

## **Leisure Centre Joint Advisory Board - Terms of Reference**

### **Membership**

The Leisure Centre Joint Advisory Board (“the Joint Advisory Board”) will comprise of:

- a) Nominated Cabinet Members
- b) Relevant Ward Councillor(s)
- c) Representative of the University (non Voting )
- d) Representative of the Pinder Trust (non Voting )
- e) An officer from Winchester City Council ( non Voting- contract management role)
- f) A representative from the management contractor (Non Voting)

### **General**

1. The purpose of the Joint Leisure Advisory Board is to work in collaboration with Winchester City Council, the University of Winchester and Pinder Trust to advise and provide their recommendations subject to the terms and conditions of the Management Contract :
  - a) any minor variations to the management contract required from time to time
  - b) the proposed prices to be charged for use of the facilities
  - c) any proposals for improvements, major maintenance or other amendments to the facilities
  - d) an annual facility programme, including recommending requests for special events, whole facility hire etc

The Joint Advisory Board will also:

- e) Monitor and oversee the performance of the contractor and recommend any remedial action to be taken in respect of performance including reports from user groups.
- f) Monitoring customer satisfaction and ensuring that customer needs are met.
- g) Consider the response to any request made by the management contractor under the terms of the contract
- h) Generally keep the operation of the facilities under regular review and recommend any action required.

The Advisory Board is not a decision making body of Winchester City Council. All of their advice and recommendations will be considered by the Cabinet , or under appropriate delegations.

2. The priorities of the Joint Advisory Board are:
  - a) Securing and ensuring efficient and effective management of the facilities, including operation, programming, events, catering, retail, bookings.
  - b) Considered and prudent investment in facilities by way of maintenance, improvement or new build.
  - c) Sound financial management
  - d) A programme of activities which can improve the health, fitness and well being of a wide cross section of the local community
  - e) Providing opportunities for people to reach their full potential in their chosen sport or leisure activity
  - f) Creating a sociable and inclusive environment which is welcoming and enjoyable
  - g) Marketing and promotion of the facilities to all sections of the community
  - h) Compliance with all relevant legislation and professional guidance
  - i) A fair but effective pricing structure
  - j) Long term support by way of access within the facility programme at fair cost for low income groups and key sports clubs whilst they demonstrate benefit to the community. To consider any requests for usage or access from sports clubs outside of those which are at the discretion of the management contractor.
3. The Joint Advisory Board will be administrated by the City Council.
4. The quorum of the meeting will be 4 with at least 2 from the Council in attendance.
5. The Joint Advisory Board Chairman will be appointed by the Council and will have the casting vote and will in discussion with other members of the Board determine dates of meetings for the year.
6. The Advisory Board will meet quarterly in public similar to the Open Forum with a clear agenda, reports, and then a question and answer session at the end for users and the public with the ability to have a confidential meeting if needed.

7. The Joint Advisory Board will meet quarterly. The Chairman will agree with the officers the agenda for meetings. All papers of a commercial nature will be confidential unless otherwise decided on a case by case basis.