

WILTSHIRE & SWINDON INCLUSION ADVISORY GROUP



in partnership with
Swindon Town FC
Community Foundation

TERMS OF REFERENCE

PURPOSE

The purpose of the Community Football Inclusion Advisory Group (IAG) is to prevent discrimination within the game of football in Swindon and Wiltshire.

To achieve this the IAG will;

- Recruit members from under-represented communities/diverse backgrounds.
- Provide guidance and direction to engage with under-represented. communities/diverse groups in football.
- Promote equality, diversity and inclusion in football.
- Raise awareness of football opportunities to under-represented communities/people from diverse backgrounds.
- Educate others on the importance of equality in football with the aim to reduce/prevent harassment and discrimination in football.

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; engage and network to increase participation within all communities and advise key stakeholders including the Wiltshire FA and Swindon Town Foundation on meeting its legal duties and operating in a way that meets the needs of the local community and of the business.

The IAG forms part of the strategic and operational plans for football in Wiltshire.

ROLE

The role of the IAG is to:

1. To offer independent advice and guidance on all matters relating to equality.
2. Advance equality of opportunity for all groups, as well as having a focus on the protected characteristics.
3. Support the County FA and Swindon Town Foundation to deliver key inclusion targets set within company business strategy and operational plans.
4. Work collectively to build understanding and social cohesion between different communities, using football as a positive vehicle for change.
5. Act as a champion of equality and anti-discrimination across football.
6. Support the Wiltshire FA to achieve the Equality Standard for Sport Preliminary Level by December 2020.
7. Support/deliver high profile events which promote inclusion and showcase the work of IAG across Swindon and Wiltshire.





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 and Swindon Town Foundation.
2. Identify key equality issues which impact upon inclusive participation in football.
3. Consult on and support operational planning process, including the setting of business objectives and targets which ensure that the needs of the whole community are met.
4. Support the creation of a County Inclusion Plan for football.
5. Bring a diverse perspective to football in the County.
6. Assess and advise on equality impacts arising out of football business and operational plans.
7. Carry out an equality profiling of football including all Wiltshire FA staff, Board, Council, qualified coaches and referees and football participants.
8. Devise, monitor and evaluate key performance indicators for inclusion and diversity.

MEMBERSHIP

The IAG will consist of 12 members, with the option to recruit more members if deemed appropriate.

The CORE IAG membership shall consist:

- County FA Chairman
- County FA Board Equality Champion (if different from the Chairman)
- County FA CEO
- County FA Designated Safeguarding Officer
- A representative from Swindon Town Foundation
- A representative from Swindon Town Football Club
- A representative of the LGBT community
- A representative from female football in Wiltshire.
- A representative from disability football

The IAG will be supplemented by externally recruited 'members' who will provide external scrutiny of the IAG's work and will be recruited via an application process.

ROLE OF THE 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.
4. To ensure that the work of the IAG and any issues are regularly reported to the Board.
5. To ensure through management of the agenda that all voices have an opportunity to be heard.

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

SECRETARY

Minutes from IAG meetings will be a shared responsibility, rotated between members at each meeting.





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FREQUENCY OF MEETINGS AND AGENDA

Meetings will take place on a quarterly basis.

The Chair is required to liaise with the County CEO and Head of Community 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; 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 five members are required.

Budget: The IAG has responsibility for ensuring all expenditure is in line with the annual budget.

Review: The IAG shall review its Terms of Reference on an annual basis.

IAG meetings: Meeting will take place at 6pm and last for approximately 1.5 hours and will not take place during school holidays. The venue for IAG meetings will be rotated around the County.

