

## RACE EQUALITY POLICY

### 1.0 Introduction

- 1.1 This Race Equality Policy forms part of the College's policy on equal opportunities for staff and students, and sets out the arrangements for fulfilling the obligations under the Race Relations Act 1976 (as amended by the Race Relations Amendment Act, 2000).
- 1.2 The Act places a positive General Duty on Higher Education Institutions to promote race equality and to make this central to their work practices. In addition to this General Duty, the College is required to comply with a number of Specific Duties in terms of policy and service delivery to help meet the General Duty. The College's Board of Governors is legally responsible for meeting the requirements of the Act.
- 1.3 This document draws on the extensive guidance contained in the Statutory Code of Practice <sup>(1)</sup> on the duty to promote race equality in Scotland, and sets out the processes and procedures by which the College will comply with the Act.

### 2.0 Mission Statement

- 2.1 The College is committed to contributing to social cohesion and to quality of life, in providing: (a) high-quality education to all students regardless of background; and (b) in offering opportunities for all staff to develop to their full potential.
- 2.2 This Policy on Race Equality seeks to reinforce the College's aims.

### 3.0 Policy Statement

- 3.1 The College confirms that, in accordance with its policy on equal opportunities for staff and students, it is committed to a programme of action, which will enable it to fulfil its General Duty to:
  - Eliminate unlawful discrimination;
  - Promote equality of opportunity;
  - Promote good relations between people of different racial groups <sup>(2)</sup>.
- 3.2 The College will ensure that arrangements are in place to meet the Specific Duties, which will require the institution to :
  - Maintain its written Race Equality Policy statement (dated 30<sup>th</sup> November, 2002);

- Assess the effect of policies on staff and students from different racial groups;
- Monitor the admission and progress of students and the recruitment and personal development of staff;
- Set out arrangements for publishing the Race Equality Policy statement and the results of assessment and monitoring;
- Take reasonable and practical steps to publish monitoring results each year.

#### **4.0 General Responsibilities**

- 4.1 The College's Board of Governors is responsible for ensuring that the College fulfils its legal responsibilities arising from the Act. This will be effected through the procedures identified in this Policy.
- 4.2 The Principal will take the lead in demonstrating commitment on race equality issues and ensure that the Policy is effectively developed and implemented.
- 4.3 Heads of Department are responsible for putting policy into practice, ensuring that staff are aware of their responsibilities and taking action against those who discriminate. Heads of Department (both Academic and Administrative) are required to ensure that all departmental functions meet the requirements of the Act and comply with the College's Race Equality Policy.
- 4.4 The Senior Officer responsible for Equal Opportunities together with the Race Equality Working Group will co-ordinate work on race equality.
- 4.5 All staff and students have a personal responsibility to adhere to the Policy, to promote equal opportunities and good race relations, and to avoid discrimination whether conscious or unconscious. In addition, staff are expected to participate in appropriate training opportunities.
- 4.6 Contractors, service providers and visiting staff are required to follow the College's Race Equality Policy. Those members of staff responsible for contracting with outside bodies will ensure through service specifications, contracts or other agreements that such external organisations are aware of their responsibilities and abide by them.
- 4.7 Specific responsibilities will be identified in the Implementation Plan for the Race Equality Policy (Annex A).

#### **5.0 Identification and Review of Functions**

- 5.1 To meet the duties specified above, the College is required to identify the full range of its functions and assess whether these are relevant to race equality.

5.2 Functions are defined within the Statutory Code of Practice as being the full range of the College's duties and powers, and include areas such as:

- Admission and access
- Student achievement and assessment
- Guidance and support for students
- Teaching and Learning
- The curriculum
- Staff recruitment, development and support
- Partnerships and community links
- Procurement and outsourcing
- Quality assurance

## **6.0 Impact of Policies**

6.1 The College will assess the impact of all its policies, including the Race Equality Policy, on students and staff from different racial groups. Policies are defined within the Statutory Code of Practice as the formal and informal decisions about how the College carries out its duties, and uses its powers.

6.2 College policies and procedures will be reviewed by the members of staff, relevant groups or committees, to ascertain whether they adversely affect equality of opportunity for some or all ethnic minority staff and students or help promote racial equality.

6.3 Where there is an adverse impact, alternatives will be considered. If the adverse impact is unavoidable and this can be justified, consideration will be given to ways of minimising the adverse effect.

## **7.0 Monitoring**

7.1 The College will monitor all stages of the admissions process, achievements and progress of students. The Academic Office will produce Reports for consideration by the Learning and Teaching Board and other academic committees, as appropriate. Monitoring information will be reported through the normal channels to the Academic Council.

7.2 The College will monitor recruitment and career progression of all staff, and will ensure that training is available for members of staff involved in the relevant processes.

7.3 Statistical reports on staff will periodically be produced by the Head of Human Resources for Management Group consideration.

7.4 Information on monitoring will be used to evaluate the effectiveness of the Race Equality Policy, and to inform the ongoing assessment of the College's activities.

7.5 Any actions required will be incorporated in the *Equal Opportunities Action Plan*.

## **8.0 Publication of Information**

8.1 The Race Equality Policy will be published on the College website.

8.2 In addition, a copy of the Policy (in summary form) will be included in the Staff Handbook.

8.3 Every student will be advised about the Policy via the Student Handbook.

8.4 The results of monitoring and assessments will be presented annually to the Management Group and the Academic Council, as appropriate and will be published on the College's website.

## **9.0 Breach of Policy**

9.1 The College offers support and advice for students and staff who believe they are being discriminated against or harassed.

9.2 Students can obtain advice from the Student Counselling Service and the Students' Representative Council.

9.3 Members of staff can seek advice from their line managers, Human Resources Department and Trades Union.

9.4 Policies and procedures on Equal Opportunities, Harassment and Grievance/Complaints are available on the College website and in the Staff and Student Handbooks.

9.5 Any incident of discrimination, harassment or activity otherwise contravening the Race Equality Policy will be dealt under the appropriate procedures. Disciplinary action may result in expulsion or dismissal from the College.

## **10.0 Consultation**

10.1 Consultation with staff and students will form part of the assessment of the impact of policies and the ongoing review of the effectiveness of the Race Equality Policy and its implementation.

10.2 The consultation will be aimed at ascertaining the impact of existing and proposed policies on ethnic minority groups in general or specific groups in particular and ways in which improvements may be achieved.

10.3 In addition, the College will consider other ways of including as wide a range of relevant people as possible to make the consultation meaningful and representative.

10.4 Comments on Race Equality Policy are welcome at any time and should be passed to the College Secretary in the first instance.

(1) "Statutory Code of Practice on the Duty to promote Race Equality", published by the Commission of Racial Equality, May, 2002.

(2) The term 'racial group' refers to a group of people defined by their colour, ethnicity, race, nationality (including citizenship) or ethnic origin.

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