

**DRAFT Terms of Reference and Protocols for the The Lambourn Centre Joint Advisory Committee**

1.	<u>NAME</u>
	1.1 The name of the Advisory Committee shall be The Lambourn Centre Joint Advisory Committee.
2.	<u>PURPOSE</u>
	<p>2.1 The purpose of the Advisory Committee will be to enable representatives of the various organisations and public bodies associated with The Lambourn Centre to meet to discuss and make recommendations on matters of mutual interest including the overall operation of the Centre. The purpose is one of consultation, scrutiny and advice rather than a 'management and decision-making body'.</p> <p>2.2 There will be certain standing agenda items as follows:</p> <p>(i) Update report from the Centre Manager or Senior Manager of the Centre Management to include:</p> <ul style="list-style-type: none"> <li>• update on any capital development/enhancements.</li> <li>• outline of attendance figures/programme trends.</li> <li>• update on user fees and charges.</li> <li>• summary of last three months customer comments (where applicable) including any Mystery Visitor schemes and/or external quality inspections/audits,</li> <li>• any other pertinent issues.</li> </ul> <p>(ii) Compliments, complaints or suggestions that the Advisory Committee may have, particularly in user issues, maintenance, cleaning, customer service, programming issues and any future trends likely to affect the centre and its range of facilities and services.</p> <p>2.3. The Centre Management should bring a report relating to programmes of use, staffing, marketing, issues relating to the operation, to each meeting of the Lambourn Centre Joint Advisory Committee for consideration and comment.</p> <p>2.4. Update report from a West Berkshire Council's Officer on any future capital investments, repairs and maintenance, contract arrangements and compliance and any other issues pertaining to the Management Contract, the Centre Management and the leisure centre service across West Berkshire Council facilities.</p> <p>2.5. The recommendations and minutes of the Advisory Committee will be approved by the Chairperson.</p>
3.	<u>COMPOSITION</u>
	<p>3.1 The composition of the Advisory Committee shall be:</p> <ul style="list-style-type: none"> <li>• Two Persons representing Lambourn Town Council</li> <li>• Two persons representing West Berkshire Council</li> </ul>

- Two persons representing the users of the Centre
- Two persons representing the Centre Management
- Up to two further co-optees.

3.2 A single named deputy can be nominated.

3.3 With the exception of the user representatives, the terms of appointment are dependent on the representative bodies but should be for a minimum period of one year and would normally be confirmed after the AGM of each body in April each year.

3.4 The user representative will be elected from regular users of The Lambourn Centre.

3.5 Every vacancy shall be notified as soon as possible to the appropriate appointing body by the secretary of The Lambourn Centre Joint Advisory Committee.

3.6 If there is no representation in any one year it will be assumed the representative has resigned.

3.7 Officers of the represented Councils shall be entitled to accompany representatives of their Council.

3.8 Representatives of relevant user groups, external agencies, partners or specialised advisors may be invited to attend any meeting that the Advisory Committee decides.

3.9 Meetings of the Advisory Committee shall not normally be open to members of the public unless members specifically request that members of the public be invited to a meeting i.e. this is at the discretion of the Advisory Committee.

4. MEETINGS

4.1 The Advisory Committee shall meet once per year, and a report will be provided for the Lambourn Parish Council Annual General Meeting in May each year.

4.2 Emergency meetings can be called at the discretion of the Chairperson on at least 48 hours written notice.

4.3 The venue should be a suitable location in The Lambourn Centre unless otherwise agreed, which should be made available free of charge to the Advisory Committee.

4.4 The times and dates of the meetings shall be decided by a consensus of the Advisory Committee.

4.5 At least ten days clear notice of any meeting shall be given, and the agenda shall be circulated five working days before the meeting. Where possible any reports to be presented at the meeting should be circulated with the agenda, as opposed to being presented on the day of the meeting.

	<p>4.6 It is at the discretion of the Chairperson whether to accept any other business or not.</p> <p>4.7 At least four members of the Advisory Committee are required to form a quorum for all meeting.</p> <p>4.8 Normally matters would be expected to be resolved by consensus. If consensus cannot be reached members shall vote with the Chairperson having the casting vote.</p>
5.	<p><u>SPECIFIC RESPONSIBILITIES</u></p>
	<p>5.1 <b>At the Annual General meeting in October each year the Advisory Committee shall elect a Chairperson for the ensuing year from amongst the members of the Advisory Committee (excluding the Centre Management representatives).</b> If the Chairperson is absent from any meeting the members present shall choose one of the other representative members present to preside at the meeting before any other business is transacted.</p> <p>5.2 The Principal Sport and Leisure Officer or their nominated representative, shall act as the secretary to the Advisory Committee whose duties shall be:</p> <ul style="list-style-type: none"> <li>(i) issue notice of meetings as per 4.5 in consultation with the Chairperson.</li> <li>(ii) prepare minutes of the Advisory Committee and distribute them to all members as soon as is reasonable after the meeting and prior to the meeting at which they are submitted for adoption.</li> </ul>
6.	<p><u>PUBLICITY</u></p>
	<p>6.1 All matters that might be subject of media interest, publicity and public relating, which arise from the work of the Advisory Committee, must be referred to the Chairperson.</p>
7.	<p><u>PERSONAL and PREJUDICIAL INTERESTS</u></p>
	<p>7.1 If any member has any personal or prejudicial interests direct or indirect in any business before the Advisory Committee that member shall disclose that they have an interest and withdraw from the Advisory Committee while the matter is being considered.</p>