

CIVIL SERVICE SPORTS COUNCIL LONDON MANAGEMENT BOARD Remit, Composition and Conduct

1. Objects

The objects of the London Management Board ("the Board") are

- i. to carry out the policy of the Civil Service Sports Council Ltd ("CSSC") in relation to activities and facilities within the London area, ie the area bounded by the M25;
- ii. to encourage and co-ordinate the pursuit of all forms of sport and recreation among CSSC members, including through support to other organisations within CSSC and support to the formation of such organisations, and to assist in the promotion of local representative competitions;
- iii. to support and promote measures for the recruitment of new, and the retention of existing, members;
- iv. to assist in the provision or hiring of suitable facilities for sport, recreation and leisure activities, and for purposes ancillary thereto;
- v. to oversee, on behalf of the Management Committee ("MC") of CSSC, the management and maintenance of such grounds and premises owned by CSSC, and under such terms and conditions, as CSSC shall from time to time specify, and in accordance with all relevant statutory, licensing and other regulatory requirements, in particular in relation to bar trading and health and safety;
- vi. to oversee on behalf of the MC the management of all income received (whether by way of grant, fees from the letting or hire of grounds or premises, interest on deposits, donations or otherwise), and of all expenditure howsoever incurred, in such manner as shall best maintain the value of CSSC assets, provide value for money to the membership, and give assurance as to the security of all funds.

All profits and surpluses shall be used to fulfil these objects.

2. Membership

- i. All members of the Board and its committees shall be members of CSSC.
- ii. The Board shall consist of a Chairman and Treasurer appointed by the MC of CSSC, plus between 7-11 additional members
- iii. From April 2011, new members shall be elected by CSSC members within the London area, on the basis of voting by organisations chosen to reflect the interests of members and of affiliated organisations in the London area. Members shall be elected for a three-year period, and will be eligible to stand for re-election at the end of that period.

[Note: prior to April 2011 members were appointed by the MC of CSSC. Between 2011-2013 2 or 3 appointed members will stand down each year so that by 2013 all members are elected rather than appointed.]

- iv. The Board may appoint a Vice-Chairman from among its members.

- v. It shall be open the MC to invite a person of suitable standing to accept office as President of CSSC London, and that person shall be entitled to attend meetings and receive papers of the Board
- vi. Members of the Board shall not receive any remuneration for their services; but shall be entitled to reimbursement of reasonable expenses properly incurred in the carrying out of their responsibilities as members of the Board
- vii. The London Manager shall provide all necessary support and secretarial services to the Board.

3. Committees

- i. The Board may establish such committees, and for such purposes within its own objects, as it sees fit; provided that it appoint one of its own members to chair each such committee, and specify the remit, size and delegated authority of each such committee
- ii. Any committee may co-opt additional members with particular relevant knowledge or experience, and shall be free to regulate its own procedures, subject only to the requirement that it remain responsible and report regularly to the Board, and to any further directions given by the Board.

4. Meetings

- i. The Board shall hold an Annual Open Meeting (“AOM”), in particular to receive an annual report and audited financial statements. This Meeting shall be open to all members of the CSSC living or working within the London area, and shall be held within 4 months of the end of the financial year; and 28 days’ notice of such meeting shall be given as widely as practicable. Any member of CSSC wishing to propose an item for the agenda shall submit it in writing, and with the signature of at least one other member, not less than 14 days before the meeting; items not so submitted shall be accepted only at the discretion of the Chairman.
- ii. Otherwise the Board shall meet at such times as it shall determine and shall conduct its business according to Standing Orders which it shall draw up.
- iii. The quorum for any meeting of the Board shall be four, of whom one shall be one of the officers; and in the absence of the Chairman and Vice-Chairman, the Treasurer shall take the chair.

5. Accounts, audit and banking

- i. The Board shall ensure that proper books of account are kept for all income and expenditure within its remit, that it reviews its finances regularly, and that accounts are prepared for audit annually.
- ii. The Board’s financial year shall run from 1 January to the following 31 December.
- iii. The Board’s auditors shall be appointed by the MC.
- iv. A copy of the audited accounts shall immediately after the AOM be rendered to CSSC at its Head Office.

- v. Banking accounts shall be kept in the name of the Board, which shall make proper arrangements for the authorising of expenditure or commitments by members of the Board or by staff, and for the signing of cheques or other instruments by which payments may be made.

6. Rules and regulations

The Board, and members of staff within delegated limits, may from time to time introduce Rules and/or Regulations for the conduct of members using its facilities or taking part in activities, provided that such Rules and/or Regulations are not in conflict with the Constitution or the policies of CSSC.

7. Alteration of this document

The provisions of this document may be altered only by the MC. It shall, however, be open to the Board at any time to propose alterations to the MC.

8. Particular duties

The Board shall before the start of each year draw up a plan for the year. This will among other things set out charges for the hire of facilities, relate expected income to proposed expenditure, and outline the activities and developments that it is, with estimates of the resources to be devoted to and the revenues expected from each. This plan shall be submitted to the MC.

The Board shall consider, and advise the London Manager on, proposals which he or she shall submit from time to time or as required by the Board on the staff required to carry out the annual plan.

The Board shall approve and keep under review a strategy for publicising, to existing and potential members, the activities and facilities available to members, and for marketing its facilities to others.

The Board shall put in place measures to ensure that the views of members on the activities and facilities actually or potentially available can be made known to the Board.

The Chairman and one or two other members nominated by the Board shall assist the Chief Executive of CSSC in specifying the annual performance targets of the London Activities Manager, and in evaluating his or her performance.

9. Distributions

- i. No profits or surpluses will be distributed other than to CSSC Ltd or its affiliated bodies.
- ii. In the event of dissolution of the Board all moneys accounts and assets without exception will be vested in CSSC Ltd.
- iii. If any section or subsidiary body set up by the Board disbands or is disbanded, any moneys accounts and assets shall be vested in the Board.

November 2002 (Updated April 2011 – membership section changed including provision for elections)