

The People Committee (hereafter 'the Committee') shall be a Standing Committee of Table Tennis England ('TTE'), responsible and accountable to the Board.

1. Purpose

1.1. The purpose of the Committee shall be to ensure that the Board is informed and has the right information, support, advice and guidance to make decisions on People matters. Founded in collaboration, the Committee will use its collective expertise to discuss, engage and agree approaches for the People agenda:

1.1.1. Review People elements of the Risk Register

1.1.2. Discuss relevant legislation, legal changes and updates and appreciate the impact to Table Tennis England

1.1.3. Determine and review criteria, guidelines, procedures and documentation for People matters, including but not limited to:

1.1.3.1. Equality, Diversity & Inclusion and the Diversity and Inclusion Action Plan (DIAP)

1.1.3.2. Policies

1.1.3.3. Well-Being

1.1.3.4. Talent & Development

1.1.3.5. Benefits

1.1.3.6. Training plans

1.2. Make recommendations to the Board regarding the appropriate approaches relating to our People.

2. Composition

2.1. The Head of People will Chair the Committee. At any meeting of the Committee at which the Chair is not present the other members shall agree a Chair for that meeting only.

2.2. The Members of the Committee shall be a representative cross section of the organisation, including:

- Chair - Head of People
- Board Director
- Volunteer members x 3 with experience and expertise in People Management & Development.

2.3. The composition, structure and business of the Committee will ensure, where appropriate, that it is compliant with the Code for Sports Governance.

2.4. All members may serve for a maximum tenure of four years and be reappointed for a maximum of two terms. Members will be eligible for reappointment after a four-year break.

- 2.5. During this first cycle members will be appointed on a two, three or four year term (dependent on the number of volunteers), to provide continuity and ensure not all members stand down at the same time.

Note: This will be undertaken alphabetically with the volunteers surname closest to 'A' being the shortest term. Then on re-appointment will be for a four year term if they, and the Committee, wish them to continue.

- 2.6. Table Tennis England may take positive action in the form of proportionate measures to encourage or train those from under-represented groups to apply for volunteer roles, overcome a perceived disadvantage or meet specific needs based on a protected characteristic.
- 2.7. All members of the Committee shall adhere to the Nolan principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
- 2.8. The Inclusivity Working Group shall be a Tier 2 Committee and will report into the People Committee.

3. Responsibilities

- 3.1. The Committee shall have delegated powers from the Board to carry out the following responsibilities for staff and those who volunteer directly for TTE:
- 3.1.1. Review and develop the strategy and philosophy being applied by the organisation in remunerating staff to ensure alignment and proportionality;
 - 3.1.2. Review with the CEO the plans for the operational organisation of the staff and the employment HR policies, conditions and practices;
 - 3.1.3. Receive reports, consider and advise the Board on any employment issues potentially affecting the reputation of TTE;
 - 3.1.4. Consider and manage succession planning for key senior management positions;
 - 3.1.5. Consider and maintain a skills and diversity matrix for the Board and advise the Board on any identified gaps;
 - 3.1.6. Consider and monitor staffing requirements necessary to ensure that they are appropriate to the delivery of the BC strategic goals and operational needs;
 - 3.1.7. Review the "whistle-blowing" policy and arrangements put in place by TTE for staff to ensure the process is robust and properly managed;
 - 3.1.8. Deal with any other matters referred to it by the Board.

4. Reporting

- 4.1. Minutes of each Committee Meeting will be presented to the subsequent Board meeting and, where necessary, the Chair of the Committee will provide a report to the Board on any substantive matters of importance and any material issues or concerns.

4.2. The Committee shall report its decisions to the Board and make whatever recommendations it deems appropriate on any area within its remit where action or improvement is needed.

5. Meetings

5.1. The Committee shall usually meet three times a year and additionally as required. The meetings may be physical or virtual and day-to-day Committee business will be carried out via email.

5.2. The quorum of the meeting shall be three and must include a Chair.

5.3. Minutes and actions of each meeting shall be produced and maintained.

5.4. Guests will be invited to attend as appropriate to ensure effective representation, collaboration and expertise is available to the Committee.

5.5. The Committee will liaise and engage with other Committees as appropriate

5.6. Members will be expected to discuss and engage across the organisation to ensure effective knowledge, understanding and awareness, supporting focus groups, surveys and so on.

5.7. Committee members shall be entitled to claim from Table Tennis England such out of pocket expenses as are legitimately incurred in furtherance of agreed Committee business, in line with the Table Tennis England volunteer expenses policy.