



Terms of Reference

# ukactive Suppliers Council

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# Terms of Reference

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# Terms of Reference

## Purpose

The purpose of the Council is to provide the voice for suppliers within the ukactive membership base, handle issues of substance to those members and utilise the extensive reach and network of suppliers to full effect.

## Accountabilities

The Council reports into the ukactive Membership Council and is directly reported into by the ukactive Executive team.

## Responsibilities

The Council holds the following duties:

All matters of material and direct impact on the suppliers in the sector such as product legislation, music licencing, digital development. In particular this would include;

- The role of suppliers in maximising impact of pan-sector campaigns
- The generation of suggestions for new platforms for engagement with existing and new target audiences
- To share suppliers' opinions to other key groups such as Standards and Legislation Council
- Share information (research, data or legislative) which affects the sector
- To respond collectively to Health and Safety Executive proposals (or any other proposals) on changes to legislation which will impact the sector.
- To help produce ukactive guidance where necessary on topics where legislation or existing guidance is unclear to ensure a common approach across ukactive member organisations, linking with the Standards and Legislation Council where necessary

Council members will be asked to bring outside experience and perspectives for the segment of the market they represent and provide a short update to the council of current activity at each meeting. As well as guide ukactive in its broader decision making on specific projects.

## Membership

The following are appointed members of the Council:

- Business Technology Provider:
  - Tom Withers, Managing Director, Gladstone
- Awarding or Training Provider:
  - Matthew Robinson, Operations Director, Lifetime Training
- Marketing, Communications or PR Company:
  - Sue Anstiss, Managing Director, Promote PR
  - Dawn Tuckwell, Director, Action PR
- Licenced Based Activity Provider:
  - Wendy Coulson, CEO, Les Mills UK
- Health, Wellness or Nutrition Provider:
  - Dr Jacquie Lavin, Head of Nutrition and Research, Slimming World
- Professional Business Service:
  - Ivan Stevenson, Director, DFC
- Fitness Technology Provider:
  - Dave Wright, CEO, MyZone (Supplier Council Chair)
- Architect, Designer or facility 'Kit out' Supplier:
  - *Seat not currently filled*
- Equipment Suppliers:
  - Danny Oliver, Managing Director, Direct Business - EMEA, Life Fitness
  - Matt Pengelly, Managing Director, Matrix Fitness/Johnson Health Tech UK
  - Adrian Message, Managing Director, Core Health & Fitness
  - Steve Barton, Managing Director, Technogym

For further information contact Geraldine Tuck  
on [Geraldinetuck@ukactive.org.uk](mailto:Geraldinetuck@ukactive.org.uk)

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- Steve Carter, Managing Director, Precor

The Chair and Deputy will be appointed by the ukactive Supplier Council and ratified by the Membership Council. The membership is made up of segments of the supplier landscape, agreed by the Membership Council on a rotation of 3 year terms.

Members of the Suppliers Council agree to:

- The role being a voluntary position with no payment for services
- Their respective organisation remaining a member of ukactive for the duration of their position on the Supplier Council
- Providing a minimum of four days' commitment per annum to the post to attend Supplier Council meetings
- Committing to being in post for at least a 12 month continuous period
- Attend key ukactive sector events, such as the such as Active Uprising and the ukactive National Summit.

Members of the Supplier Council will sign agreement to the above after attending their ukactive induction.

## Quorum

In order for decisions to be passed these must be agreed by 3 members plus the Chair. Should the Chair not be able to attend, he or she should nominate a suitable delegate to Chair the meeting and should approve the proposed decision within 48 hours electronically.

All decisions will require ratification by the Membership Council which retains decision making rights and responsibilities.

## ukactive Executive Owner

The ukactive executive owner for this council is Geraldine Tuck, Strategic Development Director.

## Secretariat

The ukactive secretariat for this council is Geraldine Tuck, Strategic Development Director. The secretariat is responsible for ensuring that the agenda is put together, signed off by the Chair and distributed with any accompanying papers at least one working week in advance of each meeting. He will take minutes at each meeting and ensure they are signed off by the Chair and distributed to all attendees within 72 hours of each meeting.

## Frequency and Timing

The council should meet every 3 months and where possible on the last week of the last month of each quarter. The proposed future dates for this council are:

| Year    | Quarter | Date          |
|---------|---------|---------------|
| FY18/19 | 3       | 15th November |
|         | 4       | 26th February |
| FY19/20 | 1       | 5th June      |
|         | 2       | 31st October  |

## Reporting

A progress report, providing members with a status on progress against previous actions, key milestones owned by the Council and risks and issues owned by the Council should be put together by the Secretariat and distributed with the agenda for each meeting.

A report from this Council will be included within the packs for the Membership Council.

For further information contact Geraldine Tuck on [Geraldinetuck@ukactive.org.uk](mailto:Geraldinetuck@ukactive.org.uk)