

# UK Athletics Performance Oversight Committee

## Terms of Reference

### 1. Purpose

To provide the Board of UK Athletics with i) confidence in the present and future direction of the organisation's performance strategy (including coaching and talent) and ii) assurance around its operational delivery

### 2. Membership

- The committee shall be appointed by the Board and will comprise a Chairman and at least two other members
- The committee will comprise a minimum of three non-executive directors
- There is an expectation that both the Performance Director and Deputy Performance Director will be in attendance at all meetings. As an absolute minimum one of the above will attend. It is expected that other key staff (Paralympic Head Coach, Olympic Heads Of , CMO, Head of Talent) will be in attendance as required
- External experts will be co-opted onto the committee to provide independent expertise and scrutiny (when required)
- The Deputy Performance Director shall be the secretary to the committee

### 3. Meetings

- The committee shall meet at least three times per year, the times selected to fit within the performance funding/review timeframe
- One meeting a year will be focused on reviewing and confirming confidence in the appropriateness of the performance programme's policies and procedures and may include the co-opted independent external experts
- The quorum necessary for transaction of the business shall be two
- Notice of the meeting including time, and venue, together with an agenda of items to discuss plus all relevant meeting papers will be forwarded to each member of the committee no less than one week prior to the meeting
- The secretary shall minute the meetings, including attendance, conflicts of interest and proceedings. Minutes shall be circulated to all members of the committee and to the Board promptly after the meeting

### 4. Duties

- Ensure members have a full and clear understanding of the performance strategy and the related risk
- Provide a more in depth informed level of review to provide the Board with assurance in the operational delivery of the agreed performance strategy, particularly pertaining to identified risks
- As delegated by the Board, to ratify performance decisions around policy philosophy, criteria and selection for the World Class Programme and international competitions
- Review the effectiveness of the performance policies and procedures to ensure the maintenance of best practice by UKA in the delivery and recording of support provided to athletes including that:

- there is full and proper recording of all medical, legal and ethical considerations given prior to the implementation of all athlete performance interventions. And that the processes underpinning these decisions constitute best practice
  - the organisation's medical record keeping is maintained including exploration of the legal and ethical challenges of storing performance and medical data while enabling expert analysis when required
- Cross reference with the identified performance related risks within the company risk register, and understand in more detail the response being taken to these by the executive
  - Give consideration to possible risks not currently included by the executive and provide a forum for dialogue with the relevant staff around these
  - Review UK Sport performance reports (Mission 2020) and where necessary make recommendations to the Board on actions required as a result of the review process
  - Report formally to the board at least once per year
  - Where required, to bring matters to the Board for discussion and or recommendation

Last reviewed - June 2017

Last Approved by Board – July 2017

Next review – June 2018