

Registrar and Secretary's Office Race Equality Action Plan – Update at June 2005

This plan sets out the actions that the Registrar and Secretary and his team will take in order to support the implementation of the University Race Equality Policy and Action Plan. The Plan indicates:

- a) The key activities to be undertaken;
- b) The partners who will work with us to ensure success;
- c) The measures that will show whether or not we have achieved our objectives; and/or
- d) Progress on delivery of our objectives.

	Objectives/actions	Partners	Actions and timescales	Outcomes/progress	RSO lead	Progress
	<u>Governance and management</u>					
(a)	Review of University and departmental race equality action plans.	Senior managers	Review of activity as specified in the Race Equality Action Plan 2002-2005 to be completed by <u>July 2004.</u>	All members of the Senior Executive Team have been contacted to provide comments on the Corporate Race Equality Action Plan, and on individual faculty and support service plans.	Steve Denton	Now responsibility of Head of Organisational Development.
(b)	Review of University race equality policy.		Submission of revised Race Equality Policy and Action Plan and annual race equality report to Hefce and the Board of Governors <u>July 2004</u>	Completed July 2004		
(c)	Production of Annual race equality progress report.			Completed July 2004; next report July 2005. New policy 2005		Now responsibility of Head of Organisational Development.

	<p>Establish University Research Ethics Committee</p>	<p>Deans</p>	<p>Establish University Research Ethics Committee Faculties to establish local committees</p>	<p>University Committee established December 2003</p>	<p>Martin Rushall</p>	<p>University and Faculty research ethics sub-committees are functioning, although some membership issues are still to be resolved.</p> <p>Research ethics is to be incorporated into the University Research Regulations.</p> <p>A review of research ethics guidance will be undertaken in 2005/06</p>
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<u>Student admissions, progress and achievement</u>						
	Review Admissions Policy	Steve Denton		Draft prepared. To Academic Committee April 2005	Stephen Murphy	Currently being undertaken. Report now to be submitted September 2005
	To collect, monitor, analyse and interpret a range of student activity data comprising:	Deans	To produce annual reports on all students in the stated categories for use by Course Committees and for analysis to be included in annual quality reports for submission to Academic Quality and Standards Committee <u>2004</u>	Data was produced by Registry in November 2003, intended to be used by Course Committees. Expert guidance was sought on the use of the data, and a meeting was held with Heads of School in December 2003. It was felt that the data as presented was problematic for a number of reasons, including the aggregation of the data in relation to statistical significance and confidentiality. Faculties have requested that more central analysis of data and guidance on interpretation and use be made available in time for use by Course Committees in future. Further consideration of how the data that is available can be more effectively utilised is required.	Malcolm Christie and Stephen Murphy	Guidance will be produced for Faculties on annual review process in 2005/06 as per annual quality report. Data relating to 2003/04 was issued in November 2004, for consideration by course committees. All specific queries raised concerning the accuracy of the information were investigated and resolved. Further consideration was given to reporting at Faculty and University levels on Applications data and Student Success data. Such reports on Admissions and on year one non-continuation were presented to Committees of Academic Board. Academic Committee agreed proposals to replace the other previous student success indicators.

	<p>Applications Admissions Transfers and withdrawals Progression Award</p>		<p>To seek clarification from UCAS on the use of data collected on ethnicity of applicants - <u>July 2003</u></p>	<p>Awaiting clarification from UCAS</p>	<p>Stephen Murphy and Denise Dixon-Smith</p>	<p>The issue of 'sensitive' data is still a standing Agenda item at UCAS Review meetings and Conference. The original consultation was put 'on hold' by the UCAS board and is now to be revisited following the Schwartz report. It was confirmed by HESA to UCAS that the CRE had clarified its policy around collecting ethnicity information for non-UK students and there is not a legal obligation to collect such information. UCAS will issue further guidance as soon as it is available.</p>
			<p>Revise wording on registration contracts to advise on reasons for collection of data – <u>July 2003</u></p>	<p>Awaiting clarification</p>	<p>Martin Rushall and Malcolm Christie</p>	<p>Revised wording has been drafted and is with Planning & Registry for inclusion in Registration Contracts.</p>

			To identify gaps in existing student data, and address that shortfall – July 2003	87% of student data was captured for 2003/04. This was deemed to be a reasonable initial response rate, not requiring additional action to contact non-responses. However, action should be taken to encourage students to disclose their ethnicity in 2004/05. Revisions to registration contracts will assist this process, as will progress against the University's Race Equality Action Plan, which demonstrates commitment to race equality and eradicating any form of discrimination.	Malcolm Christie, Stephen Murphy and Denise Dixon-Smith	The number of students who had their Ethnicity recorded on Banner was 92.87%. This figure was correct as at 29 th April 2005.
	Monitor results of formal progression agreements with FE providers	Registrar and Secretary, Deputy Vice-Chancellor & Deans	Monitor profile of students benefiting from formal arrangements - July 2005	Staff have been identified to undertake this monitoring, who will be trained on the use of Banner.	Malcolm Christie and Stephen Murphy	A report will be produced with Access Manager in relation to 2004/05 entry. UCAS stats for 2005/06 entry not available until October 2005.
	Monitor and evaluate any reports of alleged discrimination arising from the admissions process	Deans			Stephen Murphy and Denise Dixon-Smith	Ongoing. No cases to date.

<u>Student assessment</u>						
	Review of review and appeals regulations		Regulations and procedures to be reviewed during 2003/04 to ensure that they are not unintentionally discriminatory and to establish robust monitoring	Review completed and approved by Academic Board in June 2003	Marie Stinson	A new system for Student Appeals was agreed by Academic Board in June 2004. The new provisions are designed to facilitate the speedy resolution of appeals. Clearer information has been provided to students, to facilitate the submission of requests for an appeal hearing, and to assist them in the presentation of their case. The clarity of language, the availability of handbooks and forms which facilitate the presentation of the case are of assistance to all students. These regulations were designed to be user-friendly, and so of benefit to all students. They are compatible with all equality legislation. Currently, there is nothing in the proposed pro formas which requires identification of ethnicity. Ethnicity can be deducted by cross-reference to the student id number which is on the forms; and cross refers to data which a student considered appropriate to disclose on registration.

	Monitor cases		Continued inclusion of analysis of statistics by racial group, with comparator analysis with data from previous report – February 2005	First report including analysis by ethnicity was received by Academic Board in February 2004, second report February 2005	Stephen Murphy and Martin Rushall	<p>Student ethnicity details provided in detail on RFR/appeals annual reports.</p> <p>Whilst quantitative information is presented to the Academic Committee, there is still a need for qualitative analysis to be undertaken and included in the annual committee report – to be actioned for the next annual report.</p>
	Monitor first destination statistics	Deans	Include analysis by ethnicity in annual report to Academic Board - <u>July 2003</u>	Report on first destinations including analysis by ethnicity submitted to Senior Executive Team in September 2003. To be received by SET on annually.	Phil Marsland	SET received a general report on the DLHE figures in June last year which included content on ethnicity.
	Review external examiner appointment process	Registrar and Secretary	Establish profile of external examiners appointed to the University – July 2005	Process of producing a profile of all University external examiners has been initiated. This will be used to inform annual report to Academic Board to be submitted December 2004.	Stephen Murphy	Report submitted to Academic Committee and Academic Board. 35% response rate of which 91% declared as “white”.

<u>Curriculum development</u>					
Review Strategic Planning Approval Process		Inclusion of race equality consideration in approval process & development of process for monitoring this - <u>July 2004</u>	The strategic planning approval process is currently being revised. A new form is being drafted by the Deans sub-group of the Senior Management Team. The sub-group will need to act on this.	Stephen Murphy	Revised SPA process had been produced. Currently being amended following consideration by the Deans. To review inclusion of "race equality".
Monitor Periodic Review Process	Deans			Stephen Murphy	To be taken forward via continuous audit in 2005/06.
<u>Academic partnerships</u>					
Review of all collaborative agreements		Review of existing contracts, inclusion of consideration of race equality in contract development - <u>July 2004</u>	Due to internal management restructure this action will be undertaken in 2004/2005. Revised completion date <u>July 2005.</u>	Stephen Murphy	New collaborative agreement framework being prepared; liaise with Legal Advisor in order to take this forward.
Review Memorandum of Collaboration wording				Stephen Murphy	Revised services agreement in place.

<u>Student support</u>					
Monitor student complaints and disciplinaries	Deans, Heads of Service and Registrar and Secretary	Production of annual reports on the processes, including analysis of cases by ethnicity - <u>July 2003</u>	Student complaints and disciplinary procedures have been revised during 2003. They now require monitoring by ethnicity. Both processes include forms which will facilitate this.	Martin Rushall	Reports to Academic Board/Board of Governors will be presented in autumn 2005 for the years 2003/04 and 2004/05 in respect of student complaints and student disciplinaries. These will incorporate race data and an analysis.
Monitor and evaluate use of University careers service		Monitor ethnicity of all students seeking careers guidance by appointment, including evaluation of service.	ID data is being collected by careers service staff. Awaiting link between the Careers system and Banner to enable full analysis. This will be completed by <u>July 2005</u> following a Banner upgrade.	Phil Marsland	Still awaiting the link from the Careers System to Banner to enable this analysis to take place. This was previously scheduled for July 2005. We do have user figures from the IMPACT Project.
Continue participation with the IMPACT project		Participation to continue until July 2005. To continuously monitor the ethnicity of all clients of the project and their choice of activities		Phil Marsland	Continued Participation with the IMPACT Project Aim Higher Funding has been secured for a further two years until August 2007, to enable the project to continue. In future the project will target not only B and ME students but also all widening participation learners.

	Monitor and evaluate student use of the counselling service		Annual survey, quantitative and qualitative in terms of the student experience. Increase number of black and minority ethnic counsellors/associates	The annual survey will include analysis of take up of the service by different ethnic groups. In the recruitment of associate counsellors special efforts have been made to offer interviews to qualified black and ethnic minorities candidates. At the start of the year this resulted in recruitment of 2 black and ethnic minority associate counsellors	David Arblaster	Annual Survey included analysis of take up of service by ethnic groups. Recruitment adverts for counsellor/associates encouraging applications from ethnic minorities.
	Monitor and evaluate applications for student hardship funds				David Arblaster	Awaiting the Finance Aid package.
	Monitor and evaluate use of the harassment network by students	Registrar and Secretary	Production of an annual report evaluating use of the network, types of complaints and actions taken as a result - July 2005	A review of the role of harassment contacts has been undertaken, and a revised role definition has been produced. Consultation is now beginning with the Registrar and Secretary and Director of Human Resources. Changes to the working practices of the contacts will be evaluated as they relate to issues of race equality	Marie Stinson	The Policy and Procedures on harassment are in the process of review. This is not on account of any concerns about whether they are compliant with equality law. The issue is whether they are sufficiently comprehensive, and in particular, whether as currently structured, the harassment network is easily accessible by students concerned about harassment. The review of the harassment network and any necessary changes to policy and procedures be concluded before the start of academic year 2005.

	Review Harassment Policy and associated framework	Director of Human Resources, Trade Unions and Students' Union		The changed role definition will have consequential changes to the associated procedures. Any amendments to procedure will take due regard of race equality. Monitoring reports produced subsequent to the changes will assess the impact of those changes as they relate to race equality.	Marie Stinson	See above.
	Review of Violence at Leeds Met Policy	Director of Human Resources, Trade Unions and Students' Union			Marie Stinson	The policy has been reviewed and is considered appropriate. However it is clear that aspects of implementation and monitoring require further review in 2005/06.
<u>Internal and external communications</u>						
	Development of Diversity web-site	Registrar and Secretary	Establish single point of information for diversity - <u>July 2004</u>		Richard Berry	Not progressed as quickly as envisaged. RSO will provide technical support; content/format requires input from Head of Organisational Development.
	Review of advertising for staff and student vacancies	Registrar and Secretary	Identification of potential alternative places for advertising vacancies - <u>July 2004</u>		Rob Smith	New Resource and Operations Manager now in place, and is reviewing on a case by case basis.