



Department
of Health

Department of Health Equality Information and Equality Analysis 2017

The Department as an Employer

January 2017

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1. Background

Our role and purpose

The Department of Health leads the health and care system in England to help people to live better for longer. We ensure that people have compassionate services that protect and promote health and give safe, effective and efficient care.

Our responsibilities are:

- Being accountable to the public and Parliament for the nation's health and care. We ensure that the voice of the public, especially those who use health and care services, shapes all that we do to improve quality of care and help reduce inequalities and to set direction. We secure, allocate and account for resources and support the process for legislation and Parliamentary accountability;
- orchestrate and broker change. We ensure that there is alignment and we coordinate action between our many partners. These include other government departments, the Department of Health's agencies, non-departmental public bodies and wider partners including local government, the third sector, business and enterprise;
- to collaborate across government and internationally to secure, protect and improve domestic and global health; whilst looking to and prepare for the future. This includes developing new policies informed by evidence and investment in world class research and discoveries in science and technology;
- ensures delivery plans exist and are implemented, holding ALBs or other partners to account where they are in the lead and where necessary taking a leadership role within the Department;

Our Workforce

World-class policy making depends on having people in the Department with different backgrounds and life experience, who see the world in different ways. Teams who are able to look at problems from a range of perspectives are more likely to identify policy solutions and think about implementation in ways that are innovative and practical, and contribute to decisions that reflect the views of people who use health and care services. The Department has a strong record of an inclusive culture but more needs to be done to enable people with a wide range of backgrounds and characteristics to reach the senior roles.

2. Equality Act - Publishing Equality Information

The Equality Act places a 'general Equality duty' on public sector organisations to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- advance equality of opportunity between persons who shared a relevant protected characteristic and persons who do not;
- foster good relations between persons who share a relevant protected characteristic and persons who do not.

The relevant protected characteristics (or groups) for the purpose of the Public Sector Equality Duty are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender, sexual orientation, marriage and civil partnership. DH extends its equal opportunities policies and practices to other characteristics, namely, working pattern and caring responsibilities.

The 'specific duties' within the Act place a requirement on Public Sector bodies to 'publish information to demonstrate their compliance with the general Equality duty by 31 January 2012, and at least annually thereafter'.

This report provides diversity data for all DH employees. It has been produced using data held in the Business Management System, which for diversity declaration is self-service.

Collecting and monitoring data on the diversity of our workforce allows us to examine how our employment policies and processes are working, so areas where these appear to be impacting disproportionately on certain groups of staff can be identified. Importantly, the data collection, along with analysis, informs and shapes appropriate action.

3. Scope of this report

This report sets out the Department's approach to using Equality data and Information to inform policy development, implementation and practice. The scope of this report:

- relates to the Department of Health as an employer;
- covers the period 1 October 2015 to 30 September 2016. Any exceptions to this date period are highlighted accordingly; for example, performance management replicates the Civil Service Performance Management reporting cycle of 1 April 2015 to 31 March 2016;
- covers a snap shot of data as at 30 September 2016 with staff at 1,844;
- provides an overview, with illustrative examples, of how Equality information is used to inform policy development; for example, not the details for each and every policy;
- includes quantitative and qualitative data.

The report does not include recommendations or actions to be taken forward. The data and analysis provide sources of information.

Percentages have been rounded to the nearest 1 percentage point; this means that percentages may not always sum to rounded 100% totals. Headcount include Permanent and Fixed Term Appointees employed by the Department (including staff out on secondment or loan and all types of absence).

4. Diversity – our goals

World-class policy making depends on having people in the Department with different backgrounds and life experience, who see the world in different ways. Teams who are able to look at problems from a range of perspectives are more likely to identify policy solutions and think about implementation in ways that are innovative and practical, and contribute to decisions that reflect the views of people who use health and care services.

The Department has a strong record of an inclusive culture but more needs to be done to enable people with a wide range of backgrounds and characteristics to reach the senior roles.

Commitments for the future include:

- Providing unconscious bias training for all members of staff to support inclusive and fair decision making;
- Increasing participation in the Positive Action Pathway, a one year learning programme for women, minority ethnic, disabled and LGBT employees in all grades AO-G6 with the potential to progress at least one grade higher;
- An aim to show an increase in the proportion of black and minority ethnic (BAME) staff and staff with a disability in the Senior Civil Service, moving towards at least the Civil Service average. In the wider Departmental workforce, maintain and improve current BAME representation at levels above the Civil Service average and make progress toward closing the gap between DH and the Civil Service average for staff who have a disability and for those with LGBT characteristics;
- Maintaining a strong commitment to the Department's diversity networks.

We are fully committed to the statutory responsibilities in the Equality Act 2010. We have systems in place within the organisation to ensure that our culture and ways of working reflect best practice, for example, by having director level assurance leads (DLALs) across the department. We have subsequently strengthened the framework further through the introduction of deputy director level assurance leads, who work alongside DLALs, to ensure directorates are compliant with equalities legislation. We offer all staff learning and development opportunities through Civil Service Learning to help ensure that our approach is consistent throughout the organisation.

5. Pay Equality

The Office for National Statistics provides annual reports on the gender pay gap for Civil Service departments, and across sectors. These are headline statistics that are augmented by comprehensive equal pay reviews, using Equality and Human Rights Commission (EHRC) guidance. These reviews extend to other protected characteristics, such as ethnicity and disability.

Civil Service – Gender Pay Gap

The gender pay gap for all employees, calculated as the difference between the median pay for males and females, increased from 12.0% in March 2015 to 13.6% in March 2016. This measure depends on the pay of part-time employees being converted to full-time equivalent salaries. The gender pay gap for full-time employees increased from 9.0% to 12.0%. There was a fall from 15.4% to 11.5% for part-time employees. For the “all employees” category the largest gender pay gap is for Senior and Higher Executive Officers, increasing from 3.8% to 4.6%. The Senior Civil Service level gender pay gap fell from 4.9% to 3.7% from March 2015 to March 2016.

Department of Health (Core Department) – Gender Pay Gap

The Department’s reward strategy over recent years include shortening pay ranges; reviewing the policy for starting pay for new employees; strengthening the governance and benchmarking processes for performance related pay (PRP). These measures sit alongside long established processes such as job evaluation and also, initiatives to increase the representation of under-represented groups in more senior grades.

The Department is subject to the continued Government pay control. A consultation led by Government Equalities Office closed in September 2016. Gender Pay Reporting will apply to all private, public and voluntary sector employers with more than 250 employees. The Department is currently preparing for implementation of statutory Gender Pay Gap reporting, following implementation of the Regulations, from 31 March 2017.

6. Quantitative & Qualitative research

Staff Survey (2016 People Survey Results)

The Department carries out an annual staff survey. The overall results for 2016 were published on the external website with 67% of all staff responding:

Engagement index by year	2014	2015	2016
Engagement index score	57%	57%	45%

- The results were analysed by the diversity characteristics of respondents and the other areas we are interested in as an employer. The Engagement Index for these groups didn't differ significantly from the DH average.
- 13% of staff declared that they have experienced discrimination at work, this is -1 percentage points lower than the Civil Service average.

7. Equality information and declaration rates

The analysis of information relies on employees completing diversity information on our electronic HR system. It is not compulsory to complete this information. As of 30 September 2016 the Department had 1,844 employees (headcount). The Department holds complete information on the gender and age of all employees. Overall there has been a decrease in the declaration rates (the percentage of employees who have provided their diversity information) against the protected characteristics.

Declaration Rates*	2015	2016
Ethnicity	93%	90%
Disability	94%	90%
Sexual Orientation	84%**	81%**
Religion or belief	85%*	82%*
Caring Responsibilities	84%	80%

The Civil Service does **not** monitor gender identity. Instead, departments and agencies consider other approaches, such as specific initiatives to meet different needs of transsexual people, in order to achieve progress on trans equality. However, questions in the Civil Service People Survey on the causes of discrimination, bullying and harassment in anonymous staff surveys do include 'gender reassignment' or 'perceived gender' as one of the possible causes. It is noted that section 22 of the Gender Recognition Act 2004 prohibits disclosure of an individual's gender identity who is protected by the Act. Our lesbian, gay, bisexual and transgender staff network is routinely consulted on HR policy development, which is combined with external research to develop relevant and meaningful policies.

The number of staff in DH who have the protected characteristic of pregnancy and maternity is too small to carry out analysis. The data presented here shows the Department's employees by protected characteristic. Information is presented on: age, disability, ethnicity, gender, sexual orientation and religion or belief. We have also provided information on working pattern and caring responsibilities of our employees, as we extended protected from discrimination and disadvantage to these groups.

Information is presented on each of the last three years in order to show the trends in changes to the demographics of the Department's workforce.

*For permanent staff Age and Gender stands at 100% due to collection of this data being a requirement when being recruited to Civil Service.

**Including a 'Prefer Not to Say' option.

8. Employee Analysis

Summary

Equalities Analysis in DH

As part of our obligations as an employer the department produces equality analysis reports for new HR policies and high impact or new initiatives. Our approach to this should be proportionate and demonstrate that equality has been considered from the outset.

Diversity Data

As part of our commitment to achieving a workforce representative of the society we serve and providing equality of opportunity, we monitor representation of protected characteristics across the department.

The data presented in this report shows the Department's employees by headcount and percentage for each protected characteristic; gender, ethnicity, disability, age, religion and belief, and sexual orientation. Additional information is then provided on; caring responsibility, work pattern, performance management, discipline and grievance, and leavers.

The Department's Grade Definitions

DH's grading structure indicates level of seniority within the organisation and covers a range of roles:

- Senior Civil Service (SCS):
 - Pay Band 1 – Director General
 - Pay Band 2 – Director level
 - Pay Band 3 – Deputy Director level
- Senior Management:
 - Grade 6
 - Grade 7
- Managerial:
 - Senior Executive Officer (SEO)
 - Higher Executive Officer (HEO)
 - Fast Stream (FS)
 - Executive Officer (EO)
- Administrative:
 - Administrative Officer (AO)

Workforce profile by Grade

Grade	SCS	Grade 6	Grade 7	Fast Stream	SEO	HEO	EO	AO	Total
Headcount	136	198	460	42	321	298	313	76	1,844
% of total Workforce	7%	11%	25%	2%	17%	16%	17%	4%	100%

The Department's Locations

The Department of Health has employees based in locations across England; these being London, Leeds, Reading, Burnley and Runcorn.

Workforce profile Location

Location	London	Leeds	Other	Total
Headcount	1,156	614	74	1,844
% of total Workforce	63%	33%	4%	100%

Workforce Summary

The chapters that follow detail the make-up of the organisation by diversity characteristics. In summary:

- Over half (59%) of the Department's workforce is female, with 43% of our Senior Civil Servants (SCS) being female, which is +2 Percentage points above last year;
- 16% of the workforce work part-time hours, of which 84% are women;
- The proportion of women is generally higher than men across all grades, except in the senior civil service (SCS). The percentage of women in the SCS at 43% exceeds the average across the Civil Service which is 40.1%;
- There is a slightly greater representation of women in the feeder grades to the SCS (Grade 7: 58%, Grade 6: 59%);
- 17% of the workforce is from Black, Asian or Minority Ethnic (BME) backgrounds;
- The proportion of BME staff generally decreases as the grade increases (30% of the administrative officer population are BME, whereas 6% of the SCS Level population are BME), although there has been a slight improvement this year by +2 percentage points.

- The representation of BME staff in the feeder grades to the SCS stands at; 10% of the Grade 7 population and 9% of the Grade 6 population;
- 6% of staff declared a disability. The proportion of disabled staff across the grades tends to decrease slightly at more senior levels (6% of our total workforce declaring a disability, 5% of our total workforce at SCS Level declaring a disability);
- 35% of the workforce declared caring responsibilities;
- 43% of staff declared a religion or belief;
- 4% of staff declared that they are Lesbian, Gay or Bisexual;

The Cabinet Office published a Civil Service plan entitled “The Civil Service Talent Action Plan – Removing barriers to success”. This plan is a key strand in the Government’s ongoing reform programme designed to build on the Civil Service’s many strengths and address directly its weaknesses.

The Civil Service already employs many of Britain’s best and brightest and needs to ensure that every talented, committed and hard working person has the opportunity to rise to the top, whatever their background. The Plan sets out practical steps to remove these barriers and compliments the Civil Service Reform programme and the work to develop the skills of Civil Servants.

Gender

Workforce Profile Gender

Gender Representation	Male	Female	Total
Headcount	761	1,083	1,844
% of total Workforce	41%	59%	100%

- Women represent 59% of the Department’s workforce (Civil Service overall 54.2%);
- 43 % of DH SCS are women, which is higher than the Civil Service SCS overall at 40.1%;
- The proportion of women is higher than men in all grades, except SCS. Proportions have remained broadly the same in the last three years;
- Pipeline to SCS - percentage of women at Grade 7 - 58%. At Grade 6 - 59% (Civil Service overall for Grade 6 & 7 combined is 44.8%);
- Of the total number of staff working part time (16%), 84% are women;

- There are higher numbers of women with caring responsibilities (21%), compared to men (14%);
- Of the 1,083 women in DH, 38% are aged 39 or under, 62% are aged 40 or over.

Ethnicity

Workforce profile Ethnicity

Ethnicity	White	Black	Asian	Mixed	Other Ethnic background	Not Declared	Total
Headcount	1,347	117	116	43	36	185	1,844
% of total Workforce	73%	6%	6%	2%	2%	10%	100%

- For Ethnicity declaration, the response rate is 90%;
- 17% of the workforce is from a BAME* background, compared with a Civil Service average of 11.2%;
- Of the 17%, the largest groups are 'Black' or 'Asian';
- There is a high concentration of the BAME population in the lower grades. 34% of the BAME population are EO level, dropping to 14% of the BAME population at Grade 7, 6% Grade 6, and 3% in the SCS (SCS Civil Service average 7%);
- BAME representation in the main locations: London 21%, Leeds 11% and 7% in other locations.

*Black and Minority Ethnicity.

Disability

Workforce Profile Disability

Disability Status	Disabled	Not Disabled	Not declared	Total
Headcount	113	1,667	177	1,844
% of total Workforce	6%	84%	10%	100%

- Response rate for disability status is 90%;
- 6% of staff declared a disability*. This has remained relatively constant over the last three years, but is lower than the Civil Service average of 9.2%;
- Of our total workforce population that have declared a disability, 5% of the SCS population declared disability, which is higher than the declared Civil Service SCS average at 4.7%;
- Of the groups for which data has been declared, the group with the highest percentage of staff reporting a disability was the '50 to 59' age group (42%).

Age

Workforce Profile Age Group

Age Group	20-29	30-39	40-49	50-59	>=60	Total
Headcount	212	445	531	559	97	1,844
% of total Workforce	11%	24%	29%	30%	5%	100%

Civil Service Summary - More than 80% of civil servants were in the 30 to 59 age group on 31 March 2016. Since 31 March 2015 there has been an increase in age band 16 to 19 of 330 (27.5%) and age band 20 to 29 of 2,590 (6.5%). All other age bands showed a decrease in employment. There were more women than men in the 20 to 29, 30 to 39, 40 to 49 and 50 to 59 age bands. There were more males than females in the other age bands.

*self-declaration, using the definition in the Equality Act 2010

Religion and Belief

Workforce profile Religion and Belief

Religion and Belief	Christian	No Religion	Not Declared	Prefer not to say	Other Religions	Total
Headcount	648	544	341	169	142	1,844
% of total Workforce	35%	30%	18%	9%	9%	100%

In DH, the distribution of declared Faith/Belief and 'No Religion/Belief' is broadly in line with that of England. In the 2011 Census: Christianity was the largest religious group in England (59% of the population), followed by Muslims (5% of the population). The proportion of people who reported that they did not have a religion was 25%.

Sexual Orientation

Workforce profile Sexual Orientation

Sexual Orientation	Heterosexual/Straight	LGB&T	Prefer not to say	Not declared	Total
Headcount	1,245	76	164	359	1,844
% of total Workforce	68%	4%	9%	19%	100%

- For Sexual Orientation, the response rate is 81%;
- 4% of those who responded said they were Lesbian, Gay, Bisexual or Transgender (LGB&T).

Caring Responsibility

Workforce profile Caring Responsibility

Has Caring Responsibility?	Yes	No	Not declared	Total
Headcount	642	838	364	1,844
% of total Workforce	35%	45%	20%	100%

Working Pattern

Workforce profile Working Pattern

Working Pattern	Full time	Part time	Total
Headcount	1,553	291	1,844
% of total Workforce	84%	16%	100%

9. Performance Management Analysis

The following information provides the diversity analysis for the performance management period 1/04/2015-31/03/2016. This provides the headcount figures for those eligible for a rating, followed by the percentage of category (i.e.: percentage of Female population) which is shown in brackets.*

Gender

Gender -	1 – Exceeded Headcount (% of specified Gender)	2 – Met Headcount (% of specified Gender)	3 – Improvement needed Headcount (% of specified Gender)	Total (100%)
Female	264 (25%)	753 (71%)	41 (4%)	1,058
Male	168 (23%)	519 (72%)	37 (5%)	724
Total	432 (24%)	1,272 (71%)	78 (4%)	1,782

The distribution across the two categories is similar to last year's results.

Ethnicity

Ethnic Group	1 – Exceeded Headcount (% of specified Ethnic Group)	2 – Met Headcount (% of specified Ethnic Group)	3 – Improvement needed Headcount (% of specified Ethnic Group)	Total (100%)
BAME	51 (16%)	235 (75%)	27 (9%)	313
White	361 (27%)	931 (70%)	46 (3%)	1,338
Unspecified**	**	**	**	131
Total	432 (24%)	1,272 (71%)	78 (4%)	1,782

There is an 11 percentage point difference between the number of white staff compared to BAME staff receiving an exceeded rating. This is consistent with last year.

There is a 6 percentage point difference between the number of BAME staff receiving an improvement needed rating compared to white staff. This is consistent with last year.

**All Performance Management analysis is based on the delegated grades performance process – AO to G6 (excluding SCS).*

*** Numbers suppressed to prevent disclosure.*

Disability

Disability Status	1 – Exceeded Headcount (% of specified Disability Status)	2 – Met Headcount (% of specified Disability Status)	3 – Improvement needed Headcount (% of specified Disability Status)	Total (100%)
Disabled	11 (10%)	97 (85%)	6 (5%)	114
Not disabled	402 (26%)	1,077 (70%)	65 (4%)	1,544
Not declared	19 (15%)	98 (79%)	7 (6%)	12
Total	432 (24%)	1,272 (71%)	78 (4%)	1,782

There is a 16 percentage point difference between the number of not disabled staff compared to disabled staff receiving an exceeded rating.

There is a 1 percentage point difference between the number of disabled staff receiving an 'improvement needed' rating compared to 'not disabled' staff. This is an improvement from last year, where there was a 4 percentage point difference.

Age

Age Group	1 – Exceeded Headcount (% of specified Age Group)	2 – Met Headcount (% of specified Age Group)	3 – Improvement needed Headcount (% of specified Age Group)	Total (100%)
Under 30	**	**	**	221
30-39	152 (33%)	298 (65%)	12 (3%)	462
40-49	114 (23%)	371 (73%)	21 (4%)	506
50-59	86 (17%)	400 (77%)	31 (6%)	517
>=60	7 (9%)	59 (78%)	10 (13%)	76
Total	432 (24%)	1,272 (71%)	78 (4%)	1,782

The distribution is very similar to last year's results.

** Numbers suppressed to prevent disclosure.

Religion & Belief

Religion or Belief	1 – Exceeded Headcount (% of specified Religion Status)	2 – Met Headcount (% of specified Religion Status)	3 – Improvement needed Headcount (% of specified Religion Status)	Total (100%)
Have religion	183 (23%)	556 (71%)	42 (5%)	740
No religion	150 (27%)	391 (70%)	16 (3%)	512
Prefer not to Say	47 (27%)	119 (69%)	6 (3%)	172
Not declared	52 (19%)	206 (69%)	14 (5%)	450
Total	432 (24%)	1,272 (71%)	78 (4%)	1,702

The distribution is very similar to last year's results.

Sexual Orientation

Sexual Orientation	1 – Exceeded Headcount (% of specified Sexual Orientation)	2 – Met Headcount (% of specified Sexual Orientation)	3 – Improvement needed Headcount (% of specified Sexual Orientation)	Total (100%)
Heterosexual/straight	318 (25%)	897 (71%)	47 (4%)	1,262
LGBT & Other	17 (24%)	50 (69%)	5 (7%)	72
Prefer not to say	44 (27%)	107 (66%)	11 (7%)	162
Not declared	53 (19%)	218 (76%)	15 (5%)	286
Total	432 (24%)	1,272 (71%)	78 (4%)	1,782

Working Pattern

Work Pattern	1 – Exceeded Headcount (% of specified Working Pattern)	2 – Met Headcount (% of specified Working Pattern)	3 – Improvement needed Headcount (% of specified Working Pattern)	Total (100%)
Full time	390 (26%)	1,046 (70%)	69 (5%)	1,505
Part time	42 (15%)	226 (82%)	9 (3%)	277
Total	432 (24%)	1,272 (71%)	78 (4%)	1,782

The distribution across the 'exceeded' and 'met' ratings for part time staff is similar to last year's results.

Caring responsibilities

Has Caring Responsibility?	1 – Exceeded Headcount (% of Caring Responsibility Status)	2 – Met Headcount (% of Caring Responsibility Status)	3 – Improvement needed Headcount (% of Caring Responsibility Status)	Total (100%)
Yes	133 (22%)	457 (75%)	23 (4%)	613
No	245 (28%)	593 (68%)	36 (4%)	874
Not declared	54 (18%)	222 (75%)	19 (6%)	295
Total	432 (24%)	1,272 (71%)	78 (4%)	1,782

10. Discipline and Grievance Analysis

Employee casework for the period 1/10/2015 – 30/09/2016*

Discipline & Grievance Formal Cases	Discipline	Grievance	Total Cases
Headcount	17	6	23
Percentage	74%	26%	100%

**Numbers are too low for a more detailed breakdown.*

11. Leavers Analysis

Employee leavers for the period 1/10/2015 to 30/09/2016*

Turnover

Leavers	2014	2015	2016
Headcount – Leavers	220	221	276
Headcount – Overall	1958	1998	1844
Turnover	11%	11%	14%

Leavers by Grade

Grade	2015 Leavers Headcount	2015 % of all Leavers by Grade	2016 Leavers Headcount	2016 % of all Leavers by Grade
AO	28	13%	29	11%
EO	27	12%	49	18%
HEO	35	16%	35	13%
SEO	30	14%	40	14%
Fast Stream	14	6%	10	4%
Grade 7	42	19%	50	18%
Grade 6	21	10%	24	9%
SCS	24	11%	39	14%
Total	221	100%	276	100%

*Leavers data includes employees who have transferred to Other Government Departments and have left DH on promotion.

Leaving Reasons

Leaving Reason	Headcount (% of all Leavers by Leaving Reason)
End of contract (Fixed Term)	32 (12%)
Resignation	85 (31%)
Retirement	24 (9%)
Dismissal	**
Transfer to Other Government Department	73 (26%)
Redundancy	**
Other	59 (21%)
Total	** (100%)

** Numbers suppressed to prevent disclosure.