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HEALTH AND SAFETY EXECUTIVE

The HSE Board

Diversity Progress Report 2005-6

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Cleared by Vivienne Dews on 27 June 2006

Issue

1. Progress report one year on from agreement of Diversity Vision and Action Plan, including a proposal for management support for staff networks.

Timing

2. For noting progress at 5 July Board meeting.

Recommendation

3. That Board members:
 - a. Note the progress made (see paras 5 and 6 and Annexes 1 and 2);
 - b. Encourage, within their own directorates, an open approach to the staff networks for Race, Women, and Disability, supporting staff who take part;
 - c. Note the decision at paragraph 10 to provide financial support for the staff networks from the HR Corporate Learning and Development budget; and
 - d. Offer reflections to the External Diversity Team on how their published personal diversity objectives have helped them promote aspects of the diversity agenda.

Background

4. The Diversity Steering Group (DSG), chaired by Vivienne Dews, drives progress to achieve the Board's Diversity Vision through a particular focus on the priorities for action agreed in May 2005, and to meet diversity targets. The first meeting was held on 26 September 2005, and there have been 2 further meetings during the year. This is the first annual progress report.
5. It has been challenging to deliver progress across the board on the action plan. Significant staff changes in both internal and external teams have led to some temporary loss of momentum. Progress has been made though against the diversity priorities, which is summarised at Annex 1.
6. On external diversity, the main highlights were:
 - i. **Raised awareness of the Vision** (articles in Express etc), including a major diversity workshop at Rose Court on 26th April 2005 to communicate key messages from the evidence base, and promote the business case for diversity.

- Included speakers from the Disability Rights Commission and the Trades Union Congress.
- ii. Follow through of the recommendations of the Central Office of Information (COI) Report, including the launch of a **new toolkit and translation standard giving practical help to Communications staff, Account Managers and others**. A 2-sided summary aide-memoire giving help to all staff will be published in July. These tools mean that, for the first time, staff will have access to authoritative guidance to help them identify which diverse audiences are important, together with guidance on how best to engage each audience.
- iii. Substantial **progress piloting and refining the Diversity Impact Assessment Tool**, and securing buy in from key teams in Fit 3, with a view to cascading more widely throughout the year. The External Diversity team have also worked closely with the Workplace Health Connect (WHC) team; WHC helped pilot the tool. As a result of the pilot, they realised that they needed to engage with representatives of diversity groups, and as a result took steps to set up some Focus Groups.
- iv. Joint work with the Disability Rights Commission (including nationwide consultation events) to **develop principles which will inform drafting guidance on disability and risk management**.

7. Fulfilling our statutory requirements

- i. Laid effective **groundwork for development of Gender and Disability Equality Schemes**. The first meeting of the Equality Scheme Working group took place on 5 May 2006. Alex Brett-Holt and Giles Denham will chair the group jointly.
- ii. Endorsement by the Commission of a **revised race scheme**. This scheme was revised considerably in the light of consultation with key internal and external stakeholders. It was redrafted in clear English and endorsed by the Plain English Campaign.

8. On internal diversity:

- i. **Action to encourage and support the networks:** The Women's Network was re-launched with a major conference in Manchester on 22 November 2005; Magnet (minority action group network) was launched on 9 November 2005; Disability network was rescued from a moribund state.
- ii. **Representation of women at bands 2 to 4 has increased** since April 2005. However, representation of BME staff and staff with a disability both decreased at bands 2 to 6; but the statistics are volatile because of the low numbers involved and about half of the BME reduction results from the transfer of rail responsibilities to ORR (Annex 2).
- iii. On recruitment there have been **substantially more women starters at bands 2 to 4**, but slightly fewer starters who are BME or have a disability. One the one hand the Foundation Programme succeeded in recruiting a diverse range of staff, but two trainee inspector recruitments (combined 78 starts) did not include anybody who declared they were BME. (Annex 2)

- iv. **Action by directorates to improve the operation of the 2005/6 HPA moderation process.** We hope that the efforts made on HPAs will lead to a more balanced distribution of HPAs by job band and the diversity groups. Initial analysis of (incomplete) data about indicative nominations shows a flatter distribution across job bands, but we will not have final results and data by specific groups until the beginning of July.
- v. **The 2005 Staff Attitude Survey showed that 73% of all respondents agreed that HSE is committed to equal opportunities.** (2002 = 75% and 2004 = 70%); but for members of minority ethnic groups the figure is lower by up to 10 percentage points. The free text comments offered by respondents paint a mixed picture on whether adequate support, development and career opportunities are offered to staff with disabilities and to part-time staff. On ethnicity, BME staff mainly commented that they received less support and were given fewer opportunities (specific reference was made to lack of promotion by several respondents). On the other hand, and worryingly, there were signs of a backlash from mainly white respondents (male and female) that HSE was now positively discriminating.

Argument

- 9. The DSG agreed that there needed to be a focus on continuing delivery of existing priorities, plus a particular key priority to develop disability and gender equality schemes.
- 10. One particular area the DSG believes the personal support of Board members will be helpful is with the staff network groups, where feedback from the trade unions suggests that individuals do occasionally meet barriers when requesting time off to attend. Board members are asked to agree to:
 - a. Have, and promote, an open and supportive approach to staff who wish to take part in the staff network groups;
 - b. Ensure that T&S support is available for reasonable participation in network events;
 - c. Note the availability of central funding of £25k, for network group central events/ website activity.
- 11. The staff networks are at varying stages of maturity: Magnet is well developed, but needs sustained effort; the Disability Network is in the process of being reinvigorated under Paul Willgoss, the Acting Chair of the Network, and supported by Giles Denham who has agreed to be the Board Champion for Disability; the Women's Network held a successful conference, but raised the issue of the need for improvements of visible senior management support from the Board. This was felt to be particularly important for those staff who may be less assertive, for whom participation might be more of a necessity.
- 12. The DSG recognised that it would be an important signal of support to make some express financial provision, even in the current financial climate. Initial bids from the network groups were between £8-10K each. At this point, a total pot of £25K has been agreed. The Board sponsors (Alex Brett-Holt, Giles Denham and Colin Douglas) will be asked to endorse specific expenditure up to £8k for each network; and to take a view during the year to see if there is a compelling case for adding to this, and if so how it could be managed.

13. The Board agreed to set personal diversity objectives at the Board meeting on 25 May 2005. These were published on the intranet on 20 September 2005, along with a commitment to report back to staff in April 2005. **Individual Board members are invited to offer reflections** to the External Diversity team on how their objectives have helped them personally promote aspects of the diversity agenda. We will then draw up a short report of highlights for the intranet. Unless Board members specifically wished, we wouldn't draw particular attention to this in Express. But Board members may wish to cascade highlights in their own directorates.

Consultation

14. The DSG has consulted all network Chairs and Board Champions: PEFD and HR have also been consulted over budget allocation.

Presentation

15. Internal only. Publicity on Diversity progress will be via the Networks, Express, the Diversity Intranet page, and by workshops.

Costs and Benefits

16. The wider benefits of Board support will be:

- Staff support and development, encouraging staff to realise their potential, and
- Provision of consultative platforms, and
- Adding value – helping HSE to deliver its' strategy.

Financial/Resource Implications for HSE

17. The main costs of network group support will come from normal T&S budgets in the line. To fund the national events/ website development we propose to take £25K from the HR Corporate Learning and Development budget.

Environmental Implications

18. None

Other Implications

19. None

Action

20. Board members are invited to:

- a. Note the progress made (Paras 5 to 8 and Annexes 1 and 2);
- b. Encourage, within their own directorates, an open approach to the staff networks for Race, Women, and Disability, supporting staff who take part;
- c. Note the decision to provide suitable financial support for the staff networks (paragraph 10); and
- d. Offer reflections to the External Diversity Team on how their published personal diversity objectives have helped them promote aspects of the diversity agenda.

Contact

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Diversity Progress Report 2005-6

OVERARCHING	PROGRESS
Raising awareness amongst staff of business benefits of diversity; the Board's Vision; need for further progress	Good progress. Communications plan in place and on going. A number of articles in Express. Vision on intranet. Magnet seminar.
EXTERNAL DIVERSITY	PROGRESS
Build and make better use of the evidence base in our policies and operations.	HSL Research on migrant workers delivered. First workshop promulgating evidence base on age, gender, and disability held. Delegates from all divisions.
<p>Design interventions to take account of different needs and impact on particular groups, and so help improve health and safety outcomes.</p> <p>Development of Diversity Impact Assessment Tool and Guidance</p> <p>Joint DRC/HSE work to produce principles and guidance work on risk assessment</p>	<p>Slight delay, but progress being made. Tool piloted Oct 05 – April 06 including with Workplace Health Connect, where the tool helped the WHC team recognise the need to run additional focus groups. Revised guidance being developed.</p> <p>Progress being made. Consultation held across UK. Joint principles reduced to a key principle subject to further consultation. Guidance being taken forward 2006/7. All work to be linked into sensible risk debate, wider Government agenda, and HSE's risk assessment pages.</p>
Reach out to people/organisations with particular understanding of diversity, to improve our policies and delivery – COI Research commissioned on Communicating with Diverse Audiences	Findings/ recommendations presented to HSE in Feb 06. Good progress being made on implementing recommendations: new Communications toolkit including translations guidelines and 2 sided aide-memoire to be published and promoted June/July 2006. Provisional stakeholder engagement plan.
FULFILLING OUR STATUTORY REQUIREMENTS	
<p>Revised Race Equality Scheme</p> <p>Development of Equality Schemes for Disability and Gender</p>	<p>Delivered and approved by HSC. Diversity Steering Group established to steer and drive progress on diversity.</p> <p>On-going. A lot of preparatory work including liaison with DWP. Working group set up, jointly chaired by Giles Denham and Alex Brett-Holt. Disability Scheme to be in</p>

	<p>place by Dec 06, Gender by April 07. Doing a joined up scheme for all diversity areas, with distinct action plans for Race, Disability and Gender. Scheme to be in place by Dec 06.</p>
	<p>In May and June there were mop-up sessions of the Handling Race Related Issues workshops, which focused on racism and how HSE as a public authority should carry out its duties under the Race Relations Amendment Act 2000. Although the training focused on the RRAA, inevitably there was a general cultural impact on attitudes to diversity inside and outside HSE.</p>
<p>INTERNAL DIVERSITY</p>	<p>PROGRESS</p>
<p>Diversity of the workforce: as part of the workforce strategy continue to improve the diversity of our workforce, and increase the representation of under represented groups. Including by ensuring that recruitment reaches out more widely, and by promoting HSE's image as an organisation where people from diverse backgrounds can prosper and progress.</p>	<p>HSE continued to seek recruits from under represented groups for specialist and standard jobs by careful use of advertising media and selection processes. A recent success has been the Foundation Programme, which attracted new staff from a wide range of backgrounds. However, recent recruitment campaigns for trainee inspectors have been less successful.</p> <p>The number of staff joining HSE who declared they were BME decreased from 5.6% to 2.4%. This was against a background of an increase from 215 to 456 in the total number of new staff. 5% of staff declared they were BME compared with 5.7% in 2005.</p> <p>Directorates continue to increase the use they make of HSE's flexible working arrangements to accommodate staff with domestic and caring responsibilities or life style choices. 17% of staff works part-time, an increase of nearly 6% from 2005, with increases from band 2 to band 6. We have continued to ensure that the vacancy filling arrangements do not inadvertently discriminate against any group of staff, by challenging vacancy adverts for unnecessary selection criteria and HR continue to provide trained chairs for all panels.</p>

<p>Career development: continue and develop positive action to enable under-represented groups to develop the skills to progress upward more quickly.</p>	<p>Some progress has been made.</p> <p>More systematic arrangements to review the development needs of individual staff are being rolled out across directorates by job band.</p> <p>Some directorates have made good headway in running local career review groups.</p> <p>For promotion panels, Policy Group has held one to one coaching sessions to help BME staff who felt that they didn't understand the cultural issues surrounding promotion or their interview feedback. This has resulted in the successful promotion of some of these colleagues.</p>
<p>Encourage and support the existing networks for women, disability and ethnic minorities, and the establishment of others.</p>	<p>The MAGNET (Minority Action Group Network) was launched to promote race equality in HSE.</p> <p>The Women's Network was launched and has made good progress.</p> <p>The Disability Network has been reinvigorated and is preparing an action plan.</p> <p>The Women's and Disability Networks are members of the Equality Scheme Working Group.</p> <p>Diversity website has been set up. It brings together material on diversity. Magnet has also put its own material on the site.</p>
<p>Reward good behaviour, and tackle unacceptable behaviour, wherever it occurs.</p>	<p>The importance of demonstrating HSE's values has been given greater emphasis in the criteria for achieving HPAs for the 2004/5 report year.</p> <p>Revised guidance was issued to promote fairness and consistency in the end year appraisal process. The newly appointed business partners have taken action to improve how the moderation panels will operate.</p>

HSE STAFF IN POST: APRIL2002 TO APRIL 2006

Table 1: The number of SiP by Band and Gender (excl casuals)

Band	1/4/02				1/4/03				1/4/04				1/4/05				1/4/06				Change 02 - 06		Cab Off Tgt 2005	
	F	% Of SiP	M	% Of SiP	F	% Of SiP	M	% Of SiP	F	% Of SiP	M	% Of SiP	F	% Of SiP	M	% Of SiP	F	% Of SiP	M	% Of SiP	F No	M No	F %	M %
SCS	11	20.0	44	80.0	14	25.0	42	75.0	13	23.6	42	76.4	12	23.5	39	76.5	12	23.5	39	76.5	1	-5	29.0	71.0
1	18	13.3	117	86.7	22	17.1	107	82.9	25	19.2	105	80.8	26	19.4	108	80.6	29	22.8	98	77.2	11	-19	10.0	90.0
2	92	14.7	533	85.3	107	16.6	536	83.4	108	16.8	533	83.2	117	18.5	514	81.5	126	20.7	483	79.3	34	-50	13.7	86.3
3	375	29.9	878	70.1	427	31.8	915	68.2	468	33.5	931	66.5	477	34.2	917	65.8	476	36.7	822	63.3	101	-56	27.8	72.2
4	315	48.5	335	51.5	312	49.5	318	50.5	254	49.7	257	50.3	227	49.5	232	50.5	278	50.7	270	49.3	-88	-65	50.0	50.0
5	349	67.4	169	32.6	371	67.6	178	32.4	360	68.7	164	31.3	392	69.1	175	30.9	405	69.9	174	30.1	56	5	64.0	36.0
6	719	68.3	334	31.7	745	70.2	316	29.8	713	71.4	285	28.6	651	71.7	257	28.3	621	72.5	235	27.5	-98	-99	70.0	30.0
Total	1879	43.8	2410	56.2	1998	45.3	2412	54.7	1941	45.6	2317	54.4	1902	45.9	2242	54.1	1947	47.9	2121	52.1	68	-289	44.2	55.8

Table 2: The number of SiP by Band who have declared they belong to an Ethnic Minority Group (excl casuals) Re Surveyed 2003 due to Different Definitions from Cabinet Office

Band	1/4/02		1/4/03		1/4/04		1/4/05		1/4/06		Change 02 - 06	Cab Off Tgt 2005 %
	No	% Of SiP By Band	No	% Of SiP By Band	No	% Of SiP By Band	No	% Of SiP By Band	No	% Of SiP By Band		
SCS		0.0%										
1			1	0.5%	2	1.1%	2	1.1%	3	1.1%	3	1.8
2	12	1.9%	11	1.7%	14	2.2%	13	2.1%	13	2.1%	1	2.1
3	39	3.1%	45	3.4%	56	4.0%	62	4.4%	53	4.1%	14	3.8
4	38	5.8%	42	6.7%	31	6.1%	29	6.3%	32	5.8%	-6	4.4
5	34	6.6%	56	10.2%	54	10.3%	58	10.2%	49	8.5%	15	9.3
6	93	8.8%	91	8.6%	90	9.0%	72	7.9%	52	6.1%	-41	9.9
Total	216	5.0%	246	5.6%	247	5.8%	236	5.7%	202	5.0%	-14	5.9

Table 3: The number of SiP who have declared that they have a Disability (excl casuals) Re Surveyed 2002 as Self Declaration introduced

Band	1/4/02		1/4/03		1/4/04		1/4/05		1/4/06		Change 02 - 06	Cab Off Tgt 2005 %
	No	% Of SiP By Band	No	% Of SiP By Band	No	% Of SiP By Band	No	% Of SiP By Band	No	% Of SiP By Band		
SCS												
1	4	2.1%	3	1.6%	3	1.1%	3	1.1%	4	1.7%	0	3.7
2	22	3.5%	24	3.7%	29	4.5%	28	4.4%	26	4.3%	4	1.8
3	48	3.8%	47	3.5%	45	3.2%	44	3.2%	36	2.8%	-12	1.6
4	21	3.2%	16	2.5%	17	3.3%	18	3.9%	17	3.1%	-4	2.9
5	22	4.2%	26	4.7%	25	4.8%	26	4.6%	19	3.3%	-3	3.9
6	80	7.6%	71	6.7%	67	6.7%	58	6.4%	55	6.4%	-25	6.4
Total	197	4.6%	187	4.2%	186	4.4%	177	4.3%	157	3.9%	-40	3.5

HSE STARTERS: 2001/02 TO 2005/06

Table 4: The number of people starting in HSE by Gender (excl casuals)

Band	01/02		02/03		03/04		04/05		05/06	
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
SCS	1	0	1	3	1	1	0	1	1	2
1	1	0	0	1	0	1	1	2	2	0
2	5	4	2	6	2	11	2	4	13	10
3	19	49	10	43	6	12	11	20	40	56
4	72	72	50	52	12	14	13	14	82	78
5	17	13	10	19	9	7	15	3	32	25
6	108	90	109	54	35	15	83	46	76	39
Total	223	228	182	178	65	61	125	90	246	210
% Of Starters	49.4	50.6	50.6	49.4	51.6	48.4	58.1	41.9	53.9	46.1

Table 5: The number of people starting in HSE who have declared they belong to an ethnic minority group (excl casuals)

Band	01/02	02/03	03/04	04/05	05/06
SCS	0	0	0	0	0
1	0	0	0	0	0
2	1	0	0	0	0
3	0	1	2	1	2
4	13	4	3	2	1
5	0	2	2	1	2
6	24	12	1	8	6
Total	38	19	8	12	11
% Of Starters	8.4	5.3	6.3	5.6	2.4

Table WFCS4: The number of people starting in HSE who have declared a Disability (excl casuals)

Band	01/02	02/03	03/04	04/05	05/06
SCS	0	0	0	0	0
1					
2					
3					
4	0	1	1	3	2
5					
6	1	1	3	2	
Total	2	0	1	4	2