

People & Culture Committee – Terms of Reference

[To be read in conjunction with 'Appendix A - Workflow and Detailed Terms']

Reason for the delegation

Enable Lancashire FA to fulfil strategic goals more successfully by leveraging the knowledge and experience of a dedicated People & Culture Committee to provide oversight on all matters relating to Lancashire FA's staff and people:

Responsibilities that have been delegated

1. Culture - Identify, discuss, plan and measure our performance whilst driving the desired culture, diversity and agreed standards at both Lancashire FA and externally with our wider supply chain and partners.
2. Nomination & Appointment - Provide assurance and confidence to the Board and stakeholders (including interested candidates) that the appointment process for the Board, Board Committees, Football Advisory Boards and Senior Appointments benefits from independent and objective scrutiny.
3. Remuneration - Ensure there is an appropriate remuneration/reward policy with clear career pathways in place to attract and motivate the Lancashire FA workforce to achieve the long-term interests of the association.
4. Workforce - To provide oversight of the entire workforce function at Lancashire FA, including our supply chain and partners.

Details about membership of the committee

The committee shall comprise at least three members.

Frequency of meetings

Monthly.

How decisions are recorded and reported to the Board

Decisions are recorded within the Agenda/Minutes Committee smartsheet, and minutes from committee meetings are finalised within 24-hours of each meeting and available for Board Members to access. The Chair of the Committee formally reports to the Board about the previous committee meeting as a regular Board agenda item.

Members required to make decisions (quorum)

- Quorum is 3 with the Chair having the casting vote if votes for and against are equal.

Reporting decisions under 'delegated authority'

- The Committee Chair reports formally to the Board on each meeting on all matters within its duties and responsibilities, which will include key decisions made under delegated authority.
- The Board Meeting Dashboard contains a report of all decisions made under delegated authority.

Behaviours for committee members

Refer to the Board Code of Conduct for values and behaviours of Board of Directors and all Committee Members.

© Lancashire FA, 2021 | Private & Confidential