Heythrop College Equality Statement and Policy

1   Equality Statement

Heythrop College is committed to the equality of opportunity for members of staff, students and visitors, and believes that all individuals should be treated with dignity and respect. The College therefore aims to create an environment in which everyone is treated equitably regardless of race, ethnic origin, nationality, gender, disability, age, religion, sexual orientation, marital or parental status, political belief or social/economic group, or any other inappropriate distinction.

The College values diversity and sees it as one of its strengths: this is expressed in the College's 2002 Strategy Document[1] (Sections of the document are in the boxes below). It has therefore developed undergraduate and postgraduate programmes which reflect this, and has also produced a variety of policies and procedures to ensure that staff and students feel that they are valued and able to participate in College life, as well as fully utilise their potential.

In addition to this, the College has policies and procedures which ensure that applicants to jobs and to programmes, and other people who might have dealings with the College, are treated with fairness and respect.

[COLLEGE AIMS]

Heythrop College, a constituent College of the University of London, was founded by the Society of Jesus and participates in its mission. In 1988, the Governing Body expressed the aims of the College as follows:

> *Heythrop was founded by Royal Charter on the joint petition of the University of London and of the Society of Jesus. On the one hand, therefore, history, government, and the support of the Catholic community place the College in the living Catholic tradition of theology;* **at the same time, as a University College, Heythrop guarantees openness to students of other traditions and none, while different traditions within the Christian church are likewise represented among the staff.** *This diversity is brought to bear on the common task of theological reflection, which by its very nature requires scope for rigorous argument, and* **freedom for different viewpoints to be debated on their own merits, together with a proper sensitivity to the various traditions involved,** *central among which is the Catholic tradition. As an ecumenical and co-operative enterprise, theology demands both freedom and commitment. Heythrop strives to be a community of scholars from different traditions working together to this common end. A particular aim is to foster a critical understanding of the tradition and ongoing faith and life of the Catholic community, and to make this understanding available within wider theological studies.*

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[1] Final Report of the Policy and Resources Strategy Committee to the Governing Body of Heythrop College – October 2002.

> **[COLLEGE MISSION]**
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> In continuity with this description [COLLEGE AIMS], the mission of the College is:
>
> - *To make a significant contribution in the fields of theology and philosophy to the intellectual and educational life of the University, of society in general and of the Christian community in particular.*
>
> - *To form men and women for ministry within the Christian faith communities, especially the Catholic community.*
>
> - *To foster a sustained theological and philosophical reflection upon, dialogue with and critique of contemporary secular and religious culture.*
>
> - *To promote and develop engagement and dialogue with other religious traditions.*
>
> - *To be a resource for the life and mission of the Catholic Church and the wider Christian community.*
>
> This mission is fulfilled through the provision of degree programmes, research, publications and the promotion of opportunities for academic and pastoral reflection, dialogue and critique.

2   College Commitments

As a College of the University of London, Heythrop College will continue to develop policies which are in line with the University of London's *Equal Opportunities Policy.*

The College is committed to tackling any form of discrimination and to promoting equality of opportunity, and will therefore strive to provide a safe, supportive and welcoming environment for staff, students and visitors. All candidates applying to study at the College, and applicants for employment will go through fair and open assessment and/or selection to ensure that no discrimination takes place. The College complies with the relevant legislation.

As the College is currently not publicly funded, some of the statutory requirements which apply to publicly-funded higher education institutions would not apply. However, the College is committed to equality and diversity, and will therefore develop policies based on the requirements of legislation and in accordance with the Codes of Practice and recommendations from relevant organisations, such as the Commission for Racial Equality, the Disability Rights Commission and Equal Opportunities Commission.

The College aims to give students the best opportunity to succeed; all members of staff are therefore expected to carry out their duties effectively to enable all students to reach their full potential, and to help create an environment in which academic goals may be pursued without discrimination, fear or intimidation.

The College also aims to treat staff equitably, and will therefore implement and develop policies which will allow for equality of opportunity in the areas of recruitment and selection, training and career development, and promotion.

The College's Governing Body is committed to equality and diversity.

3   Responsibilities

Governing Body

The College's Governing Body has overall responsibility for reviewing the effectiveness of all equality policies and procedures. This will be carried out through regular meetings of the Finance and General Purposes Committee.

Finance and General Purposes Committee

The Finance and General Purposes Committee will work with the Senior Management Team and the Equal Opportunities Group to ensure that all aspects of the College's equality policies and procedures are effectively implemented, monitored and reviewed. The Committee will therefore consider reports from the Equal Opportunities Group detailing how the equality policies and procedures have been applied. The Committee will also make strategic decisions on equality issues which the Equal Opportunities Group will take forward.

Senior Management Team

Members of the Senior Management Team will ensure that, on an operational level, equality becomes the underlying principle for all policies and procedures. It will therefore work closely with the Equal Opportunities Group and with Heads of Department and Sections to ensure that all procedures established to promote equal opportunities are applied effectively.

Equal Opportunities Group

The College will set up an Equal Opportunities Group which will oversee the impact assessment and review of College policies; the Group is a sub-committee of the Finance and General Purposes Committee, and its role will be to:

- to oversee the development of equal opportunities policies and to monitor their effectiveness;
- to arrange impact assessment of staff and student policies and procedures and to meet the legal responsibility of publicly funded HEI under the Race Relations (Amendment) Act (RRAA) 2000;
- to collect equal opportunity statistics and recommend the revision and/or development of policies and procedures for staff and students in light of findings;

3

- to keep up-to-date with equality legislation and good practice and make recommendations on equality policy development accordingly; this will include considering issues relating to equal pay for work of equal value; and,
- to ensure that new equality policies are implemented, and, working with the Staff Development Steering Group, to arrange equal opportunity training and information sessions for staff and students where necessary.

The Membership of the Equal Opportunities Group will be:

- Principal or his nominee (Chair)
- Director of Administration
- Lay member of the Governing Body
- Member of Library or Administrative staff with line-management responsibilities
- Member of Academic staff
- Member of HSU Executive
- Personnel Officer

Other members of staff, representatives from recognised trade unions or from the student population will be co-opted where appropriate.

<u>General Responsibility</u>

Every member of staff has some responsibility to ensure that equality exists within the College. They must therefore ensure that they carry out their duties in a manner that does not discriminate against others; they must also ensure that they do not encourage other people at the College to practise unfair discrimination or harassment. Any action contrary to the College's equal opportunities policy may lead to disciplinary proceedings.

During student induction, students will be made aware of the College's commitment to equality and diversity, and of their responsibilities in relation to this commitment. This information will be contained in the student handbooks and, in other policy documents which relate to how students, staff and visitors conduct their affairs within the College. Refer to Section 5 below for further details.

Where necessary, training will be given to ensure everyone who comes to the College understands how equality and diversity affects them. The Equal Opportunities Group, working with the Staff Development Steering Group, will determine who will receive training and what the training should cover.

4   Implementation, Monitoring and Review

The College will impact assess its policies regularly to ensure that they are effective in promoting equal opportunity and diversity; details of this is found in the attached action plan.

The College recognises the importance of attracting staff and students from all sections of the community. It will therefore collect and collate information relating to gender, race and disability, from both its staff and its students. This will help to ensure that the College's equal opportunities policies and procedures are relevant and effective.

Equal opportunity monitoring data will be monitored regularly by members of the Equal Opportunities Group, and will enable the College to continue to develop policies or strategies that will promote equal opportunities, and to redress any (potential) inequalities or imbalances.

It is expected that the Equal Opportunities Group will meet on 6th December 2005 to take forward the Equal Opportunities Action Plan (refer to Appendix One).

The Equal Opportunities Group will usually meet twice a year and will review (and update) the Action Plan after its meeting.

5   Equality Policies at Heythrop College

This section highlights some of the policies which are in place at the College to ensure equality at the College. The policies referred to in this section are either on the College's Staff Intranet or are available on request from the Head of the Quality Assurance Unit or the Personnel Officer.

<u>Employment of Staff at the College</u>

Staff are recruited for the College in two ways.

The first is where a particular vacancy has been identified and is then advertised. When this occurs a job description and personnel specification will be produced. The job description will reflect the specific need that has arisen and the personnel specification will only have requirements that are needed for the effective performance of the job, including sympathy with the ethos of the College. The recruitment and selection process is in accordance with current legislation and good practice to ensure that everyone who applies for the position advertised is given an equal chance of being selected for the job.

The second is linked to the history and character of the College. It was founded in 1614 by the Society of Jesus (Jesuits) a religious order in the Roman Catholic Church. In 1971, the College was established by Royal Charter as a College of the University of London. According to the Charter, the Principal will normally be a Jesuit. The College is also a focus for the collaborative activities of the Roman Catholic Archdiocese of Westminster and several religious congregations who view the College as a major apostolic centre for Christian education and formation. So, when possible, the Archbishop of Westminster and the Provincial Superiors of these religious congregations make available to the College the services of clergy and Religious whom they judge to be suited for work within the College. The Principal exercises the right of

acceptance or refusal in relation to these matters. If he judges that there is good reason to think that the person is suitably qualified and will be able to contribute to the mission of the College, he seeks approval from Academic Board to set up an Appointment Panel to interview the person. The panel is normally composed of the Principal, a senior academic from the College staff in the relevant subject area and an External Interviewer, also from the relevant subject area in order to ensure a measure of externality and objectivity in considering this possible appointment. The Panel then makes its recommendation back to Academic Board about the suitability of this person joining the staff. Subject to Academic Board's approval, the Principal then makes the appointment of this person to the College staff.

Policy Reference: *Recruitment and selection of staff*

Recruitment, Admissions and Induction of Students

The College has developed recruitment, admissions and induction procedures which will ensure that all candidates who apply to study at the College are treated fairly and consistently. All applicants fill in a standard application form (either the College form for postgraduate programmes, or the UCAS form for undergraduate programmes), and will be accepted on programmes based on transparent entry requirements and standards. Experienced members of staff, who have knowledge of the College's procedures and who are aware of the College's equality policies, carry out the selection process and student induction process.

The College uses various forms of advertising in order to publicise its programmes, ensuring that it attracts a wide range of applicants from all sections of the community. The College also ensures that all promotional material is clear and not directly or indirectly discriminatory.

The College will continue to develop its recruitment and marketing strategy taking into consideration information available on widening participation from HEFCE.

Policy Reference: *Part F of Quality Assurance Handbook: Admissions, induction and student information*

Disability

The College will ensure, through its policies, that it does not discriminate against staff, students, applicants to jobs and programmes, and visitors, on the grounds of disability. It is committed to implementing legislation on disability, namely the Disability Discrimination Act (DDA) 1995 and the DDA Part IV – Special Education Needs and Disability Act (SENDA) 2001, and the Code of Practice for Providers of Post 16 Education and Related Services.

The College is working closely with its landlord, the Maria Assumpta Centre in order to make the building more accessible to wheelchair users. There is now access to all

6

parts of the ground floor in the main building as well as to the Theology and Philosophy Libraries (which are on the first floors of two different buildings).

Policy Reference: *Guide for applicants and students with disabilities*
                                  Disability and employment policy (draft)

<u>Harassment, Bullying and Victimisation</u>

The College will not tolerate any form of harassment, bullying or victimisation. It aims to create an environment which is free of intimidation and fear. Staff and students are therefore expected to conduct their affairs at the College in a manner which is conducive to working, teaching and learning.

The College has put in place procedures to ensure that incidents relating to harassment or bullying are dealt with promptly and efficiently.

Policy Reference: *Guidelines for Students on Harassment and Discrimination*
                                  Staff Policy on Harassment, Bullying and Victimisation (draft)

<u>Staff Development and Career Progression</u>

Training and information will be provided to staff to ensure that they understand how to apply all equality policies effectively. The College will produce a staff development policy and strategy which will ensure that all staff are given the opportunity to develop to their full potential within their jobs. It is currently developing a teaching and learning strategy which will further enhance the equality of opportunity at the College.

The College values its staff and the contribution and commitment they make to the effective running of the institution; it is committed to investing in staff development and training to ensure that it has highly skilled, highly motivated and professional staff who continue to perform to high standards.

The College will develop an appraisal system which will enable staff to address any developmental or career needs. The College will also assist in funding, fully or partially, training which will enhance job performance.

Policy Reference: *Peer Review Procedure*
                                  Sabbatical Leave Procedure
                                  Learning, Teaching and Assessment Strategy
                                  Research Strategy
                                  Mentoring Scheme for Academic staff (draft)

Appendix One
Equal Opportunities Action Plan – August 2004 to July 2008

	Area	Specific Task	Officer(s)/ Group Responsible	Timeframe	Progress – up to 2005/2006
1	Staff numbers	Monitoring staff numbers – gender, disability, employment status	Human Resources Manager	Every December	Information on staff was produced in December 2005; they will be again for the May 2006 Equal Opportunities Group meeting. A request for an HR database has been put forward in the HR Strategy to enable a more efficient way of collating and presenting data.
2	Planning for the implementation of the *Framework Agreement for the Modernisation of Pay Structures*	Determine job evaluation scheme, identify job families and plan job evaluation schedule. Also propose overall implementation strategy.	Staffing Committee	October 2004 to January 2006	HERA training is scheduled for 1st November 2005. The jobs to be evaluated were determined in the Michaelmas 2005 term; an implementation timetable was agreed in the Lent 2006 Term. The Staffing Committee and the AUT Representative have been meeting regularly to discuss and take forward aspects of the *Framework Agreement* implementation.
		Review all terms and conditions with a view to harmonisation	Staffing Committee	By June 2006 Note: JNCHES Harmonisation deadline date: 1 August 2005	Initial review took place with no consultation with unions. No changes were made. Staffing Committee is currently reviewing terms and conditions of service and will make proposals to GB on June 2006

3	Appraisal	Introduce and implement staff appraisal schemes (academic and administrative)	Appraisal Coordinator, Human Resources Manager	By June 2007	Staff (mainly academic) received some training on appraisal in January 2005. A two-year pilot scheme finished in April 2006; the Staff Development Steering Group is proposing a two-yearly scheme so the next round of academic appraisals will start in Summer Term 2008. The Appraisal Coordinator will work with the Acting Principal to take forward any actions that have been raised during the running of the pilot scheme.
					The appraisal scheme for non-teaching staff has been drafted and been approved by the Staff Development Steering Group and the Staffing Committee. To be approved at Governing Body meeting on 13th June 2006. To start from 2006/2007; staff will receive appraisal training on 18th September 2006.
4	Equality Policies	Establish an Equal Opportunities Group and convene meeting	Principal/Vice Principal, Director of Administration	December 2005	The membership of the Equal Opportunities Group was confirmed in September 2005 and the first meeting took place in December 2005.
		Put forward Disability and Employment and Race Equality Policy	Human Resources Manager	Disability and Employment – May 2006; Race Equality Policy – May 2007	Draft Disability and Employment Policy has been approved, subject to slight amendments, by the Staffing Committee. It is also to be considered by Equal Opportunities Group in on 25th May and finally approved by the GB on 13th June 2006

		Impact assess *Guide for Applicants and Students with Disabilities*, particularly in light of recent legislation	Officer TBC	July 2007	No impact assessment training took place in 2005/2006. Further guidance and updates on legislation required. Staff development/information session(s) on impact assessment needs to be arranged. Defer until after training in 2006/2007.
5	Recruitment and selection	Impact assess *Recruitment and Assessment Policy* via Equal Opportunities form, job advertising strategy and applicant feedback. Revise policy as appropriate.	Human Resources Manager	July 2007	No impact assessment training took place in 2005/2006. Further guidance and updates on legislation required. Staff development/information session(s) on impact assessment needs to be arranged. Defer until after training in 2006/2007.
6	Training and development	Establish a Staff Development Steering Group	Vice Principal, Director of Administration	October 2004	The Staff Development Steering Group was set up in October 2004 and has been meeting regularly each term, discussing various staff development issues and coordinating developmental activities.
		Develop a Staff Development Strategy	Staff Development Steering Group	Reviewed annually (in the Summer Term for the next academic year)	In December 2004, the Staff Development Steering Group carried out a staff needs survey; the results from this aided the production of a (draft) Staff Development Strategy in January 2005 and the 2005/2006 Staff Development Strategy. The 2005/2006 Staff Development Strategy has been approved. The SDSG will meet on 19th June 2006 to plan the 2006/2007 Staff Development Strategy.
		Arrange internal and external staff development programme	Staff Development Steering Group	On-going	Internal Staff Development Programmes were produced for 2004/2005 and 2005/2006; the 2005/2006 programme was produced in a more systematic manner. This is on-going work.

		Develop staff intranet	IT Support Administrator and Web Developer	On-going	The Head of QAU had been working with the IT Administrator (who left Heythrop in September 2005), and the IT Support Administrator and Web Developer (who started in September 2005). The IT Support Administrator and Web Developer has been working on developing the intranet over the past academic year and will continue to do.
7	Harassment	Put forward staff policy on harassment, bullying and victimisation	Human Resources Manager	May 2007	Draft policy to be considered in 2007.
		Impact assess student policy on harassment and bullying	Officer TBC	July 2007	No impact assessment training took place in 2005/2006. Further guidance and updates on legislation required. Staff development/information session(s) on impact assessment needs to be arranged. Defer until after training in 2006/2007.
8	Mentoring	Put forward staff mentoring policy	Human Resources Manager	May 2007	A draft policy was put forward to the Staffing Committee, it will be revised and put forward to the Staffing Committee in 2007.
9	Widening participation and marketing	Report on widening participation and marketing strategy. How effective has marketing been in making our provision accessible?	Registrar and Secretary, Vice Principal	July 2007	No impact assessment training took place in 2005/2006. Further guidance and updates on legislation required. Staff development/information session(s) on impact assessment needs to be arranged. Defer until after training in 2006/2007.

		Carry out an access audit and report findings to Governing Body. Action on recommendations	Director of Administration and Clerk to the Governing Body	November / December 2005 2005/2006 and 2006/2007	The access audit has been done and the recommendations have been made, broken down into Priority A (most urgent), Priority B and Priority C (not so urgent). An elevator (not in Priority A) has been approved to be installed in the main building by Summer 2008. Actions still required in the next two years in order to take forward other recommendations.
		Draw up access agreement	Director of Administration and Clerk to the Governing Body	2005	This action took place in 2005 and the Access Agreement is now available on the College's internet.
10	Student recruitment, progression and achievement	Review statistics and report on trends; any deductions to be made about equal opportunities?	Officer TBC	July 2007	No impact assessment training took place in 2005/2006. Further guidance and updates on legislation required. Staff development/information session(s) on impact assessment needs to be arranged. Defer until after training in 2006/2007.
11	Student support	Monitor effectiveness of polices in this area; any deductions to be made about equal access, fair treatment?	Officer TBC	July 2007	No impact assessment training took place in 2005/2006. Further guidance and updates on legislation required. Staff development/information session(s) on impact assessment needs to be arranged. Defer until after training in 2006/2007.
12	Information and Library services for students and staff	Monitor effectiveness of services available – Library, IT, programme information.	Librarian, and another office (TBC)	July 2007	No impact assessment training took place in 2005/2006. Further guidance and updates on legislation required. Staff development/information session(s) on impact assessment needs to be arranged. Defer until after training in 2006/2007.