

NCCPE Inclusion Advisory Group – Racial Equity

Terms of Reference

NCCPE

The National Co-ordinating Centre for Public Engagement (NCCPE) is a national organisation that aims to support universities to engage effectively with society. The NCCPE is committed to supporting effective public and community engagement with research, through engaging with funders and policy makers; public engagement professionals; academic researchers; university managers and leaders; and community organisations. Find out more about [our work](#) and [our team](#).

Background

The NCCPE is committed to inclusive engagement practices, and we are keen to support the development of more effective approaches across universities and the higher education sector.

Working with an inclusion working group¹, the NCCPE published a [statement on inclusion](#) detailing what we commit to as an organisation. We also recognise that we need to reflect on how our own organisation works. For this reason, we have signed up to the [Race Equality Framework](#) (REF), to assess ourselves against this framework and work hard to address opportunities and challenges highlighted from it.

Whilst we are committed to supporting the development of inclusive public engagement practices, we recognise that this alone will not address the systemic issues that have historically excluded people. We want to help universities to engage, and involve, communities in their research in ways that are inclusive and relevant. To this end we are committed to supporting universities to embed equity, diversity and inclusion (EDI) across all of their activities.

The NCCPE Inclusion Advisory Group – Racial Equity

The NCCPE Inclusion Advisory Group – Racial Equity (IAG-RE) is a new group, aimed at accelerating inclusion within engagement with research in the UK². The group will challenge, support and problem solve with the NCCPE as it works with others in the sector to enhance inclusive public participation in, and engagement with, research. As part of this, the group will

¹ Lewis Hou, Charlotte Thorley, Carinne Piekema, Jack Kerrigan, Cassie Hugill, Emma Griffin, Sophie Duncan

² The NCCPE plans to develop an Inclusion Advisory Group to support our work. In the first instance we are focusing specifically on racial equity with the NCCPE Inclusion Advisory Group – Racial Equity.

work with the NCCPE to carry out the REF self-assessment to improve racial equity and racial competency in our context.

The [REF self-assessment](#) defines equity as 'giving people what they need, in order to make things fair. Thus, racial equity is about giving more to racialised groups who need it, in order to give them the same opportunities that everyone else has'. Racial competency is 'understanding the impact of structural racism and fostering a culture of allyship that challenges organisational practices and behaviours that exclude Black African-, Asian- and Caribbean-heritage people and other racialised groups. Being racially competent means translating our statements into action to promote equity of voice and equality of opportunity'.

Focus of the IAG-RE

The NCCPE are committed to inclusion in all aspects of our work - as detailed in our [inclusion statement](#). As part of our commitment to inclusion the NCCPE adopted the REF, which has a focus on Black African-, Asian- and Caribbean-heritage people and other racialised groups who have been systemically excluded from research. As part of this we have recruited the IAG-RE, with a specific focus on these groups.

The decision that the IAG-RE focus on engagement with on Black African-, Asian- and Caribbean-heritage people and other racialised groups is informed by the statistics from the last census in terms of population numbers who identify with this group; the significant data about the racism, biases, and systemic injustices these individuals face in the higher education sector today; and the recognition that we need to focus the work of the IAG-RE in order to meaningfully effect change.

The IAG-RE recognise that many people experience discrimination, bias and inequity. We hope and endeavour for our work to also be of benefit to people from all marginalised and underrepresented groups.

The IAG-RE acknowledges that the language and ideas which underpin this work are contextual and constantly evolving. We are committed to learning and developing, and the language of the group may change as our work progresses.

Advisory Group membership

The NCCPE is committed to recognising, celebrating and working with the unique strengths and cultural ways of knowing in different communities and actively seeks the involvement of community members who would like to contribute to the work of the NCCPE.

The advisory group members have knowledge and experience relating to racial equality within public engagement, public participation and/or public involvement.

The group is made of people committed to supporting the development of inclusive public engagement practice that benefits the communities and publics involved. Membership is made of community members and academic researchers with experience of public engagement with research; individuals with lived experience relating to racial inequality in research and/or public engagement; public engagement professionals; and members of the NCCPE team.

Scope

The group will:

- Support the NCCPE as it carries out the REF self-assessment, ensuring that the lessons learnt are acted on effectively, and providing critical insights and perspectives to improve our work.
- Inform the development of new NCCPE resources/programmes to enable more effective inclusive practices in engagement with research.
- Contribute to the work of the NCCPE directly and through linking to other networks and individuals.
- Participate in advisory group meetings, with four two-hour meetings scheduled per year.
- Participate in the advisory group launch meeting and one-year review meeting, each scheduled to be one-hour long.
- Identify and participate in core racial competency training, which is scheduled to take up to three hours, with opportunities to join additional training.

Membership of the group

Membership is drawn from publics, researchers, public engagement professionals and NCCPE colleagues. As a national organisation, we actively encourage applications from across the UK. Standing membership is expected to be two years. After a year we will review the group, its aims, processes and membership to consider if and how the group continues.

Expectations of group members

- Be prepared to attend all meetings and core training.
- Communicate any accommodations needed to enable attendance and participation, for example digital tools, equipment or adjustments for accessibility needs.
- Work between meetings, including delivering on agreed actions, reading pre-meeting paperwork, and contributing to future agenda items, which we estimate will take one-hour per meeting.
- Provide constructive input and advice drawing on lived experience, professional experience, knowledge and skills.
- Consider not only equality but equity (see [key terms](#)) and aim to actively address equity throughout the work of the advisory group.
- Identify creative solutions to address racial inequalities and share examples of good practice from across sectors.
- Draw in existing research, practice, story-based evidence to share with the group.
- Follow ground rules (meeting etiquette) – drafted below, to be further developed with group members.

The group will be supported by a Coordinator and two Co-Chairs. One Co-Chair will be selected as part of the group recruitment, and the other Co-Chair and the Coordinator will be members of the NCCPE. These roles are described below.

Role of Coordinator

- Ensure Agenda and associated papers are sent to members.
- Ensure reasonable adjustments are met to accommodate attendance and participation.
- Ensure all members have the opportunity to contribute, and contributions from all members are valued.
- Coordinate communication and briefing updates.

- Ensure appropriate support is offered to members of the group.
- Oversee the budget for the group.

Role of Co-chairs

- Agree agendas and papers.
- Oversee content for racial equity training for the group.
- Participate in additional racial equity training with the wider NCCPE team.
- Ensure all members have the opportunity to contribute, and contributions from all members are valued.
- Agree actions and ensure that recommendations have a mechanism to be taken forward.
- Monitor progress of agreed actions, and their effectiveness and impact.

Current membership

Advisory group members

Sophie Duncan (co-chair)

Ahmina Akhtar (co-chair)

Fola Afolabi

Katia Chornik

Krishna Moorooogen

Niyah Campbell

Natalie Wall

Sophie Evans

Mai Musie

Sadia Mir

Berenice Golding

Meeting details

Group meetings will take place four times a year online on Zoom, and we plan for meetings to be two hours. We aim to hold an advisory group launch meeting in mid-May, our first advisory group meeting in late-May to early-June, and training in June. Exact timings will be agreed with group members after recruitment, and we will use Doodle Poll or a similar scheduling platform to find dates that work for group members. Papers will be sent two weeks in advance.

The group is made of between 8 and a maximum of 15 members, including the two Co-Chairs and members across academic and public/community perspectives.

Ways of working

Our ways of working aim to create a principled space. The group agreed to the ways of working, outlined below, on **Monday 25 September 2023**. The most up to date ways of working are available in this [living document](#).

ENGAGING IN MEETINGS

- Participate as fully as you are able.
- When participating in meetings, listen attentively and actively.
- Give and create space for members to engage and share as they want and are able to.
- Know your own limitations and embrace the opportunity to learn.
- Recognise and value views which differ from your own.

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- Avoid making assumptions and be prepared to challenge assumptions that are made.
- Accept accountability and responsibility for our words.
- Calling in, calling out, and calling forward: call out practices that are exclusionary; call in, supporting people to adapt their language and approach as necessary; call forward, clear accountability, that ensures that poor practice isn't perpetuated.
- Respect everyone's time in and between meetings.
- Treat discussions as confidential, such as not sharing personal information disclosed during meetings outside of the group, without seeking the member's permission.
- Apply these ways of working in common sense ways.

ENGAGING IN MEETINGS WITH EXAMPLES

Participate as fully as you are able.

Example: Sometimes life happens; changes to our work environments, caring responsibilities, technological issues, etc. You are encouraged to be active in all aspects of our meetings, but we understand that sometimes you may prefer to use chat over coming off mute, or you may not take part in a particular discussion.

Let the Co-chairs and/or coordinator know your circumstances at meetings if you anticipate that they will impact your involvement on the day.

When participating in meetings, listen attentively and actively.

Example: Keep distractions to a minimum and avoid trying to multi-task during meetings.

Example 2: Use tools to help you actively listen -- take notes, use a fidget spinner, etc.

Give and create space for members to engage and share as they want and are able to.

Example: Share the space. If you have contributed a lot, make space for others to contribute too. This might mean holding back at times.

If you notice other members have not had a chance to contribute to a conversation, make space for them speak, reference their comments in chat, ask for others' opinions, etc.

Know your own limitations and embrace the opportunity to learn.

Example: It is ok to say when you would rather listen to a discussion instead of directly contributing because you want to hear from others.

Example 2: You can take part in a piece of work for an area you would like to learn and grow in.

Recognise and value views which differ from your own.

Clarification: We may not always agree on how to describe an idea or what the best advice is but listen and acknowledge these different opinions when they arise.

Example: If not all advisors are in agreement about an area of advice, share differing opinions so the NCCPE can consider all to inform final decisions.

Avoid making assumptions and be prepared to challenge assumptions that are made.

Example: Not assuming what someone or a group of people will think or how they will act.

Accept accountability and responsibility for our words.

Clarification: While we can speak in draft and be open to changing our thoughts and language, we must still accept responsibility and be held to account for our words and the impact they may have on others. We must not misuse speaking in draft or assuming positive intent to perpetuate harmful/offensive ideas or language.

Example: Own your mistakes and try not to get defensive if other members correct or take issue with an idea or language you have used.

Calling in, calling out, and calling forward: call out practices that are exclusionary; call in, supporting people to adapt their language and approach as necessary; call forward, clear accountability, that ensures that poor practice isn't perpetuated.

This includes:

- Beginning with positive intent
- Listening with flexibility and without judgement
- Challenging and supporting people as they discuss an issue.

Respect everyone's time in and between meetings.

Example: Come prepared to meetings.

Example 2: If speaking in draft, be mindful of the time required to think through your idea during a meeting.

Treat discussions as confidential, such as not sharing personal information disclosed during meetings outside of the group, without seeking the member's permission.

Example: a member has referred to an experience within their current employment that reflects on their employer. Other members would not share this with people outside the group.

Apply these ways of working in common sense ways.

MEETING ONLINE

- Make best efforts to be in a comfortable and undisturbed place for the duration of meetings with minimal disruptions, such as phone notifications, where possible.
- Turn on cameras if possible.
- Comment and ask questions by asking to speak and/or using the chat function.
- Mute your microphone when not speaking.
- Request technical support where needed.

Support

Advisory group sessions may include content that some people find distressing or upsetting. To help ensure that everyone feels supported, members can access support from several services, listed below.

Members can also reach out to meeting facilitators who will be available at the end of meetings if anyone needs to debrief. Members are also encouraged to reach out to each other via email and the IAG-RE WhatsApp group.

Members are reminded that it is ok to leave meetings if uncomfortable and it is ok to re-join meetings if they wish.

Support services

- GP's can provide health and wellbeing advice and there may also be a staff wellbeing service within your organisation.
- Samaritans Telephone: 116 123, website: <https://www.samaritans.org/>
- NHS Telephone: 111, website: <https://111.nhs.uk/>
- Mind Telephone: 0300 123 3393, website: <https://www.mind.org.uk/>

Sharing of information and resources (including confidential materials)

- The Advisory Group Members shall keep confidential all information connected with the business of the NCCPE which comes to their knowledge as a result of performing their role within the group and shall not disclose it to any third party or use it other than for performance of their role.
- We do not intend to share or process personal data as part of the group activities. In the event personal data is to be shared or processed, then the data should be kept confidential and an appropriate agreement entered into to govern the obligations in compliance with the data protection legislation.
- Terms of reference will be reviewed on a yearly basis.

Payment

All members of the group will receive a payment for their participation within the meeting and prep time that they need to contribute to it unless these costs are already covered as part of an existing role or are part of normal responsibilities. We plan this to be £250 per meeting, including one hour of meeting preparation time. We will also offer a payment of £125 per meeting to prepare for and attend the one-hour advisory group launch and review meetings.

For members who require payment, we must set you up as a supplier in our finance system, from which we process invoices. We can discuss flexible payment options and alternatives to payment where benefits or other external factors may impact your ability to participate. The Co-Production Collective offer this [Payments and Benefits Information](#) sheet if you would like to learn more.

We are able to cover carer costs for training, one hour of meeting preparation per meeting, and meeting attendance.

Appendix

[1] Glossary of abbreviations

- EDI: Equity, Diversity & Inclusion
- GDPR: General Data Protection Regulation
- PPIE: Patient and Public Involvement and Engagement
- REF: [Race Equality Framework](#)

[2] Key terms

- [Equality](#): Racial equality means making sure that everyone has the same opportunities and receives the same treatment and support, regardless of their race.
- [Equity](#): Equity is about giving people what they need, in order to make things fair. Thus, racial equity is about giving more to racialised groups who need it, in order to give them the same opportunities that everyone else has.
- [Patients and publics](#): In PPIE, patients and publics include patients and potential patients, people who use health and social care services, carers, and people from organisations that represent people who use services.
- [Public engagement](#): Public engagement describes the myriad of ways in which the activity and benefits of higher education and research can be shared with the public. Engagement is by definition a two-way process, involving interaction and listening, with the goal of generating mutual benefit.
- [Public participation](#): Public participation is where people take part in a research study. Examples of participation are people being recruited to a clinical trial or other research study (e.g., to test the efficacy of a new treatment) or completing a questionnaire or participating in a focus group as part of a research study.
- [Public involvement](#): Public involvement in research as research being carried out 'with' or 'by' members of the public rather than 'to', 'about' or 'for' them. It is about working collaboratively with publics and sharing decision-making.
- [Racial competence](#): Racial competence is the ability to recognise and check one's own bias; interact with racial diversity in a positive manner; and have open and honest conversations about race in ways that show a willingness to hear, learn and take action. Racial competence means understanding the impact of structural racism and fostering a culture of allyship that challenges organisational practices and behaviours that exclude Black African-, Asian- and Caribbean-heritage people and other racialised groups. Being racially competent means translating our statements into action to promote equity of voice and equality of opportunity.
- [Race Equality Framework](#): The Race Equality Framework is a self-assessment tool designed to help organisations improve racial equity in health and care research. The purpose of the Framework is to guide organisations in health and care research on their path to racial competence. In so doing, it aspires to eliminate racial inequity in health and care research and to improve equity in health and care outcomes for Black African-, Asian- and Caribbean-heritage communities.