

Lowestoft Town Council Friends Groups, Stakeholders and Assets Policy

1. MANAGEMENT STRUCTURE FOR ASSETS WITH FRIENDS GROUPS



2. INTRODUCTION

2.1 This document is designed to lay out Lowestoft Town Council's Friends and Assets Policy as well as how the Council manages its assets that have multiple user groups and/or Friends Groups.

3. STRUCTURE

3.1 The overall responsibility and decision-making powers lie with the Full Council however they have the ability to allocate designated responsibilities and powers to the Assets, Inclusion and Development Committee who will deal with the day to day management of the assets in conjunction with both the Town Clerk and Facilities Manager.

3.2 The normal point of contact between the Council and the individual assets committees would be via the Facilities and Contracts Manager or the Council's representatives on the committee however in addition



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the Council will organise quarterly Asset Stakeholders Forums which can bring forward policy and financial issues where there is a common interest across the assets. The quarterly forum will be chaired by the Chair or Deputy Chair of the Assets, Inclusion and Development Committee. Any issues proposed at the forum will move up to the Assets, Inclusion and Development for consideration and action or preparing a recommendation to Full Council.

4. ASSETS STAKEHOLDER FORUM

- 4.1 The Forum will meet quarterly (Feb, May, August and September) and will be chaired by the Chair or Vice Chair of the Assets, Inclusion and Development Committee.
- 4.2 Each recognised Individual Asset Group will be able to send two nominated representatives to the Forum.
- 4.3 The Forum has no formal powers however it has the ability to send recommendations to the Assets, Inclusion and Development Committee. The Assets, Inclusion & Development Committee has a responsibility to report back on the actions it has taken in regard to the recommendations. If the Forum is not satisfied it has the right to resubmit its proposal to the Assets, Inclusion & Development Committee who, if they still oppose, have to forward it to Full Council with an explanation of their opposition.

5. INDIVIDUAL ASSET GROUP

- 5.1 The Individual Asset Group should meet a minimum of quarterly, generally just prior to the Stakeholder Forums. The Individual Asset Group will deal with issues relating to their individual assets and be able to progress issues where they have delegated authority and will allow liaison between the asset stakeholders.
- 5.2 Each Individual Asset Group will comprise of:
 - Two members of the Town Council
 - The Chair & Secretary (or their representatives) from the recognised "Friends of" group
 - One representative from each recognised stakeholder in the asset. This includes tenants as well as sports and/or cultural organisations (who have signed a user agreement).
 - Any council staff employed or contracted at the asset.
 - The Council Facilities and Contracts Manager.
- 5.3 The Facilities and Contracts Manager will facilitate the meetings, ensuring that representatives to the Forum are elected and that minutes are taken and forwarded to the Assets, Inclusion & Development Committee.

Our Friends Of leaflet can be found in a separate document Appendix 1.

Our Friends Of Start Up Pack can be found in a separate document Appendix 2.