Workplace Equality Index Application

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Monitoring: Part 1

Section 6: Monitoring

This section comprises of 7 questions and examines how the organisation monitors its employees. The questions scrutinise data collection methods, analysis and outcomes. This section is worth 11% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

Please ensure that no personally identifiable information is contained in your answers or evidence.

6.1 Does the organisation gather data on employee sexual orientation on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

Yes

Copy and paste the question/s you ask and options staff can select:

Acas monitor both who is applying for jobs at Acas and also the existing workforce, we only collect information which will be used. When someone applies for a role, we require them to complete a Diversity Monitoring form, which contains the following statement;

Acas wants to live up to the standards set out in its diversity and inclusion policy and to meet its legal obligations in respect of age, disability, gender, race or ethnic origin, religion or belief and sexual orientation.

We need your help and co operation to enable us to do this. By providing this information you are helping us to ensure that our policies and practices do not discriminate against anyone in Acas. The information you provide will be treated in the strictest confidence.

This separate sheet can then be analysed away from those carrying out the selection process who will remain unaware of the information it contains.

What is your sexual orientation?
Bisexual (attracted to people of the same and the opposite sex)
Lesbian (woman attracted to other women)
Gay (man attracted to other men)
Heterosexual (attracted to people of the opposite sex)
Prefer not to say
Other, please write in: _____

For existing staff, it is a voluntary requirement that everyone completes the sensitive information page on our self service HR software, where you can fill in under the Sexual Orientation marker where an individual identifies as Bisexual, Lesbian, Gay, Heterosexual, other, declined to specify or prefer not to say .

6.2 Does the organisation gather data on whether employees are trans and/or non-binary on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

Yes

Copy and paste the question/s you ask and options staff can select:

Acas monitor both who is applying for jobs at Acas and also the existing workforce, we only collect information which will be used. When someone applies for a role, we require them to complete a Diversity Monitoring form, which contains the following statement;

Acas wants to live up to the standards set out in its Diversity and Inclusion policy and to meet its legal obligations in respect of age, disability, gender, race or ethnic origin, religion or belief and sexual orientation.

We need your help and co operation to enable us to do this. By providing this information you are helping us to ensure that our policies and practices do not discriminate against anyone in Acas. The information you provide will be treated in the strictest confidence. This separate sheet can then be analysed away from those carrying out the selection process who will remain unaware of the information it contains.

Do you identify as transgender (an individual who wants to change their gender to the opposite of that they were assigned at birth?)
This following question is asked:
Please describe your gender
Male
Female
Other
Prefer not to say
Do you identify as transgender (an individual who wants to change their gender to the opposite of that they were assigned at birth)?
Yes
No
Prefer not to say
For existing staff, there is a page in our self service HR software, where you can fill in Yes/No/Prefer not to answer on the Transgender marker.

Monitoring: Part 2

6.3 Does the organisation monitor and analyse from application to appointment the success rate of LGBT applicants?

Yes

GUIDANCE: This refers to external appointments to the organisation and comparing applicant diversity forms to new starter diversity forms.

Upload the most recent data showing analysis of application to appointment by sexual orientation and trans identity:

please be aware only **one** file is allowed per answer

Describe who the analysis is seen by and action taken:

Our HR MI analyst and D&I Team conducts the analysis for all diversity related recruitment data including by sexual orientation.

The data shows the performance of LGBO staff at a number of different stages:
   Sift/outreach stage
   Interview stage
   Applicant acceptance stage

Key findings from our LGBO analysis has shown:
   Acas recruits proportionately more LGBO staff in comparison to the civil service average (5.5% vs 4.6%)
   Acas recruit proportionately more LGBO staff in comparison to general LGBO workforce average (2% according to ONS figures)

   over 20% of LGBO candidates pass the initial sift in Acas recruitment campaigns
   44% of LGBO candidates that are invited to a job interview pass that process.

Acas will be at Nottingham and Norwich Pride this year to encourage the LGBT community to apply for our main operational roles. Depending on the success of this outreach initiative will look to evaluate this approach before deciding on whether or not to expand our presence to more LGBT outreach events. This could include in the future to speak at LGBT societies and universities where we have an physical presence.

We do also collect Trans data but this fall under our gender category data collation. This is common practice across the whole of the civil service. (Though sample sizes are extremely small therefore extreme caution is advised when interpreting the data)

6.4 Does the organisation monitor and analyse through a HR system, the spread of LGBT people at different pay grades and/or levels?

Yes

GUIDANCE: The system of data collection cannot be through an anonymous staff satisfaction survey.

Upload the most recent data showing analysis of pay levels and grades:

please be aware only **one** file is allowed per answer

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Describe who the analysis is seen by and action taken:

We routinely ask staff to provide diversity monitoring information when they join us, and when they access their online pay systems.

The attached data comes directly from our HR self service software, where employees fill in their monitoring data, and reports are built with this information and other employee data. This provides a demographic picture of LGBO staff across the grades, and demonstrates representation at the different levels. This data helps set business objectives internally. The Diversity and Inclusion Team regularly reviews LGBT MI reports to establish if there are any barriers or discrimination of LGBO employees. This analysis is completed in line with recruitment, discipline, and appraisal data to ensure fair treatment across these areas. By completing and sharing analysis on this data, we are able to highlight to our LGBO staff that we are an organisation who are considering their
needs and taking action when necessary.

We do also collect Trans data but this fall under our gender category data collation. This is common practice across the whole of the civil service. (Though sample sizes are extremely small therefore extreme caution is advised when interpreting the data)

6.5 When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of LGBT employees?

Yes

GUIDANCE: This can be through collecting diversity data on a staff satisfaction survey.

Upload the most recent staff satisfaction data:

please be aware only **one** file is allowed per answer

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Describe who the analysis is seen by and action taken:

The analysis is seen by the D&I Team and is shared with the D&I Forum including the LGBT+ & Allies Chair. The action that has been taken is to work with the LGBT+ & Allies Chair to conduct some focus groups with the LGBT+ & Allies network. LGBO respondents have scored 22% for bullying and harassment. This has doubled from last year (11%), and is more than double the Acas average. However, caution needs to be taken due to the small number, in absolute terms of LGBO staff reporting bullying and harassment, meaning that there is a high likelihood any apparent change occurred by chance.

The focus groups will help Acas understand the bullying and harassment scores as well the discrimination score. The qualitative feedback sessions will then shape the organisation response to eliminated any sort of bullying, harassment and discrimination that our LGBT+ colleagues are experiencing.

We do also collect Trans data but this fall under our gender category data collation. This is common practice across the whole of the civil service. (Though sample sizes are extremely small therefore extreme caution is advised when interpreting the data)

Monitoring: Part 3

6.6 What proportion of employees have answered the monitoring question asked in 6.1?

Tick one

GUIDANCE: The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

60 69%

Upload reports or data demonstrating the declaration rate:

please be aware only **one** file is allowed per answer

█████████████████████████████████████

Provide a brief description of the report you have uploaded:

This reports shows the following:

Sexual Orientation
Heterosexual\Straight 65.5%
LGBO 3.4%
Prefer not to say 16.9%
Unknown 14.2%
Overall Total 100%

86% of colleagues have declared their sexual orientation (but for the purpose of meeting stonewall's guidelines which does not include prefer not to say the figure is 68.9%)

6.7. What proportion of employees have answered the monitoring question asked in 6.2?

Tick one

GUIDANCE: The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

90 100%

Upload reports or data demonstrating the declaration rate:

please be aware only **one** file is allowed per answer

██████████████████████████████████████

Provide a brief description of the report you have uploaded:

This file highlights that we collect following sex identifying data (This will also include data around gender reassignment for the purposes of getting the information on one file) from our HR self service system.
Sex identifiers include:
  Male
  Female
  Intersex
 Non Binary
 Trans
  Other
The figure shows we have a 100% declaration rate under the sex identifiers.

The following question is not scored.

6.8. Do you analyse differences in staff satisfaction levels between different LGBT identities?

No

Describe who the analysis is seen by and what action is taken.

The reason we don't is because in essence when we have less than 10 responses for different LGBT identities these results are compressed and anonymised. Below is what we use when we have any queries and is the advice provided by the cabinet office regarding confidentiality. It covers the key issues.

Civil Service People Survey 2018   Confidentiality

The Civil Service People Survey is project managed by the Cabinet Office for the whole Civil Service. The Cabinet Office's Employee Engagement Programme Team has an ethical responsibility to protect the confidentiality of information about research participants and their identities. The team is guided by the principles set out in the Government Social Research service's professional guidance:
Ethical Assurance for Social Research in Government.

We promise that what people say in the survey is completely confidential, because:

• We make sure that individual participants cannot be identified in the results.
• We protect sensitive information at all stages of the research process including the set up of the survey, collecting the survey data, analysing the data and reporting the results.

The Cabinet Office has procured an independent survey supplier to carry out the survey on behalf of all Civil Service organisations. The supplier, ORC International, abides by all the relevant laws, codes of conduct and professional standards, including the Market Research Society Code of Conduct.

The Cabinet Office has also worked with the Office for National Statistics' Disclosure Control team to ensure the survey complies with the Government Statistical Service's professional standards.

Ensuring individual participants cannot be identified by the results

People will not be identified by participating in the Civil Service People Survey, and no standard reports will be produced from the survey for groups of fewer than 10 respondents. For example:

• If fewer than 10 people in a team complete the survey that team will not get their own report. The

responses will be included in their teams 'parent' report.
• If 'John' is one of fewer than 10 staff of a particular grade in a team the findings for that grade will not be reported for that team.

The confidentiality rules for looking at the answers to the open comment question "What would you like Acas to change to make it a great place to work?" are even stricter. Results can only be viewed by users of the tools where 30 or more respondents are in a team or have been selected by their choice of demographic categories.

The sample sizes are too small to conduct the analysis and hence the results could not be published for the risk of disclosure.