



Department
for Business
Innovation & Skills

BIS WORKFORCE INFORMATION

Equality and Diversity

JANUARY 2015

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Introduction

The Department for Business, Innovation and Skills (BIS) is committed to embracing and valuing diversity and promoting equality of opportunity within its workforce.

Our goal is to ensure that these commitments, reinforced by our values, are embedded in our day-to-day working practices with all our customers, colleagues and partners.

The Department, as part of its compliance with the Public Sector Equality Duty, advances equality of opportunity for all its employees, and does not tolerate discrimination on grounds of gender, gender identity, marital status, sexual orientation, ethnicity, nationality, religion, age, disability, HIV positivity, working pattern, caring responsibilities, trade union activity, political beliefs – or on any other grounds.

BIS demonstrates this by:

- aiming to build a workforce that reflects the community it serves and works with;
- treating customers, colleagues and partners fairly and with respect;
- promoting an environment free from discrimination, bullying and harassment – actively tackling behaviour that breaches this;
- recognising and valuing diversity and the individual contributions people make and providing support and encouragement to staff to develop their careers and enhance their contributions to the organisation through the development of their skills and abilities.

Equality and Diversity Information

The Equality Duty, which requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations, is underpinned by specific equality duties. These require certain public bodies, including BIS, to publish equality objectives (at least every four years) and equality workforce data (annually).

This document provides BIS data on equality and diversity in relation to its workforce.

Please note:

- The data in this document has not been designated as Official Statistics and should not be treated as such.
- Information published is in accordance with the Data Protection Act 1998 and does not identify individuals.
- Information on fewer than ten people is not published - small numbers are represented using an asterisk and includes areas with 0 response.
- Percentages in tables may not add to 100% because of independent rounding.

Staff in Post (31 December 2014)

Core BIS and UKTI workforce by different diversity strands

| | | Total | % against headcount |
|--------------------|-------------------|--------------|----------------------------|
| Gender | Male | 1833 | 53% |
| | Female | 1640 | 47% |
| Ethnic Origin | White | 707 | 20% |
| | BME | 156 | 5% |
| | Not declared | 2593 | 75% |
| | Prefer not to say | 17 | <1% |
| Disability | Disabled | 221 | 6% |
| | Not disabled | 2713 | 78% |
| | Not declared | 505 | 15% |
| | Prefer not to say | 34 | 1% |
| Sexual Orientation | Heterosexual | 1220 | 35% |
| | LGB | 59 | 2% |
| | Not declared | 2136 | 62% |
| | Prefer not to say | 58 | 2% |
| Religion or belief | Declared | 1342 | 39% |
| | Not declared | 2131 | 61% |
| Age | Under 20 | * | <1% |
| | 20-29 | 382 | 11% |
| | 30-39 | 863 | 25% |
| | 40-49 | 1039 | 30% |
| | 50-59 | 956 | 28% |
| | 60-64 | 133 | 4% |
| | 65 and above | 54 | 2% |
| | Unspecified | 37 | <1% |

Staff Diversity Declaration rates (as at 31 December 2014)

| Disability declarations | Ethnic Origin declarations | Religion/belief declarations | Sexual orientation declarations |
|-------------------------|----------------------------|------------------------------|---------------------------------|
| 85% | 25% | 39% | 38% |

Declaration rates on diversity and inclusion in BIS are relatively low, though respectable compared with declaration rates across the corporate world. Significant effort has gone in to encouraging staff to complete their diversity data during the second half of 2014 and declaration rates increased during this period by around 13% overall. Improving our levels of declaration remain a priority for BIS and we have further plans to address this in 2015.

BIS Flexible Working Arrangements

| Working patterns | % of BIS staff | Number of BIS staff |
|------------------|----------------|---------------------|
| Full-Time | 87% | 3005 |
| Part-Time | 11% | 371 |
| Other | 3% | 97 |

BIS is the lead government department responsible for government policy on flexible working in the UK. As both a policy maker and an employer, BIS recognises and promotes the clear benefits associated with flexible working.

The Department allows all employees, including those who do not have a statutory right, to request a flexible working arrangement. We expect line managers to consider all requests fairly, evenly and on their individual merits, taking the needs of the business and the wider team into account, as well as those of the individual. BIS also supports flexibility to allow staff to undertake a wide range of activities such as volunteering, undertaking training opportunities or community activities.

BIS launched its shared parental leave policy on 19 December 2014. This will enable eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed for adoption. Parents will be able to share their leave, and can decide to be off work at the same time and/or take it in turns to have periods of leave to look after their child.

Work patterns available within BIS

Flexible working provides employees with the opportunity to work a range of working patterns that can help them balance their work and personal commitments alongside the needs of the business.

Staff in BIS can request to work:

- Part-time - Workers are contracted to work less than standard, basic, full-time hours.

- Flexi-time - Staff work their conditioned hours around the 'core times' but with flexibility around this.
- Compressed working hours - Workers can cover their total number of hours in fewer working days.
- Job sharing - One full-time job is split between two workers who agree the hours between them.
- Annualised hours - Staff work a set number of hours on an annual basis, allowing an uneven spread throughout the year (for example fewer hours during school holidays).
- Home working - staff spend all or part of their week working from home or somewhere else away from the employer's premises.
- Career break / special leave – this enables employees to take an extended period of time off work. This may be paid or unpaid, depending on the circumstances.

Gender Pay Gap

The table below shows the difference in salaries between the genders at each level within BIS as at 31 March 2014. The median levels are shown, with the mean in brackets.

| | Male | Female | % difference |
|------------------------|-------------------|-------------------|--------------|
| Director | £91,272 (£96,996) | £85,000 (£93,676) | 7.4 (3.5) |
| Deputy Director | £68,006 (£71,439) | £68,053 (£70,660) | -0.1 (1.1) |
| Grade 6/7 | £53,034 (£53,902) | £51,770 (£53,280) | 2.4 (1.2) |
| SEO/HEO | £33,027 (£34,081) | £33,027 (£33,161) | 0 (2.8) |
| EO | £26,343 (£25,689) | £26,683 (£25,761) | -1.3 (-0.3) |
| AO/AA | £22,589 (£22,232) | £22,710 (£21,886) | -0.5 (1.6) |

Performance Management (2013 /14)

The low number of diversity declarations mean that the data provided below should be treated with some caution - for example in April 2014 less than 10% of staff had completed their ethnic origin data. It is therefore difficult to gauge whether the picture the data represents can be read across as being accurate for the Department as a whole.

End of Year Performance Management date for 2013/14

| BIS Totals | | | |
|---------------------------------|-------------------|-------------------|-------------------|
| | Category 1 | Category 2 | Category 3 |
| % of Performance Marking | 23% | 60% | 18% |

| Gender | Category 1 | Category 2 | Category 3 |
|---------------|-------------------|-------------------|-------------------|
| Male | 21% | 59% | 20% |
| Female | 24% | 60% | 16% |

| Disability | Category 1 | Category 2 | Category 3 |
|-------------------|-------------------|-------------------|-------------------|
| No | 23% | 60% | 17% |
| Yes | 16% | 54% | 30% |
| Not declared | 26% | 59% | 14% |
| Prefer not to say | 33% | 53% | 13% |

| Ethnic Origin | Category 1 | Category 2 | Category 3 |
|----------------------|-------------------|-------------------|-------------------|
| White | 28% | 57% | 16% |
| BME | 13% | 59% | 28% |
| Not declared | 22% | 60% | 18% |
| Prefer not to say | 25% | 75% | 0% |

Internal Vacancies (from 1 April 2014 to 31 December 2014)

The total number of internal vacancies that were managed by the Civil Service e-recruitment system from 1 April – 31 December 2014 was 130.

| Disability | | | | |
|--------------------|-----|------|-------------------|--------------|
| | Yes | No | Prefer not to say | Total |
| Total Applications | 248 | 3224 | 438 | 3910 |
| Success at Sift | 86 | 1083 | 158 | 1327 |
| Formal Offer | * | 112 | 10 | 130 |

| Gender | | | | |
|--------------------|--------|------|-------------------|--------------|
| | Female | Male | Prefer not to say | Total |
| Total Applications | 1826 | 2053 | 31 | 3910 |
| Success at Sift | 664 | 654 | * | 1327 |
| Formal Offer | 73 | 55 | * | 130 |

| Age Group | | | | | |
|--------------------|-------|-------|-------|-------|-------|
| | 16-24 | 25-29 | 30-34 | 35-39 | 40-44 |
| Total Applications | 645 | 655 | 652 | 488 | 419 |
| Success at Sift | 159 | 256 | 259 | 167 | 153 |
| Formal Offer | 11 | 31 | 34 | 12 | 17 |

| | 45-49 | 50-54 | 55-59 | 60-64 | Prefer not to say | Total |
|--------------------|-------|-------|-------|-------|-------------------|--------------|
| Total Applications | 428 | 336 | 129 | 23 | 135 | 3910 |
| Success at Sift | 133 | 102 | 46 | * | 46 | 1327 |
| Formal Offer | 10 | * | * | * | * | 130 |

| Ethnic Origin | | | | |
|----------------------|-------|-------|-------------------|--------------|
| | White | BME | Prefer not to say | Total |
| Total Applications | 2671 | 1,064 | 175 | 3910 |
| Success at Sift | 976 | 296 | 55 | 1327 |
| Formal Offer | 105 | 21 | * | 130 |

| Religion | | | | | | |
|--------------------|----------|-----------|-------|--------|--------|------|
| Applicant Status | Buddhist | Christian | Hindu | Jewish | Muslim | None |
| Total Applications | 18 | 906 | 72 | 14 | 169 | 972 |
| Success at Sift | * | 311 | 16 | * | 47 | 417 |
| Formal Offer | * | 24 | * | * | * | 43 |

| Applicant Status | Not declared | Other religion | Prefer not to say | Sikh | Total |
|--------------------|--------------|----------------|-------------------|------|--------------|
| Total Applications | 1481 | 31 | 235 | 27 | 3925 |
| Success at Sift | 429 | 15 | 86 | * | 1336 |
| Formal Offer | 52 | * | * | * | 130 |

Public Appointments

The total number of public appointments made in the year to 31 March 2014 (including exemptions and reappointments) was 126.

| Gender | | |
|--------|------|--------|
| | Male | Female |
| | 90 | 36 |

| Ethnic Origin | | | | |
|---------------|-------|-----|--------------|--------------|
| | White | BME | Not declared | Not reported |
| | 63 | * | 31 | 27 |

Further information is available on the gender diversity of BIS public appointments, for the 6 months up to 30 September 2014:

| Total Female New Appointments | Percentage Female Appointments | Total Number of New Appointments |
|-------------------------------|--------------------------------|----------------------------------|
| * | 42% | 19 |

Updated information will be published on www.gov.uk as it is released.

Learning and Development

Civil Service Learning (CSL) is now the sole provider of all generic learning and development, including leadership and people management, for BIS people and for the wider Civil Service.

The purpose of CSL is to 'enable the development of Civil Service capability through providing quality learning and development that gives good value for money and supports the delivery of excellent public service.' It aims to set a curriculum to meet common learning needs for Civil Servants, drive a learning culture across Whitehall and provide a single gateway for learning and development procurement and, in doing so, reduce duplication and drive down costs.

CSL offers a wide range of Equality and Diversity-related learning packages in a variety of mediums (online, face to face and further reading), which BIS staff are encouraged to consider undertaking as part of their annual Personal Development Plans.

Below is the data for the period 1st January to 31st December 2014

| CSL Course | Staff completed |
|-----------------------------------|-----------------|
| Equality and Diversity Essentials | 34 |
| Unconscious Bias | 295 |

BIS encourages all staff to complete the CSL Unconscious Bias e-learning.

In order to raise greater diversity awareness Professor Binna Kandola ran three unconscious bias sessions for managers in autumn 2014 – these were fully attended (183 managers). **These sessions included practical exercises and provided expert advice - focusing on helping managers** understand how unconscious bias affects them, their teams and working relationships. A further three sessions will be run early 2015. .

The Department also organised all-staff events on Unconscious Bias in London and Sheffield (facilitated by ENEI) to help raise awareness of the issues involved and provide a forum for individuals and teams to share their experiences and best practice.

BIS People Survey

BIS conducts an annual People Survey for all staff as part of the cross-Whitehall survey, with some questions specifically aimed at those with protected characteristics so that underlying issues can be addressed. The survey ran throughout October and the results were published in November 2014 - [BIS People Survey 2014](#).



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