

Public Sector Equality Duty

Introduction by the Principal, John Bowers QC

January 2018

At the heart of our College is academic excellence. We are also a caring and inclusive community. This is central to our values and heritage. For example, Brasenose took in many victims of Nazi persecution in the 1930s and such fellows as Nicholas Kurti and Otto Kahn Freund enormously enriched and enhanced our reputation. Today we have a graduate studentship for students or academics at risk or stateless, for example from Syria or Libya. To maintain its success and enhance its achievements, Brasenose depends upon the excellence of its staff and students. Equality of opportunity is applied to the processes of selection and retention of staff and students. Our aim is to treat all with respect and fairness to promote an inclusive institutional culture that recognises the benefits of a diverse learning community for students and staff alike.

*As a discrimination lawyer, I have been involved in several of the leading cases on the public sector equality duty. I have also sat as a judge in some of the cases. It therefore gives me great pleasure to write this introduction for what is a very important document. As a College we are subject to the Equality Act 2010 as an education provider, employer and provider of goods, facilities and services. I hope you will all take time to read the scheme carefully. If you have any questions **please direct them to Julia Dewar, HR Manager: hr@bnc.ox.ac.uk***

1. Background to the Single Equality Duty and College responsibilities

This document sets out the College's responsibilities under the 2015-2019 Public Sector Equality Duty and covers the various elements of the Equality Act 2010. These include due consideration of the eight protected characteristics defined in the Act: age, disability, gender re-assignment, pregnancy and maternity, race, religion and belief, sex and sexual orientation. In addition, the Act covers marriage and civil partnerships with due regard specifically required to avoid unlawful discrimination in employment.

The aims of the **general duty** of the Equality Act 2010 underpin the Public Sector Equality Duty and Brasenose aims to meet these, namely to:

- Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people from different protected groups, including:
 - *removing or minimising disadvantages suffered by people due to their protected characteristics;
 - *meeting the demands of people with protected characteristics
 - *encouraging people with protected characteristics to participate in areas where their representation is low
- Foster good relations between people from different protected groups, including tackling prejudice and promoting understanding

Responsibility

The responsibility for consideration of Equal Opportunity matters currently rests with the Human Resources Committee which meets once a term, and in turn reports to Governing Body which has ultimate responsibility for ensuring that the general equality duty is met.

Representation on the HR Committee is from members of the College Community as follows:

*The Principal

*The Bursar, Domestic Bursar, (attended by the Human Resources Manager)

*The Senior Tutor

*The Equality and Diversity Officer, also a member of Governing Body

*Two Tutorial Fellows

The HR Committee is responsible for the promotion, development, implementation, monitoring and review of the Public Sector Equality Duty in relation to employees, students, visitors and others closely associated with the College. All staff with managerial responsibility have a duty to ensure they undertake to make themselves aware of the requirements and to take forward specific actions under this Scheme.

2. Progress on integrating equality and diversity into College procedures

There has been increased awareness of equality and diversity issues and progress with specific action taken to ensure fairness.

Evidence of specific examples of action which demonstrate the commitment to integrate equality and diversity into College at centre stage includes:

- A Diversity Working Group run by the Vice Principal has been established to consider ethnicity and gender among specific groups and to recommend action to improve diversity statistics.
- All managers and supervisors were invited to a full day of training in 2016 on equality, diversity and harassment, followed up with further training in 2017 and training for officers of the College on the responsibilities under the duty.
- All new staff (academic and non-academic) are required to complete the University's online Equality and Diversity course and completion is logged.
- Seminars on the Equality Act 2010 have been provided over the past five years for non-academic staff, with training in 2017. Repeat training is scheduled on an annual basis to ensure continued awareness and in view of staff turnover.
- The Fellows on Governing Body received training in unconscious bias at the College away day in 2016.
- The Equality and Diversity Officer is a member of HR Committee and Governing Body and has involvement in student welfare cases.

- Diversity and Equality Officers represent the Junior Common Room and Hulme Common Room, raising issues as necessary. There is also a Students' Women's officer and a LGBT representative.
- The College Bullying and Harassment policy was revised in 2016 with the introduction of a new Harassment Policy for students and staff, with staff training and increased awareness for all College members.
- The Flexible Working policy introduced in 2011 continues to be applied widely with creative solutions so that requests can be met. Many variations on requests for flexibility have been agreed including compressed hours, term time working, job share and many examples of adjusted working hours to accommodate caring and childcare needs and disability (physical and mental health conditions).
- An age- related flexible retirement arrangement has been implemented, with adjustments made to the role and working hours to accommodate the request. Other age-related adjustments have been made including part time working, flexibility over hours and job sharing arrangements.
- Advice has been sought to ensure suitable reasonable adjustments for disabilities and health conditions with advice from Dyslexia Action, the University Disability Unit and specialist health consultants including continued use of a freelance part time Student Support Adviser available in College to provide counselling and signpost other available support. This applies to students and staff for example, extra time granted for students in exams, facilities have been developed to accommodate an assistance dog, reduced hours and reallocation of duties and time off for hospital appointments. A Puppy therapy session was introduced to assist with anxiety issues which was well received.
- An access audit was completed in 2016 and action taken to follow up recommendations include a sloped main entrance, automatic doors on two staircases, automated entrance and internal doors in one room on each site, upgraded graduate and undergraduate room to BS8300 and Approved Building Regs Document M standard. Planned adjustments completed in 2017 include upgrading a further room to BS800 and Approved Regs Doc M standard, automation of doors at graduate annexes and levelling of pathway. Future building plans include full consideration of disability and access concerns.
- Equality issues are considered at all stages of the recruitment process and more work is being carried out to consider possible improvements. For example, shortlisting of candidates' applications is done on a name blind basis and access requirements are taken into consideration and assistance offered to all interview candidates.
- The College has encouraged staff to make personal contact with potential candidates in under-represented groups to increase awareness of suitable vacancies, with positive effects on numbers applying. This has proved beneficial and resulted in the appointment of a female Chaplain.

- The College has continued to ensure the widespread distribution of adverts for all non-academic posts including through the County Council representative to Neighbourhood Locality Officers who are based in regeneration areas of Oxford (which have greater ethnic diversity).
- Casual roles are advertised to attract a more diverse pool of staff and applicants for posts are interviewed to ensure appointment against job criteria, rather than through informal or local networks.
- Awareness of diversity issues have continued to be raised at the staff lunchtime forum, for example with discussion around mental health issues. The Chaplain has worked hard to promote an inclusive approach, offering the chapel space for quiet mediation, prayer or reflection to all. Other events aimed at promoting inclusivity and other non-Christian religions continue to be organised, although with low attendance levels.
- The collection of data and the monitoring of the diversity of applicants for vacancies started in 2010 and has continued annually, with an improved system for better collection of attributable data and facility for analysis. This is on-going.
- The collection of data regarding the diversity of staff and its analysis to inform an action plan began in January 2012. A further survey of staff personal data was completed in January 2016 with follow up data cleansing during 2017, and analysis and termly reports to HR Committee through 2017.
- A Specific Aim under Single Equality Duty was published in April 2012 with an action plan developed and reviewed and updated in January 2016 which can be seen at Appendix 1. The Specific Aim is: To ensure that all employees with managerial responsibility receive equality awareness training, and to enhance the College's analysis and review of equality data on employees to identify which areas may need further investigation or action.

3. Equal Opportunities Monitoring

The on-going monitoring of equal opportunities data and its analysis is essential to ensure the College fulfils its remit to treat all Academic members and Support Staff equally within employment. The Diversity Group recommends annual reporting of the statistics to inform the development of action plans and policies over the review period through to 2019. An initial monitoring exercise in January 2012 of staff and Academics has provided a useful insight into the College diversity data, but since then a higher rate of disclosure has been encouraged on appointment to provide a more accurate picture in future as part of the College action plan. Details can be seen in the following appendices.

Work is underway with IT on a pilot project to gather recruitment monitoring data upfront as part of the appointment process to improve statistical data from the various recruitment stages.

Monitoring of student equal opportunities data is undertaken by the University of Oxford on behalf of the College and is the subject of analysis and review by the Senior Tutor and Academic Committee for consideration of any further action to be taken. This data is available from the University Equal Opportunities Department. It reflects that Brasenose is broadly in line with the University statistics.

Action Plan and Review

The College undertakes to review its Public Sector Equality Duty every 12 months. It has carried out an evaluation of the scheme and the progress against the Action Plan. A revised action plan has been agreed below which will be considered together with specific aim within four years to help set a new agenda for action.

Public Sector Equality Action Review and Plan

Appendix 1

Appendix 1 shows the Action Plan as previously agreed in committee (originally on 2012 and updated subsequently for display on the College website in compliance with the statutory duty).

In the 'Action' column Black shows original action

Red shows progress to date over the years from 2012 to 2016.

Blue shows action taken in **2017 and proposed for 2018**.

Equality Action Plan			
ACTION	Update on action taken	BY WHOM	DATE
<p>1. Training for Managers of Support staff in equality awareness, diversity and cultural awareness.</p> <p>Online diversity training is a requirement on induction with all new starters sent the link and reminders for completion. Training in the Equality Act 2010 is carried out annually for operational teams.</p>	<p>External trainer provided training in 3 all- day sessions in 2016 and 2017 for almost all managers, supervisors and customer facing staff.</p>	<p>HR Manager</p>	<p>Completed in 2017 and on-going schedule</p>
<p>2. Training for GB in equality awareness.</p> <p>Diversity was discussed as an issue at GB away day in 2015 with advice from the University Diversity Unit. In Feb 2014 GB agreed that the online diversity course was a requirement. Since then on appointment members have been emailed the link to the online course for completion.</p>	<p>An Unconscious Bias course was provided for fellows and members of Governing Body in 2016.</p> <p>All governance committees were reminded of their responsibilities under PSED remit at the start of term.</p> <p>An online course in unconscious bias is also available on the University website which is a requirement in induction.</p> <p>Further training for College Officers in Public Sector Equality Duty in 2017 completed</p>	<p>HR Manager</p> <p>Bursar</p> <p>Principal</p>	<p>2016/17</p> <p>On-going</p> <p>2017</p>

<p>Diversity Working group led by the Vice Principal including the possibility of unconscious bias training.</p>	<p>The Diversity Working Group has been extended for a further year through 2017 and into 2018, working on increasing awareness and introducing new diversity initiatives in College e.g. portraits project.</p>	<p>Vice Principal HR Manager</p>	<p>2017/18</p>
<p>3. Diversity training for academics and managers involved in recruitment and selection of staff or students.</p>	<p>New academic and non- academic staff are all required to complete the online diversity course.</p>	<p>HR Manager</p>	<p>2017/18</p>
<p>Online diversity training is a University requirement for all with responsibility for admissions. All have been provided the link and a log of training completed kept by HR.</p>	<p>Representatives of GB (including members of Personnel Committee) have received training in Equality and Diversity. It is expected that further recruitment training is to be offered for other Fellows and Trustees of the College in 2018.</p>	<p>Committee</p>	<p>2017/2018</p>
<p>Diversity training for academic staff and managers involved in recruitment and selection of staff and students. Options to be recommended by the Diversity Working Group</p>	<p>Training provided across College in mental health awareness.</p> <p>Refresher Harassment awareness training planned for 2018</p> <p>Recruitment Guidance for academic appointment under consideration through HR committee, including consideration of AP Recruitment in Humanities</p>	<p>HR HR team</p>	<p>2017/18 2017/18 2018</p>
<p>4. Review current procedures and format for data collection to improve response rate of monitoring form.</p> <p>Amendments have been made to the Recruitment Monitoring form and to the timing of the request for completion to encourage a higher level of response and to assist better reporting and recording.</p>	<p>Some changes to processes have been introduced which means that more recruitment data has been gathered which can be analysed. Further improvements expected through the IT project to gather data at various stages of recruitment. Stats are provided in Appendix 2.</p>	<p>IT team Principal's PAs</p>	<p>2017/18</p>

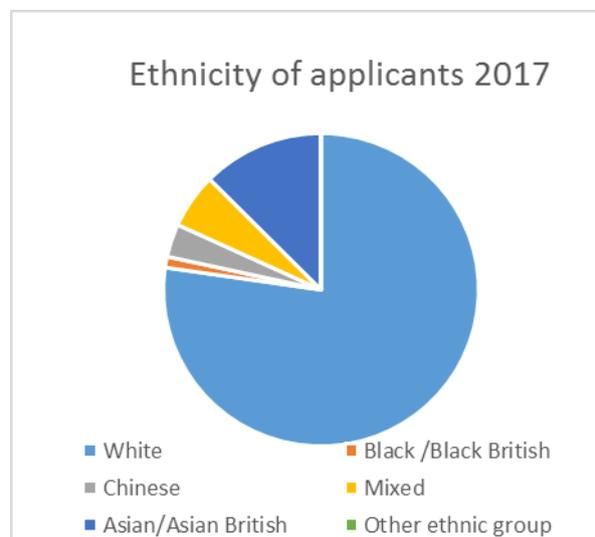
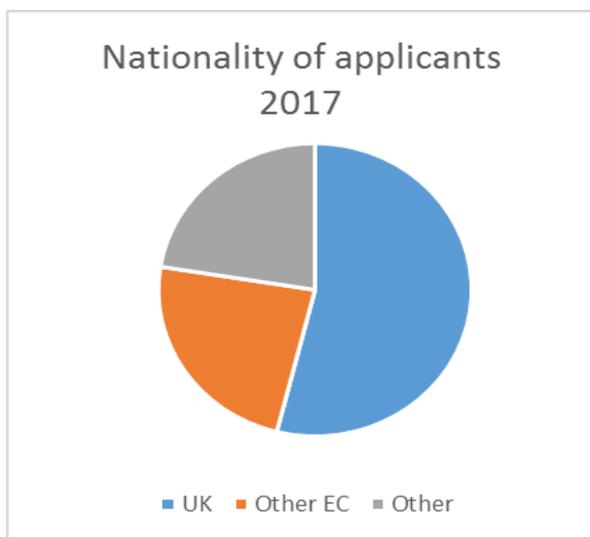
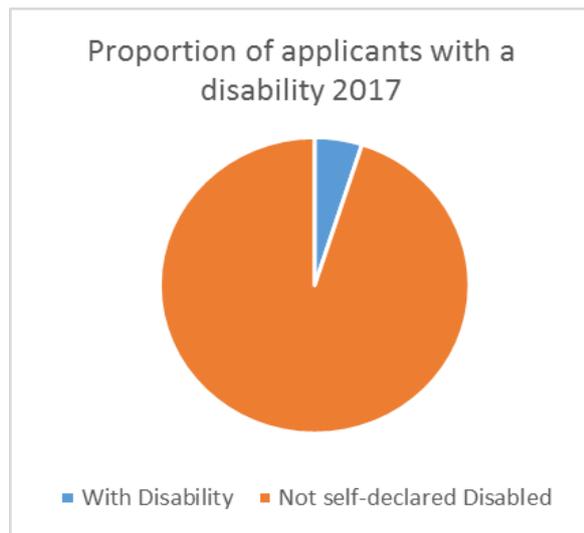
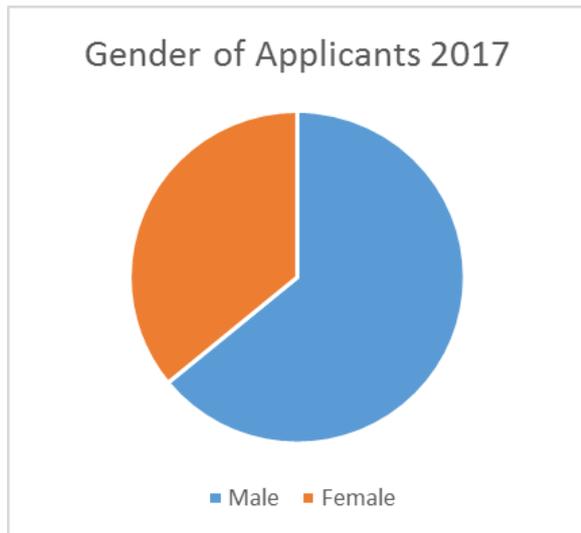
<p>Consider further methods for improved data collection.</p> <p>5. Review procedures for recruitment and selection to ensure equality of opportunity.</p> <p>These were reviewed by HR for non- academic departments to ensure consistency and best practice using competency based interviews, which has been extended to apply to casual staff in Buttery and Kitchen. The College Office applies the same competency based methods for best practice interviewing.</p> <p>Further review of procedures for recruitment and selection to ensure equality of opportunity and enhance diversity. On-going recruitment training for non- academic managers is planned for 2018</p>	<p>Recruitment and selection procedures have been thoroughly reviewed for non- academic staff with changes made eg name blind applications used a shortlisting stage. Coaching and training of managers/supervisors in recruitment together with the standardisation of processes has continued e.g. on interviewing for casual staff to develop a more diverse pool for kitchen and buttery casuals.</p>	<p>Domestic Bursary/HR</p> <p>HR team</p>	<p>2017/18</p>
<p>6. Analyse data from recruitment monitoring forms and assess if action is needed.</p> <p>Further analysis of data is being review by the Diversity Working Group.</p> <p>Further collection and analysis of data for ongoing</p>	<p>Recruitment data has been looked at in more depth, with a commitment to review on an annual basis.</p> <p>See Appendix 3 for data.</p>	<p>HR Manager</p>	<p>2017/18</p>

<p>review to assess if specific action is necessary.</p>			
<p>7. Access/Disability audit.</p> <p>A full accessibility audit was completed and recommendations either completed or awaiting approval.</p> <p>Recommendations from access audit to be followed up once approved</p>	<p>The first phase was completed in 2016 with priority action completed and further action completed in 2017.</p>	<p>Domestic Bursar/ Senior Tutor</p>	<p>2018</p>
<p>8. On-going review of new policies/initiatives to consider equality impact.</p> <p>A number of family-friendly policies have been introduced which included a consideration of the equality impact directly. More detailed records to demonstrate that this has been considered for other policies is required.</p>	<p>New policies have been reviewed with consideration of diversity issues including the introduction of part time policy for academic staff , shared parental leave and paternity leave (under review)</p>	<p>HR Com HR team</p>	<p>2018</p>
<p>On-going review of new policies to consider equality impact</p> <p>Decision to contract Student Support Officer to sign-post counselling for students</p> <p>Range of courses introduced for welfare team to increase awareness of issues</p>	<p>Successful initiative, extended through 2018</p>		<p>2018</p> <p>On-going</p> <p>2018</p>
<p>9. Consideration of equal opportunities data to assess whether action needs to be</p>	<p>The Personnel Committee reviewed the available data in 2016 and agreed that a formal review on an annual</p>	<p>HR COM</p>	

<p>taken to address unfairness in any of the protected characteristics.</p> <p>Action has been taken to extend recruitment to target a more diverse pool of applicants. A working party has been tasked with consideration of these issues.</p> <p>Diversity group to identify and report on recommendations and any further action</p>	<p>basis. No complaint of unfairness in recruitment have been received and there has been no case brought under the harassment policy.</p> <p>Many initiatives introduced, including student- led women’s dinner and events to improve cross-cultural awareness</p>		<p>2018</p> <p>2018</p>
<p>10. On-going review of student procedures (admissions, allocation of accommodation, distribution of bursaries etc.) to ensure fairness and equity.</p> <p>The Senior Tutor has been considering and reporting on these issues on an annual basis.</p> <p>On-going review of student procedures to ensure fairness and equity.</p>	<p>The College Office report on student statistic admissions confirms the College is in line with the University stats. The College has an excellent record in providing support via student bursaries with 25% receiving some form of financial support.</p>	<p>DWG</p> <p>CO</p>	<p>2018</p>

Academic staff – data based on available responses from returned Recruitment monitoring forms form College only posts. Total number of applicants 101, 83 forms returned.

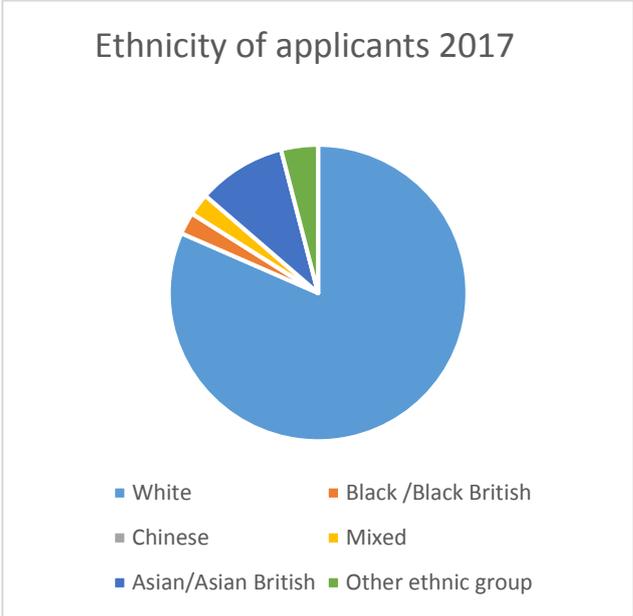
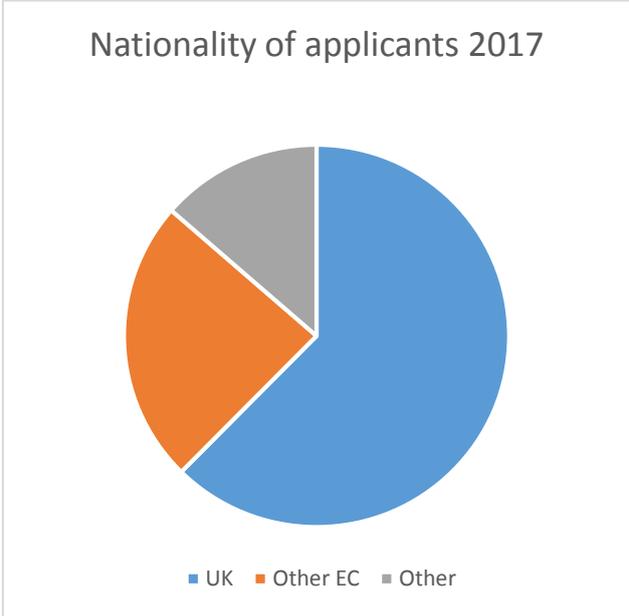
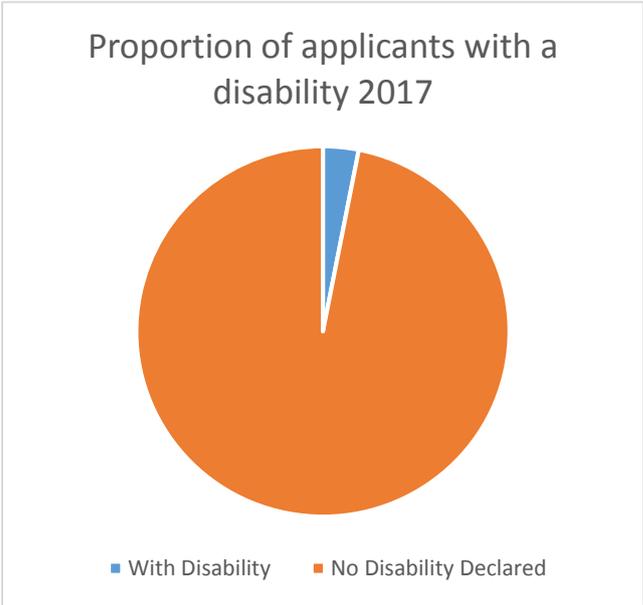
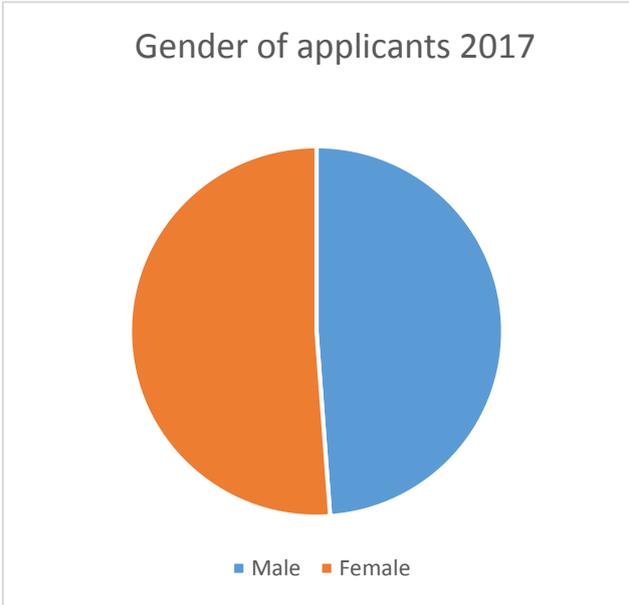
Total number of candidates appointed 7 of which 5 were male and 2 female



Non-academic staff – data based on available responses from returned recruitment monitoring forms.

162 applicants, 136 forms returned

Successful candidates were 12 females and 5 males



College diversity data – gender breakdown of employees as at January 2018

