



Inclusion Advisory Board – Terms of Reference

1. Purpose

The purpose of the Inclusion Advisory Board (IAB) is to provide informed advice and guidance to Northumberland Football Association 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 IAB 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 Northumberland FA's 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.

2. Role

The role of the IAB is to:

- Utilise data to provide intelligence to set clear targets within our county strategy ensuring this meets the needs of the whole of our football community
- Assess and advise on equality impacts arising out of county strategy, monitoring and evaluating the Inclusion & Diversity Key Performance Indicators
- Support community engagement, consultations, development programs and disciplinary procedures
- Act as Ambassadors for Northumberland FA, promoting inclusion and diversity in football
- Bring a diverse perspective to the Northumberland FA
- Identify any equality issues, support the identification and delivery of solutions
- Promote and encourage the benefits of addressing equality issues within the football community
- Coordinate consultation sessions with the wider community on annual county plans
- Identify key issues and trends that will promote the growth of the game through inclusion and diversity interventions
- To assist the Northumberland Football Association to achieve the Preliminary Level of the Equality Standard for Sport.

3. Means

In supporting the role as defined above, the IAB may:

- Analyse data to provide intelligence and support recommendations to the County FA.
- 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.
- Provide support to The County FA's community engagement, consultation, development programme and disciplinary procedures.
- Act as Ambassadors as appropriate for the Northumberland County FA.
- Bring a diverse perspective to the Northumberland County FA.
- Identify key equality issues and support the identification and delivery of solutions.
- Advocate the benefits of addressing equality issues.

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- Assess and advise on equality impacts arising out of county ED&I and/or operational plans.
- Co-ordinate consultation sessions with the wider community in relation to annual operational plans.
- Identify key issues and trends that may promote the growth of the game through inclusion and diversity interventions.
- Promote inclusion and diversity in football and wider community.
- Devise, monitor and evaluate County FA Key Performance Indicators for inclusion and diversity.
- Guide and advise on equality and diversity legislation
- Engage with local influencers to become who can provide guidance and support when approaching and working with specific communities
- Appoint task and finish groups for specific initiatives
- Suggest and commission research

4. Membership

The core membership of the IAB will consist of:

- Equality, Diversity & Inclusion Lead Director
- Head of Compliance & Inclusion
- Independently recruited experts in line with the CFAs E, D & I strategy – ‘100% Inclusive’.
- Chair – Young Leadership Academy

Further members of the executive workforce and/or staff members will be invited to join the group as and when required, on a limited basis, as directed by the IAB.

5. Chair

The IAB shall elect a chair from its number. The Chair’s role is:

- To preside over meetings so that business can be carried out efficiently and effectively;
- To provide leadership to the IAB;
- To develop the agenda for each meeting along with the Leagues & Clubs Manager
- To ensure that the work of the IAB and any issues and targets are regularly reported to the Board
- To ensure through management of the agenda that all voices have an opportunity to be heard
- To constructively check and challenge the ED&I work of the executive through the CEO and Ops Plan
- 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.

6. Secretary

The role of IAB secretary is:

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

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7. Frequency of meetings and Agenda

Meetings will take place quarterly. The Chair is required to liaise with the Head of Compliance & Inclusion when setting dates and agendas for meetings.

IAB members must submit the agenda items one week 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.

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

8. Quorum

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

9. Budget

The IAB 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.

10. Review

The IAB 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.