



Department
for Business
Innovation & Skills

**BIS WORKFORCE INFORMATION
2015**

Equality, Diversity and Inclusion

JANUARY 2016

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Introduction

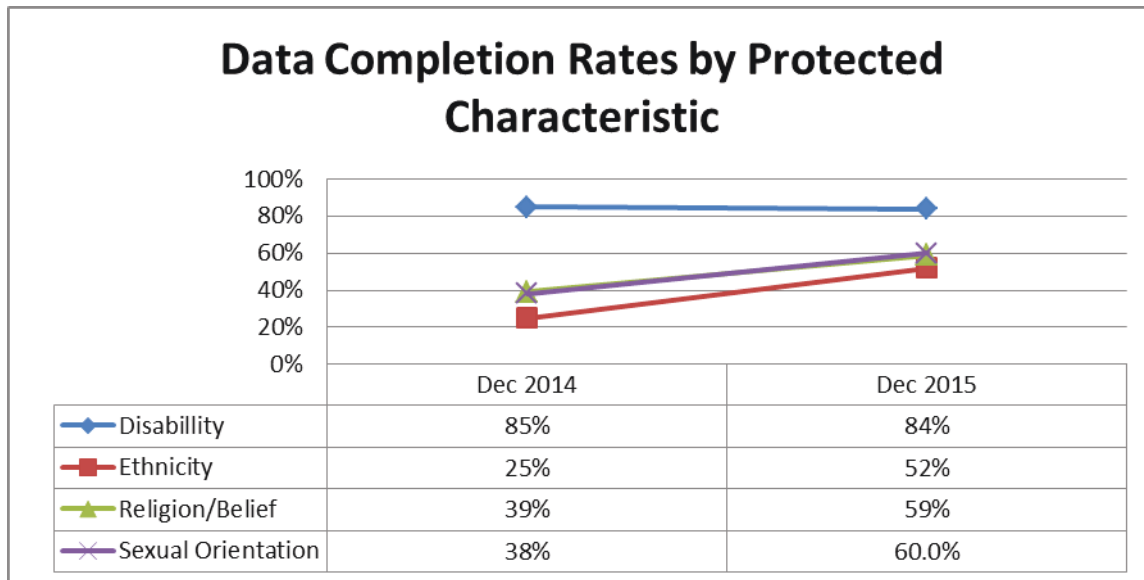
The Department for Business, Innovation and Skills (BIS) is committed to embracing and valuing diversity and promoting equality of opportunity within its workforce. Our goal is to ensure that these commitments, reinforced by our values, are embedded in our day-to-day working practices with all our customers, colleagues and partners.

This document provides BIS data on equality and diversity in relation to its workforce for the 2015 calendar year, as required under the Public Sector Equality Duty.

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 six 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 Diversity Information Completion rates (as at 31 December 2015)



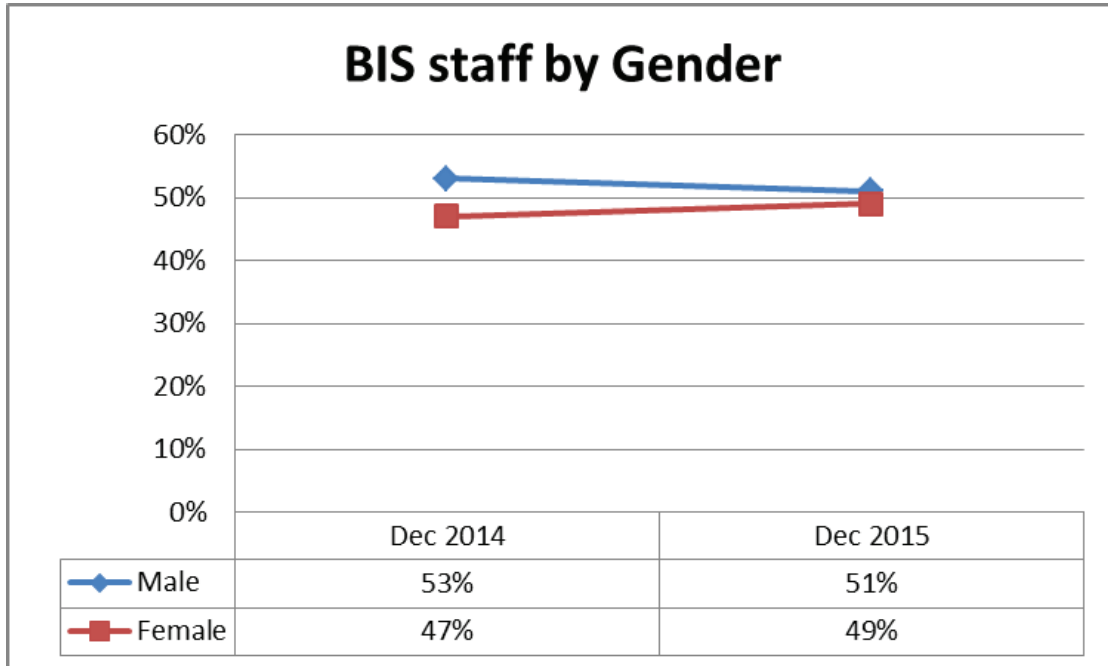
Diversity information completion rates for ethnicity, religion or belief and sexual orientation have increased significantly, by between 20 and 27 percentage points throughout 2015, following a wide-ranging campaign over the last 18 months to encourage staff to provide their diversity information.

Improving our knowledge of our workforce remains a priority for BIS as it allows us to monitor our representation and the effectiveness of our internal policies. It remains optional for staff to share their information. Staff can also “prefer not to say” for any or all characteristics, which allows them to participate without disclosing the specific information.

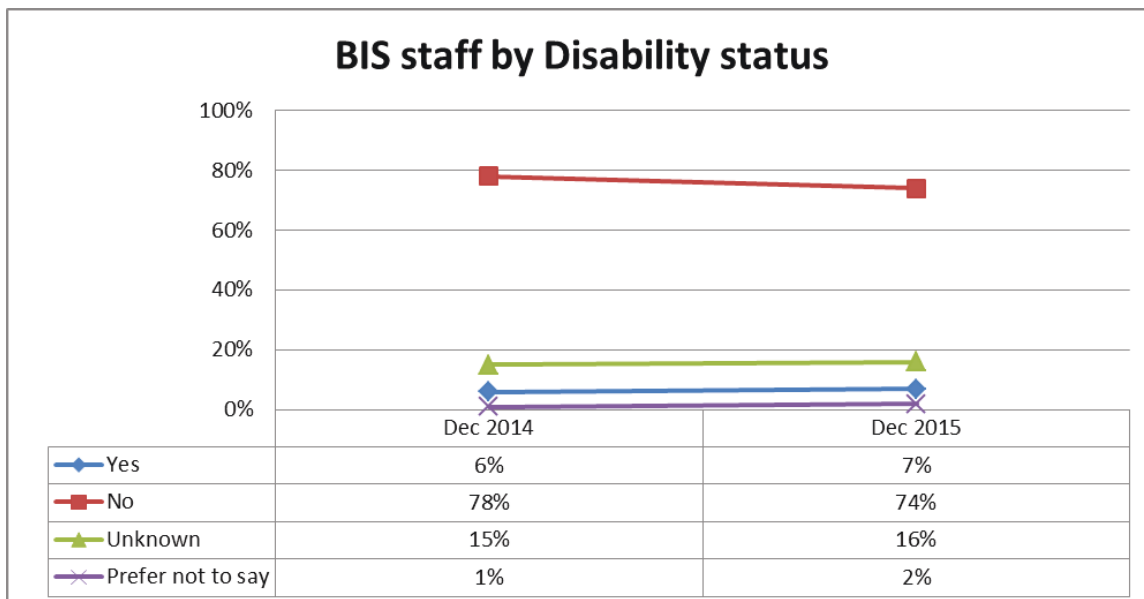
Staff in Post (31 December 2015)

Core BIS (including UKTI) workforce by protected characteristics

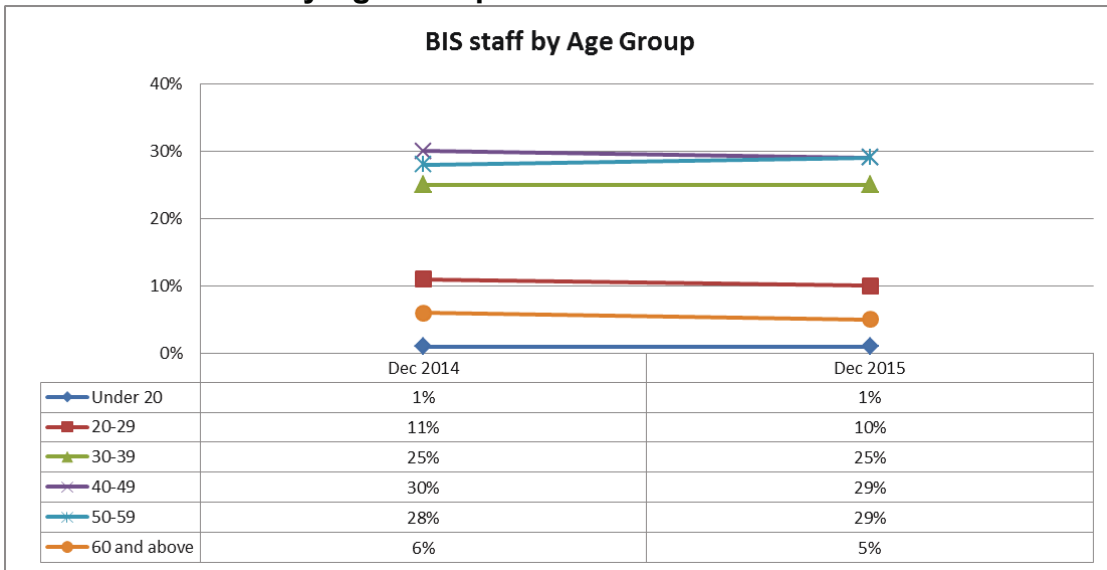
Overall workforce by Gender



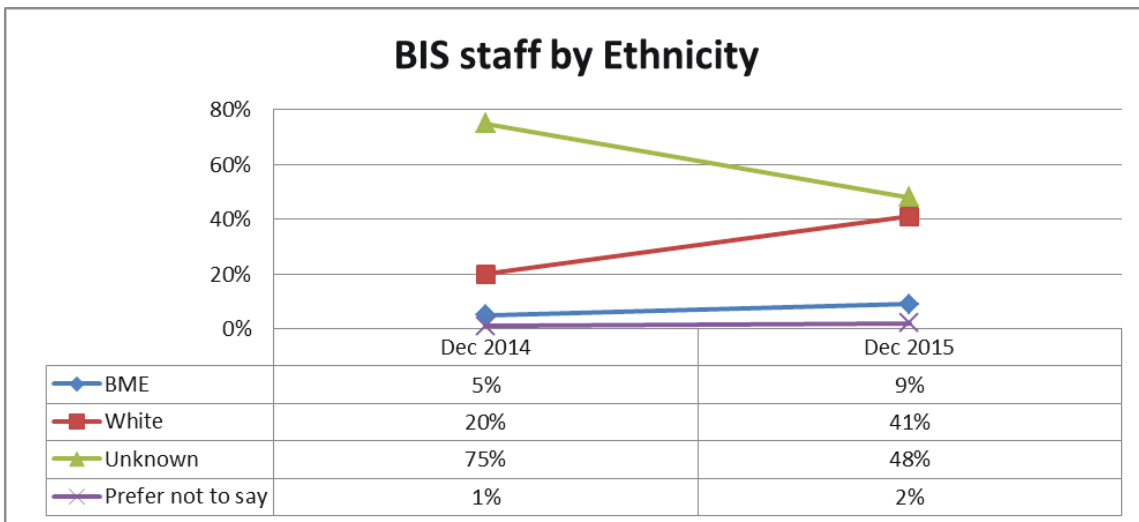
Overall workforce by Disability status



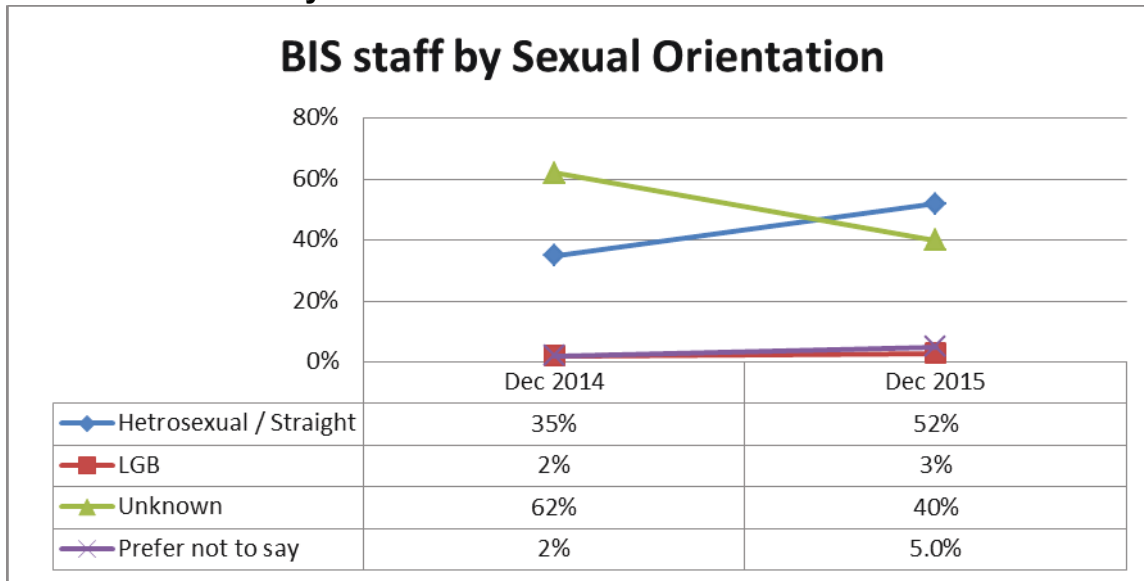
Overall workforce by Age Group



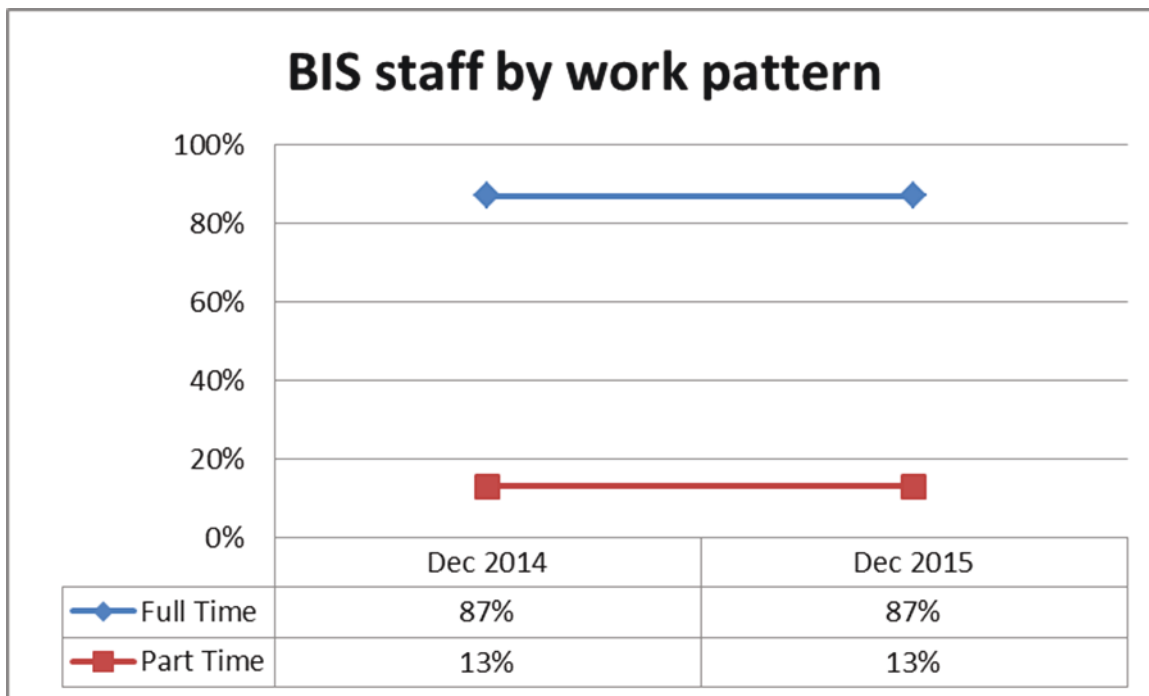
Overall workforce by Ethnicity



Overall workforce by Sexual Orientation



Overall workforce by Work Pattern



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 to request a flexible working arrangement to balance their work and personal commitments, including:

Part-time, flexi-time or compressed working hours;

Job sharing;

Annualised hours; or

Career breaks / special leave (paid or unpaid).

We expect line managers to consider all requests fairly, evenly and on their individual merits, taking the needs of the business, team and individual into account. BIS also supports flexibility for a wide range of activities such as volunteering, training or community work.

Gender Pay Gap

The table below shows the difference in median salaries between the genders at each level within BIS as at 31 March 2015.

	Male	Female	Difference
SCS PB 2	91,261	86,100	5.99%
SCS PB 1	70,150	69,072	1.56%
Grade 6	61,855	61,958	-0.17%
Grade 7	49,692	49,607	0.17%
SEO	37,716	36,811	2.46%
HEO	32,202	30,191	6.66%
EO	25,907	25,903	0.02%
AO/AA	22,910	22,910	0.00%

EHRC guidelines state that difference greater than 5% should be investigated and that patterns of difference of 3% or more should be looked into. The pay gap at SCS PB2 therefore should be investigated however it is likely that this gap is partly the result of the relatively small number of employees in these senior posts. Following the implementation of the 2015 pay award, gaps in base pay levels for all grades below the SCS, when broken down into London and National areas, were less than 3%.

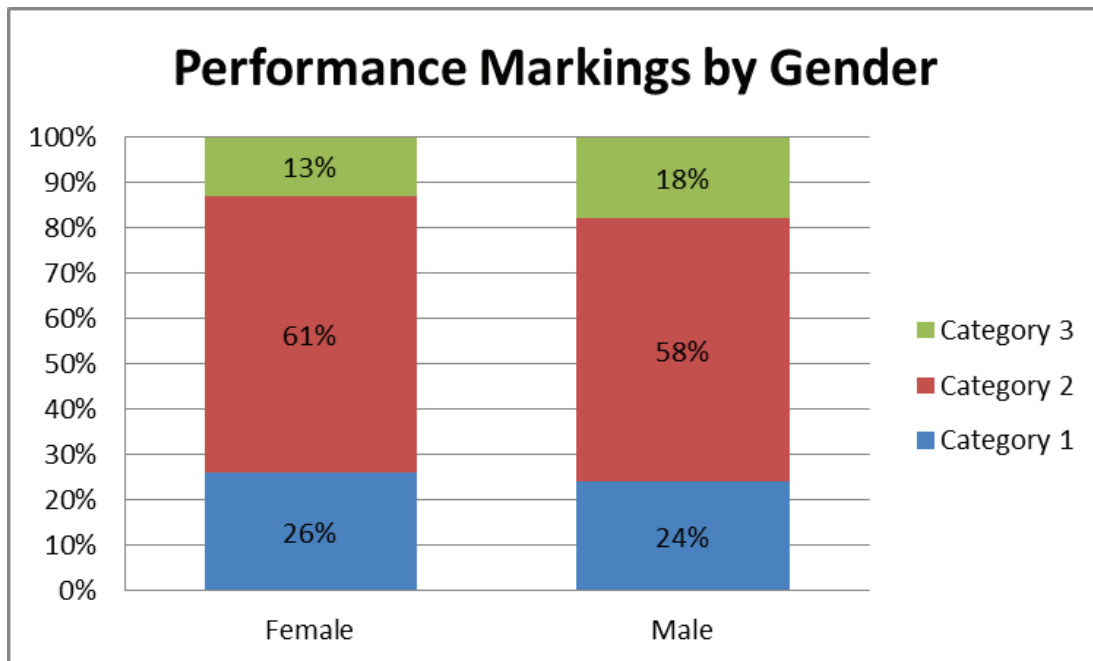
We are looking to carry out a full equal pay review in 2016.

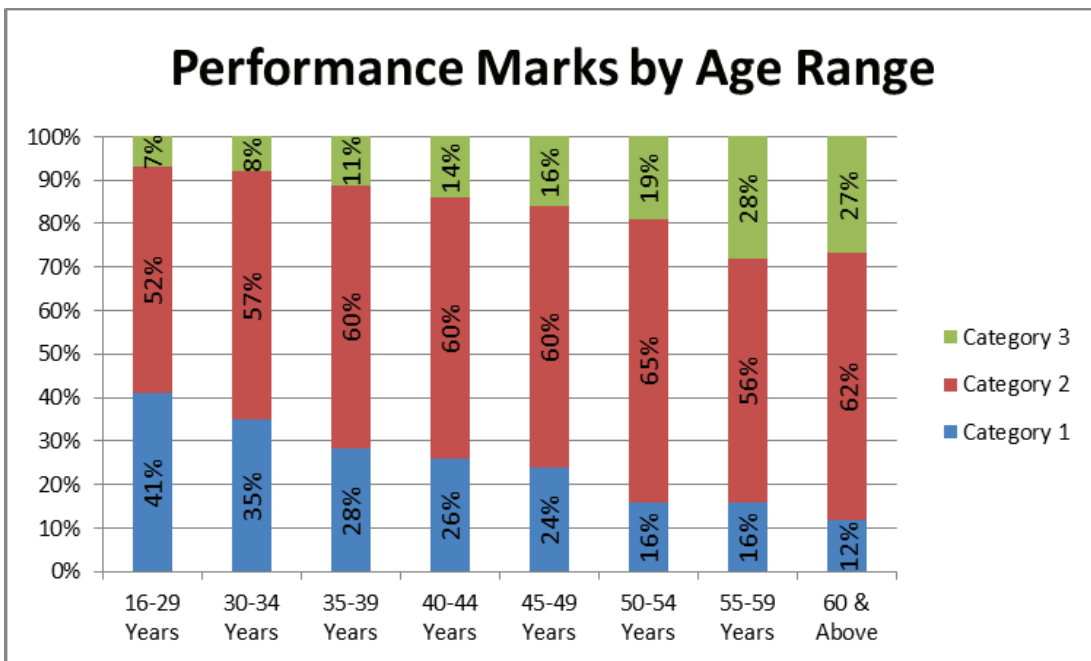
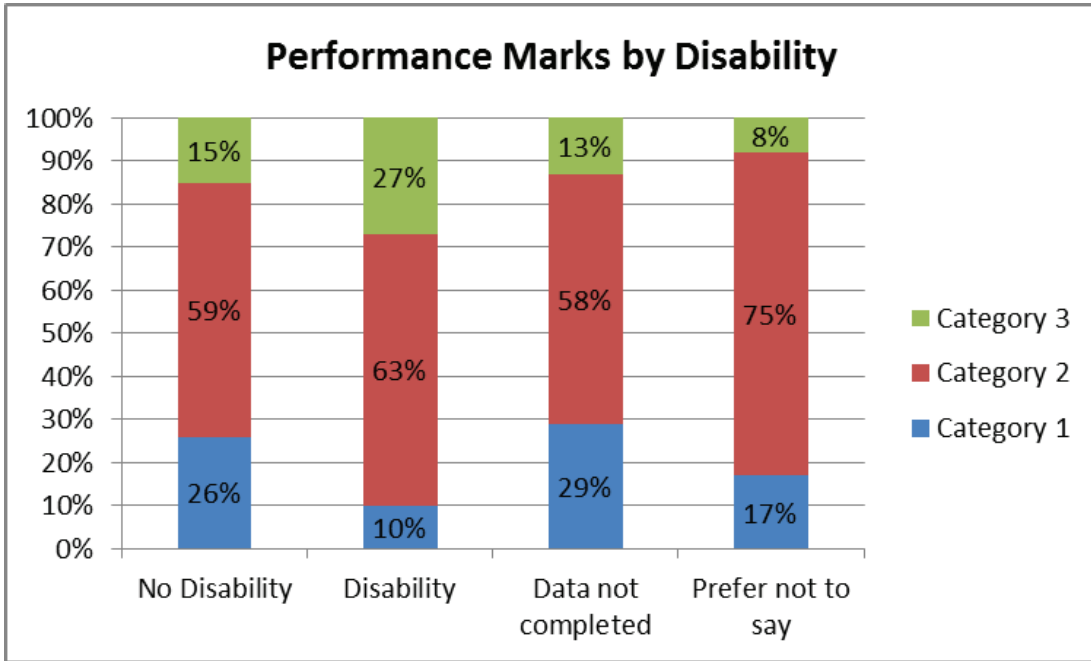
Performance Management (2014/15)

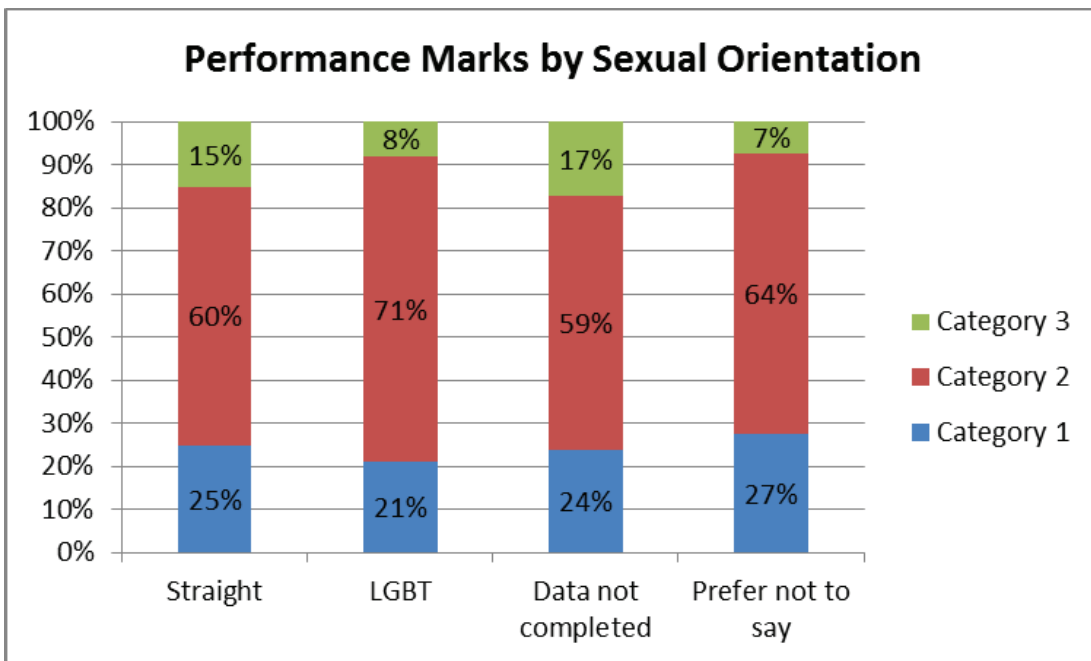
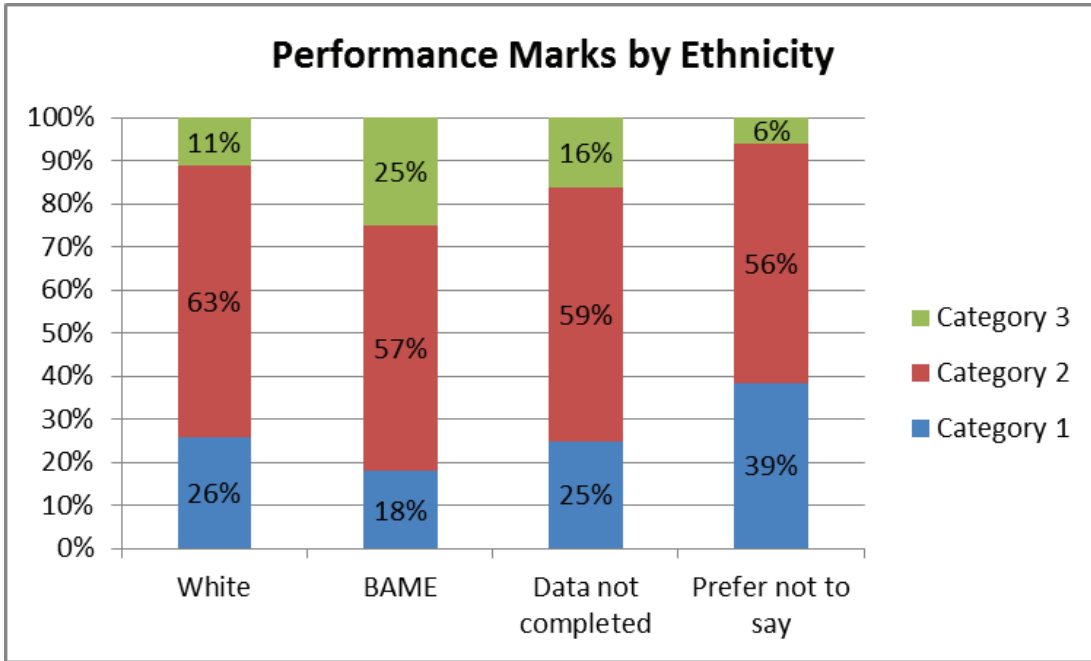
The tables below show performance management ratings for 2014/15 by protected characteristic. This uses declaration data as at 31 March 2015. Although diversity data completion had increased between April 2014 and March 2015, levels were still lower than at present, and so the data provided and the story indicated in respect of ethnicity, disability and sexual orientation should still be treated with caution. However, the data for age and gender is known to be an accurate representation of the picture across the department as a whole.

For the performance year 2014/15 the guided distribution for ratings was: Category 1 (20-25%), Category 2 (50-60%), Category 3 (20-25%).

End of Year Performance Management data for 2014/15







Recruitment (from 1 January 2015 to 31 December 2015)

The following tables provide the data on all recruitment activity processed through the Civil Service Resourcing system throughout the 2015 calendar year. BIS received applications in excess of 7000 during this period, of which over 1% have led to a formal offer being made. The percentages demonstrate the proportion of applicants belonging to the relevant characteristic group at each stage of the recruitment process.

Gender

	Female	Male	Prefer not to say
Total Applications	43%	56%	1%
Success at Sift	45%	54%	1%
Formal Offer	52%	48%	0%

Disability

	Yes	No	Prefer not to say
Total Applications	8%	83%	9%
Success at Sift	7%	83%	10%
Formal Offer	3%	91%	5%

Age

	16-29	30-39	40-49	50+	Prefer not to say
Total Applications	24%	33%	25%	13%	5%
Success at Sift	27%	35%	23%	11%	5%
Formal Offer	44%	39%	9%	6%	2%

Ethnic Origin

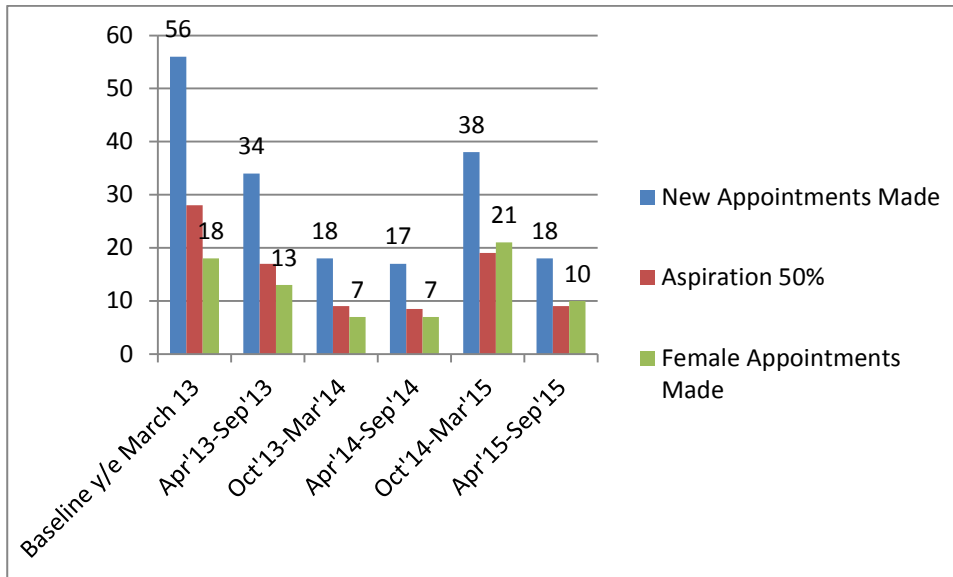
	White	BAME	Prefer not to say
Total Applications	66%	29%	5%
Success at Sift	73%	23%	4%
Formal Offer	72%	24%	3%

Sexual Orientation

	Heterosexual	LGBT	Prefer not to say
Total Applications	87%	4%	9%
Success at Sift	87%	5%	8%
Formal Offer	87%	9%	4%

Public Appointments

The following graph details BIS's progress against the Government's aspiration that 50% of all public appointments should be female. Between October 2014 and September 2015, 55% of all BIS public appointments were female.



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

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 December 2015 - [BIS People Survey 2015](#).



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