

Annual equality and diversity report 2008/2009

Introduction

The BBSRC's diversity strategy 2008-10, equality schemes and associated action plans outline how BBSRC will meet the general and specific duties that equality legislation places on public authorities. This annual report outlines the progress that BBSRC has made during 2008/2009 against our equality scheme and associated action plan and provides comment and analysis on supporting data covering:

- staff in post (including employment status)
- recruitment (applicants and those appointed)
- equal pay (including starting salary)
- applicants for and attendance on training and development courses
- promotion
- performance appraisal
- grievance and discipline cases
- leavers

The report also covers equality and diversity initiatives undertaken during the year and comment on the impact of our policies on equality and diversity. The report will be published on the BBSRC website.

The report and supporting data covers all BBSRC establishments: Swindon Office (SO), the Institute for Animal Health (IAH), the Institute of Food Research (IFR), the John Innes Centre (JIC), Babraham Institute (BI), Rothamsted Research (RRes) including North Wyke, and The Operations Centre (TOC).

BBSRC Diversity Strategy, equality schemes and action plans

Taking account of the findings from the diversity audit in 2007, the BBSRC diversity strategy was revised and issued in April 2008. Also, during this report year, work began on combining the existing gender, race and disability equality schemes into a single publication, which was agreed and published in July 2009. Accordingly, the supporting action plans were also combined into a single equality duty action plan and published at the same time.

Staff in post

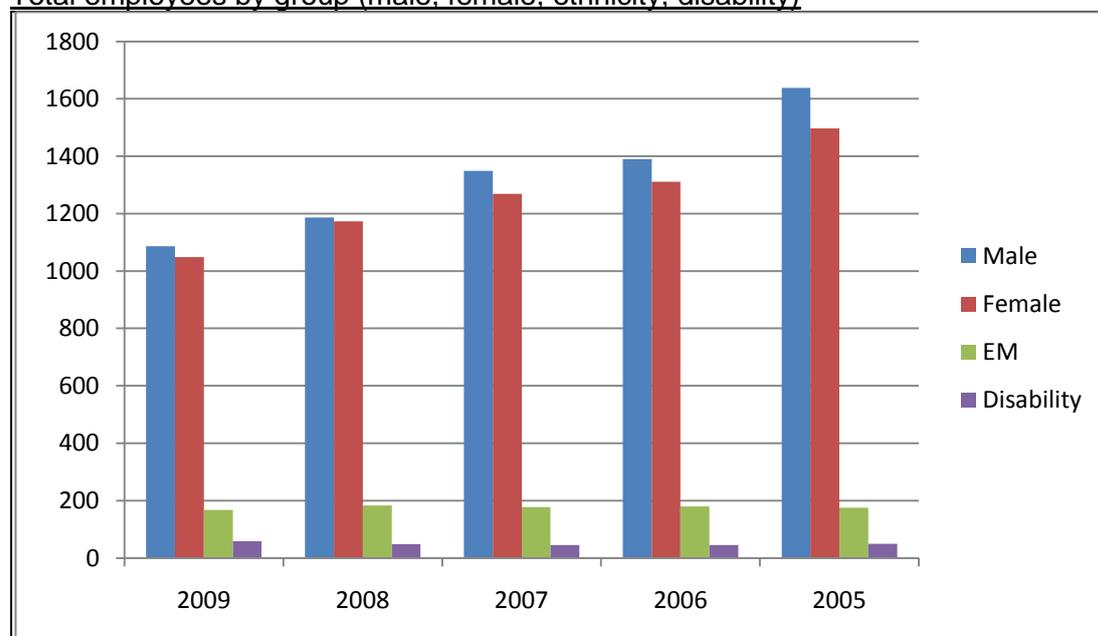
The following tables and graphs show the total number of employees, the percentage of females in each pay band and the number of staff by contract type as at 1 April each year since 2005.

Overall staff in post: The overall number of BBSRC employees has been in steady decline over the 5 year period. The past year, 2008 / 2009, was no exception with a further reduction of around 10% primarily due to the transfer of staff from the Institute of Grassland and Environmental Research to the University of Aberystwyth. Gender representation has remained virtually constant over the 5-year period (between 48% and 50%), whilst ethnic minority (EM) representation and employees who have declared a disability have both marginally increased - 5.6% increasing year-on-year to 7.9% and 1.6% increasing to 2.8% respectively.

Total employees by group (male, female, ethnicity, disability) and % of workforce

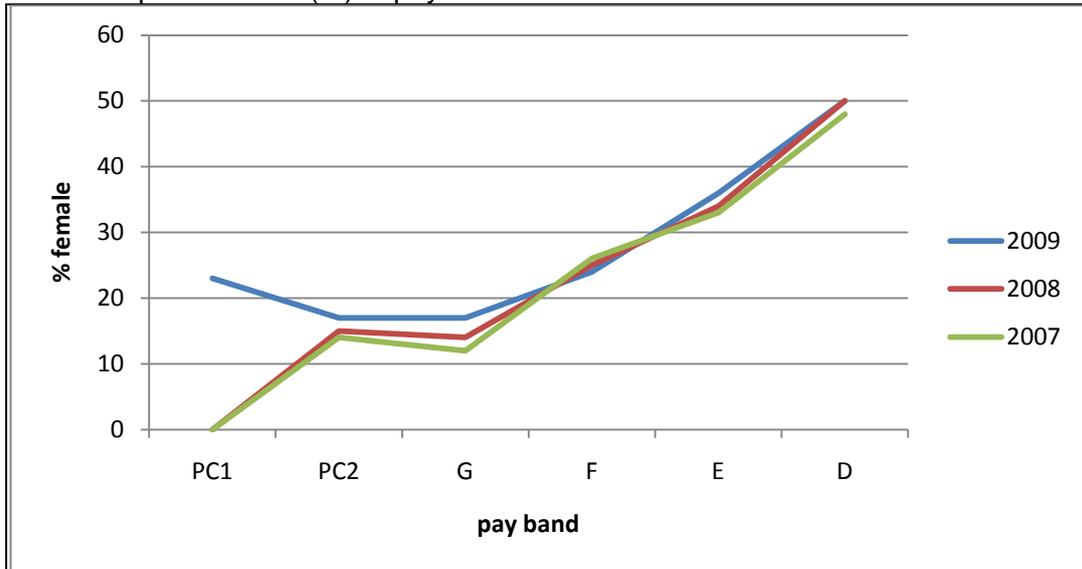
	Male	Female	EM	Disability	Total
2009	1086 (51%)	1049 (49%)	168 (7.9%)	59 (2.8%)	2135
2008	1187 (50%)	1173 (50%)	183 (7.8%)	49 (2.1%)	2360
2007	1349 (52%)	1269 (48%)	178 (6.8%)	45 (1.7%)	2618
2006	1390 (52%)	1311 (48%)	180 (6.7%)	45 (1.7%)	2701
2005	1638 (52%)	1497 (48%)	175 (5.6%)	50 (1.6%)	3135

Total employees by group (male, female, ethnicity, disability)



Percentage of females by pay band: The following graph shows the percentage of females in each pay band for the past 3 years. Bands C to A are not shown graphically but are included in the table below. Whilst the trend of lower representation in the higher pay bands and vice versa is not uncommon across many employment sectors, there have been increases at Bands E, F and G over the past 5 years with an overall increase of some 5% over the 5-year period. This suggests that female recruitment and retention is gradually improving but more detailed examination will be required in future to determine whether women are being appointed or promoted (or both) to the higher pay bands. The number of female employees in Bands PC1 and 2 is statistically small and consequently marginal increases impact significantly on their overall representation. N.B. In 2008, BBSRC introduced a new band structure to take account of pay harmonisation with the other Research Councils.

Female representation (%) in pay bands PC1 to D

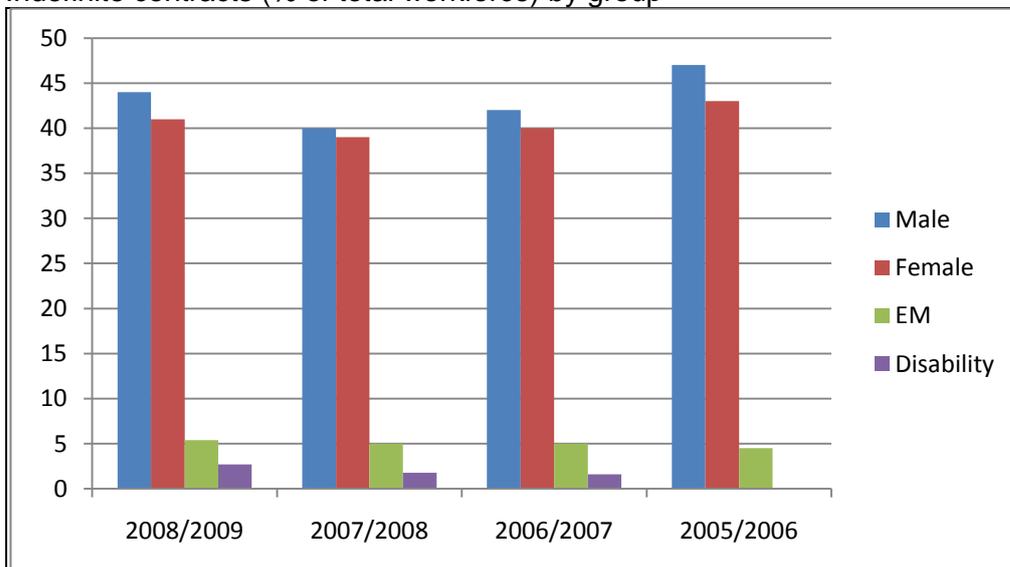


Female representation (%) in all pay bands over the past 5 years:

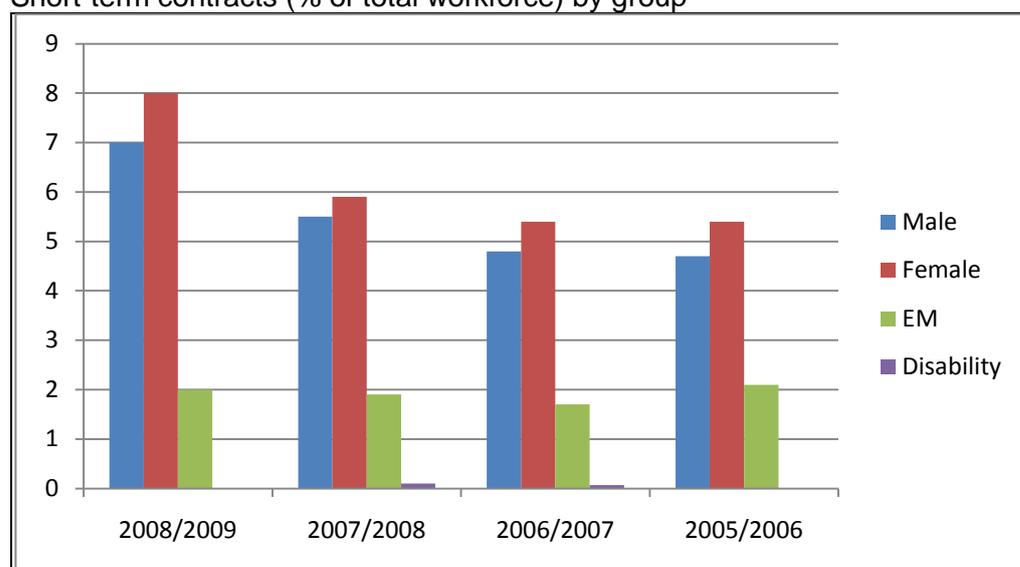
Year	PC1	PC2	G	F	E	D	C	B	A		
2009	23	17	17	24	36	50	59	67	64		
2008	0	15	14	25	34	50	60	67	71		
	1	2	3	4	5	6	7	8	9		
2007	0	14	12	26	33	48	60	59	62	60	82
2006	9	14	15	23	33	48	60	59	62	59	81
2005	8	13	13	19	33	46	60	59	62	58	83

Staff by contract type – percentage of total workforce: The 2 graphs below show that the percentage of staff on indefinite contracts, as a percentage of the total workforce, has not changed dramatically over this report period compared to previous years. The proportion of both male and female staff on short term contracts has, however, increased year-on-year since 2006. Short-term contracts are often linked to grant funding periods; the use of short-term contracts will be reviewed jointly with the Trade Union Side during 2009/10.

Indefinite contracts (% of total workforce) by group



Short-term contracts (% of total workforce) by group



Recruitment

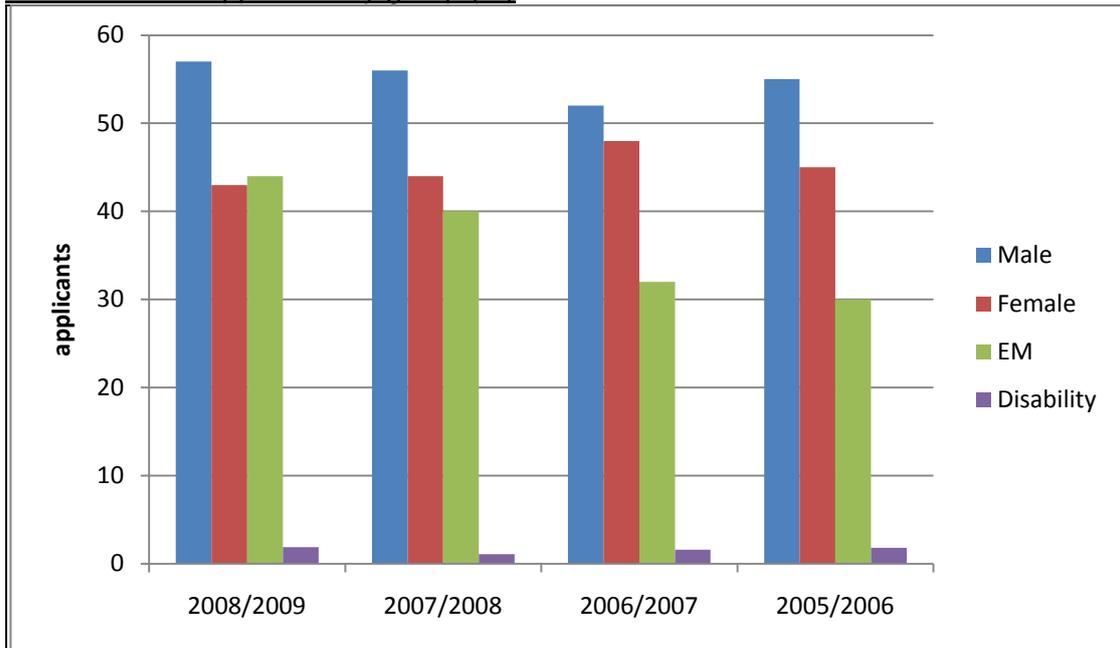
The next 3 graphs show applicants, those short-listed and those appointed respectively since 1 April 2005. Overall recruitment fell by over 50% in 2008/2009 compared to 2006/2007.

The data in the graphs is expressed as percentages and indicates that BBSRC attracts fewer female applicants than males but females are more successful in securing appointments. This trend continued in 2008/2009 with over 50% of all appointments being women from only 43% of applicants.

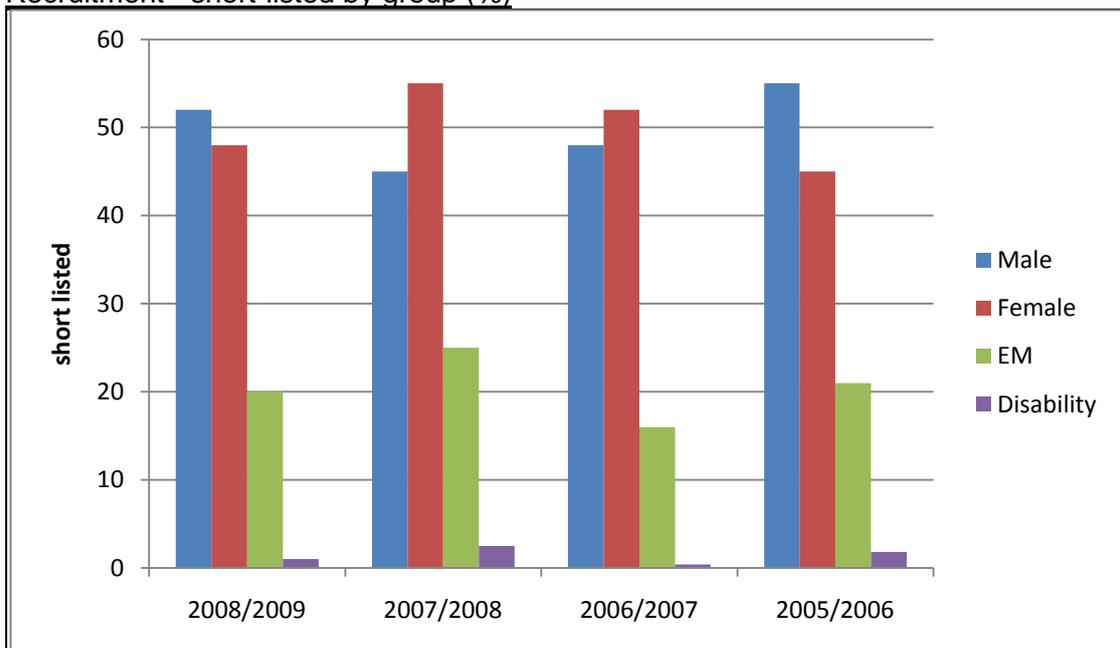
EM recruitment is also healthy and proportionately BBSRC attracts applicants in significant numbers – 44% in 2008/2009. Similarly, the number appointed (14% in 2008/2009) is significantly higher than societal norms (around 9%).

BBSRC has worked with its establishments to identify ways of encouraging more applicants from the minority groups and this appears to be generating results. However, attracting applications from those with a disability remains a concern, although low applicant rates may often be compounded by people being unwilling to declare their disability when applying for vacancies. To assure applicants in future that, as a good employer, BBSRC recognises the issues that affect people with disabilities, we intend to better communicate our policies on employing people with disabilities via our website and will continue to use Two Ticks as one of the guiding principles in recruitment and employment.

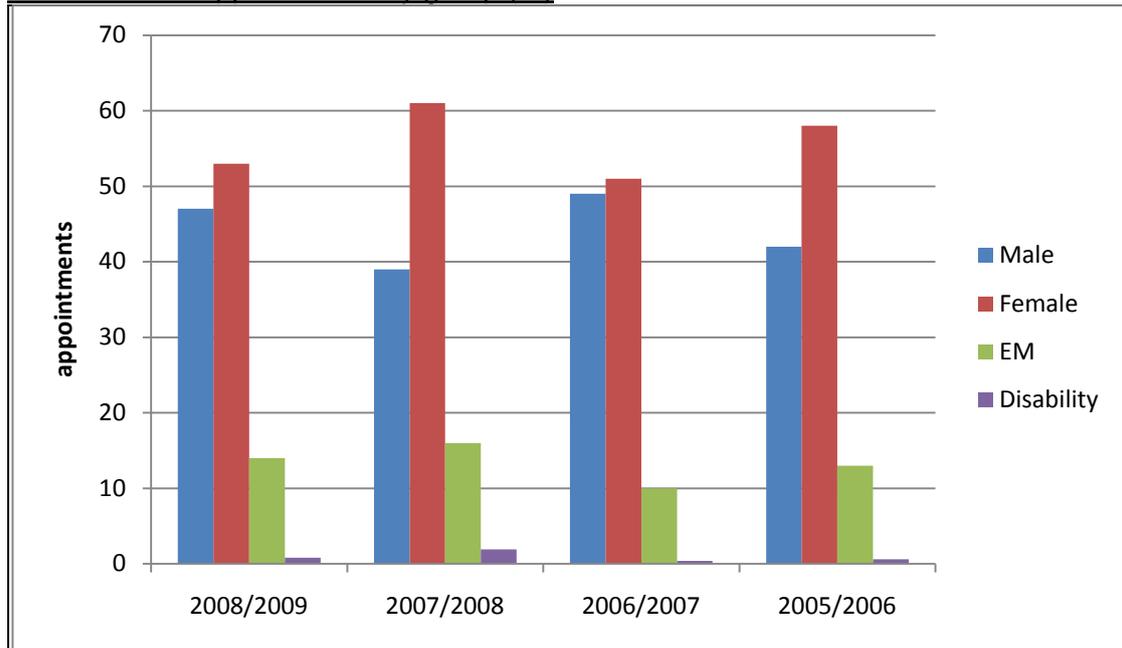
Recruitment – applicants by group (%)



Recruitment - short-listed by group (%)



Recruitment – appointments by group (%)



Starting salary and equal pay

Starting salary and equal pay covering the report period will be the subject of a full audit in 2009 / 2010 conducted across the Research Councils with harmonised pay arrangements; details will be included in the report for 2009 / 2010. Comments will also be included in the next report on the BBSRC equal pay audit conducted in 2007, for which a number of outstanding actions remain.

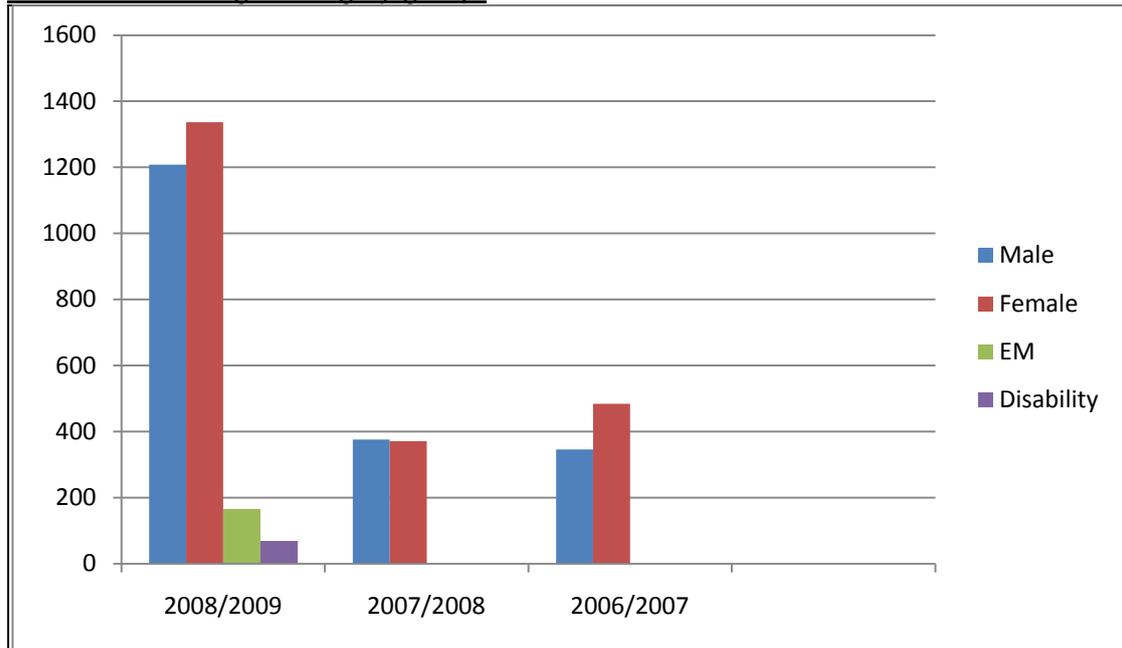
Learning and development

Mandatory diversity training was introduced in 2007 and the majority of employees at all levels have since attended. This training is now embedded in induction programmes across BBSRC. The graph below shows attendance on all training courses administered by BBSRC establishments and, therefore, includes individuals who will have attended more than one course. The data for 2008 / 2009 includes attendance on diversity awareness training and, therefore, reflects the large number of attendees. Ethnicity and disability data is not available for 2007/2008 or 2006/2007.

During the past 3 years, females have attended training courses in significant numbers. This suggests that access to training for women is not a significant issue. BBSRC establishments have worked hard to run courses on site and overcome problems that many women face when attending training courses such as dependent care commitments. Further detailed analysis for the Joint Negotiating and Consultation Committee in March 2009 also revealed that women are not experiencing barriers to attending the residential Management Development Programme at Roffey Park.

For those with a declared disability attendance was proportionate to their overall workforce representation (2.7%), which suggests that suitable adjustments are being made to accommodate them. EM employees attended training in marginally lower numbers (6.4%) than their representational work-force strength. This shortfall does not represent a major concern but will, of course, be monitored in the future.

Number attending training by group



The table below shows training applications that were known to have been refused in 2008 / 2009 (against a total of around 2550 attendances). Data has only been collected from 1 April 2008 and further annual data will be required before more meaningful trend analysis can be conducted. However, the data does show that few formal training applications are refused.

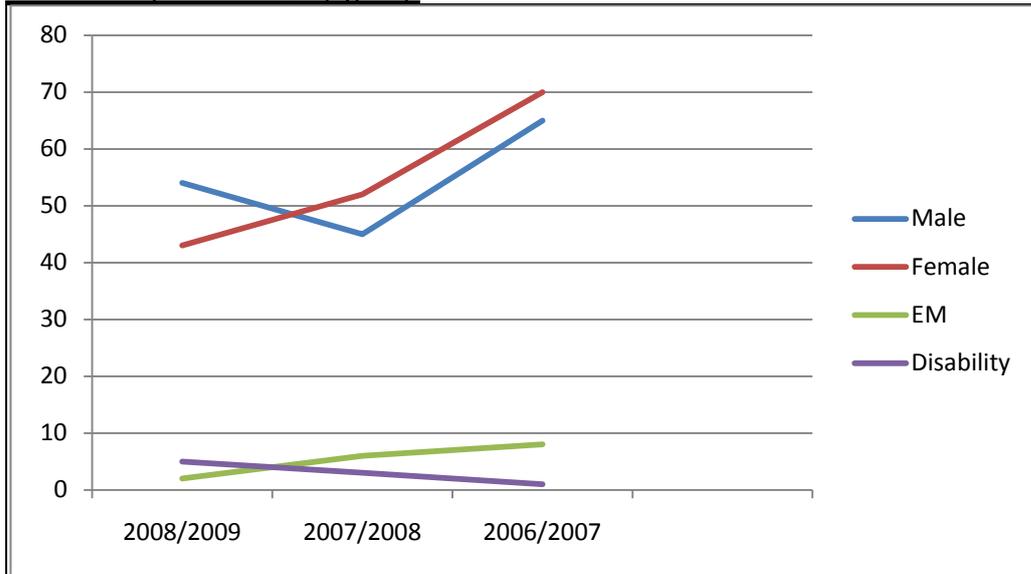
Applications	Male	Female	EM	Disability
2008 / 2009	2	3	0	0
2007 / 2008	Not available			
2006 / 2007	Not available			

Our objective to explore options for refresher diversity training and training (or additional guidance) for senior managers was carried forward into 2009 / 2010. It is planned to review the current diversity awareness training provision before taking any decisions about future training.

Promotion

The graph below shows the number of promotions by gender, ethnicity and disability. The total number of promotions is identical in each of the past 2 years, albeit that the male, female totals are reversed. Over the 3 year period shown, the number of promotions has declined, which reflects BBSRC lower staff numbers. The number of EM promotions has declined over the 3-year period, which is a concern and will need to be closely monitored in future. Conversely, promotion of employees with a declared disability has risen each year and in 2008 / 2009 represented over 5% of all promotions.

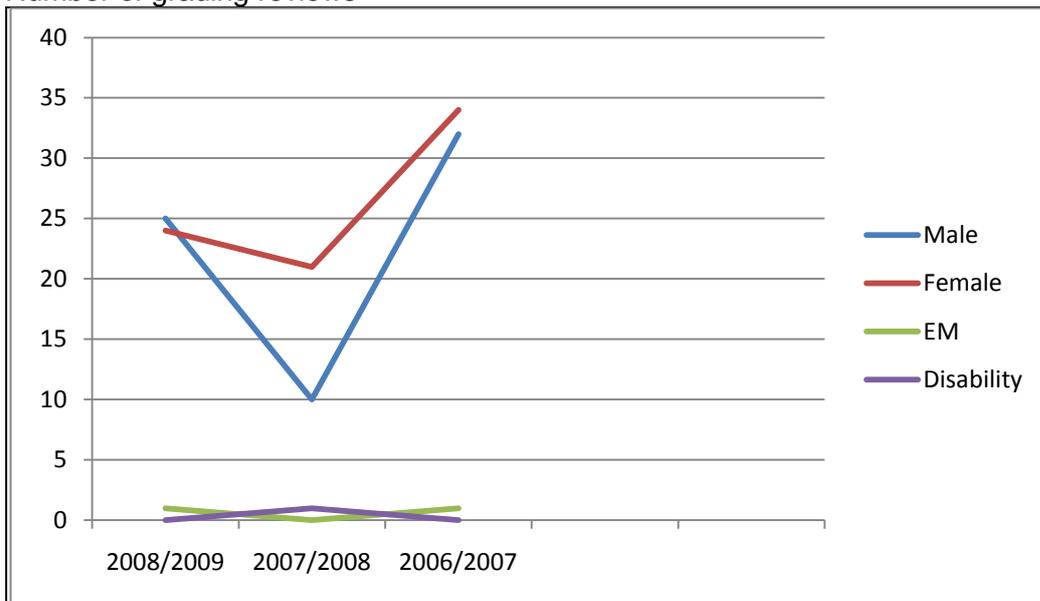
Number of promotions by group



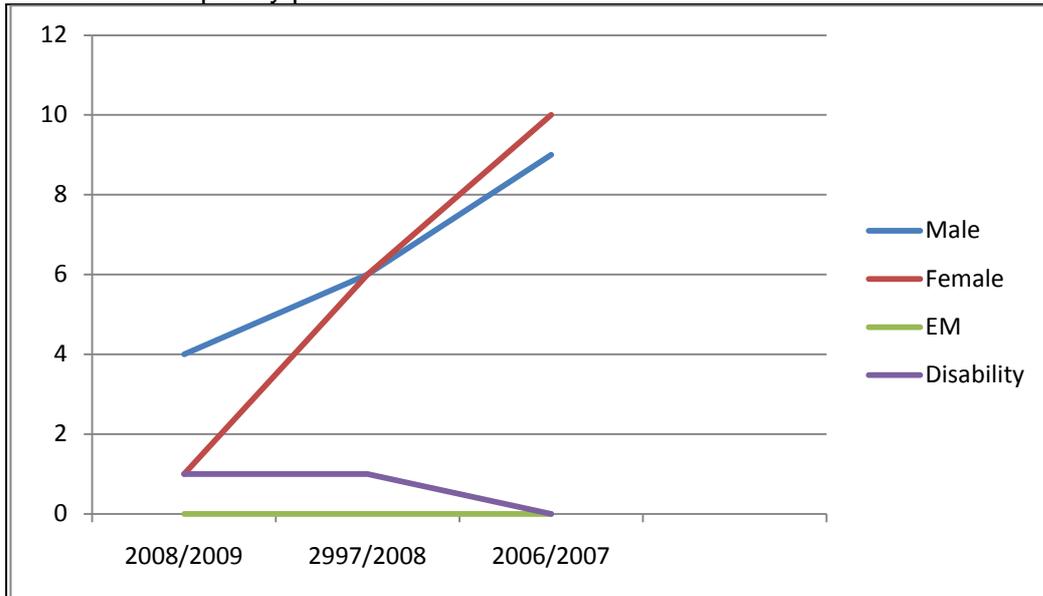
Note:

1. The data includes individual grading reviews and temporary promotions (deputising), which is represented separately as follows:

Number of grading reviews



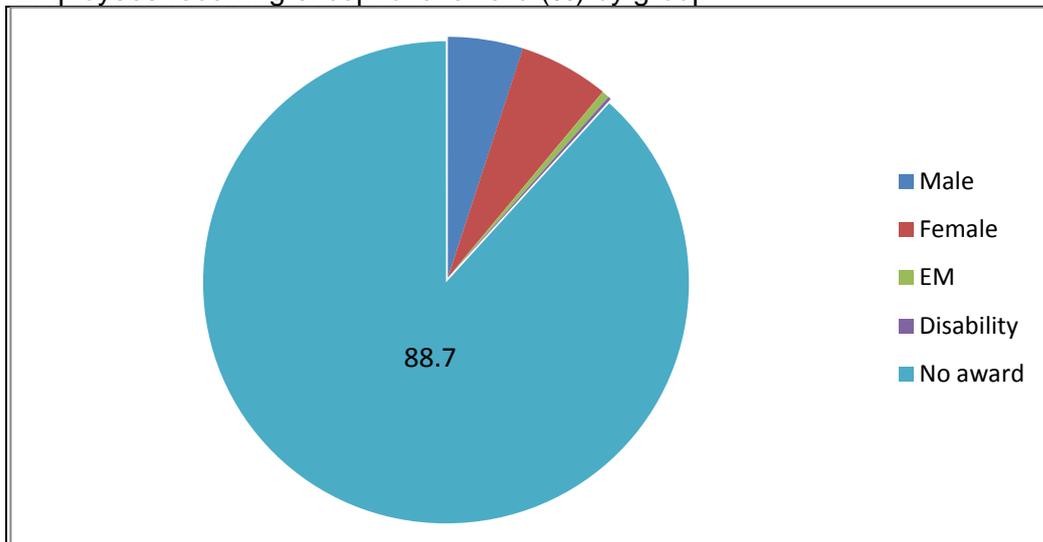
Number of temporary promotions



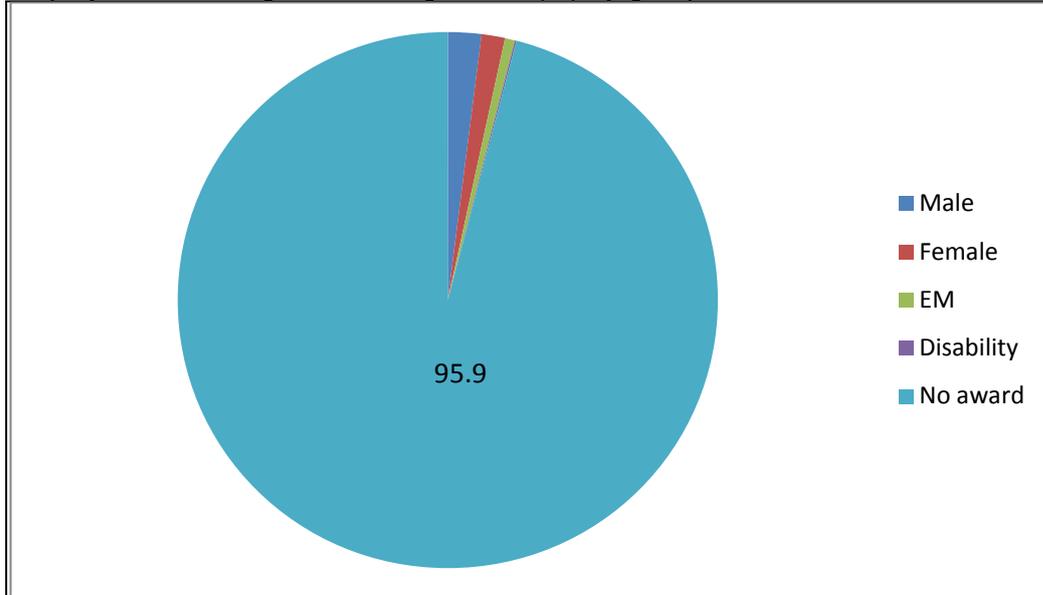
Appraisal / Performance Awards

The BBSRC appraisal process does not include a scored assessment mechanism but individuals can be nominated for performance awards and special bonuses. The charts below show the percentage of employees (against the total workforce) who received a performance award in 2008 / 2009 – a total of around 15%. The data shows that females received performance awards in comparable numbers to males. EM employees received awards in proportionate numbers to their representational strength (around 7%) and proportionately around 13% of employees with a declared disability received an award. Overall, just under 500 employees were nominated for either an exceptional or an outstanding performance award.

Employees receiving exceptional award (%) by group



Employees receiving outstanding award (%) by group



Numerically the data (% of workforce that received awards) is as follows:

2008/2009	Male	Female	EM	Disability
Exceptional Performance Award	5%	6%	0.5%	0.2%
Outstanding Performance Award	2%	1.4%	0.6%	0.1%
Special Bonus	5%	4.4%	0.3%	0

Grievance and discipline cases

The tables below shows discipline and grievance cases over the past 3 years; data on cases involving capability is not yet available. Clearly, the number of discipline cases has varied dramatically each year but the number of grievance cases has remained almost constant and low in proportion to the total workforce strength. Furthermore, grievance cases involving harassment or bullying represent just over one quarter of all cases in the past 2 years, declining from 5 of 7 in 2006 / 2007. This is consistent with the findings of surveys that were conducted in autumn 2008, which concluded that generally behaviours in the work place throughout BBSRC were good. Further details about these surveys are set out later in this report.

2008/2009	All	Male	Females	EM	Disability
Discipline	13	11	2	1	0
Grievance	7	2	5	0	1

Note: 2 cases related to harassment / bullying

2007/2008	All	Male	Females	EM	Disability
Discipline	3	2	1	0	0
Grievance	8	6	2	2	0

Note: 2 cases related to harassment / bullying

2006/2007	All	Male	Females	EM	Disability
Discipline	11	9	2	0	0
Grievance	7	4	3	0	0

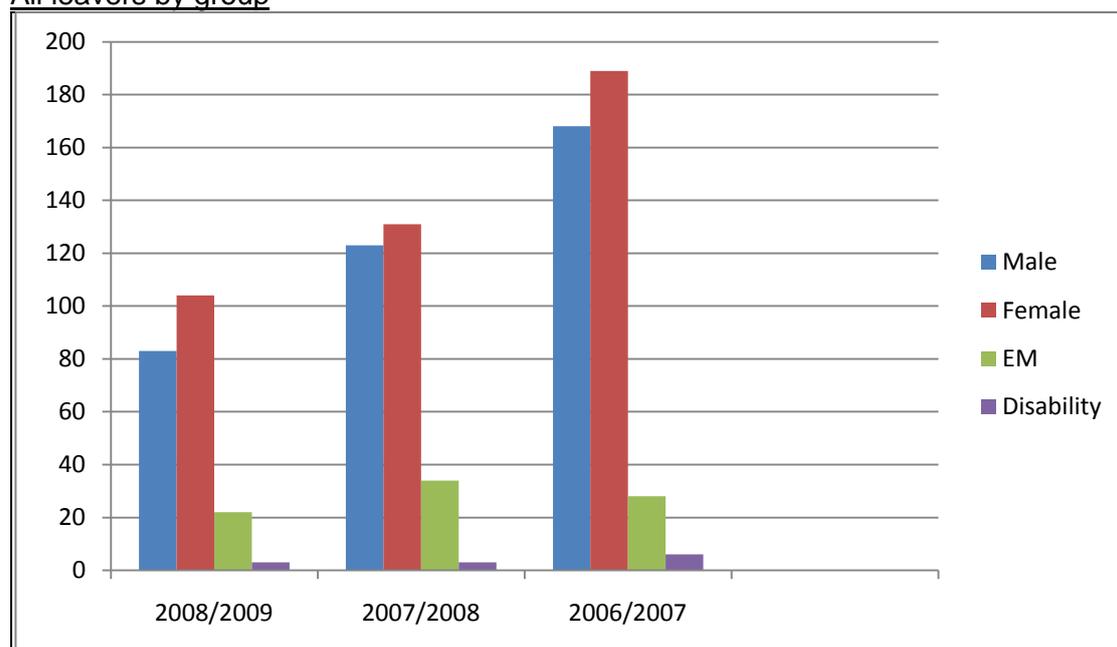
Note: 5 cases related to harassment / bullying

Leavers

The chart below shows all leavers in the past 3 years. The tables thereafter provide data on the main types of leaving.

The data shows that females leave in greater numbers than males and the number of EM leavers was proportionately greater in 2008 / 2009 than their overall representational workforce strength. Taking this into account, along with an overall decline in promotion of women and EM employees since 2006, our success in recruiting both groups is to be welcomed. It is intended to monitor leavers by pay band and contract type as part of separate and detailed research into female retention and barriers to career progression.

All leavers by group



Compulsory redundancy	All	Male	Female	EM	Disability
2008/2009	39	17	22	4	n/a
2007/2008	38	22	16	5	n/a
2006/2007	56	30	26	3	n/a

Voluntary redundancy	All	Male	Female	EM	Disability
2008/2009	0	0	0	0	n/a
2007/2008	1	0	1	1	n/a
2006/2007	7	4	3	0	n/a

Retirement	All	Male	Female	EM	Disability
2008/2009	30	19	10	0	1
2007/2008	29	16	13	1	0
2006/2007	26	17	9	0	1

Resignation	All	Male	Female	EM	Disability
2008/2009	93	41	52	8	1
2007/2008	144	45	99	9	1
2006/2007	111	45	66	13	0

Decade of Retirement	All	Male	Female	EM	Disability
2008/2009	4	4	0	0	0

Additional equality monitoring

Additional equality monitoring is conducted above and beyond our legal obligations (general and specific duties in employment legislation) as follows:

Requests for flexible working: The tables show that requests for flexible working have remained almost constant over the past 2 years (totals of 57 and 63 respectively) having doubled from 30 in 2006 / 2007. More women than men request flexible working with part-time working requests being the most common. All formal requests have been accepted throughout this 3-year period.

2008/2009				
Ethnicity	Male / White Successful	Female / White Successful	Male / EM Successful	Female / EM Successful
Compressed hrs	4	3	0	1
Home working	0	2	0	0
Term-time	0	0	0	0
Part-time	5*	40	0	2
Extended hrs	0	0	0	0

Notes:

- * includes 1 employee with a declared disability
- There were no unsuccessful applicants – total applications = 57

2007/2008				
Ethnicity	Male / White Successful	Female / White Successful	Male / EM Successful	Female / EM Successful
Compressed hrs	3	1	0	0
Home working	0	0	0	0
Term-time	0	1	0	0
Part-time	3	51*	1	2
Extended hrs	0	0	0	0

Notes:

- * includes 3 employees with a declared disability
- There were no unsuccessful applicants – total applicants = 63

2006/2007				
Ethnicity	Male / White Successful	Female / White Successful	EM Successful	Female / EM Successful
Compressed hrs	4	3	0	0
Home working	2	0	0	0
Term-time	0	2	0	0
Part-time	4	12*	0	2
Extended hrs	0	1	0	0

Notes:

- * includes 1 employee with a declared disability
- There were no unsuccessful applicants – total applicants = 30

Sickness absence: The data shows the number of employees who took sickness absence. Bracketed figures indicate the percentage of employees that took sickness absence against the total number of employees. The data shows that more female employees took sickness absence in 2008 / 2009. Unfortunately, data for previous years is unavailable (other than an overall figure for 2007 / 2008). Collectively, the number of employees who took sick absence in 2008 / 2009 is proportionately similar to the total in 2007 / 2008. Continued monitoring will provide more meaningful trend analysis, which should in future also examine the reasons for sickness days lost.

	Male	Female	EM	Disability
2008/2009	446 (21%)	570 (27%)	56 (1.8%)	39 (2.6%)
2007/2008	1209 (51%)		Not available	
2006/2007	Not available			

Rewards to Inventors: The table below shows the number of awards made in the past 3 years by gender. EM and disability data is available for the past 2 years only. Bracketed figures show the respective percentages against the total number of awards made. The gender data must be considered against female representation within the science group (Band D and above) of around 40% and suggests that awards to females have been consistently lower (at 24% and 25% respectively) over the past 2 years, declining from 37% in 2006 / 2007. Although detailed data is not included in this report, the average payment awarded to females is consistently lower over the 3 year period. A recent equality impact assessment (EIA) of the scheme concluded that awareness of the scheme should be raised, and monitoring should continue to enable more meaningful trend analysis. A summary of the EIA is included in Annex A.

	Total	Male	Female	EM	Disability
2008/2009	42	32 (76%)	10 (24%)	3 (7%)	0
2007/2008	24	18 (75%)	6 (25%)	1 (4%)	0
2006/2007	19	12 (63%)	7 (37%)	-	-

Redeployments and secondments: The following tables show redeployments and secondments that occurred in the past 2 years. Aside from no apparent trend, the data is statistically insignificant given the low numbers involved. Monitoring will nevertheless continue in order to identify any emerging trend.

Redeployments	Male	Female	EM	Disability
2008/2009	1	7	3	0
2007/2008	3	7	1	0
2006/2007	Not available			

Secondments	Male	Female	EM	Disability
2008/2009	1	3	0	0
2007/2008	2	6	1	2
2006/2007	Not available			

BBSRC Equality Duty Action Plan 2008/2009 - progress

Generally, good progress was made against the action plan with many of the actions and objectives successfully completed throughout BBSRC. Those that were not completed either required further work or were ongoing actions and, therefore, were carried forward into the 2009/2010 plan. Some actions, such as accommodating religious observance, are ongoing issues that will be carried forward year-on-year.

The following sets out progress made against each action in the 2008 / 2009 Action Plan with input from the main sponsored establishments:

Leadership and Corporate Commitment:

- The Equality Duty Action Plan 2008 / 2009 was issued throughout BBSRC in May 2008 and is available on the BBSRC website.
- The BBSRC equality schemes were reviewed by the end of the report year and a draft combined scheme produced for publication in July 2009 covering the period 2009-2012.
- Input from BBSRC's diversity champions highlighting activity at each establishment was collated and a report produced in order to share good practice among the diversity champion network.
- Raising awareness of our equality schemes and plans continued via establishment message boards and local publications / bulletins, email, establishment intranets and the BBSRC website.
- There is a requirement on service providers (e.g. contractors) to demonstrate their commitment to equality issues in all service specifications. In terms of procurement, promoting equality is an ongoing issue. In 2008 / 2009 this was undertaken by the relevant staff across BBSRC in liaison with contractors and suppliers alike. In future procurement will be undertaken by the Research Councils UK Shared Service Centre Ltd (RCUK SSC Ltd). BBSRC has sought assurances from RCUK SSC Ltd that the latter will meet the duties under equality legislation. These will be reflected in BBSRC's Service Level Agreements with RCUK SSC Ltd.
- The review of the appointments process, training and membership profile of BBSRC boards and committees is an ongoing issue and was carried over to the 2009 / 2010 plan.
- Guidance on inclusive boards and committees (in part drawn from Athena-Swan research into career progression of women scientists) was produced and issued BBSRC-wide.

BBSRC as an employer:

- The requisite equality monitoring data was provided by BBSRC establishments and is included in this report.
- The actions on equal pay will be the subject of a separate review and included in the report for 2009 / 2010.
- Work on both the new promotion scheme and developing future diversity training was carried over into the 2009 / 2010 action plan. The new merit promotion scheme will take effect from April 2010.
- All BBSRC establishments have undertaken equality impact assessments. This action is ongoing and has been carried over to 2009 / 2010 and summaries of all completed impact assessments to date can be seen at Annex A.
- Accommodating religious observance is an ongoing, year-on-year issue. Examples of good practice in meeting this objective during this report period were Babraham Institute by converting their former first aid room into a prayer room and JIC by incorporating a multi-faith prayer room in their refurbishment programme.
- Utilising specialist media to attract applicants for vacancies from the minority groups is an ongoing issue. For female and EM applicants, recruiting data above suggests that attraction rates are healthy but more can be done to attract applicants with disabilities, for example, by liaising with JobcentrePlus and other dedicated organisations / websites that target those with disabilities seeking employment in science research or support roles.

- Raising awareness of employing people with disabilities among line managers is an ongoing action. Line managers are advised of new starters who have a disability and the need, if necessary, to make reasonable adjustments.
- BBSRC revised and re-issued the guidance on 'employing people with disabilities', which is available to all employees via the BBSRC staff extranet.
- In relation to promoting BBSRC as an equal opportunities employer, career profiles of role models were published (e.g. in BBSRC Business magazine, on the website) and details included in the annual equality report for 2007/08. All BBSRC sponsored establishments continue to be actively engaged with local schools, community groups and higher education establishments via visits and open days etc. For example, the Norwich based institutes play an active role in the Teacher Scientist Network, which links researchers at the Norwich Research Park with teachers of science in Norfolk. In addition the John Innes Centre (JIC) participates in the Nuffield Science Bursary Scheme, which enables around 10 first-year sixth formers who are interested in science to carry out a 4-week placement at JIC during July and August each year.
- Aligned to generating interest in research careers, BBSRC reviewed and revised its careers information for students and fellows. This is an ongoing process and subject to continuous review.
- Following the review of recruitment and selection practices throughout BBSRC, the guidance was reviewed, updated and issued throughout BBSRC – again this is available via the BBSRC staff extranet.
- All BBSRC establishments achieved Two Ticks accreditation. Establishment HR and line managers have overseen the implementation of Two Ticks, particularly in recruitment and making necessary reasonable adjustments.
- Staff on maternity leave are advised of vacancies via mechanisms put in place at all BBSRC establishments.
- Reviewing buildings access and facilities for Disability Discrimination Act compliance is a standing agenda item on the Equality & Diversity Joint Committee (EDJC) and all Institute Negotiating and Consultation Committees (INCC). An annual report is produced for the EDJC; the last report was produced in January 2009. All BBSRC establishments made progress throughout 2008/2009 – examples of works carried out across BBSRC include: improvements made to signage and tonal contrasts; provision of disabled toilet facilities, some with automatic door opening mechanisms; lowering of counters in reception areas; relaying of pathways to reduce gradients and eliminate steps, widening of doorways; new lifts and lowering of light switches.
- All BBSRC establishments regularly review literature to ensure that it is readily accessible to minority groups and those with special needs – this is an ongoing action, for example, at Babraham Institute, their website is the subject of continuous review.

BBSRC as a funder:

- Diversity guidance issued to those responsible for appointments to strategy panels and research committees. Additional guidance about inclusive committees issued to senior management through-out BBSRC.
- The review of the appointments process, training requirements and composition of establishment boards and committees has been carried over into the 2009 / 2010 plan.
- Copy of BBSRC equality and diversity policy issued to all members of strategy panels and research committees. Policy incorporated in induction packs and issued to new members.
- Cross-office monitoring group not yet formed – carried forward into 2009 / 2010 plan.

Other issues – benchmarking and culture analysis

Towards the end of this report period, BBSRC worked with two organisations to evaluate and take forward its gender diversity agenda.

UK Resource Centre for women in SET- culture analysis surveys: The UK Resource Centre (UKRC) for women in science, engineering and technology (SET) is funded by the Department for Business, Innovation and Skills and was set up as one of the key recommendations of the Government's 2003 Strategy for Women in SET.

In September 2008, culture analysis surveys for managers and staff were conducted across BBSRC. These surveys were designed to assess the culture and working environment within BBSRC in relation to gender diversity awareness, to highlight good practice and identify areas where improvement is necessary. The survey questions sought information on the workplace environment, ethics, culture and attitude towards gender equality. The overall response rate to the surveys represented 20% of the BBSRC workforce. In brief, the surveys findings were as follows:

Strengths - The vast majority of staff were aware of the expected standards of behaviour, most do not use negative or offensive language about women and agree that images that stereotype women are not tolerated in the workplace.

Areas for development - The survey identified a general need to raise awareness of gender equality and diversity through better communication. Although progress had been made through our programme of mandatory diversity awareness training since 2007 and the regular dissemination of diversity policies and action plans, many respondents were unaware of the work being undertaken. This raised questions about how we communicate our diversity policies and plans and engage employees in this work.

Opportunity Now benchmarking: As a long-standing member of Opportunity Now (ON), BBSRC participated in their benchmarking survey 2008. Their biennial survey is designed to help members (both private and public sector) better understand gender diversity issues and improve their performance in managing, measuring and reporting organisational change. The 2008 survey covered 4 main areas of work – commitment and engagement; integration; measurement and monitoring; and performance improvement. Survey performance standards were Bronze (overall score of 25 – 49); Silver (50 – 79); Gold (80 – 94) and Platinum (95 - 100).

As in 2006, BBSRC achieved gold standard, despite a new format, more rigorous questions and evidence requirements. Thirty percent of the 77 participating employers were from the public sector and 12% the education sector (including BBSRC). Our overall score exceeded both the education sector average and the overall survey average.

Opportunity Now's overview of our survey submission read: ***“A strong planning and monitoring framework is in place which underpins an impressive range of equality and diversity work.”*** However, the survey (like the UKRC surveys) highlighted similar areas for improvement, namely communication of our diversity aims and priorities would benefit employee awareness, engagement and their commitment to diversity.

Subsequent actions: Given the findings of both surveys, a number of new actions were incorporated into our Equality Duty Action Plan for 2009 / 2010. These

included: embedding diversity aims and objectives in the BBSRC communications strategy and the BBSRC Strategic Plan; developing a dedicated diversity web-page; encouraging the use of focus groups and periodic attitude surveys to inform corporate and local policy, and undertaking a review of existing diversity awareness training to help develop refresher and 'through-life' diversity training (i.e. targeted training dependant upon pay band and level of responsibility). We intend to continue to work with both organisations to develop and enhance gender diversity throughout BBSRC. One option under consideration following the UKRC culture analysis surveys is to arrange an event drawing on the expertise of other practitioners and organisations considered to be beacons of good practice.

Diversity Champions – report for 2008 / 2009

Diversity Champions continue to support HRCSG and their local management in implementing the BBSRC diversity strategy, related policies, equality schemes and the Equality Duty Action Plan. Key actions achieved by all Diversity Champions include:

- All BBSRC sponsored establishments and MRPs have achieved the disability Two-Ticks symbol.
- For new starters, diversity awareness training has been embedded in induction programmes at all BBSRC establishments and MRPs. For example, at the Norwich-based institutes this training must be completed within 3 months of starting work; at IAH, the training has been reviewed and revised (in consultation with HRCSG).
- All BBSRC sponsored establishments (excluding MRPs) have begun to conduct equality impact assessments of local policies.

It must be acknowledged that a number of Diversity Champions were new to the role but this has certainly not diminished progress during the year.

Specific initiatives by individual establishments are set out in brief below:

Babraham Institute (BI)

- Quarterly diversity updates are provided to the INCC.
- The induction pack includes diversity information and main BBSRC policies.
- The BI intranet includes a dedicated diversity page.

Institute for Animal Health (IAH)

- Diversity is a standing agenda item on the INCC.
- A presentation on Equality Impact Assessments (EIA) has been made to the IAH Executive.
- Forming diversity networks is under consideration.

Institute of Food Research / John Innes Centre / TOC

- Diversity is a standing agenda item on the INCC agenda and quarterly on the Training & Development Committee.
- Diversity Champions routinely meet the Science Operations Manager, heads of department and laboratory managers.
- Roffey Park management development training courses have been held locally.
- An Appointments Committee has been established to ensure that the recruitment process is fair, open and free from discrimination.
- Diversity articles published in the local newsletter.
- Budget made available for reasonable adjustments.
- JIC professor spoke at a hearing at the EU parliament into gender equality which addressed the following topics:

- how to attract more women to science and engineering
- how to ensure more women in the upper layers of the scientific hierarchy
- how to enhance networking of women scientists
- Intend to run 2 Focus Groups by end of this year – outcomes / actions will be feedback to local management, INCC and HRCSG.
- Intend to develop diversity web pages on local intranet by end of year.
- Learning and development, recruitment and performance pay will be equality impact assessed this year

Rothamsted Research

- Discussion groups held regularly.
- Mentoring scheme for early career women scientists.
- Intranet used to disseminate diversity information and policy changes.
- Diversity is a standing agenda item on the INCC agenda.

Swindon Office

- Employee Group formed and meets regularly – diversity is a regular agenda item.
- Employee survey conducted and identified need for diversity awareness refresher training.
- Employee Group to be involved in undertaking EIAs later this year.

Macaulay

- Terms of Reference for all official meetings revised to incorporate diversity statements.
- Chairs of meetings encouraged to consider diversity issues in decisions taken.
- All HR staff have received Employment Law training and revised their procedures as required.

SCRI

- Senior Management Board has endorsed a diversity audit of SCRI staff (to be completed by June 2009) and an Equal Pay audit (by September 2009) – resulting action plan to be developed by December 2009.
- Women have been encouraged to participate in external networking events.
- Diversity Champion has been instrumental in promoting Women in STEM (Science, Technology, Engineering and Manufacturing) aimed at celebrating women's achievements in STEM - enables female role models to interact with students and the public. This has involved universities in the area, SCRI and the local science museum running lectures, films, art/science exhibits and public outreach events - likely to be repeated next year.
- Initiated a "SCRI Distinguished Women in STEM" seminar series and an art/science exhibition.
- A mentoring programme based on the BBSRC framework was launched. It is open to all staff and a range of staff have been trained as mentors. The effectiveness of this programme will be evaluated during 2009.
- A review of recruitment processes took place in 2008 and this included updating the forms used for gathering equal opportunity information and updating the ways this information is used. Information from these forms will be reviewed during 2009.
- An Employee Benefits Day run in October 2008, which promoted policies and employee benefits including work-life balance policies and the childcare voucher scheme, resulting in more staff joining the scheme.

More dun

- Diversity is a standing agenda item at INCC meetings and is discussed as required at Institute Management Meetings.

- External trainer delivering diversity awareness training (but based on BBSRC template).

Conclusion

From a policy development perspective, our diversity strategy has been revised and our main policies and plans streamlined by virtue of a combined equality scheme and single action plan. However, success can only really be measured by the effectiveness of our policies and in this respect we have made much progress during 2008 / 2009. For example, during a period where the BBSRC workforce has been in gradual decline, female, EM and disability representation has either remained constant or increased. Where recruitment has taken place there have been particularly good applicant or appointment rates of women and EM candidates. There are, of course, some issues that need attention, not least attracting and retaining more employees with disabilities. Equally, EM promotions and female leaving rates, although neither a serious concern, require close scrutiny through continued monitoring. As for progress against the BBSRC Equality Duty Action Plan(s), again, we have made progress and moved diversity forward.

During this report year, BBSRC has been able to collect and provide data for the first time on appraisal performance and training application refusals. Consequently, this has enabled us to monitor employment fully and thereby meet our legal duty as a public sector body. Whilst this has been a welcomed development, our work with both Opportunity Now and the UKRC for Women in SET highlighted a number of issues in need of attention. Consequently, our equality duty action plan for 2009 / 2010 incorporates a number of objectives to improve communication and employee awareness and engagement. One option that will be explored over the coming year will be running a workshop with 'beacons of best practice' to explore such issues as work-force engagement and barriers to flexible working and career progression, with the possibility that such a forum may become a regular feature.

HRCSG
March 2010

Summary of Equality Impact Assessments (EIA) conducted in BBSRC

Subject	Initial	Full	Outcomes	Actions
HRG - SO				
David Phillips Fellowships Scheme	Yes	Yes	All groups assessed as high negative impact, with the exception of ethnic minorities (low negative impact). No data collected during application or award (selection) process for sexual orientation and religion and belief. More male applicants and awards than female applicants and awards – also awards panel comprised of more males than females. Age - all applicants (and awards) in specific 10 year age span.	To conduct effective annual monitoring, data for all groups needs to be collected in future – this can be considered by the cross-office group. Include equality statement in future call for proposals to encourage more applications from under-represented groups – particularly women and those with disabilities. Utilise Role Models to update Studentships and Fellowship careers information.
Starting Pay on Appointment	Yes	No	All groups assessed as no or neutral impact with the exception of age where 'experience' is used as a criterion to determine starting pay.	Replace 'experience' criterion with 'working knowledge'. Consequently, tie decisions to award higher starting pay to the job description and person specification for the job. Conduct annual monitoring.
Employing People with Disabilities Employment Code Section A3.9	Yes	No	This assessment was undertaken as part of a full revision of the policy. Assessed as providing a positive impact on all groups. Additional guidance supplements the policy providing information and assistance to employers and employees on a range of related issues (e.g. reasonable adjustments) and contact details of organisations that can provide help and support.	Annual monitoring will be conducted to evaluate the effectiveness of the policy, including the commitment to comply with Two-Ticks.
Flexible Working Employment Code Section A3 Pt 2	Yes	No	Assessed as providing a positive impact on all groups – all employees have the right to request flexible working arrangements.	Annual monitoring will be conducted to evaluate the effectiveness of the policy, particularly in terms of refused applications.
Recruitment & Selection Employment Code Section A1 and Effective Recruitment & Selection Guide	Yes	No	This assessment followed a sample audit of R & S exercises at all main BBSRC establishments. All groups assessed as low negative impact. However, some inconsistencies of approach exist in the composition of short listing and interview panels, and establishments rarely advertise vacancies using media targeted at under-represented groups. Also, monitoring the sexual orientation of applicants is not conducted by 2 establishments.	Audit report issued to all establishments with recommendation that composition of short listing and interview panels provides optimum objectivity in selection process and examples provided of advertising media that targets specific groups. Establishments also advised to ensure monitoring data is complete.

Maternity Leave	Yes	No	The policy is assessed as providing a positive impact on all groups and promoting equality. The policy provides all females in the circumstances with 26 weeks or more continuous service in all groups with enhanced maternity leave (and pay) entitlements above and beyond the statutory minimum. The policy also refers to the right to request flexible working on return to work and the opportunity for male employees to take (unpaid) any untaken maternity leave.	Annual monitoring of take-up.
Adoption Leave	Yes	No	The policy is assessed as providing a positive impact on all groups and promoting equality. This policy mirrors maternity leave arrangements for those with 26 weeks or more continuous service that have been matched for the adoption of a child or have had a child newly placed for adoption. In addition, if the placement is terminated, employees are entitled to 8 weeks leave after the termination.	Annual monitoring of take-up.
Paternity Leave	Yes	No	The policy is assessed as no or neutral impact on all groups	Annual monitoring of take-up.
Parental Leave	Yes	No	The policy is assessed as no or neutral impact on all groups	Annual monitoring of take-up.
Overtime Pay	Yes	No	The policy is assessed as neutral impact on all groups as overtime is open to all	Annual Monitoring by local HR
Performance Pay	Yes	No	The policy is assessed as neutral impact on all groups. However, monitoring will ensure that any discrimination is detected early. Important to ensure line managers are diversity trained so that equality is promoted in PPDR process and in nomination employees for exceptional and outstanding pay awards	Annual Monitoring of application of the policy. Ensure equality and diversity training includes performance pay issues for all employees, and particularly managers.
Equal Pay	Yes	No	The policy is assessed as promoting equality via regular reviews and monitoring	Annual review of policy and monitoring.
Working for us (excludes accommodation and intellectual property)	Yes	No	Assessed as positive impact on all groups	Elements of policy will be monitored via existing annual monitoring arrangements
SO - Other				
Committee	Yes	No	All packages assessed as low negative or neutral impact on all	Annual monitoring of applications for committee membership.

Restructuring Implementation – Work Packages 1 - 8			groups	For Work Package 8, in developing the road shows, ensure those with disabilities have access
Rewards to Inventors	Yes	No	Assessed as low negative impact on women. Neutral or no impact on EM group and those with disabilities. No data collected on remaining groups.	Continue to monitor gender, disability and ethnicity and put in place monitoring systems for remaining groups. Encourage participation in scheme, particularly those in minority groups.
Babraham Institute				
Smoking Policy	Yes	No	The policy is assessed as no or neutral impact on all groups except those with disabilities (low negative impact). Individual reasonable adjustments as necessary will be made to enable staff with mobility issues that otherwise would be unable to access one of the 2 smoking areas	The disability arrangements will be monitored accordingly as will any other issues. It is likely that any such issues will affect individuals rather than groups.
Traffic Policy	Yes	No	The policy is assessed as no or neutral impact for all groups other than for age and disability. The policy can be adapted to meet the particular needs for these groups and, therefore, it promotes equality.	The policy will be subject to continual monitoring and review (annually at minimum).
The Graduate Programme Annual Open Day	Yes	No	Those selected for Studentships following the open day are selected on merit. The policy is assessed as no or neutral impact for all groups other than for disability and religion and belief (potential low negative impact) due to low number of applicants.	In order to encourage more applications from these under-represented groups, a clear explanation of reasonable adjustments and accommodating religious belief should be included in related Open Day documentation.
IAH				
Learning & Development Policy	Yes	No	The policy is assessed as no or neutral impact on all groups except disabled people or for religion or belief – both groups assessed as low negative impact.	Support for all groups provided by L&D Manager, who will address any special requirements.
Rothamsted Research				
Housing Policy	Yes	No	The policy is assessed as no or neutral impact, with the exception of disability and minority ethnic groups. For the former, the policy is assessed as promoting equality as a significant number of applicants for housing are from this group. On the latter, the policy is assessed as low negative impact.	Application process revised to include disability information to assist in allocation process and ensure the best match of housing to the individual's needs.
Chemical Standards	Yes	No	Policy is assessed as neutral or no impact across all the diversity strands	No actions identified
Web Policy	Yes	No	The policy is assessed as no or neutral impact on promoting equality for the disability group	Policy to be amended to included disability access policy

Environmental policy	Yes	No	The policy is assessed as no or neutral impact	No actions identified
Procedures for use of lab books	Yes	No	The policy is assessed as no or neutral impact	No actions identified

Note: This table includes all EIA conducted in BBSRC to date (up to 1 September 2009)