



## Foreign & Commonwealth Office

### Foreign and Commonwealth Office (FCO) Diversity and Equality Report 2013 in response to the Equality Act 2010

#### **Foreword by Simon Fraser, Permanent Under Secretary (PUS) of the FCO and the Head of the Diplomatic Service**

The FCO is by its very nature a diverse organisation, with around 14,000 staff of 150 nationalities working in over 152 countries around the globe. We are committed to recruiting and supporting the most talented people from all backgrounds. Support for diversity and equality are also central to our wider approach to foreign policy and delivery of consular and other services around the world.

The 2013 FCO Diversity and Equality Report aims to be as transparent as possible in sharing information about the FCO's equality impact of our employment practices and activities, as required by the Equality Act 2010.

Where our diversity data highlights discrepancies between groups, our approach is to understand and address the issues with the aim of levelling the playing field. I believe we are making progress on this, although there is still far to go. I am committed to improving the FCO's record on diversity, equality and opportunity for all in pursuit of Diplomatic Excellence.

A handwritten signature in black ink, appearing to read "Simon J. Fraser".

## Background

The Equality Act 2010 creates a ***public sector equality duty*** to:

- Consider how different people will be affected by our activities
- Deliver services which, while efficient and effective, are accessible to all and meet diverse needs
- Have ***due regard*** for the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between people (both employees and others) who share a ***protected characteristic*** and those who do not.

Protected characteristics covered by the equality duty are:

- age,
- disability,
- gender reassignment,
- marriage and civil partnership
- pregnancy and maternity
- race (embracing ethnic or national origins, colour and nationality)
- religion or belief
- sex
- sexual orientation

This report is part of the Foreign and Commonwealth Office (FCO)'s response to the Equality Act. It is intended to offer what data is available on the equality impact of the Foreign Office's employment practices and activities. The FCO has not incurred the expense of collecting data specifically for the purpose of this publication other than staff resource.

All data presented represents a snapshot of the FCO as at 31 January 2013.

## Section 1 – The FCO's employees

The FCO has two different categories of employees. The UK Diplomatic Service and other British Civil Servants working for the FCO are known as *UK-based staff*. These staff take a range of jobs during their careers both in the UK and at diplomatic posts abroad. But the majority of the FCO's employees are hired to perform specific functions at individual posts abroad and are known as *locally engaged (LE) staff*. It is unusual for these employees to transfer between diplomatic missions or to work in the UK.

The diversity data in this report does not include FCO Services, an Executive Agency of the FCO or staff working for the UK Border Agency.

Both UK based and locally engaged officers are graded into a hierarchy as follows:

### Foreign and Commonwealth Office Grade Structure

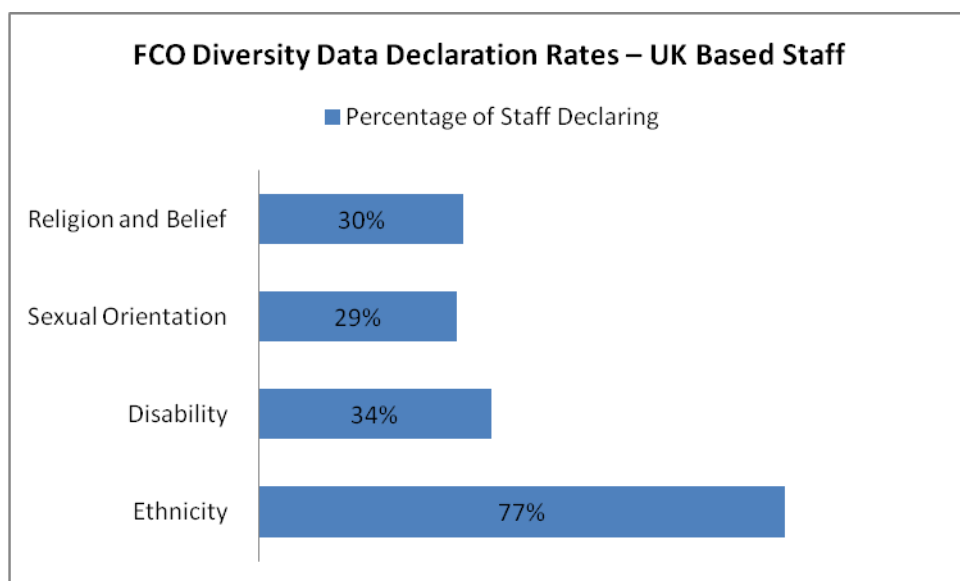
Generic UK Civil Service Grade	Foreign Office Grades	
	UK Based Staff	Locally Engaged Staff
Senior Civil Service	Senior Management Structure	*
Grade 6	D7	*
Grade 7	D6	*
Senior Executive Officer	C5	*
Higher Executive Officer	C4	LE1
Executive Officer	B3	LE2
Administrative Officer	A2	LE3
Administrative Assistant	A1	
Non-Professional functions	N/A	LE4 and LE5

\*A very small number of overseas posts currently have LE staff graded above LE1(C4 equivalent). These grades are recorded on the FCO Management Information system as LE (D6), LE(C5) or LE(S).

The FCO collects and holds human resources data on a centralised MI system. The gender, age and maternity leave of all staff is automatically recorded on this database. UK Based Staff are asked to add information about their ethnicity, disability status, sexual orientation and religious or belief. Supplying this data is voluntary. Although the FCO encourages staff to supply it, declaration rates vary by characteristic (see data on declaration rates). To protect the privacy of staff who do not wish to declare any of this personal information, it is possible for individuals to record on the human resources database that they do not wish to declare.

Locally Engaged Staff are able to add these details to their records but we do not require them to do so. This is due to sensitivities linked to the declaration of these characteristics in a number of countries. Declaration rates amongst LE staff are therefore far too low to enable us to report on the representation of different groups. This means that data on gender is included in this report, but not on other diversity characteristics.

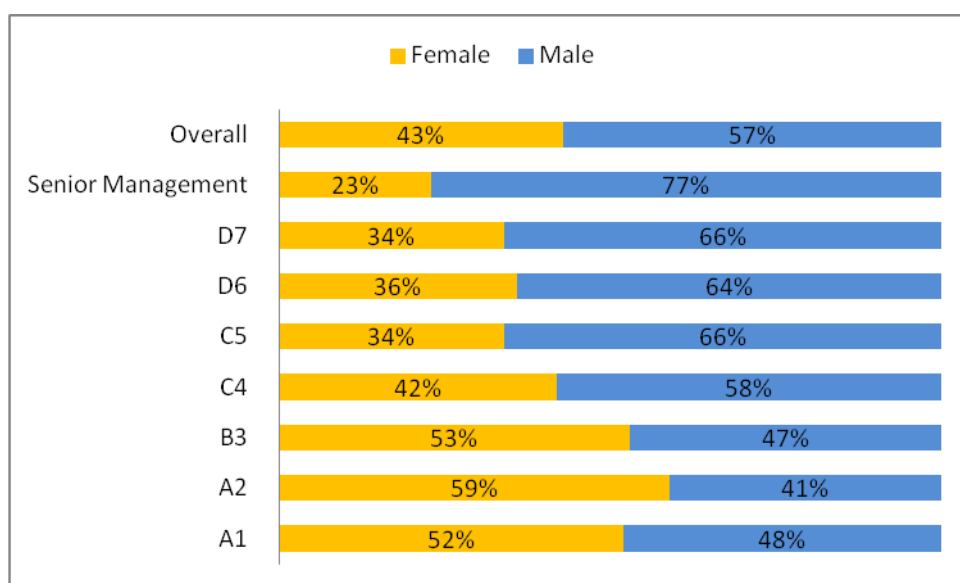
The rates of declaration amongst UK Based staff, including those who have stated that they do not wish to declare are:



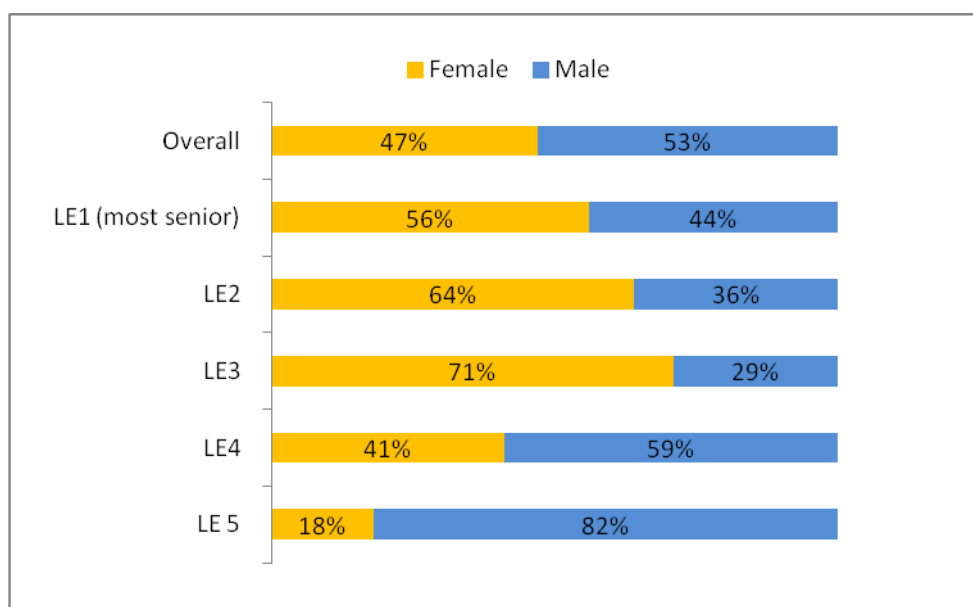
## Profile of the Workforce

The FCO employs almost 14,000 people, of whom a third are UK-based staff and two-thirds are locally engaged staff.

### Profile of FCO UK Based Staff by Grade and Gender



## Profile of Foreign Office Locally Engaged Staff by Grade and Gender



## Gender diversity of UK Based Heads of Post overseas

As at 31 January 2013, 19% of UK Based FCO Heads of Post were female (made up of SMS, Band D and C grade). 4% of Heads of Posts who have declared their ethnicity are from a non-White background. Declaration rates on disability and sexual orientation are too low to be able to give accurate figures for the Heads of Post group. Heads of Posts include Ambassadors, High Commissioners, Consul Generals and Heads of Diplomatic Offices.

## Percentage of UK-Based FCO Staff from an Ethnic Minority Background by Grade as a proportion of those declaring their ethnicity

Grade	Percentage of Declared Ethnic Minority
Senior Management	4%
D7	6%
D6	4%
C5	8%
C4	8%
B3	17%
A2	30%
A1	21%
Overall	12%

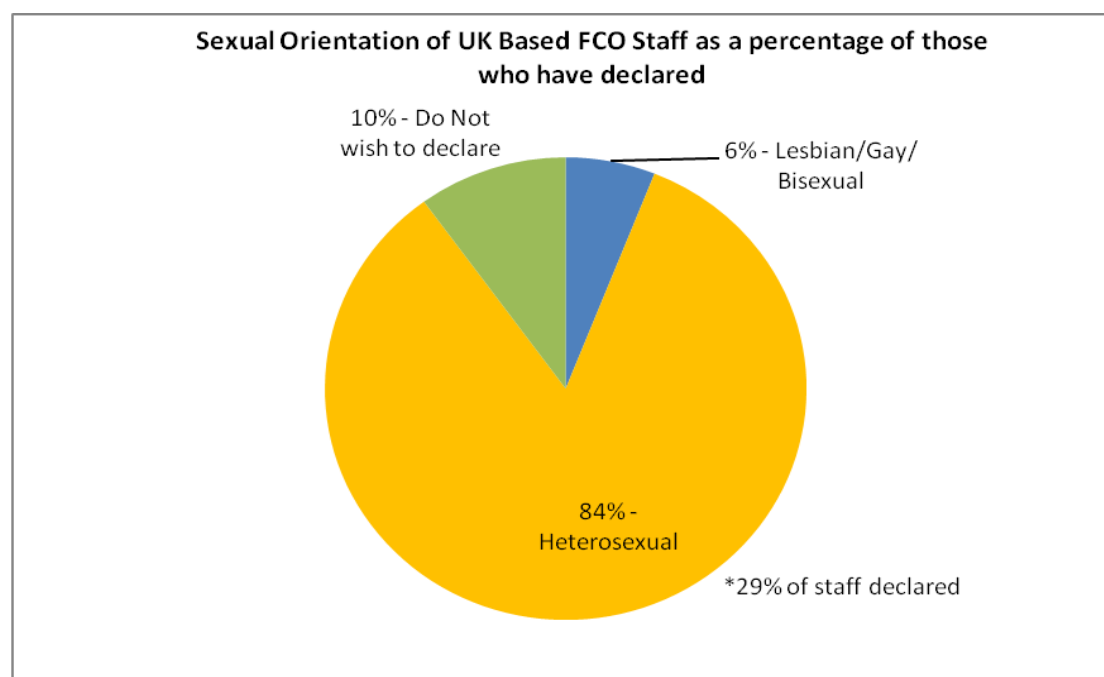
## Percentage of UK-Based FCO Staff declaring a Disability by Grade

Grade	Percentage as a proportion of those disclosing their disability status *	Percentage as a proportion of total UK Based staff **
Senior Management	19%	3%
D7	13%	3%
D6	14%	3%
C5	8%	4%
C4	10%	4%
B3	14%	5%
A2	17%	6%
A1	37%	9%
<b>Overall</b>	<b>13%</b>	<b>4%</b>

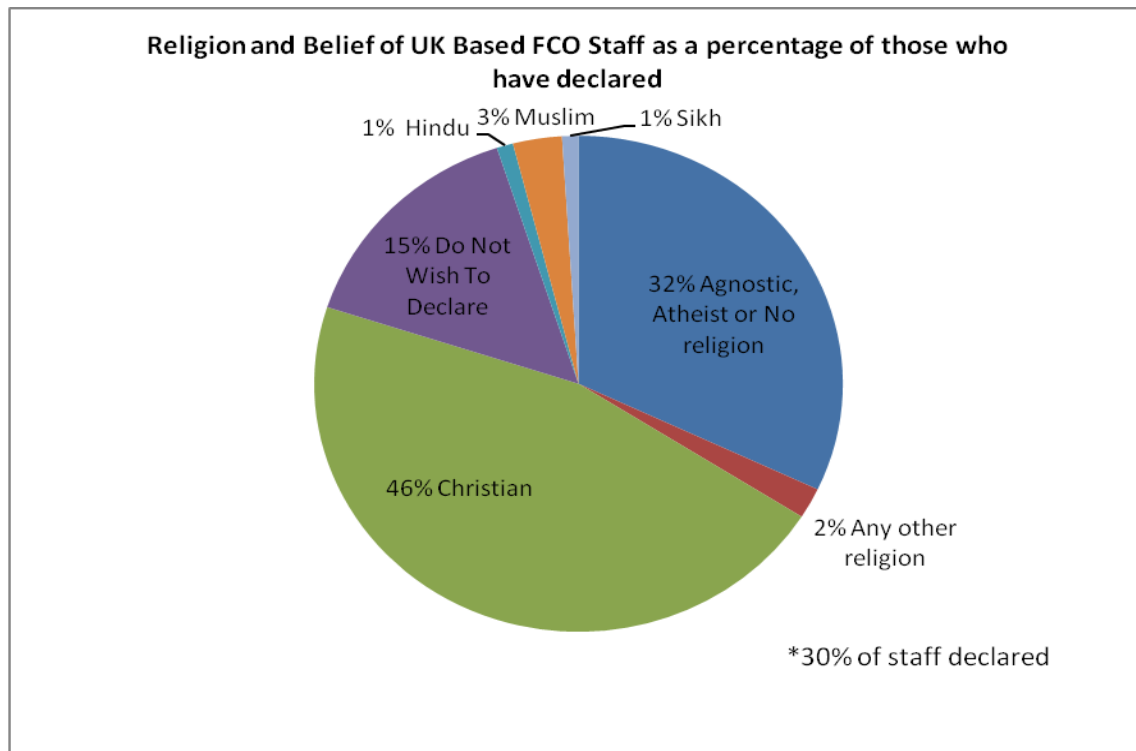
\*This data is calculated on the same basis as other diversity characteristics i.e. the number of those with a disability as a proportion of those disclosing their disability status. However, these numbers seem higher than we would expect. This can be attributed to low declaration rates combined with a disproportionately high number of disclosures amongst staff with disabilities.

\*\* This data is included for comparison. The numbers seem to under represent the true representation of staff with disability in the FCO based on the number of staff with Reasonable Adjustments. This is because there is an assumption that those who have not declared do not have a disability.

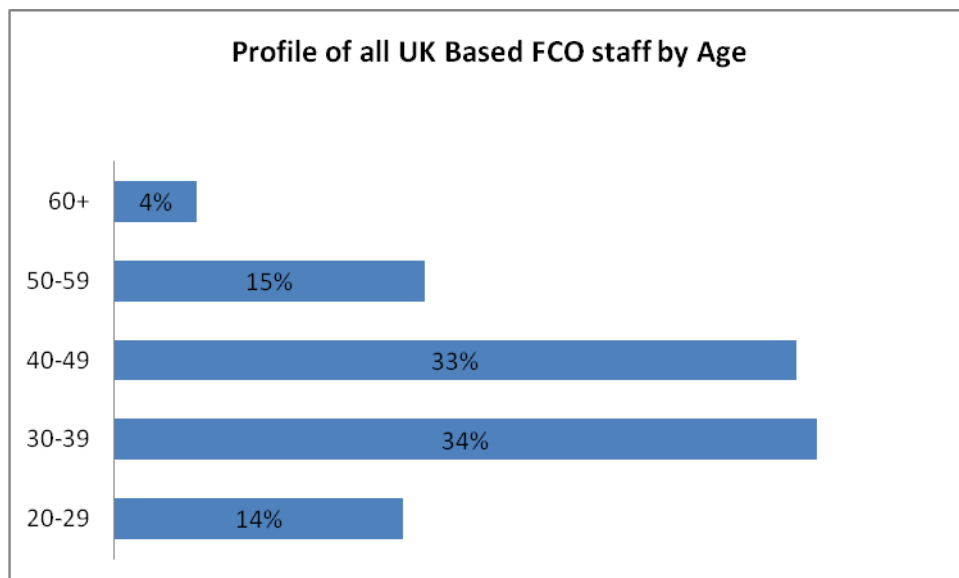
## Sexual Orientation



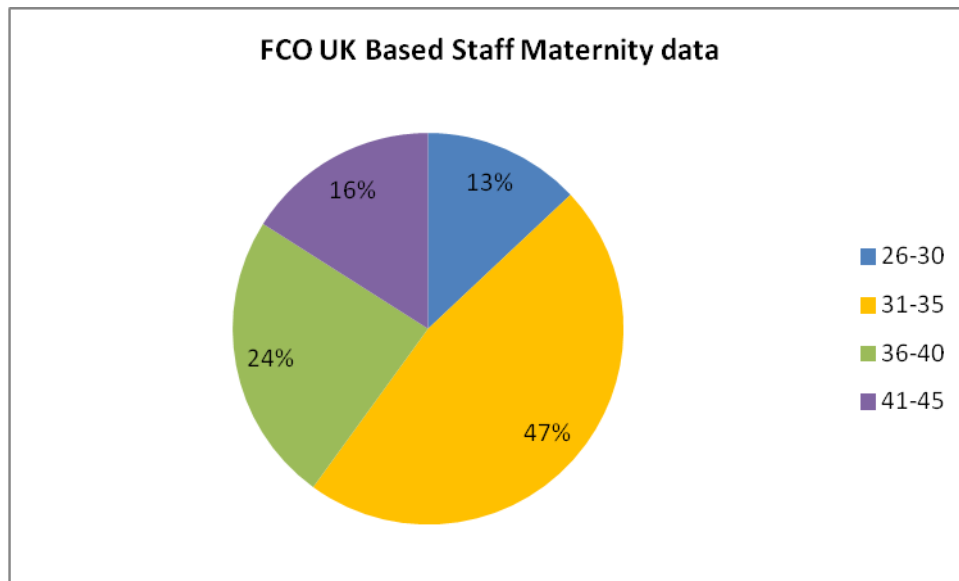
## Religion and Belief



## Age profile



## Maternity



## **Staff Retention**

6.7% of the FCO's UK-based either resigned, had their employment terminated, or permanently transferred out of the FCO in 2012.

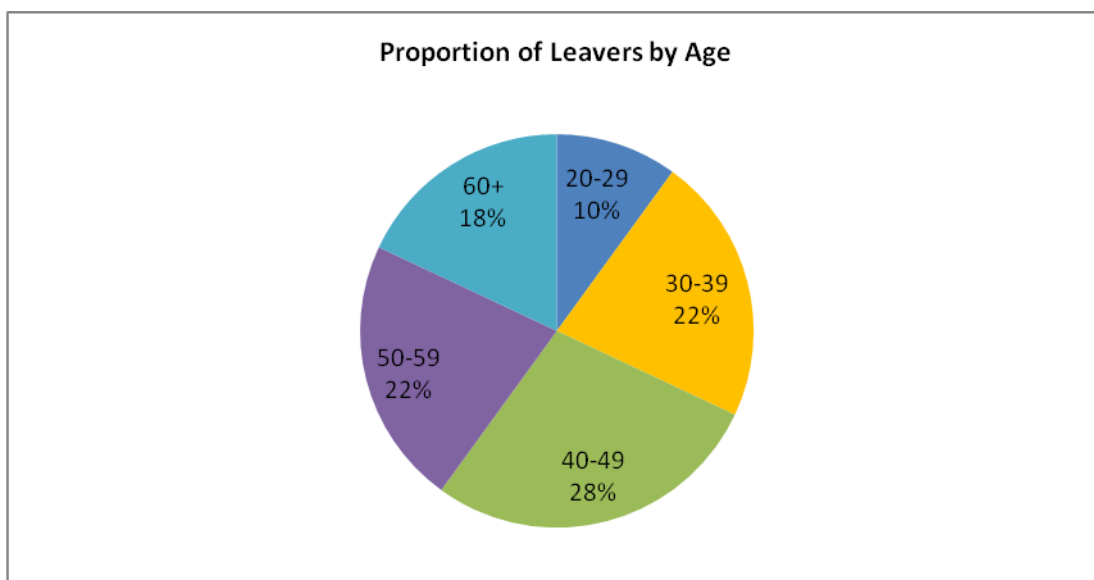
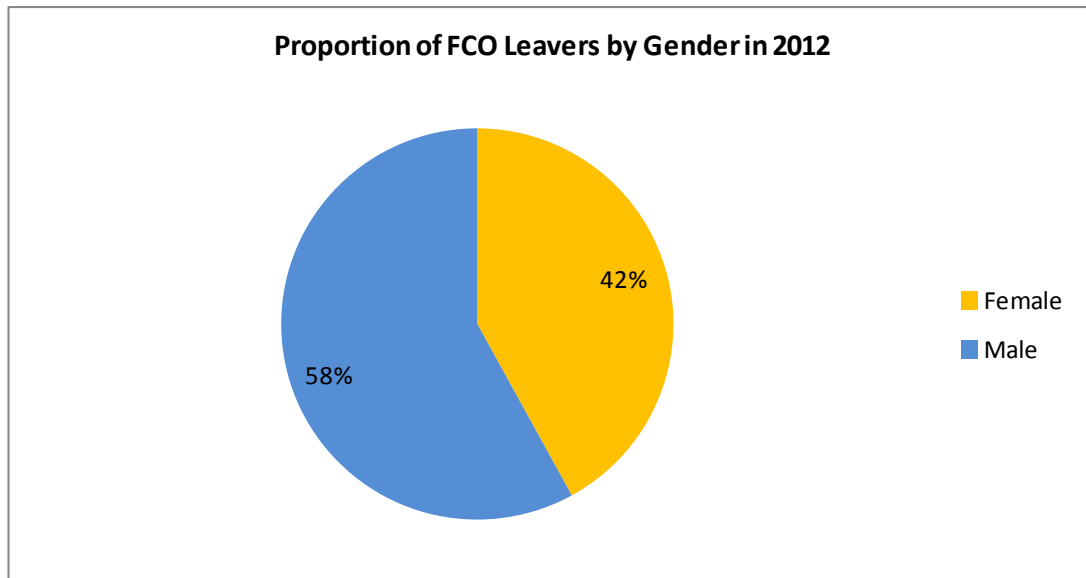
### Proportion of FCO Leavers by Grade in 2012

The figures below refer to staff who left the organisation due to retirement, resignation, termination of employment, voluntary exit scheme, career breaks and permanent transfers to other departments or due to death in service.

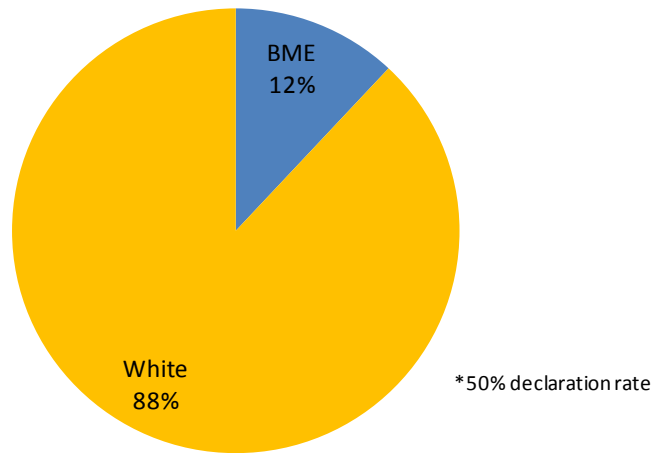
Grade	Female % of Grade	Male % of Grade
Senior Management	3%	9%
D7	1%	6%
D6	3%	6%
C5	2%	8%
C4	4%	9%
B3	12%	10%
A2	16%	8%
A1	1%	2%



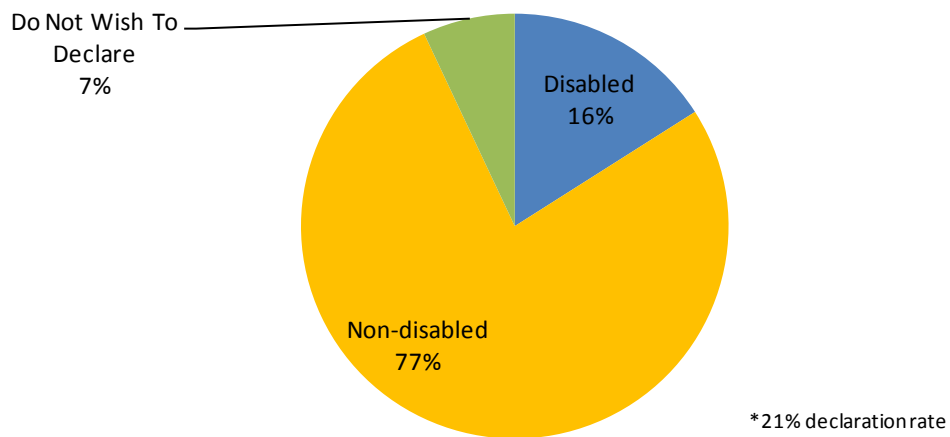
### Proportion of FCO Leavers by overall Gender split in 2012



**Proportion of Leavers by Ethnicity**



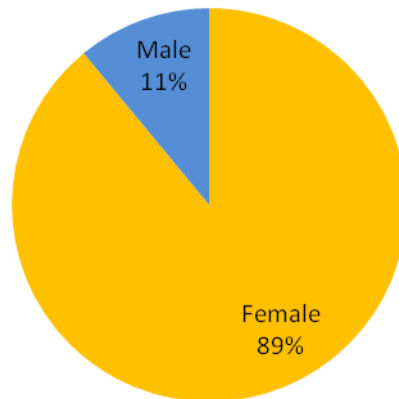
**Proportion of Leavers by Disability**



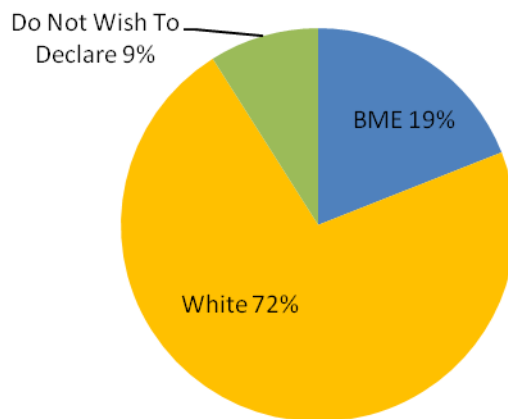
### Working Pattern of UK Based FCO Staff

Proportion of Part-Time & Full-Time FCO Staff	Percentage
Working Pattern	%
Full Time	97
Part Time	3

**Proportion of Part-Time FCO Staff by Gender**

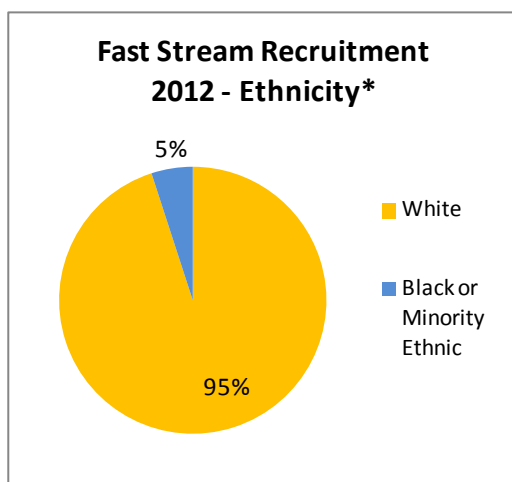
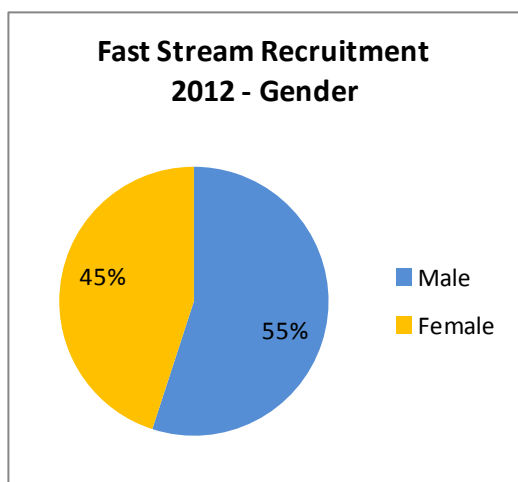


**Proportion of Part Time FCO Staff by Ethnicity**



## **Recruitment**

The FCO recruited 91 UK Based Staff in 2012, made up of 38 policy entrants from the Civil Service Fast Stream and 53 posts requiring specialist skills in a variety of different roles mainly in IT Delivery and Corporate Services where we had not been able to fill the roles internally. The profile of those recruited was:



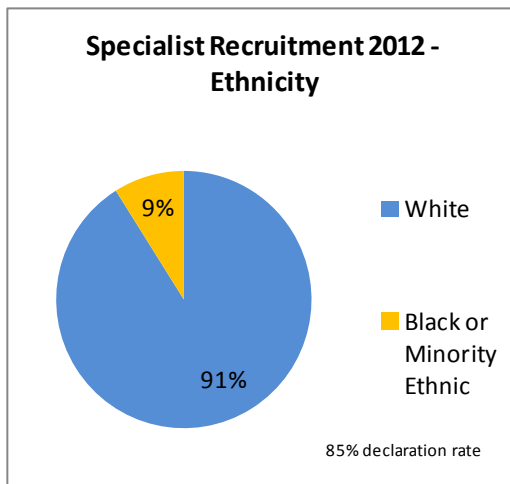
\*79% of Fast Stream staff declared their ethnicity.

Disability – base size is too small to provide this information.

### Age of FCO Policy Entrants

The average age of the FCO Policy Entrant cohort who joined in November 2012 was 27 years old. The average age in 2011 was 25. Candidates apply to the Diplomatic Service via the cross-Whitehall Civil Service Fast Stream competition. This is run by Civil Service Resourcing (CSR) based in HMRC. CSR do not analyse the ages of applicants and therefore it is not possible to give data on the average age of a policy entrant applicant in 2012.

### Specialist



Disability – base size is too small to provide this information.

## Learning and Development

All FCO staff are encouraged to take part in Learning and Development activities. Those taking part in learning and development activities are able to request reasonable adjustments. This information is treated on a confidential basis. FCO staff also have access to Civil Service Learning (CSL) for generic L&D courses and staff are able to request reasonable adjustments. CSL gathers data on gender, age, disability and ethnicity. All staff are required to complete mandatory Diversity e-learning. Line managers are expected to complete Unconscious bias awareness e-learning.

## Equality of Pay

Foreign Office pay is determined by a range of factors including grade of service, performance and length of time in employment.

### FCO Average Pay for UK-Based Staff 2012 by Gender

Grade	Average Female Pay	Average Male Pay	% Male Pay Exceeds Female Pay
SMS 3&4	£117,394	£131,421	11.95%
SMS 2	£84,385	£87,232	3.37%
SMS 1	£66,202	£67,436	1.86%
D7	£56,956	£57,608	1.14%
D6	£46,525	£47,052	1.13%
C5	£35,767	£36,149	1.07%
C4	£28,517	£28,527	0.04%
B3	£24,596	£24,458	-0.56%
A2	£20,474	£20,237	-1.16%
A1	£17,281	£17,535	1.47%

EHRC guidelines state that difference greater than 5% should be investigated and that patterns of difference of 3% or more should be looked into. Based on these guidelines, the pay gap at Senior Management Structure 3 and 4 should be investigated. It is likely that this gap reflects the fact that no women currently hold any of the relatively small number of the most senior posts, graded at Senior Management Structure 4.

## Bullying, Harassment and Discrimination

The FCO's staff take part in a cross-Whitehall Staff Engagement Survey every year. The last such survey took place in October 2012. As part of the survey, staff are asked if they have been discriminated against at work in the last year. A second similar question asks if staff have experienced bullying or harassment.

The results can be broken down by age, gender, disability status, sexual orientation and ethnicity. However some staff did not supply this demographic data, which means that the disaggregate data appears in some cases (e.g. gender) to be incompatible with the overall results.

### FCO 2010 - 2012 Staff Survey Results – Proportion Claiming to Experience Bullying, Harassment and Discrimination by Gender, Disability status, Ethnicity and Age

The 2012 Staff Engagement Survey data shows that there has been a reduction in reported levels of bullying, harassment and discrimination (BHD) in the FCO in 2012 compared to 2011. We have an action plan in place to tackle bullying, harassment and discrimination, for which we have a zero tolerance approach.

		Discriminated Against			Bullied/Harassed		
		2012	2011	2010	2012	2011	2010
<b>Overall</b>	-	12%	14%	18%	12%	12%	14%
<b>Gender</b>	Male	11%	13%	19%	10%	13%	13%
	Female	12%	11%	15%	12%	12%	14%
<b>Disability</b>	Yes	26%	32%	33%	26%	28%	28%
	No	12%	13%	17%	11%	12%	13%
<b>Black or Minority Ethnic</b>	BME	13%	16%	23%	13%	15%	16%
	Non BME	10%	11%	12%	10%	10%	11%
<b>Age</b>	16–19	0%	0%	10%	9%	0%	10%
	20–24	12%	11%	16%	13%	9%	14%
	25–29	11%	12%	17%	12%	11%	14%
	30–34	12%	14%	19%	12%	13%	15%
	35–39	12%	15%	18%	10%	13%	13%
	40–44	12%	14%	16%	11%	11%	14%
	45–49	10%	11%	17%	10%	11%	12%
	50–54	11%	12%	17%	8%	11%	14%
	55–59	10%	10%	13%	10%	8%	8%
	60–64	8%	10%	14%	9%	10%	9%
	65 or over	15%	13%	12%	11%	3%	14%
<b>Sexual Orientation</b>	Heterosexual/straight	11%	13%	15%	11%	12%	13%
	Gay or lesbian	13%	20%	29%	15%	16%	18%
	Bisexual	16%	16%	32%	15%	13%	16%

## **Section 2 – Regard for Equality within the FCO’s Activities**

### Foreign Policy

The promotion of human rights, including religious freedom, is at the very heart of British foreign policy. We regularly make it clear to overseas governments, the importance we place on religious tolerance and eliminating all legal provisions and policies that discriminate against religious believers. We will continue to urge other governments to create the conditions for pluralist and non-sectarian societies and to put in place policies which prevent discrimination against anyone on the basis of their religion.

All of the FCO’s embassies and high commissions have a responsibility to monitor and raise human rights in their host countries. Government Ministers and FCO staff raise our concerns with host governments and where possible take action on individual cases and lobby for changes in discriminatory practices and laws.

To further promote the freedom of religion or belief for all we have developed a strategy to guide our work drawing on the expertise of the Foreign Secretary’s Advisory Group on Human Rights. The strategy includes an action plan to promote freedom of religion or belief in multilateral organisations, bilateral negotiations, project work in a range of countries and internal actions, such as training for FCO officials to better understand the role of faith in society and in foreign policy.

We are in close touch with civil society organisations and faith groups and are keen to continue to work closely with them to promote and protect the right to freedom of religion or belief.

The FCO publishes an Annual Human Rights Report each spring which covers our global work on human rights issues over the preceding year. The report looks in depth at the freedom of religion or belief situation globally and in a number of countries of concern. New reports on our Countries of Concern are published quarterly and can be read and commented upon by visiting our website at: [www.fco.gov.uk/hrdreport](http://www.fco.gov.uk/hrdreport). The report for 2012 will be published in April this year.

### **Lesbian, Gay, Bisexual and Transgender Rights (LGBT)**

The FCO’s work in combating violence and discrimination against LGBT people forms an important part of our wider international human rights work. Working through our Missions abroad and international organisations, including the United Nations, the Council of Europe, the European Union and the Commonwealth, we take every opportunity to discuss and promote tolerance and non-discrimination against LGBT people and to address discriminatory laws, in particular those that criminalise homosexuality.

For example, the UN Universal Periodic Review is an important opportunity for UN Member States to raise key human rights issues in a constructive manner with those countries under review. In 2012 we raised sexual orientation or gender identity with Poland, South Africa, Zambia, India and the Ukraine through this review mechanism.

There were some positive developments on LGBT rights in 2012. In Chile the President signed their first ever anti-discrimination law, which included language on sexual orientation, and came into effect in July. In Hungary, legislation which extends hate crime to include sexual orientation and gender identity will come into force in July 2013.

On 4 April 2012, the Foreign Secretary, speaking at the Foreign and Commonwealth Office on “Looking after our own: strengthening Britain's consular diplomacy” highlighted that “We were the first country to launch a special section on travel advice for gay, lesbian, bisexual or transgender travellers and we are the only country to have published an advice document for LGBT victims of forced marriage”.

In the course of 2012, when an FCO Minister, Jeremy Browne, spoke out on a number of occasions in support of LGBT rights:

- To mark the International Day Against Homophobia & Transphobia (IDAHO) on 17 May, the Minister issued a joint statement with the International Minister for Development, Stephen O'Brien. This strongly opposed criminalisation of same-sex relations and called on the international community to address all forms of violence and discrimination, including on the basis of sexual orientation or gender identity, and to respect diversity
- On 29 May the Minister issued a statement condemning violence and discrimination against LGBT people in response to reports surrounding recent Gay Pride and Diversity events.
- The Minister issued a statement on 4 July welcoming the UK-based International LGBT rights NGO, Kaleidoscope's, campaign to address violence and persecution towards LGBT people.

## **Women's Rights**

Through bilateral and multilateral engagement, the FCO continues to support legislative programmes in other countries to promote gender equality and women's empowerment and to tackle violence against women. We are committed to raising the profile of these issues internationally and have continued to support innovative new projects in the poorest countries and working with international organisations and governments overseas to promote women's rights globally and reduce the impact of conflict on women and girls.



We continue to tackle these problems building on the work we are already doing bilaterally, with partner countries, and with the United Nations, the European Union, the Commonwealth and the Council of Europe to identify opportunities to increase our impact.

In March 2012 Foreign Secretary William Hague paid tribute to those working to advance the human rights of women around the world ahead of International Women's Day. He said:

'International Women's Day is a time to renew our commitment to the empowerment, education and advancement of women and girls around the world. I pay tribute to all those working to advance the rights of women, often in difficult and dangerous circumstances, and often without recognition. I especially acknowledge the role that many courageous women have played throughout the Arab Spring'.

The UK National Action Plan for the implementation of UN Security Council Resolution 1325 (UNSCR 1325) on Women, Peace and Security also intends to strengthen our ability to reduce the impact of conflict on women and girls and to promote their inclusion in conflict resolution. As part of the Foreign Secretary's Preventing Sexual Violence Initiative, the UK will use our 2013 presidency of the G8 to rally sustained and co-ordinated international action and to ensure Preventing Sexual Violence Initiative (PSVI) is a global priority over the coming year.

We are consulting widely with a range of countries, G8 and beyond, to explore areas of co-operation. We are also speaking to NGOs, UN agencies and other experts about how we, and others, can step up action without duplicating existing efforts.

We will use the G8 Foreign Ministers' meeting in April 2013 to secure a clear political statement from the G8 of its determination to make real, tangible progress on combating the use of sexual violence in conflict. In addition, we will seek a wider set of practical commitments to overcome the barriers that impede the implementation of the existing international legal framework and prevent successful investigations and prosecutions.

We will also seek G8 endorsement of a new, non-legally binding, International Protocol on the investigation and documentation of sexual violence in conflict. This Protocol will help improve the evidence base from which prosecutions for sexual violence in conflict can be drawn. It will build on the existing local, regional and international guidance and be open to G8 Partners, other States, the UN system, regional bodies and NGOs for adoption and use in training and capacity building programmes.

## Minority Rights

We continue to work through international organisations, such as the UN and the EU, to promote and protect the human rights for all indigenous people. Our embassies work with international NGOs and local non-governmental organisations on a variety of UK-funded projects to encourage local communities to participate in the democratic process. In **Bolivia**, we are working with the EU Human Rights Group to ensure the rights of indigenous communities and are supporting projects on police reform and strengthening of the judiciary which directly impact on indigenous people's access to justice. In Venezuela, we supported training for indigenous community leaders in Nueva Esparta and Delta Amacuro states to raise awareness of indigenous rights in the Venezuelan Constitution. In **Colombia**, we organised a visit by the UN and various other embassies to La Guajira, in north-east Colombia, to meet with indigenous groups on proposed mining developments. In **Brazil**, the UK works on indigenous issues is coordinated locally with EU partners, with indigenous issues featuring at the high-level EU–Brazil Human Rights Dialogue in May 2012, and the EU funding four projects, totaling almost €600,000, to promote indigenous rights across Brazil, including an Oxfam UK project on indigenous rights in São Paulo.

Earlier this year we used our Chevening Scholarship in **Australia** to fund a programme aimed at helping aboriginal students gain scholarships, supporting three outstanding scholars who had won places at Oxford and Cambridge universities. We believe that the programme has an important symbolic role in providing role models to indigenous communities and demonstrating the importance of educational aspiration.

We are launching a new policy in 2013 on business and human rights, based on the UN Guiding Principles ratified in the UN Human Rights Council last year. Our strategy will promote responsible business behaviour for UK companies operating overseas and encourage UK companies to engage with indigenous communities and undertake impact assessments on their operations, as poor business practices can have a significant detrimental impact on these communities.

## Consular Work

The FCO's Consular Service offers assistance to British nationals in difficulties abroad.

The customer charter of the Consular Service commits to "Be professional, non-judgemental, polite and helpful to you whatever your gender, race, age, sexual orientation, marital status, disability, religion or belief."

### Approaches to FCO Consular Staff Overseas– for the period January 2012 – 31 January 2013– by Type

Nature of Service	Number of Clients
Visiting counters at overseas missions	210,790
Written Enquiries	215,685
Telephone Enquiries during working hours	403,347
Telephone Enquiries outside working hours	18,793
<b>Total</b>	<b>848,615</b>

The FCO does not collect data on the diversity (gender, ethnicity or other protected attributes) of those to whom it provides services.

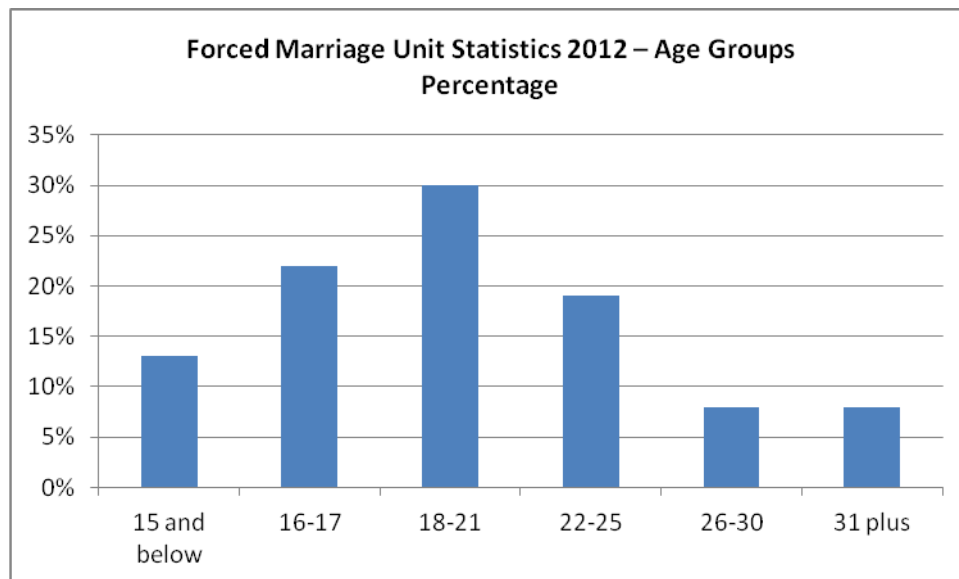
### Forced Marriage Unit

The Forced Marriage Unit (FMU) is a joint Home Office and Foreign and Commonwealth Office Unit that provides assistance in cases of forced marriage in the UK and consular cases involving British nationals overseas, including dual nationals. Forced marriage is a serious abuse of human rights and a form of domestic abuse. Where children are involved, it is child abuse. Staff are also trained in the specific issues relating to victims who are LGBT or who have a disability and provide tailored assistance in these cases. The FMU also runs an extensive outreach programme, which raises awareness of forced marriage and related issues among potential victims and statutory agencies including police, social services and health professionals. Latest statistics from the Forced Marriage Unit suggest young people aged between 16 and 25 are most at risk of being forced into marriage.

From January – December 2012, the FMU gave advice or support related to a possible forced marriage in 1485 cases.

### Age profile of victims

- Where the age was known – the breakdown was as follows. The oldest victim was 71 and the youngest was 2.



### Profile of Victims

- 82% involved female victims and 18% involved male victims.
- The FMU handled cases involving 60 different countries, including Pakistan (47.1%), Bangladesh (11%), India (8%), Afghanistan (2.1%), Somalia (1.2%), Turkey (1.1%), Iraq (1%), Iran (0.9%), Nigeria (0.9%), Sri Lanka (0.9%), Egypt (0.6%), Saudi Arabia (0.6%), Yemen (0.6%), The Gambia (0.5%), Morocco (0.5%), and Ukraine (0.5%). The origin was unknown in 7.7% of cases.
- Within the UK the regional distribution was: East Anglia 2%, East Midlands 3%, London 21%, North East 1%, North West 8%, Northern Ireland 0.2%, Scotland 1%, South East 11%, South West 2%, West Midlands 16%, Wales 1%, Yorkshire and Humberside 7%. The region was unknown in 27% of cases.
- 114 cases involved victims with disabilities.
- 22 involved victims who identified as lesbian, gay, bisexual or transgender (LGBT).

April 2013