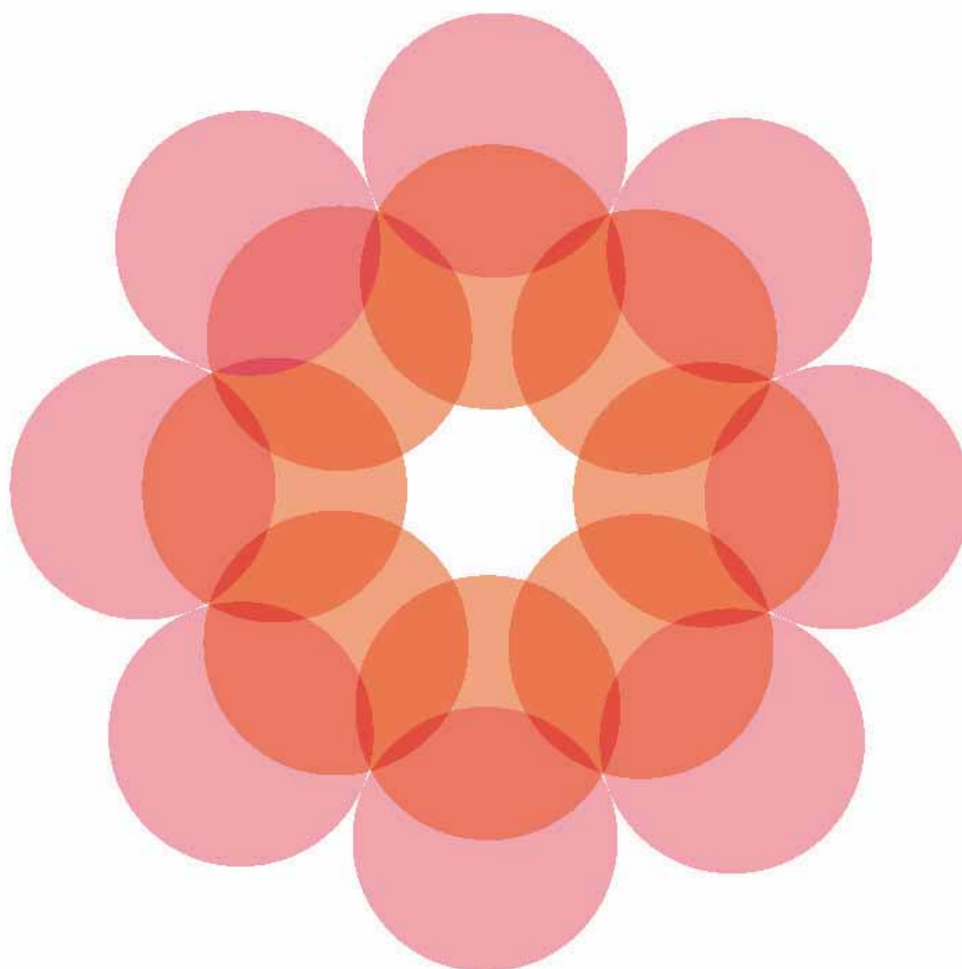


# Diversity Report

## 2009/10

**Ministry of Justice**  
(Excluding NOMS)



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# Introduction

This report provides diversity data for all staff within the Ministry of Justice (MOJ) excluding those for the National Offender Management Service (NOMS)<sup>1</sup>. It has been produced by using data from CHRIMSON, a Ministry of Justice administrative database. The data included is a snapshot of the position at 31<sup>st</sup> March 2010. The collection process involves self declaration at several points during the employment process, including application through to departure.

The MOJ is one of the largest direct delivery departments in Whitehall, employing 27,903 staff. Our staff develop policies and deliver services to a diverse range of individuals and communities. To ensure that we are effective, we need to make good use of the diverse talents that we have at all levels of the workforce. This means supporting all our staff to develop to their full potential.

Understanding the composition of our workforce enables us to highlight differences between groups in terms of satisfaction, engagement and progression. This in turn can help us to identify, tackle and prevent issues that would otherwise undermine employee engagement and productivity. It also allows us to support our staff by understanding their unique yet different contributions and encouraging them to use their talents to deliver better services to those who need them.

It is well recognised that organisations in which diversity is valued, reap many benefits, which ultimately improve the way we deliver our services:<sup>2</sup>

- Reduction in staff turnover.
- The creativity and innovation that comes from tapping into diverse perspectives
- Enhanced motivation and business performance
- Increased work harmony and reduce stress related absence.

Robust diversity monitoring ensures that we demonstrate real commitment to the Civil Service Diversity Strategy and the MOJ Equality Action Plan. Valuing and respecting our diverse workforce sends an important message to the diverse communities that we serve and makes us truly representative of them.

Finally, a number of abbreviations have been used throughout this report. Their meanings are clarified in the Explanatory Notes section on page 13.

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<sup>1</sup> NOMS produce and publish their data separately on [www.hmprisonservice.gov.uk/abouttheservice/noms](http://www.hmprisonservice.gov.uk/abouttheservice/noms)

<sup>2</sup> Talent Not Tokenism EHRC 2008

# Gender

**Table 1: Gender Profile Statistics - 2009/10**

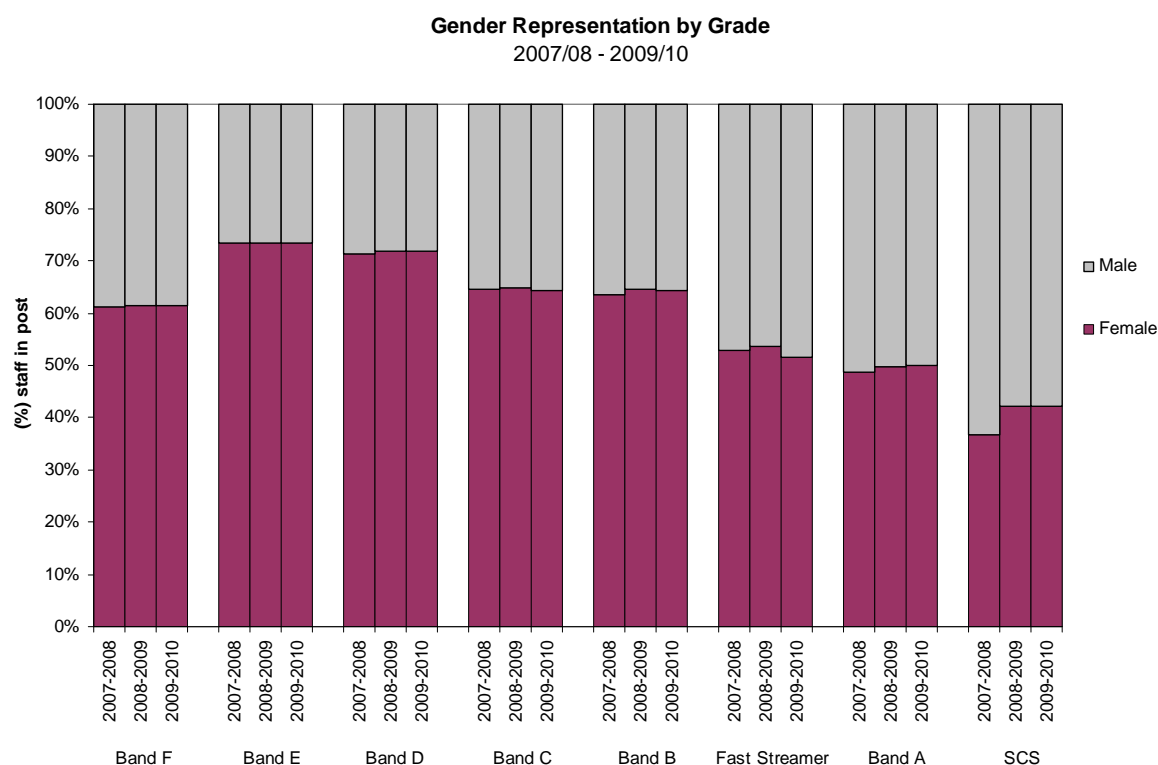
## Gender Profile

	Female	Male
Age (mean)	42.5 yrs	45.2 yrs
BAME <sup>1</sup>	15.9%	14.2%
White <sup>1</sup>	84.1%	85.8%
Tenure (mean)	8.9 yrs	9.3 yrs
Disabled <sup>2</sup>	3.4%	5.3%
Non-Disabled <sup>2</sup>	96.6%	94.7%
<b>Overall</b>	<b>68.3%</b>	<b>31.7%</b>

Notes:

1. Excludes undeclared BAME status
2. Excludes undeclared disabled status.

**Figure 1: Gender Representation by Grade, 2007/08 to 2009/10**



The graph above shows the gender of MOJ staff in post segmented by grade over a three year period. In total there are over twice as many female staff (68 per cent) compared with (32 per cent) male.

There is a larger proportion of female staff at lower grades and middle manager grades. This percentage decreases as the level of seniority rises. The male to female representation of staff in feeder grades<sup>3</sup>, is approximately equal; however, the chart shows that for SCS the representation shifts in that there is a higher proportion of male staff than female staff compared to other levels.

Female staff gaining entry to the SCS has increased slightly each year since 2007, which shows that the imbalance between male staff and female staff entering SCS is slowly changing.

The MOJ appraisal system applies to staff at Bands A to F. There are three markings which a member of staff may be given: outstanding, effective and improvement required.<sup>4</sup>

Overall, the percentage of male and female staff receiving an annual outstanding performance mark is similar with males only slightly more likely to receive a higher mark.

Sick absence rates are higher amongst female staff. This is a trend that is known to exist across most organisations.

Of those staff taking a career break 80 per cent are female. There is a perception that the majority of career breaks are taken to provide childcare, it would appear therefore that women are still responsible for the greater amount of childcare.

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<sup>3</sup> Feeder grades denote the Fast Stream and Band A's.

<sup>4</sup> An outstanding marking is only available to staff at Bands A to D.

# Ethnicity

**Table 2: BAME Representation Statistics - 2009/10**

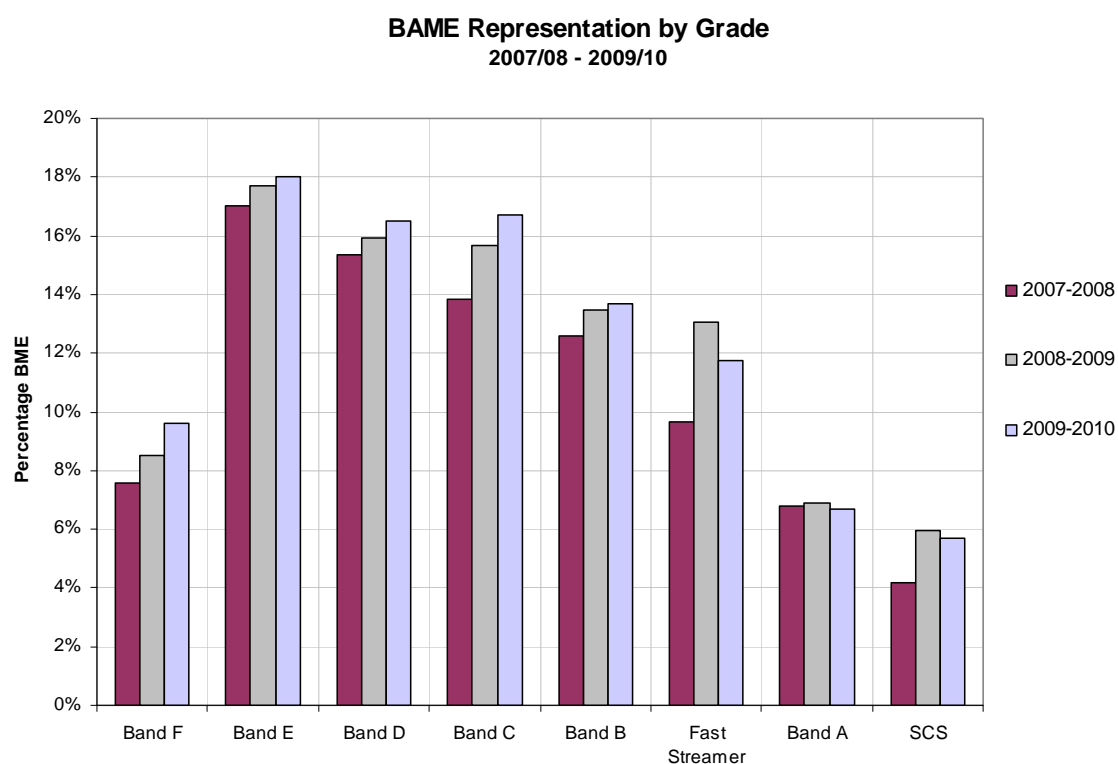
## BAME Representation

	<b>BAME<sup>1</sup></b>	<b>White</b>
Female (%)	15.9%	84.1%
Male (%)	14.2%	85.8%
Age (mean)	38.9 yrs	44.6 yrs
Tenure (mean)	7.9 yrs	9.7 yrs
Disabled <sup>2</sup> (%)	3.6%	3.2%
Non-Disabled <sup>2</sup> (%)	76.8%	80.5%
<b>Overall (%)</b>	<b>15.4%</b>	<b>84.6%</b>

Notes:

1. Excludes undeclared BAME status.
2. Excludes undeclared Disabled status

**Figure 3: BAME representation by Grade, 2007/08 to 2009/10**



As at the 31st March 2010 the proportion of employees within MOJ from BAME backgrounds was 15 per cent. Asian or Asian British are the most highly represented group at 7 per cent, followed by Black or Black British at 6 per cent.<sup>5</sup> This is proportionately similar to the civil service overall with the largest BAME group being Asian at 5 per cent followed by Black at 3 per cent.<sup>6</sup>

The proportion of White staff in MOJ that are aged 40 years and over was 65 per cent. This figure is significantly lower for Asian and Asian British staff with only 33 per cent over 40 years old. This could provide a reason for fewer Asian representatives at SCS level, with 81 per cent of staff at SCS level being over 40 years old and no members of the SCS under 30 years old.

Of staff awarded the temporary responsibility allowance just under 11 per cent are from BAME groups this figure is lower than their overall representation within MOJ (15 per cent).

Employees from BAME backgrounds are more highly represented in Band C, Band D and administrative (Band E and F) grades. The proportion of employees from BAME backgrounds in Bands C and D is 17 per cent closely followed by those in administrative grades at 16 per cent.<sup>7</sup> This compares with less than 6 percent for the SCS, the least ethnically diverse responsibility level. This representation in MOJ compares favourably with overall representation in the wider civil service.<sup>8</sup>

Each year since 2007 the representation of BAME staff in MOJ has increased at bands F to B. Band A and SCS shows a slight decrease in BAME representation in 2009/2010.

Currently one in five MOJ staff do not declare their ethnicity. This greatly affects the ability to present an accurate picture of the workforce profile.

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<sup>5</sup> Excludes undeclared BAME status.

<sup>6</sup> Data given for the overall Civil Service was issued by the Office for National Statistics and produced in a Statistical Bulletin dated 19<sup>th</sup> November 2010.

<sup>7</sup> Excludes undeclared BAME status.

<sup>8</sup> Data given for the overall Civil Service was issued by the Office for National Statistics and produced in a Statistical Bulletin dated 19<sup>th</sup> November 2010.

# Disability

**Table 3: Disability Profile Statistics - 2009/10**

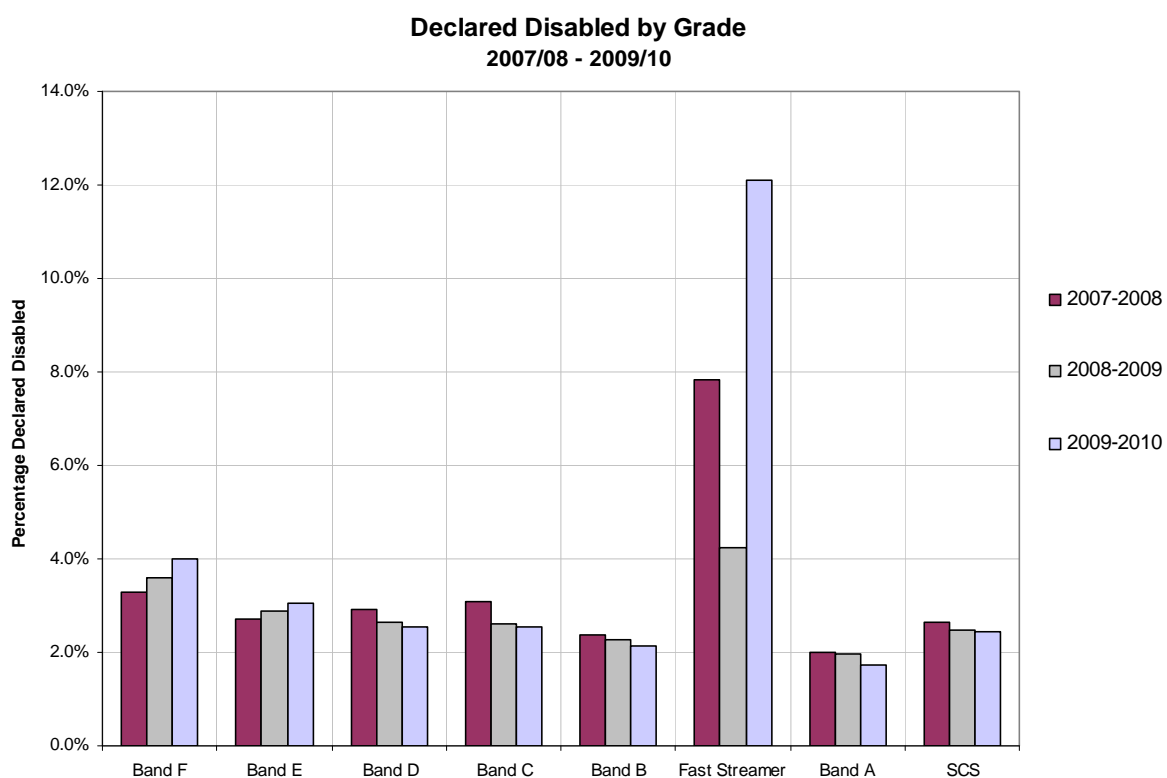
## Disability Profile

	Disabled	Non-Disabled	Not stated
BAME <sup>1</sup>	3.6%	76.8%	19.7%
White <sup>1</sup>	3.2%	80.5%	16.3%
Female (%)	2.8%	81.1%	16.1%
Male (%)	4.3%	77.3%	18.4%
Age (mean)	46.3 yrs	43.7 yrs	43.5 yrs
Tenure (mean)	11.3 yrs	9.5 yrs	9 yrs
<b>Overall (%)</b>	<b>3.2%</b>	<b>79.9%</b>	<b>16.8%</b>

Notes:

1. Excludes undeclared BAME status.

**Figure 4: Proportion of employees declared disabled, 2007/08 to 2009/10**





Staff within MOJ who declared a disability represented 3 per cent of permanent staff in post. This is lower than the overall Civil Service rate which showed that 8 per cent of Civil Service staff were declared disabled.<sup>9</sup>

Currently one in four MOJ staff do not declare their disability status. This again greatly affects the ability to present an accurate picture of the workforce profile.

There are more staff who have declared a disability in the lower grades – with nearly half working at Band E and 81 per cent are made up from Bands D, E and F. Staff who have declared a disability represent only 2 per cent of staff at Band B and above. The largest proportions of staff who have declared a disability are aged between 55 and 59 and the lowest proportions are in the 16 to 19 age group. The majority of staff with a declared disability work full time (76 per cent).

The SCS has the lowest proportion of staff with a declared disability at 1 per cent.

Staff who declared a disability represented 2 per cent of those in MOJ receiving outstanding markings slightly less than their overall representation in MOJ.

Of those staff leaving the MOJ 4 per cent had declared a disability. This figure has increased slightly each year from 2005. However, this is only slightly higher than their overall representation within MOJ and together with the largest proportion of staff with a declared disability being aged between 55 and 59 this could offer an explanation for the slightly higher leaving rates.

Just over 2 percent of staff who had been awarded Temporary Responsibilities allowances had declared a disability. This is slightly lower than their representation in the general workforce.

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<sup>9</sup> Data given for the overall Civil Service was issued by the Office for National Statistics and produced in a Statistical Bulletin dated 19<sup>th</sup> November 2010.

# Age

**Table 4: Age Representation Statistics - 2009/10**

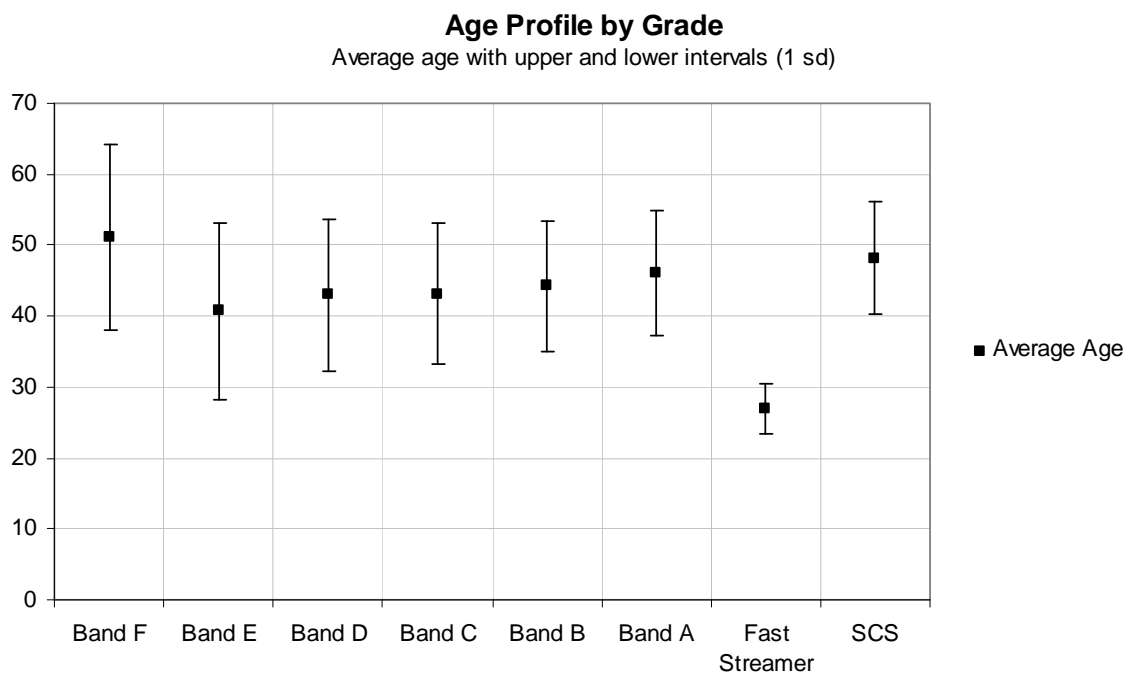
## Age Profile

BAME <sup>1</sup>	38.9 yrs	White	44.6 yrs
Female	42.5 yrs	Male	45.2 yrs
Declared Disabled	46.2 yrs	Non Disabled	43.8 yrs
<b>Overall</b>	<b>43.4 yrs</b>		

Notes:

1. Excludes undeclared BAME status.

**Figure 5: Age profile by grade in 2009/10**



The average age of staff within MOJ is 43.4 years. The average age of a female member of staff working in MOJ is 42.5 years and a male member of staff is 45.2 years. Staff aged 40 and above represent 61 per cent of staff in MOJ.

The largest two age groups in MOJ are 45 to 49 year old members of staff and 40 to 44 year old members of staff both at 14 per cent of the total workforce. Just under half of the SCS in MOJ are aged 50 or over which is representative of the whole Civil Service.<sup>10</sup> This compares to 35 per cent of staff aged 50 or over working at administrative grades, again, representative of the overall Civil Service.

This may suggest a lack of recruitment and/or promotion of younger or less experienced workers. If this current trend continues in future years, there may be longer term impacts for MOJ in terms of succession planning and higher sick absence levels.

Of those staff working reduced hours 68 per cent are over the age of 40. With a total of 18 per cent of MOJ staff aged under 30 this is slightly higher than the Civil Service overall figure of 14 per cent<sup>11</sup>. The largest group receiving temporary responsibility allowance are in the 25 to 29 age groups (17 per cent).

Fast streamers are generally younger than staff working in other bands, which indicate that those normally recruited are university graduates. Also, the upper and lower age ranges for fast streamers is not as wide spread as other Bands. Staff working in Band E are on average over 50 years but the large spread of ages shows that there are also some staff under 30 years old.

The amount of sickness absence recorded varies with age of staff. Younger staff tend to have lower absence levels and staff over 50 years old tend to have higher levels. This could indicate that staff aged over 50 are more likely to have more serious or complex health conditions which lead to longer periods of absence. This would also be the case in the overall population with serious illness being more frequent in the over 50's.

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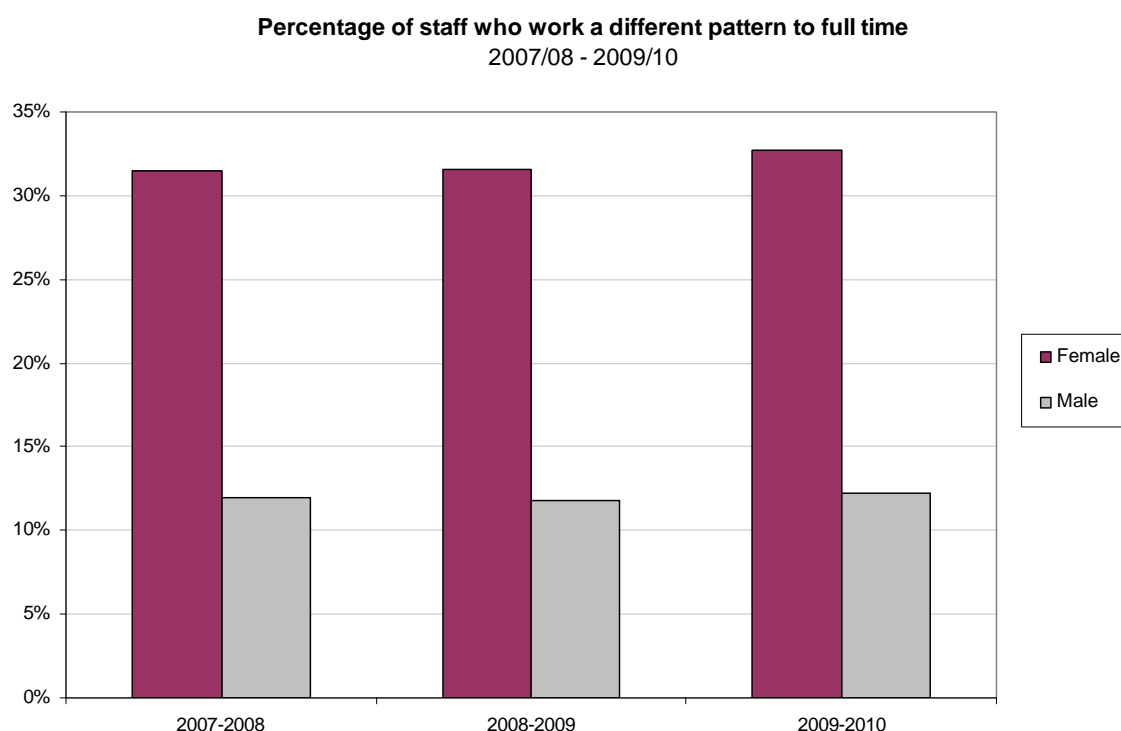
<sup>10</sup> Data given for the overall Civil Service was issued by the Office of National Statistics and produced in a Statistical Bulletin dated 19<sup>th</sup> November 2010.

<sup>11</sup> Data given for the overall Civil Service was issued by the Office of National Statistics and produced in a Statistical Bulletin dated 19<sup>th</sup> November 2010.

## Working Patterns

In MOJ, flexible working is available to all staff regardless of their gender. There are 6,691 staff who currently do not work full time.<sup>12</sup> However, the majority of staff who utilise this opportunity are female. 33 per cent of women work a different working pattern other than full time compared with only 12 per cent of men. This figure is virtually the same as the previous year.

**Figure 5: Percentage of staff working a different pattern to full time, 2007/08 – 2009/10**



At all grades, there are more female staff working an alternative working pattern other than full time than male staff. There is a general perception that those who work a different working pattern other than full time, do so to enable them to care for children or for a relative, this would demonstrate that in MOJ the majority of all caring is still carried out mainly by females.

At Band A there are 21 per cent of females working an alternative working pattern compared with 5 per cent of male staff. The SCS has the lowest proportion of those working a different working pattern. This falls slightly to 20 per cent for females and 3 per cent for males.

Bands E and F have the highest proportion of staff who do not work full time (Band E 34 per cent female and 8 per cent male). Band F has more women working a different pattern than full time, 55 per cent. This Band also has the highest proportion of males who do not work full time, 40 per cent. Band F is usually the grade associated with court ushers. These are often people who are age 50 plus who may not want to work full time.

<sup>12</sup> This figure includes staff who work part time, job share and part year working but does not include other forms of flexible working such as home working or compressed hours.

It should also be noted that not all working patterns are recorded for example some working patterns may have been agreed at a local level e.g. working from home. However, efforts are being made to improve the coverage of this data and it is hoped that future reports will see an improvement in the completeness and accuracy of these areas.

# Explanatory Notes

## Percentages

In most cases percentages have been rounded to the nearest number and therefore differences may occur.

## Working Hours

Full time employees are those who work 37 hours per week (36 hours in London) Part time employees are those who work less than the normal contracted hours.

## Abbreviations

BAME (Black, Asian and Minority Ethnic)

HMCS (Her Majesty's Court Service)

MOJ (Ministry of Justice)

NOMS (National Offender Management Service)

TRA (Temporary Responsibility Allowance) – Where a member of staff is covering a post at a higher pay band for a period of more than 5 days in total an allowance (TRA) is used.

## Responsibility Levels

### Senior Management

SCS – Senior Civil Service

### Other Management Grades

Band A – (formerly Grade 6 and 7)

Band B – (formerly SEO – Senior Executive Officer)

Band C – (formerly HEO – Higher Executive Officer)

Band D – (formerly EO – Executive Officer)

### Administrative Grades

Band E – (formerly Administrative Officer)

Band F – (formerly Administrative Assistant)

## Data Quality

There is limited data available for sexual orientation and religion and belief because this information has not previously been routinely collected. As a result it has on this occasion been omitted from this report.

In May 2011 a new Employee Self Service IT System was introduced in MOJ. All staff will have access to it and it allows them to review and edit their own personal details, including sexual orientation and religious belief. It is therefore expected that there will be more data available in these areas, which will be accessible for the 2011/2012 period.

## Contact points for further information

Press enquiries on the contents of this bulletin should be directed to the Ministry of Justice press office:

**Press Office**

Tel: 020 3334 3536

Other queries should be directed to:

Corporate Equality Division  
Ministry of Justice  
1st Floor  
102 Petty France  
London  
SW1H 9AJ

Tel: 020 3334 4628

Email: [Equality.advice@justice.gsi.gov.uk](mailto:Equality.advice@justice.gsi.gov.uk)