



Terms of Reference

Background

Delivery System for Sport

Sport England's *Framework for Sport* identified the need for a single system for delivering community sport that is simple, systematic and joined up. At the same time, Sport England has increasingly taken a role that is community-focussed and concerned with increasing participation in sports and recreation activities.

A County Sports Partnership (CSP) has been developed in each County in England which is designed to take a strategic lead in the development of sport and physical activity in those areas. sportessex (the Essex, Southend and Thurrock County Sports Partnership) is one of 49 County Sports Partnerships (CSPs) in England. It is recognised by the Department for Culture, Media and Sport and Sport England and partners within Essex, Southend and Thurrock as the strategic lead body for sport and physical activity in Essex.

Community Sports Networks (CSN's) are key components of a County Sports Partnership. CSN's provide the critical link between the CSP and the delivery of sporting opportunity at a local level. The relationship between the CSP and the CSN is vital to create a two-way flow of information, resource and achievement of shared outcomes. They will also have a key role in assisting CSNs to contribute to widening access and increasing participation

The CSP will play a strategic role in this partnership by advising, co-ordinating and supporting all CSN's within the county. It is the role of the CSP together with Sport England and the CSN's to develop a delivery system that will assist the CSNs to deliver activities at a local level that will contribute to the widening of access of opportunities and increasing participation.

Vision Statement

Active Castle Point will be the key local structure fundamental to the development and success of Sport England's Delivery System for community sport. It will engage voluntary, private and public sector bodies through one network and work towards the achievement of a co-ordinated approach in order to create, develop and promote wellbeing and opportunities for local people to take part in sport, and physical activity in Castle Point.

Active Castle Point will:

- Bring together key partners to deliver a partnership approach to funding, activity co-ordination and delivery for all in the community.
- Identify local needs and develop Action Plans for delivery and aligning to sportsex Strategy for Sport.
- Work closely with sportsex and their dedicated member of staff to maximise opportunities.
- Share information, expertise and increase communication.
- Take action to achieve its aims through strategic co-ordination, planning and delivery.
- Monitor progress of the action plan through an agreed set of performance indicators.
- Raise the profile of Sport, wellbeing and physical activity and its role in helping to achieve the aims of other partner organisations.
- Consult on people's needs and wants and look to fill gaps.
- Act in an advisory role to local community and voluntary groups.
- To ensure optimum impact and allow for flexibility, individual organisations will focus on the age range and target groups applicable to their own terms of reference.
- Promote inclusion and provide equality of access to opportunities and activities.

Membership

Membership of Active Castle Point will consist of representatives from partner organisations. Members are listed below. Other organisations may be invited to join as identified. This group will then communicate with all other organisations with an interest in sport, wellbeing and physical activity through a range of communication channels.

Members:

Organisation	Representative Name	Voting Rights
Age Concern	Joan Spye	X
Benfleet & Thundersley Interschool Cluster (BATIC)	Mary Roe	X
Canvey Schools Partnership	Sharan Allsopp	X
Castle Point Association of Voluntary Services (CAVS)	Michaela White	X
Castle Point Borough Council (CPBC)	Alan Longford	X
Castle Point Borough Council	Cllr Mark Howard	X
Castle Point Borough Council	Ingrid Harvey	
Castle Point Borough Council	Adrian Matthews	X
CPBC Antisocial Behaviour Coordinator / CP CDRP	Jack Lawmon	X
Castle Point Local Strategic Partnersip	Melanie Harris	X
Castle Point Sports Club for the Disabled	Albert Palmer	X

Castle Point Sports Council	Kevin McBrearty	X
Connexions	Lisa Vagg	X
Deanes School	Keli Hampstead / Steve Bish	X
Essex Youth Service	Rod Winkworth	X
Groundwork South Essex	Ray Munro-Crump	X
Member of the public	Paula Bevan	X
RSPB	Glenn Jacobs	X
Schools Community Development	Dawn Catley	X
SEEVIC College	Natalie Blyde	X
South East Essex Primary Care Trust (SEEPCT)	Neil Frost	X
South Essex Cricket Board	Bob Ayres	X
Sportsex	Gregory Cooper	
(SEEPCT) Falls prevention	Kate Chapman	X
Work With Schools	Ron Curtis	X

- Membership of the group implies regular attendance at meetings is required. Any members unable to attend must inform the secretary of any response to agenda items prior to the meeting or send an appropriate alternative representative
- Members will be able to represent their organisation fully and contribute to discussions that take place;
- Contribute towards the "collective pot", in one or more of the following ways: Financial Support, Advisory Support, 'In Kind' Support
- Individual, organisational and group confidentiality must be respected
- There will be a minimum of four meetings a year, with additional network and sub group meetings as necessary
- Members will be entitled to one vote per organisation. Organisations with more than one representative, where the role or purpose of being on the network is distinct, may have more than one voting member. Voting rights for new members will need to be approved by existing members.
- For decision making purposes a consensus must be reached and for the sake of clarity seven voting members of Active Castle Point must be present for a quorum.
- The Chair, or in his/her absence the vice Chair, will have a casting vote.

Terms of Operation:

- Establish a Chair, Vice Chair, Treasurer and Secretary for the Active Castle Point network.
- Acknowledge and agree the aims and objectives of Active Castle Point
- Agree roles and responsibilities and management of Active Castle Point which includes input and support from sportsex.
- Advise on and agree the Action Plan
- To be proactive in promoting the work of Active Castle Point

- To be actively involved in the Action Plan's outcomes required and monitoring and evaluation process and assist in production of reports
- Discussion and deployment of relevant resources and funds
- Link with other relevant groups, information gathering and establish a communication network across Active Castle Point and sportessex.
- Maximise the potential for partnership working, to manage resources effectively
- To be a strategic local voice for sport, wellbeing and physical activity with links to county, regional and national bodies
- Reference sportessex policies such as the Equality Policy and Child Protection Policy.
- To be part of the CSN Alliance once developed.
- To review the membership, voting rights and Terms of Reference of Active Castle Point after 6 months of operation and annually thereafter.

Aims and Objectives

- Increase levels of participation in sport and physical activity and build sustainability, through promotion of new opportunities and pathway development.
- Widen access to opportunities for sport and active recreation, including under-represented groups.
- Ensure that diversity needs are considered for all projects and bids proposed by the CSN.
- Bring together and align partners existing priorities and targets within one joined up local action plan for support and active recreation within the CSN area, based upon the needs of local communities and ensuring clarity in roles and responsibilities.
- Promote the value of sport and physical activity in improving the quality of life.
- Link Action Plan activities to targets contained within key local and national strategies. Including, but not limited to, The Castle Point Sustainable Communities Strategy, the Essex Local Area Agreement, Every Child Matters.
- Where possible, ensure that actions deliver against these strategies to address the issues in the Castle Point Active People Profile.

Role of Partners

Each Partner agrees to the following:

1. The group will work with other organisations outside of the Borough, including sportessex and Sport England, to ensure that Castle Point maintains a strong, strategic place within the Delivery System for Sport in order to avoid duplication.
2. Work co-operatively to achieve the agreed aims and objectives of Active Castle Point, remaining mindful of the aims and objectives of core partners, and also advise and support the management of the Action Plan.

3. The group will value the skills, opinions and experiences of all individuals and organisations, irrespective of ethnicity, age, gender or disability.
4. Identify issues and barriers to participation for under-represented groups and those with diversity needs and work in partnership with them towards achieving possible solutions.
5. The local authority will act as banker for the group, enabling the CSN to focus on delivery. All CSN money will be clearly identifiable in a separate cost centre to other sport and leisure budgets, and will be subject to regular audit processes within the council. All financial decisions will be made by the group, following the principles highlighted above.
6. Determine the appropriate outcomes required and performance indicators required to monitor and evaluate the aims and objectives of the Action Plan and be prepared to be involved in the monitoring and evaluation process.
7. Share expertise and information to promote the development and work of Active Castle Point, particularly through own networks and links.

Key Area's / Themes

Active Castle Point has agreed the following key areas of work;

Sport and Physical Activity
 Health and wellbeing
 Education
 Community and Volunteering
 Communication and Marketing

These themes will form the partnerships Action plan and be reviewed annually

Terms of Reference agreed by:

Partner	Print Name	Signature	Date
Age Concern	Joan Spye		
Benfleet & Thundersley Interschool Cluster (BATIC)	Mary Roe		
Canvey Schools Partnership	Sharan Allsopp		
Castle Point Association of Voluntary Services (CAVS)	Michaela White		
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