

HS2 Ltd
Workforce Report
2015



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1 Introduction

- 1.1.1 HS2 Ltd is building a new high speed railway to better connect people across Britain. It is our vision to be a catalyst for growth across Britain and to achieve this with a diverse workforce. We want to go beyond legal compliance and work towards being an exemplary organisation with regard to equality, diversity and inclusion (EDI). Our commitment to EDI is set out in our EDI Policy, our Corporate Plan and our EDI Strategic Framework and plan.
- 1.1.2 In these key documents, we set out our vision and commitment to embed equality, diversity and inclusion in all project activities.
- 1.1.3 We have made a commitment to look for measurable indicators that we have not only increased equal opportunity, skills and employment, but also ensured equal outcomes in the service that the HS2 project will provide. This will involve developing targets to measure progress, so that we can monitor how our aims are implemented.
- 1.1.4 This workforce report provides a baseline – a starting point from which we can progress. It provides information we need to create an inclusive and representative workforce at HS2 Ltd.

2 Legal and other considerations

- 2.1.1 Publishing this report helps HS2 Ltd meet its obligations under the Equality Act 2010 Public Sector Duty. The Public Sector Duty came into effect in April 2011. It covers discrimination on the grounds of age, gender, ethnicity, sexual orientation, marital or civil partnership status, disability, religion, gender reassignment, and pregnancy and maternity. It requires public authorities to comply with the general duty by:
- eliminating unlawful discrimination, harassment and victimisation and other conduct prohibited by the act;
 - advancing equality of opportunity between people who share a protected characteristic and those who do not; and
 - fostering good relations between people who share a protected characteristic and those who do not.
- 2.1.2 Monitoring the workforce and acting on the data will enable HS2 Ltd to take steps to meet its general duty on EDI.

3 Key EDI achievements

- 3.1.1 We are working towards achieving our commitments on EDI, and are implementing our EDI Strategic Framework and Plan for 2015-2018. We have:
- published an Equalities Impact Assessment (EQIA) of Phase One HS2 Ltd and submitted it to Parliament when the hybrid Bill was deposited. It identified the project's potential impacts and their consequential effects on equality in its

construction and operation (November 2013);

- developed and implemented a range of measures to ensure that EDI issues are integrated into the hybrid Bill process. For example, in December 2013 we appointed an Equalities expert witness to support the Select Committee process and work in collaboration with Queen's Counsel to ensure that our mitigation processes are fair and equitable. This will ensure that we hear the concerns and issues raised by all communities in relation to mitigation processes;
- published an updated EQIA for Euston (October 2015);
- strengthened our leadership and capacity on EDI by appointing a champion (December 2013) at board level and recruiting a strategic lead (February 2014). This will make sure there is sufficient leadership and support to embed EDI in the work of HS2 Ltd, both internally and externally;
- approved an EDI policy to provide a framework for our work in this area (June 2014);
- provided EDI training for the board and all staff to raise awareness of EDI's value to the project and our legal obligations (August 2014, ongoing);
- appointed Education Ambassadors to help to raise girls' aspirations and awareness of career options in construction and engineering (September 2014);
- held supply chain conferences to inform prospective suppliers of our commitment to attracting a diverse range of suppliers (2013 – 2015);
- started work on setting out our expectations on EDI to our supply chain;
- started work on establishing links with external organisations in order to drive change around EDI in construction related industries;
- undertook a review of good practice on EDI in order to benchmark our EDI practice;
- started to develop accessible and inclusive methods of communicating with people;
- worked with external organisations, such as Construction Youth Trust (June 2014) and the Smallpeice Trust (October 2014), on initiatives to encourage girls and women to consider careers in engineering. This will help us to make the construction industry a career of choice for women; and
- developed a strategic framework document to set out our vision, objectives, aims and activities on EDI.

4 Monitoring workforce data

4.1.1 From an employment perspective, it is common to monitor all of the protected characteristics (age, gender, ethnicity, sexual orientation, marital or civil partnership status, disability, religion, gender reassignment, and pregnancy and maternity). We are working towards

producing comprehensive diversity reports covering all aspects of employment, such as recruitment, starters, leavers, training, appraisal, and pay and other benefits. This is our first workforce diversity report and we are committed to developing our capacity to produce more comprehensive reports in future.

5 Workforce data analysis – 31 March 2015

5.1.1 Our workforce is made up of direct employees and other kinds of workers. The data in this report is restricted to employees. As participation in our information gathering is voluntary, there are some gaps in our data. One of our priorities is to encourage more staff to provide data, so we have more robust diversity data about our employees.

5.1.2 The data that forms the basis of this report is presented in six tables:

- Table 1 sets out a profile of employees by gender;
- Table 2 sets out a profile of employees by age and job level;
- Table 3 sets out a profile of employees by sexual orientation;
- Table 4 sets out a profile of employees by religion and belief;
- Table 5 sets out a profile of employees by ethnicity; and
- Table 6 sets out a profile of employees who have declared they have a disability.

Diversity profile: gender

Table 1: Employee profile – gender by job level

Level	Female	Male	Female (%)	Male (%)
Director	4	18	18%	82%
Head of function	0	7	0%	100%
Senior manager	33	62	35%	65%
Manager	42	65	39%	61%
Adviser	60	49	55%	45%
Assistant	46	28	62%	38%
Total	185	229	45%	55%

Note: These figures are based on relevant information being available for all 414 employees.

Comment: The data is clear and indicates that women are under-represented in HS2. This is being addressed in the action plan.

Diversity profile: age

Table 2: Employee profile – age by job level

Level	15-24	25-34	35-44	45-54	55-64	65+	Total
Director			34	14	5		53
Head of function			39	2	2		43
Senior manager	1	28	39	21	7		96
Manager		47	34	19	7		107
Adviser	13	48	20	7	5		93
Assistant	8	69	8	4	1		90
Total	22	192	106	67	27		414
HS2 Ltd employees - percentage	5%	46%	26%	16%	7%		100%

Note: These figures are based on relevant information being available for all 414 employees.

Comment: The data indicates that the majority of HS2 employees are between the ages of 25 and 34, although there is a good spread across all age groups with the exception of the 15-24s. Steps are being taken to increase the number of apprenticeships and look at ways of encouraging more young people to join HS2 where opportunities arise.

Diversity profile: sexual orientation

Table 3: Employee profile – Sexual orientation

		Percentages
Gay man	15	4%
Heterosexual	315	85%
Lesbian	3	1%
Prefer not to say	36	10%
Total	369	100%

Note: The figures above are based on relevant information being available for 369 employees. Gaps in the data are being addressed and one of HS2 Ltd's aims is to gain Stonewall accreditation.

Diversity profile: religion

Table 4: Employee profile – religion and belief by job level

	Atheist, secular, agnostic	Christian	Hindu	Muslim	Sikh	Other religion or belief	Prefer not to say
Director	8	7					
Head of Function	1	5					
Senior Manager	37	31	4	3	2	1	
Manager	30	44	4	4	2	1	
Advisor	45	28	3	3	1		
Assistant	19	25	4	5		2	
Total	140	140	14	15	5	4	25
Percentage	41	41	4	4	1	1	7.5

Note: Above figures based on relevant information being available for 340 employees. Gaps in the data are being addressed. Meanwhile, a review of the recruitment policy will help to address and minimise any barriers to recruitment of staff of different religions.

Diversity profile: ethnicity

Table 5: Employee profile – ethnicity by job level

Level	Asian and Mixed Asian	Black and Mixed Black	White	Other	Prefer not to say
Director			11		1
Head of Function			6		
Senior Manager	10	3	68	2	7
Manager	11	4	77	2	6
Advisor	10	11	60	2	6
Assistant	9	8	34	3	1
Total	40	26	256	9	21
Percentage	11	7	73	3	6

Note: the figures above are based on relevant information being available for 352 employees. Gaps in the data are being addressed and a review of recruitment policy will help to minimise any potential barrier to the recruitment of staff on the basis of ethnicity.

Diversity profile: disability

Table 6: Employee profile – people who have declared they are disabled

	Disabled person	Non-disabled person	Prefer not to say	Total
Total	5	409	0	414
Percentage	1	99		100%

Note: The figures above are based on relevant information being available for all **414** employees. HS2 has made a commitment to work towards achieving the standards in the 'Two Ticks' award.

6 EDI Action Plan 2015 – 2017

HS2 Ltd's EDI Strategic Framework and Action Plan for 2015 – 2020 sets out the following aims, goals and priority activities in relation to the workforce.

Aims

HS2 is recognised as an exemplar organisation on equality, diversity and inclusion, and is an employer of choice, attracting and retaining the best talent.

Goals

- To embed EDI in all HS2 Ltd's functions.
- To create a diverse, highly skilled and engaged workforce at all levels.
- To create an effective EDI monitoring system and capability to enable analysis, evidence-based decision making and tracking of progress on EDI.

Priority activities for 2015 – 2017

- Develop a clear strategic framework and action plan for EDI for the period 2015 – 2020 and incorporate the actions in the HS2 Ltd Business Plan.
- Develop and deliver EDI training for all staff.
- Include clear statements of accountability and competence on EDI for all posts and include EDI objectives in personal objectives.
- Develop an equality analysis tool, train staff on use of the tool and carry out equality analysis of all corporate policies and procedures.
- Establish an EDI Steering Group.
- Set targets to increase the representation of women at senior levels and in certain professions and roles.
- Review our recruitment and selection processes to ensure they do not adversely affect any group on the basis of their protected characteristics, and enable the attraction and selection of the best talent.
- Develop and improve our capacity for data collection analysis and reporting.