



T: 0300 244 4000  
E: scottish.ministers@gov.scot

**Personal**

Hala Quila  
107 Cornhill Crescent  
Glasgow  
G3 7TD

- 16<sup>th</sup> February 2017

Dear

**Invitation to Accept Appointment to the Office of Member of the sportscotland Board**

I am delighted to inform you that you have been successful in your application to become a Member of **sportscotland**.

In exercise of the powers conferred by **sportscotland**'s Royal Charter I am writing to invite you to accept appointment as a Board Member of **sportscotland**. This appointment will be for 4 years, commencing on 21 February 2017 and ending on 20 February 2021 subject to the provisions of Royal Charter and the terms and conditions set out in Annex A to this letter.

As I am sure you will appreciate, the board of public bodies have a critical role to play in helping deliver the objectives set by the Scottish Ministers and in ensuring that public bodies commit funds in pursuit of these goals both effectively and efficiently. Your duties on the board of **sportscotland** are as authorised in Annex A to this letter.

I should be grateful if you would confirm in writing your willingness to accept this appointment on the above terms by signing and dating the box provided on the final page of **Annex A**. Please also complete **Annex B** and return both completed originals to:

Lyndsay Turner  
Scottish Government  
Public Appointments Team  
3F North, Victoria Quay, Edinburgh, EH6 6QQ

Duplicates of Annexes A and B are also enclosed which you may wish to keep for your records. If you have any questions, please contact Lyndsay Turner on 0131 244 3421 or at [Lyndsay.Turner@gov.scot](mailto:Lyndsay.Turner@gov.scot).

If you accept appointment **sportscotland** will contact you about induction arrangements and about the timing of your first board meeting. The body may be able to provide you with a copy of *On Board* which is the Scottish Government's generic guide on the duties of board members of public bodies. If not, it is available hardcopy and you can download it from [www.scotland.gov.uk/Topics/Government/public-bodies/On-Board](http://www.scotland.gov.uk/Topics/Government/public-bodies/On-Board). This manual is intended to help you in fulfilling your duties throughout the period of your appointment.

The Scottish Government may wish to publicise your appointment by way of a press release and may draw from the information you provide in Annex B.

I am grateful for the commitment to public service that you have shown in applying for this appointment. If you accept, as very much I hope you will, I trust that you will find it both interesting and rewarding.

Yours sincerely

best wishes

Aileen

**AILEEN CAMPBELL**

## MEMBER OF SPORTSCOTLAND TERMS AND CONDITIONS OF APPOINTMENT

### 1 Status

- 1.1 You are appointed to hold the office of Member of **sportscotland**. In these terms and conditions, except where stated, “you” and related expressions refer to the holder of that office.
- 1.2 You are one of a number of office-holders that constitute **sportscotland** (“the Body”).
- 1.3 You are not a servant or agent of the Crown or a civil servant, and do not have any status, immunity or privilege of the Crown.

### 2 Interpretation

- 2.1 Where relevant, statutory terms, conditions and other requirements of office also apply to you.
- 2.2 The terms and conditions contained in this Annex (‘the terms’) are to be read in a way that is consistent with any enactment. If such a reading is not possible, the terms do not apply to the extent that they are inconsistent with any such enactment.
- 2.3 The terms are not to be construed as constituting a contract of employment or service, or a contract for services between you and the Scottish Ministers or the Crown.

### 3 Functions

- 3.1 The main functions (including powers and duties) of the Body are those set out in **sportscotland**’s Royal Charter.
- 3.2 You will provide active and effective leadership, direction, support and guidance to ensure that the Body delivers, and is committed to delivering, its functions effectively and efficiently and in accordance with the aims, policies and priorities of the Scottish Ministers.
- 3.3 You will provide a strong ‘challenge function’, carefully scrutinising planned and underlying assumptions before decisions are taken. In exercising this function, you will, where necessary, challenge other members and senior officials of the Body.
- 3.4 Specific functions may vary but, unless otherwise agreed, you will:
  - prepare for, and attend, meetings of the Body and its committees;
  - attend other meetings and seminars on behalf of the Body (as required);
  - assist in the development, approval and monitoring of the Body’s corporate plans which demonstrate how the Body contributes to National Outcomes;
  - put into action the Scottish Government’s policies and priorities and in particular the Active Scotland Outcomes Framework;

**MEMBER OF SPORTSCOTLAND  
TERMS AND CONDITIONS OF APPOINTMENT**

- approve, where appropriate, a statement of accounts for each financial year on the basis determined by the Scottish Ministers;
- monitor the financial position against budget allocations and key financial targets and ensure corrective action is taken where required;
- establish good partnership working with other organisations and participate in reference groups, discussion forums and open meetings (as required);

and

- carry out other tasks that may reasonably be required.

#### **4 Accountability**

4.1 You must act within and in accordance with the policy framework assigned to the Body by the Scottish Ministers. You are individually accountable to the Scottish Ministers for your actions and decisions of office. You are also jointly accountable with other members of the Body to the Scottish Ministers for the actions and decisions of the Body.

#### **5 Period in Office**

5.1 You are entitled to hold office from 21 February 2017 to 20 February 2021 (inclusive) or to such earlier date as is specified in or by virtue of paragraph 5.2 or to your date of resignation or removal (whichever date comes first). You vacate office when your period in office ends (whatever the reason).

5.2 If the Body is dissolved or wound up while you are in office, your period in office ends on the date that the Body is dissolved or wound up, or such other date as may be specified in any enactment.

5.3 If any other change is made to the Body which the Scottish Ministers consider requires your period in office to end, your period in office ends on such earlier date as the Scottish Ministers may, by one months written notice, specify.

5.4 If a future administration decides on a change of policy on how the Body should operate and considers that an alternative office-holder should be appointed, your period in office to ends on such earlier date as the Scottish Ministers may, by one months written notice, specify.

5.5 You may resign office by giving three months written notice to the Scottish Ministers.

#### **6 Time Commitment**

6.1.1 As a member, you must commit to attend and contribute to 6 Board meetings per year, which may involve some work during the evenings and weekends. For each meeting, Board members are paid for one and a half days. This includes a half day for reading documents and a day for attending the meeting. You should also

## MEMBER OF SPORTSCOTLAND TERMS AND CONDITIONS OF APPOINTMENT

demonstrate an adequate degree of flexibility to contribute to other business as required, for example serving on the **sportscotland** Board committees. The Audit Committee meets four times a year and the Remuneration Committee twice a year. On average, the total time commitment from Board members could be up to 16 days per year.

### 7 Remuneration

- 7.1 You are entitled to receive from **sportscotland** a fee of £165 per day (excluding meal breaks) devoted to performing your functions (as required or requested by the Body) on a pro rata basis.
- 7.2 You are not entitled to a pension in respect of your office, and you will generally not be entitled to any gratuity, allowance or compensation when your period in office ends (whatever the reason).
- 7.3 Remuneration will be paid through payroll and is taxable. PAYE deductions in respect of income tax and National Insurance will be made.

### 8 Expenses

- 8.1 You are entitled to be reimbursed by for expenses expenses that appear to **sportscotland** to be necessary or expedient for the proper discharge of your functions.
- 8.2 Reimbursement will be at the Body's agreed rates, which are set centrally by the Body and may be reviewed periodically.

### 9 Removal from Office

- 9.1 The Scottish Ministers may, by one month's written notice, remove you from office if they are satisfied that
- the estate of the member has been sequestrated or the member has granted a trust deed for creditors or has entered into a composition contract with his or her creditors;
  - without the permission of **sportscotland**, the member has been absent from meetings for a period longer than three consecutive months or for more than half the Board's meetings in the twelve month period immediately preceding Scottish Ministers' notice;
  - the member is found guilty of a criminal offence involving dishonesty; or
  - in the opinion Scottish Ministers, the member is otherwise unable or unfit to discharge the functions of a member, or is unsuitable to continue as a member.
- 9.2 The Scottish Ministers may in terms of Paragraph 7 (6) of **sportscotland**'s Royal Charter direct the Body to pay an agreed sum in the event that you are removed from office.

**MEMBER OF SPORTSCOTLAND  
TERMS AND CONDITIONS OF APPOINTMENT**

## **10 Changes to the Terms**

10.1 The Scottish Ministers may, by one month's written notice, change the terms as necessary or expedient (or as agreed with you) including relevant fees.

## **11 Conduct**

11.1 You will comply with any conduct rules that apply to you including the requirements of any code that applies to you by virtue of Part 1 of the Ethical Standards in Public Life etc. (Scotland) Act 2000.

11.2 You will observe the following principles of public life:

**Duty** You have a duty to uphold the law and act in accordance with the law and the public trust placed in you. You have a duty to act in the interests of the public body of which you are a member and in accordance with the core functions and duties of that body.

**Selflessness** You have a duty to take decisions solely in terms of public interest. You must not act in order to gain financial or other material benefit for yourself, family or friends.

**Integrity** You must not place yourself under any financial, or other, obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties.

**Objectivity** You must make decisions solely on merit and in a way that is consistent with the functions of the public body when carrying out public business including making appointments, awarding contracts or recommending individuals for rewards and benefits.

**Accountability and Stewardship** You are accountable for your decisions and actions to the public. You have a duty to consider issues on their merits, taking account of the views of others and must ensure that the public body uses its resources prudently and in accordance with the law.

**Openness** You have a duty to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.

**Honesty** You have a duty to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** You have a duty to promote and support these principles by leadership and example, and to maintain and strengthen the public's trust and confidence in the integrity of the public body and its members in conducting public business.

**Respect** You must respect fellow members of your public body and employees of the

**MEMBER OF SPORTSCOTLAND  
TERMS AND CONDITIONS OF APPOINTMENT**

body and the role they play, treating them with courtesy at all times. Similarly you must respect members of the public when performing duties as a member of your public body.

11.3 You will not accept gifts, hospitality and entertainment in performing your functions and in consequence of your office (unless wholly trivial and of minimal value) and will report any such offers to the Body.

## **12 Liability**

12.1 If legal proceedings are brought against you by a third party, the Scottish Ministers will meet any civil liability incurred in performing your functions, provided that you acted honestly and in good faith, and did not act recklessly or negligently.

## **13 Confidentiality**

13.1 You will exercise due care in the use of information to which you have access in the course of performing your functions or in consequence of your office, and you will protect information that you receive in confidence from unauthorised disclosure.

13.2 When your period in office ends (whatever the reason) you will continue to owe a duty of confidentiality to the Body and to the Scottish Ministers in relation to information of a confidential nature to which you had access during your period in office.

13.3 You may be removed from office if the Scottish Ministers are satisfied that you disclosed information, without authority (statutory or otherwise), that you received in the course of performing your functions or in consequence of your office, or used it for personal gain or advancement.

## **14 Conflicts of Interest**

14.1 You will not take part in activities which conflict with the interests of the Body and, in particular, you must not misuse your office, or any information acquired in the course of your office, to further your private interests or those of others.

14.2 You will declare any personal or business interest which might be perceived to influence your judgement in performing your functions. If any such interest arises in relation to a matter under consideration by the Body, you will declare that interest at the relevant meeting for recording in the minutes. You will ensure that such interests are recorded in a register held by the Body.

14.3 You will not participate in any discussion or determination by the Body of a matter in which you have a relevant personal or business interest and will withdraw from any such discussion or determination if your interest is direct and pecuniary. If the matter under consideration gives rise to a potential conflict of interest you will inform the Body.

**MEMBER OF SPORTSCOTLAND  
TERMS AND CONDITIONS OF APPOINTMENT**

**15 Political Activity**

15.1 You may be removed from office if the Scottish Ministers are satisfied that the acceptance or holding of any other office, role, position or interest means that it is not appropriate for you to hold office.

**16 Performance Appraisal**

16.1 Your performance will be appraised by Mel Young the Chair of the Body ('the appraiser') against the individual objectives applying to your office and also the extent to which you contribute to ensuring that the Body as a whole delivers its functions effectively and efficiently, and in accordance with Ministerial aims, policies and priorities.

16.2 The appraiser will arrange an annual appraisal interview with you to discuss and review your performance. A short annual appraisal of your performance will be prepared and signed by the appraiser, and you will have the opportunity to comment on and sign it.

16.3 Your appraisal reports may be disclosed by the appraiser to the Scottish Ministers including the Scottish Government's sponsor directorate for the Body. The appraiser will refer reports of unsatisfactory performance to the sponsor directorate, and will refer other reports at its request.

16.4 You may be removed from office if the Scottish Ministers are satisfied that your performance means that you are no longer suitable to hold office. Where applicable, your appraisal reports may also be used by the Scottish Ministers in assessing your suitability for re-appointment.

**I accept appointment to the Office of Member of sportscotland on the terms set out in Annex A.**

Signature:

Date:

Full name (in block capitals):



## Declaration Form

### Political Activity, Other Public Appointments and Biography

All board members must complete this form following new appointment, re-appointment or extension. The information provided will be published with the announcement of your new appointment/re-appointment or extension.

#### Political Activity

Please tick any that you have undertaken in the last 5 years:

Obtained office as a local Councillor, MSP, MP, MEP etc.	
Stood as a candidate for one of the above offices	
Spoke on behalf of a party or candidate	
Acted as a political agent	
Held office such as chair, treasurer or secretary of a local branch of a party	
Canvassed on behalf of a party or helped at elections	
Undertook any other political activity which you consider relevant	
Made a recordable donation to a political party (see note overleaf)	
None of the above	

Please name relevant parties/bodies and describe your involvement (if any):

#### Recordable Donations

The Political Parties, Elections and Referendums Act 2000 requires the Electoral Commission to maintain a register of all recorded donations reported to them. Currently, the following donations are recordable:

- Where no previous relevant donation has been recorded, one of more than £5,000, or an aggregate amount of more than £7,500;
- Where there has been a previous recording of a donation, donations that in individually or in aggregate are more than £1,500;
- Where donations of more than £1,500 have been made to a subsidiary accounting unit (such as a constituency association, local branch, or youth organisation).

The register records the political party receiving the donation, the name of the donor, the amount of the donation, the type of donation and the date on which it was accepted. Information on the Electoral Commission and the register of donations to political parties can be found on its website at: [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk).

## Public Appointments and Non-Executive Directorships

Please detail other public appointments that you hold which were made by, or on the recommendation of Ministers. If you do not hold any, please enter 'Nil'.

Name of body or office	Position (chair, member, etc.)	Remuneration (£ per day / per annum)	Time commitment (days per week / month)

## Biography

For possible inclusion in a press release, please supply a short biography (up to six sentences) **ensuring you outline the particular skills that you bring to the Body:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_