

## **Performance Advisory Group for Performance Department**

### **Purpose**

Strategic and operational oversight of the UK Sport funded programme and the England Talent programme through appropriate review and monitoring processes.

Exercise the delegated authority of the Board in accordance with these terms of reference.

### **Role**

#### **For Board approval**

To assist in the preparation and recommend to the Board the Performance strategy.

To assist in the preparation and recommend to the Board any funding submissions to UK Sport

To review and recommend to the Board the annual budget.

To assist in the preparation of and recommend to the Board selection policies.

#### **For PAG approval.**

To assist in the creation of and approve selection principals.

To review and approve any policies (except for the selection policy).

#### **For PAG oversight.**

To review on a quarterly basis the risk register.

To review on a quarterly basis the management accounts.

To review IADP for all UKS funded and Olympic and Paralympic qualifying athletes.

To review the annual training camp plan.

To review the annual competition plan.

To ensure compliance with the Sports Code of Governance.

To review and agree the performance paper update for the Board pack.

**Members** (should satisfy a skills matrix to include Sport Science and Medicine, Performance Director, Coach who has experienced an Olympic Games or Senior World Championships, Athlete who has experienced an Olympic Games or Senior World Championship, experienced route setter)

Chair - Board Member with Performance remit.

Nationally elected councillor for indoor climbing.

An Independent Performance Director (preferably one who has overseen talent).

Head of Performance.

A retired athlete who has experienced an Olympic Games or Senior World Championships.

A coach who has experienced an Olympic cycle.

A route setter.

Secretarial support (non-voting).

CEO BMC (observer non-voting).

PAG can invite Observers onto PAG as representatives from Partner Organisations to strengthen PAG. They will not be voting members of PAG.

PAG membership will normally be for a period of 4 years; upon expiry that can be extended for a further 4-year term. All PAG members will be peer reviewed annually, at which point their membership could be terminated.

All members who are not Board Members will be appointed by the PAG Chair following an open selection and recruitment process.

The members and observers of the PAG can take part in a PAG meeting by way of video conference or telephone conference or similar equipment designed to allow everybody to take part in the meeting.

### **Voting and Quorum**

The PAG should aim to fulfil its role and its decision-making based on consensus, but on matters that require voting all members of the PAG are eligible to vote. All PAG members will have a single vote. In the event of a tied vote, the PAG Chair shall have the casting vote, if the PAG Chair is absent from the meeting then no vote may take place.

The quorum necessary for the transaction of business shall be five.

### **Frequency and Preparation of Meetings**

The PAG shall meet at least four times a year, such meetings to be co-ordinated to be held as near as possible to 3 weeks before a Board meeting.

The PAG Chair can call additional PAG meetings if necessary to discuss urgent matters that occur between scheduled meetings.

The agenda and papers should be circulated no later than five working days before the date of the meeting.

In all instances the agenda and meeting papers should be circulated by the PAG Secretary.

In liaison with the Head of Performance, the PAG Chair is responsible for drafting the items for the agenda.

### **Minutes and Meetings**

The PAG Secretary should accurately take the minutes of all PAG meetings and send the draft minutes to the Chair within three working days to be distributed to the members within 10 working days of the meeting.

PAG minutes should be shared with the Company Secretary to form part of the Board pack.

### **Other Matters**

PAG will annually review its constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any necessary changes to the Board for approval.