

## RACE EQUALITY POLICY 2008 – 2011 ACTION PLAN

### A. Widening Participation and Fair Access for students

Ref	Objective	Action	Timescale	Lead responsibility	Outcome
A.1	Gain information about the perception of the University by black and minority ethnic (BME) groups in the region.	Gather research data from members of the BME community in the Bath and Bristol areas.	Spring to Autumn 2008	Race Equality Champion	Understanding of the image of the University among BME groups to inform marketing action.
A.2	Gain information about the experience of BME student groups within the University.	Gather evidence from the BME student community about their experiences in the University.	Spring to Autumn 2008	Race Equality Champion Head of Student Services	Knowledge to inform action on improvement of the experience of BME students in the University.
A.3	Ensure that race equality promotion is included in all marketing publications.	Undertake an Equality Impact Assessment (EIA). Review marketing strategy for areas to ensure representation of BME groups.	Summer 2008	Head of Marketing	Positive attitudes promoted in all equalities areas, including race equality.
A.4	Ensure that race equality is included in procurement documents (including students).	Update procurement policies and tender documentation.	Spring 2008	Head of Finance	Ensure preferred suppliers conform to University policies in terms of equality.
A.5	Ensure there is race equality in all stages of the student recruitment process.	Investigate discrepancies in conditional, unconditional and no offers through Marketing EIA. Take any action necessary.	Spring 2008	Registrar	Ability to monitor numbers of people from ethnic groups across BSU. Enable greater understanding of any racial bias.

<b>Ref</b>	<b>Objective</b>	<b>Action</b>	<b>Timescale</b>	<b>Lead responsibility</b>	<b>Outcome</b>
A.6	Analyse data to establish any ethnic bias in students recruited to the University and act on any issues.	Annually monitor student admissions to the University.	Spring 2008	Head of Student Services Registrar	Ability to monitor numbers of people from ethnic groups across BSU. Enable greater understanding of any racial bias.
A.7	Review the Admissions Code of Practice to ensure race equality issues are included.	Monitor the use of the Admissions Code of Practice through Marketing EIA and ensure it is adhered to.	Spring 2008	Registrar	Better access to HE for BME groups.
A.8	Consider the impact of subjects on equality issues, including ethnic balance.	Review student intake on existing and new programmes and investigate any reasons for imbalance, taking into account national trends.	Spring 2008 and ongoing	Heads of Schools	Increased participation by BME groups across programmes.
A.9	Ensure there are no race related issues leading to student withdrawals.	Examine reasons for withdrawals from programmes.	Spring 2008 and ongoing	Head of Student Services	The University is better informed to promote equality of opportunity.
A.10	Raise awareness of the Harassment Procedures and Guidelines.	Review the training process and publicity of the scheme to students. Monitor referrals on racial grounds.	March 2008	Head of Student Services	Enhanced support for students experiencing racial bullying or harassment.
A.11	Ensure there are no race related issues leading to differences in final outcomes for students.	Investigate any ethnic differences in students obtaining awards.	Autumn 2008	Registrar	The University is better informed to promote equality of opportunity.

Ref	Objective	Action	Timescale	Lead responsibility	Outcome
A.12	Build a picture of University leavers and investigate any ethnic differences in destinations.	Incorporate the ability to summarize by ethnicity when collating destination statistics. Also, gauge users of the Careers Centre service.	April 2008	Head of Employability	The University is better informed to promote equality of opportunity.

## B. Employment and Development of Staff

Ref	Objective	Action	Timescale	Lead responsibility	Outcome
B.1	Gain a clear picture of applicant profiles to vacancies across the University, to help understand any specific issues relating to Race.	Provide regular feedback to the VCG and EDSG on results of recruitment analysis.	October 2008	Head of HR	Raised awareness of trends for workforce planning purposes and review of recruitment processes.
B.2	Gain information about the perception of the University as an employer by black and minority ethnic (BME) groups in the region and by current BME staff.	Gather research data from members of the BME community in the Bath and Bristol areas. (See item A.1.) Gather data from exit interviews with current BME staff.	Spring to Autumn 2008	Head of HR	Understanding of the image of the University among BME groups to inform employee recruitment.
B.2	Review the current equal opportunities training for all staff to ensure it meets the University's obligations under the general duties of equality legislation, including race equality and promote a culture of Diversity	Review the current Staff Induction Day, also for Part-time Hourly Paid staff. Review the staff training programme and investigate a proposal to provide all staff training days, including sessions on race equality.	April 2007 onwards	Head of HR	Staff trained and supported adequately to implement Race Equality Policy more effectively.
B.4	Review and develop the monitoring process of equal opportunities	Investigate how the current analysis of data can be presented in a more user-	December 2008	HR Diversity Lead	Raised awareness of trends for workforce planning purposes.

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	information, to ensure continuous improvements.	friendly way accessed and utilized by staff.			
B.5	Ensure equality in the process for the appointment of Professors.	Explore the outcomes of applications for Readers and Professors by monitoring the outcomes of Professorial Board and address any racial bias.	Autumn 2008	Secretary to Professional Committee	A fair and transparent process for appointing Professors.
B.6	Ensure that pay is not directly or indirectly discriminating against employees by Race.	Ensure equal pay audit across grades throughout the University.	December 2009	Head of HR	Transparency in pay and grading and removal of any unlawful racial bias.
B.7	Promote consistent and best practice throughout the recruitment process for BME applicants	Review and refine the training for recruitment and selection panel members in equality issues e.g. race equality.	Ongoing	Head of HR	Raised awareness for panel members of relevant legislation and conduct regarding race equality.
B.8	Raise awareness of the Harassment Procedures and Guidelines to prevent race discrimination and promote a diverse culture	Review the training process and publicity of the scheme to staff. Monitor referrals of racial abuse.	May 2008	Head of HR	Enhanced support for staff experiencing bullying or harassment.
B.9	Monitor formal disciplinary and grievance cases for any race equality issues.	Report analysis to VCG and EDSG annually.	December 2008 Ongoing	HR Diversity Lead	Improved awareness of the impact of any race equality issues on staff.

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B.10	Use corporate communications to promote equal opportunities for employment and to raise the profile of the institution.	Identify opportunities to feature articles relevant to equality issues and to promote the achievements of BME groups in senior posts. Establish as part of Race Equality Working Party.	Spring 2008	Head of HR / Head of Marketing	Good practice promoted relating to gender equality issues.

### C. Learning and Teaching and Research related issues

Ref	Objective	Action	Timescale	Lead responsibility	Outcome
C.1	Investigate any sector-wide differences in race equality emerging from the National Student Survey to inform the student experience.	Analyse responses from the 2006/07 NSS.	Spring 2008	Head of Quality Assurance	Enhanced experience for students of all ethnic groups.
C.2	Monitor the University's Complaints Procedure for any race equality issues.	Analyze complaints received by race and by presenting issues.	2007/08 and annually	Deputy Vice Chancellor	Enhanced experience for students of all ethnic groups.
C.3	Monitor race equality in the Teaching and Learning Policy and disseminate any resultant good practice.	Include race equality when reviewing the Teaching and Learning Policy.	Autumn 2008	Dean of Academic Development	Increased awareness of race equality issues.
C.4	Consider the outcome of an analysis of postgraduate research	Collate statistics and analyze by mode of attendance.	February 2008 onwards	Head of Graduate Studies	Improved understanding of the impact of race equality issues.

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	completion rates based on equality including race.				
C.5	Raise awareness of race issues among staff	Arrange a series of seminars on the nature of race and institutional racism	April 2008 onwards	Race Equality Champion	Improved awareness of the race and institutional racism among staff.
C.6	Raise awareness of race issues among staff	Audit the occurrence of race issues in the University curriculum	From April 2008	Heads of Schools and Programme Leaders	Knowledge of the content of race awareness in University courses and identification of missed opportunities.

#### D. Enhancing the contribution of the University to the Corporate Social Responsibility Agenda

Ref	Objective	Action	Timescale	Lead responsibility	Outcome
D.1	Identify examples of the University targeting and addressing social and economic needs in response to third stream funding requirements, thereby demonstrating active promotion of the positive duties including race equality.	Gather information on Active Community Fund (ACF) i.e. volunteering and Centre for Enterprise and Innovation (CEI) activities and identify good practice.	Ongoing	Services	Good practice published.

## E. Feedback

Ref	Objective	Action	Timescale	Lead responsibility	Outcome
E.1	Gather University-wide feed back on race equality issues as part of the annual staff survey.	Carry out the staff survey to inform any further investigation in terms of harassment, bullying or equality issues in relation to staff and the organizational culture.	December 2008	HR Manager/ E&D Lead	A fuller picture of race equality issues in the University which will feed into actions.
E.2	Review progress against the Race Equality Scheme Action Plan.	Regular reporting to SMT, VCG and EDSG.	Once a year.	Race Champion	Regular monitoring reports produced to ensure progress is maintained.
E.3	Ensure that the University has a reputation as a fair employer and attracts high quality candidates from all ethnic backgrounds	Publish results of monitoring with an analysis of any differences and actions to address the race issue	Once a year	HR Manager/ E&D Lead	Annual publication of reports on race issues on the University website.