

## Terms of Reference

### 1. Purpose and role of the Whitworth Committee

- 1.1 The Whitworth Committee will be responsible for ensuring that (without limitation):
- 1.2 the founding objectives remain a focus for RLT and the Whitworth Committee to develop the leisure facilities in Whitworth;
- 1.3 updates and recommendations are made to the RLT Board with regards to what's happening with in the Whitworth community and the Whitworth Facilities;
- 1.4 the views of Whitworth organisations and communities are heard and actively responded to;
- 1.5 support is given to RLT officers to engage with wider community representatives in Whitworth;
- 1.6 reviewing any updates on the general performance of the Whitworth Facilities and bring any updates on the wider state of leisure with in Whitworth. To also give input on any individual items and topics, give feedback on any forward plans, and support RLT officers are to take any appropriate actions.
- 1.7 reviewing any updates on the general performance of the Whitworth Facilities and bring any updates on the wider state of leisure with in Whitworth. To also give input on any individual items and topics, give feedback on any forward plans, and support RLT officers are to take any appropriate actions.
- 1.8 support the RLT Board and RLT senior officers to make the best decisions possible for Whitworth, and the wider RLT Group
- 1.9 the Whitworth Leisure Centre and The Ashcroft (together the "Whitworth Facilities") are equitably treated for involvement in any capital investment programmes associated with RLT, and any invest-to-save developments in partnership with Rossendale Borough Council;

### 2. Whitworth Committee members

- 2.1 RLT Board will be represented on the Whitworth Committee by one RLT Director who has been appointed based on skills, but also for their knowledge and experience of the Whitworth community.
- 2.2 The Committee has the potential to comprise of a range of people from Whitworth, such as, community residents, health professionals and representatives from organisations.
- 2.3 To recruit to the Committee, RLT alongside the existing CLAW Board, will develop a communication to be shared via social media, Whitworth Town Council, the Whitworth Facebook group, 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.
  - 2.3.1 The process for expressing an interest will include an Expression of Interest Form that can be completed that captures basic information to enable RLT to follow up with those expressing an interest.
  - 2.3.2 If the number of interested people exceeds 8 (due to the Committee already consisting of one RLT Director, (see 2.1) equalling 9 members, see 2.5), then RLT and CLAW Board 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 The maximum number of members on the Whitworth Committee will be 9.

### **3. Communication with Whitworth communities**

3.1 The Whitworth Committee will support and make suggestions to RLT and the RLT senior officer who works alongside and reports to the Committee, to effectively engage with local Whitworth communities and organisations.

3.2 The frequency of and methods of engagements will be agreed within the Whitworth Committee as part of the agenda developed by the Committee members.

### **4. Group management and sharing of information:**

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

4.2. The Chair of the Group will be the RLT Board Director.

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

4.4. The Committee will receive reports and updates from a RLT Senior Officer, who is deemed the officer linked to the Whitworth Committee.

4.5. The RLT Senior Officer will be the lead for delivering the outputs from the Whitworth Committee meetings, involving wider team members and partners where appropriate.

4.6. The meetings will be held quarterly at The Ashcroft events venue. 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.

4.7. The Committee meetings will be recorded through Minutes and supported by an RLT administrator, like all RLT Board meetings.

4.8. The Committee will record recommendations and actions from the meetings and report to the RLT Board as required.

4.9. The Group will help RLT senior officers with strategic plans and delivery for Whitworth Leisure Centre and The Ashcroft (formerly The Riverside); 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 strategic needs and risks.