



West Dunbartonshire Leisure Trust

Terms of Reference Board Committees

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Terms of Reference: Board Committees

Contents

| | Page (s) |
|--|-----------------|
| Introduction | 3 |
| Appeals Committee | 4 |
| Audit and Risk Committee | 5 |
| Joint Consultative Forum Committee | 6 - 7 |
| Health & Safety Committee | 8 - 9 |
| Nominations and Individual Performance Management Committee | 10 |

Introduction

The following Terms of Reference are, as that name implies, an indication of the matters which stand referred to committees of West Dunbartonshire Leisure Trust.

The Terms of Reference should also be read in conjunction with the Trust's Articles of Association.

In applying the Terms of Reference, it should be recognised that in carrying out its remit each committee is empowered to consult, insofar as it might consider it necessary or desirable, with any other committee of the Trust or with any other Council or outside body or person.

Any functions which are referred or delegated to committees within these Terms of Reference shall be exercised subject to the functions which are vested in the West Dunbartonshire Leisure Trust Board of Directors.

Appeals Committee

Functions

- The power to hear and determine appeals against dismissal and appeals against all disciplinary action taken by the General Manager.
- The power to uphold or reject such appeals or to vary the disciplinary action taken in respect of all Trust staff.
- The power to consider and reach decisions on Stage 3 Grievances by employees in terms of the Trust's Grievance Procedures.

Membership

- Five (5) nominated Board of Directors (Three Directors required for a Hearing)
- Human Resources / Legal Representation

Chair

The Committee shall appoint from amongst its members (Board Directors), a Chair for each Hearing.

Hearings

Hearings are scheduled six (6) times a year. A yearly programme of dates will be prepared, agreed and circulated in advance with two weeks confirmation if a hearing is to proceed or not.

Hearings will be conducted in line with the terms of the Trust's Grievance process.

Quorum

The quorum of the Appeals Committee shall be three (3) Board Directors of West Dunbartonshire Leisure.

Audit & Risk Committee

The functions of the Audit & Risk Committee shall be:-

- responsible for monitoring the financial performance of the Trust;
- responsible for the recruitment and appointment of an external auditor, subject to ratification by the West Dunbartonshire Leisure Trust Board of Directors to audit final annual accounts for submission to Companies House and OSCR;
- review the annual financial statements before submission to the West Dunbartonshire Leisure Trust Board of Directors;
- regularly review the governance of the Trust (including the Articles of Association and Financial Regulations) and make any necessary recommendations for improvement to the West Dunbartonshire Leisure Trust Board of Directors;
- to assume responsibility for the monitoring of employment information (Absence Stats, Disciplinary & Grievances etc.).
- to promote the observance by Directors of high standards of conduct; and
- review major risks with management, agree and scrutinise the annual risk register and associated action plans to be carried out and where appropriate report back to the Board with any recommendations; and
- any other matters that the West Dunbartonshire Leisure Trust Board of Directors wishes to delegate to the Audit Sub Committee for further consideration or scrutiny.

Membership

- Four (4) nominated Board of Directors
- General Manager
- Company Secretary
- Accountancy Manager of West Dunbartonshire Council

Chair

The Committee shall appoint from amongst its members (Board Directors), a Chair and Vice-Chair who shall retire annually.

Meetings

Meetings will be held quarterly (one week in advance of Full Board Meetings) or more frequently where circumstances warrant it. A yearly programme of dates will be prepared, agreed and circulated in advance.

Quorum

The quorum of the Audit & Risk Committee shall be at least two (2) Board Directors of West Dunbartonshire Leisure.

Joint Consultative Forum Committee

West Dunbartonshire Leisure are committed to good partnership arrangements to support the commitment to engaging and involving the workforce at all levels. To support this aim the Trust are supportive of an effective employee consultation framework with open, honest and transparent communication.

The functions of the Joint Consultative Forum shall be:-

- exchanging of information between Management and Employees which involves considering, absence statistics, accident reports, strategy and the West Dunbartonshire Leisure Trust's business plans;
- to secure the greatest possible measure of joint action between West Dunbartonshire Leisure Trust and its employees for the development and improvement of the work of the Leisure Trust in pursuance of their objectives;
- to consider any reference from the Joint Consultative Forum on matters affecting the mutual interests of West Dunbartonshire Leisure Trust and its employees and to make recommendations thereon to the West Dunbartonshire Leisure Trust Board of Directors;
- to encourage the training and development of West Dunbartonshire Leisure Trust employees;
- to consider measures to promote equality of opportunity and treatment amongst West Dunbartonshire Leisure Trust workforce;
- to consider measures for safeguarding the health, safety and welfare at work of West Dunbartonshire Leisure Trust employees and to consult with the appointed competent safety representatives for the purpose of promoting and developing such measures and to make recommendations thereon to West Dunbartonshire Leisure Trust Board of Directors;
- to consider and offer observations on any proposals made by, or on behalf of, West Dunbartonshire Leisure Trust to introduce reward schemes to the Leisure Trust, or to alter or modify existing schemes or terms and conditions of employment in any section of West Dunbartonshire Leisure Trust; and
- any other matters that the West Dunbartonshire Leisure Trust Board of Directors wishes to delegate to the Joint Consultative Forum for further consideration or consultation.

Membership

The Joint Consultative Forum shall comprise:-

- A maximum of three Board Members;
- General Manager from West Dunbartonshire Leisure Trust; and
- Trade Union Conveners and one Shop Steward for each of the three Unions within West Dunbartonshire Leisure Trust.
- A representative from Human Resources.

Notes:

Other appropriate officers of the Leisure Trust and full-time officers of the Trade Unions may attend in an advisory capacity.

Chair

The Forum shall appoint from amongst its members, a Chair and Vice-Chair who shall retire bi-annually. When the Chair is elected from one side of the Forum, the Vice-Chair shall be elected from the other.

Meetings

The Joint Consultative Forum shall meet as and when required but not less than twice per year. The Chair or the Vice-Chair may direct the Joint Secretary to call a meeting at any time. A meeting shall be called within fourteen days of the receipt, by the Joint Secretary, of a requisition signed by not less than one third of the members of either side.

Quorum

The quorum of the Joint Forum shall be not less than one-third of the Trade Union representation and at least two (2) Members representing West Dunbartonshire Leisure Trust.

Disputes

In the event of the Joint Consultative Forum being unable to arrive at an agreement, the matters in dispute may, at the instigation of either side be referred to West Dunbartonshire Leisure Trust Board. In such an occurrence a meeting with West Dunbartonshire Leisure Trust Board will be arranged and communicated to the Joint Consultative Forum within 14 days.

Health & Safety Committee

West Dunbartonshire Leisure are committed to promoting co-operation between Management and Employees in all matters relating to Fire, Security and Health and Safety in accordance with the Safety Committee Regulations 1977 (Amended in 1996).

The functions of the Health & Safety Committee shall be:-

- to act as the focal point for all matters relating to the management of Fire, Security and Health and Safety;
- recommend for approval Policies, Safety Rules, Risk Assessments, Safe Systems of Work and to ensure these documents are reviewed on a regular basis;
- monitor the effectiveness of all training related to Security, Fire, Health and Safety;
- examination of health and safety audits, quarterly reports from safety representatives and statutory inspection reports;
- monitor on a regular basis the effectiveness of communications and publicity in the workplace relating to Fire, Security, Health and Safety; and
- any other matters that the West Dunbartonshire Leisure Trust Board of Directors wishes to delegate to the Health & Safety Committee for further consideration or consultation.

Membership

The H&S Committee shall consist of **3** management representatives and **3** Trade Union Health and Safety Representatives.

Management Representation

| | |
|--|----------|
| General Manager | 1 |
| Board Director responsible for H&S | 1 |
| WDL Trust's Health & Safety Co-ordinator | 1 |
| TOTAL | 3 |

Trade Union Representation

Health and Safety representatives will be nominated by recognised Trade Unions.

| | |
|--------------|----------|
| Unite | 1 |
| GMB | 1 |
| Unison | 1 |
| Total | 3 |

Chair

The General Manager of West Dunbartonshire Leisure Trust will chair the Health & Safety Committee Meetings

Meetings

Meetings will be held quarterly or more frequently where circumstances warrant it (See Special Meetings). A yearly programme of dates will be prepared, agreed and circulated in advance.

Special Meetings

The Chair, or any three members of the committee may request a special meeting of the committee, provided the request is in writing and the specific reason for the meeting is given. Reasons may include:

- Major Incident
- Specific Development
- Organisational Change

Quorum

The quorum of the H&S Committee shall be four (4) with not less than two (2) management and two (2) Health and Safety Representatives. H&S Committee members should send a nominated deputy to any meetings they are unable to attend to ensure continuity of H&S Committee business. The quorum shall include nominated deputies.

Nominations & Individual Performance Management Committee

The functions of the Nominations and Individual Performance Management Committee shall be:-

- responsible for recommending appropriate individuals for appointment as Independent Trustees to form the Board; and
- responsible for the recruitment and appointment of the General Manager and Company Secretary; and
- will formally oversee the performance management system for the General Manager. This will include:
 - In conjunction with the General Manager, discussing and agreeing his/her individual performance objectives and targets;
 - In conjunction with the General Manager, discussing and agreeing his/her personal development plan;
 - Approving any financial costs associated with the General Manager's personal development plan; and
 - Undertaking the annual formal performance review and assessment of the General Manager's performance

this process will follow the WDLT Policy and Procedure on Individual Performance Management for the General Manager.

Membership

- Chair of the Board of Directors
- Vice Chair of the Board of Directors
- General Manager (except in the recruitment of the post of General Manager where a Director will be nominated)
- Human Resources Representative

Chair

The Chair of the Board of Directors will chair each interview.