

**The Pensions Regulator's
commitment to diversity and
the Single Equality Scheme
Annual report 2007-2008**

May 2008

www.thepensionsregulator.gov.uk 

**TPR's commitment to diversity and the Single Equality Scheme
Annual Report 2007-2008**

1. Purpose

This report provides an update on the delivery of the Single Equality Scheme action plan for 2007-2008, and sets out the relevant impact assessments.

2. Action plan progress

Action	Situation as at 31 March 2008
<p>Year 1 (2007-2008)</p> <p>Establish diversity forum</p> <p>Impact assessments on:</p> <ul style="list-style-type: none"> • Recruitment and selection • Performance development • Secondments <p>Review of competency framework</p> <p>Recruitment and selection training for managers</p> <p>Preparation of Dignity at work policy</p> <p>Promote the Dignity at work policy and develop a programme to raise staff awareness of equality and diversity</p> <p>Establish a diversity monitoring system for recruitment</p> <p>Disability policy review completed</p> <p>Explore the Stonewall Benchmark</p>	<p>Completed – forum meets at least twice a year and is chaired by the chief executive</p> <p>Complete – see below</p> <p>Complete – revised version published on TPR intranet and website</p> <p>Complete three training courses run for recruiting managers during 2007-2008</p> <p>Complete – policy published on TPR's intranet</p> <p>Complete – awareness sessions held with all teams and now incorporated into TPR's induction programme</p> <p>Process and MI system established ready to start full monitoring in April 2008</p> <p>Completed review – no additional action required</p> <p>Completed – agreed to aim to become a stonewall diversity champion in 2008</p>

3. Impact assessments

A. Recruitment and selection

Question	Comment
1. What is the aim or purpose of the policy, service or practice?	TPR's recruitment and selection service is designed to enable the regulator to attract and appoint a fully effective high calibre workforce members able to deliver TPR's objectives.
2. Who is it aimed at – eg everyone; particular categories or groups of people?	The recruitment approach is aimed at all areas of the working population able to fulfil job based criteria in terms of skills, knowledge, types of behaviour and relevant experience.
3. Could the aims be in conflict with equal opportunities or good relations between groups - eg who is it intended to benefit?	No conflict identified.
4. Are there any criteria, requirements or processes that could contribute to inequality? Eg who is eligible, access to information; location.	None
5. Is there scope for inconsistency/different treatment in how it is applied or delivered?	The recruitment and selection approach is fully documented and set out on TPR's external website, with more detailed guidance for recruiting managers and HR team members on the internal website. The HR team are accountable for ensuring that the policy and process are effectively and consistency followed by the organisation and the HR team are trained and experienced in this field.
6. Does the policy/service/practice include any measures designed to meet special needs, or to promote equal opportunities or good relations between groups?	We have recently introduced the two ticks disability access scheme and the regulator is able to operate flexibly within the approach to ensure that reasonable adjustments can be made. (Please note that the two ticks disability access scheme was not implemented in TPR (17 June 2009).)

General impressions

Question	From consultation	Surveys/Research	Regular monitoring	Complaints	Other feedback	National/wider Data
7. What information do we have on its impact in general terms? Eg popularity; high rates of complaints; changes requested	In regular consultation with trade union – no issues raised in 2007-2008	In the 2007-2008 staff survey we asked new staff for specific feedback in relation to recruitment and received positive feedback on TPR's recruitment and selection approach	Will be set up ready for full monitoring in 2008-2009	One internal complaint received in 2007-2008 about the recruitment approach. This complaint was not upheld.	General feedback about the approach is positive from users and from recruiting managers.	

Question	Different ethnic groups	Gender	Disability	Other issues – eg age, religion
8. Do we have any information, currently, on the impact of the policy, service or practice for different groups? Eg from community feedback or staff perceptions	We have recently introduced a full recruitment data recording system and results from this will inform the regulator of any gaps or emerging trends in 2007-2008.			

Assessing feedback and practical outcomes

Question	Gender	Ethnic origin	Disability	Other – including age, religion
9. What does available data/results of consultation indicate on take up/usage by different groups	Possible positive impact	Possible positive impact	Possible positive impact	Possible positive impact

Initial recommendations

10. What changes or practical measures would achieve the policy's aim – without causing adverse impact? eg changes in communication methods, eligibility criteria, outreach, measures to build awareness

We will fully implement diversity monitoring and reporting w.e.f April 2008.

During Q1 of 2008-2009 we will plan to review our current approach to assessment tools (currently we rely heavily on CV review, OPQ personality profiling and competency based interviews) to ensure that it is fit for purpose and to improvement as deemed appropriate. As part of this review we will ensure that all assessment tools are diversity compliant and consistent with best practice.

During Q1 of 2008-2009 we are preparing a preferred supplier framework for the sourcing of agency temps – we will ensure that one of the stated contractual framework conditions are for all agencies used to demonstrate that they are compliant with our diversity approach and specific requirements such as monitoring and reporting.

During Q1/2 of 2008-2009 we are preparing a preferred supplier framework for the sourcing of permanent and fixed term staff through employment agencies and recruitment consultancies – we will ensure that one of the stated contractual framework conditions are for all agencies used to demonstrate that they are compliant with our diversity approach and specific requirements such as monitoring and reporting.

During 2008-2009 we will design and implement a new system to gain customer satisfaction feedback from applicants (successful and unsuccessful) and from recruiting managers on the standard of our recruitment and selection services. We will ensure that this feedback covers specific questions on diversity in order to monitor and improve our services.

Impact assessment

B. Performance development

Question	Comment
1. What is the aim or purpose of the policy, service or practice?	The main aims of the regulator's performance development approach are stated as enabling managers to support staff in their development and improve effectiveness in line with organisational values and delivery objectives. The approach consists of a formal performance development framework which includes regular setting of personal objectives linked to job role and team and business objectives and the competency framework together with informal monthly review and formal quarterly review. During the year objectives, achievements and areas for development/improvement are discussed, agreed and actioned.
2. Who is it aimed at – eg everyone; particular categories or groups of people?	All of the regulator's workforce
3. Could the aims be in conflict with equal opportunities or good relations between groups - eg who is it intended to benefit?	None identified
4. Are there any criteria, requirements or processes that could contribute to inequality? Eg who is eligible, access to information; location.	No – TPR would make reasonable adjustment if required
5. Is there scope for inconsistency/different treatment in how it is applied or delivered?	Yes - but only in terms of an individual managers capability to apply the regulator's performance management approach effectively. However we do have in place safeguards such as manager training, HR business partners and a whistle blowing and grievance approach.
6. Does the policy/service/practice include any measures designed to meet special needs, or to promote equal opportunities or good relations between groups?	Yes – the regulator is able to operate flexibly within the approach to ensure that reasonable adjustments can be made.

General impressions

Question	From consultation	Surveys/Research	Regular monitoring	Complaints	Other feedback	National/wider data
7. What information do we have on its impact in general terms? Eg popularity; high rates of complaints; changes requested	In regular consultation with trade union – no issues raised in 2007-2008	Whilst the performance management approach seems to working well in certain areas of the organisation, the 2008 staff survey highlighted that only 38% of staff consider that they receive timely and constructive feedback on their performance.		Yes – we have a grievance process – no complaints received about this specific service during 2007-2008		

Question	Different ethnic groups	Gender	Disability	Other issues – eg age, religion
8. Do we have any information, currently, on the impact of the policy, service or practice for different groups? e.g. from community feedback or staff perceptions	Positive impact (although data not collected on this as it is a requirement that all staff have performance development plans).	Positive impact	Positive impact	Positive impact

Assessing feedback and practical outcomes

Question	Gender	Ethnic origin	Disability	Other – including age, religion
<p>9. What does available data/results of consultation indicate on take up/usage by different groups?</p>	<p>Possible positive impact but need to review staff survey feedback in 2009</p>	<p>Possible positive impact but need to review staff survey feedback in 2009</p>	<p>Possible positive impact but need to review staff survey feedback in 2009</p>	<p>Possible positive impact but need to review staff survey feedback in 2009</p>

Initial recommendations

10. What changes or practical measures would achieve the policy's aim – without causing adverse impact? eg changes in communication methods, eligibility criteria, outreach, measures to build awareness

We believe that the core performance development approach is sound (eg staff agree objectives, achievements and development needs on a regular basis with their managers and gain feedback and review achievements at least once a quarter). However the feedback from the recent staff survey indicates that the approach is not fully embedded within the organisation and a targeted campaign needs to take place to ensure that everyone understands the approach and that managers have the specific motivation and capability needed. HR will action this during 2008-2009.

Impact assessment

C. Secondment programme

Question	Comment
1. What is the aim or purpose of the policy, service or practice?	<ul style="list-style-type: none">• The resourcing of highly skilled and commercially aware workforce members (eg lawyers and corporate business analysts)• Ensure the regulator understands the broader implications of our practices on the market• Promoting good practice in the running of pension schemes and improve channels of communication with the wider financial world.
2. Who is it aimed at – eg everyone; particular categories or groups of people?	Based on business need and skill sets required by TPR
3. Could the aims be in conflict with equal opportunities or good relations between groups - eg who is it intended to benefit?	None identified
4. Are there any criteria, requirements or processes that could contribute to inequality? Eg who is eligible, access to information; location.	Dependant on the processes and practices of the parent organisation
5. Is there scope for inconsistency/different treatment in how it is applied or delivered?	No
6. Does the policy/service/practice include any measures designed to meet special needs, or to promote equal opportunities or good relations between groups?	We would ensure that reasonable adjustments be made for the secondees.

General impressions

Question	From consultation	Surveys/Research	Regular monitoring	Complaints	Other feedback	National/wider data
7. What information do we have on its impact in general terms? e.g. popularity; high rates of complaints; changes requested	In regular consultation with trade union – no issues raised in 2007-2008			No	Parent organisation feedback	

Question	Different ethnic groups	Gender	Disability	Other issues – eg age, religion
8. Do we have any information, currently, on the impact of the policy, service or practice for different groups?	From 1 April 2008 we will input secondees details into recruitment data recording systems for trend identification purpose.	From 1 April 2008 we will input secondees details into recruitment data recording systems for trend identification purpose.	From 1 April 2008 we will input secondees details into recruitment data recording systems for trend identification purpose.	From 1 April 2008 we will input secondees details into recruitment data recording systems for trend identification purpose.

Assessing feedback and practical outcomes

Question	Gender	Ethnic origin	Disability	Other – including age, religion
9. What does available data/results of consultation indicate on take up/usage by different groups?	Possible positive impact	Possible positive impact	Possible positive impact	Possible positive impact

Initial recommendations

10. What changes or practical measures would achieve the policy's aim – without causing adverse impact? eg changes in communication methods, eligibility criteria, outreach, measures to build awareness

During Q1 of 2008-2009 we will ensure diversity policy and statement will be included in secondment material and contracts. All secondees will receive equal ops forms.