

## **Badminton England Equality, Diversity and Inclusion Committee Terms of Reference**

### **1. Purpose**

- 1.1 The Equality, Diversity and Inclusion (EDI) Committee will bring together expert representatives from business, charity, the sporting and/or badminton community and those with lived experience across equality, diversity and inclusion to advise on the future development, implementation and monitoring of Badminton England's approach to equality, diversity and inclusion.
- 1.2 It will support and inform, through expert knowledge, guidance, insight and challenge, delivery of Badminton England's Equality, Diversity and Inclusion Strategy and the annual Diversity and Inclusion Action Plan, as required under the terms of the Code for Sports Governance.

### **2. Role**

- 2.1 Providing expert advice to Badminton England 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
- 2.2 Supporting Badminton England 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
- 2.3 Promote and facilitate the importance of developing a culture of listening to all communities and/or groups within our badminton community and implementing appropriate interventions within our policies, procedures and services
- 2.4 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.
- 2.5 Supporting Badminton England to develop and maintain partnerships with communities and organisations that enable delivery of the EDI Strategy and the annual Diversity and Inclusion Action Plan.

- 2.6 Ensuring Badminton England fulfils its obligations under relevant legislation, including the Equality Act.
- 2.7 Advise on good practice and governance and promoting equality, diversity and inclusion in a National Governing Body setting and to the wider badminton community
- 2.8 Promoting equality, diversity and inclusion to the wider badminton network.

### **3. Membership and Chairing**

- 3.1 The Chair of the EDI Committee will be appointed by the Board of Directors and reported to the General Meeting – this will usually be the person acting as the Board Inclusion Champion
- 3.2 In the absence of the Chair of the Disciplinary Committee at a meeting, those present will elect another member of the EDI Committee to act as Chair for that meeting
- 3.3 The EDI Committee will consist of a maximum of eight members – seven approved by the Board of Directors as voting members, one of whom will be the Chair, along with the EDI Manager.
- 3.4 The Committee will bring together a wealth of experience from across business, charity, the sporting and/or badminton community and those with lived experience.
- 3.5 Membership is decided via application
- 3.6 Membership of the Committee is at the discretion of Badminton England and will be reviewed annually.
- 3.7 The terms of office across the group will vary between one, two and three years to allow for rotation. The term will be agreed in writing with each individual member of the Group. Members will be able to seek re-appointment for a second term of three years and may therefore serve for a maximum period of six years. Following this, members shall not seek reappointment for three years.
- 3.8 The names of all appointed EDI Committee members will be reported to the General Meeting, such appointments taking into account the skill sets required to fulfil the role of the Committee
- 3.9 The EDI Committee may invite non-Committee members to attend meetings from time to time but in a non-voting capacity

### **4. Reporting**

4.1 The EDI Committee will report directly to the Board of Directors via its Chair

## **5. Voting and Quorums**

5.1 Only appointed EDI Committee members can vote.

5.2 At each meeting of the EDI Committee, half of the number of voting members plus one will constitute a quorum

5.3 In circumstances where urgent decisions are necessary between scheduled meetings of the Committee the use of tele-conferencing, e-mail and other appropriate means may be employed to obtain the views of Committee members

## **6. Functions**

6.1 The EDI Committee will consider matters as set out in its terms of reference or matters as requested by the Board of Directors, taking advice as appropriate.

6.2 The EDI Committee will assume powers delegated to it by the Board of Directors.

6.3 The Board of Directors may modify and approve these powers as it sees fit.

## **7. Delegated Powers**

7.1 The EDI Committee has the delegated powers to make decisions on badminton matters that are fully consistent with the agreed strategic aims and policies of Badminton England as set out in the EDI Strategy and Equality and Diversity Policy

## **8. Deliverables**

8.1 The EDI Committee is responsible for ensuring that an annual Diversity and Inclusion Action Plan is agreed by the Board, Sport England and UK Sport and for monitoring delivery of that plan.

## **9. Agenda and Supporting Papers**

9.1 In all instances the agenda and meeting papers should be circulated by the Chair or the meeting secretary. The Chair is responsible for drafting

the items for the agenda. The Chair may decide to liaise with the meeting secretary on the information to input into the document(s).

- 9.2 Sufficient time should be programmed into the diary to allow for agenda preparation and to ensure that all members are aware of any papers they are expected to draft.
- 9.3 Agenda and meeting papers should be circulated 7 working days before the date of the meeting.
- 9.4 The Chair retains the right to reject a late paper and to postpone the discussion of the item to the next meeting.
- 9.5 All substantive issues and matters requiring a decision should not be considered unless accompanied by appropriately timed paperwork.

## **10. Minutes and Meeting**

- 10.1 The meeting secretary should accurately take the minutes of the group. Minutes should not be verbatim but should capture the main points of discussion in order to provide the rationale for all decisions and actions.
- 10.2 Minutes and decisions should be recorded using the minute template and all actions should be recorded using an action register.
- 10.3 In the first instance the meeting secretary should send the draft minutes, actions and decisions to the Chair within 72 working hours of the meeting. The Chair should amend if/as necessary before either circulating to the attendees directly or passing back to the Meeting Secretary for distribution within the timelines agreed. The intent should be to get minutes to all attendees within 10 working days of the meeting. Comments on minutes, actions or decisions should be sent back to the Meeting Secretary and Chair within 10 working days of the date of distribution.
- 10.4 It is the responsibility of the Chair to ascertain the progress of any action.
- 10.5 The Chair is responsible for setting the meeting dates for the year, though he or she may liaise with the meeting secretary to find suitable dates. The EDI Committee will normally meet 4 times a year.
- 10.6 The meeting secretary shall be responsible for booking the meeting room and any refreshments.
- 10.7 The date and time of the next meeting should appear on the foot of each set of minutes.

## **11. Procedures and Training**

- 11.1 The membership of the EDI Committee will be reported to the General Meeting annually at its Autumn meeting.
- 11.2 Any casual or other vacancies will be reviewed at the next EDI Committee meeting and recommendations presented to the Board of Directors at its next meeting for its confirmation.
- 11.3 The terms of reference of the Disciplinary Committee will be reviewed at least every two years.
- 11.4 The normal procedures and regulations of the Board of Directors also apply to the EDI Committee
- 11.5 Members of the EDI Committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training