

## 1 Introduction

We at Sabhal Mòr Ostaig believe that discrimination on grounds of race is unacceptable in our College. We welcome the duties introduced by the Race Relations Amendment Act 2000 (RRAA), and will work to ensure continuous improvement of our performance as an Equal Opportunities employer and provider within the relevant legislative framework.

We will seek to make racial equality a central part of the way that we work, by putting it at the centre of our policy-making, service delivery, and employment practice.

We will strive to improve the information, which we collect, about our staff and students and to become more effective at monitoring and reviewing data on ethnicity.

We will view our Racial Equality Scheme as a starting point which will lead us, through our Action Plan and future experience, into a cycle of improvement and progress and enable us to meet and, we hope, to exceed, the general and specific duties imposed upon us by the RRAA.

Under the general duty, we must have due regard to the need to:

- eliminate unlawful racial discrimination;
- promote equal opportunities; and
- promote good relations between people from different racial groups.

We must also have due regard to the specific duties, which provide the steps or arrangements to help us meet the general duty.

## 2 The College

### 2.1 Background

Sabhal Mòr Ostaig, which has continued as an independent educational institution since it was founded in 1973, is unique in that it is the only college of FE/HE in the United Kingdom offering advanced courses solely through the medium of Gaelic. As such, it has a critical role to play in ensuring the development and support of the Gaelic language, culture and heritage through educational, cultural, promotional and economic programmes and activities. Though a relatively small and new institution, Sabhal Mòr Ostaig has been characterised by rapid expansion of activities within the past few years.

Since its inception, the College has welcomed learners from varying ethnic backgrounds and it is our aim to ensure that this continues and is built upon.

### 2.2 Mission

Sabhal Mòr Ostaig is committed to being a centre of excellence for the development and enhancement of the Gaelic language, culture and heritage, by providing quality educational, training and research opportunities through the medium of Scottish Gaelic; and by interacting innovatively with individuals, communities and businesses, to contribute to social, cultural and economic development.

### 2.3 Aims

#### **Develop the College as a major centre for the development of Gaelic language, culture and education**

- Secure an equitable funding model, appropriate to the distinctive situation and role of Sabhal Mòr Ostaig
- Enhance academic provision, increase student numbers and broaden the student experience
- Enhance the management, support and ICT infrastructure of the College
- Support staff in developing their personal and professional competence
- Develop further links with the local and wider community
- Seek resources to allow the capital expansion required for the achievement of the College's strategic aims.

The College recognises that these aims cannot be achieved without the contribution made by individuals from a wide range of backgrounds and experiences.

#### 2.4 Strategic and Operational Planning

The College's Strategic and Operational Objectives are identified through a corporate planning process, which is reviewed on an annual basis. Our planning and review will take account of our duties under RRAA and other relevant Equal Opportunities legislation.

### 3 The College's Duties under the RRAA

- 3.1 The Race Relations Amendment Act and the associated Scottish Statutory Instrument place a general duty on the College to: eliminate unlawful racial discrimination, promote equal opportunities, and, promote good relations between people from different racial groups. As well as this the College has a specific duty to prepare and publish a Race Equality Scheme by 30 November 2002.

The Scheme should identify how we intend to fulfil our duties in this area and also assess which of our functions and policies are relevant to our duties on race relations.

- 3.2 The Scheme should also contain our arrangements for: assessing and consulting on the likely impact of our proposed policies on the promotion of race equality; monitoring our policies for adverse impact on the promotion of race equality; publishing the results of the assessment; consultation and monitoring; ensuring public access to the information and services we provide; and training our staff and students in connection with our new duties on race relations.
- 3.3 We also have a specific duty to monitor, by reference to the ethnic groups to which they belong, the numbers of staff and students at the College, with results to be published annually.
- 3.4 We are required to review the assessment of our functions and policies by 30th November 2005 and every three years thereafter.

### 4 The Race Equality Scheme

- 4.1 This Scheme has been drawn up in response to the RRAA. It draws together for the purposes of the Act our priorities in this area and assesses which of our policies and functions have most relevance for race equality.
- 4.2 We have also identified areas where we will take specific action. These actions and priorities will also be reflected in our corporate and operational planning and will be taken forward through these means. By doing this we will make our Scheme central to the work of the College. We will report on progress in our annual report. We will also update and publish this Scheme annually with a report on progress in order to give greater focus to our work in this area and to make our stakeholders aware of our activities in promoting racial equality.
- 4.3 An action plan (See Annex B) brings together the actions described in the Scheme.

### 5 Working with Others

- 5.1 The College is one of the Academic Partners of the UHI Millennium Institute (UHI). We will work with other Academic Partners to meet the requirements of the RRAA across the Institute as a whole and will co-operate with and contribute to the development of the UHI's Race Relations Scheme.
- 5.2 We will liaise with other organisations and individuals to identify and promote good practice in Race Relations issues.

### 6 Relevant functions and policies

- 6.1 The table (see Annex A) identifies the College's functions and policies and assesses their relevance to Race Equality. Annex B, which is cross-referenced to Annex A, lists the actions we will take - or are taking - to ensure that we meet our duties.

**7 Arrangements for assessing and consulting on the likely impact of proposed policies on the promotion of race equality**

- 7.1 We will consult regularly with our key stakeholder groups on our proposed policies or on changes to our existing policies, practices and functions. We recognise that we may need to reconsider the stakeholders consulted in order to be sure that the impact of any change on minority ethnic groups is addressed.
- 7.2 We will work with UHI to ensure a consistent approach to Race Equality for our HE students.
- 7.3 We will review our consultation methods and the stakeholders that are included in our consultations to ensure that effects on race equality of proposed policies are adequately addressed.

**8 Monitoring**

- 8.1 We will review the outcomes of the actions described in this Scheme annually, through the College's existing operational monitoring arrangements. We will report annually on the outcomes of the annual review of the Scheme, and on progress against actions described in the Scheme. Our Corporate Services Department will also monitor our statistical collections on staff - including the monitoring required by our specific duty - and students in the College, in order to identify any areas for action. The outcome of this monitoring will also be included in our annual review of the Scheme.

**9 Publishing**

This Scheme will be published on our website and will be sent to the UHI Millennium Institute and to other stakeholders. The outcomes of the annual report on the Scheme will also be available publicly on our website and on our intranet.

**10 Access to information and services**

We make a wide range of information on the College and its work available on our website and through other forms of communication, which include newsletters, leaflets and prospectuses. This information is currently only available in English and Gaelic. We do not believe it would be an effective use of public resources to translate all our material into community languages. We will, however, explore the possibility of referral to external translation services to ensure that our information is accessible to as many people as possible.

**11 Monitoring policies for adverse impact**

We have set out, in Annex A, the areas that we have assessed as relevant to the duties of the Act. Through the process of reviewing this scheme annually, monitoring the statistics we collect, and reporting to our Management Group, we will monitor for adverse impact.

**12 Arrangements for monitoring staff by ethnic background**

Our arrangements for carrying out this specific duty are set out below in the section on "Our Duties as an Employer". We will ensure that these statistics are published annually.

**13 How we will deal with complaints**

This Scheme sets out our aspirations in meeting the general and specific duties. If anyone believes that any of our actions fall short of these aspirations we would welcome comments or complaint.

**14 Responsibilities**

14.1 Our Trustees are responsible for:

- making sure that the College complies with the RRAA, and meets all its duties, including the general duty and the specific duties; and
- making sure the Race Equality Scheme and its related policies and procedures are followed

14.2 The Director is responsible for:

- giving a consistent and high-profile lead on Race Equality Issues;
- promoting the Race Equality Scheme inside and outside the College; and
- making sure the Race Equality Scheme and its related policies and procedures are followed

14.3 Managers, including Section Heads are responsible for:

- putting the Scheme and its associated strategies, policies and procedures into practice;
- making sure that all staff know their responsibilities, and receive support and training in carrying these out; and
- following the relevant procedures and taking action against staff or students who may be discriminating unlawfully for reasons of race, colour, nationality, ethnic or national origins

14.4 The College Equal Opportunities Group is responsible for:

- co-ordinating work on Race Equality (and other Equal Opportunities Issues)
- working with each section in the co-ordination and mainstreaming of their Race Equality work; and
- ensuring that racist incidents are covered by our existing procedural framework for staff and students
- monitoring the operation of the Scheme and producing an annual report on it

14.5 All Staff are responsible for:

- dealing with racist incidents, and being able to recognise racial bias and stereotyping; for which training will be provided
- promoting Equal Opportunities and good Race Relations, and avoiding unlawful discrimination
- keeping up-to-date with the law on discrimination, and taking up training and learning opportunities

14.6 All Contractors and Service providers are responsible for:

- following the Race Equality Scheme and any Race Equality conditions in contracts or agreements

14.7 All Students are responsible for:

- promoting Equal Opportunities and good Race Relations, and avoiding unlawfully discriminating against anyone for reasons of race, colour, nationality, ethnic or national origin
- complying with the College's Race Equality Scheme and related policies and procedures

**15 Section 2 Our Duties as an Employer****Meeting our Employment Duties**

- 15.1 The College currently employs about 60 staff on permanent contracts, with a varying number of short-term and contract staff being employed as and when required.
- 15.2 We will further revise the equal opportunity monitoring procedures to collect data on ethnicity at application and at the point of selection for interview. We will also collect data on the ethnicity of current staff.
- 15.3 We will monitor the data collected on ethnic origin at application and appointment stages of recruitment to identify any patterns of inequality taking action where appropriate.
- 15.4 We will revise the current personnel management information system to include information on ethnic origin in relation to current staff, and to monitor access to training and promotion.
- 15.5 We will publish annually the results of monitoring and discuss this with any trade unions that represent our staff.

**16 Staff Training on the duties imposed by the Act**

- 16.1 We will put in place mandatory training for all staff to raise awareness of the requirements of the Act and the duties it imposes on the College as a funding body and as an Employer.
- 16.2 We will put in place training for staff involved in recruitment and selection, which will address issues relating to diversity and race equality.
- 16.3 We will ensure that, where appropriate, training will address the issues of diversity and equality.
- 16.4 The Race Equality Scheme will be included in the induction for new staff and our actions and commitment to diversity and race equality will be highlighted.

**17 Section 2 Our Duties with regard to Students**

- 17.1 102 full-time students are currently enrolled at the College. We also promote community access to the College via our learning centre, and offer short course and distance learning opportunities. At present, 75 learners are enrolled on our supported distance-learning course, An Cùrsa Inntrigidh, with an additional 11 overseas learners about to embark on pilot studies at a distance.
- 17.2 We will continue to collect data on ethnicity at application, and at the point of selection for interview, where appropriate. We will also collect data on the ethnicity of current students and improve the procedures for collecting such data from learning centre, distance learning and short course students.
- 17.3 We will monitor the data collected on ethnic origin at application and appointment stages of student recruitment to identify any patterns of inequality, taking action where appropriate.
- 17.4 We will revise the current student information system to include information on ethnic origin in relation to current students, and to monitor any changes in the ethnic composition of our student population.
- 17.5 We will monitor areas of the student experience identified as being relevant to Race Relations.
- 17.6 We will publish annually the results of monitoring and discuss this with any associations that represent our students.

If you have a query about this scheme or any of our activities that relate to race relations please contact: Alison Dix, Chair of the Equal Opportunities' Group, on 01471 888 216 or email [sm00ad@groupwise.uhi.ac.uk](mailto:sm00ad@groupwise.uhi.ac.uk) in the first instance. Our Scheme will be an evolving document that feeds into our activities. We would therefore welcome comments at any time.

## ANNEX A COLLEGE FUNCTIONS &amp; POLICIES

COLLEGE FUNCTION/POLICY	RELEVANCE TO RRAA
<b>1. GOVERNANCE AND MANAGEMENT</b>	
a. Governance	a. High
b. Management	b. High
c. Statutory and Legal Duties	c. High
d. Policy Development and Review	d. High
e. Training	e. High
<b>2. STUDENTS</b>	
a. Information for Students	a. High
b. Marketing, Recruitment and Admissions	b. High
c. Access and Accreditation	c. High
d. Induction	d. High
e. The Learning Environment	e. Medium
f. Support and Guidance	f. High
g. Complaints and Discipline	g. High
h. Progress, Performance and Retention	h. High
i. Distribution of Scholarships, Hardship Funds etc	i. High
<b>3. LEARNING AND TEACHING</b>	
a. Academic Planning and Development	a. High
b. Teaching Methods and Materials	b. High
c. Academic Services	c. Medium
<b>4. STAFF</b>	
a. Staff Recruitment	a. High
b. Staff Career Progress and Deployment	b. High
c. Grievances and Discipline	c. High
d. Staff Training and Development	d. High
<b>5. RESEARCH</b>	
a. Research	a. Medium
b. Research studentships	b. Medium
<b>6. FACILITIES</b>	
a. Student Accommodation	a. High
b. Academic Accommodation	b. Medium
c. Conference facilities	c. Low
<b>7. PARTNERSHIPS AND CONTRACTUAL ARRANGEMENTS</b>	
a. Academic Partnerships	a. High
b. Community Partnerships	b. Medium
c. Suppliers and Contractors	c. Medium

**ANNEX B RACE EQUALITY ACTION PLAN**

SMT = Senior Management Team, EO = Equal Opportunities Committee, CS = Corporate Services, R = Recruitment, M = Marketing, AA = Academic Administrator, SS = Student Services, F = Facilities, QAC = Quality Assurance Committee, SD=Staff Development Committee

**RES = RACE EQUALITY SCHEME**

**PRIORITIES: 1 = Year 1 2002/03, 2 = Year 2 2003/04, 3 = Year 3 2004/05**

OBJECTIVE	ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	MEASUREMENT	PRIORITY
<b>1. To consult on and implement the College's Race Equality Scheme</b>	Identify roles & responsibilities	1a	Trustees/SMT	Minuted decision from SMT papers	1
	Identify co-ordinating member of staff to take RES forward	1a	Trustees/SMT	Minuted decision from SMT papers	1
	Inform all staff of their roles & responsibilities in implementing the RES	1b	SMT/EO	Actions and targets will be included within the College's Operational Plan and within Departmental Plans	1
	Consult with student, staff and other appropriate agencies and individuals on the RES	1b	SMT/EO	Minuted action points and records of correspondence	1
	Equal Opportunities to feature as an agenda item on all committee agendas	1b	SMT	Minutes from committee papers will show that Equal Opportunities are being covered	1

## Race Equality Scheme 2002-2005

OBJECTIVE	ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	MEASUREMENT	PRIORITY
<b>2. To review and enhance College policies and procedures</b>	Review College functions and policies and implement improvements	1d	SMT/EO	Reviews produced and approved by Trustees/SMT and	1
	Continue to monitor and review policies and procedures on an annual basis	1d	SMT/QAC	Review procedure incorporated into College's Operational plan	1
			QAC	Results of reviews and monitoring published	2
<b>3. To inform all staff and students of their duties under the RRAA to prevent discrimination, encourage respect for people and promote good relations between them</b>	Run awareness raising courses for Trustees, SMT, all staff and students	1e	SMT/EO	Attendance records and summary of evaluation	1
	Include information on Equal Opportunities and particularly RRAA in staff payslips	1e	EO	Information in payslips distributed to all staff	1
	Provide information on Equal Opportunities and RES in College Library	1e	EO	Equal Opportunities folder available in Library	1
	Provide information on Equal Opportunities and RES on College intranet	1e	EO	Information uploaded onto intranet	2

# Race Equality Scheme 2002-2005

OBJECTIVE	ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	MEASUREMENT	PRIORITY
4. To train staff on the delivery of RES and their duties and provide them with an appropriate support mechanism	Run training for Trustees and SMT	1e	EO/SD	Attendance records and summary of evaluation	1
	Set up departmental specific training for staff	1e & 4d	EO/SD	Attendance records and summary of evaluation	1
	Review and evaluate training programme, to set in place ongoing package for new staff/continuing skills training	1e & 4d	EO	Attendance records and summary of evaluation. Review produced on an annual basis	2
5. To work with academic and community partnerships, and other agencies including suppliers and contractors to promote equal opportunities and inclusiveness	Review support system and develop procedures for staff with specific duties within the RES	1e & 4d	SMT/SD	Review produced and new system procedures in place if requires	2
	Consult with UHI academic partners and other partner institutions to ensure a co-ordinated approach to racial equality issues	7a	SMT/EO	Minutes of relevant UHI/College meetings	1
	Ensure that all other partner agencies are aware of the College's RES, and, where appropriate, have in place an equivalent scheme of their own	7b	SMT/EO	Records of distribution	1

## Race Equality Scheme 2002-2005

OBJECTIVE	ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	MEASUREMENT	PRIORITY
<b>6. To monitor all student admissions and progression</b>	Ensure that a summary of the College's RES is communicated to all suppliers and contractors	7c	SMT/EO	Records of distribution	1
	Develop links with community groups involved in promoting good relations and widening access	7b	EO	Minutes of EO meeting and copies of relevant correspondence	2
	Review student recruitment procedures	2b	R/M	Review produced and policies and procedures revised if needed	1
	Promote inclusiveness in College adverts, prospectus, other publications and on the College website	2a	M	Visible promotion of College's commitment to inclusiveness	1 & 2
	Monitor and review student admissions	2b	AA	Results published and policies and procedures revised if needed	2
	Student induction and awareness of College's Inclusiveness Policy and RES	2d	SS/EO	Attendance records and summary of evaluation	1
	Review provision of student support and guidance services	2f	SS	Results published and policies and procedures revised if needed	2
	Review distribution of College bursaries and scholarships	2i	AA/SS	Results published and policies and procedures revised if needed	2

OBJECTIVE	ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	MEASUREMENT	PRIORITY
	Monitor student complaints and discipline	2g	SS	Results published and policies and procedures revised if needed	2
	Review accessibility and content of curriculum, learning environment and academic services (e.g. library services)	2c, 2e, 3b & 3c	All departments/EO	Results published and policies, procedures and course materials revised if needed	2 & 3
	Monitor student progress, performance and retention	2h	AA/SS	Results published from records of achievement and policies and procedures revised if needed	2
	Ensure procedures for allocating accommodation and for dealing with issues arising from the use of facilities are fair and equitable	6a	SMT/F	Review produced and policies and procedures revised if needed	2
<b>7. To review research and research studentships</b>	Review and develop procedures for monitoring research and research studentships	5a & 5b	SMT	Review produced and policies and procedures revised if needed	2
<b>8. To monitor staff recruitment and career progress</b>	Review current staff profile	4a	CS	Review produced and results fed into RES	1
	Review staff recruitment and selection process	4a	SMT/CS	Results published and data given to SFEFC. Policies and procedures revised if needed	1
	Monitor staff progress and deployment	4b	SMT/CS	Results published and policies and procedures revised if needed	2

## Race Equality Scheme 2002-2005

OBJECTIVE	ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	MEASUREMENT	PRIORITY	
	Review staff development and training opportunities	4d	SD	Results published and policies and procedures revised if needed	2	
	Monitor staff grievances and discipline	4c	SMT	Results published and policies and procedures revised if needed	2	
<b>9. To promote College's RES and Equal Opportunities Policy on a public platform</b>	Publish Race Equality Scheme	1c	SMT/EO	Race Equality Scheme published	1	
	Publicise results of monitoring and evaluation on an annual basis	1c	SMT	Annual Review produced	2	
	Promote College's values relating to race equality within the College		1a	SMT/EO/M	National promotional material sourced and circulated	1
					Poster produced highlighting College's values and visible throughout the College	1