

College Template

Race Equality Action Plan (Race Relations (Amendment) Act 2000)

Code :

1. Imperative in order to comply with specific statutory duties
2. Strongly recommended in order to address areas of significant risk in relation to public complaint or legal liability
3. Recommended for consideration
4. Activities that colleges may be undertaking or wish to undertake that signal commitment to the spirit of the Act
5. Organisational proposals to facilitate development and implementation of the RRAA requirements

In developing its action plan the College has used the following principles: to place responsibility at an appropriate level; to reduce risk whilst maintaining a principle of proportionality; to implement actions directly specified by the Act; to seek to mesh RRAA activity with activity that is already being undertaken or that has to be undertaken; to seek to implement the RRAA in a manner that is consistent with institutional culture; and to work towards early successes and publicise them.

Major objective and priority	Action	Notes	Completion
1. POLICY DEVELOPMENT AND REVIEW			
5	Lincoln College has established an Equality Committee consisting of appropriate college officers and members of governing body and chaired by the Bursar	<p>The College has chosen to pursue an integrated equality policy whilst complying with RRAA requirements..</p> <p>The College has advised the University Equal Opportunities Officer of their convenor/chair of the Equality Committee to facilitate information and support.</p> <p>The College's integrated equality policy is published on the web-site at "About Lincoln – Our Policies". The policy is being reviewed and augmented in the light of Oxford University's integrated equality policy (HT 2007)</p>	implemented from 11/2002
1	The Equality Committee has overall responsibility for coordination of policy development and the identification of priorities, and reports to the Governing body on a termly basis.	Enables the College to identify College priorities for continuing work and satisfies requirement for maintenance of race equality policy	Ongoing

Major objective and priority	Action	Notes	Completion
2	<p>The College will:</p> <ul style="list-style-type: none"> a. incorporate equality planning into strategic planning and policy development and b. make specific provision for race equality issues in strategic plans 	<p>Race equality issues are in the process of being mainstreamed into College policies and strategy, with particular reference to the 2006-11 Strategic Plan.</p> <p>The College's commitment to Equal Opportunities is stated in the Student Handbook (Rector's Preface; 6.7) and in the Staff Handbook ()</p>	Ongoing
1	<p>Governing body and all committees will embed consideration of race equality issues and the duty to promote race equality in the development of policies and procedures at all levels</p>	<p>This is ongoing.</p>	Ongoing
2	<p>The College will review college regulations, student disciplinary procedures, and student complaints procedures to ensure that all procedures are fair and equitable and consistently implemented</p>	<p>College has revised its disciplinary procedures, and there are clear appeals procedures. Reference is made to Student Handbook 3.13-3.14 (Academic Discipline), 10.9 (Behaviour and Discipline) and "Policies" 9 (General Complaints and Appeals Procedures).</p>	End TT03, reviewed HT05
2	<p>The College will review staff disciplinary and grievance procedures to ensure that all procedures are fair and equitable and consistently implemented</p>	<p>Particular reference to Personnel Manual sections 1.4 (Grievance & Disciplinary) and 7.1 (Equal Opportunities).</p>	End TT03 reviewed HT05

Major objective and priority	Action	Notes	Completion
2	The College will introduce a code of practice on harassment for both staff and students	The Colleges already has a Sexual Harassment Code in place (see “Policies . . .” 3.), and Sexual Harassment Advisers, but this will be reviewed in the perspective of the development of a broader Code by the University. This review process is underway as at HT 2007-02-05	2005
2	College will review procurement policies.	The College’s procedure for the procurement of goods and services are given in the Staff Handbook , section 7.	2004/05

2. REVIEW STUDENT SUPPORT			
3	The College will ensure that its procedures for allocating student accommodation are fair and equitable	Process established. See Student Handbook "Preface" and sections 8.1, 8.2.	MT 2002, reviewed HT2005
2	The College will ensure that its procedures for distributing bursaries, scholarships and hardship funds are fair and equitable	A clear process has been established. See Student Handbook "Preface" and sections 3.12, 3.17, 3.18, 3.19, 4, 6, 4.7 and 7.4	MT2002 reviewed HT2005
3	The College will review its provision of student pastoral support and welfare services to ensure that these are equally accessible to all members of the college community, to promote good relations between different racial groups.	Under ongoing consideration by Welfare Committee. Refer to Student Handbook, "Preface" and section 6.	Reviewed HT2005

3. REVIEW STAFF RECRUITMENT AND SELECTION			
1	The College will review its procedures for the recruitment and selection of college employees in order to ensure equality of opportunity	See Personnel Manual, section 7. A monitoring system is in place, based on employees' voluntary disclosure. Results of the monitoring process are reported annually to Governing Body, via the Equality Committee (see section 7 below)	Policies established 2003
4. CONSULTATION			
1	The College will establish appropriate consultative forums to involve ethnic minority staff and students and that these groups are consulted in the development and maintenance of the race equality policy	The Equality Committee is taken to be the main consultative Group, and undertakes to represent the interests of all minority groups. The role of the UNISON representative in College is important, as being the principal spokesman for staff interests.	MT2002
5. UNDERGRADUATE ADMISSIONS			
2	The College will work in partnership with the Admissions Executive to support the implementation of the Executive's action plan on undergraduate admissions	The Senior Tutor in her role as Tutor for Admissions participated in the development of the inter-collegiate action plan on admissions, and in the development of the Code of Practice, now accepted by all colleges.	Completed
2	The College will implement the OCAE Code of Practice on Undergraduate Admissions as agreed by Conference of Colleges and the Admissions Executive	Adopted and circulated before the 2003 exercise.	Adopted for 2003 exercise and subsequently

1	The College will ensure that all those involved in undergraduate admissions have received appropriate briefing on the implications of race equality in selection of students	All new postholders are advised to participate in Admissions training which covers this area..	Briefing was provided in house, first in 2002/03, and subsequently
2	The College will ensure that all subject selection panels contain at least one member who has participated in Oxford University seminars on student selection in since 1992	To be checked by Tutor for Admissions with fellows, and see above. Training is also provided for non-postholders.	Checked at each admissions exercise

6. GRADUATE ADMISSIONS			
2	The College will review its procedures for selecting graduate students to ensure that decisions are made fairly and equitably.	The Committee for Graduates and Conference of Colleges has approved a shared methodology including clear academic criteria (involving quality and fit) on the basis of which College choice of Graduates is made, under the supervision of the Senior Tutor in her role as Tutor for Graduates	2004/05 in progress in conjunction with University developments
7. MONITORING ARRANGEMENTS			
1	The college will ensure that the following functions are subject to monitoring: a. Staff selection and progress (college appointments only) b. Staff grievances, discipline and appraisals (college appointments only). c. Student admissions, progress and performance d. Student complaints and discipline	<ul style="list-style-type: none"> a) Staff selection is monitored by the Bursary. b) Staff grievances and discipline matters are monitored by the Bursary. c) The College monitors UG admissions through centrally provided data, and is considering improved ways of monitoring undergraduate student progress closely; it will need to consider systems for systematic record keeping to permit patterns of progress to be identified. Graduate student progression may require closer or more systematic monitoring. d) Student complaints, etc are monitored by the Senior Tutor. 	Ongoing

8. IMPACT ASSESSMENT			
2	The Equality Committee will identify criteria against which the outcome of monitoring may be assessed.	The College awaits benchmark data that will be developed by the University's [Race] Equality Project Group and the Equal Opportunities Office.	Ongoing, pending University input
2	In the event that the outcome of monitoring discloses potentially adverse impact on a group or groups, the Equality Committee will bring this to the attention of the appropriate committee for consideration and action including further research, where appropriate.	Race Equality Impact Assessment is in process, TT2005.	For report to Equality Committee, TT2005.
9. PUBLISHING ARRANGEMENTS			
1	<p>The College will publish the Race Equality Policy and Action Plan on the Colleges website, and distribute copies to all staff.</p> <p>The Equality Committee, will in consultation with relevant committees, set out a time table for publication of the results of monitoring and assessments, including information on consultation undertaken as part of the assessment process.</p>		<p>Summer 2004</p> <p>To be discussed, TT2005.</p>

10. GUIDANCE, SUPPORT AND TRAINING			
2	<p>The College will:</p> <ul style="list-style-type: none"> a) review the training opportunities available to all of its staff and introduce additional provision where necessary or desirable b) assist in the dissemination of information, briefing material, guidance and advice from the University 	The CRE Code of Practice identifies appropriate training as a priority. The EOO will provide briefing, support, seminars and other training to support colleges, as required	ongoing
11. [RACE] EQUALITY ACTION			
3	The College will review its publications to promote access and participation among students of diverse ethnic and faith groups	<p>Range of images on College Prospectus revised to show more diversity among students; text yet to be reviewed. Web site due also for revision in light of equality issues.</p> <p>Further attention required to web-site as at HT 2007</p>	On-going
4	<p>Access activities; Lincolnshire Project. Reception of Visiting School Teacher Fellow Plans for Summer School 2005, Teachers Study Day</p>	The College's Lincolnshire project targets applicants from disadvantaged area.	On going

Major Objective	Action	Responsibility	Timescale
UNDERGRADUATE ADMISSIONS			
Recruitment To encourage more applications from under-represented groups and ethnic minorities	Increased support for Oxford Access Scheme, OUSU Target Schools Scheme, visits to schools and colleges, school visits to Oxford, summer schools, In-service and study weeks for teachers, Oxford bursaries, HE fairs, regional Oxbridge conferences, college-led schemes and targeting of specific Excellent in Cities (EiC) areas and Education Action Zones (EAZs). Appointment of additional members of staff at OCAO to work on new projects. Where possible Monitor ethnicity of those participating in the outreach activities.	AE	Ongoing Ongoing
Recruitment To raise the aspirations of younger secondary school pupils and to encourage them to aspire to Higher Education in general as well as to Oxford.	Aspiration days for year 10 pupils in EAZ and EiC areas, including workshops tailored to their specific needs. Monitor ethnicity profile in participating schools.	AE	Starting in April 2002
Selection To ensure that the University's selection and admissions procedures are consistent, transparent, open, and fair to all.	Review of admissions and selection procedures by working party set up by Admissions Executive January 2002. Consultation with Subject Secretaries and Admissions Tutors on the selection and admissions practices within individual subjects and colleges. Meetings with those responsible for admissions to share good practice and consider changes to current procedures. Code of Practice for undergraduate admissions to Oxford Colleges to be implemented for the December 2002 admissions round. Subjects to be asked to consider agreeing selection criteria. Subjects to consider agreed criteria for 'desummoning' and selection.	AE	Ongoing May 2002 May 2002 May 2002 June 2002

<p>Selection To ensure that all staff involved in selection and interviewing receive appropriate training.</p>	<p>Discussions with the Institute for the Advancement of University Learning (IAUL) on the provision of subject-specific training, addressing selection criteria and interviewing. Liaisons with Heads of Divisions to promote interview training among colleagues. Setting up of a number of training days for staff.</p>	<p>AE</p>	<p>Ongoing June 2002 – December 2002</p>
<p>Selection To ensure that all staff involved in admissions are aware of the Race Relations Amendment Act.</p>	<p>Race Relations seminars for academic and administrative staff involved with admissions.</p>	<p>AE</p>	<p>April 2002</p>
<p>Monitoring To ensure continual assessment and review of selection procedures in order to guarantee fairness to all.</p>	<p>Preparing accurate and up to date admissions statistics for the Admissions Executive, Colleges, Divisions and Departments.</p>	<p>AE</p>	<p>Ongoing</p>
<p>Assessment To ensure that admissions and selection policies are assessed for any potential adverse impact in terms of race relations.</p>	<p>Working Party on Selection and Admissions (set up in January 2002) and co-operation with subject Secretaries and college Tutors for Admissions. To review available evidence, which identifies under-representation?</p>	<p>AE</p>	<p>Ongoing</p>