

# Active Notts Panel

## Terms of Reference draft

### Background

Active Partners Trust was set up in autumn 2017 to work in Notts and Nottinghamshire, bringing together the two county organisations of Derbyshire Sport and Sport Notts. At this time, the APT Board recognised the value of maintaining county-based groups. The county panels were set up, with a formal governance role. Time has shown that these panels are playing a valuable role, however this role has evolved, and they now operate differently, better meeting the needs of APT. These revised terms of reference detail how they now operate and should continue to operate.

### Panel Status

The Active Notts Panel:

- is established by the APT Board,
- the chair is appointed by the APT Board from one of the APT board trustees with knowledge of the county,
- has no governance responsibilities for the charity.

### Panel Responsibilities

The Active Notts Panel will support the work of the APT staff team deliver Making our Move in Notts by:

- being advocates for Making our Move within their own communities, organisations and networks,
- opening doors to new individuals and organisations with shared agendas,
- being advisors in their own areas of expertise,
- sharing insight from their areas of expertise including lived experience and resident voice,
- being critical friends, supporting the team to reflect, review and learn.

The Active Notts Panel will support the work of the APT Board by:

- feeding up insight, knowledge, views of what is happening in the county to inform Board discussions and decisions,
- considering specific questions/tasks asked by the Board e.g. Active Notts Panel to regularly review specific risks on the APT Risk Register and feed through any comments.

Generally, but not exclusively, this flow of information between the Panel and the Board will be through the Chair of the Active Notts Panel and the Active Notts Strategic Director.

[activenotts.org.uk](http://activenotts.org.uk)

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### Panel meetings

The Active Notts Panel will aim to meet four times per year, either virtually or face to face.

The quorum for a meeting of the Panel is at least three panel members of which at least one must be a Board trustee.

### Panel composition

The Board will appoint one member of the Active Notts Panel:

- the Chair - to provide the link between the Panel and the Board. This APT Board trustee will have knowledge of Notts and will either live or work in the county.

People living or working in the county with knowledge or experience to feed into discussions can participate in the Active Notts panel. We welcome diversity on the panel to truly represent the communities we work with and to enable us to make better decisions.

Panel members who have lived experience and/or can feed in resident voice from the communities we are working are vital to the successful delivery of Making our Move.

Panel members who understand how the systems work, the challenges/issues faced in arenas such as education, health, social care, local government, leisure, diversity and inclusion, community and voluntary sector are required.

The Chair of the Panel and the Active Notts Strategic Director will talk to interested people to explain the role and commitment required.

There is no maximum limit on the number of panel members.

Revised following board discussion on 07/07/22 - formally approved by Board electronically