



13/12/07

<b>Business Plan &amp; Compliance</b>
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As SUS has entered its third year of operation the Chair, Executive Officer and Sports Programmes Manager have developed and submitted the business plan to sportscotland for review.

This asks **sportscotland** for a continuing financial contribution of £35,000 towards essential staff and office costs. This sum encompasses a small inflationary increase to cover some cost of living increases, and represents a subvention level of 29% of operating costs. We contend that this represents excellent value for money.

SUS will be audited in February by consultants on behalf of **sportscotland** to be deemed 'fit for purpose'.

In preparation for this Jacqui has been involved in the creation and development of appropriate bye-laws, memorandum and articles that will underpin SUS' governance. These will sit alongside SUS' emerging policies on key areas such as equality & diversity and child protection which are currently being drafted in consultation with relevant external partners, and in line with the legal status of the organisation.

This work will be supported by the HR Oversight Group which has been formed to deal with all aspects of HR to ensure the best possible working environment for SUS staff. This will include any deviations (forced or voluntary or interpretative) to University of Edinburgh terms and conditions of service, advising on arrangements for appointing new staff and helping troubleshoot/arbitrate on any staff related problems.

These developments necessitate changes to the constitution and suggested changes are shown below.

**SUS Members are asked to:**

Item
<ul style="list-style-type: none"><li>○ Take Note that a SUS Business Plan for 2007-08 has been submitted to <b>sportscotland</b></li></ul>
<ul style="list-style-type: none"><li>○ Consider and accept constitutional changes</li></ul>

# CONSTITUTIONAL AMENDMENTS

## SUBMITTED FOR APPROVAL

### 2. (Add) Aims & Objects

Addition as follows (after 2.8):

These aims and objects shall be pursued without regard to age, colour, disability, ethnic origin, gender, marital status, nationality, parental status or family commitments, race, sexual orientation or identity, religious or political beliefs or affiliation, HIV/AIDS status and trade union activity. SUS shall be independent of any political party or religious body.

### 7. SUS Executive Council

Addition as follows:

#### 7.3 An HR oversight group will:

7.3.1 Comprise ~ the Chair of SUS (as elected at the AGM), the University of Edinburgh's Director of Sport and Exercise (as a representative of the host institution and line manager of SUS staff) and one Director/Assistant Director appointee from the Executive Council (to harness their professional management skills, knowledge and experience).

7.3.2 Meet ~ once per year to review arrangements, and beyond that, on a project/task basis as required.

7.3.3 Oversee ~ all aspects of HR to ensure the best possible working environment for SUS staff. This will include any deviations (forced or voluntary or interpretative) to University of Edinburgh terms and conditions of service, advising on arrangements for appointing new staff and helping troubleshoot/arbitrate on any staff related problems. From time to time, the HR Oversight group may co-opt additional personnel from Executive or elsewhere (including the University of Edinburgh's HR Department) to provide additional skills, experience and perspectives as required.

### 13. General Meetings

Alter as follows:

13.7 Each Full Member (Institution) of SUS shall be entitled to two votes at General Meetings.

13.7.1 These votes to be cast by 2 nominated institutional representatives, 1 from Sports Department or equivalent and 1 from elected student sports body or equivalent, where they exist.

13.7.2 Where there is only one body in the Full Member Institution (e.g. either a sports department equivalent or a student sports body equivalent) the nominated institutional representative will be entitled to cast two votes.

**13.7.3** Institutional representatives will be sanctioned by the relevant institute Head of Department (for department staff or equivalent) and the AU/SU President (for student sporting body or equivalent), and empowered to vote on their behalf.

**13.7.4** Proxy voting will be permitted in exceptional circumstances according to the operating procedures approved by the Executive Council.

## SUS Articles

Additions as follows:

### HR Matters

SUS staff members will be employed through the University of Edinburgh, in accordance with their general conditions of service (annual leave; sick pay; fixed term contracts; maternity/paternity leave; retirement; pension; allowances), alongside supporting policies on the likes of pay / grading / promotions and performance / discipline / grievance. Line management (including structured one2one meetings monthly, annual reviews and regular informal exchanges to support staff on personal and professional matters, including CPD opportunities and work programming) of SUS staff will fall to the University of Edinburgh's Director of Sport and Exercise, with additional guidance and support from the SUS HR Oversight Group (ref paragraph 7.3 of the SUS constitution).

Any programmes operating under the banner of Scottish Universities Sport where necessary will fall under the remit of the University of Edinburgh's HR policies and procedures.

### Equity

Scottish Universities Sport believes that equity is a broader concept than equality. It is not just about equal numbers, but is concerned more with fairness, justice, inclusion and respect for diversity.

Scottish Universities Sport is absolutely committed to promoting and achieving equity, and to ensuring that unfair discrimination is eliminated. A copy of the SUS Equity policy can be found on our website: [www.susport.org.uk](http://www.susport.org.uk)

### Anti-Doping

Doping is fundamentally contrary to the spirit of sport, which is the intrinsic celebration of the human body, spirit and mind.

SUS is committed to doping-free sport and endeavours that all programmes operated under the banner of Scottish Universities Sport shall be fully compliant with the World Anti-Doping Code. This will ensure that all anti-doping measures are transparent, open to scrutiny and publicly accountable. Any contravention of the World Anti-Doping Code during a SUS event will be referred first to the SUS Competitions Committee, and then passed to the National Governing Body/Association of Sport concerned for action. All investigations, due process and sanctions that follow will be in full accordance with, and due regard to, the constitutional and legislative governance of the relevant National Governing Body. SUS will defer to this.

### Child Protection

At Scottish Universities Sport, we believe that Child Protection is everyone's responsibility. Every child or young person should have the opportunity to take part in sport at all levels in the knowledge that he or she will be safe, secure and respected. Above all, taking part in sport should be enjoyable and fun.

As a result of these revised guidelines, we have developed our own child protection policy and procedures. These guidelines apply to all children and young people under the age of 18 years. A copy of the SUS Child Protection policy can be found on our website: [www.susport.org.uk](http://www.susport.org.uk)