Annual Equity, Diversity and Inclusion Board report

March 2023

Executive summary

This document provides a summary to the Board of developments and progress in Equity, Diversity and Inclusion (EDI) in the last twelve months to March 2023 and a continuing review of EDI data metrics within PML and comparator data.

Key activities and achievements

- Developed an EDI strategy, including mission, vision and strategic objectives.
- Committed to Investors in Diversity to understand PML's perceived culture and inform an EDI action plan.
- Reviewed the EDI and Dignity and Respect at Work Policies.
- Implemented mandatory EDI Ihasco training (72% completion).
- Carried out a menopause awareness survey and raised awareness.
- Raised awareness for national and international equality and wellbeing events during the year.
- Dissolved the Athena Swan Committee and discontinued our membership of Athena Swan (whilst maintaining our commitment to its goals). Incorporated members of the Athena Swan Committee into the EDI Committee
- Incorporated an independent EDI observer into PhD recruitment interviews.

Details of activities are included in Annex one.

Data are included in Annex two covering at least three years. This information has been taken from the new HR System. We recognise that this has not been completed by employees, and will seek to raise this awareness and encourage employees to complete these fields once people can see the relevance of collecting and monitoring data and feel they can trust PML to use the data for this purpose only.

EDI Strategy

An EDI strategy has been developed through the EDI committee, led by the Head of HR, under the direction of the Chief Executive.

Mission: To facilitate equity of opportunity across the PML Group through our inclusive culture, policies and awareness among employees, students and the board.

Vision: Employees and students will feel that PML is an inclusive place where all individuals have equity of opportunity and feel able to bring their true selves to work or study in a safe, supportive environment that is free from discriminatory or exclusive practices.

Longer term, data will show that traditionally under-represented groups are able to progress and succeed within PML through processes free from bias into junior and senior management positions across the organisation.

Strategic Objectives

- **Develop and promote an appropriate supportive culture across the organisation for all.** *Resp. Chief Executive supported by EDI committee.*
    - Benchmarking with a culture survey informed by external expertise to gauge the perception of PML as an inclusive employer and place to study, enabling actions to be developed around gaps identified.
    - Develop an action plan which identifies and addresses and supports the specific needs of neurodivergent employees and students to access development and career opportunities within current processes e.g. Performance and Development Review (PDR). Note - Neurodivergent includes hidden disabilities such as autism, ADHD, dyslexia, dyspraxia.

- **Educate the PML Group community and raise awareness in all areas relating to EDI to ensure that our commitment to EDI is understood by all (the communication piece)** *Resp. Chief Executive supported by HR and Marketing and Communications*
    - Develop an EDI communications plan, detailing objectives for raising awareness and engaging employees and students to achieve the cultural change required.

- **Achieve Investors in Diversity Accreditation** [1]
    - Initial staff survey and draw up action plan.
    - Aim for accreditation December 2023.
- **Develop, improve and implement appropriate policies and guidance**: *Resp. Head of HR*
    - Review and update policies and practices to ensure they incorporate best practice, going beyond legislative compliance.
    - Develop a Transgender at Work Policy that includes advice and guidance to support potential and current transgender employees and students.
    - Coordinate with Health and Safety colleagues to review and update guidance for LGBT+ employees who travel to intolerant countries, drawing attention to existing FCO LGBT+ guidance.

- **Reducing bias in decision making to recruit and support the development of a diverse range of people (employees and students) across our organisation:** *Resp. Head of HR & SMT*
    - A review of recruitment policy and practices through an EDI lens identifying potential bias and implementing ways of reducing bias in our recruitment processes to achieve increased diversity of suitably qualified applicants in all protected categories and hence increased diversity of employees.

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[1] Investors in Diversity accreditation has replaced Athena Swan as our objective. We have moved in this direction to better address the full range of protected characteristics and to better engage with all our employees. However, the EDI Committee committed to reviewing outstanding actions and progress made from the Athena Swan action plan, where possible.

    o Ensure training for PDR reviewers so they are equipped to discuss and support training and development objectively.

Note the EDI committee will act in an advisory capacity to support the delivery of all the above actions.

Resourcing: Staff resources will need to be put in place to deliver some of these actions. Where appropriate individual with suitable skills will have time allocated to support key aspects of delivery.

It is anticipated that these actions will co-evolve with the strategy as it develops.

PML EDI Committee, March 2023

Annex one

Activities March 2022 – February 2023

1. Investors in Diversity

We signed up for the Investors in Diversity Award, through the [National Centre for Diversity](#) to broaden our focus from the narrow lens of gender equality, to incorporate the range of protected characteristics. The aim is to address the culture and focus on providing an inclusive culture for all.

To ascertain our starting position and determine what actions we need to focus on, we launched an internal and external survey on 16 January 2023 to seek feedback from our employees, students, trustees, partners, suppliers and others we do business with.

Survey completion

- 99 employees (55%)
- 4 students (26%)
- 16 external (40% of those sent).

A breakdown of survey participants by disability, gender, sexual orientation, religion or belief, ethnicity was provided and some of this has been included in the data tables in Annex four where a comparison has been made with census and PML data. It was noted that respondents to an externally run survey were more comfortable sharing personal data that was anonymous, trusting it to be held confidentially.

It was noted that 59.8% of the respondents were female, with only 33% male.

The survey showed high levels of awareness of the principles and importance of EDI for PML, application in the workplace, policies and improvement plans. Employees felt respected, valued and trusted colleagues and managers, although the scores dipped for senior managers. There was good awareness around mental health and wellbeing, with employees feeling able to manage their own mental health and support colleagues.

The results of the survey indicated the following areas to consider including in action plans:

- Further training / awareness, including EDI awareness, disability (neurodiversity), unconscious bias.
- Reviewing how PML processes can improve confidence in reporting and dealing with unlawful discrimination, bullying and harassment.
- Raising awareness of the expectations for individuals to take responsibilities within EDI policies and how to embed EDI within the team, science area of group and PDR processes.
- Improving experiences of people from ethnic minority backgrounds, disability, LGBT and women, and overall feeling of fairness and equity for all members of PML.
- Raising awareness of PML's commitment, policies and expectation for external partners, customers and suppliers, including consideration for EDI standards within tendering processes and service level.

2. Policy development

We have reviewed the following policies:

Equity, Diversity and Inclusion policy

This has been updated it with the following, which have been highlighted in the policy:

- Reference to the EDI Committee
- The flow diagram was based on addressing specific concerns raised, which is outlined in the Dignity and Respect at Work Policy, so the Scope section has been removed.
- Inclusion of the scope of the policy to include "body type" and "socioeconomic background" in addition to the protected characteristics outlined in the Equality Act 2010.
- The section "Disciplinary action" has been rewritten and named: "8 Implementation of Policy" to have a more constructive focus.
- Expanded the definition section in the Appendix to separate out legal compliance from best practice commitments and aspirations.
- A table has been added to reflect the updates and policy owner, to meet ISO requirements.

Dignity and Respect at Work Policy

This has been completely re-written to replace the previous "Respect at Work Policy" that was written in November 2003. The language has been updated to reflect an inclusive culture with reference to PML strategy and the Core Values, Respect, Integrity and Responsibility.

3. EDI training

We have purchased the online EDI training module through our supplier IHASCO and have implemented this as mandatory training. To date we have a completion rate of 72%.

Annex two - data

1.Gender Pay Gap

PML employees less than 250 employees as is not required to report and publish a gender pay gap. Reports have been run to identify the gender pay gap from the statutory reference point, 31st March in the preceding year of the annual EDI report. The split in analysis for operations compared to science shows a reduction in the mean gender pay gap for operations employees, which follows the operations benchmark exercise in January 2022, where a higher proportion of females in grades 3 received an uplift. The increased gap for science employees may be related to higher numbers of men achieving merit promotion than women over the last three years, see section 7 below.

	2020	**2021**	**2022**
Mean gender pay gap for PML	7%	9.5%	9%
Mean gender pay gap for Science	2%	4.8%	7%
Mean gender pay gap for Operations	10%	20%	6%
Median gender pay gap for PML		10%	4%

Proportion of male and female employees by pay quartiles 2019 to 2023

The proportion of male and female representation within each pay quartile, Quartile 1 represents the lowest paid 25% and Quartile 4 represents the highest paid 25%.
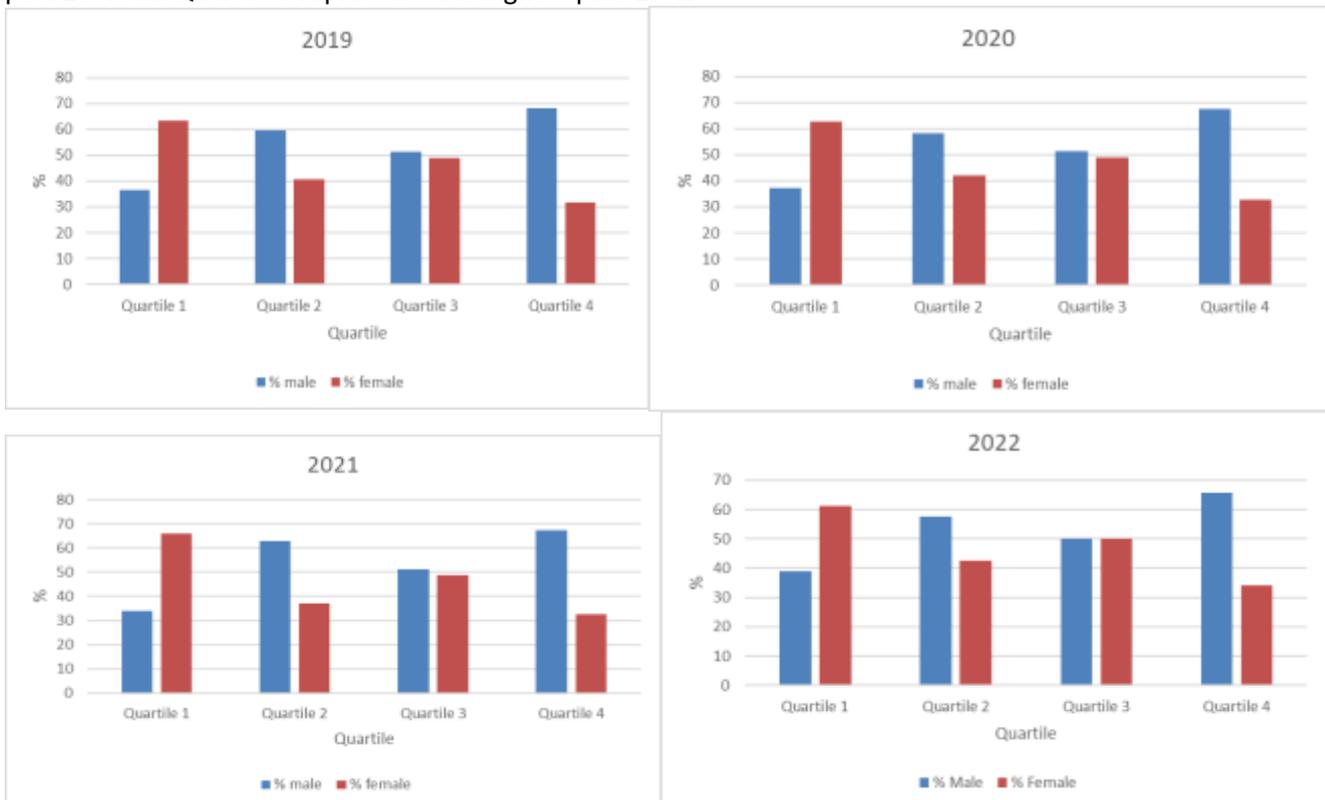
Proportion of male and females within each grade for science and operations grades, 2023.
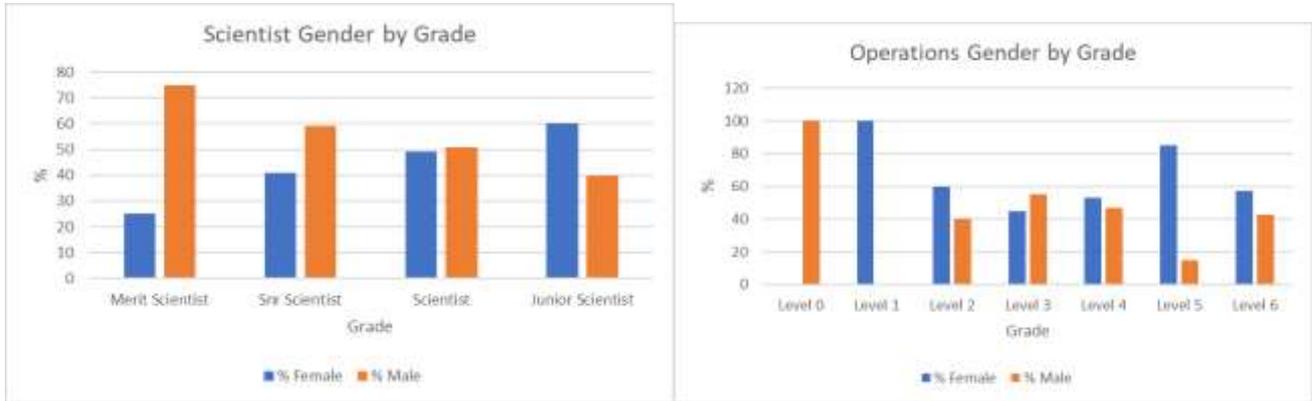
2. Current employees – ethnicity
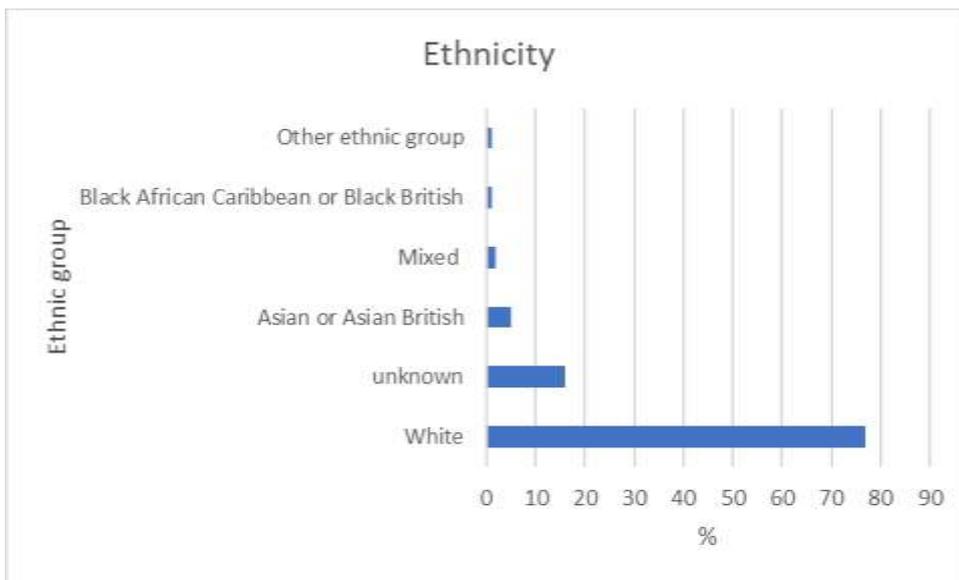
3. Current employees – disability

8 employees in PML group have declared a disability, 4.4%. It is noted that a high proportion of employees have not completed this field within the HR System.

4. Current employees – age
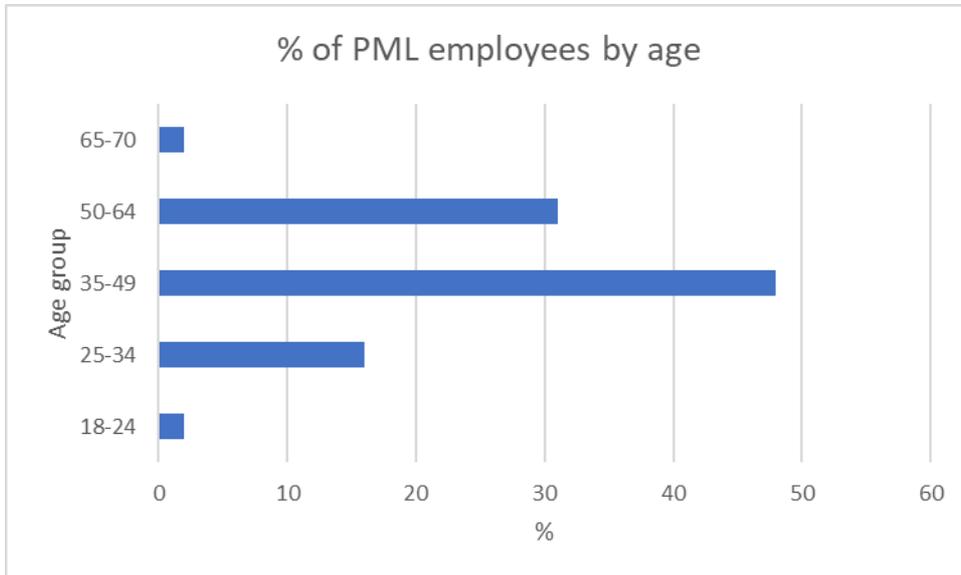
5. Current employees – sexual orientation
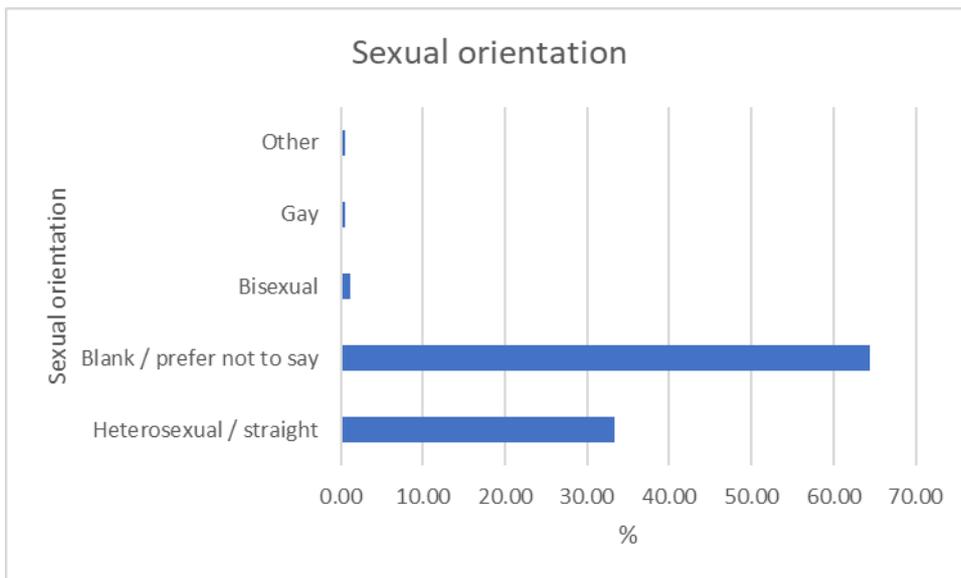
6. PDR reviewers

The data show the proportion of female PDR reviewers has increased over the last seven years, which was one of the targets in the Athena Swan action plan.

Year	2016	2017	2018	2019	2020	2021	2022
% PDR reviewers who were female	20%	21%	31%	29%	29%	32%	34%

7. Merit Promotions analysis 2020 to 2022

As part of PML's activities towards Athena Swan accreditation, the numbers of males and females applying and attaining promotion were closely monitored. Our data for 2012 – 2016 showed marginally higher numbers of applications from men, but a much higher success rate from female applicants implying females tend to wait until their case for promotion was very strong before applying. Athena Swan coffee club events focusing on promotion and changes to the PDR process to make ensure all staff are encouraged to seek promotion resulted in higher numbers of female staff applying for and attaining promotion following 2016. However, since 2020, the numbers of female staff applying for and attaining promotion have decreased, particularly at the higher grades. We suspect this may be linked to the pressures experienced by female staff members during and following the pandemic. Athena Swan survey data from that time noted that females impacted may need additional support to re-establish their pre-pandemic levels of motivation and focus.

Promotion to	2020 Female/Male		2021 Female / Male		2022 Female / Male	
Junior Scientist – application	1	1		2		
Junior Scientist – successful	1			2		
Scientist - application	3	4		1	1	
Scientist – successful	2	2		1	1	
Senior Scientist – application	1	3	1	1	1	2
Senior Scientist – successful	1	2	1	1	1	2
Merit Scientist - application		2		1	1	2
Merit Scientist - successful		2		1		1

8. Bonus payments in October 2022 and December 2022

Summary	Number	Division	Number
Females	26	Operations	13
		Science	13
Males	25	Operations	11

		Science	14
Total	51	Operations	24
		Science	27

9. Individual Merit Awards – operations employees and Merit Scientists

IMA award	2020	2021	2022
Male – application	3	2	2
Male – successful	2	2	2
Female – application	2	4	5
Female – successful	2	2	5

Annex three – Recruitment data

2022 data were collected over 25 recruitment campaigns. The unknown category includes where candidates have either left the field blank, selected a "prefer not to say" response, or recruited through an agency.

1 Gender

Gender Breakdown of candidates at various stages in the recruitment process split by Science and Operations posts for the last 4 years.

Science

	Applicants			Interviews			Offers			Accepted		
	Male	Female	Not known	Male	Female	Not known	Male	Female	Not known	Male	Female	Not known
2019	64%	32%	4%	67%	33%	0%	53%	47%	0%	62%	38%	0%
2020	58%	35%	7%	62%	31%	7%	54%	38%	8%	50%	42%	8%
2021	63%	34%	3%	71%	29%	0%	100%	0%	0%	100%	0%	0%
2022	44%	51%	5%	55%	43%	2%	44%	56%	0%	31%	69%	0%

Ops

	Applicants			Interviews			Offers			Accepted		
	Male	Female	Unknown	Male	Female	Unknown	Male	Female	Unknown	Male	Female	Unknown
2019	57%	43%	0%	70%	30%	0%	50%	50%	0%	50%	50%	0%
2020	56%	41%	3%	67%	33%	0%	67%	33%	0%	67%	33%	0%
2021	68%	30%	2%	63%	38%	0%	60%	40%	0%	75%	25%	0%
2022	20%	18%	62%	21%	29%	50%	23%	54%	23%	18%	55%	27%

2 Ethnicity

Ethnicity percentages of candidates at each stage of recruitment for 2020, 2021 and 2022. It was noted that in 2020 the proportion of offers made to white applicants was equivalent to the proportion of white applicants at the application stage. However, in 2021 and 2022 the proportion of white applicants offered a role exceeded the proportion of white applicants at the application stage. It is recommended that this continues to be monitored with the implementation of the new HR recruitment system, and where appropriate further analysis to identify any possible bias in the system.

2020	Asian/Asian British	Black/African/ Caribbean/ Black British	Mixed/multiple ethnic groups	Other ethnic group	Unknown	White
Applied	11%	1%	2%	3%	40%	43%
Shortlisted	3%	0%	3%	0%	56%	39%
Offered	0%	0%	6%	0%	50%	44%

2021	Asian/Asian British	Black/African/ Caribbean/ Black British	Mixed/multiple ethnic groups	Other ethnic group	Unknown	White
Applied	20%	7%	3%	3%	39%	28%
Shortlisted	10%	0%	0%	0%	55%	35%
Offered	0%	0%	0%	0%	43%	57%

2022	Asian/Asian British	Black/African/ Caribbean/ Black British	Mixed/multiple ethnic groups	Other ethnic group	Unknown	White
Applied	13%	2%	3%	2%	39%	41%
Shortlisted	9%	1%	1%	3%	34%	52%
Offered	4%	3%	0%	3%	24%	66%

3 Disability

Disability status in candidates at each stage of recruitment for 2020, 2021 and 2022.
It is disappointing that in the three years of monitoring recruitment data, there have been no offers made to candidates who have declared that they have a disability. It is also a concern that the percentages of those with unknown data is high and therefore the full picture is not known.

It should be noted that disability status is disclosed to the recruiting panel where an applicant who has a disability and meets the essential selection criteria is guaranteed an interview as part of our commitment to the "Disability Confident" scheme.

2020	Yes	No	Unknown
Total Applications	3%	57%	41%
Shortlisted	3%	44%	54%
Offer	0%	50%	50%

2021	Yes	No	Unknown
Total Applications	3%	59%	38%
Shortlisted	3%	42%	55%
Offer	0%	57%	43%

2022	Yes	No	Unknown
Total Applications	2%	58%	40%
Shortlisted	0%	63%	37%
Offer	0%	72%	28%

Annex four - Census data 2021

The census 2021 data has been published which enables us to compare our workforce against the region.

In some areas, direct comparison are difficult when considering the high proportion of recruitment from an international market.

It was noted that PML has a high number of employees who have not completed EDI fields within the new HR database, however, employees who completed the Investors in Diversity Survey had a higher rate of completion of EDI information. This has been included for comparison, but is based on the 99 employees who responded, not the 180 employees at PML.

	England & Wales	South West	West Devon	Mid Devon	North Devon	East Devon	Cornwall	Plymouth	PML	PML data from IID survey
Population growth	6.6% inc	7.8% inc	6.6% inc	6.6% inc	5.3% inc	13.9% inc	7.1%	3.2% inc		
Median age	40	44	51	46	48	50	47	39 (from 38)	44 (mean)	Not known
Aged 50 - 64								10.5% inc	30%	
Aged 20 - 24								13% dec	2%	
Born in the UK			91.7%	91.4%	91.8%	90.7%	92%	90.4%		
No disability	81.7% from 86%	82.2% from 81.9%	81.1% from 82%	82.4% from 83.3%	81.9% from 82%	82.9% from 83.5%	80.2% from 80%	78% (from 77.6%)	96% (inc blanks)	66.7%
Ethnicity "White"	81.7% from 86%		97.8% from 98.5%	97.8% from 98.6%	97% from 97.9%	97.4% from 98.4%	96.8% from 98.2%	94% from 96.1% (68% city - students 80.8% Derriford hspt	77%	86.6%
Ethnicity – "Asian, Asian British, Asian Welsh"	9.3% from 7.5%	2.8% from 2%	0.6% no change	0.7% from 0.6%	1.2% from 0.9%	1% from 0.7%	0.7% from 0.6%	2.2% from 1.5%	5%	
Ethnicity – "Mixed or Multiple"	2.9% from 2.2%	2% from 1.4%	1.1% from 0.8%	1.1% from 0.6%	1.2% from 0.8%	1.1% from 0.7%	1.2% from 0.8%	1.8% from 1.3%	2%	

Ethnicity - "Black, Black British, Black Welsh, Caribbean or African"	4% from 3.3%		0.2% from 0.1%	0.1% no change	0.3% from 0.2%	0.2% from 0.1%	0.2% from 0.8%	1.1% from 0.7%	1%	
Ethnicity – "Other ethnic groups"	2.1% from 1%	0.9% from 0.3%	0.3% from 0.1%	0.3% from 0.1%	0.3% from 0.2%	0.3% from 0.1%	1.1% from 0.2%	1% from 0.4%	1%	
Sexual orientation – straight or heterosexual	89.4%	89.51%					89.39%	88.95%	33%	86.6%
LGBQ+	3.16%	3.2%					2.96%	4.45%	2.2%	7.2%
Did not disclose	7.44%	7.29%					7.65%	6.6%	64%	5.2%