



Report on the diversity profile of Ofcom colleagues

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About this document

This document is a report on the diversity profile of Ofcom colleagues. It provides analysis on the age, disability, race, religion or belief, gender and sexual orientation of the Ofcom workforce. Where possible, the report also evaluates the diversity of colleagues across:

- Job levels
- Completion of training
- Performance ratings and promotions
- Leavers
- Grievances

The report fulfils part of Ofcom's duties under the Equality Act 2010. It also informs our ongoing work to promote equality and diversity at Ofcom.

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Section 1

Executive summary

1.1 Introduction

As the UK's communications regulator, part of Ofcom's responsibility is to make decisions that have a significant impact on the communications markets. To do this effectively, we need people from diverse backgrounds to help ensure we represent the different perspectives within society.

To achieve this, we monitor, and carry out analysis of, the diversity profile of our colleagues because it helps us to understand the makeup of our organisation, and how diversity and equality is operating within its key functions.

Ofcom is committed to treating all colleagues with dignity and respect in an inclusive and fair working environment, promoting equality of opportunity for all. This report, along with Ofcom's Single Equality Scheme, sets out the steps we are taking to achieve this and celebrates our achievements in working towards an organisation that is more equal and diverse.

This is Ofcom's third report on the diversity profile of colleagues. It fulfils part of Ofcom's public sector equality duty under the Equality Act 2010 and one of the commitments we have made in our Single Equality Scheme.

In this report, we provide information relating to the nine protected characteristics set out in the Equality Act.

1.2 Summary of findings on the diversity of Ofcom colleagues

Gender: 60% of colleagues are male and 40% are female.

Age: Colleagues' ages range from 16 to 65 years old. The largest age group is made up of Ofcom colleagues aged between 30 and 39 years old.

Disability: 2% of colleagues have declared a disability, with 5% preferring not to say or with no data recorded.

Race: 69% of colleagues are from a White background, 16% of colleagues are from a BAME (Black, Asian, Minority Ethnic) background and 14% preferred not to say or the data is not recorded.

Sexual orientation: 50% of colleagues describe themselves as heterosexual / straight, 2% are LGB (lesbian, gay or bisexual), and 47% preferred not to say or the data is not recorded.

Religion or belief: 31% of colleagues do not have a religion or belief and 38% preferred not to say or the data is not recorded. At least seven religions or beliefs are represented at Ofcom and the largest group are Christians at 24%.

Pregnancy and maternity: 6% of female colleagues took maternity leave between 1 April 2013 and 31 March 2014. Of those that took maternity leave, 10% were from a BAME background, 60% were from a White background, and 30% preferred not to say or the data was not recorded. None were disabled.

Marriage and civil partnership: We do not collect this data.

Gender reassignment: We do not have the data necessary to report on this characteristic.

1.3 How we will use this report and its findings

- We will communicate the findings of the report with Ofcom colleagues.
- We will use the findings of the report to identify where we have gaps in our current approach to diversity.
- We will continue to improve the systems we use to capture diversity data so we can capture more complete data. .
- We will benchmark our performance with other stakeholders and corporate employers.

Section 2

Promoting diversity and equality at Ofcom

2.1 Introduction

At Ofcom, diversity and equality are central to our values and the way in which we operate. As the communications regulator, we have a duty to further the interests of citizens and consumers. To do this effectively, we need to reflect the society we serve; therefore, which is why it is essential we promote diversity and equality within Ofcom.

This report forms just one element of our diversity and equality programme of work. Within this section, we detail the different initiatives we have in place to ensure that Ofcom is a diverse and equitable organisation for both our colleagues and our stakeholders.

2.2 Single Equality Scheme

Our Single Equality Scheme (SES) describes how diversity and equality are essential to the way Ofcom operates, both as an employer and as the UK's communications regulator. It sets out our equality objectives and the actions we take to meet them..

Our SES objectives are to:

- have a diverse mix of people at all levels of our organisation;
- consider the different needs and interests of all individuals and stakeholders when carrying out our work; and
- create a culture where everyone's contribution is valued on its merits.

You can find a copy of our SES and annual reports on our progress against our equality objectives [here](#).

2.3 Benchmarking

We regularly carry our benchmarking exercises to see how we are performing against other organisations and to see whether we are operating in line with equality and diversity best practice. We use the feedback we receive from these benchmarking tools to create improvement plans in the areas of disability, gender, ethnicity and sexual orientation equality.

We participate in the following benchmarking exercises and our most recent results are provided below.

Disability Standard

The Disability Standard provide a benchmarking tool which helps organisations measure and improve their work to support disabled people. They assess organisations against ten areas of operation, including showing respect to disabled customers, clients and service users, employees and stakeholders. Ofcom scored 77% for its 2014 submission and we were given a Bronze Award. We improved our score by 24% since our previous submission.

Race for Opportunity

Race for Opportunity is a benchmarking tool which assesses how organisations are performing in relation to race equality in the workplace. Ofcom scored 71.9% for its 2013 submission, ranking us in their gold banding and in the 'Top Ten Public Sector' list.

Opportunity Now

Opportunity Now is a gender equality benchmarking exercise. Ofcom scored 66.86% for its 2013 submission and received a silver banding. Ofcom featured in the 'Top Ten Public Sector' list and the Times Top 50 Employers for Women 2014.

Stonewall Workplace Equality Index (WEI)

The Stonewall WEI is an annual benchmarking exercise that measures efforts to tackle discrimination and create an inclusive workplace for lesbian, gay and bisexual (LGB) people. Ofcom increased its score with Stonewall to 126 out of a possible 200, ranking 158 out of the 369 employers that took part.



2.4 Equal pay audit

Ofcom supports the principle of equal pay for work of equal value and is committed to providing an equitable pay structure, which rewards colleagues fairly. As part of that commitment, we carry out regular monitoring of the impact of our pay practices and have made this a key commitment in our Single Equality Scheme.

We carried out our last equal pay audit in 2014 and there did not appear to be a clear gender bias. A summary of the Ofcom equal pay audit and can be found [here](#).

2.5 Equality Impact Assessments

We undertake Equality Impact Assessments (EIAs) to assess the potential impacts of all Ofcom policies and projects on certain defined equality groups. EIAs are a way to make sure that we are meeting our primary duty of furthering the interests of citizens and consumers – regardless of their background or identity. They also enable us to pre-empt the possibility that a proposed Ofcom policy or project could affect an equality group unfavourably, and to identify ways in which it could be improved to better promote equality among these groups.

2.6 Governance

To ensure effective governance of our work on equality, we have the following groups in place at Ofcom:

- The Corporate Responsibility Steering Group is a committee of senior managers who oversee our corporate responsibility strategy and Single Equality Scheme.

- The Disability Working Group is a committee of Ofcom colleagues who help drive change and improvements to how disability smart we are as a business.

We also have director-level diversity sponsors representing each equality strand to ensure that the needs of each protected characteristic are represented.

2.7 Meeting our duties under the Equality Act, 2010

The Equality Act came into force on 1 October 2010, replacing previous anti-discrimination laws with a single Act. The Act includes a new public sector equality duty which came into force on 5 April 2011, replacing the separate duties towards race, disability and gender equality.

Under the Equality Act 2010, Ofcom has a legal duty as a public body to have due regard to promote equality of opportunity, eliminate unlawful discrimination and foster good relations between key equality strands of age; disability; gender; race; religion or belief; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity.

The equality duty requires public bodies to publish relevant and proportionate information demonstrating their compliance with this legislation, and to set themselves equality objectives. Alongside our SES, this report fulfils our public sector duty under the Equality Act 2010.

Section 3

About this report

3.1 What data is used

This report provides an overview of the diversity monitoring data held on Ofcom colleagues. The data used is either a snapshot of colleagues taken on 12 August 2014, or covers the period from 1 April 2013 to 31 March 2014.

Our previous report, published in October 2013, used data from the calendar year of 2012 (i.e. 1 January to 31 December 2012). This year, we have brought the dates in our report in line with those of our financial and business planning year.

At the time of reporting, in August 2014, there were 810 colleagues at Ofcom (55 Administrators; 250 Associates; 297 Senior Associates; 152 Principals; and 56 Senior Managers and Specialists).

3.2 How we collect the data

We ask colleagues to complete a diversity monitoring form when joining Ofcom and we ask colleagues to review their data annually. We also ask candidates to complete a voluntary diversity monitoring form when applying for Ofcom jobs.

3.3 Areas of reporting

The Equality Act replaced three previous reporting duties on race, disability and gender, bringing them together as a single duty which was extended to cover nine protected characteristics. The protected characteristics covered by the Equality Act are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Gender
- Sexual orientation

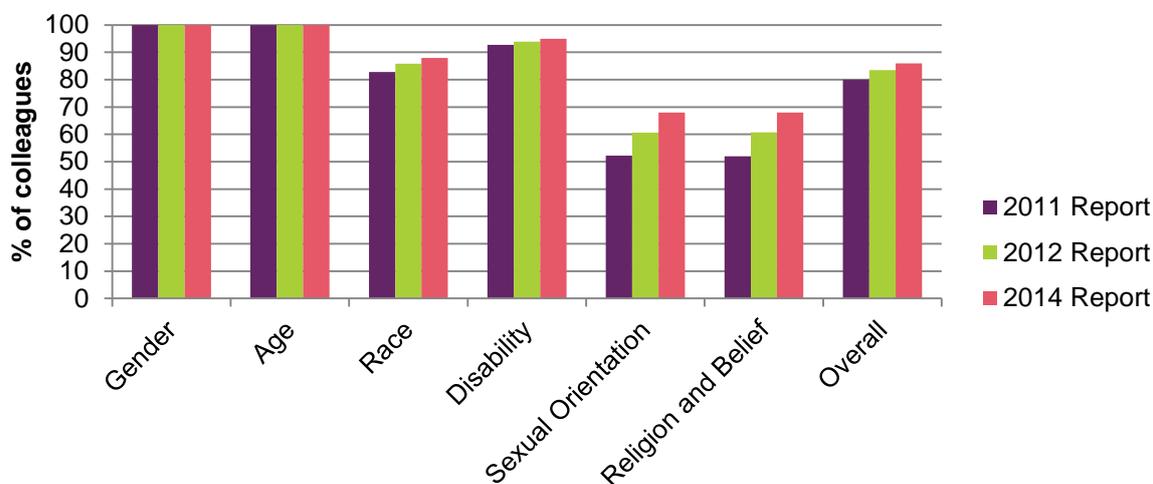
See Annex 1 for definitions of these terms and our usage of them.

This report provides information on all of the protected characteristics except for gender reassignment, which we do not currently monitor, and marriage and civil partnership, which we do not intend to publish data on.

3.4 Data quality

We encourage all colleagues to share their diversity data with us and to update it regularly. Our declaration rates have significantly increased since we launched a campaign to increase our declaration rates in 2011, and they have continued to rise from 2012 to 2014.

Diversity data declaration rates



Base: Data on all colleagues in 2011 n=768 | 2012 n=798 | 2014 n=810

3.5 How this report is structured

For each of the protected characteristics that Ofcom monitors, this report includes information on our:

- Colleague profile
- Job levels
- Training and development
- Performance ratings and promotions
- Leavers
- Grievances

In this report we were unable to analyse data of our recruitment processes. However, we have recently implemented a new applicant tracking system so we will have the necessary data to report on our recruitment in future reports.

3.6 Understanding the charts in this report

We wanted to understand whether or not particular groups of colleagues were participating or represented within different areas at Ofcom, e.g. within training, or within each performance rating.

To do this, on many of the bar charts featured in this report we have included a chart line to indicate the overall distribution of the protected characteristic or area that we are interested in analysing.

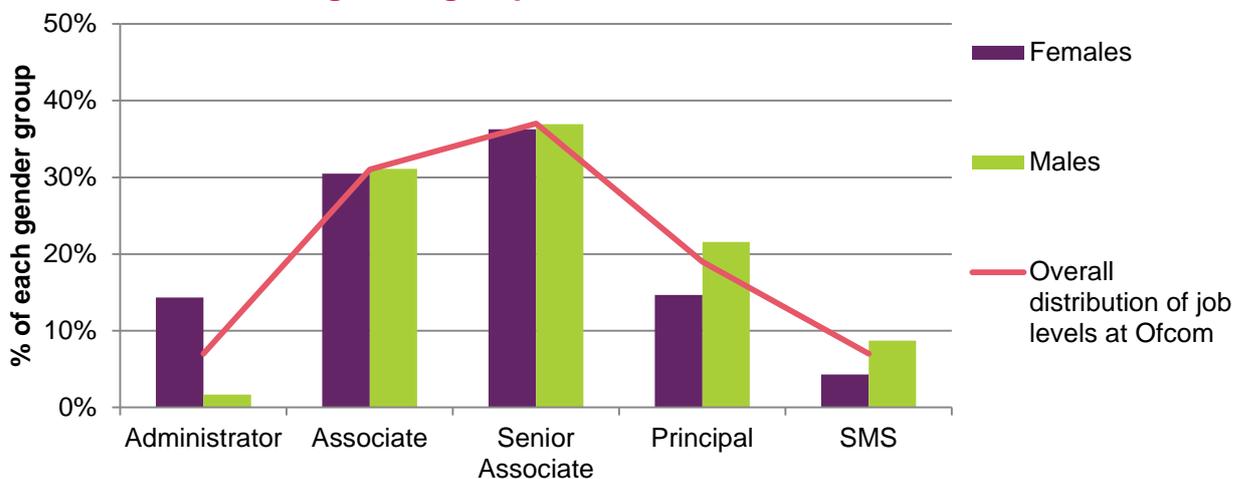
This allows us to compare the actual representation or participation of diversity groups with what we would expect this level to be, given the overall distribution of the diversity group or area.

By doing this we were able to identify instances where a particular diversity group appeared to be overrepresented or underrepresented within different areas of Ofcom, and follow this up with further analysis to understand why this was the case.

Worked example – job levels within each gender group

- a) In the chart below, we have taken the total population of colleagues that we are interested in – as we are looking at job level, this is all Ofcom colleagues.
- b) We have then split this population into discrete diversity groups – as we are looking at gender, this is males and females.
- c) We have charted the distribution of job levels for males, and for females.
- d) We have added a line to the chart with the overall distribution of job levels within the whole of the Ofcom (for both men and women).
- e) The closer the male and female bar charts are to the chart line, the greater gender balance there is within each job level.
- f) This chart shows that generally there is a good balance of men and women at Associate and Senior Associate levels; however, at Administrator level men are underrepresented, and women overrepresented, and at Principal and Senior Management and Specialists level women are underrepresented and men are overrepresented.

Job levels within each gender group



Base: All colleagues as of August 2014 (n=810)

Section 4

Colleague profile

This section of the report provides diversity information about Ofcom colleagues for each of the protected characteristics we report on (this excludes gender reassignment and marriage and civil partnership).

The diversity data represents a snapshot of Ofcom's workforce taken in August of 2014.

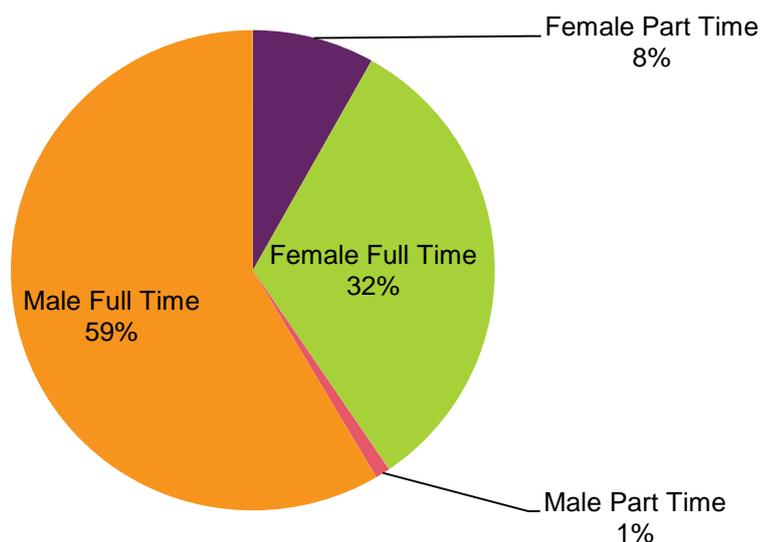
4.1 Gender

Key information

- Data on gender is held for all colleagues.
- 60% of colleagues are male and 40% are female.

Chart

Gender and work pattern of Ofcom colleagues



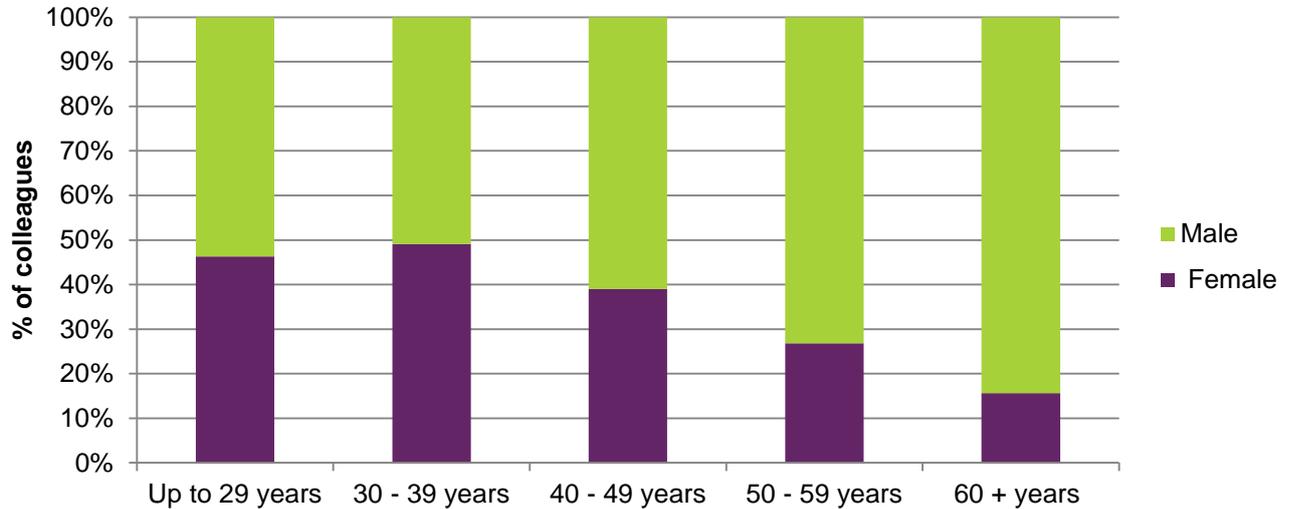
Base: All colleagues as of August 2014 (n=810)

Additional analysis of gender balance and age

- We wanted to analyse gender and age together to find out whether or not the gender balance shifted for different age groups.

- We found that the gender balance is roughly equal up until the 40-49 year age range where the number of women starts to slightly reduce. The age ranges from 50 years and above then starts to become more heavily imbalanced in favour of male colleagues. Best practice examples and strategies will be explored to see how Ofcom can reduce this imbalance.

Gender distribution within age ranges



Base: All colleagues as of August 2014 (n=810)

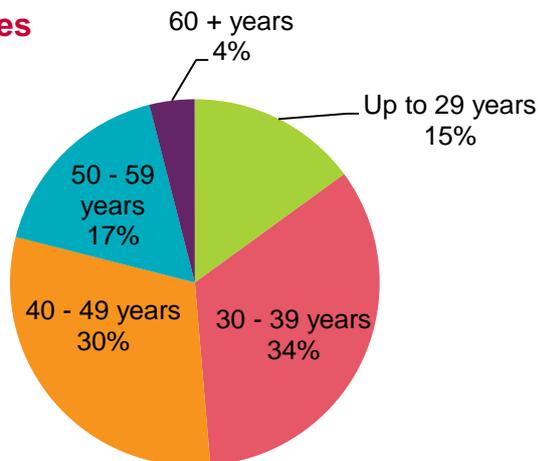
4.2 Age

Key information

- Data on age is held for all colleagues.
- The largest group of female colleagues are those aged between 30 and 39 years, and males, between 40 and 49 years.

Chart

Age of Ofcom colleagues



Base: All colleagues as at August 2014 (n=810)

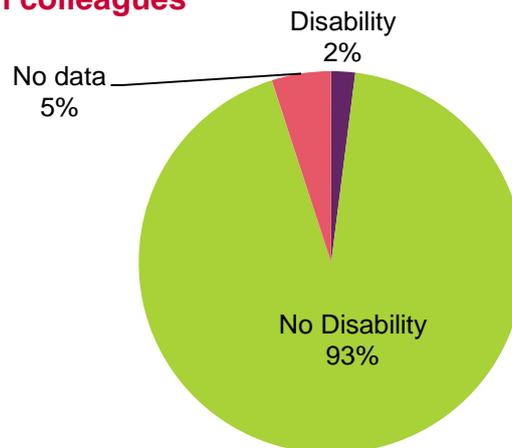
4.3 Disability

Key information

- We do not hold data on disability for 5% of colleagues.
- 2% of colleagues have declared a disability.
- 0.5% of colleagues opted that they would prefer not to say whether they had a disability or not.

Chart

Disability of Ofcom colleagues



Base: All colleagues as of August 2014 (n=810)

4.4 Race

Ethnicity data collected by Ofcom is classified according to the criteria used in Census 2001 and is in accordance with the Code of Practice on Ethnic Monitoring (2002).

For reporting purposes, we have grouped the classifications as follows:

- BAME (Black, Asian and Minority Ethnic)
- White

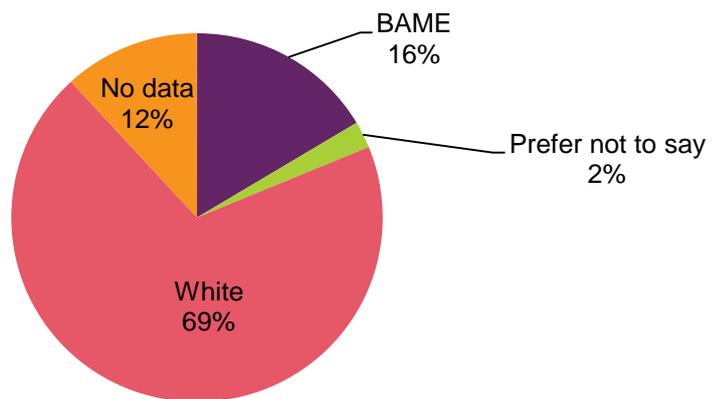
Please see Appendix 2 for a full list of classifications and how they are grouped.

Key information

- We do not hold data on race for 12% of colleagues.
- 17% of colleagues are from a BAME background.
- 69% of colleagues are from a White background.

Chart

Race of Ofcom colleagues



Base: All colleagues as of August 2014 (n=810)

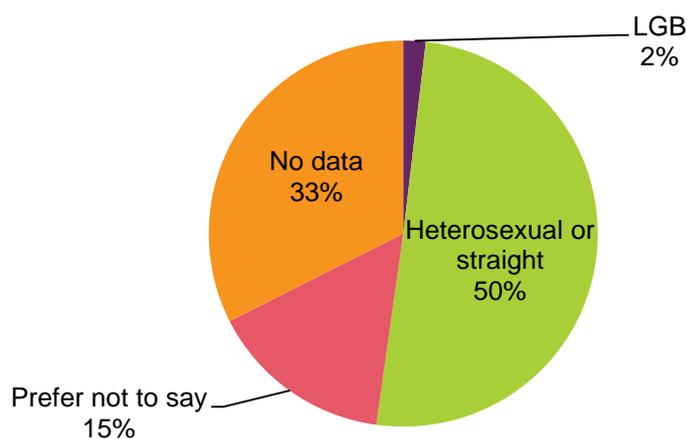
4.5 Sexual orientation

Key information

- We do not hold data on the sexual orientation of 33% of colleagues.
- 2% of colleagues are LGB (lesbian, gay or bisexual).

Chart

Sexual orientation of Ofcom colleagues



Base: All colleagues as of August 2014 (n=810)

4.6 Marriage and civil partnership

Ofcom does not collect information on whether colleagues are married or in a civil partnership and does not intend to begin doing so. We will consider whether a colleague is married or in a civil partnership on a case by case basis as necessary to eliminate unlawful discrimination in respect of this protected characteristic.

4.7 Pregnancy and maternity

Key information

- During the last financial year from 1 April 2013 to 31 March 2014, 6% of female colleagues took maternity leave.
- Of those who took maternity leave, 75% were employed full time and 25% part time.
- Of those who took maternity leave, 10% were from a BAME background, 60% were from a White background and 30% preferred not to say or data was not recorded.
- No disabled colleagues took maternity leave during this period.

4.8 Religion or belief

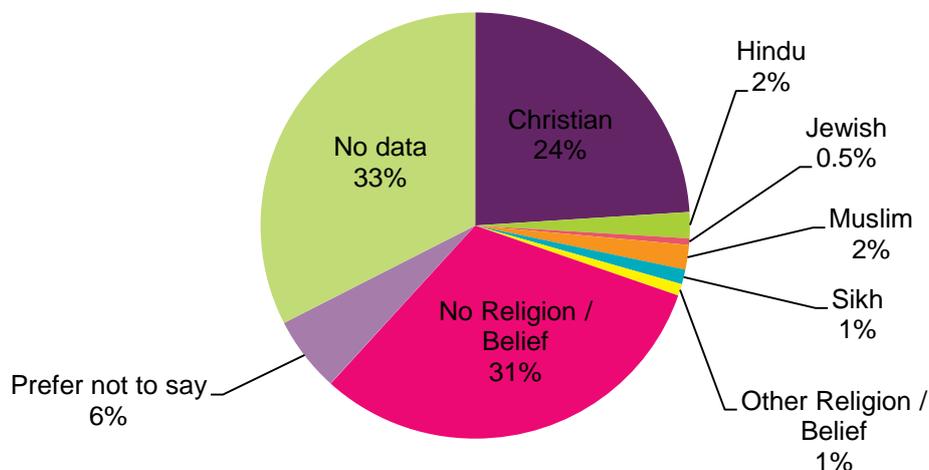
Data on the religion or belief of Ofcom colleagues is classified according to the criteria used in Census 2001.

Key information

- We do not hold data on religion or belief for 32% of colleagues.
- At least seven religions or beliefs are represented at Ofcom.

Chart

Religion or belief of Ofcom colleagues



Base: All colleagues as of August 2014 (n=810)

4.9 Gender reassignment

Ofcom does not currently collect this information. We are working to improve our monitoring systems so that we can analyse data on this in future.

Section 5

Job level

5.1 Introduction

This section of the report provides diversity information about Ofcom colleagues within each of our job levels. There are five job levels within Ofcom, in descending seniority and responsibility these are:

Senior Managers and Specialists (SMS)

SMS lead Ofcom's thinking, direction and handle highly complex issues, exercising clear and incisive judgement. Colleagues at SMS level will take responsibility for the set up, direction and delivery to time, quality and cost of strategically significant projects, programmes or objectives.

Principal

Principals are recognised experts or acclaimed specialists in their own field, typically taking responsibility for delivering objectives with minimal direction. Colleagues at Principal level will have a depth and breadth of knowledge and skills and apply these to complex problems.

Senior Associate

Senior Associates will have developed a specialist knowledge or expertise and apply knowledge and skills to a range of standard and moderately complex activities. Colleagues at Senior Associate level will act as a source of experience and technical expertise to others within Ofcom.

Associate

Associates demonstrate competence in their own field and will be broadening their ability over a variety of areas. Colleagues at Associate level will apply knowledge and skills to a variety of standard day-to-day activities.

Administrator

Administrators apply skills and knowledge to a variety of standard day-to-day tasks and procedures. Colleagues at Administrator level will apply basic technical skills, together with business knowledge to their own work area.

5.2 Gender and job level

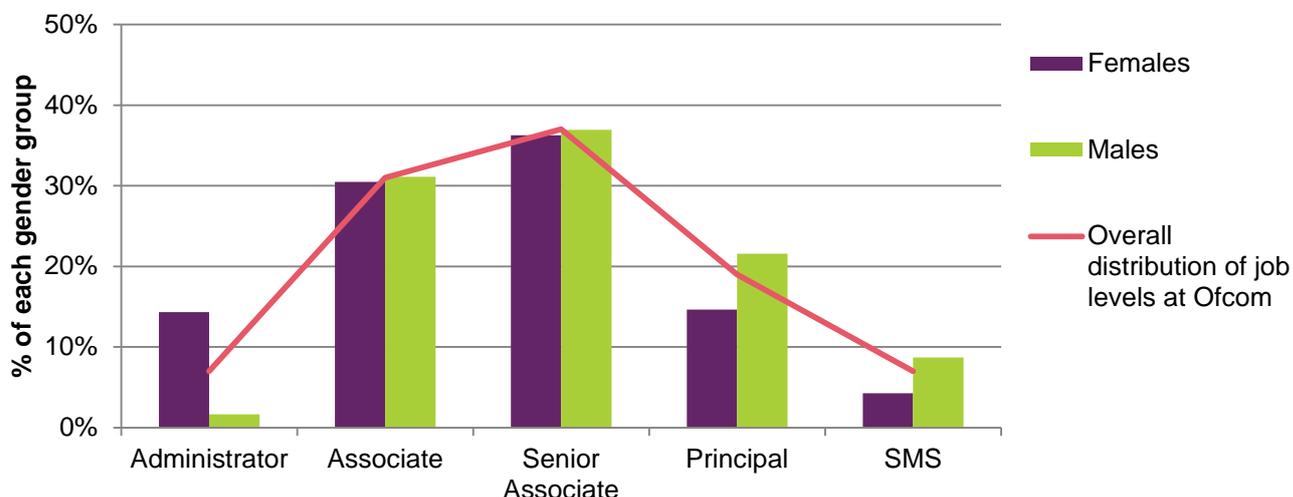
Key information

- The Senior Associate job level contains the largest proportion of both male (39%) and female (35%) colleagues.
- Males make up the majority of each job level, except at Administrator level where women are in the majority.
- 11% of colleagues that work part time are male.
- Part time working takes place at all job levels within Ofcom.

Charts

This chart shows the distribution of job levels within each gender, and within the overall population of colleagues.

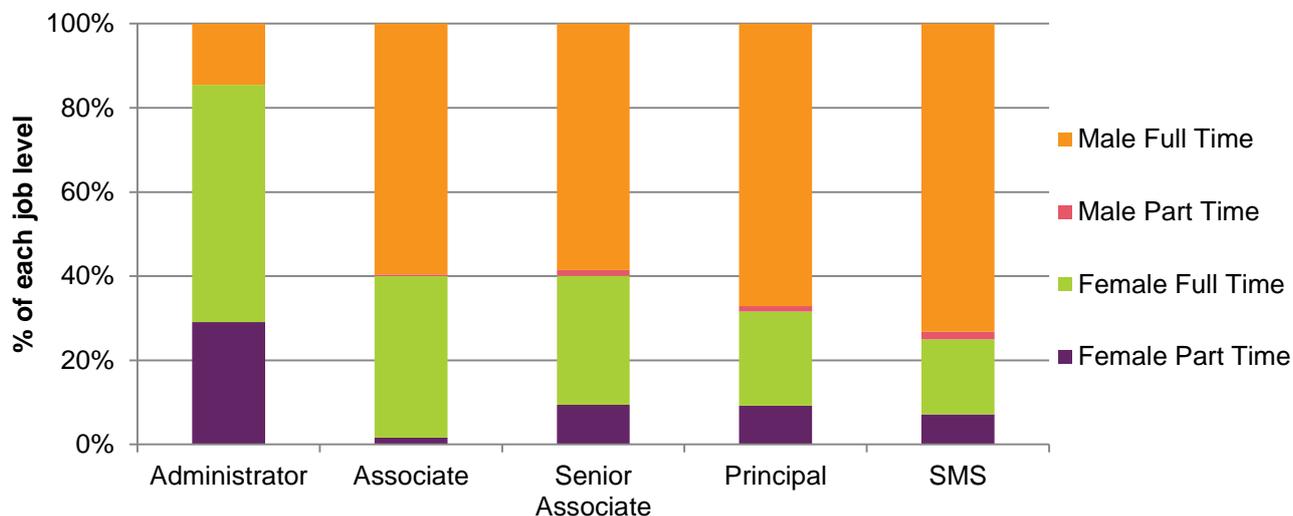
Job levels within each gender group



Base: All colleagues as of August 2014 (n=810)

This chart shows the gender and work pattern of colleagues that make up each job level.

Gender and work pattern within each job level



Base: All colleagues as of August 2014 (n=810)

5.3 Age and job level

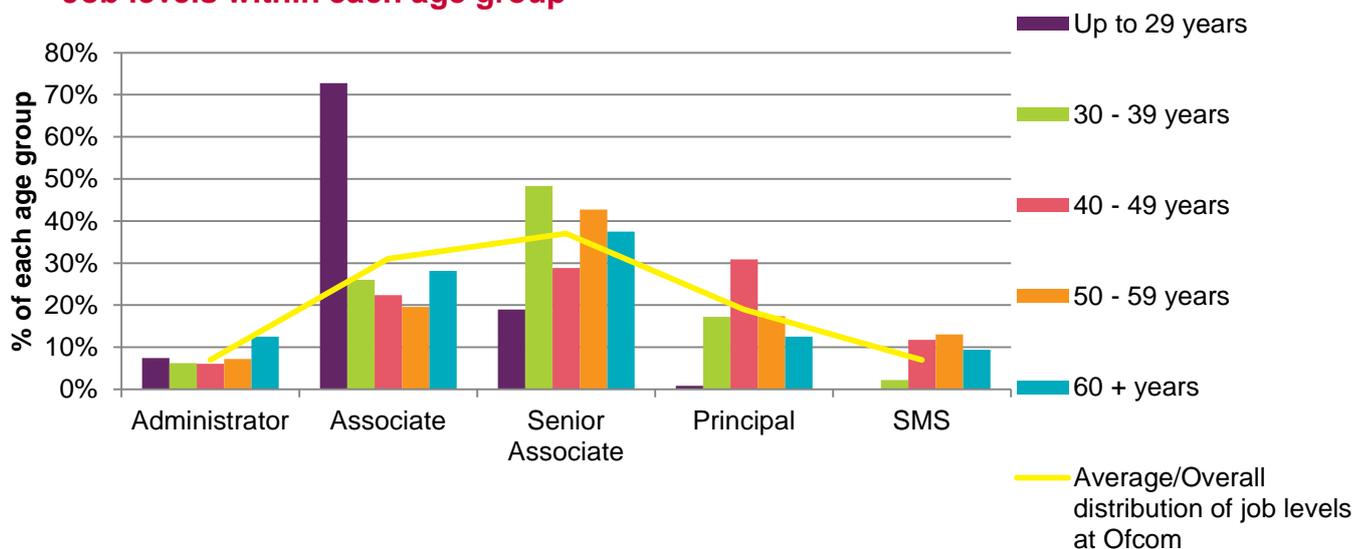
Key information

- Data for age and job level is complete for all colleagues.

Chart

This chart shows the distribution of job levels within each age range group, and within the overall population of colleagues.

Job levels within each age group



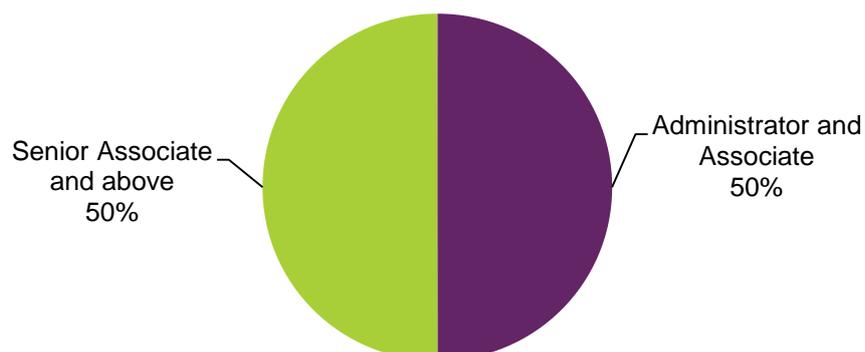
Base: All colleagues as of August 2014 (n=810).

5.4 Disability and job level

Key information

- We do not hold data on disability for 5% of colleagues.
- 2% of colleagues have declared a disability.
- Disabled colleagues are represented within each job level, except at SMS level.

Job level of disabled colleagues



Base: All disabled colleagues (n=14). Job levels have been combined to protect the identity of colleagues.

5.5 Race and job level

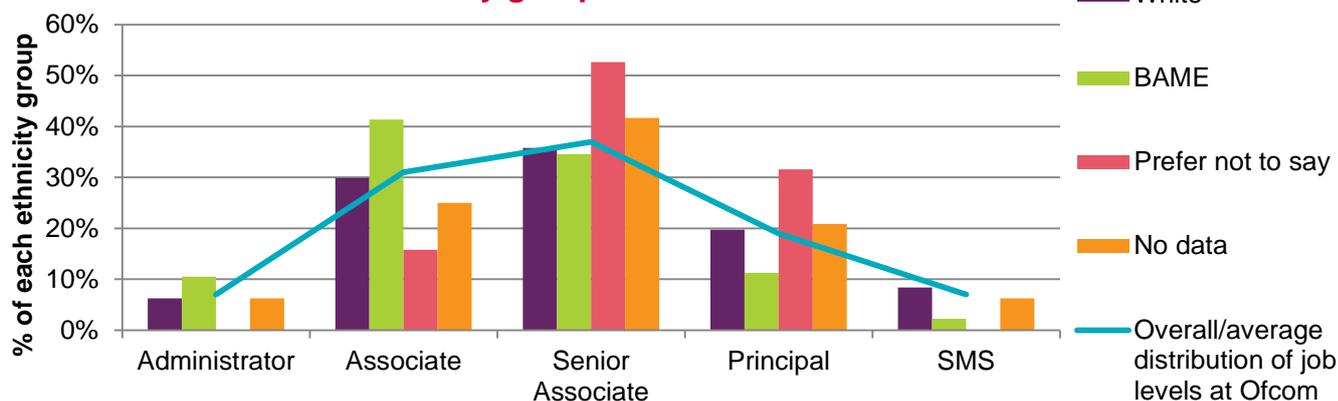
Key information

- We do not hold data on race for 12% of colleagues. 16% of colleagues are from a BAME background and 69% are from a White background.
- Colleagues with a White or BAME background are represented within each job level.
- The greatest proportion of White colleagues work at Senior Associate level. The greatest proportion of BAME colleagues work at Associate level.
- As our declaration rates are so high the actual number of those in the prefer not to say group is so small that further investigation into why this group are overrepresented at Senior Associate and Principal level is statistically insignificant.

Charts

This chart shows the distribution of job levels within each ethnicity group, and within the overall population of colleagues.

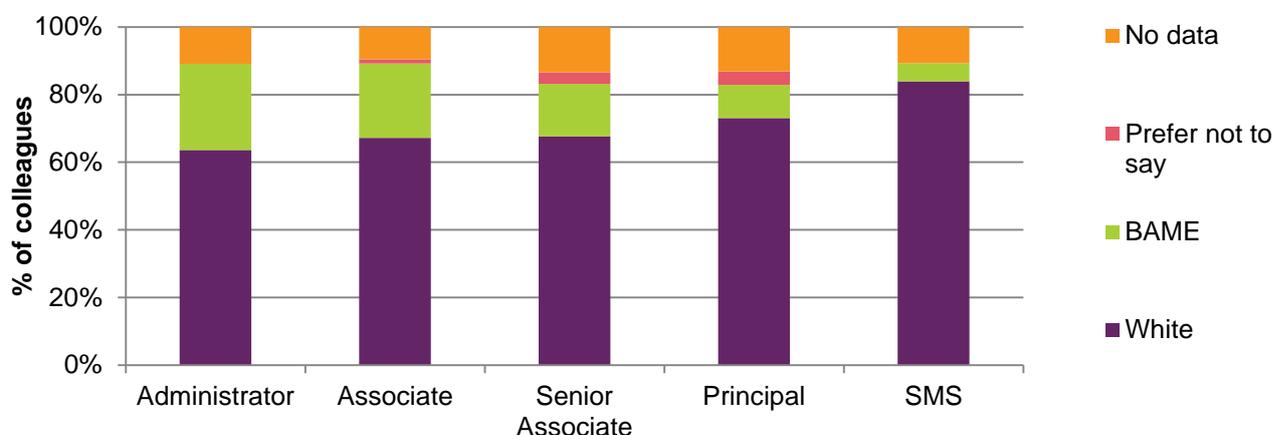
Job levels within each ethnicity group



Base: All colleagues as of August 2014 (n=810).

This chart shows the race of colleagues that make up each job level.

Race within job levels



Base: All colleagues as of August 2014 (n=810).

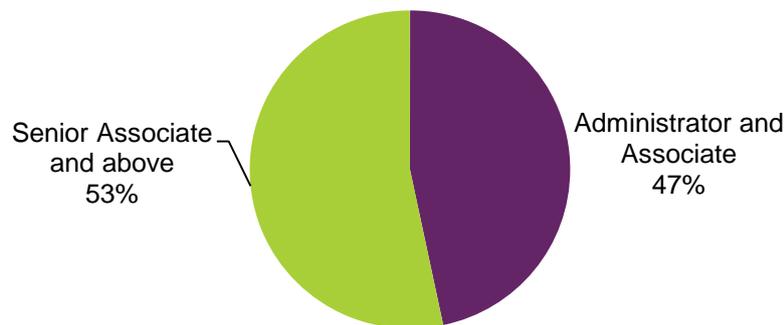
5.6 Sexual orientation and job level

Key information

- We do not hold data on the sexual orientation of 33% of colleagues.
- 15% of colleagues would prefer not to say what their sexual orientation is.
- 2% of colleagues are LGB.
- LGB colleagues are represented within each job level, except at Administrator level.

Charts

Job level of LGB colleagues



Base: All LGB colleagues (n=15). Job levels have been combined to protect the identity of colleagues

5.7 Religion or belief and job level

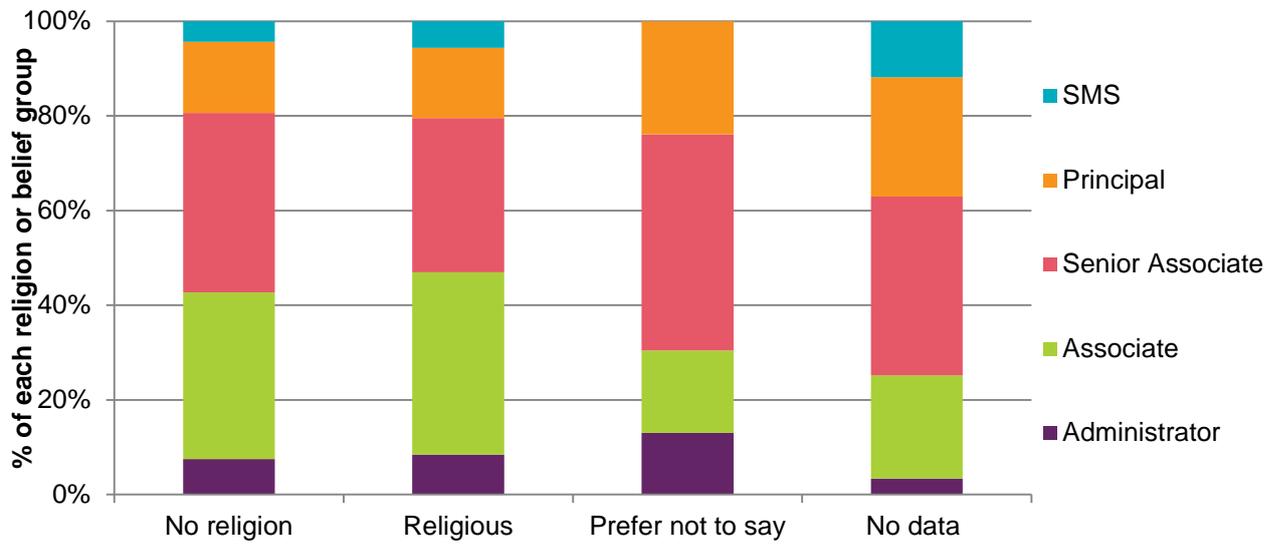
Key information

- We do not hold data on religion or belief for 32% of colleagues.
- 31% of colleagues have a religion or belief, and 31% do not.
- Colleagues who have a religion or belief, or do not have one, are represented in all job levels.
- Job level distribution amongst colleagues with a religion or belief is largely the same as those who do not have a religion or belief.

Chart

This chart shows the religion or belief of colleagues that make up each job level.

Job levels of religious / non religious colleagues



Base: All colleagues as of August 2014 (n=810)

Section 6

Training and development

This section of the report provides diversity information about Ofcom colleagues who have received training and development from the 1 April 2013 to the 31 March 2014. This data only includes colleagues who have attended specific training and development courses which are recorded on our database, and does not include eLearning training. Ofcom colleagues also take part in broader training and development such as mentoring, project work and secondments; these are not always recorded on our database and so are not featured in this report.

During the 2013/14 financial year, 48% of colleagues completed some form of training and development.

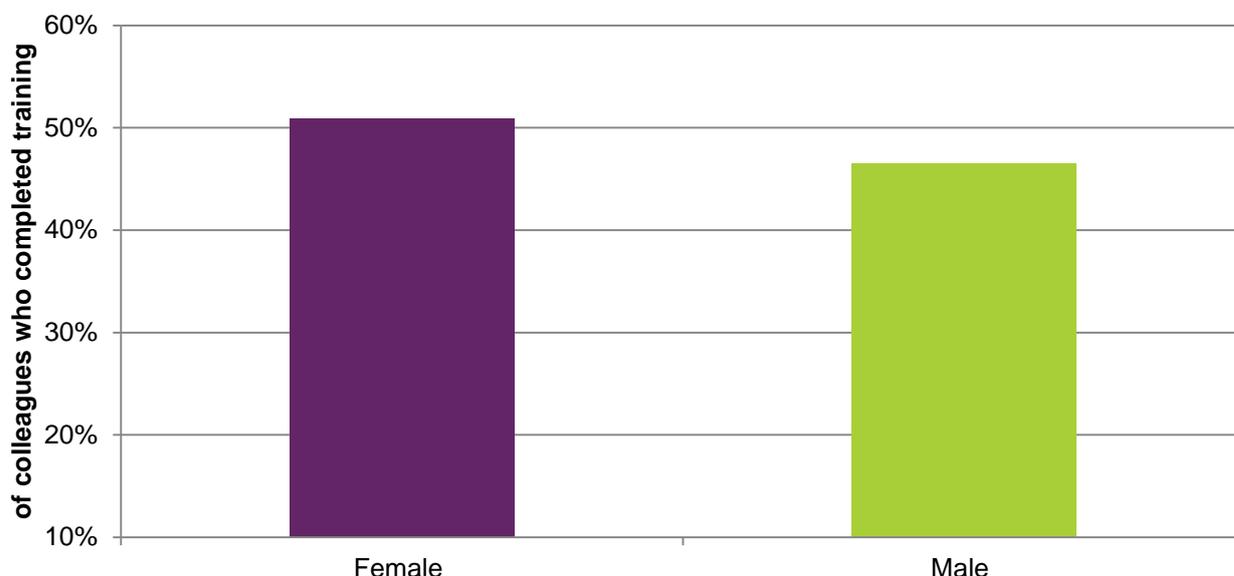
6.1 Gender and training and development

Key information

- Data on the gender of colleagues that completed some form of training and development is complete.
- A larger proportion of female colleagues than male colleagues completed a training and development activity.
- Generally, the gender balance of colleagues who completed some form of training and development is in line with the overall gender distribution at Ofcom.

Charts

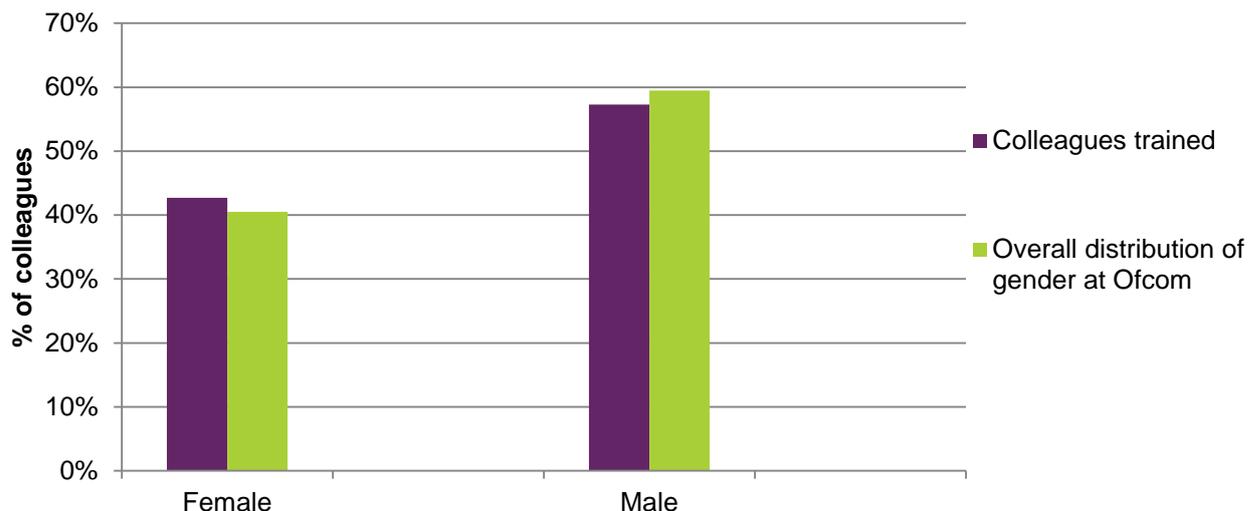
Proportion of male and female colleagues who completed training



Base: All colleagues that completed a training and development activity (excluding eLearning) between 1 April 2013 and 31 March 2014 (n=391)

This chart shows the gender of all colleagues that completed a learning and development activity, and the overall gender balance at Ofcom.

Colleagues who completed training by gender



Base: All colleagues that completed a training and development activity (excluding eLearning) between 1 April 2013 and 31 March 2014 (n=391)

6.2 Age and training and development

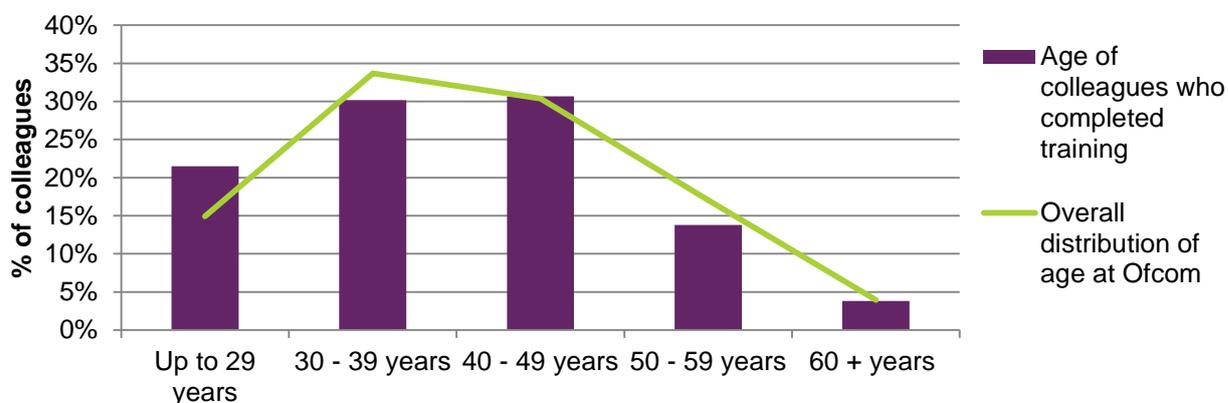
Key information

- Data on the age of colleagues that completed some form of training and development is complete.
- Generally, the age range of colleagues who completed some form of training and development is in line with the overall age range distribution at Ofcom.

Chart

This chart shows the age range group of all colleagues that completed a learning and development activity, and the overall distribution of age ranges at Ofcom.

Age distribution of colleagues who completed training



Base: All colleagues that completed a training and development activity (excluding eLearning) between 1 April 2013 and 31 March 2014 (n=391)

6.3 Disability and training and development

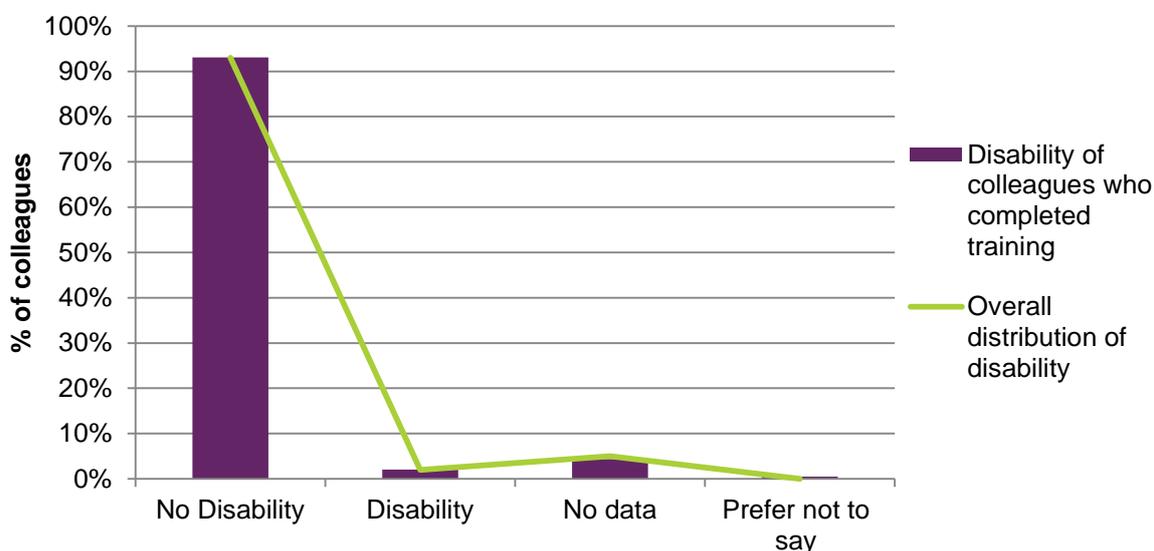
Key information

- We do not hold data on disability for 4% of colleagues that completed training or development in 2013/4.
- 57% of all disabled colleagues at Ofcom completed some form of training and development in 2013/4.
- 2% of colleagues that completed some form of training or development in 2013/4 were disabled.

Chart

This chart shows the disability of all colleagues that completed a learning and development activity, and the overall distribution of disability at Ofcom.

Disability representation of colleagues who completed training



Base: All colleagues that completed a training and development activity (excluding eLearning) between 1 April 2013 and 31 March 2014 (n=391)

6.4 Race and training and development

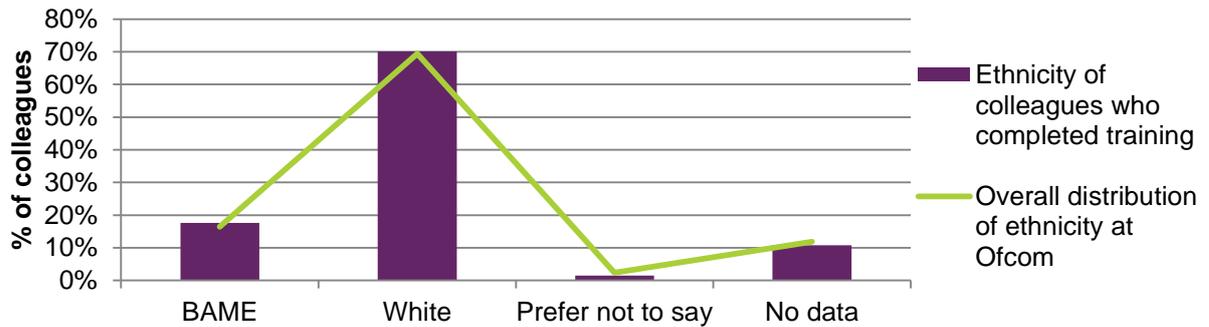
Key information

- We do not hold data on race for 11% of colleagues that completed training or development in 2013/4.
- 52% of colleagues from a BAME background and 44% of colleagues from a White background completed some form of training and development in 2013/4.
- Generally, the race of colleagues who completed some form of training and development is in line with the overall race distribution at Ofcom.

Chart

This chart shows the ethnicity of all colleagues that completed a learning and development activity, and the overall distribution of ethnicity at Ofcom.

Race of colleagues who completed training



Base: All colleagues that completed a training and development activity (excluding eLearning) between 1 April 2013 and 31 March 2014 (n=391)

6.5 Sexual orientation and training and development

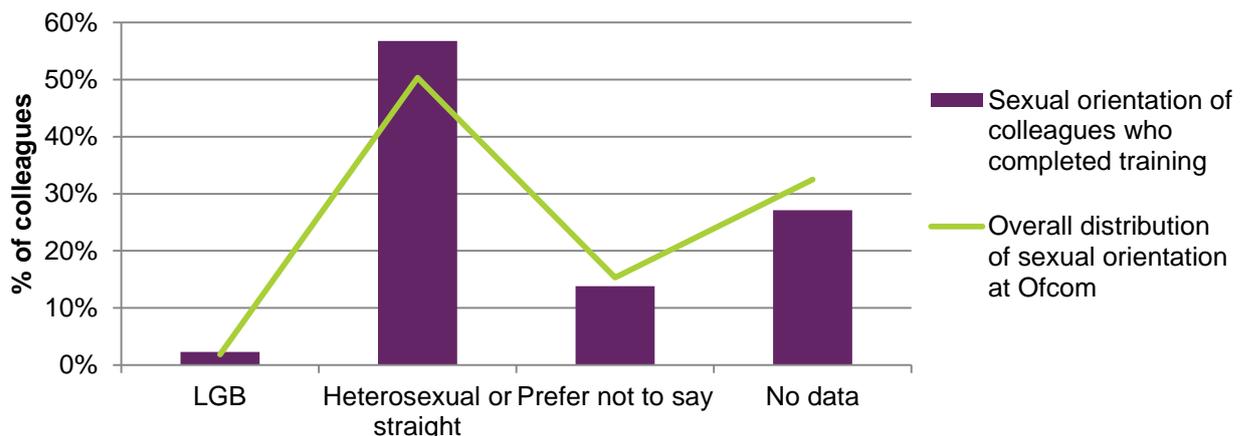
Key information

- We do not hold data on the sexual orientation of 27% of colleagues that completed training or development in 2013/4.
- 60% of all LGB and 54% of all heterosexual/straight colleagues at Ofcom completed some form of training and development in 2013/4.
- 2% of colleagues that completed some form of training or development in 2013/4 were LGB. This is generally in line with the overall distribution of sexual orientation at Ofcom.

Chart

This chart shows the sexual orientation of all colleagues that completed a learning and development activity, and the overall distribution of sexual orientation at Ofcom.

Sexual orientation of colleagues who completed training



Base: All colleagues that completed a training and development activity (excluding eLearning) between 1 April 2013 and 31 March 2014 (n=391)

6.6 Religion or belief and training and development

Key information

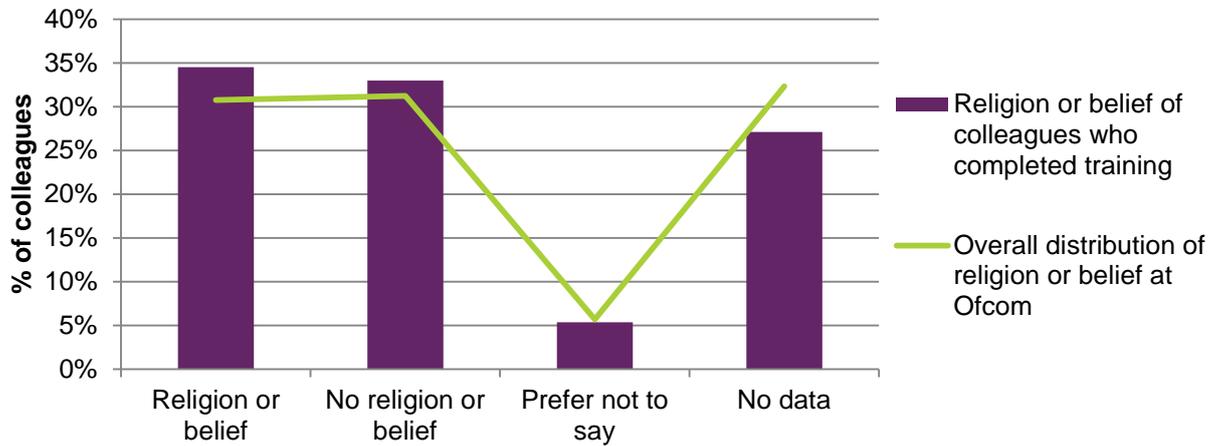
- We do not hold data on religion or belief for 27% of colleagues that completed training or development in 2013/4.

- 35% of colleagues that completed some form of training or development in 2013/4 had a religion or other belief, and 33% did not. This is generally in line with the overall distribution of colleagues who do, or do not have, a religion or belief at Ofcom.

Chart

This chart shows the religion or belief of all colleagues that completed a learning and development activity, and the overall distribution of religion or belief at Ofcom

Religion or belief of colleagues who completed training



Base: All colleagues that completed a training and development activity (excluding eLearning) between 1 April 2013 and 31 March 2014 (n=391)

Section 7

Performance and promotion

This section of the report provides diversity data on Ofcom colleagues in relation to performance ratings and promotions in 2014.

7.1 Performance ratings

The Ofcom performance year runs from 1 April 2013 to 31 March 2014. The following data relates to colleagues that were eligible for the performance appraisal process.

Ofcom performance ratings are scored from one to five. Further explanation of what colleagues need to demonstrate for each rating is given below:

1: Has shown outstanding performance, consistently exceeding agreed expectations in both the delivery of objectives and the application of the skills / behaviours required.

2: Has shown very good performance, meeting and frequently exceeding agreed expectations in both the delivery of objectives and the application of the skills / behaviours required.

3: Has shown good performance, meeting agreed expectations for the delivery of objectives and application of the skills / behaviours required.

4: Has achieved some but not all of the agreed expectations for the delivery of key objectives and application of the skills / behaviours required.

5: Has shown unsatisfactory performance failing to deliver against key objectives and / or skills and behaviours.

7.2 Job level and performance ratings

Key information

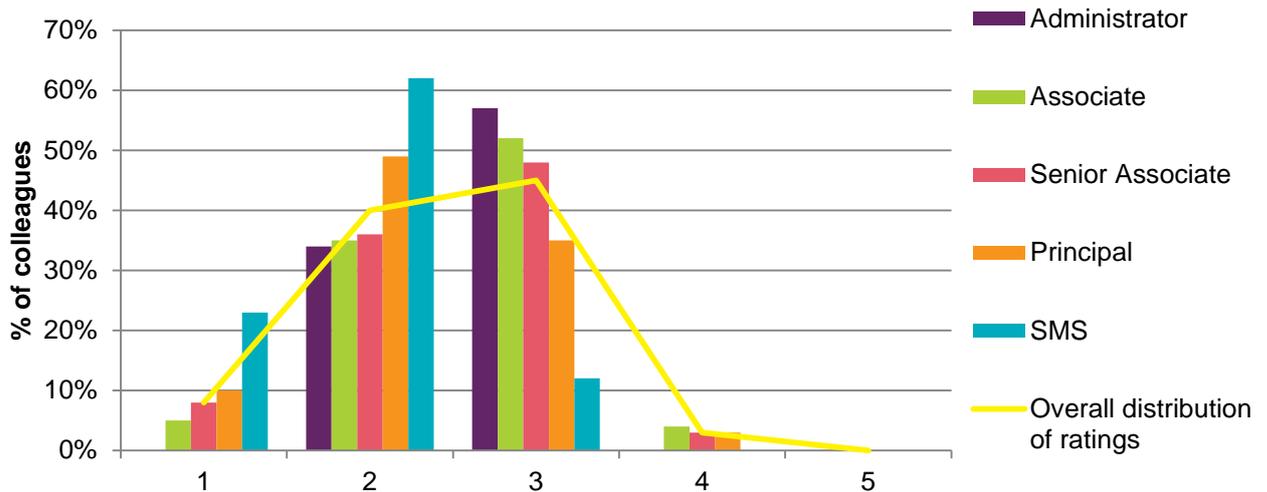
- Data on job level is complete for all colleagues eligible for the performance appraisal process.

- The overall distribution of performance ratings for eligible colleagues largely reflects the distribution of performance ratings at each job level. The only marked departure from this is overrepresentation of Senior Management and Specialists within performance rating two, and the overrepresentation of administrators in performance rating three.

Chart

This chart shows the distribution of performance ratings of colleagues within each job level, and within the overall population of colleagues.

Distribution of performance ratings by job level



Base: All Ofcom colleagues eligible for the 2013/14 performance appraisal process excluding those who were too early to assess (n= 773)

7.3 Gender and performance ratings

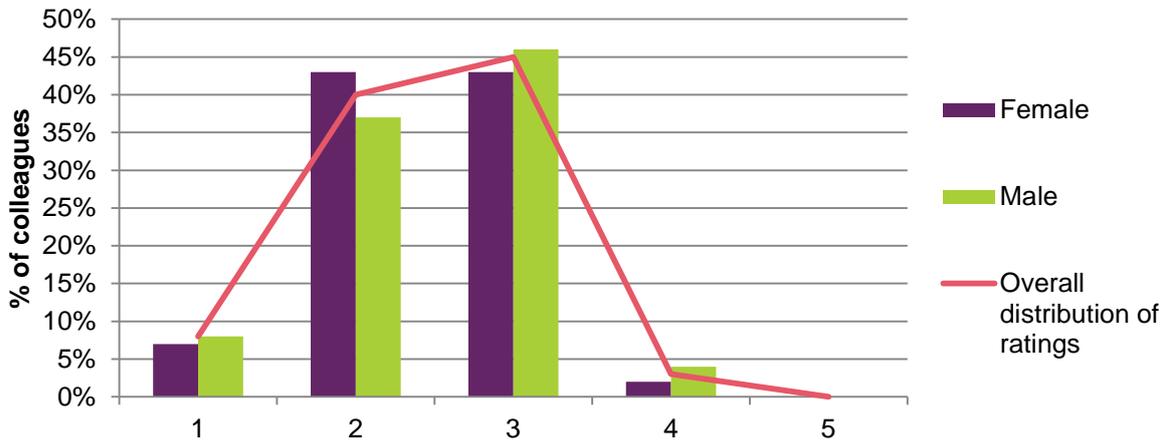
Key information

- Data on gender is complete for all colleagues eligible for the performance appraisal process.
- The overall distribution of performance ratings for all eligible colleagues largely reflects the distribution of performance ratings for each gender.

Chart

This chart shows the distribution of performance ratings of colleagues within each gender, and within the overall population of colleagues.

Performance ratings by gender



Base: All Ofcom colleagues eligible for the 2013/14 performance appraisal process excluding those who were too early to assess (n=773)

7.4 Age and performance ratings

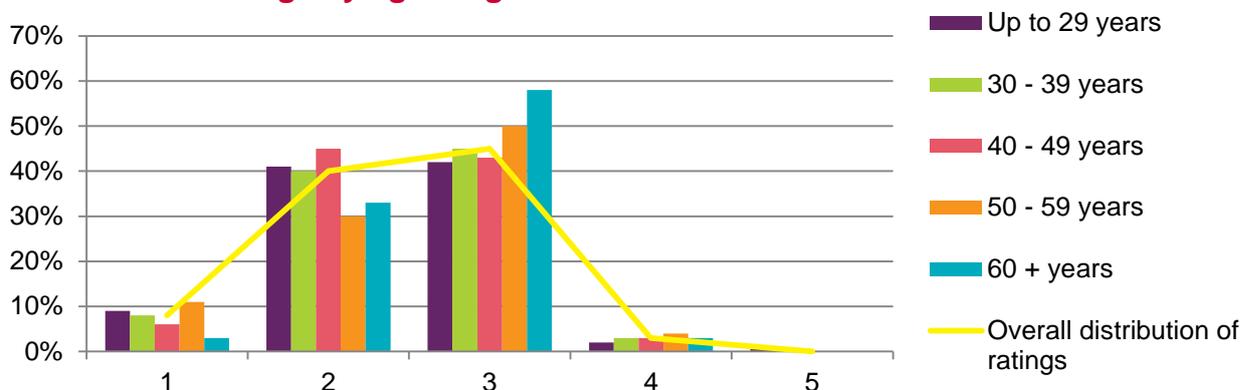
Key information

- Data on age is complete for all colleagues eligible for the performance appraisal process.
- The overall distribution of performance ratings for eligible colleagues largely reflects the distribution of performance ratings for each age range. The only marked departure from this is the overrepresentation of colleagues aged over sixty years within performance rating three. The size of the '60+ years' group is too small to make any further meaningful statistical inferences.

Chart

This chart shows the distribution of performance ratings of colleagues within each age range, and within the overall population of colleagues.

Performance ratings by age range



Base: Base: All Ofcom colleagues eligible for the 2013/14 performance appraisal process excluding those who were too early to assess (n=773)

7.5 Disability and performance ratings

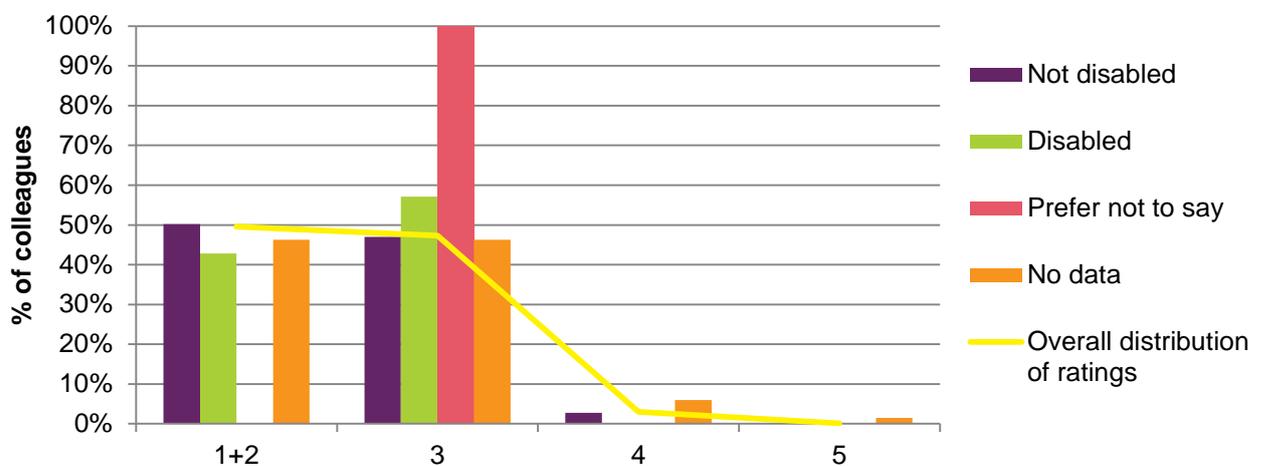
Key information

- We do not hold disability data for 4% of colleagues that were eligible for the performance appraisal process.
- When the distribution of performance ratings are analysed by disability, the data shows that colleagues with a disability are overrepresented within performance rating three as are those who prefer not to say whether they are disabled or not. The size of this group is too small to make any further meaningful statistical inferences.

Chart

This chart shows the distribution of performance ratings of colleagues within each disability group, and within the overall population of colleagues.

Performance ratings by disability



Base: All Ofcom colleagues eligible for the 2013/14 performance appraisal process excluding those who were too early to assess (n=773). Performance ratings one and two have been combined to protect the identity of colleagues.

7.6 Race and performance ratings

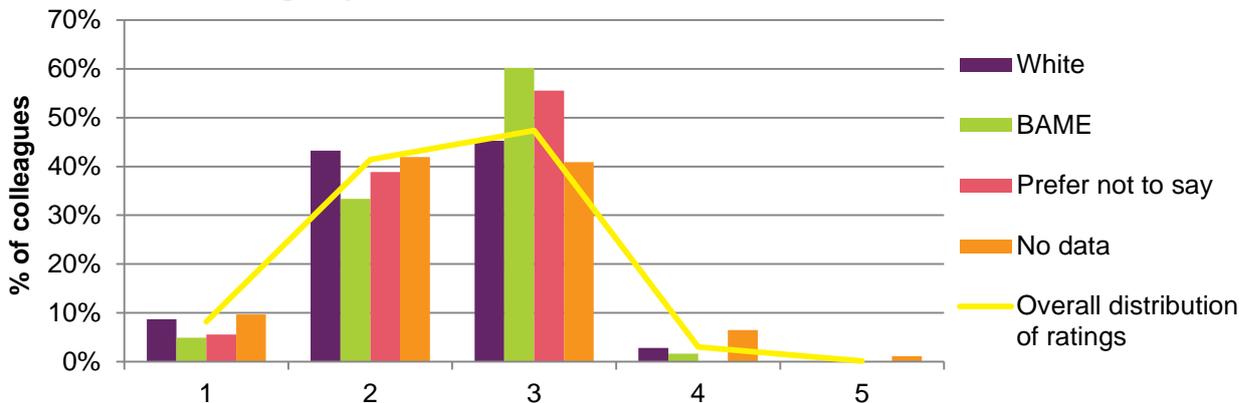
Key information

- We do not hold data on race for 12% of colleagues that were eligible for the performance appraisal process.
- When the distribution of performance ratings are analysed by race, colleagues from a BAME background are shown to be overrepresented within performance rating three and underrepresented in performance ratings one and two. The distribution of performance ratings for colleagues from a White background is shown to largely match the overall distribution of performance ratings at Ofcom.

Chart

This chart shows the distribution of performance ratings of colleagues within each ethnicity group, and within the overall population of colleagues.

Performance ratings by race



Base: All Ofcom colleagues eligible for the 2013/14 performance appraisal process excluding those who were too early to assess (n=773)

We wanted to find out why colleagues from a BAME background may be overrepresented in performance rating three. Previous analysis highlighted that BAME colleagues make up a large proportion of Administrators and Associates (found on page 20), and that Administrators and Associates are more likely to score a performance rating of three (found on page 29).

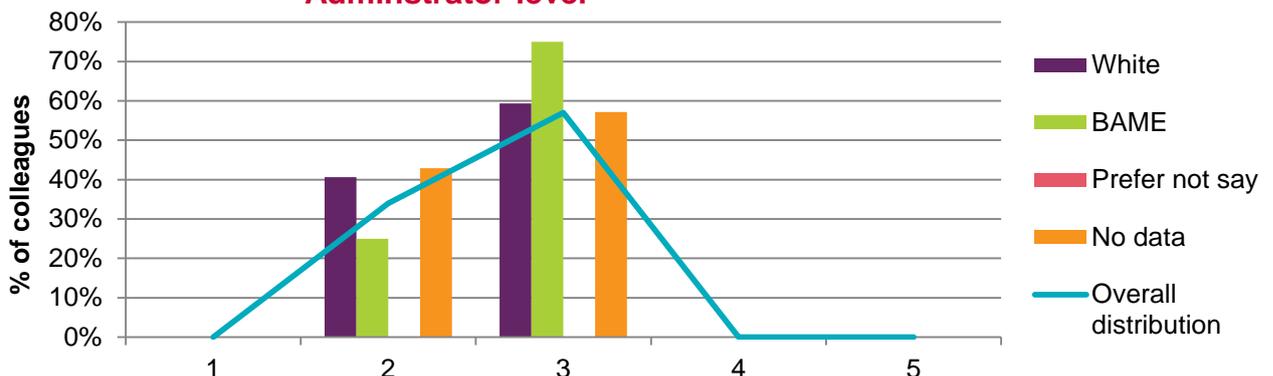
This led us to suspect that the correlation of an overrepresentation of BAME colleagues at Administrator and Associate level may lead to an overrepresentation of BAME colleagues receiving a performance rating of three. To explore this further we analysed the performance ratings of colleagues at each job level separately. To protect the identity of colleagues we are unable to publish the data of colleagues at SMS level.

The graphs below demonstrate that the overrepresentation of BAME colleagues in performance rating three may be exacerbated by their overrepresentation at Administrator and Associate level. They also highlight that this is an area that we need to pay attention to over the next performance rating period, however, as overrepresentation of BAME colleagues at performance rating three does seem to occur at every level.

Chart

This chart shows the distribution of performance ratings of colleagues at Administrator level, and their overall distribution.

Distribution of performance ratings amongst colleagues at Administrator level

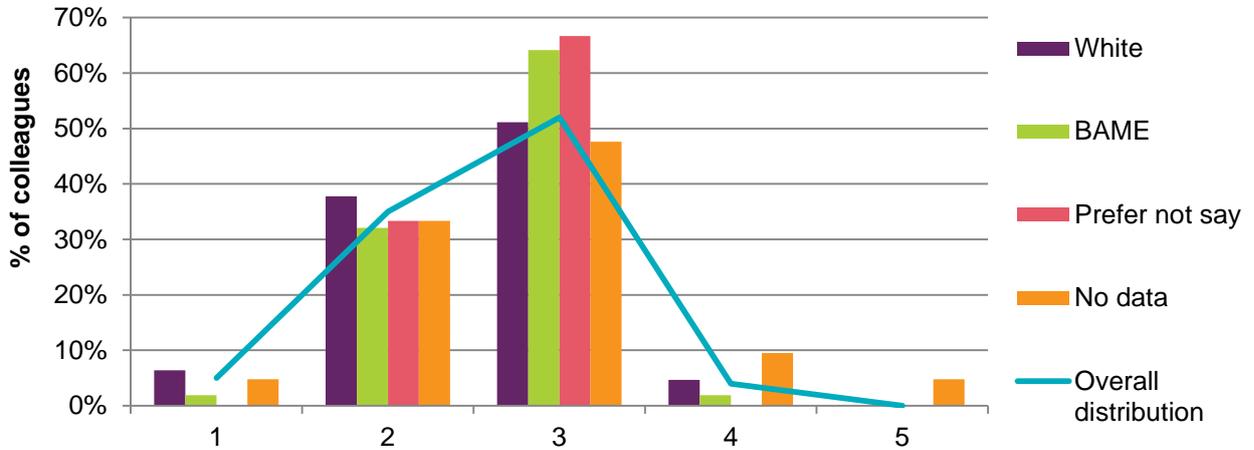


Base: All Ofcom colleagues eligible for the 2013/14 performance appraisal process excluding those who were too early to assess (n=51: BAME n=12; White n=32; Prefer not to say n=0; No data n=7)

Chart

This chart shows the distribution of performance ratings of colleagues at Associate level, and their overall distribution.

Distribution of performance ratings amongst colleagues at Associate level

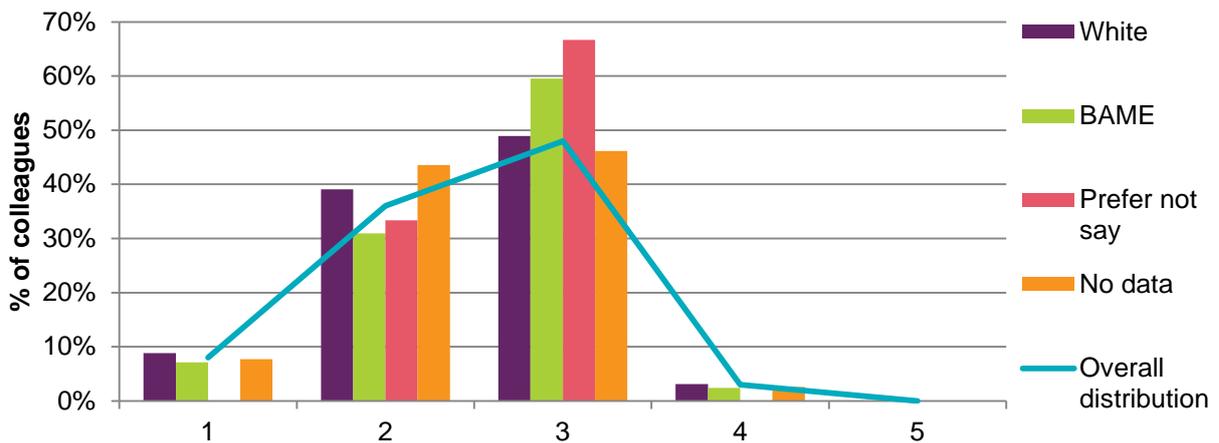


Base: All Ofcom colleagues eligible for the 2013/14 performance appraisal process excluding those who were too early to assess (n=249: BAME n=53; White n=172; Prefer not to say n=3; No data n=21)

Chart

This chart shows the distribution of performance ratings of colleagues at Senior Associate level, and their overall distribution.

Distribution of performance ratings amongst colleagues at Senior Associate level

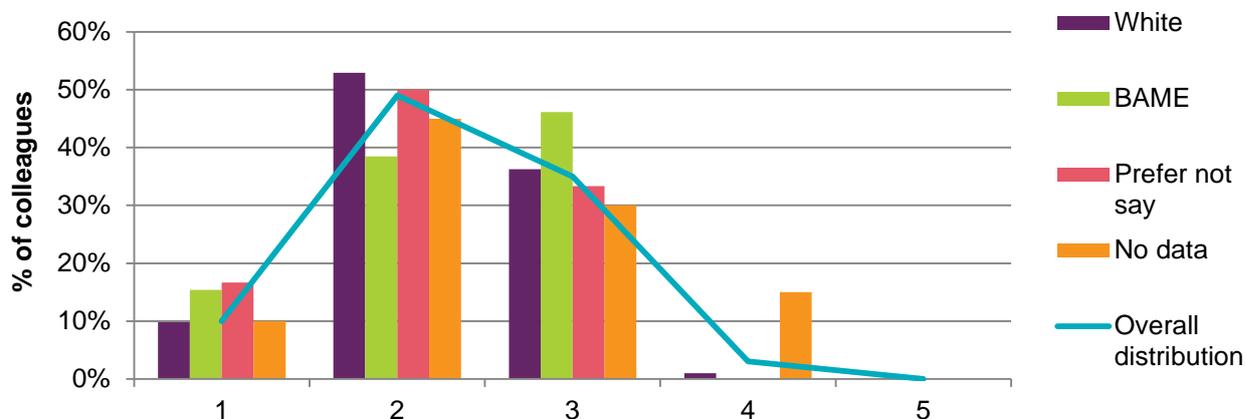


Base: All Ofcom colleagues eligible for the 2013/14 performance appraisal process excluding those who were too early to assess (n=282: BAME n=42; White n=192; Prefer not to say n=9; No data n=39)

Chart

This chart shows the distribution of performance ratings of colleagues at Principal level, and their overall distribution.

Distribution of performance ratings amongst colleagues at Principal level



Base: All Ofcom colleagues eligible for the 2013/14 performance appraisal process excluding those who were too early to assess (n=141: BAME n=13; White n=102; Prefer not to say n=6; No data n=20)

7.7 Sexual orientation and performance ratings

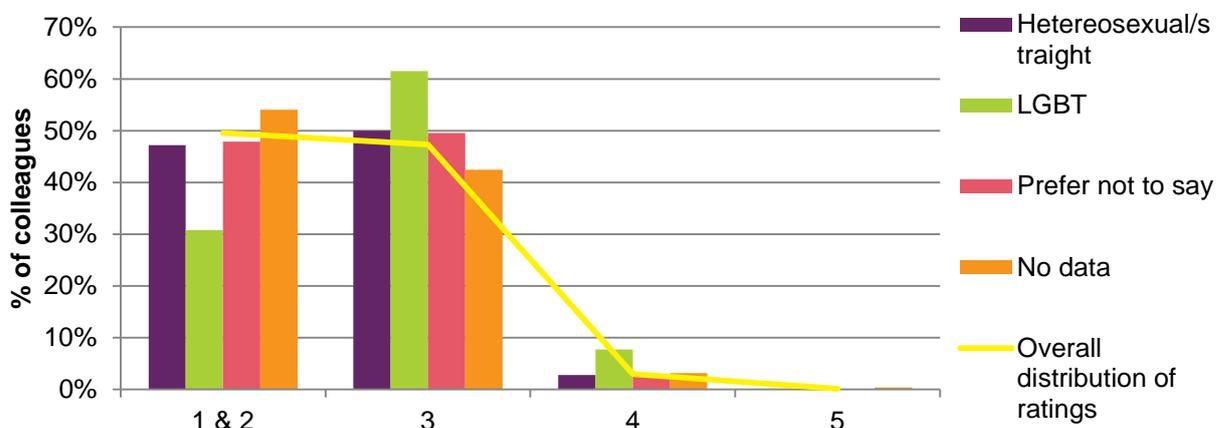
Key information

- We do not hold sexual orientation data for 37% of colleagues that were eligible for the performance appraisal process.
- When the distribution of performance ratings is analysed by sexual orientation, LGB colleagues are shown to be overrepresented in performance rating three and underrepresented in performance rating two. The size of this group is too small to make any further meaningful statistical inferences.

Chart

This chart shows the distribution of performance ratings of colleagues within each sexual orientation group, and within the overall population of colleagues.

Performance ratings by sexual orientation



Base: All Ofcom colleagues eligible for the 2013/14 performance appraisal process excluding those who were too early to assess (n=773). Performance ratings one and two have been combined to protect the identity of colleagues.

7.8 Promotions

Ofcom operates an annual in-role promotions process and the following data relates to promotions made within the 2014 promotions round. It does not include colleagues who were promoted through internal job applications.

Promotions data has only been analysed by gender to protect the identity of colleagues.

7.9 Gender, job level and promotion

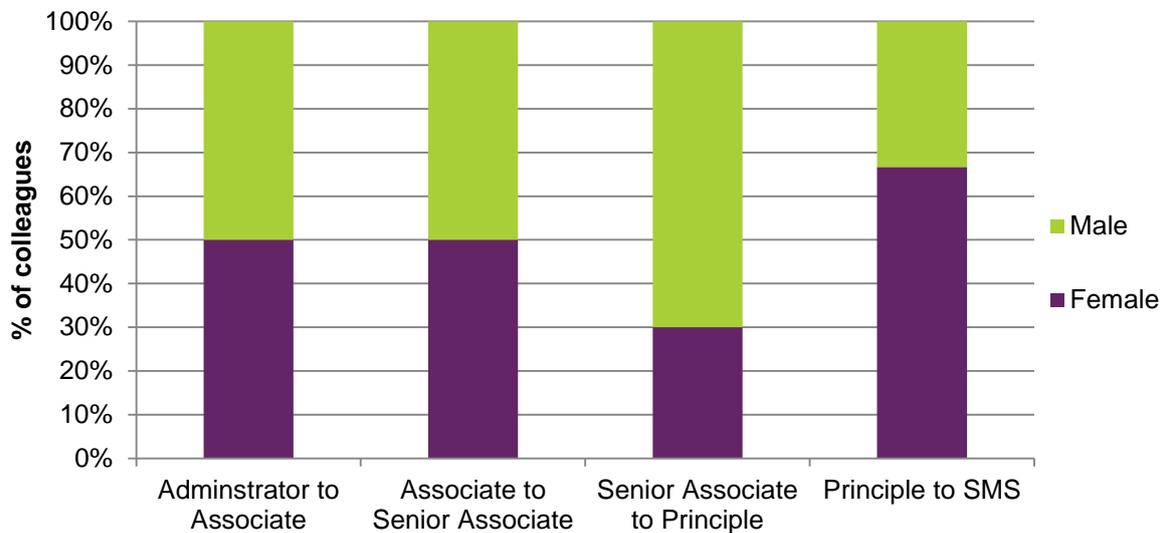
Key information

- Data on gender and job level is held for all colleagues that were within the promotions process.
- An even number of male and female colleagues were promoted to Associate and Senior Associate level. More male colleagues were promoted to Principal level and a higher percentage of female colleagues were promoted to SMS level.
- An equal number of female and male colleagues were promoted. Compared to the overall representation rate of men at Ofcom there were less male colleagues promoted. There were more females promoted compared to their overall distribution.

Chart

This chart shows the gender of colleagues within each promotion group.

Gender of colleagues within each promotion group

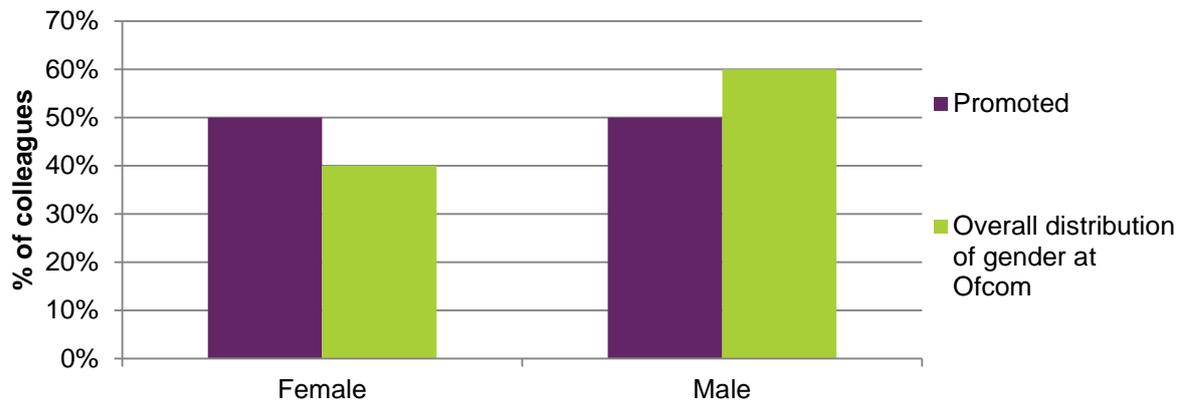


Base: All Ofcom colleagues that received a promotion in 2014 (n=32)

Chart

This chart shows the distribution of gender within the population of colleagues who were promoted, and the overall distribution of gender within the total Ofcom population of colleagues.

Promotions by gender



Base: All Ofcom colleagues that received a promotion in 2014 (n=32)

Section 8

Leavers

This section of the report provides diversity information in relation to colleagues who left Ofcom between 1 April 2013 and 31 March 2014.

8.1 Gender and leavers

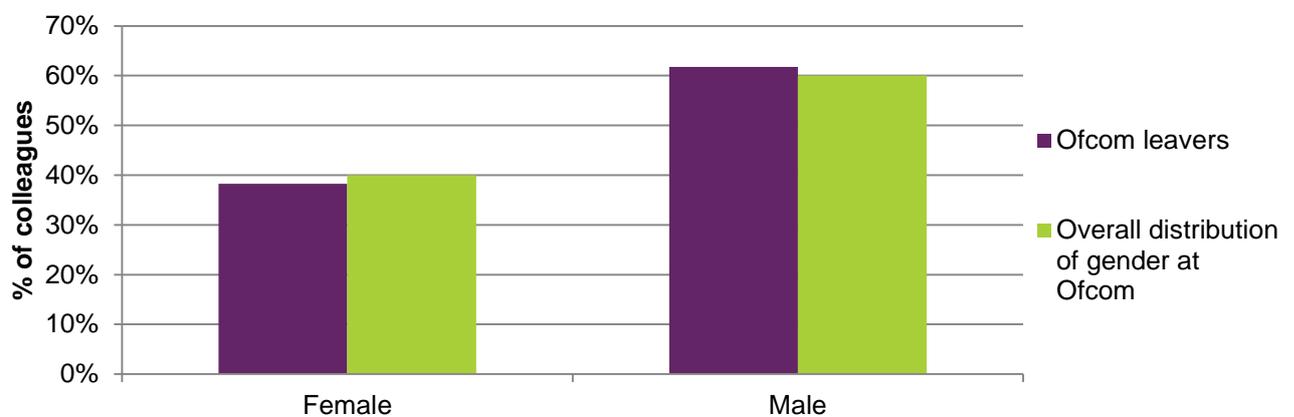
Key information

- Data on gender is complete for all Ofcom leavers.
- Generally, the percentage of each gender that left Ofcom between 1 April 2013 and 31 March 2014 is in line with the overall distribution of gender at Ofcom.
- The reasons for leaving of each gender are largely the same, with the majority of each gender leaving due to resignation.

Charts

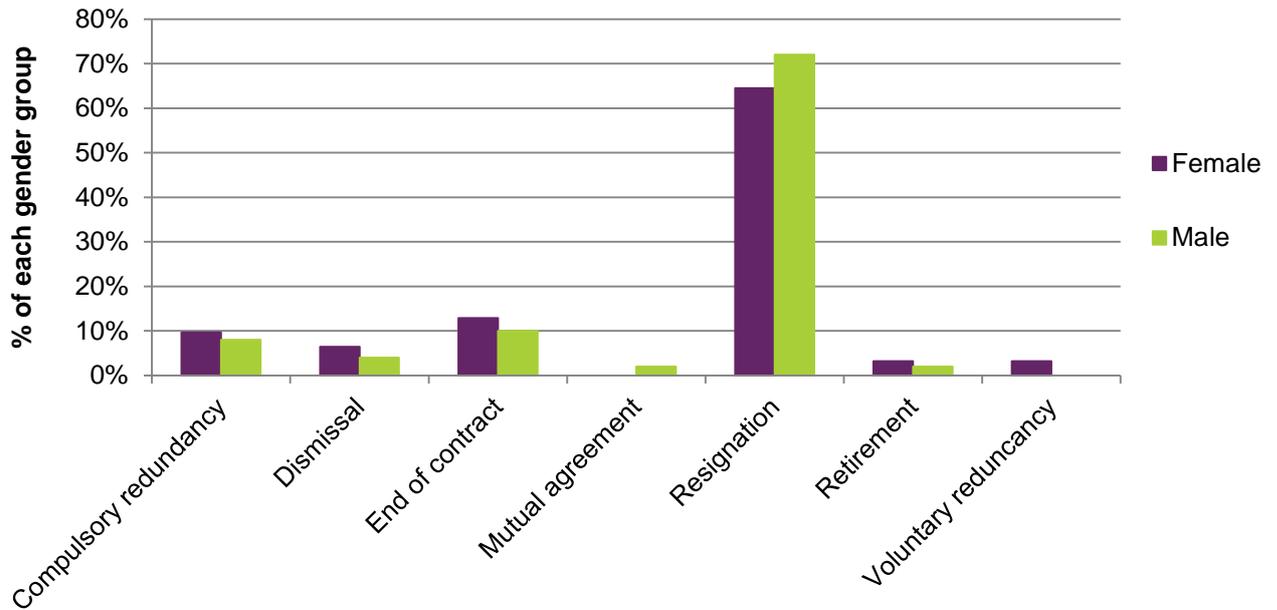
This chart shows the distribution of gender within the population of colleagues who left Ofcom, and the overall distribution of gender within the total Ofcom population of colleagues.

Leavers by gender



Base: All Ofcom leavers between 1 April 2013 and 31 March 2014 (n=81)

Reason for leaving by gender



Base: All Ofcom leavers between 1 April 2013 and 31 March 2014 (n=81)

8.2 Age and leavers

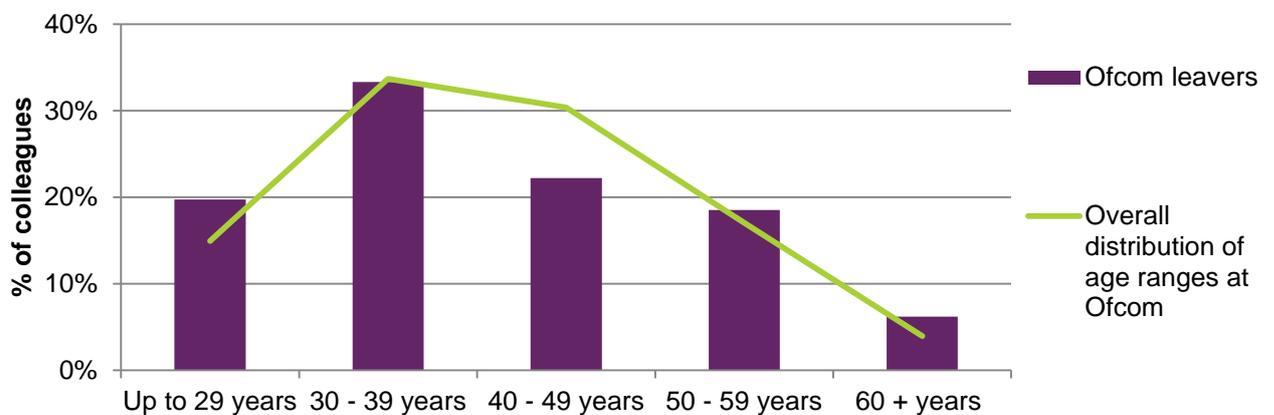
Key information

- Data on age is complete for all Ofcom leavers.
- Generally, the percentage of each age range that left Ofcom between 1 April 2013 and 31 March 2014 is in line with the overall age range distribution at Ofcom.

Chart

This chart shows the distribution of age ranges within the population of colleagues who left Ofcom, and the overall distribution of age ranges within the total Ofcom population of colleagues.

Leavers by age range



Base: All Ofcom leavers between 1 April 2013 and 31 March 2014 (n=81)

8.3 Disability and leavers

Key information

- We do not hold disability data for 6% of Ofcom leavers.
- 1% of Ofcom leavers had declared a disability. This is very similar to the overall representation of disabled colleagues at Ofcom which is 2%.
- Given the small number of those involved, further statistical analysis would be statistically meaningless.

8.4 Sexual orientation and leavers

Key information

- We do not hold sexual orientation data for 12% of Ofcom leavers.
- 4% of Ofcom leavers were LGB. This is very similar to the overall representation of LGB colleagues at Ofcom which is 2%.
- Given the small number of the populations involved further statistical analysis would be statistically meaningless.

8.5 Religion or belief and leavers

Key information

- We do not hold data on the religion or belief of 32% of Ofcom leavers.
- 46% of Ofcom leavers had a religion or belief. This is slightly higher than the overall representation of religious colleagues at Ofcom, which was 30%.
- 21% of Ofcom leavers did not have a religion or belief. This is slightly lower than the overall representation of non-religious colleagues at Ofcom, which was 31%.
- For both religious and non-religious colleagues the primary reason for leaving was due to resignation.
- Given the small number of the populations involved further statistical analysis would be statistically meaningless.

8.6 Race and leavers

Key information

- We do not hold data on race for 12% of Ofcom leavers.
- 23% of Ofcom leavers were BAME which is slightly higher than the overall distribution of BAME colleagues at Ofcom, which is 16%.
- 62% of Ofcom leavers were from a White background which is slightly lower than the overall distribution of White colleagues at Ofcom, which is 69%.
- Given the small number of the populations involved, further statistical analysis would be statistically meaningless.

Section 9

Recruitment

In March 2014, Ofcom installed a new applicant tracking system so we can track our recruitment at each stage of the process. This new system will allow us to collate and analyse the equality and diversity data at each stage of the application process. We have not yet been able to do this as we do not have enough data to analyse. We will be able to do this in our next report.

Section 10

Grievances

This section of the report provides information about grievances raised by colleagues related to bullying, harassment or discrimination.

Key information

- Records of grievances raised in 2014 are complete.
- During 1 April 2013 and 31 March 2014, three grievances relating to bullying, harassment or discrimination were raised by Ofcom colleagues. These grievances were thoroughly investigated.
- Given the small number of grievances there can be no meaningful statistical analysis.

Next steps

- This report will be reviewed by our Corporate Responsibility Steering Group and communicated to Ofcom colleagues.
- We will use the findings of this report to identify gaps in our current approach to diversity and feed this into our Single Equality Scheme action plan .
- We will continue to carry out benchmarking exercises to find out how we are performing on diversity in relation to our stakeholders and to other corporate employers.
- We will continue to improve our diversity monitoring systems and gather more complete data. This will be greatly improved through our new applicant tracking system.
- We will continue to survey Ofcom colleagues to find out their wider views on equality and diversity.

Annex 1

Protected characteristics

Age

The Act protects people of all ages. However, different treatment because of age is not unlawful direct or indirect discrimination, if a firm can justify it. Age is the only protected characteristic that allows employers to justify direct discrimination.

Disability

The Act has made it easier for a person to show that they are disabled and to be protected from disability discrimination. Under the Act, a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. To collect this data, employees and candidates were asked whether they identified themselves as disabled under the definitions of the 2010 Act.

Gender reassignment

The Act provides protection for transsexual people. A transsexual person is someone who proposes to, starts or has completed a process to change his or her gender. The Act no longer requires a person to be under medical supervision to be protected – so a woman who decides to live as a man but does not undergo any medical procedures would be covered. It is discrimination to treat transsexual people less favourably for being absent from work because they propose to undergo, are undergoing or have undergone gender reassignment than they would be treated if they were absent because they were ill or injured.

Marriage and civil partnership

The Act protects employees who are married or in a civil partnership against discrimination. Single people are not protected.

Pregnancy and maternity

A woman is protected against discrimination on the grounds of pregnancy and maternity during the period of her pregnancy and any statutory maternity leave to which she is entitled. During this period, pregnancy and maternity discrimination cannot be treated as sex discrimination. The Act forbids an employer from taking into account an employee's period of absence due to pregnancy-related illness when making a decision about her employment.

Race

For the purposes of the Act 'race' includes colour, nationality and ethnic or national origins. We define race data according to the criteria used in the 2001 UK Census. This complies with the code of practice on ethnic monitoring published in May 2002.

Religion or belief

In the Act, religion includes any religion. It also includes a lack of religion, in other words employees or jobseekers are protected if they do not follow a certain religion or have no religion at all.

Gender

Both men and women are protected under the Act. We record gender as male or female.

Sexual orientation

The Act protects bisexual, gay, heterosexual and lesbian people.

Annex 2

Race classifications

Race and race data collected by Ofcom is classified according to the criteria used in Census 2001 and is in accordance with the Code of Practice on Ethnic Monitoring (2002). The classifications used are:

- White – British
- White Irish
- White – Other
- Black / Black British – African
- Black / Black British – Caribbean
- Black / Black British – Other
- Asian / Asian British – Indian
- Asian / Asian British – Pakistani
- Asian / Asian British – Bangladeshi
- Asian / Asian British – Other
- Chinese
- Other ethnic background;
- Mixed – White and Asian;
- Mixed – White and Black African
- Mixed – White and Black Caribbean
- Mixed – Other

For reporting purposes, we have grouped the above classifications as follows:

- BAME (Black, Asian and Minority Ethnic)
- White



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