Equality Monitoring 2014/15

Equality Monitoring in the Highways Agency

Version 1.0

In House Analytical Consultancy

January 2016

Summary of diversity analysis

1. Introduction

This report contains an analysis of the diversity of Highways Agency staff for 2014/15.

The aims of the analysis were to:

- summarise the diversity characteristics of staff and applicants;

- compare the diversity of Highways Agency staff with the diversity of local working-age populations;

- identify differences between diversity groups within the Highways Agency; and

- highlight any changes since previous years.

Data on staff, job applicants and leavers, plus performance management, progressions, sickness absence, recorded training and grievances and disciplines were analysed to determine whether there were statistically significant differences with respect to protected characteristics.

This year's report contains, for the first time, an analysis of progressions during the year (i.e. staff who moved up at least one grade).

Characteristics considered were gender, race, disability, grade, age, sexual orientation, religion and belief, job type and working pattern.

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. Throughout this report, if a difference is reported as being significant this means it was statistically significant.

This summary generally reports differences that were statistically significant at the 99% confidence level. Where appropriate, differences found to be significant at the 95% confidence level have also been mentioned, but described as having been at a lower level of statistical significance.

The presence of a statistically significant result does not imply causation, although in some cases there may be an obvious explanation for at least some of the difference seen.

2. Highways Agency background

The Highways Agency was established in 1994 as an executive agency of the Department for Transport (DfT). The function of the agency is to operate, maintain and improve the strategic road network in England.

On the 1st April 2015, the functions, roles and responsibilities of the Highways Agency transferred to a new government-owned company, Highways England.

This report analyses data for the year 2014/15, and therefore will refer to the organisation as the Highways Agency throughout.

As of 31st March 2015, there were 3,633 staff in post in the Highways Agency

(excludes staff on long term leave)[1], split between the two parts of the agency: traffic officer service (1,402 staff) and non-traffic officer service (2,231 staff).

Traffic officer service predominantly comprises traffic officers patrolling the motorway network and providing front-line support to road users.

Non-traffic officer service are asset-based staff delivering new road schemes, maintaining the existing network, keeping road users informed and providing business services to the agency.

Traffic officer staff are based at various locations across England. Non-traffic officer service staff are based at nine main locations across England, with the largest proportion based in Birmingham (29% of non-traffic officer service staff).

Staff numbers increased by 8% in the year to 31st March 2015. This was due to increases in the number of both traffic officer service, and non-traffic officer service staff.

3. Diversity statistics

The table below summarises the key diversity statistics for the Highways Agency.	% all staff making specific declaration against characteristic[2]	...of whom % declaring particular characteristic shown in brackets [3]

Age (40 years and older)	100%	67%
Gender (Female)	100%	32%
Working pattern (Part-time)	100%	11%
Race (BAME)	66%	11%
Disability status (Disabled)	67%	7%
Sexual Orientation (Lesbian, gay man, or bisexual)	58%	3%
Religion and belief (Declared a religion or belief)	47%	86%

4. Diversity analysis key findings

Highways Agency staff compared with local working-age populations

The diversity characteristics of staff have been compared with the relevant local working-age population[4]. Details on the exact areas covered in each case are listed in Annex A.

In all regions there were disproportionately more male staff. 84% of traffic officer service staff were male.

[1] Long term leave includes employees who were on long-term sickness absence, loans and secondments. Staff on maternity leave are, however, included in these figures.

[2] In this column, the % relates to the proportion of staff for whom the **overall** diversity characteristic is known (e.g. how many have declared a sexual orientation). Declarations of "prefer not to say" are treated as unknown/not declared.

[3] This column shows the proportion of staff who have declared that they are (e.g.) BAME or Disabled. It is based only on staff who have made a specific declaration – not including "prefer not to say" (Declarations of prefer not to say are treated as unknown/not declared).

[4] Note that definition of disability in the population data is not worded in the same way as the disability declaration text for staff. It is possible that the figures are not precisely comparable. The Technical Annex has further details.

Regarding recruitment, at nearly all locations where analysis was possible, there were more male applicants than expected.

In all regions, the age-profile of staff in the traffic officer service differed from that of the local working-age populations. In general, there were disproportionately fewer staff aged under 30.

Age distribution of non-traffic officer service staff
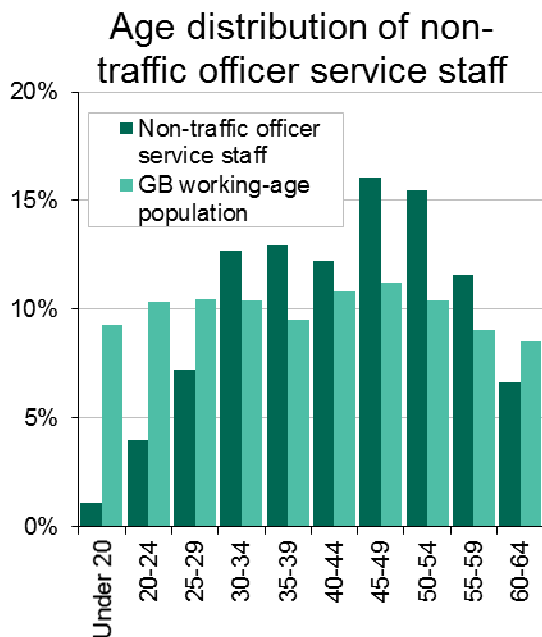
In most regions there were more non-traffic officer staff in the older age groups. In addition, there were fewer disabled traffic officer staff.
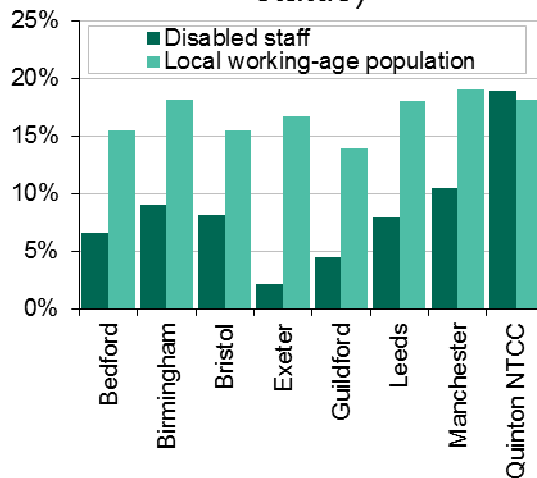
Proportion of disabled staff in non-traffic officer service (of those with known status)

In the non-traffic officer service, there were disproportionately more non-disabled staff in Leeds.

At the majority of locations, there were fewer disabled applicants for recruitment campaigns than expected.

In the South East there were disproportionately more white staff in the traffic officer service.

In some locations (Bedford, Birmingham, Leeds and Eastern) there were disproportionately more BAME applicants compared with the local working-age populations. In other locations (North East, South East and West Midlands) there were disproportionately fewer BAME applicants.

Diversity differences within the Highways Agency

Diversity within the Highways Agency was also considered, including differences in diversity between grades.

Staff in the traffic officer service were more likely to be male than staff in the

non-traffic officer service. The age profiles for male and female staff were different. In general, male staff were older.

Age distribution of staff by gender
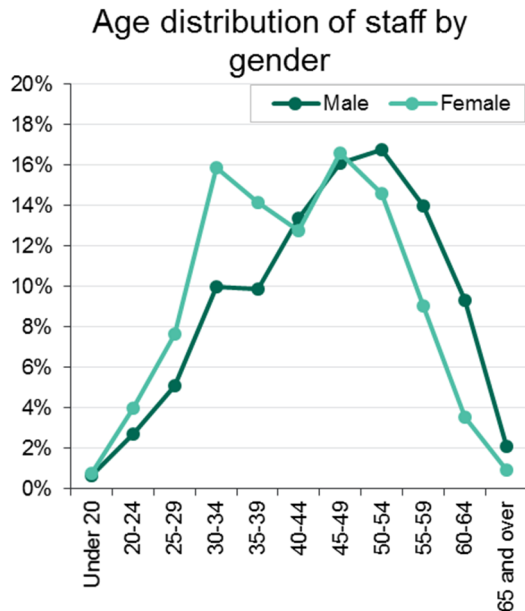
Traffic officer service staff were more likely to be white than non-traffic officer service staff, and were less likely to be BAME than non-traffic officer service staff. The age profiles of white, and black, Asian and minority ethnic (BAME) staff were different. In general, BAME staff tended to be younger.

Age distribution of staff by race

Staff in the traffic officer service were less likely to be disabled than non-traffic officer service staff.

Staff in the traffic officer service were more likely to be full-time than non-traffic officer staff. Part-time staff were more likely to be female than full-time staff. Part-time staff were also likely to be older than full-time staff.
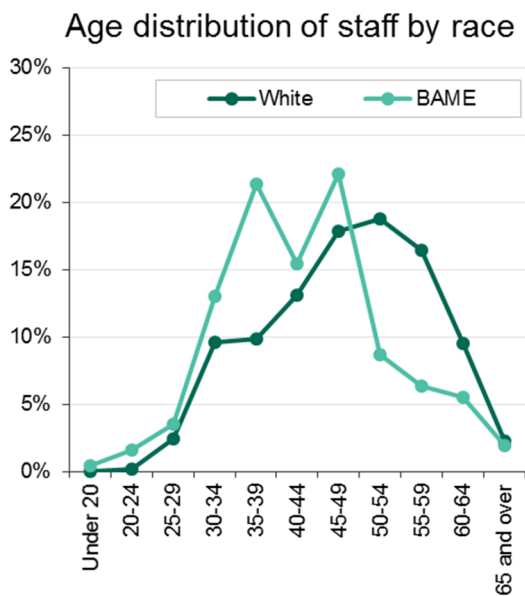
Diversity trends

The trends in the diversity profile of the Highways Agency were considered.

There was a decreasing trend in the race declaration rate. For staff in the traffic officer service, there was also a decreasing trend in the disability status declaration rate.

The proportion of BAME non-traffic officer service staff had an increasing trend (0.4% per year on average).

Proportion of BAME staff by year
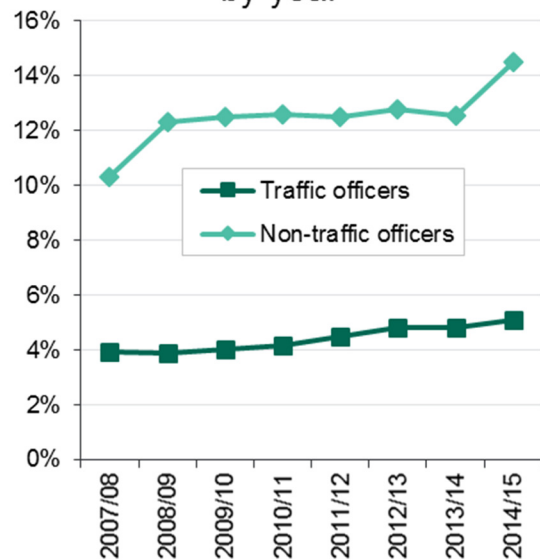
The proportion of disabled traffic officer service staff had an increasing trend (0.5% per year on average).

Recruitment

Applicants to AO, TM1A, and TM1B posts were more likely to be successful at sift, but less likely to be successful at interview. TM1B applicants were less likely to be offered a post than applicants to other posts.

Applicants with unknown religion/belief and applicants aged 30 and over were more likely to be successful at sift than other applicants.

Non-traffic officer service: proportion of female applicants by location
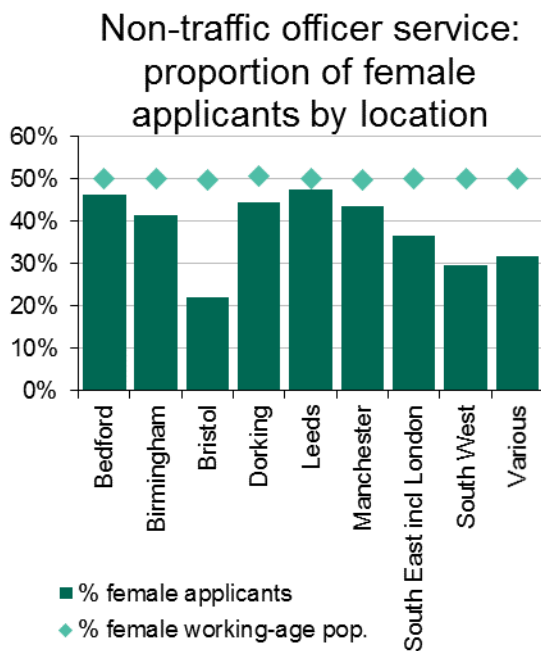
Female applicants and white applicants were more likely to be successful at interview than other applicants.

Applicants with unknown religion/belief, white applicants, female applicants, applicants aged 25 and over, and non-disabled applicants were more likely to be offered a post.

Ceased employment

The profile of staff who left the Highways agency during 2014/15 was compared with that of the staff in post at the end of the reporting year.

294 staff left – 137 traffic officer service staff and 157 non-traffic officer service

staff. 203 were male and 91 were female. Of these cessations, 85% were for voluntary reasons.

For staff in the traffic officer service, leavers tended to be older than staff in post. The average age of leavers was 48.2 years old, whereas the average age of staff in post was 46.5. This was largely due to the fact that staff taking retirement tend to be older.

For staff in the non-traffic officer service, leavers tended to be older than staff in post. The average age of leavers was 46.6 years old, compared with an average age of 43.7 years for staff in post. They were also more likely to be AO.

Performance assessment

The ratings from the Performance Management Reports (PMRs) were analysed. Staff were awarded one of three ratings: "Outstanding performance", "Met performance", and "Developing performance".

3,258 performance ratings were analysed and of these 583 (18%) received an "Outstanding" mark and 345 (11%) received a "Developing" mark.

Characteristics significantly related to receiving an "Outstanding" mark were (in order of importance): the number of days worked, age, declaration of sexual orientation, race and grade.

Staff who had worked more days were more likely to have received an "Outstanding" mark than other staff.

Performance ratings by working pattern and sickness absence
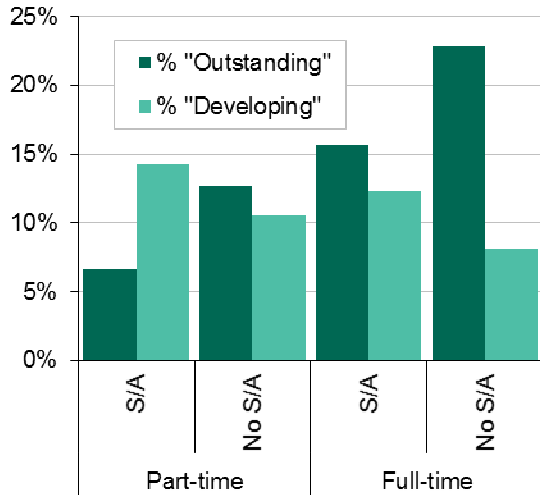
Characteristics significantly related to receiving a "Developing" mark were (in order of importance): sickness absence, grade and sexual orientation.

Staff who had more sickness absence recorded were more likely to have received a "Developing" mark than staff with less or no sickness absence.

Progressions

Of the staff in post on both the 31st March 2014 and 31st March 2015, 358 (12%) had progressed up the grade structure.

Traffic officer service staff, older staff, staff with more sickness absence, and staff with a lower FTE were less likely to have progressed up the grade structure than other staff.

Proportion of staff whose grade increased in each age group
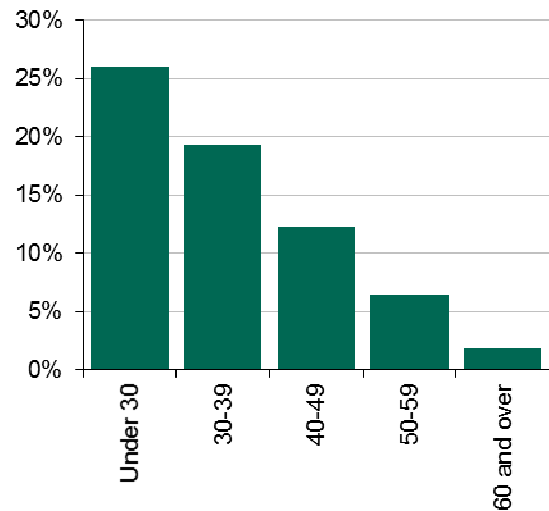
Staff who received an "Outstanding" performance rating in the previous year were more likely to have progressed up the grade structure than other staff.

Recorded training

Data on Civil Service Learning (CSL) e-learning courses undertaken by Highways Agency staff was available. No statistical analysis was performed.

In total 9,464 hours of e-learning were recorded and each member of staff had 2.6 hours of e-learning on average.

The most common courses were "Equality and Diversity Essentials" (800 staff took this course) and "Unconscious bias" (773 staff).

Grievances and disciplines

There were 21 grievance cases and 84 discipline cases, covering a mixture of diversity groups.

There were fewer grievance cases and more discipline cases than in the previous year.

Significantly more grievance cases were brought by traffic officer service staff

than expected, given the proportion of staff in the traffic officer service.

Significantly more discipline cases involved male staff, traffic officer service staff, and full-time staff than expected, compared with staff in post.

Sickness absence

50% of staff had had some sickness absence; of these staff, the average total days lost was 13.9 days.

Looking at whether or not staff had any sickness absence, staff in higher grades (PB5-Grade 6) were less likely to have had some sickness absence than staff in lower grades (AO-HEO, TM1A-B).

White staff, disabled staff and female staff were more likely to have had sickness absence than other staff.

Non-traffic officer service: sickness absence by grade

- ■ Average sickness absence (days)
- ─■─ % of staff with sickness absence

Looking at the number of days of sickness absence, staff in lower grades (AO-PB5, TM1B) had more days of sickness absence than staff in higher grades (SEO-Grade 6, TM2).

% of staff with sickness absence for different groups
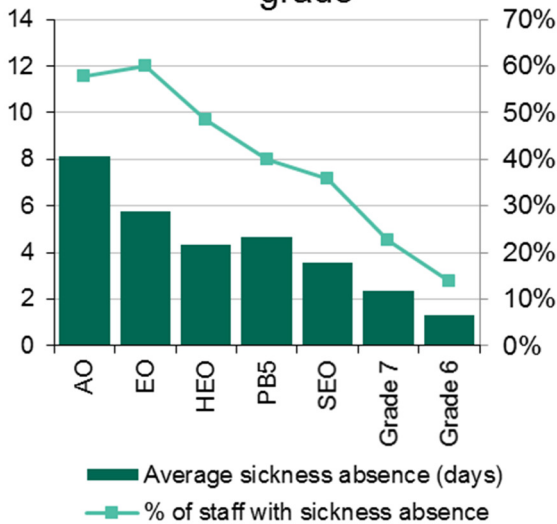
Older staff, traffic officer service staff, female staff, staff with known race, and disabled staff had more days of sickness absence than other staff.

5. Information quality

The declaration rates for disability status, race, religion and belief, and sexual orientation, are low, and so care should be taken when interpreting results.

Annex A: Tables and charts

A.1 Year on year comparison – all staff

Staff Type	March 31st 2014			March 31st 2015			Percentage point change	% change from 2014
	2013/2014	% of total	% of total that declared	2014/2015	% of total	% of total that declared		
All staff	3359			3633				
Males	2323	69.2%	69.2%	2482	68.3%	68.3%	-0.8	+6.8%
Females	1036	30.8%	30.8%	1151	31.7%	31.7%	+0.8	+11.1%
White	2391	71.2%	90.7%	2132	58.7%	89.4%	-12.5	-10.8%
BAME	246	7.3%	9.3%	253	7.0%	10.6%	-0.4	+2.8%
Unknown Race	722	21.5%	-	1248	34.4%	-	+12.9	+72.9%
Non-disabled	2248	66.9%	93.0%	2251	62.0%	93.0%	-5.0	+0.1%
Disabled	168	5.0%	7.0%	170	4.7%	7.0%	-0.3	+1.2%
Unknown disabled status	943	28.1%	-	1212	33.4%	-	+5.3	+28.5%
Full Time	2999	89.3%	89.3%	3240	89.2%	89.2%	-0.1	+8.0%
Part Time	360	10.7%	10.7%	393	10.8%	10.8%	+0.1	+9.2%
Average age	45.6			44.8				

A.2 Standardised Grades

The Government's Civil Service Reform Plan asked Departments to review the employment terms and conditions offered to staff, to ensure that they reflect good, modern practice in the wider public and private sectors. As part of this plan, DfT has moved to standardised Civil Service grades (AO, EO, HEO etc). The following table shows how the previous years' pay bands map to the standardised grades.

Previous pay band	Standardised grade
PB1	AA
PB2	AO
PB3	EO
PB4	HEO
PB5	PB5
PB6	SEO

PB7	Grade 7
PB8	Grade 6
TM1A	TM1A
TM1B	TM1B
TM2	TM2
TM3	TM3

A.3   Geographical Comparisons

The following table shows the catchment areas for each Highways Agency location. This is described more fully in the Technical Annex.

Location	Local Authority
Bedford	Bedfordshire
Bedford	Cambridgeshire
Bedford	Hertfordshire
Bedford	Luton
Bedford	Milton Keynes
Bedford	Northamptonshire
Birmingham	Birmingham
Birmingham	Dudley
Birmingham	Sandwell
Birmingham	Solihull
Birmingham	Staffordshire
Birmingham	Walsall
Birmingham	Warwickshire
Birmingham	Wolverhampton
Birmingham	Worcestershire
Bristol	Bath and North East Somerset
Bristol	Bristol
Bristol	North Somerset
Bristol	South Gloucestershire
Dorking	Croydon
Dorking	Surrey
Dorking	Sutton
Exeter	Devon
Leeds	Bradford
Leeds	Calderdale
Leeds	Kirklees
Leeds	Leeds
Leeds	North Yorkshire
Leeds	Wakefield
Leeds	York
London	All London boroughs & the City of London
Manchester	Bolton
Manchester	Bury
Manchester	Manchester
Manchester	Oldham
Manchester	Rochdale
Manchester	Salford
Manchester	Stockport
Manchester	Tameside
Manchester	Trafford
Manchester	Warrington
Manchester	Wigan
Quinton NTCC	Birmingham
Quinton NTCC	Dudley
Quinton NTCC	Sandwell
Quinton NTCC	Solihull
Quinton NTCC	Staffordshire
Quinton NTCC	Walsall
Quinton NTCC	Warwickshire
Quinton NTCC	Wolverhampton

Location	Local Authority
Quinton NTCC	Worcestershire
East Midlands	Derby City
East Midlands	Derbyshire
East Midlands	Leicester City
East Midlands	Leicestershire
East Midlands	Lincolnshire
East Midlands	Northamptonshire
East Midlands	Nottingham City
East Midlands	Nottinghamshire
East Midlands	Rutland
Eastern	Bedfordshire
Eastern	Cambridgeshire
Eastern	Essex
Eastern	Hertfordshire
Eastern	Norfolk
Eastern	Peterborough
Eastern	Southend-on-sea
Eastern	Suffolk
Eastern	Thurrock
North East incl Yorks	Barnsley
North East incl Yorks	Bradford
North East incl Yorks	Calderdale
North East incl Yorks	Darlington
North East incl Yorks	Doncaster
North East incl Yorks	Durham
North East incl Yorks	East Riding of Yorkshire
North East incl Yorks	Gateshead
North East incl Yorks	Hartlepool
North East incl Yorks	Kingston upon Hull
North East incl Yorks	Kirklees
North East incl Yorks	Leeds
North East incl Yorks	Middlesbrough
North East incl Yorks	Newcastle-upon-Tyne
North East incl Yorks	North East Lincolnshire
North East incl Yorks	North Lincolnshire
North East incl Yorks	North Tyneside
North East incl Yorks	North Yorkshire
North East incl Yorks	Northumberland
North East incl Yorks	Redcar and Cleveland
North East incl Yorks	Rotherham
North East incl Yorks	Sheffield
North East incl Yorks	South Tyneside
North East incl Yorks	Stockton on Tees
North East incl Yorks	Sunderland
North East incl Yorks	Wakefield
North East incl Yorks	York
North West	Blackburn with Darwen
North West	Blackpool
North West	Bolton
North West	Bury

Location	Local Authority
North West	Cheshire
North West	Cumbria
North West	Halton
North West	Knowsley
North West	Lancashire
North West	Liverpool
North West	Manchester
North West	Oldham
North West	Rochdale
North West	Salford
North West	Sefton
North West	St Helens
North West	Stockport
North West	Tameside
North West	Trafford
North West	Warrington
North West	Wigan
North West	Wirral
South East incl London	All London boroughs & the City of London
South East incl London	Bracknell Forest
South East incl London	Brent
South East incl London	Brighton and Hove
South East incl London	Buckinghamshire
South East incl London	East Sussex
South East incl London	Hampshire
South East incl London	Isle of Wight
South East incl London	Kent
South East incl London	Luton
South East incl London	Medway
South East incl London	Milton Keynes
South East incl London	Oxfordshire
South East incl London	Portsmouth
South East incl London	Reading
South East incl London	Slough
South East incl London	Southampton
South East incl London	Surrey

Location	Local Authority
South East incl London	West Berkshire
South East incl London	West Sussex
South East incl London	Westminster, City of
South East incl London	Windsor and Maidenhead
South East incl London	Wokingham
South West	Bath and North East Somerset
South West	Bournemouth
South West	Bristol
South West	Cornwall and Isles of Scilly
South West	Devon
South West	Dorset
South West	Gloucestershire
South West	North Somerset
South West	Plymouth
South West	Poole
South West	Somerset
South West	South Gloucestershire
South West	Swindon
South West	Torbay
South West	Wiltshire
West Midlands	Birmingham
West Midlands	Coventry
West Midlands	Dudley
West Midlands	Herefordshire, County of
West Midlands	Sandwell
West Midlands	Shropshire
West Midlands	Solihull
West Midlands	Staffordshire
West Midlands	Stoke on Trent
West Midlands	Telford and Wrekin
West Midlands	Walsall
West Midlands	Warwickshire
West Midlands	Wolverhampton
West Midlands	Worcestershire
Guildford	Croydon
Guildford	Surrey
Guildford	Sutton