



## **MERTON BOROUGH OF SPORT ADVISORY GROUP TERMS OF REFERENCE (November 2023)**

### **Introduction**

Becoming London's Borough of Sport is one of Merton Council's top priorities, alongside civic pride and sustainable futures. Borough of Sport is about: getting more residents, in particular, but not only, 4 to 16-year-olds, the over 65s and the less affluent, physically active; putting Merton on the map for Sport; and celebrating the borough's sporting heritage. The plans will only be realised through combining effort and working in partnership. These terms of reference set out the group's purpose, the ground rules and behaviours of the Advisory Group. They are designed to support members in understanding their role and responsibilities and in ensuring that the business of the group is carried out in an effective, professional and transparent way.

### **Borough of Sport Aims**

1. To reduce inactivity by increasing participation in sport and physical activity.
2. To widen access to sport and physical activity by under-represented groups by providing more free and low cost opportunities to these residents.
3. To engage more children and young people and older people in sport and physical activity.
4. To encourage young people and Merton residents to take up volunteering, officiating and or organising roles in sport and physical activity to drive a more vibrant sports sector and develop their potential.
5. To celebrate the rich sporting heritage in Merton and use this as a tool to engage more residents in physical activity and sport.

### **Purpose of the Advisory Group**

The Advisory Group will help develop, shape and implement the Borough of Sport plans across Merton. It brings together organisations from the public, private, community and voluntary sectors to combine effort and work in partnership to successfully deliver the Borough of Sport plans.

## **The Group's Remit**

The Advisory Group will:

- guide decisions on the strategic direction, design, development, promotion and implementation of the Borough of Sport plans;
- guide the focus and allocation of the Borough of Sport small grants fund;
- guide the focus and choice of exemplar projects;
- monitor the strategic performance, effectiveness and impact of the Borough of Sport
- help ensure any learnings are built into future phases of the Borough of Sport plans; and
- monitoring strategic risks and opportunities;

## **Membership**

The Advisory Group will be chaired in rotation by its two Co-Chairpersons, the Cabinet Member for Sport and Heritage and Co-Chairperson elected from the group's members.

The current membership of the Advisory Group is set out at **appendix 1**.

All members of the Advisory Group will:

- have sufficient authority to be able to speak for their organisation and/or the sector/network they represent;
- but also seek to work in a non-partisan way;
- commit to providing feedback to their organisation, sector and or network.
- be committed to supporting the delivery of the Borough of Sport aims.

Members of the Advisory Group will prioritise meetings and endeavour to attend if at all possible. Where this is not possible they may send a representative. The Advisory Group's Co-Chairpersons can invite others to join the group or attend as necessary.

## **Frequency of Meetings**

The Advisory Group will meet up to six times each calendar year. The Advisory Group will also be able to take decisions electronically via email where necessary.

### **Decision Making**

Each member of the Advisory Group Board will have equal status and voice. For an Advisory Group meeting to be quorate at least one of the Co-Chairpersons must be in attendance and eight other members including the club representatives (or their representatives) must be in attendance (in person or virtually via Teams). The Advisory Group will seek to reach decisions by consensus. Where a consensus is not possible a simple majority vote of members present will determine the matter. The Co-Chairperson who is chairing the meeting will hold a casting vote if needed.

### **Secretariat**

The Advisory Group's secretariat will be provided by Merton Council. An agenda and papers will be circulated at least three working days ahead of meetings. A list of decisions and actions will be recorded and circulated within 48 working hours of each meeting. The minutes of each meeting will be circulated within 5 working days of each meeting.

### **Conduct and Effectiveness**

As a group and as individuals members will be:

- respectful of each other, have an equal voice and be open minded;
- inquisitive and ambitious;
- non-partisan'
- inclusive – considering the needs of all and in particular under-represented groups;
- willing to constructively challenge;
- equally driven by what is best for sport/physical activity and best for residents; and
- focused on seeking out workable and pertinent recommendations.

### **Approval of the Terms of Reference**

The terms of reference for the Borough of Sport Advisory Group were approved by members on 14 September 2023. The terms of reference will be reviewed by the group once a year.

## **APPENDIX 1 – BOROUGH OF SPORT ADVISORY GROUP MEMBERSHIP**

### Advisory Group Co-Chairpersons

- **Cllr Caroline Cooper-Marbiah** , Cabinet Member for Sport and Heritage
- **Jackie Watkins**, Tooting and Mitcham Hub

### Advisory Group Members

- **Naomi Marton**, Comonside Community Development Trust
- **Nicola Ryan**, Merton School Sport Partnership
- **Tony Molloy**, Merton Connected
- **Taki Hussain**, Young Inspector
- **Jen Goddard**, Age UK Merton
- **Wendy Pridmore**, Wimbledon Guild
- **Ulrika Hogberg**, Wimbledon Foundation/AELTC
- **Andrew Whittington**, Merton Mencap
- **Philip Rudling**, AFC Wimbledon
- **Matthew Parsonage**, Clarion Housing Group
- **Lorna Boothe**, Olympian/Commonwealth Games Medallist
- **Daniel Leggett**, London Sport
- **James Brackenborough**, GLL
- **Dan Jones**, Exec Director Environment, Civic Pride and Climate, LBM
- **David Gentles**, Head of Sport and Leisure, LBM
- **Sayanthan Ganesaratman**, Wide Way Medical Centre
- **Barry Causer**, Head of Strategic Planning (Public Health, Community and Housing)

### Club/Local Group Representatives (January to December 2024)

- **Christine Powell**, Great Britain Top Team
- **Sean McInnes**, Sports Coaching Limited
- **Dean Morgan**, Social Injustice Limited