



HOUSE OF COMMONS

# House of Commons & Parliamentary Digital Service

## Diversity Monitoring Report

March 2016

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

**Diversity & Inclusion**

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## Foreword

This is the 2015 annual diversity report for the House of Commons and Digital Service. Our approach is underpinned by the Diversity & Inclusion Strategy 2015-18, with a key objective to build on and develop what has been achieved to date. The strategy comprises six main areas of focus:

- leadership & management;
- achieving representation targets at Senior Commons Structure (SCS) level;
- talent management;
- consistency across the House Service;
- wider organisation culture;
- monitoring and quality assurance.

Overall there was no significant change in the workforce diversity of the House of Commons and Digital Service over the last 12 months. The main change was a small increase in the number of staff declaring a Black, Asian and Minority Ethnic (BAME) background. We were pleased to see that this was in line with a more general trend of increased disclosure rates across all but one protected characteristic, suggesting staff feel increasingly comfortable to share this information with us. In October 2015 we refreshed our work on diversity monitoring and launched a campaign to improve declaration rates. As a result it is hoped that future reports will see rates increase further.

This is the first time the House has been able to compare data from previous years. This has been encouraging not only in confirming the accuracy of our data but also in assisting us with identifying trends.

This report also supports one of the key areas for attention as outlined in the priority areas of the Diversity & Inclusion Strategy; achieving representation targets at senior levels. These priority areas will be supported by the work of newly developed role of Talent Manager reporting to Diversity & Inclusion within the Department of HR and Change.

Recruitment to the House and Digital Service is through fair and open competition based on merit. Despite this, the report underscores the urgent need to address weaknesses in the recruitment of BAME candidates, particularly at the sift stage and for senior positions. We will redouble our efforts to address this and a BAME recruitment advisory group has been established, chaired by the Speaker of the House of Commons and reporting to the House of Commons Commission, aiming to increase the diversity of applicants for senior positions.

We recognise we still have some way to go to increase the representation of women at senior levels. This will be supported by implementing shadowing, secondment and mentoring programmes across the House. Work will also begin on strategic recruitment of women to traditionally male-dominated industries, e.g., ICT.

The new recommendation from this report, to provide more detailed data on the recruitment process, builds on our ongoing work in the Diversity & Inclusion Strategy to concentrate on improved data capturing.

I am grateful to the Diversity & Inclusion Coordinator for preparing this report, and to the Central Administration and Information team and Recruitment team for their contributions.

**Anne Foster, Head of Diversity and Inclusion**

## **Introduction**

### **Background**

- 1) This report provides a high level analysis of the overall diversity profile of the House of Commons and Parliamentary Digital Service and covers all the departments within the House Service. All House of Commons and Parliamentary Digital Service figures in this report were collated from the House Administration and Information System (HAIS 5.5) based on data as at 31 October 2015. This report is compared to the diversity data from 31 July 2014. Recruitment data for external and internal applicants is included in this report for the first time. The recruitment data is based on roles for the House of Commons only. The recruitment data is based on figures from 1 November 2014 – 31 October 2015.
- 2) This report is intended to be an interim report between the previous Diversity Monitoring report from July 2014 and the next report based on data from March 2016. The move from reporting on data annually in July to annually in March is to bring diversity monitoring reports in line with other Human Resource reporting.

### **Why do we monitor?**

- 3) 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 Digital Service 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 & Inclusion Strategy 2015-2018](#) is 'monitoring and quality assurance'. 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?**

- 4) 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.
- 5) 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.

### Staff diversity declaration rates

- 6) Diversity information is collected via the diversity monitoring questionnaire. Appendix 13 provides a breakdown of our reporting categories.
- 7) 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

The House also monitors:

- caring responsibilities
- 8) New employees are asked to complete the diversity monitoring form on their first day of service.
  - 9) For each of the reported areas, staff have the option to 'prefer not to say' with the exception of gender and age. Figure 1 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 and 31 October 2015 and whether overall declaration rates have increased, decreased or remained the same from the previous data set. The declaration return rate for 31 October 2015 is based on 2115 employees which was the total number of House of Commons and Digital Service staff at this time.








Protected Characteristic	Prefer not to say		Unknown		Declared %		Overall Progress
	July 2014	Oct 2015	July 2014	Oct 2015	July 2014	Oct 2015	
Gender	0%	0%	0%	0%	100%	100%	
Ethnicity	1%	0%	13%	13%	85%	87%	
Age	0%	0%	0%	0%	100%	100%	
Disability	1%	1%	40%	40%	59%	59%	
Religion or belief	7%	7%	45%	38%	49%	55%	
Sexual Orientation	5%	5%	45%	38%	50%	56%	
Caring Responsibilities	1%	1%	45%	39%	54%	60%	

Figure 1

- 10) The House has seen an increase in the number of staff who have chosen to provide information concerning a protected characteristic for all but disability. Although this shows the House is moving in the right direction there is still work to be done to improve the validity of the data.
- 11) Since February 2015 all staff in the House of Commons and Digital Service have had the opportunity to use the self-service system to update their personal details. It will be key to address the importance of self-declaration and provide a comfortable environment in which staff can do so. Although the self-service system was publicised to staff at the time it is not thought that this alone will have made a significant impact on diversity data.
- 12) In light of this, in October 2015 the Diversity and Inclusion team ran a campaign to improve declaration rates across the organisation (to address all the concerns identified by the WENs). It is hoped that by promoting why we need staff to declare a protected characteristic and what this information is used for, we can raise awareness of the importance of self-declaring, specifically in relation to identifying (and tackling) any 'blocks' either to entry to the organisation or progression/movement within it. Increased declaration will provide the House with more robust data to be reported. The results of this campaign will be seen March 2016.

### Guidance on reading this report

- 13) This report covers all House of Commons and Digital Service staff but excludes agency staff, contractors and those seconded into the House of Commons service.
- 14) 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.
- 15) 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 Digital Service in a way that provides the greatest potential for anonymity and to facilitate benchmarking with other diversity reports.
- 16) Pay bands have been grouped into the following categories in line with current HR definitions:

<b>Category:</b>	<b>Definition:</b>
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

- 17) 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.

### Overall Workforce Diversity Profile for House of Commons and Digital Service

- 18) This report provides an overview of our diversity employment monitoring data as at 31 October 2015. 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. Although gender reassignment is also monitored, small data samples mean that this is not covered in this report. Instead, the Diversity and Inclusion team should continue to consider other approaches, such as specific initiatives to meet different needs of trans people, in order to measure progress on trans equality.

- 19) 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 should be considered when reporting capability can be extended to leavers and flexible working patterns to provide more meaningful data.

### Representation at a glance

Data as of 31 October 2015:

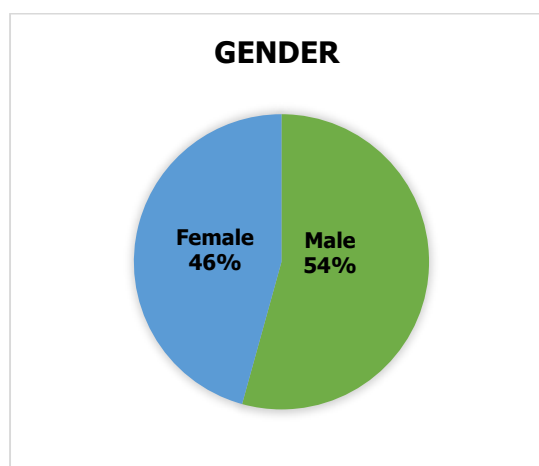


Figure 3

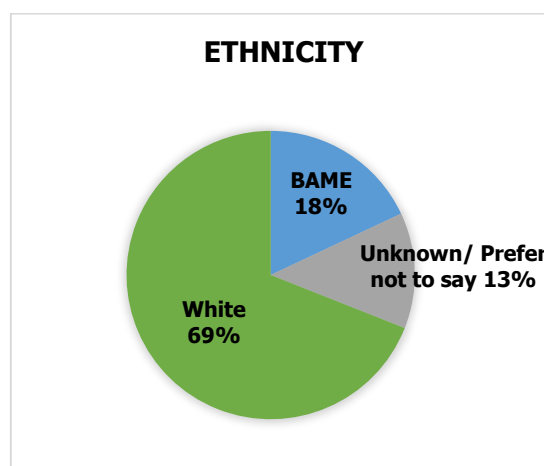


Figure 4



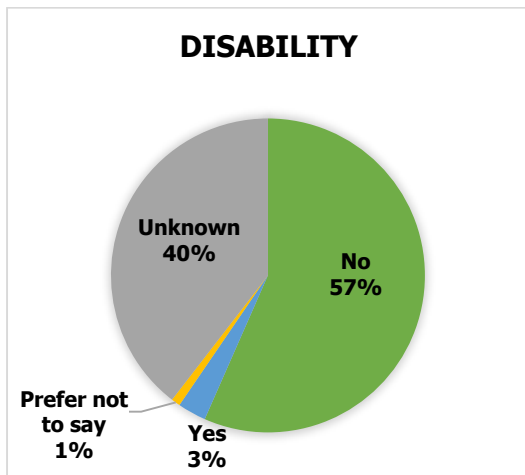


Figure 5

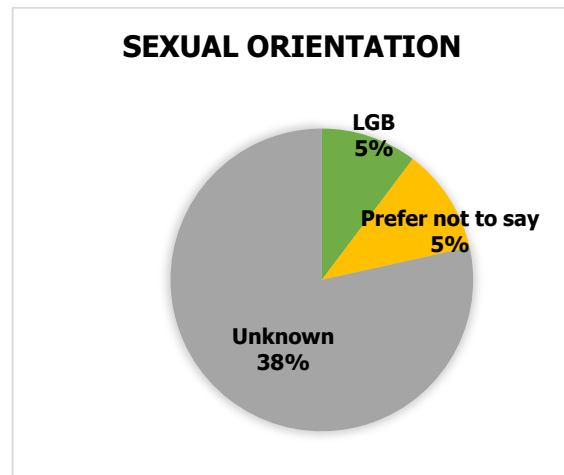


Figure 6

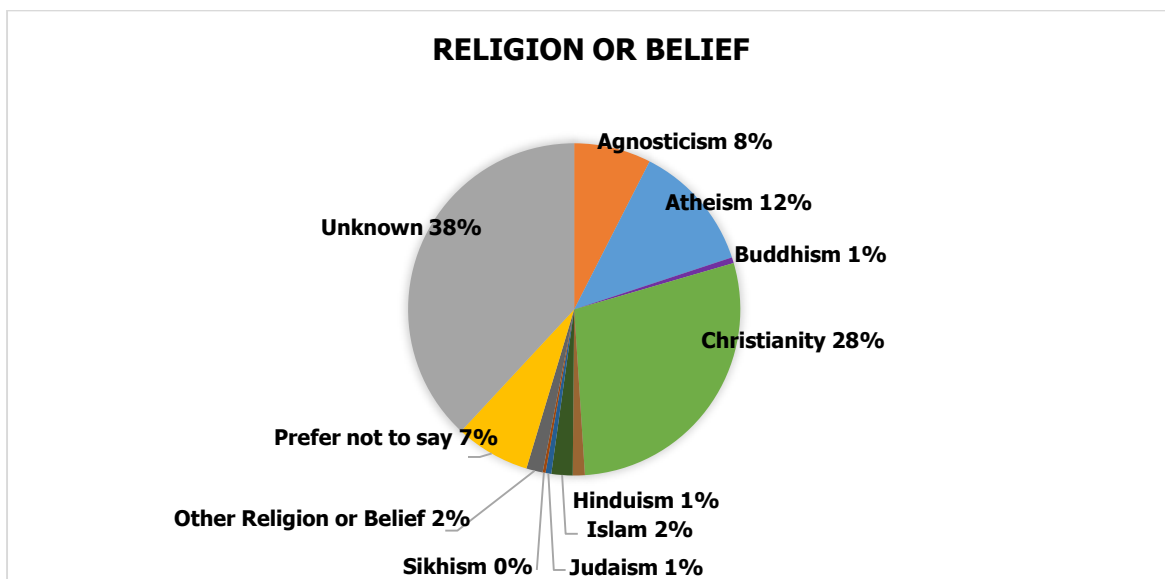


Figure 7

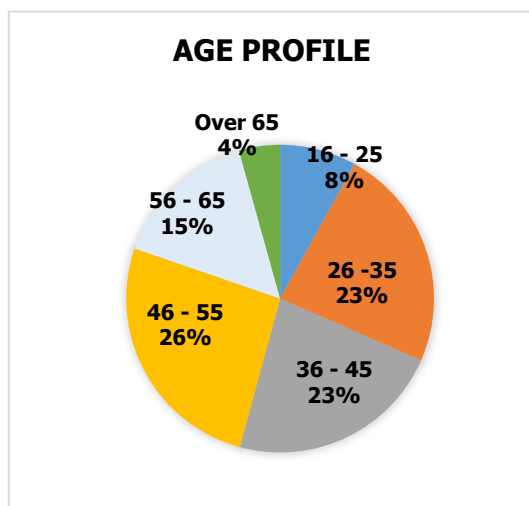


Figure 8

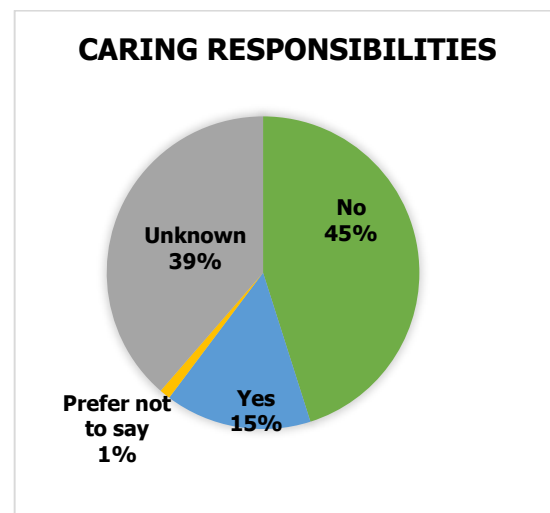


Figure 9

## Gender

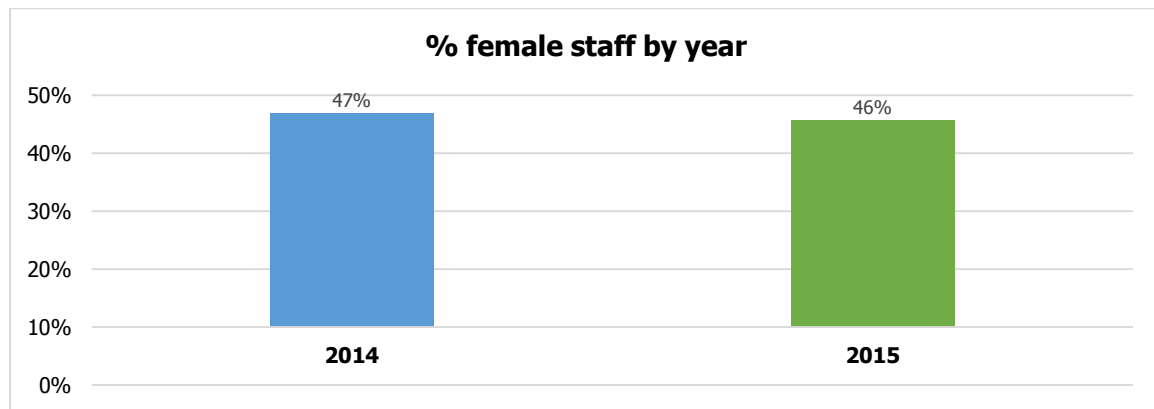


Figure 10

20) 46% of staff at the House of Commons and Digital Service were female, this is similar to the previous year's figures.

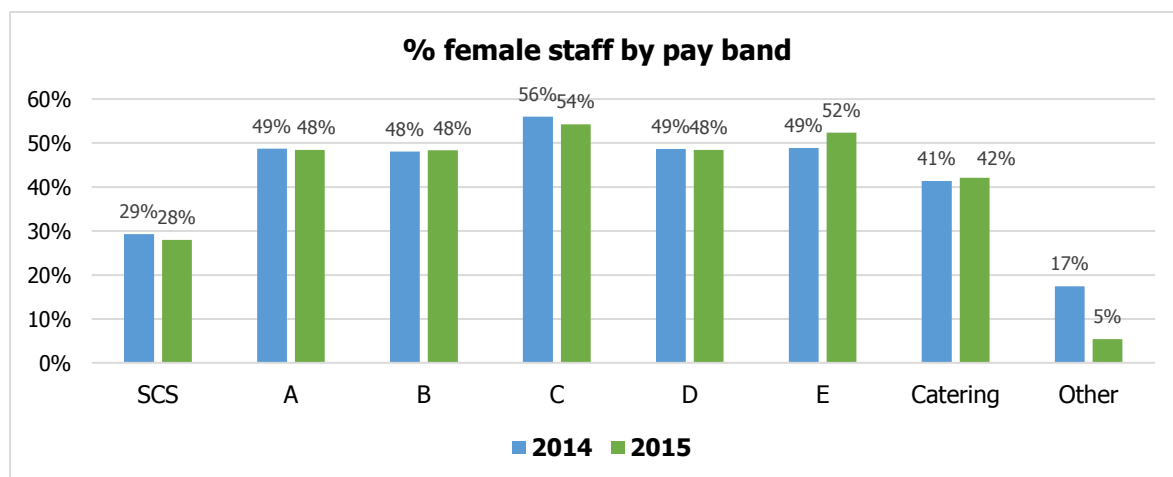


Figure 11

21) With the exception of pay band 'other' there was very little change to female representation at pay band level. However, caution should be exercised when making comparisons of data from July 2014 and October 2015 as the headcount for pay band 'other' is small. Therefore female staff levels in this pay band should be reviewed over a longer period of time to identify trends, which might show a different picture.

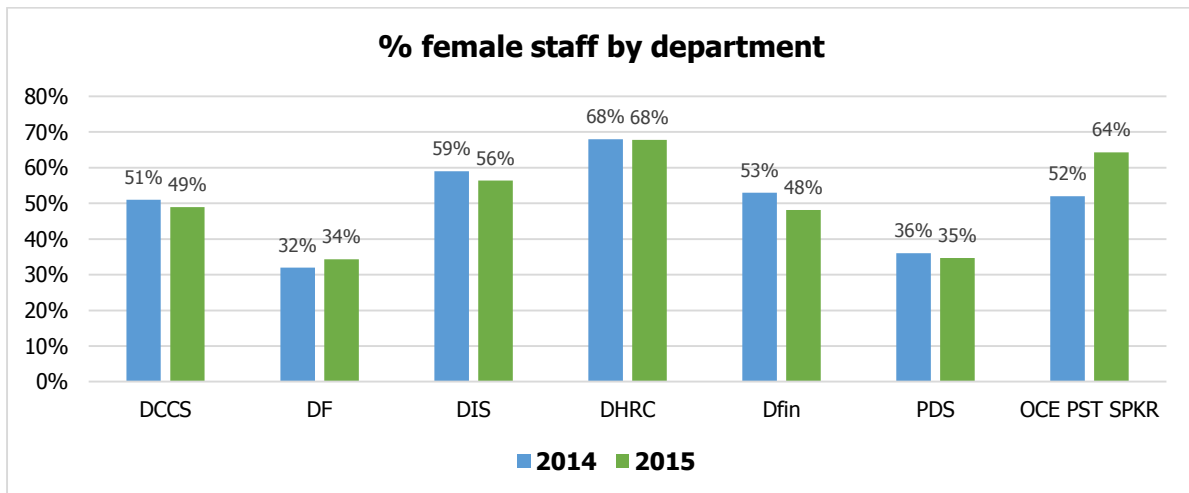


Figure 12

22) There has been no significant change to the gender profile by department since July 2014.

### Ethnicity

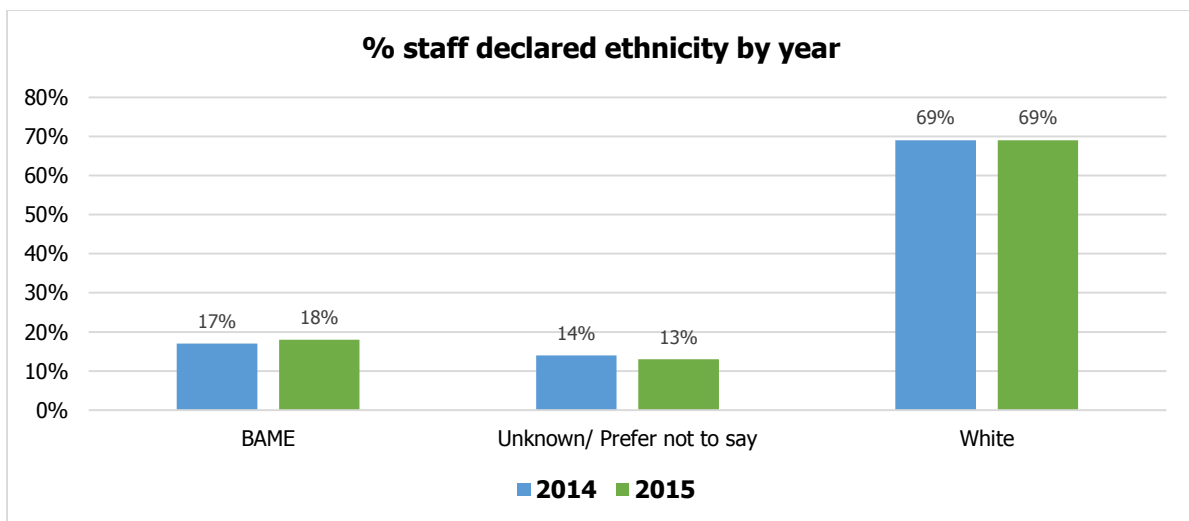


Figure 13

23) There has been a 1% increase in the number of staff declaring a minority ethnic background between July 2014 and October 2015.

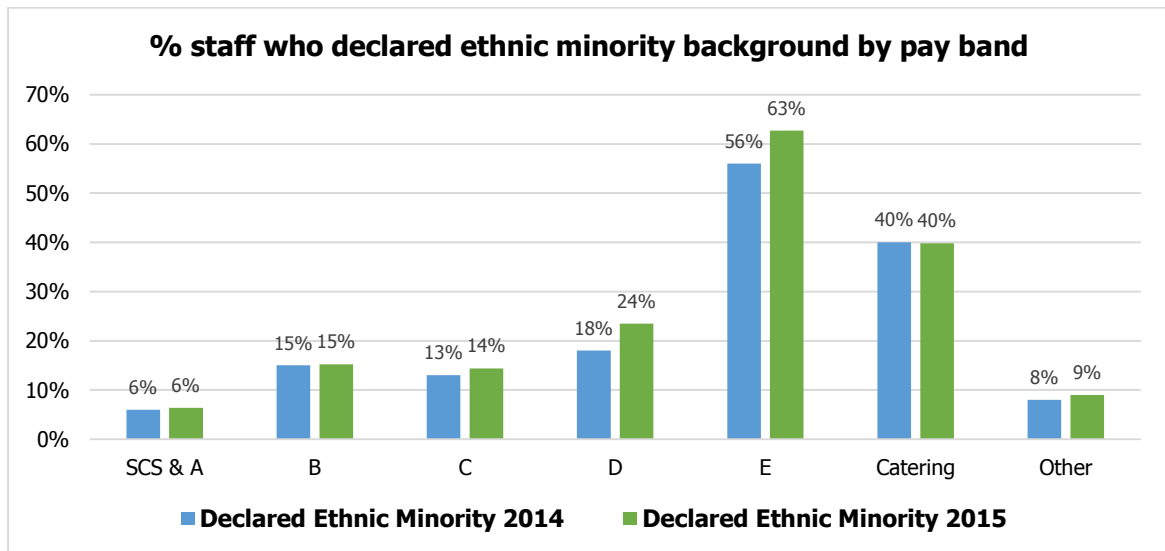


Figure 14

- 24) There has been an increased number of staff declaring an ethnic minority background in pay bands D and E between July 2014 and October 2015.
- 25) The data for pay bands at SCS level and pay band A have been combined to preserve staff anonymity.

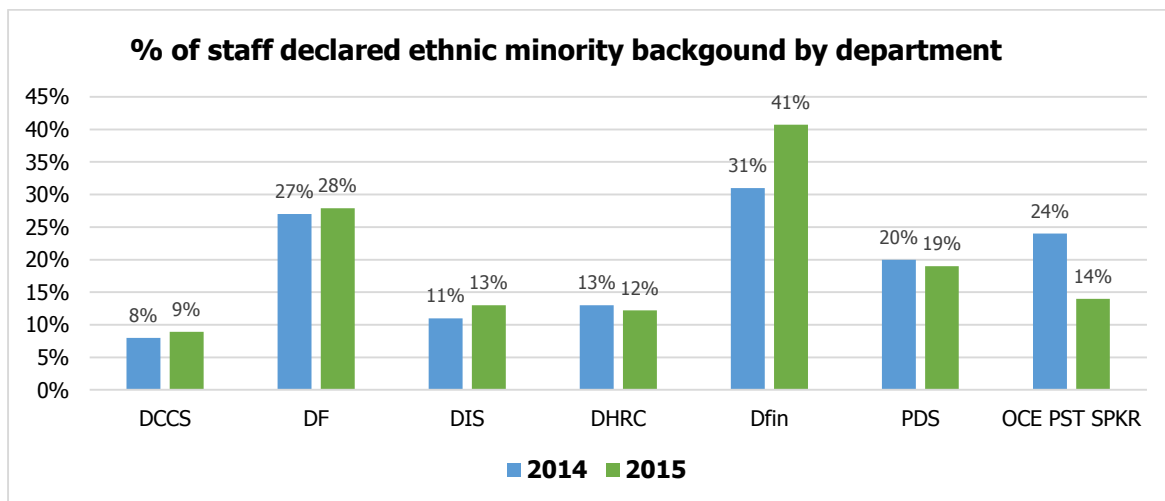


Figure 15

- 26) 41% of staff within the Department of Finance have declared an ethnic minority background, a 10% increase from July 2014. There has also been a 10% decrease in the number of staff declaring themselves to be from an ethnic minority background within the OCE, PST, SPKR departments. However, due to the small number of staff within these offices this should be monitored over a longer period of time to identify possible trends.

## Disability

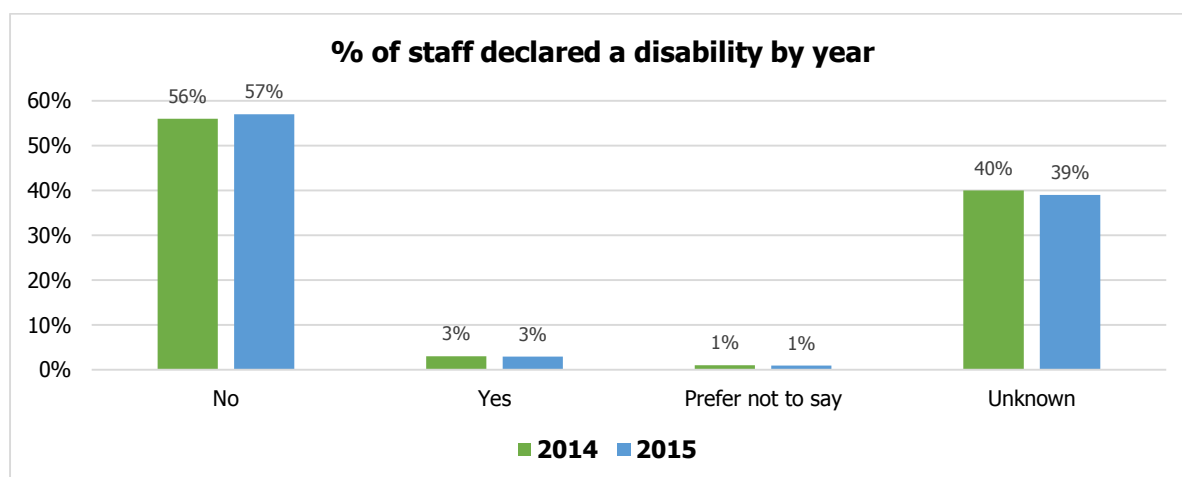


Figure 16

27) There has been no change in the percentage of staff who have declared a disability between July 2014 and October 2015.

28) The data for staff declaring a disability is currently too small at pay band and departmental level for further analysis.

## Sexual Orientation

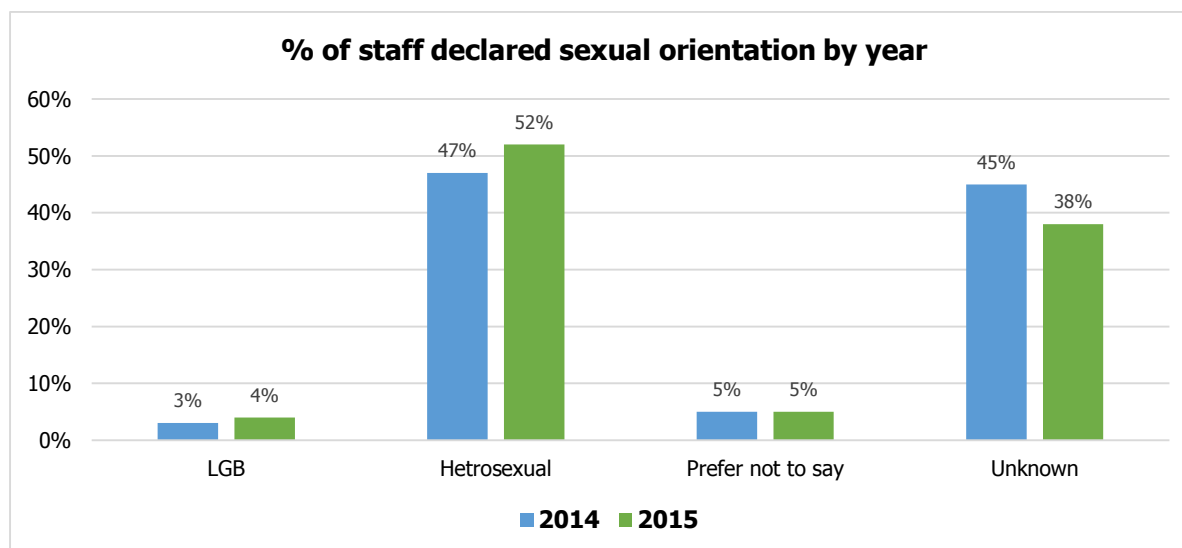


Figure 17

29) 4% of staff have declared their sexual orientation to be lesbian, gay or bisexual, an increase of 1% from July 2014. Overall, there has been a 6% increase in the number of staff declaring their sexual orientation. Although this is positive, more work needs to be done to decrease the number of 'unknowns' to ensure the House & Digital Service has reliable data from which to draw conclusions.

30) The diversity monitoring campaign (see paragraph 12 for further details) to raise awareness about why we monitor this information should help improve the declaration figures for sexual orientation further.

### Religion or Belief

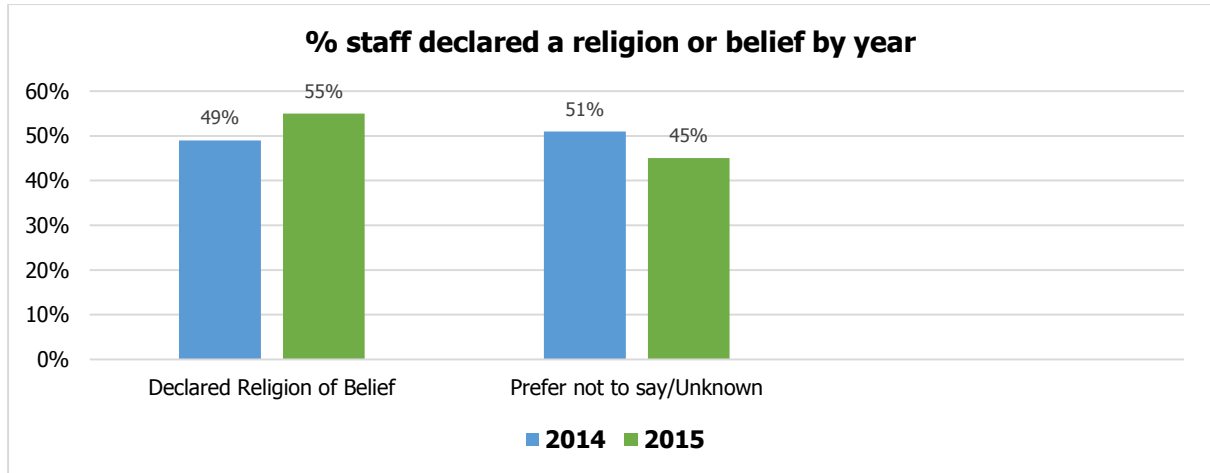


Figure 18

31) 55% of staff declared a religion or belief (include those who have self-defined as Atheists or Agnostics i.e. they have declared 'no belief', which itself is a legally protected belief). This is a 6% increase of the percentage of staff who declared in July 2014. However, this represents only a small proportion of the workforce, as information about religion/belief is still missing for 45% of our employees.

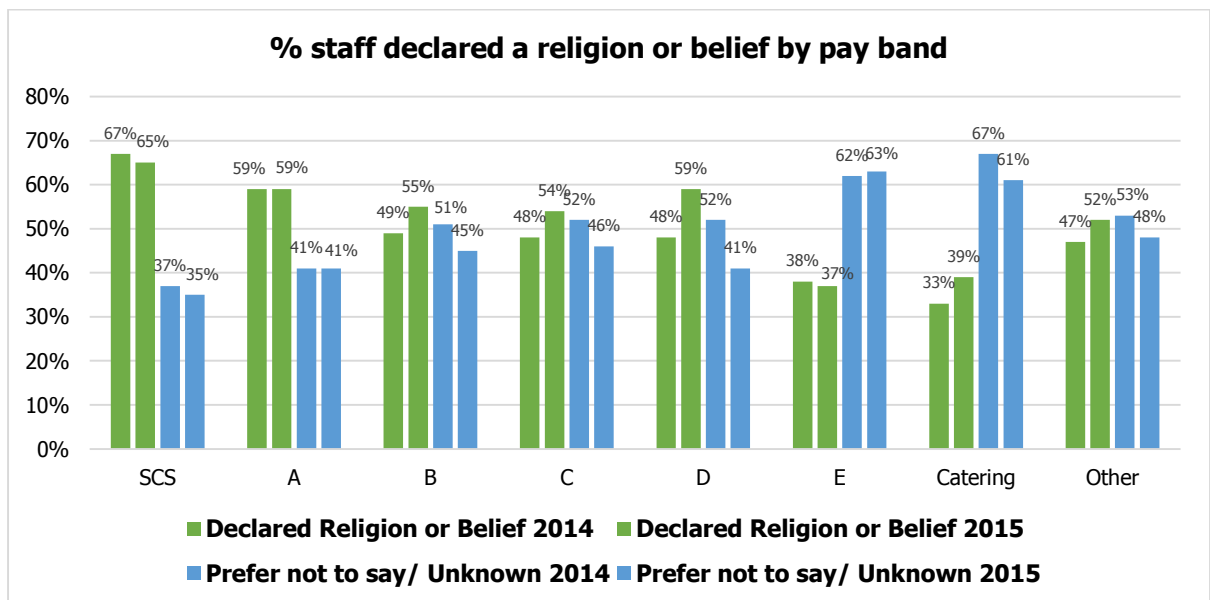


Figure 19

32) There has been no significant change in the percentage of staff declaring a religion or belief within the pay bands since July 2014.

## Age profile

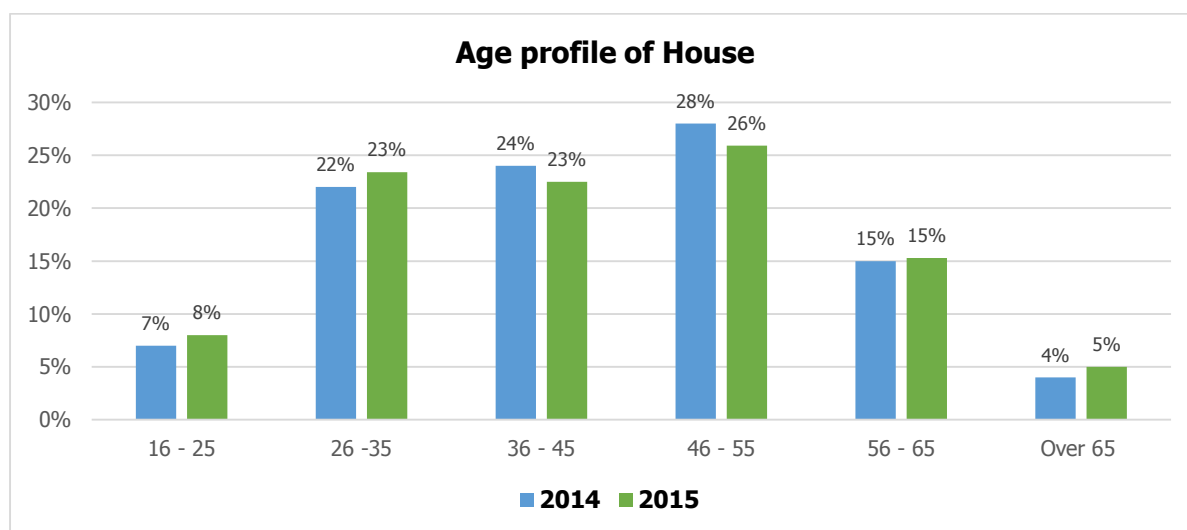


Figure 19

33) The age profile of the House of Commons and Digital Service has remained fairly consistent since July 2014.

## Caring Responsibilities

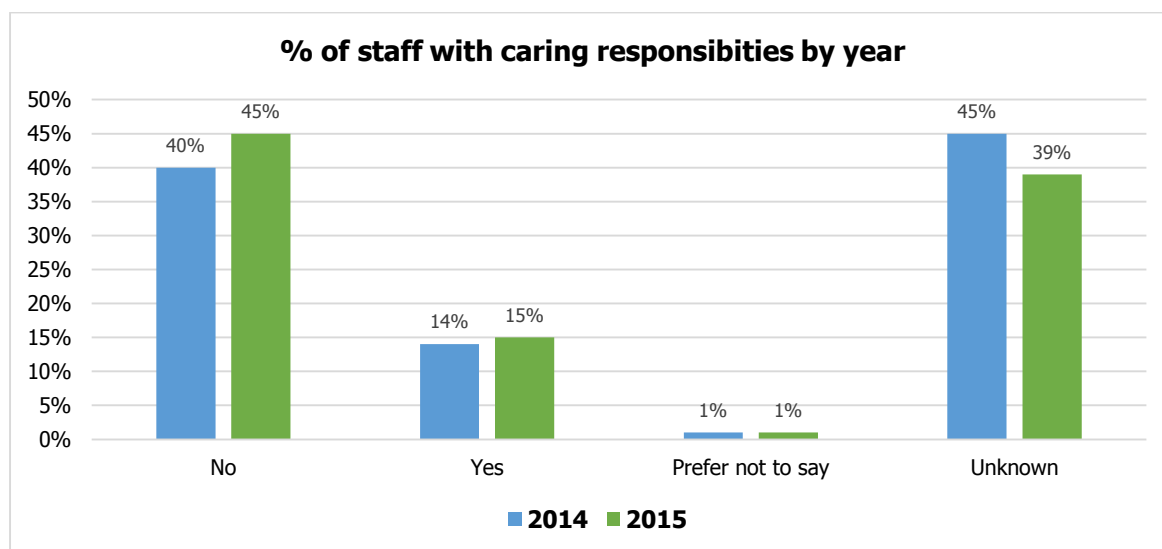


Figure 20

34) 15% of staff have declared they have caring responsibilities, a 1% increase from July 2014. Overall, there has been a 6% increase in the number of staff of providing the House and Digital Service with this information.

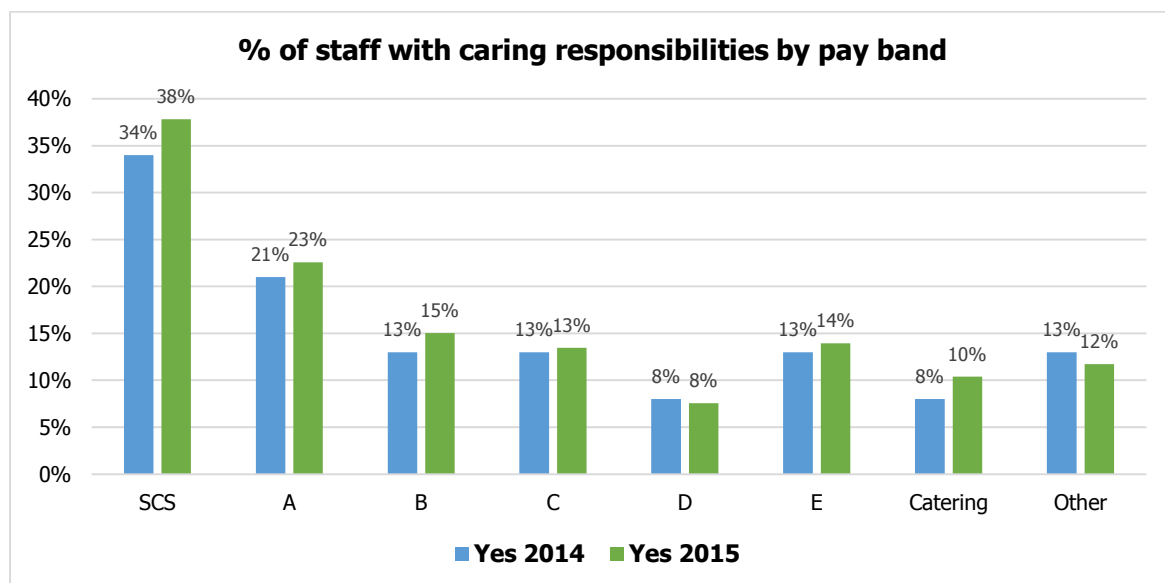


Figure21

35) There has been little significant change in caring responsibilities by pay band however, SCS continues to have biggest majority of staff declaring caring responsibilities with 38%.

### Recruitment Data Background

36) The recruitment report has been compiled with respect to gender, ethnicity, disability sexual orientation and religion or belief with data collected from 1 November 2014 – 31 October 2015.

37) The recruitment data does not currently include information from the Parliamentary Digital Service.

38) Some caution should be taken when interpreting the results of the recruitment data. The system used is a dynamic one i.e it is used to track candidates. For example, there will be some applicants that are still active (open) because the job they have applied for has only just closed. In time, though, they will either be rejected or offered the job. Therefore, if the report was run again at a later stage the data might change. However, there are sufficient numbers of applicants so that the percentages would not be too impacted by subsequent changes. The recruitment data is therefore used to give a high level overview of the application and selection process throughout the recruitment process. Appendix (14) outlines the definitions of each stage of the recruitment process.



**Gender**

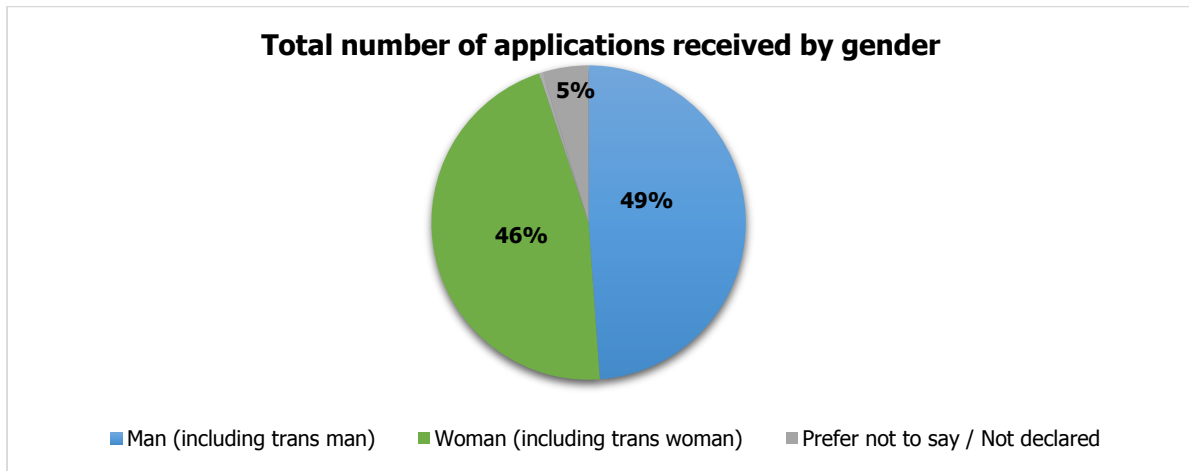


Figure 22

39) 46% of the applications received to the House of Commons were from women.

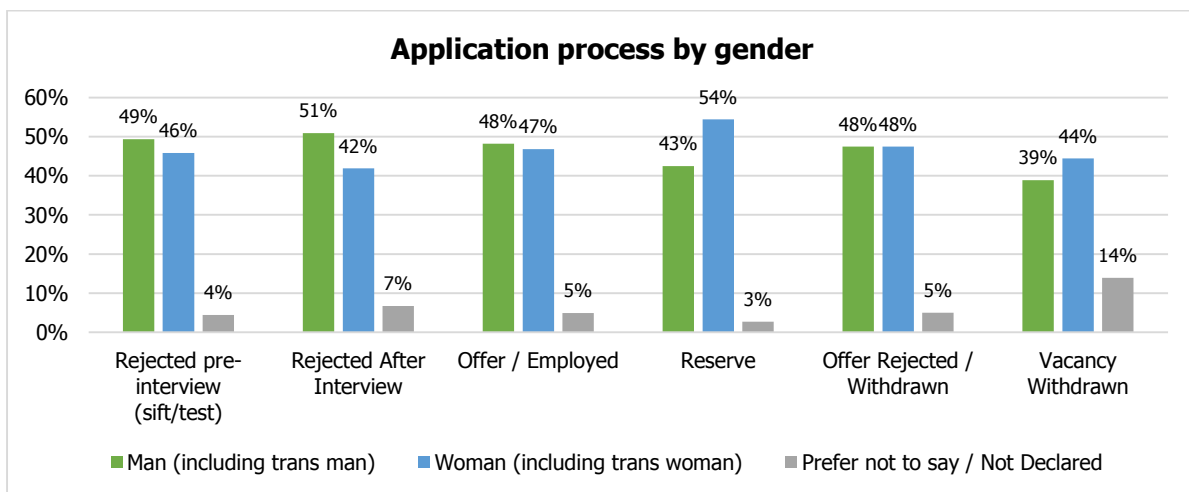


Figure 23

40) 47% of the candidates offered roles at the House of Commons are women.

## Ethnicity

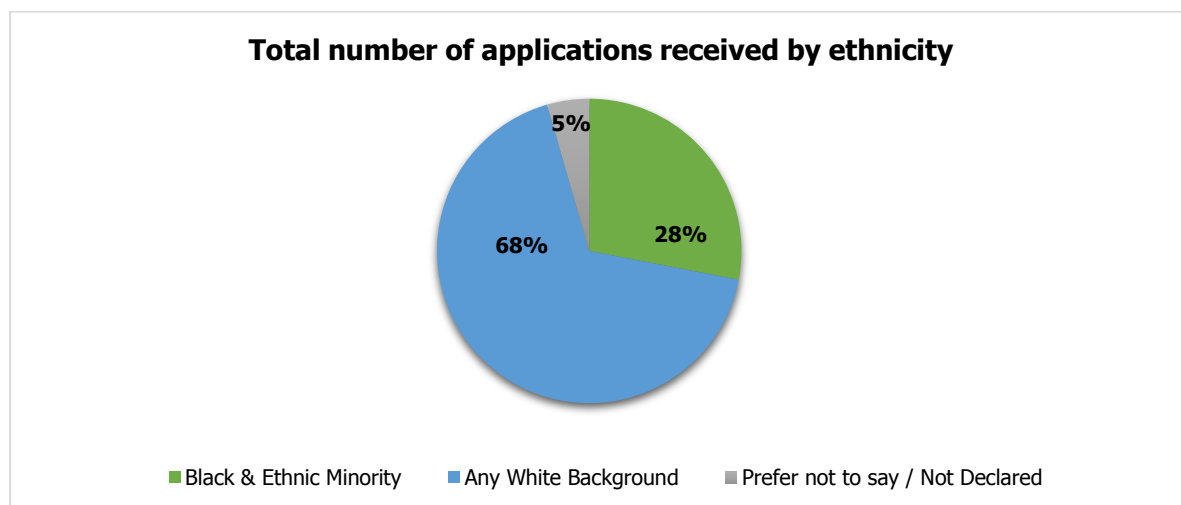


Figure 24

41) 28% of all the applications for a role within the House are from candidates who have declared to be from an ethnic minority background.

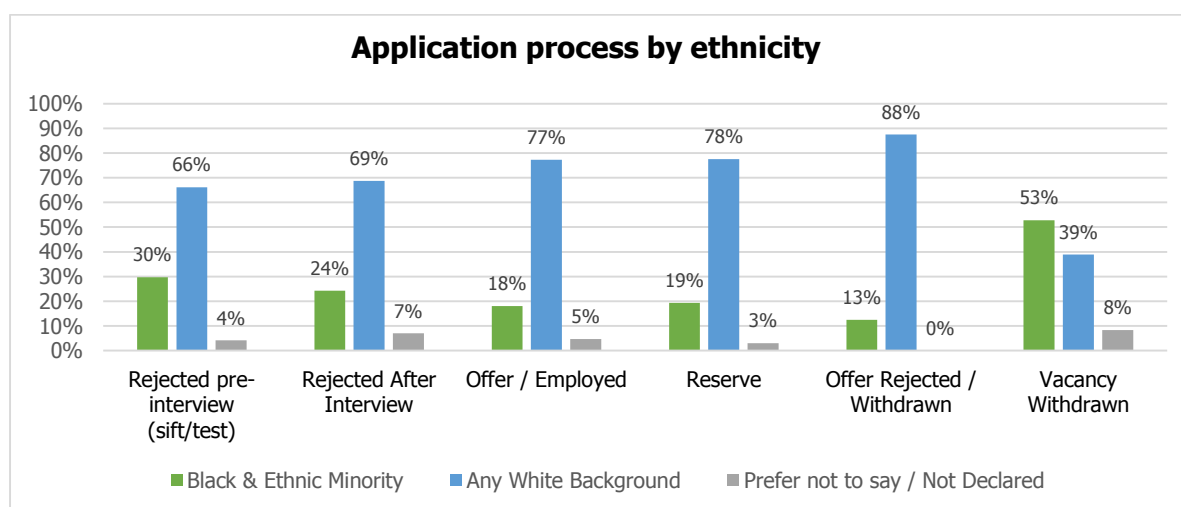


Figure 25

42) 18% of the candidates offered a role at the House of Commons are BAME. The proportion of BAME candidates who are rejected pre or post interview are not particularly out of line with the total proportion that apply, however there appears to be a greater number of BAME candidates affected by vacancies withdrawn than candidates from any white background. It is not possible at this time to draw conclusions from the data as to why this is.

43) The current recruitment statistics do not provide a view of the application process by pay band or department. This could be useful in helping the House to identify specific roles or levels where there may be particular barriers to BAME candidates.

## Disability

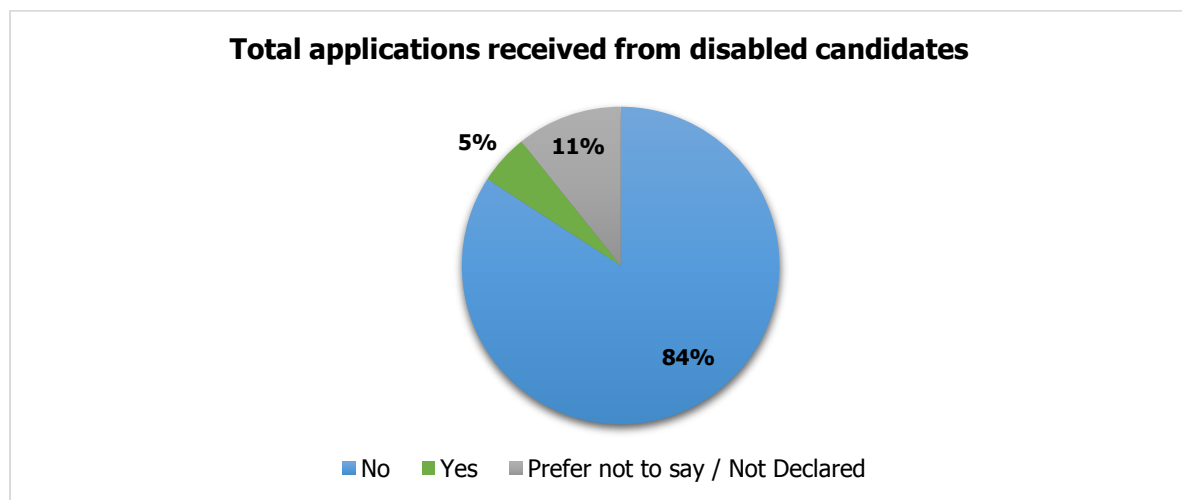


Figure 26

44) 5% of applications for role in the House of Commons and Digital Service were from disabled candidates.

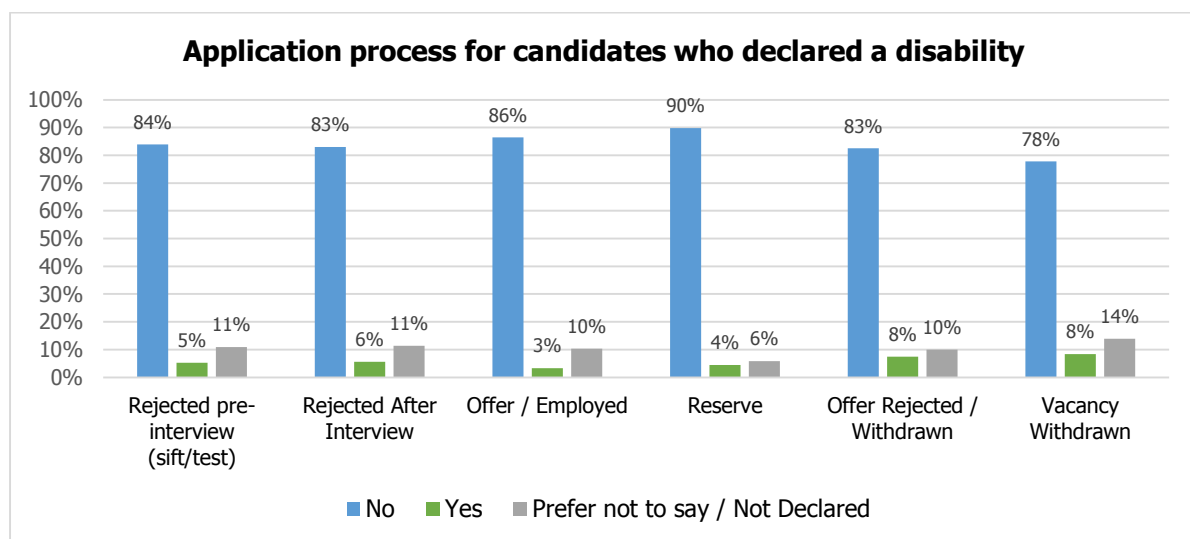


Figure 27

45) 3% of candidates who were offered a role had declared a disability.

**Sexual orientation**

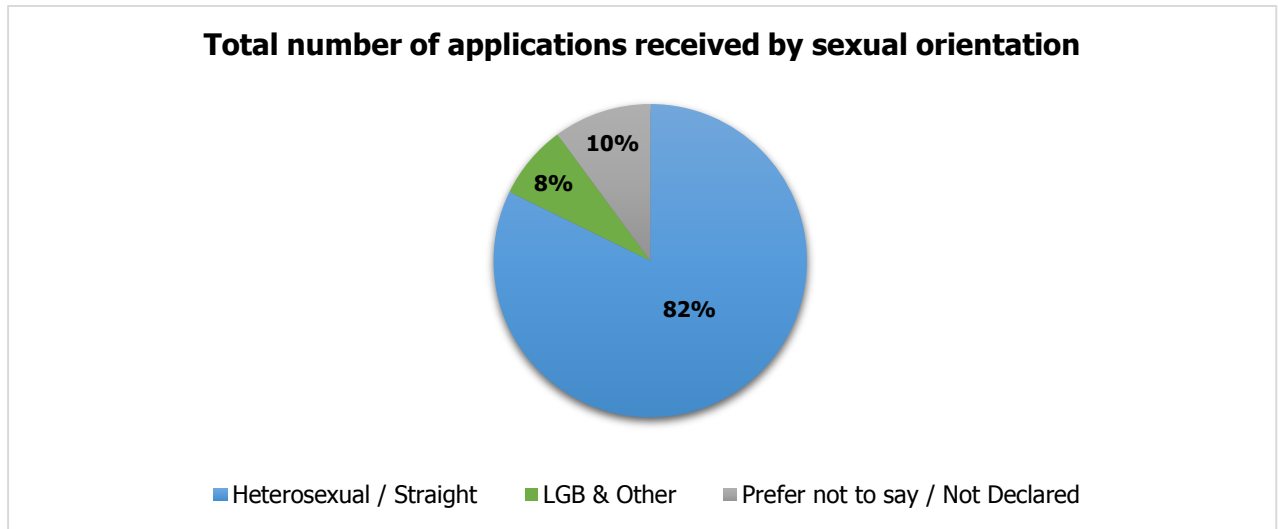


Figure 28

46) 8% of candidates that applied for roles declared their sexual orientation to be lesbian, gay or bisexual.

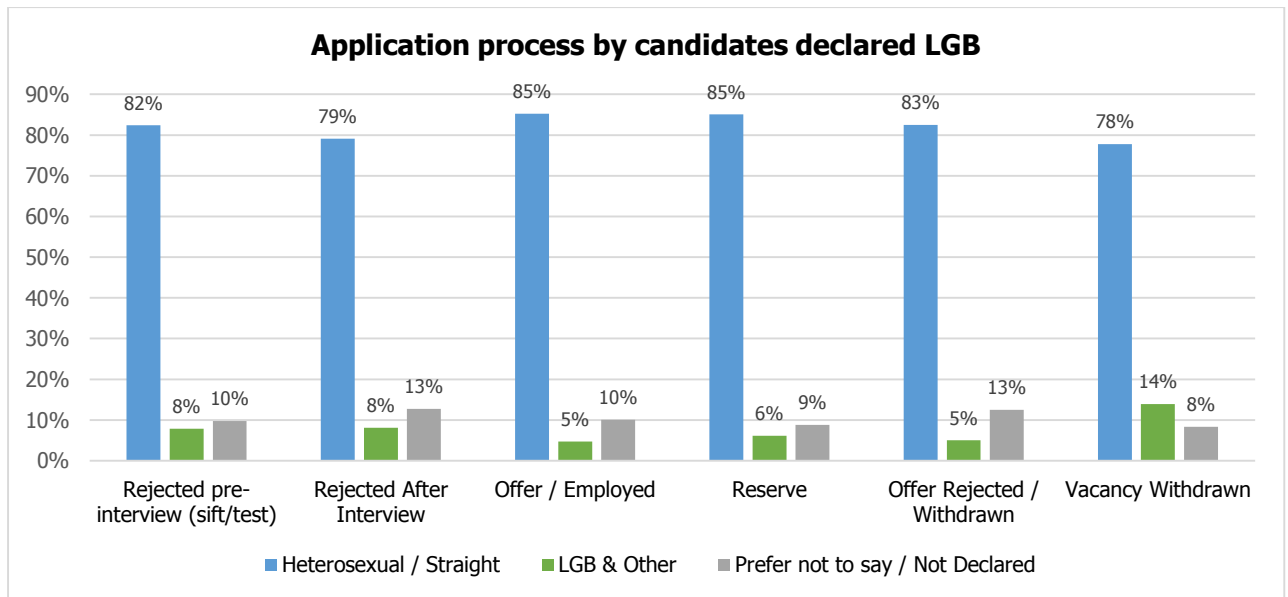


Figure 29

47) 5% of the candidates who received an offer of employment were LGB.

**Religion or belief**

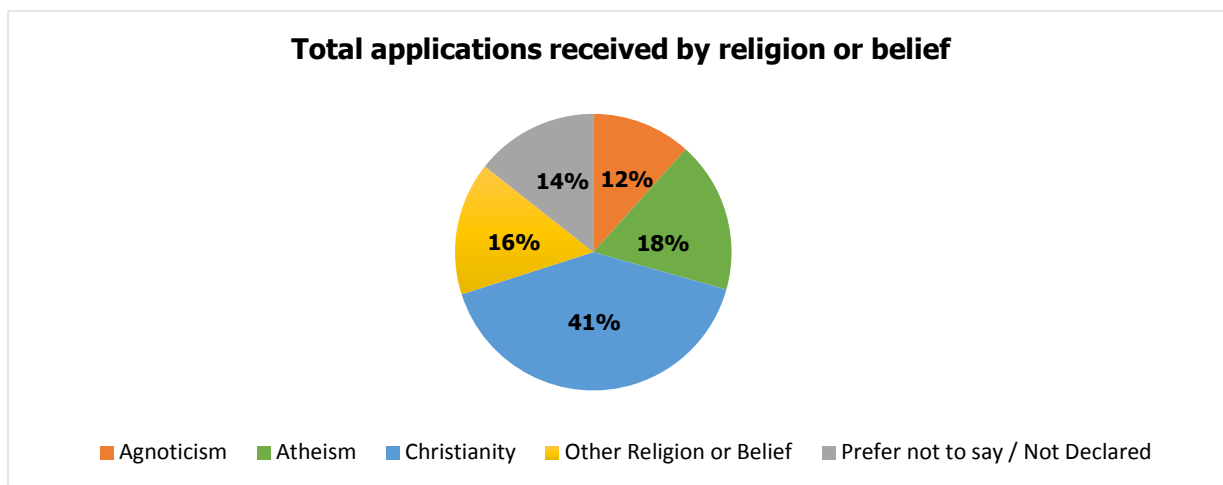


Figure 30

48) 41% candidates applying for a role at the House and Digital Service were of Christian faith, much more likely than other religious groups. However this is not surprising given this is the most common faith in the UK.

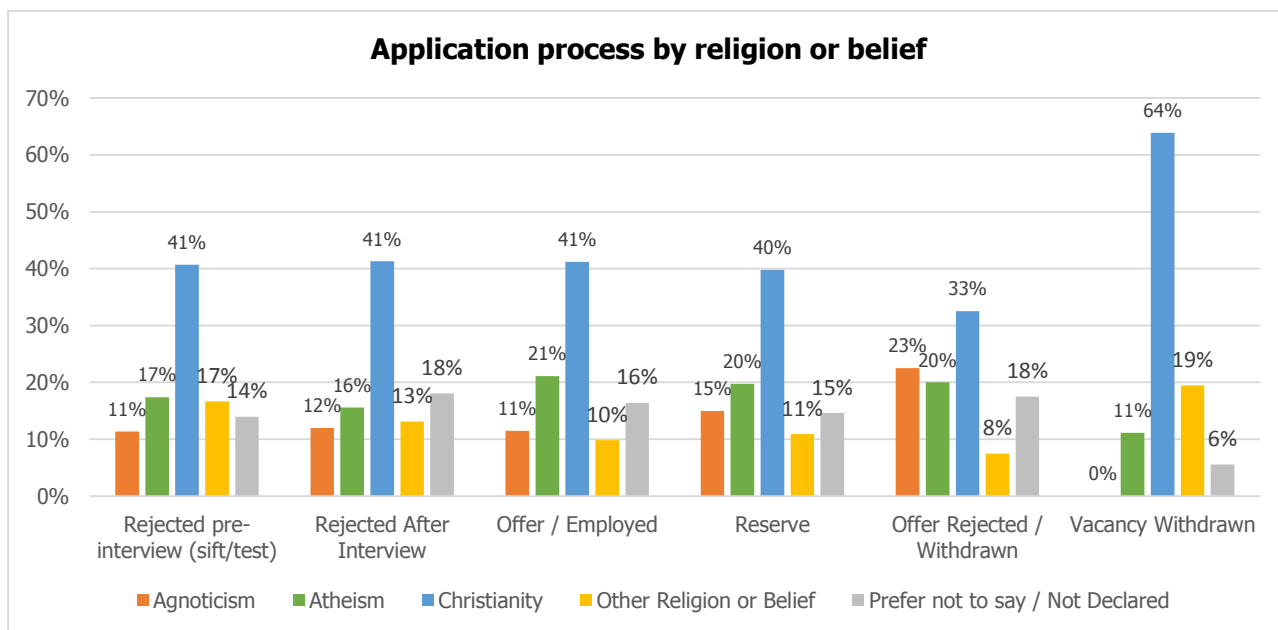


Figure 31

49) 41% of the candidates who received an offer were of Christian faith.

**Recommendations 2016**

50) **Recruitment data by department and pay band** should be provided so that we can understand if there are specific roles within the House that present particular barriers to different groups of people.

## 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: Declaration rate by department

Protected characteristic	DCCS	DF	DIS	DHRC	DFIN	PDS	OCE, PSD, SPKR
<b>Ethnicity</b>	90%	89%	88%	92%	94%	72%	86%
<b>Disability</b>	68%	58%	52%	62%	66%	59%	60%
<b>Religion or belief</b>	55%	53%	60%	72%	54%	43%	63%
<b>Sexual orientation</b>	57%	53%	62%	74%	61%	46%	57%
<b>Caring responsibilities</b>	62%	56%	67%	77%	63%	48%	66%

### Appendix 2: Workforce Profile for the House of Commons (HoC) and Parliamentary Digital Service

Protected characteristic	Oct 2015
<b>Age</b>	
16-25	8%
26-35	23%
36-45	23%
46-55	26%
56 - 64	15%
65+	5%
<b>Gender</b>	
Male	54%
Female	46%
<b>Ethnicity</b>	
BAME	18%
White	69%
Unknown/prefer not to say	13%
<b>Disability</b>	
Declared Yes	3%
<b>Religion or belief</b>	
Religion or belief	55%
Unknown/prefer not to say	45%
<b>Sexual orientation</b>	
Gay/Lesbian/Bisexual	5%
Unknown/prefer not to say	44%
<b>Caring responsibilities</b>	
Yes	15%
No	45%
Unknown/prefer not to say	40%

**Appendix 3: Workforce Profile for the House of Commons and Digital Service by Pay Band**

Protected characteristic		SCS	A	B	C	D	E	Catering	Other	Overall Profile
Age	16-25	<5%	<5%	<5%	13%	20%	<5%	8%	12%	8%
	26-35	<5%	23%	31%	26%	22%	<5%	16%	18%	23%
	36-45	22%	23%	29%	22%	11%	12%	19%	<5%	23%
	46-55	38%	31%	23%	25%	20%	42%	29%	26%	26%
	56+	40%	11%	14%	14%	27%	42%	28%	40%	19%
Gender	Female	28%	48%	48%	54%	48%	52%	42%	5%	46%
	Male	72%	52%	52%	46%	52%	48%	58%	95%	54%
Ethnicity	BAME	<5%	7%	15%	14%	24%	63%	40%	9%	18%
Disability	Declared Yes	4%	2%	4%	4%	2%	6%	0%	2%	3%
Religion or Belief	Declared Yes	65%	59%	55%	54%	59%	37%	39%	52%	55%
Sexual Orientation	Lesbian/ Gay/ Bisexual	2%	5%	2%	5%	7%	2%	3%	1%	4%
Caring Responsibilities	Yes	38%	23%	15%	13%	8%	14%	10%	12%	15%
	No	29%	44%	47%	36%	58%	26%	30%	45%	45%

### Workforce Profile by department

#### Appendix 4: Department of Chamber and Committee Services (DCCS)

Protected characteristic		Oct 2015
<b>Gender</b>	Male	51%
	Female	49%
<b>Ethnicity</b>	BAME	9%
	White	81%
	Unknown/prefer not to say	10%
<b>Disability</b>	Declared Yes	<5%
<b>Religion or belief</b>	Religion or belief	55%
	Unknown/prefer not to say	45%
<b>Sexual orientation</b>	Lesbian/Gay/Bisexual	<5%
<b>Caring responsibilities</b>	Yes	17%
	No	45%

#### Appendix 5: Department of Facilities (DF)

Protected characteristic		Oct 2015
<b>Gender</b>	Male	66%
	Female	34%
<b>Ethnicity</b>	BAME	28%
	White	61%
	Unknown/prefer not to say	11%
<b>Disability</b>	Declared Yes	<5%
<b>Religion or belief</b>	Religion or belief	53%
	Unknown/prefer not to say	67%
<b>Sexual orientation</b>	Lesbian/Gay/Bisexual	<5%
<b>Caring responsibilities</b>	Yes	16%
	No	40%



**Appendix 6:** Department of Information Services (DIS)

Protected characteristic		Oct 2015
<b>Gender</b>	Male	44%
	Female	56%
<b>Ethnicity</b>	BAME	13%
	White	75%
	Unknown/prefer not to say	12%
<b>Disability</b>	Declared Yes	<5%
<b>Religion or belief</b>	Religion or belief	60%
	Unknown/prefer not to say	40%
<b>Sexual orientation</b>	Lesbian/Gay/Bisexual	8%
<b>Caring responsibilities</b>	Yes	11%
	No	56%

**Appendix 7:** Department of Human Resources and Change (DHRC)

Protected characteristic		Oct 2015
<b>Gender</b>	Male	32%
	Female	68%
<b>Ethnicity</b>	BAME	12%
	White	80%
	Unknown/prefer not to say	8%
<b>Disability</b>	Declared Yes	7%
<b>Religion or belief</b>	Religion or belief	72%
	Unknown/prefer not to say	28%
<b>Sexual orientation</b>	Lesbian/Gay/Bisexual	6%
<b>Caring responsibilities</b>	Yes	19%
	No	58%

**Appendix 8:** Department of Finance (DFin)

Protected characteristic		Oct 2015
<b>Gender</b>	Male	52%
	Female	48%
<b>Ethnicity</b>	BAME	41%
	White	54%
	Unknown/prefer not to say	5%
<b>Disability</b>	Declared Yes	<5%
<b>Religion or belief</b>	Religion or belief	54%
	Unknown/prefer not to say	46%
<b>Sexual orientation</b>	Lesbian/Gay/Bisexual	6%
<b>Caring responsibilities</b>	Yes	15%
	No	41%

**Appendix 9:** Department of Parliamentary Digital Service

Protected characteristic		Oct 2015
<b>Gender</b>	Male	65%
	Female	35%
<b>Ethnicity</b>	BAME	19%
	White	53%
	Unknown/prefer not to say	28%
<b>Disability</b>	Declared Yes	<5%
<b>Religion or belief</b>	Religion or belief	43%
	Unknown/prefer not to say	57%
<b>Sexual orientation</b>	Lesbian/Gay/Bisexual	<5%
<b>Caring responsibilities</b>	Yes	16%
	No	32%

**Appendix 10:** Office of the Chief Executive (OCE), Office of the Speaker (SPKR) and the Parliamentary Security Directorate (PSD)

Protected characteristic		Oct 2015
<b>Gender</b>	Male	36%
	Female	64%
<b>Ethnicity</b>	BAME	14%
	White	71%
	Unknown/prefer not to say	15%
<b>Disability</b>	Declared Yes	<5%
<b>Religion or belief</b>	Religion or belief	63%
	Unknown/prefer not to say	37%
<b>Sexual orientation</b>	Lesbian/Gay/Bisexual	5%
<b>Caring responsibilities</b>	Yes	16%
	No	50%

**Appendix 11:** Breakdown of Religion or Belief by pay band

Pay band	SCS	A	B	C	D	E	CATERING	OTHER
<b>Agnosticism</b>	8%	11%	7%	9%	8%	<5%	<5%	<5%
<b>Atheism</b>	20%	19%	13%	11%	11%	<5%	<5%	6%
<b>Buddhism</b>	<5%	<5%	<5%	<5%	<5%	<5%	<5%	<5%
<b>Christianity</b>	33%	26%	27%	28%	31%	35%	29%	36%
<b>Hinduism</b>	<5%	<5%	<5%	<5%	<5%	<5%	<5%	<5%
<b>Islam</b>	<5%	<5%	<5%	<5%	5%	<5%	<5%	<5%
<b>Judaism</b>	<5%	<5%	<5%	<5%	<5%	<5%	<5%	<5%
<b>Sikhism</b>	<5%	<5%	<5%	<5%	<5%	<5%	<5%	<5%
<b>Other</b>	<5%	<5%	<5%	<5%	<5%	<5%	<5%	5%
<b>Prefer not to say</b>	6%	9%	8%	7%	8%	7%	3%	5%
<b>Unknown</b>	29%	32%	37%	39%	33%	56%	57%	42%

**Appendix 12:** Breakdown of Religion or Belief by department

Dept	Agnosticism	Atheism	Buddhism	Christianity	Hinduism	Islam	Judaism	Sikhism	Other	Prefer not to say	Unknown
<b>DCCS</b>	9%	17%	<5%	28%	<5%	<5%	<5%	<5%	<5%	10%	35%
<b>DF</b>	3%	7%	<5%	36%	<5%	<5%	<5%	<5%	<5%	5%	43%
<b>DIS</b>	11%	17%	<5%	25%	<5%	<5%	<5%	<5%	<5%	8%	32%
<b>DHRC</b>	13%	14%	<5%	40%	<5%	<5%	<5%	<5%	<5%	7%	21%
<b>DF</b>	4%	11%	<5%	24%	6%	7%	<5%	<5%	<5%	7%	39%
<b>DIGITAL SERVICE</b>	7%	8%	<5%	19%	<5%	<5%	<5%	<5%	<5%	7%	50%
<b>OCE PSD SPKR</b>	4%	16%	<5%	36%	5%	<5%	<5%	<5%	<5%	7%	30%

### **Appendix 13: 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"><li>• Any White background</li></ul>
Mixed ethnic background	<ul style="list-style-type: none"><li>• Asian and White</li><li>• Black African and White</li><li>• Black Caribbean and White</li><li>• Any other mixed ethnic background</li></ul>
Asian	<ul style="list-style-type: none"><li>• Bangladeshi</li><li>• Indian</li><li>• Pakistani</li><li>• Any other Asian background</li></ul>
Black	<ul style="list-style-type: none"><li>• African</li><li>• Caribbean</li><li>• Any other Black background</li></ul>
Chinese	<ul style="list-style-type: none"><li>• Any Chinese background</li></ul>
Any other ethnic background	<ul style="list-style-type: none"><li>• Any other ethnic background</li></ul>
Prefer not to say	<ul style="list-style-type: none"><li>• Prefer not to say</li></ul>

#### **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/straight
- 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

**Appendix 14:**

The recruitment data definitions:

- a) Rejected pre-interview: candidates not invited to interview stage
- b) Rejected after interview: candidates who did not pass the interview stage or did not turn up for interview
- c) Offer/employed: candidates offered a role within the House of Commons or Digital Service
- d) Reserve: Unsuccessful candidates added to the reserve list for the role they interviewed.
- e) Offer rejected/withdrawn: candidates that received an offer of employment which was later withdrawn by the House or Digital service - usually due to failing to provide adequate references or pass security clearance.
- f) Vacancy withdrawn: roles in which the House or Digital Service has started the recruitment process then had to put on hold or withdraw the role before the process is finished.