**Appendix 2 – Proposed New Rules**

**4B. MY NEIGHBOURHOOD COMMUNITY HUB PROCEDURE RULES (STANDING ORDERS)**

**1.** **Appointment of Chairman and Vice-chairman**

1.1 Appointment of My Neighbourhood Community Hub 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 Community Hub. 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 Community Hub, 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 Community Hub 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 Community Hub may remove the chairman or vice-chairman of the My Neighbourhood Community Hub 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. **Various Models for My Neighbourhood Community Hubs**

3.1 For the municipal year commencing in May 2020 My Neighbourhood Community Hubs will be granted the option to change how they operate to meet with local circumstances for a 12 month trial period.

3.2 Options include:

* Where the area in question is parished, arrange My Neighbourhood Community Hubs meetings as part of parish meetings
* Adopt an area committee approach
* Develop a neighbourhood/community development approach
* Develop community partnerships with councillors and partner organisations
* A Hybrid (of any of the above) of what works for each area.

3.3 Whatever model is adopted must be within existing resources.

**4.** **My Neighbourhood Community Hubs** **Meetings**

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

**5. My Neighbourhood Community Hub Plans**

5.1 My Neighbourhood Community Hub members will work in conjunction with partners and

 the public to identify neighbourhood priorities and establish My Neighbourhood

 Community Hub Plans.

5.2 My Neighbourhood Community Hub 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.

5.3 My Neighbourhood Community Hub 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.

**6. Decision-making**

6.1 My Neighbourhood Community Hub decision-making will be by delegation to the relevant My Neighbourhood Chairman and My Neighbourhood Vice Chairman in consultation with the relevant Director.

6.2 The My Neighbourhood Community Hub Chairman and Vice Chairman must consult with members of their My Neighbourhood Community Hub 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.

6.3 All decisions must be recorded in writing and details of the decisions taken and any associated expenditure recorded on the Council’s website.