
Equality Monitoring 2011/12

**DfT Equality
Monitoring
Annual
Summary
2011/12**

**In House Analytical
Consultancy**

**Version 1.0
14 December 2012**



**Department
for Transport**



GOVERNMENT OPERATIONAL RESEARCH SERVICE

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Foreword

DfT is pleased to introduce its annual summary of equality monitoring reports produced by DfTc and Agencies. The Department recognises that, in order to deliver transport that works for everyone and to meet its business objectives, staff need to be representative of the diverse communities to whom we provide a service.

The data presented in this report summarises more detailed monitoring reports prepared for the DfT centre and each of the Department's Executive Agencies:

- Driving Standards Agency (DSA);
- Driver and Vehicle Licensing Agency (DVLA);
- Government Car and Dispatch Agency (GCDA);
- Highways Agency (HA);
- Maritime and Coastguard Agency (MCA);
- Vehicle Certification Agency (VCA)
- Vehicle and Operator Services Agency (VOSA); and
- DfT Centre (DfT(C)).

The data enables us to examine trends, identify key issues and explore future action as well as monitoring progress against our objectives. This report is intended to provide people with the "bigger employment picture" in relation to equality monitoring for the DfT throughout the UK.

If you have any queries or comments on the contents of this report please contact the DfT Corporate Equality and Diversity Team through the following link

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DfT Corporate Equality and Diversity Team

Human Resources Directorate

Chapter 1: Management Summary

1.1 Introduction

This report contains a summary of the diversity of DfT family staff for 2011/12.

It considers the diversity of the whole DfT family and summarises findings from individual agency reports which:

- identify differences between diversity groups;
- compare the diversity of staff with the diversity of local populations; and
- highlight any changes since previous years.

Data related to staff in post at the end of 31st March 2012, and cessations between 1st April 2011 and 31st March 2012.

1.2 Key Findings: Year on year changes

DfT(C) and a number of executive agencies undertook restructuring in the previous financial year, and the effects of this were still in evidence during 2011/12.

The Civil Service wide recruitment freeze that came into effect in May 2010 continued into 2011/12. As a result there has been a net 5.0% decrease in the staff employed across DfT, from 17,863 on 31st March 2011 to 16,974 on 31st March 2012.

There was no significant change in the proportion of female staff, black or minority ethnic (BME) staff, disabled staff, or staff working part time.

1.3 Key Findings: Sex

In all parts of the Department except DVLA, the male/female split was

significantly different from that of local working-age populations, with more male staff than expected. In DVLA there were disproportionately more females than in the local working-age population.

Nearly 60% of DfT family staff were male, and there were more males than females in each part of DfT except for DVLA where 62.2% were female. Just over half of DfT's female staff were in DVLA.

Female staff were more likely to have occupied office-based jobs, support/administrative and process roles rather than more specialist roles (engineer, driving examiner, etc).

Over three quarters of part-time staff were female: just over 30% of female staff worked part-time compared with 6.4% of male staff.

Female staff were more likely to have had sickness absence than male staff in all parts of DfT except VOSA.

In some parts of DfT and some locations, more recruitment applications were received from male applicants than expected, compared with the local working-age populations.

More male staff left DVLA and VOSA than expected, given the proportion of male staff in post.

Female staff were more likely to have received a higher performance management mark than male staff in DfT(C), DVLA, HA and VOSA.

Female staff were less likely to have been involved in disciplinary procedures than male staff.

1.4 Key Findings: Race

5.7% of those staff who had declared their race were BME.

The proportions of BME staff varied between Executive Agencies and by job type, as might be expected given the geographical spread of DfT's locations. At some Executive Agencies there were significantly fewer BME staff than expected compared with the local working-age populations (DSA, DVLA, HA-Traffic Officer Service and VOSA-West Midlands). In DfT(C), the proportion of BME staff was higher than the proportion in the local working-age population.

More BME applicants than expected had applied for posts at DSA-driving examiner, HA-Birmingham and VCA, when compared with the local working-age populations.

There were more BME staff in the younger age groups than expected.

Race was linked to performance management marks in DVLA and HA (BME staff less likely to have achieved the highest performance mark) and DfT(C) (white staff more likely to have achieved the highest performance mark).

1.5 Key Findings: Disability

10.6% of those who had declared a disability status had identified themselves as disabled.

For most of DfT, there were fewer disabled staff than expected given the local working-age populations.

The proportion of disabled staff varied by job type and Agency, with the highest rates tending to be for administrative or office based roles.

Disproportionately more disabled staff were involved in grievance cases than expected.

In many parts of DfT, disabled staff were more likely to have had sickness absence than non-disabled staff.

In addition, in most parts of the Department, where disabled staff had had sickness absence, they took significantly more days than non-disabled staff or staff who had not declared their disability status.

Non-disabled staff in DVLA and HA were more likely to have received a higher performance mark than disabled staff or those who had not declared their disability status.

There were more non-disabled applicants for posts across DfT than expected compared with the local working-age populations.

Disabled staff tended to be older than non-disabled staff.

1.6 Key Findings: Age

DfT staff tended to have an older age profile than local working-age populations. Two-thirds of DfT staff were 40 years or over and only 2.4% of staff were under 25 years. In GCDA and DSA over one sixth of staff were 60 years or older.

As might be expected, there were more younger staff in the lower pay bands compared with the higher pay bands.

In most Executive Agencies, younger staff were more likely to have recorded more days training than older staff.

In many of the Agencies, staff in lower pay bands were more likely to have had sickness absence, and in some individual parts of the Department, older staff were more likely to have had more days sickness absence than younger staff.

Female staff tended to be younger than male staff, across DfT.

A significantly higher number of discipline cases were invoked for younger staff than for older staff.

Staff leaving DfT(C) and HA had a significantly older age profile than the staff in post age profile.

Younger staff were more likely to have received a higher performance mark than older staff in DfT(C) and HA.

1.7 Key findings: Other

Part-time staff were more likely to have been female, older or to have been in lower pay bands than full-time staff.

A significantly higher proportion of part-time staff left the DfT family than full-time staff.

Of the staff who had declared their religion and belief status, 82.0% indicated that they held a belief.

Of staff declaring their sexual orientation, 2.9% declared themselves to be lesbian, gay or bisexual.

In several of the Executive Agencies, there was evidence to suggest that staff that had had sickness absence were less likely to have received top performance marks, and that full-time staff were more likely to have achieved a higher performance mark than part-time staff.

1.8 Information Recommendations

The quality of the data overall was very good, as was the assistance and additional information provided in order to help process and analyse the data.

Information on recruitment was delayed due to problems of data assembly by our

Shared Services Department. The specification and systems changes have been addressed to ensure that in future recruitment data will be automatically captured. Changes in the way internal recruitment is managed meant that there was no 2011/12 data available for analysis for DfT(C), DVLA, HA, VOSA and MCA.

Race and disability declaration rates vary within the DfT family (see section 2.5). Declaration rates for race and disability across DfT had not changed significantly from the previous year, although improvements had been made in some individual Agencies.

Information on sexual orientation and religion and belief in general was not complete enough for analysis. Declaration rates varied from 0% to 65% across the Agencies. Declaration rates had improved significantly across DfT from 2010/11 to 2011/12 for both sexual orientation and religion and belief.

It is recommended that efforts are continued to maintain or improve declaration rates of existing staff and that importance continues to be placed on recording this information throughout the recruitment process.

Chapter 2: Introduction

2.1 Equality Monitoring

This report contains a summary of the diversity of DfT staff for 2011/12.

It considers the diversity of the whole DfT family and summarises findings from individual Agency reports which:

- identify differences between diversity groups;
- compare the diversity of staff with the diversity of local populations; and
- highlight any changes since previous years.

Any 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.

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

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 Human Resources functions in DfT(C) and each Agency, and has been summarised in the annex tables at the end of this report, and in the annexes for each individual report.

Recruitment data was provided by DfT Shared Services, on behalf of the DfT Resourcing Group (DRG), except for DSA, VCA and GCDA who provided their own data.

Throughout this report any references to declaration rates or staff who had declared their (e.g. disability) status apply to staff who have identified with a particular diversity category. For the purposes of this report, staff who have declared that they prefer not to say have been grouped with those for whom no information is available and described as unknown/undeclared. So if 10% of staff had chosen not to specify their race, and information was not available for a further 20% we would quote 70% as the declaration rate, even though technically 80% had made a declaration.

Generally, where “executive agencies” or “agencies” are referred to in the text, DfT(C) is also implied.

Separate reports for DfT(C) and each Agency can be accessed from the DfT website.

2.3 Data coverage

Data related to staff in post across the DfT family at the end of 31st March 2012, and cessations between 1st April 2011 and 31st March 2012.

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

The DfT family consists of:

- Driving Standards Agency (DSA);
- Driver and Vehicle Licensing Agency (DVLA);
- Government Car and Dispatch Agency (GCDA);
- Highways Agency (HA);
- Maritime and Coastguard Agency (MCA);
- Vehicle Certification Agency (VCA)
- Vehicle and Operator Services Agency (VOSA); and
- DfT Centre (DfT(C)).

For the purposes of this equality monitoring analysis, Senior Civil Service (SCS) staff have been included with the SCS in DfT(C) rather than in the individual agencies.

2.4 Data groupings

DfT staff occupy a wide range of posts including administrators, coastguards, driving examiners, marine surveyors, traffic officers, engineers, operational staff, industrial staff and vehicle inspectors. Each type of role has its own

diversity characteristics, and some summary information can be seen in this report. More detailed discussions of job type can be found in individual Agency reports.

Pay bands differ across the DfT family, and therefore summary analysis by pay band was not possible.

Further information can be found in the Annexes. Annex A contains notes on the comparative data; Annex B outlines the analytical approach used; and Annex C contains key data tables.

2.5 Data quality

Data on staff sex, age and pay band are held for each member of staff, but data on disability, race, religion/belief and sexual orientation 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 consequently analysis was not always possible.

Percentages reported in this analysis are generally based only on data where information was declared and staff identified with a particular diversity category.

Declaration rates for different diversity characteristics and for each Agency are shown in the tables below.

	Race	Disability
DfT(C)	79.6%	85.4%
DSA	91.8%	92.2%
DVLA	98.1%	88.4%
GCDA	98.9%	100.0%
HA	84.6%	78.4%
MCA	88.3%	75.2%
VCA	100.0%	100.0%
VOSA	91.7%	94.6%

	Religion and belief	Sexual orientation
DfT(C)	52.4%	56.3%
DSA	40.1%	45.4%
DVLA	13.9%	21.2%
GCDA	61.8%	61.2%
HA	53.1%	65.4%
MCA	13.2%	61.6%
VCA	0.0%	0.0%
VOSA	0.0%	0.0%

Chapter 3: Statistical summary

This chapter considers the diversity mix across the whole DfT family, and describes key results that are common across the family, or that differ between agencies. Full detail is provided in individual Agency reports.

3.1 Overall staff numbers

Since the previous reporting year there had been a 5.0% decrease in the staff employed across DfT, from 17,863 in 2010/11 to 16,974 in 2011/12. A breakdown of staff numbers by diversity groups in DfT(C) and each Agency is shown in Annex C.

3.2 Sex

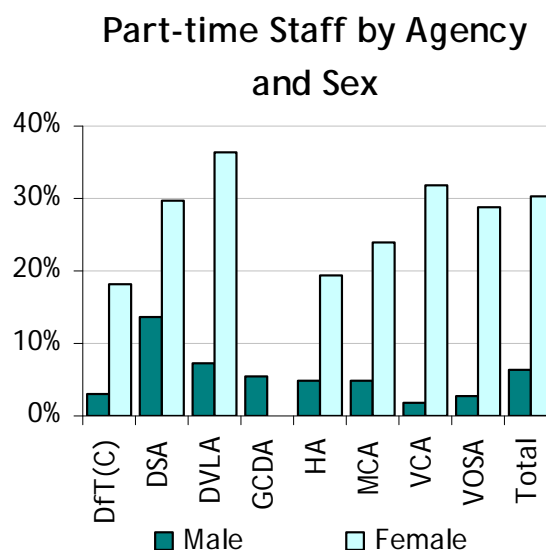
In DfT and each Agency, with the exception of DVLA, there were significantly more males than females compared with the local working-age populations. In DVLA the opposite was true, with significantly more females than males.

Overall, 40.9% (6,941) of staff in post were female, compared with 41.1% (7,338) in 2010/11. This change in the proportion of female staff was not statistically significant.

Just over half (52.5%) of DfT's female staff were in DVLA. Uniquely within DfT, DVLA had more female than male staff (62.2% or 3,642 female staff). In contrast, only 9.0% (16) of GCDA staff were female.

Over three quarters of part-time staff were female: 2,102 females and 646 males worked on a part time basis. As a proportion of staff in post, this equates to 6.4% of male staff and 30.3% of female staff working part time.

The following chart shows the proportion of part-time male and female staff in each Agency.



Female staff were significantly more likely to be in lower pay bands than male staff in a number of Agencies (DfT(C), HA and MCA-Spring Place).

3.3 Race

8.8% (1,490) of staff were of unknown or undeclared race. This was higher than the previous year (8.5%), but not significantly so.

Of the staff that had declared their race, 5.7% (883) had identified themselves as being from a black or minority ethnic (BME) group – no change in proportion when compared with the previous year.

BME staff were not distributed evenly across DfT: GCDA and DfT(C) had the highest proportions of BME staff (18.2% and 16.1% respectively), and DVLA had the lowest proportion (2.5%).

These differences can be partially explained by the fact that the Executive Agencies are based in different parts of the country, with a different racial mix making up the local populations. The

majority of GCDA staff were based in London, which has a much higher BME population than Swansea, for example, where most of DVLA’s staff were based.

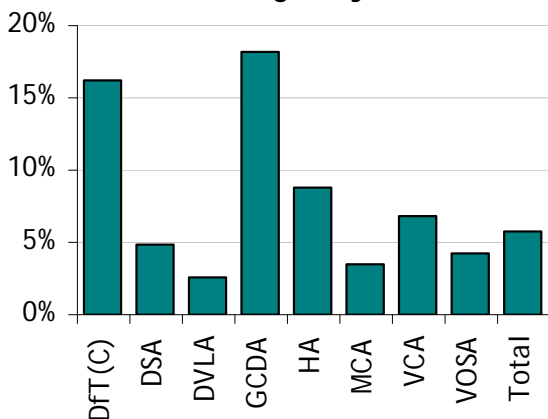
The proportion of BME staff in DfT(C), DSA, DVLA and the Traffic Officer Service in HA was significantly lower than the proportion of BME people in the corresponding local working-age populations.

For DVLA and DSA, many individual locations did not have a significantly different race profile than the local working-age population, only when all the Agency locations were analysed as a whole was the difference significant.

For VOSA, the proportion of BME staff in the West Midlands was significantly lower than the proportion of BME in the local working-age population; there were no significant differences for other VOSA locations.

The following chart shows the proportion of BME staff (where race has been declared) in each Executive Agency.

Proportion BME Staff by Agency



In DfT(C), DSA and the Non-Traffic Officer Service in HA, as pay band increased, there was a significant

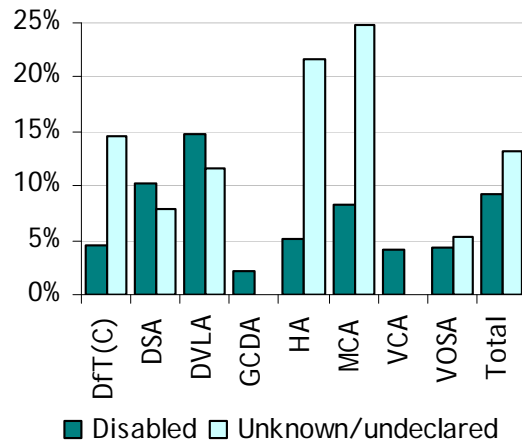
decrease in the proportion of BME staff, and an increase in white staff.

3.4 Disability

2,234 staff had an unknown or undeclared disability status (13.2%); this is similar to the previous year (13.0%).

The following chart shows the proportion of staff who had declared themselves disabled and the proportion that had no known disability status (undeclared or those that stated they preferred not to say) in each Executive Agency.

Disability Status by Agency



Of the staff who had declared their disability status, 10.6% (1,560) had indicated that they were disabled. This is a small increase from 10.4% (1,621) in 2010/11.

The highest proportion of disabled staff was in DVLA, where 16.7% of those who had declared their disability status had indicated that they were disabled. The lowest proportion of disabled staff was 2.2% in GCDA.

In each separate part of the Department, there were fewer disabled staff than expected, compared with the local working-age populations. There were exceptions to this: in DSA, DVLA, VOSA

and MCA, a small number of locations had a proportion of disabled staff which was not significantly different from the working-age population.

3.5 Religion and belief

The religion and belief status of nearly three quarters of staff (12,235) was unknown or undeclared. There was a significant increase in declaration rates from 2010/11 to 2011/12 (25.6% to 27.9%). More detail on declaration rates for each Agency is given in section 2.5.

Of the staff who had declared their religion and belief status, 82.0% (3,886) indicated that they held a belief, a small increase on the previous year.

3.6 Sexual orientation

The sexual orientation status of nearly two thirds of staff (10,672) was unknown or undeclared. There was a significant increase in declaration rates from 2010/11 to 2011/12 (35.1% to 37.1%). More detail on declaration rates for each Agency is given in section 2.5.

Of staff declaring their sexual orientation, 2.9% (180) declared themselves to be lesbian, gay or bisexual - the same proportion as the previous year.

3.7 Job type

Executive Agencies were asked to provide information on their staff's job types.

Analysis by job type is a powerful way of understanding the differences in staff diversity across DfT, and many of the individual Executive Agency reports include analysis within job type.

The following table shows the proportion of staff in different diversity groups (where race and disabled status had been declared) across the different job

types, ordered by percentage of female staff.

	% Female	% BME	% Disabled
DSA - Support	93.3%	0.0%	0.0%
DVLA - Operational	63.8%	2.8%	17.1%
VOSA - Non-technical	63.2%	5.5%	4.7%
DSA - Admin	56.5%	4.5%	16.4%
DVLA - Non-operational	54.9%	1.2%	15.1%
MCA - Administrator	54.5%	3.0%	12.9%
VCA - Admin	44.7%	8.2%	5.9%
HA - Non Traffic Officer Service	39.5%	12.4%	8.1%
DfT(C) - Normal Pay Band	37.9%	16.6%	5.6%
GCDA - Non-industrial	25.0%	10.0%	10.0%
MCA - Coastguard	22.7%	0.5%	10.0%
DSA - Examiner	19.0%	5.1%	9.4%
HA - Traffic Officer Service	15.6%	4.4%	4.6%
VOSA - Technical	6.1%	3.5%	4.5%
DfT(C) - Specialist Pay Band	5.1%	7.7%	1.4%
VCA - Engineers	4.8%	4.8%	1.6%
GCDA - Industrial	4.3%	20.6%	0.0%
MCA - Marine Surveyor	4.0%	13.0%	8.5%

Females were more likely to occupy office-based support/administrative/

process roles and less likely to be found in engineering/technical roles.

The proportions of BME staff and disabled staff varied considerably by job type. Some variation is likely to arise from non-declaration, and some due to the local populations from which staff are drawn.

The analysis undertaken for each Executive Agency indicated that in some locations the proportion of BME staff was reflective of the local working-age population; in other locations it was not. For job types that require a high level of expertise/training, sex/race/disability proportions may be less dependent on local working-age populations and more related to the wider population with the required skills.

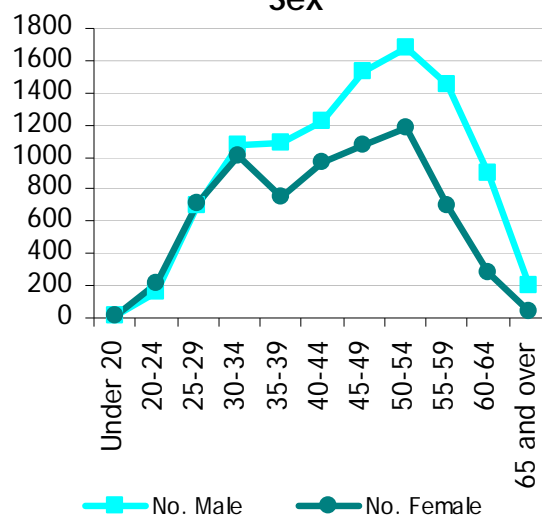
Some variation in the disability across job types is probably due to some job types being less attractive to people with certain kinds of disability.

3.8 Age

Overall, the Department has a workforce that tends to be older than the people in the local working-age populations – two-thirds of staff (66.2%) were aged 40 years or older and only 2.4% (412) of staff were under 25 (of which two-thirds were in DVLA (281)). The proportion of staff aged 40 years or older was significantly higher than in the previous year (64.5% in 2010/11).

The age profile of staff was different for males and females, as shown in the chart below; male staff tended to be older than female staff for most Agencies.

Staff Age Distribution by Sex



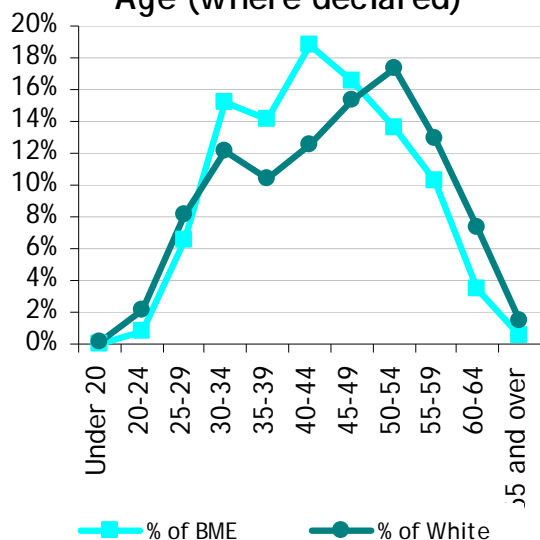
In two Executive Agencies over one sixth of staff were 60 years or older: GCDA (19.7%) and DSA (16.1%). This is reflected in the average age of staff in each Agency, shown in the table below (ordered by decreasing average age).

Agency	Average Age (years)
GCDA	50.0
DSA	49.1
VOSA	47.2
MCA	46.1
HA	45.0
DfT(C)	43.6
VCA	43.5
DVLA	41.4

In most Executive Agencies, younger staff tended to be in the lower pay bands, and older staff in the higher pay bands.

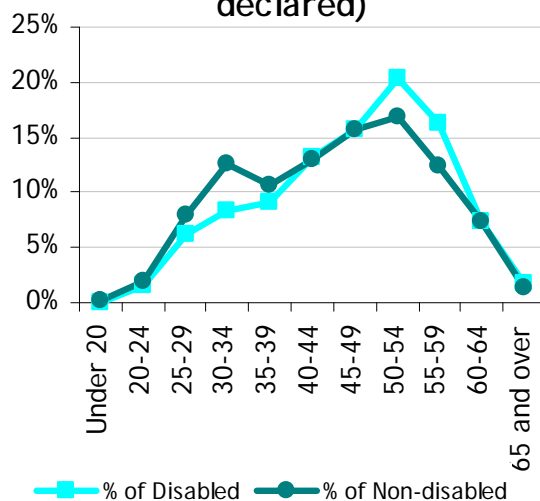
White staff were older than BME staff: a higher proportion of BME staff were aged less than 50 years than white staff.

Staff Race Distribution by Age (where declared)



Generally across DfT, disabled staff tended to be older than non-disabled staff (where disability status had been declared).

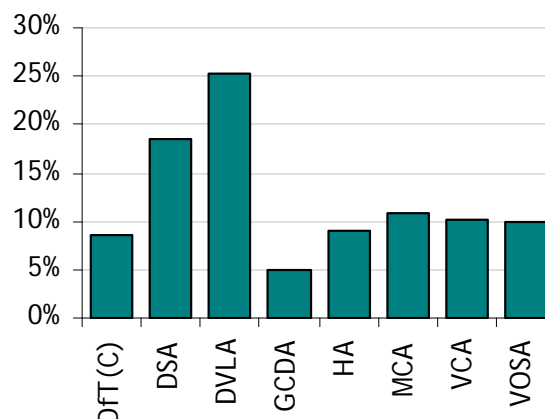
Staff Disability Status Distribution by Age (where declared)



3.9 Working pattern

Across DfT, on average 16.2% of staff worked part time. Working patterns varied across the Executive Agencies, as shown in the chart below.

Proportion Staff Working Part Time



In the majority of Agencies, part-time staff were more likely to have been female, older and to have been in lower pay bands than full-time staff.

3.10 Recruitment

A Civil Service-wide recruitment freeze came into effect in May 2010, and continued into 2011/12.

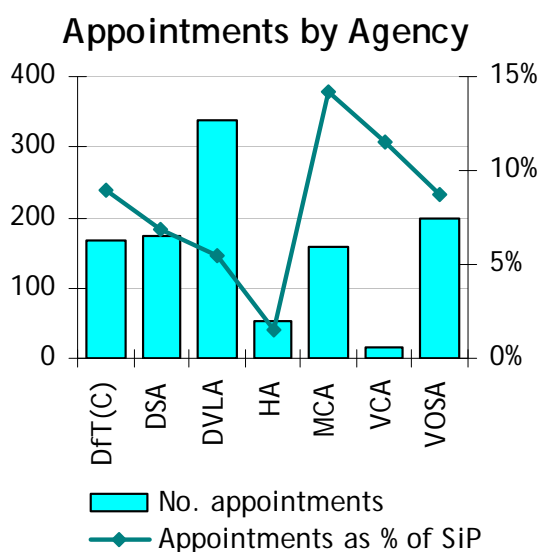
GCDA recruited just one member of staff; due to this small number, and to protect this individual’s privacy, GCDA have not been included in the DfT wide summary.

Data was collected from the remaining Agencies for recruitment campaigns that were advertised either across the DfT family, across the Civil Service, or outside of the Civil Service. In addition, data on posts advertised internally to DSA was also collected as this was provided by DSA: this data was not held centrally for most Agencies and therefore has not been analysed in this summary report.

From the recruitment data collected, 14,075 applications were received in response to campaigns advertised within the DfT family, across the Civil Service,

or outside the Civil Service and 1,105 staff (new or existing) appointed across DfT.

Almost a third of appointments were to DVLA. The number of staff appointed to each Agency is shown in the chart below, which also shows the number of appointments as a proportion of staff in post at the start of the year (1st April 2011).



Diversity analysis of applicants was limited due to small numbers and low declaration rates. Where analysis was possible, the following were significant (compared with the local or GB working-age population):

- more male applicants than expected (DfT(C)-London, DSA-driving examiners, HA – Manchester and Birmingham, VCA, VOSA, MCA – coastguards and marine surveyors);
- more BME applicants than expected (DSA-driving examiners, HA-Birmingham, VCA); and
- more non-disabled applicants than expected (DfT(C)-London, DSA-driving examiners, DVLA, HA-Birmingham, MCA, VOSA).

Across the DfT family, where analysis was possible, there was no consistent pattern of success for any particular diversity group throughout the recruitment process. For further details see the individual reports.

3.11 Cessations

DfT(C) and a number of Executive Agencies undertook restructuring and offered voluntary exit schemes during the year. Please refer to the reports produced by the DfT(C) and its Executive Agencies for fuller details.

In total, 1,191 staff left DfT - 6.7% of those who had been in post at the beginning of the year (significantly different from the cessation rate in the previous year, 7.9%).

A significantly higher proportion of part-time staff left DfT (10.3%), compared with the proportion of full-time leavers (6.4%).

Overall, across DfT, there was no other significant difference in the diversity characteristics of leavers and staff in post, although less information was held about leavers than those remaining in post.

In some individual parts of DfT, there were significant differences in the characteristics of leavers compared with staff in post:

- leavers had a older age profile (DfT(C) and HA, probably due to retirement);
- more male leavers than expected (DVLA and VOSA); and,
- fewer white leavers than expected (DVLA).

3.12 Performance management

As DfT(C) and its Executive Agencies operate performance management different systems, it was not possible to consolidate and analyse performance management data as a whole.

However, for each Executive Agency that had performance management marking, the proportion of staff achieving the highest (or higher) mark was analysed by diversity group.

There were some differences between diversity groups, although no consistent pattern was seen across the Executive Agencies.

In DSA, DVLA and HA, there was evidence to suggest that staff that had had no sickness absence were more likely to have received top performance marks. In DfT(C) and VOSA, staff who had had fewer days sickness absence were more likely to have received a top performance mark.

Additionally, there were differences by race, age, disability status, working pattern and sex at some Executive Agencies:

- race was linked to performance mark in DVLA and HA (BME staff less likely to have achieved the highest performance mark) and DfT(C) (white staff more likely to have achieved the highest performance mark);
- female staff were more likely to have achieved a higher mark than male staff (DfT(C), DVLA, HA, VOSA);
- non-disabled staff were more likely to have received a higher performance mark than disabled staff or those who had not declared their disability status (DVLA, HA);
- full-time staff were more likely to have achieved a higher performance mark than part-time staff (DfT(C), DVLA, HA); and
- younger staff were more likely to have received a higher mark than older staff (DfT(C), HA).

Please refer to the individual reports for fuller details.

3.13 Learning and development

GCDA staff generally did not record training. For the remainder of the DfT family, 25,986 days of training and development were recorded: an average of 1.5 days per staff member.

The training analysed here only includes training booked and recorded centrally. Therefore it is likely that recorded training understates the total amount of learning and development actually undertaken.

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

3.13.1 Staff with training

For all individual reports except DfT(C), analysis of whether staff had undertaken training or not was performed separately for each job type, since training requirements appeared to differ by job type.

Full-time staff were more likely to have had training compared with part-time staff in three Executive Agencies (DSA, VOSA and VCA).

There were no other consistent patterns across the Agencies, but further details for each Agency can be found in the individual reports.

3.13.2 Total amounts of training

For DfT as a whole, significant differences were seen in the number of days training undertaken by staff, by working pattern and age:

- full-time staff had recorded, on average, significantly more days training compared with part-time staff; and,
- younger staff had recorded, on average, significantly more days training compared with older staff.

The amount of training recorded is also linked with job type, and in four Agencies there was a significant difference in the number of days training per person between different job types (DSA, HA, VOSA and VCA).

3.14 Grievances cases

A total of 105 grievance cases were recorded.

- 33.3% (35) came from females;
- 4.3% (4) from BME staff (where race had been declared);
- 24.7% (22) from disabled staff (where disability status had been declared); and,
- 13.3% (14) from part-time staff.

Grievance cases were significantly more likely to have been raised by disabled staff than non-disabled staff or staff that had not declared their disability status. Race, sex and working pattern were not significant factors.

3.15 Discipline cases

Disciplinary procedures were invoked for 182 members of staff. Of these:

- 31.9% (58) were against females;
- 5.3% (9) were against BME staff (where race had been declared);
- 13.5% (20) were against disabled staff; and,
- 12.6% (23) were against part-time staff.

Disciplinary procedures were significantly more likely to have been invoked for younger staff than older staff and less likely to have been invoked for female staff than male staff. Non-disabled staff were also less likely to have been part of disciplinary procedures than disabled staff or those who had not declared their disability status. Race and working pattern were not significant factors.

3.16 Sickness absence

Sickness absence reported here applies to staff who were in post at the end of 2011/12, excluding staff on long term leave, but including staff on long term sick leave. Data presented here does not precisely 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 no adjustments for available working time have been made – e.g. staff who have worked for less than the full year.

Sickness absence was not recorded in exactly the same way across the DfT family, so a summary of the number of days taken has not been possible for DfT as a whole.

3.16.1 Staff with sickness absence

The analysis of likelihood of having had sickness absence indicated that for DfT overall, female staff, disabled staff and staff in lower pay bands were more likely

to have had some sickness absence compared with their colleagues.

For most individual equality monitoring reports except DfT(C), the analysis of likelihood of having had sickness absence was undertaken separately for each job type, as sickness absence appeared to vary by job type – in DSA, HA, MCA, VCA and GCDA this variation was significant.

The factors identified for DfT overall were also commonly identified at an individual Executive Agency level. In particular, in most Executive Agencies female staff were more likely to have had sickness absence (all but VOSA), as were disabled staff (DfT(C), DSA, DVLA and HA). Pay band was a factor in five of the Executive Agencies, with staff in lower pay bands more likely to have had sickness absence (DSA, DVLA, HA, VOSA and MCA Admin staff).

3.16.2 Amount of sickness absence

For the individual Agency reports, analysis was carried out on the amount of sickness absence for those staff who had been absent.

Across half of the DfT family (DfT(C), DSA, HA, VOSA), disabled staff who had been absent due to sickness had been absent for longer than expected, compared with non-disabled staff or staff who had not declared their disabled status.

The only other diversity characteristic that was a factor in the amount of sickness absence taken was age: older staff who had been absent due to sickness had been absent for longer than expected, compared with younger staff (DfT(C), DSA, HA and VCA only).

In HA, MCA and VCA, the number of days of sickness absence also varied significantly between different job types.

Chapter 4: Next steps

The analysis in this report is a summary. The more detailed individual Agency equality monitoring reports will enable the Department for Transport to identify areas of good practice and those in need of improvement.

The next steps will be for DfT(C) and each of the Executive Agencies to take action and develop appropriate objectives to address issues of under-representation and progression, work to attract a wider pool of talent, act on relevant feedback from staff engagement surveys and improve declaration rates.

As a result of these measures we aim to attract, retain and develop a workforce which reflects the customers we serve.

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 Authority¹ 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 occupation².

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 2011/12 Equality Monitoring reports was based on the one year period October 2010 - September 2011³, and downloaded from www.nomisweb.co.uk ("Nomis") on 18th April 2012.

A.1.3 Population

Population data at local authority level from the APS was combined with **mid-year (30 June) population estimates** for 2010 – the most recent year available. These were also available at Local Authority level and were based upon results from the 2001 Census with allowance for under-enumeration. These figures covered the entire population, not

¹ Local authorities including County Councils rather than District Councils.

² 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>

⁴ Data on race used the period October 2009-September 2010; this is explained further in section A.1.5.

just the working-age population, so to estimate the working-age population we took the number of males and females aged 15-64 years⁴ (only five year age bands were available).

A.1.4 Disabled 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 on race was unavailable when accessed for the period October 2010-September 2011, because of issues arising from changes to the survey questions. Therefore, data from the same period as the previous analysis (from October 2009-September 2010) were used in this year's analysis.

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.

⁴ 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.

Conversely all being equal, we might expect part-time staff, say, working three 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 relevant.

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 sex had a significant relationship with whether people 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 sex, 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

The tables contained in this annex are summary tables only. Full annex tables are available with each individual Agency equality monitoring report.

C.1 Year on year comparison – all DfT staff

Staff Type	March 31st 2011			March 31st 2012			Percentage point change	% change from 2011
	2010/2011	% of total	% of total declared	2011/2012	% of total	% of total declared		
All staff	17,863			16,974				-5.0%
Males	10,525	58.9%	58.9%	10,033	59.1%	59.1%	0.2%	-4.7%
Females	7,338	41.1%	41.1%	6,941	40.9%	40.9%	-0.2%	-5.4%
White	15,413	86.3%	94.3%	14,601	86.0%	94.3%	-0.3%	-5.3%
BME	935	5.2%	5.7%	883	5.2%	5.7%	0.0%	-5.6%
Unknown race	1,515	8.5%		1,490	8.8%		0.3%	-1.7%
Non-disabled	13,928	78.0%	89.6%	13,180	77.6%	89.4%	-0.4%	-5.4%
Disabled	1,621	9.1%	10.4%	1,560	9.2%	10.6%	0.1%	-3.8%
Unknown disabled status	2,314	13.0%		2,234	13.2%		0.2%	-3.5%
Full-time	15,065	84.3%	84.3%	14,226	83.8%	83.8%	-0.5%	-5.6%
Part-time	2,798	15.7%	15.7%	2,748	16.2%	16.2%	0.5%	-1.8%
Under 40	6,347	35.5%	35.5%	5,740	33.8%	33.8%	-1.7%	-9.6%
40 and over	11,516	64.5%	64.5%	11,234	66.2%	66.2%	1.7%	-2.4%

C.2 Diversity characteristics

Data on disability, race, religion and sexual orientation is derived from information provided by staff who have completed a monitoring form. Please note:

- This excludes staff who have may have completed a monitoring form but “preferred not say” and
- This excludes staff who have not completed a monitoring form
- Information on age and gender is automatically generated without need for a monitoring form

C.2.1 Declaration rates by Agency

Proportion of staff in post with known...	DfT(C)	DSA	DVLA	GCDA	HA	MCA	VCA	VOSA	All DfT
Sex	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Race	79.6%	91.8%	98.1%	98.9%	84.6%	88.3%	100.0%	91.7%	91.2%
Disabled status	85.4%	92.2%	88.4%	100.0%	78.4%	75.2%	100.0%	94.6%	86.8%
Religion and belief	52.4%	40.1%	13.9%	61.8%	53.1%	13.2%	0.0%	0.0%	27.9%
Sexual orientation	56.3%	45.4%	21.2%	61.2%	65.4%	61.6%	0.0%	0.0%	37.1%
Age	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

C.2.2 Proportion of staff in different minority groups by Agency

Minority proportions of staff in post with known...		DfT(C)	DSA	DVLA	GCDA	HA	MCA	VCA	VOSA	All DfT
Sex	Female	36.4%	29.3%	62.2%	9.0%	28.4%	31.4%	27.9%	27.7%	40.9%
Race	BME	16.1%	4.9%	2.5%	18.2%	8.8%	3.5%	6.8%	4.3%	5.7%
Disabled status	Disabled	5.4%	11.0%	16.7%	2.2%	6.5%	10.9%	4.1%	4.6%	10.6%
Religion and belief	No Religion	30.5%	19.1%	22.7%	24.5%	9.9%	2.1%	N/A	N/A	18.0%
Sexual orientation	LGB	4.9%	3.0%	3.0%	1.8%	2.4%	1.2%	N/A	N/A	2.9%
Age	60+	5.1%	16.1%	4.8%	19.7%	7.6%	11.3%	8.8%	10.9%	8.5%

C.2.3 Age profile of staff and total staff numbers by Agency

	Age range								All staff No.
	Under 25		26-39		40-59		60 and over		
	No.	%	No.	%	No.	%	No.	%	
DfT(C)	24	1.4%	587	34.6%	999	58.9%	86	5.1%	1,696
DSA	20	0.8%	448	17.9%	1,635	65.2%	404	16.1%	2,507
DVLA	281	4.8%	2,396	40.9%	2,896	49.4%	284	4.8%	5,857
GCDA	0	0.0%	24	13.5%	119	66.9%	35	19.7%	178
HA	32	1.0%	1,006	30.0%	2,056	61.4%	256	7.6%	3,350
MCA	33	3.0%	310	28.5%	623	57.2%	123	11.3%	1,089
VCA	6	4.1%	51	34.7%	77	52.4%	13	8.8%	147
VOSA	16	0.7%	506	23.5%	1,393	64.8%	235	10.9%	2,150
Total	412	2.4%	5,328	31.4%	9,798	57.7%	1,436	8.5%	16,974

