

## **BCBH User Committee Terms of Reference**

1. The User Committee will discuss and agree Policies, Procedures and other matters pertinent to the operation of Brentford Community Boathouse and the Boathouse Site at Ferry Wharf.
2. The User Committee will discuss and agree Policies, Procedures and other matters pertinent to their safe operation on the River Thames.
3. The founding Members – Team Keane, Brentford Masters Rowing Club and Brentford Boat Club – and any other organisation that has signed a User Agreement with BCBH, will be entitled to send one representative to meetings of the User Committee. The representative will be expected to be authorised to make decisions on behalf of their organisation.
4. BCBH will provide the Chairman who will issue a calling notice for meetings and invite suggestions for agenda items.
5. User Organisations will take turns to provide a Secretary for meetings who will organise the agenda and circulate a summary of decisions and actions after the meeting.
6. A record of decisions made will be maintained by BCBH.
7. The Committee will meet monthly and in person at least once a quarter.
8. The Committee may schedule additional meetings by agreement on 10 days written notice to all parties. (Notification by email will be effective.)
9. Each organisation in attendance (except BCBH) will have one vote. Decisions will be made by majority vote. In the event of a tie, the Chairman may choose to cast the deciding vote or refer the matter to the Directors of BCBH.
10. Decisions may be made via email. In such cases, all organisations entitled to vote must signify approval.
11. The Committee will be responsible for agreeing the Joint User Policies, Procedures, and Information; the current list is shown in the Appendix and can be found linked from the BCBH Website. Such policies to be reviewed and updated annually.
12. The Committee may review and comment on the Mandatory Policies and Procedures and suggest changes to the Directors of BCBH; the current list is in the Appendix.
13. The Committee may develop any other policies and procedures that they decide are necessary for the smooth operation of the Facility; subject to agreement with the Directors of BCBH on the scope and ownership of such policies.



14. Any proposal that incurs financial liability must be approved by the Directors of BCBH.
15. All decisions made by the User Committee will be subject to review by the BCBH Directors who will ensure that they are consistent with any legal requirements or other commitments made by BCBH.
16. Changes to these Terms of Reference may be proposed to the Directors of BCBH who will have sole discretion on which changes to make.

## **Appendix: Policies and Procedures**

Mandatory: BCBH will maintain Policies and Procedures including:

1. Health & Safety (\*)
2. Safeguarding children and vulnerable adults (\*)
3. Code of Conduct
4. Grievance and Disciplinary
5. Riverside Management
6. Waste Management

Users are expected to maintain equivalent policies to those marked (\*) and to work with BCBH and other users to ensure that the policies adopted by all parties are compatible.

The User Committee is encouraged to review the policies listed above and suggest ways to improve them.

Joint: The User Committee will develop and agree Policies and Procedures to cover the following areas:

1. Inter User Grievance and Complaints Procedures
2. Access and Security Procedures
3. Use of common areas
4. Boathouse Operating Procedure
5. Operational Plan that is agreed with the PLA and EA if required.
6. Guidance In Case of Emergency
7. Incident and accident reporting
8. Information for Visiting Clubs

These policies and procedures will be subject to review by the Directors of BCBH and will be approved unless they conflict with legal or contractual requirements on BCBH or with BCBH's published policies.

Joint: The User Committee will produce shared:

1. Rules for the safe use of the river Thames.
2. Procedures for recording when boats are on the river and when they return.