# TERMS OF REFERENCE – Anti-Racism Accountability Group (ARAG)

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**SECTION 1 - INTRODUCTION**

**PURPOSE**

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Anti-Racism Accountability Group (ARAG).

**FUNCTIONS**

The specific functions of the ARAG are:

* To explore, assess, collate and report systemic racist practice on the Lancaster DClinPsy programme
* To guide the Development & Implementation Groups (DIGs) regarding anti-racist practice
* To hold the DIGs to account for their actions regarding anti-racist practice
* Where appropriate, to address incidences and offer case by case solutions
* Where appropriate, to develop policies on anti-racist practice
* To provide an annual report on ARAG activity.

**SECTION 2 - PROCEDURE**

**ACCOUNTABILITY**

The ARAG reports to the Directors of the Doctorate in Clinical Psychology (DClinPsy) Programme.

**MEMBERSHIP**

Prior to starting training, all new trainees will be contacted and asked if they would like to join the group. It will be made clear that the group is for trainees from the global majority who experience racism.

Any trainee, LUPIN member or staff who are from the global majority and/or experience racism are invited to join the ARAG.

The group will be composed majoritively of people from the global majority/ who experience racism to ensure the voices with most lived experience of systemic racism are listened to.

Trainees, staff and LUPIN members from the global majority/ who experience racism will not however be *expected* to join the group, and this will be made very clear to them.

The group will be chaired by other members of staff to reduce the burden on members from the global majority. There will be at least three staff members in the ARAG membership at a time.

Staff take responsibility for all actions of the group, so as not to place burden on the members who experience racism.

All white members of staff in the group must have access the Whiteness training resources (Patel, 2021), and have a conversation with the current lead staff facilitator about their membership.

**STAFF FACILITATOR**

One member of staff will take the lead in facilitating the group. This member will be a current Staff member of the group, who then gets nominated by the group to be chair.

**DUTIES OF STAFF FACILITATOR**

The role of the lead staff facilitator is to lead and review the work of the group to ensure that it is working towards its stated aims. There will also be a deputy staff facilitator for when the lead facilitator is not present.

The lead staff facilitator or deputy will convene meetings, set dates and invite members; produce an agenda for each meeting and ensure that agendas, minutes and relevant documents are circulated to members prior to each meeting. They will update the staff team and and update the OMG on a regular basis. The lead staff facilitator will also take responsibility for developing policies and documents, in consultation with the rest of the group.

There will be standing agenda items for each meeting, in addition to specific issues requiring discussion. Standing items will include feedback from the monthly anonymous trainee and staff survey, and trainee feedback from the Reflective Space for trainees from the global majority who experience racism.

**TERM OF OFFICE**

The staff members in the ARAG will be reviewed annually. This will be done through conversation in the ARAG meeting and through an Anonymous Qualtrics survey.

If there is any issue which needs to be discussed which members do not want to talk about with the staff members in the ARAG, members will be encouraged to talk to the Clinical Lead or Deputy Clinical Lead of the programme.

**PROCESS**

* To meet these aims the ARAG will take suggestions for assessment and action from the DIGs of the DClinPsy programme and from trainees, staff and stakeholders.
* An anonymous Qualtrics survey will be sent to trainees and staff on a monthly basis requesting feedback and items for discussion.
* Feedback will also come from trainees in the “Trainees who experience racism reflective space”. This space allows trainees to explore their experiences of racism, and other issues relating to systemic racism, whilst on the course.
* The ARAG will discuss, and then allocate an action to the relevant DIG. The ARAG will then hold the respective DIG to account and expect a response and action. If a DIG fails to adequately respond to the action (as decided by the ARAG) this will be forwarded to the Directors Meeting to discuss further actions.
* The ARAG will write policies and any other relevant document.
* The DIGS will also be able to ask the ARAG for support and ideas in a bi-directional relationship.

**SECTION 3 - OPERATING PROCEDURES**

**QUORUM**

The lead staff facilitator or Deputy and three other members need to be present for the ARAG to be considered quorate. The meeting will always go ahead, even if not quorate, but where a decision needs to be made the group must be quorate and so items will be carried over to a following meeting. Decisions may also be made via email.

**MEETINGS**

The ARAG will meet once a month for between 1 and 1.5 hours. The agenda together with any relevant reports and documents that relate to ARAG discussions will be forwarded to members one week prior to meetings.

Accurate minutes will be kept of each meeting of the ARAG.

**EVALUATION AND REVIEW**

An annual report will be written, by the lead staff facilitator and supported by members, to capture the work that has been completed (or to hold account, if not) over the year.

**SECTION 4 - GOVERNANCE**

**REPORTING**

The ARAG reports to the Directors and OMG. Policy proposals developed by the ARAG will be submitted to the OMG for consideration and approval. The lead staff facilitator (or deputy in their absence) will attend meetings of the OMG.

**VERSION CONTROL AND CHANGE HISTORY**

| **Version Number** | **Approval Date** | **Approved by** | **Amendment** |
| --- | --- | --- | --- |
| 1 | 02.03.2021 | ARAG |  |
| 2 | 28.07.2023 | ARAG | Updated term chair to staff facilitatorUpdate on definition of chairUpdated the functions of the ARAGUpdated who to raise issues with when about a staff member in the ARAG |

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