



**CARDIFF HEALTH ALLIANCE**  
**18<sup>th</sup> January 2007**

**CARDIFF PHYSICAL ACTIVITY & HEALTH STEERING GROUP**  
**DRAFT TERMS OF REFERENCE**

**STATUS OF THE GROUP**

The Cardiff Physical Activity & Health Steering Group is a formal partnership working to improve health and increase physical activity levels of the residents of Cardiff (5 x 30mins adults and 5 x 60mins children, Climbing Higher 2005) through reducing barriers to a physically active lifestyle and increasing opportunities.

**PURPOSE OF THE STEERING GROUP**

- To act as the Physical Activity and Health Sub-Group of the Cardiff Health Alliance.
- To agree the annual Cardiff Physical Activity & Health Action Plan.
- To review and update as required the Cardiff Physical Activity & Health Strategic Framework.
- To report to the Cardiff Health Alliance progress on any amendments to the Strategic Framework, Action Plan and other key developments.
- To act in an advocacy role promoting the Health Alliance and the benefits of Physical Activity.
- Implement National Strategies at a local level and support the implementation of local strategies.
- To share information and best practice relating to Physical Activity & Health programmes and other related initiatives among the steering group and subgroups.
- To raise the profile of Physical Activity and Health within their respective organisation and partners.
- To act in a strategic role by providing support and direction to the area subgroups.
- To agree the annual area subgroups Physical Activity Action Plan.
- To support the development of the Cardiff Physical Activity Network and Database.
- To support Physical Activity Networks events in continuing to raise the profile of Physical Activity & Health.

## **MEMBERSHIP OF THE GROUP**

- Membership of the Group will include individuals from local, regional or national organisations in the public, voluntary or private sector that provide physical activity and health programmes and initiatives or can provide expert advice on physical activity and issues.
- Group members can agree new representation to sit on the Steering group. New members would be invited formally by the chair.

## **SECRETARIAT**

The Secretariat will be provided by the Central Co-ordinating Team.

## **DECISIONS**

- Decisions will be reached through discussion and consensus. In the event if this is not possible, matters will be put to a vote with all Members having one vote of equal status. Members may vote for, against or abstain from any matter put to a vote. In the event of a tied vote, the Chairman will have a casting vote in addition to their vote as a Member. Any substitutes will assume the vote of the person they are substituting for.
- Ex officio members will not be entitled to vote.
- The following process for putting any matter to the vote will be used when consensus agreement cannot be reached.  
*The Chair will seek any alternative proposal to that being proposed and ask for the motion being proposed to be seconded. If it is seconded, the matter will be discussed and then will be put to the vote by a show of hands. If it is not seconded, the motion will fall and the original proposal will then be put to the vote. Votes will be counted and recorded in the minutes of the meeting.*
- The Group may delegate specific decision making to specific Group Members or Support Officers as is decided from time to time. These will be recorded in the minutes of meetings and reported to the next meeting.

## **FREQUENCY OF MEETINGS**

Meetings will be held 4 times a year