



Report on the diversity profile
of Ofcom colleagues
2012

Research Document

Publication date: October 2013

Contents

Section		Page
1	Executive summary	1
2	Promoting diversity and equality at Ofcom	3
3	About this diversity report	6
4	Colleague profile	9
5	Job level	14
6	Training and development	21
7	Performance and promotion	25
8	Leavers	34
9	Recruitment	37
10	Grievances	38
11	Next steps	39
Annex		Page
1	Protected characteristics	40
2	Race classifications	42

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. We need people from diverse backgrounds to help us ensure we make sound decisions that are representative of the different perspectives within society. We monitor and carry out analysis of the diversity profile of our colleagues which 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 fairer, more equal and diverse.

This is Ofcom's second report on the diversity profile of colleagues and fulfils part of our public sector Equality Duty under the Equality Act 2010, and commitment under our Single Equality Scheme. Within this report we provide information relating to the nine protected characteristics set out in the Act.

1.2 Summary of findings on the diversity of Ofcom colleagues

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

Age: We have colleagues in age ranges between and including 16 to 19 years old, and 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 6% preferring not to say or with no data recorded.

Race: 68% of colleagues are from a White background, 15% a BAME (Black, Asian, Minority Ethnic) background and 17% preferred not to say or data is not recorded.

Sexual orientation: 45% of colleagues are heterosexual / straight, 2% are LGB (lesbian, gay or bi), and 53% preferred not to say or data is not recorded.

Religion or belief: 29% of colleagues do not have a religion and 43% preferred not to say or data is not recorded. At least seven religions or beliefs are represented at Ofcom, the largest group being those who are Christians at 23%.

Pregnancy and maternity: 5% of female colleagues took maternity leave in 2012. Of those that took maternity leave, 13% were from a BAME background, 63% were from a White background, and 24% preferred not to say or 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 this report to colleagues and use the findings to identify gaps in our current approach to diversity.
- We will benchmark our performance with other stakeholders and corporate employers.
- We will continue to improve our diversity monitoring systems; capturing more complete data from colleagues and using this information to advance the promotion of equality and diversity within Ofcom.

Section 2

Promoting diversity and equality at Ofcom

2.1 Introduction

At Ofcom, diversity and equality are central to our values and our approach to the work we do. To be effective as a regulator, we need to understand and reflect the society we serve; therefore, it is essential we promote diversity and equality within Ofcom.

Reporting on the diversity profile of our workforce is just one element of our approach to diversity and equality. Within this section of the report, 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. The SES also sets out our equality objectives for the period of 2011-2014.

These 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 at: <http://www.ofcom.org.uk/about/equality-and-diversity/>

2.3 Benchmarking

Ofcom is committed to operating in line with diversity and equality best practice and we regularly carry out benchmarking to assess how well we are doing, and to identify areas where we need to improve. We use the feedback we receive from our benchmarking activities as a basis for targeted improvement plans in the areas of disability, gender, ethnicity and sexual orientation equality.

In 2012, we submitted to the following benchmarking schemes and achieved these results:

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 bi (LGB) people. Ofcom ranked 153 out of 376 employers that took part - an increase of seventeen places 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 77 percent for our 2012 submission to this benchmark and featured in the 'Top Ten Public Sector' list.

Opportunity Now

Opportunity Now is a gender equality benchmarking exercise. Ofcom scored 76 percent for our 2012 submission to this benchmark and also featured in the 'Top Ten Public Sector' list.

Disability Standard

The Disability Standard is a benchmark management tool to help organisations measure and improve on performance in ten areas of operation with respect to their disabled customers, clients or service users, employees and stakeholders. Ofcom scored 54 percent for our 2012 submission.



2.4 Equal pay audit

Ofcom support the principle of equal pay for work of equal value and are 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 in our Single Equality Scheme.

We carried out our last equal pay audit in 2012 and found that there are some differences in levels of pay amongst colleagues doing similar roles but there does not appear to be a clear gender bias.

For more details, a summary of the Ofcom equal pay audit can be viewed here: <http://www.ofcom.org.uk/files/2012/07/EqualPayAudit2012.pdf>

2.5 Equality impact assessments

We undertake Equality Impact Assessments (EIAs) to assess the potential impacts of 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. We are working to achieve 100% EIA completion rates for all our policies and projects.

2.6 Governance

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

- Corporate Responsibility Steering Group – a committee of senior managers who oversee our corporate responsibility strategy and Single Equality Scheme
- Diversity and Equality Working Group – a committee of Ofcom colleagues who act as advocates on diversity issues

We also have senior Diversity Sponsors for each equality strand to ensure that the needs of each protected characteristic are represented.

2.7 Meeting our duty 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, pregnancy and maternity.

The Equality Duty is supported by specific duties requiring public bodies to publish relevant, proportionate information demonstrating their compliance with the Equality Duty, and to set themselves equality objectives. Alongside our SES, this report fulfils our public sector Equality Duty under the Equality Act 2010.

Section 3

About this diversity report

3.1 What data is used

This report provides an overview of our equality and diversity monitoring for all permanent Ofcom colleagues. The data used is either a snapshot of colleagues taken at 31 December 2012, or covers the period 1 January to 31 December 2012.

3.2 How we collect the data

We ask colleagues to complete an equality and diversity monitoring form on joining Ofcom and to review this data annually. We also ask candidates for Ofcom jobs to complete a voluntary monitoring form as part of their application process.

3.3 Areas of reporting

The Equality Duty replaced the 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 Duty are:

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

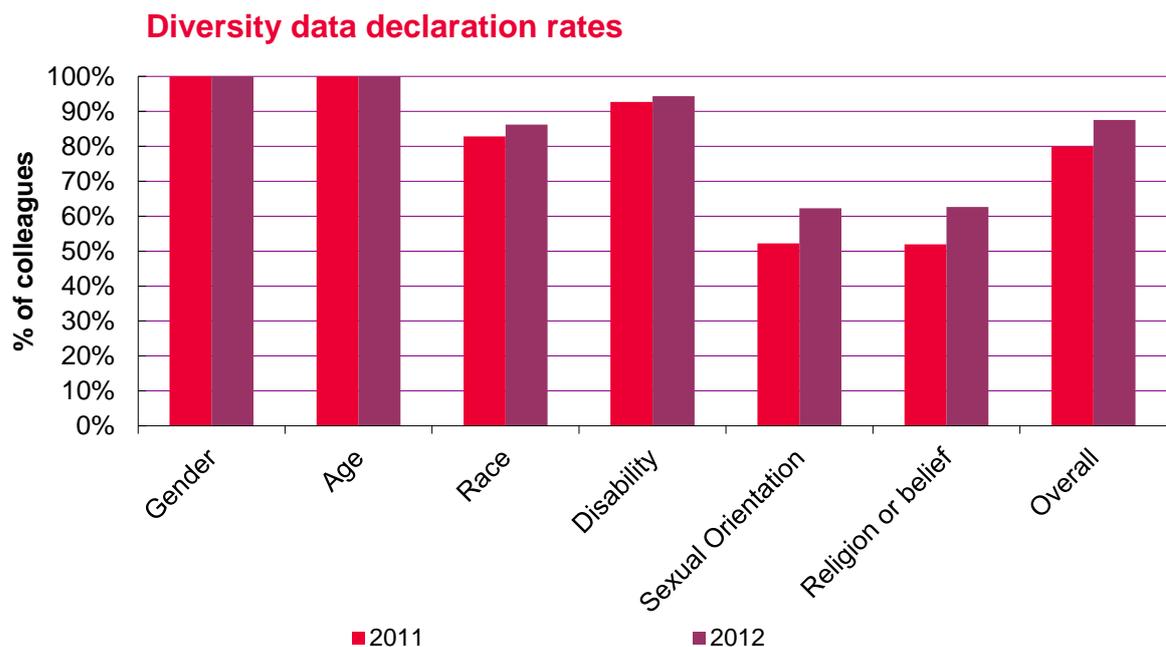
See Annex 1 for definitions of these terms and our usage of them.

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

Following our first report on the diversity profile of Ofcom colleagues it was identified that the data we held was not always complete, therefore in some cases making meaningful inferences from it was problematic.

To address this issue, we ran an internal communications campaign called 'Big Brother isn't watching you'. This campaign explained to colleagues why we collect diversity data, how we store it, and how we use it. We encouraged all colleagues to revisit their diversity data and update it; this achieved an increase in declaration rates across all protected characteristics that we monitor.



Base: All colleagues 2011 n=768 / 2012 n=798

3.5 How this report is structured

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

- Colleague profile
- Training and development
- Performance ratings and promotions
- Maternity leave
- Grievances
- Leavers

We currently cannot provide data on our recruitment process and we are working to improve our monitoring systems to ensure that this is an area we will be able to report on in future.

3.6 Understanding the charts within this report

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

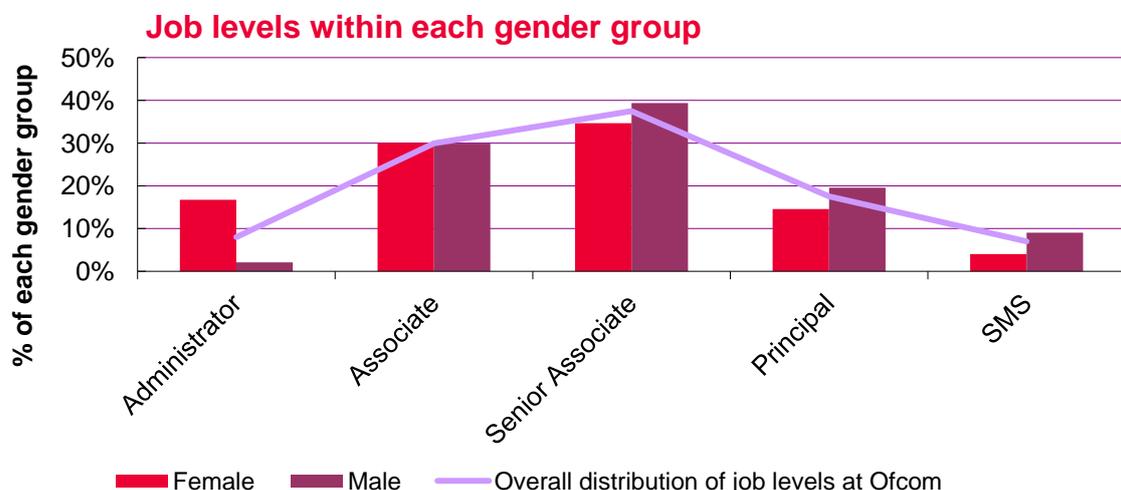
To do this, on many of the bar charts featured in this report we have included a chart line to indicate the overall distribution of the protected characteristic or area that we are interested in analysing.

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

- 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.
- We have then split this population into discrete diversity groups – as we are looking at gender, this is males and females.
- We have charted the distribution of job levels for males, and for females.
- 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).
- The closer the male and female bar charts are to the chart line, the greater gender balance there is within each job level.
- 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.



Section 4

Colleague profile

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

Where the percentage of particular diversity groups has changed from last year, this can largely be attributed to the increased declaration rates of colleague diversity data. This means that we had more complete data for this report, which has shifted the representation of diversity groups in terms of percentages, but not necessarily in absolute terms.

The diversity data represents a snapshot of Ofcom's workforce taken at the end of 2012.

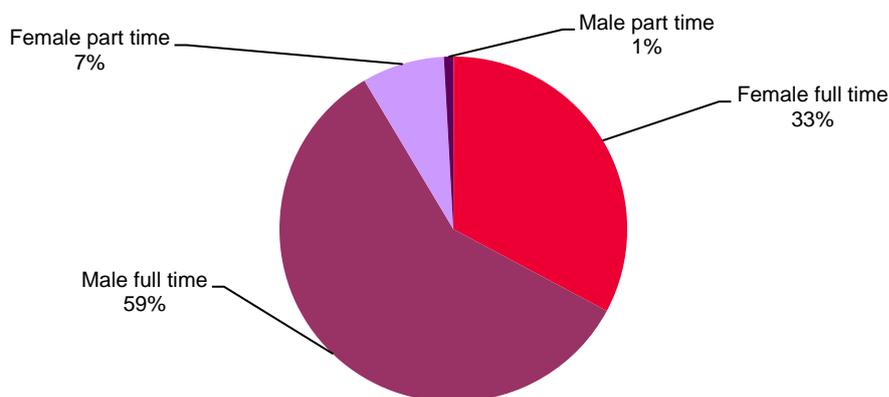
4.1 Gender

Key information

- Data on gender is held for all colleagues.
- 60% of colleagues are male and 40% are female.
- The largest group of female colleagues are those aged between 30 and 39 years, and males, between 40 and 49 years.

Chart

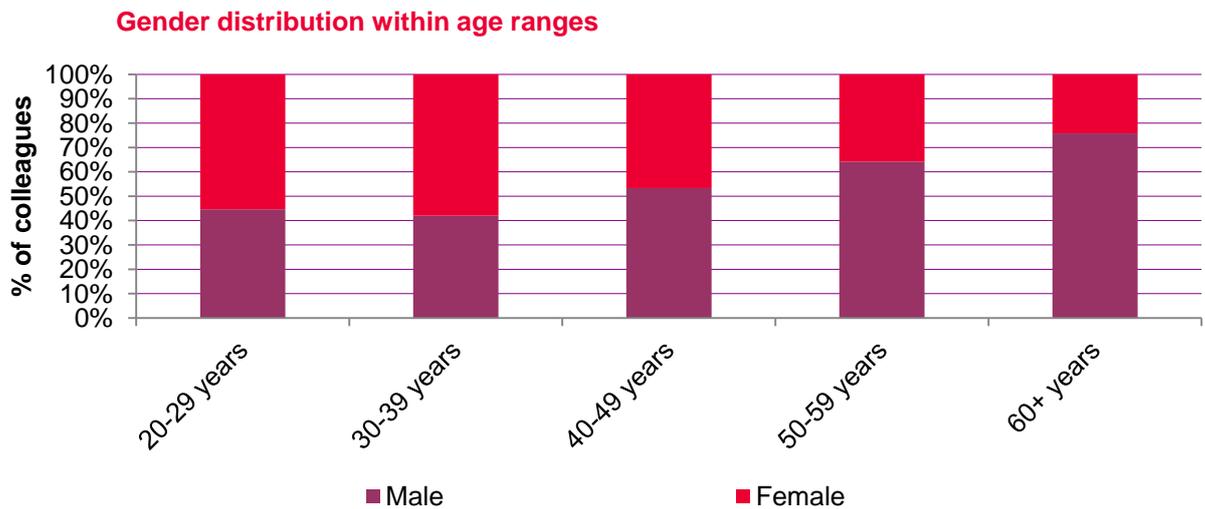
Gender and work pattern of Ofcom colleagues



Base: All colleagues as at December 2012 (n=798)

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 up to the 50 – 59 years and over age ranges, there is roughly an even gender balance and we will be carrying out further investigation as to the reasons for this finding.



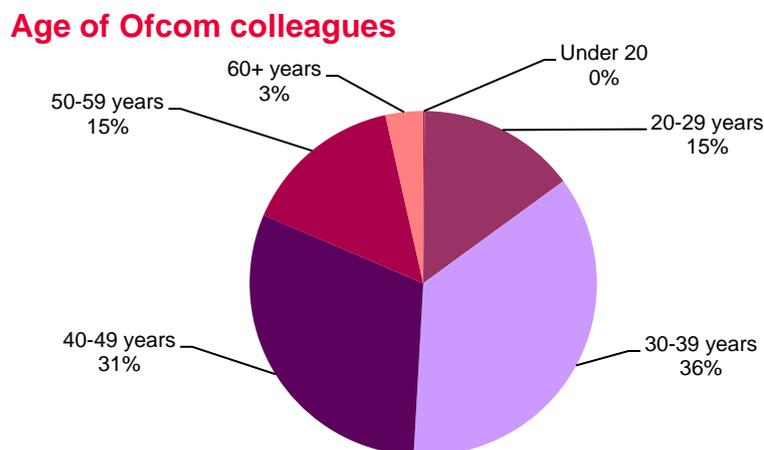
Base: All colleagues as at December 2012 (n=798)

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



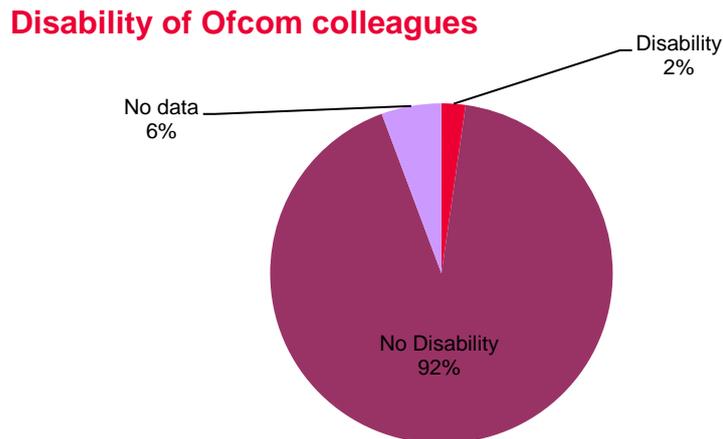
Base: All colleagues as at December 2012 (n=798)

4.3 Disability

Key information

- We do not hold data on disability for 6% of colleagues.
- 2% of colleagues have declared a disability.

Chart



Base: All colleagues as at December 2012 (n=798)

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

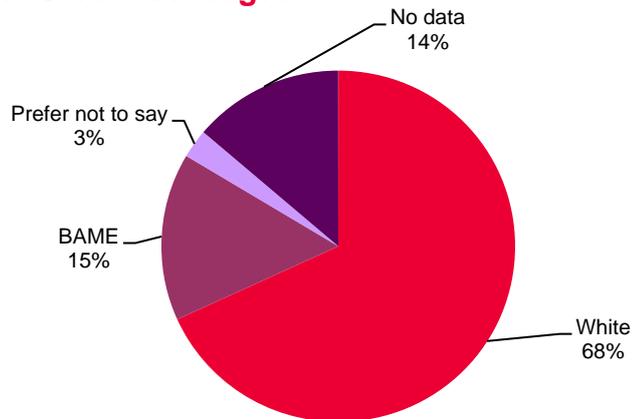
Please see Appendix 2 for a full list of classifications and how they are grouped.

Key information

- We do not hold data on race for 14% of colleagues.
- 15% of colleagues are from a BAME background.
- 68% of colleagues are from a White background.

Chart

Race of Ofcom colleagues



Base: All colleagues as at December 2012 (n=798)

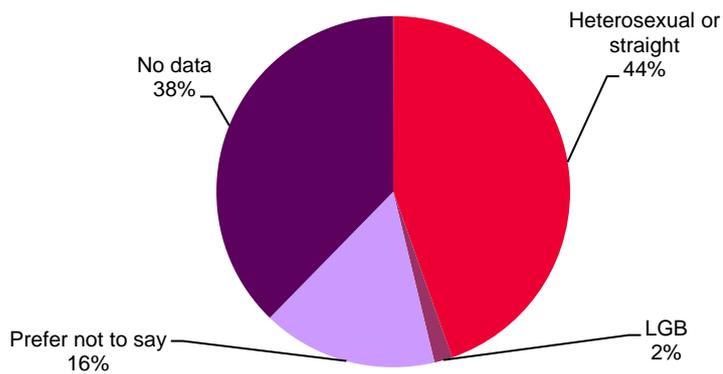
4.5 Sexual orientation

Key information

- We do not hold data on sexual orientation for 38% of colleagues.
- 2% of colleagues are LGB (lesbian, gay, bi).

Chart

Sexual orientation of Ofcom colleagues



Base: All colleagues as at December 2012 (n=798)

4.6 Marriage and civil partnership

Ofcom does not collect information as to 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 2012, 5% of female colleagues took maternity leave.
- Of those who took maternity leave, 69% were employed full time and 31% part time.
- Of those who took maternity leave 13% were from a BAME background, 63% were from a White background and 24% preferred not to say or data was not recorded.
- No disabled colleagues took maternity leave during this period.

4.8 Religion and belief

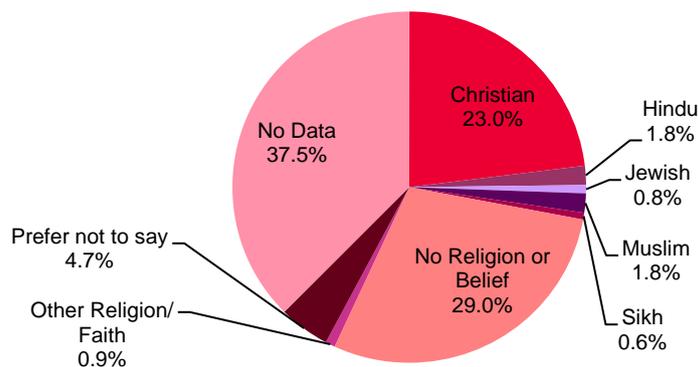
Data on the religion or belief of Ofcom colleagues is classified according to the criteria used in Census 2001.

Key information

- We do not hold data on religion or belief for 38% of colleagues.
- At least seven religions or beliefs are represented at Ofcom.

Chart

Religion or belief of Ofcom colleagues



Base: All colleagues as at December 2012 (n=798)

4.9 Gender reassignment

Ofcom does not currently collect this information. We are working to improve our monitoring systems so that we can provide data on this protected characteristic 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 and 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.

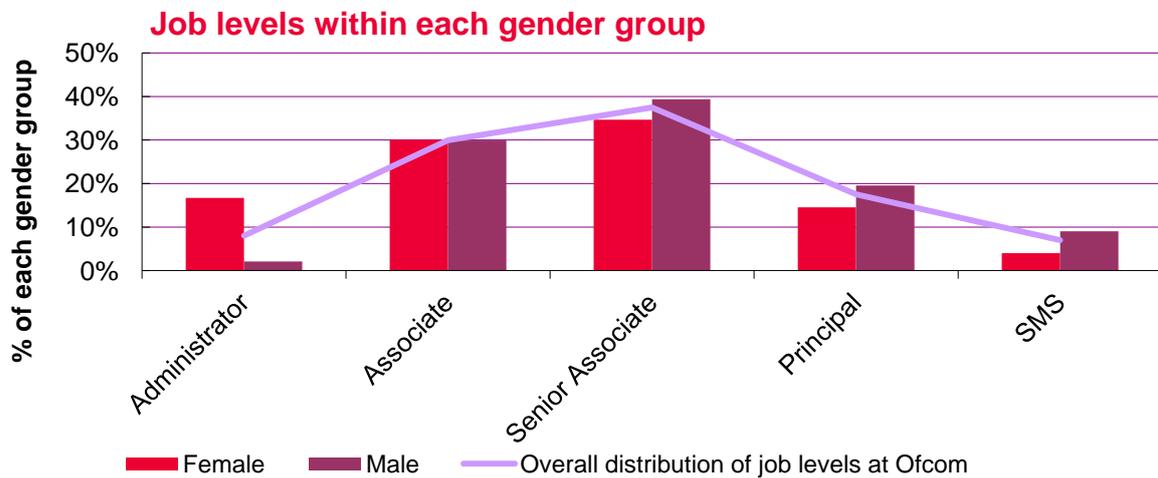
5.1 Gender and job level

Key information

- The majority of both male (39%) and female (35%) colleagues work at Senior Associate level.
- Males make up the majority of each job level, except at Administrator level where women are in the majority.
- 10% of colleagues that work part time are male.
- Part time working takes place at all job levels within Ofcom.

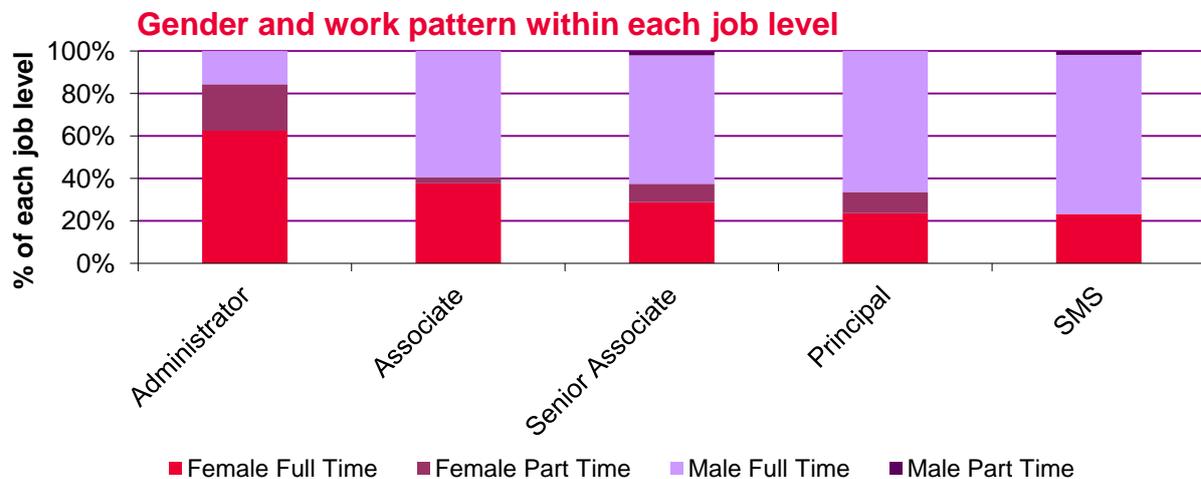
Charts

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



Base: All colleagues as at December 2012 (n=798)

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



Base: All colleagues as at December 2012 (n=798)

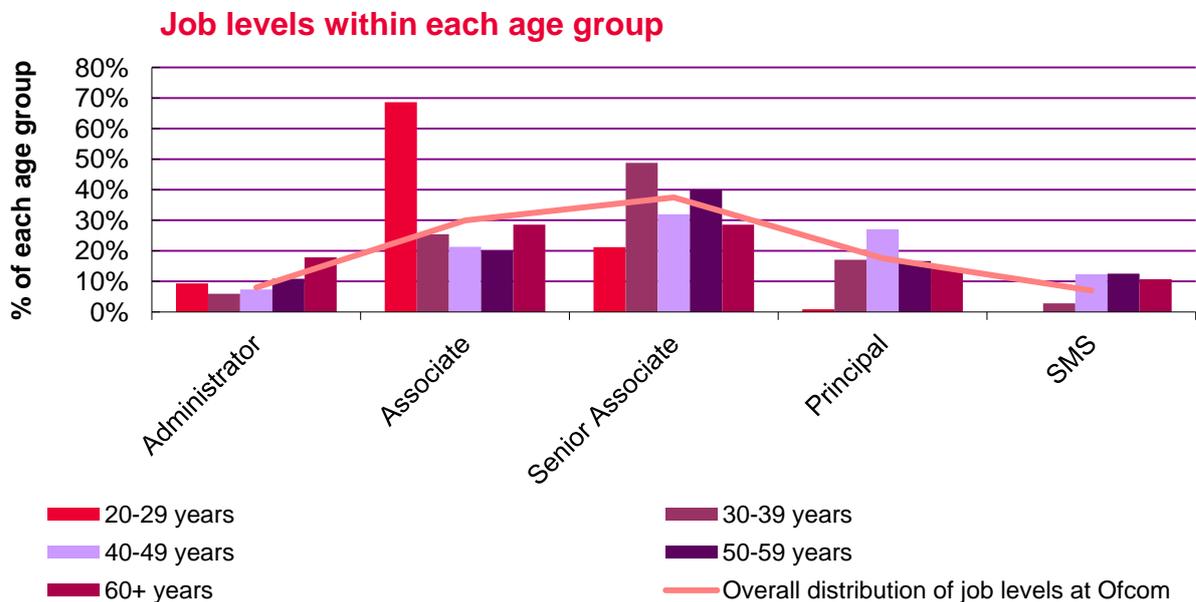
5.2 Age and job level

Key information

- Data for age and job level is complete for all colleagues. Due to the small number of colleagues within the 'under 20 years' age category, this has been removed from the charts to protect colleague identification.
- With the exception of the under 20 age range category, each job level except for SMS has representation of all age ranges.

Chart

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



Base: All colleagues as at December 2012 (n=798). Under 20 category has been removed to protect identification of colleagues

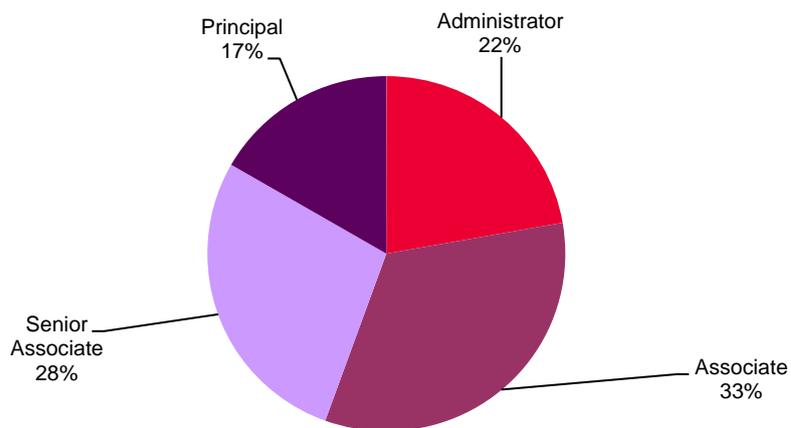
5.3 Disability and job level

Key information

- We do not hold data on disability for 6% of colleagues.
- 2% of colleagues have declared a disability.
- Disabled colleagues are represented within each job level, except at SMS level.

Chart

Job level of disabled colleagues



Base: All colleagues that have declared a disability (n=18)

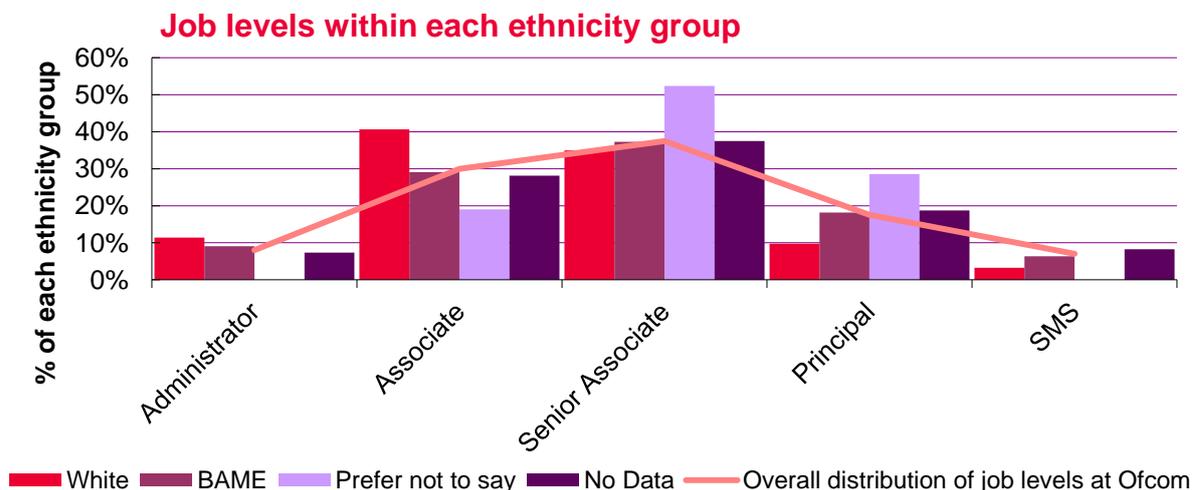
5.4 Race and job level

Key information

- We do not hold data on race for 14% of colleagues.
- 15% of colleagues are from a BAME background and 68% 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 Associate level.
- The greatest proportion of BAME colleagues work at Senior Associate level.

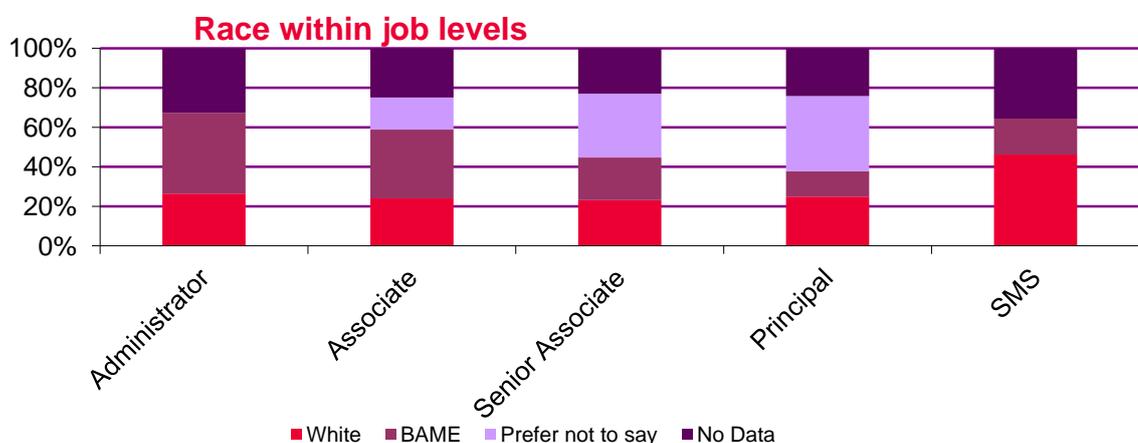
Charts

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



Base: All colleagues as at December 2012 (n=798).

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



Base: All colleagues as at December 2012 (n=798).

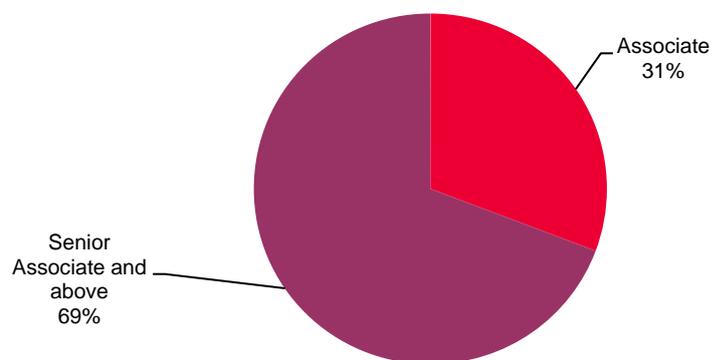
5.5 Sexual orientation and job level

Key information

- We do not hold data on sexual orientation for 53% of colleagues.
- 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=13). Roles above Associate have been combined to protect the identity of colleagues

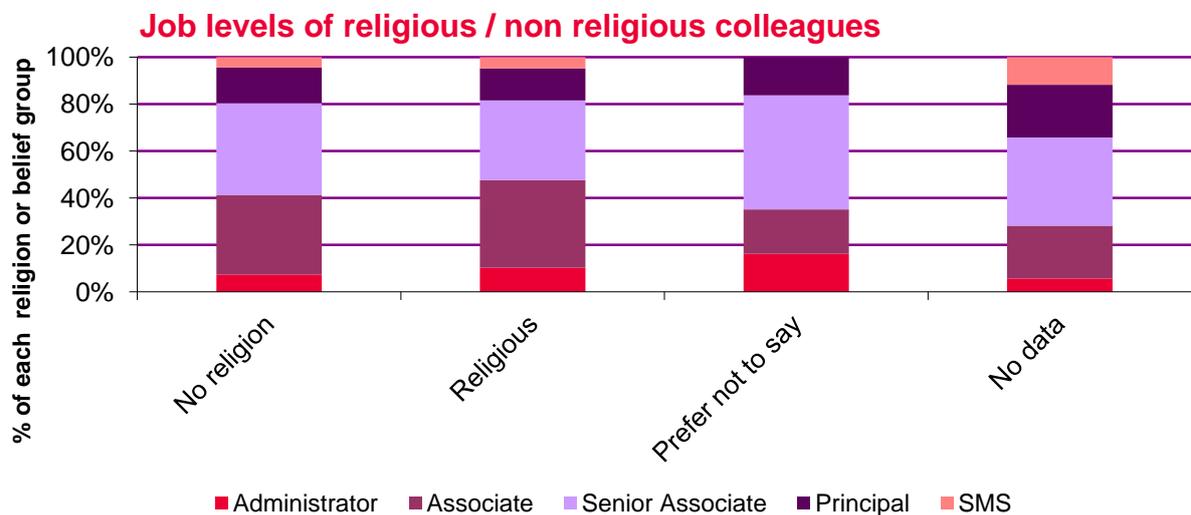
5.6 Religion or belief and job level

Key information

- We do not hold data on religion or belief for 38% of colleagues.
- 29% of colleagues have a religion or belief, and 29% 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.



Base: All colleagues as at December 2012 (n=798)

Section 6

Training and development

This section of the report provides diversity information about Ofcom colleagues who have received training and development in 2012. This data only includes colleagues who have attended specific training and development courses which are recorded on our database, and does not include eLearning. 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.

In calendar year 2012, 69% of colleagues completed some form of training and development.

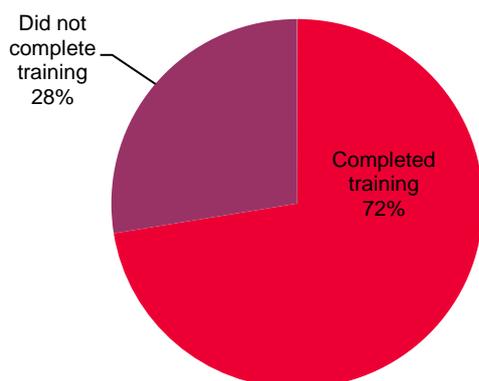
6.2 Gender and training and development

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.

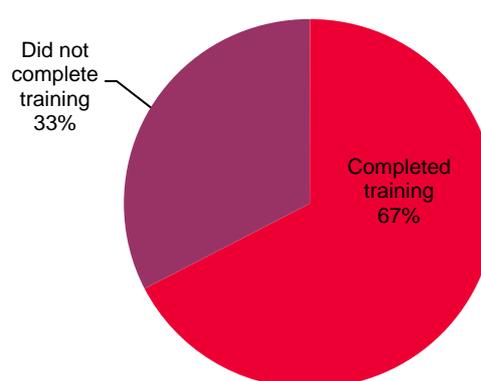
Charts

Training and development of female colleagues



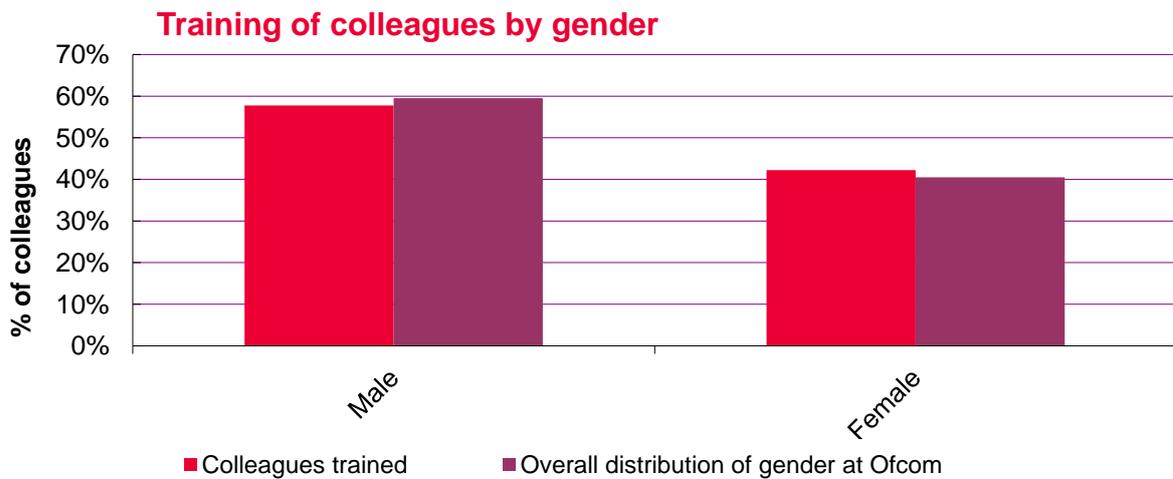
Base: All female colleagues that completed a training and development activity, excluding e-learning in 2012 (n=234)

Training and development of male colleagues



Base: All male colleagues that completed a training and development activity, excluding e-learning in 2012 (n=320)

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



Base: All colleagues as that completed a training and development activity, excluding e-learning in 2012 (n=554)

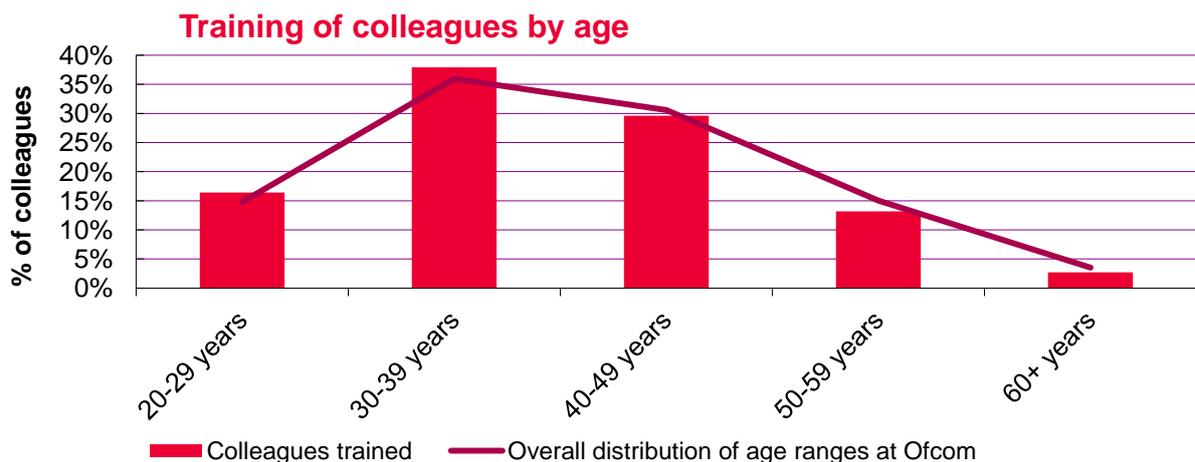
6.3 Age and training and development

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.



Base: All colleagues as that completed a training and development activity, excluding e-learning in 2012 (n=554)

6.4 Disability and training and development

Key information

- We do not hold data on disability for 6% of colleagues that completed training or development in 2012.
- 44% of all disabled colleagues at Ofcom completed some form of training and development in 2012.
- 1% of colleagues that completed some form of training or development in 2012 were disabled. This is slightly lower than the overall representation rate of disabled colleagues at Ofcom which is 2%.

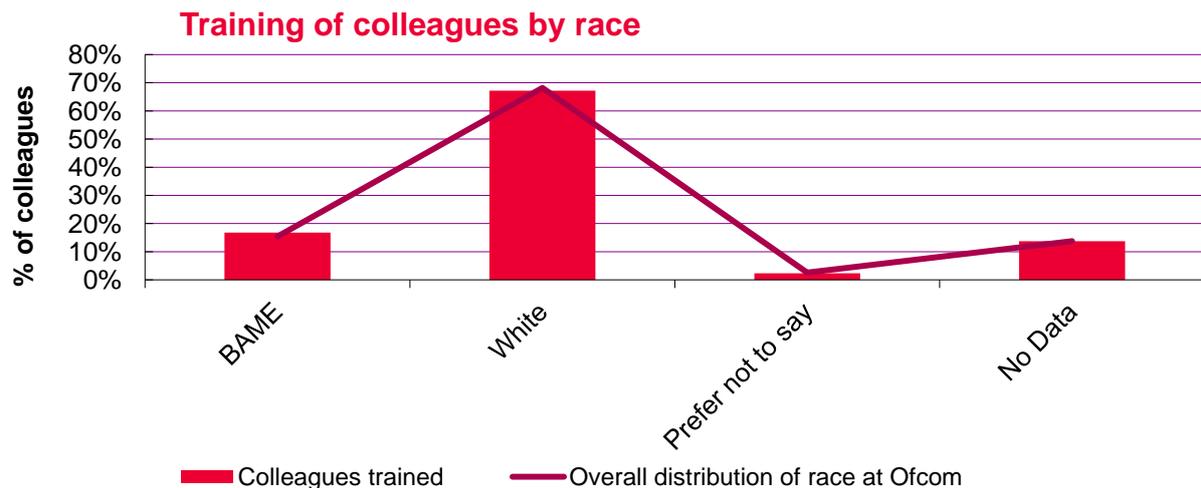
6.5 Race and training and development

Key information

- We do not hold data on race for 14% of colleagues that completed training or development in 2012.
- 76% of all BAME colleagues at Ofcom completed some form of training and development in 2012.
- 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 group of all colleagues that completed a learning and development activity, and the overall distribution of ethnicity at Ofcom.



Base: All colleagues as that completed a training and development activity, excluding e-learning in 2012 (n=554)

6.6 Sexual orientation and training and development

Key information

- We do not hold data on sexual orientation for 38% of colleagues that completed training or development in 2012.
- 85% of all LGB colleagues at Ofcom completed some form of training and development in 2012.
- 2% of colleagues that completed some form of training or development in 2012 were LGB. This is generally in line with the overall distribution of sexual orientation at Ofcom.

6.7 Religion or belief and training and development

Key information

- We do not hold data on religion or belief for 38% of colleagues that completed training or development in 2012.
- 28% of colleagues that completed some form of training or development in 2012 had a religion or other belief, and 29% 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.

Section 7

Performance and promotion

This section of the report provides diversity information about Ofcom colleagues in relation to performance ratings and promotions in 2012.

7.2 Performance ratings

The Ofcom performance year runs from 1 April 2011 to 31 March 2012. The following data relates to colleagues that were eligible for the performance appraisal process.

Ofcom performance ratings are awarded 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.

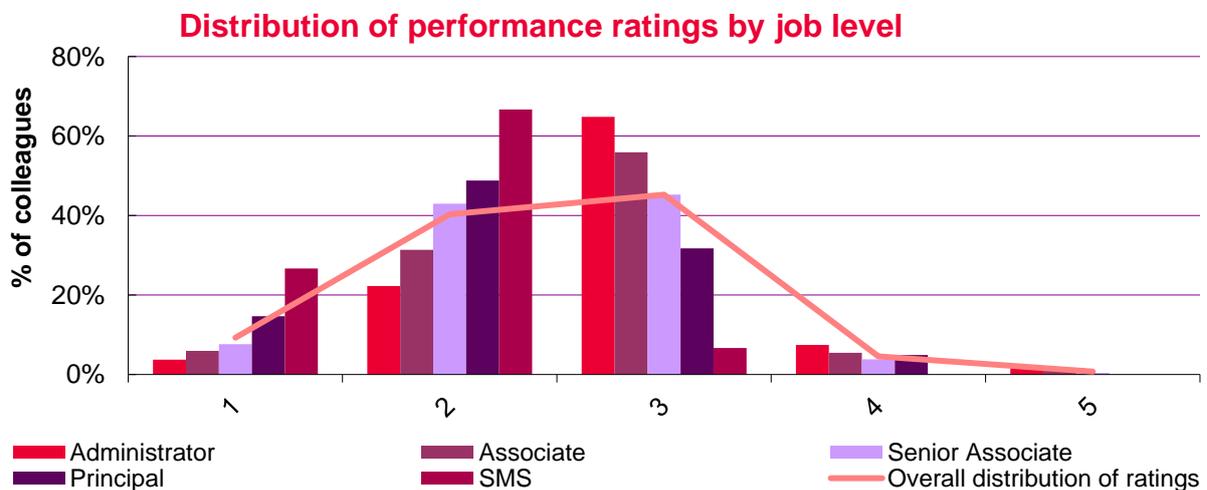
7.3 Job level and performance ratings

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 over representation 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.



Base: All Ofcom colleagues eligible for the 2011/12 performance appraisal process excluding those who were too early to assess (n=705)

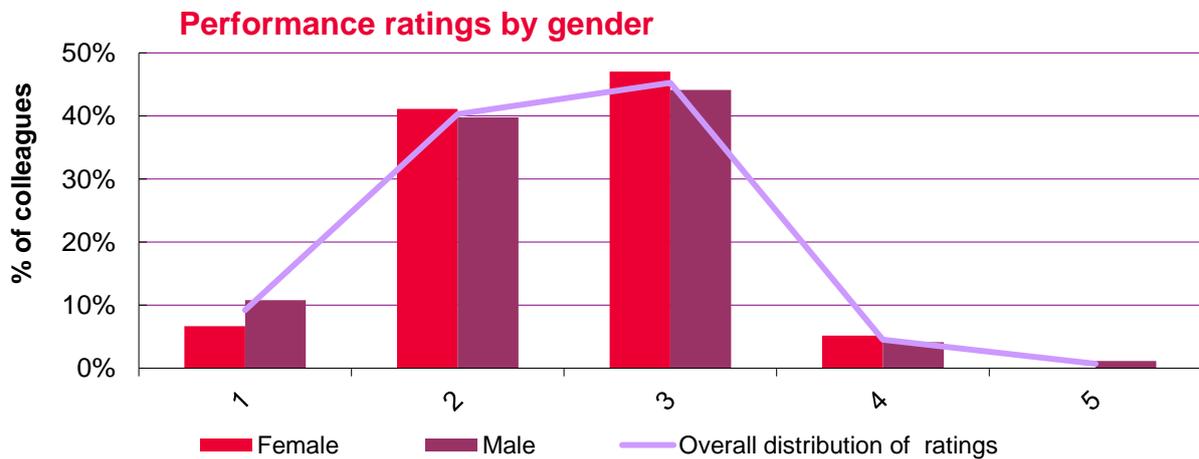
7.4 Gender and performance ratings

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.
- Around 4% more of the male population than the female population achieved a category one rating.

Chart

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



Base: All Ofcom colleagues eligible for the 2011/12 performance appraisal process excluding those who were too early to assess (n=705)

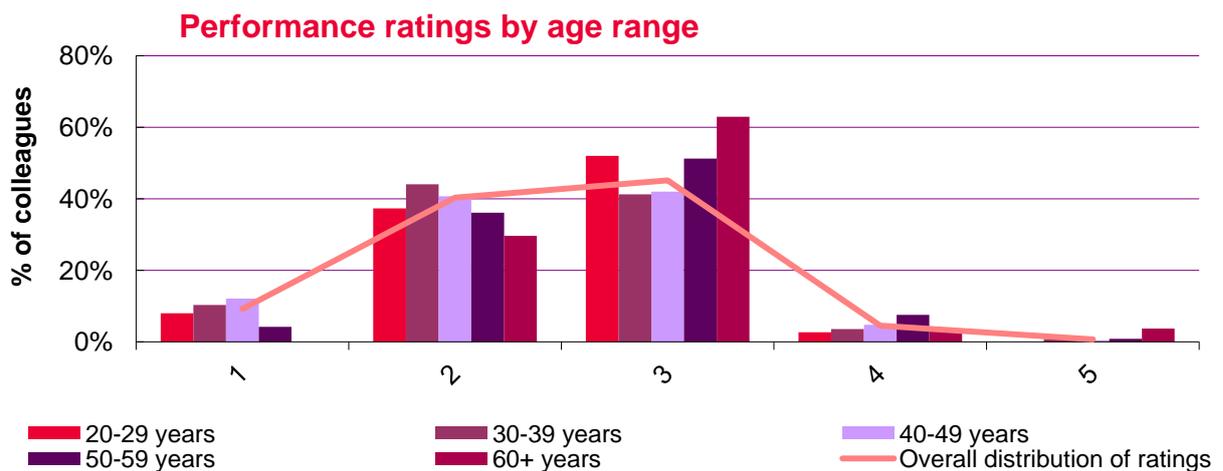
7.5 Age and performance ratings

Key information

- Data on age is complete for all colleagues eligible for the performance appraisal process.
- The 'under 20' age range category has been removed to protect the identity of colleagues.
- 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 over representation 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.



Base: Base: All Ofcom colleagues eligible for the 2011/12 performance appraisal process excluding those who were too early to assess and colleagues under 20 years of age (n=704)

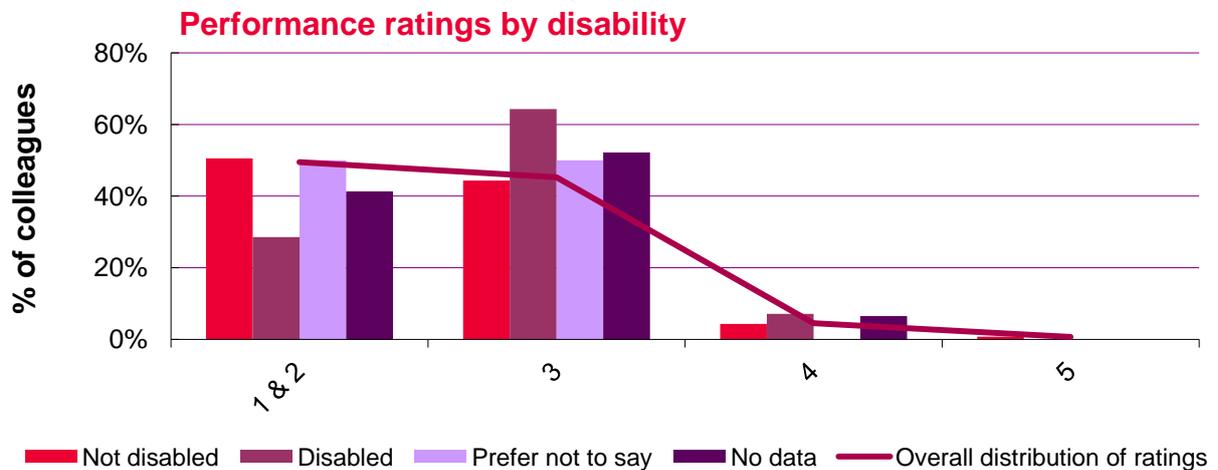
7.6 Disability and performance ratings

Key information

- We do not hold disability data for 7% 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. 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.



Base: All Ofcom colleagues eligible for the 2011/12 performance appraisal process excluding those who were too early to assess (n=705). Performance ratings one and two have been combined to protect the identity of colleagues.

7.7 Race and performance ratings

Key information

- We do not hold data on race for 16% 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 over represented within performance rating three and underrepresented in performance ratings one and two. The distribution of performance ratings for colleagues from a White background are shown to largely match the overall distribution of performance ratings at Ofcom.

Chart

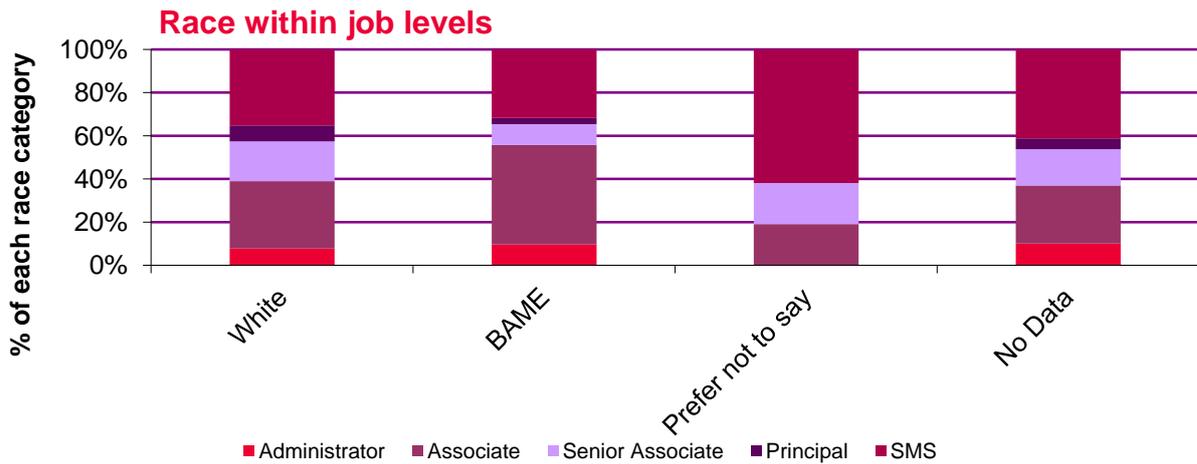
This chart shows the distribution of performance ratings of colleagues within each ethnicity group, and within the overall population of colleagues.



Base: All Ofcom colleagues eligible for the 2011/12 performance appraisal process excluding those who were too early to assess (n=705)

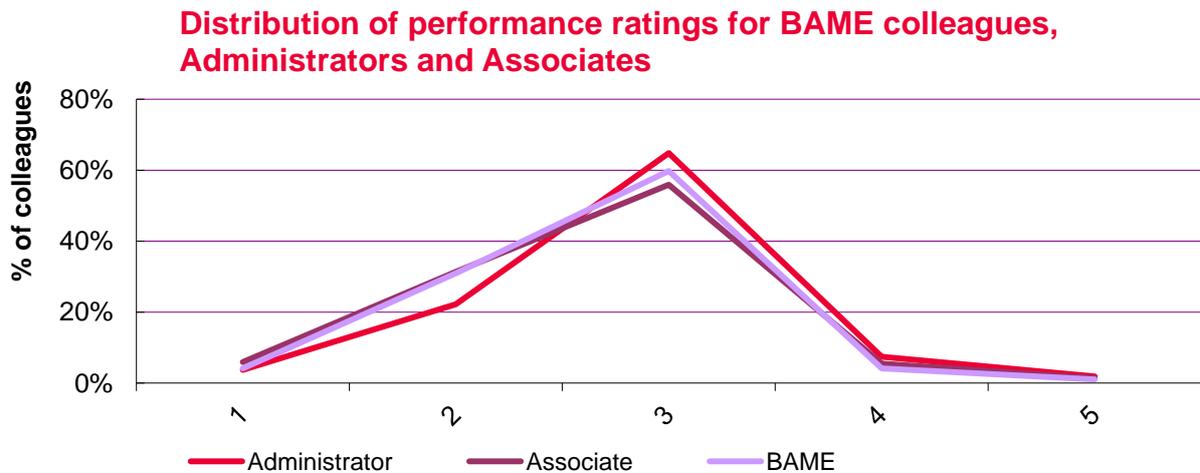
Additional analysis of race and performance ratings

- We wanted to find out why colleagues from a BAME background may be underrepresented in performance ratings one and two, and overrepresented in performance rating three. Firstly, we assessed what colleagues needed to demonstrate in their work to achieve a performance rating of one, two, or three. Performance ratings one or two require a colleague to go above and beyond their usual duties for the whole of the performance year, with a rating of three reflecting that a colleague has completed the expected objectives of their role.
- Secondly, we looked at the job levels and roles of colleagues who were eligible for the appraisal process. We found that certain job levels and roles provided colleagues with many opportunities to demonstrate that they should be awarded a rating of one or two; others offered less opportunity for colleagues to exceed the role's objectives.
- Thirdly, we looked at the proportion of BAME colleagues working in roles or levels where we found that there may be less opportunity to achieve a performance rating of one or two.



Base: All Ofcom colleagues eligible for the 2011/12 performance appraisal process excluding those who were too early to assess (n=705)

- Finally, we carried out a further check on whether BAME colleague performance ratings were related to their job level or the role they carried out. The distribution of performance ratings for BAME colleagues was plotted against the distribution of performance ratings for Administrators and Associates.



Base: All Administrators and Associates eligible for the 2011/12 performance appraisal process excluding those who were too early to assess (n=274)

- As BAME colleagues make up a large proportion of Administrators and Associates, the correlation of the distribution of BAME colleagues performance ratings with the performance ratings for these roles and job level suggests that there is a link between job level and performance ratings. This offers some explanation for the overrepresentation of BAME colleagues in performance rating three, and underrepresentation in performance ratings one and two.

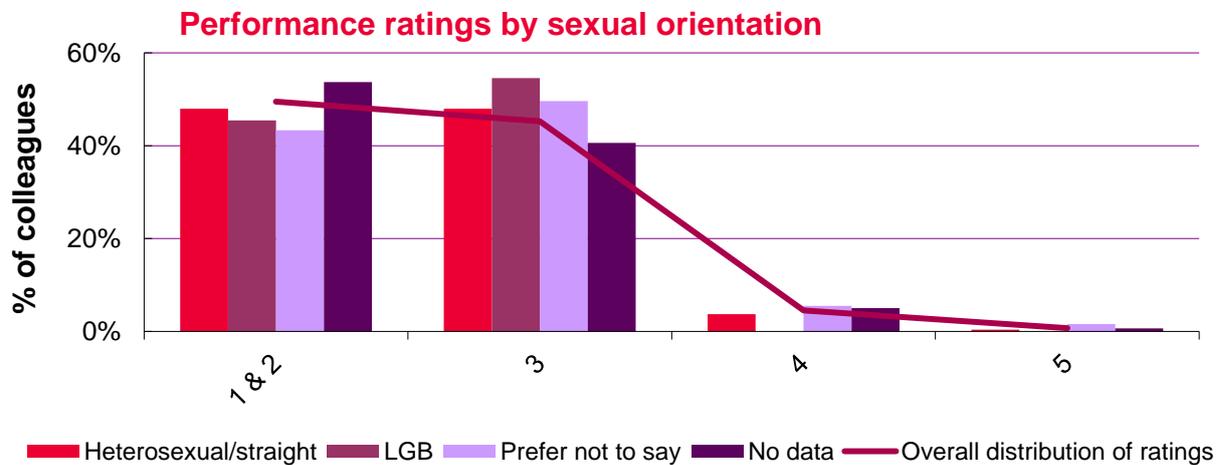
7.8 Sexual orientation and performance ratings

Key information

- We do not hold sexual orientation data for 42% of colleagues that were eligible for the performance appraisal process.
- When the distribution of performance ratings are analysed by sexual orientation, LGB colleagues are shown to be over represented in performance rating three and underrepresented in performance rating one. 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.



Base: All Ofcom colleagues eligible for the 2011/12 performance appraisal process excluding those who were too early to assess (n=705). Performance ratings one and two have been combined to protect the identity of colleagues.

7.9 Promotions

Ofcom operates an annual in role promotions process and the following data relates to promotions made within 2012 promotions round. It does not include colleagues who were promoted through internal job applications.

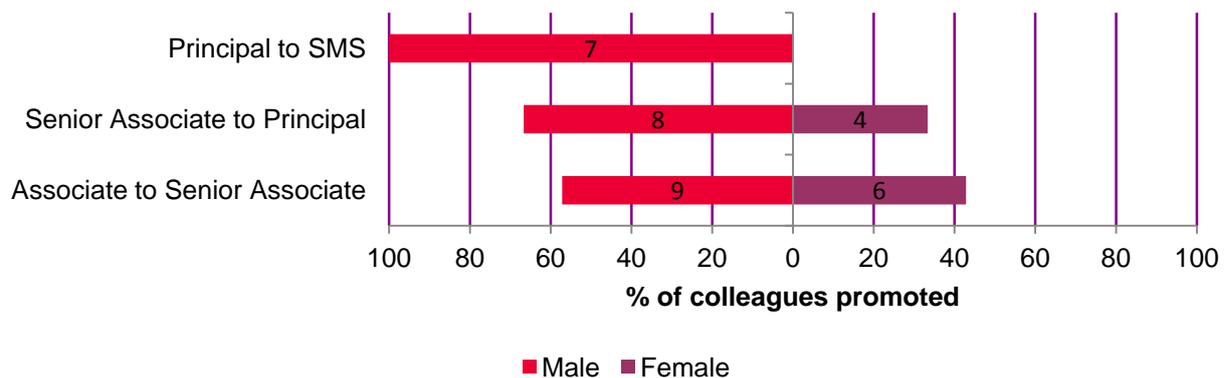
Promotions data has only been analysed by gender to protect the identity of colleagues.

7.10 Gender, job level and promotion

Key information

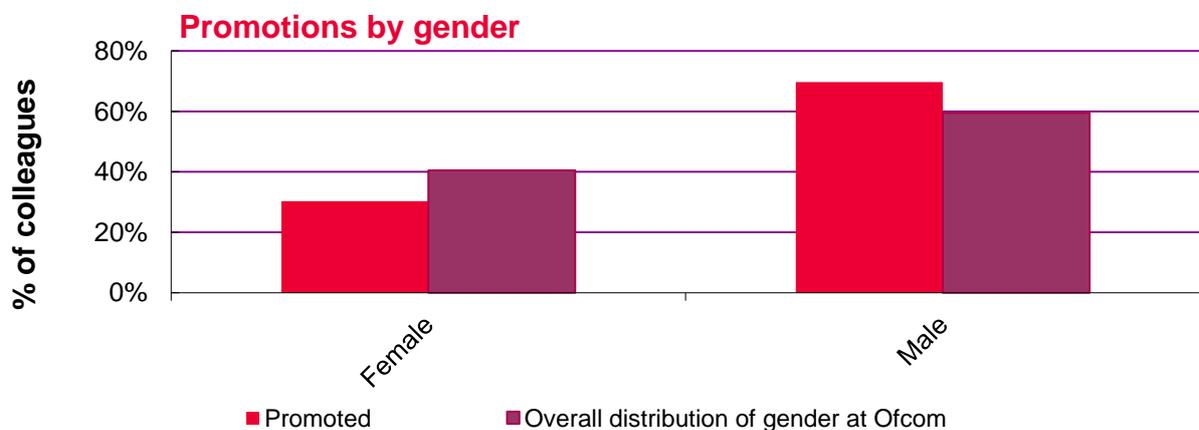
- Data on gender and job level is held for all colleagues that were within the promotions process.
- The percentage of females promoted was less than the overall representation rate for women at Ofcom, and the percentage of males promoted was higher than the overall representation rate for men at Ofcom.

Gender of colleagues within each promotion group



Base: All Ofcom colleagues that received a promotion in 2012 (n=34)

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.



Base: All Ofcom colleagues that received a promotion in 2012 (n=34)

Section 8

Leavers

This section of the report provides diversity information in relation to colleagues who left Ofcom in 2012.

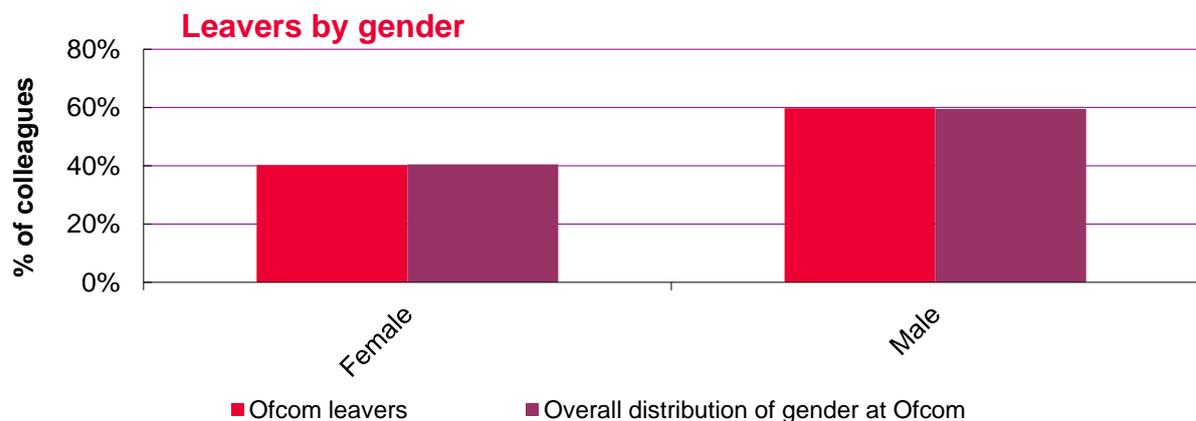
8.1 Gender and leavers

Key information

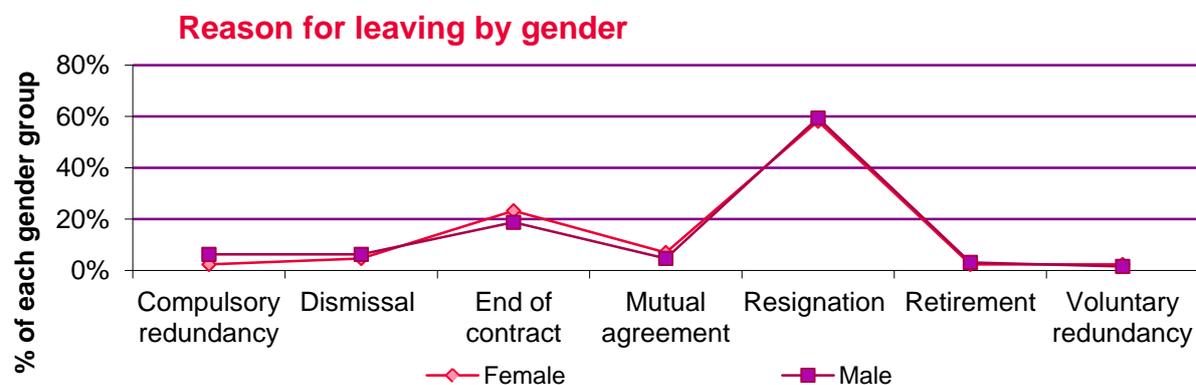
- Data on gender is complete for all Ofcom leavers.
- Generally, the percentage of each gender that left Ofcom in 2012 is in line with the overall distribution of gender at Ofcom.
- The reasons for leaving of each gender are largely the same, with the majority of each gender leaving due to resignation.

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.



Base: All Ofcom leavers in 2012 (n=107)



Base: All Ofcom leavers in 2012 (n=107)

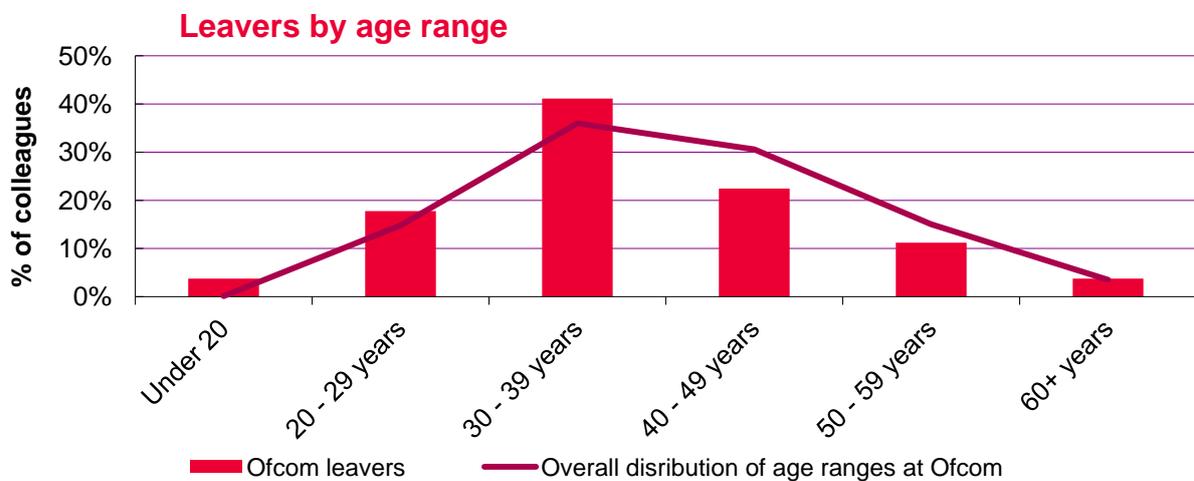
8.2 Age and leavers

Key information

- Data on age is complete for all Ofcom leavers.
- Generally, the percentage of each age range that left Ofcom in 2012 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.



Base: All Ofcom leavers in 2012 (n=107)

8.3 Disability and leavers

Key information

- We do not hold disability data for 11% of Ofcom leavers.
- 2% of Ofcom leavers had declared a disability; this is the same as the overall representation of disabled colleagues at Ofcom.
- The reasons for leaving of these disabled colleagues were because of retirement and end of contract.

8.4 Sexual orientation and leavers

Key information

- We do not hold sexual orientation data for 35% of Ofcom leavers.
- 2% of Ofcom leavers were LGB; this is the same as the overall representation of LGB colleagues at Ofcom.

- The reasons for leaving of these LGB colleagues were because of retirement and end of contract.

8.5 Religion or belief and leavers

Key information

- We do not hold religion or belief data for 36% of Ofcom leavers.
- 34% of Ofcom leavers had a religion or belief; this is slightly higher than the overall representation of religious colleagues at Ofcom, which was 29%.
- 23% 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 29%.
- The reason for leaving of religious colleagues was primarily due to the end of contract. For non religious colleagues, the reason for leaving was primarily due to resignation.

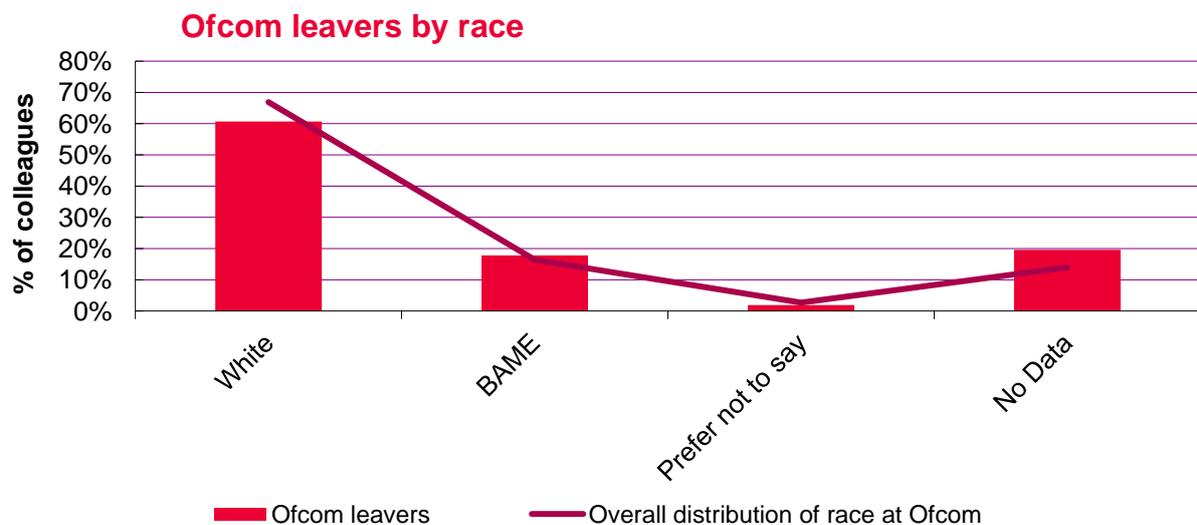
8.6 Race and leavers

Key information

- We do not hold data on race for 20% of Ofcom leavers.
- Generally, the percentage of each race that left Ofcom is the same as the overall representation of each race at Ofcom.

Charts

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



Base: All Ofcom leavers in 2012 (n=107)

Section 9

Recruitment

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

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 2012 are complete.
- During 2012, two grievances relating to bullying, harassment or discrimination were raised by Ofcom colleagues. These grievances were thoroughly investigated and were not upheld.

Section 11

Next steps

- This report will be reviewed by our Corporate Responsibility Steering Group and Diversity and Equality Working Group, and be 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 plans.
- 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 include data on gender reassignment and recruitment.
- 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 recorded 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



Office of Communications

Riverside House

2a Southwark Bridge Road

London SE1 9HA www.ofcom.org.uk

If you would like this document in large print, Braille or audio format, or in another language, please:

call 020 7981 3040 or 030 0123 3333; textphone 020 7981 3043; email contact@ofcom.org.uk;

or write to The Ofcom Consumer Contact Team, Riverside House, 2a Southwark Bridge Road, London SE1 9HA