



Lincoln College
UNIVERSITY OF OXFORD

Lincoln College

Single Equality Scheme

2022–2025

Foreword

Lincoln College was founded in 1427 and has a tradition of academic excellence which goes back nearly 600 years.

The College is committed to fostering an inclusive culture that promotes equality, values diversity, and maintains a working, learning, and social environment in which the rights and dignity of all its Staff, Fellows, and Students are respected.

We recognise that for the College to thrive, we must continue to provide a diverse, inclusive, fair, and open environment that allows everyone to grow and flourish.

We are proud to say that the community at Lincoln is friendly and inclusive and that Lincolnites come from a diverse range of cultural and educational backgrounds; this contributes a great deal to the rich variety of the College's life.

Professor H.R. Woudhuysen
Rector

Summary

This document is the College's 2022–2025 Single Equality Scheme. It comprises two parts: details of the Single Equality Scheme; and an Action Plan. This Scheme continues to reflect the different strands of the Equality Act 2010 and the Government's single approach, as well as the Public Sector Equality Duty of 2011. Action plans are in place to identify areas to be targeted to achieve greater equality in terms of the eight protected characteristics: age; disability; gender reassignment; pregnancy and maternity; race; religion and belief; sex; and sexual orientation.

We shall ensure that the College continues to promote an inclusive institutional culture that recognizes the benefits of a diverse community for Students, Fellows, and Staff.

Introduction

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 8 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.

Lincoln College is subject to the Equality Act 2010 as an education provider, employer and provider of goods, facilities, and services.

In providing a public function, 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 those who share a relevant protected characteristic and those who do not;
3. Foster good relations between those who share a relevant protected characteristic and those who do not.

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 SES.
- 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.

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
- Equality Challenge Unit: <Http://www.ecu.ac.uk/>

The College aims to extend its inclusive practices beyond the legal requirements so that, where practicable, everyone has the opportunity to be part of the College Community be it as a Student, Fellow, or Staff Member.

Aim of the Single Equality Scheme

Our aim is to embed equality in the culture and systems of the College by ensuring that policy-making, service delivery, and employment practice are all equality oriented. We will therefore apply a proactive approach to both existing and new policies by conducting equality analysis to measure their relevance to all protected characteristics.

Development of the Scheme

The Single Equality Scheme has been developed in consultation with the College's Equality Committee, which is the main body in the College dedicated to the delivery of its diversity and Action Plan. The Equality Committee is chaired by the Bursar and meets once per term and reports regularly to the Governing Body.

The members of the committee include the Bursar, Rector, Domestic Operations Manager, Senior Tutor, the Dean, the Chaplain, the Welfare Dean, the Human Resources Manager, the Anti-Racism Advocate, the Harassment Officers, the Presidents and Equality representatives of the JCR and MCR (or their representatives) and Staff representative(s).

Responsibilities for Implementing and Monitoring the Scheme

The ultimate responsibility for ensuring that the general equality duty is met lies with the College's Governing Body. The Governing Body will also be responsible for ensuring that adequate resources are provided to enable effective implementation, monitoring, and evaluation in relation to the protected characteristics. A revised Action Plan for the period 2022–2025 is at Appendix 1.

The Rector is responsible for providing overall leadership in the promotion and implementation of the action plan.

The responsibility for ensuring that the Scheme is complied with in carrying out their duties and functions in relation to both students and employees lies with: the Senior Tutor, for Fellows; the Bursar and the Domestic Operations Manager, for Staff; and the MCR and JCR Presidents, for Students.

The College's Equality Committee is responsible to the Governing Body for the promotion, development, implementation, monitoring, prioritisation, and review of the

Single Equality Scheme generally in relation to employees, students, visitors, and others closely associated with the College.

All College Committees are responsible for ensuring that this Scheme is embedded in their duties and functions in relation to Fellows, Students, and Staff.

Those with Managerial responsibilities have a duty to take forward specific actions under this Scheme as identified in the Action Plan, in addition to the general Equality Duty.

The Governing Body will receive an annual report on the progress of the scheme, presented by the Bursar. The Rector and other relevant officers will meet the JCR and MCR Presidents during Michaelmas Term to discuss any student issues in relation to the SES.

Publication of the Scheme and Awareness-Raising

The Single Equality Scheme will be incorporated in:

- Staff Handbooks
- Student Handbooks
- The Lincoln College Website

The College will arrange for equality and diversity awareness to be included in Freshers' talks and events, during inductions for new members of staff, and for line managers to attend equality and diversity awareness training.

The Single Equality Scheme will be updated after three years of operation.

Other areas within the College that need to take account of the College's Single Equality Scheme include:

- Partnership arrangements, where the College will make clear to partner organisations its duties under the Equality Act 2010
- Procurement, where the College will be expected to ensure that procurement processes take account of the requirements of this Scheme, and that contractors/suppliers understand and comply with the duties required of the College
- Communications, including the way that the College communicates to Fellows, Students, and Staff (e.g. hard copy, electronic media) in such a way that complies with the spirit of this scheme
- Managers and supervisors will be expected to be familiar with the provisions of the Scheme and its implications for the areas that they manage or supervise
- College Common Rooms, Clubs, and Societies, whose members will be expected to be familiar with the Scheme and its implications for their internal arrangements

Equality Objectives

The general equality objectives are shown in the action plan in Appendix 1. The action plan seeks to be proactive in advancing equality and in addressing the College's duties under the Equality Act 2010.

Specific Equality Objectives have been approved and published on the College website as follows:

- To eliminate any racial discrimination and promote racial equality
- To accommodate, where practicable, religious observances as requested by Students, Fellows, and Staff
- To improve disabled support and facilities within the College and to have a comprehensive summary of all available facilities
- To promote Sex equality in the workplace

Further Information

Further information for Staff or prospective staff about the College's approach to Equality can be obtained from the Human Resources Manager.

Further information about provisions for Students, can be obtained from the College Office.

Single Equality Scheme Action Plan 2022–2025

Specific Equality Objectives are as follows:

- To eliminate any racial discrimination and promote race equality
- To accommodate, where practicable, religious observances as requested by Students, Fellows, and Staff
- To improve disabled support and facilities within the College and to have a comprehensive summary of all available facilities
- To promote sex equality in the workplace

Our progress and our action plan to advance these objectives are as set out below. It is intended that we will add additional racial equality objectives as they are agreed by Governing Body.

Objective	Protected Characteristic	Action	Responsibility	Timescale	Progress
Policy Development & Review	All	Conveners and Chairs of all committees will be issued with a paper outlining the Public Sector Equality Duty (PSED) in order to embed consideration of equality issues and the duty to promote equality in the development of policies and procedures at all levels	Equality Committee, Chairs and Convenors of Committees	Annual	PSED reviewed in detail at first meeting of each committee each year and considered at every committee meeting and Governing Body meeting of the College
To promote Sex equality in the workplace	Sex	Take steps to provide equality of opportunity and reduce any disadvantage; to work towards closing the gender pay gap	Equality Committee, Bursar, HR Manager	Ongoing	Introduced: <ul style="list-style-type: none"> • Requirement for shortlists for all senior posts to have a candidate from both sexes, if possible;

					<ul style="list-style-type: none"> • Structured interviews • Mentoring programme • Assistance with nursery care and tax-efficient nursery payments for Fellows and Staff
Encourage female candidates to apply for academic employment	Sex	Insert proposed wording in all employment advertisements and FPs	HR Manager	Ongoing	Agreed wording to be included in all academic advertisements and further particulars
To raise awareness of the menopause	Sex & Age	To take steps to raise awareness of the symptoms of the menopause and how this can affect female employees in the workplace	Equality Committee, HR Manager	Ongoing	Disseminate a briefing document to managers. Provide support to employees going through the menopause through promotion of the Employee Assistance Programme, flexible working policies, and encouraging open conversations
Flexible retirement opportunities	Age	To facilitate, where possible, flexible working requests for employees who are seeking to reduce their hours and take flexible retirement	HR Manager, Bursar, Domestic Operations Manager	Ongoing	A number of staff are working beyond state retirement age and have taken flexible retirement options
Access audit	Disability	Act on recommendations in the report	DoM	Trinity Term and Summer	Report received; recommendations to be considered and implemented

Further improve access for disabled members and visitors	Disability	To improve support, access, and facilities. Specifically, (i) to provide enhanced access and facilities to students in the College Library with a new lift and bathroom and (ii) improved access with better ramps	Equality Committee, Bursar, Student Support Adviser, Disability Co-Ordinator, Clerk of Works	Three years	Recruited Student Support Adviser, a new post; provided 2 new accessible student rooms in the Mitre. Funds secured and planning underway for enhanced Library access
Improve awareness of mental health support for all College members	Disability	Continue to promote the Employee Assistance Programme and to improve awareness and support to line managers in managing staff with mental health concerns	HR Manager, Senior Tutor, Student Support Advisor, Decanal Team, Bursar, Domestic Operations Manager, HoDs	Ongoing	Employee Assistance Programme for all Staff and Fellows, promotion of resources and events for the Annual Mental Health Awareness Week, Trained Mental Health First Aiders
Training for Harassment advisers	All	Provide specialist training on race equality, sexual assault, and harassment	Welfare Co-ordinator, Harassment advisers	Trinity Term 2022	Suitable training to be identified and booked
Multi-faith prayer room	Religion	Find alternative location, ideally on main site	Rooms Committee, Domestic Operations Manager	Trinity Term 2022	Multi-faith prayer room to be relocated in Michaelmas term 2022
Encourage BME candidates to apply for academic employment	Race	Insert proposed wording in all employment advertisements and FPs	HR Manager	Ongoing	Agreed wording to be included in all academic advertisements and further particulars

Fellows and Staff training	Race	Regular race equality training	Bursar, HR Manager	Annual	Continue with racial equality training already provided for Staff and Fellows
College Committees	Race	All College committees to be proactive in setting and evaluating an anti-racist agenda within their respective remit	Committee Convenors and Chairs Governing Body Fellows	Ongoing	This principle to be noted and accepted by Chairs of all College Committees Junior Relations Committee's terms of reference to be updated and to make anti-racism initiatives a standing item on its agenda under 'Cross-Common Room Matters'
Lincoln Unites	All	Encourage and embed Lincoln Unites more fully into the fabric of the College's annual life	Lincoln Unites President, Equality Committee	Annual	Lincoln Unites registered as a College society in September, 2021. The Anti-Racism Advocate appointed as formal advisor to embed Lincoln Unites more deeply in the fabric of College life.

Encourage diversity of external speakers	All	Encourage organisers to keep diversity as an important consideration in their programming decisions	Event organisers	Ongoing	Ongoing assessment
Review composition of the College (i) current Students	All	Collect data on representation of protected characteristics on a voluntary basis and report anonymously	College Office	2023 (3-yearly data collection exercise)	2020 data on College website
Review composition of the College (ii) Staff and Fellows	All	Collect data on representation of protected characteristics on a voluntary basis and report anonymously	HR Manager	2023 (3-yearly data collection exercise) and ongoing for new starters	2020 data on College website
Review Staff Recruitment & Selection	All	Review recruitment and selection procedures to ensure equality of opportunity	HR Manager	Annual	
	All	Collect data on representation of protected characteristics on an anonymous and voluntary basis from job applicants and report to Equality Committee	HR Manager	Annual	Published on the College website annually

Forums for all College Staff and Fellows to raise concerns regarding protected characteristics	All	Create forums for open discussions and ability to raise concerns or complaints relating to protected characteristics	HR Manager, Senior Tutor, Bursar, Domestic Operations Manager	Ongoing	The following sentence to be added to Fellows and Staff reviews: 'Do you have any concerns or complaints either within your direct working team, or within the College relating to the protected characteristics of age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex, and sexual orientation?' At induction, new Fellows to be informed that they can at any time discuss matters relating to any protected characteristic with the Rector, the Sub-Rector, or the Anti-Racism Advocate
Undergraduate Admissions	All	The College will ensure that all those involved in undergraduate admissions have access to appropriate training opportunities	Senior Tutor	Annual	Course undertaken by all new tutors involved in admissions interviews
Graduate Admissions	All	The College will monitor its procedures for selecting graduate students to ensure that decisions are made fairly and equitably	Senior Tutor	Annual	

Support the Common Rooms in their promotion of equality and diversity	All	Support and sponsor the College's JCR & MCR, and to raise awareness and provide inclusive events for members with protected characteristics	Common Room Presidents, Equality & Diversity Reps and members of the Equality Committee	Annual	College provides financial and other support to the students' Lincoln Unites events
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A progress report on these specific objectives is presented during the Trinity Term Equality Committee meeting each year.