Equality Monitoring 2011/12

Equality Monitoring in GCDA

V1.1

In House Analytical Consultancy

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Department for Transport

GORS

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Contents

Chapter 1: Management Summary

1.1 Introduction

This report is an analysis of GCDA staff diversity, for staff in post between 1st April 2011 and 31st March 2012.

The analysis takes data on staff in post, cessations, sickness, performance management, recruitment, grievances and discipline, and considers whether there were significant differences with respect to sex, race, disability status, pay band, age, sexual orientation, religion and belief, job type and working pattern.

Where possible, comparisons have been made against the previous year. The analysis would normally also look at training; however, there was a training freeze in GCDA during the year.

The inequalities and differences identified have been described in non-statistical terms throughout this report. However, where differences have been found to be statistical 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.

1.2 GCDA Structure and Organisation

The Government Car and Despatch Agency (GCDA) exists to help government departments and the wider public sector by moving people and documents throughout the UK.

At midnight on 31 March 2012 there were 178 staff in GCDA. 166 were based in London and 12 were based in Other locations. For this report, staff were classified as 'drivers/workshop staff' or 'office staff'. Just over three in every four staff were drivers/workshop staff.

Overall, there were 33 fewer staff in 2011/12 than 2010/11 – a reduction of 16%. This was the third year in a row when total staff numbers dropped by more than 10%. This was partly as GCDA ran a voluntary redundancy exercise during the year.

1.3 Restructuring in GCDA

GCDA is currently undergoing significant reform. During 2012, it is due to become an operational team within DfT, rather than a separate agency. It is also due to stop providing a mail service, and is due to reduce in size to less than half of its current staff – to 75 FTE by April 2013.

1.4 Key Findings: Sex

Females were under-represented in GCDA, particularly amongst drivers/workshop staff. A quarter of office staff were female, but only 4% of drivers/workshop staff were female. Overall, 9% were female. This was similar to previous years.

1.5 Key Findings: Race

Nearly one in five employees who identified themselves with a specific racial group were Black or Minority Ethnic (BME). The proportion of staff identifying themselves as BME was similar to the local working-age populations.

The proportion of BME staff was slightly higher for drivers/workshop staff than for office staff, though the difference was not significant.

The proportion of BME staff was almost unchanged in the last four years. The number of staff with unknown or undeclared race dropped from four in 2010/11 to two in 2011/12.

1.6 Key Findings: Disabled status

Four staff identified themselves as disabled, three less than the previous year. There were no staff with unknown disability status for the fourth year in a row. For London based staff, the proportion declaring themselves disabled was significantly lower than the disabled proportion amongst the local working-age population. No staff in Other locations declared themselves to be disabled.

All four disabled staff were office staff. No drivers/workshop staff declared themselves disabled – unlike the previous year, when there were two.

1.7 Key Findings: Age

GCDA staff had an older age profile than the working-age population. There was a particularly low proportion of staff aged under 30 (only 5%, compared with 30% of the GB working-age population), and a high proportion of staff aged 60 or over (more than double the rate in the GB working-age population).

The age profile has remained fairly stable in GCDA in recent years, with the exception of a big drop in the number of staff aged 65 or over in 2010/11 (when 19 out of 21 staff aged 65 or over left GCDA). At the end of 2011/12 there were only two staff aged 65 or over.

1.8 Key Findings: Working pattern

The number of part-time staff dropped slightly (though not significantly) from 6% in 2010/11 (12 staff) to 5% in 2011/12 (9 staff). All part-time staff were drivers/workshop staff.

1.9 Other findings

There was no significant difference in the sex or race of staff that left GCDA during the year and those still in post at the end of the year. However, leavers were significantly older than other staff, particularly amongst drivers/workshop staff.

Two grievances were raised against GCDA, and five discipline cases were raised against staff during the year.

57% of GCDA staff had some sickness absence during the year – slightly lower than 2010/11. These staff had an average 13.5 days sickness absence each in 2011/12. The average number of days sickness absence across all staff (including those not having any sickness absence) was 7.7 days. Both these figures are lower than 2010/11 by around two days per member of staff. Overall, higher than expected proportions of female staff, younger staff and office staff had some sickness absence. In addition, for office staff, younger staff had more sickness absence, whereas for drivers/workshop staff, the reverse was true – older staff had more sickness absence.

Performance management data for office staff showed that four out of 39 staff received an ‘exceeded’ performance mark. Given the small number of staff involved, no further analysis was carried out. (Drivers/workshop staff were not assessed against a formal performance management system).

GCDA recruited just one person during the year, and therefore no further analysis has been carried out.

GCDA staff generally did not record training. Therefore, analysis of this area has not been carried out.

1.10 Information Recommendations

Some minor errors were found in the previous year's data (2010/11). This report uses corrected data, and so it is not possible to compare exactly to the figures in the 2010/11 report. In particular, it was discovered that an additional 24 people left GCDA on 31st March 2011, who were incorrectly included in staff in post at the end of the year rather than cessations.

Sexual orientation and religion/belief declaration rates remained low, at a similar rate to the two previous years. Declaration rates for both characteristics have been around 60% for the last three years. For some staff, information on sexual orientation disappeared from the dataset between years.

IHAC would recommend that GCDA reviews the way it collects and stores staff information, in order to ensure data accuracy and improve the consistency in declaration rates. However, as GCDA is due to become a unit within DfT(c), this should be done by DfT(c) Human Resources.

Chapter 2: Introduction

2.1 Equality Monitoring

This report contains an analysis of the diversity of GCDA staff for 2011-12.

The aim of the analysis was to:

- identify differences between diversity groups within GCDA;
- compare the diversity of GCDA staff with the diversity of the local working-age population; and
- highlight any changes since previous years.

2.2 Analysis and reporting

This analysis has considered the following areas of diversity:

- Sex
- Race
- Disabled status
- Age
- Working pattern
- Sexual Orientation
- Religion and belief

And for the following datasets:

- Staff in post
- Cessations
- Performance management reports
- Disciplinary cases
- Grievance cases
- Sickness absence

It also gives information about maternity leavers and returners.

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 GCDA HR, and has been summarised in the annex tables provided with this analysis.

Throughout this report any references to declaration rates or staff who had declared their [e.g. disability] status apply to staff who identified with a particular diversity category – such as “disabled“ or “White British”. In other words, 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 held, and described as unknown/undeclared. So if, say 10% of staff had chosen not to specify their race, and information was not available for a further 20%, we would quote a declaration rate of 70%, even though technically 80% had made a declaration.

2.3 Data coverage and quality

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

For the purpose of this report, Senior Civil Service (SCS) staff in DFT(C)’s Agencies have been included along with the SCS in DFT(C).

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).

Data on staff sex, age and pay band are held for each member of staff, but data on disability status, race, sexual

orientation and religion/belief 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 subsequently analysis was not always possible. All staff declared their disability status, but for two staff race was not recorded, for 69 staff (39%) sexual orientation was not recorded and for 68 staff (38%) religion/belief was not recorded.

In general, there is one pay band in GCDA for drivers/workshop staff, and six pay bands for office staff, Band A through to Band F. In this analysis, Band E+ has been considered the same as Band E. Unlike previous years, there were no staff in Band A in 2011/12.

In the report for 2010/11, there were two drivers/workshop staff in Band A or Band B, and in the analysis by pay band, they were considered to be in an office pay band. However, this year they are recorded in the drivers/workshop pay band.

The report for 2010/11 incorrectly showed there to be 235 staff in post. However, 24 staff who left the agency on 31st March 2011 were incorrectly counted as still being in post at the end of 2011/12. This report uses the corrected figures – so any comparison to 2010/11 is against the 211 staff that were in post at the end of 2011/12.

2.4 Declaration rates

All employees are encouraged to complete an equality monitoring form, which records their race, religion or belief, sexual orientation, disability status, age and sex. The individual information is confidential but the overall statistics are used to analyse trends and support diversity action plans. DfT is keen to achieve high declaration rates and to exceed 90% for all diversity strands (protected characteristics).

Throughout this report any references to declaration rates or staff who had declared their [e.g. disability] status apply to staff who identified with a particular diversity category – such as “disabled“ or “White British”. In other words, 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 held, and described as unknown/undeclared. So if, say 10% of staff had chosen not to specify their race, and information was not available for a further 20%, we would quote a declaration rate of 70%, even though technically 80% had made a declaration.

The table below shows the position for the year ending 31 March 2012. Age and sex have a 100% declaration rate because this data is automatically available for all employees.

Protected characteristic	Declaration rate
Age	100%
Sex	100%
Race	98.9%
Disability status	100%
Sexual orientation	61.8%
Religion and belief	61.2%

Chapter 3: Staff in post

This chapter considers the geographical distribution and the diversity mix of GCDA staff.

It compares diversity of staff in London with the diversity of the local working-age population, and compares diversity of staff in Other locations with the diversity of the GB working-age population.

It also describes changes in the diversity profile over the last five years.

Where numbers allow, this chapter also considers how the minority groups were distributed across the pay bands and whether there were differences between office staff and drivers/workshop staff.

Key findings

- 16% fewer staff in 2011/12 – the third successive large drop in staff numbers.
- Little change in diversity mix over time.
- More male and more non-disabled staff in London than the proportions in the local working-age population.
- No significant difference in the race of staff and the local working-age population.
- Staff older compared with the GB working-age population.
- Drivers/workshop staff significantly older and more likely to be male, non-disabled and part-time than office staff.

3.1 Geographical distribution of GCDA staff

At midnight on 31st March 2012, there were 178 staff in GCDA, the majority (93%) based in London. The remaining 12 staff were based in Cardiff (7 staff), Leeds (3), Bradford (1) and Runcorn (1).

3.1.1 Staff changes

Overall, there were 33 fewer staff in 2011/12 than 2010/11 – a reduction of 16%. This was the third year in a row when total staff numbers dropped by more than 10%. Staff numbers have dropped by 42% (131 staff) in the last three years.

There were 26 fewer drivers/workshop staff (16% reduction), and seven fewer office staff (15% reduction).

During the year, one person was recruited, and one returned from long-term leave. 37 people left (including two previously on long-term leave). No staff were on long term leave on 31st March.

Year:	07/08	08/09	09/10	10/11	11/12
BAND A	4	2	2	1	0
BAND B	19	21	19	16	13
BAND C	14	16	12	14	14
BAND D	13	12	9	10	8
BAND E	9	10	5	4	3
BAND F	4	2	9	4	2
Drivers/ Workshop	236	246	218	162	138
Total	299	309	274	211[1]	178

The table above shows staff numbers by pay band as at midnight on 31st March in 2011/12 and the previous four years. In general, there has been a decrease in staff at every pay band in the last three years (since 2008/9) except at pay band F, which increased from two to nine staff in 2009/10 and then dropped back.

GCDA is currently undergoing significant reform. During 2012, it is due to become an operational team within DfT, rather than a separate agency. It is also due to stop its mail service, and reduce in size to less than half of its current staff – to around 75 FTE by April 2013.

3.2 Diversity profile of staff

For all diversity types, comparisons have been drawn with local working-age populations.

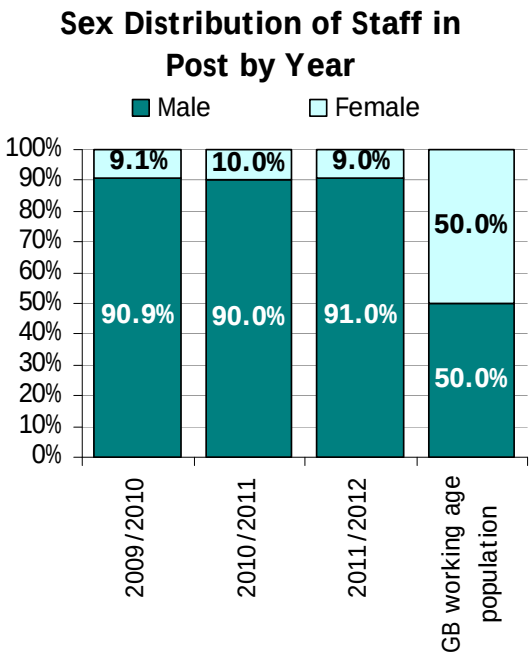
For London-based staff, this meant London boroughs and neighbouring counties. Staff in Other locations have been compared with the working-age population of Great Britain.

3.2.1 Sex by location

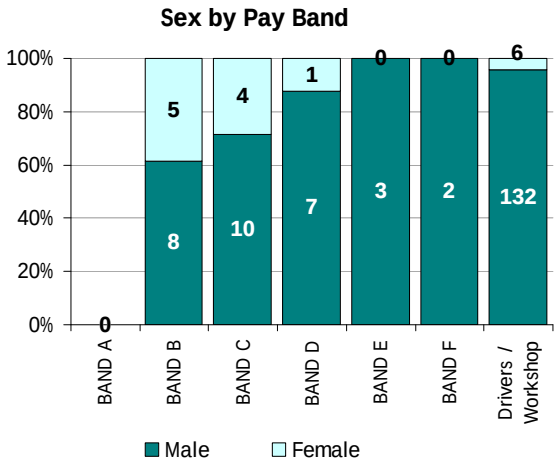
GCDA as a whole

The following chart shows the sex composition of GCDA in the last three years, compared with the GB working-age population (figures for 2007/08 and 2008/09 are similar to 2009/10-2011/12, and so are not shown). The vast majority of staff at 31st March 2011 were male, and the proportion of males and females has not changed substantially in the last five years.

[1] The figure for 10/11 has been corrected since the 10/11 report – see introduction



The following chart shows GCDA's 2011/12 sex distribution by pay band.



The vast majority (96%) of drivers/workshop staff were male, but the proportion of male office staff was significantly lower (75%).

London

There was a significantly higher proportion of male staff based in London than in the local working-age population of London (91% male in GCDA compared with 50% in the working-age population).

This pattern was roughly consistent within each pay band, as each had fewer females than males; over a quarter of office staff were female, compared with only four percent of drivers/workshop staff. Nevertheless, both of these rates were significantly lower than expected compared with the local working-age population.

Other locations

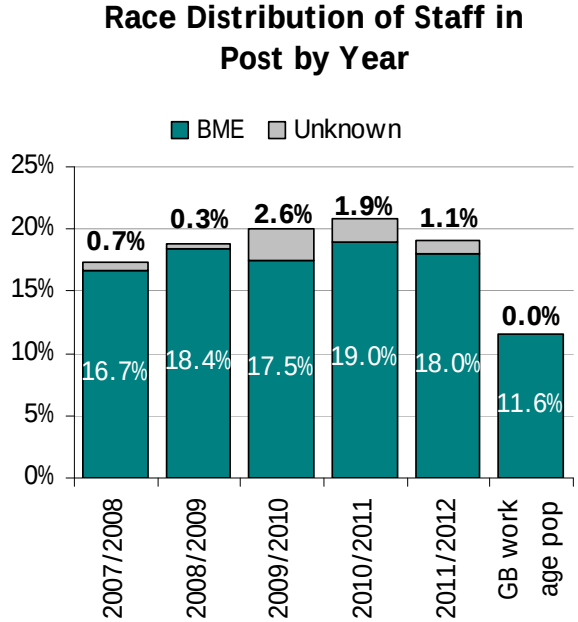
There were more male than female staff in Other locations – 92% of staff were male (11 of 12 staff).

The majority of staff in Other locations were drivers/workshop staff. Nine of the ten staff were male. The two office staff were also male.

3.2.2 Race by location

GCDA as a whole

The following chart shows the proportion of Black or Minority Ethnic (BME) staff in each of the last five years, and compares these with the whole of the GB working-age population. Just under one in five staff with declared race had identified themselves as BME. This was similar to the previous four years.



The distribution by race varied across pay bands, but we would expect variation, particularly when low numbers are involved. There was no significant difference in the race of drivers/workshop staff and office staff.

Both of the staff with unknown race in 2011/12 were drivers/workshop staff.

London

There was only a small (non-significant) difference in the proportion of the London based staff that were BME (20%) compared with the local working-age population (24%). This was the same as the previous three years. Further analysis found no difference between the different pay bands.

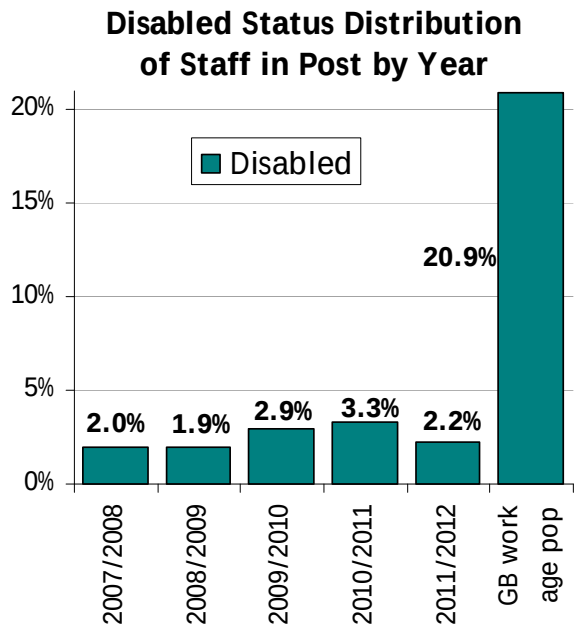
Other locations

All staff located outside London were white. This is the same as the previous four years, for all staff who had identified with a racial group. The number of staff was not enough to compare with the national working-age population.

3.2.3 Disabled status by location

GCDA as a whole

Four staff had declared themselves disabled (2%) – a similar proportion to the previous four years. All four disabled staff were office staff (10% of office staff). There were no staff with undeclared disability status in GCDA. The proportion of staff declaring themselves disabled for the last five years is shown in the chart below.



London

2.4% of London staff had declared themselves disabled. The proportion of disabled staff was significantly lower than the estimate for the local working-age population[2] (17.7% disabled).

Other locations

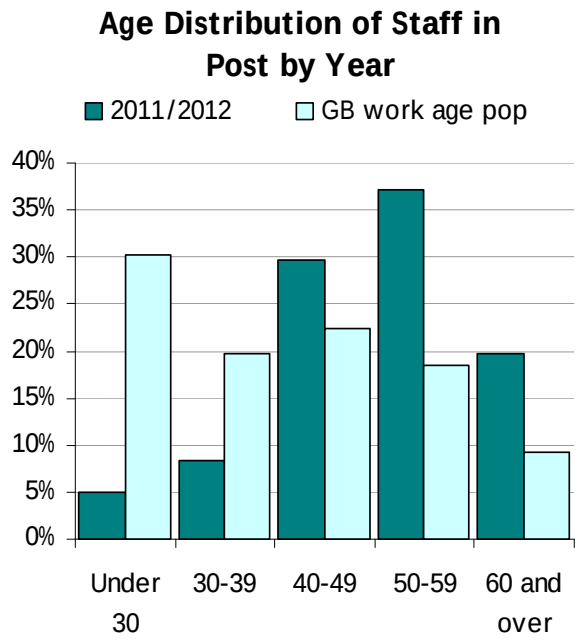
None of the 12 staff located outside London had declared themselves disabled.

3.2.4 Age by location

GCDA as a whole

The chart below compares the age distribution of staff with the equivalent age distribution of the GB working-age population. This excludes the profile for previous years, as these were similar to that for 2011/12 (except with higher proportions aged 60 and over up to 2009/10).

[2] For the disability status of the working-age populations, the definition of disabled includes both those with a disability covered by the Disability Discrimination Act and those with a work-limiting disability.



In each of the last five years, staff tended to have an older age profile than the GB working-age population. There were significantly higher than expected proportions of staff in the older age groups: 50-59 and 60 & over. GCDA was particularly under-represented in the number of under-30 year olds, and employed no-one aged 25 or younger. The age profile has remained fairly constant over the last five years, except for a large decrease in number of staff aged 65 or over between 2009/10 (18 staff or 7%) and 2010/11 (2 staff or 1%).

There was also a difference between pay bands, as office staff had a significantly younger age profile than drivers/workshop staff. There was a higher proportion of office staff aged under 30 and 40-49, and a higher proportion of drivers/workshop staff aged 50-59 and 60 and over. The proportion of staff aged 30-39 was similar for the two occupations. 62% of drivers/workshop staff were aged 50 or over compared with 38% of office staff.

In general, males were older, with an average age of 50.8, compared with females, whose average age was 42.5.

More than half of the males were 51 years or older, whereas only four of sixteen females were. This difference was statistically significant.

As a group, white staff were older than BME staff, with an average age of 50.8 for white and 46.2 for BME staff. 56% of white staff were 51 years or older, whereas only 31% of BME staff were. This difference was significant.

Disabled and non-disabled staff had similar average ages – 48.3 for disabled staff and 50.1 for non-disabled staff. The average age of staff in GCDA as a whole was 50.0.

London

The staff in London had a significantly different age profile compared with the local working-age population; in general there were fewer younger staff and a greater number of older staff. This was particularly true for drivers/workshop staff – for example 62% of drivers/workshop staff were aged 50 or over, compared with 37% of office staff and 24% of the working-age population of London.

Other locations

A higher proportion of staff working outside London were aged 50 or over (58%) compared with the GB working-age population (28%). There were not enough staff to test whether or not this was significant – although it was consistent with the pattern in London.

3.2.5 Work pattern

In 2011/12 there were 9 part-time staff (5%), a similar proportion to 2010/11. All part-time staff were male, non-disabled drivers/workshop staff based in London. Six were white staff, and three were BME staff.

3.2.6 Sexual orientation

Information on sexual orientation was collected for the first time in 2009/10. Declaration rates have stayed at a similar level in the past three years, with four in ten staff having an undeclared sexual orientation in the records. Of those that declared their orientation, 98% declared themselves as heterosexual – only two declared themselves lesbian, gay or bisexual.

3.2.7 Religion and belief

Information on religion and belief was collected for the first time in 2009/10. Declaration rates have stayed at a similar level in the past three years, with four in ten staff having an undeclared religion/belief in the records. Of those that declared their religion or belief, three quarters declared themselves as religious (of any faith) and a quarter as not having a religious belief (atheist, agnostic or no religion).

3.2.8 Maternity leave

There were no staff on paid or unpaid maternity leave as at 31 March 2011, and no members of staff returned to GCDA from maternity leave during the year.

Chapter 4: Ceased Employment

This chapter compares the profile of staff who left GCDA during 2011/2012 with that of the staff in post at the end of the reporting year.

Key findings

- 37 staff left during 2011/12 – 17% of the staff employed at the start of the year.
- No significant difference in sex or race between staff who left and those in post (with too few disabled staff to test for significance)
- More older staff amongst leavers than those still in post, particularly for drivers/workshop staff

4.1 Ceased Employment

37 staff left GCDA during 2011/12 – 17% of the staff employed at the start of the year. (Note: staff numbers dropped by 33 staff or 16%, but three staff returned from long term leave and one was recruited). This was the third year of big staff reductions, with staff numbers down by 42% in three years.

Drivers/workshop staff and office staff were equally likely to have left during the year, with 17% of both groups leaving the agency.

4.1.1 Age

Amongst drivers/workshop staff, staff that left during the year were significantly older than staff in post at the end of the year. The average age of leaving staff was 56, compared with 51 for staff in post.

This was not true for office staff, where staff that left during the year had an average age of 40, compared with 46 for staff remaining in post at the end of the year. However, there were not enough office staff to test whether or not this difference was significant.

Chapter 5: Grievances and Discipline

This chapter considers grievances and discipline cases by diversity group, looking at how representative they were of staff in GCDA.

The numbers involved for both grievance and discipline cases were too small to carry out statistical testing.

Key findings

- Two grievances raised against GCDA during the year
- Four discipline cases raised against staff during the year
- One staff member raised a grievance and had a discipline case
- Two of the five staff involved left GCDA during 2011/12.

5.1 Grievance cases

There were two grievances raised during 2011/12. They were both raised by male, white, non-disabled drivers/workshop staff. One of the two members of staff also had a discipline case against them, and left GCDA during the year.

5.2 Discipline cases

There were discipline cases against five staff during 2011/12. All were against male, non-disabled staff. Three were against white staff and two were against BME members of staff. Four were against drivers/workshop staff, and one was against a member of office staff.

Two members of staff who had a discipline case raised against them left the agency during the year.

Chapter 6: Sickness Absence

This chapter considers days recorded absent due to sickness by each diversity group.

Data on days lost to sickness absence were supplied for all staff that were in post at the end of the reporting year (i.e. not including staff who had left GCDA during the year).

Both the likelihood of being absent due to sickness and the number of days recorded were analysed according to key diversity factors (sex, race and disabled status), as well as pay band, age and job type.

Analysis of the factors that appeared to be linked with the amount of sickness absence was performed on all staff this year, in a change from the previous analysis which included only those staff that had some sickness absence during the year.

Only the factors that showed significant results are commented upon in this chapter.

The purpose of this analysis was to consider differences in sickness absence by diversity group. Like other analysis in this report, it applies to staff who were in post on 31st March 2012, excluding those on long term leave (except for staff on long term sick, who are included in this analysis). It therefore does not 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 we have not made adjustments for available working time – e.g. staff who have worked for less than the full year.

Key findings

- A lower proportion of staff had recorded sickness absence than in the previous year
- Younger staff, female staff and office staff more likely to have had sickness absence
- However, female staff had fewer days than male staff

Note: Where part-time staff working shorter than standard days had been absent on one of their working days, a full day was recorded in the data rather than the actual hours they had been expected to work. We cannot identify individuals' actual working patterns to make a suitable adjustment, so this means that the days quoted in the report may overstate the amount of sickness absence recorded.

This issue does not arise for part-time staff working standard-length days.

6.1 Overall Analysis

Cabinet Office Figures

Official Cabinet Office figures for sickness absence in GCDA are as follows:

Average days of sickness absence (Average Working Days Lost)	8.47
% employees with sickness absence	52.6%

As stated in the introduction to this chapter, the Cabinet Office figures should remain the official source of sickness absence figures for the GCDA. Any figures quoted from here on in are based on staff-in-post on the midnight of 31st March 2012 and do not include employees on long-term leave at this point in time (those with long-term sickness absence are included in the analysis). Therefore any averages quoted will be different from the official Cabinet Office averages above.

Equality Monitoring Sickness Absence

On average, GCDA staff who were in post at 31st March 2012 had had an average of 7.7 days of sickness absence each in 2011/12. 57% of staff recorded at least one absence due to sickness during the year, meaning those staff in post that had recorded some sickness absence, recorded 13.5 days each on average.

These figures are slightly lower than in last year's report, by about two days per person, and the proportion that were absent at least once dropped by around 6%.

6.1.1 Age

Younger staff were significantly more likely to record sickness absence than older staff. 83% of staff aged under 40 recorded at least one absence compared with 53% of staff aged 40 or over.

In addition, of those that had some sickness absence, there was a link between how much sickness absence they recorded and their age. As with the previous year, this pattern worked in a different way for office staff and for drivers/workshop staff.

Younger office staff who had recorded some sickness absence had a significantly higher number of days sickness absence than older office staff who recorded sickness absence. The average for staff aged under 40 was 16.8 days compared with 12.2 days for those aged 40 or over.

The opposite was true for drivers/workshop staff who had recorded some sickness absence: older staff had a significantly higher number of days sickness absence than younger staff. The average for staff aged under 40 was 11.3 days compared with 13.7 days for those aged 40 or over.

6.1.2 Sex

Female staff were significantly more likely to record any sickness absence than male staff (88% of females compared with 54% of males). However, males that had recorded sickness absence had a significantly higher number of days – 14.1 days for males compared with 9.2 days for females.

6.1.3 Job type and pay band

Office staff were significantly more likely to have recorded an absence (75%) than drivers/workshop staff (52%). However, as office staff were more likely to be younger and female, when these two factors were taken into account, job type was no longer significant.

The analysis also suggested there was a significant difference between the lower office pay bands and the higher office pay bands. Band B & C staff who had recorded any sickness absence had 16.9 days each, on average, compared with only 5.0 days for Band D & E staff who had recorded any absence (note no Band F staff recorded any sickness absence). However, due to the small numbers involved, it is difficult to determine whether this is due to the pay band, or some other characteristic.

6.1.4 Work pattern

Part-time staff were slightly, though not significantly, more likely to have recorded sickness absence (67%, compared with 57% for full-time staff). However, the six part-time staff that recorded sickness absence had had on average 3.7 days, significantly less than the 14.1 average days of the full-time staff that recorded sickness absence.

6.1.5 Belief

Staff that declared they had no religious belief were slightly, though not significantly, more likely to have had sickness absence (74%) than those who had a belief (53%), or whose views were unknown (56%). In addition, staff who declared no religion had recorded significantly more absence – the average for those that recorded some absence was 20.3 days compared with 12.4 and 11.1 days for those with a belief and those whose views were unknown, respectively. However, due to the high proportion of staff with unknown views, this should be treated with caution. This reinforces the need for accurate information.

Chapter 7: Recruitment

There was one non-SCS recruitment within GCDA during 2011/12 – a member of office staff at Band D. This was a Fixed Term Appointment that will cease on March 31st 2013. No further analysis has been carried out.

Chapter 8: Performance Assessment

Drivers/workshop staff were not assessed against a formal performance management system and therefore an analysis of box markings was not possible.

A three box marking system was used for office staff. However, of the 39 staff for whom a performance mark was recorded, only four staff received an 'exceeded' mark, and the rest received an 'achieved' mark. Therefore, no further analysis of performance markings by diversity groupings for office staff was carried out.

Chapter 9: Learning and Development

There was a freeze on training in GCDA during the year (other than essential training, for which information is not available). Therefore, no analysis has been carried out.

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 Authority[3] 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 occupation[4] .

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 2011[5], 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

[3] Local authorities including County Councils rather than District Councils.
[4] 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 years[6] (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.

[6] 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 recorded) 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 recorded, 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: Year on year comparison table – all staff

The table below shows the numbers and proportion of staff from each diversity group for the last two years. The penultimate column shows the percentage point change in the proportions, whereas the final column shows the percentage change in actual staff numbers. For example, numbers of both males and females have decreased (-14.7% and -23.8% shown in the final column), but the proportion of male staff has increased by the same amount that the female proportion decreased (1.0% in the penultimate column).

Staff Type	March 31st 2011			March 31st 2012			Percentage point change	% change from 2011
	No.	% of total	% of total that declared	No.	% of total	% of total that declared		
All staff	211			178				
Males	190	90.0%	90.0%	162	91.0%	91.0%	+1.0	-14.7%
Females	21	10.0%	10.0%	16	9.0%	9.0%	-1.0	-23.8%
White	167	79.1%	80.7%	144	80.9%	81.8%	+1.8	-13.8%
BME	40	19.0%	19.3%	32	18.0%	18.2%	-1.0	-20.0%
Unknown Race	4	1.9%	-	2	1.1%	-	-0.8	-50.0%
Non-disabled	204	96.7%	96.7%	174	97.8%	97.8%	+1.1	-14.7%
Disabled	7	3.3%	3.3%	4	2.2%	2.2%	-1.1	-42.9%
Unknown disability	0	0.0%	-	0	0.0%	-	+0.0	+0.0%
Full Time	199	94.3%	94.3%	169	94.9%	94.9%	+0.6	-15.1%
Part Time	12	5.7%	5.7%	9	5.1%	5.1%	-0.6	-25.0%
Unknown working pattern	0	0.0%	-	0	0.0%	-	+0.0	+0.0%
Average age	49.4			50.0				