



Equality Report 2018-2019

Introduction

The College

The Queen's College is one of 38 independent, self-governing colleges within the collegiate University of Oxford. The College is an education provider, an employer and a provider of conferences and events. As a result, the College has a broad range of members and users and so a broad range of responsibilities with regard to equality and diversity.

Our approach to equality and diversity is outlined in more detail in our Equality Policy (<https://www.queens.ox.ac.uk/sites/www.queens.ox.ac.uk/files/Equal-Opportunities-Policy-%28May%202019%29.pdf>)

We follow closely policy and procedures of the central University, but also set our own objectives in line with local priorities. These are largely set by the Governing Body taking into account recommendations from other committees (including Domus, Academic, Equality, Estates and Finance, Development), and with input from the Decanal Office, the JCR and MCR, and representative of the College staff. This enables representation from the widest possible cross-section of the College constituency.

Legal Position

The Equality Act 2010 prohibits discrimination in employment or the provision of training and education in respect of a number of protected characteristics. It also introduced the concept of a general equality duty, which covers protected characteristics identified in the Act (with the exception of marriage and civil partnership). The general duty has three main aims:

- To eliminate unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Equality Act 2010;
- To advance equality of opportunity between people who share a protected characteristic and those who do not;
- To foster good relationships between people who share a protected characteristic and those who do not.

In addition, the Act introduced a number of specific duties which require the College to:

- Annually publish information to demonstrate our compliance with the general equality duty to include information of employees and service users of the College who share a protected characteristic;

- Publish objectives setting out how we will meet the requirements of the Act, at least every four years;
- Ensure the published information and objectives are made available to the public.

Purpose of this report

This report is The Queen's College's equality report for the 2018-2019 academic year and seeks to demonstrate how the College is meeting its commitments under the Equality Act 2010. In addition, progress with longer term objective for the period 2016-2020 is reported. The report summarises key equality data for the College, as well as outlining its activities and achievements. Where sufficient data are available this has been analysed and the results used to:

- Identify any areas for further improvement.
- Inform the setting of targets and indicators for the existing equality objectives.
- Identify additional objectives.

Public Sector Equality Duty – Objectives and Strategic Plan 2016-2020

Background

Under the Public Sector Equality Duty (PSED) the College is required to report on progress against objectives at least annually and to set itself new objectives at intervals of no greater than four years. This document fulfils the requirements of the PSED for April 2016 to April 2020.

Our Vision

The Queen's College is fully committed to eliminate all forms of unfair discrimination in all of its activities, and in respect of students, staff, visitors, contractors and relationships with the wider community and general public.

We are committed to treating all people with dignity and respect, irrespective of any protected characteristics as defined by the Equality Act 2010 (age, disability, gender assignment, pregnancy and maternity, race (including ethnic origin and nationality), religion or belief, sex, and sexual orientation). (N.B. Marriage and civil partnership are also protected in respect of employment only.)

Our aim is to be an institution where everyone can be themselves and reach their full potential in an environment of fairness and trust.

Objectives and Targets for 2016-2020

Training

- Create a training framework to ensure that all staff are aware of their role with regard to PSED and are fully supported in delivering this.
- Ensure an ongoing programme of training for students who occupy positions of responsibility in the student body and in College clubs and societies.

Recruitment and Selection

- Review the categories used for collecting data on protected characteristics, how the information is used, and ensure our compliance with GDPR.
- Review of recruitment procedures to ensure continuing compliance and best practice.

Access

- Ongoing programme of improvements to make The Queen's College estate as accessible as possible, to include invisible as well as visible disabilities, and within the constraints of listed building status.
- Review of procedures to ensure the fair and equitable distribution of accommodation, bursaries, prizes, scholarships and hardship funds, given the constraints of trust positions.
- Ongoing review of the processes and training in support of the University's common framework on admissions and access for students.

Consultation

- Ensure ongoing consultation regarding the Equality Policy with all relevant groups in College.
- Liaise with the University Disabilities Advisory Service (DAS) regarding Equality Committee advice.

Summary and Report on Equality Activities for October 2018 to September 2019

The University has the high level commitment to embed equality and diversity across all of its activities. These include the twin aims of:

- working towards an increasingly diverse staffing profile
- providing equality of opportunity for all students to achieve and demonstrate their full academic potential

and these aims are embedded in all College policies and procedures.

College also has its own local priorities and has set its own specific equality objectives.

Our long term 'specific and measurable' equality objectives include:

1. **Provision of accessible and gender neutral facilities.** College has made very good progress in providing dedicated accessible and gender neutral facilities on the main College site. College now has a purpose-built stand-alone fully accessible toilet on the main College site. In addition, new fully accessible facilities have been constructed in new buildings on the main College site, including in the Shulman Auditorium and the library basement extension. In the refurbished library new door handles have been provided to improve access. In addition, gender neutral toilets, showers and baths are widely available in all

College premises. We provide two designated facilities on the main College site for students, staff and visitors who prefer to use these.

2. **Improving accessibility of public rooms on the main College site.** We have had mixed success in implementing this objective. By installing a lift, we have made the public rooms on the first floor of the main building fully accessible. This required a great deal of planning, given that the main site is a Grade 1 listed building. However, restrictions have made it impossible to achieve the objectives with regards to making other public facilities in College fully accessible, such as the Beer Cellar and the Junior Common Room. These remain long term-objectives and in order to meet them we have commissioned a firm of architects to provide a masterplan for building works for the next 10 to 30 years. This will include a holistic and comprehensive plan for providing access for persons with disability.

Actions taken in Academic Year 2018-2019 to support our equality objectives.

General Activities

- Continue to use “blind” gender neutral selection procedures where possible.
- We continue to improve our processes for recruitment and induction to ensure that our policies regarding harassment and equality, for example, are an integral part of the process.
- We continue to conduct exit interviews when staff leave giving them the opportunity to give feedback on their experiences at Queen’s. This has been particularly useful for driving change within the organisation.
- We continue to provide training for managers who are responsible for recruiting others in understanding protected characteristics and in unconscious/implicit bias.
- We use active decision-making processes, guided by the PSED, for every committee meeting and meeting of the Governing Body.
- We are an active part of the “Target Oxbridge” programme of access/outreach focusing on the BME students in London boroughs such as Lewisham.
- We continue training in Mental Health First Aid (Domestic Bursar’s Administrator) and Trans Awareness (Domestic Bursar) to ensure equality-related awareness for those involved in delivery of HR and training in the College.
- Equality-focused training for students at The Queen’s College occurs during induction session at the start of each academic year. In addition, specific events organised by the JCR or MCR focused on equality-related issues, such as gender issues, women in science, consent workshops, are held throughout the academic year. Student representatives attend the Equality Committee meetings every term.
- The College has established the following procedures to support disabled students which start from the admissions exercise. If the student indicates on their UCAS form a known disability, the College Office follows up by direct contact asking for details of any special arrangements which might be required. These are put in place for when they come for interview. Once they have been made an offer, the disability advice service (DAS) put in place assessments for the students via eVision so that it can be accessed and acted on by College. The College DAS liaison person contacts College to

discuss provision for students normally just before the start of the new academic year. Student Support Plans are shared with relevant tutors, the Library and Steward/Domestic Bursar so that they can make any special arrangements for the student concerned optimising conditions for a student's accommodation, study and social life. Special exam arrangements are organised by the academic administrator through application to the Exams and Assessments Office for public examination or locally in College for in-house Collections.

- The Queen's College takes seriously the requirement to eliminate discrimination, harassment and victimisation and during the academic year 2016-2017 produced a flyer which is widely displayed around College and on the website. The flyer makes the various processes for dealing with harassment more transparent and provides details of sources of help and advice for students and staff who believe they are being harassed. These have been prepared with wide consultation of all member of the College community and ensure that everyone knows how to identify harassment, how to report it and how to get help for dealing with it. The flyer reinforces focused training for College staff and training during the annual induction for all new undergraduate and graduate members of College. The flyer is currently under review with a view to making it more user-friendly.
- All College clubs and societies have now had to demonstrate procedures and processes that ensure fairness and equality of access for all College members.
- The Queen's College has sourced appropriate training to improve awareness of, and engagement with, issues relating to equality and diversity and to implement this for all employees of the College focusing initially on training on unbiased decision making in all aspects of our academic and service provision to students.
- We continue to strive to improve access to the College by looking at the provision of Braille boards at the High Street entrance.

Student Equality

The Queen's College is committed to provide an inclusive culture for its students which promotes equality, values diversity and maintains a working, learning and social environment in which their rights and dignity are respected.

The College has demonstrated this commitment in a number of practical ways during the academic year 2018-2019.

- Providing dinners and social events to celebrate specific religious festivals
- Providing a comprehensive outreach programme to attract potential, academically-able students, regardless of their background
- Providing a College Nurse, who is available to give pastoral support to students facing challenging personal circumstances
- Supporting students with alternative examination arrangements, including a significant number of exams being sat in College as part of providing reasonable adjustments for students with disabilities

- Producing a student handbook and flyers which signpost students to support networks in College, within the University and without the University
- Supporting social groups, clubs and societies and allowing College premises to be used for these gathering
- Supporting students by providing accessible accommodation
- Recruiting a female Provost who began her term of office in August 2019

Diversity of Governance and Decision-Making

Governing Body

The Queen's College is a charity and is accountable to its trustees who form the Governing Body, and oversee all decisions made on behalf of the College. During the academic year 2018-2019 the Governing Body comprised 40 Fellows of whom 10 were female.

Committees

Although the gender balance of committees varies, women are well-represented across the range of committees and all but one of the committees of the College had a female member in 2018-2019. Of the 33 College Officers and managers in place in 2018-2019, 12 were female.

Senior Management

Women continue to be well represented among the senior management of the College's non-academic workforce. Of the 15 senior managers (grade 7 and above) in post at 31st July 2018, 8 were female.

Review of Complaints and Disciplinary Action

Current Staff

During the 2018-2019 academic year there were no formal grievances raised by employees about issues related to discrimination, harassment or victimisation.

Job applicants

During the 2018-2019 academic year there were no complaints or Tribunal claims received from job applicants in relation to discrimination, harassment or victimisation.

Current Students

The College does not systematically collect data concerning the number of complaints raised by students about issues of discrimination, harassment or victimisation in each academic year.

Student Applications

No serious concerns were recorded in relation to candidates applying to study at The Queen's College with regard to discrimination, harassment or victimisation during the 2018-2019 academic year. Furthermore, there were no appeals to the University about decisions made by The Queen's College, on the basis that they had not been concluded adequately.

Equality objectives set for the academic year 2019-2020

1. To investigate the gender divide in the distribution of awards and collections prizes.
2. To continue training for all in College.
3. For the JCR and MCR to consider how more of their events can be made accessible.

Employment – key data

The Queen's College is a relatively small College and consideration by a number of different committees has led to the conclusion that our population is too small to obtain data using current methods of analysis that is relevant or statistically accurate. The Queen's College has the following members:

Male over 30 hours per week	66	26.3%
Male under 30 hours per week	55	21.9%
		48.2%
Female over 30 hours per week	53	21.1%
Female under 30 hours per week	77	30.7%
		51.8%
Total	251	100%

In the year 2018-2019 we reported our gender pay gap:

<https://www.queens.ox.ac.uk/sites/www.queens.ox.ac.uk/files/Gender-Pay-Report-2018.pdf>

We are confident that men and women are paid the same for doing the same job at Queen's. However, men and women are often employed in different roles across our organisation creating a gender pay gap. We actively encourage diversity in recruitment.

Further information and sources of support

College

Equality opportunities, policies and information:

<https://www.queens.ox.ac.uk/equality-information>

Welfare [including College support networks]:

<https://www.queens.ox.ac.uk/welfare>

Policies and procedures, including

Academic and non-academic disciplinary procedures and rules

<https://www.queens.ox.ac.uk/our-policies-and-procedures>

Diversity of Governance and Decision-Making, Governing Body

<https://www.queens.ox.ac.uk/governing-body>

University

The Disability Advisory Service:

<http://www.ox.ac.uk/students/welfare/disability>

Harassment Advisory Service and Harassment Advisors' Network:

<https://edu.admin.ox.ac.uk/support>

The Equality and Diversity Unit:

<https://www.admin.ox.ac.uk/eop/>

University of Oxford Equality Policy

<https://edu.admin.ox.ac.uk/equality-policy>

Government

Equality and Diversity

<https://www.gov.uk/government/organisations/home-office/about/equality-and-diversity>

Other

Peninsula HR support

<https://www.peninsulagrouplimited.com/>

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