

(March 09)

## **KINGSTON COMMUNITY SPORT AND PHYSICAL ACTIVITY NETWORK TERMS OF REFERENCE**

### **Background**

- 1) Kingston CSPAN is a Community Sport and Physical Activity Network established as part of Sports England's Delivery System for Sport. The Network is a means for enhancing communication and co-operation between partners who are aspiring to increase participation in sport and physical activity.

### **Overall purpose**

- 2) Kingston CSPAN is a strategic alliance of partners with an interest in sport and physical activity in the Borough.
- 3) We are committed to providing locally determined solutions to increase participation and widen access to sport and physical activity for the whole community and to contribute to the achievement of wider social objectives that reduce inequalities.
- 4) We work co-operatively towards the achievement of agreed outcomes.

### **Vision**

- 5) Our vision is to create an active Kingston through sport and physical activity.

### **Aim**

- 6) Our aim is to develop and enhance existing relationships and to establish new partnerships and networks, using sport and physical activity as the catalyst, to improve the well being of the people of Kingston.

### **Objectives**

- 7.1) The establishment of a new Operation and Development Sub-Group (see organisational chart)
- 7.2) The sub-group's objectives are as follows:
  - a) Improving access and widening opportunities for all.
  - b) Developing and sustaining healthy lifestyles for the whole community.
  - c) Establishing and driving an effective local network.
  - d) Maximising resources and their effective use.

- e) Building capacity and improving delivery skills.
- f) Bringing together and aligning partners' shared priorities and targets within one action plan for sport and physical activity based on the needs of the local community.
- g) Promoting the value and raising the profile of sport and physical activity opportunities in the Borough.

### **Key measures**

- 8) The overall outcomes by which we will measure our performance are contained in Kingston's Community Plan and Local Area Agreement:
  - a) Exceeding the Government's target of 70% of the adult population taking 30 minutes exercise five times a week by 2020.
  - b) Meeting Sport England's target of increasing by 1% per annum the percentage of the adult population taking part in moderate intensity sport and physical activity for at least 30 minutes on at least three occasions per week.
  - c) Focusing on increasing participation amongst under-represented groups, including women, people aged over 45 disabled people, black and minority ethnic communities and people on lower incomes.
  - d) Achieving the national target of 100% of 5 - 16 year olds participating in four hours of high quality PE and sport per week in and out of school time by 2010.
  - e) Increasing rates of volunteering in Kingston by 1% per annum.

### **Structure**

- 9) Kingston CSPAN is one of the family of Community Sport and Physical Activity Networks operating in each borough in south London. As such, we assist with the local planning and delivery of national (from Sport England), regional (from the London Sports Board) and sub-regional (from Pro-Active South London) initiatives. At the same time, we in turn influence policies and priorities at regional and sub-regional level, by representing and reflecting local interests and assist with the implementation of local strategies and service agreements.

## **Membership**

- 10) Our initial membership is drawn from representatives of the following organisations. Other organisations may be added by agreement of the existing membership:
- a) Royal Borough of Kingston-upon-Thames:
    - Members
    - Leisure and Culture.
    - Community, People and Living.
    - Education and Learning.
  - b) Kingston Primary Care Trust
  - c) Kingston Voluntary Action.
  - d) Kingston Sports Council.
  - e) Kingston Police.
  - f) Fulham F.C..
  - g) Kingston University.
  - h) Kingston College.
  - i) DC Leisure.
  - j) Pro-Active South London.
  - k) Kingston YMCA
  - l) Kingston Volunteer Center
  - m) Quadron (Parks Contractor)
  - n) Special Olympics Surrey

### **Accountability**

- 11) The CSPAN will report to Kingston Strategic Partnership's Sustainable Communities Sub-group.

### **Administration**

- 12) The secretariat and co-ordination is provided by the London Borough of Kingston, who will also promote and communicate our work.
- 13) Minutes will be recorded and sent out within two weeks of meetings. Agendas and related relevant papers will be sent at least one week in advance of meetings.
- 14) A Chairman and vice-chairman are elected for a period of two years, with provision for re-election after this period.
- 15) Meetings are normally held at least four times a year, including an annual general meeting that will review the action plan and terms of reference.
- 16) The quorum is four members.
- 17) In the event of the need to resolve key issues, a simple majority vote of member organisations will determine the matter, with the chairman's casting vote if necessary.