



## **Birmingham County Football Association**

### **Inclusion Advisory Group (IAG) = Terms of Reference**

#### **Purpose**

The purpose of the IAG) is to provide informed advice and guidance to Birmingham County Football Association (BCFA) in developing inclusive policies and practices, safe, caring and inclusive environment for members, participants, staff, parents and the wider community – truly making football for all.

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 the County on meeting its legal duties and operating in a way that meets the needs of the local community and of the business.

#### **Role**

The role of the IAG is to:

1. Advance equality of opportunity for all groups, as well as having a focus on the protected characteristics.
2. Foster good relationships with the local community, so that football can be used to create positive sporting opportunities and increase participation for all.
3. Eliminate unlawful discrimination, bullying, harassment and victimisation, and any form of abuse directed at specific groups
4. Support the Association to identify and influence good practice
5. Lead on the development of the Equality Standard submissions
6. Ensure two annual events take place showcasing the work of the IAG and inviting comment from the wider communities

#### **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.
2. 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.
3. Provide support to The County FA's community engagement, consultation, development programme and disciplinary procedures.
4. Act as Ambassadors as appropriate for the County FA.
5. Bring a diverse perspective to the County FA.
6. Identify key equality issues and support the identification and delivery of solutions.
7. Advocate the benefits of addressing equality issues.
8. Assess and advise on equality impacts arising out of county plans.
9. Co-ordinate consultation sessions with the wider community in relation to annual county plans.

10. Identify key issues and trends that may promote the growth of the game through inclusion and diversity interventions.
11. Promote inclusion and diversity in football.
12. Devise, monitor and evaluate County FA secondary Key Performance Indicators for inclusion and diversity.

## **Membership**

The CORE IAG membership shall consist:

- Board Director with lead responsibility for Equality
- Clubs and Leagues Manager
- Senior Education Officer
- Football Development Officer – Disability
- Equality Officer
- Referee Development and Designated Safeguarding Lead
- Football Development Officer – Women & Girls

The IAG will be supplemented by external recruited 'critical friends' who will provide external scrutiny of the IAG's work.

Critical friends will not be required to attend meetings but will be sent updated action plans and an updated review via smartsheets of the IAG's work on a quarterly basis. Critical friends will be required read and comment upon the information. No limit will be set on the number of critical friends who will all receive a brief detailing the purpose of their role. Critical friends will be invited to IAG events and may also be invited to specific IAG meetings if the group deem it necessary.

From time to time, the IAG may wish to recruit Task and Finish members who will be invited to the group to undertake specific, time limited actions. Task and Finish group members may be paid for their involvement if suitable volunteer participants cannot be attracted.

## **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 along with the Clubs and Leagues Manager
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**

1. A member of the IAG will be selected to act as secretary for the group;
2. The Secretary will take meeting notes.

### **Frequency of meetings and Agenda**

Meetings will take place bi-monthly. The Chair is required to liaise with Clubs and Leagues Manager 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 three members are required.

### **Budget**

The IAG has responsibility for ensuring all expenditure is in line with the annual budget approved by the Board. Any additional expenditure must be submitted for the consideration and approval of the Board.

### **Review**

The IAG shall review its Terms of Reference as and when required by the Council or the Board of Directors. The terms of reference must be approved by the Board before being used.