

Harper
Adams



UNIVERSITY COLLEGE

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Race Equality Scheme

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Introduction from the Principal

People are central to the success of any higher education institution and consequently, at Harper Adams University College we wish to recruit and retain staff and students of the highest calibre. We are unique in our subject base, and in the range of research and knowledge transfer work that we undertake. We have excellent and committed academic and support staff that care deeply about the learning and teaching afforded to our students. Only by ensuring equality of opportunity can we be confident that we recruit from the widest available of talented individuals.

In order to do this we must maintain and regularly review policies and procedures that serve to perpetuate the friendly and caring environment we provide for both our students and staff.

This document is a revised edition of our previous Race Equality Scheme which was published in June 2006. The previous document made clear our aims and responsibilities and put forward an action plan to identify areas to be targeted to achieve greater race equality. This document serves to review the progress made since the issuing of the previous scheme and to set actions, recommendations and objectives for the next 3 years to ensure that the University College continues to promote and inclusive institutional culture that recognises the benefits of a diverse learning community for students, staff and the development of the institution.

References

In order to ensure that this document is fully compliant with UK legislation we have sought information and guidance from a variety of qualified sources. These are:

- The Equality Challenge Unit – (ECU)
- The Equality and Human Rights Commission – (EHRC)
- The Advisory Conciliation and Arbitration Service – (ACAS)
- The Department for Business Innovation and Skills – (BIS)
- The Universities and Colleges Employers Association – (UCEA)
- The Government Equalities Office – (GEO)
- The Equal Opportunities Commission – (EOC)

Introduction

Harper Adams University College continues to be committed to achieving equality for all its employees and students in terms of entry to employment, admission to courses and subsequent involvement in the University College community. This includes the promotion of equality and diversity through good race relations.

The University College already has policies in place covering race and the monitoring of Equality and Diversity. These form part of the University College's Equality and diversity code of practice. Each policy document has undergone an equal opportunities assessment. These policies should be read in conjunction with the Race Equality Scheme.

The Aim of the Scheme

Our aim here at Harper Adams University College is to embed equality in the culture and systems of the organisation by ensuring that policy making, service delivery and employment practices are all equality orientated. Policies and procedures that appear neutral can have significantly different effects upon people from different racial groups. This often contributes to greater inequality and overall poor policy outcomes.

We will therefore apply a proactive and systematic approach to both existing and new policies by conducting Equality Impact Assessments to measure their relevance to Race and other protected characteristics.

The Legislative Background

The Race Relations Act, 1976, as amended by the Race Relations (Amendment) Act 2000, places a positive General Duty on a wide range of public authorities, including Higher Education Institutions, to promote racial equality. This duty means that in all its identified relevant functions, the University College must have due regard to the need to;

- Eliminate unlawful racial discrimination
- Promote equality of opportunity
- Promote good relations between people of different racial groups

Some Specific Duties have also been placed on Further and Higher Education Institutions, in order to help them meet the General Duty. These are to;

- Prepare and maintain a written statement of its policy for promoting racial equality and to have arrangements in place for meeting its duties.
- Assess the impact of its policies on students and staff from different racial groups
- Monitor, by different racial group, student admission and progress and staff recruitment, retention and career progression.

- Include, in its written statement, a note on arrangements for publishing its Race Equality Policy and the outcomes of its assessment and monitoring.

In addition, the University College will take account of employment matters to meet its general duties, as set out above. This will include more detailed monitoring of employment and career progress of staff by racial group. The University College will seek to collect, monitor and publish this information annually.

This document constitutes the written statement of the University College's race equality Scheme, for the purposes of the Act. It sets out how the University College will continue to respond to the requirements of the act in its own institutional context, together with arrangements for publishing the outcomes and assessments of the University College's monitoring of race relations information.

What Do We Mean by Racial Discrimination?

Before tackling our general duty to eliminate racial discrimination, it is necessary to be clear about what discrimination is. To assist this process the College has adopted the definition, put forward by the MacPherson Committee that racial discrimination is:

'A racist incident which is perceived to be racist by the victim or any other person'

The term 'racist incident' will be understood to include crimes and non-crimes in policing terms.

It is possible that, in some cases, the actions or language of students and staff may unwittingly be considered 'racist by the victim or any other person' even though they were considered innocent by the person involved in the action or statement. It is therefore necessary for students and staff to consider their actions and use of language, and their potential impact on those around them, very carefully before they act. This responsibility extends to all forms of student guidance and support, learning and teaching, the construction and delivery of the curriculum and services provided by or for the University College. Guidance on language is provided in the University College's Equality and Diversity code of practice.

Institutional context

The University College is situated in a rural community where the proportion of the population from ethnic minority groups remains extremely low. Although there is a higher representation of ethnic groups in the nearest town (Telford) employment opportunities in the area are at such a high level that staff are generally recruited more locally, where the population mix is not always reflected in the census data for the borough of Telford and Wrekin. There are closer similarities between the University College's ethnic mix and the data for North Shropshire. Demographics for the local area (from the 2001 census) and comparative statistics for the University College for the period 2006 to 2009 are at annex 3.

The University College's staff population reflects the local racial group composition but is currently slightly under representative of the distribution of Telford and Wrekin and North Shropshire. In reality, however, the numbers of staff able to be recruited may be lower because of the nature of the subjects in which the University College is engaged (European agricultural systems, countryside management etc), which may not traditionally and currently, be subjects that, in the UK, are a strong career choice for some ethnic groups.

The University College is addressing its staffing position and will continue to do so under this policy by a range of positive action measures, including statements in advertising and regular reviews of our staffing profile.

Given the nature of the University College's subject mix the proportion of students from ethnic groups is relatively low although this is improving due to the arrival of students from Beijing Agricultural College over the last 3 years. Analysis of retention and progression rates of students from all ethnic groups does not show any significant statistical differences. The University College will continue to ensure that its students have contact with people from a wide range of backgrounds and social groups in order to fulfil its obligation to promote good race relations.

What are the responsibilities of members of the University College community?

We expect students and staff to be aware of this scheme and put it into practice. The scheme is widely available in University College publications and on the University College internet and intranet sites, and can be obtained from the Personnel Office and the Students Union.

For clarity, unlawful discrimination under the Race Relations (Amendment) Act 2000 and the Race Equality Duty means;

- Direct or indirect discrimination against different racial groups in employment and education; in goods, facilities, and services and in the exercise of public functions.
- Harassment where the discrimination is on grounds of race or ethnic or national origins.
- Victimisation.

The University College has already made available training programmes for staff that covers equality and diversity issues and will be integrating a mandatory training programme for all during 2010. Staff are also encouraged to access or request further training on specific diversity issues via the Staff Development Officer should they wish.

Staff are reminded of the duty to ensure that services, information, facilities and communications are provided to colleagues and members of the public in such a

way as to support and promote racial equality. This includes information placed on the University College internet and intranet services.

It is the responsibility of managers and staff to deal with racist incidents, racial bias and racial stereotyping wherever they are identified in the University College's activities, if necessary via the appropriate disciplinary channels. Staff will also be required to take positive action to promote good race relations and not to discriminate on the grounds of race.

Staff and students should bring to the attention of their Line Manager or Student Services Manager, any issue that they think might affect race equality so that consideration may be given as to how it might be addressed.

The University College acknowledges the power of language in shaping perceptions and attitudes and in building an atmosphere of mutual respect, co-operation and tolerance. The University College will seek ways to encourage language in any form (written, verbal, sign-language or slogans etc) to be used sensitively and with equal respect for all members of the University College community. The University College will also encourage staff or people on the basis of a personal or social characteristic that might be regarded as offensive to a particular ethnic group.

What other factors should be taken into account?

The aim of the general duty is to enable faster progress to be made towards race equality. The expected outcomes that form the basis of our action plan are:

- Race equality issues, and any budgetary implications, are considered at the beginning of policy making.
- It is easier to find a wide variety of data and information to assess effectively how certain actions will affect people from different ethnic backgrounds.
- Students and staff from all ethnic backgrounds feel effectively engaged in decision and policy making around issues that have a direct effect on them.
- Ethnic minority staff are represented at all levels of the workforce and in all areas of work.
- Racial harassment of staff and service users is dealt with promptly and systematically, according to agreed procedures.
- Employees are aware of the race equality duty, understand how it affects their work, and are trained in race equality issues at a level appropriate to their role and responsibilities.

These are important factors because one of the major issues that the university College will need to address is to generate and maintain an inclusive attitude and approach to this subject, through its training and refresher programmes and the approach taken by students and staff towards the issue of race equality. Our use of language will therefore be a primary consideration and one that our training and refresher programmes will seek to address.

Impact Assessments

An equality impact assessment (EIA) is a systematic way of assessing how our policies affect employees or service users. This includes written policies, procedures, codes of practice, strategies, plans and guidelines. It is a process to identify any negative or adverse effects, discriminatory practices or unmet needs or requirements. It also assess if the University College is meeting legislative requirements e.g. compliance with Race Relations (amendment) act. An EIA is particularly effective in identifying any unintentional impacts, barriers or omissions that detrimentally affect individuals because of their ethnicity. It also helps to identify positive ways to promote equality.

It is a specific duty within the Race Equality Duty to assess all policies for relevance to racial equality through the EIA process, and, where relevant, carry out a full EIA. A mapping exercise will be undertaken to identify all the University College's policies. Each policy will then be assessed for relevance to Race Equality (plus other equality strands) and where found to be relevant arrangements will be made to perform an EIA.

Particular areas where the University College will monitor its practices and, where necessary, make proportionate adjustments, will include;

- Partnership arrangements, where the University College will make clear to partner organisations its duties under the Race Equality Legislation
- Procurement, where the University College will be expected to ensure that the procurement process takes account of the requirements of this Scheme, and that contractors/suppliers understand and comply with the duties of the University College.
- Communications, including the way that the college communicates to students and staff (in all forms including electronic media) in such a way that complies with the spirit of the scheme.
- Managers and Supervisors will be expected to be familiar with the provisions of the Scheme and its implications for the areas that they manage or supervise.

Race Monitoring Data

Our annual data collection exercise will take place in August/September each year so as to coincide with the end of the academic and financial year. A summary data digest will be made available and we will attempt to benchmark our performance with the sector using publicly available information (such as HESA data) when comparable statistics are available.

An example data digest based on available information at the time of the development of this scheme appears at Annex 3. This information has informed elements of the new Action Plan at Annex 2.

Involving other people in the development of the Scheme

The initial Race Equality Scheme was developed in consultation with the University College's Staff Consultative Group which has ethnic minority members and also a member of the recognised trades union. The revised scheme will be developed in consultation with both staff and students using a more interactive and dynamic approach than the original scheme with the aim of involving a greater cross section of the University College community.

Responsibilities for Implementing and Monitoring the Scheme

The ultimate responsibility for ensuring that the general duty is met lies with the University College's Board of Governors. The Board will also be responsible for ensuring that adequate resources are provided to enable the effective implementation, monitoring and evaluation of this scheme. A progress report on the previous actions plan for the period 2006 - 2009 is at Annex 1 and a revised action plan for the period 2009 – 2012 is at Annex 2. The board will receive an annual report in the form of an impact assessment of progress of the scheme, compiled by the University College Secretary, who will co-ordinate input from the Personnel Officer with particular responsibility for Equality and Diversity, Student Services Manager, Academic Registrar and President of the Students' Union as appropriate.

The Governors Staffing Committee will continue to monitor, on behalf of the Board, the implementation of the Scheme as it relates to College staff. It will receive reports of incidents of racial discrimination and way in which they have been managed and resolved. The Governors Staffing Committee will also receive annual reports of ethnic monitoring (of applications for and appointment to posts compared with the analysis of the local labour market.) to inform planning and decision making in relation to the scheme. The ethnic classification system used in the 2001 census will be used to enable benchmarking of the University College's staffing policy measures.

A similar report on the admission and progress of students (using local and HESA data) will be presented annually by the Academic Registrar to the Academic Board to measure the effect of the open access approach that the College wishes to promote to applicants and students.

Consultation on the Scheme and its development and issues relating to the use or interpretation and progress of this policy will be considered by the staff Consultative group and the University College/UCE Joint Negotiating committee (for staff) and meetings held by the Principal with the Students Union Executive , which occur at regular intervals throughout the academic year (for students). External consultation will be undertaken with relevant local groups as these are identified and relationships with them are developed.

Evidence Required for Monitoring the Scheme

Our annual reports are expected to include (but not be limited to) the following:

- A progress report on mainstreaming race equality and diversity in strategy and policy development by way of a report on continuing progress against key outcome measures in the Action Plan that forms part of the Scheme.
- Developments in governance and management of the Scheme.
- A general section on Improving Ethnic Diversity which will cover aspects of:

Students/Staff

Admissions (based on recruitment) / Recruitment and selection

Progression and level of achievement / Promotion

Curriculum development / Training and development

Use and access to student support systems / Use and access to staff support systems

Disciplinary matters / Disciplinary matters

Student complaints and their resolution / Grievances and their resolution

Monitoring is not intended to be an end in itself, but to produce information to be used in planning and decision-making in support of the implementation of this Scheme, and to assess the impact of the scheme on the recruitment, development and retention of students and staff. Quantitative data will be supplemented by qualitative information gathered, where possible from student and staff surveys. Feedback on the continued development of the scheme will be provided to staff and students.

Publication of the Scheme and Awareness Raising

The Scheme will be incorporated in:

- Staff handbooks - for all University College staff
- Student handbooks - for all University College students
- The University College's web site -for enquiries made to the University College
- The University College intranet site -for reference by staff and students

The University College will continue to arrange for Race Equality to be included in Freshers' talks given to students at the start of the academic year. The University College will also continue its training programme to support staff and students in general awareness-raising about Equality and Diversity and its implications for the work of the University College including in particular the integration of the Marshall-

ACM software into a mandatory training programme taken by all staff and first year students.

The outcomes and assessment of progress against the objectives of the Scheme, associated gender monitoring reports and any alterations to the legislation or EOC Code that might lead to a substantial change to the University College's Scheme, will be published annually in internal documents for circulation to, and access by University College staff and students, and on the University College's web site for external audiences. The Scheme will be updated after three years of operation, if not sooner.

Making this Scheme Accessible

Information about our Race Equality Scheme can be made available in other languages and formats upon request, such as large print, Braille, audio cassette and computer disk. If you would like to received information in a different language or another format then please contact us on telephone number 01952 820820 or by e-mail (for staff) to j.cameron@harper-adams.ac.uk or (for students) to n.morrision@harper-adams.ac.uk.

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ANNEX 1

Mapping of progress against action plan 2006 – 2009

Race Equality Scheme Action Plan 06/09 Area	Action	Target Date	Action By	Review of Progress April 2010
Policy Development	Draft policy and consultation	April 2006	DCA/Personnel	Policy reviewed on an annual basis by Staff consultative group to ensure it compliance with legislation.
	Endorsement by Governors Staffing Committee	May 2006	DCA/Personnel	Endorsed by staffing committee June 06 and subsequent revisions have also been approved.
	Publication of Policy	July 06 for University College intranet. Sept 06 for Staff and Student Handbooks	DCA/Personnel	Policy included in staff and student handbooks for 05/06 academic year. Policy as part of the E&D code placed on intranet by Jul 07.
	Development of Equal Opportunities targets for HR Strategy	May 2005	DCA	EO Targets renewed in HR Strategy 2005 – 08 and further refined in HR Strategy 08 – 11.
	Policy Adoption reported to academic board and board of governors	June/July 2006	DCA	Reports made via staffing committee in June/July 2007.

	Revise policy in light of HEFCE feedback	June 2006	DCA/ Personnel	Policy reviewed.
Benchmarking for policy implementation	Completion of the Equality Challenge Unit Audit	June 2006	Personnel	Meeting in 2006 & 2008 reviewed progress.
	Collect staff and student data in line with categories used in 2001 Census and HESA.	July 2006	Personnel/Academic Registrar	Data collected annually and results reported to Staffing Committee for discussion and action if necessary.
Assessing impact of existing policies and procedures	Establish process to measure impact of existing core policies and procedures	Ongoing	DCA/Academic Registrar	Review ongoing currently undertaken by the Personnel Manager.
	Establish timetable for assessing policies and procedures.	Ongoing	DCA/Academic Registrar	Timetable currently being created by Personnel Manager
	Review and remove adverse impact of policies and procedures.	Ongoing	DCA/Academic Registrar	Action on Language use incorporated in training and revised Equality & Diversity policy statements. Ongoing review still in place.
Training and Development	Establishment of training programme for managers and staff	Ongoing	Staff Development Officer	Training events held 2006 – 2009. Marshall ACM now introduced to all new staff.

	Continue training and awareness raising programmes in accordance with HR Strategy.	Ongoing	Staff Development Officer	New version of online diversity training module currently under review.
	Review welfare and support arrangements for overseas students			
Procurement	Review service providers to ensure they meet the requirements of the RES.	2007	Office Services Manager with Director of Finance	All procurement systems ensure that the University College follows best practice in the sector including the use of NWUPC and other purchasing consortia which embed equality and diversity in their approach.
Partnership Arrangements	Ensure that partner institutions are aware of and comply with the requirements of the RES.	2007	Academic Registrar	Partners have been made aware.

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ANNEX 2

RACE EQUALITY SCHEME ACTION PLAN 2010 - 2013

Area	Action	Target Date	Action by
Training & Development	Continue equality and diversity training programme with updating events for all staff	Ongoing	Staff Development Officer
	Introduce new version of Marshall – ACM software to all students and staff	TBC when new version of software is fully tested	Staff Development Officer
	Communicate to all existing staff the importance of equality and diversity and request that the Marshall – ACM training is completed as soon as possible with a deadline date of the end of the academic year	End of academic year 2010	Staff Development Officer/Personnel Officer
	Include equality and diversity training and development as a standing agenda item at the quarterly Staff Consultative Group meeting	2010 at all meetings and then ongoing	Personnel Officer

Policy Development	Ensure that all University College policies and procedures are reviewed on a timely basis to ensure they continue to comply with the RES and any further changes in employee legislation.	Ongoing	Personnel Manager
Procurement	Review at least annually procurement systems to ensure they meet the requirements of the RES	Ongoing	Office Services Manager & Estates and Facilities Manager
Communications	Review University College communications websites to ensure that they meet the requirements of the RES for current students and staff and applicants for student places and employment	Ongoing	Head of Liaison and Marketing & Personnel Manager
	Consult with all staff as part of talkback 2010 regarding communication methods and their effectiveness and seek suggestions for improvement	May 2010	Staff Development Officer/Personnel Officer with responsibility for Equality and Diversity.
	Consult with students on a regular basis regarding communication methods, seeking suggestions for improvement.	Annually	Academic Registrar

Employment	Conduct regular race analysis to monitor the current racial mix in line with national guidelines for other HEI's	Annually	Personnel Manager
	Benchmarking exercise to be undertaken with HEI's to identify racial mix and recruitment objectives. Report to staffing committee on findings and recommendations	2011	Personnel Officer
Implementation and monitoring of RES	Ensure that staff and student surveys include a specific opportunity to feedback on areas if people feel that there are race issues and seek suggestions on resolution	2010	Academic Registrar and Personnel Manager
	Continue to produce annual statistics on a range of University College activities to demonstrate the University College's performance in relation to the scheme.	Ongoing Annually	Academic Registrar and Personnel Manager
	Continue to produce and further develop annual reports on University College activities in relation to the RES that will be considered by the Academic Board and Staffing Committee.	Ongoing Annually	Academic Registrar and Personnel Manager