

---

Equality Monitoring 2012/13

# Equality Monitoring in the Driving Standards Agency

V1.0

In House Analytical  
Consultancy



Department  
for Transport



GOVERNMENT OPERATIONAL RESEARCH SERVICE

---

---

## Contents

Chapter 1: Management summary.....	4
1.1 Introduction .....	4
1.2 DSA structure and organisation.....	4
1.3 Restructuring in DSA .....	5
1.4 Key findings: Sex .....	5
1.5 Key findings: Race .....	5
1.6 Key findings: Disability .....	5
1.7 Key findings: Age.....	5
1.8 Key findings: Working pattern.....	6
1.9 Key findings: Job type.....	6
1.10 Key findings: Learning and development.....	6
1.11 Key findings: Recruitment.....	7
1.12 Key findings: Sickness absence .....	7
1.13 Key findings: Performance management.....	8
1.14 Information quality and recommendations .....	8
Chapter 2: Introduction .....	9
2.1 Equality Monitoring .....	9
2.2 Analysis and reporting.....	9
2.3 Data coverage and quality .....	9
2.4 Declaration rates .....	10
Chapter 3: Staff in post and geographical distribution of staff .....	11
3.1 Geographical distribution of DSA staff.....	12
3.2 Diversity profile of DSA staff .....	12
3.3 Sexual orientation .....	15
3.4 Religion and belief .....	15
3.5 Maternity leave.....	15
Chapter 4: Staff in post across pay bands .....	16
4.1 Distribution of staff by diversity group .....	17
Chapter 5: Year on year comparisons .....	20
5.1 Year on year comparison.....	20
Chapter 6: Recruitment .....	21
6.1 Diversity of applicants for campaigns within DSA .....	22
6.2 Diversity of applicants for campaigns outside DSA .....	22
6.3 Sift to appointment analysis.....	23
Chapter 7: Ceased employment .....	25
7.1 Ceased employment.....	25
Chapter 8: Performance assessment.....	26
8.1 Headline results.....	27
Chapter 9: Learning and development .....	28
9.1 Recorded training by diversity group .....	29
Chapter 10: Grievances and discipline.....	31
10.1 Grievance cases.....	31

---

10.2	Discipline cases.....	31
	Chapter 11: Sickness absence .....	32
11.1	Overall analysis.....	33
11.2	Examiners .....	34
11.3	Admin.....	34
	Annex A: Notes on data.....	i
A.1	Working-age populations.....	i
	Annex B: Analytical approach.....	iii
B.1	Univariate methods - Chi-squared and Proportions tests.....	iii
B.2	Multivariate methods – Regression Analysis.....	iv
	Annex C: Tables and charts .....	v
C.1	Year on year comparison – all staff .....	v

## Chapter 1: Management summary

### 1.1 Introduction

This report is an analysis of staff diversity, for staff in post at the Driving Standards Agency (DSA) between 1<sup>st</sup> April 2012 and 31<sup>st</sup> March 2013.

The analysis takes data on staff in post, cessations, grievances and discipline, sickness absence, training, performance management and recruitment, and considers whether there were significant differences with respect to sex, race, disability, pay band, age, sexual orientation, religion and belief, job type and working pattern.

Where possible, comparisons have been made against the previous year.

The inequalities and differences identified have been described in non-statistical terms throughout this report. However, where differences have been found to be statistically significant, this has been highlighted. By statistically significant, we mean that the difference is unlikely to have occurred by chance. Where results are not specifically discussed, this generally means that no statistically significant inequalities were found.

There has been little change in the diversity profile of DSA since 2011/12, although the age of the workforce has increased.

### 1.2 DSA structure and organisation

The Driving Standards Agency (DSA) is an executive agency of the Department for Transport. Along with the delivery of practical and theory driving tests, the DSA has a statutory responsibility for setting the standards of these tests. It is

also responsible for the regulation of driving instructors and trainers, and the promotion of voluntary registers and non-statutory activities to improve driving standards.

On the 31st March 2013, DSA employed 2,390 staff (excluding employees on long-term leave<sup>1</sup>). On 31st March 2012, DSA employed 2,506<sup>2</sup> staff; there has been a decrease of 116 staff (or 4.6%) since last year.

1,806 employees were driving examiners, 557 were admin staff and 27 were support staff. Support staff are DSA's cleaners and postal messengers. Admin employees include staff in the back office (working in HR, regulation, planning, etc.) as well as those that work in the call centre providing phone cover and keeping records up to date.

From 2011/12 to 2012/13, there was a decrease in the number of examiners from 1,844<sup>2</sup> to 1,806 (a decrease of 38 or 2.1%). Admin and support staff decreased in number by 75 (12.0%) and 3 (10.0%) respectively.

The largest single grouping of employees was in the Nottingham Head Office (the Axis building) where 297 staff were based; the next largest grouping of staff was at the Newcastle Area Office, where 231 staff were based.

The majority of employees at Nottingham Head Office, and all employees at Newcastle Area Office were admin, with a small number of middle to higher graded driving examiners and support employees working in Nottingham. The vast majority of driving examiners and support staff

<sup>1</sup> Long term leave includes employees who were on long-term sickness absence.

<sup>2</sup> The number of staff on March 31<sup>st</sup> 2012 was previously reported as 2507 – updates to data have subsequently amended this to 2506, with the number of examiners adjusting by one also.

worked at test centres throughout Great Britain.

### 1.3 Restructuring in DSA

A voluntary redundancy scheme for admin staff has been running over the course of the year, but very few of those staff taking redundancy will appear as cessations this year, as for many their leaving date will be after 31<sup>st</sup> March 2013.

### 1.4 Key findings: Sex

The majority (70.8%) of DSA staff were male. This reflects the fact that just over three quarters of staff were examiners, and over 80% of examiners were male. In contrast, just over half of admin staff and all but two support employees were female.

Within the DSA Head Office at Nottingham, the male to female ratio was not significantly different from the local working-age populations. In contrast, the Newcastle Area Office had significantly more female staff than expected, compared with the local working-age population, and Other locations had significantly more male staff.

At pay band DE, male examiners were older than female examiners, and G7 staff were more likely to be male than staff in other pay bands.

With the exception of staff in the G7 pay band (see above), the proportion of female staff did not vary significantly across the pay bands.

### 1.5 Key findings: Race

Of those who identified with a racial group, 5.0% were black or minority ethnic (BME).

The proportion of BME employees in the Nottingham and Newcastle offices was

not significantly different from the proportions in the local working-age population. There was a significant difference in Other locations – 5.3% of staff who had declared their race were BME compared with 12.8% in the GB working-age population.

SDE staff were more likely to be white than staff in other pay bands.

### 1.6 Key findings: Disability

2,193 of DSA staff declared their disability status (91.8%). Of these, 277 declared themselves to be disabled (12.6%).

The proportion of disabled staff did not vary significantly across the pay bands.

Non-disabled staff were more likely to have brought grievance cases than either disabled staff, or those who had not declared their disability status.

Staff in the Newcastle offices reported a lower disability rate than that seen in the local working-age population.

Staff in Other locations reported a lower rate of disability compared with the local working-age population.

### 1.7 Key findings: Age

Over 80% of DSA staff were aged 40 or over. This was largely due to the presence of driving examiners – 90% of whom were 40 or over. All but one of the 27 support employees were aged 40 or over. Admin staff had an age profile comparatively more representative of the GB age profile.

17.5% of all DSA staff were aged 60 or over; this proportion was higher for examiners (20.4%) and support staff (48.1%).

ACDE and G7 staff were older than staff in other pay bands. AO staff were younger than staff in other pay bands.

Part-time examiners were older than full-time examiners.

Staff leaving during 2011/12 tended to be older than those remaining in post.

Staff in the Newcastle offices were typically younger than the local working-age population. Staff in Other locations tended to have an older profile than the local working-age population.

## 1.8 Key findings: Working pattern

19.9% of DSA staff worked part time (18.7% for examiners, 20.3% for admin staff, and 92.6% for support staff).

Part-time admin staff were more likely to be female than full-time admin staff.

Full-time admin staff were more likely to be disabled than part-time admin staff.

DE staff were more likely to work part time than staff in other pay bands: SDE and SE staff were more likely to work full time.

Full-time driving examiners were more likely to be male and younger than part-time examiners.

Staff leaving DSA during 2012/13 were more likely to have worked part time than those remaining in post.

## 1.9 Key findings: Job type

**Driving examiners** – mostly based in ‘Other’ locations throughout Great Britain - were predominantly male, and both older and reporting lower levels of disability than the GB working-age population.

Examiners were more likely to have brought grievance cases than either admin or support staff.

The majority of retirements were from the DE pay band.

**Support staff** – mostly based in ‘Other’ locations – were predominantly female, white and non-disabled. All but one of the 27 support staff were aged 40 and over.

**Admin staff** – mostly based in the Nottingham and Newcastle offices, had a more even proportion of male and female staff than examiners or support staff.

A larger proportion of admin staff left DSA during the year than the proportion of either support or examiner staff who left.

## 1.10 Key findings: Learning and development

An average of 2.2 days training per person was recorded. 30% of staff had recorded training and, considering only those, the average number of days training was 7.4 days.

Examiners had more days training than admin staff. Support staff did not have any recorded training.

Staff who were full-time, younger or in pay bands SE, SDE and ACDE were more likely to have had training than other staff. Staff in pay band AO were less likely to have had recorded training.

For admin staff, full-time and younger staff were more likely to have had training and tended to have more training days than other admin staff.

Examiners who had had training were more likely to be younger, full-time and

SE, and less likely to be white than examiners who had no training.

Examiners who were younger, worked full time, or were male had more days training and examiners who had had sickness absence had fewer days training.

### 1.11 Key findings: Recruitment

There were 33 campaigns launched during 2012/13 and 1,341 applications were received – 19 advertised within DSA and 14 advertised outside DSA.

A significantly higher proportion of applications for external campaigns were from male candidates and non-disabled candidates than expected (when compared with the GB working-age population.)

At all stages, except assessment, pay band was a significant factor regarding success rate, probably due to the different numbers of applicants per campaign at each pay band.

Considering only applicants for SE posts, non-disabled applicants were more likely to be successful at sift than disabled applicants and applicants with unknown disability status.

### 1.12 Key findings: Sickness absence

DSA employees in post at 31<sup>st</sup> March 2013 averaged 7.3 days sickness absence in 2012/13. [Official Cabinet Office figure: 9.0 days]

Considering all staff, female staff and disabled staff were more likely to have had sickness absence and had significantly more days sickness absence. In addition, older staff had fewer days sickness absence. Support staff were less likely to have had

sickness absence and had significantly fewer days sickness absence.

Examiners who were disabled, female or in lower pay bands were more likely to have had sickness absence than other examiners.

Older SE examiners were also more likely to have had sickness absence compared with younger SE examiners.

Non-disabled SDE staff were less likely to have had sickness absence than disabled SDE staff.

Admin staff who were younger or worked part time were more likely to have had sickness absence; admin staff in higher pay bands were less likely.

Female HEO and SEO admin staff were more likely than males in those pay bands to have had sickness absence.

Examiners who were disabled, female, in lower pay bands or worked part time had had more days sickness absence than other examiners.

Considering examiners in pay bands DE and SDE together, staff who were disabled, female, part-time or BME, had significantly more days sickness absence than other staff in these pay bands.

Admin staff who were disabled, female, in lower pay bands or worked full time had more days sickness absence; admin staff in higher pay bands or were BME had fewer days.

Older, part-time or white HEO and SEO, and part-time G6 and G7 admin staff had more days sickness absence than other admin staff at the respective pay bands.

---

### 1.13 Key findings: Performance management

93% of DSA staff received the top performance mark.

For examiners, white staff were more likely to have received the top performance mark than BME staff and staff with unknown race.

Also SE examiners were more likely to have received the top performance mark than examiners in other pay bands.

AA and AO admin staff were less likely to have received the top performance mark than admin staff in other pay bands.

Within the AO pay band, white admin staff were more likely to have received the top performance mark than other admin staff in AO pay band (BME staff, or staff who had not declared their race).

### 1.14 Information quality and recommendations

DSA provided each dataset requested in plenty of time to meet the equality monitoring timetable / deadlines. The quality of the data overall was excellent, as was the assistance and additional information provided in order to help process and analyse the data.

There has been an increase in the sexual orientation and religion and belief declaration rates since last year's report. However, as the declaration rates for these are still below 50%, further improvements are needed before robust analysis using this information can be conducted.

## Chapter 2: Introduction

### 2.1 Equality Monitoring

This report contains an analysis of the diversity of DSA staff for 2012-13.

The aims of the analysis were to:

- identify differences between diversity groups within DSA;
- compare the diversity of DSA staff with the diversity of the local working-age population; and
- highlight any changes since previous years.

### 2.2 Analysis and reporting

This analysis has considered the following areas of diversity:

- Sex
- Race
- Disability
- Age
- Working pattern
- Sexual orientation
- Religion and belief

And for the following datasets:

- Staff in post
- Recruitment
- Cessations
- Performance management reports
- Learning and development
- Disciplinary cases
- Grievance cases
- Sickness absence

It also gives information about maternity leavers and returners.

Results described in this report are based on the outcomes of statistical tests. These tests are used to identify statistically significant differences between groups – that is, differences larger than the likely range of natural variation.

Data for this report was provided by DSA HR, and has been summarised in the annex tables provided with this analysis. Recruitment data was provided by DfT Resourcing Group (DRG), with some additional data provided by DSA HR.

### 2.3 Data coverage and quality

Data related to staff in post at the end of 31st March 2013, and cessations between 1st April 2012 and 31st March 2013.

For the purpose of these Equality Monitoring reports, Senior Civil Service (SCS) staff from across the DfT family have been analysed together in the DfT(c) report.

Staff on long-term leave (for instance maternity leave<sup>3</sup> and career breaks) are not included in the analysis, and nor are staff who are not civil servants (e.g. consultants, temporary administrators etc).

Data on staff sex, age and pay band are held for each member of staff, but data on disability, race, sexual orientation and religion/belief are voluntarily provided. As a result, and because staff may be unwilling to provide this information, these data often have significant numbers of unknowns or undeclared statuses and subsequently analysis was not always possible.

<sup>3</sup> 13 staff were on maternity leave on 31<sup>st</sup> March 2013.

Staff are categorised into three different job roles: driving examiners (largely referred to in this report as “examiners”); staff working in Agency administration and management roles (“admin”); and support staff such as cleaners and post room staff (“support”). The number of support staff is insufficient for many of the statistical tests to be carried out, therefore analysis broken down by job role largely focuses on examiner and admin roles.

## 2.4 Declaration rates

All employees are encouraged to complete an equality monitoring form which records their race, religion or belief, sexual orientation, disability status, age and sex. The individual information is confidential but the overall statistics are used to analyse trends and support diversity action plans. DfT is keen to achieve high declaration rates and to exceed 90% for all diversity strands (protected characteristics).

The table below shows the position for the year ending 31<sup>st</sup> March 2013. Age and sex have a 100% declaration rate because this data is automatically available for all employees.

Protected characteristic	Declaration rate
Age	100%
Sex	100%
Race	98.8%
Disability status	91.8%
Sexual orientation	46.0%
Religion and belief	43.1%

When DSA collect information on sexual orientation, disability status, and religion and belief of their staff, “unknown” and “prefer not to say” are categorised as the same response. Therefore the declaration rates for sexual orientation

and religion and belief in the table above is likely to understate the true declaration rate, as some of the staff may have declared “prefer not to say”.

Throughout the remainder of this report any references to declaration rates or staff who had declared their status apply to staff who identified with a particular diversity category – such as “disabled” or “White British”. In other words, for the purposes of the analysis in this report, staff who have declared that they prefer not to say have been grouped with those for whom no information is held, and described as unknown/undeclared. So if, say 10% of staff had chosen not to specify their race, and information was not available for a further 20%, we would quote a declaration rate of 70%, even though technically 80% had made a declaration.

## Chapter 3: Staff in post and geographical distribution of staff

This chapter considers the geographical distribution and the diversity mix of DSA staff.

It investigates the diversity of three staff groupings by job type: examiners; admin and support staff.

It also compares diversity in the two largest offices, Nottingham Head Office (Axis building) and Newcastle Area Office, with the local working-age populations.

The vast majority of staff in 'Other' locations were examiners, so results for these two groupings are mostly interchangeable.

### Key findings

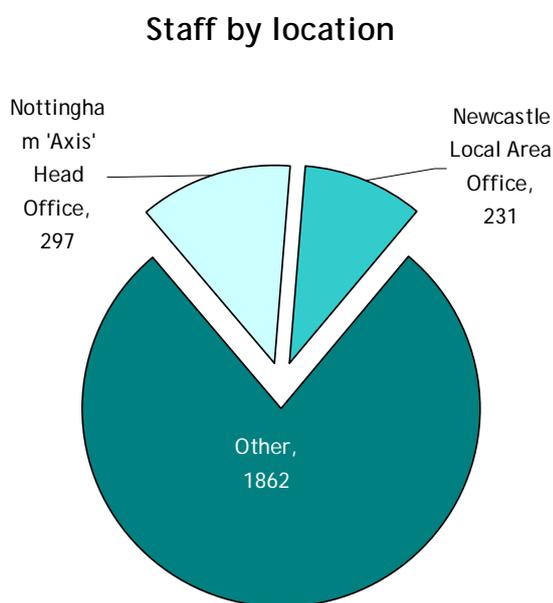
DSA's main job types and locations have different diversity characteristics:-

- **Driving examiners** – mostly based in 'Other' locations throughout Great Britain - were predominantly male, and older than the GB working-age population.
- **Support staff** – mostly based in 'Other' locations – were predominantly female. All but one of the 27 support staff were aged 40 and over.
- **Admin staff** – mostly based in the Nottingham and Newcastle offices, had a more even proportion of male and female staff than examiners or support staff.
- Diversity of staff in **Nottingham Head Office** was broadly comparable with the local working-age population, except for the age profile: staff tended to be older.
- Staff in the **Newcastle Area Office** had a younger age profile, lower level of reported disability and higher proportion of females than the local working-age population.
- The proportion of staff in **Other locations** with a disability or declaring themselves BME was lower than in the GB working-age population. Staff were more likely to be older and male compared with the GB working-age population.

### 3.1 Geographical distribution of DSA staff

At the end of 31<sup>st</sup> March 2013 there were 2,390 staff in post.

The largest single grouping of staff was in the Nottingham Head Office (the Axis building), the next largest grouping was Newcastle Area Office and the remainder - and majority - of staff were located in other offices and test centres across the country.



### 3.2 Diversity profile of DSA staff

Just over three quarters of DSA employees were driving examiners. Most of these were based in test centres across the country, with 17 examiners based in the Nottingham office, and two in the Newcastle office.

Almost a quarter of DSA staff were admin - mostly based in the Nottingham and Newcastle offices, but also in Cardington and Cardiff offices and some test centre locations. Admin staff include those in the 'back office' (working in HR, regulation, planning, etc.) as well as

those that work in the call centre, providing phone cover and keeping records up to date.

The remaining 27 employees were support staff, mostly based at individual test centres. Support staff are DSA's cleaners and postal messengers.

For all diversity types, comparisons have been drawn with local working-age populations. For the Nottingham and Newcastle offices, local working-age populations have been drawn from Nottingham and Newcastle and their respective surrounding local authority areas. For the "Other" locations, comparisons have been made with the working age population across Great Britain.

#### 3.2.1 Sex by job type

Most driving examiners were male: just 19.2% of driving examiners were female. In contrast, 92.6% of support staff were female. For admin staff, the male/female split of staff was more equal, with 58.5% female staff.

#### 3.2.2 Sex by location

##### **DSA as a whole**

Overall, 70.8% (1,692) of DSA employees were male.

##### **Nottingham**

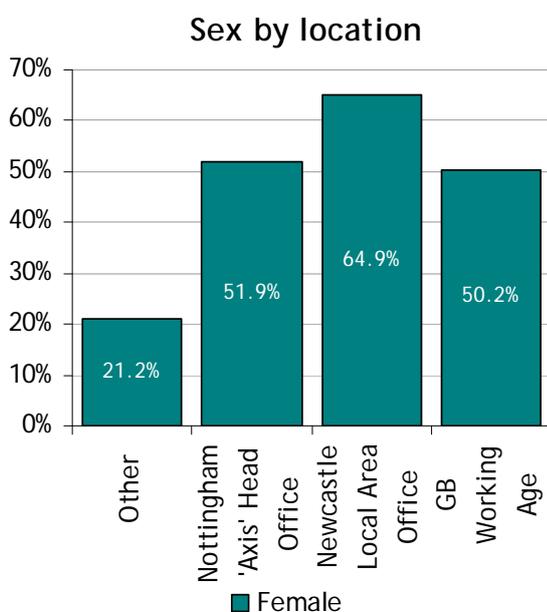
The male to female ratio in the Nottingham office was not significantly different from the local working-age population. Of the 299 employees in the Axis building, 51.9% (154) were female.

##### **Newcastle**

64.9% of staff in the Newcastle Area Office were female; this was a significantly higher female to male ratio than the working-age population in this area.

**Other locations**

The majority of staff in test centres and other offices were male (78.8%); this was a significantly higher proportion compared with the GB working-age population, and is largely due to the majority of these staff being examiners.



**3.2.3 Race by location**

**DSA as a whole**

2,148 of DSA staff declared their race (89.9%). Of these, 107 DSA staff had identified themselves as black or minority ethnic (BME) - this was 5.0% of those who declared their race. A further 242 staff were of unknown or undeclared race, which meant there were more staff with unknown race than had declared themselves BME. This may affect the quality of the race analysis.

**Nottingham and Newcastle**

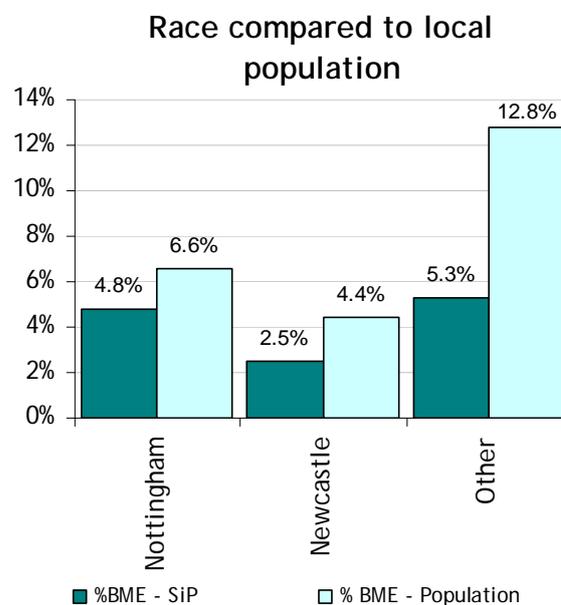
The proportion of BME staff in the Nottingham and Newcastle offices was not significantly different from the proportions in their local working-age populations.

Of those who had declared their race, 4.8% of Nottingham staff had declared themselves to be black or minority ethnic.

2.5% of Newcastle Area Office employees had identified themselves as BME.

**Other locations**

The racial profile of employees in other locations was significantly different from that of the GB working-age population (5.3% BME for those that had declared, compared with 12.8% in the GB working-age population).



**3.2.4 Disability by location**

**DSA as a whole**

2,193 of DSA staff declared their disability status (91.8%). Of these, 277 declared themselves to be disabled (12.6%).

Across Great Britain, the proportion of disabled people in the working-age population was 20.8%<sup>4</sup>.

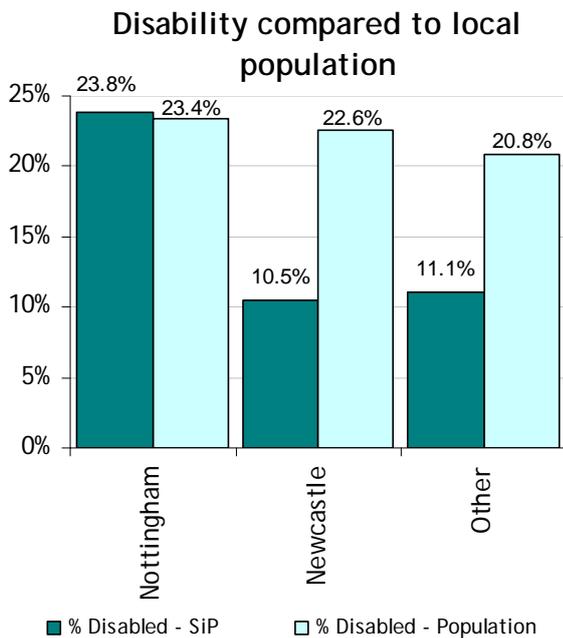
<sup>4</sup> For the disability status of the working-age populations, the definition of disabled includes

**Nottingham**

23.8% of staff in Nottingham who declared their disability status were disabled; this is similar to the local working-age population.

**Newcastle and Other locations**

Both Newcastle and other locations had a significantly lower proportion of disabled staff than in the local working-age population.



examiners (20.4%) and support staff (48.1%).

**Nottingham**

Overall, Nottingham staff had an older age profile than the working-age population in the local area: in particular there were very few staff under 25 (0.3% in DSA compared to 20.1% in the local working age population).

**Newcastle**

In contrast, staff in Newcastle had a younger age profile than the local working-age population: in particular, there were more staff aged 25-39 than expected. In this office, 47.0% of staff were aged 40 or over, compared with 52.0% in the local working-age population.

**Other locations**

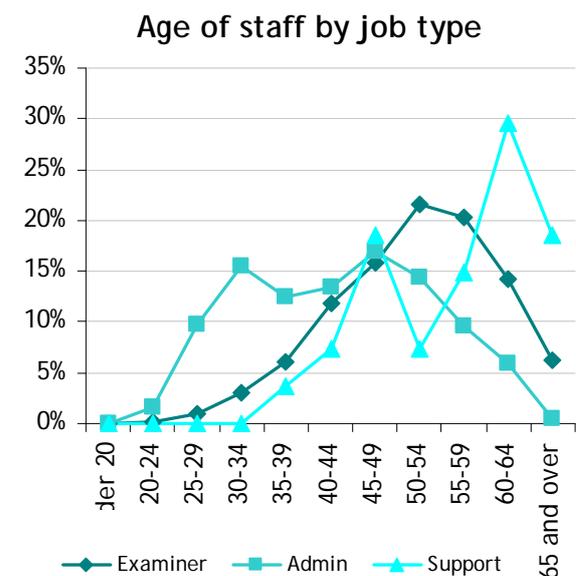
88.7% of staff in other locations were aged 40 or over; this was a significantly higher proportion than in the GB working-age population. Conversely, only 1.1% of staff in other locations were aged 30 or under, also significantly different from the local working-age population.

**3.2.5 Age by location**

**DSA as a whole**

Over 80% of DSA staff were aged 40 or over. This was largely due to the presence of driving examiners – 90% of whom were 40 or over. Additionally, all but one of the 27 support employees were aged 40 or over. Admin staff had an age profile comparatively more representative of the GB age profile.

17.5% of all DSA staff were aged 60 or over; this proportion was higher for



both those with a disability covered by the Disability Discrimination Act and those with a work-limiting disability.

The age profile of staff in different locations is largely explained by the age profile of different job types, as shown above. Examiners make up a large proportion of staff in other locations and had a comparatively older profile, whereas admin staff had a younger profile and all but 2 of the staff in Newcastle are admin staff.

### **3.3 Sexual orientation**

46.0% (1,100) of DSA employees had declared their sexual orientation, 2.4% (27) of whom had declared themselves lesbian, gay or bisexual.

### **3.4 Religion and belief**

43.1% (1,030) of employees had declared their religion/belief, 78.1% (805) of whom had declared a religious belief (the remainder declaring atheism / agnosticism or no religious belief).

### **3.5 Maternity leave**

There were 13 staff on paid or unpaid maternity leave at the end of March 2013. 24 staff returned from maternity leave into the agency during the year.

## Chapter 4: Staff in post across pay bands

This chapter considers how the minority groups are distributed across the pay bands within the two main job types: examiner and admin. The support staff group is not considered separately as it is very small and all but one of these 27 staff were in the AA pay band.

The analysis takes each pay band in turn and compares it with all the others.

In this section, for example, “significantly more females than expected” means that there were significantly more females compared with the other pay bands rather than the local working-age population.

### Key findings

#### Driving examiners:

- No differences in pay band distribution by sex or disability status.
- Staff in the DE pay band more likely to work part time than in other pay bands, and male DE staff were older than female DE staff.
- Staff in the SDE and SE pay bands more likely to work full time, and SDE staff more likely to be white than other pay bands.
- ACDE staff were older than examiners in other pay bands.
- Full-time examiners were younger and more likely to be male than part-time examiners.

#### Admin staff:

- G7 staff more likely to be male and older than other pay bands, and less likely to be disabled.
- Older staff than expected in AA and G6 pay band, younger staff than expected at AO pay band.
- AA and AO staff were more likely to work part time than staff at other pay bands.
- Full-time admin staff were more likely to be male than part-time admin staff.

## 4.1 Distribution of staff by diversity group

The following sections describe how staff in each diversity group were distributed across pay bands within DSA.

With the exception of pay bands AA and AO which contain both support staff and admin staff, each pay band is used by just one job role. Therefore the following analysis looks at diversity across pay band, split by examiner and admin job roles in turn.

### 4.1.1 Sex distribution

#### Examiners

There was no significant difference in the distribution of males and females across pay bands.

#### Admin

There were significantly more males than expected in the Grade 7 admin pay band.

### 4.1.2 Race distribution

Across DSA 89.9% of staff declared their race.

#### Examiners

There were significantly more white staff in the SDE pay band than in other pay bands.

#### Admin

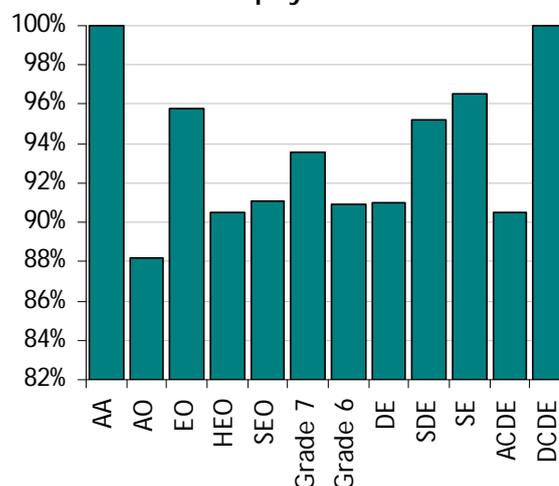
There was no significant difference in the distribution of white and BME admin staff across pay bands.

### 4.1.3 Disability distribution

Across DSA 91.8% of staff declared their disability status. The declaration rate for disability was significantly higher in pay bands AA and EO than in other admin pay bands, and significantly lower in pay

band DE than other examiner pay bands (note that there were too few staff in pay band ACDE to test for significance).

Disability declaration rates by pay band



#### Examiners

There was no significant difference in the distribution of disabled and non-disabled driving examiners across pay bands.

#### Admin

There were significantly fewer disabled staff than expected in the Grade 7 admin pay band.

### 4.1.4 Age distribution

The average age for all staff in DSA was 49.7 years old.

#### Examiners

The average age for examiners was 51.7 years old.

ACDE staff were significantly older than examiners in other pay bands.

#### Admin

The average age for admin staff was 43.1 years old.

AO staff were significantly younger than staff in other pay bands. Conversely, staff in pay bands AA, G7 and G6 were significantly older than staff in other pay bands.

#### 4.1.4.1 Age/sex

The average age for male staff across DSA was higher than the average age for female staff (51.3 compared to 46.0).

##### **Examiners**

The average age for male examiners was higher than the average age for female examiners (52.5 compared to 48.3).

At the DE pay band, there was a significant difference in the age profiles of male and female staff; females were younger, and males were older.

##### **Admin**

The average age for admin staff was similar for male and female staff (43.5 and 42.8 respectively).

There were no significant differences in the male and female age profiles across admin pay bands.

#### 4.1.4.2 Age/race

The average age for white staff across DSA was higher than the average age for BME staff (50.1 compared to 46.3).

Where analysis was possible, the age and race profile of staff was broadly similar, across pay bands and job roles.

#### 4.1.4.3 Age/disability

The average age for disabled staff across DSA was a little higher than the average age for non-disabled staff (51.2 compared to 49.7).

Where analysis was possible, the age and disability profile of staff was broadly similar, across pay bands and job roles.

#### 4.1.4.4 Age/working pattern

The average age for part-time staff across DSA was higher than the average age for full-time staff (54.7 compared to 48.5).

When considering admin staff and examiners separately, the difference in average age for full-time and part-time staff in admin roles was small, but for examiners it was particularly large: part-time staff were, on average, aged 58.4, while full-time examiners were, on average, aged 50.1.

#### 4.1.5 Working pattern

Overall, 19.9% of DSA staff worked part time (18.7% for examiners, 20.3% for admin staff, 92.6% for support staff).

##### **Examiners**

Pay band DE staff were more likely to work part time than examiners in other pay bands; staff in pay bands SDE and SE were significantly more likely to work full time than examiners in other pay bands.

Full-time examiners were more likely to be younger and male than part-time examiners.

##### **Admin**

There was a significant difference in working patterns across pay bands for admin staff; AA and AO staff were more likely to work part time than staff in other pay bands.

Full-time admin staff were more likely to be male than part-time admin staff.

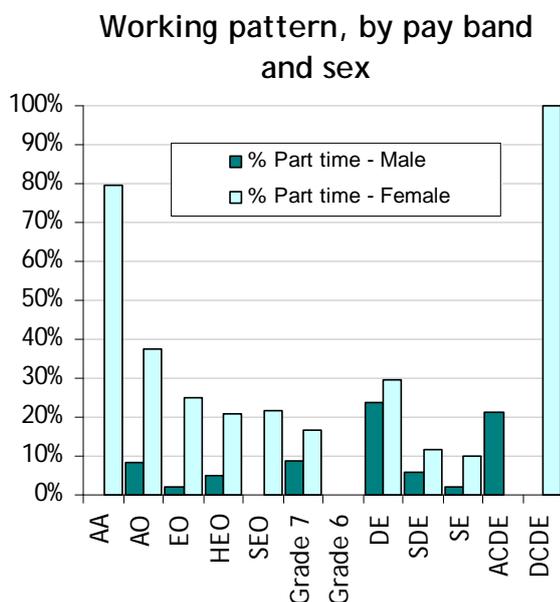
### 4.1.5.1 Working pattern/sex

Across DSA there was a significant difference in the proportion of male and female part-time staff, with 31.5% of female staff and 15.1% of male staff working part time.

The same pattern was seen for all job types, and is shown in the table below:

Job type	% part-time male staff	% part-time female staff
Support	0%	100%
Examiner	16.8%	26.8%
Admin	4.8%	31.3%

The proportion of part-time staff in each pay band also varied with sex. Note that the number of staff at pay bands G6, ACDE and DCDE are small.



## Chapter 5: Year on year comparisons

This chapter looks at how DSA has changed in terms of diversity in the year since the last Equality Monitoring report one year ago.

### Key findings

- Little change in diversity profile since 2011/12, although the age of the workforce increased.
- Declaration rates have decreased slightly from 2011/12 to 2012/13 for race and disability, but have increased for sexual orientation and religion and belief.

## 5.1 Year on year comparison

### 5.1.1 Staff numbers

On 31<sup>st</sup> March 2012, DSA employed 2,506<sup>5</sup> staff, while on 31<sup>st</sup> March 2013 it employed 2,390 staff – a decrease of 116 (or 4.6%).

There was a decrease in the number of examiners from 1,844<sup>5</sup> to 1,806 (a decrease of 38 or 2.1%). Admin and support staff decreased in number by 75 (12.0%) and 3 (10.0%) respectively.

### 5.1.2 Change in diversity profile

This year (2012/13) the DSA workforce was older by 0.7 years on average.

The proportion of disabled staff increased from last year (from 11.0% to 12.6%), but the increase was not statistically significant.

There was a small overall increase in the proportion of part-time staff across DSA (from 18.4% to 19.9%); this is largely due to an increase in the proportion of part-time examiners (up from 17% to 18.7%), but the overall change is not statistically significant.

The other diversity characteristics of DSA staff have not changed from 2011/12 to 2012/13.

Declaration rates have decreased slightly from 2011/12 to 2012/13 for race (91.8% to 89.9%) and disability (92.2% to 91.8%), but have increased for sexual orientation (45.3% to 46.0%) and religion and belief (40.1% to 43.1%).

<sup>5</sup> The number of staff on March 31<sup>st</sup> 2012 was previously reported as 2507 – updates to data have subsequently amended this to 2506, with the number of examiners adjusting by one also.

## Chapter 6: Recruitment

This chapter considers the equality mix of candidates applying for roles within DSA in 2012/13.

Recruitment analysis has been split into two sections:

- The first section examines campaigns within DSA – that is, posts advertised within DSA only. The analysis compares the diversity profile of candidates with the profile of staff in the corresponding pay band and the pay band below.
- The second section examines campaigns outside the agency and compares candidates with local working-age populations.
- The final section looks at the success of all candidates through the various stages of recruitment – sift, assessment, and interview.

The DfT recruitment freeze came into effect on May 18th, 2010 and restrictions continued during 2012/13.

Since 2010, the DfT Resourcing Group (DRG) have managed all of DSA external recruitment, and data is held on their behalf by DfT Shared Services<sup>6</sup>. Data for internal recruitment is managed by DSA HR.

### Key findings

There were 33 campaigns launched during 2012/13 and 1,341 applications were received. 19 campaigns were advertised within DSA and 14 were advertised outside DSA.

#### ***Diversity of applicants***

- The diversity profile of internal applicants was similar to that of staff in post.
- A significantly higher proportion of applicants for external campaigns were male and non-disabled (compared with the GB working-age population.)

#### ***Success rates through the recruitment process***

- At all stages except assessment, pay band was a significant factor, possibly due to the different numbers of applicants per campaign at each pay band.
- Considering only applicants for SE posts, non-disabled applicants were more likely to be successful at sift than disabled applicants and applicant with unknown disability status.

<sup>6</sup> Civil Service Recruitment started holding this data from mid March 2013.

Data was collected for 33 recruitment campaigns launched during 2012/13. 19 campaigns were advertised within DSA and 14 were advertised outside DSA. In summary, these were:

- **One DE campaign:** externally advertised campaign at various locations (1,173 applications);
- **One SDE campaign:** internally advertised and in Cardington (6 applications);
- **Six SE campaigns:** four advertised across the civil service, one in Aylesbury, one in East of England, two in London, and two advertised internally, both in the South East (54 applications);
- **Two ACDE campaigns:** internally advertised campaigns, one in Cardington and one in Scotland (8 applications);
- **Two AO campaigns:** internally advertised campaigns, one in Newcastle and one at various locations (13 applications);
- **Four EO campaigns:** internally advertised, one in Newcastle and three in Nottingham (12 applications);
- **Eight HEO campaigns:** three advertised across the civil service, one in Newcastle, two in Nottingham, and five advertised internally, four in Nottingham and one at various locations (37 applications);
- **Seven SEO campaigns:** one advertised externally, in Nottingham, four advertised across the civil service, one in Newcastle, two in Nottingham, one at various locations, and two advertised internally, both in Nottingham (32 applications);
- **One Grade 7 campaign:** advertised across the civil service at various locations with two applications;

- **One Grade 6 campaign:** internally advertised and in Newcastle (4 applications).

## 6.1 Diversity of applicants for campaigns within DSA

This section looks at candidates who applied for posts that were advertised within DSA. The analysis looks at their diversity profile and how this compared to the diversity profile of staff within that pay band, and the pay band immediately below - no significant differences were found.

81 applications were received for 19 different internally advertised recruitment campaigns. The majority of applications were for admin posts, in either Newcastle or Nottingham.

## 6.2 Diversity of applicants for campaigns outside DSA

This section looks at applicants who applied for posts that were advertised outside DSA (even if they were already an employee within the agency). This includes posts that were advertised across the DfT family, across the Civil Service and external to the Civil Service.

The section compares the profile of applicants with that of the local working-age population.

1,260 applications were received for 14 externally advertised recruitment campaigns. 82 applications were received for 12 admin campaigns and 1,178 applicants were received for two examiner campaigns.

The majority of applications were for one examiner campaign for posts at various locations (93%).

**Sex**

Nearly all applicants (99%) declared their sex. 79% of these applicants were male and this proportion was significantly different from the GB working-age population.

**Race**

65% of applicants had unknown race. No analysis was possible.

**Disability**

97% of applicants declared their disability status. 96% of those who declared were non-disabled. This was a significantly higher proportion than the 79% of non-disabled people in the GB working-age population.

**6.3 Sift to appointment analysis**

This analysis compares the profile of applicants who were successful at sift, assessment, and interview with those who were unsuccessful. Finally, it compares all applicants who were offered a job with those who were not.

All applications were included in this analysis: whether the post was advertised within the agency, within the DfT family, within the civil service or outside the civil service.

**6.3.1 Sift**

1,293 applications (96% of those who applied) were considered at the sift stage. The remainder either withdrew or the result is unknown because the campaign is ongoing. Of those considered at sift, 17% were successful.

The main significant factor at sift was pay band: applicants to DE posts were less likely to pass sift and applicants to EO and SDE posts were more likely to pass sift, compared with applicants to other

pay band posts. This is possibly due to the number of applicants per campaign at each pay band.

Considering only applicants for SE posts, non-disabled applicants were more likely to be successful at sift: 62% of non-disabled applicants were successful at sift, compared with 30% of disabled applicants and 33% of applicants with unknown disability status.

**6.3.2 Assessment**

139 applicants took an assessment. Of these, 91% were successful.

There were no significant differences between the applicants who were successful and unsuccessful at this stage of the recruitment process.

Not all campaigns involved an assessment. Applicants for the other campaigns went straight to interview after sift.

**6.3.3 Interview**

179 applicants were interviewed. Of these, 46% were successful.

The only significant factor at sift was pay band: applicants to AO posts were significantly more likely to be successful at interview and applicants to SE posts were significantly less likely to be successful at interview, compared with applicants to other pay bands.

**6.3.4 Appointed (offered a job)**

76 applicants were appointed to post – 6% of the original applicants.

Applicants for DE and SE campaigns were less likely to be appointed than applicants to other pay bands, but this may be because there were more applicants per campaign for these pay bands.

There were no other significant factors.

## Chapter 7: Ceased employment

This chapter compares the profile of staff who left DSA during 2012/2013 with that of the staff in post at the end of the reporting year.

In a change from previous year's data, retirement has moved to being classified as a voluntary cessation. This leaves very few cessations falling into the "other" category, and therefore analysis of cessations by voluntary/other reason is limited due to the small numbers involved.

After being recruited, all driving examiners have to undergo a 4-week training course. If they do not pass this course they are not employed, and these cases are included in the cessations data.

### Key findings

- A larger proportion of admin staff left DSA than either support or examiner staff.
- Larger proportions of AA and AO staff left DSA than staff in other pay bands; smaller proportions of DE and SDE staff left than staff in other pay bands.
- Examiners who left during 2012/13 tended to be older than those remaining in post, and were more likely to work part time.
- The majority of retirements were from the DE pay band.

## 7.1 Ceased employment

185 DSA employees left during the year, 7.4% of those in post at the beginning of the year. 100 leavers were examiners, 81 were admin staff and 4 were support staff (leaving rates of 5.4%, 12.8% and 13.3% respectively).

Staff leaving DSA were more likely to have worked part time and be older than the staff remaining. A larger proportion of admin staff than either support or examiner staff left DSA.

Larger proportions of AA and AO staff left DSA than staff in other pay bands. Conversely, a smaller proportion of DE and SDE staff left than staff in other pay bands.

Examiners leaving tended to be older than those remaining in post, and were more likely to have worked part time.

Across DSA, 155 cessations were voluntary, and 30 cessations were for other reasons.

52 cessations were for retirement, and of these, the majority (42 or 22.6% of all cessations) were for staff in the DE pay band.

## Chapter 8: Performance assessment

This chapter looks at the performance assessment marks for the reporting year ending 31<sup>st</sup> January 2013 (the DSA reporting year runs from February to January).

At the end of each reporting year, DSA employees are awarded a performance assessment mark, based on their end-of-year reports. Employees were awarded any one of the three marks:

- Consistently achieves all requirements.
- Consistently achieves some requirements and is working towards meeting all others.
- Persistently fails to meet one or more requirements, despite development.

Cleaners and fee-paid examiners are exempt from these performance management arrangements.

The analysis examines whether there was a significant difference between the profile of those achieving the top performance mark ('consistently achieves all requirements'), and those who did not receive that mark<sup>7</sup>.

### Key findings

- 93% of DSA staff received the top performance mark.

#### Driving examiners:

- White staff were more likely to have received the top performance mark than BME staff and staff with unknown race.
- SE staff were more likely to have received a top performance mark than staff in other pay bands.

#### Admin staff:

- AA and AO staff were less likely to have received a top performance mark than staff in other pay bands.
- White AO staff were more likely to have received a top performance mark than other staff in AO pay band (BME staff, or staff who had not declared their race).

<sup>7</sup> Where a member of staff has been promoted toward the end of the reporting year, their recorded performance mark may have related to their time in the lower pay band rather than the current pay band. However, the analysis is based on their current pay band.

## 8.1 Headline results

92% of DSA staff returned a performance assessment mark (cleaners and fee-paid examiners are exempt from these performance management arrangements). Of these, 93% received the top performance mark, 'consistently achieves all requirements', and 6.3% received 'consistently achieves some requirements'. Only 7 employees (0.3%) received 'persistently fails'.

93% of examiners received the top performance mark 'consistently achieves all - this was very similar to the proportion of admin staff who received that mark (95%).

Only two performance marks were awarded to support staff, so these marks are not analysed in any further detail. Examiners and admin staff are considered separately below.

### 8.1.1 Examiners

For examiners, race was a significant factor - white staff were more likely to have received the top performance mark than BME staff, or staff who had not declared their race (94% of white staff compared with 83% of BME staff and 88% of staff with unknown race).

The only other significant difference was pay band: all SE examiners received a top performance mark compared with 92.7% of examiners in other pay bands.

### 8.1.2 Admin

For admin staff, pay band was the most significant factor associated with the likelihood of receiving the top performance mark. AA and AO staff were less likely to have received a top mark than staff in other pay bands: 79% of AA staff and 93% AO staff received the top

mark, compared with 99% of staff outside these pay bands.

Within the AO pay band, white staff were more likely to have received the top performance mark than BME staff, or staff who had not declared their race.

## Chapter 9: Learning and development

This chapter considers number of days of recorded training undertaken by each diversity group.

The learning and development analysed here only includes formal training booked and recorded through the DSA learning team. DSA has other training options available and it is therefore likely that this understates the total amount of learning and development actually undertaken.

All reference to “training” in this chapter means recorded training as described above.

### Key findings

- Staff who were full-time, younger or in pay bands SE, SDE and ACDE were more likely to have had training and AO staff were less likely to have training than other staff.
- Examiners, younger staff, full-time staff, staff with no religious belief and SE staff had more days training than other staff. Staff who had had some sickness absence had fewer days training.

### Driving examiners:

- Examiners who had had training were more likely to be younger, full-time and SE, and less likely to be white than examiners who had not had training.
- Examiners who were younger, worked full time, had no religious belief or were male had more days training and examiners who had had sickness absence had fewer days training than other examiners.

### Admin staff:

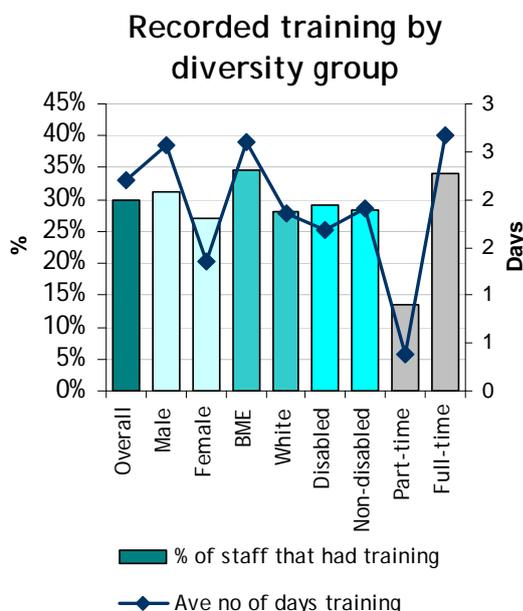
- AO admin staff were less likely to have had training than admin staff at other pay bands.
- Full-time and younger admin staff were more likely to have had training and had more training days than other admin staff.

## 9.1 Recorded training by diversity group

A total of 5,279 days of recorded training were undertaken by 716 staff in DSA in 2012/13 (30% of staff). Across all staff, this was an average of 2.2 days per person. Considering only staff who had training, the average number of days training was 7.4 days.

Overall, staff who had recorded training were more likely to work full time and be younger than staff who had no recorded training. In addition, staff in pay bands SE, SDE and ACDE were more likely to have had training, and staff in pay band AO less likely.

Examiners, staff in pay band SE, younger staff, full-time staff and staff with no religious belief tended to more days training than other staff. Fewer days training were recorded by staff who had had some sickness absence compared with those who had had no sickness absence.



### 9.1.1 Training by job role

The following sections look at learning and development for examiners and admin staff separately, as the training requirements for these roles are different. Examiners had had more training per person than admin staff; examiners tend to have more formal training than admin staff, which may have skewed the data.

Support staff did not have any recorded training and therefore analysis for this job role is not possible.

#### Examiners

A total of 4,959 days of training were undertaken by 561 examiners (31% of examiners). Across all examiners, this was an average of 2.7 days per person. Considering only examiners who had had training, the average was 8.8 days.

There were significant differences in the proportion of examiners receiving training depending on their pay band: 93% of SE examiners had had training, compared to 26.4% in pay band DE.

Examiners who had had training were significantly more likely to be younger or work full time and significantly less likely to be white compared with examiners that had not had training. In addition, examiners who were younger, worked full time, had no religious belief or were male had significantly more days training than other examiners. Conversely, examiners who had had sickness absence were likely to have had fewer days training than other examiner.

DE examiners who had had training were significantly more likely to younger or full-time, and significantly less likely to be white than DE examiners who had not had training.

SDE examiners who had had training were significantly less likely to have had sickness absence or be non-disabled, and significantly more likely to be younger or have no religious belief than examiners who had not had training.

Examiners in the ACDE pay band who were younger or had had sickness absence had significantly more days training than other examiners.

### **Admin**

A total of 320 days of training were undertaken by 155 admin staff (28% of admin staff). Across all admin staff, this was an average of 0.6 days per person. Considering only admin staff who had training recorded, the average was 2.1 days.

There were significant differences in the amount of training admin staff had depending on their pay band: G6 staff had an average of 1.5 days, compared to 0.4 days for AO staff. AO staff were also significantly less likely to have had training.

Work pattern and age were important factors linked to training: full-time staff and younger staff were significantly more likely to have had training and had significantly more training than other examiners.

Overall female admin staff had significantly more training recorded than male admin staff, although within pay band AO male staff had more.

## Chapter 10: Grievances and discipline

This chapter considers grievances and discipline cases by diversity group, looking at how representative they were of staff in DSA.

Disciplinary cases for both behaviour and performance issues are included, since both these are covered by and treated under the same DSA policy guidance. Not all disciplinary cases were followed by formal action, and many of the cases are ongoing.

The grievances data is the number of staff who have raised a grievance, not necessarily the number of grievances which were raised, as some cases involved more than one person.

The numbers involved for both grievance and discipline cases were too small to carry out statistical testing by pay band.

### Key findings

- 52 grievance cases (higher than the 40 cases in 2011/12, similar to number of cases in 2010/11)
- 68 discipline cases (higher than the 37 cases in 2011/12, similar to number of cases in 2010/11)
- Examiners were more likely to have brought grievance cases than either admin or support staff.
- Non-disabled staff more likely to have brought grievance cases than either disabled staff, or those who had not declared their disability status.

### 10.1 Grievance cases

During 2012/13, there were 52 grievance cases. This was more than the number of cases in 2011/12, but similar to the number of cases in 2010/11.

Significantly more grievances cases were brought by examiners than either support or admin staff (94.2% of cases were examiners).

Significantly more grievances cases were brought by non-disabled staff than either disabled staff or staff who had not declared their disability status.

### 10.2 Discipline cases

There were 68 discipline cases in 2012/13 (almost double the cases in 2011/12, but similar numbers to 2010/11).

Where there were sufficient data to test, there were no significant differences in discipline cases by any of the equality groupings.

## Chapter 11: Sickness absence

This chapter considers days recorded absent due to sickness, by each diversity group.

Data on days lost to sickness absence were supplied for all staff that were in post at the end of the reporting year (i.e. not including staff who had left DSA during the year).

Both the likelihood of being absent due to sickness and the number of days recorded were analysed according to key diversity factors (sex, race and disability status), as well as pay band, age and job type.

Only the factors that showed significant results are commented upon in this chapter.

The purpose of this analysis was to consider differences in sickness absence by diversity group. Like other analysis in this report, it applies to staff who were in post on 31<sup>st</sup> March 2013, excluding those on long term leave (except for staff on long term sick leave, who are included in this analysis). It therefore does not match the official sickness absence figures reported quarterly to the Cabinet Office, which should remain the official source.

The main difference with the Cabinet Office returns is that this analysis has not made adjustments for available working time – e.g. staff who have worked for less than the full year.

### Key findings

- DSA employees in post at 31<sup>st</sup> March 2013 averaged 7.3 days sickness absence in 2012/13. [Official Cabinet Office figure: 9.0 days]

#### *Incidence of sickness absence*

- **Examiners** who were disabled, female or in lower pay bands were more likely to have had sickness absence than other examiners. Older SE examiners were also more likely to have had sickness absence compared with younger SE examiners.
- **Admin** staff who were younger or worked part-time were more likely to have had sickness absence; admin staff in higher pay bands were less likely. Female HEO and SEO admin staff were more likely than males at these pay bands to have had sickness absence.

#### *Amount of absence*

- **Examiners** who were disabled, female, in lower pay bands or worked part-time had had more days sickness absence. Additionally for DE and SDE examiners, BME staff had significantly more sickness absence than other DE and SDE staff.
- **Admin** staff who were disabled, female, in lower pay bands or worked full time had had more sickness absence; admin staff in pay bands SEO and G6 or who were BME had fewer days. Older, part-time or white HEO and SEO staff and part-time G6 and G7 staff had more days sickness absence than other staff at the respective pay bands.

Note: Where part-time staff working shorter than standard days had been absent on one of their working days, a full day was recorded in the data rather than the actual hours they had been expected to work. We cannot identify individuals' actual working patterns to make a suitable adjustment, so this means that the days quoted in the report may overstate the amount of sickness absence taken. This issue does not arise for part-time staff working standard-length days.

### 11.1 Overall analysis

#### Cabinet Office Figures

Official Cabinet Office figures for sickness absence in DSA are as follows:

<b>Average days of sickness absence (Average Working Days Lost)</b>	9.0
<b>% employees with sickness absence</b>	59.4%

As stated in the introduction to this chapter, the Cabinet Office figures should remain the official source of sickness absence figures for the DSA. Any figures quoted from here on in are based on staff-in-post on the midnight of 31<sup>st</sup> March 2013 and do not include employees on long-term leave at this point in time (those with long-term sickness absence are included in the analysis).

Therefore any averages quoted will be different from the official Cabinet Office averages above.

#### Equality monitoring sickness absence

Within this Equality Monitoring analysis (using the smaller subset of employees i.e. excluding leavers and staff on long term leave other than long term sickness absence) on average, DSA staff who were in post at 31<sup>st</sup> March 2013 had had

an average of 7.3 days of sickness absence each in 2012/13. This is lower than the 2011/12 figure, 8.6 days.

59.9% of staff had had some sickness absence during the reporting year (61% in 2011/12). Of these staff, the average total days lost was 12.2 days (14.1 days in 2011/12).

The breakdown of these figures for each of the three different job roles is shown in the table below.

Job role	Examiner	Admin	Support
<b>Average number of days sickness absence : all staff</b>	7.6	6.7	0.4
<b>Proportion of staff recording sickness absence</b>	58.7%	65.5%	25.9%
<b>Average number of days sickness absence : staff who recorded sickness absence</b>	13.0	10.2	1.6

46.9% of staff who left DSA during 2012/13 or were on long term leave (excluding long term sick leave) had had sickness absence; this is a lower proportion than the staff in post on 31<sup>st</sup> March 2013.

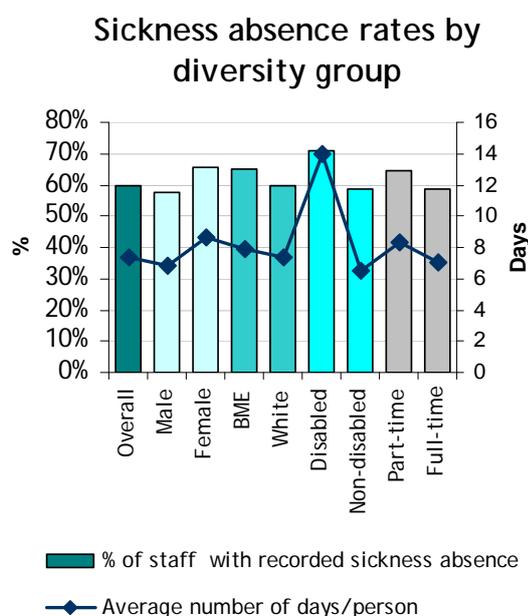
Of these staff (leavers and staff on long term leave who had had sickness absence), the average number of days' sickness absence was higher than for staff remaining in post on 31<sup>st</sup> March 2013 (15.7 days).

In particular, it is worth noting that 16.9% of leavers/staff on long term leave (36 staff) had had 20 or more days of sickness absence, accounting for 88.8% of total sickness absence in leavers/staff

on long term leave. The high levels of sickness absence in this group could explain at least some of the difference between the Cabinet Office and Equality Monitoring figures.

The following analysis looks at the diversity characteristics and both whether a member of staff had had sickness absence in 2012/13, and how many days sickness absence were recorded.

The chart below shows the average number of days sickness absence, and the proportion of staff who had had sickness absence for different diversity groups, across all DSA.



There were too few support staff to enable statistical analysis of the diversity characteristics of support staff who had had sickness absence.

## 11.2 Examiners

### **Incidence of sickness absence**

Overall, examiners who were in the DE or SDE pay band, were disabled or were female, were more likely to have had sickness absence than other examiners.

Within the examiner pay bands, there were also significant differences in the diversity characteristics of those staff who had had sickness absence, and those who had not.

For DE examiners, disabled and female staff were more likely to have had sickness absence than their colleagues in other pay bands.

Non-disabled SDE staff were also less likely to have had sickness absence than disabled SDE staff.

Older SE staff were more likely to have had sickness absence than younger SE staff.

### **Amount of absence**

The number of days sickness absence taken by examiners was significantly different for different diversity characteristics. Across all examiners, in order of significance, staff who were disabled, female, at the DE or SDE pay band, part-time or older had significantly more sickness absence than other examiners.

Considering examiners in pay bands DE and SDE together, staff who were disabled, female, part-time or BME, had significantly more days sickness absence than other staff in these pay bands.

For examiners in the SE and ACDE pay bands, staff who were older or disabled had significantly more days sickness absence than other examiners in these pay bands.

## 11.3 Admin

### **Incidence of sickness absence**

Overall, admin staff who were in Grade 6 or Grade 7 pay bands were less likely to have had sickness absence, and those who were younger or worked part time,

were more likely to have had sickness absence than other admin staff.

There were some significant differences in the diversity of staff who had had sickness absence when considering staff in different pay bands.

Considering staff in pay bands AA to EO as a group, younger staff were more likely to have had sickness absence than older staff in these pay bands.

Female admin staff at pay band HEO and SEO were more likely to have had sickness absence than male admin staff in these pay bands.

Part-time Grade 7 and Grade 6 admin staff were more likely to have had sickness absence than full-time staff in these pay bands.

### ***Amount of absence***

The number of days sickness absence taken by admin staff was significantly different for different diversity characteristics. Across all admin staff, in order of significance, staff who were disabled, female, in the AA or AO pay bands, or full-time had more days sickness absence than other admin staff. Conversely admin staff in the SEO or Grade 6 pay bands, or who were BME had fewer days sickness absence than other admin staff.

Female admin staff generally had more days sickness absence across all pay bands. Other patterns varied across the different admin pay bands.

For staff in pay bands AA to EO, disabled or full-time staff had more days sickness absence and BME staff had fewer days than other staff in these pay bands.

For staff in pay bands HEO and SEO, older, part-time or white staff had more days sickness absence.

Grade 6 and Grade 7 part-time staff had more days sickness absence than full-time staff in these pay bands.

---

## Annex A: Notes on data

### A.1 Working-age populations

#### A.1.1 Reporting locations

To compare the diversity of staff in post with local working-age populations, we attached each building where staff were located to a Reporting Location, e.g. London, Swansea, etc. This means that all of the staff based in London, for example, were considered as being in one location, irrespective of which part of London they were located in.

For each Reporting Location we identified a catchment area and generated local working-age population figures based on data for that catchment area.

A catchment area would typically include the relevant Local Authority area for the Reporting Location, plus neighbouring Local Authorities, as agreed with each Agency. For example, for the London Reporting Location, we used the working-age population of all the London boroughs as well as those counties that border them.

#### A.1.2 Data sources

The UK population data at Local Authority<sup>8</sup> level is from the **Annual Population Survey (APS)**. This survey is a combined survey of households in Great Britain, updated quarterly and available at Local Authority level and above. It is a residence-based labour market survey which includes population and economic activity, broken down by sex, age, race, industry and occupation<sup>9</sup>.

The majority of DfT agencies have staff based only in Great Britain, but the Maritime and Coastguard Agency (MCA) also has staff working in Northern Ireland. In previous years, data for Northern Ireland was taken from the **Northern Ireland Labour Force Survey (NI LFS)**; however, this year, this data was also available as a part of the APS dataset.

Where a nationwide population comparison was required, for all agencies other than MCA, the GB working-age population (i.e. not including Northern Ireland) was used. For MCA, the UK working-age population was used.

APS data used in the 2012/13 Equality Monitoring reports was based on the one year period October 2011 - September 2012, and downloaded from [www.nomisweb.co.uk](http://www.nomisweb.co.uk) ("Nomis") on 7<sup>th</sup> May 2013.

#### A.1.3 Population

Population data at local authority level from the APS was combined with **mid-year (30 June) population estimates** for 2011 – the most recent year available. These were also available at Local Authority level and were based upon results from the 2011 Census with allowance for under-enumeration. These figures covered the entire population, not just the working-age population, so to estimate the working-age population (those aged

---

<sup>8</sup> Local authorities including County Councils rather than District Councils.

<sup>9</sup> Further information on the survey can be found at <http://www.ons.gov.uk/ons/about-ons/who-we-are/services/unpublished-data/social-survey-data/aps/index.html>

---

16-64 years) we took the number of males and females aged 15-64 years<sup>10</sup> (only five year age bands were available).

### A.1.4 Disability status

The APS asks respondents whether they are currently DDA disabled, work-limiting disabled, both DDA disabled and work-limiting disabled, or not disabled. For this report, we have combined data on DDA disabled, work-limiting disabled, and both DDA and work-limiting disabled to calculate proportions of the working-age populations that are disabled.

Northern Ireland disability statistics from the NI LFS were obtained via Nomis.

### A.1.5 Race

APS data was available for the following ethnic groups:

- Mixed;
- Indian;
- Pakistani/Bangladeshi;
- Black/Black British; and
- Other.

For our analysis, we have combined all the above into a single BME category.

### A.1.6 Sickness absence data

For DfT(c) and all agencies, data was available on the number of days of recorded sickness absence for each member of staff, with one record per incidence.

#### ***Working pattern***

No adjustment has been made to absence records for part-time staff. The analysis has been performed on the number of days absent (i.e. how many days of work were recorded as missed).

If the analysis suggests that part-time staff had significantly more sickness absence, then we can be confident that this finding is correct. i.e. we are saying that they were absent for more actual calendar days than other staff- not making any allowance for the fact that they may have been due to work fewer calendar days in the first place.

Conversely, we might expect part-time staff, for example working three full days a week to have a lower chance of being ill on any given standard work day than full-time staff, so the reverse result (part-time staff having significantly less absence) may not be a significant finding.

---

<sup>10</sup> Please note that as of August 2010, the official definition of “working age” expanded to include both males and females aged 16-64 years old; this reflects a planned change in the female state pension age. All have been included in our working-age populations.

---

## Annex B: Analytical approach

Two statistical approaches have been used to test for differences in the data: univariate methods that test one variable at a time and multivariate methods that compare several variables simultaneously.

### B.1 Univariate methods - Chi-squared and Proportions tests

These tests were employed to test whether the proportion of staff by each diversity grouping was significantly different from that found within the local working-age population. They were also used to investigate recruitments to check if the proportion of candidates by each diversity grouping was significantly different from that of the local working-age population.

The results of these statistical tests give an indication of whether the pattern observed in the data was “significantly different from what would have been expected” or conversely whether any difference in proportions could be explained by natural variation.

For example, if there had been 100 staff, 30 of whom were male, and the local working-age population was 50% male and 50% female, the tests would tell you whether the group was statistically different from any random sample of 100 from the working-age population.

For these tests we used the “95% confidence level”. This means that if we reported a difference as being significant it meant there was only a 5% likelihood that the difference could have occurred purely by chance. We have also reported on differences that were significant at the 99% level – i.e. a 1% likelihood that the differences would have occurred by chance.

A certain amount of variation is expected, even with completely random samples, and so it should not be assumed that something that is statistically significant indicates that there is a bias – the level of significance only indicates the likelihood of something occurring. For example, a significant result at the 99% level would indicate something which is more unusual than something that is only significant at the 95% level.

As there are several characteristics to be tested, several univariate tests had to be conducted. One of the drawbacks of multiple univariate testing is that the more tests that are undertaken the higher the probability of finding false significant results. To reduce this risk, we have used the Bonferroni adjustment to the significance levels.

A further drawback with univariate approaches is that they do not take into account all of the other factors simultaneously. In practice an individual staff member has several characteristics: their sex, race, working pattern etc. In looking at only one of these characteristics at a time (for example in relation to performance), the effect of another characteristic is not taken into account and results can be misleading. It is possible to use multi-dimensional contingency tables for chi-squared tests, but the interpretation of the results can be difficult.

It is still, however, an appropriate approach in many circumstances – particularly when the group of staff should be reasonably comparable with the rest of the population (e.g. staff ages compared with working-age population; or the sex split across pay bands).

---

## B.2 Multivariate methods – Regression Analysis

The main technique used to analyse data taking into account several factors simultaneously was regression: either multiple, logistic, Poisson or negative binomial.

Regression attempts to predict a dependent variable (e.g. the amount of sickness absence taken) using one or more independent variables (such as sex, age etc). In using multiple regression, the principle is to find the “line of best fit” by minimising the sum of the squared distance from the fitted line to each observation. (This approach is sometimes referred to as ordinary least squares regression). The aim is to find a set of independent variables that have a significant relationship with the dependent variable.

Much of the data that was analysed had a binary (0/1) result, for example, was in a pay band or not; obtained the top performance rating or did not; was selected for interview or was not etc. This type of data lends itself to being analysed using logistic regression. Logistic regression is analogous to ordinary least squares regression, with the exception that a logistic curve rather than a straight line is fitted to the data. In some cases, neither multiple nor logistic regression was suitable – for example for analysing the amount of sickness absence taken, which for the majority of people was nothing or very little but for a small number of cases was very high. For this analysis Poisson or negative binomial models were used.

In all these approaches, the first step is for each characteristic to be tested in turn to see if it is significantly associated with the outcome (e.g. passed a recruitment stage or not). By significant, we mean that a staff characteristic accounted for an unusually high proportion of the variation seen in the dependent variable. For example, to see if age was a significant factor as to whether someone had passed the interview stage. In this case we would say something was successful or significant in “explaining the variation”, to mean that if you knew the characteristic of the staff member, you would have a better chance of predicting the outcome (for example if you knew the age, you would also know something about the likely interview outcome). The starting assumption was that prior knowledge of someone’s sex, race, age etc should not enable the model to predict whether they were more likely to have received the highest performance rating or were interviewed etc. Again, as with the univariate approach, significance does not necessarily equate to bias but gives the relative likelihood of it occurring.

The next step in the modelling process was to include the characteristic that explained the majority of the remaining variation after taking account of the first variable. This step was repeated until the variables outside the model could explain no further variation.

Generally an outcome could not simply be explained by a single characteristic. Often, it was several characteristics together that were important. For example, age, sex and race were quite often found to be a powerful combination. A major advantage of the multivariate approach, compared with univariate, is that it is easier to see the relative importance of the characteristics.

There was an element of judgment involved in deciding which variables to include. In some cases variables were highly correlated, e.g. sex and full-time equivalence: females were more likely to be part-time than males. Where both were statistically significant and improved the amount of variation that could be explained, both were included.

## Annex C: Tables and charts

### C.1 Year on year comparison – all staff

Staff Type	March 31st 2012			March 31st 2013			Percentage point change	% change from 2010
	2011/2012	% of total	% of total that declared	2012/2013	% of total	% of total that declared		
<b>All staff</b>	2506			2390				
<b>Males</b>	1771	70.7%	70.7%	1692	70.8%	70.8%	+0.1	-4.5%
<b>Females</b>	735	29.3%	29.3%	698	29.2%	29.2%	-0.1	-5.0%
<b>White</b>	2188	87.3%	95.1%	2041	85.4%	95.0%	-1.9	-6.7%
<b>BME</b>	112	4.5%	4.9%	107	4.5%	5.0%	+0.0	-4.5%
<b>Unknown Race</b>	206	8.2%	-	242	10.1%	-	+1.9	+17.5%
<b>Non-disabled</b>	2055	82.0%	89.0%	1916	80.2%	87.4%	-1.8	-6.8%
<b>Disabled</b>	255	10.2%	11.0%	277	11.6%	12.6%	+1.4	+8.6%
<b>Unknown disabled status</b>	196	7.8%	-	197	8.2%	-	+0.4	+0.5%
<b>Full Time</b>	2046	81.6%	81.6%	1914	80.1%	80.1%	-1.6	-6.5%
<b>Part Time</b>	460	18.4%	18.4%	476	19.9%	19.9%	+1.6	+3.5%
<b>Average age</b>	0	0.0%	-	0	0.0%	-	+0.0	+0.0%
	49.1			49.7				