

## **BE Advisory Group**

### **Terms of Reference**

#### **Role and Purpose**

The role of the advisory group (BEAG) is to provide advice to the Board of British Eventing (BE) in support of the development of strategy, policy and activity. This will include the identification of future priorities and opportunities to be pursued to:

- 1) Increase participation in BE events, by increasing membership and horse registrations;
- 2) Ensure appropriate event standards are achieved and maintained;
- 3) Encourage good relationships with key stakeholder groups, including BEOA, ERA and EHOA;
- 4) Support the BE Executive team to assist in the development of clear plans of action to address these priorities.

Whilst the situation created by the outbreak of COVID-19 has initiated the formation of this Group, it is intended that the Group will continue to advise the Board post recommencement of sport.

#### **Terms of Reference**

Identifying evidence requirements, and drawing on existing evidence as appropriate, the BEAG will:

- **advise on strategic direction** – the development and delivery of strategic direction and the activity that supports this;
- **advise on priority areas and topics** – the development of new priority areas and the recommended actions to be taken to address priorities;
- **advise on policy** – supporting the Board and the BE Executive team through recommendations on current policy and policy development in all areas of activity.

The BEAG shall be entitled to engage with whoever they feel appropriate to ensure the best possible recommendations to the BE Board.

The BEAG shall not be permitted to commit BE to any contractual arrangements.

The BEAG shall be entitled to whatever information they require to enable the group to fulfil its responsibilities.

#### **Membership & Composition**

The BEAG will have no greater than 4 members, who shall be appointed to the BEAG by the BE Board. Each member shall serve a period of no longer than 2 years on the BEAG but may stand down from their position at any time on the giving of notice to the BE Board. At the second anniversary of the formation of the BEAG (May 2022), only two members shall be required to

stand down, and the remaining two may serve one additional year to ensure continuity. Following year three (May 2023), no member shall serve more than two consecutive years. The BE Board shall retain the right to remove any member from the BEAG but shall not do so without first discussing any concerns with the relevant member.

The BEAG shall appoint a Chair, who shall be the person responsible for reporting the views and findings of the Group to the BE Board and to the BE Executive Team.

There should be a good balance in terms of gender, age, regional and national representation, expertise and experience.

### **Cycle of Meetings**

The BEAG will meet at least [monthly], and more often as is required. The BEAG shall report to the BE Board ahead of each BE Board meeting, and more regularly as requested by the Chair of the BE Board. The BEAG shall ensure that the BE Chief Executive is kept updated more regularly as required.

### **Remuneration**

There will be no remuneration paid, however, reasonable out of pocket expenses will be paid in line with BE's Expenses Policy.

### **Confidentiality**

Members of the BEAG agree to keep strictly confidential, and not to disclose to any other party, all information provided to them by BE. They further agree to keep strictly confidential the discussions they have as part of the BEAG and any recommendations they make, unless and until authorised in writing to disclose them by the BE Board.

### **Conflicts of interest**

It is likely that there will be discussions held by the BEAG which result in a conflict of interest for some members. Where this happens, the member who is affected by the conflict should state that this is the case and explain the nature of the conflict. This shall be minuted. Should the Chair feel that the conflict of interest may prejudice the discussions in relation to a particular item, the conflicted member of the Group shall be asked to absent themselves from that discussion. Should the Chair be conflicted, another member of the BEAG shall take the role of Chair for those discussions. Any recommendations made to the Board shall make it clear where there were conflicts of interest with any member of the BEAG.

11th May 2020