PRIDE IN PLACE
LED BY YOU – BACKED BY UK GOVERNMENT

Chalvedon Neighbourhood Board

Terms of Reference

Approved – 4th August 2026

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1 The Long-Term Plan for Towns

1.1 The Pride in Place Programme is a continuation of the Long-Term Plan for Towns which was launched by the Prime Minister on 1st October 2024. The Government has allocated £5 billion towards community led regeneration of, to date, 284 towns in the United Kingdom, including Chalvedon.

1.2 Chalvedon was identified as a recipient in Phase 2 of the programme on 25th September 2025. As a recipient area, the relevant local authority is required to establish a Neighbourhood Board, which is independent of the Council and made up of representatives from the local community, as well as statutory bodies.

1.3 Each Neighbourhood Board (previously Town Board) will be required to prepare a long-term vision and an Investment Plan on how they will use £20 million of funding over a ten-year period on nine main themes of investment:

- Safety and security
- High streets, heritage and regeneration
- Transport
- Housing
- Work, productivity and skills
- Cohesion
- Health and wellbeing
- Education and opportunity
- Community Power

The Government has pre-approved a number of interventions that the Neighbourhood Board can invest in. These are referenced in the guidance which is listed in **Appendix Four**.

1.4 The Accountable Body[1] for the Pride in Place funding is Basildon Borough Council. Therefore, all decisions regarding the use, management or investment of the fund must comply with local government finance legislation and regulations. The Council's Section 151 Officer is responsible for ensuring that all statutory and regulatory requirements are met and must be satisfied that the fund is being administered lawfully, prudently and in accordance with proper financial practices.

1.5 The Government has stressed the importance of engagement in the preparation of a long term vision for the future of Chalvedon, and an Investment Plan, which sets out how the fund could be used towards achieving that vision, and the on-going engagement on projects that emerge. To support both the delivery of the programme and the development of individual projects, 37% of the funding will be available as revenue, which can be used to cover ongoing costs such as staffing, project management, consultancy support, community engagement activities, and other operational expenses. The remaining 63% of the

[1] The Accountable Body in this instance is determined by the Government as being the Local Council – i.e. Basildon Borough Council. The Accountable Body receives the funding from the government solely for the purposes of the project and is responsible for ensuring that the funding is used appropriately.

funding will be designated as capital, meaning it must be invested in long-term physical assets, such as buildings, infrastructure, public realm improvements, or other tangible works that create lasting value for the community.

1.6 The Government issued guidance on the Long-Term Plan for Towns and how to establish a Neighbourhood Board in December 2023, and this was updated in May 2024. Guidance on the Plan for Neighbourhoods, which follows the same principles was issued in March 2025 and updated in December 2025. These Terms of Reference are based on the latest Guidance issued. As new guidance is issued, these Terms will need to be reviewed to ensure compliance with the government's requirements.

1.7 If the Neighbourhood Board and projects do not comply with the government's requirements, there is a risk that funding may be withheld or withdrawn, which will mean that the Neighbourhood Board could not provide the benefits for the local community.

1.8 Throughout this Terms of Reference there are hyperlinks to various documents and guidance. These are shown in blue and underlined. Furthermore, a list of relevant documents is set out in **Appendix Five**.

2.0 Purpose of the Neighbourhood Board

2.1 In the Pride in Place Programme Prospectus, last updated on 20th March 2026, it states that:

"To deliver on [the programme] objectives, [MHCLG] will provide support to councils so that, alongside the local MP, they can begin to establish Neighbourhood Boards in all funded areas. These Neighbourhood Boards will give local people the power to decide how funding is spent, putting communities in charge of the future of their neighbourhoods. Each Board must work with the wider community to develop a Pride in Place Plan, setting out a vision for their area and the projects that they would like to prioritise. These plans will set out a pathway for delivery of these projects over the course of the 10-year programme and beyond, considering opportunities to attract and combine new and existing private, public, and philanthropic funding streams."

"Each Neighbourhood Board will be led by an independent Chair, appointed and approved by the local MP and local authority. The Chair should act as a champion for the place and local people, organising engagement that reaches out into the community, to ensure decision-making is community-led. The Chair will lead the process of recruiting and convening the Board, with the support of the local authority and the local MP. [MHCLG] encourage Chair selection to be expansive, looking both to established community leaders, as well as people who may not have always engaged with local services or groups. The Communities Delivery Unit will support councils and MPs throughout this process."

"Once established, Neighbourhood Boards must co-create a Pride in Place Plan with the wider community, supported by the local MP and the local authority. The Plan should outline the community's vision for change over the next decade. Everyone should have a say in the future of their area, particularly those that have previously been left out of decision-making. We know the challenges in places vary, and that it is the people living and working in these areas who are best placed to identify these challenges and inform the solutions. Neighbourhood Boards must carry out 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."

2.3 In accordance with the guidance, Basildon Borough Council, working with the local Member of Parliament and Ward Councillor, identified and appointed the Neighbourhood Board Chair (the Chair).

2.4 In accordance with the guidance, and in partnership with the Chair, the Council subsequently appointed the Neighbourhood Board membership. The current membership has noted that depending on the long-term vision and Investment Plan, future appointments or co-options to the Board may be made. It will be for the Neighbourhood Board, led by the Chair, to make future appointments with support from the Local Authority and local MP.

2.5 The role of the Neighbourhood Board is:

a. To consider strategic issues facing Chalvedon and the borough of Basildon and to prepare a 10-year Regeneration Plan for the area, which includes a long-term vision statement and a four-year investment plan outlining where funding will be spent. The four-year Investment Plan will be the subject of regular review by the Board.
b. To engage with the local community and organisations on the preparation of the long-term Vision for Chalvedon and Investment Plan, and subsequent projects and Investment Plan reviews.
c. To identify the evidence for the preparation and implementation of the Investment Plan.
d. To ensure local ownership and add value to develop project ideas, working with key partners including Basildon Borough Council, Essex County Council and Essex Police and ensure that local community, business and voluntary groups are appropriately engaged in the overall scheme and are beneficiaries of its outputs and outcomes.
e. Working alongside the Accountable Body, to take decisions on the funding of projects and ensure the best use of resources and long-term community benefits from the investment.
f. Working alongside the Accountable Body, to make sure that all appropriate financial, budgetary, and planning processes are in place to ensure public funds are appropriately administered, invested and reported on, in line with the long-term vision and Investment Plan.
g. Where appropriate, to agree to the brief for the appointment of any significant consultants or others engaged in the planning or delivery of the overall scheme.
h. To ensure that the Board is sustainable and of appropriate constitution at all times, through undertaking bi-annual skills audits of the boards and taking any appropriate remedial action
i. Consider any amendments to these Terms of Reference and governance arrangements as the need arises, in particular in response to any changes to the Government's requirements.
j. Establish, at any point, any sub-groups or task and finish committees it deems appropriate in the execution of its duties.
k. Liaise with other relevant partnerships, groupings or individuals in the borough of Basildon and beyond, as may be deemed appropriate.
l. To adhere to the Seven Principles of Public Life (the Nolan Principles) and the wider Code of Conduct.
m. To agree to a Communications and Engagement Plan.

3 The Chair and Membership of the Neighbourhood Board

3.1 Each Neighbourhood Board will be led by an independent Chair, appointed and approved by the local MP and local authority.

3.2 The Chair must be independent of any political organisation and must not be a Councillor from Basildon Borough Council, Essex County Council, or the Member of Parliament. The current Government guidance states that "the Chair should be someone who is 'from', living or working in the area, holds a prominent role in the community or has a passion for the place, such as: the head of a local charity/a local campaigner/a community leader/a faith leader/a teacher/a local GP/a director of a football club". The person specification for the Chair and board members is set out in **Appendix One** of these terms of reference.

3.3 The Chair will sit for an initial three-year term. This term may be extended by an additional two years if successful reappointment is granted by majority vote of board.

3.4 The Chair will be the lead contact between the Neighbourhood Board and Basildon Borough Council as the Accountable Body

3.5 They will chair the meetings in accordance with these Terms of Reference.

3.6 They will act as an advocate for the Neighbourhood Board, the programme, and the local community.

3.7 A Vice-Chair can be appointed by the Chair from existing Board membership, who is able to deputise for the Chair in their absence, with the agreement of the Chair.

3.8 Other members of the Board will include:

a. Member of Parliament.
b. One Ward Councillor from Basildon Borough Council.
c. Essex Police.
d. Community Groups.
e. Faith Groups.
f. Local Charities.
g. Youth Groups.
h. The Council for Voluntary Services.
i. Local businesses.
j. Cultural, arts, heritage and sporting organisations.
k. Anchor institutions, such as local schools, college, and or integrated care board.

3.9 The number of members on the Board should be determined by the Board, but optimally should be between 10 –15 . Government guidance states a minimum of eight members. The Board must ensure there are more residents and people who live, work or provide services in the area on the Board than there are elected representatives. The majority (at least 51%) of members should live or work within the boundaries of the neighbourhood, ensuring that the Board is locally-led.

3.10 The Neighbourhood Board may establish sub-groups or task and finish groups if necessary to focus on the themes for investment to facilitate wider engagement or to focus on specific functions of the board, for example, finance. In doing so, the Neighbourhood Board must agree on the purpose of the sub-group, its terms of reference and membership. Any sub-group would report to the Neighbourhood Board and any decision on recommendations of the sub-group will be made by the Neighbourhood Board only.

3.11 Members will serve an initial term of three years, with the option of a further extension, subject to agreement by the board through fair and appropriate recruitment and appointment processes. At the point of the 6th year of delievery an open recruitment will be held, however this will not exclude those already committed.

3.12 Members of the Board, including the Chair, will not be remunerated. Travel expenses, childcare expenses, and other expenses as may have been incurred in the legitimate discharge of their duties as a Board member, can be reimbursed in line with Basildon Council's expenses policy.

3.13 Meetings of the Neighbourhood Board will be attended by officers from the Accountable Body and local councils and may include officials from the government's relevant Local Area Team and/or other invitees with the approval of the Chair

3.14 All active Board members are expected to maintain a minimum attendance rate of 70% at scheduled meetings. Members who fail to attend regularly, without providing advance notice or a valid reason, may be subject to review by the Chair and the accountable body. Following this review, the Chair reserves the right to remove Board members who are not complying with attendance requirements. Where any attendance matters relate to the Chair, the Vice Chair will be consulted and involved in the review process.

4 The Neighbourhood Board Governance Requirements

4.1 The Neighbourhood Board will meet at least quarterly, with the option to call additional meetings if required subject to one month's notice and paragraph 4.2 below.

4.2 In accordance with Government guidance, the Neighbourhood Board will publish the following. Such publication will be electronic and via one or more relevant websites hosted by or linked to that of the Accountable Body.

- *A documented decision-making process outlining the voting rights of the Board* (these Terms of Reference will act as that document)
- *Profiles of the Board Members*
- *All Board papers including minutes of the previous meeting, in advance of the meeting within 5 working days. Papers may be redacted to respect commercial or other sensitivities.*
- *The Board Register of Interests.*
- *Full use of capacity funding, including amount of remuneration and/or expenses reimbursed, if applicable*

4.3 Meetings will be held in person, hybrid, or by Microsoft Teams.

4.4 The Neighbourhood Board will seek consensus, but in the event of a vote, each member of the Neighbourhood Board will hold equal voting rights, with the Chair holding a casting vote if necessary. Should the Chair not be present for any meeting, the casting vote will go to the Deputy Chair.

4.5 A meeting shall be deemed quorate if a minimum of 60% Board members are in attendance.

4.6 There shall be no Alternates, except for the MP, Ward Councillor and Essex Police, who shall each nominate an Alternate to ensure representation from the statutory authorities at all meetings, and the Alternate will have the same voting rights. Ward Councillor Alternate must be another Ward Councillor for the area. All Alternates must hold the equivalent position and/or authority of whom they are attending on the behalf of, this includes being properly briefed prior to board meetings taking place and holding the equivalent power to vote via proxy if and when required to do so. The only alternate for Ward Councillors will be the senior officer for Basildon Council, at which point a written update will be provided on behalf of the Ward Councillor.

4.7 Officers from the Councils, and other statutory bodies who may be present at Board meetings to observe and contribute to the discussions, will not hold voting rights.

4.8 The Neighbourhood Board may ask other community representatives, advisors, or others to attend meetings, where it is relevant for them to do so and to contribute to the discussion. Those representatives or advisors will not hold any voting rights.

4.9 All Board members shall sign up to a code of conduct based on the Seven Principles of Public Life. This code is set out in **Appendix Two**.

4.10 Board members must complete a Register of Interest. Board members will be furnished with a copy of the Register and, once complete, the responsibility to keep each register up to date rests with the individual board member. The Chair will remind board members of conflict at the outset of board meetings and any additional interests or conflicts identified will be noted and added to the relevant board member's register. These registers will be kept on file for the board by the board secretariat. Guidance on declarations of interest will be provided by Basildon Borough Council or the Chair if required. An extract on Interests as set out in Part 5.2 paragraph 9 of the Council's Constitution (May 2024) is set out in **Appendix Three.**

4.11 In addition to the Register of Interests, Board members are also required to notify the secretariat of any gifts or hospitality offered or received (even if refused) and this will also be kept on file. Guidance on the declaration of gifts and hospitality will be provided by Basildon Borough Council or the Chair if required.

4.12 The secretariat and delivery of this programme[2] for the Neighbourhood Board will be funded by the capacity funding. This will be reviewed by the Board on an annual basis.

[2] The Secretariat means the administration of meetings – i.e. agendas, minutes, arranging meeting dates and venues

5 The Accountable Body and Assurance Framework

5.1 Basildon Borough Council is the Accountable Body for the programme and the funding and will hold the fund for the Government on behalf of the Neighbourhood Board and will ensure the board is fully conversed with its activities, duties and functions

5.2 The fund will be ring-fenced and will not form part of the Council's General Fund. The Council is not permitted to borrow against this funding; however, unspent funds may be carried forward to future years of the programme to support larger or longer-term investments.

5.3 The Council will provide transparent financial reporting at each Neighbourhood Board meeting covering revenue and capital budgets, in-year performance against budget and forward financial forecasts. They will also present the annual budget and year end statement.

5.4 The Council must apply its own governance processes in relation to the Investment Plan and programme funding, in addition to engagement with the Board, to ensure compliance with legal and financial requirements under the Assurance Framework.

5.5 The Council has appointed a Pride in Place Coornidator for an initial one year term, who will be funded by the Pride in Place capacity funding for the first year, who will provide support to the Board, undertake the secretariat duties, and coordinate activity. The Council's Assistant Director for Communities and Leisure will act as line manager and ensure performance management.

5.6 In accordance with the Government's current Guidance, the Council's Section 151 Officer must submit an annual Statement to MHCLG. This statement will confirm that all required financial controls and governance checks have been properly applied, ensuring the effective, transparent and lawful administration of the programme's funding.

5.7 MHCLG will undertake a range of checks, on a risk and sample basis, which the Council will be required to engage with and support this process.

5.8 MHCLG's independent auditors will act as a third line of assurance on the overall programme.

5.9 The Council will administer the Investment Fund in accordance with its Financial Regulations as set out in section 4.5 of the Constitution Political Structure - Our Constitution and the way we work - Basildon Borough Council

6.0 Exclusions

6.1 The Neighbourhood Board will not:

- Establish itself as a legal entity at this time.
- Directly hold funding or act as the delivery vehicle for funded projects at this time.
- Act in the capacity as a planning policy authority and all plans, master plans or policy statement associated with the programme, will, as is normal, be approved by the local planning authority.

7.0 Meetings and Agendas

7.1 Standard agenda items for Neighbourhood Board meetings will include the following to ensure compliance with governance requirements. Any amendments to these items will be dated and recorded for audit and governance purposes.

- Risk Register
- Code of Conduct
- Declarations of Conflict of Interest

7.2 Meeting agendas, approved minutes, and supporting documentation will be made publicly available. Board minutes will be published once they have been reviewed and approved by the Chair. Documentation will be accessible through the Commonplace platform and available for viewing and download in PDF format.

APPENDIX ONE

Pride in Place Boards – Chalvedon and Laindon Central

Chair of Pride in Place Board

Location: Chalvedon or Laindon Central

Purpose of the Role and Person Specification

1. Background and context

Basildon was built on ambition. When the New Town was founded after the Second World War, it represented one of the boldest investments in community-building anywhere in the country. Now, for the first time since that moment in our history, Basildon is seeing investment on a similar scale.

The Government has awarded Basildon **£40 million of Pride in Place funding**, money already secured, already in the bank, and dedicated entirely to strengthening two of our communities: one in **Laindon** and one in **Chalvedon in Pitsea**. It is the single largest investment in our neighbourhoods since Basildon began, and a clear signal that **Basildon is back on the map**.

But what makes Pride in Place truly different is not only the size of the investment, it is the way it will be spent.

Rather than decisions being made from above, the programme puts power directly into the hands of local people. Residents, community groups, young people, businesses, and frontline workers will come together to shape what this funding delivers. From the look and feel of our streets and estates, to the renewal of local facilities, to the priorities that matter most for community pride, safety, connection, and opportunity, **local voices will lead the way**.

To make this happen, the council is establishing **Pride in Place Neighbourhood Boards** in each area. These boards will guide investment, set priorities, ensure accountability, and help shape a long-term vision for their neighbourhoods. We are also seeking a **Chair** for each Board, someone rooted in the community, able to bring people together, and ready to champion positive change.

By applying to join a Neighbourhood Board, or to become its Chair, you will play an active role in shaping the future of your area. You will help ensure that this once in a generation investment reflects the needs, hopes, and ideas of the people who live here, and that Pride in Place delivers real, lasting impact for the community.

Even though each Neighbourhood Board can only include a limited number of members, *every* resident will still have a real and meaningful role in shaping the programme. Not all applicants will be successful this time, but Pride in Place is built on the belief that good decisions come from listening widely. Throughout the programme, the whole community will help set priorities, share ideas, take part in conversations, and get involved in local projects. Whether you are on the Board or not, **your voice, experience, and commitment will help shape the future of Laindon and Chalvedon and further build Pride in Place.**

2. Purpose of Role

1. To lead the Chalvedon or Laindon Central Pride in Place Board in the development and delivery of the Vision and Investment Plan for Chalvedon or Laindon Central that will set out how the investment of £20 million of Government

Funding will provide sustained benefits for these communities and have positive impact on the wider economic landscape.

2. To be the lead advocate of this Pride in Place programme at a local, regional and national level.
3. To Chair the Chalvedon or Laindon Central Pride in Place Board and drive the debate and discussion to ensure that decisions are made in a timely manner, that pace of delivery is maintained and that engagement with our communities is robust and an embedded part of the Board's programme.
4. To guide and work with Basildon Council's Pride in Place Programme. Lead on the strategic use of the £20 million funding working closely with the local Council as the Accountable Body and have oversight of the project programme.
5. To support the appointment of Board Members to the Chalvedon or Laindon Central Pride in Place Board and ensure that the Board Members are neutral and conflicts of interest are identified and addressed.
6. To ensure that the Board is dynamic, focussed on the purpose and allows for transparency upholding Nolan principles of public life: https://www.gov.uk/government/publications/the-7-principles-of-publiclife/the-7-principles-of-public-life--2
7. To uphold the Terms of Reference of the Chalvedon or Laindon Central Pride in Place Board (once adopted).
8. To represent the brand of the Chalvedon or Laindon Pride in Place Board and be the face of the Board within the local community, the media and with partners.
9. Board members must handle all personal information in line with the UK GDPR and the Data Protection Act 2018, ensuring that any data they access through their role is kept secure, used only for legitimate programme purposes, treated confidentially, and never shared inappropriately; members are also expected to follow council data-handling procedures and report any concerns or breaches immediately.

3. What type of individual is the Board seeking?

There is no predefined for the ideal Chair. Your knowledge of Chalvedon or Laindon Central and its communities, your ability to 'get stuff done' and a real passion for making meaningful change for the area and its communities will be key. Alongside this, you will need to demonstrate leadership qualities to help keep the Board on track, collaborate with the Council as the programme's 'Accountable Body' and act as a senior ambassador for the programme.

You **might** fall into one of these categories in the Chalvedon or Laindon Central area:

- a local businessperson
- the head of a local charity
- a local campaigner
- a local philanthropist
- a local representative from a school or further education college
- a local representative from the NHS Trust
- a local representative from a football or other sports club
- a local leading arts or cultural practitioner
- a local innovator

However, we have no fixed idea about your role in the community or your profession or job, but this must be your community, and a place that you are deeply passionate about. We want someone who is completely up for helping to lead us on this amazing journey. Note, the chair of the Pride in Place Board cannot be an elected representative.

4. Person specification

- You are dynamic and have a real energy and passion for all things Chalvedon or Laindon Central.
- You understand the need to keep up the pace between meetings as well as being clear and coherent in them.
- You have a clear focus on the job in hand and will get things done.

- You display the drive and ambition for the benefit of the local community.
- You have a track record of partnership working, potentially including chairing or leading meetings.
- You have strong advocacy skills and strong leadership, including conflict resolution.
- You demonstrate confidentiality, respect and trust.
- You are brave, honest and trustworthy.
- You are not an MP or Councillor.

5. Terms

This role is unremunerated however costs or expenses incurred in discharging your duties as Chair can be reimbursed. Such costs may include travel, childcare or other. It is important to us that this role is accessible to everyone and that no-one is put off considering applying because of financial concerns.

The time commitment is anticipated to be in the region of two days per month.

The initial term of appointment will be for three years with an additional three years possible, with the consent of the Board, Basildon Council and the local MP.

Meetings will, for at least the first six months, be monthly. The timings and locations of Board meetings will be agreed by the Chair and Board with the Council.

6. Timescale and process

Recruitment process launched: **Monday 16th February**

Application period – please send a short CV, together with a maximum one page statement on what you could do alongside the people of Chalvedon or Laindon and why you would like to be Chair of this Board. A short video of no longer than three minutes is acceptable instead of the statement. Note: if you choose to submit a video instead of a statement, please apply by submitting your CV online and then forward your video to this email address PrideinPlace@basildon.gov.uk.

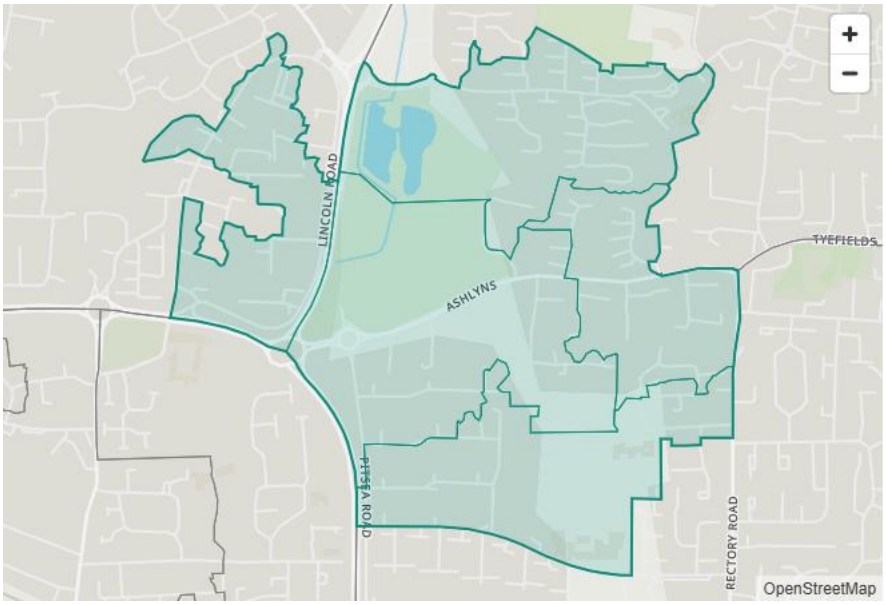
Please state your preferred role and location in your application.

Note: if you would like an informal discussion about this role in advance of deciding whether or not to apply, please send us an email to PrideinPlace@basildon.gov.uk along with your contact details and one of our Pride in Place team will be happy to talk further and answer any questions that you may have.

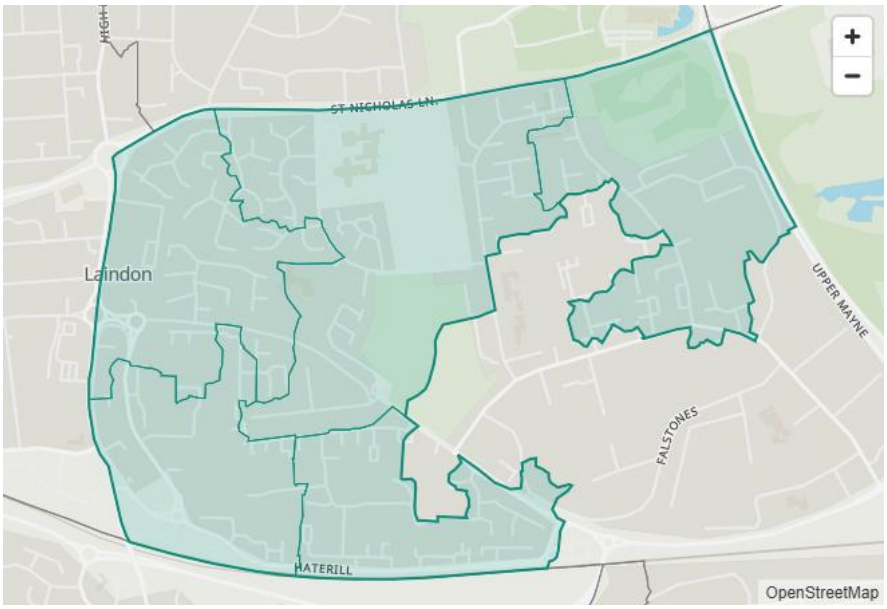
7. Boundary areas

The requirement is that you must live and/or work in the Neighbourhood Board area. The maps for this are here:

Chalvedon:



Laindon Central:



A more detailed map can be found here: https://www.ons.gov.uk/explore-local-statistics/areas/E07000066-basildon

If you are unsure if you are within the boundaries, please contact us on PrideinPlace@basildon.gov.uk and we can confirm for you.

Board Members - Pride in Place Board

Location: Chalvedon or Laindon Central

Board Member Purpose of the Role and Person Specification

1. Background and context

Basildon was built on ambition. When the New Town was founded after the Second World War, it represented one of the boldest investments in community-building anywhere in the country. Now, for the first time since that moment in our history, Basildon is seeing investment on a similar scale.

The Government has awarded Basildon **£40 million of Pride in Place funding**, money already secured, already in the bank, and dedicated entirely to strengthening two of our communities: one in **Laindon** and one in **Chalvedon in Pitsea**. It is the single largest investment in our neighbourhoods since Basildon began, and a clear signal that **Basildon is back on the map**.

But what makes Pride in Place truly different is not only the size of the investment, it is the way it will be spent.

Rather than decisions being made from above, the programme puts power directly into the hands of local people. Residents, community groups, young people, businesses, and frontline workers will come together to shape what this funding delivers. From the look and feel of our streets and estates, to the renewal of local facilities, to the priorities that matter most for community pride, safety, connection, and opportunity, **local voices will lead the way**.

To make this happen, the council is establishing **Pride in Place Neighbourhood Boards** in each area. These boards will guide investment, set priorities, ensure accountability, and help shape a long-term vision for their neighbourhoods. We are also seeking a **Chair** for each Board, someone rooted in the community, able to bring people together, and ready to champion positive change.

By applying to join a Neighbourhood Board, or to become its Chair, you will play an active role in shaping the future of your area. You will help ensure that this once in a generation investment reflects the needs, hopes, and ideas of the people who live here, and that Pride in Place delivers real, lasting impact for the community.

Even though each Neighbourhood Board can only include a limited number of members, *every* resident will still have a real and meaningful role in shaping the programme. Not all applicants will be successful this time, but Pride in Place is built on the belief that good decisions come from listening widely. Throughout the programme, the whole community will help set priorities, share ideas, take part in conversations, and get involved in local projects. Whether you are on the Board or not, **your voice, experience, and commitment will help shape the future of Laindon and Chalvedon and further build Pride in Place.**

2. Purpose of Role

1. To join the Chalvedon or Laindon Central Pride in Place Board in the development and delivery of the Vision and Investment Plan that will set out how the investment of £20 million of Government Funding will provide sustained benefits for these communities and have positive impact on the wider economic landscape.
2. Supporting the Chair, to be an advocate of this Pride in Place programme at a local level.

3. To actively participate in the debate and deliberations of the Chalvedon / Laindon Central Pride in Place Board and be part of all relevant decision-making processes.
4. To work with Basildon Council's Pride in Place Programme team on relevant project streams and initiatives.
5. To ensure you are neutral and all relevant conflicts of interest are identified and addressed.
6. Alongside the Chair and other Board Members, to ensure you uphold the Nolan principles of public life: https://www.gov.uk/government/publications/the-7-principles-of-publiclife/the-7-principles-of-public-life--2
7. To comply with the Terms of Reference of the Chalvedon or Laindon Central Pride in Place Board (once adopted).
8. To represent the brand of the Pride in Place Board at events and as part of the ongoing engagement process with the local communities.
9. Board members must handle all personal information in line with the UK GDPR and the Data Protection Act 2018, ensuring that any data they access through their role is kept secure, used only for legitimate programme purposes, treated confidentially, and never shared inappropriately; members are also expected to follow council data-handling procedures and report any concerns or breaches immediately.

3. What sort of person is the Board looking for?

There is no set profile for these Board Member roles. Your knowledge of Chalvedon or Laindon Central and its communities, your desire to help 'get stuff done' and a real passion for making meaningful change for the area and its communities will be key.

You **might** fall into one of these categories in the Chalvedon / Laindon Central area:

- a local businessperson
- the head of a local charity
- a local campaigner
- a local philanthropist
- a local representative from a school or further education college
- a local representative from the NHS Trust
- a local representative from a football or other sports club
- a local leading arts or cultural practitioner
- a local innovator

Or you might not. We have no fixed idea about your role in the community or your profession or job, but this must be your community, a place that you are passionate about. We want someone who is completely up for helping to lead us on this amazing journey. Note, the chair of the Pride in Place Board cannot be an elected representative.

4. Person specification

- You are dynamic and have a real energy and passion for all things Chalvedon or Laindon Central.
- You understand the need to work collaboratively and at pace.
- You have a clear focus on the job in hand and will get things done.
- You display the drive and ambition for the benefit of the local community.
- You have a track record of partnership working.
- You have advocacy skills.
- You demonstrate confidentiality, respect and trust.
- You are brave, honest and trustworthy.
- You are not an MP or Councillor.

5. Terms

This role is unremunerated however costs or expenses incurred in discharging your duties as a Board Member can be reimbursed. Such costs may include travel or other.

The time commitment is anticipated to be in the region of one day per month.

The initial term of appointment will be for three years with an additional three years possible, with the consent of Chair and Board.

Meetings will, for at least the first six months, be monthly. The timings and locations of Board meetings will be agreed by the Chair and Board with the Council.

6. Timescale and process

Recruitment process launched: **Monday 16th February**

Application period – please send a short CV, together with a maximum one-page statement on what you could do alongside the people of Chalvedon or Laindon and why you would like to be a Board Member. A short video of no longer than three minutes is acceptable instead of the statement. Note: if you choose to submit a video instead of a statement, please apply by submitting your CV and then forward your video to this email address PrideinPlace@basildon.gov.uk.

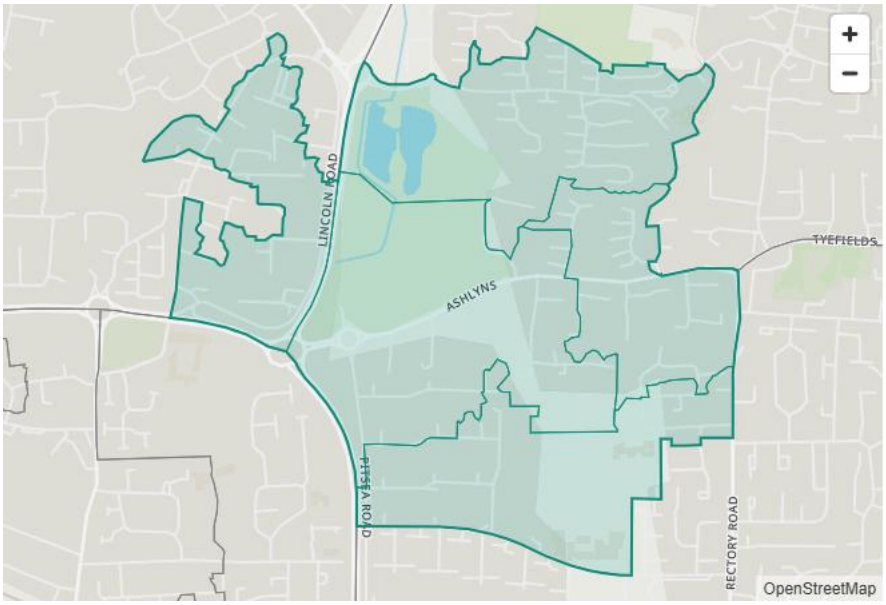
Please state your preferred role and location in your application.

Note: if you would like an informal discussion about this role in advance of deciding whether or not to apply, please send us an email to PrideinPlace@basildon.gov.uk along with your contact details and one of our Pride in Place team will be happy to talk further and answer any questions that you may have.

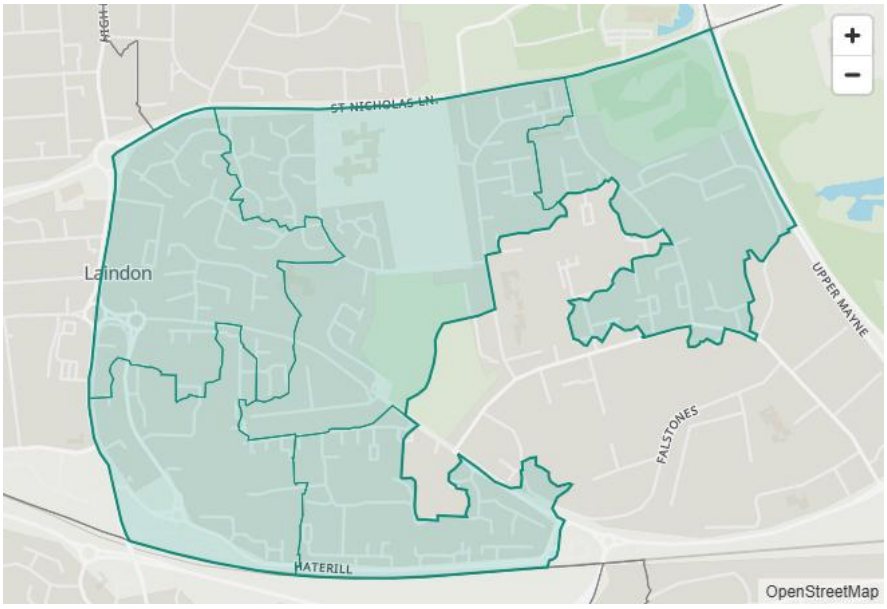
7. Boundary areas

The requirement is that you must live and/or work in the Neighbourhood Board area. The maps for this are here:

Chalvedon:



Laindon Central:



And a more detailed map can be found here: https://www.ons.gov.uk/explore-local-statistics/areas/E07000066-basildon

If you are unsure if you are within the boundaries, please contact us on PrideinPlace@basildon.gov.uk and we can confirm for you.

APPENDIX TWO

Code of Conduct for Pride in Place Neighbourhood Board Chair and Board Members

1. Purpose of the Code

This Code of Conduct sets out the standards of behaviour expected from all Pride in Place Neighbourhood Board members, including the Chair and Vice-Chair. Its purpose is to ensure that Board members uphold the highest standards of public service, protect the integrity of the Board, and maintain public confidence in the neighbourhood governance process.

All members are expected to comply with this Code at all times, both during formal Board business and when representing the Board in the community.

2. Commitment to the Seven Principles of Public Life ("Nolan Principles")

Board members must uphold the Seven Principles of Public Life, published by the Committee on Standards in Public Life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

These principles apply to all aspects of a Board member's role, decision-making, behaviours, and interactions. A full description of the principles is available from the UK Government: https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2

3. General Conduct Expectations

3.1 Respect and Professionalism
Board members must:

- Treat colleagues, officers, partners, and members of the public with courtesy, dignity, and respect.
- Foster an inclusive environment that values diversity of background, opinion, and lived experience.
- Avoid bullying, harassment, intimidation, or discriminatory behaviour.

3.2 Collaboration and Constructive Engagement
Board members must:

- Work cooperatively with fellow members, officers, and stakeholders.
- Listen actively and contribute constructively to discussions.
- Respect the Chair's role in facilitating orderly and effective meetings.

3.3 Confidentiality
Board members must:

- Respect confidentiality of information shared within meetings or in the course of Board business.
- Not disclose sensitive or exempt information without authority.
- Handle all data in accordance with GDPR and relevant organisational procedures.

3.4 Conflicts of Interest
Board members must:

- Declare any actual, potential, or perceived conflicts of interest.
- Remove themselves from discussions or decisions where a conflict exists.
- Ensure private interests do not influence public duties.

3.5 Decision-Making
Board members must:

- Make decisions based on evidence, fairness, and the public interest.
- Avoid bias, personal prejudice, or undue influence.

- Respect collective decisions once made.

4. Chair-Specific Responsibilities

The Chair has additional responsibilities to:

- Lead by example and model the highest standards of conduct.
- Ensure meetings are impartial, inclusive, orderly, and effective.
- Encourage balanced participation and prevent dominance by any individual.
- Challenge inappropriate behaviour and ensure concerns are addressed promptly.
- Represent the Board externally in a fair, accurate, and respectful manner.

5. Use of Social Media and Public Communications

Board members are often seen as representatives of the Pride in Place programme even when acting personally. To protect public confidence and the Board's reputation, members must:

5.1 Responsible Personal Use

- Use social media in a way that is respectful, factual, and non-inflammatory.
- Avoid posting content that could be discriminatory, offensive, defamatory, or harassing.
- Make it clear when expressing personal views that they are not speaking on behalf of the Board.

5.2 Protecting Confidential Information

- Never disclose confidential or sensitive Board information online.
- Avoid sharing details of deliberations, draft papers, or private discussions.

5.3 Avoiding Misrepresentation

Board members must not:

- Claim to speak for the Board unless formally authorised.
- Misrepresent Board decisions, processes, or other members' views.
- Engage in online arguments or hostile exchanges relating to Board matters.

5.4 Respectful Engagement

- Treat members of the public, partner organisations, and colleagues respectfully online.
- Avoid attacking, shaming, or belittling individuals or groups.
- Refrain from posting during contentious situations where comments could inflame tensions.

6. Political Activity and Neutrality

Board members must:

- Avoid using their position to promote party political views.
- Ensure Board platforms, resources, and events remain politically neutral.

- Not allow political campaigning to influence decision-making or Board discussions.

7. Attendance, Participation, and Preparedness

Board members are expected to:

- Attend meetings regularly.
- Read papers and prepare in advance.
- Participate fully and constructively in discussions.
- Notify the Chair or secretariat promptly if unable to attend.

8. Gifts, Hospitality, and Improper Influence

Board members must:

- Decline gifts or hospitality that could be perceived as influencing decisions.
- Declare any offers of gifts or hospitality in accordance with organisational policies.
- Report any attempt to improperly influence a decision.

9. Reporting and Handling Concerns

Board members must:

- Raise concerns about unethical conduct promptly and appropriately.
- Cooperate with any investigation into potential breaches.
- Respect confidentiality during and after a complaint process.

10. Breaches of the Code

Potential consequences of breaching this Code may include:

- Verbal or written warnings
- Removal from the Board or from the role of Chair/Vice-Chair
- Referral to relevant authorities (in serious cases)

The response will depend on the seriousness of the breach and will follow the organisation's governance procedures.

APPENDIX THREE

Register of Interest

Members of the Neighbourhood Board must declare any interests which they consider could impact on decisions and their role on the Board. Basildon Borough Council has a declaration of interest policy in place as set out in the Council's Constitution (May 2024).

This is set out below.

If a member of the Neighbourhood Board believes they do have a conflict, they should consult with the Council's Monitoring Officer.

'Registering and Disclosing Interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories of ***Disclosable Pecuniary Interests*** *which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories of* ***Other Registerable Interests.***

*"****Disclosable pecuniary interest****" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in* ***Table 1*** *below.*

*"****Partner****" means a spouse or civil partner, or a person with whom you are living as*

husband or wife, or a person with whom you are living as if you are civil partners.

1. *You must ensure that your register of interests is kept up to date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.*

2. *A 'sensitive interest' is an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.*

3. *Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.*

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the

interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which affects –

a. your own financial interest or well-being;

b. a financial interest or well-being of a relative or close associate; or

*c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2***

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

9. Where a matter (referred to in paragraph 8 above) affects the financial interest or

well-being:

a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;

b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or that is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	***Description***
Employment, office, trade, profession or vocation	*Any employment, office, trade, profession or vocation carried on for profit or gain.*
Sponsorship	*Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.*
Contracts	*Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.*
Land and Property	*Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.*
Licences	*Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer*
Corporate Tenancies	*Any tenancy where (to the councillor's knowledge) –* *(a) the landlord is the council; and*

Subject	***Description***
	(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director of or has a beneficial interest in the securities* of.*
Securities	*Any beneficial interest in securities* of a body where* *(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and* *(b) either—* *(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or* *(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.*

** 'director' includes a member of the committee of management of an industrial and provident society.*

** 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.*

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest *a) any unpaid directorships* *b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority* *c) any body* *(i) exercising functions of a public nature* *(ii) directed to charitable purposes or*

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management.'

APPENDIX FOUR

Indicative Interventions List (Pride in Place Programme: list of indicative interventions - GOV.UK)

This is a list of indicative interventions that Neighbourhood Boards can use for the Pride in Place Programme.

The interventions have been drafted broadly by MHCLG to give flexibility to Boards as to how and what they can deliver, providing examples where possible to indicate ideas for spend, but it is not exhaustive.

Neighbourhood Boards are encouraged to think innovatively and creatively about how to deliver the strategic objectives of the Programme. Where activities fall outside the scope of the indicative interventions but the Board, based on their community engagement, believes they are better placed to meet local needs, the Board should seek to pursue these. This would require a business case to be agreed with the Ministry of Housing, Communities and Local Government (MHCLG).

Regeneration, high streets and heritage

Funding for improvements to town centres, neighbourhoods, and high streets, including capital spend and running costs
Example interventions include:

- public realm improvements, for example, pavement repairs, repainting of public spaces, street cleaning, street furniture, production and enforcement of a shop-front design guide, provision of public toilets or other improvements
- regenerating a town square or high street
- improvements could include better accessibility for disabled people

Creating and improving green spaces, community gardens, watercourses and embankments in the local area, along with incorporating natural features into wider public spaces
Example interventions include:

- regeneration of existing parks or community gardens, particularly in areas with poor quality parks and gardens
- improvements to a canal towpath, particularly in more deprived neighbourhoods
- urban and riparian tree planting
- changes to management of green spaces and verges
- improving access to existing parks
- development of a new park, particularly in areas with the least access to green space
- development of a new community garden

Support for non-domestic energy efficiency measures and decarbonisation in local businesses, high streets, and community infrastructure
Example interventions include:

- support grants for local businesses to upgrade current infrastructure to make energy savings, with eligibility assessed on a case-by-case basis
- taking a whole systems approach to investing in infrastructure to deliver effective decarbonisation and energy efficiency for buildings and transport and beyond (for example, improvements to heating or ventilation efficiency, or support for renewable technologies)

Funding for new community and neighbourhood infrastructure projects, or for improvements to existing ones, including facilities that house public services or enhance community resilience to natural hazards, such as flooding. This could cover both capital spend and operational costs
An example intervention includes:

- constructing new or updating existing defences to enhance community resilience against natural hazards like flooding or coastal erosion

Enhanced support for arts, cultural, heritage and creative activities, projects and facilities and historic institutions that make up the local cultural heritage offer
Example interventions include:

- organising event programmes for local assets and sites, such as youth centres and public libraries, and their communities
- developing, restoring or refurbishing local natural, cultural and heritage assets and sites, including for new uses by the community

Funding for local arts, cultural, heritage and creative initiatives
Example interventions include:

- funding to support maker spaces
- support for local art galleries, museums, and libraries to host exhibitions
- support for artists to display and showcase work
- funding for cultural, heritage and creative events, for example, locally led music and theatre performances, tours, author events and film screenings
- support for the establishment and development of cultural and heritage collaborative networks to share knowledge locally

Investment and support for digital infrastructure for local community facilities

Housing

Provide safe and supportive environments for people with experience of homelessness and rough sleeping
Example interventions include:

- supporting community-based faith and voluntary sector homelessness services to improve accommodation infrastructure and support services
- enabling community-based services to work with those in the community (including those in temporary accommodation) to prevent a return to rough sleeping (for example, by establishing befriending and mentoring schemes)
- supporting larger commissioned homelessness and rough sleeping charities that alleviate wider statutory duties

Modernisation of social housing
An example intervention includes:

- capital funding can be used to insulate walls, install underfloor insulation, install loft insulation, install double glazing units, and replace gas boilers with low carbon heating systems such as heat pumps

Support wider neighbourhood renewal by improving the attractiveness and liveability of homes and their surroundings

Example interventions include:

- supporting with neighbourhood public realm improvements, such as improving and securing domestic private and communal gardens, upgrading play-areas, and hiring design or project consultancy

Provide healthy and climate-resilient homes support locally

Example interventions include:

- establishing a 'healthy housing' advice hub space, in the same vein as the Good Homes Agency Model and Derby City Healthy Housing Hub
- mitigating the effects of extreme heat on homes – for example, by purchasing external window shutters, ceiling fans, and UV light film for glass
- using funding capacity for domestic water-saving measures – for example, installing a water-saving device in a toilet cistern, or installing a water-butt for plants
- developing and supplying emergency flood preparedness kits to local homes – see examples of this from the National Flood Forum, Scottish Flood Forum and the Environment Agency
- fitting property flood resilience measures in homes at risk of flooding

Establish land trusts for the purpose of creating community-led housing to meet local needs

Example interventions include:

- incorporating a Community Land Trust (CLT), for example to help with filing with the Financial Conduct Authority (FCA) and to attend, run and seek out workshops to clarify aims, seek legal advice, and all other key priorities
- using funding to help with building CLT membership, leadership, skills, and technical advice throughout a project
- hiring a manager for the CLT
- project-specific costs at the pre-development stage such as the costs of project management and community consultations, and costs associated with bringing forward planning applications, including the use of surveyors and architects
- hiring bid writers for grants to build properties, acquire land, and buy-up properties for renovation

Support local community initiatives that support people in bringing down their home energy bills and improve the energy efficiency of their homes

Example interventions include:

- running community energy groups to help local residents, for example, people could bring their gas and electricity bills and discuss ways to save and keep warm with volunteers, receive energy debt advice, and be given referrals to a heat doctor
- running in-person retrofitting advice sessions in community spaces to improve engagement with retrofitting - funding can be allocated to hire a Publicly Available Specification (PAS) or Royal Institution of Chartered Surveyors (RICS)-accredited consultant to train volunteers in retrofitting advice

Work, productivity and skills

Support to improve awareness of, and access to, local provision that moves people closer to and into sustained employment, in line with an area's Get Britain Working Plan (England and Wales only)
England and Wales: Boards should check proposals with Connect to Work teams and Get Britain Working Plans in their wider areas.
Example interventions include:

- additional support to help economically inactive people into work
- Not in Education, Employment, or Training (NEET) prevention and reduction activity in advance of full implementation of the Youth Guarantee in England and the Young Person's Guarantee in Scotland, Work Experience programme in Northern Ireland and Wales Young Person's Guarantee
- local interventions to improve the retention of disabled people and people with health conditions within the workplace

Developing and expanding existing local business support and networks for smaller businesses and social enterprises
Example interventions include:

- working with the local Growth Hub in England, Business Wales, Scottish Enterprise or Enterprise NI, and partners such as Chambers of Commerce and Business and Intellectual Property Centres on developing or leveraging existing relevant local business advice, support and networks
- strengthening provision for the local Growth Hub to support businesses at all stages of their development to start, sustain, grow and innovate
- supporting the existing regional delivery of Made Smarter Adoption in England, bidding for and host international business events and conferences, with agreement of the Department of Business and Trade, that support wider regional growth sectors – this could include conferences for leading sectors locally
- supporting the establishment and ongoing running of an open-air market
- improvements to town centre retail and service sector infrastructure, with wrap around support for small businesses, utilising existing support channels where possible
- business support activity for local entrepreneurs

Boards should consult their regional Department for Business and Trade export support team when planning export-related activities, including bidding to host any international business events or conferences. This will ensure cohesive, complementary, and aligned export support for local businesses, optimising value for money outcomes from the use of public funds.
Skills provision tailored to local opportunities and skills gaps, such as those identified in an area's Local Skills Improvement Plan (England only)
Example interventions include:

- equipment and facilities for a specific programme or training course run by a skills provider or college linked to a local employer in need of skilled workers
- green skills courses, including retraining for those in high carbon sectors

Funding to support the development, improvement, and promotion of the visitor economy, such as local attractions, historical trails, cultural tours, campaigns and other related tourism products
Example interventions, working with the relevant Local Visitor Economy Partnership or equivalent where possible, include:

- grants for the development, promotion, and upkeep of local tourist attractions
- developing other visitor experiences centred around the local offering (for example, cultural or historical offerings)
- campaigns highlighting the local area and its culture, heritage, leisure, and visitor attractions, aimed at both residents and visitors
- initiatives to encourage visitors from further afield to visit and stay for longer periods in the region (such as overnight), collaborating with other places where appropriate

Cohesion

Measures to improve community cohesion
Example interventions include:

- co-creating cohesion action plans by local authorities, agencies and partners, including the voluntary and community sector, businesses and communities, which diagnose local cohesion challenges and ensure tangible, measurable actions are put in place to address them
- projects that bring people together from different groups, including different faiths, for various objectives, including social mixing, intercommunity conversations, volunteering, and conflict resolution
- projects which celebrate and explore different cultures and lives, such as neighbourhood festivals and cultural exchange opportunities
- projects which build relationships within and between communities, such as mentoring and buddying schemes, town-hall discussions on local issues, and other means of creating productive dialogue
- supporting or establishing community groups with the goal of bringing people together and reducing social isolation and loneliness, including for people with social care needs
- projects which build capacity, capability and awareness in communities, such as English for Speakers of Other Languages (ESOL) provision, hate crime awareness, tackling local misinformation and disinformation which impacts local cohesion, public education and communication campaigns, community ambassadors, and preparing communities to accept and support new arrivals and resettled cohorts

Community power

Delivering engagement, participation and involvement activity to give communities a role in decision-making
Example interventions include:

- establishing and delivering participatory and deliberative engagement such as residents' panels or assemblies
- delivering participatory budgeting, using in person or digital tools to involve the community in spending decisions
- developing community forums, youth engagements, governance structures, volunteering and social action projects and communication channels

- the delivery of engagement, participation and consultation processes for estate regeneration, neighbourhood renewal projects and community spaces, including youth centres and public libraries
- support for outreach, engagement, participatory programmes as part of wider local arts, cultural, heritage and creative activities
- training and support programmes for local civil society and community group leaders to build the capacity and capability of communities to deliver effective community engagement, and to engage with and influence decision makers

Giving communities a role in the design and delivery of local services
Example interventions include:

- outreach and engagement that involves communities in the design of local public services
- supporting communities to take control of local services, including through support for user-led groups and community organisations to develop ideas and plans to improve and deliver local services

Enabling community wealth building
Example interventions include:

- creating a regional mutual or community bank – for example, banking services aimed at supporting community development, small businesses, the local social economy, or helping low earners acquire mortgages
- supporting local employment schemes
- offering business rate relief for those businesses that become Living Wage Accredited, using local authority discretionary rate relief powers to fund a fixed pot to deliver a local scheme (see example scheme by Hounslow)

Support for growing the local social economy, including community businesses, co-operatives and social enterprises
Example interventions include:

- funding to help establish or develop a local co-operative or mutual
- training for local business support providers (such as Growth Hubs in England) and other sector facilitators to help them promote, inform and deliver co-operative business solutions, as well as other models like Community Interest Companies and credit units.

Funding for impactful volunteering and social action projects to develop social and human capital in local place
Example interventions include:

- supporting local volunteering groups, such as youth charities and carer's groups
- supporting people, including young people, to develop volunteering and social action projects locally
- initiatives to support more people to volunteer in their communities, for example activity to make volunteering opportunities accessible to people with disabilities

Investment in capacity building and infrastructure support for local civil society, youth and community groups
Example interventions include:

- renovating and developing existing or new community spaces, such as village halls, libraries (including libraries of things), youth facilities or community centres for local civil society and community groups to use
- community-based small grants and loans schemes

Health and wellbeing

Supporting community-level health provision
Example interventions include:

- community mental health hubs
- social prescribing provision
- measures to encourage healthy eating such as community-level fruit and vegetable prescription schemes
- pilot programmes aimed at improving local health outcomes
- signposting to free NHS digital support tools, for example, NHS Better Health apps and websites

Integration and co-location of health and wellbeing services
Example interventions include:

- bringing together different health and wellbeing services under one roof in an accessible high street location – where appropriate, this could be as part of a wider community hub which houses a range of community services and activities under one building, creating a place for people to mix with others
- turning disused or under-used high street buildings into health and wellbeing hubs
- utilising retail spaces for healthcare initiatives, such as clinical, community, diagnostic, and mental health and wellbeing services so that towns benefit from improved accessibility, reduced carbon footprint, and economic revitalisation – some example services are:
    - domestic abuse
    - homelessness
    - substance abuse
    - early years and ageing well services
    - mental health, mindfulness and suicide prevention plus young person mental and health resilience training
    - smoking cessation
    - exercise classes and support sessions
    - healthy eating and nutrition classes

Funding for local sport and activity facilities, events, teams and leagues, to foster community engagement and connection
Example interventions include:

- refurbishing and maintaining existing sports facilities
- funding for community sports leagues
- redeveloping an unused area to build sports facilities
- developing new 3G sports pitches and other sports facilities

Funding to support preventative public health initiatives and campaigns

Example interventions include:

- funding for support groups or specialist advice services on public health issues, such as stop smoking services
- encouraging the use of free campaign materials from NHS Better Health, available from the Department of Health and Social Care's Campaign Resource Centre (these cover healthy pregnancy, early years, family nutrition and physical activity, and a range of adult health behaviours including smoking and mental health)

Provide drug and alcohol support for people with experience of homelessness and rough sleeping
Example interventions include:

- setting up or supporting a Lived Experience Recovery Organisation (LERO) – this could involve working with existing LEROs and collaboration with existing community organisations and venues such as community centres, churches, and libraries
- establishing therapeutic and community-connection activities using shared community spaces, for example, community gardens and art therapy groups

A LERO is an independent organisation led by people with lived experience of drug and alcohol recovery. LEROs deliver a range of harm reduction interventions, peer support and recovery support, and help people to access and engage in treatment and other support services.

Transport

Boards should engage in a positive and collaborative manner with the relevant local authority and transport operators on the transport interventions set out below.
Support for active travel enhancements in the local area
Example interventions include:

- improving existing footways and cycle routes, particularly in areas of health need
- creating new footways and cycle routes to key destinations, particularly in areas with poor health outcomes
- upgrading a junction or introducing crossings to mitigate severance, for example, between residential housing areas and the local high street

Funding can be used to improve local bus services
Example interventions include:

- making improvements to local bus infrastructure, including bus stops, bus stations and interchanges, bus lanes and corridors, traffic signalling improvements, or bus priority schemes to improve bus speed and punctuality
- bringing forward delivery of schemes set out in the local Bus Service Improvement Plan in England, or equivalents in Scotland, Wales and Northern Ireland
- revenue support for new or existing local bus services, including flexible bus services (Demand Responsive Transport) or community transport services
- improving the quality of bus information for passengers and marketing of the local bus service offer
- reducing or simplifying fares

Funding for new, or improvements to local road networks to improve access within and to the town
Example interventions include:

- traffic management improvements to relieve congestion
- road safety
- highway maintenance (including potholes)

Funding to improve rail connectivity and access
Example interventions include:

- developing business cases for and delivering new stations along existing lines, with the support of additional local funding, if needed, and with the agreement of National Rail and the Department for Transport, or equivalents in Scotland, Wales and Northern Ireland
- improving accessibility and journey quality at and around stations
- improving passenger information

Boards should engage with Network Rail, train operators, and the Rail Delivery Group, as well as other rail organisations and bodies (such as Community Rail Partnerships) about any funding to improve rail connectivity and access in and around stations.
Reducing vehicle emissions
Example interventions include:

- funding for electric vehicle charging facilities
- funding to procure zero emission buses and supporting infrastructure
- funding to subsidise the procurement of zero emission buses and supporting infrastructure by bus operators

Safety and security

Design and oversight of the built and landscaped environment to 'design out' crime and encourage positive behaviour
Example interventions include:

- using Crime Prevention Through Environmental Design (CPTED) principles to redesign parks, streets, and alleyways. This includes removing blind spots, improving sightlines, and adding clear pathways, ensuring public areas feel safe and open
- encouraging the active use of public spaces throughout the daytime, evening, and night
- improving streetlighting, such as improved lighting levels and smart street lighting
- fitting or upgrading CCTV
- installing multi-functional street furniture, designed to discourage misuse or vandalism
- installing signage in town centres to reinforce crime prevention messages and deter anti-social behaviour, such as "Keep it clean for everyone" or "Respect your town: CCTV in operation" - these can act as constant reminders to encourage pro-social behaviour
- using pavement markings or physical barriers to discourage loitering or clustering in high-risk areas, such as outside shops, while guiding pedestrians through safer, well-monitored pathways

- replacing graffiti-prone walls with community-designed art projects such as murals, which encourage respect for the area and reduce vandalism
- using public installations that both beautify and promote safety in town centres, for example, 'Safe Zones' to designate visible safe spaces with clear signage, where people can wait or seek help in busy areas, such as outside train stations or late-night venues
- installing digital or physical noticeboards in town centres where residents and businesses can report issues, highlight community events, or promote safety campaigns – these boards could also include live updates about public services, fostering engagement and collaboration

Policing interventions to target crime prevention in specific locations, in particular town centres
Example interventions include:

- community or town wardens
- hotspot policing
- problem-oriented crime prevention and enforcement

Boards should engage with the local police force when considering these interventions.

Interventions to tackle anti-social behaviour, crime and minimise reoffending
Example interventions include:

- sports initiatives designed to tackle crime and minimise reoffending
- mentoring
- police-led diversion models for young offenders pre-charge
- targeted deterrence approaches
- halfway house initiatives

Co-location of crime reduction services
Example interventions include:

- establishing multi-agency crime reduction hubs and bringing together local hubs where councils, police, social services, probation, businesses, mental health teams, and community organisations collaborate to share intelligence, coordinate resources, and plan joint interventions
- utilising retail spaces, funding can be used to create spaces, especially in town centres where the public can access guidance and support about anti-social behaviour and crime
- establishing and running a Business Crime Reduction Partnership

Improved town centre management
Example interventions include:

- delivering coordinated town centre management, including establishing a town centre support team to work in partnership with councils, police, and local businesses
- testing the viability of establishing a Business Improvement District (BID) to help improve the local trading environment
- creating action plans for managing nightlife, including staggered closing times, late-night transport, and visible policing

Initiatives to reduce burglary

Example interventions include:

- community-led Neighbourhood Watch
- providing crime prevention guidance
- marking property for identification
- enhancing property security through target hardening
- cocoon watch
- providing crime prevention advice, support and guidance to neighbours and nearby residents of burgled properties
- installing alley gating to improve security

Education and opportunity

School-based programmes to support young people's development
Example interventions include:

- targeted early help support initiatives to support children and young people with emerging mental health and wellbeing needs
- facilitating access to arts, music, sports and other enrichment activities

Support to both reduce levels of child poverty and to prevent the negative impacts of child poverty on children and families
Example interventions include:

- supporting families in poverty to increase income and become financially resilient, for example, by improving access to welfare and debt advice, including awareness and uptake of social security benefits
- cost of living support for disadvantaged families to mitigate the impacts of child poverty, for example, support for travel cost and fuel, or essential household items such as furniture and white goods
- ensuring access to good quality healthy food, for example, through use of food vouchers during school holidays and nutritional support programmes
- funding for children and families in poverty to overcome barriers to digital inclusion, for example, access to the internet and or device support (funding can be used to extend existing initiatives)
- creation of community-led responses to child poverty which are accessible and destigmatising, for example, community shops with access to discounted food, school uniforms and other equipment, community kitchens and guidance services

Support for families and young children
Example interventions include:

- bolstering national breakfast club provision locally
- bolstering early years education and childcare provision, including through supporting new or expanded school-based nurseries
- additional support for family hubs and family help services including building or upgrading facilities, and expanding service provision

Funding to help families with the cost of childcare where it may alleviate cost of living pressures, or support employment

An example intervention includes:

- including piloting models of community-delivered childcare, for example, exploring co-operative and collective provision by parents in line with the French Crèche parentales where parents would support 1 to 2 days a week in exchange for free childcare

Support for community-based learning and development
Example interventions include:

- community-based adult learning programmes, including to develop confidence and life skills (including cooking and household repair), and to improve essential skills in maths, English (including English for speakers of other languages) and digital
- youth work, family learning and other early intervention work with children, young people and families