

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:

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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.

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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> | |

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| <p><i>Please give details of any contract which is made between you (or a body in which have a beneficial interest) and Kirklees Council -</i></p> <p><i>(a) under which goods or services are to be provided or works are to be executed; and</i></p> <p><i>(b) which has not been fully discharged</i></p> <p><i>[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]</i></p> | |
| <p>4. Land</p> <p><i>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 withit a right (alone or jointly with another) to occupy the land or to receiveincome. 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 informationto identify the location of such land.</i></p> | |
| <p>5. Licences</p> | |

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| <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> | |

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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.]

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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

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

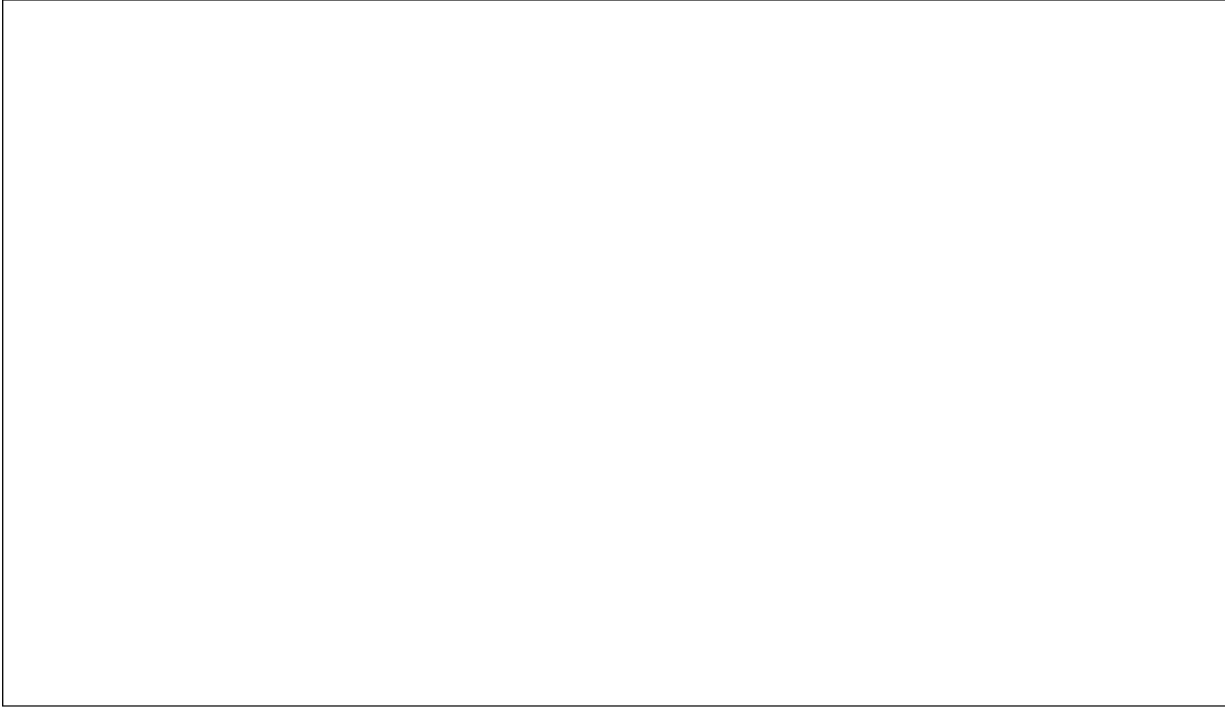
(d) Membership of a local organisation

(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

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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.

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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 behaviours 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 behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

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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 Council's Head of Town Centre Programmes. 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 Economy and Skills
Email: angela.blake@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

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

The Service Director will review the complaint and determine if the DTDB Member was acting in an official capacity and if the complaint was proven, whether a Nolan Principle would have been breached. If both these criteria are met, the complaint will be referred to the Chair of the DTDB (or Vice-Chair in the event the Chair is the subject of the complaint).

Removal of a DTDB Member from the Board

In the event DTDB Member's conduct falls short of that expected and a breach of the Code of Conduct has taken place, the Board may by resolution remove that Board Member from the DTDB.

This may only occur when:

- (i) The Board Member has been given at least 14 days 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.

Further information

Please email any further queries to julie.muscroft@kirklees.gov.uk