

Appendix 1: Race Equality Action Plan 2009 - 2012

No.	Area of activity/focus	Action Identified January 2009	Report on Progress	Time-scales for on-going activity (where appropriate)	Lead officer
CORPORATE AREAS					
1	Planning and leadership				
	Leadership	<ul style="list-style-type: none"> Senior Management will take steps to be informed of the responsibilities and challenges for equality and diversity and assure themselves that the University is fulfilling its legal duties in respect of race equality 		Feb 2009 - ongoing	Deputy Vice Chancellor (Chair of Equality and Diversity Committee)
	Planning	<ul style="list-style-type: none"> To consider all New School plans to include equalities actions 		2010 - 2011	Director of Strategy Planning and Governance
2	Communications and Marketing				
	University Website	<ul style="list-style-type: none"> Promote race equality and support the achievements of our race equality objectives through the University website 		ongoing	Director of Communications
	Publications	<ul style="list-style-type: none"> Promote race equality through the University publications 		Feb 2009 - ongoing	Director of Communications

3 Equality Impact Assessment

Equality Impact Assessment (EqIA) guidance

- Guidance to be produced
- Staff trained on EqIA process
- Standard training module to be developed and implemented

Completed

Assistant Director of HR

Initial training completed.
Autumn 2009

EqIA process begun and embedded

- Action plan and timetable for EqIAs on University-wide back-catalogue
- All new policies, procedures, plans and processes to undergo EqIA before approval

March 2009

Assistant Director of HR

ongoing

Director of HR with all officers involved in policy development

4 Procurement

Procurement

- Include Race Equality Scheme compliance clause or obtain Race Equality Scheme compliance statement for existing and new contractual relationships

completed

Director of Finance and Director of HR

5 Catering

Dietary Provision

- Ensure the dietary requirements of a diverse range of staff and students are catered for by the University catering services

tbc

Director of Residential, Sport and Trading Services

STAFF AREAS

6 Training and development

New Heads of School Induction

- Ensure the induction process for Heads of Schools includes information on the University's race equality objectives including guidelines and information to support actions towards their achievement

Autumn 2009

Director of HR

TLDU

- Ensure that race equality is included in all *Starting to Teach* Associate Tutor training
- Staff completing the Starting to Teach course demonstrate awareness and understanding of the University's policies and procedures and good teaching practice in relation to students of all ethnic backgrounds

ongoing

Head of TLDU

Heads of School

- Heads of School will ensure that:
- All staff, including new staff, understand how to implement race equality through good practice in learning and teaching delivery methods and in devising course

2010 - 2011

Heads of School

content				
Line Managers	<ul style="list-style-type: none"> All staff are aware of University of Sussex harassment and bullying policy 	ongoing	All Managers	
Diversity Awareness Training	<ul style="list-style-type: none"> Ensure that race equality is embedded in mandatory staff diversity awareness training 	2009 - 2010	Staff Development Officer	
Staff Surveys	<ul style="list-style-type: none"> Ensure that staff survey returns can be analysed statistically by racial group 	2009 - 10	Director of HR	

7 Recruitment and selection

Application Data	<ul style="list-style-type: none"> Ensure the collection of equality data as basis for management information 	ongoing	HR Manager	
Recruitment and Selection Training	<ul style="list-style-type: none"> Review R & S training to include understanding of and the University's Race Equality Scheme and Action Plan Ensure the Chair of each interview panel has received Equality Awareness training 	Dec 2009	Assistant Director of HR	Head of School / Director of Professional Services Unit
Equal opportunities monitoring	<ul style="list-style-type: none"> Ensure the new HR MI system has an on-line recruitment facility; has e-recruitment; improved tools for management reporting Review system for monitoring job applicants and promotions Analyse staff monitoring data and 	2009 - 2010	Director of HR	

improve on reporting

8 Monitoring

Academic Promotion Monitoring

- Collect data on the number of staff meeting the academic promotion criteria for reader, senior lecturer and professor and analyse application and success rate by racial groups and faculty

Completed and ongoing

Assistant Director of HR

Discipline and Grievance Monitoring

- Analyse disciplinaries and grievances by the racial group of those involved and the nature of the complaint or disciplinary, the outcome and School/Unit

Completed and ongoing

Assistant Director of HR

9 Pay progression

Equal pay review

- Conduct an annual equal pay review

One completed and to be repeated Summer 2009

Director of HR

STUDENT AREAS

10 Student Support / Student Services

Student Attainment

- Analyse applications, offers and acceptances and identify any fall off points and differences between racial groups
- Identify actions to address and reduce any attainment gap between minority ethnic groups and white students, in line with the Higher Education Academy recommendations

ongoing

Head of Student Support and Experience

Careers Service	<ul style="list-style-type: none"> • Staff in advisory roles to receive training in understanding and advising on potential race equality barriers to employment • Equality guidance on the careers website • Destination of Leavers from Higher Education – Improve the number and completeness of DLHE responses describing BME graduates 	2009 - 2011	Director of CDEC
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11 Residential services

Staff Training	<ul style="list-style-type: none"> • Roll out diversity awareness training for all new Residential staff 	2009 - 2010	Staff Development Officer
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12 Partner Institutions

Consultation	<ul style="list-style-type: none"> • Invite feedback from partner institutions on our Race Equality Scheme and Action plan and look to work together to ensure equality of student experience 	Summer 2009	Head of the Partnership Office
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13 Race Equality Scheme

	<ul style="list-style-type: none"> • Publish the Race Equality Scheme • Provide an annual report to the Equality and Diversity Committee 	Feb 2009	Assistant Director of HR
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January 2009