



Legal Aid
Agency

Equality and Diversity Workforce Report 2012-2013

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Introduction

This report provides information on the diversity profile of the Legal Services Commission (LSC) workforce for the period 1 April 2012 to 31 March 2013.

The report has been prepared by the Legal Aid Agency (LAA), which replaced the LSC, on 1 April 2013, using data produced by the Ministry of Justice HR Management Information Team from the LSC's Perito HR database.

The LSC and LAA are responsible for commissioning and administering legal aid in England and Wales.

Information about LSC workforce diversity for preceding years is available at <https://www.gov.uk/government/publications/corporate-equality-information>

During the period under report, the LSC's workforce was located in fourteen offices across England and Wales. In addition, the LSC operated four Public Defender Service (PDS) offices providing a criminal defence service directly to the public. In order to protect confidentiality, we report on the PDS as a whole rather than as four separate offices. Since the end of this report, staff from the London Exchange Tower office have been relocated to the Ministry of Justice headquarters joining other LAA staff.

Information about the LSC has been archived and can be found under: http://webarchive.nationalarchives.gov.uk/20120405104906/http://www.legalservices.gov.uk/aboutus/how/specialised_publications.asp

Information about the LAA is available at: <http://www.justice.gov.uk/about/laa>

Equality Act 2010

This report is set within the framework of transparency obligations outlined in the public sector equality duty of the Equality Act 2010. The equality duty requires the LAA to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the 2010 Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons those who do not share it; and
- Foster good relations between persons who share a relevant protected characteristic and persons those who do not share it.

The relevant protected characteristics are: age; disability; gender reassignment (people undergoing/ have undergone gender reassignment); pregnancy and maternity; race; religion or belief; sex and sexual orientation.

Executive summary

During the period 1 April 2012 to 31 March 2013, the LSC employed a total of 1803 people. This figure included the total number of people who were on the LSC payroll at some point during the year. It was therefore greater than the number of people employed by the LSC at any particular point in time.

Gender:	Fifty eight per cent of LSC employees were female and 42% were male.
Grade:	Sixty eight percent of employees were at Bands A3 to A1. 9% of employees were at B1, 15% at B2, 5% at Band C, and 2% at Band D. Less than one per cent of employees were at SCS.
Ethnicity:	Seventy five per cent of staff (1344) declared their ethnicity. 62% of all staff (1126) identify as White and 11% (197) staff identified as black, Asian or minority ethnic (BAME).
Disability:	Seventy six per cent of staff declared whether they were disabled or not. 3% of staff identified themselves as disabled.
Age:	Employees aged between 30 to 49 formed 55% of the LSC workforce. The three largest age groups were 30 to 39 (31%); 40 to 49 (25%); and 25 to 29 (16%).
Working Pattern:	Seventeen per cent of employees worked part-time.
Sexual Orientation:	Sixty nine per cent of staff declared their sexual orientation. Of these, 67% of staff identified as heterosexual and 2% identified as Lesbian/Gay/Bisexual.
Religion and Belief:	Seventy three per cent of employees declared their religion or belief. 40% per cent of staff identified themselves as Christian, 26% declared themselves as having no religion or belief, 2% cent as Muslim and 2% as Hindu.
Caring Responsibilities	Seventy per cent of employees responded 'Yes' or 'No' to whether they had caring responsibilities. 18% reported having caring responsibilities.

Key Outcomes

Disability

The total number of employees who described themselves as having a disability during the period increased by four compared with 2011-2012. However, the percentage of employees with disability remained unchanged at 3%. There was also an increase in the proportion of employees for whom we have no disability data.

Table 1: Comparative Data: Number of Employees by Disability 2011 to 2013

Disability	Yes	No	PNS	Unknown
Number of Employees 2012-2013	56	1289	20	438
Number of Employees 2011-2012	52	1255	22	360

Table 2: Comparative Data: Percentage of Employees by Disability 2008 to 2013

Disability	Yes	No	PNS	Unknown
No of Employees 2012-2013	56	1289	20	438
% of Employees 2012/13	3	71	1	24
% of Employees 2011/12	3	74	1	21
% of Employees 2010/11	3	84	2	11
% of Employees 2009/10	4	86	2	8
% of Employees 2008/09	4	89	2	6

The distribution of staff who considered themselves to have a disability was relatively evenly spread across pay bands.

Table 3: Percentage of Employees by Grade and Disability 2012-2013

Pay Band	Are you Disabled?				
	Yes Number	Yes %	No %	PNS %	Unknown %
A1	682	4	51	0	45
A2	263	2	77	1	20
A3	281	3	88	1	9
B1	168	4	83	1	12
B2	267	3	91	2	4
C	97	2	89	4	5
D	30	0	60	0	40
SCS	15	0	53	0	47

Ethnicity

Approximately 62% of LSC employees were White, a decrease of 14% from 2010. 11% of employees were from a Black, Asian or Minority Ethnic (BAME) background. Since the proportion of employees for whom we hold no ethnic group data has increased to 23% from 9% at 2010, the data must be interpreted with caution.

Table 4: Number and Percentage of Employees by Ethnic Group 2009-2013

Ethnic Group	Number of Employees 2012-2013	% 2012-2013	Number of Employees 2011-2012	% 2011-2012	% 2010-2011	% 2009-2010
BAME	197	11	174	10	11	12
White	1126	62	1116	66	75	76
Other	21	1	11	1	1	1
PNS	38	2	37	2	3	3
Unknown	421	23	351	21	11	9

Table 5: Distribution of employees by ethnic group in LSC offices 2012-2013

Office	BAME %	White %	Other %	PNS %	Unknown %	Total Number of employees at Office
Birmingham	24	51	1	4	20	86
Brighton	10	63	2	5	20	41
Bristol	8	74	2	2	13	86
Cambridge	5	95	0	0	0	20
Cardiff	2	84	2	0	12	50
Chester	0	52	0	5	43	82
Leeds	7	91	0	0	2	55
Liverpool	2	62	1	1	34	209
Manchester	4	73	1	0	22	92
Nottingham	6	58	2	1	34	208
PDS ¹	0	84	3	8	5	37
London HQ (Petty France)	19	57	1	4	20	276
Reading	0	100	0	0	0	7
South Tyneside	3	61	1	0	35	291
Exchange Tower (London) ²	29	57	2	3	9	263

¹ Public Defender Service (PDS) offices were located in Cheltenham, Darlington, Pontypridd and Swansea.

² Staff from Exchange Tower have been relocated to the London HQ at Petty France.

A majority of BAME employees were employed at Bands B2 to A1. Of the 197 employees who recorded themselves as of BAME background, 188 were employed within these pay bands.

Table 6: Percentage of Employees by Grade and Ethnic Group 2012-2013

Grade	BAME %	White %	PNS %	Other %	Unknown %
A1	10	44	1	1	44
A2	11	69	1	1	16
A3	13	75	2	1	9
B1	14	70	3	0	12
B2	11	81	3	0	5
C	6	83	8	0	3
D	3	50	3	0	43
SCS	13	40	0	0	47
Total	11	63	2	1	23

Gender

Although the proportion of male employees has gradually increased from 39% of total LSC workforce in 2008-2009, the gender split has remained largely unchanged with a higher proportion of female to male employees. During 2012-2013, the LSC workforce was made up of 1037 (58%) females and 757 (42%) males. Female employees have also remained a higher proportion of employees at Bands A1 to B2, and at Band C until 2011 when there was a reversal of this pattern at Band C. At Bands D and SCS, male employees have formed a higher proportion of the LSC workforce.

Table 7: Number and Percentage of Employees by Gender 2009-2013

Gender	Female	Male
Number of Employees 2012-2013	1037	757
% of Employees 2012-2013	58	42
% of Employees 2011/2012	58	42
% of Employees 2010/2011	59	41
% of Employees 2009/2010	60	40
% of Employees 2008/2009	61	39

Table 8: Percentage of Employees by Grade and Gender 2012-2013³

Pay Band	Female %	Male %	Unknown
A1	63	37	0
A2	60	40	0
A3	57	43	1
B1	55	45	1
B2	52	46	1
C	45	54	1
D	37	57	7
SCS	33	67	0

³ Due to rounding up or down, some of the percentages do not add up to 100

Table 9: Percentage of Employees by Grade and Gender 2009-2013⁴

Pay Band	2012-2013		2011-2012		2010-2011		2009-2010	
	Female %	Male %						
A1	63	37	62	38	62	38	62	38
A2	60	40	62	38	62	38	66	34
A3	57	43	56	44	60	40	57	43
B1	55	45	57	43	58	42	60	40
B2	52	46	53	47	57	43	57	43
C	45	54	49	51	57	43	55	45
D	37	57	40	60	42	58	45	55
SCS	33	67	50	50	53	47	47	53

⁴ Due to rounding up or down and small percentages of 'Unknown' (employees for whom we hold no gender/grade data) the some percentages do not add up to 100.

Sexual Orientation

Table 10: Number/Percentage of Employees by Sexual Orientation 2008-2013

Sexual Orientation	Lesbian/ Gay Man/ Bisexual	Hetero-sexual	Other	PNS	Unknown
Number of Employees 2012/13	26	1208	6	129	434
% of Employees 2012/13	1	67	0	7	24
% of Employees 2011/12	2	69	0	8	21
% of Employees 2010/11	2	77	0	9	12
% of Employees 2009/10	2	79	1	9	9
% of Employees 2008/09	0	79	2	9	10

The LSC introduced sexual orientation as a category within workforce diversity monitoring for the first time in 2009-2010. The comparative data shows that the proportion of employees who describe themselves as ‘Lesbian, Gay or Bisexual’ (LGB) remained consistently at 2% of the workforce from 2009-2010 until 2012-2013 when the trend changed. Although 1% of employees describing themselves as LGB, the actual number of individuals remained the same as 2011-12.

Over the same period, the proportion of employees who describe themselves as heterosexual has consistently reduced, by 12% points, to 67% in 2012-2013.

However, the proportion of employees who are recorded as ‘Unknown’ has also increased to 24% of total employees. These are employees for whom we hold no information for the protected characteristic sexual orientation. The data must therefore be interpreted with caution.

Age

Employees aged between 30 and 49 formed 55% of the LSC workforce. Similar to 2011-2012, those within the 30-39 age band formed the single largest group at 32% of the total workforce. The proportion of employees at other age bands have age bands have remained unchanged. An additional 15 employees for whom we hold no data on age band were recorded as 'Unknown'.

Table 11 Number/Percentage of Employees by Age 2012-13

Age Band	No. of Employees			% of Employees		
	2012-13 ¹	2011-12	2010-11	2012-13	2011-12	2010-11
16-24	163	144	106	9	8	6
25-29	292	266	270	16	16	17
30-39	550	543	528	31	32	32
40-49	445	425	433	25	25	26
50-59	279	256	252	15	15	15
60-74	59	54	44	3	3	3

Religion and Belief

The data shows that over the period 2009-2010 to 2012-2013, the proportion of employees who described themselves as Christian decreased by 9%. Over the same period, the proportion of employees who described their religion as 'None' also showed a decrease of 5%. The proportion of employees who described their religion as 'Other' increased by 1% with no change in the percentage of employees who described their religion as 'Muslim', 'Hindu', 'Sikh', 'Jewish', 'Buddhist', and employees who 'preferred not say'.

As the proportion of employees for whom we have no information recorded with regards to religion or belief increased to 23% from 8% in 2010, the data must be interpreted with caution.

Table 12: Number/Percentage of Employees by Religion and Belief 2012-2013

Religion	No. of Employees 2012/2013	% of Employees 2012/2013	% of Employees 2011/2012	% of Employees 2010/11	% of Employees 2009/10
Christian	713	40	42	47	49
Muslim	41	2	2	2	2
Hindu	29	2	2	2	2
Sikh	18	1	1	1	1
Jewish	10	1	1	1	1
Buddhist	1	0	0	0	0
Other	46	3	2	2	2
None	463	26	28	31	31
PNS	65	4	4	4	4
Unknown	417	23	20	10	8

Working Pattern: Full Time/Part Time

The LSC offered a range of flexible working options during 2012-2013, including compressed hours, home working, job-share, and part time. 301 (17%) employees worked part-time during 2012-2013. As shown in Table 14, the majority of employees who worked part-time were at Bands B2 and below (equivalent to MoJ Bands B to F).

Table 13: Full /Part Time 2012-2013

FT/PT	Number of Employees 2012-2013	% of Employees 2012-2013	% of Employees 2011-2012	% of Employees 2010-2011
Full-time	1502	83	85	84
Part-time	301	17	15	16

Table 14: Number and Percentage of Employees by Grade and Full/Part-Time 2012-2013

Grade	Total Employees in Band	Number of employees working Full Time	Number of employees working Part Time	Employees working Part Time as % of total Employees within band
A1	682	573	109	16
A2	263	211	52	20
A3	281	237	44	16
B1	168	135	33	20
B2	267	231	36	13
C	97	88	9	9
D	30	18	12	40
SCS	15	9	6	40

Table 15: Number and Percentage of Employees by Grade and Full/Part-Time 2011-2013

Report Period	Grade	Total Employees in Band	Number of employees working Full Time	Number of employees working Part Time	Employees working Part Time as % of total Employees within band
2012-2013	C	97	88	9	9
	D	30	18	12	40
	SCS	15	9	6	40
2011-2012	C	91	86	5	5
	D	25	22	3	12
	SCS	12	12	0	0

Caring Responsibilities

329 employees described themselves as having caring responsibilities, approximately 18% of the workforce. This seems to continue the decreasing trend over the last two years from 23% in 2010-2011, and 20% in 2011-2012.

Table 16: Number and Percentage of Employees with Caring Responsibilities 2012-2013

Caring Responsibilities	Number of employees 2012-2013	% of employees 2012-2013
No	938	52
Yes	329	18
Prefer Not To Say	7	0
Unknown	529	29

Table 17: Number of Employees with Caring Responsibilities by Grade 2012-2013

Grade	% Employees with Caring Responsibilities by Grade	Number of Employees with Caring Responsibilities by Grade
A1	11	77
A2	20	52
A3	21	60
B1	22	37
B2	26	71
C	28	27
D	13	4
SCS	7	1

Grievance Proceedings

Table 18: Grievance Proceedings 2009-2013

Number of grievance proceedings			
2012-2013	2011-2012	2010-2011	2009-2010
8	12	13	15

The number of grievance proceedings have steadily decreased from 15 in 2009 to 8 during 2012-2013. More employees aged 30 to 39, BAME employees, female employees and employees who describe their religion as Muslim were involved in grievance proceeding compared to their proportions in the workforce. However, these observations should be interpreted with caution given the small number of grievances to which they relate.

Table 19: Percentage of Grievance Proceedings by Gender 2010-2013

Gender	% of employees involved in grievance proceedings 2012-2013	% of employees involved in grievance proceedings 2011-2012	% of employees involved in grievance proceedings 2010-2011
Female	75	75	46
Male	25	25	54

Table 20: Percentage of Grievance Proceedings by Ethnic Group 2011-2013

Ethnic Group	% of employees involved in grievance proceedings 2012-2013	% of employees involved in grievance proceedings 2011-2012
BAME	25	33
White	50	42
PNS	25	0

Table 21: Percentage of Grievance Proceedings by Age Group 2011-2013

Age Group	% of employees involved in grievance proceedings 2012-2013	% of employees involved in grievance proceedings 2011-2012
30-39	75	58
40-49	13	25
50-59	13	17

Table 22: Percentage of Grievance Proceedings by Grade 2012-2013

Grade	% of employees involved in grievance proceedings
A1	13
A2	13
A3	38
B1	38

Table 23: Percentage of Grievance Proceedings by Sexual Orientation 2012-2013

Sexual Orientation	% of employees involved in grievance proceedings
Heterosexual	75
Unknown	25

Table 24: Percentage of Grievance Proceedings by Religion or Belief 2011-2013

Religion or Belief	% of employees involved in grievance proceedings 2012-2013	% of employees involved in grievance proceedings 2011-2012
Christian	50	67
Muslim	13	0
None	13	8

Reasons for Leaving the LSC

Table 25: Number of Employees Leaving the LSC by Reason for Leaving 2012-2013

Reason for Leaving	Number of Employees
Dismissal	6
End of Contract	18
Mutual Termination	0
Redundancy	48
Resignation	79
Retirement	13
Total	164

Table 26: Percentage of Leavers by Gender 2012-2013

Leavers by Gender	Female	Male
% of staff in LSC	58	42
% of Leavers	59	41

Table 27: Percentage of Leavers by Ethnic Group 2012-2013

Leavers by Ethnic	BAME	White	Other	PNS	Unknown
% of staff in LSC	11	62	1	2	23
% of Leavers	10	52	4	1	34

Table 28: Percentage of Leavers by Disability 2012-2013

Leavers by Disability	No	Yes	PNS	Unknown
% of staff in LSC 2012-2013	74	3	1	21
% of Leavers	48	2	2	48

Table 29: Percentage of Leavers by Age 2012-2013

Age	16-24	25-29	30-39	40-49	50-59	60-74
% of staff in LSC 2012-2013	8	16	32	25	15	3
% of Leavers	13	18	30	16	14	9

Table 30: Percentage of Leavers by Working Pattern 2012-2013

Full/Part Time	Full Time	Part Time	Total
% of staff in LSC 2012-2013	83	17	100
% of Leavers	85	15	100

Table 31: Percentage of Leavers by Caring Responsibilities 2012-2013

Caring Responsibilities	Yes	No	PNS	Unknown
% of staff in LSC 2012-2013	18	52	0	29
% of Leavers	16	41	0	42

Table 32: Percentage of Leavers by Reason and Ethnic Group 2012-2013

Leavers by Ethnic Group and Reason	BAME	White	Other	PNS	Unknown
Dismissal	33	0	0	0	67
End of Contract	28	22	0	0	50
Mutual Termination	0	0	0	0	0
Redundancy	8	85	2	0	4
Resignation	6	38	4	0	52
Retirement	0	77	15	8	0

Table 33: Percentage of Leavers by Reason and Gender 2012-2013

Leavers by Gender and Reasons	Female	Male
Dismissal	33	67
End of Contract	61	39
Mutual Termination	0	0
Redundancy	77	23
Resignation	51	49
Retirement	46	54

Table 34: Percentage of Leavers by Reason and Disability 2012-2013

Leavers by Disability and Reason	No	Yes	PNS	Unknown
Dismissal	33	0	0	67
End of Contract	50	0	0	50
Mutual Termination	0	0	0	0
Redundancy	92	8	0	0
Resignation	46	1	0	53
Retirement	92	8	0	0

Table 35 Percentage of Leavers by Reason and Age 2012-2013

Age	16-24	25-29	30-39	40-49	50-59	60-74
Dismissal	17	33	33	17	0	0
End of Contract	6	39	28	11	6	11
Mutual Termination	0	0	0	0	0	0
Redundancy	0	8	29	29	29	4
Resignation	25	22	35	10	6	1
Retirement	0	0	0	8	23	69

Table 36: Percentage of Leavers by Reason and Working Pattern 2012-2013

Leavers by Disability and Reason	Full Time	Part Time
Dismissal	83	17
End of Contract	100	0
Mutual Termination	0	0
Redundancy	73	27
Resignation	92	8
Retirement	62	38

Table 37: Percentage of Leavers by Reason and Caring Responsibilities 2012-2013

Caring Responsibilities	Yes	No	PNS	Unknown
Dismissal	0	33	0	67
End of Contract	11	22	0	67
Mutual Termination	0	0	0	0
Redundancy	33	63	0	4
Resignation	8	29	0	63
Retirement	23	69	0	8

Redundancy

Table 38: Redundancy by Gender 2012-2013

Redundancy	Female	Male
Number of Employees 2012-2013	37	11
As a % of Redundancies 2012-2013	77	23
% in LSC workforce 2012-2013	58	42

Table 39: Redundancy by Gender: Comparison 2011-2013

Redundancy	Female	Male
As % of Redundancies 2012-2013	77	23
As % of Redundancies 2011-2012	53	47
% in LSC workforce 2012-2013	58	42

Table 40: Redundancy by Ethnic Group 2012-2013

Redundancy by Ethnic Group	Number of Employees	Ethnic Group as % of Redundancies	Ethnic Group as % in Workforce
BAME	4	8	11
White	41	85	62
Other	1	2	1
PNS	0	0	2
Unknown	2	4	23

Table 41: Redundancy by Age Bands 2012-2013

Age Band	Number of Employees	% of Redundancies	% in the Workforce
25-29	4	8	16
30-39	14	29	31
40-49	14	29	25
50-59	14	29	15
60-74	2	4	3

Performance Development Review (PDR)

The following performance ratings were used in the LSC during the year under report:

- ‘Contributes Exceptionally’ is awarded to individuals who consistently exceed performance objectives and contribute exceptionally to achieving team and organisational success, including meeting all competency expectations to a high level. They are able to evidence real business benefits to the team and/or organisational performance.
- ‘Contributes Successfully’ is awarded where the individual consistently meets performance objectives and competency expectations. They demonstrate an effective contribution to achieving team and/or organisational success
- ‘Development Required’ is awarded where the individual has not always met their performance objectives and there are a number of areas that require improvement, including key competencies to perform in their role. Contribution to team and wider organisational objectives is limited. This rating reflects that performance is not at the required standard.

The data relates to PDR information for the November 2012 PDR round. Approximately 1548 out of the 1803 employees had PDRs, of which 6% were rated ‘Contributes Exceptionally’, 92% rated ‘Contributes Successfully’ and 2% as ‘Development Required’. A total of 255 employees were probationers and thus exempt from performance review at the time.

Table 42: Percentage of PDR Ratings 2012-2013

PDR Rating	Number of Employees Awarded Rating	% of Employees Awarded Rating
Contributes Exceptionally	87	6
Contributes Successfully	1421	92
Development Required	40	2

Table 43: Number of PDR Ratings by Gender 2012-2013

PDR Rating	Female	Male
Contributes Exceptionally	47	40
Contributes Successfully	840	581
Development Required	19	21

Table 44: Number of PDR Ratings by Ethnic Group 2012-2013

Ethnicity	BAME	White	Other	PNS	Unknown
Contributes Exceptionally	2	71	2	1	11
Contributes Successfully	171	987	19	33	211
Development Required	7	16	0	3	14

Table 45: Number of PDR Ratings by Disability 2012-2013

Disability	No	Yes	PNS	Unknown
Contributes Exceptionally	74	4	1	8
Contributes Successfully	1123	49	18	231
Development Required	27	0	0	13

Table 46: Number of PDR Ratings by Working Pattern 2012-2013

Full/Part Time	Full Time	Part Time
Contributes Exceptionally	80	7
Contributes Successfully	1181	240
Development Required	37	3

Table 47: Number of PDR Ratings by Caring Responsibilities 2012-2013

Caring Responsibilities	No	Yes	PNS
Contributes Exceptionally	62	15	0
Contributes Successfully	814	298	7
Development Required	17	10	0

Promotions

Table 48: Number/Percentage of Employees Promoted by Gender 2012-2013

Gender	Number of Promotions	% of Promotions	% in Workforce
Female	24	43	58
Male	32	57	42
Grand Total	56	100	

Table 49: Number/Percentage of Employees Promoted by Ethnic Group - 2012-2013

Ethnicity	BAME	White	Other	PNS	Unknown
Number of Promotions	8	38	2	2	6
% of Promotions	14	68	4	4	11
% in Workforce	11	62	1	2	23

Table 50: Percentage of Employees Promoted by Disability 2012-2013

Disability	Number of Promotions	% of Promotions	% in Workforce
No	46	82	71
Yes	1	2	3
PNS	2	4	1
Unknown	7	13	24

Table 51: Percentage of Employees Promoted by Working Pattern 2012-2013

Full/Part -time	Number of Promotions	Percentage of Promotions	% in Workforce
Full-time	53	95	83
Part-time	3	5	17

Table 52: Percentage of Employees Promoted by Caring Responsibilities 2012-2013

Caring Responsibilities	Number of Promotions	Percentage of Promotions	% in Workforce
No	38	68	52
Yes	7	13	18
Unknown	11	20	29

Table 53: Percentage of Employees Promoted by Age Band 2012-2013

Age Group	Number of Promotions	Percentage of Promotions	Percentage of Employees in LSC
16-24	2	4	9
25-29	20	36	16
30-39	24	43	31
40-49	9	16	25
50-59	1	2	15

Explanatory Notes

Diversity: We use the term 'diversity' in a broad sense that goes beyond the characteristics protected under the Equality Act 2010. We collect and report information about age, disability, race, religion and belief, sex and sexual orientation. In addition, we have included monitoring information about working patterns (part time and full time working hours) and staff who have caring responsibilities.

We record information about employees who share the protected characteristic of pregnancy and maternity. At March 2013, 48 employees were recorded as protected under this characteristic. To maintain confidentiality of the individuals, however, further breakdown has not been included in this report.

Information in relation to gender reassignment must be handled with the strictest confidentiality in order avoid breaching the privacy of any individuals affected. Therefore we do not ask employees to provide information relating to gender reassignment and remain steered by Equality and Human Rights Commission guidance.

Ethnic group data was monitored under the 2011 National Census classifications: Asian (including Chinese), Black, Mixed, Other and White. We use the abbreviation BAME for those who describe their ethnicity as Black, Asian (including Chinese) or Mixed Ethnic group.

Comparison: we have provided data from previous years for comparison, where it is available.

Small numbers: Where the number of employees being considered is small, we combine equal opportunity categories in order to avoid the likelihood of individuals being identified. For example, we may use the aggregated category BAME (Black, Asian and Mixed Ethnic) and LGB (Lesbian/Gay Man/Bisexual).

Rounding up: due to rounding up or down of figures, percentages may not always add up 100.

Prefer Not to Say: providing equal opportunity information is voluntary. For some categories we offer staff the choice of selecting 'prefer not to say'. This is reported in the tables as 'PNS'.

Unknown: not all staff have chosen to submit equal opportunities information. This is included in the report as 'Unknown'.

Indicators reported: The information in this report provides as full a picture as was available of how the LSC's employment policies and practices affected staff who shared the above protected characteristics. It includes:

- Staff in post across the organisation and by regional office
- Staff at different levels
- Staff involved in grievance procedures

- Promotions
- Staff leaving the LSC
- Reasons for Leaving
- Redundancy
- Performance Review Rating

Grade/pay bands: the pay structure operated by the LSC was grouped into Bands set out below together with their MoJ equivalent. Grades used in this report:

LSC Band	Description	MOJ Equivalent Band
SCS	Senior directors and executive directors	SCS
Band D	Heads of departments	A
Band C	Senior managers and highly skilled technical specialists	B-A
Bands B1-B2	Lower to middle management roles	C-B
Band A1-A3	Entry level processing workers through to senior administrators and case workers	F-D
Level 7	Filing and data entry clerks	F

Contact Us

Copies of this report are available on the Corporate Equality Information page of the Justice website:

<http://www.justice.gov.uk/information-access-rights/transparency-data/ministry-of-justice-equality-information-and-objectives/corporate-equality-information>

If you require a copy in an alternative format, this will be considered on request from:

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Legal Aid Agency 8 Floor
102 Petty France
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Telephone Switchboard: 020 7783 7000

Email: diversity@legalaid.gsi.gov.uk