Mansfield College Equal Opportunities Policy Development and Review

1. Policy Development and Review

1.1 Mansfield College has established an Equal Opportunities Policy & Monitoring Group consisting of the Senior Tutor, Tutor for Admissions, Tutor for Graduates, Tutor for Women, Tutor for Disabilities, Bursar, and a representative of the MCR and of the JCR, chaired by the Principal or a member of GB nominated to deputise.

1.2 The Equal Opportunities Policy & Monitoring Group (EOPMG) will have overall responsibility for co-ordination of policy development and the identification of priorities. EOPMG will hold its annual review each Trinity term. Governing Body will invite reports on Equal Opportunities once a term from its members and convene an additional meeting of EOPMG if it deems it necessary on the basis of such reports.

1.3 The College will ensure that specific provision for issues relating to Equal Opportunities are incorporated into strategic planning and policy development reviews.

1.4 Governing Body and all its committees will embed consideration of Equal Opportunity issues and the duty to promote Equal Opportunities in the development of policies and procedures at all levels.

1.5 The College will regularly review its regulations, student disciplinary procedures, and student complaints procedures, to ensure that all procedures are fair and equitable and consistently implemented.

1.6 College staff disciplinary and grievance procedures incorporate procedures which are fair, equitable and consistently implemented.

1.7 The Public Documents section of the College website includes a code of practice on harassment for both staff and students based on the University code.

1.8 The College promotes good race relations between all racial groups within the College and keeps under review its outreach and admissions policies in order to prevent racial discrimination.

1.9 The College is aware of its obligations to extend accessibility for people with disabilities, and its disability procedures will be considered in light of the recent University-wide ‘Common Framework for Supporting Students with Disabilities.’

2. Student Support

2.1 All first year students are allocated a room in College. Allocation for second and third years is based on the JCR-operated student ballot, and additional accommodation is set aside for fourth years. The procedures are deemed to be fair and equitable.

2.2 The JCR is briefed on potential race and religion equality issues when conducting their accommodation ballot, and procedures are in place for proper consideration of welfare and other issues when allocating rooms.

2.3 The College procedures for distributing scholarships funds are based predominantly on performance in University examinations.

2.4 College Hardship funds are allocated by the Bursar taking full account of the College’s responsibilities under the Equality Act 2010.

2.5 The College keeps under review its provision of student pastoral support and welfare services to ensure that these are fully accessible to all members of the College community.

3. Staff selection, recruitment and remuneration

3.1 The College has adopted the University code of practice for the recruitment and selection of College employees in order to ensure equality of opportunity.

3.2 The College maintains a remuneration committee which considers individual pay and grading changes, and determines salary levels for all posts on an ‘equal pay for equal value’ basis. The remuneration committee contains one member who is external to the College.

Reviewed Michaelmas Term 2017
4. **Consultation**  
   4.1 The College will ensure that the interests of all staff and students are represented in existing and specifically established consultative forums and that these groups are consulted in the development and maintenance of the equal opportunities policy.

5. **Admissions**  
   5.1 The College works in partnership with the Admissions Executive to support the implementation of the Executive’s action plan on undergraduate admissions.  
   5.2 The College has implemented the UAO Code of Practice on Undergraduate Admissions as agreed by the Conference of Colleges and the Admissions Executive.  
   5.3 The College ensures that all those involved in undergraduate admissions receive appropriate briefing from UAO on the implications of race equality in selection of students.  
   5.4 The College requires all new interviewers to complete training (which includes unconscious bias training) and has now asked all ongoing tutors to take refresher training every five years.

6. **Graduate Admissions**  
   6.1 The College selects only graduate students to whom the University has offered places and presumes that the offers accord to approved University academic policy, with reference to the appropriate legislation.

7. **Monitoring arrangements**  
   7.1 The College will set in place processes to ensure that the following functions become subject to monitoring in the course of each academic year:  
   i. Staff selection & career progression, grievances, discipline and access to training  
   ii. Student admissions, progress and performance, complaints and discipline  
   7.2 In consultation with relevant committees, the Equal Opportunities Policy & Monitoring Group will monitor and assess activities annually and publish the results of monitoring and assessments every five years. Reports will include information on consultation undertaken as part of the assessment process.

8. **Publication and Distribution arrangements**  
   8.1 The College will publish the Equal Opportunities Statement on the College website and in the Student Handbook, the link to which is circulated to all students at the start of their course.  
   8.2 Staff contracts incorporate references to equality provisions and the College Equal Opportunities Statement and Policy.

9. **Guidance, support and training**  
   The College will:  
   Review the training opportunities available to all of its staff and introduce additional provision where necessary or desirable – particularly to key managers and supervisors assisting in the dissemination of information, briefing material, guidance and advice from the University.