

Terms of Reference: Anti-Racism Subgroup

1. Name of Committee/Board

Anti-Racism Subgroup ("the subgroup")

2. Purpose

The purpose of the Anti-Racism Subgroup is to provide expert advice and guidance to the RCN Group Equity, Diversity and Inclusion Committee on the development and implementation of an RCN Group-wide anti-racism action plan ensuring all actions are informed by cultural intelligence and aligned with acceptable anti-racist practices.

The Anti-Racism Subgroup will help foster good relations and develop learning and insights that will support the RCN Group EDI Strategy.

3. Delegated responsibilities

3.1 The role of the Anti-Racism Subgroup is:

- To provide advice and guidance on the development of an RCN Group's anti-racism action plan that is representative of the four countries considering the plan is contextually appropriate and responsive to different cultural needs.
- To provide advice on the implementation and monitoring of the anti-racism action plan ensuring all promote cultural understanding and align with anti-racism principles.
- To provide expert advice on the development of specific processes, policies and acceptable behaviours within and across the RCN group supporting anti-racist actions and fostering inclusive workplace culture.
- To provide expertise and insight on best practice, evidence, and innovation on anti-racism with an emphasis on integrating cultural intelligence to foster respectful and empathetic behaviours.

4. Reporting and accountability

4.1 The Anti-Racism Subgroup is responsible and accountable to the RCN Group Equity, Diversity and Inclusion Committee.

4.2 Formal minutes of meetings will be kept and approved at subsequent meetings of the Anti-Racism Subgroup.

4.3 The deliberations and recommendations of the Anti-Racism Subgroup shall be reported to the RCN Group Equity, Diversity and Inclusion Committee highlighting progress in promoting anti-racism and culturally intelligent practices.

4.4 Formal minutes of meetings of the Anti-Racism Subgroup will be included in the RCN Group Equity, Diversity and Inclusion Committee papers for information.

4.5 Associated papers will be made available to the RCN Group Equity, Diversity and Inclusion Committee at their request through the Chair of the RCN Group Equity, Diversity and Inclusion Committee.

4.6 At the request of the RCN Group Equity, Diversity and Inclusion Committee, the Chair of the Anti-Racism Subgroup will attend a designated section of RCN Group Equity, Diversity and Inclusion Committee meetings to deliver regular Anti-Racism Subgroup updates.

5. Meetings and quorum

5.1 The Anti-Racism Subgroup will meet at least 3 times a year.

5.2 Special ad hoc meetings may also be called if the business of the Anti-Racism Subgroup is of such urgency that it cannot wait until the next meeting.

5.3 The quorum for decision-making is half the Anti-Racism Subgroup.

5.4 The rules and procedures in the *RCN Meetings policy and process* apply to Anti-Racism Subgroup.

5.5 A member of the RCN EDI staff team must be in attendance.

6. Membership

6.1 There shall be 10 members of the Anti-Racism Subgroup, chosen via the RCN appointment process, all of whom have equal voting rights. The members shall be:

- 1 member of the RCN Group Equity, Diversity and Inclusion Committee
- Up to 5 members of the anti-racism working group
- At least 4 experts in the field of anti-racism from across the four countries

6.2 Expert members must have evidenced understanding and experience in the field of anti-racism. Further eligibility requirements are set out in the *RCN Elections policy* and in the specific appointment procedure.

7. Observers

7.1 Observers may attend meetings at the discretion of the Chair and the agreement of the Anti-Racism Subgroup. Observers can speak and/or participate in the meeting only with the permission of, or at the request of, the Chair.

7.2 Individuals attending in observer status will receive those papers relating to the areas relevant to their observer role.

7.3 Observers will not usually attend private or confidential sessions of Anti-Racism Subgroup.

8. Election/appointment to the Anti-Racism Subgroup

8.1 Appointments to the committee will be conducted in accordance with the *RCN's Elections and Appointments policies* and with the specific procedure for each election/appointment.

9. Terms of office

9.1

The term of office of the Anti-Racism Subgroup is in line with the duration of the RCN's New Dawn for Nursing Strategy which runs until the end of 2027. Any extension to the term of office of the subgroup will be reviewed at that date.

10. Mid-Term (casual) vacancies

10.1 A casual vacancy on the Anti-Racism Subgroup shall be filled in accordance with the *RCN's Process for filling casual vacancies*.

11. Chair and vice chair

11.1 In accordance with Rule 2.2 in the *Royal Charter* the Anti-Racism Subgroup shall have a Chair. The Chair will be the member appointed from the Group EDI Committee.

11.2 A Vice Chair shall be elected by the members of the Committee from amongst the members of the subgroup, for a term of office to 31 December 2027.

11.3 The *RCN Regulation on Terms of Office* shall apply in respect of serving more than one term.

11.4 The Chair and Vice Chair must relinquish these roles at the end of the term of office for the role, or if, for whatever reason, they cease to be a member of the Anti-Racism Subgroup including reaching the end of their term of office on the Anti-Racism Subgroup.

11.6 The process for the election of Vice Chair will be conducted in accordance with the *RCN's Election policy*.

12. Staff support, advice and guidance

12.1 The lead Executive Director will be the Chief People Officer who will ensure support and advice to the Anti-Racism Subgroup from as appropriate.

12.2 Committee members and staff will work together positively and constructively, in line with the RCN's Respect Charter, to deliver the purposes of the subgroup.

12.3 In the unlikely situation where key professional advice presented by staff is not accepted by the Anti-Racism Subgroup the advice and reasons for not accepting the professional advice will be fully documented in the minutes of the meeting. Should the

responsible Executive Director conclude this position poses a risk to the organisation and its members, the circumstances will be brought to the attention of the General Secretary and Chief Executive who will assess the seriousness of the position and advise the Chair of Council accordingly. Should a resolved position not be reached the matter will be escalated to Council for a determination on the way forward.

12.4 Secretariat support will be provided by the Office of the Chief People Officer.

13. Removal from the Anti-Racism Sub-Group

13.1 An Anti-Racism Subgroup member may be removed before the end of their term of office on the grounds if they:

- a) have exceeded their powers in a way that is detrimental to the RCN
- b) have failed to discharge their duties
- c) have acted in breach of the RCN's Code of Conduct and/or Respect Charter
- d) have acted in a manner likely to bring the RCN into disrepute
- e) they have failed to attend three consecutive meetings (excluding special ad hoc meetings)
- f) have any active cautions from the NMC, or other regulator, against their name, are currently subject to any NMC, or other regulator's, sanction, and/or they are subject to any ongoing disciplinary proceedings with any of their employers or professional disciplinary proceedings before the NMC or another regulator.
- g) are subject to ongoing disciplinary proceedings in respect of any role they hold at the RCN and/or currently subject to any RCN disciplinary sanction.

13.2 The processes for such removal will be in accordance with the Member Resolution policy

The template for these terms of reference will be reviewed annually.

Approved: EDI Committee via email, March 2025