



Department for  
Communities and  
Local Government

# Public Sector Equality Duty

DCLG report 2012 to 2013

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April 2013

ISBN: 978-1-4098-3786-2

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# Background

As a public body, the Department for Communities and Local Government is subject to a General Equality Duty set out in section 149 of the Equality Act 2010. Public Bodies are also under specific duties to demonstrate their compliance with the General Equality Duty.

## Equality Act 2010; Public Sector Specific Equality Duty

The specific duties are found in the Equality Act 2010 (Specific Duties) Regulations 2011 and place an obligation on the Department to be transparent in its response to the Equality Duty, requiring the Department to publish:

- information to demonstrate compliance with the General Equality Duty annually, including information relating to its employees, and other persons affected by policies and practices; and
- equality objectives at least every four years

This report deals with the first of these duties. Detailed information on the specific and general duties can be found at:

<http://www.homeoffice.gov.uk/publications/equalities/equality-act-publications/equality-act-guidance/equality-duty?view=Binary>

## DCLG's Equality Work for 2012/13

### **Delivering Equality within a Localism Context**

DCLG operates as a strategic department committed to a fundamental shift in power away from Westminster to councils, communities and homes across the nation. Following the principles of localism, it sets national policy frameworks, with responsibility and accountability for delivery generally resting with local agencies. It does not have direct responsibility for major public services but instead seeks to influence others in carrying out their functions, many of whom will themselves hold responsibilities under the Equality Act 2010.

The Equality Duty helps DCLG to deliver the Government's overall objectives for public services as well as supports good decision making. As a public body the department aims to be more efficient and effective by understanding the impact of its policies on those who use the services of organisations that deliver our policies. The Equality Duty encourages public bodies to understand how different people will be affected by their activities and promote the development of appropriate policies and services that are accessible to all and meet different people's needs.

DCLG is committed to putting equality at the heart of its drive to build a strong economy and a fair society. It aims to develop programmes and policies that open up and enhance opportunities for people from all communities.

The department addresses equality and diversity within the context of the Government's overall ambition to achieve greater freedom, fairness and responsibility. Its approach to tackling inequality is complimented by a range of wider measures. This includes a suite of Government policies such as the Social Mobility Strategy 'Opening Doors, Breaking Barriers', published in April 2011 which seeks to break cycles of disadvantage linked to family background. In February 2012, DCLG published 'Creating the conditions for integration' setting out its approach to achieving a more integrated society. In March 2012, a new Social Justice Strategy was launched, putting forward a new way of both preventing and tackling multiple disadvantages.

## **Review of DCLG's Equality Objectives**

In April 2012 DCLG published its high level departmental objectives for 2011-2016 <https://www.gov.uk/government/publications/dclg-equality-objectives-2012-to-2016>

The objectives build on a previous Single Equality Strategy to mainstream equality and diversity by integrating it into all policies and activities. The objectives reflect the ambition to be a top performing department.

During the year the department reviewed and quality assured its equality work through a newly established internal Equality and Diversity Group with representatives from Staff Networks and from the divisional Equalities Champion group. The group is chaired by a Senior Equality Board Champion who has overall responsibility for equality and who also leads on gender issues. In addition, engagement to work with external equality experts from six national organisations that represent people with protected characteristics has been widened. Furthermore, the Executive Board has appointed four equality Board Champions who each lead on key equality issues. For example, on work leading to improvement in the provision of workplace adjustments for disabled staff or those staff with a health conditions.

## **Civil Service People Survey**

In October 2012, DCLG took part in the fourth Civil Service People Survey designed to measure employee engagement in the Department and across the Civil Service as a whole.

The on line survey was sent to all staff and 2012 results showed a slight increase in the response rate from 76% in the previous year to 77% this year. The overall employee engagement index score rose from 40% in 2011 to 43% in 2012. The figures reveal that the staff engagement programme on which the Department embarked has begun to show positive results.

## **Equality Statements**

The department's view is that Equality Impact Assessments had limited value as they tended to be produced after key decisions had been taken. DCLG's focus is on giving proper informed consideration to equality issues, at the right time and keeping an appropriate record, rather than as a tick box approach at the end of the process. In April

2012 therefore Equality Statements were put in place. These give a more flexible and proportionate approach in considering the equalities impact of departmental policies.

The statement allows staff more discretion in considering the equalities impact, engages the user in detailed consideration where appropriate, but allows for the possibility that for some areas, the equalities considerations might be negligible. This has both minimised administration and demonstrates equality considerations as part of the wider impact of policy decisions and development. It enables the Department to work in a less bureaucratic way and ensures equality analysis becomes part of the DNA of the department's policy development.

## **Work Going Forward**

The Department continues to ensure it pays due regards to the Public Sector Equality Duty when making decisions about overarching policies, budgets and changes which affect staff and customers by continuing to conduct equality analyses. These assessments enable us to examine the impact that proposed changes may have in respect of the protected characteristics covered by the Equality Act 2010.

We will also continue to review the policies and processes relating to service delivery in a proportionate way, ensuring managers address the three aims of the equality duty as part of delivering their business and people priorities.

Performance outcome data will continue to be monitored through 2012/13 and if the emerging patterns are repeated we will seek to understand what is driving the trend and take action address it.

In response to the 2011/12 data, (which was analysed in 2012/13) Human Resource Business Partners are playing a more challenging role in moderation discussions and plan to do the same for the the objective setting and moderation process.

In April 2013 DCLG changed its performance management process. The new process gives equal weighting to 'what' is achieved and 'how' individuals go about their work. There is also a new emphasis on self-assessment to allow individuals to record their own evidence and views about their performance on their performance record.

As part of the programme of work to make DCLG a better place for all staff to work, equality and diversity has been embedded into the departmental improvement and success measures of the five Better Department workstrands to ensure it's an integral part of everything we do.

Once completed, we will look to implement the Civil Service approach to workplace reasonable adjustments within DCLG, to improve even further the services provided for our disabled staff or those staff with a health condition.

# Workforce Profile

## Key Findings

The following provides a workforce diversity profile of DCLG (centre and its Executive Agencies<sup>1</sup>) staff for the period 1 April 2011 to 31 March 2012. The first set of information relates to the main department with information on its Executive Agencies reported separately as annexes at the end of the report.

DCLG Workforce composition:

- Women accounted for 51% of the workforce overall (the same as in 2010/11). In the Senior Civil Service the proportion was 39% (40% in 2010/11) which is the same level as the <sup>2</sup>cross government Senior Civil Service diversity target;
- 85% of staff declared their ethnicity. Of these, 20% declared themselves to be from a minority ethnic background (in 2010/11 it was 23%). In the Senior Civil Service the figure was 8% which exceeded the <sup>3</sup>cross government target of 5%;
- 85% of staff declared their disability status. Of these, 6% declared themselves as disabled (down slightly from 7% in 2010/11). In the Senior Civil Service the figure was 4% which is below the <sup>4</sup>cross government target of 5%;
- 67% of staff (the same as in 2010/11) were aged between 30 and 49. In the Senior Civil Service 42% of staff were aged 50 and over (down slightly from the 2010/11 figure of 43%);
- Part time workers, both men and women, comprised 11% of the workforce (down slightly from 12% in 2010/11). For women the figure was 19% and for men it was 2%. The highest proportion of part time workers (14%) was at the AA/AO level;

## Grievances and Disciplinary Cases

Six formal grievances have been raised within the year 2011-12 (compared with 20 in 2010/11), all of which were raised by male staff. Nine disciplinary cases were recorded centrally during 2011-12 (18 in 2010/11). Six of those cases involved female staff but as the numbers are small it is not possible to provide analysis by other protected characteristics.

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<sup>1</sup> Queen Elizabeth II Conference Centre, Planning Inspectorate and the Fire Service College.

<sup>2</sup> Source: information extracted from the Civil Service "Promoting equality, valuing diversity: a strategy for the civil service".

<sup>3</sup> Source: information extracted from the Civil Service "Promoting equality, valuing diversity: a strategy for the civil service".

<sup>4</sup> Source: information extracted from the Civil Service "Promoting equality, valuing diversity: a strategy for the civil service".

## Information we use to identify equality issues

The findings in this report have not been designated as Official Statistics and should not be treated as such. The figures have been checked for accuracy and consistency by staff in the People, Capability and Change Directorate and DCLG statisticians.

Information published is in accordance with the Data Protection Act 1998 and does not identify individuals. Information is not published about groups of fewer than five people. Instead small numbers are represented using an asterix.

Note that percentages in tables may not add to 100% because of independent rounding.

The data used in this report has been taken from the DCLG HR system<sup>5</sup>. It relates specifically to employees on DCLG's payroll, which includes all permanent, fixed term loan and inward secondments in the year 1 April 2011 to 31 March 2012, and unless otherwise indicated all data presented shows the workforce profile as at 31 March 2012. Information relating to agency staff is not included in this report.

Complete information is held on all staff in the areas of gender, age, grade and working pattern (full or part time). <sup>6</sup>The proportion of staff that provided data for the purpose of this analysis was: 85% disability; 85% ethnicity; where figures for ethnicity, disability, or belief are referred to, the percentages only take into account those staff that provided information under the relevant heading. In March 2012, there was an improvement in the level of known data for some of the protected characteristics. This should be borne in mind when interpreting the data.

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<sup>5</sup> People Information Management System

<sup>6</sup> Data is reported on using 'known' data using Cabinet Office reporting guidelines



## Employment Targets

The table below shows our progress over the past three years in relation to Senior Civil Service targets.

	<sup>7</sup> CROSS GOVERNMENT TARGET	POSITION AT 31 /3/10	POSITION AT 31/3/11	POSITION AT 31/3/12
	%	%	%	%
<sup>8</sup> Top Management Posts Women	34	29	26	29
Women	39	40	40	39
Black and Minority Ethnic Staff	5	9	7	8
Disabled	5	7	7	4

### For further information

This report is published on the DCLG website. If you require this document in an alternative format or require more detailed information please contact the Department for Communities and Government Diversity Team by email at [HRsharedservices@communities.gsi.gov.uk](mailto:HRsharedservices@communities.gsi.gov.uk)

Further data is available to download in accompanying Excel tables

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<sup>7</sup> CS workforce data targets for 2013 - Information extracted from the CS "Promoting equality, valuing diversity: a strategy for the CS"

<sup>8</sup> Top Management Posts are those female staff at Director level and above.

# Executive Agencies

## Annex A: Queen Elizabeth II Conference Centre Data

This annex is an analysis of the 2011-12 workforce diversity data for the staff working in the Queen Elizabeth II Conference Centre.

At 31 March 2012, 47 members of staff worked for the Queen Elizabeth II Conference Centre (down from 49 last year).

Key Findings from the analysis are:

- The majority of staff at the Queen Elizabeth II Conference Centre are in the EO and HEO grades (70% this year compared with 72% last year). QEIIICC has a higher proportion of male staff compared with female staff at 53% of the workforce – down from 59% last year. There are only a small number of staff at the highest pay grades (G6 and above).
- The proportion of Black and Minority Ethnic staff at 11% is down slightly on last year (14%). This compares with 9% in the Civil Service as a whole<sup>9</sup> and 12% in the economically active population<sup>10</sup>.
- The majority of staff (62%) are in the 30 to 49 age group. Last year the corresponding proportion was 63%.
- Overall, 98% of the staff in Queen Elizabeth II Conference Centre work full time (compared with 94% last year).

### Staff Changes

Over the year to 31 March 2012, four staff joined Queen Elizabeth II Conference Centre, and four members of staff resigned<sup>11</sup>.

There were no promotions during the year and no staff took maternity leave during the year.

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<sup>9</sup> Source: Civil Service Statistics 31 March 2012, published 25 October 2012.

<sup>10</sup> Source: Annual Population Survey (NOMIS)

<sup>11</sup> Due to the nature of workforce definitions used to calculate staffing figures in line with Office for National Statistics (ONS) definitions, the net effect of joiners and leavers is not consistent with the overall change in staffing from 2010/11 to 2011/12. This is because some staff may have moved on and off the count of staffing depending on their pay status in the organisation without actually having left or joined the organisation. For example, an individual who went on career break in the 2011-12 year will not be counted on headcount for 31 March 2012; however they have not formally left the organisation and are not counted as such.

## Annex B: Planning Inspectorate Data

This annex is an analysis of the 2011-12 workforce diversity data for the staff working in the Planning Inspectorate

At 31 March 2012 675 members of staff worked for the Planning Inspectorate. This compares with a total of 699 staff in the previous year<sup>12</sup>.

Key Findings from the analysis are:

- Of the 675 staff working in Planning Inspectorate, 32% were AA/AO (33% last year), 26% (25% last year) were G6 and 19% (the same as last year) EO with much smaller numbers and percentages of staff in the other grades.
- Women accounted for 41% of the workforce overall. This was the same last year. The percentage of women was highest in the AA/AO grade (56%).
- 89% of staff declared their details in relation to ethnicity. Based on the known data, three per cent of the workforce declared themselves as from a minority ethnic background. This compares with nine per cent in the Civil Service as a whole<sup>13</sup> and 12% in the economically active population<sup>14</sup>.
- Of those staff for whom information is available (69%) and 8% (the same as last year) declared themselves as disabled.
- Analysis of the age profile shows that 72% of the workforce were aged 40 and over (70%) and 48% (45% last year) were aged 50 and over.
- Part time workers comprised 32% of the workforce. Part time working was most common amongst G7s and G6s, as last year.

### Staff Changes

Over the twelve months to 31 March 2012, four staff joined Planning Inspectorate, while 26 left – of these six resigned (see table 24). No detailed analysis of staff leaving Planning Inspectorate has been carried out because of the small number involved.

During the year there were four substantive promotions and five staff were on temporary promotion to higher grade(s) at some point during the year.

Four staff were on maternity leave at some point during the year.

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<sup>12</sup> Because of limitations with the data, the net effect of leavers and joiners is not consistent with the change in the workforce numbers

<sup>13</sup> Source: Civil Service Statistics 31 March 2012, published 25 October 2012.

<sup>14</sup> Source: Annual Population Survey (NOMIS)

## Annex C: Fire Service College Data

This annex is an analysis of the 2011-12 workforce diversity data for the staff working in the Fire Service College.

As at 31 March 2012 there were 146 members of staff working for the Fire Service College, compared with 159 in the previous year<sup>15</sup>.

Key Findings from the analysis are:

- The AO grade contains the largest proportion of staff at the Fire Service College (45%, compared with 40% last year). Staff in the G7 and above grades form the lowest proportion at 5% (6% last year).
- Women accounted for 42% of the workforce overall (43% last year). As last year the EO grade contains the largest proportion of female staff (48%).
- The proportion of staff declaring their ethnicity was 94%. Of these, one per cent declared themselves to be from a Black Minority Ethnic group. This compares with 9% in the Civil Service as a whole<sup>16</sup> and 12% in the economically active population<sup>17</sup>. The numbers are too small to permit detailed analysis.
- Information on disability is available this year for all staff (last year it was available for 75% of the staff). 5% of the staff declared themselves to be disabled – the same proportion as last year.
- The proportion of staff aged 40 and over has increased from 72 to 76%.
- Part time workers comprised 15% of the work force in both years. As last year part time working is more common at the lower grades.

### Staff Changes

Over the year to 31 March 2012, five staff joined Fire Service College, while 29 left – of these seven resigned. During the year there were five substantive promotions. One person took maternity leave during the year.

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<sup>15</sup> Because of limitations with the data, the net effect of leavers and joiners is not consistent with the change in the workforce numbers

<sup>16</sup> Source: Civil Service Statistics 31 March 2012, published 25 October 2012.

<sup>17</sup> Source: Annual Population Survey (NOMIS)