

Annual equality and diversity report 2007/2008

Introduction

This annual equality and diversity report for 2007/2008 sets out progress made and BBSRC's performance against our Race, Gender and Disability Equality Schemes and related Action Plans. The supporting data, at Annex A, covers all BBSRC establishments, i.e. 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), the Institute of Grassland and Environmental Research (IGER – which, during this report period, included North Wyke) and the Roslin Institute (RI). Please note that IGER (excluding North Wyke) and RI transferred out of BBSRC on 1 April 2008 and 1 May 2008 respectively and, consequently promotions data (table 4) was unavailable for these establishments. Annex B shows progress against each action / objective contained in the Race, Gender and Disability Duty Action Plans (combined into one document for the purpose of this report).

BBSRC aspires to provide equal opportunity and respect for all employees, inclusivity and the elimination of unlawful discrimination. Our key aims in meeting these aspirations and priority areas of diversity work are set out in BBSRC's Diversity Strategy, which has been revised for 2008 to 2010 and can be found at:

www.bbsrc.ac.uk/organisation/policies/employment/diversity_strategy.pdf

In summary, our diversity priorities are:

- promoting diversity awareness
- reviews of the merit promotion and recruitment and selection processes
- work-life balance (and the flexibility to accommodate individual needs)
- a review of the appointments process, training and membership of boards and panels
- assessing impact.

Aligned to the strategy, our published equality schemes and actions plans set out how we will meet our general and specific legal duties in relation to race, gender, and disability, and progress mainstreaming equality and diversity throughout the organisation and its activities. For 2008/2009, it is planned to review and combine the actions plans to form a single Equality Duty Action Plan, covering all strands of equality and diversity, including age, sexual orientation and religion or belief. Thereafter, we intend to review the race, gender and disability equality schemes with a view to producing a single equality scheme. In the meantime, the revised strategy, equality schemes and action plans are fundamental to mainstreaming diversity into our core business activities.

Much of our work on diversity over this report period has also been driven by the BBSRC Diversity Audit, overseen by the Diversity Audit Implementation Project Board. The main recommendations that resulted from the audit were:

- Appraisal and training material amended to include guidance on work-life balance and flexible working.
- All model contracts of employment to include a diversity statement, setting out BBSRC's commitment to equal opportunities and expectations from employees.
- All BBSRC sponsored establishments to achieve disability Two Ticks status.
- Audit and review of recruitment and selection practices across BBSRC.

- Ensure all requisite diversity data is collected (in line with the equality duties to inform future policy).
- Conduct an audit of equal pay.
- Review childcare provision throughout BBSRC.
- Mandatory diversity awareness training for all employees.
- Issue guidance on mentoring.
- Identify role models to represent minority groups and profile career successes.

The following, therefore, details progress on many of these issues along with progress made against our race, gender and disability equality schemes and the key aims and objectives set out in our action plans.

Employee Workforce Profile

The figures at Table 1 (Annex A) show a steady decline in overall headcount since April 2006. The representation of females, ethnic minorities (EM) and those with disabilities has, however, marginally increased in the past year. In the latter case, the number of employees declaring a disability remains low, particularly in comparison with the proportion of people with a declared disability throughout the UK population and the mainstream civil service – see table 10.

Figures in Table 1.1 show the employee profile by pay band (as at 1 April 2008 only). The figures show that females occupy the senior pay bands in significantly lower numbers than males, and the lowest bands in higher numbers. Such a profile is not uncommon, for example HESA data (table 11) shows a similar pattern. One of our priorities is, therefore, to improve the representation of women (and others from the under-represented groups) in senior management and research appointments by ensuring that they are able to aspire to membership of our research committees, strategy panels and boards. With this in mind, evidence based guidance (UK Resource Centre for Women in Science Engineering and Technology and the Athena Project research) on ‘inclusive committees’ has been produced and issued BBSRC-wide. The guidance, among other things, encourages research committee members to mentor and nurture talented employees, particularly women and those from the other under-represented groups, with a view to increasing their participation on research committees and strategy panels later in their careers. In addition, the rationale, in part, for identifying and utilising BBSRC role models (see page 6 also) is to demonstrate that careers are not limited for the under-represented groups.

Table 1.2 shows employment status by indefinite and fixed term contract by gender, ethnicity and disability. Comparing the data for the largest group (white) over the past 2 years indicates that those on indefinite contracts (either male or female) have decreased marginally whilst those on fixed term contracts have risen.

Table 1.3 shows requests (successful and unsuccessful) for flexible working arrangements and clearly indicates that whilst the number of requests is low, few requests are unsuccessful, and the majority of applicants are female.

For comparison, tables 10 and 11 show civil service-wide employee totals and Higher Education Statistical Authority (HESA) data. On the former, the figures show that BBSRC compares favourably with the civil service in respect of the overall representation of women and EM groups. Civil service-wide female representation has remained at a steady state over the past 3 years, whereas BBSRC has witnessed a marginal increase in number over the same period. Similarly, ethnic

minorities have increased year on year in BBSRC whereas civil service numbers have remained generally static. However, our success at attracting people with disabilities does not fair so well – see also Recruitment and Selection and Disability and Reasonable Adjustments below.

Benchmarking data for 2007 / 2008 is not yet available for all the Research Councils and, therefore, it is not possible at this time to compare BBSRC's performance across the 6 equality strands with the other Research Councils.

Recruitment and Selection

An audit of recruitment and selection procedures operating at BBSRC sponsored establishments was conducted in early 2008. The purpose of the audit was to identify (and share) good recruitment and selection practice and, conversely, draw attention to procedures that could be improved, in particular, those that might constitute a barrier and lead to under-representation of minority groups. Generally, BBSRC is operating within best practice guidelines and this featured in the final report but some inconsistencies and improvements were identified, for example, making greater use of a wider range of vacancy advertising methods to attract candidates from all under-represented groups, particularly those with disabilities. Subsequently, the guidance on 'Effective Recruitment and Selection' was revised to incorporate a number of the audit recommendations and was issued BBSRC-wide and published on the BBSRC intranet.

Table 2 shows marginal increases in the recruitment of ethnic minorities and those with disabilities compared to the previous year. Over 50% of all successful candidates were female and this must be viewed against an overall higher number of male applicants. The figures suggest that BBSRC, as an employer, is an attractive career prospect for many from the under-represented groups as they continue to apply in significant numbers. That said, BBSRC's ability to attract applicants with disabilities remains a concern, which will, hopefully, be addressed by our establishments (and the Joint Recruitment Unit) through our combined equality duty action plan and their acquisition of Two-Ticks status – see also Disability and Reasonable Adjustments below.

Training

The majority of BBSRC staff have, since it was introduced in April 2007, attended mandatory diversity awareness training. This training has also been incorporated into BBSRC's induction process. Given that little time has elapsed since the diversity training programme was introduced, we intend to explore options for refresher training and training or additional guidance for senior managers and executives over the coming year.

Training attendance data is maintained for courses administered by Swindon Office and other BBSRC sponsored establishments. From 1 April 2008, both applications for and attendance on training courses will be maintained at all BBSRC sponsored establishments, and, therefore, data will be available for the next report year 2008/2009. For this report period, table 3 shows training courses attended only (excluding numbers attending the mandatory diversity training programme).

Appraisal

During the course of the year, pay linked to performance has been introduced. However, data will not be available until 2009/2010 and will be included in future annual reports.

Promotion

A review of merit promotion has recommended that a single scheme, open to all, should be developed. Currently, two schemes exist, one based on scientific excellence and one based on other important contributions to the organisation. The Personal Promotion Scheme will form an additional means of attaining promotion and, for those who might otherwise seek career advancement elsewhere, it is anticipated that the scheme will be an effective retention measure. The scheme will operate by selection, based on clear criteria that staff are expected to meet and, therefore, equality and fair treatment are integral to the successful operation of the scheme. Consequently, detailed equality guidance has been incorporated in the terms and conditions of the scheme, which has been subject to a full equality impact assessment. The new scheme will, of course be subject to formal consultation with the Trades Unions.

Table 4 shows all promotions (i.e. those attaining a higher level via any means) throughout BBSRC during 2006/2007 and 2007/2008. In both years, more females were promoted than males and proportionately female promotions have increased over the 2-year period – 52% in 06/07 and 54% in 07/08 – albeit that the majority of these promotions occurred at the lower and middle band levels. EM promotions were proportionate to their overall representation in BBSRC and those promoted with disabilities has increased dramatically, although the increase is statistically insignificant given the low numbers concerned.

Equal Pay

For all under-represented groups, BBSRC has conducted an equal pay audit, which identified a number of actions designed to eliminate any perceived pay gaps. The resulting Equal Pay Action Plan forms part of the combined Equality Duty Action Plan.

Discipline and Grievance

Table 5 shows a total of 11 discipline and grievance cases commenced during the report period. None of the cases related to discrimination. For comparison, 18 cases commenced in 2006 / 2007 but in either year, the total number of cases represents a fraction of the total workforce.

Leavers

Table 6 shows leavers by gender, ethnicity and disability. These figures exclude the transfer of IGER and RI from BBSRC as these occurred outside the report period.

Female leaving rates in both years are generally proportionate to their overall representation (around 50%). The number of EM leavers in 07/08 is disproportionately high (13% compared to their overall representation of 8%). However, scrutiny of the reasons for leaving for the EM group indicate that no-one left BBSRC for reasons associated with equality, discrimination or harassment. This will, however, need to be closely monitored in the future.

Additional Equality Monitoring

The action plan also includes monitoring elements that are not mandatory (under the respective discrimination acts). This data is shown in tables 7 to 9. Table 7 shows redeployments and secondments (to other Councils, Government Departments etc). In the diversity categories shown, the figures represent less than half of 1% of staff of either gender. Table 8 shows voluntary and compulsory redundancies. Proportionately, the number of employees leaving on these terms is very low. Table 9 shows the number of approved grading reviews during the year, and those who deputised at a higher grade level. Once again, the numbers are low, representing a very small proportion of the total workforce.

Consultation and Communication

Internal Our negotiating and consultative committees continue to be held locally and nationally as the primary mechanisms for communication between senior management and Trade Union representatives, the primary forum being the Equality and Diversity Joint Committee. Communicating with and engaging employees is increasingly delivered via e-correspondence through establishment Directors and/or Heads of Human Resources, the BBSRC and sponsored establishment websites, the Staff Extranet, local bulletins and the annual Diversity Newsletter. Our network of Diversity Champions also facilitate communication and employee engagement through establishment equality and diversity committees or employee groups.

External BBSRC's primary equality and diversity policies (e.g. the Diversity Strategy Equality Schemes and Action Plans) are in the public domain and accessible to all via the BBSRC website. BBSRC's corporate magazine 'Business' also periodically carries diversity related articles – see also Role Models below. Also, BBSRC sponsored establishments have continued to raise the profile of the world leading research in the biosciences and in particular encourage more young people to take up a career in research through their outreach activity with schools, universities and their local communities, for example, Babraham Institute runs, among other events, an Annual Schools Day for around 140 GCSE and a level students, regular 'Futures and Options' events for students, 6th Form conferences, open evenings and work experience and careers advice/mentoring events.

Equality Impact Assessments

Equality Impact Assessment (EIA) guidance is available on the BBSRC website and this was supplemented in early 2008 by the production of a model impact assessment, designed to assist those responsible for undertaking assessments by demonstrating the process and the rationale for the emerging results and any necessary actions. This process model has been issued to all BBSRC Directors and

placed on the BBSRC website. All functional areas throughout BBSRC have been encouraged to develop a Priority Plan, which forms part of the EIA process. The Human Resources Group priority plan, which lists all equality relevant employment policies, was incorporated in the process model as an exemplar.

A summary of equality impact assessments undertaken to date within BBSRC is at Annex C.

Disability and Reasonable Adjustments

All BBSRC sponsored establishments have now achieved the Two-Ticks disability symbol. Two-Ticks status guarantees an interview to applicants with a disability who meet the minimum criteria for the vacancy; ensures that mechanisms exist for disabled employees to discuss their development; requires employers to make every effort to allow individuals to stay in work if they become disabled and provide employees with an appropriate level of disability awareness.

BBSRC's Disability Duty Action Plan seeks to ensure that disabled people and employees have access to all buildings and facilities, as far as is reasonably practicable, and this should be kept under continuous review. Examples of building works and adjustments made at BBSRC sponsored establishments during the report year include:

- Disability access audits undertaken at the majority of BBSRC establishments
- New or replacement lifts, ramps, rails, door widening and door release mechanisms, reducing gradients of pathways and tactile paving.
- Disabled toilets with better access and lowering of counters in reception areas and lowering of light switches throughout offices.
- Lowering of work stations for wheelchair access
- Provision of specialist computer equipment (vertical / roller mouse and keyboards)
- Revision of work patterns & duties as individual requirements change

Role Models

With a view to generally raising the profile of the biosciences and generating interest in related careers, specifically among people from the under-represented groups, BBSRC has identified a number of role models. Their career profiles along with images of them at work have been used to produce a leaflet that has been issued to all BBSRC establishments for use at careers fairs, open and taster days and in their engagement with schools and universities and the wider community. The leaflet was replicated and published in the July 2008 edition of BBSRC's magazine 'Business'. It is hoped that some or all of the role models will be able to become personally involved in many of aforementioned research careers and community outreach activities.

Conclusion

During this report year, a number of key diversity initiatives have supported our aim to embed diversity throughout BBSRC. For example, significant progress has been made in delivering diversity awareness training to all. We aim to build on this in

2008 / 2009 through our equality schemes and action plans (which we intend to review and combine) to take forward the general and specific duties and objectives contained therein to mainstream diversity more widely throughout our business activities.

HRCSG
April 2009

BBSRC EMPLOYMENT DATA

The following data is produced to comply with the provisions of the relevant employment legislation and the requirements of the BBSRC equality schemes:

Table 1 - Total employees (as at 31 Mar)

Year	Employees		Ethnicity (known)		Disability
	Male	Female	White	Ethnic Minorities (EM)	
2008	1312	1260 (49%)	2386	186 (7.2%)	51 (2%)
2007	1362	1256 (48%)	2440	178 (6.8%)	45 (1.7%)
2006	1409	1299 (48%)	2527	181 (6.7%)	45 (1.7%)

Notes:

1. As at 31 Mar 08, 371 employees, 34 male / 337 female (91%), were contracted to work alternative working arrangements, i.e. part-time, job-share, term-time etc.
2. Data on sexual orientation and religion or belief has only been collected (requested on joining) since April 07.

Table 1.1 - Employee profile by pay band (as at 31 Mar 2008)

	All	Male	Female	EM	Disability
PC1	11	11	0	0	0
PC2	28	24	4	0	1
G	88	76	12	2	1
F	193	146	47	5	1
E	194	134	60	7	4
E-SPD	170	106	64	29	3
D	441	215	226	26	9
D-PD	309	165	144	69	7
C	667	269	398	34	17
B	270	96	174	6	4
A	201	70	131	8	4
Total	2572	1312	1260	186	51

Table 1.2 - Employment Status – Contract Type (as at 31 Mar 2008)

2007/2008	No of Staff – Male			
Ethnicity / Disability	White – No disability	EM – No disability	White - Disability	EM - Disability
Indefinite contract	928 (80%)	67 (5.6%)	22 (1.9%)	3 (0.3%)
Fixed Term contr't	104 (9%)	34 (2.9%)	1	0
	No of Staff – Female			
Ethnicity / Disability	White – No disability	EM – No disability	White - Disability	EM - Disability
Indefinite contract	912 (80%)	58 (5%)	21 (1.8%)	0
Fixed Term contr't	132 (11.6%)	16 (1.4%)	2	0

Note: The percent value shown = proportion of total workforce by gender, e.g. 104 males on fixed term contracts in 07/08 in white / no disability category represents 9% of total male employees.

2006/2007		No of staff – Male			
Ethnicity / Disability	White – No disability	EM – No disability	White - Disability	EM - Disability	
Indefinite contract	1066 (82%)	71 (5.5%)	22 (1.7%)	3	
Fixed Term contr't	106 (8.2%)	27 (2%)	1	0	
2006/2007		No of staff – Female			
Ethnicity / Disability	White – No disability	EM – No disability	White - Disability	EM - Disability	
Indefinite contract	1012 (81%)	68 (5.4%)	20 (1.6%)	0	
Fixed Term contr't	129 (10.3%)	20 (1.6%)	1	0	

Table 1.3 - Requests for flexible working arrangements

2007/2008		No of staff – Male			
Ethnicity	White Successful	White Unsuccessful	EM Successful	EM Unsuccessful	
Compressed hrs	3 (0.25%)	0	0	0	
Home working	0	0	0	0	
Term-time	0	0	0	0	
Part-time	3 (0.25%)	0	1 (0.08%)	0	
Extended hrs	0	0	0	0	

2007/2008		No of staff – Female			
Ethnicity	White Successful	White Unsuccessful	EM Successful	EM Unsuccessful	
Compressed hrs	1 (0.09%)	0	0	0	
Home working	0	0	0	0	
Term-time	1 (0.09%)	0	0	0	
Part-time	51* (4.3%)	0	2 (0.17%)	0	
Extended hrs	0	0	0	0	

Notes:

1. The percent value shown = proportion of total workforce by gender
2. * includes 3 employees with a declared disability

2006/2007		No of staff – Male			
Ethnicity	White Successful	White Unsuccessful	EM Successful	EM Unsuccessful	
Compressed hrs	4 (0.3%)	0	0	0	
Home working	2 (0.15%)	0	0	0	
Term-time	0	0	0	0	
Part-time	4 (0.3%)	0	0	0	
Extended hrs	0	0	0	0	

2006/2007		No of staff – Female			
Ethnicity	White Successful	White Unsuccessful	EM Successful	EM Unsuccessful	
Compressed hrs	3 (0.24%)	0	0	0	
Home working	0	0	0	0	
Term-time	2 (0.16%)	0	0	0	
Part-time	12* (0.9%)	0	2 (0.16%)	0	

Extended hrs	1 (0.08%)	0	0	0
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Notes:

1. The percent value shown = proportion of total workforce by gender
2. * includes 1 employee with a declared disability

Table 2 - Recruitment

2006/2007	All	Male	Female	EM	Disability
Applicants	2450*	1258	1168	725	38 (1.6%)
Short listed	675	321	348	104	3 (0.4%)
Offered	262	125	133	27	1 (0.4%)
Appointed	245	117	124	25	1 (0.4%)

2007/2008	All	Male	Female	EM	Disability
Applicants	1055**	594	454	409	18 (1.7%)
Short listed	251	114	137	59	6 (2.4%)
Offered	118	47	71	16	2 (1.7%)
Appointed	115	47	68	16	2 (1.8%)

Notes:

1. * includes 24 applicants who did not complete the equal opportunities form – consequently the totals (All) for those Shortlisted, Offered and Appointed in 2006 / 2007 include a number of these applicants / candidates.
2. ** includes 7 applicants who did not complete the equal opportunities form – none of these applicants were subsequently Shortlisted.
3. Bracketed figures in Disability column indicate percentage of total.

Table 3 - Training courses attended

2006/2007	Male	Female
Total - all institutes / SO	346	484
2007 / 2008	Male	Female
Total – all institutes / SO	376	371

Note: Excludes mandatory attendance of diversity awareness training introduced BBSRC-wide in autumn 2007.

Table 4 - Promotion

2006/2007	All	Male	Female	EM	Disability
Total	135	65	70	8	1
2007/2008	All	Male	Female	EM	Disability
Total	97	45	52	6	3

Table 5 - Discipline and grievance

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

Note: Figures relate to cases commenced during the period of the report.

Table 6 - Leavers

2007/2008	All	Male	Female	EM	Disability
Total	254	123	131	34	3
2006/2007	All	Male	Female	EM	Disability
Total	357	168	189	28	6

Table 7 - Redeployments and Secondments

2007/2008 - Redeployments	Male	Female
White	3 (0.25%)	6 (0.5%)
EM	0	1 (0.09%)
Declared disability	0	0

2007/2008 - Secondments	Male	Female
White	1 (0.07%)	6 (0.5%)
EM	1 (0.07%)	0
Declared disability	1 (0.07%)	1 (0.7%)

Notes:

1. No data collected prior to 1 April 2007
2. The percent value shown = proportion of total workforce by gender

Table 8.1 – Redundancy - Compulsory

2007/2008	Male		Female	
Ethnicity	White	EM	White	EM
	20 (2%)	2	13 (1%)	3

2006/2007	Male		Female	
Ethnicity	White	EM	White	EM
	27 (2%)	3	26 (2%)	0

Table 8.2 – Redundancy - Voluntary

2007/2008	Male		Female	
Ethnicity	White	EM	White	EM
	0	0	0	1

2006/2007	Male		Female	
Ethnicity	White	EM	White	EM
	4	0	3	0

Notes:

1. No employees declared a disability
2. The percent value shown = proportion of total workforce by gender where this is statistically significant

Table 9 – Grading review and deputising

Grading review	Male		Female	
	2007/2008	2006/2007	2007/2008	2006/2007
White	10 (0.84%)	31 (2.3%)	21 (1.79%)	34 (2.68%)
EM	0	1 (0.07%)	0	0
Disabled	1 (0.08%)	0	0	0

Deputising	Male		Female	
	2007/2008	2006/2007	2007/2008	2006/2007
White	5 (0.42%)	9 (0.67%)	6 (0.51%)	10 (0.79%)
EM	0	0	0	0
Disabled	1 (0.08%)	0	0	0

Notes:

1. The percent value shown = proportion of total workforce by gender

Table 10 - Civil Service

Year	Employees		Ethnicity		Disability
	Male	Female	White	EM	
2008 *	230300	259700 (53%)	449330	40670 (8.3%)	32830 (6.7%)
2007	250040	281960 (53%)	487844	44156 (8.3%)	35644 (6.7%)
2006	260380	293620 (53%)	509680	44320 (8%)	22160 (4%)

Note: 20% of all civil service employees work under flexible or alternative working arrangements

Table 11 - HESA

First Year students domiciled in UK (undergraduate and postgraduate)

	All Students		Ethnicity (known)		Disability
	Male	Female	White	EM	
2007	348025	532005 (60%)	676495	132665 (15%)	57750 (6.6%)
2006	354480	541195 (60%)	764550	131125 (14.6%)	54830 (6.1%)

Staff

2007	Male	Female	Total
Professors	13600	2885 (17.5%)	16485
Senior Lecturers	21275	12375 (36.8%)	33650
Lecturers	27340	24590 (47.4%)	51930
Researchers	19925	16815 (45.8%)	36740
Other Grades	15935	15255 (48.9%)	31190
Total academic staff	98075	71920 (42.3%)	169995
Non academic staff	72585	121585 (62.6%)	194170
Total all staff	170660	193500 (53.1%)	364165

Note: No ethnicity or disability data available

BBSRC EQUALITY DUTIES – ACTION PLAN 07/08

[Combining separate Gender, Race and Disability Action Plans assigned to each Equality Scheme]

Leadership and Corporate Commitment					
Scheme	Aim	Action	Responsibility	Completion date	Progress
Disability Gender Race	Mainstream equality into all areas of BBSRC's business. Promote equality and good people relations.	Adopt Schemes and Action Plans	BBSRC Executive Group	Dependant on legislation	Completed
Disability Gender Race		Appointment of Diversity Champions/Leaders	BBSRC Institute Directors/ Management	Dec 2006	Completed
Disability Gender Race		Raise awareness of the Schemes and Action Plans through BBSRC Bulletin and intranet	HR Group	Ongoing	Completed. Regular updates included in Bulletins and in Dec 07 Diversity Newsletter
Disability Gender Race		Include a requirement for service providers to demonstrate their commitment to equality issues in all service specifications	All functions	Ongoing	Letter sent to RCPO 8 March. Follow-up letter sent 22 Nov 07
Gender		Review the appointments process, training and membership profile of institute boards and panels	HR Group	Feb 2008	Info on committee structure sought. Guidance in draft - carried forward into 08/09 plan

BBSRC as an employer

Scheme	Aim	Action	Responsibility	Completion date	Progress
Disability Gender Race	All staff, irrespective of background, see BBSRC as a fair place to work. Promote equality and good people relations.	Monitor by disability, ethnic background and gender: <ul style="list-style-type: none"> • Individual grading reviews • Deputising • Early retirements • Decade of Retirement flexibilities • Selection for redundancy • Redeployment • Secondments • Rewards to Inventors • Grievance, Discipline & Capability cases • Flexible working requests • Training & Development opportunities 	HR Group Institute HR Managers	Annually	Carried forward into 08/09 plan Data collection expanded to include Training applications to be added w.e.f 1 April 2008 Where data available to be included in 07/08 annual report
Disability Gender Race		Monitor by disability, ethnic background and gender: <ul style="list-style-type: none"> • Staff in post • Applicants for posts, and those appointed • Starting salary on appointment • Employment status (e.g. indefinite, fixed term) • Applicants for training and development • Applicants for merit pay awards • Applicants for promotion 	HR Group Institute HR Managers	Annually	Carried forward into 08/09 plan Ongoing. Spreadsheets set up, data capture processes etc Where data available to be included in 07/08 annual report

		<ul style="list-style-type: none"> Leavers 			
Disability Gender Race		Review merit promotion criteria to minimise risk of indirect discrimination. Consider changing criteria to emphasise ability and potential as well as achievements.	HR Group	April 2008	Ian Lyne leading project – staff survey carried out. Focus groups to be held - carried forward into 08/09 plan
Gender Race		Undertake an equal pay audit (including analysis of merit awards, individual progression, starting salaries, Recruitment and Retention Allowances, Responsibility Review payments, and access to overtime)	HR Group	31 January 2008	Audit completed – Equal pat Audit Action Plan to be included as Annex to 08/09 Equality Duty Action Plan
Gender		Review recruitment and science merit promotion systems and criteria to minimise risk of indirect discrimination. Identify barriers to career progression for women researchers. Identify criteria which reflect ability/potential as well as achievements.	HR Group	April 2008	Ian Lyne leading project (see merit promotion above) - carried forward into 08/09 plan
Disability Gender Race		Review careers information literature and identify suitable role models	HR Group	30 Sept 2007	Role Models identified (nominated by Institute Directors – leaflet produced including career profiles for issue BBSRC-wide. Information to be included in HRG careers info and other BBSRC careers literature + future copy of Business
Disability		Update recruitment and selection guidance	HR Group	31 March	Carried forward into

Gender Race				2008	08/09 plan
Disability Gender Race		Carry out sample audit of recruitment and selection procedures at all institutes and BBSRC office. Identify any barriers which might lead to under-representation of minority groups and produce report	HR Group Institute HR Managers Joint Recruitment Unit	31 March 2008	Completed
Disability Gender Race		Improve availability of buddy/mentoring schemes, with particular reference to new starters from minority groups	HR Group	30 Nov 2007	Completed (guidance on mentoring issued HRMs16 October). Published on extranet
Disability Gender Race		Incorporate diversity issues into new management training package	HR Group	31 Jan 2007	Completed
Disability Gender Race		Implement diversity awareness training across BBSRC office and sponsored institutes	HR Group	31 Dec 2007	Completed (except Rowett). Establishments running courses for new starters
Gender		Ensure that work life balance and flexible working issues are covered in PPDR guidance/training. Encourage line managers to think flexibly about the needs of individuals. Line managers and job holders to address these issues, where applicable, during PPDR reviews.	HR group Equality and Diversity Joint Committee	31 Aug 2007	Completed (guidance issued 26 November) and on extranet
Disability		Update 'Employing Disabled People' guidance for managers	HR group	31 July 2007	Completed (guidance note reissued on extranet)
Disability Gender Race		Develop generic diversity awareness term for all managers and staff	HR Group	31 Sept 2007	Completed (added to written statement of T & C instead).
Disability		Issue HR Guidance leaflet on Diversity and	HR Group	Oct 2006	Completed

Gender Race		Equality Considerations in Line Management			
Disability		Explore with other Research Councils the possibility of setting up a cross Council disabled staff network	HR Group	June 2007	Raised at RCDEAG – not supported but will be taken forward within BBSRC - carried forward into 08/09 plan
Gender		Consider feasibility of running work experience and ‘taster’ days at Institutes to encourage girls into science	Institute HR Managers	31 March 2008	Completed
Gender		Require all institutes to review childcare provision and to address any access issues which cannot be met through voucher schemes	HRG Institute Managers	31 Jan 2008	Completed - report on childcare across institutes issued through HRMs for INCCs to consider and report back to Project Board in Jan 2008
Disability Gender Race	Improve percentage of disabled candidates applying for vacancies and promote BBSRC as an equal opportunities employer	Investigate other advertising forums such as Job Centre Plus Disability Officers, organisations such as Shaw Trust, disability websites or magazines, Higher Education Institute Disability Officers	Hr Group JRU Institute HR Managers	31 March 2008	Completed – included in Recruitment & Selection Audit Report
Disability		All institutes to achieve the disability Two Ticks accreditation	Institute HR Managers	31 March 2008	In progress. Guidance issued to HRMs. SO & BI achieved. IAH, JIC and IFR awaiting outcome applications - carried forward into 08/09 plan

Disability	Ensure, as far as is reasonably practicable, access to all buildings and facilities for disabled people	Carry out a review of all BBSRC and institute facilities and make recommendations	Joint Building & Office Services Institute Estates Managers BBSRC Estates Branch	Nov 2009	Carried forward into 08/09 plan
Disability Gender Race	Ensure all BBSRC literature is relevant and accessible to minority groups and those with special needs	<ul style="list-style-type: none"> • Review careers information literature • Review BBSCR website (content and access tools) • Review literature for studentships and fellowships 	<ul style="list-style-type: none"> • HR Group, Institute HR Managers, JRU • Information, technology and communications • HR Group 	31 March 2008 Dec 2007 31 March 2008	Completed - HRG careers literature revised Carried forward into 08/09 plan Carried forward into 08/09 plan – to be reviewed as part of Equality Impact Assessment process

BBSRC as Funding Body

Scheme	Aim	Action	Responsibility	Completion date	PROGRESS
Disability Gender Race	All applicants, irrespective of background, see BBSRC as a fair awarding body. Promote equality and good people relations.	Ensure that those within BBSRC and sponsored institutes, responsible for appointments to strategic committees etc, are aware of and take account of disability equality and other equal opportunities issues.	HR Group	Sept 2007	Completed. Diversity training for BBSRC Chair 9 July Diversity training for Council 4 Dec

Disability Gender Race		Monitor membership of committees	HR Group Appointments Board	Annually	Partially completed by Secretariat – carried forward into 08/09 plan
Disability Gender Race		Issue copy of BBSRC Equal Opportunities Policy to all members of strategic committees. Incorporate in all induction/welcome packs sent to new members	HR Group	Ongoing	Carried forward into 08/09 plan
Disability Gender Race		Provide guidance on diversity awareness to members of BBSRC committees	HR Group	Ongoing	Completed
Disability Gender Race		Request the Research Council Equal Opportunities Group to consider the benefits of surveying funded applicants (specifically those from minority groups such as disabled people), for their views on the documentation and information available about the application process and their treatment.	HR Group	Ongoing	Paper approved by EGM. Ian Lyne to take forward establishment of group. First meeting to be held April/May 08 Carried forward into 08/09 plan (see item below)
Disability Gender Race		Consider feasibility of carrying out equal opportunities monitoring all applications for funding by cross-office group (Swindon Office)	HR Group	Ongoing	Paper approved by EGM. Ian Lyne to take forward establishment of group. First meeting to be held April/May 08 Carried forward into 08/09 plan

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.	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.

			Also, monitoring the sexual orientation of applicants is not conducted by 2 establishments.	
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.
SO - Other				
Committee Restructuring	Yes	No	All packages assessed as low negative or neutral	Annual monitoring of applications for committee

Implementation – Work Packages 1 - 8			impact on all groups	membership. For Work Package 8, in developing the road shows, ensure those with disabilities have access
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.

Note: This table includes all EIA conducted in BBSRC to date.