

## Report to Council on the Implementation of the University's Race Equality Policy July 2005

### 1. Context

- (i) This is the 3<sup>rd</sup> Annual Race Equality Annual Report following adoption of The University of Wales, Aberystwyth (UWA) Race Equality Policy and Action Plan in 2003. This report assesses the impact of the Policy and Action Plan during the previous 12 months, as part of UWA's duties under the **Race Relations (Amendment) Act 2000 (RRAA)**.
- (ii) This report has been prepared by the Equal Opportunities Officer (EO Officer) in consultation with a range of UWA officers and members of the Equal Opportunities Committee. When formally adopted by Council, the report is translated into Welsh and becomes a public document made available via the Equal Opportunities website, <http://www.aber.ac.uk/en/equal-opps/index.php> or the EO Officer. Previous Race Equality Annual Reports for 2003 and 2004 can be accessed via the above website address.
- (iii) A copy of this report is also sent to Higher Education Funding Council for Wales (HEFCW) who have requested that it be submitted before 22 July 2005 in order to synchronize with its own strategic planning timetable. HEFCW has provided specific and generic feedback on our Annual Report for 2004, which was '*deemed to be an example of good practice*'. HEFCW noted that in future reporting UWA needs to demonstrate how outcomes of monitoring were fed back into its action plan. This comment has been taken into consideration in the composition of this report.
- (iv) As noted in previous reports, the **Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000 (RRAA 2000)** places General and Specific Duties on public authorities to eliminate unlawful racial discrimination, promote equality of opportunity and promote good relations between people of different racial groups. These duties are legally binding on the University as a corporate body and on individual members of Council, staff and students. As part of its specific duties under the RRAA UWA is required to:
  - 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.

<b>Summary:</b> <i>This represents 3<sup>rd</sup> Annual Report for Race Equality. HEFCW deemed the 2004 report to be an example of good practice.</i>
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## 2. Status of the Policy / Action Plan and Impact Assessment

- (i) The RRAA 2000 requires UWA (as a public body) to assess the impact of its Race Equality Policy and Action Plan and ascertain whether its policies and procedures impact differently on various ethnic groups. The intention is that this will help to identify potential inequalities, avoid discrimination, assist in policy development and increase transparency.
- (ii) A full impact assessment exercise will be undertaken in 2005-6 and will feed into the review of our Race Equality Policy and Action Plan (2003). An RRAA Implementation Workshop on 'Impact Assessment and Ensuring Equality' organized by the Equality Challenge Unit (ECU) in June 2005 will assist with such impact assessment and review of Policy.
- (iii) As a result of initial impact assessment, the Race Equality Policy (whilst retaining its separate legal status) has been embedded into a new Equal Opportunities and Diversity Policy and Action Plan during 2004-5.
- (iv) **Race Equality Action Plan:** The Action Plan supplements the Race Equality Policy and specifies 22 time-lined tasks. Most of these tasks have been achieved or are currently in process. Four outstanding items will be prioritized within the forthcoming 3-year Action Plan:

Task	Original Task	Area / Specific Task
1	11	<b>Communication Strategy</b> Executive Summary of Policy and Action Plan to be written
2	12	<b>Promoting Race Equality and Diversity</b> Advertising on Black & Asian Graduate website
3	17	<b>General Policy and Procedure - Review</b> <ul style="list-style-type: none"> <li>• Harassment Policy and Procedure</li> <li>• Grievance Procedures</li> <li>• Staff / Students Complaints Procedure</li> <li>• Staff Selection &amp; Grading procedures including application forms.</li> </ul>
4	22	<b>Monitoring</b> Refining data capture for student enrolment and progression and the recruitment, retention and career progression of staff.

- (v) UWA continues to work proactively to promote and embed good practice in relation to race equality. Currently there is no evidence to indicate that different racial groups could be differently affected by UWA's policies and procedures.

**Summary: Council to note status of Policy / Action Plan and pending Impact Assessment exercise. A new Equal Opportunities and Diversity Policy and Action Plan has been implemented as part of the assessment.**

### 3. Embedding and Mainstreaming Race Equality

#### Equal Opportunities Website:

- (i) Phase 2 of UWA's Equal Opportunities website was implemented in May 2005. This included the addition of our Race Equality Annual Report for 2004. The current report will be placed on the website once formally adopted by Council.
- (ii) UWA's Equal Opportunities Website has external links to the Commission for Racial Equality, BBC Multi-faith Calendar, Equal Opportunities Commission and Equality Challenge Unit and internal links to the Student Guild - Ethnic Minorities, International Student and EO Officers.

#### Networking Events and Links:

- (iii) The following race equality related networking events occurred in 2004-5:

Sept 2004	Work with Careers Advisory Service on 'Go Wales' projects.
Sept 2004	Student Freshers' fair promoting Race Equality and Equal Opportunities in general.
Nov 2004	Meeting with NIACE (National Institute of Adult Continuing Education) regarding the launching the Black Practitioners Group mid Wales in 2005.
Sept -Dec 2004	Equal Opportunities and Diversity Policy and Action Plan finalised by Equal Opportunities Committee and adopted by Council.
Dec 2004	Instigation of pilot project with Dim Prob to run 'English as an Additional Language in Schools'. Pilot run at local primary school with the highest ethnic minority population. Will become part of curriculum from September 2005 onwards.
April 2004	One World week organised by the Student Guild.
May 2004	Stand at AberPride Mini Mardi Gras which also promoted the Dyfed-Powys Police's True Vision packs on Tackling Crime Against Race & Religion.
June 2004	Attended external meeting organised by Dyfed Powys Police for Under-Represented Groups.

- (iv) Proactive external networking continues with UUK's Equality Challenge Unit (ECU), the Equal Opportunities Commission, Dyfed Powys Police and other universities. UWA also continues to participate in an all-Wales ECU liaison group which includes a representative from HEFCW. Internally, the EO Officer continues to liaise with the Guild of Students on race equality issues.
- (v) The West and Mid Wales Widening Access Partnership, in which UWA is the lead partner, includes membership of an ethnic minority community as one of the criteria for entry onto its activities. The Partnership's flagship activity, the Wales Summer University, aims to recruit 10% of its participants from ethnic minority groups. In order to achieve this, the Partnership has made strenuous efforts to develop strong relationships with schools and colleges in areas of south Wales where there are higher than average numbers of pupils from ethnic minority groups. Similarly, UWA's Centre for Widening Participation and Social Inclusion, has developed links with Education Action Zones in the West Midlands and regularly receives a high proportion of ethnic minority pupils from this area for 'Taste of University Life' days in UWA.

## **Training:**

- (vi) The Staff Development Office continues to deliver training events on equal opportunities and diversity issues for all categories of staff. Participation in the course on Equal Opportunities in Recruitment and Selection continues to be a condition of eligibility to serve as a member of a selection panel for appointments; over 50 staff attended such sessions in 2004-5. This training course is currently being reviewed with a view to updating its content.
- (vii) Two equal opportunities and diversity training sessions were delivered to over 150 PGCE primary and secondary school teachers during the year. A further 'Ensuring Equal Opportunities for all' session was delivered to Information Services staff.
- (viii) The Director of Human Resources and the EO Officer are currently planning training sessions for senior staff in order to continue embedding and mainstreaming diversity issues at all levels of UWA's decision and policy making processes.
- (ix) UWA has committed to delivering mandatory Equal Opportunities & Diversity training (including an element on race equality) to all staff and an e-learning programme called "Introducing Diversity at Work" was chosen for an evaluation pilot in February and March 2005. UWA is currently seeking cost effective ways of purchasing and delivering a bi-lingual version of this programme: sources of funding for translation and the possibility of collaboration with other HEI's are currently being explored.
- (x) The EO Officer continues to support the Personal Harassment Network which offers confidential support and information for staff and students in the university relating to problems surrounding discrimination. Network meetings take place once a month during term-time. In 2004-5 new and existing members attended equal opportunities training to update their legislative knowledge. There is evidence that, as a result of the Network's proactive marketing of its services, there is a growing awareness and sensitivity to harassment issues in the university community.

## **Reviewing, developing and monitoring Equal Opportunities**

- (xi) The Equal Opportunities Committee, a joint committee of Council and Senate, has met three times during the year. It continues to co-ordinate UWA's equal opportunities strategy, formulate policy, monitor its implementation, advise on legal developments and promote / disseminate best practice.

**Summary:** *The embedding and mainstreaming of race equality is maintained through the updated Equal Opportunities website, internal and external networking / training events and mandatory training strategy.*

## **4. Ethnic Monitoring**

- (i) As a specific duty of the RRAA 2000 UWA is required to undertake annual monitoring by racial group of student admissions and progression, and staff recruitment and progression. Data is analysed to establish whether particular ethnic groups are under-represented and whether there are any institutional barriers to participation that could be removed.

- (ii) The table in Appendix 1 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](http://www.hefce.ac.uk). It provides the statutory monitoring requirements together with HEFCE's and ECU's additional recommendations.
- (iii) Internal information sources for the 2004-5 report include Management Information Services (MIS), Human Resources and Staff Development Offices, Admissions and Recruitment, Academic Office, Harassment Network, Student Guild and Development and External Affairs. External sources include the 2001 National Census, Local Authorities, Dyfed-Powys Police, HESA and UCAS.
- (iv) Data from the Equal Opportunities Monitoring exercise undertaken in June 2004 has been updated on our HR Cyborg information system. This includes updated data fields on ethnicity and nationality.

**Summary: Objectives, requirements and data sources for staff and student monitoring.**

## 5. Analysis

- (i) As in our 2004 report, data has been collated on the racial composition of staff employed by the University and our student body in order to establish a baseline position. During July to September 2004 a major update of our HR Cyborg database was undertaken in to provide HESA returns and update our Personnel records. This included the updating of the 'Ethnic Origin' and 'Nationality' fields and the addition of 'White-welsh' to the 'ethnicity' categories.
- (ii) **Student monitoring:** The data for 2003-4 indicates a total student population of 9,090, with 365 undergraduates and 334 postgraduate students recorded as being from non-white backgrounds (includes Black, Asian, Chinese and various mixed backgrounds). This represents a total of 7.69% of the student body (a small rise in comparison with 7.4% reported last year). A further 0.62% of our student population is shown to be from other ethnic backgrounds. 21% of applicants accepted for UG courses were from Wales-domiciled.
- (iii) The offer rate for the institution is common across all ethnic groups. There is no evidence that non-white applicants are being rejected at a disproportionate rate.
- (iv) **Staff monitoring:** In 2004, 39 staff were recorded as being of non-white background / mixed background. For 2005, 50 staff are recorded as being of non-white background / mixed background from a total of 1,881 staff. These figures show a significant increase in the number of Chinese and Asian staff employed by UWA during the year. 16 staff are further recorded as being from 'Other ethnic minorities'. This represents of total figure of 3.5% ethnic minority staff at UWA, which is a significant increase in comparison with our previous year's reporting.
- (v) Ethnic minority staff are spread very equally across UWA's grading system, and there are as many ethnic minority staff at senior levels as at manual/ancillary levels.
- (vi) Human Resources is currently reviewing its record keeping for applications, short listing, reasons for leaving and career progression. The updating of HR's Cyborg database is imminent in order to automate these processes. Staff Development's

database still requires further refinement in order to record the ethnicity of those participating in training and development programmes.

- (vii) **International students:** UWA currently has 844 full-time students, 584 part-time/distance learning, 137 exchange and 10 visiting students from 104 countries of which 23 are within Europe. There is currently a strong representation from China (approximately 19% of the total student numbers). Marketing efforts this year have focussed on Thailand, Vietnam and Taiwan, in addition to exploring new areas such as Russia and Canada. Japan and Nigeria remain significant suppliers of applicants.
- (viii) **Demographic comparators:** the 2001 census records 1.4% of the population of Ceredigion as non-white. This figure is probably in reality higher as Aberystwyth has a transient student population. This compares with 2.1% for Wales and 7.9% for the UK as a whole. The main concentration of ethnic minorities in Ceredigion is within Aberystwyth itself, due to the location of the University and hospital.
- (ix) Figures obtained from Dyfed-Powys Police (Ceredigion Division), which began recording crime related racist incidents in 1999, indicate that there have been relatively few reported cases in Ceredigion since this date.

<b>Summary: <i>Staff, student and demographic comparisons indicate a rise in ethnic minority staff and students in UWA.</i></b>
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## 6. 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) HEFCW's feedback on the Annual Report for 2003-4 deems UWA to be '*an example of good practice*'. HEFCW's specific and generic feedback on Annual Reporting has been taken into consideration in this report and will be fed into its new action plan.
- (iii) UWA continues to seek to mainstream Race Equality and other Equal Opportunities issues in all relevant aspects of its policies and practices, and to identify and remove unnecessary or unjustifiable barriers to participation in its activities. UWA is also committed to adopting good practice when embedding, consulting about and communicating such issues.
- (iv) UWA is committed to operating a fair and non-discriminatory admissions policy and is working to increase the number of applications from non-traditional areas. Further, the Mid Wales Widening Access partnership works closely with partner schools in England and Wales in order to increase applications and acceptances from ethnic minority groups. The Department of Development and External Affairs is also actively marketing UWA in many countries.
- (v) UWA plans to undertake an impact assessment of its Race Equality Policy during 2005-6 and to review and update the policy and the associated Action Plan for the forthcoming 3 years.
- (vi) As part of the impact assessment of existing policies, our Equal Opportunities and Diversity Policy has been extensively updated and is being actively promoted.

- (vii) As part of the emerging strategic priorities of the Human Resources Department, the new Director of Human Resources, together with the EO Officer will further develop good practice and the equality agenda throughout the institution.
- (viii) UWA will continue to work proactively with external partners and organizations to collaborate and share good practice in race equality issues.
- (ix) The EO Officer continues to feed into UWA's annual strategic planning process. Race equality, together with other equality issues, has become more embedded in our planning processes.
- (x) Outstanding tasks on our Race Equality Action Plan as listed in Section 2, '*Status of the Policy / Action Plan and Impact Assessment*' of this report will be added to our new 3-year Action Plan.
- (xi) Following monitoring analysis, targets for the forthcoming year will include:
  - A review of UWA's Race Equality Policy and the implementation of a new 3-year Action Plan.
  - An Impact Assessment: which will include a systematic analysis of policies and practices to determine whether they have a differential impact on particular groups.
  - A review of marketing and recruitment in order to increase the proportion of ethnic minority applicants for both staff and students.
  - Implementation of mandatory training including elements of race equality (UWA is currently investigating ways to deliver such training bilingually).
  - Further work towards refining monitoring mechanisms.

## Appendix 1

### Ethnic Monitoring - HEFCE / ECU Guidance on Staff and Student Data Collection

<b>Students: Admissions – data requirements</b>
<b>CRE statutory code of practice – requirements</b>
<ul style="list-style-type: none"> <li>- choice of subject</li> <li>- home or international status</li> <li>- selection method</li> </ul>
<b>Additional recommendations</b>
<ul style="list-style-type: none"> <li>- applications</li> <li>- offers made</li> <li>- relative success of selection method (such as UCAS form, informal interview, formal interview, grading mechanism)</li> <li>- students accepting places</li> </ul>
<b>Students: Progress – data requirements</b>
<b>CRE statutory code of practice – requirements</b>
<ul style="list-style-type: none"> <li>- student numbers, transfers and drop-outs</li> <li>- different methods of assessing students</li> <li>- work placements</li> <li>- the results of programmes targeted at people from specific racial groups</li> <li>- bullying and racial harassment</li> </ul>
<b>Additional recommendations</b>
<ul style="list-style-type: none"> <li>- job offers arising from work placements</li> <li>- employment rates on graduation</li> <li>- levels of disciplinary action</li> <li>- reported incidents of unlawful discrimination and their outcomes</li> <li>- alleged perpetrators and victims of unlawful discrimination</li> <li>- outcomes of work to raise student attainment levels</li> </ul>
<b>Staff: Recruitment – data requirements</b>
<b>CRE statutory code of practice – requirements</b>
<ul style="list-style-type: none"> <li>- selecting and training panel members</li> <li>- applications and appointments</li> <li>- success rates for the different selection methods</li> <li>- permanent, temporary or fixed-term appointments</li> <li>- home or international status</li> </ul> <p>The code suggests HEIs consider monitoring for each department as well as the whole institution</p>
<b>Additional recommendations</b>
<ul style="list-style-type: none"> <li>- invitations to interview and success at interview</li> <li>- grades of appointments made</li> <li>- relative levels of success by type of position/contract (such as permanent/fixed-term, full-time/part-time, casual, hourly paid)</li> </ul>
<b>Staff: Career progression – data requirements</b>
<b>CRE statutory code of practice – requirements</b>
<ul style="list-style-type: none"> <li>- staff, by grade and type of post</li> <li>- staff, by length of service</li> <li>- staff training and development, including applications and selection, if appropriate</li> <li>- the results of training and career-development programmes or strategies that target staff from particular racial groups</li> <li>- staff appraisals</li> <li>- staff promotion, including recruitment methods and criteria for choosing candidates</li> </ul>
<b>Additional recommendations</b>
<ul style="list-style-type: none"> <li>- in addition to promotions – staff re-gradings and pay awards</li> <li>- disciplinary action</li> <li>- reported incidents of unlawful discrimination and their outcomes</li> <li>- alleged perpetrators and victims of unlawful discrimination</li> <li>- use and outcome of grievance procedures</li> <li>- ceasing employment – reasons for leaving</li> </ul>

*Equality and Diversity Monitoring in Higher Education Institutions: a Guide to Good Practice*, published by HEFCE – [www.hefce.ac.uk](http://www.hefce.ac.uk)