

Race Equality Charter (REC) Steering Group

Terms of Reference

Mission Statement

The Race Equality Charter (REC) Steering Group aims to improve the experience, representation, progression, and success of racially minoritised staff and students at the University of Sussex by creating an institution-wide approach to systemic and structural race equality work.

Responsibilities

- Evaluate and influence institutional policies, procedures, activities, and practices to maintain focus on institutional change.
- Develop inclusion initiatives in the interests of racially minoritised staff and students, carefully considering whether these initiatives risk maintaining existing power asymmetries.
- Uphold the REC Guiding Principles as set out by Advance HE.
- Oversee the implementation of the action plan, including reviewing data and insights.
- Communicate updates to influence change and gain buy-in across the institution.
- Take a systematic approach to identifying problems related to race equity and explore relevant solutions.
- Evaluate the effectiveness of actions to ensure they are delivering impact and evolve the action plan as needed.
- Be ambassadors and champions of race equality across the university.
- Support the Steering Group Chair and Vice-Chair in reviewing membership and recruitment, ensuring a fair allocation of actions and resources.

Attendees/Membership

The Steering Group will consist of diverse representatives to ensure comprehensive perspectives. The ideal composition includes:

- **Human Resources (HR):** Including senior roles
- **EDI Unit:** Representatives overseeing race equality strategies.
- **Senior Leadership:** Including the Pro-Vice-Chancellor for Culture, Equality, and Inclusion (PVC CEI) and other key leaders.
- **Heads of School (HoS):** Academic leadership to address inequalities within faculties.
- **Academic and Support Staff:** Cross-representation from faculties, professional services, and staff networks.
- **Students:** Racially minoritised student representatives.
- **Data Analysts:** For data collection and analysis support.
- **Networks:** Representation from the Ethnic Minority Staff Network chairs.

Recruitment

The Chair and Vice-Chair, in collaboration with the EDI Consultant Lead, will oversee recruitment. Membership will be reviewed periodically to align with the current phase of work.

Term of Office

Steering Group members commit to a minimum of 12 months, with a renewable term of three years. The Chair and Vice-Chair will periodically review membership and the ToR to ensure the Steering Group composition aligns with the work phase and climate.

Delegation of Authority/Governance

The REC Steering Group reports to the EDI Committee, which retains executive authority for this work. The Steering Group's role is advisory, and it evaluates progress on the action plan to support the institutional approach to race equality.

Frequency and Duration of Meetings/Working Methods

- Steering Group meetings will be held termly, with the option to meet more frequently if needed. Meetings may be online, in person, or hybrid, depending on facilities.
- The Secretariat will organise meetings, send invites, and circulate relevant papers.
- Agenda topics will be generated by the EDI Consultant, in consultation with the REC Steering Group Chair, Vice-Chair, and AD CEI.
- Non-members may be invited to Steering Group meetings as necessary, such as key stakeholders presenting on priority workstreams.

The Steering Group will explore structural and systemic processes producing racial inequalities by:

- Recognizing privilege and its role in benefiting some while oppressing others
- Listening to and upholding the voices of racially minoritised staff and students
- Identifying areas of good practice and sharing learnings
- Identifying barriers to progress and exploring actions to address them
- Engaging with key external stakeholders, staying abreast of relevant research, campaigns, and initiatives that support race equity work at Sussex.