

Approved by the Court of Governors on 4<sup>th</sup> of July 2005

**University of Westminster**

**Race Equality Policy**

**June 2005**

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## Summary

**Policy Statement** The University of Westminster is committed to creating a stimulating and supportive learning and working environment based on mutual respect and trust to assist all staff and students to reach their full potential, regardless of race or ethnic origin. We will continue to respect and value diversity within the community of staff and students, to promote equality of opportunity and to challenge and strive to eliminate unlawful discrimination. The University acknowledges the role of higher education in promoting equality of opportunity and furthering social inclusion. We recognise that ensuring equality of opportunity is essential for high quality, high performance and the long-term success of the University. All staff and students have rights and responsibilities in relation to the promotion of equality, as acknowledged by the University's Equal Opportunities Policy.

**General and Specific Duties.** The University and its Court of Governors recognise the importance of the duties laid upon it by the Race Relations Amendment Act 2000 (RR(A)A) through the General and Specific duties and has clearly identified key groups and individuals as having primary responsibility for compliance with these duties and for the general promotion of racial equality throughout the University. It has produced and published a Race Equality Action Plan, and has set up the Diversity Audit Group to monitor compliance with that Plan and suggest improvements and new initiatives.

**Progress.** The University's Race Equality Policy and Action Plan were produced in April 2002 and were scheduled for review after two years of operation. This review was commenced in summer 2004 and this revised draft was prepared for consultation and approval in January 2005. Over the last two years the University has made significant progress with a wide range of initiatives designed to promote diversity and racial equality, although its programme of Impact Assessments is behind schedule and this is the priority under the revised Policy and Plan.

## University of Westminster

### Race Equality Policy

#### 1. Race Equality Policy Statement

1.1 The University of Westminster is committed to creating a stimulating and supportive learning and working environment, based on mutual respect and trust, to assist all staff and students to reach their full potential, regardless of race or ethnic origin. We will continue to respect and value diversity within the community of staff and students, to promote equality of opportunity and to challenge and strive to eliminate unlawful discrimination. The University acknowledges the role of higher education in promoting equality of opportunity and furthering social inclusion. We recognise that ensuring equality of opportunity is essential for high quality, high performance and the long-term success of the University. All staff and students have rights and responsibilities in relation to the promotion of equality, as acknowledged by the University's Equal Opportunities Policy.

Under the Race Relations (Amendment) Act 2000, staff with responsibility for teaching, support and welfare of students and those who manage others have additional responsibilities specifically in relation to race equality. This statement, which should be read in conjunction with the University's Equal Opportunities Statement, sets out these responsibilities in more detail.

#### 2. Relationship of the Policy to the University's Mission & Aims

2.1 The Mission of the University is to provide high quality education and research in both national and international contexts for the intellectual, social and professional development of the individual and for the economic and cultural enrichment of London wider communities. It has been helping to inspire and transform the lives of people from all backgrounds for over one hundred and fifty years, and we are committed to continue this proud tradition of helping our students to become enlightened, compassionate, and responsible citizens through the values of integrity, enquiry and diversity embodied in the institution and its staff. The University is proud of its reputation and its long history of accessibility, high achievement and innovation, which are characteristics that the current staff recognise and strive to maintain. The role of the Race Equality Policy is to complement other key University wide equality and diversity policies and strategies such as the Equal Opportunities and Harassment Policy, and the related Code of Conduct for Staff, and the Widening Participation Policy and Strategy.

### **3. Background**

3.1 The University of Westminster is home to over 23,000 students based at three central London and one outer London (Harrow) campus. The geography of the University in central London gives it added status to students from across the country and the rest of the world. This is manifested in the fact that over 50% of our students are from ethnic minority backgrounds, and our student body includes people from over 135 countries. For example, population data from December 2004/2005 shows that the ethnicity breakdown for full-time first degree (FD) students is 31% white, 37% Asian, 13% Black and 10% Mixed/Other ethnic groups. The population breakdown for full-time postgraduate taught students is 41% white compared with 21% Asian/Asian British, 11% Black/Black British and 15% Mixed/Other ethnic groups.

3.2 One of the central tenets of the mission of the University and its predecessor institutions has been the provision of educational opportunities for young people and adults educated in the state sector, particularly in London. Its success in recruiting students whose previous educational experiences were in state schools and colleges has been commended in reports for national independent agencies (HEFCE, QAA). 95% of full-time first degree (FD) entrants come from state schools and colleges and 44% are from NS-SEC classes 4,5,6 & 7 which are determined as lower socio-economic groups. The Widening Participation Policy and Strategy helps to promote recruitment and retention of the University's diverse student body through projects on Campus and pre-entry initiatives such as the Summer Schools.

3.3 The University of Westminster values its diverse community and is opposed to racism in all its forms. The University considers its ethnic and cultural diversity to be one of its key strengths and will continue to demonstrate its commitment to creating a stimulating and supportive environment based on mutual respect and trust, where all staff and students regardless of race, religion or ethnic origin are encouraged to achieve their full potential.

3.4 The University of Westminster's Race Equality Policy is our response to the responsibilities under the Race Relations (Amendment) Act 2000. The University of Westminster recognises the importance of the Race Equality Policy, the Race Equality Action Plan and of the wider role of higher education in promoting equality of opportunity and social inclusion. Equality of opportunity is essential for the long-term success of the University.

3.5 The Race Relations (Amendment) Act 2000 was the statutory response to the Stephen Lawrence Inquiry and resultant MacPherson Report. A key finding of the report was the concept of “institutionalised racism”. This has been defined as:

*“The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people.”*

#### **4. The General and Specific Duties under the Act**

**4.1 General Duty.** The implementation of the Race Equality Policy will ensure that the University meets its obligations under the Race Relations (Amendment) Act 2000 (RR(A)A). The General Duty requires public bodies to ensure within its activities the:

- Promotion of equality of opportunity
- Promotion of good relations between people of different racial groups
- Elimination of unlawful racial discrimination

#### **4.2 Specific Duties**

- To prepare and publish a Race Equality Policy
- Assess the impact of the University's policies, including its Race Equality Policy, on students and staff from different racial groups
- Monitor, by reference to those racial groups, the admission and progress of students and the recruitment and career progress of staff
- Publish the Race Equality Policy and to publish annually the results of monitoring, impact assessment and review

In relation to employment we will have to monitor by race/ethnicity:

- Staff in post
- Job applicants
- Promotion
- Training

and to monitor by race/ethnicity and analyse:

- Grievances
- Disciplinary actions
- Performance appraisal
- Dismissals, and
- Other reasons for leaving
- Publish annually the results of this ethnic monitoring using existing annual reporting mechanisms and the 2001 census categories

#### **5. Impact Assessment Arrangements**

5.1 One of the specific duties under the RRAA is to assess the impact of existing policies, practices and procedures in our core functions on students and staff from different racial groups. The University's Impact Assessment process will extend beyond race to other areas of equality and diversity such as age, gender, disability, religion or belief and sexual orientation.

5.2 The purpose of the assessment is to see whether policies help to achieve race equality for students and staff from different racial groups or whether they have, or could have, an adverse impact on them. Policy Impact Assessment should be carried out initially under the Race Equality Action Plan and then built into existing policy review arrangements. This will assist in mainstreaming race equality into all aspects and processes of policy-making, service delivery, evaluation and reporting. The University recognises that mainstreaming remains a longer-term objective.

5.3 These questions should guide the assessment of the impact of policies:

1. Are we helping everyone as much as we can, and do we have ways to ensure that we are doing so?
2. What is the University doing to:
  - Raise achievement levels and tackle any race inequalities in staff recruitment and student performance and progress
  - Promote race equality and harmony; and
  - Prevent or deal with any racism?
3. Can the action be traced back to individual policy aims and related targets and strategies?
4. Does each relevant policy include aims to deal with differences, or possible differences, between groups of staff or students from different racial groups?
5. Do the policy's aims lead to action to deal with any differences that are identified?
6. Is the action appropriate and effective, or likely to be effective? Are there any unexpected results? If so, how are they being handled?
7. What changes does the University need to make to policies, relevant policy aims and related targets and strategies?

5.4 The Impact Assessments will take account of the core functions, which directly affect staff and students at the University.

This will include:

- Student admissions, access participation
- Assessment and academic progress
- Teaching, including curriculum design and delivery
- Provision and access to support services
- Staff recruitment, selection, training, career development
- Behaviour and discipline
- Partnerships and community links

5.5 There will be a review of progress on the Impact Assessment exercise at the end of June 2005 and it is expected that the initial Impact Assessment process will have been carried out and completed by December 2005. Thereafter, the focus will be on assessing and comparing the results of the Impact Assessments, eliminating or reducing any adverse impact found, sharing examples of best practice, consulting with our key stakeholders, publishing the findings and monitoring for adverse impact in the future. Impact Assessments are not one-off exercises and will be incorporated into a three-year cycle of institutional review as recommended by the Commission for Racial Equality (CRE).

## **6. Management, Accountability & Responsibility**

6.1 At its highest level, the Court of Governors has the overall responsibility for ensuring that the University complies with the General and Specific duties and for overseeing the implementation of the Race Equality Action Plan. However, all staff and students within the University bear a responsibility for standards of behaviour, which support the Policy. More specifically:

6.2 **The Court of Governors is responsible** for approving the Policy and for ensuring through the Vice-Chancellor that:

- The University complies with all the Race Relations legislation requirements, including the General and Specific duties arising from the Race Relations (Amendment) Act 2000.
- The Policy and its related Action Plans, procedures, strategies and arrangements, are implemented and all staff provided with appropriate training.
- The Race Equality Policy is planned, implemented, monitored, evaluated and regularly reviewed according to the Specific Duties.
- Appropriate procedures are implemented to enable all those responsible under the Act, to fulfil their roles, responsibilities and accountabilities.

6.3 **The Vice-Chancellor** is responsible for ensuring:

- With the Court of Governors, that the Policy and its related procedures, mechanisms and strategies are effectively implemented and monitored.
- That all staff are aware of their responsibilities and accountabilities under the policy, that they are given appropriate training, and are adequately supported so that they may fulfil these responsibilities.
- That appropriate action, as defined by the Policy, is taken in relation to staff or students who are found to have acted in a racially discriminatory manner, wittingly or unwittingly.

6.4 **Vice Chancellors Executive Group (VCEG)**, under the guidance of the Vice-Chancellor, has overall responsibility for ensuring that University staff, policies and procedures operate effectively in pursuit of the General and Specific Duties, and for allocating the necessary resources this requires. In addition, individual senior managers have line management responsibilities for the various functions listed below:

6.5 **Human Resources Director.** The Vice Chancellor has designated the Human Resources (HR) Director as the member of Senior Staff with overall responsibility for the development, coordination, dissemination, and monitoring of this Policy. The HR Director is responsible for equality issues relating to staff and students. The HR Director has a full-time HR Adviser in Diversity and an Equality Adviser (Impact Assessments), on a fixed term contract, to assist in the management of these duties.

The HR Adviser (Diversity) is responsible for providing professional advice and guidance on equality and diversity issues, monitoring the operation of HR policies relevant to diversity issues with regards to University staff, advising on policy developments and best practice in this area and managing equality and diversity related projects and initiatives. The Equality Adviser (Impact Assessments) is responsible for taking the lead on the University's Impact Assessment programme. This includes the co-ordination, dissemination and publication of the University's Impact Assessment process.

6.6 **Provosts** are responsible for ensuring that campus strategic and staff development plans reflect the commitment of resources and staff time to ensuring that due regard is given to the promotion of race equality and diversity within the Campuses, and to ensure that the necessary data for monitoring purposes is available and accurate, and that staff or students wishing to make a complaint have ready and discreet access to confidential advice and support.

6.7 **Deans of School and Heads of Central Staff Units** are responsible for ensuring that the General and Specific Duties are observed within the areas and resources under their control.

6.8 **The Academic Registrar, Head of the International Education Office, Director of Careers and Student Employment, Campus Registrars and the Planning Officer** are responsible for ensuring that the necessary data for monitoring student applications, enrolment, progression, and first destination statistics are gathered maintained and reported. **The Director of ISLS and Campus Computing and AV Managers** are responsible for ensuring that the necessary software etc. is available and capable of meeting the reporting requirements arising from this policy, and for the provision of adequate learning resources for the support of students. The **Director of Marketing and Development**, in liaison with **Campus Admissions & Marketing Managers and Deans of School**, are responsible for ensuring that the University's marketing materials, advertising, and sales activities meet with the requirements of this Policy.

6.9 **The Director of Estates and Facilities, the Procurement Manager and Campus Service Managers** are responsible for ensuring that the provision of ancillary services, such as security, catering, cleaning, and residential accommodation meet the requirements of the Policy, whether these are delivered through directly employed staff or through contracted service providers.

6.10 **The Heads of Student Services** (Head of Education Initiative Centre, Director of Careers and Student Employment, Head of Counselling and Advice, Head of CCPD & Nursery Manager) are responsible for ensuring that the various support services such as welfare, nurseries etc, meet the requirements of the Policy.

6.11 **The Chaplaincy Team** works to support students and staff in all areas of diversity and in promoting equality. It works to overcome racial prejudice and injustice by providing a reflective space and non-judgemental environment for groups and individuals.

6.12 **The Director of Finance** is responsible for ensuring that financial transactions including collection of fees, debtor handling, and procurement processes meet the requirements of the Policy.

6.13 **All staff need to:**

- Be adequately trained in how to deal with racist incidents, and how to identify and challenge racial bias and stereotyping, using the appropriate procedures.
- Be fully aware of the requirements of this Policy, so they do not discriminate on racial grounds and are able to work to ensure race equality in all the relevant functions of the institution.
- Keep themselves up to date with the Race Relations legislation, and attend appropriate training and information giving events organised by the University.

The University launched its *Respect for People Diversity Workbook* training programme for all staff, including contractors and part-time visiting lecturers in April 2004. This programme covers all aspects of equality and diversity, including race equality. A diversity test line has been set up to assess understanding and raise awareness of diversity issues. This programme is mandatory for all new starters and those involved in any aspect of recruitment and selection. The University will build on this important initiative with other innovative and engaging equality and diversity training programmes. Refresher training in equality and diversity issues will take place for all staff approximately every five years. The University's Staff Development Policy will be subject to a full impact assessment and the results will be published and monitored.

6.14 **All students:** must accept the need for racial, religious, social and cultural diversity within the University and respect the rights of others to be treated with dignity and respect, without the threat of bullying, harassment or intimidation.

In order to ensure that the University offers a safe, secure and supportive environment for teaching and learning it is essential that appropriate standards of behaviour are observed by the whole University community and that any complaints or breaches of this principle are directed through the appropriate channels. The University will seek to enlist the support of the Students' Union to promote this Policy. Appropriate disciplinary action will be taken against students and staff who breach the Race Equality Policy.

## 7. The Race Equality Policy framework

**7.1 Diversity Audit Group.** The Diversity Audit Group (DAG) will support the development of the Policy and have overall responsibility for monitoring equality, with a remit to consider the implementation of the Policy for students and staff of all kinds (academic, non-academic, full time, part-time and at all grades and levels). The Vice-Chancellor, or the Vice-Chancellor's nominee, will chair the DAG if the Vice-Chancellor is absent. The DAG will oversee annual monitoring arrangements and be responsible for producing annual equal opportunities and diversity monitoring reports covering both staff and students, which will be submitted to the Vice-Chancellor's Executive Group and the Court of Governors for approval and action as necessary, including wider publication of the main results.

**7.2** Membership of the Group should progressively reflect the diversity of the institution and so should include some representatives of ethnic minority groups where practicable as well as a broad gender balance. The DAG will comprise:

- 2 ex-officio members of the Vice-Chancellor's Executive Group, (including the Chair), who will ensure that the Race Equality Policy becomes fully integrated into the University's other policies, functions, and procedures.
- One nominated representative from each Campus (on behalf of academic and professional services staff).
- One member nominated by each of the recognised staff unions.
- One member nominated by the Students' Union.
- One Head of Department to represent senior academic colleagues within the University.
- One member of the Facilities staff.

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- Co-opted members as required to help the Group fulfil its duties from time to time.

Half of the DAG membership including at least one VCEG member must be present for a quorum. Secretarial support will be provided. The HR Director and the HR Adviser (Diversity) will be in attendance.

The Group should meet no less than three times a year and should have agreed terms of reference. Minutes of the DAG meetings will be provided to VCEG and to the Court of Governors for information.

**7.3** The DAG may set up ad-hoc sub-groups to investigate or commission specialist work on its behalf and should take adequate steps to ensure that relevant representative groups within the University's community are consulted over policy developments.

**7.4** The DAG will regularly monitor the effectiveness and operation of the Policy, making recommendations as necessary to VCEG and to the Court for modifications. DAG will ensure that the Policy is subject to regular review to adopt best practice.

## **8. The Nature of the University and its relevant functions**

8.1 The University is a large and complex institution with a long and proud tradition of lifelong learning and widening participation to all sections of the local, national and international community. It has a very diverse community of students across all modes of study, and its current and historical mission and strategic plans are thus fully congruent with its commitment to the promotion of equality and diversity in all its forms.

8.2 The University offers undergraduate and postgraduate taught programmes as well as applied and theoretical research opportunities, bespoke short courses, and consultancy services. These core functions, which include curriculum development and delivery, are underpinned by a range of service and administrative activities, the majority of which can be described under the following headings:

- Advertising, marketing, recruitment and selection of students
- Enrolment of students including payment of fees as appropriate (including scholarships, prizes, awards and bursaries).
- Provision of learning support facilities including libraries, multimedia and computing services and support
- Estates and facilities (reception, security, maintenance, cleaning and catering)
- Academic administration e.g. timetabling, room booking, student records, assessment processing, awards, conferments and appeals
- Health, safety, welfare and pastoral care, including counselling, careers and employment advice, nurseries, and student health services
- Accommodation and housing advice (halls or student housing)
- Staff recruitment and selection
- Staff appraisal, training and development, pay, grading and promotion
- Staff health, safety and welfare provision
- Provision of financial services including procurement

## **9. Approval**

**9.1** The Court of Governors first approved the Race Equality Policy on 29<sup>th</sup> of April 2002. The Diversity Audit Group (DAG) regularly monitors the effectiveness and operation of the Policy, making recommendations as necessary to VCEG and to the Court for modifications. The DAG ensured that the Policy was subject to a fundamental review two years after implementation and every three years, thereafter. The University has been consulting with its key stakeholders on a major review of the Race Equality Policy and Race Equality Action Plan and it was approved by the Court of Governors on 4<sup>th</sup> of July 2005.

## **10. Commitment**

**10.1** The Court and all those in management and leadership roles of whatever seniority must be proactive in promoting racial equality, good race relations and in tackling any unlawful discrimination.

## **11. Consultation and Communication**

**11.1** In order to fulfil the General Duty under the RRAA, the University will need to consult with students and staff from different racial groups to establish their needs and views. Communicating the details of the Race Equality Policy and Action Plan and the ways in which the University intends to fulfil its General and Specific duties under the RRAA are an important part of the Action Plan. The aim is to ensure that the Race Equality Policy and Action Plan is practical, comprehensible and accessible to all members of the University community. Effective communication is most likely to be achieved through multiple channels.

11.2 The Diversity Audit Group (DAG) meets each term and reports back to VCEG and to the Court of Governors through the Personnel Committee. The University's committee and working group structure ensures that there is broad staff participation in the decision-making processes of the University. There are regular meetings of the Lecturers' Common Interest Group and the Unison Consultative Committee (with membership of senior managers and trades unions' representatives). Consultation will continue to take place with the Diversity Audit Group (DAG) and the recognised trades' unions on policy development and initiatives on equality and diversity.

11.3 The University has worked in partnership with staff unions, the Students' Union and the Diversity Audit group in order to develop its Race Equality Policy and Action Plan. In addition to the formal committee structure for consultation, there is internal dissemination of information and consultation on issues through the University's magazine (*Clarion*), via the intranet, via the Vice-Chancellor's regular newsletter to staff and through annual briefings by the Vice-Chancellor to each campus. The University has developed a Diversity page on its main HR website and all its key policies and initiatives relating to equality and diversity are available to all staff and students on this website (<http://www.wmin.ac.uk/hr>). The next stage is to develop the Diversity website further so that it can be used as a further tool to consult with staff from different racial groups and backgrounds on diversity related matters and to gain valuable feedback. The University will continue to build on existing partnerships and further develop its links with outside equality groups such as the Equality Challenge Unit and the Commission for Racial Equality.

11.4 In Autumn 2003 the University conducted a Staff Opinion Survey, which produced a 47% response rate from staff in all employment grades across the University including part-time visiting lecturers. Responses compared to the norm, established by reference to 47 'high morale' organisations were generally positive. This survey included a number of specific questions relating to equality and diversity. The full results of the survey have been published on the HR website and focus groups have been set up to look at issues that were identified as requiring attention.

11.5 Student representation and participation in the University's consultative and decision-making processes is well established. The University has a formal agreement with the University of Westminster Students' Union (UWSU) that includes amongst other things, a commitment to have student representation on all 'appropriate' bodies, which includes for example, the Diversity Audit Group, the Student Affairs Forum, the Disability Services Committee and the Widening Participation Strategy Committee.

## **12. Procurement and Contractors**

12.1 Any contractual and other service provision arrangements made on behalf of the University with outside public, voluntary or private organisations, to obtain or provide goods, works or services, have to be within the requirements of the General and Specific Duties. The University and partner bodies are responsible, through contractual agreements, for meeting the General Duty requirements concerning those particular functions in which they are involved.

12.2 The University has taken a number of steps to ensure that our procurement processes are transparent and promote equality of opportunity. This duty also extends to ensuring that our contractors are being compliant with our policies on Race and Diversity. The work of our Procurement section with Proc HE and the Equality in Higher Education Working Group (EHEP) toolkit produced by the group has resulted in the University's contract approval processes and contracts including clauses that increase the compliance obligations of main contractors with regards to the General and Specific Duties under the RRAA 2000. Contractors have to complete a questionnaire, which tests amongst other things, their ability to monitor compliance under the RRAA 2000, and are required to produce a copy of their Race Equality Policy. Additionally all of the University's contracts, for example, security, catering and cleaning now have attached, as an appendix, a copy of the University's Race Equality Policy. Contractors that are not able to meet the requirements of the University's Race Equality Policy will not be selected.

## **13. Religion and Belief**

13.1 The University of Westminster is committed to embracing diversity and promoting equality amongst its staff and students, and recognises the importance of mutual respect for religious and cultural beliefs. The University recognises that ethnicity and culture are not necessarily indicative of religion or belief and that all religions have a variety and range of doctrines, which may reflect different values and customs.

13.2 The Employment Equality (Religion or Belief) Regulations 2003 came into effect on 2<sup>nd</sup> of December 2003. The University has taken a very proactive approach to its commitment to embracing diversity and promoting equality within the context of religion or belief and has a Religion and Belief Policy, which includes:

- Statement on Building Good Relations between People of Different Faiths and Beliefs.
- Religion and Belief Policy for Staff.
- Policy on the Provision of Quiet and Prayer Rooms.
- Religion, Belief and Study: Code of Practice to Support Students

All staff have been made aware of the University's commitment to embracing the new Regulations on religion or belief through a number of tools including the *Respect for People Diversity Workbook*, other equality and diversity training organised by the HR Department, information on the Diversity section of the HR website and the development of the Religion and Belief Policy.

## **14. Monitoring**

14.1 Under the terms of the RRAA the University must monitor by racial group all stages of the student experience from application to awards. We will monitor as far as reasonably practicable all student achievement and progress, including drop-out rates, work placements, and the results of any programmes targeted at ethnic minority groups.

In terms of staffing we will monitor all areas that could affect career development and promotion.

This should include:

- Staff by grade and type of post
- Staff by length of service
- Staff training and development and any development programmes that may target staff from different racial groups.

14.2 Monitoring of this data will help the University to highlight any differences and plan as to what can be done to improve the performance of students and the progression of staff from different racial groups. The University prepares and publishes annual equal opportunities monitoring reports relating to staff and students. These are the subject of consultation with our key stakeholders and are widely available. These equality and diversity monitoring reports go beyond race equality and cover other aspects such as gender, disability and age.

## **15. Racial Harassment and Bullying**

15.1 The University takes questions of harassment very seriously. All students of the University are advised that they have responsibilities as well as rights when they join. One of those responsibilities is to observe the spirit and letter of the University's Equal Opportunities Policy. Any claim of harassment, racial or otherwise made by a student or staff member will be dealt with under existing procedures.

Student complaints against a member of the University's staff will be dealt with under the complaints procedure as outlined in the *Essential Westminster Student Guide* which can be accessed on-line via the Academic Registrar's homepage: <http://www.wmin.ac.uk/academicregistrars/>

Any claim of harassment, racial or otherwise made by a student against another student will be dealt with under the disciplinary code, which all students sign on entry to the University. The University Secretary ultimately arbitrates on complaints concerning students. The procedure is listed in the *Essential Westminster Student Guide* which can be accessed on-line via the Academic Registrar's homepage: <http://www.wmin.ac.uk/academicregistrars/>

15.2 Any member of staff who wishes to raise racial discrimination as an issue in any area of their work or service delivery has recourse to the Equal Opportunities and Harassment Policy, see link <http://www.wmin.ac.uk/page-439>. Staff can also refer to the staff Grievance Procedure. This is also published on the University's HR website. <http://www.wmin.ac.uk/page-434>

## **16 Race Equality Action Plan**

16.1 The Race Equality Action Plan is the means by which the University will fulfil its obligations, intentions and goals as outlined in the Race Equality Policy. The Action Plan details what this means for everyone in the University. It will define roles and responsibilities  
It will set out a timescale  
It will set out how the University will monitor the Policy  
It will set out how and where the University will publish its monitoring results each year. Please see Appendix 1 for details of the updated Plan.

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Specific Duty for University of Westminster: Action number	Action/target	By	Responsible	In co-operation with	Monitored by
1. Race Equality Policy					
1.1	Review Race Equality Policy and RRAA Action Plan (taking into account extensive consultation exercise with Unions and DAG)	May 05	HR Director/Diversity Adviser	DAG, VCEG, Unions	Vice- Chancellor's Executive Group (VCEG)
1.2	Obtain Court of Governors approval of the Revised Race Equality Policy and Action Plan	July 05	HR Director/Diversity Adviser	DAG, VCEG, Unions	VCEG
1.3	Ensure revised Race Equality Policy is published and widely available	August 05	HR Director/Diversity Adviser	Clerk to Court	VCEG
1.4	Ensure that revised Race Equality Policy is properly communicated to all members of the University community	September 05	HR Director/Diversity Adviser	DAG, VCEG, Unions	VCEG
1.5	Ensure that the Race Equality Policy is subject to a major review every three years	July 08 and every three years thereafter	HR Director/Diversity Adviser	DAG, VCEG, Unions	VCEG
2. Assess the impact of policies on students and staff from different racial groups					

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Specific Duty for University of Westminster: Action number	Action/target	By	Responsible	In co-operation with	Monitored by
2.1	Ensure that all Deans and Heads of Unit are briefed on the Impact Assessment requirements. Ensure that the Impact Assessment Template and Guidance is published and widely available.	Nov 04	Equality Adviser (Impact Assessments)	DAG, Deans and Heads	VCEG
2.2	Ensure that Diversity Focus Groups are set up in each School and Support Service as a tool to carry out Impact Assessments	April 05	HR Director/Diversity Adviser	Heads, VCEG	DAG
2.3	Review progress of the Impact Assessment exercise	June 05	Equality Adviser (Impact Assessments) /Diversity Adviser		
2.4	Take the lead in project-managing the Impact Assessment exercise and work in partnership with all Deans of School and Heads of Support Services	December 05	Equality Adviser (Impact Assessments)	DAG	VCEG
2.5	Identify all formal and informal policies and functions and assess adverse impact of any policies/practices/functions	December 05	HR Director/Equality Adviser (Impact Assessments)	DAG	VCEG, DAG
2.6	Identify examples of best practice in terms of race equality and diversity across the University	December 05	HR Director/Equality Adviser (Impact Assessments)	DAG	VCEG, DAG

Approved by the Court of Governors on 4<sup>th</sup> of July 2005

Specific Duty for University of Westminster: Action number	Action/target	By	Responsible	In co-operation with	Monitored by
2.7	Communicate results of the Impact Assessments to the Diversity Audit Group. Publish the results of the Impact Assessments	March 06	HR Director/Equality Adviser (Impact Assessments)	VCEG, Deans of School/Heads of Support Services	DAG
2.8	Review and eliminate or, at least, reduce any adverse impact found of policies/practices/functions	December 2006	HR Director/Diversity Adviser	VCEG, Deans of School/Heads of Support Services	VCEG
2.9	<p>Make race equality considerations central to the University's planning, review and decision-making processes:</p> <ul style="list-style-type: none"> <li>Review and amend all <i>relevant</i> University policies and practices to include race equality objectives/explicit statements.</li> </ul>	December 2006	HR Director/ Diversity Adviser	DAG, VCEG	DAG, VCEG

Approved by the Court of Governors on 4<sup>th</sup> of July 2005

Specific Duty for University of Westminster: Action number	Action/target	By	Responsible	In co-operation with	Monitored by
3. Monitor student admission and progress, staff recruitment and career progress, by racial group					
3.1	Collect and analyse student data	Each Feb	Academic Registrar, Planning Officer, Director of Careers & Student Employment and Campus Registrars	Diversity Adviser	DAG, VCEG
3.2	Collect and analyse staff data	Each May	HR Director	DAG, VCEG	Personnel Committee
4. Publishing arrangements					
4.1	Publish revised Race Equality Policy and updated RR(A)A Action Plan	August 05	HR Director/Equality Adviser (Impact Assessments)	Diversity Adviser	DAG
4.2	Publish annually how the consultation, assessments and monitoring were carried out	Staff – June each year Students – March each year	HR Director/Academic Registrar	Diversity Adviser	DAG

## Appendix 2

### Summary of progress made to date (June 2005)

1. The University's first Race Equality Policy was approved by the Court in April 2002 in compliance with the Act. Since then, the University has introduced and published its Action Plan and has made substantial progress with many of the initiatives originally planned. The Diversity Audit Group was set up in 2002 to oversee progress and advise management on future steps. The key areas of progress in promoting equality and diversity since the publication of the first Race Equality Policy and Action Plan include:

- The introduction of the *Respect for People Diversity Workbook* programme for all staff.
- Development of the Diversity website.
- Positive Action diversity banner campaigns.
- The launch of the staff opinion survey and the setting up of subsequent focus groups in areas identified as requiring attention.
- The creation of the *Tomorrow's Lecturers* bursary scheme for outstanding ethnic minority students.
- The launch of the Impact Assessment process under the Race Relations (Amendment) Act 2000 following pilot work in two key areas of the University.
- The development of a Religion and Belief Policy.
- The introduction of an electronic childcare voucher scheme for staff
- Major review of the Race Equality Policy and Action Plan.

All of these initiatives and areas of policy development have contributed to raising awareness and increasing the profile of all equality and diversity issues across the University.

2. All applications are monitored by gender, ethnicity and disability to ensure that the University's staff are becoming more diverse to reflect more closely the makeup of the communities served by the University and to provide a more inclusive and understanding learning environment for students. HR provides a range of training and staff development initiatives to support this aim and has a lead role in facilitating the implementation of the University's Race Equality Policy.

3. The University has implemented a new HR/Payroll system, which has significantly more powerful reporting and monitoring capabilities than the previous software. Annual equal opportunities monitoring reports relating to staff and students are prepared and published annually.

4. Patterns of staff turnover mean that the scope for change and improvements in diversity with respect to our staffing profile can be limited. However, the University is committed to change and, in 2004 the University introduced a '*Respect for People: Diversity Workbook*' which was launched by Lord Herman Ouseley (former Chair of the Commission for Racial Equality).

Every member of staff was included in a programme that provided them with the Diversity Workbook and their understanding and awareness of diversity issues was tested by telephone questioning. To date, over 870 colleagues have successfully participated in this important diversity programme. The University's Diversity Workbook has been commended by HEFCE and by the Equality Challenge Unit. All new members of staff are required to participate in this diversity programme.

5. The University piloted two major impact assessments in early 2004. These were carried out in the School of Media, Arts and Design (MAD) and in the Information Systems and Library Services (ISLS) department. Following this useful pilot, the University worked closely with the Equality Challenge Unit (ECU) to develop an Impact Assessment Template and guidance to assist all Schools and Departments in carrying out the impact assessment requirements under the RR(A)A. The Impact Assessment process was subsequently rolled out across the University from November 2004. All Heads of School and Department were invited to attend briefing sessions on how to carry out Impact Assessments under the Race Relations (Amendment) Act 2000. Best practice guidance from the Equality Challenge Unit and HEFCE was referred to. Lessons were also drawn from the pilot impact assessment work and the University worked in partnership with the Equality Challenge Unit both in developing the guidance and delivering the briefings to managers.