



## Birmingham County Football Association

### Inclusion Advisory Group (IAG) - Terms of Reference

#### **Purpose**

The purpose of the IAG is to provide informed advice and guidance to Birmingham County Football Association (BCFA) in developing and monitoring inclusive policies and practices and making and promoting a safe, caring and inclusive environment for members, participants, volunteers, staff, spectators and the wider community – truly making football **FOR ALL**.

The IAG will discuss issues and formulate solutions; share ideas and good practice; inform and educate staff and volunteers; develop strategies and policies with regard to inclusion and diversity targets for the business and local grassroots game; engage and network to help increase participation and feedback from local communities in order to achieve BCFA KPI's and business objectives and advise the County FA on meeting its legal duties and operating in a way that meets the needs of the local community, the game itself and the business.

#### **Role**

The role of the IAG is to:

1. Set and monitor local ED&I targets on behalf of and as agreed by the BCFA Board via the annual Ops Plan;
2. Advance equality of opportunity for all groups, as well as having a focus on the protected characteristics;
3. Foster good relationships with the local community, so that football can be used to create positive sporting opportunities and increase participation for all as well as provide a sounding board for ideas and initiatives;
4. Eliminate unlawful discrimination, bullying, harassment and victimisation, and any form of abuse and hate crime directed at individuals and specific groups;
5. Support the Association to identify and influence good ED&I practice;
6. Lead on the development of the Equality Standard submissions;
7. Ensure one annual events take place showcasing the work of the IAG and inviting comment from the wider community;
8. Support the BCFA Community Awards with input into specific categories and nominations/selection;
9. Offer guidance on training for the BCFA Board and BCFA employees
10. Offer support on impacting assessing policies and processes

#### **Means**

In supporting the role as defined above, the Inclusion Advisory Group may:

1. Analyse data to provide intelligence and support recommendations to the County FA.
2. Consult on and support the county planning process, including the setting of business objectives and targets which ensure that the needs of the whole community are met. This will include being responsible for the development and implementation of a new Inclusion Action Plan.

3. Provide support to The County FA's community engagement, consultation, development programme and disciplinary procedures.
4. Act as Ambassadors as appropriate for the Birmingham County FA.
5. Bring a diverse perspective to the Birmingham County FA.
6. Identify key equality issues and support the identification and delivery of solutions.
7. Advocate the benefits of addressing equality issues.
8. Assess and advise on equality impacts arising out of county ED&I and/or operational plans.
9. Co-ordinate consultation sessions with the wider community in relation to annual operational plans.
10. Identify key issues and trends that may promote the growth of the game through inclusion and diversity interventions.
11. Promote inclusion and diversity in football and wider community.
12. Devise, monitor and evaluate County FA Key Performance Indicators for inclusion and diversity.
13. Guide and advise on equality and diversity legislation
14. Engage with local influencers to become who can provide guidance and support when approaching and working with specific communities
15. Appoint task and finish groups for specific initiatives
16. Suggest and commission research

## **IAG Membership**

The CORE IAG membership shall consist:

- Board Director with lead responsibility for Equality
- Leagues & Clubs Manager
- Snr Workforce & FDO
- Designated Safeguarding Officer
- Football Development Officer – Disability
- Football Development Officer – Inclusion & Equality
- Football Development Officer – Women & Girls
- Football Development Officer – Male Participation
- Referee Development Officer
- Chair – Youth Leaders
- Critical Friends and/or influencers – as defined and as invited

The IAG will be supplemented by externally recruited 'Critical Friends' who will provide external scrutiny of the IAG's work. Critical friends will not be required to attend meetings but will be sent updated action plans and an updated review via online 'smartsheets' of the IAG's work on a quarterly basis. Critical friends will be required to read and comment upon the information with ideas and suggestions and/or contacts to be made. No limit will be set on the number of critical friends who will all receive a brief detailing the purpose of their role. Critical friends will be invited to IAG events and may also be invited to specific IAG meetings if the group deem it necessary.

From time to time, the IAG may wish to recruit Task and Finish members who will be invited to the group to undertake specific, time limited actions. Task and Finish group members may be paid for their involvement if suitable volunteer participants cannot be attracted. In addition, it may be agreed by the IAG/Board to commission specific work out to a Task & Finish group member or an outside agency. Ideally, three quotes will be required and Task & Finish members and/or Critical Friends MUST declare any conflict of interest prior to the any decision being made.

## **Role of the IAG Chair:**

The IAG shall elect a chair from its number. The Chair's role is:

1. To preside over meetings so that business can be carried out efficiently and effectively;
2. To provide leadership to the IAG;
3. To develop the agenda for each meeting along with the Leagues & Clubs Manager
4. To ensure that the work of the IAG and any issues and targets are regularly reported to the Board
5. To ensure through management of the agenda that all voices have an opportunity to be heard
6. To constructively check and challenge the ED&I work of the executive through the CEO and Ops Plan
7. To outline and monitor an annual budget / expenditure (see below)

The term of office for the Chair is one year with an option to renew up to 3 years.

## **IAG Secretary**

1. A member of the IAG will be selected to act as secretary for the group;
2. The Secretary will take meeting notes which focus on outputs and actions.

## **Frequency of meetings and Agenda**

Meetings will take place bi-monthly. The Chair is required to liaise with Leagues & Clubs Manager and Secretary when setting dates and agendas for meetings.

IAG members must submit the agenda items two weeks prior to the meeting. The meeting notice and agenda will be electronically distributed one week in advance of each meeting. Meeting minutes will be produced, agreed by the Chair and distributed within ten days of the date of the meeting.

Meetings of the IAG may be held in person, by telephone conference call or web conferencing or by such means as the Chair determines.

## **Quorum**

A minimum of three members are required for each meeting – either in person and/or online.

## **Budget**

The IAG has responsibility for ensuring all expenditure is in line with the Operational Plans, KPI's and Business objectives alongside the annual budget approved by the Board. Any additional expenditure must be submitted for the consideration and approval of the Board.

## **Review**

The IAG shall review its Terms of Reference as and when required by the Board of Directors but at least annually. The terms of reference must be approved by the Board before being used or altered.

## **EDI Targets**

- Board recruitment
- Staff recruitment
- Improve access to the game FOR ALL and in all areas including digital engagement
- Football Leadership (Grassroots) Diversity Code – for Clubs/Leagues and to support FA programme
- Participation – Coaches, Referees, Volunteers
- Equality Standard
- Code of Governance – including legal compliance (employment/equality law and frameworks)