

# Strategic Albion Cares Group Terms of Reference



## **WBA FC Board**

The Statutory Board and Operational Advisory Board of West Bromwich Albion Football Club ('the Club') along with The Albion Foundation Board of Trustees recognises the establishment of the Strategic 'Albion Cares' Group and fully supports the group. They will receive regular updates on the Club's activities and implementation of the strategy linked to Equality, Diversity and Inclusion (EDI), Wellbeing, Sustainability.

It is the role of the Advisory Board to address any actual or potential breaches of policy and report to WBAFC Statutory Board and the Albion Foundation Board of Trustees, as appropriate.

## **Purpose**

The group brings together individuals possessing the knowledge and skills to act either individually or collectively to develop and implement strategy.

The group will provide strategic oversight and direction and to review and monitor the Clubs approach to develop strategy to achieve the objectives set for EDI, Wellbeing and Sustainability. Safeguarding is a regulated group however this group will oversee the work of the Safeguarding Champions and any initiatives and activities.

## **Objectives**

- To implement and drive Strategy
- To develop priorities
- To enhance work through data and insight
- To identify and promote opportunities to widen participation and promote education and social inclusion
- To monitor and report on progress against objectives
- To identify and engage external stakeholders, community groups to remain informed of current and local issues, shares best practice and builds an effective advisory and support network
- To identify and address concerns across the Club.
- To develop, update and provide tailored training and development opportunities and resources
- To ensure the Club remains legally compliant in relation to all of these areas

## **Membership**

The group will consist of various members of the Executive Team, Club Management, The Albion Foundation staff (TAF) and staff with relevant skills, knowledge and experience and a keen interest in the focus areas.

Members will be required to serve for the duration of the season (July – June) where membership will be reviewed along with the terms of reference annually and in preparation for the new season.

Current Members consist of:

Rob Lake – Director of The Albion Foundation, WBAFC Executive Team – Advisory Board Group Lead  
Ian Skidmore – Director of Communications & Fan Engagement, WBAFC Executive Team & Club Management

Sarah McGenn – Club Secretary, WBAFC Executive Team and Club Management

Tomasz Chadwick – Head of Commercial, WBAFC Executive Team and Club Management

Sam Foxall – HR Business Partner, WBAFC Executive Team and Club Management – ECOP Lead



Rachel Rankin – Head of Marketing, Club Management – EDI Lead  
Lucy Whitehouse – Marketing Executive – EDI  
Erin Hicken – Head of Impact, EDI and Monitoring, Senior Leadership Team TAF – EDI  
Chris Harris – Head of H&S & Sustainability, Club Management – Sustainability Lead  
Lisa Reynolds – Head of Safeguarding, Club Management – Safeguarding Lead  
Andy Wheeler – Safeguarding Manager – Wellbeing Lead  
Tom Page – Head of Academy Performance – Wellbeing Lead

## **Accountability**

The Advisory Board Group Lead will report back on activities to the Board and Operational Advisory Board.

Individual group members will report back on their areas of responsibility to the group.

## **Meetings**

Members of the group will be required to attend regular meetings (no more than once a month), to set, review, update and feedback on actions.

The meetings may be held virtually if required, and members can attend remotely as needed, and will be chaired by the Board Group Lead or a member of the WBA FC Executive team in the Board Group Lead's absence.

The quorum for all meetings will be one member from WBA FC Executive Team, one member from WBA FC Management Team and 3 other members.

## **Working Methods / Ways of working**

A shared learning approach will be taken and conveyed with other members of staff within the Club and TAF.

All members will contribute to the groups agenda which will be distributed prior to the meeting and minutes will be taken and distributed to all members and the Managing Director of WBA FC within two weeks of the meeting.

Group Members will then enlist other relevant staff members to for sub working groups to carry out activities in order to meet the objectives

External participants will be invited to group meetings, where appropriate, to feedback on actions that they may have been tasked to contribute to or lead on.

## **Sharing of Information and Resources**

All group items will be reported at the next Operational Advisory Board meeting or as required for urgent or important items that cannot wait until the next meeting.

All data collected will be processed in line within the Club and The Albion Foundation's data protection and privacy policies and will be anonymised before being shared and published.

Information will be stored and shared via Microsoft Teams which is only accessible to group members.