

BERR

Department for Business
Enterprise & Regulatory Reform

**REVISED DTI EQUALITY SCHEME
FOR THE DEPARTMENT FOR
BUSINESS, ENTERPRISE &
REGULATORY REFORM**

April 2007

Revised November 2007

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Revised BERR Equality Scheme, November 2007

Statement from John Hutton, Secretary of State for Business Enterprise & Regulatory Reform and Brian Bender, DTI Permanent Secretary

We are delighted to have revised the former DTI's Equality Scheme to reflect the creation of the new Department for Business Enterprise & Regulatory Reform. We are committed to ensuring that this Department meets its obligations to the Gender Equality Duty and continue to use this Scheme to include the newer equality strands of religion or belief, sexual orientation and age in our work.

BERR's overall objective is to work to create the conditions for business success through competitive and flexible markets that create value for businesses, consumers and employees. It drives regulatory reform, and works across Government and with the regions to raise levels of UK productivity.

But in order to achieve this we must appreciate our diverse society and this Department's policy and service delivery must take account of the needs of and impacts on all those in our communities.

This Scheme will sit alongside our revised Race and Disability Equality Schemes to provide a foundation by which we can seek to meet our obligations under all three of the public sector duties.



The Rt. Hon John Hutton



Sir Brian Bender

DTI Equality Scheme, April 2007

Joint statement from Alistair Darling, Secretary of State for Trade and Industry, and Brian Bender, DTI Permanent Secretary

We are pleased to present the Department of Trade and Industry's Equality Scheme.

This Scheme represents the work DTI will take forward in order to implement the gender equality duty into our organisational structures. We have also used this opportunity to include the newer equality strands of religion or belief, sexual orientation and age in our work.

DTI has now published Schemes under the Race, Disability and Gender duties which provide a framework by which we can seek to meet our obligations under all three of the public sector duties. This framework means that as an organisation, we have a clear view of where we have made progress on equality and diversity, and where more can be done.

This Scheme is designed to sit alongside our Race and Disability Equality Schemes and outline our overall approach to ensuring equality of opportunity for all of DTI's staff and customers. We plan to report progress against each of these schemes on an annual basis, as part of our Departmental report.



The Rt Hon. Alistair Darling MP



Sir Brian Bender

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1. The Legislation

The Equality Act 2006 amends the Sex Discrimination Act 1975 to place a statutory duty, (known as the Gender Equality Duty), on all public authorities. This duty came into force on 6th April 2007. All public authorities now have a statutory duty to promote gender equality (similar to the duty contained in the Race Relations (Amendment) Act 2000 and the amended Disability Discrimination Act 1995). The duty aims to change the way our laws work in this area; from relying on individuals to make complaints to encouraging public authorities to take a positive approach to removing barriers.

The gender equality duty requires public authorities, when carrying out their functions, to have due regard to the need to:

- eliminate unlawful discrimination and harassment
- promote equality of opportunity between men and women

This duty is known as the 'general' duty.

The principle of 'due regard' means that authorities should give due weight to the need to promote equality of opportunity between men and women in proportion to its relevance.

When considering proportionality, public authorities need to give greater consideration to gender equality in those areas which have the most effect. Clearly, gender equality will be more relevant to some functions than others. Where it is clear that changing the way in which a function or proposed function is carried out would lead to significant benefits for men or women, then the duty places additional weight on the need to make such a change, to then be balanced against other considerations.

In order to support the general duty, public authorities listed in the legislation are also subject to a series of 'specific' duties (by virtue of the Sex Discrimination Act 1975 (Public Authorities)(Statutory Duties) Order 2006). These duties are:

- To prepare and publish a gender equality scheme outlining how the public authority will meet its general and specific duties and setting out its gender equality objectives (section 7);
- In formulating overall objectives, to consider the need to include objectives to address the causes of any gender pay gap (section 6);
- To gather and use information on how the public authority's policies and practices affect gender equality in the workforce, and in the delivery of services (section 3) ;

- To consult stakeholders such as trade unions, employees and service users and to take account of relevant information in order to determine gender equality objectives (see list in section 3);
- To assess the impact of current and proposed policies and practices on gender equality (section 8);
- To implement the actions set out in a public authority's scheme within three years, unless it is unreasonable or impractical to do so (section 8);
- To report against the scheme every year and review the scheme at least every three years.

The Department of Trade and Industry is covered in the legislation, and was therefore subject to both the general and specific duties. As a result of the Machinery of Government changes BERR is now obliged to meet the requirements of the Duties. This Scheme aims both to meet our obligations under the specific duties and to provide a framework by which we will meet the general duty.

Producing a single Equality Scheme

The former DTI published Race and Disability Equality Schemes that are designed to sit alongside this document, and which have also been updated to reflect the machinery of government changes. Although not currently required by legislation, we have sought to include the newer equality strands of religion or belief, age and sexual orientation in this scheme. So whilst this document is primarily designed to provide a framework by which BERR will implement the Gender Duty, it will also address these other equality strands, and be known as an "Equality Scheme".

BERR's updated Race and Disability Equality Schemes can be found at;
www.berr.gov.uk/about/strategy-objectives/how-we-work/equality-schemes/page35704.html

2. Our Work

The Department for Business, Enterprise & Regulatory Reform was created on 28 June as a result of machinery of government changes with a new statement of purpose: Creating the conditions for business success and helping the UK respond to the challenge of globalisation.

BERR's overall objective is to work to create the conditions for business success through competitive and flexible markets that create value for businesses, consumers and employees. It drives regulatory reform, and works across Government and with the regions to raise levels of UK productivity.

In the face of continuing globalisation, it is the success of business that will underpin wealth creation and opportunity for all. Britain must continue to develop a business environment that actively promotes business success, by enabling a more dynamic, flexible and competitive economy in which business, consumers and employees can make the most of the opportunities from global markets and can best respond to future challenges.

The new Department will ensure a renewed focus from central Government on these important challenges. It will ensure that there is a Department in Government which has a deep and effective engagement with the business community, with the ability to promote the productivity and competitiveness agenda across critical policy areas and to deliver a radical programme of regulatory reform for the business, public and third sectors.

For more information on our work, visit www.berr.gov.uk/about/index.html

BERR is also responsible for two Executive Agencies. These are:

Companies House (www.companieshouse.gov.uk), whose main functions are to: incorporate and dissolve limited companies; examine and store company information delivered under the Companies Act and related legislation, and make this information available to the public.

The Insolvency Service (www.insolvency.gov.uk), that works to ensure that financial failure is dealt with fairly and effectively, thereby encouraging enterprise and deterring fraud and misconduct.

In August 2007, The Small Business Service, which formally held Executive Agency status, becomes a policy unit within BERR called the Enterprise Directorate. Its work is therefore covered under BERR's main objectives.

BERR also has joint responsibility with the Foreign Office for UK Trade & Investment (www.uktradeinvest.gov.uk), which supports companies in the UK doing business internationally and overseas enterprises seeking to set up

or expand in the UK. It does this by helping companies realise their international business potential through knowledge transfer and ongoing partnership and support.

Non Departmental Public Bodies

BERR sponsors around 35 non-Departmental public bodies (NDPBs). A number of these organisations are required by law to produce Gender, Race and Disability Equality Schemes in their own right. However, all our NDPBs are covered by the 'general' duties for race, disability and gender. BERR is working with all 35 organisations to ensure that all 3 Duties are implemented effectively into local working practices.

3. Assessing our Performance

The Gender Equality Duty requires a public authority, when drawing up their Equality Schemes, to set out how it has gathered information on the effect of its policies and practices on the promotion of equality of opportunity between men and women both in the services it provides and the functions it performs. It also requires that an organisation assess the impact of its current and proposed policies and practices on gender equality.

The former DTI gathered this information in two different ways:

a. Screening all our work

In order to assess the relevance of all of our work streams to the Duty, we carried out an extensive screening exercise for all of our functions. The DTI had revised the way it carried out its business planning work and operated a structure where planning is done by each individual DTI "Group". The screening exercise therefore followed this model, which consisted of 8 Groups, who each operated their individual Group Plans.

UKTI and our Executive Agencies all have their own separate business planning processes. Their individual plans were screened as part of the same exercise.

For more information on the former DTI and now BERR's business plan, see: www.berr.gov.uk/about/strategy-objectives/Business-Plans/page12611.html

An assessment was carried out for all of the functions contained within each of the Group plans. Colleagues were also asked to consider religion or belief, sexual orientation and age alongside the Gender Duty. The following questions were considered when making the assessment:

- Will the activity help DTI and its Agencies meet the duty to eliminate unlawful discrimination and harassment, and to promote equality of opportunity between:
 - men and women;
 - people with different religious beliefs;
 - people with different sexual orientations;
 - people of all ages?

- Is there any evidence or reason to believe that the activity is affecting/could affect one of the groups listed above differently?

Using the results of this assessment, each objective was rated to be of *low*, *medium* or *high* relevance to the Duty. Where the response was "yes" to

both of the questions above, a rating of “*high*” relevance to the Duty was awarded. Where the response was “yes” to two of the questions, a “*medium*” marking was given, and one or no positive responses merited a “*low*” marking.

This information gave us a clear idea of those areas that are of most relevance to the duty, and prioritise them as priority areas for action. We were therefore able to form a clear idea of what the overall objectives for the Scheme should look like (see section 7).

As mentioned above, UKTI and the Department’s Executive Agencies have their own separate corporate plans which were used in the screening process. However, to award them each an overall marking of relevance to the Duty would have been misleading. This is because within an Executive Agency, whilst much of the organisation’s functions might have been deemed of low relevance to the Duty, other functions, such as its human resources would be of high relevance. Instead of awarding an overall marking, each organisation’s relevant activities are simply listed.

b. Involving our staff and customers

Alongside this formal screening exercise, we invited key internal and external stakeholders with an interest in the former DTI’s work and equality issues to contribute their views (something we will continue to do as this Scheme develops). The following groups have been involved this work:

- Internal stakeholders

BERR supports a number of staff groups catering for individuals interested in a wide range of diversity and flexible working issues. They are:

DTUS Trade Union representatives

Group Flexible Working Group

Individual staff diversity group contacts

Legal Services Ginger Group on diversity

Lesbian, Gay, Bi-sexual and Transgender Group

Multi Faith Group

Work Life Balance champions

- External stakeholders

Confederation of British Industry

Prowess

Trades Union Congress

UK Resource Centre for Women and Science, Engineering and Technology

The full results from both these exercises can be found at;

www.berr.gov.uk/about/strategy-objectives/how-we-work/equality-schemes/page35704.html

4. Equality and Better Policy Making

The Gender Equality Duty requires public authorities to gather information on the effect of its policies on men and women and the extent to which the services it provides and the functions it performs take account of the needs of women and men.

BERR is working towards ensuring that this sort of equality impact assessment is further mainstreamed into our working practices. The Gender Equality Duty, along with the Disability and Race Duties, provides a framework for achieving this.

Most of the services that BERR works to provide direct to the public are delivered through our Executive Agencies, and the non-Departmental public bodies (NDPBs) we sponsor, such as the Advisory, Conciliation and Arbitration Service and the 9 Regional Development Agencies. A number of our NDPBs have their own Equality Schemes, although we are working with all the organisations we sponsor to ensure that the Duties are being fully integrated in the services they provide. Therefore, for much of BERR itself, implementation of the Duty means adapting our internal systems and procedures to ensure assessments of equality impact are made at the design stage of our policies and programmes.

BERR, along with other central Government Departments, is required to follow a rigorous impact assessment procedure as part of its policy making procedures. Impact Assessments (IAs) are becoming embedded in BERR and throughout government as an integral part of most policy design. The Department's Better Regulation Team acts as the guardian of this, and other better policy making processes such as public consultations, and works to ensure good practice across different work streams. It is BERR's aim to ensure that assessments of equality impact are mainstreamed in the same way as these other better policy making procedures. This work forms part of BERR's Culture Change Strategy for Better Policy Making which was launched by the Permanent Secretary in July 2006. Changes to the Better Regulation Executive's central guidance on impact assessments are also designed to help ensure that assessments of equality impact (and other impact assessments) are considered as part of the overall impact assessment procedure.

We have also designed a Toolkit for Equality Duties, which gives policy makers across the Department the tools and advice they need to decide best how to make an assessment of equality in their work. Whilst it is designed for use by all staff, it is particularly aimed at project managers. The toolkit takes staff through the different stages of making an assessment of impact on equality, including monitoring, consultation and publication/access to information requirements. The toolkit forms part of the Department's better policy making internal website. Work will continue to develop the toolkit, to

publicise it to staff and to promote the benefits of using it at the design stage of policy development.

5. BERR and its Agencies as employers

In addition to the work to mainstream assessments of equality impact into our policies and programmes, BERR and its Agencies are meeting the Gender Equality Duty as employers.

A representative workforce

BERR's gender make-up is illustrated below:

	Female SIP	Female % of Group SIP
Ent & Business	149	36%
Energy	161	39%
Fair Markets	168	45%
Legal	104	44%
Faststream	38	51%
MPST	49	58%
Operations	354	48%
Finance & Strat	66	59%
SPA	30	36%
BRE GRP	35	42%
BERR CORE	1,154	46%
UKTI	203	44%
OME	11	34%
BERR OVERALL	1,368	45%

	Female staff in post	Female % of Band staff in post
SCS	52	33%
Band C	359	38%
Band B	416	45%
Band A	235	63%
Agency	27	56%
Cons	19	34%
OGD Seconded	20	59%

(Figures taken from Human Resources Management Information, October '07)

The figures clearly show that whilst the overall male to female ratio is reasonably representative, (56%: 44%), women are most represented in the lower grades in the Department (63% at Band A), and least represented in the highest grades (33% at SCS level).

BERR's Agencies' gender make-up is illustrated below:

	Female staff in post	Female % of staff in post
Companies House	730	60%
Insolvency Service	1240	54%

Ensuring women are able to progress to positions in the senior civil service is therefore a priority for the Department. Part of BERR's Diversity Plan includes a commitment to ensuring the senior levels of the organisation are representative.

BERR's targets in this area are outlined below:

	10 Point Plan Targets (by 2008)	BERR targets (by 2008)	BERR position (as of 1 st Jan 2007)
% SCS women	37%	37%	33%
% Top management posts held by women	30%	35%	32%
% Band C women	-	30%	38%

To help BERR meet these figures, women (alongside other under represented groups), are particularly being encouraged to apply for a new "Emerging Leaders" talent scheme for those who are seeking to reach the Senior Civil Service (see work based training opportunities section below).

Policies and practices that support gender equality

Our Human Resources policies are designed to ensure that diversity issues are considered at every stage. BERR headquarters produces guidance on human resources issues which our Executive Agencies and Non-

Departmental Public Bodies use when benchmarking local human resources policies and practices.

Listed below are the areas that the Equal Opportunities Commission’s Code of Practice for the Gender Equality Duty identifies as common priority areas when implementing the Duty in employment.

Employment practice	BERR policy/practice¹
Ensuring fair recruitment processes (including post-filling and progression/promotion)	<ul style="list-style-type: none"> - “Equality proofing” is now an intrinsic part of BERR board recruitments to the Senior Civil Service; - Independent Panel members have to sit as part of every BERR recruitment exercise and interview panel for posts. All panel members are trained on equality issues. - External recruitment agencies used by BERR are fully briefed on our policies - An appeals process exists for non-selection for interviews and posts in BERR.
Avoiding ‘occupational segregation’	The gender ratio in BERR and its Agencies (below Senior Civil Service) is around 50:50, with no reported evidence of real gender based ‘occupational segregation’. See above.
Promoting and managing flexible working	<p>BERR operates a policy where all employees have the right to request a flexible working pattern that can only be refused on the basis of a sound business case.</p> <p>There are, however, a number of practical issues surrounding flexible working which are dealt with below.</p>
Ensuring high-level part time work and supporting part time workers	All posts have to be offered on a flexible or part-time basis unless it is agreed with the independent member of the recruiting panel that there are sound business reasons for not offering the post on this basis.

¹ “BERR” also covers our Executive Agencies in this context.

	<p>7% of BERR's Senior Civil Servants work part time.</p> <p>Human Resources is currently considering how it can support the 'matching' of part-time staff who are interested in a job-share.</p>
Managing leave for parents and carers	<p>BERR offers a system of special leave (with pay) to cover domestic emergencies (5 days per emergency), which is operated at line managers' discretion.</p> <p>Special leave without pay is also available (maximum of 5 years).</p>
Managing pregnancy and return from maternity leave	<p>'Keep in Touch' arrangements are put in place for all staff out of the office on maternity leave. All staff have the right to return either to their existing post, or an equivalent position within the same management unit.</p>
Eliminating discrimination and harassment, including sexual harassment, also of transsexual staff	<p>BERR's Permanent Secretary has publicly committed to a zero tolerance policy. BERR has clear guidance, and a grievance procedure. Disciplinary action has been taken against all perpetrators.</p> <p>BERR has an active Lesbian, Gay, Bisexual and Transgender staff group.</p> <p>BERR is a member of Stonewall's Diversity Champions programme.</p>
Grievance and disciplinary procedures	<p>Procedures have recently been revised and are compliant with ACAS guidance</p>
Redundancy	<p>BERR is currently carrying out a voluntary early retirement/severance scheme. Equality impact assessments are being carried out by BERR's HR Business Partners on this, and any potential compulsory redundancies.</p>
Retirement	<p>Decisions on requests to work beyond 65 are based on business</p>

	case.
Equal pay	This is dealt with in section 6
Work-based training opportunities	<p>BERR's preferred training supplier, PTSC, is now required to monitor applications and the take up of training courses.</p> <p>BERR has recently launched an "Emerging Leaders" competition, a 3-year talent programme aimed at providing tailored learning and development for future leaders. The programme is particularly welcoming applications from women, who along with some other groups, are under-represented in BERR's Senior Civil Service.</p>

Flexible working in practice

BERR has a number of staff groups who, as part of the former DTI have been involved in the design of this Scheme (see section 3). Making flexible working work for all BERR staff groups is a current concern across the staff groups. In particular:

- The need to ensure that BERR provides the IT equipment to support those who want to work flexibly;
- The need to ensure that local management units made clear any unwritten expectations on flexible working, particularly relating to physical presence in the office;
- The need to consider whether staff from non-Christian faiths should (a) have access to patterns of flexible working allowing them to attend major festivals without using annual leave and (b) whether these staff should be allowed to work on public holidays, some of which coincide with Christian holidays.

Staff groups are working with Human Resources and Information and Workplace Systems to take these concerns forward.

Some research has been done by staff groups on the take up of flexible working in the Department. In a survey of the former DTI, 90% of females reported that they were working/sometimes worked on a flexible basis, with 78% of male respondents reporting a flexible work pattern. Whilst this survey covered only 47% of the Management Group surveyed, it does give some

indication that both men and women feel able to take up a flexible work pattern.

The above information sets out how BERR is working to meet the Gender Duty as an employer. However, we recognise this is an ongoing obligation, and our progress will be reviewed annually.

6. Equal Pay in BERR and its Agencies

The Gender Equality Duty requires that public authorities, when setting the objectives for its Equality Scheme overall, consider the need to set an objective related to the causes of any differences between the pay of men and women that are related to their sex.

The last full equal pay review at the former DTI headquarters was carried out in 2003, though the pay systems have been reviewed annually since then. The Equal Pay Review in 2003 found that from executive grade upwards, former DTI female staff tended to enjoy a narrower distribution of pay and were less likely to be at or near the maxima of their pay band. Subsequent pay settlements have sought to address differentials in salaries by creating a more transparent pay system with shorter pay scales.

BERR is currently carrying out another equal pay review, looking at the gender aspects of the systems governing BERR pay, pay enhancements, allowances and benefits, and aims to report at the end of March 2008. The equal pay review guidance produced by the Cabinet Office and the Equal Opportunities Commission is being used to guide the process. The review will result in an Action Plan, which BERR is committed to reviewing on an annual basis, with further full equal pay reviews, expected to be conducted every three years.

BERR's Executive Agencies and Equal Pay

- **Companies House** – regular informal audits are carried out, and the issue of equal pay is addressed as part of the negotiations for the three year pay deals. The bonus scheme is also audited from an equality point of view, and this information feeds into the equal pay audit.
- **The Insolvency Service** – currently undergoing an equal pay review.

7. BERR and its Agencies' gender objectives

The Gender Duty requires public sector authorities to set overall gender equality objectives that outline how they will meet general and specific duties. In formulating these overall objectives, organisations also need to consider including an objective to address the causes of any gender pay gap.

We have designed our Action Plan (see section 8), to sit under these objectives and outline how they will be met.

For BERR and its Agencies, the following objectives set out how we intend to meet the Gender Duty:

- *Mainstream assessments of gender impact (as part of a wider Equality Impact Assessment) into better policy making procedures;*

- *Continue to monitor customer satisfaction (particularly in services provided by Companies House and the Insolvency Service) by gender and use information gathered (through surveys or equality impact assessments), to inform any changes required in the way services are provided;*

- *Consideration of gender issues to be a part of all stakeholder/focus group work;*

- *Work towards reaching 2008 targets set by Civil Service 10 Point Plan and BERR's Diversity strategy on increasing the representation of women in the Senior Civil Service and feeder (Band C) grades;*

- *Ensure that our Equal Pay Action Plan (expected spring '07) addresses all gender aspects of pay, pay enhancements, allowances and benefits.*

8. The Action Plan

The former DTI used the results of its screening exercise to identify the priorities in this action plan.

When screening their work, teams were asked to identify areas that were relevant to the gender duty, but also those that were relevant to the promotion of equality of opportunity for religion or belief, age and sexual orientation. No distinction has been made between the different equality strands in the information below, and some work areas are relevant to more than one strand.

Function/policy	Relevance To Duty	Evidence for rating/action going forward
Energy Group	Low	
(joint with DEFRA) Tackling fuel poverty		<p>Fuel poverty occurs when households are unable to heat their homes adequately without spending a disproportionate amount of their income. The number of households in fuel poverty in England continues to be monitored annually by BERR and DEFRA. Within this work, the number of households in the vulnerable category is also monitored and reported on. This category consists of households containing children or someone who is elderly, sick or disabled, reflecting the fact that a cold, damp home impacts disproportionately on these groups.</p> <p>[N.B. BERR also works with the gas and electricity regulator, OFGEM and the consumer body, Energywatch, to mitigate the impact of price rises on vulnerable customers]</p>
OFGEM/Energywatch		OFGEM, as the regulator of the gas and electricity industry, not BERR, oversees the energy market and monitors suppliers' activities in respect of vulnerable groups under its Social Action Plan. This document describes their work, and consequent industry initiatives from the sector, on fuel poverty and issues such as debt and disconnections.
Management of the residual liabilities from the coal, shipbuilding and steel industries		<p>Associated compensation schemes are administered in relation to strict eligibility criteria, and do not discriminate against any individual or group.</p> <p>For coal health schemes, claims of the most elderly and ill are given priority.</p>
Remaining Energy Group activities		Other Energy Group activities focus on industry, markets and the actions of companies and exporters, rather than individuals or groups

Enterprise and Business Group	Medium/high for enterprise	
Digital Television Switchover		A 'Switchover Tracker' is published each quarter, reporting on understanding, awareness and take-up of digital TV. The data is broken down into segments including by gender, age, people who describe themselves as disabled, and eligibility to the help scheme. The tracker informs communications strategies.
The Digital Strategy		UK Online Centres continue to be successful in enabling those that have been, or felt excluded, to get involved in the digital revolution. Monitoring is carried out across a number of indicators that highlight to what extent the network is addressing social exclusion, including for older people.
Myguide		Myguide was established to overcome the perceived lack of use and interest barriers which prevent people using the internet. The project has been able to offer guided, step-by-step internet use for older people, those with disabilities, and other target groups. Myguide has completed a 6 month pilot and the evaluation will soon be completed. A decision will then be put to Ministers on a possible roll out of the pilot in 2007. 24% of women (as opposed to 17% of men), reported feeling intimidated by the internet.
Enterprise Directorate (the former Small Business Service)		<p>The Enterprise Directorate Analytical Unit is committed to the continuous improvement of research, evidence and statistics on underrepresented groups in business by gender, ethnicity and age. The Unit will be commissioning the Household survey and the evaluation of the Small Firms Loan Guarantee in 2007, which will add to the evidence base about how entrepreneurial attitudes vary across different groups, and the effectiveness of policies in removing the barriers faced by women and ethnic minority owned businesses in accessing finance.</p> <p>Enterprise Directorate will work with, and encourage the Regional Development Agencies to understand how best to approach businesses who fall into these categories, and facilitate the sharing of best practice.</p> <p>A task force on Women's Enterprise has been established to drive implementation of specific steps to increase levels of women's business ownership in the UK. It is its aim to improve the start-up rates for women's business ownership (currently less than half the rate of male start-ups).</p>

		BERR funds Enterprise Insight in its work to promote enterprise to young people (14-30yrs). Women's enterprise is a priority within this activity. Enterprise Insight will use gender segmentation market research to develop effective communications, co-ordinate activity in support of the 1,000 women's enterprise ambassadors announced by BERR in Feb '07, and will engage with women through general enterprise promotion activities, as well as through women-only approaches.
Business Support Simplification Programme		The Business Support Simplification Programme is an initiative to streamline publicly funded business support to no more than 100 products and services by 2010. Currently at the design stage, BERR is working to ensure that design teams across Whitehall are factoring in adherence to the public sector duties to promote equality early in their work.
Fair Markets Group*	High	<i>*This Group has a significant interest in tackling issues faced by "vulnerable" consumers or employees. Whilst an individual's gender, age, religion or belief or sexual orientation might be a factor in determining whether an individual is considered "vulnerable", it is not always the most useful determining identifier. However, assessments of equality impact are often used in policy development in this area (see below)</i>
Fair Treatment at work survey		This survey monitors the extent of employee discrimination, unfair treatment, bullying and sexual harassment. The first survey was conducted in 2005, and the results from this are informing work on the second survey, to be conducted in 2008.
Regulations outlawing discrimination on grounds of age in employment and training		These regulations are intended to apply equally to all employees, regardless of their gender, sexual orientation, religion or belief. The effectiveness of the legislation will be monitored as it develops.
Extension of the right to request flexible working to carers of adults from April 2007		This legislative change will help employees balance their work and caring responsibilities. The former DTI consulted with a wide range of representative bodies on this issue, and BERR will look to monitor the effectiveness of the legislation.
Employment Agency standards		A full equality impact assessment will be carried out as part of the formal consultation process (in 2007). Monitoring is done by working with equality bodies and stakeholders, and by following up on complaints received about employment agencies.

National Minimum Wage (NMW)		BERR continues to raise awareness of the NMW amongst vulnerable workers. Two thirds of minimum wage beneficiaries continue to be women.
Increasing statutory paid leave entitlement		An increase annual leave entitlements to be additional to paid leave for bank holidays is likely to be of benefit to low-paid workers, and in particular, those who work part-time. An equality impact assessment was completed this policy for the formal consultation, this year.
Review of Section 44 of the National Minimum Wage Act 1998 and voluntary workers		The evidence available shows that there is not a marked gender bias amongst volunteers (27% of men and 31% of women formally volunteered in England at least once a month in 2005).
Review of the Employment Tribunal System		In considering the development of policy relating to the Rules of Procedure governing access to, and proceedings in, employment tribunals, efforts are made to engage both informally and formally with a range of key interest groups, including equality groups.
Review of the Dispute Resolution Regulations		BERR is working with the Trade Unions Congress, Employers Organisations and other groups in areas relating to making procedures accessible for those potentially vulnerable to discrimination during disputes.
Vulnerable workers Pilots		Two pilots have now been launched in the cleaning and building services and hospitality sector. The pilots will run from 2007-09 and aim to help business see the benefits of complying with the law and treating workers fairly.
Face-to-face debt advice projects		Equality of opportunity has been made a central tenet of the project, and groups that suffer particularly from financial exclusion were to be targeted at the bidding stage of this work. Work was then undertaken to find evidence as to which groups within society would particularly benefit from the projects. One conclusion on gender was that there was evidence to suggest that men suffer disproportionately from debts associated with gambling. However, gender is not a huge determinate of where these projects target help because there are better determinates of indebtedness than sex.
State aids		Work on state aids includes assisting various parts of regional, local and central Government to make sure that their schemes to promote equality of opportunity are state aid compliant. This has included schemes to support entrepreneurship for women or disadvantaged groups.

Unfair commercial practices		Work is currently underway to implement this EU Directive (UCPD) into UK law. As well as introducing a general duty on traders not to treat consumers unfairly, the Directive provides new protection against aggressive marketing and selling methods (either physical or non-physical). These protections will make it a criminal offence to use harassment, coercion or undue influence to try and persuade consumers to buy goods and services.
Consumer credit implementation		Issues around money lending practices in Muslim communities are currently being discussed with the Islamic Bank of Britain.
Shareholder Executive	Medium	
Proposed Post Office Network Strategy and Public Consultation		As part of this consultation exercise on these proposals, the former DTI sent its consultation to a range of national organisations representing minority groups and invited comments. In developing detailed area closure proposals, Post Office Ltd will be required to ensure that no one part of the network or no particular group of people is significantly more adversely affected than any other.
Legal Services Group	Low/medium	
Provision of legal advice on BERR policy		BERR Legal Services Group provides the Department with ongoing advice on discrimination issues. Feedback, on individual cases in regular client care meetings, and through annual client surveys, highlight any shortcomings, deficiencies in understanding or effectiveness of implementation. Legal developments are captured in weekly reports to the Solicitor and widely shared with BERR lawyers.
Recruitment of Specialist Staff (and intake of legal trainees and summer placement students)		All recruiting managers are appropriately trained, and vacancies for lawyers and investigation officers are advertised in publications that target a broad spectrum of potential applicants. Monitoring is done at each stage of the recruitment process on the make up of prospective and actual applicants and of those to whom the offers are made. A broad mix of summer vacation students are selected for summer placements each year
The Corporate Centre	Medium/high for human resources	
Comprehensive Spending Review		As required in the guidance provided to Departments for the Review, the race and disability duties were taken into account as a

		<p>part of the former DTI's planning work. Alongside this guidance, the Department has also factored in its duty to promote equality of opportunity between men and women.</p>
Human Resources		<p>Activities relevant to the Duty include diversity training across the Department during 2007 and early 2008 and meeting the commitments in the Cabinet Office 10 point plan for the Civil Service. A new leadership programme ("Emerging Leaders") for staff just below the Senior Civil Service was launched in 2007. Applications were encouraged from women, black and minority ethnic staff, staff with disabilities and lesbian, gay, bisexual and transgender staff. A parallel coaching/mentoring scheme was also implemented to prepare targeted groups for the SCS and HMU selection processes. BERR worked with staff diversity groups on the development of this programme and is operating a robust monitoring system</p> <p>BERR is currently undergoing relocation and restructuring programmes. Equality impact assessments are carried as part of this work, as well as for our staff reporting process, the employee opinion survey and sickness absence monitoring.</p> <p>BERR currently monitors promotion and exit rates by gender, and, from 2007, began to assess performance management issues by gender (as well as other equality strands). Applications and exits for the current and previous restructuring programmes have been assessed by gender.</p> <p>For other HR activities, see Section 5</p>
Public appointments		<p>The former DTI, and now BERR's Appointment Plan contains an equality statement highlighting our commitment to providing equal opportunities for all. This statement is included in all advertisements and information packs. The Appointment Plan also presents targets for the appointment of women, disabled people and minority ethnic groups to public bodies for 2007 and 2008. Actions to support progress towards these targets include reviews by officials and Ministers at the beginning of each appointment exercise, and maintaining close links with appointment units in other Government Departments to share best practice. Vacancies are also routinely circulated to a range of diversity organisations with the aim of expanding the pool by wider</p>

		publicity. Applicants are encouraged to provide monitoring information, although this plays no part in the selection process.
Procurement		The Department recently amended its statement to tender document to include a section alerting bidders to the requirements of the public sector duties to promote equality, and how the Department expects bids to be accordance with the duties. To monitor the behaviour of existing contractors, the invitation to tender document has been amended to include a requirement for BERR's top 50 suppliers to provide management information on compliance with the duties.
Corporate communications		Will seek to ensure that its corporate communications include images of diversity (this is already covered in our branding guidance).
Survey control		Most, if not all, surveys of households and individuals conducted by, or on behalf of the former DTI and BERR, collect information on gender. Many surveys of SMEs also collect this information routinely.
Strategic Policy Analysis	Medium	
Provision of economic and statistical advice on BERR policy, strategy and delivery		SPA has a strategic role in strengthening the evidence base through providing analysis and advice on key cross-cutting issues for BERR. This ensures it is well positioned to respond to gender and other equality priorities in the development and evaluation of policy, strategy and delivery objectives. Gender and other equality issues are incorporated into work on PSA targets and their supporting indicators and the appraisal, evaluation and impact assessment processes for which SPA has strategic oversight. SPA is also responsible for statistical analysis of internal performance box markings and the gender pay gap, used to inform the development of HR policy and BERR pay negotiations. SPA's survey control function ensures that relevant surveys undertaken by BERR can be analysed by gender and other equality variables.
Recruitment of specialist staff		The recruitment of economists and statisticians at fast stream level is carried out centrally on behalf of the Government Economic and Government Statistical Services. Gender equality and other aspects of equality are monitored and ensured at each stage of the recruitment process. For other analysts, all recruiting managers within the Department, all independent panel members from other Government Departments and the HR teams responsible for the recruitment of the various specialisms are required to be

		appropriately trained.
UK Trade & Investment	Medium	
Performance and Impact Monitoring Survey (PIMS)		<p>UKTI monitors its performance through its recently developed PIMS survey. The first set of results from PIMS has now been published. This data includes information relating to the gender of company directors UKTI has assisted. PIMS results will allow UKTI to monitor the extent to which there is an increase in the number of currently underrepresented groups accessing its services as a result of the targeted initiatives taken. This, in turn, will provide a robust evidence base to help inform future policy direction.</p> <p>UKTI also undertakes a range of “outreach” initiatives specifically targeted at minority groups, including female entrepreneurs. These initiatives are varied, and include ongoing support for a particular group or network; support for a specific event, or delivery of tailored training.</p>
Outreach initiatives aimed at female entrepreneurs		Ongoing support for initiatives. Quarterly reporting to assess range of initiatives is in place
Companies House		
First incorporations		Companies House Race Equality and Accessibility Group is currently considering whether there is anything in the first incorporations process (the process of setting up a company), that is a barrier to someone of either sex.
Customer Satisfaction Surveys		<p>The survey questionnaire (which is published on Companies House’s website), is currently being amended to include a comprehensive section on monitoring, completion of which will be voluntary. It is hoped that the surveys will provide more comprehensive information in a number of areas of Companies House’s business.</p> <p>[N.B. Companies House does not monitor diversity as part of the information it collects on company Directors. To do so would require an amendment to the Companies Act.]</p>
Focus Groups		Companies House is currently reviewing the process through which participants are selected for these external focus groups to ensure a diverse mix. It also invites feedback after each meeting, information that is

Human Resources		<p>monitored by gender and age.</p> <p>Companies House has an active and participative Diversity Forum. Its views and opinions are taken into account in developing policies and making decisions on diversity issues.</p> <p>Companies House employs a Diversity Manager who advises on people related policy as appropriate.</p> <p>Companies House monitors annually its staff profile and recruitments across all the diversity strands and the data is used to address any evidence of under-representation. It also audits its recruitment process for any diversity bias.</p> <p>All policies, projects and programmes are required to consider the diversity strands at the design stage, and to assess any possible impact on staff or customers.</p> <p>As part of its restructuring, Companies House is currently running a Flexible Early Retirement/Severance Scheme. An assessment of the equality impact is being made as part of this work.</p>
<p>Insolvency Service (INSS)</p> <p>Human Resources</p> <p>Policy</p>		<p>INSS operates a job share register and runs non-residential management development modules.</p> <p>On an annual basis, INSS monitors the demographics of women and part-time staff and how female staff perform in the following employment processes:</p> <ul style="list-style-type: none"> - Recruitment - Promotion - Management assessment centres - Reward arrangements - Uptake of central training and development provisions - Discipline and grievance - Leaving INSS, including dismissal. <p>The monitoring information is analysed and used to inform an action plan to address issues.</p> <p>Internal staff survey analysis can also be</p>

Quantitative data		<p>broken down to identify any issues that appear to impact to a greater extent on women or part-timers, and so inform subsequent action.</p> <p>INSS is currently working on 3 Equality Impact Assessments</p> <ul style="list-style-type: none"> - The introduction of Debt Relief Orders - The introduction of Streamlined Individual Voluntary Agreements - Consideration of the removal of Court from the debtor's petition process <p>All 3 are still at the screening stage.</p> <p>In all cases, quantitative data indicates that a higher proportion of men enter into insolvency proceedings. However, men are more economically active than women (73.8% of men aged 16-74 are economically active compared to 59.5% of women in the same age range). Therefore, this is probably why more men are subject to insolvency proceedings. However, at this stage, we need further evidence to properly state that this quantitative difference is not as a result of discrimination.</p>
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N.B. The full results from the former DTI and its Agencies' screening exercise can be found at:

<http://www.berr.gov.uk/about/strategy-objectives/how-we-work/equality-schemes/DTI%20Equality%20Scheme%202007/page39011.html>

Monitoring and reviewing our Action Plan

BERR recognises that the publication of this scheme is only the start of the implementation process for the Gender Duty. We will therefore review progress made against the action plan in this scheme on an annual basis. This work will form a part of our annual Departmental report, which is published on our website.

BERR is also committed to ensuring that in the event of any machinery of Government changes taking place during the life of this scheme, we will ensure the relevant data is passed on to other Government Departments.

As required by the legislation, this Scheme will be fully reviewed and revised by 6th April 2010.