

TERMS OF REFERENCE

1. Principal Purpose

- 1.1 The purpose of the committees of the Sport Aberdeen Board of Directors (the board) is to deal with all relevant matters delegated by the board pertaining to its focus of business (see below) and in doing so furthering the objectives of the company.

2. Membership

2.1 Chairperson

The chairperson will be elected (usually at the AGM) from among members to serve for a period of one year and will act in an administrative role and will not have any powers greater than that of other members.

2.2 Members

The Board shall appoint up to a minimum of three members to the committee and they are expected to ensure that there is a two-way flow of information, ideas, proposals and opinion that will represent their specialist area or interest.

2.3 Ex-officio

Sport Aberdeen and Aberdeen City Council officers who will be ineligible to vote, but will provide professional advice, guidance and support. In addition, other officers may attend the committee from time to time as and when the agenda/business requires it.

2.4 Co-option

Representatives, who by the nature of their (one or more of the following); status, expertise, employment, position of office, or their achievement in sports participation and/or administration, who can make a specialist contribution.

3. Frequency of meetings

- 3.1 The committee will meet at least six times a year, with more frequent meetings being held at the discretion of the Chairman, based on business needs and priorities. A quorum at each meeting will be at least four, (can include co-opted members) one of which must be a board director, plus officers.

4. Secretariat function

- 4.1 To be provided by the officers of Sport Aberdeen who will be responsible for arranging meetings and the subsequent taking of minutes and the preparation of reports and other information.

5 Committees of the Board

5.1 Focus for Business: Corporate Governance Committee

Finance and Resources

- To provide the strategic lead for the management of all finances and resources that underpin the operation of Sport Aberdeen's portfolio of services;
- To ensure that the company operates within the Charities Accounts (Scotland) Regulations 2006;
- To ensure that the company always acts so as not to risk Aberdeen City Council's listing on the London Stock Exchange;
- To ensure the company operates according to its own financial regulations and procedures;
- To monitor and review the financial performance of the company, reporting to the board as required;

- To ensure all expenditure meets Best Value principles;
- To ensure that the company meets its financial obligations to funding partners;
- To receive reports on, and contribute to the development of policy, as it relates to Sport Aberdeen business;
- To monitor, review and approve any alteration to the financial regulations of the company.

Governance

- To ensure that the company operates within The Charities and Trustee Investment (Scotland) Act 2005, the Companies Act 2006 and all other relevant legislation;
- To ensure that the company operates in good faith and in a manner consistent with its objects and purposes;
- To scrutinise and challenge where appropriate the actions and undertakings of the Managing Director and company leadership team;
- To ensure that the company meets the responsibilities as set within its contract with Aberdeen City Council, including meeting deadlines and effective reporting of performance indicators;
- To ensure that the company reports accurately and diligently in response to the demands of the council's governance hub approval process.
- To review proposals for a new contract with Aberdeen City Council, ensuring that any such contract is in accordance with its Articles and Memorandum of Association and ensures the ongoing sustainability of the company;
- To review the performance of the company against its business plan;
- To manage the process of risk and to monitor the company risk register;
- To provide oversight and scrutiny of the company's business continuity plan;
- To provide oversight and scrutiny of the company's approach to cybersecurity arrangements;
- To ensure that the company and the board operate in a transparent and equitable way.

5.2 Focus for Business: Business Development

- To provide the strategic lead for business development activity that will support all elements of Sport Aberdeen's portfolio of services;
- To monitor and review the implementation of the business development plan;
- To monitor and review the implementation of the marketing and communications strategy;
- Coordination of all media interface;
- To generate new business ideas that will increase footfall across all venues and sites, but in doing so ensuring there is a balance with the other charitable objectives of the company;
- To attract investment from sponsors, sponsorship, external grants and funding agencies to further develop services;
- To evaluate promotional campaigns, special events and the effectiveness of promotions & advertising to assess return on investment;
- To receive reports on, and contribute to the development of policy, as it relates to Sport Aberdeen business.

5.3 Focus for Business: HR and Organisational Development Committee

- To ensure Sport Aberdeen moves towards the aim of being the 'employer of choice'
- To provide the strategic lead for the management of all personnel functions that underpin the operation of Sport Aberdeen's portfolio of services;
- To monitor and review the performance of company personnel, providing appropriate CPD to ensure that the workforce can meet the changing demands that the service may face in future years;
- To ensure that the company and its employees operate within appropriate personnel legislation and guidelines;

- To liaise with the workforce and trade unions regarding all aspects of industrial relations, particularly in the context of employment terms and conditions;
- To receive reports on, and contribute to the development of policy, as it relates to Sport Aberdeen business;
- Pay and remuneration;
- Disciplinary matters/hearings.

5.4 Focus for Business: Property and Asset Management Committee

- To provide the strategic lead for managing all assets within the company portfolio;
- To annually monitor and review the asset management plan;
- To scrutinise investment proposals for facility, refurbishment, enhancement or new build;
- To receive reports on, and contribute to the development of asset management policy, as it relates to Sport Aberdeen business.

5.5 Focus for Business: HSE Strategic Committee

- To provide board assurance of Sport Aberdeen's compliance with all statutory requirements associated with its business under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999;
- To report to the Board of Directors on all appropriate matters including risk management and compliance through the monitoring of risk assessment policy, procedure and practice;
- To provide the strategic lead for health and safety activity that will support all elements of Sport Aberdeen's portfolio of services and to promote and oversee development of a sustainable health and safety culture across the company;
- To monitor and evaluate the implementation of Sport Aberdeen's health and safety strategy and provide management assurance on all aspects of the health and safety practice delivered;
- To implement policy and processes to aid the prevention and surveillance of work-related illness or health conditions throughout the workforce;
- To monitor associated training and skills development and programming;
- To create a culture that encourages our staff to improve the environmental performance of Sport Aberdeen;
- To measure and monitor Sport Aberdeen's climate change impacts on an annual basis and highlight areas for environmental improvement projects;
- Provide advice and direction to the HSE Forums.