



**ENGLAND
FOOTBALL**

Terms of Reference

1. Role/Purpose

The role of the Shropshire FA (SFA) Inclusion Advisory Group is to provide strategic direction and recommendations to ensure that SFA can deliver its Inclusion objectives, develop inclusive policies and practices; a safe, caring and inclusive environment for members, participants, staff, parents and be representative the Shropshire FA community.

2. Term

This Terms of Reference is effective from 1st July 2022 and continues until such time the Shropshire FA requires.

3. Roles and Responsibilities

The role of the group is

- Oversee, implement and evaluate inclusion elements of the SFA Strategy 2021-24
- 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.
- Act as Ambassadors as appropriate for the County FA.
- Bring a diverse perspective to the County FA.
- Advocate the benefits of addressing equality issues.
- Assess and advise on equality impacts arising out of county plans.
- Promote inclusion and diversity in football.
- Devise, monitor and evaluate County FA Key Performance Indicators for inclusion and diversity..
- Support the SFA in communicating relevant information

4. Membership

The SFA's Inclusion Advisory Group will comprise of no more than a total of 12 individuals who collectively meet the following skills, qualities, knowledge and experience.

1. Reflect collectively the diverse nature of Shropshire Football
2. Strategic and visionary forward thinker, working to the benefit of the SFA as whole
3. Knowledge and understanding of structures locally
4. Knowledge of Inclusion
5. Able to predict trends and offer practical strategies and solutions in support of the SFA's work
6. Ability to challenge and provide constructive feedback to SFA
7. Ability to attend at least four meetings a year
8. Knowledge/experience of the wider community groups in Shropshire

Membership will compromise representatives from the following:

- County FA Board Equality Champion
- A LGBTQ+ community representative
- A female football representative
- A disability football representative
- Minority Ethnic and Faith groups representatives
- A representative from Energize
- A representative from Shrewsbury Town in the Community
- A representative from AFC Telford Foundation
- A representative from the Education sector
- Local Authority Representative
- County FA Senior Participation Officer – Inclusion

The membership of the SFA may co-opt additional members to the group from specialist areas as and when deemed necessary, e.g. Active Partnerships, Local Authorities, SGO's and other priority group representatives etc.

5. Sub Groups

Specific areas could be devolved to sub groups of interested members, which reflect key initiatives or areas of work. Meetings of sub groups shall meet to coincide with quarterly meetings of the main group but not less than four times.

This will allow for:

- Deeper discussion amongst interested parties
- Other key personnel to have an input into the group
- Provide Feedback to referees focus group
- Provide strategic overview

Examples of sub groups could be:

- Coaching
- Disability
- Female Football

6. Meetings

- The Trustees are responsible for appointing members of the focus group.
- Appointments shall be for a period of three years which may be extended by no more than two additional periods of three years.
- All meetings will be chaired by the SFA Trustee for participation, unless otherwise agreed and a vice-chairperson will be elected by the group
- A meeting quorum will be a minimum of 4 (incl. 1 SFA representative) members of the focus group
- Decisions will normally be taken on the basis of consensus, and otherwise on the basis of a simple majority of members present and voting at a duly convened meeting. The Chairperson may cast a second or casting vote only if there is a tied vote.
- Adopt cabinet responsibility on such decisions and discussions as advised by Chairperson
- All minutes will be referred through to the SFA Trustees

Attendance is a minimum of 50% of meetings per annum

7. Positions of Office:

- Chairperson: To co-ordinate the meeting and time limit each agenda item and discussion. To summarise actions at end of each agenda item and to feedback to SFA Trustees
- Vice Chairperson – To act on behalf of the chairperson in their absence.
- Secretary: To book meeting venue. To collate agenda items and distribute. To record the minutes and distribute, including identifying action points. To follow up action points before next meeting.
- SFA will provide the Secretarial support for the group, normally via the Football Services team

8. Budget

The SFA will confirm any Budget on an annual basis

9. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Focus Group members and approved by SFA Trustees.

Signed Date.....