Stevenage Lytton Players

Terms of Reference - Executive Committee

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1. Introduction

1.1. The Executive Committee is established by the Trustee Board of the Stevenage Lytton Players (CIO) ("the CIO") under clause 18 of the Constitution (25 November 2024).

1.2. These Terms of Reference define the Executive Committee's purpose, authority, responsibilities, membership, reporting requirements and operating procedures. They are subordinate to the CIO Constitution, which prevails in the event of any inconsistency.

1.3. Delegation of authority does not remove trustee responsibility. The Trustees retain ultimate legal responsibility for the charity and for decisions that:

(a) Affect the charity's purposes or constitution;

(b) Materially change the charity's risk profile; or

(c) Are reserved to the Board in these Terms of Reference or the Constitution.

2. Legal and regulatory compliance

2.1. The Executive Committee must at all times act within the Constitution and in compliance with UK law, regulatory guidance from the Charity Commission, and any policies approved by the Trustees, including (but not limited to) safeguarding, data protection/GDPR, health & safety, equality and diversity, fundraising and finance policies. Trustees' responsibilities cannot be delegated.

2.2. The Executive Committee shall support the Trustees in meeting their duties under the Charity Commission guidance "The essential trustee (CC3)" and related guidance on decision-making and risk management.

3. Purpose

3.1. The purpose of the Executive Committee is to oversee and coordinate the operational delivery of the CIO's activities, ensuring they are safe, efficient, compliant, and aligned with the strategic direction set by the Trustees.

3.2. The Executive Committee provides a structured mechanism for managing day-to-day operations and acts as the principal operational decision-making body beneath the Trustee Board.

4. Delegated Authority

4.1. The Trustee Board delegates authority to the Executive Committee to make operational decisions necessary to:

- Deliver productions, rehearsals, events and activities.
- Implement budgets and manage operational expenditure within delegated limits.
- Ensure compliance with relevant policies and statutory obligations.
- Arrange other income-generating activities including (but not limited to):
  - Running the bar
  - Lettings and hire of the theatre, props and costumes
  - Other fundraising activities

4.2. The Executive Committee may not:

- Make or amend CIO policies.
- Approve annual budgets or enter into financial commitments beyond delegated limits.
- Make decisions explicitly reserved for Trustees under the Constitution or applicable legislation.

4.3. The Trustee Board retains full legal responsibility and may withdraw or amend delegated authority at any time.

5. Delegated Responsibilities

5.1. Operational Planning and Coordination

- Facilitate the election and appointment of a Management Committee to deliver the CIO's aims and activities:
  - A suggested list of roles and responsibilities is at Appendix 2. Note that the roles of Designated Safeguarding Person (DSP) and Deputy Designated Safeguarding Person (DDSP) are required by our commitment to safeguarding under Charity Commission guidance.
  - The Management Committee shall be appointed by a vote of members at the Annual General Meeting, or by appointment by the Executive Committee.
  - Members wishing to stand for election to a position on the Management Committee must have at least one years' continuous service within the previous five years.
- Develop and oversee operational plans supporting productions, rehearsals and events.
- Ensure effective scheduling and coordination across all operational functions.
- Manage operational risks and escalate significant issues to Trustees.

5.2. Compliance and Safety

- Ensure adherence to all applicable legislation and SLP policies, including (but not limited to) Licensing, Safeguarding, Health & Safety, Data protection, and Equality requirements.

- Maintain operational risk assessments, incident logs and compliance checks.
- Promote a culture of safety, inclusion and volunteer wellbeing.

5.3. Finance and Resources

- Operate within budgets approved by the Trustee Board.
- Monitor expenditure and report variances to Trustees.
- Support financial oversight by providing operational information to the Treasurer.

5.4. Facilities, Premises and Technical Assets

- Oversee use, maintenance and safe operation of facilities, sets, props, costumes and equipment.
- Ensure premises-related risks and maintenance issues are identified and addressed.

5.5. Volunteer and Membership Engagement

- Support recruitment, induction and communication with volunteers and cast.
- Ensure fair, transparent and inclusive approaches to participation.

5.6. Communications and Promotion

- Coordinate operational internal communication.
- Support marketing, audience development and publicity activities in line with Trustee direction.

5.7. Reporting and Assurance

- Provide regular updates to the Trustee Board.
- Escalate significant risks, resource concerns or policy issues requiring Trustee decision.
- Produce an annual operational report to inform the CIO's Annual Report.

6. Appointment and Membership of the Executive Committee

6.1. The Executive Committee shall be appointed by the Trustees and will include, at minimum:

- At least one Trustee, who acts as the appointed Trustee Liaison.
- A Chair, Treasurer, Secretary,Business Manager and Production Coordinator

6.2. Individual roles and responsibilities of the Executive Committee are listed in Appendix 1.

6.3. The Trustees shall request applications (as required) for membership of the Executive Committee from members from 1 July each year.

- Members wishing to apply for a position on the Executive Committee must have at least two years' consecutive service within the previous five years.
- Successful applicants shall be formally appointed as members of the Executive Committee at the CIO's next AGM.

6.4. Members of the Executive Committee may be removed or replaced by the Trustees where necessary to ensure effective governance or compliance.

6.5. Members may serve on the Executive Committee without time limit, subject to the conditions of membership detailed in section 9 of the Constitution.

7. Meetings and Administration

7.1. Frequency

- The Executive Committee shall meet at least six times per year, or more frequently as required by operational demand.

7.2. Quorum

- A meeting is quorate when at least three members, including one Trustee, are present.

7.3. Decision-Making

- Decisions are made by majority vote.
- The Chair holds a casting vote in the event of a tie.
- Meetings may be held electronically.

7.4. Minutes and Record-Keeping

- Minutes shall be taken for all meetings and include decisions, actions and risk considerations.
- Minutes shall be made available to the Trustee Board in a timely manner.

8. Conduct and Expectations

8.1. Members shall uphold the values and policies of the CIO, act in its best interests and maintain confidentiality where required.

8.2. Members are expected to prepare for meetings, complete agreed actions and behave with professionalism, respect and integrity.

8.3. Members must comply with all organisational policies, including (but not limited to) safeguarding, Health & Safety and data protection.

9. Conflicts of Interest

9.1. All members must declare any actual or potential conflicts of interest at the start of each meeting.

9.2. Members with a conflict must withdraw from discussions or decisions where the conflict applies, in accordance with clause 7 of the Constitution.

10. Reporting and Accountability

10.1. The Executive Committee reports directly to the Trustee Board through:

- Regular updates
- Escalation of risks or decisions requiring Trustee approval
- Submission of meeting minutes
- An annual operational summary

10.2. The Executive Committee is accountable to the Trustees for the delivery of its responsibilities and compliance with organisational policies.

11. Review of Terms of Reference

11.1. The Trustees will review these Terms of Reference at least annually or earlier if:

- legal or regulatory changes occur,
- related policies are updated, or
- an incident highlights the need for revisions.

11.2. Amendments to these Terms of Reference require formal approval by the Trustees.

Approved by the Trustees of the Stevenage Lytton Players

7 December 2025

Appendix 1 - Roles and Responsibilities of the Executive Committee

Appendix 2 - Suggested Roles and Responsibilities of the Management Committee

Appendix 1 - Roles and Responsibilities of the Executive Committee

1. Chair

- Represent SLP in all aspects and ensure its good standing and reputation in the community.
- Lead the committee and membership in creating a culture aligned with SLP's charitable aims and objectives.
- Chair all Executive, Management Committee and General Meetings (NOTE: The CIO AGMs are managed and chaired by the Trustees).
- With the Business Manager, maintain secure records of any safeguarding concerns/ legal document, and ensure that SLP complies with all relevant legislation in force. In particular (but not exclusively) with regard to Licensing, Health and Safety, Discrimination, Disclosure, Data Control, and the Safeguarding of Children and Vulnerable Adults.
- Co-manage, with the Marketing Manager, social media facilities used by SLP.
- Attend and represent SLP at meetings of affiliated organisations.
- Deal with complaints and queries as they arise, delegating responsibility to committee members as necessary.
- Manage the main systems of communication (Google Drive, MailChimp etc), securely storing relevant passwords.
- With the Business Manager maintain regular contact with affiliated representatives and organisations.
- With the Business Manager communicate with the membership any relevant information from affiliated representatives or organisations.
- With the Business Manager communicate with affiliated organisations regarding attendance at meetings or events.
- With the Business Manager appoint a member to be present to host visiting representatives.
- Attend Trustee meetings as requested to update on the operations of the society.

2. VICE-CHAIR (Optional role)

- Deputise in the absence of the Chair.
- Deputise in the absence of any committee posts.
- Support the chair in all aspects of their role.
- Must be a current trustee
- Appointed by the trustees
- Role must only be filled if none of the current Executive Committee are trustees

3. TREASURER:

- Manage the funds of SLP in accordance with the provisions of the Charities Act 2011.
- Liaise with the Bookings Manager and other committee members to ensure the timely payment of any fees due.
- With the Executive Committee, allocate funds to section heads as needed.
- Produce financial reports following the conclusion of events and productions and in preparation for meetings and audits.
- Attend Trustee meetings as requested to update on the finances.
- Approve spending for events and purchases up to £500. Purchases above £500 and up to £2k must be approved by the Executive Committee. Purchases above £2k must be approved by the Trustees.

4. SECRETARY:

- Take minutes of all Executive, Committee and General Meetings. Distribute meeting agendas in advance. Distribute draft and final versions of minutes to the relevant committees.
- Deal with the correspondence of SLP as required.
- Purchase when necessary of all office equipment and consumables.
- Add meetings to the calendar.
- Organise secretarial documents, keeping secure records and ensuring the safe disposal of documents as required.

5. BUSINESS MANAGER:

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- Oversee and coordinate the Society's non-production business activities, including, as appropriate:
    - bar operations;
    - venue hire;
    - fundraising;
    - other commercial or income-generating activities;
    - and other general business activities as agreed by the Executive Committee.
- Identify opportunities to maintain and develop the Society's income and to ensure that its business activities are conducted effectively and sustainably.
- Monitor the performance of general business activities and identifying opportunities for increased income or reduced costs.
- The Business Manager shall not have responsibility for the Society's financial controls, accounting or financial reporting, which remain the responsibility of the Treasurer and Trustees.

- Ensure that general business activities appropriately support theatrical productions and that the Society's facilities, bar, venue hire and other relevant activities are coordinated with the production programme.
- Ensure that the Society's general business activities are conducted in accordance with relevant legislation, regulations, licences, policies and agreed procedures, including those relating to licensing, health and safety, discrimination, data protection and safeguarding.
- Maintain regular contact with relevant affiliated representatives and organisations and communicate relevant information to the membership as appropriate.
- Coordinate the Society's attendance at relevant meetings and events organised by affiliated organisations; and
- Arrange for an appropriate Society representative to host visiting representatives and organisations.
- Report regularly to the Executive Committee on the operation and performance of the Society's general business activities and bring significant issues, opportunities or risks to the attention of the Chair, Executive Committee and/or Trustees as appropriate.

6. PRODUCTION COORDINATOR:

- Prepare and maintain a programme of theatrical productions for at least one year in advance, subject to approval through the Society's established processes.
- Coordinate the overall production programme and liaise with production teams, directors and relevant Management Committee members to ensure that productions are planned and delivered effectively.
- Maintain an overview of production dates, rehearsal periods, technical requirements and other significant production commitments, identifying potential clashes or resource issues at an early stage.
- Liaise with the relevant members of the Society regarding the use of the theatre, technical facilities, equipment and other Society resources required for productions.
- Ensure that the production programme is properly coordinated with the Society's general business activities, including bar operations, venue hire and other events.
- Ensure that relevant production information is communicated to the Executive Committee, Trustees and other appropriate Society members in a timely manner.
- Identify and address any production-related matters concerning health and safety, safeguarding, licensing, data protection or other relevant legal or regulatory requirements.
- Report regularly to the Executive Committee on the progress of the production programme and bring significant issues, opportunities or risks to the attention of the Chair, Executive Committee and/or Trustees as appropriate.

Appendix 2 - Suggested Roles and Responsibilities of the Management Committee

Elected Posts

1. Bar Manager

- Ensure the smooth, efficient and profitable running of the bar and its stock and equipment.
- Organise staffing of the bar at all times when required for rehearsals, bookings, performances, events etc.
- Ensure that the Licensing Laws and any Statutory Regulations and any changes thereto are upheld.

2. Centre Manager

- Facilitate the maintenance and repair, where necessary, of the fabric of The Lytton Theatre, its car park and grounds.
- Manage the secure distribution to members of keys and entrance codes to the centre.
- Monitor utilities and services to The Lytton Theatre, ensuring value for money.
- Supervise the cleaning of the building.
- Monitor and order supplies such as cleaning and maintenance materials.
- Maintain and ensure security of the buildings at all times.

3. Booking Manager

- Manage all private hiring of space at the Lytton Theatre in consultation with the relevant members of the Management Committee.
- Liaise with the Centre Manager to ensure all booking conditions are adhered to.
- Work with the Events Manager to organise bookings of internal events.
- Add events to the calendar.
- Liaise with other members to organise staff and resources as required.
- Work collaboratively with the Treasurer to invoice hirers.

4. Events Manager

- Organise and coordinate regular social events for the benefit of members and the public.
- Manage the ticket sales for social events.
- Work with the Marketing Manager to promote social events.
- Work with the Fundraising Coordinator to organise fundraising events.
- Co-manage, with the Fundraising Manager, Marketing Manager or other relevant Committee Member, for SLP to be represented at any suitable local event which will enhance the reputation or income of SLP.

5. Front of House Manager

- Co-manage, with the show Producers, Events Manager and Bookings Manager the front of house management and staffing for shows and events ensuring all are covered as required.
- Understudy the Bar Manager in the event they are not able to carry out their duties.
- Manage the purchase and distribution of raffle prizes for relevant productions and events.

6. Fundraising Manager

- Investigate and apply for potential grants.
- Work with the Events Coordinator to organise fundraising events.
- Co-manage, with the Events Manager, Marketing Manager or other relevant Committee Member, for SLP to be represented at any suitable local event which will enhance the reputation or income of SLP.

7. Marketing Manager

- Co-ordinate the promotion of SLP and its aims and facilities.
- Ensure all promotion and publicity meets licensing/legal requirements.
- Liaise with Producers and other Committee Members, to co-ordinate the publicity of productions and events as required.
- Manage arrangements for the printing and distribution of all marketing material as required.
- Co-manage, with the Chair, social media facilities used by SLP.
- Co-manage, with the Executive Committee, the co-ordination of all internal communications to members.
- Co-manage, with the Fundraising Manager, Events Manager or other relevant Committee Member, for SLP to be represented at any suitable local event which will enhance the reputation or income of SLP.

8. Membership Manager

- Administration of all tiers of Membership, including the collection of subscriptions and keeping accurate and up-to-date records.
- Meet with potential new members.
- Attend get-togethers to greet new members and conduct member induction.
- Attend auditions to collect audition/membership fees.
- Liaise with the Treasurer for banking of fees collected.

9. Technical Manager

- Liaise with Production Representatives, Producers, Directors and Tech Leads to advise on the composition of a Technical Team for every production.
- Advise Production Representatives, Producers, Directors and Tech Leads on the construction of sets and properties for productions, in line with the approved budget.
- Ensure the upkeep, maintenance, replacement or repair of set, stage lighting and all backstage equipment belonging to SLP.

10. Production Representatives (Drama, Music, and Variety):

- In consultation with the Business Manager plan a suitable on-going programme of productions for approval by the Executive Committee.
- Prepare realistic budgets for each Production and submit this to the Executive Committee for approval.
- Engage a Producer, Director, Musical Director, Choreographer and Stage Manager for each show as appropriate.
- Ensure the smooth running of each Production according to the budget and Terms of Reference as laid down by the Executive Committee and/or Trustees.
- Provide regular reports to the Executive Committee on the progress of each Production.
- Secure licenses in a timely and responsible manner.
- Liaise with the Treasurer and Marketing Manager to ensure all promotion and publicity meets licensing requirements.
- Organise the purchase/ rental of scripts or production materials. Liaise with Show Producers to ensure the organised and documented distribution of these materials.
- Ensure the clean and timely return of rented materials following completion of shows.

11. Youth Representative

- With the Chair, Business Manager and Safeguarding, ensure that SLP complies with all legislation regarding Safeguarding of Children and Vulnerable Adults.
- Act upon any Safeguarding concerns in a timely and appropriate manner, ensuring statutory duties are met and that SLP complies with all relevant legislation in force with regard to the Safeguarding of Children and Vulnerable Adults.
- With the Safeguarding team, Business Manager and Chair, maintain secure records of any safeguarding concerns.
- Organise the delivery of a suitable programme of events for all ages of Youth Membership.
- Follow the Production Representative role to organise shows/production for the Youth Membership.
- Develop safe communication with parents/carers of all Youth Members.

- With the Membership Manager, keep up to date and secure contact details for all Youth Members. These should be readily available in the event of emergency.

12. Equality, Diversity & Inclusion Manager (EDI):

- Lead on the development and implementation of the EDI policy.
- Advise and work with Committee members on ways to promote EDI within the society.
- Work with Production teams to ensure EDI is actively promoted.

Non-Elected Posts

13. Designated Safeguarding Person (DSP)

- Ensure that SLP complies with all relevant legislation in force with regard to the Safeguarding of Children and Vulnerable Adults.
- Ensure that all volunteers working with the Youth team have an up-to-date understanding of our safeguarding procedures and code of conduct.
- Organise all relevant safeguarding training and certification (e.g. DBS, First Aid) for youth volunteers, chaperones, and relevant Committee members.
- Act upon any Safeguarding concerns in a timely and appropriate manner, ensuring statutory duties are met.
- With the Youth Representative, Business Manager and Chair, maintain secure records of any safeguarding concerns.
- With the Business Manager, ensure the Safeguarding policy and any relevant documentation is kept current and reviewed regularly.

14. Deputy Designated Safeguarding Person (DDSP)

- Assist the DSP in all aspects of Safeguarding of Children and Vulnerable Adults.
- Provide an alternative point of contact for anyone wishing to report safeguarding concerns.

15. Wardrobe

- Maintain and organise the wardrobe.
- Advise, Production Representatives, Producers or Directors and Cast, on costume, what is already owned by SLP and what may need purchase/hiring.
- Assist Production Representatives with the return of costumes (both SLP and hired) following the conclusion of productions.

16. Props

- Maintain and organise the props.
- Advise, Production Representatives, Producers or Directors and Cast, on props, what is already owned by SLP and what may need purchase/hiring.

- Assist Production Representatives with the return of props (both SLP and hired) following the conclusion of productions

Signatories:

I have read, understood and agree to comply with this policy.

Name	Signature	Role	Date