



Race Equality Policy

1. Purpose and preamble

- 1.1 The Students' Union is required under the Race Relations (Amendment) Act 2000 (RRAA) to maintain a Race Equality Policy. The Race Equality Policy and the associated Action Plan are linked to the Students' Unions Equal Opportunities Policy. The two policies have been set out as distinct documents to enable the Students' Union to ensure that there is no racial discrimination within Bath Spa Students' Union and to promote equality of opportunity and good relations between people from different racial groups.
- 1.2 The Students' Union celebrates, promotes and values the diversity brought to its workforce and membership by individuals, and believes that the Students' Union will benefit from engaging membership and staff from a variety of racial, ethnic and national backgrounds, thus allowing it to meet the needs of the membership within a multi-cultural society. The Students' Union will treat all employees and members with respect and dignity, and seek to provide a working environment free from racial discrimination, harassment or victimisation.
- 1.3 From time to time there will be a requirement to update this policy, this will be done at least every two years.
- 1.4 The Race Equality Policy form a schedule to the constitution and in the event of any conflict the constitution is the overriding document of authority.

2. Implementing the Policy.

- 2.1 Responsibility for implementing the Race Equality Policy lies with the Executive Committee and every Union Officer and Staff member is responsible for ensuring that it enforced.

3. Background.

- 3.1 Bath consists of predominantly white residents, who make up 98% of its population. Bristol, 10 miles from Bath, has a black and ethnic minority population of around 9%.
- 3.2 Bath Spa Students' Union is a medium sized Union, with approximately 5,000 members. The Students' Union has a predominantly white (95%) membership. Overseas students made up approximately 3% of the total membership. Membership from European Union Countries (excluding exchange students) make up approximately a further 3% of all full time students.
- 3.3 The Students' Union currently employs approximately 30 staff, comprising 4 full-time staff, and about 26 part-time staff.

4. The Policy

- 4.1 The Race Equality Policy is fundamental to the Students' Unions Mission and Strategic Plan. The Students' Union is committed to ensuring that there is no racism and racial discrimination in any of its activities, whether as an employer or as Union representing or providing services and activities for its membership. Bath Spa Students' Union adopts the definition of institutional racism* identified by the Stephen Lawrence Inquiry Report and will examine the design and impact of its policies,

procedures and practices to ensure that black and ethnic minority people receive fair and appropriate services and treatment.

4.2 In line with its wider Equal Opportunities Policy, the Students' Union will:

1. Ensure that members and staff from all racial groups are encouraged and supported to achieve their full potential.
2. Remove any barriers to accessing education, facilities and support to ensure students from all racial groups achieve the highest level of programme outcomes consistent with their motivation and ability.
3. Remove any barriers to employment and career progression for staff from different racial groups in order to build a workforce that reflects the ethnic diversity of the relevant wider population (this will be regional or national or other, depending upon the nature of the job(s) under consideration).
4. Show consideration and respect for the religious and cultural traditions and practices of all staff and students.
5. Develop an inclusive learning, teaching and working environment by promoting mutual respect and valuing differences between people from different racial backgrounds.
6. Challenge and deal appropriately with any racial discrimination, racist behaviour and language in accordance with the Students' Union regulations and procedures.
7. Continue to develop systems for expanding the collection, analysis and use of ethnic monitoring data of staff and students. The data will be used to set targets that will inform the University College's work in promoting good race equality practices and provide comparative benchmarking.
8. Carry out a regular annual review of its progress against the Race Equality Policy and Implementation Plan and report biennially to the on progress.
9. Where there is evidence that shows racial discrimination or potentially discriminatory practice, make the necessary changes to the Students' Union activities.
10. Develop guidance and provide training to all staff in order to implement the Race Equality Policy and to ensure compliance with the law.
11. Make race equality considerations integral to its planning, review and decision-making process. The University College will begin to do this by implementing its specific duties.

5. The General and Specific Duties

5.1 The Race Relations (Amendment) Act 2000 places a general duty on public bodies to eliminate unlawful racial discrimination and to promote equality of opportunity and good relations between people of different racial groups. Specific duties have been introduced to support this aim and the Students' Union is required to:

1. Develop a Race Equality Policy.
2. Assess the impact of the Students' Union policies, including its Race Equality Policy, on students and staff of different racial groups.
3. Monitor the admission and progress of members and the recruitment and career progress of staff by racial group.
4. Publish the policy along with the results of the Students' Union assessments of progress.

6. Meeting the General and Specific Duties

6.1 The Students' Union will use an initial screening process to identify which of its functions, policies and practices are relevant to race equality. These will have detailed impact assessments carried out, concerning the needs and views of students and staff.

- 6.2 Existing monitoring systems will be developed to produce robust data to help monitor the Race Equality Policy and plan for continuous improvement
- 6.3 The arrangements for assessing the impact of the Students' Union's policies for assessing progress and publishing monitoring data are set out in the Action Plan.
- 6.4 The Race Equality Policy and Action Plan will be published on the Students' Union web site along with the results of assessments of progress and monitoring data at www.bathspasu.co.uk. The policy will thereby be promoted and made easily available to prospective and existing staff and students, and other interested parties.
- 6.5 A summary of the impact assessments, monitoring data and progress against the Race Equality Policy (and Equal Opportunities Action Plan) will be reported annually to the Student' Council by the President. The summary will also be made available to the Executive Committee and disseminated to the membership, as well as made available to the University Directorate.

7. Cross reference with other relevant policies and procedures.

- 7.1 The Students' Union will make working towards racial equality explicit in all relevant policies and procedures and in the way services and activities are planned and delivered. This will ensure that promoting race equality cuts across the various functions of the Students' Union and it will have implications for related policies and practices covering, for example:

Policies Plans relating to the Strategic Plan, and Equal Opportunities

- Strategic plan
- Annual operating statement
- Equal opportunities policy

Training

- Training session development and review
- Race Equality & Diversity Training

Student access, support and guidance.

- Access to Students' Union facilities and activities including clubs and societies
- Students' Union literature
- Advice and support services
- Increasing and widening participation

Employment.

- Human resource strategy
- Recruitment and selection
- Staff development
- Appraisal
- Discipline
- Grievances and complaints

Behaviour.

- Dealing with racist behaviour through the Harassment Policy, and the Complaints Procedure for membership
- Tackling racist and inappropriate language

Others.

- External relations and links to local communities

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- Marketing
 - Procurement
 - Accommodation

9. Accountability and Responsibilities.

9.1 Executive Committee.

The Executive Committee is responsible under the RRAA to promote racial equality. It:

- is responsible for ensuring that the Race Equality Policy is implemented, monitored and continuously reviewed according to the requirements of the Act
- will receive a biennial report to allow this responsibility to be met

9.2 The President.

The President is responsible for ensuring that:

- Race equality is implemented across the activities of the Students' Union
- All representatives staff, managers and the Executive Committee are aware of their responsibilities under the Race Equality Policy and that they receive appropriate training and support.
- Members are clear about standards of behaviour expected by the Students' Union
- Appropriate disciplinary action is taken against staff or members who racially discriminate
- Will ensure that progress against the Race Equality Policy is widely communicated and reported; and that officers, representatives, managers and staff are equipped to fulfil their responsibilities
- Is responsible for ensuring that all members receive fair, equal and appropriate treatment
- Is responsible for dealing with complaints of racist behaviour or harassment in accordance with the Complaints Procedure

9.3 Managers and supervisors

All employees who have managerial and supervisory responsibility for colleagues or members are responsible for ensuring that:

- Race equality is implemented in their areas of responsibility
- Staff in their departments are aware of their responsibilities and are provided with the appropriate training and support
- Complaints of racism and racial harassment are dealt with quickly and appropriately

9.4 Individuals with specific responsibilities.

The Membership Services Manager (Personnel Manager) is responsible:

- for ensuring race equality in relation to employment and will monitor the implementation of both the Race Equality Policy and Equal Opportunities Policy in this area
- for the implementation of the Harassment Policy and ensuring that complaints of racist behaviour, harassment and bullying, language, incidents are dealt with appropriately.

The Membership Services Manager (Marketing Manager) is responsible for:

- Will ensure that the Students' Union is projected externally as an organisation that is committed to racial equality and that is actively engaged with local black and minority ethnic communities.

The Vice President Support and the Equal Opportunities Officer will ensure:

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- Equal access to, and delivery of, Students' Union services, activities and support according to individual needs.

The Equal Opportunities Officer is responsible for:

- Providing advice and support to both Students' Union officers and representatives but also managers and other staff.

9.5 All staff, Officers and Representatives

- Have a responsibility for implementing the Race Equality Policy and for ensuring fair, equal and appropriate treatment in all aspects of their work
- Have a responsibility to keep up to date with relevant anti-discrimination legislation and the implications this will have for their work and expected standards of behaviour
- Will be provided with guidance and training to tackle racist behaviour or incidents and equip staff to recognise and challenge racism and racist stereotyping by the Students' Union

9.6 Visitors and suppliers.

- Visitors, as far as possible, will be made aware of the Students' Union's Race Equality Policy and Equal Opportunities Policy. Suppliers of goods will be expected to adhere to both policies and will be advised accordingly.

10. Procurement.

- The Students' Union will ensure that its tendering, contract and procurement arrangements with external organisations are fair and are not racially discriminatory.
- It will review the criteria used for awarding contracts and the methods of assessing and monitoring individual operators own employment and service delivery practices.

11. Working with the University and communities.

- The Students' Union will work with the University to ensure that its members know, understand, and comply with both the Students' Union's and the University's Race Equality Policies and Equal Opportunities Policies
- The Students' Union will seek to secure the confidence, involvement and participation of under-represented groups and sections of the community as staff, members, goods and service providers, and through voluntary work by its membership in the local community.
- The Students' Union has an important role to play in promoting good relations between people of different racial groups and it will work in partnership with the local community and other agencies to develop and promote positive attitudes to racial and cultural diversity.
- Some information and materials about the Students' Union may be available in languages and formats other than English as appropriate.

12. Race Equality and Diversity Training

- The Students' Union will provide appropriate training and development opportunities on race equality issues for student groups, Executive Officers and Union Representatives. The Students' Union will provide access to appropriate training for staff and members to enable them to carry out all their duties in accordance with this policy. Training and awareness will be given to heads of clubs and societies via the clubs and society handbook and the Students' Union website.

13. Failure to adhere to the Policy.

- The Students' Union will make it clear that it will not tolerate discriminatory or racist behaviour, language or practices.
- Breaches of this policy by staff or students will be investigated and dealt with through the disciplinary or complaints procedures.

Approved by:**on:****Implementation Date:** 1st July 2005**Review date:** by 1st February 2007**Person responsible for review:** President**Committee responsible for implementation:** Executive Committee**Person responsible for interpretation:** President