

WORKING GROUP

People and Culture

Membership

Membership of the Working group will comprise:

- (i) Malgorzata Grzyb, Chair of the meeting
- (ii) Karen Roberts
- (iii) Claire Lish

Membership of the People and Culture Working group continues for the term as resolved by The British Judo Association.

Establishment

In support of the drive for a healthy culture across the whole of the organisation, the British Judo Association has established a People and Culture Working group.

Objectives

The Working group is established for the purpose of reviewing, monitoring and recommending to the British Judo Association relevant strategies regarding the organisation's culture and performance associated with the conduct of directors, employees, athletes, coaches, members and volunteers.

Basis of Operation

The Working group does not have any delegated powers of The British Judo Association, and all decisions of the Working group will constitute recommendations to The British Judo Association.

The British Judo Association does not impose any reporting and accountability requirements on the basis that all decisions of the Working group constitute recommendations to The British Judo Association.

Working group meetings will take place as required to undertake the responsibilities identified in these Terms of Reference and otherwise on such dates and at such times as the members of the Working group determine.

A quorum for a meeting of the Working group shall be three members of the Working group.

The Chief Executive Officer will ensure appropriate support is provided to Working group.

Terms of Reference

The Working group is charged with undertaking the following functions:

People and Culture

1. Monitor the development and implementation of key strategies, policies and budgets aimed at improving the organisation's culture and performance, including but not limited to the Culture Improvement Action Plan (2018) and the ongoing commitment to ensuring that everyone involved with British Judo is aware of and fully understands the application and importance of the organisational Values which are currently defined as "Respect, Unity, Integrity, Excellence and Trust".

2. Monitor the organisation's direction regarding the efficient and effective delivery of strategic and operational human resource functions which reflect the culture, the Values and the policies and procedures that British Judo have implemented
3. Ensure the organisation has appropriate employee wellbeing strategies, and that these are monitored on a regular basis for effectiveness and take-up
4. Review and monitor other strategic initiatives associated with people and culture, including but not limited to oversight and support of the Performance Task Group (Sponsored by G. Henderson).

Organisational Structure

Provide feedback to the Chief Executive Officer when being consulted regarding determining or changing to a significant degree:

1. The organisation's structure
2. The processes, terms or conditions that are to apply to any significant changes to employment terms or processes, including but not limited to performance management and annual reviews.

British Judo Association Professional Development

1. Oversee the implementation of a Professional Development Policy.
2. Develop and recommend to The British Judo Association a process to assess The British Judo Association's effectiveness and performance in relation to people and culture with a view to improve outcomes for the judo community.

Roles and Responsibilities

Chair

This member should be elected from the rest of the Culture Working group members

The role of the Chair on the Working group is as follows:

- Ensures the effective functioning of the Working group
- Act as a designated spokesperson for the Working group to the Board of the BJA
- Draft and approve the agenda, meeting notes, and meeting dates in discussion with fellow members
- Provide feedback on any required reports and documentation

Working group Members

- Review meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration
- Submit agenda items to the Chair a minimum of one week prior to the meeting date whenever possible
- Make every effort to attend regularly scheduled meetings
- Provide input to help identify future projects or strategic priorities for future years work

Term of Office, Recruitment, and Replacement

The term of membership of the Working group shall be three years at which point progress against strategic objectives will be reviewed.

Meetings**Schedule**

Meetings shall be held at least four times a year and may be more frequent as necessary.

Technology should be used to limit costs of travel wherever possible.

Record of Proceedings

The Chair shall record meeting notes of the meetings and circulate them to the membership prior to the next meeting of the Working group.

Amendments to the Terms of Reference

The Terms of Reference for the Working group should be reviewed annually (should the working group continue past an initial proposed period of 12 months).

'All Commissions will ensure that they will consider within their activities all issues relating to Equality, Inclusion and Diversity and that they meet the Association's strategic vision of becoming a 'World-Leading Judo Nation' that is inclusive, accessible and ethically driven'.