

Sport & Physical Activity Task and Finish Group

Terms of Reference (DRAFT)

Approved by	Prosperous Communities Committee
Approval date	TBC
Next review date	TBC

1. Background

- 1.1 At Prosperous Communities Committee (9th July 2024), the development of a Sport & Physical Activity Strategy for West Lindsey was endorsed. The development of this strategy will set out how the Council will play an important role in supporting the development of sport and physical activity provision across the district.
- 1.2 The creation of a Sport & Physical Activity Task and Finish Group was approved by Prosperous Communities Committee to help steer and shape the development of the strategy.

2. Purpose of the Task and Finish Group

- 2.1 The purpose of the group, made up of WLDC officers and members, is to provide an informal steering/collaboration forum for the development of the Sport & Physical Activity Strategy.
- 2.2 The task and finish group will steer and shape the development of the strategy during key milestones.
- 2.3 The task and finish group is intended as a discussion/steering forum only and will not approve elements of strategy as they are produced. Prosperous Communities Committee will retain responsibility for strategy approval.

3. Membership of the Group, Chairmanship and Appointments

- 3.1 The task and finish group shall comprise five (5) members (at the discretion of Prosperous Communities Committee). This will be complimented by a mix of key WLDC officers in Communities, Culture, Policy & Strategy and Communications.
- 3.2 Members of the group will 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 Given the nature of this task and finish group, it will not be formally chaired. Sessions will be facilitated by the senior officer in attendance.
- 3.5 For continuity purposes the membership of the task and finish group shall remain in place until the task is completed.
- 3.6 The task and finish group will be disbanded following submission of a closure report to its parent committee.
- 3.7 Other elected members may contribute to the task and finish group, but their level of contribution will be at the discretion of the group.

4. Frequency of Meetings and Quorum

- 4.1 The quorum for a meeting shall be three (3) members representing a minimum of two political groups. Officer representation is flexible to meet requirements of any meeting.
- 4.2 The task and finish group shall determine its own meeting frequency dependent upon need.
- 4.3 Meetings will be called with at least 15 working days' notice.
- 4.4 Where a member fails to attend two (2) consecutive meetings of the task and finish group without having given due reason for their absence or apologies, a senior officer will report this to Prosperous Communities Committee Chair's Briefing.
- 4.5 Regular in-quoracy will be reported to Prosperous Communities Committee Chairs Briefing.

5. Reporting Lines, Accountability and Milestones

- 5.1 The task and finish group is directly responsible to Prosperous Communities Committee.
- 5.2 The task and finish group has no direct decision making powers.
- 5.3 The task and finish group will report progress informally to Prosperous Communities Committee on request.
- 5.4 It is expected that all work of this task and finish group will be completed during the 2025/26 financial year.

6. Resources

- 6.1 The task and finish group does not have a supporting budget.
- 6.2 If budgets are required, they will be identified on recommendations made to Corporate Policy and Resources Committee.
- 6.3 The task and finish group is an information collaboration between officers and members. Officers from the Communities and Policy & Strategy teams will support the group and provide advice, information, guidance and logistical support.
- 6.4 Administrative support will be provided by the Communities team. Agendas and papers will be provided for each meeting and summary notes from each meeting will be retained.
- 6.5 Task and finish group meetings will be digital first and in-person by arrangement.

7. Review

- 7.1 The terms of reference shall be reviewed annually or as requested by the group or Prosperous Communities Committee.