



## Tech Talent Charter Annual Report

### Scope

The Tech Talent Charter Annual Report will show the collated data reported by signatory employers of the gender balance of those in their workforce in technical roles.

The industry sector of each employer will allow comparison between sectors. The data gathered here builds to include the total number of people in the company, and how are many in technical roles, so it will be possible to see whether or not the gender balance differs materially by company size, or in companies with a higher proportion of tech staff, e.g. a tech sector organisation vs retail sector.

As the first signatories are coming on board during 2017, the first cut of data following the TTC's end-December 2017 reporting cut off will not be able to show any year-on-year changes, however that will come over time.

The TTC data-gathering requests some optional data, and it remains yet to be seen how many signatory employers will provide this and therefore what further insight will be gained over time. However, the more employers that complete the optional section, the greater the value to all TTC participants in understanding the nature of the common diversity in tech problem, and thereby what steps might best be taken to address it.

The primary focus of the TTC to date is around the gender balance of employees. Although the gender balance in tech roles for people on contracts is also heavily male-skewed, the recruitment and retention interventions that are needed to address this imbalance are subtly different to those needed around full-time staff on the company books. The TTC has therefore chosen – at this stage -to only gather the basic data for contractors, and is not seeking to carry through this added complexity into the optional data gathering. Nor has it yet developed or collated any best practice for tackling the contractor gender mix.

### Anonymity

The data will be gathered by the TTC's partner *Attest*, and the information at an individual company level will not be made available to anyone outside of *Attest*, other than the directors of the TTC under a non-disclosure agreement. N.B. The process of forming the TTC as a Community Interest Company (CIC) with directors is just in train, so these directors have not yet been announced.

Where a sample size is so small that analysis would allow a company to be identified (e.g. if there were only one TTC signatory employer in the automotive sector), then the report will summarise to prevent this, or will exclude such analysis altogether, until the TTC membership grows.

## TTC annual data reporting

See guidelines below for advice on supplying the data in this form.

Company Name .....

Industry sector .....

Date of data .....

Total number of UK-based *jobs* in this company .....

Number of UK-based technical *jobs* .....

    Number of **vacancies** .....

    Number of **employees** .....

        Number of male employees.....

        Number of female employees .....

        Number of non-binary / other .....

    Number of **day-rate contractors**

        Number of male contractors.....

        Number of female contractors .....

        Number of non-binary / other .....

The Optional data reporting is all about the *employees* currently in your workforce and ***excludes day-rate contractors and vacant posts.***

**Optional data reporting: job families**

Number of employees in technical roles by role types, or “job families”:

Job families	Number of employees	Males	Females	Non-binary
Business Change and Consultancy				
Data				
IT Operations				
Management				
Product and Delivery				
Quality Assurance and Testing				
Sales and Marketing				
User-centred Design				

**Optional data reporting: women on interview shortlists**

Do you have an existing policy about the number of women to be included in the shortlist to be interviewed for vacancies? ..... Y / N

Is this part of a wider diversity and inclusion policy on your recruitment approach? ..... Y / N

Total number of job appointments in technical roles made in the last 12 months.....

Number of those appointments where at least one woman was on the shortlist of candidates for interview .....  
.....

**Optional data reporting: gender pay gap**

For all technical roles included in the numbers above, and as per government guidelines:

Mean gender pay gap .....

Median gender pay gap .....

Mean bonus gender pay gap .....

Median bonus gender pay gap .....

Proportion of males receiving a bonus payment .....

Proportion of females receiving a bonus payment .....

Proportion of males and females in each quartile pay band

Pay quartile	Male	Female
Lower		
Lower middle		
Upper middle		
Upper		

## Guidelines for data provision

### Mandatory baseline data

*Company Name* – this should be the same name as provided when you signed up to the TTC.

*Date of data* – date on which the data was gathered, not the date of completing the form, as they are likely to differ.

*Industry sector, based on government SIC codes* - [the form will offer a drop down]

Agriculture, Forestry and Fishing  
Mining and Quarrying  
Manufacturing  
Electricity, gas, steam and air conditioning supply  
Water supply, sewerage, waste management and remediation activities  
Construction  
Wholesale and retail trade  
Transportation and storage  
Accommodation and food service activities  
Information and communication  
Financial and insurance activities  
Real estate & Property  
Professional, scientific and technical activities  
Administrative and support service activities (inc Charities)  
Public administration and defence  
Education  
Human health and social work activities  
Arts, entertainment and recreation  
Other activities

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/455263/SIC\\_codes\\_V2.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/455263/SIC_codes_V2.pdf)

*Total number of UK-based jobs in this company* – should include all posts, whether vacant or filled with contractors or staff.

*Number of UK-based technical jobs* - should include all posts, whether vacant or filled with contractors or staff.

The interpretation of “technical jobs” will carry an element of discretion and variation across the TTC employers. For example, a professional such as a lawyer could be sufficiently specialised in software IPR as to be considered technical within the firm. Some firms will also be measuring engineering jobs other than software engineering. The key thing is your year-on-year consistency.

*Number of vacancies* – of the technical jobs, how many are vacant on the date of data reporting.

*Number of employees* – of the technical jobs, how many are filled with people on permanent staff contracts, whether full time, part time or job sharers.

*Number of male (employees)* – of those employees in technical jobs, how many are male.

*Number of female (employees)* – of those employees in technical jobs, how many are female.

*Number of non-binary (employees)* – of those employees in technical jobs, how many are not declared /recorded as either male or female.

*Number of day-rate contractors* – of the technical jobs, how many are filled with those on short-term contracts, whether via an agency, a company or direct, e.g. on freelance conditions.

*Number of male* (day-rate contractors) – of those employees in technical jobs, how many are male.

*Number of female* (day-rate contractors) – of those employees in technical jobs, how many are female.

*Number of non-binary* (employees) – of those employees in technical jobs, how many are not declared /recorded as either male or female.

N.B. It is accepted that as part-time workers and job sharers are not split out, that the sum of the vacancies plus the employees plus the contractors could occasionally be different to the total number of jobs.

### **Optional data reporting**

The talent pool being reported on is the specific sub-set of your people, the number of UK-based employees in technical roles”.

*Job families* – These have been based on some work on job clusters by the UK government for their “digital, data and technology” roles.

See <https://www.gov.uk/government/collections/digital-data-and-technology-job-roles-in-government>

<b>Job cluster</b>	<b>Example job titles in this cluster - there will be many more and many similar ones</b>
Business change and consultancy	Business change manager Business consultant Change management consultant Management consultant Technology consultant
Business change and consultancy	Business change manager Business consultant Technology consultant
Data	Data engineer Data scientist Performance Analyst
IT Operations	Business relationship manager Change and release manager Command and control centre manager Engineer - application operations Engineer - end user computing Engineer - infrastructure operations Incident manager IT service manager Problem manager Service desk manager IT operations: service transition manager
Management	Chief Executive Officer Chief Information Officer Chief Operating Officer

	Chief Technical Officer
	Chief Data Officer
	Chief Digital Officer
	IT Director
	Executive Vice President
	Senior Vice President
	Head of ...
Product and delivery	Business analyst
	Delivery manager
	Product manager
	Project manager
	Programme delivery manager
	Service owner
	QAT analyst
	Test engineer
	Test manager
Sales and Marketing	(Technical) account executive
	Digital marketing manager
	Sales consultant (in a technology company)
	Technology sales representative
	Technology sales specialist
Technical	Data architect
	Development operations
	Infrastructure engineer
	Network architect
	Security architect
	Software developer
	Specialist infrastructure engineer
	Technical architect
	Technical specialist architect
User centred design	Content designer
	Content strategist
	Graphic designer
	Interaction designer
	Service designer
	Technical writer
	User researcher

Inevitably, not every tech/digital job title will fit to this list, but please allocate your staff to the definition that most closely matches their role.

*Women on interview shortlists* – number of appointments should include jobs that have been filled both internally and externally, and should include those where a person has been appointed into a new role without an interview process

*Gender pay gap* - see UK government guidelines on gender pay gap reporting:

[http://m.acas.org.uk/media/pdf/m/4/Gender\\_Pay\\_Reporting\\_GUIDE3.pdf](http://m.acas.org.uk/media/pdf/m/4/Gender_Pay_Reporting_GUIDE3.pdf)