

ST PETER'S COLLEGE, OXFORD

RACE EQUALITY ACTION PLAN 2002/3

(Bracketed numbers denote priority code: 1. *Imperative*. 2. *Strongly recommended*. 3. *Recommended for consideration*. 5. *Organizational proposals for implementation*.)

1. POLICY DEVELOPMENT AND REVIEW

- 1.1 (5) The College has established an Equality Committee chaired by the Master and consisting of the Senior Tutor, the Tutor for Graduates, the Bursar, the Tutor for Admissions, the Senior Dean, the Dean, the Senior Welfare Advisers, and the JCR and MCR Presidents (or their representatives), with power to co-opt other staff and students to reflect the diversity of backgrounds and experience of college members.
- 1.2 (1) The Equality Committee will have responsibility for co-ordination of race equality policy development and the identification of priorities for the year 2002/3, and will report to the Governing Body once a term. It will report to the Governing Body in the Michaelmas Term on the effectiveness of the College's policies and procedures and, where required, will make recommendations for improvements.
- 1.3 (1) The Governing Body and all college committees will give due consideration to race equality issues and the duty to promote race equality in the development of policies and procedures, including appropriate consultation with staff and students from particular ethnic groups. (**Action: immediate**)
- 1.4 (2) The College will review College Regulations, student disciplinary and student complaints procedures to ensure that they are fair, equitable and consistently implemented. (**Action: Master, Senior Tutor, Senior Dean & Dean, end 2002/3**)
- 1.5 (2) The College will review disciplinary and grievance procedures for academic and non-academic staff to ensure that they are fair, equitable and consistently implemented. (**Action: Master, Bursar, end 2002/3**)
- 1.6 (2) The College will review its procedures on harassment in relation to students, academic staff and non-academic staff. (**Action: Master, Senior Dean & Dean, Harassment Advisers, end 2002/3**)
- 1.7 (2) The College will review its procurement policies insofar as they affect the duty to promote race equality and good race relations. (**Action: Bursar, end 2002/3**)

2. REVIEW OF STUDENT SUPPORT

- 2.1 (3) The College will ensure that its procedures for allocating student accommodation are fair and equitable. (**Action: Bursar, Domestic Manager, JCR & MCR Presidents, ASAP**)

2.2 The College will ensure that its procedures for distributing bursaries, scholarships and
(3) hardship funds are fair and equitable, taking due account of the relevant trust provisions. **(Action: Master, Bursar, Senior Tutor, Tutor for Graduates, Chaplain, during 2002/3)**

2.3 The College will review its provision of student pastoral support and welfare services
(3) to ensure that these are equally accessible to all members of the college community, whatever their racial **(Action: Welfare Committee, MT2002)**

3. REVIEW OF STAFF RECRUITMENT AND SELECTION

3.1 The College will review its procedures for the recruitment and selection of academic
(1) and non-academic college employees in order to secure equality of opportunity. **(Action: Master, Bursar, Senior Tutor, ASAP)**

4. CONSULTATION

4.1 The College will ensure that ethnic minority staff and students are represented in
(1) consultative forums and that these groups are consulted in the development and maintenance of the Race Equality Policy. **(Action: Equality Committee, MT2002)**

5. UNDERGRADUATE ADMISSIONS

5.1 The College will work in partnership with the Admissions Executive to support the
(2) implementation of the Executive's action plan on undergraduate admissions. **(Action: Tutor for Admissions, immediate)**

5.2 The College will implement the Code of Practice on Undergraduate Admissions as
(2) agreed by the Conference of Colleges and the Admissions Executive. **(Action: Tutor for Admissions, when appropriate)**

5.3 The College will ensure that all those involved in undergraduate admissions have
(1) received appropriate briefing on the implications of race equality issues for the selection of students. **(Action: Equality Committee, in consultation with the University Equal Opportunities Office, MT2002)**

5.4 The College will seek to ensure that all subject selection panels contain at least one
(2) member who has participated in Oxford University seminars on student selection. **(Action: Equality Committee, ASAP)**

6. GRADUATE ADMISSIONS

6.1 The College will review its procedures for selecting graduate students to ensure that
(2) decisions are made fairly and equitably. **(Action: Tutor for Graduates, MT2002)**

7. MONITORING ARRANGEMENTS

- 7.1 The College will ensure that the following functions are subject to monitoring in the course of 2002/3:
- (1) a) Selection and progress of academic and non-academic staff (college appointments only)
 - b) Grievances, discipline and access to training for academic and non-academic staff (college appointments only)
 - c) Student admissions, progress and performance
 - d) Student complaints and discipline
- (Action: Equality Committee, in contact with continuing discussions in the University about monitoring arrangements, ASAP)**

8. IMPACT ASSESSMENT

- 8.1 The Equality Committee will identify criteria against which the outcome of monitoring may be assessed. **(Action: Equality Committee, in consultation with the University Race Equality Project Group and Equal Opportunities Office, during 2002/3)**
- 8.2 In the event that the outcome of monitoring discloses potentially adverse impact upon a group or groups, the Equality Committee will bring this to the attention of the responsible committee or college officer for consideration and action – including further research where required. **(Action: Equality Committee)**

9. PUBLISHING ARRANGEMENTS

- 9.1 The College will publish the Race Equality Policy and Action Plan on its website, and distribute copies to staff and students on request. **(Action: immediate)**
- 9.2 The Equality Committee will, in consultation with relevant committees, set out a timetable for publication of the results of monitoring and assessments, including information on consultation undertaken as part of the assessment process. **(Action: Equality Committee, during 2002/3)**

10. GUIDANCE, SUPPORT AND TRAINING

- 10.1 The College will
- (2) a) review the opportunities available to staff for training in race equality issues and introduce additional provision where necessary or desirable, and
 - b) assist in the dissemination of information, briefing material, guidance and advice from the University. **(Action: Equality Committee, ongoing)**

11. RACE EQUALITY ACTION

11.1 The College will review its publications to facilitate access and participation among
(3) students of diverse ethnic and faith groups. (**Action: Equality Committee, end of 2002/3**)

[Adopted by St Peter's College Governing Body, 5th June, 2002; amended 9th December 2002]