Equality, Diversity and Inclusion Committee

Terms of Reference

AIM

The Equality, Diversity and Inclusion ("EDI") Committee is established to oversee and advise the Sport and Recreation Alliance ("Alliance") Board on EDI matters to further improve the Sport and Recreation Alliance's EDI approach and strategic goals.

SCOPE

The EDI Committee will operate within the Alliance's wider governance framework. It will formally report to the Alliance Board.

The Senior Management Team (SMT) will oversee delivery of actions and recommendations from the Committee.

ACTIVITIES

1. Assist the Board and executive team with continuous improvement of the Alliance's EDI work.

2. Providing advice and direction in relation to the monitoring and evaluation of the Alliance's EDI strategy and action plan.

3. Assist in creating the Alliance's Diversity and Inclusion Action Plan (DIAP) and support an annual review of the DIAP.

4. To act as champion of the Alliance's EDI strategy and DIAP.

5. Reviewing general and specific arrangements for equality impact assessments of policy and changes to policy.

6. Providing strategic advice and recommendations on equality issues relating to the output of equality impact assessments.

7. Monitoring key mitigating actions agreed to address any identified potential negative or positive impact of proposed and reviewed policies.

8. Reviewing annual operational and financial plans to help minimise risk and maximise opportunities to strengthen work to promote EDI.

9. Provide advice and good practice recommendations on EDI work from outside of the sports sector.

10. Periodically review EDI elements of A Code for Sports Governance and propose any changes to the Alliance's EDI work as deemed necessary.

11. To undertake any EDI duties as delegated by the Alliance board.

MEMBERSHIP

1. Alliance Board Director lead for EDI.

2. Up to two additional Alliance Board Directors appointed based on their EDI experience.

3. Alliance Chief Executive.

4. Up to four individuals, independent from the Alliance Board, with EDI expertise (can be from the Alliance membership).

Experts with specialist skills or knowledge will be invited to attend committee meetings as and when a specific need is identified.

STRUCTURE

1. The Chair will be the Alliance Board Director lead for EDI [as appointed by the Board].

2. At any meeting of the Committee at which the Chair is not present, the other members shall agree a Chair for that meeting only.

3. The quorum for the Committee shall be three.

4. The Chief Executive will be a member of the Committee and the Chief Operating Officer and Head of Governance shall attend all meetings except when the Committee directs otherwise.

5. The Chair of the Alliance Board shall be entitled to attend any meeting of the Committee.

6. The Alliance Board has the power to add to or otherwise alter the composition of the Committee if it deems it appropriate.

7. The Alliance Board has the power to terminate the appointment of a member of the Committee.

8. No person, except for the Chief Executive, may serve on the Committee for more than eight years.

WAYS OF WORKING

1. The Committee shall meet as it deems necessary but at least four times a year. The use of video/teleconference facilities may be used for a meeting and shall be deemed to constitute a meeting for this purpose. Board members attending by video/teleconference shall count towards a quorum.

2. The agenda and supporting papers for the meetings will be circulated to Committee members at least seven days before each meeting.

3. The Committee has powers to obtain external professional advice and to invite third parties to attend and contribute to meetings.

4. Minutes of the Committee will be taken by a member of the Governance Team.

5. The Committee shall be responsible directly to the Alliance Board and minutes of its meetings shall be distributed to all Alliance Board Directors.

6. All members of the Committee shall abide by the Alliance's Code of Conduct policy.