

## Monitoring Data Required under Race Relations Act 2000

### **Cabinet Office Monitoring Data Required under Race Relations (Amendment) Act 2000: 2007 - 2008**

All public authorities are required to monitor their employment functions and policies for any adverse impact on race equality and to make the results publicly available. The information relates to the Cabinet Office's workforce over the period 1 April 2007 to 31 March 2008. It includes permanent staff, staff on loan into and secondment into Cabinet Office from other Government Departments, fixed term contracts as defined by the Office of National Statistics.

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**Please note:** In the tables “\*” (asterisk) represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated. This is used to avoid identification of individuals and is in line with Civil Service statistical best practice and the Cabinet Office Code of Practice on the Collection and Use of Ethnic Origin Data.

**1a. Staff in post in the Cabinet Office by ethnic origin and responsibility level as at 1 April 2008**

**Headcount – Overview of racial groups**

RESPONSIBILITY LEVEL	ASIAN	BLACK	MIXED ETHNIC ORIGIN	OTHER ETHNIC ORIGIN	TOTAL ETHNIC MINORITY	WHITE	ETHNIC ORIGIN NOT KNOWN	TOTAL
Senior Civil Service level	*	*	5	0	8	154	40	202
Band A (G6 / G7)	*	*	5	*	12	206	97	315
B2 (SEO / HEO)	16	11	11	6	44	233	72	349
B1 (EO)	12	14	*	*	29	162	67	258
C (AO/AA)	6	15	*	*	24	117	49	190
<b>TOTAL</b>	<b>38</b>	<b>45</b>	<b>23</b>	<b>11</b>	<b>117</b>	<b>872</b>	<b>325</b>	<b>1314</b>
<b>TOTAL AS A % OF ALL RESPONDENTS</b>	<b>3.8</b>	<b>4.6</b>	<b>2.3</b>	<b>1.1</b>	<b>11.8</b>	<b>88.2</b>	<b>N/A</b>	<b>N/A</b>

Source: Departmental returns

\* Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated. This is used to avoid identification of individuals.

Chinese category is included in “other ethnic origin” above and the detailed figures below. Inclusion in this table resulted in asterisking of considerable additional figures in other columns.

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1b. Staff in post in the Cabinet Office by ethnic origin and responsibility level as at 1 April 2008

Headcount – racial groups detailed

RESPONSIBILITY LEVEL	Asian of Bangladeshi Origin	Asian of Indian Origin	Asian of Pakistani Origin	Asian of other Origin	Black of African Origin	Black of Caribbean Origin	Black of other origin
Senior Civil Service level	0	*	0	0	0	*	0
Band A (G6 / G7)	0	*	0	*	0	*	0
B2 (SEO / HEO)	*	10	0	*	*	8	*
B1 (EO)	*	8	*	*	8	5	*
C (AO/AA)	*	*	0	*	*	9	*
<b>TOTAL</b>	<b>5</b>	<b>25</b>	<b>*</b>	<b>6</b>	<b>14</b>	<b>27</b>	<b>*</b>
<b>TOTAL AS A % OF ALL RESPONDENTS</b>	<b>*</b>	<b>2.5</b>	<b>*</b>	<b>0.6</b>	<b>1.4</b>	<b>2.7</b>	<b>*</b>

Source: Departmental returns

\* Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated and is used to avoid identification of individuals.

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1c. Staff in post in the Cabinet Office by ethnic origin and responsibility level as at 1 April 2008

Headcount – racial groups detailed (cont'd)

RESPONSIBILITY LEVEL	Chinese	Asian & White	Black African & White	Black Caribbean and White	Other mixed origin	Other ethnic origin	White	Ethnic origin not known	TOTAL
Senior Civil Service level	0	*	0	*	*	0	154	40	202
Band A (G6 / G7)	0	*	*	0	*	*	206	97	315
B2 (SEO / HEO)	*	*	*	5	*	*	233	72	349
B1 (EO)	*	0	0	0	*	*	162	67	258
C (AO/AA)	*	*	0	0	0	*	117	49	190
<b>TOTAL</b>	<b>*</b>	<b>9</b>	<b>*</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>872</b>	<b>325</b>	<b>1314</b>
<b>TOTAL AS A PERCENTAGE OF ALL RESPONDENTS</b>	<b>*</b>	<b>0.9</b>	<b>*</b>	<b>0.6</b>	<b>0.6</b>	<b>0.7</b>	<b>88.2</b>	<b>N/A</b>	<b>N/A</b>

Source: Departmental returns

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**2. Summary: Ethnic origin representation 2005 – 08**

(Representation is shown as a number and percentage of those that have declared their ethnicity at each responsibility level and overall)

	1 April 2005		1 April 2006		1 April 2007		1 April 2008	
RESPONSIBILITY LEVEL	Ethnic minority	White	Ethnic minority	White	Ethnic minority	White	Ethnic minority	White
Senior Civil Service	*	176 (97.8%)	9 (5.1%)	168 (94.9%)	10 (6.7%)	140 (93.3%)	8 (4.9%)	154 (95.1%)
Band A (G7/G6)	21 (6.6%)	296 (93.4%)	22 (7.7%)	263 (92.3%)	15 (7.3%)	190 (92.7%)	12 (5.5%)	206 (94.5%)
B2 (SEO/HEO)	48 (13.7%)	302 (86.3%)	46 (14.0%)	282 (86.0%)	42 (16.2%)	217 (83.8%)	44 (15.9%)	233 (84.1%)
B1 (EO)	54 (16.7%)	270 (83.3%)	50 (16.6%)	251 (83.4%)	37 (16.4%)	189 (83.6%)	29 (15.2%)	162 (84.8%)
C2 (AO)	37 (14.8%)	213 (83.3%)	28 (13.0%)	187 (87.0%)	28 (17.6%)	131 (82.4%)	24 (17.0%)	117 (83.0%)
C1 (AA)	*	60 (89.6%)	6 (11.5%)	46 (88.5%)	N/A	N/A	N/A	N/A
<b>TOTAL (as a percentage of all respondents)</b>	<b>171 (11.5%)</b>	<b>1317 (88.5%)</b>	<b>161 (11.9%)</b>	<b>1197 (88.1%)</b>	<b>132 (13.2%)</b>	<b>867 (86.8%)</b>	<b>117 (11.8%)</b>	<b>872 (88.2%)</b>

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### Overall Representation

Ethnic minority representation in the SCS decreased in 2007 – 08, falling short of the 6% target representation by 2008. This is partly due to a 10% increase in SCS over the last year mainly from Machinery of Government changes of staff moving into Cabinet Office from other Government departments.

The underlying upward trend since April 2005 for percentage representation at Payband B2 and Payband C continues, although the actual figures for both of these was slightly lower for 2007-08 than on the previous year. Overall the percentage of staff of ethnic minority origin has remained around 11.5 – 13% over the last 4 years.

### Representation of racial groups

The racial group data since 2004 shows that staff of Asian Indian origin, Black staff of Caribbean origin and Black staff of African origin are the largest groups of ethnic minority staff in the Department and continue to be so in 2007-08.

This pattern is also repeated in the application for employment data.

### Ethnic origin response rate data

The ethnic origin response rate improved by 14% on 2007 – this is due to a concerted programme of diversity awareness and surveying of staff. The response rate has increased across all responsibility levels, and in particular at the SCS level. A target of a 90% response rate was set for 2008 as an action in the Race Equality Scheme, as it is recognised that a high response rate is required to ensure optimum ethnic origin monitoring. Activity will continue during the year to try to achieve this level of response.

### 3a. Total respondents and response rate as at 1 April 2005 – 2008

	1 April 2005	1 April 2006	1 April 2007	1 April 2008
<b>Total number of respondents</b>	1488	1358	999	989
<b>Response rate as a percentage of all staff</b>	81.2%	75.7%	65.8%	75.3%

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**3b. Percentage Response rates at responsibility levels as at 1 April 2005 -2008**

<b>RESPONSIBILITY LEVEL</b>	<b>1 April 2005</b>	<b>1 April 2006</b>	<b>1 April 2007</b>	<b>1 April 2008</b>
	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>
<b>Senior Civil Service level</b>	86.5	80.8	66.1	80.2
<b>Band A (G6 / G7)</b>	80.9	70.9	57.7	69.2
<b>B2 (SEO / HEO)</b>	83.5	75.6	66.4	79.4
<b>B1 (EO)</b>	80.4	82.9	73.1	74.0
<b>C2 (AO)</b>	76.2	69.4	66.8	74.2
<b>C1 (AA)</b>	81.7	76.5	N/A	N/A
<b>TOTAL RESPONSE RATE</b>	<b>81.2</b>	<b>75.7</b>	<b>65.8</b>	<b>75.3</b>

**4. Applications for employment in the Cabinet Office by Ethnic Origin between 1 April 2007 and 31 March 2008**

Overview of Racial Groups

	<b>Asian</b>	<b>Black</b>	<b>Chinese</b>	<b>Mixed Ethnic Origin</b>	<b>Other Ethnic Origin</b>	<b>Total Ethnic Minority</b>	<b>White</b>	<b>Ethnic origin not known</b>	<b>Grand Total</b>
<b>Total applicants</b>	278	186	19	73	30	586	1898	1014	3498
<b>Number as % of respondents</b>	11.2	7.5	0.8	2.9	1.2	23.6	76.4	N/A	N/A

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Of the 3498 applications to the Cabinet Office, 71% declared their ethnicity; of these 23.6% were minority ethnic applicants and 76.4% from white applicants. Further analysis of the recruitment data is currently underway. The aim being to identify at what stage in the recruitment process BME applicants become under-represented; is it application, short-listing, interviewing or appointment stage? Furthermore we will be reviewing how we improve declaration rates at the application stage.

### Racial groups detailed

	Asian of Bangladeshi Origin	Asian of Indian Origin	Asian of Pakistani Origin	Asian of other Origin	Black of African Origin	Black of Caribbean Origin	Black of other origin	Chinese
<b>Total applicants</b>	30	166	37	45	106	59	21	19
<b>Number as % of respondents</b>	1.2	6.7	1.5	1.8	4.3	2.4	0.8	0.8

	Asian & White	Black African & White	Black Caribbean and White	Other mixed origin	Other ethnic origin	White	Ethnic origin not known	Grand Total
<b>Total applicants</b>	19	*	10	40	30	1898	1014	3498
<b>Number as % of respondents</b>	0.8	*	0.4	1.6	1.2	76.4	-	-

Source: Departmental returns

\* Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated and is used to avoid identification of individuals.

Further analysis against the 16 census sub categories needs to be conducted to examine to see if certain groups are under-represented. The Cabinet Office is currently looking at ways to widen its applicant pool, via the use of advertorials in specialist media and enhancing its external web presence. However, it has to be noted that the greatest number of applicants comes from within the Civil Service and so at the very minimum it must ensure that its applicant profile matches this.



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**5. Civil Servants applying on promotion to posts in the Cabinet Office by Ethnic Origin between 1 April 2007 and 31 March 2008**

Overview of Racial Groups

	Asian	Black	Mixed Ethnic Origin	Other Ethnic Origin	Total Ethnic Minority	White	Not Known	Grand Total
<b>Total applicants</b>	58	33	11	13	115	513	42	670
<b>Number as % of respondents</b>	9.2	5.3	1.8	2.0	18.3	81.7	-	-

Main racial groups detailed

	Asian of Bangladeshi Origin	Asian of Indian Origin	Asian of Pakistani Origin	Asian of other Origin	Black of African Origin	Black of Caribbean Origin	Black of other origin	Chinese
<b>Total applicants</b>	*	44	*	8	11	16	6	*
<b>Number as % of respondents</b>	*	7.0	*	1.3	1.8	2.5	1.0	*

	Asian & White	Black African & White	Black Caribbean and White	Other mixed origin	Other ethnic origin	White	Ethnic origin not known	Grand Total
<b>Total applicants</b>	*	*	0	8	11	513	42	670
<b>Number as % of respondents</b>	*	*	0	1.3	1.8	81.7	-	-

Source: Departmental returns

\* Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated and is used to avoid identification of individuals.

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### **6. Number of Cabinet Office Staff by Ethnic Origin who received central training between 1 April 2007 and 31 March 2008**

The figures below show the racial groups of staff who received centrally run training during 2007-08. The figures count each person only once even though they may have attended more than one training course. This allows examination of the proportion of each racial group which has attended training events.

The figures below relate only to the Core Programme offered by Cabinet Office and does not reflect the full extent of training and development activity within the Department. All Management Units have a training budget which they use to provide tailored training for their members of staff; this information is not captured centrally within the Department.

Training and development needs are assessed at regular one-to-one meetings between managers and staff. Cabinet Office supports the use of a wide range of developmental techniques, many of which do not involve formal training. These include coaching, job shadowing, mentoring and secondments. The Department has put in place a system for capturing information on all learning and development undertaken by individuals; however, it recognises that not all individuals input the detail of their training on this database. This will be looked at in the forthcoming year to ensure that the accuracy and coverage of this data is improved.

#### Overview of Racial Groups

	Asian	Black	Mixed Ethnic Origin	Other Ethnic Origin	Total Ethnic Minority	White	Ethnic origin not known	Grand Total
<b>Number receiving training</b>	*	*	*	0	6	32	11	49
<b>Number as % of all staff receiving training</b>	*	*	*	0	15.8	84.2	-	-
<b>Number as % of total staff in each racial group as at 1 April 2008</b>	*	*	*	0	4.5	3.7	-	-

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Main racial groups detailed

	Asian of Bangladeshi Origin	Asian of Indian Origin	Asian of Pakistani Origin	Asian of Other Origin	Black of African Origin	Black of Caribbean Origin	Black of Other Origin
Number receiving training	*	*	0	0	0	*	0
Number as % of all staff receiving training	*	*	0	0	0	*	0
Number as percentage of total staff in each racial group as at 1 April 2008	*	*	0	0	0	*	0

	Chinese Origin	Asian and White Origin	Black African and White Origin	Black Caribbean and White Origin	Of Other Mixed Origin	Of Other Ethnic Origin	White Origin	Ethnic origin not known	Grand Total
Number receiving training	0	0	0	*	0	0	32	11	49
Number as % of all staff receiving training	0	0	0	*	0	0	84.2	-	-
Number as percentage of total staff in each racial group as at 1 April 2008	0	0	0	*	0	0	3.7	-	-

Source: Departmental returns

\* Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated and is used to avoid identification of individuals.

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### 7. Assessment of whether staff benefit or suffer detriment as a result of performance assessment procedures

A report of performance appraisal markings is carried out annually and discussed with the departmental Trade Unions. The 2007 data is currently being analysed and discussed with the Trade Unions, as such it is currently unavailable for release. Once this analysis is complete an action plan to address any issues will be produced and implemented.

### 8. Grievance procedures (between 1 April 2007 and 31 March 2008)

Overview of Racial Groups (data too small for individual racial group comparison)

	Asian	Black	Chinese	Mixed Ethnic Origin	Other Ethnic Origin	Total Ethnic Minority	White	Ethnic origin not known	Grand Total
<b>Total</b>	0	0	0	0	0	0	*	*	*
<b>Number as % of total</b>	0	0	0	0	0	0	*	*	N/A

Source: Departmental database

\* Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated and is therefore used to avoid identification of individuals. This is in line with the departmental Code of practice on the collection and use of ethnic origin data.

### 9. Disciplinary procedures (between 1 April 2007 and 31 March 2008)

Overview of Racial Groups (data too small for individual racial group comparison)

	Asian	Black	Chinese	Mixed Ethnic Origin	Other Ethnic Origin	Total Ethnic Minority	White	Ethnic origin not known	Grand Total
<b>Total</b>	0	0	0	0	0	0	*	*	*
<b>Number as % of total</b>	0	0	0	0	0	0	*	*	N/A

Source: Departmental database

\* Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated and is therefore used to avoid identification of individuals. This is in line with the departmental Code of practice on the collection and use of ethnic origin data.

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There were no staff of ethnic minority origin who were involved in (i) grievance procedures and (ii) disciplinary procedures, and this continues a declining trend over the last 3 years.

Human Resources meet regularly with the Department's Harassment Contact Officers (HCOs) to discuss their role and the types of cases with which they are dealing (with all personal data anonymised). The Cabinet Office is currently consulting on new Values and Behaviours. One of the values being Diversity and creating an inclusive Department where all talents can flourish.

### **10a. Numbers ceasing employment in the Cabinet Office by ethnic origin and reason between 1 April 2007 and 31 March 2008**

#### Overview of Racial Groups

	Asian	Black	Mixed Ethnic Origin	Other Ethnic Origin	Total Ethnic Minority	White	Ethnic Origin Not Known	Grand Total
Death in Service	0	0	0	0	0	0	0	0
Dismissal	0	0	0	0	0	*	*	*
End of Appointment	*	*	0	0	*	21	49	72
End of Loan	*	*	*	*	9	69	98	176
Resignation	*	*	*	0	*	47	26	76
Retirement	0	*	0	0	*	14	5	22
Transfer of Function within CS	11	5	*	0	19	97	68	184
Transfer of Function to Priv Sec	*	*	0	0	*	25	5	32
Transfer to other Gov. Dept.	0	*	0	0	*	33	18	52
Reason not known	*	0	0	0	*	*	*	9
<b>Total ceasing employment</b>	<b>18</b>	<b>14</b>	<b>7</b>	<b>*</b>	<b>40</b>	<b>311</b>	<b>275</b>	<b>626</b>
<b>Number as % of all respondents ceasing employment</b>	<b>5.1</b>	<b>4.0</b>	<b>2.0</b>	<b>*</b>	<b>11.4</b>	<b>88.6</b>	<b>-</b>	<b>-</b>

Source: Departmental returns

\* Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated and is used to avoid identification of individuals.

Chinese category is included in the detailed figures below. Inclusion in this table resulted in asterisking of additional figures in other columns.

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**10b. Numbers ceasing employment in the Cabinet Office by ethnic origin and reason between 1 April 2007 and 31 March 2008**

Main racial groups detailed

	Asian of Bangladeshi Origin	Asian of Indian Origin	Asian of Other Origin	Asian of Pakistani Origin	Black of African Origin	Black of Caribbean Origin	Black of Other Origin	Chinese
Death in Service	0	0	0	0	0	0	0	0
Dismissal	0	0	0	0	0	0	0	0
End of Appointment	0	*	0	0	0	*	0	0
End of Loan	0	*	0	*	*	*	0	0
Resignation	0	*	0	0	0	0	0	0
Retirement	0	0	0	0	0	*	0	0
Transfer of Function within CS	*	*	*	*	*	*	0	0
Transfer of Function to Private Sector	0	*	0	0	0	*	0	0
Transfer to other Gov. Dept.	0	0	0	*	0	0	0	0
Reason not known	0	*	0	0	0	0	0	0
<b>Total ceasing employment</b>	<b>*</b>	<b>9</b>	<b>*</b>	<b>5</b>	<b>*</b>	<b>11</b>	<b>0</b>	<b>0</b>
<b>Number as % of all respondents ceasing employment</b>	<b>*</b>	<b>2.6</b>	<b>*</b>	<b>1.4</b>	<b>*</b>	<b>3.1</b>	<b>0</b>	<b>0</b>

Source: Departmental returns

\* Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated and is used to avoid identification of individuals.

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**Numbers ceasing employment in the Cabinet Office by ethnic origin and reason between 1 April 2007 and 31 March 2008**

Main racial groups detailed (cont'd)

	Asian and White Origin	Black African and White Origin	Black Caribbean and White Origin	Of Other Mixed Origin	Of Other Ethnic Origin	White Origin	Ethnic Origin Not Known	Grand Total
Death in Service	0	0	0	0	0	0	0	0
Dismissal	0	0	0	0	0	*	*	*
End of Appointment	0	0	0	0	0	21	49	72
End of Loan	*	0	0	*	*	69	98	176
Resignation	0	0	0	*	0	47	26	76
Retirement	0	0	0	0	0	14	5	22
Transfer of Function within CS	0	*	0	*	0	97	68	184
Transfer of Function to Private Sector	0	0	0	0	0	25	5	32
Transfer to other Gov. Dept.	0	0	0	0	0	33	18	52
Reason not known	0	0	0	0	0	*	*	9
<b>Total ceasing employment</b>	*	*	<b>0</b>	<b>5</b>	*	<b>311</b>	<b>275</b>	<b>626</b>
<b>Number as % of all respondents ceasing employment</b>	*	*	<b>0</b>	<b>1.4</b>	*	<b>88.6</b>	<b>-</b>	<b>-</b>

Source: Departmental returns

\* Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated and is used to avoid identification of individuals.

**Summary: Ceasing Employment**

The data gives numbers and reasons for all those ceasing employment in the Cabinet Office. The majority of those ceasing employment in the department do so for expected reasons such as the end of their loan or secondment into Cabinet Office, end of a fixed term appointment. All such figures are low and show no adverse impact on different racial groups. Machinery of Government changes accounted for nearly half of employee's ceasing employment in the Cabinet Office.

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Dismissals and resignations could potentially be an area where statistically significant high levels for racial groups might be an early indicator of adverse impact. However, an examination of the data since 2004 reveals that totals are consistently low for both resignations and dismissals and there is no indication that either is higher among staff from the ethnic minority or white groups.

### Dismissals

There were 2 dismissals in 2005-06; none of these were of ethnic minority staff.

There were no dismissals in 2006 – 07.

There were 3 dismissals in 2007-08; none of these were of ethnic minority staff.

### Resignations

	Ethnic Minorities			White			Ethnic origin not known	Response rate
	No.	% of total	As % of racial group	No.	% of total	As % of racial group		
<b>2004 – 05</b>	12	17.1	6.4	58	82.9	4.2	24	74.5%
<b>2005 – 06</b>	*	7.8	2.3	47	92.2	3.6	27	66.7%
<b>2006 - 07</b>	*	7.4	3.0	50	92.6	5.8	38	58.7%
<b>2007 - 08</b>	*	6.0	2.3	47	94.0	5.4	26	65.8

Resignations by ethnic minority staff continued to form a low total percentage of resignations in 2007-08. Resignations as a percentage of the total of all ethnic minority staff maintained the downward trend from 2004-05. The response rate of those staff resigning has improved by 12% on 2006-07 but still a third of staff have not declared their ethnicity details. It is important that we continue to monitor ethnic minority response rate and to continue campaigns to increase reported rates. The total number of white staff resigning in 2007–08 was just slightly higher than in 2006–07 but this is against a 12% improvement in the response rate on the previous year.

**Cabinet Office, August 2008**