

Brasenose College, Oxford

Public Sector Equality Action Review and Plan, as at February 2024

This Action Plan is reviewed by Equality & Diversity Committee each year and the updated version is displayed on the College website in compliance with the statutory duty.

Action	Progress: 2012-current	Progress: 2017 - current	Person Responsible	Status
1. Training for Managers of Support staff in equality awareness, diversity and cultural awareness.	Online diversity training is a requirement on induction with all new starters sent online E&D training to complete on appointment. Training in the Equality Act 2010 with practical considerations is carried out annually for many operational teams.	Ongoing: all new managers have diversity training 2023: mental health awareness training, and specialist training (neurodiversity, trauma)	HR Manager	Ongoing schedule
2. Training for GB in equality awareness.	Training to raise awareness of diversity issues in 2014 and 2015. An Unconscious Bias course for Fellows and members of Governing Body in 2016. Power imbalance and sexual harassment awareness training in 2018 Unconscious bias training in 2021 at Governing Body.	Wellbeing and Diversity Officer session on anti-racism 2022. Online training available since 2016 in E&D and unconscious bias. All governance committees are reminded of their responsibilities under PSED remit at the start of each academic year. Annual Equality lecture- eg most recently in 2022 disability	HR Director Principal Principal	Ongoing with new staff On-going Ongoing

<p>3. Diversity training for academics and managers involved in recruitment and selection of staff or students.</p>	<p>Online diversity training is a University requirement for all with responsibility for admissions.</p>	<p>New academic and non-academic staff complete the online diversity course.</p> <p>E&D and best practice recruitment training was offered for other Fellows and Trustees of the College in 2019. Refreshers course due in 2024.</p>	<p>HR Manager</p> <p>HR Director</p>	<p>ongoing</p> <p>ongoing</p>
<p>4. Review current procedures for data collection to improve response rate of monitoring form and methods for improved data collection.</p>	<p>Amendments have been made to the Recruitment Monitoring form and to the timing of the request for completion to encourage a higher level of response and to assist better reporting and recording.</p>	<p>Changes to processes to encourage more sharing of data for analysis, and to ensure data is up to date (eg disability).</p>	<p>IT team/HR</p>	<p>Ongoing</p>
<p>5. Review procedures for recruitment and selection to ensure equality of opportunity</p>	<p>These were reviewed by the Vice Principal and agreed by Governing Body for academic staff and by HR for non- academic departments to ensure consistency and best practice using competency-based interviews.</p>	<p>Uni guidance on APTF recruitment updated in 2022/3</p> <p>Recruitment and selection procedures reviewed for academic and non- academic staff with changes made eg name blind applications used at shortlisting stage, and recommendations around use of references. Coaching and training of managers/supervisors in recruitment together with the standardisation of processes.</p>	<p>Chair of E&D, Principal and HR</p>	<p>On-going</p>
<p>6. Analyse data from recruitment monitoring forms</p>	<p>Recruitment data has been looked at in more depth, with a commitment to review on an annual basis.</p>	<p>Further collection and analysis of data for ongoing review + assessment</p>	<p>HR</p>	<p>On-going</p>
<p>7. Access/ Disability audit.</p>	<p>An accessibility audit was completed with recommendations</p>	<p>Priority action was completed and further action kept under review</p>	<p>Domestic Bursar & Senior Tutor</p>	<p>Ongoing</p>

		2024: review of accessibility audit planned (in advance of 2024 student intake)		
8. On-going review of new policies/ initiatives to consider equality impact.	<p>New polcies reviewed with consideration of equality impact eg Transgender policy introduced</p> <p>A number of family-friendly policies introduced which included a consideration of the equality impact directly.</p>	<p>New policies have been reviewed with consideration of diversity issues including the introduction of Part- time working for academic staff, Shared Parental Leave and day 1 right for Maternity leave.</p> <p>Process agreed to assess equality impact has been considered – eg non-gendered language.</p>	<p>HR team</p> <p>HR and Chair of E&D</p>	Ongoing
9. On-going review of fair student procedures: admissions accomm. distribution of bursaries etc	The Senior Tutor reports on these issues on an annual basis.	Report on admissions confirms BNC is in line with the University. Excellent record in providing support via student bursaries and financial support.	Senior Tutor	ongoing