

UNIVERSITY OF BIRMINGHAM

RACE EQUALITY POLICY

ACTION PLAN: 2007- 2010

Introduction

Over the next three years, the University will be aiming to ensure that race equality and other equality issues are more fully incorporated into the University's practices and activities. The University envisages that the following specific outcomes will assist in achieving that aim in relation to its race equality work:

1. To develop and implement a systematic approach to impact assessments across the University, in particular within the College structure to be effective from August 2008.
2. To develop and implement a systematic equality and diversity training programme for all staff.
3. To develop a dedicated equality and diversity website as a resource and point of reference for all staff and students.
4. To appoint an equality and diversity adviser in relation to student matters.

2007-2008

Aim: To identify and establish the necessary infrastructure within the University for carrying out impact assessments and to undertake a pilot project.

2008-2009

Aim: To develop further the impact assessment process and act upon initial findings and to improve the data collection process.

2009-2010

Aim: To **continue** the impact assessment process and **evaluate** the process by way of a detailed review of the programme against the desired outcomes (above), including evaluation of training and monitoring arrangements.

NOTE

It is intended that this Action Plan will be updated on a regular basis and that the impact assessments will themselves give rise to actions, which will in turn further populate this Action Plan over the next three years.

UNIVERSITY OF BIRMINGHAM RACE EQUALITY POLICY
ACTION PLAN 2007-08

ACTION	RESPONSIBLE PERSON/GROUP	MONITORING	TIMESCALE	COMMENTS / MILESTONES
1. Governance, management and policy development				
(a) Data monitoring				
Review the qualitative and quantitative equality data collected for staff	Human Resources- Susan Squire	-	End February 2008	
Review the qualitative and quantitative equality data collected for students	Academic Services – Samantha Noble	-	End February 2008	
Identify data requirements necessary to support impact assessments and assess where any gaps in the data exist	EDC Practitioner Group	EDC Monitoring Group	End March 2008	
Agree process for collecting further data where such gaps exist	EDC Practitioner Group	EDC Monitoring Group	May 2008	Provide interim report to EDC in May 2008
(b) Race Equality policy				
Amend University's Race Equality Policy	EDC Practitioner Group	EDC	By end November 2007	
Consult on the new Policy	EDC Practitioner Group – Susan Squire	-	By end November 2007	

Obtain necessary University Committee approvals	EDC Practitioner Group - James Piggott	-	December 2007	
Publish new policy	EDC Practitioner Group	EDC	January 2008	
Promote new policy	EDC Practitioner Group	EDC	January – April 2008	
Review Race Equality Action Plan	Equality & Diversity Advisers	EDC Monitoring Group	July 2008	
(c) Staff resources				
Appoint a student Equality & Diversity adviser within Academic Services	Claire Williams	EDC	November 2007	Completed – to commence 18 th February 2008
Appoint diversity co-ordinators within Budget Centres / Services	Senior Officers (for Corporate Services) & Heads of Colleges	EDC Monitoring Group	June 2008	<u>Comment: appointment subject to completion of training – see (f) below</u>
Establish EDC Monitoring Group to receive and monitor impact assessments (to include agreeing Terms of Reference, a reporting timeframe and reporting templates)	EDC Practitioner Group	EDC	February 2008	Group members identified by EDC end October 2007

(d) Impact assessments				
Develop draft toolkit for University-wide use	EDC Practitioner Group – Susan Squire	EDC Monitoring Group	December 2007	
Run pilot impact assessment using toolkit within Student Life Division and an academic School	EDC Practitioner Group – student E&D adviser	EDC Monitoring Group	January – May 2008	
Evaluate and amend toolkit following pilot	EDC Practitioner Group	EDC Monitoring Group	June 2008	
Develop an equalities sign off statement for use on approving new University policies and all existing policies when reviewed	EDC Practitioner Group in association with Planning Office	EDC	February 2008	
(e) Website				
Produce sitemap for dedicated University Equality & Diversity website	Academic Office – Emma Davies	EDC Practitioner Group	October 2007	
Obtain EDC approval to draft sitemap	EDC Practitioner Group	EDC	October 2007	
Develop website for handover to Design & Publications	EDC Practitioner Group – Emma Davies	EDC	March 2008	
Launch & promote website	EDC Practitioner Group	EDC	March – April 2008	
(f) Training				
Provide briefing to members of University's Council	EDC Practitioner Group – James Piggott	EDC	December 2007	
Identify training needs and plan impact assessment training programme,	APOD (David Fleetwood-Walker) in	EDC	February 2008	

including for Monitoring Group, Heads of Budget Centres and local diversity co-ordinators	association with EDC Practitioner Group			
Develop training courses, involving external providers where appropriate	APOD – David Fleetwood-Walker	EDC Practitioner Group	April 2008	
Advertise and seek nominees for training courses including among Heads of Budget Centre	APOD	EDC	May 2008	
Deliver courses for key individuals	APOD	EDC	June - September 2008	
2. Student marketing, admissions and recruitment				
Continue to develop an academic support programme for year 11 boys from an African/Caribbean background in association with “Black Boys Can”, providing: <ul style="list-style-type: none"> - GCSE support for maths, English & Science and empowerment / motivational sessions - 2 day Easter revision course including evening social activity 	Corporate Relations (Outreach) – Gail Rothnie	EDC Monitoring Group	July 2008	
Prepare and host summer conference for underachieving year 10 boys from disadvantaged backgrounds, targeting African/Caribbean, Pakistani and Bangladeshi and white disadvantaged boys	Corporate Relations (Outreach) – Gail Rothnie	EDC Monitoring Group	September 2008	

3. Student achievement and assessment				
Develop database to include ethnicity in relation to discipline, misconduct & fitness to practise	Academic Services - Jackie Harris	Quality Assurance and Enhancement Committee	June 2008	
4. Student guidance and support				
Repeat multi-cultural week of activities as held in 2007	ISAS & Director of International Strategy (Judith Lamie)	EDC Practitioner Group	March 2008	
Establish the feasibility of an automated system for reporting disbursement of student funding against ethnicity and other diversity strands.	Student Funding Office – Joanne Bryan	EDC Practitioner Group	June 2008	
5. Teaching and learning				
6. Curriculum development				
7. Staff recruitment, professional development and reward				
Develop and implement an awareness-raising campaign promoting the University as an employer to community	HR – Susan Squire, in conjunction with Operations	EDC Monitoring Group	June 2008	

groups				
Embed race equality awareness in new APOD staff development programmes (including induction and management training)	HR – Susan Squire in conjunction with APOD	EDC Monitoring Group	December 2008	
Consult with the staff BME group as an ongoing source of expertise on race equality and employment issues	HR – Susan Squire	EDC Monitoring Group	Ongoing	
Develop work of the International Staff group to provide advice and support to non UK staff; Produce specific guidance for new non-UK staff	HR – David Harrison	EDC Monitoring Group	Ongoing December 2008	
8. Procurement and outsourcing				
Hold a “Meet the Buyer” event – invite local suppliers to meet with Procurement to learn about the processes and procedures used in the public sector to procure goods and services and the legislative and regulatory environment governing the University’s procurement activities. Promote through community networks, including University Community Advisory Board members	Procurement – Pauline Harrison	EDC Monitoring Group	March 2008	
Develop and publish guidance notes to ensure that supplier/contractor selection complies with RRAA obligations	Procurement - Barry Higgins	EDC Monitoring Group	December 2008	

Review and Amend Manual of Financial Rules and Estates Office Capital Project and Procurement Procedures as necessary to require compliance with RRAA in supplier/contractor selection process	Procurement - Barry Higgins	EDC Monitoring Group	December 2008	
Amend supplier/contractor pre-qualifying appraisal questionnaires such that relevant information related to equal opportunities in general and race relations in particular is gathered and taken into account in the selection process	Procurement – Barry Higgins	EDC Monitoring Group	December 2008	
Develop a web based Supplier Registration process that enables suppliers to provide data as to the “type” of supplier (SME, EME etc) that they constitute and develop a database which enables analysis of the data	Procurement – Barry Higgins	EDC Monitoring Group	June 2009	
9. Partnership and community links				
Develop the use of the Community Action Board as a forum for consultation on community issues	Prof Michael Clarke	EDC	Termly	
10. Quality assurance				

ACTION PLAN 2008-09

ACTION	RESPONSIBLE PERSON/GROUP	MONITORING	TIMESCALE	COMMENTS
1. Governance, management and policy development				
(a) Impact assessments				
Undertake stages 1-3 of the impact assessment process (mapping, screening and prioritising policies)	Diversity co-ordinator in College or Corporate Service	EDC Monitoring Group	September 2008 – March 2009	
Identify individuals to form part of local focus groups for impact assessment consultation	Diversity co-ordinator	EDC Monitoring Group	September – December 2008	
Provide EDC Monitoring Group with programme of IA's	Head of Budget Centre	EDC Monitoring Group	March 2009	
Commence full impact assessments on high priority policies	Diversity co-ordinator	EDC Monitoring Group	April 2009	
Report outcome of IA's on standard form to Monitoring Group	Head of Budget Centre	EDC Monitoring Group	Ongoing	

Identify actions in the form of a local Action Plan to address issues arising from IA's	Diversity co-ordinator	EDC Monitoring Group	Ongoing	
Review Race Equality Action Plan and prepare update and progress report	Equality & Diversity Advisers	EDC Monitoring Group	January 2009	
(b) Training				
Continue programme of staff training to include:	APOD	EDC	Ongoing	
- induction for new starters				
- general equality awareness training				
- detailed training for those involved in impact assessments				
Evaluate training programme to ascertain training needs for 2009-2010	APOD in conjunction with Diversity advisers	EDC	July 2009	

2. Student marketing, admissions and recruitment				
3. Student achievement and assessment				
4. Student guidance and support				
5. Teaching and learning				
6. Curriculum development				
7. Staff recruitment, professional development and reward				
8. Procurement and outsourcing				
9. Partnership and community links				

10. Quality assurance				

ACTION PLAN 2009-10

ACTION	RESPONSIBLE PERSON/GROUP	MONITORING	TIMESCALE	COMMENTS
1. Governance, management and policy development				
(a) Impact assessments				
Submit report on impact assessments for 2008-09	EDC Monitoring Group	EDC	October 2009	
Evaluate efficacy of impact assessment process	EDC	-	October 2009	
Submit Annual Report to SPRC	EDC	SPRC	December 2009	
Continue to undertake impact assessments on the basis of priority	Heads of Budget Centres	EDC Monitoring Group	September 2009 – June 2010	
(b) Race Equality Policy				
Consider policy in light of proposed introduction of Single Equality legislation	EDC	SPRC	January 2010	
2. Student marketing, admissions and recruitment				

3. Student achievement and assessment				
4. Student guidance and support				
5. Teaching and learning				
6. Curriculum development				
7. Staff recruitment, professional development and reward				
8. Procurement and outsourcing				
9. Partnership and community links				
10. Quality assurance				

