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# Equality Report

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Academic Year 2017-18

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Somerville College, Oxford

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## 1. Introduction

This is Somerville College's equality report for the academic year 2017-18.

The scope of data contained within this report relates to the academic community (stipendiary and non-stipendiary), support staff, and undergraduate and postgraduate students.

The report has been prepared by the Human Resources Department and the Academic Office, and has been approved by the Governing Body with whom responsibility for equality and diversity for the College rests.

The report meets the requirement under the Public Sector Equality Duty to publish information on how the College is working to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
- advance equality of opportunity between people who share a protected characteristic and those who do not; and
- foster good relations between people who share a protected characteristic and those who do not.

The characteristics protected under the Act and covered by the Duty are: age; disability; gender reassignment; pregnancy and maternity; ethnicity; religion and belief; sex (gender) and sexual orientation. (For marriage and civil partnerships, public bodies are required to demonstrate due regard to the need to eliminate unlawful discrimination in employment.)

Applicant data is collected anonymously at the point of application. Employee data is then collected as a new hire joins the College, and overall employee data is held in the HR system. While data is reviewed and analysed anonymously, our processes allow applicant, appointment and employee data to be separated so that relevant monitoring and assessment can take place.

While equality data is collected for most of the protected characteristics, this report covers gender, age, ethnicity and disability. As a smaller organisation, we believe there is a high risk of individuals being identified if some of the analysed data is published. Nevertheless full, anonymised data is available for internal use if this is identified as necessary.

Data for undergraduate and postgraduate students relates to disability, ethnicity and gender.

## 2. Review of this academic year (2017-18)

The Action Plan for 2017-18 focussed on improving the ratio of females holding academic appointments with the College, and improving the equal opportunity disclosure rates for academic and support staff employed.

Analysis of the gender of those appointed to academic posts was started for the 2014-15 academic year in line with the equality action plan. In 2016-17 **47%** of those appointed to academic posts were female. This percentage decreased for 2017-2018 to **36.5%**.

### **Unconscious Bias training**

Commitment to equality and diversity is an important value for Somerville.

The College held further mandatory **Unconscious Bias**<sup>1</sup> training for its Support staff to raise their awareness of equality and diversity issues.

The workshops were designed to enable staff to experience how what they do naturally as human beings can sometimes go against the concepts of Equality, Diversity, Fairness and Respect. By the end of the sessions staff were more conscious of their own biases and how they may be affecting behaviour and relationships at work. Staff are now aware of the importance of behaving fairly irrespective of what they may think of someone or groups of people.

We have continued to run the one-day workshop '**Understanding and Managing Unconscious Bias**', making it compulsory for all new starters and as refreshers for managers and supervisors. The session is specifically designed to ensure all our employees are able to lead by good example, identify inappropriate behaviour when it occurs and have the confidence to take prompt action to stop it.

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<sup>1</sup> *What is unconscious bias?*

Psychologists tell us that our unconscious biases are simply our natural people preferences. Biologically we are hard-wired to prefer people who look like us, sound like us and share our interests. Social psychologists call this phenomenon 'social categorisation' whereby we routinely and rapidly sort people into groups. This preference bypasses our normal, rational and logical thinking. We use these processes very effectively (we call it intuition) but the categories we use to sort people are not logical, modern or perhaps even legal. Put simply, our neurology takes us to the very brink of bias and poor decision making.

### 3. Action Plan for 2019

- Review and update HR processes and systems, to ensure that future data analyses have a robust and complete data landscape, which allows easy cross-reference to groups of data. By doing this, we will facilitate better understanding of the root causes of any issues and thus be well placed to adopt appropriate and informed actions.
- Reinstate the Equalities Committee and work with all managers to ensure that our responsibilities under the Act are built into day-to-day activities.
- Analyse the various routes for hiring staff (College-led, University-led, Nominations, Employee Introductions) to ensure that bias isn't built into any of these processes.
- Review current data capture methodology, to improve equal opportunity disclosure rates at the application stage of recruitment. We will also investigate whether it would be appropriate to run a data cleanse exercise with existing employees, to ensure that the data we hold is up to date.
- Consider formal reporting to Governing Body on a quarterly basis throughout the year, with the aim of identifying any areas for improvement early on and addressing these in good time.
- Review and recommend potential changes to the recruitment process, with an aim of minimising the effects of unconscious or implicit bias. These may include such actions as:
  - Investigating technical solutions to ensure all job descriptions, further particulars and job advertisements do not use gender-biased language
  - Application processes which anonymise the candidates, removing any impact of conscious or unconscious bias from a short-listing or selection activity
  - Formally recognise existing arrangements, such aiming to ensure gender parity on all interview panels and that genders are equally represented on all short-lists
  - Confirm on all job advertisements that we will be willing to consider flexible working

## 4. Equal opportunities data

### Recruitment data

The period of data collection for recruitment and selection process relates to vacancies advertised between the period 1 August 2017 to 31 July 2018. During that period, we conducted a total of 28 recruitment processes for College-only appointments, six of which were for academic posts and 22 for support staff posts. (It should be noted that some recruitment processes were carried out by the University of Oxford for joint appointments between the University of Oxford and Somerville College. No equal opportunity monitoring data is available for these recruitment processes of the purposes of this report as this is carried out by the University.)

In total 438 applications were received and 266 equal opportunity monitoring forms were returned, a response rate of **61.2%**. While this is an increase on last year's figure (55.5%) we would like this to be higher, and we will endeavour to identify different approaches which will enable us to gather more data. For example, this could be that we utilise existing technology to simplify the process for applicants, and that we review the question set to ensure it's as 'light touch' as possible. (Response rates were evenly spread across support and academic roles, which indicates that this is a wide-ranging issue, rather than specific to one group of applicants.)

### Appointments

For the period from 1 August 2017 to 31 July 2018, a total of **64** people were appointed through a formal selection or nomination process (39 academics and 25 support staff), 41% fewer than in the previous year. In addition, 56 casual workers were engaged during 2017-18.

### Employee data

The data for academic and support staff employed was taken from a snapshot from the human resources database on **16 October 2017**. On that date there were **292** employed staff in post (excluding casual workers) of which 165 held academic appointments (stipendiary and non-stipendiary) and 127 held support staff posts.

### Student data

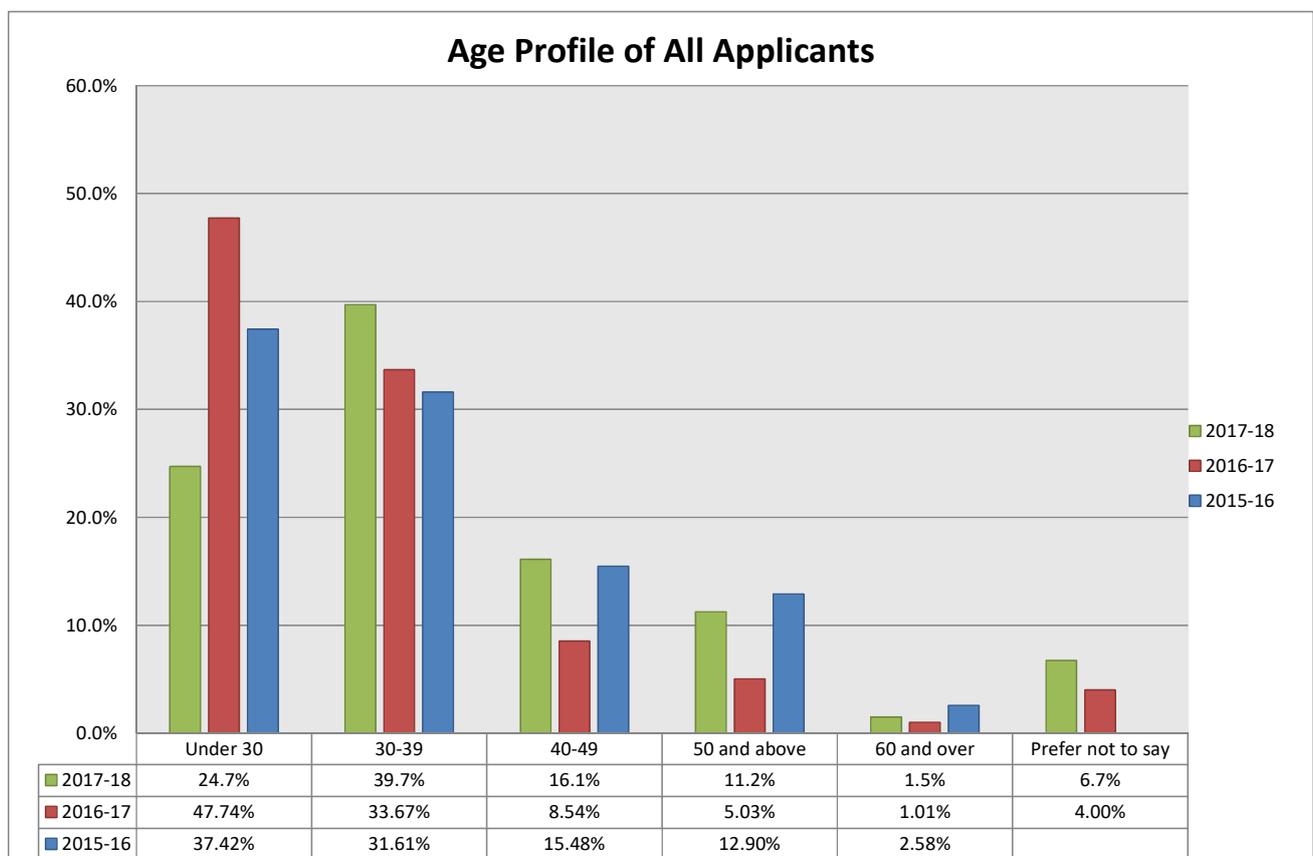
Data is provided to show comparisons between Somerville and the University on admission, student population and on-course withdrawals for various protected characteristics. There is no significant evidence for Somerville doing less well in any measure than the University.

## 5. Recruitment data

### 5.1 Applicant Age

99.6% of respondents confirmed their age during the monitoring period. Overall, the largest individual group was those aged 30-39, whereas over the previous two years the largest group has been those aged under 30.

#### 5.1.1 All applicants by age group (Aug 2017 – July 2018)



### 5.2 Applicant Disability

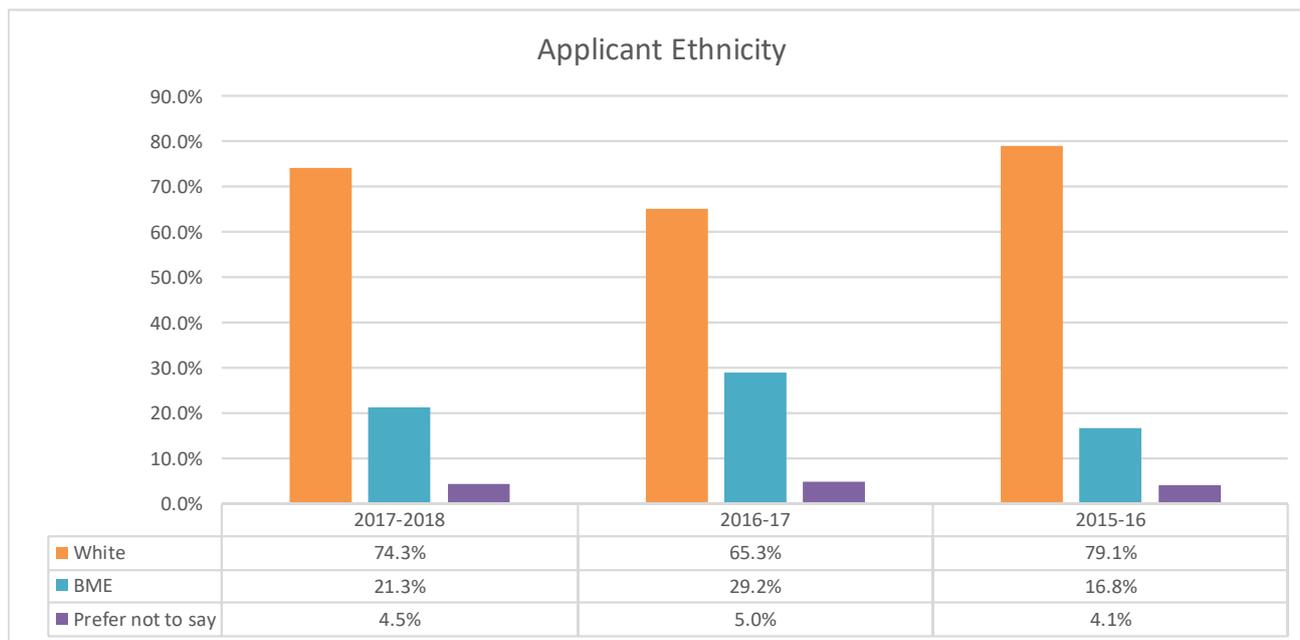
58.4% of respondents provided data regarding their disability status.

Of applicants who provided a response, **8.6%** declared a disability (7% in 2016-17) and 5.9% of all respondents preferred not to say.

### 5.3 Applicant Ethnicity

Overall 61% of applicants provided response data, and of those 100% provided ethnicity data. In total 74.3% of applicants identified as being White (up from 65.3% from 2016-17), **21.3%** as Black and Ethnic Minority (BME), down from 29.2% in 2016-17), and 4.5% preferred not to say.

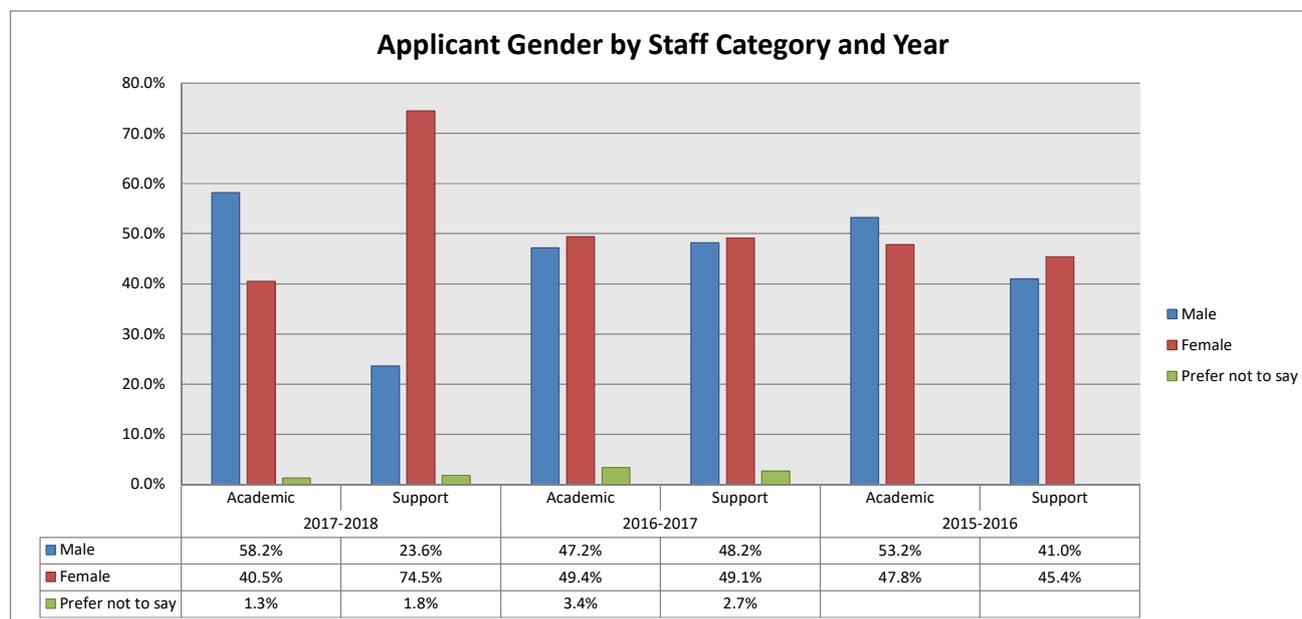
#### 5.3.1 All applicants by ethnicity (Aug 2017 – July 2018)



### 5.4 Applicant Gender

Overall **98.1%** of respondents declared their gender. This compares to an overall response rate of 97% in 2016-17. Of the total number of applicants who responded, 54.8% were female and 43.7% were male (1.5% preferred not to say).

### 5.4.1 All applicants by gender (Aug 2017 – July 2018)



## 6. Appointments

Please note, in all cases below the declaration or response rate refers to the number of people appointed for whom equal opportunities data is held and not the overall number of appointments. Therefore the actual percentages could, in reality, be greater or smaller than the figures show.

### 6.1 Age (appointments)

From the data relating to age that is held, the age range of those appointed over the last year is shown in the table below.

#### 6.1.1 Age of employees appointed 1 August 2017 to 31 July 2018

Age group	2017-18			2016-17		
	Academic	Support	Total	Academic	Support	Total
Under 30	37.3%	31.4%	34.9%	37.2%	37.0%	37.1%
30-39	47.1%	31.4%	40.7%	46.5%	33.3%	41.4%
40-49	7.8%	14.3%	10.5%	9.3%	14.8%	11.4%
50-59	2.0%	14.3%	7.0%	4.7%	7.4%	4.3%
60 and over	5.9%	8.6%	7.0%	2.3%	7.4%	4.3%

This data excludes casual appointments, which tend to be more flexible, short-term appointments and are often roles taken by students. By excluding this population from these figures means that we can review our current hiring practices to highlight any areas for investigation.

### 6.2 Gender (appointments)

In total, of those appointed who provided data about their gender, **52.0%** were female and **48.0%** were male.

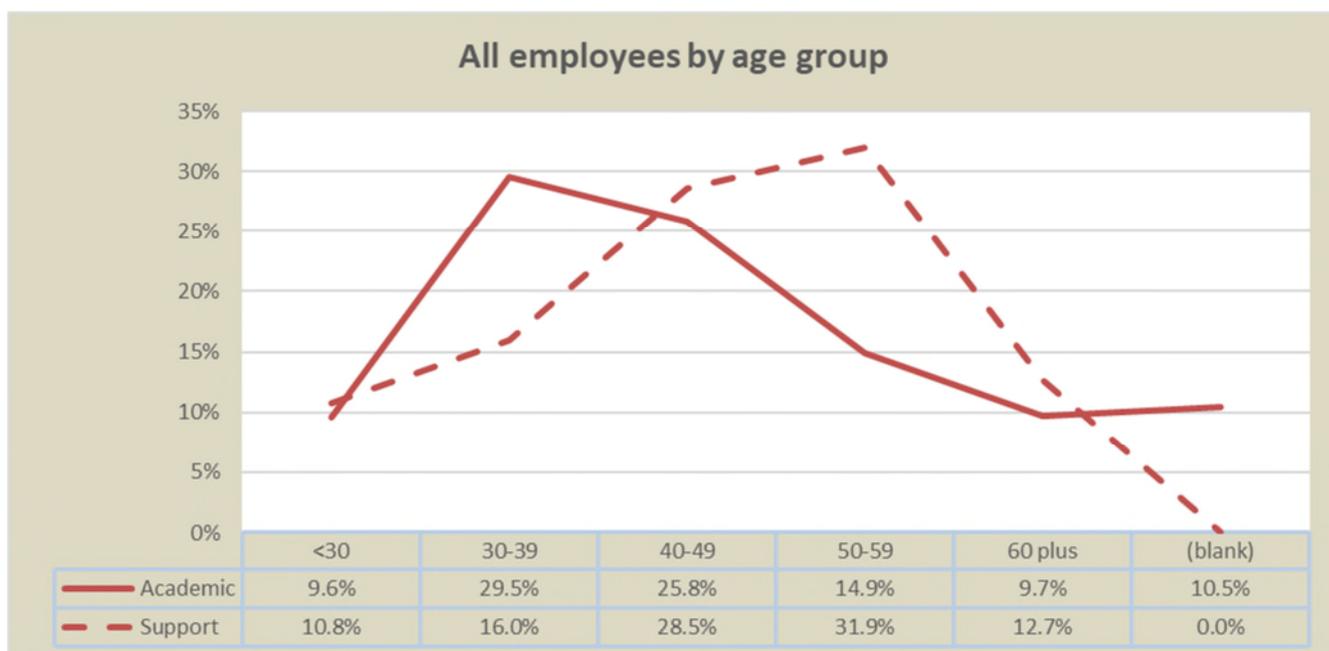
## 7. Employee Data

Please note, in all cases below the declaration or response rate refers to the number of employees who have completed the relevant section of the equal opportunities monitoring form. The analysis of these data below relates to the responses received, not the overall number of employees. Therefore the actual percentages could, in reality, be greater or smaller than the figures show.

### 7.1 Age

From the data available, the age profile of academics and support is similar to the 2017 employee snapshot, with only a slight move to an older age profile for support staff.

#### 7.1.1 Age of academics and support staff as at 16 October 2018



### 7.2 Disability

From the data available, **8.8%** of all academic and support staff have declared a disability. This compares to 11% in 2017 and 12% in 2016.

### 7.3 Ethnicity

From the data held, in total 78.6% of academics and support staff identify as White, 20.4% as Black and Ethnic Minority, and 1% prefer not to say. Ethnicity data is held for 68.1% of our staff and therefore the actual proportions between the ethnic groups may be higher or lower than these data suggest.

### 7.3.1 Ethnicity of academics and support staff as at 16 October 2018

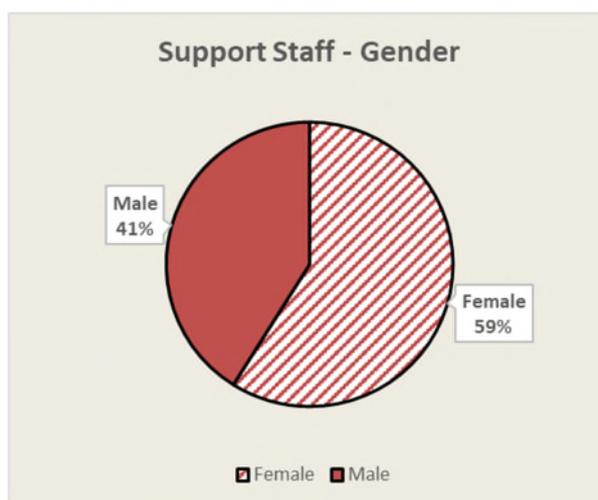
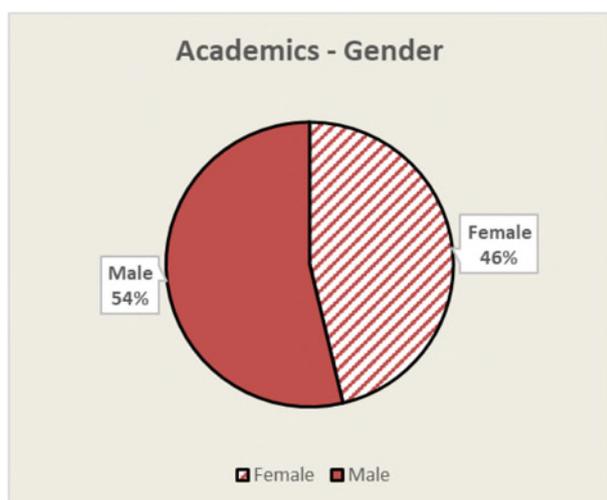
	Academic		Support Staff		Total	
	2016-17	2016-17	2017-18	2016-17	2017-18	2016-17
White	<b>85.9%</b>	82.3%	<b>73.7%</b>	75.0%	<b>78.6%</b>	78.9%
Black and Ethnic Minority	<b>14.1%</b>	16.8%	<b>24.6%</b>	23.0%	<b>20.4%</b>	19.7%
Prefer not to say	<b>0.9%</b>	0.9%	<b>1.7%</b>	2.2%	<b>1.0%</b>	1.4%

### 7.4 Gender

As at 16 October 2018 the data snapshot shows that the total number of academic and support staff are **53.6%** female and **46.4%** male.

The proportion of females holding academic posts is **46%** which is consistent with 42% in 2016-17, and 43% in 2015-16.

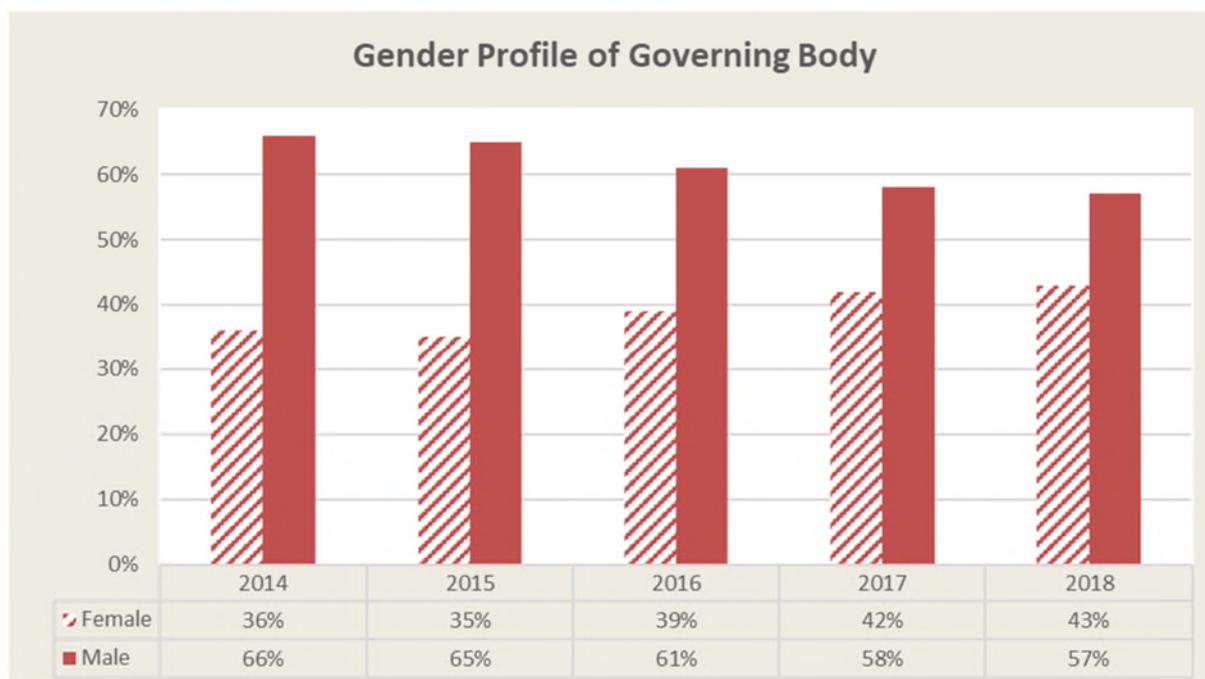
#### 7.4.1 Gender of academics and support staff as at 16 October 2018



## 7.5 Governing Body Membership

The gender profile Governing Body as at October 2017 is **43%** female and **57%** male. Since 2014, the proportion of female members in Governing Body has increased by 7%.

### 7.5.1 Gender profile of Governing Body members as at 16 October 2018



## 8. Student Data

The following tables show comparisons between Somerville and the University on admission, student population and on-course withdrawals for various protected characteristics. There is no significant evidence for Somerville doing less well in any measure than the University.

All data comes from that prepared centrally from the Student Data Management and Analysis, and Graduate Admissions, teams, is centrally published and available for comparison.<sup>2</sup>

### 8.1 Applicants for Undergraduate Admissions

The data relates to applications made in October 2016 for standard entry in 2017 (UCAS Cycle 17). The definition of success rate for the University is defined by an applicant being accepted onto a course, regardless of which college accepts them. The figures apply only to applications assigned to Somerville and do not include applicants imported from other Colleges.

#### 8.1.1 Disability

The disabilities shown represent those declared at the time of application.

#### Disability profile of undergraduate application for standard entry in 2017

Disability	University of Oxford		Somerville College	
	Number	Offer Rate	Number	Offer Rate
No disability	18,645	19%	531	18%
SpLD	471	19%	18	11%
Other disability	822	21%	27	15%
Total	19,938	19%	576	17%

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<sup>2</sup> SDMA Report Catalogue can be found [here](#)

### 8.1.2 Ethnicity

Only UK applicants are asked for ethnicity: EU and Overseas applicants are excluded from this process. The ethnicities shown below reflect those declared at the time of application (hence including UK students only).

#### Ethnicity profile of undergraduate application for standard entry in 2017

Ethnicity	University of Oxford		Somerville College	
	Number	Offer Rate	Number	Offer Rate
BME	2,899	18%	83	20%
White	8,908	26%	239	23%
Unknown	776	12%	19	10%
Total	12,583	23%	341	21%

### 8.1.3 Gender

The gender shown reflects that declared at the time of application.

#### Gender profile of undergraduate application for standard entry in 2017

Gender	University of Oxford		Somerville College	
	Number	Offer Rate	Number	Offer Rate
Female	9,928	19%	290	18%
Male	10,010	19%	286	17%
Total	19,938	19%	576	18%

## 8.2 Student Populations and On-course Withdrawals (Undergraduates)

The data below reflects that which was recorded on OSS at the time of the December 2016 Student Statistics snapshot. The academic year has been matched to the HESA reporting year, commencing August. Note therefore that withdrawals for 2016/17 do not reflect a complete year.

### 8.2.1 Disability profile of undergraduate withdrawals for 2016/17

Withdrawals	University of Oxford				Somerville College			
	No. on course	%	No. of withdrawals	% of those who withdraw	No. on course	%	No. of withdrawals	% of those who withdraw
No disability	10,287	87.7%	90	71.4%	345	86.3%	3	100%
Other disability	922	7.9%	25	19.8%	31	7.7%	0	0.0%
SpLD	519	4.4%	11	8.7%	24	6.0%	0	0.0%
Total	11,728		126		400		3	

### 8.2.2 Ethnicity profile of undergraduate withdrawals for 2016/17

Withdrawals	University of Oxford				Somerville College			
	No. on course	%	No. of withdrawals	% of those who withdraw	No. on course	%	No. of withdrawals	% of those who withdraw
BME	2,455	20.9%	32	25.4%	94	23.5%	1	33%
White	9,046	77.1%	88	69.8%	305	76.3%	2	67%
Unknown	227	1.9%	6	4.8%	1	0.3%	0	0.0%
Total	11,728		126		400		3	

### 8.2.3 Gender profile of undergraduate withdrawals for 2016/17

Gender	University of Oxford				Somerville College			
	No. on course	%	No. of withdrawals	% of those who withdraw	No. on course	%	No. of withdrawals	% of those who withdraw
Female	5,496	46.9%	70	55.5%	202	53.2%	0	0.0%
Male	6,232	53.1%	56	44.4%	198	46.8%	3	100%
Total	11,728		126		400		3	

### 8.3 Student Populations and On-course Withdrawals (Postgraduate Research)

#### 8.3.1 Disability profile of postgraduate research withdrawals for 2016/17

Withdrawals	University of Oxford				Somerville College			
	No. on course	%	No. of withdrawals	% of those who withdraw	No. on course	%	No. of withdrawals	% of those who withdraw
No disability	5,320	90.2%	51	83.6%	99	92.5%	1	100%
Other disability	407	6.9%	7	11.5%	6	5.6%	0	0.0%
SpLD	173	2.9%	3	4.9%	2	1.9%	0	0.0%
Total	5,900		61		107		0	

#### 8.3.2 Ethnicity profile of postgraduate research withdrawals for 2016/17

Withdrawals	University of Oxford				Somerville College			
	No. on course	%	No. of withdrawals	% of those who withdraw	No. on course	%	No. of withdrawals	% of those who withdraw
BME	1,716	29.6%	20	32.8%	31	29.0%	0	0.0%
White	3,992	67.7%	39	63.9%	70	65.4%	1	100%
Unknown	192	3.3%	2	3.3%	6	5.6%	0	0.0%
Total	5900		61		107		1	0.0%

#### 8.3.3 Gender profile of postgraduate research withdrawals for 2016/17

Gender	University of Oxford				Somerville College			
	No. on course	%	No. of withdrawals	% of those who withdraw	No. on course	%	No. of withdrawals	% of those who withdraw
Female	2,467	41.8%	32	52.6%	45	42.0%	1	100%
Male	3,433	58.2%	29	47.5%	62	58.0%	0	0.0%
Total	5,900		61		107		0	

## 8.4 Student Populations and On-course Withdrawals (Postgraduate Taught)

### 8.4.1 Disability profile of postgraduate taught withdrawals for 2016/17

Withdrawals	University of Oxford				Somerville College			
	No. on course	%	No. of withdrawals	% of those who withdraw	No. on course	%	No. of withdrawals	% of those who withdraw
No disability	4,585	90.1%	86	90.5%	68	88.3%	1	100%
Other disability	308	6.1%	5	5.3%	8	10.4%	0	0.0%
SpLD	148	2.9%	4	4.2%	1	1.3%	0	0.0%
Total	5,041		95		77		0	

### 8.4.2 Ethnicity profile of postgraduate taught withdrawals for 2016/17

Withdrawals	University of Oxford				Somerville College			
	No. on course	%	No. of withdrawals	% of those who withdraw	No. on course	%	No. of withdrawals	% of those who withdraw
BME	1,728	34.3%	26	27.4%	35	45.5%	1	100%
White	3,318	62.2%	61	64.2%	40	52.0%	0	0.0%
Unknown	175	3.5%	8	8.4%	2	2.6%	0	0.0%
Total	5,041		95		77		0	

### 8.4.3 Gender profile of postgraduate taught withdrawals for 2016/17

Gender	University of Oxford				Somerville College			
	No. on course	%	No. of withdrawals	% of those who withdraw	No. on course	%	No. of withdrawals	% of those who withdraw
Female	2,268	45.0%	36	37.9%	41	53.2%	0	0.0%
Male	2,773	55.0%	59	62.1%	36	46.8%	1	100%
Total	5,041		95		77		1	