



Diversity and Inclusion - Committee Terms of Reference (TOR014)

Introduction

The Diversity and Inclusion Committee (the Committee) is a Committee of British Triathlon Federation.

British Triathlon, Triathlon England, Triathlon Scotland and Welsh Triathlon (hereinafter referred to as British Triathlon) are committed to the principle of equality of opportunity and aims to ensure that all present and potential participants, members, coaches, competitors, officials, volunteers, spectators and employees are treated fairly are able to fulfil their potential within the sport, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status.

The purpose of the committee will be to support British Triathlon to develop an action plan which goes beyond legal compliance and will be seen as a key component to the core business strategy, as we believe it's the right thing to do.

The committee will provide support, advice, assurance and governance to demonstrate that the organisation is committed equality, diversity and inclusion.

Our values will be central to this success as we strive to make them visible in all we do and create a culture which improves our image and representation of the sport.

British Triathlon Values

The Diversity and Inclusion Committee shall at all times act in a manner of which encapsulates the British Triathlon values:

We are People Centred: We openly support & challenge each other, We are customer focused, we nurture communities.

We Are Ambitious: We are dynamic, we are innovative and creative, we are passionate about doing our best, we create positive impact.

We Are Inclusive: We remove barriers to involvement, we connect people, we have fun, we work in partnership.

We do What's Right: We are honest and respectful, we practice clean sport, we are accountable.

Strategic Alignment

Whilst the Diversity and Inclusion Committee is working across supporting the whole organisation. We realise it is important to focus on key areas within the strategic goals. Therefore, the committee has aligned itself to the following strategic goals;

- More Participants
- Great Clubs
- Exceptional People
- Excellent Organisation
- Elevated Profile

NB: These goals will be reviewed annually and open to change depending on the business focus at the time.

Scope & Resources:

In Scope: All strategically relevant matters within Britain in line with the British Triathlon strategic plan: 2019-2024 and the strategic plans in place in England, Scotland and Wales.

Out of scope: matters that are not relevant to the British Triathlon and Home Nation Strategies.

Resources: British Triathlon, Triathlon England, Welsh Triathlon and Triathlon Scotland Staff

Purpose

The purpose of the Diversity and Inclusion Committee will be to;

- To **act** as a forum for staff and volunteers in issues relating to diversity and inclusion.
- To **improve** the representation and brand image of triathlon and ensure inclusion is embedded throughout the sport.
- To **recommend** appropriate strategies to improve diversity and inclusion within the leadership and governance of the sport both internally and externally.
- To continually **monitor and evaluate** the diversity and inclusion action plan, providing advice and guidance where necessary ensuring that diversity and inclusion remains a part of the core business strategy across the organisation.
- To improve our policies, procedures and practices directly and indirectly relating to equality and diversity, through the use of an Equality Impact Assessment methodology, which will support us to **better understand** and improve the diversity of our sport.

Committee Membership:

The Committee shall compromise of:

1. A British Triathlon representative
2. A Triathlon England representative (Chair)
3. A Triathlon Scotland representative
4. A Welsh Triathlon representative
5. A Human Resources representative
6. The Equality and Diversity lead for British Triathlon
7. A MarComms representative
8. A TE Council representative
9. A Data and Insight representative
10. A Talent and Performance representative
11. A Youth Council member representative
12. The Director of Development
13. An Independent representative

In the absence of the Chair, the Committee may nominate another Non-Executive Board Member to deputise in their absence.

In the absence of the Lead Staff member, the Lead Staff member may nominate another Staff Member to deputise in their absence.

Reporting

Where reasonable possible, minutes of each Committee Meeting will be tabled to the subsequent Main Board meeting and, where necessary, the Chair of the Committee will provide a report and using the matters reserved for the board spreadsheet to the Main 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.

Minutes are held at British Triathlon HQ.

Quorum

A minimum of 75% members of the Committee must be present for the meeting to be deemed quorate.

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 or using feedback frames.

Where a consensus cannot be agreed, the matter shall be recorded in the minutes and will be raised to the British Triathlon Board using matters reserved for Board Spreadsheet.

Meetings:

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 members to withdraw to facilitate open and frank discussion of particular matters.

The British Triathlon Board or the Chief Executive may ask the Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.

This Committee shall meet in the following schedule/ schedule of meetings

4 x Year - If further meetings are needed, prior notice will be given.

This Committee shall communicate outside of the meetings via e.g. email list, Skype, Zoom etc

Notices of meetings shall contain information relating to venue, time, date and agenda. Papers to meetings shall be circulated at least one week before the date of the meeting.

Matters and resolution that require action or discussion from the British Triathlon board shall be tabled via the matters reserved for the board spreadsheet sheet and will be submitted 3 weeks prior to the British Triathlon board.

Goals, Responsibilities and Duties assigned to the Diversity and Inclusion Committee:

The subject matter for meetings will be wide-ranging and varied but in particular we have agreed to the following areas of work over the next 18 months. However, not limiting other areas which may require updating.

The group will adapt the British Triathlon strategic plan 2019-2024 as a template in order to ensure a consistent message is being delivered and this committee aligns with the overall company vision.

1. Diversity and Inclusion Action Plan

1.1 Provide a forum to support the development and implementation of an updated diversity and inclusion action plan framework.

1.2 Regularly monitor against the action plan and ensure that progresses towards its objectives are being met.

2. Awareness

2.1 Improving the Visibility & Profile of the sport through improved and relevant imagery and Marcomms which are inclusive to all.

3. Stronger Relationships

3.1 Create a culture of partnership working within the organisation, and outside agencies to enable each to share good practice and to better

engage with under representative groups leading to a wider diversity of participants taking up our sport (e.g.: Disability , BAME).

4. Training and Development

- 4.1 Promote, recognise and value the diverse nature of individuals and staff groups, ensuring equality of opportunity for all.
- 4.2 Provide support and guidance to Senior Managers to deliver their responsibilities to embed equality and diversity in their work and areas of management responsibility through training and development opportunities.
- 4.3 Ensure mechanisms are in place to support and guide staff to undertake effective equality analysis, develop action plans and record evidence appropriately.

5. Human Resources

- 5.1 Update policies and procedures, making recommendations ensuring they are fully inclusive in terms of content, language and intent.
- 5.2 Where necessary seek approval from the Executive Team or for Board approval as appropriate.

Longer term areas of work

- The creation of an Inclusive Club ToolKit which can be used by our clubs and councils on how better to engage with diverse communities.
- Budgets approved by British Triathlon Board for specific initiatives to drive D&I in Triathlon at a participation, volunteer and workforce level.

Annual General Meeting

The committee chairman shall attend the British Triathlon annual general meeting to respond to questions from stakeholders on the committee's activities.

Information Requirements

The Committee shall request information from the British Triathlon Board and/or executive team as required.

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.

Terms of Reference Name	BTF Diversity & Inclusion Committee
Policy ID	TOR014
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