**Yorkshire 2019 Ltd**

**Candidate Brief for the Position of**

**Audit Committee Chair and Independent Board Member**

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**1. Yorkshire 2019 Ltd Overview**

The Union Cycliste Internationale (UCI) awarded Yorkshire the right to host the 2019 UCI World Road Cycling Championships in late 2016 after a competitive bidding process. This will be the first time that the UK has hosted this prestigious event since 1982, and will build on the incredible memories from the Grand Depart 2014 Tour de France, when millions lined the streets of Yorkshire to witness the world’s top cyclists.

The winning bid was made jointly by British Cycling, Welcome to Yorkshire, UK Sport and the Department for Culture, Media and Sport (DCMS). The event will be funded principally through DCMS and UK Sport, whilst also receiving support from the Local Authorities selected to host the event. The event will be underwritten by Government through DCMS.

The event presents significant size, scale and complexity, and will be one of the biggest international sporting events to be hosted in the UK in the coming years. Yorkshire 2019 Ltd has therefore been established to be the organisation responsible for the delivery of the event, and the company was incorporated by UK Sport as its subsidiary in November 2016. Yorkshire 2019 Ltd has entered into an event organisation agreement with the UCI, and will oversee the delivery of the event in accordance with this agreement.

The Board of Yorkshire 2019 Ltd will oversee the delivery of company’s objectives including the safe and successful staging of the event. The Board will be comprised of five independent non-executive directors (one of these being the Chair), and five stakeholder-nominated non-executive directors from British Cycling, DCMS, UK Sport, Welcome to Yorkshire and a Host Local Authority respectively.

**2. Objectives of Yorkshire 2019 Ltd**

The Objects of Yorkshire 2019 Ltd as set out in its Articles of Association include:

* to plan, organise, finance and stage a safe and successful World Road Championships through the co-ordination of national, regional and local financial and technical support;
* to manage the overall budget for the World Road Championships to ensure a safe and successful event in compliance with the organisation agreement;
* to deliver a World Championships with high delivery standards, whilst minimising the overall call on public funding and without recourse to the event underwriter;
* to secure and manage commercial funding, both in cash and value in kind, in accordance with the event budget;
* to agree the allocation of contingency funding (in line with the thresholds and conditions determined within any funding agreement from UK Sport);
* to co-ordinate and oversee non-facility based legacy programmes in connection with the event; and
* to do all such other things as the directors consider will further the interests of the company or to be incidental or conducive to the attainment of all or any of the Objects.

**3. Role of the Audit Committee**

The Audit Committee will advise the Board and Responsible Officers on:

* The strategic processes for risk, control and governance and the Governance Statement;
* The accounting policies, the annual report and accounts of Yorkshire 2019 Ltd, including the process for review of the accounts prior to submission for audit, levels of error identified, and management’s letter of representation to the external auditors;
* Planned activity and results of both internal and external audit;
* The adequacy of management responses to issues identified by audit activity, including external audit’s management letter;
* The effectiveness of internal and external audit and the audit fees;
* Assurances relating to the management of risk and corporate governance requirements for both organisations;
* Proposals for tendering for internal audit and management audit services or for purchase of non-audit services from contractors who provide audit services; and
* Anti-fraud policies, whistle-blowing processes, and arrangements for special investigations including compliance with the Bribery Act and the review of gifts and hospitality.
* Review of the in-year financial performance of Yorkshire 2019 Ltd to ensure that financial control is being maintained, variances to budgets and forecast are identified and managed.

**4. Role Description**

**TITLE:** Audit Committee Chair and Independent Board Member

**LOCATION:** UK (company registered in Yorkshire)

**BOARD MEETING FREQUENCY**: Approximately every two months (TBC)

**AUDIT COMMITTEE MEETING FREQUENCY:** Approximately every two months (TBC)

**OUTLINE:**

This appointment is for the role of Audit Committee Chair and Independent Board Member of Yorkshire 2019 Ltd.

**KEY RESPONSIBILITIES:**

* To ensure that the Board operates in line with the Code for Sports Governance, and that it demonstrates the highest standards of integrity at all times.
* To ensure that the Board is effective in discussing and setting the company’s strategic direction in delivering the 2019 World Road Championships.
* To set the Audit Committee’s agenda, specifically determining the order of the agenda; and ensuring that the board receives accurate, timely and clear financial information.
* To chair the Audit Committee meetings, ensuring that the views of all members are taken into account, and creating a culture of openness, debate and collaboration, that maximises the skills and experience of all.
* Through the Audit Committee, to advise the Board on all financial and auditing (internal and external) matters, including support for the Board in overseeing management of the event contingency.
* To act as a member of the Board, offering guidance, support, expertise and an objective perspective on the key matters of strategy, governance, commercial and financial affairs, and risk management.
* To play a key part in the decision-making process on strategic and governance issues
* To ensure that the organisation is run in a transparent and equitable manner
* To act in accordance with the Board of Directors’ Code of Conduct at all times
* To help identify and manage any conflicts of interest that might arise within the Board.
* To offer advice and guidance in a consultative capacity to the executive as required, helping to ensure that the organisation has a robust, workable and viable operational strategy, and monitoring the performance of the organisation (and the executive management) against that strategy.
* To maintain positive relationships with major external stakeholders, and to report to UK Sport as appropriate.

**KEY RELATIONSHIPS:**

* Chair of the Board
* Board of Directors
* Executive Director and Senior Executive Team
* UK Sport and Government
* British Cycling
* Welcome to Yorkshire and Host Local Authorities
* UCI

**PERSON SPECIFICATION:**

* A strategic and **collaborative** approach to objective setting and decision-taking with the ability to facilitate focussed and relevant discussions.
* A strong understanding of non-executive **leadership**, delivering results within a complex operating environment.
* Proven experience of public life and of organisations where there are political interests. Able to negotiate outcomes and gain **stakeholder** support for the board’s decisions.
* Good knowledge of corporate and sports **governance** board-level responsibilities, and accustomed to the principles of public sector propriety, regularity and accountability. Able to ‘lead from the front’ in terms of demonstrating the highest standards of integrity at all times.
* Excellent **financial** understanding, including experience with public sector financing, auditing and taxation.
* **Passionate** about the success of the event and able to demonstrate a strong affinity to the sport and/or region.
* Experience of **chairing** boards and/or committees of companies (or events) of comparable size, and experience in successfully setting and implementing strategy and managing risk in those organisations.
* Evidence of **success** in their chosen career, good all-round business acumen with proven experience, skills and knowledge of the requirements to lead a successful company.
* Tenacious and diplomatic, with a strong track record of **strategic leadership** in business, public service or sport, with the ability to identify and critically assess opportunities and threats in order to develop effective strategies and solutions.

**INDEPENDENCE:**

The Director will be an independent Director, in line with the definition of independence provided within the 2016 Code for Sports Governance. Therefore the Director will be independent if they are free from any close connection to the organisation and if, from the perspective of an objective outsider, they would be viewed as independent. A person may still be deemed to be ‘independent’ even if they are a member of the organisation and/or play the sport. Examples of a close connection include:

* They are of have within the last four years been actively involved in the organisation’s affairs, eg as a representative of a specific interest group within the organisation such as a sporting discipline, a region or a home country;
* They are or have within the last four years been an employee of the organisation; or
* They have close family ties with any of the organisation’s directors or senior employees

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| **TITLE** | Audit Committee Chair and Independent Board Member |
| **REMUNERATION** | £218 per day |
| **TERM** | The appointment will be until March 2020 |
| **DAYS** | Approximately 2 days per month equivalent, although it is likely there will be greater work in the early months of the company and in the period immediately prior to the event. |

**APPLICATION PROCESS**

To apply candidates should submit the following to Y2019Ltd@uksport.gov.uk:

* A covering letter highlighting your motivation for the post and relevant experience;
* An up-to-date curriculum vitae;
* A summary of your current time commitments
* The closing date for applications is Tuesday 31st January 2017
* Short listing will take place week commencing Monday 6th February 2017
* Anticipated interview dates are Thursday 23rd or Friday 24th February 2017

**Other information**

Yorkshire 2019 Ltd positively encourages applications from suitable qualified and eligible candidates regardless of school, race, disability, age, sexual orientation, religion or beliefs.