

## **Mission Control Terms of Reference**

TOR Created: June 2022

Date of Review: June 2023 (annual thereafter)

### **1. Purpose**

As a formal sub-committee of the Board, Mission Control is a mechanism for:

- a. the SLT to review progress against strategies and to prepare for the next quarter priorities; and
- b. the Board to have oversight of progress towards the achievement of UKSI Mission 2025 and on current organisational health.

### **2. Membership**

Chaired by the CEO, the membership comprises:

- a. UKSI SLT
- b. Two UKSI Non-Exec Directors
- c. UK Sport performance directorate representative (normally the Director of Performance)
- d. An additional independent member

If appropriate others may be invited to the Mission Control meeting to provide expert perspectives.

To be quorate there must be a minimum of 4 SLT members and 1 UKSI Non-Exec Director.

### **3. Process**

Mission Control takes place three or four times per annum, aligned to the appropriate SLT meeting and prior to the UKSI board meetings; duration is normally half a day. The process and timeline is:

- Two weeks prior to Mission Control: each SLT Strategy owner completes an analysis of RAG status;

- One week prior to Mission Control: Overview report is circulated to Mission Control members.
- Mission Control meeting: agenda is aligned to the objectives of Mission Control and is chaired by the CEO.
- Post Mission Control: a summary report forms part of the next UKSI board meeting pack, and embraces absolute and trend measures of:
  - a. *overall progress on the achievement of UKSI mission*, measured by RAG rating on each strategy and assessment of whether those strategies continue to optimise UKSI support to all client sports; and
  - b. *organisational health* KPIs regarding UKSI impact on sports, market share, leadership & culture, quality of our people, achievement of Governance standards, reputation generally, financial sustainability

#### **4. Agenda**

- Review last 3 months progress based on strategy report – includes assessment of not only whether the strategies, written at the start of the cycle, are being delivered, but also that they remain current and comprehensively enable us to achieve our mission of supporting sports and athletes to achieve their goals.
- Agree assessment of sport dashboard, strategy & Org Health KPIs.
- Review Risk Register (by exception – latest version will be issued in pack)
- In-depth discussion on 1-2 priority topics for problem solving
- Look forward and plan for next Quarter