

FINAL CLOSE-OUT REPORT FROM 2004/2005 RACE EQUALITY AND DIVERSITY ACTION PLAN



This action plan details the steps to be taken to support the achievement of the full requirements of the College's revised Equality and Diversity Policy and to ensure that the College meets, in full, its obligations under the terms of the Race Relations Amendment Act 2002.

A number of the key tasks are ongoing and require to be included in the next review of the Action Plan in 2008.

1. Making sure the College Race Equality Scheme is put into practice.

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Define roles & responsibilities for implementation of plan.	March 03	SMT	Minutes of various committees.	Completed
Identify lead members of SMT with responsibility for RES .	March 03	Asst Principal, Student Services	SMT minutes, BoM Minutes.	Completed
Review RES 2004 & implement revised RES for 2005-2008.	Nov 05	BoM SMT Asst Prin.	Annual report to BoM, Strategic Plan, SMT Minutes.	Completed

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2. Identification of the relevant functions

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Identify list of functions & policies by relevance to Race Equality.	June 2004	AP	List of prioritised functions & policies within RES. (Appendix 2)	Completed
Prioritise for action in 2005-2008.	June 2004	AP	List of prioritised functions & policies within RES. (Appendix 2)	Completed
Review functions & policies identified for action in year 1 and take action.	Nov 2005	Key staff identified with responsibility for individual functions & policies	Review produced. Policies addressing Race Equality issues revised. Publish results of reviews.	Completed
Review functions & policies identified for action in year 2 and take action.	Nov 2006	Key staff identified with responsibility for individual functions & policies	Review produced. Policies addressing Race Equality issues revised. Publish results of reviews.	Completed
Review functions & policies identified for action in year 3 and take action.	Nov 2007	Key staff identified with responsibility for individual functions & policies	Review produced. Policies addressing Race Equality issues revised. Publish results of reviews.	Completed

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3. [Assessing & consulting on the likely impact of new and existing policies](#)

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Identify relevant areas for assessing & consulting on impact from a Race Equality perspective.	June 2004	AP	List as per appendix in RES.	Completed
Identify new/existing policies for assessment & consultation regarding likely impact.	June 2004	AP	Existing policies listed in appendix 2. New policies as they are ratified.	Completed
Allocate responsibility for assessing & consulting on impact.	June 2004	AP	Matrix developed, SMT & BoM Minutes.	Completed
Agree cross-college procedure for assessing & consulting on impact review policies.	June 2004	SMT/JCG	Procedure/JCG minutes.	Completed
Assess & consult on impact of policies identified in (2) above year 1.	Nov 2005	Key staff identified with responsibility for individual functions & policies SMT/JCG	Review produced. Policies addressing Race Equality issues revised. Publish results of reviews.	Completed and ongoing
Assess & consult on impact of policies identified in (2) above year 2.	Nov 2006	Key staff identified with responsibility for individual functions & policies SMT/JCG	Review produced. Policies addressing Race Equality issues revised. Publish results of reviews.	Completed and ongoing
Assess & consult on impact of policies identified in (2) above year 3.	Nov 2007	Key staff identified with responsibility for individual functions & policies SMT/JCG	Review produced. Policies addressing Race Equality issues revised. Publish results of reviews.	Completed and ongoing

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4. [Monitoring for Adverse Impact](#)

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Carry out an audit of current monitoring systems.	Jan 2005	AP	Matrix produced, report to BoM/SMT.	Completed
Establish/amend current monitoring systems as a result of the audit.	Mar 2005	AP	Matrix produced, report to BoM/SMT.	Review and Update for 2008 Action Plan
Review the results of the monitoring exercise at end of year 1.	July 2005	BoM/SMT	Report produced, Minutes of SMT/BoM meetings	Completed
Review the results of the monitoring exercise at end of year 2.	July 2006	BoM/SMT	Report produced, Minutes of SMT/BoM meetings	Completed
Review the results of the monitoring exercise at end of year 3.	July 2007	BoM/SMT	Report produced, Minutes of SMT/BoM meetings	Completed
Report and publish annually on results.	Dec. annually	AP	Annual publication	Completed

5. [Publishing the Results](#)

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Publish summary reports & make these available to stakeholders.	Dec annually	AP	Annual publications and internal reports.	Completed and ongoing annually

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6. Access to Information

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Ensuring that the College is an open, accessible and transparent organisation.	Jan 2005	BoM	College Freedom of Information Scheme	Completed Review FOI Scheme in Spring 2009

7. Staff Training & Development

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Basic awareness training for BoM, SMT & all other staff, in order to raise awareness of the duties the Act imposes on the College.	Nov 2003	AP	Training programme/evaluations.	Completed
Organise baseline training for all current staff.	August 2005	AP Staff Dev/HRM	Staff register Staff evaluations	Completed Recent turnover of staff requires this to be repeated Include this in next review of Action Plan
Incorporate Race Equality training within staff induction training programme.	August 2005	AP Staff Dev/HRM	Amended training programme/Staff register & evaluations.	Completed and Ongoing. Training sessions organised annually in August and January of each academic session
Identify and deliver specialist training for staff who are monitoring/carrying out impact assessments.	June 2005	AP Staff Dev/HRM	Training needs analysis. Training programmes list. Staff attendance & evaluations.	Completed for small team. Require to extend the scope for staff who will be involved from a wider college point of view Embed in next review of Action Plan
Identify and delivery specialist training for staff involved in recruitment & selection of both staff and students.	June 2005	AP Staff Dev/HRM	Training needs analysis. Training programmes list. Staff attendance & evaluations.	Completed for small team. Require to extend the scope for staff who will be involved from a wider college

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				point of view Embed in next review of Action Plan
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8. Meeting the Specific Duties for Employment – Monitoring employment

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Set roles and responsibilities for meeting employment duties.	June 2004	BoM Principal	Job description	Completed
Identify responsible person.	June 2004	Principal	BoM/SMT minutes of meetings.	Completed
Audit of current employment monitoring systems and amend as a result of the review.	March 2005	AP/HRM	Matrix produced, report to BoM/SMT.	Completed Continue to review and amend in next review of scheme in 2008
Create monitoring systems to meet specific duties in employment.	April 2005	AP/HRM	Matrix produced, report to BoM/SMT.	Completed and Ongoing
Monitor, report and consult with appropriate internal stakeholders.	July 2005	SMT/JCG/ HRM	Report produced, report to BoM/SMT and minuted.	Completed and Ongoing
Publish results of monitoring annually	Dec annually	AP/HRM	Publication	Completed and Ongoing