

Goldsmiths, University of London

RACE EQUALITY ACTION PLAN (August 2005)

Category	Activity	Action	Success criteria	Current position	Timescale for review	Responsibility for action
CORPORATE ISSUES						
	Values	Review statements in strategic plan to ensure that equality continues to be enshrined.	Equality continues to be central to the core values of the College.	Strategic plan articulates the core values to which the College is committed.	December 2003 <i>Achieved January 2006</i>	Pro-Warden (Students)/ Director of Resources and Planning
MANAGEMENT AND GOVERNANCE						
	Governance Committee	Review system of appointing members to Council and other College committees.	An increase in the number of black and ethnic minority representatives.	Black/ ethnic minority representation low Election of 2 equal opportunity facilitators to EOC in autumn 2003 has increased black and ethnic representation. Governance Committee review of appointing members of Council completed Jan 2003.	December 2003. Adverts have resulted in applications from Black and ethnic minority volunteers. <i>Spring 2005</i>	Secretary/ Governance Committee Secretary/ Governance Committee
					Review of other College Committees 2004-05. <i>Ongoing</i>	Secretary/ Governance Committee
STAFF						

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	College policies	Impact assessment and audit of all College HR policies and practices in relation to equality of opportunity.	Rolling programme of reviews devised and to have drawn up race equality policy and implementation plan.		Rolling programme to be devised. August 2003. Ongoing	Deputy Head of Personnel/ Equal Opportunities Adviser
				Race Equality Policy and Action Plan agreed.	Final Race Equality Policy December 2002. Reviewed by EOC annually and work has started to amend in light of comments from ECU 2004. Ongoing	Equal Opportunities Adviser
				EO policy and code to combat harassment reviewed and impact assessed, application forms and collection of monitoring data reviewed.		Equal Opportunities Adviser
	Staff monitoring	To continue to monitor the whole workforce in terms of ethnicity (and sex and disability).	That we make progress in meeting our targets.	Surveys undertaken in 2002 and 2004, have exceeded target for Black and Ethnic Minority academic staff.	Further staff survey to be undertaken December 2004. Achieved	Deputy Head of Personnel/ Equal Opportunities Adviser/ Head of Financial Services

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		Identify areas of under - representation College wide and by Department	Data analysed	Report comparing data for 2003 and 2005 to EOC in Spring 2005. Achieved. Target for Black and Ethnic minority support staff not met but progress being made. Target for staff with disabilities not met and percentage decreasing.	To identify action in the next HR Strategy to ensure we meet existing targets. To look specifically how to meet targets for Black and ethnic minority support staff and all staff declaring a disability. Summer 2005	Head of Personnel/ Equal Opportunities Adviser
	Representation and progression of under-represented groups in the workforce.	To set targets for the recruitment of under-represented groups. Ultimate targets have been suggested in the ECU report: 50% men/ 50% women at all levels; minimum of 6.6% Black and ethnic minority academic staff; a minimum of 25% Black and ethnic minority staff; 10% of workforce people	Targets considered and action plans formulated, approved and implemented. Contributes to ensure Black and Ethnic Minority applicants.	Targets of 50% men 50% women as a total of College staff and 6.6% Black and ethnic minority academic staff met.	Targets for College reviewed. Departmental information to be sent to HoDs in Summer 2005. Ongoing Review again in Summer 2005	Deputy Head of Personnel/ Equal Opportunities Adviser Deputy Head of Personnel/ Equal Opportunities Adviser

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		with disabilities.				
		Evaluate success of placing adverts in ethnic minority press.		Evaluation undertaken in August 2003. Report to EOC October 2003, decided to use signposting adverts in minority press rather than regular job adverts.		
				Discussion on conversion of vacant posts to trainee posts with Director of Information Services / Academic Registrar.	Due to reorganisation of Registry, target deferred until August 2003 then due to increase in numbers of Black and ethnic minority staff appointed, project put on hold indefinitely. Summer 2003 ongoing	Deputy Head of Personnel (Director of IS and Academic Registrar)
		To make use of development programmes for under-represented groups.	That programmes lead to a different distribution in workforce of currently under-represented groups.	Suitable development programmes being identified.	Ongoing review 2004	Training and Development Manager

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		To review the operation and effectiveness of the code on harassment.	Review undertaken and staff aware of the code and how it can be used.	Code revised agreed by Council in December 2003. To be reviewed again in 2005/06 with contributions from Harassment advisers	Summer 2006	Deputy Head of Personnel / Equal Opportunities Adviser
				EOC agreed in principle the appointment of / outline specification for a network of harassment Advisers, May 2004. Draft outline discussed by facilitators and discussion/consultation underway.	Harassment Advisers recruited and trained Spring 2005. Achieved	Equal Opportunities Adviser
	Recruitment, training and career development (including career grade applications/progressions).	Continue to monitor all recruitment, promotion and progression.	A more diverse workforce. Increasing the number of appointments of black and ethnic minority staff and proportionate increase in staff promoted.	Recruitment and promotion currently being monitored. Statistics analysed and reasons sought for trends/ potential problems.	Annual reports to EO Committee and updates every meeting. Achieved	Deputy Head of Personnel

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		Develop and monitor training programmes in order that staff are aware of legal framework of equality of opportunity.	Meeting the needs of staff involved in recruitment and interview panels and management of staff.	Target of 2 staff trained in recruitment and selection on each appointment panel for 2001-02 met; target of 3 staff trained in recruitment and selection met 2003- 04.	August 2003. Achieved and training ongoing for new staff. Working towards equality being covered in all courses.	Deputy Head of Personnel/ Training and Development Manager
				Appropriate management courses devised and running. Specialist courses run for departments as requested or deemed necessary.	<i>Ongoing</i> <i>Ongoing</i>	Training and Development Manager Equal Opportunities Adviser/Training and Development Manager
		Monitor ethnicity of training participants.	Ensure proportionate take up of provision.	Collection of data reviewed. Reported to EOC Spring 2004.	Further review in Spring 2005	Training and Development Manager
BEHAVIOUR AND DISCIPLINE						
	To review and assess impact of the disciplinary, grievance and complaints procedures on students and staff from	Review procedures, monitor staff and students disciplinaries and grievances/ complaints.	Review procedures.	Review planned.	Review started on staff disciplinary and grievance procedures – February 2006	Secretary, Head of Personnel, Academic Registrar

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	different racial groups.					
			Disciplinaries/ complaints from specific ethnic groups not disproportionate.	Consideration of ways of establishing whether staff and students are aware of procedures.	Annual reports to EOC on student complaints after examination results have been received. Achieved	Academic Registrar
		Monitor complaints re: racist incidents.	Staff and students are aware of procedures Appropriate action taken as a result of proven complaints.	Monitoring to continue.	September 2003 and ongoing.	Secretary, Head of Personnel, Academic Registrar/ Equal Opportunities Adviser
ADMISSIONS, ACCESS and PARTICIPATION						
	To assess impact of policies on students from different racial groups.	Identify areas where information needs to be reported. Monitor student admission by: Choice of subject; Home or international status; Selection methods Student numbers, transfers, drop out for each course;	Establish data already collected and identify any gaps.	Most data available on College systems but suitable reporting mechanisms need to be established. Academic Registrar, EO Adviser and colleagues have identified data available and gaps. Reported to EOC in Summer 2003.	September 2003 Achieved	Registry/ Equal Opportunities Adviser/ Heads of Department

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		Student assessment including results of different assessment methods; Work placements.				
			Data published as part of monitoring report on our policy.	Annual reports on complaints and appeals in relation to exams. Most recent to Academic Board April 2004 and EOC May 2004.	Depts asked to comment on data relating to them 2004-05.	Pro-Warden (Students)
			Data analysed and action plans drawn up as appropriate.	Revised report on student withdrawals to Planning Committee Nov 2003 and EOC Feb 2004.	Working group to be set up to take issues forward Summer 2004. Delayed due to appointment of new Pro-Warden (Students). Rescheduled for Summer 2005. Retention and progression working party set up 2005.	Pro-Warden (Students)
CURRICULUM, TEACHING and LEARNING,						

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ASSESSMENT						
	Assess impact of policies on students from different racial groups.	Undertake impact assessment on policies.	Establish checklists for each proposed programme.	CRE Checklists circulated to HoDs. Meeting held in May 2003 to consider impact assessment/ copy of Lewisham Council impact assessment procedure discussed with relevant senior staff.	April 2003 Work ongoing	Forum of Dept learning and teaching, departmental committees Quality standards working party.
			Use checklists to assess impact.	Sociology Department has set up a working party, potential therefore to share good practice.	October 2003 Sociology Initial Report on Facilitators Agenda May 2004.	Professor Les Back
			Promote examples of good practice.		Ongoing through facilitator network.	EO Adviser and EO Facilitators
			Review and eliminate adverse impact of policies.		Ongoing through facilitator network	EO Adviser and EO Facilitators
Research						
	Assess impact of research strategies on staff from different racial groups.	Undertake impact assessment on Research Strategy.	Assessment completed.	Agreement for inventory of research and the monitoring of employment policies to be undertaken. Departmental Research Strategies	December 2003 Ongoing	Pro-Warden (Research)

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				assessed for ways in which they address Equal Opportunities and Race Equality and discussed with Heads of Departments.		
		Conduct College census of Departmental research in Race and ethnicity issues.	Assessment completed.	Action agreed by Research Committee. Database compiled, to be refined during Summer 2005 for potential access via Research Office web site.	Summer 2003 Ongoing September 2005	Administrator, Research Office
		Monitor policies of employment for research staff to ensure that they actively promote race equality.	An assessment of monitoring and action implemented if required to ensure the promotion of race equality.	Action agreed by Research Committee.	Summer 2003 Ongoing	Pro-Warden Research/ Deputy Head of Personnel
PARTNERSHIP AND COMMUNITY LINKS						
	Consider the implications of the race equality policy	Evidence that the implications of the race equality policy have been	College to continue to actively engage with our local communities wherever possible.	College commitment to widening participation Working with local	August 2003 ongoing throughout 2004-05	Pro-Warden (Students)/ Director of Business Relations

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	on partnerships.	considered and action taken as appropriate.		charities to ensure access to the institution for BME members of the local community. Links have been made. Maintaining strategic positions on borough-wide regeneration and community partnerships.		
		To increase the number of student ambassadors from Black and ethnic minority groups.	Number of Black and ethnic minority ambassadors increased.		Summer 2005 Achieved	Widening Participation Coordinator
		Consider the opportunities that partnerships can offer the College community.	Goldsmiths participation in Albany Summer Arts College and close links with Second Wave Community Arts group.	College committed to a range of aspiration and attainment raising activities with local schools and colleges – monitoring has shown success in involving and increasing participation from Black and ethnic minority groups.	Ongoing	Widening Participation Coordinator and Aspire P4P project Officer
		To ensure	To meet targets of	Monitoring has	Ongoing	Widening

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		continued involvement of Black and ethnic minority students in all College outreach activities.	Aspire Aimhigher partnership.	shown success in involving and increasing participation from Black and ethnic minority groups.		Participation Coordinator and Aspire P4P project Officer
		To ensure appropriate and specific activities for our client group.	Examples include Anthropology open taster day and access course held at Lewisham College.	Examples held in Autumn 2004	Ongoing	Widening Participation Coordinator and Aspire P4P project Officer
SERVICE DELIVERY						
	Promoting awareness of College's liability and requirement of contractors.	Develop standards clause for inclusion in all out-sourcing contracts.	Clause included in contracts as standard.	Collecting practice from other Universities and seeking advice from the Equality Challenge Unit. CRE issued guidance in July, this has been summarised and report went to SMT Jan and EOC Feb 2004.	July 2003 Achieved 2004	Head of Finance/ Head of Estates
		Consider position in relation to contractors or providers of service who do not follow the College race	If considered to be desirable to be included in future contract documentation and current providers	To be included in Review of purchasing strategy which is underway. EO Adviser to advise on race equality aspects	December 2003 Review of purchasing strategy Oct 2004	Head of Finance/ Head of Estates

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		equality plan.	made aware of College Race Policy.	of purchasing.		
		Mechanisms for ensuring compliance developed depending on legal advice.	Mechanisms included in out-sourcing process as standard.	As above.	As above	Head of Finance/ Head of Estates
STUDENT SUPPORT AND GUIDANCE						
	To assess the impact of policies including the race equality policy on students from different racial groups.	SSC/ SULC to review all activities reported to it: Student Support Office; Counselling, Nursery; English language support; Sports and leisure; Residences; Catering; Medical services; Chaplaincy; Careers Service; International Office; SU activities.	Impact assessments completed and action plans agreed. Services have been assessed as to how they identify and meet all students' needs and students from all racial groups know about the different support they can get.	Monitoring data already collected. Catering Forum meets once per term and includes staff and students. Response cards always available. Reports to Res/ Cat Comm and SSC every term. Halal sandwiches now provided and meals once or twice per week.	July 2004 Monitoring and assessment ongoing June 2004	Pro-Warden (Students) Head of RCCS
				Questionnaire planned to all students in residential halls to establish	Report to EOC Oct 2004	Head of Counselling Service

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				experience and needs.		
				Report and analysis from counselling service April 2004.	Report to EOC 2004-05	Deputy Head of Personnel
			Provision of rooms for prayer during Ramadan.	Rooms provided and advertised.		
				Reports on nursery regularly provided.		
				Due to initiative of EOC and SU, rooms were identified by estates and advertised to students by SU and to staff by EOP. Rooms to be provided annually as part of College practice.	Outline for multi faith room submitted to estates strategy consultation. Achieved	SULC/ Islamic Society, College Chaplain/ Pro-Warden (Students)/ Equal Opportunities Adviser
				Rooms to be identified for Ramadan 2004 – estates undertaking work		Accommodation Committee
				Space to be identified for permanent multi faith room for September 2005.	Ongoing	Accommodation Committee
	Student	Devise mechanism	System implemented	Survey of students on	August 2003.	Heads of

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	feedback.	for obtaining student feedback.	and feedback obtained.	race and racial discrimination has asked for volunteers for focus groups.	Achieved.	Department/ Equal Opportunities Adviser
				Student feedback was sought on draft race equality policy and action plan.	Achieved	Equal Opportunities Adviser
				Working with MSc student and Professor of Psychology to prepare follow up sample survey on perceptions of racism by our students and possibly staff.	Feedback on draft race quality policy and action plan to be obtained in November 2002. Achieved. 2004-05	Equal Opportunities Adviser/ student / Prof of Psychology
				Feedback on proposals for a multi-faith room from student Islamic Society.	Achieved	Equal Opportunities Adviser
PUBLICATION OF MONITORING AND ASSESSMENTS						
	Race equality policy and action plan.	Publication of race equality policy and action plan.	Policy approved and distributed to all existing staff.	Policy approved by Council in December 2002 after detailed consultation.	January 2003. Made available on K drive or from Personnel and	Pro-Warden (Students)/ Head of Internal Communications

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					publicised in Hallmark in January 2003. Now available on website.	
		Continuing consultation on race issues with staff and students.	Dialogue with staff and students continues.	Staff and students have been identified who are prepared to participate in focus groups	July 2003. Achieved through Hallmark, facilitators etc.	Equal Opportunities Adviser/ Heads of Department
		College celebrated Black History Month and contributed to Lewisham wide programme.	College organises and publicises events on campus.	Events organised and publicised widely.	October 2003 and 2004. Achieved	Pro-Warden (Students)/ Equal Opportunities Adviser
		Publication of monitoring of policy and any consultations.	Information collected and report published.	Awareness of this new responsibility and initial discussions on how to undertake this exercise, have taken place. Monitoring data collected across College and presented to EOC and other committees.		Pro-Warden (Students)/ Equal Opportunities Adviser
					Data on students in 2002, 2003 and	Head of Communications

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					2004 published in Factfile which is available in print and pdf form on website.	and Publicity
					Key policies also on website.	Equal Opportunities Adviser / Head of Internal Communications / Web Team Manager
					Special equalities supplement in staff Hallmark Spring 2005. Achieved	Equal Opportunities Adviser / Head of Internal Communications
					Agree date for Race Equality Annual Report and publish on website. Achieved	Pro-Warden (Students)/ Equal Opportunities Adviser / Head of Communications and Publicity / Web Team Manager