WOLFSON COLLEGE OXFORD
SINGLE EQUALITY DUTY

1.   Context

1.1   The Legal Context

The general equality duty set out in the Equality Act 2010 highlights areas where those subject to the equality duty must, in the exercise of their functions, have due regard of the need to:

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The Single Equality Scheme provides relevant equality information and statistics as well as setting out a framework for how the College works to promote equality and diversity both among its members and other people involved with the College.

The Equality Act 2010, although adding new protected characteristics, replaces numerous pieces of legislation and provides one comprehensive piece of legislation. Under the Equality Act 2010 the following characteristics are protected characteristics:

- Age;
- Disability;
- Gender;
- Gender reassignment;
- Marriage and civil partnership;
- Pregnancy and maternity;
- Race;
- Religion or belief; and
- Sexual Orientation

For a detailed overview of the relevant legislation please refer to:

- Government Equalities Office:
  https://www.gov.uk/government/organisations/government-equalities-office
- Equality and Human Rights Commission: http://www.equalityhumanrights.com
- ACAS: http://www.acas.org.uk/index.aspx?articleid=3017

1.2   Relationship to the University of Oxford

Wolfson College is a distinct part of the University of Oxford. However, it is important that 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/ The College's and University's approach is applicable to fellows, students, staff, members of common room and visitors, who study, live in, work or visit Wolfson College and the University of Oxford. This document applies mainly to Wolfson College staff and College Officers.

1.3   Wolfson College Context

Wolfson College has a well established Equality and Welfare Committee which meets once a term (three times a year). Chaired by the President of the College, members of the committee include representatives from staff and students, fellows, and members of Common Room, along with key College Officers. Equal opportunities policies and action plans are reviewed annually and equal opportunities data are monitored annually. The Equality and Welfare Committee is responsible for overseeing the implementation of the Single Equality Scheme. Gathering and monitoring of related data will be continued and enhanced.

Amongst the policies supporting the aims of the College in relation to equality duties are the Race Equality Policy, and Personal Harassment Policy.

All College's committees consider equality issues and the duty to promote equality when making decisions and developing policies and procedures.

The student body has a group of Welfare Officers (who also serve on the Equality and Welfare Committee), who actively promote and support welfare, equality and inclusion within the College.

The Human Resources Manager gathers and monitors data for College officers and staff.

The College gathers data on the demographic and progress of accepted students.

2.   Key Objectives

Our aim is to ensure that equality is embedded in the culture and the processes of the College by ensuring that policy making, service delivery and employment practice are all equality orientated.

3   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.
The President is responsible for providing leadership in the promotion and implementation of the action plan.
The Senior Tutor, Bursar, Heads of Departments and Human Resources Manager are responsible for ensuring that the Single Equality Scheme is complied with in carrying out their duties and functions in relation to fellows, students, staff, members of common room and visitors.
The College's Equality and Welfare 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 fellows, students, staff, members of common room, 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, staff and members of common room.
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.

4   Students: Graduate Admissions

The College admits Graduate Students according to the University's policy and code of practice:
https://www1.admin.ox.ac.uk/edc/policiesandguidance/policyonresearchdegrees/section1admissions/

In accordance with that policy Wolfson seeks to attract applicants of the highest quality and potential, regardless of background. Decisions on the admission of students will be based on the individual merits of each candidate as assessed against the selection criteria.

In addition to supporting the University's initiatives the College regularly conducts a Graduate Feedback Questionnaire to monitor how students have found the experience of studying and living in the College. A feedback report is considered annually by the Academic Committee and helps the College to identify the improvements that could be made to ensure we continue to attract students of the very highest ability to study at Wolfson.

The College organises and hosts a number of open access academic events each year which offer prospective graduates the opportunity to visit and experience the College and to meet other members. Additionally, prospective graduates are welcome to contact our academic office to arrange for individual or group visits and there is also lots of information available on our website.

5   Staff

Staff data concerning protective characteristics (apart from age and gender which are taken from the personnel records) are collected by means of monitoring forms returned by staff on a voluntary basis. Therefore, caution is recommended when interpreting the results of these data as they do not give a complete picture of the make-up of the College's workforce. For the purposes of collecting equality related data 'staff' include academic and non-academic employees and college officers.

Staff data are published annually; the figures presented in this report capture the data for 5 January 2024. The staff headcount was 104, down by 1 person comparing to January 2023. The questionnaire response rate was 77% in comparison to 75% in the previous year.

These following data come from personnel records:

5.1. Age

Age	2024		2023		2022		2021		2020	
	No of staff	%	No of staff	%	No of staff	%	No of staff	%	No of staff	%
34 and below	27	26%	31	30%	30	28%	32	29%	32	26%
35-49	31	30%	25	24%	31	29%	28	25%	30	24%
50-64	40	38%	40	39%	38	36%	41	37%	48	39%
65 and over	6	6%	7	7%	8	7%	11	10%	13	11%
Total number of staff	**104**		**103**		**107**		**112**		**123**	

5.2. Gender

Sex	2024		2023		2022		2021		2020	
	No of staff	%	No of staff	%	No of staff	%	No of staff	%	No of staff	%
Male	52	50%	51	50%	48	44%	52	46%	57	46%
Female	52	50%	52	50%	59	46%	59	53%	66	54%
Total	**104**		**103**		**107**		**112**		**123**	

The following data come from monitoring questionnaires completed by staff on a voluntary basis:

5.3 (a) Marriage

Marriage	2024		2023		2022		2021		2020	
	No of staff	%	No of staff	%	No of staff	%	No of staff	%	No of staff	%
Married	38	48%	38	49%	31	46%	33	47%	39	41%
Not married	39	49%	36	47%	32	48%	31	44%	49	52%
Prefer not to say or no response	3	4%	3	4%	4	6%	6	9%	7	7%
Total	**80**		**77**		**67**		**70**		**95**	

5.3 (b) Civil partnership (some responses indicated being both in marriage and civil partnership)

Civil partnership	2024		2023		2022		2021		2020	
	No of staff	%	No of staff	%	No of staff	%	No of staff	%	No of staff	%
Civil partnership or prefer not to say	6	8%	2	3%	2	3%	8	11%	12	12%
Not in civil partnership	46	58%	43	55%	36	54%	36	51%	52	54%
No response (blank)	52	65%	33	42%	29	43%	26	38%	33	34%
Total number of responses	**104**		**77**		**67**		**70**		**97***	

*some responses overlapped with married status

5.4. Disability

Disability	2024		2023		2022		2021		2020	
	No of staff	%	No of staff	%	No of staff	%	No of staff	%	No of staff	%
Disabled or prefer not to say	12	13%	11	13%	12	18%	12	17%	17	18%
Not disabled	68	87%	66	87%	55	82%	58	83%	78	82%
Total	**80**		**77**		**67**		**70**		**95**	

5.6. Ethnic origin

Ethnic origin	2024		2023		2022		2021		2020	
	No of staff	%	No of staff	%	No of staff	%	No of staff	%	No of staff	%
White	71	89%	68	88%	58	87%	61	87%	82	86%
Other or prefer not to say	9	11%	9	12%	9	13%	9	13%	13	14%
Total	**80**		**77**		**67**		**70**		**95**	

5.7   Gender reassignment

Gender reassignment	2024		2023		2022		2021		2020	
	No of staff	%	No of staff	%	No of staff	%	No of staff	%	No of staff	%
Same gender as at birth	73	91%	70	91%	63	94%	64	91%	85	89%
Gender re-assigned or prefer not to say or no response	7	9%	7	9%	4	6%	6	9%	10	8%
Total	**80**		**77**		**67**		**70**		**95**	

5.8   Sexual orientation

Sexual orientation	2024		2023		2022		2021		2020	
	No of staff	%	No of staff	%	No of staff	%	No of staff	%	No of staff	%
Heterosexual	68	85%	63	82%	56	84%	56	80%	76	80%
Other or prefer not to say or no response	12	15%	14	18%	11	16%	14	20%	19	20%
Total	**80**		**77**		**67**		**70**		**95**	

5.9   Religion

Religion	2024		2023		2022		2021		2020	
	No of staff	%	No of staff	%	No of staff	%	No of staff	%	No of staff	%
Christianity or any other religion or belief	46	58%	47	62%	50	75%	47	67%	61	64%
Atheism or no religion	24	30%	20	26%	10	15%	15	21%	24	25%
Prefer not to say or no response	10	13%	10	12%	7	10%	8	11%	10	11%
Total	**80**		**77**		**67**		**70**		**95**	

6.   Objectives for 2024

Equality objectives for the year AY 2023 were:

1. <u>To monitor the wellbeing of staff, especially those with protected characteristics.</u> The College participated the staff wellbeing survey carried out by the Domestic Bursars' Committee in the summer of 2023 and a report of the findings has been drafted by the Bursar (Annexe 1). The results indicate that staff at Wolfson are happy, and areas of development include career progression and training provision. The College will encourage staff to participate more actively when the survey is carried out again in 2024.

2. <u>To maintain and develop the awareness and understanding of equality issues among staff.</u> New appointees continue to complete the online Equality and Diversity and Implicit Bias training courses provided by the University. All recruitment and selection panel members must complete Implicit Bias training if they have not done it for a year, and chairs of interview panels must complete the Recruitment and Selection online module. Managers have been sent reminders of upcoming relevant training courses.

3. <u>To work on increasing the diversity of staff in terms of ethnicity, while making sure that merit-based selection is continued.</u> HR cooperated with the Comms Department who is in charge of the College's social media accounts and advertised vacancies on these accounts, however no noticeable change in the diversity of candidates has been achieved.

4. <u>To gather information on the diversity of the population of Oxfordshire to enable comparison of our statistics</u>. According to the latest census carried out in 2021, 71% of the Oxford total population was White, and 29% were from minority groups. Currently 89% of Wolfson staff are White and 11% are from minority groups. However, according to the Census, 26.5% of Oxford's adult population was a full-time student and 35% of this group were born outside of the UK. There are no stats, however, to show how this affects the ethnicity of the Oxford population out of term.

It is proposed that the following objectives are set up for the year 2024:

Objective	Action	Responsibility	Timescale
To continue monitoring of the wellbeing of staff.	To join the DBS staff wellbeing survey in 2024 and to encourage more staff to participate, perhaps considering paper submissions of necessary. To consider implications for practical action.	HR Manager	By end of 2024
To maintain and develop the awareness and understanding of equality issues among domestic staff.	To arrange equality and diversity training for domestic staff.	HR Manager	By end of 2024

To work on increasing the diversity of staff in terms of ethnicity, while making sure that merit-based selection is continued.	When using recruitment agencies ask them to provide diverse short lists. To look into using text analysers and proofing tools which may help to use more inclusive language in adverts. To consider having a job stand at job fairs for non-university graduates.	HR Manager	By end of 2024