

LEISURE, CULTURE, EVENTS AND TOURISM MEMBER WORKING GROUP

Terms of Reference to be Approved by Prosperous Communities Committee

1. Background

The Leisure, Culture, Events and Tourism (LCET) Member working group actively supports Officers to champion the work in the LCET portfolio.

The group makes links to the communities, building engagement and participation across the District, to maximise the impact of existing work and create new opportunities.

The group consults and offers feedback on the relevant strategies, with guidance and support to achieve delivery.

- Cultural Strategy
- Visitor Economy Strategy
- Lincolnshire Health and Wellbeing Strategy
- Corporate Plan

These strategies have the potential to deliver and contribute to West Lindsey District Council's strategic aims and wider social outcomes; in particular, health and wellbeing, learning, skills, economic resilience, positive behaviour, and community cohesion.

2. Purpose of the Working Group

The LCET Working Group has the following objectives:

- To work together to actively promote strengths and to maximise opportunities to all residents across the district.
- To ensure the work undertaken across leisure, culture, events, and tourism is coordinated and aligned with corporate priorities.
- To lobby, influence and challenge the wider organisation to highlight the importance of the work of the group.
- To market the district as a location to live, work, visit and stay.
- To champion activities in relation to leisure, culture, heritage, events, and tourism.
- Actively enable and promote outreach to rural communities.

3. Membership of the Group, Chairmanship and Appointments

3.1 The LCET Group shall comprise of 6 Members including any relevant Member Champions.

3.2 The remaining Members of the Group shall be appointed by Prosperous Communities Committee but do not need to serve on that committee.

3.3 Membership will comprise of cross party and cross district representation.

- 3.4 The Working Group shall elect a Chairman and Vice Chairman at its first meeting.
- 3.5 For continuity purposes the Membership will be re-constituted annually through Annual Council.
- 3.6 The Group will be disbanded following submission of closure report to its parent committee / Full Council
- 3.7 Other elected Members may attend the LCET Working Group, but their level of contribution will be at the discretion of the Chairman.
- 3.8 Stakeholders and Officers may be invited to attend at the discretion of the Chairman for specific items, presentations and discussions on the agenda.

4. Frequency of Meetings and Quorum

- 4.1 The quorum for a meeting shall be 3 Members.
- 4.2 The LCET Working Group shall meet at intervals of approximately eight weeks, or more frequently if required by business demand. Meetings will ordinarily be conducted remotely via Microsoft Teams, unless the Chairman specifies an alternative arrangement.
- 4.3 Meetings will be called with at least 14 days' notice, with a six-month rolling forward plan.
- 4.4 Where an Elected Member fails to attend 2 consecutive meetings of the Working Group without having given due reason for their absence or apologies, the Chairman of the Working Group will have the ability to write to the parent Committee to express concerns regarding an individual's behaviour.

Such concerns will be considered at the Parent Committee Chairs Briefing, and it will be in the Chairman's Gift to determine whether a request is made to the parent Committee to revise the membership accordingly".

Where non-attendance relates to the Chairman of a Working Group, the Working Group, as a whole, will have the same rights as set out above.

Regular in-quoracy will be reported to the relevant Parent Committee Chairman's briefing.

5. Reporting Lines, Accountability and Milestones

- 5.1 The LCET Working Group is directly responsible to the Prosperous Communities Committee.

5.2 The LCET Working Group has no direct decision-making powers and will make recommendations to the Prosperous Communities Committee.

5.3 The LCET Working Group will report to the Prosperous Communities Committee as requested by the Chair of Prosperous Communities.

6. Resources

6.1 The LCET Working Group does not have a supporting budget.

6.2 If budgets are required, they will be identified on recommendations made to the relevant Policy Committee.

6.3 Officers from the following Teams will support the LCET Working Group and provide advice, information, guidance, and logistical support: -

- Commercial Services
- Economic Growth Team
- Communities Team

6.4 Agendas will be set for each meeting and notes from each meeting will be retained, saved, and recorded on Modern.Gov, the administration of which will be provided by the Democratic Services Team.

7. Review

7.1 Following approval these Terms of Reference will be reviewed as minimum every two years if the LCET Working Group is still operating.

Date/ Meeting – Document Approved - xxxx