

GambleAware

Engagement Committee – Terms of Reference

1. Membership

1.1 The Engagement Committee (the Committee) shall comprise at least four members all of whom must be directors of GambleAware (the Charity), at least two of whom shall be 'independent'¹.

1.2 Appointments to the Committee 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, provided the director still meets the criteria for membership of the committee.

1.3 The Board shall appoint the Committee's chairman, who shall be independent of the industry. In the absence of the Committee'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 Committee 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.

1.5 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.

2. Secretary

The Chief Executive or his or her nominee shall act as the secretary of the Committee.

3. Quorum

The quorum necessary for the transaction of business shall be three members of which one must be independent of the industry. 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 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, for example by timetabling them to coincide with Board meetings.

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

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 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 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 the Charity's website.

7. Meetings of the Board

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

8. Purpose

The purpose of the committee is to engage with the gambling industry to develop confidence, cooperation and financial support.

The committee will endeavour to:

- Build confidence in GambleAware – as an effective, efficient and expert independent charity – amongst the gambling industry²;
- Foster cooperation between the gambling industry and GambleAware, particularly to implement harm minimisation initiatives and conduct research into gambling-related harm;
- Ensure that the gambling industry provides sufficient financial support to GambleAware.

9. Duties

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

9.1 consider and agree the Charity's engagement plan in the context of: (i) its charitable objects; (ii) the Charity's strategic plan; (iii) the National Responsible Gambling Strategy (2016-19); and, (iv) the arrangements in place between the Charity, the Gambling Commission and its advisory body, the RGSB;

² Please note that GambleAware considers that all those that profit from commercial gambling in GB are part of the 'gambling Industry'

9.2 oversee the appointment and functioning of an engagement panel consisting of a range of industry representatives, in accordance with its statement of function, which the Committee has the responsibility to define and review annually.

9.3 consider and make recommendations to the Board regarding the resources necessary to deliver the Charity's engagement plan;

9.4 critically review the ongoing development and delivery of the Charity's engagement plan in light of evidence, information and advice received from the Chief Executive and the management team, trustees, the Gambling Commission, members of an engagement panel and the industry more widely;

10. Reporting responsibilities

10.1 The Committee chairman, in liaison with the Chief Executive, shall provide an overview of engagement activity for each meeting of the Board.

10.2 The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed. In turn, the Board may refer to the Committee any matter it deems appropriate.

10.3 The Committee shall authorise the Charity's Chief Executive to report to the RGSB and the Gambling Commission the delivery of the Charity's engagement plan in the context of the arrangements in place between the Charity, the Gambling Commission and the RGSB.

10.4 The Committee shall produce a report of the Charity's engagement activity to be included in the Charity's annual report.

11. Other matters

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

11.2 The Committee shall be provided with appropriate and timely information relating to the Charity's relations with industry;

11.3 The Committee 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.

12. Authority

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