**January 2016**

Our Equality and Diversity Policy (E&D Policy) outlines the principles and approach to equality and diversity issues and requirements that are relevant to the way in which the College carries out its duties and activities as a membership organisation and employer.

The College is essentially a collection of individuals; capitalising on what is unique about these individuals and drawing on their different perspectives and experiences will add value to the way we carry out our activities and is reflective of our membership and the wider community.

As an organisation, the College constantly strives to be open and transparent, fair, inclusive and responsive to different cultures and groups and their needs. We believe our staff and members should embrace and support these aims and challenge behaviour and attitudes that are not representative of our equality and diversity policy and approach. The College is committed to delivering on the core principles of the E&D Policy.

**Principles**

Using fair, objective and innovative practices, our aim is to ensure that:

1. All members, staff, trainees and the general public are treated fairly and with respect at all times in their dealings with the College.
2. Everyone has an equal chance to contribute and to achieve their potential.
3. Everyone has the right to be free from discrimination of any type, harassment and bullying of any description, or any other form of behaviours that are contrary to our aims of fairness and inclusivity and which are contrary to the protected characteristics as outlined in the Equality Act 2010.

**Monitoring and Reporting**

The College will monitor the need for collection of data that helps to identify specific areas for improvement, our commitment to the principles of our E&D Policy and a legal requirement as a membership organisation.

* **Staffing - to act as a fair and supportive employer which treats everyone who works for us with dignity and respect.** Data will be collected to ensure:
* that individuals are selected and treated on the basis of their relevant experience and skills and that no job applicant or employee receives less favourable treatment on any ground not relevant to their ability to meet the requirements of the post.
* This applies but is not limited to recruitment, appointment, training and development, appraisal, rewards, promotion and disciplinary procedures.
* **Trainees – to support the diverse patient and general public community trainees and consultants serve as medically qualified doctors.** Data will be collected to ensure:
  + that the College is able to fulfil its public duty under the Equality Act.
  + that the College has evidence base to complete Equality Analysis when considering changes to the curriculum and assessment structure.
  + that the College has evidence base to monitor differential attainment for groups of candidates that share protected characteristics
  + that the College is actively encouraging a diverse workforce entering into ophthalmology.
* **Examination candidates – to monitor the performance of candidates that share protected characteristics.** Data will be collected to ensure:
  + that the College is able to fulfil its public duty under the Equality Act.
  + that the College has evidence base to complete Equality Analysis when considering changes to the curriculum and assessment structure.
  + that the College has evidence base to monitor differential attainment for groups of candidates that share protected characteristics.
* **College committee membership and examiners – to support diverse make-up of these groups to appropriately support the membership.** Data will be collected to ensure:
  + that the College is able to fulfil its public duty under the Equality Act.
  + that the College has evidence base to complete Equality Analysis when considering changes to the curriculum and assessment structure
  + that the College has evidence base to monitor differential attainment for groups of candidates that share protected characteristics.
* **Whole membership – to support representation on committees, project and interest groups that are representative of the wider membership and the wider general public they serve.** Data will be collected to ensure:
  + that the College can monitor trends and identify areas to improve diversity and promote ophthalmology as a speciality for medical professionals from any background or defining protected characteristic.
  + that the College can actively respond to membership enquiries about representation on committees, project and interest groups.

**Equality and Diversity Reporting methods**

**Collection of Data -** The College will continue to monitor trends and collect data through surveys, application forms and member profile data identified in the CRM system. Access to E&D data will be limited to named data controllers within the College.

Principles of data collection:

1. All data will be managed securely and accurately within our CRM system.
2. The College will communicate the specific need for the collection of data at any point of asking for data from members or external parties involved in our activities.
3. Individuals providing information is always on an optional/permission based request.
4. All data will be kept confidential, aggregated and used anonymously unless permission is sought and granted by individuals.
5. As some data is classified as sensitive under the Data Protection Act 1998 no excessive data will be collected and must be relevant and proportionate to the need; consideration must be made to how the data will be stored, reported and who will have access to it.
6. No data will be collected from protected categories without a clear reporting need and purpose identified by the College and the Equality and Diversity Committee. For example, ‘maternity/paternity/pregnancy’ should not be collected unless the College has identified this as an area that affects medical professionals and members from returning to work or accessing training whilst on maternity/paternity leave.
7. Protected category fields are identified within this policy document.

**Reports and analysis -** All reports will be aggregated and anonymised before publication. A standard set of reports will include: examination reports which include the monitoring of performance of examination candidates that share protected characteristics, qualitative and quantative analysis and trend reporting which will be reviewed by either the E&D Committee or Examinations Committee. Both committees will report to Council on trends and remedial actions required where necessary.

1. Reports will be exported from the CRM system and will be managed by a designated data controller(s).
2. Quarterly or ad hoc reports as requested by Council.
3. These reports will be viewed by the E&D or Examinations Committees and Council.

**Protected categories**

The Equality Act 2010 recognises 9 protected characteristics:

1. Age
2. Ethnicity/ race
3. Gender
4. Disability
5. Religion or belief
6. gender reassignment
7. marriage or civil partnership
8. sex and sexual orientation
9. maternity/paternity or pregnancy

Protected categories that the College will routinely use for the specific purposes of reporting trends and areas for improvement:

**Age:** collection of age bands can be easier to analyse. Alternatively, date of birth provides a live piece of data can be manipulated for long term trending analysis. Age bands to be agreed by the College, but could be

25-35

36-45

46-55

56-65

66+

**Ethnicity:** useful to identify representation of diverse and minority groups

|  |  |
| --- | --- |
| **White** | White British  White Irish  White Other |
| **Mixed** | White and Black Caribbean  White and Black African  White and Asian  Any other mixed/multiple ethnic background – please state |
| **Asian or Asian British** | Indian  Pakistani  Bangladeshi  Other Asian |
| **Black or Black British** | Black Caribbean  Black African  Black Other  Chinese |
| **Other** | Middle Eastern  Any other group – please state |

**Gender**: Male, Female

**Disability**: The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment which has a substantial and long term (lasted/expected to last at least 12 months) and adverse effect on the person’s ability to carry out normal day to day activities. *Note: collection of this data should be carefully considered as per ‘principle 6’.*

Blind or sight loss

Deaf or hearing loss

Mobility e.g. difficulty walking short distances or climbing stairs

Manual dexterity

Learning disability, where a person learns in a different way e.g. Down’s syndrome or dyslexia

Mental ill health e.g. schizophrenia, depression

Speech impairment

Cognitive disability e.g. brain injury, autism, Attention Deficit Hyperactivity Disorder or Asperger’s Syndrome

Other impairment e.g. epilepsy, cardiovascular conditions, asthma, cancer, facial disfigurement, sickle cell, and progressive conditions such as motor neurone disease.

Prefer not to say

**Religion**: Recommended by Office for National Statistics (ONS) for England only. Different questions used by other nations. *Note: collection of this data should be carefully considered as per ‘principle 6’.*

No religion Muslim

Christian Sikh

Buddhist Prefer not to say

Hindu Any other – please state

Jewish

Other protected categories which may be used for data collection purposes, once agreed and carefully considered as per ‘principle 6’, may be:

* gender reassignment
* marriage or civil partnership
* maternity/paternity or pregnancy
* sex and sexual orientation

**Use in practice**

The College routinely collects data on the first four protected characteristics of its members (age, ethnicity, gender and disability). Since July 2015 it has collected data on the first eight protected characteristics of its exam candidates and intends to collect the same type of data from examiners.

**Issued: January 2016**

**Review: January 2019**