

Board Committees

Local Area Committee (LAC) Terms of Reference

Purpose

1. The Local Area Committee (LAC) shall be a sub-committee of the Board of Trustees ('Board') with specific delegated advisory responsibilities relating to all operations within a specific geographic area.



Accountability

1. The Area Committee shall be a sub-committee of the Board of Trustees with specific delegated advisory responsibilities, including reporting back to the Board on its decisions, or making recommendations, or offering guidance to the Board as required.
2. The Board will obtain recommendations from the Committee via minutes and summary recommendations from all of its meetings. The Chair of the Committee will ensure that key issues are promptly brought to the attention of the Board, liaising with the Chair of the Board as appropriate.
3. The Area Committee will give consideration to the development of the sites and services in its region.
4. Whilst the Committee is asked to make recommendations in respect of the development projects that it considers, its role is advisory and to make recommendations, and it is the members of the Board who are responsible for any decision that is made about those projects and ensuring that full scrutiny has been given.

Membership

1. The Committee shall consist of:
 - a. the Chair who shall be a current Board member, living or working in the area, duly appointed by the Board. Where there is no Board member from the area then the Board may choose to appoint someone who is not a Trustee as a Chair.
 - b. with the approval of the Board, additional members with relevant skills and experience of the area,
 - c. the Area Director or their nominee, who shall not have a vote, and
 - d. up to 3 youthful representatives preferably under 25 years of age.

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YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

2. Appointments to the Committee shall be for a period of up to 3 years, with the option of serving up to 2 further periods of 3 years, at the request of the Committee and agreement of the Board, provided the members still meet the criteria for membership of the Committee.
3. The Secretary to the Committee shall be appointed by the Area Director, subject to agreement with the Chair. Other members of the Executive Team, area staff and members of the community may be invited to attend Committee meetings as required.

Meetings and Reporting

1. The Committee shall meet at least three times a year and may exercise discretion in calling additional meetings. One week's notice must be given to Committee members together with the agenda and any supporting papers. Draft minutes of each meeting will be circulated promptly to all members of the Committee and once approved. A copy of the minutes will be sent to the Board.
2. The Chair shall report to the Board on the Committee's proceedings after each meeting on all matters within its duties and responsibilities.
3. The Committee shall make whatever recommendations to the Board it deems appropriate on any matter within its remit where action or improvement is needed.

Quorum, Declarations of Interest and voting

1. The quorum will be one Board Member or its nominee, one other committee member, and the Area Director. In the event that the Board Member is unable to attend then s/he may, at their absolute discretion, appoint a nominee to attend in his/her stead.
2. All members must declare if they either directly or indirectly have a personal interest in any matter considered by the Committee.
3. In the event of a matter requiring a decision, each member of the Committee shall have one vote except for the Area Director.

Duties

The Committee shall:

1. have oversight and monitoring of all area operations, including the setting of an area budget within the guidelines set by the Board. The scope will be the promotion, delivery, outcomes, value for money and effectiveness of each scheme of work and project. Monitoring reports, including concerns, will be made available to the Board
2. make recommendations to the Board on the development of new strategies and activities, as well as the possible modification or closure of programmes and projects
3. monitor the Association's activities as a Registered Provider of Housing within the geographic area of the Area Committee
4. have oversight and monitor the Annual Budget as approved by the Board to include reviewing on an annual by exception basis:
 - a. The standard of catering at the Association's facilities,
 - b. Opportunities for Customer, (especially Residents') participation in the feedback and development of the Association
 - c. The development and on-going support of residents and compliance with the Regulator of Social Housing's (RSH) consumer standards,

5. work and liaise as necessary with other Board committees.

Functions – Advising and assisting management

The Committee shall:

1. Keep abreast of the world as it affects the users of the Association's facilities in the area
2. Keep abreast of the external environment that may affect the Association's commercial activities and seek to provide stimulus and vision to management
3. Assist management in the development of proposals for activities, and strategy in the context of the Board's overall mission, plans, budget and other relevant matters
4. Provide advice, support and encouragement to management staff in their delivery of operation, and assist them in bringing forward recommendations and new policies for the Board to consider
5. Assist management to develop proposals for Housing Strategy and activities in the context of the Board's overall mission, plans, and budget
6. As requested by management, assist them in developing recommendations for policies agreed and monitored directly by the Board.