

## Appendix C: Substitute recommendation form

### Substitute Member Recommendation

**Main Board Member Name: Helen Rose**

**Organisation: Kirklees College**

**Signature: H Rose**

**Substitute member name: Sally Rawson**

**Job Title: Head of Marketing, Student Recruitment and Admissions**

**Organisation: Kirklees College**

**Contact Details: C/O Kirklees College**

**Email: srawson@kirkleescollege.ac.uk**

**Telephone: 01484 437000** 

### Substitute Member

SIGNED: S Rawson

NAME: Sally Rawson

DATE: 20 June 2025

Received and agreed by the Chair of The Neighbourhood Board

SIGNED: .....

DATE: .....

## Appendix D: Declaration of interest form

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

I, Sally Rawson

Being a member of the Dewsbury Neighbourhood Board 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 Dewsbury Neighbourhood Board, 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 Town Board page of the Kirklees Council website.

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

Signed S Rawson

Dated 20/06/2025

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.

## **PART I – DISCLOSABLE PECUNIARY INTERESTS**

### **1. Employment, office, trade, profession, or vocation**

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.

Kirklees College  
Head of Marketing, Student Recruitment and Admissions

### **2. Sponsorship**

Please give details of any payment or provision of any financial benefit 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 Board member.

N/A

### **3. Contracts**

Please give details of any contract which is made between you (or a body in which have a beneficial interest) and Dewsbury Neighbourhood Board / 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]

N/A

#### **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.

N/A

#### **5. Licenses**

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.

N/A

## 6. Corporate Tenancies

Please provide details of any tenancy where (to your knowledge) -

- (a) the landlord is Kirklees Council; and
- (b) the tenant is a body in which you have beneficial interest

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.

N/A

## 7. Securities

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.]

N/A

## **PART 11 – 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 Dewsbury Neighbourhood Board, 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 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**

N/A

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.