

## THE UNIVERSITY OF EXETER

## RACE EQUALITY ACTION PLAN 2003/2006

*Race Relations (Amendment) Act 2000 - General Duty*

<i>Duties</i>	<i>Objectives</i>	<i>Action</i>	<i>Time-scale</i>	<i>Main function link (5.3)</i>	<i>Priority</i>	<i>Lead Responsibility</i>	<i>Outcome Sought</i>
a) Eliminate unlawful racial discrimination	To commit the University, staff, students and contractors to eliminating racial discrimination	Publish commitment in all documents, publications, tender specifications & Web Site	On going	External Relations and Communications	High	VCEG, HoS and SAOs	University gains reputation for commitment to race equality
	To achieve, each year, measurable improvements in eliminating racial discrimination	Race equality implications are integrated into the performance management of service delivery, staff appraisal & curriculum plans	July 03	Human Resources; Teaching and Promotion of Learning	High		Fair and transparent employment practices. Curricula reflect experiences or sympathies of all parts of the actual or potential student body
		Draft detailed Action Points for the University, staff & students & chart progress in implementation & achievement	May 03	Management and information planning	High	REG/EOG	Race equality issues are integral to the mainstream of university activities
		Annual Report and/or exceptional reports to include progress on race equality targets and Action Points	On going	Human Resources; Teaching and Promotion of Learning	High	REG/EOG	Fair and transparent practices which are widely publicised
b) Promote equality of opportunity	To integrate and monitor race equality action planning in the institutional planning process	<b>Issue guidelines on race equality proofing plans &amp; procedures &amp; monitor compliance for strategic and development planning next academic year</b>	July 03 and on-going	Human resources; Management and information planning	High	Policy and Resources Committee, Academic Policy Committee, Heads of Schools/Divisions	Race equality issues integral to the mainstream of university planning

	<p>To increase awareness and understanding amongst staff &amp; students of race equality issues.</p> <p><b>To monitor compliance with RE Policy &amp; willingness to undertake action to deliver it</b></p>	<p>Induct staff, students &amp; Council in managing equality &amp; diversity &amp; knowledge of their duties under the various Acts.</p> <p><b>Mandatory requirement for all managers to report on compliance</b></p>	<p>Dec 03</p> <p><b>On going</b></p>	<p>Human resources; Student services</p> <p>Human resources; Teaching and promotion of learning</p>	<p>High</p> <p>High</p>	<p>Director of Personnel, Head of Training and Development, Academic Secretary and Guild</p> <p><b>Director of Personnel, Head of Training and Development, Academic Secretary and Guild</b></p>	<p>Widespread commitment to race equality throughout the structures, students and staff of the university</p> <p>Redress available for anyone who has suffered unfair race discrimination</p>
c) Promote good relations between people of different racial groups	To encourage good practice & public recognition of positive contributions of different racial groups among all staff & students of the University	<p>Celebrate through marketing &amp; publicity successes of various initiatives</p> <p>Use communications &amp; marketing strategy to highlight diversity &amp; equality</p> <p>Work closely with community partners in developing collaborative programmes to meet needs of BME communities</p>	<p>July 04</p> <p>July 04</p> <p>On-going</p>	<p>External relations and communications</p> <p>External relations and communications</p> <p>Partnerships and collaboration</p>	<p>High</p> <p>High</p> <p>High</p>	<p>Director of External Relations and Development; Guild</p> <p>Director of External Relations and Development; Guild</p> <p>Director of External Relations and Development, Dean of Academic Partnerships; Guild</p>	University gains reputation for its commitment to race equality

## Race Relations (Amendment) Act 2000

## Specific Duties - To prepare and publish a Race Equality Policy setting out how to meet the general duty

<i>Duties</i>	<i>Action</i>	<i>Timescale</i>	<i>Staff Responsible</i>	<i>Evidenced by</i>	<i>Outcome sought</i>
a) General Processes	To undertake, publicise and evaluate quantitative and qualitative audits and make recommendations for progress against agreed race equality targets set on the basis of robust data	On-going	Race Equality Group and Equal Opportunities Group	Report to Council	Recommendations are made and targets set on the basis of robust data
	Deans, Heads of Schools/Divisions, Guild Sabbatical Officers to produce annual/exceptional reports to REG on progress in implementing race equality policy <b>and race equality action points</b>	On going	Deans, Directors of Schools/   Divisions & Guild Sabbatical Officers	Reports to REG and EOG	
	The Vice Chancellor's annual EO report to Council will include information on implementing this Race Relations Action Plan	March 04 and on-going	<b>Vice Chancellor</b>	Report to Council	
b) Policy	Agree phased programme (three per year) of Race Equality impact assessments of all policies and functions	July 04	<b>Registrar &amp; Secretary</b>	<b>Reports to relevant committees</b>	<b>Widespread commitment of race equality throughout all policies and procedures</b>
c) Leadership, Governance & Management	Draft annual development plan and implementation programme for each constituency identified in 5.6	On going	Director of Personnel	Policy and action plan to Council	Race equality issues are integral to the mainstream of university activities
	Undertake an assessment of need or "race awareness appraisal" among key and senior staff to achieve effective leadership in race equality & diversity issues	Dec 03	Director of Personnel	Annual return from HoS/D, data collected and analysed	Genuine application of race equality practices
	To improve the representation of BME groups involved in the decision making processes and committees	July 04	Chairs of Committees	Monitoring of University committees	Diverse representation on school-based and university wide committees and working groups
d) Widening & increasing	Ensure our partnership arrangements & public project work are inclusive	Dec 03	VC, DVCs and Deans		Race equality embedded in all University collaborations

participation	To build on widening participation initiatives to increase enrolments of previously under represented groups of students from BME communities.	On going	Academic Secretary, SPQR, Heads of Schools and Divisions and Education Liaison Office	Data reported through Performance Indicator Dataset (PID)	Increase in students from under-represented BME communities
	To ensure that teaching methods reflect the experiences and sympathies of all parts of the actual or potential student body	On-going	DVC, HoS	Evaluation by School based Learning and Teaching Committees and Student/Staff Liaison Committees	Teaching methods reflect diverse experiences or sympathies of all parts of the actual or potential student body
	To ensure that the curricula content reflect the experiences and sympathies of all parts of the actual or potential student body	On-going	DVC, HoS	Evaluation by UG and PG studies committees and programme Directors	Curricula reflect experiences or sympathies of all parts of the actual or potential student body
e) Excellence in Teaching & Learning	Review Learning & Teaching Strategy to ensure race equality issues are addressed; specifically those identified in 5.8	July 03	VCEG	Report by School based L&TCs to L&TC	Race equality embedded in all teaching and learning activities
	Disseminate emerging good practice as part of improving quality, including revisions to Teaching Quality Assurance Manual	On going	Academic Secretary	Report widely circulated	
	Race equality awareness and delivery to become integral in Learning & Teaching & Continuing Professional Development Programmes.	Sept 04	DVCs Heads of Schools	Data collected, monitoring reports widely circulated	
f) Procurement	Review the procurement process to ensure actions in 5.11 are implemented and produce an implementation plan and strategy	Sept 03	Director of Finance Procurement Committee	Report through Polices and Resources Committee	The University procures goods and services, engages contractors, from organisations which incorporate race equality and equal opportunities dimensions in their work
g) Communi-cations	Review Communications Strategy to incorporate actions and recommendations in 5.12 & 5.13	Oct 03	Director of External Relations and Development	Report through Communications Strategy Review Group	Race equality is integral in all aspects of our internal and external communications

h) Human Resources	<b>To review current human resources policies to identify any aspects that are not compliant with duties.</b>	Feb 04	Director of Personnel	Data collected	Fair and transparent employment practices
	<b>Monitor implementation of policies, as part of Annual review, to ensure they are working towards race equality, promote good management practice and meet the needs of a diverse work force</b>	2002-2005	Director of Personnel	Data collected	EO targets within HR strategy are achieved and if possible exceeded
h) Review & Consultation	Draft an implementation programme to comply with the commitments given in 5.13	March 04	REG/EOG	Implementation plan widely publicised	All staff and students understand, participate in and own the race equality policy
	Consult staff and students on the Race Equality Policy soon after submission to HEFCE	Sept 03	HoS/SAOs	Impact assessment networks established	
i) Complaints	Initiate "rapid appraisal" of current procedures for complaints & grievance to ensure duties under the Act are properly reflected	Feb 04	Director of Personnel and Academic Secretary	Data collected and analysed	Redress available for anyone who has suffered unfair discrimination
	Formulate action plan to implement recommendations of rapid appraisal.	June 04	Director of Personnel and Academic Secretary	Implementation plan agreed	

**Race Relations (Amendment) Act 2000****Specific Duties** - To monitor the workforce and take action to ensure that it represents the diversity

of the population and that minority groups in the workforce are not disadvantaged in any way

	<b>Race Equality Action Point</b>	<b>Target date</b>	<b>Staff Responsible</b>
Whole University Initiatives	Establish Equal Opportunities and Race Equality Groups with revised terms of reference to reflect revised race equality policy	May 02 July 03	VC, VCEG
	Circulate widely to staff & students revised RE Policy & Action Plan	Sept 03	HoS, SAOs
	Institutional Plan format and structure to integrate equal opportunities and race equality	March 2004	Mgt Planning and Information
	Issue guidance note on incorporating equality implications in all committee reports & planning processes	Oct 03	Registrar & Secretary
	Annual report on progress publicised through REG, EOG, Committees, Senate and Council	Annually	EO Adviser
	Publicity and marketing materials to reflect the equal opportunities policy, action plan and RE Policy	2003/04 + on-going	Director of External Relations and Development
	Identify examples of good practice and circulate widely between Schools and Divisions	Annually	HoS, SAOs and EO Adviser
	Review of BME representation on committees and working groups and outline action to reflect diversity of staff and student bodies	November 2003 + annually	Registrar & Secretary
	Introduction of Focus Groups and establishment of support networks for students and staff	July 2003 + 2003/04	EO Adviser
	Identify and seek out organisations and partners that comply with our RE Policy & enter negotiations to determine complementary and collaborative working	2002/03 + on-going	VCEG, HoS, SAOs
	Improve qualitative and quantitative data analysis about staff and students, opinion surveys, data recording	2002/05	PID
	Customer care training to include racism awareness for Domestic Services staff	2003/04	Director of Domestic Services
Race Equality Initiatives relating to Staff	Increase the number of locally recruited staff from minority ethnic groups to match 2001 Census profile for Devon	2007	Director of Personnel
	Increase the number of nationally recruited staff to match comparable institutions ('94 group)	2007	Director of Personnel
	Monitoring and analysis of Fixed Term Contract holders	2003/05	Director of Personnel
	Include specific race equality areas in EO Opinion Survey	2004/05	EO Adviser
	Assess training needs to meet RRAA duties by School/Division	May 2003	HoS,SAOs

	Monitoring of promotion practices and procedures by ethnicity & race	2003/04	Director of Personnel
	Survey of Contract Research Staff	2003	Head of Training and Development
	Equal pay audit and pilot of HERA job evaluation	2003	Director of Personnel
	Embedding race equality issues into all training and monitoring of access to training	2002/03 + on-going	Head of Training and Development
	Ensure Network of Learning Representatives from recognised unions include BME members	2003/04	JTULC
	Monitoring and analysis by ethnicity & race of access and uptake of training and development	2002/04	Head of Training and Development
Race Equality Initiatives relating to Students	MIPU to further develop with Schools and Faculties information obtainable from SITS	2003/04	Deans
	Monitor by ethnicity & race students complaints and grievance procedures	2003	Academic Secretary, HoS
	Improve monitoring of postgraduate programmes to meet RRA duties	2003/04	Academic Secretary
	Improve monitoring of Guild Services to meet RRA duties	2003/04	Guild Executive
	Monitor progress in achieving PGCE ethnicity targets	2005/06	Academic Secretary
	Develop and sustain closer links with local black and minority ethnic groups and the Education Liaison Office	2003/04	Education Liaison Officer
	Accessing appropriate recruitment fairs for postgraduates in institutions with large minority ethnic undergraduate populations	2003/04	Academic Secretary
	Increase uptake of international students on Scholarship schemes	2003/04	Director of International Office
	Assess the needs of mature students from BME groups	2003/04	Academic Secretary
	Increase response rate among BME students on student satisfaction survey	2003/04	Academic Secretary
	Set target to increase the number of applications from overseas, promote study abroad and exchange initiatives	2003 + on-going	International Office and Study Abroad Office
	Increase the profile of Diversity Week	Annually	Guild
	Joint Chaplaincy Review to report on its findings	June 2003	Chaplaincy
	Revise, by improving advice, guidance and good practice about working in a multi-cultural environment, in Personal Tutor's Code of Practice	2003/04	DVC, Head of Training and Development
	Ensure a race equality dimension is included in the development of the Handbook for Professional Development Programme	2004/05	DVC, Head of Training and Development
Ensure RRA compliance for all off campus study, work experience, placements and study and work abroad	2003/04 + on-going	HoS	

	Review of TQA Manual Codes of Practice to include multi-cultural advice for staff	2003/04	Academic Secretary
	Introduction of non-discriminatory language advice for all schools	2005	EOG/REG
	Work with Schools/divisions in relation to their quality assurance processes and equal opportunities, particularly regarding race	2003/05	Academic Secretary
	RE issues in examination papers and other methods of assessment	2004/05	HoS
	Improve representation of under-represented groups of students on SPQR panels	2003/04	HoS
	All students informed of RE Policy and policy on the protection of dignity at work and study	On-going	Academic Secretary, HoS