BBSRC Annual equality and diversity report 2009/2010

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.

Priority areas of BBSRC Diversity Strategy 2008-2010:-

- Promoting diversity awareness
- Review of merit promotion and recruitment and selection processes
- Assessing impact
- Work-life balance – flexibility to accommodate individual needs
- Review of appointments process, training and membership profile of Institute boards and panels.

This annual report outlines the progress that BBSRC has made during 2009/2010 against our equality scheme and associated action plan and provides supporting data covering:

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

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, the Genome Analysis Centre (TGAC) and The Operations Centre (TOC). The report will be published on the BBSRC website.

Staff in post

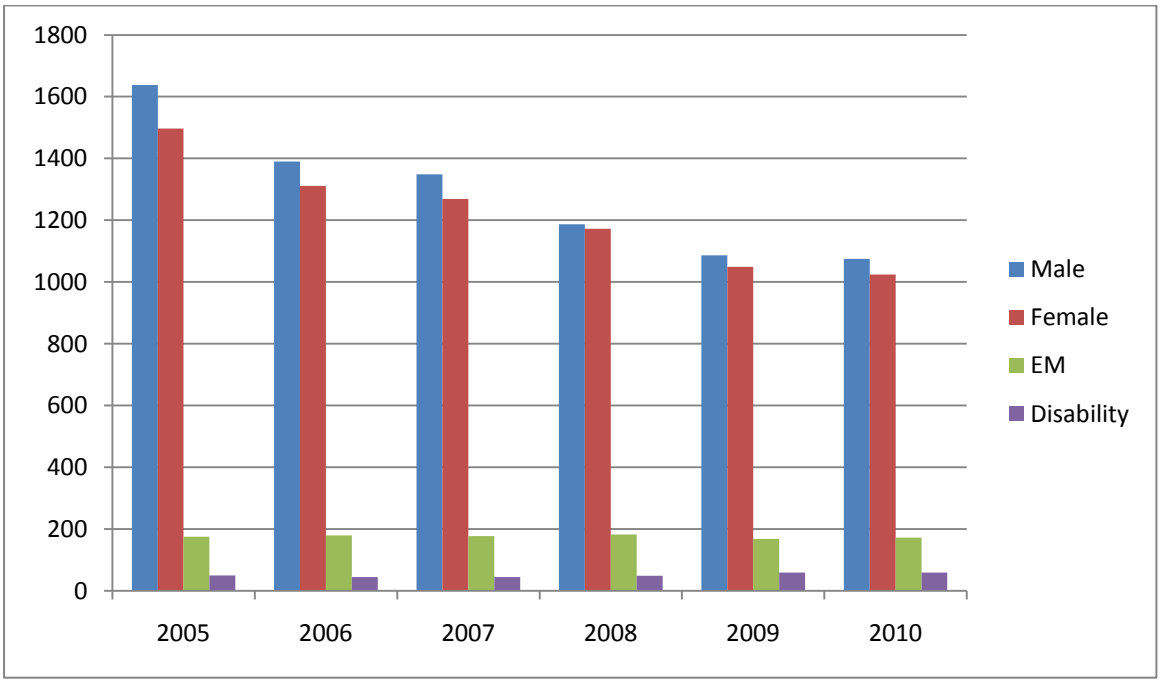
The following tables and graphs show the total number of employees, broken down by group and contract type. Also included is a chart to show the female representation in bands D through to PC 1.

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

	Male	Female	EM	Disability	Total
2010	1075 (51%)	1024 (49%)	172 (8.2%)	59 (2.8%)	2099
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

The overall number of BBSRC employees has declined slightly in this period, but not on the same scale of reduction seen in previous years. Gender representation, ethnic minority (EM) and employees who have declared a disability have remained constant.

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



Percentage of females by pay band:

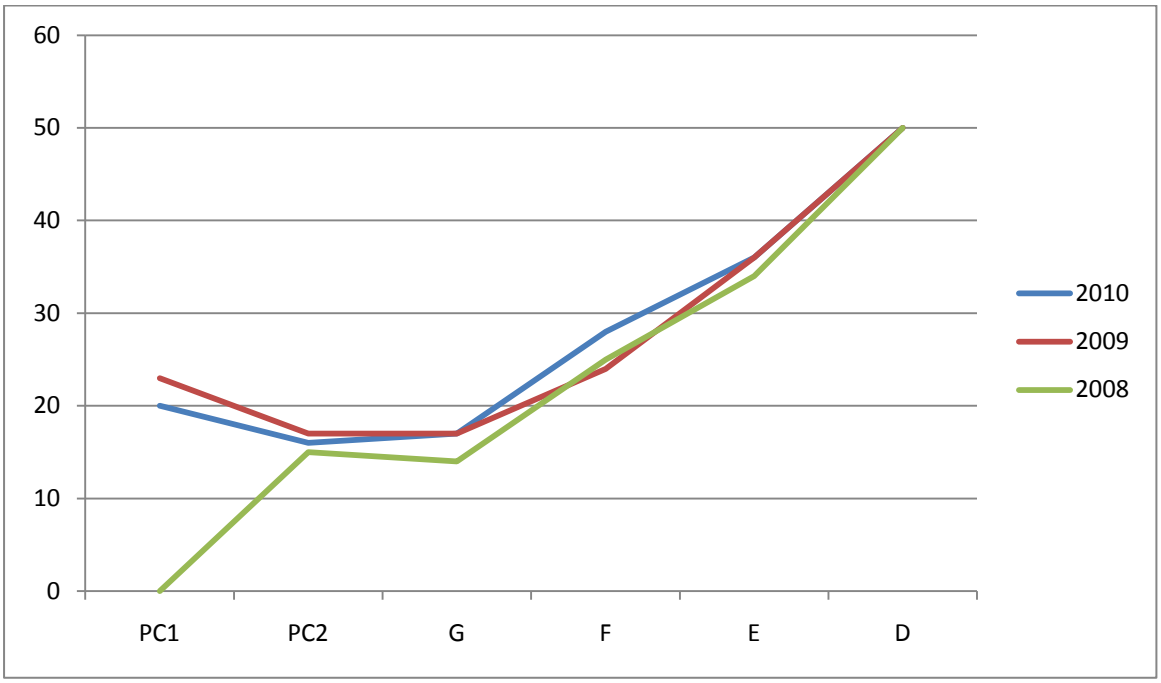
The table below shows the percentage of females in each pay band for the past 5 years.

There has been little change from 2009, with the continued trend of lower representation in the pay higher bands and vice versa. The number of female employees in bands PC1 & 2 is statistically small and consequently marginal changes impact significantly on their overall representation.

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

Year	**PC1**	**PC2**	**G**	**F**	**E**	**D**	**C**		**B**	**A**	
2010	20	16	17	28	36	50	58		67	59	
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**	**10**	**11**
2007	0	14	12	26	33	48	60	59	62	60	82
2006	9	14	15	23	33	48	60	59	62	59	81

Female representation (%) pay bands PC1 to D

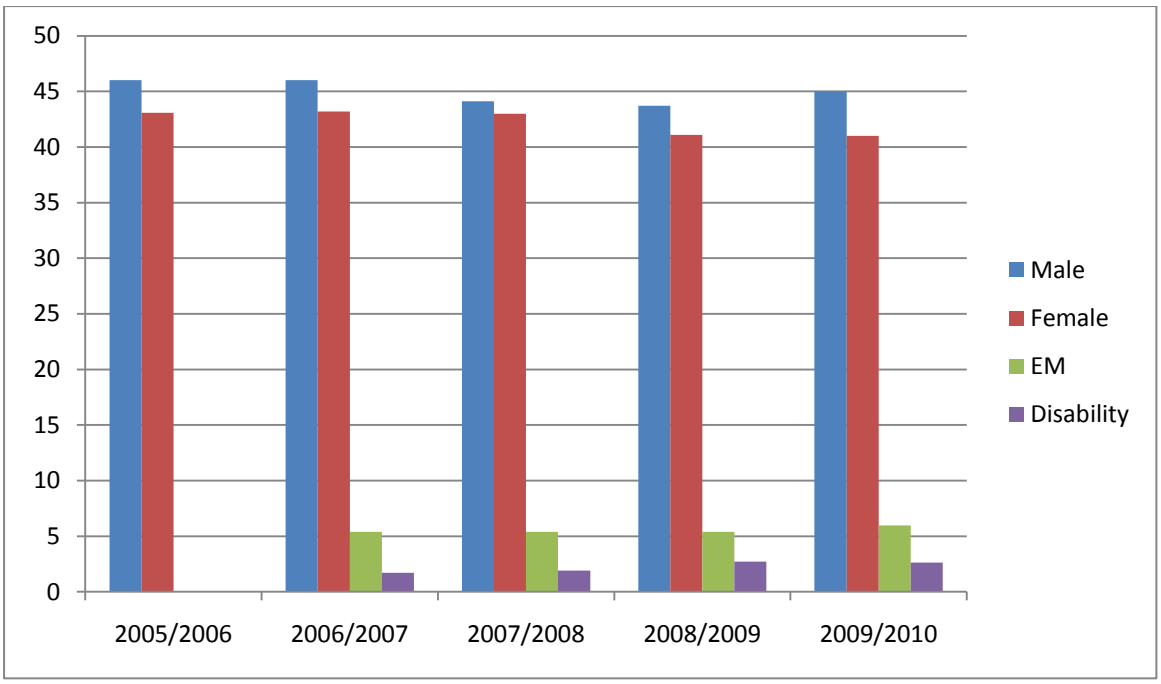


Staff by contract type

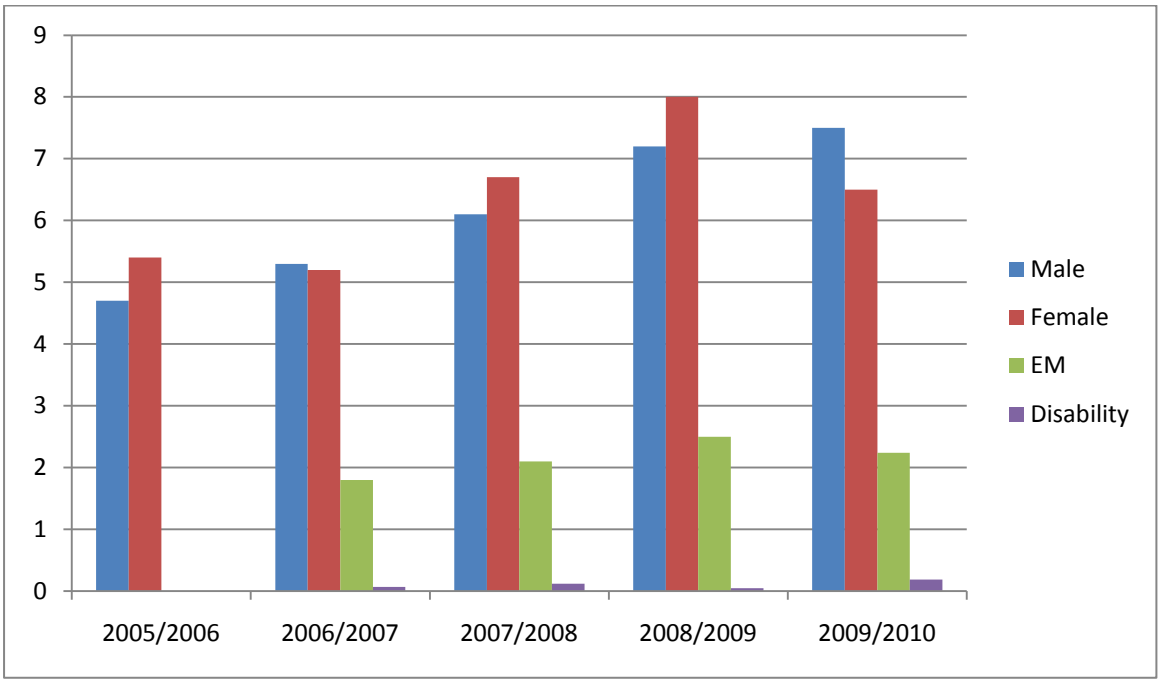
The following graphs show the percentage of staff on indefinite and short term contracts as a percentage of the total workforce, reflecting a small reduction in the number of short term appointments during the period 2009/2010.

A joint management/Trade Union review of the use of short term contracts was carried out in March 2010; recommendations were shared with BBSRC establishments and amendments were agreed to the Limited term contracts agreement as set out in the Employment code.

Indefinite contracts (% of total workforce by group)



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



Recruitment

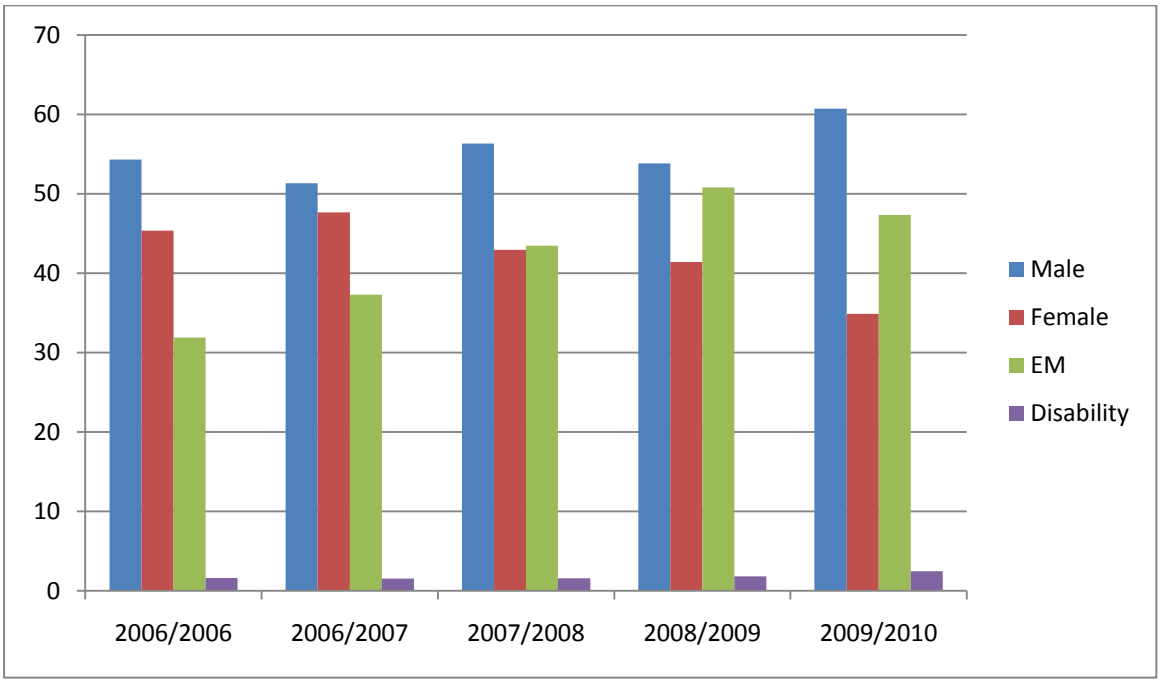
The following 3 graphs show applicants, those short listed and those appointed, as a percentage by group.

The data shows that in the period 2009/2010, BBSRC again attracted fewer female applicants than males but females were more successful in securing appointments, with 50% of all appointments being women from only 35% of applicants.

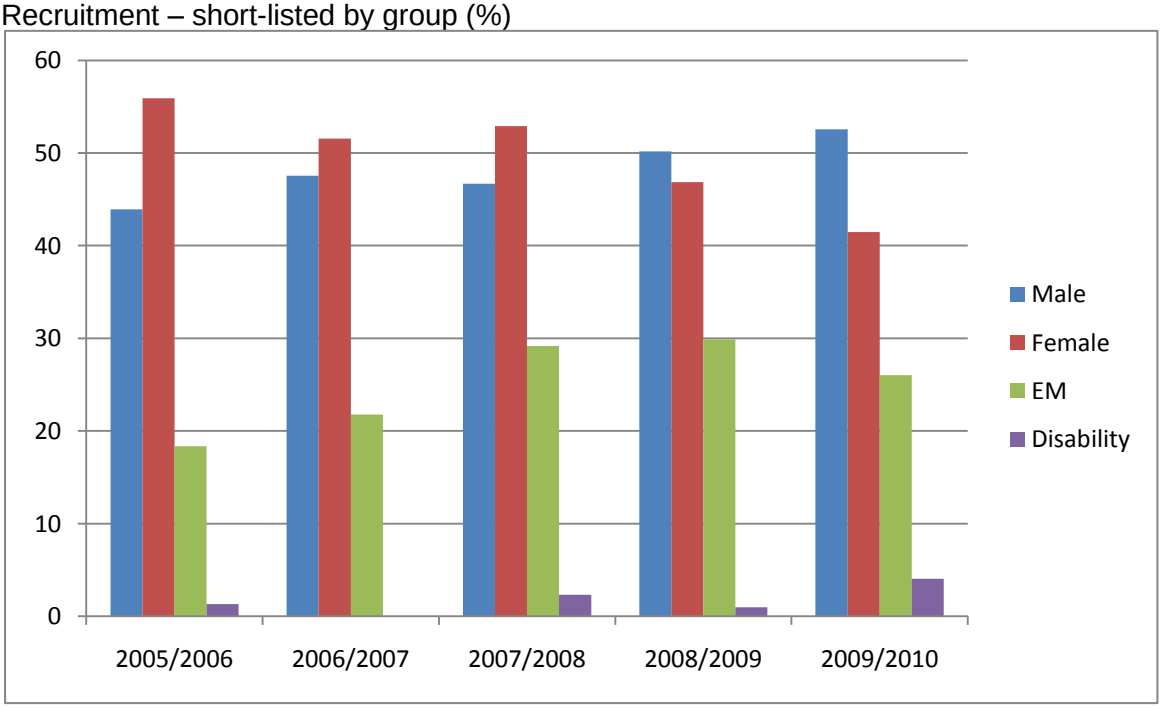
BBSRC has continued to work with its establishments to identify ways of encouraging more applicants from minority groups. This has been effective in terms of ethnic minority recruitment, with 20% of appointments being from this group. However, as in previous years, attracting applicants from those with a disability had proved difficult, with only 2.4% of applicants declaring a disability in the recruitment process.

All establishments have been awarded ‘two ticks’ status from Jobcentre Plus to demonstrate commitment to employ, retain and develop the abilities of disabled staff.

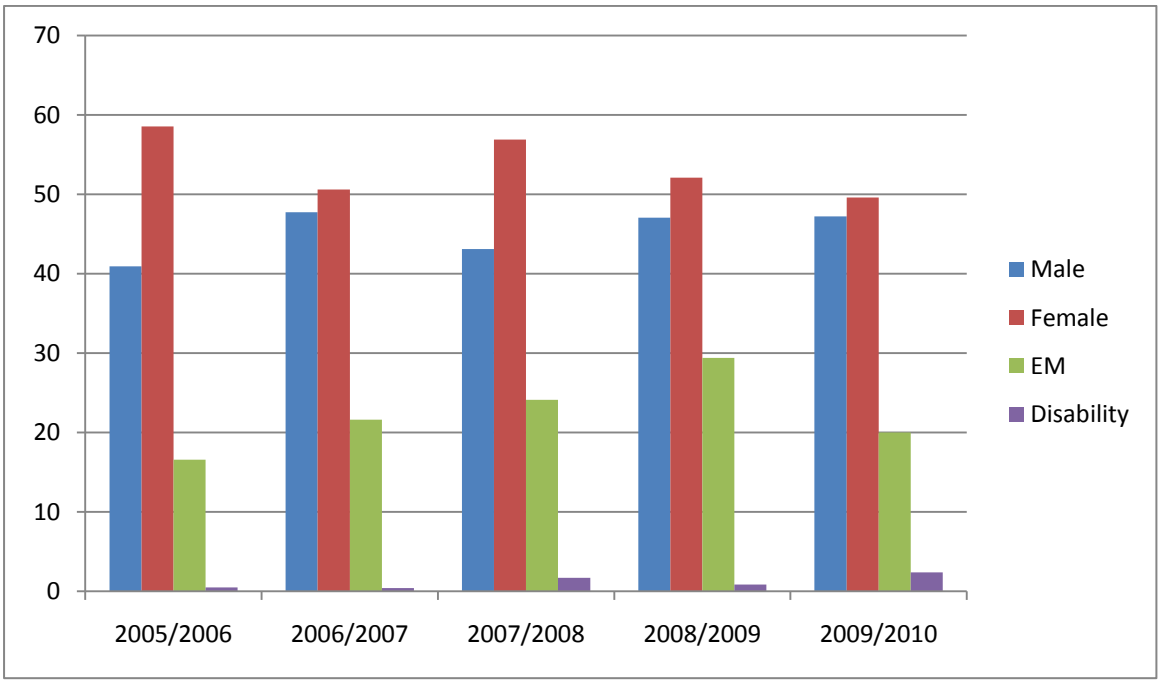
Recruitment – applicants by group (%)



Recruitment – short-listed by group (%)



Recruitment – appointments by group (%)



Learning and development

Training activity for 2009/2010 shows a decrease in the numbers against the previous year but in relative terms, demonstrates a significant proportion of BBSRC employees attended some form of development. During 2008/2009, a critical mass of employees attended the BBSRC Leadership and Management programme and the trend for this is on an upward trajectory, demonstrating an increase in over 60% on the figure for 2007/2008. It is known that there is development activity that is not recorded - this is usually technical, scientific or on the job training so it is highly probably that the figures shown are an under-representation of the actual attendance figures

In 2010, the migration of transactional activities to the Shared Services Centre included provision of core learning and development activities. The Oracle Learner Management system will also record continuous professional development and reporting in the future should be more reliable.

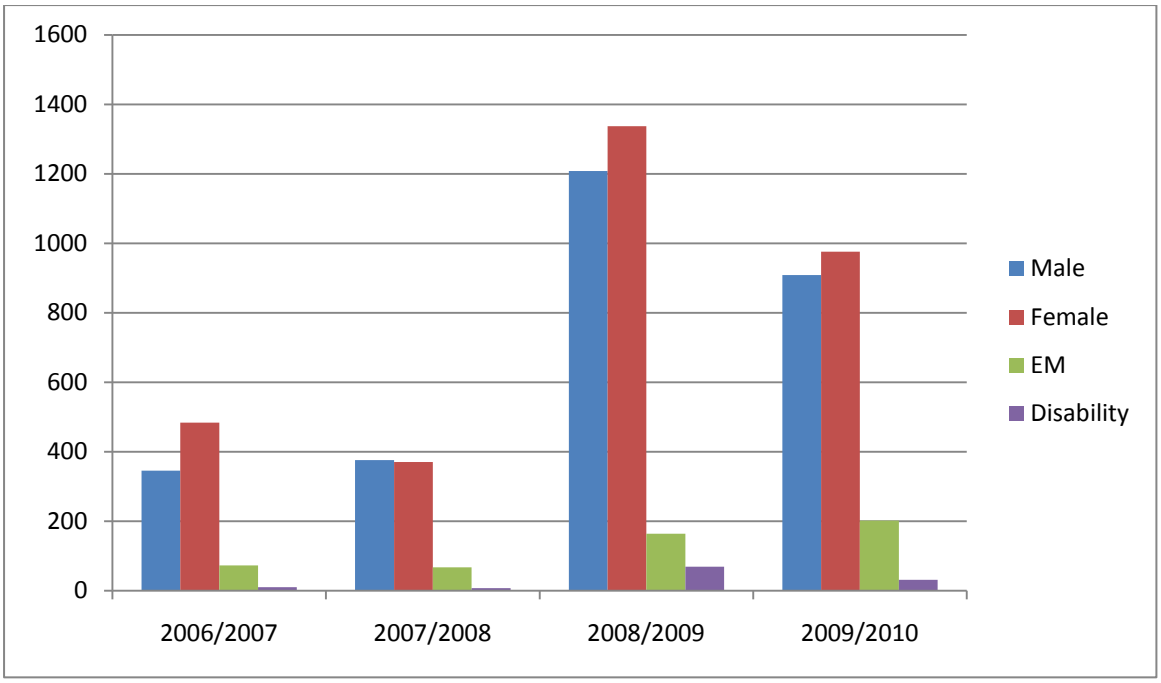
Number attending training by group:

Year	Male	Female	EM	Disability
2009/2010	909	976	202	32
2008/2009	1208	1337	164	69
2007/2008	376	371	68	8
2006/2007	346	484	73	10

During the period 2009/2010 EM employees attended training in higher numbers than their representational work-force strength (10.7%). However, for those with a declared disability attendance was lower than their representation across the workforce (1.7%). This is of

some concern; it will be necessary to monitor this for future trends and in the short term to ensure that suitable adjustments are being made to accommodate this group.

Number attending training by group



Promotion

The following graphs show the number of promotions by gender, ethnicity and disability, (this does not include data from Babraham Institute).

In April 2010 a new personal promotion scheme was introduced in BBSRC and this will be reported on in the 2010/2011 annual report.

Number of promotions by group

	Male	Female	EM	Disability
2006/2007	60	67	8	1
2007/2008	40	51	5	3
2008/2009	54	43	2	5
2009/2010	23	36	7	2

If an employee believes that their duties and responsibilities have grown and that they are working at a higher level than normally applies to their pay band, they have the right to have their job reviewed. The evaluation procedure used for this is Job evaluation and grading system (JEGS). A line manager or trade union can also initiate an IGR.

Number of grading reviews by group

	Male	Female	EM	Disability
2006/2007	30	34	1	0
2007/2008	10	21	0	1
2008/2009	25	23	1	1
2009/2010	10	11	2	1

Temporary promotions are used for situations including the following:- covering for a colleague who is maternity leave or deputising for someone who is absent for another reason.

Number of temporary promotions by group

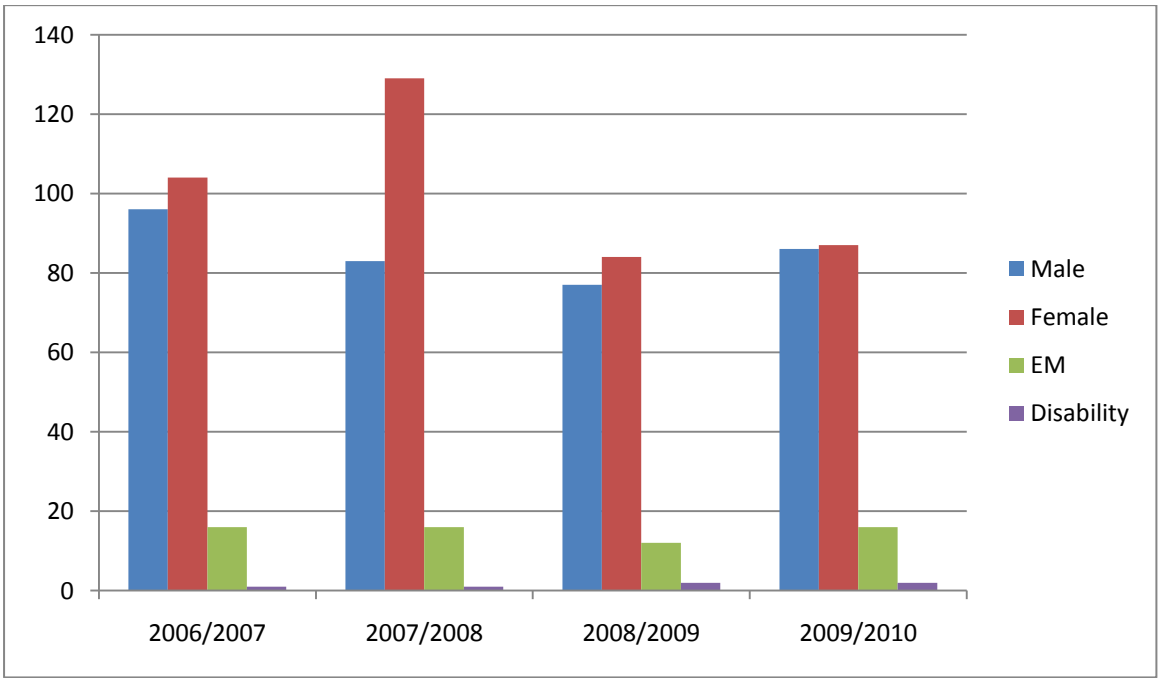
	Male	Female	EM	Disability
2006/2007	9	10	0	0
2007/2008	5	6	0	1
2008/2009	4	1	0	1
2009/2010	3	0	0	0

Leavers

The chart below shows all leavers by group since 2006 and the tables there after provide data covering the main reasons for leaving.

In this reporting period the number of male and female leavers was almost equal at 86 and 87 respectively. In previous years the trend had been for more females than males to leave. During 2011 it is intended to monitor leavers by pay band and contract type as part of a separate research project into female retention and career progression.

All leavers by group



Compulsory redundancy	All	Male	Female	EM	Disability
2009/2010	59	24	35	5	1
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
2009/2010	7	2	5	0	0
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
2009/2010	29	14	15	0	1
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
2009/2010	78	46	32	11	0
2008/2009	93	41	52	8	1
2007/2008	144	45	99	9	1
2006/2007	111	45	66	13	0

Appraisal/Performance Awards

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

2009/2010	Male	Female	EM	Disability
Exceptional Performance Award	6%	6%	0.6%	0.4%
Outstanding Performance award	2.3%	1.4%	0.6%	0.1%
Special Bonus Award	3.4%	2.9%	0.3%	0.1%

Individuals are nominated by their Line Manager for performance and special bonus awards.

The percentage of employees (against total workforce) who received a performance in 2009/2010 was 15.7%, compared with 14.4% in the period 2008/2009. Special Bonus awards were lower this year, falling from 9.4% to 6.3%.

Grievance and discipline cases

The following tables show discipline and grievance cases since 2006. During this accounting period, cases of both discipline and grievance have reduced (grievances by over 50%).

It is worth noting than following the repeal of the statutory dispute resolutions in April 2009, amendments were made to the policies and procedures contained in the Employment code. In addition a Mediation process was introduced and guidance notes were issued on carrying out investigations in disciplinary and grievance situations.

2009/2010	**All**	**Male**	**Females**	**EM**	**Disability**
Discipline	10	6	4	0	0
Grievance	3	0	3	0	0

Note: 1 case related to harassment/bullying.

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					
Discipline	3	2	1	0	0
Grievance	8	6	2	2	0

Note: 2 cases related to harassment / bullying

2006/2007					
Discipline	11	9	2	0	0
Grievance	7	4	3	0	0

Note: 5 cases related to harassment / bullying

Additional equality monitoring

Requests for flexible working:

2009/2010				
Ethnicity	**Male / White Successful**	**Female / White Successful**	**Male / EM Successful**	**Female / EM Successful**
Compressed hrs	5	6	2	1
Home working	0	1	0	0
Term-time	0	1	0	0
Part-time	6	26	0	1
Extended hrs	0	0	0	0

Notes:

1. *includes 1 employee with a declared disability
2. There were no unsuccessful applicants – total applications 49

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:

1. * includes 1 employee with a declared disability
2. 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:

1. * includes 3 employees with a declared disability
2. 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:

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

Sickness absence: The following 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.

	Male	**Female**	**EM**	**Disability**
2009/2010	434 (21%)	555 (26%)	48 (2%)	23 (1%)
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 (RTI)

BBSRC first introduced a RTI scheme in 1994 to further incentivise staff to become engaged in the commercialisation of institute science. Under the RTI scheme, all staff involved in an invention are entitled to a share in the proceeds arising from its successful exploitation. During the period 2009/2010 there was a total of 42 awards worth £197.4k. This compares

with 32 awards totalling £64k in 2008/2009. In terms of gender distribution the numbers are 42 individuals 12 being female and 30 male providing a 29/71% split.

Redeployments and secondments

The following tables show redeployments and secondments that occurred during the past 3 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
2009/2010	4	7	2	1
2008/2009	1	7	3	0
2007/2008	3	7	1	0
2006/2007	Not available			

Secondments	Male	Female	EM	Disability
2009/2010	4	2	0	0
2008/2009	1	3	0	0
2007/2008	2	6	1	2
2006/2007	Not available			

Diversity Champions Report 2009 / 2010

This collated report covers BBSRC office, institutes where BBSRC is the main sponsor and the Main Research Providers (MRP); collectively for the remainder of this report to be referred to as establishments. BBSRC diversity champions continue to provide support to their establishments in implementing BBSRC equality and diversity policy and any local initiatives. Much equality and diversity activity is consistent across BBSRC, namely:

- All establishments continue to hold disability 2-Ticks status
- All provide diversity awareness training for new employees and students (unless stated)
- All (excluding MRPs) have conducted equality impact assessments of a number of local policies and practices
- All ensure that diversity issues feature regularly on their INCC agendas.

Activity specific to each establishment is as follows:

<u>Babraham Institute (BI)</u>

- Diversity awareness training during induction is a probation objective - therefore, individuals must attend the training in order to be confirmed in post.

- The diversity page on the BI intranet is regularly reviewed to ensure that the information is current and up-to-date.
- Equality and diversity documents are electronically circulated to all staff (e.g. Annual Report 2008 / 2009 and Diversity Newsletter) as is related external information (e.g. details of the Cambridge AWISE Career Development Day and information from the UK Resource Centre for Women in SET - monthly newsletter, details of the L'Oreal / UNESCO Women in Science Fellowship and Bursaries programme and GetSET Women.
- For next year, in order to help improve disability recruitment, it is intended to place a general advert in the May/June 2010 edition of Able Magazine's Employment Supplement.

Institute for Animal Health (IAH)

- Dedicated Diversity page has been created on the IAH intranet with links to diversity reports, strategies, newsletters etc.
- All diversity updates are advertised to all staff via email with a link to the relevant document.
- Equality monitoring data is provided to INCC and IEB (Institute Executive Board) on an annual basis.
- Arranged a focus group discussion (Diversity Champion, HR representative and employees) on equality issues (carers, diversity strategy and action plan).
- Prayer facilities provided and special dietary needs catered for as required.
- Provision of a rest room with a modified bed (which aids transferring from a wheel chair). Also purchased and installed special software to support computer users with dyslexia and visual impairments.

The Operations Centre (TOC) / John Innes Centre (JIC) / Institute of Food Research (IFR) The Genome Analysis Centre (TGAC)

- Diversity awareness training is also available to existing staff that require refresher training, for example, members of newly formed Personal Promotion Panels have attended training in preparation for the new Personal Promotion Scheme.
- Diversity awareness is raised via respective institute websites linked to BBSRC diversity webpage, electronic dissemination of diversity information to staff, articles in local newsletters and notice boards.
- Diversity is discussed at monthly HR strategy meetings.
- INCC is provided with annual equality monitoring data (gender and ethnicity by grade and those declaring a disability).
- Facilities provided for religious observance – details of prayer facilities and times available are placed on the intranet.
- Diverse composition of decision making panels in recruitment and promotion - all involved in recruitment must attend Effective Recruitment and Selection training.
- Recruitment advertising includes JobcentrePlus.
- Outreach / external profile raising activities include: work experience for year 10 pupils, summer school for undergraduates, the Teacher Science Network, JIC centenary celebrations and JobFresh advertising.
- Staff on special leave (e.g. maternity, sabbatical) are advised of vacancies and sent fortnightly staff newsletter.
- New starter and current employee declaration via annual disability site survey helps to identify those with disabilities. Occupational Health and HR Business Partners work with management and staff to resolve any issues that arise.
- Diversity issues notified and highlighted to senior management include: working out of normal office hours; timing of important meetings during school holidays; flexible

working; residential training programmes; lack of volunteers to be Diversity Champions and consideration of special dietary needs in catering tendering process.
- New induction process and site-wide guide.
- Use of induction loops extended to meeting rooms.

Rothamstead Research (RRes)
- Identified need for diversity refresher training - liaising with BBSRC (training review in 2009 recommended that refresher training development for all BBSRC establishments should be deferred until after migration to the SSC) - BBSRC can provide support in defining content of a refresher programme for RRes when timeframe is appropriate in 2010 / 2011.
- Outreach - RRes offer vacation bursaries and work experience opportunities to young people, in addition to work with local schools - RRes has a particular relationship with the Chalney Girls' School, based in Luton, this has a high proportion of students from minority ethnic groups.
- Plan to develop mentoring programme that is accessible for all (and not only limited to early career researchers and women) - Note: BBSRC can support this in 2010 / 2011 as part of the review of mentoring provision BBSRC-wide.

Swindon Office (SO)
- In order to maintain a high level of awareness, diversity items feature on the agendas of SO Executive Team (e.g. equality duty action plan) and the OAG (e.g. Cross-functional equality monitoring group) and SO employment group (SOEG). Also, considering additional / top up diversity training for all staff.
- Planning to conduct equality impact assessments of local policies, including secondment, flexible working and the local training rules. SOEG and SO NCC to participate in the process.
- Quarterly updates (diversity policies and related issues) included in the SO bulletin.
- Diversity Newsletter on staff intranet - easier access and improved diversity page on website.
- Use of mediation as appropriate on line management, health and attendance issues.
- Introduced graduate intern scheme and work experience for year 11 and 12 pupils.

Macauley Land Use Research Institute (MLURI)
- The Chairs of all meetings have been advised to ensure that diversity issues are taken into consideration at all meetings either as a standing agenda item or simply as an integral part of discussion.
- Diversity awareness continues to be raised through training.

Moredun
- Diversity is discussed as required at Institute and Corporate Management Group meetings.
- Moredun staff have attended local employment law updates and a session run by ACAS on mediation and conciliation.
- All employees have attended diversity awareness training (based on the BBSRC training template) with the exception of new starters from Oct 2009 - plans are in place to provide training to these staff in future.

Scottish Crop Research Institute (SCRI)
- An Equal Pay audit was completed in 2009. The outcome of this audit was presented to the HR Committee and guidance for managers issued.
- Diversity information available on website and contained in induction booklet.

- SCRI involved in the second local ‘women in STEM’ event held in March 2010 to highlight achievements and to promote STEM careers for women - also actively working with UKRC for women in SET.

Equality & Diversity Joint Committee

Buildings access and adjustments to facilities update.

The ongoing requirement, to be DDA compliant, is taken forward via the BBSRC Equality Duty Action Plan. BBSRC establishment estate managers have provided an update on progress made throughout 2009 and up to 31 March 2010.

All estates / facilities managers have confirmed that building access and adjustments are kept under continuous review and progress is monitored locally by INCCs. Where a formal buildings access review or inspection has been undertaken, this is stated below.

The EDJC should continue to monitor overall progress and in future updates will form part of the annual equality & diversity report. It is recommended that disability access issues feature as a standing agenda item on INCCs.

Progress to 31 March 2010 at each establishment is summarised as follows:

Babraham Institute

A DDA buildings access review has been conducted at BI. A number of major building projects have been carried out since January 2009, all of which have required building regulations approval and, therefore, DDA requirements were included.

Institute for Animal Health

IAH is currently in a state of change. Compton is closing in 2013 and rationalisation of buildings has led to minimising any investment works on the site, other than statutory works.

At Pirbright, work on IADP1 lab has started and IAH is planning for a period of change over the next 3 years when the vast majority of existing buildings will either be vacated or modified by 2013.

During the past year there has been a great deal of investment in business continuity activities but this has focussed on meeting new regulatory requirements for science buildings.

DDA requirements for the new Pirbright/IADP1 are factored into the new building and, therefore, it is unlikely that any further DDA related work in the short term will be undertaken, unless there are specific individual needs.

Given the short term life of the majority of the existing buildings at both sites, it is not planned to commission a DDA compliance survey. However, a recent ROSPA fire risk assessment has been carried out on all buildings a number of detailed access requirements were identified.

The only adjustment of note concerned the provision of a downstairs office/workshop for one member of staff who due to health problems was finding it difficult to access his office on the first floor of a building. This involved some considerable work and an investment of circa £25k.

NBI - TOC / IFR / JIC / TGAC

- All new or major refurbishments not only comply with part L of building regulations, but go beyond that to satisfy the DDA.
- Generally many ramp areas have been upgraded as have many barriers with improvements made to banisters and handrails to steps.
- Yellow lining has been upgraded for those with partial disabilities.
- Improved signage across the site.
- Hearing loops designed and installed.
- Estates Manager is educating the wider audience and gaining acceptance of the need to assess access throughout the site and produce 'access statements'.

Rothamsted Research (including North Wyke)

- Improvements have been made to disabled parking areas.
- Tactile blocks have been installed at road crossing points.
- Visual contrast has been incorporated when repainting.
- Distinct colour contrast edging has been incorporated on external stairways.
- External lighting has been reassessed and improved.
- The audibility of fire alarms has been improved and signage has been updated.
- Door hold open devices have been fitted to heavy frequently used doors.

Swindon Office / BITS

- A buildings access inspection for SO was conducted in 2008.
- Automatic door access to the restaurant has been fitted.
- Increased number of disabled toilets throughout the site.
- Space has also been found for a mobility scooter in a secure area behind automatic gates to the lift in reception.

Moredun

Moredun has not provided an update but confirmed their understanding that all their buildings are DDA compliant.

Macaulay

- Buildings and facilities have been reviewed for DDA compliance.
- A number of modifications have been carried out, which include: widening doorways, lowering handles and putting larger glass panels into corridor doors to ensure that anyone in a wheelchair can see if there is someone coming the other way.
- Some remaining adjustments await funding - interim solutions in place are not ideal but adequate to satisfy the legislation in the meantime.

Scottish Crops Research Institute

- Recently completed new buildings and facilities are DDA compliant and, where required, incorporate wheelchair ramps to the latest building regulations. In addition.
- Many of their buildings are DDA compliant with lift and ramp access to the latest building regulations.

- Some older non-compliant buildings have been demolished as part of their on-going refurbishment programme.
- SCRI's main reception area now includes wheelchair access and updated disabled car parking facilities nearby.
- A disabled access lift has also been installed from Reception to the boardroom and executive suite of offices.
- A disabled toilet has been provided adjacent to the boardroom.

Conclusion - BBSRC Diversity Strategy, equality schemes and action plans

BBSRC has continued to mainstream diversity into core business activities through the delivery of our Diversity strategy and 2009/10 Equality and Diversity Action Plan.

Feedback from external surveys carried out in 2008 prompted us to develop a new, more accessible diversity webpage:

http://www.bbsrc.ac.uk/organisation/policies/employment/equality-diversity.aspx

During the year we also reviewed our equality and diversity guidance for employees, which supports and supplements core HR Policies. All BBSRC core employment policies have been equality impact assessed and Institutes have begun to conduct assessments of their local policies, including learning and development, housing and chemical standards policies.

Following a review of the appointments process, training and membership profile of our sponsored Institute boards and panels we have produced guidance for those involved in the appointments process in order to achieve a more diverse and inclusive committee membership profile.

Building on the success with child-care schemes and facilities, a review of the support available to employees with other caring responsibilities was carried. Additional guidance was issued to encourage all managers to think flexibly about the needs of individuals.

In addition to our responsibilities as an employer, BBSRC has responsibilities as a funder of research. A cross-functional group has examined in detail the monitoring systems currently in place and the guidance available to those involved in the research grants awarding process. The group has recommended changes to the advice we provide to grant applicants and those involved in peer review and the award processes. In addition it is proposed to establish a sub-group to undertake equality assessments of BBSRC's core funding activities.

During the period 2009/2010 we have continued to work with the UK Resource Centre (UKRC) for Women in Science, Engineering and Technology. In November 2009 BBSRC participated in a jointly run workshop designed to explore best practice in the science research and further education (FE) sectors e.g. in relation to culture change, flexible working and career progression. Earlier in the year, BBSRC was the first science research council to sign the UKRC's CEO Charter initiative, demonstrating our commitment to supporting women in science.

HRCSG April 2011