

Dewsbury Town Deal Board

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Wednesday 10 May 2023

Notice of Meeting

Dear Member

Dewsbury Town Board

The **Dewsbury Town Board** will meet in the **Council Chamber , Town Hall, Dewsbury** at **4.30 pm** on **Thursday 18 May 2023**.

The items which will be discussed are described in the agenda and there are reports attached which give more details.



Keith Ramsay
Chair

The Dewsbury Town Board members are:-

Member	Representing	
Keith Ramsay	Chair	Mid Yorkshire Hospitals NHS
Councillor Shabir Pandor	Local Authority	Leader of Kirklees Council
Mark Eastwood (MP)	Central Government	Member of Parliament
James Conn	Business Sector	UK Greetings
Iqbal Bhana (OBE, DL)	Business Sector	Senior Business Consultant
Paul Burnett	Business Sector	Empire House – Targetfollow
Peter Mason	Developer Sector	Managing Director - Mood Developments
Palvinder Singh	Education Sector	Principle and Chief Executive, Kirklees College
Nancy Barrett	Creative Sector	Chief Executive, Brigantia Creative and Creative Director, Creative Scene
Martyn Broadest	Housing Sector	Connect Housing
Anum Rehman	Community Sector	Kirklees College
Martin Walsh	Business Sector	Martin Walsh Associates
Fara Butt	Business Sector	Shire Beds Ltd
Sue Baker	Community Sector	Dewsbury Community Outreach
Heather Waddington	Observer	Head of European Structural and Investment Funds, and Future Funding Policy
Charles Smith (Advisory)	Observer	Head of Region North East and Yorkshire – Historic England

Agenda

Reports or Explanatory Notes Attached

Pages

1: Appointment of Board Members 4:30 - 4:40

Keith Ramsay, Chair – Dewsbury Town Deal Board.

2: Membership of Dewsbury Town Deal Board

To receive apologies for absence from Board Members who are unable to attend this meeting.

3: Declaration of Interests

Members will be asked to advise if there are any items on the Agenda in which they have a Disclosable Pecuniary Interest, which would prevent them from participating in any discussion on the item of participating in a vote upon the item, or any other interests.

4: Minutes of Previous Meeting

1 - 4

To approve the minutes of the meeting of the Board held on Thursday 30th March 2023.

5: Admission of the Public

Most debates take place in public. This only changes where there is a need to consider certain issues, for instance, commercially sensitive information or details concerning an individual. You will be told at this point whether there are any items on the agenda which are to be discussed in private, by virtue of the reports containing information which falls within a category of exempt information as contained at Schedule 12A of the Local Government Act 1972.

6: Public Question Time 4.45 - 4.55

The meeting will hear any questions from the general public. Members of the public can ask questions relating to the work of the Town Board or issues set out in this agenda.

7: Deputations/Petitions 4:55 - 5:00

The Board will receive any petitions and hear any deputations from members of the public. A deputation is where up to five people can attend the meeting and make a presentation on some particular issue of concern. A member of the public can also hand in a petition at the meeting but that petition should relate to something on which the Board has powers and responsibilities. In accordance with Council Procedure Rule 10 (2), Members of the Public should provide at least 24 hours' notice of presenting a deputation.

8: Daisy Hill Project Update 5:00 - 5:15

5 - 14

Contact: Thomas Fish, Strategic Partner Lead, Housing Growth.

9: Building Revival Scheme 5:15 - 5:30

Contact: John Lambe, Economic Resilience Project Officer.

10: Project Updates 5.30 - 5:45

15 - 28

Contact: Michelle Illingworth, ER Project Officer – Dewsbury Town Investment Plan.

11: Terms of Reference 5:45 - 5:55

29 - 54

Keith Ramsay, Chair – Dewsbury Town Deal Board.

12: Chairs Update 5:55 - 6:05

Keith Ramsay – Chair of Board.

13: Date of future Meetings

20 July 2023
28 September 2023
16 November 2023

For Terms of Reference please visit

www.kirklees.gov.uk/beta/regeneration-and-development/pdf/deswbury-town-board-terms-of-reference-jan-2021.pdf

14: Exclusion of the Public

To resolve that under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during the consideration of the following items of business, on the grounds that it involves the likely disclosure of exempt information, as defined in Part 1 of Schedule 12A of the Act.

15. Project Updates 6:05 - Close

55 - 66

To consider exempt information in relation to Agenda item 10.

Contact Officer: Nicola Sylvester

Dewsbury Town Deal Board

Thursday 30th March 2023

Present: Keith Ramsay (Chair)
Councillor Shabir Pandor
Mark Eastwood, MP
Paul Burnett
Martin Walsh
Sue Baker
Peter Mason
Palvinder Singh
Nancy Barrett
Martyn Broadest
Anum Rehman

In attendance: Fara Butt (Virtual)
Heather Waddington (Virtual)
Jane Jackson (Virtual)
Joanne Bartholomew, Kirklees Council
Simon Taylor, Kirklees Council
Peter Thompson, Kirklees Council
Richard Thorpe, BEIS
Shannon Prendergast, DLUHC
Councillor Liz Smaje
Councillor Yusra Hussain

Apologies: Charles Smith

- 1 Membership of Dewsbury Town Deal Board**
Jane Jackson substituted on behalf of Charles Smith.
- 2 Declaration of Interests**
No interests were received.

3 Minutes of Previous Meeting

RESOLVED: That the minutes of the meeting held on Thursday 19th January be approved as a correct record subject to amendment of agenda item 1, that Anum Rehman attended the meeting.

4 Admission of the Public

It was noted that exempt information was considered in relation to Agenda item 6.

5 Deputations/Petitions 4:30 - 4:35

No deputations or petitions were received.

6 Project Update 4:35 - 4:55

The Board received an update from Peter Thompson on each project of the Dewsbury Town Deal which explained that:

Arcade - The National Heritage Lottery Fund (HLF) application had been submitted in February 2023 and an assessor had been appointed. A visit to the Arcade had been arranged for the assessment team in May 2023. The Board noted that an engagement session had taken place with contractors in February 2023 and was going out to tender in advance of approval from HLF.

Market - Rationalising the market scheme was underway by the architects as part of a cost cutting exercise.

Town Park – The Town Park had currently been paused whilst a review of the programme was undertaken. A proposal was to combine the project into the Market scope.

Sustainable Transport Modes - Tendering information had been received, with the financial charges being subject to a review.

Building Revival Scheme - 6-8 Westgate had been approved by Kirklees Cabinet in March 2023 and a contractor had been appointed. The project was awaiting a start date.

Fibre scheme - The scheme was on track to be completed at the end of March 2023.

Cultural events - The Board received a programme of cultural events which provided information on events taking place throughout March and April 2023.

Construction Skills Village - A project manager was in the process of being appointed and a positive discussion had taken place with Church Commissioners on the location. Discussions were ongoing with Kirklees College regarding curriculum planning and delivery arrangements.

Daisy Hill - Kirklees Council had acquired 46 Daisy Hill and were awaiting final documents around the Master Plan which would then be circulated to Board Members. An agreement had been made for the use of 44 Daisy Hill. It was noted

that the Project Officer would provide an update on the project progress for Daisy Hill Neighbourhood at the Board meeting in May 2023.

Peter Mason provided an update to the Board on Field House which advised that discussions were underway on the grant funding agreement.

During discussions, the Board noted that there had been a 'Call in' request on the Chidswell site for the Skills Village. It was suggested that other sites be considered for the project, along with reviewing sites that had previously been considered.

RESOLVED:

- 1) That Mr Thompson be thanked for the project updates,
- 2) That Mr Mason be thanked for the Field House update,
- 3) That Daisy Hill Masterplan be circulated to Board Members,
- 4) That a report on Daisy Hill Neighbourhood to be considered at the next Board meeting.

7 Chairs Update 4:55 - 5:05

The Chair advised the Board that in response to Board Members commenting on the Terms of Reference, he would like to invite all Board Members to attend a workshop where Legal and Governance would also be invited in April or May 2023. The Terms of Reference would then be discussed and agreed at a future Board meeting.

The Chair updated the Board on an advertisement for additional Board Members which had been placed on LinkedIn and other social media platforms. The Board noted that James Conn and Iqbal Bhana had resigned from the Board.

RESOLVED: That a workshop take place in April or May 2023 to discuss the Terms of Reference.

8 Dates of future Meetings

It was noted that the dates of future meetings were:-

18 May 2023
20 July 2023
28 September 2023
16 November 2023

9 Exclusion of the Public

RESOLVED: That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during the consideration of the following items of business, on the grounds that they involve the likely disclosure of exempt information, as defined in Part 1 of Schedule 12A of the Act.

10 Project Update 5:05 to close

(Exempt information in accordance with Schedule 12A Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, namely it contains information relating to the financial and business affairs of third parties (including the Authority holding that information). It is considered that the disclosure of the information would adversely affect those third parties including

the Authority and therefore the public interest in maintaining the exemption, which would protect the rights of an individual or the Authority, outweighs the public interest in disclosing the information and providing greater openness and transparency in relation to public expenditure in the Authority's decision making.)

The Board considered exempt information in relation to agenda item 6.

Daisy Hill Neighbourhood Update

May 2023



Daisy Hill Neighbourhood - Recent Acquisitions

- 46 Daisy Hill
- Neil Jordan House
- Edward Latham House
- 7-9 Union Street

Neil Jordan House

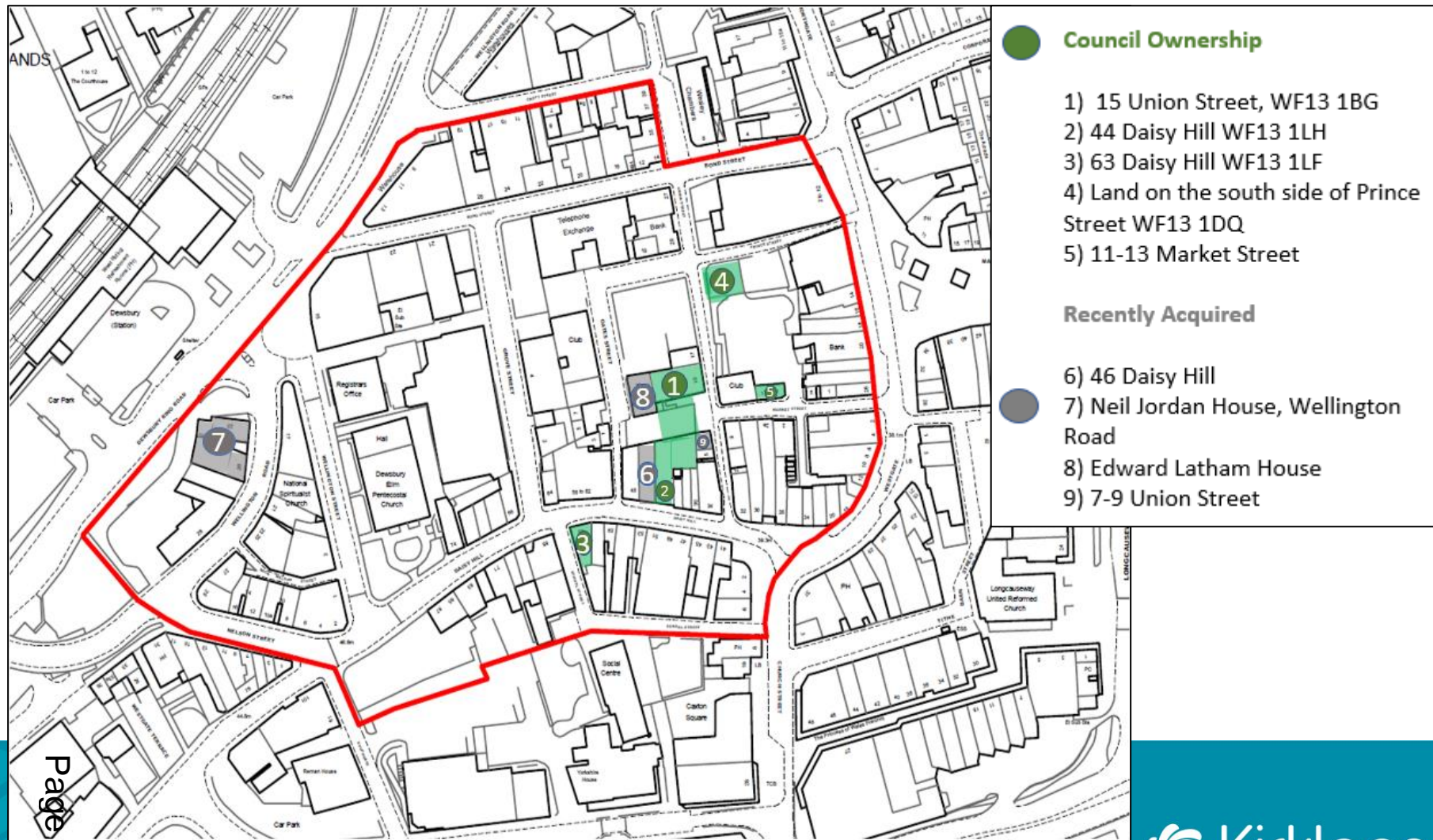


Edward Latham House



Daisy Hill Neighbourhood – Land Ownership – Acquisition Priorities

23/24



Daisy Hill Neighbourhood – Due Diligence and Feasibility Work

- In 2022 West Yorkshire Combined Authority funded due diligence and feasibility work for through their Housing Pipeline Revenue Funding Programme.

- Outline Technical Feasibility Study (WSP) looked at: Access & Movement / Ground Conditions / Service & Utilities / Flood Risk / Ecology / Air Quality / Noise & Vibration / Cultural Heritage
- DLA Architects looked at: indicative options for new build residential developments in Daisy Hill
- Cushman & Wakefield looked at: housing market values, development viability, engaged with a cross section of developers and considered other case studies of housing led urban regeneration

Daisy Hill Neighbourhood – Due Diligence and Feasibility Work

Initial Outputs – Technical Feasibility - WSP

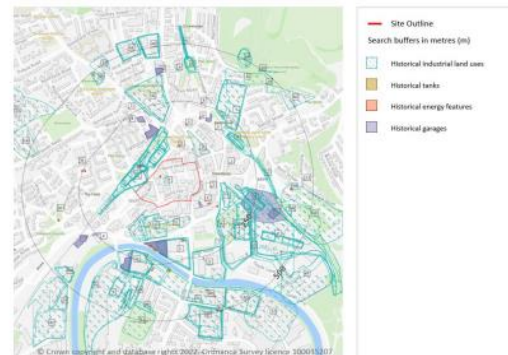
- Indicative estimate of £5.5m abnormal costs

TECHNICAL FEASIBILITY - WSP

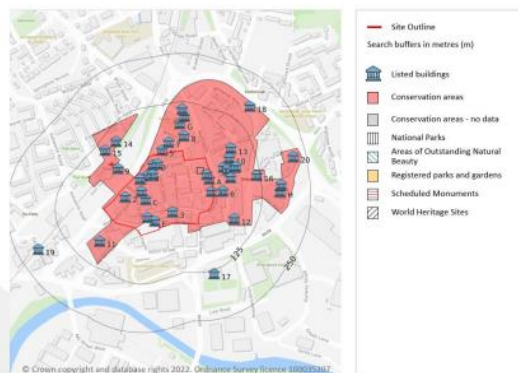
River and coastal flooding - Flood Zones



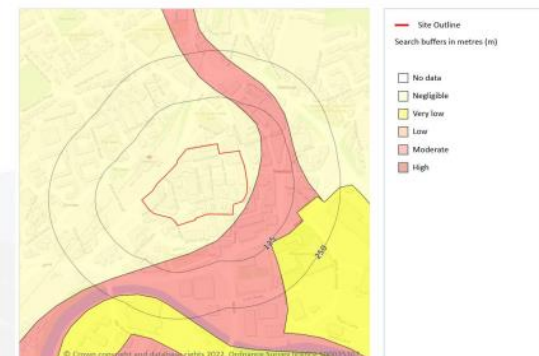
Past land use



Visual and cultural designations



Natural ground subsidence - Compressible deposits



Daisy Hill Neighbourhood – Due Diligence and Feasibility Work

Initial Outputs – New Development Options and Viability



Option 1 – 156 Units

1B1P Apartment	1B2P Apartment	1B2P City Mews House (2 storeys)	2B3P Apartment	2B4P Apartment	2B4P City Mews House (2 storeys)	3B6P Apartment	3B6P City Mews House (2 storeys)	3B6P City Mews House (3 storeys)
36	26	6	9	21	41	0	5	12



Option 2 – 254 Units

1B1P Apartment	1B2P Apartment	1B2P City Mews House (2 storeys)	2B3P Apartment	2B4P Apartment	2B4P City Mews House (2 storeys)	3B6P Apartment	3B6P City Mews House (2 storeys)	3B6P City Mews House (3 storeys)
63	49	1	20	67	29	8	2	15

Daisy Hill Neighbourhood – Due Diligence and Feasibility Work

Initial Outputs – Developer Feedback

Cushman and Wakefield undertook market engagement. The feedback included:

- Higher quality housing for market rent/sale is likely to be needed to bring in different resident groups with higher disposable incomes which are needed to truly regenerate Dewsbury town centre.
- There are some anti-social behaviour issues but believe this will reduce as the residential offer is improved and new residents move into the area.
- Rail connectivity is a big selling point, TRU will also improve attractiveness to commuting young professionals.
- The existing Daisy Hill area has some social issues and is in need of regeneration, but Dewsbury Town Centre has a lot of assets which should be capitalised upon e.g. the forthcoming market regeneration.

Daisy Hill Neighbourhood – Due Diligence and Feasibility Work

Initial Outputs – Case Studies

Case Studies



CONDITIONING HOUSE, BRADFORD

- PRIESTLEY HOMES
- 152 APARTMENTS
- GRADE II LISTED
- WYCA GRANT FUNDING



HIGH POINT, BRADFORD

- RADII LIVING
- BUILD TO RENT – 87 APARTMENTS
- £2.9M OF WYCA LGF FUNDING



MERCHANT GATE, WAKEFIELD

- STRATA HOMES TOWN HOUSE DEVELOPMENT CLOSE TO WAKEFIELD STATION
- ENGLISH CITIES FUND – MUSE DEVELOPMENTS, LEGAL AND GENERAL, HOMES ENGLAND



TIMEKEEPERS SQUARE, SALFORD

- URBAN TOWN HOUSE DEVELOPMENT
- ENGLISH CITIES FUND – MUSE DEVELOPMENTS, LEGAL & GENERAL, HOMES ENGLAND

Daisy Hill Neighbourhood – Next Steps

- The proposal for 23/24 is to focus upon key acquisitions, considering the council's wider budget context, where they provide adjoining or independent development potential.
- The conclusions of the due diligence and feasibility work are being used to scope more detailed feasibility and master planning work, which it is planned to commission later in 2023 (subject to funding). Conversations are ongoing with WYCA and Homes England about financial and professional support to progress the project further.



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Dewsbury Town Deal Board – Status Report 18th May 2023 Dewsbury Market – Peter Thompson

Project Manager Project Name Funding/ Forecast/Gap	RAG Status Exec Summary for Project Progress Commencing with RAG Rationale and Route to Green	Stage Working Towards	H/L Progress in Period	A) Officer/ Political Approvals/ Sign off for next stage:	Upcoming Key Milestones		Hot Topics/ Emerging Risks/ Opportunities
				B) Consultation/ Engagement/ Planning/ TRO progress:	Name	Planned Date	
Dewsbury Market		Scoping out cost reductions	<div>1. Early concept work on scope of market and public realm area completed.</div> <div>2. Further work to redefine the Market Service requirements in light of available budget has been undertaken.</div> <div>3. Understanding procurement route for revised scheme.</div>	A) Complete: B) Planned:	Initial cost assessment of new option	June-23	Scheme being revised
Peter Thompson	Continuing to with a Red status due to funding gap.						
Funding Town Fund £6.6m KC Match £8.4m Total: £15m	Exploring the option of a revised scheme which will incorporate public realm, this involves consideration of Town Park project at the same time.			A) Complete: Planning Determination. B) Planned:			
					Mobilisation / Construction Start	TBC - 24	

Key Milestone Tracker – 18 th May 2023		
Please note that this Milestone Template may contain instances that are not applicable to your scheme in which case please leave the date column blank		
Key Milestone	Previous Forecast Date	Current Forecast Date
Next Cabinet Report		
Invitation to Tender		
Contract Award		
Planning Application Submitted		
	Complete	Complete
Planning Determination		
Next Consultation Start Date		
Mobilisation Start Date	TBC - 24	TBC 24
Estimated Start	TBC	TBC
Estimated Finish	TBC	TBC
Project Closure		
Stats Diversion Date		
Other Dates: Please use the rows below to add High Level Key Milestones that need to be added, also please insert more rows if required. As a general rule Less is More.		
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Dewsbury Town Board – Status Report 18th May 2023, Town Park, Urban Realm – Peter Thompson

Key Milestone Tracker 18 th May 2023		
Please note that this Milestone Template may contain instances that are not applicable to your scheme in which case please leave the date column blank		
Key Milestone	Previous Forecast Date	Current Forecast Date
Next Cabinet Report		
Invitation to Tender	TBC	TBC
Contract Award		
Planning Application Submitted	TBC	TBC
Planning Determination	TBC	TBC
Next Consultation Start Date		
Consultation Finish		
Estimated Start	TBC	TBC
Estimated Finish	TBC	TBC
Project Closure	TBC	TBC
Stats Diversion Date		
Other Dates: Please use the rows below to add High Level Key Milestones that need to be added, also please insert more rows if required. As a general rule Less is More.		
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Project Manager Project Name Funding/ Forecast/Gap	RAG Status Exec Summary for Project Progress Commencing with RAG Rationale and Route to Green	Stage Working Towards	H/L Progress in Period	A) Officer/ Political Approvals/ Sign off for next stage:	Upcoming Key Milestones		Hot Topics/ Emerging Risks/ Opportunities
				B) Consultation/ Engagement/ Planning/ TRO progress:	Name	Plann ed Date	
Town Park – Urban Realm		Option Analysis	1. Understand procurement route for revised scheme 2. Early work shops held to establish core principals for design. Reviewing costs and areas within town centre.	A) Complete: Dewsbury Blueprint Board approval to finalise design.	Appoint Multi Disciplinary Team	June 2023	Scheme being revised
Peter Thompson	Continuing to report Red as designs for the project remain paused/stopped.			B) Planned Decision from Town Deal Fund.			
Funding Town Fund £6.25m KC Match £8.13m Total: £14.38m	Exploring the options of revising the project including reviewing /considering areas around market.			B) Complete: Public consultation Jul/Aug-22 B) New Planning applications need to be submitted subject to new programme	Estimate Start	TBC	
					Estimated Finish	TBC	

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Dewsbury Town Deal Board– Status Report 18th May Dewsbury Arcade – Peter Thompson

Project Manager Project Name Funding/ Forecast/Gp	RAG Status Exec Summary for Project Progress Commencing with RAG Rationale and Route to Green	Stage Working Towards	H/L Progress in Period	A) Officer/ Political Approvals/ Sign off for next stage:	Upcoming Key Milestones		Hot Topics/ Emerging Risks/ Opportunities
				B) Consultation/ Engagement/ Planning/ TRO progress:	Name	Planned Date	
Dewsbury Arcade		Funding Secured	Responding to HLF queries. Finalising tender pack.	A) Complete: B) Planned:	Procurement	May -23	No hot topics reported.
Peter Thompson	Scheme remains at Amber status, pending Heritage Fund grant being secured. Visit by HLF to Arcade on 15 May 2023 Decision expected on 16 June 2023.				HLF Decision	Jun 23	
					Mobilisation	Aug/Sept 23	
					Construction Start	Sept-23	
Funding Town Fund £1.3m GBF £0.6m HLF Stage 1 £0.1m KC Match £2.56m Total: £9m Forecast: £9m Gap: £4.44.m				Construction Finish	Sept 24		
				A) Complete: B) Planned			

Key Milestone Tracker 18 th May 2023		
Please note that this Milestone Template may contain instances that are not applicable to your scheme in which case please leave the date column blank		
Key Milestone	Previous Forecast Date	Current Forecast Date
Invitation to Tender	Mar-23	May 23
Contract Award	Aug-23	Aug 23
Estimated Start	Oct-23	Sept 23
Estimated Finish	Aug-24	Sept 24
Project Closure		
Other Dates: Please use the rows below to add High Level Key Milestones that need to be added, also please insert more rows if required. As a general rule Less is More.		
HF decision on R2 application		16 June 23
HF Permission to start		14 July 2023
Community Share Issue		Aug 23
Arcade Reopens		Oct 24

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Dewsbury Town Deal Board - Status Report 18th May 2023 Kirklees Build – Construction Skills Hub – Chris Duffill

Project Manager Project Name Funding/ Forecast/Gap	RAG Status Exec Summary for Project Progress Commencing with RAG Rationale and Route to Green	Stage Working Towards	H/L Progress in Period	A) Officer/ Political Approvals/ Sign off for next stage:	Upcoming Key Milestones		Hot Topics/ Emerging Risks/ Opportunities
				B) Consultation/ Engagement/ Planning/ TRO progress:	Name	Planned Date	
Skills Hub		Detailed scheme design and delivery	1. Ongoing engagement with Church Commissioners & their advisors re Chidswell site. 2. Ongoing engagement with Kirklees College on business planning & curriculum, development	A) Complete: SLT 25 May-22 Business Case sign off June- 22 Planned: Cabinet Jul -23 College Board Mar-23	Cabinet approval	Jul-23	No hot topics to report
Chris Duffill	Project development on track and in line to achieve delivery and spend within Towns Fund timeframes			Submit Planning Application	TBC		
Funding Total: £2.25m KC: £0.75m Town Fund: £1.5m Forecast: £2.25m Gap: £0				A) Complete: Business consultation (feasibility) B) Planned: Planning application TBC	Appoint contractor (modular buildings & ground works)	TBC	
				Estimate Start on-site	TBC		

Key Milestone Tracker 18 th May 2023		
Please note that this Milestone Template may contain instances that are not applicable to your scheme in which case please leave the date column blank		
Key Milestone	Previous Forecast Date	Current Forecast Date
Next Cabinet Report	May-23	Jul-23
Invitation to Tender		
Contract Award	Jul-23	TBC
Planning Application Submitted	Jul-23	TBC
Planning Determination		
Next Consultation Start Date		
Consultation Finish		
Estimated Start on-site	Mar-24	TBC
Estimated Finish	Aug -24	TBC
Project Closure	Oct 24	TBC
Stats Diversion Date		
Other Dates: Please use the rows below to add High Level Key Milestones that need to be added, also please insert more rows if required. As a general rule Less is More.		
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Dewsbury Town Deal Board – Status Report 18th May 2023 Daisy Hill Neighbourhood – Thomas Fish, Field House – Peter Mason

Project Manager Project Name Funding/ Forecast/Gap	RAG Status Exec Summary for Project Progress Commencing with RAG Rationale and Route to Green	Stage Working Towards	H/L Progress in Period	A) Officer/ Political Approvals/ Sign off for next stage:	Upcoming Key Milestones		Hot Topics/ Emerging Risks/ Opportunities
				B) Consultation/ Engagement/ Planning/ TRO progress:	Name	Planned Date	
Daisy Hill Neighbourhood and Field House		Acquisition Master Planning	Cushman and Wakefield are now focusing on the priority acquisitions list and approaching property owners. Further progress made on the acquisitions of properties including Neil Jordan House.	A) Complete: Presented Enforcement Strategy & Management Plan to Housing Growth Board – Dec 22 Planned: Cabinet Jul-23	Cabinet	Jul-23	No new hot topics to report.
Thomas Fish/Peter Mason	Cushman and Wakefield continue to work on acquisitions.						
Funding Town Fund £0.84m KC Match £4.58m Total: £5.42m Forecast: £5.42m Gap: £0				A) Complete: Final feedback provided on masterplan, technical feasibility & viability B) Planned:	Market Engagement	Sep-23	
		Acquisitions Ongoing	Mar-25				

Key Milestone Tracker 18 th May 2023		
Please note that this Milestone Template may contain instances that are not applicable to your scheme in which case please leave the date column blank		
Key Milestone	Previous Forecast Date	Current Forecast Date
Next Cabinet Report – Daisy Hill	Jul-23	Jul-23
Next Cabinet Report Field House		
Invitation to Tender – Field House		
Contract Award –Field House		
Planning Application Submitted		
Planning Determination		
Next Consultation Start Date		
Consultation Finish		
Estimated Start – Field House	March 23	
Estimated Finish - Field House	Q1 2024	
Project Closure		
Stats Diversion Date		
Other Dates: Please use the rows below to add High Level Key Milestones that need to be added, also please insert more rows if required. As a general rule Less is More.		
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Dewsbury Town Deal Board – Status Report 18th May 2023 Building Revival – John Lambe/Peter Thompson

Project Manager Project Name Funding/Forecast/Gap	RAG Status Exec Summary for Project Progress Commencing with RAG Rationale and Route to Green	Stage Working Towards	H/L Progress in Period	Upcoming Key Milestones			Hot Topics/ Emerging Risks/ Opportunities	
Building Revival		On Site & Grant Application in Progress	Homeworld: 40 Northgate: 1st phase nearing completion. 2 smaller grants approaching completion – in particular 23 Foundry Street , which offers a good benchmark.	Building/ Date Ref	Start	Finish	6-10 Westgate (Synergy Solicitors) Grant Agreement still to complete. Homeworld: 40 Northgate: 2nd phase for roof/ structural works will require additional approval. Cocoa Lounge – Received funding approval for additional works which includes Awnings. Former Principal – large scheme / of 10 residential units / requires planning input / application expected soon. 1-7 Oates Street – application may not progress depending on outcome of Board and focus of programme.	
Peter Thompson / John Lambe	Applications On-Site							
Funding Town Fund £3.15m KC Match £1.25m Private Sector £2m Total: £6.4m Forecast: £6.4m Gap: £0	Scheme is on track.							
	1st residential grant: 6-10 Westgate, approved at Cabinet and due to start on site shortly.							
	Overview of Grant Scheme to be presented to Dewsbury Blueprint Board, in order to get a Strategic Steer, whether area of priority focus to be Northgate?							
	Homeworld Phase 1			Apr- 22	May-23			
	CoCoo Lounge			Apr- 22	May-23			
	23 Foundry St			Feb- 23	Apr-23			
	Applications Approved							
	Applications Progressing							
6-10 Westgate			Apr- 23	Apr-24				
Former Principal			TBC	TBC				
1-7 Oates St			TBC	TBC				

Key Milestone Tracker – 18 th May 2023		
Please note that this Milestone Template may contain instances that are not applicable to your scheme in which case please leave the date column blank		
Key Milestone	Previous Forecast Date	Current Forecast Date
Homeworld Phase1 – works commence	April 2022 – Mar 2023	April 2022 – May 2023
Cocoa Lounge - works commence	April 2022 – Apr 2023	April 2022 – May 2023
23 Foundry Street – works commence	Feb 2023 – Mar 2023	Feb 2023 – Apr 2023
Former Principals – Application in progress	TBC	TBC
6-10 Westgate - Application in progress	Apr 23 – Mar 24	Apr 23 – Apr 24
1-7 Oates St	TBC	TBC

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Dewsbury Town Deal Board – Status Report 18th May 2023 Cultural Events – Taking a Lead

Richard Smith/Michelle Illingworth

Project Manager Project Name Funding/ Forecast/Gap	RAG Status Exec Summary for Project Progress Commencing with RAG Rationale and Route to Green	Stage Working Towards	H/L Progress in Period	A) Officer/ Political Approvals/ Sign off for next stage:	Upcoming Key Milestones		Hot Topics/ Emerging Risks/ Opportunities
				B) Consultation/ Engagement/ Planning/ TRO progress:	Name	Planned Date	
Cultural Events		Planning stages to ensure delivery of events for 2023/24 – on going Match funding progressing – on going		A) Complete: B) Planned N/A	Evaluation framework begins use	November 2022 - ongoing	Branding - new banners have been created which will support the promotion of the events programme.
Richard D Smith/Michelle Illingworth	Working events and development programme outline for 2023/24 now in place and circulated to town board members. Events have already taken place in Dewsbury April 2023 – Confirmed Events • Rock School at Shove it Studios started 6 th April • Dewsbury Socialist Club Open Mic – Confirmed awaiting start date April • Sing and Breath Choir – Started April • Maker Space children and families creative workshops started 5 th April • Wilson’s Republic Creative Industries event at DTH 20 th April - completed Planned events May/June – • Festival of conversations – Dame Evelyn Glennie - 11.5.23 • Alok Jha – FOC talk by Jan Courtney – 9/15.6.23 • Strut - Woven Catwalk – 3.6.23			Festival of Conversation s activity begins	November /Decembe r 2022 - ongoing		
Funding Town Fund £515k Revenue KC Match £127k Target Match £10k Target Match Sought -£118k Total: £770k	Music programme begins to appear in Dewsbury Town centre			January 2023 – February 2024 On going			

Page 27

Key Milestone Tracker 18 th May 2023		
Please note that this Milestone Template may contain instances that are not applicable to your scheme in which case please leave the date column blank		
Key Milestone	Previous Forecast Date	Current Forecast Date
Next Cabinet Report		
Invitation to Tender		
Contract Award		
Planning Application Submitted		
Planning Determination		
Next Consultation Start Date		
Consultation Finish		
	FOC – late 22, Woven (festival) June 23 TC – 2022, YOM - 2023	
Estimated Start		
Estimated Finish	2023/24	
Project Closure		
Stats Diversion Date		
Other Dates: Please use the rows below to add High Level Key Milestones that need to be added, also please insert more rows if required. As a general rule Less is More.		
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Dewsbury Town Deal

Dewsbury Town Deal Board

Terms of Reference

May 2023

DRAFT

Dewsbury Town Deal

1. Background

- 1.1 In September 2019, the Ministry of Housing, Communities & Local Government (MHCLG) announced a £3.6bn Towns Fund for 100 towns to drive sustainable development, including Dewsbury. The Towns Fund programme aims to support long-term economic growth through a focus on urban regeneration, improved transport, better broadband connectivity, skills and culture.
- 1.2 It is a requirement of the Towns Fund that the Council of the Borough of Kirklees (Kirklees Council) establishes a Dewsbury Town Deal Board (DTDB). The Board will develop and agree an evidenced-based Towns Fund Investment Plan. The membership of the Board will represent a diverse range of perspectives – business, investors, the Local Enterprise Partnership (LEP), the Member of Parliament representing the town, the community and voluntary sector, other relevant organisations such as FE colleges, NHS West Yorkshire Integrated Care Board and local government.
- 1.3 The Terms of Reference set out the governance of the Board, Board Members, and the relationship with Kirklees Council and provide a basis for how the Board will operate and the role of Board Members.

2. The Role of the Board

- 2.1 The DTDB will sign off each stage of a Town Investment Plan and Town Deal. The Board is responsible for:
 - As stated in the Towns Fund Prospectus the Town Deal Board serves an advisory function to Kirklees Council
 - Overseeing delivery of the Town Investment Plan
 - Upholding the Seven Principles of Public Life (the Nolan Principles noted in Appendix 2 Part 2).
 - Developing and agreeing an evidence-based Town Investment Plan.
 - Making recommendations to the Council's Cabinet, as the democratically elected Accountable Body, in relation to the approval of the Town Investment Plan and other matters.
 - Establishing a clear programme of interventions.
 - Coordinating resources and engaging/influencing stakeholders.
 - Ensuring communities' voices are involved.
 - Ensuring diversity in its engagement with local communities and businesses.
 - Overseeing each step of agreeing a Town Deal and overseeing compliance with the Heads of Terms Agreement with Government.
 - Helping develop detailed business cases.

Dewsbury Town Deal

2.2 The role of **Kirklees Council** acting as the Accountable Body for the Towns Fund is:

- 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)
- Ensuring the formal approval of the Towns Fund Investment Plan by the Council's Cabinet and any subsequent approvals required to develop and implement the Dewsbury Town Deal
- Developing agreed projects in detail and undertaking any necessary feasibility studies
- Undertaking any required Environmental Impact Assessments or Public Sector Equalities Duties
- Liaising with potential private investors in identified local projects and schemes
- Signing the Head of Terms Agreement with government
- Developing detailed business cases for priority projects within the Towns Investment Plan
- Developing a suitable Green Book compliant Assurance Framework to manage the appraisal and approval of detailed business cases
- 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 as the accountable body
- Relevant contracts will be entered into by Kirklees Council as accountable body in accordance with its Contract Procedure Rules

2.3 The role of the **Chair** is:

- Upholding the Seven Principles of Public Life (the Nolan Principles, noted in Appendix 2 Part 2)
- Providing strategic leadership and direction, leading the Board to ensure it achieves its objectives, maintaining an overview of activity, and championing and supporting partnership working

Dewsbury Town Deal

- Effectively chairing the Board and ensuring that decisions are made by the Board in accordance with good governance principles.
- Acting as an effective advocate and ambassador for Dewsbury at local, regional, 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.
- Signing the Head of Terms Agreement with government
- Exert a casting vote in Board Decisions if circumstances so require.

2.4 The role of the **Board Members** is to support the Chair in shaping the vision of the town and ensuring the correct steps are taken to make that vision a reality. The responsibility of Board Members includes:

- Upholding the Seven Principles of Public Life the Nolan Principles noted in Appendix 2 Part 2
- Regularly attending Board meetings.
- Reflecting the agreed view of the Board in discussions with partners and stakeholders.
- Taking account of views of other stakeholders and being mindful of different views and requirements.
- Acting as an effective advocate and ambassador for Dewsbury at local, regional and national levels, working with appropriate partner organisations and individuals
- Contributing to the development of a Town Investment Plan.
- Formally represent the Board in meetings with other bodies and partner organisations

3. Membership

3.1 The DTDB's membership reflects the diversity of the town and surrounding area. The membership of Town Deal Boards should comprise:

- A private sector Chair (unless agreed otherwise with the Department of Levelling Up, Housing and Communities)
- All tiers of local government for the geography of the town

Dewsbury Town Deal

- 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 NHS West Yorkshire Integrated Care Board.
- There will be an induction with the DTDB chair for new members prior to them attending their first board meeting.

[Dewsbury Town Board | Kirklees Council](#)

The Town Board can nominate a potential Board Member. The nomination will be taken to the next Dewsbury Town Deal Board meeting where a decision whether to endorse the nomination will be made by existing Town Board Members. The recommendation will be approved by Kirklees Council in its role as the appointing authority.

- 3.2 Where a person has reason to believe that the conduct of a Board Member of the DTDB has fallen short of the standards as set out in the Code of Conduct appended to this document, encapsulated in the Nolan Principles, a complaint may be made in writing to the Service Director Joanne Bartholomew: joanne.bartholomew@kirklees.gov.uk.
- 3.3 Board Members will be required to adhere to the Council's Whistleblowing and Complaints Policies. [Whistleblowing Policy \(kirklees.gov.uk\)](#)
- 3.4 A Board Member and substitute shall cease to be a member of the DTDB in the following circumstances:
- 3.4.1 If, following an investigation Kirklees Council concludes that there has been a breach of the DTDB Code of Conduct as set out at appendix 3 and the Council has informed the Chair. Such Board Member removed would not be entitled to be reappointed, For the avoidance of doubt, the Board will not be involved in the decision.
- 3.4.2 If the Board Member gives written notice to the Chair of their notice of resignation to take effect on receipt by the Chair or if later, the date stated in the notice; or if the Chair is the member resigning or there is not chair in place then notice should be given to Kirklees Council.
- 3.4.3 If the Board Member is removed/replaced by the appointing authority/organisation/relevant nominating body or ceases to be employed by the nominating body.
- 3.4.4 In the event of a Board Members bankruptcy, making of any arrangement or composition with their creditors, or liquidation, or in the case of an organisation, winding up, liquidation, dissolution or

Dewsbury Town Deal

administration or anything analogous to any of the foregoing occurring in relation to a Board Member in any jurisdiction.

3.4.5 If the Board Member is removed from membership by a majority of votes of members present at a board meeting that it is in the best interests of the board in their opinion that membership is terminated.

3.4.6 Should a Board Member fail to comply with 6.1 by not submitting their Declaration of Interests, or keep their interests updated, they shall cease to be a Board Member.

3.4.7 If a Board Member has failed without a reasonable excuse, accepted by the Chair in writing to attend three consecutive Board meetings in any 12-month period, the Board may by majority of votes of members present at a meeting of the Board remove the Board Member from membership.

3.4.8 If a Board Member has sent a substitute (without reasonable justification/excuse, accepted by the Chair in writing) for three consecutive board meetings, the board may by a majority of votes of members present at a meeting of the Board remove the Board Member from membership.

3.4.9 Except for Standards investigations, the Board shall have the power to remove a board member in circumstances set out at 3.4.5; 3.4.7; 3.4.8 subject to the following procedure:

- (i) The Board Member has been given at least 14 clear days' notice in writing of the meeting of the Board at which the resolution will be proposed and the reasons why it will be proposed: and
- (ii) The Board Member has been given a reasonable opportunity to make representations to the meeting in person and/or in writing. The other Board Members must consider any representations made by the Board Member and inform them of their decision following such consideration.
- (iii) There shall be no right of appeal from a decision of the Board's decision to terminate the membership of a Board Member.

3.5 All Board Members (except for those that must be a board member in accordance with Government guidance,) shall retire after three years of membership, but can be reappointed by their nominating body or re-appointed by the Board by a majority of votes of members present at a board meeting as applicable at the end of end of each 3-year period.

Dewsbury Town Deal

- 4.1 If Board Members wish to nominate a Substitute to represent them in their absence, they should nominate their proposed Substitute at the formation of the Board or at the date they are appointed (whichever is the earlier) using the “Nomination of Substitutes” form (Appendix 1). Substitutes must fill in and return a Declaration of Interest form (Appendix 2) before they can act as a Substitute. A Board Member can only be represented on the Board in their absence by their duly appointed Substitute. Substitute Members will undergo a shortened induction programme so that they are fully aware as to their responsibilities acting in place of the Member.

5. Board Meetings

- 5.1 The Board will usually meet in public monthly in the first year of operation, with an expectation of meeting 4 times per year thereafter or as otherwise agreed by the Board. An annual schedule of meetings will be published by the Council. Virtual attendance will be permitted by the Chair in exceptional circumstances.
- 5.2 No decision shall be transacted at any Board meeting unless a quorum is present (see clause 8).
- 5.3 The Council will give at least 5 clear working days’ notice of all Board meetings, by publishing details on its website.
- 5.4 The Council will publish on its website:
- 5.4.1 copies of agendas and reports that are open to public inspection at least 5 working days before each board meeting.
 - 5.4.2 unapproved draft minutes of board meetings within 10 working days of the date of the board meeting and
 - 5.4.3 copies of minutes of board meetings that are open to public inspection within 10 working days of them having been approved by the Board.
- 5.5 Each Board member shall have one vote and decisions will be by majority vote of members present made on a show of hands. In the event of an equality of votes the Chair shall have a casting vote.
- 5.6 Members of the public may attend formal Board Meetings except when matters are to be discussed which are commercially sensitive or confidential, in which case members of the public will be asked to leave while such matters are discussed.
- 5.7 Informal Board Meetings may take place from time to time. These will be in private and not open to the public. Other persons and external advisers 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.
- 5.8 With the prior agreement of the Chair Board Members may participate in the meeting virtually
- 5.9 The Council will provide administrative and governance support to the Board.

Dewsbury Town Deal

6. Conflicts of Interest

- 6.1 Any conflicts of interest should be declared to the Monitoring Officer before officially joining the board within 28 days of the request being made of the Board Member. Kirklees Council will maintain and publish a register of Board Member interests that will be reviewed annually to ensure it is up to date. Board Members should consider Declarations of Interest throughout the year and declare an interest if it arises within the 12-month period. Where a Board Member is unsure if an interest needs to be declared advice should be taken from the Monitoring Officer. A Member Declaration of Interest Form is attached as Appendix 2 to these Terms of Reference.
- 6.2 The following provisions shall apply to all Board Members should they be faced with conflicts of interest.
- Should a Board Member be faced with a conflict of interest the person shall immediately declare the nature of the conflict/potential conflict and may be required under the Code of Conduct to withdraw from any business where the conflict would be relevant.
 - Whenever a person has an interest in a matter to be discussed at a meeting the person may not be:
 - Entitled to remain present at the meeting during discussions of the matter.
 - Counted in the quorum in relation to the matter.
 - Entitled to vote on the matter.
- 6.3 The Board may, at any time, authorise a person to remain in the meeting whilst a matter in which they have or may have a conflict of interest is discussed, provided that the conflict of interest is declared and the person subject to the conflict of interest shall not be entitled to vote on the matter.

7. Board Member Conduct

- 7.1 All members of the DTDB shall observe the “Seven Principles of Public Life” (as detailed in the Code of Conduct attached as Appendix 1 to these Terms of Reference) and will be bound by their own authority’s/organisation’s code of conduct in their work on the Town Deal Board.

8. Quorum and Decision Making

Dewsbury Town Deal

- 8.1 The Board shall delegate to the Chair of the Board the authority to make urgent decisions, having consulted by way of email or other method agreed by the Board with Board members, where a Board cannot be convened in a timely manner to consider a matter. The decision shall be published as soon as practically possible once taken.
- 8.2 The Chair must be a private sector representative and will be appointed by Kirklees Council. In the absence of the Chair at a formal meeting of the DTDB, the Board will vote and appoint a Chair for that meeting only. The Chair for that meeting should be from the Private sector and this does not include Kirklees Council, NHS bodies or the LEP.
- 8.3 Kirklees Council's Lead Officer (who will be the Head of Town Centre Programmes or such other person as Kirklees Council may from time to time appoint) will consult the Chair from time to time on progress of works required to be undertaken on individual interventions and the developing Town Investment Plan.
- 8.4 The Chair may convene an informal meeting of all or some of the Board Members to inform progress of a particular matter arising under the development of individual interventions.
- 8.5 The Chair may meet third parties and attend events on any matter pertaining to the Investment Plan and individual interventions to progress activity and outcomes.
- 8.6 Informal meetings and engagement with third parties will be reported back to the DTDB.
- 8.7 A quorum shall be six (6) Board Members present, provided that at least one Member representing the accountable body is present.
- 8.8 Each member of the Board shall have one vote which may be cast on matters considered at the meeting.
- 8.9 The decision-making by the Board is that any decision of the Board must be a majority decision of the members present at the meeting at which the decision is made.
- 8.10 The Chair will have the casting vote in the event of any equality votes (this refers to whoever is present and discharging the function of Chair for the purpose of the meeting).

Dewsbury Town Deal

- 9.1 The Board is not a legal entity, and its role is advisory to Kirklees Council. Kirklees Council will remain the accountable body for any Town Deal funding that is received, and any other funding received in future in relation to Town Deal projects.
- 9.2 These Terms of Reference do not change, replace, substitute for or amend in any way the statutory powers or duties or other responsibilities of any of the people or organisations represented on the Dewsbury Town Deal Board.
- 9.3 The procurement policies of Kirklees Council will apply. Any delivery partners will be identified using the procurement policies of Kirklees Council and contracts will be entered into between Kirklees Council and the delivery partner in accordance with Kirklees Council's policies and procedures including its contract procedure rules.
- 9.4 Kirklees Council's Cabinet will receive regular reports on progress of activities through regular performance monitoring.
- 9.5 Board Members shall make themselves available from time to time to meet Kirklees Council's Cabinet and / or Portfolio Holders and to attend meetings of the Council's Overview & Scrutiny Committee if invited.
- 9.6 The DTDB may make recommendations to Kirklees Council's Cabinet from time to time and prior to the submission of the Dewsbury Town Deal Investment Plan.

10. Communication and Reporting Arrangements

- 10.1 Meetings of the Board shall be called by the Council's Lead Officer at the request of the Chair of the Board. The agenda and papers for meetings shall be agreed by Kirklees Council and the Chair.
- 10.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of the matters to be discussed at the meeting shall be forwarded to each member and any other person required to attend no later than five working days before the date of the meeting. Any supporting reports and/or papers shall be sent to each member of the Board and other attendees (as appropriate) at the same time.

Dewsbury Town Deal

- 10.3 The proceedings and resolutions of meetings of the Board, including the names of those present and in attendance, shall be minuted by an officer of the Council. Minutes of meetings of the Board shall be approved in draft form by the Chair. Minutes shall remain in draft until approved by the Board.

11. Respecting Confidentiality

- 11.1 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.
- 11.2 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 and the Board may consider the requirement of using non-disclosure agreements in relation to particular discussions.

12. Review & Dissolution

- 12.1 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.
- 12.2 The Board may amend these terms of reference at any time with consent of the appropriate Kirklees Council Strategic Director and will be reviewed on an annual basis.

13. Ancillary Matters

Freedom of Information

- 13.1 The Board and its activities will be subject to Freedom of Information requests, in addition to the Data Protection Act 2018 and the Environmental Information Regulations (various). Provision will be made via Kirklees Council's website and support will be provided by Kirklees Council to manage and respond to such requests.

Public Questions

- 13.2 The Public are able to attend formal Board Meetings as observers only except where certain parts of the agenda contain confidential, commercially sensitive, or otherwise exempt information in which case the public may be excluded from the private part of the meeting. The Public attending as observers may

Dewsbury Town Deal

not participate in the discussions of the Board meeting. The Chair may exclude a member of the public in order to prevent misbehavior at the meeting and in order to maintain orderly conduct. There will be (15) minutes at the start of the Board meeting agenda to respond to public questions which must be submitted in writing in advance no later than (5pm) (two) working days in advance of the meeting by email to Governance Officer at executive.governance@kirklees.gov.uk

Dewsbury Town Deal

Sub-groups

- 13.3 In developing the Investment Plan thematic sub-group may be required to be set-up, engaging people and organisations outside of the Board to support the development and delivery of the Investment Plan.
- 13.4 Sub-groups will be approved by the Board and members of the sub-groups will adhere to these Terms of Reference and the associated Code of Conduct. This will allow for wider engagement outside of the Board in developing an evidence-based plan. The sub-groups will not require voting mechanisms and are advisory to the Board on specific thematic matters.
- 13.5 Once established, information relating to the sub-groups will be added as an addendum to the Terms of Reference.

Dewsbury Town Deal

APPENDIX 1 NAMED SUBSTITUTION

SUBSTITUTE MEMBER RECOMMENDATION	
Main Board Member Name	
Organisation	
Signature	
Substitute member name	
Job Title	
Organisation	
Contact Details:	
Email	
Telephone	

SUBSTITUTE MEMBER

SIGNED:

NAME:

DATE:

Please submit completed form to [.....] received and agreed by the Chair of

the Dewsbury Town Deal Board

SIGNED:

Date:

DEWSBURY TOWN DEAL

APPENDIX 2 DECLARATION OF INTEREST FORM



NOTIFICATION OF (1) DISCLOSABLE PECUNIARY INTERESTS AND (2) OTHER PERSONAL INTERESTS WHICH ARE NOT DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS OF DEWSBURY TOWN DEAL BOARD

I, -----[Name]

Being a member of the Dewsbury Town Deal Board (DTDB) do hereby give notice that I have set below in Part I of the form my disclosable pecuniary interests as defined in the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and in Part II of this form, my other personal interests which are not disclosable pecuniary interests.

Within 28 days of appointment to DTDB, a Board member must register his/her disclosable pecuniary interests in a public register by providing written notification to the Kirklees Council's Lead Officer

I understand that this notification will be placed upon a public register and published on the DTDB page of the Kirklees Council website.

I further understand that by signing this notification I am also agreeing to abide by the DTDB Code of Conduct.

Signed-----Dated-----20[]

PLEASE COMPLETE THE FORMS IN PART I AND PART II BELOW FOR BOTH YOURSELF AND YOUR SPOUSE OR CIVIL PARTNER OR ANY PERSON WITH WHOM YOU ARE LIVING AS HUSBAND AND WIFE OR ANY PERSON WITH WHOM YOU ARE LIVING AS IF YOU WERE CIVIL PARTNERS.

Please use additional sheets if necessary. Any additional sheets should be marked with the number of the question to which they apply. If you have no interests relevant to a particular section please write "None" in that section. Attached to this form is an extract from the Explanatory Notes to the Localism Act 2011 dealing with the offences which may be committed in relation to disclosable pecuniary interests.

DEWSBURY TOWN DEAL

PART I – DISCLOSABLE PECUNIARY INTERESTS

Disclosable Pecuniary Interests	Disclosable Pecuniary Interests
<p>1. Employment, office, trade, profession or vocation</p> <p><i>Please give details of any employment, office, trade, profession or vocation carried on by you for profit or gain. In particular you should give a brief description of the activity and the name and address of any employer, partnership or other organisation from which you receive payments.</i></p>	
<p>2. Sponsorship</p> <p><i>Please give details of any payment or provision of any other financial benefit (other than from Kirklees Council) which has been made or provided within the last 12 months in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union or political party.</i></p>	
<p>3. Contracts</p>	

DEWSBURY TOWN DEAL

Please give details of any contract which is made between you (or a body in which have a beneficial interest) and Kirklees Council -

(a) under which goods or services are to be provided or works are to be executed; and

(b) which has not been fully discharged

[A body in which you have a beneficial interest means a firm in which you are a partner or a body corporate of which you are a director, or in the securities of which you have a beneficial interest]

4. Land

Please give details of any beneficial interest you have in land which is within the area of Kirklees Council. For these purposes the definition of land excludes an easement, servitude, interest or right in or over land which does not carry with it a right (alone or jointly with another) to occupy the land or to receive income. In particular you should provide details of any land which you own, lease, receive rent from or for which you are the mortgagee together with sufficient information to identify the location of such land.

5. Licences

DEWSBURY TOWN DEAL

<p><i>Please provide details of any licence (alone or jointly with others) to occupy land in the area of Kirklees Council for a month or longer.</i></p>	
<p>6. Corporate Tenancies</p> <p><i>Please provide details of any tenancy where (to your knowledge)-</i></p> <p><i>(a) the landlord is Kirklees Council; and</i></p> <p><i>(b) the tenant is a body in which you have a beneficial interest</i></p> <p><i>[A body in which you or such a person has a beneficial interest means a firm in which you are a partner or a body corporate of which you are a director, or in the securities of which you have a beneficial interest]</i></p>	
<p>7. Securities</p>	

DEWSBURY TOWN DEAL

Please provide details of any beneficial interest in securities of a body where-

(a) that body (to your knowledge) has a place of business or land in the area of Kirklees Council; and

(b) either-

(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

[For these purposes "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.]

DEWSBURY TOWN DEAL

PART II – PERSONAL INTERESTS

Please list any personal interests which are NOT disclosable pecuniary interests and briefly describe your involvement. Personal interests may be interests for which you receive no remuneration or have no beneficial interest but which may still be seen as prejudicing your decision making.

The interests you list are a matter for your discretion but you should have regard to your duty to act in accordance with the Seven Principles of Public Life which are contained in the Code of Conduct for members of the DTDB, namely:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

The following is a list of the type of personal interests you should consider including in this form but please note this is not a comprehensive list and is given only by way of example. Please ask the Head of Development and Master Planning if you require guidance.

(a) Membership of Trade Union

Note – if you are paid by a trade union, this is a disclosable pecuniary interest and should be disclosed in Part I of this form. Part II is for the disclosure of membership of a Trade Union only

(b) External bodies to which you are appointed or nominated by the Council but for which you receive no remuneration

(any organisation of which you are a member or in a position of general control or management and to which you are appointed or nominated by Kirklees Council as its representative but it is not a disclosable pecuniary interest. Note that being nominated as a director is a disclosable pecuniary interest

(c) Interests in charities, societies and other bodies

(any position of general control or management in any public authority or body exercising functions of a public nature; company, industrial and provident society, charity or body directed to charitable purposes; bodies whose principal

DEWSBURY TOWN DEAL

purposes include the influence of public policy including professional association) but it is not a disclosable pecuniary interest

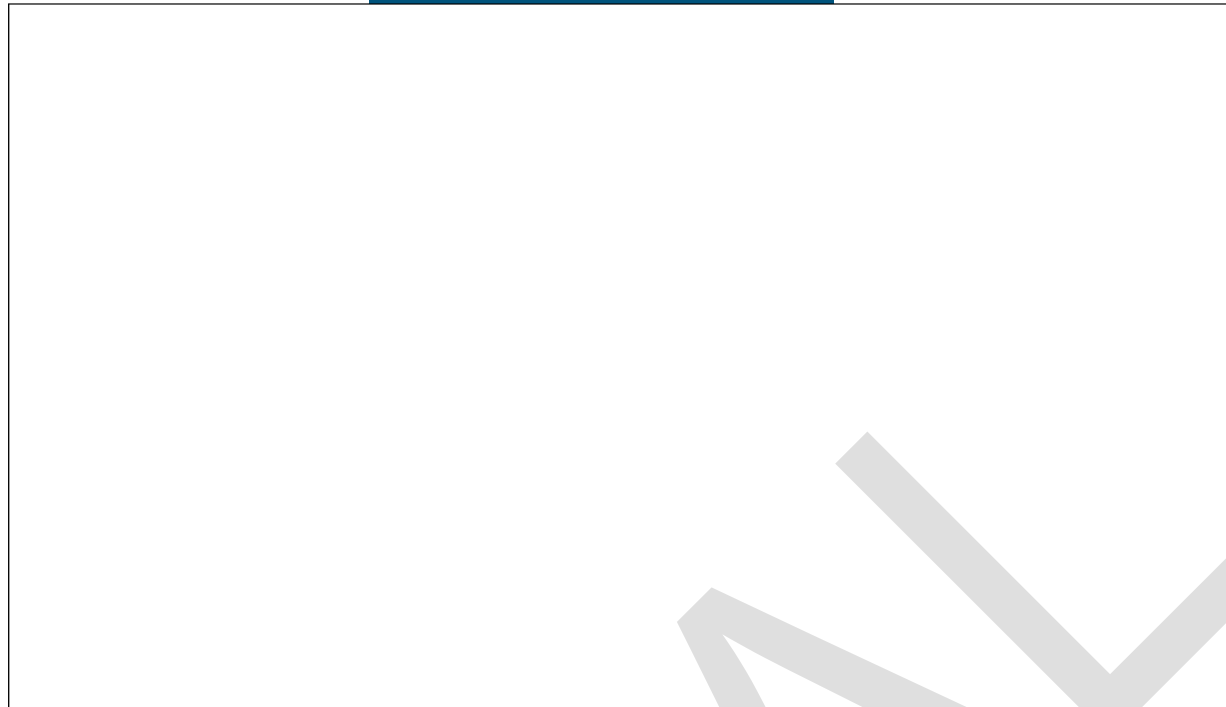
(d) Membership of a local organisation

(any local organisations of which you are a member, e.g., friends of "x")

(e) Involvement in any organisation for which you do not receive remuneration but the organisation may receive funding or support from the Council

(f) Receipt of benefits like for example, Council Tax Single Person's Allowance

DEWSBURY TOWN DEAL



Note- You are also reminded that if you have received gifts and hospitality with a value in excess of £25 you must notify the Lead Officer in writing within 28 days of receipt.

DEWSBURY TOWN DEAL

APPENDIX 3 – DEWSBURY TOWN DEAL BOARD CODE OF CONDUCT

Dewsbury Town Deal Board Code of Conduct

The Dewsbury Town Deal Board (DTDB) has adopted this code setting out the expected behavior's required of its Board Members, acknowledging that they each have a responsibility to represent the ambition of the Town Deal for Dewsbury and work constructively with Kirklees Council's Economy and Skills Service and partner organisations to develop and deliver the Town Board Investment Plan and associated activities.

In accordance with the Towns Fund Prospectus and the Towns Fund Guidance, when acting in a Board Member capacity, members must be committed to behaving in a manner that is consistent with the Nolan principles to achieve best outcome for our residents and maintain public confidence in the actions of the Board, namely:

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 outside individuals 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 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 for their decisions and actions to the public 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.

LEADERSHIP:

Holders of public office should exhibit these principles in their own behavior. They should actively promote and robustly support the principles and be willing to challenge poor behavior wherever it occurs.

DEWSBURY TOWN DEAL

Conflict of Interests

Having regard to the nature of the likely interventions that will be explored as part of development of the Investment Plan, from time to time a conflict of interest may arise for Board Members.

A conflict of interest arises where a Board 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.

At a meeting, Members must declare any interest which they have in any matter to be considered at that meeting.

If the interest in the matter being discussed which a member of the public who knew of the facts would reasonably regard as so significant that it is likely to prejudice the Board Members judgement of the Board's interest in the matter, then the Board Member must declare the interest at the start of the agenda item and must not vote on the matter. However, due to the nature of information the Board Member may have relating to the topic under discussion, such as financial, viability, feasibility, and volume by way of example, the Board Member will be able to take part in the debate.

A Register of Interest will be maintained by the Monitoring Officer of the accountable body. A Member Declaration of Interest Form is attached as Appendix 2 to the Terms of Reference of DTDB

Registration of Gifts and Hospitality

Board Members must register in the Register of Members Gifts and Hospitality, held by the Council's Head of Town Centre Programmes of any gift or hospitality worth £25 or over received (or offered), in connection with their official duties as a Board Member and the source of that gift or hospitality (or offer) within 28 days of receiving it.

Acceptance by Board Members of hospitality through attendance at relevant events, conferences and other Board related activity is acceptable where it is clear the hospitality is corporate rather than personal.

Complaints

Where a person has reason to believe that the conduct of a Board Member of the DTDB has fallen short of the standards set out above, encapsulated in the Nolan Principles, a complaint may be made in writing to;

The Service Director Regeneration:
joanne.bartholomew@kirklees.gov.uk

The complaint should set out as follows;

- (i) the nature of the complaint
- (ii) details of how the Board Member was acting in an official DTDB capacity
- (iii) details of which Nolan Principle has been breached and why

DEWSBURY TOWN DEAL

- (iv) if relating to a conflict of interest, details of how the conflict has occurred and impact of that conflict.

The Service Director will conduct a Standards investigation in response to a complaint which sets out the details at (i) to (iv) above in order to determine whether there has been a breach of the Code of Conduct.

Removal of a DTDB Member from the Board

If the Service Director finds a breach of the Code of Conduct has taken place Kirklees Council may remove the Board Member and inform the Chair.

Further information

Please email any further queries to monitoring.officer@kirklees.gov.uk

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