

## **Dewsbury Neighbourhood Board Terms of Reference – June 2026**

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### **1. Background**

In September 2023, the Government announced a £1.1bn programme to support towns across the UK, now known as the Pride in Place Programme (formerly the Long-Term Plan for Towns and subsequently the Plan for Neighbourhoods).

Through the programme, Dewsbury will receive up to £20 million of funding over a 10-year period to support long-term regeneration, community empowerment and neighbourhood improvement.

Kirklees Council remains the Accountable Body for the Pride in Place Programme funding and delivery arrangements. In accordance with Government guidance, Kirklees Council has established the Dewsbury Neighbourhood Board (“the Board”) to provide strategic leadership, oversight and community-led input into the development and delivery of the Pride in Place Programme.

The Board will continue to provide strategic oversight of relevant Dewsbury Town Deal activity where appropriate, whilst acting as the primary strategic advisory and community leadership body for the Pride in Place Programme.

These Terms of Reference set out:

- the governance arrangements of the Board;
- the roles and responsibilities of Board Members;
- the relationship between the Board and Kirklees Council; and
- the arrangements for decision-making, transparency and accountability.

### **2. Roles and Responsibilities**

#### **2.1 The Chair**

The role of the Chair is to provide strategic leadership and direction to the Board, ensuring it operates effectively, transparently and in the best interests of Dewsbury and the Pride in Place Programme.

Key responsibilities include:

- Upholding the Seven Principles of Public Life (the Nolan Principles) as set out in Appendix C.
- Providing leadership and strategic direction to the Board.
- Appointing a Deputy Chair to support effective governance and partnership working.
- Chairing meetings effectively and ensuring decisions are taken in accordance with good governance principles.
- Acting as a champion and ambassador for Dewsbury at local, regional and national levels.
- Supporting a community-led approach to the development and delivery of the Pride in Place Programme.
- Leading Board Effectiveness Reviews in accordance with Section 10.
- Encouraging active participation, attendance and engagement from all Board Members.
- Exercising a casting vote where required.
- Working with Kirklees Council and relevant stakeholders regarding Board membership and succession planning.
- Supporting constructive partnership working between the Board, Kirklees Council, local communities and delivery partners.

## **2.2 The Deputy Chair**

The Deputy Chair will support the Chair in the discharge of their responsibilities and provide leadership in the Chair's absence.

The Deputy Chair should work collaboratively with the Chair and, where possible, provide complementary skills, experience, networks and knowledge to support the development and delivery of the Pride in Place Programme.

## **2.3 Board Members**

Board Members are expected to uphold high standards of integrity, accountability and conduct, and to support the Chair and Deputy Chair in promoting an open, inclusive and collaborative culture.

Decision-making will be led by the Neighbourhood Board, with the Council acting as the accountable body for the funds. The Board will work alongside Kirklees Council to support the development and delivery of the community-informed Pride in Place Programme, and provide strategic oversight of relevant Town Deal activity.

### **Strategic Leadership and Programme Oversight**

The Board will:

- Support the development and ongoing delivery of the Pride in Place Programme.
- Identify strategic priorities and opportunities for investment.
- Provide strategic advice, recommendations and community insight to Kirklees Council.
- Support the coordination of local stakeholders, partners and resources.
- Monitor progress and provide oversight of programme delivery.
- Support opportunities to attract additional public, philanthropic or private investment into Dewsbury.
- Consider programme risks, challenges and opportunities.
- Provide recommendations and strategic direction by consensus or voting where necessary.
- Support the long-term regeneration ambitions for Dewsbury.

### **Community Leadership and Engagement**

The Board will:

- Promote community engagement and participation.
- Ensure the programme reflects local needs and priorities.
- Support inclusive engagement with local residents, businesses and organisations.

- Promote transparency and openness throughout the programme.
- Act as ambassadors for Dewsbury and the Pride in Place Programme.
- Reflect the agreed collective position of the Board when engaging with stakeholders and partners.

### **Governance and Accountability**

The Board and its Members will:

- Uphold the Seven Principles of Public Life (the Nolan Principles).
- Publish governance arrangements, Board membership and meeting information through Kirklees Council's website.
- Attend meetings regularly and participate actively in Board activity.
- Declare and manage conflicts of interest appropriately.
- Support transparent decision-making and accountability.
- Establish sub-groups, advisory groups or working groups where required.
- Ensure diversity and inclusion are considered in the Board's work and engagement activity.
- Comply with these Terms of Reference and the Code of Conduct.

### **2.4 Kirklees Council**

Kirklees Council is the Accountable Body for the Pride in Place Programme & Town Deal projects. Kirklees Council's responsibilities include:

- Upholding the Seven Principles of Public Life.
- Supporting the Board in the development and delivery of the Pride in Place Programme.
- Providing governance, programme management and administrative support.
- Ensuring that decisions are taken in accordance with appropriate governance arrangements.
- Ensuring transparency requirements are met through publication of information.
- Managing the Pride in Place Programme & Town Deal funding.
- Undertaking procurement activity in accordance with the Council's Contract Procedure Rules.
- Monitoring and evaluating programme delivery.
- Undertaking statutory duties including Equalities and Environmental requirements.
- Entering into contracts and funding agreements where required.
- Supporting engagement with delivery partners and external stakeholders.

## **3. Membership**

### **3.1 Board Membership**

The Board shall be known as the "Dewsbury Neighbourhood Board".

The Chair will lead the recruitment of Board Members, supported by Kirklees Council and the local Member of Parliament, ensuring that membership reflects the local community and aligns with Government guidance for Neighbourhood Boards.

The Board should:

- Consist of at least eight members.
- Have a majority of members who live or work within the Dewsbury boundary area.
- Reflect the priorities and diversity of the local community where possible.

The Board shall include:

- An independent Chair;
- At least one ward Councillor.

- The Member(s) of Parliament representing Dewsbury; and
- Representatives from relevant local organisations and sectors.

The Board may nominate additional members where appropriate. Any nomination shall be considered by the Chair in consultation with Kirklees Council.

Board Members are expected to comply with these Terms of Reference, the Code of Conduct and all relevant governance arrangements.

Where a person believes that the conduct of a Board Member has fallen short of the standards expected, a complaint may be submitted in writing to the Chair or the relevant Strategic Director at Kirklees Council.

Board Members and substitutes shall cease to hold membership of the Board in the following circumstances:

- Resignation submitted in writing to the Chair.
- Removal by the appointing organisation.
- Failure to comply with the Code of Conduct.
- Failure to maintain or declare interests appropriately.
- Persistent non-attendance without reasonable justification.
- Conduct deemed by the Board or Kirklees Council to be incompatible with continued membership.

Where removal from membership is proposed:

- The Board Member shall be given at least 14 clear days' written notice.
- The Board Member shall be provided with an opportunity to make representations.
- The remaining Board Members shall consider any representations before making a decision.

There shall be no formal right of appeal against a decision to terminate membership.

Unless otherwise required through Government guidance, Board Members shall ordinarily serve a three-year term and may seek reappointment following review.

### **3.2 Substitutes**

Board Members may nominate a substitute representative using the Substitute Nomination Form at Appendix A.

Substitutes must complete a Declaration of Interest Form prior to participating in Board activity.

Substitutes may attend and participate in meetings on behalf of the Board Member in their absence.

### **3.3 Member Conduct**

All Board Members and substitutes are expected to:

- Observe the Seven Principles of Public Life;
- Behave respectfully and professionally;
- Support constructive partnership working;
- Act in the best interests of Dewsbury and the Pride in Place Programme;
- Comply with the Board's Code of Conduct.

## **4. Board Meetings**

The Board will ordinarily meet four times per year unless otherwise agreed.

Meetings may be held in person, virtually, or in a hybrid format, as determined by the Chair in consultation with Kirklees Council.

The Council will publish an annual schedule of meetings.

Formal Board meetings will normally be held in public unless confidential or commercially sensitive matters require exclusion of the public.

No formal business shall be conducted unless the meeting is quorate in accordance with Section 6. Kirklees Council will provide at least five clear working days' notice of Board meetings and will publish:

- agendas and reports at least five clear working days before meetings;
- draft minutes within 10 working days of the meeting where practicable;
- final approved minutes following Board approval; and
- relevant governance and membership information.

Each Board Member shall have one vote.

Decisions will normally be reached by consensus. Where a vote is required, decisions shall be determined by a simple majority of those present and entitled to vote.

In the event of an equality of votes, the Chair shall exercise a casting vote.

The Board may establish sub-groups, advisory groups or working groups where necessary to support programme development and delivery.

Sub-groups shall:

- operate in accordance with these Terms of Reference;
- report regularly to the Board; and
- remain advisory in nature unless otherwise agreed;
- Report back progress to Board regularly.

The Council will provide appropriate administrative and governance support to the Board.

## **5. Conflicts of Interest**

Board Members and substitutes must declare any actual, potential or perceived conflicts of interest.

Declarations of Interest must be completed within 28 days of appointment.

Kirklees Council will maintain and publish a Register of Interests.

Board Members must keep their declarations up to date and notify the Monitoring Officer of any changes.

Where a conflict of interest arises:

- the interest must be declared at the earliest opportunity;
- the Member may be required to withdraw from discussion and voting on the relevant matter; and
- the declaration shall be recorded within the meeting minutes.

A Board Member with a significant conflict of interest shall not participate in decision-making on that matter.

The Chair may permit a Board Member to remain in the meeting solely for the purpose of providing factual clarification where appropriate.

### **6. Quorum and Decision Making**

A quorum for meetings of the Board shall be, the Chair or Deputy, at least one third of the Board or four appointed Board members, whichever is less. Representation from at least two sectors in a quorate meeting is preferred.

Where a meeting is not quorate, no formal decisions shall be taken.

In the absence of the Chair, the Deputy Chair shall chair the meeting.

If neither the Chair nor Deputy Chair is present, the Board shall appoint a Chair for that meeting only.

The Board may delegate authority to the Chair to take urgent decisions where:

- a decision is required outside of scheduled meetings; and
- it is not practicable to convene the Board within the required timeframe.

In exercising delegated authority, the Chair will seek to consult Board Members through reasonable and appropriate means wherever possible.

Any urgent decision taken by the Chair shall be published as reasonably practicable and reported back at the next Board meeting.

Informal meetings and engagement activity undertaken on behalf of the Board shall also be reported back to the Board where relevant.

### **7. Relationship with Kirklees Council**

Kirklees Council shall remain the Accountable Body for all Pride in Place Programme funding and associated delivery arrangements.

Nothing within these Terms of Reference shall override or replace the statutory powers, duties or responsibilities of Kirklees Council or any other organisation represented on the Board.

All procurement activity associated with the Pride in Place Programme shall be undertaken in accordance with Kirklees Council's procurement and governance procedures.

Kirklees Council's Cabinet and Overview and Scrutiny arrangements may receive reports relating to programme delivery and performance.

Board Members may be requested to attend meetings with Kirklees Council Members or officers where appropriate.

### **8. Communications and Reporting Arrangements**

Meetings of the Board shall be arranged by Kirklees Council in consultation with the Chair.

The Chair and Kirklees Council will jointly agree agendas and meeting papers.

Notice of meetings and associated papers shall normally be circulated no later than five clear working days before the meeting.

The proceedings and decisions of meetings shall be formally recorded in minutes.

Draft minutes shall be approved initially by the Chair and remain in draft form until formally approved by the Board.

The Board will seek to operate transparently and communicate openly with residents, stakeholders and partners.

### **9. Respecting Confidentiality**

Board Members must respect the confidentiality of information shared through Board activity. Where confidential or commercially sensitive information is discussed, Members must not disclose such information outside of Board meetings unless authorised to do so.

The Board may determine that specific discussions, reports or information should remain confidential.

The Board may also utilise confidentiality or non-disclosure arrangements where appropriate.

### **10. Reviews**

These Terms of Reference shall be reviewed periodically to ensure they remain up to date and aligned with Government guidance and local governance arrangements.

Any amendments to the Terms of Reference shall require approval by a majority of the Board. At least 14 clear days' notice shall be provided for any proposed amendments.

#### **10.1 Board Effectiveness Review**

The Chair shall periodically undertake Board Effectiveness Reviews to consider:

- the size, structure and diversity of the Board;
- the skills, knowledge and experience of Members;
- governance effectiveness;
- relationships with stakeholders and partners;
- succession planning;
- meeting effectiveness and quality of papers;
- the effectiveness of sub-groups and governance arrangements; and
- opportunities for continuous improvement.

Reviews may be led by the Chair or undertaken by an independent external reviewer.

### **11. Ancillary Matters**

#### **11.1 Freedom of Information**

The Board and its activities shall be subject to the Freedom of Information Act 2000, the Data Protection Act 2018 and Environmental Information Regulations where applicable.

Kirklees Council will support the management and coordination of relevant requests.

#### **11.2 Public Questions**

Members of the public may attend formal Board meetings as observers unless confidential or exempt matters are being discussed.

A public question session of up to 15 minutes may be included within formal Board meetings. Questions must normally be submitted in writing no later than 5pm, two working days before the meeting.

Questions should be submitted to the relevant Governance Officer.

### **11.3 Sub-Groups**

The Board may establish thematic sub-groups or advisory groups to support the development and delivery of the Pride in Place Programme.

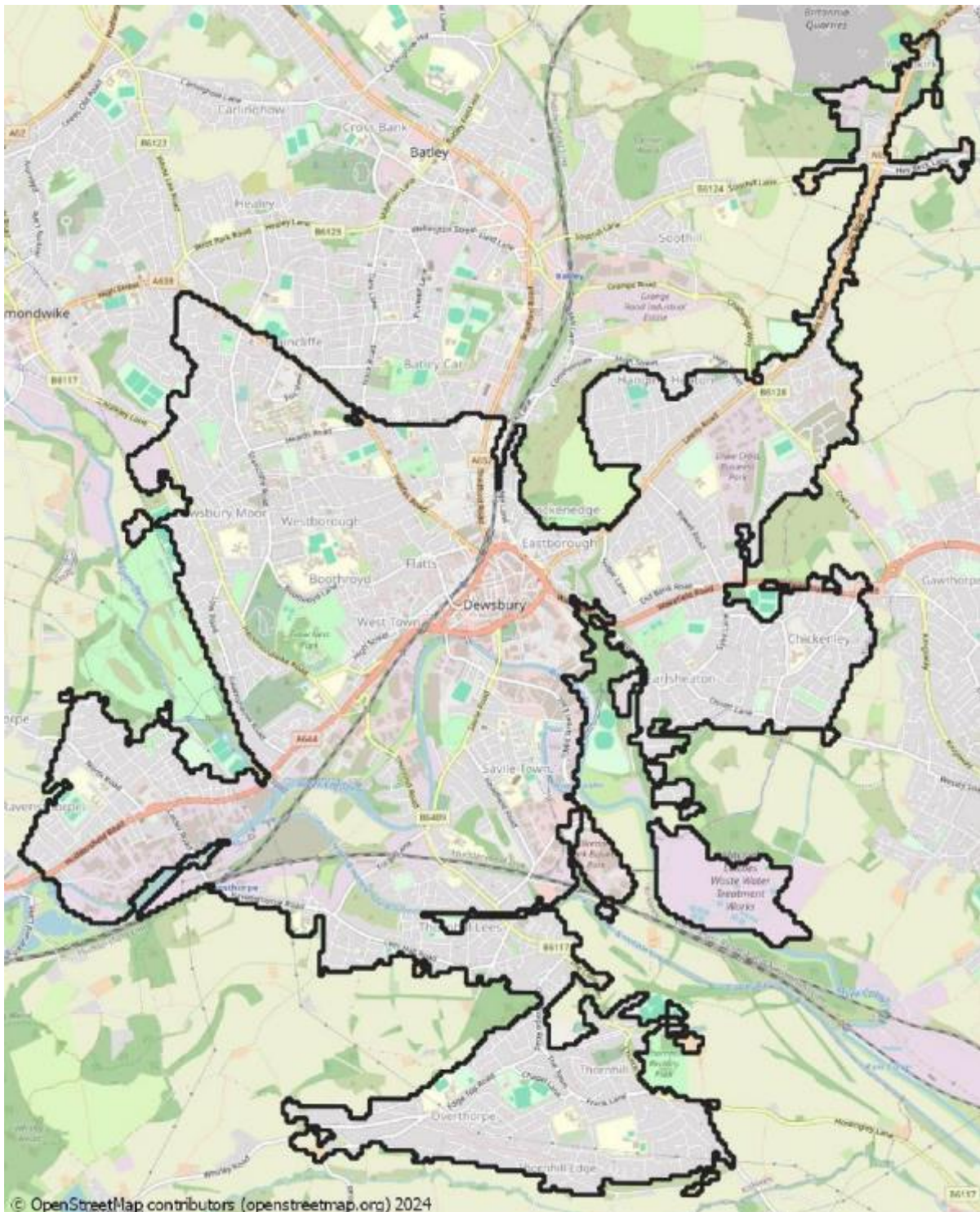
Sub-groups may include representatives from outside the Board where appropriate.

Sub-groups shall:

- operate in accordance with these Terms of Reference;
- remain advisory to the Board; and
- report back regularly to the Board.

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- Appendix A: Map of Geographic Area



## **Appendix B: Dewsbury Neighbourhood Board Code of Conduct**

### **1. Purpose**

The Dewsbury Neighbourhood Board (“the Board”) has adopted this Code of Conduct to set out the standards of behaviour expected of all Board Members.

Board Members acknowledge their responsibility to represent the ambition of the Regeneration Plan for Dewsbury and to work constructively with partner organisations to support the development and delivery of the Regeneration Plan.

In accordance with the Government Guidance, all Board Members are expected to conduct themselves in accordance with the Nolan Principles of Public Life.

### **2. Nolan Principles of Public Life**

#### **Selflessness**

Board Members must act solely in the public interest.

#### **Integrity**

Board Members must avoid placing themselves under any obligation to individuals or organisations that may seek to influence them improperly in their role. Members must not act or take decisions to gain financial or material benefits for themselves, family members, friends, employers, or associated organisations.

Board Members must declare and appropriately manage any interests and relationships.

#### **Objectivity**

Board Members must act and take decisions impartially, fairly, and on merit, using the best available evidence and without discrimination or bias.

#### **Accountability**

Board Members are accountable for their decisions and actions and must submit themselves to appropriate scrutiny.

#### **Openness**

Board Members should act and make decisions openly and transparently. Information should only be withheld where there are lawful and justifiable reasons for doing so.

#### **Honesty**

Board Members must be truthful.

#### **Leadership**

Board Members should demonstrate these principles through their own behaviour, actively promote high standards, and challenge poor conduct where appropriate.

### **3. Conflicts of Interest**

Given the nature of regeneration activity and investment decisions, conflicts of interest may arise from time to time.

A conflict of interest exists where a Board Member, close associate, immediate family member, employer, organisation, or business connection has an interest in a matter that may influence, or be perceived to influence, the Member’s decision-making.

### **Declaration of Interests**

Board Members must declare any relevant interest at the earliest opportunity and, in any event, at the start of the relevant meeting or agenda item.

Where a reasonable member of the public would consider the interest significant enough to prejudice the Member's judgement, the Member:

- must declare the interest;
- must not participate in any vote relating to the matter; and
- may be asked by the Chair to withdraw from part or all of the discussion where appropriate.

Where appropriate, and at the discretion of the Chair, a Member may remain present to provide factual or technical information relevant to the discussion.

A Register of Interests will be maintained by the accountable body.

#### **4. Gifts and Hospitality**

Board Members must declare any gift or hospitality with an estimated value of £25 or more received in connection with their role as a Board Member.

Declarations must be submitted in writing to the Council's designated lead officer within 28 days of receipt or offer.

Attendance at events, conferences, or functions in an official Board capacity is permitted where the hospitality is clearly corporate rather than personal in nature.

#### **5. Complaints**

Any person who believes that a Board Member has failed to comply with this Code of Conduct may submit a complaint in writing to the relevant Executive Director of Kirklees Council.

The complaint should include:

1. Details of the alleged conduct;
2. Details of how the individual was acting in an official Board capacity;
3. Details of which Nolan Principle is alleged to have been breached; and
4. Where relevant, details of any alleged conflict of interest and its impact.

The Council may undertake an investigation to determine whether a breach of this Code has occurred.

#### **6. Removal from the Board**

Where a breach of this Code of Conduct is found to have occurred, Kirklees Council reserves the right to remove the individual from membership of the Dewsbury Neighbourhood Board and notify the Chair accordingly.

## **7. Board Member Declaration**

I confirm that I have read, understood, and agree to abide by the Dewsbury Neighbourhood Board Code of Conduct.

**Name Organisation**

**Signature Date**

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## **Appendix C: Substitute Member Recommendation Form**

Main Board Member Name

Organisation

Signature

Date

### **Recommended Substitute Member Details**

Substitute Member Name

Job Title

Organisation

Email Address

Telephone Number

### **Substitute Member Declaration**

I confirm that I am willing to act as a substitute representative on behalf of the named Board Member and agree to comply with the Dewsbury Neighbourhood Board Terms of Reference and Code of Conduct.

**Signature Date**

**Print Name**

### **Approval by Chair of the Dewsbury Neighbourhood Board**

**Signature Date**

**Print Name**

## **Appendix D: Declaration of Interests Form**

### **Declaration of Interests Form**

I, ... being a Member of the Dewsbury Neighbourhood Board, hereby declare the interests set out below in accordance with:

- the Localism Act 2011;
- the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012; and
- the Dewsbury Neighbourhood Board Code of Conduct.

I understand that:

- this declaration may be held within a public Register of Interests;
- I must notify the Board of any changes to my interests within 28 days; and
- by signing this form I agree to comply with the Dewsbury Neighbourhood Board Code of Conduct.

### **Signature & Date**

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### **Disclosable Pecuniary Interests**

Please complete all sections for yourself and, where applicable, your spouse, civil partner, or a person with whom you are living as if you were spouses or civil partners.  
If there are no relevant interests, please write "None".

### **Employment, Office, Trade, Profession, or Vocation**

Please provide details of any employment, office, trade, profession, or vocation carried on for profit or gain.

#### **Details**

### **Sponsorship**

Please provide details of any payment or financial benefit received within the last 12 months in connection with your duties or appointment.

#### **Details**

### **Contracts**

Please provide details of any contracts between yourself, or an organisation in which you have a beneficial interest, and Kirklees Council.

#### **Details**

### **Land**

Please provide details of any beneficial interests in land within the Kirklees area.

#### **Details**

### **Licences**

Please provide details of any licence to occupy land within Kirklees for a period of one month or longer.

#### **Details**

### **Corporate Tenancies**

Please provide details of any tenancy where the landlord is Kirklees Council and the tenant is a body in which you have a beneficial interest.

#### **Details**

### **Securities**

Please provide details of any securities or shareholdings meeting the relevant statutory thresholds.

#### **Details**

### **Other Personal Interests**

Please provide details of any personal interests that are not disclosable pecuniary interests but could reasonably be perceived as influencing your role or decision-making as a Board Member.

Examples may include:

- Membership of trade unions;
- Membership of charities, societies, or community groups;
- Membership of external organisations;
- Unpaid voluntary positions;
- Membership of local organisations or campaign groups; or
- Organisations receiving Council funding or support.

**Details**

**Gifts and Hospitality Reminder**

Board Members are reminded that gifts or hospitality with a value exceeding £25 must be declared in writing to the designated lead officer within 28 days of receipt.

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