

**University of Glasgow
Race Equality Action Plan**

Putting the Race Equality Policy into Practice

Section 1- Corporate Issues

Area/Function	Action	Responsibility	Timescales
1.1 Prepare race equality policy (section 6.24)	<ul style="list-style-type: none"> • Identify GU activities relevant to race equality • Establish a Race equality co-ordinating group with relevant functions and minority ethnic staff and students represented • Develop and complete draft race equality policy and action plan • Seek initial and final approval of draft policy from Court • Circulate policy to relevant GU areas/ external providers • Consultation process with Unions and SRC 	EOC ¹ / Heads of Service University Court RECG ² successor/EOC Court EOC RECG/ successor EOSC ³	<ul style="list-style-type: none"> • August 02 • August 02 • 30 November 02 and 20 Dec 02 • Nov 02 & Mar 03- Court meeting • 20 December 02 • Jan - Mar 03
1.2 Assessment and Review (section 6.29)	<ul style="list-style-type: none"> • Identify all policies related to students and staff to assess impact of race 	RECG/ successor Heads of Service	<ul style="list-style-type: none"> • March 03

¹ * EOC= Equal Opportunities Co-ordinator

² * RECG = Race Equality Co-ordinating Group- under review

³ * EOSC -= Equal Opportunities Sub Committee- currently under review

	<p>equality policy and prioritise which GU policies to be reviewed</p> <ul style="list-style-type: none"> • Establish a process by which to measure impact • Set timetable for assessing policies • Review the operation of the race equality policy annually reporting to University Court • Ensure that GU eliminate from its policies any potential for racial discrimination 	<p>RECG/successor successor/ EOSC RECG/ EOSC RECG/ successor University Court & EOSC RECG/successor University Court & EOSC</p>	<ul style="list-style-type: none"> • April 03 • April 03 • November 03 • November 03
1.3 Monitoring (section 6.35)	<ul style="list-style-type: none"> • Set up a monitoring sub group of RECG • Establish what monitoring processes currently exist within GU and what ethnic data is collected • Develop procedures for GU monitoring of race equality within the areas on which it impacts and reporting of monitoring results • Consider the incorporation of RRAA monitoring into current monitoring processes • Establish the mechanisms for 	<p>RECG Monitoring sub group⁴</p>	<ul style="list-style-type: none"> • March 03 • March 03 • July 03 • July 03 • April 03

⁴ Monitoring Sub Group still to be established by the Race Equality Co-ordinating Group

	<p>collection, collation and reporting of all relevant data</p> <ul style="list-style-type: none"> • Develop appropriate GU benchmarks for measurement of progress and then incorporate into standard reporting 		<ul style="list-style-type: none"> • April 03
1.4 Publishing of the race equality policy and the results of monitoring and assessment (section 6.42)	<ul style="list-style-type: none"> • Identify method/ format for publishing the monitoring and assessment results • Publicise policy using the web, newsletter, postmaster system and other relevant GU publications 	Monitoring Sub Group/ Publicity Services SRAS/ Publicity Services	<ul style="list-style-type: none"> • November 03- • March 03- ongoing
1.5 Training and guidance	<ul style="list-style-type: none"> • Review current staff training programme and integrate race equality into existing courses where appropriate • Provide training to staff involved in the implementation of the action plan • Consider the need for race equality training more widely in GU but tailored to specific group needs, and whether it should be made mandatory 	Staff Development Service ⁵ (SDS) SDS SDS/EOSC	<ul style="list-style-type: none"> • March 03- complete by November 03 • November 03 • Start March 03
1.6 Communications/ Awareness raising	<ul style="list-style-type: none"> • Develop a communication strategy for ongoing promotion of race equality to GU staff and students • Identify ways of raising the profile of the race equality policy 	Publicity Services/ EOC RECG- Communication	<ul style="list-style-type: none"> • March 03 - ongoing • March 03- ongoing

⁵ SDS= Staff Development Service, Human Resources Department

		Sub Group	
1.7 Access to Information	<ul style="list-style-type: none"> Consider translations of specific GU publications 	Director of Publicity Services	<ul style="list-style-type: none"> Summer 03- available for next academic year
1.8 Procurement	<ul style="list-style-type: none"> Review the procurement process to ensure that contractors are aware of and comply with the race equality policy 	Assistant Director of Finance (Purchasing Office)/ Director of Estates & Buildings	<ul style="list-style-type: none"> March 03

Action Plan - Building Race Equality into Other Policies (Priority Areas of Action)

Section 2 - Students

Area/ Function	Action	Responsibility	Timescales
2.1 Student Admissions and Access	<ul style="list-style-type: none"> • Review all admissions policy statements and procedures to ensure compliance with RE policy statement • Monitor applications and intake by ethnic origin across all faculties and report on an annual basis to the Widening Participation Committee and EOSC • Ensure that all recruitment and admissions staff have RE training • Ensure that all major recruitment publications contain RE policy statement 	<p>Admissions/Admissions Tutors outwith SRAS/Heads of graduate schools</p> <p>Director of Admissions/ Head of Planning</p> <p>Director of SRAS/ SDS</p> <p>Director of Admissions/Publicity Services</p>	<ul style="list-style-type: none"> • March 2003 • By Nov 03- to start June 03 • By Nov 03 • October 03
2.2 Student Achievement and Assessment	<ul style="list-style-type: none"> • Monitor student drop out rates by ethnic origin • Monitor completion rates by ethnic origin biennially; report (with commentary) to Student Retention 	<ul style="list-style-type: none"> • Director of Planning/ Registry • Director of Planning/ Registry 	<ul style="list-style-type: none"> • Nov 03-to start Jun 03 • To mesh with relevant committees'

	Group and to Race Equality Co-ordinating Group		monitoring timetables
2.3 Matriculation	<ul style="list-style-type: none"> • Collect ethnicity data from students at matriculation for monitoring requirements • Review matriculation processes to assess impact of race equality policy 	<p>Head of Registry</p> <p>Head of Registry</p>	<ul style="list-style-type: none"> • By Nov 03- to start June 03 • By Nov 03- to start June 03
2.4 Student Guidance and Support	<ul style="list-style-type: none"> • Review the inclusiveness of student induction/ orientation events 	SSSD/ Induction Working group	<ul style="list-style-type: none"> • Summer 03
2.5 Teaching and learning	<ul style="list-style-type: none"> • Consider training to staff delivering courses to ensure that they understand the implications of RRAA • Identify teaching staff (break down by teaching category/type) 	Teaching and Learning Service/ SDS	<ul style="list-style-type: none"> • By Nov 03
2.6 Curriculum	<ul style="list-style-type: none"> • Ensure that all teaching and learning is inclusive and materials do not stereotype particular racial groups • Raise awareness of the race equality policy and RRAA to all staff providing materials and supervising students 	Deans/ Heads Of Department/ Course Conveners	Summer 03
2.7 Complaints procedure	<ul style="list-style-type: none"> • Review the existing complaints procedure and its effectiveness to 	Senate Office/ Senate Assessors for complaints/	<ul style="list-style-type: none"> • Summer 03

	deal with racist complaints	EOSC	
2.8 Discipline Code	<ul style="list-style-type: none"> • Monitor the proportion of student disciplinary proceedings by ethnic grouping 	Senate Office/ Senate Assessors for Discipline	<ul style="list-style-type: none"> • By Nov 03 - to start June 03
2.9 Widening participation	<ul style="list-style-type: none"> • Review the representation of minority ethnic groupings participating in wider access activities • Positively encourage applications to GU from different minority ethnic backgrounds 	<p>Widening Participation Committee</p> <p>SRAS and Faculty Admissions Officers</p>	<ul style="list-style-type: none"> • November 03 • Ongoing- from Jan 03
2.10 Monitoring – student data collection & Reporting	<ul style="list-style-type: none"> • Establish how student ethnic data from GU functions will be collated collectively 	Planning office/ SRAS/ Registry	<ul style="list-style-type: none"> • By Nov 03- to start June 03
2.11 Planning Office Monitoring: basic student statistics	<ul style="list-style-type: none"> • Analyse GU student numbers according to ethnicity annually; report (with commentary and comparisons with similar universities) to RECG, Senate and Court • 	Planning Office	<ul style="list-style-type: none"> • November 2002 and annually thereafter

Action Plan-Building Race Equality Policy into other GU Policies

Section 3 - Staff

Area/ Function	Action	Responsibility	Time scales
3.1 Number of Staff in Post, including: <ul style="list-style-type: none"> Length of service Type of contact Home or international status 	<ul style="list-style-type: none"> Re-survey ethnic origin of all staff for accuracy of the number of staff from different racial groups and consider incorporation of this in the personal detail/ DPA requirements survey Identify areas of under representation within staff categories Apply benchmarks to ensure GU is making progress 	HRD ⁶ / EOC/ EOSC Statistics Sub Committee/HRSD ⁷	By Summer/ Autumn 03
		HRD/EOC	Summer 03
		HRD/EOSC	Summer 03
3.2 Recruitment and Selection	<ul style="list-style-type: none"> Review recruitment and selection procedures to ensure that race equality is embedded and that the procedures are fair and open to people from different racial groups Monitor the proportion of minority ethnic applicants and 	HRC ⁸	Summer 03
		HRD	By November 03 - to start June 03

⁶ HRD = Human Resources Department

⁷ HRSD is responsible for systems development for HRD and for the purpose of any references is included in HRD

⁸ HRC = Human Resources Committee

	<p>the differences in success rates</p> <ul style="list-style-type: none"> Identify at what levels minority ethnic staff are under represented and if required apply positive action to promote these jobs to minority ethnic communities 	HRD/HRC	November 03 onwards
3.3 Staff Promotion	<ul style="list-style-type: none"> Identify the proportion of staff by ethnic origin appealing against decisions about promotion Monitor the number of applicants and the number of staff that are promoted by ethnic origin Review promotion procedures to ensure that they are fair and open to staff from all racial groups 	<p>HRD</p> <p>HRD</p> <p>HRC/ EOSC</p>	By November 03 - to start June 03
3.4 Staff Training and Development	<ul style="list-style-type: none"> Review training opportunities which are central to career development and if training is equally accessible to staff from different racial groups Monitor staff attending training by ethnic origin and identify reasons for attending training, 	<p>SDS</p> <p>SDS</p>	<p>Dependent on 3.8</p> <p>Dependent on 3.8</p>

	whether by choice or by line manager		
3.5 Grievance / Discipline	<ul style="list-style-type: none"> ▪ Monitor all recorded informal complaints and those raised formally under a grievance procedure 	HRD	Dependent on 3.8
	<ul style="list-style-type: none"> ▪ Monitor by ethnic origin all dismissals and findings from disciplinary action 	HRD	Dependent on 3.8
	<ul style="list-style-type: none"> ▪ Review the grievance procedure to ensure that the process is fair to all staff 	HRC	Summer 03- review annually
3.6 Harassment	<ul style="list-style-type: none"> ▪ Review the harassment policy and its procedures 	HRD	Summer 03- review annually
	<ul style="list-style-type: none"> ▪ Monitor all harassment cases by ethnic origin to identify if a particular ethnic group is more likely to experience harassment 	HRD	Dependent on 3.8
	<ul style="list-style-type: none"> ▪ Monitor and review all harassment cases brought to Harassment Advisers to identify the number of cases directly linked to racial harassment 	Harassment Advisers/ EOC	Summer 03
3.7 Leavers	<ul style="list-style-type: none"> ▪ Monitor by ethnic origin the reasons for staff leaving GU 	HRD	Dependent on 3.8

	<ul style="list-style-type: none"> ▪ Consider the use of exit interviews with leavers 	HRD	Dependent on 3.8
3.8 Monitoring	Carry out a business analysis in order to develop an effective process for monitoring RRAA requirements described in 3.1-3.7	HR (HRSD Project manager)	To start summer 03