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***PLEASE NOTE:***

*Information in this report has been drawn for Home Civil Servants and Staff appointed-in-country from the HR Database as at December 2010.*

**DFID Grading System**

**SCS = Senior Civil Service**  
**A1 = G6**  
**A2 = G7**  
**A2 (L) = Senior Executive Officer**  
**B1 (D) = Fast Stream**  
**B1 = Higher Executive Officer**  
**B2 = Executive Officer**  
**C1 = Administrative Officer**  
**C2 = Administrative Assistant**  
**D = Drivers and Ancillary Staff**

## 1) Departmental Targets for grades below Senior Civil Service (SCS)

DFID set 2011 diversity targets for women, disability and black, minority, and ethnic (BME) staff for the grades listed below. The table shows the percentage in grade at the end of December 2009 and 2010 against the 2011 targets:

% of grades	BME			Disabled			Women		
	2009 actual	2010 actual	2011 target	2009 actual	2010 actual	2011 target	2009 actual	2010 actual	2011 target
A1 / G6	6	7	10	2	2	3	40	44	40
A2 / G7	6	5	12	2	2	4	51	52	50
A2 (L) / SEO	11	8	12	3	3	4	49	53	50
Fast Stream B1 (D)	2	2	10	3	2	4	46	47	50
B1 / HEO	12	7	12	2	2	4	51	54	50

- DFID has always been an exemplar of good performance across the Civil Service, which is why we set ambitious and stretching targets for 2011.
- We have exceeded the targets set for women in all grades below the SCS except Fast Stream where we are moving in the right direction.
- We have not met our diversity targets for black, minority ethnic (BME) and disabled staff and recognise that we have more work to do in this area.

## 2) SCS Representation

The table below shows the SCS diversity targets and current representation.

% in Senior Civil Service	DFID position @ Dec 2009	DFID position @ Dec 2010	DFID 2011 targets		Civil Service 2013 targets	
Women*	33	35	↓	41	↓	39
Women in TMP**	26	33	↓	38	↑	34
Black Minority Ethnic	11	11	↑	12	↑	5
Disabled	2	1	↓	3	↓	5

**KEY:** ↑ above target    ↑ on track or met target    ↓ below target

\* Includes women that are on maternity leave or are in SCS job grades (i.e. overbearing a post) but excludes staff on secondment or unallocated unpaid

\*\*TMP (Top Management Posts) - includes Director (Grade 3), Director General (Grade 2) and Permanent Secretary (Grade 1) posts

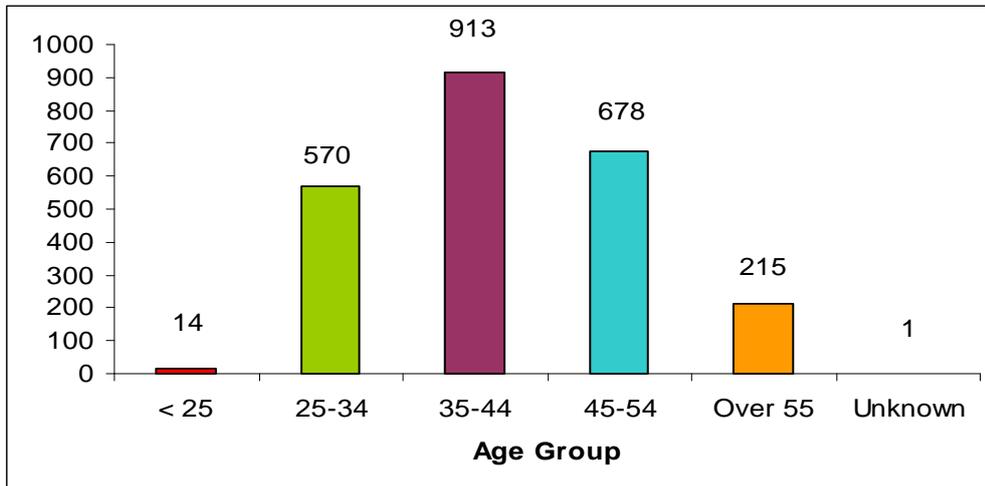
- DFID has exceeded the Civil Service 2013 target of 5% for black, ethnic minority staff in the SCS (11%) and nearly met our stretching internal departmental target of 12%.
- We have made steady progress in increasing the number of women in the SCS, particularly for women in top management positions (from 26% in 2009 to 33% in 2010) and are on track to meet the Civil Service 2013 target of 34% for women in top management positions.

- We have not met the targets for disabled staff and recognise that we have more work to do to increase the representation of disabled staff within the SCS and grades below the SCS.

### 3) Staff representation

Staff representation rates at December 2010 for the following protected characteristics: age, disability, ethnicity, gender, religion or belief, sexual orientation, working patterns and location.

#### Age



- As with the previous years, the number of staff in the 25 and under and 55 and over age groups remains lower than the other age groups. The highest number of staff (38% of total number of staff in DFID) is in the age group 35 to 44.
- Staff aged 55 and over make up 8.3% of the organisation profile.

#### Disability

Grade	% declared Disability in 2009	% declared Disability in 2010	Total number staff in 2010
SCS	2.1	1.2	83
A1	1.9	1.6	300
A2	2.5	2.0	528
A2(L)	3.3	2.9	203
Fast Stream	3.5	1.6	59
B1	2.3	2.2	356
B2	6.3	3.9	409
C1	8.6	3.3	300
C2	9.1	2.6	76
Band D	-	-	77
<b>Total</b>	<b>3.5%</b>	<b>2.5%</b>	<b>2391</b>

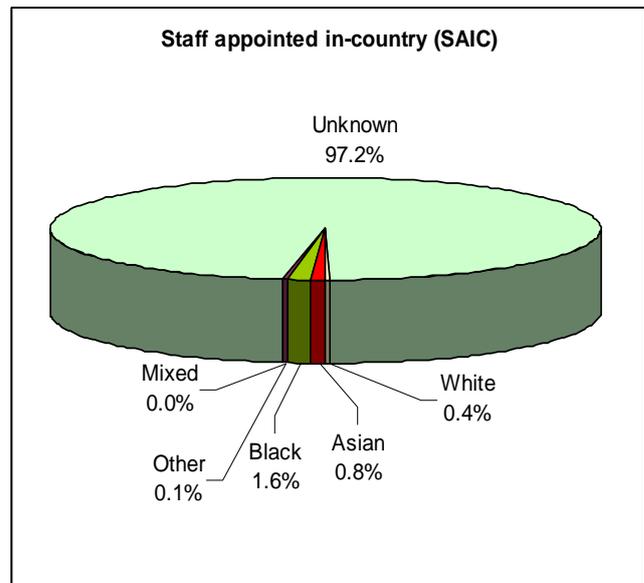
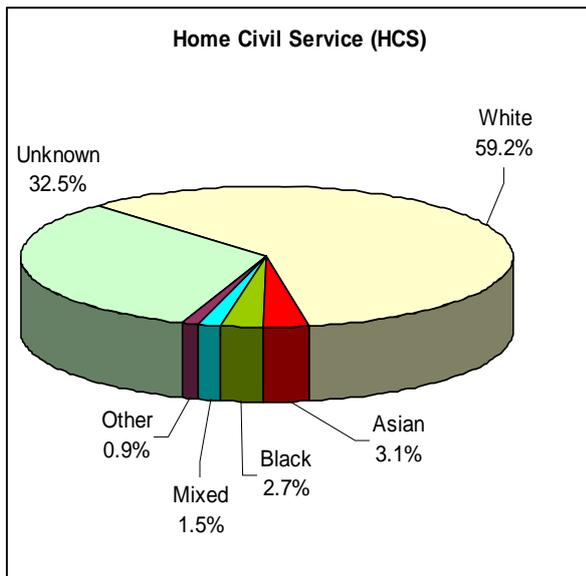
- The number of total staff that declared a disability has decreased by 1% in the last year. DFID has more staff declaring a disability in the lower grades, and declaration rates reduce the higher the grade.
- Breaking down the data further, shows that the number of Home Civil Servants that have declared a disability is 3.4% and the number of Staff appointed in-country that have declared a disability is 0.5%.

- 7.6% of employees have a disability in the Civil Service (Civil Service Statistics 2010, Office of National Statistics, Cabinet Office); anecdotal evidence also indicates that the number of people reporting a disability in DFID is an under-estimate. Improving disability declaration rates will be one of the priorities for DFID over the coming year.

## Ethnicity

Ethnic Group	No. of staff	% of DFID staff
Asian	56	2%
Black	56	2%
Mixed	25	1%
Other	16	1%
Unknown	1276	53%
White	962	40%

- Ethnicity is unknown for 54% of DFID staff. This is partly down to the fact that a third of DFID employees are staff appointed-in-country and the traditional UK ethnic categories do not apply in some of our overseas offices where the ethnic breakdown cannot simply be categorised as Asian, Black and so forth.
- Breakdown of ethnicity by HCS and SAIC is shown in the charts below.



- We recognise that our overall declaration rates are low (47%). Improving diversity declaration rates will be one of the key priorities for DFID over the coming year.

## Gender

Grade	Total Staff No.	% Females	% Males
SCS	83	35%	65%
A1	300	44%	56%
A2	528	52%	48%
A2 (L)	203	53%	47%
Fast Stream	59	47%	53%
B1	356	54%	46%
B2	409	60%	40%
C1	300	65%	35%
C2	76	24%	76%
Band D	77	13%	87%
<b>Total</b>	<b>2391</b>	<b>52%</b>	<b>48%</b>

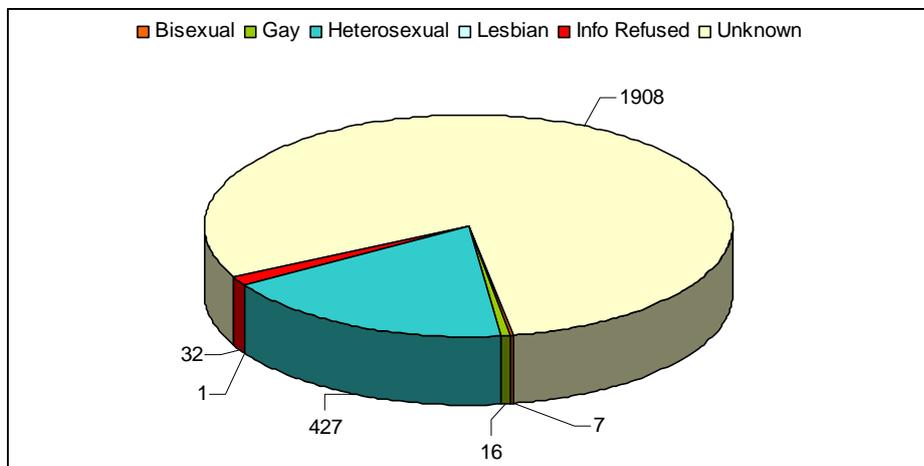
- Overall, within DFID there is an equal split between female and male staff. However, in the Senior Civil Service there are more men (65%) than women (35%).

## Religion or Belief

Religion or Belief	Total Staff numbers
Agnostic	45
Anglican	30
Atheist	52
Baptist	13
Buddhist	17
Church of England	55
Church of Scotland	33
Coptic Orthodox	3
Free Presbyterian	7
Greek Orthodox	8
Hindu	44
Jehovah's Witness	9
Jewish	4
Muslim	85
Not Specified	61
Other	54
Roman Catholic	102
Russian Orthodox	4
Sikh	5
Unknown	1760
<b>Total</b>	<b>2391</b>

- Religion or belief is unknown for 74% of DFID staff.
- Most of our overseas offices ensure that office holidays are not just UK-centric and take account of the different religious and cultural occasions that take place during the year. Our two UK headquarters and overseas offices have meditation/prayer room facilities.

## Sexual Orientation

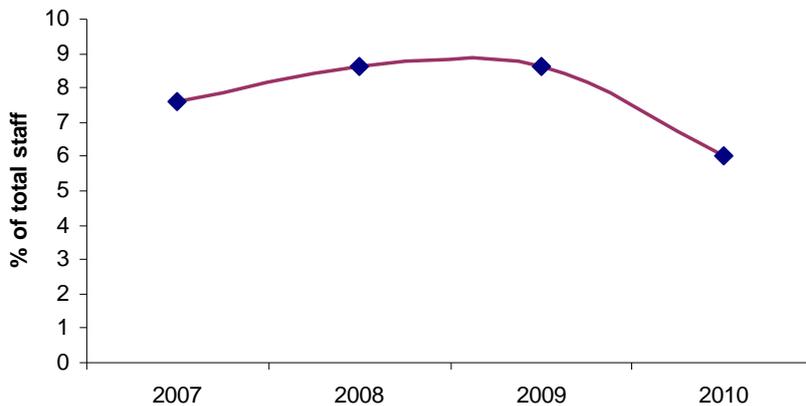


- Although the sexual orientation is unknown for majority of DFID staff (80%), the number of individuals declaring their sexual orientation as other than heterosexual has risen from 18 in 2009 to 24 in 2010. There are 29 members in DFID's LGBT Network.

## Working Patterns

Grade	% working reduced hours 2009	% working reduced hours 2010	Total Staff numbers 2010
SCS	4%	4%	83
A1	7%	6%	300
A2	8%	7%	528
A2(L)	3%	3%	203
Fast Stream	3%	0%	59
B1	10%	7%	356
B2	11%	7%	409
C1	19%	9%	300
C2	4%	1%	76
Band D	-	4%	77
<b>Total</b>	<b>9%</b>	<b>6%</b>	<b>2391</b>

## Reduced hours trend in DFID from 2007 - 2010



- Reduced hours include all staff that do not work full-time hours (this translates as 37 hours in our East Kilbride HQ and 36 hours in our London HQ).
- Over the last year, staff working reduced hours has decreased from 9% of total staff in 2009 to 6% in 2010. A break down by grade shows that at all levels there has been a decrease in the number of staff working reduced hours.

## 4) Departmental Declaration Rates

The table below shows the departmental declaration rates as at December 2010 for the protected characteristics listed. Declaration rates return based on 2391 total staff.

Protected Characteristic	Declaration Rates 2009	Declaration Rates 2010
Age	99.9%	<b>99.9%</b>
Disability **	100%	<b>100%</b>
Ethnicity	48%	<b>46.6%</b>
Gender	99.2%	<b>100%</b>
Religion or Belief	22.6%	<b>26.4%</b>
Sexual Orientation	18.3%	<b>20.2%</b>

\*\* We recognise that this may not be an accurate reflection of the true profile within DFID, especially when the evidence base highlights that representation rates for disabled staff in DFID are low (2.5%)

compared with the number of disabled staff (7.6%) across the Civil Service (Civil Service Statistics 2010, ONS, Cabinet Office) and the number of disabled staff in the Public Sector (14%).

## 5) DFID People Survey Results

80% of DFID staff responded to the 2010 *Civil Service People Survey*. A summary of People Survey **Inclusion and Fair Treatment Questions** are shown below by age, disability, and gender to compare the experiences of individuals from these protected groups with those not within the protected group and against the overall results for DFID.

- Difference of 5% or more above the DFID overall percentage
- Difference of 5% or more below the DFID overall percentage

### Age

	Questions	DFID overall	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64
Inclusion and fair treatment	1) I am treated fairly at work	83	93	90	83	83	83	85	79	83	80
Inclusion and fair treatment	2) I am treated with respect by the people I work with	88	93	90	87	88	90	90	84	91	86
Inclusion and fair treatment	3) I feel valued for the work I do	71	79	73	69	74	74	73	67	78	68
Inclusion and fair treatment	4) I think that DFID respects individual differences	79	93	85	81	78	77	78	77	81	80

- There were no returns for staff under 20 or 65 and over.

### Disability

	Questions	DFID overall	Disabled	Not Disabled
Inclusion and fair treatment	1) I am treated fairly at work	83	72	83
Inclusion and fair treatment	2) I am treated with respect by the people I work with	88	70	89
Inclusion and fair treatment	3) I feel valued for the work I do	71	59	72
Inclusion and fair treatment	4) I think that DFID respects individual differences (e.g. cultures, working styles, backgrounds, ideas, etc)	79	64	79

### Gender

	Questions	DFID overall	Male	Female
Inclusion and fair treatment	1) I am treated fairly at work	83	85	82
Inclusion and fair treatment	2) I am treated with respect by the people I work with	88	90	88
Inclusion and fair treatment	3) I feel valued for the work I do	71	75	70
Inclusion and fair treatment	4) I think that DFID respects individual differences (e.g. cultures, working styles, backgrounds, ideas, etc)	79	82	77