



Home Office

Employment Monitoring Report

Home Office and its Executive Agencies

2012-2013

Executive Summary

This Employment Monitoring Report (EMR) has been produced to provide an annual update on how the Home Office is performing against the monitoring of its statutory duties to its employees in accordance with equality legislation. All data is at 31 March 2013 or covers the period 1st April 2012 to 31st March 2013, unless otherwise stated.

This report builds on last year's report, continuing to make specific references to data quality, assessing areas for further improvement and including new sources of data.

This year, however, we have expanded the analysis to assess whether any differences between this year and last year, minority groups and majority groups, and subsets of employees affected by each policy and the overall workforce are statistically significant. Only areas where statistically significant differences were found are detailed in the report. However, to ensure transparency of all data used in this monitoring exercise, all data will be included in a separate set of tables, known as Open Data Files, published alongside the report.

Representation

In conjunction with Cabinet Office, the Department agreed specific targets to improve representation rates by 2013. At the end of this period, the Department had met or exceeded half of its targets, as detailed below.

- The Department achieved its targets for disabled employees.
- The benchmark for minority ethnic employees in the feeder grades was exceeded, but for SCS employees was 1.0% below the target level (5.0% compared to the target of 6.0%).¹
- The target for lesbian, gay or bisexual employees in the feeder grades was 1.3% below the target level (3.7% compared to the target of 5.0%), but at SCS level the target was exceeded by 1.5% (6.5% compared to the target of 5.0%).
- The target for female employees in the feeder grades was met, but at SCS level was 5.4% below the target (32.6% compared to the target of 38.0%). Looking at the SCS paybands individually the benchmarks were also missed. At Payband 2 (PB 2) and above the proportion of female employees was 10.6% below the target.

The Home Office is committed to improving its representation as an employer whose employees are representative of the society they serve. In addition, it has a responsibility to identify any areas where its HR policies might be strengthened to ensure fair and equal treatment.

Key Messages

Home Office Composition

- 9.0% of the Department's workforce declared themselves disabled; an increase of 2.3% on 2012 (6.7%).
- The proportions of employees who made a positive statement with regards to disability, race and religion have all fallen slightly compared to 2012 however, the proportion of

¹ The SCS feeder grades are defined as Grade 7 and Grade 6.

employees who made a positive statement with regards to sexual orientation is up slightly on last year.

- The Department has better representation rates for disabled and minority ethnic employees than the overall Civil Service.

Pay

- In general, differences between the median salary of employees at the same grade but with different components within each protected characteristics were small.
- Pay gaps (based on median hourly pay) tended to be small. The key pay gap figures were:
 - The gender pay gap was 3.4%; female employees had a lower hourly median pay than male employees.
 - The ethnicity pay gap was 1.9%; minority ethnic employees had a higher hourly median pay than white employees.

The following areas have improved since the publication of last year's report and are better than or in line with the Home Office composition:

Redeployment

- Sex: 52.9% of employees in the redeployment network were female; 8.8% less than in 2012 (61.7%).
- Work Pattern: 23.0% of employees in the redeployment network were part-time; 11.0% less than in 2013 (34.0%).

The following areas have improved since the publication of last year's report but remain below the Home Office composition:

Joiners

- Work Pattern: The proportion of part-time joiners has increased by 6.7%; from 7.3% in 2012 to 14.0% in 2013, but is still below the Departmental representation rate for part-time employees (20.0%).

HEO CSA/CSIST

- Race: The proportion of minority ethnic employees who passed the HEO assessment has increased by 15.7%; from 6.4% of those who passed the HEO CSA to 22.1% of those who passed the HEO CSIST. However, there is still a significant difference between the proportion of minority ethnic (22.1%) and white employees (47.3%) who passed the HEO CSIST.

Promotions

- Work Pattern: The proportion of employees who were promoted who were part-time has increased by 3.2%; from 4.6% in 2012 to 7.8% in 2013, but is still below the Departmental representation rate (20.0%).

TCA

- Work Pattern: The proportion of employees on TCA who were part-time has increased by 9.1%; from 6.0% in 2012 to 15.1% in 2013, but is still below the Departmental representation rate (20.0%).

RYAWDL

- Sex: The RYAWDL of female employees decreased by 0.49 days; from 9.47 days in 2012 to 8.98 days in 2013. This is still greater than the Departmental AWDL figure of 7.88 days.

No Sick Absence

- Disability: proportion of disabled employees with no sick absence increased by 0.8%; from 5.2% in 2012 to 6.0% in 2013, but this is still below the Departmental representation rate for disabled employees.

Short-Term Sick Absence Triggers

- Race: 28.7% of employees who reached a short-term trigger point were minority ethnic; 2.7% less than in 2012, but this is still above the Departmental representation rate (23.4%).

The following areas were consistent since the publication of last year's report but better than the Home Office composition:

Joiners

- Sexual Orientation: 3.8% of joiners declared themselves to be LGB; 1.3% more than the Departmental representation rate for LGB employees (2.5%).

The following areas were consistent since the publication of last year's report but remain below the Home Office composition:

Joiners

- Disability: 5.1% of joiners declared themselves disabled; 3.9% less than the Departmental representation rate for disabled employees (9.0%).
- Sex: 49.3% of employees were female; 2.8% less than the Departmental representation rate for female employees (52.1%).

Promotions

- Disability: 4.9% of employees who were promoted were disabled; 4.1% less than the Departmental representation rate (9.0%).
- Sex: 48.6% of employees who were promoted were female; 3.5% less than the Departmental representation rate (52.1%).

TCA

- Disability: 4.7% of employees on TCA were disabled; 4.3% less than the Departmental representation rate (9.0%).
- Race: 15.2% of employees on TCA were minority ethnic; 8.2% less than the Departmental representation rate for minority ethnic employees (23.4%).

No Sick Absence

- Race: 19.4% of employees with no sick absence were minority ethnic; 4.0% less than the Departmental representation rate (23.4%).
- Sex: 45.9% of employees with no sick absence were female; 6.2% less than the Departmental representation rate (52.1%).

Short-Term Sick Absence Triggers

- Sex: 63.0% of employees who reached a short-term trigger point were female; 10.9% more than the Departmental representation rate (52.1%).

The following areas have shown no improvement since the publication of the last report but are still better than or in line with the Home Office composition:

Redeployment

- Race: 20.8% of employees in the redeployment network declared themselves minority ethnic; 5.4% more than in 2012 (15.4%), but this is still below the Departmental representation rate (23.4%).

The following areas have shown no improvement since the publication of the last report and remain below the Home Office composition:

Dispute Resolution

- Disability: 21.1% of employees involved in a grievance case were disabled; 13.5% more than in 2012 and 12.1% more than the Departmental representation rate for disabled employees (9.0%).
- Race: 39.2% of employees involved in a grievance case were minority ethnic; 2.6% more than in 2012 and 15.8% more than the Departmental representation rate for minority ethnic employees (23.4%).
- Sexual Orientation: 5.8% of employees involved in a grievance case were LGB; 2.2% more than in 2012 and 3.3% more than the Departmental representation rate for LGB employees (2.5%).

RYAWDL

- Disability: The RYAWDL of disabled employees increased by 0.47 days; from 14.26 days in 2012 to 14.73 days in 2013. This is greater than the Departmental RYAWDL of 7.88 days.
- Work Pattern: The RYAWDL of part-time employees increased by 0.31 days; from 9.78 days in 2012 to 10.09 days in 2013. This is greater than the Departmental RYAWDL of 7.88 days.

Short-Term Sick Absence Triggers

- Disability: 17.3% of employees who reached a short-term trigger point were disabled; 7.4% more than in 2012 and 8.3% more than the Departmental representation rate (9.0%).

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Introduction

The aims of this Employment Monitoring Report (EMR) are to:

- enable the Home Office to examine whether processes and procedures are providing equality of opportunity for all employees; and
- consider improvement activities that need to be taken to address any areas of weakness regarding data collection and data quality.

We are committed to meeting our statutory equality duties, and this report sets out the data and our analysis of the application of Departmental employment processes and policies in compliance with those duties. The protected characteristics covered by the Public Sector Equality Duty, introduced by the Equality Act 2010, are:²

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race – including ethnic or national origins, colour or nationality
- religion or belief – including lack of belief
- sex
- sexual orientation

For the first time this year we are able to report on the impact of the organisation's policies in respect of all the protected characteristics (with the exception of gender reassignment) and to provide meaningful analysis where the data allowed.³ We also report on additional characteristics - grade, location and work pattern.

During 2012-13 we were able to exploit new data sources and methodologies to enable reporting on marital status, as well as for those employees who were pregnant, on maternity leave or returned from maternity leave during the period. We also extended our reach on the number of HR areas against which we were able to report monitoring activities to include: flexible working; the application of manager discretion with regards to short-term sick absence triggers; long-term sick absence triggers; and bullying, harassment and discrimination (BHD). As these areas were not included in previous monitoring reports, it is not possible to make comparisons with any similar previous published data.

In terms of resourcing and recruitment processes, 2012-13 represented a year of change with a move to a Civil Service-wide e-recruitment process using online tools. In January 2013 Core Skills Assessments (CSA), for those applying for promotion to HEO grade, were replaced by the Civil Service Initial Sifting Tool (CSIST). In February 2013 Home Office recruitment moved to a Civil Service-wide resourcing system called World Careers Network (WCN). As a consequence, we have not been able to report on all areas of these processes but where possible, this report provides transitional information with multiple processes and systems analysed. Next year's report will provide a further step-change in data quality and data completeness for these processes, as a full year of steady-state data will be available for analysis.

² The terminology used here to describe the protected characteristics is taken from official guidance on the Equality Act 2010, and where possible this terminology will be used throughout the report for consistency.

³ We do not collect data on gender reassignment due to the extremely sensitive nature of the information.

Further improvement activities currently being implemented, which will enhance the data in next year's report, include: a move to the use of CSIST rather than CSAs for Grade 7 recruitment; and the management and recording of grievance and discipline cases by a centralised Complex Casework System known as CMA. This report, therefore, offers incremental progress on our HR monitoring and reporting responsibilities and the progress made against Employee Policies during 2012-13.

The Home Office composition was compared with that of the Civil Service, as compiled by the Office for National Statistics (ONS), to benchmark the Department's progress where practicable.

Methodology

Please see Appendix 1 for details of the methodology used in the data collection and analysis.

The Data

All data included in this report was extracted on 1st April 2013, and therefore covers the period 1st April 2012 to 31st March 2013.

The data included relates specifically to those employees in the core Home Office and the Executive Agencies; Her Majesty's Passport Office and the National Fraud Authority, unless otherwise stated.⁴ The following workforce changes occurred in the Department during 2012-13:

- Criminal Records Bureau employees transferred from the Department to a newly-formed Non-Departmental Public Body - the Disclosure and Barring Service - on 3rd December 2012. Therefore these employees are not included in figures for 2012-13.
- Government Equalities Office employees transferred from the core Home Office to the Department for Culture, Media and Sport in line with the change in the Minister for Women and Equalities. Therefore these employees are not included in figures for 2012-13.
- National Policing Improvement Agency employees transferred into the core Home Office on 1st October 2012 in a Machinery of Government (MoG) change in preparation for a further MoG change on 7th October 2013 (the formation of the new National Crime Agency). Therefore these employees are included in figures for 2012-13.

Where data incorporates information on the grades of our employees, grade equivalency is used to allow for comparison with the wider Civil Service. ONS definitions are used to assign individual grades to standard grade equivalency responsibility levels. An explanation of these definitions is included in Appendix 1.

Diversity information is reported using a standard set of categories, agreed with Cabinet Office:

- Positive statement: progress towards the achievement of targets is measured based on employees who made a positive statement about their diversity and equality information. Employees are encouraged to make a positive statement about each protected

⁴ The core Home Office includes Home Office Headquarters functions along with Border Force and the former United Kingdom Border Agency (UKBA). Border Force and UKBA became part of the core Department on 1st March 2012 and 1st April 2013 respectively, as the result of internal reorganisations. On 1st April 2013 the Identity and Passport Service was renamed as Her Majesty's Passport Office, in recognition of the changing role of the agency.

characteristic. For example, a positive statement for disability would be “disabled” or “not disabled”.

- Declaration rate: this is made up of the positive statement group and those who select the option of “prefer not to say” in relation to diversity and equality monitoring questions.
- Not surveyed: this includes employees who have not provided any response to diversity and equality monitoring questions.

All analysis within the report is based only on those who made a positive statement. Information on declaration and surveyed rates are included in each section of the report, allowing users to assess the data quality in this regard. Where data is missing or poor (or the number of employees involved was small) no further analysis was carried out, and this is noted in the report.

Section 1 details the Home Office composition based on ONS definitions to allow for comparisons across Government.⁵ Section 2 examines pay medians and pay gaps, and therefore is based on current paid civil servants only as at 31st March 2013. Subsequent sections focus on all employees involved in each process over the reporting period, and employee coverage is noted in each section.

The information in Sections 3 to 7 of this report was analysed to determine any statistically significant differences.⁶ This included comparing this year with last year, minority groups with majority groups, and subsets of employees affected by the different policies examined with the overall workforce for 2012-13. Only areas where statistically significant differences were found are detailed in the report. However, to ensure transparency of all data used in this monitoring exercise, all data will be included in a separate set of tables, known as Open Data Files, published alongside the report.

Diversity Strategy 2010-13

This report is covered by the Diversity Strategy for the Department launched by the Home Office Board in June 2010. The Strategy set out 5 strategic aims:

1. Effective Leadership;
2. Representative workforce;
3. Creating an inclusive working environment;
4. Meeting our statutory obligations; and
5. Service delivery.

The priorities for Aim 2, Representative workforce, were:

- Create and maintain a diverse Senior Civil Service (SCS) despite a shrinking Civil Service.
- Reduce actual and perceived differential impact in selection and promotion processes.
- Better visibility and accountability at Directorate-level for staff diversity in a way that better reflects the geographical makeup of communities that the business area serves.

⁵ ONS standards require us to report civil servants who are paid in any given month separately to those who are not paid in the same period.

⁶ Statistical significance was determined using two-sample t-tests.

Business areas, including the executive agencies, were assessed on a quarterly basis against a set of indicators, which included employment monitoring data and the use of this information to focus action on equality and diversity.

In terms of the priority to “create and maintain a diverse SCS” the Department agreed, in conjunction with Cabinet Office, specific benchmarks for the SCS and feeder grades to improve representation rates by 2013.⁷ These benchmarks contribute to the overarching Cabinet Office Diversity Strategy. At the end of the strategy period in March 2013:

- The Department achieved its targets for disabled employees.
- The benchmark for minority ethnic employees in the feeder grades was exceeded, but for SCS employees was 1.0% below the target level (5.0% compared to the target of 6.0%).
- The target for lesbian, gay or bisexual employees in the feeder grades was 1.3% below the target level (3.7% compared to the target of 5.0%), but at SCS level the target was exceeded by 1.5% (6.5% compared to the target of 5.0%).
- The target for female employees in the feeder grades was met, but at SCS level was 5.4% below the target (32.6% compared to the target of 38.0%). Looking at the SCS paybands individually the benchmarks were also missed. At Payband 2 (PB 2) and above the proportion of female employees was 10.6% below the target.
- In many areas, particularly with regards to female employees, representation rates have decreased since 2011-12.

Table 1 shows a comparison of the 2012-13 representation rates to the 2013 benchmarks and the 2011-12 figures. A BRAG rating has been applied to the “Home Office Representation 2012-13” column to indicate how close the representation rates were to the 2013 benchmarks.

⁷ SCS feeder grades are defined as Grade 7 and Grade 6.

Table 1: Home Office Representation Rates March 2013 ⁸

Protected Characteristic	Grade	2013 Benchmark	Home Office Representation 2012-13	Home Office Representation 2011-12	Difference from 2011-12
Female	SCS	38%	32.6%	38.5%	-5.9%
	SCS PB1	40%	35.1%	41.1%	-6.0%
	SCS PB2 and above	35%	24.4%	29.6%	-5.2%
	G6 – G7	45%	45.0%	46.3%	-1.3%
Minority Ethnic	SCS	6%	5.0%	6.0%	-1.0%
	G6 – G7	10%	11.2%	11.1%	+0.1%
Disabled	SCS	3%	6.1%	4.4%	+1.7%
	G6 – G7	6%	6.2%	4.8%	+1.4%
Lesbian, Gay or Bisexual	SCS	5%	6.5%	5.8%	+0.7%
	G6 – G7	5%	3.7%	4.0%	-0.3%

BRAG Rating Key – indicates how close the 2012-13 representation rate is to the benchmark.

95% and above	80 - 94%	79 - 65%	64 - 50%	49 - 25%	24% and below
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The Future

The Home Office is committed to improving its representation as an employer whose employees are representative of the society they serve. In addition, it has a responsibility to identify any areas where its HR policies might be strengthened to ensure fair and equal treatment. Whilst every effort is made to improve representation, it is recognised that there is always room for further improvement.

The Department launched its refreshed Diversity Strategy for 2013–16 in August 2013. It builds on the legacy of its two predecessors (the strategies launched in 2007 and 2010 respectively).

The Department's vision is to make the most of our diversity by promoting effective and authentic leadership, by seeking behaviour change, and by securing tangible outcomes. 4 strategic aims have been set for the next 3 years (2013–16) to help us achieve this:

1. Managers at all levels who demonstrate effective leadership and due regard to equality, diversity and inclusion.
2. A department that develops the potential of under-represented groups to create a diverse, representative workforce at all levels.

⁸ Figures are representative of current, paid, permanent civil servants as at 31st March for each year stated.

3. An inclusive work culture in which staff respect and value each other's diversity.
4. Services delivered in a way that promotes equality and respects diversity.

The 2013-16 Diversity Strategy and associated documents can be accessed on the Home Office website.

Section 1: Home Office Composition

Key Facts

- As at 31st March 2013 the overall size of the Department's current workforce had increased by 0.8% compared to the same point the previous year.
- Of our current employees, 95.1% were paid civil servants and 4.9% unpaid civil servants, who were absent from the Department for reasons such as career break, long term sick absence, maternity leave or similar.
- This section analyses the composition of the current paid civil servants within the Department, in line with ONS reporting standards. This allows for benchmarking with other Government departments, where applicable, using publicly-available data which can be found at:

[Civil Service Statistics](#)⁹

Age

The age distribution of the Department's workforce has remained very similar to last year, with the majority of employees (74.6%) aged between 30 and 54. However, there has been a slight upwards shift overall with increases of between 0.2% and 0.9% in each age band from 45-49 to 65 and over. This is illustrated in Table 1.1.

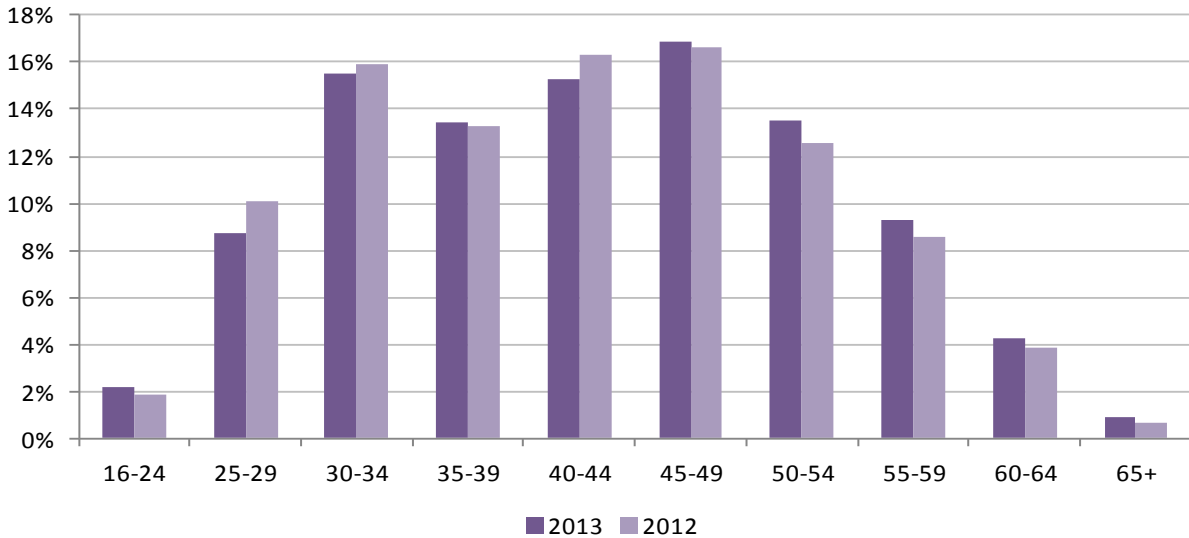
Table 1.1: Employees by Age Band

Age Band	2013	2012	Variance
16-24	2.2%	1.9%	0.3%
25-29	8.7%	10.1%	-1.4%
30-34	15.5%	15.9%	-0.4%
35-39	13.4%	13.3%	0.1%
40-44	15.3%	16.3%	-1.0%
45-49	16.9%	16.6%	0.3%
50-54	13.5%	12.6%	0.9%
55-59	9.3%	8.6%	0.7%
60-64	4.3%	3.9%	0.4%
65+	0.9%	0.7%	0.2%
Total	100.0%	100.0%	0.0%

Data source: Data View - current, paid civil servants (headcount) as at 31st March for each year stated.

⁹ Civil Service-wide figures for 2011-12 (collected via the Annual Civil Service Employment Survey (ACSES)) are currently available on the ONS website. Figures for 2012-13 are due to be published in November 2013.

Figure 1.1: Employees by Age Band (as in Table 1.1)



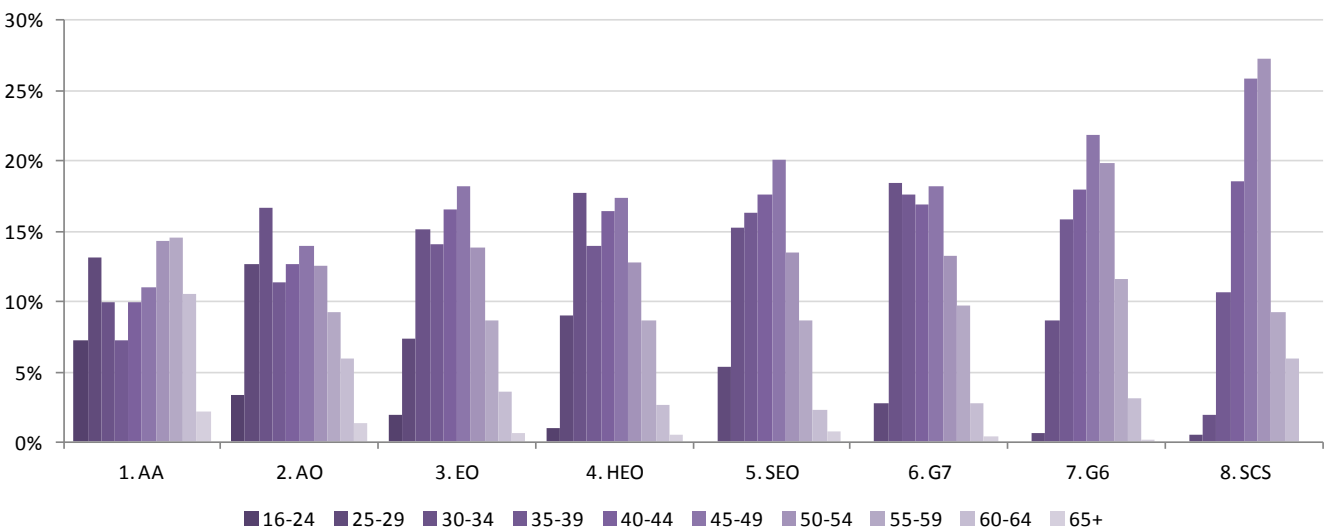
There were no employees aged below 25 years above SEO grade and no employees aged over 64 at SCS level. In general, the workforce in the administrative grades (AA and AO) was more evenly spread across the full age range than at more senior grades. At grades EO to Grade 7 the workforce was concentrated in the 30 to 49 age range. At Grade 6 and SCS level around half the employees were aged between 45 and 54. This is shown in Table 1.2.

Table 1.2: Employees by Age Band and Grade 2013

Age Band	Grade								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
16-24	7.3%	3.4%	1.9%	1.0%	0.0%				2.2%
25-29	13.1%	12.7%	7.4%	9.0%	5.3%	2.8%	0.6%	0.5%	8.7%
30-34	10.0%	16.7%	15.1%	17.7%	15.3%	18.4%	8.7%	2.0%	15.5%
35-39	7.2%	11.4%	14.1%	14.0%	16.3%	17.6%	15.9%	10.7%	13.4%
40-44	9.9%	12.7%	16.6%	16.4%	17.6%	16.9%	18.0%	18.5%	15.3%
45-49	11.0%	13.9%	18.2%	17.4%	20.1%	18.2%	21.9%	25.9%	16.9%
50-54	14.3%	12.5%	13.8%	12.8%	13.5%	13.3%	19.9%	27.3%	13.5%
55-59	14.6%	9.2%	8.7%	8.6%	8.7%	9.7%	11.6%	9.3%	9.3%
60-64	10.5%	6.0%	3.6%	2.6%	2.3%	2.8%	3.1%	5.9%	4.3%
65+	2.2%	1.4%	0.7%	0.5%	0.8%	0.4%	0.2%		0.9%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%

Data source: Data View - current, paid civil servants (headcount) as at 31st March 2013.

Figure 1.2: Employees by Age Band and Grade 2013 (as in Table 1.2)



Disability

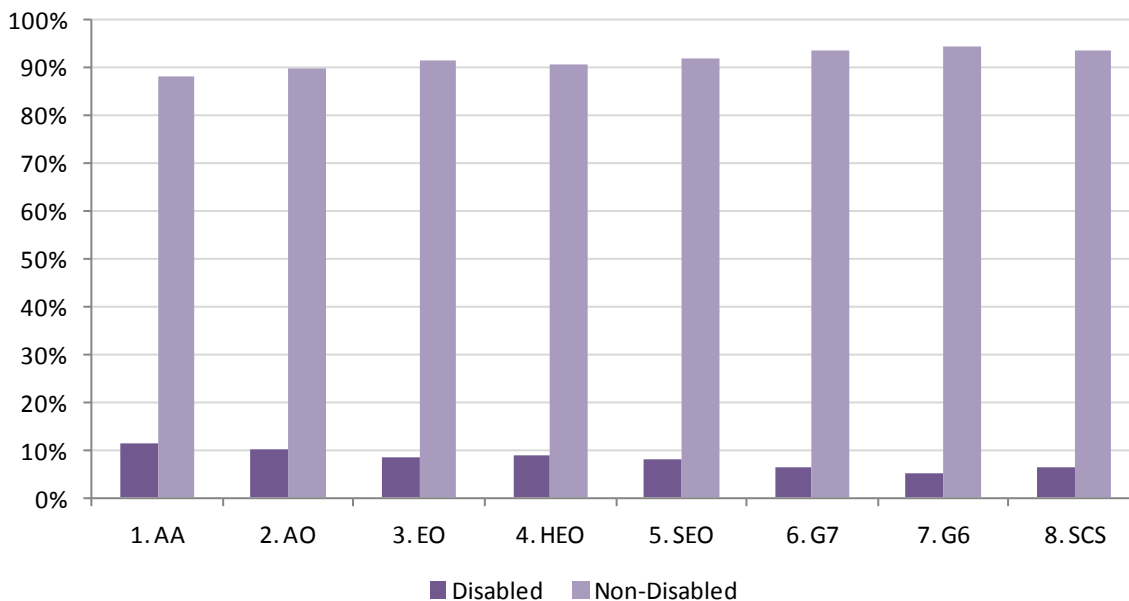
90.5% of employees made a positive statement with regards to disability. This is a decrease of 2.2% on the 2012 level (92.7%). Despite this, a greater number of employees declared themselves disabled in 2013 and the proportion of disabled employees increased by 2.3% on the previous year, rising to 9.0%. The increase was most marked at HEO grade where the proportion of disabled employees increased by 2.9%. This is shown in Table 1.3.

Table 1.3: Employees by Disability and Grade

Grade	Disabled			Non-Disabled		
	2013	2012	Variance	2013	2012	Variance
1. AA	11.6%	8.9%	2.7%	88.4%	91.1%	-2.7%
2. AO	10.1%	7.7%	2.4%	89.9%	92.3%	-2.4%
3. EO	8.5%	6.3%	2.3%	91.5%	93.7%	-2.3%
4. HEO	9.1%	6.2%	2.9%	90.9%	93.8%	-2.9%
5. SEO	8.2%	5.5%	2.7%	91.8%	94.5%	-2.7%
6. G7	6.5%	5.4%	1.2%	93.5%	94.6%	-1.2%
7. G6	5.4%	3.5%	1.9%	94.6%	96.5%	-1.9%
8. SCS	6.3%	4.5%	1.7%	93.7%	95.5%	-1.7%
Total	9.0%	6.7%	2.3%	91.0%	93.3%	-2.3%

Data source: Data View - current, paid civil servants (headcount) as at 31st March for each year stated who made a positive statement with regards to disability.

Figure 1.3: Employees by Disability and Grade 2013 (as in Table 1.3)



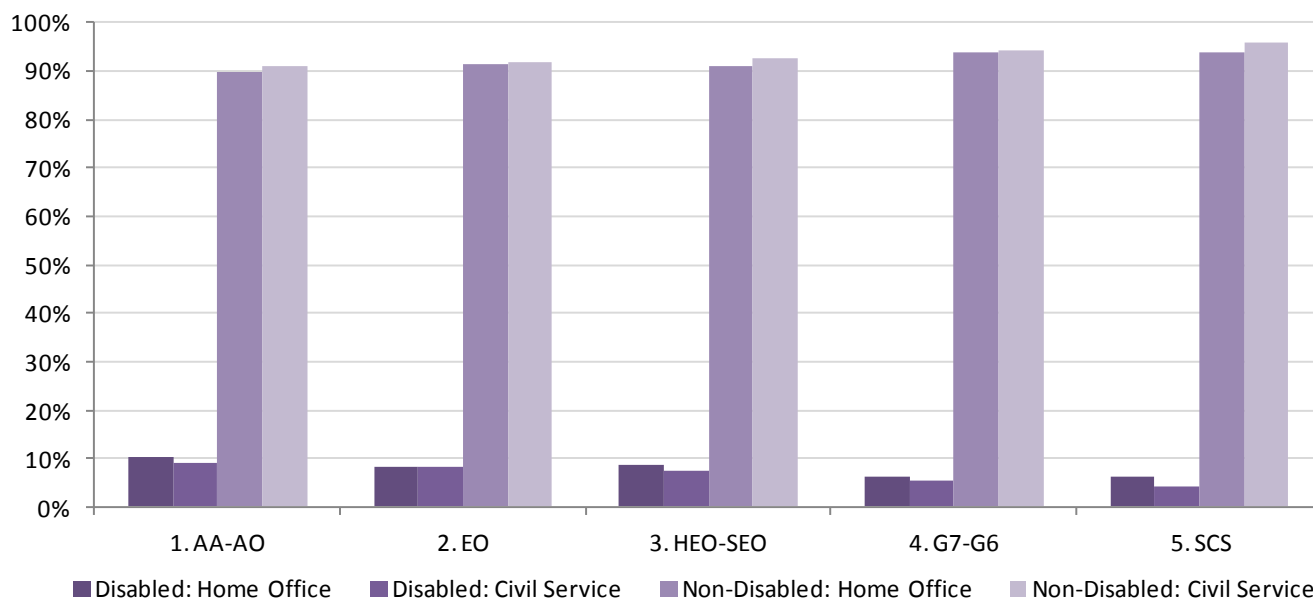
The Department's representation rate for disabled employees was slightly above that of the whole Civil Service where, overall, 8.3% of employees considered themselves to be disabled. The Home Office's representation rates were better than those in the Civil Service at each grade grouping, particularly at SCS level where 6.3% of SCS had declared themselves as disabled, compared to 4.3% across the whole Civil Service. This is illustrated in Table 1.4.

Table 1.4: Employees by Disability and ONS Grade Groupings

Grade Group	Disabled			Non-Disabled		
	Home Office	Civil Service	Variance	Home Office	Civil Service	Variance
1. AA-AO	10.4%	9.2%	1.2%	89.6%	90.8%	-1.2%
2. EO	8.5%	8.3%	0.2%	91.5%	91.7%	-0.2%
3. HEO-SEO	8.8%	7.5%	1.3%	91.2%	92.5%	-1.3%
4. G7-G6	6.2%	5.6%	0.6%	93.8%	94.4%	-0.6%
5. SCS	6.3%	4.3%	2.0%	93.7%	95.7%	-2.0%
Total	9.0%	8.3%	0.7%	91.0%	91.7%	-0.7%

Data sources: Home Office - Data View - current, paid civil servants (headcount) as at 31st March 2013 who made a positive statement with regards to disability. Civil Service – ONS ACSES return 2012 - current, paid civil servants (headcount) as at 31st March 2012 of known disability status.

Figure 1.4: Employees by Disability and ONS Grade Groupings (as in Table 1.4)



Marriage and Civil Partnership

This year is the first year for which information on the marital status of the Home Office workforce has been analysed, therefore no comparisons can be made to the previous year.

92.3% of employees made a positive statement with regards to their marital status.

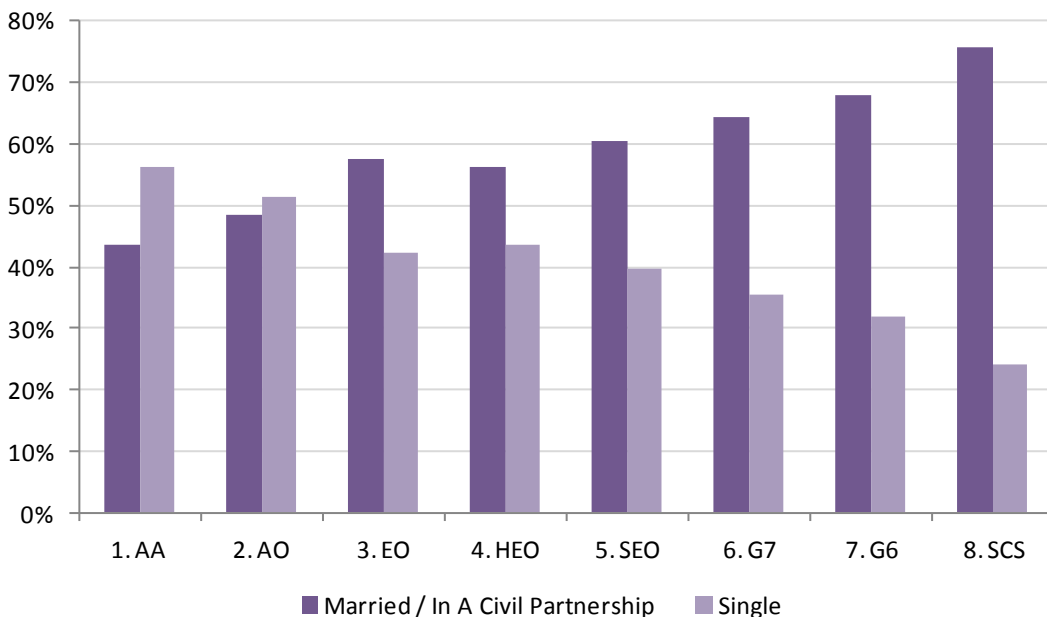
Overall, the proportion of employees who were married or in a civil partnership was 10.2% greater than the proportion of employees who were single.¹⁰ However, this overall figure hides differences at grade level. The general pattern is that the more senior the grade, the greater the proportion of employees who declared themselves as married or in a civil partnership. This is most marked at SCS level where the proportion of employees who were married or in a civil partnership was 51.4% more than the proportion of single employees. This is illustrated in Table 1.5.

Table 1.5: Employees by Marital Status and Grade 2013

Grade	Married / In A Civil Partnership	Single
1. AA	43.7%	56.3%
2. AO	48.5%	51.5%
3. EO	57.6%	42.4%
4. HEO	56.4%	43.6%
5. SEO	60.3%	39.7%
6. G7	64.5%	35.5%
7. G6	68.0%	32.0%
8. SCS	75.7%	24.3%
Total	55.1%	44.9%

Data source: Information on marital status from the Home Office's employee records system validated and cleansed against Data View - current, paid civil servants (headcount) as at 31st March 2013 who made a positive statement with regards to their marital status.

Figure 1.5: Employees by Marital Status and Grade 2013 (as in Table 1.5)



¹⁰ The "Single" category includes those who are divorced or have a former civil partner, those legally separated, those cohabiting, those who are widowed or are a surviving civil partner and those who are single.

Pregnancy and Maternity

This year is the first year for which pregnancy and maternity has been analysed and included in the EMR as a protected characteristic. The data has been split into 3 groups to give the fullest possible picture of this characteristic:

- Employees who were pregnant in 2013;
- Employees who had a period of maternity leave in 2013;
- Employees who returned to work following a period of maternity leave in 2013.

These 3 groups of employees were compared against female employees of child bearing age in the Department.¹¹ At grades EO to Grade 6 the proportion of female current, paid civil servants of child bearing age was between 70% and 80%; at grades AA and SCS the proportion was around 60%.

Pregnancy ¹²

5.1% of female employees of child bearing age were pregnant during 2013. In general, the more senior the grade the greater the proportion of women of child bearing age who were pregnant during the period. The largest proportion was at SCS level, where 10.0% of female employees of child bearing age were pregnant (as shown in Table 1.6), although this finding could be linked to fewer female employees being of child bearing age at this grade.

Table 1.6: Employees by Pregnancy Status and Grade 2013

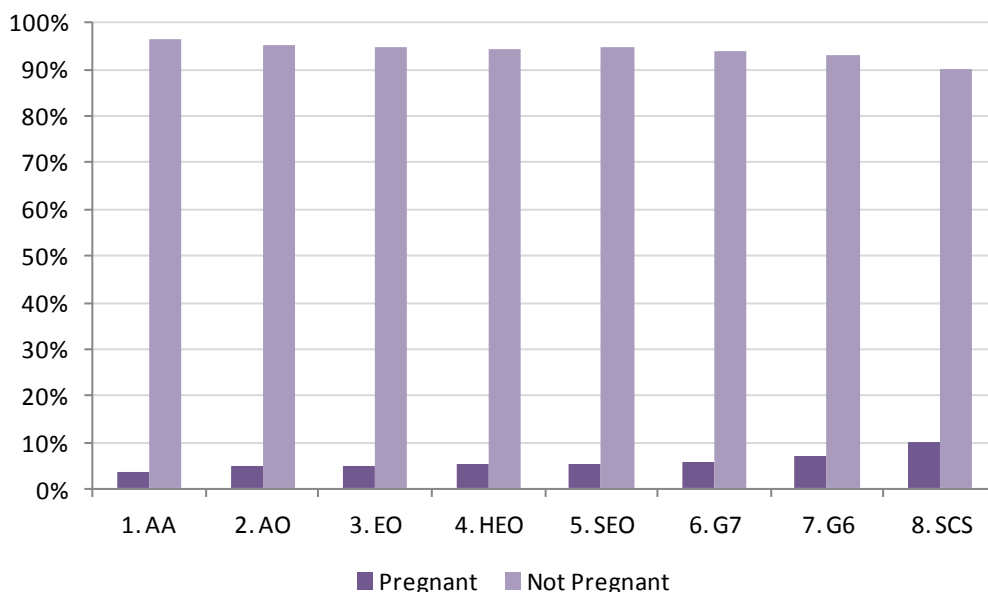
Grade	Pregnant	Not Pregnant
1. AA	3.5%	96.5%
2. AO	4.9%	95.1%
3. EO	5.0%	95.0%
4. HEO	5.4%	94.6%
5. SEO	5.3%	94.7%
6. G7	6.0%	94.0%
7. G6	7.1%	92.9%
8. SCS	10.0%	90.0%
Total	5.1%	94.9%

Data source: Information on pregnancy status from the Home Office's payroll system validated and cleansed against Data View - current, paid, female civil servants of child bearing age (headcount) as at 31st March 2013.

¹¹ ONS defines child bearing age as 15-44, however the Home Office has employees on maternity leave in the age band 45-49. Therefore the Home Office has defined child bearing age as 16-49.

¹² Although our main employee records system does not include a marker for pregnancy, employees submit a MAT B1 form to their employer up to 20 weeks before the Expected Week of Confinement (EWC). Any employee with an EWC date was analysed to identify their pregnancy marker for this analysis.

Figure 1.6: Employees by Pregnancy Status and Grade 2013 (as in Table 1.6)



Maternity Leave

8.1% of the female employees of child bearing age had a period of maternity leave during 2013.¹³ At grades AA and SCS the proportions of employees who had a period of maternity leave in the year differed from this overall figure, with around 3% less women of child bearing age taking maternity leave. At Grade 7 12.8% of women of child bearing age took maternity leave; 4.7% more than at Departmental level. This is shown in Table 1.7.

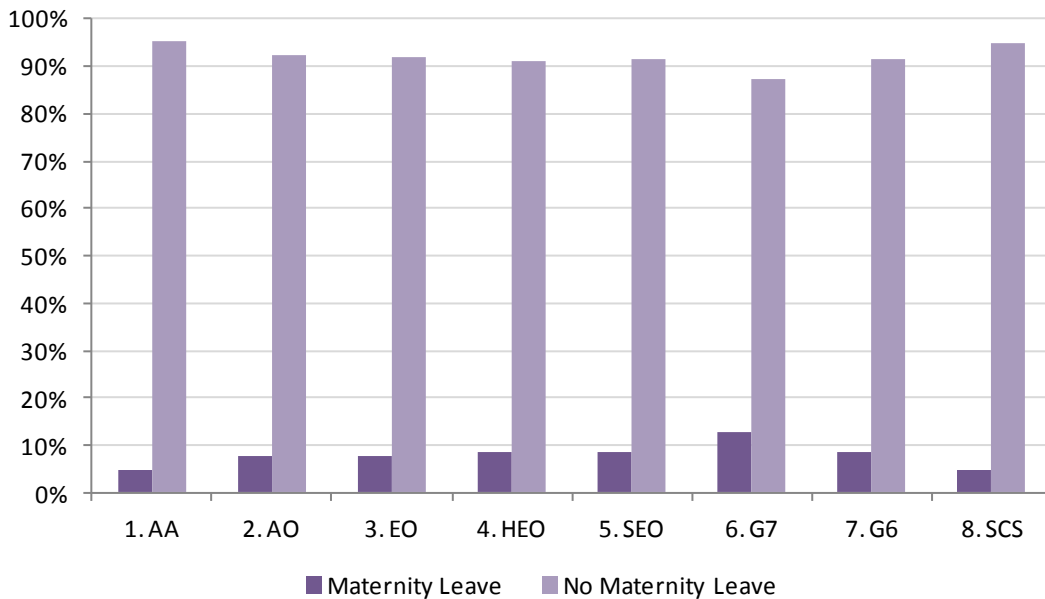
Table 1.7: Employees by Maternity Leave and Grade 2013

Grade	Maternity Leave	No Maternity Leave
1. AA	4.8%	95.2%
2. AO	7.8%	92.2%
3. EO	7.9%	92.1%
4. HEO	8.7%	91.3%
5. SEO	8.5%	91.5%
6. G7	12.8%	87.2%
7. G6	8.4%	91.6%
8. SCS	5.0%	95.0%
Total	8.1%	91.9%

Data source: Data View - current, paid, female civil servants of child bearing age (headcount) as at 31st March 2013.

¹³ This figure refers to current paid civil servants only. Taking into account unpaid civil servants and those that have left the Department this figure rises to 9.6%.

Figure 1.7: Employees by Maternity Leave and Grade 2013 (as in Table 1.7)



Returnees from Maternity Leave

5.2% of female employees of child bearing age returned from maternity leave in 2013.¹⁴ Figures follow the same pattern as for those taking maternity leave in 2013; at grades AA and SCS the proportions of employees returning from maternity leave were less than the overall figure, while at Grade 7 the proportion of employees returning was higher. This is shown on Table 1.8.

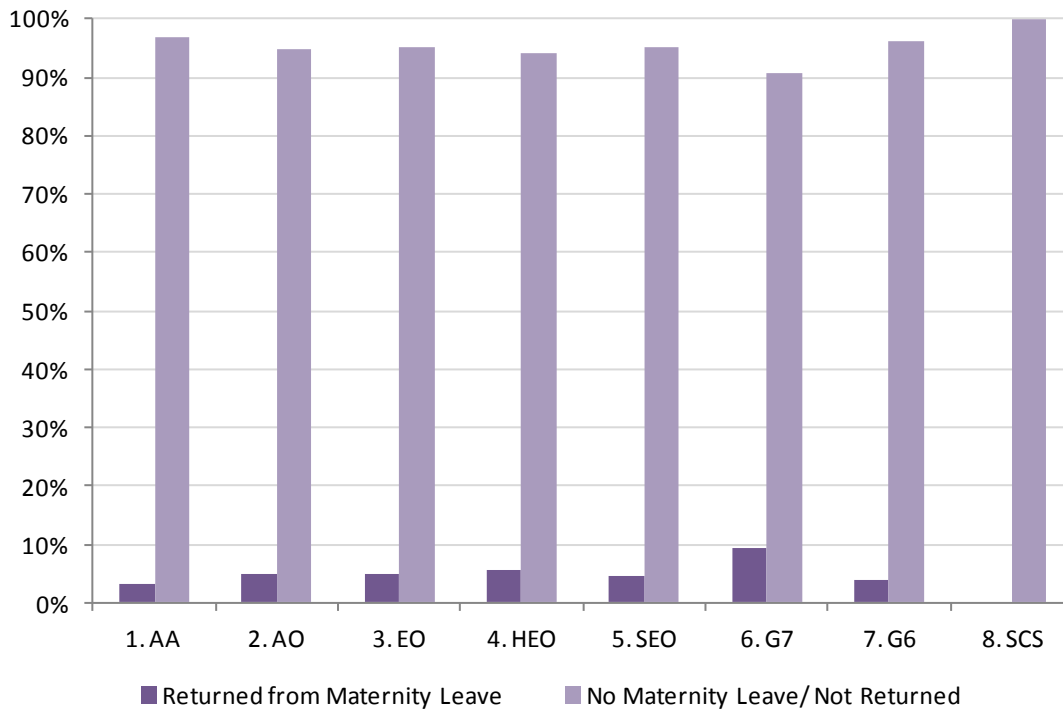
Table 1.8: Employees Returning from Maternity Leave and Grade 2013

Grade	Returned from Maternity Leave	No Maternity Leave/ Not Returned
1. AA	3.3%	96.7%
2. AO	5.0%	95.0%
3. EO	5.0%	95.0%
4. HEO	5.8%	94.2%
5. SEO	4.7%	95.3%
6. G7	9.4%	90.6%
7. G6	3.9%	96.1%
8. SCS	0.0%	100.0%
Total	5.2%	94.8%

Data source: Data View - current, paid, female civil servants of child bearing age (headcount) as at 31st March 2013.

¹⁴ This figure refers to current paid civil servants only. Taking into account unpaid civil servants and those that have returned from maternity leave but have subsequently left the Department this figure rises slightly, to 5.3%.

Figure 1.8: Employees Returning from Maternity Leave and Grade 2013 (as in Table 1.8)



Race

89.9% of employees made a positive statement with regards to race. This is a decrease of 1.0% on the 2012 level, which was 90.9%. Whilst a slightly smaller number of employees declared themselves to be minority ethnic in 2013, the proportion of minority ethnic employees increased by 0.2% on the previous year, rising to 23.4%.

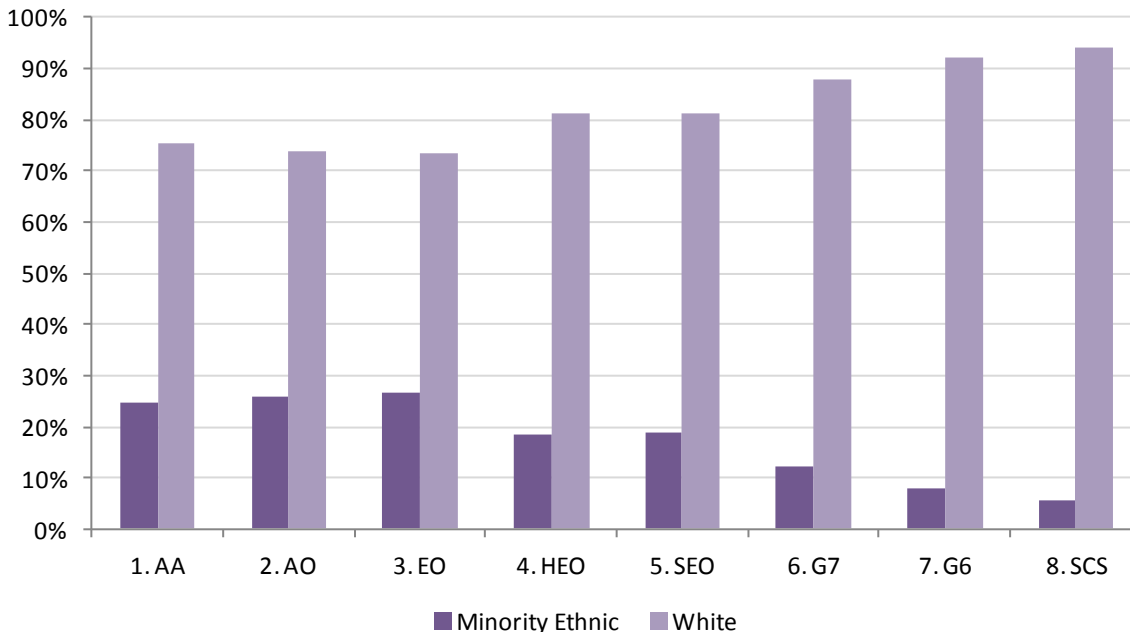
At grade level the proportion of minority ethnic employees increased in some grades and decreased in others. The greatest variances to 2012 in the proportion of minority ethnic employees were at AA grade (a 1.5% decrease) and HEO grade (a 1.1% increase). The general pattern seen was that, above EO grade, the more senior the grade the smaller the proportion of minority ethnic employees. This is shown in Table 1.9.

Table 1.9: Employees by Race and Grade

Grade	Minority Ethnic			White		
	2013	2012	Variance	2013	2012	Variance
1. AA	24.7%	26.2%	-1.5%	75.3%	73.8%	1.5%
2. AO	26.0%	25.6%	0.4%	74.0%	74.4%	-0.4%
3. EO	26.7%	26.4%	0.3%	73.3%	73.6%	-0.3%
4. HEO	18.6%	17.6%	1.1%	81.4%	82.4%	-1.1%
5. SEO	18.8%	18.6%	0.2%	81.2%	81.4%	-0.2%
6. G7	12.3%	12.3%	0.1%	87.7%	87.7%	-0.1%
7. G6	7.8%	7.9%	-0.1%	92.2%	92.1%	0.1%
8. SCS	5.8%	6.2%	-0.3%	94.2%	93.8%	0.3%
Total	23.4%	23.2%	0.2%	76.6%	76.8%	-0.2%

Data source: Data View - current, paid civil servants (headcount) as at 31st March for each year stated who made a positive statement with regards to race.

Figure 1.9: Employees by Race and Grade 2013 (as in Table 1.9)



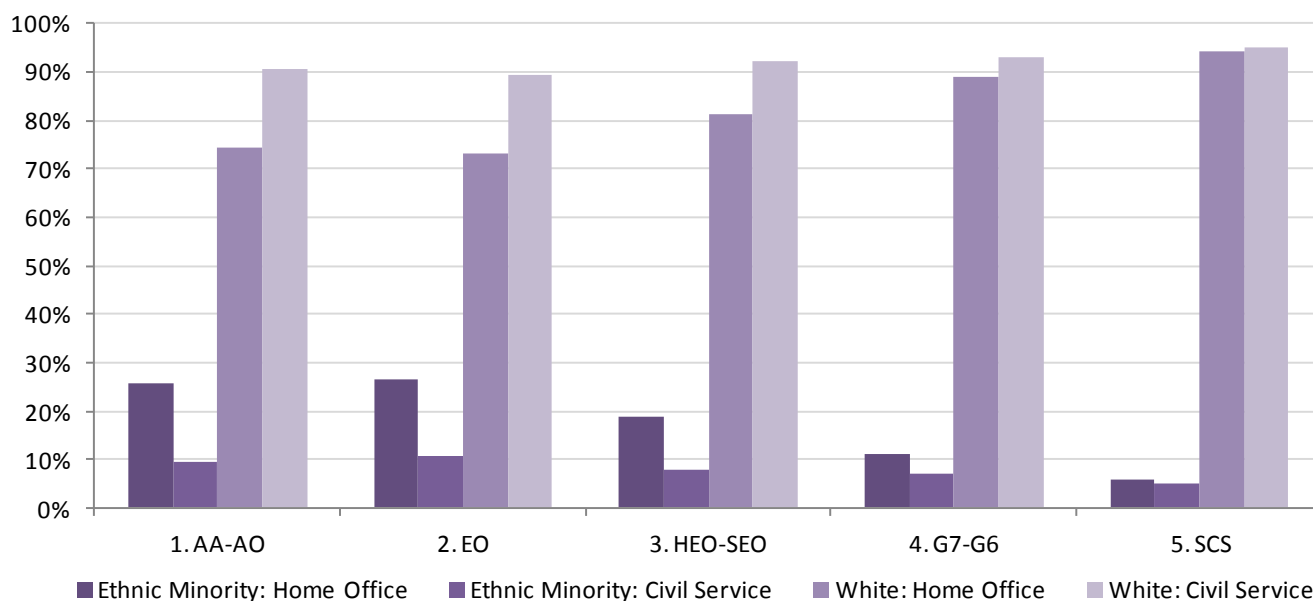
The Department's representation rate for minority ethnic employees was 14.1% above that of the whole Civil Service where, overall, 9.3% of employees declared themselves minority ethnic. The Home Office's representation rates were better than those in the Civil Service at each grade grouping, particularly at AA to AO and EO levels where the proportions of minority ethnic employees were 16.1% above those across the whole Civil Service. At SCS level 5.8% of Home Office employees declared themselves minority ethnic, compared to 4.9% in the wider Civil Service. This is shown in Table 1.10.

Table 1.10: Employees by Race and ONS Grade Groupings

Grade Group	Minority Ethnic			White		
	Home Office	Civil Service	Variance	Home Office	Civil Service	Variance
1. AA-AO	25.7%	9.6%	16.1%	74.3%	90.4%	-16.1%
2. EO	26.7%	10.6%	16.1%	73.3%	89.4%	-16.1%
3. HEO-SEO	18.7%	8.0%	10.7%	81.3%	92.0%	-10.7%
4. G7-G6	11.1%	7.1%	4.0%	88.9%	92.9%	-4.0%
5. SCS	5.8%	4.9%	0.9%	94.2%	95.1%	-0.9%
Total	23.4%	9.3%	14.1%	76.6%	90.7%	-14.1%

Data sources: Home Office - Data View - current, paid civil servants (headcount) as at 31st March 2013 who made a positive statement with regards to race. Civil Service – ONS ACSES return 2012 - current, paid civil servants (headcount) as at 31st March 2012 of known race.

Figure 1.10: Employees by Race and ONS Grade Groupings (as in Table 1.10)



Religion

82.9% of employees made a positive statement with regards to their religion. This is a slight decrease (of 0.1%) on 2012 when 83.0% of employees made a positive statement. A greater number of employees declared a religious belief other than Christianity in 2013 and the proportion of employees of other religious beliefs increased by 1.6% on the previous year, rising to 44.6%.

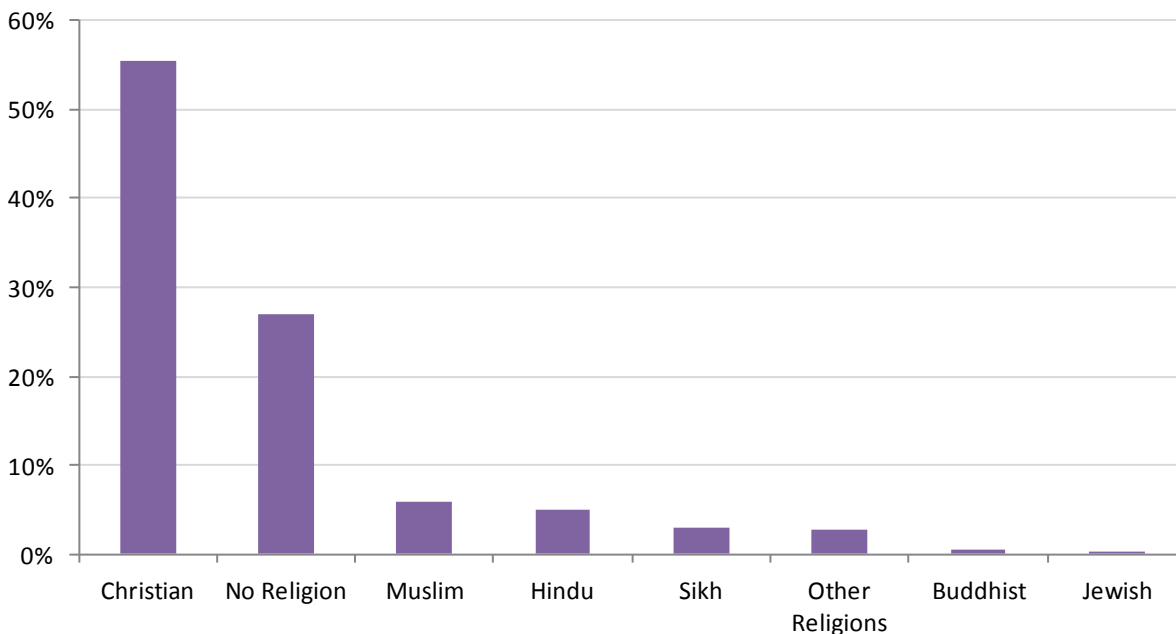
The 4 largest categories of religion within the Home Office were Christian, no religion, Muslim and Hindu. This is consistent with 2012, as shown in Table 1.11.

Table 1.11: Employees by Religion

Religion	2013	2012	Variance
Christian	55.4%	57.0%	-1.6%
No Religion	27.0%	25.5%	1.6%
Muslim	6.0%	5.7%	0.3%
Hindu	5.1%	4.8%	0.3%
Sikh	3.0%	2.7%	0.3%
Other Religions	2.7%	3.5%	-0.8%
Buddhist	0.5%	0.5%	0.0%
Jewish	0.3%	0.3%	0.0%
Total	100.0%	100.0%	0.0%

Data source: Data View - current, paid civil servants (headcount) as at 31st March for each year stated who made a positive statement with regards to religion.

Figure 1.11: Employees by Religion 2013 (as in Table 1.11)



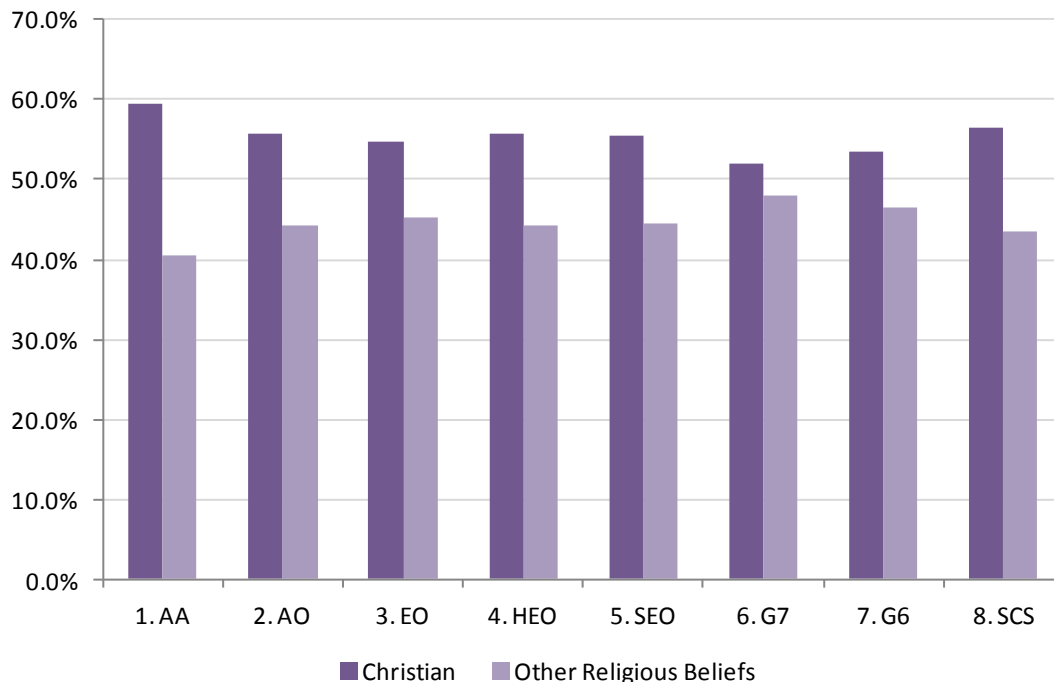
The split between Christian employees and those with other religious beliefs is broadly similar at each grade. The only grade where the proportion of Christian employees increased from 2012 to 2013 was at AA level. In all other grades the proportion of Christian employees decreased whilst the proportion of employees with other religious beliefs increased, as shown in Table 1.12. This can largely be attributed to an increase in the proportion of employees who declared as having no religion.

Table 1.12: Employees by Religion and Grade

Grade	Christian			Other Religious Beliefs		
	2013	2012	Variance	2013	2012	Variance
1. AA	59.5%	57.9%	1.6%	40.5%	42.1%	-1.6%
2. AO	55.8%	56.1%	-0.3%	44.2%	43.9%	0.3%
3. EO	54.8%	57.5%	-2.7%	45.2%	42.5%	2.7%
4. HEO	55.7%	57.5%	-1.8%	44.3%	42.5%	1.8%
5. SEO	55.6%	57.2%	-1.6%	44.4%	42.8%	1.6%
6. G7	52.0%	55.4%	-3.4%	48.0%	44.6%	3.4%
7. G6	53.5%	56.2%	-2.7%	46.5%	43.8%	2.7%
8. SCS	56.5%	57.0%	-0.4%	43.5%	43.0%	0.4%
Total	55.4%	57.0%	-1.6%	44.6%	43.0%	1.6%

Data source: Data View - current, paid civil servants (headcount) as at 31st March for each year stated who made a positive statement with regards to religion.

Figure 1.12: Employees by Religion and Grade 2013 (as in Table 1.12)



Sex

Female employees accounted for 52.1% of the Department's workforce, which represents a slight decrease (0.2%) on 2012 (52.3%). Compared to 2012 the proportion of female employees decreased in all grades apart from at AO and EO level. The greatest decrease was at SCS level, where the proportion of women fell by 3.6%, from 37.3% to 33.7%.

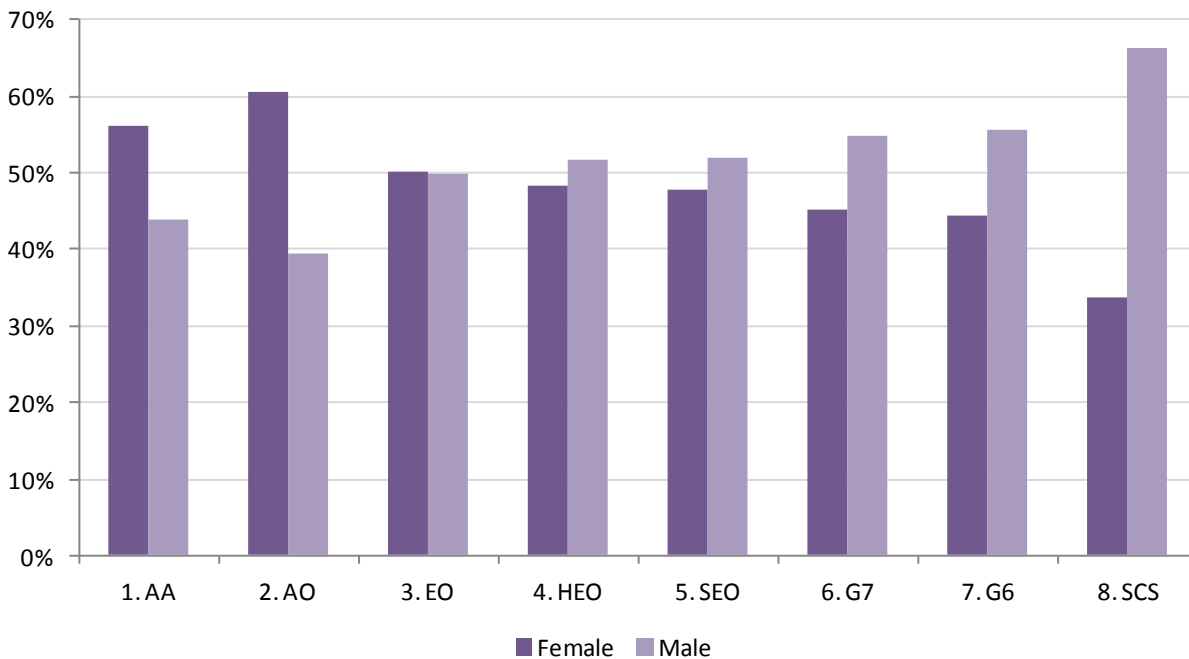
Female employees were the majority group in grades AA and AO, whilst at EO level the proportion of each sex was almost even. At grades HEO to SCS male employees accounted for the majority group, despite being under-represented at Departmental level when compared to female employees. This is shown in Table 1.13.

Table 1.13: Employees by Sex and Grade

Grade	Female			Male		
	2013	2012	Variance	2013	2012	Variance
1. AA	56.1%	56.5%	-0.4%	43.9%	43.5%	0.4%
2. AO	60.6%	59.2%	1.4%	39.4%	40.8%	-1.4%
3. EO	50.1%	50.0%	0.1%	49.9%	50.0%	-0.1%
4. HEO	48.4%	48.8%	-0.4%	51.6%	51.2%	0.4%
5. SEO	47.9%	49.2%	-1.3%	52.1%	50.8%	1.3%
6. G7	45.1%	46.8%	-1.7%	54.9%	53.2%	1.7%
7. G6	44.5%	45.2%	-0.7%	55.5%	54.8%	0.7%
8. SCS	33.7%	37.3%	-3.6%	66.3%	62.7%	3.6%
Total	52.1%	52.3%	-0.2%	47.9%	47.7%	0.2%

Data source: Data View - current, paid civil servants (headcount) as at 31st March for each year stated.

Figure 1.13: Employees by Sex and Grade 2013 (as in Table 1.13)



The Department's representation rate for female employees was slightly below that of the whole Civil Service where, overall, 53.1% of the workforce was female. The Home Office's representation rates were nearer to a 50-50 split between the sexes than at Civil Service level across all grade groupings except AA-AO and SCS. At SCS level there were 1.3% fewer

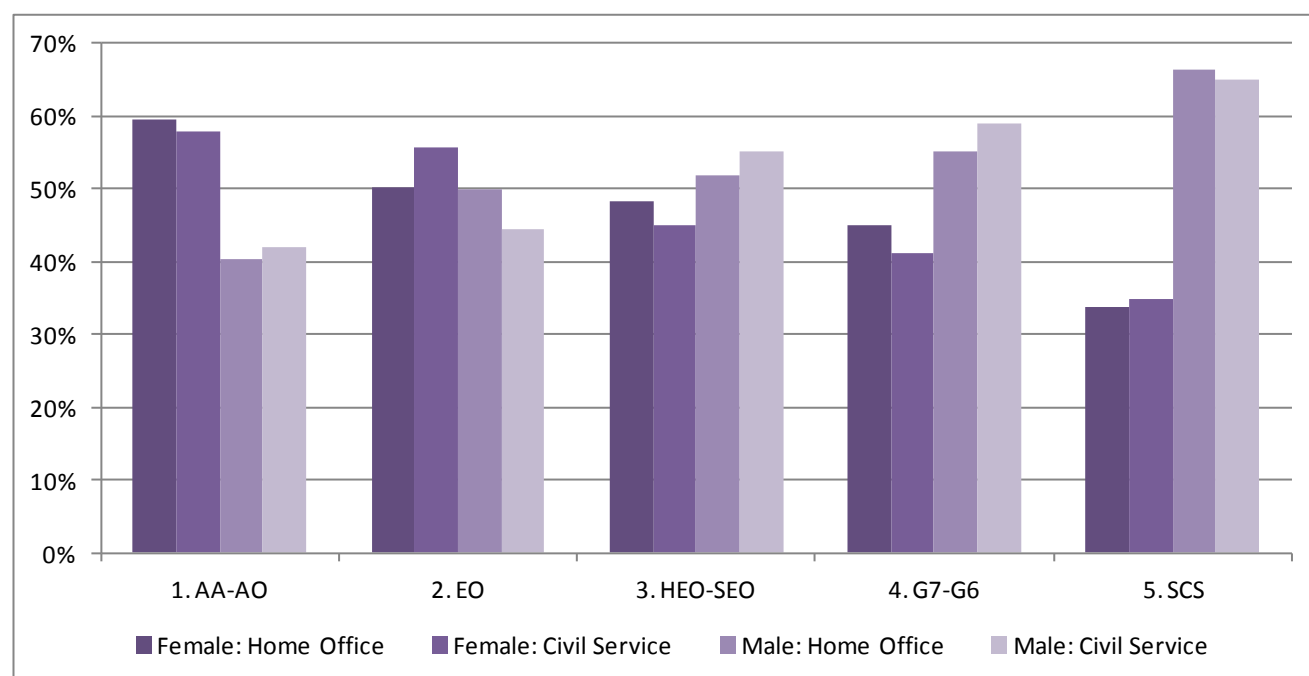
females in the Home Office workforce compared to the whole Civil Service. This is shown in Table 1.14.

Table 1.14: Employees by Sex and ONS Grade Groupings

Grade Group	Female			Male		
	Home Office	Civil Service	Variance	Home Office	Civil Service	Variance
1. AA-AO	59.6%	58.0%	1.6%	40.4%	42.0%	-1.6%
2. EO	50.1%	55.6%	-5.5%	49.9%	44.4%	5.5%
3. HEO-SEO	48.2%	45.0%	3.2%	51.8%	55.0%	-3.2%
4. G7-G6	44.9%	41.1%	3.8%	55.1%	58.9%	-3.8%
5. SCS	33.7%	35.0%	-1.3%	66.3%	65.0%	1.3%
Total	52.1%	53.1%	-1.0%	47.9%	46.8%	1.0%

Data sources: Home Office - Data View - current, paid civil servants (headcount) as at 31st March 2013. Civil Service – ONS ACSES return 2012 - current, paid civil servants (headcount) as at 31st March 2012.

Figure 1.14: Employees by Sex and ONS Grade Groupings (as in Table 1.14)



Sexual Orientation

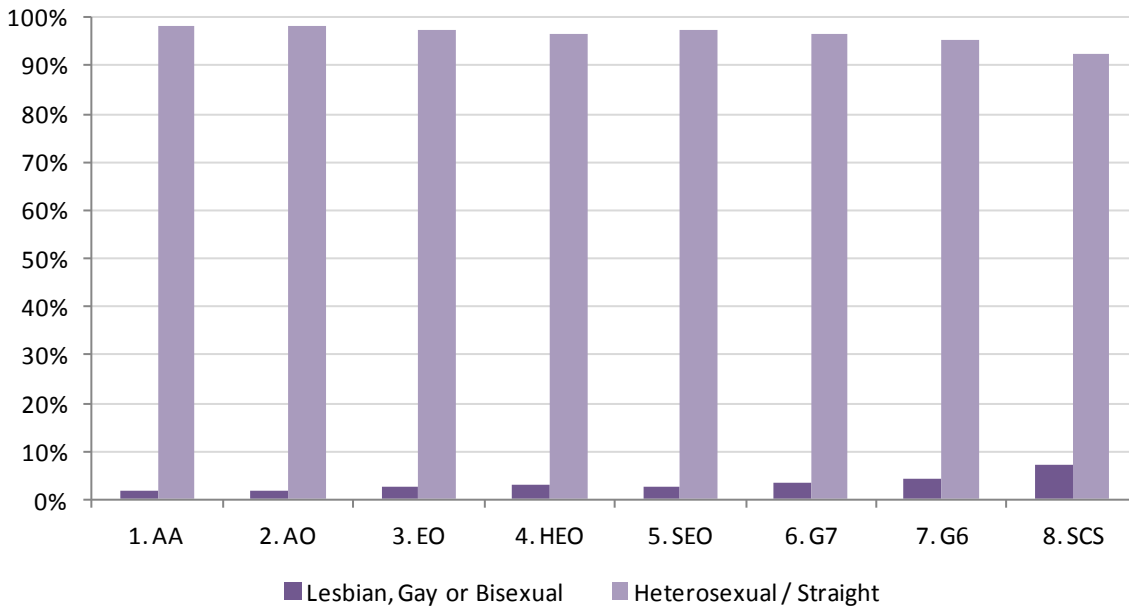
81.2% of employees made a positive statement with regards to their sexual orientation. This is an increase of 0.3% on the 2012 level, which was 80.9%. The number of employees who declared themselves to be lesbian, gay or bisexual (LGB) remained virtually the same as in 2012 and the proportion of LGB employees remained constant at 2.5%. At individual grade levels the proportion of LGB employees was generally greater the more senior the grade; at SCS level the representation rate for LGB employees was 7.4% compared to 1.7% at AA grade. At grade level the figures were consistent when compared to 2012. This is shown in Table 1.15.

Table 1.15: Employees by Sexual Orientation and Grade

Grade	LGB			Heterosexual / Straight		
	2013	2012	Variance	2013	2012	Variance
1. AA	1.7%	1.9%	-0.2%	98.3%	98.1%	0.2%
2. AO	1.8%	1.8%	0.1%	98.2%	98.2%	-0.1%
3. EO	2.6%	2.5%	0.1%	97.4%	97.5%	-0.1%
4. HEO	3.2%	3.3%	-0.1%	96.8%	96.7%	0.1%
5. SEO	2.5%	3.1%	-0.6%	97.5%	96.9%	0.6%
6. G7	3.5%	3.7%	-0.1%	96.5%	96.3%	0.1%
7. G6	4.5%	4.7%	-0.3%	95.5%	95.3%	0.3%
8. SCS	7.4%	7.3%	0.1%	92.6%	92.7%	-0.1%
Total	2.5%	2.5%	0.0%	97.5%	97.5%	0.0%

Data source: Data View - current, paid civil servants (headcount) as at 31st March for each year stated, who made a positive statement with regards to sexual orientation.

Figure 1.15: Employees by Sexual Orientation and Grade 2013 (as in Table 1.15)



Grade

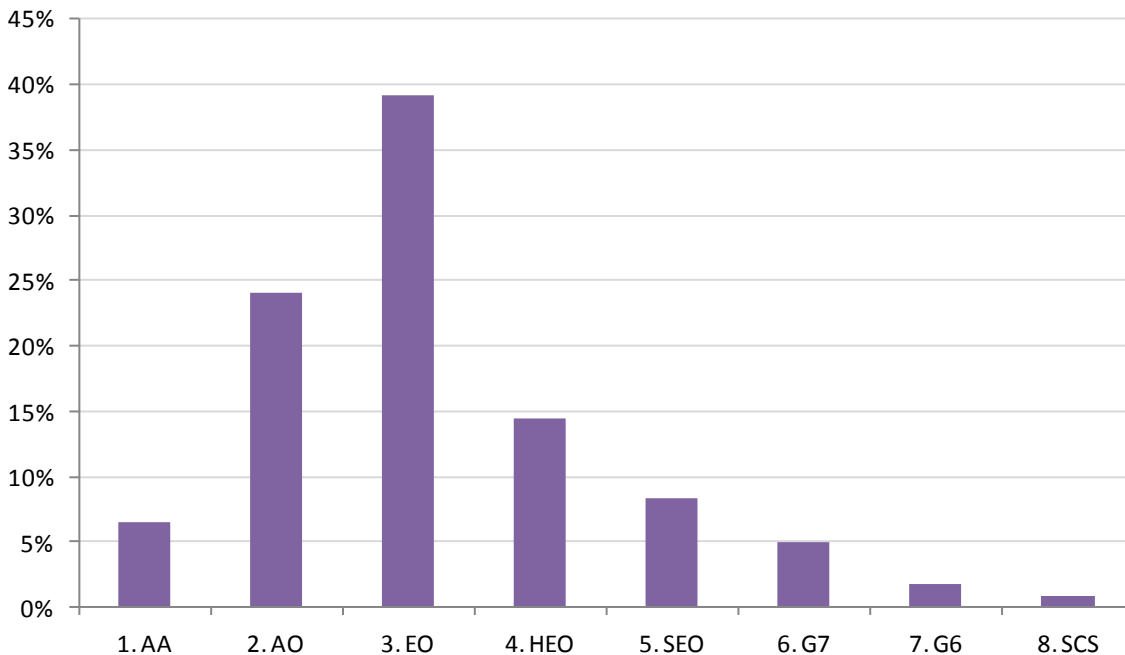
The EO grade was the most populous grade in the Home Office, accounting for 39.2% of employees. This represents a 1.8% increase on 2012 (37.4%). The largest change compared to last year was at AO level, where the proportion of employees fell by 2.2%; from 26.2% to 24.1%. Otherwise, the grade distribution of the Department remained fairly consistent with 2012. This is shown in Table 1.16.

Table 1.16: Employees by Grade

Grade	2013	2012	Variance
1. AA	6.5%	7.0%	-0.6%
2. AO	24.1%	26.2%	-2.2%
3. EO	39.2%	37.4%	1.8%
4. HEO	14.4%	14.7%	-0.3%
5. SEO	8.4%	7.7%	0.6%
6. G7	4.9%	4.5%	0.4%
7. G6	1.8%	1.6%	0.2%
8. SCS	0.8%	0.8%	0.0%
Total	100%	100%	0%

Data source: Data View - current, paid civil servants (headcount) as at 31st March for each year stated.

Figure 1.16: Employees by Grade 2013 (as in Table 1.16)



When sex was considered alongside grade, the variances between this year and last year were very similar for both female and male employees. This is shown in Table 1.17.

Table 1.17: Employees by Grade and Sex

Grade	Female			Male		
	2013	2012	Variance	2013	2012	Variance
1. AA	7.0%	7.6%	-0.6%	5.9%	6.4%	-0.5%
2. AO	28.0%	29.7%	-1.7%	19.8%	22.4%	-2.6%
3. EO	37.7%	35.7%	2.0%	40.9%	39.2%	1.7%
4. HEO	13.3%	13.7%	-0.4%	15.5%	15.8%	-0.3%
5. SEO	7.7%	7.3%	0.4%	9.1%	8.2%	0.9%
6. G7	4.3%	4.0%	0.2%	5.7%	5.0%	0.6%
7. G6	1.6%	1.4%	0.1%	2.1%	1.9%	0.2%
8. SCS	0.5%	0.6%	-0.1%	1.1%	1.1%	0.0%
Total	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%

Data source: Data View - current, paid civil servants (headcount) as at 31st March for each year stated.

When compared to the whole Civil Service, the Home Office had 14.9% less employees at grades AA to AO but 13.5% more employees at grade EO. At all other grade groupings the Departmental composition was fairly consistent with that of the overall Civil Service. This is shown in Table 1.18.

Table 1.18: Employees by ONS Grade Groupings

Grade Group	Home Office	Civil Service	Variance
1. AA-AO	30.5%	45.4%	-14.9%
2. EO	39.2%	25.7%	13.5%
3. HEO-SEO	22.7%	20.2%	2.5%
4. G7-G6	6.8%	7.2%	-0.4%
5. SCS	0.8%	1.0%	-0.2%
Total	100.0%	100.0%	0.0%

Data sources: Home Office - Data View - current, paid civil servants (headcount) as at 31st March 2013. Civil Service – ONS ACSES return 2012 - current, paid civil servants (headcount) as at 31st March 2012.

Figure 1.18: Employees by ONS Grade Groupings (as in Table 1.18)



Location

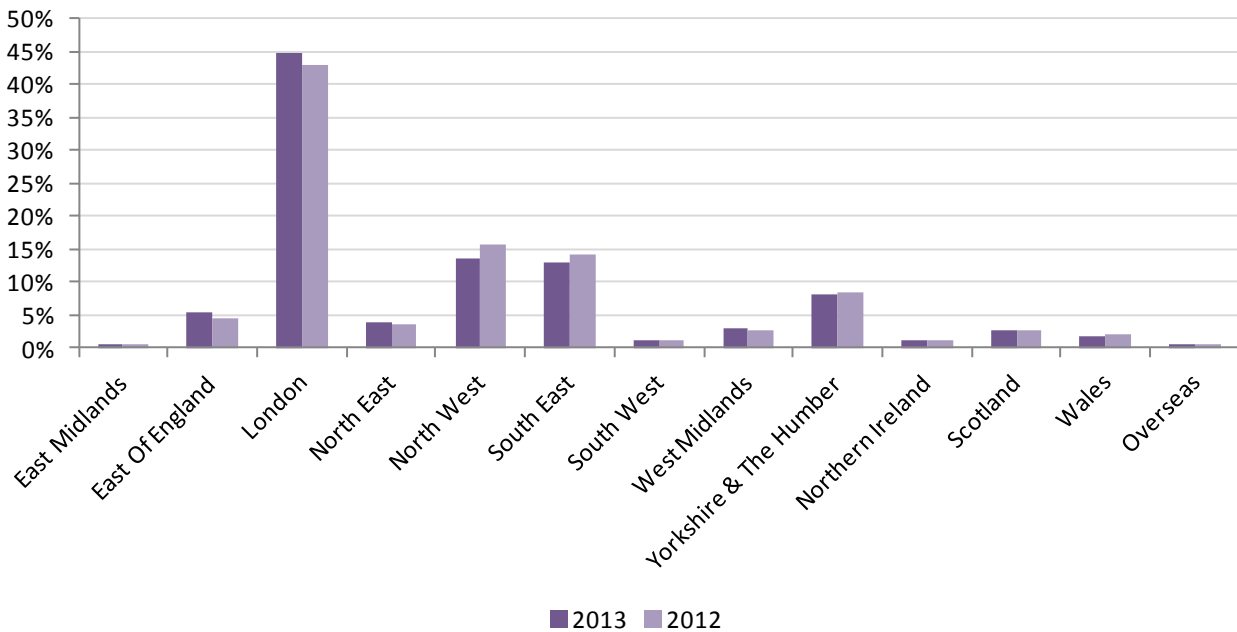
Almost half of the Home Office workforce was based in London, accounting for 44.8% of employees. This was followed by the North West (13.5%) and the South East (12.9%). When comparing this year to last year variances in the proportion of the workforce based in each region were small. This is shown in Table 1.19.

Table 1.19: Employees by Location

Location	2013	2012	Variance
East Midlands	0.7%	0.7%	0.0%
East Of England	5.4%	4.4%	1.0%
London	44.8%	42.9%	1.9%
North East	4.0%	3.6%	0.4%
North West	13.5%	15.6%	-2.1%
South East	12.9%	14.2%	-1.3%
South West	1.2%	1.2%	0.0%
West Midlands	2.9%	2.7%	0.2%
Yorkshire & The Humber	8.3%	8.5%	-0.2%
England	93.7%	93.8%	-0.1%
Northern Ireland	1.3%	1.1%	0.2%
Scotland	2.6%	2.6%	0.0%
Wales	1.8%	2.0%	-0.2%
Overseas	0.6%	0.5%	0.1%
Total	100.0%	100.0%	0.0%

Data source: Data View - current, paid civil servants (headcount) as at 31st March for each year stated.

Figure 1.19: Employees by Location (as in Table 1.19)



At grade level, at HEO grade and above the majority of employees in each grade were based in London. This is shown in Table 1.20.

Table 1.20: Employees by Location and Grade

Location	Grade								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
East Midlands	0.4%	0.6%	1.1%	0.6%	0.5%	0.2%			0.7%
East Of England	5.4%	7.1%	5.2%	3.9%	2.7%	1.8%	2.1%	2.0%	5.4%
London	32.9%	30.1%	40.4%	51.4%	69.4%	83.0%	86.5%	93.1%	44.8%
North East	8.6%	7.8%	2.4%	2.6%	1.5%	1.0%	0.6%	0.5%	4.0%
North West	31.4%	16.2%	12.1%	12.5%	8.9%	4.5%	2.7%	1.0%	13.5%
South East	3.1%	13.3%	20.0%	9.9%	5.0%	2.9%	1.4%	1.0%	12.9%
South West		1.3%	1.7%	1.0%	0.5%	0.5%	0.6%	0.0%	1.2%
West Midlands	1.5%	3.1%	3.0%	3.5%	2.6%	1.5%	1.9%	1.5%	2.9%
Yorkshire & The Humber	12.1%	13.2%	6.4%	8.2%	5.6%	2.9%	2.1%	0.5%	8.3%
England	95.4%	92.7%	92.3%	93.6%	96.7%	98.3%	97.9%	99.6%	93.7%
Northern Ireland	1.7%	1.9%	1.3%	0.7%	0.5%	0.1%	0.2%		1.3%
Scotland	1.5%	2.7%	3.3%	2.9%	1.2%	0.9%	1.0%	0.5%	2.6%
Wales	1.4%	2.3%	1.8%	2.2%	1.1%	0.8%	0.8%		1.8%
Overseas		0.3%	1.2%	0.4%	0.2%				0.6%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Data source: Data View - current, paid civil servants (headcount) as at 31st March for each year stated.

Work Pattern

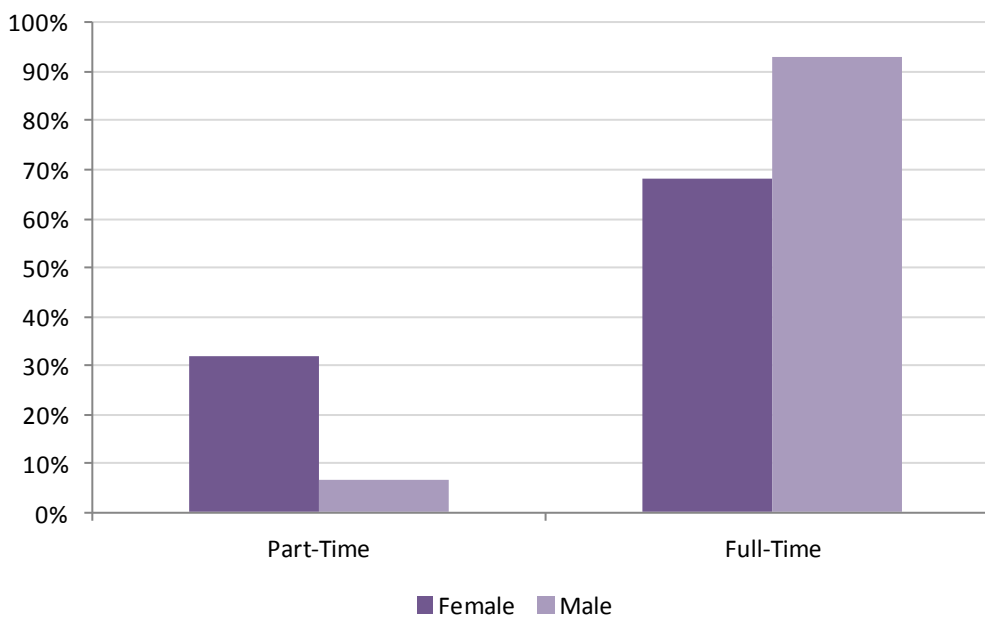
Part-time employees accounted for 20.0% of the Department's workforce, which represents a slight increase (0.4%) on 2012 (19.5%). A greater proportion of female employees were part-time (31.9%) than male employees (6.9%). This is shown in Table 1.21.

Table 1.21: Employees by Work Pattern and Sex

Sex	Part-Time			Full-Time		
	2013	2012	Variance	2013	2012	Variance
Female	31.9%	31.2%	0.7%	68.1%	68.8%	-0.7%
Male	6.9%	6.7%	0.2%	93.1%	93.3%	-0.2%
Total	20.0%	19.5%	0.4%	80.0%	80.5%	-0.4%

Data source: Data View - current, paid civil servants (headcount) as at 31st March for each year stated.

Figure 1.21: Employees by Work Pattern and Sex (as in Table 1.21)



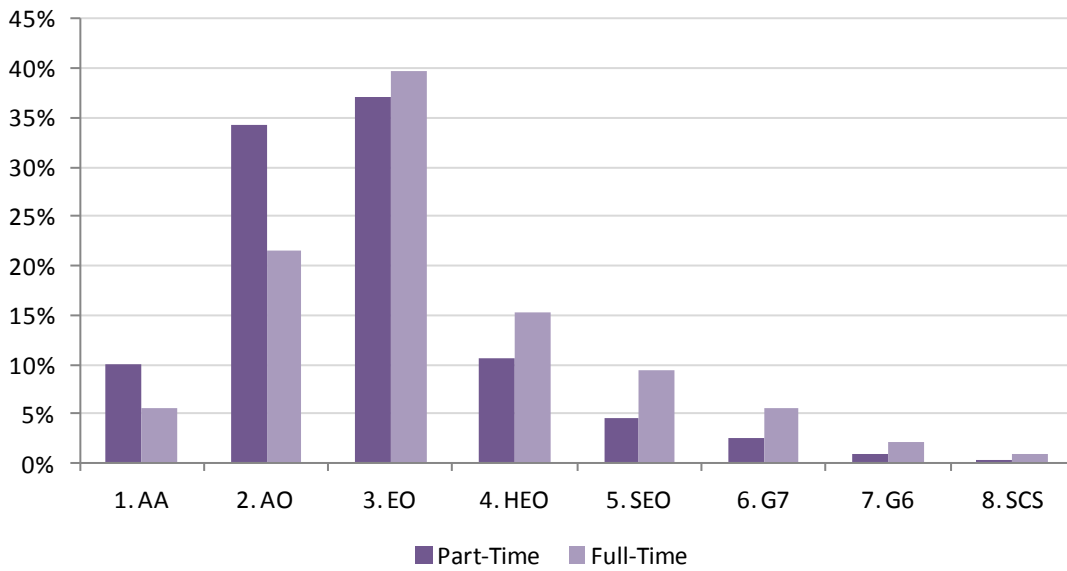
At grade level changes in the proportions of part-time employees since last year have been small, but in general, the proportion of part-time employees at each grade has increased. The overall pattern shown is that the proportion of part-time employees in a grade decreased as the seniority of the grade increased.

Table 1.22: Employees by Work Pattern and Grade

Grade	Part-Time			Full-Time		
	2013	2012	Variance	2013	2012	Variance
1. AA	31.3%	30.6%	0.8%	68.7%	69.4%	-0.8%
2. AO	28.5%	26.0%	2.5%	71.5%	74.0%	-2.5%
3. EO	18.8%	19.0%	-0.2%	81.2%	81.0%	0.2%
4. HEO	14.7%	13.5%	1.2%	85.3%	86.5%	-1.2%
5. SEO	10.6%	11.5%	-0.9%	89.4%	88.5%	0.9%
6. G7	10.2%	9.9%	0.3%	89.8%	90.1%	-0.3%
7. G6	9.3%	8.4%	0.9%	90.7%	91.6%	-0.9%
8. SCS	2.9%	4.2%	-1.3%	97.1%	95.8%	1.3%
Total	20.0%	19.5%	0.4%	80.0%	80.5%	-0.4%

Data source: Data View - current, paid civil servants (headcount) as at 31st March for each year stated.

Figure 1.22: Employees by Work Pattern and Grade (as in Table 1.22)



Section 2: Pay

Key Facts

- The salaries of all current, paid civil servants were calculated to fulfil the reporting requirements of the Hutton Review of Fair Pay in the Department's Annual Report and Accounts for 2012-13.^{15,16}
- The median salaries of employees with different components within each protected characteristic have been compared to explore the issue of pay equality.¹⁷ Medians were used, in line with ONS best practice, as they are not significantly affected by large or small salaries that may skew an average (mean). This means they are more effective at highlighting differences between different groupings of employees.
- For those protected characteristics that have two component parts, for example sex (male or female) and race (minority ethnic or white) etc. pay gaps have also been calculated. A pay gap is the percentage difference between the median hourly earnings of each component for each characteristic. This is a standard measure used as a benchmarking tool by external organisations, such as Business in the Community.
- Median salaries and pay gaps have not been calculated for employees who were pregnant, had a period of maternity leave or returned to work after maternity leave in 2013. This is because these characteristics use a different baseline population (female employees of child bearing age) and therefore are not comparable with other figures in this section.
- Median salaries and pay gaps have not been calculated for employees by location, as those based in London and some parts of the South East receive a London Living Allowance on top of their basic salary. This means that the median salary of these employees was greater than for employees based outside London.
- In general, differences between the median salary of employees at the same grade but with different components within each protected characteristics were small. The main exception to this was at SCS level, however, this is most likely to reflect the greater range of SCS pay due to the different paybands within the SCS.
- Pay gaps tended to be small. The key pay gap figures were:
 - The sex pay gap was 3.4%; female employees had a lower hourly median pay than male employees.
 - The race pay gap was 1.9%; minority ethnic employees had a higher hourly median pay than white employees. This is likely to be linked to more minority ethnic employees working in areas which attract a London Living Allowance.

¹⁵ Salary is defined as the annualised, full-time equivalent of basic pay plus any London Living Allowance.

¹⁶ The median is the numerical value or quantity found at the mid-point of an ordered list of values or quantities (in this case salary). The median of a finite list of numbers can be found by arranging them from lowest to highest value and picking the middle one. If there is an even number of observations, and no single middle value; the median is then taken to be the mean of the two middle values.

¹⁷ Each protected characteristic comprises a number of components. For example, the protected characteristic "Gender" has two components: "Male" and "Female".

Age

In general, the median salary of employees at the same grade increased slightly with age, with the variance between the youngest and oldest employees being between £2,000 and £3,200. The only exceptions to this pattern were at Grade 7 and SCS level.¹⁸ At Grade 7 there was £8,453 difference between the median salary of employees aged between 25 and 29 and those aged 65 and over. For SCS level employees the difference in the median salary of those aged between 25 and 29 and those aged between 60 and 64 was £26,875. This is shown in Table 2.1.

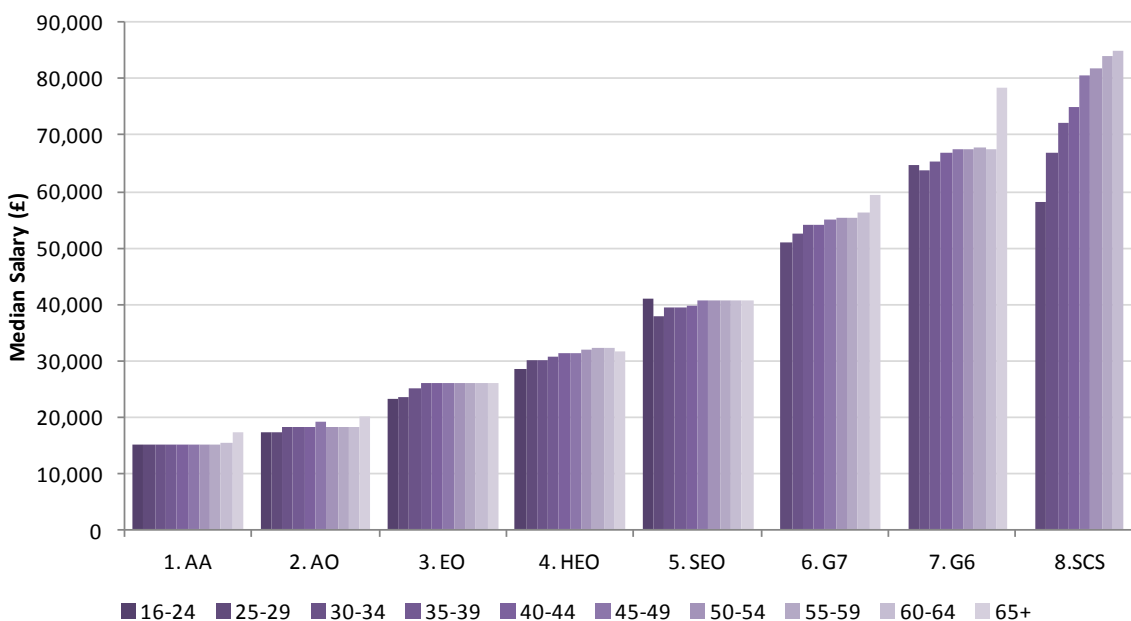
These differences could be linked to a number of factors one of them being pay progression, with older employees having progressed further up the salary spine points within their grade.

Table 2.1: Median Salary by Age Band and Grade

Age Band	Median Salary (£)							
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8.SCS
16-24	15,065	17,263	23,187	28,575	40,984			
25-29	15,105	17,444	23,562	30,179	37,796	50,964	64,654	58,200
30-34	15,105	18,114	25,042	30,179	39,472	52,613	63,850	66,832
35-39	15,105	18,114	26,029	30,575	39,472	53,974	65,441	72,204
40-44	15,124	18,114	26,079	31,301	39,759	53,974	66,974	74,924
45-49	15,124	19,280	26,079	31,306	40,777	55,019	67,370	80,574
50-54	15,105	18,114	26,079	31,917	40,777	55,191	67,370	81,743
55-59	15,124	18,114	26,079	32,299	40,777	55,264	67,699	84,000
60-64	15,274	18,114	26,079	32,299	40,777	56,361	67,370	85,075
65+	17,282	20,209	26,079	31,768	40,689	59,417	78,468	

Data source: Salary data subject to audit by NAO and used in the Home Office Annual Report and Accounts – current, paid civil servants (headcount) as at 31st March 2013.

Figure 2.1: Median Salary by Age Band and Grade (as in Table 2.1)



¹⁸ The median salary for Grade 6 employees aged 65 and over has not been included in this analysis, as it is based on a very small number of employees and therefore may not be statistically representative. Excluding this figure, the median salary of Grade 6 employees by age followed the general pattern seen.

Disability

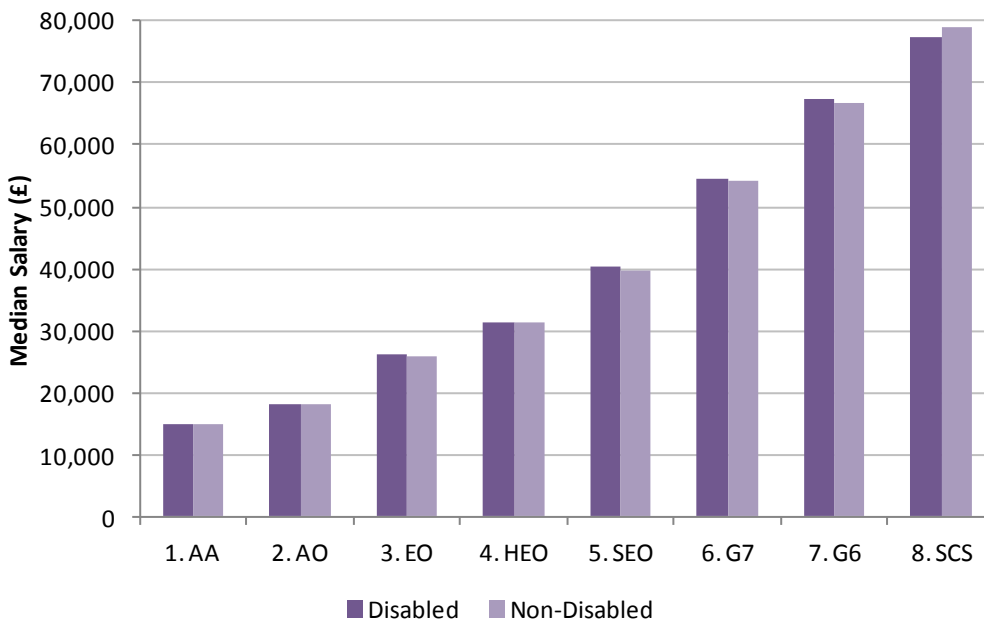
At grades AA and AO there was no difference between the median salaries of disabled and non-disabled employees. At grades EO to Grade 6 employees who had declared themselves disabled had a slightly higher median salary than their non-disabled colleagues. Conversely, at SCS level the median salary for disabled employees was less than that for non-disabled employees. This is shown in Table 2.2.

Table 2.2: Median Salary by Disability and Grade

Grade	Median Salary (£)		Variance	
	Disabled	Non-Disabled	£	%
1. AA	15,105	15,105	0	0.0%
2. AO	18,114	18,114	0	0.0%
3. EO	26,079	26,029	50	0.2%
4. HEO	31,306	31,305	1	0.0%
5. SEO	40,452	39,844	608	1.5%
6. G7	54,494	54,239	255	0.5%
7. G6	67,350	66,720	630	0.9%
8. SCS	77,337	79,000	-1,663	-2.2%

Data source: Salary data subject to audit by NAO and used in the Home Office Annual Report and Accounts – current, paid civil servants (headcount) as at 31st March 2013.

Figure 2.2: Median Salary by Disability and Grade (as in Table 2.2)



The median hourly pay for disabled employees was £13.23 and for non-disabled employees was £13.50; giving a pay gap of 2.0% (this is shown in Table 2.3). This could be linked to the fact that a greater proportion of employees in the junior grades were disabled, compared to more senior grades (see Table 1.3).

Table 2.3: Disability Pay Gap

Median Hourly Rate (£)		Pay Gap
Disabled	Non-Disabled	
13.23	13.50	2.0%

Data source: Salary data subject to audit by NAO and used in the Home Office Annual Report and Accounts – current, paid civil servants (headcount) as at 31st March 2013.

Marriage and Civil Partnership

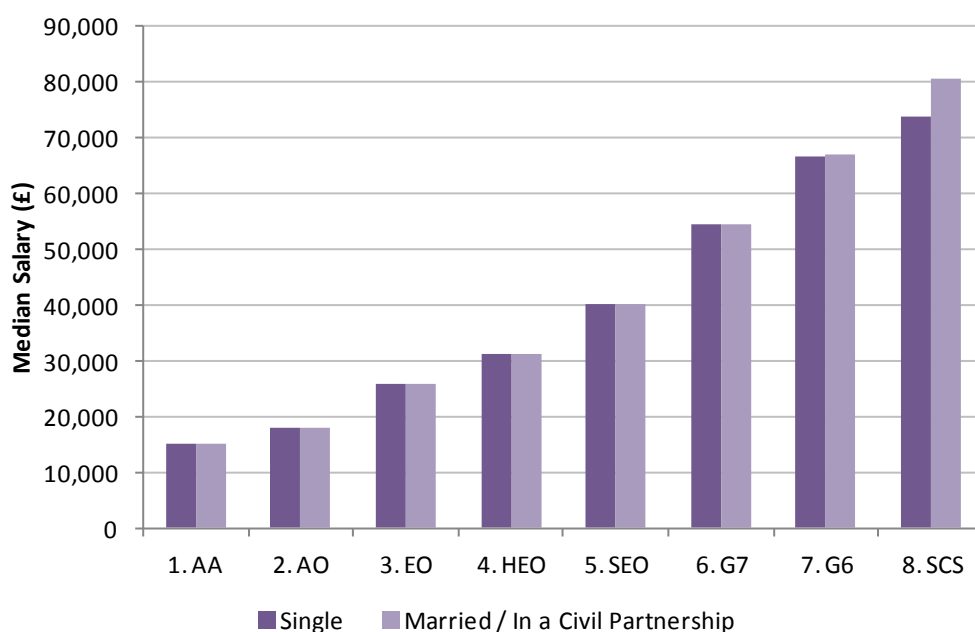
In general, the median salary of single employees was slightly less than that of employees who were married or in a civil partnership. The greatest difference was seen at SCS level, where the median salary of single employees was £6,769 less than that of employees who were married or in a civil partnership. However, at grades AO, SEO and Grade 7 there was no difference in median salary based on marital status. This is shown in Table 2.4.

Table 2.4: Median Salary by Marital Status and Grade

Grade	Median Salary (£)		Variance	
	Single	Married / In a Civil Partnership	£	%
1. AA	15,105	15,124	-19	-0.1%
2. AO	18,114	18,114	0	0.0%
3. EO	25,816	26,079	-263	-1.0%
4. HEO	31,167	31,306	-139	-0.4%
5. SEO	40,220	40,220	0	0.0%
6. G7	54,494	54,494	0	0.0%
7. G6	66,647	67,193	-546	-0.8%
8. SCS	73,805	80,574	-6,769	-9.2%

Data source: Salary data subject to audit by NAO and used in the Home Office Annual Report and Accounts – current, paid civil servants (headcount) as at 31st March 2013.

Figure 2.3: Median Salary by Marital Status and Grade (as in Table 2.4)



The median hourly pay for single employees was £12.97 and for employees who were married or in a civil partnership was £13.50; giving a pay gap of 3.9% (this is shown in Table 2.5). This could be linked to the fact that a greater proportion of employees in the junior grades were single, compared to more senior grades (see Table 1.5).

Table 2.5: Marital Status Pay Gap

Median Hourly Rate (£)		Pay Gap
Single	Married / In a Civil Partnership	
12.97	13.50	3.9%

Data source: Salary data subject to audit by NAO and used in the Home Office Annual Report and Accounts – current, paid civil servants (headcount) as at 31st March 2013.

Race

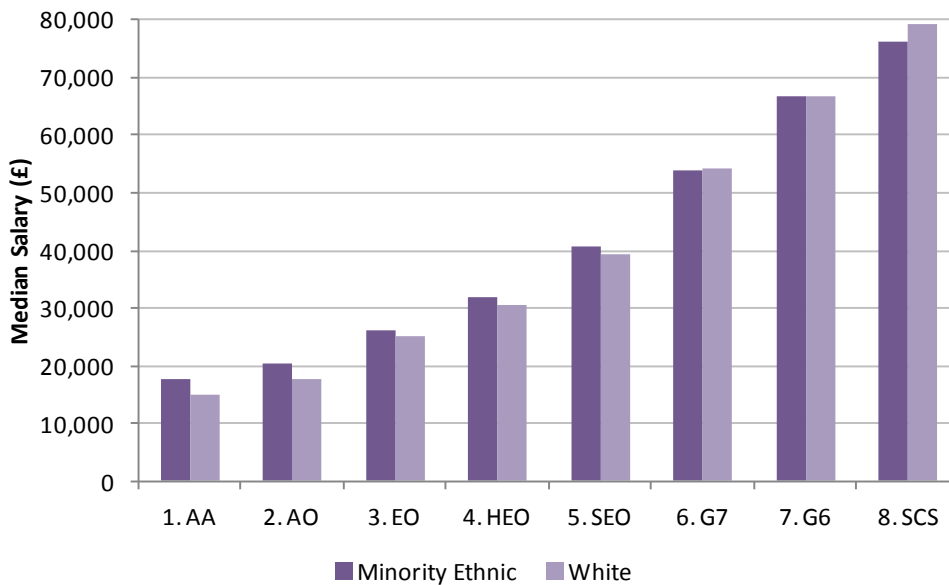
Up to and including SEO grade, the median salary of minority ethnic employees was higher than that for white employees. This was most marked at AA and AO grade, where the median salary of minority ethnic employees was around £2,500 more than the median salary of white employees. This could be because more minority ethnic employees are based in London and areas of the South East which attract a London Living Allowance. At Grade 6 the median salary of minority ethnic and white employees was the same, whilst at Grade 7 and SCS level the median salary of white employees was higher than that for minority ethnic employees. This is shown in Table 2.6.

Table 2.6: Median Salary by Race and Grade

Grade	Median Salary (£)		Variance	
	Minority Ethnic	White	£	%
1. AA	17,661	15,105	2,556	14.5%
2. AO	20,367	17,877	2,490	12.2%
3. EO	26,248	25,286	962	3.7%
4. HEO	31,917	30,697	1,220	3.8%
5. SEO	40,777	39,472	1,305	3.2%
6. G7	53,974	54,239	-265	-0.5%
7. G6	66,720	66,720	0	0.0%
8. SCS	76,366	79,160	-2,794	-3.7%

Data source: Salary data subject to audit by NAO and used in the Home Office Annual Report and Accounts – current, paid civil servants (headcount) as at 31st March 2013.

Figure 2.4: Median Salary by Race and Grade (as in Table 2.6)



The median hourly pay for minority ethnic employees was £13.71 and for white employees was £13.45; giving a pay gap of 1.9% (this is shown in Table 2.7). As a greater proportion of employees in the junior grades were minority ethnic compared to more senior grades (see Table 1.9), this is likely to be linked to more minority ethnic employees working in areas which attract a London Living Allowance.

Table 2.7: Race Pay Gap

Median Hourly Rate (£)		Pay Gap
Minority Ethnic	White	
13.71	13.45	1.9%

Data source: Salary data subject to audit by NAO and used in the Home Office Annual Report and Accounts – current, paid civil servants (headcount) as at 31st March 2013.

Religion

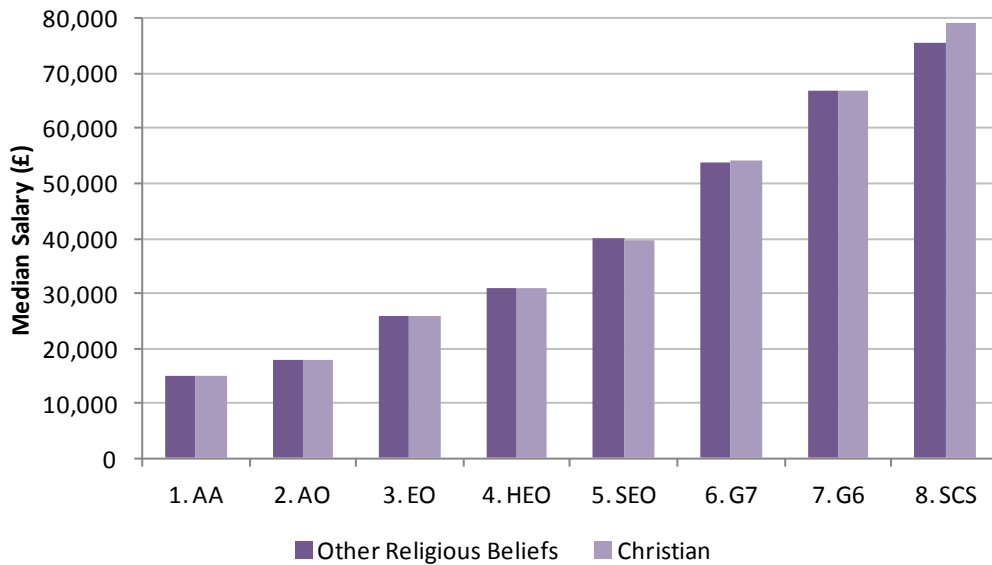
In general, differences in the median salary of Christian employees and those who declared another religious belief were small, and no overall pattern was seen. The exception to this is at SCS level, where the median salary of employees with another religious belief was £3,511 less than that for Christian employees. This is shown in Table 2.8.

Table 2.8: Median Salary by Religion and Grade

Grade	Median Salary (£)		Variance	
	Other Religious Beliefs	Christian	£	%
1. AA	15,124	15,105	19	0.1%
2. AO	18,114	18,114	0	0.0%
3. EO	25,778	25,967	-189	-0.7%
4. HEO	31,167	31,167	0	0.0%
5. SEO	40,220	39,537	683	1.7%
6. G7	53,974	54,239	-265	-0.5%
7. G6	66,720	66,720	0	0.0%
8. SCS	75,545	79,056	-3,511	-4.6%

Data source: Salary data subject to audit by NAO and used in the Home Office Annual Report and Accounts – current, paid civil servants (headcount) as at 31st March 2013.

Figure 2.5: Median Salary by Religion and Grade (as in Table 2.8)



The median hourly pay for employees with other religious beliefs was £13.50 and for Christian employees was £13.32; giving a pay gap of 1.3% (this is shown in Table 2.9).

Table 2.9: Religion Pay Gap

Median Hourly Rate (£)		Pay Gap
Other Religious Beliefs	Christian	
13.50	13.32	1.3%

Data source: Salary data subject to audit by NAO and used in the Home Office Annual Report and Accounts – current, paid civil servants (headcount) as at 31st March 2013.

Sex

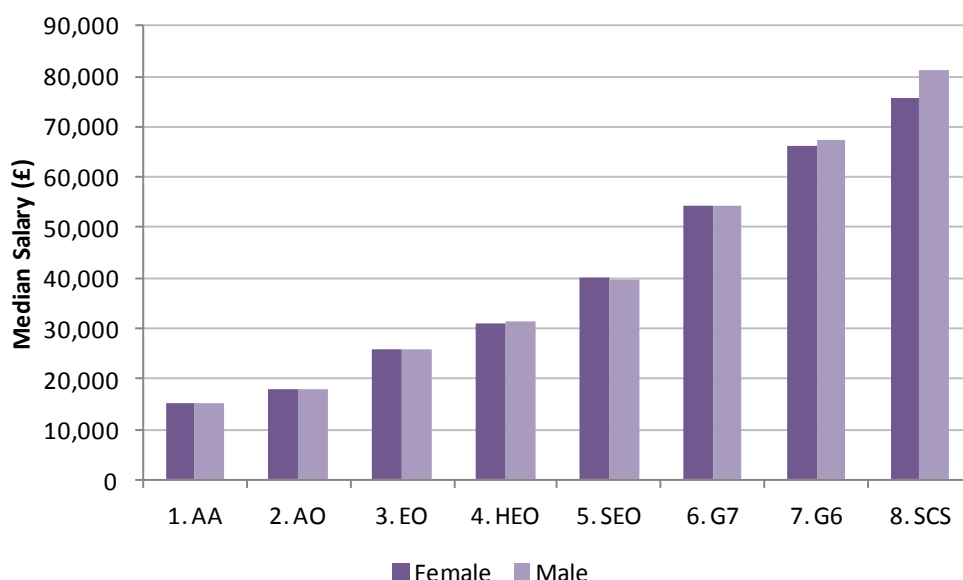
At grades AA and AO there was no difference in the median salary of female and male employees. Otherwise, the general pattern was that the median salary of female employees was lower than that for male employees. The difference was generally quite small, apart from at Grade 6 and SCS level, where the median salaries for female employees were £1,182 and £5,359 lower, respectively. The exception to this was at SEO grade, where the median salary for female employees was £546 more than that for male employees. This is shown in Table 2.10.

Table 2.10: Median Salary by Sex and Grade

Grade	Median Salary (£)		Variance	
	Female	Male	£	%
1. AA	15,105	15,105	0	0.0%
2. AO	18,114	18,114	0	0.0%
3. EO	25,778	26,079	-301	-1.2%
4. HEO	30,997	31,306	-309	-1.0%
5. SEO	40,220	39,674	546	1.4%
6. G7	54,239	54,362	-123	-0.2%
7. G6	66,077	67,259	-1,182	-1.8%
8. SCS	75,888	81,247	-5,359	-7.1%

Data source: Salary data subject to audit by NAO and used in the Home Office Annual Report and Accounts – current, paid civil servants (headcount) as at 31st March 2013.

Figure 2.6: Median Salary by Sex and Grade (as in Table 2.10)



The median hourly pay for female employees was £13.04 and for male employees was £13.50; giving a pay gap of 3.4% (this is shown in Table 2.11). This could be linked to the fact that a greater proportion of employees in the junior grades were female compared to more senior grades (see Table 1.13).

Table 2.11: Sex Pay Gap

Median Hourly Rate (£)		Pay Gap
Female	Male	
13.04	13.50	3.4%

Data source: Salary data subject to audit by NAO and used in the Home Office Annual Report and Accounts – current, paid civil servants (headcount) as at 31st March 2013.

Sexual Orientation

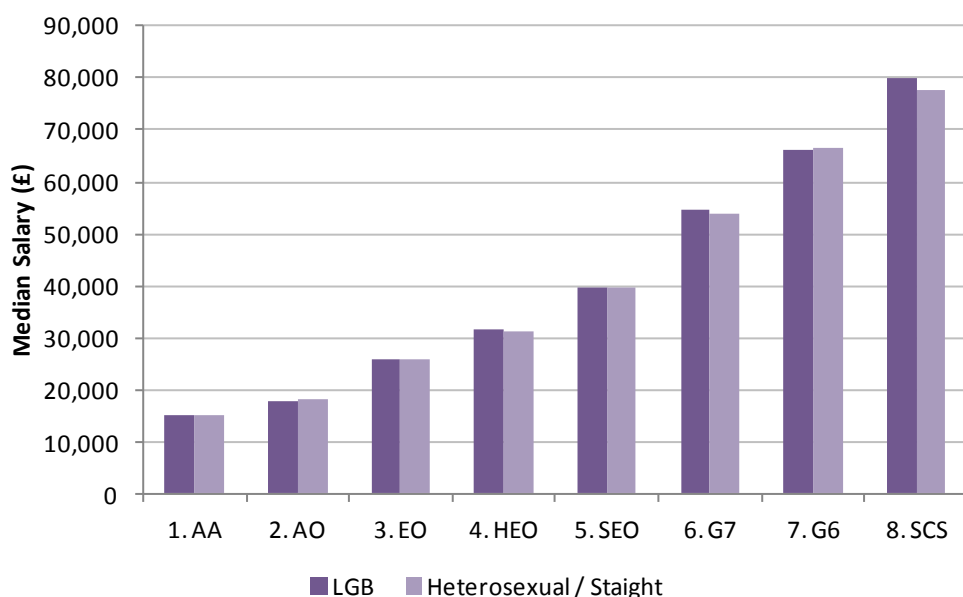
In general, differences in the median salary of LGB and heterosexual employees were small, and no overall pattern was seen. The exception to this is at SCS level, where the median salary of LGB employees was £2,277 more than that for heterosexual employees. This is illustrated in Figure 2.7.

Table 2.12: Median Salary by Sexual Orientation and Grade

Grade	Median Salary (£)		Variance	
	LGB	Heterosexual / Straight	£	%
1. AA	15,105	15,105	0	0.0%
2. AO	17,854	18,114	-261	-1.5%
3. EO	25,764	25,778	-15	-0.1%
4. HEO	31,510	31,107	403	1.3%
5. SEO	39,674	39,674	0	0.0%
6. G7	54,757	54,063	694	1.3%
7. G6	66,077	66,720	-643	-1.0%
8. SCS	80,064	77,787	2,277	2.8%

Data source: Salary data subject to audit by NAO and used in the Home Office Annual Report and Accounts – current, paid civil servants (headcount) as at 31st March 2013.

Figure 2.7: Median Salary by Sexual Orientation and Grade (as in Table 2.12)



The median hourly pay for LGB employees was £13.85 and for heterosexual employees was £13.44; giving a pay gap of 3.0% (this is shown in Table 2.13).

Table 2.13: Sexual Orientation Pay Gap

Median Hourly Rate (£)		Pay Gap
LGB	Heterosexual / Staight	
13.85	13.44	3.0%

Data source: Salary data subject to audit by NAO and used in the Home Office Annual Report and Accounts – current, paid civil servants (headcount) as at 31st March 2013.

Grade

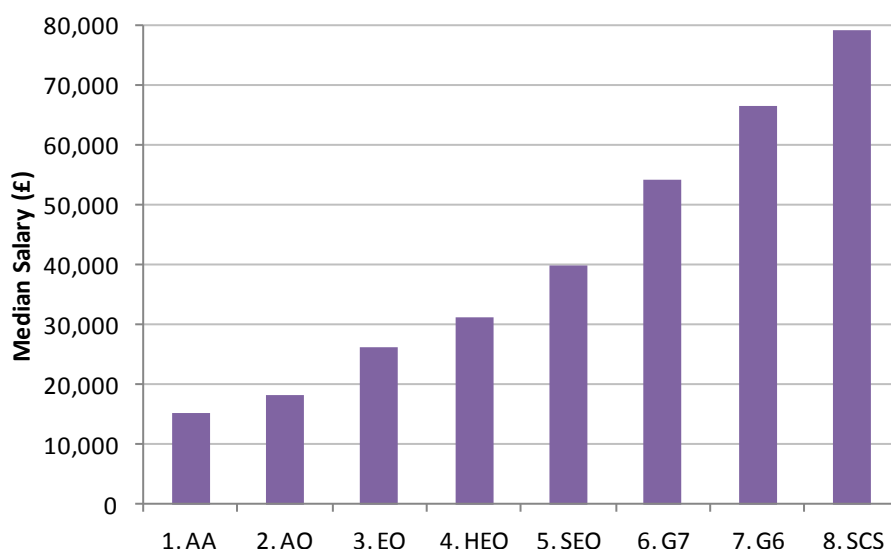
The median salary of all current, paid civil servants was £26,079; the same as the median salary of those at EO grade in the Department. This is shown in Table 2.14.

Table 2.14: Median Salary by Grade

Grade	Median Salary (£)
1. AA	15,105
2. AO	18,114
3. EO	26,079
4. HEO	31,306
5. SEO	39,982
6. G7	54,239
7. G6	66,720
8. SCS	79,264
Overall	26,079

Data source: Salary data subject to audit by NAO and used in the Home Office Annual Report and Accounts – current, paid civil servants (headcount) as at 31st March 2013.

Figure 2.8: Median Salary by Grade (as in Table 2.14)



Work Pattern

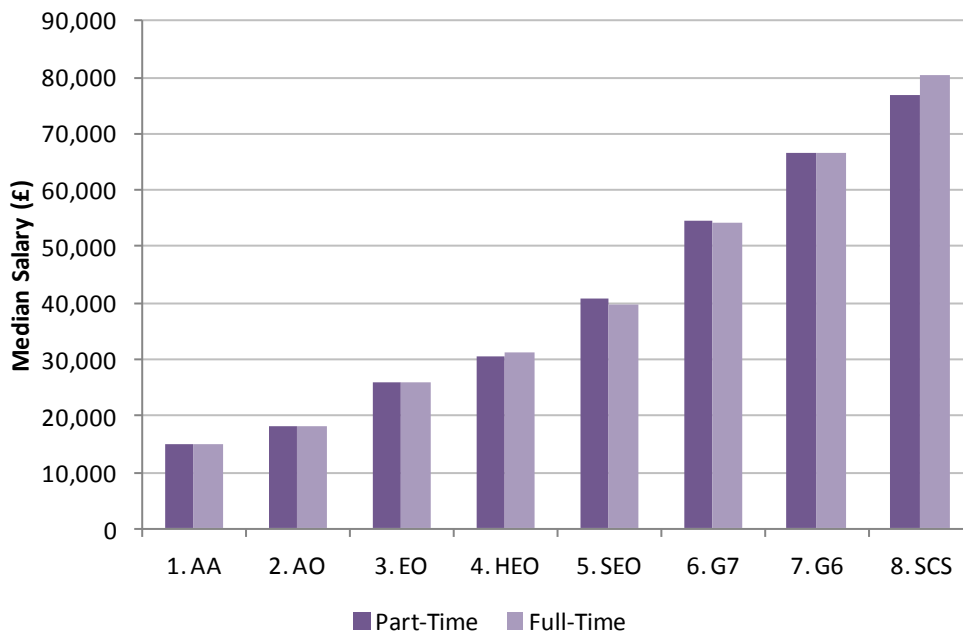
In general, differences in the median salary of part-time and full-time employees were small, and no overall pattern was seen. The exceptions to this were at SEO and SCS level. The median salary of part-time employees at SEO grade was £1,173 greater than for full-time employees, whilst at SCS level the median salary of part-time employees was £3,342 less than for full-time employees. This is shown in Table 2.15.

Table 2.15: Median Salary by Work Pattern and Grade

Grade	Median Salary (£)		Variance	
	Part-Time	Full-Time	£	%
1. AA	15,105	15,105	0	0.0%
2. AO	18,114	18,114	0	0.0%
3. EO	25,816	26,079	-263	-1.0%
4. HEO	30,679	31,306	-627	-2.0%
5. SEO	40,847	39,674	1,173	2.9%
6. G7	54,494	54,239	255	0.5%
7. G6	66,720	66,720	0	0.0%
8. SCS	76,923	80,265	-3,342	-4.3%

Data source: Salary data subject to audit by NAO and used in the Home Office Annual Report and Accounts – current, paid civil servants (headcount) as at 31st March 2013.

Figure 2.9: Median Salary by Work Pattern and Grade (as in Table 2.15)



The median hourly pay for part-time employees was £11.95 and for full-time employees was £13.50; giving a pay gap of 11.5% (this is shown in Table 2.16). This could be linked to the fact that a greater proportion of employees in the junior grades were part-time, compared to more senior grades, and also that more part-time employees were female (see Tables 1.21 and 1.22).

Table 2.16: Work Pattern Pay Gap

Median Hourly Rate (£)		Pay Gap
Part-Time	Full-Time	
11.95	13.50	11.5%

Data source: Salary data subject to audit by NAO and used in the Home Office Annual Report and Accounts – current, paid civil servants (headcount) as at 31st March 2013.

Section 3: Recruitment and Retention

3.1 Resourcing

In February 2013 Home Office recruitment moved to a Civil Service-wide resourcing system called World Careers Network (WCN). Prior to this, information on those applying for posts with the Department was recorded on manually-completed local records. Due to the change in system during the reporting year, local records covering the period from April 2012 to February 2013 were not available for all areas of the Department. Also, for the period February to March 2013 only a small number of Departmental vacancies were managed using WCN, meaning the number of applicants involved was small, and unlikely to be statistically representative. Therefore we have been unable to analyse the resourcing data for 2012-13. For next year's report, resourcing data covering the whole period will be available from WCN and should represent an improvement in data quality on previous years.

3.2 Recruits/Joiners

Anyone new to the Home Office is considered to be a new recruit or joiner.^{19,20} A joiner can be new to the Civil Service or can transfer into the Department from another Government Department, a Non-Departmental Public Body (NDPB) or a public corporation.

Key Facts

- Joiners accounted for 5.9% of all employees in the Department, an increase of 3.8% on 2012 (2.1%).²¹
- The proportion of joiners who declared their marital status was too small for further analysis (5.1%) as the results may not be representative of all joiners.
- The proportions of joiners who were pregnant or had a period of maternity leave during the year were too small for further analysis (less than 0.1%), as the results may not be representative of all joiners. No joiners returned from maternity leave in 2013.
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.
- Analysis has shown that statistically significant differences between this year and last year existed for age, grade, location and work pattern, in terms of the proportions of joiners in the different components within each characteristic. These differences are detailed in this section.
- When looking at differences between the characteristics of those that joined the Home Office and the make-up of the overall workforce for 2013, there were statistically significant differences across age, disability, religion, sex, grade, location and work pattern. These differences are highlighted in this section, and more detailed information on the overall workforce composition can be found in Section 1.

¹⁹ This only refers to employees joining the Department as a result of recruitment activity and does not include employees transferring into the Home Office as the result of an MoG change.

²⁰ In order to be consistent with standard workforce terminology all recruits will be referred to as “joiners”.

²¹ Figures include all current civil servants as at 31st March and all those who left the Department between 1st April and 31st March for each year stated.

Age

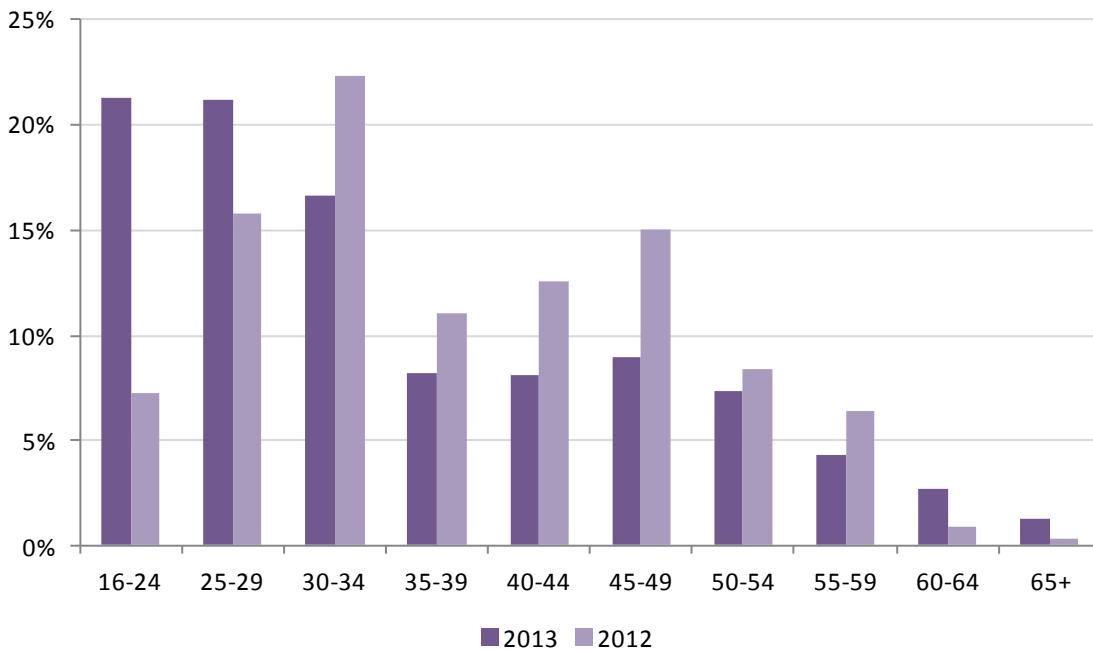
The age distribution of the Department’s joiners has shifted since last year, with almost half aged between 16 and 29 (42.5%), compared to around a quarter (23.1%) last year. This year has also seen a 2.8% increase in the proportion of joiners aged 60 and over (4.0%), compared to last year (1.2%). This is shown in Table 3.2.1.

Table 3.2.1: Joiners by Age Band

Age Band	2013	2012	Variance
16-24	21.3%	7.3%	14.0%
25-29	21.2%	15.8%	5.4%
30-34	16.6%	22.3%	-5.7%
35-39	8.2%	11.0%	-2.8%
40-44	8.1%	12.6%	-4.5%
45-49	9.0%	15.0%	-6.0%
50-54	7.3%	8.4%	-1.1%
55-59	4.3%	6.4%	-2.1%
60-64	2.7%	0.9%	1.8%
65+	1.3%	0.3%	1.0%
Total	100%	100%	0%

Data source: Data View – all civil servants (headcount) who joined the Home Office between 1st April and 31st March for each year stated.

Figure 3.2.1: Joiners by Age Band (as in Table 3.2.1)



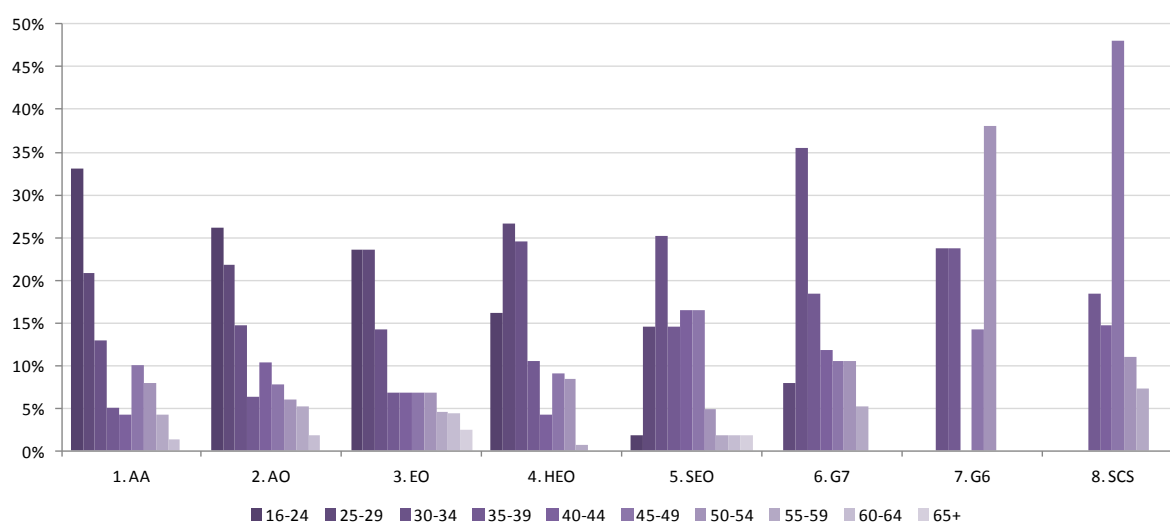
The majority of joiners at grades AA to EO were aged between 16 and 29. At the more senior grades, the majority of joiners were older, with 38.1% of those joining at Grade 6 aged 50 to 54 and 48.1% of joiners at SCS level aged between 45 and 49. Those who joined aged 60 and above were all at grades AA to SEO. This is shown in Table 3.2.2.

Table 3.2.2: Joiners by Age Band and Grade 2013

Age Band	Grade								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
16-24	33.1%	26.1%	23.6%	16.1%	1.9%				21.3%
25-29	20.9%	21.8%	23.5%	26.6%	14.6%	7.9%			21.2%
30-34	12.9%	14.8%	14.2%	24.5%	25.2%	35.5%	23.8%		16.6%
35-39	5.0%	6.3%	6.8%	10.5%	14.6%	18.4%	23.8%	18.5%	8.2%
40-44	4.3%	10.3%	6.9%	4.2%	16.5%	11.8%		14.8%	8.1%
45-49	10.1%	7.8%	6.8%	9.1%	16.5%	10.5%	14.3%	48.1%	9.0%
50-54	7.9%	6.0%	6.8%	8.4%	4.9%	10.5%	38.1%	11.1%	7.3%
55-59	4.3%	5.3%	4.6%	0.7%	1.9%	5.3%		7.4%	4.3%
60-64	1.4%	1.8%	4.4%		1.9%				2.7%
65+			2.5%		1.9%				1.3%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%

Data source: Data View – all civil servants (headcount) who joined the Home Office between 1st April and 31st March for each year stated.

Table 3.2.2: Joiners by Age Band and Grade 2013 (as in Table 3.2.2)



In general, joiners to the Department were younger than the overall workforce. 59.1% of joiners were aged between 16 and 34, whilst the majority of employees in the overall workforce (74.6%) were aged between 30 and 54.

Disability

5.1% of joiners declared themselves disabled; 3.9% less than the Departmental representation rate for disabled employees (9.0%).

Religion

51.2% of joiners declared themselves to have religious beliefs other than Christianity; 6.6% more than the Departmental representation rate for employees with other religious beliefs (44.6%).

Sex

49.3% of joiners were female; 2.8% less than the Departmental representation rate for female employees (52.1%).

Sexual Orientation

3.8% of joiners declared themselves to be LGB; 1.3% more than the Departmental representation rate for LGB employees (2.5%).

Grade

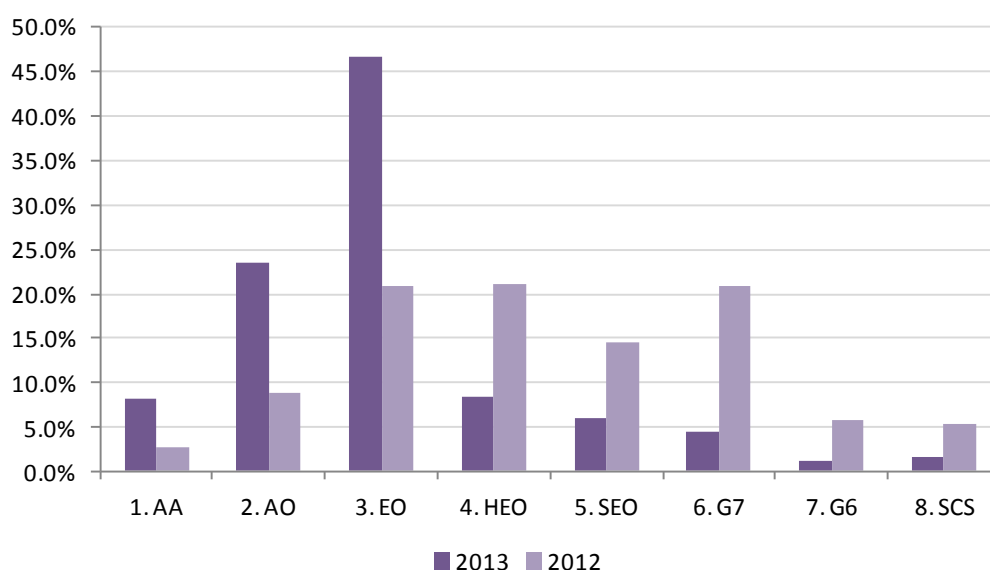
The grade distribution of the Department's joiners has changed compared to last year. In 2013 the majority of joiners were at grades AA to EO (78.3%), compared to around a third in 2012 (32.5%). The proportion of joiners in all grades from HEO to SCS has fallen compared to last year. This is shown in Table 3.2.3.

Table 3.2.3: Joiners by Grade

Grade	2013	2012	Variance
1. AA	8.2%	2.8%	5.4%
2. AO	23.4%	8.9%	14.6%
3. EO	46.7%	20.8%	25.9%
4. HEO	8.4%	21.1%	-12.7%
5. SEO	6.0%	14.6%	-8.6%
6. G7	4.5%	20.8%	-16.3%
7. G6	1.2%	5.7%	-4.5%
8. SCS	1.6%	5.3%	-3.7%
Total	100.0%	100.0%	0.0%

Data source: Data View – all civil servants (headcount) who joined the Home Office between 1st April and 31st March for each year stated.

Figure 3.2.3: Joiners by Grade (as in Table 3.2.3)



In general, the grade structure of all the joiners to the Department was fairly consistent with the grade composition of the overall workforce. The largest variations were at EO grade (46.7% of joiners compared to 39.2% of the workforce) and HEO grade (8.4% of joiners compared to 14.4% of the workforce).

Location

In both 2013 and 2012 the majority of the Department's joiners were based in London. However, the proportion of joiners based in London decreased by 20.3%; from 81.4% in 2012 to 61.1% in 2013. This is shown in Table 3.2.4.

Table 3.2.4: Joiners by Location

Location	2013	2012	Variance
East Midlands	0.9%		0.9%
East Of England	5.4%	0.8%	4.6%
London	61.1%	81.4%	-20.3%
North East	7.1%		7.1%
North West	8.8%	7.2%	1.6%
South East	4.2%	3.3%	0.9%
South West	0.6%	0.3%	0.3%
West Midlands	1.6%	1.4%	0.2%
Yorkshire & The Humber	3.4%	3.6%	-0.2%
Northern Ireland	2.3%	0.5%	1.8%
Scotland	1.8%	0.3%	1.5%
Wales	2.0%	1.1%	0.9%
Overseas	0.8%	0.2%	0.6%
Total	100.0%	100.0%	0.0%

Data source: Data View – all civil servants (headcount) who joined the Home Office between 1st April and 31st March for each year stated.

The majority of joiners at grades EO to SCS were based in London. Joiners at grades AA and AO were more geographically dispersed, with concentrations in the East of England, North East and North West. This is shown in Table 3.2.5.

Table 3.2.5: Joiners by Location and Grade 2013

Location	Grade								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
East Midlands	2.2%	2.3%	0.4%	1.3%					0.9%
East Of England	16.7%	11.8%	2.5%		0.7%				5.4%
London	17.4%	22.9%	75.3%	96.1%	81.1%	87.4%	100.0%	96.3%	61.1%
North East	17.4%	19.8%	1.9%		1.4%				7.1%
North West	37.7%	15.6%	2.9%	2.6%	4.2%	3.9%		3.7%	8.8%
South East	2.9%	1.5%	6.4%		6.3%	1.9%			2.3%
South West		1.8%	0.3%			1.0%			0.8%
West Midlands	1.4%	4.3%	0.8%		2.1%				1.8%
Yorkshire & The Humber	1.4%	7.5%	1.9%		2.8%	5.8%			4.2%
England	97.1%	87.5%	92.4%	100.0%	98.6%	100.0%	100.0%	100.0%	92.4%
Northern Ireland	2.9%	6.5%	1.1%						0.6%
Scotland		1.8%	2.9%						2.0%
Wales		4.3%	1.9%		1.4%				1.6%
Overseas			1.6%						3.4%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Data source: Data View – all civil servants (headcount) who joined the Home Office between 1st April and 31st March for each year stated.

In general, more joiners were based in London than the proportion of the overall workforce based in London.

Work Pattern

The proportion of part-time joiners has increased by 6.7%; from 7.3% in 2012 to 14.0% in 2013. At grade level, the proportion of part-time joiners at AA grade decreased by 22.3%, but this was countered by a 25.8% increase in the proportion of part-time joiners at AO grade. This is shown in Table 3.2.6.

Table 3.2.6: Joiners by Work Pattern and Grade

Grade	Part-Time			Full-Time		
	2013	2012	Variance	2013	2012	Variance
1. AA	16.5%	38.9%	-22.3%	83.5%	61.1%	22.3%
2. AO	31.1%	5.3%	25.8%	68.9%	94.7%	-25.8%
3. EO	9.0%	6.0%	3.1%	91.0%	94.0%	-3.1%
4. HEO	3.5%	4.4%	-0.9%	96.5%	95.6%	0.9%
5. SEO	6.8%	3.2%	3.6%	93.2%	96.8%	-3.6%
6. G7	9.2%	12.7%	-3.5%	90.8%	87.3%	3.5%
7. G6	0.0%	2.7%	-2.7%	100.0%	97.3%	2.7%
8. SCS	0.0%	5.9%	-5.9%	100.0%	94.1%	5.9%
Total	14.0%	7.3%	6.7%	86.0%	92.7%	-6.7%

Data source: Data View – all civil servants (headcount) who joined the Home Office between 1st April and 31st March for each year stated.

14.0% of joiners were part-time; 6.0% less than the Departmental representation rate for part-time employees (20.0%).

3.3 Core Skills Assessments (CSA)/Civil Service Initial Sifting Tool (CSIST)

For recruitment or promotion to HEO or Grade 7 at the Home Office, applicants who pass the application sift stage are required to demonstrate specific skills in an initial assessment. Those who are successful are then shortlisted for interview.

Up until the end of December 2012 HEO candidates were required to take a CSA exercise specific to the Department. From January 2013 this was replaced by the cross-Government CSIST. There was no change to the requirements for Grade 7 candidates, who had to take a CSA.

Key Facts

- We only hold full information on the protected characteristics of internal Home Office candidates. To ensure any findings are not skewed by missing data all analysis in this section is based on internal candidates only. In last year's EMR all candidates were included, but with up to 47% of information on the protected characteristics missing some findings may not have been representative of the overall group of candidates. This means we are not able to compare to last year in this report.
- This year 55.8% of those taking an HEO assessment took a CSA and 44.2% completed a CSIST.
- Those taking an HEO assessment could either pass or fail; additionally at Grade 7 level candidates could be marked as "borderline". Overall pass rates for each assessment are shown in Table 3.3.1. The pass rate for HEO CSISTs (70.8%) was more than double that for HEO CSAs (32.1%) this year.²²

Table 3.3.1: Results by Assessment 2013

	Assessment		
Result	HEO CSA	HEO CSIST	Grade 7 CSA
Fail	67.9%	29.2%	58.3%
Pass	32.1%	70.8%	31.2%
Borderline	N/A	N/A	10.6%
Total	100.0%	100.0%	100.0%

- The numbers of HEO and Grade 7 candidates who were pregnant, had a period of maternity leave or returned from maternity leave during the year were too small for further analysis (all less than 8.0%), as the results may not be representative of all those taking assessments once split by outcomes.
- The numbers of LGB employees who took an HEO CSA, HEO CSIST or Grade 7 CSA were too small for further analysis (less than 3.0%), as the results may not be representative of all those taking assessments once split by outcomes.
- The number of part-time employees who took a Grade 7 CSA was too small for further analysis (less than 1.0%), as the results may not be representative of all those taking assessments once split by outcomes.

²² Figures include all civil servants employed by the Home Office who took an assessment between 1st April 2012 and 31st March 2013, including those who have subsequently left the Department. Data has been analysed at assessment level, so if an employee took an assessment more than once they will be included for each time they were assessed.

- The information we hold on grade relates to an employee's current grade. No further analysis on this has been carried out as an employee's current grade is likely to be linked to whether they passed an assessment or not i.e. employees at HEO grade are likely to have passed an assessment to reach that grade.
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.
- Analysis has shown that statistically significant differences between the pass rates for the HEO CSA existed for the components within age, race and location. In terms of the HEO CSIST and Grade 7 CSA, statistically significant differences between the pass rates were only seen for the components of race. These differences are detailed in this section.
- When looking at differences between the pass rates for the HEO CSA and CSIST for each protected characteristic, there were statistically significant differences for age and race. These differences are detailed in this section.

Age

Younger employees were more likely to pass the HEO CSA than older colleagues. 28.6% of employees who took the HEO CSA and passed were aged between 16 and 44; 25.1% more than for employees aged 45 and over who took the HEO CSA and passed (3.5%). This is shown in Table 3.3.2.

Table 3.3.2: CSA and CSIST Outcomes by Age Band 2013

Age Band	Result	HEO CSA	HEO CSIST	G7 CSA
16-24	Pass	0.5%	0.6%	0.0%
	Fail	0.3%	0.2%	0.0%
	Borderline	N/A	N/A	0.0%
Total		0.8%	0.9%	0.0%
25-29	Pass	6.8%	8.7%	4.6%
	Fail	7.9%	3.0%	2.8%
	Borderline	N/A	N/A	1.4%
Total		14.7%	11.7%	8.7%
30-34	Pass	9.8%	18.6%	13.8%
	Fail	15.9%	6.4%	14.2%
	Borderline	N/A	N/A	4.1%
Total		25.7%	24.9%	32.1%
35-39	Pass	6.8%	12.6%	5.5%
	Fail	12.3%	5.5%	10.1%
	Borderline	N/A	N/A	1.8%
Total		19.1%	18.1%	17.4%
40-44	Pass	4.7%	9.8%	5.0%
	Fail	9.3%	4.9%	11.9%
	Borderline	N/A	N/A	0.9%
Total		14.0%	14.7%	17.9%
45-49	Pass	2.0%	11.7%	1.8%
	Fail	12.5%	4.3%	11.9%
	Borderline	N/A	N/A	1.4%
Total		14.5%	16.0%	15.1%
50-54	Pass	1.2%	5.3%	0.5%
	Fail	6.9%	1.7%	5.0%
	Borderline	N/A	N/A	0.9%
Total		8.1%	7.0%	6.4%
55-59	Pass	0.3%	2.3%	0.0%
	Fail	2.0%	1.9%	2.3%
	Borderline	N/A	N/A	0.0%
Total		2.4%	4.3%	2.8%
60-64	Pass	0.0%	1.1%	0.0%
	Fail	0.5%	1.3%	0.0%
	Borderline	N/A	N/A	0.0%
Total		0.5%	2.3%	0.0%
65+	Pass	0.0%	0.0%	0.0%
	Fail	0.2%	0.0%	0.0%
	Borderline	N/A	N/A	0.0%
Total		0.2%	0.0%	0.0%
Grand Total		100.0%	100.0%	100.0%

Data source: CSA markings from manual spreadsheets and CSIST markings from CSIST system linked to Data View – all civil servants employed by the Home Office who took an assessment between 1st April and 31st March 2013.

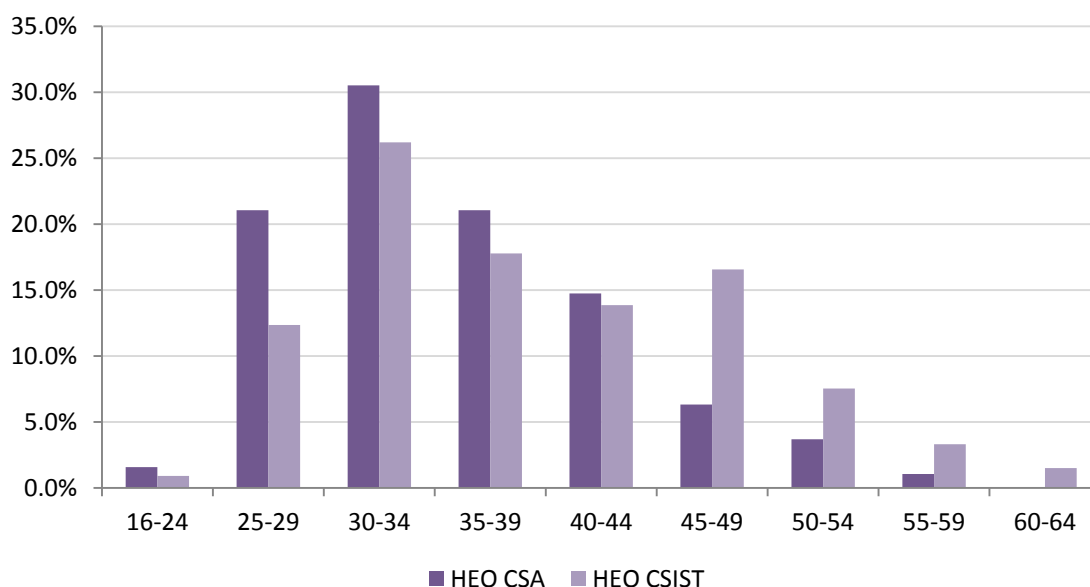
When comparing the age distribution of employees who passed each HEO assessment, the proportion of employees who passed aged 45 and over increased by 17.8%; from 11.1% of employees who passed the HEO CSA to 28.9% of employees who passed the HEO CSIST. This change brought the proportions of older employees passing the HEO assessment in line with those for younger employees, and made the age distribution of those passing the HEO assessment more even. This is shown in Table 3.3.3.

Table 3.3.3: HEO CSA and HEO CSIST Passes by Age Band 2013

Age Band	HEO CSA	HEO CSIST	Variance
16-24	1.6%	0.9%	-0.7%
25-29	21.1%	12.3%	-8.7%
30-34	30.5%	26.2%	-4.3%
35-39	21.1%	17.8%	-3.3%
40-44	14.7%	13.9%	-0.9%
45-49	6.3%	16.6%	10.3%
50-54	3.7%	7.5%	3.8%
55-59	1.1%	3.3%	2.3%
60-64	0.0%	1.5%	1.5%
65+	0.0%		0.0%
Total	100.0%	100.0%	0.0%

Data source: CSA markings from manual spreadsheets and CSIST markings from CSIST system linked to Data View – all civil servants employed by the Home Office who took an assessment between 1st April and 31st March 2013.

Figure 3.3.1: HEO CSA and HEO CSIST Passes by Age Band 2013 (as in Table 3.3.3)



Race

6.4% of employees who took the HEO CSA and passed declared themselves minority ethnic; 19.1% less than for white employees who took the HEO CSA and passed (25.5%).

When comparing the HEO assessments, the proportion of minority ethnic employees who passed the assessment has increased by 15.7%; from 6.4% of those who passed the HEO CSA to 22.1% of those who passed the HEO CSIST. However, there is still a significant difference between the proportion of minority ethnic (22.1%) and white employees (47.3%) who passed the HEO CSIST.

1.5% of employees who took the Grade 7 CSA and passed declared themselves minority ethnic; 29.1% less than for white employees who took the Grade 7 CSA and passed (30.6%). This is shown in Table 3.3.4.

Table 3.3.4: CSA and CSIST Outcomes by Race 2013

Race	Result	HEO CSA	HEO CSIST	G7 CSA
Minority Ethnic	Pass	6.4%	22.1%	1.5%
	Fail	28.7%	16.0%	14.3%
	Borderline	N/A	N/A	2.6%
Total		35.1%	38.1%	18.4%
White	Pass	25.5%	47.3%	30.6%
	Fail	39.4%	14.6%	43.4%
	Borderline	N/A	N/A	7.7%
Total		64.9%	61.9%	81.6%

Data source: CSA markings from manual spreadsheets and CSIST markings from CSIST system linked to Data View – all civil servants employed by the Home Office who took an assessment between 1st April and 31st March 2013 who made a positive statement with regards to race.

Data quality: 10.0% of employees who took an HEO CSA, 9.4% of employees who took and HEO CSIST and 9.4% of employees who took a Grade 7 CSA in 2013 had not declared their race.

Location

16.2% of employees who took the HEO CSA and passed were based outside London; 0.3% more than for employees based in London who took the HEO CSA and passed (15.9%). This is shown in Table 3.3.5.

When comparing the HEO CSA and HEO CSIST, the proportion of employees passing the HEO assessment has improved in the majority of regions. However, there is no longer a significant difference between the proportions of employees passing the HEO assessment who are based in and outside London.

Table 3.3.5: CSA and CSIST Outcomes by Location 2013

Location	Result	HEO CSA	HEO CSIST	G7 CSA
East Midlands	Pass	0.3%	1.1%	0.0%
	Fail	0.7%	0.2%	0.9%
	Borderline	N/A	N/A	0.5%
Total		1.0%	1.3%	1.4%
East Of England	Pass	2.2%	2.6%	1.4%
	Fail	3.4%	1.1%	5.0%
Total		5.6%	3.6%	6.4%
London	Pass	15.9%	38.8%	26.6%
	Fail	41.2%	18.3%	45.4%
	Borderline	N/A	N/A	9.2%
Total		57.1%	57.1%	81.2%
North East	Pass	0.0%	0.4%	0.0%
Total		0.0%	0.4%	0.0%
North West	Pass	2.4%	7.2%	0.0%
	Fail	3.7%	2.3%	0.9%
	Borderline	N/A	N/A	0.5%
Total		6.1%	9.6%	1.4%
South East	Pass	4.4%	7.9%	0.5%
	Fail	8.3%	3.0%	1.8%
Total		12.7%	10.9%	2.3%
South West	Pass	0.0%	0.4%	0.0%
	Fail	0.0%	0.0%	0.0%
Total		0.0%	0.4%	0.0%
West Midlands	Pass	0.7%	1.9%	0.9%
	Fail	1.9%	0.2%	0.9%
Total		2.5%	2.1%	1.8%
Yorkshire & The Humber	Pass	3.2%	6.6%	1.4%
	Fail	3.7%	1.5%	2.8%
	Borderline	N/A	N/A	0.5%
Total		6.9%	8.1%	4.6%
England	Pass	29.1%	67.0%	30.7%
	Fail	62.8%	26.7%	57.8%
	Borderline	0.0%	0.0%	10.6%
Total		91.9%	93.6%	99.1%
Northern Ireland	Pass	0.3%	1.1%	0.0%
	Fail	1.2%	0.2%	0.0%
Total		1.5%	1.3%	0.0%
Scotland	Pass	1.2%	1.1%	0.0%
	Fail	1.2%	1.3%	0.5%
Total		2.4%	2.3%	0.5%
Wales	Pass	1.5%	0.9%	0.5%
	Fail	2.5%	0.4%	0.0%
Total		4.1%	1.3%	0.5%
Overseas	Pass	0.0%	0.9%	0.0%
	Fail	0.2%	0.6%	0.0%
Total		0.2%	1.5%	0.0%
Grand Total		100.0%	100.0%	100.0%

Data source: CSA markings from manual spreadsheets and CSIST markings from CSIST system linked to Data View – all civil servants employed by the Home Office who took an assessment between 1st April and 31st March 2013.

3.4 Promotions

Key Facts

- 4.5% of employees in the Department were promoted, an increase of 3.5% on last year (1.0%).²³
- Data in this section is reported against the current grade of the employee i.e. the grade they were promoted to.
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.
- Analysis has shown that statistically significant differences between this year and last year existed for religion, grade, location and work pattern, in terms of the proportions of employees who were promoted in the components within each characteristic. These differences are detailed in this section.
- When looking at differences between the composition of those that were promoted and the make-up of the overall workforce for 2013, there were statistically significant differences across age, disability, marriage and civil partnership, maternity, religion, sex, location and work pattern.²⁴ These differences are highlighted in this section, and more detailed information on the workforce composition can be found in Section 1.

²³ Figures include all current civil servants as at 31st March and all those who left the Department between 1st April and 31st March for each year stated.

²⁴ The grade composition of all promoted employees has not been compared to the grade composition of the overall workforce. We have analysed employees in the grades they have been promoted to and parity between this and the overall workforce composition is not a measure of equality.

Age

The age distribution of employees who were promoted was very similar to last year, with the majority aged between 25 and 34 (54.0%). This is shown in Table 3.4.1.

Table 3.4.1: Promotions by Age Band

Age Band	2013	2012	Variance
16-24	3.5%	4.6%	-1.2%
25-29	24.4%	24.8%	-0.5%
30-34	29.6%	32.8%	-3.2%
35-39	13.5%	12.6%	1.0%
40-44	12.4%	9.6%	2.8%
45-49	9.4%	8.3%	1.2%
50-54	5.0%	3.6%	1.4%
55-59	1.6%	2.3%	-0.7%
60-64	0.5%	1.3%	-0.8%
Total	100.0%	100.0%	0.0%

Data source: Data View – all civil servants (headcount) who were promoted between 1st April and 31st March for each year stated.

In general, the age distribution of employees who were promoted was skewed towards the younger end of the age range when compared to the age distribution of the overall workforce. 57.5% of those who were promoted were aged between 16 and 34, compared to 26.4% of the overall workforce.

Disability

4.9% of employees who were promoted declared themselves disabled; 4.1% less than the Departmental representation rate for disabled employees (9.0%).

Marriage and Civil Partnership

55.6% of employees who were promoted were single; 10.7% more than the Departmental representation rate for single employees (44.9%).

Maternity

4.9% of employees who were promoted had a period of maternity leave in 2013; 3.2% less than the proportion of the female workforce of child bearing age with a period of maternity leave (8.1%).

1.8% of employees who were promoted returned from maternity leave in 2013; 3.4% less than the proportion of the female workforce of child bearing age who returned from maternity leave (5.2%).

Religion

53.7% of employees who were promoted declared themselves to have religious beliefs other than Christianity. This is a decrease of 7.6% compared to last year (61.2%). This is shown in Table 3.4.2.

Table 3.4.2: Promotions by Religion and Grade

Grade	Other Religious Beliefs			Christian		
	2013	2012	Variance	2013	2012	Variance
2. AO	55.2%	64.3%	-9.0%	44.8%	35.7%	9.0%
3. EO	53.1%	52.5%	0.6%	46.9%	47.5%	-0.6%
4. HEO	53.3%	54.3%	-1.1%	46.7%	45.7%	1.1%
5. SEO	53.1%	74.1%	-20.9%	46.9%	25.9%	20.9%
6. G7	61.4%	69.8%	-8.4%	38.6%	30.2%	8.4%
7. G6	41.7%	54.5%	-12.9%	58.3%	45.5%	12.9%
8. SCS	20.0%	50.0%	-30.0%	80.0%	50.0%	30.0%
Total	53.7%	61.2%	-7.6%	46.3%	38.8%	7.6%

Data source: Data View – all civil servants (headcount) who were promoted between 1st April and 31st March for each year stated who made a positive statement with regards to religion.

Data quality: 14.8% of employees who were promoted in 2013 had not declared their religion.

57.3% of employees who were promoted had other religious beliefs; 9.1% more than the Departmental representation rate for employees with other religious beliefs (44.6%).

Sex

48.6% of employees who were promoted were female; 3.5% less than the Departmental representation rate for female employees (52.1%).

Grade

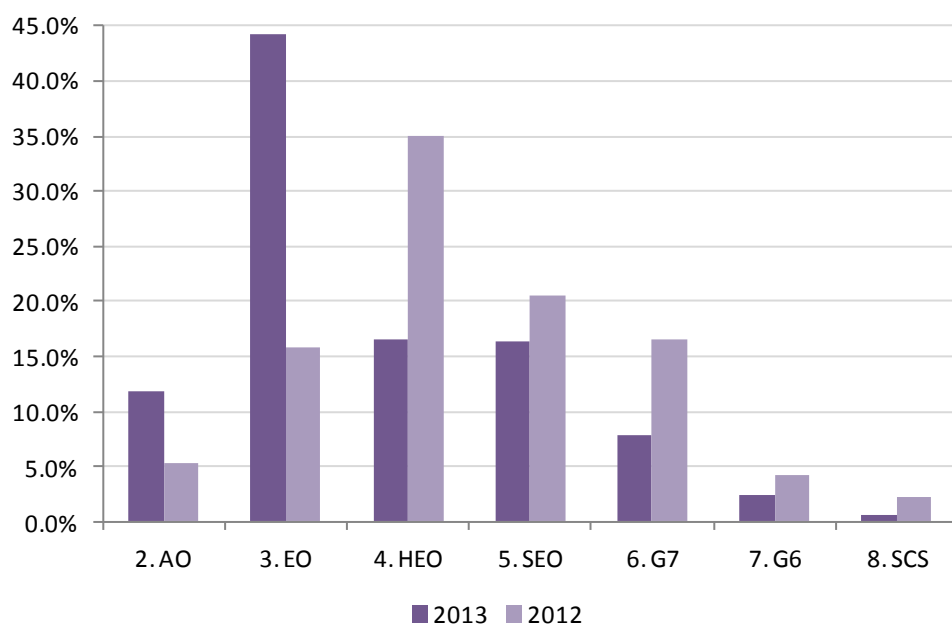
The grade distribution of promoted employees has changed compared to last year. In 2013 the majority of promotions were to EO grade (44.3%), compared to HEO grade in 2012 (35.1%). This is shown in Table 3.4.3.

Table 3.4.3: Promotions by Grade

Grade	2013	2012	Variance
2. AO	11.8%	5.3%	6.5%
3. EO	44.3%	15.9%	28.4%
4. HEO	16.6%	35.1%	-18.5%
5. SEO	16.3%	20.5%	-4.2%
6. G7	7.9%	16.6%	-8.7%
7. G6	2.5%	4.3%	-1.8%
8. SCS	0.6%	2.3%	-1.7%
Total	100.0%	100.0%	0.0%

Data source: Data View – all civil servants (headcount) who were promoted between 1st April and 31st March for each year stated.

Figure 3.4.1: Promotions by Grade (as in Table 3.4.3)



Location

In 2013 and 2012 the majority of employees who were promoted were based in London. However, the proportion of promoted employees based in London decreased by 14.7%; from 69.5% in 2012 to 54.8% in 2013. This is shown in Table 3.4.4.

Table 3.4.4: Promotions by Location

Location	2013	2012	Variance
East Midlands	1.7%		1.7%
East Of England	6.6%	3.0%	3.6%
London	54.8%	69.5%	-14.7%
North East	2.7%	1.3%	1.3%
North West	7.1%	6.6%	0.5%
South East	6.8%	5.0%	1.9%
South West	1.0%	0.3%	0.6%
West Midlands	1.9%	0.7%	1.3%
Yorkshire & The Humber	7.8%	8.3%	-0.5%
England	90.4%	94.7%	-4.3%
Northern Ireland	2.2%	2.3%	-0.1%
Scotland	1.9%	1.3%	0.5%
Wales	2.3%	1.7%	0.6%
Overseas	3.3%		3.3%
Total	100.0%	100.0%	0.0%

Data source: Data View – all civil servants (headcount) who were promoted between 1st April and 31st March for each year stated.

In general, more employees who were promoted were based in London than the proportion of the overall workforce based in London.

Work Pattern

7.8% of employees who were promoted were part-time. This is an increase of 3.2% compared to last year (4.6%). The greatest increases were at AO grade (20.3% of those promoted to AO grade were part-time compared to 12.5% last year) and HEO grade (8.8% of those promoted to HEO grade were part-time compared to 3.8% last year). This is shown in Table 3.4.5.

Table 3.4.1: Promotions by Work Pattern and Grade

Grade	Part-Time			Full-Time		
	2013	2012	Variance	2013	2012	Variance
2. AO	20.3%	12.5%	7.8%	79.7%	87.5%	-7.8%
3. EO	7.1%	6.3%	0.9%	92.9%	93.8%	-0.9%
4. HEO	8.8%	3.8%	5.1%	91.2%	96.2%	-5.1%
5. SEO	2.8%	1.6%	1.2%	97.2%	98.4%	-1.2%
6. G7	2.9%	6.0%	-3.1%	97.1%	94.0%	3.1%
7. G6	3.1%	7.7%	-4.6%	96.9%	92.3%	4.6%
8. SCS	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
Total	7.8%	4.6%	3.2%	92.2%	95.4%	-3.2%

Data source: Data View – all civil servants (headcount) who were promoted between 1st April and 31st March for each year stated.

7.8% of employees who were promoted were part-time; 12.2% more than the Departmental representation rate for part-time employees (20.0%).

3.5 Temporary Cover Allowance (TCA) and Temporary Promotion (TP)

TCA is paid to an employee who temporarily performs the duties of a higher grade. It replaced TP arrangements on 1st April 2006.

Key Facts

- So few employees were left on TP as at 31st March 2013 that they have not been analysed in this report.
- Analysis of TCA includes all employees who were on TCA as at 31st March. This accounted for 2.6% of all employees in the Department, an increase of 1.1% on last year (1.5%).²⁵
- The proportions of employees on TCA who were pregnant, had a period of maternity leave or returned from maternity leave during the year were too small for further analysis (less than 1.5%), as the results may not be representative of all those on TCA.
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.
- Analysis has shown that statistically significant differences between this year and last year existed for grade, location and work pattern, in terms of the proportions of employees on TCA in the components within each characteristic. These differences are detailed in this section.
- When looking at differences between the composition of those that were on TCA and the make-up of the overall workforce for 2012-13, there were statistically significant differences across age, disability, marriage and civil partnership, race, grade, location and work pattern. These differences are highlighted in this section, and more detailed information on the workforce composition can be found in Section 1.

²⁵ Figures include all current civil servants as at 31st March for each year stated.

Age

The age distribution of employees on TCA was very similar to last year, with the largest proportion of employees at EO grade (21.8%). This is shown in Table 3.5.1.

Table 3.5.1: Employees on TCA by Age Band

Age Band	2013	2012	Variance
16-24	1.6%	2.6%	-1.0%
25-29	12.7%	12.9%	-0.2%
30-34	21.8%	19.7%	2.1%
35-39	12.6%	15.3%	-2.7%
40-44	17.2%	17.3%	-0.1%
45-49	16.5%	16.5%	0.0%
50-54	10.6%	9.1%	1.5%
55-59	4.8%	5.0%	-0.2%
60-64	1.8%	1.4%	0.4%
65+	0.4%	0.0%	0.4%
Total	100.0%	100.0%	0.0%

Data source: Data View – all civil servants (headcount) on TCA as at 31st March for each year stated.

The proportion of employees on TCA at each age band differed from the overall workforce composition most significantly for those aged between 30 and 34 (12.7% of employees on TCA were aged 30 to 34 compared to 8.7% of the overall workforce) and 35 and 39 (21.8% of employees on TCA were aged 35 to 39 compared to 15.5% of the overall workforce).

Disability

4.7% of employees who were on TCA declared themselves disabled; 4.3% less than the Departmental representation rate for disabled employees (9.0%).

Marriage and Civil Partnership

52.0% of employees who were on TCA were single; 7.1% more than the Departmental representation rate for single employees (44.9%).

Race

15.2% of employees who were on TCA declared themselves minority ethnic; 8.2% less than the Departmental representation rate for minority ethnic employees (23.4%).

Grade

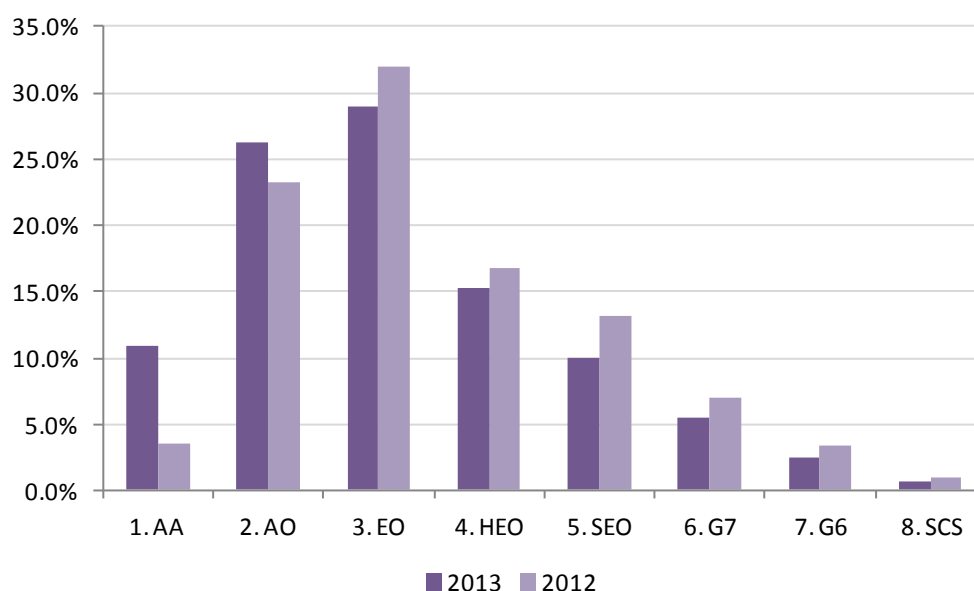
The grade distribution of employees on TCA has changed compared to last year. The proportion of employees on TCA at AA and AO grades (37.2%) has increased by 10.3%, whilst the proportion of employees on TCA at all other grades has decreased. This is shown in Table 3.5.2.

Table 3.5.2: Employees on TCA by Grade

Grade	2013	2012	Variance
1. AA	10.9%	3.6%	7.3%
2. AO	26.3%	23.3%	3.0%
3. EO	29.0%	31.9%	-2.9%
4. HEO	15.3%	16.8%	-1.5%
5. SEO	10.0%	13.2%	-3.2%
6. G7	5.5%	7.0%	-1.4%
7. G6	2.5%	3.4%	-0.8%
8. SCS	0.6%	1.0%	-0.4%
Total	100.0%	100.0%	0.0%

Data source: Data View – all civil servants (headcount) on TCA as at 31st March for each year stated.

Figure 3.5.1: Employees on TCA by Grade (as in Table 3.5.2)



In general, the grade structure of all those on TCA was fairly consistent with the grade composition of the overall workforce. However, significant variations were seen at AA grade (10.9% of employees on TCA were at AA grade compared to 6.5% of the workforce) and EO grade (29.0% of employees on TCA were at AA grade compared to 39.2% of the workforce).

Location

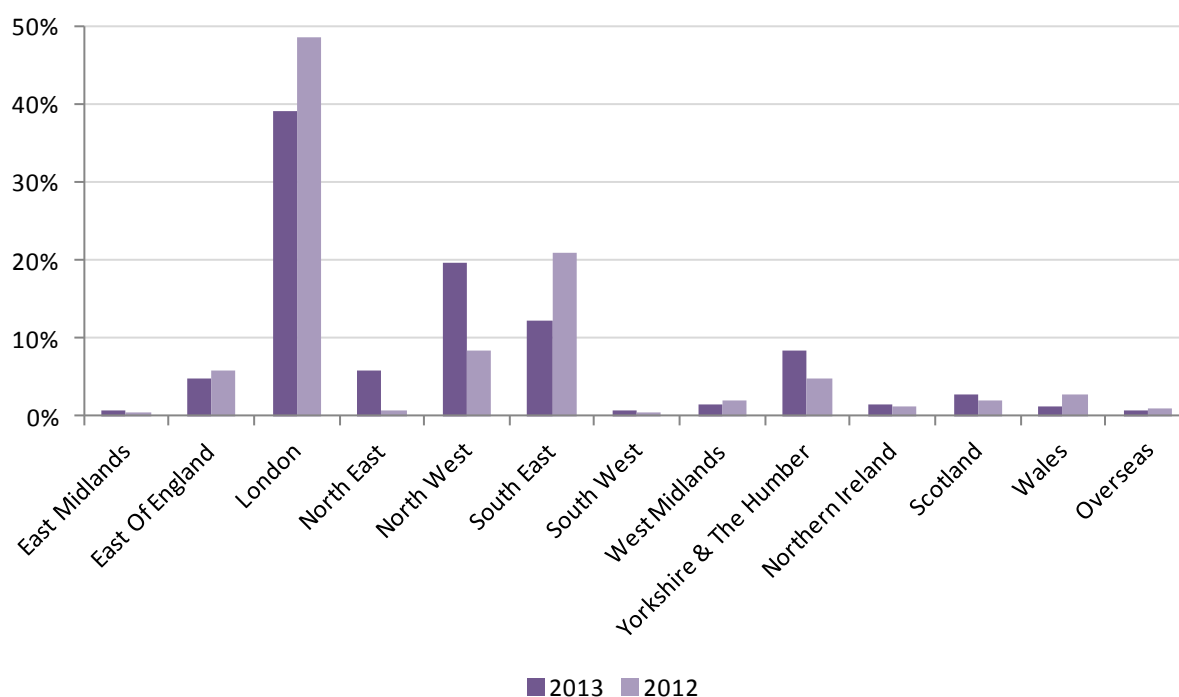
In 2013 and 2012 most employees on TCA were based in London. However, the proportion of employees on TCA based in London has decreased by 9.5%; from 48.7% in 2012 to 39.2% in 2013. Outside London the largest variations between this year and last year were seen in the North West (the proportion of employees on TCA increased by 11.3% from 2012 to 2013) and the South East (the proportion of employees on TCA decreased by 8.8% from 2012 to 2013). This is shown in Table 3.5.3.

Table 3.5.3: Employees on TCA by Location

Location	2013	2012	Variance
East Midlands	0.8%	0.5%	0.3%
East Of England	4.8%	6.0%	-1.2%
London	39.2%	48.7%	-9.5%
North East	5.9%	0.7%	5.2%
North West	19.7%	8.4%	11.3%
South East	12.3%	21.1%	-8.8%
South West	0.8%	0.5%	0.3%
West Midlands	1.6%	2.2%	-0.6%
Yorkshire & The Humber	8.5%	4.8%	3.7%
England	93.6%	92.8%	0.8%
Northern Ireland	1.6%	1.2%	0.4%
Scotland	2.8%	2.2%	0.6%
Wales	1.3%	2.9%	-1.6%
Overseas	0.7%	1.0%	-0.3%
Total	100.0%	100.0%	0.0%

Data source: Data View – all civil servants (headcount) on TCA as at 31st March for each year stated.

Figure 3.5.2: Employees on TCA by Location 2013 (as in Table 3.5.3)



In general, when compared to the composition of the overall workforce, more employees on TCA were based in the North West than in the overall workforce.

Work Pattern

15.1% of employees on TCA were part-time. This is an increase of 9.1% compared to last year (6.0%). Increases in the proportion of employees on TCA who were part-time were seen at all grades, apart from SCS. This is shown in Table 3.5.4.

Table 3.5.4: Employees on TCA by Work Pattern and Grade

Grade	Part-Time			Full-Time		
	2013	2012	Variance	2013	2012	Variance
1. AA	37.7%	13.3%	24.3%	62.3%	86.7%	-24.3%
2. AO	18.8%	10.3%	8.5%	81.2%	89.7%	-8.5%
3. EO	12.2%	4.5%	7.7%	87.8%	95.5%	-7.7%
4. HEO	6.5%	2.9%	3.6%	93.5%	97.1%	-3.6%
5. SEO	11.3%	9.1%	2.2%	88.7%	90.9%	-2.2%
6. G7	5.1%	0.0%	5.1%	94.9%	100.0%	-5.1%
7. G6	5.6%	0.0%	5.6%	94.4%	100.0%	-5.6%
8. SCS	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
Total	15.1%	6.0%	9.1%	84.9%	94.0%	-9.1%

Data source: Data View – all civil servants (headcount) on TCA as at 31st March for each year stated.

15.1% of employees on TCA were part-time; 4.9% less than the Departmental representation rate for part-time employees (20.0%).

3.6 Redeployment

Key Facts

- 0.3% of employees in the Department spent time in the redeployment network, a decrease of 1.0% on last year (1.3%).²⁶
- The proportion of employees who spent time in the redeployment network who declared their marital status was too small (43.7%) for further analysis as the results may not be representative of all employees in the network.
- No employees who were pregnant, had a period of maternity leave or returned from maternity leave during the year spent time in the redeployment network.
- The proportion of LGB employees who spent time in the redeployment network was too small for further analysis as the results may not be representative of all employees in the network.
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.
- Analysis has shown that statistically significant differences between this year and last year existed for race, sex, grade, location and work pattern, in terms of the proportions of employees in the redeployment network in the components within each characteristic. These differences are detailed in this section.
- When looking at differences between the composition of those that were in the redeployment network and the make-up of the overall workforce for 2013, statistically significant differences were found in age and grade only. These differences are highlighted in this section, and more detailed information on the workforce composition can be found in Section 1.

²⁶ Figures include all civil servants who were current as at 31st March and all those who left during the period 1st April to 31st March for each year stated.

Age

The age distribution of employees in the redeployment network was similar to last year. However, whilst not significant, there has been a slight upwards shift in the age of employees in the redeployment network since last year. This is shown in Table 3.6.1.

Table 3.6.1: Employees in the Redeployment Network by Age Band

Age Band	2013	2012	Variance
20-24	0.0%	0.5%	-0.5%
25-29	2.4%	6.6%	-4.2%
30-34	9.5%	9.3%	0.2%
35-39	10.7%	12.5%	-1.8%
40-44	13.1%	15.9%	-2.8%
45-49	16.7%	13.4%	3.2%
50-54	19.0%	14.9%	4.1%
55-59	10.7%	14.2%	-3.5%
60-64	11.9%	9.5%	2.4%
65+	6.0%	3.2%	2.8%
Total	100.0%	100.0%	0.0%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who spent time in the redeployment network between 1st April and 31st March for each year stated.

The proportion of employees in the redeployment network by age differed from the overall workforce composition most for the youngest and oldest employees. 11.9% of employees in the redeployment network were aged between 16 and 34; 14.5% less than in the overall workforce (26.4%). Conversely, 17.9% of employees in the redeployment network were aged 60 and over; 12.7% less than in the overall workforce (5.2%).

Race

20.8% of employees in the redeployment network declared themselves minority ethnic; 5.4% more than in 2012 (15.4%). This is shown in Table 3.6.2. The number of minority ethnic employees in the redeployment network was too small to be further analysed by grade.

Table 3.6.2: Employees in the Redeployment Network by Race

Year	Minority Ethnic			White		
	2013	2012	Variance	2013	2012	Variance
Total	20.8%	15.4%	5.4%	79.2%	84.6%	-5.4%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who spent time in the redeployment network between 1st April and 31st March for each year stated and made a positive statement with regards to race.

Data quality: 11.5% of employees who spent time in the redeployment network in 2013 had not declared their race.

Sex

52.9% of employees in the redeployment network were female; 8.8% less than in 2012 (61.7%). This is shown in Table 3.6.3.

Table 3.6.3: Employees in the Redeployment Network by Sex

Grade	Female			Male		
	2013	2012	Variance	2013	2012	Variance
1. AA	80.0%	69.4%	10.6%	20.0%	30.6%	-10.6%
2. AO	81.0%	68.0%	12.9%	19.0%	32.0%	-12.9%
3. EO	57.1%	58.7%	-1.6%	42.9%	41.3%	1.6%
4. HEO	46.2%	63.3%	-17.1%	53.8%	36.7%	17.1%
5. SEO	36.8%	53.6%	-16.7%	63.2%	46.4%	16.7%
6. G7	28.6%	54.5%	-26.0%	71.4%	45.5%	26.0%
7. G6	25.0%	33.3%	-8.3%	75.0%	66.7%	8.3%
Total	52.9%	61.7%	-8.8%	47.1%	38.3%	8.8%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who spent time in the redeployment network between 1st April and 31st March for each year stated.

Grade

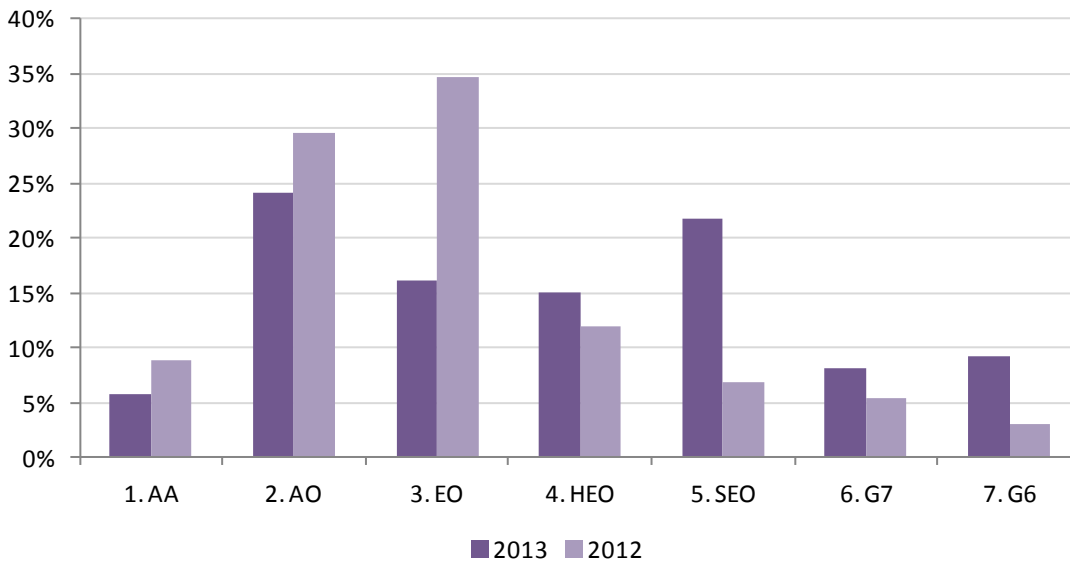
The grade distribution of employees in the redeployment network has changed compared to last year, with significant changes at grades EO, SEO and Grade 6. The proportion of employees in the redeployment network at EO grade decreased (by 18.6%), whilst the proportions at SEO and Grade 6 increased (by 15.0% and 6.3% respectively). This is shown in Table 3.6.4.

Table 3.6.4: Employees in the Redeployment Network by Grade

Grade	2013	2012	Variance
1. AA	5.7%	8.7%	-3.0%
2. AO	24.1%	29.6%	-5.5%
3. EO	16.1%	34.7%	-18.6%
4. HEO	14.9%	11.9%	3.0%
5. SEO	21.8%	6.8%	15.0%
6. G7	8.0%	5.3%	2.7%
7. G6	9.2%	2.9%	6.3%
Total	100.0%	100.0%	0.0%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who spent time in the redeployment network between 1st April and 31st March for each year stated.

Figure 3.6.1: Employees in the Redeployment Network by Grade (as in Table 3.6.4)



The proportion of employees in the redeployment network by grade differed from the overall workforce composition most significantly at SEO level (21.8% of employees in redeployment were at SEO grade compared to 8.4% of the overall workforce) and Grade 6 level (9.2% of employees in redeployment were at Grade 6 compared to 1.8% of the overall workforce).

Location

48.8% of employees in the redeployment network were based in London; 12.3% less than in 2012 (61.1%). The proportion of employees in the redeployment network who were based in Wales was 17.9%; 16.3% more than in 2012 (1.6%). This is shown in Table 3.6.5. A breakdown by all other locations is also provided, but as the number of employees in these locations is generally small, these figures are provided for completeness and should not be used to make wider inferences.

Table 3.6.5: Employees in the Redeployment Network by Location

Location	2013	2012	Variance
East Midlands		0.9%	-0.9%
East Of England	2.4%	5.4%	-3.0%
London	48.8%	61.1%	-12.3%
North East	2.4%	7.1%	-4.7%
North West	4.8%	8.8%	-4.0%
South East	0.0%	2.3%	-2.3%
South West	11.9%	0.8%	11.1%
West Midlands	3.6%	1.8%	1.8%
Yorkshire & The Humber	2.4%	4.2%	-1.8%
England	76.2%	92.4%	-16.2%
Northern Ireland	1.2%	0.6%	0.6%
Scotland	4.8%	2.0%	2.8%
Wales	17.9%	1.6%	16.3%
Total	100.0%	100.0%	0.0%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who spent time in the redeployment network between 1st April and 31st March for each year stated.

Work Pattern

23.0% of employees in the redeployment network were part-time; 11.0% less than in 2013 (34.0%). This is shown in Table 3.6.6. The number of part-time employees in the redeployment network was too small to be further analysed by grade.

Table 3.6.6: Employees in the Redeployment Network by Work Pattern

	Part-Time			Full-Time		
Year	2013	2012	Variance	2013	2012	Variance
Total	23.0%	34.0%	-11.0%	77.0%	66.0%	11.0%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who spent time in the redeployment network between 1st April and 31st March for each year stated.

3.7 Leavers

Key Facts

- 4.3% of employees left the Department in 2013, a decrease of 6.0% on last year (10.3%).²⁷
- Only 2.0% of employees who left the Department in 2013 did so as part of a Voluntary Early Release Scheme, therefore these leavers have not been analysed separately this year.
- The proportion of leavers who had declared their marital status was too small (6.5%) for further analysis as the results may not be representative of all leavers.
- The proportions of leavers who were pregnant, had a period of maternity leave or returned from maternity leave during the year were too small for further analysis (less than 5.0%), as the results may not be representative of all leavers.
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.
- Analysis has shown that statistically significant differences between this year and last year existed for age, race, sex, grade, and location, in terms of the proportions of leavers in the components within each characteristic. These differences are detailed in this section.
- When looking at differences between the composition of those that left the Department and the make-up of the overall workforce for 2013, statistically significant differences were found in age, race, sex, grade, location and work pattern. These differences are highlighted in this section, and more detailed information on the workforce composition can be found in Section 1.

²⁷ Figures are calculated based on all civil servants who left during the period 1st April to 31st March divided by all civil servants who were current as at 31st March plus all those who left during the period 1st April to 31st March for each year stated.

Age

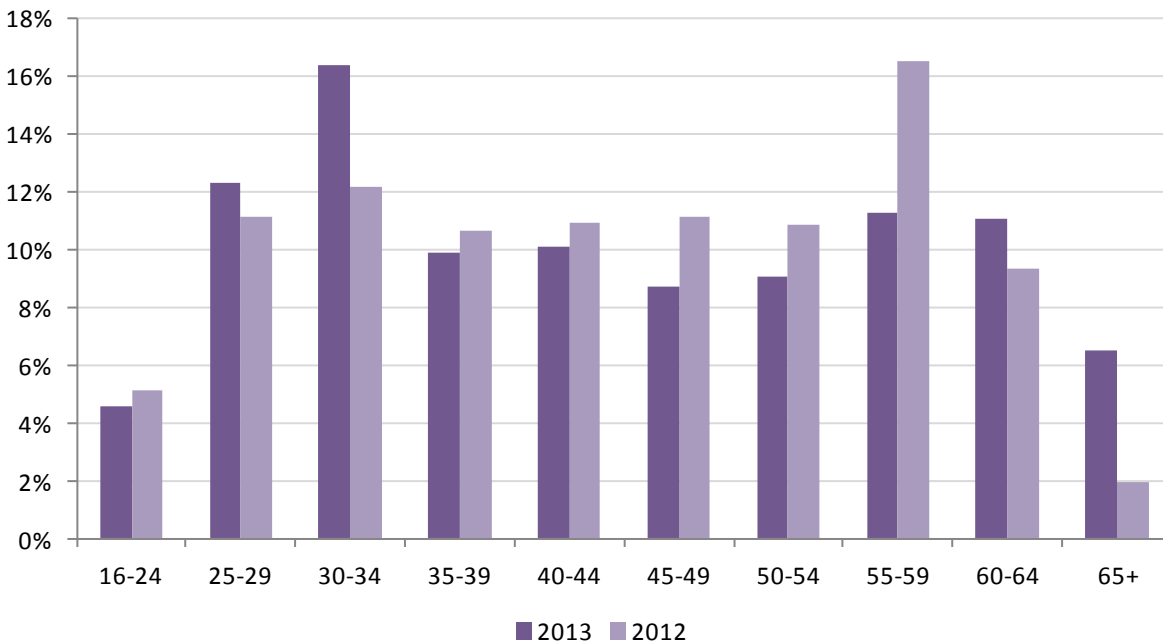
The age distribution of the Department’s leavers has changed since last year. In 2013 33.3% of leavers were aged between 16 and 34; 4.8% less than in 2012 (28.5%), and 17.6% were aged 60 years and over; 6.2% more than in 2012 (11.4%). This is shown in Table 3.7.1.

Table 3.7.1: Leavers by Age Band

Age Band	2013	2012	Variance
16-24	4.6%	5.1%	-0.5%
25-29	12.3%	11.2%	1.1%
30-34	16.4%	12.2%	4.2%
35-39	9.9%	10.6%	-0.7%
40-44	10.1%	10.9%	-0.8%
45-49	8.7%	11.2%	-2.5%
50-54	9.1%	10.9%	-1.8%
55-59	11.3%	16.5%	-5.2%
60-64	11.1%	9.4%	1.7%
65+	6.5%	2.0%	4.5%
Total	100.0%	100.0%	0.0%

Data source: Data View – all civil servants (headcount) who left the Home Office between 1st April and 31st March for each year stated.

Figure 3.7.1: Leavers by Age Band (as in Table 3.7.1)



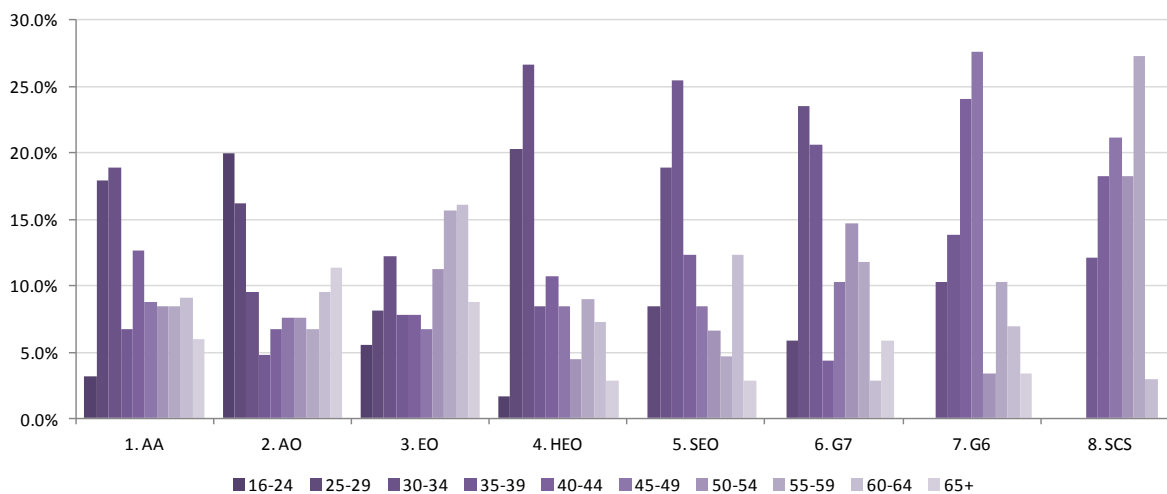
In general, there was an upwards shift in the age of leavers with increasing seniority of grade. This is shown in Table 3.7.2.

Table 3.7.2: Leavers by Age Band and Grade 2013

Age Band	Grade								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
16-24	3.2%	20.0%	5.5%	1.7%					4.6%
25-29	17.9%	16.2%	8.1%	20.3%	8.5%	5.9%			12.3%
30-34	18.9%	9.5%	12.2%	26.6%	18.9%	23.5%	10.3%		16.4%
35-39	6.7%	4.8%	7.8%	8.5%	25.5%	20.6%	13.8%	12.1%	9.9%
40-44	12.6%	6.7%	7.8%	10.7%	12.3%	4.4%	24.1%	18.2%	10.1%
45-49	8.8%	7.6%	6.7%	8.5%	8.5%	10.3%	27.6%	21.2%	8.7%
50-54	8.4%	7.6%	11.3%	4.5%	6.6%	14.7%	3.4%	18.2%	9.1%
55-59	8.4%	6.7%	15.7%	9.0%	4.7%	11.8%	10.3%	27.3%	11.3%
60-64	9.1%	9.5%	16.1%	7.3%	12.3%	2.9%	6.9%	3.0%	11.1%
65+	6.0%	11.4%	8.8%	2.8%	2.8%	5.9%	3.4%		6.5%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Data source: Data View – all civil servants (headcount) who left the Home Office between 1st April and 31st March for each year stated.

Figure 3.7.2: Leavers by Age Band and Grade 2013 (as in Table 3.7.2)



Those leaving the Department were more concentrated in younger and older age bands than the overall workforce. 74.6% of employees in the overall workforce were aged between 30 and 54, compared to 54.2% of those leaving the Department.

Race

20.2% of leavers declared themselves minority ethnic; 6.3% less than in 2012 (26.5%). This decrease was most marked at grades AA and EO. In contrast, at Grade 6 the proportion of leavers who were minority ethnic increased by 8.3%. This is shown in Table 3.7.3.

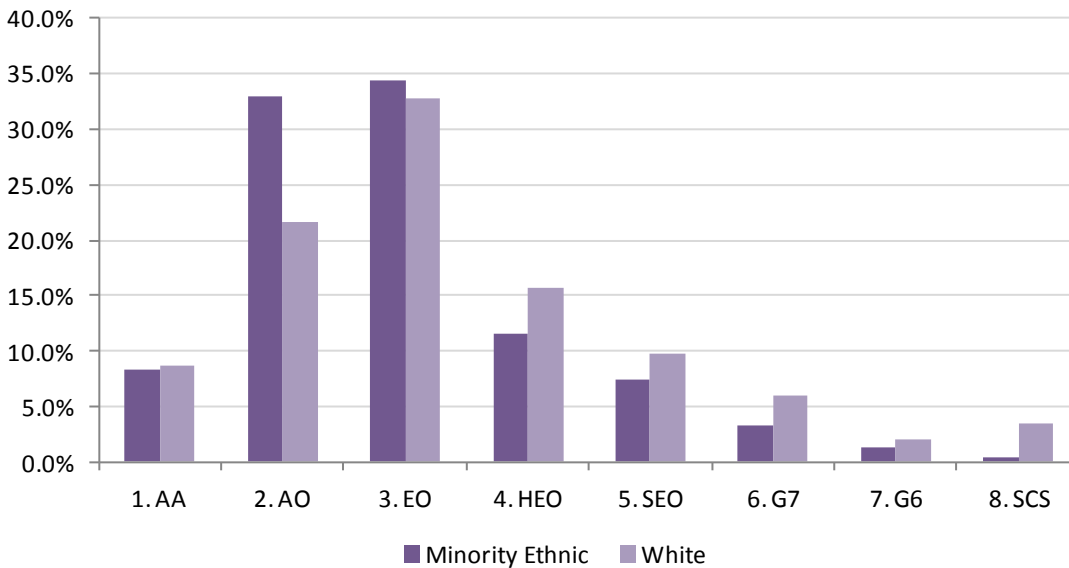
Table 3.7.3: Leavers by Race and Grade

Grade	Minority Ethnic			White		
	2013	2012	Variance	2013	2012	Variance
1. AA	19.6%	28.9%	-9.3%	80.4%	71.1%	9.3%
2. AO	28.0%	29.6%	-1.6%	72.0%	70.4%	1.6%
3. EO	21.0%	32.2%	-11.2%	79.0%	67.8%	11.2%
4. HEO	15.8%	14.2%	1.6%	84.2%	85.8%	-1.6%
5. SEO	16.3%	21.1%	-4.8%	83.7%	78.9%	4.8%
6. G7	12.1%	11.5%	0.5%	87.9%	88.5%	-0.5%
7. G6	14.3%	6.0%	8.3%	85.7%	94.0%	-8.3%
8. SCS	3.2%	4.2%	-0.9%	96.8%	95.8%	90.0%
Total	20.2%	26.5%	-6.3%	79.8%	73.5%	6.3%

Data source: Data View – all civil servants (headcount) who left the Home Office between 1st April and 31st March for each year stated who made a positive statement with regards to race.

Data quality: 14.0% of leavers in 2013 had not declared their race.

Figure 3.7.3: Leavers by Race 2013 (as in Table 3.7.3)



20.2% of leavers declared themselves minority ethnic; 3.2% less than the Departmental representation rate for minority ethnic employees (23.4%).

Sex

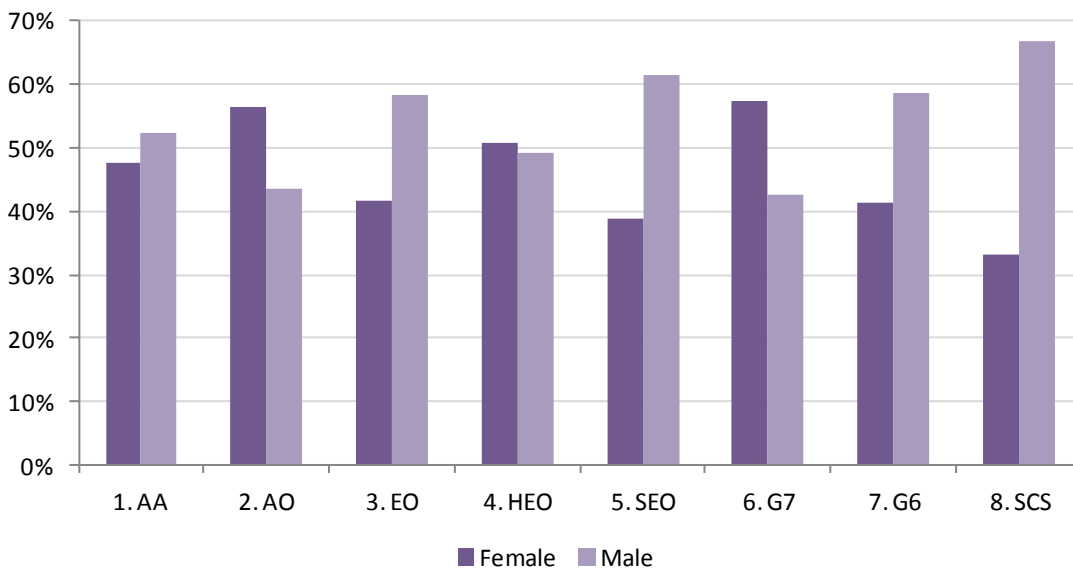
47.3% of leavers were female; 9.5% less than in 2012 (56.8%). This decrease has been driven by a fall in the proportion of female leavers at grades AA to SEO (a 47.7% decrease in total). In contrast, the proportion of female leavers at Grade 7 to SCS level has increased (by 40.6% in total). However, it was only at grades AO, HEO and Grade 7 where the majority of leavers were female. This is shown in Table 3.7.4.

Table 3.7.4: Leavers by Sex and Grade

Grade	Female			Male		
	2013	2012	Variance	2013	2012	Variance
1. AA	47.6%	54.1%	-6.5%	52.4%	45.9%	6.5%
2. AO	56.5%	65.8%	-9.3%	43.5%	34.2%	9.3%
3. EO	41.7%	56.0%	-14.3%	58.3%	44.0%	14.3%
4. HEO	50.8%	56.9%	-6.1%	49.2%	43.1%	6.1%
5. SEO	38.7%	50.2%	-11.5%	61.3%	49.8%	11.5%
6. G7	57.4%	45.3%	12.1%	42.6%	54.7%	-12.1%
7. G6	41.4%	35.8%	5.5%	58.6%	64.2%	-5.5%
8. SCS	33.3%	10.3%	23.0%	66.7%	89.7%	-23.0%
Total	47.3%	56.8%	-9.5%	52.7%	43.2%	9.5%

Data source: Data View – all civil servants (headcount) who left the Home Office between 1st April and 31st March for each year stated.

Figure 3.7.4: Leavers by Sex and Grade 2013 (as in Table 3.7.4)



47.3% of leavers were female; 4.8% less than the Departmental representation rate for female employees (52.1%).

Grade

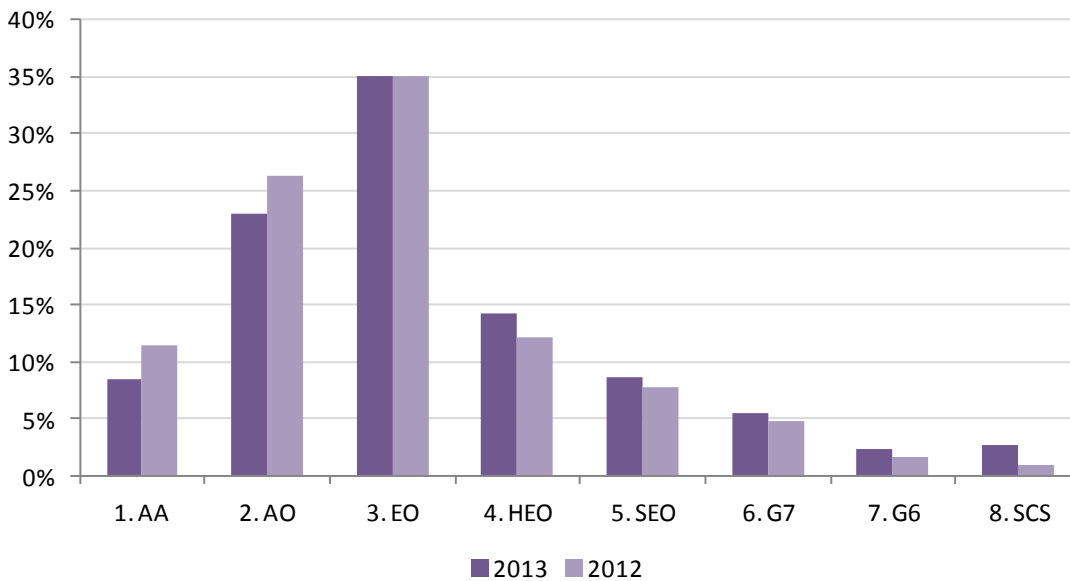
The grade distribution of the Department’s leavers has changed since last year. 31.5% of leavers were at grades AA and AO; 6.3% less than in 2012 (37.8%). The proportion of leavers in all other grades has increased compared to last year. This is shown in Table 3.7.5.

Table 3.7.5: Leavers by Grade

Grade	2013	2012	Variance
1. AA	8.5%	11.5%	-3.0%
2. AO	23.0%	26.3%	-3.3%
3. EO	35.1%	35.0%	0.1%
4. HEO	14.3%	12.1%	2.2%
5. SEO	8.6%	7.8%	0.8%
6. G7	5.5%	4.8%	0.7%
7. G6	2.3%	1.7%	0.6%
8. SCS	2.7%	1.0%	1.7%
Total	100.0%	100.0%	100.0%

Data source: Data View – all civil servants (headcount) who left the Home Office between 1st April and 31st March for each year stated.

Figure 3.7.5: Leavers by Grade (as in Table 3.7.5)



Significant variations were seen between the grade composition of the total population of leavers and the grade composition of the overall workforce. The largest variations were at AA grade (8.5% of leavers were at AA grade compared to 6.5% of the workforce), EO grade (35.1% of leavers were at EO grade compared to 39.2% of the workforce) and SCS level (2.7% of leavers were at SCS level compared to 0.8% of the workforce).

Location

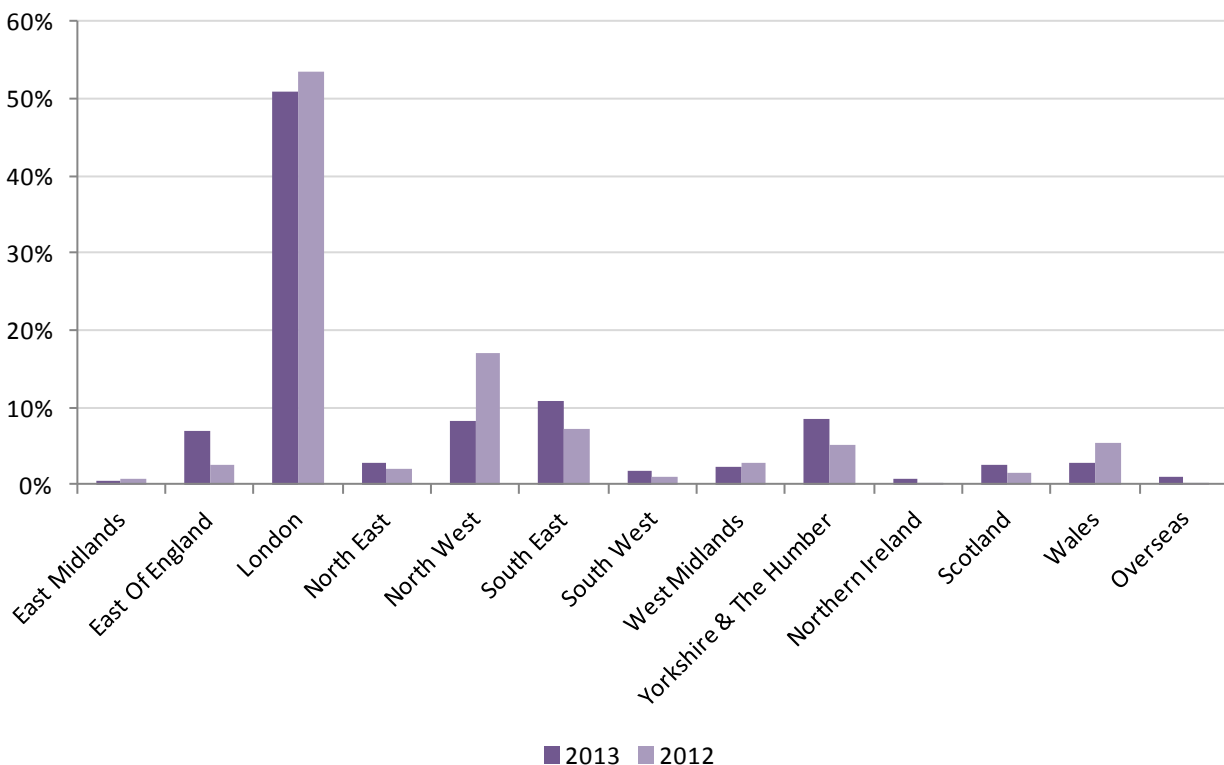
In 2013 and 2012 the majority of leavers were based in London; 50.9% in 2013 and 53.5% in 2012. In both years the regions outside of London with the greatest proportions of leavers were the South East, Yorkshire and the Humber and the North West. However, the proportions of leavers in these regions have changed significantly compared to last year. This is shown in Table 3.7.6.

Table 3.7.6: Leavers by Location

Location	2013	2012	Variance
East Midlands	0.6%	0.8%	-0.2%
East Of England	7.0%	2.7%	4.3%
London	50.9%	53.5%	-2.6%
North East	2.8%	2.0%	0.8%
North West	8.2%	17.1%	-8.9%
South East	10.9%	7.1%	3.8%
South West	1.7%	1.1%	0.6%
West Midlands	2.4%	2.9%	-0.5%
Yorkshire & The Humber	8.4%	5.1%	3.3%
England	92.9%	92.4%	0.5%
Northern Ireland	0.7%	0.3%	0.4%
Scotland	2.5%	1.5%	1.0%
Wales	2.9%	5.6%	-2.7%
Overseas	1.1%	0.3%	0.8%
Total	100.0%	100.0%	0.0%

Data source: Data View – all civil servants (headcount) who left the Home Office between 1st April and 31st March for each year stated.

Figure 3.7.6: Leavers by Location (as in Table 3.7.6)



The majority of leavers at all grades were based in London, and this was particularly marked at grades HEO to SCS. Leavers at grades AA to EO were more geographically dispersed, with concentrations in the North West, South East and Yorkshire and the Humber. This is shown in Table 3.7.7.

Table 3.7.7: Leavers by Location and Grade 2013

Location	Grade								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
East Midlands	1.0%	0.4%	0.9%	0.9%					0.6%
East Of England	7.1%	10.5%	7.9%	2.8%	1.1%	1.5%	3.6%		7.0%
London	30.3%	31.2%	44.0%	74.5%	70.5%	90.9%	75.0%	93.9%	50.9%
North East	5.1%	4.6%	1.9%	3.8%	2.3%				2.8%
North West	29.3%	9.8%	6.5%	3.8%	3.4%	3.0%	7.1%	3.0%	8.2%
South East	10.1%	10.5%	19.8%	3.8%	5.7%	1.5%			10.9%
South West		2.5%	1.9%	1.9%	2.3%				1.7%
West Midlands	3.0%	3.2%	2.3%		3.4%		3.6%		2.4%
Yorkshire & The Humber	12.1%	19.6%	5.1%	2.8%	4.0%	3.0%	3.6%		8.4%
England	98.0%	92.3%	90.3%	94.3%	92.7%	99.9%	92.9%	96.9%	92.9%
Northern Ireland		1.8%	0.7%	0.9%					0.7%
Scotland		2.1%	4.2%	0.9%	3.4%				2.5%
Wales	2.0%	3.5%	2.1%	3.8%	4.0%		7.1%	3.0%	2.9%
Overseas		0.4%	2.8%						1.1%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Data source: Data View – all civil servants (headcount) who left the Home Office between 1st April and 31st March for each year stated.

In general, when compared to the composition of the overall workforce, more leavers were based in London than in the overall workforce.

Work Pattern

24.5% of leavers were part-time; 4.5% more than the Departmental representation rate for part-time employees (20.0%).

Section 4: Flexible Working

4.1 Flexible Working Arrangements

The Home Office offers a number of flexible working arrangements to its employees. These include compressed hours, flexible shifts, flexi-time, home working, job share arrangements, staggered hours and term-time hours. For the first time this year we have been able to extract information from the Department's employee records system on whether employees have a flexible working arrangement or not.

Key Facts

- 71.0% of employees made a positive declaration on whether they had a flexible working arrangement or not.
- Of those employees who made a positive declaration about their working arrangement, 62.3% had a flexible working arrangement. This represents 43.3% of civil servants in the Department.²⁸
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.
- Analysis has shown that statistically significant differences existed for disability, marriage and civil partnership, pregnancy, race, religion, sex, grade, location and work pattern, in terms of the proportions of employees with and without flexible working arrangements in the components within each characteristic. These differences are detailed in this section.
- When looking at differences between the composition of employees with flexible working arrangements and the make-up of the overall workforce, statistically significant differences were found for age, disability, pregnancy, religion, sex, grade, location and work pattern. These differences are highlighted in this section, and more detailed information on the workforce composition can be found in Section 1.
- In using these results, it should be remembered that the proportion of employee who had not declared with regards to their working arrangements was high (29.0%). This means that different results may be obtained if the declaration rate improved.

²⁸ This figure includes all current civil servants as at 31st March 2013.

Age

Table 4.1.1: Flexible Working Arrangements by Age Band 2013

Age Band	Flexible Working Arrangement	No Flexible Working Arrangement	Variance
16-24	1.3%	0.9%	0.4%
25-29	8.3%	7.6%	0.7%
30-34	15.3%	15.8%	-0.5%
35-39	13.8%	13.9%	-0.1%
40-44	15.7%	15.6%	0.1%
45-49	16.9%	17.6%	-0.7%
50-54	13.8%	13.5%	0.3%
55-59	9.2%	9.6%	-0.4%
60-64	4.8%	4.5%	0.3%
65+	0.9%	0.9%	0.0%
Total	100.0%	100.0%	0.0%

Data source: Information on flexible working arrangements from the Department's employee records system cleansed and validated against Data View – current civil servants (headcount) as at 31st March 2013.

The proportion of employees in each age band with flexible working arrangements (as shown in Table 4.1.1) was in line with the age structure of the overall workforce, apart from for those aged between 16 and 24. 1.3% of employees aged between 16 and 24 had a flexible working arrangement; 0.9% less than the proportion of employees in this age band in the overall workforce (2.2%).

Disability

10.7% of employees with a flexible working arrangement declared themselves disabled; 3.2% more than those without a flexible working arrangement (7.5%). This is shown in Table 4.1.2.

Table 4.1.2: Flexible Working Arrangements by Disability 2013

Disability	Flexible Working Arrangement	No Flexible Working Arrangement	Variance
Disabled	10.7%	7.5%	3.2%
Non-Disabled	89.3%	92.5%	-3.2%
Total	100.0%	100.0%	0.0%

Data source: Information on flexible working arrangements from the Department's employee records system cleansed and validated against Data View – current civil servants (headcount) as at 31st March 2013 who made a positive statement with regards to disability.

Data quality: 9.7% of employees who had declared their flexible working arrangement in 2013 had not declared their disability status.

10.7% of employees with a flexible working arrangement were disabled; 1.7% more than the Departmental representation rate for disabled employees (9.0%).

Marriage and Civil Partnership

45.7% of employees with a flexible working arrangement were single; 1.8% more than those without a flexible working arrangement (43.8%). This is shown in Table 4.1.3.

Table 4.1.3: Flexible Working Arrangements by Marital Status 2013

Marital Status	Flexible Working Arrangement	No Flexible Working Arrangement	Variance
Married / In A Civil Partnership	54.3%	56.2%	-1.8%
Single	45.7%	43.8%	1.8%
Total	100.0%	100.0%	0.0%

Data source: Information on flexible working arrangements from the Department's employee records system cleansed and validated against Data View – current civil servants (headcount) as at 31st March 2013 who had made a positive response with regards to marital status.

Data quality: 0.2% of employees who had declared their flexible working arrangement in 2013 had not declared their marital status.

Pregnancy

4.2% of female employees of child bearing age who were pregnant during the year had a flexible working arrangement; 1.1% less than those without a flexible working arrangement (5.3%). This is shown in Table 4.1.4.

Table 4.1.4: Flexible Working Arrangements by Pregnancy Status 2013

Pregnancy	Flexible Working Arrangement	No Flexible Working Arrangement	Variance
Pregnant in Period	4.2%	5.3%	-1.1%
Not Pregnant in Period	95.8%	94.7%	1.1%
Total	100.0%	100.0%	0.0%

Data source: Information on flexible working arrangements from the Department's employee records system and information on pregnancy status from the Home Office's payroll system validated cleansed and validated against Data View – current female civil servants of child bearing age (headcount) as at 31st March 2013.

4.2% of female employees of child bearing age with a flexible working arrangement were pregnant during the year; 0.9% less than the proportion of the female workforce of child bearing age who were pregnant during the period (5.1%).

Race

24.1% of employees with a flexible working arrangement were minority ethnic; 4.2% more than those without a flexible working arrangement (19.9%). This is shown in Table 4.1.7.

Table 4.1.7: Flexible Working Arrangements by Race 2013

Race	Flexible Working Arrangement	No Flexible Working Arrangement	Variance
Minority Ethnic	24.1%	19.9%	4.2%
White	75.9%	80.1%	-4.2%
Total	100.0%	100.0%	0.0%

Data source: Information on flexible working arrangements from the Department's employee records system cleansed and validated against Data View – current civil servants (headcount) as at 31st March 2013 who had made a positive statement with regards to race.

Data quality: 9.7% of employees who had declared their flexible working arrangement in 2013 had not declared their race.

Religion

42.7% of employees with a flexible working arrangement declared themselves to have a religious belief other than Christianity; 3.1% less than those without a flexible working arrangement (45.8%). This is shown in Table 4.1.8.

Table 4.1.8: Flexible Working Arrangements by Religion 2013

Religion	Flexible Working Arrangement	No Flexible Working Arrangement	Variance
Other Religious Beliefs	42.7%	45.8%	-3.1%
Christian	57.3%	54.2%	3.1%
Total	100.0%	100.0%	0.0%

Data source: Information on flexible working arrangements from the Department's employee records system cleansed and validated against Data View – current civil servants (headcount) as at 31st March 2013 who had made a positive statement with regards to religion.

Data quality: 16.9% of employees who had declared their flexible working arrangement in 2013 had not declared their religion.

42.7% of employees with a flexible working arrangement had other religious beliefs; 1.9% less than the Departmental representation rate for employees with other religious beliefs (44.6%).

Sex

58.6% of employees with a flexible working arrangement were female; 14.6% more than those without a flexible working arrangement (44.0%). This is shown in Table 4.1.9.

Table 4.1.9: Flexible Working Arrangements by Sex 2013

Sex	Flexible Working Arrangement	No Flexible Working Arrangement	Variance
Female	58.6%	44.0%	14.6%
Male	41.4%	56.0%	-14.6%
Total	100.0%	100.0%	0.0%

Data source: Information on flexible working arrangements from the Department's employee records system cleansed and validated against Data View – current civil servants (headcount) as at 31st March 2013.

58.6% of employees with a flexible working arrangement were female; 6.5% more than the Departmental representation rate for female employees (52.1%).

Grade

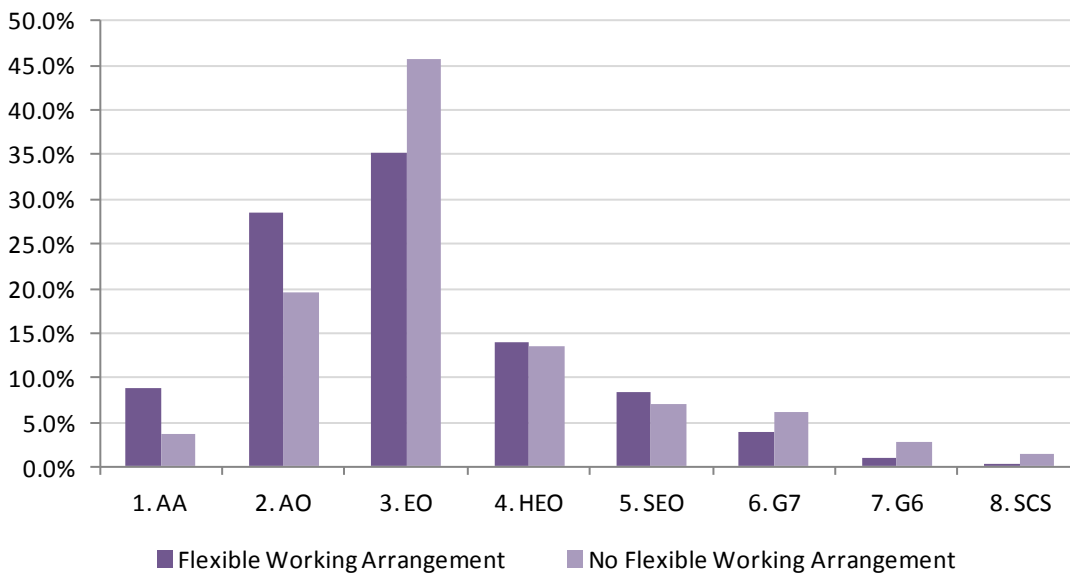
The grade distribution of those with and without flexible working arrangements differed. This was particularly marked in the administrative grades (AA and AO), where, in total, 37.3% of employees had a flexible working arrangement; 13.9% more than employees without a flexible working arrangement (23.4%). And also at EO grade where 35.2% of employees had a flexible working pattern; 10.6% less than employees without a flexible working arrangement. This is shown in Table 4.1.11.

Table 4.1.11: Flexible Working Arrangements by Grade 2013

Grade	Flexible Working Arrangement	No Flexible Working Arrangement	Variance
1. AA	8.9%	3.7%	5.2%
2. AO	28.4%	19.7%	8.8%
3. EO	35.2%	45.8%	-10.6%
4. HEO	14.0%	13.4%	0.6%
5. SEO	8.4%	7.1%	1.3%
6. G7	3.8%	6.0%	-2.2%
7. G6	1.0%	2.8%	-1.8%
8. SCS	0.2%	1.4%	-1.2%
Total	100.0%	100.0%	0.0%

Data source: Information on flexible working arrangements from the Department's employee records system cleansed and validated against Data View – current civil servants (headcount) as at 31st March 2013.

Figure 4.1.11: Flexible Working Arrangements by Grade 2013 (as in Table 4.1.11)



The proportion of employees with a flexible working arrangement who were at grades AA and AO (37.3% in total) was 6.7% more than the proportion of employees in these grades in the overall workforce (30.6% in total). This contrasts with grades EO to SCS, where the proportions of employees with flexible working arrangements were less than the proportions of employees in these grades in the overall workforce.

Location

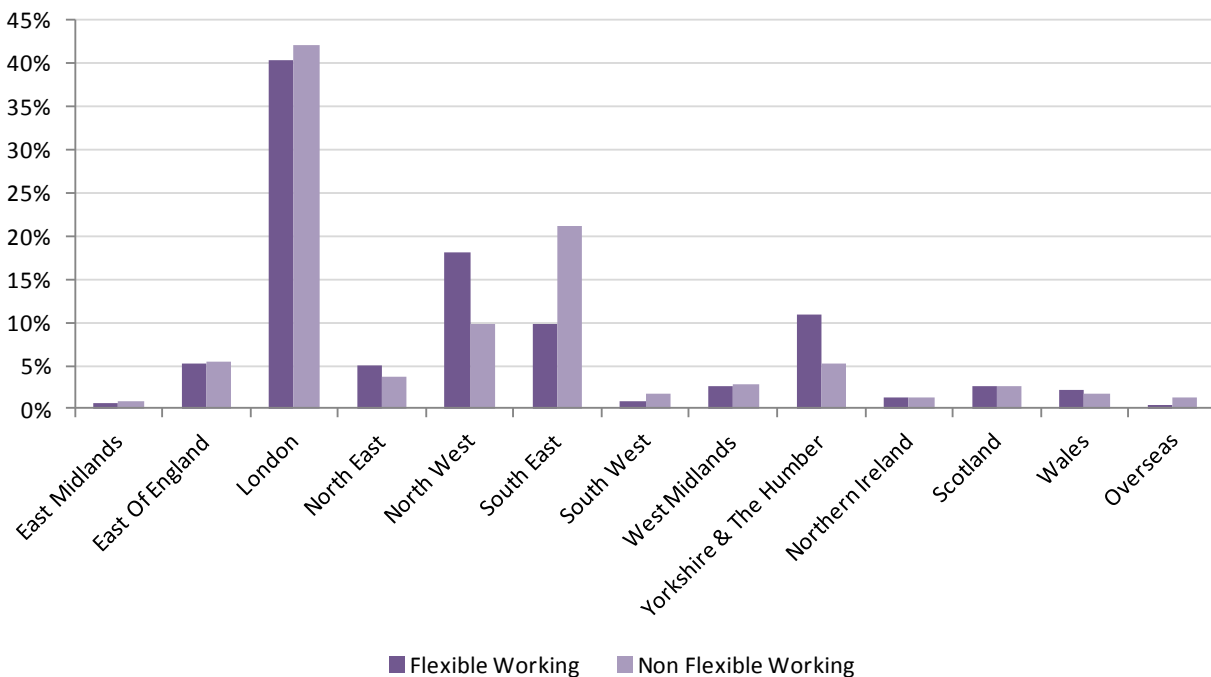
The distribution of employees with and without flexible working arrangements varied by region. Outside London, the North West had the largest proportion of employees with flexible working arrangements (18.1%), whilst the South East had the largest proportion of employees without flexible working arrangements (21.1%). This is shown in Table 4.1.12.

Table 4.1.12: Flexible Working Arrangements by Location 2013

Location	Flexible Working Arrangement	No Flexible Working Arrangement	Variance
East Midlands	0.6%	0.8%	-0.3%
East Of England	5.2%	5.5%	-0.4%
London	40.5%	42.0%	-1.6%
North East	5.1%	3.7%	1.3%
North West	18.1%	9.9%	8.2%
South East	9.8%	21.1%	-11.3%
South West	0.9%	1.8%	-0.9%
West Midlands	2.5%	2.9%	-0.4%
Yorkshire & The Humber	10.9%	5.3%	5.6%
England	93.5%	93.1%	0.4%
Northern Ireland	1.4%	1.3%	0.0%
Scotland	2.5%	2.7%	-0.1%
Wales	2.2%	1.7%	0.5%
Overseas	0.4%	1.2%	-0.8%
Total	100.0%	100.0%	0.0%

Data source: Information on flexible working arrangements from the Department's employee records system cleansed and validated against Data View – current civil servants (headcount) as at 31st March 2013.

Figure 4.1.12: Flexible Working Arrangements by Location 2013 (as in Table 4.1.12)



The proportion of employees with a flexible working arrangement based in London (40.5%) was 4.3% less than the proportion of employees based in London in the overall workforce (44.8%). Significant differences between the proportion of employees with a flexible working arrangement and the proportion of employees in the overall workforce were all seen for the North West, South East and Yorkshire and the Humber regions.

Work Pattern

26.2% of employees with a flexible working arrangement were part-time; 12.7% more than those without a flexible working arrangement (13.5%). This is shown in Table 4.1.13.

Table 4.1.13: Flexible Working Arrangements by Religion 2013

Work Pattern	Flexible Working Arrangement	No Flexible Working Arrangement	Variance
Part-Time	26.2%	13.5%	12.7%
Full-Time	73.8%	86.5%	-12.7%
Total	100.0%	100.0%	0.0%

Data source: Information on flexible working arrangements from the Department's employee records system cleansed and validated against Data View – current civil servants (headcount) as at 31st March 2013.

26.2% of employees with a flexible working arrangement were part-time; 6.2% more than the Departmental representation rate for part-time employees (20.0%).

4.2 Career Breaks

Key Facts

- 0.8% of civil servants in the Department were on a career break, a decrease of 0.3% on last year (1.1%).²⁹
- The proportion of employees on a career break who were pregnant were too small for further analysis (less than 1.0%), as the results may not be representative of all leavers.
- The proportion of LGB employees on a career break was too small for further analysis (less than 1.0%) as the results may not be representative of all employees in the network.
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.
- Analysis has shown that statistically significant differences between this year and last year existed for age only, in terms of the proportions of employees who were on a career break in the components within each characteristic. These differences are detailed in this section.
- When looking at differences between the composition of those that were on a career break and the make-up of the overall workforce for 2013, there were statistically significant differences across age, marriage and civil partnership, maternity, race, sex, location and work pattern. These differences are highlighted in this section, and more detailed information on the workforce composition can be found in Section 1.

²⁹ Figures include all civil servants who were current as at 31st March and all those who left during the period 1st April to 31st March for each year stated.

Age

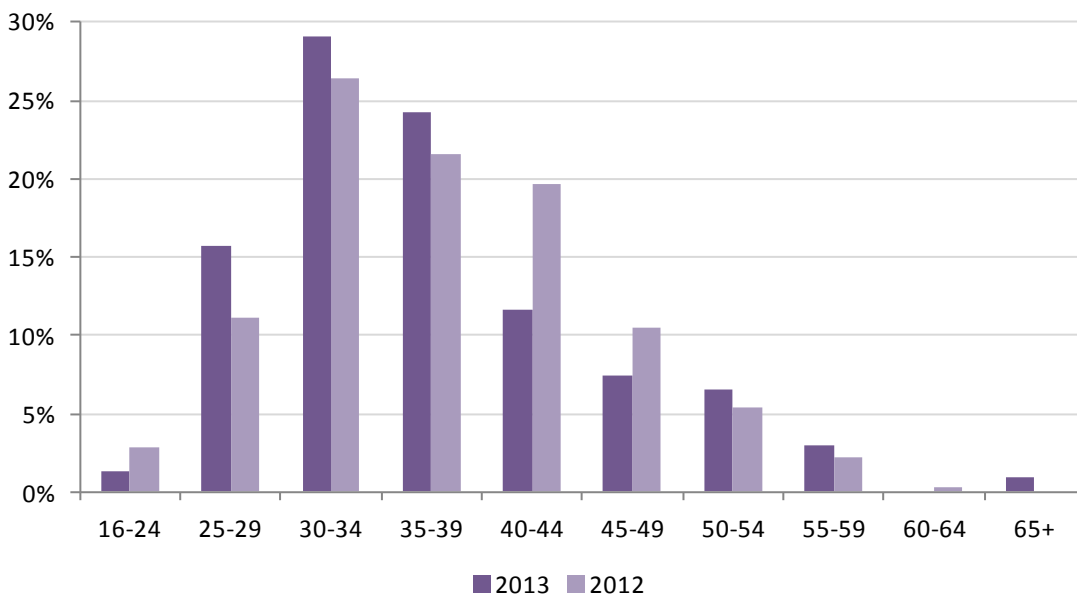
Compared to last year, the only significant change in the age distribution of employees on a career break was for those aged between 40 and 44. 11.7% of those on a career break were in aged between 40 and 44; 8.0% less than in 2012 (19.7%). This is shown in Table 4.2.1.

Table 4.2.1: Career Breaks by Age Band

Age Band	2013	2012	Variance
16-24	1.3%	2.9%	-1.6%
25-29	15.7%	11.1%	4.6%
30-34	29.1%	26.3%	2.8%
35-39	24.3%	21.6%	2.7%
40-44	11.7%	19.7%	-8.0%
45-49	7.4%	10.5%	-3.1%
50-54	6.5%	5.4%	1.1%
55-59	3.0%	2.2%	0.8%
60-64		0.3%	-0.3%
65+	0.9%		0.9%
Total	100.0%	100.0%	0.0%

Data source: Data View – all civil servants (headcount) who had part of their career break fall between 1st April and 31st March for each year stated.

Figure 4.2.1: Career Breaks by Age Band (as in Table 4.2.1)



The age distribution of employees on a career break differed from the overall workforce composition most for employees aged between 30 and 39. 53.4% of employees on a career break were aged between 30 and 39; 24.5% more than in the overall workforce (28.9% in total).

Marriage and Civil Partnership

52.2% of employees on a career break were single; 7.3% more than the Departmental representation rate for single employees (44.9%).

Maternity

14.8% of employees on a career break also had a period of maternity leave in 2013; 6.7% more than the proportion of the female workforce of child bearing age who had a period of maternity leave during the period (8.1%).

13.9 % of employees on a career break also returned from maternity leave in 2013; 8.7% more than the proportion of the female workforce of child bearing age who returned from maternity leave during the period (5.2%).

Race

32.1% of employees on a career break declared themselves minority ethnic; 8.7% more than the Departmental representation rate for minority ethnic employees (23.4%).

Sex

73.9% of employees on a career break were female; 21.8% more than the Departmental representation rate for female employees (52.1%).

Location

41.9% of employees on a career break were based outside London; 13.3% less than the proportion of the Department's employees based outside London (55.2%).

Work Pattern

42.5% of employees on a career break were part-time; 22.5% more than the Departmental representation rate for part-time employees (20.0%).

Section 5: Learning and Development

5.1 Highest Qualification

The Home Office has a self service e-learning system (called Discover), which allows employees to record their highest qualification.³⁰

The levels of qualifications are:

- Level 1 – GCSEs grades D-G
- Level 2 – GCSEs grades A-C
- Level 3 – A levels
- Level 4 – Certificate of Higher Education
- Level 5 – Foundation degree
- Level 6 – Degree
- Level 7 – Masters Degree
- Level 8 – Doctorate

Key Facts

- 45.8% of employees declared their highest qualification, an increase of 0.7% on last year (45.1%).³¹
- 5.2% of those who declared their highest qualification declared it at Level 1, which is 2.4% of the current civil servants employed by the Department. This is consistent with last year, and suggests that 2.4% of employees within the Home Office had declared their highest qualification at below the basic adult literacy skill target as defined by Government Skills.
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.
- Analysis has shown that no statistically significant differences between this year and last year existed for Level 1. At Levels 2-5 and 6-8 statistically significant differences were found for age, disability, sexual orientation, grade and work pattern, in terms of the proportions of employees at these levels in the components within each characteristic. Additionally at Levels 6-8 significant differences were found for location. These differences are detailed in this section.
- In using these results, it should be remembered that the proportion of employees who had not declared with regards to their highest qualification was high (54.2%). This means that different results may be obtained if the declaration rate improved. For this reason results for 2013 have not been directly compared to the Home Office composition.

³⁰ Qualifications entered on Discover are not subject to any independent validation.

³¹ Figures include all current civil servants as at 31st March for each year stated.

Age

Of those who declared their highest qualification, the majority of the Department's workforce had a Level 6-8 qualification (50.1%). At age band level, this was also true for those aged between 16 and 39, whilst the majority of employees aged 45 and over had a Level 2-5 qualification. Employees aged 55 and over were most likely to have declared their highest qualification at Level 1. This is shown in Table 5.1.1.

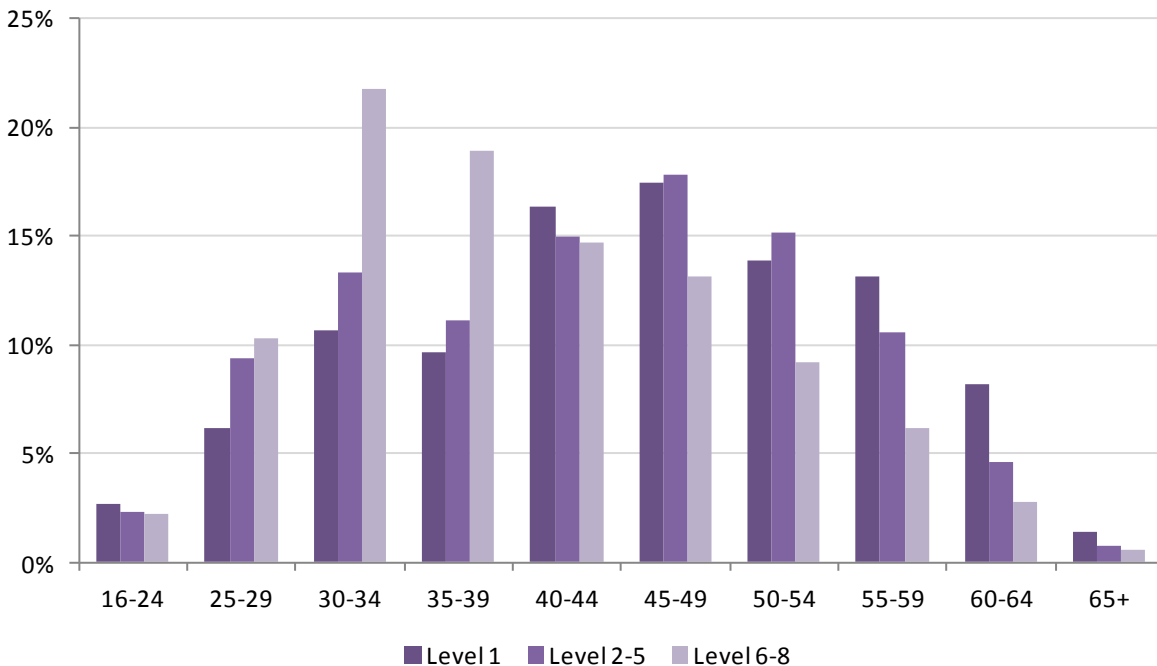
The most marked difference between 2013 and 2012 was for employees aged between 16 and 24. 45.2% of employees in this age group were at Level 2-5; 21.1% less than in 2012 (70.3%). However, the proportion of employees aged between 16 and 24 with qualifications at Level 6-8 increased. In 2013 48.6% of employees aged between 16 and 24 were at Level 6-8; 25.6% more than in 2012 (23.0%).

Table 5.1.1: Highest Qualifications by Age Band

Age Band	Level 1			Level 2-5			Level 6-8		
	2013	2012	Variance	2013	2012	Variance	2013	2012	Variance
16-24	6.1%	6.6%	-0.5%	45.2%	70.3%	-25.1%	48.6%	23.0%	25.6%
25-29	3.3%	4.2%	-0.8%	43.3%	41.6%	1.8%	53.3%	54.3%	-0.9%
30-34	3.2%	3.1%	0.1%	34.1%	32.7%	1.4%	62.7%	64.2%	-1.5%
35-39	3.4%	3.8%	-0.4%	33.2%	38.2%	-5.0%	63.4%	58.1%	5.4%
40-44	5.7%	5.9%	-0.2%	45.0%	47.3%	-2.2%	49.3%	46.8%	2.4%
45-49	5.9%	5.7%	0.2%	51.4%	54.1%	-2.7%	42.8%	40.2%	2.6%
50-54	5.9%	6.3%	-0.4%	56.0%	55.7%	0.3%	38.1%	38.0%	0.1%
55-59	8.0%	8.5%	-0.5%	55.5%	56.4%	-1.0%	36.5%	35.0%	1.5%
60-64	10.9%	11.8%	-0.9%	52.8%	49.4%	3.4%	36.2%	38.7%	-2.5%
65+	9.7%	13.4%	-3.8%	47.3%	49.3%	-1.9%	43.0%	37.3%	5.7%
Total	5.2%	5.4%	-0.2%	44.7%	46.0%	-1.2%	50.1%	48.7%	1.5%

Data source: Data View – all current civil servants (headcount) who had declared their highest qualification as at 31st March for each year stated.

Figure 5.1.1: Highest Qualifications by Age Band 2013 (as in Table 5.1.1)



Disability

The majority of disabled employees who declared their highest qualification were at Level 2-5 (49.7%). This was 1.9% less than in 2012 (51.6%). This contrasts with an increase in the proportion of disabled employees with qualifications at Level 6-8. In 2013 45.4% of disabled employees were at Level 6-8; 1.9% more than in 2012 (43.4%). This is shown in Table 5.1.2.

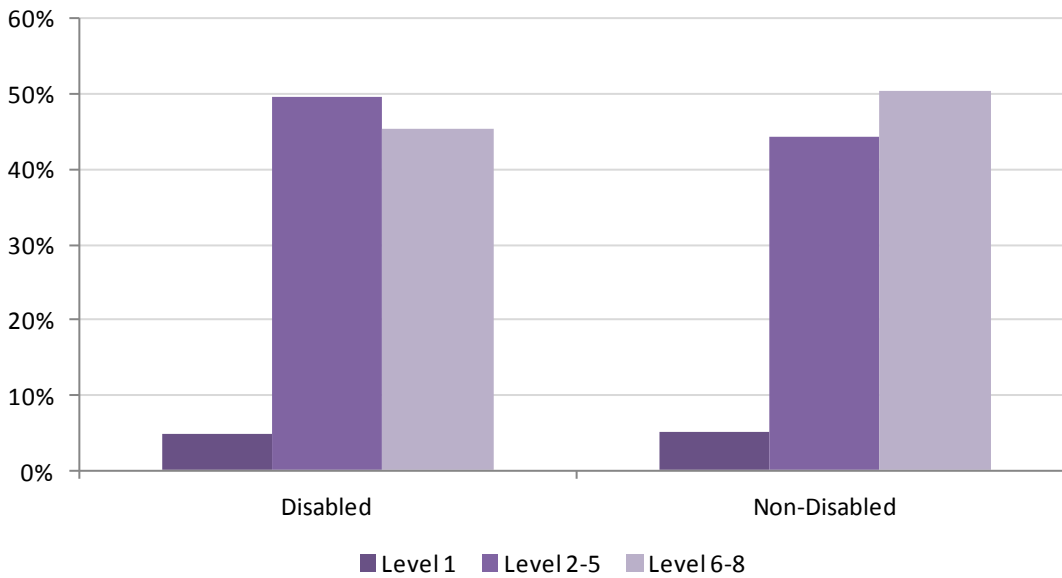
Table 5.1.2: Employees by Disability and Highest Qualification

Disability	Level 1			Level 2-5			Level 6-8		
	2013	2012	Variance	2013	2012	Variance	2013	2012	Variance
Disabled	4.9%	4.9%	0.0%	49.7%	51.6%	-1.9%	45.4%	43.4%	1.9%
Non-Disabled	5.2%	5.4%	-0.2%	44.4%	45.6%	-1.3%	50.4%	49.0%	1.5%
Total	5.2%	5.4%	-0.2%	44.9%	46.1%	-1.2%	50.0%	48.6%	1.4%

Data source: Data View – all current civil servants (headcount) who had declared their highest qualification as at 31st March for each year stated and who had made a positive statement with regards to disability.

Data quality: 7.3% of employees who had declared their highest qualification in 2013 had not declared their disability status.

Figure 5.1.2: Employees by Disability and Highest Qualification 2013 (as in Table 5.1.2)



Sexual Orientation

The majority of LGB employees who declared their highest qualification were at Level 6-8 (60.3%). This was 1.8% more than in 2012 (58.5%). This contrasts with a decrease in the proportion of LGB employees with qualifications at Level 2-5. In 2013 34.5% of LGB employees who declared their highest qualification were at Level 2-5; 2.7% less than in 2012 (37.3%). This is shown in Table 5.1.3.

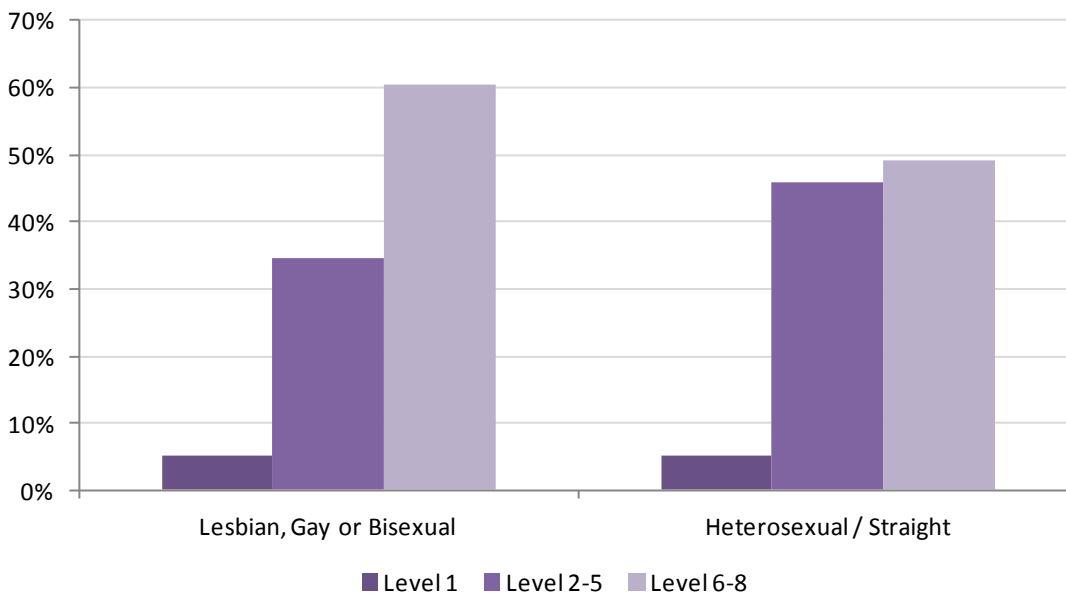
Table 5.1.3: Employees by Sexual Orientation and Highest Qualification

Sexual Orientation	Level 1			Level 2-5			Level 6-8		
	2013	2012	Variance	2013	2012	Variance	2013	2012	Variance
Lesbian, Gay or Bisexual	5.2%	4.2%	0.9%	34.5%	37.3%	-2.7%	60.3%	58.5%	1.8%
Heterosexual / Straight	5.2%	5.5%	-0.3%	45.8%	47.1%	-1.3%	49.1%	47.4%	1.7%
Total	5.2%	5.4%	-0.3%	45.4%	46.8%	-1.4%	49.4%	47.7%	1.7%

Data source: Data View – all current civil servants (headcount) who had declared their highest qualification as at 31st March for each year stated and who made a positive statement with regards to sexual orientation.

Data quality: 14.7% of employees who had declared their highest qualification in 2013 had not declared their sexual orientation.

Figure 5.1.3: Employees by Sexual Orientation and Highest Qualification 2013 (as in Table 5.1.3)



Grade

At grades AA to EO the majority of employees who declared their highest qualification were at Level 2-5, whilst the majority of employees at grades HEO to SCS had a Level 6-8 qualification. Employees at AA grade were most likely to have declared their highest qualification at Level 1 (19.9%). The proportion of employees with a Level 1 or a Level 2-5 qualification at each grade decreased with the seniority of grade, whilst the proportion of employees with a Level 6-8 qualification increased with the seniority of grade.

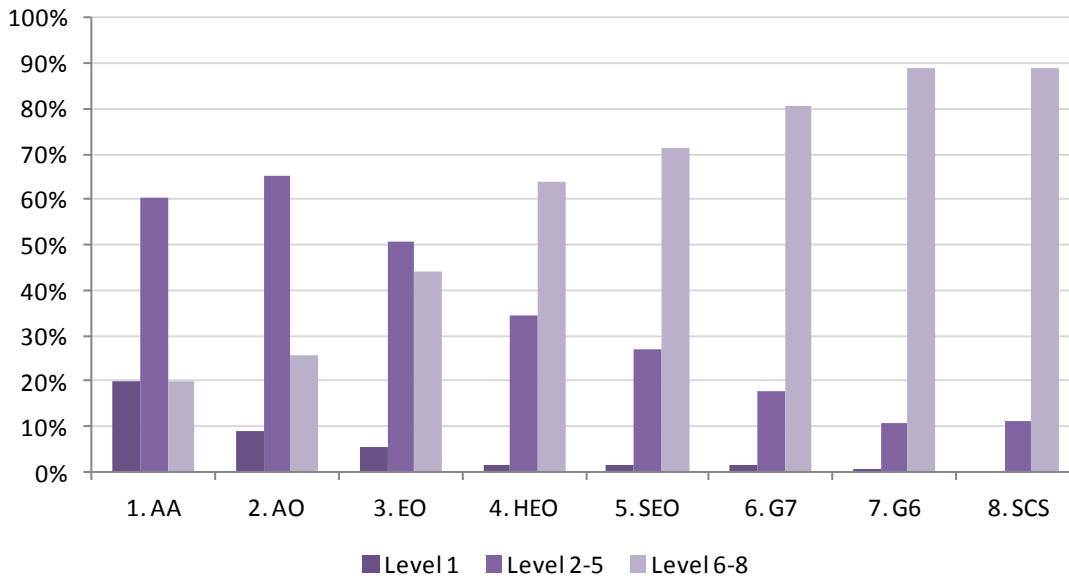
The most marked differences between 2013 and 2012 were at grades EO, SEO and Grade 6, where the proportion of employees with a qualification at Level 2-5 decreased and the proportion of employees with a Level 6-8 qualification increased. This is shown in Table 5.1.4.

Table 5.1.4: Employees by Grade and Highest Qualification

Grade	Level 1			Level 2-5			Level 6-8		
	2013	2012	Variance	2013	2012	Variance	2013	2012	Variance
1. AA	19.9%	20.5%	-0.6%	60.3%	60.7%	-0.4%	19.9%	18.8%	1.0%
2. AO	9.0%	9.0%	0.0%	65.3%	65.2%	0.1%	25.7%	25.9%	-0.2%
3. EO	5.3%	5.3%	0.0%	50.6%	52.5%	-1.9%	44.2%	42.3%	1.9%
4. HEO	1.7%	1.8%	-0.1%	34.6%	33.7%	0.9%	63.7%	64.5%	-0.8%
5. SEO	1.6%	1.8%	-0.3%	27.1%	29.3%	-2.2%	71.4%	68.8%	2.5%
6. G7	1.5%	1.8%	-0.3%	18.0%	18.6%	-0.7%	80.5%	79.6%	0.9%
7. G6	0.3%	0.3%	0.0%	10.6%	11.9%	-1.2%	89.1%	87.8%	1.3%
8. SCS				11.1%	11.8%	-0.7%	88.9%	88.2%	0.7%
Total	5.2%	5.4%	-0.2%	44.7%	45.9%	-1.2%	50.2%	48.7%	1.5%

Data source: Data View – all current civil servants (headcount) who had declared their highest qualification as at 31st March for each year stated.

Figure 5.1.4: Employees by Grade and Highest Qualification 2013 (as in Table 5.1.4)



Location

At region level, it was only in London and the West Midlands where the majority of employees who had declared their highest qualification had a Level 6-8 qualification. The North East was the region with the largest proportion of employees who had declared a Level 1 qualification (7.4%). This is shown in Table 5.1.5.

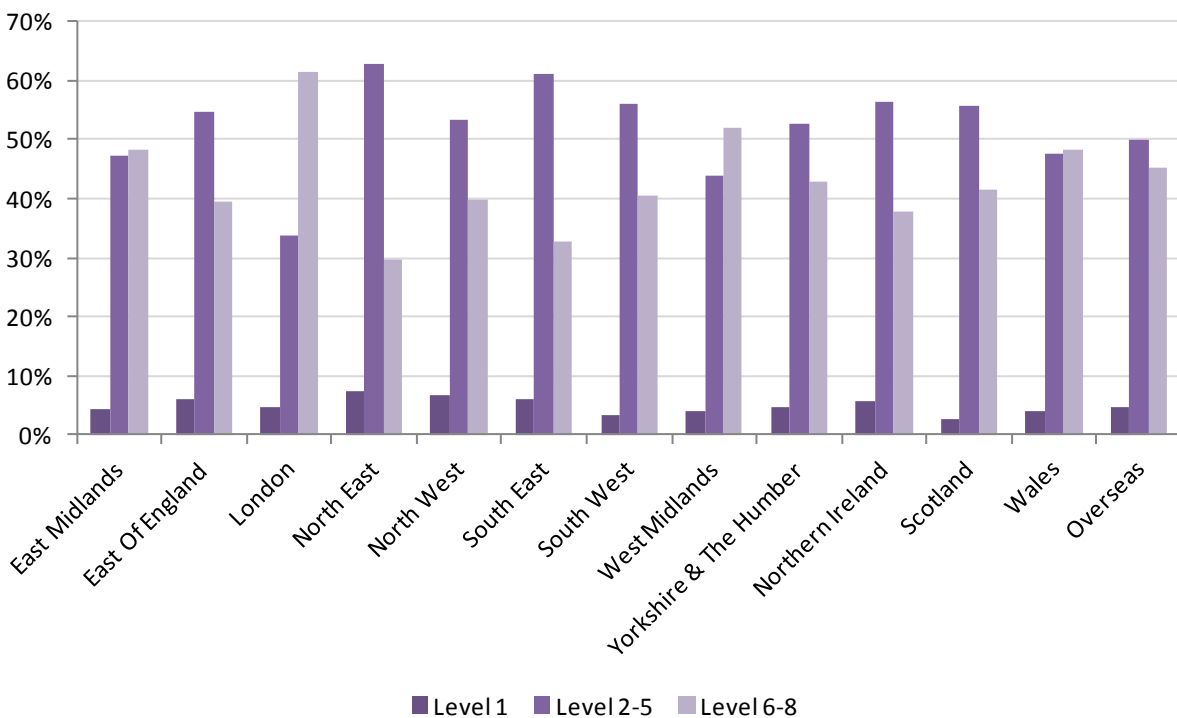
The most marked difference between 2013 and 2012 was for employees with Level 6-8 qualifications based outside London. In 2013 41.3% of employees who declared their highest qualification at Level 6-8 were based outside London; 2.3% less than in 2012 (43.6%).

Table 5.1.5: Employees by Location and Highest Qualification

Location	Level 1			Level 2-5			Level 6-8		
	2013	2012	Variance	2013	2012	Variance	2013	2012	Variance
East Midlands	4.5%	5.2%	-0.7%	47.3%	44.8%	2.5%	48.2%	50.0%	-1.8%
East Of England	5.9%	6.6%	-0.6%	54.7%	52.9%	1.8%	39.4%	40.5%	-1.2%
London	4.8%	5.0%	-0.3%	33.7%	34.8%	-1.2%	61.6%	60.1%	1.4%
North East	7.4%	7.8%	-0.4%	62.9%	64.0%	-1.1%	29.7%	28.2%	1.5%
North West	6.7%	6.9%	-0.2%	53.4%	55.4%	-2.0%	39.9%	37.8%	2.1%
South East	6.0%	6.0%	0.0%	61.3%	61.0%	0.3%	32.7%	33.0%	-0.3%
South West	3.3%	3.4%	-0.1%	56.2%	55.0%	1.2%	40.5%	41.6%	-1.1%
West Midlands	4.0%	4.2%	-0.1%	43.8%	46.4%	-2.6%	52.2%	49.5%	2.7%
Yorkshire & The Humber	4.6%	4.3%	0.2%	52.6%	53.2%	-0.6%	42.8%	42.4%	0.4%
England	5.3%	5.5%	-0.2%	44.4%	45.8%	-1.3%	50.3%	48.8%	1.5%
Northern Ireland	5.6%	6.7%	-1.1%	56.5%	52.6%	3.9%	37.9%	40.7%	-2.9%
Scotland	2.7%	3.4%	-0.7%	55.9%	55.4%	0.4%	41.5%	41.2%	0.3%
Wales	4.1%	3.5%	0.6%	47.8%	49.0%	-1.3%	48.2%	47.5%	0.7%
Overseas	4.7%	5.3%	-0.6%	50.0%	49.1%	0.9%	45.3%	45.6%	-0.3%
Total	5.2%	5.4%	-0.2%	45.0%	46.1%	-1.2%	49.8%	48.4%	1.4%

Data source: Data View – all current civil servants (headcount) who had declared their highest qualification as at 31st March for each year stated.

Figure 5.1.5: Employees by Location and Highest Qualification 2013 (as in Table 5.1.5)



Work Pattern

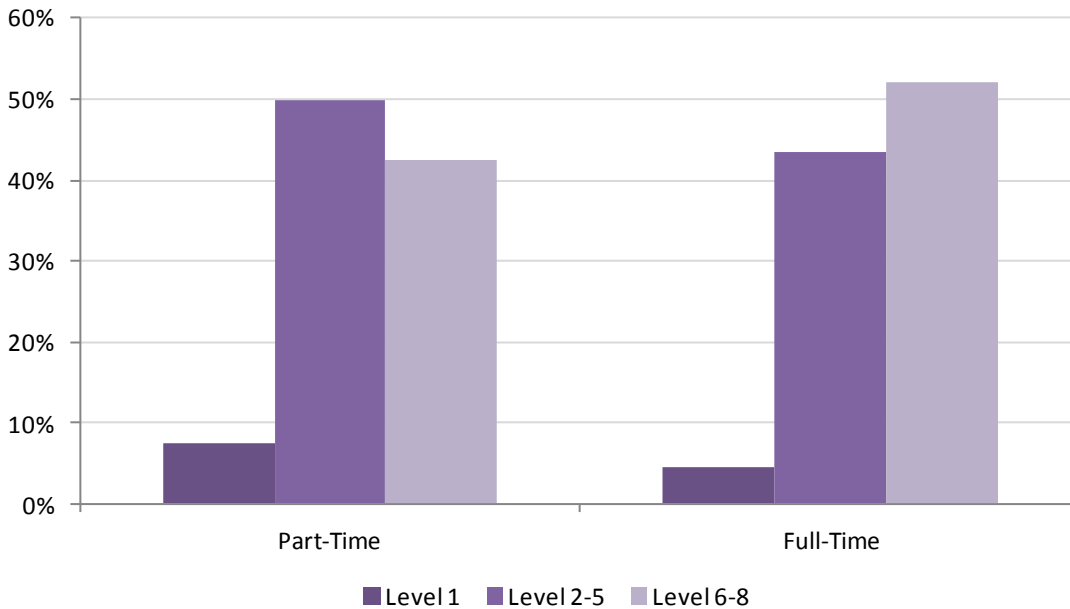
49.9% of part-time employees who declared their highest qualification were at Level 2-5; 2.2% less than in 2012 (52.2%). This contrasts with an increase in the proportion of part-time employees with qualifications at Level 6-8; 42.5% of part-time employees were at Level 6-8; 2.1% more than in 2012 (40.4%). This is shown in Table 5.1.6.

Table 5.1.6: Employees by Work Pattern and Highest Qualification

Work Pattern	Level 1			Level 2-5			Level 6-8		
	2013	2012	Variance	2013	2012	Variance	2013	2012	Variance
Part-Time	7.5%	7.4%	0.1%	49.9%	52.2%	-2.2%	42.5%	40.4%	2.1%
Full-Time	4.6%	4.9%	-0.3%	43.4%	44.5%	-1.1%	52.0%	50.6%	1.4%
Total	5.2%	5.4%	-0.2%	44.7%	45.9%	-1.2%	50.2%	48.7%	1.5%

Data source: Data View – all current civil servants (headcount) who had declared their highest qualification as at 31st March for each year stated.

Figure 5.1.6: Employees by Work Pattern and Highest Qualification 2013 (as in Table 5.1.6)



5.2 Internal and External Learning

We have information on all training courses booked through the Home Office's employee records system. Internal learning consists of courses run by the Home Office, whilst external learning refers to courses held by a third party provider.

Key Facts

- 33.8% of employees completed some form of learning, an increase of 1.6% on 2012 (32.2%).³²
- 8.5% of employees completed internal learning, an increase of 3.7% on 2012 (4.8%), and 29.2% of employees completed external learning, an increase of 1.7% on 2012 (27.4%).³³
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.
- Analysis has shown that statistically significant differences between this year and last year existed for the following characteristics, in terms of the proportions of employees who completed learning in the components within each characteristic:
 - Internal Learning: Age, Disability, Race, Sex, Grade, Location and Work Pattern.
 - External Learning: Age, Disability, Religion and Grade.

These differences are detailed in this section:

- When looking at differences between the composition of those that completed learning and the make-up of the overall workforce for 2013, there were statistically significant differences across the following characteristics:
 - Internal Learning: Age, Disability, Pregnancy and Maternity, Race, Religion, Sex, Grade, Location and Work Pattern.
 - External Learning: Age, Maternity, Race, Sex, Grade, Location and Work Pattern.

These differences are highlighted in this section, and more detailed information on the workforce composition can be found in Section 1.

³² Figures include all civil servants who were current as at 31st March and all those who left during the period 1st April to 31st March for each year stated.

³³ Figures for internal and external learning do not sum to the total, as some employees have completed both internal and external learning.

Age

In general, the age distribution of employees completing learning this year was similar to last year. For external learning the only significant difference was for employees aged 60 and over. The proportion of employees completing external learning aged 60 and over increased by 2.1%; from 3.9% in 2012 to 6.0% in 2013. For internal learning the only significant difference was for employees aged between 25 and 29. The proportion of employees completing internal learning aged between 25 and 29 decreased by 1.7%; from 11.3% in 2012 to 9.6% in 2013. This is shown in Table 5.2.1.

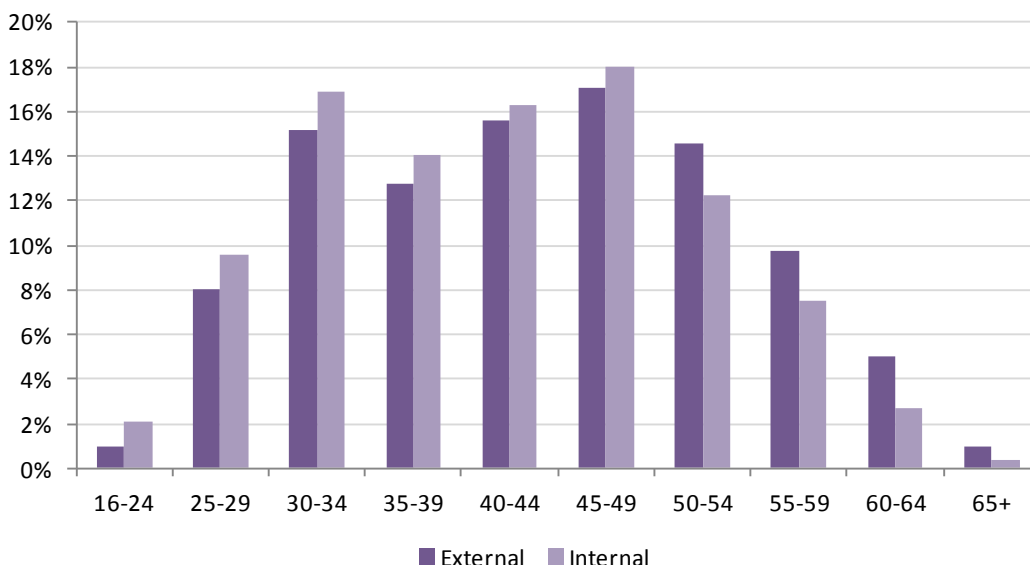
Table 5.2.1: Employees who Completed Learning by Age Bands

Age Band	External			Internal		
	2013	2012	Variance	2013	2012	Variance
16-24	1.0%	0.9%	0.0%	2.1%	1.7%	0.4%
25-29	8.1%	8.4%	-0.3%	9.6%	11.3%	-1.7%
30-34	15.1%	14.5%	0.6%	16.9%	16.8%	0.1%
35-39	12.8%	13.4%	-0.6%	14.1%	13.4%	0.7%
40-44	15.6%	16.3%	-0.6%	16.3%	16.5%	-0.2%
45-49	17.1%	19.5%	-2.4%	18.0%	17.6%	0.5%
50-54	14.6%	14.3%	0.2%	12.3%	11.8%	0.5%
55-59	9.8%	8.8%	1.0%	7.5%	7.5%	0.0%
60-64	5.0%	3.5%	1.6%	2.7%	3.0%	-0.3%
65+	1.0%	0.4%	0.5%	0.4%	0.4%	0.0%
Total	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%

Data source: Information on learning from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who completed learning between 1st April and 31st March for each year stated.

The age profiles of those accessing internal and external learning were different. Up to the age of 49, greater proportions of employees completing learning undertook internal learning. From the age of 50 upwards, greater proportions of employees completing learning undertook external learning. This is shown in Figure 5.2.1.

Figure 5.2.1: Employees who Completed Learning by Age Bands 2013 (as in Table 5.2.1)



The age distribution of employees who completed external learning was very similar to the composition of the overall workforce, apart from for the youngest employees. Of those who

undertook external learning 1.0% were aged between 16 and 24; 1.2% less than the proportion of employees in this age group in the overall workforce (2.2%).

The age distribution of employees who completed internal learning was different to the age composition of the overall workforce. A greater proportion of employees aged up to 49 completed internal learning (77.1% in total) than the proportion of employees in this age group in the overall workforce (72.0% in total). A smaller proportion of employees aged 50 and over completed internal learning (22.9% in total) than the proportion of employees in this age group in the overall workforce.

Disability

9.9% of employees who completed external learning in 2013 declared themselves disabled; 2.8% more than in 2012 (7.1%). 7.7% of employees who completed internal learning in 2013 were disabled; 2.1% more than in 2012 (5.6%). This is shown in Table 5.2.2.

Table 5.2.2: Employees who Completed Learning by Disability

Disability	External			Internal		
	2013	2012	Variance	2013	2012	Variance
Disabled	9.9%	7.1%	2.8%	7.7%	5.6%	2.1%
Non-Disabled	90.1%	92.9%	-2.8%	92.3%	94.4%	-2.1%
Total	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%

Data source: Information on learning from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who completed learning between 1st April and 31st March for each year stated and made a positive statement with regards to disability.

Data quality: 8.5% of employees who completed external learning and 12.0% of employees who completed internal learning in 2013 had not declared their disability status.

The proportion of employees who completed internal learning who were disabled (7.7%) was 1.3% less than the Departmental representation rate for disabled employees (9.0%).

Pregnancy

3.6% of employees who were pregnant during 2013 completed internal learning; 1.5% less than the proportion of the female workforce of child bearing age who were pregnant during the period (5.1%).

Maternity

6.1% of employees who had maternity leave during 2013 completed external learning and 4.9% completed internal learning; 2.0% and 3.2% less, respectively, than the proportion of the female workforce of child bearing age who had maternity leave during the period (8.1%).

Race

22.0% of employees who completed internal learning in 2013 were minority ethnic; 3.4% less than in 2012 (25.4%). This is shown in Table 5.2.3.

Table 5.2.3: Employees who Completed Learning by Race

Race	External			Internal		
	2013	2012	Variance	2013	2012	Variance
Minority Ethnic	27.9%	28.5%	-0.6%	22.0%	25.4%	-3.4%
White	72.1%	71.5%	0.6%	78.0%	74.6%	3.4%
Total	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%

Data source: Information on learning from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who completed learning between 1st April and 31st March for each year stated and made a positive statement with regards to race.

Data quality: 8.8% of employees who completed external learning and 13.2% of employees who completed internal learning in 2013 had not declared their race.

Whilst the proportion of employees who completed internal learning who were minority ethnic (22.0%) was less than the Departmental representation rate for minority ethnic employees (23.4%), the proportion of employees who completed external learning who were minority ethnic (27.9%) was greater than the Departmental representation rate.

Religion

46.2% of employees who completed external learning in 2013 declared themselves to have religious beliefs other than Christianity; 4.9% more than in 2012 (41.2%). This is shown in Table 5.2.4.

Table 5.2.4: Employees who Completed Learning by Religion

Religion	External			Internal		
	2013	2012	Variance	2013	2012	Variance
Other Religious Beliefs	46.2%	41.2%	4.9%	45.9%	45.1%	0.8%
Christian	53.8%	58.8%	-4.9%	54.1%	54.9%	-0.8%
Total	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%

Data source: Information on learning from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who completed learning between 1st April and 31st March for each year stated and who made a positive statement with regards to religion.

Data quality: 15.1% of employees who completed external learning and 19.8% of employees who completed internal learning in 2013 had not declared their religion.

45.9% of employees who completed internal learning had other religious beliefs; 1.3% more than the Departmental representation rate for employees with other religious beliefs (44.6%).

Sex

47.1% of employees who completed internal learning in 2013 were female; 4.1% less than in 2012 (51.2%). This is shown in Table 5.2.5.

Table 5.2.5: Employees who Completed Learning by Sex

Sex	External			Internal		
	2013	2012	Variance	2013	2012	Variance
Female	57.5%	56.7%	0.8%	47.1%	51.2%	-4.1%
Male	42.5%	43.3%	-0.8%	52.9%	48.8%	4.1%
Total	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%

Data source: Information on learning from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who completed learning between 1st April and 31st March for each year stated.

Whilst the proportion of employees who completed internal learning who were female (47.1%) was less than the Departmental representation rate female employees (52.1%), the proportion of employees who completed external learning who were female (57.5%) was greater than the Departmental representation rate.

Grade

The grade distributions of employees completing internal or external learning have changed since last year. For external learning the most significant change was at EO grade, where the proportion of employees completing internal learning decreased by 7.9%; from 49.0% in 2012 to 41.1% in 2013. For internal learning the most significant change was again at EO grade, but the proportion of employees completing external learning at that grade increased by 14.1%; from 41.6% in 2012 to 55.6% in 2013. At all other grades the proportion of employees completing internal learning decreased. This is shown in Table 5.2.6.

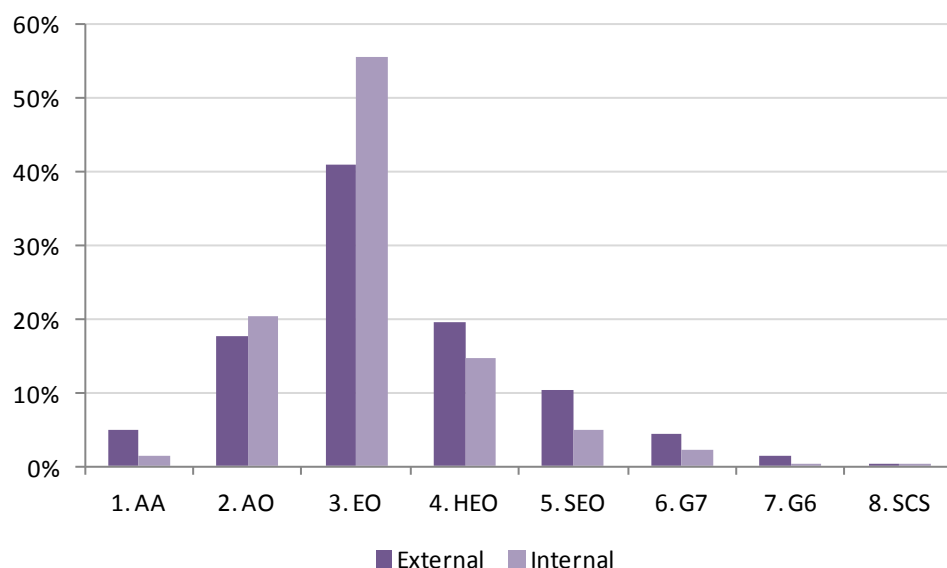
Table 5.2.6: Employees who Completed Learning by Grade

Grade	External			Internal		
	2013	2012	Variance	2013	2012	Variance
1. AA	5.0%	3.7%	1.2%	1.4%	3.2%	-1.8%
2. AO	17.6%	18.1%	-0.5%	20.3%	21.1%	-0.8%
3. EO	41.1%	49.0%	-7.9%	55.6%	41.6%	14.1%
4. HEO	19.6%	17.1%	2.6%	14.7%	17.1%	-2.4%
5. SEO	10.3%	8.4%	2.0%	5.1%	8.5%	-3.5%
6. G7	4.5%	2.8%	1.7%	2.2%	5.9%	-3.7%
7. G6	1.5%	0.7%	0.7%	0.5%	2.1%	-1.6%
8. SCS	0.4%	0.2%	0.1%	0.1%	0.4%	-0.3%
Total	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%

Data source: Information on learning from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who completed learning between 1st April and 31st March for each year stated.

In 2013 the grade profiles of those accessing internal and external learning were different. At grades AO and EO greater proportions of employees completing learning undertook internal learning. At all other grades greater proportions of employees completing learning undertook external learning. This is shown in Figure 5.2.6.

Figure 5.2.6: Employees who Completed Learning by Grade 2013 (as in Table 5.2.6)



The grade structures of employees who completed external and internal learning both differed from the overall workforce composition. The proportion of employees who completed learning at grades EO and HEO (60.7% in total for external learning and 70.4% in total for internal learning) was greater than the proportion of employees at these grades in the overall workforce (52.6% in total).

Location

In general the regional distribution of employees completing learning was similar to last year. The only significant difference was for employees completing internal learning who were based in London, which decreased by 9.9%; from 45.5% in 2012 to 35.5% in 2013. This is shown in Table 5.2.7.

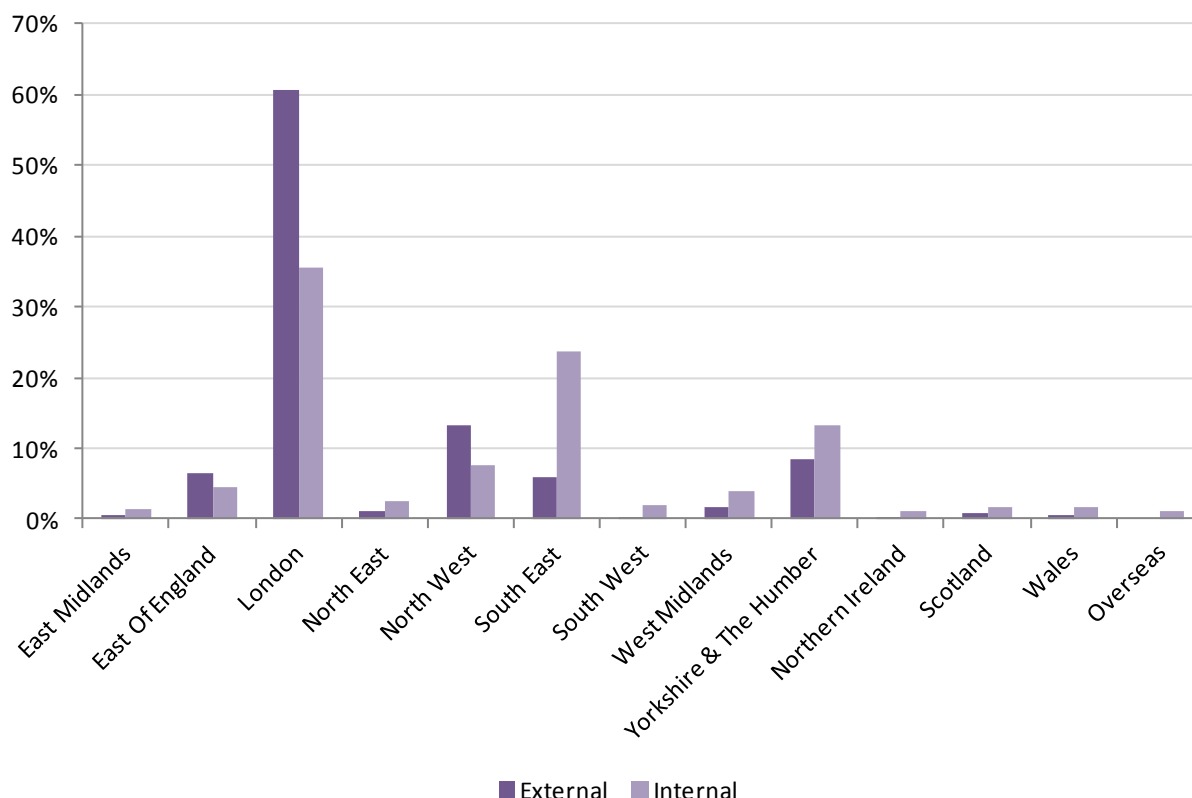
Table 5.2.7: Employees who Completed Learning by Location

Location	External			Internal		
	2013	2012	Variance	2013	2012	Variance
East Midlands	0.6%	0.7%	-0.1%	1.3%	1.5%	-0.2%
East Of England	6.6%	3.5%	3.1%	4.4%	4.7%	-0.3%
London	60.7%	62.7%	-2.0%	35.5%	45.5%	-9.9%
North East	1.1%	0.4%	0.7%	2.4%	2.2%	0.2%
North West	13.1%	13.4%	-0.3%	7.6%	5.9%	1.7%
South East	6.0%	8.4%	-2.4%	23.8%	14.3%	9.5%
South West	0.2%	0.6%	-0.4%	2.0%	1.0%	1.0%
West Midlands	1.6%	1.3%	0.3%	4.0%	4.3%	-0.3%
Yorkshire & The Humber	8.5%	7.5%	1.0%	13.2%	17.0%	-3.8%
England	98.4%	98.5%	-0.1%	94.3%	96.4%	-2.0%
Northern Ireland	0.1%	0.1%	-0.1%	1.1%	0.5%	0.5%
Scotland	0.9%	1.2%	-0.3%	1.7%	1.1%	0.6%
Wales	0.6%	0.2%	0.4%	1.7%	1.4%	0.2%
Overseas	0.0%	0.0%	0.0%	1.2%	0.5%	0.7%
Total	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%

Data source: Information on learning from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who completed learning between 1st April and 31st March for each year stated.

In 2013 the geographical profiles of those accessing internal and external learning were different. In general, outside of London more internal training was completed than external training. Exceptions to this were the East of England and the North West, where a greater proportion of external training was completed. This is shown in Figure 5.2.7.

Figure 5.2.7: Employees who Completed Learning by Location 2013 (as in Table 5.2.7)



The regional distribution of employees who completed external and internal learning both differed from the overall workforce composition. The proportion of employees who completed external learning who were based outside of London (39.3%) was less than the proportion of employees in the overall workforce based outside of London (55.2%). In contrast, the proportion of employees who completed internal learning who were based outside of London (64.5%) was greater than the proportion of employees in the overall workforce based outside of London.

Work Pattern

14.6% of employees who completed internal learning in 2013 were part-time; 1.4% less than in 2012 (16.0%). This is shown in Table 5.2.8.

Table 5.2.8: Employees who Completed Learning by Work Pattern

Work Pattern	External			Internal		
	2013	2012	Variance	2013	2012	Variance
Part-Time	18.3%	17.1%	1.3%	14.6%	16.0%	-1.4%
Full-Time	81.7%	82.9%	-1.3%	85.4%	84.0%	1.4%
Total	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%

Data source: Information on learning from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who completed learning between 1st April and 31st March for each year stated.

The proportions of employees who completed learning who were part-time (18.3% for external learning and 14.6% for internal learning) were less than the Departmental representation rate for part-time employees (20.0%).

Section 6: Grievance and Discipline

6.1 Dispute Resolution

Key Facts

- 0.8% of civil servants in the Department were involved in a grievance case, an increase of 0.5% on last year (0.3%).^{34,35}
- The proportions of employees involved in a grievance case who were pregnant, had a period of maternity leave or returned from maternity leave during the year were too small for further analysis (less than 0.1%), as the results may not be representative of all those involved in grievance cases.
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.
- The number of employees involved in grievance cases in 2012 was too small for further analysis, in terms of using statistical tests to determine any statistically significant differences between this year and last year. Figures for 2012 are included in the report for completeness and should not be used to make wider inferences.
- Analysis has shown that statistically significant differences between the composition of those that were involved in grievance cases and the make-up of the overall workforce for 2013 existed for age, disability, race, sexual orientation, grade and location. These differences are highlighted in this section, and more detailed information on the workforce composition can be found in Section 1.

³⁴ Figures include all civil servants who were current as at 31st March and all those who left during the period 1st April to 31st March for each year stated.

³⁵ Figures relate to all employees involved in a grievance case than was initiated or underway in the period.

Age

The proportion of employees in each age band involved in a grievance case (as shown in Table 6.1.1) was generally in line with the age structure of the overall workforce. Exceptions to this were seen for employees aged between 25 and 29 and between 35 and 39. 3.0% of employees involved in a grievance case were aged between 25 and 29; 5.7% less than the proportion of employees in this age band in the overall workforce (8.7%). 20.8% of employees involved in a grievance case were aged between 35 and 39; 7.4% more than the proportion of employees in this age band in the overall workforce (13.4%).

Table 6.1.1: Grievance Cases by Age Band

Age Band	2013	2012	Variance
20-24	0.4%	0.5%	-0.1%
25-29	3.0%	11.1%	-8.1%
30-34	16.9%	9.1%	7.8%
35-39	20.8%	27.3%	-6.5%
40-44	16.9%	10.1%	6.8%
45-49	17.3%	25.3%	-7.9%
50-54	12.6%	8.1%	4.5%
55-59	9.1%	6.1%	3.0%
60-64	3.0%	3.0%	0.0%
Total	100.0%	100.0%	0.0%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who were involved in a grievance case between 1st April and 31st March for each year stated.

Disability

21.1% of employees involved in a grievance case declared themselves disabled (as shown in Table 6.1.2); 12.1% more than the Departmental representation rate for disabled employees (9.0%).

Table 6.1.2: Grievance Cases by Disability

Disability	2013	2012	Variance
Disabled	21.1%	7.6%	13.5%
Non-Disabled	78.9%	92.4%	-13.5%
Total	100.0%	100.0%	0.0%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who were involved in a grievance case between 1st April and 31st March for each year stated and made a positive statement with regards to disability.

Data quality: 14.2% of employees involved in a grievance case in 2013 had not declared their disability status.

Race

39.2% of employees involved in a grievance case declared themselves minority ethnic (as shown in Table 6.1.3); 15.8% more than the Departmental representation rate for minority ethnic employees (23.4%).

Table 6.1.3: Grievance Cases by Race

Race	2013	2012	Variance
Minority Ethnic	39.2%	36.6%	2.6%
White	60.8%	63.4%	-2.6%
Total	100.0%	100.0%	0.0%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who were involved in a grievance case between 1st April and 31st March for each year stated and who made a positive statement with regards to race.

Data quality: 12.8% of employees involved in a grievance case in 2013 had not declared their race.

Sexual Orientation

5.8% of employees involved in a grievance case declared themselves LGB (as shown in Table 6.1.4); 3.3% more than the Departmental representation rate for minority ethnic employees (2.5%).

Table 6.1.4: Grievance Cases by Sexual Orientation

Sexual Orientation	2013	2012	Variance
LGB	5.8%	3.6%	2.2%
Heterosexual / Straight	94.2%	96.4%	-2.2%
Total	100.0%	100.0%	0.0%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who were involved in a grievance case between 1st April and 31st March for each year stated and who made a positive statement with regards to sexual orientation.

Data quality: 26.3% of employees involved in a grievance case in 2013 had not declared their sexual orientation.

Grade

The grade structure of employees involved in a grievance case differed from the grade composition of the overall workforce. The proportion of employees involved in a grievance case at grades AA and AO (15.9% in total) was 14.7% less than the proportion of employees in those grades in the overall workforce (30.6% in total). The proportion of employees involved in a grievance case at grades EO and HEO (80.6% in total) was 27.0% greater than the proportion of employees in those grades in the overall workforce (53.6% in total).

Table 6.1.5: Grievance Cases by Grade

Grade	2013	2012	Variance
1. AA	1.3%	7.1%	-5.8%
2. AO	8.6%	34.3%	-25.7%
3. EO	59.9%	31.3%	28.6%
4. HEO	20.7%	15.2%	5.5%
5. SEO	5.6%	5.1%	0.6%
6. G7	2.6%	4.0%	-1.5%
7. G6	0.9%	2.0%	-1.2%
8. SCS	0.4%	1.0%	-0.6%
Total	100.0%	100.0%	0.0%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who were involved in a grievance case between 1st April and 31st March for each year stated.

Location

69.7% of employees involved in a grievance case were based in London (as shown in Table 6.1.6); 24.9% more than in the overall workforce (44.8%).

Table 6.1.6: Grievance Cases by Location

Location	2013	2012	Variance
East Midlands	0.4%		0.4%
East Of England	0.9%	4.0%	-3.2%
London	69.7%	63.6%	6.1%
North East	2.2%	2.0%	0.1%
North West	10.8%	12.1%	-1.3%
South East	3.5%	1.0%	2.5%
South West			0.0%
West Midlands	2.2%	3.0%	-0.9%
Yorkshire & The	4.8%	10.1%	-5.3%
England	93.9%	97.0%	-3.0%
Northern Ireland	2.6%	1.0%	1.6%
Scotland	2.2%	0.0%	2.2%
Wales	0.4%	1.0%	-0.6%
Overseas	0.4%	2.0%	-1.6%
Total	100.0%	100.0%	0.0%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who were involved in a grievance case between 1st April and 31st March for each year stated.

6.2 Misconduct

Key Facts

- 1.4% of civil servants in the Department were involved in disciplinary action during the period.^{36, 37}
- Bullying, harassment and discrimination (BHD) cases have been analysed separately to other misconduct cases, therefore we are unable to make comparisons to last year, when all misconduct cases were analysed together.
- The proportions of employees involved in a misconduct case who were pregnant, had a period of maternity leave or returned from maternity leave during the year were too small for further analysis (less than 0.5%), as the results may not be representative of all those involved in misconduct cases.
- The proportion of LGB employees involved in a misconduct case was too small for further analysis (less than 2.0%), as the results may not be representative of all those involved in misconduct cases.
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.
- Analysis has shown that statistically significant differences between the composition of those that were involved in grievance cases and the make-up of the overall workforce for 2013 existed for disability, race, sex, grade, location and work pattern. These differences are highlighted in this section, and more detailed information on the workforce composition can be found in Section 1.

³⁶ Figures include all civil servants who were current as at 31st March and all those who left during the period 1st April to 31st March 2013.

³⁷ Figures relate to all employees involved in a misconduct case that had an outcome or hearing date during the period. This does not include bullying, harassment and discrimination cases.

Disability

13.3% of employees involved in a misconduct case declared themselves disabled; 4.3% more than the Departmental representation rate for disabled employees (9.0%). Differences in the proportions of disabled employees involved in misconduct cases compared to non-disabled employees were particularly marked at grades AO to HEO. This is shown in Table 6.2.1.

Table 6.2.1: Misconduct Cases by Disability and Grade 2013

Grade	Disabled	Non-Disabled
1. AA	9.5%	90.5%
2. AO	17.1%	82.9%
3. EO	11.9%	88.1%
4. HEO	18.4%	81.6%
5. SEO	5.6%	94.4%
6. G7		100.0%
7. G6		100.0%
Total	13.3%	86.7%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who were involved in a misconduct case between 1st April and 31st March 2013 and who made a positive statement with regards to disability.

Data quality: 9.8% of employees involved in a misconduct case in 2013 had not declared their disability status.

Race

38.5% of employees involved in a misconduct case declared themselves minority ethnic; 15.1% more than the Departmental representation rate for minority ethnic employees (23.4%). Differences in the proportions of minority ethnic employees involved in misconduct cases compared to white employees were particularly marked at AO level. This is shown in Table 6.2.2.

Table 6.2.2: Misconduct Cases by Race and Grade 2013

Grade	Minority Ethnic	White
1. AA	30.0%	70.0%
2. AO	50.5%	49.5%
3. EO	39.9%	60.1%
4. HEO	24.3%	75.7%
5. SEO	21.1%	78.9%
6. G7		100.0%
7. G6		100.0%
Total	38.5%	61.5%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who were involved in a misconduct case between 1st April and 31st March 2013 and who made a positive statement with regards to race.

Data quality: 12.8% of employees involved in a misconduct case in 2013 had not declared their race.

Sex

41.9% of employees involved in a misconduct case were female; 10.2% less than the Departmental representation rate for female employees (52.1%). Differences in the proportions of female employees involved in misconduct cases compared to male employees were particularly marked at Grade 7. This is shown in Table 6.2.3.

Table 6.2.3: Misconduct Cases by Sex and Grade 2013

Grade	Female	Male
1. AA	37.2%	62.8%
2. AO	50.0%	50.0%
3. EO	36.3%	63.7%
4. HEO	44.2%	55.8%
5. SEO	50.0%	50.0%
6. G7	16.7%	83.3%
7. G6	100.0%	
Total	41.9%	58.1%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who were involved in a misconduct case between 1st April and 31st March 2013.

Grade

The grade structure of employees involved in a misconduct case (as shown in Table 6.2.4) differed significantly from the grade composition of the overall workforce. The proportions of employees involved in a misconduct case at grades AA to EO were greater than the proportions of employees in those grades in the overall workforce. The proportions of employees involved in a misconduct case at grades HEO to SCS were less than the proportions of employees in those grades in the overall workforce.

Table 6.2.4: Misconduct Cases by Grade 2013

Grade	% Misconduct Cases
1. AA	10.8%
2. AO	28.6%
3. EO	42.9%
4. HEO	10.8%
5. SEO	5.0%
6. G7	1.5%
7. G6	0.5%
Total	100.0%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who were involved in a misconduct case between 1st April and 31st March 2013.

Location

51.8% of employees involved in a misconduct case were based in London (as shown in Table 6.2.5); 7% more than the proportion of the overall workforce based in London (44.8%).

Table 6.2.5: Misconduct Cases by Location 2013

Location	% Misconduct Cases
East Midlands	0.3%
East Of England	2.8%
London	51.8%
North East	0.8%
North West	14.2%
South East	11.9%
South West	1.0%
West Midlands	4.8%
Yorkshire & The Humber	6.9%
Northern Ireland	0.5%
Scotland	2.0%
Wales	2.5%
Overseas	0.5%
Total	100.0%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who were involved in a misconduct case between 1st April and 31st March 2013.

Work Pattern

13.0% of employees involved in a misconduct case were part-time; 7.0% less than the Departmental representation rate for part-time employees (20.0%). A grade breakdown has not been provided, due to the small numbers of part-time employees at some grades.

6.3 Bullying, Harassment and Discrimination (BHD)

Key Facts

- 0.4% of civil servants in the Department were involved in disciplinary action specifically related to BHD.^{38, 39}
- BHD cases have been analysed separately to other misconduct cases, therefore we are unable to make comparisons to last year, when all misconduct cases were analysed together.
- No employees involved in a BHD case were pregnant, had a period of maternity leave or returned from maternity leave during the year.
- The proportions of LGB and part-time employees involved in BHD cases were too small for further analysis (less than 3.0% and 6.0% respectively).
- No characteristics have been analysed further by grade, due to the small number of employees within each component of a characteristics at each grade.
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.
- Analysis has shown that statistically significant differences between the composition of those involved in BHD cases and the make-up of the overall workforce for 2013 existed for age, disability, race, religion, sex and grade. These differences are highlighted in this section, and more detailed information on the workforce composition can be found in Section 1.

³⁸ Figures include all civil servants who were current as at 31st March and all those who left during the period 1st April to 31st March 2013

³⁹ Figures relate to all employees involved in a misconduct case related to BHD that had an outcome or hearing date during the period. This does not include bullying, harassment and discrimination cases.

Age

The proportion of employees in each age band involved in a BHD case (as shown in Table 6.3.1) was generally in line with the age structure of the overall workforce. The only exception to this was for employees aged between 40 and 44. 22.3% of employees involved in a BHD case were aged between 40 and 44; 7.0% less than the proportion of employees in this age band in the overall workforce (15.3%).

Table 6.3.1: BHD Cases by Age Band 2013

Age Band	% Bullying, Harrasment and Discrimination Cases
25-29	6.8%
30-34	13.6%
35-39	9.7%
40-44	22.3%
45-49	16.5%
50-54	15.5%
55-59	10.7%
60-64	3.9%
65+	1.0%
Total	100.0%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who were involved in a BHD case between 1st April and 31st March 2013.

Disability

15.7% of employees involved in a BHD case declared themselves disabled; 6.7% more than the Departmental representation rate for disabled employees (9.0%).

Race

32.6% of employees involved in a BHD case declared themselves minority ethnic; 9.2% more than the Departmental representation rate for minority ethnic employees (23.4%).

Religion

54.7% of employees involved in a BHD case declared themselves to have religious beliefs other than Christianity; 10.1% more than the Departmental representation rate for employees with other religious beliefs (44.6%).

Sex

40.0% of employees involved in a BHD case were female; 12.1% less than the Departmental representation rate for female employees (52.1%).

Grade

The proportion of employees in each grade involved in a BHD case (as shown in Table 6.3.2) was different from the grade profile of the overall workforce at the middle grades; EO, HEO and SEO. 27.2% of employees involved in a BHD case were at EO grade; 12.0% less than the proportion of employees in this grade in the overall workforce (39.2%). 37.9% of employees

involved in a BHD case were at grades HEO and SEO; 15.1% less than the proportion of employees in these grades in the overall workforce (22.8% in total).

Table 6.3.2: BHD Cases by Grade 2013

Grade	% Bullying, Harrasment and Discrimination Cases
1. AA	3.9%
2. AO	17.5%
3. EO	27.2%
4. HEO	21.4%
5. SEO	16.5%
6. G7	8.7%
7. G6	2.9%
8. SCS	1.9%
Total	100.0%

Data source: Manual spreadsheets from individual business areas linked to Data View – all civil servants (headcount) who were involved in a BHD case between 1st April and 31st March 2013.

6.4 Inefficiency

Key Facts

- Less than 0.1% of civil servants in the Department were involved in inefficiency cases due to poor performance, which is comparable with last year.⁴⁰
- This has not been analysed further due to the very small number of employees involved.

6.5 Re-grading

Key Facts

- 0.1% of civil servants in the Department were re-graded to a lower grade, which is comparable with last year.⁴¹
- This has not been analysed further due to the very small number of employees involved.

⁴⁰ Figures include all civil servants who were current as at 31st March and all those who left during the period 1st April to 31st March for each year stated.

⁴¹ Figure includes all civil servants who were current as at 31st March and all those who left during the period 1st April to 31st March for each year stated.

Section 7: Attendance Management

7.1 Rolling Year Average Working Days Lost (RYAWDL)

Key Facts

- The Home Office's RYAWDL to sick absence improved by 0.36 days between 31st March 2012 (7.88 days) and 31st March 2013 (7.52 days).⁴²
- The RYAWDL as at 31st March 2013 was made up of 51.4% short-term sick absences and 48.6% long-term sick absences.
- Cabinet Office research has shown that the most important employee characteristics affecting levels of RYAWDL are grade, followed by age, sex and work pattern. Home Office data supports these findings, and this is detailed in this section.
- Departmental data also shows that disability, pregnancy and location are important factors in affecting levels of RYAWDL.
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.

⁴² Figures are based on all paid civil servants who were current as at 31st March and all those who left during the period 1st April to 31st March for each year stated and are calculated on a staff year basis, in line with Cabinet Office guidelines on sickness absence reporting.

Age

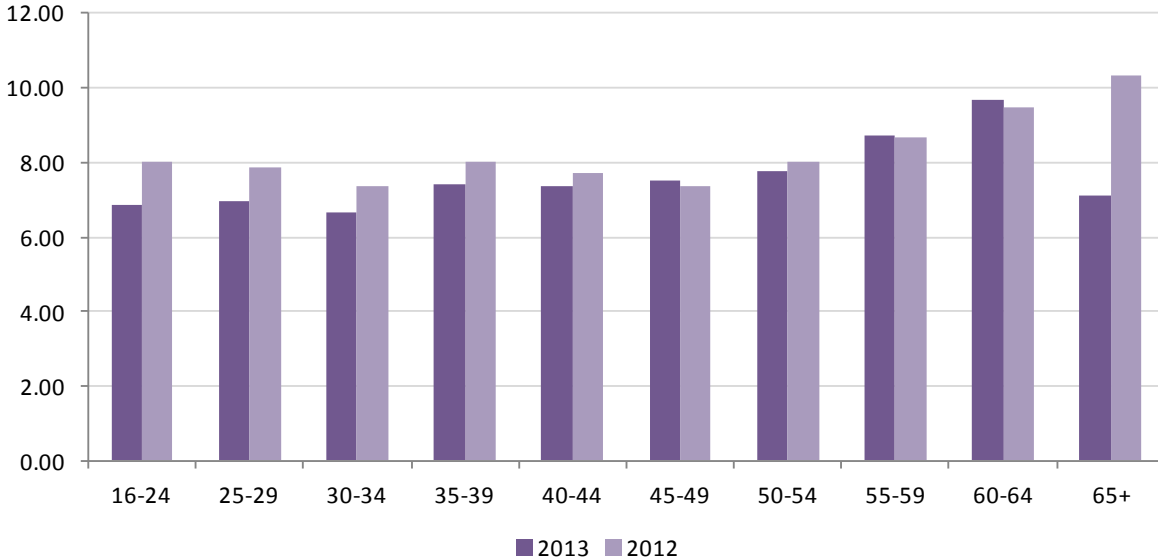
Levels of sick absence fell in all age bands compared to 2012, apart from for employees aged between 55 and 64, where slight increases were seen. The decrease was most noticeable for employees aged 65 and over, where the RYAWDL figure decreased by 3.22 days; from 10.33 days in 2012 to 7.11 days in 2013. With the exception of employees aged 65 and over, older employees tended to have higher levels of sickness absence than younger employees. This is shown in Table 7.1.1.

Table 7.1.1: RYAWDL by Age Bands

Age Band	2013	2012	Variance
16-24	6.87	8.00	-1.13
25-29	6.98	7.86	-0.88
30-34	6.64	7.38	-0.74
35-39	7.41	8.04	-0.63
40-44	7.35	7.73	-0.38
45-49	7.52	7.38	0.14
50-54	7.78	8.01	-0.23
55-59	8.70	8.67	0.03
60-64	9.69	9.46	0.23
65+	7.11	10.33	-3.22
Total	7.52	7.88	-0.36

Data Source: Data View – current paid civil servants as at 31st March and those who left between 1st April and 31st March for each year stated.

Figure 7.1.1: RYAWDL by Age Bands (as in Table 7.1.1)



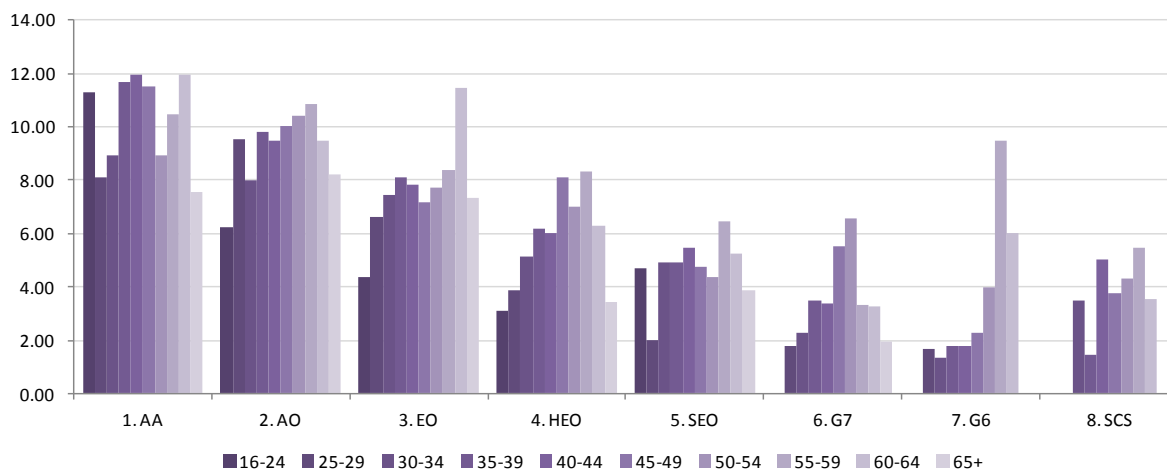
Looking at age in conjunction with grade, levels of RYAWDL tended to decrease across all age bands as the seniority of the grade increased. Above AA level, within each grade there was a slight bias towards older employees having higher levels of sickness absence. This is shown in Table 7.1.2.

Table 7.1.2: RYAWDL by Age Bands and Grade 2013

Age Band	Grade								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
16-24	11.27	6.24	4.39	3.13	4.72				6.87
25-29	8.08	9.51	6.63	3.89	2.01	1.80	1.67		6.98
30-34	8.94	7.97	7.44	5.15	4.93	2.27	1.32	3.50	6.64
35-39	11.67	9.81	8.09	6.16	4.92	3.50	1.78	1.48	7.41
40-44	11.93	9.49	7.81	6.01	5.45	3.40	1.81	5.03	7.35
45-49	11.54	10.04	7.15	8.12	4.75	5.53	2.26	3.76	7.52
50-54	8.93	10.42	7.72	7.03	4.36	6.56	4.00	4.31	7.78
55-59	10.45	10.84	8.39	8.33	6.46	3.35	9.48	5.47	8.70
60-64	11.97	9.50	11.44	6.27	5.26	3.27	6.02	3.57	9.69
65+	7.55	8.22	7.34	3.44	3.86	1.95			7.11
Total	10.26	9.50	7.72	6.37	4.89	3.96	3.35	4.08	7.52

Data Source: Data View – current paid civil servants as at 31st March and those who left between 1st April and 31st March for each year stated.

Figure 7.1.2: RYAWDL by Age Bands and Grade 2013 (as in Table 7.1.2)



Disability

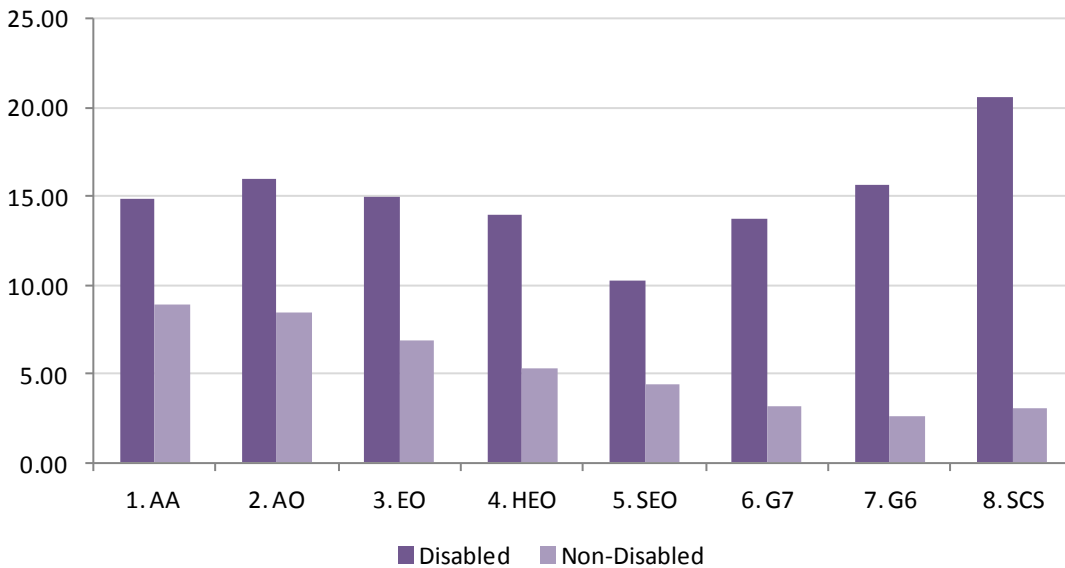
The RYAWDL of employees who declared themselves disabled increased by 0.47 days; from 14.26 days in 2012 to 14.73 days in 2013. This increase was not seen at all grades, with decreases in the RYAWDL of disabled employees at grades EO, SEO and SCS. The RYAWDL of disabled employees at SCS decreased by 8.02 days; from 28.66 days in 2012 to 20.64 days in 2013, but this is likely to be due to the small number of employees at SCS level who are disabled, therefore no conclusions can be drawn from this. This is shown in Table 7.1.3.

Table 7.1.3: RYAWDL by Disability and Grade

Grade	Disabled			Non-Disabled		
	2013	2012	Variance	2013	2012	Variance
1. AA	14.92	12.68	2.24	8.92	8.71	0.20
2. AO	16.03	14.87	1.16	8.46	9.00	-0.54
3. EO	15.04	15.70	-0.67	6.88	7.67	-0.79
4. HEO	13.93	12.73	1.20	5.38	5.29	0.10
5. SEO	10.24	12.05	-1.81	4.43	4.16	0.27
6. G7	13.70	7.65	6.05	3.24	3.38	-0.13
7. G6	15.69	13.24	2.45	2.64	3.02	-0.38
8. SCS	20.64	28.66	-8.02	3.09	1.20	1.90
Total	14.73	14.26	0.47	6.61	7.10	-0.49

Data Source: Data View – current paid civil servants as at 31st March and those who left between 1st April and 31st March for each year stated who made a positive statement with regards to disability.

Figure 7.1.3: RYAWDL by Disability and Grade 2013 (as in Table 7.1.3)



Pregnancy

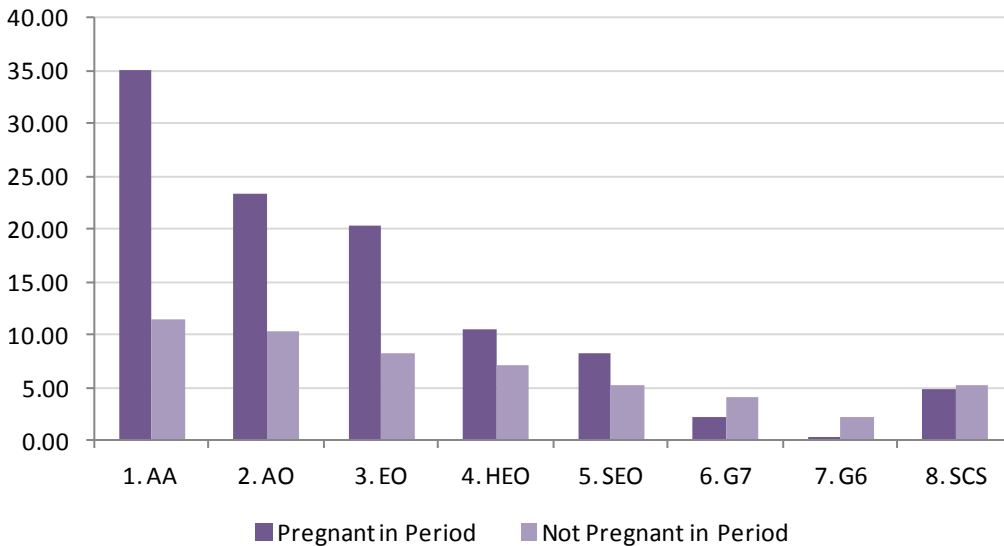
The overall RYAWDL figure for female employees of child bearing age was 8.63 days; 1.11 days more than the Departmental RYAWDL (7.52 days). Female employees of child bearing age who were pregnant during the period had an RYAWDL of 17.25 days; 9.09 days more than those who were not pregnant. At grade level, this pattern was seen at grades AA to SEO, but at Grade 7 to SCS level employees who were pregnant in the period had lower sick absence levels than those who were not. This is shown in Table 7.1.4. This is interesting, as a greater proportion of female employees of child bearing age were pregnant during the period at Grade 7 to SCS level, than at more junior grades.

Table 7.1.4: RYAWDL by Pregnancy Status and Grade 2013

Grade	Pregnant in Period	Not Pregnant in Period	Overall RYAWDL for Female Employees of Child Bearing Age
1. AA	34.96	11.46	12.35
2. AO	23.26	10.32	10.95
3. EO	20.35	8.30	8.93
4. HEO	10.49	6.99	7.18
5. SEO	8.26	5.22	5.38
6. G7	2.20	3.97	3.87
7. G6	0.26	2.18	2.06
8. SCS	4.75	5.20	5.15
Total	17.25	8.16	8.63

Data Source: Data View – current paid civil servants as at 31st March and those who left between 1st April and 31st March for each year stated.

Figure 7.1.4: RYAWDL by Pregnancy Status and Grade 2013 (as in Table 7.1.4)



Sex

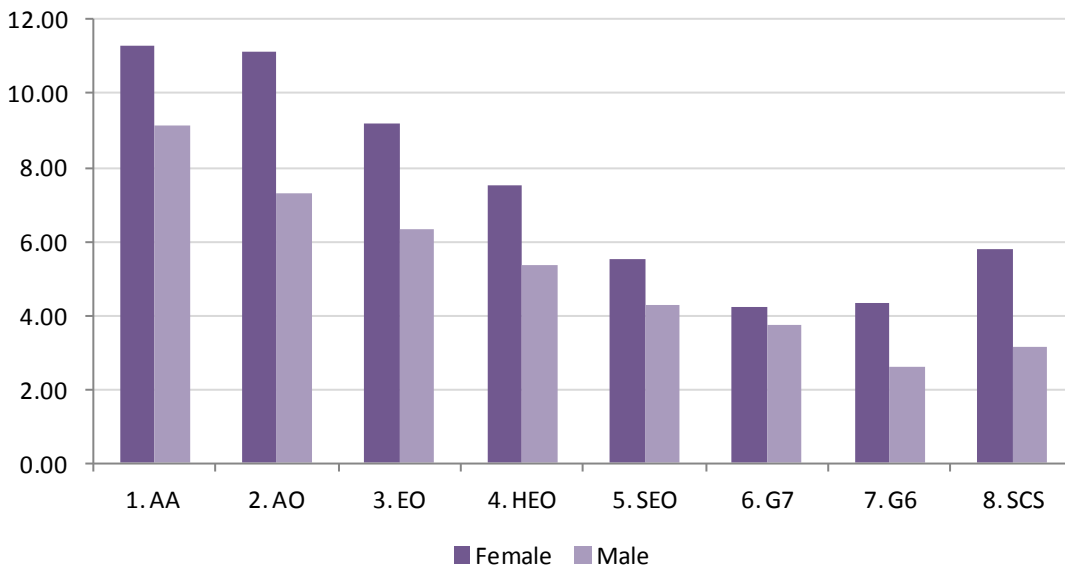
The RYAWDL of female employees decreased by 0.49 days; from 9.47 days in 2012 to 8.98 days in 2013. This decrease was not seen at all grades, with increases in the RYAWDL of female employees at grades AO, HEO and SCS. The most marked decrease was seen at EO grade, the most populous grade, where RYAWDL fell by 1.02 days; from 10.22 in 2012 to 9.20 days in 2013. This is shown in Table 7.1.5.

Table 7.1.5: RYAWDL by Sex and Grade

Grade	Female			Male		
	2013	2012	Variance	2013	2012	Variance
1. AA	11.29	11.06	0.23	9.11	9.25	-0.14
2. AO	11.12	11.40	-0.28	7.30	7.84	-0.54
3. EO	9.20	10.22	-1.02	6.34	6.58	-0.24
4. HEO	7.49	6.87	0.62	5.36	4.94	0.42
5. SEO	5.54	5.66	-0.11	4.31	3.58	0.73
6. G7	4.24	4.55	-0.31	3.74	3.29	0.46
7. G6	4.33	4.41	-0.08	2.60	2.60	0.00
8. SCS	5.81	4.39	1.43	3.17	3.03	0.14
Total	8.98	9.47	-0.49	6.07	6.27	-0.19

Data Source: Data View – current paid civil servants as at 31st March and those who left between 1st April and 31st March for each year stated.

Figure 7.1.5: RYAWDL by Sex and Grade (as in Table 7.1.5)



Grade

Whilst RYAWDL decreased between last year (7.88 days) and this year (7.52 days), in general at grade level, RYAWDL figures have increased. However, at the most populous grades in the Departments, grades AO and EO, RYAWDL has decreased and therefore it is likely that this has driven the overall decrease seen.

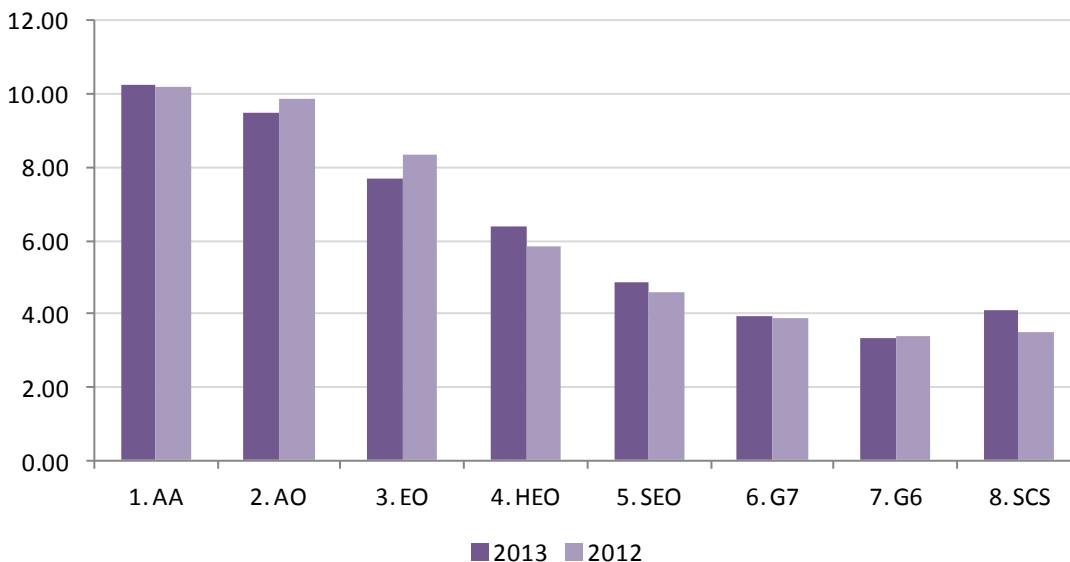
Cabinet Office cross-Government research has shown that RYAWDL decreases as the seniority of the grade increases. This pattern was seen in the Home Office in both 2013 and 2012 up to SCS level, at which point levels of sick absence increased slightly compared to Grade 6. This is shown in Table 7.1.6.

Table 7.1.6: RYAWDL by Grade

Grade	2013	2012	Variance
1. AA	10.26	10.21	0.05
2. AO	9.50	9.86	-0.36
3. EO	7.72	8.33	-0.61
4. HEO	6.37	5.86	0.50
5. SEO	4.89	4.58	0.31
6. G7	3.96	3.87	0.09
7. G6	3.35	3.39	-0.04
8. SCS	4.08	3.50	0.58
Total	7.52	7.88	-0.35

Data Source: Data View – current paid civil servants as at 31st March and those who left between 1st April and 31st March for each year stated.

Figure 7.1.6: RYAWDL by Grade (as in Table 7.1.6)



Location

Changes in RYAWDL between this year and last year varied at regional level. The most notable decrease was in the East Midlands, where sick absence levels decreased by 3.49 days; from 10.46 days in 2012 to 6.97 days in 2013. The largest increase was in the North East where RYAWDL increased by 1.30 days; from 5.51 days in 2012 to 6.81 days in 2013.

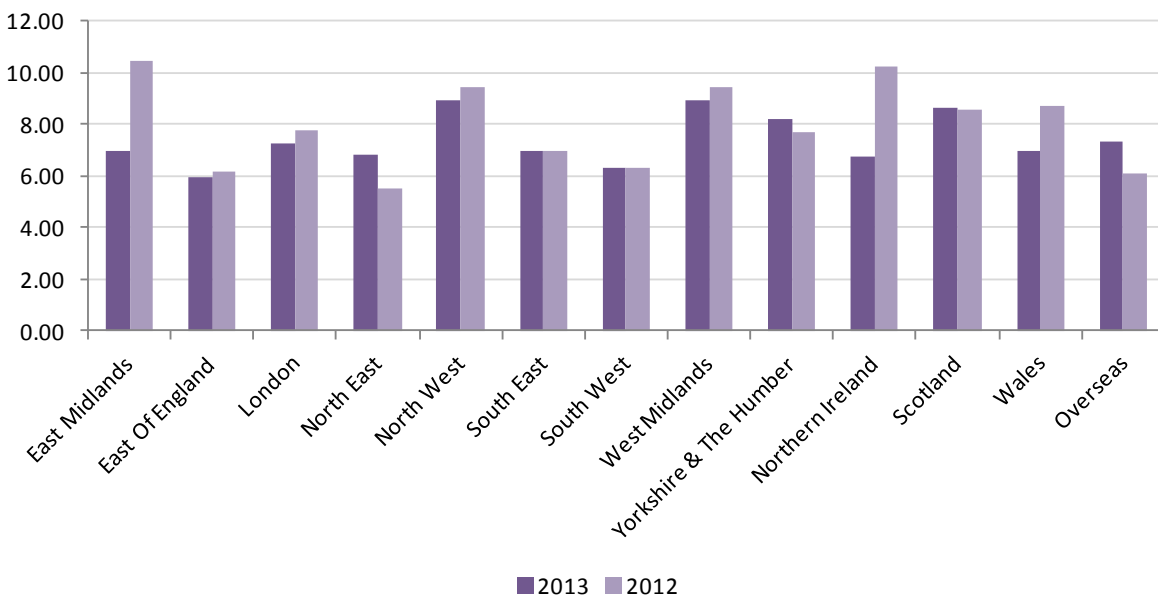
In 2013 RYAWDL by location ranged from 5.93 days (East of England) to 8.94 days (North West). This is shown in Table 7.1.7.

Table 7.1.7: RYAWDL by Location

Location	2013	2012	Variance
East Midlands	6.97	10.46	-3.49
East Of England	5.93	6.15	-0.22
London	7.29	7.77	-0.48
North East	6.81	5.51	1.30
North West	8.94	9.44	-0.50
South East	6.97	6.99	-0.02
South West	6.33	6.32	0.01
West Midlands	8.90	9.46	-0.56
Yorkshire & The Humber	8.22	7.71	0.51
England	7.51	7.82	-0.31
Northern Ireland	6.78	10.21	-3.43
Scotland	8.61	8.58	0.03
Wales	6.98	8.75	-1.77
Overseas	7.33	6.10	1.23
Total	7.52	7.88	-0.36

Data Source: Data View – current paid civil servants as at 31st March and those who left between 1st April and 31st March for each year stated.

Figure 7.1.7: RYAWDL by Location (as in Table 7.1.7)



Work Pattern

The RYAWDL of part-time employees increased by 0.31 days; from 9.78 days in 2012 to 10.09 days in 2013. This increase was driven by an increase in the RYAWDL of male part-time employees, which increased by 1.86 days, whilst the RYAWDL of female part-time employees remained constant at 9.97 days. This is shown in Table 1.7.8.

Table 1.7.8: RYAWDL by Work Pattern and Sex

Sex	Part-Time			Full-Time		
	2013	2012	Variance	2013	2012	Variance
Female	9.97	9.97	0.00	8.65	9.31	-0.66
Male	10.70	8.84	1.86	5.83	6.13	-0.30
Total	10.09	9.78	0.31	7.08	7.56	-0.48

Data Source: Data View – current paid civil servants as at 31st March and those who left between 1st April and 31st March for each year stated.

7.2 Employees with No Sick Absence

Key Facts

- 40.1% of employees did not have any sick leave in 2013, a decrease of 0.3% on 2012 (40.4%).⁴³
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.
- Analysis has shown that statistically significant differences between this year and last year existed for age, disability, religion, grade and location, in terms of the proportions of employees with no sick leave in the components within each characteristic. These differences are detailed in this section.
- When looking at differences between the composition of those that joined the Home Office and the make-up of the overall workforce for 2012-13, there were statistically significant differences across age, disability, marriage and civil partnership, pregnancy and maternity, race, sex, grade and location. These differences are highlighted in this section, and more detailed information on the workforce composition can be found in Section 1.

⁴³ Figures are based on all paid civil servants who were current as at 31st March and all those who left during the period 1st April to 31st March for each year stated, in line with Cabinet Office guidelines on sickness absence reporting.

Age

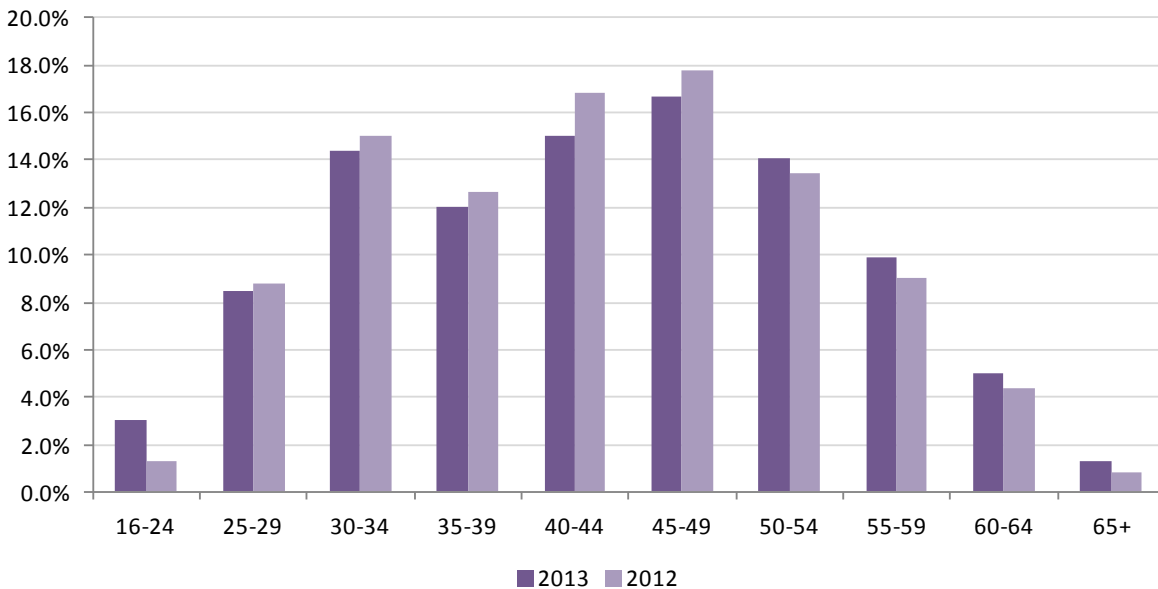
The age distribution of employees with no sick absence has shifted since last year, with more younger and older employees with no sick absence compared to 2012. The proportion of employees with no sick absence aged between 16 and 24 was 3.0%; 1.7% more than last year (1.3%). The proportion of employees with no sick absence aged 50 and over also improved, by 2.6%, rising to 30.3% from 27.7% in 2012. This is shown in Table 7.2.1.

Table 7.2.1: Employees with No Sick Absence by Age Band

Age Band	2013	2012	Variance
16-24	3.0%	1.3%	1.7%
25-29	8.5%	8.8%	-0.3%
30-34	14.4%	15.0%	-0.6%
35-39	12.0%	12.6%	-0.6%
40-44	15.0%	16.9%	-1.9%
45-49	16.7%	17.8%	-1.1%
50-54	14.1%	13.4%	0.7%
55-59	9.9%	9.0%	0.9%
60-64	5.0%	4.4%	0.6%
65+	1.3%	0.8%	0.5%
Total	100.0%	100.0%	0.0%

Data Source: Data View – current paid civil servants as at 31st March and those who left between 1st April and 31st March for each year stated.

Figure 7.2.1: Employees with No Sick Absence by Age Band (as in Table 7.2.1)



The age distribution of employees with no sick absence was different to that of the overall workforce. The proportions of employees with no sick absence aged between 16 and 24 (3.0%) and over 60 (6.3%) were greater than the proportions of employees at those age bands in the overall workforce (2.2% and 5.2% respectively). However, the proportion of employees with no sick absence aged between 30 and 39 (26.4%) was less than the proportion of employees in that age range in the overall workforce (28.9%).

Disability

The proportion of employees with no sick absence who declared themselves disabled increased by 0.8%; from 5.2% in 2012 to 6.0% in 2013. At grade level, this increase in the proportion of employees with no sick absence who were disabled was seen at all grades. This is shown in Table 7.2.2.

Table 7.2.2: Employees with No Sick Absence by Disability and Grade

Grade	Disabled			Non-Disabled		
	2013	2012	Variance	2013	2012	Variance
1. AA	8.1%	6.5%	1.6%	91.9%	93.5%	-1.6%
2. AO	7.3%	6.7%	0.6%	92.7%	93.3%	-0.6%
3. EO	5.5%	4.9%	0.6%	94.5%	95.1%	-0.6%
4. HEO	5.7%	5.4%	0.3%	94.3%	94.6%	-0.3%
5. SEO	6.8%	4.3%	2.5%	93.2%	95.7%	-2.5%
6. G7	4.7%	4.1%	0.6%	95.3%	95.9%	-0.6%
7. G6	3.0%	2.6%	0.4%	97.0%	97.4%	-0.4%
8. SCS	4.1%	4.0%	0.1%	95.9%	96.0%	-0.1%
Total	6.0%	5.2%	0.8%	94.0%	94.8%	-0.8%

Data source: Data View – current paid civil servants as at 31st March and those who left between 1st April and 31st March for each year stated who made a positive statement with regards to disability.

Data quality: 9.5% of employees with no sick absence in 2013 had not declared their disability status.

6.0% of employees with no sick absence declared themselves disabled; 3.0% less than the Departmental representation rate for disabled employees (9.0%).

Marriage and Civil Partnership

41.8% of employees with no sick absence were single; 3.1% less than the Departmental representation rate for single employees (44.9%).

Pregnancy

2.6% of employees with no sick absence were pregnant during the period; 2.5% less than the proportion of the female workforce of child bearing age who were pregnant during the period (5.1%).

Maternity

9.3% of employees with no sick absence had maternity leave during the period; 1.2% more than the proportion of the female workforce of child bearing age who had maternity leave during the period (8.1%).

Also, 7.6% of employees with no sick absence returned from maternity leave during the period; 2.4% more than the proportion of the female workforce of child bearing age who returned from maternity leave during the period (5.2%).

Race

19.4% of employees with no sick absence declared themselves minority ethnic; 4.0% less than the Departmental representation rate for minority ethnic employees (23.4%).

Religion

The proportion of employees with no sick absence who declared themselves to have religious beliefs other than Christianity increased by 2.1%; from 39.9% in 2012 to 42.0% in 2013. At grade level, this increase in the proportion of employees with no sick absence with other religious beliefs was seen at all grades, apart from at AA level, where there was a decrease of 2.6%. This is shown in Table 7.2.3.

Table 7.2.3: Employees with No Sick Absence by Religion and Grade

Grade	Other Religious Beliefs			Christian		
	2013	2012	Variance	2013	2012	Variance
1. AA	37.4%	40.1%	-2.6%	62.6%	59.9%	2.6%
2. AO	41.0%	39.9%	1.1%	59.0%	60.1%	-1.1%
3. EO	42.4%	40.1%	2.4%	57.6%	59.9%	-2.4%
4. HEO	41.5%	38.2%	3.3%	58.5%	61.8%	-3.3%
5. SEO	41.3%	40.3%	1.0%	58.7%	59.7%	-1.0%
6. G7	47.0%	39.5%	7.5%	53.0%	60.5%	-7.5%
7. G6	44.7%	43.1%	1.7%	55.3%	56.9%	-1.7%
8. SCS	43.0%	41.7%	1.2%	57.0%	58.3%	-1.2%
Total	42.0%	39.9%	2.1%	60.1%	58.0%	-2.1%

Data source: Data View – current paid civil servants as at 31st March and those who left between 1st April and 31st March for each year stated who made a positive statement with regards to religion.

Data quality: 17.2% of employees with no sick absence in 2013 had not declared their religion.

42.0% of employees with no sick absence declared themselves to have religious beliefs other than Christianity; 2.6% more than the Departmental representation rate for employees with other religious beliefs (44.6%).

Sex

45.9% of employees with no sick absence were female; 6.2% less than the Departmental representation rate for female employees (52.1%).

Grade

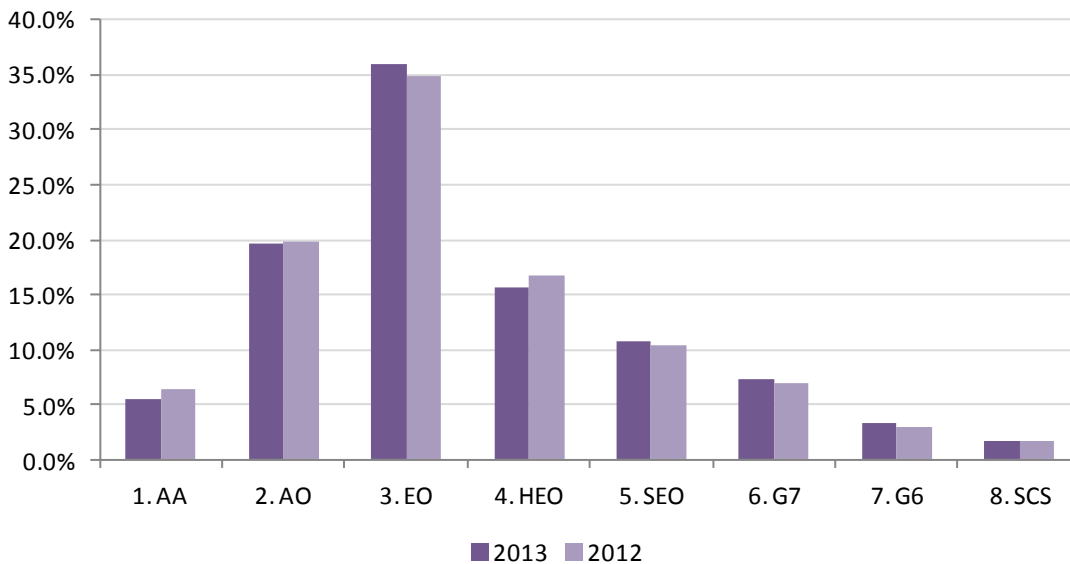
The grade profile of employees with no sick absence was very similar to last year, with the only significant variation at AA level. The proportion of employees with no sick absence at AA grade was 5.6%; 0.9% less than last year (6.5%). This is shown in Table 7.2.4.

Table 7.2.4: Employees with No Sick Absence by Grade

Grade	2013	2012	Variance
1. AA	5.6%	6.5%	-0.9%
2. AO	19.6%	19.9%	-0.3%
3. EO	36.0%	34.9%	1.1%
4. HEO	15.7%	16.8%	-1.1%
5. SEO	10.8%	10.4%	0.4%
6. G7	7.4%	7.0%	0.4%
7. G6	3.3%	2.9%	0.4%
8. SCS	1.7%	1.7%	0.0%
Total	100%	100%	0.0%

Data Source: Data View – current paid civil servants as at 31st March and those who left between 1st April and 31st March for each year stated.

Figure 7.2.4: Employees with No Sick Absence by Grade (as in Table 7.2.4)



The grade distribution of employees with no sick absence was different to that of the overall workforce. The proportion of employees with no sick absence at grades AA to EO (61.2% in total) was less than the proportion of employees at those grades in the overall workforce (69.8% in total). However, the proportion of employees with no sick absence at grades HEO to SCS (38.9% in total) was greater than the proportion of employees in those grades in the overall workforce (30.3%).

Location

The regional distribution of employees with no sick absence has changed since last year. The greatest variations were seen for the South East and North West, where the proportions of employees with no sick absence fell (by 2.1% and 1.7% respectively) and for London and the East of England, where the proportions of employees with no sick absence improved (by 1.4% and 1.3% respectively). This is shown in Table 7.2.5.

Table 7.2.5: Employees with No Sick Absence by Location

Location	2013	2012	Variance
East Midlands	0.6%	0.5%	0.1%
East Of England	5.9%	4.6%	1.3%
London	46.7%	45.3%	1.4%
North East	5.0%	4.7%	0.3%
North West	11.5%	13.2%	-1.7%
South East	12.4%	14.5%	-2.1%
South West	1.1%	1.0%	0.1%
West Midlands	2.5%	2.4%	0.1%
Yorkshire & The Humber	7.7%	7.5%	0.2%
England	93.4%	93.7%	-0.3%
Northern Ireland	1.5%	2.6%	-1.1%
Scotland	2.7%	3.1%	-0.4%
Wales	2.1%	3.0%	-0.9%
Overseas	0.5%	0.1%	0.4%
Total	100.0%	100.0%	0.0%

Data Source: Data View – current paid civil servants as at 31st March and those who left between 1st April and 31st March for each year stated.

The regional distribution of employees with no sick absence was different to that of the overall workforce. The proportion of employees with no sick absence based outside London (53.3% in total) was less than the proportion of employees in those regions in the overall workforce (55.2% in total). However, the proportion of employees with no sick absence based in London (46.7%) was greater than the proportion of employees in London in the overall workforce (44.8%).

7.3 Short-Term Sick Absence Triggers

Key Facts

- 12.4% of employees in the Department reached a short-term sick absence trigger point in 2013; 3.7% more than in 2012 (8.7%).⁴⁴
- Short-term sick absences have 4 trigger points (short-term warnings 1 to 4), which are reached in turn based on the length of the sick absence.⁴⁵
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.
- Analysis has shown that statistically significant differences between this year and last year existed for age, disability, race, religion and location, in terms of the proportions of employees who reached a short-term trigger point in the components within each characteristic. These differences are detailed in this section.
- When looking at differences between the composition of those that reached a long-term sick absence trigger point and the make-up of the overall workforce for 2013, there were statistically significant differences across age, disability, marriage and civil partnership, pregnancy and maternity, race, sex, grade, location and work pattern. These differences are highlighted in this section, and more detailed information on the workforce composition can be found in Section 1.

⁴⁴ Figure includes all civil servants who were current as at 31st March and all those who left during the period 1st April to 31st March for each year stated.

⁴⁵ Employees have been analysed against their most recent trigger point, to avoid counting each employee multiple times.

Age

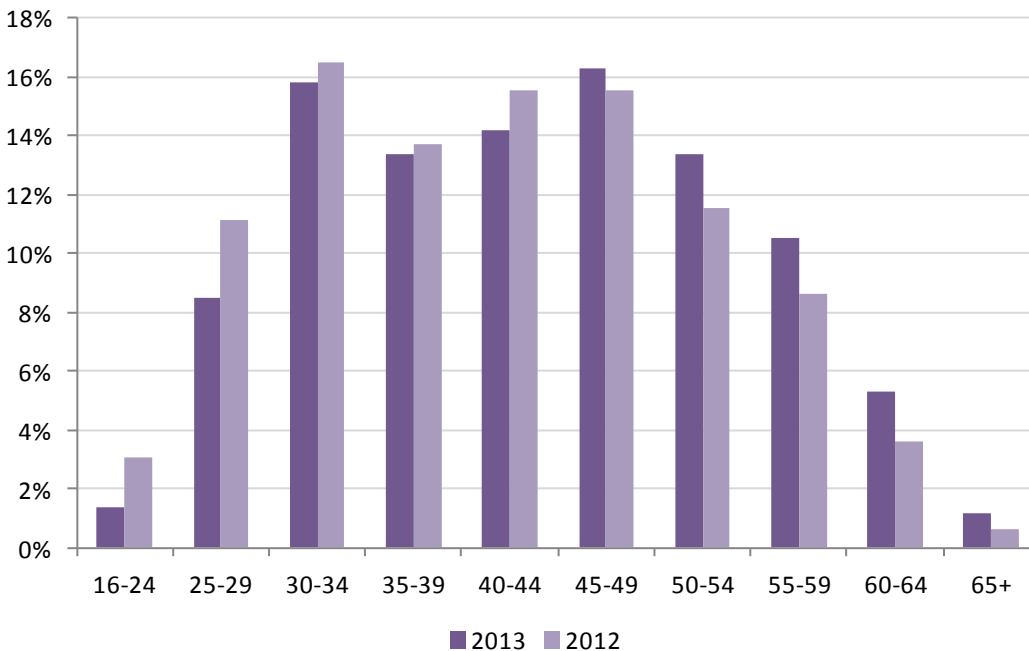
The age distribution of employees reaching short-term sick absence trigger points has changed since last year. The proportion of employees reaching a short-term trigger point aged between 16 and 44 has decreased, whilst the proportion of employees reaching a short-term trigger point aged 45 and above has increased. This is shown in Table 7.3.1.

Table 7.3.1: Short-Term Sick Absence Triggers by Age Band

Age Band	All ST Warnings		
	2013	2012	Variance
16-24	1.4%	3.1%	-1.6%
25-29	8.5%	11.1%	-2.6%
30-34	15.8%	16.5%	-0.7%
35-39	13.4%	13.7%	-0.4%
40-44	14.2%	15.5%	-1.3%
45-49	16.3%	15.6%	0.7%
50-54	13.4%	11.6%	1.8%
55-59	10.6%	8.7%	1.9%
60-64	5.3%	3.6%	1.7%
65+	1.2%	0.7%	0.5%
Total	100.0%	100.0%	0.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a short-term sick absence trigger point between 1st April and 31st March for each year stated.

Figure 7.3.1: Short-Term Sick Absence Triggers by Age Band (as in Table 7.3.1)



The age distribution of employees reaching short-term trigger points was different to the age composition of the overall workforce, in terms of the youngest and oldest employees. Of those who reached a short-term trigger point 1.4% were aged 16 to 24; 0.8% less than the proportion of employees in this age group in the overall workforce (2.2%). 17.1% were aged 55 and over; 2.6% more than the proportion of employees in this age group in the overall workforce (14.5% in total).

Disability

17.3% of employees who reached a short-term trigger point declared themselves disabled (as shown in Table 7.3.2); 7.4% more than in 2012 (9.8%).

Table 7.3.2: Short-Term Sick Absence Triggers by Disability

Disability	All ST Warnings		
	2013	2012	Variance
Disabled	17.3%	9.8%	7.4%
Non-Disabled	82.7%	90.2%	-7.4%
Total	100.0%	100.0%	0.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a short-term sick absence trigger point between 1st April and 31st March for each year stated and made a positive statement with regards to disability.

Data quality: 9.6% of employees who reached a short-term trigger point in 2013 had not declared their disability status.

17.3% of employees who reached a short-term trigger point declared themselves disabled; 8.3% more than the Departmental representation rate for disabled employees (9.0%).

Marriage and Civil Partnership

48.9% of employees who reached a short-term trigger point were single; 4.0% more than the Departmental representation rate for single employees (44.9%).

Pregnancy

7.6% of employees who reached a short-term trigger point were pregnant during the period; 2.5% more than the proportion of the female workforce of child bearing age who were pregnant during the period (5.1%).

Maternity

2.4% of employees who reached a short-term trigger point returned from maternity leave during the period; 2.8% less than the proportion of the female workforce of child bearing age who returned from maternity leave during the period (5.2%).

Race

28.7% of employees who reached a short-term trigger point declared themselves minority ethnic (as shown in Table 7.3.3); 2.7% less than in 2012 (31.4%).

Table 7.3.3: Short-Term Sick Absence Triggers by Race

Race	All ST Warnings		
	2013	2012	Variance
Minority Ethnic	28.7%	31.4%	-2.7%
White	71.3%	68.6%	2.7%
Total	100.0%	100.0%	0.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a short-term sick absence trigger point between 1st April and 31st March for each year stated and made a positive statement with regards to race.

Data quality: 8.5% of employees who reached a short-term trigger point in 2013 had not declared their race.

28.7% of employees who reached a short-term trigger point declared themselves minority ethnic; 5.3% more than the Departmental representation rate for minority ethnic employees (23.4%)

Religion

44.5% of employees who reached a short-term trigger point declared themselves to have religious beliefs other than Christianity (as shown in Table 7.3.4); 3.5% less than in 2012 (48.0%).

Table 7.3.4: Short-Term Sick Absence Triggers by Religion

Religion	All ST Warnings		
	2013	2012	Variance
Other Religious Beliefs	44.5%	48.0%	-3.5%
Christian	55.5%	52.0%	3.5%
Total	100.0%	100.0%	0.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a short-term sick absence trigger point between 1st April and 31st March for each year stated and made a positive statement with regards to religion.

Data quality: 14.3% of employees who reached a short-term trigger point in 2013 had not declared their religion.

Sex

63.0% of employees who reached a short-term trigger point were female; 10.9% more than the Departmental representation rate for female employees (52.1%).

Grade

The grade structure of those reaching a short-term trigger point differed from the grade composition of the overall workforce. 42.4% of employees who reached a short-term trigger point were at the administrative grades (AA and AO); 11.8% more than the proportion of employees in these grades in the overall workforce (30.6% in total). 17.6% of employees who reached a short-term trigger point were at grades HEO to SCS; 12.7% less than the proportion of employees in these grades in the overall workforce (30.3% in total).

Location

57.8% of employees who reached a short-term trigger point were based outside London (as shown in Table 7.3.5); 3.2% more than in 2012 (54.6%).

Table 7.3.5: Short-Term Sick Absence Triggers by Location

Location	All ST Warnings		
	2013	2012	Variance
East Midlands	0.6%	0.8%	-0.3%
East Of England	5.5%	2.4%	3.1%
London	42.2%	45.4%	-3.2%
North East	4.1%	0.7%	3.5%
North West	16.9%	16.8%	0.2%
South East	11.6%	15.4%	-3.8%
South West	1.2%	1.2%	0.0%
West Midlands	3.2%	3.4%	-0.2%
Yorkshire & The Humber	8.1%	9.9%	-1.7%
England	93.5%	96.0%	-2.5%
Northern Ireland	1.2%	0.2%	0.9%
Scotland	2.7%	2.1%	0.6%
Wales	2.3%	1.4%	0.9%
Overseas	0.4%	0.3%	0.1%
Total	100.0%	100.0%	0.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a short-term sick absence trigger point between 1st April and 31st March for each year stated.

57.8% of employees who reached a short-term trigger point were based outside London; 2.6% more than the proportion of employees in the overall workforce based outside London (55.2%).

Work Pattern

25.4% of employees who reached a short-term trigger point were part-time; 5.4% more than the Departmental representation rate for part-time employees (20.0%).

7.4 Short-Term Sick Absence Triggers – Director/Manager Discretion

Key Facts

- Of those employees who reached a short-term trigger point in 2013 22.5% had director or line manager discretion applied to their case and therefore did not receive a warning.
- The proportions of employees who reached a short-term trigger point and received director or manager discretion who were pregnant, had a period of maternity leave or returned from maternity leave during the year were too small for further analysis (less than 1.0%), as the results may not be representative of all those who received director/manager discretion.
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.
- This is the first year in which this data has been analysed therefore it is not possible to make comparisons to last year.
- When looking at differences between the composition of those that received director or manager discretion and the make-up of the overall workforce for 2013, there were statistically significant differences across age, disability, religion, sex, grade, location and work pattern. These differences are highlighted in this section, and more detailed information on the workforce composition can be found in Section 1.

Age

The age distribution of employees who received director/manager discretion was very similar to the age composition of the overall workforce. Exceptions to this were for the youngest and oldest employees. 6.1% of employees who received director/manager discretion were aged between 16 and 29; 4.8% less than the proportion of employees in this age group in the overall workforce (10.9%). 7.7% of employees who received director/manager discretion were aged between over 60; 1.8% more than the proportion of employees in this age group in the overall workforce (5.2%).

Table 7.4.1: Employees who Received Director/Manager Discretion by Age Band 2013

Age Band	Short Term Sick Absence Trigger		Total
	Warning 1	Warning 2-4	
16-24	0.8%	2.3%	0.9%
25-29	4.6%	15.9%	5.2%
30-34	14.7%	15.9%	14.8%
35-39	12.3%	13.6%	12.3%
40-44	15.6%	9.1%	15.3%
45-49	18.0%	22.7%	18.2%
50-54	15.3%	9.1%	14.9%
55-59	11.0%	6.8%	10.7%
60-64	6.5%	2.3%	6.3%
65+	1.3%	2.3%	1.4%
Total	100.0%	100.0%	100.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a sick absence trigger point between 1st April and 31st March 2013 and had director/manager discretion applied.

Disability

11.5% of employees who received director/manager discretion declared themselves disabled (as shown in Table 7.4.2); 2.5% more than the Departmental representation rate for disabled employees (9.0%). Disabled employees were most likely to receive director/manager discretion at warning stages 2 to 4 (22.0%).

Table 7.4.2: Employees who Received Director/Manager Discretion by Disability 2013

Disability	Short Term Sick Absence Trigger		Total
	ST Warning 1	ST Warning 2-4	
Disabled	10.9%	22.0%	11.5%
Non-Disabled	89.1%	78.0%	88.5%
Total	100.0%	100.0%	100.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a sick absence trigger point between 1st April and 31st March 2013 and had director/manager discretion applied who made a positive statement with regards to disability.

Data quality: 9.3% of employees who received director/manager discretion in 2013 had not declared their disability status.

Religion

41.1% of employees who received director/manager discretion declared themselves to have a religious belief other than Christianity (as shown in Table 7.4.3); 3.5% less than the Departmental representation rate for employees with other religious beliefs (44.6%). Employees with other religious beliefs were most likely to receive director/manager discretion at warning stages 2 to 4 (52.6%).

Table 7.4.3: Employees who Received Director/Manager Discretion by Religion 2013

Religion	Short Term Sick Absence Trigger		Total
	ST Warning 1	ST Warning 2-4	
Other Religious Beliefs	40.5%	52.6%	41.1%
Christian	59.5%	47.4%	58.9%
Total	100.0%	100.0%	100.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a sick absence trigger point between 1st April and 31st March 2013 and had director/manager discretion applied who made a positive statement with regards to religion.

Data quality: 14.6% of employees who received director/manager discretion in 2013 had not declared their religion.

Sex

62.4% of employees who received director/manager discretion were female (as shown in Table 7.4.4); 10.3% more than the Departmental representation rate for female employees (52.1%).

Table 7.4.4: Employees who Received Director/Manager Discretion by Sex 2013

Sex	Short Term Sick Absence Trigger		Total
	ST Warning 1	ST Warning 2-4	
Female	62.3%	63.6%	62.4%
Male	37.7%	36.4%	37.6%
Total	100.0%	100.0%	100.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a sick absence trigger point between 1st April and 31st March 2013 and had director/manager discretion applied.

Grade

The grade distribution of employees who received director/manager discretion was very similar to the grade composition of the overall workforce. The only exception to this was for employees at AO grade. 29.7% of employees who received director/manager discretion were at AO grade (as shown in Table 7.4.5); 5.6% more than the proportion of employees in this grade in the overall workforce (24.1%). Employees at AO grade were most likely to receive director/manager discretion at warnings 2 to 4.

Table 7.4.5: Employees who Received Director/Manager Discretion by Grade 2013

Grade	Short Term Sick Absence Trigger		Total
	ST Warning 1	ST Warning 2-4	
1. AA	7.0%	2.3%	6.8%
2. AO	28.7%	47.7%	29.7%
3. EO	38.7%	36.4%	38.6%
4. HEO	12.8%	9.1%	12.6%
5. SEO	7.6%	2.3%	7.3%
6. G7	3.5%	2.3%	3.5%
7. G6	1.2%	0.0%	1.1%
8. SCS	0.5%	0.0%	0.5%
Total	100.0%	100.0%	100.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a sick absence trigger point between 1st April and 31st March 2013 and had director/manager discretion applied.

Location

In general, employees based outside London were more likely to have director/manager discretion applied than employees based in London. 62.0% of employees who received director/manager discretion were based outside London (as shown in Table 7.4.6); 6.8% more than the Departmental representation rate for employees based outside London (55.2%).

Table 7.4.6: Employees who Received Director/Manager Discretion by Location 2013

Location	Short Term Sick Absence Trigger		Total
	ST Warning 1	ST Warning 2-4	
East Midlands	0.4%	0.0%	0.4%
East Of England	7.8%	18.2%	8.4%
London	37.7%	43.2%	38.0%
North East	5.9%	2.3%	5.7%
North West	19.3%	20.5%	19.4%
South East	11.1%	4.5%	10.7%
South West	1.7%	0.0%	1.6%
West Midlands	2.7%	0.0%	2.6%
Yorkshire & The Humber	4.6%	4.5%	4.6%
England	91.3%	93.2%	91.4%
Northern Ireland	1.7%	0.0%	1.6%
Scotland	3.4%	2.3%	3.3%
Wales	3.5%	4.5%	3.6%
Overseas	0.1%	0.0%	0.1%
Total	100.0%	100.0%	100.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a sick absence trigger point between 1st April and 31st March 2013 and had director/manager discretion applied.

Work Pattern

25.9% of employees who received director/manager discretion were part-time (as shown in Table 7.4.7); 5.9% more than the Departmental representation rate for part-time employees (20.0%).

Table 7.4.7: Employees who Received Director/Manager Discretion by Work Pattern 2013

Work Pattern	Short Term Sick Absence Trigger		Total
	ST Warning 1	ST Warning 2-4	
Part-Time	25.8%	27.3%	25.9%
Full-Time	74.2%	72.7%	74.1%
Total	100.0%	100.0%	100.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a sick absence trigger point between 1st April and 31st March 2013 and had director/manager discretion applied.

7.5 Long-Term Sick Absence Triggers

Key Facts

- 7.8% of employees in the Department reached a long-term sick absence trigger point in 2013.⁴⁶
- Long-term sick absences have 7 trigger points, which are reached in turn based on the length of the sick absence.⁴⁷ The 7 trigger points are:
 - Stage 1 - OHS referral - by 20 calendar days absence to inform the stage 1 case conference.
 - Stage 2 - OHS referral - by 5 months absence to inform the stage 2 case conference.
 - Stage 3 - OHS referral - by 10 months absence to inform the stage 3 case conference.
 - Stage 4 - Case conference - 40 days absence.
 - Stage 5 - Case conference - 6 months absence.
 - Stage 6 - Case conference - 11 months absence.
 - Stage 7 - Other Outcome.
- Data on all the protected characteristics analysed in this section can be found in the associated Open Data File, published alongside this report.
- This is the first year in which this data has been analysed therefore it is not possible to make comparisons to last year.
- When looking at differences between the composition of those that reached a long-term sick absence trigger point and the make-up of the overall workforce for 2013, there were statistically significant differences across age, disability, race, religion, sex, grade and work pattern. These differences are highlighted in this section, and more detailed information on the workforce composition can be found in Section 1.

⁴⁶ Figure includes all civil servants who were current as at 31st March 2013 and all those who left during the period 1st April 2012 to 31st March 2013.

⁴⁷ Employees have been analysed against their most recent trigger point, to avoid counting each employee multiple times.

Age

The age distribution of employees who reached a long-term sick absence trigger point (as shown in Table 7.5.1) differed from the age composition of the overall workforce for the youngest and oldest employees. 21.9% of employees who reached a long-term trigger point were aged between 16 and 34; 4.5% less than the proportion of employees in the overall workforce in this age group (26.4% in total). 6.9% of employees who reached a long-term trigger point were aged 60 and over; 1.7% more than the proportion of employees in the overall workforce aged 60 and over (5.2% in total).

Table 7.5.1: Long-Term Sick Absence Triggers by Age Band

Age Band	Long Term Sick Absence Trigger				Total
	LT Warning 1	LT Warning 2	LT Warning 3	LT Warning 4+	
16-24	1.7%	0.9%	1.2%	0.0%	1.2%
25-29	8.0%	8.3%	5.8%	4.3%	7.0%
30-34	17.3%	15.5%	9.1%	8.5%	13.7%
35-39	15.0%	14.3%	12.7%	11.1%	13.8%
40-44	15.0%	13.2%	16.3%	16.2%	15.1%
45-49	17.6%	16.8%	20.1%	15.3%	17.9%
50-54	12.3%	13.8%	13.5%	20.0%	13.8%
55-59	7.4%	9.8%	12.7%	17.4%	10.5%
60-64	4.4%	5.3%	7.1%	6.4%	5.5%
65+	1.2%	2.1%	1.4%	0.9%	1.4%
Total	100.0%	100.0%	100.0%	100.0%	100.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a long-term sick absence trigger point between 1st April and 31st March 2013.

Disability

14.4% of employees who reached a long-term sick absence trigger point declared themselves disabled (as shown in Table 7.5.2); 5.4% more than the Departmental representation rate for disabled employees (9.0%). As the trigger stage increased, the proportion of disabled employees at each stage increased.

Table 7.5.2: Long-Term Sick Absence Triggers by Disability

Disability	Long Term Sick Absence Trigger				Total
	LT Warning 1	LT Warning 2	LT Warning 3	LT Warning 4+	
Disabled	11.1%	14.7%	16.6%	20.8%	14.4%
Non-Disabled	88.9%	85.3%	83.4%	79.2%	85.6%
Total	100.0%	100.0%	100.0%	100.0%	100.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a long-term sick absence trigger point between 1st April and 31st March 2013 and made a positive statement with regards to disability.

Data quality: 10.8% of employees who reached a long-term sick absence trigger point in 2013 had not declared their disability status.

Race

30.4% of employees who reached a long-term sick absence trigger point declared themselves minority ethnic (as shown in Table 7.5.3); 7.0% more than the Departmental representation rate for minority ethnic employees (23.4%). As the trigger stage increased, the proportion of minority ethnic employees at each stage decreased.

Table 7.5.3: Long-Term Sick Absence Triggers by Race

Race	Long Term Sick Absence Trigger				Total
	LT Warning 1	LT Warning 2	LT Warning 3	LT Warning 4+	
Minority Ethnic	32.3%	30.1%	29.0%	27.0%	30.4%
White	67.7%	69.9%	71.0%	73.0%	69.6%
Total	100.0%	100.0%	100.0%	100.0%	100.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a long-term sick absence trigger point between 1st April and 31st March 2013 and made a positive statement with regards to race.

Data quality: 10.3% of employees who reached a long-term sick absence trigger point in 2013 had not declared their disability race.

Religion

57.1% of employees who reached a long-term sick absence trigger point declared themselves to have religious beliefs other than Christianity (as shown in Table 7.5.4); 12.5% more than the Departmental representation rate for employees of other religious beliefs (44.6%).

Table 7.5.4: Long-Term Sick Absence Triggers by Religion

Religious Belief	Long Term Sick Absence Trigger				Total
	LT Warning 1	LT Warning 2	LT Warning 3	LT Warning 4+	
Other Religious Beliefs	55.3%	56.1%	59.6%	59.1%	57.1%
Christian	44.7%	43.9%	40.4%	40.9%	42.9%
Total	100.0%	100.0%	100.0%	100.0%	100.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a long-term sick absence trigger point between 1st April and 31st March 2013 and made a positive statement with regards to religion.

Data quality: 17.1% of employees who reached a long-term sick absence trigger point in 2013 had not declared their religion.

Sex

58.4% of employees who reached a long-term sick absence trigger point were female (as shown in Table 7.5.5); 6.3% more than the Departmental representation rate for female employees (52.1%).

Table 7.5.5: Long-Term Sick Absence Triggers by Sex

Sex	Long Term Sick Absence Trigger				Total
	LT Warning 1	LT Warning 2	LT Warning 3	LT Warning 4+	
Female	54.9%	60.4%	60.5%	61.7%	58.4%
Male	45.1%	39.6%	39.5%	38.3%	41.6%
Total	100.0%	100.0%	100.0%	100.0%	100.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a long-term sick absence trigger point between 1st April and 31st March 2013.

Grade

The grade distribution of employees who reached a long-term sick absence trigger point (as shown in Table 7.5.6) differed from the grade composition of the overall workforce. 27.9% of employees who reached a long-term trigger point were at AO grade; 3.8% more than the proportion of employees at this grade in the overall workforce (24.1%). 22.2% of employees who reached a long-term trigger point were at grades HEO to Grade 7; 5.5% more than proportion of employees in these grades in the overall workforce (27.7% in total).

Table 7.5.6: Long-Term Sick Absence Triggers by Grade

Grade	Long Term Sick Absence Trigger				Total
	LT Warning 1	LT Warning 2	LT Warning 3	LT Warning 4+	
1. AA	5.9%	7.0%	6.8%	11.1%	6.9%
2. AO	22.8%	31.1%	29.6%	36.6%	27.9%
3. EO	44.6%	42.3%	39.3%	30.2%	41.1%
4. HEO	14.9%	10.4%	11.5%	11.9%	12.7%
5. SEO	6.3%	5.3%	5.8%	5.1%	5.8%
6. G7	3.7%	2.6%	4.6%	2.6%	3.6%
7. G6	1.6%	0.9%	1.8%	1.3%	1.5%
8. SCS	0.2%	0.4%	0.5%	1.3%	0.4%
Total	100.0%	100.0%	100.0%	100.0%	100.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a long-term sick absence trigger point between 1st April and 31st March 2013.

Work Pattern

25.4% of employees who reached a long-term sick absence trigger point were part-time (as shown in Table 7.5.7); 5.4% more than the Departmental representation rate for part-time employees (20.0%).

Table 7.5.7: Long-Term Sick Absence Triggers by Work Pattern

Work Pattern	Long Term Sick Absence Trigger				Total
	LT Warning 1	LT Warning 2	LT Warning 3	LT Warning 4+	
Part-Time	21.5%	24.7%	29.5%	30.6%	25.4%
Full-Time	78.5%	75.3%	70.5%	69.4%	74.6%
Total	100.0%	100.0%	100.0%	100.0%	100.0%

Data source: Information on sick absence triggers from the Department's employee records system cleansed and validated against Data View – all civil servants (headcount) who reached a long-term sick absence trigger point between 1st April and 31st March 2013.

Appendices

Appendix 1: Methodology

This is the fourth EMR covering the Home Office and its Executive Agencies. Again, data has been compiled from a variety of sources to produce this report. The primary source has been “Data View”, which was introduced in June 2008. Data View comprises information from all the main employee records systems within the Department and is fully-compliant for data quality and data reporting purposes with ONS and CO standards and definitions. This data source allows us to benchmark our performance against OGDs and the wider public and private sectors for some of our key HR areas e.g. size and composition of workforce, sick absence levels, and diversity and equality monitoring. Where possible we have combined Data View with other sources of HR data, including local records (either paper-based or electronic) held by specialist HR communities of expertise within the Department and data feeds from systems used by the Home Office to administer its employee processes and policies.

Where data incorporates information concerning grades, “Grade Equivalency” has been used to allow for comparison with the wider Civil Service. ONS decides on the relative responsibilities for each grade: the Home Office has over 300 grade codes, and these are broadly reported against 8 grade equivalencies in 4 categories:

- Administrative grades: (Administrative Assistants and Administrative Officers);
- Managerial grades: (Executive, Higher Executive, and Senior Executive Officers);
- Senior management grades (known as Grades 6 and 7)
- Senior Civil Service: (grades that were formerly known as Grade 5 and above, and are now called pay bands 1, 2, and 3, with 3 being the highest).

All civil servants - both paid and unpaid - are included in data to calculate representation rates. However, where comparison is made to the wider Civil Service, we have to use ONS definitions which include all current paid civil servants.

From 2010-11 all employees across the Department have been required to maintain their own diversity information on a self-service electronic system called Adelphi. This has improved both the quality and the completeness of the Department’s diversity information, available for use in preparing this report.

ONS requires all government departments to report representation rates using only positive statement data. Those employees who select “prefer not to say” or who do not provide a response are known as “non-declaring” for ONS reporting purposes. This is different to Cabinet Office declaration rates and can be confusing.

Diversity information is held in a consistent manner on our Adelphi system. When recording a response to monitoring questions on disability, marriage and civil partnership, race, religion or sexual orientation employees can respond as follows:⁴⁸

- A positive statement: for example “Yes” or “No for disability, or selecting their religion from a pre-defined list.

⁴⁸ When responding to monitoring questions on marital status employees can choose to provide no response, but cannot select “Prefer not to say”.

- “Prefer not to say”: this group, along with those who make a positive statement, are known as “the declaration rate” for CO reporting.
- Provide no response; this group is known as “Not Surveyed”.

Appendix 2: Data Quality

Missing data can affect the quality of the conclusions drawn from it. All data in this report on disability, race, marriage and civil partnerships, religion and sexual orientation is based only on those who made a positive statement with regards to monitoring questions on these protected characteristics. If all the employees who did not make a positive response suddenly chose to do so it could change the data significantly, especially if a large proportion of those employees were in the minority group of the characteristic in question, for example if they were disabled or minority ethnic.

Where the proportion of employees giving a positive response was particularly small this has been noted in the report and the data was not analysed any further, as any conclusions drawn from it were unlikely to be valid. Where data has been included in the report the proportion of employees who did not make a positive response is noted against the relevant tables. The proportions of employees who did not make a positive response, for data analysed in the report are included in full below.

Table 1: Data Quality Issues by Subject Area

Report Section	Subject Area	% of Employees who did not make a Positive Statement
3.2	Joiners	10.0% for disability 94.9% for marriage and civil partnership 11.2% for race 15.3% for religious belief 15.8% for sexual orientation
3.3	CSA/CSIST	<p>Grade 7 CSA applications 11.0% for disability 2.3% for marriage and civil partnership 10.1% for race 18.8% for religious belief 18.8% for sexual orientation</p> <p>HEO CSA applications 11.0% for disability 3.6% for marriage and civil partnership 10.0% for race 16.7% for religious belief 17.2% for sexual orientation</p> <p>HEO CSIST applications 10.9% for disability 3.0% for marriage and civil partnership 9.4% for race 15.6% for religious belief 17.5% for sexual orientation</p>

Report Section	Subject Area	% of Employees who did not make a Positive Statement
3.4	Promotion	7.6% for disability 1.3% for marriage and civil partnership 7.9% for race 14.8% for religious belief 14.0% for sexual orientation
3.5	TCA	8.1% for disability 3.4% for marriage and civil partnership 6.9% for race 14.8% for religious belief 14.7% for sexual orientation
3.6	Redeployment	13.8% for disability 56.3% for marriage and civil partnership 11.5% for race 25.3% for religious belief 24.1% for sexual orientation
3.7	Leavers	12.0% for disability 93.5% for marriage and civil partnership 14.0% for race 22.7% for religious belief 23.5% for sexual orientation
4.1	Flexible Working	9.3% for disability 0.2% for marriage and civil partnership 9.7% for race 16.9% for religious belief 18.7% for sexual orientation
4.2	Career Breaks	13.5% for disability 21.7% for marriage and civil partnership 14.8% for race 24.3% for religious belief 26.5% for sexual orientation
5.1	Highest Qualifications	7.3% for disability 7.2% for marriage and civil partnership 7.2% for race 13.5% for religious belief 14.7% for sexual orientation
5.2	Learning - External	8.5% for disability 3.5% for marriage and civil partnership 8.8% for race 15.1% for religious belief 17.0% for sexual orientation
5.2	Learning - Internal	12.0% for disability 8.8% for marriage and civil partnership 13.2% for race 19.8% for religious belief 20.8% for sexual orientation

Report Section	Subject Area	% of Employees who did not make a Positive Statement
6.1	Dispute Resolution	14.2% for disability 3.0% for marriage and civil partnership 16.4% for race 22.0% for religious belief 26.3% for sexual orientation
6.2	Misconduct	9.8% for disability 24.3% for marriage and civil partnership 12.8% for race 17.3% for religious belief 20.3% for sexual orientation
6.3	Bullying, Harassment and Discrimination	15.2% for disability 10.5% for marriage and civil partnership 18.1% for race 28.6% for religious belief 32.4% for sexual orientation
7.1	Average Working Days Lost	8.20 for disability 10.91 for marriage and civil partnership 6.79 for race 6.79 for religious belief 7.13 for sexual orientation
7.2	Employees with No Sick Absence	9.5% for disability 16.3% for marriage and civil partnership 10.1% for race 17.2% for religious belief 18.8% for sexual orientation
7.3	Short-Term Sick Absence Triggers	9.6% for disability 4.6% for marriage and civil partnership 8.5% for race 14.3% for religious belief 17.5% for sexual orientation
7.4	Short-Term Sick Absence Triggers - Director/Manager Discretion	9.3% for disability 4.2% for marriage and civil partnership 9.4% for race 14.6% for religious belief 18.4% for sexual orientation
7.5	Long-Term Sick Absence Triggers	10.8% for disability 8.8% for marriage and civil partnership 10.3% for race 17.1% for religious belief 19.1% for sexual orientation

Appendix 3: Glossary

CO	Cabinet Office
CSA	Core Skills Assessment
CSIST	Civil Service Initial Sifting Tool
CRB	Criminal Records Bureau
EMR	Employment Monitoring Report
GEO	Government Equalities Office
HMPO	Her Majesty's Passport Office
HR	Human Resources
HQ	Headquarters
IPS	Identity and Passport Service
MoG	Machinery of Government
NFA	National Fraud Authority
NDPB	Non Department Public Body
ONS	Office for National Statistics
OGD	Other Government Department
RY AWDL	Rolling Year Average Working Days Lost
SCS	Senior Civil Servants
TCA	Temporary Cover Allowance
TP	Temporary Promotion
UKBA	United Kingdom Border Agency
VERS	Voluntary Early Release Scheme
WCN	World Careers Network