

Equality Act 2010 - how we fulfil our first specific equality duty

Under the Equality Act 2010, public bodies, of which the College is one, have both general duties and specific equality duties.

The **general duties** are to have due regard in decision-making to:

1. Eliminate discrimination
2. Advance equality of opportunity, and
3. Foster good relations between people from different protected groups

The **specific duties** are:

- i. To publish relevant, proportionate information showing compliance with the Equality Duty by 31st January 2012, and subsequently at intervals no greater than one year from the last publication.
- ii. To prepare and publicly publish at least one specific and measurable objective that the College thinks it should achieve to meet any of the three aims of the equality duty by 6th April 2012 and at subsequent intervals no greater than four years.

This report satisfies the College's first specific duty by providing **examples** of how the College meets the general duties.

1. Policy Development and Review

The College has an Equal Opportunities Policy, which is published on our website.
<http://www.lmh.ox.ac.uk/>

Governing Body and all its main committees consider the duty to promote equality in the development of policies and procedures at all levels.

The College has an established Equality Committee, a subcommittee of Governing Body. It is responsible for advising Governing Body on the development, implementation, monitoring, prioritisation and review of policies, procedures and practice to support the College's Equal Opportunities Policy in relation to staff, students, visitors and others closely associated with the College. The Committee meets at least annually and its members are:

- Principal (chair)
- Treasurer (secretary)
- Vice Principal
- Senior Tutor
- Tutor for Graduates/Chaplain
- Domestic Bursar
- Personnel Officer
- 2 representatives from JCR
- 2 representatives from MCR and
- 2 staff representatives.

The College reviews annually its policy on harassment and its Code of Conduct on Professional Relationships, for both the academic staff and support staff.

2. Student Education and Support/Welfare

Accommodation Committee checks annually that its procedures for allocating student accommodation meet the requirements of the Equal Opportunities Policy.
 Grants & Bursaries Committee checks annually to ensure that its procedures for distributing bursaries, scholarships and hardship funds meet the requirements of the Equal Opportunities Policy.

Welfare Committee reviews its provision of student pastoral support and welfare services annually to ensure that these are equally accessible to all members of the College community.

Specific examples:

1. During exams, Jewish students have requested not to sit exams on a Saturday. They are now able to defer to a Sunday.
2. Accommodation request forms issued to students ask if they have any special needs or requests. A Buddhist student requested a quiet room for meditation. This was arranged.
3. Most special dietary requirements are accommodated.
4. Student meals are offered with the choice of a no-alcohol table.
5. There are two student welfare officers for students; one male, one female and an LGBT representative.
6. The University's Counselling service is free and available to all students.

3. Staff Recruitment, Selection and Support/Welfare

Finance Committee reviews the College's procedures for the recruitment, selection and support/welfare of College administrative staff every three years in order to ensure these procedures meet the requirements of the Equal Opportunities Policy; Academic Policy Committee similarly reviews its procedures for academic staff, annually. External advertisements for jobs are published to a wide audience; local and specialist media include DailyInfo, Caterer.com, jobs.ac.uk.

4. Undergraduate and Graduate Admissions

The College ensures that all those involved in undergraduate and graduate admissions have received appropriate training on the implications of equality in selection of students. Academic Policy Committee monitors the College's undergraduate and graduate admissions procedures annually.

Specific example

During the admissions process, shortlisted students who have disclosed a disability are contacted by the College to ask what adjustments they need putting in place for their visit. A quadriplegic student requested a shower-chair, which the College duly purchased.

5. Facilities/Access/Particular Requirements

The College continues to work to improve facilities and access for disabled students, staff, guests and visitors and to meet the particular requirements of members of these groups.

Specific examples:

Students

1. Students who have been offered a place by the College are initially contacted by the University's disability office regarding any disability and what, if any, special provisions they are likely to need. The college disability contact co-ordinates adjustments with the department and the disability services.
2. A student suffering from irritable bowel syndrome requested a bedroom nearest to a bathroom. This was arranged.
3. Special bedrooms are available for students who are hearing impaired or mobility impaired.

Conference Delegates:

1. A prayer room was requested and provided. Consideration was also made to one wish that the room must not be carpeted. This was arranged.
2. For another conference, two prayer rooms were requested, separate for males and females. This was provided.
3. Occasionally Muslim delegates request an alcohol-free menu for meals. The chef and catering staff ensure that no wine is provided on an allocated table and a wide choice of soft drinks is instead provided. The chef will also ensure that recipes are altered to remove any alcohol-related ingredients from those special meals.
4. A delegate with a broken foot was provided with a ground floor bedroom.
5. Extra bedroom pillows were provided for a pregnant delegate.
6. During Ramadan, during a non-Muslim wedding being hosted at the College, several Muslim guests requested adjusted serving times. The chef was happy to accommodate this in line with the married couple's wishes

<p>6. Consultation</p> <p>The College ensures that minority staff and students are represented in existing and specifically established consultative forums and that these groups are consulted in the development and maintenance of the Equal Opportunities Policy e.g. LGBT student representative.</p>
<p>7. Monitoring Arrangements</p> <p>The College monitors the following processes: a) Staff selection, appraisal and progression b) Staff grievances, harassment, discipline and access to training.</p> <p>Specific example: The College received one racial harassment complaint in 2011 between two members of staff. After investigation, the complaint was not upheld but additional training is being provided to all members of the relevant department.</p> <p>The College continues to ensure that the results of the following processes are subject to equal opportunities monitoring: a) Student admissions, progress and performance, b) Student complaints, harassment and discipline.</p>
<p>8. Publishing Arrangements</p> <p>The College publishes its Equality Policies widely; in the Handbook, on the website, via notice boards and by discussion in staff meetings. The Equality Committee reports the results of monitoring and consultation to Governing Body.</p> <p>The College reviews its publications and web pages on an ongoing basis to promote access and participation among students from minority groups.</p>
<p>9. Guidance, Support and Training</p> <p>The College annually reviews the equal opportunities training opportunities available to all of its staff, and introduces additional provision where necessary or desirable. The Personnel Officer assists in the dissemination of equal opportunities information, briefing material, guidance and advice from the University.</p> <p>Specific Example: Training workshops were held in 2011 for all support staff and for all academic staff to explain the requirements of the Equality Act 2010.</p>