

Equality Policy and Action Plan 2019-2022

incorporating the Public Sector Equality Duty (PSED) annual report (March 2021)

Introduction

St Peter's College aims to be an inclusive and welcoming community, and values the benefits that diversity brings. It is important that our culture and systems ensure that policy making, service delivery and employment practice make due regard to equality. The College aims to respect the rights and dignity of all those who work and study here, and to ensure that the inclusive nature of our community is manifest. This needs to be reflected in our physical spaces, our teaching, our structures of governance, our record as an employer, and the events we support. These aims are both laudable in themselves and help the College achieve all its other stated objectives.

This document is made up of the following parts:

- **An Equality Policy**, which sets out the Aims of the College in relation to the protected characteristics described in the Equality Act 2010, and Equality Objectives for the period 2019-2022. The College is expected by the Equality Act 2010 to set at least one equality-related objective.
- **An Action Plan**, updated in February 2021, providing more detail about the steps that will be taken to ensure the College meets the Objectives set out in the Policy.
- **Appendices:**
Data and statistics published in compliance with the Public Sector Equality Duty (PSED).

The legal context

The Equality Act came into force in October 2010 and has two main purposes – to harmonise discrimination law and to strengthen the law to support progress on equality. Discrimination law protects people on the basis of the following eight protected characteristics (in alphabetical order):

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

It also applies to marriage and civil partnerships, but only in respect of the requirement to have due regard to the need to eliminate unlawful discrimination in employment.

St Peter's College is subject to the Equality Act 2010 as an education provider, employer and provider of goods, facilities and services. In its activities, the College must have due regard to the need to:

1. eliminate discrimination, harassment, victimization and any other conduct which the Act prohibits;
2. advance equality of opportunity between persons who share a relevant protected characteristic and those who do not; and to
3. foster good relations between people who share a relevant protected characteristic and people who do not.

Having "due regard" means consciously considering the three aims above as part of its decision-making processes and when it is reviewing or developing policies.

To address point 1, the College must have due regard to the need to:

- Expect all members of the College community, and its visitors and contractors, to comply with the Equality Policy.
- Foster an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected.
- Ensure that all members of the College community create an environment free from harassment and provide a framework of support for all members of the College community who feel they have been subject to harassment.

To address point 2, the College must have due regard to the need to:

- Remove or minimize disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of the persons who do not share it;
- Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

To address point 3, requires the College to have due regard to the need to:

- Tackle prejudice and
- Promote understanding.

St Peter's College is part of the University of Oxford. This document should be read in conjunction with the University's approach to Equality and Diversity which is described at <http://www.admin.ox.ac.uk/eop/>.

For a more detailed overview of equality legislation and its impact, see

- Equality and Human Rights Commission: <http://www.equalityhumanrights.com>
- Government Equalities Office: http://www.equalities.gov.uk/equalities_act_2010.aspx

The development of this Policy and Action Plan

This Policy and Action Plan was developed by the College's Equality and Diversity Forum. It

was first approved by the College's Governing Body on 12 February 2020. This version was revised in February 2021. No changes to the Equality Objectives were made, but the Action Plan section was revised and updated. This document will be reviewed and updated annually.

The Equality and Diversity Forum

The Forum, which includes students, members of staff and Fellows in its membership, is chaired by the Fellow for Equality and Diversity. It meets twice a term and has a modest budget to enable the implementation of various equality-related initiatives. Minutes of the Forum are presented to the Governing Body for discussion. The Forum is chaired by the Fellow for Equality and Diversity (currently Professor Abigail Williams) who is a member of the Governing Body).

The remit of the Forum is to consider issues of diversity and equality from two main perspectives. One of those is compliance with the regulations of Public Sector Equality Duty (PSED), and the other is development of initiatives within the College that promote equality, diversity and inclusivity.

The PSED requires us to take a positive and proactive approach to promoting equality; to set at least one equality objective every 4 years; to publish 'information' to demonstrate compliance by 31 March each year; and to consider equality impact when making decisions.

The Forum's role in relation involves, amongst other things:

- proposing equality objectives for approval by Governing Body;
- reviewing College policies and in some cases updating for compliance;
- reviewing and updating College handbooks for compliance;
- reviewing and revising the College website to reflect the changing landscape of E&D policy and legislation, thereby demonstrating both to the College community and the wider world the College's commitment to equality and diversity;
- highlighting the availability of E&D training through the Oxford Learning Institute and the Equality and Diversity Unit;
- keeping a formal record of all E&D meetings and discussions;
- establishing mechanisms through which consideration of PSED issues will become a part of decision-making processes around the College; and
- establishing connections with the College Welfare Team to maintain crossover between pastoral and E&D issues.

Responsibilities for implementing and monitoring the Policy and Action Plan

1. The Governing Body is responsible for compliance with the Public Sector Equality Duty. In addition, the Governing Body is also responsible for securing compliance with all legislation underlying this Policy.
2. The Master and the Fellow for Equality and Diversity are responsible for providing leadership in the promotion and implementation of all aspects of the College's equality policies.
3. The College's Equality and Diversity Forum is responsible to the Governing Body for the development, implementation, monitoring, evaluation, prioritisation and review of the College's Equality Policy and Action Plan.
4. All College committees are responsible for ensuring that the College's Equality Policy is embedded in their duties and functions in relation to both students and staff.
5. All employees with managerial responsibility have a duty to act in accordance with the College's Equality Policy, in addition to general and specific duties under the Act.
6. All staff and students within the College have a duty to comply with its Equality Policy.
7. The Dean for Welfare is the College's 'Disability Lead' in accordance with the provisions of the University's *Common Framework for Supporting Disabled Students*. The College Registrar is the Disability Coordinator. The Bursar holds responsibility for facilitating the accessibility of the College's buildings for disabled users.
8. The Dean for Welfare is also the College's GSO (Gender and Sexual Orientation) lead.

Publication of the Policy

The Equality Policy will be published on the College website, with links from the Student Administrative Handbook, the Tutors' Handbook and other staff handbooks.

The College will ensure that equality topics are introduced to students during Freshers' week activities and incorporated into the induction activities for new members of staff. The College's Equality Policy is expected to influence:

- Partnership arrangements, where the College will make clear to any partner organisation its duties under the Equality Act 2010.
- Procurement, where processes take account of, and contractors/suppliers understand and comply with, the duties required of the College.
- Communications, which comply with the spirit of this Policy.
- Management and supervision, where managers or supervisors will be expected to be familiar with the provisions of the Policy and its implications.

Equality Objectives

For the period 2019-22, the College has the following objectives:

1. To ensure that Governing Body decisions take account the equality impact by including regular reminders of Trustees' obligations in relation to the PSED within policy-making documentation and discussion.
2. To pursue available opportunities for training where appropriate by key members of staff with welfare, decanal, administrative and equality and diversity roles.
3. To promote a more diverse workforce by:
 - a) Ensuring no all-male shortlists of candidates for joint appointments with the University or for senior administrative staff including the Master and the Bursar, while the College's M:F ratio remains as it is (in the 2019 PSED annual report, we reported that the College had 42 male academic members of staff and 18 female academic members of staff).
 - b) investigating what actions, the College might pursue to ensure that appointment panels consider the full range of protected characteristics.
4. To introduce a new monitoring form – to be completed on appointment - to collect data on the protected characteristics of new entrants to the College's workforce.
5. To amplify student voice and influence in relation to College outreach activity, through: a) the introduction of an Unofficial Prospectus written and designed with underrepresented groups in mind, and b) student-driven social media initiatives, to include a week-long Instagram 'takeover' in 2020.

The College is an accredited Living Wage Foundation employer committed to paying the recommended national living wage as a minimum. The College is currently paying all salaried staff at a level above this minimum.

Ways in which the College meets its Equality-related obligations

The College currently meets its duties of eliminating discrimination, advancing equality of opportunity, and fostering good relations in a number of ways:

- Having welfare structures for support of students and staff throughout the College.
- Having members of staff responsible for the co-ordination of arrangements for disabled students.
- Having an HR Manager to ensure transparent recruitment processes and appropriate support for staff with disabilities.
- Meeting needs of individuals from protected groups where these are different from the needs of others: e.g. Some dietary requirements, gender neutral toilets, step free access.
- Using rigorous and transparent selection procedures for the recruitment academically qualified applicants who have the most potential to excel in their chosen course of study regardless of background; and monitoring the composition of each cohort.
- Ensuring all staff involved in student recruitment are trained in admissions procedures.
- Seeking to attract staff of the highest quality and potential regardless of

background, and aiming to monitor the makeup of the staff population.

Action Plan

To ensure the Equality Objectives for the period 2019-22 set out above are achieved, we will:

1. Ensure that once a year Trustees' obligations in relation to the PSED within policy-making documentation and discussion continue to be discussed at Governing Body (GB), with the topic being raised at the first GB of each academic year by the Fellow for Equality and Diversity.
2. The Fellow for Equality and Diversity will continue to identify opportunities for training that are advertised by the Conference of Colleges and other bodies that could be undertaken by key members of staff with welfare, decanal, administrative and equality and diversity roles; and will record these opportunities at E&D Forum meetings.
3. College representatives sitting on all panels for joint appointments with the University for academic posts, or sitting on panels for all senior administrative posts within the College, will seek to ensure that shortlists will not be all male.
4. The HR Manager will monitor protected characteristics through the development of form for new salaried staff to complete on their appointment. Once the system is in place for new salaried staff, existing members of staff should also be asked to complete the form. Subject to the approval of the Governing Body, the College will undertake a full diversity audit during the calendar year 2021.
5. The Access and Outreach Coordinator in collaboration with the JCR, will instigate the creation of a new Unofficial Prospectus written and designed with underrepresented groups in mind; and will support student-driven social media initiatives including the development of 'Humans of St Peter's'.
6. The College Accountant will monitor payment of the national living wage.

Appendix 1: Staff data

This appendix provides data on St Peter's College employees by sex and age. The data has also been split between academic and non-academic appointments. The College's snapshot was taken on 19th February 2021 and includes all employees employed by the College on a permanent or fixed-term contract. It does not include casual workers.

All Staff

Male	Female	Total
73	55	128
57%	43%	100%

U18	18-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-76	Total
0	3	7	24	17	15	14	19	15	13	0	1	128
0%	2%	5%	19%	13%	12%	11%	15%	12%	10%	0%	1%	100%

Academics

Male	Female	Total
35	15	50
70%	30%	100%

U18	18-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-76	Total
0	0	1	9	10	8	9	5	4	4	0	0	50
0%	0%	2%	18%	20%	16%	18%	10%	8%	8%	0%	0%	100%

Non- academics

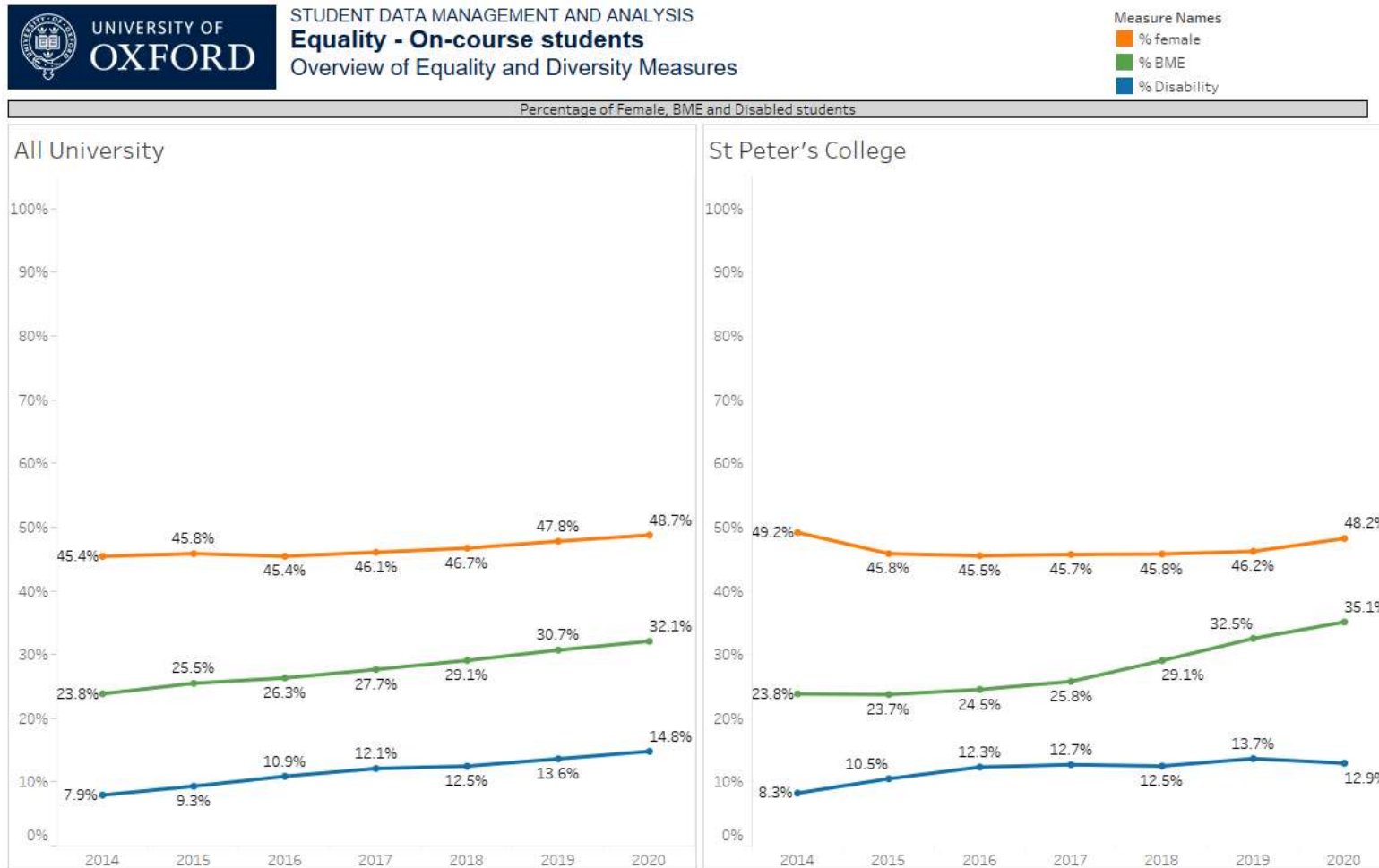
Male	Female	Total
38	40	78
49%	51%	100%

u18	18-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-76	Total
0	3	6	15	7	7	5	14	11	9	0	1	78
0%	4%	8%	19%	9%	9%	6%	18%	14%	12%	0%	1%	100%

Appendix 2: Student data

The information which follows is sourced from reports provided by the University of Oxford to support each college in meeting its obligations under the PSED. The data reported below is the most recent data available from the University.

Chart 1: On-course students: Overview of sex / ethnicity / disability proportions over time



The charts show the changing percentage of Female, BME (Black and minority ethnic) and Disabled students over time.

Data is from the 01/12/2020 Student Statistics snapshot. Report prepared by: sdma@admin.ox.ac.uk

Chart 2: On-course students: Sex by division and programme type



STUDENT DATA MANAGEMENT AND ANALYSIS
Equality - On-course students
 Sex - Division & Programme Type Overview

Select Year
2020

All University (2020)

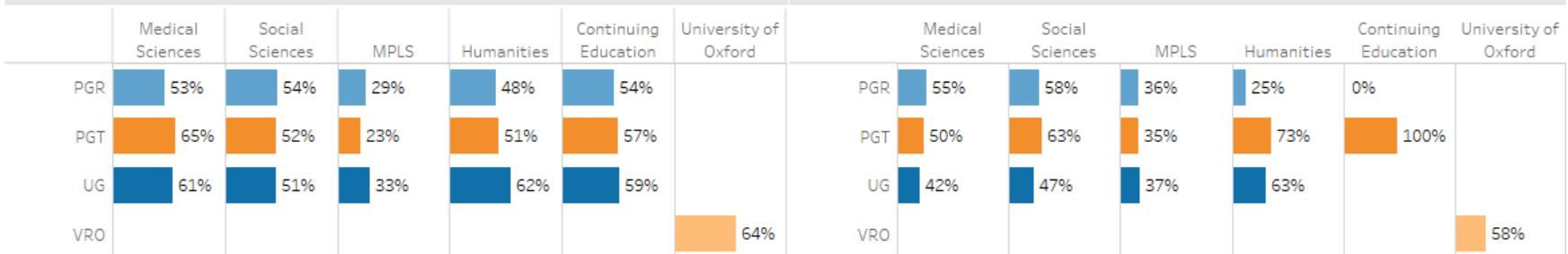
Sex	Medical Sciences			Social Sciences			MPLS			Humanities			Continuing Education			University of Oxf. VRO	Grand Total
	PGR	PGT	UG	PGR	PGT	UG	PGR	PGT	UG	PGR	PGT	UG	PGR	PGT	UG		
Female	839	248	1,136	714	1,726	1,097	790	171	1,284	540	456	2,536	57	485	339	169	12,587
Male	739	136	714	608	1,610	1,040	1,913	575	2,597	577	446	1,531	49	365	236	97	13,233
Total	1,578	384	1,850	1,322	3,336	2,137	2,703	746	3,881	1,117	902	4,067	106	850	575	266	25,820
Female	53.2%	64.6%	61.4%	54.0%	51.7%	51.3%	29.2%	22.9%	33.1%	48.3%	50.6%	62.4%	53.8%	57.1%	59.0%	63.5%	48.7%
Male	46.8%	35.4%	38.6%	46.0%	48.3%	48.7%	70.8%	77.1%	66.9%	51.7%	49.4%	37.6%	46.2%	42.9%	41.0%	36.5%	51.3%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

St Peter's College (2020)

Sex	Medical Sciences			Social Sciences			MPLS			Humanities			Continuing Education		University of Oxford VRO	Grand Total
	PGR	PGT	UG	PGR	PGT	UG	PGR	PGT	UG	PGR	PGT	UG	PGR	PGT		
Female	18	2	23	14	29	41	29	6	42	3	8	73		3	7	298
Male	15	2	32	10	17	47	52	11	73	9	3	43	1		5	320
Total	33	4	55	24	46	88	81	17	115	12	11	116	1	3	12	618
Female	54.5%	50.0%	41.8%	58.3%	63.0%	46.6%	35.8%	35.3%	36.5%	25.0%	72.7%	62.9%		100.0%	58.3%	48.2%
Male	45.5%	50.0%	58.2%	41.7%	37.0%	53.4%	64.2%	64.7%	63.5%	75.0%	27.3%	37.1%	100.0%		41.7%	51.8%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Percentage of female students (All University, 2020)

Percentage of female students (St Peter's College, 2020)



The bar charts show the % of female students by Division and programme type in the University (left chart) and individual college (right chart). The tables show more detail. The upper table shows the figures for the whole university, the lower table shows the information for an individual college. Data is from the 01/12/2020 Student Statistics snapshot. Report prepared by: sdma@admin.ox.ac.uk

Award Programme Type
■ PGR
■ PGT
■ UG
■ VRO

Chart 3: On-course students: Ethnicity by programme type and region



STUDENT DATA MANAGEMENT AND ANALYSIS
Equality - On-course students
 Ethnicity - Programme Type and Region Overview

Select Year
2020

All University (2020)

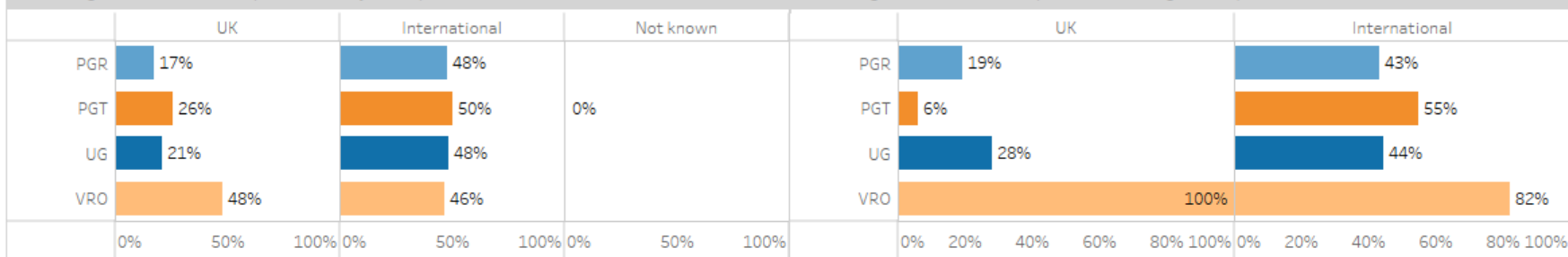
BME Group	UK				International				Not known	Grand Total
	PGR	PGT	UG	VRO	PGR	PGT	UG	VRO		
BME	538	670	2,065	13	1,798	1,812	1,278	111		8,285
White	2,396	1,827	7,558	12	1,719	1,642	1,210	119		16,483
Unknown	160	117	237	2	215	149	162	9	1	1,052
Total	3,094	2,614	9,860	27	3,732	3,603	2,650	239	1	25,820
BME	17.4%	25.6%	20.9%	48.1%	48.2%	50.3%	48.2%	46.4%		32.1%
White	77.4%	69.9%	76.7%	44.4%	46.1%	45.6%	45.7%	49.8%		63.8%
Unknown	5.2%	4.5%	2.4%	7.4%	5.8%	4.1%	6.1%	3.8%	100.0%	4.1%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

St Peter's College (2020)

BME Group	UK				International				Grand Total
	PGR	PGT	UG	VRO	PGR	PGT	UG	VRO	
BME	13	1	75	1	36	35	47	9	217
White	52	16	188		44	26	52	2	380
Unknown	3		5		3	3	7		21
Total	68	17	268	1	83	64	106	11	618
BME	19.1%	5.9%	28.0%	100.0%	43.4%	54.7%	44.3%	81.8%	35.1%
White	76.5%	94.1%	70.1%		53.0%	40.6%	49.1%	18.2%	61.5%
Unknown	4.4%		1.9%		3.6%	4.7%	6.6%		3.4%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Percentage of BME students (All University, 2020)

Percentage of BME students (St Peter's College, 2020)



The bar charts show the % of BME students by Region and programme type in the University (left chart) and individual college (right chart). The tables show more detail. The upper table shows the figures for the whole university, the lower table shows the information for an individual college.

The UK/International split is achieved using Student Nationality

Data is from the 01/12/2020 Student Statistics snapshot. Report prepared by: sdma@admin.ox.ac.uk

Award Programme Type
■ PGR ■ VRO
■ PGT ■ UG

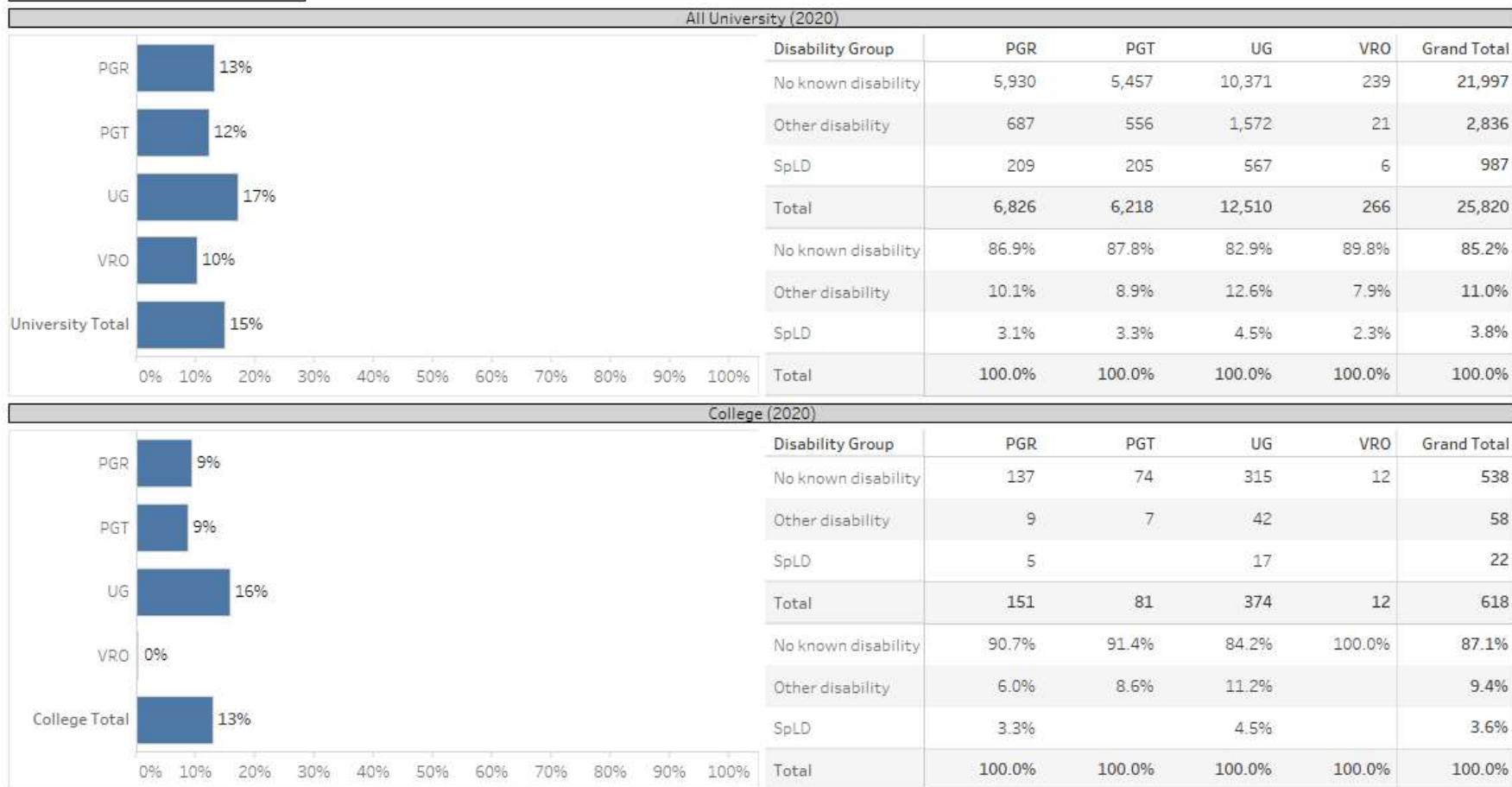
Chart 4: On-course students: Disability by programme type



Select Year
2020

St Peter's College

In 2020, 80 of the college's 618 students (12.9%) had a declared disability



The bar charts above show the % of BME of students with a declared disability by programme type in the University (top chart) and individual college (lower chart).
 Data is from the 01/12/2020 Student Statistics snapshot. Report prepared by: sdma@admin.ox.ac.uk

SpLD = Specific learning disability (includes dyslexia, dyspraxia, ADHD, ADD)
 Other disability = any other disability, and students with multiple disabilities
 No disability = Not known, refused, or Information Not Sought

Chart 5: Undergraduate admissions: acceptance rate gaps over time:

