
Representation Stage in sportscotland's Decision Making Processes

Putting sport first

sportscotland
the national agency for sport

Introduction

All **sportscotland** investment and related decision making processes are designed to encourage regular dialogue between relevant **sportscotland** staff and potential recipients of investment.

The main aims of encouraging this dialogue is to ensure that there is clarity about (1) what **sportscotland** invests in, (2) what is expected as a result of that investment; and (3) details of any conditions that might be attached to the investment. This gives **sportscotland** staff the opportunity to help potential beneficiaries understand how to access investment and what is expected in return in terms of their contribution to helping create a world class sporting system for everyone in Scotland. Moreover, as issues or queries arise these can be dealt with, as is normally the case.

Representations made at this level are not appeals and do not form part of the sportscotland Independent Appeals process. Anyone considering lodging an appeal must exhaust the representation process detailed herein prior to lodging an appeal.

Stage 1 - Representation to Staff/Senior Managers

Part A – Representation to Staff

If an individual or organisation does not agree with an investment or other decision made by **sportscotland** they should in the first instance discuss the matter with the relevant staff member and/or their line manager within 5 Working Days¹ of receiving the formal written decision. A written summary of the discussion will be provided by **sportscotland** to the individual/organisation in writing within 2 Working Days of the discussion (“Staff Member Summary Letter”).

Part B – Representation to Senior Managers

Should no resolution be found then further dialogue should be requested with senior managers within the relevant directorate (i.e. sports development, high performance or corporate services) within 10 Working Days of discussing the matter with the relevant staff member and/or their line manager. A written summary of the discussion will be provided by **sportscotland** to the individual/organisation within 5 Working Days of the discussion (“Senior Manager Summary Letter”).

¹ “Working Day” means any day other than Saturday, Sunday or any public holiday in Scotland.

Stage 2 - Representation to the sportscotland Board

sportscotland recognises that there will be situations where a solution cannot be found through dialogue with staff members as outlined in Stage 1 - Representation to Staff/Senior Managers above.

In such situations if an individual or organisation feel that it is necessary to make a formal representation to **sportscotland** as no resolution can be found they should inform the CEO's office, in writing, within 5 Working Days of receiving the Senior Manager Summary Letter ("Formal Representation Letter"). The Formal Representation Letter should outline the elements of the decision which they are dissatisfied with and provide any other relevant supporting documentation or information.

Depending on the nature and scale of the decision being contested, representations will be considered by one of the Board members, normally the Chair/Deputy Chair or for more significant decisions these will be heard at one of the scheduled **sportscotland** Board meetings. The CEO and Chair will agree, where relevant, whether the representation will be considered by the full Board or by the Chair/Deputy Chair and the best time and method of making the representation.

Representations will be heard within 10 Working Days of the receipt of the Formal Representation Letter, however **sportscotland** reserves the right to extend this period,

Where applicable, the **sportscotland** Board or designated Board member will consider the basis of the formal representation and this will either result in one of the following:

1. Decision maintained - no further action will be taken: or
2. Decision will be referred back to the Executive for further consideration. Any further recommendations will be reported to the **sportscotland** Board.

A note of the decision and/or next steps will be provided in writing to the individual or organisation within 5 Working Days of the representation process being concluded.