

## Research brief: Analysis of HCPC registrants' equality, diversity and inclusion (EDI) data

### Purpose and research aims

1. The primary purpose of this research is to analyse data received from some of the HCPC's registrants in response to a non-compulsory, online Equality and Diversity Monitoring Form, ('survey') which was live in December 2019. A word doc version of the full survey contents can be seen at *Annex A* below.
2. In addition, this research will enable the HCPC to better understand the EDI profile of its employees and partners, and to what extent they are representative/reflective of its registrants and the wider UK population that registrants serve.
3. Overall, the HCPC intends to garner a more holistic and transparent picture of the EDI profile of its registrants, employees, and partners as a whole, in order to identify and address any potential discrimination, harassment, and/or unconscious/conscious bias.
4. We anticipate that as core components the research will include:
  - statistics (descriptive and inferential, including proportions and comparisons with population-based data, market comparators/benchmarking data, and other data held by the HCPC);
  - visual representations of the statistics (including tables, charts and/or infographics) to be used in a public-facing report; and
  - multivariate analysis (to better understand the intersectionality of HCPC's registrants'/employees'/partners' characteristics).
5. A budget of **c.£15,000** is available for this work (depending on the scope of the research). The deadline for proposals is **20 July 2020**.

### About the HCPC

6. The Health and Care Professions Council (HCPC) is an independent multiple professions' regulator set up to protect the public. We register the members of 15 professions. We set and maintain standards which cover education and training, behaviour, professional skills and health; approve and monitor education programmes which lead to registration; maintain a register of people that successfully pass these programmes; and take action if a registrant's fitness to practise falls below our standards.

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7. We were set up in 2002 and now regulate 15 health and care professions in all four countries of the UK (c. 280,000 registrants) including, for example, biomedical scientists, dietitians and operating department practitioners, as well as physiotherapists and radiographers.

### About the data

8. HCPC requested confidential<sup>1</sup> information from its pool of registrants to be used for statistical information and monitoring purposes only. The self-identifying options provided in the survey were drawn from the 2001 census categories, including:
  - Gender
  - Gender identity
  - Title
  - Age
  - Sexual orientation
  - Nationality
  - Ethnicity
  - Religion and belief
  - Disability or health condition
  - Working pattern
9. Respondents were also given the option 'prefer not to say.' Overall, we received 15,281 responses. That is 5.4% of the total number of HCPC registrants (281,597 as of February 2020). The response rate varied by gender and by profession, which will need to be taken into consideration and inform all analyses. In some instances, we have small numbers for some groups that could lead to individuals being identified or could be considered sensitive. Therefore, these smaller categories should either be appropriately aggregated with other categories or if necessary withheld from presented analyses.
10. This data set is the first that the HCPC has collected on its registrants' EDI characteristics (except for those collected as part of the registration process covered in the section below), and therefore these analyses will be the first of its kind.
11. In future years (including this year, 2020), we will collate data collected in each of the annual surveys to conduct data trend analysis, so that we are better able to understand how the profile of our registrants changes over time. This may enable more informed estimations about the potential impact of our regulatory functions on our registrants, with regards to their EDI characteristics, and any necessary adaptations as a result.

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<sup>1</sup> We asked respondents for their unique registration ID number. Unlike registrants' registration numbers (which form part of our Register and are therefore in the public domain), the registration ID number could not be used to identify registrants in the unlikely event of a data breach.

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## **Additional data sets to be included in analyses**

### **Registration data**

12. In addition to the survey data, we hold the following characteristic data on our Register for all of the HCPC's registrants:

- Age
- Gender
- Profession
- Application route

13. We expect the research/analyses to cover both the survey and registration data sets, in so far as possible.

### **EDI data for employees and partners**

14. All applicants for employee and partner roles at the HCPC are asked to complete a voluntary equal opportunities and diversity monitoring form, which is appended to their application forms. The data is then collated and analysed for a report which is presented to HCPC's Council each year. The appointed research team will be provided with these reports for information, however we expect the format/presentation of the analyses commissioned to be consistent across categories (registrants, employees and partners) and therefore the visual representations of the statistics (including tables, charts and/or infographics) will need to be done again, so that it can be used in a publication described below,.

#### *HCPC employees*

15. We hold the following profile/characteristic data for our employees (please see the word doc version of the Equality Monitoring Form for employees at *Annex B* below):

- Gender
- Marital status
- Dependents status
- Age
- Sexual orientation
- Ethnicity
- Religion and belief
- Disability

16. Employee data is collected at 1 June for the previous 12 months. At 1 June 2019, there were 269 employees at the HCPC and 67 leavers that were employed during the period. We will update the appointed research team with the updated information for this year, when available.

#### *HCPC partners*

17. We hold the following profile/characteristic data for our partners (please see the word doc version of the Equality Monitoring Form for partners at Annex C below):

- Gender

[Type here]

- Age
- Sexual orientation
- Ethnicity
- Religion and belief
- Disability

18. HCPC partners<sup>2</sup> (for current partners and applicants) information currently covers the period from 01 June 2018 until 31 May 2019, however we will update the appointed research team with the updated information for this year. There were 690 partners at the end of this period (694 in 2017/18), some of whom carried out multiple roles. This includes a total of 179 lay partner roles some of whom carry out multiple roles.

19. In alignment with the analyses we are commissioning on our registrant data sets, we are also seeking analyses on our employee and partner data so that it can be covered in our planned EDI report. The analyses should include:

- statistics (descriptive and inferential, including proportions and comparisons with population-based data and benchmarking against equivalent organisations (those of a comparable size and remit));
- visual representations of the statistics (including tables, charts and/or infographics) to be used in a public-facing report; and
- multivariate analysis (to better understand the intersectionality of our employees' and partners' characteristics).

20. We do not intend to prescribe the way in which analyses are carried out, nor what the multivariate analyses should precisely include (you may note that the data collected for registrants, employees and partners are not like-for-like). Instead, we seek independent expertise and description of any exploration taken of what is possible in terms of manipulating the data sets, in order to help us to achieve our aim of better understanding the profile of the HCPC's registrants, employees and partners as a whole.

## **Background to the research**

21. The outcomes of the research will support the development and delivery of our Equality Diversity and Inclusion Action Plan 2020 (to be published on our website shortly). Please refer to our EDI policy and action plan 2019 on the [Equality Diversity and Inclusion page of our website](#) for information about our duties, objectives/commitments and our progress towards meeting them.

22. Our EDI objectives fall within the areas that we identified as core to our performance as a regulator in our corporate plan 2018-2020.

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<sup>2</sup> Includes: Panel Member; Panel Chair; Legal Assessor; Visitor; Registration Assessor; Registration Appeals Panel; and CPD Assessor.

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23. We plan to use the commissioned analyses to inform a qualitative report which the HCPC will draft and publish in late 2020. This report will explore the findings from the analyses of the survey data, combined with experiential knowledge the HCPC has with regards to EDI and our registrants. The report will also share our plans for future work to better understand our EDI profile and registrants' lived experiences (including the impact of our regulatory functions in relation to EDI characteristics). Once we have an enhanced understanding of this, we will be better able to make changes to remove any unnecessary barriers and provide additional support for our registrants where warranted.

### Research governance

24. We expect the appointed research team to develop a project plan outlining key milestones and to keep this updated for the duration of the research. We also expect to be provided with progress reports on a regular basis.

25. Sign-off from the HCPC lead will be required at key stages to be agreed with the appointed research team.

26. Payment of the research budget will be made in two instalments – 50% on commission and 50% on satisfactory completion of the final report.

### Final report

27. The final report should include a description of the background and objectives of the research, methodology and findings. An executive summary with some form of key analyses/headline statistics should be included. Sections/chapters relating to each of the data sets/categories (registrants/employees/partners) are expected, along with an overarching chapter covering comparable data across the data sets/categories.

28. The report should identify any key themes or issues from the research including any that might merit further exploration. We do not require specific recommendations from the research team as the research findings will be considered in light of the wider context and other activities to determine any actions required. However, any identification of gaps in data sets or issues with representative value, and any accompanying advice on how to improve data quality and reliability is invited.

29. The research team may be required to present their findings at a Council meeting to be determined (and this should therefore be factored into costings).

### Next steps and anticipated timescale

30. Proposals for this work should be submitted by email to the HCPC's policy team inbox by no later than **20 July 2020**.

- Email: [policy@hcpc-uk.org](mailto:policy@hcpc-uk.org)

31. For queries about the project, please contact Charlotte Rogers, Policy Manager.

- Email: [charlotte.rogers@hcpc-uk.org](mailto:charlotte.rogers@hcpc-uk.org)

[Type here]

32. There is no prescribed format for submitting research proposals. However, they should include the following to be considered for short-listing.

- A proposal for how the research would be conducted.
- An outline timescale including key milestones.
- Any ethical considerations or approval needed (and how this will be obtained).
- Arrangements for research governance.
- The researcher(s) CV(s).
- A breakdown of costs.

The following are the timescales for this work.

| Action  | Timetable         |
|---|-------------------|
| Invitation for proposals issued   | 19 June 2020      |
| Deadline for proposals  | 20 July 2020      |
| Short-listing   | 20-23 July 2020   |
| Interviews / meetings with shortlisted research team(s) (if required)   | 29 & 30 July 2020 |
| Research team appointed   | 4 August 2020     |
| Contract signed and research formally commences                         | 5 August 2020     |
| Interim update to HCPC lead (by email and virtual meeting) <sup>3</sup> | 19 August 2020    |
| Draft report made available for comment by HCPC                         | 9 September 2020  |
| Deadline for final report   | 16 September 2020 |

33. We anticipate a budget of **c.£15,000** (depending on the scope of the research). This budget is inclusive of all costs, including VAT (if applicable) and any contribution to overheads (if applicable).

### Short-listing criteria

34. Our decision to short-list or appoint will be based on the research brief, and an overall assessment of how far the proposal has addressed the HCPC's needs. We will particularly assess research proposals as to the extent to which they meet or exceed the following indicative criteria:

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<sup>3</sup> This interim update is not intended to be the only update during the course of the research, but it will serve as a key checkpoint in the progress of the research. Any issues, areas of clarification, or barriers to progress in line with agreed timescales should be communicated to the lead in a timely manner, so that they can be addressed and the research progressed.

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- The proposal demonstrates understanding of the role of the HCPC as a regulator.
- The proposal demonstrates understanding of the research aims.
- The proposal describes an appropriate methodology that is consistent with the research aims (including being replicable in future exercises).
- The proposal demonstrates that the research team have proven experience and expertise in undertaking research of a similar nature.
- The proposal demonstrates a clear commitment and ability to deliver the project on time to an appropriately high standard.
- The proposal represents value for money

[Type here]

**Annex A: HCPC equality and diversity monitoring form (registrants)**

The HCPC is committed to being a fair and inclusive regulator and ensuring that its services are accessible to everyone regardless of race, gender, ability, religion, sexual orientation or age.

The information we collect through this form will help us make sure that our stakeholders are able to interact with the HCPC free from discrimination, harassment and victimisation. The form is not mandatory, but we would encourage you to complete it so we are able to ensure everybody is equally able to access our services and be treated fairly and supported when doing so.

We understand that you may not want to answer some of the questions in this form, in particular identifiable details, and so we have included options throughout for 'prefer not to say'. However, the more information you provide us, the better able we are to improve our services in this regard. All information we collect around equality and diversity will be treated confidentially in accordance with the General Data Protection Regulation (GDPR). Access to this information will be restricted to staff involved in the processing and monitoring of this data. It will be used to provide statistical information only.

Please contact us if you would like to receive the survey in Welsh.

**Registration identification number: (This is the unique ID number provided in the letter we sent you – not your registration number.)**

**Please indicate whether you would like to opt out of providing your information. (Please note that selecting 'yes' will close the survey and prevent you from providing any information.)**

**Title:**       Mr    Mrs    Miss    Ms    Mx    Dr    Other    Prefer not to say

**Date of birth:**



[Type here]

### Profession

- Arts therapist       Hearing aid dispenser       Physiotherapist  
 Biomedical scientist       Occupational therapist  
 Practitioner psychologist  
 Chiropodist / podiatrist       Operating dept. practitioner       Prosthetist / Orthotist  
 Clinical scientist       Orthoptist       Radiographer  
 Dietitian       Paramedic       Speech and language therapist  
 Prefer not to say

### Application route

- UK approved course       Grandparenting       International       Prefer not to say

### Gender

- Male       Female       Intersex       Transgender  
 Transexual       Non-binary       Prefer to self-describe  
 Prefer not to say

### Sexual orientation

- Heterosexual/straight       Gay man       Gay woman/ lesbian  
 Bisexual  
 Prefer not to say       Prefer to self-describe

### Do you consider yourself to have a disability or health condition?

- No       Yes

### If yes, please tick all which apply.

- Physical/mobility       Visual impairment       Hearing impairment  
 Mental health       Learning disability       Illness/health  
 Other       Prefer not to say

### Religion

- Buddhist       Christian       Hindu       Jewish       Muslim       Sikh  
 Atheist/no religion       Other       Prefer not to say

### Nationality and ethnic origin

- Prefer not to say

[Type here]

(The following are based on the census 2001 categories and are in alphabetical order.)

***Asian, Asian British, Asian English, Asian Scottish, Asian Welsh or Asian Irish***

- Bangladeshi     Indian     Pakistani     Other

***Black, Black British, Black English, Black Scottish, Black, Welsh or Black Irish***

- African     Caribbean     Other

***Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or Chinese Irish***

- Chinese     Other

***Mixed***

- White and Asian     White and Black African  
 White and Black Caribbean     Other mixed background

***White***

- White – British     White – English     White – European     White – Irish  
 White – non-European     White – Scottish     White – Welsh     Other

**Please indicate your preferred language.**

- English     Welsh     Other

**Working pattern**

- Full time     Part time     Prefer not to say

[Type here]

### **Annex B: Equal Opportunities and Diversity Monitoring Form (Employees)**

Thank you for applying for a vacancy at the HCPC. The purpose of this form is to help us monitor and improve our standards of recruitment and employment practice.

Any information gathered for statistical analysis will be used anonymously and will not be used to assess or score your application.

The HCPC is committed to equal opportunities and reflecting the diversity of the public. To monitor our recruitment process we collect diversity data on all applications, which is stored separately from the rest of your application and is not seen by any short-listing or interview panel. It is used to produce statistics so that we can analyse the diversity profile of those applying to the HCPC and meet the obligations of our Equality and Diversity Scheme.

#### **Date of Birth (dd/mm/yyyy)**

Prefer not to disclose

**Gender** Male Female Transgender Prefer not to disclose

#### **Please describe your marital status**

Single Married Divorced Prefer not to disclose  
Civil Partnership Partner Widowed

#### **Do you have dependent children?**

Yes No Prefer not to disclose

If yes, please indicate number:

#### **Please select the option which best describes your sexual orientation**

Lesbian Heterosexual Bisexual

Gay Prefer not to disclose

#### **Please indicate which of the following describes your ethnic group**

Asian:

Bangladeshi Indian Pakistani Any other Asian background

Black:

African Caribbean Any other Black background

White:

British Irish Any other White background

Chinese:

Chinese

Any other Chinese background

[Type here]

Mixed:

Asian & White   Black African & White   Black Caribbean & White   Any other mixed background

Other:

Ethnic Group   Any other ethnic group

Undisclosed:

Prefer not to disclose

If any other background, or any other ethnic group chosen, please specify:

**Please indicate your religion or belief**

Atheism   Buddhism   Christianity   Hinduism

Islam   Jainism   Judaism   Sikhism

Prefer not to disclose   Other (please specify)

**Do you consider yourself to have a disability?**

Yes   No   Prefer not to disclose

Please state the type of disability which applies to you. People may experience more than one type of disability, in which case you may indicate more than one.

Physical   Learning Disability/Difficulty   Sensory  
Long-standing illness   Mental health condition   Other (please specify if you wish)

**Annex C: Equal Opportunities and Diversity Monitoring Form (Partners)**

Thank you for applying for a vacancy at the HCPC. The purpose of this form is to help us monitor and improve our standards of recruitment and employment practice. Any information gathered for statistical analysis will be used anonymously and will **not** be used to assess or score your application.

The HCPC is committed to equal opportunities and reflecting the diversity of the public. To monitor our recruitment process we collect diversity data on all applications, which is stored separately from the rest of your application and is not seen by any short-listing or interview panel. It is used to produce statistics so that we can analyse the diversity profile of those applying to the HCPC and meet the obligations of our Equality and Diversity Scheme.

|  |            |  |
|--|------------|--|
| Date of Birth  | DD/MM/YYYY | <input type="checkbox"/> Prefer not to say |
| Which of the following best reflects how you would describe your gender identity?  |            |  |
| <input type="checkbox"/> Female<br><input type="checkbox"/> Male<br><input type="checkbox"/> Prefer not to say<br><input type="checkbox"/> Other term  |            |  |
| Please describe your marital status  |            |  |
| <input type="checkbox"/> Married<br><input type="checkbox"/> Single<br><input type="checkbox"/> Civil partner<br><input type="checkbox"/> Prefer not to say<br><input type="checkbox"/> Other term               |            |  |
| Please select the option which best describes your sexual orientation  |            |  |
| <input type="checkbox"/> Heterosexual/straight<br><input type="checkbox"/> Gay/lesbian<br><input type="checkbox"/> Bisexual<br><input type="checkbox"/> Prefer not to say<br><input type="checkbox"/> Other term |            |  |

[Type here]

|  |   |  |
|--|---|--|
| Please indicate which of the following describes your ethnic group<br>(This relates to a sense of identity/belonging on the basis of race/culture, not place of birth or citizenship.) |   |  |
| <b>A. White</b>  |   |  |
| <input type="checkbox"/> British<br><input type="checkbox"/> English<br><input type="checkbox"/> Scottish  | <input type="checkbox"/> Welsh<br><input type="checkbox"/> Northern Irish<br><input type="checkbox"/> Irish   | <input type="checkbox"/> Gypsy or Irish Traveller<br><input type="checkbox"/> Prefer not to say<br><input type="checkbox"/> Other White background, please specify:<br>_____ |
| <b>B. Mixed/Multiple ethnic groups</b>   |   |  |
| <input type="checkbox"/> White and Black Caribbean<br><input type="checkbox"/> White and Black African<br><input type="checkbox"/> White and Asian                                     | <input type="checkbox"/> Prefer not to say<br><input type="checkbox"/> Other Mixed/Multiple ethnic background,<br>please specify: _____                     |  |
| <b>C. Asian, Asian British</b>   |   |  |
| <input type="checkbox"/> Indian<br><input type="checkbox"/> Pakistani<br><input type="checkbox"/> Bangladeshi  | <input type="checkbox"/> Chinese<br><input type="checkbox"/> Prefer not to say<br><input type="checkbox"/> Other Asian background, please specify:<br>_____ |  |
| <b>D. Black, African, Caribbean, Black British</b>   |   |  |
| <input type="checkbox"/> African<br><input type="checkbox"/> Caribbean   | <input type="checkbox"/> Prefer not to say<br><input type="checkbox"/> Other Black, African, Caribbean<br>background, please specify:<br>_____              |  |
| <b>E. Other ethnic group</b>   |   |  |
| <input type="checkbox"/> Arab<br><input type="checkbox"/> Prefer not to say  | <input type="checkbox"/> Other ethnic group, please specify:<br>_____   |  |
| Please indicate your religion or belief  |   |  |
| <input type="checkbox"/> Buddhist<br><input type="checkbox"/> Christian<br><input type="checkbox"/> Hindi  | <input type="checkbox"/> Muslim<br><input type="checkbox"/> Jewish<br><input type="checkbox"/> Sikh   | <input type="checkbox"/> No religion or belief<br><input type="checkbox"/> Prefer not to disclose<br><input type="checkbox"/> Other, please specify:<br>_____                |

[Type here]

|  |  |
|--|--|
| Do you consider yourself to have a disability?   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to disclose |
| This information is used only for monitoring purposes. If you require any reasonable adjustments to be made during the recruitment and selection process or as part of your employment, please contact <a href="#">Human Resources</a> . |  |