

**UCL GOS INSTITUTE OF CHILD HEALTH**

**UCL GOS Institute of Child Health**

**ICH Race Equity Group**

**Terms of reference**

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| Aims of the REG |
| * Raise awareness internally of race equity and cultural diversity at ICH, and support the raising of this awareness externally
* Work with the ICH Equalities, Diversity and Inclusion (ICH EDI) Team to identify potential areas of concern in the institute’s policies, procedures and practices.
* Work with the ICH EDI team to advise senior management on ways to promote race equity at ICH.
* Develop and support practical solutions to address these areas of concern.
* Work with the UCL EDI team to promote race equity at UCL
* Work in alignment with UCL EDI to support work with external organisations, such as Advance HE, to promote race equity in Higher Education
* Work with external organisation, such as Great Ormond Street Hospital BAME forum, to promote race equity in Biomedical research
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| Objectives |
| * Promote equity for Black, Asian and minority ethnic staff and students by providing timely input (e.g. through consultation) to the Institute’s plans, strategies, policies, organizational change exercises and guidance.
* Provide a channel for communication and consultation between Black, Asian and minority ethnic staff and students, and senior management in collaboration with the ICH Equalities Diversity and Inclusion Team.
* To work on specific tasks, when requested, with the key stakeholders, ICH senior management and ICH EDI Team, to eliminate any direct and indirect forms of discrimination faced by Black, Asian and minority ethnic staff and students.
* To organise events and activities relevant to race equity and cultural diversity at ICH.
* To align our activities with the aims of the ICH EDI group.
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| Membership of the group |
| * 2 co-chairs. Co-chairs are normally elected by group for an initial term of 2 years. The term may be extended once by the group.
* A student representative.
* It is important that the group contains a good balance of academic with representation from research, from education, and professional services staff at all grades, from a diverse range of backgrounds and genders.
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| Frequency of meetings |
| The group will meet once a month for the first 12 months, with a review of meeting frequency thereafter  |
| Expectations of Members |
| * To agree the race equity and diversity objectives to be delivered every two years.
* Regular attendance at meetings. Membership will be reviewed if members miss 3 meetings without relevant reasons.
* To agree on the recruitment of REG members.
* To support the creation of meeting minutes and circulation of actions from meeting (role to be supported by each member in a cycle).
* To represent all Black, Asian and minority ethnic members of staff and students.
* To contribute ideas and participate in activities and projects.
* To conduct themselves in keeping with UCL values in an open and accepting environment.
* Members must at all times maintain confidentiality of sensitive information and personal data in accordance with legislation and local rules.
* Members must embody the inclusive and respectful values of the group when challenging other group members.
* To act as ambassadors for the group.
* Schedule one summer networking event for all interested parties per academic year.
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| Responsibilities of the Co-Chairs |
| * Formulate and present to the group race equity objectives to be delivered during the term of office.
* Chair meetings and circulate meeting requests, minutes and the agenda with support from the group.
* Work proactively with the ICH Equalities, Diversity and Inclusion Team to promote race equity and eliminate all forms of direct or indirect discrimination at UCL.
* To be a member of the EDI committee and engage with other EDI teams in the Faculty and elsewhere in UCL to share good practices
* Represent the Race Equity Group on all relevant ICH committees.
* To engage with beacon activities promoting EDI across UCL and nationally
* Ensure that the Race Equity Group is a group where everyone’s voice is heard and considered.
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| Responsibilities of ICH Equalities and Diversity Team Administrative Support(to be appointed)  |
| * Record meeting minutes and circulate actions
* Share best practices and relevant group generated data from other ICH Equity Groups.
* Support the development and maintenance of the Race Equity Group’s digital channels
* To manage communications
* To support the actions of the REG
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