

Race Equality Charter Governance Committee Terms of Reference

1. Purpose

The purpose of the Race Equality Charter Governance Committee is to provide assurance, expert advice and guidance to the Advance HE Board, Equality, Diversity and Inclusion (EDI) Committee and Peer Review Quality (PRQ) Committee on matters relating to the Race Equality Charter (REC).

2. Terms of Reference

- 2.1 To provide a forum to discuss high level REC strategy consulting with the sector to ensure the charter remains fit for purpose.
- 2.2 To provide assurance to the Advance HE Board, EDI Committee (of which one of the REC Governance Committee co-Chairs will be a member) and PRQ Committee as to the rigour, reliability and efficacy of the REC.
- 2.3 To provide advice and guidance on the operation and evolution of the REC to ensure that it effectively advances race equality in the higher education and research sector.
- 2.4 To oversee the development of the REC following the completion of the review of the Charter in 2021.
- 2.5 To oversee and inform the development of REC application and peer-review processes assuring effective approaches to quality assurance and enhancement.
- 2.6 To work in partnership with Advance HE to raise the profile of the Charter.
- 2.7 To oversee a full review of the Charter every five years.
- 2.8 To report regularly to the Advance HE Board, EDI and PRQ Committees on matters arising.

3. Membership

The REC Governance Committee will comprise expert representatives from Advance HE member institutions from across the higher education and research sector and other sectors with appropriate experience in relation to the leadership of raceequality:

- Co-Chairs – senior representative from the higher education sector to provide strategic advice and an understanding of the views of senior leaders within member institutions. The co-Chairs should cover for each other in circumstances where one co-Chair is unavailable for any reason.
- Additional members ensuring representation as follows:
 - Senior sector representatives at PVC / Director or equivalent level with experience dealing with issues related to REC Awards.
 - Institutional REC leads.
 - Expert representatives including those with board level experience of EDI from within and/or outside the higher education and research sector.
 - Expert representatives with experience in race equality and organisational development.

- HR Director or equivalent.
- The appropriate Advance HE Director / Assistant Directors and / or Head

Membership of the group will be configured to reflect both individual diversity and the diversity of institutions, disciplines / professional area and UK nation perspectives where possible.

The Secretary to the Advisory Group will be drawn from the Advance HE staff. Additional staff members may also be invited to attend to support specific agenda items by agreement with the co-Chairs.

The appointment of the co-Chairs will be confirmed by the Advance HE EDI Committee. Co-Chairs for both roles will be usually appointed for a three-year term of office with the possibility of renewal for a further term.

4. Meeting arrangements

The Committee will normally meet three times a year with digital engagement between the formal meetings. More regular meetings may be required in the first year.

The co-Chairs of the Committee (or representative Committee member) will report to the Advance HE Board through a process of timed business at each Advance HE Board meeting.

All documents and discussions will be regarded as confidential. Members will be asked to declare any relevant academic or professional conflicts of interest.

A minimum of 6 Committee members and the co-Chairs will be required for quoracy.

An additional annual meeting will be convened, with digital engagement between meetings, to bring together the REC and Athena Swan Governance Committees to support cross-working and intersectional consideration in the charters.

The terms of this committee will be reviewed annually and revised in response to any contextual changes.

July 2021