**UCL RACE EQUALITY STEERING GROUP**

**Terms of Reference**

**Aims of the group are to:**

* Raise awareness internally and externally of race equality and cultural diversity at UCL.
* Work with the Equalities and Diversity Team to identify potential areas of concern in the university’s policies and practices.
* Develop practical solutions to address areas of concern.
* Develop expertise and knowledge of race equality issues among group members.
* Work with the Equalities and Diversity Team and the Race, Religion and Belief Champion to advise senior management on ways to promote race equality at UCL.
* Represent the views of the body of black and minority ethnic staff at UCL.
* Provide the wider network with opportunities for social and professional networking
* Work with external organisations, such as the Equality Challenge Unit, to promote race equality in Higher Education.

**The Objectives of the group will be to:**

* Promote equality for black and minority ethnic (BME) staff and students through involvement and consultation on the university’s plans, strategies, policies, organizational change exercises and guidance.
* To act as a channel for communication and consultation between black and minority ethnic staff and senior management, via the E&D Team.
* To influence UCL on employment issues for black and minority ethnic staff, in particular recruitment and career progression.
* To support the implementation of the University’s Race Equality Action Plan.
* To work with the key stakeholders and Equalities and Diversity Tem in reviewing information which suggests any direct and indirect forms of discrimination faced by black and minority ethnic staff.
* To develop online resources for members.
* Assist in the coordination of events and activities relevant to race equality and cultural diversity at UCL.

**Membership of the group**

* 2 co-chairs preferably one academic and one support staff. Co-chairs are normally elected by RESG for an initial term of 2 years and the group to agree on re-election or new vote at the end of this term.
* A student representative, preferably the black and minority ethnic Student Officer.
* The membership will be a maximum number of 20 people with no more than 2 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 equal representation of men and women from a diverse range of backgrounds.
* The group will be supported by a wider, online network that any member of staff can join (RaceMatters@UCL).

**Frequency of meetings:**

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

**Expectations of Members:**

* Attend meetings. Membership will be reviewed if members miss 3 meetings without apologies.
* To represent themselves and the wider RaceMatters@UCL network.
* 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.
* 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:**

* Chair meetings and circulate meeting requests, minutes and the agenda with support from the secretary.
* Members of UCL Equalities and Diversity Committee.
* Moderating the RESG and RaceMatters@UCL emails.
* Liaise with other UCL Equality Groups and external groups.
* Work with UCL Equalities and Diversity Team.
* Coordinate the setting of RESG objectives.
* Recruitment of RESG members.
* Represent RESG and RaceMatters@UCL in different fore.
* Ensuring RESG is a group where everyone’s voice is heard and considered.
* Manage the budget in consultation with RESG.
* Set the dates of RESG meetings and cancelling meetings if/when necessary.

**Responsibilities of UCL Equalities and Diversity Team:**

* Administrative support to include:
	+ Taking minutes at meetings
	+ Room bookings for meetings and events.
	+ Share relevant UCL staff survey results/data
	+ Managing payments and expenses
	+ Managing mailing list for RESG and RaceMatters@UCL.
* Maintaining links between equality groups.
* Make recommendations to the group about practice and policy.