

1. Purpose and role of the Community Committee

- 1.1 The RLT Community Committee will be responsible for ensuring that:
- 1.2 There is a designated time to proactively engage with RLT site and service community users;
- 1.3 The Community Committee supports RLT to understand (insight, data, anecdotal) the needs and aspirations of the local community;
- 1.4 The Community Committee proactively supports RLT to respond to, develop, or action the insight discussed by Community Committee members. Likely through RLT senior officer taking back and sharing the insight with RLT colleagues and their services, to respond, develop, or complete required actions; and
- 1.5 Support the RLT Board and RLT senior officer to make the best decisions possible for local communities, and the wider RLT Group
- 1.6 To share their knowledge and experience into developing 'a bigger picture plan' as and when required..

2. Community Committee members

- 2.1 RLT Board will be represented on the Community Committee by two RLT Directors who have been appointed based on skills, but also for their knowledge and experience of community engagement.
- 2.2 The Committee will comprise of community members and those who engage with RLT. Community members can potentially, pending an application process include partner organisations and representatives from across the borough: a health service professional/clinician, sports/community club, school or community organisation.
- 2.3 The maximum number of members on the Community Committee will be 10.
- 2.4 To recruit to the Community Committee, RLT Board and officers, will develop a communication to be shared via social media, local partners, and other appropriate channels. The communication will include Section 1 of this Terms of Reference as a guide, and the process to express an interest.
 - 2.4.1 The process for expressing an interest will include an Expression of Interest Form that can be completed that captures basic information to enable RLT officers / nominated Board Directors to follow up with those expressing an interest.
 - 2.4.2 If the number of interested people exceeds 7 (due to the Committee already consisting of two RLT Directors, and 1 RLT Officer (see 2.1) equalling 8 members, then RLT officers and nominated Board Directors will review the number to ensure the Committee is effective and not cumbersome in size, and agree a way forward for appointment to the Committee based on the skills, diversity and breadth of experience that the individual could bring to the Committee.

2.4.3 The priority for the Committee is to secure members based on the breadth of personal and professional experience, diversity of life experiences, skills sets, and keenness to proactively identify solutions.

2.5 Members of the Committee will not be Directors of RLT, nor hold any voting rights or decision making, for or over RLT Board.

2.6 Members of the Community Committee will not be remunerated, the positions will be held voluntarily. Reasonable out of pocket expenses e.g. travel costs, will be reimbursed by RLT.

3. **Committee management and reporting:**

3.1. The Terms of Reference will be agreed and reviewed by RLT Board.

3.2. The Chair of the Group will be one of the RLT Board Directors.

3.3. The Chair will report back to RLT Board at the scheduled RLT Board meetings.

3.4. The Committee will receive verbal updates from a RLT Senior Officer, who is deemed the officer linked to the Community Committee.

3.5. The RLT Senior Officer will be the lead for delivering the discussions / agreed actions from the Community Committee meetings, involving wider team members and partners where appropriate.

3.6. The meetings will be held quarterly at various leisure trust facilities across Rossendale. On occasion they may be held via zoom if the group feel it's appropriate. The meetings will be in the evenings and refreshments will be provided.

3.7. The Committee meetings will be recorded through Minutes and supported by an RLT administrator.

3.8. The Committee will record decisions, recommendations and actions from the meetings and report to the RLT Board as required – noting 2.5.

3.9. The Committee will help RLT senior officers with strategic and service development plans and delivery; make recommendations with regards to service suggestions; help identify solutions to challenges; and make recommendations to RLT Board and or RLT Chief Executive (as appropriate) with regards to community needs.

End.