



PROGRAMMES COMMITTEE



Programmes Committee: Terms of Reference

Purpose

The Programmes Committee (the “**Committee**”) will oversee the strategic aspects of the Dame Kelly Holmes Trust’s (the “**Trust**”) programme activities and accountabilities and will make recommendations to the Board of Trustees of the Trust (the “**Board**”). This Committee will also monitor the relevant KPI’s and Risks in relation to the strategic and operational plan (ensuring a sustainable legacy for our founder).

The Committee has the authority of the Board to have access to any information or employee of the Trust in the course of undertaking its responsibilities, and to obtain outside legal or other independent advice where required.

Constitution

These Terms of Reference replace all previous versions previously applied.

Objectives

- To exercise an overview of our young people and athlete programmes performance, impact and quality assurance;
- To agree proposed delivery targets with the Head of Programmes & Impact prior to the start of each financial year. Ensuring alignment to the business plan;
- To oversee the appointment of external experts (i.e. external evaluators and partners);
- To oversee the Quality Assurance and Monitoring and Evaluation Plan; and
- To ensure the Trust is compliant with the requirements of the Charity Commission any relevant safeguarding and health and safety standards.

Responsibilities Concerning Programmes

To receive, review, consider and, where required, make recommendations to the Board on:

- Quarterly programme operational delivery, impact, monitoring and evaluation and performance against Contracts/Forecasts;
- Charitable activities programme budgets including athlete and partner performance management systems and processes, to ensure the Trust is achieving value for money and is competitive in our tendering.
- Where appropriate, request additional out of budget expenditure. Any proposed expenditure, outside of agreed budgets, requires CEO and or F&A sign off in line with delegated levels of authority;
- Agree the monitoring and evaluation and quality assurance processes of the Trust and review the consistency of implementation;
- Take responsibility on behalf of the Board for overseeing all programme delivery aspects of the Trust’s operations so as to ensure short and long-term viability; including review of activities in light of emergencies;
- Review longer-term income forecasts to ensure the programme operation functions have the capacity and skills to meet demand;
- Review performance of the Trust’s impact and quality assurance performance on a quarterly basis;
- Review the effectiveness and execution of the Trusts partner due diligence standards;
- Review the clarity of disclosure in the Trust’s impact reports and the context in which statements are made;
- Periodically review and update these Terms of Reference and submit them to the Board for approval and review the Committee’s performance.

Committee Membership

The Committee will be made up of at least four members, comprising of a minimum of one Trustee appointed by the Remuneration and Nominations Committee and a minimum of two independent members.

Trustee Attendance

Trustees who are not members of the Committee have an open invitation to attend any Committee meeting. As a courtesy, they are requested to give as much notice as possible to the Committee Chair.

Terms of Membership

Term of membership is three years.

Meetings

Meetings will be held four times a year, at least two weeks prior to Board meetings and otherwise as required. The Chair is required to provide an update at the Board meeting. Agendas will be circulated at least 1 week in advance of the meetings (including the meeting's venue, time and date) to all Committee members and any other permitted attendees and minutes will be circulated no later than two weeks after the meetings to all Committee members.

The Committee will have the power to co-opt external members where appropriate (subject to main Board approval).

The Committee will hold ad hoc meetings if required to. Regular exchanges will also take place by email and phone throughout the year.

Quorum

The quorum necessary for the transaction of business by the Committee shall be reached when 75% of Committee members are in attendance which must include the Chair. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

Where a Committee meeting is (a) not quorate within one half hour from the time reserved for the meeting; or (b) becomes inquorate during the course of the meeting, the Committee members present may determine to adjourn the meeting to such time, place and date as may be determined by the members present or to continue with the meeting and email out any decisions to be made for validation by those not present (and only upon such validation will such decision be adopted by the Committee).

Chair

Chaired by a designated member of the board of Trustees

Coordinator

The Charity Secretary will be responsible for coordinating committee meetings wherever possible. In their absence the Head of Programmes & Impact will take on this role.

Staff Attendance

The Head of Programmes & Impact is required to attend all meetings of the Committee. Other staff may, at the Committee Chair's request, attend meetings as required.

Signed:	
Name:	
	Chair of the Programmes Committee
Date:	
Updated	October 2020
Next Review	September 2022