

sportscotland

Ethics in Sport* Committee

Terms of Reference

Introduction

- 1 The **sportscotland** Board agreed to establish an Ethics in Sport Committee in 2013. The term Ethics in Sport* covers the four areas of anti-doping, gambling and betting, fair play and child protection.
- 2 The Committee will meet according to need and as such it does not have a regular timetable.

Responsibilities

- 3 The responsibilities of the Committee are to:
 - 3.1. advise the **sportscotland** Board on issues concerning all aspects of ethics in sport where these have a bearing on the work of **sportscotland**.
 - 3.2. keep under review **sportscotland**'s approach to ethics and the ways in which the organisation exercises its duties and responsibilities regarding all aspects of ethics in sport.
 - 3.3. propose to the Board possible changes to the way in which **sportscotland** promotes ethics in sport through its various programmes.
 - 3.4. once a year, review its own performance and terms of reference to ensure it is operating effectively and recommend to the **sportscotland** Board for approval any changes it considers necessary.

Membership

- 4 Members of the Committee are appointed by the Chair. The Committee is made up of at least three members, all of whom are independent non-executive directors.
- 5 The Committee will be chaired by the **sportscotland** Vice Chair or a delegated individual.

- 6 The Committee will be advised by the Director of High Performance and the Legal Manager plus other **sportscotland** executives as required.
- 7 The quorum for the transaction of business of the Committee is at least two members, one of whom should be the Chair or a delegated individual.

Attendance at Meetings

- 8 Meetings of the Committee are convened by the Secretary at the request of any of its members. The Committee will meet as required and not less than once a year. Other meetings will be held at such times as requested by the Chair or other members.
- 9 Unless otherwise agreed, notice of each meeting, confirming the venue, time and date together with an agenda of items to be discussed, will be forwarded to each member of the Committee, and any other person required to attend, no later than three working days before the date of the meeting. Supporting papers will be sent to Committee members and to others as appropriate at the same time or as soon as practicable thereafter.
- 10 Only members of the Committee have the right to attend Committee meetings. However, other individuals and external advisers may be invited by members of the Committee to attend for all or part of any meeting as and when appropriate.
- 11 The Executive Assistant will act as Secretary to the Committee.
- 12 The Secretary will minute the proceedings, including the names of those present and in attendance, and resolutions of all Committee meetings.
- 13 Minutes of committee meetings will be circulated promptly to all members of the Committee and, once agreed, to all members of the **sportscotland** Board as part of its reporting responsibilities.

Frequency of Meetings

- 14 This Committee will meet whenever required by the **sportscotland** Board.

Reporting

- 15 The Chair will report back to the **sportscotland** Board on the Committee's proceedings after each meeting.
- 16 The Committee will make recommendations to the **sportscotland** Board on whatever issues it deems appropriate on any area within its remit where action or improvement is needed.

17 The Committee will contribute to the **sportscotland** Board's annual report in relation to sportscotland's policies and practices regarding all areas of ethics in sport.

Authority

- 1 The Committee is delegated by the Board to fulfil the responsibilities and duties set out in these terms of reference and is authorised by **sportscotland** to investigate any activity within these terms of reference and to seek any information or explanation from staff in respect of its enquiries. Requests for work and reports will be channelled through the Chief Executive.
- 2 The Committee is authorised to seek external independent professional advice if considered necessary for the performance of its duties and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary. **sportscotland** will cover the cost of any external legal or other professional advice required on any matter within its Terms of Reference.