

Glasgow

Purpose

To assist the Senior Management Team and Board of Directors with a better understanding of local need in Glasgow, East Renfrewshire and South Lanarkshire

To help develop and facilitate the development of relationships in Glasgow, East Renfrewshire and South Lanarkshire.

To help raise the profile of The Yard in the West of Scotland and to build a reputation as a quality local provider

To support the building of relationships in order to establish The Yard as a supplier of contracts to local authorities

To act as the key link to ensure joined up and coordinated working between The Yard Board of Directors and the Glasgow Advisory group of the organisation's expansion strategy in the West of Scotland.

To assist with key relationships and support for the renovation of Linn Park Adventure Play Centre

Establishment of the Glasgow Advisory Group

The Board hereby resolves to establish a sub-group to be known as the Glasgow Advisory Group to undertake strategic and practical support for the organisation's development of service in the West of Scotland out of Linn Park Adventure play centre. The Advisory Group is a non-executive advisory group to the Board and has no executive powers, other than those specifically delegated in these Terms of Reference. The Advisory Group is established in accordance with the Trust's Mem and Arts, Standing Financial Instructions and Scheme of Delegation.

Authority and accountability

The Advisory Group reports to the Expansion Sub-Group.

Duties

The duties of the advisory group are as follows:

1. To support and facilitate the building of local relationships in the third sector, business community and statutory sector that support the development and sustainability of Linn Park Adventure Centre
2. To identify and recommend suitable opportunities to raise the profile of The Yard
3. To assist with local public relations opportunities
4. To report to The Yard Expansion Sub-Group on the progress in relation to the development of Linn Park

Membership

TBC

Celine Sinclair – CEO, The Yard (attendance as required)

Jenny MacDonald

Frequency of meetings

Meetings shall be held every quarter.

Quorum

No meeting shall commence unless three members are present.

Reporting arrangements

The Glasgow Advisory Group will report to the Expansion Sub-Group quarterly. The report will be led by the Chair, supported by the Director of Development. All decisions on expenditure will be agreed by the Expansion Sub-Group within their agreed authority.

Required frequency of attendance by members

It is highly important that members attend the Advisory Group on a regular basis. No more than two meetings should be missed in any one year unless due to extenuating circumstances agreed with the Chair of the group. A delegated deputy should attend the meeting in the absence of a sub group member.

If in exceptional circumstances a member is unable to attend the meeting or send a deputy then, in addition to standard reporting arrangements, a formal summary report of progress made against their areas of responsibility should be provided in a minimum of five working days in advance of the meeting for inclusion with the papers.

Process for monitoring the effectiveness of all of the above

In its reports to the Board, the Advisory Group will review its effectiveness against its objectives, including reviewing and updating membership as necessary.

Administration

The Advisory Group shall be supported administratively by the Director of Development in consultation with the Chair of the Committee. The duties of the administrative aspects of the committee in this respect will include:

1. Agreement of agenda with the Chair and attendees and collation of papers
2. Agenda and papers to be circulated minimum of five working days in advance of meeting
3. Reminding members of forthcoming meetings to ensure the best possible attendance
4. Taking the minutes and recording of matters arising and updates
5. Monitoring to ensure the actions decided upon are followed up

Review

These terms of reference will be reviewed annually or more frequently when necessary.