

Public Sector Equality Duty

Introduction by the Principal, John Bowers QC

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 so that it is close to my heart. 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.***

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 Personnel Committee which meets once a term, and in turn report to Governing Body which has ultimate responsibility for ensuring that the general equality duty is met.

Representation at the Personnel 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 Adviser for Women students and staff, also a member of Governing Body
- *Two Official Fellows who are Tutors

The Personnel 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

3.

There has been progress over the last few years to ensure that equality and diversity issues have been addressed with action taken to ensure improved awareness and compliance with the principles of fairness. A Diversity Working Group has been established to consider ethnicity and gender among specific groups and to recommend action to improve diversity statistics. Previous developments to improve equality include:

- The role of Equality and Diversity Officer has been established, with presence on Personnel Committee and Governing Body.
- Diversity Officers represent the Junior Common Room and Hulme Common Room raising issues as necessary.
- A College Bullying and Harassment policy was introduced in 2010 for students and staff together with training for managers by Peninsula Business Services. It will be revised this year.
- A Flexible Working policy was introduced in 2011 and has been applied widely.
- The collection of data and the monitoring of the diversity of applicants for vacancies started in 2010.
- 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 was completed in January 2016.
- Amendments have been made to the recruitment process including name-blind applications and wider placement of adverts to attract a more diverse range of applicants.
- 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 of action."

4. 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.

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 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

Annex 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).

Black shows original action

Red shows progress to date over the years from 2012 to 2015.

Blue shows recommendations for future action.

Equality Action Plan		
ACTION	BY WHOM	DATE
Training for Managers of Support staff in equality awareness, diversity and cultural awareness. Online diversity training is a requirement on induction with all new starters sent the link and reminders for	HR Manager	2016/17

<p>completion. Training in the Equality Act 2010 is carried out annually for operational teams.</p>	<p>HR Manager</p>	<p>2016/17</p>
<p>Continue the training for managers of non-academic staff in equality awareness, diversity and cultural awareness</p>		
<p>Training for GB in equality awareness 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. All members were emailed the link to the online course for completion. Diversity Working group led by the VP including the possibility of unconscious bias training.</p>	<p>Bursar and HR Manager</p>	<p>2016/17</p>
<p>Diversity training for academics and managers involved in recruitment and selection of staff or students. 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. 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>HR Manager</p>	<p>2016</p>
<p>Review current procedures and format for data collection to improve response rate of staff monitoring form. 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. Consider further methods for improved data collection</p>	<p>HR Manager</p>	<p>On-going. 2016 and 2017</p>
<p>Review procedures for recruitment and selection to ensure equality of opportunity. 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. Further review of procedures for</p>	<p>HR Manager</p>	<p>Complete for gender and ethnicity</p>

<p>recruitment and selection to ensure equality of opportunity and enhance diversity. On-going recruitment training for non- academic managers is planned for 2016</p>	<p>HR team</p>	<p>2016/17</p>
<p>Analyse data from recruitment monitoring forms and assess if action is needed. Further analysis of data is being review by the Diversity Working Group. Further collection and analysis of data for ongoing review to assess if specific action is necessary.</p>	<p>HR team</p>	<p>2016/17</p>
<p>Access/Disability audit. A full accessibility audit was completed and recommendations either completed or awaiting approval. Recommendations from access audit to be followed up once approved</p>	<p>Domestic Bursar</p>	<p>2016/17</p>
<p>On-going review of new policies to consider equality impact. 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. On-going review of new policies to consider equality impact</p>	<p>HR</p>	<p>2016/17</p>
<p>Consideration of equal opportunities data to assess whether action needs to be taken to address unfairness in any of the protected characteristics. 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. Diversity group to identify and report on recommendations and any further action</p>	<p>HR Manager</p>	<p>2016/17</p>
<p>On-going review of student procedures (admissions, allocation of accommodation, distribution of bursaries etc.) to ensure fairness and equity. The Senior Tutor has been considering and reporting on these issues on an annual basis. On-going review of student procedures to ensure fairness and equity.</p>	<p>Senior Tutor</p>	<p>2016/17</p>