Report to Council on the
Implementation of the University's Race Equality Policy
July 2004

1. Context

(i)   In July 2003 the University of Wales, Aberystwyth (UWA) Council formally adopted the updated Race Equality Policy and Action Plan (2003) and also approved the Race Equality Annual Report for 2003 which assessed the impact of its Race Equality Policy and Action Plan during the previous 12 months.

(ii)   The report was produced in response to the requirements of the **Race Relations Act 1976** (as amended by the **Race Relations (Amendment) Act 2000)** (RRAA 2000), which places an obligatory **General duty** on public authorities to eliminate unlawful racial discrimination, promote equality of opportunity and promote good relations between people of different racial groups. The duties imposed by the RRAA are legally binding on the University as a corporate body and on individual members of Council, staff and students.

(iii)   **The Specific duties** of the Act require that UWA should:

* prepare and publish a written statement of its Race Equality Policy and have in place arrangements for fulfilling the commitments in the policy;

* assess the impact of all its policies, including the race equality policy, on students and staff of different racial groups;

* monitor the admission and progress of students and the recruitment, retention and career progression of staff from different racial groups;

* include in the written statement of its Race Equality Policy an indication of the arrangements for publishing that statement and the results of assessment and monitoring.

(iv)   As from 19 July 2003, t**he Race Relations Act 1976 (Amendment) Regulations 2003** (based on the European Union Race Directive), introduced further regulations. These regulations:

* introduce a revised definition of indirect discrimination;

* introduce a new definition of harassment;

* shift the burden of proof of racial discrimination or harassment from the complainant to the employer;

* remove exceptions to the Race Relations Act that are contrary to the principle of equal treatment.

(v)   Annual reporting on race equality has become an obligatory requirement that must be accommodated within the normal institutional reporting cycle. Thus, Council will receive an annual report on the University's progress towards achieving the objectives and targets outlined in its Race Equality Action Plan, including the results of statistical analysis and a report on impact assessment.   The report is drafted by UWA's Equal Opportunities Officer for the consideration of the Equal Opportunities Committee and, ultimately, approval by Council. Once adopted by Council the Report is translated into

Welsh and becomes a public document which is made available via the Equal Opportunities website (www.aber.ac.uk/equal) or through the Equal Opportunities Officer.

Summary: Council to be updated on legislation and on the need for annual reporting.

2. Status of the Policy and Action Plan

(i)   **Race Equality Policy:** In July 2003 Council approved the revised and updated Race Equality Policy and Action Plan (2003). These documents were subsequently re-submitted to HEFCW on 31 October 2003.

(ii)   In March 2004 the Acting Chief Executive of HEFCW wrote to the Vice-Chancellor to congratulate the University on the advances made in the development of its Policy and informing him that the ECU now considered the revised Policy and Action Plan to be a good example of a Higher Education Policy and Action Plan.

(iii)   **Race Equality Action Plan:** The Action Plan complements the Race Equality Policy, specifying 22 time-lined targets as summarised in the table in Appendix 1. Twelve of these targets have been fully achieved with ten either partly achieved, in progress, or currently under review. Every task has been considered and any outstanding task, including monitoring issues, will be prioritized for action during the following year.

Summary: Council to note status of Policy and Action Plan

3. Embedding and Mainstreaming Race Equality

Equal Opportunities Website:

(i)   In June 2004, a significantly updated and bi-lingual Equal Opportunities website was launched on www.aber.ac.uk/equal. This represents completion of Phase 1 of an updating process with Phase 2 scheduled to occur during Spring 2005. Race Equality related documentation available on the site includes:

- UWA's Race Equality Report and Action Plan 2003
- UWA's Race Equality Annual Report 2003
- Links to:
    i. The Commission for Racial Equality
    ii. The Equal Opportunities Commission
    iii. The Equality Challenge Unit
    iv. BBC Multifaith Calendar
    v. Student Guild Ethnic Minorities Officer and International Student Officer

This year's report will also become available in this form following formal adoption by Council and translation into Welsh.

Networking Events and Links:

(ii)   UWA has held several networking and training events in 2003/2004 which are listed chronologically:

1	Sept 2003	A stand promoting Race Equality at the Student Freshers' fair together with an article promoting the event and networking opportunities in the student 'Times' newspaper.
2	Sept 2003	Ethnic Minority networking event for staff and students (35 attendees).
3	Nov 2003	Diversity training session attended by staff and police officers from Carmarthen, Lampeter and Aberystwyth.
4	Nov 2003	Consultative meeting with the police and guild representatives of under-represented groups (25 attendees).
5	Jan/Feb 2004	Ethnic Diversity and Equal Opportunities training for PGCE students.
6	Mar 2004	Diversity Day organised by the Student Guild and attended by AWEMA and several other external equality organisations. It is proposed that this will become an annual event for staff and students.
7	Mar 2004	AWEMA internal/external consultation event inviting local NHS Trust, Police, students, staff, etc.
8	Apr 2004	One World week organised by the Student Guild.

(iii)   External links have also been strengthened with the Equality Challenge Unit, Equal Opportunities Commission, AWEMA, Dyfed Powys Police, Mid Wales NHS Trust, Bangor and Lampeter Universities, Trinity College Carmarthen and an Equality and Diversity Group working with all Welsh universities. Internally links have been developed with the International and Equal Opportunities Officers of the Guild of Students.

Training:

(iv)   The Staff Development Office continues to arrange training events on race equality and diversity issues for all categories of staff. Participation in UWA's training course on Equal Opportunities in Recruitment and Selection is a condition of eligibility to serve as a member of any Selection Committee. This course is jointly delivered by the Equal Opportunities Officer and Deputy Director of Personnel. 72 staff attended the course this session.

(v)   The Equal Opportunities Committee established a task-and-finish group to develop a mandatory training strategy on race equality legislation and equality and diversity issues. A pilot training programme for Heads of Department, Chairs of Committees and members of Council is scheduled to take place in January to March 2005. Subsequently training will be given to all staff on a department-by-department basis. Training sessions will be supported by an Equal Opportunities and Diversity booklet containing information on legislation and designed to raise awareness of race equality and diversity issues.

(vi)   UWA also has a voluntary harassment network whose members advise staff and students on harassment issues. The work of the Network is now supported by the Equal Opportunities Officer. During the course of the last year the Network has given special consideration to racial harassment issues.

Equal Opportunities Resource

(vii)   The membership and the terms of reference of the Equal Opportunities Committee was revised in 2004 in order to give the Committee a more strategic focus and to reflect the increased importance of equality and diversity issues. The Committee now reports to Council via Senate.

(viii)   The post of Race Equality Project Officer has been re-designated as 'Equal Opportunities Officer', and the duties of the post have been expanded. The promotion of race equality continues to be an important part of the duties of this post, as does the provision of up-to-date information about equality and diversity matters and the monitoring of the effectiveness of UWA's Race Equality Policy and Action Plan.

External Promotion:

(ix)   We were unable to carry out our intention of advertising in the AWEMA Times as this publication is currently in abeyance. However, links with AWEMA have been strengthened and the Chief Executive has visited the University on three occasions. It is hoped that these consultative meetings will lead to the formation of a Mid Wales AWEMA network.

(x)   Our proposal to advertise on Manchester University's Black and Asian website (www.blackandasiangrad.ac.uk) which seeks to promote black and Asian graduates to employers is still outstanding and will be reviewed over the forthcoming year.

Summary: Embedding and mainstreaming race equality through updated Equal Opportunities website, internal and external networking and training events, mandatory training strategy, Equal Opportunities resource and future promotional strategy.

4. Ethnic Monitoring

(i)   Under the RRAA 2000, UWA has a statutory specific duty to monitor by racial group both student admissions and progression, and staff recruitment and progression. Data is subsequently analysed to establish whether particular ethnic groups are under-represented and to investigate whether there are any institutional barriers to participation that could be removed.

(ii)   *Equality and Diversity Monitoring in Higher Education Institutions, A Guide to Good Practice* also informs us that "as well as fulfilling legal obligations, there are several solid business and ethical reasons for carrying out equal opportunities monitoring. The results of equality monitoring can inform the effective use of resources, improve competitiveness by attracting and retaining staff, and enhance service delivery by attracting a diverse range of students. They can therefore be a valuable contribution to strategic planning processes."

(iii)   The RRAA 2000 is supported by the Commission for Racial Equality's (CRE) Statutory 'Code of Practice on the Duty to Promote Race Equality'. This code sets out minimum requirements and identifies data that needs to be collected to meet them. This is supplemented by *'Ethnic Monitoring: A Guide for Public Authorities'* and *'A Guide for Institutions of Further and Higher Education'*, both of which offer non-statutory guidance.

(iv)   The table at Appendix 2 provides an overview of the data to be collected on staff and students as set out in *'Equality and Diversity Monitoring in Higher Education Institutions: a Guide to Good Practice,* published by HEFCE – www.hefce.ac.uk. It shows the statutory monitoring requirements together with HEFCE's and ECU's additional recommendations.

(v)   Internal data sources include: Management Information Services, Personnel and Staff Development Offices, Admissions and Recruitment, Academic Office, Harassment Network, Student Support Services, Development and External Affairs, Careers Advisory Service and the Language and Learning Centre. External sources include the 2001 National Census, the Labour Force Survey, Local Authorities, HESA and UCAS.

(vi)   Two Equal Opportunities Monitoring exercises have been carried out since the last report to Council; one in July 2003 and a second in June 2004. Data from the first exercise has been updated on the Personnel Cyborg information system. The second exercise has been far more elaborate and is in the process of being finalised and entered onto Cyborg. This second exercise, which adapted a template form and guidance notes from Trinity College Carmarthen, served three purposes: updating personnel records, collecting data required by the Higher Education Statistics Agency (HESA), and Equal Opportunities Monitoring which includes data on ethnicity and nationality.

Summary: Objectives, requirements and undertakings for staff and student monitoring.

5. Analysis

(i)   Data on the racial composition of staff employed by the University and the student body has been gathered and collated in order to establish a baseline position. Internal data sources have been updated with 2 data collections undertaken in the previous 12 months. These gave returns of 38% and 66% respectively. Data fields within the Personnel database have also been updated. External comparative data has also been collected.

(ii)   **Student monitoring:** data for 2003 indicates a student population of 8,439, with 220 undergraduates and 278 postgraduate students recorded as being from non-white backgrounds. This represents 6% of the student body. In 2004 we have a student population of 8745, with 282 undergraduates and 340 postgraduate students recorded as being from non-white backgrounds. This represents 7.4% of the student body.

(iii)   **Staff monitoring:** in 2003 34 staff were recorded as being of non-white background. For locally recruited staff (primarily allied or support staff) the percentage from non-white backgrounds was 2.5%. For academic staff the percentage was 2.25% from a non-white background. For 2004, 39 staff are recorded as being of non-white background / mixed background. For locally recruit staff the percentage is 1.88% and for academic staff the percentage is 2.9%. It should be noted that HESA 'Ethnic Origin' categories have changed and that our database is currently being updated accordingly. This may alter some of the figures for the current year.

(iv)   **Demographic comparators:** the 2001 census records 1.4% of the population of Ceredigion as non-white. This compares with 2.1% for Wales and 7.9% for the UK as a whole. The main concentrations of ethnic minorities by local authority area are in the south of Wales. Cardiff has both the highest number and proportion of residents from

ethnic minority groups (just under 26,000 or 8.4%), followed by Newport (nearly 7,000 or 4.8%) and Swansea (nearly 5,000 or 2.2%).

(v)   We are currently reviewing the way in which the Personnel Department records ethnicity, in the data on numbers of requests for further particulars of posts, applications received, short listed candidates, reasons for leaving and career progression. The Staff Development database also still requires further refinement if it is to record the ethnicity of those participating in its training and development programmes.

(vi)   The last three years has seen a doubling of non-EU International student numbers at UWA to over 500 from some 80 countries. Significant growth has been seen in both undergraduates and postgraduates from China with the strongest demand in management and business related subjects. It is anticipated that numbers will continue to increase at a rate of 15 per cent a year for at least the next three years. In the light of this UWA has adopted a strategy to maintain the range of countries from which students are recruited whilst broadening the subject areas that they chose to study. By so doing the aim will be to promote diversity in the student body and balanced cohorts in academic departments.

Summary: Staff, student and demographic comparisons

6. Impact Assessment

(i)   There is a legal requirement for UWA both to assess the impact of its Race Equality Policy and to ascertain whether its policies and procedures impact differently on different ethnic groups. The impact assessment not only enables the university to identify potential inequalities and to avoid discrimination, it also informs policy and increases transparency.

(ii)   UWA regularly reviews and assesses the impact of the race equality policy, for example by auditing current processes, procedures and practices. It also continues to undertake proactive work to promote and embed good practice with regards to race equality. Currently there is no evidence to indicate that some racial groups could be differently affected by UWA's policies and procedures.

(iii)   The Race Equality Policy and Action Plan continue to be promoted though internal and external events and training seminars, and thus far no negative responses have been recorded. Phase 2 of our Equal Opportunities website update (planned for 2005) will provide further opportunity to obtain feedback on all our race equality documentation.

Summary: Impact assessment analysis

7. Conclusions

(i)   UWA continues to take positive steps to eliminate unlawful racial discrimination, promote equality of opportunity and promote good relations between people of different racial groups.

(ii)   UWA has already met many of the targets which were set last year.

(iii)   The ECU and HEFCW's approval of our revised Policy and Action Plan was a major achievement for the year.

(iv)   Efforts are being made to mainstream Race Equality and other Equal Opportunities issues in all relevant aspects of the University's policies and practices, and to identify and remove unnecessary or unjustifiable barriers. UWA is also committed to adopting a best practice approach when embedding, consulting about and communicating such issues.

(v)   UWA has worked proactively with external partners and organizations to collaborate and share good practice in race equality issues.

(vi)   Targets outstanding from last year's Race Equality Action Plan will be prioritised over the next year. Additional targets for the forthcoming year include the following tasks:

- Undertaking a full Race Equality impact assessment
- Undertaking mandatory training for all staff
- On going data collection and analysis
- On-going networking, promotion and embedding of race equality issues.

Council should note that a proposed new Equality Body (provisionally called the Commission for Equality and Human Rights) may be introduced in 2006. It is envisaged that this body would merge the functions of the Commission for Racial Equality, the Equal Opportunities Commission and the Disability Rights Commission and would also operate the regulatory framework for new laws outlawing workplace discrimination on grounds of age, religion or belief and sexual orientation.

Appendix 1

UNIVERSITY OF WALES, ABERYSTWYTH
Race Equality Policy Action Plan Update

Specific Duties as shown on page 3 of the Race Equality Policy enable the General Duty to be met:

Key: **SD 1** have a Race Equality Policy for promoting racial equality
SD 2 assess impact of policies (including race equality policy) on students and staff of different racial groups
SD 3 monitor progress of students and career staff from different racial groups
SD 4 include in Policy, arrangements for publishing including the results of assessment and monitoring

Task Number	Area / Specific Task	Completion Date	Status
1 (SD1&2)	Review Race Equality Policy and Action Plan – impact assessment	Primarily 27 June 2003 then on-going	Achieved On-going
2 (SD2&3)	Meet with various departmental heads, committees, staff and students to promote updated Policy, collate statistics and invite consultation	27 June 2003	Achieved
3 (SD1)	Develop and complete 2nd draft of Race Equality Policy	27 June and 14 July 2003	Achieved
4 (SD1)	Develop and complete 2nd draft of Action Plan	14 July 2003	Achieved
5 (SD4)	Produce first Annual Report for consideration by Council and HEFCW	7 July 2003	Achieved
6 (SD1)	Prepare Policy and Action Plan for re-submission to ECU and HEFCW	31 Oct 2003	Achieved
7 (SD1)	Special meeting of Equal Opportunities Committee chaired by Pro Vice Chancellor.	18 June 2003	Achieved
8 (SD1-3)	Prepare presentation to Council on Policy/Action Plan	7 July 2003	Achieved
9 (SD4)	Translation of Policy and Action Plan	1 Sept 2003	Achieved
10 (SD4)	Publication of Policy and Action Plan	30 Sept 2003	Achieved
11 (SD1&4)	Communication Strategy	Aug and Sept 2003	Achieved Executive Summary of Policy and Action Plan outstanding
12 (SD4)	Promoting Race Equality and Diversity	Dec 2003	On-going Advertising in Black & Asian Graduate website outstanding
13 (S3D2&4)	Networking	Aug and Sept 2003	Achieved On-going
14 (SD2)	Mainstreaming	On-going	On-going
15 (SD1&2)	Governance	Dec 2003	Achieved
16 (SD2)	Race Equality Policy and Procedures Review	Dec 2003	On-going Complaints procedure needs to be reviewed.
17 (SD2)	General Policy and Procedure Review: • Equal Opportunities Policy • Harassment Policy and Procedure • Grievance Procedures • Students Complaints Procedure • Staff Selection & Grading procedures including application forms.	March 2004	Achieved Currently under review Currently under review Currently under review Currently under review
18	Racial Harassment support mechanisms	Oct 04	Currently under review

Task Number	Area / Specific Task	Completion Date	Status
(SD2)			
19 (SD4)	Development of Training Strategy Implementation of Training Strategy	Oct 04 On-going	Achieved On going
20 (SD1)	Revise the University's charter and statutes	July 04	On-going
21 (SD4)	Briefing on Equal Opportunities and RRAA at staff / student induction	On-going	On-going
22 (SD3&4)	Monitoring A Aim/Objectives B Data Sources C Data requirement (Develop systems / procedures) D Monitoring breakdown E Monitoring shortfalls (2003-4)	27 June 03 On-going 7 July 2003 On-going Dec 03 On-going	 Achieved Achieved Achieved Achieved On-going We are continuing to investigate ways of refining the data which we capture on student enrolment and progression and the recruitment, retention and career progression of staff.

Appendix 2

HEFCE / ECU Guidance on Staff and Student Data Collection

Students: Admissions – data requirements

CRE statutory code of practice – requirements
- choice of subject - home or international status - selection method
Additional recommendations
- applications - offers made - relative success of selection method (such as UCAS form, informal interview, formal interview, grading mechanism) - students accepting places

Students: Progress – data requirements

CRE statutory code of practice – requirements
- student numbers, transfers and drop-outs - different methods of assessing students - work placements - the results of programmes targeted at people from specific racial groups - bullying and racial harassment
Additional recommendations
- job offers arising from work placements - employment rates on graduation - levels of disciplinary action - reported incidents of unlawful discrimination and their outcomes - alleged perpetrators and victims of unlawful discrimination - outcomes of work to raise student attainment levels

Staff: Recruitment – data requirements

CRE statutory code of practice – requirements
- selecting and training panel members - applications and appointments - success rates for the different selection methods - permanent, temporary or fixed-term appointments - home or international status The code suggests HEIs consider monitoring for each department as well as the whole institution
Additional recommendations
- invitations to interview and success at interview - grades of appointments made - relative levels of success by type of position/contract (such as permanent/fixed-term, full-time/part-time, casual, hourly paid)

Staff: Career progression – data requirements

CRE statutory code of practice – requirements
- staff, by grade and type of post - staff, by length of service - staff training and development, including applications and selection, if appropriate - the results of training and career-development programmes or strategies that target staff from particular racial groups - staff appraisals - staff promotion, including recruitment methods and criteria for choosing candidates
Additional recommendations
- in addition to promotions – staff re-gradings and pay awards - disciplinary action - reported incidents of unlawful discrimination and their outcomes - alleged perpetrators and victims of unlawful discrimination - use and outcome of grievance procedures - ceasing employment – reasons for leaving

Equality and Diversity Monitoring in Higher Education Institutions: a Guide to Good Practice, published by HEFCE – www.hefce.ac.uk