

National Ice Skating Association of the United Kingdom Limited ("the Company") trading as: BRITISH ICE SKATING ("BIS")

Equality, Diversity and Inclusion Strategy Working Group

TERMS OF REFERENCE

1. Group Functions

- 1.1. The key functions of the BIS Equality, Diversity and Inclusion Strategy Working Group ("EDI Strategy Working Group" or "the Group") are:
 - 1.1.1. to provide advice, input and reports to the BIS staff and Board on the Group's field of specialisation;
 - 1.1.2. to carry out the EDI Strategy Working Group technical content and delegated decision-taking functions as set out in these terms of reference;
 - 1.1.3. to support the BIS Chief Executive and Staff to deliver BIS's operational plans in the Group's field of specialisation.
- 1.2. The terms of reference of the EDI Strategy Working Group (including any relevant delegated authority) are to be approved, and reviewed annually, by the BIS Board.

2. Group Membership

- 2.1. All Group Members aged 18, or over, with appropriate knowledge, skills and experience in Equality, Diversity or Inclusion matters.
- 2.2. EDI Strategy Working Group members are to be appointed by the CEO of British Ice Skating, following the below roles.
 - 2.2.1. The voting Group Members of the EDI Strategy Working Group are to be:
 - 2.2.2. 1 x club representative from a BIS affiliated Club
 - 2.2.3. 1 x BIS Equality Champion
 - 2.2.4. 2 x BIS members of Staff
 - 2.2.5. 4 x members from external organisations who have a shared interest to BIS EDI development or expertise in Equality, Diversity or Inclusion.
 - 2.2.6. 1 x Ex or current skater from underrepresented community, in particular people from ethnic diverse communities and disabled people or those with long term health conditions.
 - 2.2.7. 1 x Coach from underrepresented community, in particular people from ethnic diverse communities and disabled people or those with long term health conditions.
- 2.3. A Chair of the EDI Strategy Working Group is to be elected from amongst the Group Members, on a skills and experience basis, by the Group Members of the EDI Strategy Working Group.

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- 2.3.1. The Group Chair's primary role is to focus on effective chairing of the Group, rather than as a discipline or function specialist, although technical knowledge and experience matters will be part of the requirements of the Group Chair's skill set.
- 2.3.2. The appointment of the Group Chair of the EDI Strategy Working Group is subject to endorsement by the BIS Board.
 - 2.3.2.1. In the interests of separation of functions, Board Directors of BIS are not eligible simultaneously to hold a position as the Group Chair but can as a Group Member of the EDI Strategy Working Group.
- 2.4. Each individual Group Member may serve a maximum of two consecutive terms of office of four years each.
 - 2.4.1. In calculating the maximum terms of office, any period of an individual Group Member's appointment to fill a casual vacancy is to be included in the calculation.
- 2.5. If a casual vacancy arises on the Group, the CEO of BIS is to recruit an appointee to fill the Vacancy which should be proposed to and agreed by the board.

3. Group Responsibilities

- 3.1. EDI Strategy Working Group is to have the following responsibilities (and any other responsibilities which the BIS Board or CEO may allocate to the Group from time to time) and the delegated authority to carry out the tasks listed:
 - 3.1.1. to provide advice, input and feedback on the development and implementation of:
 - 3.1.1.1. BIS's EDI Strategy
 - 3.1.1.2. The design of data gathering methods to assist in EDI development;
 - 3.1.1.3. The analysis of the EDI data.
 - 3.1.1.4 British Ice Skating's Equality Standards Assessment and development.
 - 3.1.2 Plan, advise and structure projects and campaigns encouraging minority groups into Ice Skating;
 - 3.1.3. Proposals for any adjustments to Policies, Procedures, Communications, Rules & Regulations which affect BIS's ability to be an inclusive organisation.
 - 3.1.4. Proposals to the BIS Board for any BIS Policies or document which needs to be advised on for inclusive purposes.
- 3.2. The EDI Strategy Working Group does not have any budget holding responsibilities. The BIS budget allocation for activities related to EDI Strategy Working Group matters is held by the relevant member of BIS staff.

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3.3. In exercising its delegated authority, the EDI Strategy Working Group must only take decisions that are within the parameters of the BIS Strategic Plan, the BIS Annual Business Plan, the BIS Long Term Financial Plan, the BIS Annual Budget, and the BIS Policies that have been approved by the BIS Board.

3.3.1. Any proposals by the EDI Strategy Working Group for activities, which fall outside the existing BIS Plans, Budgets and Policies mentioned above, must be referred back to, and receive approval from, the CEO and BIS Board before any implementation of such activities.

4. Group Proceedings

4.1. Whilst the EDI Strategy Working Group is not a formal Technical Advisory Committee of the Company (i.e., the National Ice Skating Association of the United Kingdom Limited), Group Members are required to sign up and adhere to the BIS TAC Members' Code of Conduct as their expected standards of behaviour and conduct. Such undertaking includes complying with all the requirements therein, especially that of disclosing to BIS all/any conflicts of interest for registration, management and declaration.

4.2. The Group Chair of the EDI Strategy Working Group is to call a meeting of the Group at least 4 times each year, setting out the time, date, venue and agenda for the meeting. In the event that the Group Chair is absent for any reason at a time when a meeting is due, a meeting may be called by the BIS Staff Participant on the Group.

4.2.1. Meetings of the EDI Strategy Working Group must take place face-to-face at least once a year, but may otherwise take place by electronic means.

4.2.2. 5 Group Members (including at least 4 elected Group Members; and 1 appointed Group Member) are required as a quorum for a meeting of the EDI Strategy Working Group .

4.2.2.1. In the event that the Group Chair is absent for any reason, the Group may choose one of its Members to chair the meeting.

4.2.2.2. In the event that the usual Staff Participant is absent for any reason, the Chief Executive may substitute another member of BIS staff.

4.2.3. Decision taking is to be usually by consensus. In the event that a vote is necessary, such vote is to be by a show of hands, with the Chair of the meeting having a casting vote in the event of a tie.

4.2.4. The Group Chair may invite other persons who are not Group Members of the EDI Strategy Working Group, or who are not members of BIS, to attend for specific items of EDI Strategy Working Group meetings, for such persons to share knowledge and expertise in fields which can assist the work of the EDI Strategy Working Group ; but such persons have no vote.

4.2.5 The Group is required to submit a written report of its activities to every BIS Board meeting.

4.3. At least once every two years, the EDI Strategy Working Group is to review its own performance and terms of reference to ensure it is operating at maximum effectiveness and to recommend any changes it considers necessary to the BIS Board for approval. This review may be undertaken at a specific EDI Strategy Working Group meeting.

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5. Group Reporting

5.1. The Chair of the EDI Strategy Working Group is to be a member of the BIS Operations Coordinating Group.

5.1.1. In the event that the Chair of the EDI Strategy Working Group is unable to attend a meeting of the BIS Operations Coordinating Group, they may request another Group Member of the EDI Strategy Working Group to attend in their place.

5.2. The EDI Strategy Working Group is to maintain written minutes of its meetings.

5.2.1. The Chair of the EDI Strategy Working Group is to provide a written report (which may be in the form of the EDI Strategy Working Group meeting minutes) to the BIS Board at least 4 times per year.

5.3. The BIS Board is to invite the Chair of the EDI Strategy Working Group to make a presentation to the BIS Board on the Group's work at least once a year, and at such other times as the BIS Board may request.

6. Group Expenses

6.1. All EDI Strategy Working Group Members are to be entitled to claim travel and accommodation expenses for reimbursement in accordance with BIS's Travel & Expenses Policy.

6.1.1. All expenses are to be submitted on the BIS Expenses Claim Form to the BIS office within two months of each EDI Strategy Working Group Meeting.

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