DRAFT
Golden Lane Leisure Centre Community Steering Group Terms of Reference
June 2026

1. Purpose

The Golden Lane Leisure Centre Community Steering Group (the Group) brings together the community, elected members and City of London Corporation (City Corporation) officers to shape and support the refurbishment of the leisure centre, the procurement of a new service provider and the shape of services going forward.

The Group is not a decision-making body, it provides the opportunity for a meaningful two-way dialogue during the process to ensure community insights, opinions and views feed into decisions made by the Community and Children's Services Committee and that community needs are front and centre of discussions. In turn, this will ensure that the refurbishment and subsequent services meet the needs of the community.

The Group supports the City Corporation's ambitions for the refurbished centre: to increase usage and reach across the City of London community, support community health and wellbeing, ensure the centre is accessible and inclusive, and ensure it is well run and well maintained.

The role of the group will be reviewed once the refurbishment is complete and a new provider is in place.

2. Membership

The Group brings together elected Members, City Corporation officers, and community members.

Role	Number
Chair (elected Member)	1
Deputy Chair (elected Member)	1
Elected Members	1 (plus the Chair and Deputy Chair)
GLLC Independent User Group	2
City Corporation officers	3
GLERA/BGLNF representative	1
Swimming Clubs (Anaconda and We Swim)	2
Young at Heart	1

SEND Children and their families (City Parent Carer Forum)	1
Young People (Youth Services representation)	1

Compensation and recognition
Community members are giving their time, experience, and knowledge to this process. This contribution will be recognised in line with the DCCS Reward and Recognition for Involvement Policy, at Tier 2, reflecting that the role does not involve formal decision-making or financial reward. Other non-financial forms of recognition may be considered.

Additional attendees
Guests may be invited to specific meetings to speak to particular issues.

3. Responsibilities

The Group does not have specific decision-making powers but will make recommendations for consideration by decision makers on the following:

- The design developed during RIBA Stage 3. This includes layout, accessibility, changing facilities, the pool environment, community space, and the overall user experience.
- Community access, inclusion, and service priorities and outcomes for when the centre reopens.
- The qualitative aspects of the leisure management tender specification. This includes scope and programming of services, concessionary access, inclusion and accessibility, social value and community involvement, and ongoing engagement with centre users.
- Oversight of progress against the project programme and key milestones, with the opportunity to raise questions or concerns.
- Helping to shape and oversee a communications plan to ensure clear and timely information reaches leisure centre users, elected Members, and community groups throughout the project.
- The Group will review progress regularly to make sure learning, both positive and negative, is captured and used.

4. The meetings

Frequency and location
The Group will meet monthly during the RIBA Stage 3 design period, with frequency reviewed as the project progresses.

Meetings will be held in person wherever possible with online attendance available.

Any specific accessibility requirements will be considered.

Extraordinary meetings may be called as needed, with agreed attendees.

Notice of meetings
An agenda and papers will be circulated at least five working days before each meeting.

Servicing of meetings
Meetings will be arranged and noted by the Department of Community and Children's Services. They will also send out papers and circulate any additional information to members. A first draft of action notes will be produced within five working days of each meeting and shared with the Group for comment.

Conduct at meetings
As a group and as individuals, we agree to be:

- respectful of each other, with equal voice and open minds
- focused on what is best for the whole community
- inclusive, keeping in mind the needs of all users and potential users, including those who are currently under-represented
- committed to being open and transparent, both within the Group and in how the Group communicates with the wider community

5. Review of terms of reference

These Terms of Reference will be reviewed at the first meeting of the Group and at the end of the refurbishment process. The role of the Group ongoing will be considered then.

6. Contacts

Tba