

Appendix A

West Berkshire Water Safety Partnership

Terms of Reference

Document History

Document Revision	Date	Reason for Change
V3	02/05/2021	Simplified

Terms of Reference

Name of Group: West Berkshire Water Safety Partnership (known as “WBWSP”)

Background: The group initially met in April 2021 in response to an incident on the Kennet and Avon Canal in Newbury that involved the death of a small child. The purpose of the group was to look at preventative measures for that particular incident, however it soon became clear that appetite exists for a wider Water Safety Partnership across the District.

WBWSP

Purpose: The purpose of the WBWSP is to work towards prevention of accidental drowning deaths in West Berkshire by working in partnership to ensure consistent guidance for the safe enjoyment and management of activities in, on and around water.

Aim: The aim of the WBWSP is to work to improve the safety of persons from water risks in West Berkshire with the intention to reduce accidental drowning deaths of people who live, work and visit the District.

Objectives	
1.	Improve fatality and incident data in West Berkshire by advocating Water Incident Database (“WAID”) and sharing WAID reports with partner organisations and local authorities.
2.	Promote and develop water-safety education and initiatives within West Berkshire with particular emphasis on the most at risk groups identified through incident data and local knowledge.
3.	Proactively promote public awareness of water-related risks and ensure a consistent message through campaigns and communications.
4.	Sharing best practice and resources across the District highlighting a multi-agency approach to water safety.
5.	To be the focus group in responding to water related incidents in West Berkshire.

Structure

All organisations (“members”) of the WBWSP sit on the **Main Group**. This group provides the opportunity for individual members to present ideas, initiatives, research and updates on their individual work. The main group includes a Chair, Vice Chair and administrative support. In addition to this main group, **subgroups** may be established to develop and deliver specific objectives. These subgroups will usually consist of members of the main group but may also include additional members as required.

The Chair and Vice Chair will rotate amongst the Partnership Members and are elected by the main group every 24 months at the April meeting.

The admin support for the group is provided by the current Chair’s organisation or another as agreed.

Membership

Each member shall be represented by a nominated representatives (or such replacement as notified to the Chair) who shall have responsibility to contribute to the WBWSP.

All invitations for new members to the WBWSP should go through the Chair.

All potential members for any WBWSP will be approved by the main group.

In order to retain full membership, each organisation is expected to attend at least two meetings in a 12 month period.

An organisation must be a full member of the WBWSP to lead a subgroup.

If it is not possible to attend the WBWSP meetings, updates can be sent to the Chair to be included in the main meeting.

Members of the WBWSP can also invite guests to a WBWSP meeting by letting the Chair know.

Role of members (through nominated representative)

The role of the members of the WBWSP includes:

- The attendance of meetings
- Providing updates of their own organisations (where appropriate)
- To be an advocate for the WBWSP and drowning prevention
- To contribute to the outputs of the WBWSP

Role of The Chair

The role of the Chair of the WBWSP includes:

- To provide leadership
- Lead, organise and conduct the WBWSP meeting, including holding a casting vote
- To ensure the WBWSP functions properly.
- To ensure the WBWSP is managed effectively.
- To represent the WBWSP as its figurehead
- Ensure the terms of reference are followed
- Ensure an annual report is submitted to the Leader’s Office West Berkshire Council for onward submission to the West Berkshire Health and Wellbeing Board, and (if applicable) represent the WBWSP at any West Berkshire Council committee.

Accountability/Governance

The WBWSP will report to the Joint Public Protection Committee as part of the Public Protection Partnership.

Media Protocols

All members of the WBWSP are encouraged to have a comms representative named and have a responsibility in the promotion of the work of the WBWSP.

All WBWSP members are asked to promote the use of the WBWSP brand where appropriate and use the WBWSP logo.

The members agree they shall not be permitted to use the other members Intellectual Property (including logos) unless prior written consent of the member is provided. Such consent shall grant a non-exclusive, non-transferable, terminable licence to use the other members Intellectual Property for the purposes agreed in this WBWSP or meetings.

All press releases and press statements will be agreed by all members of the WBWSP with the Chair (or if unavailable, the Vice Chair) of the WBWSP responsible for final approval.

Review

This document and the WBWSP will be reviewed annually for continuous improvement. Any changes which would warrant an early review should go through the Chair where the issue will be raised at the next WBWSP meeting. If deemed appropriate, a review will take place.

Working Methods

The WBWSP main group meets quarterly. Subgroups may be created to manage and prioritise individual objectives or specific areas to support the purpose of the WBWSP. These subgroups must be approved by the main group before creation.

Meetings

The WBWSP will meet formally every quarter (in person or via video conferencing); additional meetings being called as required.

All WBWSP meeting minutes will be produced following the meeting and shared with the partnership. At the following meeting the minutes will be agreed before being made available on the WBC website.

Any items that members wish to be placed on the agenda should be sent to the Chair 14 days in advance of the meeting.

The notice of a meeting with agenda and any accompanying papers shall be circulated at least 7 days in advance.

Agendas for meetings will be formed via:

- Incident information
- Items submitted by member organisations through the Chair
- Matters arising from the minutes of the previous meetings
- Correspondence received

All agendas should follow a consistent framework including:

- Welcome

- Minutes from previous meetings, accuracy and matters arising
- Review of Outstanding WBWSP Actions
- Review of Incidents since previous meeting.
- Agenda items
- AoB
- Date and Time of next meeting

In the absence of the Chair at a meeting, the Vice Chair will take responsibility for the group. If both the Chair and Vice Chair are unavailable, the meeting will be postponed until an appropriate time.

Sharing of information

All minutes, and information regarding the group will be publicly accessible through the webpage which is located at westberks?? Hosted by WBC

Correspondence

The WBWSP webpage will be maintained and updated by WBC. Members are encouraged to provide resources and information for the website.

Data Access

The WBWSP agrees to only use WAID data provided by The Royal Society for the Protection of Accidents (“RoSPA”) and WBWSP members.

Finances

Funding for the WBWSP will be provided through agreement at the WBWSP meetings with payment for campaigns, media and running costs being direct from partners. No WBWSP bank account will be established and as such financial responsibility will not be a requirement of the WBWSP but for individual partners.

Contingency Measures

Events when contingency arrangements come into force:

- Chair and/or Vice Chair incapacitated, unable to perform normal duties or resign

Contingency arrangements: Chair and/or Vice Chair unable to honour duties or resign:

- The Chair/Vice Chair will undertake both roles until the Chair/Vice Chair is able to resume duties or, if an absence of more than 6 months is expected a new Chair/Vice Chair is elected at the next WBWSP meeting.

Contingency arrangements Chair and Vice Chair unable to honour duties or resign:

The remaining members of the WBWSP will call a meeting at the earliest opportunity and elect a new Chair and Vice Chair

General Provisions

This WBWSP does not constitute or infer any contract or binding agreement on or between the members.

Nothing in this WBWSP is intended to, or shall be deemed to, establish any partnership or joint venture between the members, constitute either member as the agent of another member, nor authorise any of the members to make or enter into any commitments for or on behalf of the other members.

This WBWSP shall remain in effect until terminated by all members voting by agreement.

The members intend that any intellectual property rights created in the course of this WBWSP shall vest in the member whose employee created them.

Except as otherwise provided, the members shall each bear their own costs and expenses (along with any liabilities) incurred in complying with their obligations under this WBWSP.