**Neighbourhood Board Member Application Form 2023/24**

Neighbourhood Boards play a key role in building stronger communities and influencing decisions that affect the local community. Neighbourhood Boards are partnerships are made up of Councillors and people living or working in the neighbourhood including representatives from community groups, local businesses and public services.

The role of residents on the Neighbourhood Boards is to represent the whole of their neighbourhood, not just a single interest group, with commitment and passion. They have a real understanding and vision about their community’s hopes and priorities and work alongside councillors and public services to give their neighbourhood a strong and powerful voice.

The role of the community group representatives/ local businesses is to represent the communities they serve and work with. They will have an understanding of local issues and of the issues faced by their community and will have valuable experience and knowledge to support the Board in realising their priorities.

**Getting onto the Board**

The membership of each Neighbourhood Board is being reviewed in June. We are seeking new applications for your Neighbourhood Board. The deadline for applications to be returned is **Friday 2 June 2023**. After this date, the Neighbourhood Managers will meet with the Ward Councillors on each Neighbourhood Board to review the applications. The final decision on the membership of the Neighbourhood Board will be made by the end **July 2023**.

**Factors taken into account when deciding on Board members**

The Neighbourhood Manager and Ward Councillors will consider a number of factors when determining the Board membership.

1. When agreeing **Resident Board** members, they will consider:
* The geographic spread of representatives. They will seek to identify at least one representative from each voting district within the ward.
* Your awareness of the issues in the neighbourhood.
* Your level of relevant skills, experience, knowledge and motivation.
* The links you have in your neighbourhood and how you will communicate with the community/local residents in your neighbourhood.
* Previous contributions to the Board.

**2.** When agreeing **Community Organisation/Business Representative** members, they will consider:

* The work your organisation undertakes and its links to the issues identified in the neighbourhood.
* The level of relevant skills, experience, knowledge and motivation the organisation can bring to support the work of the board.
* How your organisation represents the views and interests of the local community or part of it.
* The links your organisation has and how it is actively involved in activities within the neighbourhood and how your organisation communicates with local communities.

**What do I do next?**

Return your completed form to Derby City Council by **Friday 2 June 2023.**

**Please tell us if you need this document in large print, on audio tape, computer disc or in Braille.** **Contact Neighbourhoods on 01332 640821, Minicom 01332 640666.** If you need any further information about filling in this form or the roles and responsibilities of being a Neighbourhood Board member, please contact your Neighbourhood Manager.

**Please return your completed form to:**

Neighbourhood Board Membership

Neighbourhood Team

c/o Business Support Hub

Derby City Council

Second Floor, Council House

Corporation Street

Derby

DE1 2FS

Or email: neighbourhoods@derby.gov.uk - Please make sure documents are signed, even when emailing them to us.

**We will treat all information you provide in confidence, in accordance with the General Data Protection Regulations 2018. Your personal details will only be used for the purposes of deciding on Neighbourhood Board membership, producing Board member profiles which may be on our website, for the dissemination of information in relation to the administration of Neighbourhood Boards and Forums. We will also send you information about events, activities and consultations in or affecting your neighbourhood. To view information about how your personal information will be used, please visit www.derby.gov.uk/privacy-notice where you can see a full copy of our Privacy Notice.  Alternatively you can request a hard copy from neighbourhoods: neighbourhoods@derby.gov.uk or call 01332 640821.**

* Once we receive the form, we will acknowledge receipt of your application form.
* Following the meeting with Ward Councillors, the Neighbourhood Manager will inform you of the decision of the meeting.

**Neighbourhood New Wards from May 2023:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Abbey** | **Allestree** | **Alvaston (North)** | **Alvaston (South)** |
| **Arboretum** | **Blagreaves** | **Chaddesden (East)** | **Chaddesden (North)** |
| **Chaddesden (West)** | **Chellaston & Shelton Lock** | **Darley** | **Littleover** |
| **Mackworth & New Zealand** | **Mickleover** | **Normanton** | **Oakwood** |
| **Sinfin & Osmaston** | **Spondon** |  |  |

**Neighbourhood Board Application Form 2023/24**

**New Member**

**Section A. To be completed by all those applying to be a Board member**

I wish to apply to be a member of the

Neighbourhood Board for 2023/24 until May 2024.

**Please insert the Ward name of the Board:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Abbey** | **Allestree** | **Alvaston (North)** | **Alvaston (South)** |
| **Arboretum** | **Blagreaves** | **Chaddesden (East)** | **Chaddesden (North)** |
| **Chaddesden (West)** | **Chellaston & Shelton Lock** | **Darley** | **Littleover** |
| **Mackworth & New Zealand** | **Mickleover** | **Normanton** | **Oakwood** |
| **Sinfin & Osmaston** | **Spondon** |  |  |

**I wish to serve as a:**

(please enter **“Yes”** in the appropriate box)

|  |  |
| --- | --- |
| **1. Local resident** |  |
| **Please complete Section A, B and D only** |  |
|  |  |
| **You must live in the ward for the relevant Neighbourhood Board** |  |
| **2. Representative of a community group, organisation or business** |  |
| **Please complete Section A, B and C only**  |  |
| **Your group must be based within the ward for the relevant Neighbourhood Board.** |
|  |  |
| **Your Name:**  |  |
| **Representing:** (if as a resident in the ward you also represent a group or business). |  |
| **Your Address:** |  |
| **Postcode:** |  |

**Please return this page**

**Contact Information**

|  |  |
| --- | --- |
| **Mobile number:** |  |
| **Home number:** |  |
| **Work number:** |  |
| **Email address:** |  |
| **Preferred means of contact:** |  |

**Section B To be completed by all those applying to be a Board member**

In the space below, please answer the following questions. Your answers to these questions will help the Ward Councillors and Neighbourhood Manager to decide who will be members of the Neighbourhood Board.

**Please use a separate sheet if required and clearly mark the question that the sheet(s) refer to.** If your application to become a Board member is agreed, we may use this information to produce a Board member profile to help promote the Board ad its activities to residents.

|  |
| --- |
| 1. **What, for you/your organisation, are the key issues affecting residents in the neighbourhood?**
 |
|  |
| **Please return this page** |
| 1. **Please tell us why you/your organisation would like to become a member of the Board and what you/your organisation can contribute?** For example, do you/your organisation:
	* Feel you represent a specific community in your neighbourhood.
	* Have particular knowledge of a specific issue in your neighbourhood.
	* Have specific skills or experiences relevant to the priorities in the neighbourhood.

|  |
| --- |
|  |

 |

1. **What links do you have in the ward with individuals and/or groups and how are you actively involved in activities in the neighbourhood?**

|  |
| --- |
|  |

**Please return this page**

|  |
| --- |
| 1. **As a Board member, a key role will be to tell people what is happening in your neighbourhood. How are you/your organisation doing this at the moment? What are the main ways you or your organisation could inform people about what is happening in your neighbourhood?**
 |
|  |

**Section C. To be completed only by Community/Business Representatives**

|  |
| --- |
| We (please insert name of organisation/business below:) |
|  |
| Support the application of (Insert person’s name below:) |
|  |
| to join the  |  | Neighbourhood Board as our representative. |
|  |
| In the event our representative is not able to attend, our reserve representative is: |
|  |
| **To be signed by the Chair, Secretary, or one other, but not the representative of the group wishing to join the board.** |
| **Chair/Secretary/Other** |  |  |  |
| Signature: |  |  |
| Name: |  |  |
| Position: |  |  |
| Date: |  |  |

**Section D To be completed only by those wishing to serve as a resident**

|  |  |
| --- | --- |
| **I support the nomination of** (*applicant name*): |  |
| **to join the** (*enter board name*) |  |
| Please provide the names, signatures and addresses of **10 residents** **from your ward** who support your nomination. **Please note:** **These residents must be from more than one household/address within the ward boundaries**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name (Print)** | **Signature** | **Address**  | **Postcode (Print)** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |

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Thank you for taking the time to fill in this application form. Please return your completed form by **Friday 2 June 2023** as explained on page 2 of this form.

**Please return this page**