

Central College



**CENTRAL
COLLEGE**
GLASGOW

Race Equality Scheme

June 2009

Changing lives..... shaping futures



An equal
opportunities
employer



Foreword by the Principal

As the Principal and Chief Executive of Central College, I would like to express my commitment to Race Equality and the equalities agenda as a whole. My vision for Central College is to become a World Class Centre of Excellence, a top class quality college and a best in class partner of access and inclusion/economic and cultural development. I am committed to Central College being:

- At the heart of the Glasgow Community
- At the forefront of Social Inclusion and Economic Development
- At the Cutting Edge of Learning & Teaching

This can only be achieved by embracing the diverse range of staff, learners and visitors to its community and consulting with them during the process.

I would also like to announce that Central College will soon be publishing it's first Single Equality Scheme, which will not only cover Gender, Race and Disability, but will be extended to cover Age, Religion or Belief and Sexual Orientation. Therefore, from June 2010 our Race Equality Annual Report will be incorporated within our Single Equality Scheme Annual Report.

All equality schemes, annual reports, associated documents and links are available to view on the College website at www.centralcollege.ac.uk. All documents are available in alternative formats. Please contact Gayle Gallacher, Equalities Co-ordinator at Gayle.Gallacher@central-glasgow.ac.uk

P.G.K Little

Principal & Chief Executive

Central College Race Equality Policy Statement

Central College is committed to equality of opportunity and aims to promote race equality in all its activities, and to provide a work, learning and teaching environment free from racial discrimination and recognise the diversity of its staff and learners. The Race Relations (Amendment) Act 2000 provides an opportunity for the College to reaffirm its commitment to racial equality and clarify its Race Equality Scheme.

This scheme aims to outline Central College's approach to Race Equality and forms one specific element of our wider commitment to equality as detailed in the College's Equality Policy. Equality is not a minority issue but an essential right within a place of learning and wider society.

The Race Relations (Amendment) Act 2000 has placed for the first time, a positive duty on public bodies, including Further and Higher Education Institutions, to promote racial equality. Our challenge is to ensure that equality considerations are central to all that we do. This policy will therefore apply to recruitment and selection, promotion, transfer, training and development, all terms and conditions of employment, working arrangements and procedures.

In addition to the Race Equality Policy the College has developed a Race Equality Action Plan outlining actions to be taken in order to comply with both the letter and spirit of the Race Relations Amendment.

The Legal Framework

The main legislation covering racial matters is the Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000.

The aim of the legislation is to embed or “mainstream” the promotion of equality of opportunity and good race relations and eliminate discrimination by making these aims an integral part of the way public functions are carried out.

General and Specific Duties

It is against the law for Further Education Colleges to racially discriminate in carrying out their functions. In addition Central College has a Statutory General Duty to:

- (i) Eliminate unlawful discrimination
- (ii) Promote equality of opportunity
- (iii) Promote good relations between different racial groups

Specific Duties

As a result of the amendments to the Race Relations Act 1976 made in 2000 the College is required to:

- (i) Prepare and publish a Race Equality Policy setting out how the College intends to meet its legal obligations
- (ii) Assess which functions and policies of the College are relevant to racial equality
- (iii) Set out arrangements for assessing and consulting on the impact on racial equality of proposed policies
- (iv) Set out arrangements for monitoring of any adverse impact of present or proposed policies

- (v) Set out arrangements for publishing the results of assessments, consultations and monitoring.
- (vi) Set out arrangements for ensuring ethnic minorities have access to information and services provided by the College
- (vii) Set out arrangements for training staff in connection with the new duties on race relations

Employment

In addition, the College must ethnically monitor (a) staff in post, (b) applicants for jobs, promotion and training, (c) grievances, disciplinary actions, performance appraisals and training, (d) dismissals and other reasons for leaving. The College will also be expected to publish the results of these monitoring exercises annually

The Board of Management of Central College undertakes to actively engage in non-discriminatory practices when recruiting staff and throughout the employment relationship.

The following discriminatory practices will be avoided:

- (i) Direct Discrimination
- (ii) Indirect Discrimination
- (iii) Institutional Racism
- (iv) Victimisation

Staff Recruitment and Selection

The College will ensure that:

- (i) post descriptions and selection criteria are non-discriminatory. This entails ensuring that qualification and experience requirements are appropriate to the job concerned.

- (ii) posts are advertised in such a way as to promote opportunities to minority ethnic candidates.
- (iii) all selection tests used are free from cultural and racial bias.
- (iv) there is regular monitoring of the College's recruitment processes.

During Employment

The College is committed to ensuring that there is no discrimination on racial grounds at any stage of an employee's employment relationship. This includes:

- (i) promotion and re-grading
- (ii) renewal of fixed-term contracts, pay and other benefits
- (iii) training and development
- (iv) grievance and disciplinary procedures
- (v) dismissals and redundancies.

Employee Training and Development

The College will ensure that:

- (i) all employees involved in recruitment and selection of staff receive an appropriate form of training or and written guidance on racial equality issues.
- (ii) the College's induction programme gives information to new staff on their rights and responsibilities under the college's Equality Policy and Race Equality Policy
- (iii) appropriate training or and written guidance is provided to ensure that staff are aware of race equality issues both in relation to other staff members and learners and other users of College facilities.
- (iv) where appropriate general training courses run by the College, Personnel and others will reflect the values of this policy and reflect the diversity of the learner and staff group.

- (v) staff also have access to training programmes dealing specifically with the issues of race equality. Those with specific responsibilities (e.g. reception, admissions) will receive relevant race equality training.

Harassment- all staff have a right to a working environment free from harassment. The College believes that all staff have the right to work in an environment that is free from bullying or harassment on racial grounds. The College has therefore developed a Dignity at Work Policy. The Dignity at Work Policy sets out clear procedures for dealing with cases of harassment and bullying when they arise and is available from the Human Resources department on request.

Partnerships

The Board of Central College is committed to applying our Race Equality Policy to projects involving work with partners.

Through the course of our work undertaken jointly with other public, private or voluntary organisations we recognise our continuing responsibility for meeting the General duty to promote race equality, and any specific duties. We shall encourage all our partners to work within the act and make race equality central to the values and aims of any partnership.

We shall encourage the building of race equality into the planning, monitoring, performance review and consultation processes of any partnership with which we are involved.

Contractors

The College is dedicated to ensuring that our Race Equality Policy is followed by third parties working on our behalf.

We are still liable for meeting the General Duty to promote race equality and any specific duties when any of our functions or services are carried out by a private company, voluntary organisation under a contract or some other arrangement. The duty to promote race equality continues to apply to those functions or services.

If the duties are relevant to a function or service which we are contracting out we will:

- (i) include those duties in the contract as a performance standard for delivery of the contract.
- (ii) Make it clear that the contractor must always provide the service without racial discrimination.
- (iii) Make provision for us to monitor compliance.

We shall encourage contractors and suppliers of goods and services to adhere to this policy. Such contractors and suppliers will be requested to provide details of their equal opportunities policies as part of the agreement of contractual process.

Monitoring staff statistics

The College recognises that the monitoring and assessing of all its staff policies, procedures and processes are key components of the Race Equality Policy and its implementation. Monitoring is seen as an essential indicator enabling the College to identify policies which have an adverse impact upon people from different groups and highlighting when there is a need to counter discrimination.

The College is committed to monitoring the following employment areas:

- (i) Recruitment and Selection
- (ii) Employee Development
- (iii) Grievance and Disputes
- (iv) Harassment
- (v) Disciplinary procedures
- (vi) Poor performance
- (vii) Dismissals and other reasons for leaving

Information on monitoring is an important evaluation tool testing the effectiveness of the Race Equality Policy

Rights to “Race Equality” for Learners

This section of the Race Equality Policy should be read in conjunction with the above staff specific sections and relates to our learners and customers. A set of accompanying Action Plans is a necessary adjunct to the policy and will identify individuals’ actions, milestones and overall objectives for the delivery and support of Central College Race Equality Policy.

In relation to our learners and customers the College plans to actively promote racial equality and in particular, we intend to:

- (i) Celebrate the diverse nature of our society and our learner body
- (ii) Commit to ensuring race equality in all areas of our provision
- (iii) Show determination in tackling and eliminating racism in all its forms

We are opposed to all forms of racism, specifically those forms directed against individuals and groups on the grounds of their colour, racial group, ethnic, cultural or national origins, refugee and asylum seeker status.

In order to realise our commitment to race equality, we shall:

- (i) Promote equality of opportunity for all learners and customers
- (ii) Promote good relations between learners and customers of different racial groups
- (iii) Eliminate unlawful racial discrimination amongst the learner and customer body.

Scope of the learner related policy

This policy relates to the following aspects of the College's work with learners, customers, employers and sponsors:

- (i) Admissions and attendance
- (ii) Learning and Teaching
- (iii) Curriculum
- (iv) Progress and achievement
- (v) Personal development
- (vi) Discipline and behaviour
- (viii) Racial harassment

Admissions and Attendance

The College will ensure that:

- (i) The operation and impact of the admissions policy, at all its stages, is reviewed and monitored to ensure that the criteria used are non-discriminatory
- (ii) All publicity materials will continue to be systematically reviewed under the Bias Monitoring Policy which was formulated by the Academic Board

- (iii) Enrolment patterns will be monitored by racial group on an annual basis by the marketing team

Learning and Teaching

The College will ensure that:

- (i) We continue to provide a learning environment in which learners and customers feel valued;
- (ii) We continue to provide a learning environment, within the college, which is inclusive and encourages the participation of all in learner life and in citizenship;
- (iii) All learning and teaching materials and methods are free from racial bias;
- (iv) Learners and customers are encouraged to highlight and challenge racial discrimination through our Customer Comments and Quality Improvement procedures; participation of class representatives; learners committees and focus groups;
- (iv) Staff have received specifically tailored training and development to enable them to recognise the diversity of cultures represented in the College and to enable them to recognise and challenge racist stereotyping

Curriculum

The College will ensure that the curriculum is constantly reviewed in terms of appropriateness and relevance to all learners by the One Management Team.

Progress and achievement

The College will ensure that:

- (i) Progress and achievement trends will be monitored and reviewed, initially by course teams, in terms of racial equality and with consideration given to variations between different ethnic groups
- (ii) Achievement to the highest standards is equally encouraged and instilled in all learners and customers
- (iii) Actions are identified to address any disparities in achievement between learners of different racial groups

Personal Development and Learner Support

The College will ensure that:

- (i) Learner Services & Support will take action to raise awareness and accommodate ethnic and religious differences within the learner body including refugees and asylum seekers;
- (ii) Academic, vocational and welfare guidance enables all learners to fulfil their potential, making no assumptions about individual abilities, interests or dispositions based on racial stereotypes;
- (iii) Assurances are sought from external agencies to whom learners may be referred for specialist guidance and counselling that no assumptions about individual abilities, interests or dispositions will be made;

Discipline and behaviour

The College will ensure that:

- (i) Learner disciplinary Procedures are reviewed to ensure they are fair to all groups of learners

- (ii) Anti-social behavioural patterns and trends are subject to regular and systematic monitoring by Head of Schools/Centres and the Assistant Principal Quality & Performance.

Other Bodies

The College will ensure that:

- (i) All visiting speakers, lecturers and guests who contribute to the academic process comply with this policy;
- (ii) Information for parents, employers and sponsors is presented in an accessible way, including the use of translations where appropriate.

Monitoring and Review

The College will undertake regular monitoring by ethnic group of learners and customers for the purposes of evaluating the impact of the Race Equality Policy.

We recognise the complex and sensitive nature of ethnic monitoring data and we respect the rights of individuals to define their own ethnic group and choose whether or not to disclose information about their ethnic group. We shall treat all ethnic monitoring data in confidence and strictly for the purposes of monitoring the operation and impact of the Race Equality Policy. Collection of this data will comply with the provisions of the Data Protection Act 1998.

The College's Board of Management is committed to the Race Equality Policy and will consider learner and customer Race Equality information each session. The College commits to assessing all its policies which impact upon the learner body. The Access, Inclusion, Equality & Diversity committee, will also review the impact of the Race Equality Scheme.

Responsibility

The implementation, formation of an action plan and the monitoring of Race Equality is the responsibility of the Board of Management, the One Management Team and the Equalities Co-ordinator.

Consultation

The College is determined to develop and support effective methods of consultation both internally and externally as part of our commitment to ensure more comprehensive understanding of the needs of all communities.

We strive to ensure that our consultation processes are inclusive and effective and appropriate to the people from whom views are sought.

Communicating Information

The College recognises the need to ensure that everyone whatever their racial group can get information about its services and that appropriate steps are taken to overcome any communication barriers.

We accept that our services must work for everyone and that this cannot be achieved if people from ethnic minorities do not know about the College's services, are not confident about using them or meet barriers when they attempt to do so.

The College's Race Equality Scheme will be available on the Equality and Diversity section of the College web site www.centralcollege.ac.uk. Policy statements for Race, Disability, Gender, Age, Religion or Belief, Sexual Orientation and Equal Pay along with the overarching Equality Statement can also be found here.

Minutes of the Access, Inclusion, Equality & Diversity Committee are available upon request. The Assistant Principal (Policy & Planning) will report

on implementation and impact to the One Management Team and the Academic Board, on all learner related data, at the end of each session

Complaints

Employees, learners or customers who believe they have not been treated equitably in accordance with the Race Equality Policy may make their complaint either formally by pursuing their complaint in accordance with the College Grievance for Staff or through the Customer Comments and Quality Improvement procedures for learners and clients.

Appendix A

Glossary of Race and Discriminatory terms

1. Racial Groups

- 1.1 "Racial group" refers to any group into which a person falls; such groups being defined by reference to colour, race, nationality, including citizenship or ethnic or national origins. Groups that have been considered to be racial groups under the Act include:
- (i) ethnic origins such as Indian, Pakistani and Chinese;
 - (ii) racial groups defined by nationality such as French, Canadian or British;
 - (iii) racial groups defined by colour such as black and white.
- 1.2 In certain circumstances, religious groups such as Jews and Sikhs have also been found to be racial groups for the purposes of the Race Relations Act 1976.

2. Racial Grounds

- 2.1 "Racial grounds" denotes colour, race, nationality including citizenship or ethnic or national origins.

3. Direct Discrimination

- 3.1 Direct discrimination occurs where "one person is treated less favourably than another is, has been or would be treated in a comparable situation" on any of the grounds of discrimination covered by the Directives.
- 3.2 In other words discrimination means a difference of treatment simply because of a person's race or ethnic origin, sexual orientation, religion

or belief or disability, rather than for example, a person's competence to do a particular job.

4. Indirect Discrimination

- 4.1 Indirect Discrimination occurs when there is a condition or requirement which, although applied equally to people of different racial groups, has the effect that the proportion of a racial group that can comply is considerably smaller than that of another racial group that can comply.
- 4.2 Such a condition or requirement is unlawful if it cannot be justified on non-racial grounds and if it causes a detriment to the person of the racial group that cannot comply. For example, imposing a requirement that applicants for a job must have lived in a certain locality for a period of time before being considered for employment. Such a requirement may be discriminatory against certain racial groups who are unable to fulfil such residency requirements.

5. Institutional Racism

- 5.1 The McPherson Report 1999, which followed the inquiry into the murder of Stephen Lawrence, a young black teenager defined a new type of racial discrimination – “institutional racism”. This can be defined as follows:

"...the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes or behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people"

6. Victimisation

6.1 It should be emphasised that victimisation is also unlawful in terms of the legislation. For example, it is unlawful to treat someone less favourably because they have brought a complaint of racial discrimination, have supported such a complaint or are believed to have done so.

7. Racial Harassment

7.1 Racial Harassment can take many forms; from relatively minor abuse to actual physical violence. The following list although not exhaustive provides examples of racial harassment:

- (i) insensitive jokes related to race;
- (ii) pranks;
- (iii) deliberate exclusion from conversations;
- (iv) racial abuse

8. Genuine Occupational Qualifications

8.1 Under circumstances highly circumscribed in the Race Relations Act 1976, discrimination on racial grounds when recruiting for certain positions can be deemed legitimate. For example, recruiting someone to provide persons of a particular racial group with personal services promoting their welfare, where those services can most effectively be provided by a person of that racial group. In the case of a rape crisis counsellor dealing specifically with women of Indian origin, for instance, it might be argued that the counsellor must be of Indian origin to provide the service effectively. It should be noted, however, that such cases are extremely rare, and advice should always be sought from the CRE before such posts are advertised.

9. Other Unlawful Acts

9.1 A number of specific practices are deemed discriminatory by the legislation. These can include the following:

- (i) advertisements that indicate an intention by someone to act in a discriminatory way
- (ii) inducing a person to discriminate
- (iii) aiding unlawful actions