**Basketball England**

**Nominations Committee Terms of Reference**

**Purpose of Audit Committee: -**

The primary responsibility of the Committee is to oversee the nomination, remuneration, diversity and equity and hiring processes and practices of Basketball England (BE) considering all financial controls, governance requirements under the Code for Sport Governance and all legislative obligations, reporting on behalf of the board and to make regular recommendations and reports on its activities to the board. To aid and support the Chief Executive Officer (CEO) and staff to ensure good governance and oversight at all times.

**Committee membership: -**

The Committee shall consist of three current Board members aided by the Company Secretary (CS) The Committee is Chaired by Chair, Clare Wardle and includes the Senior Non-Executive Director and an Elected Director. An additional Non-Executive Director may be added. Clare Wardle, Russ Lidstone, Nicky Shaw, Grace Jacca-reserve.

**Committee meetings: -**

The Committee shall meet at least four times during the financial year, extra meetings may be called by any member where there is a need to discuss situations outside of the normal remit of the Committee. The Committee shall also meet on recruitment and selection criteria, reach for diversity and inclusion targets and review.

**Quorum: -**

The quorum necessary for the transaction of business shall be two Committee members. It is desirable that at least one of the members present in any quorum should have significant, recent and relevant accounting or related financial management experience.

**Notice of meetings: -**

Meetings of the Committee shall be convened by the Chair. Unless otherwise agreed, notice of each meeting confirming the venue, date and time, together with an agenda and supporting papers, shall be forwarded to the members no later than five working days before the date of the meeting. The Committee Chair shall have sole discretion to reduce the above notice period to whatever period the Committee Chair considers appropriate in the circumstances.

**Responsibilities and Duties: -**

The following shall be the principle duties of the Committee in carrying out its oversight responsibilities.

**Reports**

\*The Committee shall monitor and review the financial aspects of BE considering financial reports given at board meetings throughout the year and the acceptance, after scrutiny, of the annual audit report in relation to expenditure and remuneration.

\*The Committee shall make judgements and provisions about the quality, not just acceptability, of significant diversity, hiring, inclusivity, board appointments, senior staff appointments, financial and remuneration principles, the reasonableness of significant judgements and the clarity and completeness of the disclosures of the equitable processes applied.

\*The Committee shall ensure the embedding of new Code for Sports Governance standards and initiatives for BE concerning remuneration, diversity, equity, policy, scrutiny, financial viability, Skills Matrix and succession planning and internal controls.

\*The Committee shall monitor and address any unexpected events having a significant impact on any areas under the responsibility of the Nominations Committee.

\*The Committee shall cover any other matters that are significant to the integrity and oversight of BE and its reporting process under the Code for Sport Governance, including any other reporting issues required to be discussed under applicable and current laws and regulations.

**Interaction with Management: -**

Management will provide current financial, staffing, diversity, inclusion and any other reports as required by the committee.

**Other duties: -**

\*The Committee will maintain minutes of all its meetings which will be circulated to all members within five days of the meeting taking place. Once approved they will be circulated to the wider board.

\*The Committee will keep the Board, CEO and the Company Secretary informed of any significant Committee activities.

\*The Committee will report to the Board on its proceedings after each meeting on all matters within its duties and responsibilities and shall also formally report to the Board on how it has discharged its responsibilities. This formal report shall include, any significant control deficiencies, other matters having actual or potential effect on fair presentation of the responsibilities of the Committee and how these were addressed along with any other issues on which the Board has required the Committees opinion.