

Ruskin Mill Educational Trust

Race Equality Action Plan 2006-09

The aim of this document is to set relevant targets that contribute to the ongoing implementation of RMET's Race Equality Policy. This action plan outlines the areas that require action and progress achieved.

This action plan will be overseen, reviewed and updated on an annual basis through the Trust Equality and Diversity Working Forum and College Working Groups.




Symbols have been added to show completed items in **Green**, alert items in **Amber** and not completed/no action taken in **Red**.



Key


COM	= Council of Management
HR	= Human Resources
TEDWF	= Trust Equality and Diversity Working Forum
CEDWG	= College Equality and Diversity Working Group




Section 1 - Human Resources focused



Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved April 2008
1. Race Equality Policy	1.1 To have in place a Race Equality Policy and Action Plan that supports the Trust in achieving its General and specific duties under the Race Relations (Amendment) Act.	January 2006	April 2006	●	Director of HR	A Race Equality Policy has been incorporated within the Equality and Diversity Policy which has been circulated to all staff.
	The Equality and Diversity Policy along with the Race Equality Policy is reviewed on an annual basis	Annually in April	April 2008	●		The Equality and Diversity Policy and Procedure and the Race Equality Policy were reviewed and updated in April 2008 and will be reviewed again in April 2009.
	1.2 The Equality and Diversity Policy, incorporating the Race Equality Policy and the Race Equality Action Plan will be published and placed on the RMET website and available in other formats on request.	December 2006	April 2006	●	Director of HR	The Equality and Diversity Policy and Procedure, the Race Equality Policy and the Race Equality Action Plan are on the RMET website and can be made available in other formats. No requests received for other formats.



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	1.3 Seek ratification of the Race Equality Policy by the Council of Management.	January 2006	April 2006		TEDWF	Completed, the policy has been agreed.
	1.4 Review the Race Equality Policy on an annual basis.	July 2008			TEDWF	Reviewed 6 February 2007. Further updates added May 2007. Further review arranged July 2008.
	1.5 Design and implement a complaints procedure and respective forms, to record, take action and monitor any complaints received (from students) associated with equal opportunities issues including racial harassment. And incidents deemed to be of a racist nature.	September 2006			TEDWF and Director of HR	There is a complaints policy for students, which was incorporated within the Student Protection Policies in January 2006, and this was reviewed in January 2007.



Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved April 2008
2. Trust Equality and Diversity Working Forum	2.1 Establish a Trust Equality and Diversity Working Forum (TEDWF) to monitor the race equality action plan, review progress against this and promote and follow through appropriate action.	January 2006	February 2006 March 2006		Principal and Director of HR	A TEDWF has been established. Meetings have been held, and at the first meeting the Equality and Diversity Adviser from the LSC in Gloucestershire attended. A further meeting with the Equality and Diversity Adviser from the LSC in Gloucestershire has taken place to advise RMET with regard to the Race Equality Policy and Action Plan.
	2.2 TEDWF has identified Trust Equality and Diversity Champions. They will keep up to date with current practice, legislation, attend external events and be a source of support and information to the TEDWF and the Equality and Diversity College Working Groups.	December 2006	December 2006		TEDWF	Funding from the LSC in Gloucestershire has been received to train two staff members as Equality and Diversity Champions. BF and TC received training but BF will need to be replaced as he has left the organisation.




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3. HR Strategy and Policy Development	3.1 To conduct impact assessments to eliminate any adverse impact on racial equality, generated by existing policies and procedures on core HR activities.	2007-2009			TEDWF	A comprehensive impact assessment process has been developed and ratified by TEDWF. Training for all staff involved in impact assessment is to be delivered in June /July 2008. The development of a timetable for all policies, procedures and practices was deferred until all of the equality policies and action plans are in place including age and gender. This was achieved in April 2007. All colleges now have established CEDWGs and these will act in a consultative capacity on aspects of impact assessment. All colleges have had a Powerpoint awareness session on Equality Impact Assessments and training senior staff will take place in June/July 2008.




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	3.2 All Colleges will undertake activities to actively promote race equality.	On-going			Principals	Monitoring and training. Ruskin Mill College has undertaken work with regard to holding an Equality and Diversity week in May 2006. The blue eyes/brown eyes DVD has been delivered to colleges as part of the training week in September 2007. This is an ongoing training programme which will be delivered by the newly appointed Hiram Academy Training Manager.
	3.3 Develop a policy on dignity at work in order to continue to ensure a supportive and constructive environment where all staff are treated with respect and dignity.	December 2006	October 2006		Director of HR	Dignity at Work Policy completed and available on website and in alternative formats. (We are working towards updating all HR policies on an annual basis.)
4. Monitoring and Publishing	4.1 Update the equal opportunities monitoring form to bring it into line with census 2001 categories.	February 2006	February 2006		Director of HR	The equal opportunities monitoring form has been updated in line with the 2001 census.




Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved April 2008
	<p>4.2 Collect equal opportunities information in order to analyse any adverse impact on either students or staff with regard to ethnicity, gender, age, disability, religion and sexual orientation.</p>	On-going			Director of HR and Principals	<p>Equal opportunities information reported by each College to the TEDWF meeting and then to the Trustees and Council of Management. A disability audit was carried out and is now amalgamated into a comprehensive E and D monitoring form (E and D form /consultation process introduced across the Trust via the CEDWG and the new form agreed. A new HR database has been designed to record, monitor and report on employee equality and diversity data and it was implemented in December 2007.</p>
	<p>4.3 The results of monitoring activities are to be published, communicated and used to inform the consultative process and support awareness raising activity.</p>	December 2007			Director of HR	<p>Equal opportunities monitoring form agreed in its final format. Plans have been made to issue this and incorporate all data into new HR database system. Results will be analysed and reported on to TEDWG (see 4.2)</p>



Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved April2008
5. Staff Recruitment and Selection	5.1 To identify most appropriate media to use for advertising recruitment vacancies to ensure adverts reach the widest possible audience.	December 2007	Dec 2007		College HR Advisors	The whole recruitment process is being reviewed and the advertising will be encompassed within this. A Trust Recruitment Manager has been appointed with a view of undertaking a full recruitment and selection review. Media sources that have been used include "The Big Issue ", third sector charity web-sites, local job centres, local authorities, voluntary organisations, Camphill and GlosREC.
	5.2 Equal Opportunities Monitoring form detached from main application form to ensure collection of information for monitoring purposes only.	Dec 2007	Dec 2007		College HR Advisors	Completed and information being collected.

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	<p>5.3 Generate links with local BME community groups to circulate the Trust vacancies and monitor outcomes generated to evaluate impact.</p>	September 2007	Contacts made and need further development.		TEDWF and College HR Teams	Contact made with Race Equality West Midlands to seek advice on best groups to contact. Planning to meet with Centre for Employment and Enterprise Development (CEED). The Trust has expressed interest in developing a South West provider led regional group in partnership with National Institute of Adult and Continuing Education (NIACE), Equality South West and the LSC.
	<p>5.4 Promote the use of BME publications/ media in promoting the Trust and its vacancies.</p>	September 2007			TEDWF	Proposal to send vacancies to BME organisations. See 4.2


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	5.5 Undertake a review of Trust's practices and policies to consider the impact on staff from different ethnic groups.	2007-2009			Director of HR	Equality impact assessment documentation developed and ratified by TEDWG and presented to all CEDWGs. All CEDWGs have had equality impact assessment awareness raising sessions. Equality impact assessment training events to be held June and July 2008.
6. Staff Training and Development	6.1 Continue to train and develop staff awareness of race equality, respective legislation, the Race Relations Action Plan and their responsibilities in ensuring its effective implementation.	July 2007	June/ July 2007		Principals and Director of HR	All staff attended equality and diversity training which incorporated race equality. All CEDWGs are having awareness training in equality and diversity, starting with discrimination training in June 2007.
	6.2 Develop and implement briefing sessions in respect of the Race Relations (Amendment) Act with regard to Trustees responsibilities.	December 2008			Director of HR	This has been discussed at Trustees meetings and put on hold until new trustees in place (Dec 2007 appointed). Looking at on line awareness through RMET Hiram Academy.


Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved April 2008
	6.3 Review the equal opportunities available to all staffing in terms of promotion, progression and access to training and development opportunities and develop and initiate additional provision where necessary.	January 2008			TEDWF, Principals, Director of HR	Need to incorporate this with Professional Development and Review - currently under review. Also completing organisation review across the Trust.
	6.4 Build and strengthen the race equality training programme as a core training course for all staff.	Dec 2008			TEDWG and Director of HR	The Trust has appointed a Hiram Academy Training Manager to assist in this area.
7. Visitors, Communications and the Community	7.1 The Trust will positively promote literature that is anti discriminatory.	Dec 2007	Oct 2007		COM	Council of Management reviewing marketing and public relations December 2006. CD produced which positively promotes equality.



Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved April 2008
	7.2 All members of the Trust, whether staff or students are aware of the Race Relations (Amendment) Act and the Trust's Race Equality Policy, and in particular their impact on our relationships with visitors, the community and in our methods of communication.	On-going			College HR Advisors and Principals	Policies published on web site and notice boards. Establishment CEDWGs within each college. Glasshouse College is leading on race equality. All CEDWG will take part in anti discrimination training in June 2007.
	7.3 Design and implement a complaints procedure for the community to raise issues relating to the Trust's impact on local community life.	April 2008	April 2008		Principals and Corporate Project managers.	Policy and procedure has been agreed by the Council of management. A student friendly version is being produced.
	7.4 To take up opportunities for community partnerships through activities such as a membership of Equality South West and their equivalent in the other geographical areas of within the Trust.	December 2006			TEDWF and Principals and Director of HR	Partnerships have been made with local colleges within each college's geographical area. Colleges within the Trust have been members of other college's Equality and Diversity groups in the local geographic areas. see 5.5




Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved April 2008
8. Procurement and Contractors	8.1 Amend financial regulations and procurement and contracting procedures to ensure compliance with the Race Relations (Amendment) Act.	Dec 2008			Director of Finance	
	8.2 Encourage and influence other organisations to make a positive commitment to Race Equality within their working practices.	December 2006	Dec 2006		Director of Finance and Director of HR	Links with Stroud College, Gloucestershire; Sheffield College, South Yorkshire; and Halesowen College, West Midlands.




Section 2 - Admissions and Marketing focused




Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved February 2007
1. Pre-Admissions Marketing Materials	<p>Review to ensure that all such materials promote positive perceptions of student diversity, ethnicity, faiths, and cultures and emphasise RMET's commitment to the practice of equality and diversity and the promotion of good race relations.</p> <p>1.1 Review following publications</p> <ul style="list-style-type: none"> ▪ RMET and college guides ▪ RMET General Introduction 2006, ▪ RMET website ▪ Student Handbook 	May 2006			Admissions Manager	All publications reviewed and actions recommended (see Actions 2; 3; &4)


Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved February 2007
	1.2 Draft, publish, and include as an insert in all future mailings of the RMET and college prospectuses, a short brochure affirming the RMET's commitment to, and illustrating its practice of, equality and diversity, and race relations.	May 2008			TEDWF Editor of The Run of the Mill of magazine COM	College magazine, Run of the Mill, now edited for equality and diversity compliance. Draft statement for inclusion in prospectus under discussion.

Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved February 2007
2. Admissions documentation and procedures, including application form	<p>Review to ensure compliance with E&D; DDA; and RRA requirements and good practice.</p> <p>2.1 Redesign of application form & related suite of documents to ensure that they are readable; dyslexia & DDA friendly.</p>	September 2008			Admissions Manager and RMET Adviser on Admissions and Assessment	Review underway at each of the RMET colleges.
	2.2 Application form & related suite of documents to be made available on-line in W3C compliant formats.	September 2008			Admissions Manager and RMET web-site project manager	Underway.




Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved February 2007
	2.3 Application form & related suite of documents to be made available, on request, in alternative formats (e.g., Braille) and in foreign languages.	September 2008			Admissions Manager	Underway.
3. Recording of information about applicant students' ethnicity	To establish, analyse and monitor patterns of BME applications and where appropriate recommend and take positive action to address inequalities. 3.1 Adopt good practice approach to obtaining ethnicity information on first telephone contact with potential applicants using suitably amended DRC help-line form of words.	Dec 2006	Dec 2006		Admissions Manager	Completed. Recognition that there is under-representation has led to efforts to circulate CD and contact local BME groups to aid recruitment.
	3.2 Create Access database to log initial telephone enquiries and include identification of ethnicity.	September 2006	Sept 2006		Admissions Manager	Completed.




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	3.3 Re-draft introduction to RMET ethnicity recording form in order to encourage more applicants to complete it.	May 2006	May 2006		Admissions Manager	Completed
4. Identify agencies and schools currently referring BME students to RMET colleges	To establish patterns of referral for BME candidates. 4.1 Databridge - analysis of student referrals by Connexions Region.	1 and 2 Underway: first RMET wide analysis to be completed by September 2006	Sept 2006		Admissions Manager	Connexions data analysed for RMC.
	4.2 Databridge - analysis of student referrals by feeder schools.		Sept 2006		Admissions Manager	Databridge now established and in use in all three RMET colleges.




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5. Research differences in cultural & BME attitudes to disability	To raise knowledge, understanding and awareness of potential barriers to entry. 5.1 Review of research and relevant literature.	Continuous			Admissions Manager	NIACE paper on cultural issues surrounding disability sourced and sent to College Principals. Copies of Diversity Matters: Good Practice in services for disabled children and their families from black and other minority ethnic communities distributed to all three RMET colleges with suggested BME contacts action plan.
	5.2 Consultation with appropriate external BME pressure and interest groups.	Continuous			Admissions Manager	Contacts made with various groups at two conferences in November 2006.
	5.3 Consultation with BME students at RMET colleges.	From September 2006			Student Councils	Ongoing.




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7. Reporting cycle on BME admissions statistics	<p>Termly analysis of E&D and BME admissions statistics to be submitted to and monitored by SPARC and TEDWG; annual report to be submitted to and monitored by Council of Management & Board of Trustees.</p> <p>7.1 Termly and annual analysis of, and written reports on, admissions statistics broken down by E&D and BME criteria.</p>	Annually and termly			Admissions Manager	Ongoing.




Section 3 - Student Provision focused

Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved February 2007
1. Learning materials	1.1 Learning materials used by college tutors ensure that they promote positive perceptions of students' ethnicity, religions and cultures positively.	Annually - Summer term	Jul 2007		Tutor Mentors (RMC)/Department Heads (GHC) / FMC Managers	The diversity of staff ensures there is a positive perception of different cultures e.g. students experience cultural trips and the curriculum reflects this.
2. College Equality and Diversity working group	2.1 Establish a CEDWG at each college, which includes staff and students, which meet regularly to discuss issues and make recommendations for awareness raising events and actions.	Autumn 2006	Nov 2006		Principals	Established November 2006 and currently meets half termly during 06/07. Last meetings December 2007 Next planned for June /July 08
3. Equality and Diversity Champion	3.1 Appoint an E & D Champion at each college to work with the E&D working group and liaise with the college's SMT	September 2006	Nov 2006		Principals	All members of the CEDWG act as champions of equality and diversity.

Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved February 2007
4. Festival Celebration planning group	4.1 Establish a Festival Celebration planning group at each college, with the aim of celebrating a range of festivals through the year that reflect the ethnic and racial diversity of the college and the community.	Autumn 2006			Principals	A Festival Committee has been set up at Ruskin Mill College. and Glasshouse College. Religious festivals are celebrated in a non denominational way.
5. Careers guidance and work-related learning	5.1 Review access to careers and guidance and work-related learning, e.g. work experience, to ensure that these are delivered in a fair and equitable way.	Annually - Autumn term			Work Experience Coordinator Programme Planning Coordinator / FMC Education and Therapy Manager	Will be undertaken during Autumn 2007 as part of 06-07 Self Assessment Review. All third year students have work experience work experience opportunities and all leaving students have an interview with Connexions
	5.2 Monitor and analyze the access to careers guidance and work- related learning by ethnicity and gender	Aug 2008				Will be undertaken at end of 06-07 academic year.

Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved February 2007
6. Residential support and health care services	7.1 Ensure that care plans reflect students' ethnicity, religion and cultures positively.	- Autumn term 2008			Neighborhood Heads Head of College - Residential / FMC Residential Services Manager	.
8. Environment and Facilities	8.1 Monitor the college environment and faculties to ensure that they reflect students' ethnicity, faiths and cultures positively. Access to facilities for those of different beliefs.	July 2008			Neighbourhood Heads/ and Admissions panel	
9. Policies and Procedures	9.1 Review relevant college policies and procedures to ensure that all are fair and equitable, readily available and consistently applied	through EQIA process			Heads of College -Education and Residential / FMC Managers	This is ongoing work being lead by the RMET Department of Human Resources.

Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved February 2007
10. Student Guidance and Handbooks	10.1 Review the college's student guidance and handbooks to ensure that they accessible and easily available	July 2007	July 2007		Neighborhood Heads/ Education Coordinator(RMC)/ Head of Quality and Curriculum(GHC) / FMC Managers	This task was completed in August 2007 and will be undertaken again during July/August 2008.
11. Students' achievements	11.1 Monitor and analyze progression and achievement by ethnicity and gender.	Annually - Summer term			Education Coordinator (RMC)/Head of Quality and Curriculum(GHC) / FMC Managers	Completed during Autumn term as part of 05-06 Self Assessment Review process.
	11.2 Report on the outcome of analysis in the termly report to the Trustees.	Annually - Autumn term				Data was included in the college report to the Trustees in November 2007.

Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved February 2007
12. Quality Measures	12.1 Monitor and analyze student perceptions of RMOC provision by ethnicity and gender.	Annually - Summer term			Education Coordinator (RMC)/Head of Quality and Curriculum(G HC) / FMC Manager	Will be undertaken during autumn 2007 as part of 06-07 Self Assessment Review.
13. Monitoring and impact assessment	13.1 Disseminate results of monitoring and assessment to college management team and SAR working group to inform planning and decision-making.	Annually - Autumn term			Principals	Will be done during Autumn 2007 as part of 06-07 Self Assessment Review.
	13.2 Review the race equality policy and action plan and make recommendations to College Management Team and/or Council of Management for consideration and action.	Annually			Director of Human Resources	First annual review completed in April 2007.