request-1308838-f9e3f9c7@whatdotheyknow.com

Our Ref: FOI25-26-035

4 August 2025

Dear

Thank you for your email of 11 July 2025 in which you requested the following information:

Please provide the following information for the period 1st April 2022 to the date of this request:

1. Executive Committee Training and Competence:
For all individuals who have served on the UKSBS Executive Committee during this period, please provide:
a) The dates, format (e.g., in-person workshop, legal briefing, seminar), and duration of all training provided specifically on the Equality Act 2010, the Public Sector Equality Duty, and an employer's legal duties towards employees with non-visible disabilities and neurodiversity.
b) Please explicitly exclude any generic, all-staff e-learning modules from your response to 1(a). The request pertains to specific, dedicated training delivered to the Executive Committee.
c) A summary or table of contents for any training materials used in these executive-level sessions.
d) Anonymised records of attendance for this training, showing the number of Executive Committee members who completed each specific training event.

2. Strategic Policy and Risk Discussions at Executive Level:
a) Please provide the minutes (or relevant extracts thereof) from any Executive Committee meetings where the organisation's strategy for supporting neurodivergent staff or those with non-visible disabilities was a specific agenda item.
b) Please provide any internal reports, briefings, or risk assessments presented to the Executive Committee regarding the organisation's legal risks or obligations under the Equality Act 2010 regarding non-visible disabilities.
c) Please confirm if "Failure to support neurodivergent employees" or "Failure to comply with the Equality Act 2010 regarding non-visible disabilities" is, or has been, recorded on the corporate or any departmental risk register.

3. Workforce Equality Data:
Please provide the most recent available statistical breakdown of the UKSBS workforce based on employees' self-declared protected characteristics. For each category, please provide the number of employees and the corresponding percentage of the total workforce.
a) Disability: Please provide the total number of employees who have declared a disability, and a further subdivision showing:
i. The number of employees who have declared a non-visible disability.
ii. The number of employees who have declared as neurodivergent (including, but not limited to, autism, ADHD, dyslexia, dyspraxia).

b) Age: Please provide a breakdown by the following age bands: 16-24, 25-34, 35-44, 45-54, 55-64, 65+.

Your request was handled under the terms of the Freedom of Information Act 2000.

Under the Freedom of Information Act 2000 ('the Act'), you have the right to:

- know whether we hold the information you require
- be provided with that information (subject to any exemptions under the Act which may apply).

I can confirm that UKSBS holds some of the information you have requested. Please find our responses below:

1a – No information is held as there is no record of any training provided, specifically on the Equality Act 2010, the Public Sector Equality Duty, and an employer's legal duties towards employees with non-visible disabilities and neurodiversity for individuals who have served on the UKSBS Executive Committee during this period.

1c – No information is held as there is no record of any training provided, specifically on the Equality Act 2010, the Public Sector Equality Duty, and an employer's legal duties towards employees with non-visible disabilities and neurodiversity for individuals who have served on the UKSBS Executive Committee during this period.

1d – No information is held as there is no record of any training provided, specifically on the Equality Act 2010, the Public Sector Equality Duty, and an employer's legal duties towards employees with non-visible disabilities and neurodiversity for individuals who have served on the UKSBS Executive Committee during this period.

2a - We have extracted the relevant notes from the minutes of Executive Committee meetings where the Equality, Diversity and Inclusion Strategy and People Strategy were mentioned.

Minute extracted from 19 March 2024:

3.4.2 Equality, Diversity and Inclusion Strategy 2025-28 (the Strategy) (MC 2diii 2025 03 19): The measures were focussed on culture, policies were in place and training was available. Inclusive Employer accreditation was held by UKRI and DSIT. The Committee **ENDORSED** the Strategy.

Minute extracted from 15 September 2022:

4.1 The Committee acknowledged the importance of top-down leadership and requested that an assessment be made of wellbeing support and materials that could be made available to senior and middle managers.

4.2 The Committee **APPROVED**:

UK Shared Business Services Ltd (UKSBS). Registered in England and Wales as a limited company.
Company Number 6330639. Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF

- The inclusion of wellbeing questions in the Annual Employee Survey.
- The People and Money Matters Campaigns.

Minute extracted from 18 January 2023:

8.1 Equality, Diversity & Inclusion Strategy Update (MC 030A 2023): A**PPROVED** for consideration by the Board at its next meeting.

Minute extracted from 19 April 2023:

4.1 Draft UK SBS People Strategy (MC 4b 2023 04 19): JA explained that this was originally drafted to support the Reward Business Case for BEIS and the need for further work to align with Workforce Plans was required. Executive provided valuable initial feedback. Agreed that People Team would revise the Strategy and consider an SLG engagement activity at the June meeting.

2b – No data held – we hold no evidence that any internal reports, briefings, or risk assessments were presented to the Executive Committee regarding the organisation's legal risks or obligations under the Equality Act 2010 regarding non-visible disabilities.

2c – “Failure to support neurodivergent employees" or "Failure to comply with the Equality Act 2010 regarding non-visible disabilities" isn’t currently and has not been, recorded on the corporate or any departmental risk register.

3a, i, ii

	Number of employees	Percentage in business
Disability	40	5.29%
Non-visible disability	31	4.10%
Neurodivergent	6	0.79%

3b,

	Disability		Non-visible disability		Neurodivergent	
	Number	Percentage	Number	Percentage	Number	Percentage
16-24	1	0.13%	1	0.13%	0	0.00%
25-34	5	0.66%	4	0.52%	2	0.26%
35-44	7	0.92%	6	0.79%	2	0.26%
45-54	12	1.58%	8	1.05%	1	0.13%
55-64	15	1.98%	12	1.58%	1	0.13%
65+	0	0.00%	0	0.00%	0	0.00%

Based on 755 employees at the time data was gathered.

UK Shared Business Services Ltd (UKSBS). Registered in England and Wales as a limited company.
Company Number 6330639. Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF

I hope this information is of assistance.

If you are dissatisfied with the above response, you have a right to request a review of your Freedom of Information request. Details of the complaints and review procedure are appended to this letter.

Yours sincerely

UKSBS Freedom of Information Team

UK Shared Business Services Ltd (UKSBS). Registered in England and Wales as a limited company.
Company Number 6330639. Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF