

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.

First Specific Duty

This report satisfies the College's first specific duty by providing relevant, proportionate information showing how the College meets the general duties. It updates the report first published in January 2012 and updated in January thereafter.

1. Policy Development and Review

The College has an Equal Opportunities Policy, updated in 2019, which is published on our website <http://www.lmh.ox.ac.uk/>, and copies are issued to all new employees and casual workers, as well as being included in student handbooks. 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. 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 (covering equality) are widely referred to on a regular basis. For example, they are used during recruitment, appraisal and for recognising the achievements of 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.

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 every three years.

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 the selection of students. Academic Policy Committee monitors the College's undergraduate and graduate admissions procedures annually.

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.

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. The Support Staff Consultative Forum, established in 2015, continues to meet regularly. The Forum consists of representatives from all Support Staff areas and considers the views of staff on College initiatives and policy developments.

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.

Treasurer

2 June 2023