

Littlemoor and Broadway Pride in Place

Neighbourhood Board – Terms of Reference

Agreed 9 July 2026

1. Background

- 1.1 The UK Government, through the Ministry of Housing, Communities and Local Government (MHCLG) has identified Littlemoor and Broadway as one of 169 neighbourhoods to receive Pride in Place funding in Phase 2. Through this award, up to £2m of funding will be released per year over the ten-year period to 2036.
- 1.2 Pride in Place areas are required to establish a Neighbourhood Board ('the board') bringing together community representatives to identify local priorities for long term investment, and make decisions regarding expenditure of the funds. The board will not be a formally constituted legal entity.
- 1.3 Dorset Council is the accountable body responsible for establishing and supporting the board, and due diligence of the funding, grant payment agreements and financial reporting to MHCLG.

Duties of the board

- 1.4 The board is required to develop a 'Regeneration Plan,' setting out its vision for the next decade alongside a more detailed 'Investment Plan' for the first 4 years of the programme.
- 1.5 The Regeneration Plan should set out the activity that will be pursued to achieve the three strategic themes of this programme as set out by MHCLG: Thriving places; Stronger communities; and taking back control
- 1.6 The board will comply with all relevant guidance and requirements set by the UK Government as per [Pride in Place guidance](#).

2. Membership of the Littlemoor and Broadway Neighbourhood Board

- 2.1 The Littlemoor and Broadway Neighbourhood Board will include 8-13 members including the Member of Parliament for South Dorset and two elected ward members from Dorset Council, one for Littlemoor and one for Broadway. The MP may nominate a non-voting proxy to attend meetings at times when the MP is not available.
- 2.2 Recruitment of additional members, or replacing members resigning from the board during their term, is at the agreement of the chair and the principal authority and will follow an open recruitment campaign and panel selection process to ensure equity of opportunity.

2.3 The chair of the Neighbourhood Board must be independent and cannot be a councillor or MP

2.4 More than half of board members must live and/or work in Littlemoor or Broadway. Members may include

- Local residents
- Representatives from local businesses and social enterprises, including key local employers and investors
- Representatives from local cultural, arts, heritage and sporting organisations
- Local school / college representatives
- Community partners: local community groups, faith groups, charities and voluntary sector organisations
- Representatives from public sector organisations such as the NHS

This list is not exhaustive. Anyone who has a strong connection with the local community is welcome to apply to join the board.

Annex C to this Terms of Reference confirms board membership as of 9 July 2026

Groups or individuals supporting the Neighbourhood Board

2.5 The Littlemoor and Broadway Neighbourhood Board will have the option to co-opt additional members if considered appropriate and dependent on the issues to be addressed in the plan going forward.

2.6 The Neighbourhood Board can extend invitations to individuals with specialist knowledge to attend meetings for the purpose of consultation and evidence gathering/specialist insight.

2.7 Thematic working groups, sub committees, community or advisory panels may also be established to carry out detailed examination of issues and options, providing feedback and advice to the board.

2.8 At least one member of the board will sit on any thematic working group and may be the Chair of that group.

2.9 Members of thematic groups and/or the community panel will not be considered members of the board and will not be entitled to vote on decisions.

2.10 Board members shall cease to be a member in the event of:

- Their removal/replacement by their representative authority/body
- Such member giving written notice of resignation

- A member's bankruptcy, making of any arrangement or composition with creditors or liquidation or in the case of an organisation winding up.
- Such member's death or otherwise incapacitated and unable to attend meetings for a considerable period of time.

3. Term of office

- 3.1 Individual members of the Littlemoor and Broadway Neighbourhood Board (including the Chair) should normally continue for a period of 3 years with the option to extend for a further 3 years on a rolling basis unless occupying a single designated seat (e.g. the Member of Parliament).
- 3.2 Membership will be reviewed annually, and continued membership will be subject to satisfactory attendance at meetings and contribution in the opinion of the Chair and Dorset Council as accountable body.
- 3.3 The board may, if it wishes, nominate a Deputy Chair from its members, subject to that person also being independent of elected bodies.

4. Remuneration

- 4.1 All positions on the Littlemoor and Broadway Neighbourhood Board are unremunerated with representatives providing their time on a voluntary basis at all times. Some incidental expenses, such as travel expenses or care of dependents may be covered subject to prior agreement and in accordance with the reimbursement policy agreed by the board on 9 July, which is in line with Council's policy for elected Ward Members.

5. Board meetings

- 5.1 Dorset Council will provide secretariat support to the Littlemoor and Broadway Neighbourhood Board to ensure good governance practices and record keeping. Administrative support will also be provided by Dorset council to assist in co-ordinating meetings, venues, and any on-line support to members.
- 5.2 Board meetings will take place at least four times per annum for the duration of the investment programme, with subgroups and other meetings taking place as and when deemed necessary by the Chair. Meetings may take place more frequently as required by the programme, for example in the first year during regeneration plan development.
- 5.3 Board meetings will normally take place in person, rotating between the Littlemoor and Broadway areas at mutually convenient times for all attendees.

- 5.4 Meetings may take place on-line using Microsoft Teams. The split between on-line and in-person meetings will depend on the subject matter to discuss and will be agreed in advance by the Chair.
- 5.5 No formal business shall be conducted at any meeting unless a quorum of members is present. A quorum shall be no less than five board members which must include the independent chair (or nominated independent vice chair) plus one elected ward councillor from Dorset Council.
- 5.6 Wherever possible, members of the board shall reach decisions by consensus and shall seek to achieve unanimity.
- 5.7 In exceptional circumstances where a formal vote is required the proposal will be carried by a simple majority agreement of the voting members present and voting by a show of hands.
- 5.8 Members of the public will not be able to attend board meetings due to the commercially sensitive nature of the discussions taking place. This will be reviewed in early 2027.
- 5.9 A meeting communication will be agreed at the end of each meeting and made publicly available.
- 5.10 A forward plan of meetings (providing meeting dates but not locations) will be published on the Dorset Council website, or Board website, along with member's annual meeting attendance and declarations of interests. Agendas and minutes will be published online and shared with all ward councillors (include town councillors) and the Weymouth Town Council Clerk.
- 5.11 A public meeting will be held at least once a year.

6. Member conduct

- 6.1 All members of the Littlemoor and Broadway Neighbourhood Board shall observe the 'Seven Principles of Public Life' (the Nolan Principles) as set out in Annex A and will have regard to Dorset Council's Code of Conduct, including when declaring personal and financial interests.
- 6.2 No decision can be taken by the board, which compromises the legal/statutory responsibilities of Dorset Council or brings the council in any way into disrepute.

7. Declarations of interest

- 7.1 All board members are required to complete a declaration of personal and financial interests within the Littlemoor/Broadway area immediately on appointment and thereafter annually. Details of interests to be recorded are set

out in Annex B, and a summary will be made available on Dorset Council website or the board's website.

- 7.2 Board members will be expected to provide notice of any changes to the general declarations of interest, either within seven working days or prior to attendance of a board meeting, whichever occurs first.
- 7.3 Where either personal, financial/non-financial or organisation interests arise related to specific topics or meeting agenda items then the member should notify the Chair of the nature of the potential conflict (real or perceived) in advance of the meeting or immediately it becomes apparent during any discussion.
- 7.4 If a member of the Board finds themselves with a conflict of interest, they shall immediately disclose this to the Chair and where appropriate recuse themselves from any deliberations or votes of the Board concerning the relevant subject-matter.

8. Roles & responsibilities

- 8.1 The role of the independent Chair is to lead the board by:
 - Providing leadership and direction to ensure the board achieves its goals.
 - Effectively chairing board meetings, encouraging participation and input from members and guiding the group to effective decisions by consensus.
 - Being an advocate for Littlemoor and Broadway on behalf of the board and wider community.
 - Be an effective influencer for Littlemoor and Broadway at local, regional, and national levels.
 - Ensuring the board adheres to high standards of ethics and governance.
- 8.2 The role of board members is to:
 - Actively participate in Neighbourhood Board meetings and be part of all relevant decision-making processes
 - Carry out extensive engagement across the community to ensure that everyone has the chance to contribute to decision-making, including groups who have been marginalised or whose voices are less often heard
 - Contribute to the development and monitoring of the Pride in Place Plan, helping to ensure it represents a shared vision that the whole community supports.
 - To provide ongoing feedback and follow-up to the community groups which have been engaged with

- To be an advocate for the Littlemoor and Broadway Pride in Place programme at a local level.
- To remain neutral and identify and address any conflicts of interest

9. Communication protocols & confidentiality

- 9.1 Members of the board will be required at times to maintain confidentiality of matters discussed at board meetings. In these instances, confidential items will be marked on meeting agendas. This is to ensure that sensitive and complex matters can be discussed by the board and mitigates the risk of premature or out of context announcements being made into the broader community.
- 9.2 The Chair, in discussion with Dorset Council will agree all formal communications including approval of meeting notes, press releases and social media communications.

10. Emergency powers

- 10.1 The Chair, in consultation with Dorset Council, may exercise appropriate decisions/approvals where timescales do not allow a meeting to take place. Any exercise of this emergency power is to be recorded comprehensively in writing and reported to the next meeting of that body. Emergency powers will not relate to the awarding of grants but may be applied to changes within approved projects and reporting requirements to the UK Government.

11. Complaint handling procedure

- 11.1 The Board will manage complaints as per Dorset Council's [complaints handling procedures for councillors](#). Any complaint in respect of a member of the Board or the Board activity should be directed, in the first instance, to the council's Monitoring Officer, details of which can be found on the council's website.

12. Alterations to terms of reference

- 12.1 The Terms of Reference may be amended by a two-thirds majority of the votes cast at a meeting of the Board, but no amendment is valid if it would make a fundamental change to the objectives and responsibilities of the Board, or requirements of the Pride in Place programme requirements.

Annex A: The Seven Principles of Public Life

Taken from [The Committee on Standards in Public Life](#)

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

1.1 Selflessness

Holders of public office should act solely in terms of the public interest.

1.2 Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

1.3 Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

1.4 Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

1.5 Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

1.6 Honesty

Holders of public office should be truthful.

1.7 Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Annex B: Conflicts of interest

Littlemoor and Broadwey Neighbourhood Board members will be expected to declare any business or personal interest they may have in any item of business for the Littlemoor and Broadwey Neighbourhood Board and may be required to take no part in discussion of the former, in line with normal public sector custom and practice.

Failure to declare appropriate interests will be grounds for disqualification from the Littlemoor and Broadwey Neighbourhood Board.

Upon request, Dorset Council will provide advice and guidance to Littlemoor and Broadwey Neighbourhood Board members on individual matters.

Littlemoor and Broadwey Neighbourhood Board members must complete, at least annually, a Declaration of Interests, to be held by Dorset Council.

Littlemoor and Broadwey Neighbourhood Board members are responsible for declaring their interests in relation to agenda items at each meeting before the Littlemoor and Broadwey Neighbourhood Board.

Dorset Council must record:

- actions taken in response to any declared interest
- any gifts or hospitality given to the Littlemoor and Broadwey Neighbourhood Board or individual members in their role as Littlemoor and Broadwey Neighbourhood Board members.

Annex C: Board membership as of 9 July 2026

Independent chair

Kevin Hodder

Elected representatives

Lloyd Hatton MP

Cllr Louie O'Leary

Cllr David Northam

Community representatives

Stuart Bremner McLeod

Maryann Crowley-Hine

Sharron Garbutt

Adam Gough

Tony Greaves

Anne Griffiths

Rocca Holly-Nambi

Michele Pettinger

Paige Sewell