



University College  
of Osteopathy

# University College of Osteopathy Equality Report & Objectives 2017-2018

## 1. Introduction

The Equality Act 2010 replaced the former race, disability and gender equality duties with one general duty, covering nine “protected characteristics”. The General Duty requires organisations, when exercising their functions, to have due regard to:

- eliminating discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

### Protected Characteristics

The nine protected characteristics are:

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

The General Duty to have due regard to eliminate discrimination, advance equality of opportunity and foster good relations applies to all nine protected characteristics. For marriage and civil partnership, the duty extends to eliminating discrimination only.

## 2. Vision for Equality at the University College of Osteopathy (UCO)

The UCO is committed to eliminating unfair discrimination and promoting diversity and equality of opportunity for all staff, students and patients. Our commitments are expressed in our core values and strategic plan and our vision for equality informs our Code of Conduct and Ethics, Equality and Diversity Policy and is central to how we plan to achieve equality across all nine protected characteristics.

At the UCO we value and celebrate the diversity within our student cohort and workforce. We believe that everyone benefits from employing people from all equality groups at all levels of responsibility, and working with students from all equality groups throughout our delivery of education and patient care.

The UCO core values and conduct to which we aspire, and that we wish to foster and sustain are as follows:

- Students and patients will always come first
- A culture of critical enquiry, scholarship and research
- A respect for the heritage and values of osteopathy
- A respect for creativity and innovation
- A respect for equal opportunities
- A celebration of diversity
- A culture of openness and honesty
- A culture of collaboration and teamwork
- A desire for environmental sustainability

### **3. Process for Equality and Diversity at the UCO**

We have developed our equality report to ensure diversity and equality planning, implementation and review are presented to relevant stakeholders in a cohesive way. We are committed to meeting our obligations under the Equality Act 2010, and continuing to promote diversity and equality both within the UCO and in our relations with external stakeholders. We view the embedding of the principles outlined in equality legislation as essential for good governance and management processes. We aim to support our managers and student representative groups in recognising and meeting the differing needs of people from diverse backgrounds. Consultation with stakeholders is an important part of our work and the UCO uses a range of methods to seek views from students, staff, patients and partner organisations.

The Staff Survey enables staff to provide anonymous feedback relating to the UCO's approach and ability to promote and address equality issues.

The Access Agreement 2017/18 sets out the commitment that the UCO makes to widening access and promoting student success.

An Equality Impact Assessment (EIA) is conducted on all UCO Policy and Procedure, which is monitored by the Equality and Diversity Committee.

The Annual Equality Report and Objectives will be developed by the Head of Human Resources and Student Support Manager. The Equality Committee, which includes board member and student representation, is responsible for reviewing, approving and monitoring the report and plan. The Equality Committee reports to the Senior Management Team (SMT) as the parent committee.

A copy of the report and objectives will be available to external stakeholders on the UCO website and can be provided in various formats as required.

The Annual Equality Report and Objectives will be reviewed by staff members at the Staff Consultative Group Committee and by students.

### **Responsibility for Equality and Diversity**

The Student Support Manager and Head of Human Resources have lead responsibility for equality and diversity relating to students and staff respectively.

The School occupies two sites and both premises are already compliant with the Disability Discrimination Acts 1995, 2001 and amendments in providing practical aids for disabled access to all parts of the UCO, including wheelchair access. Aids are also installed to assist those with visual or hearing impairments. On-site parking space is limited but prioritises disabled parking. The Head of Estates is responsible for ensuring that the School's facilities are accessible to all, and for overseeing such further modifications as may be required.

All Academic Lecturers and Clinic Tutors have occupational training in equality matters. This training is also incorporated into the curriculum for all course delivery at the UCO.

We recognise that all students and members of staff have a duty to cooperate with arrangements to promote equality and diversity and eliminate discrimination. Training is provided during induction to all new staff and students to support the achievement of these aims.

### **Related Policies and Procedures**

All UCO policies and procedures referred to in this document can be found on the UCO intranet page at: [http://intranet.bso.ac.uk/policies\\_and\\_procedures/](http://intranet.bso.ac.uk/policies_and_procedures/) or from the Head of Quality/Head of Human Resources.

- a) Equality & Diversity Policy
- b) Equality Impact Assessment Guidance and Template
- c) UCO Access Agreement 2017/18

**UCO Equality Action Plan 2017/18**

This action plan should be read in conjunction with the [UCO Access Agreement 2017/18](#), which contains our strategy for widening participation, fair access and targets relating to equality and diversity for our student population and prospective students.

No	Equality Objective	Actions	Measurable Outcome	Progress to Date	Completion Date	Responsibility
1	Review and update all Equality & Diversity Policy, Procedure and other related documentation in line with current legislation	Update the Staff and Student Equality & Diversity Policy and incorporate the two separate policies into one combined policy  Communicate to staff and students	Approval of policy by SMT and EDC and contained within minutes.  Policy published on UCO intranet. Policy emailed to all staff conference and student year groups. Policy provided to SCG.	Policy updated and approved by SMT. Policy on agenda for EDC in November 2017	30 <sup>th</sup> November 2017	Head of HR Student Support Manager
2	To collect and analyse the current composition of the workforce and to identify where inequalities exist via iTrent Self Service.	Communicate to staff the requirement and instructions for submitting their personal sensitive data on iTrent Self Service.  Provide a full analysis of our staff profile in relation to the 9 protected characteristics to the EDC and SMT and any resulting actions/objectives.	Achieve a minimum of 90% completion of staff sensitive data entries for all fields in iTrent.  Report provided to SMT and RDC.	Completed in all areas excluding ethnicity for academics on a zero hours contract.	31 <sup>st</sup> October 2017  31 <sup>st</sup> July 2018	Head of HR
3	Conduct an analysis of gender pay and provide a report to the Remuneration Committee and the EDC.	Review the requirements of the Gender Pay Legislation. Conduct an analysis of gender pay. Provide a report to RC and EDC.	SMT and EDC minutes.		31 <sup>st</sup> March 2018	Head of HR

4	Implement induction training for new staff to include Equality and Diversity Training.	Source an online training provider Implement a process to deliver and monitor training via Staff Induction Procedures Update contracts of employment to incorporate that successful completion of training is a condition of probation. Evaluate the effectiveness of the training from new starters.	Training agreed by SMT and contained within the minutes. Contracts of employment updated Implement a feedback mechanism to be provided to SMT annually.	Complete  Complete	31 <sup>st</sup> July 2017  31 <sup>st</sup> July 2018	Head of HR
5	Ensure all policyholders understand and are competent in conducting Equality Impact Assessments.	Review, update and communicate the Equality Impact Assessment process to all policyholders within the UCO.	EDC to minute the review, EIA documentation and communication strategy.		30 <sup>th</sup> November 2017	Head of HR
6	Provide staff with an anonymous mechanism to provide feedback on equality and diversity within the UCO.	Conduct a Staff Satisfaction Survey to incorporate questions relating to Equality & Diversity.	Survey data and analysis incorporated into: EDC minutes SMT minutes		31 <sup>st</sup> March 2018	Head of HR
7	Annual analysis of applicants rejected against protected characteristics.	Source information from Admissions on rejected application and applicants who were offered the Access Course or IOS as alternatives.	Table showing applicants accepted, rejected and offered alternative places on Access Course or IOS. Extrapolate date and provide in EDC minutes.	Ongoing	30 <sup>th</sup> March 2017	Student Support Manager