TERMS OF REFERENCE

GROUP DATA, DIGITAL AND AI COMMITTEE

Purpose

The UK Sport and Institute Board has established the Group Data, Digital and AI Committee ("the Committee") as a formal subgroup of the Board. It will also advise the Board of the UK Sports Institute ("UKSI") where relevant.

The Committee is aimed at providing focused oversight and expert advice on the delivery of the agreed Data, Digital and AI ("DDAI") Strategy for the high-performance system.

The Committee is expected to ensure effective, agile and timely delivery of the strategy.

It will provide confidence to the Executives and Boards that the strategy is being implemented effectively and in line with best practice governance expectations, aligned to the public sector.

It will also help ensure that the UK Sport and Institute Group is harnessing in full, at pace and with agility, the opportunities presented by the use of DDAI, accelerating delivery of System Reform objectives for LA 2028 and beyond.

Membership

The Committee will comprise:

- A Chair appointed by the UK Sport and Institute Board from among its members;
- Up to two further UK Sport and Institute Board members, including at least one Home Nation Sport Council representative; and
- Up to five independent external experts, which may include:
    - A senior government representative (e.g. Government Digital Service or equivalent);
    - Experienced individuals with expertise in data, digital, AI and public sector technology delivery and transformation; or
    - Relevant experience with legal, data governance, security and ethical governance, particularly in the use of AI.
- Other experts may be brought onto the Committee to support specialist areas where needed by the Chair. A register of specialist advisors will be maintained by the Chair to support as and when required.

Attendees

The UK Sport Chief Executive and members of UK Sport's Directors Team will usually attend, along with relevant Heads of Team responsible for either delivery of the strategy and/or assurance. Dependent on the delivery of the strategy and meetings' agenda, Executives from UKSI may also attend.

The Group will be supported by a Secretariat function, provided by UK Sport.

Terms

Individual terms of appointment shall not exceed four years, however members may be re-appointed at the end of their term. The number of terms a member can hold office in the same membership category (e.g. holding office as a Board member or as an independent member) shall be limited to two.

Membership will be reviewed periodically by the UK Sport and Institute Board to ensure appropriate balance of skills and experience.

Conflicts of Interest

The Committee 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 member's position on the Committee.

The Committee members are required to declare interests on joining the Committee and thereafter, annually. Any interest 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.

Any potential conflicts of interests related to upcoming business should be declared at the start of each meeting and recorded by the Secretariat. Where a conflict exists, the Chair will determine appropriate mitigation, including withdrawal from discussion or decision-making.

Remuneration

UK Sport will offer to reimburse Committee members for the performance of their services as stated in their Terms and Conditions (currently £218 a day). No remuneration fee will be offered to Committee members attending functions or events on behalf of UK Sport.

Committee members will be entitled to reimbursement of reasonable expenses incurred in accordance with UK Sport's Travel and Expenses Policy when attending meetings or major events supported by UK Sport, provided that attendance has been agreed in advance with the relevant UK Sport representative. The Secretariat will support Members in booking travel and accommodation in line with the UK Sport Travel and Expenses Policy. All expenses must be submitted within two months of being incurred.

Meetings

The Committee will meet up to four times per year.

Additional meetings may be convened by the Chair where required to support decision-gates or emerging issues.

Appropriate secretariat support will be provided, including:

- Circulation of papers, no less than one week in advance of the meeting.
- Recording of actions, decisions and key assurance points

Members and attendees should not disclose the detailed substance of papers or discussions without the prior written consent of the Chair.

Quorum

A meeting will be quorate when at least two Board members are present, one of whom must be the Chair (or a nominated deputy).

Responsibilities

The Chair is responsible for:

- Agreeing agendas;
- Ensuring meetings are effective, focused, and appropriately challenging;
- Confirming clear conclusions and actions; and
- Reporting to the UK Sport and Institute Board and UKSI Board where relevant.

The responsibilities of the Committee are:

- Turning the strategy into action to achieve the desired outcomes and Return of Investment (ROI), in line with the UK Sport and Institute Board's ambitions;
- Ensuring that strategy and solutions are resilient from a cyber security standpoint from design through to inception, including assurance arrangements;
- Reviewing progress and plans; and recommending decisions relating to the implementation of the DDAI Strategy, including transition across Horizons 1-3;
- Approving the release of funding across Horizons 1-3 at agreed milestone and decision-gate points, within the budget and criteria agreed by the UK Sport and Institute Board;
- Advising on Digital and AI applications, product development, licensing, purchase, security and partnership models;
- Providing appropriate assurance and risk oversight for the use of public money and security, escalating material risks, issues or assurance concerns to the Governance, Audit and Risk Committee (GARC), and/or the UK Sport and Institute Board, as appropriate. This will include not only design and build costs but ongoing usage post implementation;
- Guiding on ethics, values and governance principles underpinning all aspects of the strategy and its delivery. This will include issues of sovereignty and choice of large language models;
- Advising the Executive and the UK Sport and Institute Board on integration of the DDAI Strategy across System Reform activity and system partners (including with Home Country Sports Councils, as appropriate);
- Supporting partnership models, with government and other sectors, and providing insights into industry trends and developments;
- Advising on critical changes to the strategy and rollout and helping with resolution of significant challenges or dependencies.

Rights

The Committee may procure specialist ad-hoc advice at the expense of either UK Sport or UKSI, subject to budgets agreed by their respective Boards.

The Committee has the right to request any information or data from UK Sport or UKSI to enable it to fulfil its responsibilities.

Access

The Committee members and attendees will have free and confidential access to the Chair of the Committee.

Reporting

The Committee will report to the UK Sport and Institute Board after each meeting by making final minutes available. The Chair of the Committee will, by exception, update the Chair of the UK Sport and Institute Board on matters discussed and any items to be highlighted for the Board's consideration (including where relevant to the UKSI Board).

The Committee will report:

- A summary update to each UK Sport and Institute Board meeting;
- Escalation reports to the Group Audit and Risk Committee and/or the UK Sport and Institute Board where material risks or governance issues arise; and
- Decisions on funding release across Horizons 1-3 to the UK Sport and Institute Board.

Review

The Committee will review these Terms of Reference and its own performance and effectiveness annually.