

Durham County FA

Inclusion Advisory Board

Terms of Reference

**Durham County FA Commitment to Equality, Diversity and Inclusion**

Equality of opportunity is a basic human right and Durham County FA actively opposes all forms of discrimination.

We recognise that individuals and communities may experience unlawful discrimination on the grounds of their sex, age, disability, ethnicity (including nationality and race), gender-reassignment, sexual orientation, religion and belief, pregnancy and maternity, marriage and civil partnership status (from Equality Act 2010). Individuals, families and communities may also encounter socio-economic challenges which can affect participation.

We celebrate diversity within society and across our region and will continue to work to promote and reflect that diversity within Durham County FA structures and activities is at the forefront. Durham County FA Board, Staff and members are committed to increasing opportunity for all and increasing the involvement of all diverse communities at all levels of grassroots football, by taking positive steps to address any barriers. It is essential for equality and inclusion to be reflected with our project planning, organisation and delivery to provide opportunities and increase participation

We will continue to challenge discrimination of all kinds across grassroots football to make the game ‘For All’. Every participant has the right to play the game with confidence and without prejudice, regardless of ability and background.

Durham County FA will investigate all reports of discriminatory language and/or behaviour across our football community

**Purpose**

 The purpose of the Inclusion Advisory Board (IAB) is to increase awareness, understanding and knowledge of equality, diversity and inclusion so that our organisation can engage with our members and therefore meet the needs of all of our local football communities to ensure Football is For All.

**Role Profile**

**Key Responsibilities**:

• To attend all meetings where possible and inform the Chair / Equality Lead at the earliest opportunity when unable to do so.

• To advise County FA on how to achieve specific targets aligned to CFA’s Equality and Operational Plan

• To use local insight to drive the creation and delivery of the County FA Equality Action Plan.

• To identify key equality issues and barriers which impact upon inclusive participation

• To offer independent advice and guidance on all matters relating to equality.

• To act as a champion of equality and anti-discrimination across football.

 • To support Durham County FA to achieve the Equality Standard for Sport Preliminary Level 2022.

**Skills & Abilities**:

 **Essential**

• Ability to develop effective working relationships with colleagues and external partners at all levels.

• Ability to communicate effectively with a wide range of people from different backgrounds.

 • Knowledge of Durham FA and the diverse communities that exist within the County

. • Ability to make decisions and influence change.

 • Experience of working with diverse groups.

 • Experience of developing project plans, ideally relating to equality, diversity and inclusion.

• Ability to work as part of a team.

• A clear passion to make football inclusive For All.

**IAB Member Expectations**

• To always abide by Durham FA Volunteer Safeguarding Code of Conduct which will be outlined upon appointment to the IAB.

• Attend four face to face meetings per year, with ad-hoc virtual meetings scheduled when required as part of a Sub Group.

• To put personal beliefs and feelings to one side and respect the views of others.

 • Immediately report any safeguarding concerns to the Durham County FA Designated Safeguarding Officer.

 • Always demonstrate exemplary behaviour and conduct. This includes refraining from any behaviour that may cause offence to individuals and not to discuss private and confidential matters openly which may bring Durham County FA into disrepute.

**Membership**

The core membership group will consist of;

* DCFA CEO
* Development Manager / Equality Lead
* Disability Lead
* Independently recruited experts in line with CFA’s EDI strategy.
* Youth Council
* Further members of the executive workforce / Staff members will be invited to join the group as and when required, on a limited basis as directed by the IAB.

The IAB will be enhanced by engaging with key members of all communities. These key members can then attend IAB meetings on an Ad-Hoc basis, as and when the IAB are discussing their community. This will allow the IAB to have a better understanding of the wants and needs of that community by utilising a partner with expert knowledge within that area which will help to inform our Board before any decisions are made.

**Role of the Chairperson**

**This is a voluntary position.**

The IAB shall select a Chairperson from its membership, or the position will be advertised with an application form. This position will need to be appointed by the DCFA Board.

The Chairperson’s role is to:

* To develop an agenda for each meeting alongside the Equality Lead.
* Lead and supervise IAB meetings so that matters can be carried out efficiently and Effectively
* To ensure work of the IAB and any issues regarding inclusion are reported to the Board of Directors on a regular basis.
* Ensure that each member of the group has the opportunity to be heard.
* The position of Chairperson will be elected on a yearly basis
* The Chairperson will be appointed onto the Board.

**Frequency of Meetings and Agenda**

Meetings will take place quarterly and sent to members at the start of the year. The Chair is required to liaise with Development Manager / Equality Lead to set agenda and update where and when requited.

IAB members must submit agenda items a week prior to the meeting. This will be emailed in advance.

Meeting minutes will be produced, agreed by the Chair.

Meetings will take place face to face.

**Quorum**

A minimum four members are required for each meeting.

**Budget**

The IAB has a responsibility for ensuring all expenditure is in line with the County’s Operational Plan and Business objectives. The annual budget is approved by the Board. Any additional expenditure must be submitted for the consideration and approval of the Board.

**Review**

The IAB shall review it’s 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.