

New Leisure Centre - Member Task Group

Draft Terms of Reference/Engagement

1. The Task Group will be constituted as a sub-group of the Leisure, Parks and Waste (Overview and Scrutiny) Committee and report into the main LP&W (O&S) Committee.
- 2) The Group will update the main LP&W (O&S) Committee as to progress with its work and make recommendations for consideration by the LP&W (O&S) Committee. Recommendations from the LP&W (O&S) Committee will duly be made to the Council's Cabinet for consideration and decision.
- 2) The Group will comprise of 6 elected members drawn from the Leisure, Parks and Waste (Overview and Scrutiny) Committee and also co-opted from the wider council membership.
- 3) Membership will be cross-party though the chairmanship will lie with the Council's ruling group.
- 4) At its first meeting the Group will elect a chair and agree the length of chairmanship. A Vice-Chair will also be elected and will perform the role of the chair at any such time as the Chairman is absent for meetings.
- 5) In carrying out its business, the Group will be supported by the Council's Business Development Manager and other Council officers as and when required. The Group will also be able to call upon external advisors to provide advice and guidance supplementing that of officers.
- 6) The Group will determine the regularity of its meetings but be conscious of the need to coordinate these having regard to the LP&W (O&S) Committee cycle of meetings set down in the corporate calendar.
- 7) Meeting agendas and related papers will be prepared by Council officers, agreed by the Task Group Chairman and circulated to Task Group members prior to meetings
- 8) The Group will agree a work programme in consultation with and informed by the Business Development Manager. The work programme will accord with the key purposes of the Group and other considerations as set out below:
 - The Group respects confidentiality when discussing the project, with an awareness that not all information could or would be shared within a public domain during the same timescales.
 - The Group's overarching purpose will be to consider issues relevant to the formulation of Council plans for the development of a new leisure centre within Lichfield City.
 - The Group will consider the process for assessing site options for a new facility and the making of recommendations as to a preferred option.
 - In assessing site options and a suggested preferred option, the Group will have regard to the need to deliver the project within a set and tight timescale.
 - The Group will also have regard to all existing strategies, policies and plans which impact upon a new facility.
 - The Group will both provide member input into primary research and take account of the outcomes of research and plans emerging in parallel.
 - The Group will assess a range of viability options for a new facility, evaluating these based on key criteria (to be defined) in order to recommend a preferred option.