



water safety
Scotland

Terms of Reference

Water Safety Scotland

Document History

Revision

Date of revision: 24/04/2018

Date of next revision: 24/04/2019

Revision Date	Previous Revision Date	Reason for changes
11/04/2017	12/05/2016	Updates
24/04/2018	11/04/2017	Updates

Approval by Water Safety Scotland:

Date	Version
12/05/2016	1
07/07/2017	2
05/06/2018	3

Approval by Chair of Water Safety Scotland:



05/06/2018

Terms of Reference

Name of Group: Water Safety Scotland

Background: The group was established by the Royal Society for the Prevention of Accidents (RoSPA) in 2014 in response to a number of drivers and influences including the Paddy Tomkins report. Initially the group was called 'Scottish Water Safety Reference Group' changing its name in June 2015 to Water Safety Scotland.

Status: Water Safety Scotland is a group of committed organisations who meet to discuss and action interventions in order to reduce water related deaths in Scotland.

Purpose: The purpose of Water Safety Scotland is to prevent accidental drowning deaths in Scotland by working in partnership to ensure consistent guidance for the safe enjoyment and management of activities in, on and around water.

Targets:

- Reduce accidental drowning deaths in Scotland by 50% by 2026 and reduce risk amongst the highest risk populations, groups and communities.
- Contribute to the reduction of water-related suicide

Aims of Water Safety Scotland	
1.	Improve fatality incident data and intelligence across Scotland by advocating WAID and sharing WAID reports with partner organisations and local authorities
2.	Promote and develop learning to swim, water safety education and initiatives within early years, primary and secondary schools
3.	Promote public awareness of water-related risks and ensure a consistent message across campaigns and communications
4.	Develop water safety across Scotland's 32 local authority areas and promote the development of water safety policies
5.	Promote the safe participation of recreational activities across Scotland
6.	Contribute to the reduction of water-related suicide.

Structure

All members of Water Safety Scotland collectively sit on the **Main Group**. This group provides the opportunity for individual members to present ideas, initiatives, research and updates on their individual work.

Subgroups also exist which take forward specific aims and objectives. These subgroups are open to all members to join [through the secretariat].

Both the main group and subgroups are governed by the **Steering group** which comprises of the chair, vice chair and secretariat. This group guides the agenda of the main group and works to plan and promote the main objectives of Water Safety Scotland. The Steering Group has overall accountability for Water Safety Scotland.

The chair and vice chair are elected by the main group every 24 months at the October meeting.

The secretariat for the group is provided by RoSPA.

No organisation (including people, organisations and members affiliated to that organisation who have decision making capabilities or have conflicts of interest) can hold more than one position in the steering group.

Membership

Each organisation shall be represented by a nominated representative who shall have responsibility to contribute to Water Safety Scotland.

All invitations to Water Safety Scotland or its subgroups should go through the secretariat.

All potential members for any Water Safety Scotland group will be approved by the Steering Group.

Membership follows a specific process which can found here (see appendix I).

In order to retain full membership (including voting rights), an organisation must attend at least one meeting (including subgroups) in a 12 month period. The Secretariat will monitor membership. Any member who has not attended in the 12 month period will then be subject to review by the Steering Group.

If it is not possible to attend Water Safety Scotland meetings, updates can be sent to the secretariat to be included in the main meeting. This will allow membership but without voting rights.

If a member wishes to leave Water Safety Scotland, they should inform the secretariat.

The chair may invite non-members such as guest speakers as deemed appropriate for a particular meeting. This needs to be approved by the Steering Group.

Members of WSS can also invite guests to a Water Safety Scotland meeting by informing the secretariat.

No more than two guests of one organisation can attend a main meeting.

Role of members

The role of the members of Water Safety Scotland includes:

- The attendance of meetings

- Providing updates of their own organisations (where appropriate)
- To be an advocate for WSS and drowning prevention in Scotland
- To contribute to the outputs of WSS

Accountability

The Steering Group is accountable for Water Safety Scotland. The Steering Group shares collective overall accountability. Decisions made must include all three members and are therefore liable in equal proportion. In special circumstances where the Steering Group fails to reach a satisfactory decision or the subject matter requires extra insight; the issue will be presented to the main Water Safety Scotland group for a vote.

All members of Water Safety Scotland must follow specific governance set out in this document and in the following:

- Memorandum of Understanding
- Branding Guidelines
- Roles and Responsibilities

WSS members are asked to promote the use of the WSS brand where appropriate. To ensure that the brand is properly used and tracked, the steering group must be informed of any use of publications and printing with WSS branding to ensure its appropriateness. This can be achieved by getting in touch with the secretariat.

All press releases must be agreed by the Steering group and follow guidelines as set out in our Memorandum of Understanding with the National Water Safety Forum.

A memorandum of understanding will be initiated with all multi agency partnership groups and with individual organisations with which the Steering Group deem appropriate.

Working Methods

The main group will meet three times a year to discuss Water Safety Scotland, its aims and objectives.

Subgroups have been created to manage and prioritise individual aims. These subgroups will meet in between main WSS meeting. All subgroups must be approved by the Steering Group before creation.

For clarity, transparency and consistency, all Water Safety Scotland work [including subgroups] must be prioritised in a position table and published on the WSS website. Work found within this plan is recognised as “Water Safety Scotland”.

Main Group Meetings

There will be three formal meetings for the main group every year. Dates for these meetings fall on the first Tuesday of February, June and October.

The secretariat has responsibility for managing the minutes of the main WSS meetings.

Any items that members wish to be placed on the agenda must be sent to the Secretariat 21 days in advance of the meeting.

The notice of a meeting with agenda and any accompanying papers shall be circulated at least 14 days in advance.

Agendas for meetings will be formed via:

- Items submitted by member organisations through the secretariat
- Matters arising from the minutes of the previous meetings
- Correspondence received
- Strategy aim rotation

All agendas should follow a consistent framework including:

- Welcome
- Brief form the chair
- Minutes from previous meetings, accuracy and Matters arising
- Partner updates
- Close
- Date and Time of next meeting

In the absence of the chair at a meeting, the vice chair will take responsibility for the group. If both the chair and vice chair are unavailable, the meeting will be postponed until an appropriate time.

Subgroup Meetings

Each subgroup should elect a chair and a minute taker. It is the responsibility of the chair of the subgroup to ensure that minutes and a position table are recorded and sent to the Steering Group for approval. The Secretariat of WSS will then ensure they are placed on the website.

For accountability, a member of the Steering Group will set on each subgroup. Information on which Steering Group member is represented can be found in the Roles and Responsibilities Governance.

Templates for the position table, minutes and agendas are available by contacting the Secretariat of WSS.

Sharing of information

All minutes, action logs and information regarding the group and subgroups will be accessible to members through the website which is located at www.watersafetyscotland.org.uk

This information will be password protected.

If group members wish to share something with the whole group, it should go through the secretariat.

Correspondence

The Water Safety Scotland website will be maintained and updated by RoSPA.

Members are encouraged to provide resources and information for the website.

All Water Safety Scotland correspondence of emails and publications must go through the secretariat.

Social media is monitored by the Secretariat and other members of the Steering Group to ensure appropriateness.

Voting

Full members of Water Safety Scotland have voting rights. Organisations will receive one vote. Any individuals not affiliated with an organisation will also receive one vote.

In the case of equality of votes, the Chairman of Water Safety Scotland will have the casting vote.

Issues, concerns and complaints

If any member wishes to raise a concern, issue or complaint about anything to do with WSS, this should be raised with the secretariat. If the issue involves the secretariat, the Chair of WSS should be informed. The issue will then be investigated by the Steering Group and a response given.

Data Access

Water Safety Scotland agrees to only use WAID data which is approved by the National Water Safety Forum.

Finances

If there is funding available for Water Safety Scotland, it should sit in an account created specifically by and for Water Safety Scotland by an elected treasurer. The account should be co signed by the chair of the group.

All funding should be placed into this account, unless otherwise agreed in writing.

Accounts will be independently audited annually.

External Representation

The Chair of WSS will be the main representative to external bodies and partnerships. The chair may delegate responsibility for some or all of these groups to the other members of the

Steering Group. All correspondence, information pertaining to documentation and decisions to be made in relation to these groups will be shared with and made by the entirety of Steering Group and where appropriate the whole WSS group.

Where decisions and representation are needed to be given to external organisations or forums these will be agreed on by members of the Steering Group. Information shared with an individual member of the Steering Group, relating to the work of WSS, must be shared with other Steering Group members.

Contingency Measures

Events when contingency arrangements come into force:

- Chair and/or vice chair incapacitated, unable to perform normal duties
- Chair and/or vice chair resign
- Secretariat incapacitated, unable to perform duties or resigns or RoSPA withdraws secretarial support
- Chair and/or vice chair and/or Secretariat breaches the Terms of Reference or any other governance document
- Member of WSS breaches the Terms of Reference or any other governance document

Contingency arrangements:

Chair and/or Vice Chair unable to honour duties:

- The remaining members of the Steering Group will appoint temporary representation until the chair or vice chair is able to resume.

Chair and/or vice chair resign:

- The remaining members of the Steering Group will appoint temporary representation until a chair/vice chair has been elected by the main Water Safety Scotland group.

Secretariat incapacitated, unable to perform duties or resigns or RoSPA withdraws secretarial support:

- The remaining members of the Steering Group will appoint temporary representation until a new secretariat has been decided by the main Water Safety Scotland group.

Chair and/or vice chair and/or Secretariat breaches the Terms of Reference or any other governance document

- The remaining members of the Steering Group will investigate the matter. The member under investigation can be present along with a representative from their organisation.

Member of WSS breaches the Terms of Reference or any other governance document

- The Steering Group will investigate the matter. The member under investigation can be present during the investigation along with another representative from their organisation.

Review

This is a live document and will be reviewed annually for continuous improvement.

Any changes which would warrant an early review should go through the secretariat where the issue will be escalated to the attention of the Steering group. If deemed appropriate, a review will take place.

Appendix I: Membership Process

A lead for a new member of Water Safety Scotland should be passed to the secretariat. The Secretariat will email the prospective member and provide details of the next Water Safety Scotland meeting. The Secretariat will also ask the prospective member for a suitable time to discuss membership with the chair or vice chair of Water Safety Scotland. This is to outline the work of Water Safety Scotland and to conduct an initial assessment on suitability and any conflicts of interest

The invited organisation should establish a representative to attend the meeting and be the main point of contact for membership. This will not apply to individuals who wish to join in a voluntary capacity without any affiliation to an organisation

The Chair/Vice Chair will confirm membership with the prospective member and if they are expected to retain full voting rights or not. This information will be fed back to the secretariat and other Steering Group members on the outcome of meeting and potential successes or conflicts

The Member will then join Water Safety Scotland's main group and will be asked at their first meeting to do a short introduction of themselves and interests

After this meeting, the secretariat will contact the new member to ask for the following:

- *Logo of your organisation
- *Contact details of your elected representative
- *Picture of the elected representative (for website)