**Race Equality Charter ISAT.**

**Race Equality Charter Staff Working Group.**

**Terms of Reference.**

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| **Name of Group** | Race Equality Charter Staff Working Group |
| **Purpose of Group** | To contribute to the development of the University’s Race Equality Charter Submission (Plan) by;   1. reviewing; 2. recruitment, selection and induction processes and practices 3. staff development, mentoring, promotion and progression processes and practices 4. discrimination and harassment reporting processes and practices 5. work-load allocation practices   in order to identify interpersonal and procedural barriers that undermine the institution’s goal of advancing race equality in the recruitment, development, progression and retention of BAME staff.   1. collating statistics on the; 2. historical and current race profiles of staff in academic departments and professional divisions 3. historical and current race profiles of staff employed at senior and leadership levels,   in order to establish the extent and pace of the transformation of the staff profile towards racial equality.   1. conducting formal and informal qualitative and quantitative research   in order to establish how BAME staff experience institutional systems, processes and cultures of the institution.   1. formulating recommendations on actions to be taken to remove identified barriers in; 2. recruitment and selection processes and practices 3. induction processes and practices 4. staff development processes and practices 5. promotion processes and practices 6. discrimination and harassment reporting processes and practices 7. mentoring practices 8. work-load allocation practices and 9. the broad institutional culture,   to lay the basis for the formulation of objectives that will be included in the REC action plan. The objectives will address identified needs and specify prioritised actions that will result in the institution’s ability to attract and recruit BAME staff to positions at all occupational levels and to result in an increase in the institution’s ability to retain BAME staff and to enable their development and progression. |
| **Working methods** | The working group will develop a work plan with time lines for the completion of each area of work. If and when necessary, task teams that will focus on specific tasks, consisting of members of the working group will be constituted. Each task team will develop a work plan with timelines for the completion of its task. The time lines of each team will align to the work plan of the working group. |
| **Membership** | Membership of the working group will be by invitation. Membership will consist of BAME staff members and other members of the institution who have expertise which they can contribute towards the achievement of the objectives of the working group. |
| **Chairs** | The working group will be chaired by the co-chairs of the REC ISAT |
| **Partnerships** | The working group will work in partnership with other Race Equality Charter working groups. It will also consult with relevant staff networks and unions. |
| **Meetings** | The working group will meet thrice a term, once a month. |
| **Accountability** | The working group will report to every ISAT meeting. |
| **Review** | The working group will review its plan and progress achieved against the plan each term. |