

### **Terms of reference for the Race Equality Charter Action Plan Delivery Group (RECAP)**

1. In view of the importance to the University of work on race equality, the Race Equality Charter Action Plan Delivery Group (RECAP) will be chaired by the Advocate for Equality and Diversity and will be formally constituted.
2. RECAP will advise the Equality and Diversity Panel (EDP) and the Equality and Diversity Unit (EDU) on all areas of work in respect of the Race Equality Charter in connection to students and staff. RECAP will provide biannual reports to the Panel and may also advise other relevant committees (including Education and Personnel Committee) directly.
3. RECAP will link closely with Divisional Boards and/or other relevant divisional bodies and liaise with the Colleges' Equality and Diversity Forum to build strong two-way relationships. It will consider recommendations from such bodies and report back to them.
4. RECAP will maintain an oversight of and coordinate activity on race equality across the collegiate University. In particular it will:
  - Advise the Panel and other relevant committees on priorities for action at institutional level, and on any targets to be associated with these objectives;
  - Advise the Panel and other relevant committees on any positive action initiatives needed to address the underrepresentation of minority ethnic groups;
  - Establish working groups to look at specific issues, as necessary;
  - Identify emerging issues that are likely to require attention in the future.
5. In relation to Race Equality Charter, the Group will:
  - Oversee the quadrennial submission of the University's renewal of its institutional award acting as the Self-Assessment Team (SAT) for the REC process;
  - Monitor progress in achieving the Action Plan contained in the institutional submission;
  - Where appropriate, work with Divisions and others to identify issues emerging from its work and the Charter that would best be progressed centrally, and advise the Panel and other committees<sup>1</sup> on targeted initiatives to support the recruitment, retention and progression of staff and students, taking account of any disciplinary differences;
  - Support the EDU to identify and manage risks associated with the implementation of institutional action plan and the retention of the awards.
6. The RECAP membership will include:
  - Advocate for Equality and Diversity (Chair)
  - Director of Undergraduate Admissions and Outreach
  - Director of Student Welfare and Support Services
  - EDU Race Equality Policy Adviser
  - Head of EDU
  - Head of Professional Development
  - Head of Recruitment and Employee Development, HR
  - Divisional Equality representatives
  - BME Staff Network Chair
  - Co-chair Oxford Research Staff Society (OxRSS)
  - Vice-President Welfare & Equal Opportunities, Oxford SU

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<sup>1</sup> It is noted that matters such as ethnicity differences in students' attainment are addressed by the Education Committee and its sub-committees with which the Group may liaise as appropriate.

- Vice-President Graduates, Oxford SU
- College's Equality and Diversity Forum representative