Equality Report Trinity Term 2018

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FOREWORD BY THE PRINCIPAL

On behalf of St Hugh's College Governing Body, I am delighted to present our Equality Report for Trinity Term 2018.

As a former women's College, St Hugh's prides itself on its inclusivity. We are fully committed to promoting equality and diversity for our students, academics and staff. Our aim is to create a truly inclusive environment in which individual differences are respected and academics, staff and students all have a fair and equal opportunity to fulfil their potential.

This Equality Report sets out our framework for achieving this ambition. The report establishes the College's equality objectives, the actions we will take to achieve them and how we will monitor our progress towards these goals over time.

Producing this report has helped us evaluate our current position with regards to equality and diversity and has enabled us to set a comprehensive framework to embed the promotion of equality, elimination of discrimination, and fostering of good relations throughout the Colleges activities.

The Rt Hon Dame Elish Angiolini DBE QC

INTRODUCTION

The College

Compared to many Oxford Colleges, St Hugh's is young. Elizabeth Wordsworth, the great niece of the poet, founded it in 1886. But she had a strong sense of the historical perspective in which her new foundation would take its place.

Using money left to her by her father, a Bishop of Lincoln, she named the College after one of his twelfth century predecessors, Hugh of Avalon, who was canonised in 1220, and in whose diocese Oxford had been. Elizabeth Wordsworth was a champion of the cause of women's education, and her foundation was intended to enable poorer women to gain an Oxford education. The first male undergraduates were admitted in 1986 and now the College has a roughly equal mix of men and women undergraduates.

The College also now has a roughly equal number of undergraduate and postgraduate students, with the latter group representing a diverse group of home and international students studying for a wide range of courses at masters and doctoral level.

Our responsibilities

The Governing Body of St Hugh's College has overall responsibility for setting strategic objectives and for taking all reasonable steps to ensure equality of opportunity and the prevention of discrimination, harassment and victimisation of academics, staff, students and visitors in their relationship with the College.

The Equality Committee, which reports directly to Governing Body, is responsible for the development, implementation and review of policies and practices to support the College's Equality Scheme in relation to academics, staff, students, visitors and others closely associated with the College.

The Presidents of the Junior and Middle Common Rooms (or their representatives) are members of this Committee, and it is afforced by such other College members and members of College staff as may, in the opinion of the Principal, most accurately reflect the diversity of backgrounds and experiences within the College.

College Officers and Heads of Department are responsible for the day to day implementation and delivery of the College's strategic objectives for equality and diversity.

St Hugh's Equality Report

This report is divided into three main sections:

The Report (this section) sets out our commitment to equality; our responsibilities and how we fulfil them; our arrangements for monitoring and reporting; and contacts for further information.

The Action Plan sets out our equality objectives and the actions we will take to achieve them; our measures of success; and how the objectives align with the Equality Act 2010 and the College's Strategic Framework.

The Benchmarks which show where we are now in terms of promoting equality in relation to the protected characteristics defined in the Equality Act 2010.

We use a number of terms throughout all these sections, and it is important to be clear what we mean by them:

- **Equality** – the fair and lawful treatment of students, Fellows and staff and the promotion of equality of opportunity between different groups.
- **Diversity** – the wide range of characteristics and experiences that make us who we are.
- **Inclusivity** – learning and working cultures that recognize and are welcoming of equality and diversity and reflect this in their policies and practices.

Our commitment

The College is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity. We believe that diversity is a source of strength and vitality which underpins the exchange of ideas, innovation and learning at the heart of our academic mission and from which all members of our community benefit.

We recognise that providing an inclusive environment, in which all members of our community can thrive and reach their full potential is integral to our reputation and our ability to continue to recruit the brightest and best students, Fellows and staff.

We are therefore committed to creating and maintaining an inclusive learning and working environment that is free from discrimination, in which all members of our community are treated fairly and where diversity is valued. In putting this commitment into practice, we recognise that we have specific duties to prevent discrimination and to promote equality and greater understanding across a range of protected characteristics. We will use this scheme to ensure that no prospective or actual student, academic or member of staff will be treated less favourably than any other, whether before, during or after their study or employment at St Hugh's College with reference to age, disability[1], race, gender identity, religion or belief, pregnancy and maternity, sex and sexual orientation, or length or type of contract (eg part-time or fixed term), or any combination of these characteristics.

Our aim

St Hugh's College aims to provide an inclusive environment which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its academics, staff and students are respected to assist them in reaching their full potential. The College will work to remove any barriers

[1] Under the Equality Act, a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

which might deter people of the highest potential and ability from applying to the College, as academics, staff or students.

The Equality Act 2010

The Equality Act 2010 underpins everything that we do in this sphere. The Act prohibits discrimination in employment or in the provision of training and education on the grounds of any of the following protected characteristics:

- age (all ages and age groups)
- disability (physical or mental impairment)
- gender identity (people undergoing gender reassignment or who are transgender)
- marriage and civil partnership
- pregnancy or maternity
- race (including ethnic or national origin, colour and nationality)
- religion or belief (religious belief systems, non-religious belief systems and non-belief)
- sex (women and men)
- sexual orientation (people of gay, lesbian, bisexual and heterosexual orientation).

The Equality Duty

The Equality Act introduced the concept of the general equality duty, which applies to public bodies and which came into force in April 2011. This duty requires us to have "due regard" to:

- Eliminate unlawful discrimination, harassment and victimisation on the grounds of a protected characteristic;
- Advance equality of opportunity between people who share a protected characteristic and those who do not; and
- Foster good relations between people who share a protected characteristic and those who do not.

Having "due regard" to these three aims of the Equality Duty means the College must consider these aims in carrying out its functions as an education provider, service provider and employer.

Specific equality duties

The Equality Act also introduced a number of specific duties, which mean the College has to:

- Annually publish information to demonstrate our compliance with the general equality duty. This should include information on employees and people affected by the College's services who share a protected characteristic.
- Publish objectives setting out how we will meet the requirements of the Equality Act, at least every four years.
- Ensure the published information and objectives are made available to the public.

OUR APPROACH TO EQUALITY AND DIVERSITY

St Hugh's is committed to implementing a comprehensive system of equal opportunities for our academics, staff and students, in order to provide a learning, working and social environment in which the rights and dignity of all our members are respected.

Here, we provide an overview of our approach and policies relating to equality and diversity.

Our Policies

The College has separate policies for race (Race Equality Policy) and gender (Gender Equality Scheme and Action Plan) to meet the specific obligations of the Race Relations (Amendment) Act 2000 and the Equality Act 2006. It also has a Code of Practice on Harassment to protect its members from any form of harassment or discriminatory behaviour which might inhibit them from pursuing their work or studies. These are supported by the College's Freedom of Speech Code of Practice, and Gender Equality Scheme and Action Plan.

Together, these policies and codes of practice form the Equality Scheme.

The Equality Scheme applies to all members of the College community, students, academics and staff, whether permanent, temporary, casual, part-time or on fixed-term contracts, to job applicants, to student applicants, current and former students, to honorary and associate members and to visitors to the College.

With regard to academics and staff, the Equality Scheme applies (but is not limited) to advertising of jobs and recruitment and selection, to training and development, to opportunities for promotion, to conditions of service, benefits, facilities and pay, to health and safety, to conduct at work, to grievance and disciplinary procedures and to termination of employment.

With regard to students, the Equality Scheme applies (but is not limited) to admissions, to teaching, learning and research provision, to scholarships, grants and other awards and benefits under the College's control, to student support and welfare, to access to College accommodation and to other buildings, facilities and services, to health and safety, to personal conduct and to student complaints and disciplinary procedures.

The College expects all its academics, staff, students and visitors to take personal responsibility for familiarising themselves with the Equality Scheme and to conduct themselves in an appropriate manner towards other academics, staff, students (prospective, current and former) and visitors.

Members of the College community have a duty to treat colleagues with respect at all times, and not to discriminate against, victimise[2], or harass[3]other students, academics, members of staff or visitors, whether junior or senior, to them.

The College regards any breach of the Equality Scheme by any employee(s) or student(s) as a serious matter to be dealt with through its agreed procedures and which may result in disciplinary action.

Complaints

The College is committed to protecting its members from any form of harassment or discriminatory behaviour which might inhibit them from pursuing their work or studies.

Violent, indecent, disorderly, threatening or offensive behaviour or language and bullying are unacceptable forms of behaviour. The College will view seriously any action which runs contrary to these principles, ensuring an environment in which the dignity of other members of College, members of staff and visitors is respected.

Any prospective or current student, academic or member of staff, or visitor, who has a complaint concerning a breach of this policy, may bring such a complaint to the College.

Harassment by any Senior or Junior Member of the College, or by any employee of the College, on grounds of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief (or lack of it), sex and sexual orientation is a disciplinary offence and should be reported according to the College's Code of Practice. Harassment may be broadly understood as consisting of a course of unwarranted behaviour such as to cause, and which may reasonably be expected to cause, such distress or annoyance as seriously to disrupt the work or substantially to reduce the quality of life of another person. It includes any offensive physical act, behaviour or expressions which relate to any of the protected characteristics.

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[2] Victimisation is defined in the Equality Act as treating someone badly because they have done a 'protected act' (or because the institution believes that a person has or is going to do a protected act). A 'protected act' is making a claim or complaint of discrimination (under the Equality Act), helping someone else to make a claim by giving evidence or information, making an allegation that the further or higher education institution or someone else has breached the Act, or doing anything else in connection with the Act.

[3] There are three types of harassment that are unlawful under the Equality Act: unwanted conduct related to a relevant protected characteristic, unwanted conduct of a sexual nature or that is related to gender reassignment or sex, and less favourable treatment because the person concerned submits to or rejects the unwanted conduct. 'Of a sexual nature' can cover verbal, non-verbal or physical conduct including unwelcome sexual advances, inappropriate touching, forms of sexual assault, sexual jokes, displaying pornographic photographs or drawings, or sending emails with material of a sexual nature.

Complaints of harassment, victimisation or bullying will be dealt with according to the College's Code of Practice on Harassment. Initially, attempts will be made to resolve the problem informally by discussion and conciliation. If such attempts fail, formal disciplinary proceedings may be commenced. Any member of the College who wishes to make a complaint or discuss any possible case of harassment informally and in confidence is invited to contact the Bursar, Senior Tutor, HR Manager or any member of the welfare team. In the case of students, the College's Harassment Officers, Professor Ruth Baker and Professor Glen Loutzenhiser, may also be contacted. A friend, or (in the case of students) a JCR Welfare Officer or MCR Welfare Officer, can be asked to contact one of these on behalf of the complainant. The Code of Practice is available from the Bursary or via the College's website.

Similarly, abusive behaviour of any sort – including but not limited to harassment, intimidation, victimisation or discrimination on the grounds of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief (or lack of it), sex and sexual orientation – is a disciplinary offence, which should be reported through the appropriate channels.

RESPONSIBILITIES

Students, staff and other members of the College community

All members of the College community have a responsibility to uphold the College's commitment to equality and diversity by:

- Treating students, staff and visitors to the College with dignity and respect.
- Not engaging in, colluding in or encouraging behavior that constitutes unlawful discrimination under the Equality Act.
- Supporting activities to eliminate discrimination, advance equality of opportunity and foster good relations as required under the Equality Act.

Members of the College found to have engaged in unlawful discrimination will be subject to disciplinary measures up to and including expulsion in the case of students, and dismissal in the case of staff.

Third parties carrying out services on behalf of the College are also expected to comply with the College's policies. Failure to do so may result in contracts being terminated.

Governing Body

Governing Body is responsible for setting the strategic direction and policies governing all aspects of the College's activity. In addition to Governing Body members' individual responsibilities as members of the College, Governing Body has overall legal responsibility for the College's compliance with the Equality Act 2010.

Equality Committee

It is the responsibility of the Equality Committee to oversee the development of Equal Opportunities policy frameworks and objectives and their application in the

College, working as appropriate with the relevant colleagues and bodies. The Committee is also responsible for reviewing equal opportunity data collected by the College and for ensuring that there is a forum at which student views on any matters relating to equality and equal opportunities can be raised.

MONITORING, REPORTING AND PUBLISHING

The Equality Report will inform future decision-making, equality and diversity policy development and equality and diversity objectives throughout the College – in relation to academic, student and staff matters, conference services and student accommodation. It will also be the basis for comparison for future equal opportunity monitoring data we collect. It will be reviewed on an annual basis by the Colleges Equality Committee to establish progress against objectives and to identify new actions, as appropriate, for the coming academic year. The outcomes of the review will be collated in an annual report alongside an analysis of any student and staff data as required by the Equality Act. This will then be reported to the College's Governing Body.

The annual Equality Report, action plan and updated Scheme will be published on the College's public website.

2018/19 ACTION PLAN

Introduction

The action plan sets out the College's equality objectives for 2018-19. Objectives have been identified by benchmarking 'where we are now' – through analysis of data trends, best practice and consultations with students and staff – and identifying where improvements could be made to further promote equality across the College's functions and activities.

Action Plan Headings

Equality Objectives – what we want to achieve
Rationale – why we have identified this objective
Actions – what we will do during the academic year to achieve the objective
Success measures – the metrics we will use to measure the success of the action against the objective
Responsibility – the team, committee, group or body responsible for the action. Accountability rests with the head of the team, chair of the Committee/group or leader of the body responsible.

Protected Characteristics

Each action plan objective is related to at least one of the Equality Act protected characteristics of age, disability, gender identity, pregnancy or maternity, race, religion or belief, sex and sexual orientation

Equality Duty

The objectives also support at least one element of the Equality Act equality duty to:

- Eliminate unlawful discrimination on the grounds of a protected characteristic;
- Advance equality of opportunity between people who share a protected characteristic and those who do not; and
- Foster good relations between people who share a protected characteristic and people who do not.

College Strategic Goals

Each objective is also aligned with at least one of the College's strategic goals for 2020. These are to:

1. Balance a thriving culture of research, scholarship and intellectual custodianship with a commitment to teaching at the highest level;
2. Recruit the best minds and nurture the next generation of academics;
3. Begin the work of bringing our endowment to a sustainable level;
4. Increase bursary, scholarship and hardship funding for students, particularly at graduate level;

5. Raise funds to endow and protect Fellowships;
6. Reduce energy costs and improve the energy efficiency of the College's estate;
7. Establish a fundraising programme to facilitate refurbishment of the physical estate;
8. Develop a programme of events accessible to the public;
9. Involve our students more closely in the development of College business;
10. Make best use of the opportunities the China Centre presents to the College estate and community;
11. Celebrate the achievements of our alumni in many walks of life and areas of the world;
12. Improve diversity in the College community, in particular to address the under-representation of women and ethnic minorities on the Governing Body;
13. Develop a breadth and range in the programme of informal events to allow different groups within College to socialise together and break down barriers;
14. Reach out to our academic communities: encourage our members to become involved in a range of academic, social and cultural events and programmes. In addition, to seek out volunteering opportunities in the external community for our students.

Equality Scheme Action Plan Equality Objectives Actions for the 2018/19 Academic Year	Success Measures	Protected Characteristics									Equality Duty			Goal
		Age	Disability	Gender identity/trans	Marriage/Civil Partnership	Pregnancy/maternity	Race	Religion or belief	Sex	Sexual Orientation	Eliminate Unlawful Discrimination	Advance equality of opportunity	Foster good relations	Strategic Framework Goal (no. 1-14)
Objective 1 – Mainstream the Equality Duty into the everyday business of the College		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1, 2, 9, 12, 14
Rationale – i) Consideration of equality issues becomes embedded and part of 'business as usual' ii) our practices are inclusive and support compliance with the Equality Act 2010 iii) identified as a priority by Governing Body, Welfare Committee and student common rooms.		**Responsibility and notes**												
a) Review the Equality Framework and create an integrated equality policy so there is a single point of guidance for all protected characteristics.	i) Ensure new policy remains consistent with College's Statutes & Bylaws and Harassment Policy ii) Governing Body to approve	Bursar, Governing Body Ongoing obligation												
b) Review provision of equality information	i) Staff Survey ii) Equal Opps form as part of recruitment process iii) Review student and staff data provided to Equality Committee iv) Continue to ensure that the College's public website is updated with the latest Equality Report and action plan	Bursar, College Office, Comms, HR TT18: the equal opps form is being better used, as demonstrated by data presented to this meeting. New process for job applications should ensure much higher use across all job applications next year. Staff survey completed and data analysis presented to this meeting. Staff data now stored on HR database. Use of College SITS provision to be investigated with a view to provision of equality data for students. Bursar and College Office to review.												
c) Governing Body to receive regular updates from Equality Committee	Equality Committee report and action plan to Governing Body once per year	Secretary to Equality Committee, Secretary to Governing Body												
d) Review staff disciplinary and grievance procedures to ensure all are fair and equitable and consistently implemented	i) Review staff contract with Peninsula (or replacement external HR advisors) ii) Ensure amended/reviewed contracts are issued to all staff iii) Ensure new and revised policies are uploaded onto the College's public website	Bursar, HR TT18: New HR manual now embedded and well used. Policies accessible to all staff through website and manual												
e) Develop metrics for student and staff bodies which break data down and analyse by protected characteristics, to identify specific actions	i) Actions are implemented as a result of any issues identified	Bursar, HR, College Office Ongoing												

required for specific groups		
f) Ensure that equality considerations are built into all cross- College staff and student projects so that issues can be surfaced early and addressed promptly	i) Continue to monitor equality and diversity issues through committee agendas ii) Ensure that equality and diversity implications form part of project design of all projects	Principal, Vice Principal, Bursar, Committee Secretaries, Ongoing

Equality Scheme Action Plan **Equality Objectives** **Actions for the 2018/19 Academic Year**	**Success Measures**	**Protected Characteristics**									**Equality Duty**			**Goal**
		Age	Disability	Gender identity/trans	Marriage/Civil Partnership	Pregnancy/maternity	Race	Religion or belief	Sex	Sexual Orientation	Eliminate Unlawful Discrimination	Advance equality of opportunity	Foster good relations	Strategic Framework Goal (no. 1-14)
Objective 2 – Increase direct engagement with students and staff on equality issues		✓	✓	✓	✓	✓	✓	✓	✓	✓	?	✓	✓	2, 9, 12, 13, 14
Rationale – i) Consideration of equality issues becomes embedded and part of 'business as usual' ii) our practices are inclusive and support compliance with the Equality Act 2010 iii) identified as a priority by Governing Body, Welfare Committee and student common rooms.		**Responsibility**												
a) Enable engagement, debate and consultation with Fellows, students and staff representatives from across the protected characteristics	i) Evidence of engagement via Gender Equality Working Group, Staff Engagement Project, Staff Committee, JCR and MCR ii) Full student involvement in College committees iii) Undertake regular reviews of staff/student satisfaction and encourage feedback/dialogue either via reviews or more informally.	HR, JCR, MCR, Gender Equality Working Group, Staff Engagement Champions Group TT18: staff engagement remains high. Student involvement in committees excellent – students highly engaged and participate fully.												
Objective 3 – Raise awareness of equality issues and increase the visibility of equality initiatives		✓	✓	✓	✓	✓	✓	✓	✓	✓	?	✓	✓	9, 12, 13, 14
Rationale – i) To support the embedding of good practice across College		**Responsibility**												
a) Equality and diversity issues are promoted in Freshers' Week, staff induction, via the website and in staff and student-specific communications	i) Evidence of promotion of equality initiatives to students and staff across a range of communication channels	HR, College Office, Comms Ongoing												
b) Building on success of Tutor for Women, explore the idea of a Tutor for Equalities to	i) Raise awareness and understanding of issues ii) Celebrate national events such as LGBT History	Governing Body, JCR, MCR												

ensure that all protected characteristic groups have a voice in Governing Body	Month, Black History Month, International Women's Day, International Day of the Disabled	Ongoing
c) Explore the idea of peer mentoring	i) Establish peer mentor networks amongst staff and students to ensure that new members feel supported in settling into College life and able to voice any concerns	Tutor for Women, College Office, HR, JCR, MCR Ongoing

Equality Scheme Action Plan Equality Objectives Actions for the 2018/19 Academic Year	Success Measures	Protected Characteristics									Equality Duty			Goal
		Age	Disability	Gender identity/trans	Marriage/Civil Partnership	Pregnancy/maternity	Race	Religion or belief	Sex	Sexual Orientation	Eliminate Unlawful Discrimination	Advance equality of opportunity	Foster good relations	Strategic Framework Goal (no. 1-14)
Objective 4 – Monitor and improve disability disclosures and monitor the implementation of reasonable adjustments			✓								✓	✓		7, 12, 14
Rationale – Disabled students have specific needs that the College has a legal duty to address		**Responsibility**												
a) Continue to offer a range of support services for students, or signpost students to support services offered by the central University	i) Range of services on offer ii) Uptake and feedback from students	College Office, Welfare Committee, Comms Ongoing												
b) Monitor reasonable adjustments to property and review buildings' compliance with Equality Act requirements	i) Estates to report on reasonable adjustments made for students at least 1x per year ii) Equality Act survey of buildings to be commissioned iii) Prioritised work to be undertaken following findings of Equality Act survey	Estates, Infrastructure Committee TT18: Accessibility audit progress report forms item 10 of this agenda.												
Objective 5 – Increase the range of training and development opportunities for Fellows and staff on equality issues		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12, 14
Rationale – To support the promotion of equality, prevention of discrimination and fostering of good relations as required under the Equality Act 2010 equality duty		**Responsibility**												
a) Ensure that awareness of diversity is integrated into staff induction and appraisal processes	i) All staff receive diversity training/briefing as part of induction ii) Appraisal processes include discussion of diversity issues	HR, Line Managers TT18: staff now all trained in equality and diversity through OLI online diversity module. This now forms part of staff induction checklist												

Objective 6 – Promote greater diversity in employment and address under-representation		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	2, 12, 14
Rationale - While the College is increasingly diverse, some groups continue to be under-represented in particular areas of work or grades of work		**Responsibility**												
a) Review recruitment practices, ensuring that applicants from protected characteristic groups are encouraged to apply	i) Advertisements encourage applications from under-represented groups ii) Equal Opps monitoring forms are distributed to all applicants (and existing employees) and data collected and reported. iii) University guidelines are followed iv) Recruitment is conducted via application form as standard, to ensure all candidates have the opportunity to provide essential information	HR, College Office, Bursar, Recruiting Managers Ongoing												
b) Provide interview training and unconscious bias briefing to all staff involved in recruitment	i) Identify unconscious bias trainer, and introduce training to Fellows and senior staff ii) Introduce interview scoring system that allows standard responses to all candidates iii) Where suitably qualified individuals are available, selection committees will contain at least one member of each sex	Gender Equality Working Group, Bursar, HR Ongoing												

Equality Scheme Action Plan Equality Objectives Actions for the 2018/19 Academic Year	Success Measures	Protected Characteristics									Equality Duty			Goal
		Age	Disability	Gender identity/trans	Marriage/Civil Partnership	Pregnancy/maternity	Race	Religion or belief	Sex	Sexual Orientation	Eliminate Unlawful Discrimination	Advance equality of opportunity	Foster good relations	Strategic Framework Goal (no. 1-14)
Objective 7 – Continuously review student admissions processes to ensure they comply with equality duty		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		12, , 14
Rationale - To ensure that all those involved in admissions at graduate or undergraduate level have received appropriate briefing on the implications of equality issues in the selection of students.		**Responsibility**												
a) Work in partnership with the Admissions Executive to support the implementation of the Executive's action plan on undergraduate and on graduate admissions.	i) Senior Tutor to oversee compliance with action plan and ensure all College admitting tutors are adequately briefed and have received appropriate training. ii) Work to implement the OCAO Code of Practice on undergraduate admissions as agreed by Conference of Colleges and the Admissions Executive	Senior Tutor, College Office, Disability Officer Ongoing												
b) Ensure that all those involved in admissions have received appropriate briefing on the implications of equality issues in selection of students	i) All admitting tutors to receive online equality training ii) All admissions interviews involve more than one interviewer. Where suitably qualified individuals are available, interview panels will contain at least one member of each sex	Senior Tutor, College Office Ongoing												

There is some difficulty in knowing whether to compare our data with data for the local or national population. For a number of the jobs people are willing to commute from distances that might be considered outside the range of the local job market or move to the area. But this would not apply to all the positions within the College. Also there are no data available on the levels of disability within the Oxford or national population. Therefore as a different way to assess how we are performing we will look for opportunities to benchmark our data against local organisations who may face similar challenges to us.

We already use our equal opportunity recruitment monitoring form but they are not returned by all applicants. We would like to be a position where we have the fullest picture of the applicants we are attracting. Therefore we will encourage all applicants to complete the anonymous equal opportunity monitoring form during the recruitment process. This will allow us to see whether there are certain groups who are underrepresented or not applying for vacancies, consider the possible reasons behind this and introduce measures to counteract it in future. We will also monitor the return rates of the equal opportunity recruitment monitoring form and implements changes to the form if the return rate stays the same or declines.

For a number of our academic appointments we are not the primary employer, and so we do not coordinate the recruitment process and do not have access to the equal opportunity recruitment monitoring information collected. This means that we do not get the complete picture about who applies for academic vacancies. Therefore we will investigate ways of trying to obtain the equal opportunity recruitment monitoring information in cases where we are not the primary employer.

Conference Services

Where we are

The services we provide as a venue for conferences include:

- Meeting/lecture spaces – Our conference facilities include a number of meeting rooms and lecture halls suitable for group discussions, presentations or lectures.
- Accommodation – 262 bedrooms, of which 161 have en-suite facilities and 3 of these are adapted for wheelchair access.
- Food – We can provide breakfast, lunch and/or dinner for our conference guests, catering for any special dietary requirements. The menus available at each conference are decided on in advance with individual conference organisers.
- Access and parking – The College facilities are predominantly (but not exclusively) on ground level and we have onsite car parking spaces, which are made available to any conference delegates with mobility issues.

We do not monitor the diversity profile/protected characteristics of any of the conference delegates or organisers who use our services.

Aims and objectives

To continue to treat all conference organisers and delegates fairly, with consideration and respect, regardless of any protected characteristic they possess.

To periodically consider whether there is a need to review any of the conference services we provide with respect to equality and/or diversity.

To consider whether there is a need to amend the feedback forms we use to collect equality and diversity data.