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Equality, Diversity and Inclusion, Committee

Terms of Reference

December 2024

## Equality, Diversity, and Inclusion Committee Terms of Reference

## Introduction

The Equality, Diversity, and Inclusion Committee (the “Committee”) is a Committee of Goalball UK.

The Committee has been established to support the Board in their responsibilities for strategic matters.

The Committee is authorised by the Board to seek any information it requires from any employee or consultant of Goalball UK to perform its duties.

## Composition

The Committee shall consist of up to eight members, at least two of whom shall be a non-executive member of the Board, a member of the Goalball UK membership and one of whom shall be the CEO.

The Committee will be chaired by a non-executive Director. In the absence of the Chair, the Committee may nominate another Board Member to deputise in their absence.

Other members may be any nominees appointed by the Board or any member of staff, from time to time.

Chair: NEDs (2)

Staff: Performance Pathway (1)

Grassroots (1)

Club Representative (1)

CEO (1)

Referee/Workforce Representative (1)

Independent advisor (1)

Young Person’s Representative (1)

## Reporting

Where reasonably possible, minutes of each Committee Meeting will be tabled to the subsequent Board meeting and, where necessary, the Board Director responsible for the Committee will provide a report to the Board on any substantive matters of importance and any material issues or concerns.

The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

The Committee will provide the Board with an Annual Report, timed to support the finalisation of the accounts, summarising its conclusions from the work it has done during the year.

## Responsibilities

The Committee will advise the Board. The scope of its role includes the following:

Providing expert advice to Goalball UK and its Board and Executive on specific equality, diversity and inclusion key topics, issues, and trends to ensure they are embedded in wider work, discussions and decision making

Supporting Goalball UK to understand the experiences, barriers, and challenges faced by specific communities and/or groups, relating to equality, diversity, and inclusion, and ensuring these are considered, alongside identifying opportunities, within policy development

Promote and facilitate the importance of developing a culture of listening to all communities and/or groups within our community and implementing appropriate interventions within our policies, procedures, and services

Informing the development of an annual Diversity and Inclusion Action Plan to ensure that equality, diversity, and inclusion policies are effectively translated into delivery and monitoring its progress.

Supporting Goalball UK to develop and maintain partnerships with communities and organisations that enable delivery of the EDI Strategy and the annual Diversity and Inclusion Action Plan.

Ensuring Goalball UK fulfils its obligations under relevant legislation, including the Equality Act. Advise on good practice and governance and promoting equality, diversity, and inclusion in a National Governing Body setting and to the wider goalball community.

Promoting equality, diversity, and inclusion to the wider goalball network.

## Rights

The Committee may:

Co-opt additional members to provide specialist skills, knowledge, and experience; any such positions will be reviewed one year after their appointment.

Appoint independent non-Board members for a period of four years, which may be extended for further periods (normally up to four years), subject to the approval of the Board.

Procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Board.

## Access

The External Auditor will have free and confidential access to the Chair of the Committee.

## Meetings

The Committee will meet at least four times a year. The Chair of the Committee may convene additional meetings as they deem necessary.

The Committee meetings can be attended by a member of staff who will provide a secretariat service to the Committee, and a representative of the External Auditor as required.

The Committee may ask any other officials of the organisation to attend to assist it with its discussions on any particular matter.

The Committee may ask any or all of those who normally attend but who are not NGB staff to withdraw to facilitate open and frank discussion of particular matters.

The Board may ask the Committee to convene further meetings to discuss particular issues on which they want the Committee’s advice.

Meeting papers will be circulated no later than five (5) working days ahead of each meeting.

## Quorum

A minimum of three members of the Committee. In order to be quorate, the Committee must not be made up of either 100% Goalball UK staff members or 100% non-Goalball UK staff members.

## Resolutions and Voting

Decisions of the Committee shall be taken by resolution and recorded in the minutes of the meeting at which such a resolution is passed.

Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each Committee Member shall have one vote. In the case of a tie the Chair has the casting vote.

## Terms of Reference and Committee Effectiveness

The Committee’s terms of reference and effectiveness will be reviewed at least annually by the Board and the Committee, including a review of membership and relevant skills and any changes considered necessary must be approved by the Board. water

Appointed members will have a 4-year term, with 8 years being the maximum term served by an individual. Staff and non-executive board members’ terms will be served whilst they remain in office.