FPHS Race Equality/Equity Advisory Group (FREAG) Checklist: Created June 2023

EDI representatives from across the Faculty of Population Health Sciences have collaborated in the development of a core checklist of Race Equity/Equality actions for each Institute or School within Faculty. These core items represent feasible, beneficial and important activities as determined by the majority of the FPHS Race Equality / Equity Advisory Group (FREAG). Within the core list are the **essential items**: those judged to be necessary actions for every Institute or School.

The essential items for schools and institutes:

- Documented terms of reference for all group undertaking race equity / race equality activities (either specific REG groups or REG leads within wider EDI groups) consistent with the structure agreed by FREAG
- Posters/regular advertising in institute/department or within newsletters to advertise UCL Race Equity initiatives to ensure consistent and maintained comms across Faculty
- Annual review of ethnic background of successfully promoted staff

The core items for schools and institutes:

- Multiple named individuals (a group) rather than a single race equality / race equity representative
- A formal process to appoint and approve new members of the group

- Support by way of an independent senior panel to enable those applying for promotions / increments to receive impartial advice
- Twice yearly contact with individual staff to ensure they have been considered for promotions
- Regular check that access to training is equitable (eg by means of survey to identify obstacles to taking up training opportunities)

- JD Person Specification desirable criteria to include applicant able to demonstrate experience, knowledge or skills around actions / processes for making working environments more inclusive
- Standardised interview questions on knowledge of Race Equity issues
- Each Institute to develop and fund a Scholarship for students from Black / Minority Ethnicity Groups

- Annual survey for temperature check of internal perceptions / experiences regarding race equity issues

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