



## Race Equality Charter: self-assessment teams

### Starting conversations about race and ethnicity

- = Acknowledge it's difficult
- = Create a safe space
- = Acknowledge and manage the sensitivities for minority ethnic staff and students to be honest and to share their experiences
- = Look for the less obvious – have conversations about micro behaviours, micro aggressions and micro cultures.
- = Consider training or an initial briefing for your team
- = Have terms of reference and ground rules – give people the benefit of the doubt (within reason)
- = Ensure you have race equality expertise as well as ethnic diversity
- = Make sure you engage with the 'dissenting voice'
- = Expect to have challenging conversations
- = Be prepared for self-reflection as well as self-assessment
- = Consider having a facilitator
- = Build momentum across the institution

### Resource

Staff time

Based on an 18 month process with 3-hour meetings every other month:

- = 27 hours basic meeting time (probably more in the build up to submitting an application)
- = At least 30 hours in-between meetings for discussion and thought
- = Additional time for leading sub-groups, analysing data, writing sections of the application, managing the process e.t.c...

Who needs to dedicate their time (for whole time or for specific meetings?):

- = Equality and diversity expert
- = Race equality experts
- = Athena coordinator
- = Data analyst

- = BME staff network
- = Student representatives
- = Trade union representatives
- = Human resources
- = Chaplain
- = Communications expert
- = Faculty representatives
- = Student support, including careers guidance
- = Teaching and learning experts
- = Admissions staff

#### Specific tasks:

- = Generating and analysing data
- = Running the survey
- = Running focus groups and interviews (maybe external person instead?)
- = Qualitative data is time consuming but crucial
- = Specific sections of the application

#### Financial resource implications:

- = Training for the SAT/facilitator for meetings
- = External researcher for focus groups and interviews
- = Incentives for survey participation?
- = Catering for meetings and focus groups
- = Funding actions and initiatives
- = Funding REC-related events

### Working as a team

- = Be clear what you are trying to achieve and what is and is not possible
- = Be clear when the SAT's work is complete (do they have ownership of the action plan?)
- = Build team dynamic and momentum
- = Ensure everyone is heard
- = Ensure everyone is prepared to listen
- = Decide on a realistic timeline and stick to it to maintain momentum

### Be strategic

- = Who are your innovators and your change agents
- = What are you trying to achieve
- = How can you get full senior leadership buy-in
- = How can you embed race equality at every level of the institution:
  - Create **your** vision and priorities
  - Build into existing KPIs and within the university strategy – make it a public promise
  - Build into faculty action plans and budgets
  - Use your champions and advocates
  - Share good practice, celebrate success, think about quick wins (as well as long-term strategic goals)
  - **Make race equality pervasive**