

TERMS OF REFERENCE - MAJOR EVENTS PANEL

OVERVIEW

The Major Events Panel is a specialist advisory body to the UK Sport Board and its Major Events Team. Its main purpose is to represent the interests of UK Sport by making major event investment recommendations to the UK Sport Board. The main competencies of the Panel's Members (notwithstanding those Members drawn from the Board) will therefore be related to the organisation of major international sporting events.

FUNCTION

The Major Events Panel considers applications for UK Sport financial support towards the bidding and staging costs of strategically important major events to be hosted in the UK.

During meetings, officers will summarise applications and recommendations to the Panel Members, who will then have an opportunity to ask questions of the applicant, before formally making an investment recommendation to the Board. This process helps to ensure a separation of duties between the development of an application (officers) and the formal investment recommendation to the Board (Panel Members).

Most applications presented to the Panel will be for support towards major events that have previously been identified as strategic hosting targets for UK Sport. The main focus of the Panel's discussions will therefore be to scrutinise the logistical and financial feasibility of the proposed budget and business plan. The Panel will:

- Review the application(s) and any associated recommendations from officers in advance of the meetings
- Explore any major issues or concerns directly with officers during the meetings, and challenge their recommendations if appropriate
- Explore any major issues or concerns directly with the funding applicant at the meetings and challenge their proposals if appropriate, to include:
 - Is the hosting plan robust enough to warrant an investment?
 - If not, what further work needs to be undertaken?
 - Is there a clear demonstration of financial need to invest?
- Make recommendations to the UK Sport Board on:
 - Whether UK Sport should support the event;
 - The level of the award; and
 - Any associated conditions of award required

MEMBERSHIP

The Panel shall consist of a Chair, who must be a full member of the UK Sport Board, and at least one other full member of the UK Sport Board. The remaining Panel Members shall demonstrate broad areas of Event Director level expertise

including competencies related to areas such as

- Legal/contractual issues
- Media and communications
- Sponsorship and marketing
- General event management
- Working with International Federations
- Local or regional authorities
- National Governing Bodies

The number of Panel Members is not pre-determined, but will typically be no more than 7.

All Members of the Panel shall be appointed by the UK Sport Board. Individuals shall be appointed on merit and explicitly not as representatives of specific organisations or interest groups. UK Sport actively promotes diversity and therefore effort will be made to ensure that Panel Members are from diverse backgrounds. Board Members and UK Sport Directors who are not Members of the Panel may attend as observers.

Individual terms of appointment shall not exceed three years, however Panel Members may be re-appointed by UK Sport Board at the end of their term. The number of terms a Panel Member can hold shall be limited to three. Effort will be made to overlap terms between Panel Members to avoid the departure of a significant number of Panel Members at the same time.

QUORUM

The Panel shall have a quorum comprising not less than 50% of its total membership at any time, one of whom must be a full Member of the UK Sport Board. A meeting may proceed without a quorum however this shall be noted alongside any recommendations to Board.

CONFLICT OF INTERESTS

Through the course of its business and decision-making, the Panel shall represent UK Sport and the interests of its Major Events Programme. Therefore all Panel Members shall abide by the rules adopted by UK Sport in relation to private interest and possible conflict with UK Sport business.

As a general rule Panel Members should note that a conflict can arise from their own interest (or that of a member of their family) which could be seen as, or which could give rise to, a conflict with the Panel Member's position on the Panel. Any interest of Members that could be seen as or which could give rise to a conflict of interests or conflict of loyalties is required to be disclosed.

A register of interests shall be maintained and specific interests related to upcoming business be declared at the start of each Panel meeting.

Conflicts of interest should be identified as early as possible in terms of upcoming business at future meetings. Officers shall try to highlight future items of business to support this. Where there is uncertainty over an issue that may constitute a conflict of interest, the Member should contact the Chair of the Panel in the first instance to resolve this.

Ultimately it is not possible to define all circumstances which may lead to a potential conflict of interest, however it is likely that most conflicts will be caused through employment by or membership of an organisation (for example an NGB, IF, regional body or commercial body) which would stand to benefit from the decision to fund, or not fund, an event.

It is therefore the responsibility of each individual Panel Member to declare any matters that they may feel present an actual or potential conflict. Additionally, the Chair may ask a Member to exclude themselves from a discussion where they feel that a potential conflict has not been acknowledged and where UK Sport's interests would be better protected through doing so.

DELEGATED POWERS

The Panel, as an advisory body to the UK Sport Board, has no executive powers. It is authorised by the UK Sport Board to review and assess any activity within its stated functions contained in these Terms of Reference and to seek the appropriate information it requires from the Major Events Team and from applicants. Certain applications for funding support will not be progressed through the Major Events Panel. These will be progressed under the authority delegated by UK Sport Board to officers in line with the following thresholds:

- The Chief Executive may approve an award of up to £250k
- The Director of Major Events may approve an award of up to £100k

The following guidance is provided to explain how delegated awards will be progressed:

Award up to £100k

Applications for financial support of up to £100k will typically be assessed by officers through the delegated authority of the Director of Major Events, where such support is in budget and in line with strategy. Officers may however choose to progress such applications through the Panel should they feel that further expert advice is required, or where there are significant or contentious issues in respect of the strategic or logistical viability of the event.

Awards between £100k and £250k

Applications for financial support between £100k and £250k will normally be progressed through the Major Events Panel, however officers may choose to progress the application under the delegated authority of the Chief Executive, where such support is in budget and in line with strategy, for the following reasons:

- The application is for a regularly staged event which has previously received an award, and for which officers assess that there is no fundamental change in approach
- An urgent decision is required on behalf of UK Sport to enable a bid to progress

Officers will provide a short summary of any applications progressed through delegated authority to the subsequent Panel.

Awards above £250k

All applications in excess of £250k will be progressed through the Major Events Panel, save for extraordinary circumstances where a decision may be sought directly from the UK Sport Board and its Chair.

Applications not progressed to Panel

In general terms, officers will not accept applications that are not in-line with UK Sport's strategic objectives. Officers will have the ability to reject applications (ie by not progressing them to the Panel) for the following reasons:

- The event is not aligned with the major event investment principles
- The event is not a strategic priority for UK Sport, relative to other known hosting targets across all sports
- The event is considered to involve too significant a level of risk from an operational or financial perspective

Officers will inform the subsequent Panel of any rejected events.

MEETINGS

The frequency of meetings may vary depending on business, however approximately 4-5 meetings shall be staged per year. In exceptional cases, meetings may be required by conference call or business may be handled by email, to ensure that urgent matters can be dealt with swiftly.

Meetings of the Panel shall be called by the Chair of the Panel. Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each Panel Member and any other person required to attend.

Papers will normally be issued with the agenda between one and two weeks in advance of the Panel meeting. Papers will be sent as and when they are ready, in order to provide Panel Members with the maximum time to review the paperwork.

The Panel shall submit the minutes of each of its meetings and any associated recommendations to the UK Sport Board for approval.

CONFIDENTIALITY

On receipt of any Panel reports or papers, Panel Members will refer any pre-Panel queries to the Chair of the Panel or the Director of Major Events. Members will respect that reports, papers and Panel discussions must remain completely confidential. Any feedback to applicants will normally be provided via officers or the Chair of the Panel.

ANNUAL EVALUATION

The Panel shall, on an annual basis, review its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the UK Sport Board for approval.

REMUNERATION AND EXPENSES

UK Sport will offer to reimburse Panel Members for the performance of their services in accordance with remuneration levels agreed by UK Sport Board and as stated in the DCMS Terms and Conditions. No remuneration fee will be offered to Members attending functions or events on behalf of UK Sport.

Members will be entitled to be reimbursed for expenses incurred in accordance with UK Sport expenses policy for attending Major Events Panel meetings and major events supported by UK Sport if they have agreed attendance in advance with the Major Events team.

Members may claim expenses as outlined in the UK Sport Staff Expenses Policy and Guidelines. The Major Events team will support Members in booking travel and accommodation in line with the UK Sport Staff Expenses Policy and Guidelines. All expenses must be submitted on the Major Events Panel Expenses Claim Form within two months of the each panel date.