



Department for  
Business, Energy  
& Industrial Strategy

# BEIS VOLUNTARY REPORTING ON DISABILITY, MENTAL HEALTH AND WELLBEING 2019

October 2019



**OGL**

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# Foreword

## A message from Alex Chisholm

It is important that every person in the department prioritises their own mental health and wellbeing and those of their colleagues around them.

We aim to be a department that helps our staff thrive at work by creating an environment where everyone can fulfil their potential. We will continually improve awareness of disabilities to ensure those staff who need support are given the right help at the right time.

I encourage all senior leaders to act as positive role models by championing mental health and wellbeing, supporting people to help manage and adapt in their work, and creating an open and inclusive environment.

**Alex Chisholm, BEIS Permanent Secretary**

## A message from Daron Walker

In the Department for Business Energy and Industrial Strategy (BEIS) we recognise the importance of having a diverse, inclusive, accessible and innovative working environment. We place value on the importance of our staff working in a place where they feel good about the work they do, the relationships they form and their accomplishments. In order to achieve this, we place great importance on wellbeing. The nature of the work BEIS does is very diverse, from building our future economy via our business and industrial strategy to areas such as science research, climate change and energy and clean growth. This diversity is reflected in the composition of our staff and teams and we encourage and promote the strengths that everyone can bring to their role.

Our HR Health Safety and Wellbeing team work together with our staff networks, regional offices and partner organisations to embed positive wellbeing practices and support reasonable adjustments. Along with ensuring the safety of our staff, we have also focused on raising awareness of, and support for, mental health and wellbeing. This year, we launched our Mental Health and Wellbeing Strategy, helping us to tackle this important issue, improving the culture, reducing stigma and making BEIS a better place to work.

In my role as a Senior Civil Servant Champion I fully support the strategy and back the commitment to this very important part of the Wellbeing agenda.

**Daron Walker – BEIS Health, Safety & Wellbeing Champion**

## A message from Jane Heward

The department values its people and their wellbeing. We continuously aim to reduce the stigma around disability and mental health concerns and improve awareness of these topics. We believe in having open, engaging and supportive conversations about disabilities and health conditions. We ensure staff are given the tools and advice to help them achieve their full potential at work.

## BEIS Voluntary reporting on disability, mental health and wellbeing 2019

I am pleased to be participating in the [Voluntary Reporting Framework](#) on staff disability, mental health and wellbeing to showcase some of the outstanding work that has taken place in BEIS.

It has been an interesting year for BEIS and increasing the wellbeing offer for staff has been paramount in building awareness and resilience. This year in partnership with the staff network, we launched the BEIS Mental Health and Wellbeing Strategy. We have continued training Mental Health First Aiders and released a Wellbeing Brochure detailing training that is available to staff on wellbeing, resilience and managing stress.

The Health Safety and Wellbeing team provides expertise to the department and covers a wide area of topics within the specialism. We endeavour to improve staff wellbeing and the experience of visitors and contractors to BEIS. The work strands include core health and safety, such as risk assessments and auditing of the department's premises, advice on changes to premises and meeting legislative requirements. All these responsibilities are carried out with consideration to the welfare, inclusivity and access requirements of staff and visitors.

My aim is that everyone can work to their potential and can access the support from our team and from our Occupational Health and Employee Assistance Programme providers.

I am proud of the work the department has achieved and the contribution it makes towards the BEIS Values.

**Jane Heward – Head of Health, Safety and Wellbeing**

## Introduction

In 2017, the former Prime Minister asked the CEO of Mind Paul Farmer and Chairman of HBOS Dennis Stevenson to conduct an independent review into how employers can better support the mental health and wellbeing of their workers. Their report, 'Thriving at work: The Stevenson / Farmer review of mental health and employers', has shown that the UK faces a significant mental health challenge at work, which has a huge impact on national productivity and the economy.

To record the findings from the review, BEIS has implemented several initiatives and these will be outlined in this report.



**Left to right: Paul Farmer, PM Theresa May, Lord Denis Stevenson © Number 10 (CC-BY-NC-ND 2.0)**

Their review, with input from over 200 organisations, found that the cost of poor mental health to the economy is estimated to cost £74 - £99 billion per year, with a cost of £33 - £42 billion to employers.

The review asked employers to adopt six mental health core standards. These cover mental health at work plans, mental health awareness for employees, line management responsibilities and routine monitoring of staff mental health and wellbeing. The public sector was expected to go even further, demonstrating best practice through external reporting and designated leadership responsibility.

In November 2018 the government launched a new framework to encourage businesses to report how many of their staff have a disability or health condition, and to report on the health and wellbeing of staff. The framework is voluntary and was created in partnership with employers and charities. The Civil Service currently reports against the framework. Within this report we have published the data for BEIS as part of this framework.

We have aimed to do this with the implementation of our Health Safety and Wellbeing Strategy, our Mental Health and Wellbeing Strategy and Diversity and Inclusion Strategy and promotion of the Civil Service Health and Wellbeing Strategy. These documents meet one of the core challenges of the Stevenson / Farmer review which asks employers to produce, implement and communicate a mental health at work plan.

BEIS is very keen to ensure that the department supports staff who have mental health conditions, allowing staff to feel safe to talk, encouraging an open dialogue and enabling staff to bring their whole selves to work. Our department is committed to building understanding of

## BEIS Voluntary reporting on disability, mental health and wellbeing 2019

mental health whilst helping to encourage resilience of emotional, mental and physical wellbeing.

# Voluntary reporting on disability

## Diversity and Inclusion Strategy

The BEIS Diversity & Inclusion (D&I) Strategy was launched in 2017, outlining our ambition to be a role model for business and the Civil Service, and to make BEIS a great place to work for our colleagues and ourselves. Taking an active approach to diversity and inclusion ensures that we value our people and the people we serve, whoever they are, wherever they are, and whatever they do. It is the right thing to do, but it is also vital to delivering our business successfully and ensuring that we improve the lives of everyone in the UK. The strategy aims to give us the capability to recruit from the widest talent pool; to find and keep people with a diversity of thought and experience, and the right skills and attitudes to keep driving us forward.



**The Time to Change pledge was signed by Alex Chisholm, BEIS Permanent Secretary, on 10 October 2017 © BEIS**

We don't just want to be diverse; we want to make sure that difference belongs in BEIS and is a core strength. The D&I team works closely with Staff Network groups to ensure that decision making in BEIS is as inclusive as possible and takes account of the diverse needs of our staff.

## Staff Disability Declaration and Rates Representation

### Disability Declaration Rates

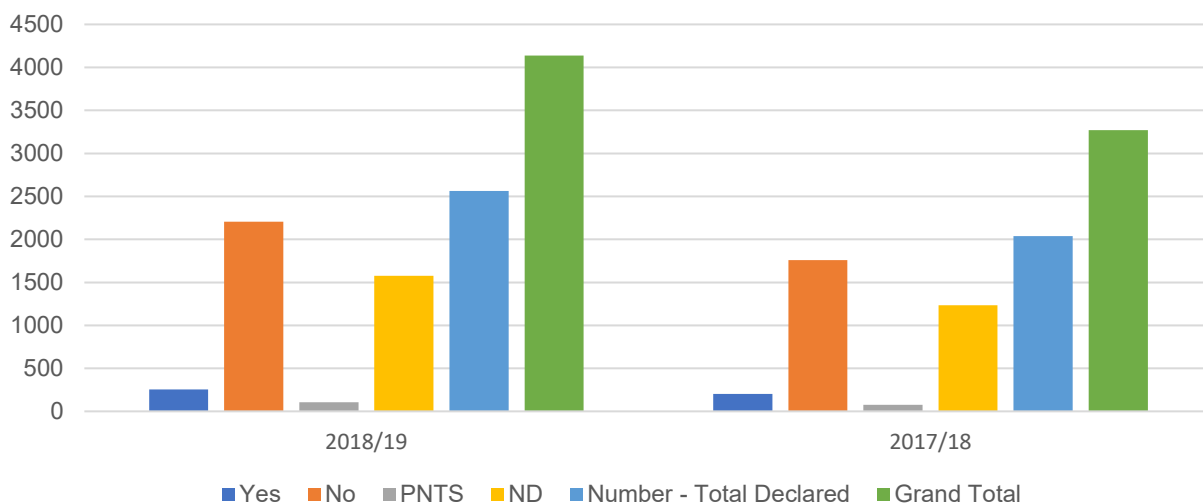
In BEIS our declaration rates derive from the percentage of people who have recorded whether they have a disability (or whether they prefer not to say) on the department HR Management Information System. Our staff are asked to answer anonymously whether they have a disability or long-term health condition. In 2017/18, 62.27% of staff answered this question, whilst in 2018/19 this dropped slightly to 61.95%. In both 2018/19 and 2017/18, 6.14% of those who answered the question on whether they had a disability had said Yes. This translates to 254 staff within BEIS declaring a disability in 2018/19.



## BEIS Voluntary reporting on disability, mental health and wellbeing 2019

The average across the Civil Service of staff recording themselves as having a disability was 10%.

**Figure 1 : BEIS Staff Disability Declaration Rates**



Source: BEIS Management Information

**Table 1: BEIS Staff Disability Declaration Rates**

| Year    | Yes | No   | Prefer Not to Say (PNTS) | Not Declared (ND) | Grand Total | Total Declared |
|---------|-----|------|--------------------------|-------------------|-------------|----------------|
| 2018/19 | 254 | 2205 | 105                      | 1575              | 4139        | 2564           |
| 2017/18 | 201 | 1760 | 76                       | 1234              | 3271        | 2037           |

Source: BEIS Management Information

## Disability Representation Rates

The Diversity and Inclusion team in BEIS look at disability representation rates in our department. The representation rates for a disability are the percentage of people who have declared their disability data **and** identified as having a disability. Overall, the disability proportion rate is 9.7%. This has exceeded our target of 7.2% for this financial year and is above the Civil Service average for the Civil Service of 9.2%.

At the grade levels, we are exceeding our targets at G6 (7.1% to 6.9%) and SEO (12.1% to 9.7%) but are not yet meeting our SCS (5.8% to 8%) or G7 (6.7% to 7.4%) targets for this financial year. There is a disproportionately larger percentage of disabled staff below Grade 7, we therefore have not set targets for the EO and AO grades.

Table 2: BEIS Staff Disability Proportion Rates

| <b>Grade</b> | <b>2017/18 QTR 1</b> | <b>2018/19 QTR 1</b> | <b>Targets 2018/19</b> |
|--------------|----------------------|----------------------|------------------------|
| SCS          | 6.2%                 | 5.8%                 | 8%                     |
| G6           | 6.2%                 | 7.1%                 | 6.9%                   |
| G7           | 5.9%                 | 6.7%                 | 7.4%                   |
| SEO/FS/HEO   | 9.2%                 | 12.1%                | 9.7%                   |
| EO/AO        | 16.1%                | 15.0%                | n/a                    |
| Overall      | 8.6%                 | 9.7%                 | 7.2%                   |

Source: BEIS Management Information

## Support for staff with disabilities and long-term health concerns

BEIS offers a Disability Confident Scheme (formerly the Guaranteed Interview Scheme). This scheme helps us to recruit and train great people, drawing from the widest pool of talent, securing high quality staff, who are skilled, capable and hard-working. BEIS is a Disability Confident Leader and includes this scheme's branding on all its job advertising. In recruitment, shortlisted applications are name-blanked to support diversity, and a guaranteed interview is offered to disabled candidates meeting the minimum role criteria.

If a person with disabilities is put at a substantial disadvantage compared to a non-disabled person, we have a duty to make reasonable changes to our processes. We offer reasonable adjustments, Workplace Adjustment Passports, and flexible working to all staff who may require them. Adjustments are often arranged via internal expertise or with advice from the Access to Work scheme including the Access to Work Workplace Mental Health Support Service managed by Remploy. Reasonable adjustments can include providing additional equipment, supporting flexible hours or making changes to the building where practicable. BEIS encourages the use of the Workplace Adjustment Passport. This is a record of adjustments intended to help staff move from post to post with ease.

Musculoskeletal health is a very important part of our internal strategy. Training for the use of Display Screen Equipment and completion of a risk self-assessment allows staff to report concerns around their workstations and environment. All staff are enrolled onto this training and concerns that are raised are followed up which may result in recommendations for reasonable adjustments to be put in place.

The department further assists its staff through the provision of an occupational health (OH) service. This independent, confidential health service is there to support people to be well at work or return to work after experiencing ill health. The OH service is delivered by a team of health professionals specialised in occupational medicine. The service deals specifically with the relationship between your work and your health. If line managers or their colleagues,

## BEIS Voluntary reporting on disability, mental health and wellbeing 2019

consider they need more information on health conditions or disability concerns the line manager can refer staff to OH. A referral will be carried out and a report with recommendations produced.

In 2018 approximately 114 Occupational health referrals were made.

BEIS has several staff network groups to improve awareness about disability. These include Capability Ability Network, Wellbeing and Mental Health Network, Migraine Awareness Group, Age Diversity Group, Dyslexia, Dyspraxia and Dyscalculia Group, the Eating Disorders Support Group, and others. The department runs a series of events and personal blogs throughout the calendar year to promote disability awareness and to give guidance and support. Senior disability champions attend the staff networks to show management commitment of the issues. The senior champions endorse and encourage the commitment of the staff groups and promote understanding throughout all areas of the department.

# Voluntary reporting on mental health and wellbeing

## Mental Health and Wellbeing Strategy

Jonathan Jones, the Civil Service Health and Wellbeing Champion and Permanent Secretary of Government Legal Department, launched five health and wellbeing priorities for the Civil Service in 2017. BEIS launched these within the department with the backing of our Senior Civil Servant Health Safety and Wellbeing Champion, Daron Walker.

BEIS has implemented a Wellbeing Strategy that includes three key areas of focus: mental health, musculoskeletal health, and healthy living. This strategy builds on the foundation of the Civil Service Health and Wellbeing Strategy.

To ensure that mental health awareness is brought to the forefront, BEIS worked with staff-network groups to launch a new Mental Health and Wellbeing Strategy in May 2019. This strategy was endorsed by the Permanent Secretary Alex Chisholm, the Health, Safety & Wellbeing Champion Daron Walker, and the Mental Health Champion Jae Samant.

This strategy complements and underpins aspects of the Civil Service Health and Wellbeing Strategy as launched by Jonathan Jones. The strategy particularly focuses on the need to encourage an open dialogue leading to action on mental health. Mental health is one of the biggest health challenges of the modern age.

We want our people to feel confident to talk about their mental health and be reassured that BEIS will help and provide support for them. We aim to foster an inclusive culture in which colleagues feel informed, supported and empowered to look after their own mental health and support others.

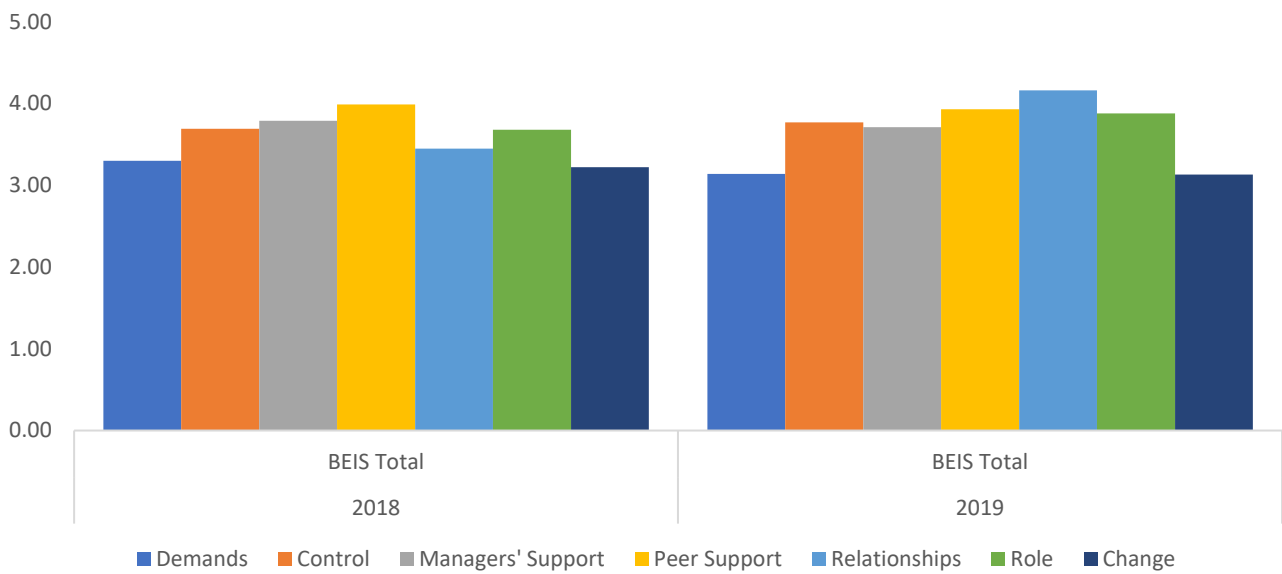
## Staff Wellbeing Temperature Check and PERMA Results

Organisations that regularly perform checks on levels of stress in their staff and take action to prevent or reduce stress are much more likely to identify problems before they escalate to the point that they damage people's health and result in staff absence.

### Wellbeing Temperature Check

In 2018 and 2019, BEIS ran a Wellbeing Temperature Check to identify possible areas of stress within the department. This survey, based on the Health and Safety Executive's Stress Indicator Tool, allows staff to anonymously answer a series of questions around the Stress Management Standards of Demands, Control, Support, Relationships, Role and Change. The results then give an indication of where there may be pockets of stress or uncertainty.

**Figure 2: Results from the BEIS Wellbeing Temperature Check**

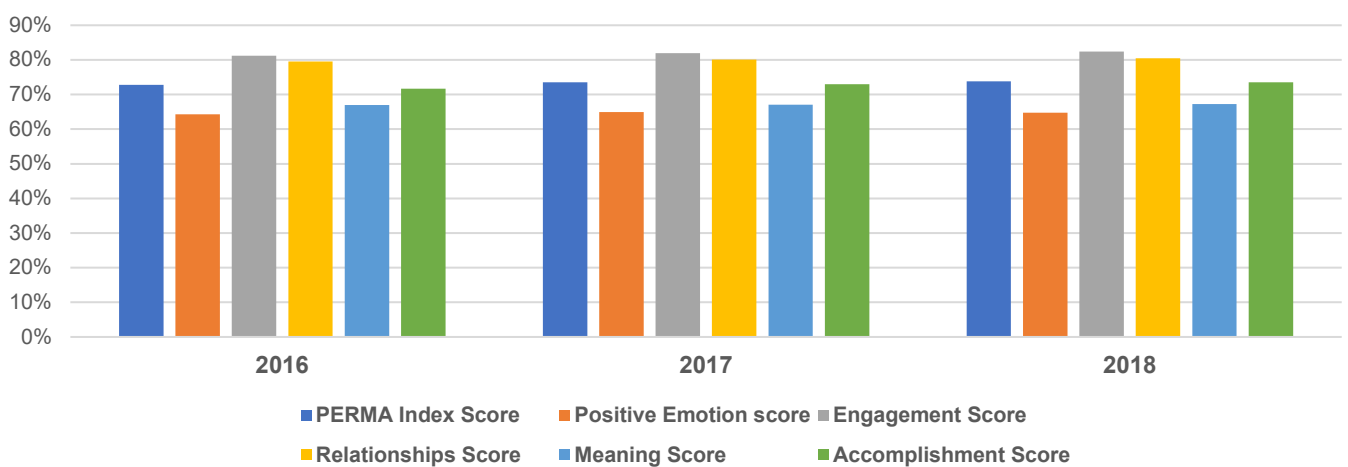


Source: BEIS Wellbeing Temperature Check

In both 2018 and 2019, reaction to Change in the workplace was indicated to be the biggest potential factor contributing towards stress in the workplace. The HR team worked with directorates to address any potential concerns and helped with strategies to combat the concerns raised. We have seen a positive increase in the scores for Control, Relationships and Role.

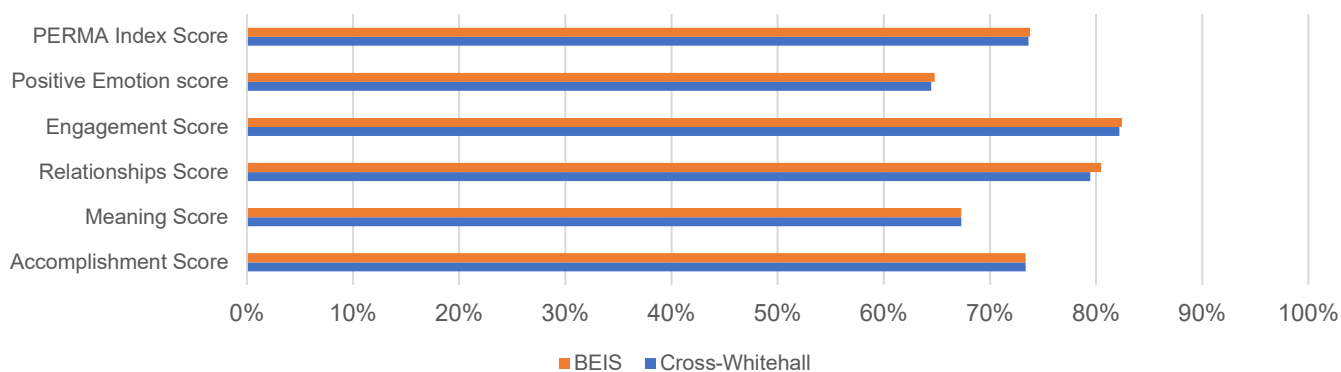
### BEIS PERMA Scores

We use an index based on the PERMA framework to measure the extent to which employees are flourishing. PERMA combines measures of positive emotion, engagement, relationships, sense of meaning and sense of accomplishment from the Civil Service People Survey. In 2018, BEIS employees had a PERMA index score of 74%, which matched the Civil Service as a whole. The index score in BEIS has generally remained stable since 2016. Figure 3: BEIS PERMA Scores



Source: Civil Service People Survey

**Figure 4: Comparison of BEIS and Cross-Whitehall PERMA Scores**



Source: Civil Service People Survey

## Support for staff on mental health and wellbeing

As part of our wellbeing and mental health offer the department runs a range of different services such as Employee Assistance Programme (EAP) and Occupational Health (OH); these serve to supplement the support staff receive from their team and from the department’s Health Safety and Wellbeing team.

In 2018 we introduced a new service provider for our EAP support services and OH referrals which has enabled better analysis of the predominant causes of referral. Mental health (covering anxiety / stress / depression / other psychiatric illness) has been identified as the most common referral our staff make to the service.

Staff and their line managers are encouraged to talk about the issue of mental health and to signpost available services such as our EAP. This is a confidential 24/7 counselling service and can address both everyday situations and more serious problems, whether of a work or personal nature. Line managers are also provided support via the EAP route.

In 2018, we trained 69% of our senior leadership in Wellbeing Confident Leaders training. The aim of the training is to enable our leaders to define what wellbeing is and identify the steps they can take to make a positive difference to the wellbeing of their teams. To complement this, senior leaders are also encouraged to share tools and tips with colleagues on how they have operated best practice in their teams.

BEIS Mental Health First Aiders (MHFAs) are based across the majority of the BEIS offices, all of whom have successfully completed the MHFA England Two Day Adult course and have committed to undertaking refresher training every three years. We currently have 163 MHFAs across BEIS. They have offered support to colleagues and have arranged or delivered over 30 mental health talks.

BEIS also has a range of training options for staff to focus on developing their mental health awareness. This, combined with the offer from Civil Service Learning and e-learning packages, means that staff have access to bespoke stress, resilience and wellbeing training. There is further guidance, advice and wellbeing videos published on the BEIS intranet for reference. Other wellbeing support includes advice on healthy living and nutrition and encouragement to exercise.

## BEIS Voluntary reporting on disability, mental health and wellbeing 2019

BEIS is committed to delivering several national and cross-government health and wellbeing campaigns for our colleagues. The department has already delivered four campaigns in 2019, including Time to Talk Day; Mental Health Awareness Week; Active Wellbeing Week; and World Mental Health Day.

The department receives consistently strong engagement rates in activities relating to campaign events. This is reflected across the offices, where staff are engaged with their teams' wellbeing champions and take part in local-level events and activities. For instance, colleagues in Aberdeen have been awarded the gold level Healthy Working Lives Award.

The level of interest, particularly in mental health, has gained significant momentum across BEIS and internal intranet page views on content relating to wellbeing and mental health events has increased by 58% from April to August 2019. In August the internal intranet page on upcoming wellbeing events for the month received almost 4,000 pages viewed.

## Conclusion

Following the creation of BEIS in 2016, it has made considerable strides in achieving a more diverse and informed workforce on issues surrounding mental health and disability. We will continue to work towards breaking stigmas surrounding these areas, continue to support awareness of them, and ensure more staff feel confident to disclose any issues of concern.

Our vision is an organisation where mental health issues are widely understood and destigmatised. Our people will feel confident to talk about their mental ill-health and know that the department will help and support them. We aim to promote an inclusive culture in which colleagues feel informed, supported and empowered to look after their own mental health and support others.

We aim to ensure that continuous progress is being made in helping the department to flourish, especially in the form of raising awareness about disability and mental health issues.

## Next steps

### Wellbeing Temperature Check

The Health and Safety Executive recommend that the Temperature Check is run annually to monitor progress against the six management standards.

We plan to roll this tool out again in February 2020, as agreed with our senior management team.

### Workplace Wellbeing Charter

The Workplace Wellbeing Charter is an accreditation that demonstrates commitment to improving the lives of those who work within the organisation.

We plan to sign up to this charter in January 2020.

### Wellbeing Brochure

The Wellbeing Brochure promotes and highlight key speakers, events and support for a range of wellbeing initiatives.

We plan to review and relaunch the brochure in January 2020

### Reviewing the Wellbeing Strategies

To ensure the Wellbeing Strategy and the Mental Health Strategy remain relevant and reflective of the department's needs, we plan to review these both early/mid 2020



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This publication is available from: [www.gov.uk/government/publications/disability-mental-health-and-wellbeing-support-in-our-workplace-beis-voluntary-report-2019](http://www.gov.uk/government/publications/disability-mental-health-and-wellbeing-support-in-our-workplace-beis-voluntary-report-2019)

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