



UCL Race Equality Steering Group Handbook



Introduction

The racial inequalities that are present in British society are unfortunately replicated in all of our institutions. This means that UK institutions fail to reap the benefits of diversity. There are ample data showing that diverse thinking leads to superior outcomes in commerce, innovation and scholarship. There is no denying the benefits of having a diverse staff body when it comes to serving an ethnically mixed student population and if we are to solve the global problems plaguing our planet, through intellectual endeavour, we will need to view our solutions via a multinational and multi-ethnic prism. However, while we continue to view the overwhelming evidence that diversity will benefit our institution, racial inequality persists at UCL in almost every single space.

In the Race Equality Steering Group, we regard it as our institutional responsibility to change things. We wish to see ethnic diversity at all employment grades, not simply because this is fair or just, but mostly because we know, from a wide range of evidence sources, that diverse decision making yields the best outcomes. We wish to see degree awards that truly reflect the potential of all of our students, irrespective of their ethnicity. We know that our students are among the best in the world and we wish to equip all of our students, irrespective of their racial background with the tools to compete effectively in the workplace. This has to be our mission and what this means is that the attainment gap must be eliminated.

To achieve these goals, we will set objectives at the start of each leadership term, devise tactics and deliver on our objectives by engaging proactively with all UCL managers using a data driven set of annual activities, in which we will provide managers with tools and advice on how to achieve race equality in their units. We will carry out these activities in collaboration with the UCL Equality, Diversity and Inclusion Team.

If UCL is to remain one of the best institutions to study at and with a professed global outlook, we must first look within and correct the deficits that abound in our institution. Once we have achieved our internal goals, we should serve as a beacon of change for all others to follow.

Ijeoma Uchegbu

Marcia Jacks

Co-Chairs of the Race Equality Steering Group

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Statement on Race Equality

Action for race equality exists because racism exists in our daily lives, our institutions and society at large. Racism is the exercise of historic power relations that produce discrimination and is ideologically driven. It means students and staff who identify and are identified as part of the white ethnic majority enjoy a position of relative and typically unspoken and unacknowledged privilege over Black, Asian and Minority Ethnic students and staff. Racism manifests at work, in student attainment, staff appointments and promotions. Racism must be fought by everyone. This statement names the challenge.

Terms of Reference

Aims

- Raise awareness internally and externally of race equality and cultural diversity at UCL.
- Work with the Equalities, Diversity and Inclusion Team to identify potential areas of concern in the university's policies, procedures and practices.
- Develop practical solutions to address these areas of concern.
- Develop expertise and knowledge of race equality issues among group members.
- Work with the Equalities, Diversity and Inclusion Team and the Race, Religion and Belief Champions to advise senior management on ways to promote race equality at UCL.
- Represent the views Black, Asian and minority ethnic staff at UCL.
- Provide the wider network with opportunities for social and professional networking
- Work with external organisations, such as Advance HE, to promote race equality in Higher Education.

Objectives

- Promote equality for Black Asian and minority ethnic staff and students by providing timely input (e.g. through consultation) to the University's plans, strategies, policies, organizational change exercises and guidance.
- Provide a channel for communication and consultation between Black, Asian and minority ethnic staff and senior management in collaboration with the Equalities Diversity and Inclusion Team.
- Provide input to UCL on employment issues for Black, Asian and minority ethnic staff, in particular with respect to areas concerning recruitment and career progression.
- To participate actively in the implementation of the University's Race Equality Action Plan and collaborate with the University on application for relevant charters and kite marks.
- To work on specific tasks, when requested, with the key stakeholders, UCL's senior management and the Equalities, Diversity and Inclusion Team to eliminate any direct and indirect forms of discrimination faced by Black, Asian and minority ethnic staff and students.
- To produce social and professional events and activities relevant to race equality and cultural diversity at UCL.

Membership of the group

- 2 co-chairs preferably one academic member of staff and one Professional Services member of staff. Co-chairs are normally elected by group for an initial term of 3 years. The term may be extended once by the group.
- A student representative, preferably the Black and minority ethnic Student Officer.
- UCL Provost's Envoy on Race Equality
- The membership will be limited to a maximum number of 24 people with no more than 3 members of staff per faculty.
- It is important that the group contains a good balance of academic and professional services staff at all grades and an appropriate representation of all genders, from a diverse range of backgrounds.
- The group will be supported by a wider, online network that is open to all UCL staff and students: RaceMatters@UCL

Frequency of meetings

The group will meet once a term with exceptional meetings to be held as required.

Expectations of Members

- Regular attendance at meetings. Membership will be reviewed if members miss 3 meetings without relevant reasons.
- 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 skillfully challenging other group members, as well as other UCL colleagues, and act as ambassadors for the group.

Responsibilities of the Co-Chairs

- Formulate and agree race equality objectives to be delivered during the term of office.
- Chair meetings and circulate meeting requests, minutes and the agenda with support from the secretary.
- Represent the Race Equality Steering Group on all relevant UCL committees.

- Liaise with other UCL equality groups and external groups to advise on UCL policies, procedures and practices.
- Work proactively with the UCL Equalities, Diversity and Inclusion Team to promote race equality and eliminate all forms of direct or indirect discrimination at UCL, e.g. on implementation of the Race Equality Action plan.
- Recruitment of RESG members.
- Ensure that the Race Equality Steering Group is a group where everyone's voice is heard and considered.
- Set the Race Equality Steering Group's meeting schedule.

Responsibilities of Officers

Finance Officer

- Manage the Race Equality Steering Group budget.
- Consider and approve requests for funding, in consultation with one of the Race Equality Steering Group's co-chairs.
- Produce a spending priorities document for consideration and approval by the group at the Term 1 meeting of the group.
- Produce an annual report of expenditure for the Term 3 meeting of the group.

Digital Communications Officer

- Develop and maintain the Race Equality Steering Group's digital channels.
- Solicit regular content for the group's Twitter output.
- Post content in accordance with an agreed approval process.
- Produce a digital usage document for presentation during the Term 3 meeting, outlining engagement statistics with the group's digital content.

Data Officer

- Promote cultural change at UCL through a data driven process.
- Provide data to the group's members for various outreach and communication activities, e.g. the tour of faculties led by the UCL Envoy on Race Equality, the co-chairs and the UCL attainment lead.
- Provide up to date headline staff profile data to the group during the Term 1 meeting.

Events Officers

- Schedule at least one inspirational speaker event per academic year.
- Schedule a UCL Town Hall event, with the Provost in attendance, at least once per academic year in consultation with the RaceMatters@UCL community.
- Schedule one summer networking event for all interested parties per academic year.

Responsibilities of UCL Equalities and Diversity Team Administrative Support

- Record all meeting minutes.
- Book rooms for meetings and events
- Moderate emails to the Race Equality Steering Group mailing list.
- Moderate emails to the RaceMatters@UCL mailing list.
- Manage payments and expenses claims.
- Share best practices with the group from other UCL Equality Groups.
- Provide institutional survey results and data to the group via the above mentioned channels.