From: request-1330473-dc8d04f1@whatdotheyknow.com>
Sent: 20 August 2025 11:24
To: UKSBS FOI
Subject: EXTERNAL: Freedom of Information request - Details of UKSBS Governance on Equality and Health & Safety Compliance

[You don't often get email from request-1330473-dc8d04f1@whatdotheyknow.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

Dear UK Shared Business Services Limited,

I am making a request under the Freedom of Information Act 2000.

Please provide the following information for the period 1st April 2019 to the date of this request, reflecting the statutory minimum record-keeping period for employment, equality, and health & safety compliance.

If any requested information is already published, please provide the precise URL or location in accordance with Section 21 of the Freedom of Information Act (FOIA).

Part 1: Equality Act 2010 & Public Sector Equality Duty (PSED)

1. Governance and Accountability
a) A copy of the organisation's current Equality, Diversity & Inclusion (EDI) Strategy, and any reports presented to the Board or Executive Committee on its implementation.
b) Any document (e.g. Responsible, Accountable, Consulted, Informed (RACI) matrix, scheme of delegation, committee terms of reference) defining which executive, role, or committee holds ultimate accountability for compliance with the Equality Act 2010 and the Public Sector Equality Duty (PSED).
c) The minutes of any Executive Committee, Audit Committee, or Board meetings where the PSED (s.149 Equality Act 2010), Equality Objectives, or Equality Impact Assessments (EIAs) were a substantive agenda item.
d) Copies of all published Equality Objectives and all annual Equality Information reports (or equivalent Public Sector Equality Duty compliance reports) for the period covered by this request. For each document, please also provide the date of publication and the precise URL where it was made publicly available.
e) Copies of any correspondence with the Government Equalities Office, Cabinet Office, or other regulators regarding compliance with the PSED or Equality Objectives.

2. Executive Training and Competence
a) Dates, format, duration, and attendance of all training provided to the Executive Committee on the Equality Act 2010 and the PSED, including whether it covered individual protected characteristics.
b) Whether each training was a generic all-staff module or a dedicated executive-level programme.
c) Copies of training materials used and any evaluation/feedback reports.

3. Impact Assessment and Performance Measurement
a) All EIAs carried out since April 2019 for new/revised policies, services, budgets, or organisational changes.
b) Internal dashboards, Key Performance Indicators (KPIs), or metrics presented to the Executive or Board for PSED compliance.
c) Internal audit reports, compliance reviews, or assurance statements assessing Equality Act/PSED compliance.
d) External audit/benchmarking results (e.g. Stonewall, Disability Confident, Race at Work Charter).
e) Correspondence with the Equality and Human Rights Commission (EHRC), Cabinet Office, or other regulators regarding equality or PSED compliance.
f) Copies of any Data Protection Impact Assessments (DPIAs) or Information Commissioner's Office (ICO) correspondence relating to equality or diversity data.

Part 2: HR and Workforce Monitoring

4. Workforce Data and Processes
a) The organisation's policy on reasonable adjustments, and monitoring data on requests and outcomes.
b) Policies on bullying, harassment, dignity at work, and monitoring data on related complaints.

5. Pay Gap Reporting and Data Management
a) Staff communications on diversity data collection in Oracle Fusion or earlier systems ("Take Five" newsletters etc.), including any messages to employees on the importance of maintaining the accuracy of their personal data.
b) Documentation on diversity data system migrations, including:
* Migration plans and retention policies
* Reports of data loss during transitions
* Recovery/restoration procedures
* Staff communications about data loss/system changes.

Part 3: Health & Safety at Work etc. Act 1974

6. Governance and Risk Management
a) Your published "Health and Safety at Work" policy designates ultimate responsibility to the "Executive Director (ED)" and oversight responsibility to the "Property Asset Management Director (PAMD)". As these titles do not appear to correspond with your current executive structure, please provide the current, correct job titles of the post-holders who hold these specific responsibilities.
b) Please provide all versions of the corporate and/or departmental risk register entries for "Workplace Stress" and/or "Wellbeing" from 1st April 2019 to the date of this request. For each version, please include the full risk description, the documented mitigation actions, and any recorded changes in risk scoring or status. Please ensure the information provided clearly shows the evolution of this risk over time, with a particular focus on the period since 1st January 2022.
c) Organisational-level stress risk assessments since April 2019.
d) Minutes of Health & Safety Committee meetings where stress/wellbeing was discussed.
e) Results of staff wellbeing/stress surveys provided to management.
f) Training records on workplace stress or mental health obligations.
g) Health and Safety Executive (HSE) inspection reports, enforcement/improvement notices, or correspondence since April 2019.
h) Records of workplace fatalities, major injuries, or dangerous occurrences reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (anonymised).
i) Copies of internal audit or assurance reports on Health & Safety compliance since April 2019.

Part 4: Corporate Reporting and Transparency

7. Annual Reporting
a) Any sustainability/Environmental, Social, and Governance (ESG) reports including equality or H&S metrics.
b) Reports submitted to parent government departments on equality or health & safety compliance.

Part 5: Procurement and Supply Chain

8. Supplier Compliance
a) Policy documents or standard contract clauses requiring supplier compliance with the Equality Act 2010.
b) Reports or monitoring data on supplier equality compliance.

Part 6: Training and Awareness Activities

9. Training Delivery and Formats
a) A list of all training/awareness activities since April 2019 on:
* Equality, Diversity & Inclusion (including protected characteristics)
* Health & Safety (stress, wellbeing, mental health)
* Bullying, harassment, or dignity at work

b) For each:
* Date(s) delivered
* Delivery format (e-learning, classroom, virtual, “Lunch and Learn”, etc.)
* Intended audience (executive, managers, all staff)
* Whether attendance was mandatory or voluntary
* Number of participants completed/attended
* Evaluation, feedback, or impact assessment reports.

10. “Lunch and Learn” Programme Governance
a) Policies, protocols, or guidance on “Lunch and Learn” sessions, including treatment as working time or voluntary.
b) Complaints, concerns, or correspondence regarding timing, content, or mandatory/voluntary nature.
c) Records of any policy changes following complaints/concerns.
d) Copies of “Take Five” newsletters or equivalent staff communications referencing wellbeing, diversity, or training.

Part 7: Employment Tribunal Claims

11. Tribunal Claims and Outcomes
a) A list of all Employment Tribunal claims since April 2019, including:
* Case reference (or anonymised identifier)
* Date lodged
* Protected characteristic(s) cited
* Outcome (settled, withdrawn, judgment, ongoing)
b) Reports or summaries to the Board/Executive/Audit Committee on tribunal claims, outcomes, or lessons learned.
c) Total sums paid in settlements, awards, and legal costs (anonymised by case type).
d) Policy/procedure changes implemented as a direct result of tribunal outcomes.

Cost Threshold and Processing Instructions Under Section 12 FOIA, if estimated costs exceed £450:
* Provide a fees notice (s.9) breaking down costs and time.
* Offer advice and assistance (s.16) to refine the scope.

If costs exceed the limit, please prioritize in this order:
1. Parts 1 & 3 (Equality and H&S governance – statutory compliance) 2. Part 7 (Tribunal claims – public accountability) 3. Parts 2 & 6 (Workforce monitoring and training) 4. Parts 4 & 5 (Corporate reporting and procurement)

If only partial processing is possible, provide what can be disclosed within £450 and issue a fees notice for the balance.

Format and Clarification
Please provide information in electronic, machine-readable format (Word, Excel, CSV, or PDF where unavoidable).
If clarification is required, contact me under your Section 16 duty rather than refusing outright.
Please acknowledge receipt within 5 working days and confirm the target response date under Section 10 FOIA.

Yours faithfully,

Gary Wallage

Strategic Legal Basis Summary
This request is anchored in statutory obligations including:
* Equality Act 2010 ss.149-153 (PSED duties)
* Equality Act 2010 (Specific Duties) Regulations 2011 (Equality Objectives and annual information)
* Health and Safety at Work etc. Act 1974 (employer duties)
* Management of Health and Safety at Work Regulations 1999 (risk assessment)
* Data Protection Act 2018 & UK General Data Protection Regulation (GDPR) (special category data handling)
* Companies Act 2006 (governance and reporting)
* Employment Rights Act 1996 (tribunal obligations)

Each item represents information UKSBS is legally obliged to create, maintain, or retain, and therefore should be readily disclosable.

Please use this email address for all replies to this request:
request-1330473-dc8d04f1@whatdotheyknow.com

Is foi@uksbs.co.uk the wrong address for Freedom of Information requests to UK Shared Business Services Limited? If so, please contact us using this form:
https://www.whatdotheyknow.com/change_request/new?body=uksbs

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:
https://www.whatdotheyknow.com/help/officers

For more detailed guidance on safely disclosing information, read the latest advice from the ICO:
https://www.whatdotheyknow.com/help/ico-guidance-for-authorities
https://www.whatdotheyknow.com/help/ico-anonymisation-code

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an FOI officer, please ask your web manager to link to us from your organisation's FOI page.
