



## **Lincoln College**

### **Single Equality Scheme**

**2019–2022**

#### **Foreword**

Lincoln College was founded in 1427 and has a tradition of academic excellence which goes back over 600 years. We have Fellows at the forefront of research in their fields; our students, both undergraduate and graduate, enjoy considerable academic, sporting, and cultural success.

Central to the success of any higher education institution are the people who work in it; consequently, Lincoln College wishes to recruit and retain staff and students of the highest calibre. We have excellent and dedicated staff committed to providing a high-quality experience for our students. Only by ensuring equality of opportunity can we be confident that we recruit the best individual from the widest available pool of talent.

The community at Lincoln is friendly and inclusive. We seek to make everyone welcome and are proud to say 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 2019–2022 Single Equality Scheme and 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. 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 will 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 persons who share a relevant protected characteristic and those who do not;
3. Foster good relations between people who share a relevant protected characteristic and people 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](#)
- [Government Equalities Office](#)
- [Equality Challenge Unit](#)

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 College dedicated to the delivery of the College's diversity and Action Plan. The Equality Committee is chaired by the Bursar and meets once per term in seventh week, 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 Human Resources Manager, the Presidents of the JCR and MCR (or their representatives), Staff representative(s) and other staff and students, reflecting the diversity of backgrounds and experiences of college members.

### **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 the effective implementation, monitoring and evaluation for the protected characteristics. A revised Action Plan for the period 2019–2022 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 awareness to be included in Freshers' talks and events, during inductions for new members of staff and for line-managers to attend Equality 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 accommodate, where practicable, religious observances as requested by students, Fellows and staff;
- To improve disabled facilities within the College and to have a comprehensive summary of all available facilities.

## **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 the provisions for students, can be obtained from the College Office.

**Single Equality Scheme Action Plan 2019 – 2022**

| <b>Objective</b>     | <b>Action</b>   | <b>Responsibility</b>              | <b>Timescale</b> | <b>Progress</b>  |
|----------------------|---|------------------------------------|------------------|--|
| Policy               | Maintain & update SES   | Equality Committee                 | 3 yearly         | Completed  |
| Development & Review | Conveners and Chairs of all committees will be issued with a paper outlining the Public Sector Equality Duty in order to embed consideration of equality issues and the duty to promote equality in the development of policies and procedures at all levels. | Chairs and Conveners of Committees | Annually         | PSED summary paper produced for each College committee at every Michaelmas meeting |
|                      | The College will review College regulations, including complaints procedures, to ensure all procedures are fair and equitable and consistently implemented.   | Equality Committee                 | Ongoing          |  |

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|  | The College will review staff and Fellow employee relations policies & procedures, including disciplinary and grievance procedures, to ensure that all policies & procedures are fair and equitable and consistently implemented. | Equality Committee                | Ongoing                                  |                              |
| Publicising the SES                                    | The College will publish the SES and Action Plan on the College Website and distribute copies to all Students, Fellows and Staff.   | IT Manager/Bursary/College Office | 3 yearly                                 | Completed                    |
| Consultation   | The College will review and address equality issues via the Equality Committee which then reports to Governing Body.  | Bursar                            | termly                                   |                              |
| Review composition of the College (i) current Students | Collect data on representation of protected characteristics on a voluntary basis and report anonymously.  | College Office                    | 2020 (3-yearly data collection exercise) | 2017 data on College website |



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| Review composition of the College (ii) Staff and Fellows | Collect data on representation of protected characteristics on a voluntary basis and report anonymously.           | HR Manager                                       | ongoing for new starters | 2017 data on College website |
| Review Student Support                                   | The College will ensure that its procedures for allocating student accommodation are fair and equitable.           | Domestic Operations Manager/JCR & MCR Presidents | Ongoing                  |                              |
|  | The College will ensure that its procedures for distributing bursaries, and hardship funds are fair and equitable. | Bursar   | Ongoing                  |                              |
|  | The College will review Student disciplinary procedures to ensure that they are fair and equitable.                | Senior Tutor/Senior Dean                         | Ongoing                  |                              |
|  | The College will ensure that its procedures for distributing scholarships are fair and equitable.                  | Senior Tutor                                     | Ongoing                  |                              |

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|                                      | The College will review its provision of student pastoral support and welfare services to ensure that these are equally accessible to all members of the College community, to promote good relations between different groups. | Welfare Dean/Chaplain & Student Support Coordinator | Ongoing  |   |
| Review Staff Recruitment & Selection | Review recruitment and selection procedures to ensure equality of opportunity.  | HR Manager  | Ongoing  |   |
|                                      | Collect data on representation of protected characteristics on an anonymous and voluntary basis from job applicants and report to Equality Committee.   | HR Manager  | Annually | Reported to the Equality Committee during each Michaelmas meeting and published on the College website annually |

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| Undergraduate Admissions | The College will ensure that all those involved in undergraduate admissions have access to appropriate training opportunities.                | Senior Tutor                       | On going |  |
| Graduate Admissions      | The College will monitor its procedures for selecting graduate students to ensure that decisions are made fairly and equitably.               | Senior Tutor                       | Ongoing  |  |
| Outside Contractors      | College will review procurement policies to ensure the Public Sector Equality Duty is applied to contractors and other suppliers of services. | Bursar/Domestic Operations Manager | Ongoing  |  |

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| Guidance & Training | The College will provide appropriate training and guidance on Equality matters, where identified, for all Students, Fellows and Staff. | Line Manager/HR Manager/Senior Tutor/Welfare Dean | On going | Harassment & Bullying Workshop for all staff undertaken in April 2019.<br><br>Equality, Diversity & Unconscious Bias workshop for all staff undertaken in October 2019 |
|                     | Assist in the dissemination of information, briefing material, guidance and advice from the University.                                | Line Manager/HR Manager/Senior Tutor/Welfare Dean | On going |  |

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| Undertake Access Audit | Complete Access Audit. | Domestic Operations Manager/Clerk of Works | On going | Domestic Operations Manager is a member of the Collegiate University Access Audit working party |
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Specific Equality Objectives have been approved and published on the College website as follows:

- To accommodate, where practicable, religious observances as requested by students, Fellows and staff
- To improve disabled facilities within the College and to have a comprehensive summary of all available facilities

A progress report on these specific objectives is presented during the Trinity term Equality Committee meeting each year.