

Dewsbury Town Deal Board

9th November 2020

Item 4: Terms of Reference

1. Introduction

It is a requirement that the Dewsbury Town Deal is formally supported by a Board.

To date the Dewsbury Town Deal Board has been acting in a shadow capacity pending the appointment of a private sector chair. A chair has not yet been identified, nevertheless the Board requires to be formally constituted.

As part of this Terms of Reference (ToR) need to be approved and Board Members need to fill in, sign and return the Council Declarations of Interest and agree to abide by a Codes of Conduct. Board Members must also identify who will act as their Substitute if they are unable to attend.

Attached to this short accompanying note are a set of proposed ToR for the Board. These have been drafted by the Legal team in Kirklees and have drawn on the latest Government requirements as well as examples from other Boards from Tranche 1 and 2 in particular.

2. Agreeing the Terms Of Reference

The Terms of Reference (ToR) need to be agreed with MHCLG and approved by the Board. These have been circulated in two draft formats for Members of the Board to read and feedback to officers at the Board Meeting.

The meeting is an opportunity for Members ask any questions of officers and there is a further period of feedback proposed ending on 30th November 2020. Officers will then review the comments and consider making changes to the ToR if they benefit the future operation of the Board and are acceptable to MHCLG.

The final ToR will return to the next Board on 17th December for final sign off and the Board will be fully constituted.

3. Additional Board Member Requirements

The ToR also requires Members to:

1. Nominate a Substitute
2. Sign up to the Code of Conduct
3. Fill out and return a declaration of interests form.

These are important requirements and if an individual is to continue to be part of the Board then these must be completed. We are asking Board Members to sign and return these by Friday 4th December 2020. These should be returned by email to both of these email addresses:

Simon.taylor@kirklees.gov.uk

Michelle.illingworth@kirklees.gov.uk

Further advice

It is appreciated that Members will have questions regarding both the ToR and the declarations. Officers of the Council can be contacted to discuss any issues.