

RACE EQUALITY POLICY AND MONITORING ARRANGEMENTS

1. Preamble

The Mary Ward Centre's Equality Assurance Policy and Guidelines provide the context for the Centre's Race Equality Policy inasmuch as they commit the Centre to fulfilling its general duty under Section 71 (1) of the Race Relation's Act 1976.

These are:

- eliminating unlawful racial discrimination
- promoting equality of opportunity
- promoting good relations between people from different racial groups

This separate policy for promoting Race equality addresses specific duties arising from the Race Relation's (Amendment) Act 2000, which are already implicit in the Centre's equality assurance arrangements.

2. Race Equality Policy Statement

The Mary Ward Centre is committed to tackling racial discrimination, promoting equality of opportunity and good race relations. It therefore directs that all staff, students, managers and governors must support this commitment. In turn, everyone connected with the Centre, either as an employee or as a user, should be confident that the Centre's arrangements serve to promote racial equality and tackle discrimination.

However, it is recognised that confidence in the Centre's arrangements will depend on the efficacy of those arrangements. The Centre will therefore review those arrangements which have a bearing on equality by setting targets, monitoring progress and reporting on results. All reports will be in the public domain.

3. Race Equality and Employment: monitoring arrangements

In relation to employment the Centre will monitor annually for ethnicity the following:

- Composition of staff body
- Applicants for jobs
- Short listed candidates
- Appointees
- Promotions
- Grade of post

In addition staff grievances and complaints will be analysed in respect of the race of complainants and in respect of the type of grievance and complainant.

A report will be produced giving the results of monitoring, which will be presented alongside data for two preceding years to enable comparison of performance between years and to discern any pattern of inequality. The report will also account for performance against any target, give conclusions about effectiveness, make recommendations for improvements, and recommendations for target setting for the next year.

4. Race Equality and the Student Experience: monitoring arrangements

In relation to the student experience the Centre will monitor annually for ethnicity the following

- student recruitment profile
- students by department
- student profile of achievement in award bearing courses
- student profile for withdrawals

In addition, student grievances and complaints will be analysed in respect of the race of complainants and in respect of the type of grievance and complainant to determine whether race was an issue.

A report will be produced giving the results of monitoring, which will be presented alongside data for two preceding years to enable comparison of performance between years and to discern any pattern of inequality. The report will also account for performance against any target, give conclusions about effectiveness of arrangements, make recommendations for improvements, and recommendations for target setting for the next year.

5. Sharing the information: arrangements for publishing the race equality policy and the results of assessments and monitoring.

The Race Equality policy will be published as follows:

- In full on the Mary Ward Centre website
- In full in the shared policy folder in Outlook
- In full in the policy and procedure manual in reception
- In summary in the prospectus

The arrangements for publishing the results of monitoring and assessments will be as follows:

- Data relating to student profile, retention and achievement will initially be published as part of the data published annually under the Centre's quality assurance arrangements. This will be as a report to the Centre Management Committee. Full copies of any report relating to student profiles will be available for inspection along with other committee papers in Reception and the Common Room/Café.
- Student profile and achievement reports are also circulated to the Equality Assurance Committee and considered by them.
- Data relating to the ethnic composition of staff, recruitment arrangements and ethnic profile by grade of post is reviewed by the Equality Assurance committee.
- When monitoring undertakings identified in the Race Equality Policy has occurred and all data arising from monitoring has been collated, an annual report will be produced by the Equality Assurance Committee. This report will contain judgements and recommendations and be presented to the governing body for consideration. This report is in the public domain and is made

available to staff and students via arrangements for distributing committee papers.

- An annual report on complaints and grievances received in the preceding academic year is produced. This would highlight any breach of Equality Assurance or Race Equality policy and any claim of harassment and account for any action taken and improvement made.

6. Consultation Arrangements

Existing systems for gauging insights into user and staff perceptions will be utilised. The annual comprehensive staff questionnaire and student questionnaire will be analysed to discern variance in experience of different ethnic groupings. Separate focus groups of ethnic minority students and staff will be established to follow up any issues arising from the questionnaires and to recommend improving actions.

7. Policy Review

The following policies will be reviewed annually

- Recruitment and Selection Policy
- Equality Assurance Policy
- Race Equality Policy