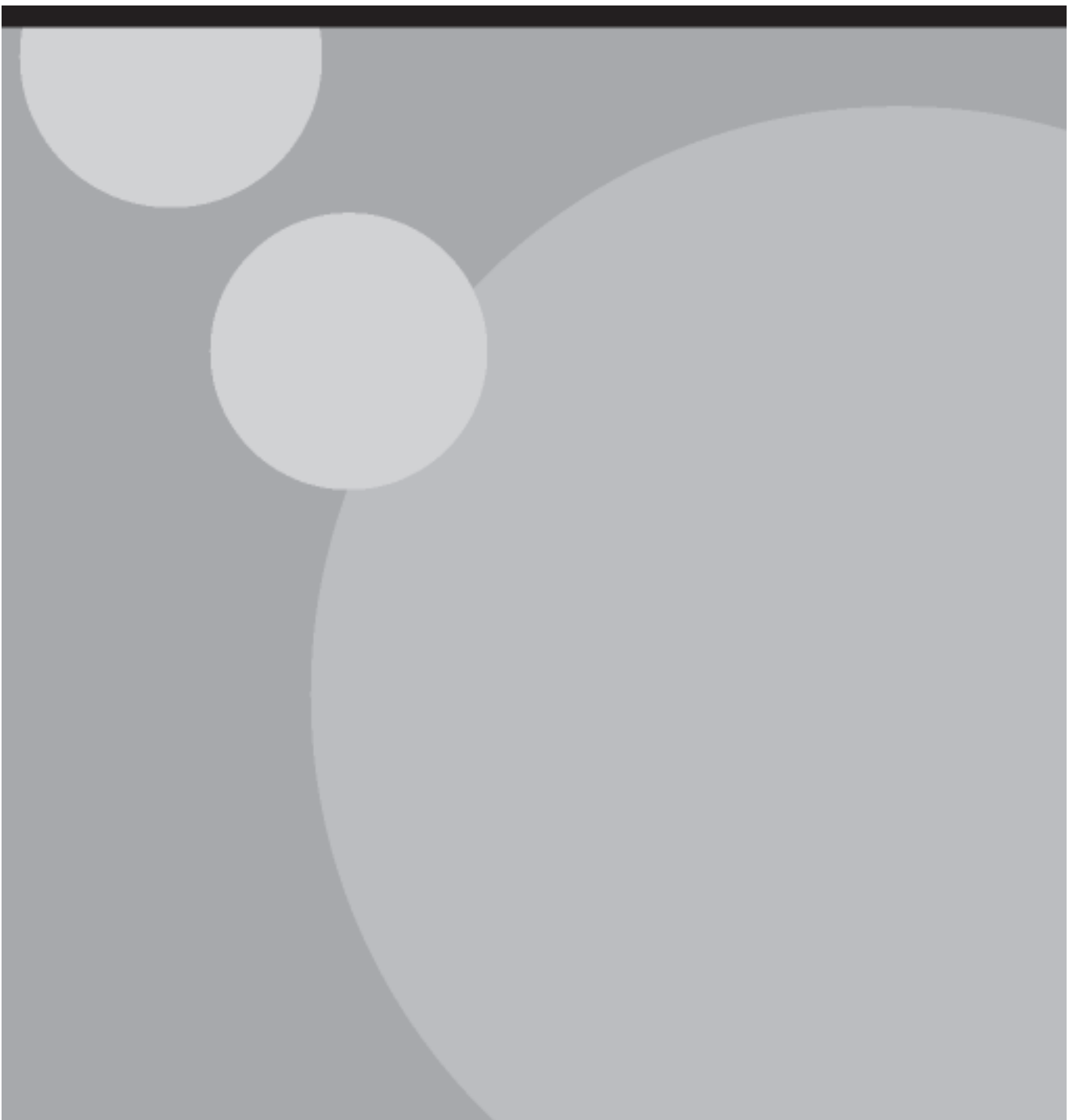**Communities**
and Local Government

Public Sector Equality Duty
DCLG Workforce Diversity Data Report - 2010-2011

Public Sector Equality Duty
DCLG Workforce Diversity Data Report - 2010-2011

May 2012
Department for Communities and Local Government

Contents

Introduction

The Department for Communities and Local Government (DCLG) is required under section 149 of the Equality Act 2010 (the Public Sector Equality Duty), and The Equality Act 2010 (Specific Duties) Regulations 2011, to publish information to demonstrate our compliance with the general equality duty.

The general equality duty requires public authorities, in the exercise of their functions, to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it.
- Foster good relations between people who share a relevant protected characteristic and those who do not share it.

DCLG recognises the benefits in doing so, so that we understand the impact of our policies and practices on people with protected characteristics. In addition to collecting equality information across the protected characteristics, DCLG also collects data in relation to working patterns of our workforce.

DCLG is covered by the specific duties and must publish information to demonstrate our compliance with the general equality duty by 31 January 2012, and at least annually thereafter. This report provides information relating to our employees.

The report provides a benchmark which enables us to measure progress in the future and identify priority areas for further research and action. It shows how we carry out our statutory duty to promote and monitor equalities.

This report is divided into three main parts:

- Part One focuses on information used to help us identify equality issues across the organisation and relates to the composition of our workforce.
- Part Two covers the mechanisms we use to enable us to pay due regard to the aims of the Public Sector Equality Duty. It presents details of the key achievements we have made over the year in our aim to mainstream diversity across the business.
- Part Three sets out the diversity improvements planned for 2012. This includes steps to further improve our workforce profile, improve

engagement with under-represented groups and ensure our services meet the needs of our diverse customer base.

Key findings

This report provides information and data relating to our employees and provides a workforce profile of DCLG (centre and its [1]Executive Agencies) staff for the period 1 April 2010 to 31 March 2011.

The main report concentrates on DCLG centre, with the Executive Agencies reported on separately as annexes at the end of the report.

Workforce Composition:

- Women accounted for 51% of the workforce overall. In the SCS the proportion was 40% which exceeded the [2]cross government target of 39%.

- Of those staff for whom information is available (81%), 7% declared themselves as disabled. In the SCS the figure was also 7% which exceeded the [3]cross government target of 5%.

- 80% of staff declared their details in relation to ethnicity. Based on the known data, 23% of the workforce declared themselves as from a minority ethnic background. In the SCS the figure was 7% which exceeded the [4]cross government target of 5%.

- Part time workers, both men and women, comprised 12% of the workforce. For women the figure was 19% and for men it was 3%.

- Analysis of the age profile shows that 57% of the workforce were aged over 40 (22% were over 50).

Staff Changes:

- Over the twelve months to 31 March 2011, 192 staff joined the Department, while 377 left - of these 114 left under voluntary early exit schemes.

- Of the 192 staff who joined DCLG, 15% were from a minority ethnic background (of those for whom information was available); 6% of the joiners were disabled (of those for whom the information was available).

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[1] Queen Elizabeth II Conference Centre, Planning Inspectorate and the Fire Service College. The GO Network are not included in this report as they formally closed on the 31st March 2011 following the decision made in the Coalition Governments' Spending Review in 2010. The initial EqIA published in March 2011 and the final report published in October 2011 forms the overarching Equality analysis on the closure of the GO Network.
[2] CS workforce data targets for 2013 - Information extracted from the CS "Promoting equality, valuing diversity: a strategy for the CS"
[3] CS workforce data targets for 2013 - Information extracted from the CS "Promoting equality, valuing diversity: a strategy for the CS"
[4] CS workforce data targets for 2013 - Information extracted from the CS "Promoting equality, valuing diversity: a strategy for the CS"

- During the year there were 58 substantive promotions and 167 staff were on temporary promotion to a higher grade at some point during the year.

Learning and Development

DCLG and its agencies are committed to developing the workforce and ensuring all staff have access to learning and development.

Grievances and Disciplines

20 formal grievances have been raised within the year 2010/11 and 18 disciplinary cases recorded centrally within DCLG. The number of both grievances and discipline cases within DCLG is not disproportionately skewed towards any protected group or groups.

Civil Service People Survey

In September/October 2010, DCLG took part in the second 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 2010 results showed an increase in the response rate from 73% in the previous year to 81% this year. However, the overall employee engagement index score dropped from 53% in 2009 to 48% in 2010. It is important to bear in mind here, that the survey was undertaken at a time of significant uncertainty as the Department was about to embark on the start of a Change programme following the twin challenges: of a change in its role and work following the election of the Coalition Government; and the reduction in the workforce due to the reduced budget set through the 2010 Spending Review.

As part of the survey, staff were asked to provide diversity information. This year, of the 1785 returns received, a further diversity breakdown revealed the following:

- 93% declared their religion or belief and sexual orientation
- 95% declared their ethnicity
- 6% of the returns were from disabled staff
- 11% of the returns were from part time staff
- 48% of the returns were completed by female staff.

For further information

This report will be 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

Part One: Information we use to identify equality issues

This section focuses on information we use to enable us to identify equality issues across the organisation. It presents results of employment monitoring between 1 April 2010 and 31 March 2011 and includes analysis of our workforce by the protected characteristics.

Data

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 Human Resources 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 10 people. Instead small numbers are represented using an asterix.

Employment Data

The data used in this report has been taken from the DCLG HR system[5]. It relates specifically to employees on DCLG's payroll, which includes all permanent, fixed term loan and inward secondments in the year 1 April 2010 to 31 March 2011, and unless otherwise indicated all data presented shows the workforce profile as at 31 March 2011. Agency staff are 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).

Staff survey data

Staff completing the online Civil Service Staff Survey were asked to provide diversity data, but this was not mandatory. Although we have included declaration rates for our staff survey, of the 81% who completed the survey not everyone supplied their diversity information.

Limitations of the data

A Workforce Diversity Data Report was not produced for the year 2009/10 because of the focus on the internal restructuring programme taking place within the Department. However, the Department continued to demonstrate

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[5] People Information Management System

due regard by undertaking equality analyses and these were published on the Departments Intranet.

It should be noted that as at March 2011, there was a fairly high level of unknown data for some of the protected characteristics, mainly because the disclosure of individual diversity details remains voluntary. This should be borne in mind when interpreting the data.

During the year, staff awareness campaigns were introduced to improve the coverage, accuracy and quality of the data to allow for a more meaningful equality analysis to be conducted on the impact of the internal restructuring programme on the future diversity landscape of the Department's workforce.

[6]The proportion of staff for which data was available for the purpose of this analysis was: disability 81%; ethnicity 80%; sexual orientation 75%; religion or belief 75%.

Where figures for ethnicity, disability, sexual orientation and religion or belief are referred to, the percentages only take into account those staff who have declared a choice in those fields (i.e. it excludes those who chose 'prefer not to say' or where the data was 'unknown').

DCLG and its Executive Agencies have taken the decision not to introduce monitoring of our workforce by transgender status due to small numbers and confidentiality issues.

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[6] Data is reported on using 'known' data as per cabinet office reporting guidelines.

Section 1: Composition of the Workforce

DCLG aims to create a workforce that is representative of the people it serves. We believe that a representative workforce will produce better decisions in policy making and service delivery because of a better understanding of the needs of our partners and customers.

1.1 Grade

As of the 31 March 2011, 2000 staff worked for DCLG. There are 7 main grades ranging from Administrative Assistant through to Grade 6 level. The Senior Civil Service (SCS) grade structure applies across all the Civil Service. Table 1 and Chart 1 show the distribution of staff by grade. Within DCLG 95% of the total workforce were in the grades below the SCS.

Table 1: Percentage of DCLG staff by grade as at 31 March 2011

	AA	AO	EO	HEO	SEO	G7	G6	SCS	Total
Number by grade	*	200	309	507	291	468	115	107	2000
Percentage by grade	*	10	15	25	15	23	6	5	100

* indicates less than 0.5% (but not zero)

Chart 1: Percentage of DCLG staff by grade as at 31 March 2011
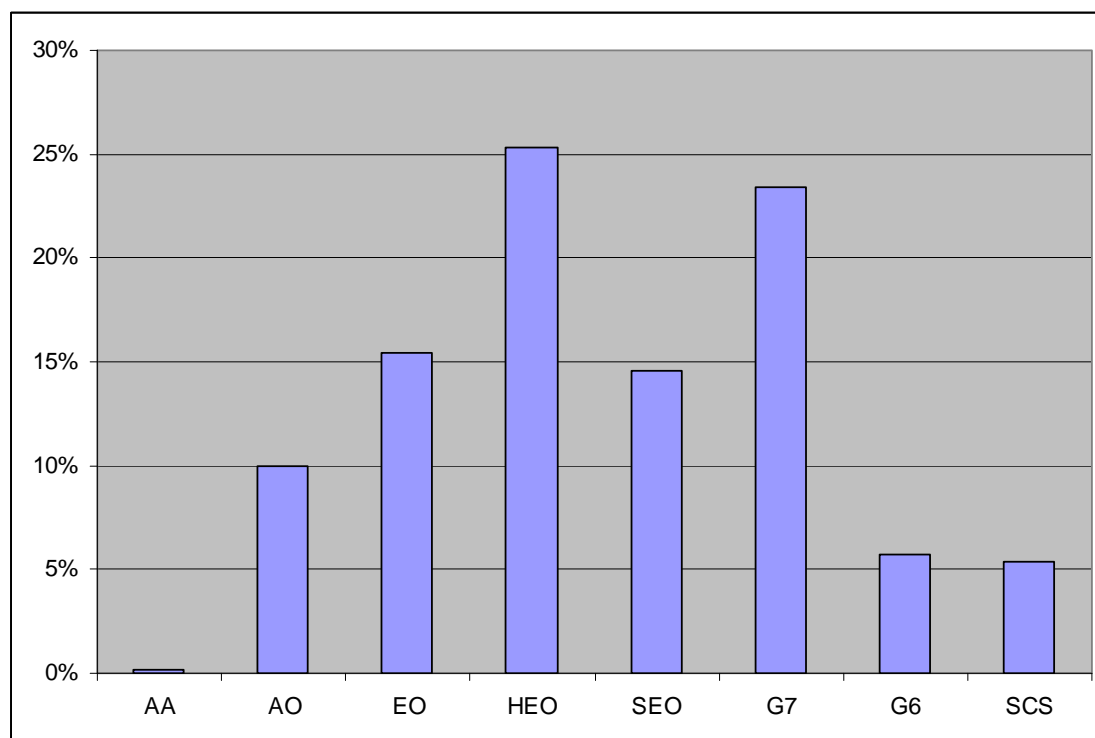
1.2 Gender

Women accounted for 51% of the workforce. Table 2 and Chart 2 show the gender distribution of staff in each grade. The proportion of women decreases fairly steadily from 62% in the AO grade to 42% at the Grade 6 level. In the SCS grades 40% of our SCS were female which exceeds the [7]cross government SCS diversity target of 39%.

Table 2: Workforce composition - Gender by grade

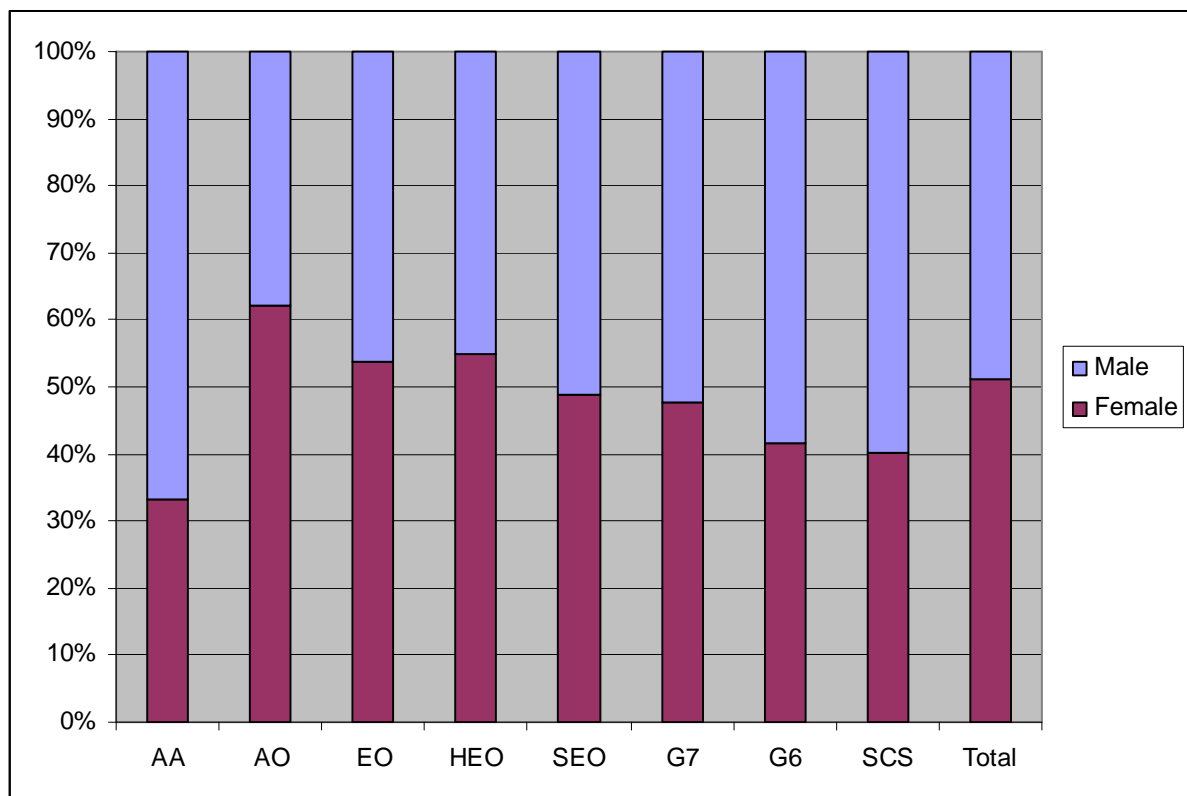|	AA	AO	EO	HEO	SEO	G7	G6	SCS	Total
	%	%	%	%	%	%	%	%	%
Male	67	38	46	45	51	52	58	60	49
Female	33	62	54	55	49	48	42	40	51

Chart 2: Workforce composition - Gender by grade

1.3 Ethnicity

Table 3 and Chart 3 show the ethnic make up of staff in each grade. 80% of our workforce declared their ethnicity, whilst 20% has not declared or declined to respond. This is below the [8]CS workforce data target of 90%

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[7] Source: information extracted from the Civil Service "Promoting equality, valuing diversity: a strategy for the civil service".
[8] Source: information extracted from the Civil Service "Promoting equality, valuing diversity: a strategy for the civil service".

Leaving aside the AA grade, which contains very few people, the representation of BME staff is greater at the EO grade at 43% compared to 7% at the SCS level. Representation of our SCS staff from a minority ethnic background at 7% was higher than the[9] cross government SCS diversity target of 5%.

23% of staff within DCLG are from an ethnic background, compared with 9% in the Civil Service as a whole[10] and 11% in the [11]economically active population.

Table 3: Workforce composition - Ethnicity by grade

	AA	AO	EO	HEO	SEO	G7	G6	SCS	Total
	%	%	%	%	%	%	%	%	%
Asian	0	16	15	12	5	5	6	3	9
Black	0	20	22	10	9	2	1	2	10
Mixed	50	2	2	2	2	1	5	1	2
Other	0	1	4	2	2	3	2	1	2
White	50	61	57	74	82	90	86	93	77

Chart 3: Workforce composition - Ethnicity by grade

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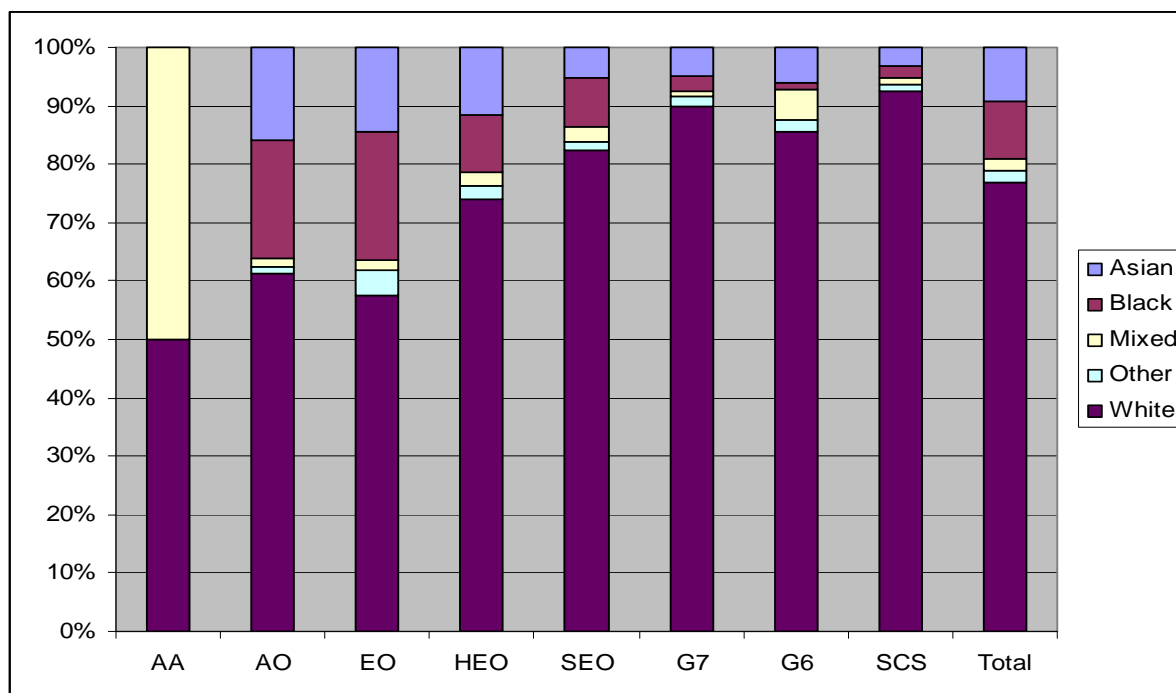
[9] Source: information extracted from the Civil Service "Promoting equality, valuing diversity: a strategy for the civil service".

[10] Source: Civil Service Statistics 31 March 2010, published 19 November 2010.
[11] Annual Population Survey (NOMIS)

1.4 Disability

Table 4 and Chart 4 show the disability status of staff in each grade. 81% of our workforce has provided this information, whilst 19% have not declared or declined to respond. This is below the [12]CS workforce data target of 90%

When examining the grade profile of our disabled staff, leaving aside the AA grade, because of the small numbers involved, the level of disability is between 4% and 10% dependant on grade. The [13]disability rate amongst the SCS is 7% which exceeds the [14]cross government SCS diversity target of 5%.

Table 4: Workforce composition - Disability by grade

	AA	AO	EO	HEO	SEO	G7	G6	SCS	Total
	%	%	%	%	%	%	%	%	%
Disabled	0	10	10	8	5	4	4	7	7
Not disabled	100	90	90	92	95	96	96	93	93

Chart 4: Workforce composition - Disability by grade

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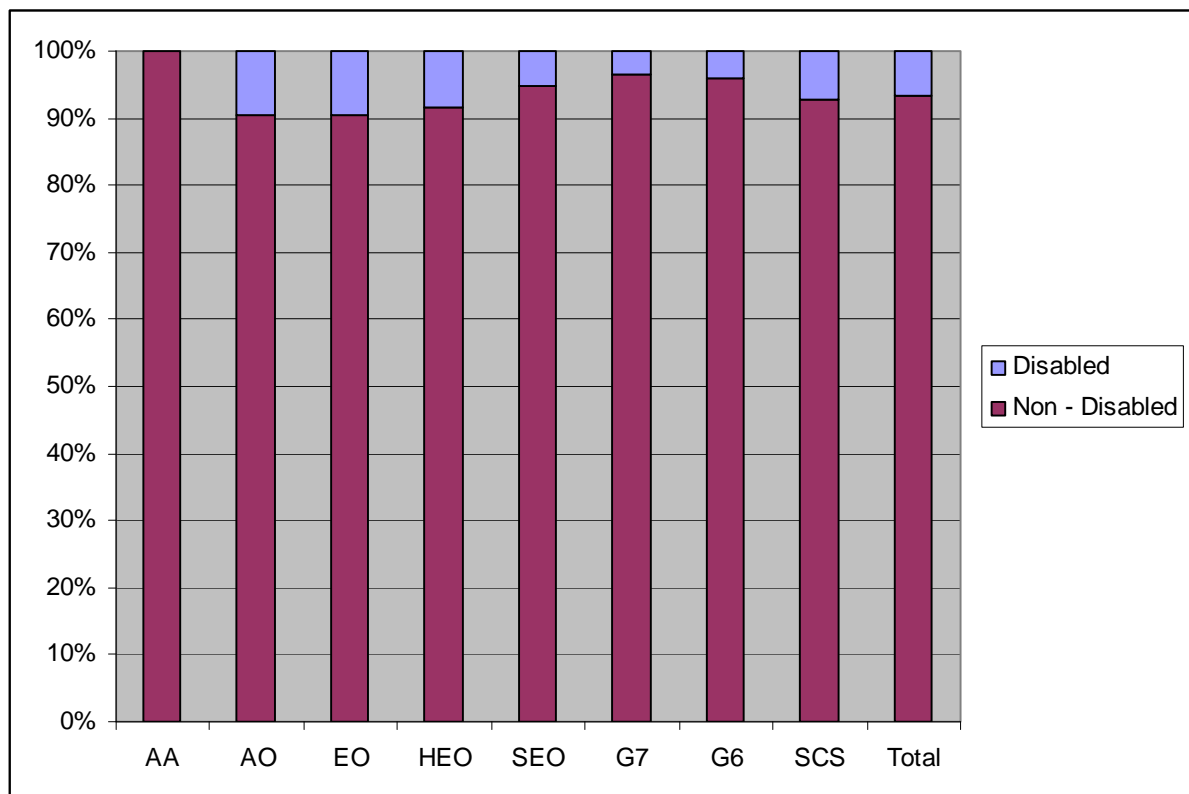
[12] Source: information extracted from the Civil Service "Promoting equality, valuing diversity: a strategy for the civil service".
[13] Disability rate excludes 'unknown' and 'undisclosed' data.
[14] Source: information extracted from the Civil Service "Promoting equality, valuing diversity: a strategy for the civil service".

1.5 Age

Table 5 and Chart 5 show the age profile of staff in each grade. Analysis of the age profile shows that 67% of staff were aged between 31 and 50. The SCS has the highest proportion of staff aged 51 and over, whilst the HEO grade has the highest proportion of staff aged 40 and under. It is important to note that the HEO figure also includes HEO(D)s (Fast Streamers),who are disproportionately likely to be under 40.

Table 5: Workforce composition - Age by grade

	AA	AO	EO	HEO	SEO	G7	G6	SCS	Total
	%	%	%	%	%	%	%	%	%
Under 21	0	1	0	0	0	0	0	0	..
21-30	0	20	11	19	4	6	2	0	11
31-40	67	20	29	35	36	41	24	25	33
41-50	33	33	38	29	37	34	39	36	34
51-60	0	21	18	15	22	15	30	36	19
61+	0	7	4	2	1	4	4	2	3

.. indicates less than 0.5% (but not zero)

**Chart 5: Workforce composition - Age by grade**
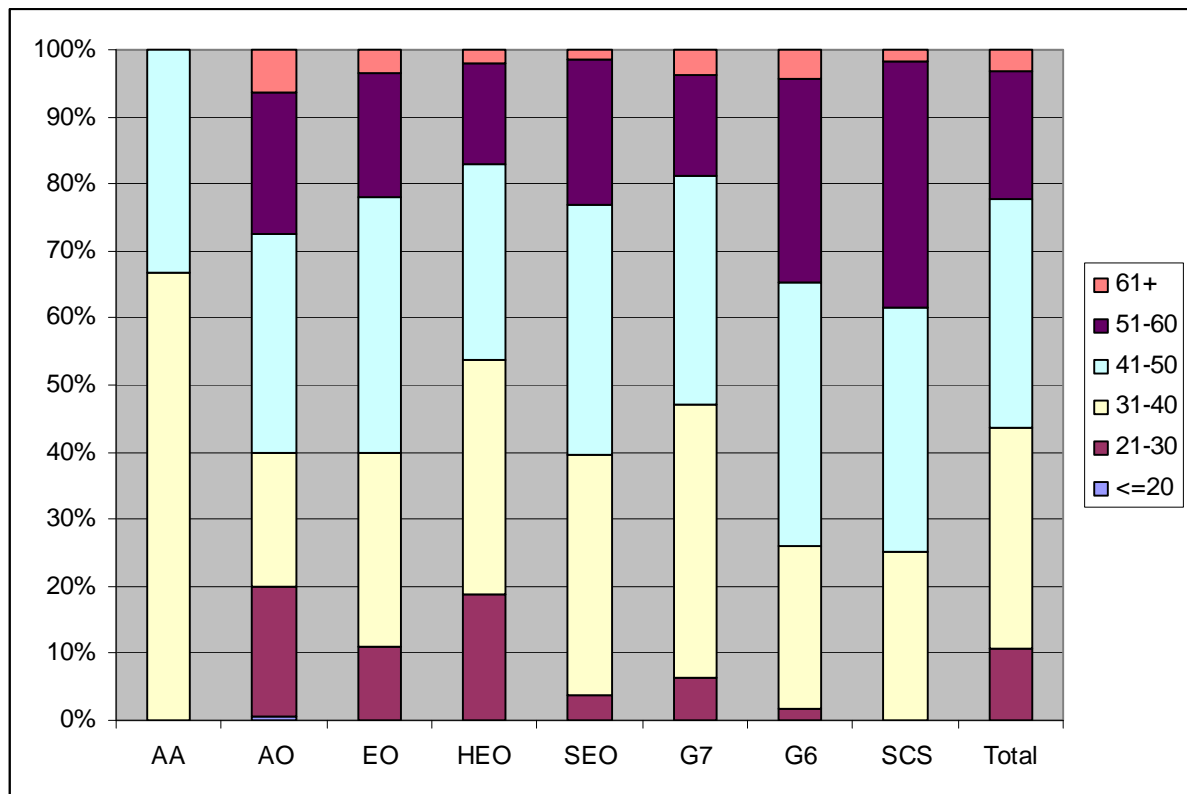
1.6 Working Pattern

Table 6 and Chart 6 show the working pattern of full and part time working by grade. Of the total workforce 12% worked a part time working pattern. Leaving aside the AA grade, because of the small numbers involved, the highest proportion of part time workers (16%) was at the Grade 6 level. The lower proportion of staff working part time at the HEO grade can be explained to some extent by the number of Fast Streamers in this particular grade, few of whom work part time.

Table 6: Workforce composition - Working pattern by grade

	AA	AO	EO	HEO	SEO	G7	G6	SCS	Total
	%	%	%	%	%	%	%	%	%
Full time	33	88	89	91	89	87	84	88	89
Part time	67	13	11	9	11	13	16	12	12

Chart 6: Workforce composition - Working pattern by grade
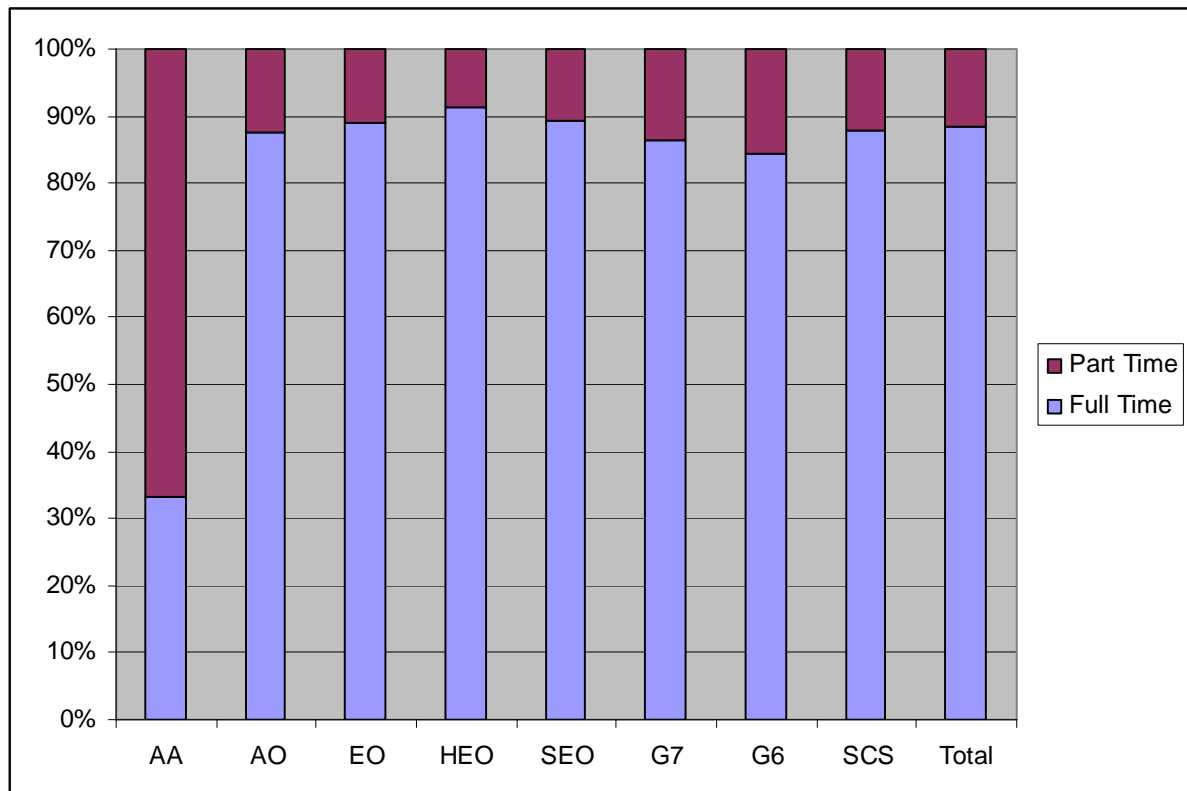
1.7 Sexual Orientation

Table 7 and Chart 7 show the sexual orientation of staff by grade. 75% of staff within DCLG has declared their sexuality which is below the [15]CS workforce

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[15] Source: information extracted from the Civil Service "Promoting equality, valuing diversity: a strategy for the civil service".
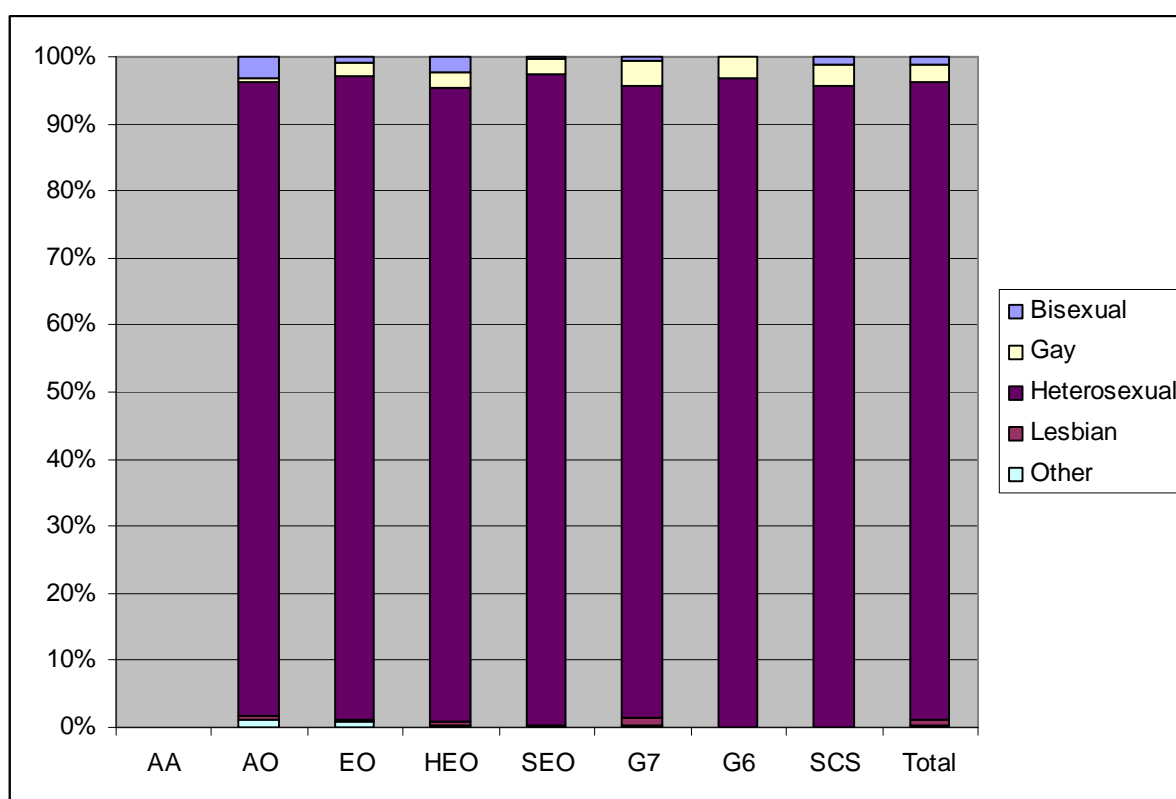
data target of 80%. Of those staff who declared their sexuality, 95% are heterosexual.

Table 7: Workforce composition - Sexual Orientation by grade

	AA	AO	EO	HEO	SEO	G7	G6	SCS	Total
	%	%	%	%	%	%	%	%	%
Bisexual	n/a	3	1	2	..	1	0	1	1
Gay	n/a	1	2	2	2	4	3	3	2
Heterosexual	n/a	94	96	94	97	94	97	96	95
Lesbian	n/a	1	..	1	..	1	0	0	1
Other	n/a	1	1	..	0	..	0	0	..

.. indicates less than 0.5% (but not zero)

Chart 7: Workforce composition - Sexual Orientation by grade

1.8 Religion or belief

Table 8 and Chart 8 show the religion or belief of staff by grade. 75% of staff within DCLG has declared their religion or belief which is below the [16]CS workforce data target of 80%. Of those staff who declared their religion or belief, 51% are of the Christian denomination. The second highest declaration was "none" at 38%.

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[16] Source: information extracted from the Civil Service "Promoting equality, valuing diversity: a strategy for the civil service".

Table 8: Workforce composition - Religion or belief by grade

	AA	AO	EO	HEO	SEO	G7	G6	SCS	Total
	%	%	%	%	%	%	%	%	%
Buddhist	0	0	0	1	..	1	2	0	1
Christian	100	55	59	48	47	47	51	55	51
Hindu	0	5	6	4	2	1	2	1	3
Jewish	0	2	1	1	2	1	1	1	1
Muslim	0	8	7	4	3	2	4	1	4
None	0	27	25	37	43	47	40	42	38
Other	0	2	2	2	2	1	0	0	1
Sikh	0	1	1	2	..	1	0	0	1

.. indicates less than 0.5% (but not zero)

Chart 8: Workforce composition - Religion or belief by grade
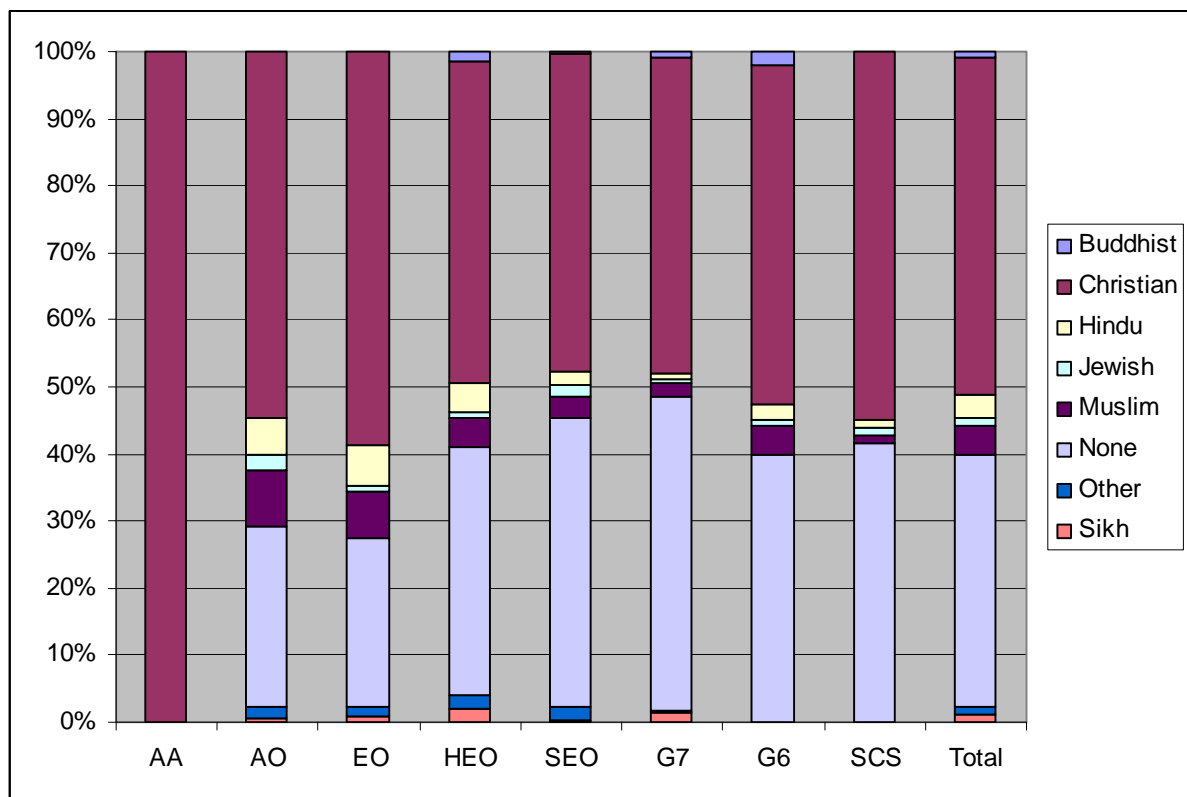
Section 2: Employment Targets

2.1 Employment Targets

Employment targets were set by the Cabinet Office for each Government Department in 2005 as part of *Delivering a Diverse Civil Service – A 10 Point Plan*. These targets were revised in 2008 by the Cabinet Office as part of *Promoting Equality, Valuing Diversity – A Strategy for the Civil Service*.

Following the Coalition Government's 2010 Comprehensive Spending Review and the requirement to reduce the size of the Department in future years, the Department will continue to monitor its performance against the cross government diversity targets. This information will be used to feed into the Talent Management and Representation work stream of a revised Departmental Diversity Strategy for the Department which is currently being developed and will be published in 2012.

Table 9: shows our progress over the past two years in relation to SCS targets.

	[17]Cross Government Target	Position at 31 /3/10	Position at 31/3/11
[18]Top Management Posts Women SCS	34%	29%	26%
Women SCS	39%	40%	40%
Black and Minority Ethnic Staff SCS	5%	9%	7%
Disabled SCS	5%	7%	7%

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[17] CS workforce data targets for 2013 - Information extracted from the CS "Promoting equality, valuing diversity: a strategy for the CS"
[18] Top Management Positions are women who occupy posts at Director Level and above.

Part Two: Steps taken by DCLG to ensure due regard to the Public Sector Equality Duty

- During 2010-11, in period of significant change for all Departments following the formation of the new Coalition Government, diversity continued to play a key role, integral to our business, in helping to achieve fairness at work and enhance the delivery of our services to the public.

- From the outset, the Executive Team prioritised its duty of care to all employees, ensuring that any staffing reductions would be achieved through a process which was fair, transparent and well-managed. The approach to selecting staff ensured that staff were not penalised by what work they happened to be doing at the time, as restructuring would be done on a grade-by-grade and not a post-by-post basis.

- In meeting the challenge for the Department to become smaller and stronger coupled with the reduction in our workforce, we engaged and consulted with our staff and Trade Unions on the plans for restructuring, a process which proved to be invaluable as the changes took place.

- We continued to discharge our legal and statutory obligations as an employer. Funds were and still remain accessible for staff that require reasonable adjustments within the workplace.

- We continued to ensure the Department pays due regard to the Public Sector Equality duty when making decisions about overarching policies, budgets and changes which affect our staff and customers by continuing to conduct equality impact assessments. These assessments enable us to examine the impact that proposed changes may have in respect of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

- On an annual basis the Department undertakes an analysis of the performance marks awarded to staff. Over the years no discernible patterns of outcome on which to take targeted action has been evident. Nonetheless, in February / March 2011, DCLG took the step of commissioning the Institute of Employment Studies (IES) to carry out an independent qualitative analysis into equality in our PMR process and its application, to identify what might be influencing performance outcomes so as to take evidenced decisions on how to improve the quality of performance management in DCLG and address the potential for bias.

- The Staff Networks and Trade Unions were involved in scoping the commission, the tendering process and engaged throughout the research itself, both as contributors and as part of a virtual steering group.

- The headline findings showed an improved picture in terms of commitment to diversity and equality of opportunity compared to ten years ago. The research found little display of biased behaviours and no evidence that the performance management system is inherently biased. However, the researchers highlighted consistency of application as being an issue and that the skills of both managers and appraisees needed development.
- The Department has already begun to act upon the recommendations and our Executive Team, led by the Permanent secretary has made consistent, high quality performance management a top business priority in 2011/12.

Part Three: The way forward for 2012

- This analysis shows that our diversity declaration rates are below the Civil Service targets. During 2011 the department has regularly reminded staff to complete their personal data on our HR system. We will continue to encourage declaration as part of our normal people data collection.

- Following a review of our current practice the Department is implementing a plan to improve the provision of workplace adjustments for disabled staff or those staff with a health condition.

- The programme of work following the recommendations from the independent qualitative research into our PMR process and its application are being rolled out during 2011/12. This includes: an increased focus on objective setting and moderation; Director-led peer reviews of the application of our performance management process; the provision of seminars to raise awareness of unconscious bias; and working with our Staff Networks to look at ways in which we can support those groups who have fared less well in performance management through providing development support.

- The Department has appointed a Board Champion for equalities to ensure a cross-departmental focus on equalities at the Executive Team level.

- In 2012 we will review and revise our existing Diversity Strategy to reflect the new challenges facing the Department and also to facilitate more targeted action on key priority areas reflecting the Civil service wide equality and diversity priorities.

- Throughout those changes we will carefully consider the impact on diversity and maintain our commitment to valuing inclusion

- We will review our policies and processes to ensure that we fulfil the requirements of the public sector equality duty and we will aim to ensure our managers address the three aims of the equality duty as part of delivering their business and people priorities.

Part Four: Executive Agencies

Annex A: Queen Elizabeth II Conference Centre Data

This annex presents an analysis of the Queen Elizabeth II Conference Centre's (QEIICC) workforce diversity data for the reporting year 2010-11 which is required under Section 149 of the Equality Act 2010 (the public sector equality duty), to publish information that demonstrate our compliance with the general equality duty.

At 31 March 2011, 49 members of staff worked for the Queen Elizabeth II Conference Centre.

All figures have been verified with the Queen Elizabeth II Conference Centre. Information on the protective characteristics analysed in this Annex is available for all Queen Elizabeth II Conference Centre staff.

The Department does not have data for QEIICC staff on sexual orientation and religion or belief. None of the QEIICC staff declared themselves as disabled.

Key findings from the analysis are:

The majority of staff at the QEIICC are in the EO and HEO grades. QEIICC has a higher proportion of male staff than female staff (59% and 41% respectively). There are only a small number of staff at the highest pay grades (G6 and above) and all of these are male.

The results show that the BAME groups are well represented in the QEIICC as a whole compared to the UK population, with 14% of staff within QEIICC from an ethnic background, compared 11% in the [19]economically active population and with 9% in the Civil Service as a whole[20]

There is no representation of BAME staff at the higher grades (G6 and SCS level).

The majority of staff at the QEIICC are in the 31-40 and 41-50 age groups (39% and 24% respectively). There are equal proportions of staff aged 30 and under and 51 and over.

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[19] Annual Population Survey (Nomis)
[20] Source: Civil Service Statistics 31 March 2010, published 19 November 2010.

Overall, 96% of staff at the QEIICC work full-time and 4% work part-time. These percentages vary by grade from 13% part-time staff in the EO grade to 0% part-time staff in the AO and HEO grades.
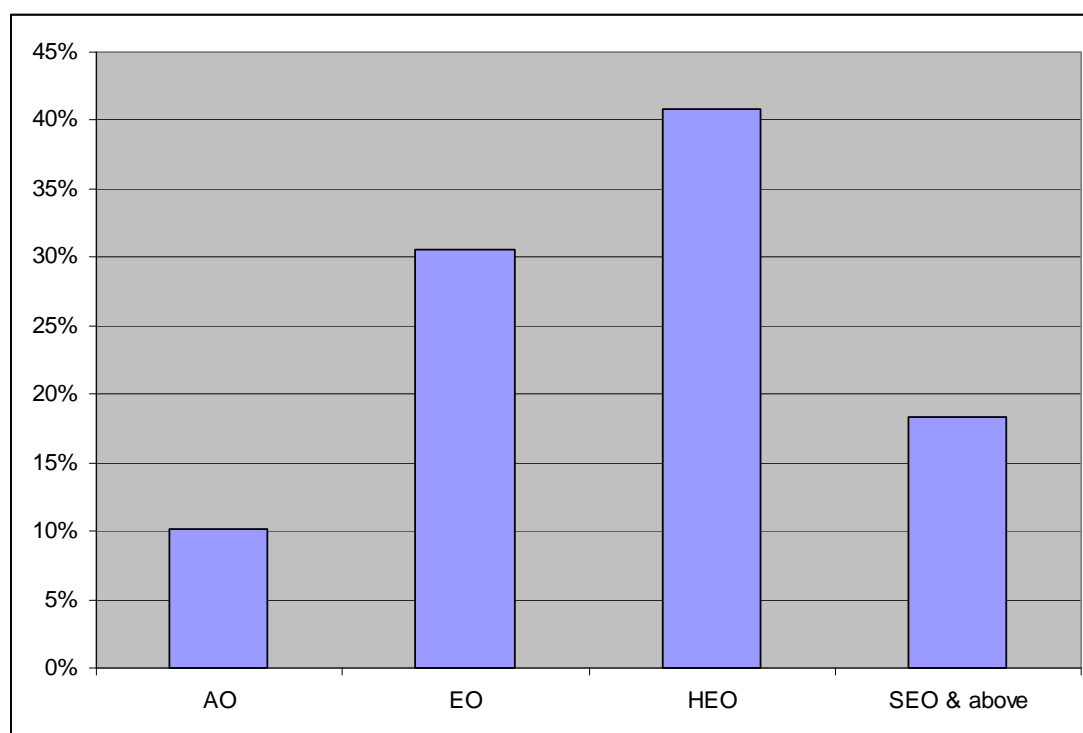
Section 1: Composition of QEIICC workforce

Table 1: Percentage of QEIICC Staff by grade as at 31 March 2011

	[21]AA	AO	EO	HEO	SEO & above	Total
Number by grade	0	5	15	20	9	49
Percentage by grade	0	10	31	41	18	100

* indicates less than 0.5% (but not zero)

Chart 1: Percentage of QEIICC Staff by grade as at 31 March 2011

Please note that staff in grades SEO and above, have been combined into one category due to small numbers of staff at G7 and above. It is not possible to provide analysis of all of the protective characteristics broken down by grade due to the small numbers of staff at the QEIICC.

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[21] There are no AA grade staff recorded at QEII.

Table 2: QEIICC Workforce composition - Gender by grade

	AO	EO	HEO	SEO & above	Total
	%	%	%	%	%
Male	80	60	50	67	59
Female	20	40	50	33	41

Chart 2: QEIICC Workforce composition - Gender by grade
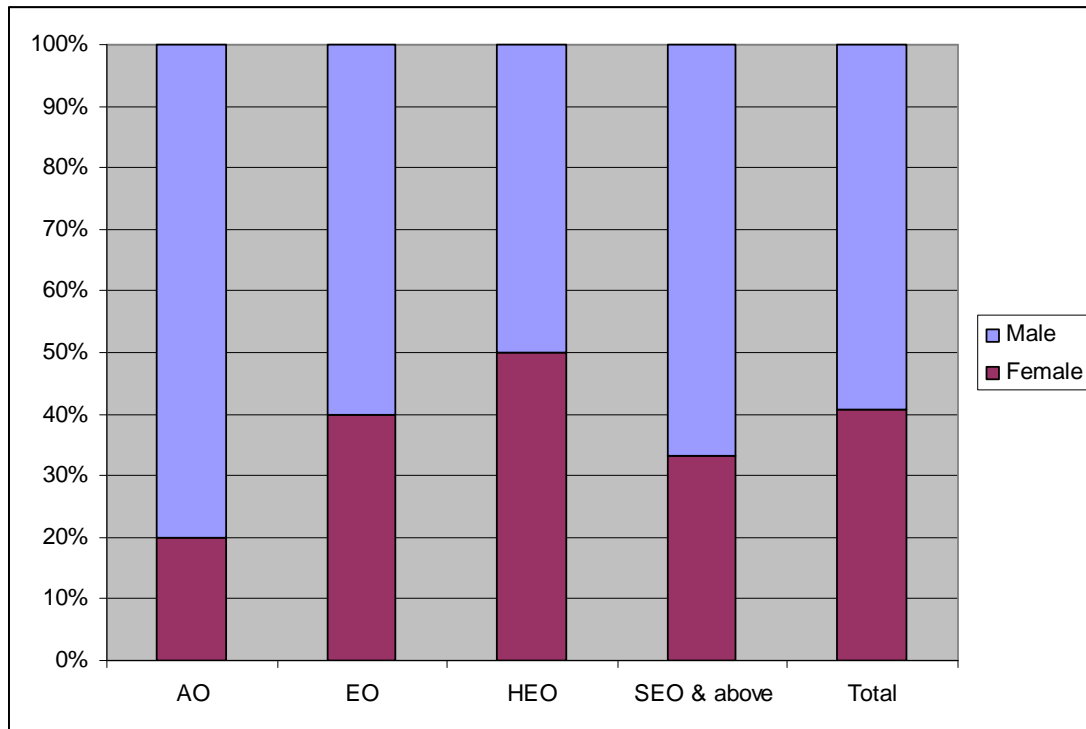
Table 3: QEIICC Workforce composition - Ethnicity by grade

	AO	EO	HEO	SEO & above	Total
	%	%	%	%	%
Asian	0	13	5	22	10
Black	0	0	0	0	0
Mixed	0	0	0	0	0
Other	0	0	10	0	4
White	100	87	85	78	86

Chart 3: QEIICC Workforce composition - Ethnicity by grade
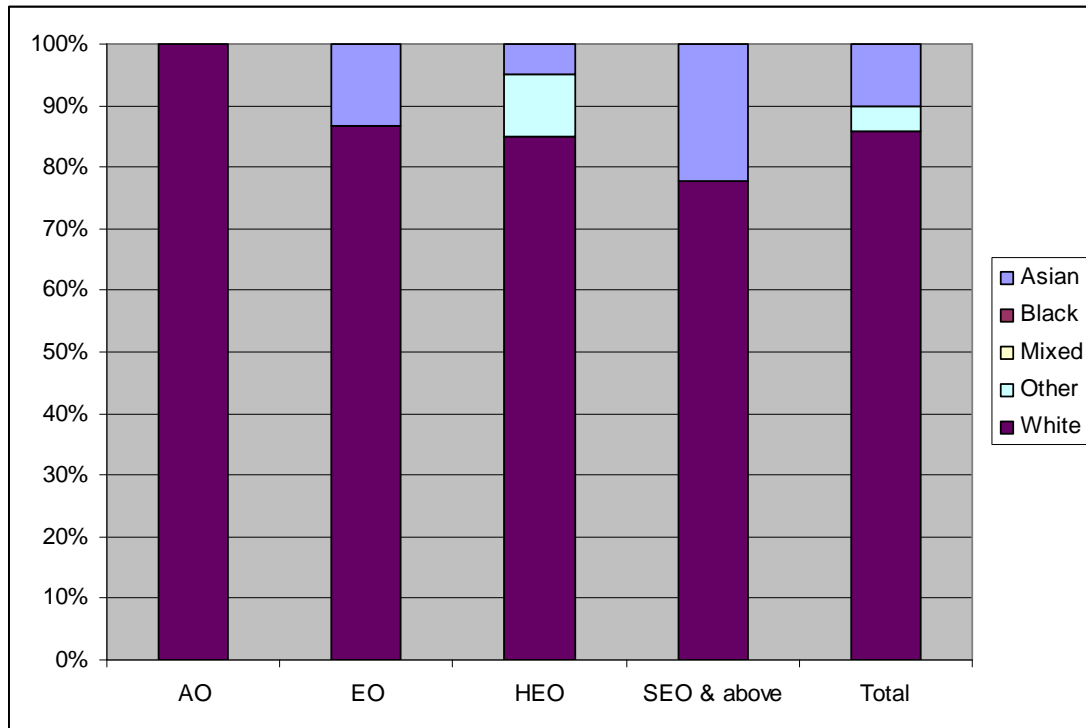
Table 4: QEIICC Workforce composition – Age distribution

Age group	% of staff in age group
Under 21	2
21-30	16
31-40	39
41-50	24
51-60	16
61+	2
Total (all ages)	**100**

Table 5: QEIICC Workforce composition – Working pattern by grade

	AO	EO	HEO	SEO & above	Total
	%	%	%	%	%
Full time	100	87	100	89	94
Part time	0	13	0	11	6

Chart 5: QEIICC Workforce composition – Working pattern by grade
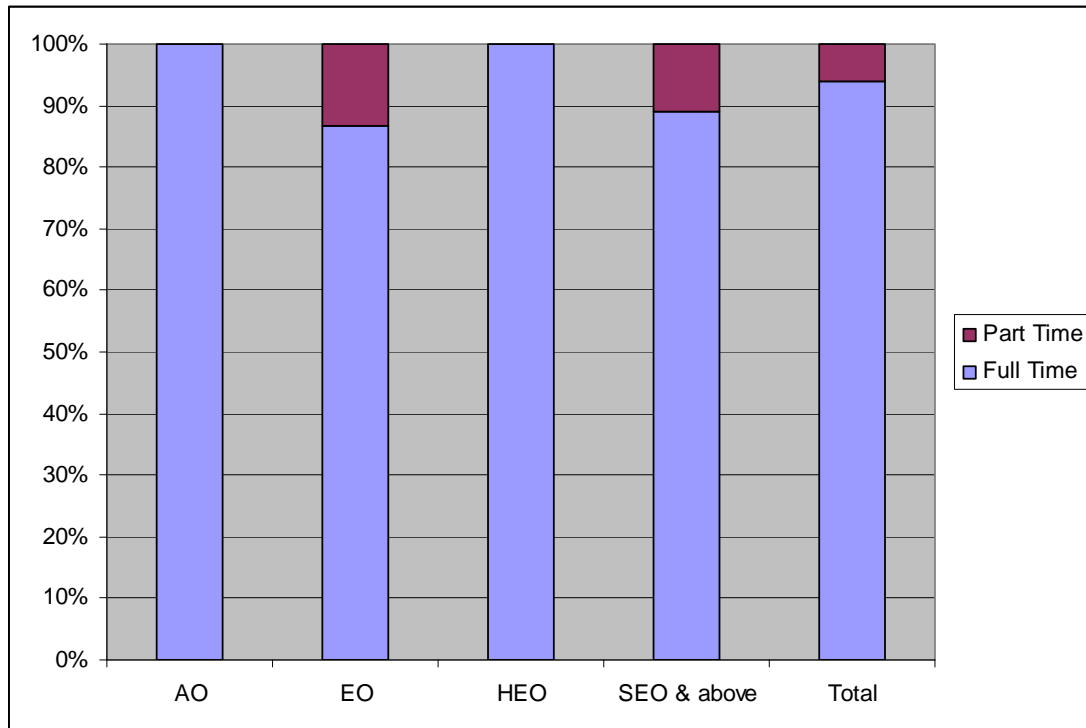
Annex B: Planning Inspectorate Data

This annex presents an analysis of the Planning Inspectorate (PINS) workforce diversity data for the reporting year 2010-11. Under section 149 of the Equality Act 2010 (the Public Sector Equality Duty), and The Equality Act 2010 (Specific Duties) Regulations 2011, PINS is required to publish information to demonstrate its compliance.

At 31 March 2011, 699 members of staff worked for the Planning Inspectorate.

All figures have been verified with the Planning Inspectorate. It has not been possible to provide a breakdown of all of the protective characteristics for the SCS due to the small number of staff at this grade. Furthermore, data on disability are not available for SCS staff in the Planning Inspectorate. Details of the completeness of the data on the different protective characteristics are given as footnotes throughout the Annex.

Key findings from the analysis are:

Workforce Composition:

- Of the 699 staff working for the PINS, 25% were G6, 24% AO and 19% EO with much small numbers and percentages of staff in the other grades.
- Women accounted for 41% of the workforce overall. The percentage of women was highest in the AO grade (61%).
- Of those staff for whom information is available (81%), 8% declared themselves as disabled. This proportion varies by grade from 3% of EO, HEO and G6 staff to 21% of staff in the SEO grade.
- 90% of staff declared their details in relation to ethnicity. Based on the known data, 3% of the workforce declared themselves as from a minority ethnic background.
- Part time workers, both men and women, comprised 34% of the workforce. For women the figure was 45% and for men it was 26%. Part time working was most common amongst G7s and G6s.
- Analysis of the age profile shows that 70% of the workforce were aged over 40 and 43% were aged over 50.

Staff Changes:

- Over the twelve months to 31 March 2011, no staff joined PINS, while 128 left – of these 77 (60%) left under early exit schemes;
- During the year there were five substantive promotions and four staff were on temporary promotion to higher grade(s) at some point during the year.

- Records of staff on maternity leave were not available.

Section 1: Composition of PINS workforce

Table 1: Percentage of PINS Staff by grade as at 31 March 2011

	AA	AO	EO	HEO	SEO	G7	G6	SCS	Total
Number by grade	57	171	131	55	18	87	175	*	699
Percentage by grade	8	24	19	8	3	12	25	1	100

* indicates less than 0.5% (but not zero)

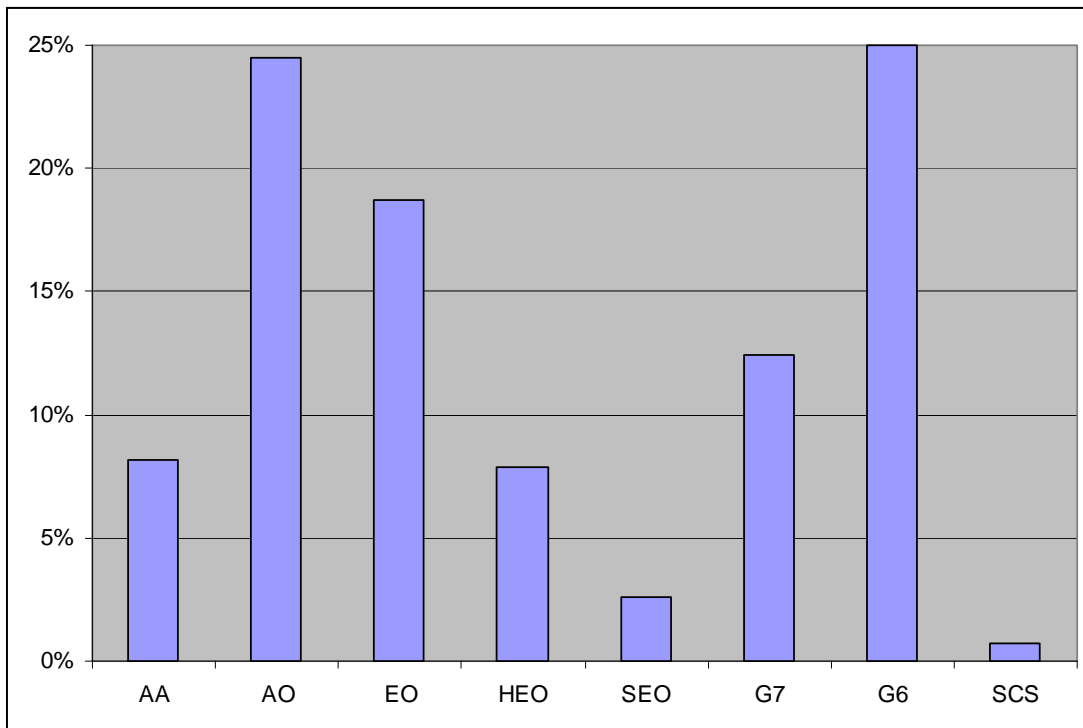**Chart 1: Percentage of PINS Staff by grade as at 31 March 2011**

Table 2: PINS Workforce composition - Gender by grade

	AA	AO	EO	HEO	SEO	G7	G6	SCS	Total
	%	%	%	%	%	%	%	%	%
Male	56	39	57	55	50	70	79	60	59
Female	44	61	43	45	50	30	21	40	41

Chart 2: PINS Workforce composition - Gender by grade
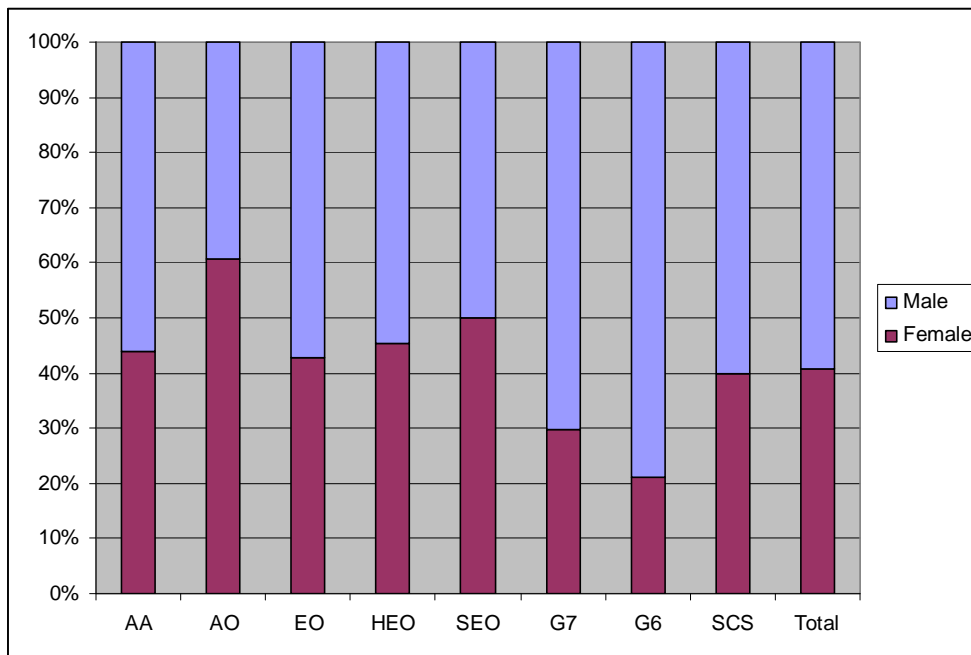
Table 3: PINS [22] Workforce composition - Ethnicity by grade

	AA	AO	EO	HEO	SEO	G7	G6	SCS	Total
	%	%	%	%	%	%	%	%	%
Asian	0	2	2	4	0	1	0	0	1
Black	0	1	0	0	0	0	0	0	0
Mixed	0	1	0	0	0	1	1	0	1
Other	0	2	0	0	0	1	1	0	1
White	100	94	97	96	100	96	97	100	97

Chart 3: PINS Workforce composition - Ethnicity by grade
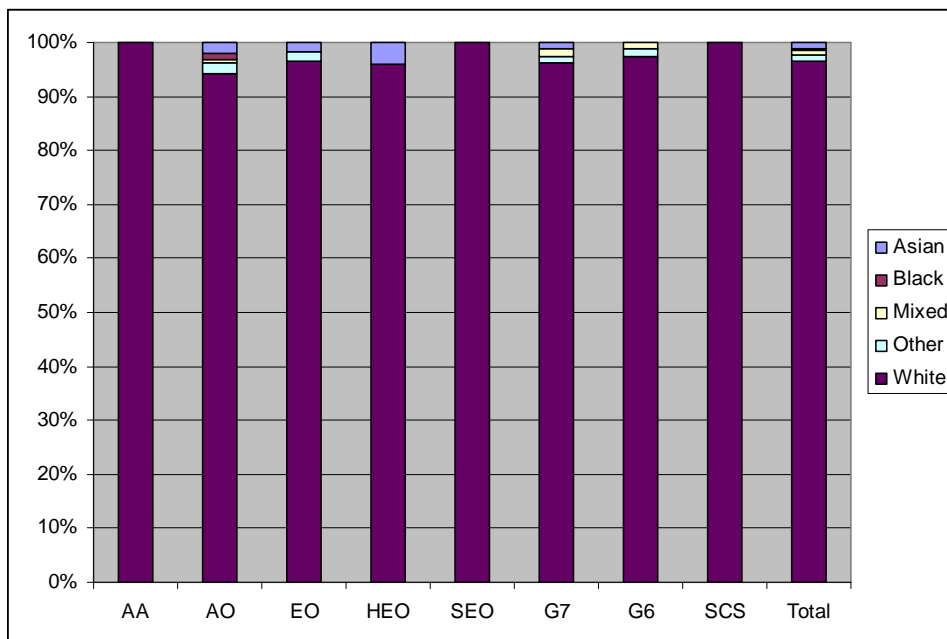
[22] Analysis is based on the 630 PINS staff whom have declared their ethnicity

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Table 4: PINS Workforce composition - [23]**Disability by grade**

	AA	AO	EO	HEO	SEO	G7	G6	[24]SCS	Total
	%	%	%	%	%	%	%	%	%
Disabled	12	16	3	3	21	4	3	n/a	8
Not disabled	88	84	97	98	79	96	97	n/a	92

Data on disability are only available for staff at grades 6 and below.

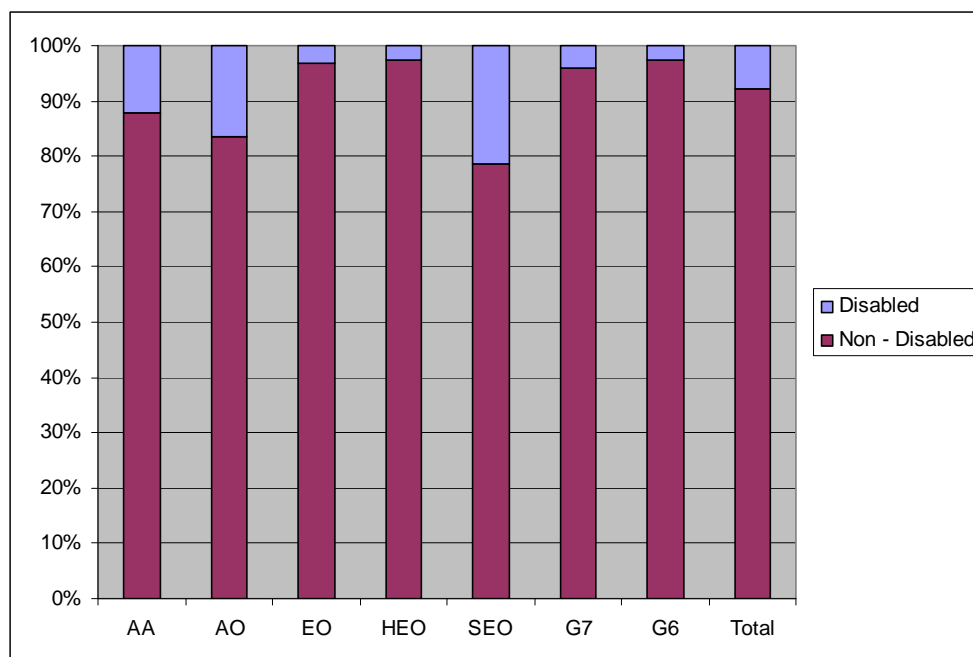**Chart 4: PINS Workforce composition - Disability by grade**

Table 5: PINS Workforce composition – Age by grade

	AA	AO	EO	HEO	SEO	G7	G6	Total
	%	%	%	%	%	%	%	%
Under 21	0	0	0	0	0	0	0	0
21-30	40	20	18	7	6	0	0	12
31-40	23	25	33	27	22	3	1	18
41-50	16	30	27	49	39	32	14	27
51-60	16	17	21	16	33	44	47	29
61+	5	7	2	0	0	21	37	14

Data on the age distribution of the SCS are not presented due to the small number of staff at this grade. The Total column in the above table reflects the age distribution of all grades including the SCS.

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[23] This is based on the 491 staff where disability was known.
[24] No disability information available for the SCS in PINS
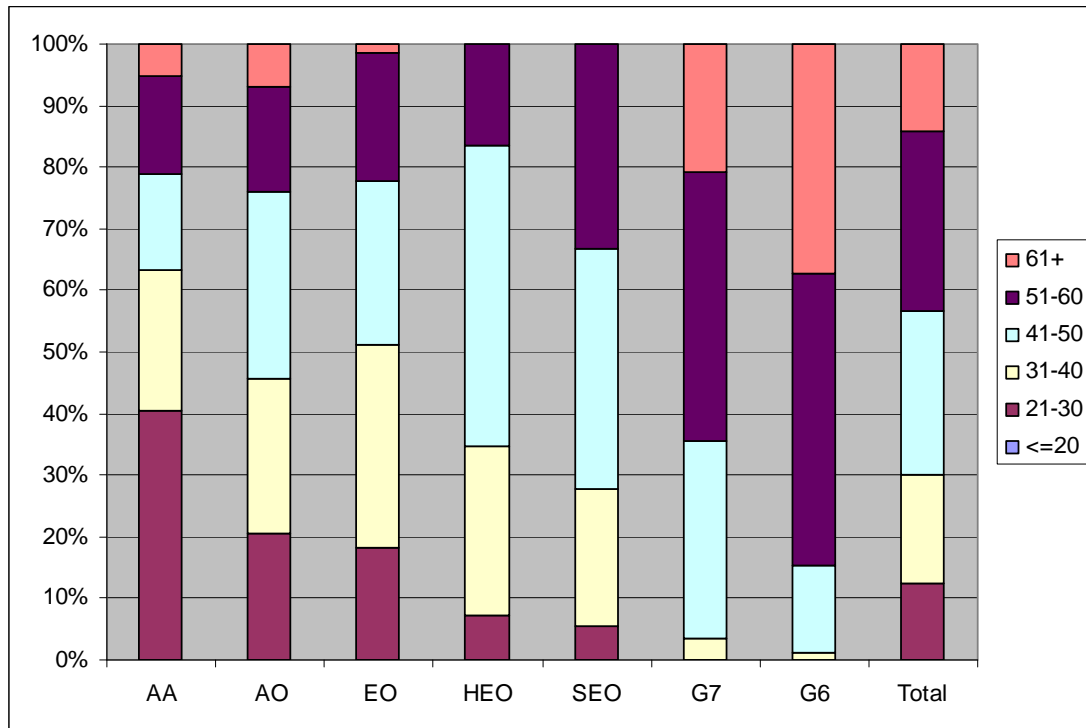
Chart 5: PINS Workforce composition – Age by grade

Table 6: PINS Workforce composition – Working pattern by grade

	AA	AO	EO	HEO	SEO	G7	G6	SCS	Total
	%	%	%	%	%	%	%	%	%
Full time	84	67	79	78	100	54	49	60	66
Part time	16	33	21	22	0	46	51	40	34

Chart 6: PINS Workforce composition – Working pattern by grade
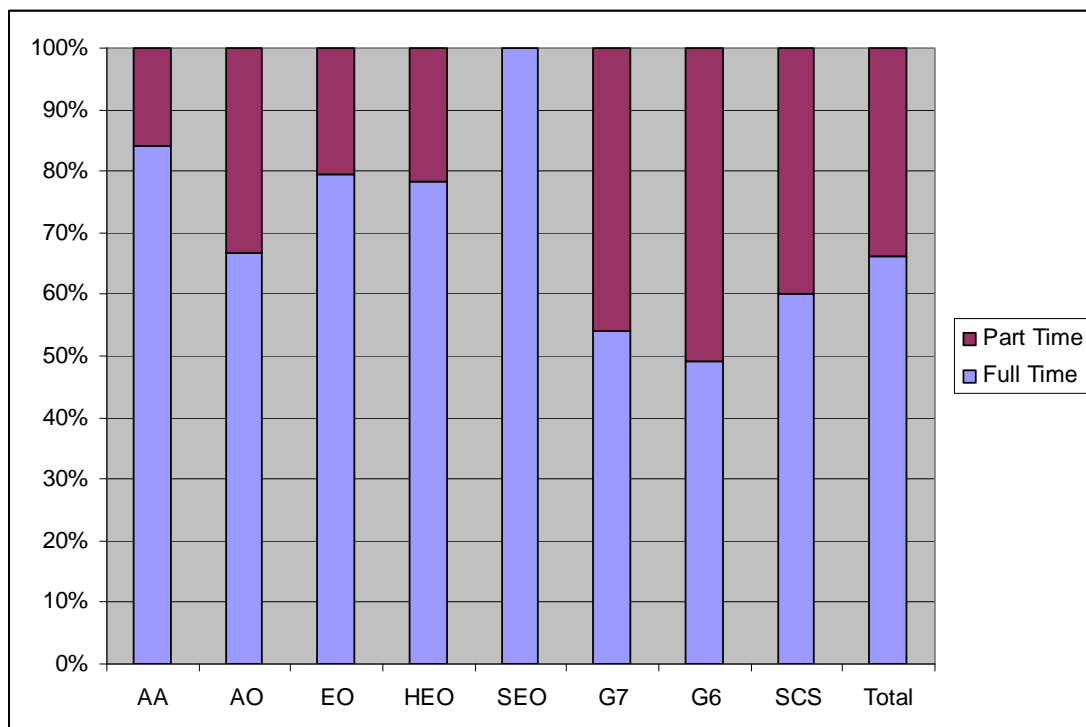
Table 7: PINS Workforce composition - [25]Sexual Orientation by grade

	AA	AO	EO	HEO	SEO	G7	G6	SCS	Total
	%	%	%	%	%	%	%	%	%
Bisexual	0	2	0	0	0	3	0	0	1
Gay	8	2	0	5	13	0	12	0	5
Heterosexual	92	96	100	95	88	97	88	100	94
Lesbian	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0

Chart 7: PINS Workforce composition - Sexual Orientation by grade
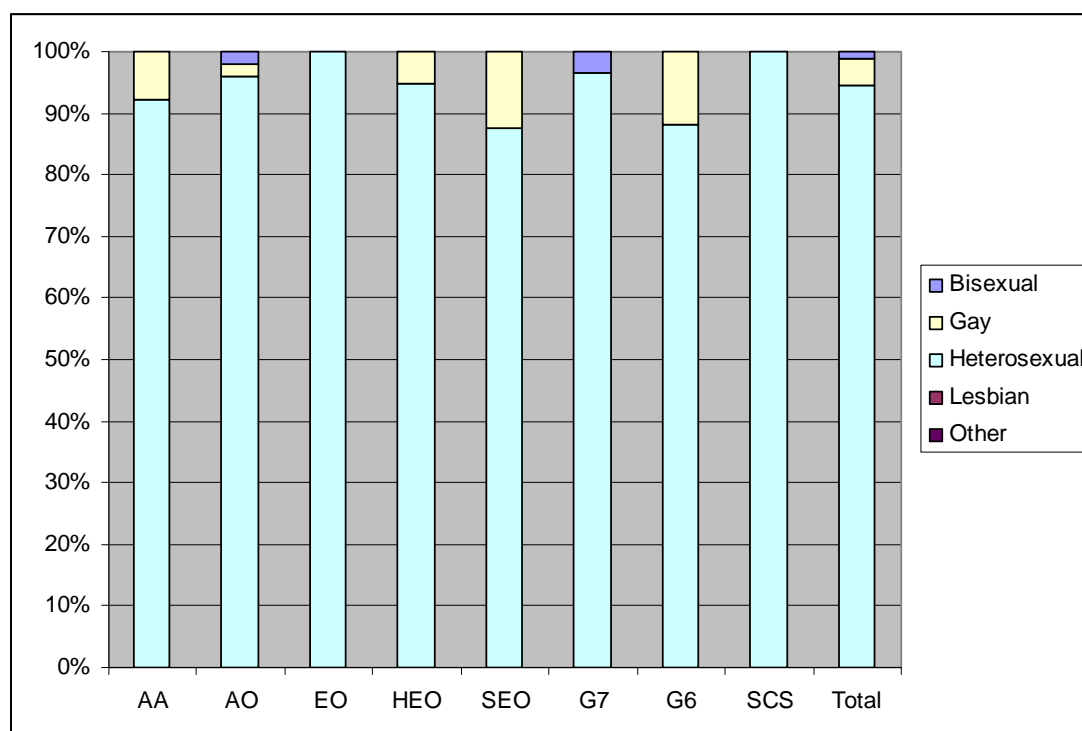
Table 8: PINS Workforce composition - [26]Religion or belief by grade

	AA	AO	EO	HEO	SEO	G7	G6	SCS	Total
	%	%	%	%	%	%	%	%	%
Buddhist	0	0	0	0	0	0	0	0	0
Christian	21	47	28	39	50	47	59	0	42
Hindu	0	0	3	0	0	0	3	0	1
Jewish	0	0	0	0	0	0	0	0	0
Muslim	0	2	3	0	0	3	0	0	2
None	71	49	55	56	50	47	38	100	51
Other	8	0	10	0	0	3	0	0	3
Sikh	0	2	0	6	0	0	0	0	1

[25] Sexual Orientation is based on known data for 197 staff
[26] Information is based on known data for 193 staff

Chart 8: PINS Workforce composition - Religion or belief by grade
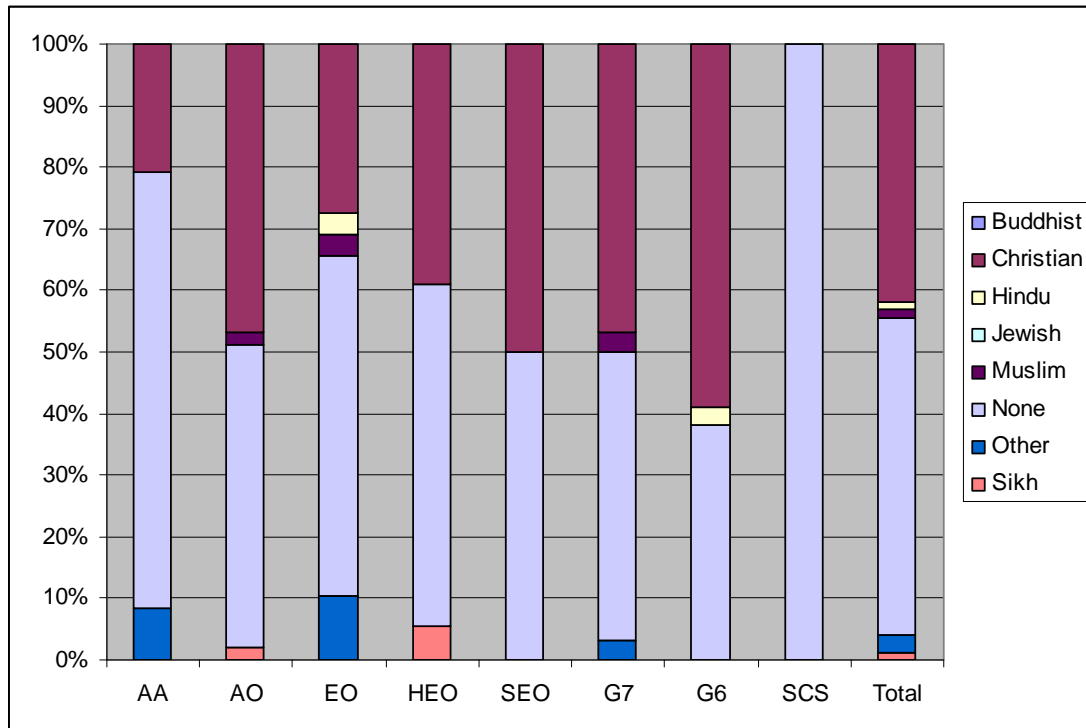
Annex C: Fire Service College Data

This annex presents an analysis of the Fire Service College (FSC) workforce diversity data for the reporting year 2010-11. Under section 149 of the Equality Act 2010 (the public sector equality duty), and the Equality Act 2010 (Specific Duties) Regulations 2011 FCS is required to publish information to demonstrate its compliance with the general equality duty.

At 31 March 2011, 159 members of staff worked for the Fire Service College.

All figures have been verified with the Fire Service College.

Workforce Composition:

- The AO grade contains the highest proportion of staff at the FSC (40%) and the SEO grades and above the smallest proportion of staff.
- Women accounted for 43% of the workforce overall. The EO grade has the highest proportion of females (63%).
- The 83% of staff who declared their ethnicity all stated that they were White.
- Of those staff for whom information is available (75%), 5% declared themselves as disabled.
- Analysis of the age profile shows that 72% of the workforce were aged over 40 (41% were over 50).
- Part time workers, both men and women, comprised 15% of the workforce. For women the figure was 29% and for men it was 4%; part-time working is more common at the lower grades.

Staff Changes:

- Over the twelve months to 31 March 2011, eight staff joined FSC, while 20 left – of these 11 resigned.
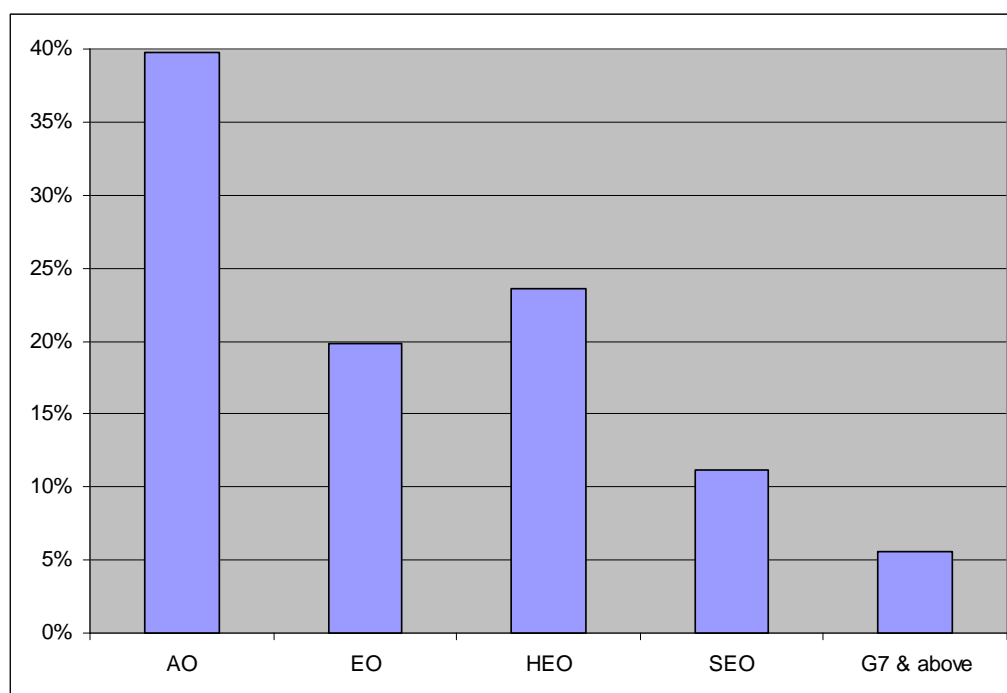- During the year there were two substantive promotions.

Section 1: Composition of FSC workforce

Table 1: Percentage of FSC Staff by grade as at 31 March 2011

	[27]AA	AO	EO	HEO	SEO	G7 and above	Total
Number by grade	0	64	31	38	17	*	159
Percentage by grade	0	40	20	24	11	6	100

* indicates less than 0.5% (but not zero)

Chart 1: Percentage of FSC Staff by grade as at 31 March 2011

Please note that staff in G7 and above have been combined into one category due to small numbers of staff at G7, G6 and SCS level. It is not possible to provide analysis of all of the protective characteristics broken down by grade due to the small numbers of staff in same of the grades at the FSC. No data are available for SCS staff on sexual orientation and religion or belief hence figures on these protective characteristics are for staff at G6 and below only.

Table 2: FSC Workforce composition - Gender by grade

	AO	EO	HEO	SEO	G7 and above	Total
	%	%	%	%	%	%
Male	52	38	71	83	66	57
Female	48	63	29	17	44	43

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[27] There are no AA grade staff recorded at FSC.

Chart 2: FSC Workforce composition - Gender by grade
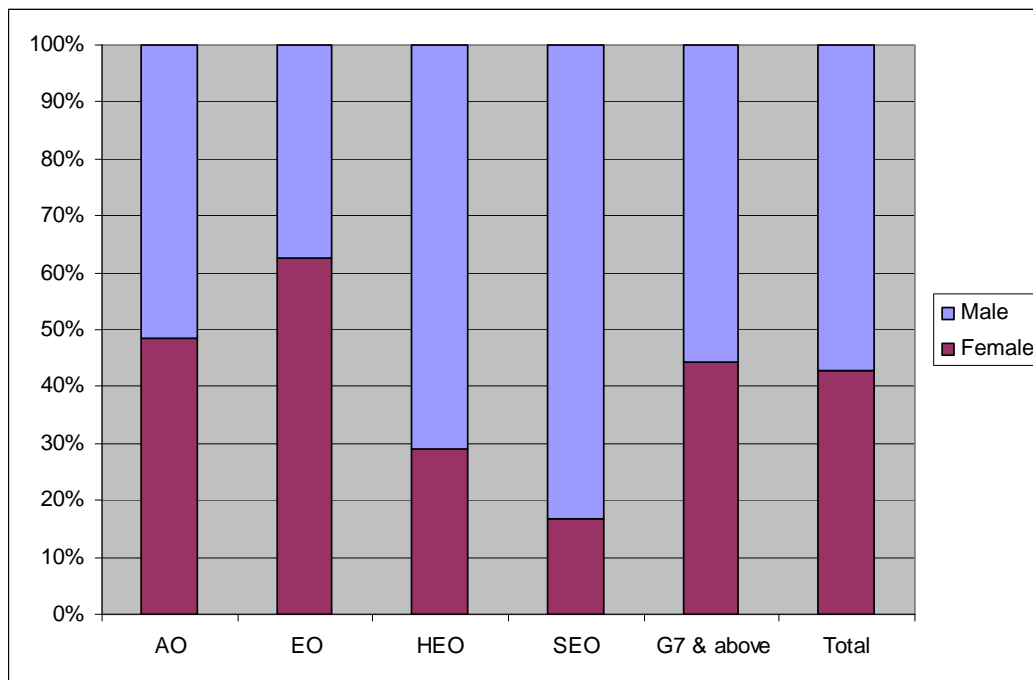
Table 3: FSC Workforce composition - [28]Disability by grade

	AO	EO	HEO	SEO	G7 and above	Total
	%	%	%	%	%	%
Disabled	6	12	0	0	0	5
Not disabled	94	88	100	100	100	95

Chart 3: FSC Workforce composition - Disability by grade

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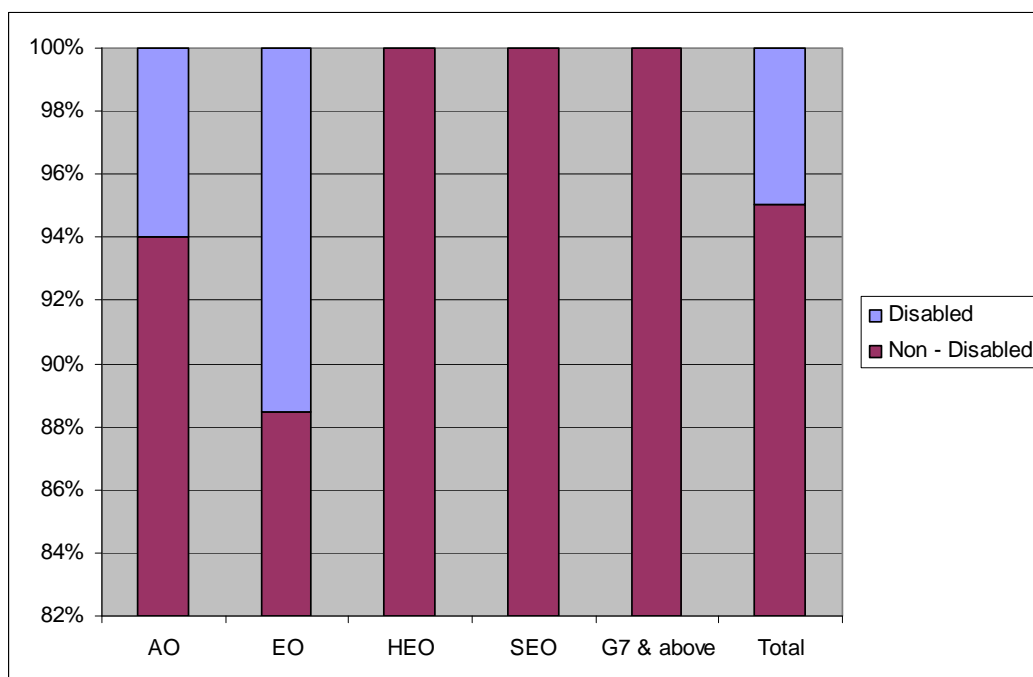
[28] This is based on the 121 staff where disability was known.

Table 4: FSC Workforce composition – Age

Age group	% of staff in age group
	%
Under 21	*
21-30	9
31-40	18
41-50	31
51-60	35
61+	6
All staff	**100**

Table 6: FSC Workforce composition – Working pattern by grade

	AO	EO	HEO	SEO	G7 and above	Total
	%	**%**	**%**	**%**	**%**	**%**
Full time	78	81	92	94	100	85
Part time	22	19	8	6	0	15

Chart 6: FSC Workforce composition – Working pattern by grade
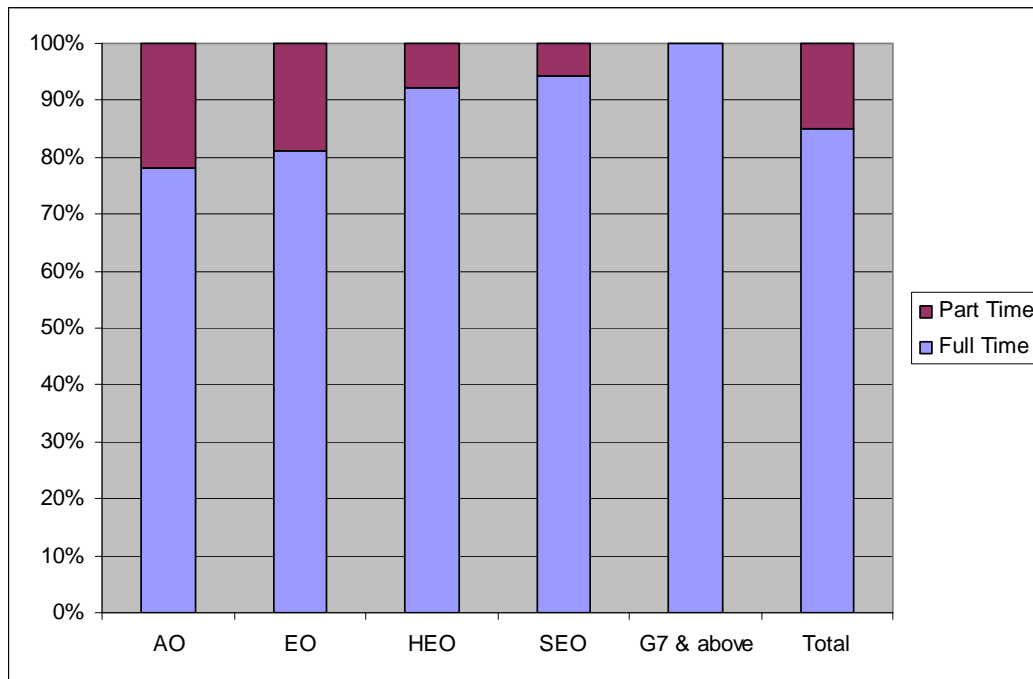
Table 7: FSC Workforce composition - [29]Sexual Orientation

Sexual orientation	% of all staff
Bisexual	0
Gay	0
Heterosexual	100
Lesbian	0
Other	0
All staff	**100**

[29] Sexual Orientation is based on known data for 92 staff

Table 8: FSC Workforce composition - [30]Religion or belief

Religion or belief	% of all staff
Buddhist	0
Christian	72
Hindu	0
Jewish	0
Muslim	0
None	27
Other	1
Sikh	0
All staff	**100**

[30] Information is based on known data for 104 staff.