



BOSTON NEIGHBOURHOOD BOARD

TERMS OF REFERENCE

Adopted by the Board on 28 August 2026

The Boston Town Board has been updated to include the Pride in Place Programme. As requested by the Ministry of Housing, Communities and Local Government (MHCLG), it is now called the Boston Neighbourhood Board.

The Boston Neighbourhood Board brings together residents, businesses, community organisations, public sector partners and elected representatives to help shape the future of Boston.

1 CONSTITUTION

- 1.1** The Boston Neighbourhood Board, called “the Board” in this document, is the main decision-making body for the Pride in Place Programme in Boston. It will follow MHCLG guidance.
- 1.2** The previous Town Deal Board governance arrangements have been replaced. The Board will now use a community-led approach focused on long-term neighbourhood improvement.

2 ROLES AND RESPONSIBILITIES

- 2.1** The Board will follow government guidance for the 10-year Pride in Place Programme and for projects started through the Towns Deal Programme.
- 2.2** The Board may also oversee and advise on other government-funded work if Boston Borough Council asks it to do so.
- 2.3** The Board is not a separate legal body. It is not formally constituted and will not hold money or assets. Boston Borough Council will stay responsible for the funding.

Pride in Place Purpose and Responsibilities

- 2.4** MHCLG guidance may change during the programme. The Board will be told about updates, but members must keep up to date with the latest guidance on www.gov.uk.
- 2.5** The programme will support growth by improving local places, community facilities and

everyday life. It has two main parts:

2.5.1 The 10-year Vision and Regeneration Plan.

2.5.2 The 4-year Investment Plan, which will be updated from time to time, to deliver the 3 aims: thriving places, stronger communities and taking back control.

2.6 The Board will develop the Regeneration Plan with the Council, local partners and communities. It should involve residents, businesses, community groups, workplace representatives, faith and community leaders, and others with strong local links. Together, they should agree a vision for Boston and how it will be delivered over 10 years and beyond. The Board should also look for ways to bring together private, public and charitable funding. In line with MHCLG guidance, the Board will make sure the Regeneration Plan leads to projects that improve local places and communities.

Community Engagement and Co-Production

2.7 The Board will involve local communities in a regular and meaningful way.

2.8 This will include planned engagement to support decisions, work with groups whose views are less often heard, and clear feedback so people can see how their views shaped decisions.

2.9 The Board must be able to show that all plans and investment decisions have been developed with the community.

2.10 The Board will be informed by the knowledge, expertise and lived experience of local communities, partners and subject matter specialists. This may include insights gathered through workshops, advisory groups, engagement activities, thematic discussions and other forums held outside formal Board meetings. The Board will use this community, place-based and specialist insight to inform its priorities, decision-making and investment recommendations.

Transition to Community-Led Delivery

2.11 The Board will prepare and put in place a plan to move to a community-led delivery model by Year 3 of the Pride in Place programme.

2.12 This may involve setting up or working through:

A Community Interest Company (CIC)

A registered charity

A Community Benefit Society

Another suitable local organisation or structure

Role of Boston Borough Council

2.13 Boston Borough Council will support the Board to develop and deliver the plan. On this basis, Boston Borough Council will:

- Provide secretariat and programme management support, as agreed between the Board and Boston Borough Council.
 - Act as a key delivery partner for agreed parts of the plan.
 - Make the required submissions and returns to MHCLG on behalf of the Board.
- 2.14** Boston Borough Council will be the accountable body for the funding. This means it must make sure public money is managed fairly, properly, legally and in line with the Nolan Principles and Managing Public Money.
- 2.15** Boston Borough Council will also be responsible for legal duties on subsidy control, state aid and procurement.
- 2.16** The Board will work with Boston Borough Council to agree how the fund will be managed. The Board will use clear processes to make funding decisions, while the Council keeps proper financial control.
- 2.17** The Board must approve plans before they are submitted. The Chief Financial Officer, or the person responsible for finance in any other governance model, must also check the plan and confirm that the funding will be used properly and in line with MHCLG requirements. Elected member sign-off is not needed.
- 2.18** Elected members do not need to sign off or approve the plan. However, the Board will respect Boston Borough Council's internal processes where the Council is the accountable body or a delivery partner.

Town Deal Projects (Towns Fund)

- 2.19** Guidance for Boards is available at www.gov.uk.
- 2.20** The Towns Fund programme is close to achieving practical completion of the supported investments. The Board's remaining responsibilities are:
- Overseeing effective delivery of the remaining agreed projects and programmes.
 - Monitoring whether expected benefits are being achieved.
 - Reallocating funds where needed and in line with guidance.
- 2.21** Boston Borough Council, acting as accountable body, will be responsible for:
- Maintaining an effective delivery team, delivery arrangements and agreements.
 - Publishing required information on the Council's website or a Town Deal website.
 - Carrying out any required environmental impact or equality assessments.
 - Monitoring and evaluating individual Towns Fund projects.
 - Submitting regular monitoring reports to the Towns Hub.
 - Receiving and accounting for the Town's funding allocation.

3 MEMBERSHIP

Chair

- 3.1** Boston Borough Council will appoint the independent Chair. It will consult the local MP and follow government guidance.
- 3.2** Elected representatives must not chair the Board. This includes MPs, local councillors and parish councillors.
- 3.3** The Chair will be responsible for:
- Leading the Board so it meets its aims, keeps track of progress, and supports good partnership working.
 - Chairing meetings well and helping the Board discuss issues and make decisions.
 - Approving the agenda and papers before they are circulated, so they can be sent at least 5 working days before the meeting.
 - Approving the draft minutes so they can be sent no more than 10 working days after the meeting.
 - Taking actions and making decisions outside Board meetings where the Board has given them this authority.
 - Building and maintaining a positive working relationship with Boston Borough Council.
 - Giving the Delivery Team clear direction so reports, actions and Board time are used well.
 - Working with Boston Borough Council to agree the resources needed.
- 3.4** Boston Borough Council may remove the Chair after consulting the local MP and following a fair process if the Chair:
- Has failed to follow the required Code of Conduct, including the Nolan Principles.
 - Has repeatedly failed to lead the Board effectively.
 - Has failed to give the Delivery Team the direction and support it needs.
 - Cannot carry out the role because of long absence or another reason.
 - Has not maintained a suitable relationship between the Board and Boston Borough Council.
 - Has failed to meet requirements set by MHCLG.
- 3.5** If the Chair resigns or is removed, the Board will make sure there is a smooth handover. If there is a Deputy Chair, they will act as interim Chair until a new Chair is appointed.
- 3.6** The Chair may appoint a Deputy Chair of the Board.

Other Board Members

- 3.7** Board membership should reflect the diversity, demographics and characteristics of Boston's population, whilst providing the range of skills, experience and perspectives

needed to support effective decision-making. The Board should seek to ensure representation from different sectors, backgrounds and communities, enabling it to draw on a breadth of knowledge, insight and expertise. Membership should evolve over time to better reflect the communities it serves and to respond to emerging priorities, whilst continuing to meet relevant government guidance and may change if that guidance is updated.

- 3.8** The relevant local MP must sit on the Board.
- 3.9** The Leader of Boston Borough Council will represent the Council on the Board and link the Council and the Board. The Leader may name a deputy by writing to the Chair.
- 3.10** The Chair will appoint wider Board members after consulting Boston Borough Council and Board members, and in line with guidance.
- 3.11** Board members, including the Chair and any Deputy Chair, will serve for an initial term of 4 years or until 31 March 2030, whichever comes first. This starts from their appointment to the repurposed Board after these Terms of Reference are adopted. Members may be reappointed at the end of their term.
- 3.12** A Board member will stop being a member if they:
- Have served a term of at least 4 years, unless they are reappointed.
 - Give written notice of resignation to the Chair.
 - Are removed by the Chair, after consulting Boston Borough Council, because they have not followed the Code of Conduct.
 - Are removed by the Chair, after consulting Boston Borough Council, because they have not supported the Board's work or have damaged the Board's reputation.
 - Are removed because their role, background or experience no longer fits the Board's needs, for example after transition.
 - Fail to attend four consecutive Board meetings, or attend fewer than 50% of Board meetings held within any rolling twelve-month period. In such circumstances, the Board may review the member's position and, having considered any exceptional circumstances, may request that the member respectfully stand down from the Board.
- 3.13** If both the Chair and Deputy Chair, if appointed, are absent from a formal Board meeting, the members present will vote to appoint a Chair for that meeting only.
- 3.14** The Board may set up sub-groups to work on specific issues or provide specialist input. Each sub-group will report directly to the Board. The Board will agree each sub-group's purpose, scope, membership and length of operation.

4 SUBSTITUTES

- 4.1** Substitutes may not attend Board meetings unless the Chair has approved this in advance. The only exception is the representative of Boston Borough Council, the Leader

of the Council.

- 4.2** If the Leader of Boston Borough Council, or their appointed representative, will not attend and will not use a proxy vote, they must tell the Board Secretary at least 24 hours before the meeting.

5 ATTENDANCE AT MEETINGS

- 5.1** The Board will meet often enough to carry out its responsibilities, and at least every other month.
- 5.2** Formal Board meetings will usually be private. Formal Board decisions will be made at these meetings. The Chair may invite key partners or stakeholders to attend.
- 5.3** At least one Board meeting each year will be open to the public.
- 5.4** Informal Board meetings may also take place. These will be private. Other people and advisers may be invited as observers. They may speak if the Chair agrees, but they cannot vote.
- 5.5** With the Chair's agreement, a Board member may attend by phone, video call or similar method. They will count as present, may vote, and will count towards the quorum.

6 NOTICE OF MEETINGS

- 6.1** The Board secretariat will call Board meetings at the request of the Chair. The Chair will approve the agenda and meeting papers before they are circulated.
- 6.2** Unless agreed otherwise, Board members and others who need to attend will receive notice at least 5 working days before the meeting. The notice will include the venue, time, date and agenda. Supporting papers will be sent at the same time where appropriate. Minutes will be published on the website.
- 6.3** The agenda and any reports that are not exempt under legislation will be published on the Board's website.
- 6.4** Some meeting items may need to stay confidential. This may be because they are commercially sensitive, were given by government in confidence, relate to individuals, or include confidential third-party information. This is not a full list. If an item is confidential, the meeting notice will explain why. If the public are present, the Chair will ask them to leave before that item is discussed and voted on.

7 QUORUM

- 7.1** The Board is quorate when at least 5 Board members are present. Members may attend in person or remotely, if agreed under clause 5.5.

8 DECLARATION OF INTEREST

- 8.1** Board members must follow the Board's Code of Conduct and the Seven Principles of Public Life, also known as the Nolan Principles.
- 8.2** Board members must complete a declaration of interest form. The lead Council will keep this form on record.
- 8.3** Board members must declare any relevant interests before the Board considers a decision.
- 8.4** The Board must tell Boston Borough Council, as accountable body, about any declared interests. Boston Borough Council must record any action taken and any gifts or hospitality given to the Board or its members.

9 VOTING ARRANGEMENTS

- 9.1** Each Board member has one vote. Votes may be taken by a show of hands. Members may vote if they attend in person, attend under clause 5.5, or use a proxy vote.
- 9.2** If a Board member is absent, they may ask another Board member to use their proxy vote. This must follow the Board's agreed process.
- 9.3** Decisions will be made by majority vote.
- 9.4** If a Board member has a conflict of interest under the Board's Code of Conduct, they may not vote on that matter.
- 9.5** Unless they have a personal interest, the Chair will have a casting vote. For this purpose, "Chair" means the person chairing the meeting at the time.
- 9.6** If a meeting cannot be arranged in time, the Board may use a written resolution. It must be sent electronically to all Board members who should receive meeting notices. It will be valid if signed by a majority of Board members. It may be made up of several documents in mostly the same form, each signed by one or more Board members.

10 REPORTING

- 10.1** The Board Secretary will take minutes of Board meetings. The minutes will record what was discussed, what was decided, and who was present or in attendance. Draft minutes will be sent promptly to all Board members.
- 10.2** The Chair will approve the draft minutes before they are sent to the Board. Draft minutes must be sent to Board members no later than 10 working days after the meeting. They will remain draft until the Board approves them at its next meeting.
- 10.3** Approved minutes will be published on the Boston Town Deal website within 10 working days, except for any parts that are confidential.

10.4 The Board will produce an annual report on its activities.

11 GENERAL MATTERS

11.1 Board members must sign and return the Board's Code of Conduct at Appendix 2 and complete a Declaration of Interests each year. They must update their declaration when their interests change.

11.2 Board members may receive training when needed. This may include induction training for new members and further training during their time on the Board.

11.3 The Board will have access to officer support through the Boston Town Delivery Team so it can carry out its duties.

11.4 The Board may invite relevant third parties to attend Board meetings as observers. They may speak at the meeting if the Chair agrees in advance, but they cannot vote.

11.5 The Board will follow all relevant laws, regulations and guidance.

11.6 Some projects or proposals may be commercially confidential or sensitive. They may not be suitable for publication under data protection or freedom of information rules. Board members and invited third parties must respect confidentiality.

11.7 The Board is covered by the Data Protection Act 2018, Freedom of Information Act 2000 and Environmental Information Regulations 2004. Boston Borough Council will handle any requests under its policies and procedures.

11.8 Members of the public may contact the Board. The Secretariat will manage contact, and contact details will be published on the Boston Town Deal website. The Secretariat may involve the Chair or wider Board where needed.

11.9 Any Board member who accepts a gift or hospitality must declare it to the Chair and Lead Council within 7 days. Boston Borough Council will keep a gifts and hospitality register for anything worth more than £25 received by a Board member.

12 REVIEW

12.1 Government may publish new guidance on relevant funding streams. These Terms of Reference must be reviewed against any new guidance and updated where needed.

12.2 Boston Borough Council will support the review and suggest any suitable changes for the Board to adopt, whilst it remains as the lead accountable body.

12.3 The Board may change these Terms of Reference at any time, as long as the changes do not conflict with government guidance. They will be reviewed every year and whenever guidance changes.