

THE RUGBY FOOTBALL LEAGUE INCLUSION BOARD TERMS OF REFERENCE

CONSTITUTION

The Board of the RFL (Governing Body) Limited (the “**Board**” and the “**RFL**” respectively) has approved the creation of an Inclusion Board as a sub-Committee of the Board (the “**Committee**”).

The Terms of Reference of the Committee were approved by the Board on 3 December 2020 and are set out below.

1.0 SCOPE

- 1.1 The main purpose of the Committee shall be to provide guidance on all equality matters and to monitor the delivery of the RFL’s Rugby League versus Discrimination Tackle It-Action Plan (“the plan”).
- 1.2 This includes working to achieve Inclusion, Equality and Anti-Discrimination within the sport in areas including but not limited to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

2.0 SUMMARY OF PURPOSE

- 2.1 The Committee shall:
 - Lead on the development and review of the RFL plan, reviewing content and offering direction to the executive.
 - Following Board approval, receive updates on and monitor the implementation of the plan.
 - Provide support to the Executive in delivering specific programmes within the plan in line with individual Committee members’ areas of expertise.
 - Promote a culture of respect for Inclusion, Equality and Anti-Discrimination and champion these issues across Rugby League.
 - Undertake such other duties as the RFL Board may direct from time to time.

3.0 MEMBERSHIP

- 3.1 The Committee shall comprise (“**the Committee Members**”) up to nine independent members and three internal members who have knowledge and experience of equality, diversity and inclusion.
- 3.2 This may include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation, which match the deliverables of Rugby League versus Discrimination Tackle It-Action Plan (“the plan”). Independent members shall be appointed by the Board following an open application process and will be selected on the basis of the skills needed to support the plan.
- 3.3 Members shall be appointed for a term of two years, after which they will be eligible for reappointment. Members will be able to be reappointed to the Committee four times, each for a period of two years.

3.4 Collectively the members of the Committee should meet the following skills, qualities, knowledge and experience:

- Reflect, collectively, the diversity of people involved in Rugby League;
- Be influential and respected for championing Inclusion, Equality and Anti-Discrimination in the wider world.
- Act as advocates for the RFL and Rugby League's Inclusion, Equality and Anti-Discrimination work;
- Bring together, collectively, experience from across the professional and grassroots game, including the application of successful interventions;
- Be strategic and visionary, with the capacity to guide practical implementation;
- Be able to challenge and provide constructive guidance to the RFL and Rugby League on inclusion, equality and anti-discrimination;
- Have the capacity to attend quarterly meetings during normal office hours.

4.0 CHAIR

4.1 A Chairperson shall be appointed by the Board.

4.2 In the absence of the Chairperson, the remaining members present shall elect one of their number to chair the meeting.

5.0 SECRETARY

5.1 The People Team of the RFL will provide secretariat support to the Committee.

6.0 ATTENDANCE AT MEETINGS

6.1 Only members of the Committee have the right to attend Committee meetings. However, other individuals and external advisers may be invited to attend for all or part of the meeting, as and when appropriate.

6.2 Committee members shall be entitled to claim expenses in line with the RFL's Expenses Policy.

6.3 A member shall be removed from the Committee if:

6.3.1 by notice in writing to the Chairperson, he / she resigns from the Committee; or

6.3.2 he / she is absent from three consecutive meetings of the Committee without the consent of the Chairperson; or

6.3.3 The Committee by majority decision resolves that he / she should cease to hold office; or

6.3.4 the member has breached the Code of Conduct and, following the appropriate investigatory process, he / she is removed from office.

7.0 MEETING STRUCTURE

7.1 The Committee shall meet on no less than a quarterly basis.

7.2 The Chairperson or three members of the Committee may, and on the written request of the Chairperson or such members of the Committee, shall, at any time, summon a meeting of the Committee by written notice served upon all members of the Committee.

7.3 The quorum necessary for the transaction of business shall be four members.

8.0 MINUTES OF MEETINGS

8.1 The secretary shall minute the proceedings of all Committee meetings.

8.2 Minutes of Committee meetings shall be circulated to all members of the Committee and the Board. Minutes shall also be circulated to all members of the RFL Council, subject to any confidential matters being redacted.

9.0 AUTHORITY

9.1 The Committee is authorised by the Board to:

9.1.1 Investigate any activity within its Terms of Reference;

9.1.2 Seek external input as it considers necessary;

9.1.3 Make recommendations to the RFL Board on any area within its remit, provided that it shall not be entitled to incur any expenditure on behalf of the RFL (unless approved in advance in writing by the RFL Board or relevant RFL Executive Board member) or bind the RFL in any way.

10.0 REPORTING

10.1 The Secretary shall minute the proceedings and decisions of all meetings of the Committee and shall circulate the minutes of meetings of the Committee to all members of the Board.

10.2 The Chair shall report formally to the Board on its proceedings on all matters within its duties and responsibilities upon invitation.

10.3 The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

10.4 The Committee shall annually review its Terms of Reference and its own effectiveness and recommend any appropriate changes to the Board.

10.5 Any decisions or recommendations of the Committee are subject to RFL Board approval. The Committee shall not have any authority to commit the RFL to any financial commitments.

10.6 The Chair of the Committee shall attend the Annual Council Meeting of the RFL to answer questions which relate to the work of the Committee. In addition, the Committee shall prepare a report on its role and responsibilities and the actions it has taken to discharge those responsibilities for inclusion in the annual report and accounts. Such a report should specifically include:

10.6.1 a summary of the role of the Committee;

10.6.2 the names and qualifications of all members of the Committee during the period;

10.6.3 the number of Committee meetings and attendance by each member; and

10.6.4 the way the Committee has discharged its responsibilities.

11.0 TERMS

11.1 These Terms shall not be amended in any way save with the agreement of the Board.

INCLUSION BOARD MEMBER'S CODE OF CONDUCT

1. Scope

- (a) This Code of Conduct applies to all members of the Inclusion Board (an “**Office Holder**”.)

2. Accountability and Responsibilities

- (a) You must exercise your powers as an Office Holder in good faith and for the benefit of the RFL, its members, and the sport of Rugby League.
- (b) You acknowledge that it is a condition of your membership of the Committee that you provide a Fit and Proper Person Declaration (in the form specified by the RFL) confirming that you are not subject to any of the conditions set out in the Declaration (the “**Disqualifying Conditions**”). You shall notify the Secretary if any event occurs which means you are or are reasonably likely to be subjected to a Disqualifying Condition. If you are subject to a Disqualifying Condition you have the right to ask for a dispensation from the prohibition on being a Committee member: any such request will be considered by the RFL Board (whose decision shall be final).

3. Confidentiality

- (a) For the purpose of this clause, Confidential Information means information that is either marked confidential or which by its nature would be assumed by a reasonable person to be confidential.
- (b) You must ensure that you handle Confidential Information obtained solely as result of your membership of the Committee in accordance with the law and with regard to the best interests and reputation of the RFL. You must not use Confidential Information for private purposes or to harm the RFL or to maliciously damage the reputation of others or disclose confidential information to the media or any other third party without the prior written authority of the RFL. This obligation continues indefinitely after you cease to be an Office Holder.

4. Decision Making, Conflicts of interest and Independence

- (a) When taking any decision as part of the Committee, you agree to act in the best interests of the RFL and the sport in general.
- (b) You must fully declare all conflicts of interest in advance. As well as avoiding actual impropriety, you should avoid any appearance of it.
- (c) You have the right to argue for your point of view, and express disagreement with colleagues during discussions, but after a collective decision has been taken you should support that decision in your capacity as a member of the Committee.

5. Behaviours

- (a) You shall actively engage in respectful discussion, debate and voting in meetings. This includes contributing positively, listening carefully, challenging sensitively and avoiding unnecessary conflict.
- (b) You shall carry out your role as an Office Holder in accordance with the RFL Values. This includes working considerately and respectfully with all.

6. General

- (a) No Code of Conduct can be all-embracing, and it is necessary to honour the spirit of the Code as well as its letter. Where questions arise, which are not covered explicitly

by his Code, your behaviour should be honest, ethical, impartial and considerate, and dedicated to the development and good management of the sport of Rugby League and the RFL.

7. Breach

- (a) Any allegation of a breach of this Code of Conduct, will be considered by the Chair who may, at his/her discretion, terminate your membership of the Committee. You will be given the right to make representations to the Chair in relation to any such allegation.
- (b) There shall be a right of appeal against such a decision to the RFL Board.