

<b>Causeway Coast &amp; Glens Sports &amp; Recreation Advisory Committee / Area Sports Councils</b>	<b>9th August 2016</b>
<b>To: Leisure &amp; Development Committee For Information</b>	

<b>Linkage to Council Strategy (2015-19)</b>	
<b>Strategic Theme</b>	Resilient, healthy & engaged communities
<b>Outcome</b>	Council will work to support healthy lifestyle choices for all citizens
<b>Lead Officer</b>	Wendy McCullough – Head of Sport & Wellbeing
<b>Cost: (If applicable)</b>	N/A

**The purpose of this report is to provide Members with information on the proposed structure for the merging of the legacy Sports Councils.**

### **Background**

The four legacy councils all operated an external committee system for the development of sporting participation and sports development in the local areas. These committees were in receipt of grant funds from each Council and they had the responsibility for administering the grant application process and subsequent funding of applications from sporting clubs and individual athletes.

The committees were supported through the work of legacy Sports Development Officers.

Legacy Councils held Annual Sports Award Ceremonies to celebrate the achievements of local sports team and individuals with a number of category awards being made.

Following the merger of the four Borough and District Councils, the four committees worked together with Council Officers to deliver an inaugural Causeway Coast & Glens Borough Council Sports Award Dinner, with each of the legacy committees selecting representatives from local nominations to put forward to the main Awards Ceremony in November 2015.

### **Current situation**

Council Officers have drafted a Terms of Reference for a committee structure which represents a merger of the four legacy committees into the new Causeway Coast & Glens Borough Council format (see Annex A). The format is based on the same delivery model of Sport & Wellbeing with three Area Sports Council and committee members from each of the three areas having a seat on one central committee. This central committee will function as a key stakeholder and partner for Council in relation to the development of sporting opportunities for sport and recreation across the borough and reinforces the service level mandate for Sport & Wellbeing.

The committee structure is designed to maximise the level of influence of the local Committees and the potential for grant awards both from Council and other funding bodies.

The draft Terms of Reference will be presented to the four local Sports Advisory Committees for a period of 6 week consultation starting in mid-August. Following this consultation period the final Terms of Reference will be presented to Council for final approval.

In the interim period the four legacy committees will continue to function in their existing format with grant funding from Council as per the legacy financial allocations.

## **ANNEX A**

### **Causeway Coast & Glens Sports & Recreation Advisory Committee**

#### **Purpose of the Committee:**

To provide a consultative role to the Causeway Coast & Glens Borough Council in relation to broad based sports & recreation issues in the Borough.

As a Committee to provide an important forum for identifying borough wide issues and opportunities and advising Council about effective policy and service provision regarding sports and recreation.

The committee has a strategic focus on issues and opportunities that are relevant across the entire borough but has no delegated decision making power from Council.

#### **Aims:**

To support the delivery of sport and recreation activities and opportunities in the community.

To bring together expertise from a wide range of sport and recreation backgrounds with a view to enhancing and progressing the delivery of sport and recreation in the community to meet the corporate objectives of Causeway Coast & Glens Borough Council and the Community Plan.

On behalf of CC&GBC to facilitate the Grants Scheme for Sport & Wellbeing.

#### **Objectives:**

To establish and maintain a CC&GBC Sports Advisory Committee.

To provide a link between the Council's Sports Development Service and local community to raise awareness of issues relevant to the development of sport and recreation in the borough and encourage the provision of quality sporting and recreational opportunities for the residents of the borough.

To act as a conduit for facilitating community consultation.

To consult and assist with the organisation and delivery of the annual "Sports Awards" for CC&GBC, to recognise the success of local athletes, clubs and teams.

To raise awareness of sport and recreation opportunities within the wider community.

To publicise and promote information identifying opportunities which will help increase participation in sport and recreation in the community.

To consider reports and recommendations from Council and any external organisation on matters concerning sport and recreation.

To review and develop the CC&GBC membership on an on-going basis developing new connections and appropriate partnerships over time.

To monitor progress towards meeting the objectives contained within the CC&GBC corporate plan and the Community Plan.

## **ANNEX A**

To investigate and submit funding applications to assist Council in delivering identified programmes and initiatives.

### **Membership:**

Councillor Representation/ Leisure & Development Chair & Vice Chair? (2)

Eastern Area Sports Council (3)

Central Area Sports Council (3)

Western Area Sports Council (3)

(The regional representatives should where possible reflect the diversity of sports in the region and the community mix.)

Other external partner representatives to consider;

University of Ulster (1)

NRC (1)

NWRC (1)

The Committee will be supported by Council Officers, in the first instance by the Head of Sport & Wellbeing and the Leisure Services Manager / Development. As and when required the regional Sports Development Managers will provide additional support.

Membership of the committee will be for a two year period at which point the regional councils will nominate 3 new representatives to the central committee.

Existing members may leave the committee at any time. Any regional member leaving may be replaced by a fellow regional representative proposed by the area council.

Any external partner member leaving the committee should be replaced through proposal and agreement (by majority vote) by the Sports Advisory Committee and Head of Service for Sport & Wellbeing.

### **Office Bearers:**

The committee will have a Chairperson, Vice Chair, Secretary and such officer bearers as it deems necessary. Appointments will be made at the Annual General Meeting.

Council officers may not hold office within the committee.

### **Executive support:**

The Head of Service for Sport & Wellbeing and selected Council Officers will provide professional advice to the committee as required.

Facilitate a review process for the committee and its terms of reference every two years.

Provide information and education on good governance issues such as conflict of interest, confidentiality, and register of interests.

## **ANNEX A**

The Leisure Services Manager / Development will compile the annual report of the committee on behalf of the Chairperson and present the report to the Leisure & Development Committee.

Oversee the membership process for committee members.

### **Administrative support;**

The Business Support section will compile and circulate agendas, attend meetings, compile and distribute minutes.

### **Grants:**

CC&GBC will award a grant fund to the Sports Advisory Committee each year as per the Council's Grant Funding Policy.

The administration of the Grant scheme will be facilitated through Council's funding hub led by the Funding Manager.

Committee meetings will be held in a timeframe which facilitates the grants award scheme or the Committee may choose to appoint a Grants sub-committee to meet and ratify the grant awards on a monthly/bi-monthly basis. That being the case the main Committee will meet on a quarterly basis and the Grants committee will submit a quarterly report detailing the grant allocation to date.

Audit of Grant Scheme recipients will be carried out by the Funding unit on behalf of the Sports Advisory Committee.

Grant award criteria will be agreed by the Sports Advisory Committee and ratified by Council as and when appropriate. The criteria should align itself with the strategic priorities of the Sport & Wellbeing section, corporate strategic themes and the Community Plan.

The Sports Advisory Committee has delegated authority to make a contribution to the work of the Area Sports Councils for the administration of their role.

(This allocation should make up no more than a combined total of 18% £2k per area of the overall grant made by Council)

Each Area Sports Council must submit an application for the administration fund which includes detailed accounts and an annual report. Monies awarded are to be used to deliver their area heat / recognition event prelude to the main CC&GBC Sports Awards Dinner, awarding of bursaries etc.

In line with Council's Funding Policy, the Sports Advisory Committee may choose not award the administration contribution if any Area Sports Council has substantial, demonstrable, unrestricted reserves.

## **ANNEX A**

### **CC&GBC Area Sports Council:**

Area Sports Councils will take over the role of the Legacy Sports Advisory Committees. The areas covered by each of the 3 Councils will align with the local District Electoral Areas (DEAs);

Eastern Area - Ballymoney & The Glens

Central Area - Coleraine & Causeway

Western Area - Bann, Benbradagh & Limavady

### **Purpose of the Area Sports Council:**

To provide a regional conduit for localised views and opinions on sport and recreation issues to the CC&G Sports & Recreation Advisory Committee.

As a Committee to provide an important forum for identifying regional issues and opportunities and advising CC&G Sport & Recreation Advisory Committee about effective policy and service provision regarding sports and recreation.

The regional committee must contribute towards the development of strategic issues and opportunities that are relevant to sport and recreation.

### **Aims:**

To support the delivery of sport and recreation activities and opportunities in the community.

To bring together expertise from a wide range of sport and recreation backgrounds with a view to enhancing and progressing the delivery of sport and recreation in the region to meet the corporate objectives of Causeway Coast & Glens Borough Council and the Community Plan.

### **Objectives:**

On behalf of CC&GBC Sport & Recreation Advisory Committee manage a regional bursary scheme for Sport & Wellbeing.

On behalf of CC&GBC Sport & Recreation Advisory Committee deliver a regional recognition event for local sports performance, providing nominees for the main CC&GBC Annual Sports Awards event.

To provide a link between the CC&GBC Sports Development Service and local communities to raise awareness of issues relevant to the development sport and recreation in the borough and encourage the provision of quality sporting and recreational opportunities for the residents of the borough.

In partnership with Sports Dev facilitate delivery of club development programmes and initiatives.

## **ANNEX A**

On behalf of CC&GBC Sport & Recreation Advisory Committee act as a conduit in the application process for identified funds streams for the betterment of club and sport programmes

To investigate and submit funding applications to assist Council in delivering identified programmes and initiatives.

### **Membership:**

*Existing Legacy Committees are asked to consider the extent of membership for the new committees based on existing membership guidelines.*

### **Office Bearers:**

The committee will have a Chairperson, Vice Chair, Secretary and such officer bearers as it deems necessary. Appointments will be made at the Annual General Meeting.

Council officers may not hold office within the committee.

### **Executive Support:**

The Head of Service for Sport & Wellbeing and selected Council Officers will provide professional advice to the committee as required.

Provide information and education on good governance issues such as conflict of interest, confidentiality, and register of interests.

Oversee the membership process for committee members.

The Area Sports Development Manager will facilitate a review process for the council and its terms of reference every two years.

The Area Sports Development Manager will compile the annual report for the council on behalf of the Chairperson and present the report to the Area Sports Council AGM and Leisure & Development Committee.

### **Administrative Support:**

The Business Support section will circulate agendas and distribute minutes.

### **Grants:**

The Area Sports Councils will take over any residual monies currently held by the Legacy Sports Advisory Committees. These monies originally allocated by the Legacy Councils for the purpose of financially assisting local sports teams and individuals must now be administered for a similar purpose in a fair and equal manner across the new areas.

Administration of these monies may be carried out in one of two ways;

- a) The grant programme is administered solely by the Area Sports Council and the Sports Council is subject to audit by CC&GBC Funding Unit,  
OR

## **ANNEX A**

- b) The Area grant programme is administered by the Funding Unit on behalf of the Area Sports Councils and on behalf of the Area Sports Councils the Funding Unit will audit beneficiaries accordingly.

The Grant Funding criteria must be replicated across the 3 Areas and subject to approval by the Council (as recommended by the CC&GBC Sports Advisory Committee). The criteria must be distinct from the funding criteria of the main CC&GBC Sports Advisory Committee but should also align itself with the strategic priorities of the Sport & Wellbeing section, corporate strategic themes and the Community Plan.

Each Area Sports Council retains the capacity to supplement its financial resources through fundraising activities or sponsorships of Bursaries etc. as appropriate. Any sponsorship agreements made locally must have clear definitions attached as to the level of benefits acquired by the sponsor in order to ensure there is no conflict with any sponsorship associated with the main Sports Advisory Committee.

draft



## ANNEX A

# What might Sports Advisory Committee & Area Sports Councils fund?

### Types of grants;

Seeding grants

Equipment

Travel & accommodation

Clothing

Coaching

Special Events / competitions

Mass participation events

Sports Development Plans

Facility Development Plans

Bursaries

draft

### Participation levels;

International, National, Provincial, - Central Sports Advisory Committee?

County, Local – Area Sports Councils?

### Overview of CCGBC Sports Committee structure:

