

**Royal Holloway
Race Equality Action Plan 2007-2010**

Action	Responsibility	Target date	Monitoring/Progress
1. Development of New Race Equality Action Plan			
Existing Race Equality Action Plan updated.	EO Adviser to co-ordinate/EOCG to approve	October 2007	
Review Race Equality Action Plan following procedures established for DES/GES	EOCG	April 2008	EOCG Spring term 08
Ensure the Race Equality Action Plan is implemented.	EOCG/HR & EO Committee	October 2008	EOCG annually
Ensure the Race Equality Action Plan is reviewed every 3 years.	EOCG	2011	EOCG
2. Consultation			
Continue consultation process with staff, students, and all the college community via EO Forum and other means.	EO Adviser	Ongoing	EOCG
Consult with campus trades unions on race equality issues via JNCs.	HR Director/EO Adviser	Ongoing	EOCG
Review methods of including external organisations in consultation process?	EOCG	September 2008	EOCG
3. Communication			

<p>Publish approved Race Equality Action Plan widely using a variety of communication methods (<i>to include staff, students, contractors & visitors</i>).</p>	<p>EO Adviser</p>	<p>April 2008</p>	<p>EOCG</p>
<p>Raise awareness of the RRAA legislation, staff/student roles and responsibilities, equal opportunity and diversity matters through effective communication methods</p>	<p>Deans Heads of Department Trade Unions Representatives Student Representatives/SU Personnel EOCG External Relations Academic Development Services EO Adviser VP Academic Affairs</p>	<p>Ongoing</p>	<p>EOCG/HR & EO Committee</p>
<p>Develop and review EO web page.</p>	<p>EO Adviser</p>	<p>By January 2008</p>	<p>EOCG</p>
<p>Ensure Council members are fully trained on governance issues in relation to race/EO legislation generally.</p>	<p>VP Academic Affairs</p>	<p>By July 2008</p>	<p>EOCG/HR & EO Committee</p>
<p>Ensure students and staff are informed of key statistical data.</p>	<p>EO Adviser/EOCG</p>	<p>Annually in Autumn term</p>	<p>EOCG</p>
<p>Use annual monitoring data to ensure staff/student representation is appropriate in relation to benchmark data such as local population/census data.</p>	<p>EOCG</p>	<p>Annually in Autumn term</p>	<p>EOCG</p>

Review the need for focus groups for staff/students in relation to race.	EOCG	April 2008	EOCG
Review the need for Faculty/departmental EO representatives.	EOCG	April 2008	EOCG
4. Impact Assessment			
IA pilot study (to include race)	EOCG to approve	Commencing Autumn 2007	EOCG
Review relevant employment policies to assess impact of race equality (e.g. <i>Grievance & Disciplinary, Recruitment & Selection</i>).	Personnel/EO Adviser/IA Co-ordinator	Commencing January 2008	EOCG
Review relevant student policies to assess impact of race equality (e.g. <i>admissions policy, complaints procedure, widening participation strategy, disciplinary policy</i>).	Registry/EO Adviser/IA Co-ordinator	Commencing January 2008	EOCG
Ensure Race Equality forms an integral part of the College business planning and is embedded within the College Strategy, HR Strategy, Annual Report and departmental plans.	HR & EO Committee/Audit & Compliance Committee/ Principal/VP Academic Affairs	Ongoing	EOCG
5. Compliance			

Ensure that Race issues are formally reported/updated to the College's Audit & Compliance Committee.	VP Academic Affairs/Director of Personnel	Annually	EOCG
6. Policy Development and Review			
Review the need for a Race Equality Policy	EOCG	By 2010	EOCG/HR & EO Committee
7. Monitoring			
Ensure that monitoring data is robust enough to collect all relevant information in relation to staff/students/visitors.	EO Adviser/Registry/EOCG	Annually in autumn term	EOCG
Review compliance of race equality in student admissions, assessment & progression.	Registry	Ongoing	EOCG
Review compliance of race equality in staff data.	Personnel/EO Adviser	Ongoing	EOCG
Review membership of significant committees across the College ensuring that composition reflects staff/student body fairly.	EOCG/HR & EO Committee	By 2009	EOCG

<p>8. Procurement</p> <p>Ensure that contractual or service provision arrangements are conducted in accordance with the RRAA</p>	<p>HODs/FM/Procurement/Purchasing Committee?/Finance</p>	<p>Ongoing</p>	<p>EOCG</p>
<p>9. Training/Development</p> <p>Ensure that regular updates are provided to staff re EO & Diversity issues.</p> <p>Review teaching and learning policies & activities (inc curriculum, validation etc) to ensure compliance with RRAA.</p>	<p>Staff Development/Personnel/EO Adviser</p>	<p>Ongoing</p>	<p>EOCG</p>
<p>Review teaching and learning policies & activities (inc curriculum, validation etc) to ensure compliance with RRAA.</p>	<p>Academic Development Services</p>	<p>Ongoing</p>	<p>EOCG</p>
<p>10. Promote Equality & Diversity</p> <p>Review 'best practise' elsewhere within HE sector.</p> <p>Develop innovative ways/framework to promote equality & diversity in college.</p>	<p>EO Adviser/EOCG</p>	<p>By 2009</p>	<p>EOCG</p>
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