

## **Appendix 1 : Sample Terms of Reference for Ulster GAA Joint Management Board**

### **1. Purpose**

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Ulster GAA and Belfast City Council are the recognised partners in a joint management board to strategically develop and plan the requirements of the code in Belfast and develop use on the agreed council sites.

### **Scope**

The board will operate under the terms and conditions set out in the Council's draft playing pitches agreement policy (November 2012) and the business model for the operation of synthetic (3/4G) playing pitches.

The joint management board will add value to the Council delivering the service on its own.

### **2. Governance requirements**

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An agreed term of reference needs to be in place to progress the partnership approach;  
The management of the board will be the responsibility of Ulster GAA;  
Ulster GAA will be responsible for the development and delivery of the sports development plan through its constituent clubs;  
The partnership will provide recommendations or proposals for the Council to consider however this is not a commitment or consent that they can proceed unless presented using the agreed Council structures and governance;

### **Membership**

The Joint management board is set up with representatives from BCC, the governing body and other relevant stakeholders / agencies.

In certain cases representatives from County Boards or leagues will also sit on the board – this will be agreed by BCC and the governing body.

The joint management board will not be open to individual clubs.

### **Rules of engagement**

A meetings schedule will be agreed and all meetings will be in minute.

### **Rules and procedures at all meetings:**

The decisions of the board need to be available in an open and transparent way;  
The chairperson of the meeting will be alternated between partners or as agreed at the first meeting.

Minutes of all meetings will be circulated to all parties within two weeks of the meeting taking place;

All minutes need to be agreed at the nearest meeting;

Both parties to be represented at each meeting otherwise it is not a recognised meeting.

### **Financial support**

The partners will agree the resources to support the partnership;

Proposals which require funding will be required to follow the Council's normal procurement or grant aid processes.

### 3. Roles and responsibilities

The table 1 outlines the general roles and responsibilities for each partner:

<b>Table 1: Roles and responsibilities</b>	
<p><b>BCC will:</b></p> <ul style="list-style-type: none"> <li>- Provide a financial contribution if applicable;</li> <li>- Regularly engage on the development of provision for competition play to meet the reasonable requirements of the sport or area of interest;</li> <li>- Maintain each site to a quality standard which covers competition level including replacement, repair and renewal of the physical fabric;</li> <li>- Ensure a balance of interests for public and restricted public access is maintained at all applicable sites through the agreed sports development plan;</li> <li>- Provide a booking system for all sites;</li> <li>- Consider the offer of any funding for development of a pitch or site in the context of any mutual benefits it will bring.</li> <li>- Consider any request for advertising at sites.</li> <li>- Training and support including through the Clubmark scheme and sports development plans;</li> <li>- Accommodate competition play as appropriate by allocating the agreed level of access and pitches on the priorities identified by the governing body and operational requirements.</li> </ul>	<p><b>Ulster GAA will:</b></p> <ul style="list-style-type: none"> <li>- Ulster GAA will administer the meetings of the joint management board and ensure the relevant governance arrangements are all in place;</li> <li>- Identify priorities for their code in relation to BCC pitches and how working with BCC will deliver a mutual benefit.</li> <li>- Manage the allocation of pitches to leagues/county board and clubs ensuring that wider public access will be maintained at all times.</li> <li>- Identify any funding available to develop pitches and bring these to the Joint Management Board for discussion and agreement.</li> <li>- Produce a sports development plan with its relevant clubs to actively the sites;</li> <li>- Agree how the sports development plan will be delivered including how sites will be manned including key holding arrangements</li> <li>- Work with clubs to ensure that any agreed preparation of pitches for activities is undertaken.</li> <li>- Prevent unauthorised advertising onsite and bring all requests for advertising to to BCC for permission.</li> <li>- Provide all usage and monitoring information required by BCC to ensure the partnership is effectively delivering the agreed service.</li> <li>- Ensure Council officers will be permitted onsite at any time</li> </ul>

### 4. Dissolution

A partner can suspend or dissolve the partnership at any time or it can be succeeded as is by any new form of governance agreement either partner may require to deliver the purpose.