

Saltaire Steering Group – Revised Terms of Reference

Purpose

The City of Bradford Metropolitan District Council has established the Saltaire World Heritage Steering Group to bring together the principal organisations with an interest and responsibility for the future of the World Heritage Site.

The Steering Group will consider matters relevant to protecting and conserving Saltaire's Outstanding Universal Value and promoting awareness and understanding of its significance. It will also consider what is needed to sustain the local economy that underpins the village's conservation.

Objectives

To identify the opportunities and benefits that World Heritage status can bring to the local community, businesses and the Bradford District

To identify the issues and threats facing the protection and conservation of the World Heritage Site and the vitality of the local economy

To advise Bradford Council on consultation and engagement with organisations and local communities with an interest in the World Heritage Site

To sustain and maintain the Vision for the future of the Saltaire World Heritage Site.

To monitor progress on implementation of the World Heritage Site Management Plan 2014.

To keep under review any changes to existing management arrangements that would facilitate the implementation of the Management Plan

Membership

The regeneration of Saltaire has been achieved through successful partnerships between the private, public and voluntary sectors. That legacy is reflected in the organisations invited to join the Steering Group:

- **Saltaire Village Society**
- **Saltaire Stories**
- **Saltaire Traders**
- **Historic England Yorkshire Office**
- **Historic England International Advice Team**
- **International Council Of MONuments and Sites (ICOMOS) -UK**
- **ShIPLEY College**
- **Saltaire United Reformed Church**
- **Canal & River Trust**
- **Baildon Town Council**
- **Bradford District Care NHS Trust**

- **Newmason Properties**
- **Bradford Council** Heritage Champion & Portfolio Holder Housing, Planning & Transport (Chair)
- **Bradford Council** Ward Member Bradford District Shipley Ward
- **Bradford Council** Visitor Economy Manager
- **Bradford Council** World Heritage Officer

Upon the invitation of the Chair, officers of Bradford Council may attend to present and discuss matters relating to their area of expertise.

Employees of Bradford Council are non-voting members of the Steering Group.

Additional members may be co-opted upon a majority vote by existing members.

In the event of the Chair being unable to attend a meeting the voting members of the Steering Group will co-opt a Deputy Chair for that meeting only.

Responsibilities of the Membership of the Steering Group

To attend meetings regularly or to arrange another representative to attend in their place

To promote awareness of Saltaire's World Heritage status and of the Steering Group's work within their own organisations and networks

To encourage their organisation's relevant committee, board or working group to adopt or otherwise endorse the Management Plan

Steering Group members are not to lobby for the organisations that have nominated them or to represent their personal interests

Management of the Steering Group

The Chair shall be appointed by the Leader of Bradford Council.

The Steering Group shall meet 2 times per year, to provide strategic direction to the management of the World Heritage Site and to oversee the implementation of the Management Plan and Delivery Plan. An annual report on progress on delivering the Management Plan will be produced by the Steering Groups supported by the World Heritage Site Officer.

The business of Steering Group meetings will focus on strategic issues including advocacy, securing external project funding, developing partnerships and progressing the delivery of objectives within the World Heritage Site Management Plan and Delivery Plan. Meetings will include site visits and standard agenda items to facilitate full involvement. Meetings will not be used as a forum for discussing matters beyond the remit of the Group and which are better dealt with in other forums such as the Saltaire Project Board, Heritage Forum and Saltaire Officer Group.

Secretariat - World Heritage Site Officer.

Declarations of interest

When an individual, or an organisation the individual is representing, has a financial interest in an item under discussion, a full declaration of interest must be made. The

member (except Councillors) may remain in the meeting and speak, but may not vote. Councillors who have a financial interest in an item should withdraw from the meeting in accordance with legislation and the Council Constitution.

Voting

A quorum of 50% of the voting members is required for meetings

All questions put to a vote at any meeting shall be decided by a simple majority of voting members present.

In case of an equality of votes, the Chair shall have a second or casting vote.

All voting will be by a show of hands.

Public Attendance & Transparency

Meetings of the Steering Group shall not be open to members of the public.

The Steering Group may hold public meetings as required.

The Agenda and Minutes of Steering Group meetings will be available to the public on the Bradford Council website and in print upon request to the Council. Save for exceptional circumstances, reports considered by the Steering Group will also be available to the public upon request

Liaison with other groups

The Project Board and Steering Group will be supported by the Saltaire Officer Group, which draws together expertise from across Bradford Council.

Bradford Council is committed to working with all organisations and local communities with an interest in the World Heritage Site to deliver the Management Plan and Delivery Plan and will consult widely beyond the membership of the Steering Group.

The World Heritage Officer will report bi-annually to the Heritage Forum on the work of the Steering Group and vice versa. and promote opportunities for the local community to have their say on the delivery of the Management Plan and Delivery Plan.

Review

The Terms of Reference will be reviewed as necessary and amendments agreed by a majority vote from the members of the Steering Group.

These Terms of Reference were approved by a majority vote of the Steering Group on 25th February 2015

