



HM Treasury



Women in Finance Charter

Annual update submission form – companies with 100 staff or less[†]

Please complete this form as fully as possible in a Word document (NB HM Treasury cannot accept handwritten or scanned entries). We ask that you undertake reasonable checks to ensure the data in this document is correct before submitting it to us. If you wish to lock or password protect the document, please provide us with the correct password. If you have any queries regarding your submission, please contact us.

Compulsory responses are marked with an asterisk *. The non-compulsory responses provide a suggested framework for both data and narrative reporting, based on feedback from signatories.

The information provided in your response will be aggregated, anonymised and presented in the annual review of Charter signatories, to be compiled by our data partner New Financial and published in March 2021. HM Treasury's privacy statement can be found as an attachment to the email you received with this form. To read New Financial's data privacy statement, please [click here](#).

The annual review will highlight progress and share best practice in a constructive, positive way ([click here](#) to see the latest annual review). No information will be attributed without the express permission of the relevant signatory. If we do seek this permission, we will contact you in good time ahead of publication. Smaller organisations are monitored via simplified form, and the data is presented in an appendix to the main report.

We want to know about your successes, but also get a true picture of where you have faced challenges. Please be as frank and as open as you can be in your responses, including where a target may not have been met. Note there is no wordcount limit for your responses.

Completed submissions should be emailed to womeninfinance@hmtreasury.gov.uk **before close on September 30th 2021**. If you are able to send your submission earlier, we encourage you to do so.

*[†]If your company has more than 100 staff in the total workforce, please do **not** fill out this form and contact wifc@newfinancial.org to request the relevant submission form.*

Section A) Signatory information		INSERT ANSWERS BELOW
1*	Name of signatory company	British Insurance Brokers' Association (BIBA)
2*	Please select the sector which best describes the entity to which the Charter applies: <i>(NB Please copy and paste in the righthand column)</i> <i>Investment managers</i> <i>Building society/ Credit union</i> <i>Financial advisor</i> <i>Fintech</i> <i>Global banks/ investment banks</i> <i>Insurance</i> <i>Life and pensions</i> <i>Market infrastructure</i> <i>Payment system</i> <i>Professional services</i> <i>UK banks</i> <i>Government/regulator</i> <i>Trade body/association</i> <i>Professional network</i> <i>Recruiter</i> <i>Other (please specify)</i>	Trade Association
3*	Is Charter signatory FCA-regulated or does it conduct regulated activities? <i>Yes/No</i>	No. All our members are authorised by the Financial Conduct Authority.
4	Age of the entity to which the Charter commitment applies <i>eg. Signatory Bank was established in 1983, so is 35</i>	BIBA was established in 1977 so is 44
5	Location of UK headquarters <i>Town/ city</i>	London, UK
6	Type of entity to which Charter commitment applies <i>Plc/LLP/Ltd/Subsidiary/Regional division/Other (please specify)</i>	Private Limited Company
7	Nationality of group/parent <i>(If applicable)</i>	British

Section B) Details of individuals who completed this submission		INSERT ANSWERS BELOW
1a*	Name of individual responsible for completing submission	Vannessa Young
1b*	Job title	Compliance and Advisory Boards' Manager
1c*	Email address	youngv@biba.org.uk
1d*	Phone number	0207 397 0233
2a*	Name of additional contact for queries related to submission	Pam Quinn
2b*	Job title	Head of Communications
2c*	Email address	Quinnp@biba.org.uk

2d*	Phone number	02073970223
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Section C) Accountable executive		INSERT ANSWERS BELOW
1a*	Name	Steve White
1b*	Job title	CEO
1c*	Email address	whites@biba.org.uk
2*	Please confirm this submission form has been seen and approved by the AE Yes/No	Yes

Section D) Senior management definition		INSERT ANSWERS BELOW
1*	What is the firm's definition of senior management?	Those managers that are part of the BIBA Management Committee, including heads of department and individuals with specialist role functions (eg risk; corporate governance etc).
2a*	Has this definition changed since your previous submission to HMT? Yes/No	No
2b*	If yes, please specify the change and why the change has been made. PLEASE NOTE: <ul style="list-style-type: none"> The WIFC Annual Review lists all signatories that have changed their senior management definition and why. See p27 and appendix p38 for examples from the latest annual review here. Any firms seeking to change their senior management definition in their target deadline year will need to provide senior management data in section E as per their previous definition. 	

Section E) Senior management data	INSERT ANSWERS BELOW	
<p>PLEASE NOTE:</p> <ul style="list-style-type: none"> The data provided in this section should correspond to the senior management population to which your target refers in section F1 and as defined in section D1. If your firm has undergone a change in senior management definition and/or structural change since your last submission, please provide the corresponding data to reflect the change both this year and the previous year for comparison purposes. <p>Any firms seeking to change their senior management definition in their target deadline year will need to provide senior management data in section E as per the previous definition.</p>	2020 (as per previous submission)	2021 (as per this annual update)

1a*	Number of staff in total workforce <i>If the response to 1a* for 2020 is more than 100, please do not fill out this form and contact wifc@newfinancial.org to request the relevant submissions form for companies with more than 100 staff.</i>	24	24
1b*	Number of staff in senior management population	11	11
1c*	Number of female senior managers	6	6
1d*	Female senior managers as percentage of total senior management <i>Calculation: (answer 1c ÷ answer 1b) x 100%</i>	55	55
2*	Please provide the date to which the data in this submission relates <i>DD/MM/YY</i>	29/09/20	29/09/21

Section F) Headline senior management target(s)		INSERT ANSWERS BELOW	
1*	What is the firm's headline senior management target(s)? <i>Please note:</i> <ul style="list-style-type: none"> <i>This should be as per your previous submission to HMT.</i> <i>The target should be for the senior management population as defined in section D1 and for which data is provided in section E.</i> 	40%	
2*	What is the target deadline? <i>DD/MM/YY Please be explicit, as we will treat a response of for example "2021" to mean the end of 2021.</i>	31 December 2018	
3a*	Has the target(s) and/or deadline and/or the region to which it applies been altered/updated since your previous submission to HMT? <i>Yes/No</i>	No	
3b*	If yes to 5a, please specify the new target and/or deadline and/or region to which it applies. <i>Please note:</i> <ul style="list-style-type: none"> <i>The WIFC Annual Review lists all signatories that have changed their target and/or deadline and why. See p27 and appendix p35 for examples from the latest annual review here.</i> <i>Any signatories seeking to change their target or deadline in the deadline year of their original target will be held accountable</i>		

	<i>in the Annual Review against their original target and deadline.</i>	
3c*	If yes to 5a, please explain the reason for the change in target and/or deadline and/or the region to which it applies.	
<p><i>If your deadline has passed or by the end of 2021, please answer question 4. If your deadline is in the future, please answer question 5. If you have multiple headline targets, please answer 4 and/or 5 for each target as relevant.</i></p>		
4a*	<p>Have you have met your target(s) with a 2021 deadline (or earlier) during this reporting period? Yes/No Please note: The WIFC Annual Review lists all signatories that have hit their target in their deadline year.</p>	Yes
4b*	If no to 4a, please explain why	
<p><i>If your deadline is in the future (2022 and onwards), please answer question 5.</i></p>		
5a*	<p>Have you met your target early? Yes/No</p>	
5b*	<p>Are you on track to meet your target (based on your own rationale for interim progress)? Yes/No</p>	
5c*	If the answer to 4b* is no, please explain why	

Section G) Senior executive pay linked to gender diversity targets		INSERT ANSWERS BELOW
1a*	<p>Do you have a link between gender diversity targets and pay? Yes/ No</p>	No
1b*	If no, please explain why	<p>Part of BIBA's remuneration is by non-contractual bonus, which is driven by the performance of the organisation and by individuals meeting their own performance objectives. This is discussed regularly by BIBA member firms at main Board level.</p>

Section H) Webpage dedicated to WIF Charter		INSERT ANSWERS BELOW
1a*	Company URL where target(s) is published	https://www.biba.org.uk/responsibility/diversity-inclusion/
1b*	Company URL where the annual update is/will be published if different from 1a*	

