



## **Terms of Reference - Kent FA Equality Advisory Group**

### **Constitution**

Kent FA established the Equality and Diversity Advisory Group in 2008 for the purpose set out below.

### **Principles**

Kent FA is committed to equality and diversity. The terms Equality and Diversity within these terms of reference refer to all aspects of equality as set out in the Equality Act 2010.

### **Purpose**

It is the aim that all our stakeholders are treated fairly, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity, or any other grounds of discrimination (current or subsequently enacted).

### **Role and Function**

- To ensure that the Kent FA Board of Directors are advised on all Equality & Diversity matters.
- To maintain a strategic overview of Kent FA's work from an inclusion perspective.
- To ensure that the needs of ethnic minorities and emerging communities in football are met.
- To advise Kent FA on policy and strategy development, implementation and evaluation with regards to ethnic minorities and emerging communities, as appropriate and necessary.
- To explore the key issues that Kent football needs to address with regards to diversity and equality and how these relate to the national issues.
- To check and challenge the Kent FA Operational Plan, ensuring that equality, diversity and inclusion are embedded across the plan.
- To support the Kent FA Football Development Officer for Inclusion's work programme as detailed in the Kent FA Operational Plan.
- To build on existing work already undertaken by the Kent FA Football Development Officer for Inclusion in their role as part of the wider Football Development team.
- To develop a clear programme of activities at the start of each season which supports and compliments the work of the Football Development Officer for Inclusion.
- To provide expert advice to Kent FA on issues which may impact on Equality and Diversity delivery for groups, individuals or organisations defined as having protected characteristics under the provisions of the Equality Act 2010.
- To receive and comment on inclusion assessments of key aspects of County FA work where necessary.
- To promote a culture of respect for ethnic minorities and emerging communities and to champion diversity issues.
- To promote and share good practice.
- To undertake consultation with grassroots clubs and partner organisations.
- To support Kent FA in identifying, managing and mitigating any organisational risks associated with Equality and Diversity.
- To provide advice and support where relevant on fine-tuning disciplinary procedures to support good practice on handling allegations of discrimination.
- To support the delivery and running of equality and diversity related workshops, programmes and national campaigns that Kent FA endorse.

## Relationships and Methods

- Encourage a performance culture which focuses on achieving set objectives and issues.
- No one member shall dominate discussions and all present will have equal opportunity to speak.
- Recognise the growing importance and influence of partnership working, with partners both inside and outside of the county.
- Inviting guests, advisors and external partners who bring specialist skills and knowledge to assist the work of EAG is encouraged.
- A member may resign from EAG at any time by informing the Chair and Football Development Officer for Inclusion in writing, giving a months' notice prior to the next meeting.
- If voting is required to decide on an issue raised or an action to be implemented, a simple majority is required for it to pass, assuming a quorum of 5 members is present.

## Membership

- Membership is via application only. All applications received will be reviewed by the Football Development Officer for Inclusion.
- Recruitment of Equality Advisory Group membership must be open and transparent in order to reflect the diverse nature of Kent football.
- Once an individual is successful in their application to join the Equality Advisory Group, they will serve a term of 3 years. Membership will be reviewed on a biennial basis.
- A term of membership will start on the 1<sup>st</sup> July and will end 36 months later on June 30<sup>th</sup>.
- At the end of each membership term, individuals will have the opportunity to reapply for another term. No individual should serve more than 3 consecutive terms.
- Members must reflect those individuals that can provide best advice on equality in football.
- Members should reflect the diversity of the ethnic minority and emerging communities.
- Should communicate directly with similar groups within the football family.
- The group may appoint a member of the group to the title of chair to represent the group publicly if or when called upon to do so and to lead meetings.
- The group must nominate a representative (can be the Chair or another member) to be co-opted onto the Kent FA Board of Directors.
- **The Equality Advisory Group must consist of a minimum membership of 5 and a maximum membership of 15.**
- 1 membership place on the group is reserved for an individual from the Kent FA Youth Council.
- The Kent FA Football Development Officer for Inclusion serves as an ex officio member of the group.
- All members must sign and abide by the Kent FA Code of Conduct.
- All members can claim expenses for attending meetings for any costs incurred travelling to and from meetings or any events involving the Equality Advisory Group.

## Membership Expectations and Responsibilities

Members of the Equality Advisory Group are expected to:

- Reply to a communication within a required timeframe if applied and appropriate.
- To act as an ambassador for Kent FA when in a position representing the group or on social media.
- Send apologies by 12pm at the latest on the day of an Equality Advisory Group meeting.



If a member regularly fails to meet these expectations and responsibilities, their membership will be reviewed which may result in a member being asked to stand down from the Equality Advisory Group.

### **Meetings**

- Meetings shall be held a minimum of three times per year.
- The Kent FA Football Development Officer for Inclusion is responsible for calling the meetings and coordinating the group.
- Meeting dates are to be set at the start of each football season.
- Agendas and pre-read material/papers must be circulated at least two weeks in advance of Equality Advisory Group meetings.
- Members may request the addition of agenda items via the Kent FA Football Development Officer for Inclusion or Chair.
- Meeting minutes will be circulated within 5 working days of the meeting.

