

**BERR** | Department for Business  
Enterprise & Regulatory Reform

**BERR RACE EQUALITY SCHEME -  
THREE YEAR REPORT**

31 May 2008

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**Foreword by John Hutton, Secretary of State for Business, Enterprise and  
Regulatory Reform**

I am delighted to be reporting on progress made on BERR'S Race Equality Scheme<sup>1</sup>, initially published in June 2006. This Scheme detailed how we aimed to comply with the Race Equality Duty for the period of 2006 – 2008. The aim of this report is to assess our performance to date and it sets out how we plan to improve on promoting Race Equality and good race relations as well as eliminating unlawful racial discrimination within BERR, looking ahead to our next Race Equality Scheme.

We are committed throughout the organisation to meeting our obligations to the Race Equality Duty. BERR's Race Equality Scheme is a re-focused version of the former DTI's Scheme which reflects the machinery of Government changes that took place in June 2007.

BERR's central purpose is to help ensure business success in an increasingly competitive world. The Department leads the drive to raise UK levels of productivity, create the conditions for business success and strengthen the economic performance of all the regions. This new department has two Executive Agencies that are also subject to the Duty – Companies House and the Insolvency Service. UKTI is a joint responsibility for BERR along with The Foreign & Commonwealth Office.

This Department is committed to eliminating unlawful discrimination, to promoting equal opportunities and to promoting good race relations and I am pleased that this review highlights some best practise examples of due regard to Race Equality, like the increased use of Equality Impact Assessment.



The Rt. Hon John Hutton

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<sup>1</sup> Revised DTI Race Equality Scheme for the Department for Business, Enterprise and Regulatory Reform – URN No: 07/1677 was revised in November 2007.

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## **1. Introduction**

BERR's Race Equality Scheme set out how we assessed the work of the Department for relevance to the Race Equality Duty and how we involve stakeholders, assess impact and monitor in relation to this work. The action plan section set out in detail the work-streams in BERR and considered their relevance to the Duty with identified related actions.

We are committed to giving 'due regard' to Race Equality in BERR's policies and functions to give appropriate weight to eliminating unlawful discrimination, promoting equality of opportunity and promoting good race relations. We aim to mainstream race equality into our core business and the relevant functions and policies covered in BERR's Race Equality Scheme include those which were assessed in line with the former DTI business plan (listed at Annex A). As part of this review of the Scheme the functions and policies listed were individually assessed to check for correct ranking of relevance to the Race Equality Duty and each action included has been updated with progress made.

Throughout the Department we promote the use of Equality Impact Assessment (EQIA) to ensure 'due regard' to equality in all policy, service and programme delivery as well as in our HR functions within BERR. The Race Equality Scheme describes our diversity strategy and how we aim to meet the employment duty, including monitoring staff by racial group and training staff. In consultations with those listed at Annex C it was recognised that there has been a push within the department on the use of EQIA, which usually form an annex as part of wider Impact Assessment documents.

Equality and Diversity are issues that BERR works to integrate within the Department. BERR's Management Board recognises the importance of both issues and works to ensure that progress in these areas is sustained and the high profile is maintained through the Diversity Strategy, the next one of which is expected later in 2008. Other Equalities awareness raising in BERR includes communications with each Head of Management Unit through Equality updates by e-mail, the Toolkit for Equality Duties is maintained to ensure accessible advice and information on Equality and the Duties is central and we have a central Equality Duties Advisor within the Better Policy Making team to ensure that due regard to the duties is given on policy, programme design and service delivery as well as in HR functions and to raise the profile of the Duties across the Department. We are also planning various awareness raising events across the Department to maintain this high profile.

The former Commission for Racial Equality made an assessment of the Department's Race Equality Scheme in October 2006, the comments from which have been used in this assessment and will be used in developing the next Scheme.

## **2. Functions and policies in BERR**

The objective based approach was used to assess the Department's functions and policies for relevance to race equality and in the Executive Agencies because these formed the core business of the former DTI and subsequently BERR. The relevance of the Executive Agencies' work was mapped according to their own specific objectives with specific detail in the action plan. Since the 2007 machinery of government changes the number of executive agencies related to BERR has reduced to two – Companies House and the Insolvency Service.

The next Scheme will be based on BERR's new Departmental Strategic Objectives and will follow the Commission for Equality & Human Rights template guidance to ensure that the presentation of BERR's and the Executive Agencies functions and policies and their relevance to the Duty are clear. This will include all relevant policy development, programme design and service delivery.

In order to meet the employment duty to monitor by reference to racial groups, BERR HR monitors staff from black or ethnic minority backgrounds using voluntary declaration data as a baseline against which to measure future progress towards a representative workforce. The Department currently has achieved 72% of staff declarations on the Department's internal HR system "Calipsoe" and we are working towards 100%. All Senior Civil Servants recorded their data in 2007, although due to staff moves we currently hold data for 95% of the SCS. The Permanent Secretary wrote to all staff at the end of 2007 encouraging them to enter diversity data. The Departmental Trade Unions issued a joint notice with HR giving their support to this initiative and HR will be conducting a follow up exercise with individuals in early 2008/9.

We take our reporting obligations extremely seriously and publish our progress in the following ways: as part of the Departmental Annual Report we report annually on performance targets included in our Race Equality Scheme and on the Race Equality Impact Assessments conducted in the Department. The BERR annual Diversity report captures the HR functions across the Department and since 2006 are published internally on the BERR intranet.

We also participate in various benchmarking surveys for an external perception of the Department's progress on equality. The leading benchmark survey specific to Race Equality is the Race for Opportunity benchmarking. The Department has improved on past performance and was awarded the Gold Standard in the 2006 Race for Opportunity Benchmarking Programme (the latest for which results are available), scoring 7% above the central government average. We also participate in the Opportunity Now survey, considering progress relating to gender equality, the Employers Forum on Disability (Disability Survey) and the Stonewall Workplace Equality Index. In addition to these main benchmark exercises undertaken by the lead employer bodies, we participate in cross government surveys and sharing of best practice on specific issues, for example on the provision of multi-faith rooms or holidays for religious purposes.

We have been working towards the targets and priority areas for action set out in the Cabinet Office 10 point plan on Diversity and in our own Diversity Strategy for

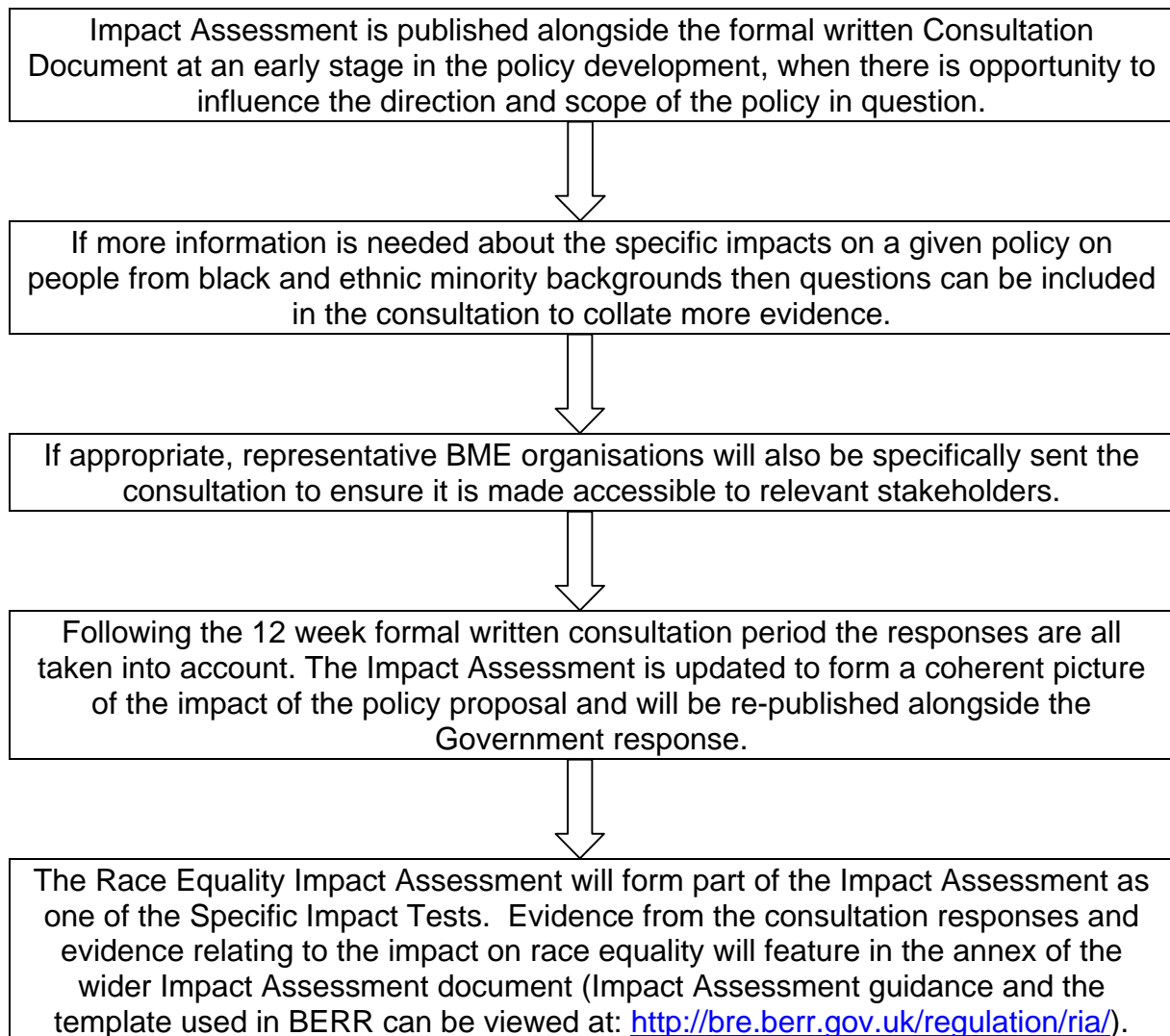
2005 - 2008. The final BERR report and results were submitted in April 2008. One of the key measures in the Cabinet Office 10 point plan is representation of diverse groups within the Senior Civil Service. BERR expect to be within 2% of the targets for women and BME staff in the SCS and feeder grades. In some areas BERR volunteered to aim for targets above those set for the civil service overall, which will not all be achieved within the original 10 point plan target of April 2008. Progress made by the Department is currently assessed as "Green" or "Amber" for all 10 point plan areas, with no serious concerns expressed.

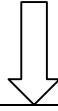
### 3. Impact Assessment, Consultation and Monitoring

Every policy in BERR goes through an initial screening for assessing the relevance to and impact upon equality. If the policy is a major one in terms of scale or significance or if there is a clear indication that, although the policy is minor, it is likely to have a major impact upon Race equality or where the impact is not known then that policy will undergo a full Race Equality Impact Assessment. This is a mainstreamed approach and one which is aimed at integrating proportionate 'due regard' to Race Equality in all functions and policies across the Department.

In the Race Equality Scheme relevant activities and actions were identified as reference points for future improvements, rather than success measures. This is because the nature of different policies across the department means that the approach to each Race Equality Impact Assessment will be very different for each policy – there is no standard approach. BERR's aim is to give due regard to race equality as a proportionate approach in each of its policy areas.

The following flow chart shows how due regard to race equality is integrated in the policy making cycle:





If either a positive or adverse impact is identified then this will inform the direction of the policy and further evidence will be investigated if necessary. The response actions to the impact identified as a result of the feedback will be set out in the Government response.

For policy, programme or service delivery not undergoing a formal written consultation, other forms of consultation such as meetings, review groups, focus groups or communicating with people online will be used to ensure relevant and proportionate stakeholders are consulted.

The Commission for Race Equality suggested that people and organisations to be consulted should be named in the former Department's Race Equality Scheme. The stakeholders will vary depending on the policy in question and it would therefore not be appropriate to list people/organisations without giving due consideration to each policy in question. The mainstreamed approach in BERR encourages policy officials to consider each policy decision in turn and consider who they should consult to ensure representative policy. Those to whom a consultation document has been sent proactively are listed in the consultation document itself and in the consultation Government response. In order to ensure we are consulting relevant people from black and ethnic minority backgrounds we have detailed internal consultation guidance, advice can be sought from BERR's Action Group for Race Equality and we would also consider contacting external organisations such as the Equality & Human Rights Commission or Race for Opportunity for directional advice.

The importance of monitoring is recognised in BERR and as such it is mainstreamed into the policy development cycle. In policy development post-implementation review takes place at a time lapse specified in the Impact Assessment in order to assess how the policy is meeting its objectives, if impacts are as expected, what unintended consequences may have occurred and whether HMG intervention is still needed. This would be approached as a holistic evaluation a part of which impact on equality issues is one part. The Better Regulation Team monitors overarching data-streams to ensure compliance and this work is supported by the Equality Duties Advisor and relevant training.

Some good examples of where we have made progress on promoting race equality in our policy making are in BERR's Enterprise Directorate and Employment Relations work. In Enterprise Directorate work has been done to raise the level of enterprise, as measured by the rates of self-employment, in disadvantaged communities and amongst women and under-represented minority ethnic groups. The Business Support Simplification Programme (BSSP) Equality Impact Assessment was published as part of a wider Impact Assessment and consultation responses were encouraged from the African Caribbean Business Network annual conference and the Ethnic Minority Business Forum.

In Employment Relations Directorate, all major Impact Assessments produced contain a Race Equality Impact Assessment focused on enabling more people to

work, or remain in the workplace, and making it easier for workers and employers to understand their rights and comply with their responsibilities. The Employment Bill Equality Impact Assessment covers the Dispute Resolution Review, National Minimum Wage and Employment Agency Standards enforcement. It states that proposed changes to the dispute resolution system should apply equally to all groups and data from the Tribunals Service shows a relatively high proportion of race and disability discrimination cases are resolved by ACAS conciliation, which will be better funded following the proposed changes to dispute resolution.

An Equality Impact Assessment for increasing statutory paid leave entitlement was published within a full Impact Assessment. All elements of the proposals intended to affect workers equally regardless of their age, race, sex, disability, religion or belief, or sexual orientation, but the Race EQIA suggested the policies were likely to benefit more non-white employees than the average employee.

On vulnerable agency workers an initial Race Equality Impact Assessment has been published in the Government response to the consultation. While the responses received did not provide reliable estimates of the likely impacts by race, industry statistics suggest that a higher proportion of people from ethnic minorities work through agencies than in the general population. BERR will work with race equality bodies and relevant community groups to ensure impacts are monitored.

Consultations, Impact Assessments and Government responses are published on the BERR website at: <http://www.berr.gov.uk/consultations/index.html>.

#### **4. BERR as an employer**

BERR is committed to meeting the employment duty and acknowledges the specific duty requires public bodies to monitor, by reference to the racial groups to which they belong:

- (a) The numbers of –
  - (i) staff in post; and
  - (ii) applicants for employment, training and promotion, from each such group; and
  
- (b) Where that body has 150 or more full-time staff, the numbers of staff from each such group who -
  - (i) receive training;
  - (ii) benefit or suffer detriment as a result of its performance assessment procedures;
  - (iii) are involved in grievance procedures;
  - (iv) are the subject of disciplinary procedures; or
  - (v) cease employment with that body.

Monitoring data is published annually as part of our diversity report, the latest one for 2007, and we have invested in building on declaration rates of ethnic origin within the Department. When the Scheme was published less than 50% of staff some parts of the Department declared their ethnic origin to the department and the current overall figure is now up to 72%.

Some members/representatives of AGRE have advised that some staff in the Department are cautious about declaring data by race. HR have been working to increase trust across BERR staff on the purpose of the data collection and have publicised the benefits. The Permanent Secretary and Departmental Trade Unions have supported this work and encourage all staff to declare the relevant information.

This data is also essential to provide a clear, coherent picture of the ethnic make-up of BERR during reorganisation and restructuring. It has been perceived that ethnic minority numbers in the Department are reduced but the latest figures available shows that the recent restructuring process has not had an adverse or disproportionate impact on representation from staff members from minority ethnic backgrounds. The available data indicates that the percentage of staff from minority ethnic backgrounds has increased from 11% in October 2006 to 13% in December 2007. When BERR achieves 100% declaration rate then any impact of change within the Department can be much better monitored.

We have carried out formal and informal consultation with other organisations to review what has worked in increasing staff declaration rates and have considered action we could take. We have discounted making the entering of diversity data compulsory but are considering transferring the data collected at recruitment stage (currently used only for recruitment purposes) and will also be carrying out an individual follow up exercise. We are introducing a new HR system in 2008, which will incorporate enhanced recording and reporting features.

## **Training & Development**

The CRE noted that this section in the Scheme was one of the stronger elements. Training on the Equality Duties has been rolled out across the Department in the form of the Diversity for Key Leaders training - rolled out for all R11s and SCS during the course of 2007. The aim is to bring equality issues to the forefront of BERR's leaders' minds, and the Equality Duties were used to inform exercise scenarios. This will be evaluated to determine the impact on leaders' and managers' performances in their jobs to instil a culture of due regard to diversity in BERR staff as well as in meeting the Equality Duties. The training was very well received and a number of business units within the Department have decided to take the training forward for other staff.

BERR's Diversity Manager has worked with the Department's Diversity Groups and senior managers to collate their views and ideas on the e-enabled Diversity Awareness Training. This is currently being developed and will become mandatory for all staff to complete. The training is due to be rolled out in 2008 and part of the training will involve working through various scenarios which will cover various diversity strands and will feature elements of the Department's diversity statement.

Equality Duties Bitesize training has also been rolled out this year for policy officials and programme managers on what the Duties are, what they mean for officials and how to complete an Equality Impact Assessment. These will continue to run throughout 2008/09 to assist officials to foster the culture of due regard to the Equality Duties and to continue to develop a better policy making culture.

The process for internal recruitment to the Senior Civil service has been "diversity proofed" by diversity specialists and all assessors have received training. The new 'Emerging Leaders' scheme includes an online psychometric test as the first stage. At the sift stage, the proportions of women, of people from BME backgrounds, and of people with disabilities who were successful was greater than the proportion those groups represent of the Range 10 and 11 population as a whole. At Band B (and range 9), the existing ADP competition was re-launched with revised assessment processes that learn the lessons and take the best from the Emerging Leaders scheme and good practice elsewhere, in order to improve the diversity both of applicants and of those who are ultimately successful.

As well as specific diversity and equality training other opportunities include invitations across the Department to shadow the Senior Management Team, attend senior management team meetings and for mentoring schemes.

The amount of training on the Equality Duties has increased and as a result there has been an increase in the level of questions being asked that relate to the Equality Duties and the process of Equality Impact Assessment across BERR, suggesting a rise in awareness. There has also been an increase in the numbers of Equality Impact Assessments being completed (six in 2007/08 compared to one in 2006/07) and the quality of these is steadily improving.

## **5. The future of Race Equality in BERR**

BERR is experiencing a behavioural and cultural shift towards an integrated approach to giving due regard to the Equality Duties. In order to deliver change we aim to embrace these behavioural changes and share best practice throughout the Department so that the aims of the Race Equality Scheme are felt externally in our policy making and internally by our staff.

We aim to build on this progress in the next Race Equality Scheme which will include its functions and policies assessed in the context of BERR's new Departmental Strategic Objectives. We will ensure that the format of the next Scheme is in the accepted format of the Commission for Equality and Human Rights with a clear action plan that includes success criteria and delivery dates to maintain focus.

We are working hard to ensure training opportunities are available for black and ethnic minority staff who want to progress through the Department including to feeder grades and to the SCS and to ensure that declaration rates are increased so that we have an accurate picture of staff movements across BERR. Awareness raising and up-skilling for policy officials on Equality Impact Assessment training will continue on a rolling programme and the Better Policy Making team are working to ensure that every policy, as the minimum criteria, is subject to an initial screening for Equality Impact with a full equality impact assessment as deemed appropriate. We are also increasingly consulting black and ethnic minority groups as a part of the consultation process to ensure the policy we make is representative.

The evidence at Annex A shows that the relevance of each policy area assessed were correctly measured in the 2006-08 Scheme, apart from the work under objective 3 on reducing the regulatory burden on business, as this work is a key route for embedding due regard to the Equality Duties across the Department. These functions, policies and proposed policies will be carried into the next BERR Race Equality Scheme (however BERR may opt to produce a Single Equality Scheme) along with further proposed relevant policies and functions expected that relate to the new Public Service Agreements (PSAs) that BERR will lead in the CSR period 2008-2011.

**The Action Plan evidence base: Objectives 1-12**

Responsibility for **objective 1**, to improve the relative performance of UK science and engineering and its use by Government and society and **objective 2**, to promote effective transfer of knowledge to improve UK innovation performance and accelerate business exploitation of science and new and existing technologies have both transferred to DIUS as a result of the machinery of Government changes on 28 June 2007.

**Objective 3:** Extend competitive markets by developing free and fair markets across Europe and throughout the world, and by placing empowered and protected consumers at the heart of an effective competition regime is classified as **low but high for consumer-focused work**.

**Assessment of BERR Objective 3 & its relevance to the Duty**

<b>The work stream</b>	<b>Relevance to RED</b>	<b>Actions/evidence</b>	<b>New assessment of relevance</b>
BERR work on reducing the regulatory burden on business from BERR regulations	Low	Across BERR work stream is a key driver in mainstreaming the RES across the department. This work is therefore assessed to be important in terms of embedding a culture change and raising awareness of the Duty. BERR's Equality Duties Advisor is located in this team and provides advice to policy officials doing EQIA.	High
Promoting higher levels of competitiveness in the EU	Low	Low impact due to the EU facing work.	Low
Opening up UK & overseas markets through EU & international negotiations	Low	This work is internationally focused	Low
Ensuring the UK framework for competition & consumer empowerment & support is at the level of the best by 2008	Low, but high for consumer empowerment	An example of consumer empowerment is the work BERR did in 2007 to make the British Muslim community more aware of its rights under UK consumer law to seek redress from rogue travel firms who do not fulfil their obligations after	Low, but high for consumer empowerment

		selling travel packages to the annual Muslim Hajj in Saudi Arabia. The work encouraged the Muslim community use their rights effectively under UK law.	
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Relevant activities & actions for objective 3

Action in RES	Outcome at May 2008
Face to Face Debt Advice Scheme	Debt advice providers were encouraged to set out in their bids for grant funding details of how they will ensure services are targeted at a range of social groups, including BMEs. The selected bids provide coverage of areas with high BME populations and extra resource has been provided to assist in the provision of advice to these groups, for example, for interpreters. A record of ethnicity for all clients seen is kept. Funding for the project is assured until April 2011.
Revision of Sunday Trading legislation	The Sunday Trading Act was reviewed in 2005/06 by means of a wide ranging consultation exercise which generated nearly 1000 responses. The consultation included outreach to smaller retailers (such as the National Federation of Retail Newsagents), which in particular reflected the views of black and minority ethnic led retailers. There was ethnic diversity amongst the general body of respondents too, as one would expect from a large sample. In July 2006 the Secretary of State announced that, having listened to the consultation results and other evidence, there were to be no changes to the existing Sunday Trading laws.
Consumer Strategy	As well as looking at options for simplifying legislation and enforcement, the current Better Regulation Executive and CCP Review of Consumer Law is investigating options for improving empowerment and redress for consumers from a range of backgrounds. The review team are currently conducting focus group research with consumers from a cross-section of ethnic and socio-economic backgrounds and age-groups to explore the diverse issues consumers face and help inform our analysis about how government should respond to them.
Consumer Credit Act	During the implementation of this Act (which received Royal Assent in March 2006), DTI (and now BERR) have considered the impact of the statutory instruments on equity and fairness. All the statutory instruments were made following public consultation and we and our delivery partners continue to encourage engagement of a wide range of stakeholders including those representing vulnerable consumers. No adverse impact on racial equality is foreseen from the Act.
Establishment of a Local Better Regulation Office	Race equality was factored into our consideration of the location for LBRO. The LBRO became operational in Birmingham in September 2007.
Unfair Commercial Practices	The UCPD introduces a general duty on business not to treat consumers unfairly. The UCPD

Directive	Regulations are expected to come into force on 26 May 2008, subject to Parliamentary approval. Between May and August 2007, the OFT and BERR jointly consulted on Guidance on implementation of UCPD. This sets out how the additional protection for vulnerable groups will operate in practice. The OFT will publish the final Guidance on Consumer Protection from Unfair Trading Regulations 2008 very shortly.
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**Objective 4:** Ensure the continuity and security of energy supply at affordable prices through competitive markets, whilst minimising environmental impacts and delivering social objectives is classified as **low**.

Assessment of BERR Objective 4 & its relevance to the Duty

The work stream	Relevance to RED	Actions/evidence	New assessment of relevance
BERR work on fuel poverty helps develop strategic policy (& supporting analysis) across government.	Low	As part of a regular exercise, data is collected on fuel poverty by ethnicity. The figures for 2005 have been published on the internet. They show that there is little difference in incidence of fuel poverty between white and ethnic minority groups.	Low

**Objective 5:** Promote sustainability, including through the delivery of the low carbon aims of the Energy White Paper, at least cost to the UK economy, and improve the contribution of business to sustainable development is classified as **low**.

The work stream	Relevance to RED	Actions/evidence	New assessment of relevance
May 2007 - DTI published its 2007/8 Sustainable Development Action Plan	Low	A range of commitments designed to illustrate work underway to improve the contribution of business to sustainable development are set out. It also included a number of actions designed to demonstrate leadership and	Low

		<p>raise awareness of sustainable development to BERR staff and its relevance to BERR aims and objectives. Although actions were not targeted specifically towards people from BME backgrounds, ensuring a strong, healthy and just society is one of the guiding principles behind the Government's sustainable development strategy and as such is a theme running through the Action Plan. Weblink to 2007/8 Sustainable Development Action Plan: <a href="http://www.berr.gov.uk/sectors/sustainability/Policy/page29624.html">http://www.berr.gov.uk/sectors/sustainability/Policy/page29624.html</a></p>	
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**Objective 6:** Encourage enterprise, growth and business investment is classified as **high**.

The work stream	Relevance to RED	Actions/evidence	New assessment of relevance
Work focusing on increasing the proportion of people considering going into business;	High	Enterprise Insight aims to help develop a culture of enterprise in the UK by running a national campaign promoting the spirit of enterprise to young people (14-30yrs) and those who influence them. Specific campaigns reach out to ethnic minority and women entrepreneurs.	High This activity is shared with RDAs who have managed the Business Link Service since 1 April 2006.
Work raising the level of enterprise, as measured by the rates of self-employment, in disadvantaged communities and amongst women and under-represented minority ethnic groups;	High	Government announced in July its intention to renew its enterprise strategy. A series of consultation events were held, many in the regions, which provided an opportunity for Secretary of State, John Hutton, and other Ministers to meet with up to 600 small business owners and entrepreneurs and to hear their ideas and views for what more Government can do to enable thriving UK entrepreneurship and SME business growth. Although ethnic minority	High This activity is shared with RDAs who have managed the Business Link Service since 1

		<p>businesses were represented at regional events, BERR wanted to ensure the needs of ethnic minority entrepreneurs were taken into account and held a specific event to focus on their needs on 12 December 2008.</p> <p>Over 70% of the ethnic minority population of England live in deprived areas. Building on its present policies the Government will put a particular emphasis on enterprise in establishing new frameworks for local and regional delivery of economic development and regeneration.</p> <p>The Business Support Simplification Programme will allow some products to be designed to give additional support to under-represented groups. These products will be monitored and evaluated to ensure the impact not only reaches the target audience but also helps them to contribute their skills and talents to boosting enterprise in the UK.</p>	April 2006.
Work reducing the percentage of businesses that want to grow reporting difficulties in obtaining finance.	High	The booster survey on access to finance was published in June 2007 and this coincided with the announcement of the formation of the Ethnic Minority Business Task Force (see below).	High
The former DTI's Public Service Agreement sub-target 10 (i) - Raising the self-employment rates of under-represented minorities relative to that of other groups.	High	The data to monitor ethnic minority enterprise comes from the Labour Force Survey. From 2006 we have been monitoring the target by looking at calendar quarters from the LFS. Spring 2006 was the last seasonal quarter. The baseline for the percentage point gap between the rate for all other groups and the rates for under-represented groups excluding Indian and Pakistani is 4 percentage points (summer 2004 – spring 2005). We have seen a narrowing of the self-employment rate gap between ethnic groups where self-employment is under-represented <sup>2</sup> and that of other	High

<sup>2</sup> Groups where self-employment is under-represented are "White and Black Caribbean", "White and Black African", "White and Asian", "Other mixed", "Bangladeshi", "Other Asian", "Black Caribbean", "Black African", "Other Black" and "Other". "Indian", "Pakistani" and "Chinese", along with "British" and "Other White", are not under-represented groups. For further information see the technical note: <http://www.berr.gov.uk/files/file14301.pdf>

		<p>groups. The self-employment gap fell from 4.0 percentage points in the period summer 2004 to spring 2005, to 2.7 percentage points in 2007. This is encouraging as it is the lowest the gap has been since data became available in 2001. Although this PSA ended on 31 March 2008 it cannot be measured until the final quarter's data is available in late May 2008.</p> <p>Over the same period we have seen a statistically significant increase in the self-employment rate of under-represented ethnic groups from 5.6 per cent to 7.1 per cent.</p>	
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Relevant activities & actions for objective 6

Action in RES	Outcome at May 2008
Work across BERR and Other Government Departments to deliver the National Employment Panel (NEP) recommendations on enterprise in "Enterprising People, Enterprising Places - Measures to Increase Ethnic Minority Employment and Business Growth".	BERR influenced the Learning and Skills Council (LSC) to take forward the pilot CoVEs (Centres of Vocational Excellence) for Enterprise. While policy responsibility rests with DCSF (formerly DfES), BERR (formerly Small Business Service) has taken a leading role helping shape the CoVEs for Enterprise to ensure they focus on developing enterprise skills among young students. As a result of the early progress, LSC agreed to fund pilot CoVEs in each of the five designated cities, rather than just the two agreed by the Government. BERR has helped bring the CoVEs together on a regular basis, to help share experiences and lessons learnt. We have also connected the CoVEs with other relevant partners, such as Enterprise Insight and the Association of Colleges.
A Community of Interest to share information and best practice on ethnic minority enterprise issues: the community was developed following the "Race for Enterprise" conference and launched in March 2006	This online community was set up to encourage continued dialogue between the EMBF and stakeholders. It was primarily used by officials. The facility was withdrawn in 2007 when SBS became part of DTI (now Enterprise Directorate within DTI, now BERR)
Ethnic Minority Business Forum (EMBF)	The Ethnic Minority Business Forum ceased to exist in March 2007. In June 2007 the Government announced the Ethnic Minority Business Task Force. The Task Force is co-chaired

	<p>by Tom Riordan (CEO Yorkshire Forward) and Adeeba Malik (Deputy CEO QED-UK). The secretariat is provided by Yorkshire Forward. The Task Force has identified 3 priority areas: access to finance; procurement; and business support.</p> <p>London won the bid to host the 2012 Games on the promise that the event would be truly multi-cultural. This promise extended beyond sport into the business legacy from building and staging the Games. To this end, the Ethnic Minority Business Task Force has jointly launched a series of road shows to help ethnic minority businesses bid for Games-related contracts and, more generally, help them acquire the tools to win other public sector contracts. BERR has provided initial funding to support the development of regional pilots. Participants will learn from the Olympic Delivery Authority how they can bid for Games contracts; from Supply2.gov the tools they need to bid for Government contracts; and all attendees will be able to get online procurement training through "winning the contract", which is a Learn Direct training course, as well as the opportunity to speak to other major government procurers. The first event took place in Bristol on 12 March. Further events are planned in West Midlands, East Midlands, North West and South East.</p>
<p>BERR's Enterprise Directorate simplification programme to streamline and simplify business support whilst improving the level of service</p>	<p>This work has involved all government departments, regional and local bodies and throughout this work the Business Support Simplification Programme (BSSP) team have worked closely with the Better Regulation team and with the Department's Equality Duties Advisor.</p> <p>The BSSP central team briefed the Ethnic Minority Business Forum on progress with BSSP in February 2007 and again in June 2007 encouraging them in the latter case to respond to the (then) upcoming BSSP public consultation. The BSSP central team also presented the BSSP at The African Caribbean Business Network annual conference in November 2007.</p> <p>In preparing the BSSP products for launch (which will go-live in 2008 and 2009) the BSSP product design team pro-actively took into account the public sector equality duties (including on Race Equality). Alongside the formal government response the BSSP team published in December 2007, an Impact Assessment was also published which includes a full Equality Impact Assessment at Annex D.</p>

**Objective 7:** Strengthen regional economies through making sustainable improvements in the economic performance of all the English regions by 2008 and over the long term reduce the persistent gap in growth rates between the regions, demonstrating progress by 2006 is classified as **low – moderate**.

The work stream	Relevance to RED	Actions/evidence	New assessment of relevance
<p>RDA's are required to have their own Race Equality Schemes in place so the overall classification reflects BERR's specific responsibilities under the following two outcomes for this Objective:</p> <ul style="list-style-type: none"> <li>- A well-founded framework of European and national arrangements to maximise delivery of regional growth and consistent with Regional Economic Strategies</li> <li>- Strong, effective and efficient Regional Development Agencies (RDAs)</li> </ul>	<p>Low - Moderate</p>	<p>Each RDA publishes and keeps under review its own Race Equality Scheme, revising the Scheme in the light of success and areas for improvement.</p> <p>Statutory guidance requires RDAs to ensure that equality and diversity issues are addressed in Regional Economic Strategies (RES) and that those involved in developing and implementing the RES encompass relevant economic, ethnic and social groups. This is reinforced in Corporate Planning Guidance, which makes clear that the Government expects RDAs' Corporate Plans to demonstrate how they will apply the cross-cutting principle of economic opportunities for all.</p> <p>RDAs are undertaking a range of activities to encourage BME business growth and entrepreneurship.</p>	<p>Low - Moderate</p>

Relevant activities & actions for objective 7

Action in RES	Outcome at May 2008
<p>Industrial Development Advisory Board (IDAB) appointments</p>	<p>We will continue to utilise diversity business networks to raise awareness of IDAB and are continuing to work with recruitment consultants on how best to access a more diverse talent pool. The current application form asks candidates to state where they heard about the vacancy and we include an equal opportunities questionnaire in the application pack, which covers ethnicity, gender and disability. These statistics are analysed in relation to the final appointments.</p>
<p>RDA Board Appointments</p>	<p>BERR complies with legislation and guidance on Board Appointments and Independent Assessors sign off the annual recruitment exercises along with the relevant BERR Minister. People specifications for Board Members were sent for consultation to: Commission for Racial Equality; Disability Rights Commission; Equal Opportunities Commission; and Women's National</p>

	<p>Commission. To raise awareness of the Board positions across diverse groups, we place adverts in the national press (Sunday and Tuesday Times) and websites of Prowess and Business Professional Women UK (BPWUK) and ethnicjobcite.co.uk. Details are also circulated to the members of the Ethnic Minority Business Forum and will continue to attend and distribute information at events.</p> <p>The application form asks candidates to state where they heard about the vacancy and we include an equal opportunities monitoring form in the application pack, which covers ethnicity, gender and disability. These statistics are analysed in relation to the final appointments we produce which includes a comparison of the position at the start of each year with the position at the end of the year.</p> <p>In 2006/07, we compared this information for each RDA against national population data for that region to compare applications and appointments against local population mix. For the 2008 round of appointments we will continue to build upon the actions and plan to set up a virtual Diversity Group from within the BARG network. Meetings have taken place with our executive search consultant HAYS who will feed in their expertise and knowledge on the subject. We expect this action will build into the awareness raising for the board appointments in 2008.</p>
Joint diversity action plans	<p>In each region the Government Office and the RDA produce (and own) an annual joint awareness and diversity action plan, which they are responsible for delivering. At the end of each year, the Government Office and the RDA review the plan and BERR evaluates what has been delivered against the plans. The Business Appointments Regional Group meets to discuss the good practice identified.</p> <p>We are currently exploring with our search consultants the possibility of introducing an action plan for the longer term.</p>

**Objective 8:** Enhance the competitiveness of companies in the UK through overseas trade and investments; and attract a continuing high level of quality foreign direct investment is classified as **moderate and covers UKTI**.

The work stream	Relevance to RED	Actions/evidence	New assessment of relevance
UK Trade and Investment (UKTI) is a joint BERR/FCO	Moderate	The moderate rating reflects its activities to encourage and support companies of all sizes to improve their international	Moderate

organisation.		business performance and to attract foreign investment into the UK. UKTI is to review its services in order to confirm that they meet diversity requirements as appropriate. This will include Impact Assessments where required. The Government's Business Services Simplification Project has resulted in a new framework for UKTI services, and the review/IAs (if required) will be done alongside work on external presentation of the new services framework.	
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Relevant activities & actions for objective 8

Action in RES	Outcome at May 2008
UKTI monitors performance against its PSA targets and other performance measures through its newly developed Performance and Impact Monitoring System (PIMS). This includes data relating to the ethnicity and gender of company directors UKTI has assisted.	PIMS is in the process of establishing annual data to allow UKTI to monitor the extent to which there is an increase in the number of currently under-represented groups accessing its services as a result of the targeted initiatives undertaken. Benchmark data has been generated for 2007, the data generated for 2008 will enable us to measure change in the number of in the number of under-represented groups accessing services.
Outreach activities: these are delivered, for the most part, through our regional network and in collaboration with key partners	A number of International Trade Advisors based in the English regions have a key responsibility for taking forward the BME business agenda. This includes a China Business Manager to explore the diaspora opportunities from the North East's large Chinese student population.
Sector-focused work	Having established a network of BME Education and Training Providers interested in franchising educational services to international markets, the Trade Team in UKTI is providing a package of support through the Passport scheme to develop the network's business capacity.
Working with BME support organisations	In the West Midlands, UKTI continues to work closely with the Ethnic Minorities Business Council to develop its regional plan. This will include consultation with key stakeholders to identify international trade activities with minority businesses across the regions, and developing a plan to improve access and uptake of UKTI services and ensuring it complements the work of the

	<p>Minority Business Forum. In the East Midlands, UKTI is working closely with the India Trade Bureau and In Yorkshire and The Humber, we will continue to work closely with the Asian Business Development Network. This aims to strengthen international trade links with both regions' Asian business communities. In the South West UKTI recently worked with SWRDA to help deliver an event targeting BEM and women-owned businesses on how to access 2012 Olympic opportunities.</p> <p>At the 12<sup>th</sup> Annual Black Women in Business Awards ceremony (October 07), UKTI sponsored the International Award to demonstrate support available to UK business from UKTI.</p>
As well as monitoring success through PIMS, a quarterly internal report is produced to ensure the activities are delivering effectively	Such activities are designed to be responsive to the needs and circumstances of the companies we work with and the business opportunities that arise. They are therefore constantly being developed and added to.

**Objective 9:** Maximise potential in the workplace by maintaining an adaptable labour market while delivering a reduction of legal complexity for business, both here and in Europe, raising the level of and demand for skills, and outside the workplace by promoting gender equality and diversity is classified as **high**.

The work stream	Relevance to RED	Actions/evidence	New assessment of relevance
This area of work merits a high overall classification with its focus on enabling more people to work, or remain in the workplace, and making it easier for workers and employers to understand their rights and comply with their responsibilities.	High	All major Impact Assessments produced by the Employment Relations Directorate in BERR will include a Race Equality Impact Assessment within the Social Impacts component of the cost benefit analysis.	High

Relevant activities & actions for objective 9

Action in RES	Outcome at May 2008
Increasing statutory paid leave entitlement	This manifesto commitment to increase annual leave entitlements to be additional to paid leave for bank holidays is likely to benefit the low-paid in particular, including part-time staff, women and minority ethnic groups. The 'Paid Annual Leave Survey' was commissioned to enable equality impacts to be assessed (completion: October 2006). This work involved informal and formal consultation with equality stakeholders during 2006 and a Race Equality Impact Assessment conducted on the policy for the formal consultation in December 2006/January 2007.
European legislation	Influencing other Member States and the Commission to ensure that current and future European employment legislation is consistent with UK objective of non-discrimination in the workplace. We will continue to invite comments as appropriate from all stakeholders, including race equality bodies. Once agreed, implementation of the legislation will be appropriately monitored and the need for any changes investigated.
Employment Agency Standards	Ensuring agency standards and policies are developed and enforced to enable all to contribute to a flexible labour market and addressing problems facing vulnerable workers, who are more likely to be from minority ethnic groups or to be migrant workers. We held an informal consultation with stakeholders during April/May 2006. This was followed by a formal consultation paper in 2007, with a stakeholder event with a cross section of the industry in May 2007. An Equality Impact Assessment was conducted on policy for the formal consultation. While the responses received did not provide reliable estimates of the likely impacts by race, statistics from the industry suggest that a higher proportion of people from ethnic minorities work through agencies than in the general population. We will work with race equality bodies and stakeholders in the relevant community groups to ensure impacts are monitored.
Employment status, rights and responsibilities	Ongoing activities to raise awareness of employment status and rights by improving guidance, particularly targeting migrant worker communities. This includes publishing and distributing leaflets in a variety of languages. The NMW campaign this year included substantial migrant activity. This included press advertising, PR and extensive outreach activity. The extent of awareness of employment rights is monitored by BERR's periodic Employment Rights at Work Survey.
Maintenance and continuous development of employee pages ("Employee Direct") of the Directgov website ( <a href="http://www.direct.gov.uk">www.direct.gov.uk</a> ):	These pages provide a single comprehensive source of information for employees on their employment rights and responsibilities and will be reviewed and expanded in 2008/09 as content from other Government web sites ( <i>replace this</i> 'subject to augmentation during 2008/9 as advice to employees on their rights and responsibilities is' <i>with</i> 'is migrated to Direct.gov). Promotional activities have included the targeting of vulnerable groups particularly those working at or near the National Minimum Wage, including low paid sectors such as the hotel sector, and publication of

	<p>National Minimum Wage information in foreign languages. Monitoring the effectiveness of the site is an ongoing research activity and evidence is used to improve content and accessibility.</p>
<p>Review of employment-related helplines</p>	<p>Our focus on employment helplines has been on enhancing the existing Acas helpline service, which we expect to launch in April 2009. The improved helpline will provide a better service to employees and employers; for example through extended opening hours, increased capacity, improved referral services and easier access to advice in other languages. We believe this will enhance the information and advice available to the most vulnerable groups on their employment rights.</p> <p>We are also considering how we can enhance the protection afforded to vulnerable workers by improving the accessibility of the enforcement helplines and the links between them so that multi-issue complaints about employers can be handled effectively.</p>
<p>Employment Tribunals</p>	<p>Characteristics and experience of claimants: two studies were carried out during 2005 into the characteristics and experiences of claimants in race discrimination employment tribunal cases and a study of Employment Tribunals chairs' written judgments in race discrimination cases, to explore their content, quality and depth. We anticipate publication in June 2006. The studies will inform policy making with a view to eliminating discrimination and be fed into the training of tribunal members. Research findings have been published in the Employment Relations Research Series and seminars/research dissemination events held to promote findings to diverse audience groups in April 2006. . Ongoing monitoring will be carried out using the 2008 iteration of the Survey of Employment Tribunal Applicants (SETA) research.</p>
<p>Employment Tribunal Service (ETS) Claim and Response forms</p>	<p>The statutory Employment Tribunals Claim Form introduced in October 2005 and shortly to be revised contains an Equal Opportunities monitoring annex, which asks claimants to provide information on their ethnic group, religious belief and long-term illness or disability. This will be modified to include information on age, gender and occupation. This will provide the Tribunals Service, BERR and the Ministry of Justice (MoJ) with detailed real-time monitoring information where tribunal claims involving minority ethnic groups arise (by geographical area, sector, workplace size, etc.) and how they are resolved within the tribunal system. It will also provide indications of areas where minority ethnic groups are not making claims. Further research can then be commissioned to explore these claims in more detail.</p> <p>Research concerning employment tribunals is co-coordinated with Acas and the Tribunal Service within MoJ.</p>
<p>Dispute Resolution Regulations review</p>	<p>A Government consultation "Resolving Disputes in the Workplace" was issued in March 2007 alongside Michael Gibbons' independent "Review of Employment Dispute Resolution in Great</p>

	<p>Britain". The three main equality bodies (which have since become part of EHRC) all had meetings with Michael Gibbons; they also all responded to the consultation and their views have been taken into account. The key proposal - repeal of the existing statutory dispute resolution procedures - and a range of accompanying measures are now being taken forward through the Employment Bill 2007, which will be complemented by secondary legislation and non-legislative enhancements to dispute resolution. The Equality Impact Assessment accompanying the bill states that the proposed changes to the dispute resolution system should apply equally to all groups. Recent data from the Tribunals Service shows that a relatively high proportion of race and disability discrimination cases are resolved by Acas conciliation, which will be encouraged and better funded following the proposed changes to dispute resolution.</p>
<p>Success at Work</p>	<p>A New Approach to Helping Vulnerable Workers: BERR is funding two vulnerable workers pilots aimed at improving the support available to vulnerable workers and their employers at local level so that more vulnerable workers benefit from the statutory employment rights that they are entitled to. The pilots are focused on the hospitality and office cleaning (and wider building services) sectors. Both sectors rely heavily on black and ethnic minority and, increasingly, migrant workers, many of whom may come within our definition of vulnerable workers. Our definition of 'vulnerable' takes into account people's circumstances at work and their ability to take action where the employer treats them unfairly. The pilots are working with the business community, and with community advice bodies to improve standards in the workplace. EMAR has commissioned an evaluation of the pilot which is expected to be published in July 2008.</p>
<p>Age discrimination regulations</p>	<p>These came into force on 1 October 2006 and apply equally to all workers. A Race Equality Impact Assessment was undertaken and recorded in the published Regulatory Impact Assessment. The regulations will help where people have experienced multiple discrimination and the legislation ensures consistency across strands. We have started monitoring the default retirement age, and will be doing some work specifically on more general research such as the Fairness at Work survey and Survey of Employers Policies and Practices We will monitor the effectiveness of the legislation, including the impact it is having on racial and minority ethnic groups.</p>
<p>By 2008, to make progress against the following ethnic diversity targets within the former DTI's and now BERR's Public Service Agreement (PSA) target 10 from the 2004 Spending Review:</p>	<p>The targets reflect the Department's desire to promote good employment relations and fairness in the workplace</p> <p>For target 1, see Objective 6.</p> <p>For target 2, the baseline will be drawn from the Department's Fair Treatment at Work Survey. The First Fair Treatment at Work was conducted in 2005/6. The results were published in March</p>

<p>1. Raising the self-employment rate of under-represented minority ethnic groups, relative to that of other groups</p> <p>2. Reducing the incidence of racial discrimination at work reported by ethnic minority employees</p>	<p>2007. This survey, explored employees' experience of discrimination at work across all the equality strands. However due the sample being a quota sample there are problems with the bench marks. The Second Fair Treatment at Work will be conducted in 2008 and will provide a robust benchmark as it is a stratified random sample.</p>
<p>Work and Families Bill</p>	<p>A Race Equality Impact Assessment (EQIA) was carried out and published as part of the Work and Families Bill RIA. A further Race EQIA was conducted for the final carers IA in November 2006 around the definition of carer and whether this would adversely affect the BME community, and we would not expect to do any monitoring of these in the first 3 years. Focus groups were held with different groups including ethnic minority groups, and views from ethnic minority groups were sought during consultations with stakeholders on the draft secondary legislation for the April 2007 flexible working regulations.</p>
<p>Evidence base on race discrimination in the workplace</p>	<p>BERR's first Fair Treatment at Work Survey was conducted in 2005-06, and the second is scheduled for 2008. The survey asks 4,000 British employees about their experience of unfair treatment and discrimination at work, and that of others in the workplace - including on the basis of race, ethnicity and citizenship. In addition, the periodic Employment Rights at Work Survey asks about employee awareness of their right to race equality, and their experience of employment problems - including race discrimination.</p>

**Objective 10:** Promote and deliver and effective framework for corporate and insolvency activity, giving confidence to investors, business and other stakeholders is classified as **low**.

The work stream	Relevance to RED	Actions/evidence	New assessment of relevance
This classification reflects the fact that BERR's activities are	Low	See Annex C on BERR's Agencies.	Low

limited to overseeing Companies House and Insolvency Service performance and the delivery of efficiency benefits			
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Relevant activities & actions for objective 10

Action in RES	Outcome at May 2008
None identified.	Activities will be reviewed annually.

**Objective 11:** Safe, economic, efficient and effective management of Departmental (and, where relevant, Government) assets and liabilities and to provide a centre of excellence within Government on corporate finance and governance issues is classified as **low**.

The work stream	Relevance to RED	Actions/evidence	New assessment of relevance
This objective relates to nuclear clean-up, coal health claims (the responsibility of Energy Group) and maximising the value and professionalising management of various government shareholdings through the Shareholder Executive. These shareholdings include Royal Mail.	Low	Nuclear decommissioning is a necessary activity which does not impact disproportionately on any minority ethnic group. Coal health claims are processed in accordance with a Claims Handling Agreement (CHA) agreed by the Court. Any affected mineworkers regardless of race can make a claim (e.g. Polish ex-mineworkers have quite high representation) and such claims are processed in line with the CHA. Shareholder Executive continues to give due regard to race equality in the recruitment of its own officials and the appointment of individuals to the Boards of companies in which Govt has a shareholding.	Low

Relevant activities & actions for objective 11

Action in RES	Outcome at May 2008
<p>Future policy decisions on the post office network will involve discussions with stakeholder groups, RIA and public consultation, which will be used to identify any racial equality issues. Impacts of reduced numbers of post offices on different groups in society, such as the elderly, disabled, low incomes or those without access to private transport will be assessed in reaching policy decisions. Our current understanding is that minority ethnic groups are disproportionately under-represented in rural areas, but to the extent that they are resident in these areas, the impact of changes on them will not be significantly different to the impact on the community as a whole. Again, stakeholder discussions and responses to consultation will be used to identify any race equality impact issues in this policy area. Royal Mail has a diverse workforce.</p>	<p>Post Office Ltd are currently conducting a series of local consultations across the country on local Area Plans for changes to the post office network. All responses are considered and the guidance set out by Government in its Response to the Consultation document was that "no particular group of people should be significantly more adversely affected by closures or other changes in service provision than any other".</p> <p>It should also be noted that in response to Government's consultation on the future of the post office network, no obvious race equality impact issues emerged.</p>
<p>The Board has been encouraged to tackle diversity issues and has done so with</p>	<p>Shareholder Executive is fully aware of the Department's diversity initiative and supports it in its own recruitments processes - both externally and internally - ensuring that the people with the right skills and knowledge are recruited regardless of race.</p>

<p>success. The Shareholder Executive team will continue to support the Board in this area by maintaining awareness and ensuring that people issues including diversity are covered at Quarterly Shareholder meetings with the company. In making appointments to the Board, regulator and consumer bodies, Departmental and Cabinet Office best practice are followed and we seek to attract as wide a field as possible.</p>	
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**Objective 12:** Ensure nuclear security and safety and effective and efficient BERR contribution to preventing proliferation of arms and other strategic goods is classified as **low**.

<b>The work stream</b>	<b>Relevance to RED</b>	<b>Actions/evidence</b>	<b>New assessment of relevance</b>
<p>Policies/regulations covered by this objective are predominantly directed to the behaviours/actions of companies/exporters or other organisations/institutions rather than individuals or groups</p>	<p>Low</p>	<p>Nuclear safety, security, safeguards and export policies/regulations, and those applicable to the control of chemical weapons, are aimed at companies, not individuals. Typically these are large companies including licence holders at nuclear and chemical sites. Many of the obligations on these companies derive from international legal requirements and recommendations from UN Security Council, IAEA and OPCW, and associated bodies concerned with the safe/secure operation and control of facilities and the controls of sensitive equipment or information which can be used for the production of Weapons of Mass Destruction (WMD). . The UK is</p>	<p>Low</p>

		<p>required to ensure that companies are in conformity with these obligations and regulations. Decisions are taken on an objective basis against these regulations. Similarly, regulations concerning the export of controlled goods and technology - which play an important role in our counter proliferation work - are based on national and internationally agreed criteria which focus on the risk generated in the destination of export. Applications for licences will normally be made by companies and, regardless of the nature or status of the applicant, are all assessed rigorously and objectively against these criteria.</p>	
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Relevant activities & actions for objective 12

<b>Action in RES</b>	<b>Outcome at May 2008</b>
None identified.	Activities will be reviewed annually

**The Action Plan evidence base: Enabler objectives**

**Objective: Effective channels with business**

Overall classification: Moderate

Much of the work under this Objective concerns maintaining relationships with key companies and intermediaries, which is not deemed as relevant to race equality issues. The moderate overall classification therefore reflects the pockets of work outlined below. Business Relations Directorate leads on this work.

Relevant activities and actions:

Digital Television Switchover: Regional and generic leaflets about digital switchover will be produced in up to 12 different languages upon request. In moving towards communicating with each TV region (generally from two years before switchover of that region) in-depth desk research will be conducted to identify ethnicity and language profiles. Research is undertaken regularly to assess, by racial group, take up of digital TV and usability issues. Examples include Digital UK's ongoing quarterly 'Switchover Tracker', Ofcom's 'Report on media literacy amongst adults from minority ethnic groups' (published April 2006) and the DCMS/ONS 'Taking Part' survey (published December 2006). These show a higher ownership of digital TV among minority ethnic groups than for the general population and greater ability to use digital TV equipment.

Digital Strategy: The original strategy was a mix of actions pulled together from various departments in order to achieve digital inclusion of all citizens. It focused its attention on Government service delivery to ensure that delivery departments recognised and acted to make services inclusive. All Government Departments were informed of the importance of the race relations (Amendment) Act across the strategy actions by the Digital Strategy Programme Board before the Board was disbanded in order to bring forward a Review the Digital Strategy Actions. A review of the Digital Strategy was carried out by BERR early 2007. The review process was inclusive, with participation of stakeholders from private, voluntary sectors and other Government departments and conclusions were put to BERR Ministers in April 2007. The review found that the use of digital technologies by government was adequately covered by the Cabinet Office led Service Transformation programme, but that there was very limited attention on addressing the digital inclusion of disadvantaged and disabled people who may require access to e-government services, but had no means of accessing them. The review did, however, recognise the multi-channelled delivery approach of Transformational Government. The transformational Government Programme has since recognised this and has sought advice from the Third sector and Industry as to how to design services for all UK citizens. The review concluded that there was insufficient evidence to suggest that there is a macro economic case for

addressing the digital inclusion of all citizens, but that there was a case for addressing the digital inclusion for those without a choice, e.g. socially excluded people. It also concluded, however, that those who had chosen to digitally exclude themselves were not a high priority group for government at this time, but government would continue to monitor the economic impact of digital inclusion for all. The review made a number of recommendations one of which was a call for a digital champion preferably a cabinet minister who will provide leadership and act as a focal point within government. Paul Murphy MP has been appointed as the new Digital Inclusion Minister in February 2008 and will now lead on all Digital Inclusion policy development within Government.

Women in IT/ITEC professions: responsibility for this has now transferred to the Department for Communities and Local Government.

### **Objective: Setting and delivering priorities**

Overall classification: Low

This objective is focused on internal performance in planning and delivery of PSA targets through business planning, effective decision-making and programme efficiency savings. Finance and Resource Management Directorate lead on this work.

Relevant activities or actions: None identified. Activities will be reviewed annually.

### **Objective: Excellent corporate services**

Overall classification: High

This rating reflects the inclusion under the Objective of internal activities to ensure BERR has the right people with the right skills in the right place. A number of teams are involved in delivering this objective, including Human Resources and Change Management.

Relevant activities and actions:

Human Resources: activities include diversity training across the Department during 2008, building on the successful Diversity workshops for Key Leaders and meeting commitments in the Cabinet Office 10 point plan, including visible top-level commitment. A new development plan for Band A staff was considered, as BME staff are disproportionately clustered at Band A, but the BME statistics did not justify the scheme. Instead, we have looked at increasing the BME intake to existing development programmes. We have also worked with the Department's diversity groups including AGRE (the Advisory Group on Race Equality) and the business group based

diversity groups or forums, undertaken equality impact assessments where appropriate, and put in place adequate monitoring, possibly based on that already in place for the Accelerated Development Programme. Race Equality Impact Assessments were considered for new electronic staff appraisal and reporting process, the annual staff survey, sickness absence monitoring, recruitment and relocation plans and are published on the BERR website on completion. We also continue to take action to improve the percentage of staff that declares ethnic origin to the Department. Activities have included publicising the purpose of collating employment data by ethnicity across the Department and how it is used and a reminder to members of the Senior Civil Service to declare their own data and to encourage their staff to do the same. Senior Civil Service declarations reached 100% in the summer of 2007. We also consulted other organisations to see what has worked for them in increasing declaration rates and intend to continue to follow best practice in obtaining results in this area.

Public Appointments: The BERR Annual Appointment Plan, published at <http://www.berr.gov.uk/files/file28178.pdf>, 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 our targets for the appointment of minority ethnic groups, women and disabled people to public bodies for 2008. Actions to support progress towards our targets include: reviews by officials and Ministers at the beginning of each appointments exercise to identify how to reach out to a wide range of candidates; work with the Ethnic Minority Business Forum to explore new ways of attracting ethnic minority candidates; and maintaining close links with appointment units in other Government Departments to share good practice. Applicants are asked to provide information on their ethnicity, as well as gender and disability, via a form sent out with the application pack.

Unfortunately, the Department will not meet the targets because of the transfer of the Employment Appeal Tribunal and Employment Tribunal to Department for Constitutional Affairs resulting in the loss of almost 2,000 appointments which included a high proportion of members from these groups. We will be reviewing the targets for 2008 & setting targets for 2009 in the light of these transfers and those transfers made under the Machinery of Government changes in June 2007 shortly.

An initial meeting with the Ethnic Minority Business Forum (EMBF) took place, however it was not possible to further explore new ways of attracting ethnic minority candidates as the EMBF ceased to exist from the end of March 2007. However, Cabinet Office and the Office of the Commissioner for Public Appointments are working on initiatives to increase applications from women, people from BME backgrounds and disabled people. BERR will fully participate in these initiatives. However, the overriding principle remains in all public appointments that selection is based on merit.

**Objective: Excellent Corporate Communications**

Overall classification: Moderate

The provision of high quality and timely external service, information and advice and internal communication and marketing come under this Objective.

Relevant activities and actions:

Excellent external communications: BERR's accessibility policy includes translation of publications into minority languages at the Department's discretion and where there is a demand. Work is completed to ensure BERR's website meets World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI) AA accessibility standard and users can report BERR's site is fully accessible in terms of adherence to the AA standard.

When policies are being developed, the Department considers the impact on those who might be affected and ensures that all relevant stakeholders are identified and engaged. For example, ensuring that audiences from diverse backgrounds were targeted in the National Minimum Wage campaign.

We will continue to ensure our corporate communications promote positive images on race, disability, gender, age and other groups in society.

**Objective: Excellent Legal Services**

Overall classification: Low

Relevant activities and actions: None identified. Activities will be reviewed annually.

**The Action Plan evidence base: BERR Agencies**

**Insolvency Service overall classification: High**

<b>Diversity Monitoring</b>	<p>An Equal Opportunities Management Report is produced each year that sets out the results of its equal opportunities and diversity monitoring that covers all diversity strands. This report is considered by the Directing Board to assess progress and agree necessary action.</p> <p>Diversity related questions asked in the annual staff survey and appropriate follow up action taken.</p>
<b>Service Delivery</b>	<p>Information is available in alternative formats on request such as audio, large print and Braille. Information is also available in electronic format via the Internet/Web Site. A number of leaflets are available in Urdu, Chinese and Sylheti.</p> <p>Services are available to everyone who needs them with a number accessible on-line including the insolvency register and on-line petitioning.</p> <p>User satisfaction is monitored across most business strands as is confidence levels in Enforcement activity. A National Consultative User Group comprising specific representative groups meets regularly as does the Estate Accounting (formerly Banking) User group.</p> <p>Two helplines are operated – one for general insolvency matters and the other assisting employees made redundant as a result of insolvency. There is a formal complaints procedure and an Independent Complaints Adjudicator.</p> <p>The Insolvency Service has a User Engagement strategy and a Community Involvement Strategy.</p> <p>Ethnicity of bankrupts is monitored and consideration is being given to extending monitoring to include other ethnic strands. Monitoring will also be introduced for the users of the Debt Relief Order process that will be introduced in 2009.</p>
<b>Diversity Training</b>	<p>Diversity training is mandatory for all staff and managers. Other bespoke training is provided if particular needs are identified. A Diversity Advisor and HR Advisors provide additional advice.</p> <p>Diversity is covered in the e-induction programme during which inductees are referred to the range of diversity and equal opportunities policies and procedures.</p>
<b>Impact Assessments</b>	<p>Equality Impact Assessments are undertaken during the development of insolvency policy. Work has been undertaken to assess any differential impact in respect of the granting of early discharge from bankruptcy and also in respect of the taking of enforcement action against bankrupts. Once completed, appropriate action will be identified and taken.</p>
<b>Recruitment</b>	<p>The result of recruitment diversity monitoring is included in the Equal Opportunities Management Report. Equal Opportunities and diversity training is given to recruitment managers. Internal recruitment audits are</p>

	undertaken and The Insolvency Service is also subject to the Civil Service Commissioner Recruitment Audit process. The Insolvency Service has been assessed at low to medium risk for a number of years and not been subject to a formal audit.
<b>Summary</b>	The Insolvency Service is committed to its Diversity strategy and continues to work towards mainstreaming diversity in all it does. It engages with staff through its staff survey, its Diversity Group and Diversity Board and with customers and stakeholders through its various surveys and user groups. Its Chief Executive is its Diversity Champion and diversity issues are kept under constant review.

**Companies House** overall classification: **Low-moderate**

<b>Diversity Monitoring</b>	Companies House produces a comprehensive “Diversity Statistical Monitoring Report” which covers all diversity related categories and provides comprehensive information on other areas including Recruitment, Training and Work/Life Balance. This enables the organisation to monitor trends and highlight any emerging areas of concern. This information is then fed through to the “Agency Business Board” who review and discuss the data and agree recommendations in terms of any relevant action.
<b>Service Delivery</b>	<p>Information such as notes for guidance is available in alternative format on request such as audio, large print and Braille. Information is also available in electronic format via the Internet/Web Site which is compliant with the W3C standards.</p> <p>In order to get customer feedback Companies House has in place the following to report on issues relating to service delivery, correspondence, products and publications:</p> <ul style="list-style-type: none"> <li>➤ A Quarterly Customer Satisfaction Survey</li> <li>➤ Annual Mystery Shopper Review (which has focused previously on specific issues in terms of service delivery such as Disability and general accessibility)</li> <li>➤ Customer Focus Group Meetings (which are held country wide)</li> <li>➤ Customer Care Managers</li> <li>➤ Road shows/Customer Seminars</li> </ul>
<b>Diversity Training</b>	Companies House runs Diversity Awareness Training including a focus on specific elements relating to Race Relations in the following seminars/workshops:

	<ul style="list-style-type: none"> <li>➤ Induction</li> <li>➤ Diversity Awareness Training (covering both legislation and dignity at work etc)</li> <li>➤ Refresher Training/Briefing Sessions (covering new or relevant forthcoming legislation)</li> <li>➤ Leadership Team Training/Briefings</li> <li>➤ Dignity At Work</li> <li>➤ Legislation Briefings</li> </ul> <p>Guidance is also provided through the Diversity Advisor who has a specific remit to proactively ensure that Diversity remains a mainstream topic/part of working life. The diversity advisor is currently working on developing a further suite of diversity related training workshops such as e-learning and Drama Based training (using professional actors and real life situations). The aim of this type of drama training will be to raise awareness of diversity issues and to highlight impact of behaviour etc.</p>
<p><b>Impact Assessments</b></p>	<p>Companies House are currently working through their Impact Assessment action plan to:</p> <ul style="list-style-type: none"> <li>➤ Engage the business in the review and assessment process through briefing sessions and communication notices</li> <li>➤ Collate and produce a catalogue of Companies House policies and projects both current and forthcoming</li> <li>➤ Prioritise the policies and projects in terms of which ones need to be reviewed and assessed first and foremost</li> <li>➤ Systematically work our way through the review/assessment process to determine which (if any) require a full impact assessment</li> <li>➤ Report outcomes accordingly and recommended actions</li> </ul> <p>HR and specifically the HR Senior Manager who has at least seven years diversity experience has a seat on major programme boards which relate to electronic and business transformation and Companies Act Programme implementation. This gives Companies House the capacity to not only provide direct advice and input as the programme and supporting projects develop, but also to highlight areas of concern in relation to diversity issues and to ensure diversity issues are considered at each stage of programme development. Also to assess and review each programme and project in light of Impact Assessment.</p>
<p><b>Accessibility Group</b></p>	<p>To ensure compliance and best practice with the Race Relations (Amendment) Act 2000 and the Disability Discrimination Act 2005 diversity issues remain the responsibility of the most senior managers. Companies House has an Accessibility Group made up of senior managers from across the business (which includes 3</p>

	<p>Directors and 1 SCS) who pro-actively look at corporate issues relating to :</p> <ul style="list-style-type: none"> <li>➤ Accessibility (both physical and non physical)</li> <li>➤ Impact of our service delivery in relation to Race and Disability</li> <li>➤ Impact of policies in relation to Race and Disability</li> <li>➤ Impact Assessment progress and outcomes</li> </ul>
<p><b>School Links Programme/Corporate Social Responsibility</b></p>	<p>Through this programme Companies House continues to have strong links with many local and more wide-spread High schools. The programme entails such activities as:</p> <ul style="list-style-type: none"> <li>➤ Companies House participation in Enterprise Days</li> <li>➤ Participation in Career Option Days</li> <li>➤ Participation in mock recruitment and interviewing skills days (providing advice and practical skills and role play opportunities)</li> </ul> <p>Many of the local schools involved have very high ethnic minority student representation and have been very keen to continue this work as it links into diversity related issues some pupils' feel they may be exposed to, in relation to recruitment and choosing career paths.</p>
<p><b>Recruitment</b></p>	<p>Not only is the recruitment process monitored and reviewed as part of the analysis which forms a section of the Annual Diversity Monitoring report, but Companies House is also subject to the Civil Service Commissioner Recruitment Audit process (last audit 2007).</p> <p>This is an extremely robust review and part of the audit focuses specifically on diversity ensuring that all recruitment competitions are run in accordance with the Civil Service Recruitment Code and adhere to all aspects of fair and open competition.</p> <p>The report produced following the audit did not highlight any areas of concern in relation to diversity.</p>
<p><b>Statutory Filing Requirements (Companies Act)</b></p>	<p>Through the accessibility group work has been commissioned to review filing requirements and the impact on customers (i.e. is there any perceived possible negative impact?).</p> <p>To date Companies House have reviewed available data and continue statistical analysis on Late Filing Penalties (LFPs) and Compliance statistics. These have been set against ONS Census information, in terms of geographical spread of ethnicity representation to give a baseline measure to determine if there are areas</p>

	which are attracting higher levels of non-compliance notices, LFPs or prosecutions.
<b>Summary</b>	<p>Companies House has achieved positive feedback work they have done in relation to their Race Equality Scheme and other areas of Diversity such as regard to the School Links Programme and the Corporate Social Responsibility initiatives. Training and briefing sessions on legislation and raising awareness have been well received and Impact Assessment relating to both current and forthcoming policies and programmes are increasingly used.</p> <p>Diversity remains a mainstream issue with staff and senior managers are committed to driving forward the Diversity Agenda.</p>

**Consultees on the review of the 2006-08 BERR Race Equality Scheme**

In order to gain a representative view of BERR's Race Equality Scheme views were invited from across the Department. These included:

- BERR's Action Group for Race Equality (which meets quarterly and provided a peer review function of the Race Equality Scheme)
- Executive Agencies – Insolvency Service and Companies House
- UK Trade & Investment
- Ethnic Minority Business Task Force
- Fair Markets Diversity group
- Legal Services Ginger Group
- Departmental Trade Union Side
- The "ex-EBG" diversity forum Diversity First (now in DIUS)
- BERR's Diversity Consultant