

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. It updates the report first published in January 2012 and updated in January 2013 and January 2014.

1. Policy Development and Review

The College has an Equal Opportunities Policy, which is published on our website <http://www.lmh.ox.ac.uk/>, and copies are issued to all new employees and casual workers. 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
- HR Manager
- 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, and ensures that copies are available on the College intranet.

A set of College Values for support staff, including Fairness, has been agreed and widely promulgated. Elements have been incorporated into appraisal and selection processes.

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. Several graduate students have taken up new roles providing peer support; these roles are expected to assist ethnic minorities, among others. There is also a Male Welfare Officer and a Female Welfare Officer for graduate students; a Male Welfare Officer and a Female Welfare Officer for undergraduate students; an Access and Equal Opportunities Officer for undergraduates; and an LGBTQ representative for graduate students.
2. The University's Counselling service is free and available to all students.
3. During exams, Jewish students have requested not to sit exams on a Saturday. They are now able to defer to a Sunday.
4. A Gender Equality week was organised and run by undergraduate students in 2013; another was held in early 2014 and a third in early 2015.
5. The College flew the 'Rainbow Flag' at the request of undergraduate and graduate students in February 2012, 2013 and 2014 to support LGBTQ History Month.
6. Accommodation request forms issued to students ask if they have any special needs or requests.
7. Most special dietary requirements are accommodated.
8. Student meals are offered with the choice of a no-alcohol table.

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.

A major review of support staff terms and conditions was carried out in 2014 to ensure that all contractual terms were harmonised. As a result, after an extensive consultation exercise, a single set of terms and conditions has been implemented for all support staff.

A review of the supporting HR policies and procedures was launched in 2014 with a view to ensuring that a fair and up to date set of policies and procedures are established.

All support staff vacancies are advertised in a monthly staff newsletter. External advertisements for jobs are published to a wide audience; local and specialist media include DailyInfo, Graduating student job vacancy sites, Caterer.com, jobs.ac.uk. 2 support staff involved in recruiting staff have undertaken an on-line Recruitment & Selection training module.

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 examples

1. 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) Several candidates requested, and were allowed, additional reading time for pre-interview reading, in liaison with their schools.
 - b) Several candidates were provided with en-suite rooms on disability grounds
 - c) Interviews were arranged so that a student with a support worker did not need to stay overnight
 - d) A Skype interview was offered to a candidate with severe mobility issues
 - e) A graduate candidate with visual disturbances relating to noise was provided with a room in a quiet area of College

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. Special bedrooms are available for students who are hearing impaired or mobility impaired.

- a) Accommodation and facilities provided for a guide dog
- b) Specific arrangements have been made to ensure that a blind undergraduate can have tutorials in a ground floor room.

Staff

1. Training has been provided for staff who do not speak English as their first language.
2. Training and adaptive software has been provided for a member of staff with dyslexia.
3. In 2014, a number of flexible working requests were agreed for support staff to adjust their working patterns to improve their home/work life balance.
4. A member of the Support Staff attended an equality conference organised by the Equality Challenge Unit "Achieving Equality: transforming the higher education culture" in November 2014.

Conference Delegates

1. A conference with a number of Jewish delegates was provided with Kosher meals from an outside caterer.
2. A twin disabled room was set up for a delegate who needed to look after his mobility-impaired wife.
3. A summer school student was provided with a fridge in their room for the storage of medicine.
4. 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.

General

1. Baby changing facilities have been put into one toilet block.

6. Consultation

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. LGBTQ student representative.

In accordance with the College values of fairness, openness and equality, it is recognised that it is important that all employees have appropriate information and opportunities to enable them to have their say. This is true both in the development of policies and practices that affect staff and for staff to have their views taken into account in decision-making. As a result, a new Support Staff Consultative Forum has been established. The forum will be an additional method of communication. The remit of the forum will include matters relating to Human Resource Management and the wider operation of the College.

7. Monitoring Arrangements

The College monitors the following processes:

- a) Staff selection, appraisal and progression
- b) Staff grievances, harassment, discipline and access to training

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

8. Publishing Arrangements

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.

The College reviews its publications and web pages on an ongoing basis to promote access and participation among students from minority groups.

9. Guidance, Support, Awareness and Training

The College annually reviews the equal opportunities training opportunities available to all of its staff, and introduces additional provision where necessary or desirable. The HR Manager assists in the dissemination of equal opportunities information, briefing material, guidance and advice from the University, as appropriate.

A cultural awareness event called 'World at LMH' was held for all students and staff in March 2014. The event, focusing on food and dance, was a great success. A 'World at LMH' weekend, with more events, was held in 2015.