



## **Terms of Reference for the Equality Engagement Group**

**November 2019**

### **1 Purpose:**

The purpose of the Group is to provide advice to the BEF Executive Team and where relevant the Board on matters in relation to customer engagement with a specific emphasis on diverse customer groups in line with the Equality Act and other requirements such as part of funding awards.

### **2 Advisory Function**

The Group is established by the Board of BEF and has a function to provide advice to the BEF Executive, Board and the Council. The decision as to whether to adopt the advice provided rests with the BEF Executive (for operational activities) and the Board (for strategic decisions). It is a non-executive Group and has no executive powers. It is not authorised to make decisions on behalf of the BEF or its Member Bodies.

### **3 Responsibilities**

The responsibilities of the Group will include:

- Scrutinise the work of the BEF in relation to equality and diversity.
- Ensure the BEF are kept aware of their legal obligations in relation to equality and diversity.
- Provide advice on the content, context and channels for campaigns/ marketing and communications activity
- Advice on the design and delivery of projects and programmes
- Provide check, challenge and input across all equality activity and associated action plans (Diversity Action Plan and Action Plan required to meet the Advanced Equality Standard)

### **4 Membership**

#### **Chair: Board Equality and Diversity Champion**

BEF Head of Participation

Up to 10 volunteer individuals who are already working or volunteering within equestrian sport with experience of working and/ or representing diverse groups within equestrian sport. To include those working and/or representing the following participant groups/ communities and in particular where these participant groups/ communities intersect:

- Disabled people
- Lower socio-economic income
- Black and minority ethnic
- Faith
- LGBT+

- Older people
- Children and young people

## **5 Frequency of and Attendance at Meetings**

The Group will meet twice per year. Meeting times and dates should be specified in advance. Attendance may be by teleconference.

## **6 Reporting Arrangements**

Brief notes are to be taken of all meetings and these are to be circulated to the members, BEF Executive and will be made available to the BEF Board. Feedback will be provided to this group from BEF Executive, Board and Council on matters that relate to this group.

## **7 Conflicts of Interest**

Members of the Committee shall declare any potential conflict of interest in relation to the work of the Committee and a written record of these shall be kept. Should an actual conflict arise the Chair shall determine the appropriate procedure which may include excluding the relevant Member from the whole or part of a Committee meeting.

## **8 Confidentiality and data protection**

Personal data (names and email addresses) of the group members is shared amongst the group only with express consent of each member to facilitate effective group functioning. Personal data in the form of a photograph and biography is collected from each member of the group and is shared on the BEF website in relation to the group.

Items may be discussed at meetings or on teleconferences which may be of a confidential nature. All members of the group have a duty of confidentiality and shall not disclose details of the discussions of the group to third parties without the express agreement of the Chair. The personal data of individuals who are not members of the group must not be shared amongst the group in any form. The sharing of information, experiences and issues should be done strictly on an anonymised basis.

## **9 Expenses**

Travel expenses will be paid to volunteer members based on the BEF expenses policy. Meeting space and refreshments will be provided by the BEF.

## **10 Review of Terms of Reference**

The Group shall review these terms of reference on an annual basis and if appropriate shall recommend any proposed changes to the BEF Board.