



NATIONAL BEACH SAFETY COUNCIL

TERMS OF REFERENCE

1. Name

The name of the Committee shall be the National Beach Safety Council.

2. Status

The National Beach Safety Council hereafter referred to as "the Council" is a voluntary association of organisations selected to represent the interests of beach operators and other agencies that have a beach safety remit. The Council shall be the advisory body for beach safety to the National Water Safety Forum.

3. Aim

The aim of the Council is to provide a unified approach to the overall management of Beach Safety.

4. Objectives

The Council shall;

- i) objectively and without prejudice, pursue and promote best practice in beach safety.
- ii) make recommendations to all agencies involved in the provision of beach safety.
- iii) make every endeavor to liaise directly with beach operators, Local Authorities and other agencies that have a beach safety remit including National Governing Bodies.
- iv) facilitate and provide a forum for the exchange of ideas relating to beach safety
- v) undertake to establish bench marks for best practice.
- vi) remain available to be consulted on technical and operational issues.
- vii) act to develop partnerships with similar European and Worldwide organisations in order to enhance the provision of all aspects of beach safety.



NATIONAL BEACH SAFETY COUNCIL

CONSTITUTION

1. Membership

i) **Membership**

Full membership of the Council is open to Local Authorities and beach operators having a specific beach safety remit. Local Authorities and beach operators may nominate officer or third party contractors to act as representatives on their behalf. Membership of the Council is also open to representatives from all National agencies and governing bodies having a specific beach safety remit.

ii) **Regional Committees**

The United Kingdom shall be sub divided into Regions. The boundaries of these regions shall be defined by the Council and may vary as the need arises. Regional Committees shall be set up by officers from Local Authorities and beach operators within to provide an information exchange forum. The regional committee shall elect a Chair and Vice Chair from within that group. Regional Committees shall report back to the Council as and when required.

2. Meetings and Procedures

i) **Council**

The full Council shall meet at least twice a year, one of which shall be the AGM. Further Council meetings may be held if the need arises at the discretion of the Chairman and Vice Chair or at the request of the National Water Safety Forum Coordinating Group. The AGM shall be used for the purpose of election of the Chair, Vice Chair and Secretariat, updating members, making changes to the Terms of Reference and Constitution and any other business as required. The Chairman and Vice Chairman shall not be members of the same region. All agenda items must be submitted to the Secretariat 21 days prior to the AGM.

ii) **Delegation of activities**

The Council may appoint sub committees, advisory groups or working parties as may be required at any time and shall approve their terms of reference.

iii) **Quorum**

The meeting will be deemed to be quorate if the majority of regions are represented including the national Chair and/or Vice Chair.

iv) **Voting**

Decisions arising at meetings shall be decided by simple majority. Each organisation having membership of the Council shall have one vote. In the case of equality of votes the Chair of the meeting shall be allowed a second and casting vote.

v) **Guests**

The Chairman may invite such other representatives of organisations or individuals as they shall deem appropriate for a particular meeting or agenda item.

vi) **Secretariat**

The secretariat shall be responsible for all aspects of the administration of the Council and shall use approved letterhead in all communications. Minutes of meetings shall be circulated to all members of the Council as soon as practicable after each meeting. The minutes shall be confirmed and signed by the person presiding over that meeting.

vii) **Conflict of Interests**

Any member of the Council who has a direct or indirect pecuniary interest in any matter and who is present at any meeting of the Council at which the matter is the subject of consideration shall, as soon as it is practicable, disclose the fact and shall not take part in the consideration or discussion of or vote on any question with respect to the matter and shall be excluded from the proceeding whilst any such consideration, discussion or voting takes place.

viii) **Financial Powers**

The Council has no financial powers.

ix) **Amendment to the Constitution and Terms of Reference**

The Constitution and Terms of Reference of the Council are at the sole discretion of the Council without prejudice, the Council may recommend an amendment to the Constitution or Terms of Reference with a majority vote of the members of a meeting of the full Council.

x) **Dissolution of the Council**

Dissolution of the Council can only be dissolved by a majority vote of those present at a full Council Meeting.