

**KEYWORTH PARISH COUNCIL**

**Facilities Oversight Group Terms of Reference (encompassing Activity Park, Burial Ground, Play Area, Skatepark, Village Hall)**

**1. Membership**

Members of the working party will be appointed by the Parish Council and membership will be reviewed annually at the Annual Parish Council meeting. At least one member of the working party will also be a member of the Finance & Risk committee and will act as the working party's representative on the committee. One member of the working party will act as Measurement & Evaluation contact for Sport England.

**2. Leader**

The leader of the working party will be appointed by the Parish Council subject to review annually. The leader will be the working party's main point of contact for Council staff, Council members and members of the public.

**3. Powers**

Working parties cannot make decisions on behalf of the Parish Council, and any recommendations made by working parties will be subject to approval by the Council or suitably authorised committees or members of staff.

**4. Responsibilities and Areas of Operation**

The working party will arrange informal inspections of the Activity Park, Burial Ground, Nottingham Road Play Area, Skate Park and Village Hall on a random basis, drawing any perceived shortcomings in neatness and tidiness, maintenance/state of repair, security or health and safety to the attention of the Facilities Manager, and reporting any issues which cannot be resolved by the Facilities Manager to the Finance & Risk committee. The working party will ensure that at least one inspection is carried out within the fortnight prior to any meeting of the Finance & Risk committee (excluding extraordinary meetings), and its representative on the Finance & Risk committee will report on the general condition of the facilities at the meeting. If the working party's representative on the Finance & Risk committee is unable to attend a meeting of the committee, the working party will nominate another of its members to attend or, failing that, submit a brief written report on the general condition of the facilities to the Clerk to the Council prior to the meeting.

The working party will liaise with Sport England regarding the Programme of Use for the Activity Park and monitor usage on an ongoing basis, submitting data to the Finance & Risk committee and funders as required. The working party will take appropriate steps to publicise and promote usage of the Activity Park, ensuring that funders are made aware of any significant news stories.