

Keighley

Town Board

Terms of Reference

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1. Purpose and Role of the Town Board

The Keighley Town Board brings together the private, public and voluntary community sectors to provide strategic leadership in relation to regeneration activity funding through the Towns Fund and the Long-Term Plan.

The Town Board will be the vehicle through which a revised vision and strategy for the town is defined; focusing on its assets, opportunities and challenges.

Projects should reflect local priorities and be co-designed with local businesses and communities.

The overarching aim of both the Towns Fund and Long-Term Plan is to drive the sustainable economic regeneration of Keighley 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 Board shall undertake its duties and responsibilities in line with the requirements of the [Towns Fund Prospectus](#) (November 2019) [Towns Fund Guidance](#) (June 2020), [Long-Term Plan for Towns: guidance for local authorities and Town Boards - GOV.UK \(\[www.gov.uk\]\(http://www.gov.uk\)\)](#) and any subsequent guidance that may be issued.

2. Roles & Responsibilities of Participants

The main role of all the participants of the Town Board is to champion the town- providing a valuable contribution; bringing ideas, knowledge and expertise to the process.

Participants are required to adhere to these Terms of Reference.

The Town Board is responsible for:

- Upholding the Seven Principles of Public Life (the Nolan Principles – See section 3)
- Promoting the Town outside of the Board, its potential and investment opportunities with wider stakeholders, locally, regionally and nationally

- 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
- Ensuring risks are regularly reviewed with appropriate mitigation measures in place
- Work alongside the Council and utilise community feedback to create a 10-year vision, and 3-year investment plan as part of the Long-Term Plan for Towns.
- Taking collective responsibility for the implementation of the Vision for the Long Term Plan and Town Deal
- Developing a strong partnership approach between the Board and other key stakeholders to support the development of the Long Term Plan
- Coordinating partner and stakeholder activities to ensure delivery of the Town Deal and Long Term Plan
- Working with Bradford Council as the accountable body by providing oversight of the Town Deal and Long Term Plan projects
- Ensuring the perspective of the local authority and board members are taken into account, creating a 'safe space' based on trust, expertise and insight.
- Articulation of assumptions between Board members and local authority personnel during project implementation.

3. Standards of Behaviour and Conduct

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

Members of the Town Board and those supporting the activities of the Town Deal and Long Term Plan should adhere to the Seven Principles of Public Life (the Nolan Principles). The Lead Council will be responsible for ensuring that all Town 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 Board's membership should reflect the diversity of the town and surrounding area. The Towns Fund Prospectus and Long Term Plan guidance stated that membership of Town Boards should comprise:

- Private Sector Chair or local community leader
- 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)

The Town Board may call on professional advice and support if deemed necessary. 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. Board members are appointed to the board for an initial term of one year. Continued membership is subject to annual review to ensure that the board is suitably resourced throughout. Board members can be removed from the Town Board if they do not adhere to the Terms of Reference.

A Board Member shall cease to be a member of the Keighley Town 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.
- Such Board Members attendance of Board meetings is less than 100% of meetings within the calendar year, without the agreement and sending of a substitute.

The Membership of the Keighley Town 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 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
- Effectively chairing the Board to ensure that decisions are made by the Board in accordance with good governance principles
- Acting as an effective advocate and ambassador for Keighley at local, city region and national levels, working with appropriate partner organisations and individuals.
- Ensuring that all Board members participate actively in the work of the Board, encouraging their attendance and engagement within board meetings.
- Counter-signing any necessary documentation with the Lead Council's Section 151 Officer (Director of Finance)
- Exert a casting vote in Board decisions in circumstances require

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. Frequency of Meetings

The frequency of the Board meetings shall be quarterly (March, June, September, and December), however additional meetings and the formation of sub groups to ensure essential oversight shall be convened when necessary.

7. Attendance at Meetings

Members will endeavour to attend all meetings of the Town Board, however if they are unable to attend any meeting then they should submit their apologies a deputy should be proposed and agreed with the Regeneration Manager (Keighley) 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.

8. Appointment of Substitutes

Board members can appoint a named substitute to the Board. Any 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.

9. Meeting Procedures

The Town 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 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 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.

10. Quorum

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

11. Sub Groups

Occasionally a Sub Group of the Keighley Town 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 Board. The Town Board will set out the terms and remit of any Sub Group. Membership of the sub group would be decided by the Board.

12. Declaration of Interest and conflicts of interest

Each member of the Town Board is required to declare any personal, prejudicial or disclosable pecuniary interest (direct or indirect) in any agenda items. All such declarations must be included in the minutes of the meeting.

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.

CONFLICTS OF INTEREST

A conflict of interest arises where a member, a close associate, immediate family, business, organisation or employer has an interest in a matter which is the same as, connected to or may be affected by the matter under discussion.

Any conflicts of interest should be declared through the Register of Interest Form provided by City of Bradford Metropolitan District Council. The Council will maintain a register of member's interests that will be reviewed annually to ensure it is up to date.

In addition, Members must declare any interest which they have in any matter to be considered at any individual meeting.

If a member has an interest in the matter being discussed which would likely cause prejudice of judgement, the member must declare this at the start of the agenda item. Subsequently the member must then leave the room and must not vote on the matter.

13. Respecting Confidentiality

On occasions the Board may wish to discuss matters where one or more members wish to retain confidentiality. This may include instances where the Board is to issue a press release or arrange an event. In such circumstances, and where specifically requested by one or more members of the Board, all Board members are expected to retain confidentiality in the context of the matters being considered.

Matters may require more stringent levels of confidentiality due to commercial sensitivity, allowing for ideas to be developed without being negatively influenced before external engagement, this may be discussed in a private section of the agenda.

Members who breach confidentiality may be removed or suspended by vote of the Board.

14. Decision Making and Voting

Where a decision (recommendation to the Lead Council) 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.

15. 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 (agendas and minutes) on their website or a Town Deal/Long Term Plan 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 any necessary documentation (Lead Council’s Section 151 Officer (Director of Finance) with the Chair co-signing where specified)
- Monitoring and evaluating the delivery of individual Towns Fund and Long Term Plan projects
- Submitting regular monitoring reports to Towns Fund/Long Term Plan / Department for Levelling Up Housing and Communities.
- Receiving and accounting for the Town’s funding allocation

City of Bradford Metropolitan District Council remains the accountable body for all monies received through the Town Deal and Long Term Plan.

16. 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.

17. Secretariat and Technical Support Arrangements

Secretariat 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.
- Papers will be published on the City of Bradford Metropolitan District Council website <https://www.bradford.gov.uk/regeneration/towns-fund/keighley-town-fund/>

18. Legal Status

The Town 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 Board.

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

19. 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 Board. The Board will cooperate with any such requests.

20. 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 Board.

21. Updating the Terms of Reference

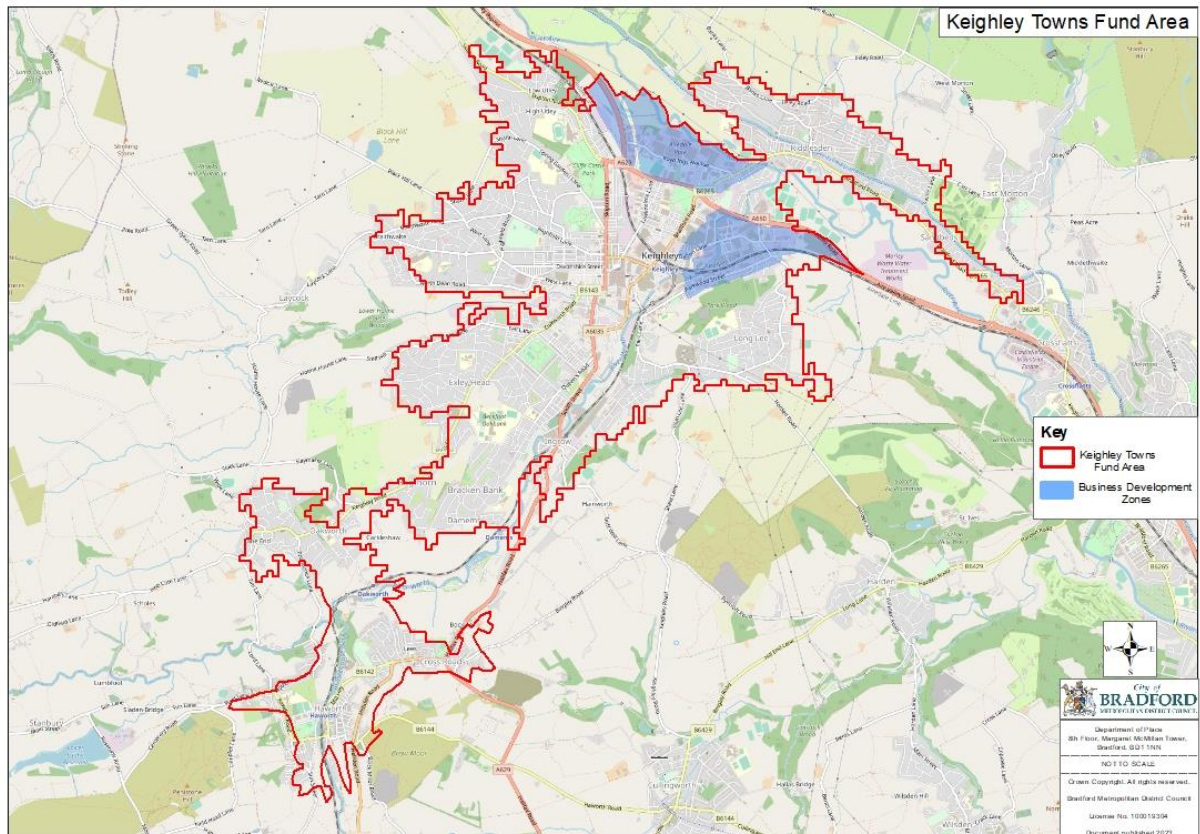
The Government may publish further guidance on the operation and function of Town Boards and these Terms of Reference must be reviewed in accordance with any such guidance.

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.

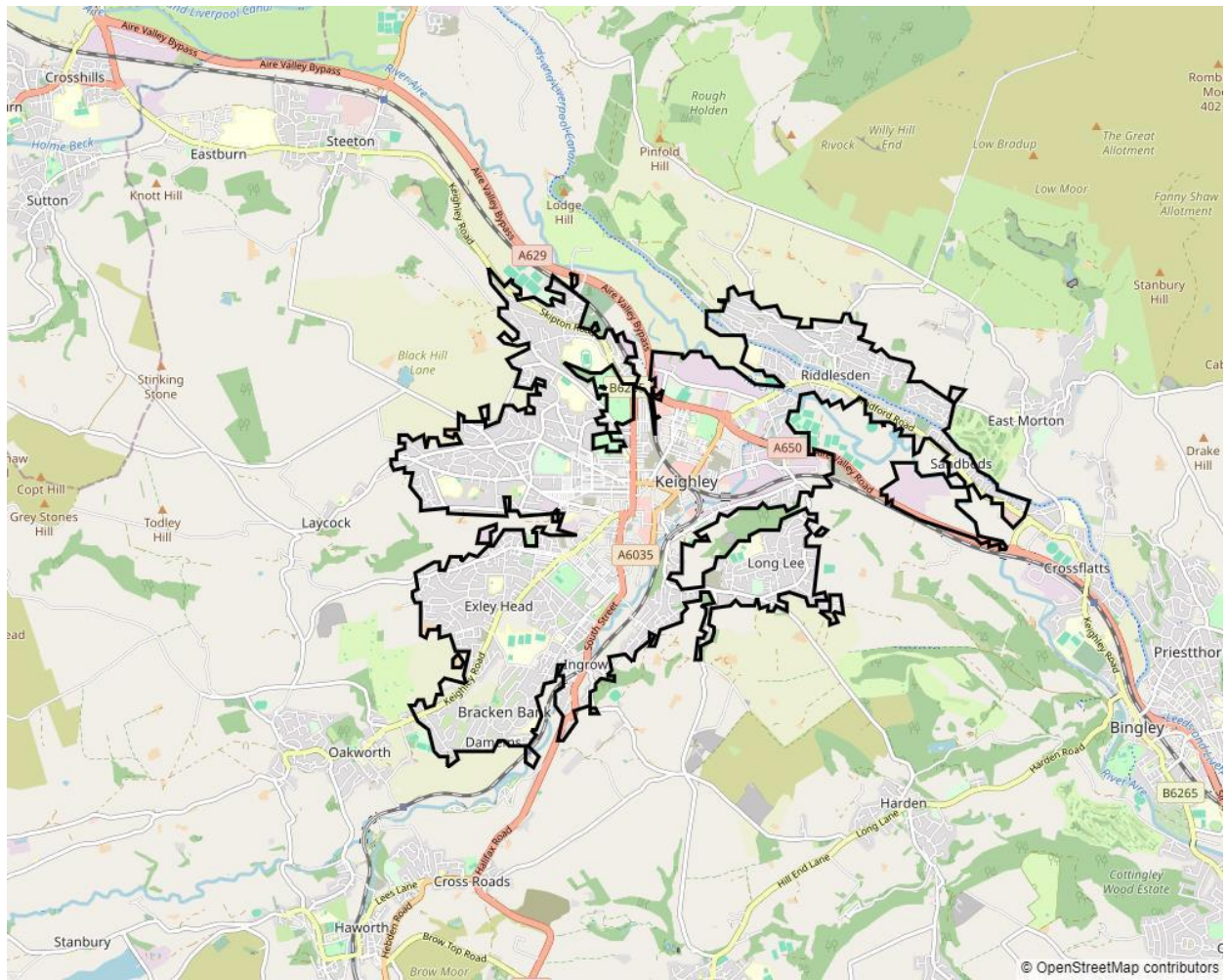
22. Geography

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

Keighley Town Deal Boundary



Long Term Plan Boundary



APPENDIX 1: Membership of the Keighley Town Board

Name	Organisation	Role
Tim Rogers	Future Transformations	Chair
Dean Peltier	Watsons Building Services	Vice Chair
Robbie Moore MP	Keighley Constituency MP	Board Member
Cllr Alex Ross-Shaw	CBMDC Portfolio Holder	Board Member
Georgina Webster	Keighley Creative	Board Member
David Warren	Luminate Education Group	Board Member
Kevin O'Hare	Keighley College Principal	Board Member
Cllr Abdul Shohid	Keighley Town Council	Board Member
Liz Barker	Worth Valley Magazine	Board Member
Barbara Brooks	National Centre for Atmospheric Science	Board Member
Scott Dyson	Premier Autoclaves	Board Member
Rukun Ahmed	Computer Gentle	Board Member
Catherine Birks	CBRE/Airedale resident	Board Member
Fazeela Hanif	Highfield Community Association	Board Member
John Barker	WYP	Board Member
Charlotte Meek	The Stitch Company	Board Member
Jan Smithies	Keighley BID	Board Member
Candy Squire-Watt	Keighley Healthy Living	Board Member
David Pearson	Keighley & Worth Valley Railway	Board Member
Vacancy	Youth Representative	Board Member