TERMS OF REFERENCE

GROUP PERFORMANCE PANEL

Purpose

The UK Sport and Institute Board has established a Group Performance Panel ("the Panel") to support them in their responsibility for ensuring that the UK remains a leading nation for sporting success, that we win well and power a diverse team. The Panel will review and provide advice to the Board on the Winning and Winning Well strategy and delivery.

Membership

The Chair of the Panel shall be appointed by the UK Sport and Institute Board and be a UK Sport and Institute Board member. If the regular Chair is unable to attend, then the Chair will nominate a replacement for that meeting. If this is not possible, the Panel members will appoint a Chair for that meeting from those present.

The Panel shall consist of:

- not less than two other non-executive UK Sport and Institute Board members who will be appointed by the UK Sport and Institute Board. One of whom should also be a UK Sports Institute ("UKSI") Board member.
- up to three other independent external members to be nominated by the Panel and approved by the UK Sport and Institute Board.

Within the collective membership of the Panel, there should be substantial knowledge and experience of working within High Performance 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 external member) shall be limited to two.

Conflicts of Interest

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 Panel.

Members are required to declare interests on joining the Panel 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 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 Members for the performance of their services as stated in their 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's Travel and Expenses Policy for attending meetings and major events supported by UK Sport if they have agreed their attendance in advance with the UK Sport team. 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 Panel will meet at least four times a year. The Chair may convene additional meetings, as they deem necessary. The Panel may hold meetings via conference call, video linking or other electronic media.

Notices of meetings shall contain information relating to venue, time, date and agenda. Papers will normally be issued with the agenda no less than one week in advance of the meeting.

For each meeting the Panel will be provided with:

- A progress report on the status (e.g. whether delivery is on track and has been assured) of the High Performance Programme ("HPP") investments and key issues;
- a progress report on the delivery of the System Performance Support plans and key issues;
- a progress report on the delivery of the 2032 Coaching strategy and key issues;
- recommendations for any changes to HPP investments to be made under delegated authority and/or substantial deviations in System Performance Support and Coaching delivery; and
- A report on key risks to Winning and Winning Well delivery.

As and when appropriate the Panel will be provided with:

- proposals for the annual operational plans for System Performance Support and Coaching delivery;
- reports on key risks and opportunities (e.g. diversity of High Performance Sport workforce and athletes, succession planning);
- quality assurance reports on culture, athlete welfare and safety;
- a summary of high level assurance reports against the Foundations of High Performance;
- Members and attendees should not disclose the detailed substance of papers or discussions without the prior written consent of the Chair.

Minutes will be circulated in draft as soon as possible after each meeting for consideration by Panel members and will be accepted as final if no matters are raised within seven working days. The Chair of the Panel will consider any matters that are raised and agree any minor amendments. Where substantial issues are raised, these will be considered at the next meeting.

Attendees

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

Quorum

A minimum of three members of the Panel will be present for the meeting to be quorate, of whom at least one should be a UK Sport and Institute Board member.

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

The Panel will advise the UK Sport and Institute Board on:

- The overarching strategy and delivery for Winning and Winning Well (including all elements of Performance such as Athlete Welfare and Equality, Diversity and Inclusion of athletes/High Performance Programme personnel);
- the effectiveness of the High Performance Programme investments and any recommendations for changes;
- the overarching strategy and delivery of System Performance Support;
- The overarching strategy and delivery of Coaching; and
- Risks and opportunities within the strategy and its delivery.

Rights

The Panel may procure specialist ad-hoc advice subject to budgets agreed by the Boards.
The Panel have the right to request any information or data from UK Sport or UKSI to enable it to fulfil its responsibilities.

Access

Members and attendees of the Panel will have free and confidential access to the Chair of the Panel.

Reporting

The Panel will formally report to the UK Sport and Institute Board after each meeting by making final minutes available. The Chair of the Committee will, by exception, provide the Chair of the UKSI Board with an update on matters discussed and any items to be highlighted for their consideration.

Review

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