

# UK CIVIL SERVICE

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# What is the Civil Service?

- Over 500,000 people work in the UK Civil Service across the UK
- The five largest departments (Ministry of Justice, Department for Work and Pensions, HM Revenue and Customs, Ministry of Defence and Home Office) account for over two-thirds (68.1%) of the workforce
- Civil Servants have worked on the following recent events:
  - The King's Speech
  - Vaccine Taskforce
  - Commonwealth Games

## Different kinds of roles and professions in the Civil Service

Policy development

Programme management

Event delivery and crisis management

Working with the public

Commercial and procurement

Finance

International trade and negotiations

Human resources

Operational delivery

# Areas where inclusive language is important in the Civil Service

Policy development – inclusive of all people the policy is affecting

Frontline work with the public – working at job centres, border force, vulnerable people, prison offers

Communications – press work, speech writing

# Example: Home Office Policy Guidance

## Do:

- refer to gender when relevant to how a person identifies, rather than when referring to biological characteristics - for example, if you need this data to understand the needs of users for policing, housing or asylum accommodation purposes
- use gender neutral pronouns - for example, 'Alex Brown has settled status, they have the right to live and work in the UK'

## Do not:

- use language that reinforces harmful stereotypes and assumptions

# Sex Gender

Only ask for sex or gender if a service will not work without this information.

When asking for gender, provide options other than male and female.

If you need gender information, ask about sex assigned at birth and gender identity.

Tell users why you're asking about sex or gender identity.

## Inclusive language by design

Inclusive language builds trust and helps us communicate more clearly

Use the Home Office Design System to learn how to write for and about diverse groups of people: [design.homeoffice.gov.uk/accessibility/inclusive-language](https://design.homeoffice.gov.uk/accessibility/inclusive-language)



Home Office

# Personal experience of GIL at work



Working with colleagues  
and ensuring GIL is used  
in the workplace



At international events



In crisis/operational  
events



Communications  
materials for public  
programmes



International  
development  
programmes