

**THE INSTITUTE OF CANCER RESEARCH:
ROYAL CANCER HOSPITAL**

**RACE EQUALITY
ANNUAL REPORT
2009**

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RACE EQUALITY ANNUAL REPORT 2009

INTRODUCTION

As Chair of the Race Equality Review Group, I am pleased to present our Annual Report 2009.

Steady progress has been made towards achieving the objectives set in our Race Equality Action Plan 2008-2010. Of particular note has been the continuing delivery of the Equality Excellence Seminars which have raised awareness of equality issues across the ICR.

The ICR continues to attach great importance to ensuring that all staff and students are treated fairly at work and so I am delighted to report that there have been no race related incidents reported in 2009.

We look forward to future developments and note in particular the progress of the Single Equality Bill through Parliament which is scheduled to become law in March 2010.

Our continued developments in the field of race equality reflects our determination and commitment to the ICR's values which include an emphasis on equity. Our continual progress to date with equality issues reflects our commitment in all our other work and recognises the emphasis on equity in The ICR's values. I am pleased to commend this report to you.

Jennifer Provin
Director of Corporate Development and Planning
Chair of the Race Equality Review Group

WHY THIS REPORT?

The General Duty

The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000 places a general duty on public authorities, when carrying out their functions, to have due regard to the need to:

- Eliminate unlawful racial discrimination; and
- Promote equality of opportunity; and
- Promote good relations between people of different racial groups.

This is known as the 'General Duty'.

Most public authorities, including all higher education institutions, also have specific duties, which are outlined in the Race Relations Act (Statutory Duties) Order 2001. These state that the governing body of a further and higher education institution must:

- Prepare a written statement of its policy for promoting race equality (Race Equality Policy); and
- Have in place arrangements to;
 - Assess the impact of its policies, including its race equality policy, on students and staff of different racial groups;
 - Monitor, by reference to those racial groups, the admission and progress of students and the recruitment and career progression of staff; and
 - Include in its race equality policy the arrangements for publishing the policy and the results of its assessment and monitoring as outlined above.

The ICR republished its Race Equality Policy in 2008 and it is available to download alongside a range of other equality documents at <http://www.equalityexcellence.org.uk>. This annual report is published for the information of readers both inside and outside The Institute and any feedback or other comments should be forwarded to the Diversity and Disability Advisor on 020 8722 4129 or diversity@icr.ac.uk.

PROGRESS DURING 2009

During 2009 progress has been made on achieving our race equality objectives as follows:

Equality Impact Assessment (EIA)

This is an important process which enables us to look carefully at the actual or potential effects of our policies and practices to ensure that they do not have a differential impact on identifiable groups of people. Although the legal requirement is to only assess impact in relation to race, gender and disability, The Institute took the decision to extend the process to all equality strands which includes age, sexual orientation and religion or belief. The establishment of our Equality Excellence Programme was an important step in the process to raise awareness of equality issues in general and to promote a better understanding of the principles behind equality impact assessments.

The Human Resources and Academic Services Departments have made good progress on assessments during 2009 and an established procedure for review and assessment has been set up. The process has been found to be user friendly and there have been a number of minor actions that have been generated. It has been found that there are no serious shortcomings in the existing policies.

Staff in the Facilities Directorate have been trained and assessments will continue throughout 2010. Other Corporate Services departments will be progressively introduced to EIA throughout 2010 followed by the scientific sections.

Training

The Institute has developed an 'Equality Excellence Seminar' which promotes understanding of all equality strands. The half-day seminars are mandatory for staff and students and have been delivered at the rate of one per week at both Sutton and Chelsea throughout 2008 and 2009. All staff and students joining The Institute are required to attend the seminar within their probationary period and those who started prior to 2008 are strongly encouraged to attend as soon as possible.

By the end of 2009, 700 staff and students will have attended the seminar and this represents participants from all sections and departments. Several Team Leaders and Corporate Directors have attended. Attendance by more senior managers has been low and only three Section Chairs attended the one hour briefing on equality given to the Board of Trustees in 2008. The take up of seminar places from different sections varies for a range of reasons, e.g. differing levels of turnover, this is being monitored and data is provided to section and departmental managers as appropriate.

Feedback is gathered at the end of each seminar and also through the Staff Attitude Survey. Overall, this has been very positive. The Staff Attitude Survey conducted at the end of 2008 showed that awareness of equality issues had been raised across the ICR. The seminars will continue as a rolling programme for all new staff and students throughout 2010.

As a significant number of existing staff have now attended the seminar, consideration is now being given to presenting the content of the seminar as an online module. The existing online module will be adapted and this will be made available as part of the induction process and will be developed during 2010.

Reports

The Diversity and Disability Advisor tabled regular reports to the Staff Consultative Committee and the Working Party on Wellbeing at The Institute during 2009. The annual report was compiled and published after approval by The Institute's Corporate Management Group and The Board of Trustees.

Communication

The Equality and Diversity intranet website has been used throughout the year to present information and news. The minutes of the Race Equality Review Group are also published on the site for the information of all staff and students.

The Equality Excellence Programme has enabled us to publicise the website and the web address www.equalityexcellence.org.uk directs internal network users to the home page. External users can also use this web address to access the equality and diversity pages of www.icr.ac.uk which provide information on the ICR's approach to equality of opportunity and offers downloads of our current equality schemes and annual reports.

Monitoring

The revised Equal Opportunities Monitoring Form has resulted in near complete data on ethnicity in our current records. The Human Resources database has been further developed during the year to enable us to publish a combined equality statistics report at the end of 2009. This will include relevant race equality statistics alongside data from the other equality strands.

Admission and Progress of Students

The ICR offers post graduate research degrees in a range of cancer science related subjects and students are expected to submit their thesis within 4 years from starting.

The ICR admits around 40 students per year and over half are from overseas, with a small proportion of British born ethnic minorities. These proportions have remained fairly constant over the last ten years.

Over the past ten years we have recorded a mean average of .5 students per year who withdraw from the course within the four year period. Students have a maximum of seven years to submit their thesis and over the same ten year period we have recorded a mean average of one student per year failing to submit their thesis within the seven years and therefore are recorded as withdrawing. Within the small numbers there is a mix of ethnicity but the numbers are too low to draw any meaningful conclusions or identify any trend.

Recruitment and Career Progression of Staff

The proportion of black and ethnic minority staff at the ICR shows little variation year on year (within 0.4% across all categories except 'White other' which increased by 1.4%). The diversity of roles within a relatively small workforce means that promotions are the exception rather than the rule for all staff groups so it is difficult to measure any disproportionate representation of any ethnic group in promotion rates.

Discipline, Grievances and Failed Probationary Period

There were two formal disciplinary cases in 2009, no formal grievances and one dismissal on capability grounds. Two staff members failed the probationary period (total 5 of which 1 was White British). This compares with 14 in 2008 (of which 7 were White British) and 13 in 2007 (of which 6 were White British). The ethnic groups represented in the above cases were White British, Black Caribbean and White Other. The low numbers involved and their random distribution in the three categories monitored make it difficult to identify any trend but the reduction of cases overall is viewed as a positive trend. Nevertheless, this data has been brought to the attention of the Director of Human Resources and will also be subject to further scrutiny by the Race Equality Review Group.

Equality Related Incident Log

There were no race related incidents reported through the Equality Related Incident Log during 2009.

Staff and Student Support

After a successful pilot, The Institute has introduced English language courses for staff whose first language is not English. These courses are offered at both Sutton and London.

Access to information has been improved both via the intranet and through academic registry. A Student Confidant scheme has been established. It is hoped that this scheme in which students provide a listening and advice service to other students will have particular benefits for students facing the challenges of settling in the UK for the first time.

The staff induction process is currently under review and it is hoped to establish a support network for new staff in 2010.

Policy

One of the ICR's Trustees has agreed to take on the role of Equality Champion on the Board of Trustees. It is hoped that her specific interest in equality matters will ensure that equality of opportunity will receive due consideration in future policy decisions.

Race Equality Review Group

The Race Equality Review Group met three times during 2009. Three new members were welcomed to the group.