2 The Chair, Neighbourhood Board Members and the Council will ensure that the Nolan Principles (Annex A) are upheld in the carrying out of all business and activities of the Neighbourhood Board.

4 RELATIONSHIP WITH THE MEMORANDUM OF UNDERSTANDING

4.1 The Neighbourhood Board will be a signatory to the Memorandum of Understanding relating to the first Investment Period of the Pride in Place Programme in acknowledgement of its role in programme delivery but will not be a formal party to that agreement.

4.2 The Neighbourhood Board is not a legal entity and does not hold statutory, financial, contractual, audit or assurance responsibilities.

5 GOVERNMENT GUIDANCE

5.1 The Neighbourhood Board will undertake its responsibilities in accordance with guidance issued by MHCLG, including:

- *Plan for Neighbourhoods: Prospectus*
- *Plan for Neighbourhoods: governance and boundary guidance*
- *Plan for Neighbourhoods: pre-approved interventions guidance*

and any successor or updated guidance.

6 CHAIR OF THE NEIGHBOURHOOD BOARD

6.1 The Council is responsible for the appointment of an independent chair of the Neighbourhood Board (“the Chair”), following consultation with the relevant Member of Parliament.

6.2 The Chair must be a prominent local community leader or local businessperson. They should act as a champion for Forgewood, North Motherwell and Motherwell Town Centre areas of Motherwell and provide leadership for the Neighbourhood Board, ensuring it is community-led and embedded within the local area.

6.3 Elected representatives, such as Members of Parliament, Members of the Scottish Parliament or local councillors, must not chair the Neighbourhood Board.

6.4 The role of the Chair is voluntary. The Chair will not be entitled to any remuneration. Reasonable expenses incurred in connection with the fulfilment of the role of Chair may be reimbursed.

6.5 The appointment of the Chair will be held until the four-year check in point at the end of each investment period cycle. The Chair whose appointment expires under this provision is not excluded from re-appointment.

6.6 Notwithstanding the provisions of paragraph 6.5, the Council, at its sole discretion, may terminate the appointment of the Chair before the end of the four-year check in point at the end of each investment period.

7 NEIGHBOURHOOD BOARD MEMBERSHIP

7.1 The Neighbourhood Board will have a maximum of 15 members ("Neighbourhood Board Members"). Reference to Neighbourhood Board Members includes the Chair.

7.2 Two Neighbourhood Board Members will be local councillors from the Council. The Council will confirm the appointment of the local councillors to the Chair and the Neighbourhood Board following completion of the Council's process for the appointment of representatives to outside organisations.

7.3 The Member of Parliament whose constituency sits within the boundary of the town of Motherwell must sit on the Neighbourhood Board.

7.4 The Member of Scottish Parliament ("the MSP") whose constituency sits within the boundary of the town of Motherwell must sit on the Neighbourhood Board.

7.5 The Neighbourhood Board will comprise representation from local organisations. This may include, but is not restricted to:

7.5.1 Community partners, such as community groups, faith groups, local charities, neighbourhood forum, youth groups, and the Third Sector Interface.

7.5.2 Local businesses and social enterprises, such as the chair or board members for the Business Improvement District where these exist, and key local employers or investors in the Forgewood, North Motherwell and Motherwell Town Centre area.

7.5.3 Community and small businesses.

7.5.4 Cultural, arts, heritage and sporting organisations, such as local sports club directors and local heritage groups.

7.5.5 Public agencies and anchor institutions, such as local schools, higher education and further education institutions, relevant government agencies for the Forgewood, North Motherwell and Motherwell Town Centre area.

7.6 Membership of the Neighbourhood Board will be kept under review by the Council to ensure that it is consistent with guidance from the MHCLG and aligned to achieving the Neighbourhood Board objectives.

8 APPOINTMENTS OF NEIGHBOURHOOD BOARD MEMBERS

8.1 The Council, in consultation with the Chair, is responsible for the appointment of Neighbourhood Board Members.

8.2 The Council will notify MHCLG of any changes to the Neighbourhood Board membership.

8.3 With the exclusion of the required Neighbourhood Board memberships detailed at paragraphs 7.2, 7.3, 7.4 and 7.5, appointments to the Neighbourhood Board will be held until the four-year check in point at the end of each investment period cycle. Any Neighbourhood Board Member whose appointment expires under this provision is not excluded from re-appointment.

8.4 Notwithstanding the provisions of paragraph 8.3, the Council, at its sole discretion, may terminate the appointment of any Neighbourhood Board Member before the end of the four-year check in point.

8.5 Neighbourhood Board Members may resign from the Neighbourhood Board by serving notice, in writing, on the Chair, or in the event that the Chair is the member resigning, on the Council.

8.6 If a Neighbourhood Board Member is a representative of an organisation and resigns from that organisation, they automatically resign from being that organisation's named representative on the Neighbourhood Board and as a Neighbourhood Board Member.

9 MEETINGS AND PROCEDURE

9.1 The Neighbourhood Board will meet quarterly. Additional meetings may take place should the need arise at the discretion of the Chair in consultation with the Council.

9.2 A minimum of two weeks' notice will be given for a meeting of the Neighbourhood Board. Board papers will be issued to Neighbourhood Board Members, and all other Board attendees, 5 working days before any meeting of the Neighbourhood Board.

9.3 The Neighbourhood Board will follow the Council's governance and finance arrangements when considering private reports, with the default position being that all papers are open to the public.

9.4 The Chair will ensure that minutes of meetings of the Neighbourhood Board are made. The minutes will include any conflicts of interest reported to the Neighbourhood Board.

9.5 Draft minutes should be issued to the Neighbourhood Board Members, and all other Board attendees, within 10 working days of the meeting. Once approved by the Neighbourhood Board, final minutes will be published on the Council website within 10 working days.

10 QUORUM AND DECISION-MAKING

10.1 Decisions of the Neighbourhood Board will be made by majority vote of Members present who are eligible to vote.

10.2 The Chair will not have a second or casting vote.

10.3 The Neighbourhood Board will not be entitled to take any decision relating to expenditure that will, or may reasonably be expected to, conflict with the Council's obligations as Accountable Body or the Council's Section 95 Officer's duties.

10.4 Authority for decisions remains vested in the Neighbourhood Board, subject to the limitations set out in these Terms.

10.5 The quorum for a meeting is 50% of Neighbourhood Board Members.

10.6 A duly convened meeting will be competent to exercise the authorities vested in the Neighbourhood Board subject to the limitations set out in these Terms and the Memorandum of Understanding.

10.7 Council officers will attend meetings to ensure the Council's duties as Accountable Body are met and to provide secretariat support.

10.8 If a Neighbourhood Board Member ceases to be a member at a Neighbourhood Board meeting, he or she can continue to be present and to act as a member and be counted in the quorum until the end of the meeting if no other member objects and if otherwise a quorum of members would not be present.

10.9 If a Neighbourhood Board Member has not attended a Board meeting for 3 consecutive meetings, unless agreed with the Chair, they cannot act as a member of the Board and be counted in the quorum. Following the failure to attend the Board for 3 consecutive meetings, unless agreed with the Chair, the representative will no longer be a member of the neighbourhood Board and will be notified by the Chair.

10.10 Each meeting of the Neighbourhood Board, and any working group, will be conducted in accordance with the Council's Code of Conduct.

11 PROGRAMME DELIVERY

11.1 The Council will establish and operate programme and project management arrangements to give effect to the priorities and recommendations of the Neighbourhood Board.

12 MEMBERS' INTERESTS

12.1 When accepting membership to the Neighbourhood Board, each Neighbourhood Board Member must complete a register of interests in the form and in accordance with the instructions set out at Annex B and accept the membership code of conduct in accordance with the Council's Code of Conduct.

12.2 Each Neighbourhood Board Member must ensure that the register of interests is up to date before the start of each Neighbourhood Board meeting they attend.

12.3 Each Neighbourhood Board Member must complete the register of gifts and hospitality, which is set out in Annex C, and circulate to the Council on an ongoing basis.

12.4 If a proposed decision at a meeting of the Neighbourhood Board is concerned with an actual or proposed transaction or arrangement with which a Neighbourhood Board Member is interested, that member is not to be counted as participating in the decision-making process for quorum or voting purposes. The Neighbourhood Board Member will declare an interest at any meeting of the Neighbourhood Board and will absent themselves from the discussion of and or making decisions relating to the transaction

or arrangement unless it is agreed by the Chair and the Council that the member's interest cannot reasonably be regarded as likely to give rise to a conflict of interest.

12.5 A Neighbourhood Board Member should notify the Chair of any interests occurring in terms of paragraph 10.4 as soon as the member becomes aware of the potential conflict of interest. The Neighbourhood Board Member should not wait until a meeting of the Neighbourhood Board to notify the Chair. The Chair will provide details of the interest to the Council for consideration in terms of paragraph 12.4.

12.6 A Neighbourhood Board Member who becomes aware of an interest which potentially conflicts with the business of the Neighbourhood Board, is not obliged to disclose information that is confidential and where to do so would amount to a breach of confidence. The Neighbourhood Board Member will make arrangements with the Chair not to receive documents and information relating to the conflict.

13 WORKING GROUPS

13.1 The Chair, in consultation with the Council, may set up working groups of the Neighbourhood Board to focus on specific aspects of the Pride in Place Plan.

13.2 Approval of the Chair and the Council will be required for the participation of non-board members in any working group.

13.3 Working groups will report their findings and insights back to the Neighbourhood Board. They will not have any decision-making function.

14 FINANCIAL, CONTRACTUAL AND LEGAL MATTERS

14.1 The management of financial affairs will be conducted by the Council in its capacity as Accountable Body and in accordance with the Council's Financial Procedure Rules.

14.2 Contractual matters will be managed by the Council in accordance with its Contract Standing Orders.

15 LEGAL STATUS

15.1 The Neighbourhood Board is not a legal entity and is not the accountable body for any grant or funding regime.

15.2 These Terms constitute the formal constitution of the Neighbourhood Board.

16 REVIEW AND REVISION

16.1 The Council may, in consultation with the Chair, amend the Terms where necessary as the work of the Neighbourhood Board progresses.

17 DISSOLUTION

17.1 The Council will dissolve the Neighbourhood Board after the end date of the Pride in Place Plan or when the Board's function is no longer required.

Appendix 3: Motherwell Pride in Place Board membership list (August 2026)

1. MP Pamela Nash
2. MSP Clare Adamson
3. Cllr Andrew Duffy-Lawson
4. Cllr David Robb
5. Chair John Mulholland
6. Geraldine El Masrour (Shopping Centre Manager, ESTAMA UK)
7. Greg Kane (Acting Head Teacher Braidhurst High School)
8. Danielle Doyle (N Motherwell resident)
9. Lynn McFarlane (N. Motherwell resident)
10. Richard Bolton (Senior Community Development Officer, Forgewood Housing Co-op)
11. Collette Donald (Chief Executive Health & Wellness Hub)
12. Barry McCormack (N. Motherwell resident)
13. Professor Christopher Moore, (Principal & Chief Executive New College Lanarkshire)