

# **Terms of Reference - Active Richmondshire**

## **Background**

Active Richmondshire is a Community Sports Network (CSN) established as part of Sport England's Delivery System for Sport. The network is an instrument to enhance communication between partners aspiring to increase levels of physical activity by providing an active healthy lifestyle and catering for the specific needs of the community.

## **Purpose**

To work co-operatively with the North Yorkshire Sport County Sport Partnership in order to: increase participation in sport and physical activity and widen access to opportunities throughout the District of Richmondshire.

## **Vision and Rationale**

Active Richmondshire's mission is to consolidate existing sport and physical activity provision and develop new opportunities to enable the people of Richmondshire to enjoy the benefits of leading a physically active life.

It exists to bring together under a common purpose all the agencies involved in providing opportunities for sport and physical activity in the District.

## **Aims and Objectives**

The overarching key objective is to increase participation in physical activity by 1% year on year. This will be achieved by: -

- Widening access to opportunities
- Aligning partners existing priorities and targets within one joined up plan (Community Investment Portfolio) within the Richmondshire District based on local needs
- Promoting paths to further development

## **Delivery**

Active Richmondshire will seek to achieve its aims by: -

- Advocating the shared vision expressed in the Active Richmondshire Community Investment Portfolio.
- Overseeing the implementation, delivery, monitoring and review of the plan and resulting action plans.
- Identifying shared agendas and objectives through the action planning process and encouraging joint working towards these.

- Improving co-ordination and communication to create a dynamic environment conducive to partnership working and sharing of good practise.
- Championing the case for sport and physical activity at local, regional and national levels.
- Linking to Government and Sport England initiatives. Including the Delivery System for Sport.
- Sharing Information and Resources.
- Providing a forum that can offer strategic advice and guidance on sporting issues including funding.
- Building relationships with other districts, encouraging collaboration and effective regional planning, sharing good practice and avoiding duplication.
- Providing the critical linkage between the County Sports Partnership and delivery at a local level.

## **Representation**

Active Richmondshire is not owned or controlled by any single organisation; all those involved retain their own independence whilst working collaboratively on improving opportunities and increasing participation.

## **Membership**

Partners to include: -

Richmondshire District Council (Culture and Wellbeing Officer)  
 Risedale School Sports Partnership (x1)  
 Primary Care Trust (x1)  
 Private Sector Leisure Operator (x1)  
 Charitable Facilities Operators (x3 – Colburn, Richmondshire Leisure Trust, Yorebridge)  
 Sports Development (RLT and Yorebridgex2)  
 Local Sports Council (x1)  
 Area Learning Partnership (x1)  
 Outdoor Adventure (x3 Low Mill, Marrick Priory and Swaledale Outdoor Club)  
 National Park representative (x1)  
 MOD (x1)  
 Extended Schools (x1)  
 Disability group representative (x1)  
 Chair of Cultural Consortium (x1)

Members may co-opt individuals as it deems fit - such posts shall not increase the number of Consortium members as set out here.

## **Meetings**

Active Richmondshire meetings will be held quarterly, at venues around the district at participating Member's facilities.

Sub-Committees will be convened to deliver specific projects. Their terms of reference will be agreed by the Active Richmondshire board.

A General Meeting is to be held to establish Active Richmondshire.

The dates of the meetings to be arranged for the following twelve months.

Minutes will be kept of Active Richmondshire meetings and agendas and relevant papers sent out at least one week in advance of meetings

Organisations are expected to attend at least 75% of meetings. They will have a designated representative and a designated deputy in the event of this representative being unable to attend meetings. It is up to the designated representative to fulfil their commitments and brief their deputy on the issues that are to be discussed.

## **Chairman**

A Chairman to be appointed from the consortium members, to stand initially for a year, and for not longer than three years.

The agenda for meetings will be determined by the Chair in consultation with the Secretary.

## **Secretariat**

Richmondshire District Council to provide secretariat for the network.

## **Quorum**

Meetings will not be quorate where less than six members are present. A decision to change the Terms of Reference and/or membership will require the agreement of a majority of the membership.

## **Voting**

Each member organisation will have one vote, no matter how many representatives that organisation may have on the Active Richmondshire.

## **Resignation**

Notice of resignation of membership of Active Richmondshire will be made to the Chairman, who will take appropriate steps to fill the vacancy.

## **Governance and Accountability**

Active Richmondshire establishes a shared vision for sport and physical activity in the District. Members of the network must always be conscious that they are working to achieve common goals rather than represent the needs of their individual organisation. Any specific interests must be declared.

Active Richmondshire members are responsible for the running of the meetings and have the power to establish subcommittees.

## **Structure**

The structure attached at Annex A and B shows the potential linkages to other organisations and initiatives.

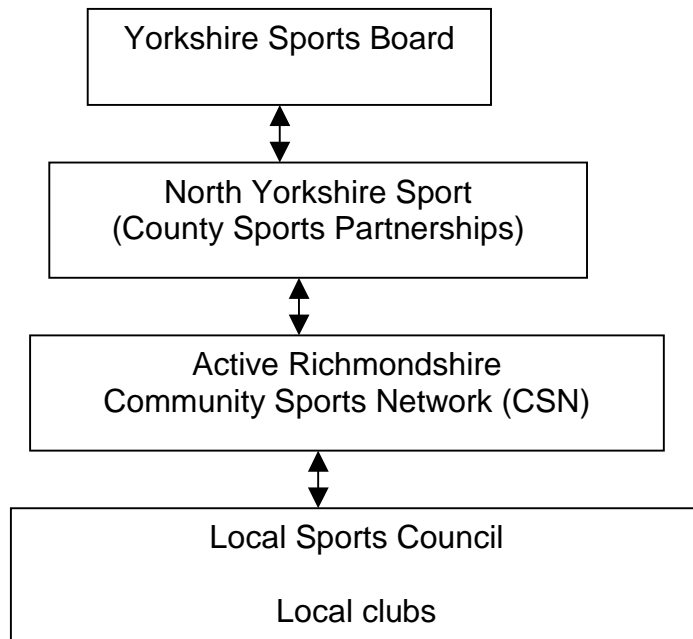
## **Communication with the Wider Active Community**

Copies of the agenda, minutes and reports (except those relating to a confidential part of the meeting) will be posted on the website of North Yorkshire Sport or hard copies will be available from the Secretary.

Active Richmondshire will produce an annual report and hold an annual event to review work achieved against the Investment Portfolio.

## Annex A

### Regional Relationship



**Annex B**

