**UK SPORT EQUALITY, DIVERSITY & INCLUSION ADVISORY PANEL**

**TERMS OF REFERENCE**

**Purpose**

UK Sport has established an Equality, Diversity and Inclusion Advisory Panel to provide expert guidance on the implementation of our [EDI Strategy](https://www.uksport.gov.uk/news/2021/06/24/new-equality-diversity-and-inclusion-strategy)  for high-performance sport. This Strategy is directly linked to UK Sport’s ambitions set out in our [Strategic Plan 2021-31](https://www.uksport.gov.uk/about-us/strategic-plan).

The main purpose of the Panel is to provide expert, strategic and advisory support and challenge to UK Sport on our aspiration and progress on EDI, thus enhancing Executive and Board’s confidence that we are focusing on the right priorities and delivering meaningful progress against them.

The Panel will draw on members’ diverse range of lived experience and external perspective on best practice, encouraging us to be bolder, more creative and more innovative in our approach to deliver our agreed priorities.

**Responsibilities**

The Panel will have responsibility in the following areas:

* Advise on and challenge progress we are making in the delivery of our EDI Strategy for high-performance sport and UK Sport’s associated Diversity and Inclusion Action Plan [(DIAP)](https://www.uksport.gov.uk/our-work/leadership-development-and-governance/equality), recommending any change of approach as appropriate
* Provide expert and supportive guidance and best practice, as well as draw on creativity and aspiration, to accelerate and amplify the systemic impact of UK Sport’s work on equality, diversity and inclusion in high-performance sport
* Act as a safe and innovative space for UK Sport to test ideas, thinking and approaches to support our strategic ambitions in this area
* Review risks to delivery of the Strategy and advise appropriate mitigations
* Support with the promotion and advocacy of UK Sport’s EDI work across the high-performance sporting community and wider system

The Panel is expected to operate with agility and impact in its role to shape the current and future strategy for UK Sport on EDI, monitor progress against desired outcomes and experiment with new ideas (and not be afraid to fail) in order to advise UK Sport on how to deliver meaningful systemic change in high-performance sport.

**Membership**

Membership of the Panel will comprise a combination of UK Sport Board and internal executive leads, as well as independent external members, to provide a mix of perspectives and expertise as follows:

* Chair - Ismail Amla, UK Sport Board, EDI Champion
* 2 UK Sport Board Members - Rupen Shah (1 being the Chair)
* 2 Independent Members - Kuljit Randhawa, Head of Diversity and Inclusion Strategy at the Premier League; Tania Nadarajah, former athlete
* 1 UK Sports Institute Member – Tash Carpenter, Director of Communications & Partnerships
* UKS Deputy CEO and Director, Events, Sporting System & External Affairs
* UKS Head of Sporting System Team
* UKS Sport EDI Transition Adviser
* UKS Internal leads for each priority:
  + Priority 1, Athletes – Head of Performance Partnerships
  + Priority 2, Leaders – Head of Leadership, Culture and Development
  + Priority 3, Fans – Head of Events & External Affairs
  + Priority 4, Our People – Head of HR & Employee Engagement
* UKS Secretariat

UK Sport’s Chair, CEO and/or other Directors may also attend the meetings.

The agenda will be driven by the needs of the EDI Strategy. It would be expected that the Panel’s Chair, the Deputy CEO and/or Head of Sporting System will liaise on agendas.

In addition to the Core Membership, other members may be invited to attend where specific subject matter expertise is needed.

Where relevant, external members of the Panel shall be offered the opportunity to access and engage with partners in order to help them understand the landscape and maximise their role on the Panel.

**Meetings and Quorate**

It is anticipated the Panel will meet at least four times a year. The Panel’s Chair will report into Board at least two times a year. Progress would be reported through Executive Team reports prepared for every Board meeting.

Minutes of each meeting will be taken, and a summary of progress will be shared with Board at each meeting through Executive Team Reports. UK Sport will provide the Secretariat function to the Panel.

The Panel will be considered quorate if at least 6 members are in attendance including one Board member and/or one Independent member. If the appointed Chair is absent, the other Board member will act as Chair.

**Declarations of Interest**

On appointment to the Panel, members must declare any potential conflict of interest in writing to the Chair. All conflicts of interest will be reviewed on an annual basis.

**Remuneration and Expenses**

UK Sport will offer to reimburse non-staff members for the performance of their services in accordance with remuneration levels agreed by UK Sport Board (currently at a rate of £218 for a full day and £109 for a half day).

Members will be entitled to claim reasonable travel expenses incurred when attending in-person meetings agreed in advance with UK Sport.

All costs and reimbursements must be in line with UK Sport’s Travel & Subsistence Policy. All expenses must be submitted on the Panel Expenses Claim Form within two months of each Panel date.

**Communication**

Summary of key conclusions from the Panel may be made available on the UK Sport’s website to promote transparency, progress and shared learning with the high-performance community.

Any confidential items shall be kept confidential by members unless notified otherwise by the Chair.

Panel members may promote UK Sport’s EDI work as agreed with UK Sport.

**Review**

The Terms of Reference (ToRs) and membership of the Panel will be reviewed on an annual basis.

Members will be appointed for a period of two years to help consolidate UK Sport’s EDI approach.

Maximum term times will be determined at the time of reviewing these ToRs.

**Date:**

April 2024

**Next review date**

April 2026