



## **BHS Terms of Reference for Equality, Diversity & Inclusion (ED&I) Advisory Group**

The BHS has established the Equality, Diversity & Inclusion Advisory Group (the “**Group**”) as of 1 August 2022 for the purpose set out below:

### **Principles**

The BHS is committed to Equality, Diversity and Inclusion. It is the aim that all our stakeholders are treated fairly regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity, socio-economic status or any other grounds of discrimination (current or subsequently enacted).

### **Purpose**

The purpose of the Group is to:

- To advise on the development, implementation and evaluation of the BHS’s approach to Equality, Diversity and Inclusion. Including the BHS’s EDI three-year strategy.
- To provide expert advice to the BHS Board of Trustees and Senior Management Team on specific issues that impact on ED & I delivery for groups defined as having protected characteristics under the provisions of the Equality Act 2010.
- To comment and feedback on BHS policies, strategies and activities that have an impact on E D & I as appropriate and necessary.
- To support the BHS to identify, manage and mitigate any organisational risks associated with ED & I.
- To report regularly to the BHS Board of Trustees and publish a report on the Advisory Group’s activities

### **Membership**

Membership of the Group is at the discretion of the BHS and will be reviewed on an ongoing basis. The Chairperson of the Group shall be the BHS Trustee Equality Champion.

The BHS EDI & Safeguarding Team will act as the group Secretary.

Members of the group will have lived experience of, or experience of working with/representing, diverse groups or individuals who face barriers to inclusion, people from different faiths, people from ethnically and culturally diverse backgrounds, people with disabilities or people from the LGBTQ+ community. A connection to the equestrian community is ideal, although this isn’t essential.

### **Confidentiality and data protection**

The name and email address of members will be shared across all participants of the ED&I group, in order to facilitate the effective function and administration of the group. In addition, personal data in the form of a photograph and personal biography will be collected from each group member and will be shared on The BHS website in order to promote the group and its activities. The lawful basis for this is Legitimate Interests.

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.

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.

### **Meetings**

Meetings shall be held as a minimum two times a year

The BHS shall be responsible for calling the meetings and providing the organisational support to the Group.

Agendas and papers will ordinarily be circulated at least one week in advance of Group meetings.

Group members may at any time request the addition of agenda items via the Group Secretary.

Minutes of each meeting will ordinarily be circulated within 7 days of the meeting.

### **Expenses**

Travel expenses will be paid to volunteer members based on the BHS expenses policy. Meeting space and refreshments will be provided by the BHS for in person meetings.

### **Review of Terms or Reference**

The terms of reference will be reviewed on an annual basis and recommended changes will be made to the BHS Board of Trustees.