

# GambleAware

## Research & Evaluation Committee – Terms of Reference

### 1. Membership

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

1.2 Only members of the Committee have the right to attend research committee meetings. However, other individuals such as the chief executive, the director of research and evaluation, the director of commissioning (treatment and harm-minimisation) and members of research 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 the Trust'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 chairman. In the absence of the Committee's chairman 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 chairman of the Board shall not be chairman 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 the Trust or its employees, officers, representatives or advisers is not disclosed outside of the Committee unless authorised to do so.

### 2. Secretary

The director of research and evaluation or his or her nominee shall act as the secretary of the Committee.

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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

### **3. Quorum**

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 the Trust. 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 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 Trust's website.

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

The Committee chairman 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 the Trust, as appropriate:

8.1 consider and agree the Trust's research 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 the Gambling Commission and its advisory body, the RGSB;

8.2 consider and make recommendations to the Board regarding the resources necessary to deliver the Trust's research strategy/commissioning plan;

8.3 critically review the development and delivery of the Trust's research 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 (treatment and

harm–minimisation), members of expert steering groups and any other external experts that may be consulted with from time to time;

8.4 monitor and critically review the Trust's responsibilities as set out in the Research Commissioning and Governance Procedure that describes how research priorities are identified, and research projects commissioned, through the tripartite agreement between the Responsible Gambling Strategy Board (RGSB), the Responsible Gambling Trust (RGT) and the Gambling Commission;

8.5 oversee the appointment of members of the research expert steering groups, in accordance with the statement of function of steering groups, which the Committee has the responsibility to define and review annually;

8.6 oversee the functioning of the Independent Research Review Group, in accordance with its statement of function, which the Committee has the responsibility to define and review annually.

## **9. Reporting responsibilities**

9.1 The Committee chairman, with the director of research and evaluation and the Trust's chief executive, shall provide an overview of research 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 the Trust's chief executive or director of research and evaluation to report to the RGSB the delivery of the Trust's research strategy/commissioning plan in the context of the arrangements in place between the Trust, the Gambling Commission and the RGSB.

9.4 The Committee shall produce a report of the Trust's research strategy/commissioning plan to be included in the Trust'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.

10.4 Committee members should not apply for GambleAware funding and should declare any actual or potential conflict of interest at all times. Observers should declare actual or potential conflict of interest and all times. Where observers apply for GambleAware funds, this will be considered on a case by case basis, considering conflicts of interest.

## **11. Authority**

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