

Terms of Reference for OBU Race Equality Self-Assessment Team

The University has become a signatory and member of the [Advance HE Race Equality Charter](#) (REC). This supports our existing commitment to race equality and [Race Equality Strategy](#). REC membership enables us to further this work through undertaking a Self-Assessment process in order to make a submission for a Bronze Race Equality Charter Award within three years. *See Appendix 1 for the REC guiding principles.*

To take this forward we are establishing a **Race Equality Charter Self-Assessment Team** (REC SAT). The VCG will support this team to achieve its aims and to work collaboratively with other stakeholders across the institution. The REC SAT will report to the **Race Equality Steering Group** and through this to the **EDI Advisory Group**.

Purpose

The overall objective is to undertake a comprehensive and thorough assessment of race equality progress and issues, developing appropriate actions in response, and ensuring the completion of a robust and high quality submission and action plan to meet the REC requirements and award criteria.

The VCG sponsor for the REC submission is Professor Anne-Marie Kilday, PVC for Student Experience and University Community and Chair of the University Race Equality Steering Group. The **Race Equality Charter Self-Assessment Team** will be co-chaired by Professor Joe Tah and Professor Anne-Marie Kilday.

Responsibilities/Tasks:

1. To design and implement a project plan and programme of work to meet the requirements of the REC and enable a high quality submission for a Bronze REC Award.
2. Undertake all required data collection, analysis and interpretation in line with the REC requirements.
3. Ensure effective delivery and analysis of specific REC Surveys for Students and Staff.
4. Liaise with relevant wider stakeholders to undertake engagement actions relating to the REC assessment and development work.
5. Collaborate with wider stakeholders¹ to ensure the coordination and delivery of required actions and initiatives relevant to the preparation of the submission.
6. Oversee specific projects including positive action initiatives and research/evaluation activities emerging from the Race Equality Strategy/Action Plan to support the REC process.
7. To establish appropriate task/working groups within the membership to ensure key areas of focus are addressed and support the drafting of content and evidence for the submission.
8. Ensure the development of a robust and evidence-based Action Plan as part of the submission and engagement with key stakeholders/action owners to ensure the actions are fully owned.
9. Ensure effective planning and delivery to meet the timescales and milestones for the submission.
10. Liaise as required with other University committees and working groups with relevant scope and responsibility to progress race equality objectives.
11. Ensure liaison and learning from relevant research and sector initiatives are fully utilised to enhance the work and development of the submission.

¹ Specifically to liaise with Athena Swan and Access and Participation leads and work on related equality charters and frameworks and work collaboratively with the BAME Staff Network.

Accountability and reporting

The REC SAT will report to the Race Equality Steering Group and through this to the EDI Advisory Group.

Frequency of meetings:

To be determined by the Co-chairs and to facilitate the work plan delivery. Assume every two months in the first year, with additional sub-group/task group meetings as required.

Secretariat:

The REC SAT will be supported in the organisation of meetings, reporting and communication.

MEMBERSHIP: See separate list for [initial REC SAT Membership](#)

ATTENDANCE AND QUORUM: 50% of the membership

REVIEW OF TERMS OF REFERENCE

The Terms of Reference will be reviewed annually and agreed with the Race Equality Steering Group.

Workload and recognition:

Membership of the REC SAT will be recognised as participation in a University Committee and contribution to a strategic University initiative. Members (Academic and Professional Services) will be supported by their line manager to facilitate their contribution to the REC SAT work in conjunction with their existing workload planning/agreed work objectives. This should recognise both attendance at meetings and additional responsibilities.

Appendix 1: Race Equality Charter Guiding Principles

The [Race Equality Charter \(REC\)](#) is underpinned by five fundamental guiding principles:

1. Racial inequalities are a significant issue within higher education. Racial inequalities are not necessarily overt, isolated incidents. Racism is an everyday facet of UK society and racial inequalities manifest themselves in everyday situations, processes and behaviours.
2. UK higher education cannot reach its full potential unless it can benefit from the talents of the whole population and until individuals from all ethnic backgrounds can benefit equally from the opportunities it affords.
3. In developing solutions to racial inequalities, it is important that they are aimed at achieving long-term institutional culture change, avoiding a deficit model where solutions are aimed at changing the individual.
4. Minority ethnic staff and students are not a homogenous group. People from different ethnic backgrounds have different experiences of and outcomes from/within higher education, and that complexity needs to be considered in analysing data and developing actions.
5. All individuals have multiple identities, and the intersection of those different identities should be considered wherever possible.