

Keighley Town Board

Role Profile: Board Member

Our Vision for Keighley:

The vision for Keighley is to sustainably grow the town as a forward-facing, premier manufacturing, engineering and technology hub, celebrating the rich heritage across industry, culture and sport.

The town will be known for its wealth of opportunity, delivering access to jobs, skills, training and education to help its residents and businesses thrive, and prepare the next generation for future employment.

With its diverse economy, quality infrastructure, thriving town centre heart, and superior digital connectivity it will be the place to invest, live, work, play and shop, where people, young and old, can enjoy a strong sense of community, healthy lives and a prosperous future.

Role Details

Role Title: Member of Keighley Town Board

Role Purpose:

As a Town Board Member you will contribute towards the Keighley Town Board, ensuring all activities will deliver the agreed outcomes of the Bradford District Economic Strategy. You will attend Town Board Meetings. You will approach this role with diplomacy and tact whilst taking care to nurture and build effective relationships with all stakeholders to successfully deliver the Towns Fund and its constituent projects.

Responsible For:

None

Responsible To:

Keighley Town Board Members

Work with Bradford Council's Assistant Director Economy and Development Services, and the Keighley Regeneration Manager to oversee delivery of the Town Investment Plan and the Long Term Plan for Keighley; making recommendations for direction of the programme and the resources required to deliver it.

Membership:

In line with the guidance set out in DLUHC's Towns Fund prospectus the Keighley Town Board must be representative of a wide range of residents, businesses, communities, investors, Members of Parliament and locally elected councillors. Also as per government guidance, the Town Board is to be chaired by a representative of the local business community.

Circumstances:

The Town Board will consist of members including but not limited to:

- Member of Parliament for Keighley (or their representative)
- District and Town Councillors
- Private sector representatives from local businesses
- Voluntary, culture and community sector representatives
- PCC/Representative of West Yorkshire Police
- Representative of InCommunities and local housing developers
- Chair or Manager of Keighley BID
- Representative of West Yorkshire Combined Authority
- Representative of Cities and Local Growth Unit team
- Representative of Education (from local school or college)

Town Board members will be required to attend all Keighley Town Board meetings. The meetings will be held quarterly in person, with the provision to attend via Microsoft Teams where necessary. Additional interim meetings may be required with specific project sub-groups depending on the delivery structures and sub-groups that will be put in place to oversee and bring forward the three investment themes of the Long Term Plan. Additional advisory positions may occur from time to time, depending on the programme of delivery that is prioritised and agreed. Such partner organisations may be invited to join the Town Board, or specialised delivery sub-groups, on an interim basis as required.

Principal Duties and Responsibilities

The post-holder will be responsible for contributing towards the strategic oversight of the Town Board and its members.

1. Take responsibility for your contribution to the Town Board and its members, encouraging collaboration.
2. Remain focused on delivering the stated aims of the Towns Fund and Long-Term Plan around:
 - Transformational investment into local infrastructure, skills, employment and post Covid19 recovery.
 - Drive forward the economic, social and sustainable future of the city, achieving clear consensus and majority Town Board Member support on sensitive areas of discussion.

3. Work with the Elected Members, the Council's Assistant Director Economy and Development Services, and the Keighley Regeneration Manager to effectively manage the relationship between the Town Board and the Council (accountable body) and maximising the investment within Keighley.
4. Outside Town Board meetings, you will influence a wider body of stakeholders throughout the local community and beyond, influencing and promoting investment opportunities in Keighley to enhance skills, increase sustainable employment, and build its infrastructure.
5. Attend all Town Board Meetings. Represent the local community by positively guiding discussions on future investment planning for the town.
6. Work with other stakeholders and community representatives to consult on project proposals for investments and make recommendations to the Town Board some of which will inform the vision to be submitted to Government.
7. Promote the opportunities available through different funding sources, including the Towns Fund and Long Term Plan, to the wider Keighley community, gaining support and buy in for re-invigoration of the city centre through the successful delivery of activity such as the Towns Fund Investment Plan and Long Term Plan.
8. Support Bradford Council Officers and the work of any delivery sub-groups that are established to guide, oversee and deliver all specific projects for investment as recommended by the Town Board and approved by Bradford Council's Executive (as the accountable body for the Fund).
9. Receive and review Town Board reports on project activity and progress, acting as critical friend and making objective comments and recommendations for future delivery plans.
10. Allocate time each week to Town Board activities.
11. Follow the code of conduct as outlined below. Be fully transparent in your actions, declare any potential conflict of interest to the Town Board and act with integrity and honesty whilst serving the Town Board, the town and the wider community.

Person Specification

	Requirement	Essential	Desirable
Knowledge / Skills	Programme / Project management Skills	X	
	Organisational Skills	X	
	Strong communication negotiation and analytical skills	X	
Experience	Success in the role of a mentor		X

Experience	Businesses and budget management in the public, private or voluntary sector	X	
	Strategic planning and programme oversight	X	
	Charing board in private or voluntary sector	X	
	Working to successfully influence a wide variety of stakeholders	X	
	Programme / project management delivery of capital investment or employment and skills training programmes		X
	Town Planning Investment		X
	Economic regeneration programmes		X

Membership: Code of Conduct

When acting in a Town Board Member capacity, members must be committed to behaving in a manner that is consistent with the 7 Principles of Public Life, to achieve best outcome for our residents and maintain public confidence in the actions of the Town Board:

Principles:

- **Selflessness:** Holders of public office should act solely in terms of the public interest.
- **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.
- **Objectivity:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **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.
- **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.
- **Honesty:** Holders of public office should be truthful.

Role Profile prepared by/author: M Rushworth

Date: 28.02.2024

Job title: Regeneration Manager

Checked and signed off by: A Blake

Date:

Job Title: Assistant Director, Economy and Development

All Town Board Members will operate within the GDPR data protection guidelines.