

February 2007

RACE EQUALITY POLICY OF THE UNIVERSITY OF BOLTON

SECTION I

Race Equality Statement of the Board of Governors

Our Community

The University of Bolton has been happy to readdress our equality policies to ensure that we meet the requirements of the Race Relations Amendment Act. We have not undertaken this review in the spirit of compliance, but because we are committed to the principles on which it is based.

The town of Bolton and the North West of England is the home of significant minority ethnic communities. Such communities have a valuable and increasingly significant role in the social, political, cultural and economic life of the sub-region which the University serves. It is part of the widening participation mission of the University and also of our leadership role as a major local institution to celebrate the influence and successes of minority ethnic communities. It is also our duty to set an example in ensuring that there are no intentional or unintentional impediments to the aspirations of individual members of such communities to learn and work.

The University welcomes students and staff from overseas to study, teach and conduct research. It is our duty of care to such people, as well as to indigenous staff and students, that our own institutional practices are not discriminatory and demonstrate respect for everyone irrespective of obligations acquired as a result of the recent legislation.

The aim of this policy – race equality

We, the Board of Governors of The University of Bolton, are committed to **eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people of different racial groups.** Through this policy we aim to make race equality central to the way the University carries out **all its public functions** so that it becomes a central part of its policy making, service delivery and employment practices. In doing this, we believe this will help us to:

- raise standards across the University
- target action to remove any inequalities
- create a positive and inclusive atmosphere where there is a shared commitment to respect diversity and difference, and challenge and prevent racism and discrimination

- prepare students to live and work in a multi-ethnic society
- attract a motivated and loyal staff where individuals from all racial groups are valued and feel that they can reach their full potential
- make full use of the skills and different perspectives in the community
- build on our existing achievements in widening access to Higher Education.

Our approach to race equality issues and the allocation of resources

Whilst race equality is central to the University's strategy, we recognise that race equality will be more relevant to some of the public functions which the University carries out than others. Therefore, we have assessed whether, and how, race equality is relevant to each function [see Appendix 1]. In so doing we will draw on work we already do in promoting race equality such as in the Multi-Cultural Studies Unit and build on it. We also recognise that this is an ongoing commitment and what needs to be done will change over time as our policies and functions change.

Fighting race discrimination together

Whilst we acknowledge that the obligation to work towards eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people of different racial groups rests with the Board of Governors, our success will, in part, depend upon the support and co-operation of our students, staff and other partners. The benefits of implementing a successful policy are far-reaching and we are optimistic that with such help we can make improvements which will have a significant impact on the lives of everyone involved with the University.

The Race Equality Policy Action Plan

In addition to this statement, the Race Equality Policy includes an action plan which is designed to deliver race equality right across the University. Accordingly, it contains relevant information which:

- provides details of how the University will monitor and assess the effectiveness of its policies
- defines roles and responsibilities so that everyone knows what is expected of them
- explains what the University will do if the policy is not followed
- sets out how the University will publish its monitoring results every year
- commits the University to providing training for all staff, the Board of Governors and other individuals with special roles in this process and sets out the timescales for the detail of this training to be agreed and for its delivery
- provides for race equality targets to be set

Assessing the impact of the University's policies

We will assess the impact of the University's policies on students and staff from different racial groups. In doing this we will be able to see whether our policies help to achieve race equality or whether they have, or could have, an adverse impact on them. We are also committed to building this assessment into our existing policy review arrangements.

Accordingly, we undertake to carry out the following tasks:

- To collect and analyse relevant monitoring and other data
- To talk to staff and students from all racial groups to find out their needs and opinions
- To carry out surveys and research studies

We will use this information to assist our race and equality aims, targets and strategies, where necessary, and influence and guide our planning and decision making.

Monitoring admission, recruitment and progress

As an integral part of our commitment to race equality, the University will monitor, by racial group, student admission and progress, and staff recruitment and career progress. We undertake to carry out a continuous programme which will involve collecting data and then analysing and assessing it. This will help us to measure the performance and effectiveness of these functions and find out any ways in which the University can improve.

The monitoring programme – the process

We are committed to carrying out an effective and thorough programme of monitoring which will deliver information which is useful and which can be acted upon. Accordingly, the process which the University will adopt will have a number of discrete stages:

1. Select a policy for monitoring
2. Establish a monitoring system
3. Brief staff
4. Conduct monitoring
5. Analyse the data
6. Identify any patterns of inequality
7. Investigate reasons for any inequality
8. Consider what action, if any, needs to be taken

Student admissions, achievements and progress

The University will monitor all relevant stages of its procedures in relation to students. This will include:

...in relation to student admissions:

- applications

- the outcome of any application
- the choice of subject
- the home or international status of the applicant
- the University's selection methods
- alleged racial discrimination during the admissions process

... in relation to students' achievements and progress:

- student numbers, transfers and withdrawals for academic and non-academic reasons, for every course
- student assessment (including the results of different assessment methods) including tests, examinations, course projects, dissertations, continuous assessment and presentations
- work placements, including success rates, satisfaction levels, job offers connected to placements and employment generally
- the results of programmes targeted at people from specific racial groups
- alleged racial discrimination, including harassment whilst a student
- discipline and grievances

Staff recruitment, selection and career development

The University will monitor all relevant activities which relate to staff recruitment and selection, career development and opportunities for promotion. Monitoring will be carried out for each department and will include:

- **...in relation to the appointment of University staff:**
- the selection and training of those involved in recruiting staff
- applications and appointments
- the success rates for the different selection methods used by the University
- the appointment of permanent, part-time, temporary and fixed-term staff
- the employment/contractor status of staff
- the home or international status of staff
- the grade and type of post held by staff
- the length of service of staff
- alleged racial discrimination during selection process

- sources of applications for posts

... in relation to their career development and promotion:

- the grade and type of post
- the length of service
- training and development including applications and selection
- the results of career development programmes
- appraisals and Professional Development Plans
- promotion, including selection methods and selection criteria
- alleged racial discrimination, including harassment during their employment
- discipline, grievances
- termination of employment

We will aim, at least once a year, to assess this information to evaluate the progress we are making towards meeting our race equality targets and aims. The results will be published and if they highlight any differences between different racial groups of staff and students we will ask why these differences exist and decide how we can improve the situation. In so far as actions are required, they will also be published.

Responsibilities

The Board of Governors wishes to set out clearly the following responsibilities:

The Vice Chancellor

- providing a consistent high profile lead on issues covered by the policy
- promoting general awareness of the policy within and outside the University
- requiring managerial action to implement the policy
- allocating appropriate resource to support the structures and activities set out in the policy
- ensuring that there are procedures in place and members of staff responsible for dealing with incidents of racism or racial harassment.

All members of the University's Senior Management Team

- implementing the policy and its related procedures and strategies
- ensuring that all staff are aware of their responsibilities and are given appropriate training and support
- taking appropriate action against staff or students who are guilty of racial harassment or discrimination

The Academic Board and its committees

- ensuring that the principles and concrete provisions of this policy are given appropriate consideration in all of their deliberations and decisions

All staff

- promoting racial equality and good race relations and not discriminating on racial grounds
- dealing with racist incidents and being willing and able to identify and challenge racial bias and stereotyping
- keeping up to date with race relations legislation by attending training and being actively receptive to information opportunities provided by the University.

Contractors and Service Providers

- complying with the policy and other race equality requirements which may be set out in contracts or agreements.

Arrangements for publishing the Race Equality Policy and the results of assessments and monitoring

The Race Equality Policy is an open statement of the University's plans, both current and future, for tackling race discrimination and promoting race equality. It is available in hard copy from the Personnel Office and the Student Information Centre and in electronic format on the University's website at the following address www.bolton.ac.uk. It will be issued and explained to all new staff and students as part of the induction process. It will be updated at least once a year. It will be reviewed annually in October. Further information may be obtained from the Director of Human Resources or the Dean of Students.

Agreed by the Board of Governors of The University of Bolton on Tuesday 21 May 2002.

Updated in December 2010.