

**MERTON COLLEGE**

**RACE EQUALITY ACTION PLAN RACE RELATIONS (AMENDMENT) ACT 2000**

**ADOPTED 15 MAY 2002**

**2010 UPDATE VERSION**

	<b>Action</b>	<b>Completion</b>
<b>POLICY</b>	<p>Adoption and publication of race equality and integrated equality policy.</p> <p>Policy and practice is currently under review in context of Equality Act 2010.</p>	2002 and ongoing.
<b>RESPONSIBILITIES</b>	<p>The Governing Body has overall responsibility for policy and performance and to ensure that equality policy and practice is embedded in strategic plans.</p> <p>The Senior Tutor and Domestic Bursar are nominated as persons responsible for co-ordination of policy development and implementation of policy.</p> <p>An Equality Committee was instigated in 2010 to include other officers responsible for student and staff welfare and academic staff recruitment.</p>	2002 and ongoing.
<b>REVIEW OF DOCUMENTATION</b>	<p>Review all regulations, procedures and codes of practice concerning students to ensure fair and equitable treatment to all constituencies. Annual review of College Handbook by Senior Tutor, Bursars, Deans and Welfare Officers, including procedures relating to tuition, welfare, discipline, complaints, grievances and harassment.</p> <p>Review all regulations, procedures and codes of practice concerning staff to ensure fair and equitable treatment to all constituencies. Annual review of Staff Handbook and employment contracts by Senior Tutor and Domestic Bursar, including procedures relating to discipline, complaints, grievances</p>	2002 and ongoing.

	<p>and harassment.</p> <p>Bursars to review procurement policies annually.</p>	
<b>OTHER REVIEW PROCESSES</b>	<p>The following procedures will be reviewed annually to ensure fair and equitable treatment to all constituencies.</p> <ul style="list-style-type: none"> <li>• Recruitment, interview and selection of student candidates, including schools liaison and open days.</li> <li>• Distribution of student support funds by Student Support Committee comprising Chaplain, Senior Tutor, Dean of Graduates and at least one other Fellow.</li> <li>• Award of scholarships and prizes by the Committee for the Election of Graduate Scholars comprising the Warden, Senior Tutor, Dean of Graduates and at least six other Fellows and Warden and Tutors Committee comprising the Warden, Senior Tutor, Dean of Graduates, Bursars, Librarian, Chaplain and Tutors.</li> <li>• Allocation of accommodation to students (currently by ballot after first year of study) and provision of catering and other domestic services to students.</li> <li>• Pastoral and welfare support administered to students and staff by the Senior Tutor, Chaplain, Welfare Deans and Harassment Advisers.</li> <li>• Processes for the monitoring, recruitment, interview, selection, development and promotion of Fellows and staff. The College has adopted a code of practice on recruitment and selection.</li> </ul>	2002 and ongoing.
<b>CONSULTATION</b>	<p>The College works in partnership with the University of Oxford with regard to academic recruitment, implements the Undergraduate Admissions Office Code of Practice on Undergraduate Admissions and admissions tutors and staff are inducted or refreshed annually in race and other equality issues prior to interview and selection of student candidates.</p> <p>Provision is made for students and staff to attend and bring any matter of business to meetings held jointly with College Officers, proceedings of joint committees are minuted and reported to the Governing Body, and student representatives may also attend and bring any matter of business to Governing Body meetings. Where possible the College will recruit or encourage ethnic minority representation on College committees.</p>	2002 and ongoing.

<p><b>MONITORING AND REPORTING</b></p>	<p>The following reports will be presented to the Governing Body.</p> <ul style="list-style-type: none"> <li>• Annual report by the Senior Tutor (from 2010 by the Equality Committee) concerning the recruitment and academic progress of students and the recruitment of academic staff. The report of the annual recruitment of Junior Research Fellows is currently compiled by a standing committee comprising the Warden and seven Fellows.</li> <li>• Annual reports by the Chaplain concerning provision of financial aid and student support and by the Deans concerning disciplinary and welfare processes and outcomes. (From 2010 these reports may be compiled by the Equality Committee).</li> <li>• Annual report by the Domestic Bursar (from 2010 by the Equality Committee) concerning the recruitment, selection, training and promotion of staff, including disciplinary, grievance and other processes and outcomes.</li> </ul>	<p>2002 and ongoing.</p>
<p><b>IMPACT ASSESSMENT</b></p>	<p>To the extent possible, the impact of policies and procedures will be assessed and published in the reports described in the preceding section.</p> <p>Taking into account the small level of annual recruitment of students and staff, consideration will be given to compiling reports combining data from rolling periods of three or five years or longer.</p> <p>Since 2008 aggregate monitoring data has been available across the whole of the University of Oxford and the College will use this for benchmarking purposes.</p> <p>Monitoring data on the ethnicity of students applying to and admitted by the College is classified by law as ‘sensitive’ personal data for data protection purposes, is provided through UCAS or otherwise to the University of Oxford in the first instance and is made available to the College only after admissions have been completed.</p>	<p>Ongoing.</p>
<p><b>PUBLICATION</b></p>	<p>Policies and procedures will be published on the College website and made available in other media on request.</p>	

	<p>The reports provided to the Governing Body may contain personal data, data concerning ethnicity is classified by law as 'sensitive' personal data for data protection purposes, and in any case it would not normally be possible to publish it without identifying individuals, given the small level of annual recruitment of students and staff. Consideration will be given to compiling reports combining data from rolling periods of three or five years or longer, commencing 2010.</p>	
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