

**TERMS OF REFERENCE FOR THE BDA
Equality, Diversity and Inclusion Committee
'the Committee'**

1. Committee Purpose

This committee sits within the Governance structure of the BDA and exists to support the Board to set strategic direction with regards to ED&I for members, staff and services.

This Committee reflects the BDA's firm commitment to the ethos of supporting equitable and inclusive access to and participation in the organisation, the profession and relevant healthcare services for everyone.

This committee will guide and support the Board to ensure that decision making reflects this ethos.

2. Activities of the Committee

The committee will positively champion equality, diversity and inclusion. It will provide proactive and constructive challenge to the BDA on relevant matters. The committee will ensure that the equality, diversity and inclusion ethos is explicit in the BDA Strategic Plan and oversee implementation of the strategy.

The committee will provide advice to the BDA to enable the organisation to implement equality, diversity and inclusion principles fully through BDA plans and activities.

The EDI Committee will provide scrutiny and guidance to:

- Promote and improve membership awareness of equality, diversity and inclusion
- Ensure diversity throughout the BDA
- Ensure oversight and measurement of a programme of equality and diversity work including policies, strategies and action plans which actively promote equality, diversity and inclusion
- Employ evidence and data to identify opportunities and monitor progress
- Ensure that the activities of the BDA raise awareness about EDI issues within the organisation and membership, employers, patients and the general public.

The committee will also review and monitor the development and implementation of the Strategic Plan for Equality, Diversity and Inclusion on an on-going basis and provide direction on any matter arising from the implementation of the plan as considered appropriate.

3. Reporting, Accountability and TUNEC Relationship

The Committee reports to, and is accountable to the BDA Board of Directors. The Committee shall report to the Board on the nature and content of discussion and any recommendations. The Committee Chair (or Co-Chairs) will provide a short summary of the Committee's business to each Board meeting either in person or through the BDA Chair and CEO.

The Committee acknowledges the experience and expertise available within TUNEC (Trade Union National Executive Committee) and the BDA TU (Trade Union) team on matters relating to EDI. It is noted that there may be matters related to both TUNEC and the EDI committee that would benefit from joint discussion and commits to working with TUNEC as appropriate.

4. Membership of the Committee

The BDA will strive to appoint members to the committee who represent a diverse range of people and the four nations of the UK.

The Committee membership shall comprise of:

- Three Non-Executive BDA Directors (members of the Board) including the Chair of the Board, the Chair of TUNEC and one other
- Five to eight additional members of the BDA

Committee members will be appointed by the Board of the BDA. The term of appointment will be 3 years. Members may seek re-appointment for a maximum of 2 terms of office.

The Committee Chair (or Co-Chairs) will be appointed by the Committee membership, from within the committee. The Chair (or Co-Chairs) of the Committee will identify a deputy at their discretion as and when necessary.

The Committee reserves the right to co-opt expertise at any stage, to support deliberations about any matter.

BDA staff will be in attendance as relevant to the agenda and to support administration.

5. Quorum and Decision Making

A quorum shall be five committee members, including at least one Board Director.

Decisions of the Committee will be reached by consensus where possible but, if not, shall be decided by a vote. In the event of a tie the Chair of the meeting shall have the casting vote.

6. Meeting Frequency & Administration

Normally the committee shall meet 6 times per year. Administrative support will be provided by the BDA office team. Ideally these dates will be specified for the year ahead each January.

Notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, and supporting papers, shall be forwarded to each member of the committee and any other person required to attend no later than five working days before the date of the meeting. A cut-off date for supporting committee papers will be included in the meeting annual schedule. Papers will be provided to the committee ideally 10 days and at least 7 days before the meeting.

7. Declaration of Interests

Any member of the Committee who has an interest financial or otherwise relating to any item before the Committee must declare their interest. The Meeting Chair shall decide whether or not the interest is material and any mitigation. Should the Meeting Chair declare an interest, the Committee will agree on the materiality, by vote if necessary, and if deemed necessary a temporary Meeting Chair will be appointed and determine any mitigation.

When an interest is declared the Committee will consider any mitigation to include whether the member may remain in the meeting and contribute to or observe the discussion. Where an interest is deemed material, the interested party may not be part of any decision making.

8. Abbreviations

BDA	British Dietetic Association
CEO	Chief Executive Officer of the Organisation
EDI	Equality Diversity and Inclusion
TU	Trade Union
TUNEC	Trade Union Executive Committee (Elected Trade Union Governance Committee)