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**TERMS OF REFERENCE**

**Neighbourhood CIL for Bath Advisory Board**

**1. Purpose**

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

To provide community insight on applications for Neighbourhood CIL for Bath funding.

**2. Membership**

The Board will be comprised of:

* Eight ward councillors for Bath, representing political parties through proportional representation. The appointment of these councillors is determined after each new administration is elected.

A chair will be appointed from the Advisory Board membership.

The Community Engagement Manager and the Community Engagement Officer will support the members.

**3. Appointments and Terms**

Councillor appointments will be made through a selection process. The Leader of the Council will oversee this.

Councillor appointments will be representative of the political groups with elected members in The City of Bath.

Councillor appointments will have representative geographical coverage of The City of Bath.

The Advisory Board will appoint the Chair.

Appointments will be for an initial two-year term.

Members of the Advisory Board may be re-appointed for additional terms.

The Chair and members have the opportunity of resigning at any time from their position. When a resignation takes place, the Advisory Board can take the decision on appointments.

**4. Chair**

In the absence of the appointed Chair in 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 two times per annum. Additional meetings will be organised should the need arise, the Chair will agree these.

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 vote on that decision.

The Chair will have the final ruling on whether the member is entitled to vote.

In special circumstances, the Chair may ask applicants to give a presentation during a board meeting.

The Advisory Board typically reaches recommendations through consensus. In the event of a disagreement, a vote is taken. If the vote results in a tie, the Chair has the authority to make the final decision.

**9. Reports**

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

The Community Engagement Officer will provide project evaluation reports to support the Board.

**10. Duties and responsibilities**

To provide the community the opportunity to comment on the applications prior to the panel 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 of the Neighbourhood CIL for Bath funding scheme to residents and groups within the city.

To ensure effective allocation of funding, the Advisory Board will check that applications offer good value for money and align with the council's corporate priorities.

**11. Reporting responsibilities**

The Community Engagement Officer will produce an annual report. 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 every two years.

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