

# PRIDE IN PLACE

LED BY YOU – BACKED BY UK GOVERNMENT

## **Chair of Bentilee & Ubberley Neighbourhood Board**

### **Role Description**

#### **1. Purpose of the Role**

The Chair of the Bentilee & Ubberley Neighbourhood Board will act as a proactive, trustworthy and independent convener, responsible for leading the Board to deliver the Government's Pride in Place Programme locally.

The Chair will champion the needs, priorities and aspirations of Bentilee & Ubberley residents and ensure that all decision-making reflects meaningful community voice, upholding the programme's commitment to community-led decision-making, and ensuring that all plans and investments reflect the lived experiences, aspirations and priorities of local people

The Chair will provide strategic leadership (not operational delivery), guiding the Board to co-produce a 10-year vision and four year investment plan, working within national governance requirements set by the Ministry of Housing, Local Government & Communities (MHCLG).

#### **2. Key Responsibilities**

##### **A. Leadership & Governance**

- Lead an inclusive, transparent and community-centred Board that complies with national guidance and the Nolan Principles of Public Life (see appendix A for more information about the Nolan Principles).
- Convene and chair regular Board meetings, ensuring open, balanced discussion and that all voices – especially under-represented groups – are heard.

- Ensure that Board decision-making is fair, evidence-based, and aligned with local needs and the Pride in Place Programme framework.
- Oversee the strategic development of the Bentilee & Ubberley Pride in Place Plan, articulating long-term priorities shaped collaboratively with the community.

## **B. Community Engagement & Representation**

- Act as a public ambassador for the Board and champion community engagement as a central pillar of the programme.
- Bring together diverse community groups, partners, grassroots organisations, and local residents to help shape and scrutinise investment priorities.
- Ensure that meaningful engagement (e.g., listening campaigns, workshops, resident forums) informs all Board decisions.

## **C. Partnership Working**

- Work constructively with Stoke-on-Trent City Council (as accountable body), the constituency MP, ward councillors, local service providers, and community organisations.
- Navigate differing viewpoints, enabling consensus to be reached without allowing conflict or personal agendas to distract from community priorities.
- Able to bring together partners from across political backgrounds constructively.
- Build strong relationships that enable effective programme delivery and adherence to funding rules.

## **D. Oversight of Funding & Compliance**

- Oversee transparent, compliant investment decisions in line with Managing Public Money, subsidy control and procurement requirements, supported by the accountable body.
- Ensure that funding is targeted towards projects with demonstrable community benefit and that the Board maintains robust reporting and documentation standards.

## **E. What the Chair is *Not***

Consistent with national best practice the Chair is:

- Not a gatekeeper or clique-builder; they must welcome a range of voices and perspectives.
- Not the sole expert or decision-maker; the Board leads collectively.
- Not responsible for day-to-day programme delivery (this rests with the accountable body and delivery partners).

## **F. Remuneration**

This is expected to be a voluntary position. However, a small capacity support contribution may be paid to the Independent Chair, in line with Pride in Place guidance, to recognise the time commitment involved; this is not a salary, fee, or employment arrangement.

## Person Specification

### 1. Essential Skills & Attributes

- **Strong local credibility** and an authentic, lived connection with Bentilee & Ubberrley.
- **Skilled facilitator** who ensures balanced discussion, manages conflict calmly, and builds consensus.
- **Able to think laterally and creatively** about solutions and ways to draw in community voice.
- **Excellent communication skills**, able to articulate community views and represent the Board publicly.
- **Impartial, fair and community-centred**, ensuring decisions reflect shared priorities rather than personal agendas.
- **Calm under pressure**, able to navigate disagreement constructively.
- **Open to learning, development and feedback**, recognising where others bring complementary expertise.
- **Able to commit the time needed** to fulfil the demands of meetings, preparation, community engagement and partnership activities.

### 2. Desirable Experience

- Previous leadership in community, voluntary, public or partnership settings. (*this is not essential. Chairs may be new to leadership roles provided they have strong local ties and commitment.*)
- Experience of consensus-building in diverse settings.
- Understanding of public sector governance, funding rules or community development (training will be available).

### 3. Motivations & Values

The ideal Chair will:

- Be passionate about improving Bentilee & Ubberrley for all residents.
- Believe in the power of community-led decision-making and long-term neighbourhood transformation.
- Have a strong sense of responsibility for equity, inclusion and transparency.

### 4. Eligibility

To be eligible the Chair must:

- Be independent of political control; able to work with partners of all political backgrounds.
- Reside in, work in, or demonstrate a substantive connection to Bentilee & Ubberrley.
- Be able to act with integrity and uphold the Nolan Principles and Equality Act duties.

## Appendix A

### The Nolan Principles of Public Life

All Board members must uphold and role-model the legally recognised Seven Principles of Public Life, which underpin all Pride in Place governance:

1. **Selflessness** – Holders of public office should act solely in terms of the public interest.
2. **Integrity** – Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity** – Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. **Accountability** – Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness** – Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. **Honesty** – Holders of public office should be truthful.
7. **Leadership** – Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

These principles guide how public funds must be managed, how decisions are made, and how the Neighbourhood Board operates collectively.