

# **Annual Equality, Diversity and**

# **Inclusion Report**

**2015 – 2017**

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## Management Commentary

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### Chief Executive's Report

I am pleased to present this report on BBSRC's Equality, Diversity and Inclusion (EDI) for the period 2015-17. BBSRC continues to be totally committed to creating a culture that values dignity at work, mutual respect and inclusivity, where diversity is embedded in all business activities, unlawful discrimination is eliminated and individuals can achieve their full potential.



In a period of change for BBSRC, and the wider Research Council community, we continue to strive to be an employer of choice attracting and retaining high quality colleagues with a breadth of experiences and talents. As outlined in our EDI Action Plan, we have embedded EDI good practice across our core activities, and it is testament to the work of everyone in BBSRC that this is now business as usual for our work as an employer, partner and investor in biosciences.

This report focuses on BBSRC as an employer, and the data provided in the following pages indicate that the proportion of female colleagues, which had plateaued in previous years, has seen an increase in 2016/17. It is also heartening to see that the number of people who are declining to declare their ethnicity is reducing which is indicative of the inclusive and supportive environment in BBSRC. We will monitor this for signs of trends in the coming years.

One area where further work is needed is around the distribution of people across different job levels in BBSRC. It does appear that the more senior the role, the more likely the occupant to be white and male. To be truly inclusive and reflect our community, we need to recognise the abilities and support the development of all people so they can achieve their potential.

I would like to thank all my BBSRC colleagues for embracing and embedding EDI in their work. In particular, I am grateful to the BBSRC Equality and Inclusion Policy Group and colleagues in People and Development Group for leading and driving this agenda, and for overseeing the production of this report.

## Introduction

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The vision of the Biotechnology and Biological Sciences Research Council (BBSRC) is to lead world-class 21<sup>st</sup> century bioscience, promoting innovation in the bioeconomy and realising benefits for society within and beyond the UK. BBSRC is an investor in research and training, with the aim of furthering scientific knowledge, to promote economic growth, wealth and job creation and to improve quality of life in the UK and beyond.

As a non-departmental public body, BBSRC is committed to following the requirements of the Public Sector General Equality Duty. The broad purpose of the general equality duty is to integrate consideration of equality and good relations into the day-to-day business of public authorities. The general equality duty therefore requires organisations to consider how they could positively contribute to the advancement of equality and good relations. It requires equality to be considered in decision-making, in the design of policies (including internal policies), and in the delivery of services, and for these issues to be kept under review.

BBSRC's commitment to Equality, Diversity and Inclusion is much more than a standard business case or as a means to fulfil our obligations as a public body under the Equality Act 2010. We regularly review our employment policies and practices and monitor our performance by collecting and analysing employee and applicant data.

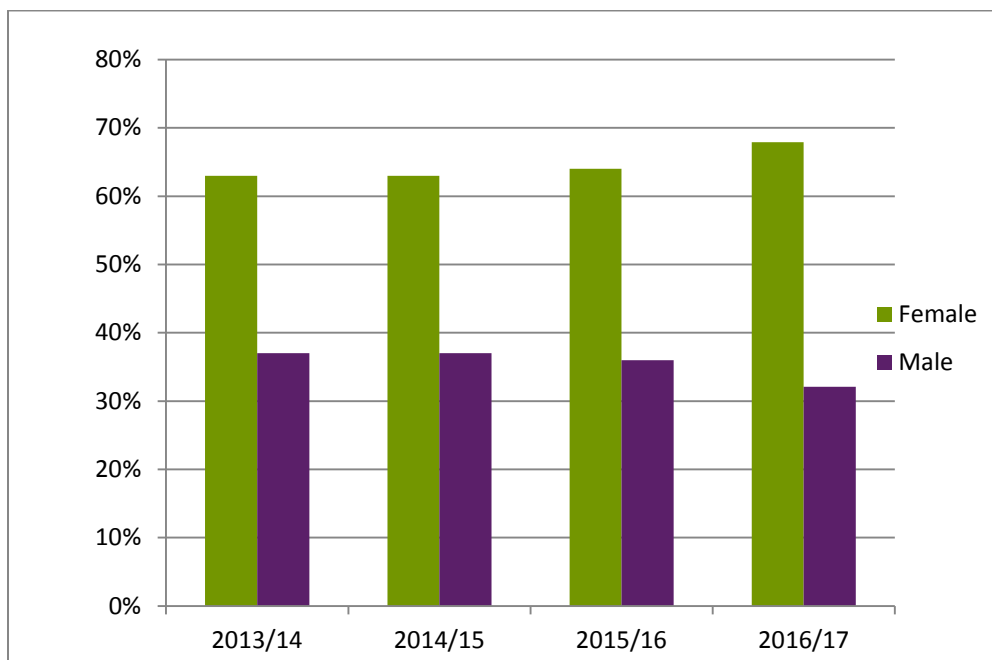
BBSRC's vision for equality, diversity and inclusion is to embed inclusion in all we do as an investor, employer, and partner fully reflecting the communities in which we work in order to ensure we are accessing the best input, talent and perspectives. Alongside this, we have a more detailed action plan which sets out what we will do to help us achieve our targets.

# Staff Report

This report outlines Equality, Diversity and Inclusion data, focusing on BBSRC as an employer. It presents data relating to BBSRC employees based at Swindon Office (SO). Where possible we have included data over a four year period, 2013-17. All data includes joint services, which are hosted by BBSRC, and is for numbers of staff (not full time equivalent - FTE).

The total number of people employed by BBSRC (head count) has declined from 342 in 2013/14 to 268 in 2016/17. This represents a 22% decrease over a four year period. ONS [data](#) indicates that there has been a fall in the number of staff employed in the public sector which is now at its lowest level since comparable records began in 1999.

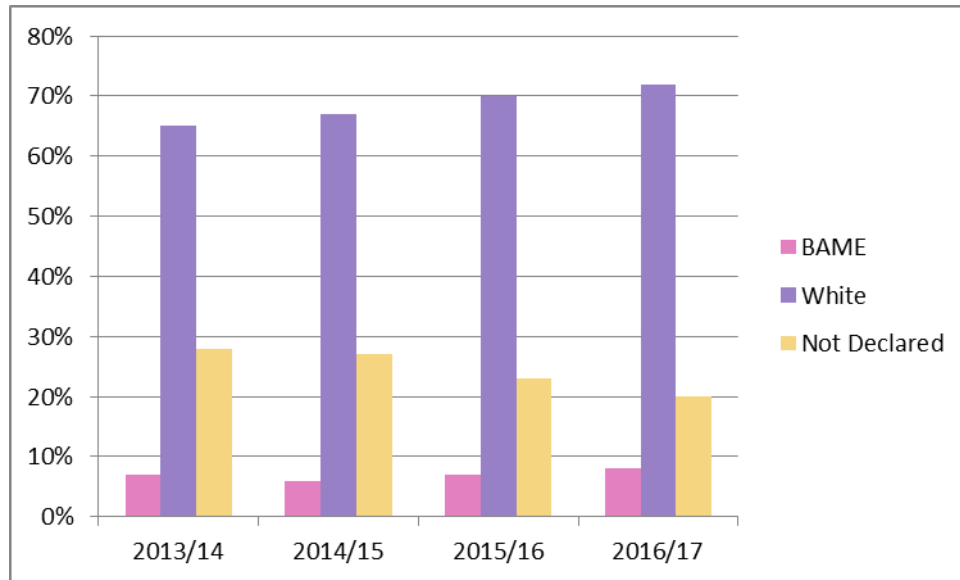
## 1.1 Gender Representation SO Employee – 2013/17



Year	2013/14	2014/15	2015/16	2016/17
No of Female Staff	214	209	192	182
% of Female staff	63%	63%	64%	68%
No of Male Staff	128	121	106	86
% of Male Staff	37%	37%	36%	32%
Total No of Staff	342	330	298	268

BBSRC Office employs proportionally more female staff than male staff, and this proportion has increased over the last year.

## 1.2 Ethnic Representation SO Employee – 2013/17

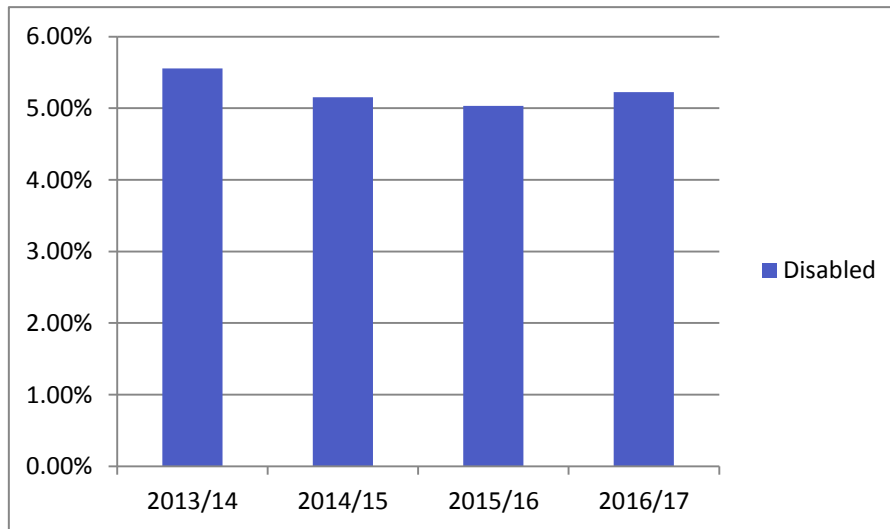


BAME - Black, Asian and Minority Ethnic

Year	2013/14	2014/15	2015/16	2016/17
No of Declared BAME Staff	23	19	21	21
% of Declared BAME staff	7%	6%	7%	8%
No of Declared White Staff	222	222	208	193
% of Declared White Staff	65%	67%	70%	72%
No of Staff who have not declared their ethnicity	97	89	69	54
% of Staff who have not declared their ethnicity	28%	27%	23%	20%
Total No of Staff	342	330	298	268

The percentage of staff who have not declared their ethnicity in BBSRC Office has declined over the last four years. This is encouraging and is an area we hope to improve further in 2017/18.

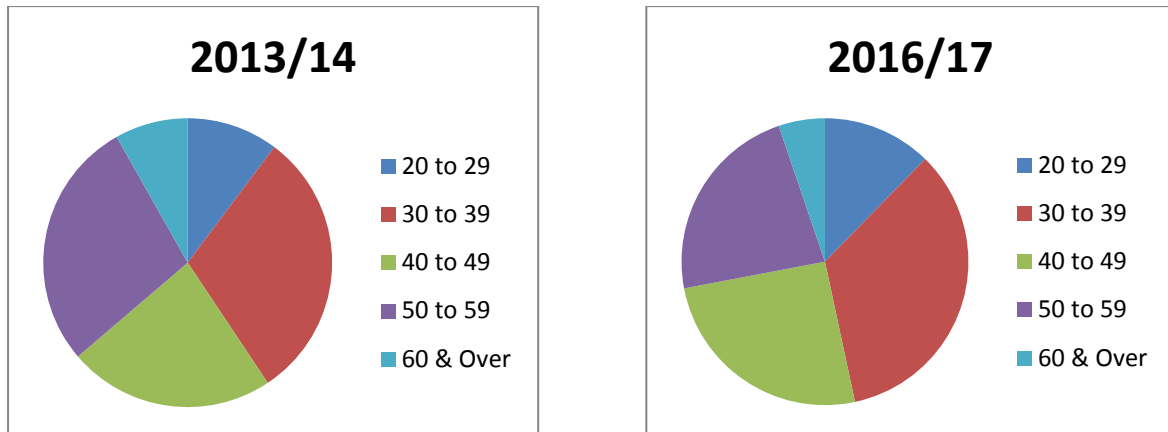
### 1.3 Declared Disability Representation SO Employee – 2013/17



Year	2013/14	2014/15	2015/16	2016/17
No of Staff who have declared a disability	19	17	15	14
% of Staff who have declared a disability	5.6%	5.2%	5.0%	5.2%

The percentages of staff who have declared that they have a disability in BBSRC Office has remained fairly constant over the last four years at just over 5%. In 2016 the [ONS](#) reported that 9.2% of civil servants who had declared their disability status were disabled. We will continue to strive to create an environment where staff feel comfortable in disclosing and discussing their disabilities.

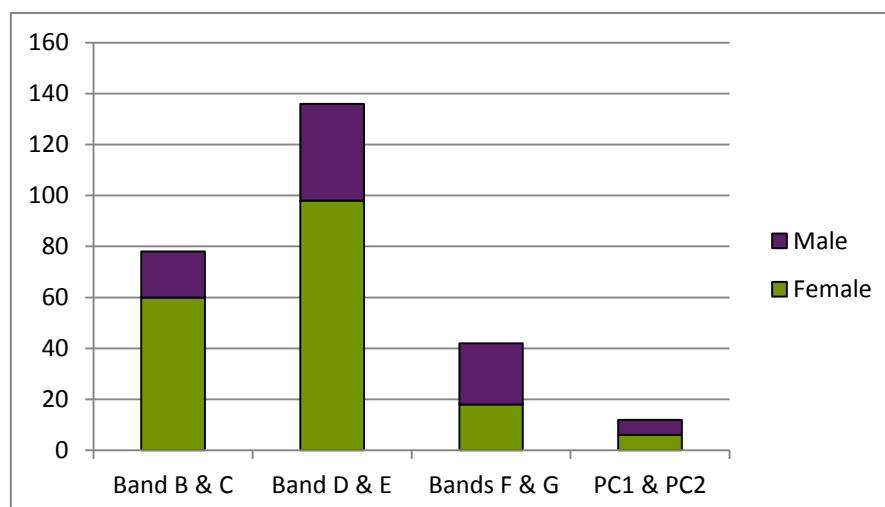
## 2. Age Representation SO Employee – 2013/17



Age	20 to 29	30 to 39	40 to 49	50 to 59	60 & Over	Total
2013/14	35	104	79	96	28	342
2014/15	36	97	78	95	24	330
2015/16	34	100	77	72	15	298
2016/17	33	92	68	61	14	268

Over the past four year the age profile of staff in BBSRC has changed. The average (mean) age of staff in BBSRC in 2013/14 was 44 years this has reduced to 42 years in 2016/17. The biggest age group is represented by employees aged 30-39 accounting for 34% of the workforce (92 employees) in 2016/17. The smallest representation is in the 60 and over category which is represented by 5% of the workforce (14 employees) in 2016/17.

## 3. Gender Representation SO Employee by Pay Band – 2016/17



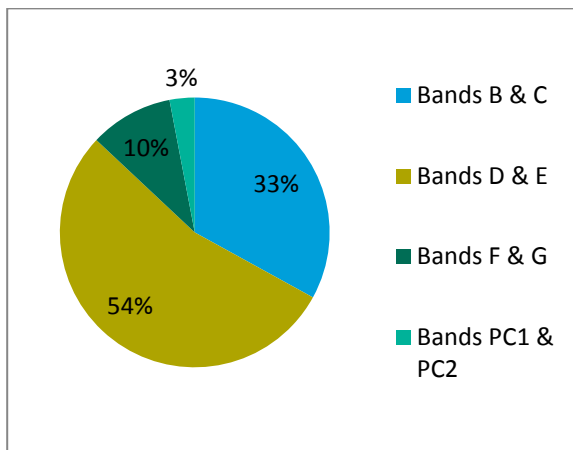


Pay Band	Band B & C	Band D & E	Band F & G	PC1 & PC2	TOTAL
Female	60	98	18	6	182
% of Female staff as a % of the total staff in each pay band	77%	72%	43%	50%	68%
Male	18	38	24	6	86
% of Male staff as a % of the total staff in each pay band	23%	28%	57%	50%	32%
Total	78	136	42	12	268

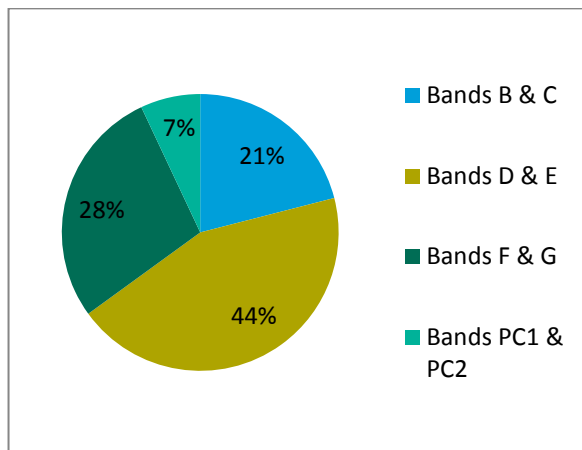
The table above considers the numbers of staff in each Pay Band. PC1 and PC2 represent BBSRC most senior staff, who are on personal contracts. There is parity between the genders at the most senior level.

Looking at the charts below, although BBSRC Office employs proportionally more female staff than male staff (68% are female), only 13% of all female staff employed in BBSRC are in Bands F, G, PC2 and PC1 whereas 35% of all male staff are in these pay bands.

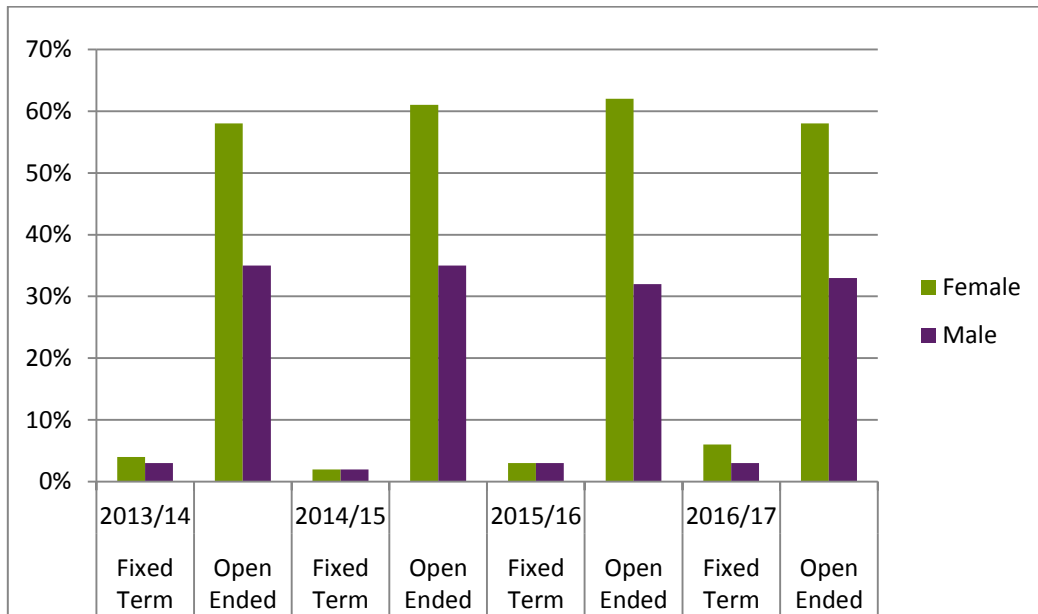
**Proportion of female staff in each pay band as a % of all female staff**



**Proportion of male staff in each pay band as a % of all male staff**



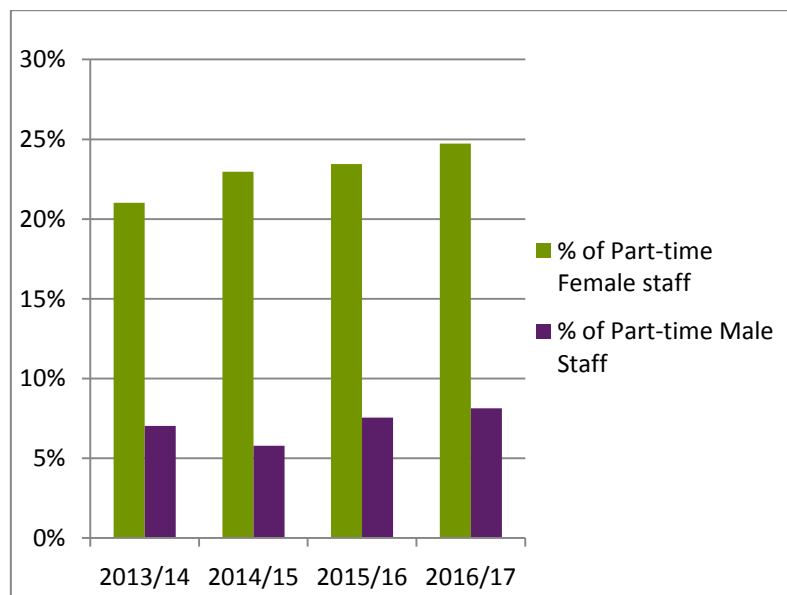
#### 4. Contract Type by Gender – 2013/17



The majority of BBSRC staff are employed on open-ended contracts. There has been a slight increase in the number of staff on fixed term appointments in the last year.

	Fixed Term	Open Ended	Fixed Term	Open Ended	Fixed Term	Open Ended	Fixed Term	Open Ended
	2013/14		2014/15		2015/16		2016/17	
<b>Female</b>	4%	58%	2%	61%	3%	62%	6%	58%
<b>Male</b>	3%	35%	2%	35%	3%	32%	3%	33%

#### 5.1 Part-time staff by Gender – 2013/17



Looking at the UK employed population (i.e excluding those not in work or self employed), the [ONS](#) report that 40% of women work part-time and 12% of men (April 2017). Within BBSRC 25% of women work part-time and 8% of men. The proportion of women that work part-time is significantly higher than that of their male colleagues, both in BBSRC and the UK as a whole. However, the percentage of staff working part-time in BBSRC is less than the population as a whole. This maybe because we offer other flexible working arrangements, such as flexi-time, home-working, compressed hours, etc.

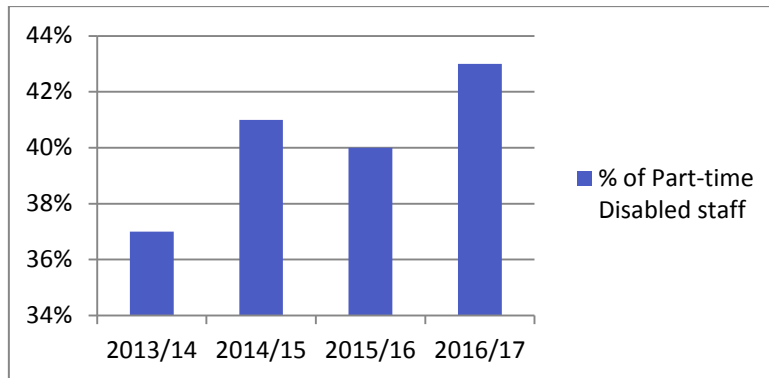
<b>Year</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
No of Full-time Female Staff	169	161	147	137
% of Full-time Female staff	79%	77%	77%	75%
No of Part-time Female Staff	45	48	45	45
% of Part-time Female staff	21%	23%	23%	25%
No of Full-time Male Staff	119	114	98	79
% of Full-time Male Staff	93%	94%	92%	92%
No of Part-time Male Staff	9	7	8	7
% of Part-time Male Staff	7%	6%	8%	8%
<b>Total No of Staff</b>	<b>342</b>	<b>330</b>	<b>298</b>	<b>268</b>

## 5.2 Part-time staff by BAME – 2013/17

<b>Year</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Full-time	22	19	20	20
Part-time	1	0	1	1
<b>Total</b>	<b>23</b>	<b>19</b>	<b>21</b>	<b>21</b>

There is one member of staff working in BBSRC who has declared that they are Black, Asian, Minority Ethnic (BAME) and who work part-time. However caution is needed when reviewing this data as 20% of staff have not declared their ethnicity, we aim to encourage more staff to declare their ethnicity in 2017/18.

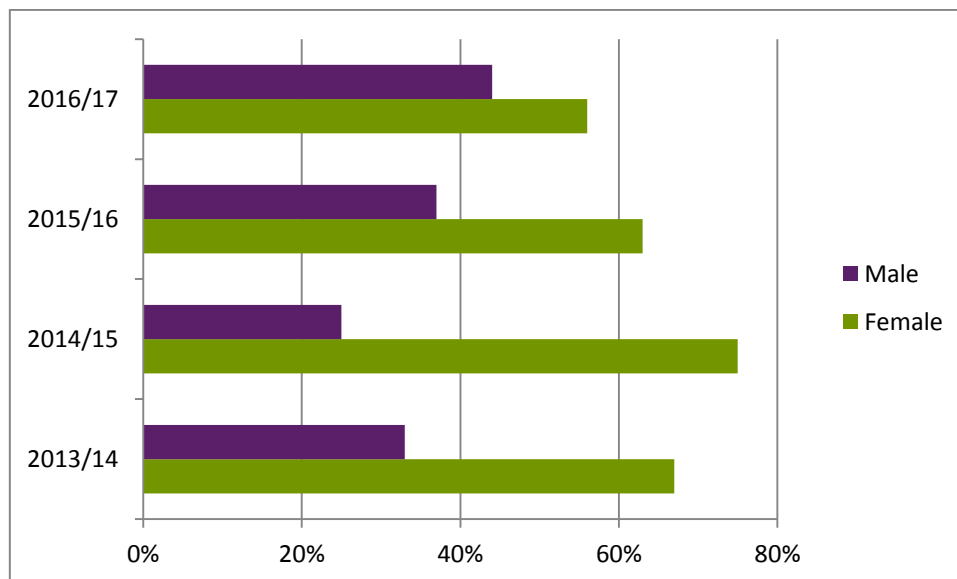
### 5.3 Part-time staff by Disability – 2013/17



19% of staff in BBSRC work part-time (2016/17) however, 43% of staff who have declared a disability work part-time.

Year	2013/14	2014/15	2015/16	2016/17
No of Full-time Disabled Staff	12	10	9	8
% of Full-time Disabled staff	63%	59%	60%	57%
No of Part-time Disabled Staff	7	7	6	6
% of Part-time Disabled staff	37%	41%	40%	43%
<b>Total</b>	<b>19</b>	<b>17</b>	<b>15</b>	<b>14</b>

### 6. New Starters by Gender– 2013/17



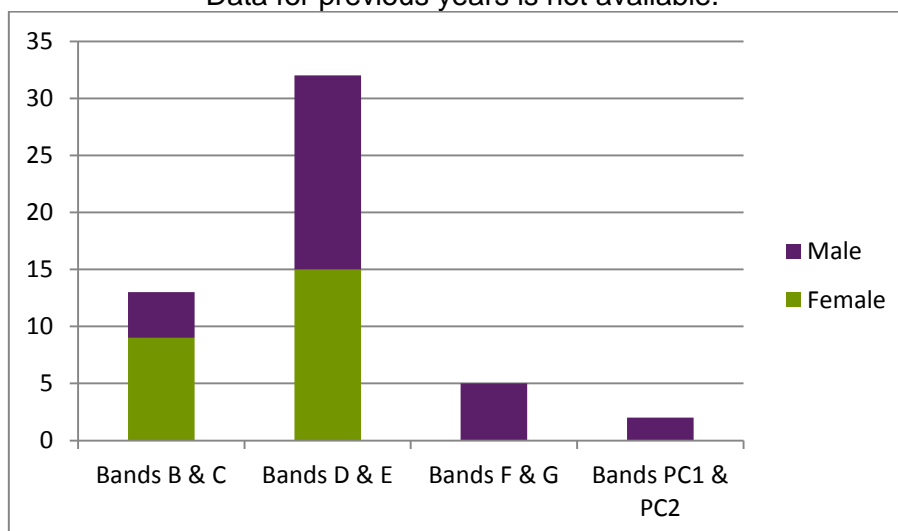
Year	2013/14	2014/15	2015/16	2016/17
No of Female new starters	22	24	19	14
% of Female new starters	67%	75%	63%	56%
No of Male new starters	11	8	11	11
% of Male new starters	33%	25%	37%	44%
<b>Total</b>	<b>33</b>	<b>32</b>	<b>30</b>	<b>25</b>

This data includes staff who are seconded to BBSRC from another Research Council.

There has been a decline in the number of new starters to BBSRC over the past four years and this matches the decline in the numbers of staff employed in BBSRC.

## 7. Leaver by Gender and Pay Band – 2016/17

Data for previous years is not available.



Pay Band	Band B & C	Band D & E	Band F & G	PC1 & PC2	TOTAL
Female	9	15	0	0	24
Male	4	17	5	2	28
Total	13	32	5	2	52

### Reasons for Leaving

Reasons for leaving	Number of staff
Cross Council Transfer	6
End of Contract	3
Resignation	15
TUPE	15
VE (Voluntary Exit)	12
Other	1
<b>Grand Total</b>	<b>52</b>

In addition to this three BBSRC staff accepted secondments to work in the other Research Councils.

The BBSRC turnover rate was 20% for 2016/17. Although 50% of BBSRC staff are in pay bands D and E, over 61% of leavers are from this pay band. Conversely 13% of staff who left were from pay bands F & G and PC1 & PC2, however, they represent 20% of BBSRC staff. Male staff were proportionally more likely to leave the organisation in 2016/17 than female staff, which is surprising given that they only make up 32% of our organisation. However, last year was unusual in that 15 staff were TUPE transferred to another organisation and this impacted on more male staff than female staff. If you ignore staff who left due to TUPE, the primary reason for males leaving was VE whereas the primary reason for women leaving was resignation.

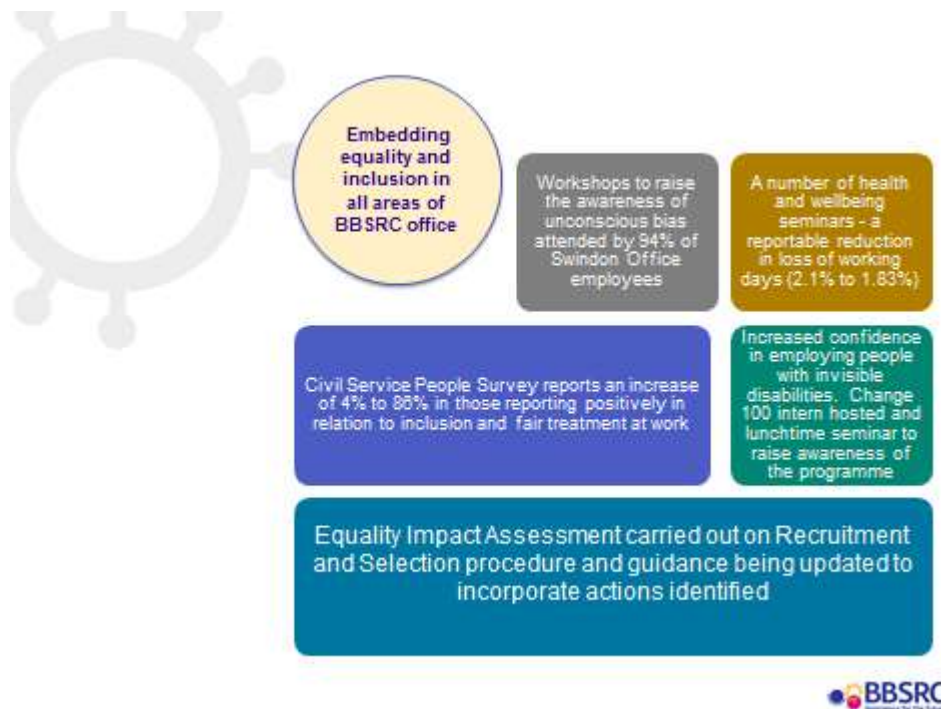
# Equality, Diversity and Inclusion achievements 2015-2017

BBSRC published its Equality and Diversity Strategy in November 2014, covering the period 2014-2017, where we set our vision that BBSRC aims to embed diversity in all we do as an investor, employer and partner fully reflecting the communities in which we work in order to ensure we are accessing the best input and perspectives.

Associated with this strategy, we also published an Action [Plan](#) for Equality, Diversity and Inclusion (EDI) which outlines in more detail the activities we planned to do to implement the strategy, split into four broad themes:

- a. Leading by Example
- b. Challenging bias and ensuring fair and inclusive funding processes
- c. Leading and supporting change in our research community
- d. Employer Responsibilities

Some key achievements against the employer responsibilities outlined in the plan are summarised below:



## Unconscious Bias

BBSRC has recognised the potential impact of unconscious bias on individual behaviors and decision making. During 2015 BBSRC delivered unconscious bias awareness and inclusive leadership training to BBSRC Executive Directors and Unconscious Bias awareness to Council members. During 2016/17 all staff undertook unconscious bias awareness training.

## Change 100:

BBSRC has participated in the Change 100 Programme, managed by Leonard Cheshire Disability Trust and Koreo which aims to change the employment landscape for disabled

students and graduates. We supported this programme by providing an intern placement to a student for a three month period in 2015. This was very successful for both the organisation and the individual, with BBSRC staff gaining an appreciation of the issues for someone with disability. We hosted one intern in 2016 and are hosting two in 2017.

### **Health and Wellbeing**

This has been a key area of focus during the period and the BBSRC Chief Executive and Executive Directors have publicly committed to providing a working environment where everyone is appropriately led, supported and encouraged to adopt a healthy lifestyle. The aim is not only to promote the positive aspects associated with health and wellbeing at work, but also to create a culture where any negative issues are identified and managed. During 2015/16 we focused on three key areas: management involvement and support, work-life balance, and visibility and awareness of wellbeing provision by:

- promoting best practice in physical and mental health and wellbeing activities – a Health and Wellbeing plan was developed, which includes access to health screening, leisure facilities, workplace assessments, Employee Assistance Provider, cycle to work, hardship loan, and flexible working
- encouraging the adoption of healthier lifestyles by providing user-friendly information in a number of different formats
- providing training for all managers/supervisors in good management practices, as well as specialist training in Display Screen Equipment, manual handling, stress, Mental Health First Aid Lite, and Mindfulness
- identifying circumstances that may contribute to harmful levels of physical and mental health, seeking to eliminate or control the risks by conducting wellbeing workplace assessments and/or work based risk assessments, and from an organisational perspective ensuring that issues are recorded and dealt with
- engaging with trade union safety representatives and others, where appropriate, on proposed actions relating to staff wellbeing
- continuing to provide a confidential counselling and support service for staff whose wellbeing is affected by work or external factors
- appointing a work-life balance champion.

We have monitored the effectiveness of these actions including by collecting data on take-up and impact, participating in the Civil Service People Survey (CSPS), and maintaining the liP Health and Wellbeing Award (reaccredited in 2015). During the period we have noted improvements including:

- High levels of staff engagement – in the 2015 and 2016 CSPS over 90% of staff said they are interested in their work. BBSRC's engagement index increased from 68% in 2015 to 70% in 2016 which means that it is classified as a high performing organisation in the public sector.
- Reduced absenteeism – working days lost through sickness absence have fallen slightly from 2015 to 2016.
- Raised awareness of wellbeing issues - managers have indicated that they feel more confident and better supported to help tackle absence and assist staff to get back to work.
- Improvements in work-life balance – in the 2016 CSPS 80% of staff indicated that they have a good balance between their work and private life. The liP assessors, in their 2015 report, also noted improvements in this area including our flexible working practices, the



adoption of lean tools, and video conferencing facilities as being excellent examples of action which combine business efficiency with wellbeing benefits.

The BBSRC Swindon Office Employee Forum is a group of representatives from all areas and levels across the organisation, whose aim is to provide an active and engaged employee voice and effective two-way communication. From the CSPA this group developed an action plan, which focused on:

- Visibility and Awareness of Wellbeing provision – including revising the induction framework for new starters to strengthen the wellbeing information provided; running a suite of courses on Health, Safety and Wellbeing; reviewing the Health, Safety and Wellbeing Newsletters to ensure they continue to be well received and raise awareness of key topic areas; continuing with open Health and Wellbeing Days.
- Management involvement and support – including strengthening the overall line management of health, safety and wellbeing in the workplace and developing the skills and experience of those involved; continuing to look at opportunities to be more ‘lean’ in our approach in order to remove inefficiencies and thus impact on people’s workloads, enabling them to be more creative and proactive (e.g. in having ‘thinking’ time) and empowered to make improvements to their working practices.
- Workload, resourcing and work-life balance - including a review of annual leave and flexi time to identify any hotspots (i.e. people working long hours, not taking annual leave); regularly reminding line managers at all levels of good people management practice and using regular 1-1 meetings to monitor workloads, ensure appropriate training is provided, review any absences and possible underlying causes, and to seek feedback on work issues.

Progress against our existing objectives has been strong, however we are not complacent. We are currently reviewing our plans to address the findings of this report, within the broader BBSRC operational plan. Although this report provides numerical data, it should be noted that successful equality, diversity and inclusion management also needs an organisational culture that enable those differences to thrive. We are aiming to create an environment where individuals can bring their authentic selves to work and where individual difference is celebrated and valued.