

# **The Royal Borough of Kensington and Chelsea**

## Community Sport and Physical Activity Network – Terms of Reference

### **Background**

The Royal Borough of Kensington and Chelsea (RBKC) Community Sport and Physical Activity Network (CSPAN) was established as part of the Sport England's Delivery System for Sport, and is part of the national delivery system for sport and physical activity. The network is an instrument to enhance communication between partners aspiring to increase levels of active recreation, by providing an active healthy lifestyle, and catering for the specific needs of the community.

### **Purpose**

- To work jointly with the Pro-Active Central Partnership in order to increase participation in sport and active recreation and widen access to opportunities within the Royal Borough of Kensington and Chelsea.
- To establish effective links with all sport and physical activity groups across the Borough and enable them to maximise their potential through funding opportunities, training and connectivity with other groups and organisations.

### **Vision and Rationale**

The CSPAN mission is to create an active and sustainable partnership which promotes sport and active recreation, allowing those who visit, study, live and work in the Borough to improve their health and wellbeing by leading a physically active life.

### **Aims and Objectives**

- To be inclusive and accessible.
- To support our membership to develop.
- To increase participation, especially in groups known to have low levels of participation.
- To increase volunteering in sports and physical activity.
- To promote healthy living and lifestyles, and reduce health inequalities, through sports and physical activity.

### **Delivery**

The CSPAN will seek to achieve its aims by:

- Providing the critical linkage between the County Sports Partnerships (Pro-Active Central) and delivery at a local level.
- Overseeing the implementation, delivery and review of the strategic action plan and action plans of its sub groups.
- Improving co-ordination and communication to create a dynamic environment conducive to partnership working and sharing of good practice.
- Identifying and removing the barriers to participation.
- Building and enhancing relationships with Health and other partners, including Planning, Transport and Regeneration.
- Sharing Information and Resources.
- Providing a forum that can offer strategic advice and guidance on sporting and recreational issues and funding.
- Identifying shared agendas and objectives through the action planning process and encouraging joint working towards these.
- Championing the case for sport and active recreation at local, regional and national levels.
- Linking the Government and Sport England initiatives. Including the Delivery System for Sport.

- Building relationships with other Boroughs, encouraging collaboration and effective regional planning, sharing good practice and avoiding duplication.

### **Representation**

The Community Sport and Physical Activity Network is not owned or controlled by any single organisation; all those involved retain their own independence whilst working collaboratively on improving opportunities and increasing participation.

### **Membership**

Partners to include:

- The Royal Borough of Kensington and Chelsea e.g. Arts and Leisure Services, Children and Family Services, Housing, Public Health, Adult Social Care, Transport, Planning, Regeneration.
- Proactive Central London
- School Sports Partnership
- Clinical Commissioning Group (GP Consortia)
- Private Sector Leisure Operator
- KCSC Health VOF representation
- Healthwatch
- Representative Local Voluntary Organisations
- Charitable Facilities Operator e.g. Westway
- Community Amateur Sports Clubs
- BME Health Forum
- Community Healthcare Provider (CLCH)
- Acute and mental health trusts
- Volunteers Centre Representative
- Disability groups Representative

### **Structure**

The CSPAN will have an overarching strategic group and will establish sub groups or task and finish groups as required, in order to deliver the strategic action plan for the CSPAN.

### **Meetings**

- Meeting will be held initially bi-monthly, at venues around the Royal Borough at participating member's facilities.
- The dates of the meetings to be arranged for the following twelve months.
- Minutes will be kept of group meetings, agendas and relevant papers sent out at least one week in advance of meetings.
- Organisations are expected to attend at least 75% of meetings. They will have a designated representative and designated deputy in the event of this representative not being able to attend meetings.

### **Chairman**

A chairman will be appointed from the group members, to stand initially for a year and no longer than three years. The agenda for the meeting will be determined by the Chair in consultation with the Secretary.

### **Quorum**

Meetings will not be quorate where less than six members are present. A decision to change the Terms of Reference and/or membership will require the agreement of a majority of the membership.

**Voting**

Each member/organisation will have one vote, no matter how many representatives that organisation may have on the CSPAN.

**Resignation**

Notice of resignation of membership from the CSPAN will be made to the Chairman, who will take appropriate steps to fill the vacancy.

**Governance and Accountability**

The CSPAN establishes a shared vision for sport and active recreation in the Royal Borough. Members of the network must always be conscious that they are working to achieve common goals rather than represent the needs of their individual organisation. The group members are responsible for the running of the group and have the power to establish subcommittees.

**Communication with the Wider Community**

Copies of the agenda, minutes and reports (except those relating to a confidential part of the meeting) will be posted in the website or hard copies will be available from the Secretary.

**END**