



## Procedure for the Management of the Decision Making Bodies

Introduction	The Association's General Purposes Committee (GPC) is the decision making body with responsibility to review and approve club licences. The Appeals Board will respond to appeals in the case of club appeals.
Scope	The Quality Management system for National Club Licensing
Objectives	To ensure that Decision Making Bodies operate consistently in accordance with the planned arrangement.
Responsibility	Club Licensing Manager (LM)
Issue Number	One season 2005/6
Approved by	LM

Step	Description	Responsibility
1.	The authority for both the GPC and Appeals Board is granted via the Scottish FA's Articles of Association, Standing Orders and the Schedule of Powers.	Articles/Standing Orders and Schedule of Powers.
3.	<p>The GPC is composed of at least 6 members of the Scottish FA Council and up to 2 co-opted persons. The quorum for any meeting is 4 persons. Members are appointed for a period of two years and may be reappointed without limit. The Chairman is nominated for the GPC on a bi-annual basis and is nominated by the SFA Office Bearers and Chief Executive. Each member of the GPC shall have one vote and the Chairman will have a casting vote in the event of a tie.</p> <p>The Appeals Board shall be formed of an Independent Chairman who shall be legally qualified, an Honorary Vice-President of the Scottish FA (a past President) and a maximum of three other members to be selected from a panel determined by the Scottish FA <b>Board</b>. The quorum for any meeting is 4 persons. Members are appointed for a period of one year and may be reappointed without limit. The legally qualified representative on the Appeals Board will Chair the meeting. The Independent Chairman will have a casting as well as a deliberative vote.</p> <p>There will be at least one qualified solicitor and one chartered accountant in attendance at each Licence meeting of the GPC and Appeals Board where a licence is considered/appealed for by an SPL club,</p>	Senior Management.
4.	Calling notices and agendas shall be despatched to members at least 5 days ahead of the meeting whenever	LM



	possible.	
5.	Each member in attendance must have completed Confidentiality and Independence Agreement .The LM will ensure that the information is current (see relevant procedures).	LM
6.	At the start of each meeting the independence and confidentiality statements shall be reviewed, conflicts identified and the meeting managed accordingly.	Chairman of GPC and Appeals Board.
7.	Members of the GPC may simultaneously be members of other committees of the SFA. Members of the Appeals Board may not. No member of the GPC shall sit on another judicial body of the licensor. The separation of powers between the GPC and Appeals Board must be guaranteed and no member of the GPC shall be eligible to sit on the Appeals Board.	Articles/Standing Orders and Schedule of Powers.
8.	Information on all clubs must be presented to the committee by means of the Licence Award Decision (LAD). The decision of the GPC shall be based on this information and in accordance with the NCL Manual. All decisions of the decision-making bodies are to be recorded on the Licence Award Decision (LAD) and in the minutes.	GPC secretariat/LM
9.	Members may be re-appointed	Articles/Standing Orders and Schedule of Powers.

	<b>GPC Procedures</b>	
10.	To form an opinion all GPC members will be provided with the following information - Copy of the Licence Award Decision (LAD). This is a “controlled “ document. Copy of the club letter following the club’s receipt of the LAD (if provided).	LM
11.	The LM will attend each GPC meeting. The LM will provide recommendations to the GPC as appropriate.	LM
12.	Hearing Procedures apply for clubs personally attending any GPC meeting. A copy of these procedures shall be retained in this section of the QM.	
13.	Based on the information provided the GPC can decide to - (a) reject the licence application pending immediate remedial action by the club : <u>Licence Rejection</u> . - (b) to award a Licence with certain conditions pending remedial action by the club : <u>Licence Granted</u>	GPC



	<p><u>Conditionally</u></p> <ul style="list-style-type: none"> <li>- (c) to award the Licence with no conditions attached : <u>Licence Granted Unconditionally.</u></li> <li>(d) Take any step which, in its discretion, the GPC considers it would be appropriate to take in order to deal justly with the case in question.</li> </ul>	
14.	The decision of the GPC will be recorded in the minutes and forwarded to the club by means of the Licence Award Decision (LAD). The minutes of the meeting will be filed on the SFA's Intranet and in the Decision Making Bodies file (G Drive). The LAD will be filed in the respective club file.	GPC secretariat/LM
15.	If the licence is rejected or if there are conditions placed upon it, the LAD will detail the corrective steps the clubs must take together with a timescale.	LM
16.	A club has the right to appeal against a decision of the GPC.	LM
	<b>Appeals Board Procedures</b>	
17.	The procedures are detailed in the Association's Articles 134.3 to 134.3.7. The following should also be noted.	Chairman of GPC and Appeals Board.
18.	The secretary of the Appeals Board will determine those members of the panel to hear the case in any particular instance including the appropriate Vice President.	Appeals Board Secretariat
19.	To form an opinion the Appeals Board will be provided with the following – Copy of the Licence Award Decision (LAD). This is a “controlled “ document. Copy of the club letter following the club's receipt of the LAD (if provided). Letter of Appeal from the club.	Appeals Board Secretariat/LM
20.	No representative of the Licensing Administration shall sit on the Appeals Board.	Appeals Board Secretariat
21.	The decision of the Appeals Board will be recorded in the minutes and forwarded to the club by means of the Licence Award Decision (LAD). The LAD will be filed in the respective club file. The minutes of the meeting will be filed on the Decision Making Bodies file (G Drive).	Appeals Board Secretariat
22.	If the licence is rejected or if there are conditions placed upon it, the LAD will detail the corrective steps the clubs must take together with a timescale.	Appeals Board Secretariat