
Terms of Reference - Major Events Investment and Assurance Panel

OVERVIEW

The Major Events Investment and Assurance Panel (“the Panel”) is a committee of and specialist advisory body to the UK Sport Board (“the Board”) and its Major Events Team.

Its main purposes are to make major event investment recommendations to the UK Sport Board; and to provide assurance to the UK Sport Board on the operational and delivery progress and the management of identified risks, both to the success of the event and the achievement of UK Sport objectives. This may occur outside of the formal meeting schedule.

FUNCTIONS

1. Investment

The 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. Most applications presented to the Panel will be for major events that have previously been identified as strategic hosting targets. 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 applications and 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 Panel 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.

Some major event applications for funding support will be progressed under the authority delegated by UK Sport Board to officers in line with the following thresholds (see also the Investment Guide):

- The Chief Executive may approve an award of up to £250k
- The Director responsible for major events may approve an award of up to £100k

2. Major Events Assurance

The Panel reviews assurance matters relating to events for which a financial award in excess of £2 million has been awarded to a Pinnacle event, or when UK Sport is managing investments of this level on behalf of DCMS. In addition, the Panel may identify at the investment stage that an event that does not sit within these financial thresholds would benefit from inclusion within the Panel’s assurance process.

The aim of this assurance review is to provide oversight, challenge and support to ensure that those events are delivered successfully, as well as to protect both public investment and the UK's hosting reputation.

The Panel will

- Receive and review in advance of meetings executive reports of:
 - Progress against identified event milestones; and
 - Significant risks to event success.
- Explore any major issues or concerns directly with officers during the meetings, and challenge their recommendations if appropriate, identifying appropriate actions or specific areas of concern or focus to be followed up by the executive team
- Receive updates from DCMS and from local host authorities on any concerns or issues on their part and offer views on proposed courses of action
- Review potential impact of significant live issues relating to delivery of events on:
 - DCMS guarantees or UK Sports' funding commitments; and/or
 - UK Sport's strategic risk and escalate to DCMS and/or UK Sport with recommendation for information or decision as appropriate.
- Approve release of UK Sport ringfenced contingency where the request for release is contentious or clearly outlined within the parameters of the funding agreement to require additional support to officers. Where necessary, approval may be sought outside of the meeting parameters to allow a timely decision.

MEMBERSHIP

The Panel shall consist of at least two full members of the UK Sport Board, one of whom shall be appointed by the Board as Chair of the Panel. The remaining Panel Members shall be independent and drawn from certain key areas of expertise and experience related to sport and the events industry, such as law, media and communications, sponsorship and marketing, event management, international federations, local or regional authorities and National Governing Bodies. The number of Panel Members is not pre-determined but will typically be no more than 7.

All Panel Members shall be appointed by the UK Sport Board 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 who are not Members of the Panel, UK Sport Directors and representatives of event organising bodies plus key stakeholders may attend Panel meetings by invitation.

Individual terms of appointment shall not exceed four years, however Panel Members may be re-appointed by UK Sport Board at the end of their term up to a maximum of two terms. Effort will be made to overlap terms between Panel Members.

REPORTING

The Panel shall report formally to the UK Sport Board after each meeting on how it has discharged its responsibilities. This report shall include:

Investment

- Funding applications and recommendations/decisions, including financial details
- Annual progress

Assurance

- Significant risks identified, recommendations for information or decision and escalation plan
- Escalation points as agreed by the Panel within the meeting

An annual review to be presented to the UK Sport Board to include an oversight of areas discussed and emerging themes across the Events Programme.

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. Members unable to attend the meeting will receive papers for the meeting and be invited to share comments with the Chair and Officers in advance of consideration at the meeting.

CONFLICT OF INTERESTS

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

Panel Members should note that a conflict can arise from their own personal or business interests (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 Panel 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 Panel Member should contact the Chair in the first instance to resolve this. The Chair may ask a Panel 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.

MEETINGS

The frequency of meetings may vary but 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.

Meetings of the Panel shall be called by the Chair. 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 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.

ANNUAL EVALUATION

The Panel shall, on an annual basis, review its own performance, membership 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 Panel 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 each panel date.