

## Leisure Options Future Service Provision

### Working Group Terms of Reference

#### Key groups

- Member working group – review of options and confirmation of recommendations to Community Committee
- Executive management team – project oversight
- Community Committee – review of working groups discussions and recommendations.
- Strategic Leisure – consultant overview and engagement with all working groups

<b>Chairperson</b>	Cllr Ricard Palmer, Chair of Community Committee
<b>Vice Chair</b>	Cllr Elliott Jayes - Vice Chair of Community Committee
<b>Lead Officers</b>	Emma Wiggins, Director of Regeneration and Neighbourhoods Martyn Cassell, Head of Environment and Leisure Jay Jenkins, Leisure & Technical Services Manager
<b>Support Officers</b>	As required reps from comms/finance/legal

#### **Membership**

<b>Name</b>	<b>Title, Organisation</b>
<b>Core</b>	
Cllr R Palmer	Community Committee Member (Chair), SBC
Cllr E Jayes	Community Committee Member (Vice Chair), SBC
Cllr A Harrison	Labour party rep
Cllr M Bonney	Swale Independents Alliance rep
Cllr R Lehmann	Swale Green Party rep
Cllr Hunt	Conservative party rep
Cllr Perkins	Liberal Democrats rep

<b>Purpose</b>	To review leisure contract options for new leisure contract from April 2025.  Members to consider the options and propose timely and affordable recommendations when appropriate.
<b>Aims</b>	To review the various options ahead of recommending the future direction for leisure services in the Borough. To

	<p>ensure that the service is ready to start on time and within the available budget.</p> <p>To keep other Members of their groups updated on progress.</p>
<b>Roles and Responsibilities</b>	<p>To make recommendations (if required) to ensure the contract starts on time and within budget.</p> <p>To explore the options and make timely recommendations to IAM, Executive Management Team and Community Committee where required.</p> <p>Commitment and attendance at meetings by the Working Group Members. To share discussions and outcomes with their wider group members.</p>
<b>Accountability</b>	<p>Council Officers will report through written and/or verbal means to Executive Management Team and the relevant Member meeting as per constitution.</p>
<b>Frequency</b>	<p>As required, but monthly at all other times.</p>
<b>Standing Agenda</b>	<ol style="list-style-type: none"> <li>1. Welcome, introductions, apologies and confirmation of substitutes.</li> <li>2. Declarations of interest</li> <li>3. Minutes of last meeting/review actions</li> <li>4. Service Options update</li> <li>5. Communications</li> <li>6. Items to report to EMT/Committees</li> <li>7. Summary of actions</li> <li>8. Any other business</li> </ol>