

**Royal Holloway**  
**University of London**

**Single Equality and Diversity Scheme**

**Equality Statement**

The University of London was established to provide education on the basis of merit above and without regard to race, creed or political belief and was the first university in the United Kingdom to admit women to its degrees.

Royal Holloway, University of London (hereafter 'the College') is proud to continue this tradition, and to commit itself to equality of opportunity in employment, admissions and in its teaching, learning and research activities.

*The College is committed to ensure that;*

- all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins
- both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential
- it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity
- teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity
- all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material
- it creates a positive, inclusive atmosphere, based on respect for diversity within the College
- it conforms to all provisions as laid out in legislation promoting equality of opportunity.

## Legislative Background

In October 2007, the Government acknowledged that everyone who needs to understand discrimination law would benefit from having it simplified and enshrined in a single Equality Act. The primary purpose of the Act was to consolidate the complicated and varied array of Acts and Regulations, which formed the basis of anti-discrimination law in Great Britain. , It comprised, primarily, the Equal Pay Act 1970, the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995 and three major statutory instruments protecting discrimination in employment on grounds of religion or belief, sexual orientation and age. It proposed to “*replace the race, disability and gender equality duties with a single duty on public authorities to promote race, disability and gender equality*” and also to consider “*whether a single public sector equality duty should be extended to cover age, sexual orientation, and/or religion or belief*”.

## The Equality Act 2010

The Equality Act 2010 came into force in October 2010; with the public sector equality duty coming into force in April 2011.

## Public Sector Equality Duty

It requires public bodies, in the exercise of its functions, to have due regard to the general duty/need (‘the Equality Duty’) to:

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the 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 relevant protected characteristics are

- age;
- disability;
- gender reassignment;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.

## **The Equality Act 2010 (Specific Duties) Regulations 2011**

The Regulations have now been published and have effect from 10 September 2011. It requires public bodies to be transparent about how they are responding to the Equality Duty – requiring them to publish relevant, proportionate information showing compliance with the Equality Duty, and to set equality objectives.

The Regulations require public authorities to publish:

- At least annually, information demonstrating compliance with the equality duty. This must include information relating to persons who share a relevant protected characteristic who are employees and others affected by their policies and practices, such as students; and
- At least every four years, one or more specific and measurable equality objective

Institutions will be required to publish the relevant information demonstrating their compliance by 31<sup>st</sup> January 2012, and their first equality objectives by April 2012.

## **Single Equality Policy**

The objectives of this SES, which replaces College's previous gender, race and disability equality schemes, are to:

- clarify the College's current position on equality and diversity, with particular reference to the protected characteristics;
- encourage open and thorough consultation and involvement with those members of the staff and student body affected by the Equality Act;
- review and investigate these initial findings and alter the ongoing Action Plan as necessary;
- agree the coverage and frequency of monitoring;
- ensure that, once agreed, the monitoring is completed;
- review ongoing trends, identified through the monitoring, and update the Action Plan as necessary;
- establish the College's formal means of co-ordinating activity on this topic and have these agreed at Council.

## **Ongoing Consultation, Involvement & Training**

The College will seek to continue consulting and involving staff, students and any other interested parties on this Scheme, and the Single Equality Action Plan and any other equality and diversity initiatives as appropriate. In addition it will continue general awareness training on equality and diversity; specific training initiatives will be included in the Single Equality Action Plan.

The College has a number of methods for consulting with, and involving, staff and students which include:

- EO Website
- EO Forum
- Termly Joint Negotiating Committees (JNCs) with Campus Trades Unions: EO matters being a standing item
- Student support & services Department
- EO training

## **Leadership, Governance & Management**

The Principal and Council have overall responsibility for Equality and Diversity within the College. The Equality & Diversity Committee, informed by the Equalities Steering Group, formulates policy and reviews and reports.

All members of the College community are expected to comply with its policy and with the Single Equality Action Plan and with any of the College's equality and diversity initiatives.

## **Reporting on Progress**

Each year the Equality & Diversity Committee will consider detailed reports on progress with the action plan. Summarised information will be provided to Council in the form of the Corporate Plan Progress Document.

These reports will contain the following:

- a review of progress on the Action Plan
- a review of any relevant equality and diversity policies, and proposals for any new policies
- staff profile
- student profile
- a report of learning, development and any other relevant activities which have taken place during the year

## **Ongoing Monitoring**

A number of activities will continue to be undertaken, as a matter of good practice, and are outlined here rather than separately in the Action Plan:

- monitoring (staff) – applications for vacancies, the staff profile, promotions, training and development activities, grievances and disciplinary procedures, resignations, dismissals and redundancies, incidents of harassment, and participation in training and development
- monitoring (student) – applications for admissions, the student profile (to include socio-economic factors and destination data), retention, graduations, complaints and disciplinary procedures, and incidents of harassment
- consultation will take place regularly with staff and students and through the variety of methods outlined above. As and when required, consultations on specific topics will be undertaken
- Equality Analysis/Equality Impact Assessments :

College has been undertaking EIA over many years, and a range of EIA has been done.

Functions and policies which are highly relevant to the general duty to promote equality will continue to be reviewed.

All staff responsible for EIA will be trained.

In addition, all new policies which are formally approved by College committees will be accompanied with an EIA for consideration by the committee.

Where policies or functions are found to have an adverse impact an action plan will be drawn up to address the issues.

There will be an annual review of the Action Plans contained within this Single Equality Scheme.

- benchmarking against other institutions - We will continue to benchmark activities in terms of equality and diversity issues to ensure we identify and, where appropriate, utilise best practice
- closer links will be forged with the Students Union as a way to involve students in the implementation and development of the policies and plans
- Widening Participation – the College will continue to engage schools, colleges and learners locally, regionally and nationally through a range of programmes and activities.
- Volunteering – the College will continue to be involved in a range of initiatives across the community including projects aimed at supporting minority or disadvantaged groups
- The College will maintain membership of local, regional and national partnerships/networks as outlined above to share best practice and engage in project work.
- Procurement – the College will ensure that procurement guidelines and good practice are followed especially with regard to the provision of goods, facilities, services.

## Action Plan & Links to the College's Values & Strategy

The action plan will be linked to the above Enabling Theme of the College's Strategy.

The College's core values are laid out in its Corporate Strategy and Plan 2009-13:

'In touch, innovative and influential, Royal Holloway seeks to create **a culture of responsiveness, diversity and mutual respect** that is career-enhancing for students and staff'.

The key strategic themes for the College acknowledge that its goals can only be achieved through people, thus:

Enabling theme 1: To recognise that the recruitment and retention of staff of the highest calibre are the key factors in our continuing success;

This means that we will:

1. Recruit **the best talent from the widest available pool**, taking into account any need for changes in workforce size and composition.
2. Seek to become an "employer of choice" with an attractive remuneration package that emphasises work-life balance.
3. Retain and reward high performing staff.
4. Equip staff with the necessary skills and tools for the job and provide opportunities for acquiring new experiences.
5. Create and promote a healthy, safe and diverse environment.
6. Communicate and consult effectively with staff in the furtherance of both institutional and individual needs.

Theme 2: To provide an experience for students from around the world that encourages and reinforces excellence; in particular:

- To sustain a culture of attainment and progression that enables all students to fulfil their academic and personal potential.
- To ensure that our curriculum reflects contemporary scholarship, has a global outlook and pays attention to the range of countries from which our students are drawn.
- To provide appropriate teaching facilities and space, and create a flexible and stimulating learning environment.

## Who needs to be involved?

It is important for people at all levels throughout College to be aware of the Equality Duty

These include:

**Council Members** – in how they set strategic direction, review performance and ensure good governance of the University.

**Principal, Vice Principals, Deans, Senior Managers** – in how they oversee the design, delivery, quality and effectiveness of the University's functions.

**Equality and Diversity staff** – in how they raise awareness and build capacity about the Equality Duty within the University and how they support staff to deliver on their responsibilities.

**Human Resources staff** – in how they build equality considerations in employment policies and procedures

**Policy Makers** – in how they build equality considerations in all stages of the policy making process including review and evaluation

**Communications staff** – in how they ensure equality information is available and accessible

**Analysts** – in how they support the University to understand the effects of its policies and practices on equality

**Front line staff** – in how they use equality considerations in the delivery of services to users

**Procurement and commissioning staff** – in how they build equality considerations in the organisation's relationship with suppliers.

**Trade Unions** – in actively promoting equality and campaigning to eliminate discrimination wherever it is encountered

**Students Union** – in promoting and enhancing equality and diversity across student activities and in engaging students with the equality agenda

**Students** – in how they contribute towards the culture of the University and how they shape their learning and social environments.

## What happens if we don't meet the requirements under the Equality Act 2010?

The Commission for Equality and Human Rights has the power to issue compliance notices in connection with a breach of the general duty and these are enforceable in the courts. For more information see <http://www.equalityhumanrights.com/legal-and-policy/enforcement/>

## What can I do if I want to give my view on an issue?

Feedback about our equality work and plans is welcomed. We will continue to work with groups and individuals both inside and outside College. You can contact us to raise an issue or air your views. Visit our website for details about our plans

<http://www.rhul.ac.uk/aboutus/governancematters/equalops/home.aspx>

## ACTION PLAN

**Objective 1 General: to promote equality of opportunity through the training and other development of staff.**

Action	Responsibility	Deadline	Progress Update
1.To develop College wide EO training and mechanisms for ensuring at least 95% take up 2012/13	HR/EO Adviser	2012/2013	The College runs regular equality and diversity training for staff. In addition, HR are currently investigating on-line equality and diversity training which will be mandatory for all staff to complete. New staff will also complete the online training as part of their induction programme

**Objective 2 Disability: to ensure we are taking steps to fully consider the requirement of people with disabilities in the College community; and to promote positive attitudes towards disabled persons and to encourage participation in public life**

Action	Responsibility	Deadline	Progress Update
Set up disability forum	HR/EO Adviser	July 2012	Forum in place and will meet at least twice each year. Discussion points and suggestions referred to Equality Steering Group.
2.Conduct exit interviews for disabled staff who leave College	HR	2012/2013	Exit interviews with HR are now offered to all members of staff who resign from employment including those with a disability.
3.Review reasonable adjustments at interview	HR	2012/13	Ongoing
4.Review disabled student experience including teaching materials	Registry: Student Support, Health & Welfare/Health &	2012	ESO now consulted on course validation proposal; Enhanced

	Safety/EO Adviser		advice being added on ESO website re. accessible teaching material; closer monitoring of individual students via one-to-one appointments to assess the efficacy of the support put in place.
5. Review information given to all students about disability issues particularly in first year induction & start of session meetings, to promote the engagement of all students in disability matters and increase the number of student helpers.	Registry: Student Support/ Health & Welfare/ Vice Principal (students & Staff)	2012/2013	Disability focussed comedy evening shown as part of 2012 Welcome week (this will become a regular fixture of future Welcome Weeks); Production of ESO DVD "A Veneer of Acceptance" to raise awareness and promote engagement in disability matters. This DVD will be shown at staff and student induction from 2013. Also used in various staff and student helper training; Support given to the SU in organising a Superhuman Sports Day and a post exam Sports for All event; Closer cooperation between the ESO and WP team (mainly via targeted advertisement) to increase the amount of disabled students taking up Ambassadors positions; active

			encouragement given to disabled students to work as helpers or mentors for other disabled students and for prospective students..
6. To implement the agreed recommendations from the disability access audit.	Campus Services/Estates	2012/2013	Audit completed and communicated with key stakeholders in September 2012. Due to the nature of the findings (i.e. physical adaptations to buildings and estate) it has been agreed that Estates would lead on implementation of improvements and sourcing funding as required. Estates have identified works to be done as part of estates schedule and anticipate implementation by end of March 2013.

**Objective 3 Gender: gain Athena silver award status; continue to address the causes of any gender pay gap; review female academic progression**

Action	Responsibility	Deadline	Progress Update
1. Work towards Athena silver award status	Women in Science Working Group	2012/2013	On-going. Application to be made in late summer 2013
2. Pay audit	HR	April 2013	Completed. Audit to be considered by Remuneration

			Committee and the published on College website in April 2013
3. Review female academic progression	HR	Ongoing	Ongoing
4. Review academic promotions and professorial banding procedures	Vice Principal Student & Staff	2012/2013	Promotions criteria and guidance updated in 2012. Review of professorial banding currently underway

**Objective 4 Race: Identify any issues to do with the recruitment and selection of BME staff**

Action	Responsibility	Deadline	Progress Update
Review R & S of BME staff and develop appropriate actions	HR	2013	This will be one of the first work objectives for the new Equality Officer

**Objective 5 Sexual Orientation: Establish the baseline for the development of appropriate actions.**

Action	Responsibility	Deadline	Progress update
1. Encourage staff to provide monitoring information on sexual orientation	HR	Ongoing	All staff are asked at recruitment stage as part of the equality monitoring arrangements. Current staff are asked on an annual basis to review their equality data and will continue to be encouraged to complete all fields.
2. Complete the Stonewall workplace equality index	HR	2012	Equality index Completed. HR meeting Stonewall in March to review results.
3. Establish links with staff LGBT network.	HR	2012/2013	Ongoing.
4. Review language in HR Policies to	HR	2012/2013	Ongoing and very much a part of current policy

ensure fully inclusive.			and procedure reviews.
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Updated January 2013