

# GambleAware

## Scottish Advisory Panel – Terms of Reference

### 1. Membership

- 1.1. The Scottish Advisory Panel (the Panel) shall comprise at least four 'independent'<sup>1</sup> members and shall have at least three members who are normally resident in Scotland.
- 1.2. Appointments to the Panel are made by the Charity's directors (the Board) and shall be for a period of up to three years, which may be extended for a further period of up to three years.
- 1.3. The Board shall appoint the Panel's chairman, taking account of advice from the Panel. In the absence of the Panel's chairman, the remaining members present shall elect one of themselves to chair the meeting. The person elected must be one who would qualify under these terms of reference to be appointed to that position by the Board.
- 1.4. All trustees have the right to attend the Panel meetings. Other individuals such as the Chief Executive and other members of the management team, members of the engagement panel (see 8.2 below), and industry representatives may be invited to attend for all or part of any meeting, as and when appropriate. The Panel must agree in advance the attendance of any industry representatives who will be invited to attend only for the agreed relevant parts of any meeting.
- 1.5. In the interests of transparency and openness, representatives of the UK and Scottish Governments, the Gambling Commission and the Advisory Board for Safer Gambling (ABSG) may also be invited to observe all or part of any meeting, as and when appropriate.

### 2. Secretary

- 2.1. The Chief Executive or his or her nominee shall act as the secretary of the Panel.

### 3. Quorum

- 3.1. The quorum necessary for the transaction of business shall be three members. A duly convened meeting of the Panel at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Panel.

### 4. Meetings

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<sup>1</sup> The term 'independent' is defined here as being any director who is not employed by any gambling business or trade organisation

4.1. The Panel shall meet at least three times a year and otherwise as required. The frequency and timing of meetings will differ according to the needs of the Charity. Meetings should be organised so that attendance is maximised.

## **5. Notice of meetings**

5.1. Meetings of the Panel shall be called by the secretary of the Panel at the request of the Panel chairman.

5.2. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Panel and any other person required to attend, no later than five working days before the date of the meeting. Supporting papers shall be sent to Panel members and to other attendees, as appropriate, at the same time.

## **6. Minutes of meetings**

6.1. The secretary shall minute the proceedings and resolutions of all Panel meetings, including the names of those present and in attendance.

6.2. Draft minutes of Panel meetings shall be circulated to all members of the Panel.

6.3. Approved minutes will be published via the Charity's website.

## **7. Meetings of the Board**

7.1. The secretary to the Panel shall attend meetings of the Board to represent the Panel's activities.

## **8. Purpose**

8.1. The purpose of the Panel is to advise the Board on the charity's activities in Scotland or with an impact on Scotland.

## **9. Duties**

9.1. The Panel will provide advice on, inter alia:

- The commissioning of research projects to reduce gambling-related harms in Scotland
- Education activities to build resilience to gambling-related harms amongst children, young people and students in Scotland
- Public Health evidence-based campaigns and initiatives to reduce gambling-related harms in Scotland
- Harm minimisation initiatives to protect vulnerable groups in Scotland
- The commissioning of treatment services in Scotland
- Engagement with the Scottish Government, Scottish local government, Public Health Scotland and other key stakeholders

- 9.2. The Panel will consider and make recommendations to the Board regarding the resources necessary to deliver the Charity's engagement plan;
- 9.3. The Panel will also provide feedback to the Board on the charity's performance in Scotland, regularly reviewing key performance indicators and evaluations.

## **10. Reporting responsibilities**

- 10.1. The Panel chair, in liaison with the secretary, shall provide an overview of engagement activity after each meeting to the Board.
- 10.2. The Panel shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed. In turn, the Board may refer to the Panel any matter it deems appropriate.

## **11. Other matters**

- 11.1. The Panel shall have access to sufficient resources in order to carry out its duties;
- 11.2. The Panel shall self-assess its own performance annually including reviewing its Terms of Reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.