Orchard Park Pride in Place Neighbourhood Shadow Board Meeting

Agenda

12 June 2026

Harrison Park, Hall Road, Hull, HU6 9DQ

Item			**Presenter**
1	12.00	Welcome, Introductions, and Apologies	Jo Lorenz
2	12.05	Minutes of the Meeting held on 01.05.26	Amy Adams
3	12.15	Declarations of Interest	Jo Lorenz
4	12.30	Terms of Reference (attached)	Amy Adams
5	12.45	Orchard Park: Change of Boundary (report attached)	Jo/Amy
6	13.10	Recruitment of Community Champions	Jo/Amy
7	13.20	Advisory Group Setup Progress	Jo Lorenz
8	13.30	Orchard Park Budget - Discuss Pending Spends	Jo/Amy
9	13.40	Engagement Planning (Summer)	Amy Adams
10	13.50	Partner Updates	All
11		Any Other Business	Jo/Amy

Circulation: Shadow Board Members, Pride in Place Team

Minutes of Meeting of Orchard Park Pride in Place

Shadow Neighbourhood Board

1 May 2026

<table>
<tr><td>Present (Shadow Board Members):

Jo Lorenz; Councillor Rosie Nicola
Dave Dearness; Louise Yates
Mike Harvey; Sergeant Andy Waller
Keileigh Jackson; Louise Crammond
Amy Adams

Present (Observers/Advisers)
Amy Adams, Orchard Park Neighbourhood Co-ordinator</td><td>Present (Programme Support):

Apologies:</td></tr>
<tr><td colspan="2">Discussion Points</td></tr>
<tr><td colspan="2">1. Application Forms for Neighbourhood Board application.
Approach of applying to the board as a ‘shadow board’ for July 17th deadline and utilising the engagement period over the year to recruit final decision-making board by November and approved by Government.
Application forms to be sent to attendees and will need to be completed as a part of the process.</td></tr>
<tr><td colspan="2">2. Next steps
Engagement plan, boundary line and board applications to be completed before July 17th.
Agreed for two more meetings to discuss next step points before July 17th
Second meeting agreed to begin discussing what the engagement plan will look like and to discuss any boundary line changes, or not.
Actions:
(a) AA to write up engagement plan agreed by the board
(b) AA to write up boundary line change case agreed by the board, if applicable.
Third meeting to finalise engagement plan and finalise agreement on boundary line
Actions:
(a) AA to finalise engagement plan as agreed by the board and submit to LA ready for submission to the Ministry</td></tr>
</table>

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(b) AA to finalise boundary line case as agreed by the board, or confirm no changes to be made and submit to the LA ready for submission to the Ministry.

3. Engagement plan discussion
   - Begin with a concentrated engagement plan. Focus on the most deprived areas
   - Board to consider any residents they believe would want to be involved

     Action: Board members to reach out and ask any residents who may want to be involved and invite to meet with Amy to discuss the Pip Programme and to discuss completing Application Form for the decision making neighbourhood board.
   - There is already around 20 expression of interest forms collected over the past few months from engagement events, some of which are residents. Chair and Board to consider these and discuss process of shortlisting/interviewing process to decide how to allocate board membership.

     Action: AA to discuss with the LA board shortlisting process for a fair and transparent approach

     Completed: AA has discussed this with the LA and has received a shortlisting pack another Pip area has used as a process to shortlist any expression of interests. Confirmed that a meeting with the Chair can be arranged to discuss a shortlisting process if needed, as Government Guidance outlines the Chair with the support from the MP and LA decides the board selection process.
   - Police surgeries, local coffee mornings, local 'nit natter' community groups to be utilised in the engagement events, and also identify what is already happening within the local area to use as potential advisory subgroups feeding into the decision making board when established

     Action: AA to visit local community settings to identify said community get togethers. Board members to notify Amy of any known community get togethers so they can be recorded.
   - Agreed no meetings to be scheduled during half terms.
   - Consider HAF events in the local area for engagement plan
   - Consider hiring a researcher to analyse engagement events for feedback, evidence and monitoring
   - Consider an engagement hub – The Orchard Centre Community café?

     Action: AA to discuss with Property and Assets the possibility of using The Orchard Centre as an engagement hub before it changes. To confirm what date this change maybe as we understand the date has been pushed back.
   - Utilising a vehicle to support a mobile engagement approach around the local area

Action: Kayleigh to look into whether the community vehicle could be used as part of the engagement plan on occasion to plan for mobile outreach.

- Social media is needed to support a successful engagement approach

  Action: AAto chase LA for social media set up for Pride in Place.

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Orchard Park Pride in Place Shadow Neighbourhood Board Report

12 June 2026

Walk Through Paper for Agenda Item No.3

Declarations of Interest

1) What is this?

This agenda item seeks confirmation from Shadow Board Members at the start of the meeting of any declarations of interest that they may have that may influence decisions.

2) What is the Pride in Place Neighbourhood Shadow Board being asked to do?

The Shadow Board will be asked to review and endorse the Terms of Reference for the Orchard Park Pride in Place Neighbourhood Board in the following agenda item.

In advance of establishing the formal Pride in Place Neighbourhood Board, it is recognised that Shadow Board Members may be required to undertake activities on behalf of the Board while also representing their own organisations. This creates a potential conflict of interest, both in practice and perception.

To ensure transparency and maintain trust, all interests will be formally declared and recorded, and clear protocols will be in place to manage them. These protocols will include declaring and recording interests at the outset and as they arise, maintaining a conflict of interest register, and routinely identifying any conflicts as part of Board Meeting agendas. Where a conflict is identified, in line with Section 5 of the proposed Terms of Reference, the individual will step back from related discussions and decisions, while still contributing to the delivery of agreed activity in line with their role and expertise. Dependent on the issues involved and conflict of interest the Independent Chair may ask the relevant individual(s) to leave the meeting for the relevant item.

Decisions will be taken by non-conflicted Shadow Board Members, with an appropriate quorum in place, and all outcomes will be clearly documented. Where partners are involved in delivering work on behalf of the Board, this will be supported by clear scopes of work, defined roles and responsibilities, and proportionate oversight—such as reporting requirements and, where appropriate, independent review—to ensure accountability and alignment with the programme’s objectives.

3) Is there anything the Pride in Place Neighbourhood Board should be concerned about/need to be aware of?

All Shadow Members should familiarise themselves with the Nolan Principles to ensure that they are fully aware of the implications of fair and transparent decision-making.

Orchard Park Pride in Place Shadow Neighbourhood Board Report

12 June 2026

Walk Through Paper for Agenda Item No.4

Terms of Reference

1) What is this?

This agenda item seeks agreement from Shadow Board Members to the draft Terms of Refence for the Neighbourhood Board and agreement to sign up to the overall principles during the interim period.

2) What is the Pride in Place Neighbourhood Shadow Board being asked to do?

The Independent Chair, Ministry of Housing, Communities and Local Government, and the Member of Parliament have informally agreed to a phased development formal recruitment and selection of its Neighbourhood Board.

In advance of formal establishment, the Shadow Board is asked to review and endorse the proposed Terms of Reference for the Orchard Park Neighbourhood Board.

Subject to agreement, the Board will also be asked to complete, sign, and submit Annex F (Declarations of Interest) and Annex G (Signed Agreement), to demonstrate commitment to the Pride in Place principles.

3) Is there anything the Pride in Place Neighbourhood Board should be concerned about/need to be aware of?

All Shadow Members should familiarise themselves with the draft Terms of Reference to ensure that they are fully aware of the implications of fair and transparent decision-making.

Shadow Board Members, in particular, should review Section 3 (Operating Procedures) and Section 4 (Conduct of Members) to ensure that they understand the implications and may individually, and collectively, challenge any issues or concerns that arise.

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Hull Pride in Place

Terms of Reference for Orchard Park Neighbourhood Board

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1.1. Background

The Pride in Place Programme is a new government funding programme, aiming to put power into the hands of local people in some of the most in-need neighbourhoods in the UK, to decide how they want to regenerate their local area.

In Hull, three areas have been selected for inclusion in the programme and will each receive approximately £2 million each year over the next ten years. The areas selected are:

- Boulevard and St Andrew's Quay
- Greatfield
- Orchard Park

It gives communities control of £20 million over the next 10 years, to be spent on projects that will make a real difference to the neighbourhoods they live in. The programme is –

- Long-term - providing certainty and security of funding over 10 years
- Flexible - allowing communities to spend their funding on the projects that matter most to them, in a way that works for them
- Community-led - putting local people at the heart of decision-making, with residents having their say on the future of their neighbourhood
- Supportive - empowering people to build the skills and confidence they need to deliver change in their communities

The Pride in Place neighbourhood programme focuses on geographies of around 10,000 residents. Hull City Council and local MP for each neighbourhood area will support the process, and the guiding principle is that this long-term funding will support communities in shaping their place, and prioritising funding, based on extensive community engagement around three core goals -

- building stronger communities
- creating thriving places
- empowering people to take back control

1.2 Neighbourhood Boards

Each area will have its own Neighbourhood Board, which will include the local MP and at least one ward councillor. Boards will be resident-led, to ensure that they are representative of their communities.

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1.3 Pride in Place Plans

Neighbourhood Boards must develop a Pride in Place Plan with the wider community. The Plan will outline the community's vision for change over the next decade. Challenges in places vary, and that it is the people living and working in these areas who are best placed to identify challenges and inform solutions. Neighbourhood Boards must oversee extensive engagement with the community to make sure that a diverse range of voices are heard in developing this plan and at every stage of the Programme.

More details and background information can be found on the Government's website: Pride in Place Programme prospectus - GOV.UK

1.4 Role of the Accountable Body

Hull City Council will oversee the programme to ensure that government guidance is followed and reporting requirements to Government are met.

Hull City Council as the Accountable Body will have the overall responsibility for the programme ensuring that public funds are distributed fairly and effectively, and that funds have been managed in line with the Nolan Principles, Equality Act 2010, Public Sector Equality Duty and Managing Public Money principles. Hull City Council will also be responsible for compliance with financial and legal responsibilities.

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2. Neighbourhood Board

2.1 The Neighbourhood Board role and responsibilities

The Neighbourhood Board will work with the wider community to develop a Pride in Place Plan, setting out a 10 year vision for their area.

The Board will act collaboratively with the support of Hull City Council and the local Member of Parliament to:

- Shape and steer priorities for investment to meet the three strategic objectives, which are building stronger communities, creating thriving places, and empowering people to take back control
- Ensure that the funding is distributed fairly, effectively and transparently and in accordance with the funding requirements [Pride in Place Programme prospectus - GOV.UK]
- Plan and oversee community and stakeholder engagement to actively engage the local community
- Develop and agree an evidence-based Neighbourhood Plan comprising a 10-year vision and 4-year investment plan, for submission to Government
- By year 3 of the programme, to consider future community led delivery, such as through a new or existing local Co-operative, Community Interest Company, Charity or anchor institution
- Consider financial and performance reports on a regular basis to ensure that overall outputs and milestones are met within budget forecasts
- Establish task and finish groups, neighbourhood panels or similar groups to support delivery
- Act as ambassadors/champions for the Pride in Place area and feedback to local communities

2.2 Board Chair

Each Neighbourhood Board will be led by an Independent Chair, appointed and approved by the local Member of Parliament and Hull City Council. The Chair will lead the process of recruiting and convening the Neighbourhood Board, with the support of the local Member of Parliament and Hull City Council.

2.3 Board Membership

Membership of the Board must be resident led and also include the local Member of Parliament and at least one ward councillor with Hull City Council, the Member of Parliament, and the Government approving the final Board selection. Membership of the Board is TBC, comprising:

- Residents of the area x ##

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- Community based organisation representatives x ##
- Public agencies x ##
- Ward Councillors x 1
- Member of Parliament x 1

Membership of Orchard Park Pride in Place Neighbourhood Board is available to view on Hull City Council's website – please visit [Pride in Place Programme | Hull]

Board Membership complies with the Government guidance ensuring that the Board must:

- Have at least 8 members
- Is resident led, with the majority (at least 51%) of members living or working within the boundaries of the neighbourhood
- Reflects the range and diversity of people who live in the area

Procedures for changes to Board Membership are outlined in Section 3.

2.4 Transparency

In line with the Nolan Principles of Public Life, as outlined in Annex A, and to ensure the local community can hold the Board to account, its operations must be transparent. Hull City Council will publish membership and governance arrangements on Hull City Council's website.

Neighbourhood Boards will meet at least quarterly, and Hull City Council will publish:

- Board papers at least 5 working days in advance of the meeting
- Draft minutes within 10 working days following each meeting
- Final minutes, once approved by the Board within 10 working days
- Any conflicts of interest reported, within the published minutes
- Details of capacity funding, including amount of remuneration and/or expenses reimbursed

Board meetings will not always be held in public with access dependent on the agenda and nature of business. Minutes of all meetings, public or private, will be made public after approval of the Independent Chair or Deputy where appropriate.

The default position is that all papers will be accessible to the public, but where papers are deemed to be private/exempt they will follow Hull City Council's governance and finance arrangements.

3. Operating Procedures of the Neighbourhood Board

3.1 Board Support / Secretariat

Hull City Council will act as secretariat to the Board ensuring that this Terms of Reference is followed and kept up to date. Any proposed changes to these arrangements will be agreed by the Board, local Member of Parliament, and Hull City Council for Government consideration.

3.2 Board Expenses

Board Members may claim reasonable expenses incurred through their involvement. This may include, but is not limited to, travel costs and childcare expenses and must be agreed in advance by Hull City Council as the Accountable Body.

3.3 Renumeration of Chair / Board Members

The Government's expectation is that in most circumstances the role of the Chair will be a voluntary unpaid role. However, subject to agreement by the Neighbourhood Board, the local Member of Parliament, and Hull City Council basic payments may be made from the Pride in Place programme's funding

Any remuneration of the Chair, and any other Board Members, will be subject to annual review and agreement by Hull City Council as the Accountable Body.

3.4 Membership Review and Changes

Membership will be reviewed on an annual basis and also if any Board Member leaves the Neighbourhood Board.

The Board membership will also be reviewed, and if required, refreshed at the end of the first 4-year investment period cycle. All changes to membership will be communicated to Government.

Individuals and/or representatives from organisations with particular skills or expertise may be co-opted on to the Board as non-voting members for a specific period to address priority issues.

3.5 Leaving the Board

Should the Chair wish to resign, a written confirmation must be submitted to Government and co-signed by the Member of Parliament and Hull City Council.

An individual acting as a representative of an organisation shall cease to be a Member of the Board if they are no longer employed by their organisation.

In the case of resident representatives who move out of the Pride in Place area, continued membership will be at the discretion of the Chair, Member of Parliament

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and Hull City Council and will take into account section 2.3 of these Terms of Reference.

Members may be removed by the Board if they breach the Terms of Reference or they act in a way that brings the Pride in Place Programme, Member of Parliament, Hull City Council, or the Board into disrepute. This will be led by Hull City Council as Accountable Body in conjunction with the Member of Parliament and Independent Chair. If the matter involves the Independent Chair it will be led by Hull City Council and the Member of Parliament.

Board Members may lose their place on the Board for reasons of:

- Sustained poor attendance or lack of participation in Board meetings (e.g. absence for 3 meetings without good reason or providing a substitute)
- Conflict of interest not properly disclosed or managed
- Persistent failure to promote a culture of community involvement in line with the programme's guiding principles
- Evidenced failure to abide by the Nolan Principles included as Annex A

3.6 Substitutions

Resident Board Members attend in an individual capacity rather than on behalf of an organisation, so will not have the option of sending a substitute. However, Resident Board Members may, subject to the approval of the Independent Chair, submit feedback and views on any agenda items in advance for consideration at the relevant meeting if they are unable to attend.

All other Neighbourhood Board Members who represent the community's interests that are unable to attend a particular meeting should arrange for an appropriate substitute from their organisation to attend in their place. Substitutes should be fully briefed and have the authority to make decisions and vote on their behalf.

Substitutes must sign the Terms of Reference and complete the Declaration of Interest before attending the Board meeting.

Board Members not able to attend a Board Meeting, but wishing to have their views represented or a substitute attend in their absence must inform the Independent Chair and Hull City Council at the earliest opportunity and at least two days in advance of the meeting.

3.7 Deputy Chair

While there is no requirement to formally appoint a Deputy Chair, the Neighbourhood Board, in partnership with the Independent Chair, Member of Parliament, and Hull City Council will consider appointment of a Deputy Chair and confirm arrangements on an annual basis.

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3.8 Quorum

Quorum for all meetings will be *8 / 9* Members eligible to vote, with the majority present (at least 51%) being resident or working in the area. The Independent Chair, or their Deputy, the Member of Parliament or their representative, and a representative of Hull City Council must be present at each meeting. If a meeting is not quorate the Independent Chair will decide if an informal meeting takes place with any decisions ratified at the next quorate meeting.

All Elected Members of the Neighbourhood Board (e.g Members of Parliament and Ward Councillors) will not be considered to be resident or working in the area.

3.9 Board Decision Making

All decisions are expected to be reached via consensus, however if this is not possible, decisions will be put to the vote and will be decided by a simple majority of those present and eligible to vote. In the event of a tied vote which cannot be resolved through further discussion, the casting vote will be determined by the Independent Chair.

3.10 Urgent Matters and Operational Delivery

In exceptional circumstances, if a matter is deemed urgent by the Independent Chair and there is insufficient time to call a meeting, the Independent Chair, following consultation with the Board, may request Hull City Council as the Accountable Body to carry out any of its functions providing that at least 51% of the voting representatives agree in writing (in writing includes email correspondence).

In order to enable efficient working, the Independent Chair, following consultation with the Member of Parliament and Hull City Council, as Accountable Body, may authorise operational expenditure of up to £5,000 between Neighbourhood Board meetings. All expenditure approved by this method will be reported at the next regular meeting of the Neighbourhood Board.

Operational expenditure may include, but is not limited to, delivery of community engagement events, attendance at meetings, travel and expenses, small community-based delivery.

The Neighbourhood Board will annually review, as a minimum, the operation of urgent and operational delivery decision including the maximum value permitted.

3.11 Task and Finish Groups, Neighbourhood Panels or Similar Groups

The Neighbourhood Board may, subject to available resources, establish additional advisory groups to support wider participation and engagement of the local community and residents. Decision making will continue to be made by the

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Neighbourhood Board with all groups or panels providing recommendations for the Board's approval.

Any group or panel set up by the Neighbourhood Board will be set objectives and terms of reference by the Board in advance of their first meeting. The Neighbourhood Board may at any time review the objectives and terms of reference including taking the decision to dissolve these arrangements.

3.12 Accessibility

Board Papers, and other information, will be provided or presented in a range of formats as requested by Neighbourhood Board members

Venues for Neighbourhood Board meetings and any additional meetings will be held in accessible venues and at appropriate times to enable maximum attendance and participation.

Dates of meetings will be agreed by the Neighbourhood Board on an annual basis in order to support accessibility, with any urgent or additional meetings agreed by the Independent Chair with at least ten working days' notice for all Board Members.

3.13 Dispute resolution and complaints

Neighbourhood Board Members wishing to raise a concern, or make a complaint, should inform Hull City Council, as the Accountable Body, by telephoning 01482-300300, emailing prideinplace@hullcc.gov.uk, or by writing to the Pride in Place Team at Hull City Council, Room 22, Guildhall, Alfred Gelder Street, Hull HU1 2AA.

Concerns, or complaints, will follow Hull City Council's standard procedures.

4. Conduct of Members

All Board Members must to sign up to, and fulfil, the Code of Conduct based on the Seven Principles of Public Life (the Nolan Principles, provided at Annex A).

- Board Members will carry out the business of the meetings and their role with professional courtesy and due regard for equality and anti-discriminatory practice at all times
- Board Members must declare any relevant personal interest or conflict of interest at the earliest opportunity and address conflict of interest matters as set out in the signed Conflict of Interest Declaration
- Board Members will potentially have access to confidential information regarding projects and the allocation of public funding. Members will need to treat any such information gained from being a Board Member as confidential and abide by the Confidentiality Agreement included as Annex B in this Terms of Reference.

- Members shall not seek to exploit a commercial benefit from any information gained through being a Board Member. Members will complete a register of interest, in which they must list any direct or indirect business or commercial interests that they may have, using the form included as Annex D in this Terms of Reference.
- Board Members will respect privacy and security with reference to the Data Protection Act and the Freedom of Information Act.

Failure to comply with these requirements may lead to Board Members being removed from the Neighbourhood Board.

5. Declaration of interests

As members of the community, it is reasonable that Board Members may have interests that may indirectly benefit from the Board's work. This does not preclude individuals from joining the Neighbourhood Board, but interests must be declared, and Board members should not take part themselves in relevant decisions.

Statement of Conflicts of Interest will be included as a standard agenda item at the start of each Neighbourhood Board meeting.

Board Members will abide by the Conflict of Interest Agreement included as Annex C in the Terms of Reference in relation to receiving agendas, papers and in discussions at Neighbourhood Board meetings.

Members are responsible for declaring their interests before the Neighbourhood Board considers any decisions. Hull City Council, as Accountable Body, will record:

- actions taken in response to any declared interest
- any gifts or hospitality given to the Neighbourhood Board or individual members

Any Board Member who has declared a Conflict of Interest in a matter will be asked to leave the meeting for that item, unless the Independent Chair permits them to remain to provide factual information. They must not be present for any following discussions, or decisions, on that item.

6. Changes to the Terms of Reference/Dissolution

The Terms of Reference for the Board are open to regular review to ensure that they remain relevant, in line with any changes by the Government to the funding agreement and support delivery of the programme.

Proposed changes to the Terms of Reference will require the agreement of the Neighbourhood Board in accordance with normal voting procedures, including

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agreement of the Member of Parliament and Hull City Council as Accountable Body.

Any changes that require approval of the Government, will be subject to their final agreement.

The Neighbourhood Board will be dissolved at the end of the Pride in Place Programme, or if a change in delivery structure requires a new delivery model, and updated governance arrangements.

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ANNEX A – NOLAN PRINCIPLES OF PUBLIC LIFE

All Board members shall observe the following general principles of public life:

Selflessness: Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity: Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity: Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability: Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness: Members should be open as possible about their actions and those of their Board and should be prepared to give reasons for those actions.

Personal Judgment: Members may take account of the views of others but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others: Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the Programme Management Team and the Accountable Body's statutory officers, and its other employees.

Duty to Uphold the Law: Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship: Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership: Members should promote and support these principles by leadership and by example.

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ANNEX B - CONFIDENTIALITY AGREEMENT

1. Overall Agreement

This Agreement is between Hull City Council, as Accountable Body, for the Pride in Place Programme, and individual Neighbourhood Board Members.

2. Purpose

The Board Member will have access to confidential information in their role. This agreement ensures that the Board Member keeps this information confidential to protect the Pride in Place programme, Board Members, any beneficiaries, and stakeholders.

3. What is Confidential Information?

Confidential information includes, but is not limited to:

- Financial details (bank details, funding applications)
- Personal data about staff, volunteers, or beneficiaries (GDPR-related data)
- Legal or contractual information
- Any information marked "Confidential"

4. Board Member Obligations

The Board Member agrees to:

- Hold all confidential information in strict confidence.
- Only use the information for the purpose of carrying out their duties as a Pride in Place Neighbourhood Board Member.
- Not disclose, publish (including on social media), or copy any confidential information to any outside person or organisation without prior written approval from the Board Chair.
- Keep all documents or digital files secure.

5. Exceptions

Information is not confidential if it is:

- Already public knowledge (through no fault of the Board Member).
- Required to be disclosed by law or by a regulatory body
- Publicly available online, as the Pride in Place Neighbourhood Boards are required to publish details of their business, finances and meetings on Hull City Council's website

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6. Return of Information

Upon leaving the Neighbourhood Board, or upon request, the Board Member will immediately return all confidential documents and delete digital files in their possession.

7. Duration

The obligation to keep information confidential lasts for the duration of the position on the Neighbourhood Board and continues indefinitely after leaving the Neighbourhood Board.

8. Signatures

Board Members agree to adhere to this Confidentiality Agreement by signing the declaration included within the Pride in Place Neighbourhood Board Terms of Reference at Annex H.

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ANNEX C – REMUNERATION AND EXPENSES POLICY

Board Members may claim reasonable expenses incurred through their involvement on the Pride in Place Neighbourhood Board. This may include, but is not limited to, travel costs, childcare or other care expenses and must be agreed in advance by Hull City Council as the Accountable Body. Claims must be submitted on the Council claim form with the required receipts to the Pride in Place Neighbourhood Co-ordinator and will be paid via bank transfer. Any remuneration of the Chair, or alternatively, if agreed, backfill to their employer to compensate for their release from duties, will be subject to annual review and agreement by Hull City Council as the Accountable Body. Details of any remuneration and expenses will be published in line with the transparency arrangements.

N.B. Board members are personally responsible for identifying and complying with any requirements of HMRC or DWP in relation to any expenses or remuneration received.

Travel costs that can be claimed back and must be agreed in advance:

- Bus fares. A Pride in Place Neighbourhood Co-ordinator must sign expenses forms to show they have seen the bus ticket.
- Bicycle users 20p per mile
- Car mileage at 45p per mile, motorcycle users at 24p per mile and will also cover parking costs with a car parking receipt.
- If board members come in a car and bring other people to meetings an extra 5p per passenger per mile may be claimed.
- If it is agreed in advance that a board member cannot use any other form of transport to get to and from meetings, a taxi will be provided.

If taxi service is required, board members must:

- Agree this in advance with the Pride in Place Neighbourhood Coordinator
- Attend the agreed pick up points at the arranged time
- Give a minimum of 30 minutes notice if a taxi is to be cancelled or changed.
- Travel directly to and from the arranged destination with no unauthorised diversions.

Out of town visits

- If board members attend out of town meetings the Pride in Place Neighbourhood Co-ordinator will discuss the method of transport to be used and will arrange this if required.
- Board members may claim expenses incurred for food and drink in some circumstances and this must be agreed in advance.

Caring or childcare costs:

- Board members may claim reasonable costs for childcare or other caring responsibilities to registered carers (personal assistants for example) to enable board members to attend meetings. This must be agreed in advance with the Pride in Place Neighbourhood Co-ordinator and evidence of fees provided such as a receipt or letter detailing the rate of care.

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ANNEX D - CONFLICT OF INTEREST DECLARATION

The Pride in Place Neighbourhood Board will manage any conflicts of interest transparently to maintain the credibility and integrity of decisions made by the Board

A Conflict of Interest will include, but will not be limited by, any of the following:

- Employment by, or financial engagement with any potential or actual grant applicant, tenderer, or subcontractor to a tenderer
- Shareholder in a potential, or actual grant applicant, tenderer or sub-contractor
- Direct relationships with any employees of potential, or actual grant applicant, tenderer or sub-contractor
- Personally associated with any employees of potential or actual grant applicant, tenderer or sub-contractor
- Benefits either materially or financially from potential or actual grant applicant, tenderer or sub-contractor
- Involvement as a Board Member or Director in an unpaid capacity of a charity or other business that is a potential or actual grant applicant, tenderer or sub-contractor
- Being in receipt of gifts or hospitality from a potential or actual grant applicant, tenderer or sub-contractor

Where conflicts of interest arise, the following rules will apply:

- Where a participant declares a conflict of interest, that person shall take no part in the related grant decision making process or procurement process, and will be asked to withdraw from the relevant part of the meeting
- Where a participant has an association with a potential grant applicant, tenderer and / or sub-contractor which does not constitute a clear conflict of interest then they should declare the association, and it will be determined by the Independent Chair, in consultation with Hull City Council, as Accountable Body, whether that participant should continue to be involved in the discussion and / or decision
- If the Independent Chair has a conflict of interest relating to the business of the scheduled meeting the Deputy Chair, or other Board member if the Deputy Chair is not present, will act as Independent Chair for that part of the meeting and the Independent Chair may be required to withdraw from the relevant part of the meeting
- If the withdrawal of a Board Member affects the quorum, the rules for managing non-quorate meetings in the Board Terms of Reference shall be followed.

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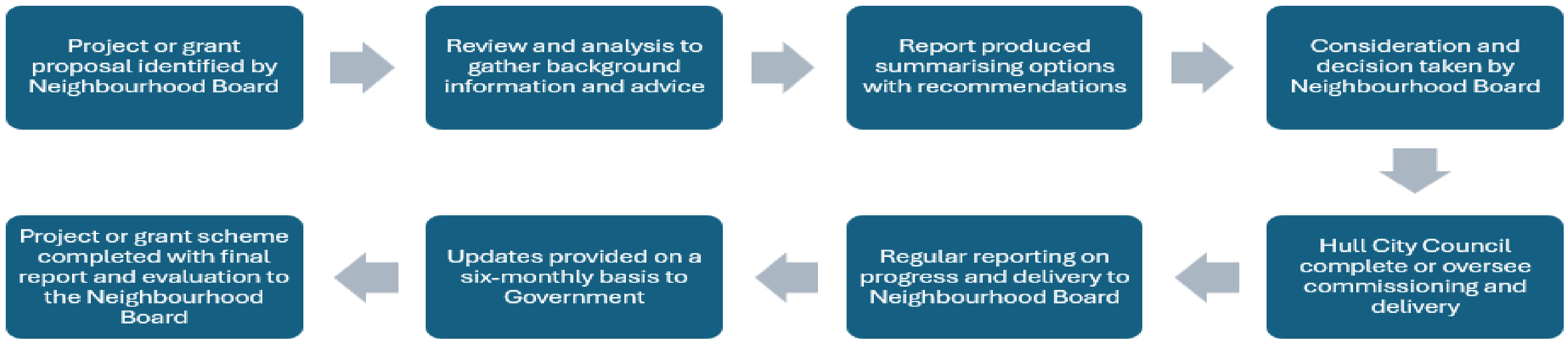
ANNEX E – OUTLINE DECISION MAKING PROCESS

Outline Decision Making Process



- All funding to be in line with the overall objectives of the Pride in Place Programme
- Project proposals and grants to be prioritised against the Neighbourhood Board's agreed priorities
- All delivery to be in line with public procurement requirements
- Urgent / operational decisions to be taken in line with overall principles and terms of reference

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ANNEX F - DECLARATION OF INTEREST

Neighbourhood Board Members will complete this form to register any organisational and/or personal interest of their own or immediate family, which might be seen as creating a possible conflict of interest with their position on the Board. The purpose of this form is to ensure transparency and to identify and manage any potential conflicting interests at an appropriate stage of the process.

Neighbourhood Board Member:	
Name of Body	**Nature of involvement or interest** (e.g. employee, proprietor, director, board member, trustee, chairperson)

NAME	
ORGANISATION (if applicable)	
POSITION	
DATE	
SIGNATURE	

Note: for the purposes of this form immediate family means spouse, or civil or other domestic partner, or child living at home

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ANNEX G – SIGNED AGREEMENT:

I confirm that I am aware of my responsibility as a Neighbourhood Board Member in the Hull Pride in Place Programme, and I have read and will act in accordance with the attached terms of reference and associated annexes.

NAME	
ORGANISATION (if applicable)	
POSITION	
DATE	
SIGNATURE	

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ANNEX H – Terms and Definitions

Term	Definition
Accountable Body	The organisation that takes legal and financial responsibility for a grant or project.
Anchor institutions	Large organisations like universities, the NHS, and local councils that are deeply rooted in the community
Co-opted	Asked to join a board or committee by existing members
Data Protection Act	UK law to protect personal privacy, which sets out rules for how personal information must be collected, stored, and processed
Declaration of Interest	Making the Chair aware of any personal connections or relationships which could give you as a board member, or people you know well an unfair advantage
Freedom of Information Act	UK law which gives people a right to ask about the activities of public authorities
Objectives	The point of an exercise or specific goals you are working towards
Procurement	Deciding what goods or services are needed and using an agreed process for purchasing them
Ratified	A decision that is approved or confirmed after a meeting, for example if there were not enough voting members present for a full decision to be made
Remuneration	Payment or compensation in return for work or services
Secretariat	Administrative and operational support to the Neighbourhood Board so meetings and communications run smoothly
Stakeholders	Interested parties such as groups, organisations or people who may be affected by your activities
Task and Finish Group	A group of people coming together to do a specific one off task or project
Terms of Reference	A document that sets out the purpose of the board and the rules and procedures it will follow
Quorate	The meeting has enough voting members present to officially conduct business, vote, and make decisions
Quorum	The minimum number of voting members needed at a board meeting

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Orchard Park Pride in Place Shadow Neighbourhood Board Report

12 June 2026

Walk Through Paper for Agenda Item No. 5

Pride in Place Boundary Changes

1) What is this?

This report sets outs the process for agreeing the Pride in Place boundary for Orchard Park and for submission to Government by 17 July 2026 deadline.

2) What is the Pride in Place Partnership Board being asked to do?

The Shadow Board is being asked to consider the options to extend, or not, the Orchard Park Pride in Place default boundary. The proposed area for inclusion is marked on the attached map.

3) Is there anything the Pride in Place Neighbourhood Board should be concerned about/be aware of?

The Government set out the original area for Orchard Park based on boundaries set by the Office for National Statistics (ONS), with some flexibility to adjusting boundaries, but any changes require submission to Government for approval by 17 July 2026.

The Government set out strict guidance on the process and principles for making any changes to the original boundary. Key to the decision are the principles of whether, or not, those resident to the original area would support any changes and that the boundary may not be reduced in size.

The Shadow Board is not being asked to reduce the area, but does need to consider whether, or not, existing residents within the original area would support the extension of the boundary.

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Orchard Park Pride in Place Shadow Neighbourhood Board Report

12 June 2026

Agenda Item No. 4 – Pride in Place Boundary Changes

Purpose of Report

a) To set out the process for agreeing the Pride in Place boundary for Orchard Park and for the submission to Government by 17 July 2026 deadline.

b) To agree to extend the Orchard Park Pride in Place default boundary to include the area marked on the attached map.

Background

Phase 2 Neighbourhood Boards have the opportunity to submit proposals to Government to alter their default boundary within the following parameters.

These parameters are:

- the new geography must be precisely defined – i.e. no ambiguity over whether a specific residence falls inside or outside the boundary
- the new geography must completely contain the boundary originally selected.
- the new geography must be a single contiguous area
- the population of the new geography must remain at neighbourhood level
- the change in geography must be agreed by the MP, the local authority, and the Board, ideally with wider local consultation, and must be submitted in writing to Government
- any boundary changes must be submitted by 17 July 2026
- the new geography must remain within the spirit of the programme

As an example, a key asset for the community may sit just outside of the default boundary, or it might exclude a key street which is understood by local communities as being part of the same neighbourhood. Including these assets would be an appropriate rationale for amending the boundary.

Key Issues

It is important to note that the areas identified are not ward boundaries, but middle-layer super output areas (MSOAs) that were established by the Office for National Statistics (ONS) for statistical purposes.

Boards should not submit requests to remove areas from the boundary unless they can evidence a clear error in its inclusion.

The exact location of planned interventions, and where money can be spent should be decided by the Neighbourhood Board. In some circumstances a Board may determine that interventions may extend beyond the geographic boundary for the programme, so long as it benefits and reflects the preferences of the resident population.

As a guide, the key considerations are whether interventions:

- remain within the spirit of the programme
- have the agreement of the Board and a clear rationale
- benefit the residents of the neighbourhood within the agreed boundary
- involve a key community asset used by residents of the original neighbourhood

Rationale for Proposed Changes

The proposed adjustment to the Pride in Place boundary seeks to include the Courts and the Avenues, two areas that culturally and socially identify as part of the Orchard Park Estate but were not captured within the original boundary line.

Although it is understood that areas sitting directly outside the boundary line can still apply for funding from the Pride in Place Programme, residents living north of Greenwood Avenue consistently associate themselves with the Orchard Park Estate. The Courts and the Avenues fall within this recognised cultural footprint.

Local partners, residents, and community organisations frequently refer to the Courts and the Avenues as part of Orchard Park Estate. Including these areas would ensure the Pride in Place initiative reflects the community's own understanding of its neighbourhood, strengthening legitimacy and local trust.

The Courts and the Avenues experience similar social, economic, and environmental challenges to those within the existing boundary. Extending the boundary would ensure equitable access to Pride in Place resources, opportunities, and decision-making processes for all residents who identify as part of Orchard Park.

A map showing the proposed changes is included within Appendix 1.

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The impact on Property/Population Numbers

The table below shows the impact on the property and population numbers for including the additional areas in a revised Pride in Place boundary for Orchard Park.

The population numbers are available for the original Pride in Place boundary (8,203), but since the two additional areas are essentially bespoke geographies – then estimating their populations is much more difficult. Therefore, it has been assumed that each property in the additional areas has the average household size of the Orchard Park area.

	Current Orchard Park – Pride in Place Boundary	Additional Courts area	Additional Avenues area	Total
Residential Properties	3,384	427	1,011	4822
Population	8,203	921*	2,440*	11,564*

***estimated**

The Government prospectus for Pride in Place states that the programme focuses on small geographies of around 10,000 people. The new revised boundary is now estimated to include 11,564 people which sits slightly above this figure.

Options

Option A – The Orchard Park Shadow Neighbourhood Board agrees to retain the original boundary for Orchard Park Pride in Place as set by Government

Option B – The Orchard Park Shadow Neighbourhood Board will request to Government that the Orchard Park Pride in Place boundary be extended to include the additional areas in the Courts and the Avenues as set out in the maps in Appendix 1.

Next Steps

Once the decision has been made by the Orchard Park Shadow Neighbourhood Board on the Orchard Park Pride in Place boundary, this will be submitted to Government by 17 July 2026 for their consideration.

Contact: Amy Adams, Pride in Place Neighbourhood Coordinator

Background information: [Pride in Place Programme prospectus - GOV.UK]

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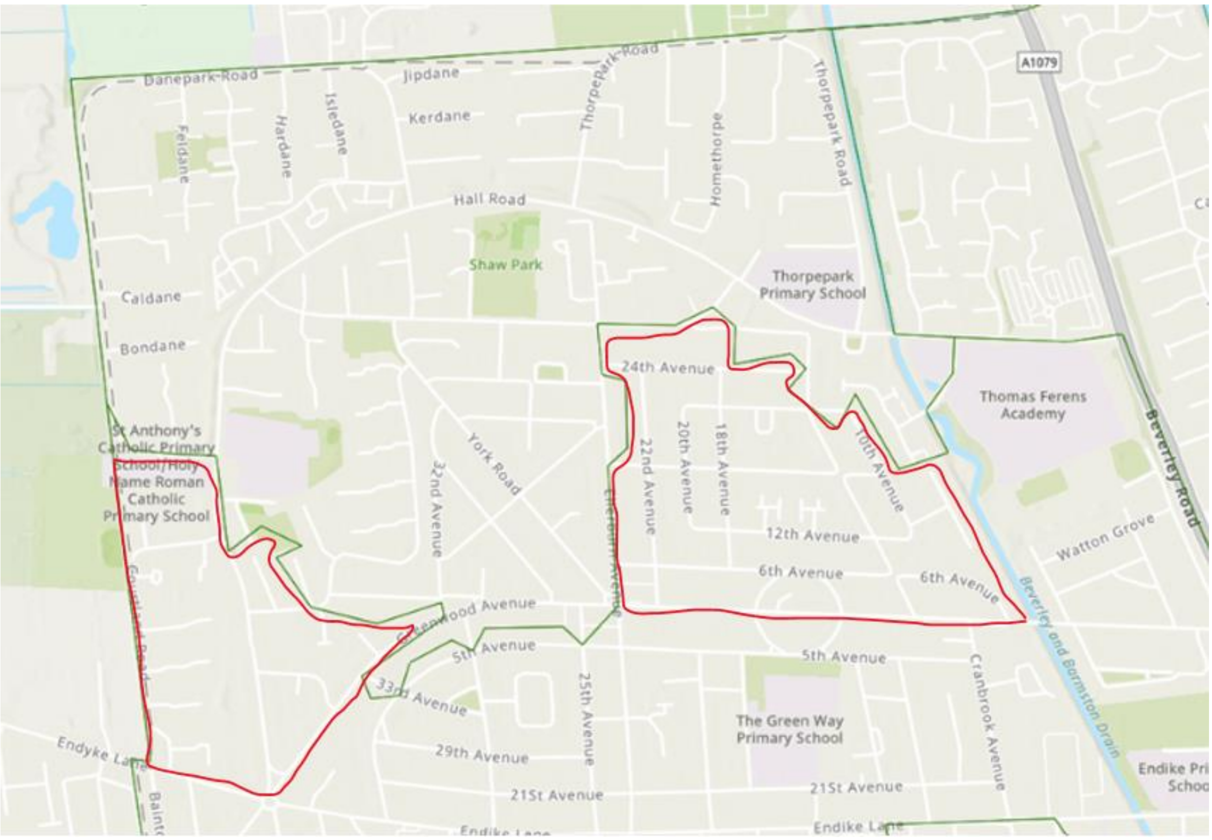
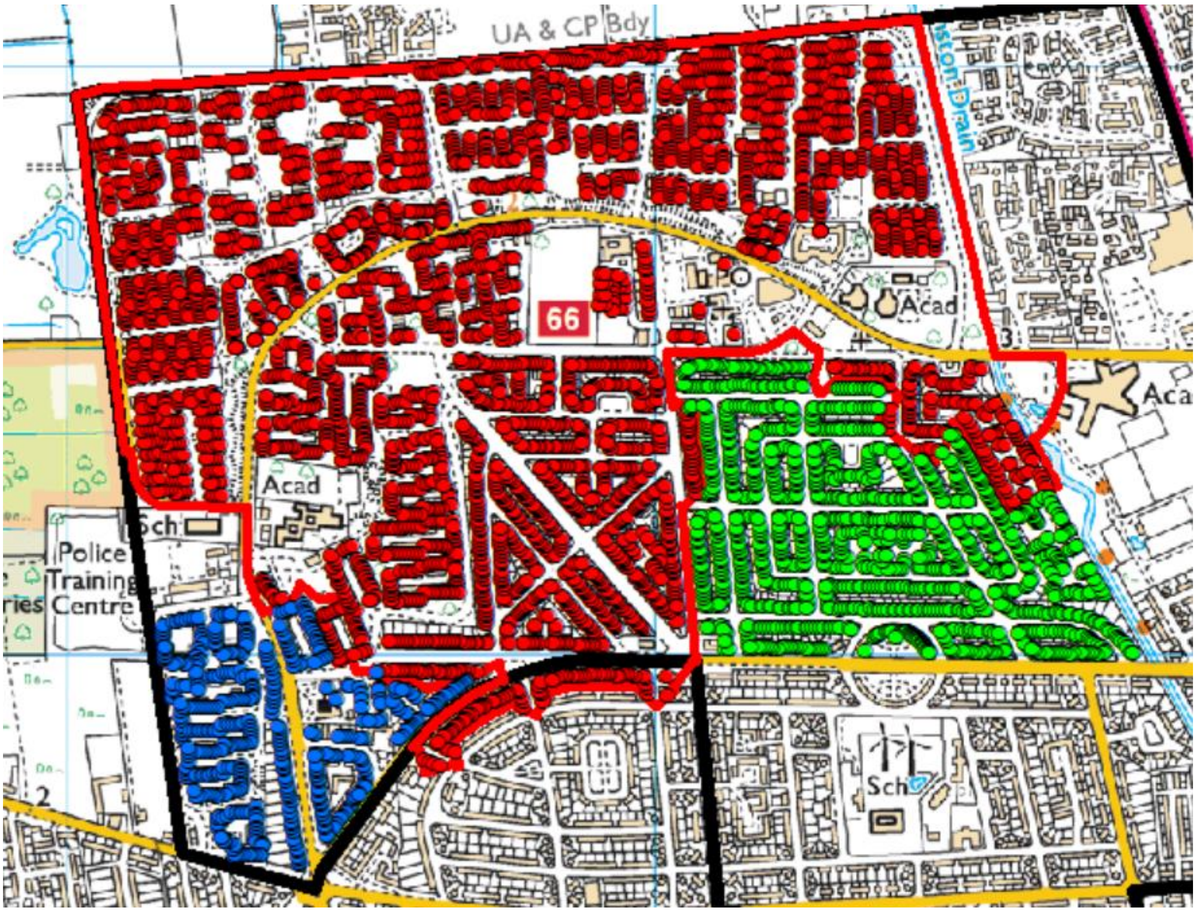
Appendix 1

Maps of Proposed Changes





- The current Orchard Park Pride in Place area contains 3,384 residential properties (shown in red)
- The additional Courts area contains 427 residential properties (shown in blue)
- The additional Avenues area contains 1,011 residential properties (shown in green)

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Orchard Park Pride in Place Shadow Neighbourhood Board Report

12 June 2026

Walk Through Paper for Agenda Item No.8

Overall Budget Proposals

1) What is this?

This agenda item seeks feedback and confirmation from Shadow Board Members of the proposed allocation of the budget for 2026/27 in order to support effective planning and delivery.

2) What is the Pride in Place Neighbourhood Shadow Board being asked to do?

Pride in Place is a community-led programme with the Neighbourhood Board as a central decision making point in the identification, agreement, and direction of investment priorities for the area.

During the first full financial year, a key area of work will be involving and consulting communities to identify priorities leading to the development of a ten-year vision and a more detailed Neighbourhood Plan for investment during the first four years.

Attached to this summary is a table providing an initial allocation of the total funding up to March 2027 of £537,604.

Shadow Board Members are asked to note the total amount of funding and reach a consensus on the high-level allocation of funding against the proposed categories. Members should note that agreement has already been reached on the allocation of £70,000 for programme support activities.

3) Is there anything the Pride in Place Neighbourhood Board should be concerned about/need to be aware of?

The Shadow Board should note that individual decisions on spending may, subject to the Terms of Reference, be made in consultation between the Independent Chair and the Council (as accountable body).

Shadow Board Members should also note that funding does not need to be spent by the end of March 2027 and any underspend will be carried forward into future years.

All expenditure will be publicly accountable, subject to public access arrangements, with all transactions over £500 published on the Council's website.

Pride in Place Funding 2026/27 - DRAFT

`	Proposed Budget Allocation	C/R	Commitment	Balance	Spend to date	Balance
Programme Support	70,000.00	R	70,000.00	0.00	0.00	70,000.00
Remuneration	10,000.00	R	0.00	10,000.00	0.00	10,000.00
Board Meetings (venues, refreshments)	5,000.00	R	0.00	5,000.00	0.00	5,000.00
Board Expenses	2,500.00	R	0.00	2,500.00	0.00	2,500.00
Attendance at regional and national conferences and events	2,000.00	R	0.00	2,000.00	0.00	2,000.00
Printing, Equipment (Inc. IT) and Stationery	15,500.00	R	0.00	15,500.00	0.00	15,500.00
Training and Development	5,000.00	R	0.00	5,000.00	0.00	5,000.00
Marketing and Communication	5,000.00	R	0.00	5,000.00	0.00	5,000.00
Engagement Activities/Events	15,000.00	R	0.00	15,000.00	0.00	15,000.00
Small Grants Capacity Funding (early wins)	20,000.00	R	0.00	20,000.00	0.00	20,000.00
Capital Funding to be allocated	117,604.00	C	0.00	117,604.00	0.00	117,604.00
Revenue Funding to be allocated	270,000.00	R	0.00	270,000.00	0.00	270,000.00
Total	**537,604.00**		**70,000.00**	**467,604.00**	**0.00**	**537,604.00**

Grant Funding for 2025/26 & 2026/27	Total
Capacity Funding 19/01/26	150,000.00
Revenue Funding 11/03/26	135,000.00
Capital Funding 21/04/26	117,604.00
Revenue Funding (due on completion of Board and Boundary process)	135,000.00
	537,604.00