



## Equalities Report 2023-24

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### Annex: copy of the Objectives and Strategic Plan agreed for 2024-2028

#### 1. 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/wp-content/uploads/2022/11/Equal-Opportunities-Policy-May-2020.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, Equalities, Estates and Finance, Development), and with input from the Decanal Office, the JCR and MCR, and representatives 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. And:
- 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. And:
- 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 2023-24 academic year. It seeks to demonstrate how the College is meeting its commitments under the Equality Act 2010. 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.

## **2. Report on equalities activities for October 2023 to September 2024**

Oxford University has the high-level commitment to embed equality and diversity across all of its activities. This includes 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.



The College adheres to University and Conference of Colleges guidance concerning equality and diversity targets relating to academic employment, while noting that decisions on short-listing and appointment are to be made solely on the basis of criteria defined in accordance with the duties of the post in question and its grade.

The College also has its own local priorities and set its own specific equalities objectives for the 2023–24 academic year, namely:

1. To continue to review gender balance in the distribution of awards and collections prizes.
2. To continue appropriate equalities training for all in College.
3. For the JCR and MCR to continue to consider how more of their events could be made accessible.

The following sub-sections report specific equalities activities in the College during the 2023–24 academic year.

### **Summary**

A full programme of activities relating to equality and diversity was once again in operation during 2023–24.

### **General Activities**

In response to its Public Sector Equality Duty Objectives and Targets for 2020–24, the College has:

- Flown LGBT Pride associated flags during LGBT History Month (February 2024) and LGBT Pride Month (June 2024).
- Held another Family Guest Night dinner in April 2024 with the aim of further integrating College members with children.
- Continued to receive reports on activity associated with the College's Race, Diversity and Access initiative, with the JCR taking a role in organising associated events.
- Held an open meeting of the Equalities Committee, open to non-members, to further develop the momentum associated with its general equalities activities. Consideration continued to be given to future activities of the Confluence@Queens initiative.



- Received and reviewed a third year of reports from Dr Jasmina Panovska-Griffiths, College Lecturer in Probability and Statistics, on equality and diversity monitoring in academic recruitment and on equality data relating to admissions and on-course students. The Equalities Committee remained keen to include future such reports for scrutiny in its annual review of data, enabling it to better understand the implications of the data in play and to assist it in proposing future targets for the College to adopt. In relation to admissions and on-course students, Dr Panovska-Griffiths' report demonstrated that trends at College level did not significantly deviate from those across the University more widely.

## **Employment Equality Activities**

In response to its Public Sector Equality Duty Objectives and Targets for 2020–24, the College has paid particular attention to academic appointments and terms and conditions of appointment. Relevant aspects have included:

- Continuing in its efforts to diversify academic appointments, including the use of a strong equality and diversity statement (accompanied by attempts to include more inclusive language in recruitment to posts shared with the University), advertising posts via a wider range of networks, and reaching out directly to outstanding candidates from under-represented groups. Positive feedback was received from external members of appointment panels regarding the College's diversity statement.
- Continuing to make available appropriate equality and diversity training for line-managers and all staff. This has included training concerning the promotion of equality in recruitment, with the College working to increase diversity in relation to all types of protected characteristic throughout its staff.
- Establishing as a new post and recruiting for appointment a Human Resources Manager (May 2023) so as to help advance the College's equality policies for all non-academic employees, to ensure that dignified employment is available, and ensuring that as far as possible disadvantage in accessing facilities and services is minimised.
- Continuing in its efforts to increase the proportion of underrepresented groups in order to reap the wider benefits of diversity.
- Making reasonable adjustments to accommodate disability, using external expert services such as Occupational Health and Access to Work, to allow the widest possible recruitment and employment of staff, while using data to consider actions and goals.



- Having already been accredited in the Living Wage Foundation since 2018, aligning its pay with the Oxford Living Wage for those on the lowest wage
- Introducing an Employee Assistance Programme to aid with health and well-being, and give confidential and free support for personal and work related problems.

### **Student Equality**

The College remains committed to provide an inclusive culture for its students which promotes equality, values diversity and maintains a working, learning and social environment in which rights and dignity are respected. It has sought to demonstrate this commitment in a number of practical ways, which have included:

- Providing pastoral support, not least to students facing challenging personal circumstances.
- Producing online information and flyers which signpost students to support networks within College, the broader University environment and in other contexts.
- Supporting scholarships in partnership with Black Academic Futures. Two scholars began their studies at the College in 2023-24, and the College committed to funding two Black Academic Futures scholarships for entry in 2024
- Participating in the University's pilot of an Equality, Diversity and Inclusivity workshop for all incoming postgraduate and undergraduate students during the 'freshers' week' programme in Michaelmas Term 2023, and upon review of the successful pilot, committing to participate in the workshop for Michaelmas Term 2024.
- Supporting the work of the JCR in delivering a successful programme of anti-racism training during the 'freshers' week' programme, drawing on guidance and training received from Advance HE in Michaelmas Term 2022 when the programme was first developed.

### **3. Report on 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 2023-24 academic year the Governing Body comprised 44 Fellows, of whom 14 were female.

### **Committees and Senior Management**

Although the gender balance of committees varies, women are generally well-represented across the range of committees and as we have a female Provost, all committees of the College had a female member in 2023-24. Of the 28 College Officerships in place in 2023-24, 6 were held by women, a slightly lower proportion than in previous years, meaning that care should be taken not to burden women but also to ensure that a good level of representation among College Officers and on committees continues.

## **4. Report on Formal Complaints and Disciplinary Action**

### **Current Staff**

There were five complaints of harassment in 2023-24, none of which were upheld.

### **Job applicants**

There were no formal complaints.

### **Current Students**

The College does not systematically collect data concerning the number of formal complaints raised by students about issues of discrimination, harassment or victimisation in each academic year. This is for the practical reason that such formal complaints are so rarely received that to present data as systematically collected would merely skew perceptions due to the tiny size of the pool concerned.

### **Student Applications**

There was one appeal related to undergraduate admissions for 2024 entry, which fell within the remit of the present report as it related to reasonable adjustment and disability and was sent to the College. However, the appeal related to the candidate's Faculty interview not College interview, and the appeal was not upheld.

## **5. Equalities objectives set for the 2024-25 academic year**

The College agreed that the new equalities objectives for the 2024-25 academic year would be set by the College's Objectives and Strategic Plan 2024-2028.



## 6. Employment 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.

As at June 2024, data by reference to numbers of people and percentage of the workforce was as follows:

	Sep-23		Dec-23		Mar-24		Jun-24	
Male over 30 hours per week	77	32%	79	31%	72	26%	80	35%
Male under 30 hours per week	35	15%	48	19%	59	22%	32	14%
Female over 30 hours per week	52	22%	58	23%	51	19%	50	22%
Female under 30 hours per week	74	31%	68	27%	92	34%	66	29%
TOTAL	238		253		274		228	

In April 2024, the College published its gender pay gap statistics under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. This data, with accompanying comments, is available under the title 'Gender Pay Report As at April 2023' via the Equalities Information page of the College website (at <https://www.queens.ox.ac.uk/official-information/equality-policies>).

The College is keen to emphasise its commitment to gender equality in the workplace, and remains confident that women and men are paid the same for doing the same job at Queen's. However, men and women are sometimes employed in different roles across the organisation, creating an apparent pay gap. The College actively encourages diversity in recruitment.

## 7. Further information and sources of support College

### 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





# THE QUEEN'S COLLEGE

## UNIVERSITY OF OXFORD

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/>

## **ANNEX Public Sector Equality Duty – Objectives and Strategic Plan 2020-2024**

### **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 2020 to April 2024.

### **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 2020-2024**

#### **Training**

In our continuing aims to improve diversity throughout the College, we will

- ensure our support staff receive training on equality and diversity, including in the context of harassment (knowing our policy), discrimination and fostering good relations.
- provide training and other steps to improve the recruitment and appointments process to minimise disadvantages suffered by people due to their protected characteristics.
- maintain our training framework that ensures all staff are aware of their role with regard to PSED and are fully supported in delivering this.
- continue our successful and ongoing programme of training for students who occupy positions of responsibility in the student body and in College clubs and societies.

#### **Recruitment and Selection**

- A key aim of the College is to use data to better inform recruitment for academic and non-academic appointments and for selection of undergraduates and graduates.
- We aim to follow the research data alliance recommendations (RDA) that when equality monitoring data from academic and non-academic appointments becomes available, it will be annually reviewed by the Equalities Committee, to ensure that the data is used to better inform recruitment over the next four years.
- We are installing a new HR system (iTRENT) that will record a variety of equality-related characteristics about applicants for both academic and non-academic positions within College and intend to review and compile this data. Trials on four non-academic appointments suggest that applicants are willing to provide a wealth of information to accompany their applications.



## **Access**

As part of our ongoing programme of improvement to The Queen's College estate in our Masterplan, for those with invisible and well as visible disabilities, within the constraints of the listing building status and local planning regulation, for this period we are focussing on plans for:

- fully accessible access into College from the High Street
- a new accessible Porters' Lodge
- the provision of baby-changing facilities within new bathroom facilities
- to investigate the provision of new accessible facilities for study, socializing and provision of food and drink within College.

To consider the results of the access audit that is now underway.

To continue reviewing the process and training to support the University's common framework on admissions and access for students.

## **Welfare Provision**

Over the next four years we will improve welfare provision within College by (i) creating a new Tutorship for Welfare and (ii) the appointment of a Welfare Officer to provide welfare support throughout College, to develop signposts to University and outside sources of support, procedures and protocols for welfare provision, and plan initiatives for general wellbeing, (iii) create a welfare statement to increase understanding of what the College can (and cannot) provide.

We will continue to monitor our procedures to ensure the fair and equitable distribution of accommodation, bursaries, prizes, scholarships and hardship funds, given the constraints of trust positions.