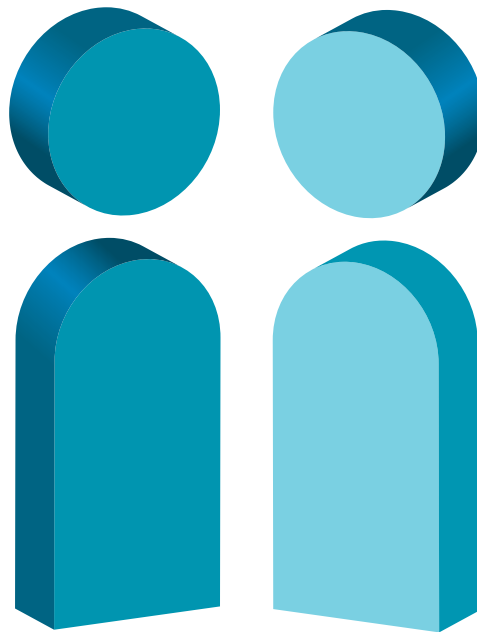




Companies House

Human Resources and Estates



Diversity Monitoring
Report 2012/13

Version 1.0

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Companies House is an Executive Agency of the Department for Business, Innovation and Skills (BIS)

Introduction

Equality and diversity underpins all of our work and is at the heart of what we are and what we do. Companies House commitment goes beyond the legal requirements of equalities legislation.

This statement gives a clear direction to all and will help us to continue to value all staff, contractors and visitors. This will be achieved by providing a fair, supportive and discriminatory-free environment that promotes equality of opportunity and values diversity.

I believe this can be done through creating mutual understanding and a learning environment based on respect and celebrating differences between individuals, as well as using their talent and experiences.

Companies House wishes to be at the forefront of the equality and diversity agenda. To do this we will be anticipating the needs of our staff and be proactive about ensuring people are treated fairly regardless of gender, gender identity, age, nationality, ethnicity, disability, religion or sexual orientation.

Companies House aims to achieve this by ensuring that recruitment, retention and development reflect the principle of equal access and our obligations under the law. We believe that effective staff monitoring will help us improve, measure change and identify issues that affect staff. This report will provide a snapshot of the extent to which we have achieved our commitment, and gives us a benchmarking system to see how we perform each year.

Angela Lewis

Head of HR and Estates



Key Facts

Key Facts for Companies House 2012 – 2013:

- The workforce as at the end of this period was 979, and of this total figure 668 members of staff worked on a full time basis
- 311 members of staff worked part-time hours
- The proportion of the workforce from an ethnic minority background was 3.9%
- 57% of the workforce were women
- The proportion of the workforce who declared themselves disabled was 3%
- 46% of the workforce fell into the age category between 45 – 59
- There were 25 leavers in 2012 - 2013

Monitoring – What is Positive Action?

Monitoring may show that an organisation does not attract applicants from all sections of the community. To overcome this, a more open, outward reaching approach can be adopted, to help those unfamiliar with the organisation feel welcome. Actions that can be taken to achieve this include:

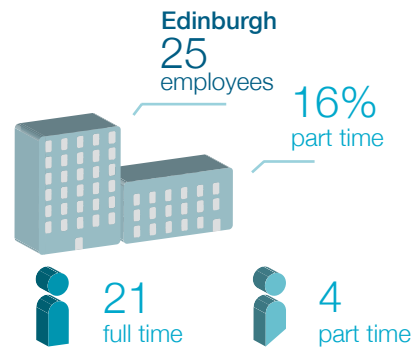
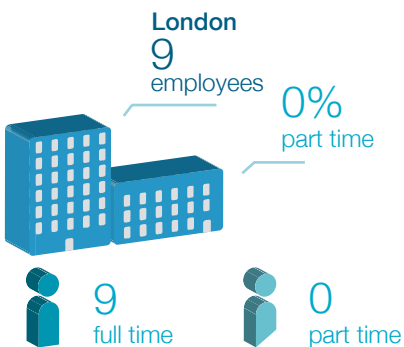
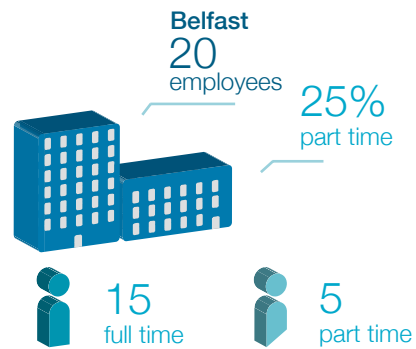
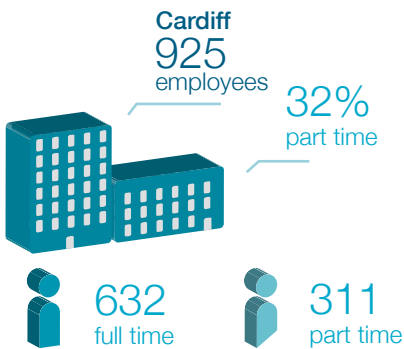
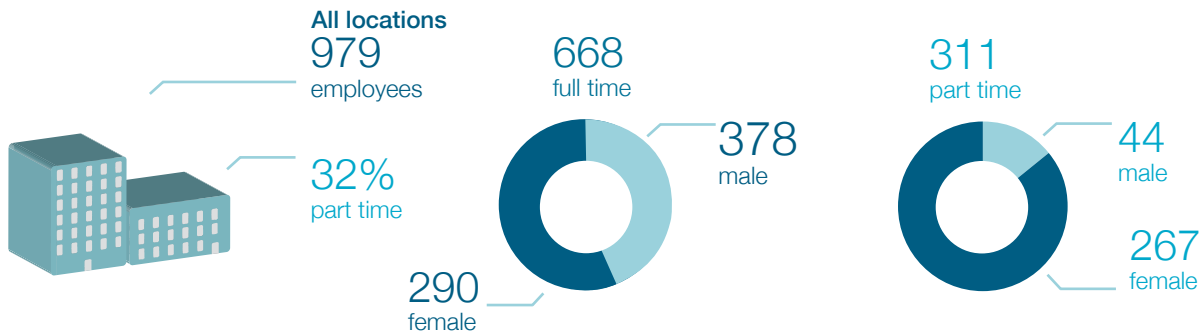
- offering work experience opportunities
- mentoring for students from the local community
- open days
- Apprenticeships and internships
- working with community groups
- local community sponsorship

Monitoring may also show that people from certain groups do not appear to succeed as well as others within the organisation. In addition to reviewing procedures and practices, legal positive action measures can be considered as appropriate.

Positive action allows the organisation, in limited circumstances, to tackle significant under representation of groups of jobseekers or employees in particular jobs or professions within the organisation e.g. senior management. In all instances it is good practice to have monitoring data underpinning any such actions.

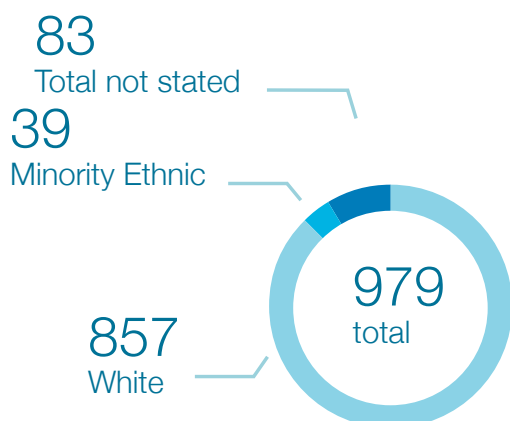
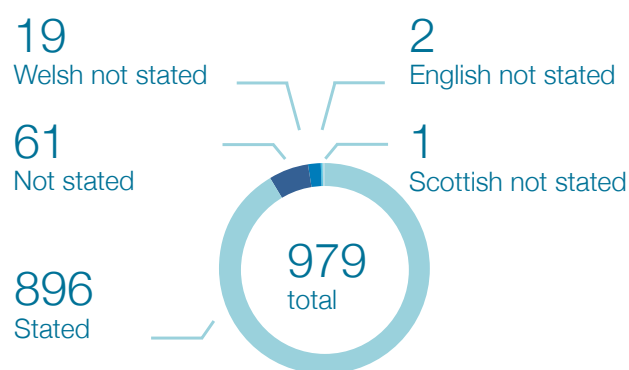
Part time working statistical analysis 1 April 2012 – 31 March 2013

Total part time



Analysis of number of ethnic minority staff 1 April 2012 – 31 March 2013

Staff who have declared their ethnic minority represent 3.9% across all locations of Companies House. In examining these figures, the ethnic make-up of our employment catchment area needs to be considered. The local areas surrounding our organisation Head Office in Cardiff are not as ethnically diverse as those in London. (A comparison with the Civil Service as a whole cannot be made at present as the figures are not yet available – this document will be updated when the information is obtained.)



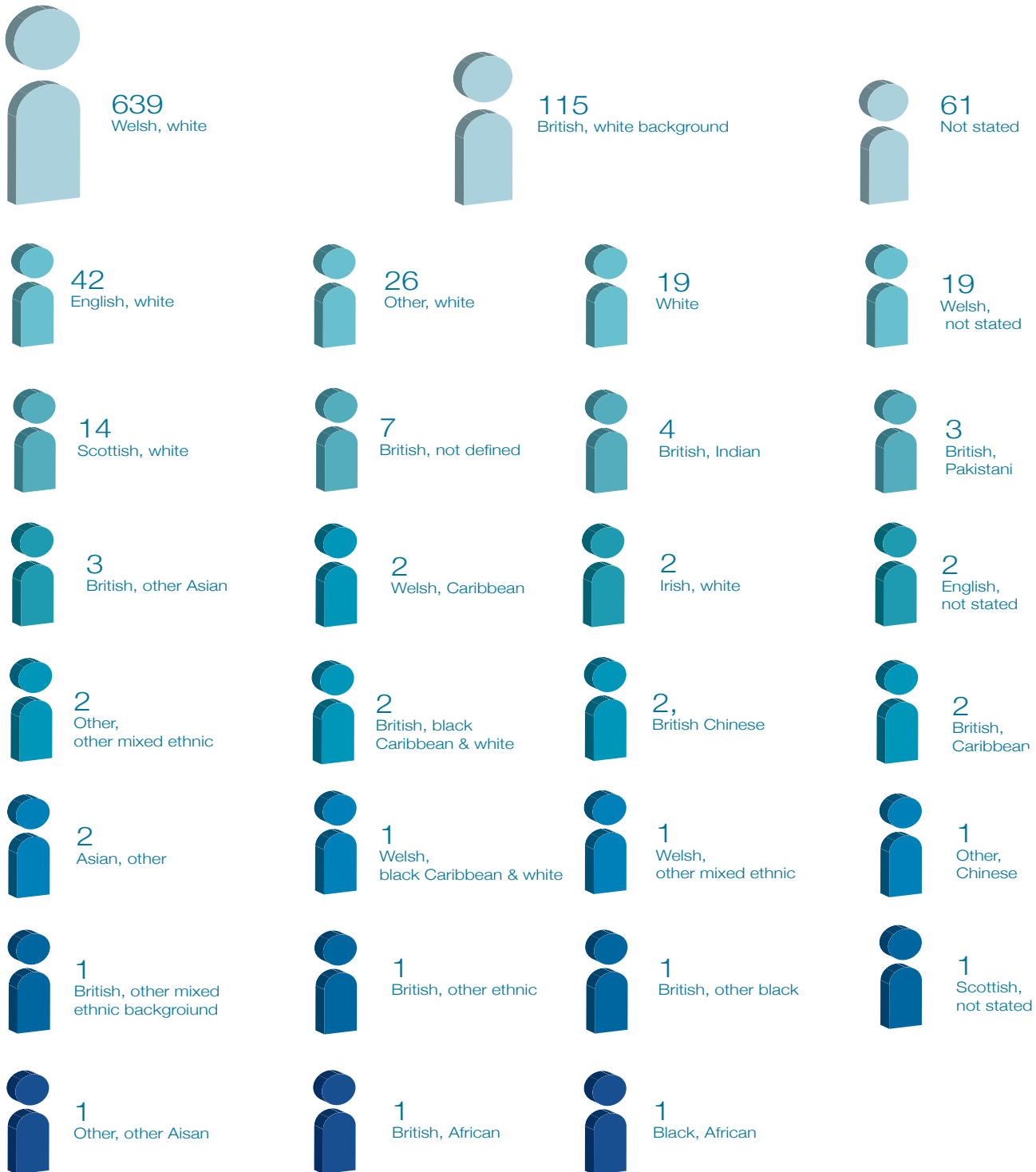
The above table shows that from 979 members of staff, 896 have stated what their ethnic origin is via our CEDAR system. 83 members of staff have chosen not to state their ethnic origin.

Sexual Orientation

Companies House does not currently hold information about the sexual orientation of its employees on its Human Resources systems.

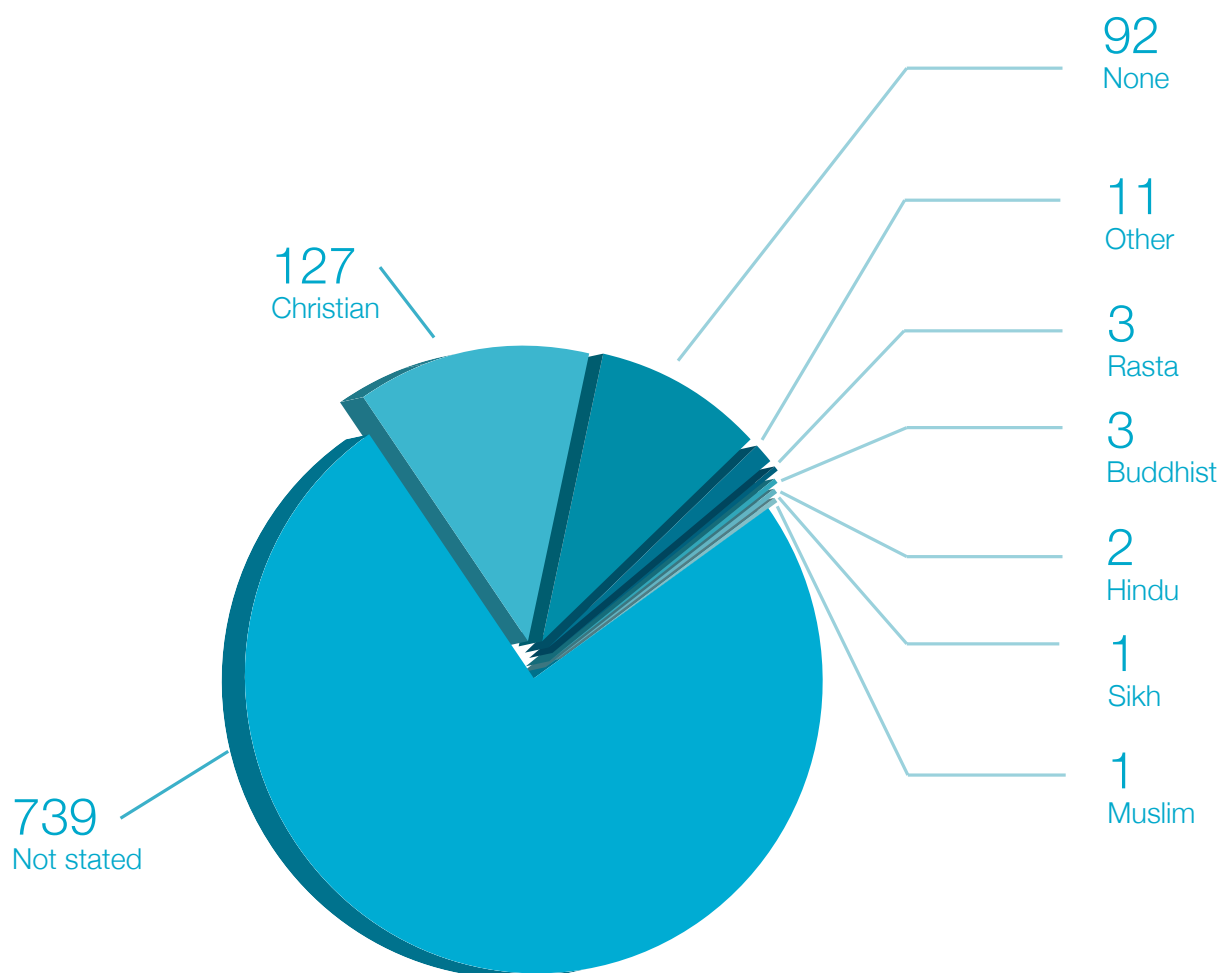
Types of Ethnic Origins

1 April 2012 – 31 March 2013



Religion / Belief

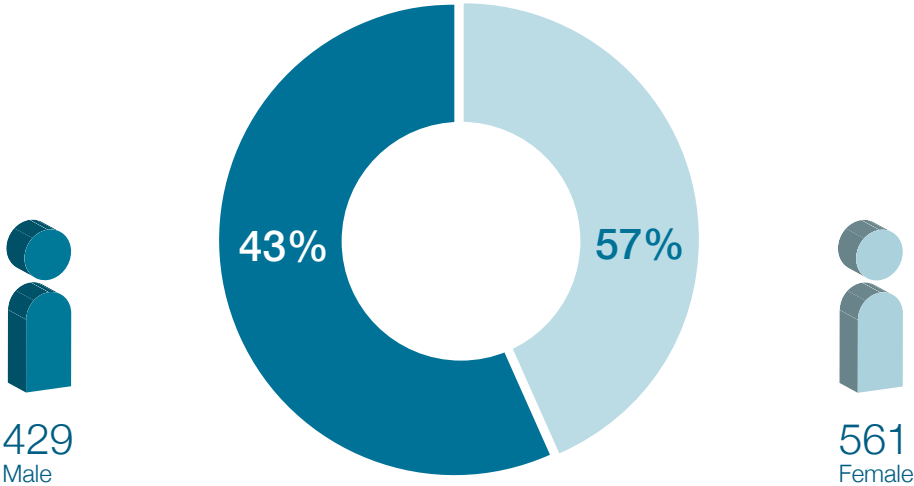
1 April 2012 – 31 March 2013



Gender Analysis

1 April 2012 – 31 March 2013

All locations 979 employees



Nationality

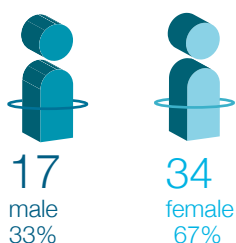
1 April 2012 – 31 March 2013



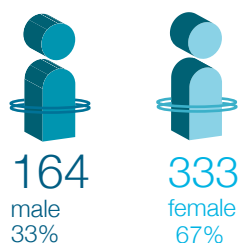
Gender Analysis by Band

1st April 2012 - 31st March 2013

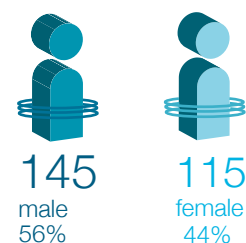
Band A:
51 Employees



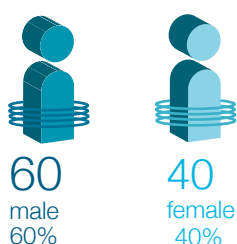
Band B:
497 Employees



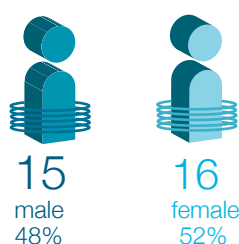
Band C:
260 Employees



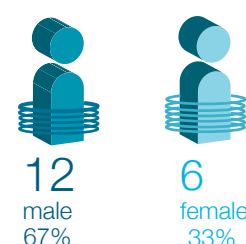
Band D:
100 Employees



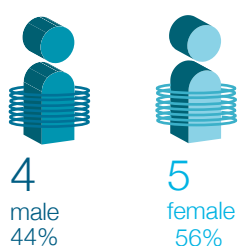
Band E:
31 Employees



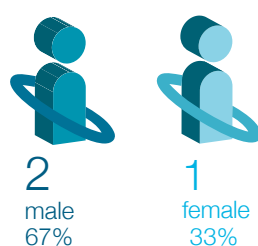
Band F:
18 Employees



Band G:
9 Employees

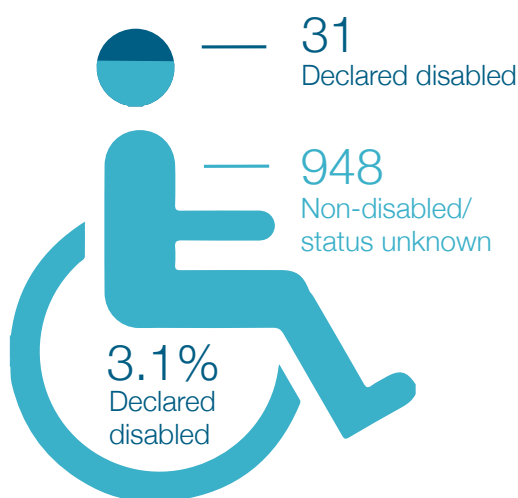


Senior Civil Servant:
3 Employees



Disability Analysis

1 April 2012 – 31 March 2013



The effectiveness of monitoring the disability strand is dependent on the quality of the data held in our HR systems. For information relating to disability status we are reliant on employees voluntarily providing this information. Staff are reminded of the importance of registering any disability, and in particular any new disability, with us for health and safety reasons. Therefore staff are reminded periodically via Grapevine of their ability to update their status via the 'Mydetails' pages of the Intranet.

In order to make positive changes, Companies House wants to address the different barriers faced by disabled people. Many people who do not consider themselves to be disabled may be covered by the Equalities Act 2010 because they have a health condition that has an impact on their lives.

What do we mean by the term 'disability'?

- Do you have a physical or mental impairment or long-term health condition?
- Is this expected to last, or has it lasted, for a year or longer?
- Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?

If so, you may have rights under the Disability Discrimination Act. This includes:

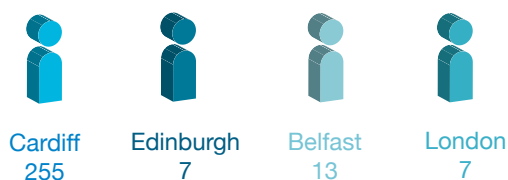
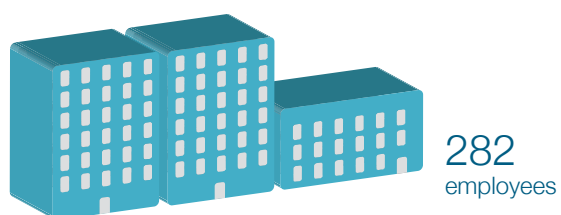
- People who are receiving treatment or using equipment (except glasses or contact lenses) that alleviates the effects of an impairment or a condition
- People with an impairment or condition that is likely to recur
- People who have conditions that will get worse over time
- People with severe disfigurements

Employees with a disability or health condition are entitled in law to 'reasonable adjustments' to address their support needs in the workplace. Therefore we are interested in being made aware of any disability or health condition to ensure we can make your environment as safe and as comfortable as we can.

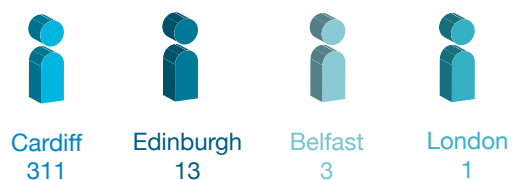
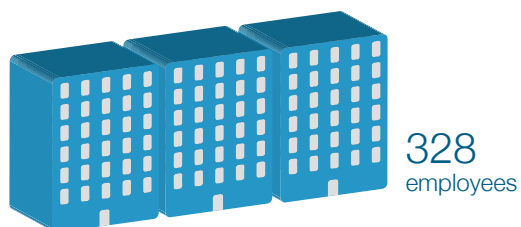
Length of service distribution analysis

1 April 2010 – 31 March 2013

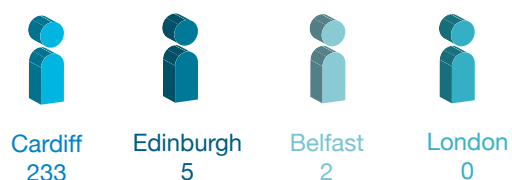
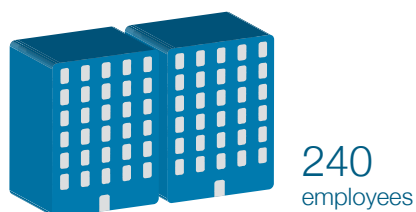
0 to 9 Years



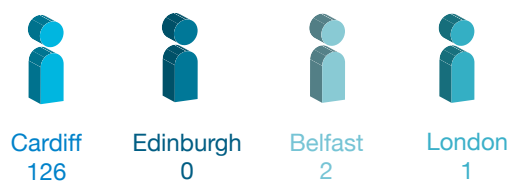
10 to 19 Years



20 to 29 Years



30+ Years

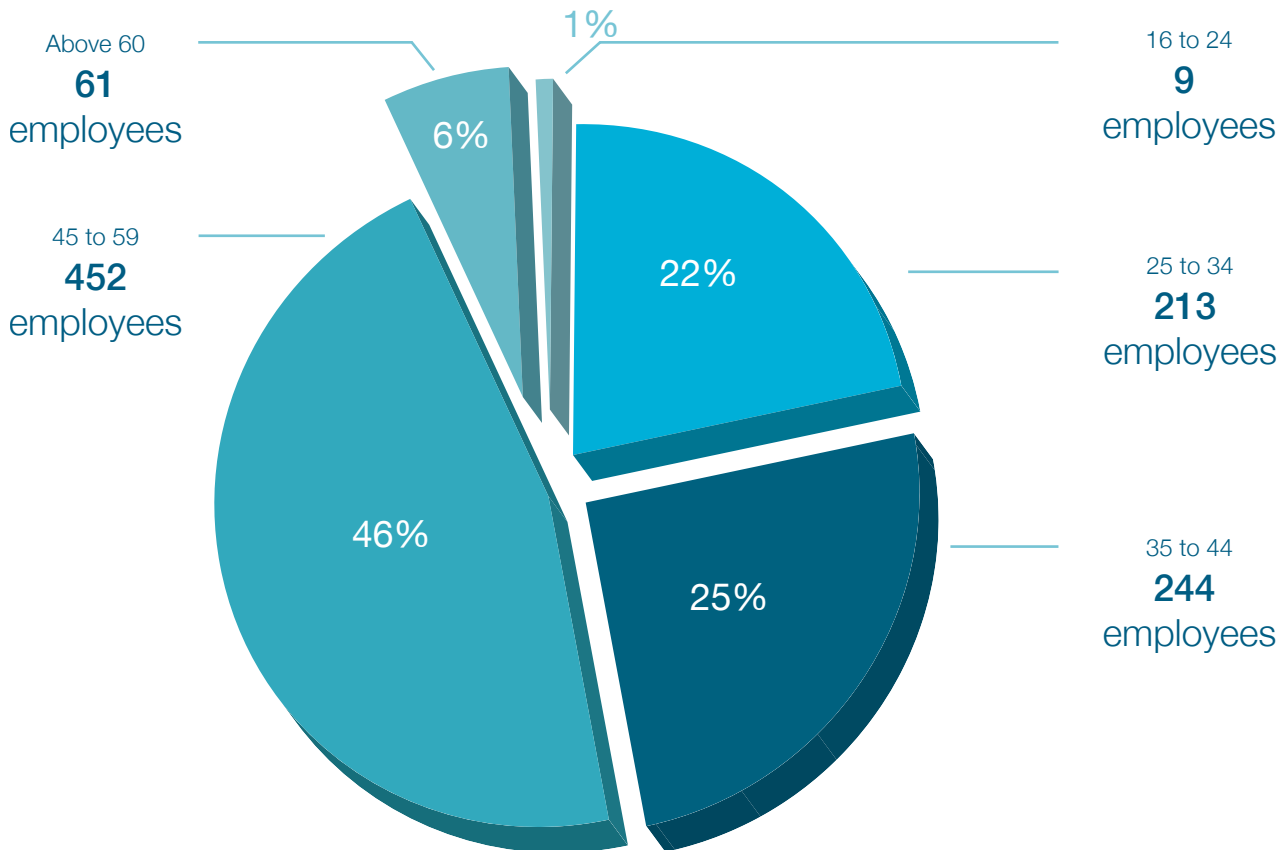


Age Distribution Analysis

1 April 2012 – 31 March 2013

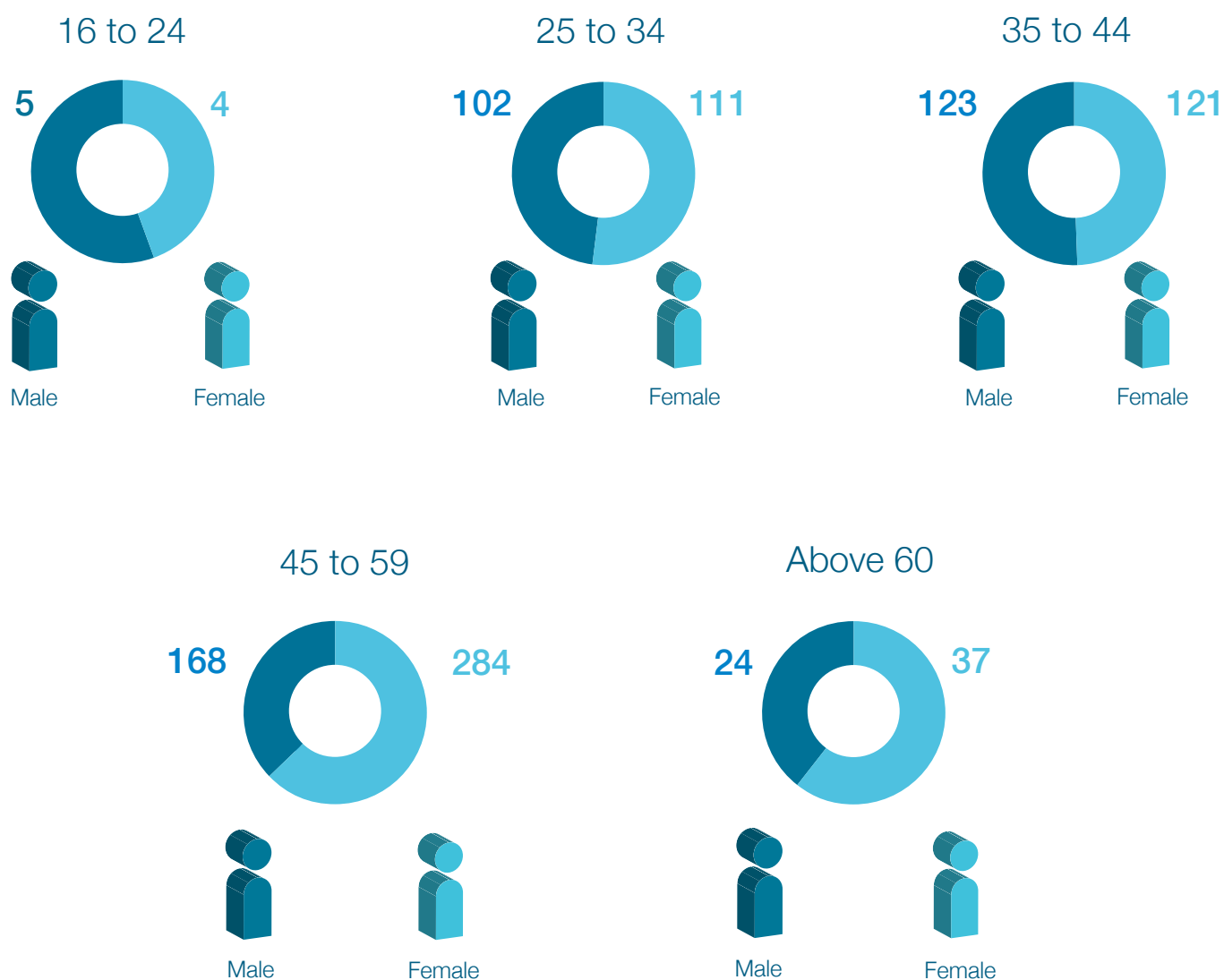
There are many stereotypes associated with age. Age discrimination regulations in the workplace are designed to ensure that people are judged only on their abilities and not their age. . By monitoring age we seek to uncover these and other assumptions in the way we work in Companies House. We have 5 different categories for our age statistics.

All locations - 979 employees



Age Distribution by Gender

1 April 2012 – 31 March 2013



Age Distribution by Bands

1 April 2012 – 31 March 2013

Band A: 92



0 to 9	19
10 to 19	54
20 to 29	18
30+	1

Band B: 604



0 to 9	257
10 to 19	199
20 to 29	118
30+	30

Band C: 277



0 to 9	88
10 to 19	66
20 to 29	86
30+	37

Band D: 101



0 to 9	34
10 to 19	16
20 to 29	43
30+	8

Band E: 38



0 to 9	20
10 to 19	4
20 to 29	8
30+	6

Band F & G: 30

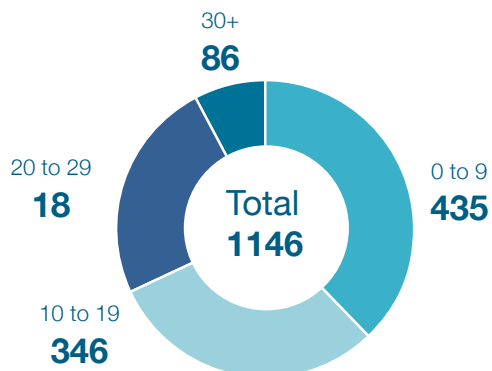


0 to 9	13
10 to 19	7
20 to 29	6
30+	4

Senior Civil Servant: 4

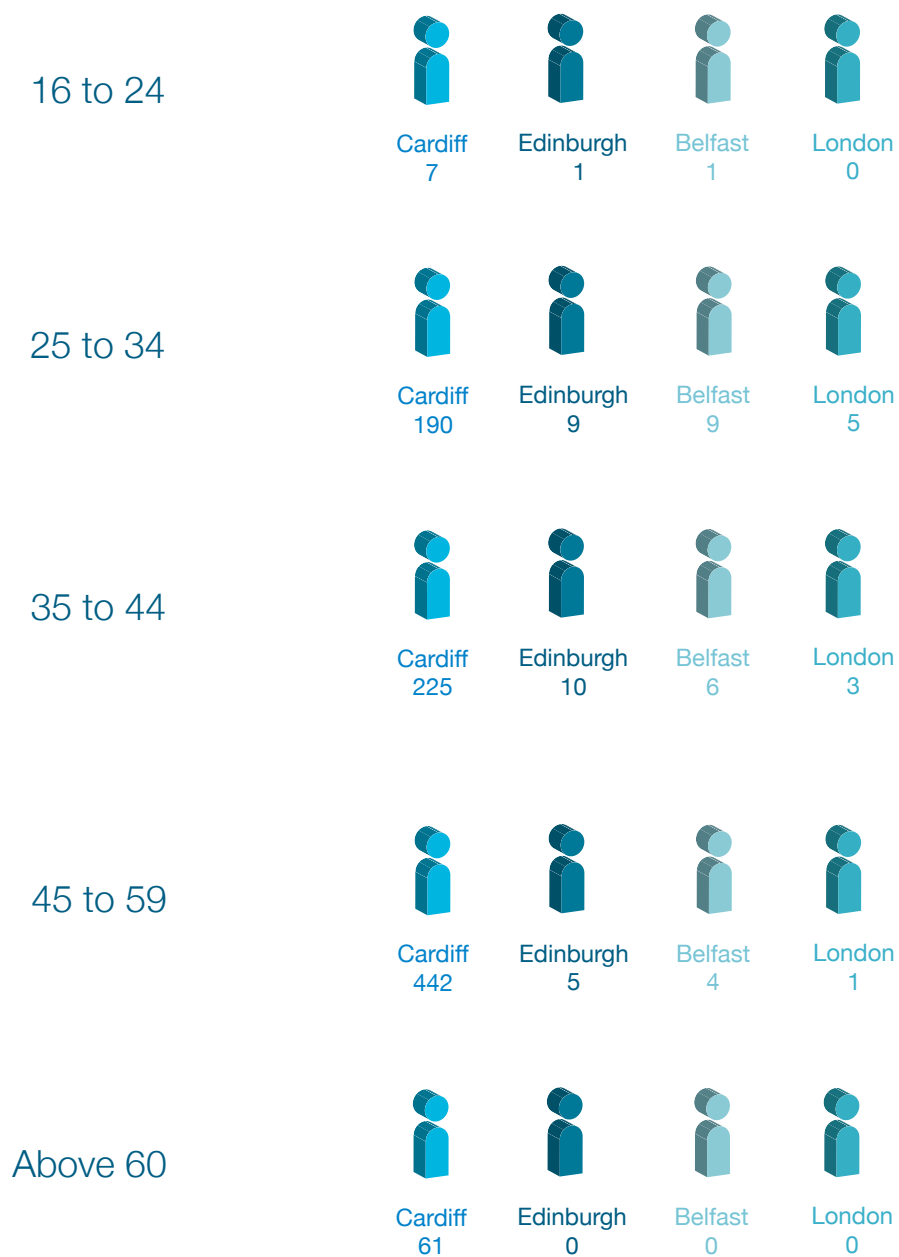


0 to 9	4
10 to 19	0
20 to 29	0
30+	0



Age Distribution by Location

1 April 2012 – 31 March 2013

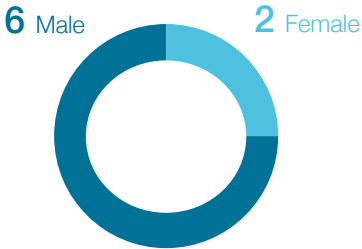


External Recruitment

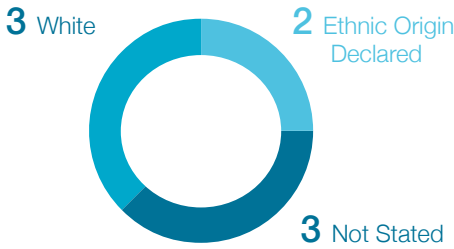
1st April 2012 – 31st March 2013

Our external recruitment application form allows us to gather information relating to three strands of diversity; gender, disability and ethnic origin. There were 8 external vacancies during this period.

External Recruitment
by Gender - **Appointed**



Internal Recruitment
by Ethnic Origin - **Declared**



Internal Recruitment
by Disability Status - **Declared**

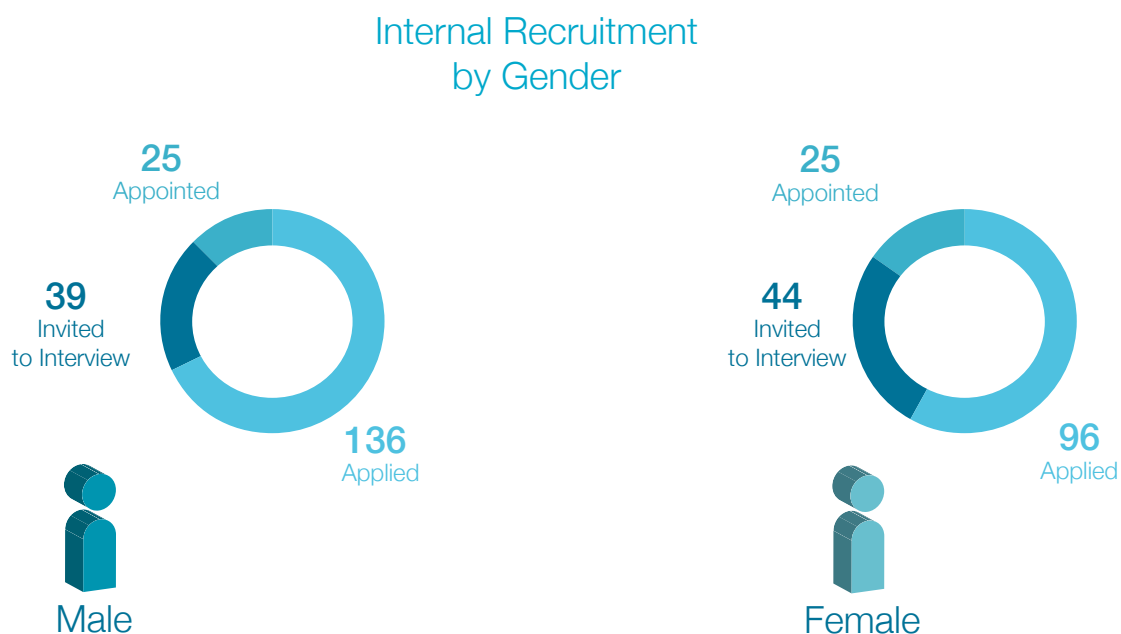


Internal Recruitment

1st April 2012 - 31st March 2013

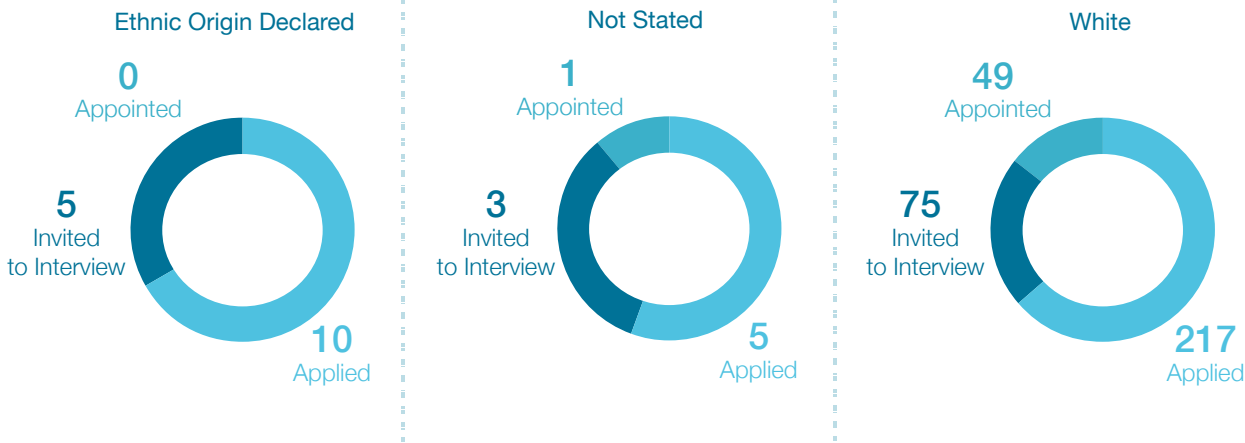
Information held on our staff reporting tool allowed us to provide feedback on 4 of the different strands of diversity; gender, ethnic origin, disability and age. We were also able to provide figures for part time/full time staff.

We received 232 internal applications in total, of which 58.6% were male. 53% of applicants invited to interview were female. 10 members of staff who applied for internal posts declared an ethnic origin and 7 members for a disability.

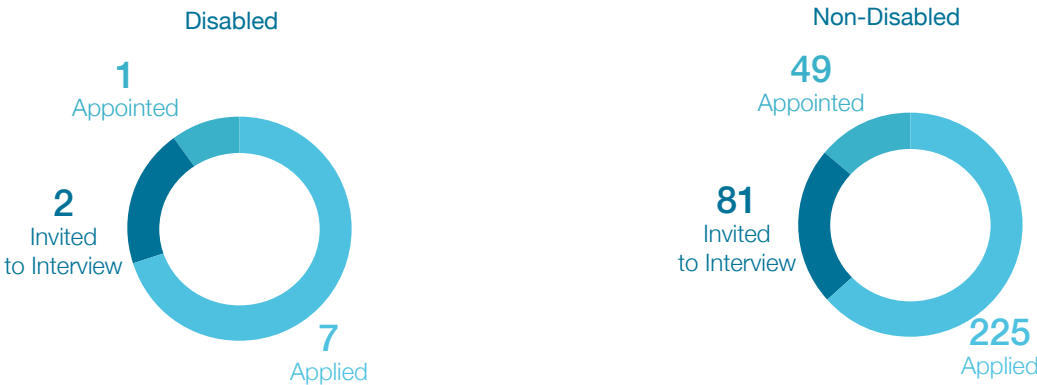


Internal Recruitment Continued

Internal Recruitment by Ethnic Origin

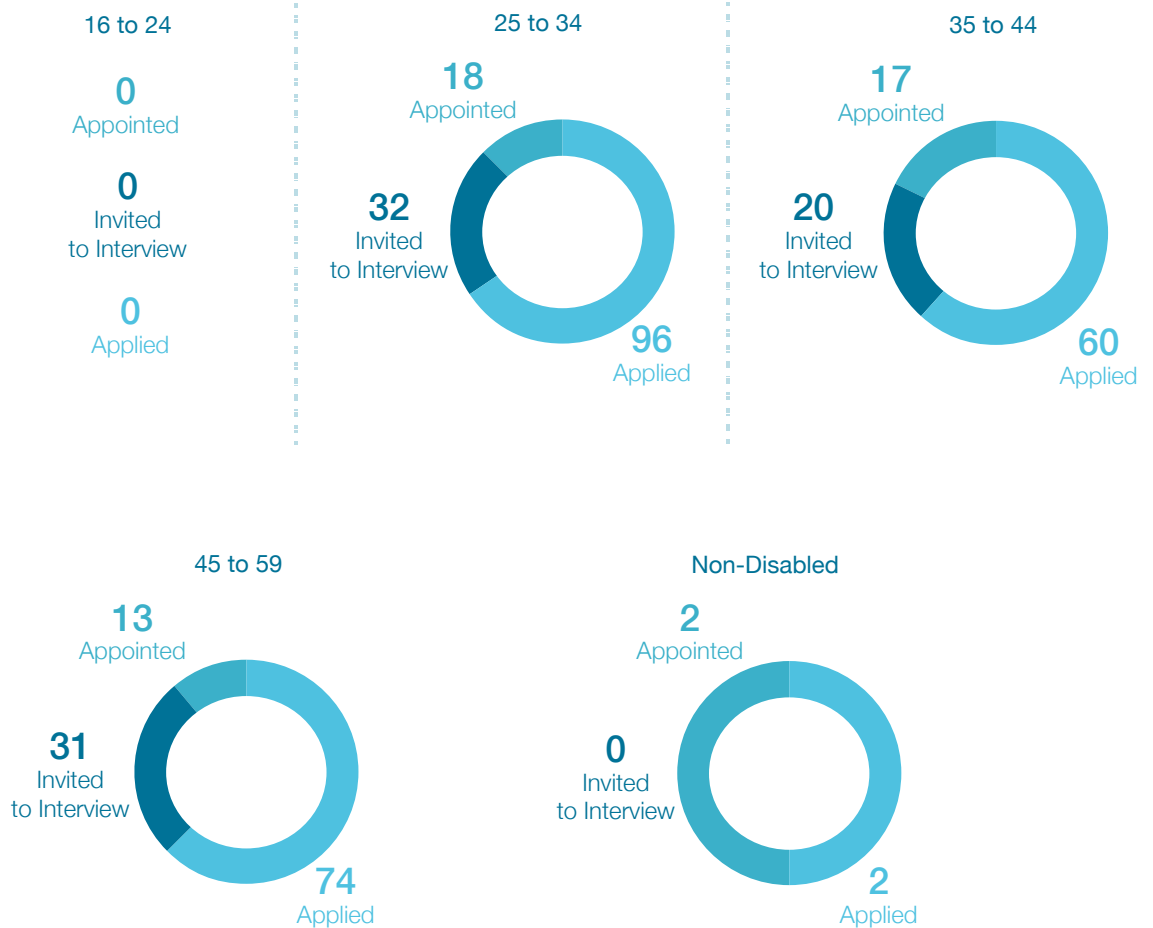


Internal Recruitment by Disability

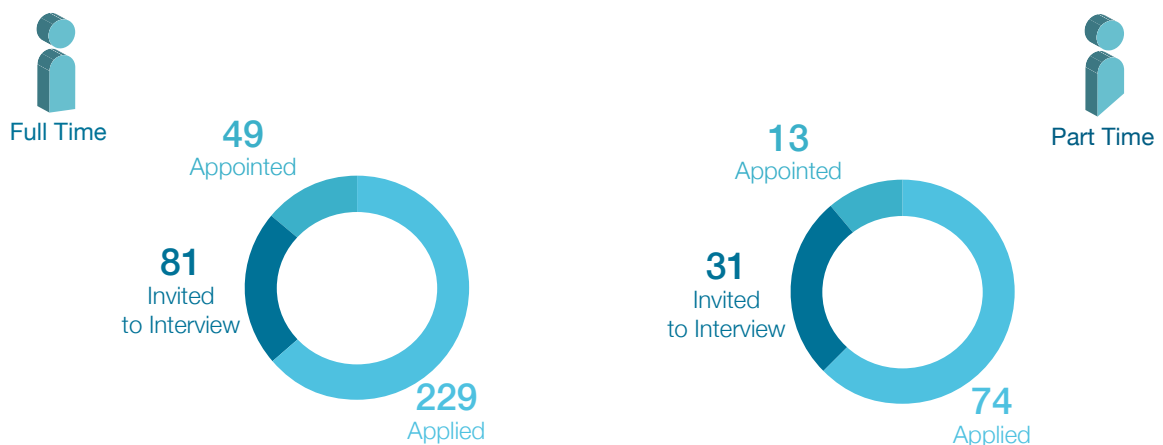


The most applications for internal posts were received from the age group 25-34 yr olds.

Internal Recruitment by Age



Internal Recruitment by Part Time



Improving how we deliver on diversity

Diversity Policy

The Companies House approach to diversity is set out in our Diversity Policy. Our aim is to make staff more aware of diversity through awareness events and training sessions within the organisation.

Equality Schemes

Companies House adheres to the Equality Schemes as set out by the Department for Business Innovation and Skills (BIS) to meet legislative obligations in line with the Equalities Act 2010, to ensure we are a fully inclusive and accessible organisation.

Employee Networks

At present there are no separate networks covering areas such as ethnicity or sexual orientation etc, however our Diversity Forum meets regularly and covers all aspects of diversity.

- The Forum addresses issues that affect CH employees and its customers by:
- Identifying and addressing equality/diversity related issues
- Promoting good practice
- Ensuring the agency maintains good practice by benchmarking against other organisations, and from time to time benchmarking our statistics and procedures against other organisations
- Providing managers and staff with a confidential point of contact, although any issues of a personal nature will be referred to the appropriate person
- Monitoring the agency's performance, making suggestions for improvements and assisting in their implementation

Access to specialist support and advice

Companies House is a member of the Employers Forum on Disability, a well respected organisation which can provide support in the delivery of our Diversity Policy. It offers a range of support including the sharing of best practice, advice lines, training, seminars, conferences and benchmarking opportunities. Further information is available on their website www.efd.org.uk

Report Summary

The statistics collated in this report will be used in a positive way in the creation of any new policies or procedures and to raise topics for discussion at future Diversity Forums. The aim of the report is also to ensure that:

- **Diversity remains top priority**

Diversity must continue to remain a key issue for Companies House to focus on. We aim to achieve this through our Diversity Forums, organisational elements and Civil Service Learning, which will raise staff awareness on any changes in legislation and what this means for them, and what is expected of them as individuals.

- **Key Actions**

Companies House will ensure that it remains focused on diversity by:

- continuing to monitor diversity through the recruitment process, training, performance review and all other aspects of employment
- refreshing the organisation's awareness of the topic through e-learning, organisational elements and Diversity Forum meetings
- providing advice on individual cases in relation to diversity
- updating the Diversity Policy in line with any changes in legislation
- Dealing with any initiatives that may arise from this or any subsequent reports

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