

TERMS OF REFERENCE OF THE ACTIVITY CENTRES MANAGEMENT BOARD

Purpose:

The Activity Centres Management Board is established with certain responsibilities as defined below - specifically to act on behalf of (and to advise) the District Executive Committee in relation to the management (and operation) of the District's two Activity Centres (Littledale and Silverhelme).

It is the Trustees - the members of the District Executive Committee - who have overall responsibility for the effective management of the Charity and as such the Activity Centres Management Board reports to the Executive Committee and is to ensure that the latter is kept apprised of actions of the Board (see below).

Membership:

The membership of the Board shall be:

- Chairman (appointed annually by the District Executive Committee).
- Treasurer [of the Board].
- Secretary [of the Board]
- Activity Centres Booking Secretary.
- Chair of Littledale Operating Group.
- Chair of Silverhelme Operating Group.
- Specialist advisors as may be required (for such areas as buildings, planning, commercial, health and safety, programme development and media).

At least two members of the sub-Committee shall be Trustees of the Charity. The membership of the Board will be confirmed annually by the District Executive Committee (at its first meeting after the Scout Council's Annual General Meeting).

Ex-officio Members:

The following are ex-officio members of the Board:

- District Chairman.
- District Commissioner.

Co-opted Members:

Additional members may be co-opted annually, if they are leading (a) specific project(s) relevant to the role of the Board.

Invited to Attend:

The Wardens of the Activity Centres are invited to attend meetings of the Board (as non-voting members). When there is specific item of the agenda, others (including the chairman of any subsidiary group) may be invited to attend, in order to provide a specialist input.

Note:

At least 50% of the members and co-opted members of the sub-Committee must be members of the District Scout Council.

Quorum:

The quorum for the Activity Centres Management Board will be determined by an Annual General Meeting of the District Scout Council. In the event that attendance at a meeting does not constitute a quorum, then

the meeting should continue but decisions of policy should be referred to the next meeting where a quorum can provide approval.

Voting:

In accordance with the Constitution of the District Scout Council, only the specified members of the Board, present at a meeting, may vote. Decisions are made by a majority of the votes cast; in the event of an equal number of votes being cast on either side, in any issue, the chairman does not have a casting vote and the matter is to be taken as not having been carried.

Meetings:

The Board will normally meet four times a year to ensure it discharges its duties. Additional meetings will be convened as may be required.

Agendas and Minutes:

The Board has a Secretary who must ensure that agendas, papers and minutes are recorded and properly archived (as directed by the District Secretary). In accordance with good practice, safety is to be a standing item on the agenda of all meetings of the Board (plus subsidiary groups). Agendas, supporting papers and minutes are to be circulated to all members of the Board (including ex-officio members).

Minutes of meetings of the Board (even if unconfirmed by the Board) are to be submitted to the District Secretary to be circulated to all Trustees for the next meeting of the District Executive.

Usage:

The Board is to provide a report, for the first meeting of the District Executive Committee in the new financial year, detailing the usage of each Activity Centre (for the previous year) by means of the agreed, various categories.

Remit:

The purpose of the Activity Centres Management Board is to ensure the safe operation, upkeep, maintenance and improvement of the sites owned by Lonsdale District Scout Council - whether this is indoor accommodation, camping areas, activity areas or any other land within the boundary of each site. This work will be undertaken on behalf of the District Executive Committee of Lonsdale District Scout Council.

Responsibility:

The Activity Centres Management Board is responsible to the District Executive Committee for:

1. Ensuring that the sites and facilities are operated and developed in the interest of the Scout Movement plus youth and education groups in general and for the members of Lonsdale Scouts in particular - so as to serve the needs of Lonsdale Scouts and to meet the objectives set by the District Executive Committee.
2. Both the strategic development and day to day running of the Activity Centres owned by Lonsdale District Scout Council:
 - a. By producing and regularly reviewing a medium/long term corporate plan to ensure a consistent co-ordinated approach is achieved in the long term.
 - b. By means of annual targets/budgets in the short term.
3. Ensuring that all activity centre property and equipment are adequately insured and that revaluation of such property and equipment takes place at agreed, regular intervals.

4. Submitting to the District Executive Committee, for approval, both revenue and capital budgets for the forthcoming financial year.
5. Submitting to the District Executive Committee, for their approval, recommendations for user rates for each Activity Centre, for the forthcoming financial year.
6. Generating sufficient funds from revenue to cover not only operating expenditure but also future major repairs and capital projects.
7. Ensuring that a Strategic Plan is developed, approved by the District Executive Committee and then implemented by the management framework of the Activity Centres. This plan should be revised and reapproved by the District Executive Committee every three years.
8. Keeping under review the publicity of the Activity Centres and the booking system - so as to maximise both the use of sites and the income generated.
9. Maintaining such documentation that is required to comply with legislation and/or the requirements of Policy, Organisation and Rules of The Scout Association.
10. Reviewing periodically the operation of both sites - implementing improvements (within agreed budgets) and/or drawing to the District Executive Committee's attention any matters which necessitate wider discussion/decision.

Authorisations:

The Activity Centres Management Board is authorised by the District Executive Committee to make decisions on the following:

1. The maintenance of an efficient and effective accounting system which will amongst other things provide the Board with timely financial management information (especially in relation to the revenue budget for each site).
2. Progressing major refurbishment schemes and capital projects, until completion, within agreed budgets.
3. Appointing (annually) the chairman and other suitable persons to the respective each site's Operating Group (plus any working groups) and for overseeing their operation (including reviewing their Terms of Reference).
4. Monitoring the budgets devolved to each site.
5. Ensuring that both sites are operated within current legislation; Policy, Organisation and Rules of The Scout Association; plus any other guidelines that are applicable. The Chairman of the Board is appointed as the responsible person for safety (for both sites).
6. Approving and cancelling any customer contracts/agreements as may be necessary - within agreed budgets.

Finance:

For the avoidance of doubt:

1. Once the revenue and capital budgets for any financial year (1 January to 31 December) have been approved by the District Executive Committee, no further authorisation is needed for monies to be expended on items included in the budget.

2. At any stage, if the costs of a capital project are re-calculated to exceed the approved budget provision then this should be referred back to the District Executive Committee by the Activity Centres Management Board.
3. Virement between approved budget heads can only be approved with the written agreements of the Chairman of the Board (in consultation with the District Treasurer).
4. If any item of revenue or capital expenditure cannot be met from the approved budget or by virement between approved budget heads then the matter is to be referred to a meeting of the District Executive for prior approval. In the event of an emergency requirement the Chairman of the Activity Centres Management Board is to consult with the District Chairman (who in turn will discuss the requirement with the Board Treasurer, District Treasurer and District Commissioner). Any such actions/agreement reached will be reported to the next meeting of the District Executive Committee.

Note:

All Board members are responsible for adhering to the financial procedures as determined, from time to time, by the District Scout Council.

Review:

These terms of reference will next be reviewed in May 2016.