



HOUSE OF COMMONS

House of Commons & PICT

Diversity Report

April 2015

Produced by the Diversity and Inclusion team and Central Information and Administration team

Diversity & Inclusion

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Introduction

Background

- 1) This report provides a high level analysis of the overall diversity profile of the House of Commons and PICT and covers all the departments within the House Service. All House of Commons and PICT figures in this report were collated from the House Administration and Information System (HAIS 5.5) based on data as at 31 July 2014. For the first time the statistics in this report have been produced by our Central Information and Administration team (CIA) team (not by the Diversity and Inclusion team as has previously been the case). This move was prompted by a need for consistency in the way we report on our HR data to allow diversity data to be compared against other HR strands in the future¹. As a result, the data for this year's diversity monitoring report is not fully comparable to any previous year's data. We have however been able to benchmark against national and regional (London) data and where useful the House of Commons and PICT data has been compared to the civil service diversity monitoring report. This report will provide a basis for all future diversity reporting.

Why do we monitor?

- 2) The diversity of our workforce is a key indicator of the progress of our equality and diversity policies, practices and procedures. The data we receive enables us to gain a better understanding of who works for the House of Commons Service and PICT so we can make informed decisions and improvements where needed. We have a public sector duty to eliminate unlawful discrimination and promote equality of opportunity. One supporting area of the [Diversity and Inclusion Scheme 2012-15](#) is 'monitoring and reviewing'. This helps us to identify barriers to entering the House Service, and progressing within it. Monitoring data helps to highlight under-represented groups, consider ways of reaching these groups and ensuring their needs are met. The data is also used to evaluate the impact of policies, practices and procedures when conducting equality analyses, this can lead to the development of better and more informed, inclusive decision making, including decisions on recruitment and promotion. In addition, the data is used for written answer requests and parliamentary questions.

Who has access to diversity monitoring data?

- 3) Access to diversity data is strictly limited. The Diversity and Inclusion team and the Workforce Information team have access to information on gender, ethnicity, disability, sexual orientation, age, religion or belief, gender identity and pay band. HR teams have access to information on age, gender, pay band and salary information. Other members of the HR teams and the pensions and payroll team have access to salary information, pay band, gender and age. The information on the database is held securely and is treated with the strictest confidence.
- 4) Care is taken to ensure that information is never given on a basis that would allow staff to be individually identified. No identifying information, such as name or address, is used in collating statistical data.

¹ The data analysed for this report excludes casual and agency staff. Meaningful comparisons at pay band and departmental level between 2013 and 2014 are inaccurate, however some comparisons of aggregate data has been possible e.g. figure 10

Staff diversity declaration rates

- 5) Diversity information is collected via the diversity monitoring questionnaire. Appendix 15 provides a breakdown of our reporting categories.
- 6) The House of Commons monitors the following protected characteristics as defined by the Equality Act 2010:
 - gender
 - ethnicity
 - age
 - disability
 - gender identity
 - religion and belief
 - sexual orientation

This year monitoring has also been extended to cover:

- caring responsibilities

- 7) For each of the reported areas, staff have the option to 'choose not to declare'. The table below shows the declaration rates, (the number of our staff who share their diversity data with us), for the protected characteristics listed above at 31 July 2014. The declaration return rate is based on 2042 employees which was the total number of House of Commons and PICT staff at this time.

Protected Characteristic	Declaration rate 31 July 2014		
	Prefer not to say	Unknown	Declared %
Gender	0%	0%	100%
Ethnicity	1.08%	13.46%	85.46%
Age	0%	0%	100%
Disability	1.23%	23.60%	75.17%
Gender Identity	1.67%	44.66%	53.67%
Religion or belief	6.61%	44.66%	48.73%
Sexual Orientation	5.14%	44.81%	50.05%
Caring Responsibilities	1.22%	45.05%	53.72%

Figure 1

- 8) New employees have the option to complete the diversity monitoring form on their first day of service. Diversity monitoring information is collected via a diversity monitoring form which is provided to all new starters. Additionally, all staff in the House of Commons and PICT were given the opportunity in October 2011 to update their diversity information. Although not currently recognised as a protected characteristic under the Equality Act 2010, this report also includes information collected on staff with caring responsibilities: the first time the House of Commons has reported on this particular characteristic.
- 9) The declaration rates for sexual orientation, religion and belief and caring responsibilities are significantly lower than the declaration rates for the other protected characteristics. Stonewall, Britain's leading lesbian, gay and bisexual equality organisation, has reported that organisations may receive low response

rates to the sexual orientation question when it is first introduced and it may take up to five years before meaningful data can be extracted from monitoring exercises of this kind.² The Diversity and Inclusion team are working closely with ParliOUT, our Workplace Equality Network in support of LGBTIQ (lesbian, gay, bisexual, transgender, intersexual, and questioning) staff to develop a strategy to address low declaration rates and increase LGB participation in diversity monitoring and more widely across the House of Commons and PICT over the next year.

Guidance on reading this report

- 10) This report covers all House of Commons and PICT staff but excludes agency staff, contractors and those seconded into the House of Commons service.
- 11) The percentages in this report have been based on total headcount either organisationally or by department. The percentage of undeclared has been highlighted to flag up areas which need to be addressed in terms of future diversity monitoring. Where there are significantly low declaration rates further analysis of the data has not been included.
- 12) Where data sets are small, for example due to low numbers disclosing a particular protected characteristic, data is aggregated or not reported in order to ensure that no individual can be recognised. Percentages have been used as a way of looking at the representative make-up of the House of Commons and PICT in a way that provides the greatest potential for anonymity and to facilitate benchmarking with other diversity reports.
- 13) Pay bands have been grouped into the following categories in line with current HR definitions:

Category:	Definition:
SCS	Includes pay bands SCS1, SCS1A, SCS2, SCS3 and Clerk of the House
Band A	Includes pay bands A1, A2 and A3
Band B	Includes pay bands B1, B2, B1H1 and B2J1
Band C	Includes pay band C
Band D	Includes pay bands D1 and D2, PD1A, PD1B and PD2S
Band E	Includes pay bands E1, E2 and E2NS
Catering Bands	Includes all pay bands prefixed CG*
Other	Includes craft grades CL1, fire service grades FSD, FST and FSV, PAPP and sandwich students (SSTU)

Figure 2

- 14) In this report the Office of the Chief Executive, the Speaker's Office and the Parliamentary Security Director's Office have been brigaded as one department because these areas are too small to report on individually.

² Stonewall Workplace Guides, *Using Monitoring Data; Making the most of sexual orientation data collection*
<http://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&frm=1&source=web&cd=4&cad=rja&uact=8&ved=0CDUQFjAD&url=http%3A%2F%2Fwww.stonewall.org.uk%2Fother%2Fstartdownload.asp%3FopenType%3Dforced%26documentID%3D3339&ei=L4GJV0XSLIuYe2Eq6gO&usq=AFQjCNGmji0YlaHU4RcJvi5klv56VOKwYA&bvm=bv.81456516,d.d24>

Recruitment

- 15) Recruitment data for external and internal applicants is not included in this report at present. The introduction of a new e-recruitment system with an enhanced diversity reporting capacity provides the opportunity to report on this in the next diversity monitoring report. It is an aim of the Diversity and Inclusion Scheme 2012-2015 that the diversity reflected in our workforce will be reflected against a wider range of pay bands and types of job.

Organisational Analysis

Overall Workforce Diversity Profile for House of Commons and PICT

- 16) This report provides an overview of our diversity employment monitoring data as at 31 July 2014. Supplying this information is currently entirely voluntary and is treated confidentially. At present, it covers age, ethnicity, gender, disability, sexual orientation and religion and/or belief. We also collect data on staff with caring responsibilities and this has been reported on for the first time in this report. Although gender reassignment is also monitored, small data samples mean that this is not covered in this report. Instead, the Diversity and Inclusion team may consider other approaches, such as specific initiatives to meet different needs of trans people, in order to measure progress on trans equality.
- 17) The Equality Act 2010 also includes marriage/civil partnership and pregnancy/maternity as protected characteristics but these are also excluded from the report because these characteristics are not included in the HAIS diversity data. Further data collection/validation and analysis of these protected characteristics would be possible if our equality analysis process identified any risks or concerns in these areas.
- 18) It is clear from the data that further encouragement is needed for staff to complete their diversity statistics in order to enable more accurate monitoring and consideration of targeted initiatives. For example, over 50% of people have not provided information on their sexual orientation or religion or belief and around 25% have not provided information on disability. This contrasts with a disclosure rate of 91% in relation to disability in the 2014 staff survey, although not all staff respond to the survey.
- 19) One of the priorities for the Diversity and Inclusion team in 2015 will be to increase the House declaration rates. Under-reporting makes it more difficult to determine what, if any, issues exist with regards to sexual orientation, religion or belief and disability. Additionally, in order to improve in benchmarked rankings (e.g. Stonewall's Workplace Equality Index and Business Disability Forum's Disability Standard) accurate workforce information is important. In order to encourage more reporting, individuals will need to feel confident that their data will not result in any adverse impact on themselves or be shared more widely. Increasing declaration rates is an area of work that will be progressed over the coming year by the Diversity and Inclusion team with the help of the Workplace Equality Networks.

Representation at a glance

Data as of 31 July 2014

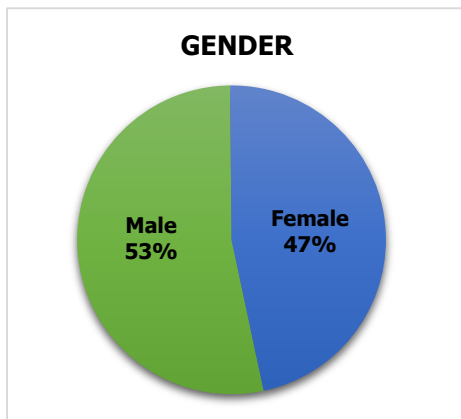


Figure 3

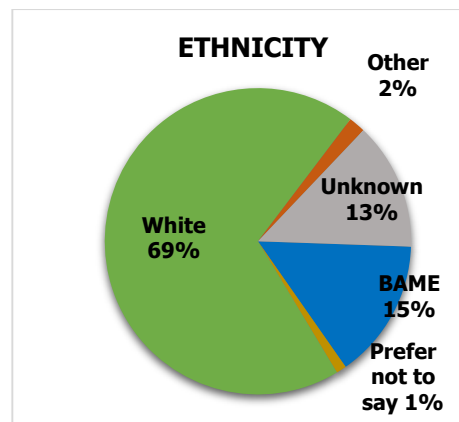


Figure 4

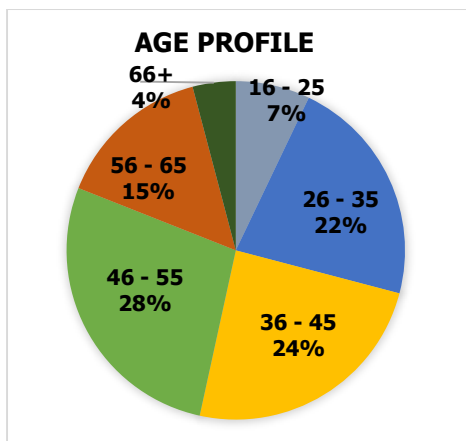


Figure 5

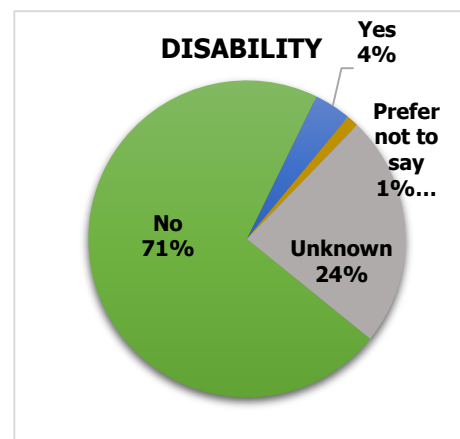


Figure 6

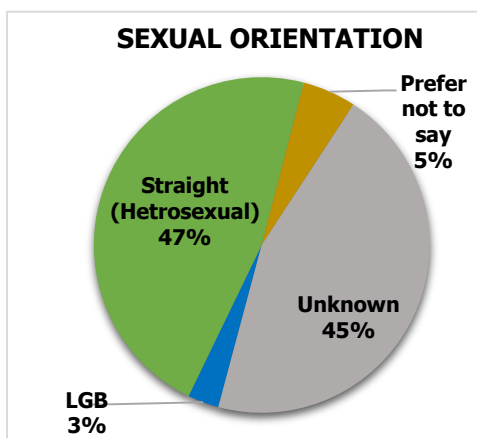


Figure 7

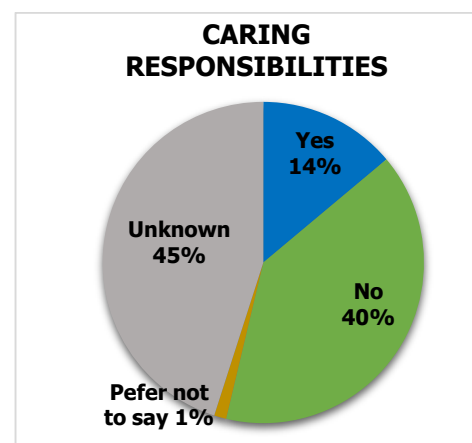


Figure 8

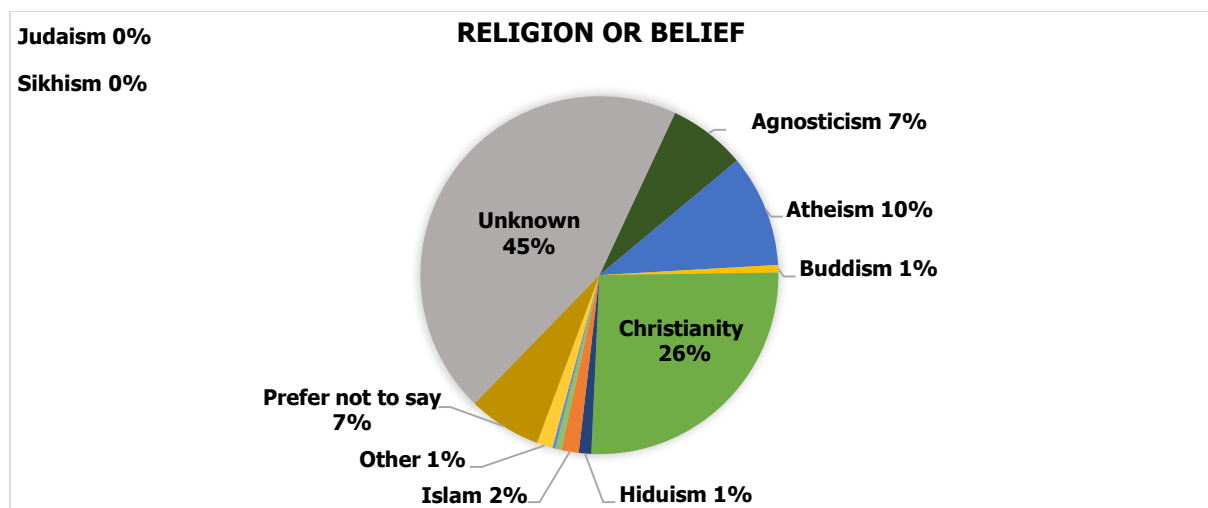


Figure 9

20) A high level comparison of the overall work profile of the House of Commons and PICT between 2013 and 2014 in four areas, BAME groups, women, disability and LGB shows that the staff profile has remained largely the same between July 2013 and July 2014.

Category	% of workforce	
	July 2013 (including casual & agency staff)	July 2014
BAME	15%	15%
Women	46%	47%
Disability	4%	4%
LGB	3%	3%

Figure 10

21) A more detailed comparison of the data i.e. by pay band and department, is not possible as the data for this year's diversity monitoring report is not comparable to any previous year's data (see paragraph 1).

Gender

22) The House of Commons and PICT workforce employs 2042 staff of which 46.8% are female. This is slightly below the gender split of the UK population. Research for the GMB union found there were almost 12 million women in public and private sector jobs, 49.4% of all employees in Britain.³

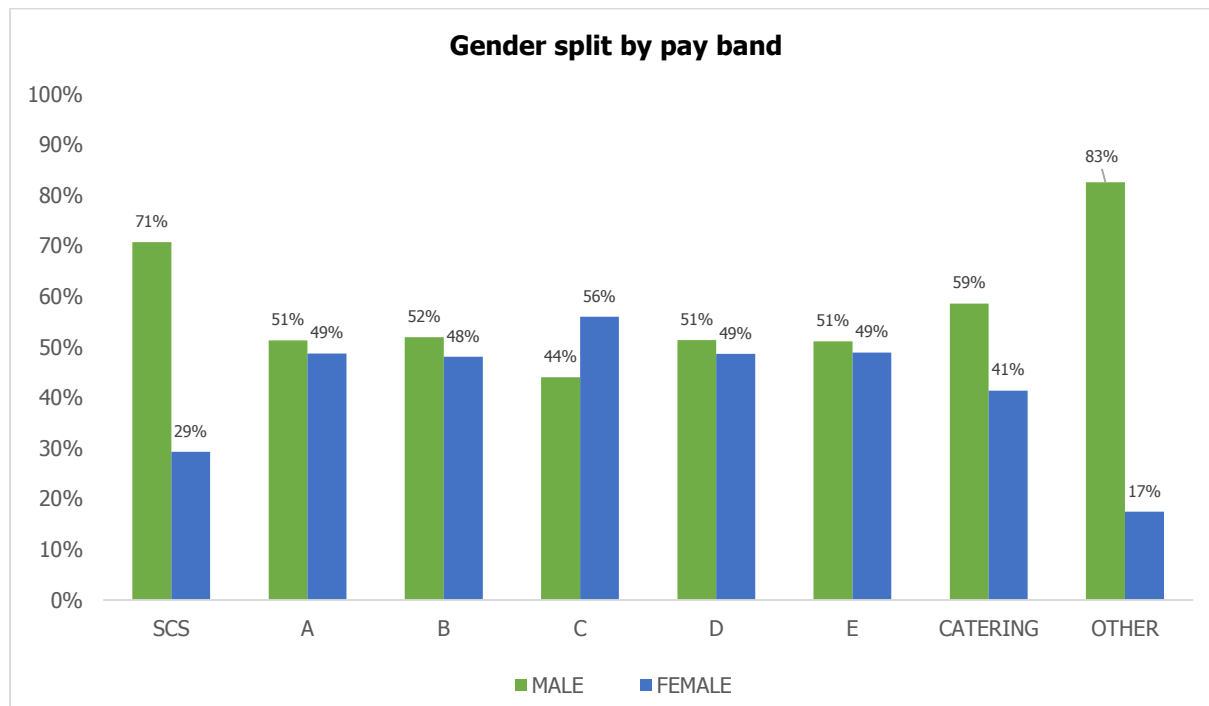


Table 1

23) Men outnumber women in all pay bands except C, which is the only pay band to have more females than males. The functions of pay band C include drafting correspondence, preparing information, dealing with enquiries, providing advice and/or monitoring expenditure, assessment and payment of invoices. Higher female representation in this pay band reflects national trends in the gender split within this type of occupation. The Office of National Statistics (ONS) records that's 77% of all administrative and secretarial work is done by women⁴, although the House's representation is more equal than this.

24) Representation of women at SCS level has fallen slightly from 31% in July 2013⁵ to 29% in July 2014. In comparison, representation of women at pay band "A" is much more equal with a 49% female to 51% male split. To understand the lower female representation at SCS level in comparison to pay band A, the Diversity and Inclusion team should analyse the promotion process from pay band A to SCS to determine if there are barriers at this transition point into the most senior roles. Female representation at SCS should also be reviewed regularly to establish if this is a natural fluctuation or part of a wider trend of declining numbers of women in the most senior pay band.

³ Women's views on news, *Women make up half the UK Workforce* <http://www.womensviewsonnews.org/2011/02/women-make-up-half-of-uk-workforce/#sthash.mF5saKAi.dpuf> [February 2011]

⁴ Office for National Statistics, *Women in the Labour Market*, http://www.ons.gov.uk/ons/dcp171776_328352.pdf [September 2013]

⁵ House of Commons & PICT Diversity Monitoring Report July 2013. (SCS figures for gender profile have been included from 2013 as there are very few agency or casual staff employed by the House of Commons at this pay band).

25) Another area of very low female representation is in the group of pay bands described as Other. The job roles in this category include craft bands, fire service bands, sandwich students and apprentices. The Office for National Statistics show that the number of men and women who complete apprenticeships is roughly equal, however craft occupations continue to see an industry wide gender divide. Women make up only 10% of occupations within skilled trades⁶ and firefighters in England are predominantly male with women comprising only 4.5 per cent in 2014.⁷

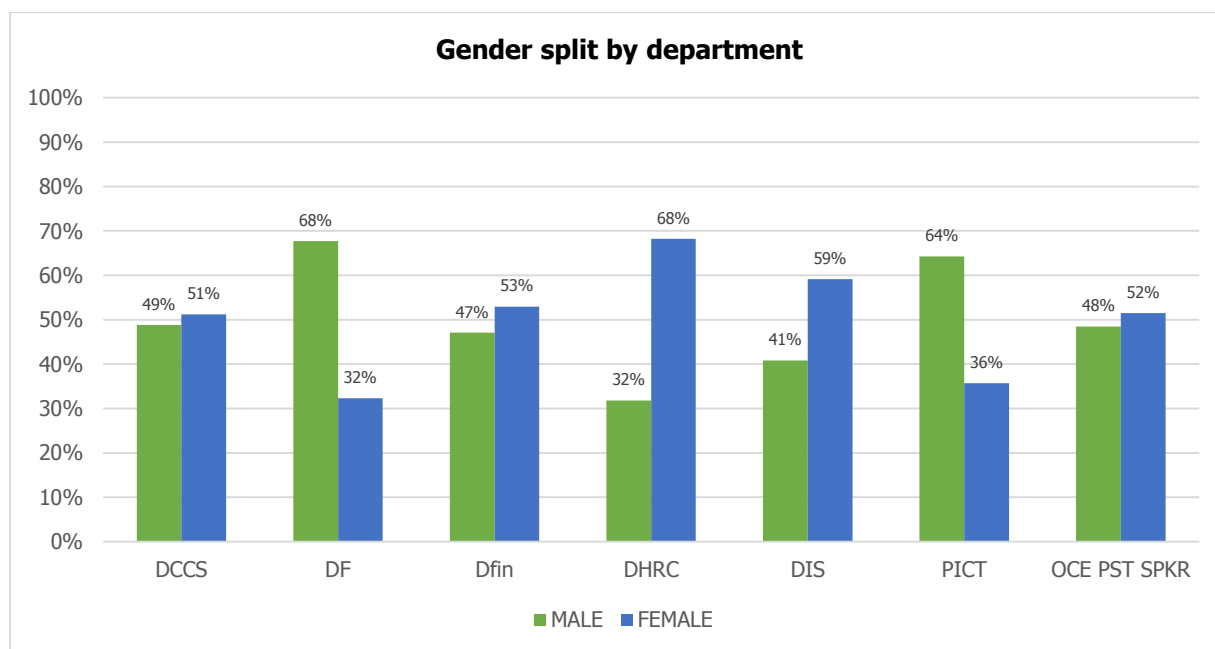


Table 2

26) The gender split by department within the House of Commons and PICT broadly reflects the occupational splits within the UK workforce. According to the 2014 “Women in Public Life, the Professions and the Boardroom”⁸ 88% of IT and Telecommunications professionals are men, (PICT) and many of the professions found within Facilities (DF) are also male dominated. In contrast, 74% of Librarians are women (DIS), as are 73% of Human Resources and industrial relations professionals (DHRC).

27) Further assessment of areas of low female representation should be considered now that HAVAS is able to report on the application and selection of candidates through the recruitment process. The workforce data provided will be able to identify where there are roles with a low number of female applications for targeted recruiting and also identify any roles in which women are applying for jobs but are not being selected for interview or appointment.

⁶ Office of National Statistics, Women in the Labour Market, http://www.ons.gov.uk/ons/dcp171776_328352.pdf [Sept 2013]

⁷ Department for Communities and Local Government, *Fire and Rescue Operational Statistics Bulletin for England 2013 -2014* https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/347567/Operational_Statistics_Bulletin_2013-14.pdf [August 2014]

⁸ Commons Library Standard Note, *Women in Public Life, the Professions and the Boardroom* <http://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&frm=1&source=web&cd=2&ved=0CCsQFjAB&url=http%3A%2F%2Fwww.parliament.uk%2Fbriefing-papers%2Fsn05170.pdf&ei=TCLGVMXDFMbp7Qa65YDwCO&usq=AFQjCNFerv7jEl6oDkwZ0XdE2mm6ae4W1g&bvm=bv.84349003,d.ZGU> [April 2014]

Ethnicity

28) The majority of the House of Commons and PICT workforce (69%) have declared themselves as of white origin. As highlighted in the declaration table earlier in this report (figure 1), nearly 14% of staff at the House of Commons have chosen not to declare their ethnicity, whilst another 1% prefer not to say what their ethnic origin is.

29) The 15% percent minority ethnic staff in the House compares well to the UK employment rate of 10% for the black and minority ethnic population⁹ and is higher than the 10.1% of ethnic diversity representation in the civil service.¹⁰ However the House's ethnic profile compares less favourably in comparison to London's black and minority ethnic working population of 40%.¹¹

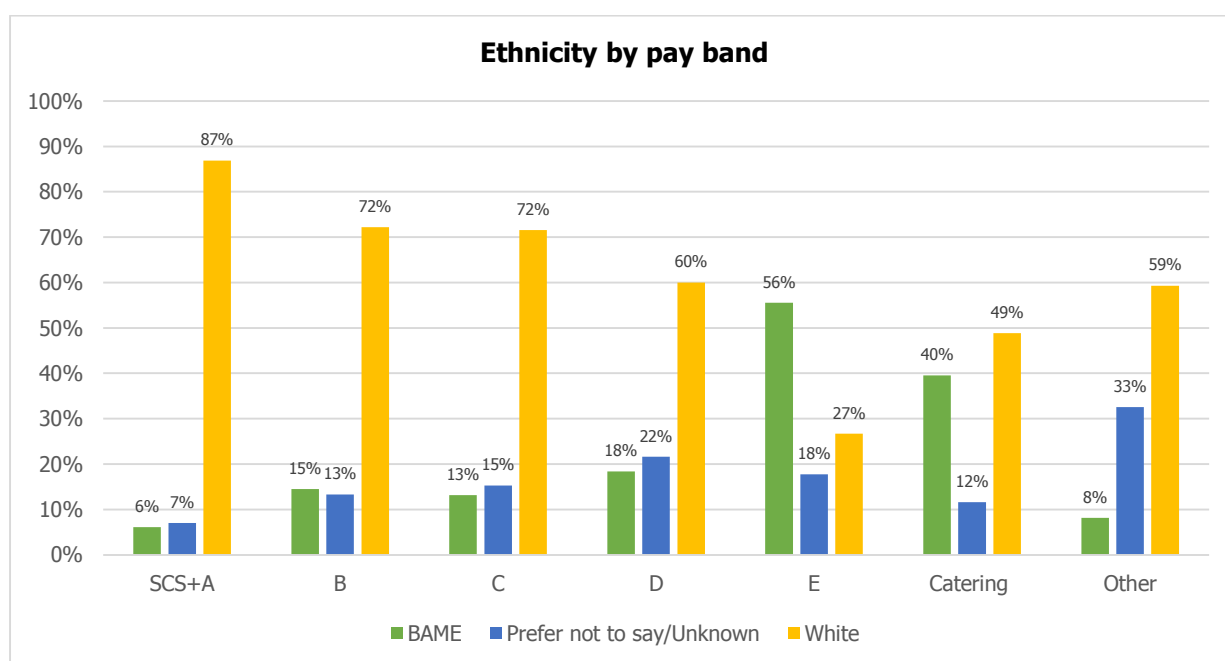


Table 3

30) Minority ethnic staff are disproportionately concentrated in the lower pay bands such as pay band E and "Catering" (56% and 40% respectively). The Catering pay group within the House is also slightly dominated by males (Table 1). The Office of National Statistics 2011 census record shows that whilst 37% of all men in employment worked in low-skilled occupations, over half of the men who were of Pakistani, Black African and Bangladeshi ethnicity worked in low skilled jobs.¹² Men from the Asian/Asian British groups are also highly concentrated across the 'accommodation and food service activities' (for example working in restaurants and hotels) and

⁹ Race for Opportunity, *Race at the Top: a review of BAME leadership in the UK*, http://raceforopportunity.bitc.org.uk/system/files/research/rfo_race_at_the_top_-_exec_summary_0.pdf [June 2014]

¹⁰ Office of National Statistics, <http://www.ons.gov.uk/ons/rel/pse/civil-service-statistics/2014/index.html>, [March 2014]

¹¹ Runnymede, Intelligence for a multi ethnic Britain, <http://www.runnymedetrust.org/blog/188/359/Who-are-we-Census-2011-reports-on-ethnicity-in-the-UK.html>

¹² Office of National Statistics, Ethnicity and the Labour Market, Census 2011, England and Wales, http://www.ons.gov.uk/ons/dcp171776_384463.pdf

'whole sale and retail trade' (for example, shops), whilst over a third of Bangladeshi men (36%) worked in the 'accommodation and food service industries'.¹³

31) In contrast there is a significant under-representation of BAME staff at senior levels within the House. To preserve anonymity, the two most senior pay bands SCS and pay band A have been aggregated. Only 6% of staff in this group declared themselves to be from a BAME group. Further analysis is needed at senior pay bands to identify barriers to recruitment and promotion at this level.

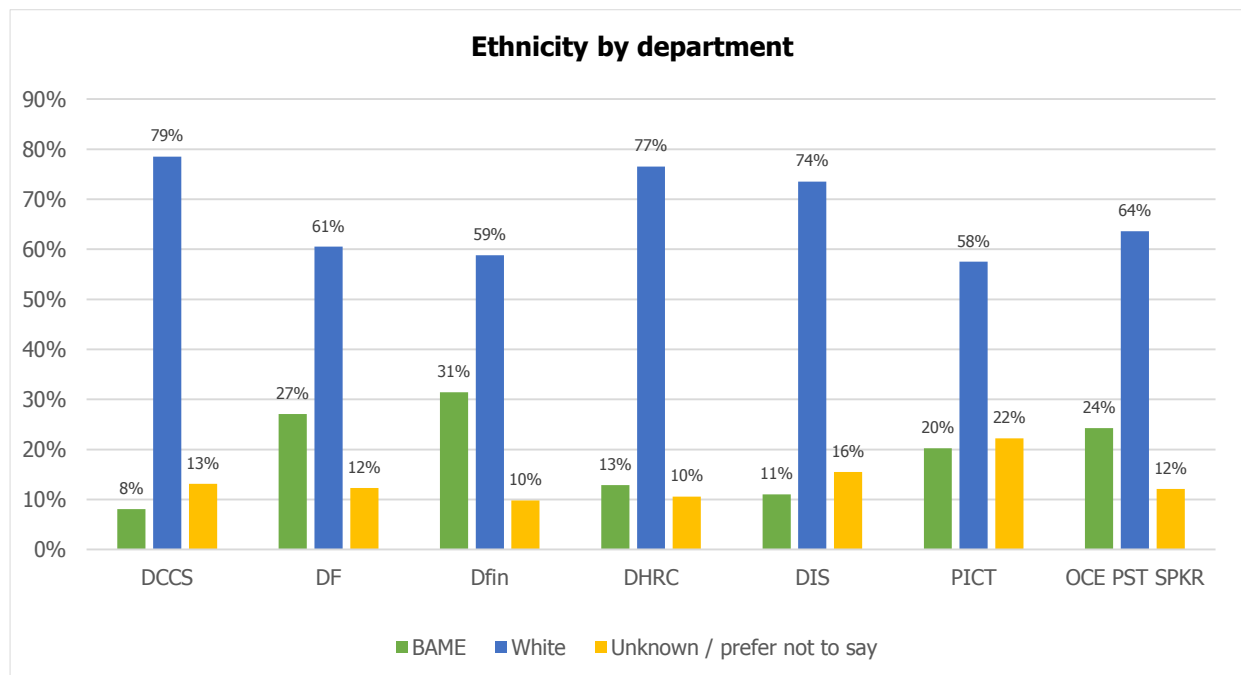


Table 5

32) Across departments, minority ethnic representation varies. DCCS has the lowest representation of BAME staff at 8.1%, followed by DIS at 11%. The highest representation of BAME staff is within DFin at 31.4%.

Age profile

33) House of Commons staff covered all age groups from 16 up to 66 and over. Table 5 shows that the largest age groups fell between the age ranges 36-45 and 46-55, with just over half (52%) of all employees aged between 36 and 55. These statistics are not unexpected as historically the House has an older workforce population. The House of Commons and PICT age profile is broadly representative of the population it serves, as 53% of the UK population is aged 44 or under¹⁴; however the House age profile is higher than the available recruitment pool as nearly two thirds (63%) of the population of London is under the age of 44.

¹³ Office of National Statistics, Ethnicity and the Labour Market, Census 2011, England and Wales, http://www.ons.gov.uk/ons/dcp171776_384463.pdf

¹⁴ Office of National Statistics, *Regional Profiles, Population and Migration - London*, <http://www.ons.gov.uk/ons/rel/regional-trends/region-and-country-profiles/population-and-migration/population-and-migration---london.html> [October 2011]

34) It should be noted in this report the upper age profile range has been brigaded to cover 56 and over to preserve anonymity of staff.

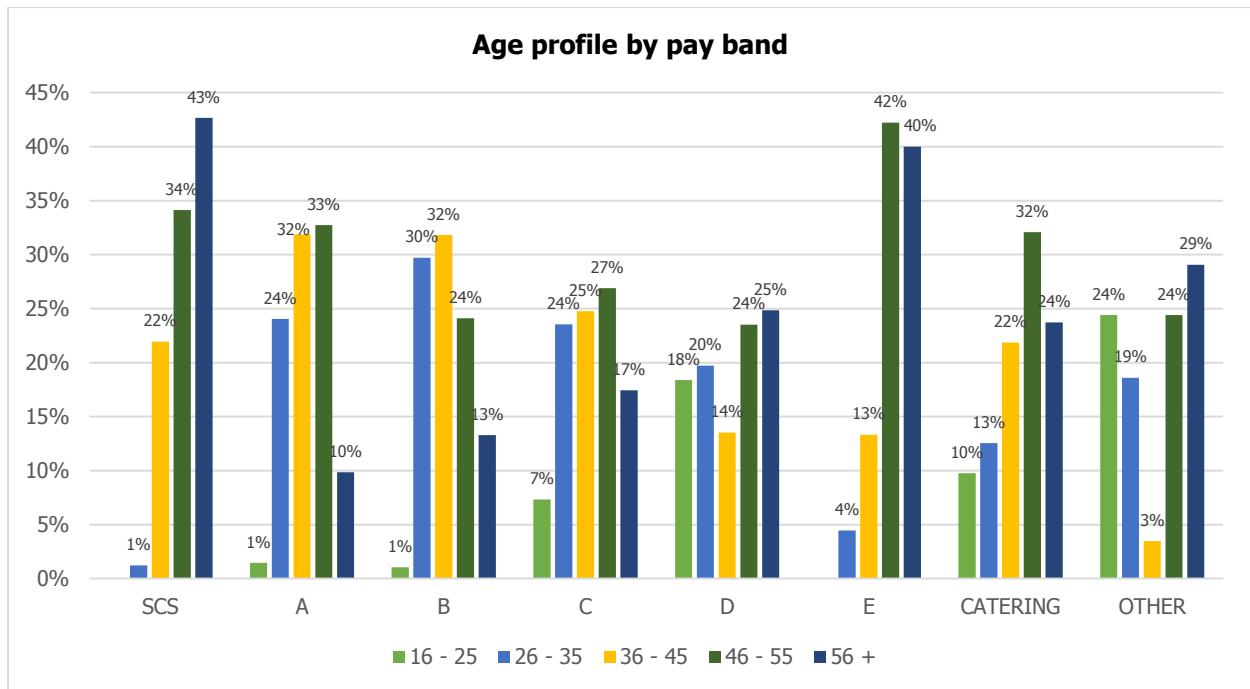


Table 6

35) There is generally a wide range of ages represented across all pay bands, with the exception of SCS. Nearly half of SCS staff fall within 56 and over age range. However there are fewer than 5% of staff aged 16-35 within the SCS. This is to be expected, as there are generally fewer younger people in senior roles i.e. bands SCS, A and B due to the extensive work experience required to reach this level.

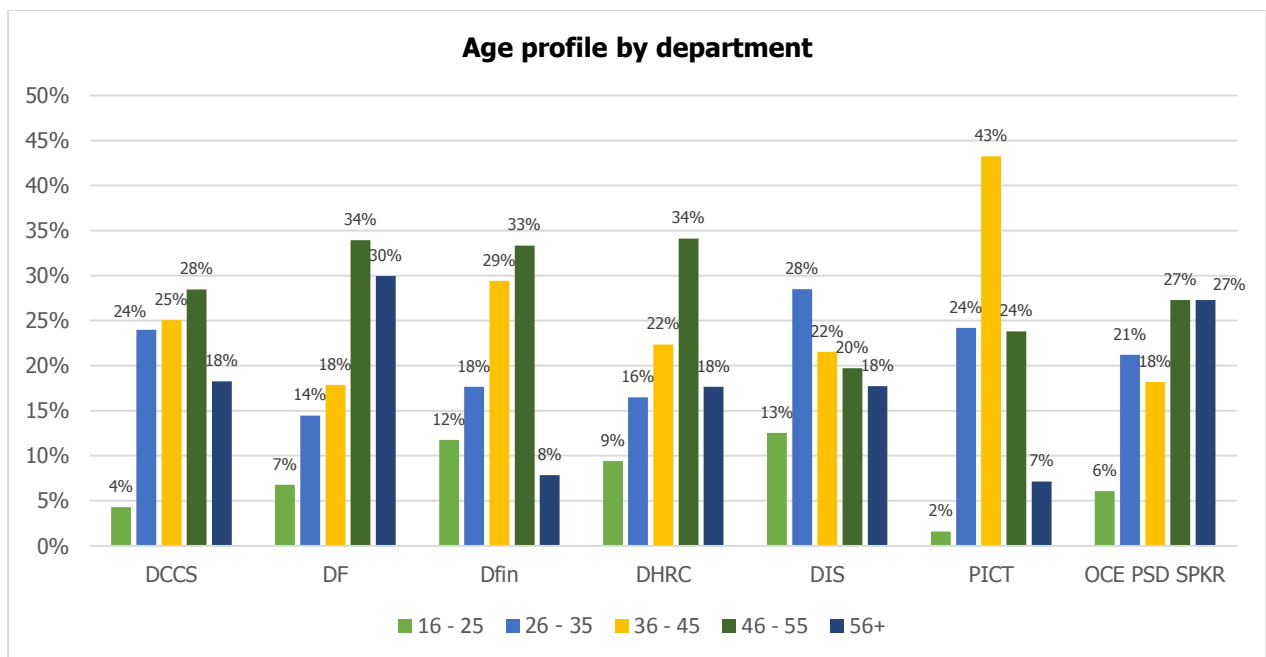


Table 7

36) DIS has the youngest age profile with 41% of staff aged 35 or under.

Disability

37) According to the Labour Force Survey, disabled people are now more likely to be employed than they were in 2002¹⁵, but disabled people remain significantly less likely to be in employment than non-disabled people. In 2012, 46.3% of working-age disabled people were in employment compared to 76.4% of working-age non-disabled people.¹⁶

38) Only 3.7% of staff at the House of Commons and PICT have declared themselves disabled. In comparison, ONS data suggests that whilst approximately 19% of people of working age have a disability, only about half of these people are in work (approx. 8.5%).¹⁷

39) It is also important to note that the prevalence of disability rises with age: approximately 5% of children, 16% of working age adults and 45% of people aged 61- 68 years are disabled. 4 out of 5 disabled people will also acquire their disability during their lives. By 2020 it is estimated that nearly 60% of people over 50 will have a long-term health condition.¹⁸

40) This would suggest that the House figures are lower than actual, as a result of under-reporting. Due to low disclosure rates for disability (table 1), the data has been brigaded where pay bands are of a similar level. Low disclosure rates mean that there is no clear picture of the actual number of disabled staff.

41) A report by Kate Nash highlighted that 60% of disabled people are worried that if they share information about their disability, illness, injury or accident with their employer there may be repercussions¹⁹. Further initiatives are required in this area to encourage declaration. The Diversity and Inclusion team should work with ParliAble, our Workplace Equality Network for disabled staff, to reassure staff who disclose a disability that we will take all reasonable steps to ensure a supportive working environment, provide workplace adjustments where possible and requested, and that information about their condition will be treated in confidence and will not be used to their detriment.

42) The research on disability highlights the importance of monitoring disability both at the recruitment stage and also throughout the employee lifecycle.

¹⁵ Labour Force Survey, Quarter 2, 2012

¹⁶ Department for Work and Pensions, Office for Disability Issues, <https://www.gov.uk/government/publications/disability-facts-and-figures/disability-facts-and-figures#fn:5> [January 2014]

¹⁷ DLF, <http://www.dlf.org.uk/content/key-facts>

¹⁸ Livability, Choices for disabled people, <http://www.livability.org.uk/news/language-journalists/>

¹⁹ Nash., K. Secrets and big news, http://www.katenashassociates.com/sites/default/files/KNAJ2032_Secrets_Summary.pdf

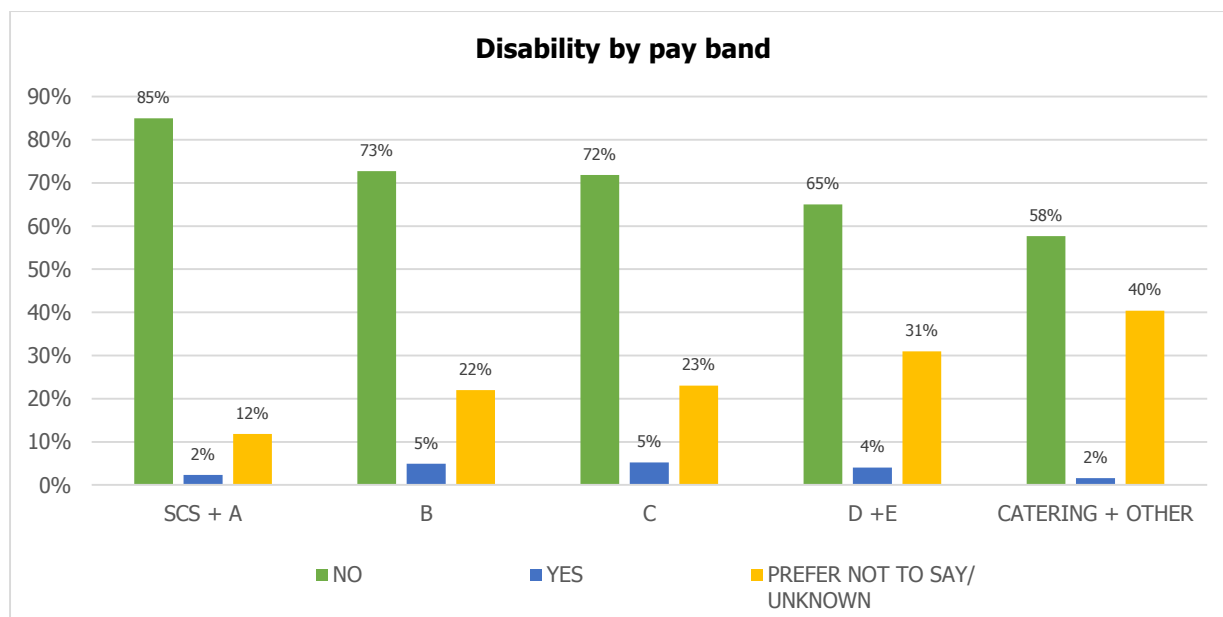


Table 8

43) The number of employees with a disability is represented similarly across the pay bands. SCS and band A have the lowest number of staff with a declared disability (<5%). Employees within the lower pay bands (D and E) and Catering and Other pay bands were least likely to declare a disability, choosing the, prefer not to say option or not answering the question on the diversity monitoring form. These are the pay bands where the majority of physical/manual work is done, suggesting that physical disability is more likely to be an issue in these areas. There also tends to be a greater proportion of sick leave and long term absences in these bands.

44) The number of disabled employees is similarly represented across departments. Employees within DF were least likely to declare a disability (49%), choosing the 'prefer not to say' or not answering the question on the diversity monitoring form. DHRC has the highest percentage of staff disclosing a disability at 7% but all other departments had 5% or fewer staff declaring a disability. Workforce data breakdown by department has been omitted from this report to preserve anonymity.

Religion or Belief

45) The Equality Act 2010 defines 'religion' as 'any religion', and 'belief' as 'any religion or religious or philosophical belief. This includes all major religions, as well as less widely practised ones. The term 'religion' and 'belief' in the context of the Act also apply if no religion or belief is followed.

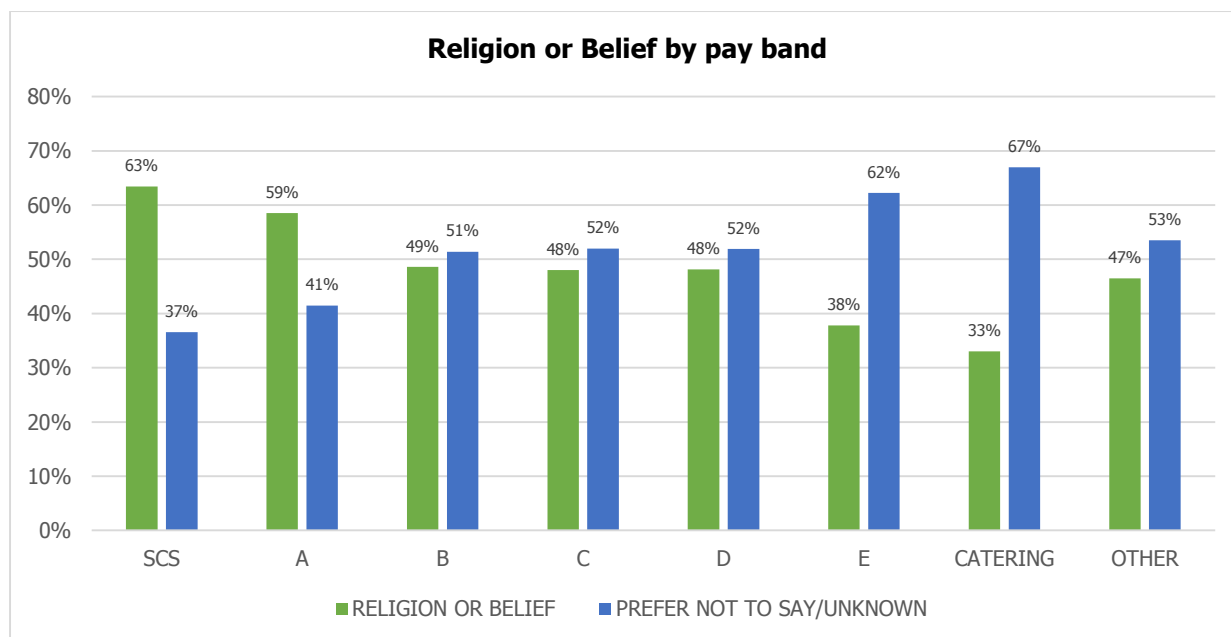


Table 9

46) The House of Commons and PICT has low declaration rates across all pay bands and departments with pay band E and Catering having the lowest declaration rate. Further breakdown (Appendix 1) shows that, where a religion has been declared, Christianity is the most represented religion. It should be noted that, in respect of religion or belief, there is insufficient workforce data to carry out any further analysis until declaration rates increase.

47) Although this question is intended to gauge religious affiliation, which is identification with a religious belief system, irrespective of practice or belief, thought should be given to allow people to respond that they do not have a religion early on via a 'no religion category'.

Sexual Orientation

48) Overall LGB representation in the House of Commons and PICT is 3%. This is below the government estimated figure of 5-7% for the UK population.²⁰ Although, there is no hard data on the number of lesbians, gay men and bisexuals in the UK as no national census has ever asked people to define their sexuality, Stonewall feels this is a reasonable estimate.²¹

²⁰ Stonewall, http://www.stonewall.org.uk/at_home/sexual_orientation_faqs/2694.asp

²¹ Stonewall, http://www.stonewall.org.uk/at_home/sexual_orientation_faqs/2694.asp

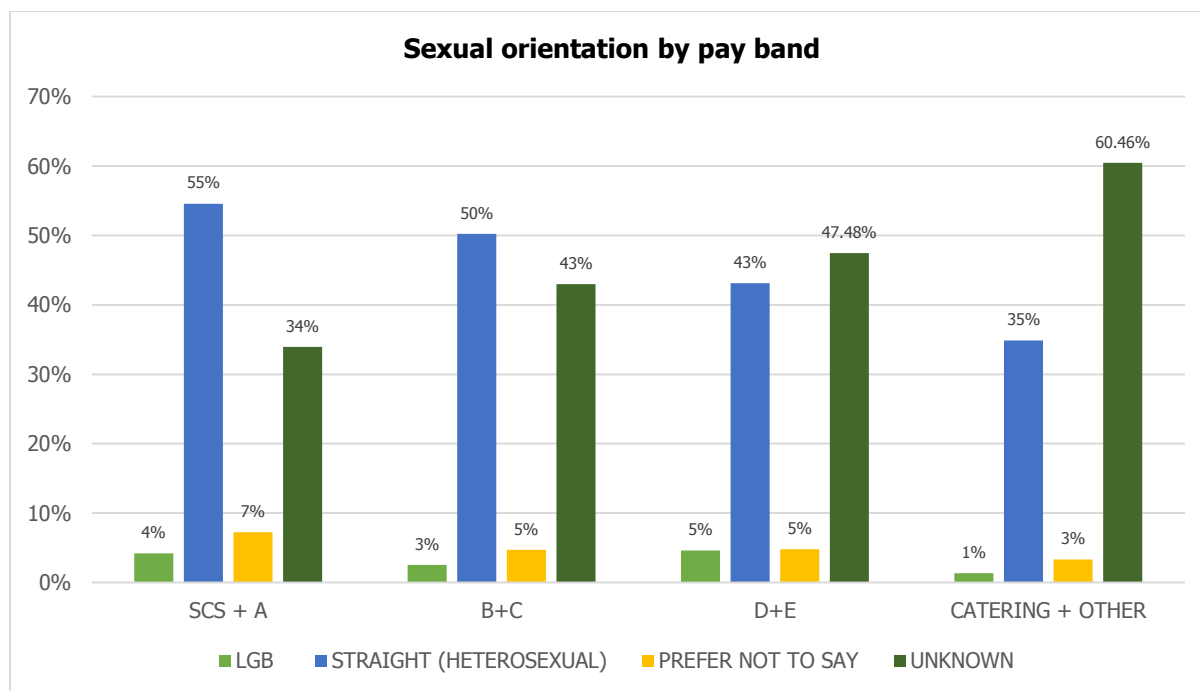


Table 12

49) Declaration rates across all pay bands for LGB are low with less than 5% LGB representation in all bands. To preserve anonymity, the workforce data for sexual orientation has been brigaded where pay bands are of a similar level.

50) DHRC and DIS have the highest declaration rates at 67% and 55% respectively. The lowest declaration rates are within PICT at 57% and Dfin at 53%. All departments had 5% or fewer staff declaring to be LGB. Further analysis is difficult as the overall declaration rate of 50% for sexual orientation is particularly low. There remains a large number of staff who are reluctant to provide this data, choosing either not to declare ('unknown') or the 'prefer not to say' option on the diversity monitoring form, which is likely to mean an under-declaration and under representation of LGB staff. Workforce data breakdown by department has been omitted from this report to preserve anonymity.

51) Low declaration rates make further analysis difficult and low response rates can be indicative that certain groups of people aren't comfortable sharing the information with their employer or service provider. Further work may be needed to convince people that the organisation is committed to lesbian, gay and bisexual equality. The Diversity and Inclusion team should continue to work with ParliOUT to increase declaration rates.

Caring responsibilities

52) In this report, caring responsibilities refer to members of staff who have caring responsibilities for either one or more children, one or more disabled children, a relative or a family member.

53) In 2012 there were 13.3 million families in the UK with dependent children and 7 million carers of a friend or family member due to illness or disability.²² With such high rates nationally, we could reasonably expect a higher declaration rate than the 14% of House of Commons and PICT staff who declared they have caring responsibilities.

54) The organisation 'Skills for Care' advise that identification of the prevalence of carers is complex, partly because unpaid carers who are in paid employment can also be 'hidden' and this could be for a number of reasons. They may not see themselves as a carer, or they may not be comfortable sharing information about their caring responsibilities with their employer because they fear that their commitment to their job will be questioned. Also, employees can often become carers whilst they are employed by an organisation, thus 'slipping' into a caring role which goes un-noticed by the employer or perhaps the employee themselves²³.

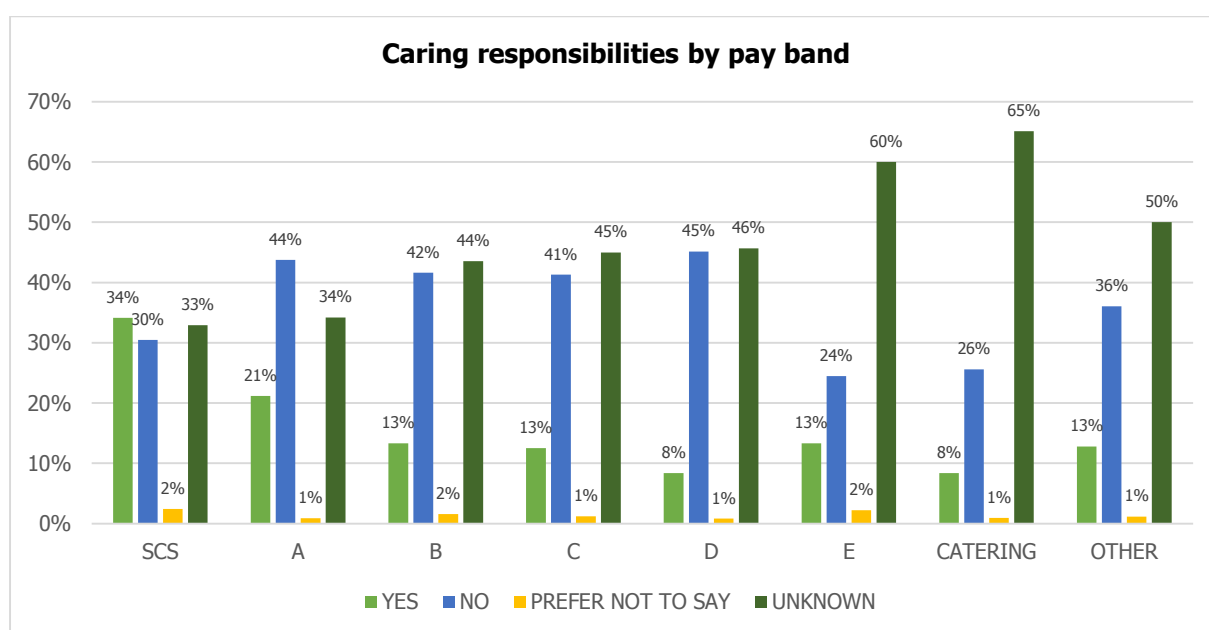


Table 15

55) SCS has the highest percentage of staff with caring responsibilities with 34%. The lowest rates are in pay band D and Catering at 8%. All pay bands have high levels of undeclared caring responsibilities either through the "prefer not to say" or the "unknown" option on the diversity monitoring form.

²² Office National Statistics, Families and Households 2012 <http://www.ons.gov.uk/ons/rel/family-demography/families-and-households/2012/stb-families-households.html>

²³ Carers in your workforce matter, <http://www.skillsforcare.org.uk/Document-library/Skills/Carers/Carersinyourworkforcematter-Howmanyofmystaffarelikelytobecarers.pdf> [2012]

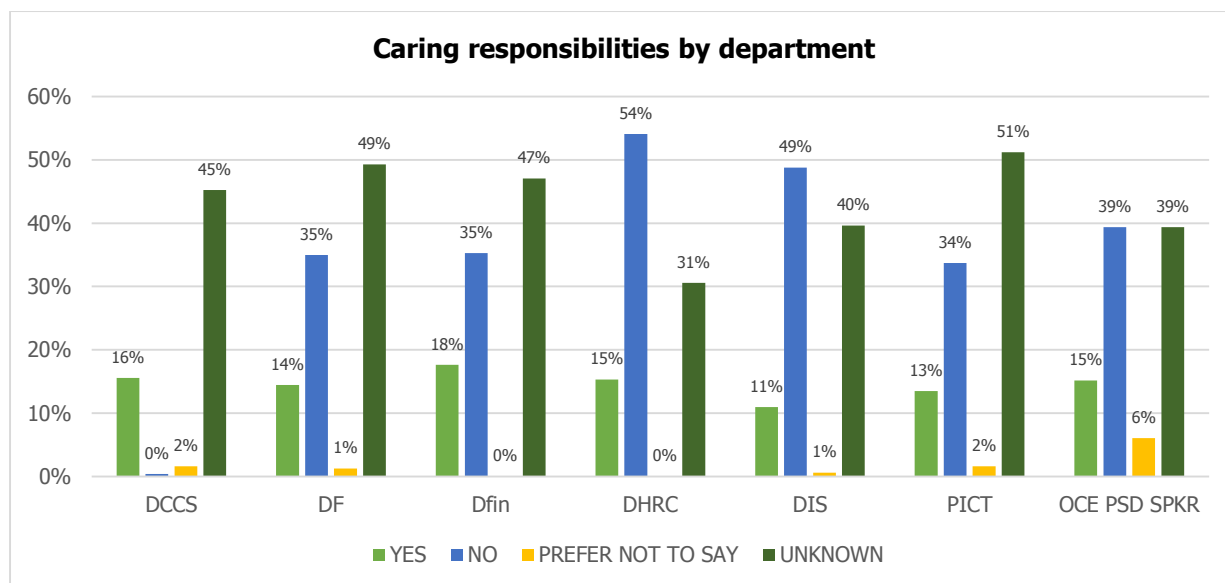


Table 16

56) DFin has the highest rate of staff who declared they have caring responsibilities at 18%. DIS has the lowest percentage of staff declaring caring responsibility at 11%.

57) Every year in the UK, over 2.3 million adults become carers and over 2.3 million adults stop being carers.²⁴ This suggests that the movement of caring responsibilities across pay bands and departments is likely to be fluid. This should be taken into account for any comparisons against future data.

58) With the number of carers forecast to increase significantly as the population gets older and works longer, and estimates suggesting that three in five people will be carers at some point in their lives,²⁵ further work may be needed to clarify the entitlements of staff with caring responsibilities towards a disabled family member, friend or elderly relative. The Diversity and Inclusion team should work with the HR Policy team to identify priorities for reviewing policies and procedures within the House, and the potential impact in relation to staff who have caring responsibilities.

Recommendations for 2015

59) **To increase declaration rates by making sure all staff are fully aware why declaration is important and by making it easier to do.** The HAIS system upgrade will allow employees to have access to the self-service system. This will enable staff to update their own equality monitoring data. These fields will be completely optional, but will allow House staff the opportunity to record their personal data in these areas as they feel comfortable to do so. The House should seek to optimise this opportunity and encourage more self-declaration. Continued assurances must be given about confidentiality and on how the information will be stored and used, and on who will have access to this information. Once this

²⁴ Carers Trust, 'Key facts about Carers', <http://www.carers.org/key-facts-about-carers>

²⁵ Carers Trust, 'Key facts about Carers', <http://www.carers.org/key-facts-about-carers>

workforce data has been collected it is vital for it to be used and for it to be seen to be used. Demonstrating its value and use will encourage further declaration.

- 60) **To monitor starters, leavers, recruitment process and promotions.** Monitoring can be done at a variety of different points in the employment cycle including recruitment, training, promotion, staff surveys, performance management, grievances and dismissals. The purpose of collecting this information is to look for differences between groups, identify trends over periods of time, to investigate the reasons for these differences and to put suitable actions in place. Under objective three of the Diversity and Inclusion Scheme (Support, Talent Management and Career Progression) we aim to build on our development initiatives to harness the talent of our people and encourage greater representation, particularly of minority ethnic staff at senior levels. Although promotion data by protected characteristic is not currently available, the Diversity and Inclusion team believe this would be a useful way to benchmark the success of our talent management and career progression objectives.
- 61) **Consideration should be given to amending the diversity monitoring report form to allow people to respond that they do not have a religion via a 'no religion' category on the religious and/or belief questions.** The Diversity and Inclusion team should consider re-evaluating the categories in line with the census i.e addition of 'Arab' and further breakdown of category 'White'.
- 62) **Review the policies and procedures relating to staff who have caring responsibilities.** The House should seek to embed flexible working practice across the organisation.
- 63) **The Diversity and Inclusion team should continue to work with the HR Advisory team, and Learning and Development, to analyse and report on the protected characteristics in relation to casework and access to learning opportunities.** Although HR are currently unable to report on this, this should be reviewed once HR have a new recording process in place.

Review of 2014 recommendations

<p>A system also needs to be set up to transfer data for new appointments from the recruitment system to HAIS, and thereafter, to track promotions. Under key objective number three of the Diversity and Inclusion Scheme (Support, Talent Management and Career Progression) we aim to build on our development initiatives to harness the talent of our people and encourage greater representation, particularly of minority ethnic staff at senior levels.</p>	<p>Promotion data cannot currently be tracked. The immediate focus for the House has been the implementation of HAVAS, which tracks candidates at application and selection stage. The next diversity monitoring report should aim to have these statistics included in the findings. This is a key plank in understanding where there may still be barriers as part of the ongoing recruitment review.</p>
<p>Consideration should be given to reviewing the diversity monitoring form for (a) religion and belief, to include an option for 'no religion', given the current</p>	<p>(a) 'No religion' has not yet been added and is a listed as a recommendation on this year's report.</p>

<p>high profile of agnosticism and atheism; and for (b) ensuring consistency of gender reporting within sexual orientation; i.e. one field each only for gay man/lesbian and heterosexual, or one field for each sex showing gay man, lesbian, heterosexual man, heterosexual woman.</p>	<p>(b) The Sexual orientation field has been changed to gay man, gay woman/lesbian, bisexual, and heterosexual.</p>
<p>The data currently includes all permanent and fixed term staff who are included in the headcount, as well as staff who are not included in the headcount (agency, contractors and secondments-in who make up 1.6% of the current workforce). This could lead to a small distortion in true diversity percentages, and it should be considered which profile should be used, and the justification for doing so.</p>	<p>Agency, contractors and secondments-in have been removed from the workforce to be more consistent in the way we report on our HR data, this will allow diversity data to be compared against other HR strands in the future</p>
<p>Consideration should be given to reporting on staff with and without dependants, as this data is collected and reported.</p>	<p>Caring responsibilities are now reported on and have been included for the first time in this year's report.</p>
<p>The report should include a section on starters and leavers.</p>	<p>Since 1 October 2014 HAIS has been able to track candidate's new starters covered by the protected characteristics. The next diversity monitoring report should aim to have these statistics included in the findings. There is currently no system in place to report on leavers by protected characteristic, this should be considered for the future.</p>
<p>The latter part of the report is set out structurally by department. As a monitoring report driven by the requirements of the Equality Act 2010, it may be more useful in future to structure this in terms of the protected characteristics defined by that Act or as an alternative format.</p>	<p>The structure of the report has been changed to consider the data by protected characteristic allowing a better overview of what's happening in the House.</p>
<p>Consideration should be given to encouraging, and obtaining, greater response to diversity monitoring which will be driven forward by the Diversity and Inclusion team and the Recruitment team. The more we can monitor and review, the more we can identify blocks to entering the House Service and PICT, and progressing within these organisations. This may be done as part of a House-wide campaign to build trust within the organisation and encourage</p>	<p>Direct comparisons on last year's data is not possible in this report due to the decision to exclude non staff from the report. Future reports will be able to clearly identify where declarations rates have increased.</p>

<p>staff to submit their diversity data.</p>	
<p>The Diversity and Inclusion team should also work with the HR Advisory team, and Learning and Development, to analyse and report on the protected characteristics in relation to casework and access to learning opportunities.</p>	<p>This recommendation should be carried forward into 2015. Although it is noted that reporting on protected characteristics for casework is currently difficult as there is no link between the HRAS Sharepoint site used to record casework and the HAIS data. HR are currently reviewing how they record casework and this recommendation should be reviewed once a new recording process is in place.</p>

Appendix

Please note that where the figures in this report are low we have recognised that it may be possible to identify individuals and have replaced the data with a <5% in order to comply with data protection.

Appendix 1: Breakdown of Religion or Belief by pay band

Pay band	SCS	A	B	C	D	E	CATERING	OTHER
Agnosticism	10.9%	11%	6.6%	7%	7.5%	<5%	<5%	<5%
Atheism	18.3%	17.1%	11.2%	9.2%	9.2%	<5%	<5%	7%
Buddhism	<5%	<5%	<5%	<5%	<5%	<5%	<5%	<5%
Christianity	30.5%	25.5%	25.2%	26.6%	24%	33.3%	25.1%	32.6%
Hinduism	<5%	<5%	<5%	<5%	<5%	<5%	<5%	<5%
Islam	<5%	<5%	<5%	<5%	<5%	<5%	<5%	<5%
Judaism	<5%	<5%	<5%	<5%	<5%	<5%	<5%	<5%
Sikhism	<5%	<5%	<5%	<5%	<5%	<5%	<5%	<5%
Other	<5%	<5%	<5%	<5%	<5%	<5%	<5%	<5%
Prefer not to say	<5%	7.5%	7.9%	7.6%	6.8%	<5%	<5%	<5%
Unknown	32.9%	33.9%	43.5%	44.3%	45.1%	57.8%	64.2%	50%

Appendix 2: Breakdown of Religion or Belief by department

Dept	Agnosticism	Atheism	Buddhism	Christianity	Hinduism	Islam	Judaism	Sikhism	Other	Prefer not to say	Unknown
DCCS	7.3%	11.9%	<5%	23.3%	<5%	<5%	<5%	<5%	<5%	9.3%	44.2%
DF	<5%	5.9%	<5%	33.0%	<5%	<5%	<5%	<5%	<5%	<5%	48.4%
DFin	5.9%	9.8%	<5%	21.6%	<5%	<5%	<5%	<5%	<5%	5.9%	49.0%
DHRC	9.4%	12.9%	<5%	37.7%	<5%	<5%	<5%	<5%	<5%	<5%	29.4%
DIS	10.4%	13.5%	<5%	23.1%	<5%	<5%	<5%	<5%	<5%	7.0%	40.0%
PICT	6.7%	7.0%	<5%	17.5%	<5%	<5%	<5%	<5%	<5%	7.5%	51.6%
OCE PSD SPKR	9.1%	10%	<5%	36.4%	36.4%	6.1%	6.1%	<5%	<5%	<5%	39.4%

Appendix 3: Workforce Profile for the House of Commons (HoC) and Parliamentary ICT (PICT)

Protected characteristic		2013/14
Age	16-25	7%
	26-35	22%
	36-45	24%
	46-55	28%
	56+	19%
Disability	Declared Disability	<5%
Gender	Male	53%
	Female	47%
Ethnicity	BAME	17%
	White	69%
	Not declared	14%
Religion or belief	Religion or belief	32%
	Agnostic/Atheist	17%
	Not declared	51%
Sexual orientation	Gay/Lesbian/Bisexual	<5%
Caring responsibilities	Yes	14%
	No	40%
	Not declared	46%

Appendix 4: Workforce Profile for the House of Commons and PICT by Pay Band

Protected characteristic		SCS	A	B	C	D	E	Catering	Other	2013/14 Overall Profile
Age	16-25	0%	1%	15%	7%	18%	0%	10%	24%	7%
	26-35	1%	24%	30%	24%	20%	5%	13%	19%	22%
	36-45	22%	32%	32%	25%	14%	13%	22%	3%	24%
	46-55	34%	33%	24%	27%	23%	42%	32%	24%	28%
	56+	43%	10%	13%	17%	25%	40%	24%	29%	19%
Disability	Declared Disability	<5%	<5%	5%	5%	<5%	7%	<5%	<5%	<5%
Gender	Female	29%	49%	48%	56%	49%	49%	41%	17%	47%
	Male	71%	51%	52%	44%	51%	51%	59%	83%	53%
Ethnicity	BAME	<10%	<10%	15%	13%	18%	56%	40%	<10%	17%
Religion or Belief	Religion or belief	63%	57%	48%	48%	44%	38%	33%	47%	49%
Sexual Orientation	Gay/ Lesbian/ Bisexual	<5%	5%	<5%	<5%	<5%	<5%	<5%	<5%	<5%
Caring Responsibilities	Yes	34%	21%	13%	13%	8%	13%	8%	13%	14%
	No	31%	44%	42%	41%	45%	24%	26%	36%	40%
	Not declared	35%	35%	45%	46%	47%	62%	66%	51%	46%

Please note for Appendix 4, where the figures are low enough that it may be possible to identify individuals, specifically within the BAME groups category, we have replaced the data with a <10% in order to comply with data protection.

Workforce Profile by department

Appendix 5: Department of Chamber and Committee Services (DCCS)

Protected characteristic		2013/14
Age	16-25	4%
	26-35	24%
	36-45	25%
	46-55	29%
	56+	18 %
Disability	Declared Disability	<5%
Gender	Male	49%
	Female	51%
Ethnicity	BAME	8%
	White	79%
	Not declared	14%
Religion or belief	Religion or belief	27%
	Agnostic/Atheist	19%
	Not declared	54%
Sexual orientation	Gay/Lesbian/Bisexual	<5%
Caring responsibilities	Yes	16%
	No	38%
	Not declared	47%

Appendix 6: Department of Facilities (DF)

Protected characteristic		2013/14
Age	16-25	7%
	26-35	14%
	36-45	18%
	46-55	34%
	56+	27%
Disability	Declared Disability	<5%
Gender	Male	68%
	Female	32%
Ethnicity	BAME	27%
	White	61%
	Not declared	12%
Religion or belief	Religion or belief	38%
	Agnostic/Atheist	10%
	Not declared	52%
Sexual orientation	Gay/Lesbian/Bisexual	<5%
Caring responsibilities	Yes	14%
	No	35%
	Not declared	51%

Appendix 7: Department of Finance (DFin)

Protected characteristic		2013/14
Age	16-25	12%
	26-35	18%
	36-45	29%
	46-55	33%
	56+	8%
Disability	Declared Disability	<5%
Gender	Male	47%
	Female	53%
Ethnicity	BAME	31%
	White	59%
	Not declared	10%
Religion or belief	Religion or belief	29%
	Agnostic/Atheist	16%
	Not declared	55%
Sexual orientation	Gay/Lesbian/Bisexual	6%
	Heterosexual	41%
	Not declared	53%
Caring responsibilities	Yes	18%
	No	35%
	Not declared	47%

Appendix 8: Department of Human Resources and Change (DHRC)

Protected characteristic		2013/14
Age	16-25	10%
	26-35	17%
	36-45	22%
	46-55	34%
	56+	17%
Disability	Declared Disability	7%
	Non-disabled	60%
	Not declared	33%
Gender	Male	32%
	Female	68%
Ethnicity	BAME	13%
	White	76%
	Not declared	11%
Religion or belief	Religion or belief	44%
	Agnostic/Atheist	22%
	Not declared	34%
Sexual orientation	Gay/Lesbian/Bisexual	5%
	Heterosexual	62%
	Not declared	33%
Caring responsibilities	Yes	15%
	No	54%
	Not declared	31%

Appendix 9: Department of Information Services (DIS)

Protected characteristic		2013/14
Age	16-25	13%
	26-35	28%
	36-45	22%
	46-55	20%
	56+	17%
Disability	Declared Disability	<5%
Gender	Male	41%
	Female	59%
Ethnicity	BAME	11%
	White	73%
	Not declared	16%
Religion or belief	Religion or belief	29%
	Agnostic/Atheist	24%
	Not declared	47%
Sexual orientation	Gay/Lesbian/Bisexual	<5%
	Heterosexual	51%
	Not declared	45%
Caring responsibilities	Yes	11%
	No	49%
	Not declared	40%

Appendix 10: Department of Parliamentary Information, Communication and Technology (PICT)

Protected characteristic		2013/14
Age	16-25	2%
	26-35	24%
	36-45	43%
	46-55	24%
	56+	7%
Disability	Declared Disability	<5%
Gender	Male	64%
	Female	36%
Ethnicity	BAME	20%
	White	58%
	Not declared	22%
Religion or belief	Religion or belief	26%
	Agnostic/Atheist	15%
	Not declared	59%
Sexual orientation	Gay/Lesbian/Bisexual	<5%
Caring responsibilities	Yes	13%
	No	34%
	Not declared	53%

Appendix 11: Office of the Chief Executive (OCE), Office of the Speaker (SPKR) and the Parliamentary Security Directorate (PSD)

Protected characteristic		2013/14
Age	16-25	6%
	26-35	21%
	36-45	18%
	46-55	28%
	56+	27%
Disability	Declared Disability	<5%
Gender	Male	48%
	Female	52%
Ethnicity	BAME	24%
	White	64%
	Not declared	12%
Religion or belief	Religion or belief	49%
	Agnostic/Atheist	9%
	Not declared	42%
Sexual orientation	Gay/Lesbian/Bisexual	<5%
Caring responsibilities	Yes	15%
	No	39%
	Not declared	46%

Appendix 15: Reporting Categories

Our reporting categories are defined as follows:

Age

Staff are asked to state their age which is then put into the following HR reporting categories:

- 16 - 25
- 26 - 35
- 36 - 45
- 46 - 55
- 56 - 65
- 66+

Ethnic Background:

Staff were asked which of the following they most identified with a separate question followed on nationality.

White	<ul style="list-style-type: none">• Any White background
Mixed ethnic background	<ul style="list-style-type: none">• Asian and White• Black African and White• Black Caribbean and White• Any other mixed ethnic background
Asian	<ul style="list-style-type: none">• Bangladeshi• Indian• Pakistani• Any other Asian background
Black	<ul style="list-style-type: none">• African• Caribbean• Any other Black background
Chinese	<ul style="list-style-type: none">• Any Chinese background
Any other ethnic background	<ul style="list-style-type: none">• Any other ethnic background
Prefer not to say	<ul style="list-style-type: none">• Prefer not to say

Disability

Staff members were asked whether they consider themselves to be disabled under the definitions of the Equality Act 2010. The question read as follows:

The Equality Act 2010 defines a person with a disability as someone who has a physical or mental impairment that has a long-term adverse effect on his or her ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability?

- Yes
- No
- Prefer not to say.

Religion or belief

This question read as follows:

Below is a list of religions and beliefs that are the most commonly found in the UK They are listed in alphabetical order and not intended to signify rank in terms of importance. Furthermore we

acknowledge that the list is not exhaustive and if your religion is not specifically listed please insert your religion in the space provided.

- Agnosticism
- Atheism
- Buddhism
- Christianity
- Hinduism
- Islam
- Judaism
- Sikhism
- Other Religion or Belief
- Prefer not to say

Gender Identity and Gender Reassignment

Staff members were asked the following questions:

What is your gender identity?

- Man (including trans man)
- Woman (including trans woman)
- Other Gender Identity (e.g. androgyne person)

Is your gender identity the same as the gender you were assigned at birth?

- Yes
- No
- Prefer not to say

Sexual orientation

Staff members were given the options of:

- Heterosexual
- Gay woman/lesbian
- Gay man
- Bisexual
- Other
- Prefer not to say

Caring Responsibilities

Staff members were asked whether they had caring responsibilities.

Do you have any dependants?

(Children under 16, children with a disability under 18, adults that are in need of care)

- Yes
- No
- Prefer not to say

