

Terms of Reference - Welsh Athletics Equality, Diversity and Inclusion Sub-Group (ED&ISG)

In accordance with Article 9.1 of the company's Articles of Association:

“The Board may delegate any of its powers to any committee, subgroup or task group consisting of such person or persons as it thinks fit. Any such delegation shall be subject to the overall supervision and responsibility of the Board and subject to the decisions of the Board from time to time.”

Purpose

The Group will support Welsh Athletics' Vision of “being the number one sport for participation and opportunities across Wales “, and in particular its goal to [Unite](#) and “**Create a community where everyone is valued and supported within our sport.**”

The group is authorised by the Board to:

- Advise Welsh Athletics on its approach to equality, diversity and inclusion.
- To oversee the work undertaken to progress through the Sport Wales equality framework, reporting to the Board of Welsh Athletics via the Chair.
- To provide specific expertise and to provide insight on protected characteristics.
- To help share best practice across the sporting network in Wales.
- To highlight risks of non-compliance and reputational and sporting risk to the Board of Welsh Athletics.
- Examine any activity within its terms of reference.
- Where appropriate and in consultation with the Chair of the Board or the CEO, to seek additional expertise or other professional advice and take actions to enable the group to fulfil its responsibilities.

Duties

The duties of the group shall be to:

- To maintain oversight of the Welsh Athletics Equality Action plan

- To raise awareness of the importance of equality within Welsh Athletics, and act as equality champions both internally and externally
- To discuss & advise on issues arising from completed Equality Impact Assessments and make recommendations to the Board
- To undertake the role of critical friend to the organization in respect to its approach to equality, diversity and inclusion
- To review the member and staff survey results and to submit thoughts on positive action in line with the recommendations
- To provide specialist input /commission others as required in relation to specific protected characteristics
- To proactively support the executive team in relation to highlighting areas for continuous improvement
- When required to facilitate and/or attend specific events to capture best practice and emerging risk areas
- To proactively review the training plans relating to equality for staff, Board and wider membership
- To highlight emerging risk and report to the Governance Subgroup for further consideration.

Reporting

- Action notes of meetings to be submitted to the Board
- Group will produce an annual report in September of each year summarizing progress and future actions and aspirations
- A member of the executive team, nominated by the CEO to act as clerk to the group

Membership

All members of the group will be appointed by the Governance Subgroup

- The group members should be representative of the diverse nature of the sport and regional variation to ensure a broad range of perspectives

The group will be comprised of:

- The Board Non-Executive Director with responsibility for Equality (Chair)
- The Head of Corporate Services
- Up to 5 additional members.
- Committee secretary

Quorum

- At least four members

Meetings

- Meetings shall be held a minimum of three times each calendar year. The Chair may request additional meetings if considered necessary.

Terms of Office

- In line with the governance framework of Welsh Athletics, members would be expected to serve concurrent terms of no longer than 6 years. Succession planning should be considered by the group, with appointments phased in the first 3 years to avoid all group members maximum term ending at the same time.