



WORCESTER COLLEGE, OXFORD

**EQUALITY REPORT
2016/17**

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1. INTRODUCTION

This report provides an overview of Worcester College's recent activities in support of equality and diversity, including newly agreed Equality Objectives.

2. PUBLIC SECTOR EQUALITY DUTY

The Equality Act 2010 places all public bodies under an active duty to promote equality, which includes:

- Having due regard to the aims of the General Equality Duty in the exercise of their functions
- Carrying out equality analysis
- Setting at least one equality objective, and
- Publishing information and data to demonstrate their compliance with the Equality Duty

As a public body, the Equality Duty requires the College to have 'due regard' to the need to:

1. Eliminate discrimination, harassment, victimisation;
2. Advance equality of opportunity between people who share a relevant protected characteristic¹ and those who do not, by
 - a. Remove or minimise disadvantages faced by staff and students due to a protected characteristic;
 - b. Take steps to meet the needs of staff and students with each protected characteristic including where those needs are different from the needs of staff and students who do not share the relevant protected characteristic; and
 - c. Encourage people with each protected characteristic to participate fully in the public life of the College and in all activities.
3. Foster good relations between people who share a relevant protected characteristic and people who do not by
 - a. Tackling prejudice, and
 - b. Promoting understanding between people from different groups

3. WORK UNDERTAKEN

Since 2012, when the previous Equality Objectives were set, the College has undertaken a lot of work in this area. The previous Equality Objectives were:

- a) Continue to improve the monitoring and progression of staff in relation to all protected characteristics;
- b) Continue to monitor the minority ethnic composition of college members closely, so that appropriate interventions could be considered for supporting this group of individuals.

Examples of how Worcester College satisfies the duties are given below:

- a) The College has a wide range of welfare support structures available to students, information about which is published on the College's website, in student handbooks and on noticeboards around the site.
- b) The College's disability contact (the Academic Registrar) works closely with the University Disability Advisory Service on student support arrangements.
- c) The allocation of accommodation is done with due regard to the College's equality policies. Accommodation allocations take into account individual's specific requirements (e.g. associated with religious practice, disability or dietary requirements) and adjustments made accordingly.
- d) The Academic Registrar is responsible for liaising with students requiring examination adjustments for religious or disability-related reasons, so that these can be put into place.
- e) The College will embed within its outreach activities the promotion of equality and positive relations between different protected groups.
- f) The College has appointed a Human Resources Manager who has responsibility for overseeing the College's equality policies and advancing and monitoring the policies relating to the selection, training, progression, retention, grievances and retirement of staff.
- g) All recruitment exercises will ensure that selection criteria are non-discriminatory and accurately reflect the job requirements.
- h) Information on the composition of the workforce is gathered and analysed and appropriate support put in place to aid staff in their roles.
- i) All applicants will be treated fairly and evaluated only on their ability to perform the role. Wherever possible, selection procedures will be carried out by more than one individual.
- j) Staff training is provided according to need and appropriate adjustments made to enable all staff to undertake learning effectively.
- k) The College's Domus Committee is responsible for overseeing the maintenance, updating and addition of College facilities, taking into account its duties under the Equality Act. The provision of facilities includes those for all staff, students, conference delegates and visitors to the site.

4. A SINGLE EQUALITY SCHEME

In reviewing the College's practice a Single Equality Scheme was approved in October 2016 to ensure that equality and diversity continue to be guiding principles in pursuit of the College's academic excellence. It builds on the principle of integrating equality and diversity in policy and practice and specifically aims to address equality of opportunity in relation to the protected characteristics under the Act.

The College's Equality Objectives have been reviewed and new objectives set. These were approved by Governing Body in March 2017.

5. EQUALITY OBJECTIVES

a. Equality Strand - Gender and diversity

- To increase diversity over the next five years (1 January 2017 and 31 December 2021), the College will aim for at least 50% of academic appointments made to go to women and/or members of other under-represented groups.
- To aim for a balance in senior roles in College (Grades 6-10), within a range between 40%-60%, of gender and under-represented groups.

b. Equality Strand - Gender and students

- To produce relevant Student Admissions and Equality statistics to ensure the numbers of graduate and undergraduate students are evenly balanced between male/female within a range of 40%-60%.

c. Equality Strand - Race and staff

- To increase the number of Black and Minority Ethnic Academics in Governing Body Fellowship roles. To revise recruitment procedures, and to require members of selection committee to receive training and guidance.

d. Equality Strand - Race and students

- To produce relevant Student Admissions and Equality statistics and to be proactive in our attempts to encourage applications from, and make offers of places to, BAME students, and to ensure the College is a place that promotes and celebrates racial and ethnic diversity.

e. Equality Strand - Disability

- To produce relevant Student Admissions and Equality statistics and to actively promote disability awareness amongst staff and students and ensure appropriate support is available.
- To regularly review access for disabled staff/ students/ visitors, ensuring that all reasonable steps have been taken so the widest possible access to the College is achieved, taking into account the historical nature of the College.
- To audit College publications to ensure information is available, where requested, in appropriate formats

¹ The protected characteristics are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Marriage and civil partnership are also protected in respect of the first aim, in employment only

f. Equality Strand - Religion & Belief

- To produce relevant Student Admissions and Equality statistics, where available, and to actively promote and support a multicultural environment within the College.
- To review room availability for 'quiet' time and ensure there is space available for staff/ students/ visitors to be able to reflect/ pray.

The Equality Objectives will be reviewed between January and March each year, and progress made in each area assessed, in line with the Equality Duty. Information on this will be published accordingly.

6. DATA

Data on the composition of the workforce, recruitment statistics for 2016 and student data can be found in the Appendices attached to this document

Human Resources Department
March 2017

APPENDIX A: STAFF DATA

This annexe provides key data on Worcester College employees by sex, disability, religion or belief, sexual orientation and age. The College's annual staff snapshot was taken on 31 December 2016 and includes all employees wholly or jointly employed by the College on a permanent or fixed-term contract. It does not include casual workers. Staff numbers are based on actual headcount.

1. Overall composition of the workforce

Staff in post at 31 December 2016	Female Full time	Female Part time	Male Full time	Male Part time	Total	Permanent contract	Fixed term contract	Total
	46	32	70	14	162	133	29	162
	28.4%	19.8%	43.2%	8.6%	100%	82.1%	17.9%	100%

Worcester College has not always captured staff data and has endeavoured to gather this in order to analyse the demographics of its workforce. The following breakdown, as at 31 December 2016, shows the most recent staff data, based on information gathered from 124 out of 162 employees.

2. Gender

Staff in post at 31 December 2016	Female	Male	Prefer not to say	Total
	56	54	14	124
	45.2%	43.5%	11.3%	100%

3. Disability

Staff in post at 31 December 2016	Disabled	Not Disabled	Prefer not to say	Total
	7	108	9	124
	5.6%	87.1%	7.3%	100%

4. Religion or Belief

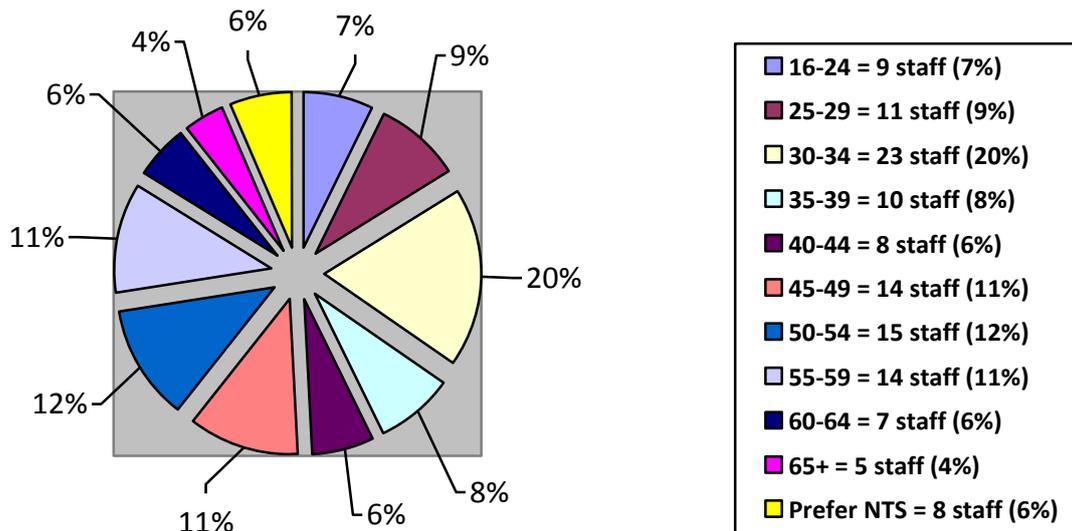
*Other religion or belief includes Buddhist; Hindu; Jewish; Muslim; Sikh; other; but are not shown separately to prevent the identification of individuals

Staff in post at 31 December 2016	No religion or belief	Christian	Other religion or belief*	Prefer not to say	Total
	38	58	8	20	124
	30.6%	46.8%	6.5%	16.1%	100%

5. Sexual Orientation

Staff in post at 31 December 2016	Heterosexual	Gay woman/ man	Bisexual	Prefer not to say	Total
	91	5	0	28	124
	73.4%	4%	0%	22.6%	100%

6. Age



7. Ethnicity

The different categories of ethnicity are listed below. The 'all other' categories are not shown separately to prevent the identification of individuals.

Staff in post at 31 December 2016	White*	All other**	Prefer not to say	Total
	105	9	10	124
	84.7%	7.3%	8.1%	100%

*White includes English; Welsh; Scottish; Irish; British; Gypsy or Irish Traveller; any other white background

**All other includes: Mixed/multiple ethnic groups (White and Black Caribbean; White and Black African; White and Asian; any other mixed background); Asian/Asian British (Indian; Pakistani; Bangladeshi; Chinese; any other Asian background); Black/ African/ Caribbean/ Black British (African; Caribbean; any other Black/African/Caribbean background); Other ethnic group (Arab; any other ethnic group)

APPENDIX B: RECRUITMENT MONITORING FOR 2016

The College now has in place arrangements to monitor the selection and recruitment of members of staff by means of Equal Opportunities monitoring forms returned by applicants on a voluntary basis. The Human Resources department collates this information, on a yearly basis, which is reviewed by the Human Resources Committee. The period of time used for these statistics is 1 January – 31 December 2016.

The following chart shows the profile of 144 applicants for a total of 20 non-academic vacancies, which were advertised in 2016. Recruitment statistics for academic roles have not been collated for 2016.

Chart 1: Gender breakdown by applicant

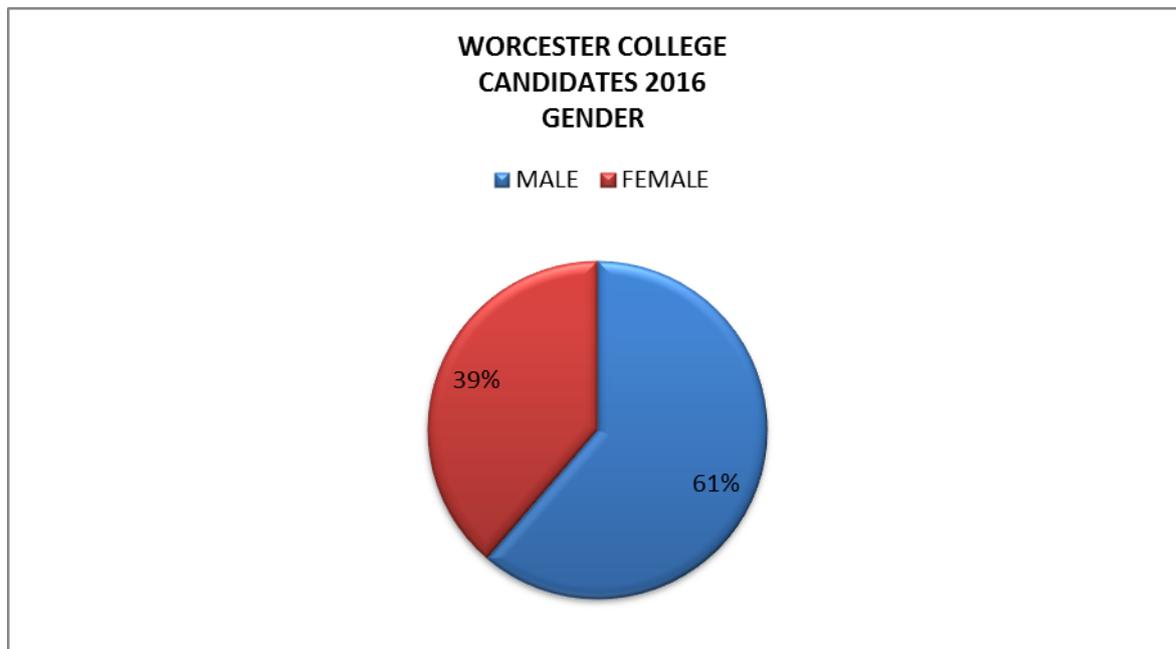


Chart 2: Age breakdown by applicant



Chart 3: Disability breakdown by applicant

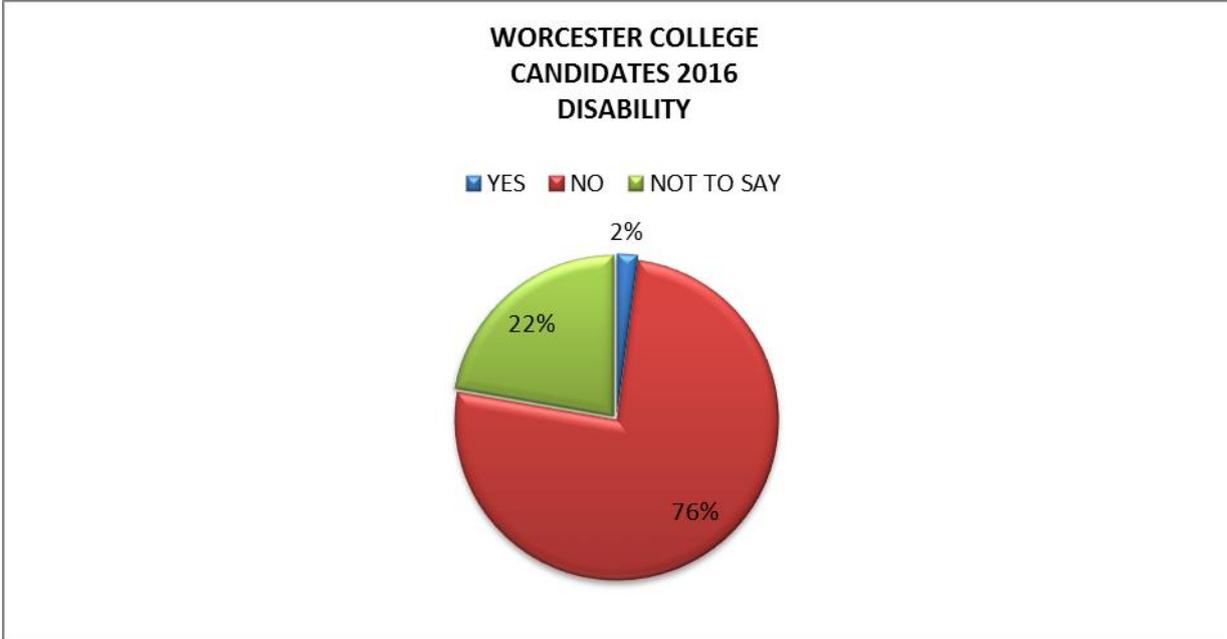


Chart 4: Ethnic Origin breakdown by applicant

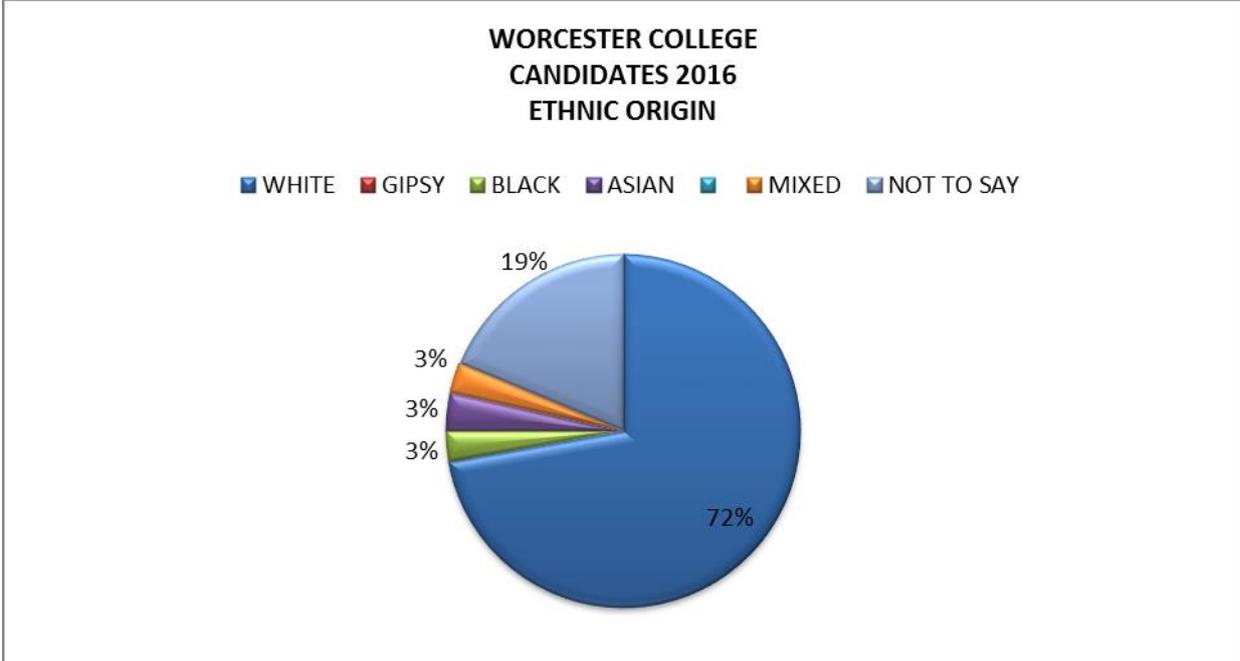


Chart 5: Sexual Orientation breakdown by applicant

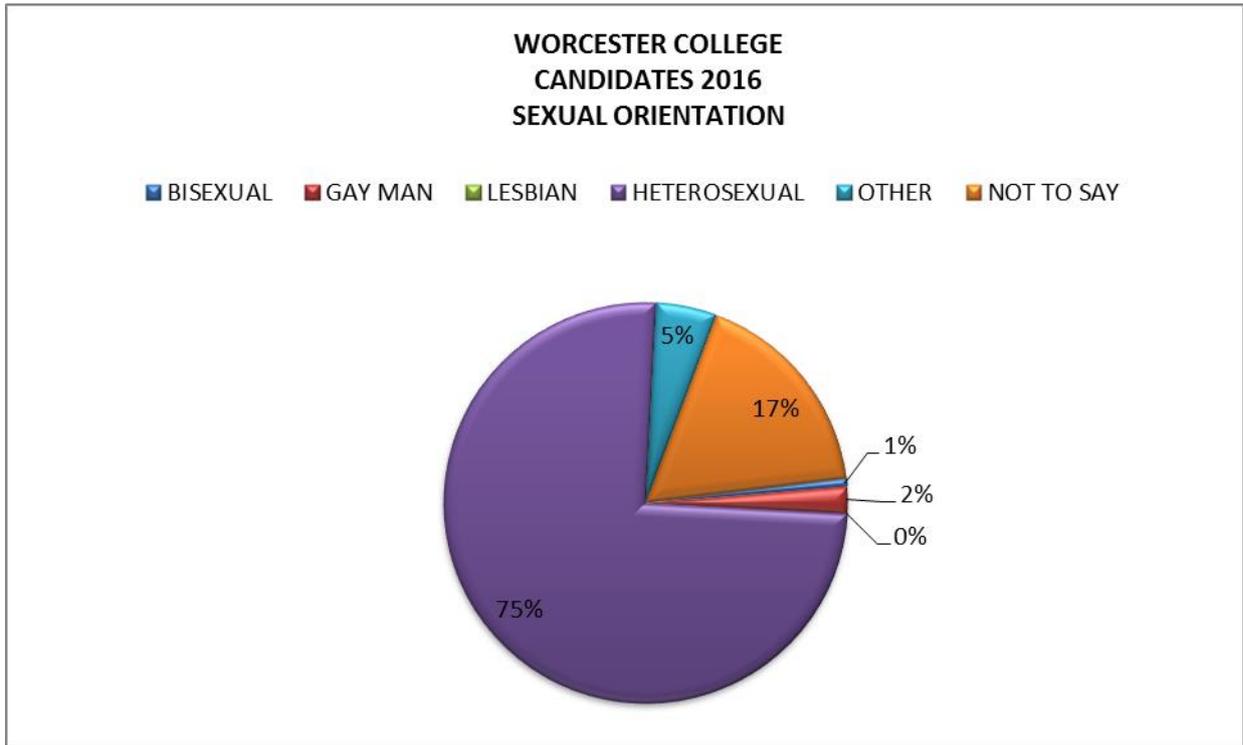
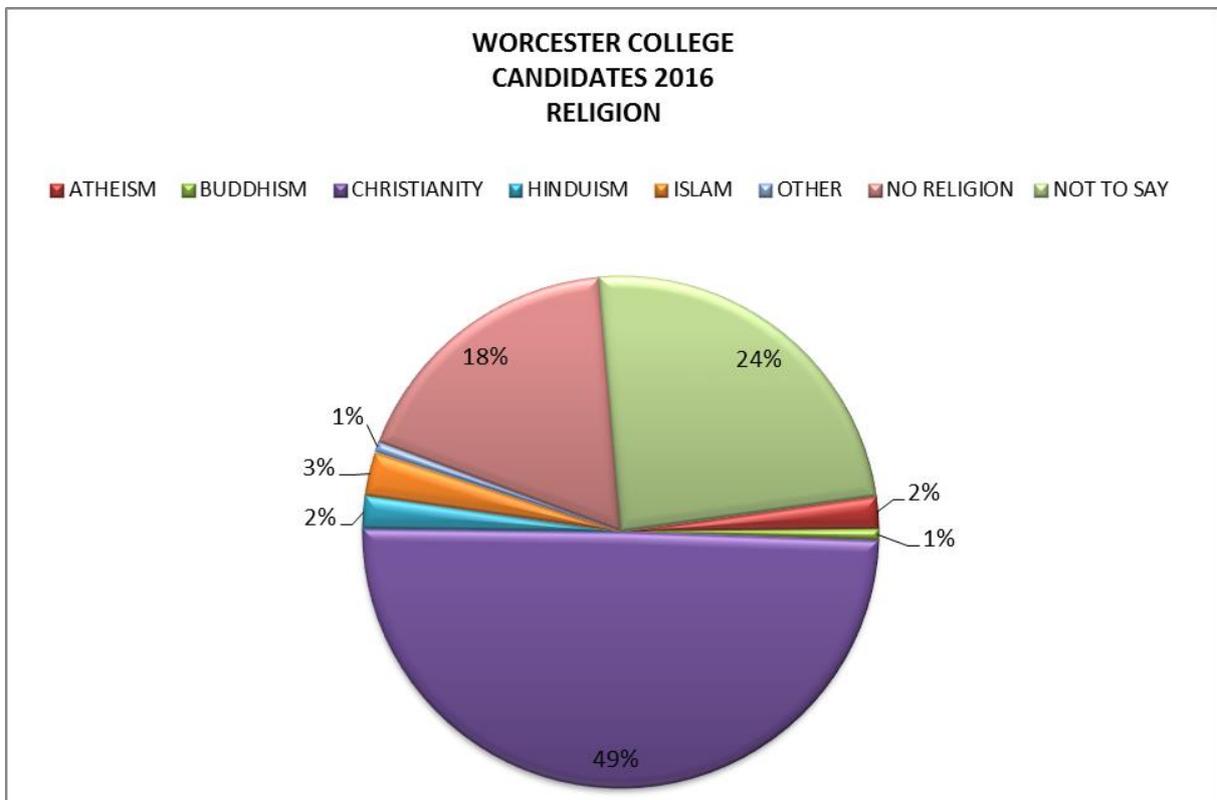


Chart 6: Religion breakdown by applicant



APPENDIX C: STUDENT DATA

To follow