

Single equality scheme

Annual progress report 2009-2010

This annual report sets out the progress the regulator has made against specific objectives made in the single equality scheme action plan for 2009-2010; and provides workforce monitoring statistics.

In addition to this, to demonstrate our commitment to provide services which embrace diversity and promote equality within our workforce, we also include key diversity achievements made during the year.

**The Pensions
Regulator**

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Foreword

Over the last year we have made good progress against our single equality scheme action plan 2009-2010, demonstrating our continuing commitment to deliver equality and diversity – both in the workplace and in our external work with customers and other stakeholders.

I am particularly encouraged with the findings from our single equality scheme review 2007-2010 stating that 'we demonstrated a real commitment to making progress on the 3 equality strands covered by statutory public sector duties and to extending this to encompass additional equality strands, in particular sexual orientation'. I am also pleased to see the review finds that '...with continued application and commitment; The Pensions Regulator ('the regulator') is now well placed to start to see benefits in terms of more tangible positive outcomes and the 2007-2010 scheme can be judged as an overall success.'

I believe that as a result of this scheme we now have fairer working practices for our staff; equality has been incorporated into our procurement processes; and we have achieved a higher level of involvement and consultation through groups like our diversity forum and our Stonewall Diversity Champions programme.

A key focus for us looking ahead is the forthcoming workplace pension reforms which give us a new statutory role to maximise employer compliance with the new duties under the Pensions Act 2008. This new role will broaden our customer groups and services. We need to maintain this commitment as an essential part in helping us to develop further as an employer of choice and a better regulator. We will be taking forward the recommendations from the scheme review findings 2007-2010 and using these to develop our single equality scheme and action plans for 2010-2013.

With our new single equality scheme, we will build on the successes we have made over the last 3 years and ensure equality and diversity are central to all that we do.



Bill Galvin
Acting chief executive,
The Pensions Regulator

Introduction

The Pensions Regulator

The Pensions Regulator is the UK regulator of work-based pension schemes. We are empowered by the UK government to regulate work-based pensions.

The Pensions Acts of 2004 and 2008 give The Pensions Regulator specific objectives:

- To protect the benefits of members of work-based pension schemes
- To promote good administration and improve understanding of work-based pension schemes
- To reduce the risk of situations arising which may lead to compensation being payable from the Pension Protection Fund (PPF)
- To maximise employer compliance with employer duties (including the requirement to automatically enrol eligible employees into a qualifying pension provision with a minimum contribution) and with certain employment safeguards

Our approach

Our role is to ensure that people responsible for providing access to and managing work-based pensions fulfil their obligations. We work with trustees, employers, pension specialists and business advisers, providing guidance and education to make clear what is expected of them and enabling them to achieve high standards. Whilst supporting people in meeting their responsibilities, we'll be tough on those who do not respect their obligations.

Public Sector Equality Duties

The regulator is covered by the requirements of the Disability Duty and the Gender Equality Duty (both general and specific duties) and the Race Equality Duty (general and employment duties)¹. The main requirements of these duties are summarised in Appendix 1 on page 16.

Our approach to equality

Our approach to equality is to maintain a culture that is fair and inclusive and that promotes respect for all, regardless of their race, gender, disability, faith, age and sexual orientation.

As part of this commitment we have in place a single equality scheme and action plan for 2007-2010 which sets out our objectives and priorities for all aspects of equality and diversity – both in the workplace and in our external work with customers and other stakeholders.

A full copy of the single equality scheme 2007-2010 can be viewed on the regulator's website.

Single equality scheme – Annual progress report 2009-2010

This annual report sets out the progress the regulator has made against specific objectives made in the single equality scheme action plan for 2009-2010; and provides workforce monitoring statistics.

In addition to this, to demonstrate our commitment to provide services which embrace diversity and promote equality within our workforce, we also include key diversity achievements made during the year.

¹ The Pensions Regulator is among a group of agencies that was included under the Duties at a later stage than others, due to its relatively new status and was therefore given later timescales for implementing the Race Equality and Disability Duties.

Key diversity achievements in 2009-2010

Over the last year we have carried out the following activities:

- To further promote the regulator as an employer of choice to **black and minority ethnic communities**, it was agreed to sign up to the Windsor Fellowship internship programme in 2010. This further reinforces our commitment to meet the Race Equality Duty. Participation in the programme enables the regulator to access talent from Britain's most diverse communities.
- Demonstrated a pro-active approach in meeting **age** equality legislation and in providing greater flexibility for all staff by agreeing to remove our compulsory retirement age of 65 (with effect from 1 June 2010). Our employees can now choose when they wish to retire.
- To make the regulator an even stronger employer of choice on **lesbian, gay, bisexual and transgender issues** we took part in Stonewall's **Workplace Equality Index 2009** and followed it up with members of our diversity forum meeting with **Stonewall** advisers. They concluded that our current approach was appropriate. We put an entry into **Stonewall's 'Starting out, Lesbian, Gay & Bisexual Recruitment Guide 2009-2010'** (published in October 2009).
- Provided support for employees with **mental health** issues to enable them to retain their jobs. Our approach is now a **Work Foundation** case study on best practice for supporting staff with mental health issues.

Adding a statement of support on the **Backing Young Britain** campaign website demonstrating our approach to offering work experience opportunities as a stepping stone into employment.

Performance against objectives for 2009-2010

Our objectives	Result	Outcome
<p>◆ Not completed ◆ Partially completed ◆ Fully completed</p>		
<p>Impact assessment of the flexible working policy</p>	<p>◆</p>	<p>This is complete. No conflict with equal opportunities or good relations between groups was identified.</p> <p>There was no scope for inconsistency in how the policy was delivered although there was potential for employees to be treated less favourably where flexible working arrangements operated.</p> <p>To mitigate this risk recommendations included the review of criteria for flexible working to ensure that it met best practice and legislation (across all diversity strands). The inclusion of a flexible working scenario within management training to ensure there is no discrimination in the performance management process; and the creation of a system to monitor and report on staff applications and all requests and decisions made under the policy. These recommendations have been completed.</p> <p>Feedback from staff surveys indicated that the policy has had a positive impact.</p> <p>A full copy of the equality impact assessment can be found in Appendix 2 on page 19.</p>
<p>Impact assessment of the communications and research strategy</p>	<p>◆</p>	<p>Work on this objective is ongoing into 2010-2011. In the first quarter of 2010-2011 staff responsible for carrying out the impact assessments received training and impact assessment workshops were carried out.</p> <p>We aim to complete the equality impact assessment in the second quarter of 2010-2011 and publish it on the regulator's website.</p>
<p>Review the equality scheme and identify priorities for the next 3 years</p>	<p>◆</p>	<p>This is complete. In line with our public sector equality duties to review and revise our scheme every 3 years, an independent review was carried out by external diversity consultants Schneider Ross. The review found that '...over the past 3 years, The Pensions Regulator has demonstrated a real commitment to making progress on the 3 equality strands covered by statutory public sector duties and to extending this to encompass additional equality strands, in particular sexual orientation.</p> <p>There is still work to do... but with continued application and commitment, The Pensions Regulator is now well placed to start to see benefits in terms of more tangible positive outcomes and the 2007-2010 scheme can be judged as an overall success.'</p> <p>In the first quarter of 2010-2011 our diversity forum will use the findings of this review to develop a single equality scheme and action plan for 2010-2013, which will be signed off by our Executive Management Team. A full copy of the 'Three year review of the single equality scheme 2007-2010' can be found on our website.</p>

Workforce monitoring data

How we monitor

We have legal duties to monitor our workforce and publish specific categories outlined under the Race Equality Duty and commitments to meet the Gender and Disability Equality Duties.

In line with our inclusive approach we use the requirements of the Race Equality Duty as a base and provide basic workforce monitoring data on our workforce inclusive of gender, ethnicity, age, sexuality, disability and religion. However, it is not always possible to report on these groups as there is a risk that for such small population's personal data might be disclosed. Where this risk is substantial we only provide data for groups of individuals larger than 6.

The monitoring data provided in this report is based on the headcount of permanent employees and fixed term employees in roles that have an established permanent comparator within the regulator.

Our staff profile contains benchmarks against Civil Service employment statistics; however we recognise that this represents a wider base compared to our organisation.

In this year's report we also include our 2010 annual staff survey results. We increased the number of specific questions relating to diversity in the staff survey this year and these have been analysed by a range of demographic variables which include gender, ethnicity, age, sexuality, disability and religion.

Overall summary of workforce monitoring data

The workforce monitoring data indicates that the percentage of staff within the monitored categories has remained broadly consistent over the last year and does not present any significant new issues for us to address in terms of gender, ethnicity, age, sexuality, disability and religion. We remain a predominantly white workforce and this provides us with a strong business case to maintain the momentum of positive action initiatives, such as the Windsor Fellowship, to reach out to diverse communities and ensure that our staff profile is as inclusive as possible.

It is also clear from the high level of 'no responses' across the board that we need to better promote our data collection approach so that we have more comprehensive data to analyse.

Looking ahead it will be interesting to monitor whether the removal of our compulsory retirement age of 65 (implemented June 2010) and the Windsor Fellowship internship programme (offered summer 2010) result in changes to our overall profile – although as a small organisation we appreciate that this may take time before any potential impact can be analysed.

There has been consistently positive feedback from staff via the 2010 staff survey about how the organisation is perceived. Positive responses have risen year on year regarding the extent to which respondents believe that:

- the organisation is an equal opportunities employer (88% in 2010; 79% in 2009; 78% in 2008); and
- they are treated with fairness and respect (78% in 2010; 75% in 2009; 73% in 2008).

More than half of staff also believed that the organisation is:

- genuinely leading the way in equality and diversity (65%);
- the recruitment and selection process is fair (67%); and
- action would be taken where bullying/harassment is reported and whether bullying/harassment could be reported without worrying that it would have a negative impact (65%).

However further work on promoting these aspects would be beneficial.

In developing our single equality scheme 2010-2013 we will address the issues identified by incorporating them into our action plan.

1. Staff profile

a) Gender

i) Gender balance

Table 1

Proportion of female to male staff as at 31 March 2010

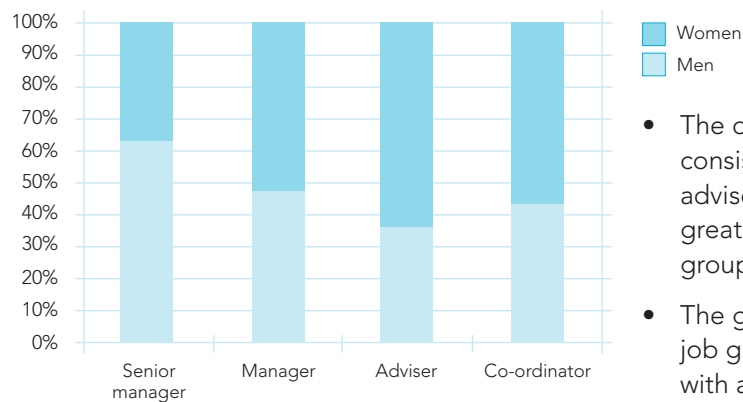
	2010	2009
Female	54%	55%
Male	46%	45%

- The proportions of male and female staff has remained stable over the last year.
- The proportion of women in the Civil Service in 2009 was 53%.²

ii) Gender by job group

Graph 1

Job groups by gender as at 31 March 2010

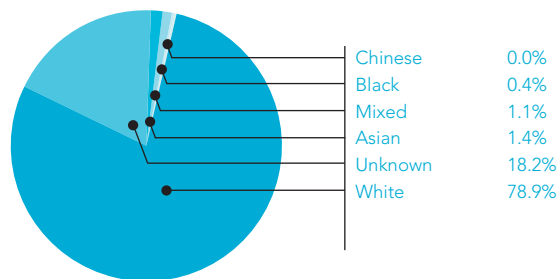


- The overall gender balance has remained broadly consistent over the last year within the manager, adviser, and co-ordinator groups. There are a greater proportion of women working within these groups than in the senior manager job group.
- The gender balance within the senior manager job group has remained the broadly consistent with a greater proportion of men working within this group.

b) Ethnic origin

Graph 2

% breakdown of ethnic groups as at 31 March 2010



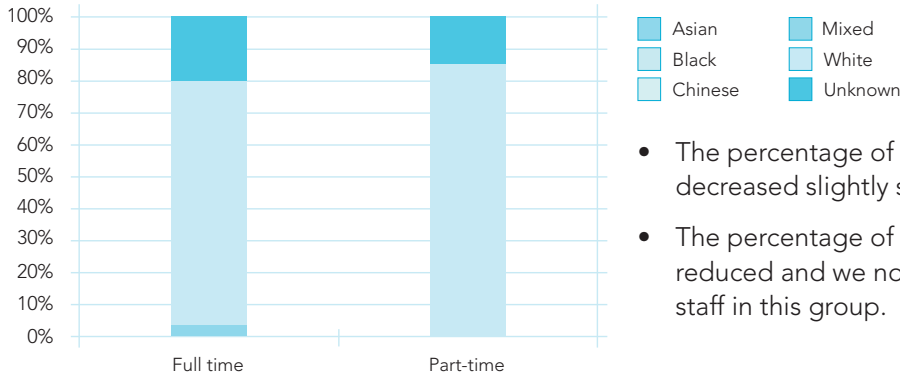
- The proportion of staff from black and minority ethnic groups also remains broadly consistent with last year.
- The percentage of staff from Asian groups decreased slightly from 2009.
- The percentage of white and mixed staff increased very slightly over the last year.
- The percentage of staff in the Civil Service from an ethnicity minority was 8.9% in 2009.³

² Source: Public sector employment statistics, The Office for National Statistics (ONS)

³ Source: Civil Service statistics, ONS

Graph 3

Full time/part-time staff by ethnic origin as at 31 March 2010



- The percentage of white part-time staff has decreased slightly since 2009.
- The percentage of mixed part-time staff has reduced and we no longer have any part-time staff in this group.

c) Disability

Table 2

Proportion of staff declaring a disability as at 31 March 2010

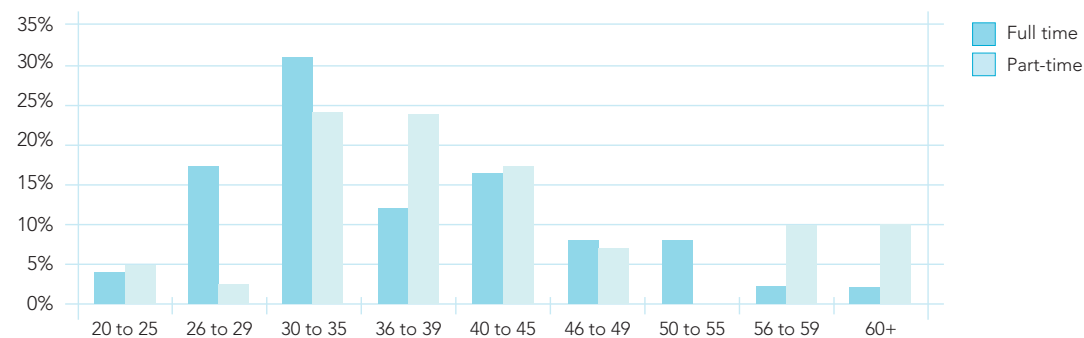
Disability	2010
Disabled	2.5%
Not disabled/ not declared	97.5%

- The proportions of staff declaring a disability is virtually unchanged although responses from the staff survey suggest that there are more disabled staff than are recorded (11 of the respondents to the recent 2010 staff survey, identified themselves as having a disability. This represents 4% of staff and suggests that the number of employees with a disability is higher than recorded.)
- The percentage of staff in the Civil Service with disabilities in 2009 was 7.1%.⁴

d) Age

Graph 4

Full time/part-time staff by age range as at 31 March 2010

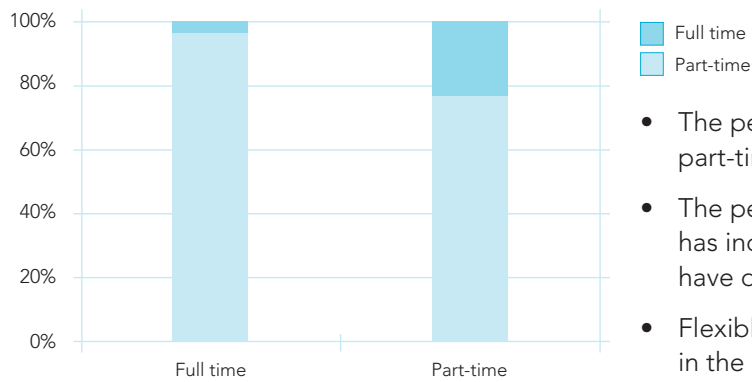


- Almost two thirds of full time staff and just over half of all part-time are under the age of 40. The highest proportion of staff (for both full and part time employment) are aged between 30 to 39 years.
- The average age of staff in the Civil Service was 44 in 2009.⁵

⁴ Source: Civil Service statistics, ONS (NB: 2009 disability figure is as a percentage of all those with a known disability status)
⁵ Source: Civil Service statistics, ONS

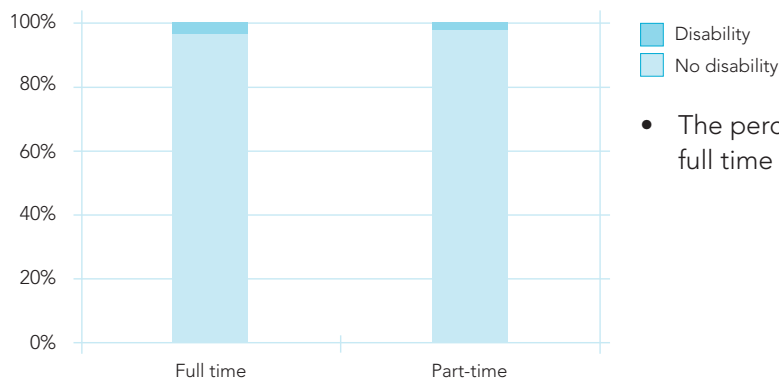
e) Working pattern

Graph 5
Full time/part-time staff by gender as at 31 March 2010



- The percentage of men working full time and part-time has remained constant over the last year.
- The percentage of women working full time has increased and those working part-time have decreased.
- Flexible working patterns are increasingly common in the Civil Service. The proportion of staff in the Civil Service working part-time has increased from just over 1 in 10 (1999) to just over 1 in 5 (2010).⁶

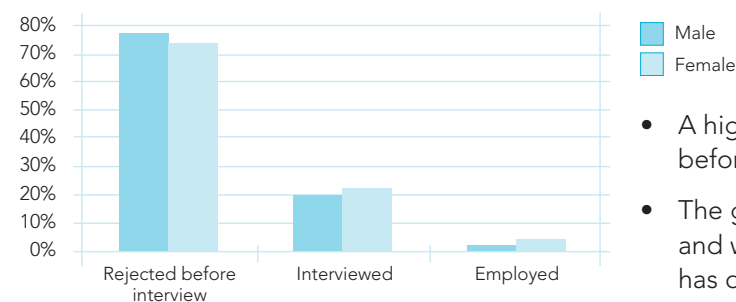
Graph 6
Full time/part-time staff by disability as at 31 March 2010



- The percentage of disabled staff working both full time and part-time, have increased since 2009.

2. Applications for employment

Graph 7
Recruitment stages by gender (April 2009 – March 2010)

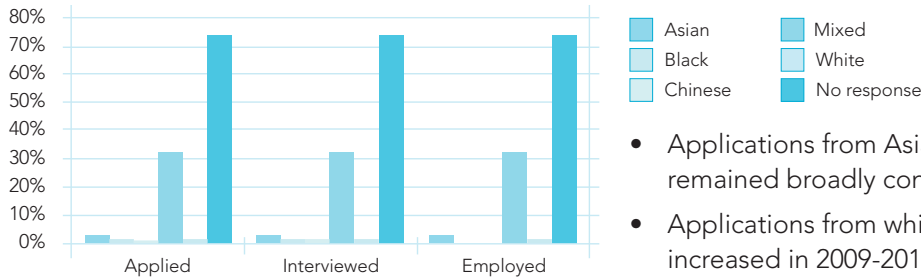


- A higher percentage of males were rejected before interview in 2009-2010 (up 7.5%).
- The gap between the percentage of men and women interviewed and employed has decreased.

⁶ Source: Civil Service statistics, ONS Public sector employment statistics

Graph 8

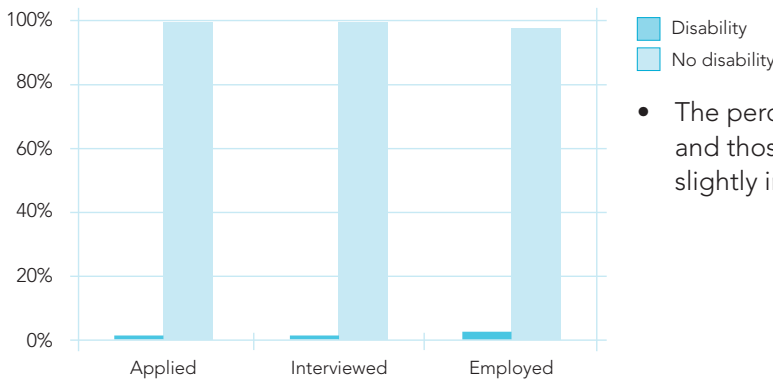
Recruitment stages by ethnic origin (April 2009 – March 2010)



- Applications from Asian and black applicants have remained broadly consistent since last year.
- Applications from white applicants have increased in 2009-2010 (up 7.8%).
- The percentage of white applicants employed has decreased (down 9.6%).
- A high percentage of applicants do not provide a response throughout all stages in the recruitment process, this has increased the most in 2009-2010 for those employed (up 11%).

Graph 9

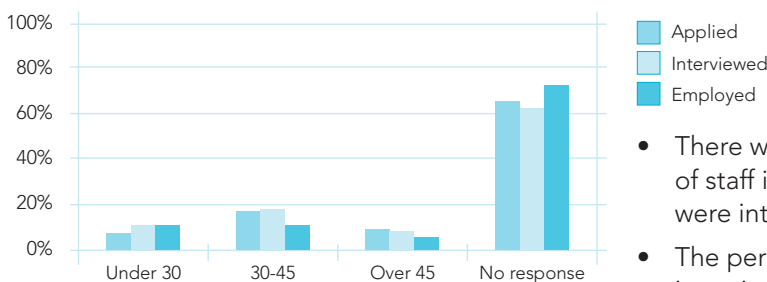
Recruitment stages by disability (April 2009 – March 2010)



- The percentage of applicants, those interviewed and those employed with a disability all decreased slightly in 2009-2010.

Graph 10

Recruitment stages by age range (April 2009 – March 2010)



- There was an overall decrease in the percentage of staff in the under 30 age range that applied, were interviewed and employed.
- The percentage of applicants and those interviewed in the 30-45 year age range remained constant, and the percentage employed reduced in 2009-2010 (down 14.4%).
- There was an overall increase in the percentage of staff in the over 45 age range that applied, were interviewed and employed.
- There remains a high percentage of no responses at all stages in the recruitment process and within all age ranges and this has increased in 2009-2010 for those employed (up 30.6%).

3. Applications for training

At present, there is no centralised recording system to collect data in respect of applications for training. Work is planned for 2010-2011 to enable compliance with current Race Equality Duty legislation.

We do however monitor our applications for sponsored studies of which we had a total of 24 applications, all of which were successful. Of these:

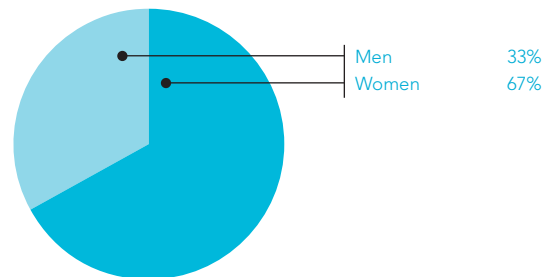
- 16 were females
- 8 were men
- 13 were white and 11 were no response
- the age range was between 20 to 45 years. There were no applications in the age range 46 to 60+
- no applicants declared a disability
- most applicants did not disclose their religion belief or their sexual orientation.

4. Applications for promotion

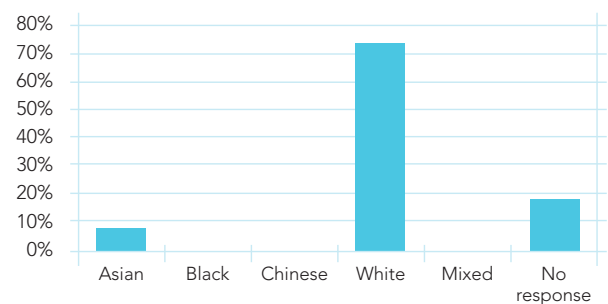
Promotion is not a formally recognised concept at the regulator as all permanent jobs are advertised internally and any member of staff may apply. Data is captured in our recruitment statistics which are set out in the 'Three year review of the single equality scheme 2007-2010' which can be found on our website.

5. Leavers

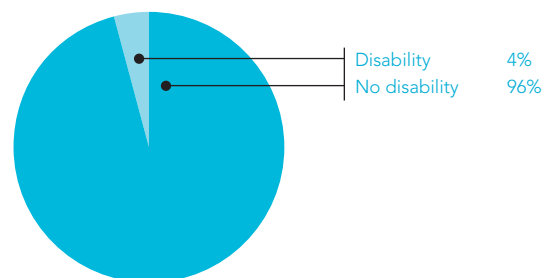
Graph 11
Leavers by gender between April 2009 – March 2010



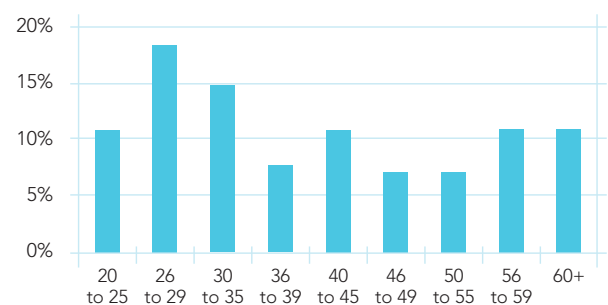
Graph 12
Leavers by ethnic origin between April 2009 – March 2010



Graph 13
Leavers by disability between April 2009 – March 2010



Graph 14
Leavers by age range between April 2009 – March 2010



6. Grievances

One complaint was raised under our grievance procedure.

7. Disciplinary

Four employees had disciplinary proceedings taken against them.

8. Capability

Three employees had capability proceedings taken against them.

9. Performance appraisal

The regulator does not operate an appraisal rating system. Performance over and above the requirements of the role is rewarded through an annual non-consolidated bonus. The amount of bonus received depends on the performance rating received (there are 2 categories – exceptional and strong). We monitor the annual bonus data by gender.

Table 3
Annual bonus data by gender

	2009-2010	2008-2009	2007-2008	2006-2007
Overall % of staff nominated for bonus	29%	24%	15%	13%
% men nominated	25%	19%	13%	13%
% women nominated	32%	27%	17%	13%
% nominated men rated exceptional	14%	20%	31%	17%
% nominated women rated exceptional	21%	21%	42%	53%

- The percentage of staff nominated for a bonus has increased year on year since 2006.
- There continues to be a higher percentage of women nominated for bonuses than men.
- There continues to be a higher percentage of women rated exceptional than men. Although this gap decreased significantly from 2006-2007 to 2008-2009, this change has been reversed and increased again in 2009-2010.

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10. 2010 staff survey – results for equality and diversity questions

The number of specific questions relating to diversity and equality in the 2010 staff survey was increased. Responses have been analysed by a range of demographic variables which include gender, ethnicity, age, sexuality, disability and religion.

A total of 264 employees (78% response rate) responded to the survey. Of these:

- 129 were female;
- 132 were men;
- 11 were disabled;
- 218 identified themselves as heterosexual;
- 10 identified themselves as a gay man;
- 24 respondents preferred not to disclose their sexual identity; and
- 235 were white British with 13 white Other.

Table 4
Survey statement

	Percentage positive 2010	Percentage positive 2009	Percentage positive 2008
I believe that this organisation is an equal opportunity employer	88%	79%	78%
Management supports equality and diversity in the workplace	83%		
I am treated with fairness and respect in this organisation	78%	75%	73%
I feel the recruitment and selection process is fair	67%		
I believe action will be taken where bullying/ harassment is reported	66%		
I believe I am valued for what I can offer the organisation	65%	61%	61%
I believe this organisation genuinely wants to lead the way in equality and diversity	65%		
I would feel able to report bullying/harassment without worrying that it would have a negative impact on me	65%		

■ Ahead of public sector benchmark by > 5 points

A more detailed analysis of the staff survey results indicates that:

- 78% of all staff believe they are treated with fairness and respect (an increase on previous years) which was above public and private sector benchmarks. Female respondents registering even more positive views (81% versus 76% men). Gay male respondents (10) are even more positive (90%).
- 88% of staff believed the regulator to be an equal opportunities employer (again higher than public and financial sector benchmarks)
- Whilst the numbers of disabled respondents was very small (4% of all respondents), their responses to many of the staff survey questions were consistently less positive by 5% points or more – particular examples are:
 - I believe the regulator to be an equal opportunities employer (73% versus 88% overall)
 - Management supports equality and diversity in the workplace (64% versus 83%)
 - I believe this organisation genuinely wants to lead the way in equality and diversity (55% versus 65%)
 - I am treated with fairness and respect (64% versus 78%)
 - I would feel able to report bullying/harassment without worrying (45% versus 65%)
 - I am satisfied with my physical working conditions (82% versus 88%)

For the first time in 2010, the staff survey asked employees whether or not the recruitment and selection process was fair. Results indicate that 67% of respondents believed this to be the case with 18% disagreeing (15% were unsure).

In contrast to other questions, disabled respondents were more positive than their non-disabled peers (73%). This compares to:

- 67% gay men versus 70% straight, only 52% of those who would prefer not to reveal their sexual identity (24 in total)
- Men were slightly more positive than women (70% versus 65%)
- The largest age group (31-40), of which there were 106 respondents, recorded a less positive response (61%) compared to other age groups

In addition to this the staff survey does not specifically ask questions around flexible working but does include questions on the ability to balance work and home life. Responses are positive. Overall 78% believe they are able to strike the right balance between work and home life (rising to 81% of female respondents versus 75% of male respondents) which is a positive increase on previous years.

Appendix 1: The Pensions Regulator's public sector duties: A summary

The Pensions Regulator is covered by the requirements of the Disability Duty and the Gender Equality Duty (both general and specific duties) and the Race Equality Duty (general and employment duties)⁷. The main requirements of these Duties are summarised⁸ below:

1. The Disability Duty

This was established by the Disability Discrimination Act 2005.

(a) The General Duty

This applies to all public authorities (with a few exceptions) and requires that every public authority 'shall in carrying out its functions have due regard to the need to:

- Promote equality of opportunity between disabled persons and other persons;
- Eliminate discrimination that is unlawful under the Act;
- Eliminate harassment of disabled persons that is related to their disabilities;
- Promote positive attitudes towards disabled persons;
- Encourage participation by disabled persons in public life;
- Take steps to take account of disabled persons' disabilities even where that involves treating disabled persons more favourably than other persons.

'Due regard' contains 2 linked elements:

- Proportionality and relevance – ie authorities 'should give due weight to the need to promote disability equality in proportion to its relevance' (The DRC Code defines these concepts further).

(b) Specific duties

These require public authorities covered by the duties to:

- Produce a **Disability Equality Scheme**.
- Involve disabled people in developing this scheme.
- Include within the Scheme a statement of:
 - The way in which disabled people have been involved in developing it.
 - Methods for impact assessment (covering the impact of policies and practices as well as the likely impact of proposed policies and practices).
 - Steps that will be taken to fulfill the general duty (the 'action plan').
 - An authority's arrangements for gathering information on employment, and where appropriate - its delivery of education and its functions.
 - Arrangements for putting the information gathered to use, in particular reviewing the effectiveness of its action plan and preparing subsequent schemes.

Within 3 years of the Scheme being published, the authority must:

- Take the steps set out in its Action plan (unless unreasonable or impractical to do so) and put into effect the arrangements for gathering information and making use of it.
- Publish a report with:
 - a summary of the steps taken under the action plan;
 - the results of information gathering;
 - the use to which it has put the information.

⁷ The Pensions Regulator is among a group of agencies that was included under the Duties at a later stage than others, due to its relatively new status and was therefore given later timescales for implementing the Race Equality and Disability Duties.

⁸ Full details on the requirements of the Duties are set out in the Codes of practice produced by the Disability Rights Commission, the Equal Opportunities Commission and the Commission for Racial Equality.

2. The Gender Equality Duty

(a) The General Duty

The Equality Act 2006 amends the Sex Discrimination Act to place a statutory duty on all public authorities, when carrying out their functions, to have due regard to the need:

- to eliminate unlawful discrimination and harassment;
- to promote equality of opportunity between men and women in all of their functions.

This is known as the 'General Duty' and will come into effect on 6 April 2007. As with the race and disability duties there are principles of relevance and proportionality:

'The weight which public authorities give to gender equality should therefore be proportionate to its relevance to a particular function. The greater the relevance of a function to gender equality, the greater regard which should be paid to it.'

Gender reassignment

As part of the duty, public authorities are also required to have due regard to the need to eliminate unlawful discrimination and harassment in employment and vocational training (including further and higher education), for people who intend to undergo, are undergoing or have undergone gender reassignment.

(b) The Specific Duties

The specific duties, as summarised in the Code, are to:

- Prepare and publish a Gender Equality Scheme showing how the authority intends to fulfill the general and specific duties and setting out its gender equality objectives
- In preparing the Scheme:
 - consult employees, service users and others (including trade unions);
 - take into account any information it has gathered or considers relevant as to how its policies and practices affect gender equality in the workplace and in the delivery of its services.
- In formulating overall gender equality objectives, consider the need to have objectives to address the causes of any gender pay gap.
- Ensure that the scheme sets out the actions the authority has taken or intends to take to:
 - gather information on the effect of its policies and practices on men and women, in employment, services and performance of its functions;
 - use the information to review the implementation of the scheme objectives;
 - assess the impact of its current and future policies and practices on gender equality;
 - consult relevant employees, service users and others (including trade unions);
 - ensure implementation of the scheme objectives.
- Implement the scheme and their actions for gathering and using information within 3 years of publication of the scheme, unless it is unreasonable or impracticable to do so.
- Review and revise the scheme at least every 3 years.
- Report on progress annually.

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Appendix 1:
The Pensions Regulator's public sector duties:
A summary continued...

3. The Race Equality Duty

This came into effect in April 2001, with specific duties operational from December 2001.

(a) The General Duty

This requires public authorities, in carrying out their functions, to have due regard to the need to:

- Eliminate unlawful racial discrimination.
- Promote equality of opportunity.
- Promote good relations between people of different racial groups.

(b) The Employment Duty

This applies to all those covered by the Specific duties and to an additional list of authorities and requires:

- For all sizes of employer – monitoring of staff in post and applicants for employment, training and promotion – by ethnic origin.
- For those with 150 staff or more (full time equivalent) – monitoring of grievances, disciplinary action, performance appraisal, those receiving training and those leaving employment.
- For all employers – annual publishing of monitoring results.

Appendix 2: Equality impact assessment: Flexible working policy

Scope: This equality impact assessment is an assessment of The Pensions Regulator's Flexible working patterns policy.

Part 1: Initial questions

Question	Comment	More information needed?
1. What is the aim or purpose of the policy, service or practice?	<p>The aims of this policy are to:</p> <ul style="list-style-type: none"> • provide a formal procedure for employees with young children or carers of adults to make a formal request to change their working arrangements to enable them to work more flexibly, and to have those requests considered fairly and reasonably by line managers and HR • reduce turnover rates • retain highly skilled staff. 	
2. Who is it aimed at eg everyone, particular categories or groups of people?	<p>In line with the Flexible Working Regulations 2002 and its amendment in 2007, this policy is aimed at all employees with caring responsibilities for either children aged 16 or under (or 18 if the child is disabled), and carers of adults who have the statutory right to request flexible working.</p> <p>All staff, job applicants, and secondees are potentially affected by this policy and flexible working is promoted on TPR's recruitment material. Where flexible working is not available for a particular post this will be stated on the recruitment material.</p>	
3. Could the aims be in conflict with equal opportunities or good relations between groups eg who is it intended to benefit?	<p>No conflict identified. It will allow eligible employees to remain in the workplace which may not be possible without these flexible arrangements.</p>	
4. Are there any criteria, requirements or processes that could contribute to inequality? Eg who is eligible, access to information, location.	<p>The eligibility criteria in this policy is in line with the requirements of the Employment Act 2002, which introduced the right to request flexible working for the purpose of caring for a child and caring for an adult. Employees not eligible for this policy have access to other flexible working solutions, for example all employees have access to flexitime, and those nearing retirement can consider a phased/ flexible retirement option.</p>	

continued over...

Appendix 2:

Equality impact assessment: Flexible working policy continued...

Question	Comment	More information needed?
5. Is there scope for inconsistency/different treatment in how it is applied or delivered?	<p>No. The flexible working policy is fully documented and set out on TPR's intranet. Managers and HR team members are trained on the operation of the policy. New managers receive training as part of their management induction programme. The HR team are included in application procedure to ensure that the policy and process are consistency applied by the organisation. The process includes the right to appeal to a different manager against a decision to refuse the application.</p> <p>There is a potential that where flexible working arrangements operate that these employees will be treated less favourably. We will mitigate this risk by adding a flexible working scenario to the performance management training material for new and existing managers.</p>	
6. Does the policy service/practice include any measures designed to meet special needs, or to promote equal opportunities or good relations between groups?	<p>Yes. TPR will always consider flexible working and other practical measures to support caring responsibilities through this flexible working policy, for example by offering part-time working, job share and, if a role is not suitable for flexible working arrangements then we consider looking at jobs elsewhere in the organisation.</p>	

Part 1: 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.	<p>In regular consultation with trade union – no issues raised in 2009.</p>	<p>Staff survey findings: Employees within TPR are able to strike a good balance between work and home life.</p>	<p>TPR's Quarterly Public Sector Employment Survey return to Office for National Statistics shows part- time working in general is accessed by both genders.</p>	<p>None.</p>	<p>We receive positive feedback about TPR's approach to flexible working from exit interviews and women returning from maternity leave.</p>	

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 (Indicate whether the impact is positive, negative or neutral).	Yes – staff survey data shows a positive impact.	Yes – staff survey data shows a positive impact.	Yes – staff survey data shows a positive impact.	Yes – staff survey data shows a positive impact. Staff survey does not include a demographic breakdown by religion (this is to be included in the 2010 staff survey).

Part 2: Assessing feedback and practical outcomes

Question	Ethnic origin	Gender	Disability	Other issues eg age, religion
1. What does available data/results of consultation indicate on take up/usage by different groups? No difference/possible adverse impact possible positive impact/not known.	Not known – data not specifically collected on flexible working applications and decisions.	Not known – data not specifically collected on flexible working applications and decisions.	Not known – data not specifically collected on flexible working applications and decisions.	Not known – data not specifically collected on flexible working applications and decisions.
2. Is there insufficient data from which to judge comparative impact?	Yes for data not collected specifically on flexible working applications and decisions. But we do hold staff survey data regarding flexible working in general.	Yes for data not collected specifically on flexible working applications and decisions. But we do hold staff survey data regarding flexible working in general.	Yes for data not collected specifically on flexible working applications and decisions. But we do hold staff survey data regarding flexible working in general.	Yes for data not collected specifically on flexible working applications and decisions. But we do hold staff survey data regarding flexible working in general.
3. Is there any detailed information on comparative impact eg regarding individual ethnic groups, specific disabilities etc .	Yes – staff survey data regarding flexible working in general.	Yes – staff survey data regarding flexible working in general.	Yes – staff survey data regarding flexible working in general.	Yes – staff survey data regarding flexible working in general by age range but not by religion.

continued over...

Appendix 2:

Equality impact assessment: Flexible working policy continued...

Question	Ethnic origin	Gender	Disability	Other issues eg age, religion
4. How can we find out more?	Start to monitor requests and decisions made under the flexible working policy. And add the monitoring information to monthly diversity reporting to executive team. Add this monitoring requirement into the specification of the new HR system (business case yet to be agreed).	Start to monitor requests and decisions made under the flexible working policy. And add the monitoring information to monthly diversity reporting to executive team. Add this monitoring requirement into the specification of the new HR system (business case yet to be agreed).	Start to monitor requests and decisions made under the flexible working policy. And add the monitoring information to monthly diversity reporting to executive team. Add this monitoring requirement into the specification of the new HR system (business case yet to be agreed).	Start to monitor requests and decisions made under the flexible working policy. And add the monitoring information to monthly diversity reporting to executive team. Add this monitoring requirement into the specification of the new HR system (business case yet to be agreed).
5. If there is adverse impact what are the possible or likely reasons?	No adverse impact	No adverse impact	No adverse impact	No adverse impact
6. Is the adverse impact directly or indirectly discriminatory?	No	No	No	No

Part 3: Initial recommendations

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.

Review of the criteria to ensure meets best practice and legislation? For particular ethnic groups, gender, disability and other. During Q4 2009-2010 we will:

- Ensure that there is no discrimination in the performance management process where these procedures operate by including a flexible working scenario in our management induction performance management training materials.
- Include a monitoring requirement in the specification for the new computerised HR system (business case yet to be agreed) to include an analysis of staff applications to and participation in flexible working patterns policy by ethnic group, gender, and disability. (If the business case not agreed we will need to consider a manual monitoring process.)
- Start to monitor requests and decisions made under the flexible working policy. And add the monitoring information to monthly diversity reporting to executive team.

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Report

Single equality scheme Annual progress report 2009-2010

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