



St Edmund Hall  
Equality and  
Diversity Report  
2018 - 19

## Introduction

This report provides an overview of the activities of St Edmund Hall (the 'College') in support of equality and diversity during the academic year 2018/19 and planned activity in the forthcoming year.

## Responsibilities

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 College must have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
- Advance equality of opportunity between people who share a protected characteristic and those who do not, by
  - a. Removing or minimising disadvantages suffered by people due to their protected characteristics;
  - b. Taking steps to meet the needs of people from protected groups where these are different from the needs of other people; and
  - c. Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low; and
- Foster good relations between people who share a protected characteristic and those who do not, by
  - a. Tackling prejudice, and
  - b. Promoting understanding between people from different groups

## Governance

The Governance of the College is the responsibility of the Governing Body, which comprises the Principal and elected Fellows. The Governing Body is responsible for the strategic direction of St Edmund Hall and is chaired by the Principal, Professor Katherine Willis.

The Equality & Diversity Officer for the College is the **Domestic Bursar**.

This report has been prepared by the Equality & Diversity Officer under the direction of the Governing Body to ensure that the Hall's goals in pursuit of excellence go hand in hand with ensuring equality of opportunity and freedom from discrimination for all.

St Edmund Hall works in partnership with the University to promote equality and diversity and is a member of the Equality and Diversity Forum of the Conference of Colleges which was established in 2016.

## Equality Objectives: Progress Report.

In April 2016, the Hall agreed the following overarching equality objectives for 2016-2020. Progress has been detailed below.

Objectives	Responsibility	Current Status
<b>Training</b>		
Complete a full review of staff training with regard to equality and introduce a schedule of training where necessary.	Domestic Bursar / HR Manager	Equality and diversity training has been rolled out for staff on an ad hoc basis. A regular training plan is being implemented
Develop training and guidance requirements with the JCR and MCR to deliver to the student body.	Domestic Bursar / Senior Tutor	Equality and diversity training has been received by JCR and MCR at Committee level.
Develop training and guidance requirements to deliver to academic staff of the College.	Senior Tutor / HR Manager	Training programmes and materials for Fellows, students and staff continue to be developed.
<b>Recruitment &amp; Selection</b>		
Non-academic staff: The College will keep under review its procedures for the recruitment and selection of staff to ensure equality of opportunity. The College will conduct a job evaluation assessment for all non-academic staff to ensure fairness of treatment.	HR Manager	Ongoing
Academic staff: The College recruits to approved standards in line with the University's policy.	Senior Tutor / HR Manager	Ongoing
All staff: The College will develop a process to gather all required protected characteristic information at point of recruitment.	HR Manager	Complete. A review of process was undertaken.

Student Support		
The College will ensure that its criteria for allocating student accommodation are fair and equitable.	Accommodation Manager, ST	All UG Freshers are housed in College accommodation. Rooms are allocated on a random basis, with care being taken to ensure variation in school background, nationality in accommodation blocks. Students studying the same subjects are not exclusively housed together, although some of them are within reach of each other.  Students enter an accommodation ballot when they are in their 2nd year for 3rd year accommodation, and if they are staying on for a 4th year they also ballot in their 3rd year for 4th year accommodation.
The College will ensure that its criteria for distributing bursaries, prizes, scholarships and hardship funds are fair and equitable, taking due account of the relevant trust provisions where appropriate. Applications will be monitored to ensure that data is collected and reviewed	Academic Registrar, Senior Tutor	Complete. Results of monitoring were assessed during 2017/18. Tracking is no longer needed. Numbers of people completing the data collection forms meant that individuals were always identifiable and therefore the data could not be published, for sake of privacy. Wording of all award advertisements remains as inclusive as possible.
The College will ensure that its provision of student pastoral support and welfare services are equally accessible to all College members.	Dean, Welfare Officer	The variety of resources available are detailed in the College's Grey Book.
Consultation		
The College will ensure consultation of all relevant groups in connection with its Equality Policy. The consultation process is included within the College Equality Policy – PSED001.	Equality Officers	Maintain and review of the consultation process in place.
A process will be developed that will ensure that staff have, and are reminded of, a process by which they can raise issues of equality with relevant personnel.	HR Manager	Plans are currently being implemented to ensure staff are fully aware and reminded of how to raise issues of equality in addition to those already undertaken i.e., E&D policy included within employee handbook.

Admissions		
The College will work in partnership with the Admissions Executive in support of the University's common frameworks on admissions and access for admissions.	Senior Tutor	Ongoing work, following guidelines and frameworks developed by the University's Admissions Executive.
The College will continue to implement the Code of Practice on Admissions as agreed by Conference of Colleges and the Admissions Executive.	Senior Tutor	Ongoing work, following guidelines and frameworks developed by the University's Admissions Executive.
The College will ensure that all those involved in admissions have received appropriate briefing on the implications of equality issues in the selection of students.	Senior Tutor	Ongoing work, following guidelines and frameworks developed by the University's Admissions Executive.

## Governance

### *College & Welfare Sub-Committee*

The St Edmund Hall College & Welfare Sub-Committee ('CWC') considers equality and diversity matters and meets once a term.

Information from this Committee flows to both the College's General Purposes and Bursarial Committee ('GPBC'), and then on to the Governing Body each term.

CWC's remit is to ensure that:

- Equality issues are appropriately addressed
- There are nominated advisors for cases of Harassment
- There are nominated disability advisors (The College Office handles educational adjustments for students with disabilities, and the College Disability Advisor is the Domestic Bursar)
- These advisors receive appropriate training and their contact details are well advertised

CWC has wide-ranging representation from the College community, and membership comprises:

Principal (Chair)	Director of Student Welfare & Support
Chaplain-Welfare Officer (Secretary)	Services
Dean	Communications Officer
Finance Bursar	Academic Registrar
Domestic Bursar	Conference Manager
Tutor for Undergraduates	Head Porter
Tutor for Graduates	Junior Dean
Treasurer of Amalgamated Clubs	JCR President
Chaplain	JCR Vice-President
College Doctor	JCR Welfare Officer x 2
College Nurse/ Welfare Officer	MCR President
Link & College Counsellor	MCR Vice-President
	MCR Welfare Officer x 2

*Examples of Equality & Diversity-related business which goes through CWC:*

- Raising awareness of:
  - University services, e.g. the Sexual Harassment and Violence Support Service, Counselling services
  - Cultural events provided by the University
  - Mental health awareness tools e.g. talks and podcasts
  - LGBTQ+ and Trans awareness
  - BAME awareness
  - Implicit bias
  - Consideration of gendered language in tandem with the GPBC

## How the College meets its Equality and Diversity responsibilities

Supporting our students, both new and current

### *Admissions*

- The College created a data analyst role in 2018-19 to facilitate a better understanding of the College's admissions profile.
- St Edmund Hall takes part in the University's flagship summer schools programme (UNIQ), where candidates are selected using verifiable contextual information about their attainment, their school's history of sending students to Oxford, socio-economic data and whether or not they have been in care. Applicants are not selected on the basis of their protected characteristics, but these are monitored closely. Further details may be found on the [University of Oxford Equality Report](#).
- The College ensures that all those involved in admissions have received appropriate training on the implications of equality in selection of students.

### *Freshers Week*

- Equality and Diversity informative sessions play a large role in Freshers' week; and students are encouraged to attend race, trans, and sexual consent awareness workshops, some of which are compulsory.

### *Supporting Current Students*

- There has been a significant increase in the number of students requesting special examination arrangements over recent years. The College responds to those requests with which it can help and is considering ways to ensure that support structures are in place to help all students in the future.
- The Welfare team is made up of both staff and students, to ensure that there are a variety of ways for students to obtain support. The Welfare team undergoes rigorous training.
- The College works closely with the Disability Advisory Service, Student Welfare & Support Services, and the University Counselling Service
- Special dietary requirements are accommodated where possible

### *Disability Awareness and Accessibility*

St Edmund Hall is one of only six colleges who have a full entry in the University Access Guide.

- Access Guide: <https://www.accessguide.ox.ac.uk/st-edmund-hall>
- In 2018/19, the College had 41 (2017/18 23) students with Student Support Plans, equating to 5 % (810) (2017/18 2.8%) of the overall student population.
- The College accommodates students and staff with special requirements wherever possible, for example, a student room at the William Miller Building was adapted for a wheelchair user.
- The College and has two wheelchair-accessible toilets and has also introduced several gender-neutral toilets

### *JCR/MCR Executive*

- The JCR and MCR Committees have a range of fully trained officers who support Equality and Diversity related matters within the College:
  - Access & Outreach Officers
  - Arts and Culture Officers
  - BAME Officers
  - Diversity Officers
  - Female and Male Welfare Officers
  - Gender & Sexual Diversity Officers
  - International and VS Officers
  - LGBTQ+ Representatives
  - Welfare Officers and Representatives
  - Women's and Men's Officers

### Supporting Staff and Fellows

- St Edmund Hall continues to be a supportive and inclusive workplace. The HR Manager strengthens the College's practice in areas including recruitment and selection, staff communication and engagement. She has completed extensive training related to equality and diversity, including mental health, implicit bias and race awareness.
- The College launched [Care First](#) – an Employee Assistance Programme to assist with personal problems that might adversely impact their work performance, health and well-being. The counselling service helpline can be accessed 24-hours a day free of charge.
- The College ensures that the University's termly Equality & Diversity Newsletter is available to all.
- Vacancies are advertised internally, via email, noticeboards, social media and staff newsletters.
- Vacancies are distributed widely to attract the best candidates.
- The College has solid procedures for managing absence and providing support for staff with long-term health issues. Support has included providing alternative work, temporary light duties or phased returns. Some staff members have also been funded to receive physiotherapy or counselling, as appropriate.
- An inclusive weekly college E-letter was started in 2018/19, and is sent to all Fellows, staff and students.

- The College provides free English language training to non-native English speakers
- College events are well publicised, and all fellows, staff and students are encouraged to participate, wherever possible.
- In line with the University, after October 2017, the College followed approved changes to the age and scope of the EJRA, which removed the set retirement age for academic-related staff at grades 6 and 7.

#### *College Committees and Representation*

- The gender balance of the College's committees varies, but women continue to be well-represented across the range of committees.
- Women continue to be well represented among the senior management of the College's non-academic workforce.
- Most College Committee meetings are held in the middle of the day to assist colleagues with childcare commitments

#### *Policies*

- The Hall has a comprehensive Harassment Policy that is in line with the University provision and has two senior Harassment Officers: one male and one female.
- The Hall also has a comprehensive Equality and Diversity Policy that is in line with the University provision.

#### *Training*

- The Hall carried out Bullying and Harassment training for staff at the beginning of 2019.
- In TT2018, GB Fellows received Equality and Diversity Training from the Director of the Equality and Diversity Unit.



## Embracing all Cultures at the Hall

St Edmund Hall celebrates different cultures across the community, believing that culture is intertwined with diversity.

Here are a couple of events which were organised last year to celebrate diversity at the Hall.

## Access Hall Areas

In May 2019 the College was opened up to the general public for the [Access Hall Areas](#) weekend, which involved a series of interesting talks and events to highlight the College's unique 'Hall spirit' and the diversity of day-to-day life within St Edmund Hall.



This event was open to all, and over 1000 people visited the Hall.



A whole range of "[Teddy Talks](#)" were enjoyed; on topics ranging from political inclusion, to resistance groups in Nazi Germany.



Taster sessions from Oxford University Pole Society in the College graveyard

## Annual Equality and Diversity Week

The JCR and MCR participated in an annual Equality and Diversity Week from [5-11 November 2018](#)



**Equality and Diversity Week - 5th Week - 5th-11th November 2018**

<p><b>Monday 5th</b> International Food Fair, Wolfson Hall 4pm</p> <p><b>Tuesday 6th</b> 'If Music Be the Food of Love: A Journey Through Harmonies Around the World' Afternoon recital, 3.30-4.30pm, Old Dining Hall</p> <p><b>Wednesday 7th</b> 'Diwali Away from Home' 5.00-6.45pm, Doctorow Hall (Aarati 6.15pm)</p>	<p><b>Thursday 8th</b> Family, Academic Career, Sanity: Pick Two? - A panel discussion around life in academia 7.30-8.30pm, Old Dining Hall</p> <p><b>Friday 9th</b> All day movie screenings in the JCR (Love, Simon - Brokeback Mountain - Black Panther)</p> <p><b>Saturday 10th</b> 'Discovering Sikhism - What does it mean to be a Sikh today?' 10am-4pm Doctorow</p> <p><b>Sunday 11th</b> Catherine White: The Role of Gender in Conflict Regions 3.30-4.15pm Pontigny</p>
--	--

## Specific Activity to be undertaken in the 2019/20 Academic Year

- The College is in the process of developing a ten-year Strategy, which will be implemented in the academic year 2019/20. Equality and diversity considerations will play a central role in shaping that strategy.
- During the academic year 2019/20, particular attention will be paid to admissions matters, analysing data provided by the University and through student surveys to inform and diversify the College's outreach work.

## Appendices:

1. Student Admissions data
2. Fellows Equality Data
3. Staff Equality Data

Principal

Professor Katherine J. Willis CBE,

St Edmund Hall

Queens Lane

Oxford OX1 4AR

Published by St Edmund Hall – 2020

St Edmund Hall is a Registered Charity No. 1137470

## Appendix 1

### St Edmund Hall Admissions Statistics for 2015 - 2017

<b>St Edmund Hall 2017 Admissions Statistics (2018 intake)</b>						
Description	% Applications	% University Average	% Offers	% University Average	% Acceptances	% University Average
Females	<b>44.7%</b>	49.8%	<b>45.3%</b>	50.3%	<b>45.9%</b>	49.6%
Males	<b>55.3%</b>	50.2%	<b>54.7%</b>	49.7%	<b>54.1%</b>	50.4%
BME	<b>10.6%</b>	14.5%	<b>8.6%</b>	13.8%	<b>7.2%</b>	13.6%
White	<b>39.0%</b>	44.7%	<b>64.8%</b>	61.3%	<b>67.6%</b>	62.5%
Declared Disability	<b>6.3%</b>	6.5%	<b>5.5%</b>	6.9%	<b>5.4%</b>	6.7%

<b>St Edmund Hall 2016 Admissions Statistics (2017 intake)</b>						
Description	% Applications	% University Average	% Offers	% University Average	% Acceptances	% University Average
Females	<b>46.7%</b>	49.9%	<b>42.0%</b>	48.3%	<b>43.6%</b>	47.7%
Males	<b>53.3%</b>	50.1%	<b>58.0%</b>	51.7%	<b>56.4%</b>	52.3%
BME	<b>11.1%</b>	13.3%	<b>6.5%</b>	13.1%	<b>6.8%</b>	12.6%
White	<b>39.0%</b>	46.5%	<b>65.9%</b>	64.6%	<b>67.5%</b>	66.8%
Declared Disability	<b>4.7%</b>	5.8%	<b>5.1%</b>	6.5%	<b>4.3%</b>	6.3%

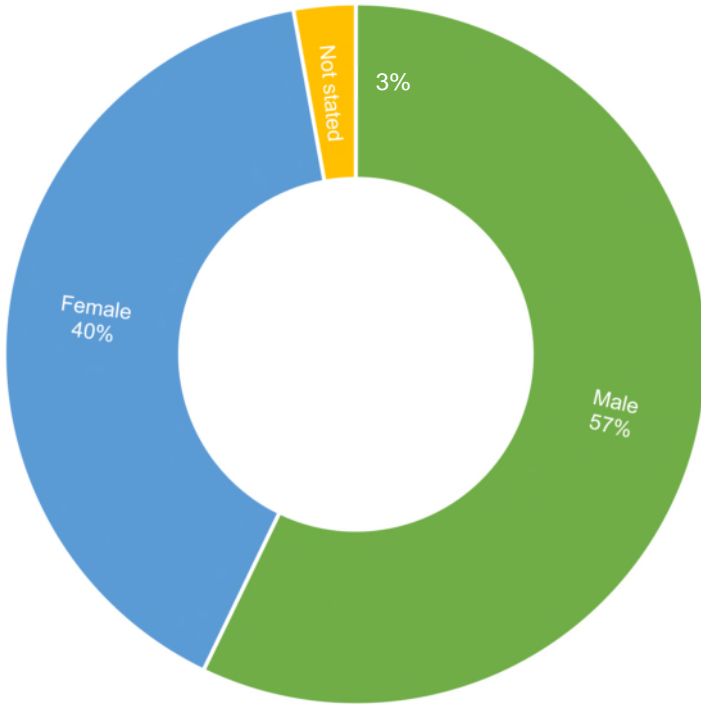
<b>St Edmund Hall 2015 Admissions Statistics (2016 intake)</b>						
Description	% Applications	% University Average	% Offers	% University Average	% Acceptances	% University Average
Females	<b>46.5%</b>	49.6%	<b>39.2%</b>	47.6%	<b>40.3%</b>	46.9%
Males	<b>53.5%</b>	50.4%	<b>60.8%</b>	52.4%	<b>59.7%</b>	53.1%
BME	<b>12.9%</b>	12.7%	<b>9.2%</b>	11.1%	<b>10.1%</b>	11.4%
White	<b>40.8%</b>	47.2%	<b>63.8%</b>	65.3%	<b>65.5%</b>	67.4%
Declared Disability	<b>5.9%</b>	5.6%	<b>6.9%</b>	5.8%	<b>7.6%</b>	6.0%

## Appendix 2

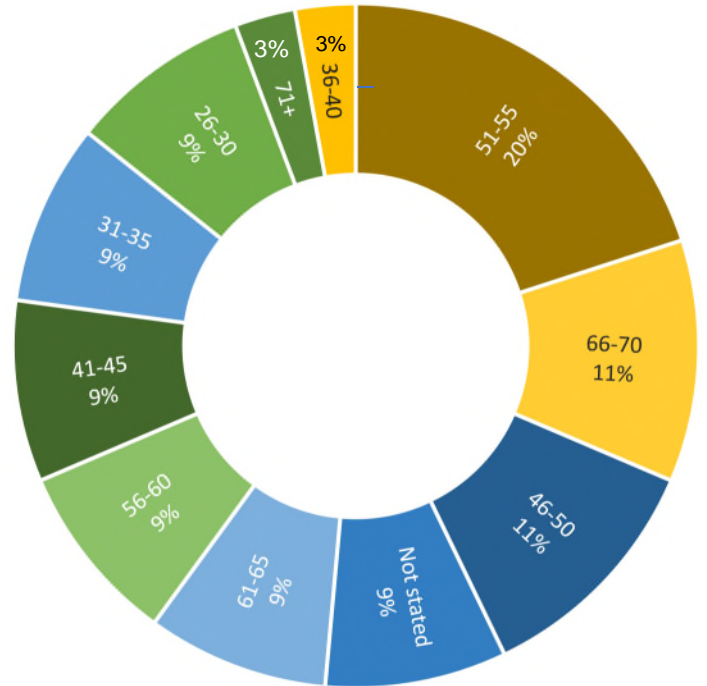
### Equality Data for St Edmund Hall Academic Fellows

A survey across academic fellows was completed during 2018/19. Of those who responded, the following information was collected:

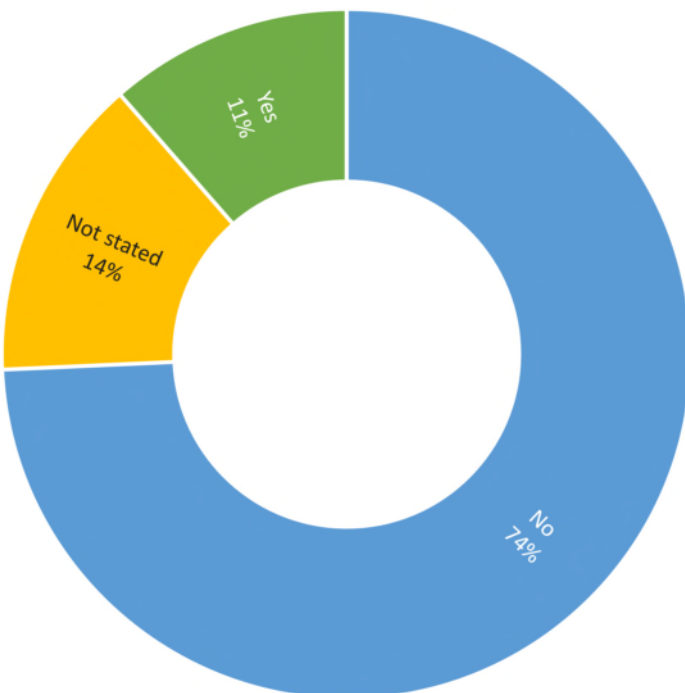
**Gender**



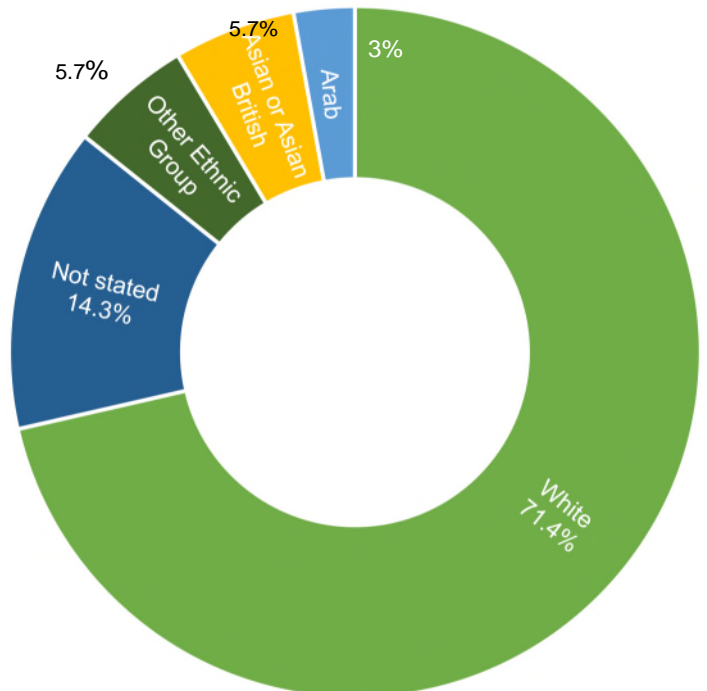
**Age**



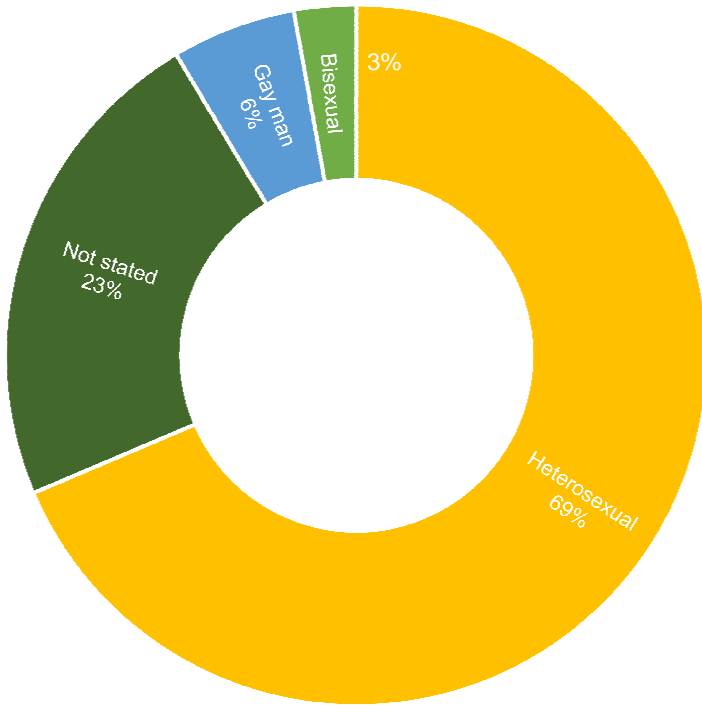
**Disability**



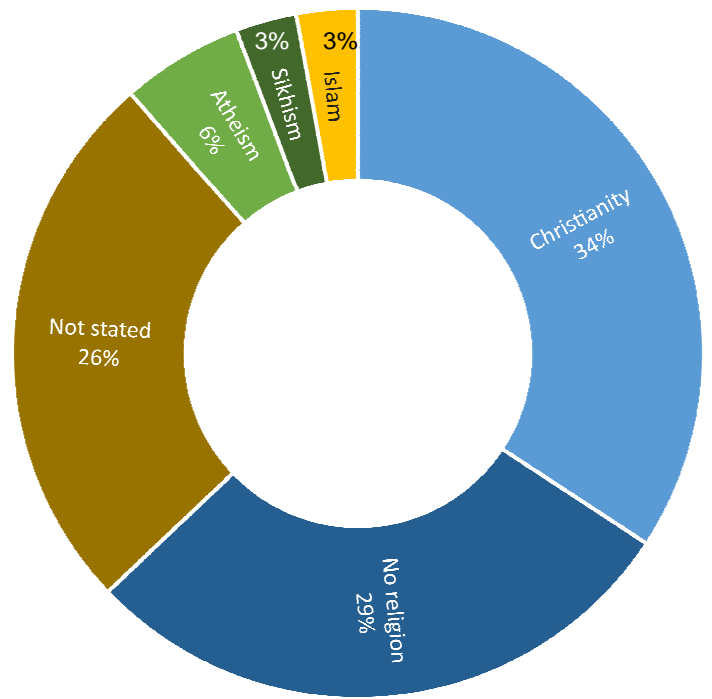
**Ethnicity**



**Sexuality**



**Religion**

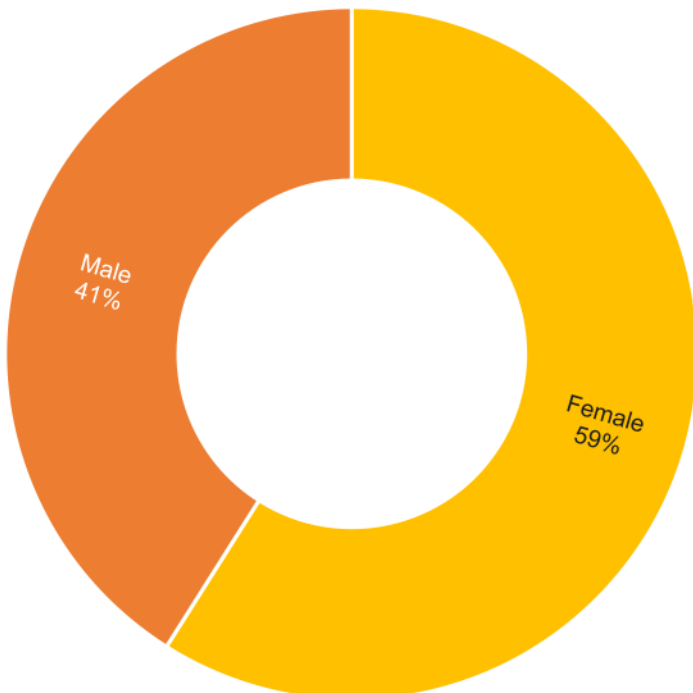


**Appendix 3**

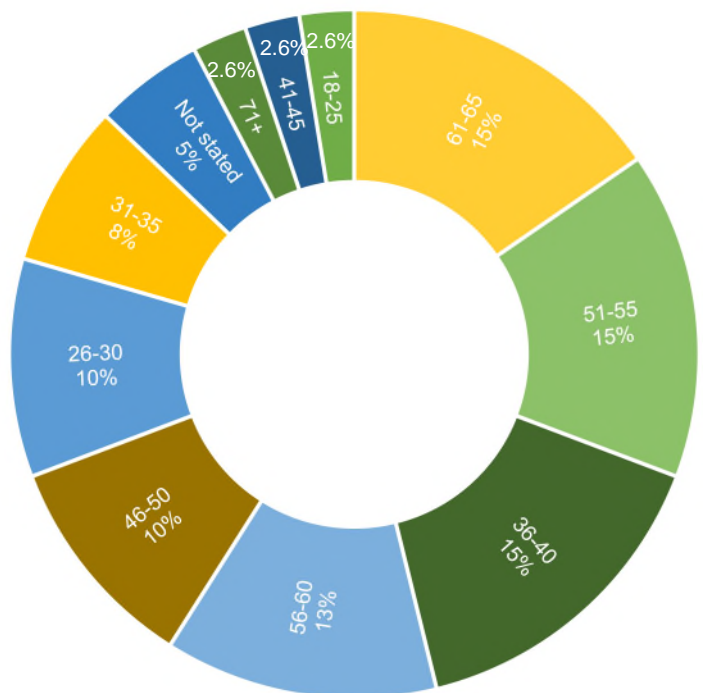
*Equality Data for St Edmund Hall Staff*

A survey across staff was completed on during 2018/19. Of those who responded, the following information was collected:

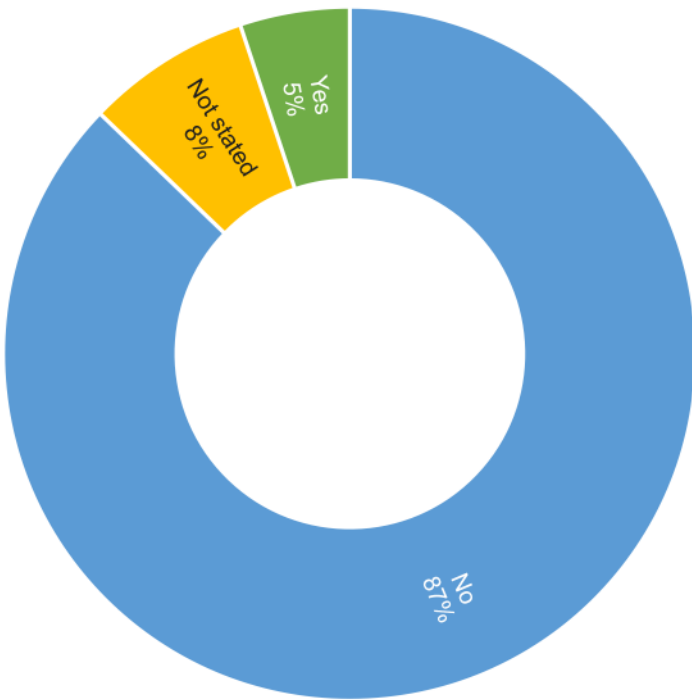
**Gender**



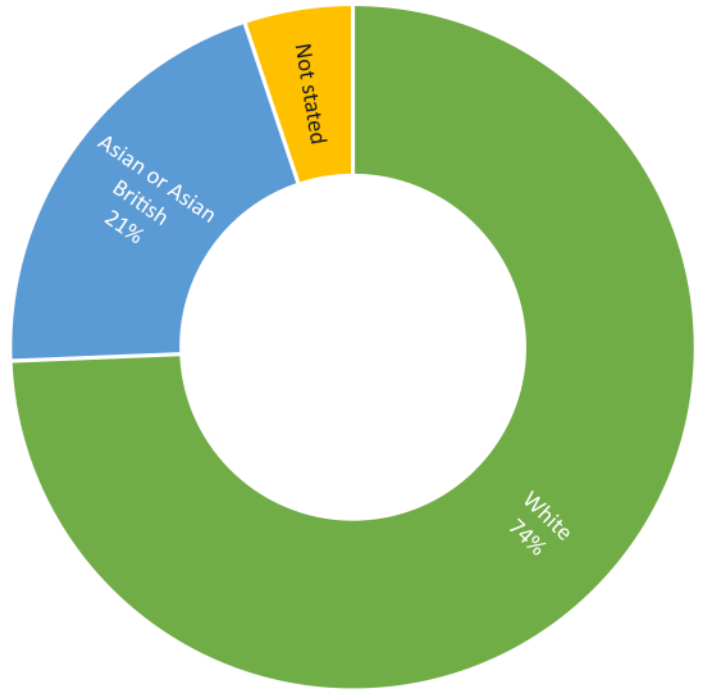
**Age**



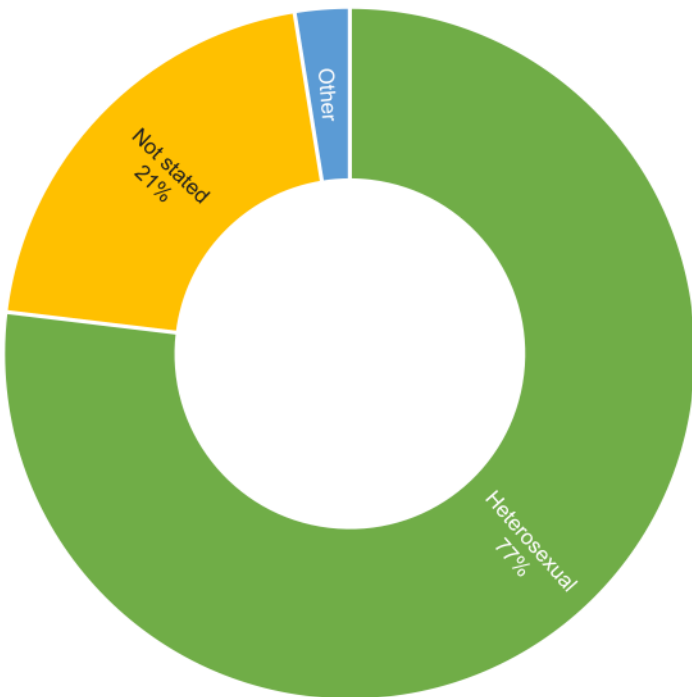
**Disability**



**Ethnicity**



**Sexuality**



**Religion**

