

APPENDIX A

4B. MY NEIGHBOURHOOD AREA PROCEDURE RULES

1. Appointment of Chairman and Vice-chairman

- 1.1 Appointment of My Neighbourhood area chairmen and vice-chairmen will be determined by full Council, following one nomination for each area from the political group with the majority of seats from amongst the ward members representing each My Neighbourhood area. Appointments will be for a period of one year or until the next annual First Business meeting of full Council.
- 1.2 If there is an equality of seats between political groups within any My Neighbourhood area, each group may nominate one chairmen and vice-chairmen and the appointments will be determined by full Council. In this situation if the chairman is taken from one political group then the vice-chairmen will be taken from the other group. Appointments will be for a period of one year or until the next annual First Business meeting of full Council.
- 1.3 In the event of the position of chairman or vice-chairman of a My Neighbourhood area becoming vacant, or if any chairman or vice chairman is no longer a member of the nominating group, during the municipal year, the appointment of a new chairman or vice-chairman shall be made in accordance with (1.1 and 1.2) above.

2. Removal of Chairman or Vice-chairman

- 2.1 A My Neighbourhood area may remove the chairman or vice-chairman of the My Neighbourhood area during the municipal year if a motion submitted to full Council in accordance with Council Procedure Rule 10 is passed by a simple majority of those members present at the Council meeting at which it is considered.

3. My Neighbourhood Meetings

- 3.1 My Neighbourhood meetings shall be held up to four times annually. The date, time, location and number of meetings shall be decided by each My Neighbourhood area chairman in consultation with other local neighbourhood members.

4. My Neighbourhood Plans

- 4.1 My Neighbourhood area members will work in conjunction with partners and the public to identify neighbourhood priorities and establish My Neighbourhood Plans.
- 4.2 My Neighbourhood Plans must align with the Council's Corporate Plan and the Development Plan and will also take into account existing plans such as those of Parish and Town Councils and other partners.

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4.3 My Neighbourhood Plans will identify actions and funding for community improvements and will be reviewed annually as part of the corporate budget process. Any expenditure should be of a one-off nature and should not generate further on-going revenue expense to the Council.

5. Decision-making

5.1 My Neighbourhood area decision-making will be by delegation to the relevant My Neighbourhood chairman in consultation with the relevant first or second tier Council Officer and Portfolio holder.

5.2 The My Neighbourhood Chairman must make every effort to gain the consensus of the members of his/her My Neighbourhood area before making any decision. Any decision must be made with the interests of the whole Council in mind rather than the interests of any specific area.

5.3 All decisions must be recorded on the appropriate delegated decision form and details of the decisions taken and any associated expenditure recorded on the Council's website.

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