



London FA Limited

Inclusion and Advisory Standing Committee

Terms of Reference

1. Purpose

The Committee is convened by the Committee Chair and has delegated responsibility from the Board of Directors to oversee and make recommendations on:

- Oversight of the annual engagement plan
- Oversight of the inclusion and diversity plan
- Embedding inclusion and diversity across football in London and the London FA
- Oversight of key campaigns to combat racism, sexism, homophobia, inequality from underrepresented groups in football, and safeguarding children in in football.

In-line with the forward plan, to ensure the effective delivery of the London FA strategic plan

2. Membership

The Members of The Committee shall comprise up to 8 representatives from the Board of Directors and Council, as well as the CEO, Senior Safeguarding Lead and the Head of Delivery.

Additional task and finish groups from time to time may be created, subject to approval from the CEO and in-line with the Company Governance Overview Policy

3. Chair

The Chair of The Committee shall be appointed by the Board of Directors.

4. Equality Opportunities and Safeguarding

The Committee will, at all times, be mindful of and work within the terms of the Association's Equal Opportunities Policy and procedures, and Association's Safeguarding Operating Standard.

7. Quorum

Not less than three persons shall comprise a quorum of The Panel and shall include the Chair.

8. Frequency

Meetings will take place every 2/3 months at the London FA Offices.

Meetings of the Committee may be held in person, by telephone conference call, by Webex or otherwise in such manner and by such means as the Chair of the Committee determines.



9. Reporting procedure

The Committee shall report directly to the Board of Directors. All correspondence and reports will be sent by email in-line with the Company Governance Overview Policy.

10. Decision making

All decisions of The Committee shall be by a simple majority.

The Chair shall have the casting vote where necessary.

The decisions of The Committee shall be communicated by email.

11. Budget and spending authority

The Committee has no budget responsibility this remains with the CEO

12. Review

The Committee shall review its Terms of Reference and processes on an annual basis as part of the London FA's company review.

Inclusion Advisory Group 2018 Forward Plan

Month	Description
April	<ul style="list-style-type: none"> Finalise Annual Engagement Plan Report
June	<ul style="list-style-type: none"> Finalise the Annual Inclusion and Diversity plan Launch Annual Engagement Plan - in partnership with a range of partners
September	<ul style="list-style-type: none"> Inclusion, diversity and Inclusion Campaign Publish 2018/19 season Inclusion and Diversity plan
December	<ul style="list-style-type: none"> Review Walking football and Wildcats Campaigns Review of Diversity and Inclusion Campaign Review 2017/18 season

Lisa Pearce, CEO, Board approved January 2018, Forward Plan
Updated March 2018