

	Document History & Version Control Principles	
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TERMS OF REFERENCE FOR THE

Leicester-Shire and Rutland Sport (LRS) Business, Oversight and Audit Committee

1. Leicester-Shire & Rutland Sport Business, Oversight and Audit Committee

These terms of reference set out the arrangements and key tasks of the LRS Business, Oversight and Audit Committee. They have been developed and agreed by the LRS Board and are reviewed every four years. The Business, Oversight and Audit Committees fundamental role is to provide advice and guidance on Policy, Governance, Finance, Risk Management and Performance Management related issues.

1.1 The purpose and role of the Business, Oversight and Audit Committee shall be:

- Provide more time for the Full Board to have wider discussions regarding strategic local and national issues.
- Monitor progress against the delivery of the strategic priorities of the LRS Strategy for Physical Activity and Sport. Identify and resolve specific issues.
- Provide oversight of Leicester-Shire and Rutland Sport’s financial performance and monitor the integrity of its internal financial controls.
- Ensure that an Internal Controls System is maintained and that all policy frameworks are reviewed in a timely manner
- Make recommendations to the Board in relation to the appointment, re-appointment and removal of an external auditor and approve the remuneration – every 4 years.
- Provide guidance and support for the LRS Senior Management team and the LRS Board.
- Ensure that the internal risk management systems are continually reviewed. Identify and monitor risk and ensure mitigating actions are in place and delivered. Liaise where necessary with the host authority and/or funding partner.
- Provide a written and verbal report back to full Board, highlighting recommendations and challenge areas.

1.2 Division of Roles

The Board shall delegate authority to the LRS Director to implement the LRS Physical Activity and Sport Strategy and Business Plan. The LRS Director has responsibility for the overall organisation, management and staffing of the partnership and for its procedures on financial and other matters including conduct and discipline of staff. These will be carried out in accordance with host authority procedures.

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2. Membership, Recruitment & Decision Making

2.1 Membership and Recruitment:

The Committee structure should wherever possible, aim to reflect the diversity of the Leicestershire, Leicester and Rutland sub-region.

The LRS Board, shall appoint individuals from the main Board or its Advisers to act as Chairman and Vice Chairman of the Business, Oversight and Audit Committee. The LRS Chairman will appoint Business, Oversight and Audit committee members dependent upon their skills, experience and ability to contribute to the groups agenda. It is anticipated that up to 4 Board Members/Advisers will serve on the Committee.

The Board will have the right to co-opt members in an advisory capacity or to fill skills gaps or to support best practice for specific meetings or time periods. Co-opted specialist advisers will only be invited at the request of the Leicester-Shire and Rutland Sport Board.

Committee Members should deliver the key duties as set out in the Board Member job description and adhere to the Nolan Committee's "Seven Principles of Public Life" (see section 3). Committee Members will be expected to reaffirm their commitment to comply to the Nolan Principles on an annual basis.

A representative from the host authority shall also be invited to attend the Business, Oversight and Audit Committee. LRS Staff CSP Director, Assistant Director and Sports Development Manager will also be members of the group.

Member	Number	Route to Membership	Period of Office
Chairman	1	Appointed by the LRS Chairman	Initially 3 years (Max. 3 terms of office)
Vice Chairman	1	Appointed by LRS Chairman	Initially 3 years (Max. 3 terms of office)
Committee Members	Up to 2	Appointed by the LRS Chairman	Initially 3 years (Max. 3 terms of office)
Executive team members			
LRS Senior Management Team	3		As required
Host Agency	1		As required
Co-opted Business, Oversight & Audit Committee Specialist Advisers (As required)			
Commercial		Identified by the Committee	As agreed by the Board
Marketing		Identified by the Committee	As agreed by the Board

2.2 Decision Making

The Committee shall carry out the roles stated in 1.1 and shall make recommendations to the LRS Board regarding appropriate courses of action. The principle enshrined in the ethos of the committee is to provide best practice advice and guidance to the Board, as such the group will work to give the LRS Board a consensus viewpoint. Where the group cannot agree then the matter should be deferred to the LRS Board for full board discussion.

Following each committee meeting a written report will be produced and presented to the LRS Board and the recommendations and "items to note" will be considered.

Decisions may be required between committee meetings. Where this is the case the Chairman and Vice Chairman supported by the LRS Director may make a decision and report it to the next available meeting.

2.3 Equity

Accountability for equal opportunities is established at Board level and this commitment should be observed at all levels of the organisation. Leicester-Shire & Rutland Sport will achieve and maintain the Equality Standard at Preliminary Level (or equivalent) as a minimum operating level.

An Equality Action Plan will be published on the LRS website and progress against the plan will be reported on the LRS website annually.

2.4 Frequency:

The committee will meet formally at least **3 times a year** (it may need to meet on other occasions in order to provide guidance and support for specific issues or for an extra-ordinary matter): The Business, Oversight and Audit Committee would meet up to one month prior to the LRS Board, normally - January, April and September.

It is essential that members regularly attend meetings, align to a specific portfolio of work but retain a broad understanding of LRS as a whole. Members should read and interpret papers and are therefore be able to provide informed guidance at meetings.

2.5 Quorum:

A quorum of 50% of members including either the chairman or the vice chairman is necessary to convene a meeting (equates to 4 members one of whom must be the chairman or vice-chairman of the group).

3 Core Values / Code of Conduct

All committee members should observe the Nolan Committee's "Seven Principles of Public Life other locally determined values:

- **Selflessness** - Members should act solely in terms of the public interest.
- **Integrity** - Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- **Objectivity** - Members must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability** - Members are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **Openness** - Members should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty** - Members should be truthful.
- **Leadership** - Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.
- **Equity:** The principle of Equality being "Built in and not bolted on" should reflected in the way that we conduct our business, develop our systems and

apply our processes. Inclusiveness, openness and transparency will be reflected in the way that business is conducted.

- **Dynamic** – Take a lead for specific areas within the LRS Physical Activity and Sport Strategy. There is a commitment to stay abreast of portfolio/key work areas by working with LRS lead officers.
- **Transparency** – Business will be conducted in an open, transparent and dynamic manner, however on occasion the business of Leicester-Shire and Rutland Sport must be confidential – the Chairman of the Business, Oversight and Audit Committee will determine the status of any information or reports.

4. Other

4.1 The Business, Oversight and Audit Committee operate with the Delegation of Authority parameters as outlined in the LRS Board Terms of Reference 2017. As such the following excerpt is included here to provide members with a clear understanding of LRS parameters in relation to the groups discussions, dialogue and advice to the LRS Board:

Delegated authority is required for the following activities:

Authority to enter into a spending commitment on grants, goods and services and on gifts and hospitality above the thresholds outlined below.

Approval of applying for and accepting external grants and other awards above the thresholds outlined below.

	Funding Agreement with partners	Goods and Services	Accepting of Grants and other external funds
Chairman of Board / Host Authority	Over £100,000	Over £100,000	Over £100,000
Chairman of Board / Host Authority / CSP Director	£80,000 to £100,000	£80,000 to £100,000	£80,000 to £100,000
L&R CSP Director	Up to £80,000	Up to £80,000	Up to £80,000
Budget Managers	Up to £10,000	Up to £10,000	Up to £10,000
Budget Holders	Up to £5,000	Up to £5,000	Up to £5,000

Decisions may be required between the Board meetings. Where this is the case the Chairman and Vice Chairman supported by the CSP Director may make a decision and report it to the next available meeting.

4.2 Remuneration/ Volunteer Expenses

These are unpaid positions however travel and other reasonable expenses will be reimbursed within the host authority procedures and members choosing to take up this option.

Signed

(Chairman)

(Date)