

# GambleAware

## Education & Treatment Committee – Terms of Reference

### 1. Membership

1.1 The Education & Treatment Committee (the Committee) shall comprise at least three members, all of whom shall be ‘independent’<sup>1</sup> directors of the Responsible Gambling Trust (GambleAware). The chair of GambleAware may serve on the Committee if he or she was considered ‘independent’ on appointment as chair.

1.2 Only members of the Committee have the right to attend meetings of the Committee. However, other individuals such as the Chief Executive, the Director of Research and Evaluation, the Director of Commissioning and members of expert steering groups may be invited to attend for all or part of any meeting, as and when appropriate and necessary.

1.3 In the interests of transparency and openness, representatives of the Government, the Gambling Commission and the Responsible Gambling Strategy Board (RGSB) may also be invited to observe all or part of any meeting, as and when appropriate and necessary.

1.4 Appointments to the Committee are made by GambleAware’s directors (the Board) and shall be for a period of up to three years, which may be extended for further periods of up to three years, provided the director still meets the criteria for membership of the committee.

1.5 The Board shall appoint the Committee’s chair. In the absence of the Committee’s chair and/or an appointed deputy, 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. The chair of the Board shall not be chair of the Committee.

1.6 All members of the Committee are required to sign an individual non-disclosure agreement to ensure all confidential information disclosed or made available, directly or indirectly, by GambleAware or its employees, officers, representatives or advisers is not disclosed outside of the Committee unless authorised to do so.

### 2. Secretary

The Director of Commissioning or his or her nominee shall act as the secretary of the Committee.

### 3. Quorum

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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

The quorum necessary for the transaction of business shall be two members. A duly convened meeting of the Committee 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 Committee.

#### **4. Meetings**

The Committee shall meet at least four times a year and otherwise as required. The frequency and timing of meetings will differ according to the needs of GambleAware. Meetings should be organised so that attendance is maximised, for example by timetabling them to coincide with Board meetings.

#### **5. Notice of meetings**

5.1 Meetings of the Committee shall be called by the secretary of the Committee at the request of the Committee chair.

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 committee 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 committee 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 committee meetings, including the names of those present and in attendance.

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

6.3 Approved minutes will be published via GambleAware's website.

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

The Committee chair shall attend meetings of the Board to represent the Committee's activities.

#### **8. Duties**

The Committee shall carry out the following duties on behalf of GambleAware, as appropriate:

8.1 consider and agree GambleAware's treatment and education strategy/commissioning plan in the context of: (i) its charitable objects; (ii) the National Responsible Gambling Strategy (2016-19); and, (iii) the arrangements in place between GambleAware, the Gambling Commission and its advisory body, the RGSB;

8.2 consider and make recommendations to the Board regarding the resources necessary to deliver GambleAware's treatment and education strategy/commissioning plan;

8.3 critically review the development and delivery of GambleAware's treatment and education strategy/commissioning plan in light of evidence, information and advice received from the Chief Executive, the Director of Research and Evaluation, the Director of Commissioning,

members of expert steering groups and any other external experts that may be consulted with from time to time;

8.4 oversee the appointment of members of the treatment and education expert steering groups, in accordance with the statement of function of steering groups, which the Committee has the responsibility to define and review annually.

## **9. Reporting responsibilities**

9.1 The Committee chair, with the Director of Commissioning and the Chief Executive, shall provide an overview of treatment and education activity for each meeting of the Board.

9.2 The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

9.3 The Committee shall authorise GambleAware's Chief Executive or Director of Commissioning to report to the RGSB the delivery of GambleAware's treatment and education strategy/commissioning plan in the context of the arrangements in place between GambleAware, the Gambling Commission and the RGSB.

9.4 The Committee shall produce a report of GambleAware's treatment and education strategy/commissioning plan to be included in GambleAware's annual report.

## **10. Other matters**

10.1 The Committee shall have access to sufficient resources in order to carry out its duties;

10.2 The Committee shall be provided with appropriate and timely information relating to what is currently and generally known and understood about responsible gambling issues;

10.3 The Committee shall arrange for periodic reviews of its own performance and, at least annually, review its terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.

## **11. Authority**

The Committee is authorised by the Board to obtain, at GambleAware's expense, outside legal or other professional advice on any matters within its terms of reference.