

Keighley

Town Deal Board

Terms of Reference

DRAFT

1. Purpose and Role of the Town Deal Board.....	
2. Roles & Responsibilities of Participants.....	
3. Standards of Behaviour and Conduct.....	
4. Membership.....	
5. Chair and Deputy Chair Term and Responsibilities.....	
6. Attendance at Meetings.....	
7. Appointment of Substitutes.....	
8. Meeting Procedures.....	
9. Quorum.....	
10. Sub Groups.....	
11. Declaration of Interest.....	
12. Decision Making and Voting.....	
13. Accountable Body Arrangements.....	
14. Procurement.....	
15. Secretarial and Technical Support Arrangements.....	
16. Legal Status.....	
17. Freedom of Information Act.....	
18. PR and Media Protocol.....	
19. Updating the Terms of Reference.....	
20. Geography.....	

APPENDIX 1: Membership of the Keighley Town Deal Board.....	
(To be appended once ratified)	

1. Purpose and Role of the Town Deal Board

The Keighley Town Deal Board brings together the private, public and community sectors to provide strategic leadership to develop and deliver an Investment Plan and schedule of interventions to secure government funding, and which sets out a clear understanding of the area, focusing on its assets, opportunities and challenges.

The Town Deal Board will be the vehicle through which the vision and strategy for the town is defined. It will produce a Town Investment Plan and inform the Town Deal, including the amount of investment secured through the Towns Fund.

The Keighley Town Deal Board is responsible for developing a Town Investment Plan that sets out a clear vision and strategy for the town and proposes suitable projects which align with the objectives of the Towns Fund. Plans should reflect local priorities and be co-designed with local businesses and communities.

The overarching aim of the Towns Fund is to drive the sustainable economic regeneration of towns to deliver long term economic and productivity growth. This will be done through:

Urban regeneration

Ensuring towns are thriving places for people to live and work, including by:

- Increasing density in town centres;
- Strengthening local economic assets including local cultural assets;
- Site acquisition, preparation, remediation, and/or development; and
- Making full use of planning tools to bring strategic direction and change.

Skills and enterprise infrastructure

- Driving private sector investment and small business development; and
- Ensuring towns have the space to support skills and small business development.

Connectivity

- Developing local transport schemes that complement regional and national networks; and
- Supporting the delivery of improved digital connectivity.

The Town Deal Board will sign off each stage of a Town Investment Plan and Town Deal. The Board is responsible for:

- Upholding the Seven Principles of Public Life (the Nolan Principles – See section 3)
- Developing and agreeing an evidence-based Town Investment Plan
- Establishing a clear programme of interventions
- Embedding arrangements in local plans (where appropriate) and undertaking Environmental Impact Assessments and fulfilling duties on public authorities under the Equalities Act, in particular, and the public sector equality duty.
- Coordinating resources and engaging stakeholders
- Ensuring communities' voices are involved in shaping design and decision making at each phase of development

- Ensuring diversity in its engagement with local communities and businesses
- Helping develop detailed business cases
- Overseeing each step of agreeing a Town Deal, and overseeing compliance with the Heads of Terms Agreement with government

The Board shall undertake its duties and responsibilities in line with the requirements of the [Towns Fund Prospectus](#) (November 2019) [Towns Fund Guidance](#) (June 2020) and any subsequent guidance that may be issued.

2. Roles & Responsibilities of Participants

The main role of all the participants of the Town Deal Board is to play an active part in the development of the Town Investment Plan; providing a valuable contribution bringing ideas, knowledge and expertise to the process.

Participants are required to adhere to these Terms of Reference.

The Town Deal Board will sign off each stage of a Town Investment Plan and Town Deal. The Board is responsible for:

- Upholding the Seven Principles of Public Life (the Nolan Principles)
- Developing and agreeing an evidence-based Town Investment Plan
- Establishing a clear programme of interventions
- Embedding arrangements in local plans (where appropriate) and undertaking Environmental Impact Assessments and fulfilling duties on public authorities under the Equalities Act, in particular, and the public sector equality duty.
- Coordinating resources and engaging stakeholders
- Ensuring communities' voices are involved in shaping design and decision making at each phase of development
- Ensuring diversity in its engagement with local communities and businesses
- Helping develop detailed business cases
- Overseeing each step of agreeing a Town Deal, and overseeing compliance with the Heads of Terms Agreement with government

3. Standards of Behaviour and Conduct

Through the Town Deal, the Town Deal Board will be responsible for oversight of a significant amount of public funding. As such, members of the Town Deal Board should fulfil their role as public-private partnerships whilst ensuring robust stewardship of public resources.

Members of the Town Deal Board and those supporting the activities of the Town Deal should adhere to the Seven Principles of Public Life (the Nolan Principles). The Lead Council will be responsible for ensuring that all Town Deal Board members understand these principles and how they apply:

1. Selflessness - Board Members should act solely in terms of the public interest.

2. Integrity - Board Members 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 - Board Members must act and take decisions impartially, fairly and on merit, using the best evidence and without any form of discrimination or bias.

4. Accountability - Board Members are accountable to the best interests of Keighley and the principle objectives of the Board.

5. Openness - The Board must act and take decisions in an open and transparent manner.

6. Honesty - Board Members should act with honesty, objectivity and integrity.

7. Leadership - Board Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

The Board will align itself with the governance standards and policies of City of Bradford Metropolitan District Council as Lead Council, including those policies on [Whistleblowing](#) and [Complaints](#).

4. Membership

Participation is by invitation only from City of Bradford Metropolitan District Council in consultation with the Chair.

The Town Deal Board's membership should reflect the diversity of the town and surrounding area. The Towns Fund Prospectus stated that membership of Town Deal Boards should comprise:

- A private sector chair
- All tiers of local government for the geography of the town
- The MP(s) representing the town
- The Local Enterprise Partnership
- Local businesses and investors
- Community/local voluntary community sector representatives
- Other relevant local organisations, such as FE colleges or Clinical Commissioning Groups.

The Town Deal Board may call on professional advice and support if deemed necessary. This will include external consultants to support the development of the Town Deal Investment Plan. Any such advisors may be invited to attend all or part of any meeting as and when appropriate as observers and shall be entitled to speak at the meeting with the prior permission of the Chair but shall not be entitled to vote.

The participants identified may change over time at the discretion of the Chair in agreement with the CBMDC Board Representative. Participants can be removed from the Town Deal Board if they do not adhere to the Terms of Reference.

A Board Member shall cease to be a member of the Keighley Town Deal Board in the following circumstances;

- Such Board Member gives written notice to the Chair of their notice of resignation;

- Such Board Member's death;
- Such Board Member's bankruptcy making of any arrangement or composition with their creditors, or liquidation, or in the case of an organisation, winding up, liquidation, dissolution or administration or anything analogous to any of the foregoing occurring in relation to a Member in any jurisdiction;
- Such Board Member is removed from membership by a resolution of the Board that it is in the best interests of the Board that the membership is terminated.

The Membership of the Keighley Town Deal Board can be found in **Appendix 1**. (To be appended once ratified)

5. Chair and Deputy Chair Term and Responsibilities

The role of the Town Deal Board Chair is to:

- Uphold the Seven Principles of Public Life (the Nolan Principles)
- Lead the Board in achieving its objectives, maintaining an overview of activity, and championing and supporting partnership working
- Ensure that decisions are made by the Board in accordance with good governance principles
- Sign the Head of Terms Agreement with government

The Board shall appoint a Chair and Deputy Chair who will serve for a period of 12 months before re-election. In the absence of the Chair, the Deputy Chair will assume the responsibilities of the Chair.

6. Attendance at Meetings

Members will endeavour to attend all meetings of the Town Deal Board, however if they are unable to attend any meeting then they should submit their apologies in advance of the meeting. As flexibility and continuity is essential to partnership working, each Member may identify a named substitute who may attend on their behalf when necessary.

7. Appointment of Substitutes

All Board members should appoint a named substitute to the Board. The substitute will be a representative of the same organisation. The named substitute will be the only person to attend in the absence of the Board member.

8. Meeting Procedures

The Town Deal Board will be closed to the public and press unless specifically invited. Designated observers will be permitted to attend with the agreement of the Chair. Observers will not be allowed to comment or address the Town Deal Board unless asked to do so by the Chair. The Economy and Development Service should be informed of any persons attending the meeting to observe in advance.

Any contact from members of the public in relation to the Town Deal Board will be managed by the Economy and Development Service.

An extraordinary meeting can be called at no less than 14 days notice if a majority of Board Members agree.

9. Quorum

Any six members of the Town Deal Board including the Chair (or Deputy Chair), the CBMDC Board Representative (or their nominated substitute) and two business representatives shall constitute a quorum for the meeting of the Town Deal Board.

10. Sub Groups

Occasionally a Sub Group of the Keighley Town Deal Board may need to be established to expedite a particular matter, which requires focussed activity or where a more specialist membership is required. These would normally have a specific remit and period of operation to oversee or undertake a specific task, reporting directly to the Town Deal Board. The Town Deal Board will set out the terms and remit of any Sub Group. Membership of the sub group would be decided by the Board.

11. Declaration of Interest

Each member of the Town Deal Board is required to declare any personal, prejudicial or disclosable pecuniary interest (direct or indirect) in any agenda items. Where an interest is prejudicial or is otherwise a disclosable pecuniary interest the member shall take no part in the discussion or decision making about that item. All such declarations must be included in the minutes of the meeting.

Board Members shall duly sign and return the Keighley Town Deal Boards Declaration of Interests on an annual basis. A register of interest will be maintained by the Council.

The Council will provide guidance on the pecuniary and non-pecuniary interests individuals must declare, outline the process that Board members must follow for declaring interests and explain the process for requesting an exemption.

12. Decision Making and Voting

Where a decision is required the Board shall try to reach a consensus view. Where this is not possible there will be a vote.

Each Member shall have one vote. Voting shall be by a show of hands of Board members and shall be by simple majority.

In the case of equality of voting, the Chair shall have a second or casting vote.

13. Accountable Body Arrangements

City of Bradford Metropolitan District Council (acting as Lead Council and Accountable Body) is responsible for:

- Upholding the Seven Principles of Public Life (the Nolan Principles)
- Developing a delivery team, delivery arrangements and agreements
- Ensuring that decisions are made by the board in accordance with good governance principles
- Ensuring transparency requirements are met – through publication of information on their website or a Town Deal specific website (where further reference is made in this guidance to publication on a Lead Council’s website this includes Town Deal specific websites)
- Developing agreed projects in detail and undertaking any necessary feasibility studies
- Undertaking any required Environmental Impact Assessments or Public Sector Equalities Duties
- Helping develop detailed business cases
- Liaising with potential private investors in identified local projects and schemes
- Signing the Head of Terms Agreement with government
- Monitoring and evaluating the delivery of individual Towns Fund projects
- Submitting regular monitoring reports to Towns Hub
- Receiving and accounting for the Town’s funding allocation

City of Bradford Metropolitan District Council remains the accountable body for all monies received through capacity funding and any other funding that will be allocated from the Towns Fund.

14. Procurement

The procurement policies of the Council will apply. Any delivery partners will be identified using the procurement policies of the Council and contracts published in accordance with the Council’s policies and procedures.

15. Secretarial and Technical Support Arrangements

Secretarial support will be provided by the Economy and Development Service of City of Bradford Metropolitan District Council. This will involve organising meetings, preparing and circulating agendas and producing minutes:

- Agendas and accompanying papers shall be published at least 5 clear working days in advance of a meeting and sent to all members of the Board.
- Draft minutes shall be published within 10 clear working days of the Board meeting. Minutes shall remain draft until formally approved by the relevant meeting Chair.

- Final minutes shall be published once approved by the Chair, within 10 clear working days.
- Papers will be published on the City of Bradford Metropolitan District Council website *Insert webpage*.

16. Legal Status

The Town Deal Board is not a legal entity. It is not the accountable body for any grant or funding regime.

These Terms of Reference shall constitute the formal Constitution of the Town Deal Board.

The Town Deal Board will serve as an advisory function to City of Bradford Metropolitan District Council.

17. Freedom of Information Act

The Freedom of Information Act gives everyone the right to access information that is held by public authorities. City of Bradford Metropolitan District Council will respond to any Freedom of Information requests in relation to the Town Deal Board. The Board will cooperate with any such requests.

18. PR and Media Protocol

Press and media enquiries shall be referred to the Chair and the Council before any official statement is made by individual members of the Town Deal Board.

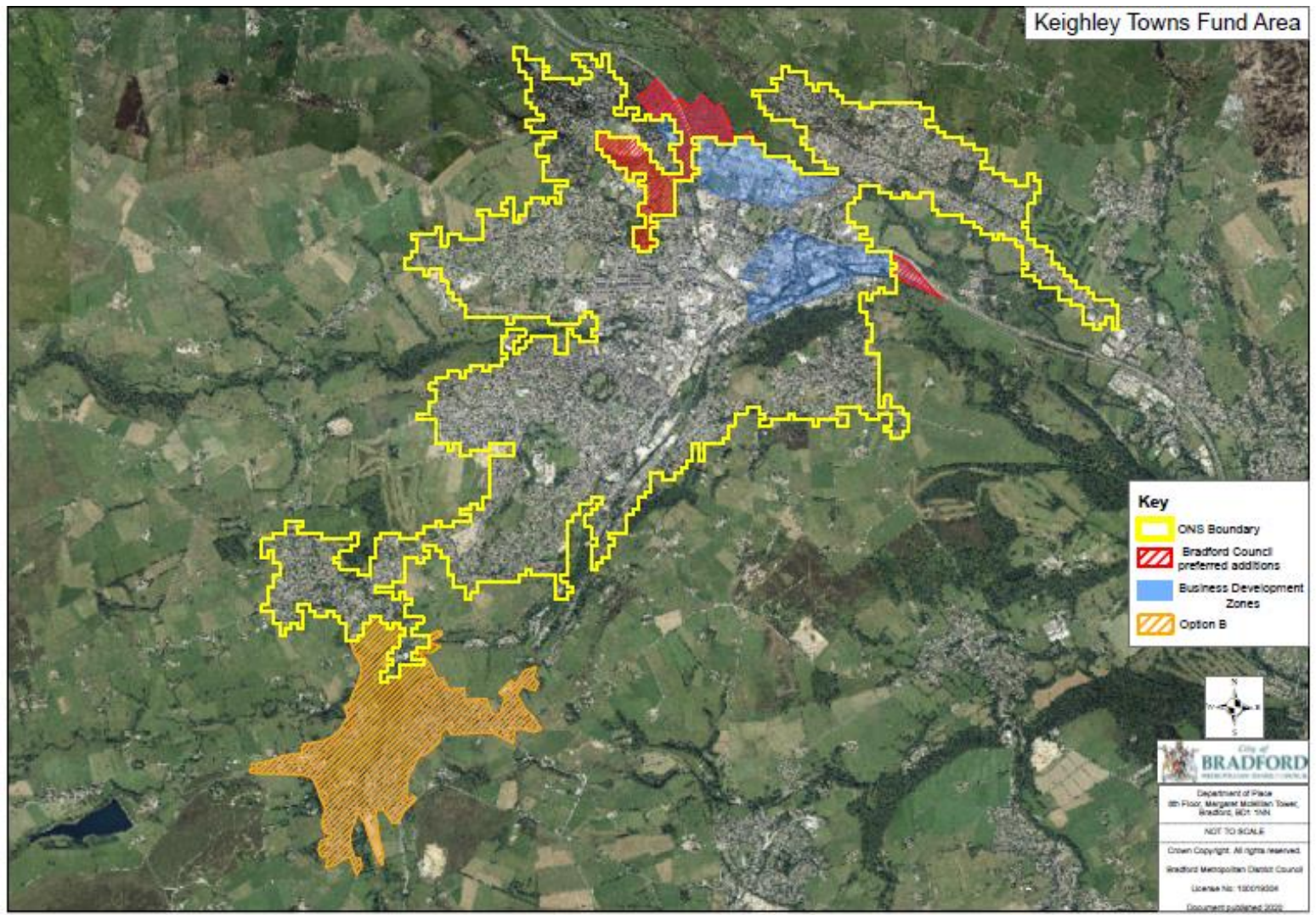
19. Updating the Terms of Reference

The Government may publish further guidance on the operation and function of Town Deal Boards and these Terms of Reference must be reviewed in accordance with any such guidance.

The Terms of Reference of the Board may be amended by the Board at any meeting subject to a majority vote. 14 days' notice must be given of any proposed changes to the Terms.

20. Geography

The Towns Fund Programme will cover the area outlined in the map below and any revisions agreed with the Government.



APPENDIX 1: Membership of the Keighley Town Deal Board

Name	Organisation / Role
Ian Hayfield	Chair
Robbie Moore MP	Member of Parliament
Cllr. Alex Ross-Shaw	Bradford Council
Peter Corkindale	Keighley Town Council
Judith Furlonger	West Yorkshire Local Enterprise Partnership (LEP)
Steve Kelly (Deputy Chair)	Keighley College (Principal)
Adrienne Reid	In-Communities
Paul Howard	Keighley BID
Dr Soo Nevison	CABAD Community Action Bradford and District
Business representatives	
Ian Hayfield	Hayfield Robinson
Mark Elders	Legend Communications Limited
Steve Seymour	Airedale Shopping Centre
Vacant	
Vacant	
Community/voluntary sector representatives	
Wendy Spencer	Airedale Enterprise Services
Georgina Webster	Keighley Creative
Naz Kazmi	KAWACC