

# SCIENCE AND TECHNOLOGY FACILITIES COUNCIL

## RACE EQUALITY SCHEME

### *Background*

1. STFC's policy on Equality and Diversity specifically requires the fair treatment of people irrespective of their race, ethnic group, colour, nationality or place of origin.
2. In the UK, the Equality and Human Rights Commission has published the Code of Practice on the 'The Duty to Promote Race Equality.' The Research Councils, including STFC, are cited in the code as public bodies with 'general' duties. They are not cited as having 'specific' duties, which include the requirement to publish a Race Equality Scheme. The Councils do, however, have a specific duty to publish equality schemes on gender and disability and STFC did so in 2007. STFC has now chosen to publish this race equality scheme and action plan to assist it in meeting its general duty and to ensure that race equality is given the same attention within the Council as other equality strands.
3. This document, together with its action plan, constitutes STFC's "Race Equality Scheme" and details our approach to our:-
  - Scheme
  - Consultation Process
  - Equality Impact Assessments
  - Information Gathering
  - Publication
  - Review
4. The implementation of the Scheme will be driven by an action plan which will be reviewed annually. The initial action plan is shown at Annex C.

### *The Scheme*

5. In all our roles we will actively:-
  - Eliminate unlawful discrimination and harassment
  - Promote race equality
  - Work to promote good relations between people of different racial groups (A racial group is a group of people defined in terms of colour, race, nationality, citizenship or ethnic national origin)
  - Keep all relevant processes and procedures under close scrutiny and amend them where necessary to ensure they are compliant and supportive of this policy. This will be done

6. The Scheme applies to all STFC employees, board and committee members, students, visiting workers, users of our facilities and others who are involved in pursuing the aims of the Council.

7. All employees and their associates should apply the principles of race equality in their day-to-day behaviour when dealing with others. We all have a responsibility not to allow others to practise or incite racial discrimination.

8. In the light of STFC's funding of research activities in a wide variety of research organisations, we will consider incorporating a compliance requirement on promoting race equality in funding arrangements, but will not attempt to monitor the ethnic origin or the behaviour of those whose governance falls to another employer. However, STFC will respond appropriately to any observed unfair treatment or inappropriate behaviour against people working on our premises.

### ***Responsibilities***

9. STFC Senior Management have been briefed on their responsibilities to promote STFC's commitment to race equality. STFC's Operations Board, aided by STFC's Equality and Diversity Manager, will ensure that the action plan is reviewed annually and that a more thorough review of the Scheme is undertaken at the end of its third year of operation, in January 2013.

10. We will ensure that all our employees, including those on fixed-term contracts, are briefed on the Scheme and supported in its implementation. Information and diversity awareness training are available to employees.

11. The requirements of this Scheme and equality values will be included in our induction programmes and recruitment processes so that all employees are made aware of their responsibilities.

12. The STFC Diversity Forum (as in Annex A) will ensure that impact assessments and action plan tasks are completed on target and will report on its activities to the Operations Board and to the Joint Consultation Council.

13. The Forum will be chaired by STFC's Equality and Diversity Champion, who will be a Director. He/she will be responsible for facilitating the meeting of its members and will be a spokesperson for the group.

### ***Compliance***

14. Non-compliance with our policies on race equality will be taken very seriously and will be addressed under STFC's disciplinary policy.

**15. As an Equal Opportunities organisation STFC will:-**

- Challenge through EQIAs its structures, policies, procedures and practices to promote race equality.
- Continue to work with other Research Councils to share best practice for equalities implementation, e.g. training programmes, equalities monitoring data and impact assessments.

**16. As an employer, we will:-**

- Ensure our UK policies rectify any inappropriate disadvantage experienced by different racial groups.
- Take all reasonable action to prevent unlawful discrimination and reduce any significant disparities in treatment between racial groups.
- Welcome applications from people of all racial groups for all vacancies and consider the use of target sourcing to address imbalances in the number of applications from ethnic minority groups. (See positive action below). Selection is subject to individuals being able to fulfil the requirements of the job. In respect of nationality, employment is subject to UK legislation on migrant workers.
- Ensure that the selection criteria for recruitment, promotion and internal selection are free of racial bias.
- Strive for equality of representation in training and career development, reward and recognition initiatives, consistent with the need to appoint on merit.
- Encourage networking of employees from different racial groups and promote positive race relations.
- Consult and involve employees from different racial groups in the further development of this scheme.
- Not tolerate harassment for any reason. We are committed to take action to stop harassing behaviour as soon as it is identified. Any employee who believes they are experiencing harassment or victimisation will receive urgent attention under the terms of STFC's formal harassment procedure. Employees may also raise concerns, in confidence, through their Trade Union representatives or through STFC's nominated Harassment Advisors.
- Monitor by ethnic origin (white/non-white) in recruitment, employment and leavers processes to ensure compliance.
- Positive action in employment

Where monitoring reveals that some racial groups are under-represented in our workforce, but are present in target candidate skill groups, we will consider targeted recruitment efforts for those groups which are under-represented in any particular areas of work. However, positive action does **NOT** allow discrimination when deciding who will be offered a job and all appointments will be made on merit.

**17. As a funder of scientific research, we will:-**

- Monitor annually a sample of award agreements to ensure that people are not discriminated against on racial grounds, in agreements and collaborations with universities, research organisations, industry and others.

**18. As a provider of facilities and technical expertise, we will:-**

- Consult users in the further development of the scheme.

**19. As a communicator and promoter of public engagement we will:-**

- Ensure that all information, publicity and advertising which STFC undertakes is non-discriminatory and uses positive representation and images of people from different racial groups.
- Ensure that information is appropriately translated and available where necessary for an individual's direct involvement in research.
- Ensure consideration of requests, on an individual basis, to translate corporate information, should this be required by different racial groups.

**20. As a purchaser of goods and services, we will:-**

- Require SSC Ltd to ensure that race equality is considered in procurement policy and in purchase agreements, service agreements and contracts with private sector companies and others.
- Require evidence from SSC to show that they regularly monitor the allocation of procurement contracts to determine the extent to which people from ethnic minorities are accessing and winning STFC contracts.

### ***Consultation Process***

21. In the development of its three equality schemes, STFC undertook some initial consultation with other Research Councils and with Trade Union Representatives. Several staff from different racial groups were consulted in the development of this scheme.

22. We published this document on our external website in January 2010. We brought it to the attention STFC staff and invited feedback from them and from the general public for an additional period following publication until 8 February 2010.

### ***Information Gathering***

23. We will monitor the distribution of white/non-white staff through collecting the information below.

- Applications for jobs, both temporary and permanent, and success rates at each stage of the selection process
- Numbers of staff in post split by type of job, location and band
- Recommendations for promotion and level transfer and success rates for each
- Numbers receiving training
- Results of performance appraisals
- Numbers involved in disciplinary and grievance actions
- Numbers of leavers and reasons for leaving
- Benchmark ourselves jointly with other Research Councils

24. The results of this monitoring will be published on the STFC diversity intranet/ website.

### ***Publication and Review***

25. This Scheme is published externally on our corporate website in order to demonstrate our commitment in this area.

26. The Scheme, action plans and monitoring information will be reviewed after the first year of operation by the STFC Operations Board with a view to determining progress and checking against stated targets. After the first year, the action plan will be updated annually and comprehensively reviewed every three years.

February 2010

## *Annex A                      Implementation Approach*

A Diversity Forum was set up in 2008 to support STFC's policies on Equality and Diversity. The Forum is responsible for ensuring that action plans and impact assessments in the Gender, Disability and Race Equality Schemes are completed within agreed timeframes. The Forum includes representatives from:-

- Rutherford Appleton Laboratory
- Daresbury Laboratory
- Swindon Office
- UK Astronomy Technology Centre, Edinburgh
- Trade Union Side
- A member of Estates and Site Operations
- A member of Safety, Health and Environment Group
- A member of Communications Group
- A member of CICT Group
- A member of Corporate Web Group

Two members from the WiSET network, two from the disabled employees' network and two ethnic minority employees are also invited to participate in the Forum. The Forum is chaired by the STFC's Equality and Diversity Champion, who will be a Director, or by the Equality and Diversity Manager on behalf of the Operations Board.

The Forum will meet at least twice a year to ensure that the equality impact assessments (EQIAs) and action plan tasks are completed on target. The Forum will prepare an annual report on its activities which will form an integral part of the formal report on Equality and Diversity which is presented to the Operations Board and to Joint Consultation Council. The Forum will also report informally to the Operations Board through the Head of HR as and when necessary throughout the year.

A subcommittee of the Forum was set up in 2008 to progress the impact assessments; the Impact Assessment Group (IAG). IAG members have been trained on conducting EQIAs and have conducted the screening process of priority policies. Some policies have been identified as requiring full impact assessments and these are to be completed in the first half of 2010.

The EQIA process is being mainstreamed into STFC operations and new STFC policies and procedures will be subject to EQIA screening on an ongoing basis. All completed impact assessments (initial screens and full assessments) will be published on the STFC corporate website.

The action plan for the Race Equality Scheme will be updated annually in January each year.

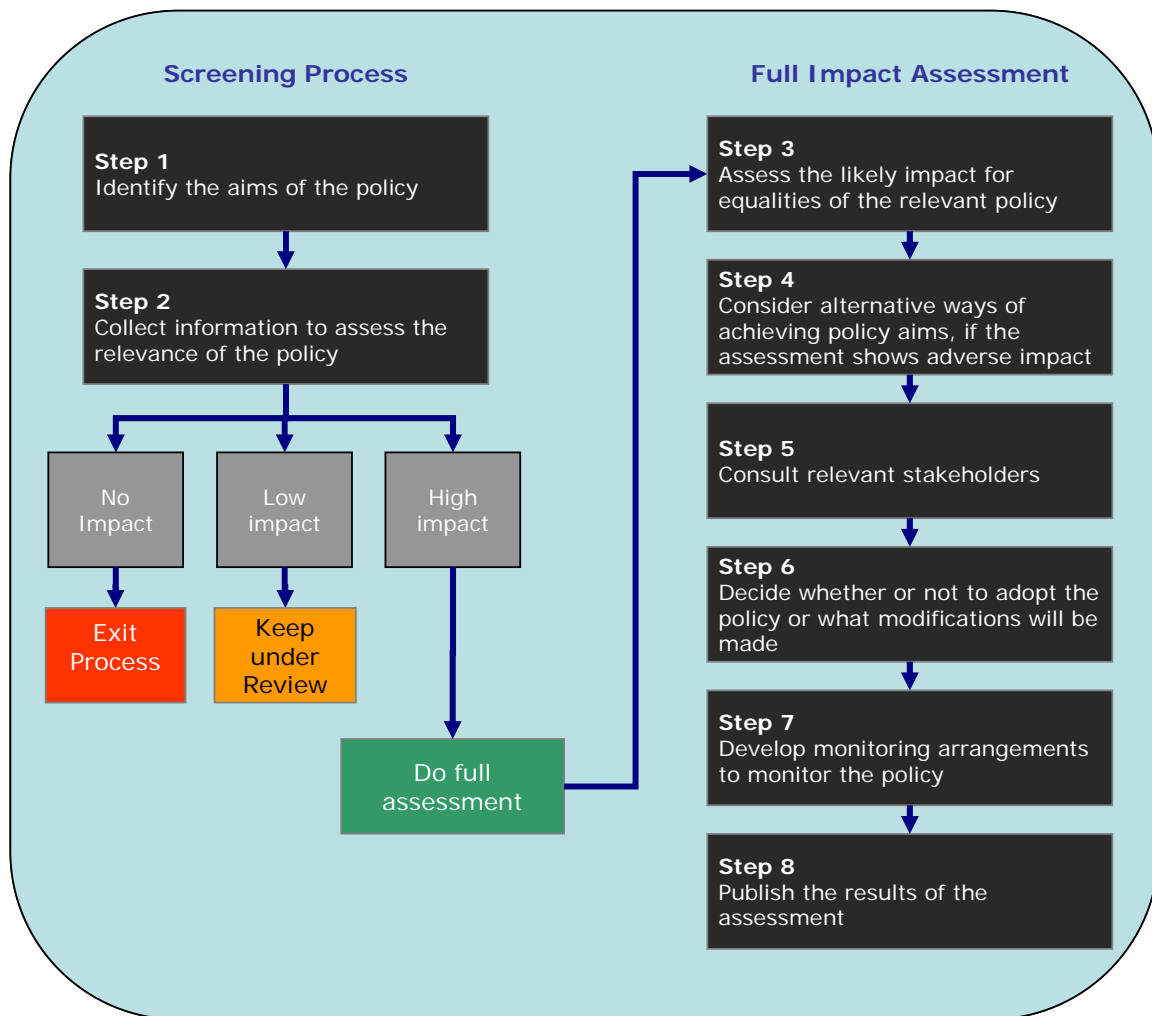
A thorough review of the Scheme will be undertaken after three years of its operation by the Forum and the Director of Corporate Services.

**Annex B**

**Equality Impact Assessments (EQIAs)**

An equality impact assessment checks whether an existing or future policy, procedure, project etc affects a particular equalities group adversely. The process can be divided into two parts, the screening process and the full impact assessment. The screening process is an initial review of a policy to assess its impact as high, low or no impact. For those with high impact, it is then decided when a full impact assessment needs to be undertaken.

The diagram below shows our Impact Assessment process. EQIA documentation is available on the STFC intranet.



## **Policies to be impact assessed**

It is planned to assess the following activities. The list is not exhaustive and other items may be added at a later date.

<b>ACTIVITY</b>
<b>Policies and Procedures</b>
Corporate Governance
STFC Council – Terms of Reference
Membership of STFC Boards / Committees
Policy on declarations of interest for Council, Board and Committee members
Procedure for investigating allegations of scientific misconduct
STFC terms and conditions for research grants, fellowships and studentships
Freedom of Information / Data Protection policies
Grant awarding process
<b>Employment Policies</b>
Filling Vacancies
Job Evaluation
Performance Management
Learning and Development
Promotion
Conduct, Attendance and Performance
Grievance Procedure
Pay
Allowances
Overtime and Attendance
Relocation and Detached Duty
Transfers and Secondments
Leaving
<b>User Programmes</b>
Process for granting access to facilities
Terms and conditions for customers and users of facilities
User support policy/processes
<b>Communications</b>
Communication, Dissemination of Knowledge and Promotion of Public Engagement
Website and publications

*Annex C**Race Equality Action Plan 2010 (February 2010)*

<b>Action</b>	<b>Measure For Success</b>	<b>Responsibility</b>	<b>Timescale For Completion</b>
<i><b>Raising Awareness</b></i>			
RES and action plan published on the STFC website. Period for comment until 8 February	Published by target date	Equality & Diversity Manager(Rosie Sherry)	January 2010 Done
Raise awareness of the scheme and action plan internally through STFC notice to staff in In-Brief	Notice issued by target date	Rosie Sherry	January 2010 Done
Final RES and action plan published on the website	Published by target date	HR - Alison Ball	February 2010 Done
All employees briefed via the intranet/internet or training, depending on their role and responsibilities concerning race equality	Understanding and commitment of all staff	Rosie Sherry	September 2010
Canvas support among ethnic minority staff, using Diversity matters newsletter, for establishing an ethnic minority network/ relevant representative groups	Views established	Rosie Sherry, Vishal Francis & Trade Unions	February 2010 No expressions of interest for a network, following publicity
<i><b>Monitoring</b></i>			
Regular collection and analysis of employment data to monitor progress on equality	Publish in annual report on Equality & Diversity	HR – SSC & Rosie Sherry	By Dec each year

Publish employment monitoring data	Published on website in annual Report on Equality & Diversity	HR – Rosie Sherry	By Dec each year
Ensure race equality is considered in procurement policy and in purchase agreements and contracts	Impact screening on policy completed	SSC – Rosie Sherry	By mid 2010  SSC Ltd procurement have responded quoting a high level statement of commitment to equality and diversity but no detail yet available as to how this is implemented in practice.
All impact assessment screens completed Priority full impact assessments completed  Remaining impact assessments completed	Completion by due date  Completion by due date  Completion by due date	IAG	March 2010  March 2010  End 2010
Ensure that all relevant new policies (resulting from legislation or business change) are impact assessed in relation to race	Impact assess new policies before issue	IAG	Ongoing
<b><i>Communications &amp; Publicity</i></b>			
Ensure that all information, publicity and advertising is non-discriminatory and promotes positive attitudes towards people of different racial groups	100% communications to be checked	Communications-  Tony Buckley, Dan Hillier, Robin Clegg	Ongoing

Add information on race equality to the diversity intranet site	Information added by due date	Alison Ball	February 2010
Ensure information is appropriately translated and available where necessary for an individual's direct involvement in research	Translations where agreed	Managers/Communications /Rosie Sherry	Ongoing
Ensure consideration of requests, on an individual basis, to translate other corporate information should this be required by different racial groups	Translations where agreed		Ongoing
<b><i>Recruitment &amp; Employment</i></b>			
Ensure that recruitment, induction and careers information literature are designed to promote race equality	Review/amendment of all materials	Rosie Sherry & SSC	Initially done in context of move to SSC. Ongoing for the future.
Consider how to attract more ethnic minorities to apply for jobs with us, where monitoring indicates their under representation in the workforce - Review other companies' practices	Increase the numbers of ethnic minority applicants, where they are under represented	HR- Gemma Lyons/Alison Ball	February 2010
Consider how to encourage suitably qualified ethnic minority staff to progress through the organisation to the most senior levels - Review other companies' practices	Increase in numbers of ethnic minority staff at senior levels	HR - Gemma Lyons/ Alison Ball	March 2010
Offer mentoring for ethnic minority SET staff	Arrangements in place	Rosie Sherry	Ongoing

<b><i>Other Stakeholders</i></b>			
Continue to work with the other Research Councils to share best practice on implementing race equality	Discussions at RCEDAG and other forums and sharing of information on a regular basis	Rosie Sherry	Ongoing
<b><i>Review</i></b>			
Review action plan annually	Review & Publish	Diversity Forum	January each year
Produce an annual summary of progress for Operations Board	Review & Publish	Diversity Forum	January each year
Comprehensive review of full scheme and action plan	Review & Publish	Diversity Forum and Director Corporate Services	3 years after publication – Jan 2013