



Employment Monitoring Report  
Home Office and its Executive Agencies  
2011/2012

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## 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 2012 or covers the period 1 April 2011 to 31 March 2012, unless otherwise stated.

Where an adverse impact was found in the analysis, appropriate issues were identified. 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.<sup>1</sup>

This year, however, we have expanded the analysis to provide key messages across all areas, rather than by exception as in the past. Whilst this has, of necessity, increased the size of the document, the detail it now contains provides a much richer picture of the Department's continued commitment to its responsibility to discharge its Equality Duty. Each area is illustrated with tables, figures and graphs which, whilst appearing repetitive, provide the various pictorial representations of our current progress for the wide variety of customer groups who use this annual report.

### **Representation**

In conjunction with Cabinet Office, the Department has agreed specific targets to improve representation rates by 2013. Since the publication of our last EMR, our progress towards achievement of these targets has increased in all areas except for sexual orientation rates for SCS.

- The percentage of female Senior Civil Servants (SCS) increased from 32% to 38%;
- The percentage of ethnic minority SCS increased slightly to 6.04% from 5.59% and the representation rate also increased amongst the senior management grades from 10.78% to 11.07%;<sup>2</sup>
- The percentage of disabled employees at SCS and senior management grades increased slightly from 3.78% and 4.55% last year to 4.35% and 4.81% respectively this year.
- The percentage of lesbian, gay or bisexual employees at SCS reduced slightly from 5.96% to 5.81%, although the figure remained above the Cabinet Office target of 5%;

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, particularly in the area of representation rates in respect of sexual orientation and

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<sup>1</sup> This year additional data has been included for median salary of all paid civil servants.

<sup>2</sup> These are defined as Grade 6 or Grade 7 employees.

disability, especially within more senior management grades. We are currently on track to meet the 2013 Cabinet Office targets for SCS employees in respect of sexual orientation and disability, and senior management employees for ethnicity and gender.

The Home Office has specific representation benchmarks to be achieved by 2013 which contribute to the overarching Cabinet Office Diversity Strategy. Our progress against these benchmarks is shown in Table 1.

**Table 1 – Home Office representation rates at 31<sup>st</sup> March 2012**

	<b>Grade</b>	<b>Difference from 2010-11</b>	<b>Home Office Representation 2011-12</b>	<b>2013 Bench mark</b>
<b>Female</b>	SCS	6%	<b>38%</b>	38%
	SCS PB 1	7%	<b>41%</b>	40%
	SCS PB2 and above	0.4%	<b>30%</b>	35%
	G6-G7	0.4%	<b>46%</b>	45%
<b>Ethnic Minority</b>	SCS	0.5%	<b>6%</b>	6%
	G6-G7	0.3%	<b>11%</b>	10%
<b>Disabled</b>	SCS	0.6%	<b>4%</b>	3%
	G6-G7	0.3%	<b>5%</b>	6%
<b>Lesbian, Gay or Bisexual</b>	SCS	-0.2%	<b>6%</b>	5%
	G6-G7	0.1%	<b>4%</b>	5%

Key	BRAG Status
> 85 %	Green
71 – 85 %	Amber/Green
56 – 70 %	Amber
41 – 55 %	Amber/Red
26 – 40 %	Red
< 26 %	Black

## **Key messages**

The following areas were **an improvement** since the publication of last year's report and figures are consistent with the Department:

- **Entrants:**
  - Gender: Female employees joining the Department increased by 7% and brought the figure in line with the Home Office composition (52%).
  - Sexual Orientation: The proportion of lesbian, gay or bisexual employees joining the Department increased by 1% (1% higher than the composition of the Department (3%)).
  
- **Core Skills Assessment (CSA):**
  - Gender: Female employees invited to sit the HEO assessment increased by 7%, which brought this in line with the Departmental rate (52%).
  
- **Promotions:**
  - Ethnicity: The proportion of minority ethnic employees promoted increased by 3% (3% higher than the Departmental rate (23%)).
  - Sexual Orientation: The proportion of lesbian, gay or bisexual employees promoted increased by 2% (2% higher than the Departmental rate (2%)).
  
- **Career Breaks:**
  - Gender: Of those taking a career break, the proportion who were female employees increased by 8% to 78% (26% higher than the representation rate of female employees in the Department (52%)).
  - Disability: Of those taking a career break, the proportion who were disabled increased by 1% to 6% and was broadly in line with the Department (7%).
  - Work Pattern: Of those taking a career break, the proportion who were part-time increased by 2% to 43% (23% higher than the Home Office composition (20%)).
  - Sexual Orientation: Of those taking a career break, the proportion who were lesbian, gay or bisexual increased by 1% to bring it in line with the Department (2%).

The following areas were **an improvement** since the publication of last year's report but figures are still below the Home Office composition:

- **Entrants:**
  - Disability: The proportion of Disabled employees joining the Department increased by 1% to 5%.
- **Core Skills Assessment (CSA):**
  - Disability: The proportion of disabled employees invited to HEO assessment increased by 2% (1% lower than the composition (7%)).
  - Work Pattern: Part-time employees invited to sit the Grade 7 assessment increased by 4% (14% less than the Departmental rate (20%)).
- **TCA:**
  - Disability: The proportion of disabled employees on TCA increased by 1% (2% lower than the Departmental rate (7%)).
  - Ethnicity: The proportion of minority ethnic employees on TCA increased by 1% (8% lower than the Departmental rate (23%)).
- **Average Working Days Lost (AWDL):**
  - Gender: Female employees reduced their sick absence by 0.1 days, but this was still 1.6 days higher than the Departmental rate (7.88 days).
- **Employees with no Sick Absence:**
  - Gender: 46% of female employees had no sick absence, an increase of 0.3% to 46%, but still 6% lower than the Departmental rate (52%).

The following areas had **worsening** rates since the publication of last year's report and figures are not in line with the Home Office composition:

- **Entrants:**
  - Work Pattern: Part-time employees joining the Department reduced by 7% (13% less than the composition of the Home Office (20%))
  
- **Core Skills Assessment (CSA):**
  - Disability: The proportion of disabled employees invited to Grade 7 assessment reduced by 1% (2% lower than the Departmental rate (7%)).
  - Ethnicity: White employees invited to sit the HEO assessment decreased by 23% (33% less than the Departmental rate (77%)).
  - Ethnicity: Ethnic Minority employees invited to sit the Grade 7 assessment decreased by 4% (2% lower than the Home Office composition (23%)).
  - Work Pattern: Part-time employees invited to sit the HEO assessment decreased by 3% (12% less than the Departmental rate (20%)).
  
- **Promotions:**
  - Gender: The proportion of promotees who were female decreased by 2% (5% lower than the Departmental rate (52%)).
  - Disability: Disabled employees accounted for only 3% of all employees promoted (2% less than last year and 4% lower than the Home Office composition (7%)).
  
- **Employees with no Sick Absence:**
  - Disability: The proportion of employees with no sick absence who were disabled reduced by 0.2% (2% lower than the Departmental rate (7%)).
  - Work Pattern: The proportion of employees with no sick absence who were part-time reduced by 1% (3% lower than the Home Office composition (20%)).
  
- **TCA:**
  - Gender: The proportion of employees on TCA who were female decreased by 2% (5% lower than the Departmental rate (52%)).
  - Work Pattern: The proportion of employees on TCA who were part-time decreased by 5% (15% lower than the composition (20%)).
  - Sexual Orientation: The proportion of employees on TCA who were lesbian, gay or bisexual decreased by 1% (1% lower than the Department rate (2%)).

- **Average Working Days Lost (AWDL):**
  - Gender: Male employees increased their sick absence by 0.3 day, but this was still 1.6 days lower than the Departmental rate (7.88 days).
  - Disability: Disabled employees increased their sick absence by 0.5 day, which was almost double the sick absence of the Department (7.88 days).
  - Ethnicity: Ethnic minority employees increased their RY AWDL by one tenth of a day to 9.5 days which was just over 1.5 days higher than the Departments RY AWDL (7.88 days).
  - Work Pattern: Part-time employees increased their sick absence by less than one tenth of a day to 9.8 days, 2 days higher than the Departments sick absence (7.88 days).
  - Sexual Orientation: The sick absence of lesbian, gay or bisexual employees increased by one tenth of a day to just over 8 days, just slightly higher than the Home Office figure of 7.88 days.
  
- **Maternity Leave:**
  - Disability: Employees who took maternity leave who were disabled reduced by 2% (4% lower than the Department rate (7%)).
  - Sexual Orientation: The proportion of employees who took maternity leave who were lesbian, gay or bisexual reduced by 0.5% (2% less than the composition (2%)).
  
- **Leavers:**
  - Gender: The proportion of employees leaving the Department who were female increased by 3% (5% higher than the composition (52%)).
  - Ethnicity: The proportion of employees leaving the Department who were ethnic minority increased by 7% (4% higher than the Departmental rate (23%)).
  
- **VERS Leavers:**
  - Ethnicity: The proportion of employees leaving on a VER scheme who were ethnic minority increased by 12% (6% higher than the Departmental rate (23%)).
  
- **Turnover Leavers:**
  - Gender: The proportion of turnover leavers who were female increased by 2% which brought the figure in line with the composition (52%).
  - Disability: The proportion of turnover leavers who were disabled increased by 1% since last year which brought the figure in line with the composition (7%).



The following areas had **worsening** rates since the publication of last year's report but figures are still in line with the Home Office composition:

- **Leavers:**
  - Work Pattern: The proportion of part-time employees leaving the Department was 4% lower but still 6% higher than the composition (20%).
  - Sexual Orientation: The proportion of lesbian, gay or bisexual employees who left the Department was 1% lower which brought the figure in line with the rate of the Department (2%).
  
- **VERS Leavers:**
  - Gender: Of those leaving the Department on a VER scheme, the proportion of female employees was 1% less (7% higher than the Departmental rate (52%).
  - Disability: Of those leaving the Department on a VER scheme, the proportion of disabled employees decreased by 1% which was broadly consistent to the composition of the Home Office (7%).
  - Work Pattern: Of those leaving the Department on a VER scheme, the proportion of part-time employees decreased by 2% but still 8% higher than the Department for part-time employees (20%).
  - Sexual Orientation: Of those leaving the Department on a VER scheme, the proportion of lesbian, gay or bisexual employees was 1% lower; this brought the figure in line with the rate of the Department (2%).
  
- **Turnover Leavers:**
  - Work Pattern: The proportion of turnover leavers who were part-time decreased by 6% to bring the figure to within 2% of the Departmental rate (20%).
  - Sexual Orientation: The proportion of turnover leavers who were lesbian, gay or bisexual reduced slightly but was still 1% higher than the composition (2%).
  
- **Core Skills Assessment (CSA):**
  - Sexual Orientation: The proportion of lesbian, gay or bisexual employees invited to HEO assessment reduced by 2% but was still in line with the Departmental rate (3%).
  
- **Maternity Leave:**
  - Ethnicity: The proportion of employees who took maternity leave who were ethnic minority fell by 3% (5% higher than the composition of the Home Office (23%)).
  - Work Pattern: The proportion of employees who were part-time reduced by 3% (29% higher than the composition of the Department (20%)).
  
- **Career Breaks:**
  - Ethnicity: Employees who took maternity leave who were ethnic minority, reduced by 17% (7% above the Department rate (23%)).

Areas where there has been no change or areas which are **consistent** with the Departmental rates:

- **Recruitment:**
  - Disability: Recruitment of disabled employees was in line with the Home Office composition (7%)
  - Ethnicity: Recruitment of ethnic minority employees was 4% higher than the Home Office composition (23%)
  - Sexual Orientation: Recruitment of lesbian, gay or bisexual employees was in line with the Departmental rate (2%).
  
- **Entrants:**
  - Grade: There was an increase of 17% of female employees joining the Department at Grade 7, Grade 6 and SCS.
  
- **Learning:**
  - Gender: The profile of employees who completed learning was in line with the Department rate for gender.
  - Disability: The proportion of employees who completed learning who were disabled was in line with the composition (7%).
  - Ethnicity: The proportion of ethnic minority employees who completed learning was (3%) higher than the Department (23%).
  - Sexual Orientation: The profile of employees who completed learning was in line with the composition for sexual orientation.
  
- **Employees with no Sick Absence:**
  - Ethnicity: There was no change in the proportion of employees with no sick absence who were minority ethnic (3% lower than the Departmental rate (23%)).
  - Sexual Orientation: The proportion of employees with no sick absence who were lesbian, gay or bisexual remained consistent and was in line with the composition (3%).
  
- **Leavers:**
  - Disability: The proportion of employees leaving the Department who were disabled was consistent to the Home Office composition (7%).
  
- **Turnover Leavers:**
  - Ethnicity: The proportion of turnover leavers who were ethnic minority remained consistent with last year and within 1% of the Home Office composition (23%).

Areas which figures appear to be a **concern** or not consistent with Department rates:

- **Recruitment:**
  - Gender: Female recruitment is 4% less than the Home Office composition (52%).
  - Work Pattern: Recruitment of part-time employees was 5% lower than the Departmental rate.
  
- **Redeployment:**
  - Gender: Male employees accounted for 62% of all employees in the network which was 14% higher than the Home Office composition (48%).
  - Disability: Disabled employees accounted for 13% of all employees in the network which was 5% higher than Departmental rates (7%).
  - Ethnicity: White employees consisted of 85% of all employees in the network which was 8% higher than the composition of the Home Office (77%).
  - Work Pattern: Part-time employees accounted for 34% of employees in the network which was 14% higher than the Departmental rates (20%).
  - Sexual Orientation: Heterosexual/Straight employees accounted for 99% of employees in the network which was 1% higher than the composition (98%).
  
- **Learning:**
  - Work Pattern: The proportion of employees who completed learning who were part-time was 4% lower than the Department rate (20%).
  
- **Misconduct:**
  - Gender: Male employees were involved in 57% of misconduct cases which was 9% higher than the Departmental rate (48%).
  - Disability: Disabled employees were involved in 12% of misconduct cases which was 5% higher than the composition (7%).
  - Minority Ethnic employees were involved in 51% of misconduct cases which was 28% higher than the proportion of ethnic minority employees in the Department (23%).
  - Work Pattern: Part-time employees were involved in 16% of misconduct cases (4% lower than the Departmental rate (20%)).
  - Sexual Orientation: The proportion of lesbian, gay or bisexual employees involved in misconduct cases (4%) was 2% higher than the Departmental rate (2%).

## Introduction

The aims of this Report 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 Departmental employment processes in fulfilment of those duties. In addition to the previous race, gender and disability duties, and in recognition of the new Public Sector Equality Duty introduced by the Equality Act 2010, this report has also given consideration to the impact of the organisation's policies in respect of age, religion and belief, sexual orientation and working pattern, where data allowed us to provide meaningful analysis.

During 2011-12 we continued our data improvement activity and began optimising its use to combine diversity and equality data with other HR data collected across the spectrum of Employee Policies. Following the migration of Criminal Records Bureau and Identity and Passport Services onto our strategic HR employee records system, we now have 12 months historical and better quality data on the system where the previous legacy systems did not have this. This has helped to provide a richer picture across the Department. There are other improvement activities planned for 2012-13 which will enhance the data in next year's report. This report, therefore, offers incremental progress on our HR monitoring and reporting responsibilities and the progress made against Employee Policies during 2011-12.<sup>3</sup>

During 2011-12 we extended our reach on the number of HR areas against which we were able to report monitoring activities, including the median salary of all paid employees. As this was not included in previous monitoring reports, it is not possible to make comparisons with any similar previous published data. Comparisons were made for the Home Office composition with the Office for National Statistics (ONS) to benchmark the Departments progress, where practicable.

## ***Methodology***

Please see appendix 1 for Methodology.

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<sup>3</sup> All data is for the period 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012 and covers Home Office Headquarters (HQ), United Kingdom Border Agency (UKBA), Identity and Passport Service (IPS), Criminal Records Bureau (CRB) and National Fraud Authority (NFA). It excludes data for Non-Departmental Public Bodies.

## **The Data**

This report covers the period between 1st April 2011 and 31st March 2012. The data relates specifically to all Departmental employees i.e. those employees in Headquarters (HQ), the United Kingdom Border Agency (UKBA), Identity and Passport Service (IPS), Criminal Records Bureau (CRB) and National Fraud Authority (NFA) unless otherwise stated.

All data was extracted as at 31 March 2012.

Workforce changes which have occurred during 2011-12 in the Department:

- 99 Government Equalities Office employees transferred to Home Office Headquarters on 1st April 2011 in a Machinery of Government change.
- 8,200 Border Force staff moved from UKBA to Home Office Headquarters on 1st March 2012 following an internal restructure.
- 47 National Fraud Authority (NFA) employees transferred to the Home Office on 1st April 2011, when NFA became an executive agency of the Department in a Machinery of Government change.

Where data incorporates information concerning grades; Grade Equivalency was used to allow for comparison with the wider Civil Service. ONS decides grade equivalency responsibility levels. This report used the ONS standard Grade Equivalency; see Appendix 1 for an explanation of these definitions.

Diversity information is reported using a standard agreed with ONS:

- Progress towards achievement of targets included employees who made a “positive statement” about their diversity or equality information: employees are encouraged to make a positive statement about each protected characteristic - such as ethnicity, disability, sexual orientation, and religious belief. For example, a positive statement for disability would be “disabled” or “not disabled”.
- The declaration rate: this is made up of the positive statement group and those “preferring not to say”.
- Those “not surveyed”: employees who did not make any statement

For more information on declaration rates and those not surveyed, please see the Table 1 in Section 2 of the Appendices.

In the Home Office composition we adopted ONS definitions<sup>4</sup> to allow for comparisons across Government. Non-declaration rates for all subject areas are shown in Data Quality in Section 2 of the Appendices.

Where data is missing or poor, specific reference is also made in the Data Quality section. In these cases the data was omitted from any analysis.

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<sup>4</sup> Office for National Statistics requires us to report civil servants who are paid in any given month separately to those who are not paid in the same period.

This report includes around 200 tables and 180 charts. In some areas, for example, where numbers are small or the difference between minority and majority groups is exceptionally large, the use of standard charts/tables would not provide the best illustration of the analysis. In these circumstances, bespoke charts/tables have been provided; and subjected to statistical disclosure controls to prevent identification of small numbers (which would contravene our responsibility under the Data Protection Act). Upon publication of the Employment Monitoring Report a separate dataset of tables and charts will be provided, to ensure transparency of all data used in this monitoring exercise

### ***Diversity Strategy 2010-13***

The Home Office Board launched a refreshed Diversity Strategy for the Department in June 2010. The Strategy set out five strategic aims:

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

Our priorities for Aim 2, Representative workforce, are:

- Create and maintain a diverse 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.

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

Appendix 2 contains a table which shows the data quality by subject area.

## Section 1: Home Office Composition

### Key Facts:

- During the year, the Home Office employed 30,724 civil servants (27,568 current employees at 31<sup>st</sup> March 2012 and 3,156 leavers during the year).
- Figures for Headquarters (HQ) included 99 Government Equalities Office (GEO) employees who transferred to the Home Office as part of a Machinery of Government (MOG) change on 1<sup>st</sup> April 2011, as well as 47 National Fraud Agency (NFA) employees who transferred to the Home Office as part of an MOG change on 1<sup>st</sup> April 2011.
- Figures for the Department included 8,200 Border Force (BF) employees who moved from United Kingdom Border Agency (UKBA) to HQ on 1st March 2012 as part of an internal restructure.
- The overall reduction of paid and unpaid civil servants since last year was 3,117.
- Of our current employees, 26,264 were paid civil servants and 1,304 unpaid civil servants who were absent from the Department for reasons such as career break, long term sick absence, maternity leave or similar.

The rest of this section analyses the composition of the 26,264 paid civil servants within the Department, in line with Office for National Statistics (ONS) reporting standards to allow for benchmarking with other government departments using publicly-available data which can be found at:

[Civil Service Statistics](#)

- **Gender:**

**Table 1.1: Breakdown of employees by Gender and Grade.**

	Female			Male		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	57%	57%	0.0%	44%	43%	0.0%
<b>2. AO</b>	59%	60%	-1.2%	41%	40%	1.2%
<b>3. EO</b>	50%	52%	-1.6%	50%	48%	1.6%
<b>4. HEO</b>	49%	51%	-1.5%	51%	49%	1.5%
<b>5. SEO</b>	49%	49%	-0.3%	51%	51%	0.3%
<b>6. G7</b>	47%	48%	-0.8%	53%	52%	0.8%
<b>7. G6</b>	45%	43%	1.4%	55%	57%	-1.4%
<b>8. SCS</b>	37%	34%	3.5%	63%	66%	-3.5%
<b>Total</b>	<b>52%</b>	<b>54%</b>	<b>-1.2%</b>	<b>48%</b>	<b>46%</b>	<b>1.2%</b>

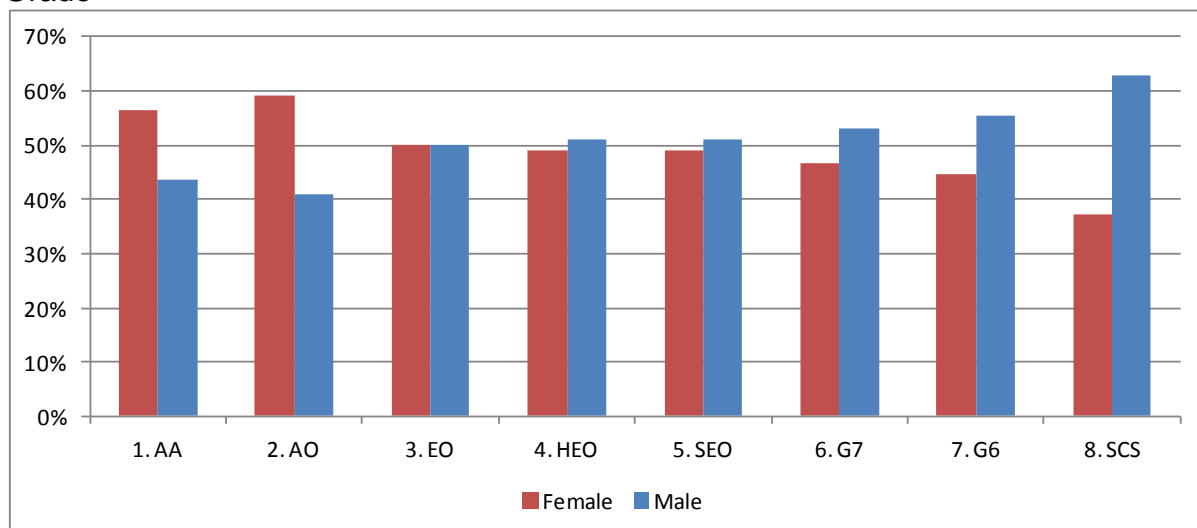
Data source: Data View, current, paid civil servant (headcount) as at 31<sup>st</sup> March for each year stated

Females accounted for 52% of the Department which is down slightly on last year (54%).

Last year the proportion of female employees was dominant in grades AA-EO and the split at HEO was even. This year the split at EO was even and females were only dominant in grades AA-AO. Male employees accounted for

the larger proportion of employees in all grades HEO and above, despite being under-represented in the Department when compared to females. However differences in the proportion of male to female employees in the higher grades had reduced.

**Figure 1.1:** A graph of Table 1.1: Breakdown of employees by Gender and Grade



Data source: Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2012

**Table 1.2:** Breakdown of employees by Gender and standard Grade bandings

Grade	Female			Male		
	Home Office	Civil Service	Variance	Home Office	Civil Service	Variance
AA-AO	59%	57%	2%	41%	43%	-2%
EO	50%	57%	-7%	50%	43%	7%
HEO-SEO	49%	45%	4%	51%	55%	-4%
G7-G6	46%	41%	6%	54%	59%	-6%
SCS	37%	35%	3%	63%	65%	-3%
<b>Total</b>	<b>52%</b>	<b>53%</b>	<b>-1%</b>	<b>48%</b>	<b>47%</b>	<b>1%</b>

Data source:

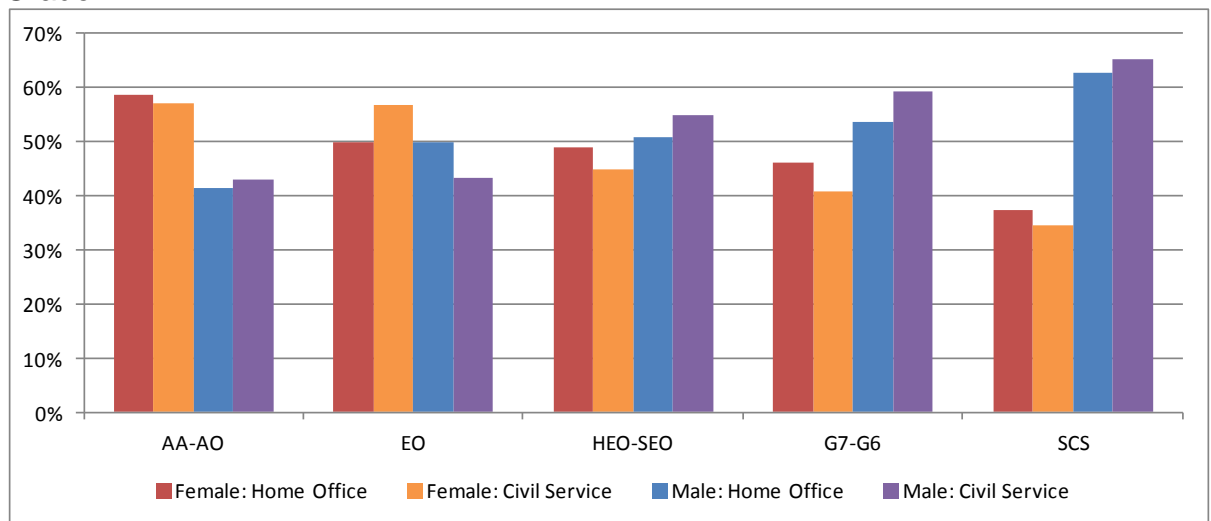
Home Office – Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2012

Civil Service – ONS ACSES return 2011, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2011

Overall the Home Office had a more even distribution of male and female employees and a higher proportion of female SCS than the Civil Service. Although the Home Office had a higher proportion of female employees at AA to AO grade than the Civil Service, the split at EO level was evenly-distributed for male and female employees which was in marked contrast to that of the wider Civil Service.



**Figure 1.2:** A graph of Table 1.2: Breakdown of employees by Gender and Grade



**Data source:**

Home Office – Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2012

Civil Service – ONS ACSES return 2011, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2011

- **Grade:**

**Table 1.3:** Breakdown of employees by Grade

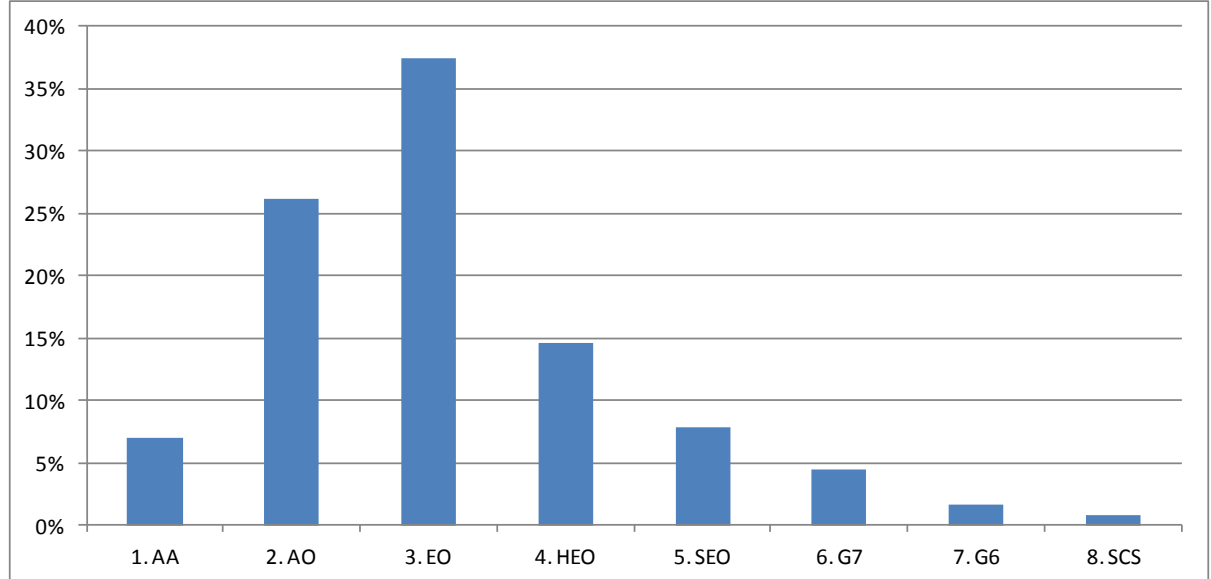
Grade	2012	2011	Variance
1. AA	7.0%	7.7%	-0.7%
2. AO	26.2%	26.7%	-0.5%
3. EO	37.4%	37.5%	-0.1%
4. HEO	14.6%	14.2%	0.4%
5. SEO	7.8%	7.6%	0.2%
6. G7	4.5%	4.1%	0.4%
7. G6	1.7%	1.6%	0.1%
8. SCS	0.8%	0.7%	0.1%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

**Data source:** Data View, current, paid civil servant (headcount) as at 31<sup>st</sup> March for each year stated

EOs continued to be the most populous grade in the Department and accounted for 37% of Home Office employees. The distribution of employees at each grade was largely in line with last year although the composition of the workforce below HEO reduced by 1%.

The highest proportion of employees in the Department was at EO grade, in line with last year's analysis.

**Figure 1.3:** A graph of Table 1.3: Breakdown of employees by Grade



**Data source:** Data View, current, paid civil servant (headcount) as at 31<sup>st</sup> March 2012

**Table 1.4: Breakdown of employees by Gender and Grade**

	Female			Male		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	7.6%	8.1%	-0.5%	6.4%	7.2%	-0.8%
<b>2. AO</b>	29.6%	30.1%	-0.5%	22.4%	22.7%	-0.3%
<b>3. EO</b>	35.8%	36.1%	-0.3%	39.2%	39.1%	0.1%
<b>4. HEO</b>	13.6%	13.4%	0.2%	15.6%	15.1%	0.5%
<b>5. SEO</b>	7.3%	6.9%	0.4%	8.4%	8.3%	0.1%
<b>6. G7</b>	4.0%	3.6%	0.4%	5.0%	4.6%	0.4%
<b>7. G6</b>	1.4%	1.3%	0.1%	1.9%	2.0%	-0.1%
<b>8. SCS</b>	0.6%	0.5%	0.1%	1.1%	1.1%	0.0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

Data source: Data View, current, paid civil servant (headcount) as at 31<sup>st</sup> March for each year stated

When grade was considered alongside gender the reduction in grade composition below HEO was equally split amongst both male and female employees and was also replicated in the increases in the higher grades.

**Figure 1.4: Breakdown of employees by Gender and Grade**



Data source: Data View, current, paid civil servant (headcount) as at 31<sup>st</sup> March 2012

**Table 1.5: Breakdown of employees by standard Grade bandings**

	Home Office	Civil Service	Variance
<b>1. AA-AO</b>	33.2%	46.8%	-13.6%
<b>2. EO</b>	37.4%	24.8%	12.6%
<b>3. HEO-SEO</b>	22.4%	19.8%	2.6%
<b>4. G7-G6</b>	6.2%	7.0%	-0.8%
<b>5. SCS</b>	0.8%	0.9%	-0.1%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

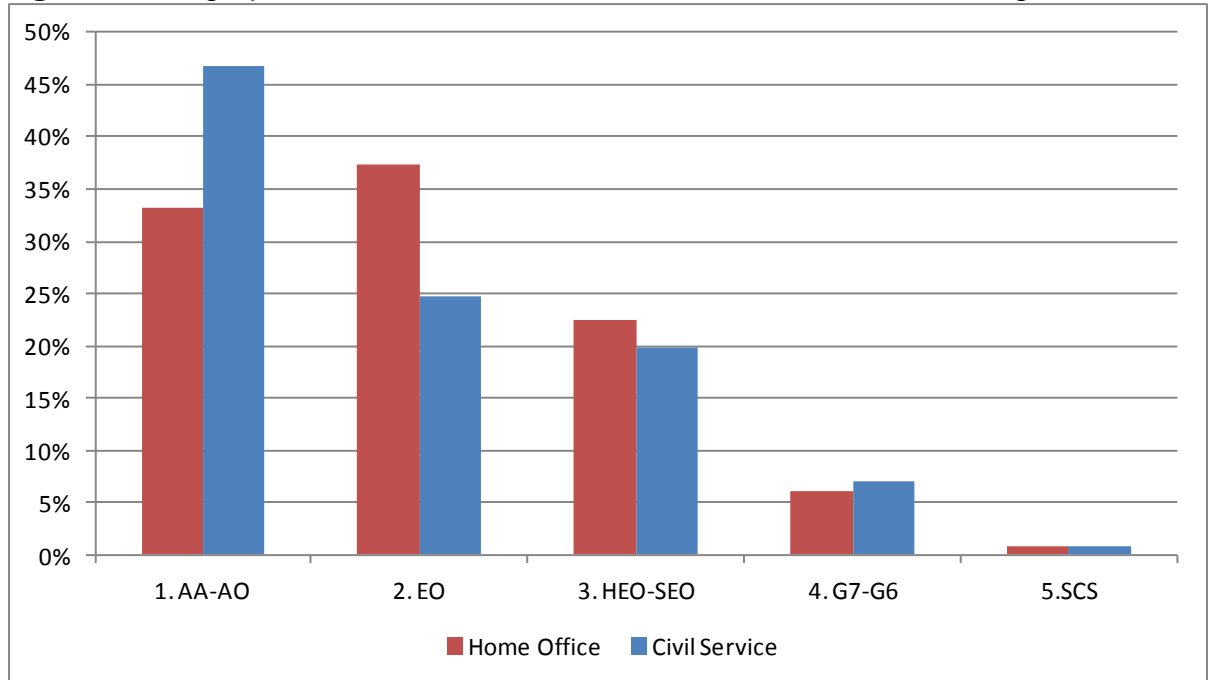
Data source:

Home Office – Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2012

Civil Service – ONS ACSES return 2011, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2011

The Home Office had a larger proportion of employees at grades EO to SEO when compared to the civil service. However, in all other grades the Department had fewer employees, particularly in grades AA-AO.

**Figure 1.5:** A graph of Table 1.5: Breakdown of standard Grade bandings



**Data source:**

Home Office – Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2012

Civil Service – ONS ACSES return 2011, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2011

- **Disability:**

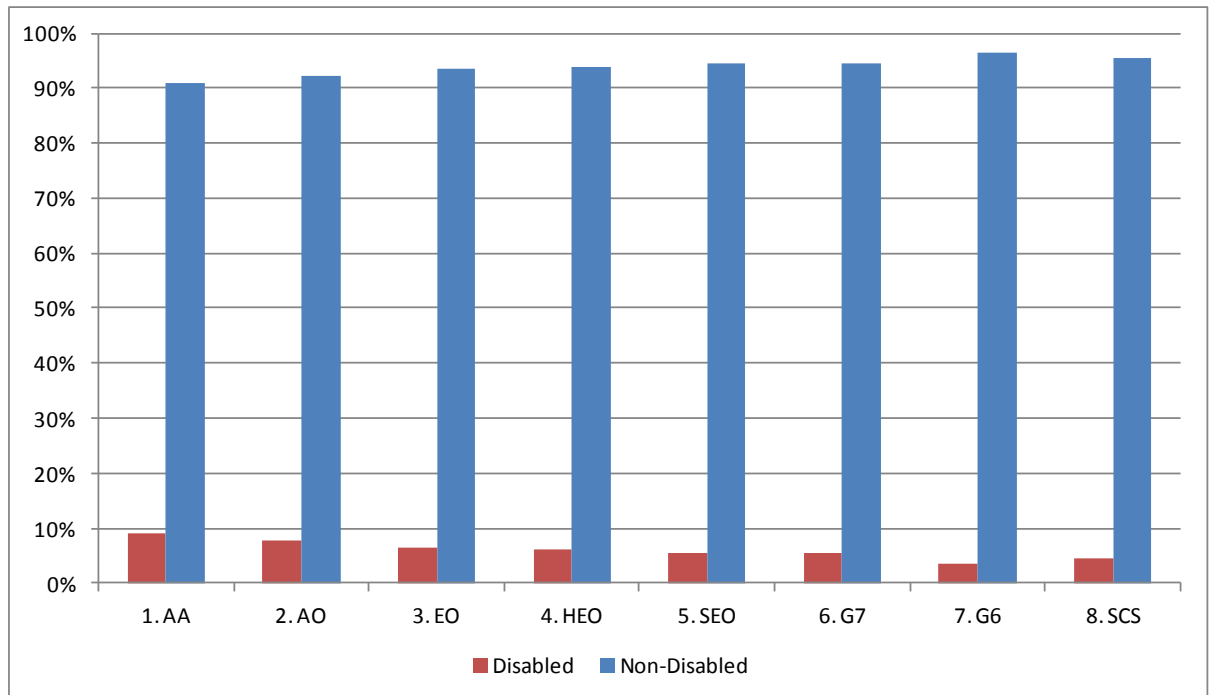
**Table 1.6:** Breakdown of employees by Disability and Grade

	Disabled			Non-Disabled		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	8.9%	8.6%	0.3%	91.1%	91.4%	-0.3%
<b>2. AO</b>	7.7%	7.7%	0.0%	92.3%	92.3%	0.0%
<b>3. EO</b>	6.3%	6.2%	0.1%	93.7%	93.8%	-0.1%
<b>4. HEO</b>	6.2%	6.3%	-0.1%	93.8%	93.7%	0.1%
<b>5. SEO</b>	5.5%	5.6%	-0.1%	94.5%	94.4%	0.1%
<b>6. G7</b>	5.4%	5.3%	0.1%	94.6%	94.7%	-0.1%
<b>7. G6</b>	3.4%	2.5%	0.9%	96.6%	97.5%	-0.9%
<b>8. SCS</b>	4.5%	4.2%	0.3%	95.5%	95.8%	-0.3%
<b>Total</b>	<b>6.7%</b>	<b>6.7%</b>	<b>0.0%</b>	<b>93.3%</b>	<b>93.3%</b>	<b>0.0%</b>

**Data source:** Data View, current, paid civil servant (headcount) as at 31<sup>st</sup> March for each year stated, who made a positive statement

7% of the workforce considered themselves to be disabled which is line with last year's figure but slightly less than that of the civil service. The number of SCS employees who declared a disability (5%) increased slightly from last year and was in line with the civil service.

**Figure 1.6:** A graph of Table 1.6: Breakdown of employees by Disability and Grade



**Data source:** Data View, current, paid civil servant (headcount) as at 31<sup>st</sup> March 2012 who made a positive statement

**Table 1.7: Breakdown of employees by Disability and Grade**

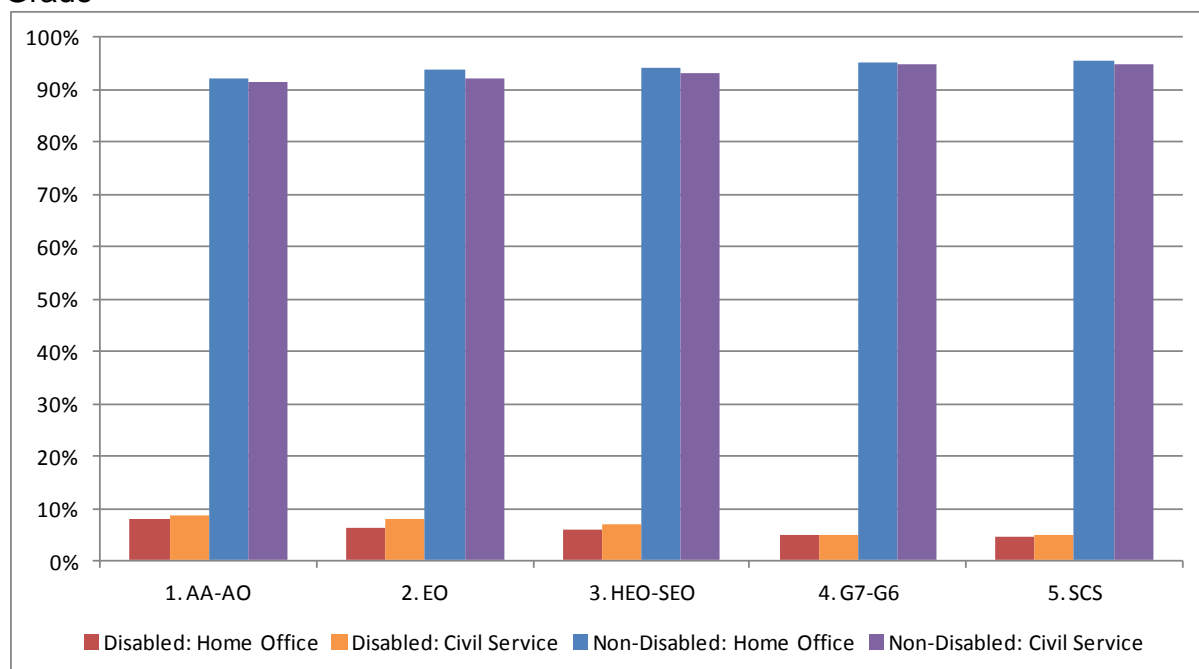
Grade	Disabled			Non-Disabled		
	Home Office	Civil Service	Variance	Home Office	Civil Service	Variance
1. AA-AO	8.0%	8.6%	-0.6%	92.0%	91.4%	0.6%
2. EO	6.3%	7.8%	-1.5%	93.7%	92.2%	1.5%
3. HEO-SEO	6.0%	7.0%	-1.0%	94.0%	93.0%	1.0%
4. G7-G6	4.8%	5.1%	-0.3%	95.2%	94.9%	0.3%
5.SCS	4.5%	5.1%	-0.6%	95.5%	94.9%	0.6%
<b>Total</b>	<b>6.7%</b>	<b>7.8%</b>	<b>-1.1%</b>	<b>93.3%</b>	<b>92.2%</b>	<b>1.1%</b>

**Data source:**

Home Office – Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2012 who made a positive statement

Civil Service – ONS ACSES return 2011, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2011 who made a positive statement

**Figure 1.7: A graph of Table 1.7: Breakdown of employees by Disability and Grade**



**Data source:**

Home Office – Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2012 who made a positive statement

Civil Service – ONS ACSES return 2011, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2011 who made a positive statement

- **Ethnicity:**

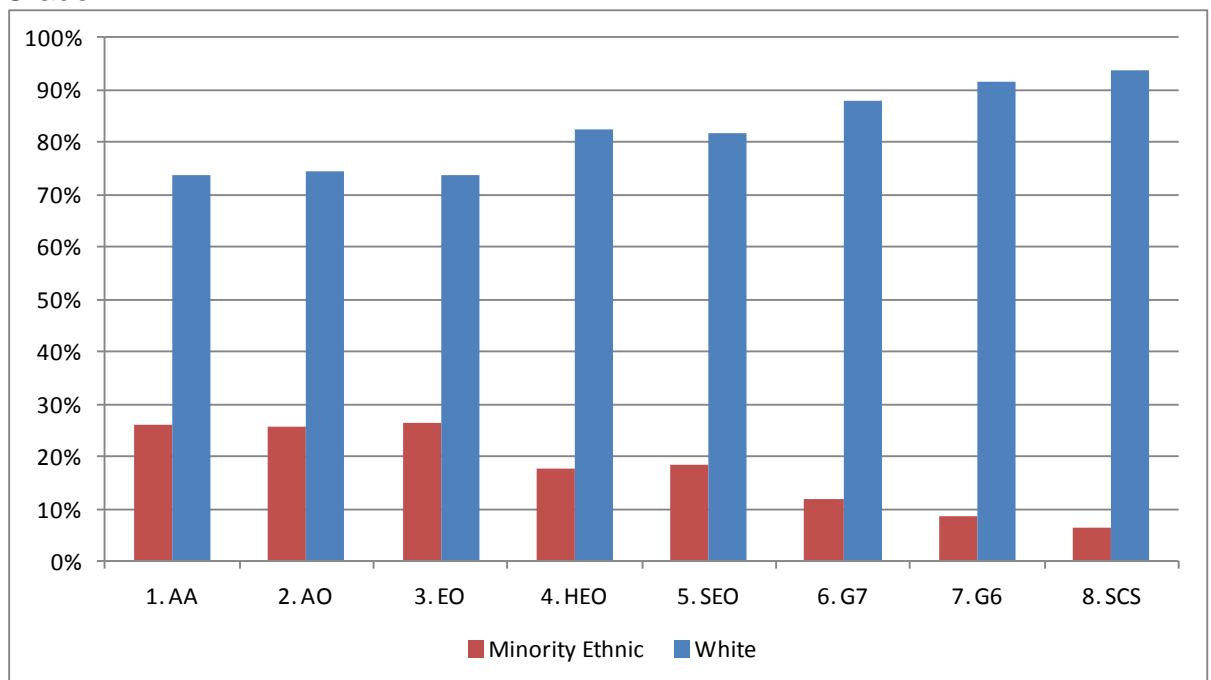
**Table 1.8:** Breakdown of employees by Ethnicity and Grade

	Ethnic Minority			White		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	26.2%	26.0%	0.2%	73.8%	74.0%	-0.2%
<b>2. AO</b>	25.6%	25.9%	-0.3%	74.4%	74.1%	0.3%
<b>3. EO</b>	26.4%	26.8%	-0.4%	73.6%	73.2%	0.4%
<b>4. HEO</b>	17.7%	16.6%	1.1%	82.3%	83.4%	-1.1%
<b>5. SEO</b>	18.4%	17.4%	1.0%	81.6%	82.6%	-1.0%
<b>6. G7</b>	12.0%	11.7%	0.3%	88.0%	88.3%	-0.3%
<b>7. G6</b>	8.4%	8.3%	0.1%	91.6%	91.7%	-0.1%
<b>8. SCS</b>	6.2%	5.5%	0.7%	93.8%	94.5%	-0.7%
<b>Total</b>	<b>23.2%</b>	<b>23.3%</b>	<b>-0.1%</b>	<b>76.8%</b>	<b>76.7%</b>	<b>0.1%</b>

**Data source:** Data View, current, paid civil servant (headcount) as at 31<sup>st</sup> March for each year stated, who made a positive statement

The proportion of ethnic minority employees reduced by 1% when compared to last year but SCS representation rates increased by just over 1%. The proportion of ethnic minority employees in the Department was two and a half times that of the Civil Service and 1% more for SCS.

**Figure 1.8:** A graph of Table 1.8: Breakdown of employees by Ethnicity and Grade



**Data source:** Data View, current, paid civil servant (headcount) who made a positive statement

**Table 1.9: Breakdown of employees by Ethnicity and Grade**

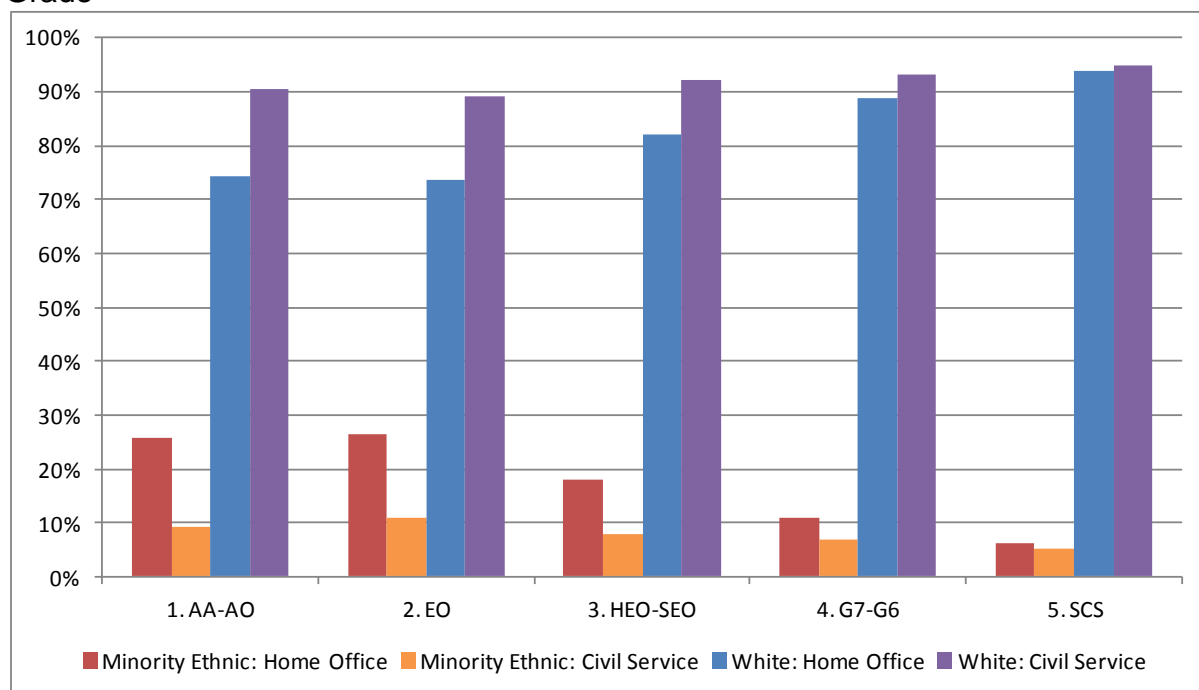
Grade	Ethnic Minority			White		
	Home Office	Civil Service	Variance	Home Office	Civil Service	Variance
1. AA-AO	26%	9%	16%	74%	91%	-16%
2. EO	26%	11%	15%	74%	89%	-15%
3. HEO-SEO	18%	8%	10%	82%	92%	-10%
4. G7-G6	11%	7%	4%	89%	93%	-4%
5.SCS	6%	5%	1%	94%	95%	-1%
<b>Total</b>	<b>23%</b>	<b>9%</b>	<b>14%</b>	<b>77%</b>	<b>91%</b>	<b>-14%</b>

**Data source:**

Home Office – Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2012 who made a positive statement

Civil Service – ONS ACSES return 2011, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2011 who made a positive statement

**Figure 1.9: A graph of Table 1.9: Breakdown of employees by Ethnicity and Grade**



**Data source:**

Home Office – Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2012 who made a positive statement

Civil Service – ONS ACSES return 2011, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2011 who made a positive statement



- **Work Pattern:**

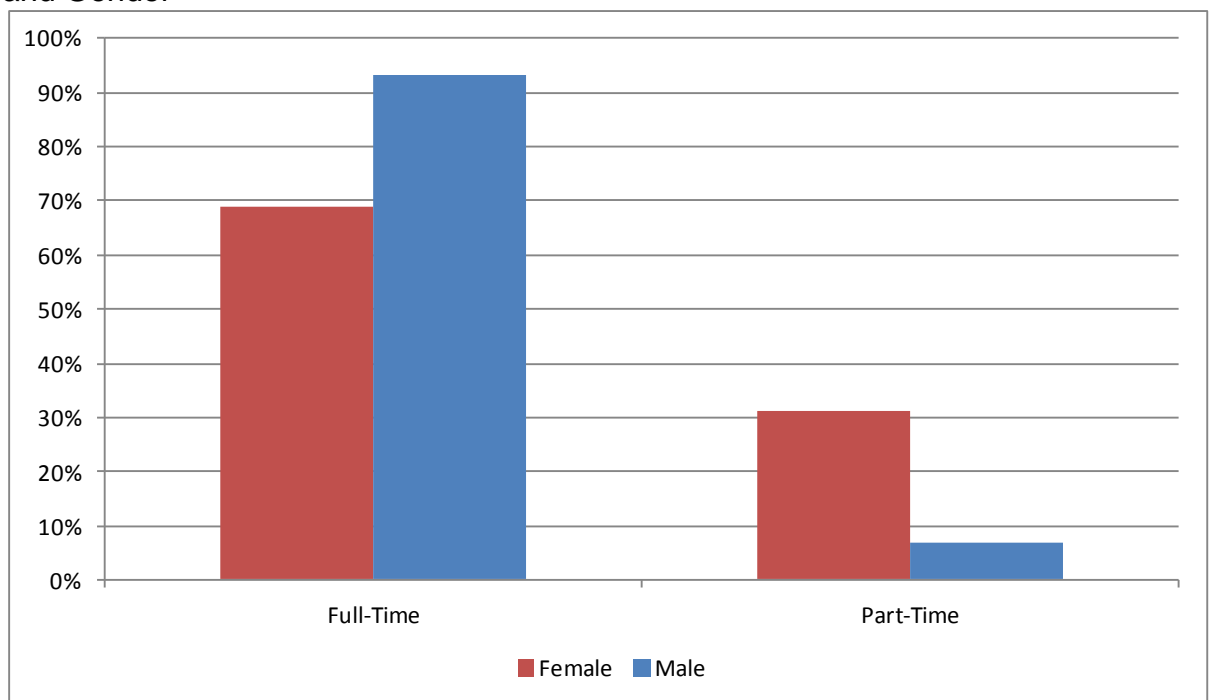
**Table 1.10:** Breakdown of employees by Work Pattern and Gender

	Full-time			Part-time		
	2012	2011	Variance	2012	2011	Variance
Female	69%	69%	-0.7%	31%	31%	0.7%
Male	93%	93%	0.2%	7%	7%	-0.2%
<b>Total</b>	<b>81%</b>	<b>81%</b>	<b>-0.1%</b>	<b>20%</b>	<b>19%</b>	<b>0.1%</b>

**Data source:** Data View, current, paid civil servant (headcount) as at 31<sup>st</sup> March for each year stated

The working pattern profile of our employees has remained consistent over the last two years and with that of the Civil Service population.

**Figure 1.10:** A graph of Table 10: Breakdown of employees by Work Pattern and Gender



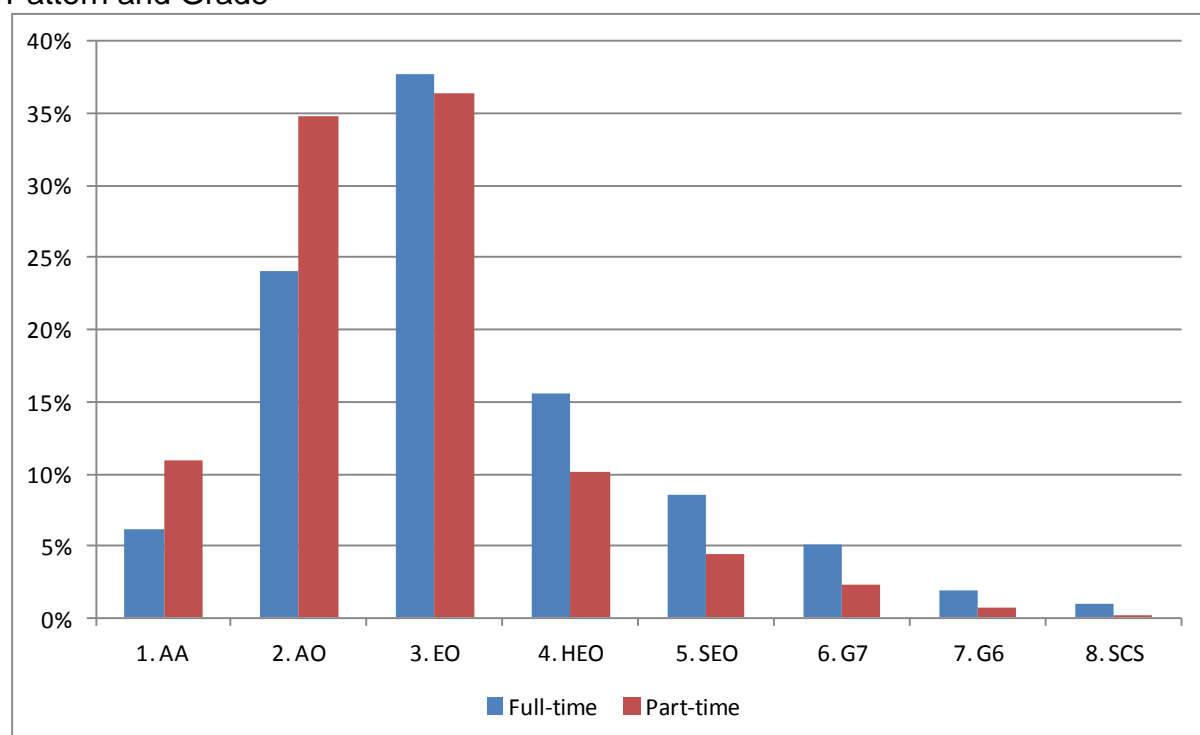
**Data source:** Data View, current, paid civil servant (headcount) as at 31<sup>st</sup> March 2012

**Table 1.11: Breakdown of employees by Work Pattern and Grade**

	Full-time			Part-time		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	6%	7%	-1%	11%	11%	0%
<b>2. AO</b>	24%	25%	-1%	35%	35%	0%
<b>3. EO</b>	38%	38%	0%	36%	36%	0%
<b>4. HEO</b>	16%	15%	1%	10%	10%	0%
<b>5. SEO</b>	9%	8%	0%	5%	5%	0%
<b>6. G7</b>	5%	4%	1%	2%	2%	0%
<b>7. G6</b>	2%	2%	0%	1%	1%	0%
<b>8. SCS</b>	1%	1%	0%	0%	0%	0%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

Data source: Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

**Figure 1.11: A graph of Table 1.11: Breakdown of employees by Work Pattern and Grade**



Data source: Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Location:**

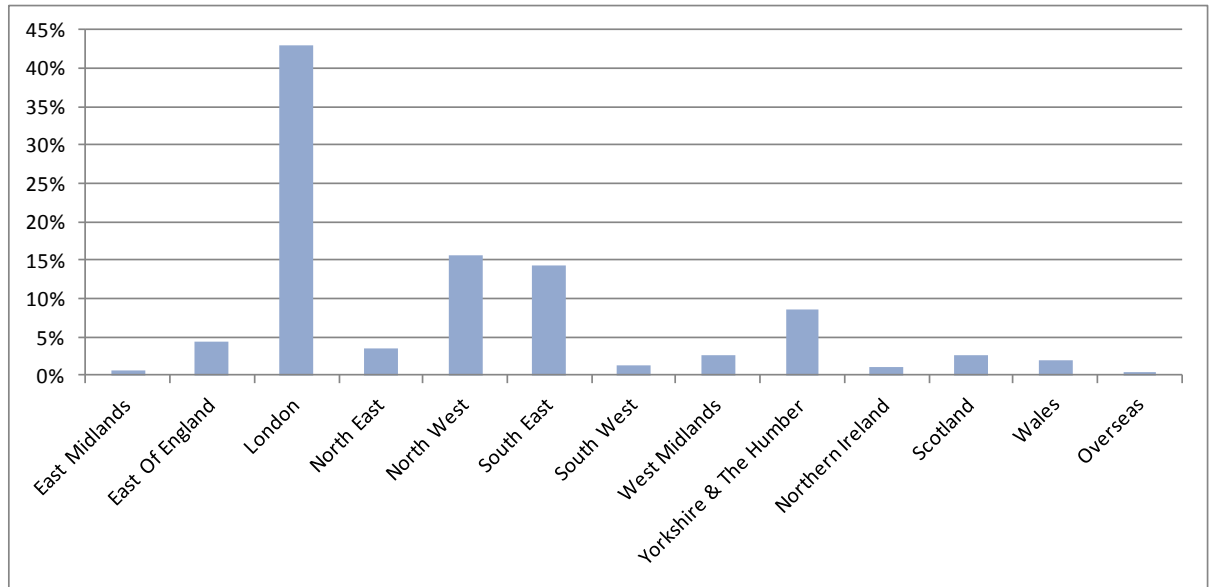
**Table 1.12: Breakdown of employees by Location and Grade**

	Grade								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
East Midlands	0.3%	0.6%	1.0%	0.5%	0.6%				<b>0.7%</b>
East Of England	4.8%	5.8%	4.5%	3.3%	3.0%	0.8%	4.1%	1.9%	<b>4.4%</b>
London	35.4%	29.7%	37.7%	50.0%	68.6%	82.2%	82.8%	91.9%	<b>42.9%</b>
North East	7.3%	6.4%	2.4%	2.5%	1.7%	1.1%	0.7%	0.5%	<b>3.6%</b>
North West	28.6%	18.6%	14.5%	14.3%	10.5%	6.4%	4.5%	2.4%	<b>15.6%</b>
South East	3.5%	15.0%	21.7%	9.8%	4.5%	2.5%	0.9%	0.5%	<b>14.2%</b>
South West	0.1%	1.3%	1.7%	1.2%	0.5%	0.4%	0.7%		<b>1.2%</b>
West Midlands	1.7%	2.8%	2.9%	3.5%	1.7%	1.4%	1.4%	1.0%	<b>2.7%</b>
Yorkshire & The Humber	14.2%	12.6%	6.6%	8.2%	5.3%	3.2%	2.0%	1.0%	<b>8.5%</b>
<b>England</b>	<b>95.9%</b>	<b>92.8%</b>	<b>93.0%</b>	<b>93.3%</b>	<b>96.4%</b>	<b>98.0%</b>	<b>97.1%</b>	<b>99.2%</b>	<b>93.8%</b>
Northern Ireland	1.3%	1.8%	1.1%	0.8%	0.5%	0.1%	0.2%		<b>1.1%</b>
Scotland	1.5%	2.7%	3.1%	3.0%	1.4%	0.8%	1.4%	0.5%	<b>2.6%</b>
Wales	1.4%	2.4%	1.9%	2.5%	1.7%	0.9%	1.4%	0.5%	<b>2.0%</b>
Overseas		0.3%	1.0%	0.4%	0.2%				<b>0.5%</b>
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Data source: Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2012

Almost half of all employees (43%) are based in London. This is followed by the North West (16%) and the South East (14%). Overall England is the base for almost all Home Office employees (93.8%) with the rest being based in Northern Ireland (1.1%), Scotland (2.6%), Wales (2%) and Overseas (0.5%).

**Figure 1.12: A graph of Table 1.12: Breakdown of employees by Location and Grade**



Data source: Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Age Bands:**

**Table 1.13: Breakdown of employees by Age Bands and Grade**

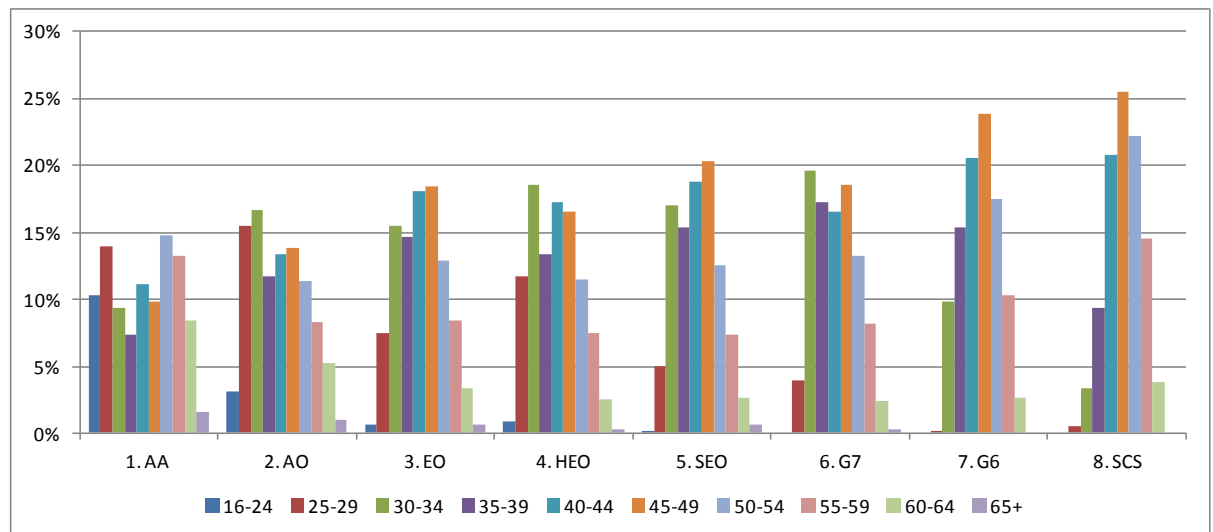
	Grade								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
16-24	10.3%	3.1%	0.6%	0.9%	0.2%				<b>1.9%</b>
25-29	14.0%	15.5%	7.5%	11.7%	5.0%	4.0%	0.2%	0.5%	<b>10.1%</b>
30-34	9.4%	16.7%	15.5%	18.5%	17.0%	19.6%	9.8%	3.3%	<b>15.9%</b>
35-39	7.4%	11.7%	14.7%	13.4%	15.4%	17.2%	15.4%	9.4%	<b>13.3%</b>
40-44	11.1%	13.4%	18.1%	17.3%	18.8%	16.6%	20.5%	20.8%	<b>16.3%</b>
45-49	9.8%	13.8%	18.4%	16.6%	20.3%	18.5%	23.8%	25.5%	<b>16.6%</b>
50-54	14.8%	11.4%	12.9%	11.5%	12.5%	13.2%	17.5%	22.2%	<b>12.6%</b>
55-59	13.2%	8.3%	8.4%	7.5%	7.4%	8.2%	10.3%	14.6%	<b>8.6%</b>
60-64	8.4%	5.2%	3.4%	2.5%	2.6%	2.4%	2.6%	3.8%	<b>3.9%</b>
65+	1.6%	1.0%	0.6%	0.3%	0.7%	0.3%			<b>0.7%</b>
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

Data source: Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2012

Almost two thirds (62%) of Home Office employees are aged between 30-49 years. There are no employees below 25 years in any grades above SEO and no employees over 64 years in Grade 6 or SCS.

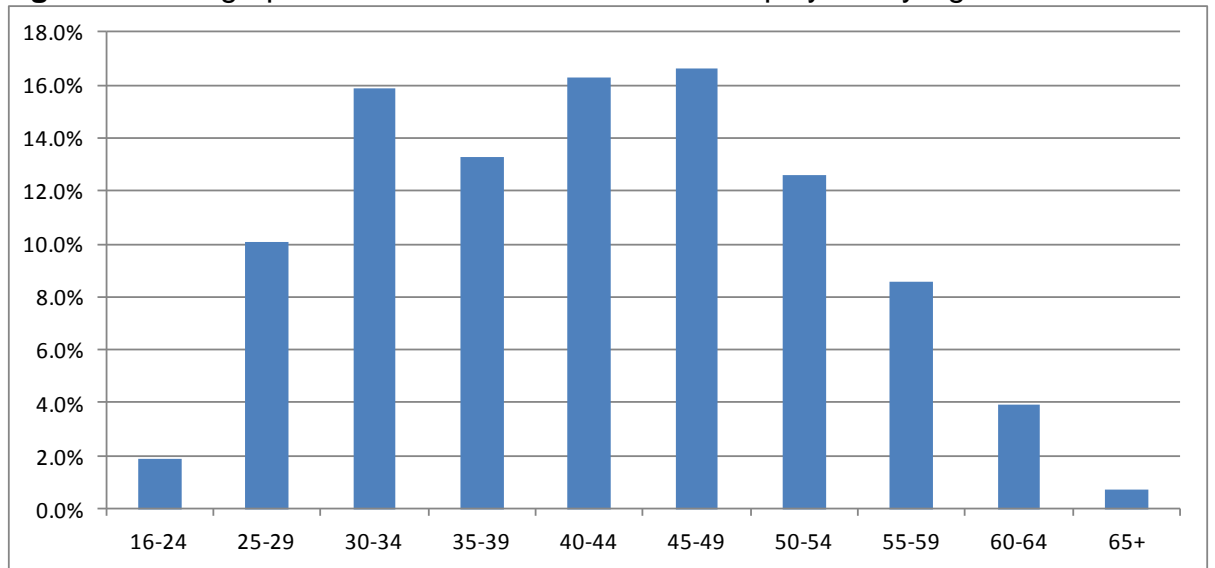
The most common age band for AA grade is 50-54, for grades EO, SEO, Grade 6 and SCS it is those aged between 45-49 years. The most common age for AO, HEO and Grade 7 is those aged between 30-34 years.

**Figure 1.13: A graph of Table 1.13: Breakdown of employees by Age Bands and Grade**



Data source: Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2012

**Figure 1.14:** A graph of Table 1.13: Breakdown of employees by Age Bands



**Data source:** Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Religious Belief:**

**Table 1.14: Breakdown of Religion**

Religion	2012	2011	Variance
Christian	57.0%	58.0%	-1.0%
No Religion	25.5%	24.7%	0.8%
Muslim	5.7%	5.6%	0.1%
Hindu	4.8%	4.7%	0.1%
Other religions	3.5%	3.7%	-0.2%
Sikh	2.7%	2.5%	0.2%
Buddhist	0.5%	0.5%	0.0%
Jewish	0.3%	0.3%	0.0%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

**Data source:** Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March for each year stated, who have made a positive statement

The four largest categories of religious belief within the Home Office were Christian (57%), No Religion (26%), Muslim (6%) and Hindu (5%). These are consistent with last year.

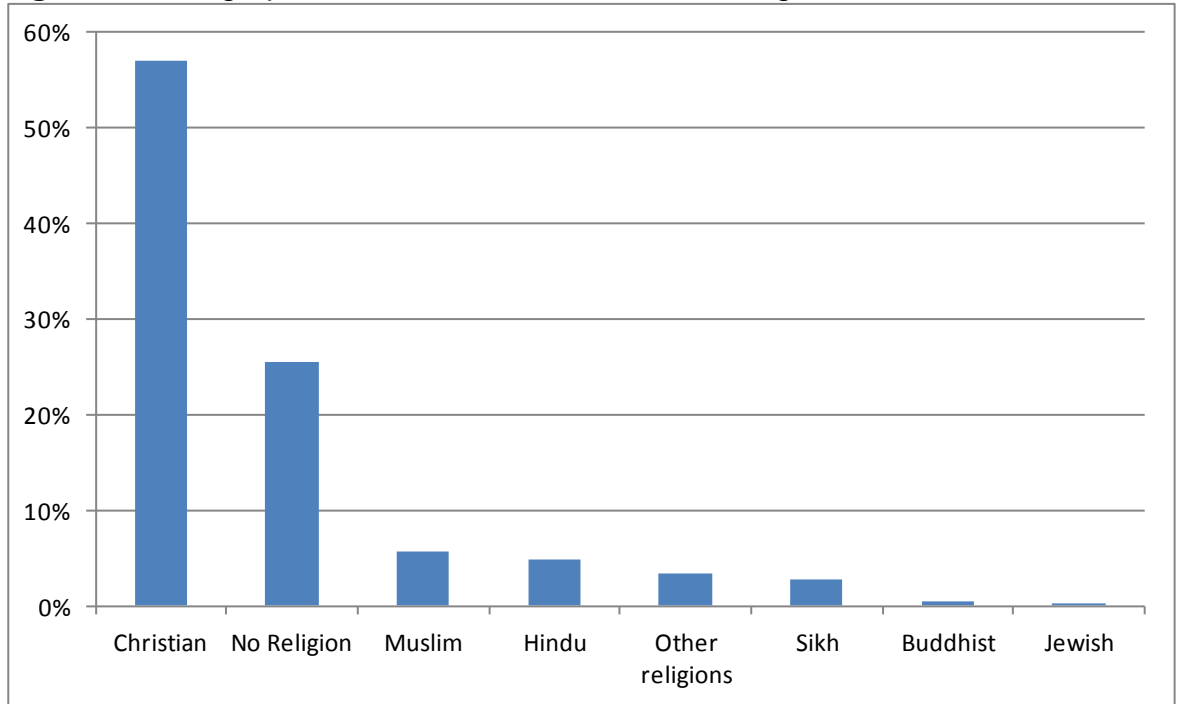
**Table 1.15: Breakdown of Religion by Grade**

	Christian			Other religions		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	57.9%	59.0%	-1.1%	42.1%	41.0%	1.1%
<b>2. AO</b>	56.1%	56.9%	-0.8%	43.9%	43.1%	0.8%
<b>3. EO</b>	57.5%	58.1%	-0.6%	42.5%	41.9%	0.6%
<b>4. HEO</b>	57.5%	58.4%	-0.9%	42.5%	41.6%	0.9%
<b>5. SEO</b>	57.2%	59.1%	-1.9%	42.8%	40.9%	1.9%
<b>6. G7</b>	55.5%	57.3%	-1.8%	44.5%	42.7%	1.8%
<b>7. G6</b>	56.2%	59.0%	-2.8%	43.8%	41.0%	2.8%
<b>8. SCS</b>	57.0%	56.4%	0.6%	43.0%	43.6%	-0.6%
<b>Total</b>	<b>57.0%</b>	<b>58.0%</b>	<b>-1.0%</b>	<b>43.0%</b>	<b>42.0%</b>	<b>1.0%</b>

**Data source:** Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March for each year stated, who have made a positive statement

The grade split of religious belief has remained similar over the last 2 years. The most marked difference was the increase of “Other religions” for Grade 6 by almost 3%. This was largely due to small changes in declaration rates in this grade.

**Figure 1.15:** A graph of Table 1.14: Breakdown of Religion



**Data source:** Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2012 who have made a positive statement

- **Sexual Orientation:**

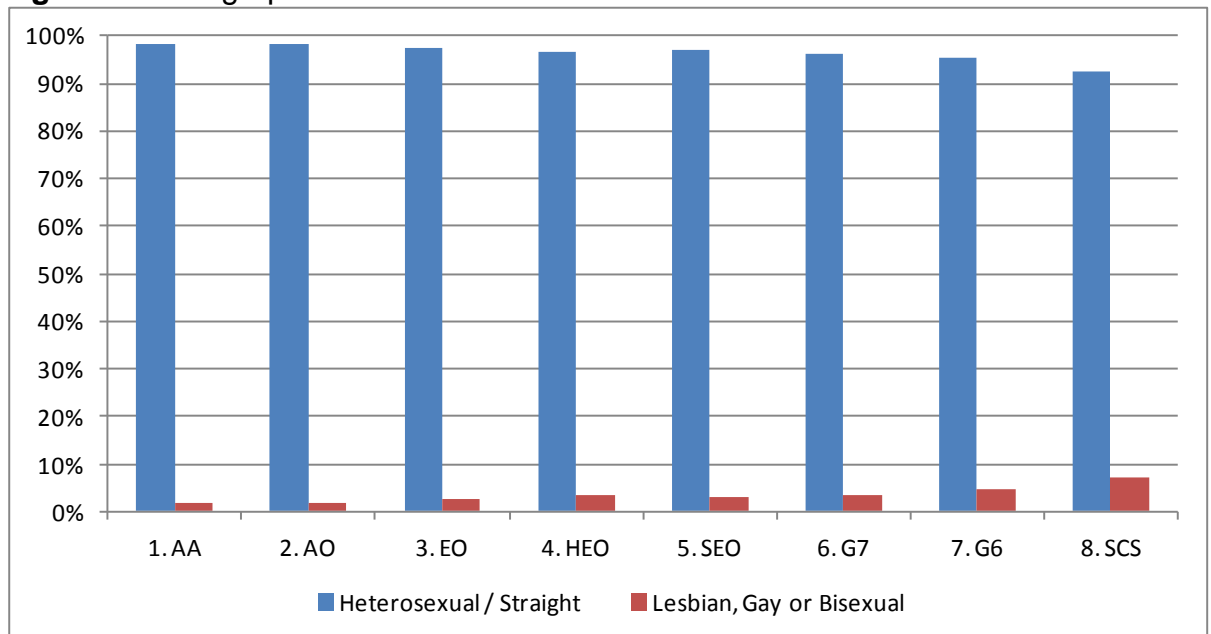
**Table 1.16:** Breakdown of Grade by Sexual Orientation

	Heterosexual / Straight			Lesbian, Gay or Bisexual		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	98.1%	98.2%	-0.1%	1.9%	1.8%	0.1%
<b>2. AO</b>	98.2%	98.2%	0.0%	1.8%	1.8%	0.0%
<b>3. EO</b>	97.5%	97.6%	-0.1%	2.5%	2.4%	0.1%
<b>4. HEO</b>	96.7%	96.7%	0.0%	3.3%	3.3%	0.0%
<b>5. SEO</b>	96.9%	97.0%	-0.1%	3.1%	3.0%	0.1%
<b>6. G7</b>	96.3%	96.3%	0.0%	3.7%	3.7%	0.0%
<b>7. G6</b>	95.4%	95.9%	-0.5%	4.6%	4.1%	0.5%
<b>8. SCS</b>	92.7%	94.1%	-1.4%	7.3%	5.9%	1.4%
<b>Total</b>	<b>97.5%</b>	<b>97.5%</b>	<b>0.0%</b>	<b>2.5%</b>	<b>2.5%</b>	<b>0.0%</b>

**Data source:** Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March for each year stated, who have made a positive statement

The representation rates for lesbian, gay or bisexual employees remained constant with last year. The SCS representation rate had increased to 7.3%, 2% above the 2013 target of 5%.<sup>5</sup>

**Figure 1.16:** A graph of Table 1.15: Breakdown of Sexual Orientation



**Data source:** Data View, current, paid civil servants (headcount) as at 31<sup>st</sup> March 2012 who have made a positive statement

This chapter has provided an analysis of the composition of the Departmental workforce. This analysis will be further utilised in subsequent sections to determine variances within subject areas. The expectation is that individual subject areas should reflect the same, or very similar, representation rates as the relevant Home Office workforce composition.

<sup>5</sup> This target can be found in Table 1 on page 4



## Median Salary

### Key facts:

- The median<sup>6</sup> salary of all current, paid Civil Servants was calculated as part of the implementation of the Hutton Review of Fair Pay within the Department's Annual Report and Accounts for 2011/12.

Of all paid Civil Servants in the Home Office:

- Gender:**

**Table 1.17: Breakdown of Median Salary by Gender and Grade**

Grade	Median Salary £		Variance	
	Female	Male	£	%
1. AA	14,953	15,024	-71	0.5%
2. AO	18,114	17,965	149	0.8%
3. EO	24,046	24,789	-743	3.1%
4. HEO	29,457	29,757	-300	1.0%
5. SEO	37,964	38,232	-268	0.7%
6. G7	50,440	50,594	-154	0.3%
7. G6	62,050	63,700	-1,650	2.7%
8. SCS	74,025	81,687	-7,662	10.4%

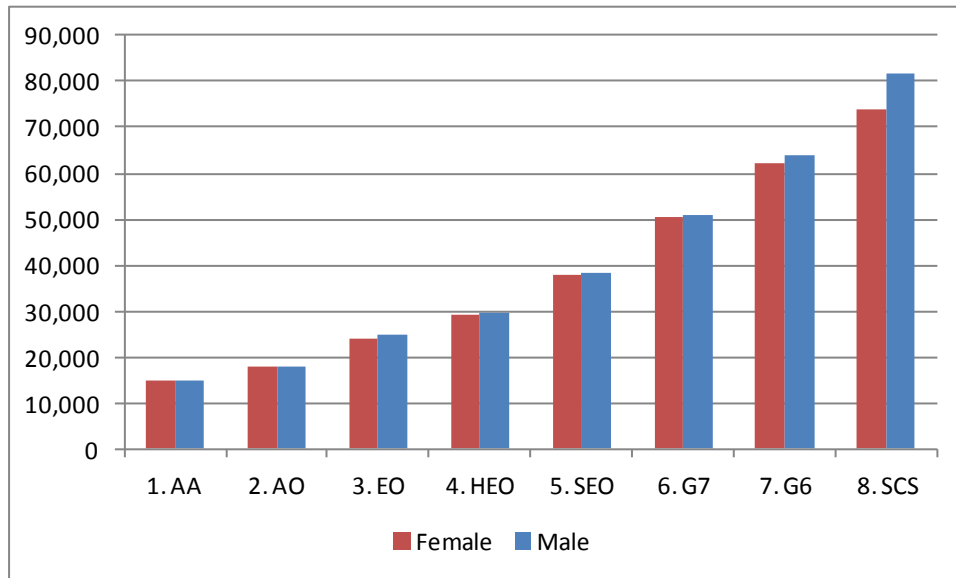
Data source: Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012

In all Grades, except AO, the median salary of male employees exceeded the median salary of female employees. The largest variance occurred at SCS which was £7,662. At EO grade there was a difference of £743 in the median salary of male and female employees which was a larger variance than Grades HEO, SEO and Grade 7.

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<sup>6</sup> Median is the numerical value separating the higher half of a sample, a population, (in this case salary) from the lower half. The median of a finite list of numbers can be found by arranging all the observations from lowest value to highest value and picking the middle one. If there is an even number of observations, then there is no single middle value; the median is then usually defined to be the mean of the two middle values.

**Figure 1.17:** A graph of Table 1.16: Breakdown of Median Salary by Gender and Grade



**Data source:** Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012

- **Grade:**

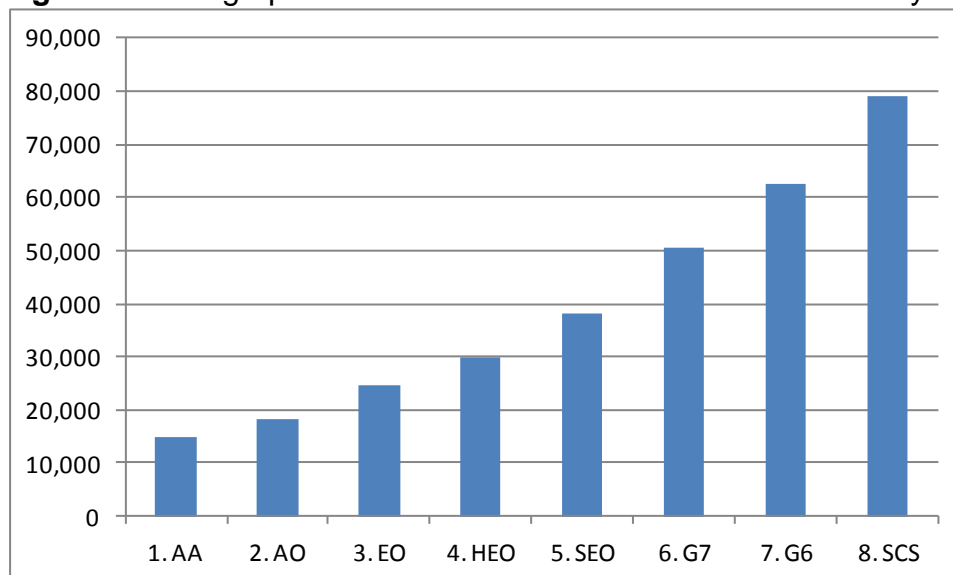
**Table 1.18:** Breakdown of Median Salary by Grade

Grade	Median Salary (£)
1. AA	15,024
2. AO	18,114
3. EO	24,538
4. HEO	29,757
5. SEO	37,964
6. G7	50,440
7. G6	62,421
8. SCS	79,200
<b>Overall</b>	<b>24,921</b>

**Data source:** Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012

The median salary of all current, paid civil servants was £24,291 which was similar to the median salary of EOs in the Department.

**Figure 1.18:** A graph of Table 1.17: Breakdown of Median Salary by Grade



**Data source:** Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012

- **Disability:**

**Table 1.19:** Breakdown of Median Salary by Disability and Grade

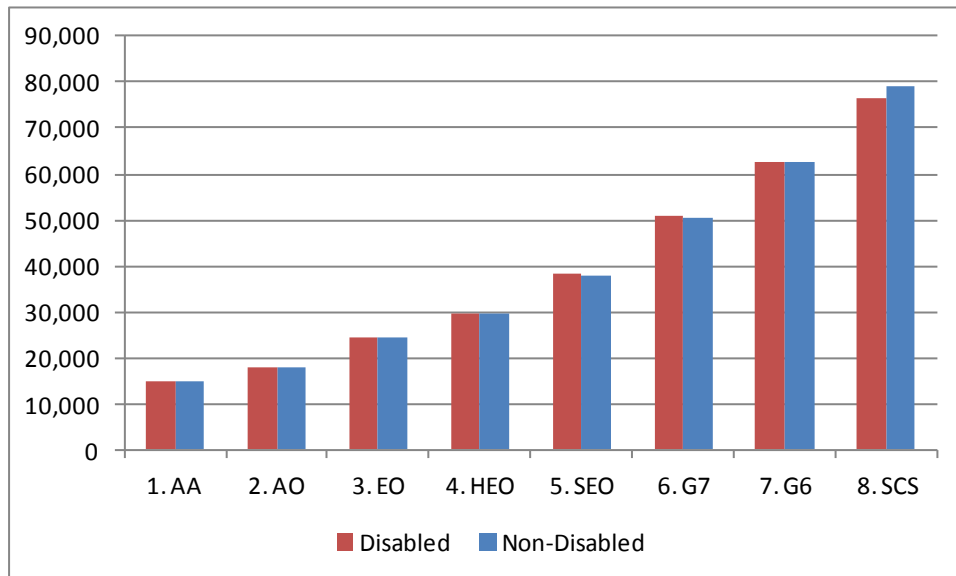
Grade	Median Salary £		Variance	
	Disabled	Non-Disabled	£	%
1. AA	14,953	15,024	-71	0.5%
2. AO	17,965	17,965	0	0.0%
3. EO	24,291	24,291	0	0.0%
4. HEO	29,757	29,757	0	0.0%
5. SEO	38,351	37,964	387	1.0%
6. G7	50,954	50,440	514	1.0%
7. G6	62,421	62,421	0	0.0%
8. SCS	76,290	79,056	-2,766	3.6%

Data source: Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012

The median salary of disabled employees was the same as non-disabled employees for Grades AO to HEO and Grade 6.

Disabled employees at Grade AA and SCS received a lower median salary when compared to non-disabled employees but a higher median salary at Grade SEO and Grade 7.

**Figure 1.19:** A graph of Table 1.18: Breakdown of Median Salary by Disability and Grade



Data source: Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012

- **Ethnicity:**

**Table 1.20:** Breakdown of Median Salary by Ethnicity and Grade

Grade	Median Salary £		Variance	
	Minority Ethnic	White	£	%
1. AA	15,951	14,953	998	6.3%
2. AO	18,657	17,864	793	4.3%
3. EO	24,291	24,291	0	0.0%
4. HEO	29,757	29,555	202	0.7%
5. SEO	38,232	37,964	268	0.7%
6. G7	50,440	50,440	0	0.0%
7. G6	62,421	62,421	0	0.0%
8. SCS	76,182	79,651	-3,469	4.6%

Data source: Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012

The median salary of ethnic minority employees exceeded the median salary of white employees at Grades AA-AO and Grades HEO-SEO.

At Grades EO, Grade 7 and Grade 6 there was no difference between the median salaries relating to ethnicity.

The median salary of ethnic minority employees at SCS was £3,469 lower than white employees.

**Figure 1.20:** A graph of Table 1.19: Breakdown of Median Salary by Ethnicity and Grade



Data source: Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012

- **Work Pattern:**

**Table 1.21:** Breakdown of Median Salary by Work Pattern and Grade

Grade	Median Salary £		Variance	
	Part-time	Full-time	£	%
1. AA	14,953	15,024	-71	0.5%
2. AO	17,877	18,114	-237	1.3%
3. EO	24,046	24,789	-743	3.1%
4. HEO	29,757	29,757	0	0.0%
5. SEO	38,351	37,964	387	1.0%
6. G7	50,440	50,440	0	0.0%
7. G6	62,421	62,421	0	0.0%
8. SCS	76,716	79,651	-2,935	3.8%

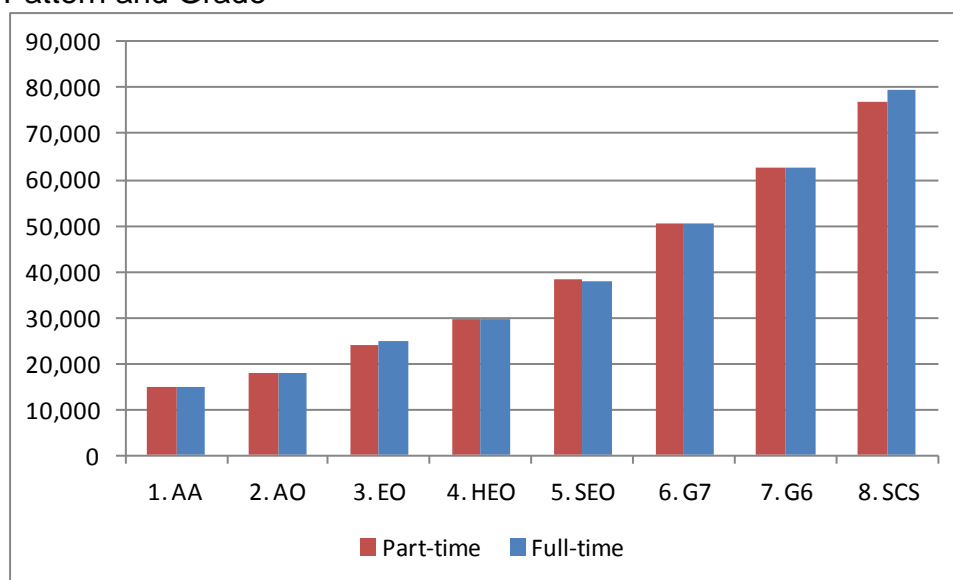
Data source: Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012

For Grades HEO, Grade 7 and Grade 6, the median salary of part-time workers was the same as their full-time counterparts.

At Grades AA to EO and SCS the median salary was less for part-time workers than those working full-time.

At SEO grade, the median salary of part-time employees was more than full-time employees.

**Figure 1.21:** A graph of Table 1.20: Breakdown of Median Salary by Work Pattern and Grade



Data source: Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012

- **Location:**

**Table 1.22:** Breakdown of Median Salary by Non-London/London and Grade

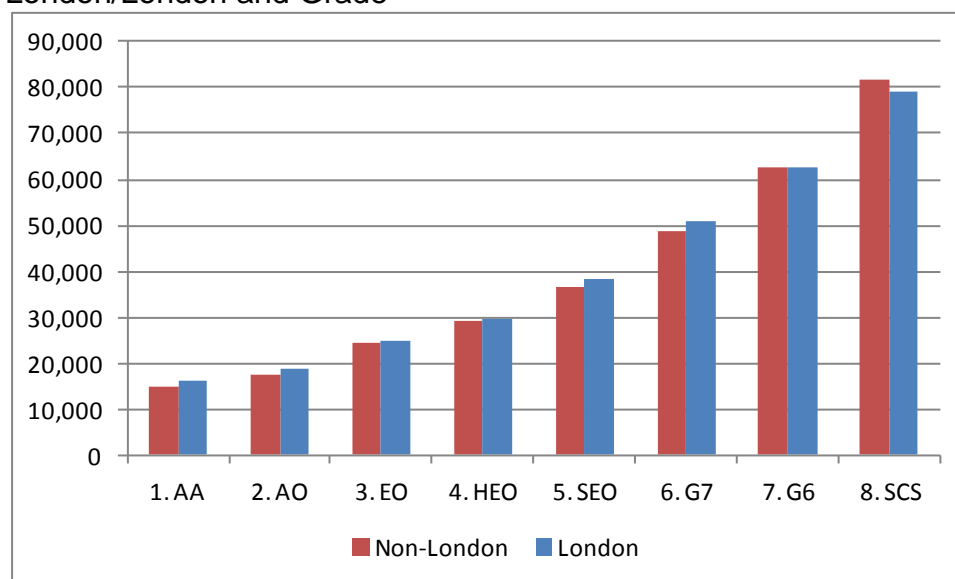
Grade	Median Salary £		Variance	
	Non-London	London	£	%
1. AA	14,953	16,042	-1,089	7.3%
2. AO	17,453	18,657	-1,204	6.9%
3. EO	24,291	24,789	-498	2.1%
4. HEO	29,091	29,757	-666	2.3%
5. SEO	36,824	38,351	-1,527	4.1%
6. G7	48,926	50,954	-2,028	4.1%
7. G6	62,421	62,421	0	0.0%
8. SCS	81,687	79,000	2,687	3.3%

Data source: Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012

In all Grades, except Grade 6, employees who worked in London had a greater median salary.

At Grade 6 there was no difference between the median salaries.

**Figure 1.22:** A graph of Table 1.21: Breakdown of Median Salary by Non-London/London and Grade



Data source: Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012

- **Age Bands:**

**Table 1.23:** Breakdown of Median Salary by Age Bands and Grade

Median Salary £								
Age Band	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS
16-24	14,874	17,029	22,172	25,874	33,953	-	-	-
25-34	14,953	17,627	23,802	28,285	36,824	49,930	61,166	65,802
35-44	15,124	18,114	24,789	29,555	37,964	50,440	61,790	71,641
45-54	15,124	18,114	24,939	30,662	38,742	51,203	64,003	80,300
55-64	15,274	18,114	24,789	31,306	39,250	54,278	66,647	95,000
65+	16,071	18,657	24,789	30,819	39,537	54,705	-	-

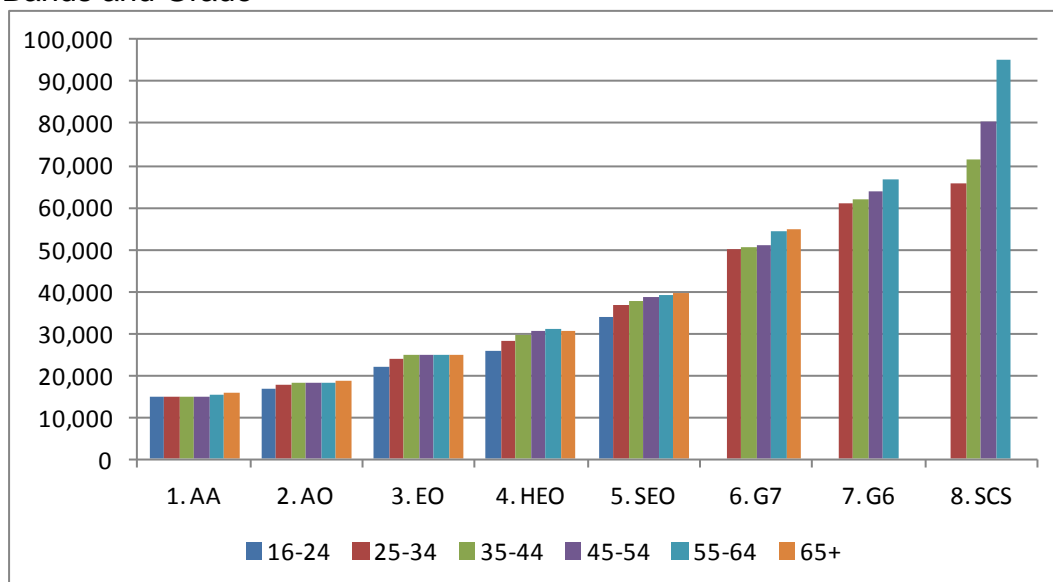
Data source: Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012

At Grades AA to AO and SEO to SCS, the median salary of employees either increased with age or remained the same.

At EO grade the median salary increased steadily up to the age band 45-54 years then decreased by £150 for employees aged over 55 years.

At HEO grade the median salary steadily increased with age, but peaked at employees aged 55–64 years then decreased by £487 for employees over 65 years.

**Figure 1.23:** A graph of Table 1.22: Breakdown of Median Salary by Age Bands and Grade



Data source: Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012



- **Religious Belief:**

**Table 1.24:** Breakdown of Median Salary by Religious Belief and Grade

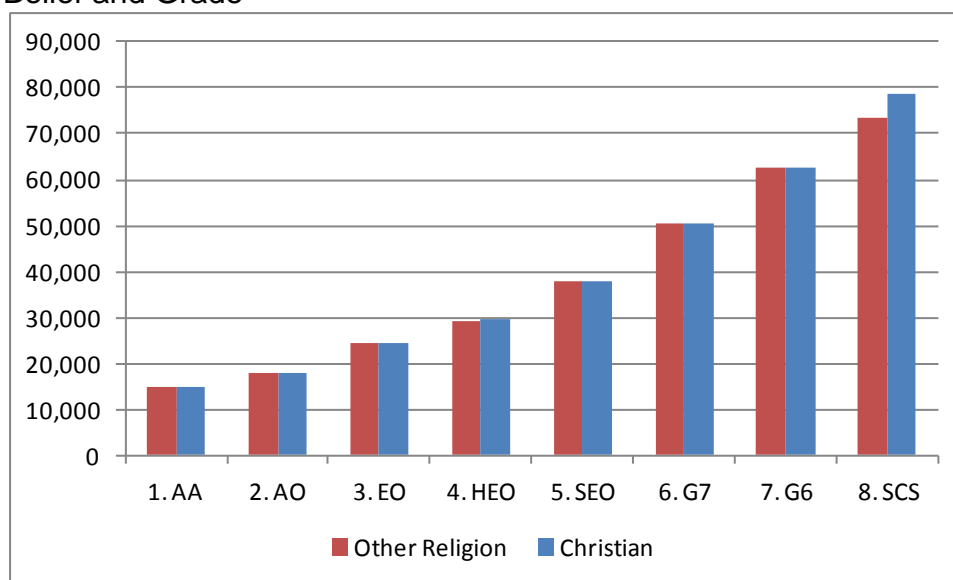
Grade	Median Salary £		Variance	
	Other religion	Christian	£	%
1. AA	15,124	14,953	171	1.1%
2. AO	18,114	17,965	149	0.8%
3. EO	24,291	24,291	0	0.0%
4. HEO	29,381	29,757	-376	1.3%
5. SEO	37,964	37,964	0	0.0%
6. G7	50,440	50,440	0	0.0%
7. G6	62,421	62,421	0	0.0%
8. SCS	73,642	78,840	-5,198	7.1%

Data source: Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012

The median salary for employees who declared their religious belief as “Other religion” was the same as employees who declared their religious belief as Christian for Grades EO and SEO to Grade 6.

Employees who declared their religious belief as “Other religion” had a higher median salary for Grades AA and AO but a smaller median salary for Grades HEO and SCS when compared to employees who declared their religious belief as Christian

**Figure 1.24:** A graph of Table 1.23: Breakdown of Median Salary by Religious Belief and Grade



Data source: Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012

- **Sexual Orientation:**

**Table 1.25:** Breakdown of Median Salary by Sexual Orientation and Grade

Grade	Median Salary £		Variance	
	Lesbian, Gay or Bisexual	Heterosexual / Straight	£	%
1. AA	14,953	15,024	-71	0.5%
2. AO	17,877	17,915	-38	0.2%
3. EO	24,291	24,291	0	0.0%
4. HEO	29,757	29,555	202	0.7%
5. SEO	38,232	37,964	268	0.7%
6. G7	50,440	50,440	0	0.0%
7. G6	61,790	62,421	-631	1.0%
8. SCS	73,414	78,612	-5,199	7.1%

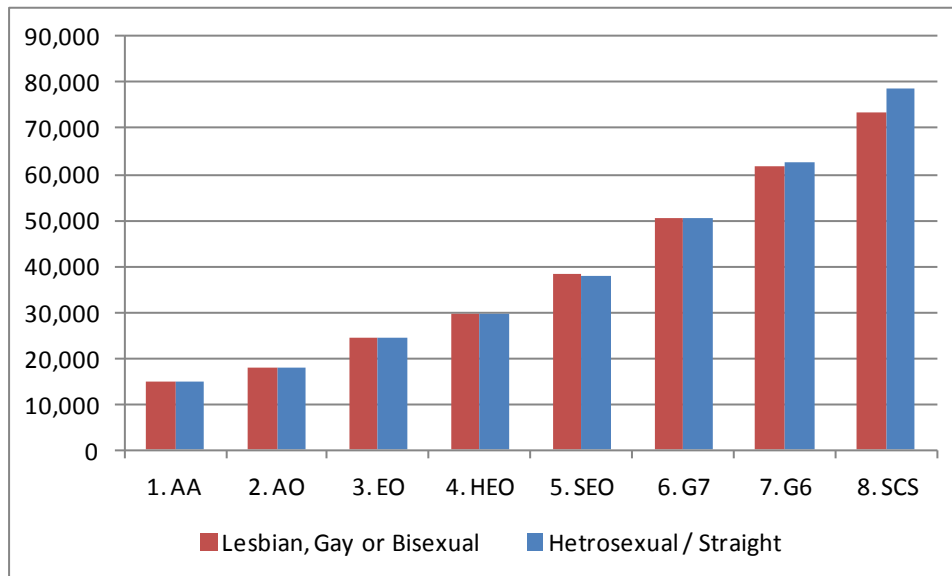
Data source: Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012

The median salary of employees who were lesbian, gay or bisexual was the same as employees who were heterosexual for Grade EO and Grade 7.

The median salary of employees who were lesbian, gay or bisexual was lower than the median salary of employees who were heterosexual for Grades AA to AO and Grade 6 and SCS.

The median salary of employees who were lesbian, gay or bisexual was higher than the median salary of employees who were heterosexual for Grades HEO and SEO.

**Figure 1.25:** A graph of Table 1.24: Breakdown of Median Salary by Sexual Orientation and Grade



Data source: Payroll extract (annualised) linked to Data View, current, paid civil servants as at 31<sup>st</sup> March 2012

The next section considers an analysis of new entrants, recruitment and the Core Skills assessment that employees must undertake to become an HEO or a Grade 7 in the Home Office and the UK Border Agency.

## Section 2: Resourcing and Redeployment

### *Resourcing*

In May 2010 an external recruitment freeze was announced across the civil service, as part of the Chancellor's spending reduction plans. The external recruitment freeze applied across all government Departments and agencies; although some exceptions applied for graduate fast stream and to fill exceptional business-critical and frontline appointments. We continued to recruit from across the civil service to fill Departmental posts as necessary.

The Home Office is piloting a new World Careers Network (WCN) resourcing system in some areas of the Business, with a view to move to using this system for the whole Department. The WCN system will ensure all resourcing will be completed online: from advertising the post as a manager; submitting an application form as a candidate; completing the sift online and posting the results and feedback for the applicant to access.

The information received on the resourcing process consisted of manually-completed local records; information analysed was a combination of "posts" available to fill, promotions undertaken within the Department and lateral moves between business areas.

The employees analysed below are employees who have been through the resourcing process and offered employment to a particular post. However, not all candidates offered an appointment accept a position in the Department. These potential appointees should not be confused with actual employees who do join the Department. The latter are known as "recruits" (also called "joiners") and they are analysed in the next section.

#### **Key facts:**

- There were 4,348 posts available to fill in HQ, IPS, CRB and UKBA during the period. This included 3,884 lateral moves and promotions and 464 posts which were granted permission to be resourced externally (i.e. outside the civil service).
- External posts (and some internal posts) have extensive resourcing lead times of between 6 to 9 months; this means that resourcing exercises undertaken during one year may not result in a recruit until the next financial year.<sup>7</sup> As not all successful candidates accept a role there will always be variances between Resourcing and Recruited statistics.
- There were 181 external recruits who took up appointments within the Department during the period (153 paid and 28 unpaid civil servants). Analysis of these Recruits follows in the next chapter.
- UKBA resourcing information is included for the first time; as such no comparison could be made with last year.

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<sup>7</sup> Lead times occur because of the time taken to: prepare a business case to seek senior Director approval for external resourcing; core skills assessment exercises; security checks; other pre-appointment checks; and successful candidates normally have to serve notice with their current employer before they can join the Department.

Of those who participated in the Resourcing process:

- **Gender:**

**Table 2.1:** Breakdown of Resourcing candidates by Gender

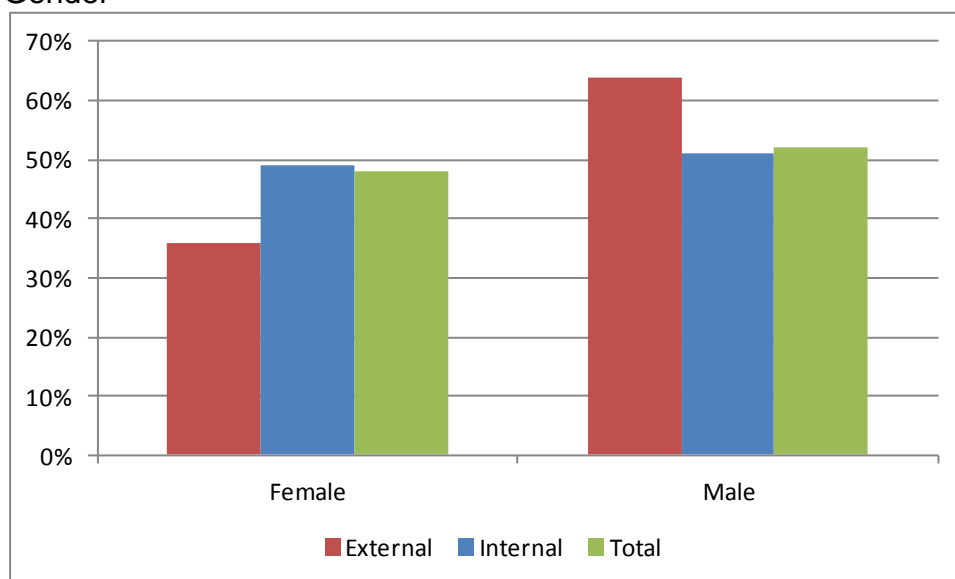
Gender	External	Internal	Total
Female	36%	49%	48%
Male	64%	51%	52%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

There were slightly more male than female resourcing candidates over the period. This was the reverse of the current workforce composition of the Department. This was more pronounced in external candidates where the Department offered contracts to more than twice as many males than females.

Figure 2.1 shows those offered contracts from **outside** the civil service (External), those offered contracts from **within** the civil service (Internal) and the **total** number of employees offered contracts. For both internal and external resourcing, a greater proportion of males were offered contracts.

**Figure 2.1:** A graph of Table 2.1: Breakdown of Resourcing candidates by Gender



**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Grade:**

Data was collected manually within the Department, thereby requiring a degree of uniformity to be applied to both capture and recording to facilitate its effective analysis. As grade data was not collected within some of the Executive Agencies, recruitment data could not be analysed by grade.

- **Disability:**

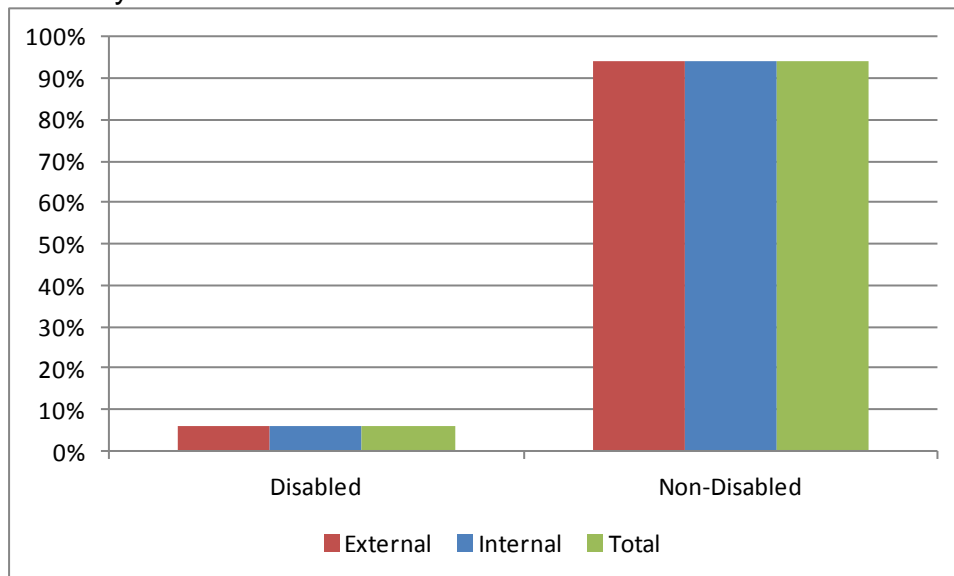
**Table 2.2:** Breakdown of Resourcing candidates by Disability

Gender	External	Internal	Total
Disabled	6%	6%	6%
Non-Disabled	94%	94%	94%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The proportion of resourcing candidates who were disabled, whether from within the civil service or outside the civil service, was broadly consistent with the composition of the Department (7%).

**Figure 2.2:** A graph of Table 2.2: Breakdown of Resourcing candidates by Disability



**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Ethnicity:**

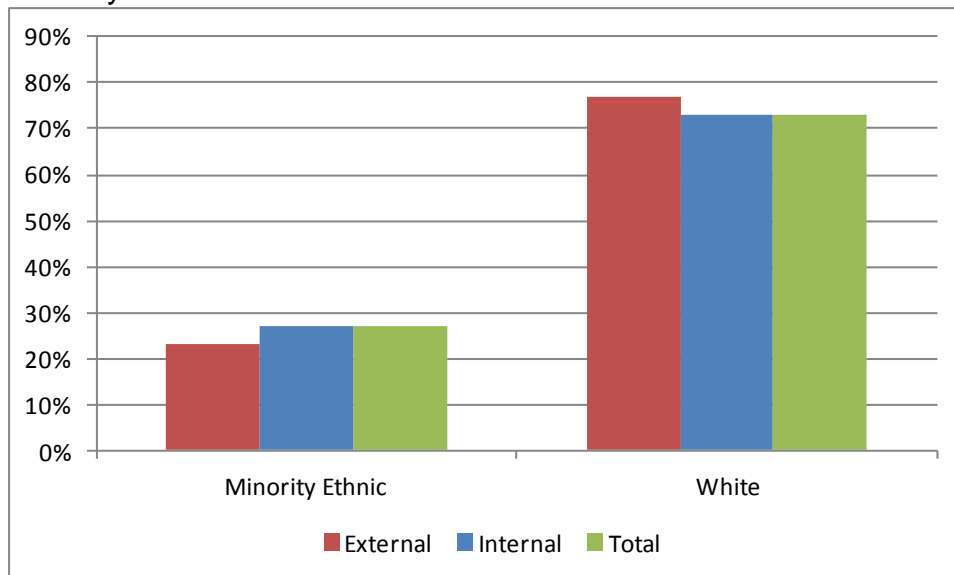
**Table 2.3:** Breakdown of Resourcing candidates by Ethnicity

Ethnicity	External	Internal	Total
Minority Ethnic	23%	27%	27%
White	77%	73%	73%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The proportion of candidates who were minority ethnic, was 4% higher than the composition of the Department (23%). 4% fewer external candidates were from an ethnic minority background when compared to their internal counterparts but this figure was comparable with the overall Departmental workforce composition.

**Figure 2.3:** A graph of Table 2.3: Breakdown of Resourcing candidates by Ethnicity



**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Work Pattern:**

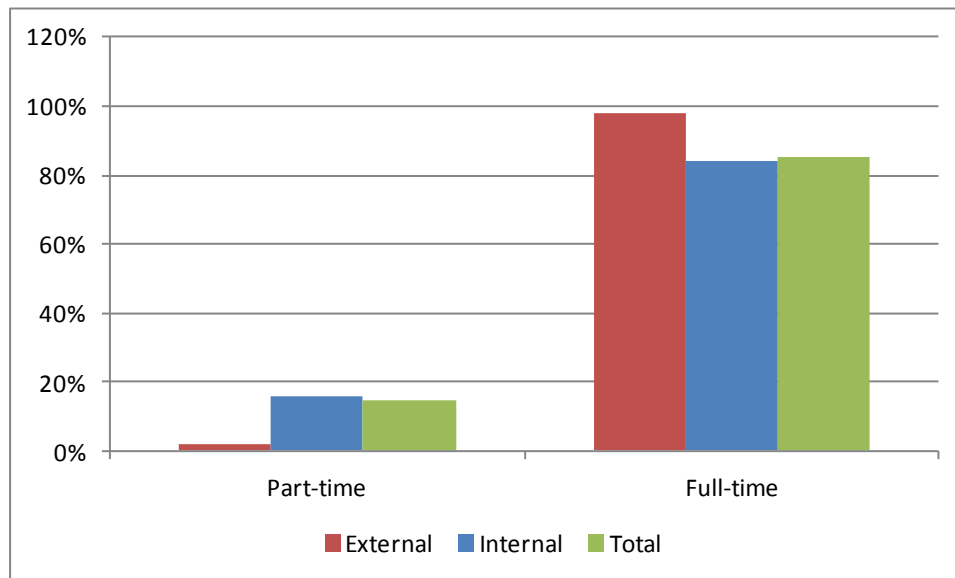
**Table 2.4:** Breakdown of Resourcing candidates by Work Pattern

Work Pattern	External	Internal	Total
Part-time	2%	16%	15%
Full-time	98%	84%	85%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

Part-time employees accounted for only 2% of those external candidates, 18% less than the Home Office composition (20%). Those internal candidates more closely reflected representation rates within the Department.

**Figure 2.4:** A graph of Table 2.4: Breakdown of Resourcing candidates by Work Pattern



**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012



- **Location:**

**Table 2.5:** Breakdown of Resourcing candidates by Location

Location	External	Internal	Total
East Midlands	0.0%	0.8%	0.8%
East of England	0.0%	2.5%	2.4%
London	47.4%	56.0%	55.7%
North East	0.0%	0.4%	0.4%
North West	31.2%	14.2%	14.8%
South East	5.2%	11.3%	11.0%
South West	0.0%	0.8%	0.7%
West Midlands	1.9%	2.2%	2.1%
Yorkshire & The Humber	11.0%	6.8%	7.0%
<b>England</b>	<b>96.8%</b>	<b>94.9%</b>	<b>94.9%</b>
Northern Ireland	1.9%	0.2%	0.3%
Scotland	0.6%	1.4%	1.4%
Wales	0.0%	2.5%	2.6%
Overseas	0.6%	0.9%	0.9%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

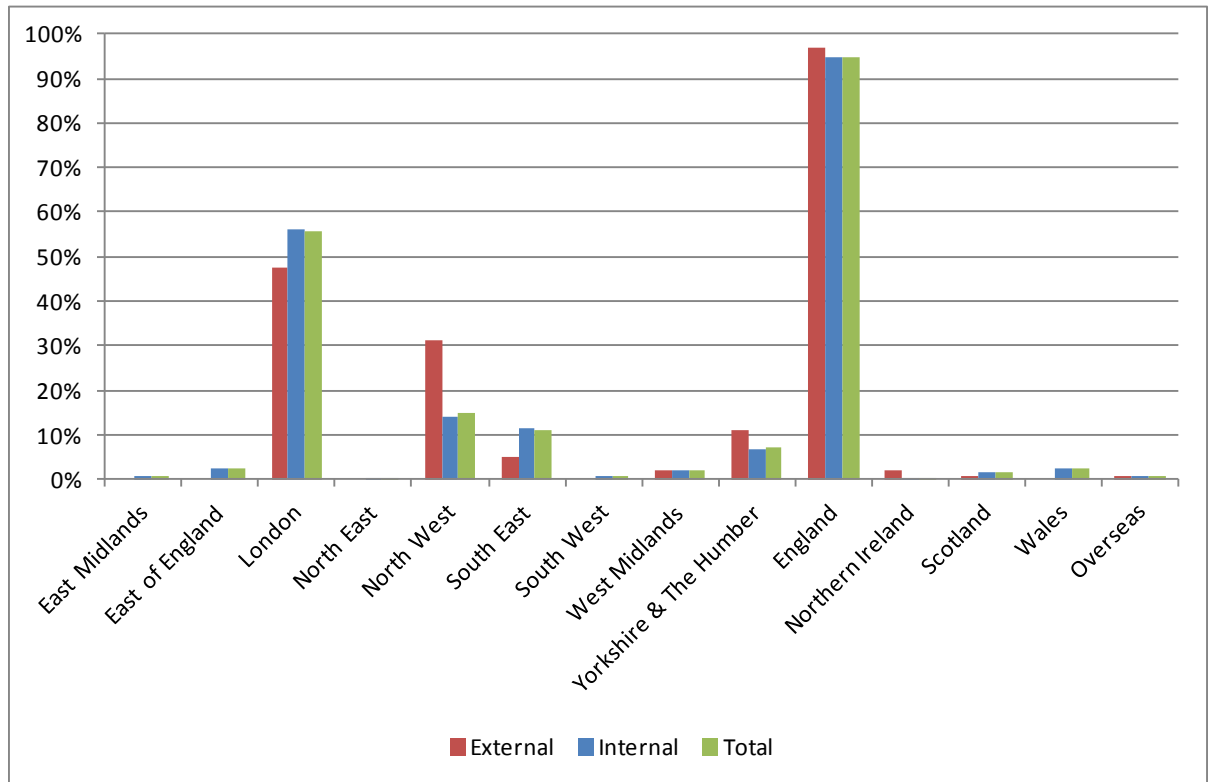
**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

Most of the resourcing candidates were in England (97%), with 76% of this in London and the North West. This was slightly higher than the composition of the Home Office where 94% of employees were based in England (59% in London and the North West).

London accounted for over half of all resourcing candidates, with 10% more internal candidates than external. Whilst the North West accounted for one fifth of all candidates, the proportion of internal candidates was 50% lower than external counterparts.

Although there were candidates from within the civil service in all areas, there were no external candidates in Wales, the North East, East Midlands, the East of England or the South West.

**Figure 2.5:** A graph of Table 2.5: Breakdown of Resourcing candidates by Location



**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Age Bands:**

**Table 2.6:** Breakdown of Resourcing candidates by Age Bands

Age	External	Internal	Total
16-24	9%	4%	4%
25-34	34%	32%	32%
35-44	26%	25%	25%
45-54	26%	28%	28%
55+	5%	12%	12%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

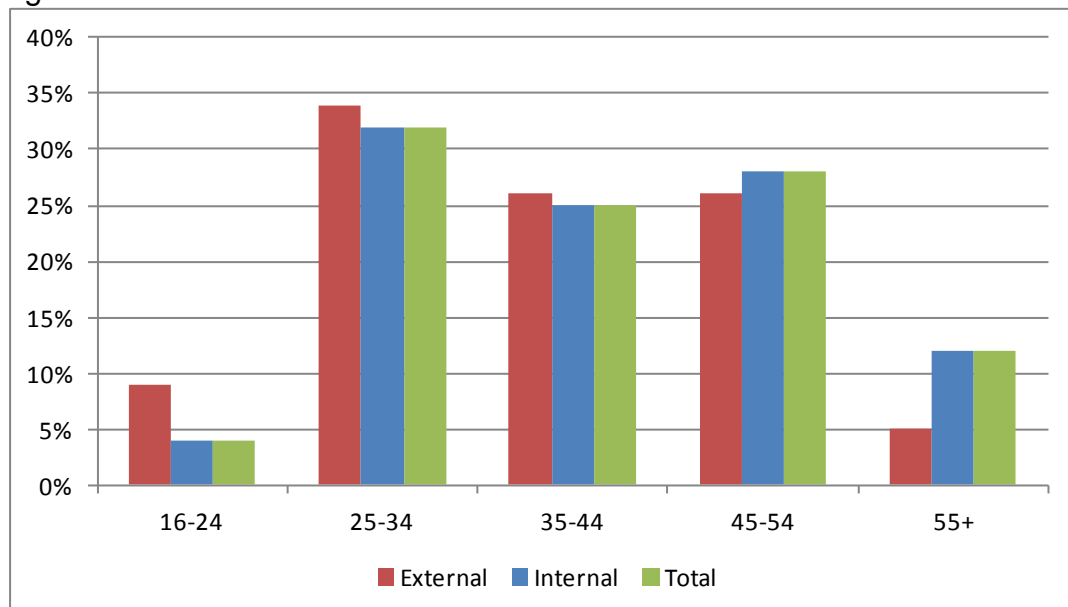
**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

Whilst the age bands supplied by Executive Agencies on manual collation sheets did not contain Cabinet Office-recognised standard age bands, the detail provided did allow for some analysis.

Overall, the most populous age for resourcing candidates was 25–34 years. Of those candidates from outside the civil service, only 5% were aged 55+, 8% less than the representation rate within the Department (13%). 9% of external candidates were aged 16–24 years; 7% higher than the representation rate of employees within the Department (2%).

Figure 2.6 shows that the composition of internal candidates closely resembled that of all resourcing candidates. This was because there were 90% fewer external candidates than those from within the civil service.

**Figure 2.6:** A graph of Table 2.6: Breakdown of Resourcing candidates by Age Bands



**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Religious Belief:**

**Table 2.7:** Breakdown of Resourcing candidates by Religious Belief

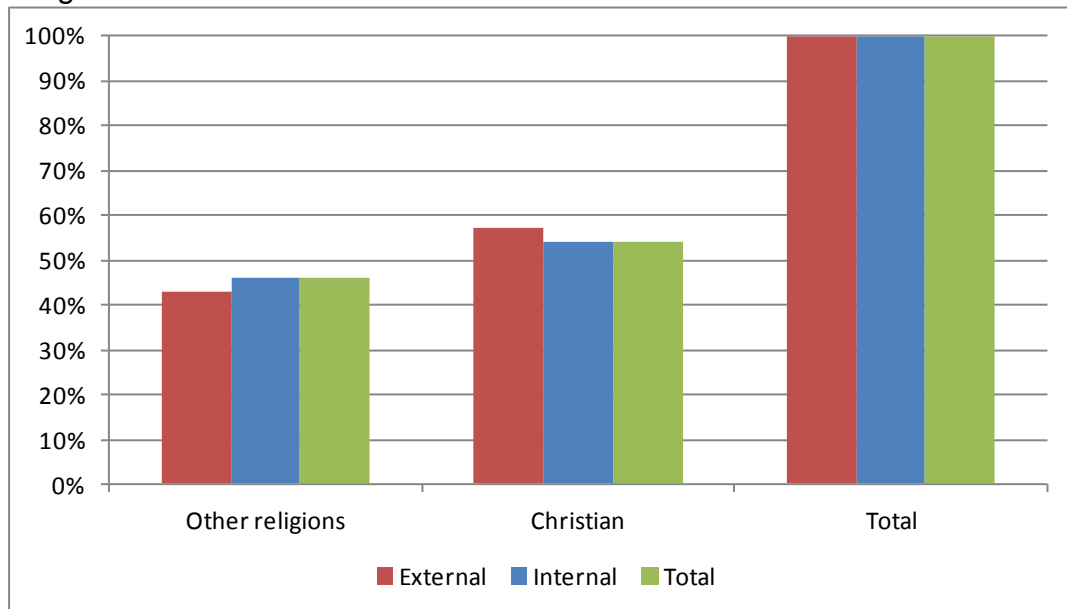
Religious Belief	External	Internal	Total
Other religions	43%	46%	46%
Christian	57%	54%	54%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

Overall, representation rates for resourcing candidates declaring themselves as “Other religion” were slightly higher (3%) than the composition of the Home Office.

External candidate representations rates for Religious Belief were comparable to those within the Department.

**Figure 2.7:** A graph of Table 2.7: Breakdown of Resourcing candidates by Religious Belief



**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Sexual Orientation:**

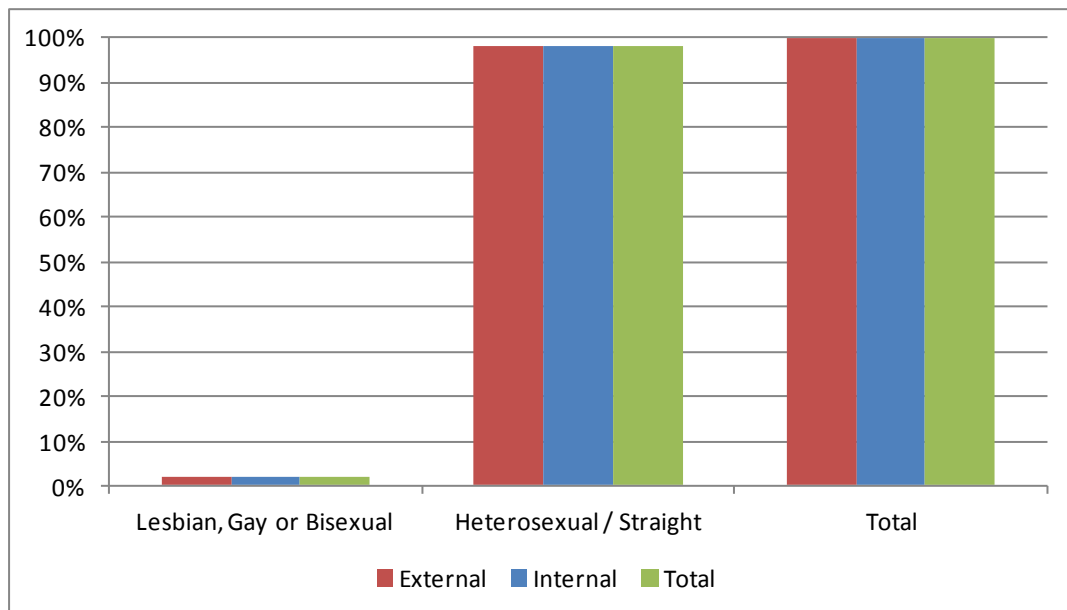
**Table 2.8:** Breakdown of Resourcing candidates by Sexual Orientation

Sexual Orientation	External	Internal	Total
Lesbian, Gay or Bisexual	2%	2%	2%
Heterosexual / Straight	98%	98%	98%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

Overall, resourcing candidates who declared their sexual orientation to be lesbian, gay or bisexual were slightly less-well represented than the composition of the Home Office (3%). Representation rates remained consistent across all types of resourcing candidates.

**Figure 2.8:** A graph of Table 2.8: Breakdown of Resourcing candidates by Sexual Orientation



**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

In the next few pages recruits or joiners to the Department is analysed. Joiners can include new civil servants and civil servants transferring in from other Government Departments.

## Recruits / Joiners

Anyone new to the Department is considered to be a new recruit or joiner.<sup>8</sup> A joiner can be new to the Civil Service or transfers from other Government Departments (OGD), Non Departmental Public Bodies (NDPB) or Public corporations.

### Key facts:

- The Home Office employed 645 employees in various posts during the year.
- Of these, 181 employees were new civil servants (153 paid and 28 unpaid) and 464 (399 paid and 66 unpaid) were transfers from other Government Departments (OGD), Non Departmental Public Bodies (NDPB) and Public corporations.

Of those employed:

- **Gender:**

**Table 2.9:** Breakdown of joiners by Gender and Grade

	Female			Male		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	61%	50%	11%	39%	50%	-11%
<b>2. AO</b>	64%	59%	5%	36%	41%	-5%
<b>3. EO</b>	47%	47%	0%	53%	53%	0%
<b>4. HEO</b>	58%	38%	20%	42%	62%	-20%
<b>5. SEO</b>	56%	37%	19%	44%	63%	-19%
<b>6. G7</b>	48%	49%	-1%	52%	51%	1%
<b>7. G6</b>	57%	28%	29%	43%	72%	-29%
<b>8. SCS</b>	38%	19%	19%	62%	81%	-19%
<b>Total</b>	<b>53%</b>	<b>46%</b>	<b>7%</b>	<b>47%</b>	<b>54%</b>	<b>-7%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The gender breakdown of joiners to the Department has changed over the last 2 years. The majority of joiners in 2011-12 were female (53%) whereas in 2010-11 these were male (54%).

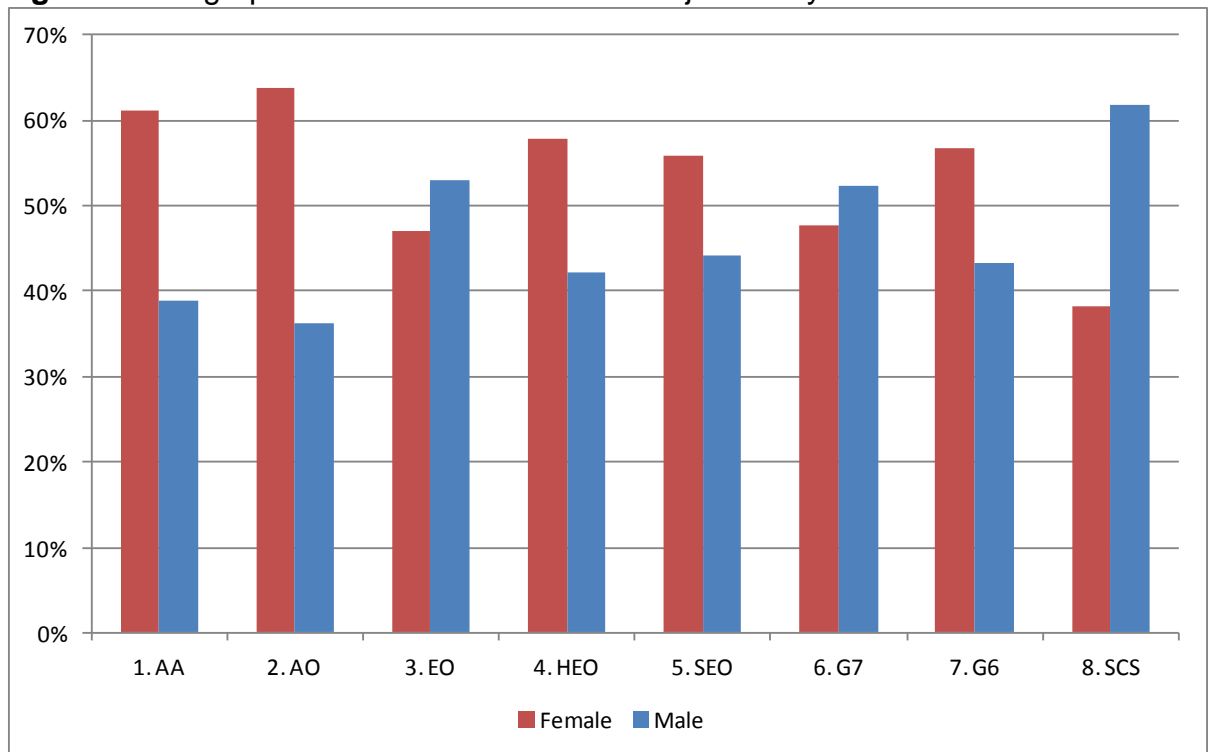
There were some marked differences. For example, 29% more females joined at Grade 6 than did so at that grade in the previous year, 20% more females joined at HEO grade and 19% more females joined at SEO and SCS than the previous year.

Figure 2.9 shows that, the proportion of female joiners outweighed male joiners in the majority of grades except EO, Grade 7 and SCS.

<sup>8</sup> In order to be consistent with ONS terminology we have called all Recruits - Joiners

The largest gender difference was identified at AO grade where females accounted for 64% of all new AOs in the period compared to 52% in the composition of the Department.

**Figure 2.9:** A graph of Table 2.9: Breakdown of joiners by Gender and Grade



**Data source:** Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Grade:**

**Table 2.10: Breakdown of joiners by Gender and Grade**

	Female			Male		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	3%	8%	-5%	2%	7%	-4%
<b>2. AO</b>	11%	23%	-12%	7%	14%	-7%
<b>3. EO</b>	19%	33%	-15%	23%	32%	-8%
<b>4. HEO</b>	23%	16%	7%	19%	21%	-3%
<b>5. SEO</b>	16%	9%	7%	14%	12%	1%
<b>6. G7</b>	19%	9%	9%	23%	8%	15%
<b>7. G6</b>	6%	1%	5%	5%	3%	2%
<b>8. SCS</b>	4%	1%	3%	7%	3%	4%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

**Data source:** Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

23% of females joined at HEO grade, whereas the same proportion of male joiners started at EO and Grade 7. Regardless of gender, the proportion of AA and AO joiners reduced by one quarter, from 58% joiners in 2010-11 to 33% in 2011-12.

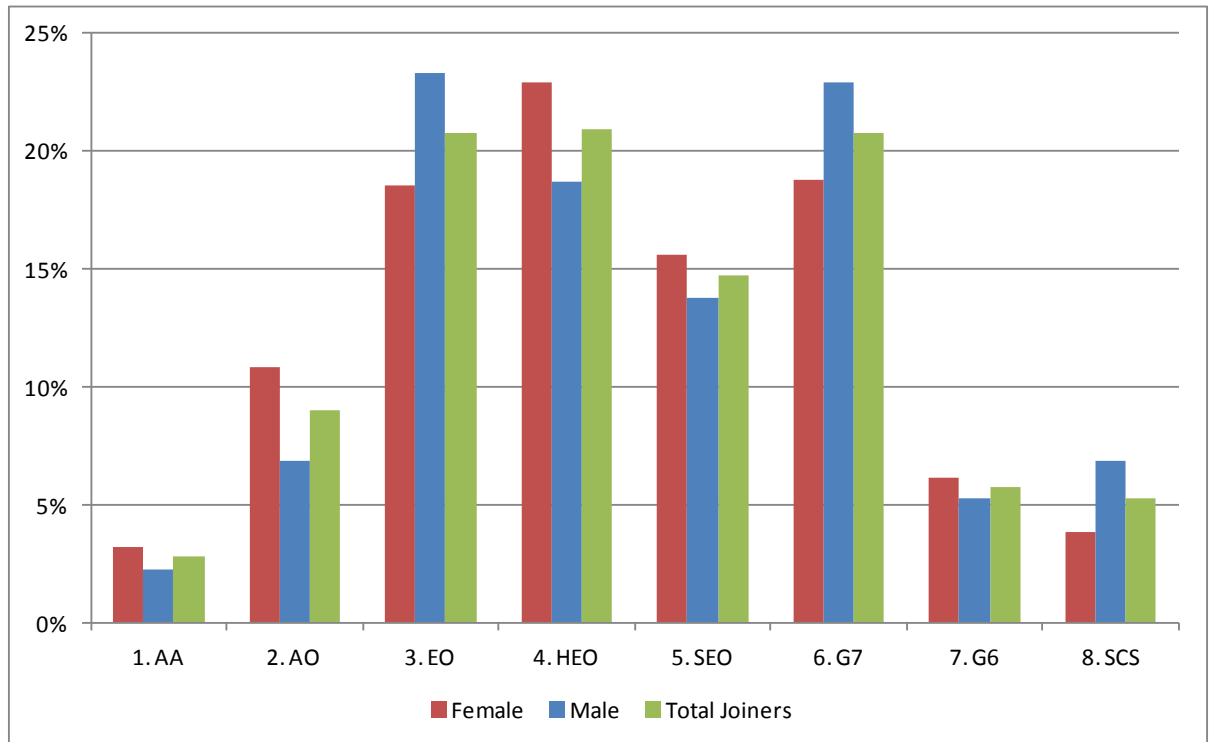
21% of joiners were in the grades EO, HEO and Grade 7. Last year the modal<sup>9</sup> grade was EO with 32% of joiners.

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<sup>9</sup> The modal grade is the grade which contains the largest proportion



**Figure 2.10:** A graph of Table 2.10: Breakdown of joiners by Gender and Grade



**Data source:** Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Disability:**

**Table 2.11: Breakdown of joiners by Disability and Grade**

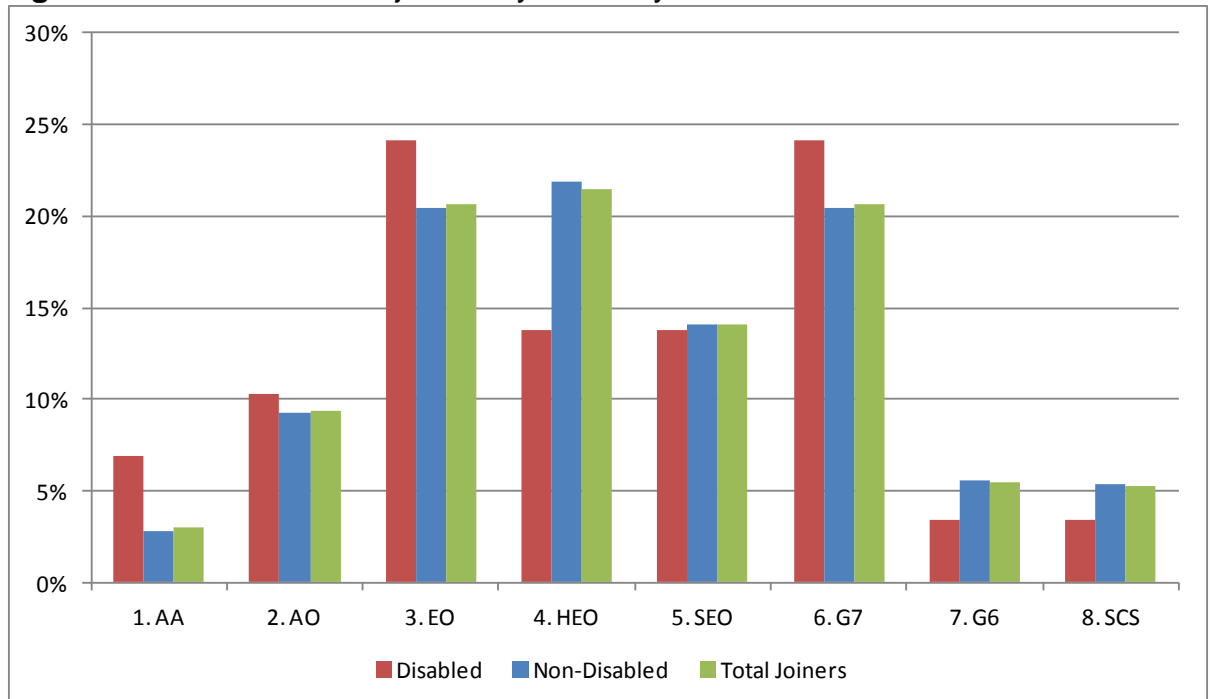
	Disabled			Non-Disabled		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	12%	6%	5%	88%	94%	-5%
<b>2. AO</b>	6%	4%	2%	94%	96%	-2%
<b>3. EO</b>	6%	3%	3%	94%	97%	-3%
<b>4. HEO</b>	3%	2%	1%	97%	98%	-1%
<b>5. SEO</b>	5%	5%	0%	95%	95%	0%
<b>6. G7</b>	6%	6%	0%	94%	94%	0%
<b>7. G6</b>	3%	5%	-1%	97%	95%	1%
<b>8. SCS</b>	3%	0%	3%	97%	100%	-3%
<b>Total</b>	<b>5%</b>	<b>4%</b>	<b>1%</b>	<b>95%</b>	<b>96%</b>	<b>-1%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The number of joiners to the Department who were disabled increased by 1%, but was still 2% below the representation rate within the Department (7%). The proportion of disabled joiners increased in every grade except Grade 6, which decreased by 1%.

The proportion of joiners who were disabled was over-represented at grades AA to EO and Grade 7. At HEO, Grade 6 and SCS disabled joiners were under-represented. Only amongst disabled joining SEOs were representation rates comparable to those within the Home Office.

**Figure 2.11: Breakdown of joiners by Disability and Grade**



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Ethnicity:**

**Table 2.12: Breakdown of joiners by Ethnicity and Grade**

	Minority Ethnic			White		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	41.2%	11.0%	30.2%	58.8%	89.0%	-30.2%
<b>2. AO</b>	13.0%	14.0%	-1.0%	87.0%	86.0%	1.0%
<b>3. EO</b>	34.5%	23.7%	10.8%	65.5%	76.3%	-10.8%
<b>4. HEO</b>	23.4%	11.7%	11.7%	76.6%	88.3%	-11.7%
<b>5. SEO</b>	32.5%	11.7%	20.8%	67.5%	88.3%	-20.8%
<b>6. G7</b>	12.2%	12.8%	-0.6%	87.8%	87.2%	0.6%
<b>7. G6</b>	6.3%	0.0%	6.3%	93.8%	100.0%	-6.3%
<b>8. SCS</b>	3.3%	0.0%	3.3%	96.7%	100.0%	-3.3%
<b>Total</b>	<b>22.1%</b>	<b>15.6%</b>	<b>6.5%</b>	<b>77.9%</b>	<b>84.4%</b>	<b>-6.5%</b>

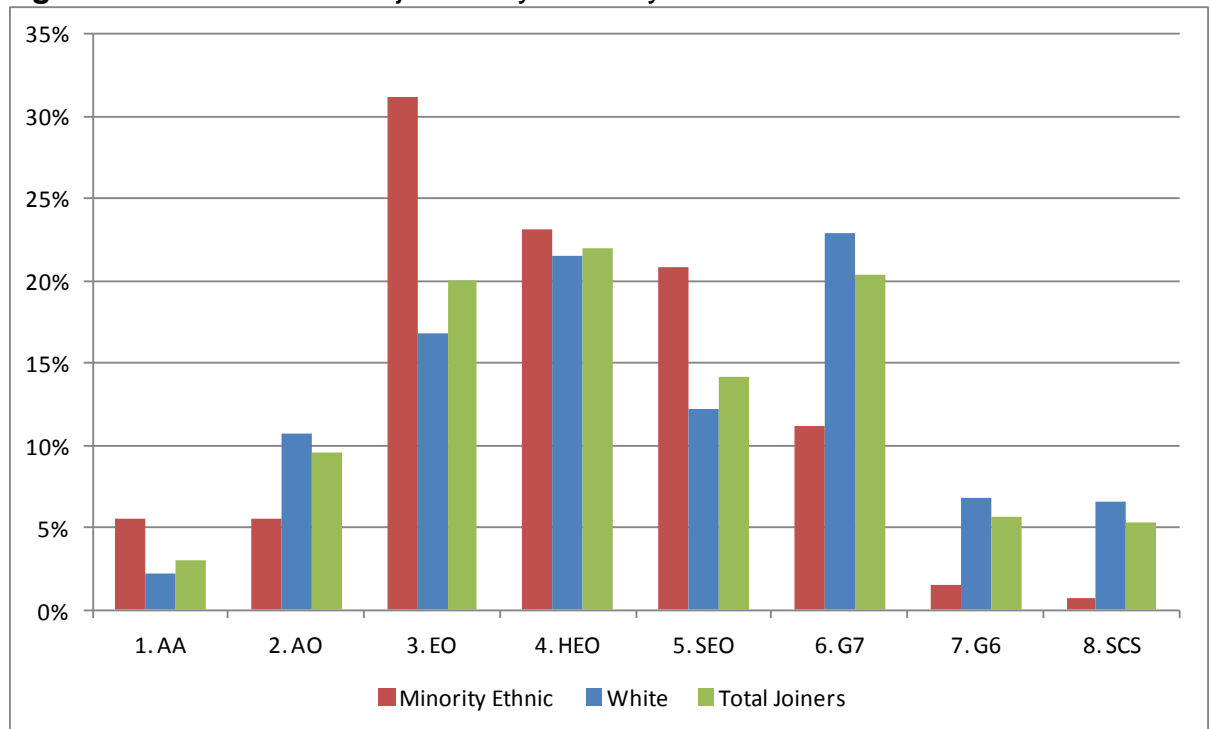
Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The number of minority ethnic joiners increased by 7% but remained lower than the representation of the Department.

The proportion of minority ethnic joiners increased at all grades except AO and Grade 7. The most marked improvement was an increase of 30% amongst ethnic minority joiners at grade AA (41%).

Of minority ethnic employees who joined the Department, the majority were at EO grade.

**Figure 2.12: Breakdown of joiners by Ethnicity and Grade**



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Work Pattern:**

**Table 2.13: Breakdown of joiners by Work Pattern and Grade**

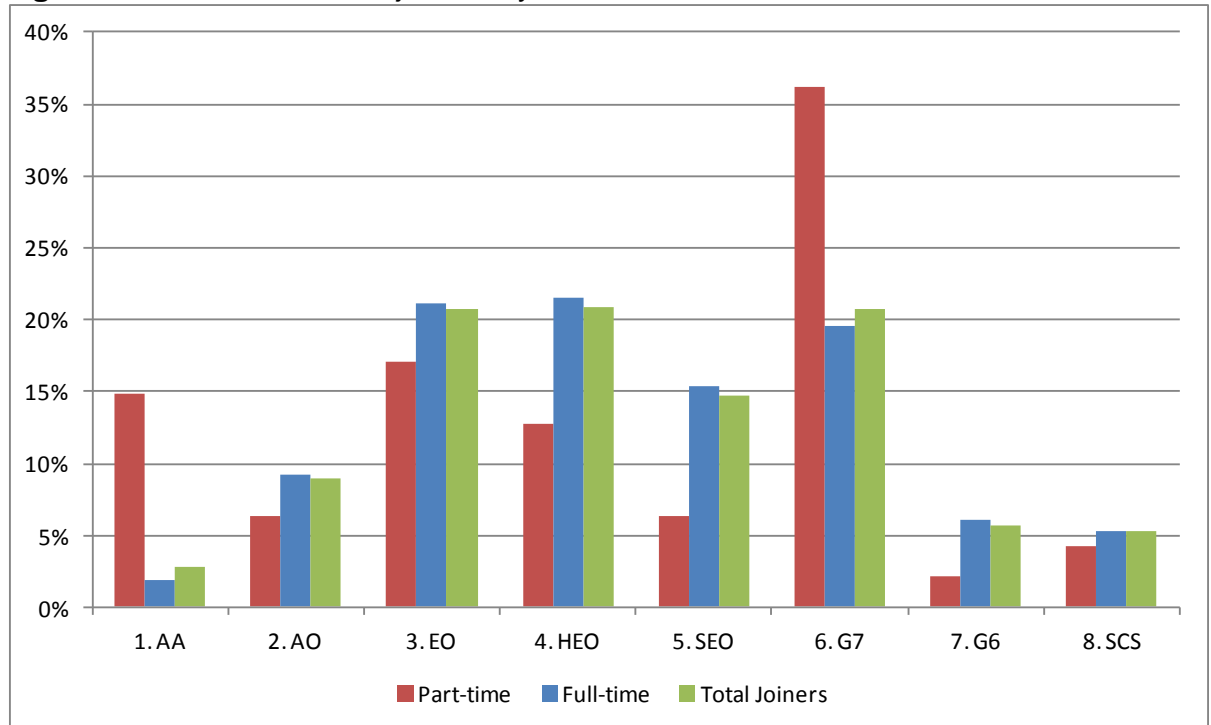
	Full-time			Part-time		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	61%	87%	-26%	39%	13%	26%
<b>2. AO</b>	95%	65%	30%	5%	35%	-30%
<b>3. EO</b>	94%	86%	8%	6%	14%	-8%
<b>4. HEO</b>	96%	95%	1%	4%	5%	-1%
<b>5. SEO</b>	97%	93%	4%	3%	7%	-4%
<b>6. G7</b>	87%	93%	-5%	13%	7%	5%
<b>7. G6</b>	97%	93%	4%	3%	7%	-4%
<b>8. SCS</b>	94%	100%	-6%	6%	0%	6%
<b>Total</b>	<b>93%</b>	<b>86%</b>	<b>7%</b>	<b>7%</b>	<b>14%</b>	<b>-7%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of part-time employees who were new to the Department (7%) was half that of last year and 13% lower than the overall Departmental composition (20%).

Of all those part-time employees new to the Department, one third were Grade 7 and over half were grades AA–HEO.

**Figure 2.13: Breakdown of joiners by Work Pattern and Grade**



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Location:**

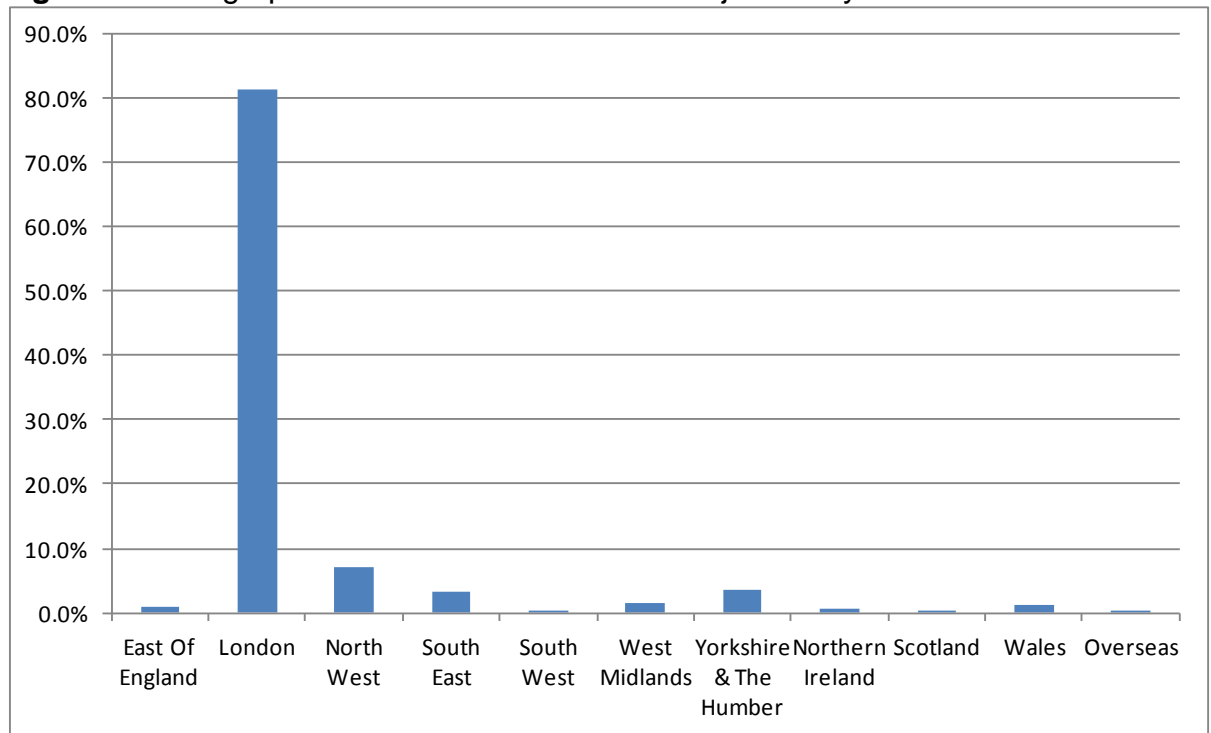
**Table 2.14: Breakdown of joiners by Location and Grade**

Region	Grade								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
East Of England	11.1%	0.0%	0.0%	0.8%	2.1%	0.0%	0.0%	0.0%	<b>0.8%</b>
London	27.8%	33.3%	69.2%	94.0%	92.6%	91.0%	100.0%	100.0%	<b>81.4%</b>
North West	61.1%	35.1%	6.8%	1.5%	2.1%	1.5%	0.0%	0.0%	<b>7.2%</b>
South East	0.0%	7.0%	9.8%	2.3%	1.1%	0.0%	0.0%	0.0%	<b>3.3%</b>
South West	0.0%	0.0%	0.0%	0.0%	0.0%	1.5%	0.0%	0.0%	<b>0.3%</b>
West Midlands	0.0%	3.5%	0.8%	0.0%	0.0%	4.5%	0.0%	0.0%	<b>1.4%</b>
Yorkshire & The Humber	0.0%	17.5%	8.3%	0.8%	0.0%	0.7%	0.0%	0.0%	<b>3.6%</b>
<b>England</b>	<b>100.0%</b>	<b>96.5%</b>	<b>94.7%</b>	<b>99.2%</b>	<b>97.9%</b>	<b>99.3%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>98.0%</b>
Northern Ireland	0.0%	1.8%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>0.5%</b>
Scotland	0.0%	0.0%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>0.3%</b>
Wales	0.0%	1.8%	1.5%	0.8%	2.1%	0.7%	0.0%	0.0%	<b>1.1%</b>
Overseas	0.0%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>0.2%</b>
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

There were no joiners at Grade 6 or SCS outside London. Of those joiners to the Department at AA grade almost two-thirds were in the North West and almost one-third in London. Over 80% of all joiners to the Department were based in London. Outside London, the region with the most joiners was the North West with 7%.

**Figure 2.14: A graph of Table 2.14: Breakdown of joiners by Location**



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Age Bands:**

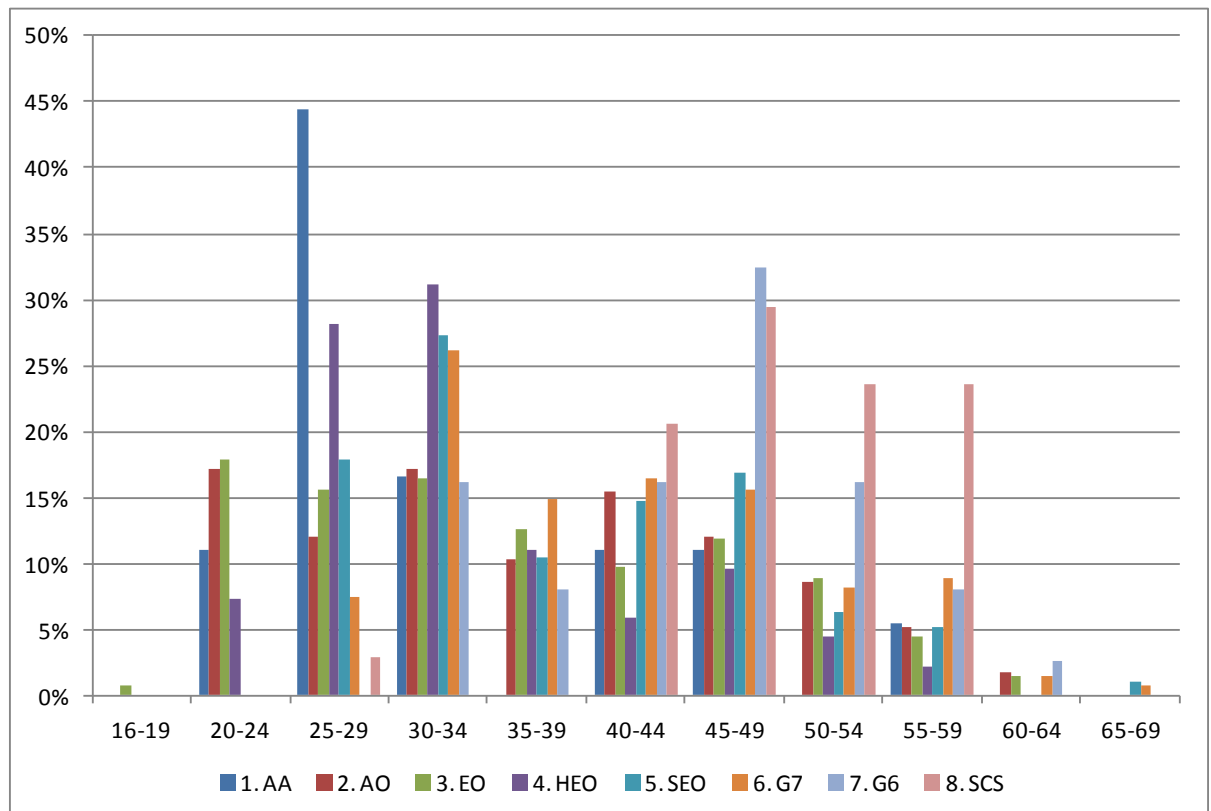
**Table 2.15: Breakdown of joiners by Age Band and Grade**

Age	Grade								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
16-19	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>0.2%</b>
20-24	11.1%	17.2%	17.9%	7.4%	0.0%	0.0%	0.0%	0.0%	<b>7.1%</b>
25-29	44.4%	12.1%	15.7%	28.1%	17.9%	7.5%	0.0%	2.9%	<b>15.8%</b>
30-34	16.7%	17.2%	16.4%	31.1%	27.4%	26.1%	16.2%	0.0%	<b>22.3%</b>
35-39	0.0%	10.3%	12.7%	11.1%	10.5%	14.9%	8.1%	0.0%	<b>11.0%</b>
40-44	11.1%	15.5%	9.7%	5.9%	14.7%	16.4%	16.2%	20.6%	<b>12.6%</b>
45-49	11.1%	12.1%	11.9%	9.6%	16.8%	15.7%	32.4%	29.4%	<b>15.0%</b>
50-54	0.0%	8.6%	9.0%	4.4%	6.3%	8.2%	16.2%	23.5%	<b>8.4%</b>
55-59	5.6%	5.2%	4.5%	2.2%	5.3%	9.0%	8.1%	23.5%	<b>6.4%</b>
60-64	0.0%	1.7%	1.5%	0.0%	0.0%	1.5%	2.7%	0.0%	<b>0.9%</b>
65-69	0.0%	0.0%	0.0%	0.0%	1.1%	0.7%	0.0%	0.0%	<b>0.3%</b>
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The majority of joiners fell into the age group 30–34 which was line with the overall Departmental composition. 97% of all new SCS employees fell into the age bands 40–59 years.

**Figure 2.15: A graph of Table 2.15: Breakdown of joiners by Age Bands and Grade**



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Religious Belief:**

**Table 2.16:** Breakdown of joiners by Religious Belief and Grade

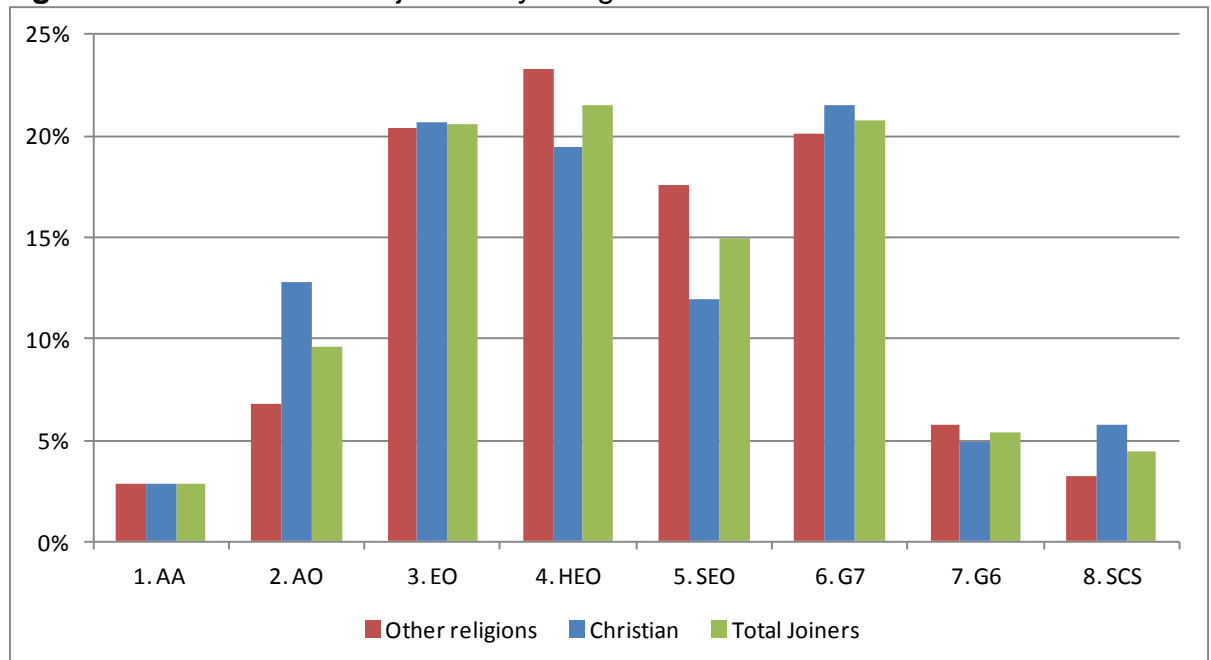
	Christian			Other religion		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	47%	56%	-10%	53%	44%	10%
<b>2. AO</b>	62%	59%	3%	38%	41%	-3%
<b>3. EO</b>	47%	58%	-12%	53%	42%	12%
<b>4. HEO</b>	42%	57%	-15%	58%	43%	15%
<b>5. SEO</b>	37%	56%	-19%	63%	44%	19%
<b>6. G7</b>	48%	55%	-7%	52%	45%	7%
<b>7. G6</b>	43%	45%	-2%	57%	55%	2%
<b>8. SCS</b>	61%	71%	-11%	39%	29%	11%
<b>Total</b>	<b>46%</b>	<b>57%</b>	<b>-11%</b>	<b>54%</b>	<b>43%</b>	<b>11%</b>

**Data source:** Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of joiners who declared their religion to be “Other religion” increased by 11% from last year, which was 11% higher than the Home Office composition (43%).

The largest proportion of joiners who declared their religion to be “Other religion” could be found amongst the HEO grade (23%). Of those joiners who declared their religion as Christian, the joiners’ largest proportion could be found amongst EOs and Grade 7 (21%).

**Figure 2.16:** Breakdown of joiners by Religious Belief and Grade



**Data source:** Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Sexual Orientation:**

**Table 2.17: Breakdown of joiners by Sexual Orientation and Grade**

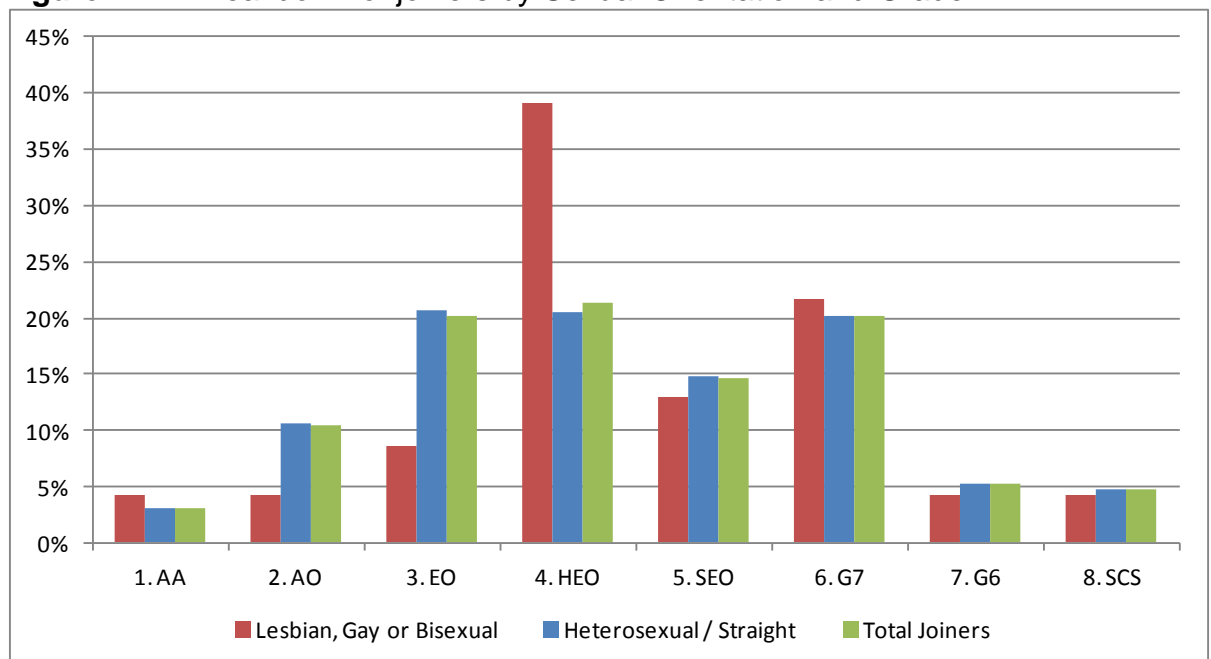
	Lesbian, Gay or Bisexual			Hetrosexual / Straight		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	6.3%	1.3%	5.0%	93.8%	98.7%	-5.0%
<b>2. AO</b>	1.9%	3.1%	-1.3%	98.1%	96.9%	1.3%
<b>3. EO</b>	1.9%	2.9%	-0.9%	98.1%	97.1%	0.9%
<b>4. HEO</b>	8.3%	3.1%	5.1%	91.7%	96.9%	-5.1%
<b>5. SEO</b>	4.0%	3.3%	0.7%	96.0%	96.7%	-0.7%
<b>6. G7</b>	4.9%	6.1%	-1.2%	95.1%	93.9%	1.2%
<b>7. G6</b>	3.7%	9.5%	-5.8%	96.3%	90.5%	5.8%
<b>8. SCS</b>	4.2%	7.1%	-3.0%	95.8%	92.9%	3.0%
<b>Total</b>	<b>4.5%</b>	<b>3.4%</b>	<b>1.1%</b>	<b>95.5%</b>	<b>96.6%</b>	<b>-1.1%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of joiners who were lesbian, gay or bisexual increased by 1%; 2% more than the Home Office composition.

The largest proportion of joiners who were lesbian, gay or bisexual was at HEO grade (39%).

**Figure 2.17: Breakdown of joiners by Sexual Orientation and Grade**



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012



## Redeployment

### Key Facts:

- 413 Departmental employees spent time in the redeployment network (1.5% of all Departmental employees).<sup>10</sup>
- There were no employees from CRB in the redeployment network during the year.

Of those in the network at anytime:

- **Gender:**

**Table 2.18:** Breakdown of employees in the Redeployment network by Gender and Grade

	Female	Male
<b>1. AA</b>	69%	31%
<b>2. AO</b>	68%	32%
<b>3. EO</b>	59%	41%
<b>4. HEO</b>	63%	37%
<b>5. SEO</b>	54%	46%
<b>6. G7</b>	55%	45%
<b>7. G6</b>	33%	67%
<b>Total</b>	<b>62%</b>	<b>38%</b>

**Data source:** Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

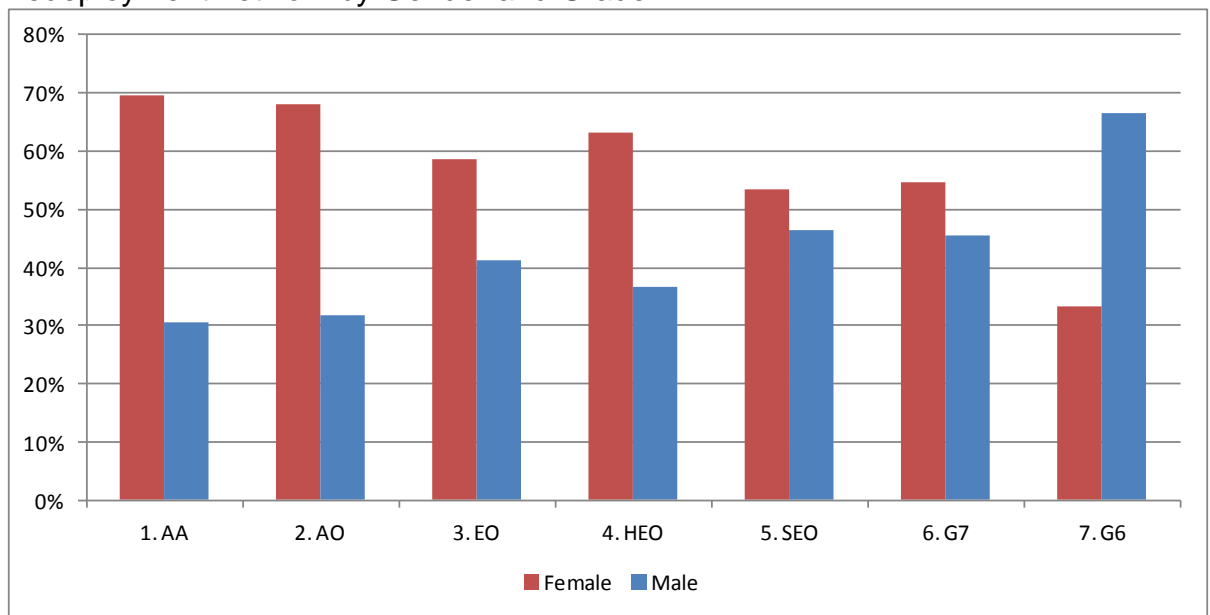
Female employees accounted for almost two-thirds of all employees in the network; 10% higher than their representation rate within the Department. At all Grades, except Grade 6, female employees outnumbered male employees.

Figure 2.18 shows that the general trend was for male employees to be inversely proportional to increasing grade.

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<sup>10</sup> Paid and Unpaid Civil Servants in employment with the Department as at 31<sup>st</sup> March 2012

**Figure 2.18:** A graph of Table 2.18: Breakdown of employees in the Redeployment network by Gender and Grade



**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Grade:**

**Table 2.19:** Breakdown of employees in the Redeployment network by Gender and Grade

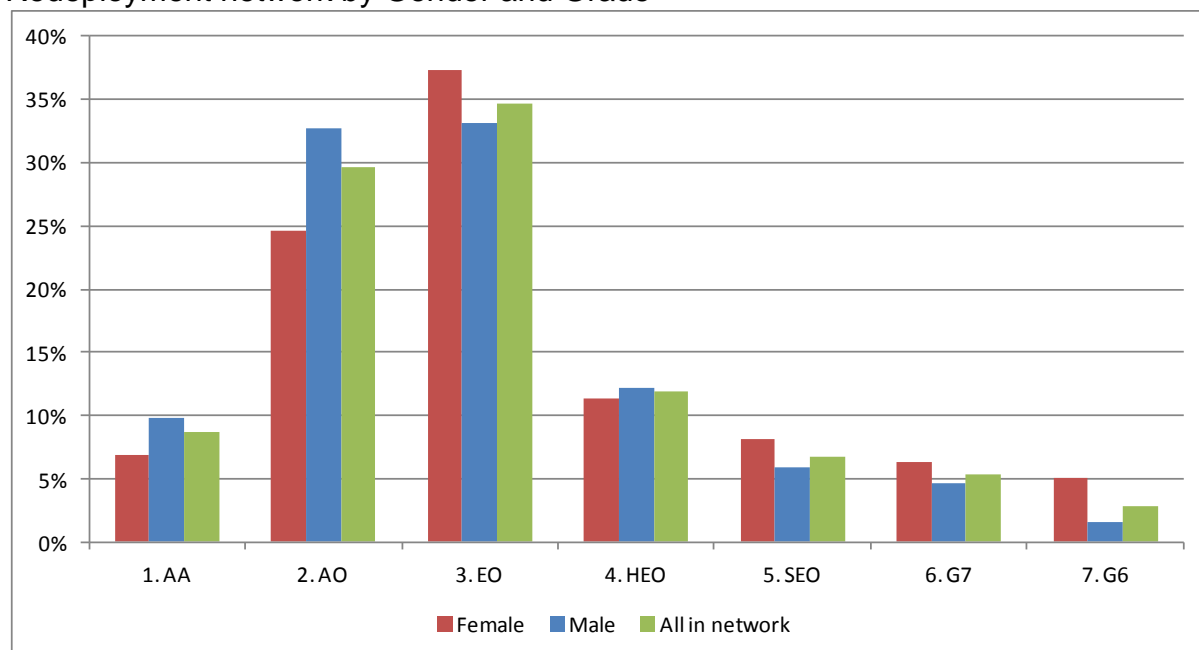
	Female	Male	All in network
<b>1. AA</b>	7%	10%	9%
<b>2. AO</b>	25%	33%	30%
<b>3. EO</b>	37%	33%	35%
<b>4. HEO</b>	11%	12%	12%
<b>5. SEO</b>	8%	6%	7%
<b>6. G7</b>	6%	5%	5%
<b>7. G6</b>	5%	2%	3%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

EO grade was the most populous grade amongst employees in the redeployment network. In addition, one-third of all males and over one-third of females were EO grade (although males at AO grade also accounted for one-third of all male employees). There were no SCS in the network during the period.

Figure 2.19 shows that the gender composition by grade amongst employees within the network was generally representative of the grade composition within the Department.

**Figure 2.19:** A graph of Table 2.19: Breakdown of employees in the Redeployment network by Gender and Grade



**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Disability:**

**Table 2.20:** Breakdown of employees in the Redeployment network by Disability and Grade

	Disabled	Non-Disabled
<b>1. AA</b>	9%	91%
<b>2. AO</b>	15%	85%
<b>3. EO</b>	16%	84%
<b>4. HEO</b>	8%	92%
<b>5. SEO</b>	13%	87%
<b>6. G7</b>	11%	89%
<b>7. G6</b>	0%	100%
<b>Total</b>	<b>13%</b>	<b>87%</b>

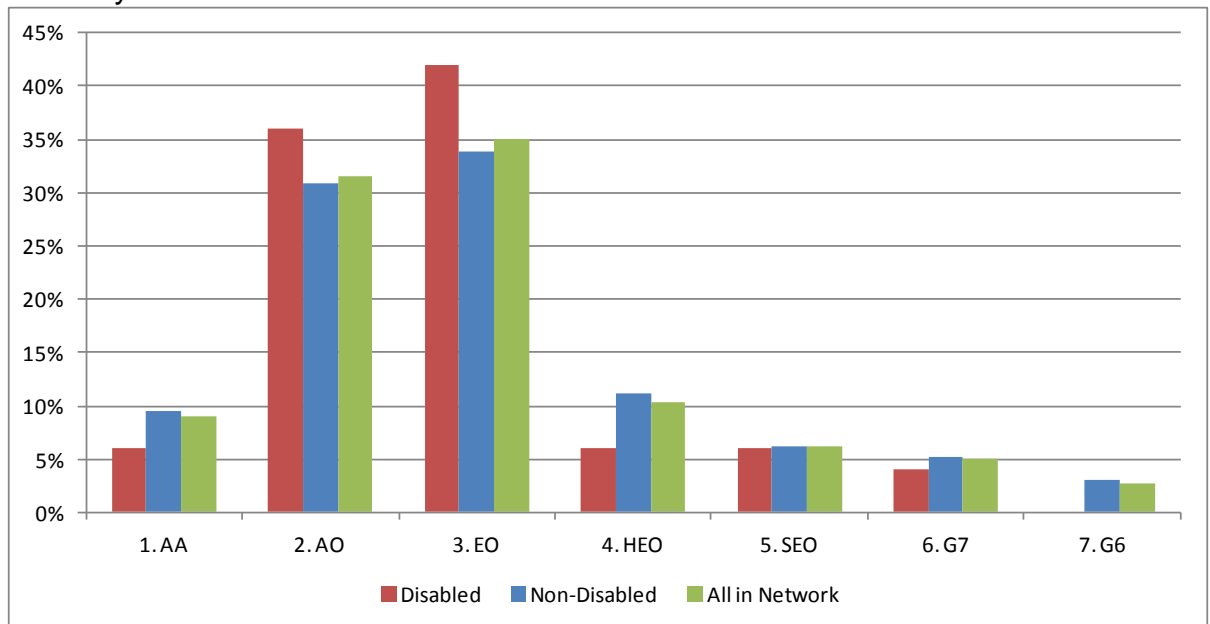
**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The number of employees in the network that declared a disability (13%) was 5% higher than those within the Department (7%).

Only redeployment employees at grades AA and HEO were representative of the Department; all other Grades (except Grade 6) had an increased representation rate when compared to the overall workforce composition.

There were no Grade 6 disabled employees in the redeployment network in the period.

**Figure 2.20:** Breakdown of employees in the Redeployment network by Disability and Grade



**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Ethnicity:**

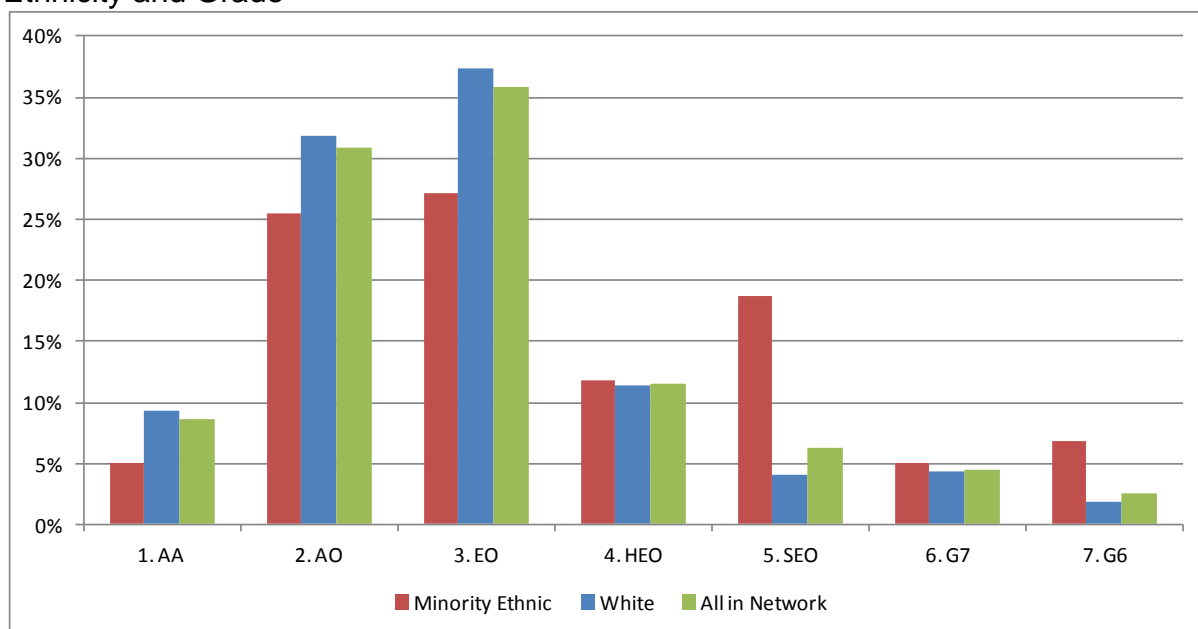
**Table 2.21:** Breakdown of employees in the Redeployment network by Ethnicity and Grade

	Minority Ethnic	White
<b>1. AA</b>	9%	91%
<b>2. AO</b>	13%	87%
<b>3. EO</b>	12%	88%
<b>4. HEO</b>	16%	84%
<b>5. SEO</b>	46%	54%
<b>6. G7</b>	18%	82%
<b>7. G6</b>	40%	60%
<b>Total</b>	<b>15%</b>	<b>85%</b>

**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The proportion of minority ethnic employees in the redeployment network (15%) was 8% less than that within the Home Office (23%). However amongst redeployment employees at SEO grade (46%) and Grade 6 (40%) representation rates were substantially higher than the overall workforce composition (18% and 8% respectively). However, as overall numbers within the redeployment network amongst these grades was relatively small, figures are provided for completeness and no wider inferences can be made.

**Figure 2.21:** Breakdown of employees in the Redeployment network by Ethnicity and Grade



**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Work Pattern:**

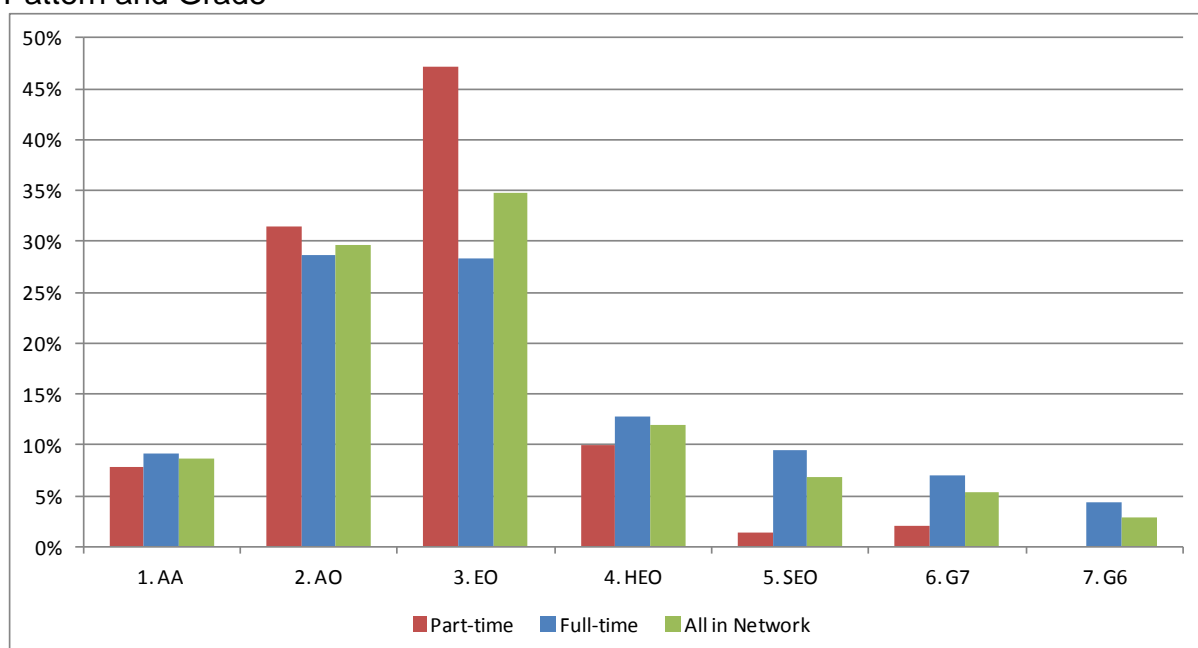
**Table 2.22:** Breakdown of employees in the Redeployment network by Work Pattern and Grade

	Part-time	Full-time
<b>1. AA</b>	31%	69%
<b>2. AO</b>	36%	64%
<b>3. EO</b>	46%	54%
<b>4. HEO</b>	29%	71%
<b>5. SEO</b>	7%	93%
<b>6. G7</b>	14%	86%
<b>7. G6</b>	0%	100%
<b>Total</b>	<b>34%</b>	<b>66%</b>

**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The proportion of part-time employees in the redeployment network (34%) was 14% higher than within the Department (20%). Of those at EO grade, just under half (46%) were part-time - over twice the representation rates within the Department (19%).

**Figure 2.22:** Breakdown of employees in the Redeployment network by Work Pattern and Grade



**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Location:**

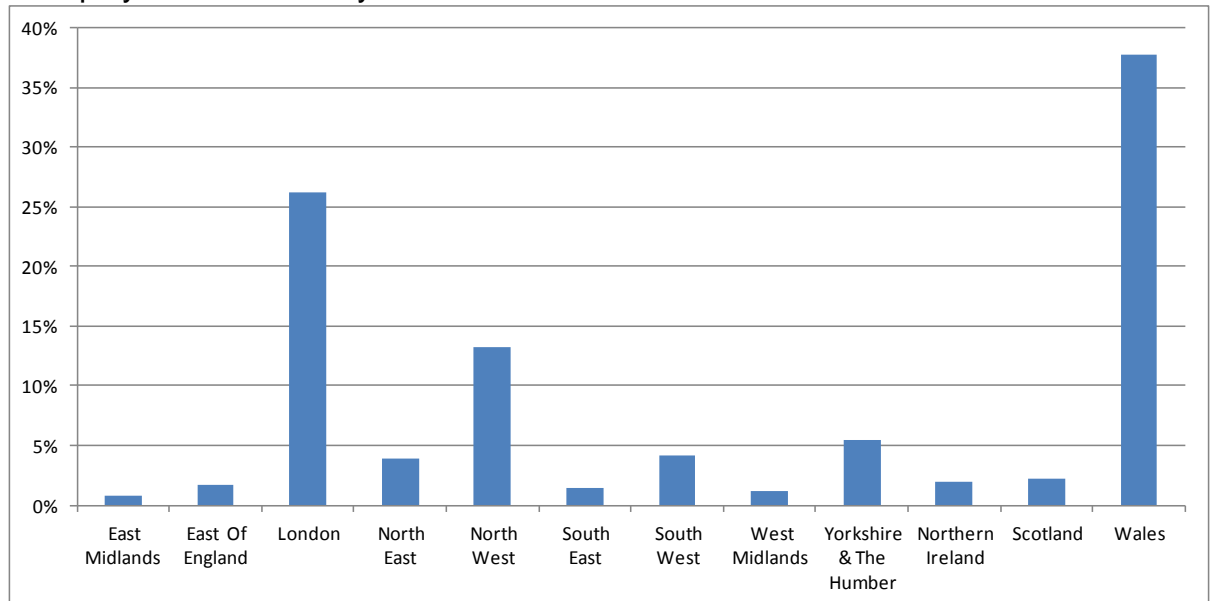
**Table 2.23:** Breakdown of employees in the Redeployment network by Location and Grade

	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	All in Network
East Midlands	0%	0%	2%	0%	0%	0%	0%	1%
East Of England	0%	0%	3%	2%	4%	0%	0%	2%
London	8%	12%	15%	38%	85%	90%	64%	26%
North East	0%	3%	6%	4%	0%	0%	9%	4%
North West	3%	4%	25%	21%	0%	5%	9%	13%
South East	0%	0%	3%	0%	0%	0%	9%	1%
South West	0%	0%	8%	10%	0%	0%	0%	4%
West Midlands	0%	0%	3%	2%	0%	0%	0%	1%
Yorkshire & The Humber	3%	0%	12%	8%	0%	0%	0%	5%
<b>England</b>	<b>14%</b>	<b>20%</b>	<b>79%</b>	<b>85%</b>	<b>89%</b>	<b>95%</b>	<b>91%</b>	<b>58%</b>
Northern Ireland	0%	1%	2%	6%	0%	0%	9%	2%
Scotland	0%	1%	3%	4%	4%	5%	0%	2%
Wales	86%	79%	16%	4%	7%	0%	0%	38%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The largest proportion of employees in the redeployment network was located in Wales, which accounted for one-third of all employees and was 36% higher than the overall workforce composition. London accounted for a quarter of all employees (26%), 17% less than their representation rate within the Department (43%).

**Figure 2.23:** A graph of Table 2.23: Breakdown of employees in the Redeployment network by Grade and Location



**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Age:**

**Table 2.24:** Breakdown of employees in the Redeployment network by Grade and Age

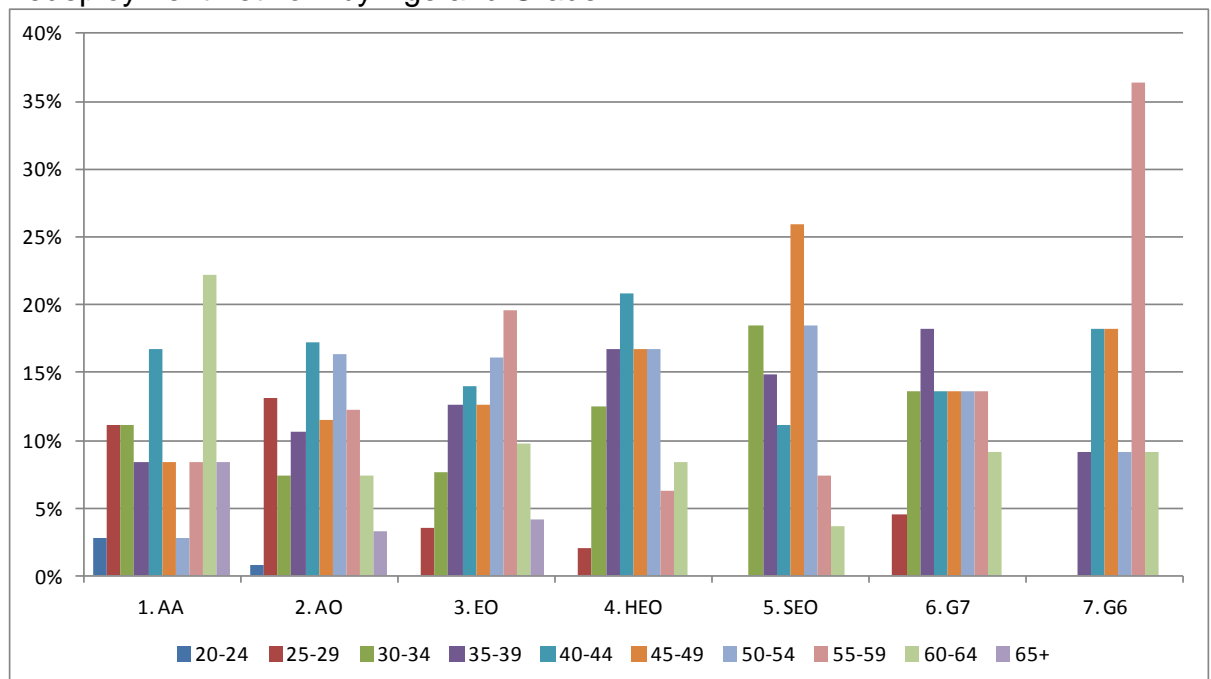
Age	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	Total
20-24	3%	1%	0%	0%	0%	0%	0%	0%
25-29	11%	13%	3%	2%	0%	5%	0%	7%
30-34	11%	7%	8%	13%	19%	14%	0%	9%
35-39	8%	11%	13%	17%	15%	18%	9%	12%
40-44	17%	17%	14%	21%	11%	14%	18%	16%
45-49	8%	11%	13%	17%	26%	14%	18%	13%
50-54	3%	16%	16%	17%	19%	14%	9%	15%
55-59	8%	12%	20%	6%	7%	14%	36%	14%
60-64	22%	7%	10%	8%	4%	9%	9%	10%
65+	8%	3%	4%	0%	0%	0%	0%	3%
Total	100%	100%	100%	100%	100%	100%	100%	100%

**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The most populous age band for employees within the redeployment network was 40–45 years (16%), closely followed by those aged 50–54 years (15%). This was inconsistent with the Home Office composition where the most common age bands were 45–49 years (17%) and 40–44 years (16%).

Of all Grade 6 employees in the network, over one-third were aged 55 – 59 years - 26% higher than the overall workforce composition (10%).

**Figure 2.24:** A graph of Table 2.24: Breakdown of employees in the Redeployment network by Age and Grade



**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012



- **Religious Belief:**

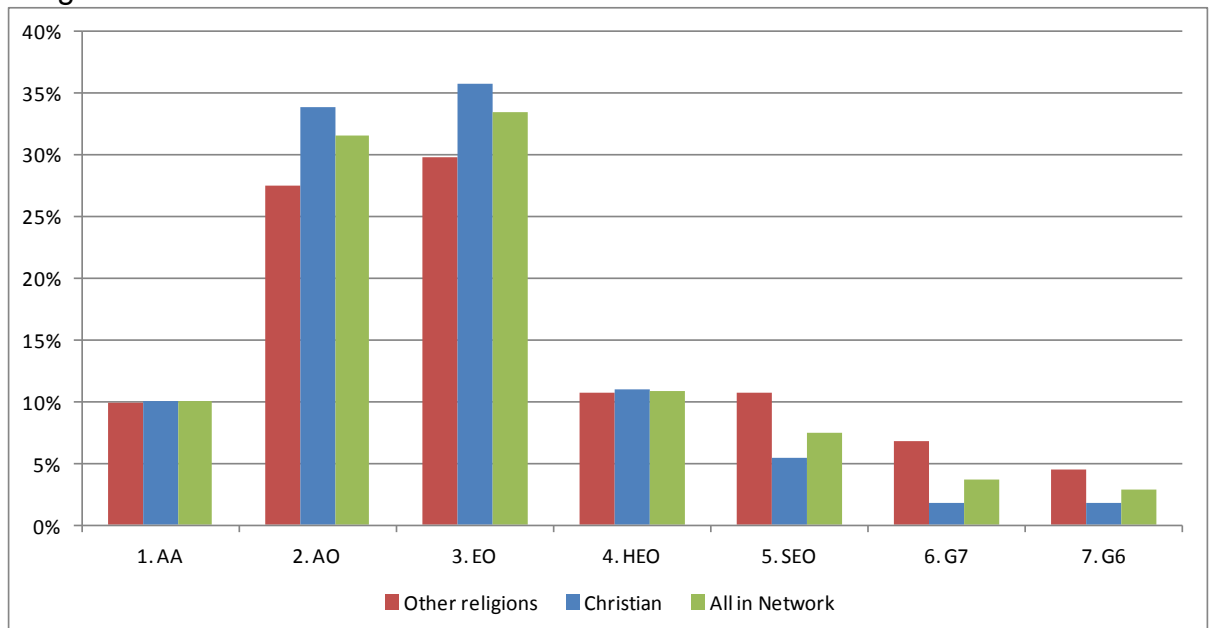
**Table 2.25:** Breakdown of employees in the Redeployment network by Religious Belief and Grade

	Other religions	Christian
<b>1. AA</b>	37%	63%
<b>2. AO</b>	33%	67%
<b>3. EO</b>	33%	67%
<b>4. HEO</b>	37%	63%
<b>5. SEO</b>	54%	46%
<b>6. G7</b>	69%	31%
<b>7. G6</b>	60%	40%
<b>Total</b>	<b>38%</b>	<b>62%</b>

**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The proportion of employees in the network who declared their religious belief to be “Other religions” was 5% lower than the overall workforce composition (43%). At grades AA to HEO a larger proportion of employees declared themselves to be Christian but at Grades SEO to Grade 6 this was “Other religions”.

**Figure 2.25:** Breakdown of employees in the Redeployment network by Religious Belief and Grade



**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Sexual Orientation:**

**Table 2.26:** Breakdown of employees in the Redeployment network by Gender and Grade

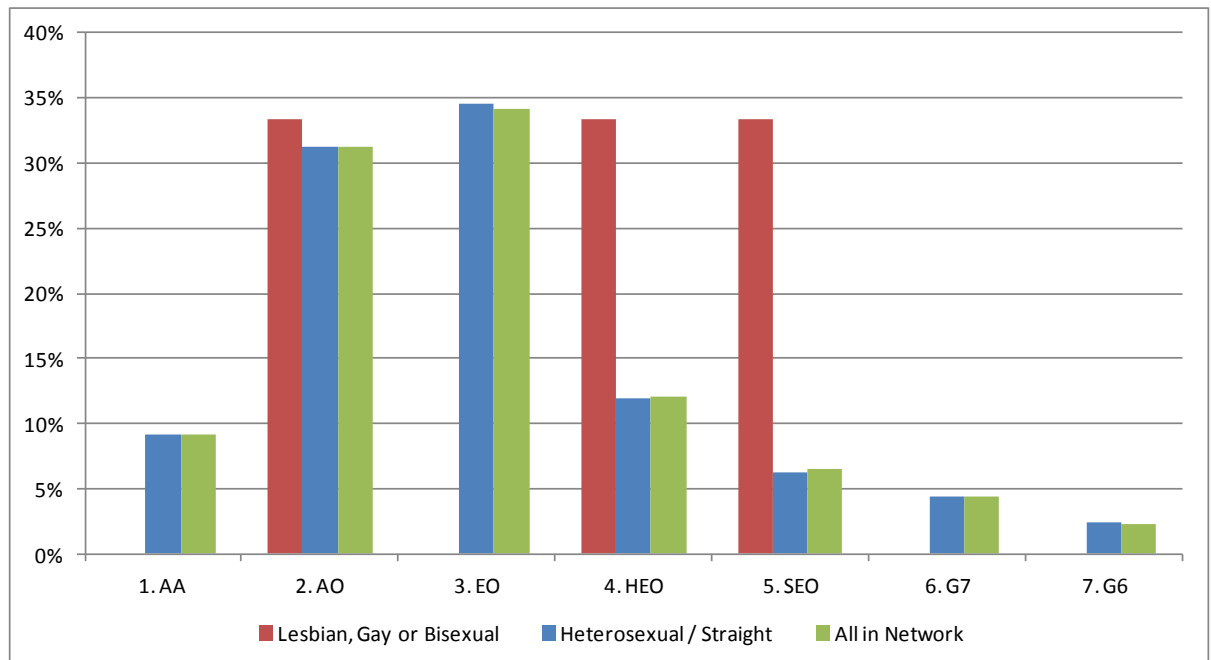
	Lesbian, Gay or Bisexual	Heterosexual / Straight
<b>1. AA</b>	0%	100%
<b>2. AO</b>	1%	99%
<b>3. EO</b>	0%	100%
<b>4. HEO</b>	2%	98%
<b>5. SEO</b>	5%	95%
<b>6. G7</b>	0%	100%
<b>7. G6</b>	0%	100%
<b>Total</b>	<b>1%</b>	<b>99%</b>

**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The proportion of lesbian, gay or bisexual employees in the redeployment network was 2% less than the composition within the Department although as overall numbers within the redeployment network amongst these grades was relatively small, figures are provided for completeness and no wider inferences can be made.

No employees in the redeployment network at grade AA, EO, Grade 7 or Grade 6 declared themselves to be lesbian, gay or bisexual.

**Figure 2.26:** Breakdown of employees in the Redeployment network by Gender and Grade



**Data source:** Manual spreadsheets linked to Data View where possible, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

## Core Skills Assessment

For recruitment or promotion to either HEO or Grade 7 within HQ or UKBA applicants are required to demonstrate specific core skills at a Core Skills Assessment (CSA) exercise. Those recruited or promoted to these grades within IPS or CRB are not required to sit a CSA. Analysis is, therefore, provided for HQ and UKBA elements within the Department.

### Key facts:

- 457 candidates applied for CSA exercises during the year; two-thirds for HEO grade and the rest for Grade 7. This was a reduction of 84% since 2009-10 but an increase of 40% on last year's figure.
- The majority of these assessments (97%) were for internal government exercises. However some external applications were received for specialist posts such as lawyers and accountants.

NOTE: Section Two (Resourcing and Redeployment) outlined the external recruitment freeze in place across government since May 2010. The volume of CSA exercises, as an integral part of recruitment activity to HEO and Grade 7, are therefore directly affected by the recruitment freeze. Although the reported CSA exercises for 2009/10 were not subject to this recruitment freeze, those exercises analysed during 2010/11 and for this report were. Analysis has identified that the impact of the recruitment freeze was most pronounced during 2010/11 (probably as a consequence of the relatively low number of recruitment activities across government during the first year of operation of this freeze). During 2011/12 recruitment has been slightly more buoyant and results are more consistent with the pre-recruitment freeze period reported in 2009/10. The number of exercises, and participants, remains lower than in the past and where appropriate the analysis identifies where no conclusions should be drawn from the data because of the small numbers involved.

Of those who applied for the CSA exercises their results were as follows:

**Table 2.27:** Breakdown of results by Assessment

Result	HEO Assessment			G7 Assessment		
	2012	2011	Variance	2012	2011	Variance
Fail	66%	54%	12%	51%	30%	21%
Pass	34%	46%	-12%	35%	50%	-15%
Borderline	N/A	N/A	N/A	14%	20%	-6%

**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of applicants passing the CSA has dropped significantly, from around half of all candidates passing to only one-third passing. At Grade 7 assessment the proportion of borderline results has decreased by 6%.

- **Gender:**

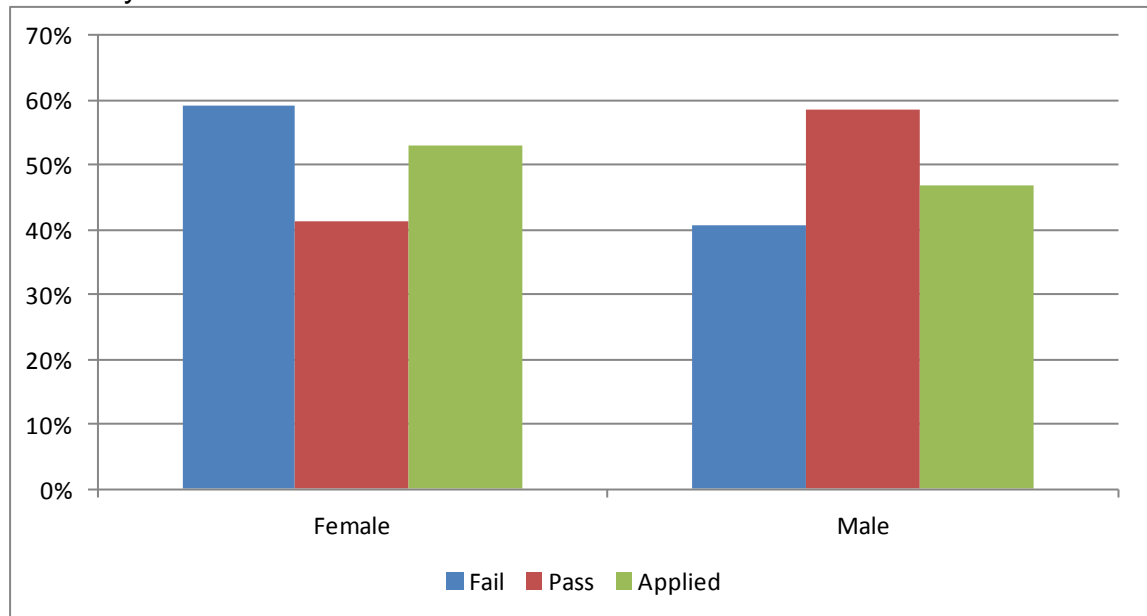
**Table 2.28:** Breakdown of CSA assessment results by Gender

Gender	Result	HEO Assessment			G7 Assessment		
		2012	2011	Variance	2012	2011	Variance
Female	Pass	14%	21%	-7%	15%	18%	-3%
	Fail	39%	25%	14%	26%	18%	8%
	Borderline	0%	0%	0%	5%	8%	-3%
<b>Total</b>		<b>53%</b>	<b>46%</b>	<b>7%</b>	<b>46%</b>	<b>44%</b>	<b>2%</b>
Male	Pass	20%	25%	-5%	20%	12%	8%
	Fail	27%	29%	-2%	25%	32%	-7%
	Borderline	0%	0%	0%	9%	12%	-3%
<b>Total</b>		<b>47%</b>	<b>54%</b>	<b>-7%</b>	<b>54%</b>	<b>56%</b>	<b>-2%</b>

**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

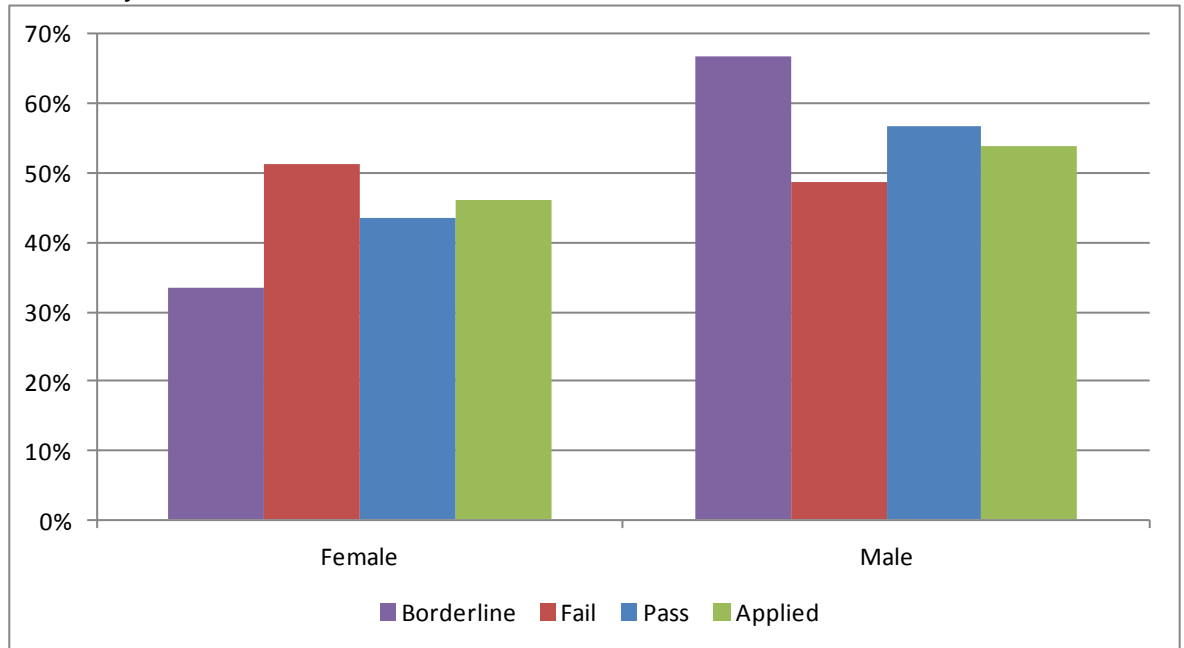
The Gender split of applications to CSA at HEO grade has reversed since last year. Females were the larger proportion of applicants, whereas in 2010-11 this was males. The gender split at Grade 7 has remained consistent over the last 2 years with the larger proportion of applicants being male however no conclusions could be drawn from this analysis as the sample size was small.

**Figure 2.27:** Graph of Table 2.28: Breakdown of HEO CSA assessment results by Gender



**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

**Figure 2.28:** Graph of Table 2.28: Breakdown of HEO CSA assessment results by Gender



**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

- **Grade:**

**Table 2.29:** Breakdown of CSA assessment results by Grade

Grade	Result	HEO Assessment			G7 Assessment		
		2012	2011	Variance	2012	2011	Variance
<b>AA</b>	Pass	0%	0%	0%	0%	0%	0%
	Fail	0%	1%	-1%	0%	0%	0%
	Borderline	0%	0%	0%	0%	0%	0%
<b>Total</b>		<b>0%</b>	<b>1%</b>	<b>-1%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>AO</b>	Pass	4%	0%	4%	0%	0%	0%
	Fail	7%	1%	6%	0%	0%	0%
	Borderline	0%	0%	0%	0%	0%	0%
<b>Total</b>		<b>11%</b>	<b>1%</b>	<b>10%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>EO</b>	Pass	18%	17%	1%	1%	0%	1%
	Fail	55%	45%	10%	0%	0%	0%
	Borderline	0%	0%	0%	0%	0%	0%
<b>Total</b>		<b>73%</b>	<b>62%</b>	<b>11%</b>	<b>1%</b>	<b>0%</b>	<b>1%</b>
<b>HEO</b>	Pass	11%	29%	-18%	11%	1%	10%
	Fail	3%	6%	-3%	5%	3%	2%
	Borderline	0%	0%	0%	2%	1%	1%
<b>Total</b>		<b>14%</b>	<b>35%</b>	<b>-21%</b>	<b>19%</b>	<b>5%</b>	<b>13%</b>
<b>SEO</b>	Pass	2%	0%	2%	13%	11%	2%
	Fail	0%	1%	-1%	34%	36%	-2%
	Borderline	0%	0%	0%	7%	14%	-7%
<b>Total</b>		<b>2%</b>	<b>1%</b>	<b>1%</b>	<b>54%</b>	<b>61%</b>	<b>-7%</b>
<b>G7</b>	Pass	0%	0%	0%	15%	16%	-1%
	Fail	0%	0%	0%	5%	9%	-4%
	Borderline	0%	0%	0%	6%	4%	2%
<b>Total</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>26%</b>	<b>29%</b>	<b>-3%</b>
<b>G6</b>	Pass	0%	0%	0%	0%	3%	-3%
	Fail	0%	0%	0%	0%	3%	-3%
	Borderline	0%	0%	0%	0%	0%	0%
<b>Total</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>5%</b>	<b>-5%</b>
<b>Grand Total</b>		<b>100%</b>	<b>100%</b>	<b>0%</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

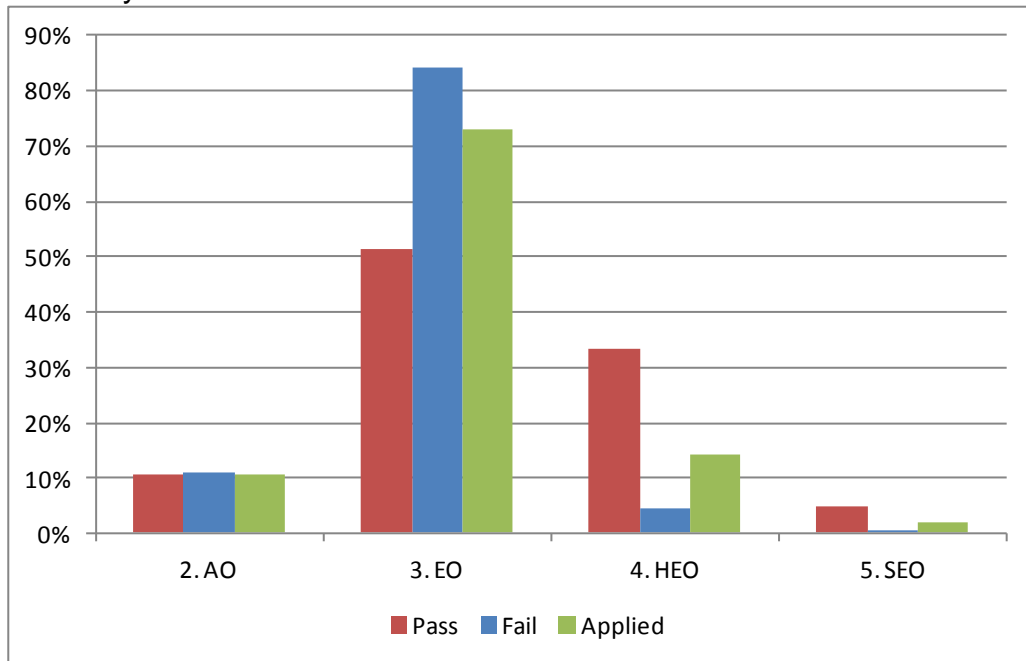
**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The majority of applicants at HEO grade CSA were EO grade and the majority of applicants at Grade 7 CSA were SEO grade which was as expected. However employees at grades AO to SEO applied to the HEO assessment in the period were AO to SEO.<sup>11</sup> At Grade 7 assessment the grades were EO to Grade 7.<sup>12</sup>

<sup>11</sup> These grades are taken as at the 31<sup>st</sup> March 2012 so those higher than HEO would indicate that the employee has been successful at a second promotion during the year

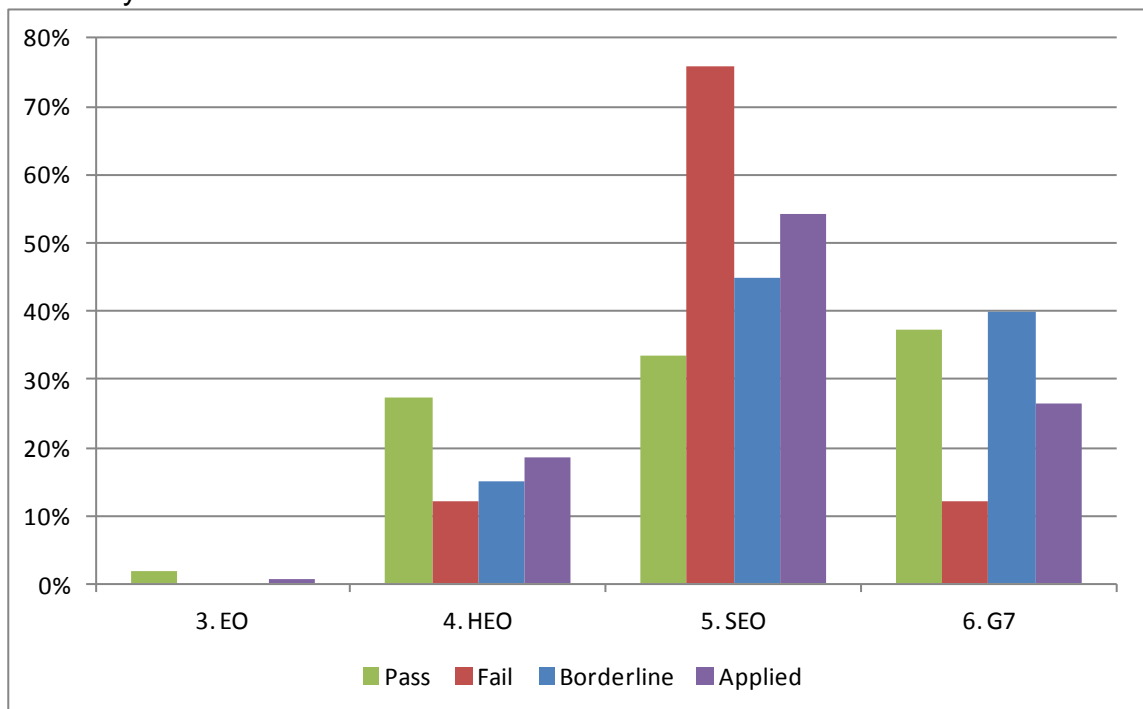
<sup>12</sup> These grades are taken as at the 31<sup>st</sup> March 2012 so those at or higher than Grade 7 would indicate that the employee has been successful at a second promotion during the year

**Figure 2.29:** Graph of Table 2.29: Breakdown of HEO CSA assessment results by Grade



**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

**Figure 2.30:** Graph of Table 2.29: Breakdown of Grade 7 CSA assessment results by Grade



**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

- **Disability:**

**Table 2.30:** Breakdown of CSA assessment results by Disability

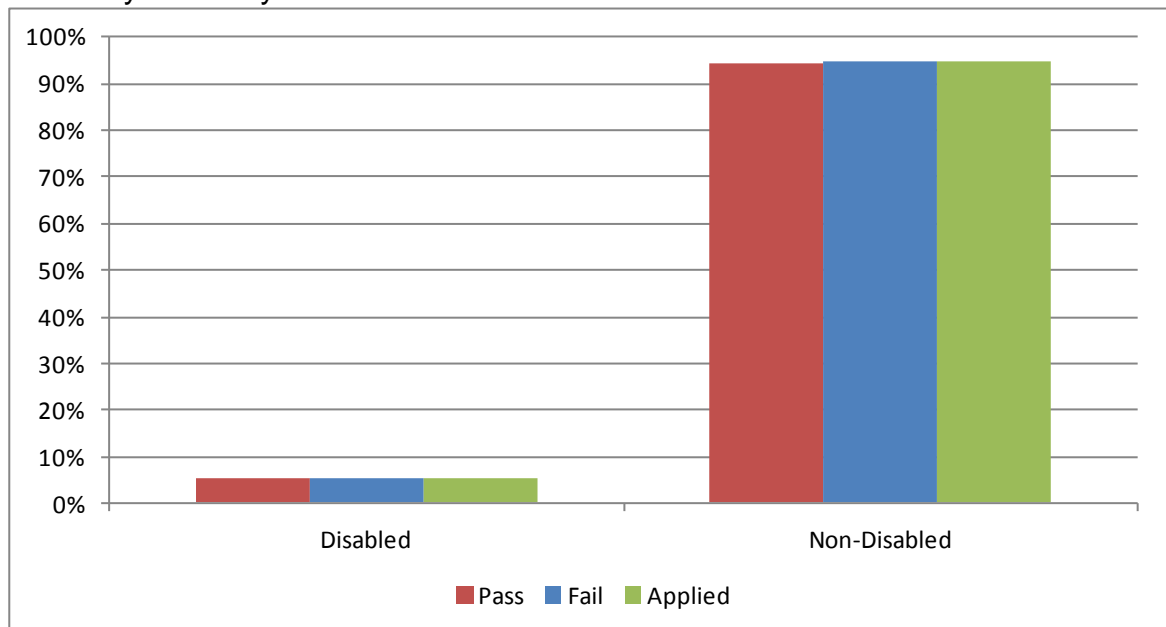
Disability	Result	HEO Assessment			G7 Assessment		
		2012	2011	Variance	2012	2011	Variance
Disabled	Pass	2%	1%	1%	1%	1%	0%
	Fail	3%	2%	1%	2%	3%	-1%
	Borderline	0%	0%	0%	1%	1%	0%
<b>Total</b>		<b>5%</b>	<b>3%</b>	<b>2%</b>	<b>4%</b>	<b>5%</b>	<b>-1%</b>
Non-Disabled	Pass	32%	44%	-12%	42%	29%	13%
	Fail	62%	53%	9%	39%	47%	-8%
	Borderline	0%	0%	0%	15%	19%	-4%
<b>Total</b>		<b>95%</b>	<b>97%</b>	<b>-3%</b>	<b>96%</b>	<b>95%</b>	<b>1%</b>

**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of disabled candidates who applied to the CSA assessment for HEO was 5%, this was marginally less than the representation rate within the Department (7%) but an improvement on the previous year where it was only 3%.

In contrast the proportion of disabled candidates applying to the CSA for Grade 7 was 4%, which was down 1% on the previous year and 3% less than the representation rate within the Department (7%) however no conclusions could be drawn from this analysis as the sample size was small.

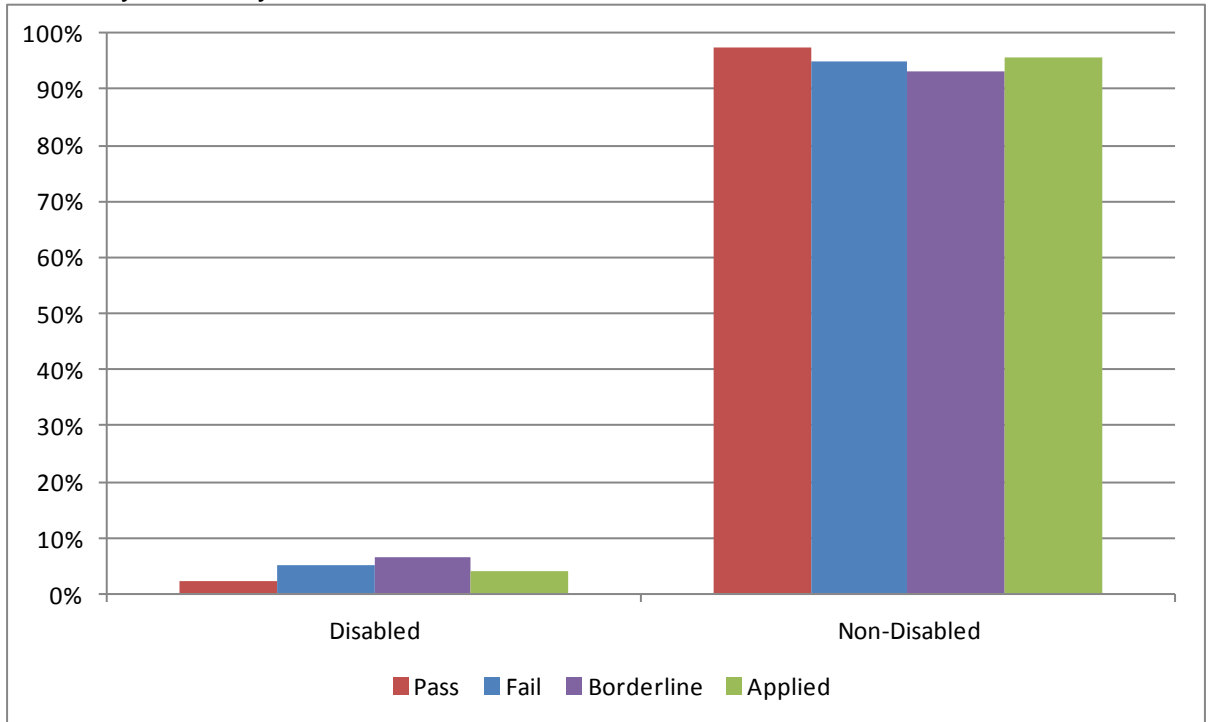
**Figure 2.31:** Graph of Table 2.30: Breakdown of HEO CSA assessment results by Disability



**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated



**Figure 2.32:** Graph of Table 2.30: Breakdown of Grade 7 CSA assessment results by Disability



**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Ethnicity:**

**Table 2.31:** Breakdown of CSA assessment results by Ethnicity

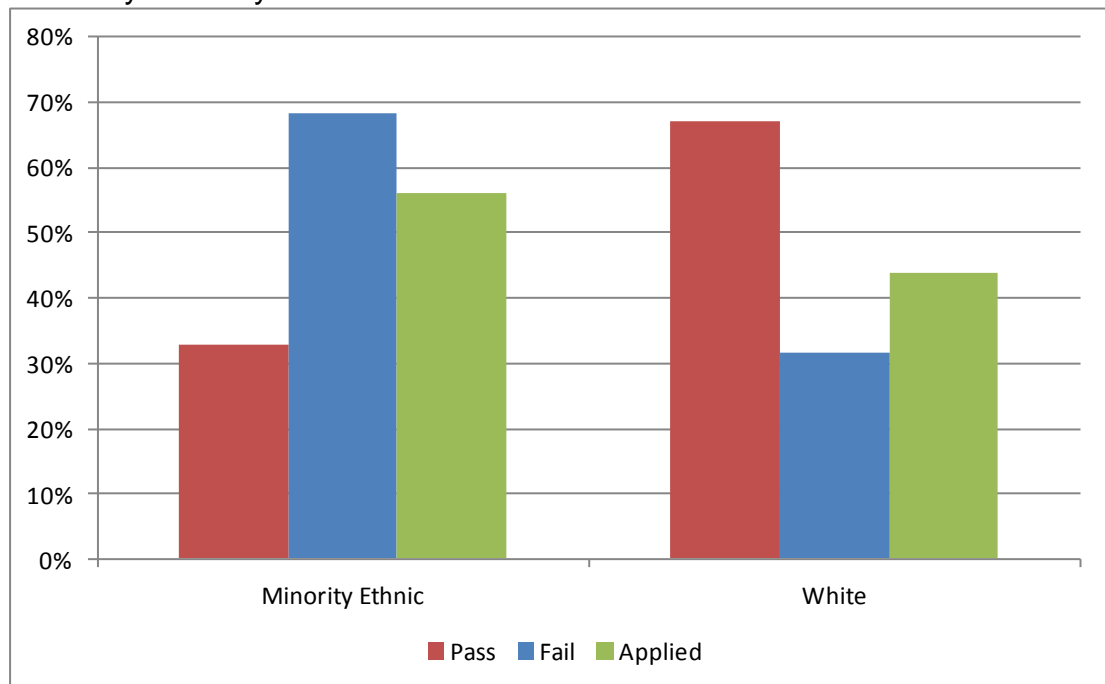
Ethnicity	Result	HEO Assessment			G7 Assessment		
		2012	2011	Variance	2012	2011	Variance
Minority Ethnic	Pass	11%	9%	2%	5%	7%	-2%
	Fail	45%	24%	21%	11%	15%	-4%
	Borderline	0%	0%	0%	5%	3%	2%
<b>Total</b>		<b>56%</b>	<b>33%</b>	<b>23%</b>	<b>21%</b>	<b>25%</b>	<b>-4%</b>
White	Pass	23%	37%	-14%	38%	25%	13%
	Fail	21%	30%	-9%	30%	34%	-4%
	Borderline	0%	0%	0%	10%	16%	-6%
<b>Total</b>		<b>44%</b>	<b>67%</b>	<b>-23%</b>	<b>78%</b>	<b>75%</b>	<b>3%</b>

**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of ethnic minority candidates who applied to the HEO CSA assessment increased by 23%. The proportion that passed the HEO CSA remained constant at 10%; but the proportion who failed increased by 21%.

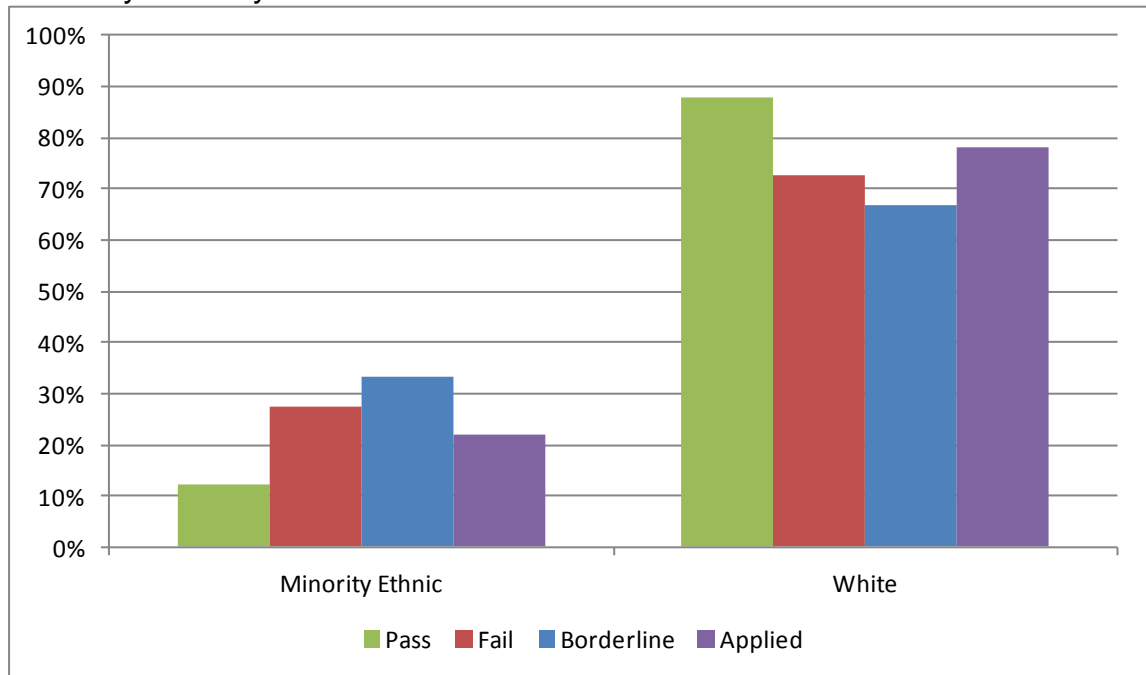
The proportion of ethnic minority candidates applying to the Grade 7 CSA assessment fell slightly from 25% to 21% from last year. The pass rate for these candidates dropped slightly in line with the proportion of applicants falling however no conclusions could be drawn from this analysis as the sample size was small.

**Figure 2.33:** Graph of Table 2.31: Breakdown of HEO CSA assessment results by Ethnicity



**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

**Figure 2.34:** Graph of Table 2.31: Breakdown of Grade 7 CSA assessment results by Ethnicity



**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

- **Work Pattern:**

**Table 2.32:** Breakdown of CSA assessment results by Work Pattern

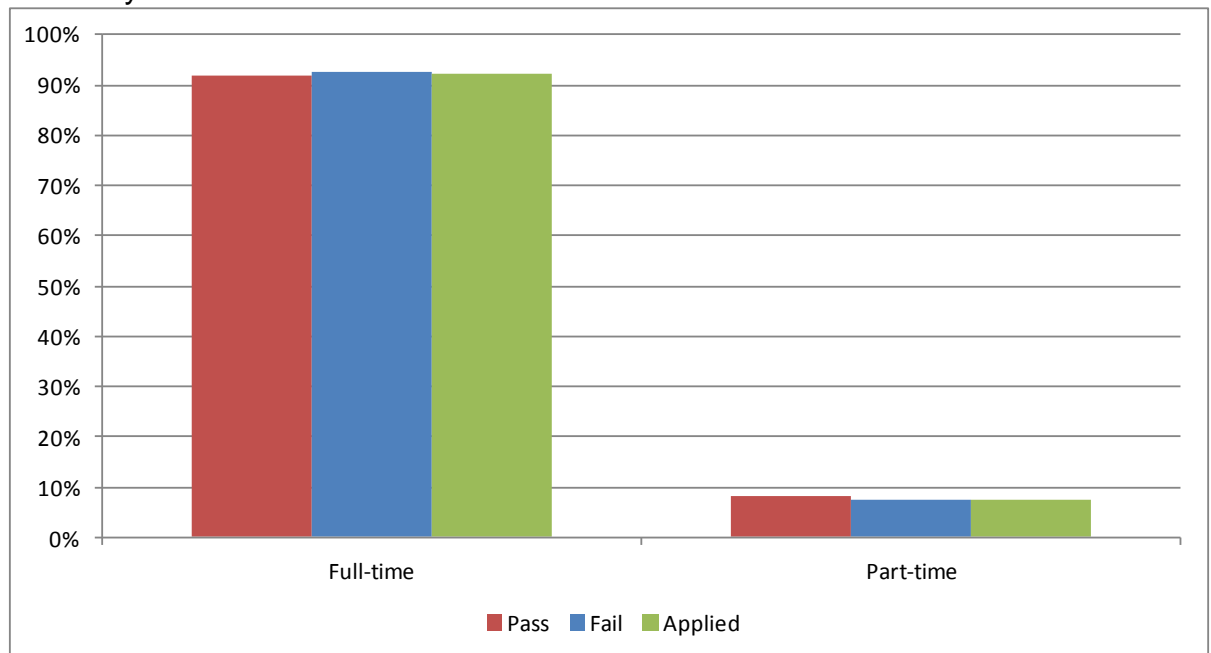
Work Pattern	Result	HEO Assessment			G7 Assessment		
		2012	2011	Variance	2012	2011	Variance
Full-time	Pass	32%	42%	-10%	41%	29%	12%
	Fail	60%	47%	13%	36%	49%	-13%
	Borderline	0%	0%	0%	17%	20%	-3%
<b>Total</b>		<b>92%</b>	<b>89%</b>	<b>3%</b>	<b>94%</b>	<b>98%</b>	<b>-4%</b>
Part-time	Pass	3%	4%	-1%	1%	1%	0%
	Fail	5%	7%	-2%	5%	1%	4%
	Borderline	0%	0%	0%	1%	0%	1%
<b>Total</b>		<b>8%</b>	<b>11%</b>	<b>-3%</b>	<b>6%</b>	<b>2%</b>	<b>4%</b>

**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of part-time candidates applying either to the HEO or the Grade 7 CSA assessment was significantly less than the proportion of part-time workers in the Department (12% for HEO CSA and 14% for Grade 7 CSA) however no conclusions could be drawn from this analysis as the sample size of Grade 7 applications was small.

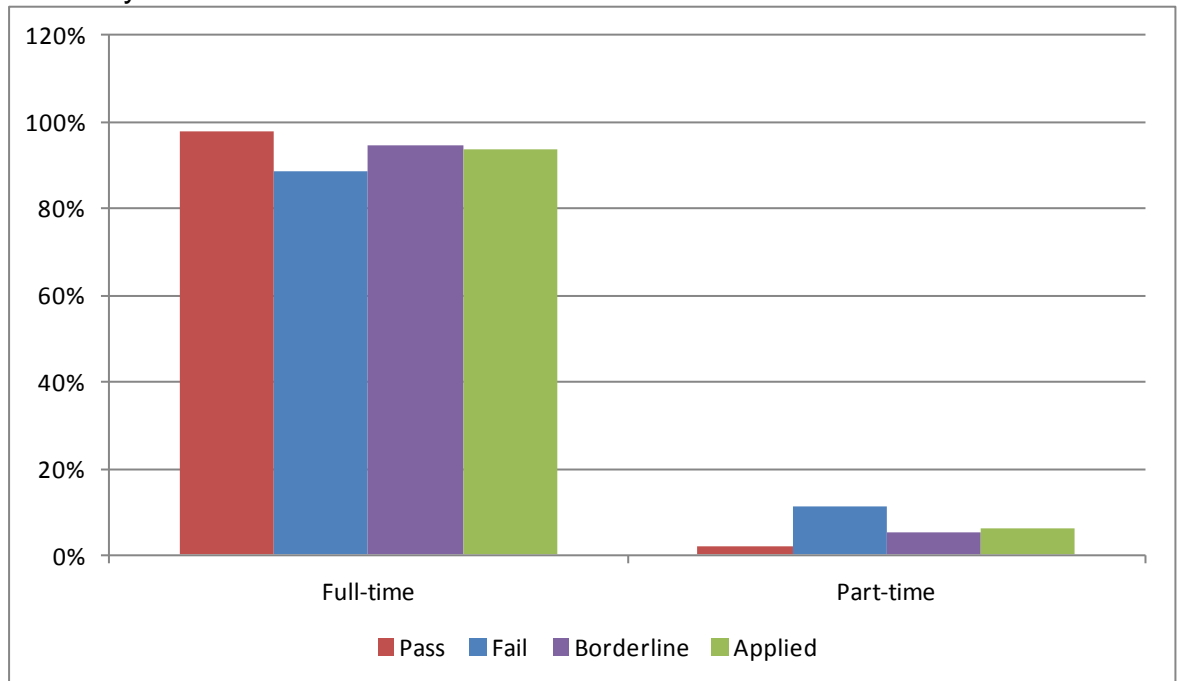
Although applications have increased at Grade 7 by 4% HEO applications have reduced by 3%. The pass rate for candidates has remained constant at Grade 7 (1%) despite an increase of 4% in applications. At HEO CSA the pass rate has dropped slightly (1%)

**Figure 2.35:** Graph of Table 2.32: Breakdown of HEO CSA assessment results by Work Pattern



**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

**Figure 2.36:** Graph of Table 2.32: Breakdown of Grade 7 CSA assessment results by Work Pattern



**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

- Location:

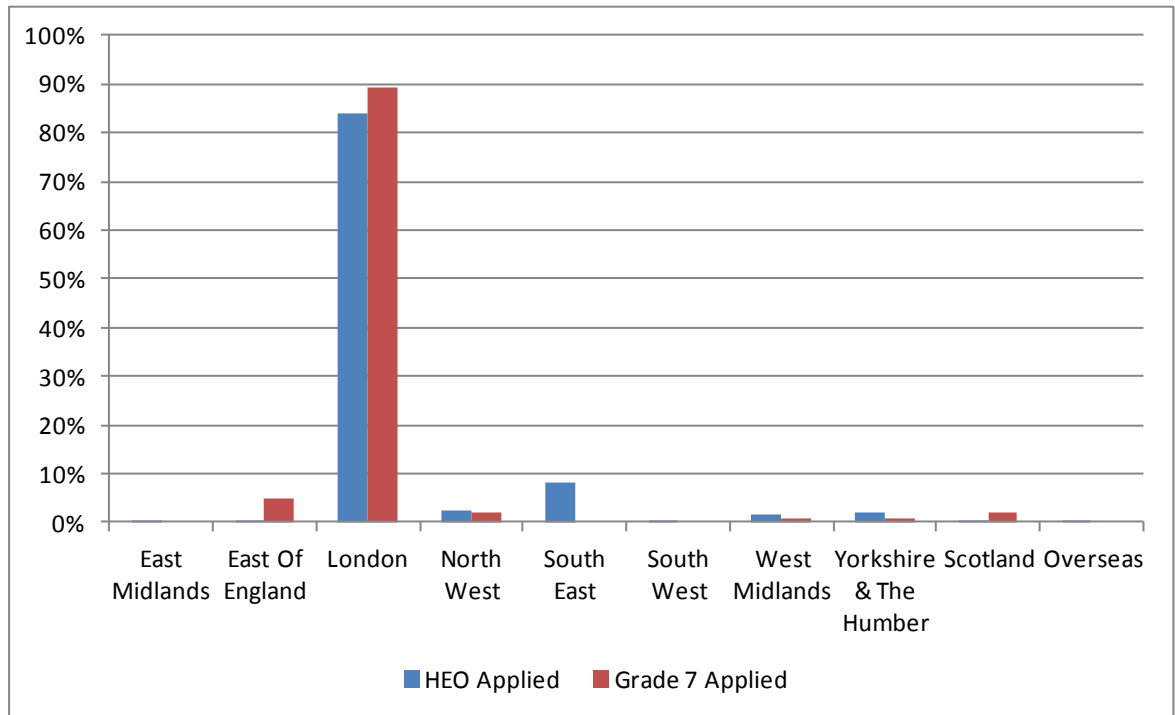
**Table 2.33:** Breakdown of CSA assessment results by Location

Location	Result	HEO	G7
East Midlands	Fail	0.4%	0.0%
<b>Total</b>		<b>0.4%</b>	<b>0.0%</b>
East Of England	Pass	0.4%	2.9%
	Fail	0.0%	1.9%
<b>Total</b>		<b>0.4%</b>	<b>4.8%</b>
London	Pass	28.4%	38.5%
	Fail	55.6%	33.7%
	Borderline	0.0%	17.3%
<b>Total</b>		<b>84.0%</b>	<b>89.4%</b>
North West	Pass	0.7%	0.0%
	Fail	1.9%	1.9%
<b>Total</b>		<b>2.6%</b>	<b>1.9%</b>
South East	Pass	2.6%	0.0%
	Fail	5.6%	0.0%
<b>Total</b>		<b>8.2%</b>	<b>0.0%</b>
South West	Fail	0.4%	0.0%
<b>Total</b>		<b>0.4%</b>	<b>0.0%</b>
West Midlands	Pass	1.1%	1.0%
	Fail	0.4%	0.0%
<b>Total</b>		<b>1.5%</b>	<b>1.0%</b>
Yorkshire & The Humber	Pass	1.5%	1.0%
	Fail	0.4%	0.0%
<b>Total</b>		<b>1.9%</b>	<b>1.0%</b>
England	<b>Pass</b>	<b>34.7%</b>	<b>43.3%</b>
	<b>Fail</b>	<b>64.7%</b>	<b>37.5%</b>
	<b>Borderline</b>	<b>0.0%</b>	<b>17.3%</b>
<b>Total</b>		<b>99.4%</b>	<b>98.1%</b>
Scotland	Fail	0.4%	1.9%
<b>Total</b>		<b>0.4%</b>	<b>1.9%</b>
Overseas	Fail	0.4%	0.0%
<b>Total</b>		<b>0.4%</b>	<b>0.0%</b>
<b>Grand Total</b>		<b>100.0%</b>	<b>100.0%</b>

**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The majority of applications to the CSA assessment at either HEO or Grade 7 level were in London (84% and 89% respectively), followed by the South East (8%) at HEO and the East of England (5%) at Grade 7.

**Figure 2.37:** Graph of Table 2.33: Breakdown of CSA applications by Location



**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

- Age:

**Table 2.34: Breakdown of CSA assessment results by Age Band**

Age	Result	HEO Assessment			G7 Assessment		
		2012	2011	Variance	2012	2011	Variance
20-24	Pass	1.0%	4.0%	-3.0%	0.0%	0.0%	0.0%
	Fail	1.0%	2.0%	-1.0%	0.0%	0.0%	0.0%
	Borderline	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Total</b>		<b>2.0%</b>	<b>6.0%</b>	<b>-4.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>
25-29	Pass	13.0%	16.0%	-3.0%	12.5%	7.0%	5.5%
	Fail	12.0%	6.0%	6.0%	5.8%	4.0%	1.8%
	Borderline	0.0%	0.0%	0.0%	1.9%	0.0%	1.9%
<b>Total</b>		<b>25.0%</b>	<b>22.0%</b>	<b>3.0%</b>	<b>20.2%</b>	<b>11.0%</b>	<b>9.2%</b>
30-34	Pass	11.0%	11.0%	0.0%	22.1%	10.5%	11.6%
	Fail	16.0%	15.0%	1.0%	8.7%	11.8%	-3.2%
	Borderline	0.0%	0.0%	0.0%	8.7%	7.9%	0.8%
<b>Total</b>		<b>27.0%</b>	<b>26.0%</b>	<b>1.0%</b>	<b>39.4%</b>	<b>30.3%</b>	<b>9.2%</b>
35-39	Pass	5.0%	4.0%	1.0%	2.9%	4.0%	-1.1%
	Fail	10.0%	8.0%	2.0%	9.6%	5.0%	4.6%
	Borderline	0.0%	0.0%	0.0%	1.9%	0.0%	1.9%
<b>Total</b>		<b>15.0%</b>	<b>12.0%</b>	<b>3.0%</b>	<b>14.4%</b>	<b>9.0%</b>	<b>5.4%</b>
40-44	Pass	3.0%	5.0%	-2.0%	1.0%	5.0%	-4.0%
	Fail	12.0%	7.0%	5.0%	8.0%	14.0%	-6.0%
	Borderline	0.0%	0.0%	0.0%	2.0%	7.0%	-5.0%
<b>Total</b>		<b>15.0%</b>	<b>12.0%</b>	<b>3.0%</b>	<b>10.6%</b>	<b>26.0%</b>	<b>-15.0%</b>
45-49	Pass	0.0%	4.0%	-4.0%	4.0%	3.0%	1.0%
	Fail	8.0%	7.0%	1.0%	3.0%	1.0%	2.0%
	Borderline	0.0%	0.0%	0.0%	3.0%	4.0%	-1.0%
<b>Total</b>		<b>8.0%</b>	<b>11.0%</b>	<b>-3.0%</b>	<b>9.6%</b>	<b>8.0%</b>	<b>2.0%</b>
50-54	Pass	0.7%	1.0%	-0.3%	0.0%	1.0%	-1.0%
	Fail	5.6%	4.0%	1.6%	4.0%	11.0%	-7.0%
	Borderline	0.0%	0.0%	0.0%	0.0%	1.0%	-1.0%
<b>Total</b>		<b>6.3%</b>	<b>5.0%</b>	<b>1.3%</b>	<b>3.8%</b>	<b>13.0%</b>	<b>-9.0%</b>
55-59	Pass	0.0%	2.0%	-2.0%	0.0%	0.0%	0.0%
	Fail	2.0%	3.0%	-1.0%	1.0%	3.0%	-2.0%
	Borderline	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Total</b>		<b>2.0%</b>	<b>5.0%</b>	<b>-3.0%</b>	<b>1.0%</b>	<b>3.0%</b>	<b>-2.0%</b>
60-64	Pass	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Fail	0.0%	1.0%	-1.0%	1.0%	0.0%	1.0%
	Borderline	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Total</b>		<b>0.0%</b>	<b>1.0%</b>	<b>-1.0%</b>	<b>1.0%</b>	<b>0.0%</b>	<b>1.0%</b>
<b>Grand Total</b>		<b>100.3%</b>	<b>100.0%</b>	<b>0.3%</b>	<b>100.0%</b>	<b>100.3%</b>	<b>-0.3%</b>

Data source: Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

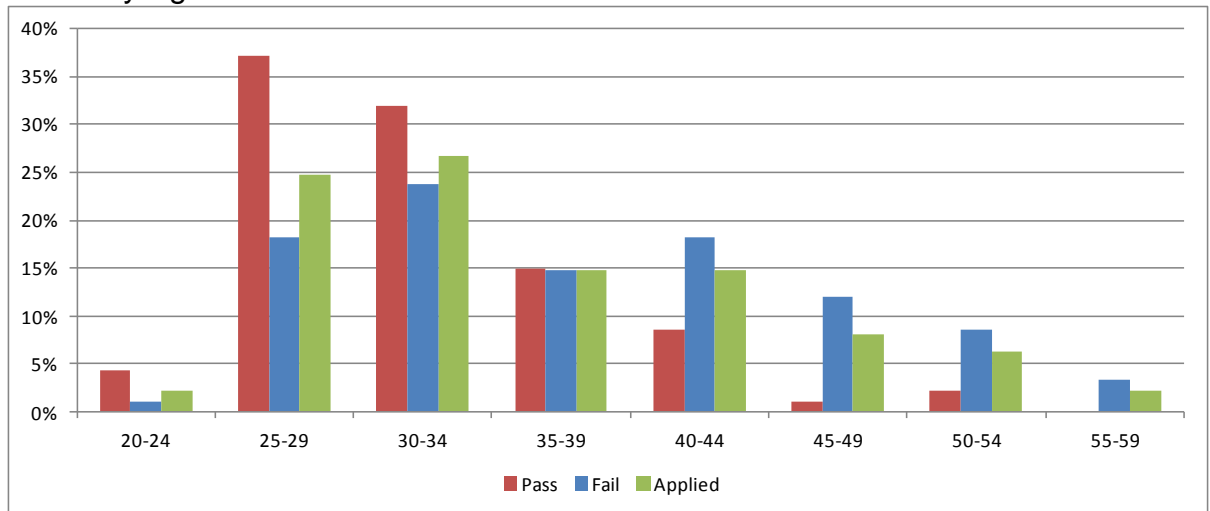
The age range of applicants at HEO CSA assessment was 20–59 years, whereas the age range of Grade 7 applicants was 25–64 years.



The best performing age band at HEO level was 20–24 years; 67% of those who applied passed.  
 The best performing age band at Grade 7 level was 30–34; 56% of those who applied passed.

No conclusions could be drawn from this analysis as the sample size of Grade 7 applicants was small.

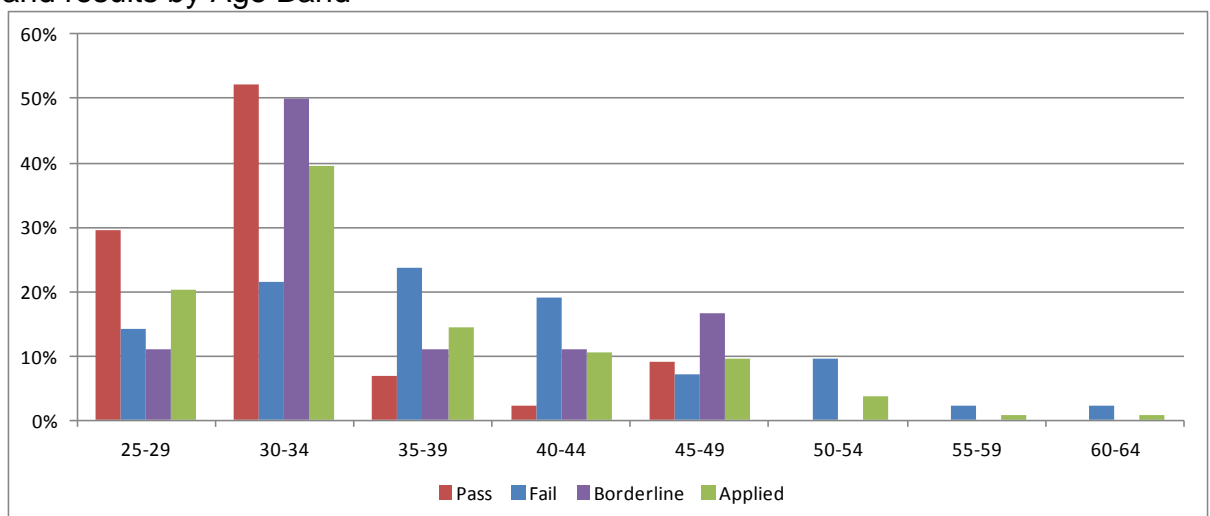
**Figure 2.38:** Graph of Table 2.34: Breakdown of HEO CSA applications and results by Age Band



**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

No one over the age of 54 passed an HEO CSA and no one over the age of 49 passed a Grade 7 CSA however no conclusions could be drawn from this analysis as the sample size for Grade 7 applicants was small.

**Figure 2.39:** Graph of Table 2.34: Breakdown of Grade 7 CSA applications and results by Age Band



**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Religious Belief:**

**Table 2.35:** Breakdown of CSA assessment results by Religious belief

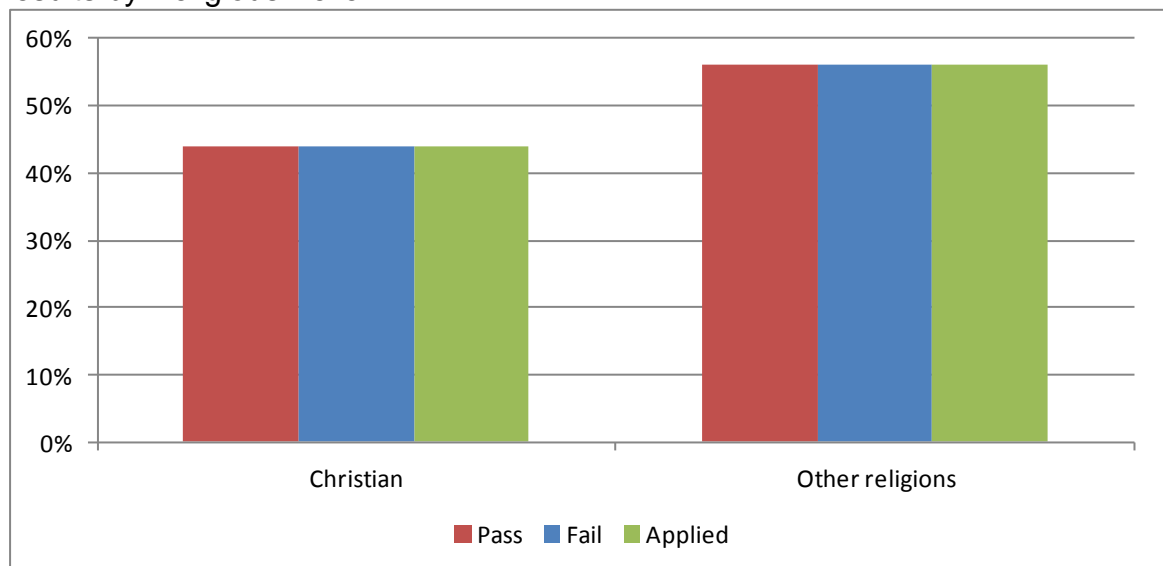
Religious Belief	Result	HEO Assessment			G7 Assessment		
		2012	2011	Variance	2012	2011	Variance
Christian	Pass	15%	19%	-4%	16%	21%	-5%
	Fail	29%	29%	0%	17%	28%	-11%
	Borderline	0%	0%	0%	3%	12%	-9%
<b>Total</b>		<b>44%</b>	<b>48%</b>	<b>-4%</b>	<b>36%</b>	<b>60%</b>	<b>-24%</b>
Other religions	Pass	19%	26%	-7%	26%	9%	17%
	Fail	37%	26%	11%	25%	22%	3%
	Borderline	0%	0%	0%	13%	9%	4%
<b>Total</b>		<b>56%</b>	<b>52%</b>	<b>4%</b>	<b>64%</b>	<b>40%</b>	<b>24%</b>

**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of candidates who declared their religious belief to be “Other religion” at the HEO CSA assessment increased by 4%; 13% higher than the Departmental composition in the period (43%).

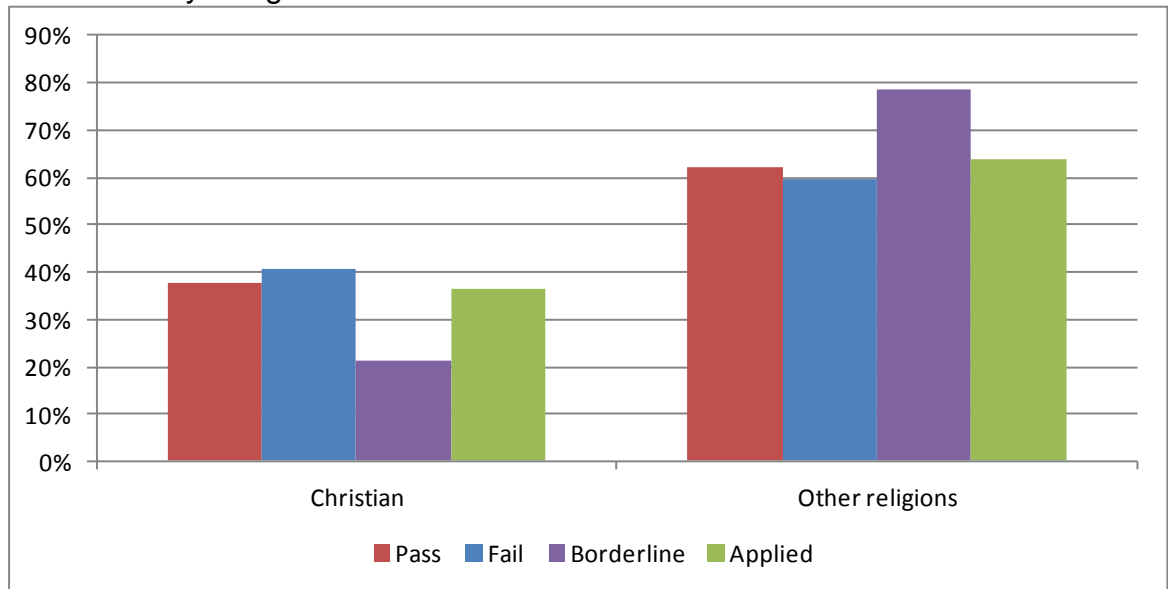
The “Other religion” representation rate increased at Grade 7 CSA assessment by 24% to 64%; 21% higher than the representation rate within the Department (43%) however no conclusions could be drawn from this analysis as the sample size was small.

**Figure 2.40:** Graph of Table 2.35: Breakdown of HEO CSA applications and results by Religious Belief



**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

**Figure 2.41:** Graph of Table 2.35: Breakdown of Grade 7 CSA applications and results by Religious Belief



**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Sexual Orientation:**

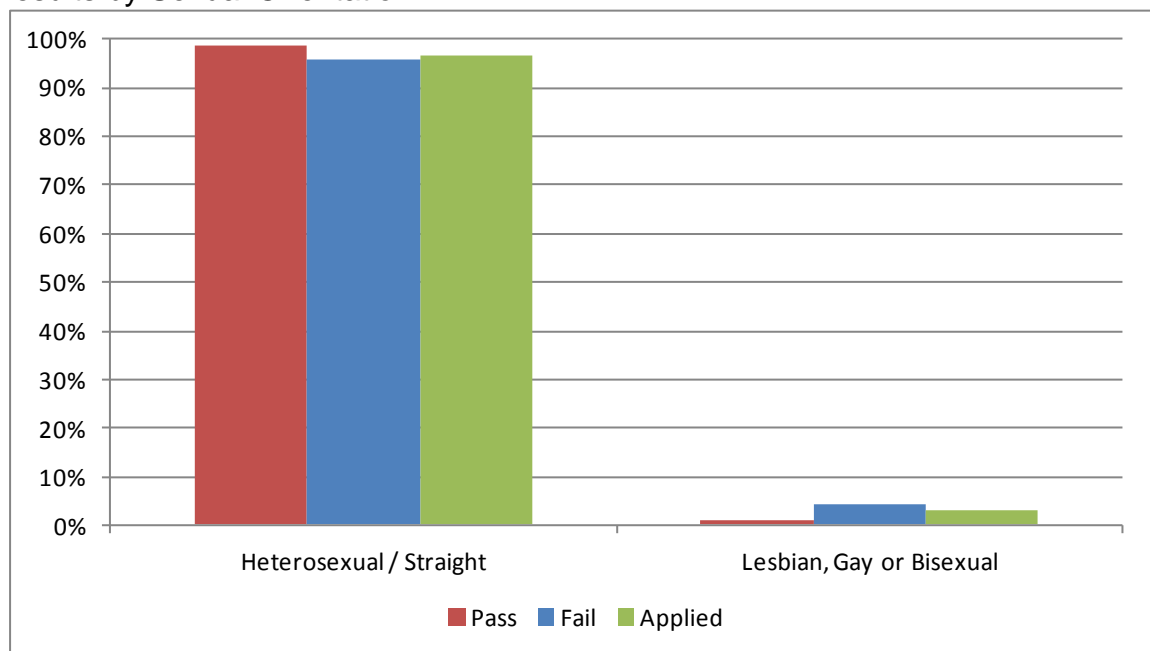
**Table 2.36:** Breakdown of CSA assessment results by Sexual Orientation

Sexual Orientation	Result	HEO Assessment			G7 Assessment		
		2012	2011	Variance	2012	2011	Variance
Heterosexual / Straight	Pass	35%	45%	-11%	40%	18%	22%
	Fail	62%	50%	12%	39%	50%	-11%
	Borderline	0%	0%	0%	14%	18%	-4%
<b>Total</b>		<b>97%</b>	<b>95%</b>	<b>2%</b>	<b>93%</b>	<b>86%</b>	<b>6%</b>
Lesbian, Gay or Bisexual	Pass	0%	2%	-2%	3%	2%	1%
	Fail	3%	2%	0%	3%	0%	3%
	Borderline	0%	0%	0%	3%	0%	3%
<b>Total</b>		<b>3%</b>	<b>5%</b>	<b>-2%</b>	<b>8%</b>	<b>2%</b>	<b>6%</b>

**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

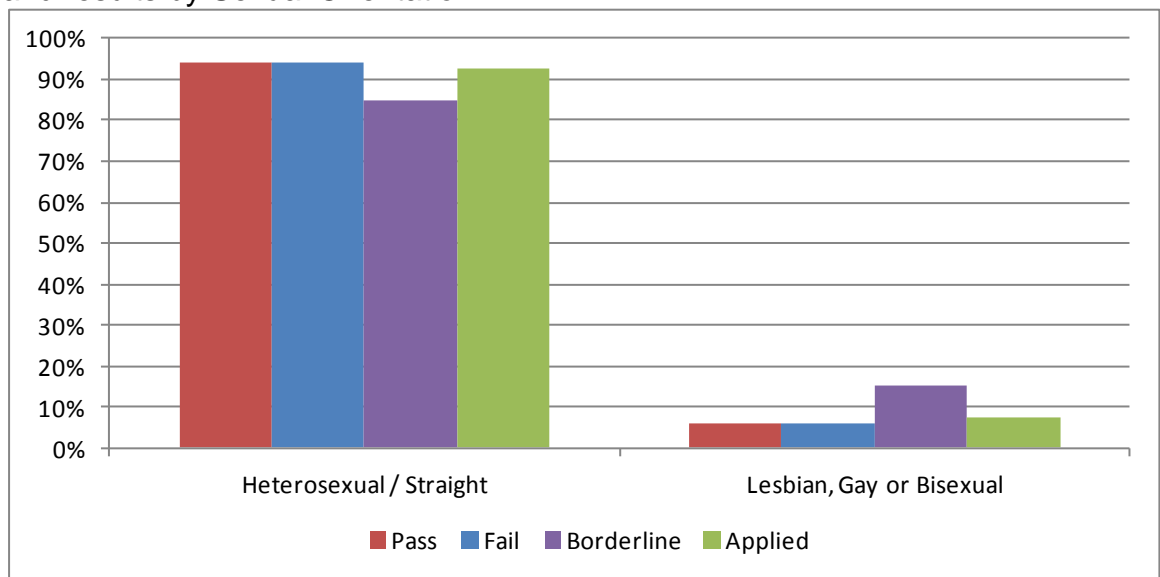
The proportion of lesbian, gay or bisexual candidates applying to the HEO CSA assessment decreased by 2% but was in line with Departmental rates – however none of these candidates passed. The proportion of lesbian, gay or bisexual candidates applying to the Grade 7 CSA assessment increased by 6% and was 5% higher than the Departmental rate. The pass rate of these candidates was relative to those who applied, failed or were borderline (3%). Once the data was analysed by sexual orientation the sample size reduced, therefore no conclusions could be drawn from this as the sample size for both Grade 7 and HEO applicants was small.

**Figure 2.41:** Graph of Table 2.36: Breakdown of HEO CSA applications and results by Sexual Orientation



**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

**Figure 2.42:** Graph of Table 2.36: Breakdown of Grade 7 CSA applications and results by Sexual Orientation



**Data source:** Manual spreadsheets linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

In the next section the analysis will consider performance of employees in the Department, specifically promotions, those on Temporary Promotion (TP) and those who have received Temporary Cover Allowance (TCA).

## Section 3: Performance

### Promotion

#### Key facts:

- There were 320 promotions during the year, a decrease of 21% on the previous year.

Of those promoted:

- **Gender:**

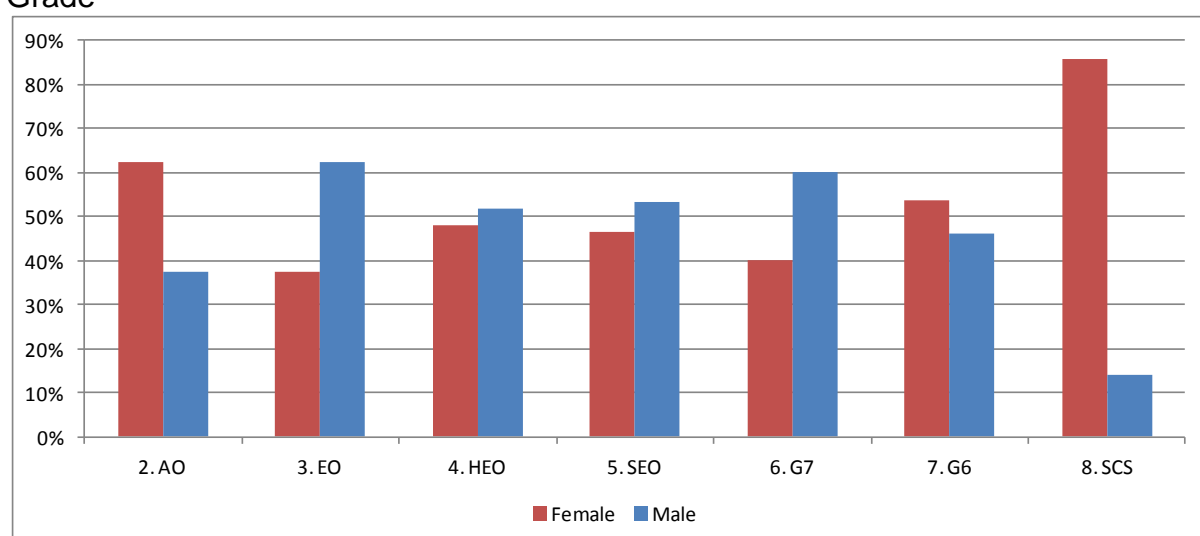
**Table 3.1: Breakdown of promotions by Gender and Grade**

Grade	Female			Male		
	2012	2011	Variance	2012	2011	Variance
2. AO	62.5%	66.7%	-4.2%	37.5%	33.3%	4.2%
3. EO	37.5%	52.8%	-15.3%	62.5%	47.2%	15.3%
4. HEO	48.1%	41.9%	6.2%	51.9%	58.1%	-6.2%
5. SEO	46.8%	50.7%	-4.0%	53.2%	49.3%	4.0%
6. G7	40.0%	48.6%	-8.6%	60.0%	51.4%	8.6%
7. G6	53.8%	57.1%	-3.3%	46.2%	42.9%	3.3%
8. SCS	85.7%	40.0%	45.7%	14.3%	60.0%	-45.7%
<b>Total</b>	<b>46.7%</b>	<b>48.6%</b>	<b>-1.9%</b>	<b>53.3%</b>	<b>51.4%</b>	<b>1.9%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The gender split of promotions differs from the Home Office composition: the proportion of males (53%) was larger than the proportion of females (47%).

**Figure 3.1: A graph of Table 3.1: Breakdown of promotions by Gender and Grade**



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Grade:**

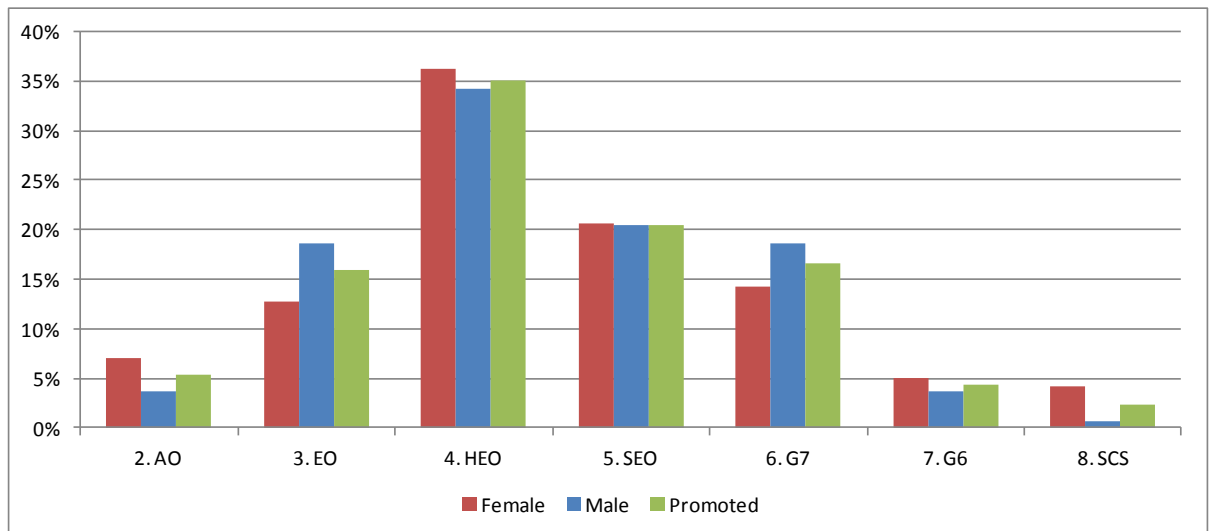
**Table 3.2:** Breakdown of promotions by Gender and Grade

Grade	Female			Male		
	2012	2011	Variance	2012	2011	Variance
2. AO	7.1%	8.2%	-1.1%	3.7%	3.9%	-0.1%
3. EO	12.8%	22.2%	-9.5%	18.6%	18.8%	-0.2%
4. HEO	36.2%	33.3%	2.8%	34.2%	43.6%	-9.5%
5. SEO	20.6%	19.9%	0.7%	20.5%	18.2%	2.3%
6. G7	14.2%	10.5%	3.7%	18.6%	10.5%	8.1%
7. G6	5.0%	4.7%	0.3%	3.7%	3.3%	0.4%
8. SCS	4.3%	1.2%	3.1%	0.6%	1.7%	-1.0%
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>0.0%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

For both male and female employees the most common grade to be promoted to was HEO (34% and 36% respectively). This followed the same pattern as last year although the proportions of males and females promoted to HEO grade differed greatly: the proportion of female employees promoted fell by 10% where as the proportion of male employees promoted increased by 3%.

**Figure 3.2:** A graph of Table 3.2: Breakdown of promotions by Grade and Gender



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Disability:**

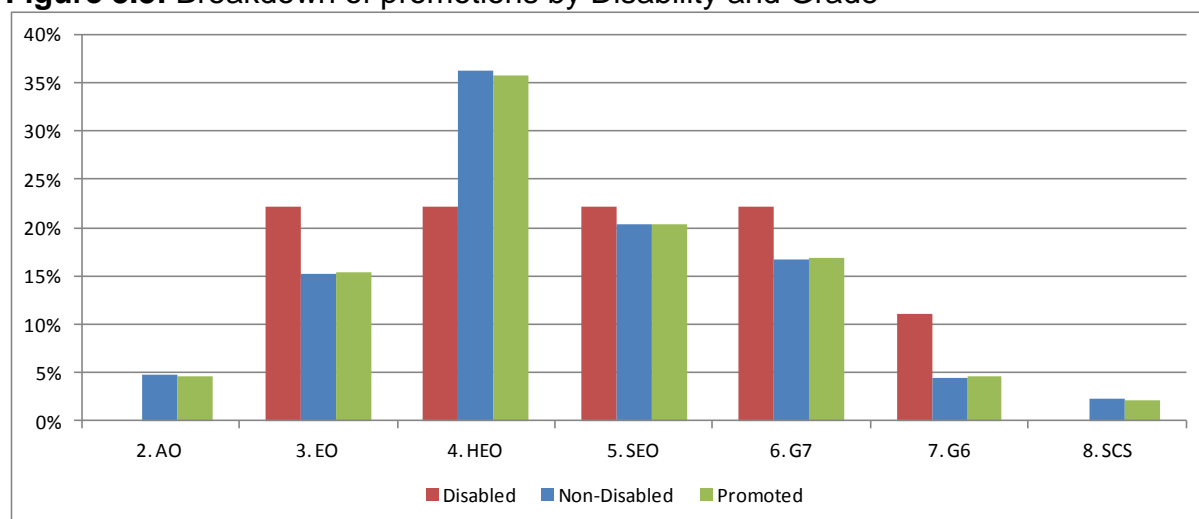
**Table 3.3:** Breakdown of promotions by Disability and Grade

Grade	Disabled			Non-Disabled		
	2012	2011	Variance	2012	2011	Variance
2. AO	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
3. EO	4.7%	7.2%	-2.6%	95.3%	92.8%	2.6%
4. HEO	2.0%	7.3%	-5.3%	98.0%	92.7%	5.3%
5. SEO	3.5%	3.2%	0.3%	96.5%	96.8%	-0.3%
6. G7	4.3%	2.9%	1.4%	95.7%	97.1%	-1.4%
7. G6	7.7%	0.0%	7.7%	92.3%	100.0%	-7.7%
8. SCS	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
<b>Total</b>	<b>3.2%</b>	<b>5.2%</b>	<b>-2.0%</b>	<b>96.8%</b>	<b>94.8%</b>	<b>2.0%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of disabled employees promoted was 2% less than in the previous year and 4% less than the composition within the Department. At individual grades the proportion of disabled employees promoted to Grade 6 increased by 8% (to 8%), whereas the proportion promoted to HEO fell by 5%.

**Figure 3.3:** Breakdown of promotions by Disability and Grade



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012



- **Ethnicity:**

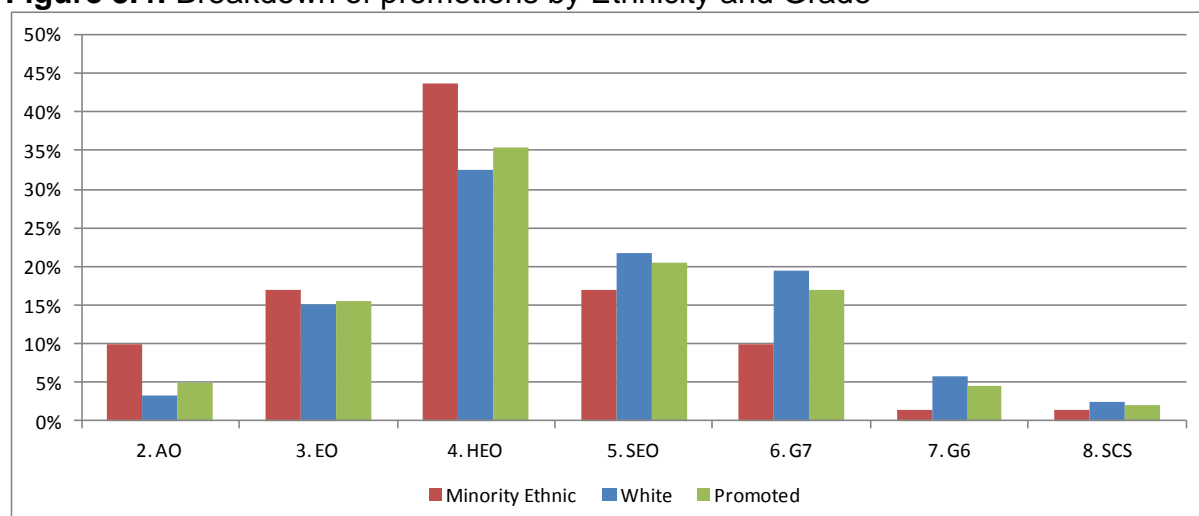
**Table 3.4:** Breakdown of promotions by Ethnicity and Grade

Grade	Minority Ethnic			White		
	2012	2011	Variance	2012	2011	Variance
<b>2. AO</b>	50.0%	19.0%	31.0%	50.0%	81.0%	-31.0%
<b>3. EO</b>	27.3%	32.4%	-5.1%	72.7%	67.6%	5.1%
<b>4. HEO</b>	31.0%	25.0%	6.0%	69.0%	75.0%	-6.0%
<b>5. SEO</b>	20.7%	12.9%	7.8%	79.3%	87.1%	-7.8%
<b>6. G7</b>	14.6%	17.1%	-2.6%	85.4%	82.9%	2.6%
<b>7. G6</b>	7.7%	0.0%	7.7%	92.3%	100.0%	-7.7%
<b>8. SCS</b>	16.7%	25.0%	-8.3%	83.3%	75.0%	8.3%
<b>Total</b>	<b>25.1%</b>	<b>22.1%</b>	<b>3.0%</b>	<b>74.9%</b>	<b>77.9%</b>	<b>-3.0%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of ethnic minority employees promoted (25%) increased by 3% on last year and was larger than the representation rate within the overall composition of the Home Office (23%). The most marked difference in the period was identified at AO grade (31% increase in promotes). The largest reduction in promotes was at SCS (8% decrease).

**Figure 3.4:** Breakdown of promotions by Ethnicity and Grade



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Work Pattern:**

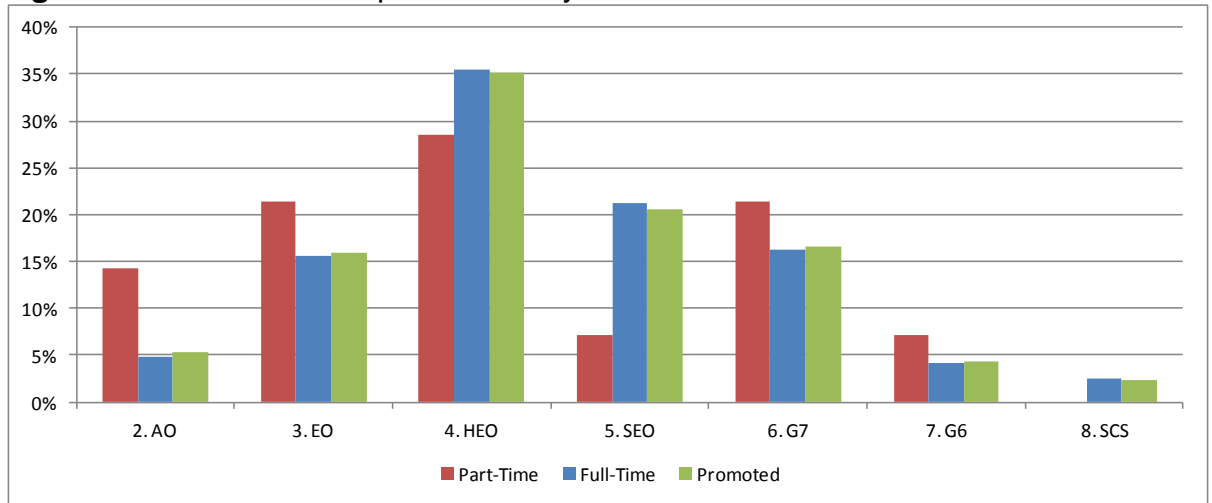
**Table 3.5:** Breakdown of promotions by Work Pattern and Gender

Gender	Full-Time			Part-Time		
	2012	2011	Variance	2012	2011	Variance
Female	90.8%	81.9%	8.9%	9.2%	18.1%	-8.9%
Male	99.4%	98.9%	0.5%	0.6%	1.1%	-0.5%
<b>Total</b>	<b>95.4%</b>	<b>90.6%</b>	<b>4.7%</b>	<b>4.6%</b>	<b>9.4%</b>	<b>-4.7%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of part-time employees who were promoted fell by 5%; 15% less than the composition within the Department. The proportion of part-time male and female promotes also fell: 0.5 % (amongst males) and 9% (amongst females). Both of these are significantly less than the Departmental rates of 7% and 31% respectively.

**Figure 3.5:** Breakdown of promotions by Work Pattern and Gender



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Location:**

**Table 3.6:** Breakdown of promotions by Location and Grade

Region	GRADE							Total
	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
East Of England	0.0%	10.4%	0.9%	0.0%	2.0%	7.7%	14.3%	<b>3.0%</b>
London	12.5%	25.0%	75.5%	82.3%	94.0%	92.3%	85.7%	<b>69.5%</b>
North East	0.0%	6.3%	0.9%	0.0%	0.0%	0.0%	0.0%	<b>1.3%</b>
North West	6.3%	16.7%	8.5%	3.2%	0.0%	0.0%	0.0%	<b>6.6%</b>
South East	25.0%	6.3%	5.7%	1.6%	2.0%	0.0%	0.0%	<b>5.0%</b>
South West	0.0%	2.1%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>0.3%</b>
West Midlands	12.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>0.7%</b>
Yorkshire & The Humber	25.0%	12.5%	7.5%	9.7%	2.0%	0.0%	0.0%	<b>8.3%</b>
<b>England</b>	<b>81.3%</b>	<b>79.2%</b>	<b>99.1%</b>	<b>96.8%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>94.7%</b>
Northern Ireland	0.0%	14.6%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>2.3%</b>
Scotland	18.8%	2.1%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>1.3%</b>
Wales	0.0%	4.2%	0.9%	3.2%	0.0%	0.0%	0.0%	<b>1.7%</b>
<b>Grand Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

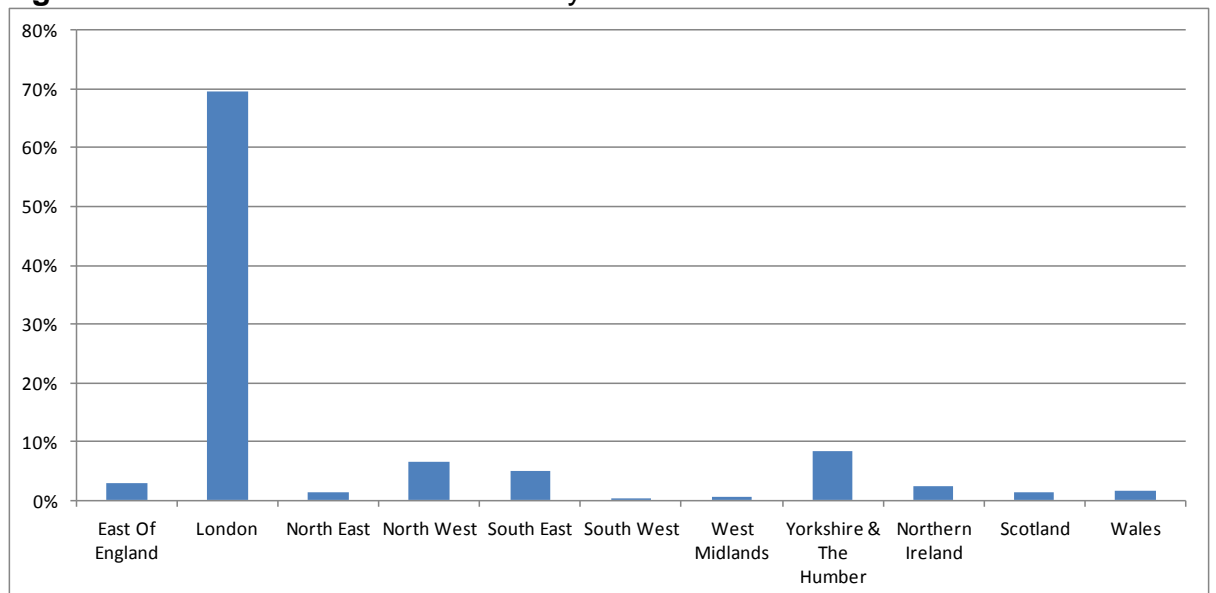
Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The largest proportion of promotions occurred in London (70%), which corresponds to the largest proportion of the workforce. However, when looking at Departmental rates (43%) there is still a difference of 27%. The proportion of promotions at each grade in London significantly increased as the grade increased (except for Grade 7 and SCS where figures dropped slightly).

The largest proportion of promotions was in England (95%) when compared to Northern Ireland (2%), Wales (2%) and Scotland (1%) which was also expected as the majority of the Home Office were located in England. The rates were generally representative of the Department for the four countries.

There were no promotions overseas and there were no promotions to Grade 6 or SCS outside London or the East of England.

**Figure 3.6:** Breakdown of Promotions by Location



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

- **Age Bands:**

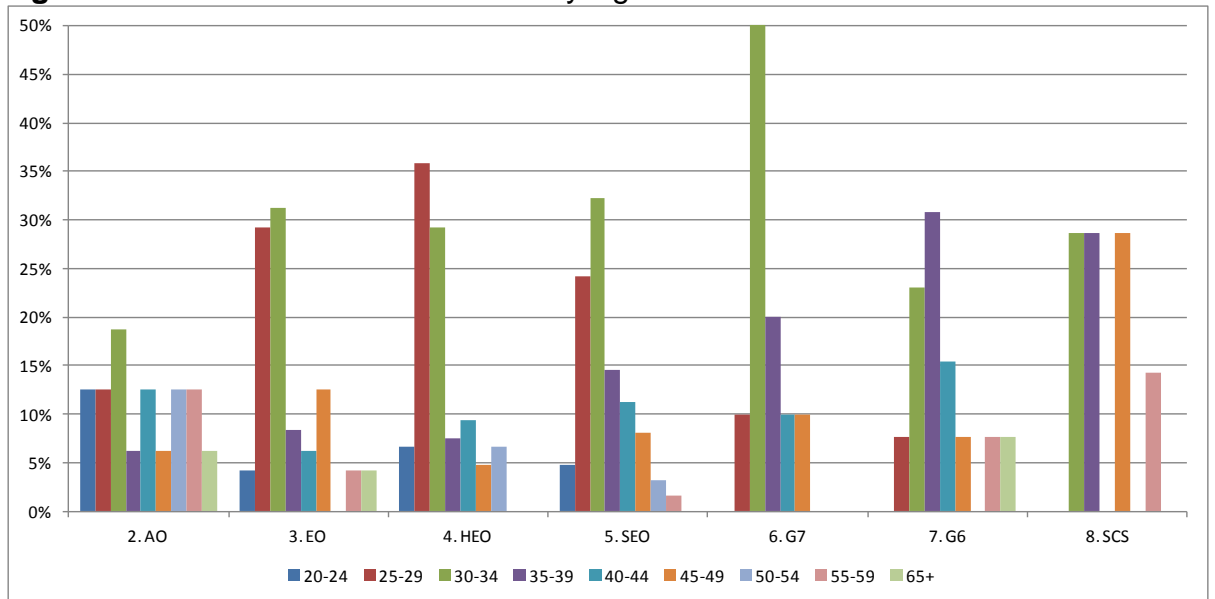
**Table 3.7:** Breakdown of promotions by Age Band and Grade

Age Band	GRADE							Total
	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
20-24	12.5%	4.2%	6.6%	4.8%	0.0%	0.0%	0.0%	4.6%
25-29	12.5%	29.2%	35.8%	24.2%	10.0%	7.7%	0.0%	24.8%
30-34	18.8%	31.3%	29.2%	32.3%	50.0%	23.1%	28.6%	32.8%
35-39	6.3%	8.3%	7.5%	14.5%	20.0%	30.8%	28.6%	12.6%
40-44	12.5%	6.3%	9.4%	11.3%	10.0%	15.4%	0.0%	9.6%
45-49	6.3%	12.5%	4.7%	8.1%	10.0%	7.7%	28.6%	8.3%
50-54	12.5%	0.0%	6.6%	3.2%	0.0%	0.0%	0.0%	3.6%
55-59	12.5%	4.2%	0.0%	1.6%	0.0%	7.7%	14.3%	2.3%
65+	6.3%	4.2%	0.0%	0.0%	0.0%	7.7%	0.0%	1.3%
<b>Grand Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The highest proportion of employees who were promoted was in the age band 30–34 years (33%). There were no 16–19 year olds or employees aged over 65 promoted in the period.

**Figure 3.7:** Breakdown of Promotions by Age Band and Grade



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

- **Religious Belief:**

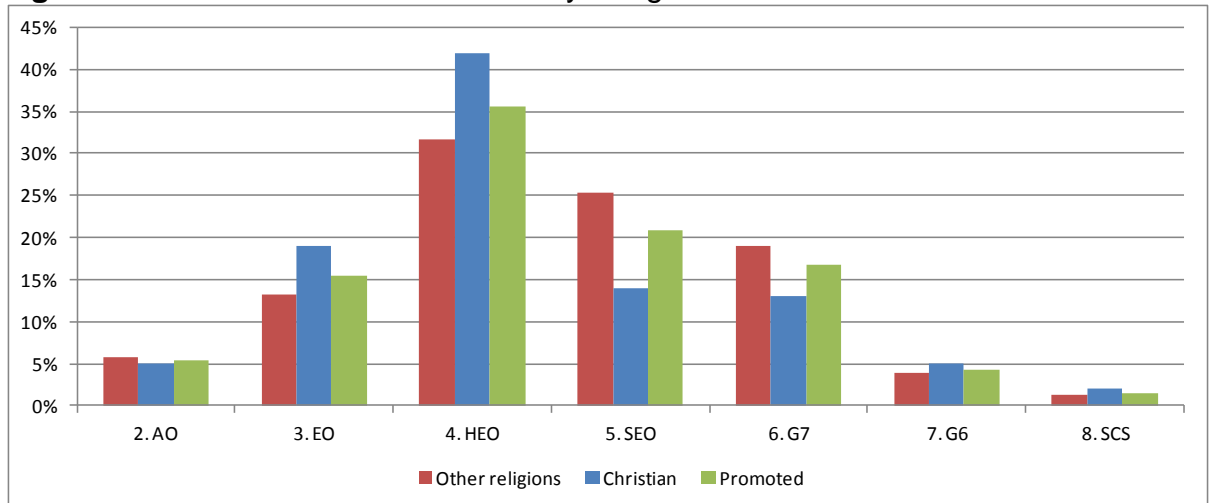
**Table 3.8:** Breakdown of promotions by Religious Belief and Grade

Grade	Christian			Other religions		
	2012	2011	Variance	2012	2011	Variance
2. AO	35.7%	52.4%	-16.7%	64.3%	47.6%	16.7%
3. EO	47.5%	50.8%	-3.3%	52.5%	49.2%	3.3%
4. HEO	45.7%	42.3%	3.3%	54.3%	57.7%	-3.3%
5. SEO	25.9%	63.8%	-37.9%	74.1%	36.2%	37.9%
6. G7	30.2%	57.6%	-27.3%	69.8%	42.4%	27.3%
7. G6	45.5%	70.0%	-24.5%	54.5%	30.0%	24.5%
8. SCS	50.0%	33.3%	16.7%	50.0%	66.7%	-16.7%
<b>Total</b>	<b>38.8%</b>	<b>51.5%</b>	<b>-12.7%</b>	<b>61.2%</b>	<b>48.5%</b>	<b>12.7%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The religion of those promoted in the period was unlike the overall workforce composition. Those promoted who declared their religious belief to be “Other religion” accounted for 61% of all promotees, 18% higher than the overall representation rate (43%). This was an increase of 13% on last year. At SEO grade, those who declared their religious belief to be “Other religion” accounted for 74% of promotees, 31% higher than the overall representation rate for this grade. At each grade, except SCS which was evenly split, those who declared their religious belief to be “Other religion” were the larger proportion of promotees.

**Figure 3.8:** Breakdown of Promotions by Religious Belief and Grade



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

- **Sexual Orientation:**

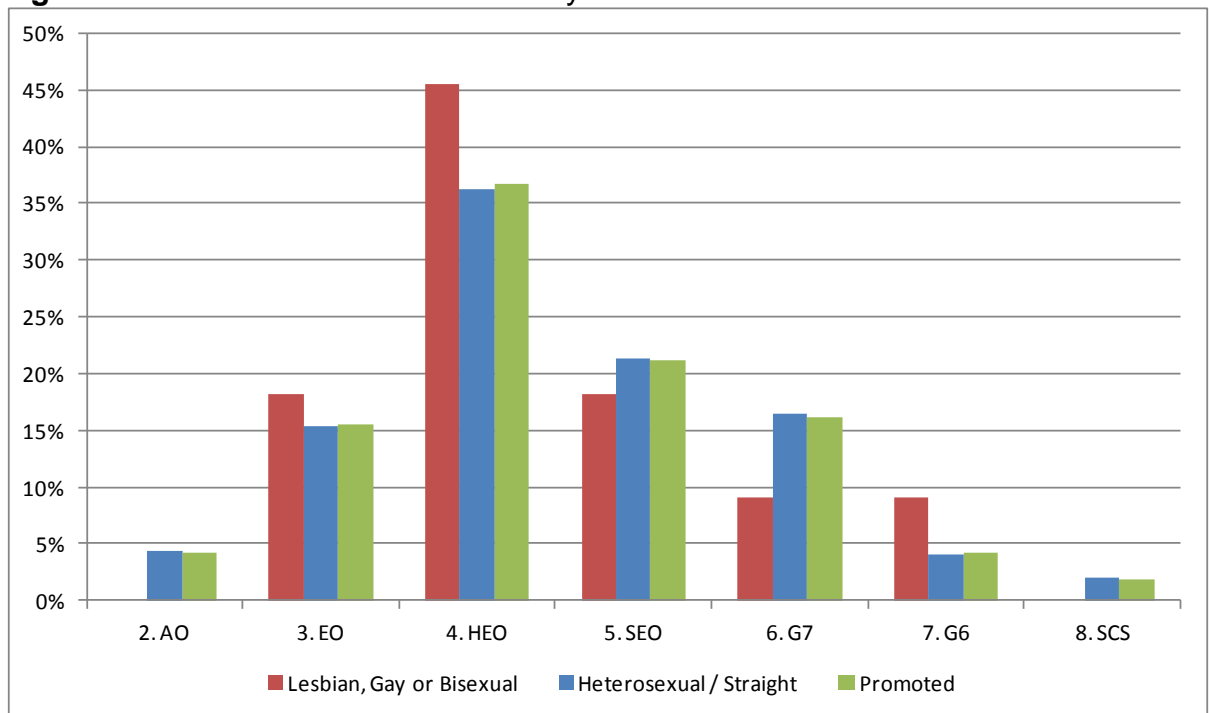
**Table 3.9:** Breakdown of promotions by Sexual Orientation and Grade

Grade	Heterosexual / Straight			Lesbian, Gay or Bisexual		
	2012	2011	Variance	2012	2011	Variance
2. AO	100.0%	95.0%	5.0%	0.0%	5.0%	-5.0%
3. EO	95.0%	98.4%	-3.4%	5.0%	1.6%	3.4%
4. HEO	94.7%	97.5%	-2.7%	5.3%	2.5%	2.7%
5. SEO	96.4%	100.0%	-3.6%	3.6%	0.0%	3.6%
6. G7	97.6%	93.9%	3.7%	2.4%	6.1%	-3.7%
7. G6	90.9%	100.0%	-9.1%	9.1%	0.0%	9.1%
8. SCS	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%
<b>Total</b>	<b>95.8%</b>	<b>97.7%</b>	<b>-2.0%</b>	<b>4.2%</b>	<b>2.3%</b>	<b>2.0%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The promotion rate for lesbian, gay or bisexual employees was slightly higher than the Departmental rate (3%), an increase of 2% on the last year. In all grades, except AO and Grade 7, the proportion of lesbian, gay or bisexual employees increased on last year and was , the most pronounced at Grade 6 (9% increase). There were no lesbian, gay or bisexual employees promoted to the SCS in the period.

**Figure 3.9:** Breakdown of Promotions by Sexual Orientation and Grade



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

## Temporary Cover Allowance

Temporary cover allowance (TCA) replaced Temporary Promotion (TP) arrangements on 1 April 2006. TCA was paid to an employee who temporarily performed the duties of a higher grade.

### Key facts:

- There were 417 employees on TCA as at the 31<sup>st</sup> March 2012. This group accounted for 1.5% of all paid and unpaid civil servants in the Department - an increase of 85 on last year.

Of those on TCA:

- **Gender:**

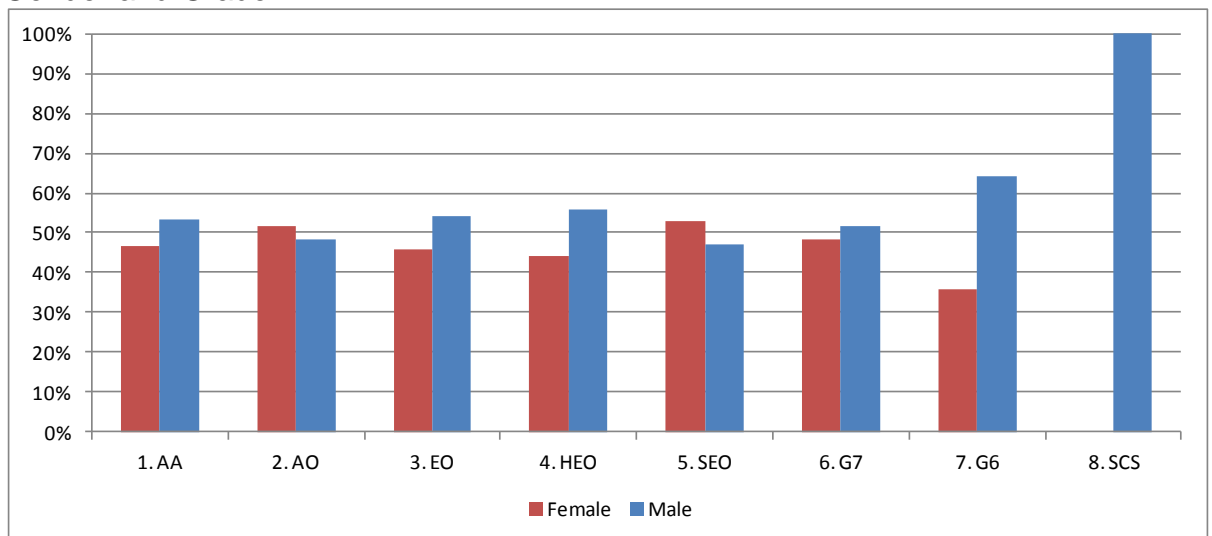
**Table 3.10:** Breakdown of employees on TCA by Gender and Grade

Grade	Female			Male		
	2012	2011	Variance	2012	2011	Variance
1. AA	46.7%	20.0%	26.7%	53.3%	80.0%	-26.7%
2. AO	51.5%	61.4%	-9.8%	48.5%	38.6%	9.8%
3. EO	45.8%	47.9%	-2.1%	54.2%	52.1%	2.1%
4. HEO	44.3%	48.3%	-4.0%	55.7%	51.7%	4.0%
5. SEO	52.7%	55.6%	-2.8%	47.3%	44.4%	2.8%
6. G7	48.3%	53.8%	-5.6%	51.7%	46.2%	5.6%
7. G6	35.7%	12.5%	23.2%	64.3%	87.5%	-23.2%
8. SCS	0.0%	50.0%	-50.0%	100.0%	50.0%	50.0%
<b>Total</b>	<b>47.2%</b>	<b>49.5%</b>	<b>-2.3%</b>	<b>52.8%</b>	<b>50.5%</b>	<b>2.3%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The gender split of employees who received TCA in the period was higher amongst males (53%) than females (47%). In the previous period, the split was even. No female SCS received TCA during the period – a decrease of 50% on last year.

**Figure 3.10:** A graph of Table 3.10: Breakdown of employees on TCA by Gender and Grade



**Data source:** Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012



- **Grade:**

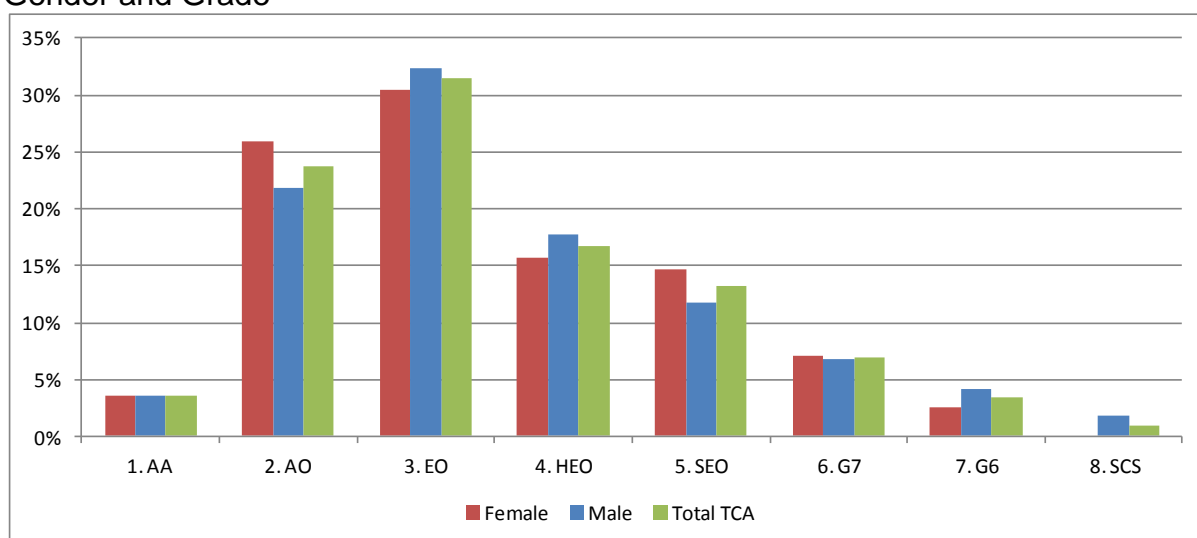
**Table 3.11: Breakdown of employees on TCA by Gender and Grade**

Grade	Female			Male		
	2012	2011	Variance	2012	2011	Variance
1. AA	3.6%	0.6%	2.9%	3.6%	2.4%	1.2%
2. AO	25.9%	16.5%	9.4%	21.8%	10.2%	11.6%
3. EO	30.5%	48.2%	-17.7%	32.3%	51.5%	-19.2%
4. HEO	15.7%	17.1%	-1.3%	17.7%	18.0%	-0.2%
5. SEO	14.7%	12.2%	2.5%	11.8%	9.6%	2.2%
6. G7	7.1%	4.3%	2.8%	6.8%	3.6%	3.2%
7. G6	2.5%	0.6%	1.9%	4.1%	4.2%	-0.1%
8. SCS	0.0%	0.6%	-0.6%	1.8%	0.6%	1.2%
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>0.0%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The largest proportion of employees who received TCA during the period was at EO grade for both male and female employees. The proportion of males and females on TCA reduced significantly from last year by 19% 18% respectively. There has been a shift with a larger proportion of Administrative Grades on TCA.

**Figure 3.11: A graph of Table 3.11: Breakdown of employees on TCA by Gender and Grade**



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Disability:**

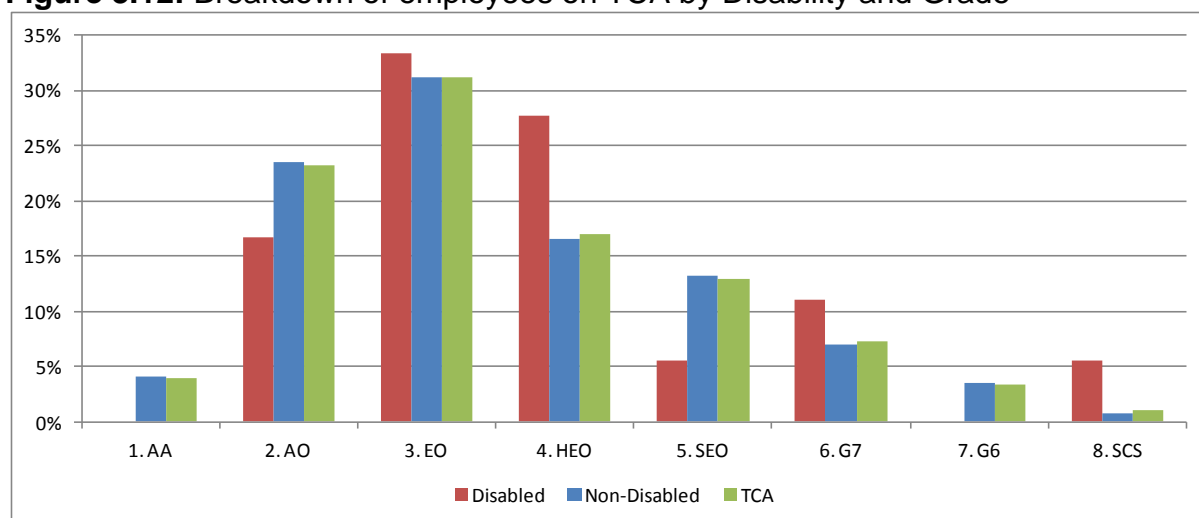
**Table 3.12: Breakdown of employees on TCA by Disability and Grade**

Grade	Disabled			Non-Disabled		
	2012	2011	Variance	2012	2011	Variance
1. AA	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
2. AO	3.3%	7.7%	-4.4%	96.7%	92.3%	4.4%
3. EO	5.0%	3.3%	1.6%	95.0%	96.7%	-1.6%
4. HEO	7.6%	3.7%	3.9%	92.4%	96.3%	-3.9%
5. SEO	2.0%	5.7%	-3.7%	98.0%	94.3%	3.7%
6. G7	7.1%	0.0%	7.1%	92.9%	100.0%	-7.1%
7. G6	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
8. SCS	25.0%	0.0%	25.0%	75.0%	100.0%	-25.0%
<b>Total</b>	<b>4.7%</b>	<b>3.9%</b>	<b>0.7%</b>	<b>95.3%</b>	<b>96.1%</b>	<b>-0.7%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The overall proportion of disabled employees on TCA was 2% less than the Departmental composition (7%); a 1% increase on the previous period. There were significant fluctuations between grades; no disabled AA or Grade 6 received TCA in the period but one-quarter of all disabled SCS received TCA.

**Figure 3.12: Breakdown of employees on TCA by Disability and Grade**



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Ethnicity:**

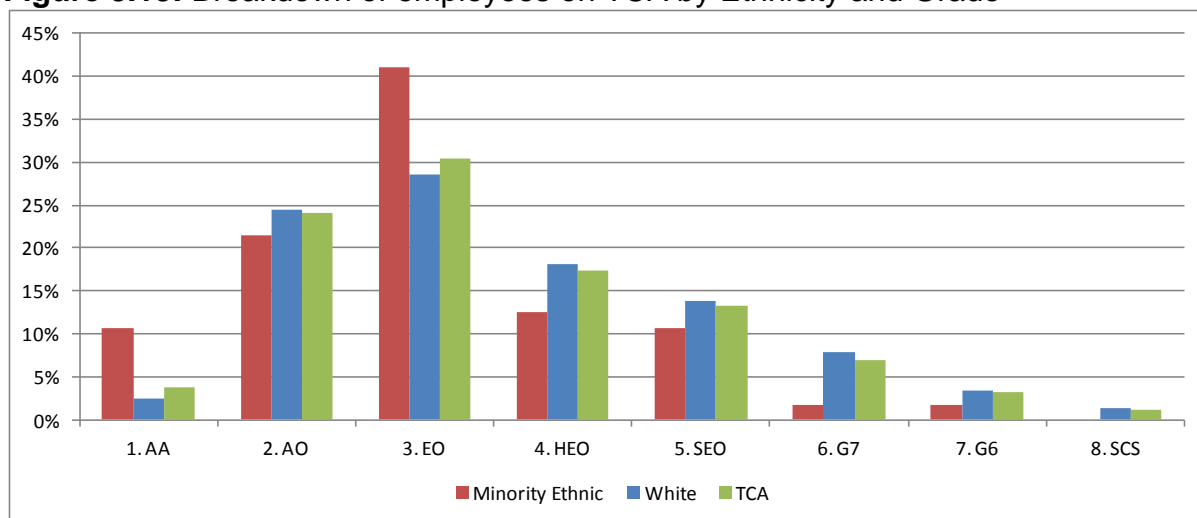
**Table 3.13:** Breakdown of employees on TCA by Ethnicity and Grade

Grade	Minority Ethnic			White		
	2012	2011	Variance	2012	2011	Variance
1. AA	42.9%	40.0%	2.9%	57.1%	60.0%	-2.9%
2. AO	13.3%	15.0%	-1.7%	86.7%	85.0%	1.7%
3. EO	20.2%	14.8%	5.4%	79.8%	85.2%	-5.4%
4. HEO	10.8%	13.5%	-2.7%	89.2%	86.5%	2.7%
5. SEO	12.0%	9.1%	2.9%	88.0%	90.9%	-2.9%
6. G7	3.8%	7.7%	-3.8%	96.2%	92.3%	3.8%
7. G6	8.3%	0.0%	8.3%	91.7%	100.0%	-8.3%
8. SCS	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
<b>Total</b>	<b>14.9%</b>	<b>13.7%</b>	<b>1.3%</b>	<b>85.1%</b>	<b>86.3%</b>	<b>-1.3%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

Although the proportion of ethnic minority employees on TCA increased slightly on last year (1%) this was still 9% below the overall composition of the Home Office. The largest proportion of ethnic minority employees on TCA was AA grade. No ethnic minority SCS received TCA in the period.

**Figure 3.13:** Breakdown of employees on TCA by Ethnicity and Grade



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Work Pattern:**

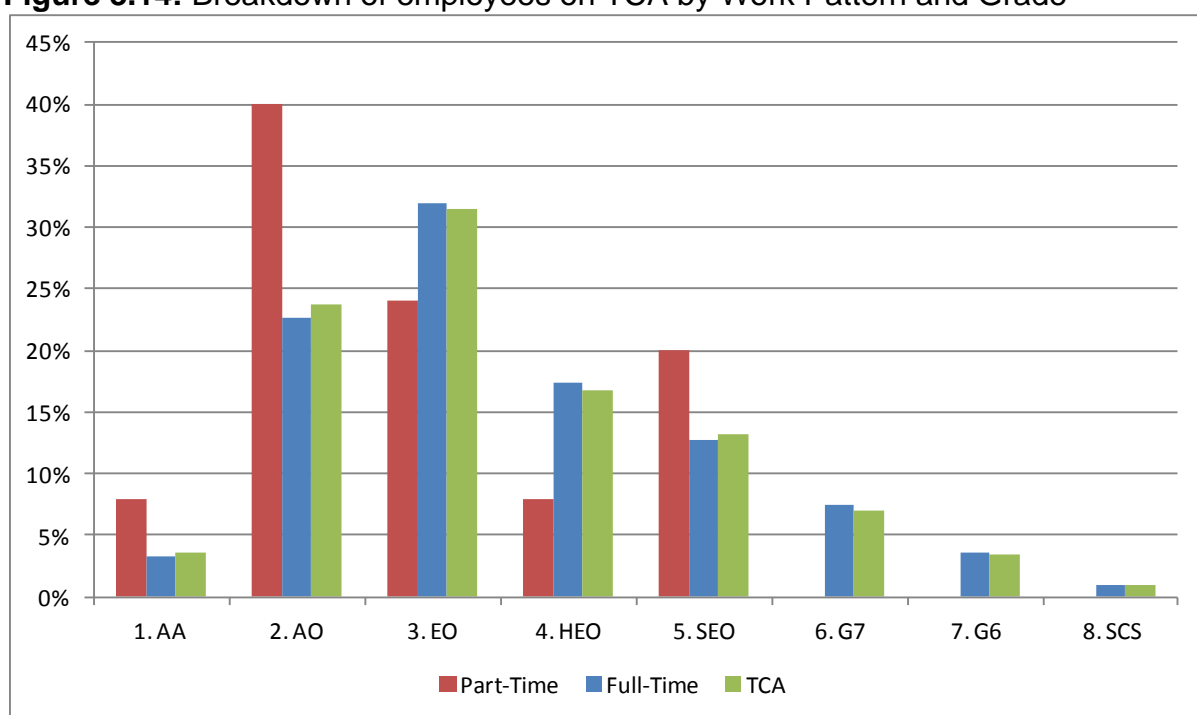
**Table 3.14:** Breakdown of employees on TCA by Work Pattern and Gender

Gender	Full-Time			Part-Time		
	2012	2011	Variance	2012	2011	Variance
Female	90.8%	81.9%	8.9%	9.2%	18.1%	-8.9%
Male	99.4%	98.9%	0.5%	0.6%	1.1%	-0.5%
<b>Total</b>	<b>95.4%</b>	<b>90.6%</b>	<b>4.7%</b>	<b>4.6%</b>	<b>9.4%</b>	<b>-4.7%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of part-time employees who received TCA during the period halved and was 15% lower than the Departmental rate.

**Figure 3.14:** Breakdown of employees on TCA by Work Pattern and Grade



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Location:**

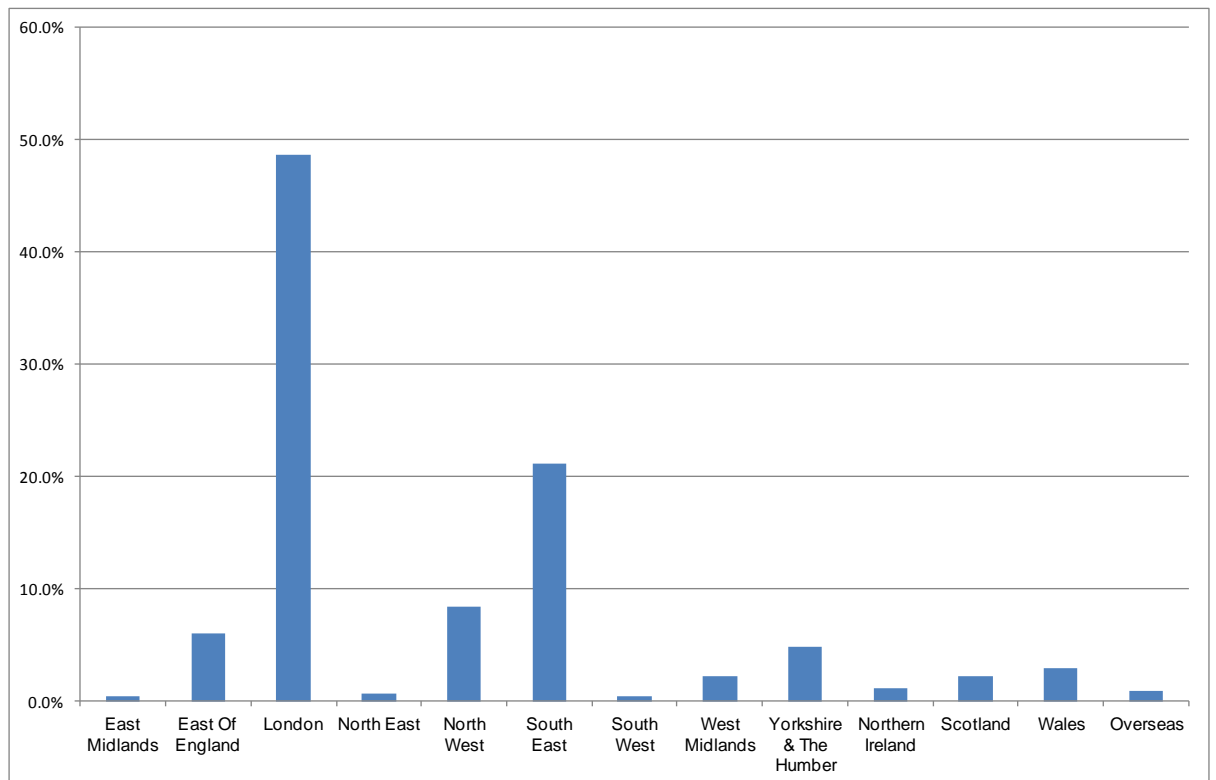
**Table 3.15: Breakdown of employees on TCA by Location and Grade**

Region	GRADE								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
East Midlands	0.0%	1.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.5%
East Of England	0.0%	8.1%	6.1%	7.1%	5.5%	3.4%	0.0%	0.0%	6.0%
London	60.0%	30.3%	42.0%	52.9%	65.5%	79.3%	71.4%	75.0%	48.7%
North East	0.0%	1.0%	0.8%	1.4%	0.0%	0.0%	0.0%	0.0%	0.7%
North West	33.3%	5.1%	10.7%	10.0%	5.5%	0.0%	7.1%	0.0%	8.4%
South East	0.0%	38.4%	28.2%	12.9%	1.8%	6.9%	7.1%	0.0%	21.1%
South West	0.0%	0.0%	0.8%	1.4%	0.0%	0.0%	0.0%	0.0%	0.5%
West Midlands	6.7%	0.0%	3.8%	4.3%	0.0%	0.0%	0.0%	0.0%	2.2%
Yorkshire & The Humber	0.0%	2.0%	3.1%	2.9%	14.5%	6.9%	7.1%	25.0%	4.8%
<b>England</b>	<b>100.0%</b>	<b>85.9%</b>	<b>96.2%</b>	<b>92.9%</b>	<b>92.7%</b>	<b>96.6%</b>	<b>92.9%</b>	<b>100.0%</b>	<b>92.8%</b>
Northern Ireland	0.0%	1.0%	1.5%	1.4%	1.8%	0.0%	0.0%	0.0%	1.2%
Scotland	0.0%	3.0%	0.0%	5.7%	1.8%	3.4%	0.0%	0.0%	2.2%
Wales	0.0%	6.1%	2.3%	0.0%	3.6%	0.0%	7.1%	0.0%	2.9%
Overseas	0.0%	4.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.0%
<b>Grand Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of employees on TCA in each region was broadly in line with the overall composition of the Home Office. The region with the largest proportion of employees on TCA when compared to its workforce composition was the South East (21% and 13% respectively). 94% of employees were based in England and this location included 93% of all employees on TCA.

**Figure 3.15: A graph of Table 3.15: Breakdown of employees on TCA by Location**



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Age Band:**

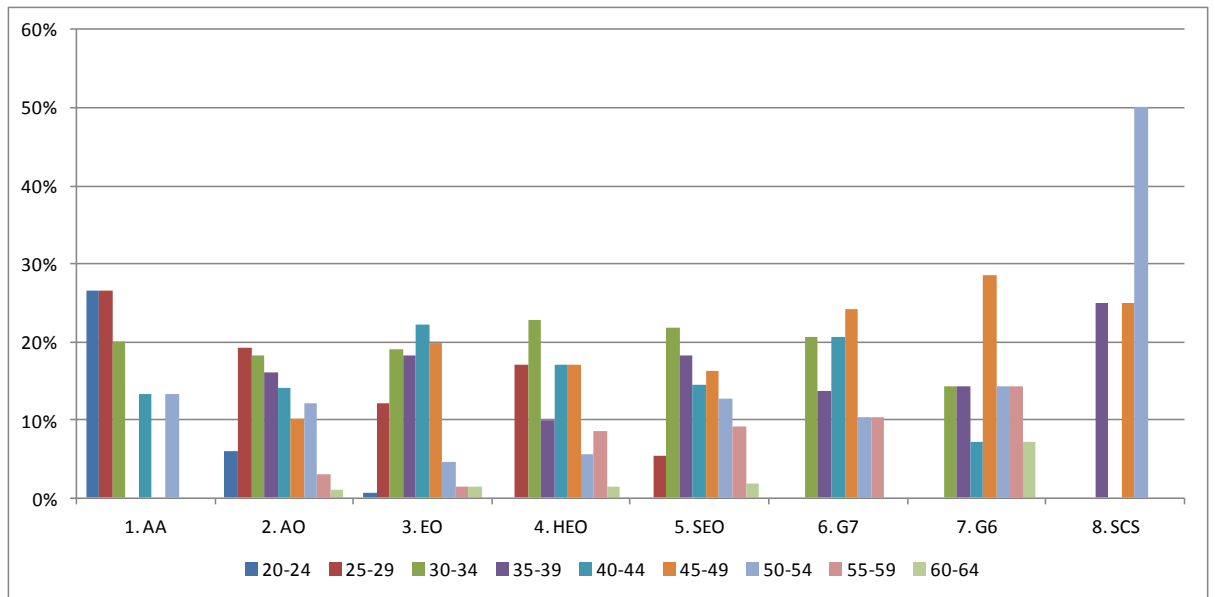
**Table 3.16:** Breakdown of employees on TCA by Age Band and Grade

Age Band	GRADE								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
20-24	26.7%	6.1%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>2.6%</b>
25-29	26.7%	19.2%	12.2%	17.1%	5.5%	0.0%	0.0%	0.0%	<b>12.9%</b>
30-34	20.0%	18.2%	19.1%	22.9%	21.8%	20.7%	14.3%	0.0%	<b>19.7%</b>
35-39	0.0%	16.2%	18.3%	10.0%	18.2%	13.8%	14.3%	25.0%	<b>15.3%</b>
40-44	13.3%	14.1%	22.1%	17.1%	14.5%	20.7%	7.1%	0.0%	<b>17.3%</b>
45-49	0.0%	10.1%	19.8%	17.1%	16.4%	24.1%	28.6%	25.0%	<b>16.5%</b>
50-54	13.3%	12.1%	4.6%	5.7%	12.7%	10.3%	14.3%	50.0%	<b>9.1%</b>
55-59	0.0%	3.0%	1.5%	8.6%	9.1%	10.3%	14.3%	0.0%	<b>5.0%</b>
60-64	0.0%	1.0%	1.5%	1.4%	1.8%	0.0%	7.1%	0.0%	<b>1.4%</b>
<b>Grand Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of employees on TCA was generally consistent with the age distribution within the overall Department.

**Figure 3.16:** A graph of Table 3.16: Breakdown of employees on TCA by Age Band and Grade



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Religious Belief:**

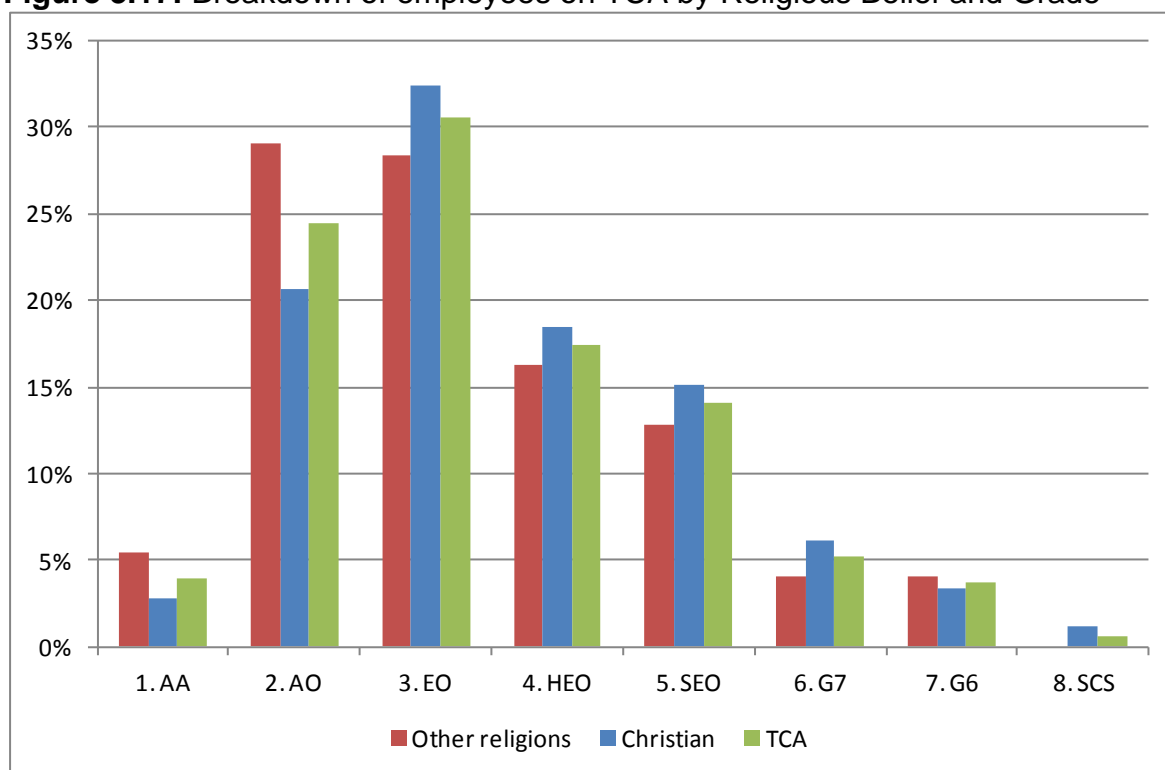
**Table 3.17:** Breakdown of employees on TCA by Religious Belief and Grade

Grade	Christian			Other religions		
	2012	2011	Variance	2012	2011	Variance
1. AA	38.5%	100.0%	-61.5%	61.5%	0.0%	61.5%
2. AO	46.3%	100.0%	-53.8%	53.8%	0.0%	53.8%
3. EO	58.0%	100.0%	-42.0%	42.0%	0.0%	42.0%
4. HEO	57.9%	92.0%	-34.1%	42.1%	8.0%	34.1%
5. SEO	58.7%	100.0%	-41.3%	41.3%	0.0%	41.3%
6. G7	64.7%	100.0%	-35.3%	35.3%	0.0%	35.3%
7. G6	50.0%	0.0%	50.0%	50.0%	100.0%	-50.0%
8. SCS	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%
<b>Total</b>	<b>54.7%</b>	<b>97.4%</b>	<b>-42.7%</b>	<b>45.3%</b>	<b>2.6%</b>	<b>42.7%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of those on TCA who declared their religious belief to be “Other religion” increased by 43% on last year to 45%. All grades except Grade 6 and SCS had similar increases. Employees on TCA at Grade 6 who declared their religious belief to be “Other religion” reduced by a half and there were no SCS employees on TCA who declared their religious belief to be “Other religion”.

**Figure 3.17:** Breakdown of employees on TCA by Religious Belief and Grade



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Sexual Orientation:**

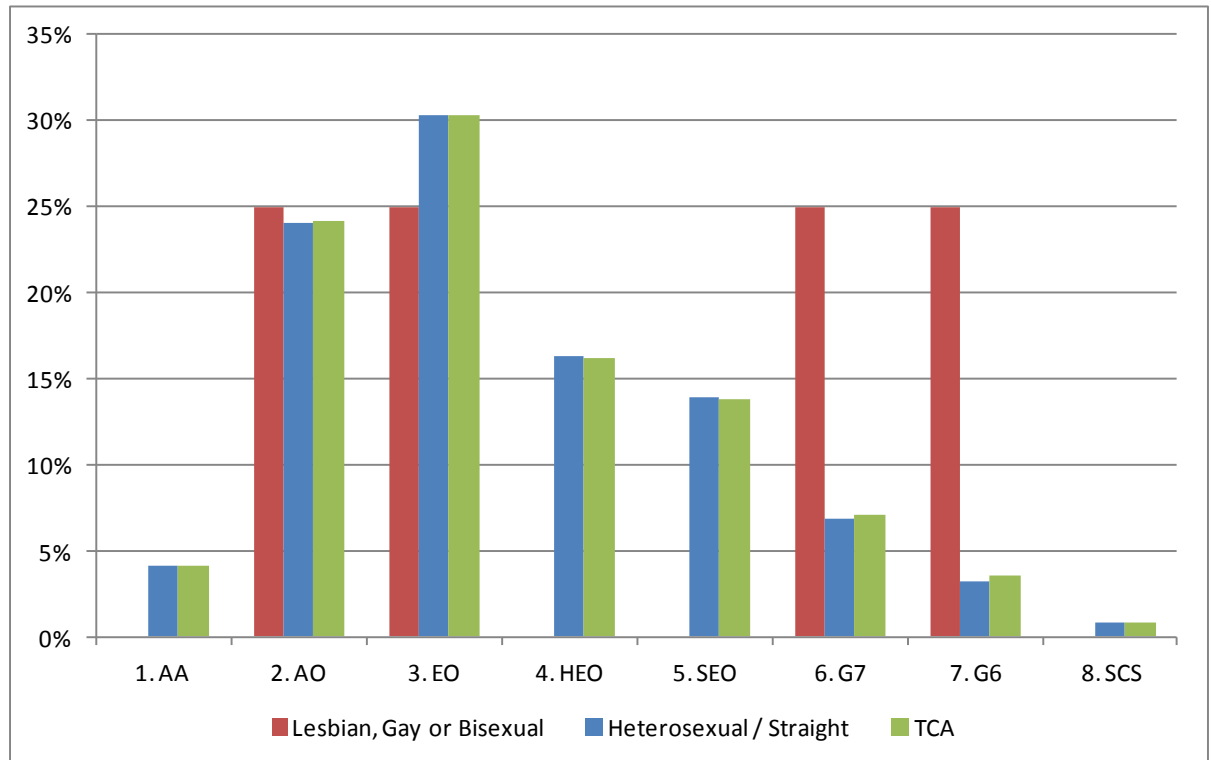
**Table 3.18:** Breakdown of employees on TCA by Sexual Orientation and Grade

Grade	Heterosexual / Straight			Lesbian, Gay or Bisexual		
	2012	2011	Variance	2012	2011	Variance
1. AA	100.0%	80.0%	20.0%	0.0%	20.0%	-20.0%
2. AO	98.8%	96.8%	2.0%	1.2%	3.2%	-2.0%
3. EO	99.0%	98.5%	0.5%	1.0%	1.5%	-0.5%
4. HEO	100.0%	97.5%	2.5%	0.0%	2.5%	-2.5%
5. SEO	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%
6. G7	95.8%	100.0%	-4.2%	4.2%	0.0%	4.2%
7. G6	91.7%	100.0%	-8.3%	8.3%	0.0%	8.3%
8. SCS	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%
<b>Total</b>	<b>98.8%</b>	<b>98.1%</b>	<b>0.8%</b>	<b>1.2%</b>	<b>1.9%</b>	<b>-0.8%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of employees who received TCA in the period and declared themselves to be lesbian, gay or bisexual reduced by almost 1% and was 2% lower than the Departmental rate. However, as overall numbers of employees on TCA by sexual orientation was relatively small, figures are provided for completeness and no wider inferences can be made.

**Figure 3.18:** Breakdown of employees on TCA by Sexual Orientation and Grade



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012



## Temporary Promotion

### Key facts:

- There were less than 20 employees on Temporary Promotion (TP) as at the 31<sup>st</sup> March 2012 and they accounted for less than 0.04% of all Civil Servants in the Department.
- As these figures were small, no conclusions could be drawn from this.
- **Gender:**

**Table 3.19:** Breakdown of employees on TP by Gender

	Female			Male		
	2012	2011	Variance	2012	2011	Variance
<b>TP</b>	<b>36%</b>	<b>47%</b>	<b>-11%</b>	<b>64%</b>	<b>53%</b>	<b>11%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

- **Grade:**

**Table 3.20:** Breakdown of employees on TP by Grade

	TP		
	2012	2011	Variance
<b>1. AA</b>	8%	0%	8%
<b>3. EO</b>	25%	18%	7%
<b>4. HEO</b>	33%	27%	6%
<b>5. SEO</b>	0%	36%	-36%
<b>6. G7</b>	8%	9%	-1%
<b>8. SCS</b>	25%	9%	16%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0.0%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

- **Disability:**

**Table 3.21:** Breakdown of employees on TP by Disability

	Disabled			Non-Disabled		
	2012	2011	Variance	2012	2011	Variance
<b>TP</b>	<b>10%</b>	<b>0%</b>	<b>10%</b>	<b>90%</b>	<b>100%</b>	<b>-10%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

- **Ethnicity:**

**Table 3.22:** Breakdown of employees on TP by Ethnicity

	Minority Ethnic			White		
	2012	2011	Variance	2012	2011	Variance
<b>TP</b>	<b>22%</b>	<b>13%</b>	<b>9%</b>	<b>78%</b>	<b>87%</b>	<b>-9%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

- **Work Pattern:**

**Table 3.23:** Breakdown of employees on TP by Work Pattern

	Full-Time			Part-Time		
	2012	2011	Variance	2012	2011	Variance
<b>TP</b>	<b>96%</b>	<b>91%</b>	<b>5%</b>	<b>4%</b>	<b>9%</b>	<b>-5%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

- **Location:**

**Table 3.24:** Breakdown of employees on TP by Location

Region	TP
East Of England	9%
London	64%
North West	27%
<b>Grand Total</b>	<b>100%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

- **Age Bands:**

We are unable to breakdown the proportion of employees by age bands as this may lead to a breach of the Data Protection Act (DPA).

- **Religious Belief:**

**Table 3.25:** Breakdown of employees on TCA by Religious Belief

	Christian			Other religions		
	2012	2011	Variance	2012	2011	Variance
<b>TP</b>	<b>71%</b>	<b>75%</b>	<b>-4%</b>	<b>29%</b>	<b>25%</b>	<b>4%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

- **Sexual Orientation:**

**Table 3.26:** Breakdown of employees on TCA by Sexual Orientation

	Heterosexual / Straight			Lesbian, Gay or Bisexual		
	2012	2011	Variance	2012	2011	Variance
<b>TP</b>	<b>100%</b>	<b>92%</b>	<b>8%</b>	<b>0%</b>	<b>8%</b>	<b>-8%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

In the next section Learning and Development will be analysed. This will specifically look at learning which has taken place within the Department and the proportion of employees that have declared their highest qualification and what level of qualification they had achieved.

## Section 4: Learning and Development

### *Internal and External Learning*

Internal learning consisted of courses held by the Home Office but did not include e-learning. External learning was courses held by a third party provider.

#### **Key facts:**

- 9,881 individual employees added to their learning history during the period (36% of the Department).
- 8,413 completed internal learning (31% of the Department).
- 1,468 completed external learning (5% of the Department).

Of those who completed some form of learning during the period:

- **Gender:**

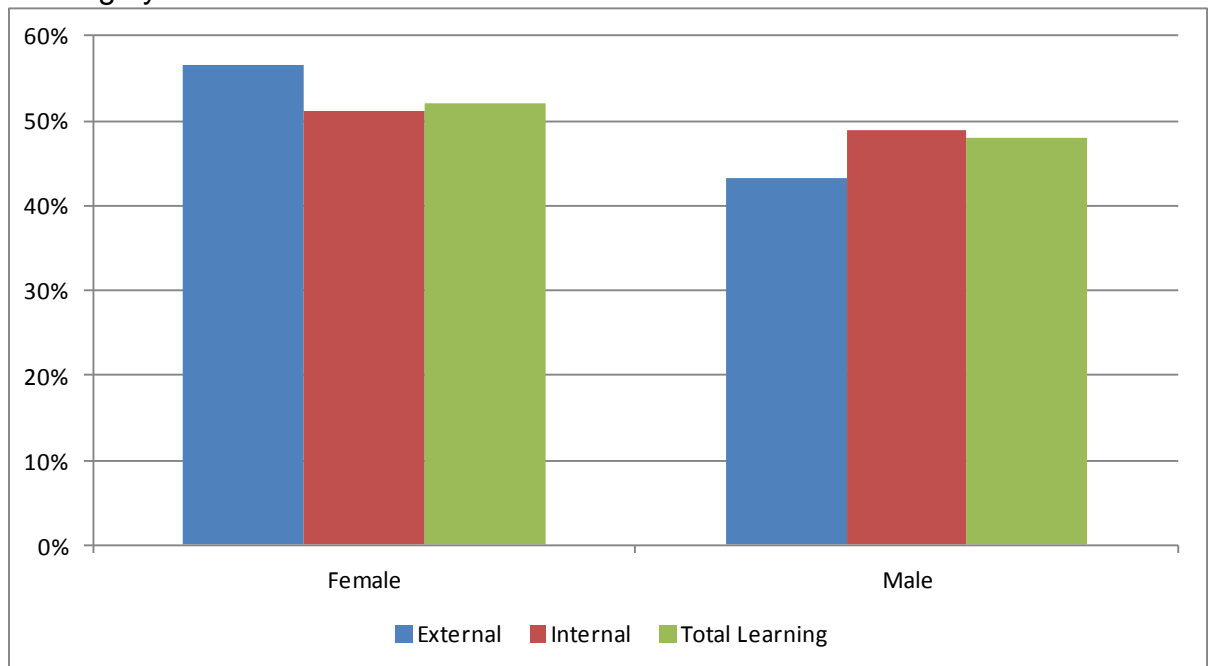
**Table 4.1:** Breakdown of employees who completed learning by Gender

<b>Gender</b>	<b>External</b>	<b>Internal</b>	<b>Total Learning</b>
Female	57%	51%	52%
Male	43%	49%	48%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The gender split of employees who completed learning in the period was in line with the Home Office composition. Of those who completed internal learning, female participation rates were only slightly lower than their workforce composition whereas those female employees who completed external learning were 5% higher.

**Figure 4.1:** A graph of Table 4.1: Breakdown of employees who completed learning by Gender



**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Grade:**

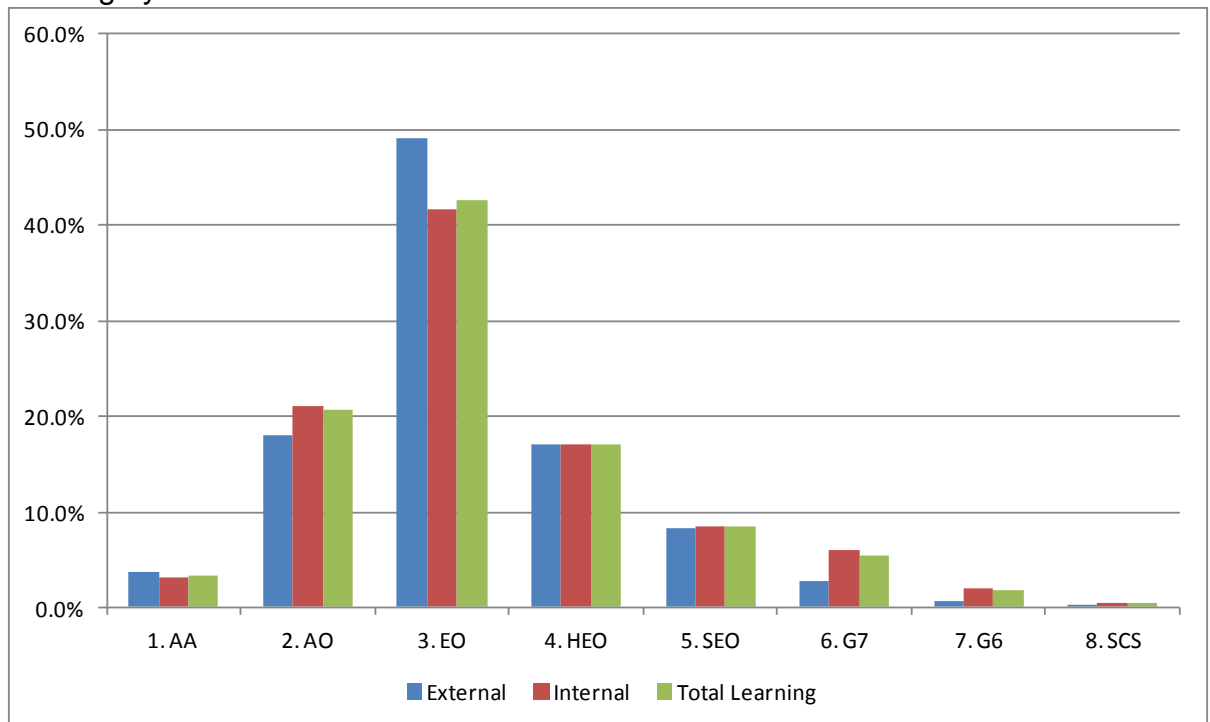
**Table 4.2:** Breakdown of employees who completed learning by Grade

Grade	External	Internal	Total Learning
1. AA	3.7%	3.2%	3.3%
2. AO	18.1%	21.1%	20.7%
3. EO	49.0%	41.6%	42.6%
4. HEO	17.1%	17.1%	17.1%
5. SEO	8.4%	8.5%	8.5%
6. G7	2.8%	5.9%	5.5%
7. G6	0.7%	2.1%	1.9%
8. SCS	0.2%	0.4%	0.4%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The proportion of EOs completing both internal and external learning (43%) was 6% more than their representation rate within the Department (37%). At all other grades, apart from AA, learning rates were broadly similar to their workforce composition. At AA grade learning figures (3%) were 4% less than their representation within the Department (7%).

**Figure 4.2:** A graph of Table 4.2: Breakdown of employees who completed learning by Grade



**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Disability:**

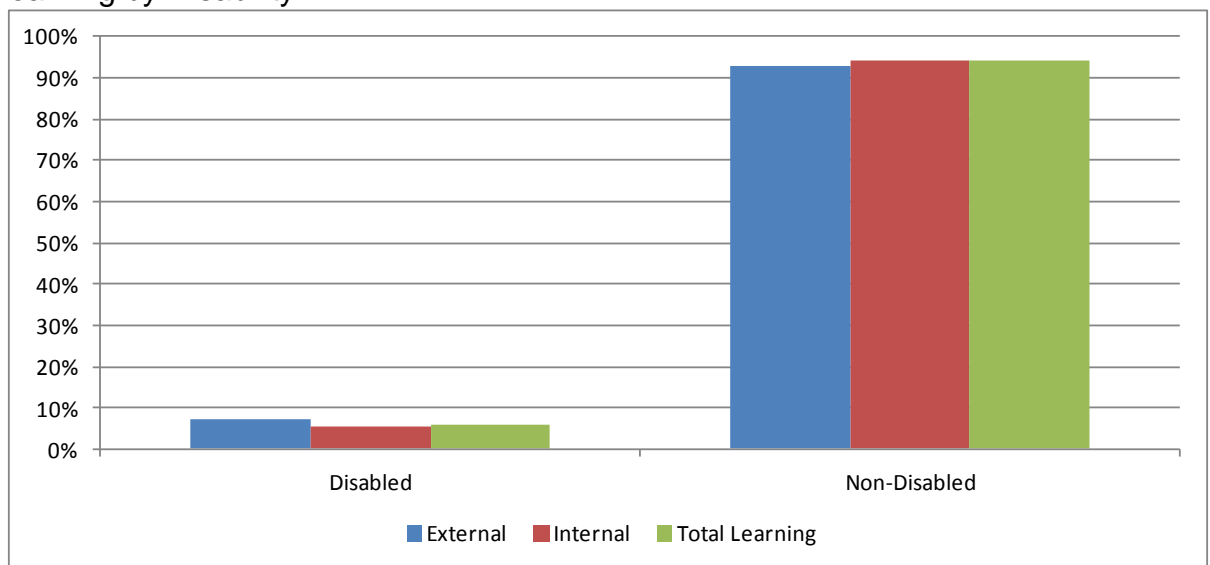
**Table 4.3:** Breakdown of employees who completed learning by Disability

Disability	External	Internal	Total Learning
Disabled	7%	6%	6%
Non-Disabled	93%	94%	94%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The disability profile of employees who completed internal or external learning was representative of the wider Department.

**Figure 4.3:** A graph of Table 4.3: Breakdown of employees who completed learning by Disability



**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Ethnicity:**

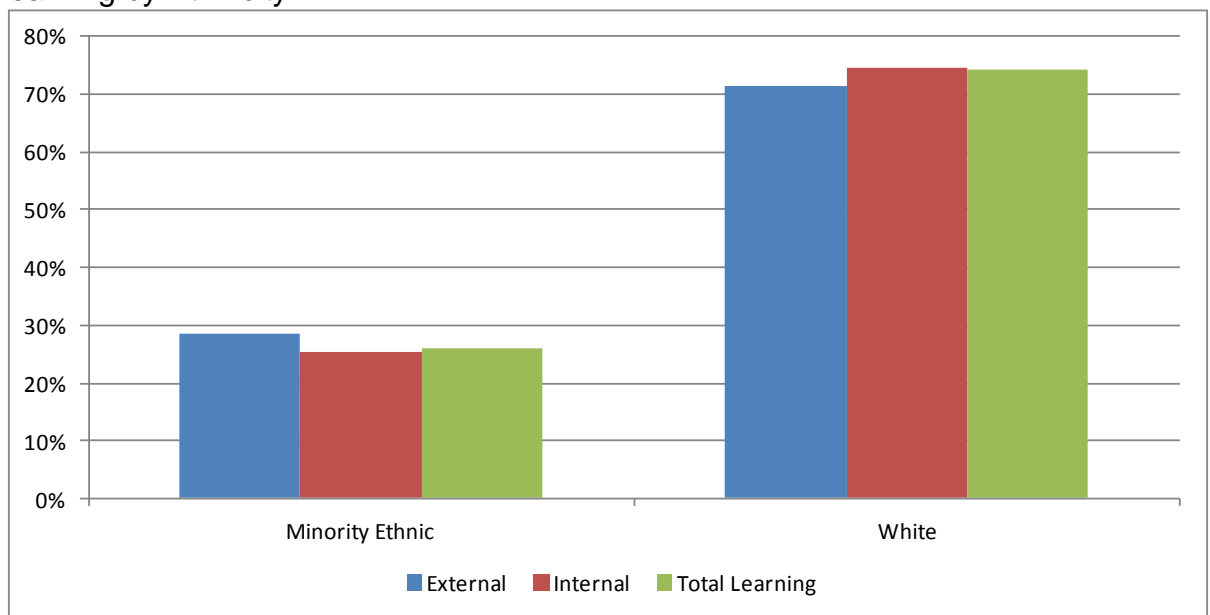
**Table 4.4:** Breakdown of employees who completed learning by Ethnicity

<b>Ethnicity</b>	<b>External</b>	<b>Internal</b>	<b>Total Learning</b>
Minority Ethnic	29%	25%	26%
White	71%	75%	74%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The proportion of ethnic minority employees who completed learning (26%) was slightly higher than their Departmental rate (23%).

**Figure 4.4:** A graph of Table 4.4: Breakdown of employees who completed learning by Ethnicity



**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Work Pattern:**

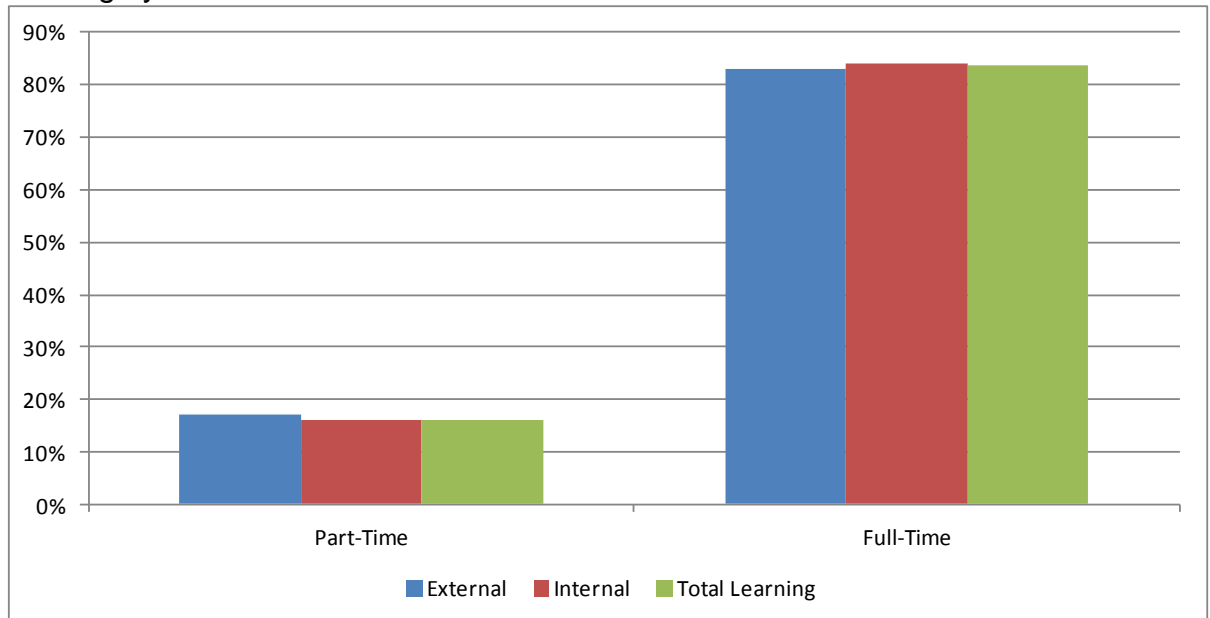
**Table 4.5:** Breakdown of employees who completed learning by Work Pattern

Work Pattern	External	Internal	Total Learning
Full-Time	83%	84%	84%
Part-Time	17%	16%	16%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The work pattern of employees who completed learning during the period was slightly lower amongst part-time (-4%) employees than their full-time (+4%) counterparts when compared to their respective Home Office compositions.

**Figure 4.5:** A graph of Table 4.5: Breakdown of employees who completed learning by Work Pattern



**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012



- **Location:**

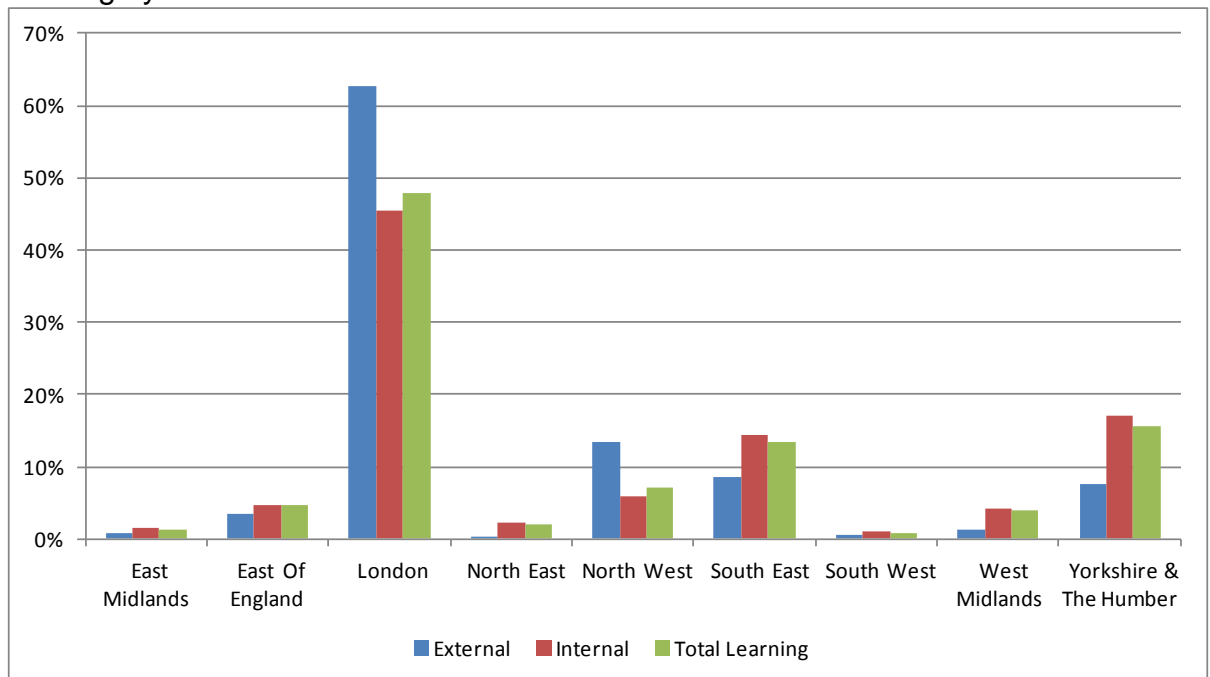
**Table 4.6:** Breakdown of employees who completed learning by Location

Location	External	Internal	Total Learning
East Midlands	1%	1%	1%
East Of England	4%	5%	5%
London	63%	45%	48%
North East	0%	2%	2%
North West	13%	6%	7%
South East	8%	14%	13%
South West	1%	1%	1%
West Midlands	1%	4%	4%
Yorkshire & The Humber	7%	17%	16%
<b>England</b>	<b>98%</b>	<b>96%</b>	<b>97%</b>
Northern Ireland	0%	1%	0%
Scotland	1%	1%	1%
Wales	0%	1%	1%
Overseas	0%	1%	0%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The most marked difference between learning and representation rates was found in London: The proportion of employees who completed external learning in London (63%) was 20% higher than the Home Office composition (43%).

**Figure 4.6:** A graph of Table 4.6: Breakdown of employees who completed learning by Location



**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Age Bands:**

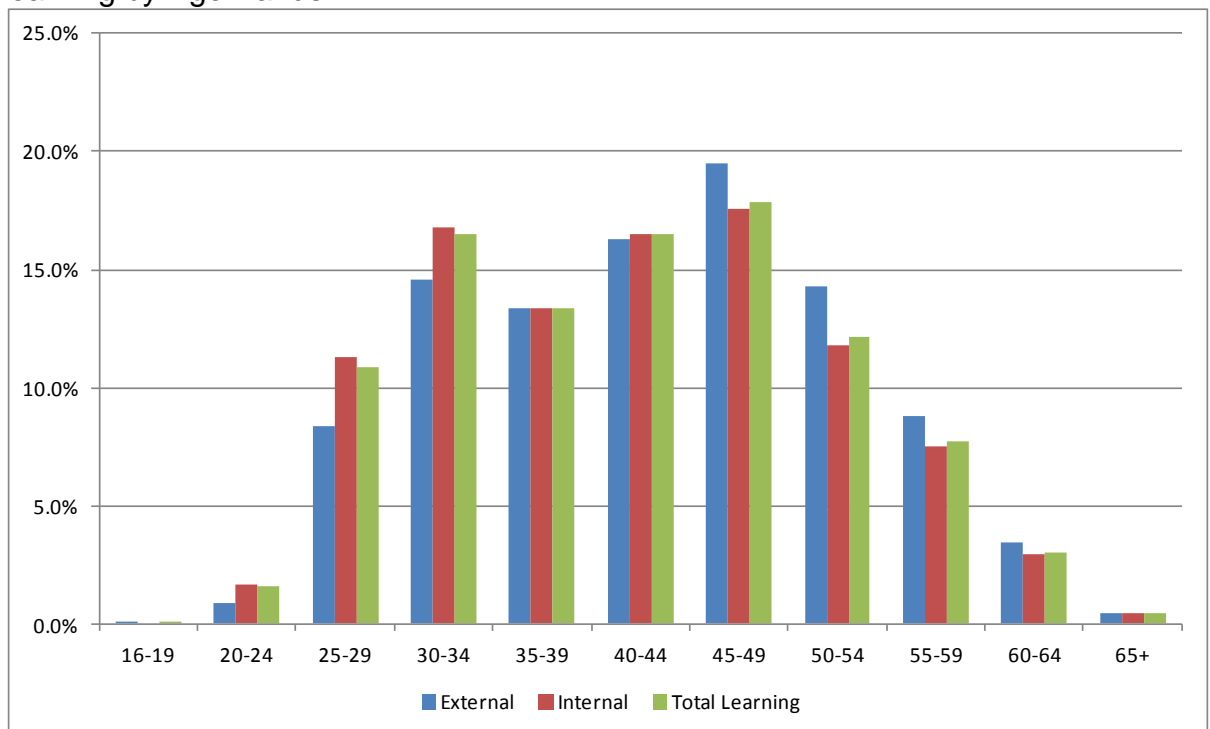
**Table 4.7:** Breakdown of employees who completed learning by Age Bands

<b>Age Bands</b>	<b>External</b>	<b>Internal</b>	<b>Learning</b>
16-19	0.1%	0.0%	0.0%
20-24	0.9%	1.7%	1.6%
25-29	8.4%	11.3%	10.9%
30-34	14.5%	16.8%	16.5%
35-39	13.4%	13.4%	13.4%
40-44	16.3%	16.5%	16.5%
45-49	19.5%	17.6%	17.8%
50-54	14.3%	11.8%	12.2%
55-59	8.8%	7.5%	7.7%
60-64	3.5%	3.0%	3.1%
65-69	0.4%	0.4%	0.4%
70-74	0.1%	0.0%	0.1%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

Age bands 30-34 and 45-49 included employees whose learning rates were higher than their overall workforce composition (0.6% and 1.2% respectively). Age bands 16–24, 55–59 and 65+ years included employees whose learning rates were lower than their overall workforce composition. For all other age bands the learning rate was relatively comparable to their overall composition.

**Figure 4.7:** A graph of Table 4.7: Breakdown of employees who completed learning by Age Bands



**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Religious Belief:**

**Table 4.8:** Breakdown of employees who completed learning by Religious Belief

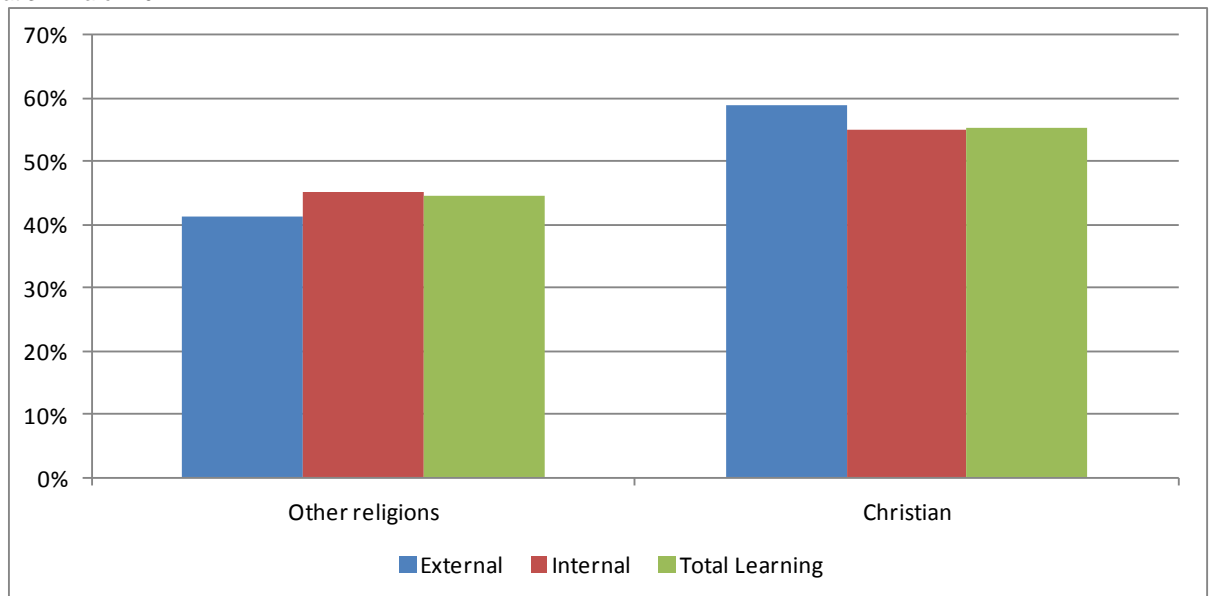
Religious Belief	External	Internal	Total Learning
Other religions	41%	45%	45%
Christian	59%	55%	55%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The proportion of employees who completed learning and declared their religious belief to be “Other religion” (45%) was 2% higher than their Home Office composition (43%).

**Figure 4.8:** A graph of Table 4.8: Breakdown of employees who completed learning by Religious Belief

**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012



- **Sexual Orientation:**

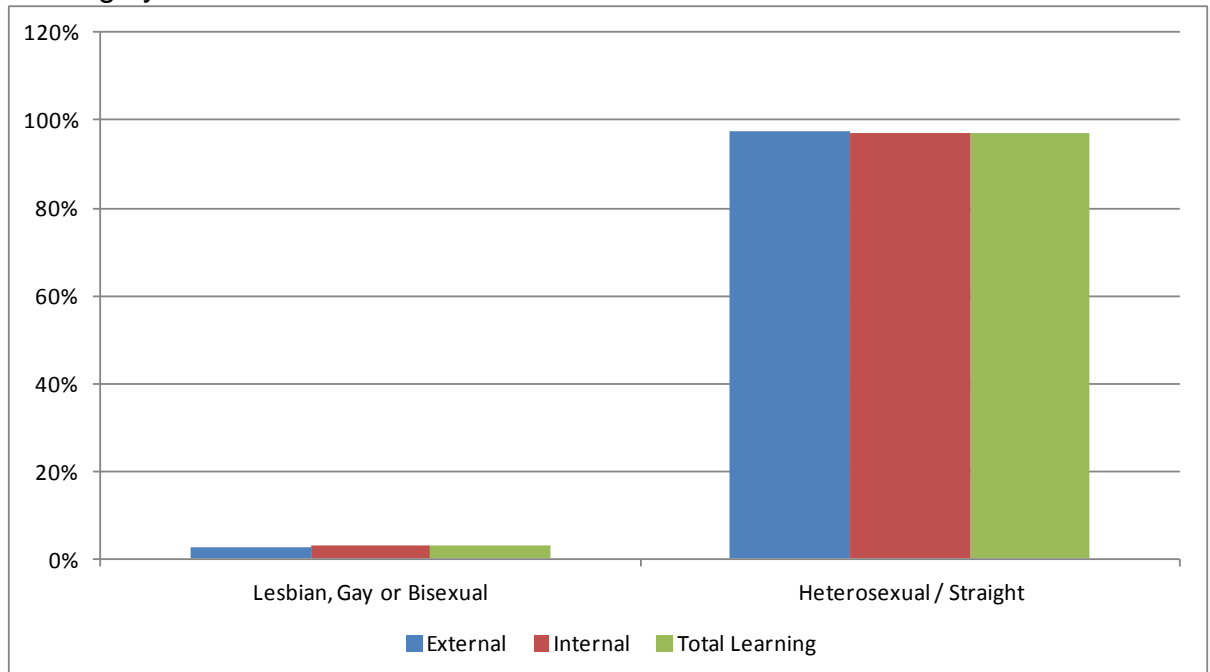
**Table 4.9:** Breakdown of employees who completed learning by Sexual Orientation

Sexual Orientation	External	Internal	Total Learning
Lesbian, Gay or Bisexual	3%	3%	3%
Heterosexual / Straight	97%	97%	97%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The proportion of employees who completed learning and were lesbian, gay or bisexual was representative of the wider Department.

**Figure 4.9:** A graph of Table 4.9: Breakdown of employees who completed learning by Sexual Orientation



**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

## ***Highest Qualification***

### **Key facts:**

- The Home Office has a self service e-learning system (called Discover), which allows employees to record their highest qualification – qualifications (and certificates) – these are not subject to any independent validation.
- Last year 10,249 (34%) employees declared their highest qualification. In this period this increased by 21% to 12,441 employees and accounted for 45% of all employees in the Home Office.

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

Of those who declared their highest qualification:

676 employees declared their highest qualification at Level 1 which was 2% of all employees and 145 more than last year. This suggests that 2% of employees within the Home Office had declared their highest qualification at below the basic adult literacy skill target as defined by Government Skills.

- **Gender:**

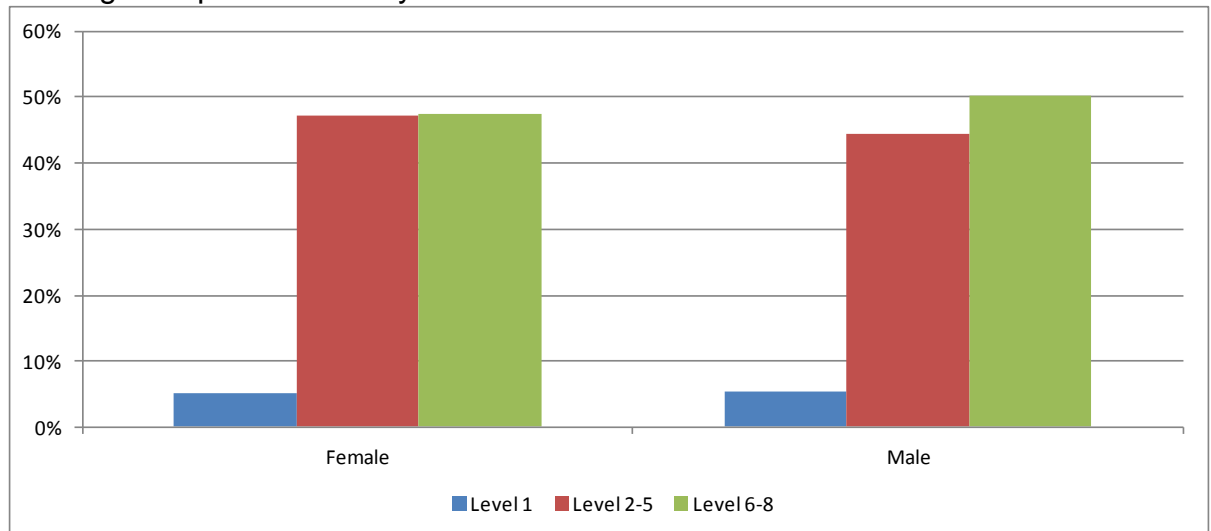
**Table 4.10:** Breakdown of employees who declared their highest qualifications by Gender

Gender	Level 1			Level 2-5			Level 6-8		
	2012	2011	Variance	2012	2011	Variance	2012	2011	Variance
<b>Female</b>	5.3%	5.1%	0.1%	47.3%	46.2%	1.2%	47.4%	48.7%	-1.3%
<b>Male</b>	5.5%	5.2%	0.3%	44.3%	45.4%	-1.0%	50.2%	49.4%	0.7%
<b>Total</b>	<b>5.4%</b>	<b>5.1%</b>	<b>0.2%</b>	<b>45.9%</b>	<b>45.8%</b>	<b>0.1%</b>	<b>48.7%</b>	<b>49.1%</b>	<b>-0.4%</b>

**Data source:** Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of male and female employees who declared their highest qualification at Level 1 remained constant over the 2 years. The proportion of female employees who declared their highest qualification at Level 2–5 increased by just over 1% but it fell by the same amount amongst male employees in this category. The reverse was the case for those employees who declared their highest qualification at Level 6–8; female employees decreased by 1% and males increased by the same proportion.

**Figure 4.10:** A graph of Table 4.10: Breakdown of employees who declared their highest qualifications by Gender



**Data source:** Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Grade:**

**Table 4.11:** Breakdown of employees who declared their highest qualifications by Grade

Grade	Level 1			Level 2-5			Level 6-8		
	2012	2011	Variance	2012	2011	Variance	2012	2011	Variance
1. AA	20.5%	22.1%	-1.6%	60.7%	55.7%	4.9%	18.8%	22.1%	-3.3%
2. AO	9.0%	9.9%	-0.9%	65.1%	57.7%	7.5%	25.9%	32.5%	-6.6%
3. EO	5.2%	4.8%	0.4%	52.5%	54.4%	-1.9%	42.2%	40.8%	1.5%
4. HEO	1.8%	1.6%	0.2%	34.0%	38.4%	-4.4%	64.2%	60.0%	4.2%
5. SEO	1.8%	1.9%	-0.1%	28.9%	29.9%	-0.9%	69.2%	68.2%	1.0%
6. G7	1.8%	1.4%	0.5%	18.7%	21.1%	-2.4%	79.5%	77.6%	1.9%
7. G6	0.3%	0.0%	0.3%	11.5%	12.4%	-1.0%	88.2%	87.6%	0.6%
8. SCS	0.0%	0.0%	0.0%	11.8%	14.1%	-2.3%	88.2%	85.9%	2.3%
<b>Total</b>	<b>5.4%</b>	<b>4.5%</b>	<b>0.9%</b>	<b>45.9%</b>	<b>42.4%</b>	<b>3.5%</b>	<b>48.7%</b>	<b>53.1%</b>	<b>-4.4%</b>

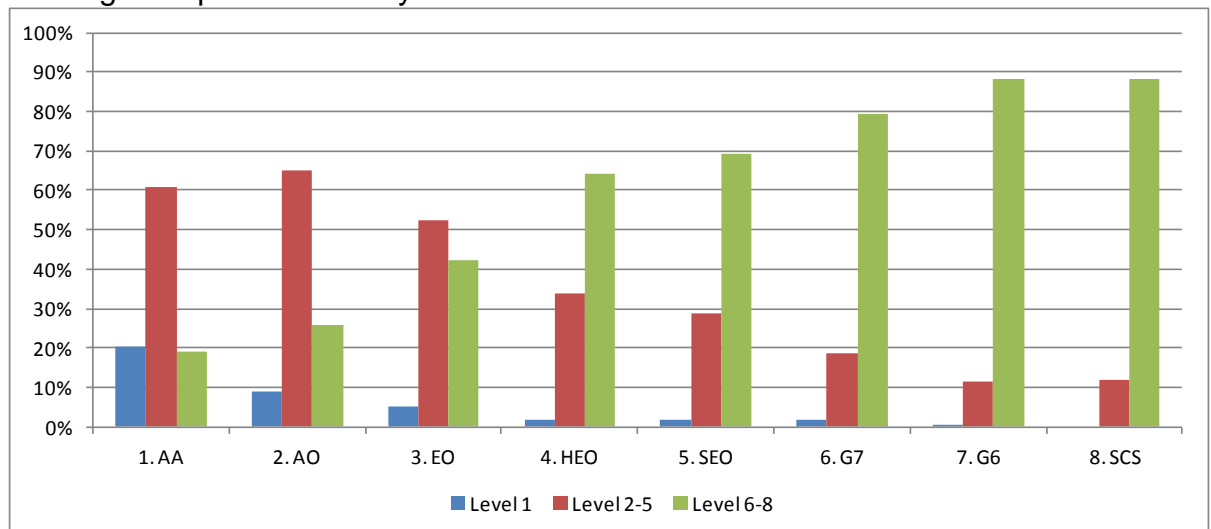
Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The largest proportion of employees who declared their highest qualification at Level 1 were at AA grade. As the grade of employees increased the proportion with a qualification at level 1 decreased. This is because employees are required to record their highest level of qualification and not any lower level qualifications.

The proportion of employees who declared their highest qualification at Level 2–5 was highest amongst the lower grades. Again, as the grade of employees increased the proportion with a qualification at level 2–5 decreased.

This pattern was reversed for those employees who declared their highest qualification at Level 6–8; the larger proportion were in higher grades - and as grade decreased, so did the proportion of employees.

**Figure 4.11:** A graph of Table 4.11: Breakdown of employees who declared their highest qualifications by Grade



Data source: Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012



- **Disability:**

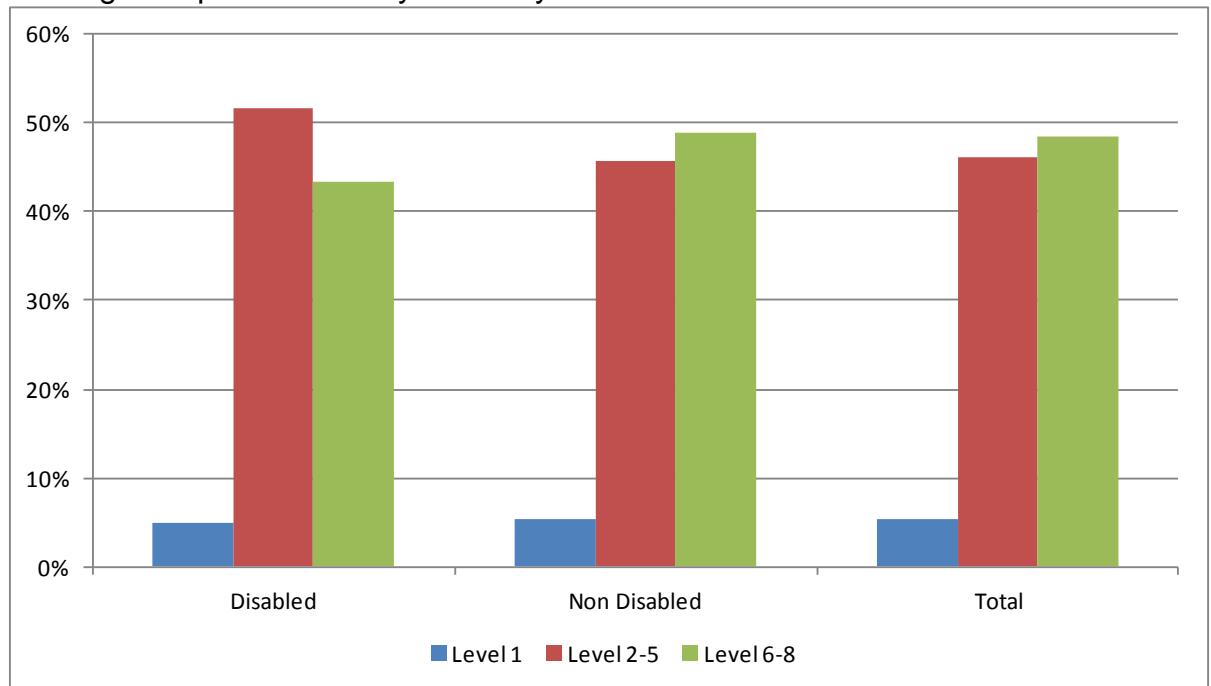
**Table 4.12:** Breakdown of employees who declared their highest qualifications by Disability

Disability	Level 1			Level 2-5			Level 6-8		
	2012	2011	Variance	2012	2011	Variance	2012	2011	Variance
<b>Disabled</b>	4.9%	4.4%	0.5%	51.6%	51.7%	-0.1%	43.4%	43.8%	-0.4%
<b>Non Disabled</b>	5.4%	5.2%	0.2%	45.6%	45.4%	0.2%	49.0%	49.4%	-0.4%
<b>Total</b>	<b>5.4%</b>	<b>5.2%</b>	<b>0.2%</b>	<b>46.1%</b>	<b>45.8%</b>	<b>0.3%</b>	<b>48.6%</b>	<b>49.0%</b>	<b>-0.4%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of disabled and non-disabled employees who declared their highest qualification has remained constant over the last 2 years at all levels.

**Figure 4.12:** A graph of Table 4.12: Breakdown of employees who declared their highest qualifications by Disability



Data source: Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Ethnicity:**

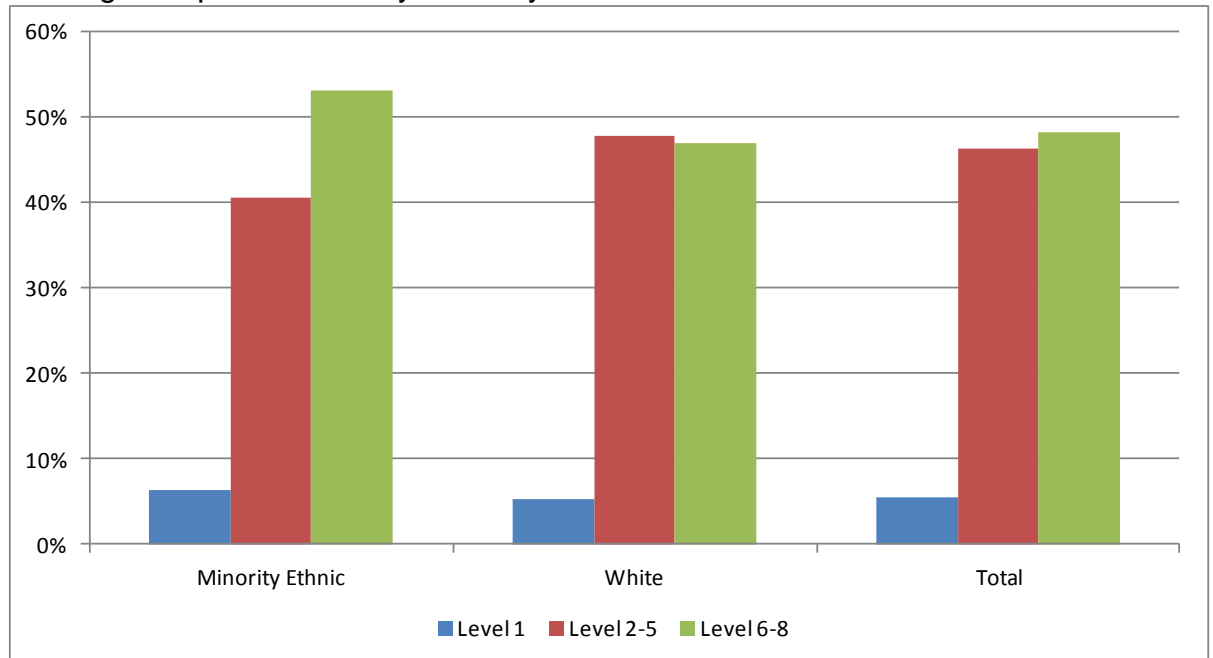
**Table 4.13:** Breakdown of employees who declared their highest qualifications by Ethnicity

Ethnicity	Level 1			Level 2-5			Level 6-8		
	2012	2011	Variance	2012	2011	Variance	2012	2011	Variance
<b>Minority Ethnic</b>	6.3%	6.3%	0.0%	40.5%	40.8%	-0.3%	53.2%	52.9%	0.3%
<b>White</b>	5.3%	5.0%	0.3%	47.8%	47.5%	0.3%	46.9%	47.5%	-0.6%
<b>Total</b>	<b>5.5%</b>	<b>5.3%</b>	<b>0.2%</b>	<b>46.3%</b>	<b>46.0%</b>	<b>0.2%</b>	<b>48.2%</b>	<b>48.7%</b>	<b>-0.4%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

A larger proportion of ethnic minority employees declared their highest qualification at Level 1 and at Level 6–8 compared to white employees. There has been very little variance in this pattern over the last 2 years.

**Figure 4.13:** A graph of Table 4.13: Breakdown of employees who declared their highest qualifications by Ethnicity



Data source: Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Work Pattern:**

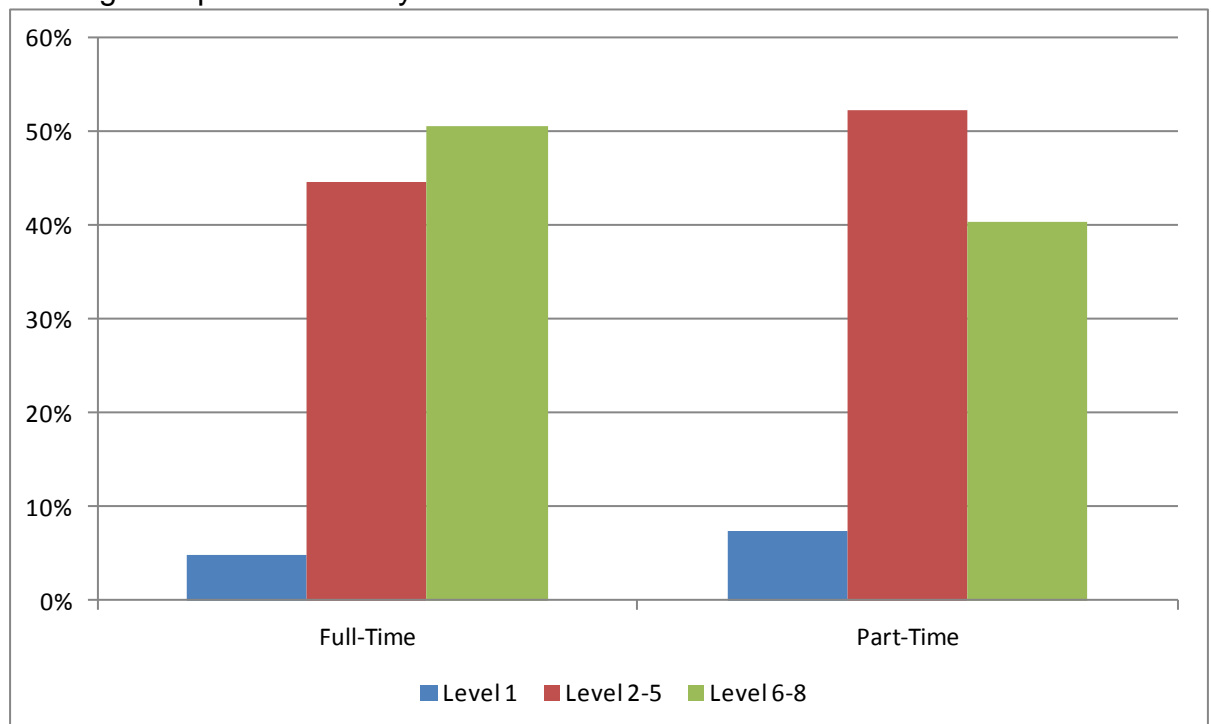
**Table 4.14:** Breakdown of employees who declared their highest qualifications by Work Pattern

Working Pattern	Level 1			Level 2-5			Level 6-8		
	2012	2011	Variance	2012	2011	Variance	2012	2011	Variance
Full-Time	4.9%	4.7%	0.3%	44.5%	44.9%	-0.4%	50.6%	50.4%	0.2%
Part-Time	7.4%	7.5%	-0.1%	52.2%	50.0%	2.2%	40.4%	42.5%	-2.0%
<b>Total</b>	<b>5.4%</b>	<b>5.1%</b>	<b>0.2%</b>	<b>45.9%</b>	<b>45.8%</b>	<b>0.1%</b>	<b>48.7%</b>	<b>49.1%</b>	<b>-0.4%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The largest proportion of part-time employees declared their highest qualification at Level 2–5 (52%). The largest proportion of full-time employees declared their highest qualification at Level 6–8, and accounted for 50% of all full-time employees. The largest variance from last year was the proportion of part-time employees who declared their highest qualification at level 2–5 – representing a 2% increase.

**Figure 4.14:** A graph of Table 4.14: Breakdown of employees who declared their highest qualifications by Work Pattern



Data source: Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Location:**

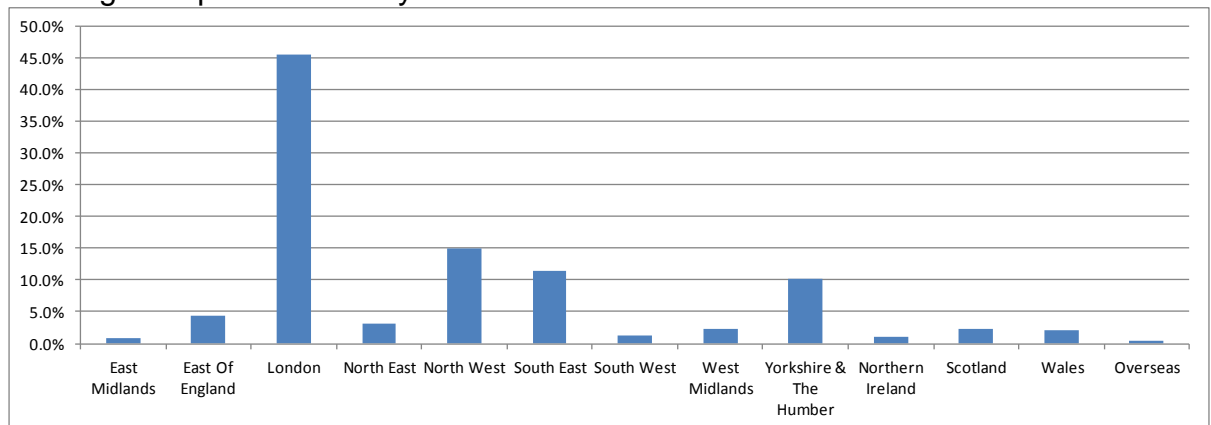
**Table 4.15:** Breakdown of employees who declared their highest qualifications by Location

Region	HIGHEST QUALIFICATION			Total
	Level 1	Level 2-5	Level 6-8	
East Midlands	0.7%	0.8%	0.8%	<b>0.8%</b>
East Of England	5.2%	5.0%	3.6%	<b>4.3%</b>
London	42.3%	34.3%	56.4%	<b>45.4%</b>
North East	4.6%	4.5%	1.9%	<b>3.2%</b>
North West	19.0%	18.0%	11.7%	<b>15.0%</b>
South East	12.6%	15.1%	7.8%	<b>11.4%</b>
South West	0.7%	1.4%	1.0%	<b>1.2%</b>
West Midlands	1.8%	2.4%	2.4%	<b>2.3%</b>
Yorkshire & The Humber	8.2%	11.8%	9.0%	<b>10.3%</b>
<b>England</b>	<b>95.4%</b>	<b>93.2%</b>	<b>94.6%</b>	<b>94.0%</b>
Northern Ireland	1.3%	1.2%	0.9%	<b>1.1%</b>
Scotland	1.5%	2.9%	2.0%	<b>2.4%</b>
Wales	1.3%	2.2%	2.0%	<b>2.1%</b>
Overseas	0.4%	0.5%	0.4%	<b>0.5%</b>
<b>Grand Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The largest proportion of employees who declared their highest qualification at Level 1, Level 2–5 or Level 6–8 were located in London followed by the North West.

**Figure 4.15:** A graph of Table 4.15: Breakdown of employees who declared their highest qualifications by Location



Data source: Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Age Bands:**

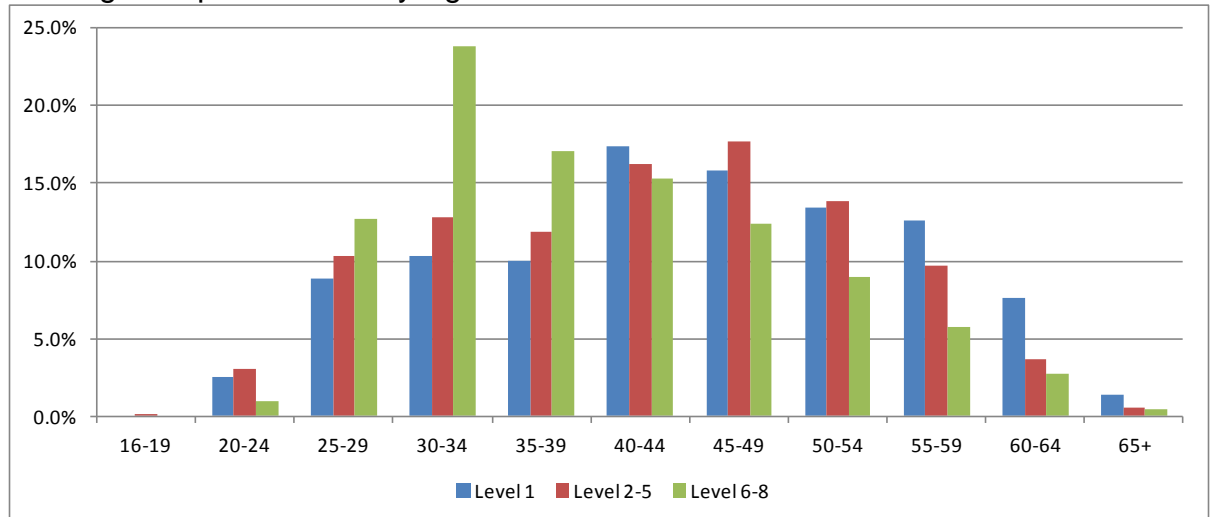
**Table 4.16:** Breakdown of employees who declared their highest qualifications by Age Band

Age Band	HIGHEST QUALIFICATION			Total
	Level 1	Level 2-5	Level 6-8	
16-19	0.0%	0.1%	0.0%	<b>0.0%</b>
20-24	2.5%	3.1%	1.0%	<b>2.0%</b>
25-29	8.8%	10.3%	12.7%	<b>11.4%</b>
30-34	10.3%	12.8%	23.8%	<b>18.0%</b>
35-39	10.0%	11.9%	17.1%	<b>14.3%</b>
40-44	17.4%	16.3%	15.2%	<b>15.8%</b>
45-49	15.9%	17.6%	12.4%	<b>15.0%</b>
50-54	13.5%	13.9%	8.9%	<b>11.4%</b>
55-59	12.6%	9.7%	5.7%	<b>7.9%</b>
60-64	7.6%	3.7%	2.8%	<b>3.5%</b>
65+	1.3%	0.6%	0.4%	<b>0.5%</b>
<b>Grand Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The largest proportion of employees who declared their highest qualification at Level 1 were 40–44 years, at Level 2–5 they were 45–49 years and Level 6–8 they were 30–34 years.

**Figure 4.16:** A graph of Table 4.16: Breakdown of employees who declared their highest qualifications by Age Band



Data source: Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Religious Belief:**

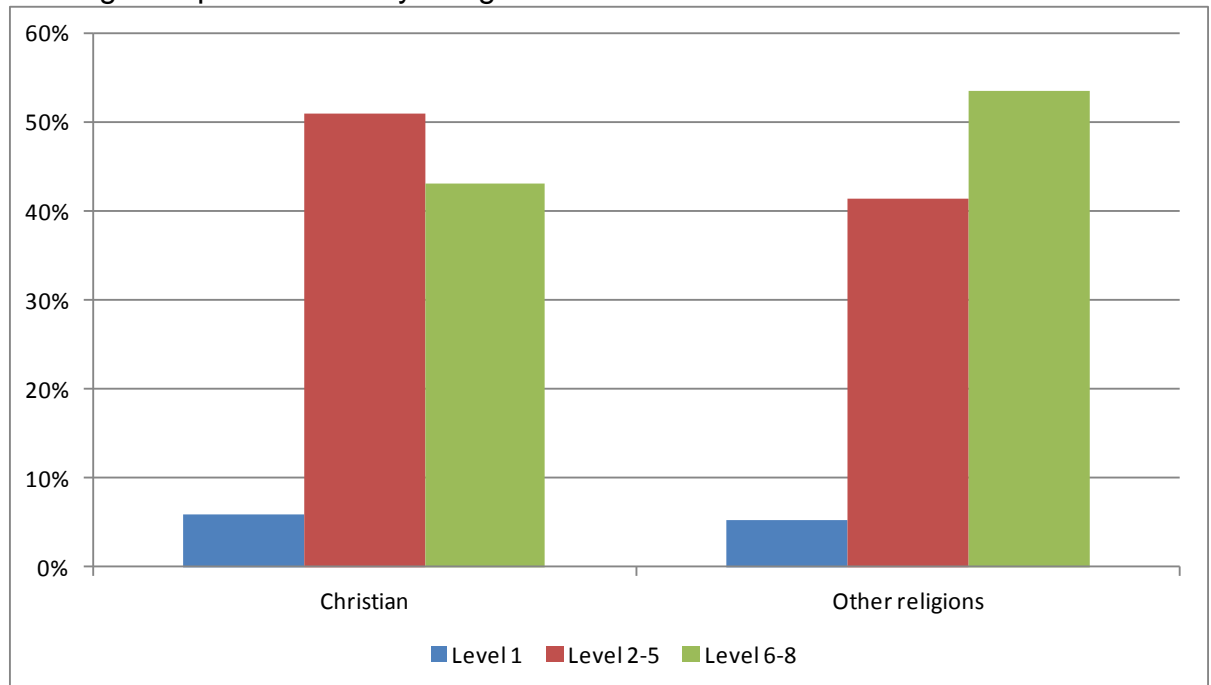
**Table 4.17:** Breakdown of employees who declared their highest qualifications by Religious Belief

Religious Belief	Level 1			Level 2-5			Level 6-8		
	2012	2011	Variance	2012	2011	Variance	2012	2011	Variance
<b>Christian</b>	5.9%	5.6%	0.3%	51.0%	50.9%	0.1%	43.1%	43.5%	-0.4%
<b>Other religions</b>	5.2%	5.1%	0.1%	41.4%	41.3%	0.2%	53.4%	53.7%	-0.3%
<b>Total</b>	<b>5.6%</b>	<b>5.4%</b>	<b>0.2%</b>	<b>46.8%</b>	<b>46.6%</b>	<b>0.2%</b>	<b>47.6%</b>	<b>48.0%</b>	<b>-0.4%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The religious belief profile of employees who declared their highest qualifications has remained constant over the last 2 years at all levels.

**Figure 4.17:** A graph of Table 4.17: Breakdown of employees who declared their highest qualifications by Religious Belief



Data source: Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Sexual Orientation:**

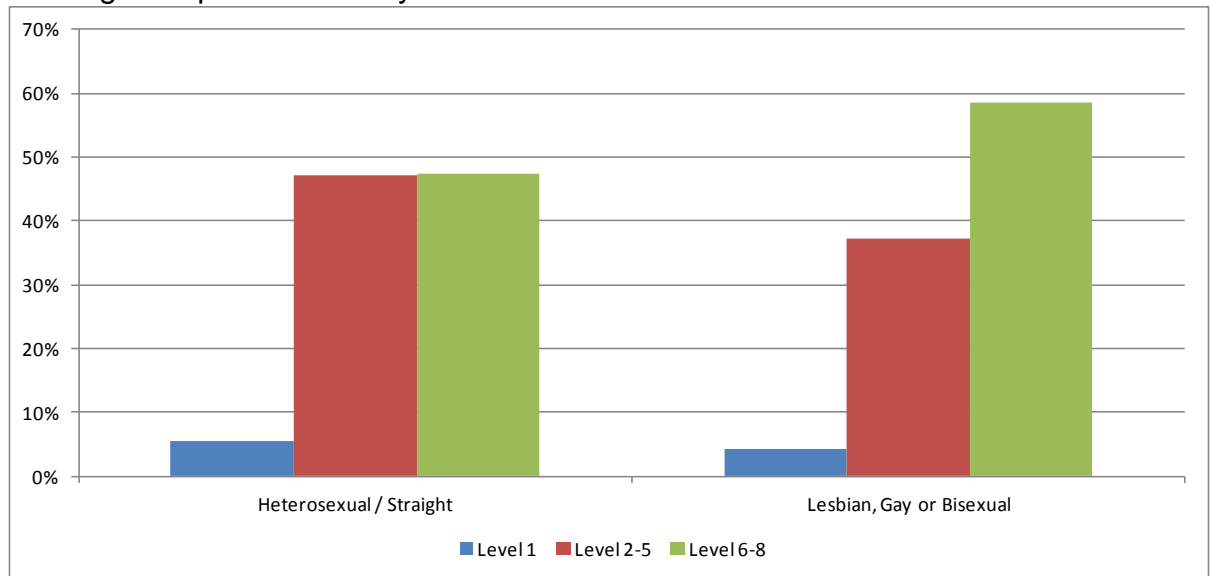
**Table 4.18:** Breakdown of employees who declared their highest qualifications by Sexual Orientation

Sexual Orientation	Level 1			Level 2-5			Level 6-8		
	2012	2011	Variance	2012	2011	Variance	2012	2011	Variance
<b>Heterosexual / Straight</b>	5.5%	5.4%	0.1%	47.1%	46.9%	0.3%	47.4%	47.7%	-0.4%
<b>Lesbian, Gay or Bisexual</b>	4.2%	3.9%	0.3%	37.3%	36.6%	0.7%	58.5%	59.5%	-1.0%
<b>Total</b>	<b>5.4%</b>	<b>5.3%</b>	<b>0.1%</b>	<b>46.8%</b>	<b>46.5%</b>	<b>0.3%</b>	<b>47.7%</b>	<b>48.1%</b>	<b>-0.4%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The sexual orientation profile of employees who declared their highest qualifications has remained relatively constant over the last 2 years at all levels.

**Figure 4.18:** A graph of Table 4.18: Breakdown of employees who declared their highest qualifications by Sexual Orientation



Data source: Adelphi Discover Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The next section contains Absence Management, looking at specifically RY AWDL, Sick Absence which incurred a warning and employees with no sick absence.

## Section 5: Attendance Management

### Average Working Days Lost

#### Key facts:

- The Department's Rolling Year Average Working Days Lost (RYAWDL) to sick absence worsened slightly (0.05 days) between 31st March 2011 and 31st March 2012.
- The RYAWDL at 31st March 2012 was 7.88 days with 52% due to short term sickness and the rest due to long term sickness.

Of those employees who had sick absence during the year:

- **Gender:**

**Table 5.1: Breakdown of RY AWDL by Gender and Grade**

Grade	Female			Male		
	2012	2011	Variance	2012	2011	Variance
1. AA	11.10	10.54	0.55	9.29	8.89	0.40
2. AO	11.41	11.44	-0.03	7.84	7.14	0.70
3. EO	10.25	10.26	0.00	6.60	6.34	0.26
4. HEO	6.89	7.89	-1.00	4.94	5.21	-0.26
5. SEO	5.77	5.71	0.05	3.62	3.76	-0.14
6. G7	4.44	4.13	0.31	3.29	3.29	0.00
7. G6	4.24	2.61	1.64	2.53	1.14	1.40
8. SCS	4.11	1.16	2.94	3.00	0.76	2.24
<b>Total</b>	<b>9.47</b>	<b>9.58</b>	<b>-0.11</b>	<b>6.27</b>	<b>6.01</b>	<b>0.26</b>

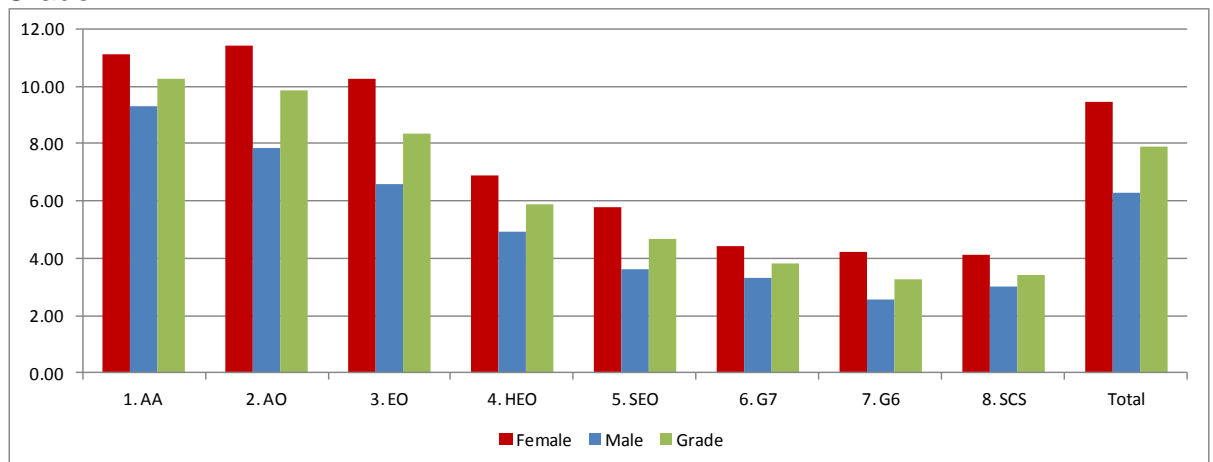
Data source: Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March for each year stated

Overall male employee RY AWDL increased slightly (0.26) whereas amongst female employees it decreased (0.11). The largest difference within individual grades occurred at SCS: it increased by almost 3 days amongst female employees and by just over 2 days amongst male employees. Both male and female employees at Grade 6 also saw a marked increase in RY AWDL of around 1.5 days for both female and male employees.

Female HEOs made the greatest improvement, decreasing their RY AWDL by 1 day; although at all Grades, female employees had a larger RY AWDL than their male counterparts.



**Figure 5.1:** A graph of Table 5.1: Breakdown of RY AWDL by Gender and Grade



**Data source:** Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March 2012

- **Grade:**

**Table 5.2:** Breakdown of RY AWDL by Grade

Grade	2012	2011	Variance
1. AA	10.25	10	0.25
2. AO	9.87	9.99	-0.12
3. EO	8.36	8.47	-0.11
4. HEO	5.88	6.44	-0.56
5. SEO	4.65	4.68	-0.03
6. G7	3.83	3.68	0.15
7. G6	3.28	2.57	0.71
8. SCS	3.4	2.37	1.03
<b>Total</b>	<b>7.88</b>	<b>8.03<sup>13</sup></b>	<b>-0.15</b>

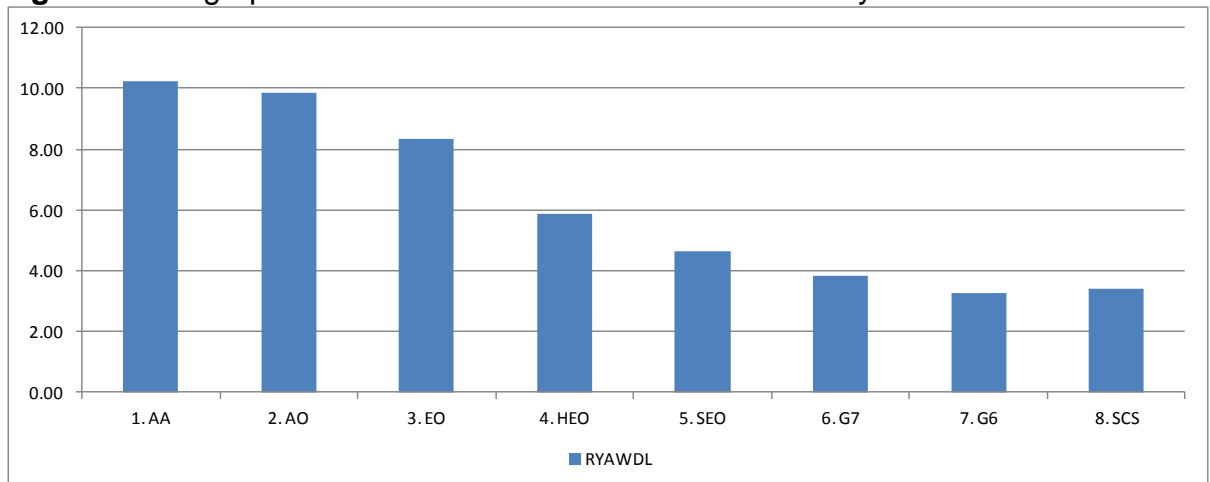
**Data source:** Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March for each year stated

The RY AWDL decreased in some grades, but increased slightly at AA, Grade 7, Grade 6 and SCS. The most noticeable increase occurred at SCS; the RY AWDL increase by over 1 day.

The most improved RYAWDL since last year was at HEO – with an overall decrease of 0.5 day from 6.44 to 5.88.

The RY AWDL decreased as grade increased (AA to Grade 6). At SCS RY AWDL slightly increased to 3.4 days.

**Figure 5.2:** A graph of Table 5.2: Breakdown of RY AWDL by Grade



**Data source:** Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March 2012

<sup>13</sup> The RY AWDL for 2011 appears incorrect but this was due to 5 employees contributing to the RY AWDL who we did not have a grade for. If we were to add these back in the RY AWDL would be 7.83.

- **Disability:**

**Table 5.3:** Breakdown of RY AWDL by Disability and Grade

Grade	Disabled			Non-Disabled		
	2012	2011	Variance	2012	2011	Variance
1. AA	14.89	14.90	-0.01	9.48	8.91	0.58
2. AO	15.67	16.78	-1.11	9.36	8.72	0.63
3. EO	16.33	14.65	1.68	7.90	7.83	0.08
4. HEO	12.45	12.92	-0.47	5.40	5.85	-0.45
5. SEO	12.59	12.27	0.31	4.26	4.01	0.25
6. G7	8.57	5.25	3.32	3.42	3.28	0.14
7. G6	13.15	1.18	11.97	2.85	1.67	1.18
8. SCS	24.30	0.00	24.30	1.34	0.82	0.52
<b>Total</b>	<b>14.94</b>	<b>14.41</b>	<b>0.53</b>	<b>7.36</b>	<b>7.19</b>	<b>0.17</b>

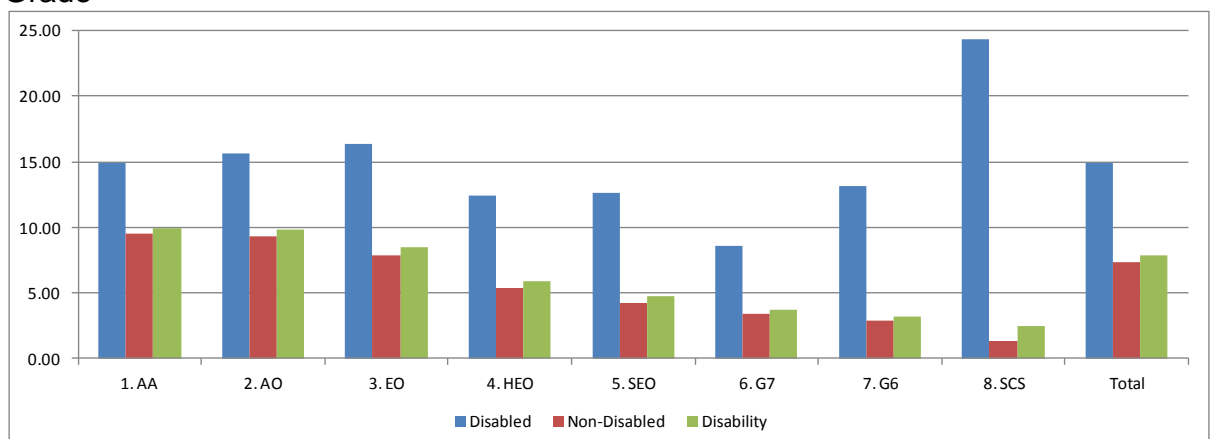
Data source: Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March for each year stated

The RY AWDL of disabled employees increased by 0.5 to just under 15 days. Unfortunately, it was not possible to postulate if there was a correlation between types of sick absence and any declared disability because of the lack of sophistication of recording on current recording systems.

The largest variation for disabled employees occurred at SCS grade; RY AWDL increased from 0 to 24 days. This was likely to be due to the small number of employees at SCS grade who are disabled therefore no conclusions can be drawn from this.

RY AWDL was most improved at AO grade amongst disabled employees (1 day).

**Figure 5.3:** A graph of Table 5.3: Breakdown of RY AWDL by Disability and Grade



Data source: Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March 2012

- **Ethnicity:**

**Table 5.4:** Breakdown of RY AWDL by Ethnicity and Grade

Grade	Minority Ethnic			White		
	2012	2011	Variance	2012	2011	Variance
1. AA	10.32	9.76	0.56	10.25	9.29	0.96
2. AO	10.83	10.49	0.34	9.61	9.07	0.54
3. EO	9.96	9.66	0.30	7.93	7.76	0.18
4. HEO	7.17	7.73	-0.56	5.36	6.09	-0.72
5. SEO	5.95	6.06	-0.11	4.60	4.25	0.35
6. G7	3.96	6.18	-2.22	3.66	3.08	0.58
7. G6	10.61	2.17	8.44	2.70	1.60	1.10
8. SCS	0.81	0.60	0.21	2.57	0.93	1.64
<b>Total</b>	<b>9.52</b>	<b>9.37</b>	<b>0.14</b>	<b>7.45</b>	<b>7.24</b>	<b>0.21</b>

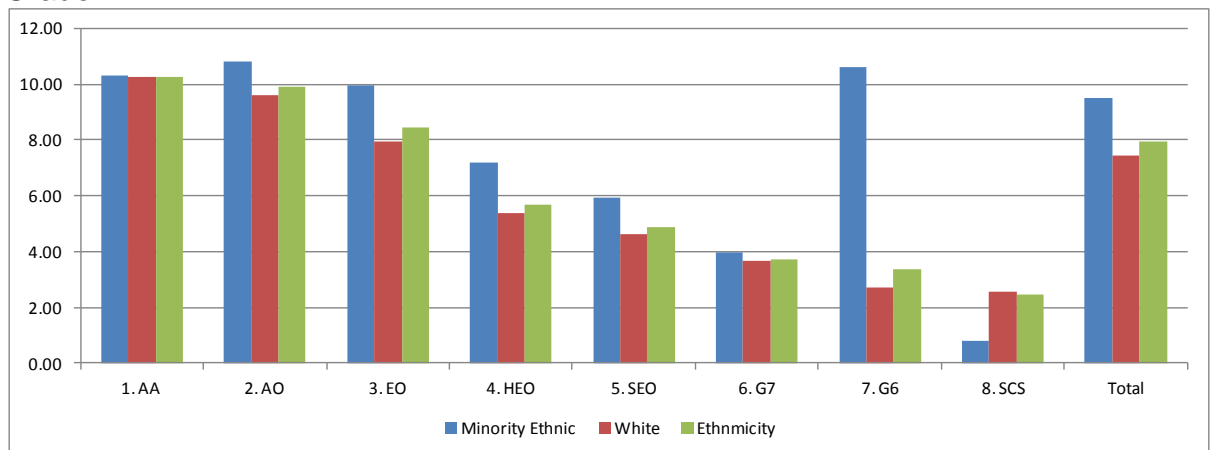
Data source: Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March for each year stated

The RY AWDL of ethnic minority employees was just over 1.5 days more than the Home Office sick absence figure.

The most improved RY AWDL figure occurred at Grade 7 for ethnic minority employees; a decrease of over 2 days from 6 days to 4 days. This was below the Home Office sick rate for the Department by almost 4 days.

The RY AWDL which saw the greatest increase was at Grade 6 amongst ethnic minority employees. The RY AWDL worsened by almost 8.5 days, to 10.5days.

**Figure 5.4:** A graph of Table 5.4: Breakdown of RY AWDL by Ethnicity and Grade



Data source: Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March 2012

- **Work Pattern:**

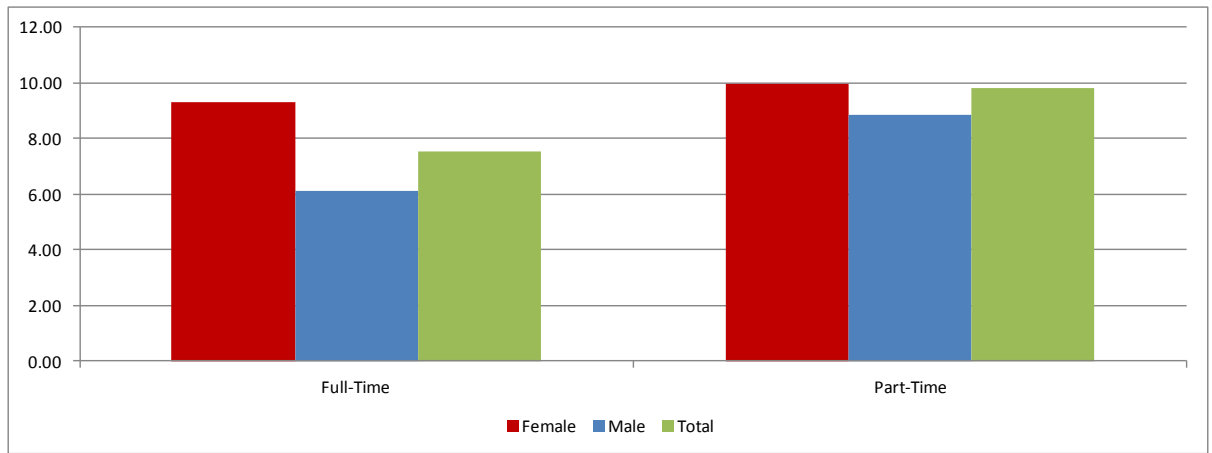
**Table 5.5:** Breakdown of RY AWDL by Gender and Work Pattern

Gender	Full-Time			Part-Time		
	2012	2011	Variance	2012	2011	Variance
Female	9.30	9.46	-0.16	9.98	9.96	0.03
Male	6.14	5.88	0.26	8.86	8.63	0.23
<b>Total</b>	<b>7.56</b>	<b>7.51</b>	<b>0.05</b>	<b>9.79</b>	<b>9.73</b>	<b>0.06</b>

Data source: Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March for each year stated

The work pattern profile of employees who took sick leave during the period has remained constant. The largest variation occurred amongst male full-time employees - their sick absence figure rose by 0.26 to 6.14 days.

**Figure 5.5:** A graph of Table 5.5: Breakdown of RY AWDL by Gender and Work Pattern



Data source: Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March 2012

- **Location:**

**Table 5.6:** Breakdown of RY AWDL by Location and Grade

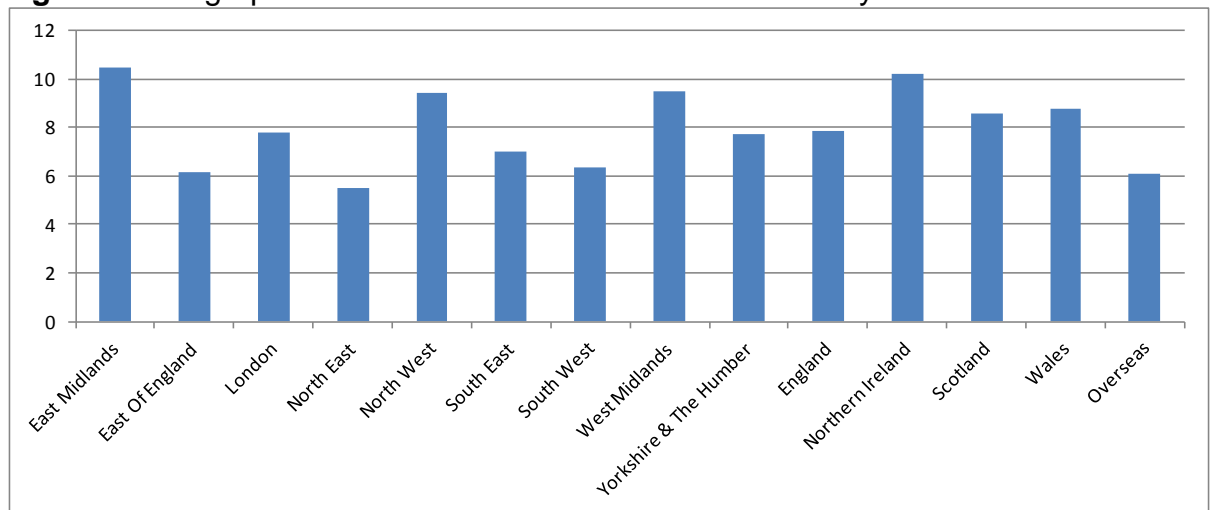
Region	GRADE								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
East Midlands	1.53	17.63	10.89	3.17	0.53	0.00	0.00	0.00	<b>10.46</b>
East Of England	6.93	6.51	7.38	3.72	1.43	1.87	1.28	5.75	<b>6.15</b>
London	11.02	10.46	9.40	5.96	4.84	3.81	3.65	3.63	<b>7.77</b>
North East	7.79	6.71	4.19	2.58	3.40	1.12	0.00	0.00	<b>5.51</b>
North West	10.84	11.91	8.89	6.64	6.05	5.02	0.85	1.04	<b>9.44</b>
South East	12.50	8.55	6.90	4.02	2.52	3.01	1.22	0.00	<b>6.99</b>
South West	0.00	9.64	5.88	3.10	3.05	0.00	5.33	0.00	<b>6.32</b>
West Midlands	8.12	10.55	10.61	8.99	2.78	0.75	1.56	0.00	<b>9.46</b>
Yorkshire & The Humber	9.79	8.65	7.38	6.59	3.32	4.16	0.97	0.00	<b>7.71</b>
<b>England</b>	<b>10.36</b>	<b>9.76</b>	<b>8.37</b>	<b>5.82</b>	<b>4.58</b>	<b>3.79</b>	<b>3.30</b>	<b>3.46</b>	<b>7.82</b>
Northern Ireland	10.90	12.18	8.52	5.05	20.00	0.00	4.00	0.00	<b>10.21</b>
Scotland	7.36	10.71	8.98	5.74	5.95	6.23	2.67	0.70	<b>8.58</b>
Wales	7.68	11.07	7.73	8.89	3.55	6.05	2.33	0.00	<b>8.75</b>
Overseas	0.00	8.23	6.49	1.92	0.00	0.00	0.00	0.00	<b>6.10</b>
<b>Grand Total</b>	<b>10.25</b>	<b>9.86</b>	<b>8.36</b>	<b>5.88</b>	<b>4.65</b>	<b>3.83</b>	<b>3.28</b>	<b>3.43</b>	<b>7.88</b>

Data source: Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March 2012

The location with the largest RY AWDL was East Midlands with 10.5 days attributed to sick absence; closely followed by Northern Ireland with just over 10 days.

There were 7 locations with sick absence rates below that of the Department (7.88 days). The location with the lowest sick absence was the North East with 5.51 days.

**Figure 5.6:** A graph of Table 5.6: Breakdown of RY AWDL by Location



Data source: Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March 2012

- **Age Bands:**

**Table 5.7:** Breakdown of RY AWDL by Age Bands and Grade

Age Band	GRADE								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
16-19	6.2	24.0	0.0	0.0	0.0				<b>7.33</b>
20-24	8.5	7.3	11.8	2.4	1.5	0.0	0.0	0.0	<b>8.01</b>
25-29	10.4	9.5	8.1	3.7	3.6	3.0	0.0	0.0	<b>7.86</b>
30-34	9.9	9.1	8.9	4.7	3.3	2.8	3.2	0.0	<b>7.38</b>
35-39	11.8	10.2	8.5	7.2	4.8	4.2	1.7	1.8	<b>8.04</b>
40-44	10.8	10.0	8.1	6.6	5.1	3.3	2.8	6.1	<b>7.73</b>
45-49	11.7	9.5	7.7	6.6	3.9	3.9	5.0	1.6	<b>7.38</b>
50-54	9.1	10.1	8.5	5.6	6.8	5.1	4.0	1.3	<b>8.01</b>
55-59	9.9	11.8	8.5	7.3	4.8	4.3	1.9	8.2	<b>8.67</b>
60-64	11.2	11.5	9.4	4.8	5.2	3.9	3.7	0.3	<b>9.46</b>
65+	13.0	10.1	10.3	3.2	12.2	0.0			<b>10.33</b>
<b>Grand Total</b>	<b>10.25</b>	<b>9.87</b>	<b>8.36</b>	<b>5.88</b>	<b>4.65</b>	<b>3.83</b>	<b>3.28</b>	<b>3.40</b>	<b>7.88</b>

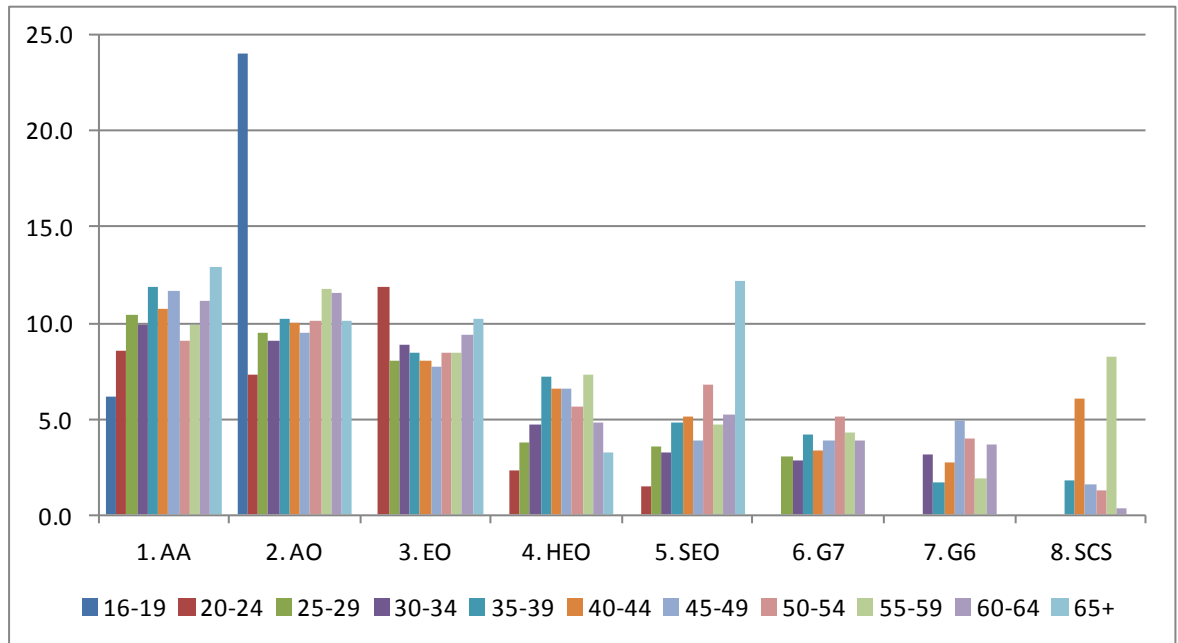
Data source: Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March 2012

The largest sick absence rate was amongst employees aged over 65 with 10 days lost to sick absence. This was followed by those aged 60–64 years with 9.5 days and those aged 55–59 years with just over 8.5 days. Other age bands fluctuated within half a day of the Home Office rate of 7.88 (between 7.33 days and 8.04 days).

The largest RY AWDL occurred at AO grade for employees aged 16–19 years.

There were no days lost to sick absence for EO, HEO and SEO grades at age 16–19, Grade 7 and above for 20-24 year olds, Grade 6 and above for 25-29 year olds, SCS aged 30-34 and Grade 7s over 65 years old.

**Figure 5.7:** A graph of Table 5.7: Breakdown of RY AWDL by Age Bands and Grade



Data source: Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March 2012



- **Religious Belief:**

**Table 5.8:** Breakdown of RY AWDL by Religious Belief and Grade

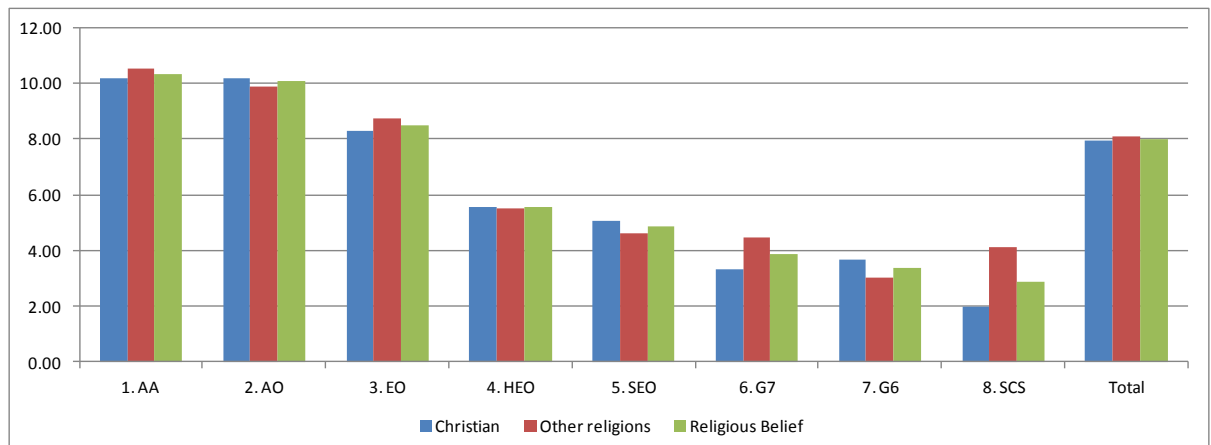
Grade	Christian			Other religions		
	2012	2011	Variance	2012	2011	Variance
1. AA	10.18	10.00	0.18	10.54	8.98	1.55
2. AO	10.21	9.52	0.69	9.89	9.44	0.45
3. EO	8.28	8.05	0.23	8.74	8.74	0.00
4. HEO	5.56	6.45	-0.89	5.52	6.44	-0.93
5. SEO	5.06	4.74	0.32	4.63	4.38	0.26
6. G7	3.33	3.40	-0.08	4.49	4.13	0.35
7. G6	3.66	1.81	1.85	3.01	1.67	1.34
8. SCS	1.96	1.16	0.80	4.11	0.38	3.73
<b>Total</b>	<b>7.94</b>	<b>7.77</b>	<b>0.17</b>	<b>8.08</b>	<b>7.96</b>	<b>0.12</b>

Data source: Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March for each year stated

Overall the RY AWDL of those employees who declared their religious belief to be “Other religion” increased slightly (0.12) to 8.08 days. The largest variation occurred at SCS grade for employees of “Other religion” – an increase of over 3.5 days to 4.11 days.

The most improved sick absence rate was at HEO grade for employees of “Other religion” – a reduction of almost 1 day to 5.52 days.

**Figure 5.8:** A graph of Table 5.8: Breakdown of RY AWDL by Religious Belief and Grade



Data source: Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March 2012

- **Sexual Orientation:**

**Table 5.9:** Breakdown of RY AWDL by Sexual Orientation and Grade

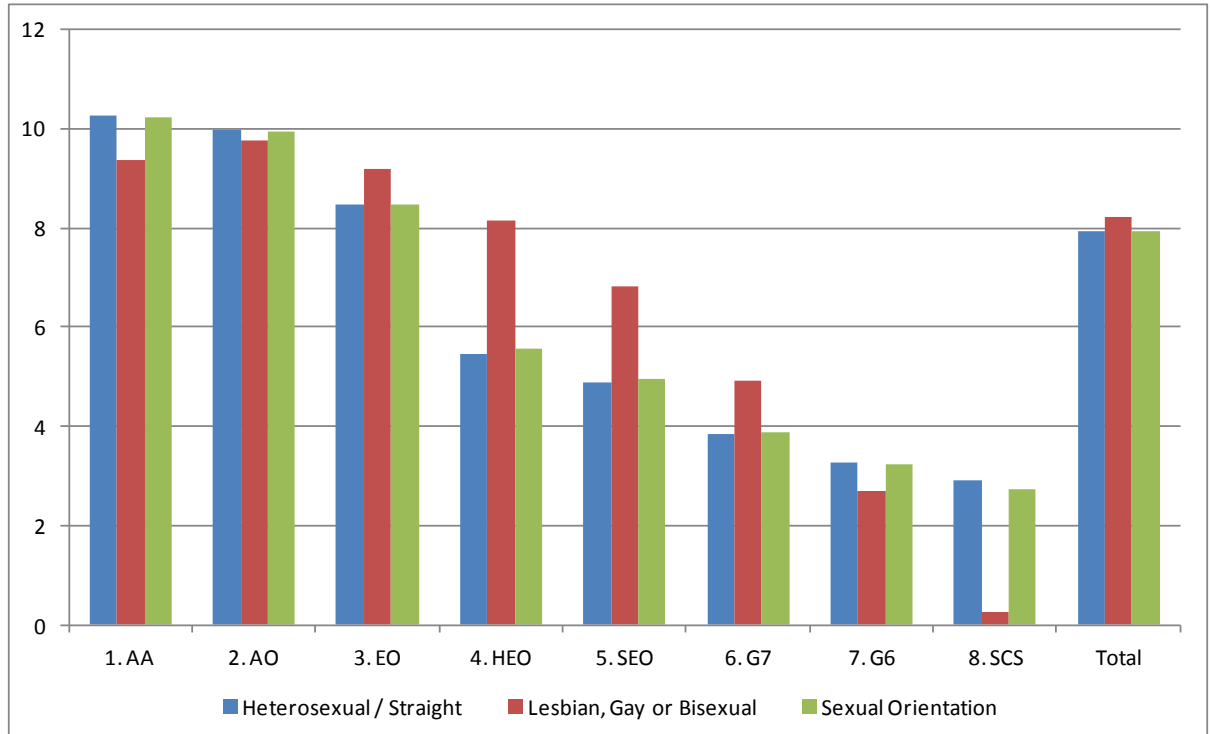
Grade	Heterosexual / Straight			Lesbian, Gay or Bisexual		
	2012	2011	Variance	2012	2011	Variance
1. AA	10.24	9.62	0.62	9.35	7.19	2.16
2. AO	9.96	9.36	0.60	9.75	12.88	-3.13
3. EO	8.45	8.11	0.35	9.17	9.64	-0.47
4. HEO	5.47	6.43	-0.96	8.14	6.09	2.06
5. SEO	4.88	4.54	0.34	6.83	3.67	3.16
6. G7	3.82	3.58	0.24	4.93	3.14	1.79
7. G6	3.27	1.74	1.53	2.70	0.82	1.88
8. SCS	2.91	0.88	2.03	0.26	0.11	0.15
<b>Total</b>	<b>7.93</b>	<b>7.71</b>	<b>0.22</b>	<b>8.22</b>	<b>8.14</b>	<b>0.09</b>

Data source: Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March for each year stated

The RY AWDL has increased slightly (to 8.22) for lesbian, gay or bisexual employees - just over one-third of a day more than the Departmental rate.

The most improved rate occurred at AO grade for employees who were lesbian, gay or bisexual (3 days) with a RY AWDL of 9.75 days.

**Figure 5.9:** A graph of Table 5.9: Breakdown of RY AWDL by Sexual Orientation and Grade



Data source: Data View, current paid civil servants and 12 months leavers as at 31<sup>st</sup> March 2012

## Sick Absence Triggers

### Key facts:

- Data for sick absence triggers and warnings comes from Adelphi and included data for the Home Office.
- In the year, 2,671 employees reached a trigger point, a decrease of 30% since last year (3,789) and accounted for 10% of all employees (a decrease of 3% on last year).
- Some employees reached a trigger point more than once but no warning was given as an exception was applied.<sup>14</sup> This analysis has considered the most recent trigger point reached for each employee, to avoid counting an employee more than once.

Of those employees reaching a trigger point:

- **Gender:**

**Table 5.10:** Breakdown of sick absence triggers by Gender

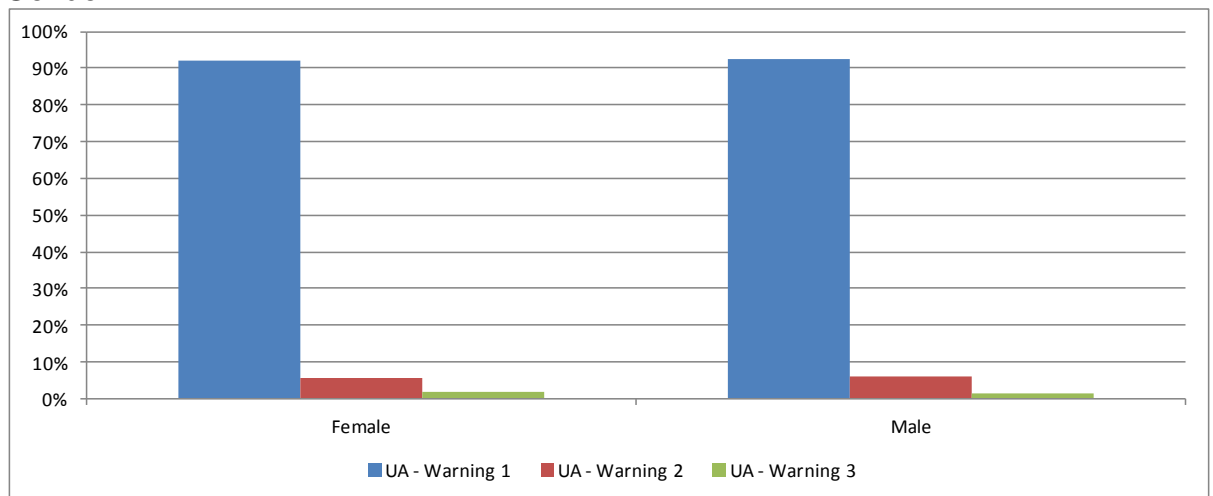
Gender	UA - Warning 1			UA - Warning 2			UA - Warning 3		
	2012	2011	Variance	2012	2011	Variance	2012	2011	Variance
Female	92.2%	91.7%	0.6%	5.7%	6.2%	-0.5%	2.1%	2.1%	0.0%
Male	92.5%	91.9%	0.6%	6.1%	6.2%	0.0%	1.4%	1.9%	-0.5%
<b>Total</b>	<b>92.3%</b>	<b>91.8%</b>	<b>0.6%</b>	<b>5.9%</b>	<b>6.2%</b>	<b>-0.3%</b>	<b>1.8%</b>	<b>2.0%</b>	<b>-0.2%</b>

**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The gender profile of employees who hit a trigger was broadly in line with last year.

<sup>14</sup> An exception could be given due to a disability, director discretion, pregnancy related or an underlying medical condition.

**Figure 5.10:** A graph of Table 5.10: Breakdown of sick absence triggers by Gender



**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Grade:**

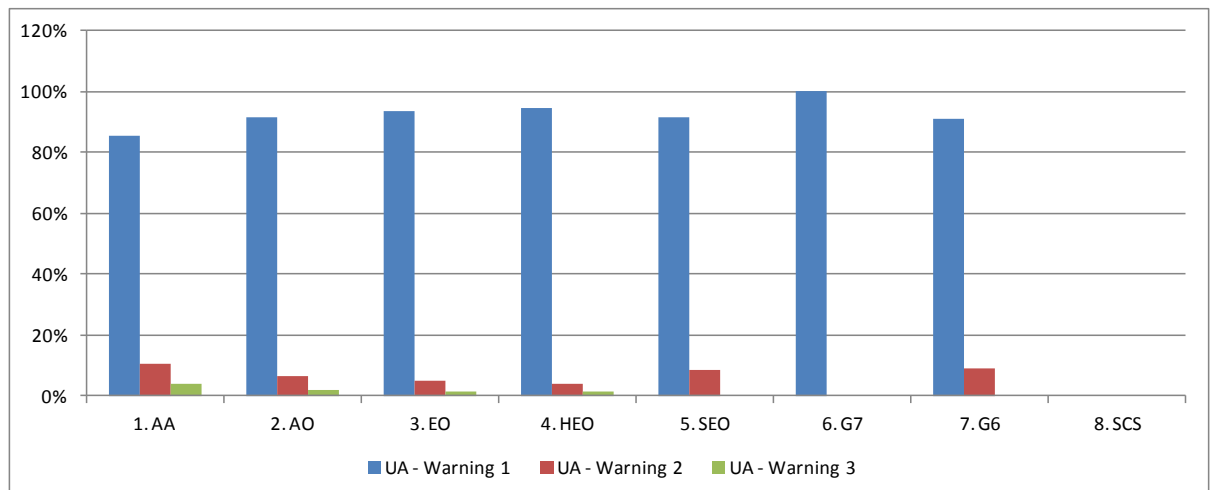
**Table 5.11: Breakdown of sick absence triggers by Grade**

Grade	UA - Warning 1			UA - Warning 2			UA - Warning 3		
	2012	2011	Variance	2012	2011	Variance	2012	2011	Variance
1. AA	85.5%	85.5%	-0.1%	10.5%	10.0%	0.5%	4.1%	4.5%	-0.4%
2. AO	91.5%	89.7%	1.8%	6.4%	7.0%	-0.7%	2.1%	3.3%	-1.1%
3. EO	93.5%	92.6%	0.9%	5.1%	6.3%	-1.1%	1.4%	1.2%	0.2%
4. HEO	94.4%	96.6%	-2.2%	3.9%	3.4%	0.5%	1.6%	0.0%	1.6%
5. SEO	91.5%	99.1%	-7.6%	8.5%	0.0%	8.5%	0.0%	0.9%	-0.9%
6. G7	100.0%	97.1%	2.9%	0.0%	2.9%	-2.9%	0.0%	0.0%	0.0%
7. G6	90.9%	100.0%	-9.1%	9.1%	0.0%	9.1%	0.0%	0.0%	0.0%
8. SCS	0.0%	100.0%	-100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Total</b>	<b>92.3%</b>	<b>91.7%</b>	<b>0.6%</b>	<b>5.9%</b>	<b>6.2%</b>	<b>-0.3%</b>	<b>1.8%</b>	<b>2.0%</b>	<b>-0.2%</b>

**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

No SCS employees reached a trigger point in the period and no employees at SEO grade and above at trigger point 3.

**Figure 5.11: A graph of Table 5.11: Breakdown of sick absence triggers by Grade**



**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Disability:**

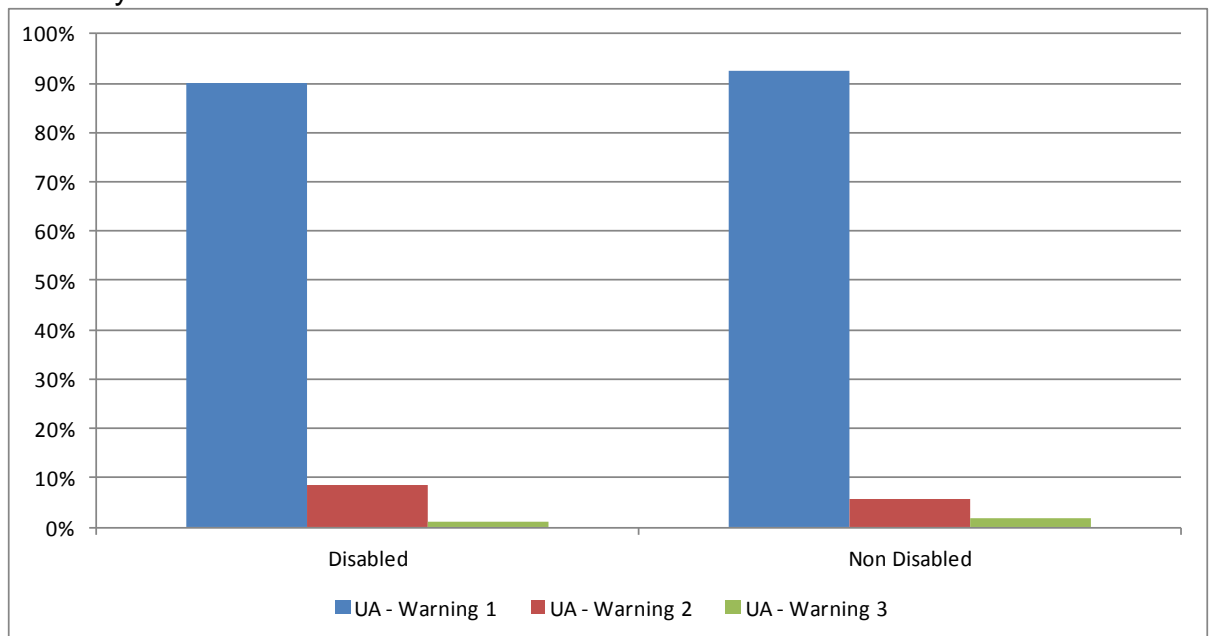
**Table 5.12:** Breakdown of sick absence triggers by Disability

Disability	UA - Warning 1			UA - Warning 2			UA - Warning 3		
	2012	2011	Variance	2012	2011	Variance	2012	2011	Variance
<b>Disabled</b>	90.1%	90.9%	-0.8%	8.6%	4.8%	3.9%	1.2%	4.3%	-3.1%
<b>Non Disabled</b>	92.3%	91.8%	0.6%	5.8%	6.4%	-0.6%	1.9%	1.8%	0.1%
<b>Total</b>	<b>92.1%</b>	<b>91.7%</b>	<b>0.4%</b>	<b>6.1%</b>	<b>6.3%</b>	<b>-0.2%</b>	<b>1.8%</b>	<b>2.1%</b>	<b>-0.2%</b>

**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

There was a decrease in the proportion of disabled employees at trigger point 3 (3%), but an increase in disabled employees at trigger point 2 (4%).

**Figure 5.12:** A graph of Table 5.12: Breakdown of sick absence triggers by Disability



**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Ethnicity:**

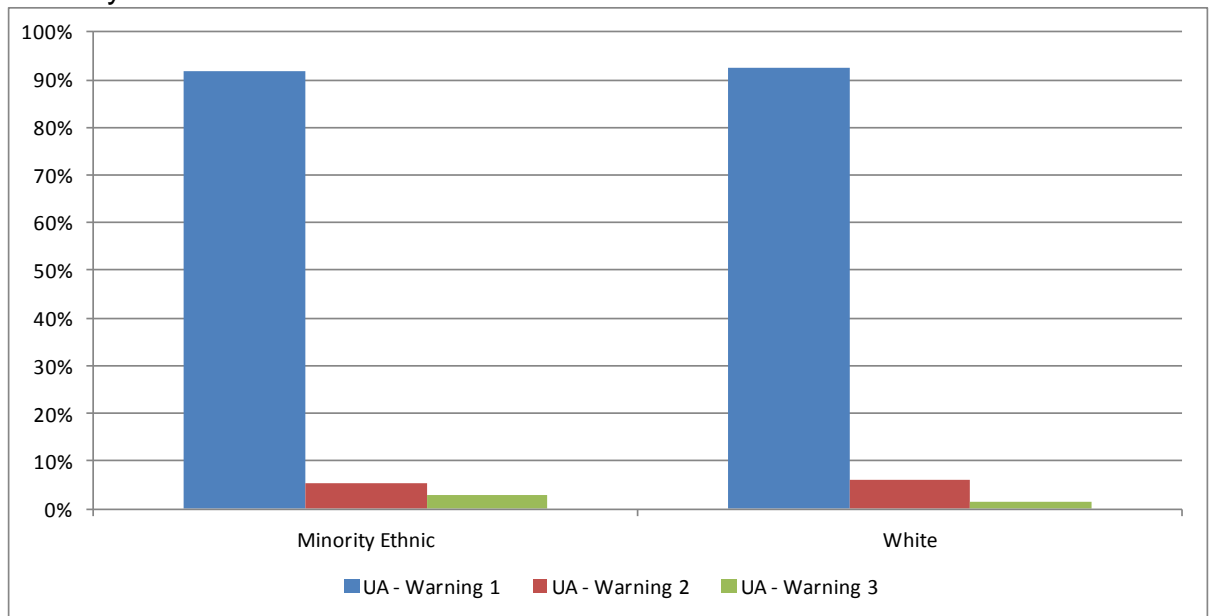
**Table 5.13: Breakdown of sick absence triggers by Ethnicity**

Ethnicity	UA - Warning 1			UA - Warning 2			UA - Warning 3		
	2012	2011	Variance	2012	2011	Variance	2012	2011	Variance
<b>Minority Ethnic</b>	91.8%	90.1%	1.7%	5.4%	6.8%	-1.4%	2.8%	3.1%	-0.3%
<b>White</b>	92.5%	92.7%	-0.2%	6.1%	5.8%	0.3%	1.4%	1.5%	-0.1%
<b>Total</b>	<b>92.3%</b>	<b>91.8%</b>	<b>0.4%</b>	<b>5.9%</b>	<b>6.2%</b>	<b>-0.2%</b>	<b>1.8%</b>	<b>2.0%</b>	<b>-0.2%</b>

**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The ethnic profile of the Department has remained consistent over the last 2 years.

**Figure 5.13: A graph of Table 5.13: Breakdown of sick absence triggers by Ethnicity**



**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Work Pattern:**

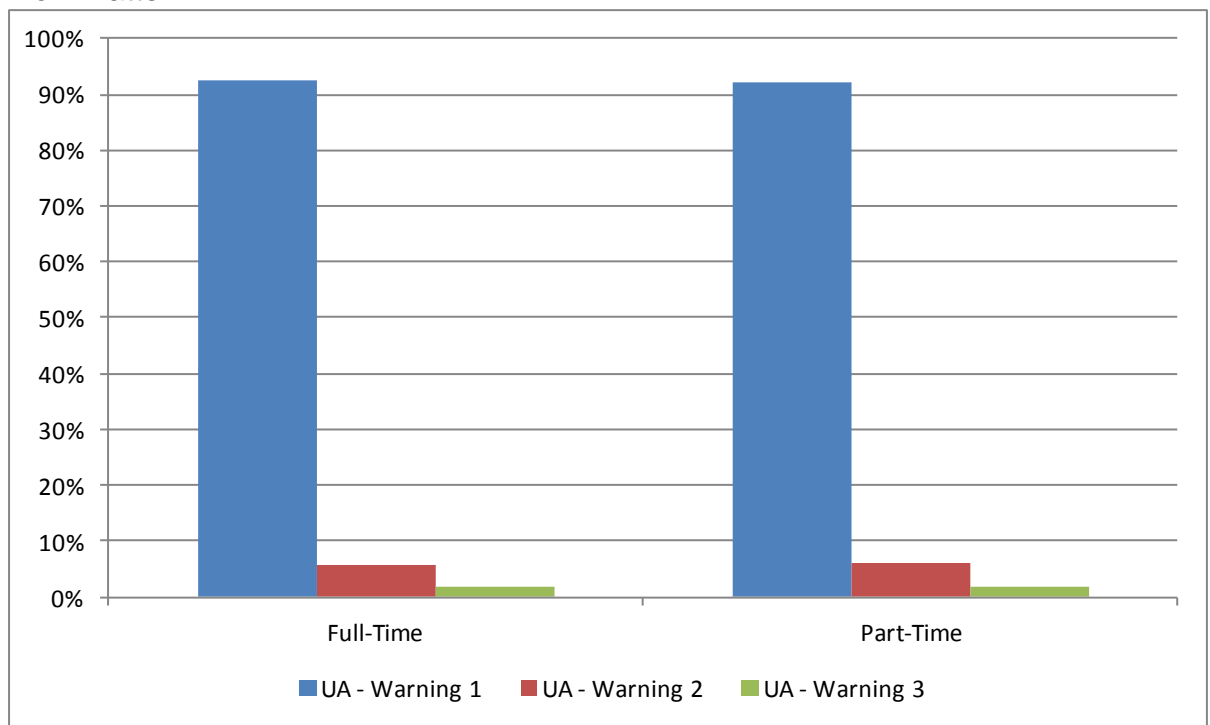
**Table 5.14:** Breakdown of sick absence triggers by Work Pattern

Working Pattern	UA - Warning 1			UA - Warning 2			UA - Warning 3		
	2012	2011	Variance	2012	2011	Variance	2012	2011	Variance
<b>Full-Time</b>	92.4%	91.8%	0.5%	5.8%	6.1%	-0.3%	1.8%	2.1%	-0.3%
<b>Part-Time</b>	92.2%	91.4%	0.7%	6.1%	6.6%	-0.6%	1.8%	1.9%	-0.2%
<b>Total</b>	<b>92.3%</b>	<b>91.7%</b>	<b>0.6%</b>	<b>5.9%</b>	<b>6.2%</b>	<b>-0.3%</b>	<b>1.8%</b>	<b>2.0%</b>	<b>-0.2%</b>

**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The working pattern profile of the Department has remained consistent over the last 2 years.

**Figure 5.14:** A graph of Table 5.14: Breakdown of sick absence triggers by Work Pattern



**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012



- **Location:**

**Table 5.15:** Breakdown of sick absence triggers by Location

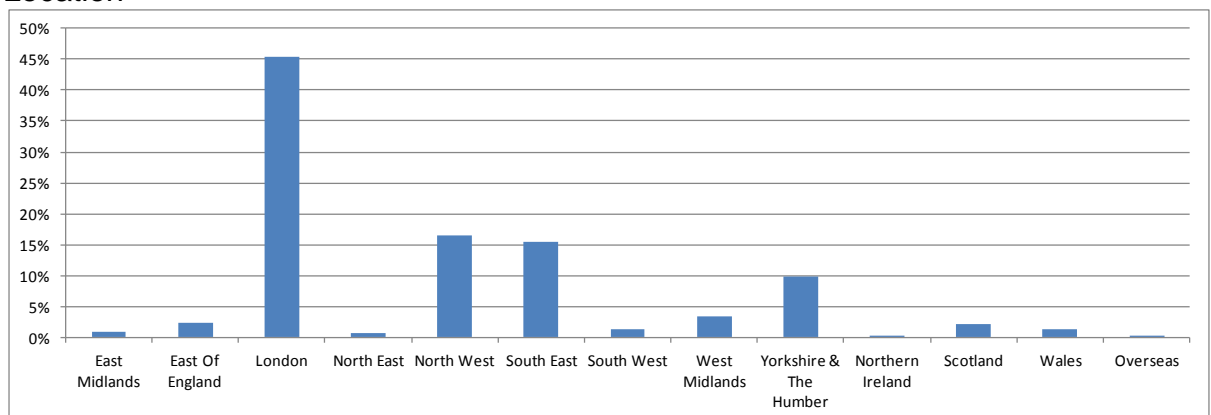
Region	SICK ABS TRIGGERS			Total
	UA - Warning 1	UA - Warning 2	UA - Warning 3	
East Midlands	0.8%	1.3%	2.1%	<b>0.8%</b>
East Of England	2.5%	0.6%	4.2%	<b>2.4%</b>
London	45.2%	47.8%	50.0%	<b>45.4%</b>
North East	0.7%	0.6%	0.0%	<b>0.7%</b>
North West	16.6%	15.9%	18.8%	<b>16.6%</b>
South East	15.5%	15.9%	12.5%	<b>15.5%</b>
South West	1.3%	0.6%	2.1%	<b>1.2%</b>
West Midlands	3.4%	3.8%	0.0%	<b>3.4%</b>
Yorkshire & The Humber	9.9%	11.5%	6.3%	<b>9.9%</b>
<b>England</b>	<b>95.8%</b>	<b>98.1%</b>	<b>95.8%</b>	<b>96.0%</b>
Northern Ireland	0.2%	0.0%	0.0%	<b>0.2%</b>
Scotland	2.1%	1.3%	4.2%	<b>2.1%</b>
Wales	1.5%	0.6%	0.0%	<b>1.4%</b>
Overseas	0.3%	0.0%	0.0%	<b>0.3%</b>
<b>Grand Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The majority of employees at trigger 1, trigger 2 and trigger 3 were located in London closely followed by those located in the North West and the South East - was broadly in line with the composition of the Home Office.

There were no employees at trigger 3 in the North East, West Midlands or Wales and no employees at trigger 2 or trigger 3 in Northern Ireland or Overseas.

**Figure 5.15:** A graph of Table 5.15: Breakdown of sick absence triggers by Location



**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Age Bands:**

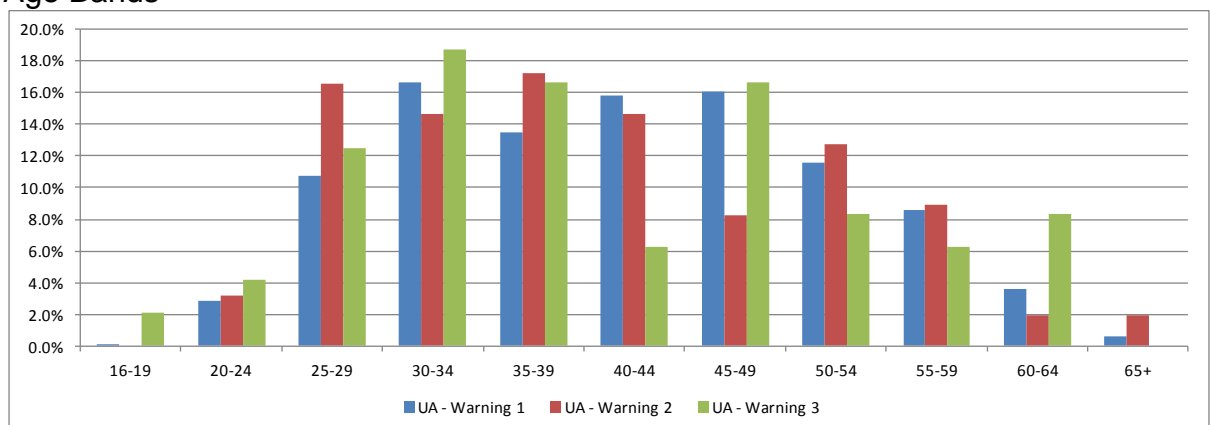
**Table 5.16:** Breakdown of sick absence triggers by Age Bands

Age Band	SICK ABS TRIGGERS			Total
	UA - Warning 1	UA - Warning 2	UA - Warning 3	
16-19	0.04%		2.1%	<b>0.1%</b>
20-24	2.8%	3.2%	4.2%	<b>2.9%</b>
25-29	10.7%	16.6%	12.5%	<b>11.1%</b>
30-34	16.6%	14.6%	18.8%	<b>16.5%</b>
35-39	13.5%	17.2%	16.7%	<b>13.7%</b>
40-44	15.8%	14.6%	6.3%	<b>15.6%</b>
45-49	16.0%	8.3%	16.7%	<b>15.6%</b>
50-54	11.6%	12.7%	8.3%	<b>11.6%</b>
55-59	8.6%	8.9%	6.3%	<b>8.6%</b>
60-64	3.6%	1.9%	8.3%	<b>3.6%</b>
65+	0.6%	1.9%		<b>0.7%</b>
<b>Grand Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The overall distribution of employees who hit any of the triggers was broadly comparable to the Home Office composition. There were no employees at trigger 2 under the age of 20 and no one over 65 years at trigger 3.

**Figure 5.16:** A graph of Table 5.16: Breakdown of sick absence triggers by Age Bands



**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Religious belief:**

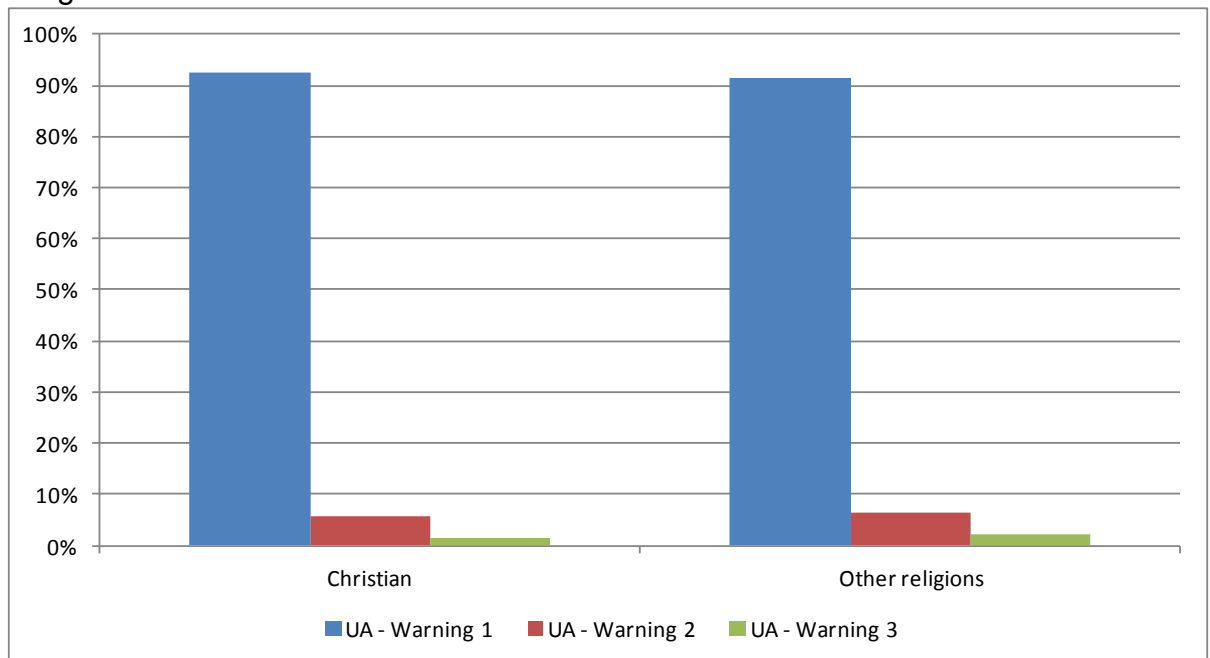
**Table 5.17: Breakdown of sick absence triggers by Religious Belief**

Religious Belief	UA - Warning 1			UA - Warning 2			UA - Warning 3		
	2012	2011	Variance	2012	2011	Variance	2012	2011	Variance
<b>Christian</b>	92.6%	93.4%	-0.8%	5.8%	5.0%	0.8%	1.5%	1.6%	-0.1%
<b>Other religions</b>	91.4%	89.8%	1.6%	6.3%	7.7%	-1.3%	2.2%	2.5%	-0.3%
<b>Total</b>	<b>92.1%</b>	<b>91.8%</b>	<b>0.3%</b>	<b>6.1%</b>	<b>6.2%</b>	<b>-0.2%</b>	<b>1.9%</b>	<b>2.0%</b>	<b>-0.2%</b>

**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of employees who declared their religious belief to be “Other religion” increased at trigger 1 from 89.8% to 91.4% but decreased from trigger 2 by 1.3% and 0.3% at trigger 3.

**Figure 5.17: A graph of Table 5.17: Breakdown of sick absence triggers by Religious Belief**



**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Sexual Orientation:**

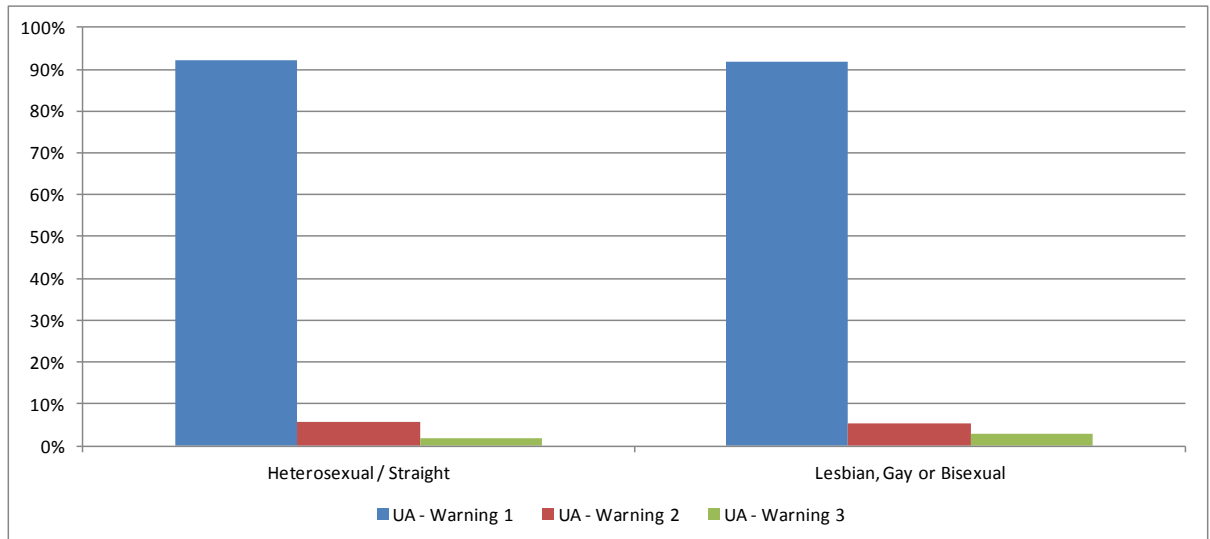
**Table 5.18:** Breakdown of sick absence triggers by Sexual Orientation

Sexual Orientation	UA - Warning 1			UA - Warning 2			UA - Warning 3		
	2012	2011	Variance	2012	2011	Variance	2012	2011	Variance
Heterosexual / Straight	92.3%	91.2%	1.1%	5.8%	6.5%	-0.7%	1.9%	2.2%	-0.4%
Lesbian, Gay or Bisexual	91.8%	97.9%	-6.1%	5.5%	2.1%	3.4%	2.7%	0.0%	2.7%
<b>Total</b>	<b>92.3%</b>	<b>91.4%</b>	<b>0.9%</b>	<b>5.8%</b>	<b>6.4%</b>	<b>-0.6%</b>	<b>1.9%</b>	<b>2.2%</b>	<b>-0.3%</b>

**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of lesbian, gay and bisexual employees reduced by 6% at trigger 1 but increased by 3% at both triggers 2 and 3.

**Figure 5.18:** A graph of Table 5.18: Breakdown of sick absence triggers by Sexual Orientation



**Data source:** Adelphi Reports, linked to Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

## Employees with No Sick Absence

### Key Facts:

- 41% of all employees employed during the period (11,320) had no sick leave which was a reduction of 2,293 since last year.

Of those with no sick absence:

- Gender:**

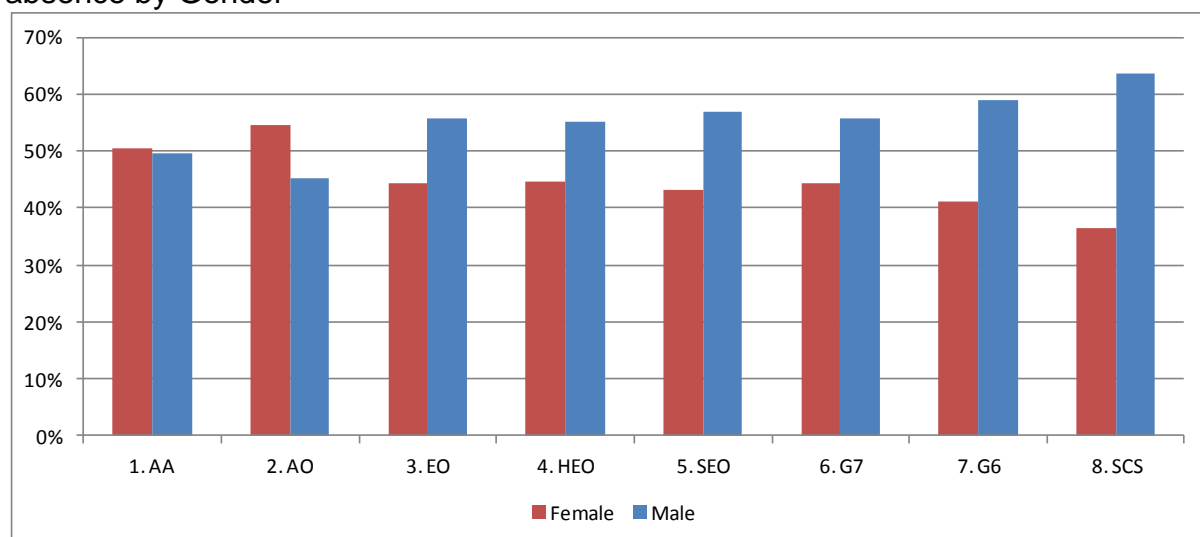
**Table 5.19:** Breakdown of employees with no sick absence by Gender

Grade	Female			Male		
	2012	2011	Variance	2012	2011	Variance
1. AA	50.4%	54.3%	-3.9%	49.6%	45.7%	3.9%
2. AO	54.6%	53.3%	1.3%	45.4%	46.7%	-1.3%
3. EO	44.3%	43.4%	0.9%	55.7%	56.6%	-0.9%
4. HEO	44.7%	43.2%	1.6%	55.3%	56.8%	-1.6%
5. SEO	43.1%	44.8%	-1.6%	56.9%	55.2%	1.6%
6. G7	44.4%	44.5%	-0.1%	55.6%	55.5%	0.1%
7. G6	41.0%	40.6%	0.4%	59.0%	59.4%	-0.4%
8. SCS	36.4%	32.4%	4.0%	63.6%	67.6%	-4.0%
<b>Total</b>	<b>46.3%</b>	<b>46.1%</b>	<b>0.3%</b>	<b>53.7%</b>	<b>53.9%</b>	<b>-0.3%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of employees who had no sick absence was broadly comparable with the Home Office composition for gender split and in line with last year's figures. The larger proportion of employees with no sick at AA and AO grades were female, but at EO to SCS the proportion of males increased in line with the higher grade.

**Figure 5.19:** A graph of Table 5.19: Breakdown of employees with no sick absence by Gender



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Grade:**

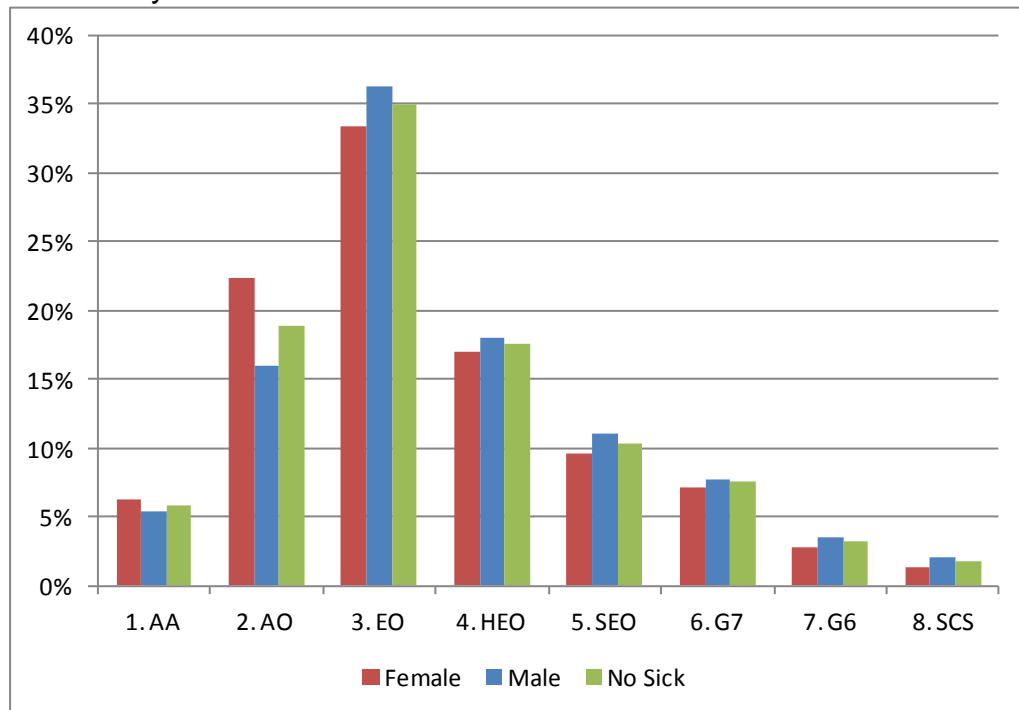
**Table 5.20:** Breakdown of employees with no sick absence by Grade

Grade	Female			Male		
	2012	2011	Variance	2012	2011	Variance
1. AA	6.3%	7.5%	-1.1%	5.4%	5.4%	0.0%
2. AO	22.3%	24.0%	-1.6%	16.0%	17.9%	-1.9%
3. EO	33.4%	32.9%	0.5%	36.3%	36.6%	-0.4%
4. HEO	16.9%	15.3%	1.7%	18.1%	17.1%	0.9%
5. SEO	9.6%	10.0%	-0.4%	11.0%	10.6%	0.4%
6. G7	7.2%	6.5%	0.7%	7.8%	6.9%	0.9%
7. G6	2.8%	2.7%	0.1%	3.5%	3.4%	0.1%
8. SCS	1.4%	1.2%	0.2%	2.0%	2.1%	0.0%
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>0.0%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The largest proportion of employees with no sick absence was at EO grade (33% female - 36% male). The most marked variation amongst male employees was identified at AO grade (2% decrease). The most marked variation amongst female employees was a 2% increase at HEO grade to 17%.

**Figure 5.20:** A graph of Table 5.20: Breakdown of employees with no sick absence by Grade



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Ethnicity:**

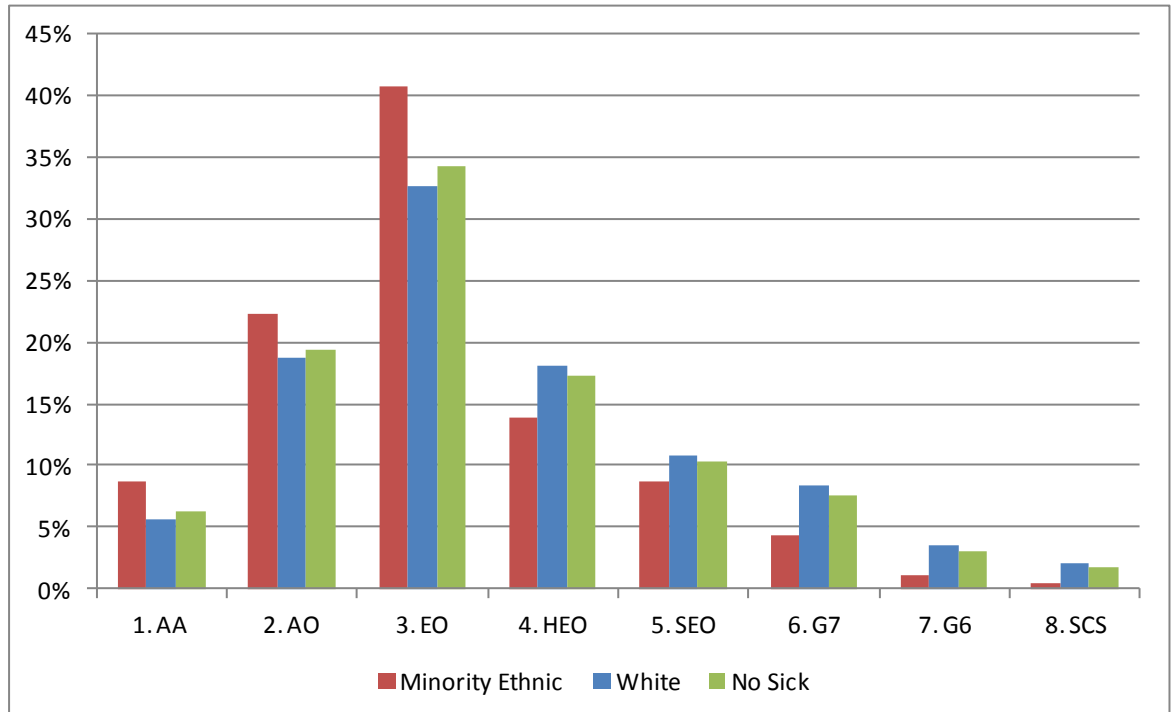
**Table 5.21:** Breakdown of employees with no sick absence by Ethnicity and Grade

Grade	Minority Ethnic			White		
	2012	2011	Variance	2012	2011	Variance
1. AA	27.3%	24.6%	2.7%	72.7%	75.4%	-2.7%
2. AO	22.4%	23.5%	-1.1%	77.6%	76.5%	1.1%
3. EO	23.3%	23.2%	0.2%	76.7%	76.8%	-0.2%
4. HEO	15.6%	14.5%	1.1%	84.4%	85.5%	-1.1%
5. SEO	16.5%	15.7%	0.8%	83.5%	84.3%	-0.8%
6. G7	11.0%	10.9%	0.1%	89.0%	89.1%	-0.1%
7. G6	6.5%	7.3%	-0.7%	93.5%	92.7%	0.7%
8. SCS	5.2%	5.6%	-0.4%	94.8%	94.4%	0.4%
<b>Total</b>	<b>19.6%</b>	<b>19.6%</b>	<b>0.0%</b>	<b>80.4%</b>	<b>80.4%</b>	<b>0.0%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of ethnic minority employees with no sick absence has remained constant since last year. However this was still 3% less than the Departmental rate. The most noticeable variation was the improvement amongst ethnic minority employees at AA grade (27.3% from 24.6%).

**Figure 5.21:** Breakdown of employees with no sick absence by Ethnicity and Grade



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Disability:**

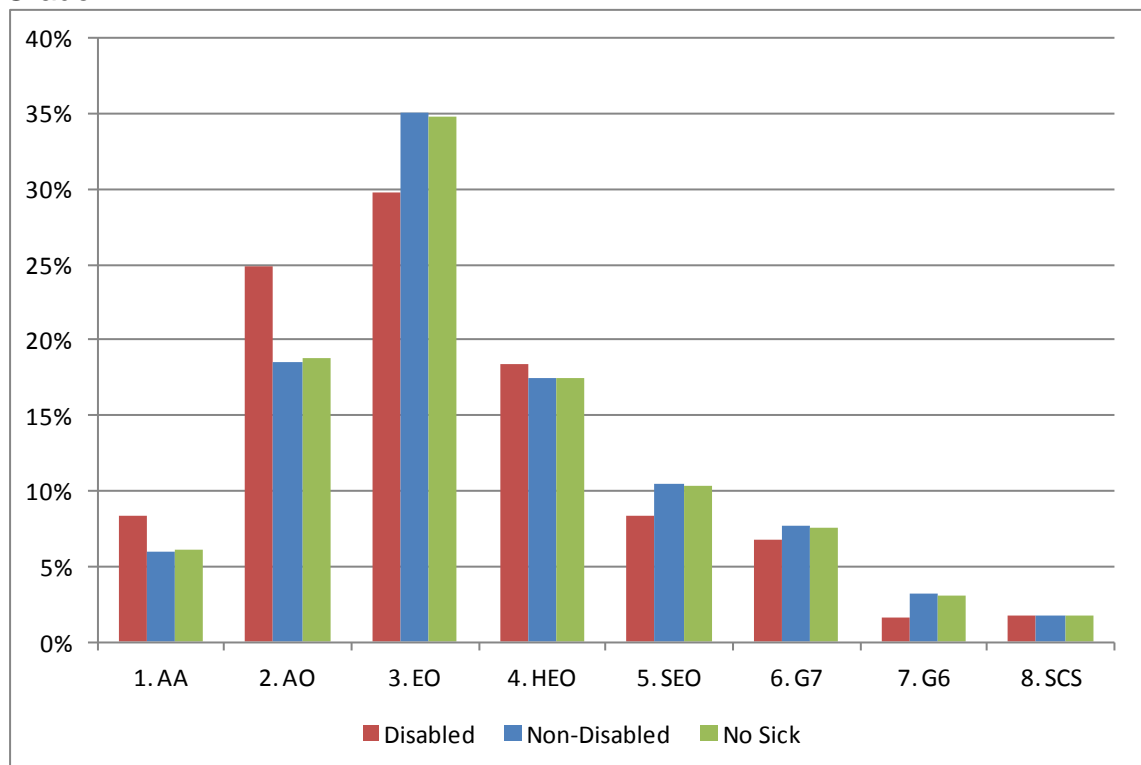
**Table 5.22:** Breakdown of employees with no sick absence by Disability and Grade

Grade	Disabled			Non-Disabled		
	2012	2011	Variance	2012	2011	Variance
1. AA	6.7%	6.1%	0.6%	93.3%	93.9%	-0.6%
2. AO	6.4%	6.2%	0.2%	93.6%	93.8%	-0.2%
3. EO	4.1%	4.8%	-0.7%	95.9%	95.2%	0.7%
4. HEO	5.1%	5.0%	0.1%	94.9%	95.0%	-0.1%
5. SEO	3.9%	4.6%	-0.7%	96.1%	95.4%	0.7%
6. G7	4.3%	4.4%	0.0%	95.7%	95.6%	0.0%
7. G6	2.5%	2.4%	0.1%	97.5%	97.6%	-0.1%
8. SCS	5.1%	5.4%	-0.4%	94.9%	94.6%	0.4%
<b>Total</b>	<b>4.9%</b>	<b>5.1%</b>	<b>-0.2%</b>	<b>95.1%</b>	<b>94.9%</b>	<b>0.2%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of disabled employees who had no sick absence was 2% less than the proportion of disabled employees in the Department. This has decreased slightly since last year.

**Figure 5.22:** Breakdown of employees with no sick absence by Disability and Grade



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012



- **Work Pattern:**

**Table 5.23:** Breakdown of employees with no sick absence by Work Pattern and Gender

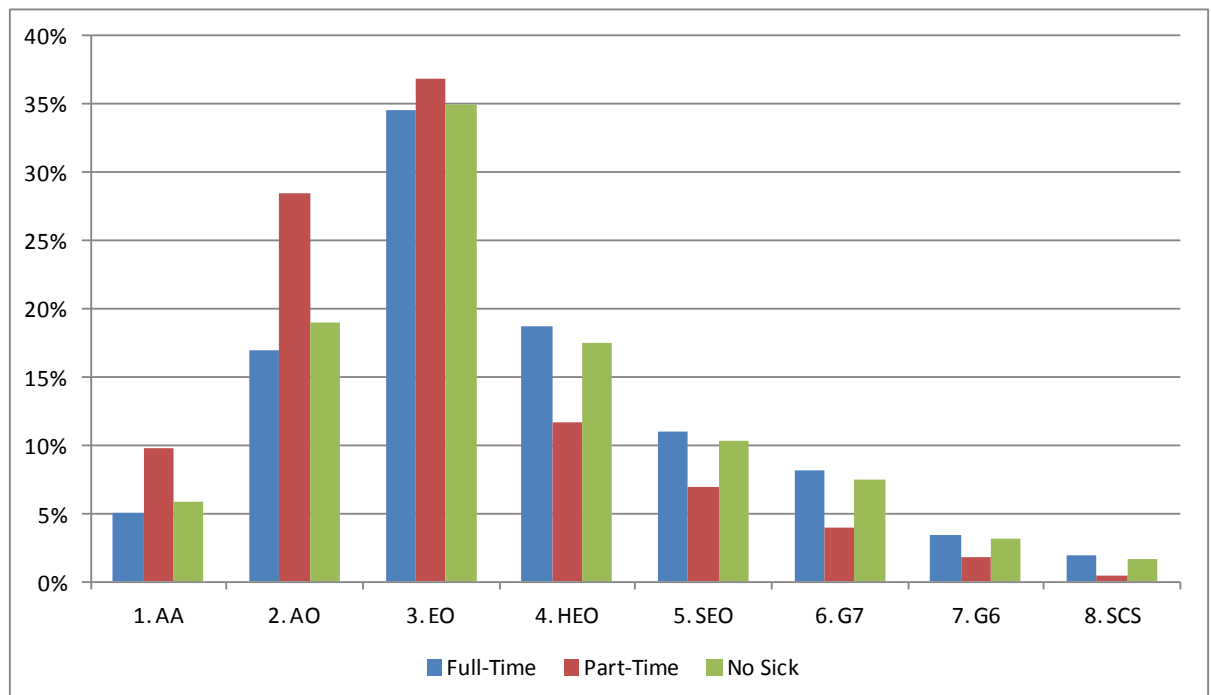
Working Pattern	Full-Time			Part-Time		
	2012	2011	Variance	2012	2011	Variance
Female	70.0%	68.2%	1.8%	30.0%	31.8%	-1.8%
Male	94.4%	93.7%	0.7%	5.6%	6.3%	-0.7%
<b>Total</b>	<b>83.1%</b>	<b>82.0%</b>	<b>1.1%</b>	<b>16.9%</b>	<b>18.0%</b>	<b>-1.1%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

When considering the work pattern of employees, the distribution of those with no sick absence was broadly comparable to Departmental rates. However a decrease in part-time employees with no sick absences has meant that this was 3% lower than the Departmental rate.

The grade breakdown of part-time employees shows grades AA to EO have more employees with no sick absence (75%) than grades HEO-SCS (25%). This was different to the pattern shown by full-time employees who had 57% of employees at grades AA to EO and 43% at grades HEO to SCS.

**Figure 5.23:** A graph of the breakdown of employees with no sick absence by Work Pattern and Grade



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Location:**

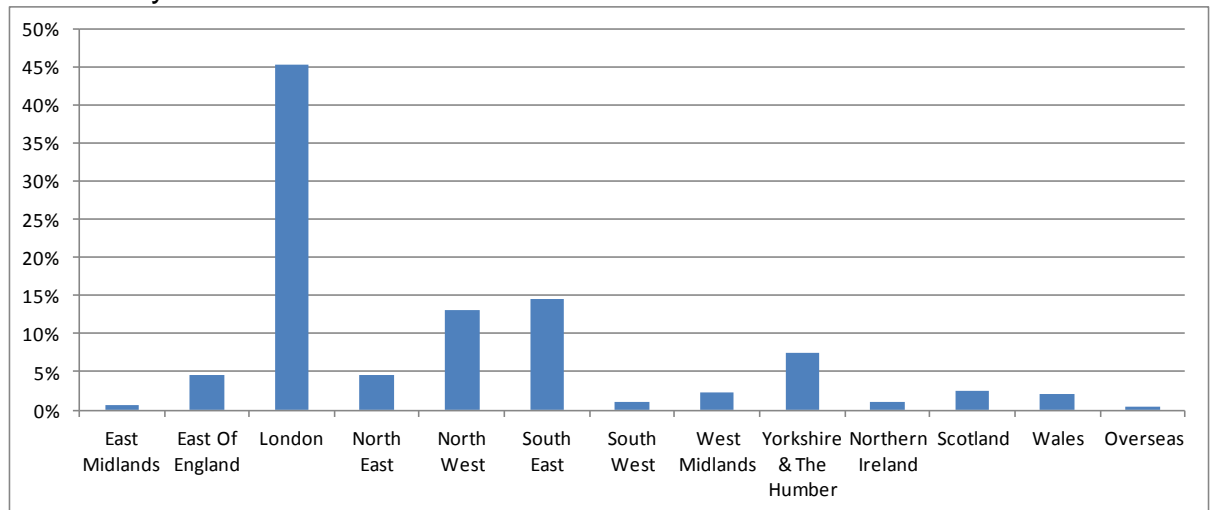
**Table 5.24: Breakdown of employees with no sick absence by Location**

Region	GRADE								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
East Midlands	0.3%	0.4%	0.9%	0.3%	0.8%	0.0%	0.0%	0.0%	<b>0.5%</b>
East Of England	5.2%	6.6%	5.0%	3.7%	4.0%	0.8%	3.7%	1.1%	<b>4.6%</b>
London	35.4%	27.8%	35.0%	50.0%	65.8%	83.0%	84.7%	93.2%	<b>45.3%</b>
North East	10.4%	9.5%	3.5%	3.1%	2.3%	1.3%	0.9%	0.6%	<b>4.7%</b>
North West	24.7%	16.5%	13.1%	12.7%	10.5%	6.3%	4.0%	1.7%	<b>13.2%</b>
South East	3.1%	16.1%	23.9%	11.8%	5.9%	2.3%	0.6%	0.6%	<b>14.5%</b>
South West	0.2%	1.0%	1.6%	1.1%	0.3%	0.6%	0.0%	0.0%	<b>1.0%</b>
West Midlands	1.8%	2.3%	2.6%	3.1%	1.9%	1.5%	1.6%	1.1%	<b>2.4%</b>
Yorkshire & The Humber	13.8%	11.8%	6.9%	7.0%	4.9%	2.7%	1.6%	1.1%	<b>7.5%</b>
<b>England</b>	<b>94.9%</b>	<b>92.1%</b>	<b>92.5%</b>	<b>92.9%</b>	<b>96.4%</b>	<b>98.6%</b>	<b>97.2%</b>	<b>99.4%</b>	<b>93.7%</b>
Northern Ireland	1.7%	1.7%	1.3%	1.1%	0.4%	0.1%	0.0%	0.0%	<b>1.1%</b>
Scotland	2.1%	3.2%	3.1%	2.8%	1.1%	0.8%	1.2%	0.0%	<b>2.5%</b>
Wales	1.2%	2.6%	2.2%	2.8%	1.8%	0.5%	1.6%	0.6%	<b>2.1%</b>
Overseas	0.0%	0.4%	1.0%	0.4%	0.4%	0.0%	0.0%	0.0%	<b>0.5%</b>
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The distribution of employees who had no sick absence by location was broadly consistent with the Home Office composition overall. The location with the largest proportion of employees with no sick absence was London.

**Figure 5.24: A graph of Table 5.24: Breakdown of employees with no sick absence by Location**



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Age Bands:**

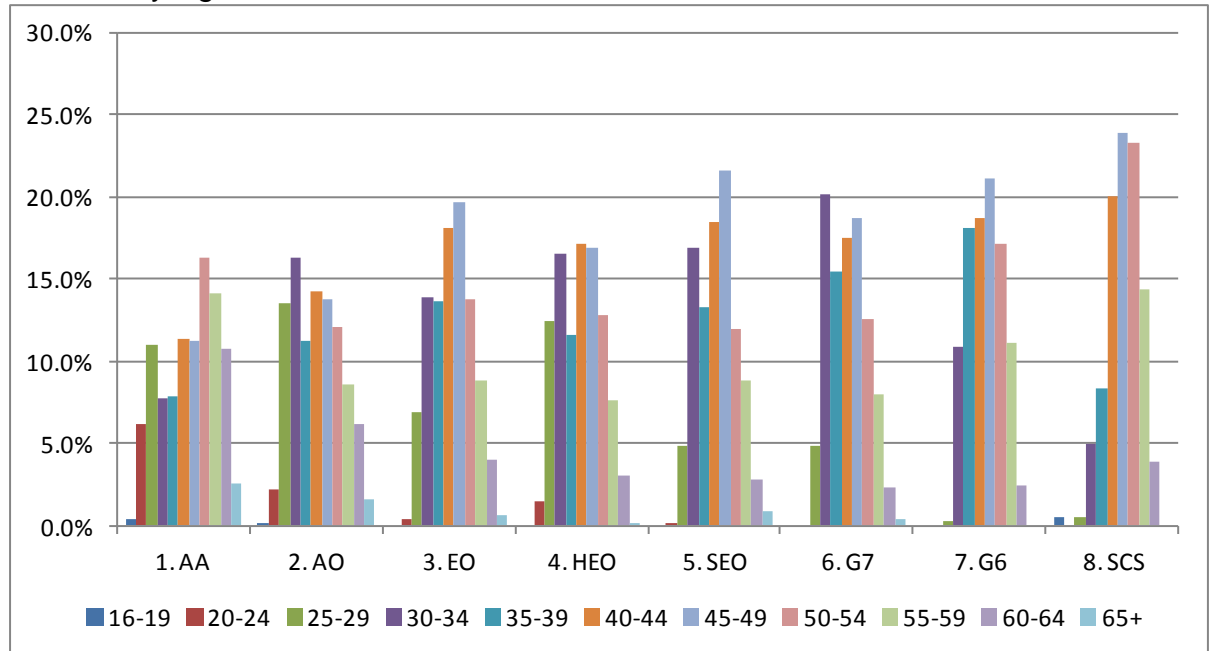
**Table 5.25:** Breakdown of employees with no sick absence by Age Bands and Grade

Age Band	GRADE								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
16-19	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.6%	<b>0.0%</b>
20-24	6.3%	2.2%	0.5%	1.5%	0.1%	0.0%	0.0%	0.0%	<b>1.2%</b>
25-29	11.0%	13.5%	6.9%	12.5%	4.9%	4.9%	0.3%	0.6%	<b>8.8%</b>
30-34	7.8%	16.3%	13.9%	16.6%	16.9%	20.1%	10.9%	5.0%	<b>15.0%</b>
35-39	7.9%	11.2%	13.6%	11.6%	13.3%	15.4%	18.1%	8.3%	<b>12.6%</b>
40-44	11.4%	14.3%	18.1%	17.2%	18.5%	17.5%	18.7%	20.0%	<b>16.9%</b>
45-49	11.3%	13.8%	19.7%	16.9%	21.7%	18.8%	21.1%	23.9%	<b>17.8%</b>
50-54	16.3%	12.1%	13.8%	12.8%	12.0%	12.6%	17.2%	23.3%	<b>13.4%</b>
55-59	14.2%	8.7%	8.9%	7.7%	8.9%	8.0%	11.2%	14.4%	<b>9.0%</b>
60-64	10.8%	6.2%	4.0%	3.0%	2.8%	2.4%	2.4%	3.9%	<b>4.4%</b>
65+	2.6%	1.6%	0.6%	0.2%	0.9%	0.4%	0.0%	0.0%	<b>0.8%</b>
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

The distribution of employees who had no sick absence by age bands was broadly consistent with the Departmental rate overall. The age band with the largest proportion of employees with no sick absence was 45–49 years.

**Figure 5.25:** A graph of Table 5.25: Breakdown of employees with no sick absence by Age Bands and Grade



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Religious belief:**

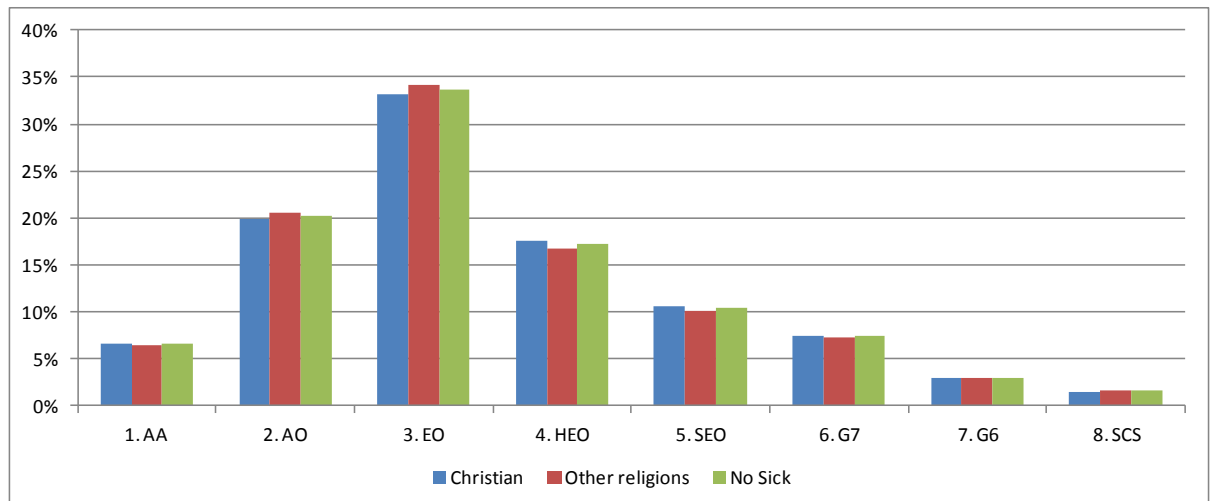
**Table 5.26:** Breakdown of employees with no sick absence by Religious Belief and Grade

Grade	Christian			Other religions		
	2012	2011	Variance	2012	2011	Variance
1. AA	60.1%	62.3%	-2.2%	39.9%	37.7%	2.2%
2. AO	58.5%	58.2%	0.3%	41.5%	41.8%	-0.3%
3. EO	58.5%	61.9%	-3.5%	41.5%	38.1%	3.5%
4. HEO	60.6%	61.4%	-0.9%	39.4%	38.6%	0.9%
5. SEO	60.6%	61.4%	-0.8%	39.4%	38.6%	0.8%
6. G7	59.9%	58.7%	1.1%	40.1%	41.3%	-1.1%
7. G6	58.5%	59.9%	-1.4%	41.5%	40.1%	1.4%
8. SCS	56.0%	56.1%	-0.1%	44.0%	43.9%	0.1%
<b>Total</b>	<b>59.2%</b>	<b>60.6%</b>	<b>-1.4%</b>	<b>40.8%</b>	<b>39.4%</b>	<b>1.4%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

Although the proportion of employees who declared their religious belief to be “Other religion” and had no sick leave increased (1.4%) but this was still around 2% lower than the proportion in the Department overall. The most marked change was an improvement (4%) in those who declared “Other religion” and no sick absence at EO grade (42%).

**Figure 5.26:** Breakdown of employees with no sick absence by Religious Belief and Grade



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

- **Sexual Orientation:**

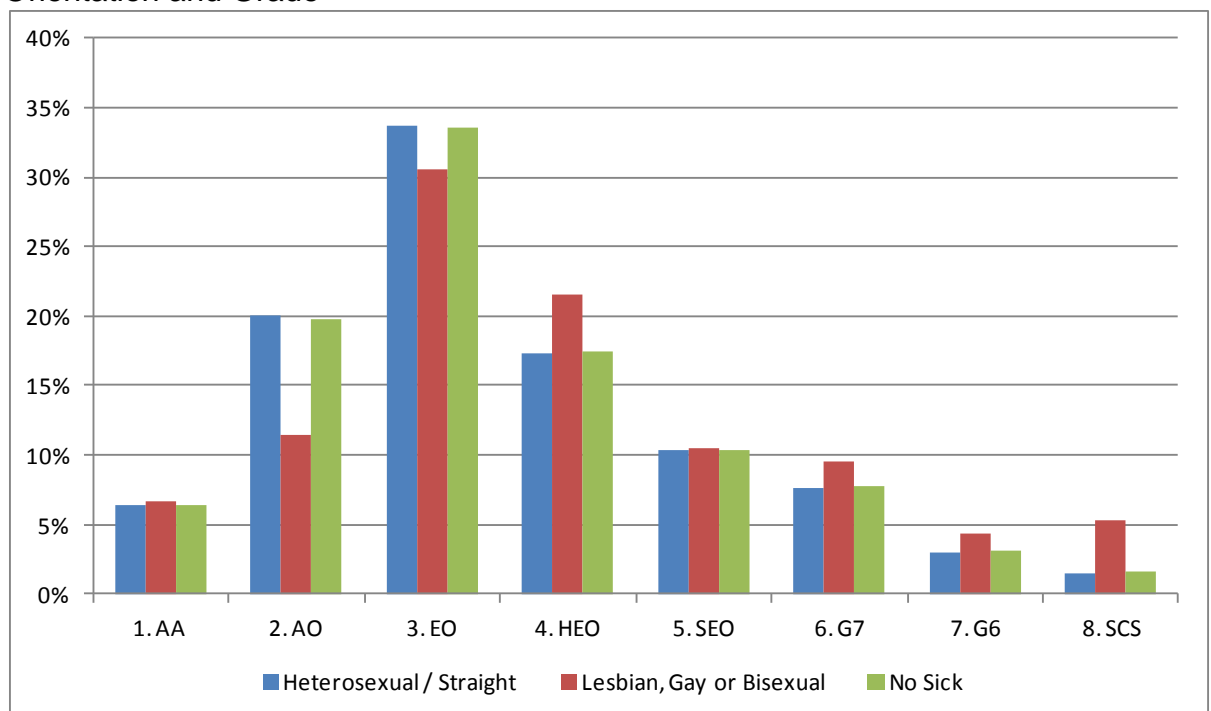
**Table 5.27:** Breakdown of employees with no sick absence by Sexual Orientation and Grade

Grade	Heterosexual / Straight			Lesbian, Gay or Bisexual		
	2012	2011	Variance	2012	2011	Variance
1. AA	97.5%	97.9%	-0.4%	2.5%	2.1%	0.4%
2. AO	98.6%	98.6%	0.0%	1.4%	1.4%	0.0%
3. EO	97.8%	98.1%	-0.3%	2.2%	1.9%	0.3%
4. HEO	97.1%	96.9%	0.2%	2.9%	3.1%	-0.2%
5. SEO	97.6%	97.3%	0.2%	2.4%	2.7%	-0.2%
6. G7	97.0%	96.5%	0.5%	3.0%	3.5%	-0.5%
7. G6	96.6%	95.2%	1.5%	3.4%	4.8%	-1.5%
8. SCS	92.2%	92.6%	-0.4%	7.8%	7.4%	0.4%
<b>Total</b>	<b>97.6%</b>	<b>97.6%</b>	<b>0.0%</b>	<b>2.4%</b>	<b>2.4%</b>	<b>0.0%</b>

Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March for each year stated

The proportion of lesbian, gay or bisexual employees who had no sick leave during the period was consistent with the composition of the Home Office and in line with last year's figures. The largest variance occurred at Grade 6 which saw the proportion of lesbian, gay or bisexual employees who had no sick leave, decrease by 1.5% to 3.4%.

**Figure 5.27:** Breakdown of employees with no sick absence by Sexual Orientation and Grade



Data source: Data View, current, paid and unpaid civil servants (headcount) as at 31<sup>st</sup> March 2012

In the next section Maternity leave and Career breaks will be analysed.

## Section 6: Maternity Leave and Career Breaks

### Maternity Leave

#### Key facts:

- There were 1,089 female employees who had part of their maternity leave fall within the period. This was an increase of 18 employees on last year. This accounted for 10% of all female employees of child bearing age.<sup>15</sup>

Of those employees who took maternity leave:

- **Gender:**

All employees were female

- **Grade:**

**Table 6.1:** Breakdown of employees on maternity leave by Gender and Grade

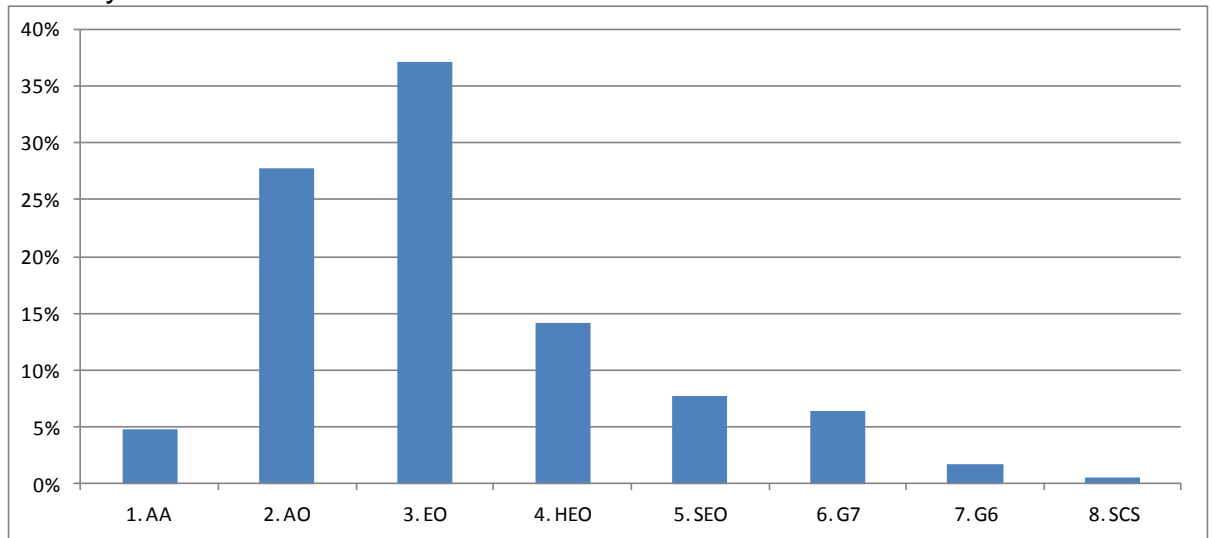
Grade	Female		
	2012	2011	Variance
1. AA	4.8%	5.3%	-0.5%
2. AO	27.7%	27.3%	0.5%
3. EO	37.1%	42.3%	-5.2%
4. HEO	14.1%	10.9%	3.3%
5. SEO	7.7%	7.8%	-0.1%
6. G7	6.4%	3.8%	2.6%
7. G6	1.7%	2.1%	-0.5%
8. SCS	0.5%	0.6%	-0.1%
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>0.0%</b>

Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for each year stated

The proportion of female employees taking maternity leave decreased by 5% at EO grade to 37% which brought it in line with the proportion of females at child bearing age working in the Department (37%). All other grades were in line with the composition of females of child bearing age.

<sup>15</sup> 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.

**Figure 6.1:** A graph of Table 6.1: Breakdown of employees on maternity leave by Grade



**Data source:** Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

- **Disability:**

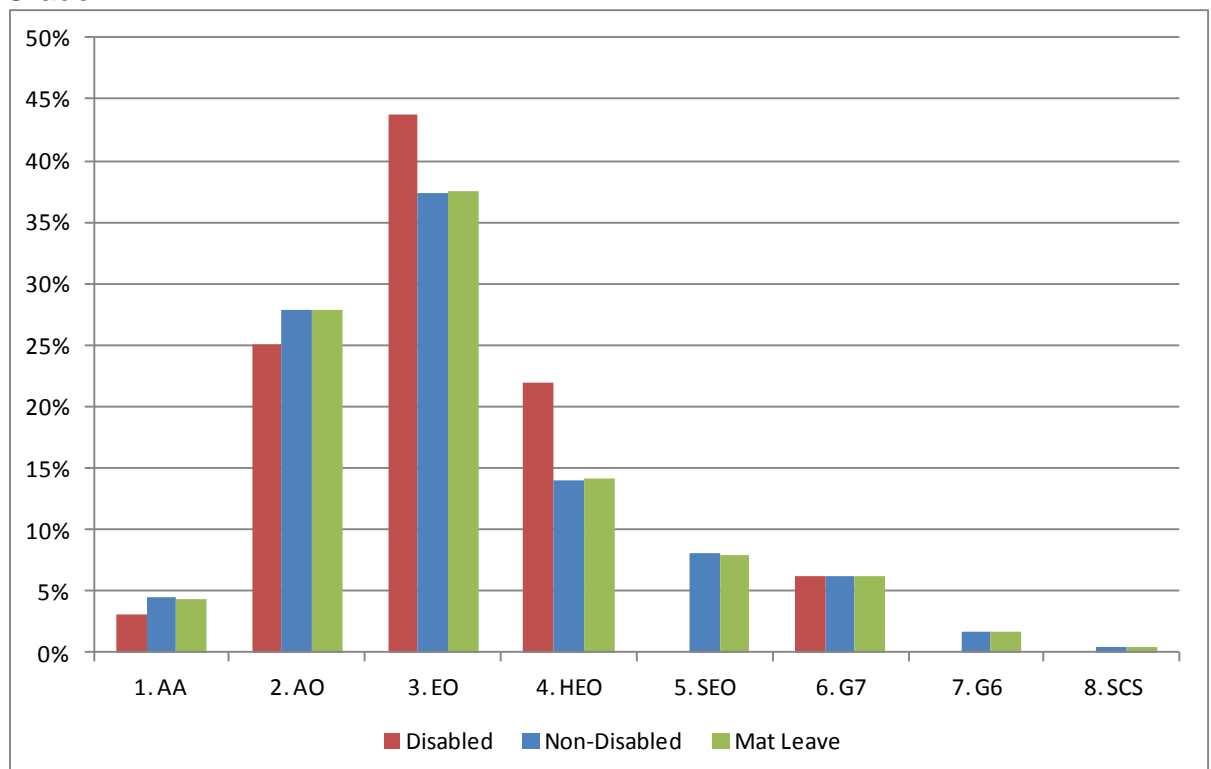
**Table 6.2:** Breakdown of employees on maternity leave by Disability and Grade

Grade	Disabled			Non-Disabled		
	2012	2011	Variance	2012	2011	Variance
1. AA	2.2%	5.8%	-3.6%	97.8%	94.2%	3.6%
2. AO	2.8%	4.3%	-1.5%	97.2%	95.7%	1.5%
3. EO	3.6%	3.4%	0.2%	96.4%	96.6%	-0.2%
4. HEO	4.8%	4.0%	0.8%	95.2%	96.0%	-0.8%
5. SEO	0.0%	3.2%	-3.2%	100.0%	96.8%	3.2%
6. G7	3.2%	0.0%	3.2%	96.8%	100.0%	-3.2%
7. G6	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
8. SCS	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
<b>Total</b>	<b>3.1%</b>	<b>5.2%</b>	<b>-2.1%</b>	<b>96.9%</b>	<b>94.8%</b>	<b>2.1%</b>

Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for each year stated

The proportion of disabled employees on maternity leave decreased by 2% and was 3% lower than the proportion of disabled employees of child bearing age. There were no disabled employees on maternity leave at Grade 6 and above.

**Figure 6.2:** Breakdown of employees on maternity leave by Disability and Grade



Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012



- **Ethnicity:**

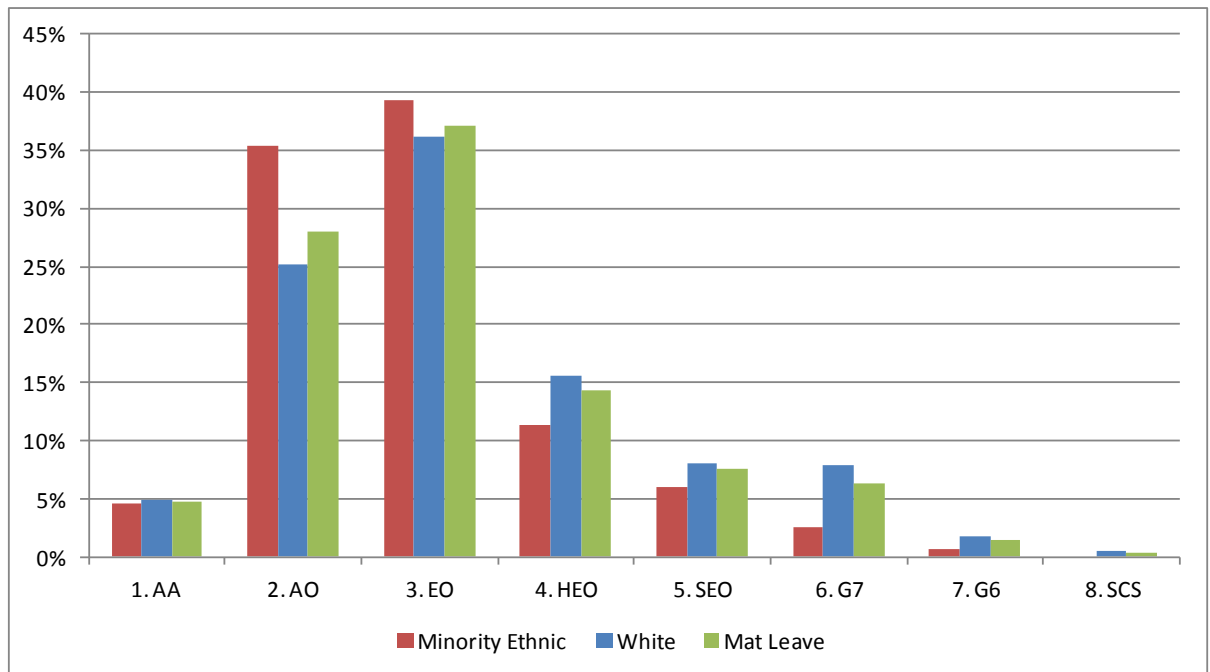
**Table 6.3:** Breakdown of employees on maternity leave by Ethnicity and Grade

Grade	Minority Ethnic			White		
	2012	2011	Variance	2012	2011	Variance
1. AA	26.5%	31.4%	-4.9%	73.5%	68.6%	4.9%
2. AO	34.8%	32.7%	2.2%	65.2%	67.3%	-2.2%
3. EO	29.3%	35.7%	-6.4%	70.7%	64.3%	6.4%
4. HEO	21.8%	17.1%	4.7%	78.2%	82.9%	-4.7%
5. SEO	22.1%	29.1%	-7.0%	77.9%	70.9%	7.0%
6. G7	10.8%	15.9%	-5.1%	89.2%	84.1%	5.1%
7. G6	13.3%	10.7%	2.6%	86.7%	89.3%	-2.6%
8. SCS	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
<b>Total</b>	<b>27.6%</b>	<b>30.5%</b>	<b>-3.0%</b>	<b>72.4%</b>	<b>69.5%</b>	<b>3.0%</b>

Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for each year stated

The proportion of ethnic minority employees on maternity leave was broadly comparable to the proportion of female employees of child bearing age (28%). There were no minority ethnic employees on maternity leave who were SCS grade.

**Figure 6.3:** Breakdown of employees on maternity leave by Ethnicity and Grade



Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

- **Work Pattern:**

**Table 6.4:** Breakdown of employees on maternity leave by Work Pattern and Grade

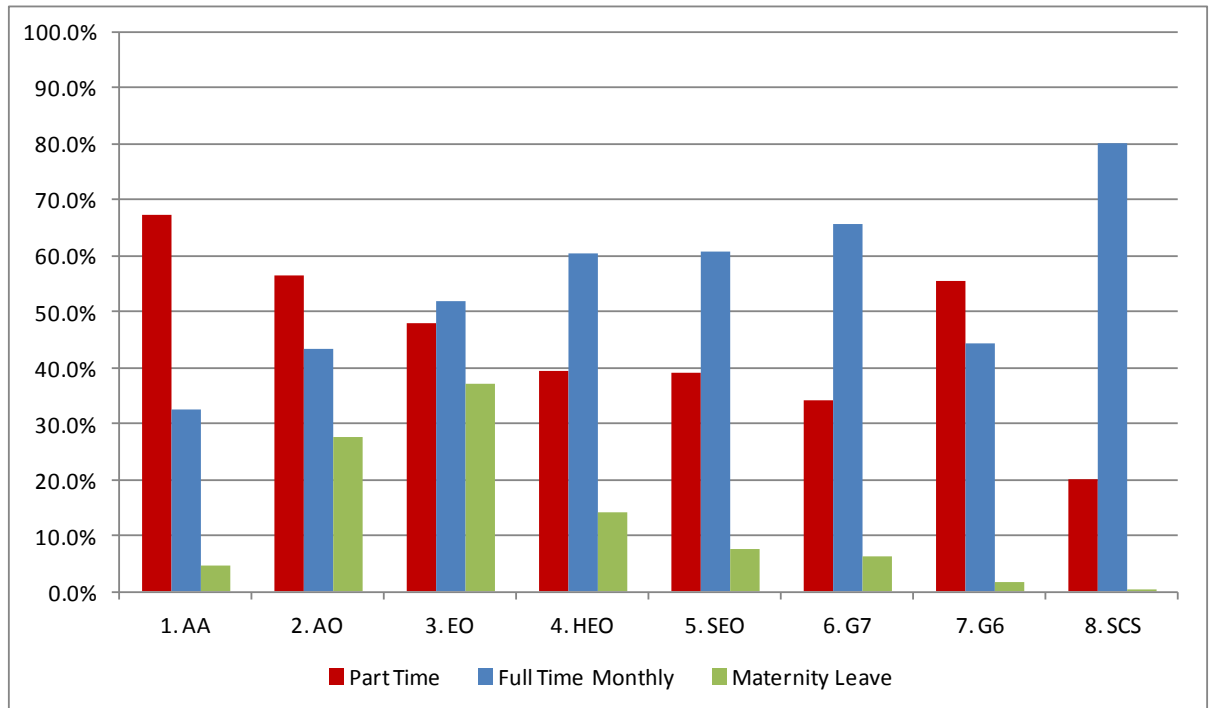
Work Pattern	Part-Time			Full-Time		
	2012	2011	Variance	2012	2011	Variance
1. AA	67.3%	67.8%	-0.5%	32.7%	32.2%	0.5%
2. AO	56.6%	60.5%	-3.9%	43.4%	39.5%	3.9%
3. EO	48.0%	50.3%	-2.3%	52.0%	49.7%	2.3%
4. HEO	39.6%	38.1%	1.5%	60.4%	61.9%	-1.5%
5. SEO	39.3%	45.3%	-6.1%	60.7%	54.7%	6.1%
6. G7	34.3%	42.5%	-8.2%	65.7%	57.5%	8.2%
7. G6	55.6%	61.9%	-6.3%	44.4%	38.1%	6.3%
8. SCS	20.0%	12.5%	7.5%	80.0%	87.5%	-7.5%
<b>Total</b>	<b>48.6%</b>	<b>52.0%</b>	<b>-3.4%</b>	<b>51.4%</b>	<b>48.0%</b>	<b>3.4%</b>

Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for each year stated

The proportion of part-time employees on maternity leave was higher than full-time employees for Grades AA, AO and Grade 6. For all other grades the proportion of full-time employees was higher. The largest variance occurred at Grade 7; the proportion of part-time employees decreased by 8% from last year, but still 14% more than the Department.

The proportion of part-time employees on maternity leave was 29% higher than the composition of the Department. The lowest proportion of part-time employees on maternity leave was at SCS, but still consistent with the rate of the Department.

**Figure 6.4:** Breakdown of employees on maternity leave by Work Pattern and Grade



Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

- **Age Bands:**

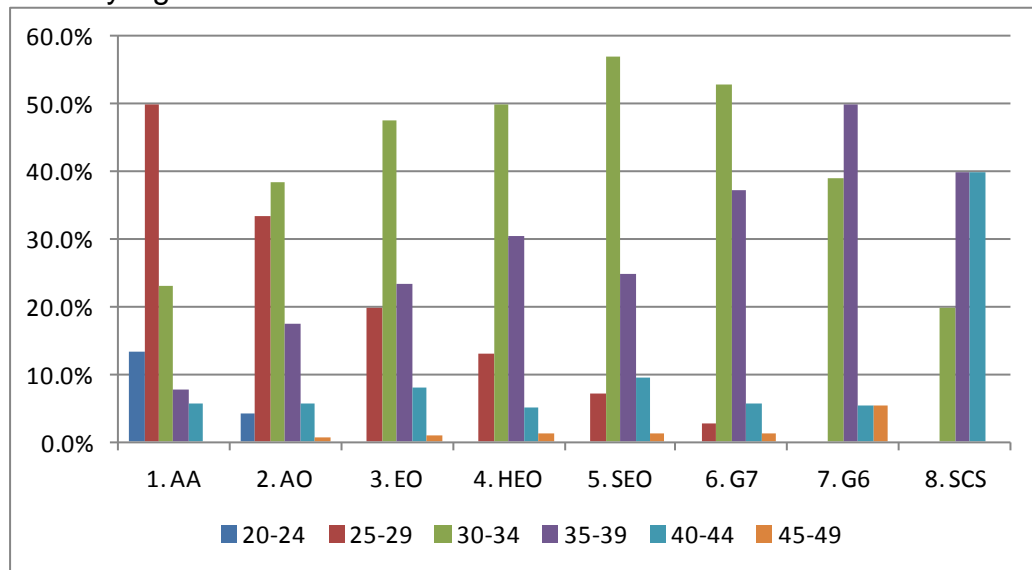
**Table 6.5:** Breakdown of employees on maternity leave by Age Bands and Grade

Age Band	GRADE								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
20-24	13.5%	4.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.8%
25-29	50.0%	33.4%	19.8%	13.0%	7.1%	2.9%	0.0%	0.0%	21.6%
30-34	23.1%	38.4%	47.5%	50.0%	57.1%	52.9%	38.9%	20.0%	45.0%
35-39	7.7%	17.5%	23.5%	30.5%	25.0%	37.1%	50.0%	40.0%	23.6%
40-44	5.8%	5.6%	8.2%	5.2%	9.5%	5.7%	5.6%	40.0%	7.0%
45-49	0.0%	0.7%	1.0%	1.3%	1.2%	1.4%	5.6%	0.0%	1.0%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

The largest proportion of employees on maternity leave were those employees aged between 30–34 years. This was also the largest proportion of female employees of child bearing age but this age band only accounted for 23% of employees of child bearing age, 22% less than the proportion on maternity leave.

**Figure 6.5:** A graph of Table 6.5: Breakdown of employees on maternity leave by Age Bands and Grade



Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

- **Location**

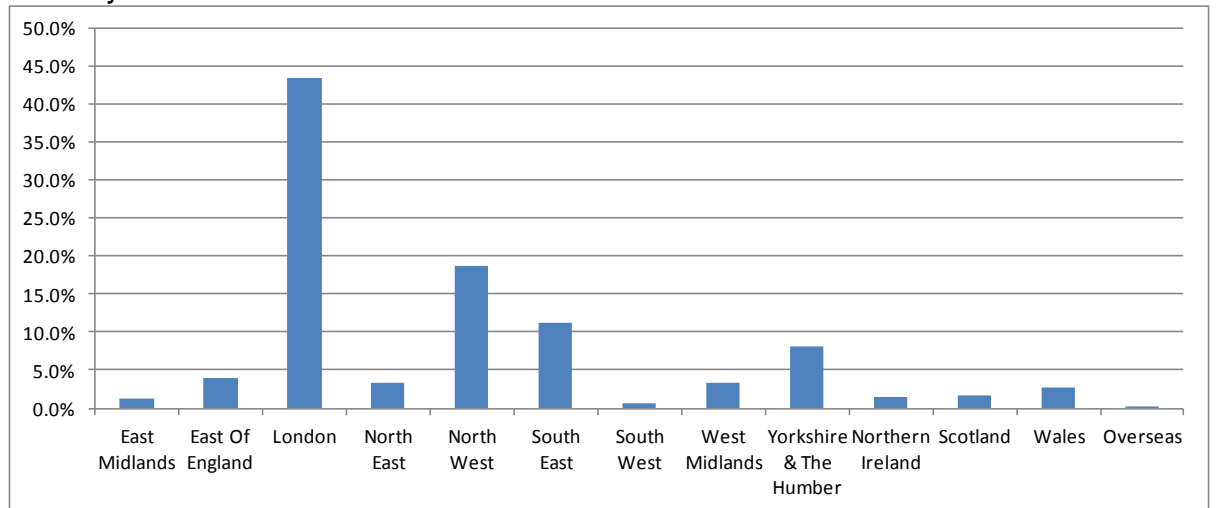
**Table 6.6:** Breakdown of employees on maternity leave by Location and Grade

Region	GRADE								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
East Midlands	0.0%	1.3%	2.0%	1.3%	0.0%	0.0%	0.0%	0.0%	1.3%
East Of England	7.7%	5.3%	3.5%	3.2%	3.6%	0.0%	0.0%	0.0%	3.9%
London	30.8%	28.8%	37.6%	46.8%	72.6%	92.9%	83.3%	100%	43.4%
North East	7.7%	3.6%	3.7%	2.6%	3.6%	0.0%	0.0%	0.0%	3.4%
North West	23.1%	21.2%	22.0%	18.2%	9.5%	4.3%	0.0%	0.0%	18.7%
South East	7.7%	17.2%	14.1%	5.2%	1.2%	0.0%	0.0%	0.0%	11.2%
South West	0.0%	0.7%	1.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.6%
West Midlands	1.9%	2.3%	3.7%	5.8%	4.8%	0.0%	0.0%	0.0%	3.3%
Yorkshire & The Humber	15.4%	10.9%	6.9%	9.7%	2.4%	2.9%	5.6%	0.0%	8.2%
<b>England</b>	<b>94.2%</b>	<b>91.4%</b>	<b>94.6%</b>	<b>93.5%</b>	<b>97.6%</b>	<b>100%</b>	<b>88.9%</b>	<b>100%</b>	<b>94.0%</b>
Northern Ireland	3.8%	1.7%	1.2%	1.9%	0.0%	0.0%	0.0%	0.0%	1.4%
Scotland	0.0%	2.3%	1.2%	2.6%	1.2%	0.0%	5.6%	0.0%	1.7%
Wales	1.9%	4.6%	2.5%	1.9%	1.2%	0.0%	5.6%	0.0%	2.8%
Overseas	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

The regional distribution of female employees on maternity leave was broadly consistent with female employees of child bearing age.

**Figure 6.6:** A graph of Table 6.6: Breakdown of employees on maternity leave by Location



Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

- **Religious Belief:**

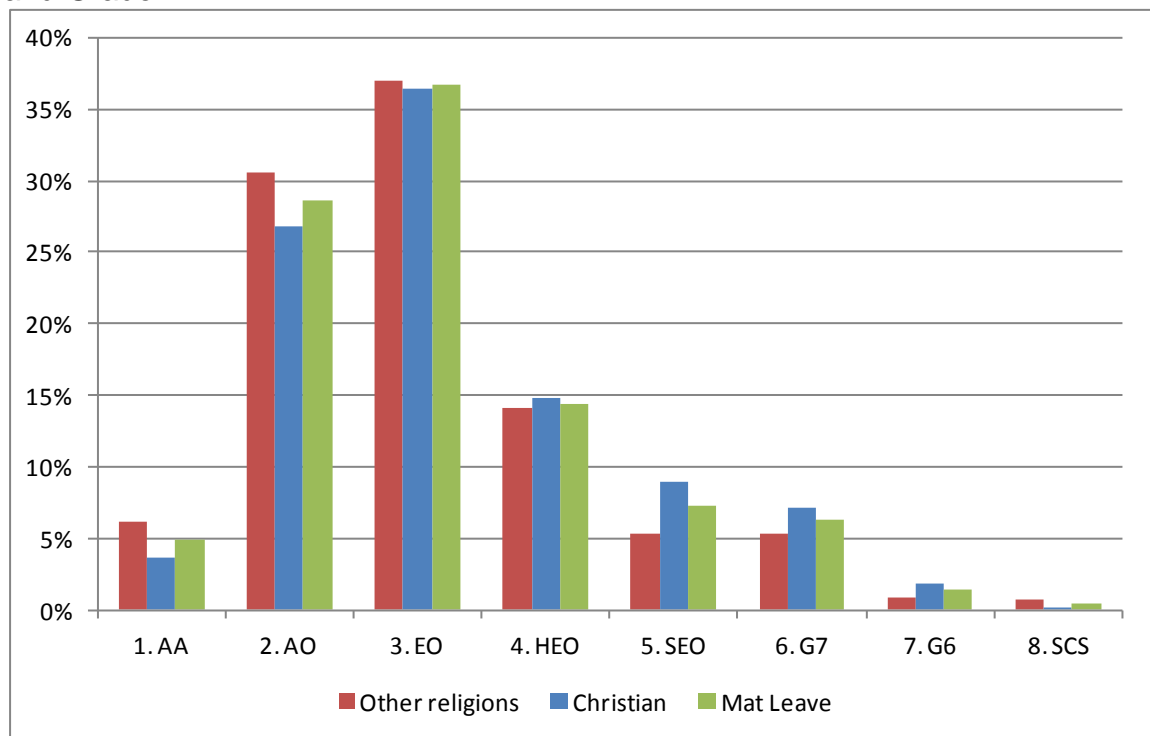
**Table 6.7:** Breakdown of employees on maternity leave by Religious Belief and Grade

Grade	Other religions			Christian		
	2012	2011	Variance	2012	2011	Variance
1. AA	60.9%	55.7%	5.2%	39.1%	44.3%	-5.2%
2. AO	51.5%	50.3%	1.2%	48.5%	49.7%	-1.2%
3. EO	48.6%	47.2%	1.3%	51.4%	52.8%	-1.3%
4. HEO	47.1%	39.5%	7.6%	52.9%	60.5%	-7.6%
5. SEO	35.3%	48.6%	-13.3%	64.7%	51.4%	13.3%
6. G7	40.7%	32.7%	8.0%	59.3%	67.3%	-8.0%
7. G6	30.8%	30.4%	0.3%	69.2%	69.6%	-0.3%
8. SCS	75.0%	62.5%	12.5%	25.0%	37.5%	-12.5%
<b>Total</b>	<b>48.2%</b>	<b>47.0%</b>	<b>1.2%</b>	<b>51.8%</b>	<b>53.0%</b>	<b>-1.2%</b>

Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for each year stated

The proportion of employees on maternity leave who declared their religious belief to be “Other religion” was 4% higher than the proportion of female employees of child bearing age who made the same declaration.

**Figure 6.7:** Breakdown of employees on maternity leave by Religious Belief and Grade



Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

- **Sexual Orientation:**

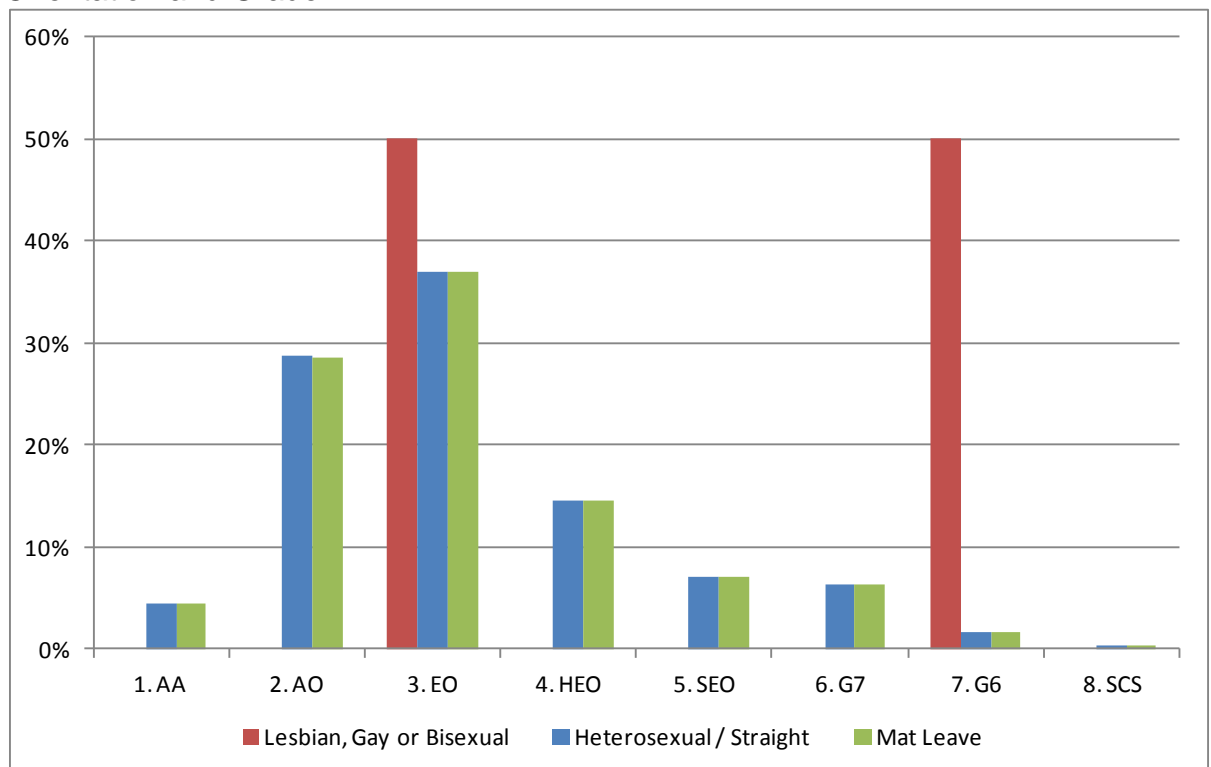
**Table 6.8:** Breakdown of employees on maternity leave by Sexual Orientation and Grade

Grade	Lesbian, Gay or Bisexual			Heterosexual / Straight		
	2012	2011	Variance	2012	2011	Variance
1. AA	0.0%	0.0%	0.0%	100%	100%	0.0%
2. AO	0.0%	0.5%	-0.5%	100%	99%	0.5%
3. EO	0.3%	0.2%	0.1%	100%	100%	-0.1%
4. HEO	0.0%	2.6%	-2.6%	100%	97.4%	2.6%
5. SEO	0.0%	0.0%	0.0%	100%	100%	0.0%
6. G7	0.0%	0.0%	0.0%	100%	100%	0.0%
7. G6	6.3%	3.6%	2.0%	93.8%	96.4%	-2.0%
8. SCS	0.0%	0.0%	0.0%	100%	100%	0.0%
<b>Total</b>	<b>0.2%</b>	<b>0.6%</b>	<b>-0.4%</b>	<b>100%</b>	<b>99.4%</b>	<b>0.4%</b>

Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for each year stated

The proportion of lesbian or bisexual employees on maternity leave was 2% less than the proportion of lesbian or bisexual employees of child bearing age. A decrease of 0.4% on the previous period.

**Figure 6.8:** Breakdown of employees on maternity leave by Sexual Orientation and Grade



Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

## Career Breaks

### Key facts:

- There were 315 employees who had part of their career break fall within the period, which accounted for just over 1% of all employees. This figure has increased by 72% since last year (183).

Of these taking a career break:

- **Gender:**

**Table 6.9:** Breakdown of employees on career break by Gender and Grade

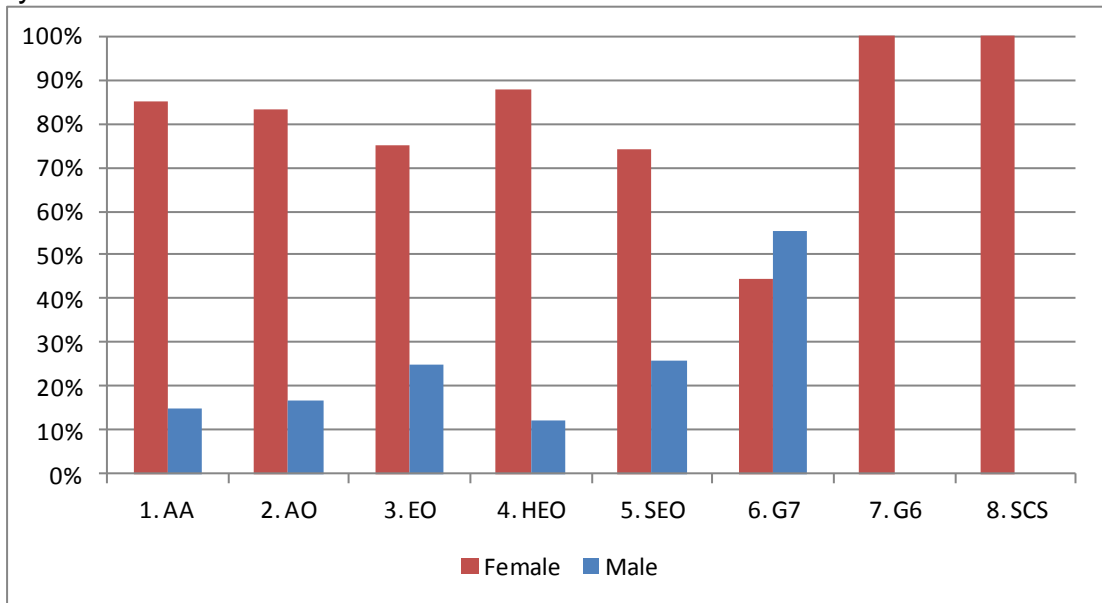
Grade	Female			Male		
	2012	2011	Variance	2012	2011	Variance
1. AA	85.0%	57.1%	27.9%	15.0%	42.9%	-27.9%
2. AO	83.3%	83.0%	0.3%	16.7%	17.0%	-0.3%
3. EO	75.0%	57.4%	17.6%	25.0%	42.6%	-17.6%
4. HEO	87.8%	80.0%	7.8%	12.2%	20.0%	-7.8%
5. SEO	74.1%	87.5%	-13.4%	25.9%	12.5%	13.4%
6. G7	44.4%	60.0%	-15.6%	55.6%	40.0%	15.6%
7. G6	100.0%	0.0%	100.0%	0.0%	100.0%	-100.0%
8. SCS	100.0%	50.0%	50.0%	0.0%	50.0%	-50.0%
<b>Total</b>	<b>78.1%</b>	<b>70.2%</b>	<b>7.9%</b>	<b>21.9%</b>	<b>29.8%</b>	<b>-7.9%</b>

Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for each year stated

The proportion of female employees who took a career break was 58% more than the Home Office composition for female employees. This was an increase of 8% on the previous period. The most marked difference occurred amongst Grade 6 employees; the proportion increased by 100% (as there were no Grade 6 female employees who took a career break in the previous period).



**Figure 6.9:** A graph of Table 6.9: Breakdown of employees on a career break by Gender and Grade



**Data source:** Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

- **Grade:**

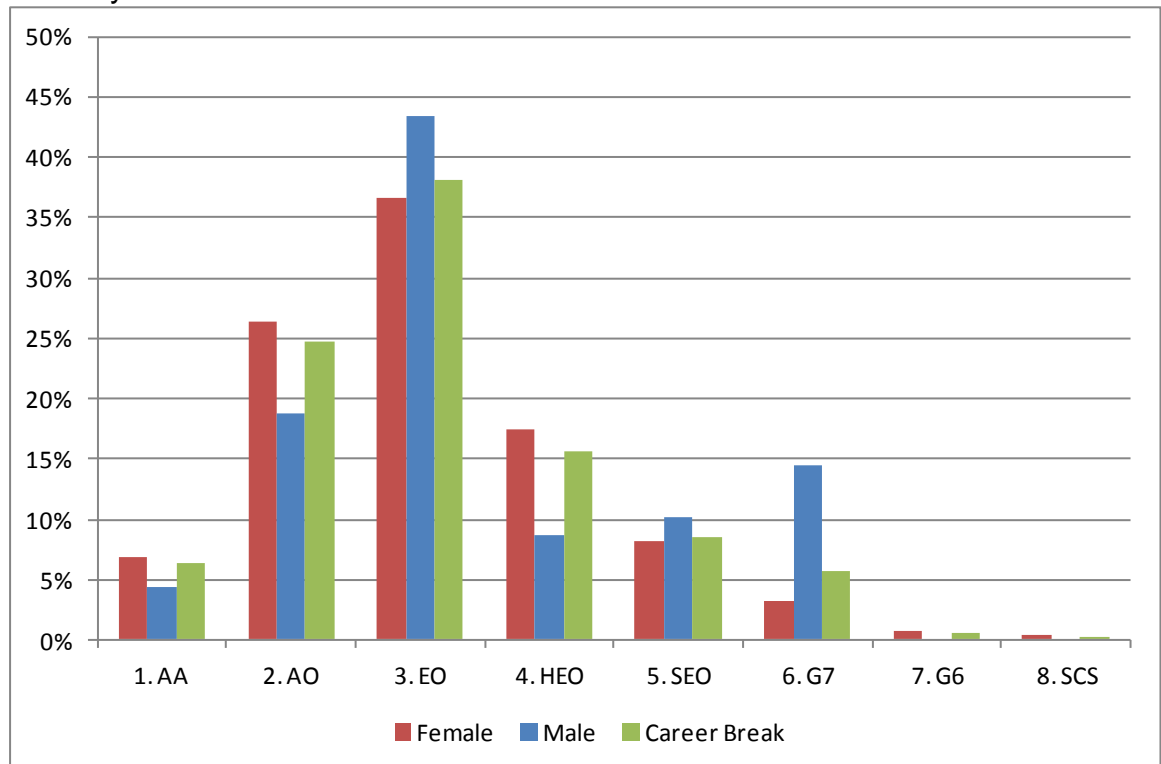
**Table 6.10:** Breakdown of employees on a career break by Gender and Grade

Grade	Female			Male		
	2012	2011	Variance	2012	2011	Variance
1. AA	6.9%	3.8%	3.1%	4.3%	6.7%	-2.3%
2. AO	26.4%	41.5%	-15.1%	18.8%	20.0%	-1.2%
3. EO	36.6%	29.2%	7.3%	43.5%	51.1%	-7.6%
4. HEO	17.5%	15.1%	2.4%	8.7%	8.9%	-0.2%
5. SEO	8.1%	6.6%	1.5%	10.1%	2.2%	7.9%
6. G7	3.3%	2.8%	0.4%	14.5%	4.4%	10.0%
7. G6	0.8%	0.0%	0.8%	0.0%	4.4%	-4.4%
8. SCS	0.4%	0.9%	-0.5%	0.0%	2.2%	-2.2%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0.0%</b>	<b>100%</b>	<b>100%</b>	<b>0.0%</b>

Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for each year stated

The largest proportion of female employees who took a career break were at EO grade and was in line with the Departmental rate (37%). The largest variation occurred amongst female employees at AO grade, which saw the proportion reduce by 15%. However this brings the figure more into line with the composition of the Home Office (26%).

**Figure 6.10:** A graph of Table 6.10: Breakdown of employees on a career break by Gender and Grade



Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

- **Disability:**

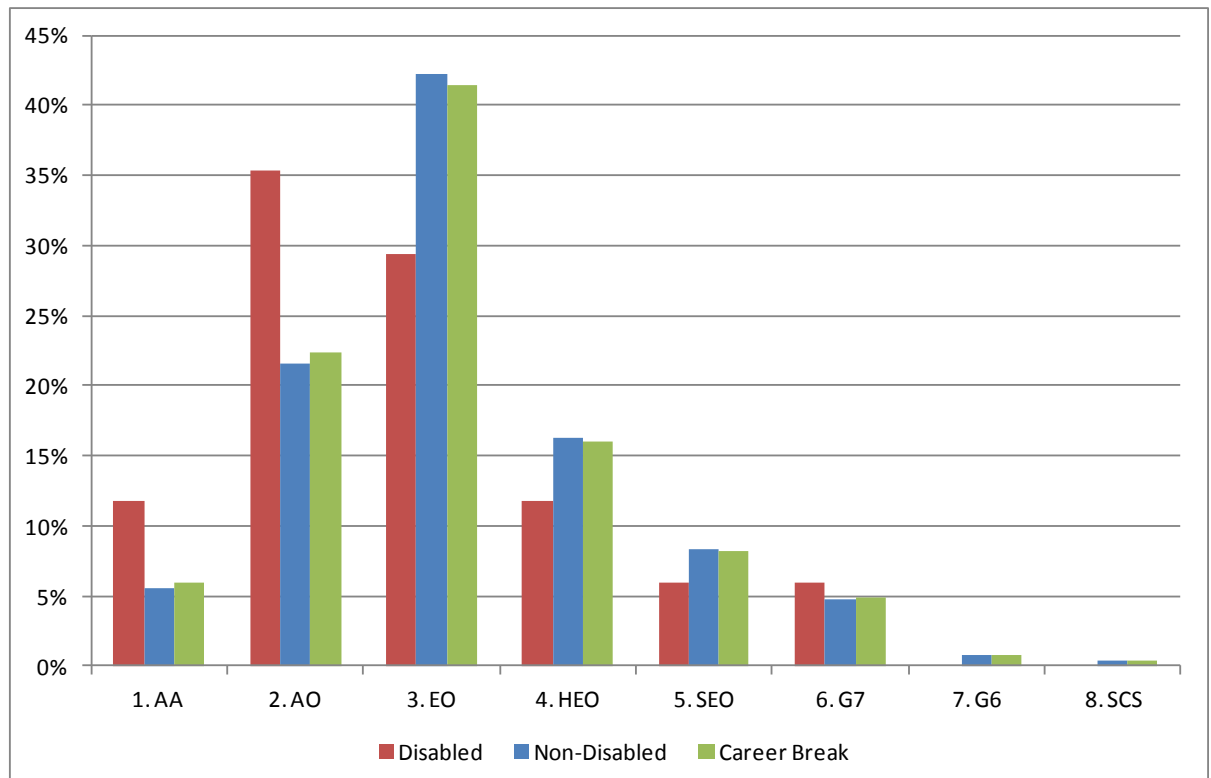
**Table 6.11:** Breakdown of employees on a career break by Disability and Grade

Grade	Disabled			Non-Disabled		
	2012	2011	Variance	2012	2011	Variance
1. AA	12.5%	0.0%	12.5%	87.5%	100.0%	-12.5%
2. AO	10.0%	8.9%	1.1%	90.0%	91.1%	-1.1%
3. EO	4.5%	3.9%	0.6%	95.5%	96.1%	-0.6%
4. HEO	4.7%	5.9%	-1.2%	95.3%	94.1%	1.2%
5. SEO	4.5%	0.0%	4.5%	95.5%	100.0%	-4.5%
6. G7	7.7%	0.0%	7.7%	92.3%	100.0%	-7.7%
7. G6	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
8. SCS	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
<b>Total</b>	<b>6.3%</b>	<b>5.2%</b>	<b>1.2%</b>	<b>93.7%</b>	<b>94.8%</b>	<b>-1.2%</b>

Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for each year stated

The proportion of disabled employees who took a career break was broadly consistent with the Home Office composition following an increase in the last period by just over 1%. There were no disabled employees at Grade 6 and above who took a career break during the period.

**Figure 6.11:** Breakdown of employees on a career break by Disability and Grade



Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

- **Ethnicity:**

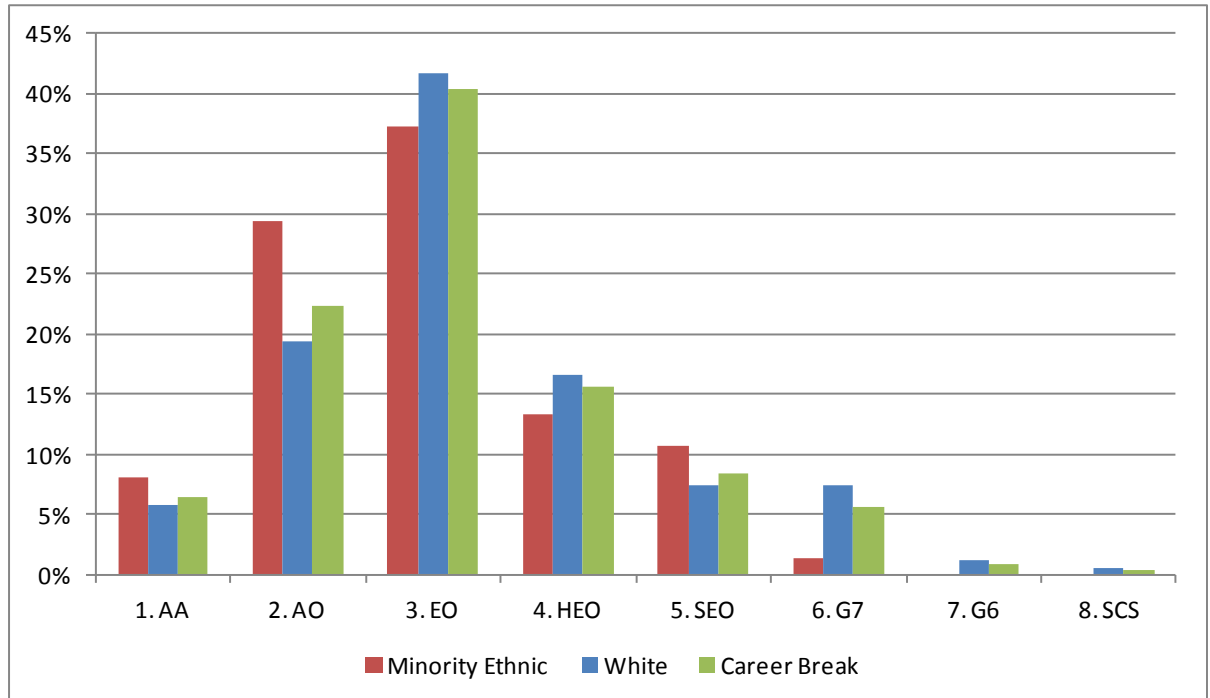
**Table 6.12:** Breakdown of employees on a career break by Ethnicity and Grade

Grade	Minority Ethnic			White		
	2012	2011	Variance	2012	2011	Variance
1. AA	37.5%	71.4%	-33.9%	62.5%	28.6%	33.9%
2. AO	39.3%	54.3%	-15.1%	60.7%	45.7%	15.1%
3. EO	27.7%	42.6%	-14.8%	72.3%	57.4%	14.8%
4. HEO	25.6%	31.3%	-5.6%	74.4%	68.8%	5.6%
5. SEO	38.1%	66.7%	-28.6%	61.9%	33.3%	28.6%
6. G7	7.1%	25.0%	-17.9%	92.9%	75.0%	17.9%
7. G6	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
8. SCS	0.0%	50.0%	-50.0%	100.0%	50.0%	50.0%
<b>Total</b>	<b>30.0%</b>	<b>47.3%</b>	<b>-17.3%</b>	<b>70.0%</b>	<b>52.7%</b>	<b>17.3%</b>

Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for each year stated

The proportion of ethnic minority employees who took a career break was 7% higher than the Departmental rate and a decrease of 17% on last year. There were no ethnic minority employees at Grade 6 and above who took a career break in the period.

**Figure 6.12:** Breakdown of employees on a career break by Ethnicity and Grade



Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

- **Work Pattern:**

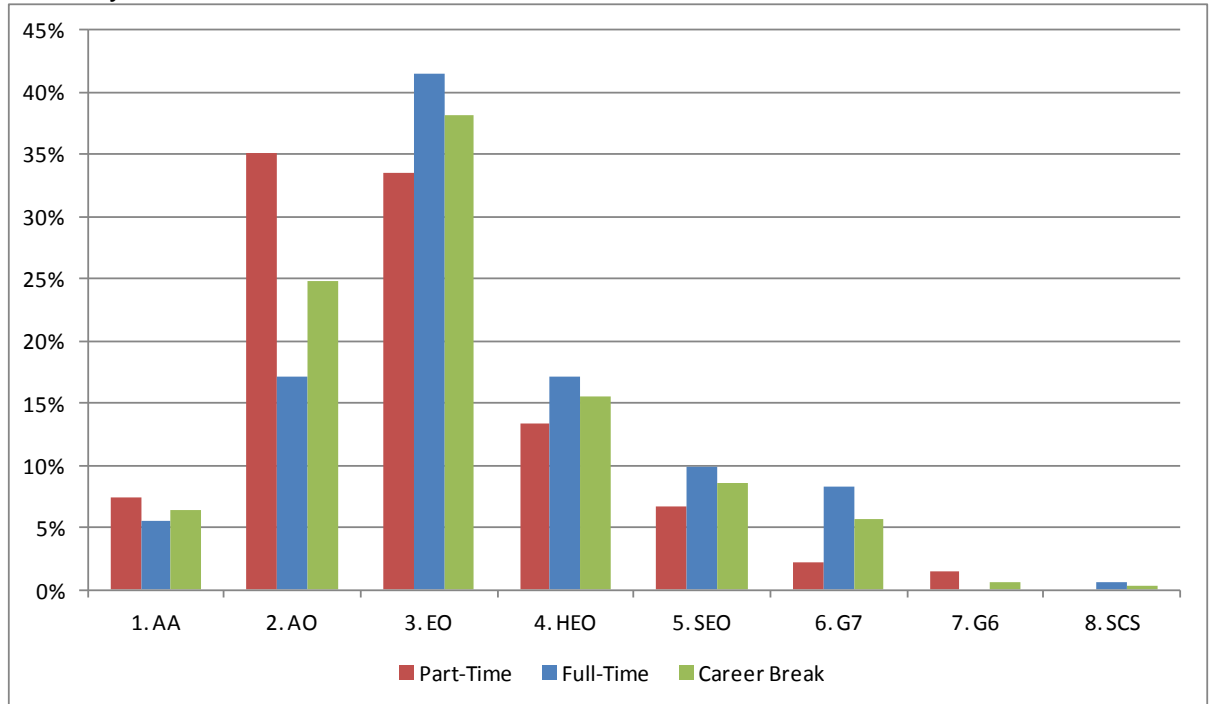
**Table 6.13:** Breakdown of employees on a career break by Gender and Work Pattern

Gender	Part-Time			Full-Time		
	2012	2011	Variance	2012	2011	Variance
Female	52.4%	51.9%	0.6%	47.6%	48.1%	-0.6%
Male	7.2%	13.3%	-6.1%	92.8%	86.7%	6.1%
<b>Total</b>	<b>42.5%</b>	<b>40.4%</b>	<b>2.1%</b>	<b>57.5%</b>	<b>59.6%</b>	<b>-2.1%</b>

Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for each year stated

The proportion of part-time employees who took a career break (43%) was twice as high as their workforce composition (20%). This represented a 2% increase on last year. The proportion of part-time employees who took a career break was largely made up of female employees.

**Figure 6.13:** A graph of Table 6.13: Breakdown of employees on a career break by Work Pattern and Grade



Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

- **Location:**

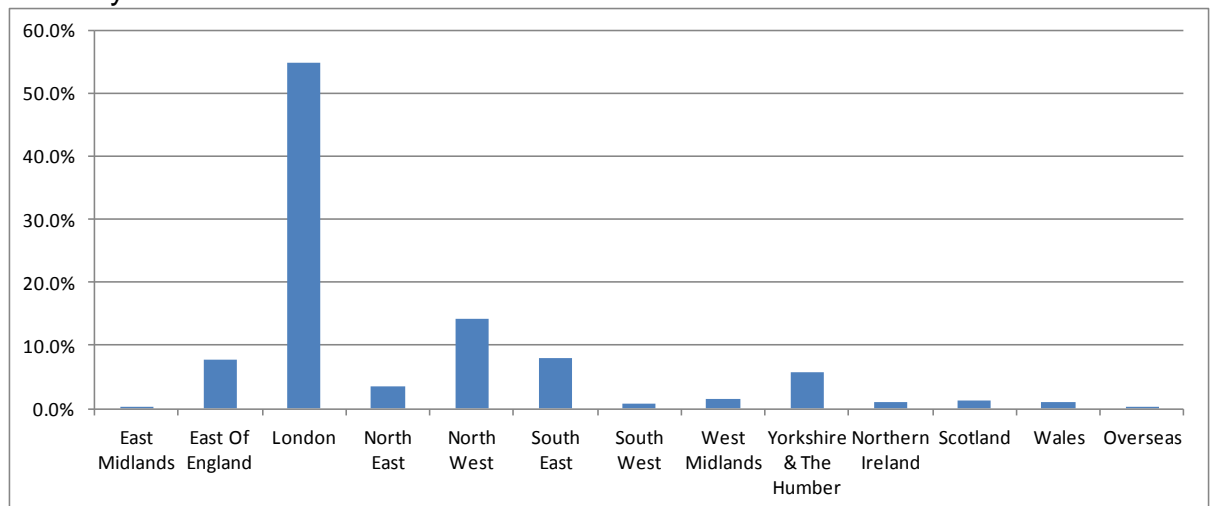
**Table 6.14:** Breakdown of employees on a career break by Location and Grade

Region	GRADE								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
East Midlands	0.0%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>0.3%</b>
East Of England	0.0%	15.4%	7.6%	4.1%	0.0%	5.6%	0.0%	0.0%	<b>7.6%</b>
London	45.0%	30.8%	51.3%	67.3%	92.6%	94.4%	100%	100%	<b>54.8%</b>
North East	5.0%	11.5%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>3.5%</b>
North West	40.0%	16.7%	15.1%	10.2%	3.7%	0.0%	0.0%	0.0%	<b>14.3%</b>
South East	0.0%	9.0%	11.8%	8.2%	0.0%	0.0%	0.0%	0.0%	<b>8.0%</b>
South West	0.0%	1.3%	0.0%	0.0%	3.7%	0.0%	0.0%	0.0%	<b>0.6%</b>
West Midlands	0.0%	0.0%	3.4%	2.0%	0.0%	0.0%	0.0%	0.0%	<b>1.6%</b>
Yorkshire & The Humber	5.0%	10.3%	4.2%	8.2%	0.0%	0.0%	0.0%	0.0%	<b>5.7%</b>
<b>England</b>	<b>95.0%</b>	<b>94.9%</b>	<b>95.0%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>96.5%</b>
Northern Ireland	5.0%	1.3%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>1.0%</b>
Scotland	0.0%	1.3%	2.5%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>1.3%</b>
Wales	0.0%	2.6%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>1.0%</b>
Overseas	0.0%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>0.3%</b>
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

The proportion of employees who took a career break in the period was consistent with the Home Office composition, with the largest proportion of employees residing in London (55%) followed by the North West (16%). However the proportion in London was 12% higher than the Departmental rate whereas the proportion in the North West was 2% lower (14%).

**Figure 6.14:** A graph of Table 6.14: Breakdown of employees on a career break by Location



Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

- **Age Bands:**

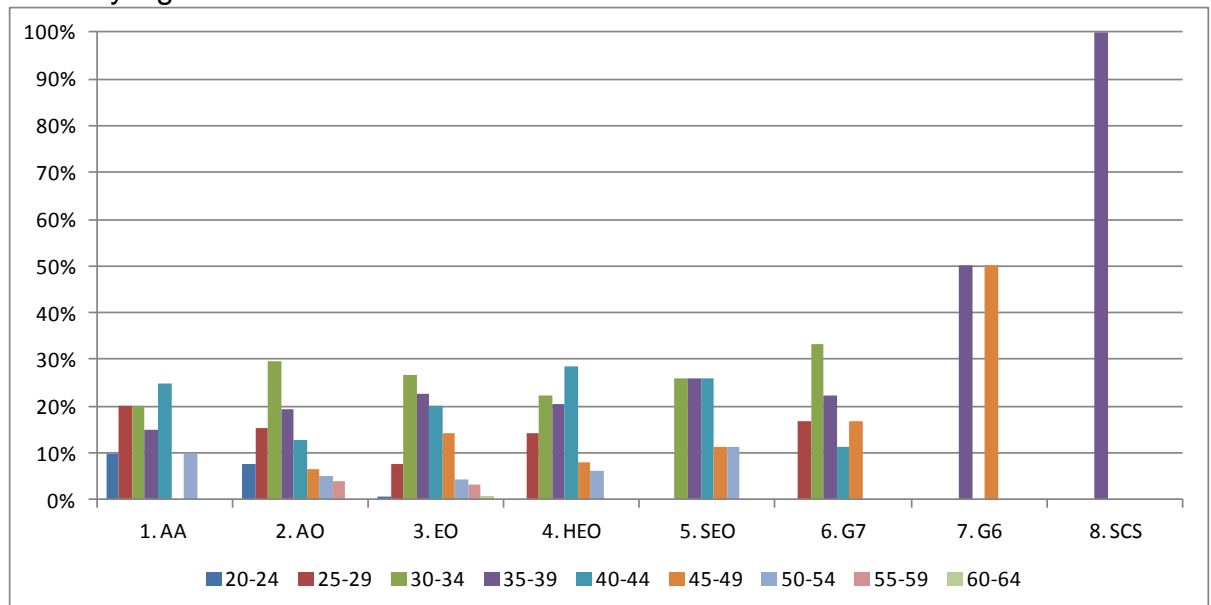
**Table 6.15:** Breakdown of employees on a career break by Age Band and Grade

Age Band	GRADE								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
20-24	10.0%	7.7%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>2.9%</b>
25-29	20.0%	15.4%	7.5%	14.3%	0.0%	16.7%	0.0%	0.0%	<b>11.1%</b>
30-34	20.0%	29.5%	26.7%	22.4%	25.9%	33.3%	0.0%	0.0%	<b>26.3%</b>
35-39	15.0%	19.2%	22.5%	20.4%	25.9%	22.2%	50.0%	100%	<b>21.6%</b>
40-44	25.0%	12.8%	20.0%	28.6%	25.9%	11.1%	0.0%	0.0%	<b>19.7%</b>
45-49	0.0%	6.4%	14.2%	8.2%	11.1%	16.7%	50.0%	0.0%	<b>10.5%</b>
50-54	10.0%	5.1%	4.2%	6.1%	11.1%	0.0%	0.0%	0.0%	<b>5.4%</b>
55-59	0.0%	3.8%	3.3%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>2.2%</b>
60-64	0.0%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>0.3%</b>
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

78% of employees who took a career break were aged between 30–49 years, 16% higher than the Departmental composition. The largest proportion of employees who took a career break were aged 30–34 years (26%), 10 % higher than the composition. In comparison the lowest proportion of employees who took a career break were 60–64 years, around 3% lower than the rate for the Department (4%).

**Figure 6.15:** A graph of Table 6.15: Breakdown of employees on a career break by Age Band and Grade



Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

- **Religious Belief:**

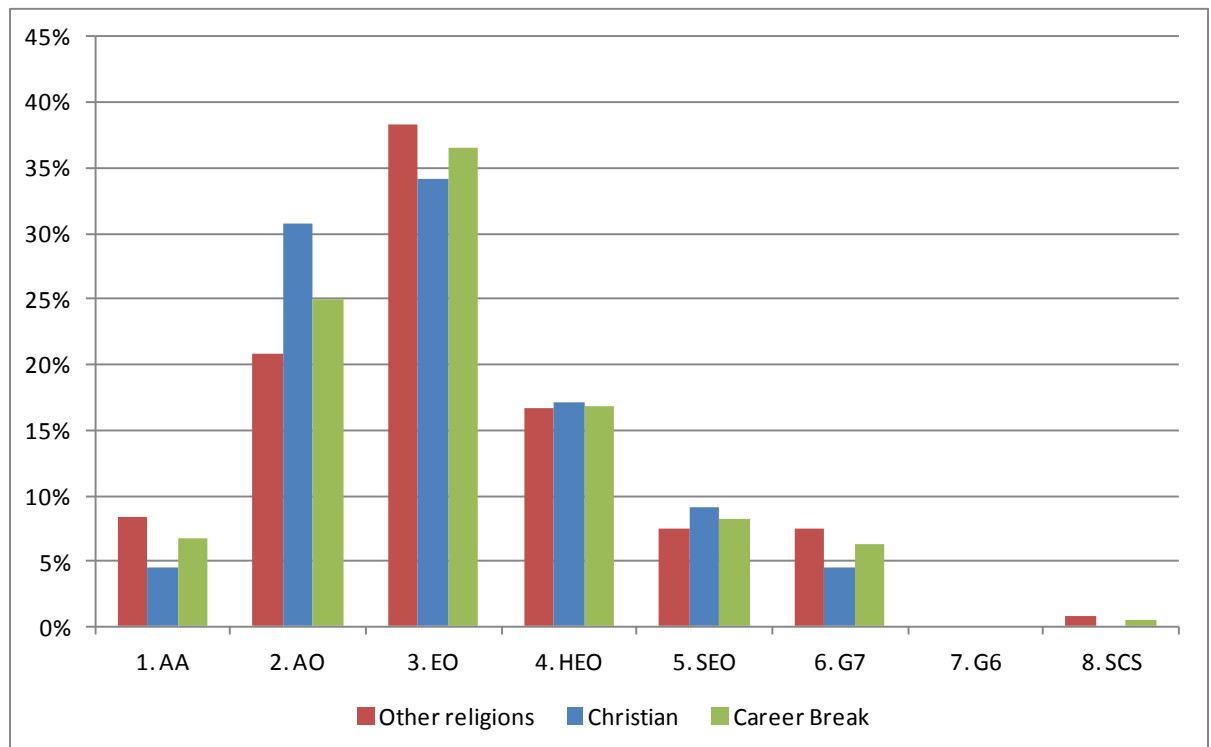
**Table 6.16:** Breakdown of employees on a career break by Religious Belief and Grade

Grade	Other religions			Christian		
	2012	2011	Variance	2012	2011	Variance
1. AA	71.4%	71.4%	0.0%	28.6%	28.6%	0.0%
2. AO	48.1%	48.8%	-0.8%	51.9%	51.2%	0.8%
3. EO	60.5%	59.0%	1.6%	39.5%	41.0%	-1.6%
4. HEO	57.1%	75.0%	-17.9%	42.9%	25.0%	17.9%
5. SEO	52.9%	66.7%	-13.7%	47.1%	33.3%	13.7%
6. G7	69.2%	75.0%	-5.8%	30.8%	25.0%	5.8%
7. G6	100%	0.0%	100.0%	0.0%	0.0%	0.0%
8. SCS	57.7%	100%	-42.3%	42.3%	0.0%	42.3%
<b>Total</b>	<b>71.4%</b>	<b>59.3%</b>	<b>12.1%</b>	<b>28.6%</b>	<b>40.7%</b>	<b>-12.1%</b>

Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for each year stated

The proportion of employees who took a career break and declared their religious belief to be “Other religion” was 28% higher than the rate for those making the same declaration within the Department (43%). At each grade the proportion of employees declaring their religious belief to be “Other religion” fluctuated widely from a decrease of 40% at SCS grade to an increase of 100% at Grade 6. These fluctuations can be attributed to the small numbers in each of the categories once the grade breakdown was applied therefore no conclusions can be drawn from this.

**Figure 6.16:** Breakdown of employees on a career break by Religious Belief and Grade



Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012



- **Sexual Orientation:**

**Table 6.17:** Breakdown of employees on a career break by Sexual Orientation and Grade

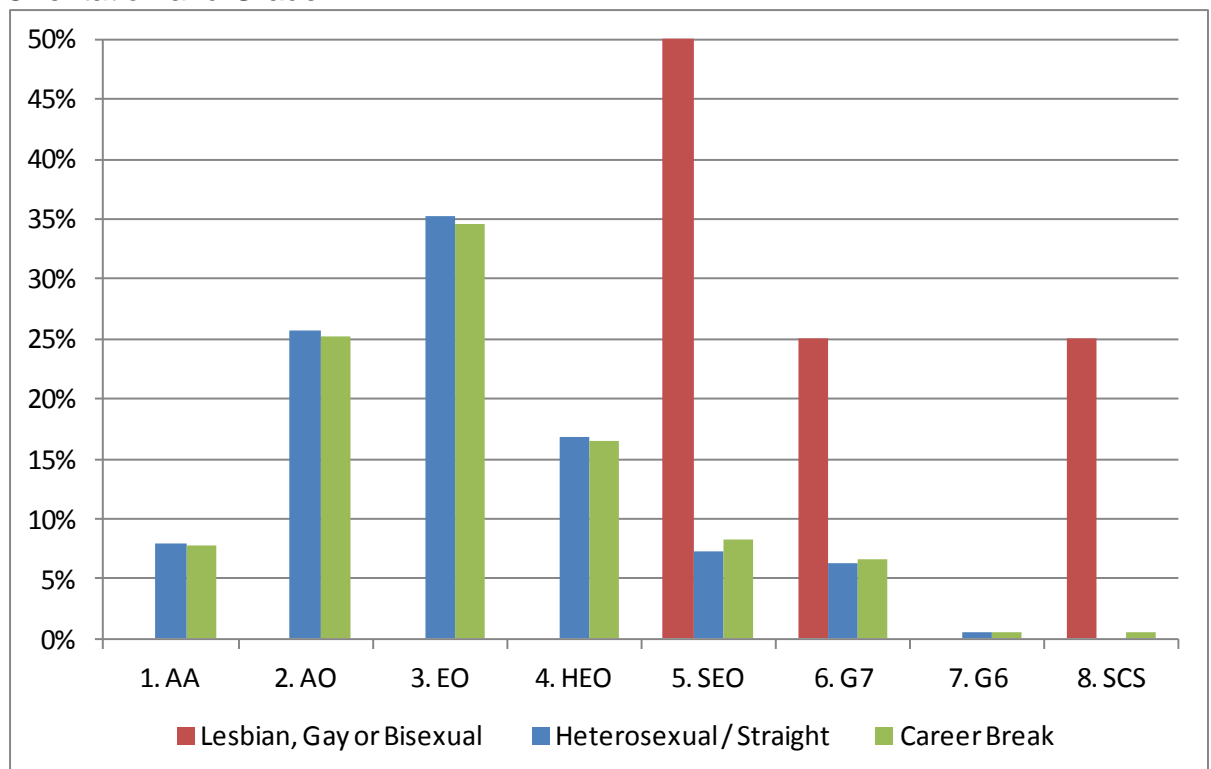
Grade	Lesbian, Gay or Bisexual			Heterosexual / Straight		
	2012	2011	Variance	2012	2011	Variance
1. AA	0.0%	0.0%	0.0%	100%	100%	0.0%
2. AO	0.0%	0.0%	0.0%	100%	100%	0.0%
3. EO	0.0%	0.0%	0.0%	100%	100%	0.0%
4. HEO	0.0%	0.0%	0.0%	100%	100%	0.0%
5. SEO	12.5%	0.0%	12.5%	87.5%	100%	-12.5%
6. G7	7.7%	0.0%	7.7%	92.3%	100%	-7.7%
7. G6	0.0%	0.0%	0.0%	100%	0%	100%
8. SCS	100%	50.0%	50.0%	0.0%	50.0%	-50.0%
<b>Total</b>	<b>2.1%</b>	<b>0.9%</b>	<b>1.1%</b>	<b>97.9%</b>	<b>99.1%</b>	<b>-1.1%</b>

Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for each year stated

The proportion of employees who took a career break and declared their sexual orientation as lesbian, gay or bisexual was in line with the rate for those making the same declaration within the Department (2%).

Of those lesbian, gay or bisexual employees who took a career break they belonged to SEO grade, Grade 7 and SCS. These figures will be small numbers in each of the categories once the grade breakdown was applied, therefore no conclusion can be drawn from this.

**Figure 6.17:** Breakdown of employees on a career break by Sexual Orientation and Grade



Data source: Data View, paid and unpaid civil servants as at 31<sup>st</sup> March for 2012

The following section is Grievances and Discipline; this will detail Dispute Resolution, Misconduct cases, Inefficiency cases and Re-graded employees due to poor performance.

## Section 7: Grievance and Discipline

### *Dispute Resolution*

#### Key Fact:

- There were 99 grievance cases initiated or underway during the period which accounted for 0.4% of all employees - a decrease of one employee on last year.
- No conclusions could be drawn from this as the sample size was small.

Of those cases:

- **Gender:**

The proportion of female employees involved in grievance cases was slightly higher than the proportion of female employees in the Home Office.

**Table 7.1:** Breakdown of grievance cases by Gender

Gender	Dispute Resolution
<b>Female</b>	49%
<b>Male</b>	51%
<b>Grand Total</b>	<b>100%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Grade:**

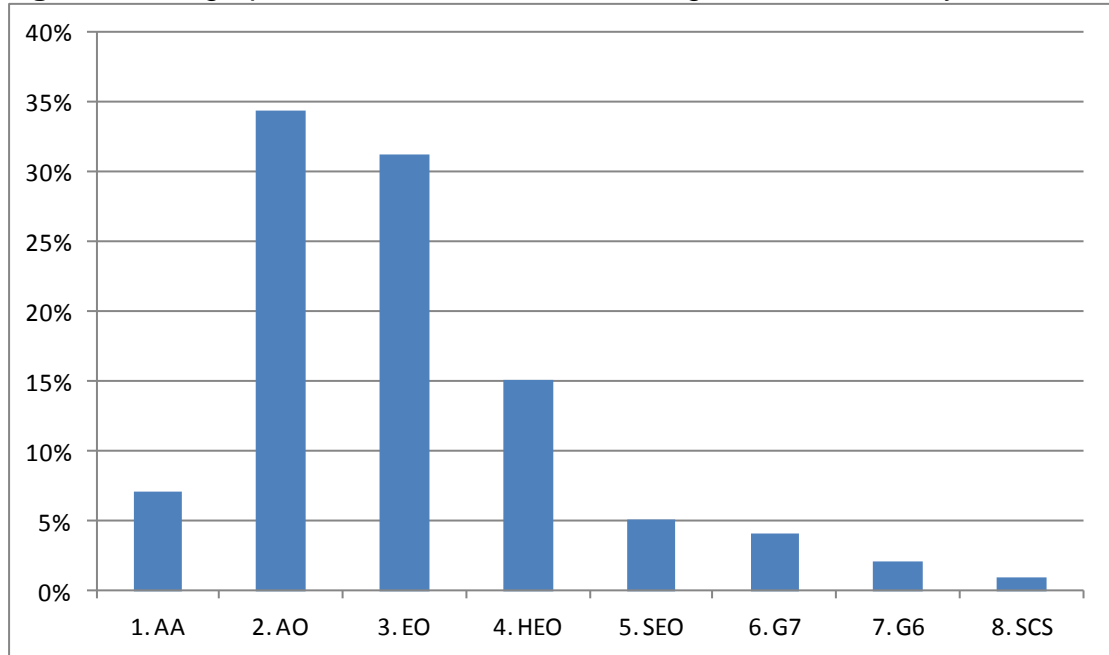
**Table 7.2:** Breakdown of grievance cases by Grade

Grade	Dispute Resolution
<b>1. AA</b>	7%
<b>2. AO</b>	34%
<b>3. EO</b>	31%
<b>4. HEO</b>	15%
<b>5. SEO</b>	5%
<b>6. G7</b>	4%
<b>7. G6</b>	2%
<b>8. SCS</b>	1%
<b>Grand Total</b>	<b>100%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

The Grade distribution closely resembled that of the Home Office grade distribution. The exceptions were at AO and EO grade: AO grades were over-represented by 8% and EO grade were under-represented by 6%.

**Figure 7.1:** A graph of Table 7.2: Breakdown of grievance cases by Grade



**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Disability:**

The proportion of disabled employees involved in grievance cases was 1% higher than the Home Office composition (7%).

**Table 7.3:** Breakdown of grievance cases by Disability

Disability	Dispute Resolution
<b>Disabled</b>	8%
<b>Non-Disabled</b>	92%
<b>Grand Total</b>	<b>100%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Ethnicity:**

The proportion of ethnic minority employees involved in grievance cases outnumbered the representation rates in the Department (23%) by 14%.

**Table 7.4:** Breakdown of grievance cases by Ethnicity

Ethnicity	Dispute Resolution
<b>Minority Ethnic</b>	37%
<b>White</b>	63%
<b>Grand Total</b>	<b>100%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Work Pattern:**

The proportion of part-time workers involved in grievance cases was 7% less than their representation (20%).

**Table 7.5:** Breakdown of grievance cases by Work Pattern

Work Pattern	Dispute Resolution
<b>Full-time</b>	87%
<b>Part-time</b>	13%
<b>Grand Total</b>	<b>100%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Location:**

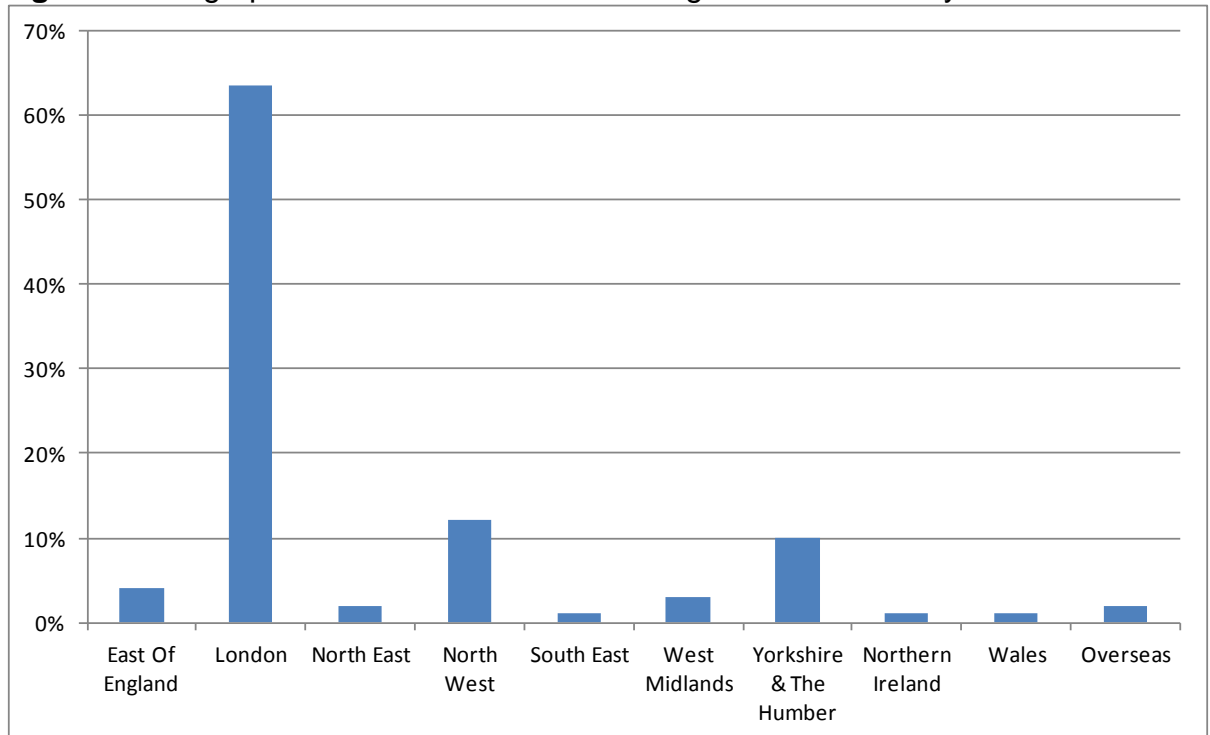
**Table 7.6:** Breakdown of grievance cases by Location

Location	Dispute Resolution
East Of England	4%
London	64%
North East	2%
North West	12%
Northern Ireland	1%
South East	1%
West Midlands	3%
Yorkshire & The Humber	10%
<b>England</b>	<b>97%</b>
Wales	1%
Overseas	2%
<b>Grand Total</b>	<b>100%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

There were no grievance cases in East Midlands, the South West or Scotland. London contained the most grievance cases, 21% higher than the composition of the Home Office. Yorkshire and The Humber and Overseas were the only other locations to contain higher proportions of grievance cases when compared to the location distribution of the Department.

**Figure 7.2:** A graph of Table 7.6: Breakdown of grievance cases by Location



**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Age Bands:**

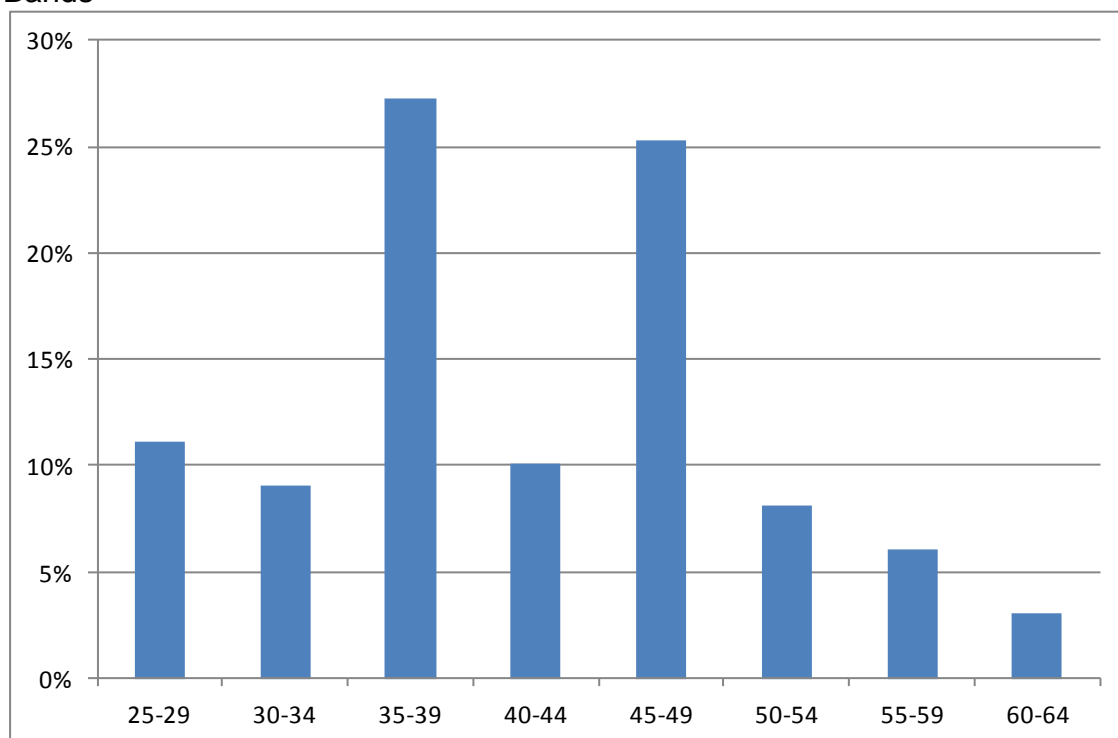
**Table 7.7:** Breakdown of grievance cases by Age Bands

Age Band	Dispute Resolution
<b>25-29</b>	11%
<b>30-34</b>	9%
<b>35-39</b>	27%
<b>40-44</b>	10%
<b>45-49</b>	25%
<b>50-54</b>	8%
<b>55-59</b>	6%
<b>60-64</b>	3%
<b>Grand Total</b>	<b>100%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

The age bands 35–39 years and 45–49 years were 14% and 8% higher respectively than the Home Office composition (13% and 17%). Those aged 25–29 years had slightly higher representation (1%) than the overall composition and the remaining age bands were less than the representation rates of the Department.

**Figure 7.3:** A graph of Table 7.7: Breakdown of grievance cases by Age Bands



**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Religious Belief:**

The proportion of employees involved in grievance cases who declared their religious belief to be “Other religion” were slightly higher (3%) than the Departmental rate (43%).

**Table 7.8:** Breakdown of grievance cases by Religious Belief

Religious Belief	Dispute Resolution
<b>Christian</b>	54%
<b>Other religions</b>	46%
<b>Grand Total</b>	<b>100%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Sexual Orientation:**

The profile of employees involved in grievance cases was broadly consistent with the profile of the Department when analysing by Sexual Orientation.

**Table 7.9:** Breakdown of grievance cases by Sexual Orientation

Sexual Orientation	Dispute Resolution
<b>Heterosexual / Straight</b>	96%
<b>Lesbian, Gay or Bisexual</b>	4%
<b>Grand Total</b>	<b>100%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012



## Misconduct

### Key Facts:

- There were 652 cases of disciplinary action initiated or underway during the period which involved 415 employees.
- Of these employees, only 297 were still working in the Department at the end of March 2012. The 118 employees who left the Department may have left of their own accord, or been dismissed. We are unable to break this down any further for analysis because the information collected across the Business areas was not this detailed.
- Unfortunately it has not been possible to make comparisons with last year as the coverage was not consistent between the two periods

Of those cases underway:

- **Gender:**

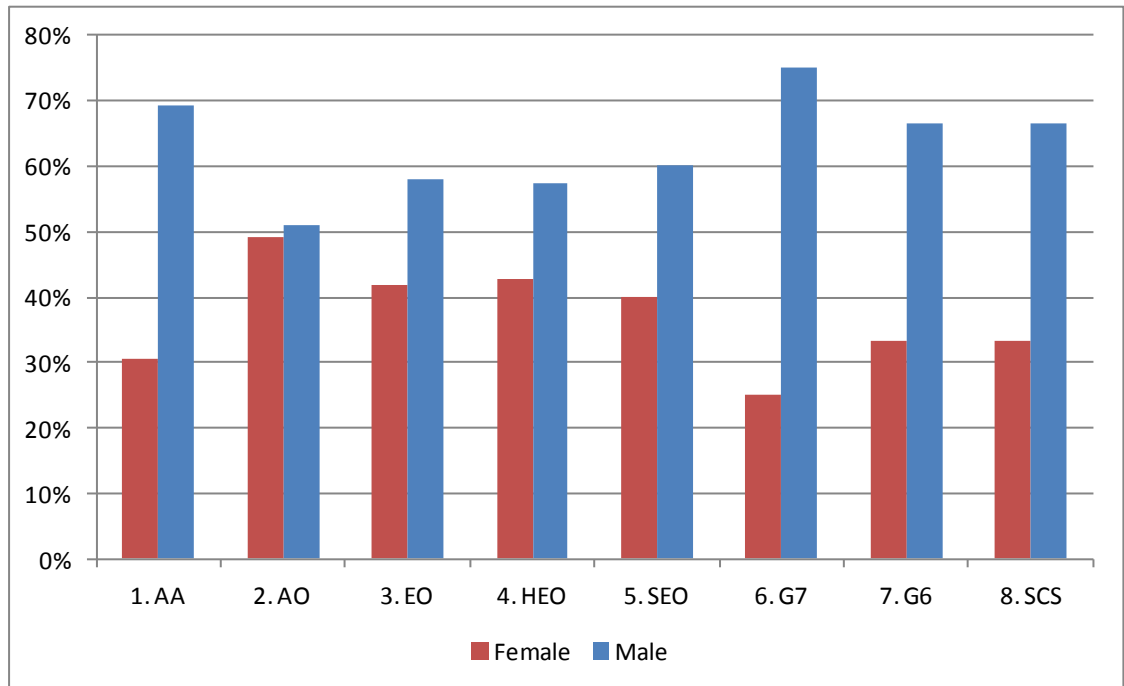
**Table 7.10:** Breakdown of misconduct cases by Gender and Grade

	Female	Male
<b>1. AA</b>	31%	69%
<b>2. AO</b>	49%	51%
<b>3. EO</b>	42%	58%
<b>4. HEO</b>	43%	57%
<b>5. SEO</b>	40%	60%
<b>6. G7</b>	25%	75%
<b>7. G6</b>	33%	67%
<b>8. SCS</b>	33%	67%
<b>Grand Total</b>	<b>43%</b>	<b>57%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

The gender split of employees who were involved in misconduct cases in the period was consistent with the Home Office composition. The largest variance occurred at Grade 7 where the proportion of female employees was 25%, less than half Departmental rates.

**Figure 7.4:** A graph of Table 7.10: Breakdown of misconduct cases by Gender and Grade



**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Grade:**

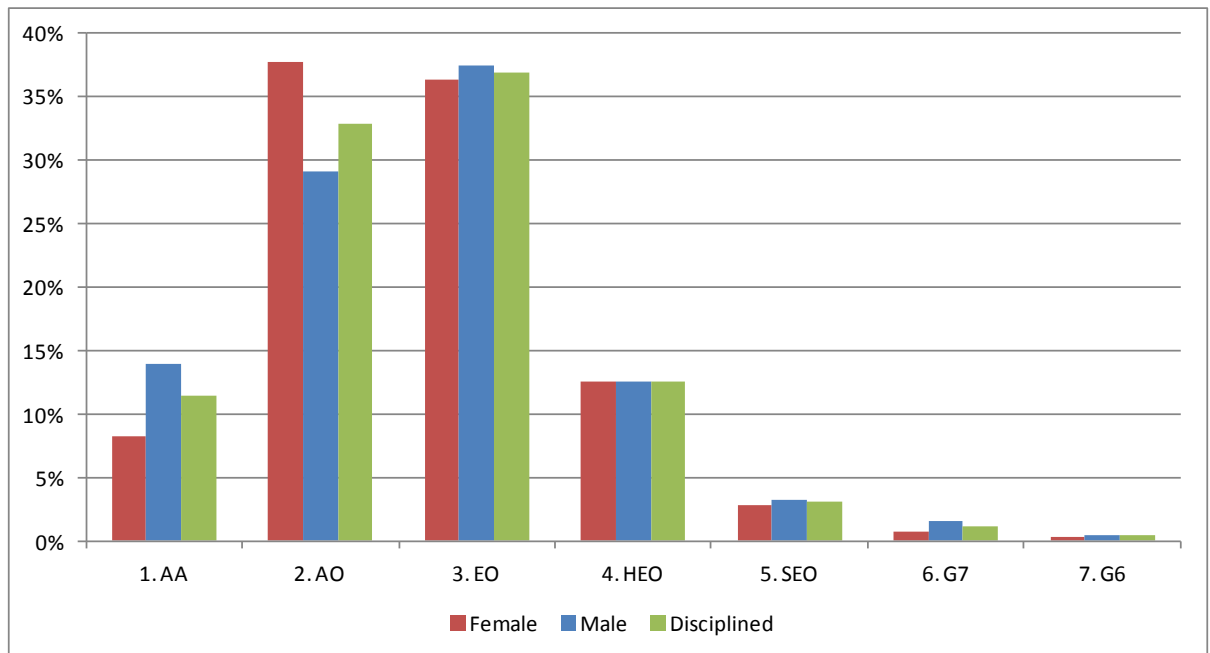
**Table 7.11: Breakdown of misconduct cases by Gender and Grade**

	Female	Male	Total Disciplined
<b>1. AA</b>	8%	14%	12%
<b>2. AO</b>	38%	29%	33%
<b>3. EO</b>	36%	37%	37%
<b>4. HEO</b>	13%	13%	13%
<b>5. SEO</b>	3%	3%	3%
<b>6. G7</b>	1%	2%	1%
<b>7. G6</b>	0%	1%	0%
<b>8. SCS</b>	1%	2%	1%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

At grades AA to AO the proportion of employees involved in misconduct cases was higher than their Departmental composition. Grades HEO and SCS were in line with their Departmental rates and the rest of the grades had a lower proportion when compared to the Department.

**Figure 7.5: A graph of Table 7.11: Breakdown of misconduct cases by Gender and Grade**



**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Disability:**

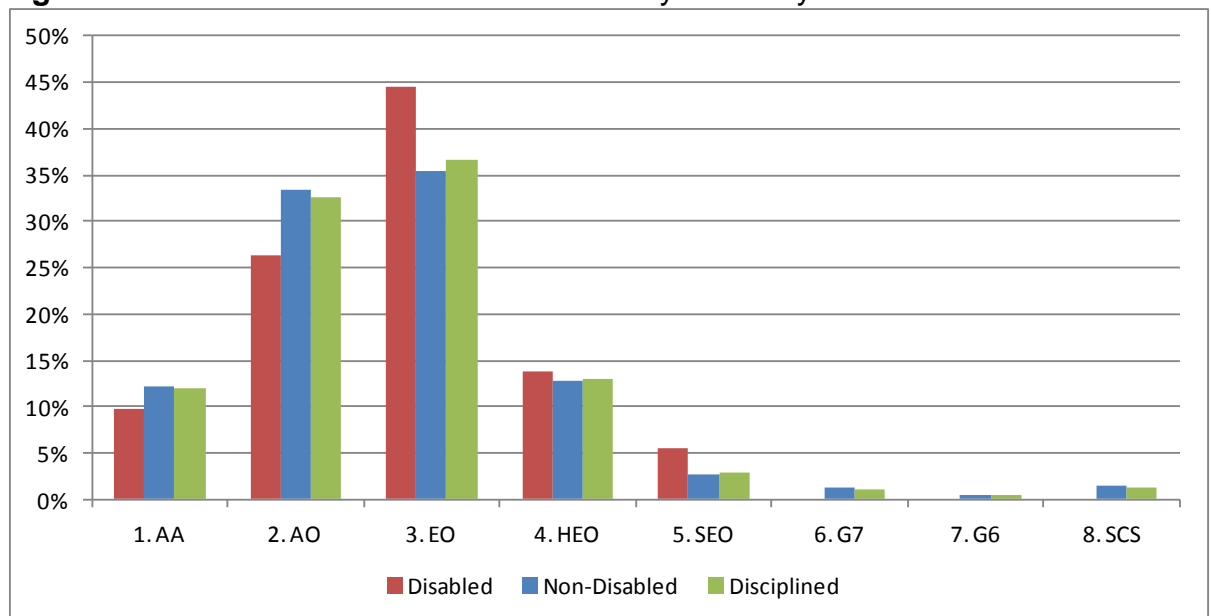
**Table 7.12:** Breakdown of misconduct cases by Disability and Grade

	Disabled	Non-Disabled
<b>1. AA</b>	10%	90%
<b>2. AO</b>	10%	90%
<b>3. EO</b>	15%	85%
<b>4. HEO</b>	13%	87%
<b>5. SEO</b>	22%	78%
<b>6. G7</b>	0%	100%
<b>7. G6</b>	0%	100%
<b>8. SCS</b>	0%	100%
<b>Grand Total</b>	<b>12%</b>	<b>88%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

The proportion of disabled employees involved in misconduct cases (12%) was 5% higher than the Home Office composition (7%). There were no disabled employees involved in misconduct cases above Grade 7. At SEO and below the proportion of disabled employees involved in misconduct cases fluctuated between 10% and 22% (between 3% and 15% higher than the proportion of disabled employees in the Department).

**Figure 7.6:** Breakdown of misconduct cases by Disability and Grade



**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Ethnicity:**

**Table 7.13:** Breakdown of misconduct cases by Ethnicity and Grade

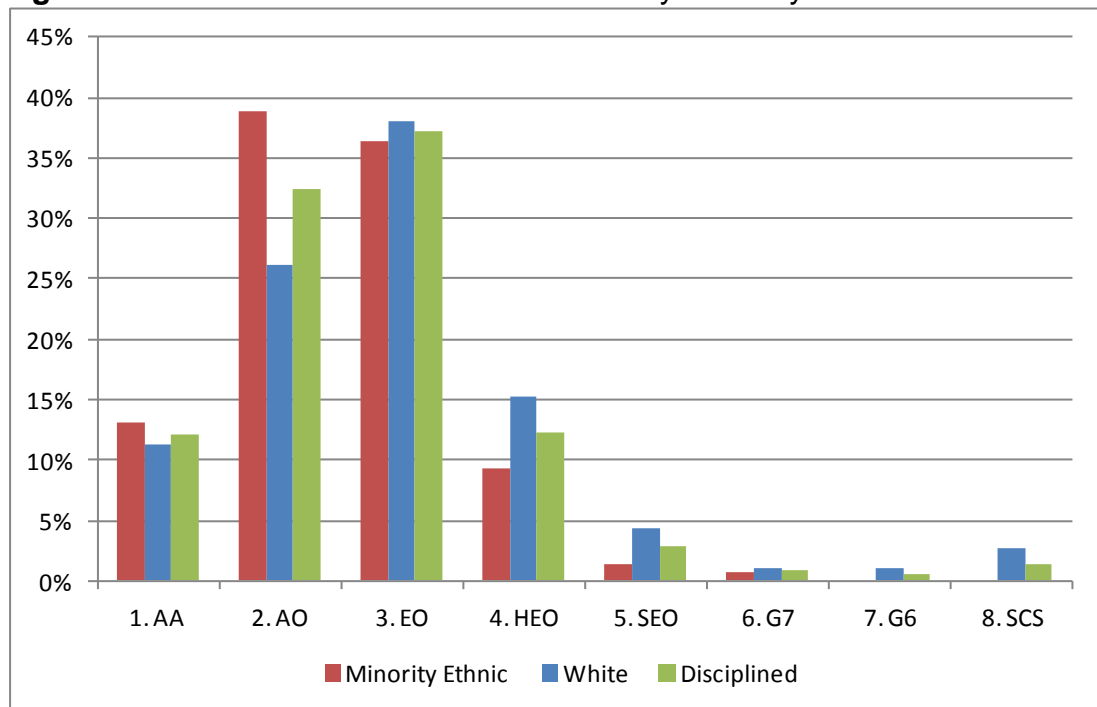
	White	Minority Ethnic
1. AA	54%	46%
2. AO	59%	41%
3. EO	48%	52%
4. HEO	38%	63%
5. SEO	24%	76%
6. G7	40%	60%
7. G6	0%	100%
8. SCS	0%	100%
<b>Grand Total</b>	<b>49%</b>	<b>51%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

There were more ethnic minority employees involved in misconduct cases than white employees. This was dissimilar to the Home Office composition, where ethnic minority employees accounted for 23% of employees. The proportion of ethnic minority employees was more than double the composition rate for ethnic minority employees in the Department at each grade.

There were no white employees at Grade 6 or above involved in misconduct cases and only at Grades AA to AO did the proportion of white employees outnumber the proportion of ethnic minority employees.

**Figure 7.7:** Breakdown of misconduct cases by Ethnicity and Grade



**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Work Pattern:**

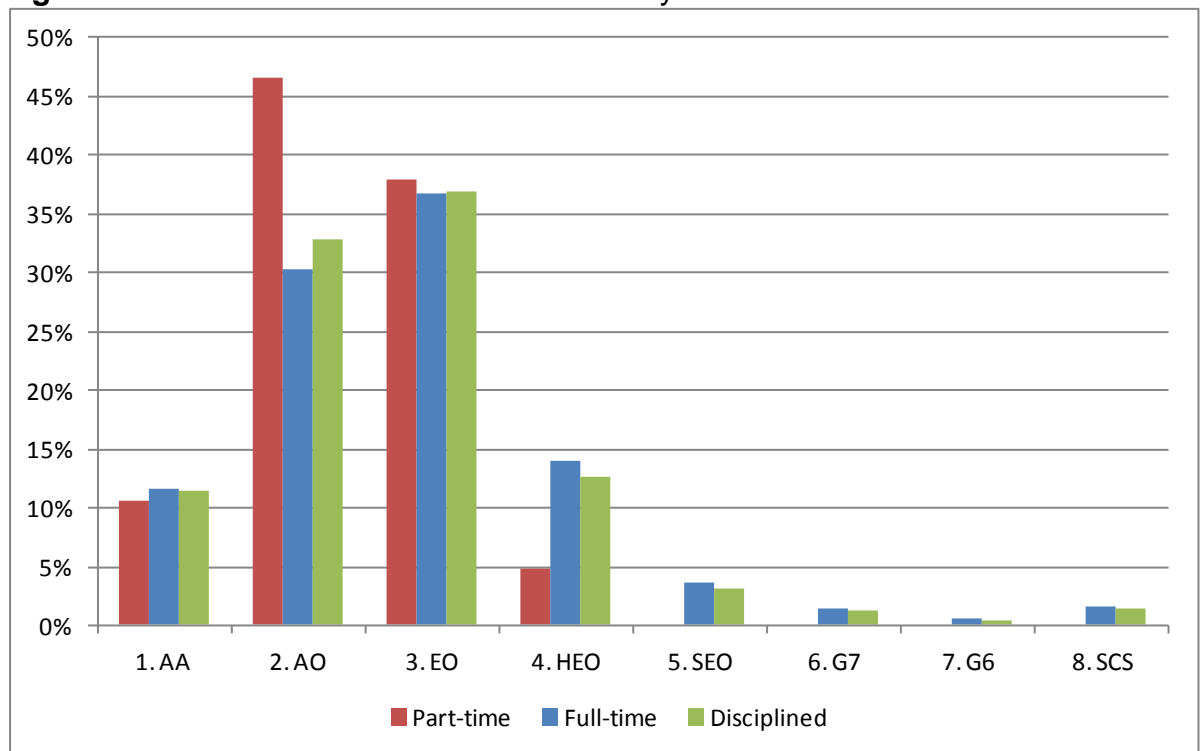
**Table 7.14:** Breakdown of misconduct cases by Work Pattern and Grade

	Full-time	Part-time
<b>1. AA</b>	85%	15%
<b>2. AO</b>	78%	22%
<b>3. EO</b>	84%	16%
<b>4. HEO</b>	94%	6%
<b>5. SEO</b>	100%	0%
<b>6. G7</b>	100%	0%
<b>7. G6</b>	100%	0%
<b>8. SCS</b>	100%	0%
<b>Grand Total</b>	<b>84%</b>	<b>16%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

Although the proportion of part-time employees involved in misconduct cases was only 4% less than the composition of the Department (20%), these were all at Grades HEO and below.

**Figure 7.8:** Breakdown of misconduct cases by Work Pattern and Grade



**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Location:**

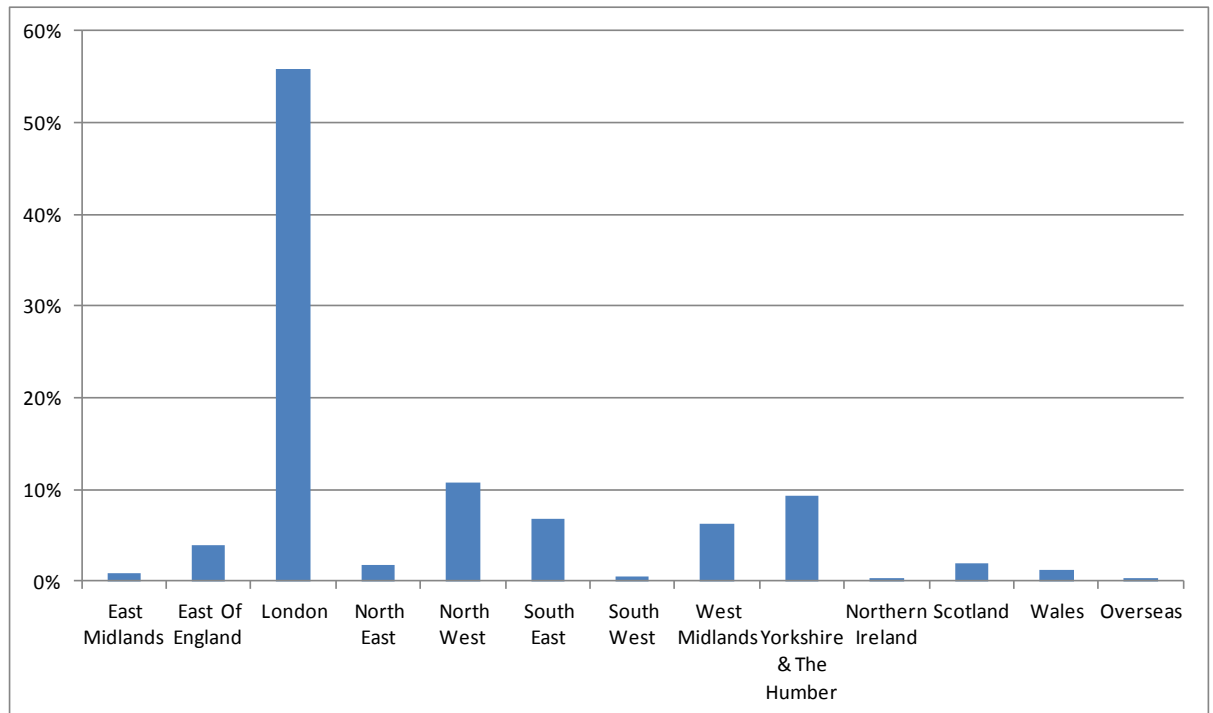
**Table 7.15: Breakdown of misconduct cases by Location and Grade**

	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	6. G8	7. G6	Total
East Midlands	0%	1%	1%	0%	0%	0%	0%	0%	1%
East Of England	16%	1%	3%	4%	0%	0%	0%	0%	4%
London	51%	61%	54%	46%	63%	75%	67%	78%	56%
North East	3%	2%	1%	0%	11%	0%	0%	0%	2%
North West	16%	9%	9%	18%	11%	0%	0%	0%	11%
South East	0%	5%	12%	5%	0%	0%	0%	22%	7%
South West	0%	0%	1%	0%	0%	0%	0%	0%	0%
West Midlands	0%	4%	7%	16%	0%	25%	0%	0%	6%
Yorkshire & The Humber	9%	12%	10%	1%	16%	0%	0%	0%	9%
<b>England</b>	<b>96%</b>	<b>96%</b>	<b>98%</b>	<b>90%</b>	<b>100%</b>	<b>100%</b>	<b>67%</b>	<b>100%</b>	<b>96%</b>
Northern Ireland	0%	0%	0%	0%	0%	0%	0%	0%	0%
Scotland	3%	1%	1%	5%	0%	0%	33%	0%	2%
Wales	1%	1%	0%	5%	0%	0%	0%	0%	1%
Overseas	0%	1%	0%	0%	0%	0%	0%	0%	0%
Grand Total	100%	100%	100%	100%	100%	100%	100%	100%	100%

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

The largest proportion of employees involved in misconduct cases were located in London (56%) followed by the North West (11%) – these were inconsistent with their Departmental rates (43% and 16% respectively).

**Figure 7.9:** A graph of Table 7.15: Breakdown of misconduct cases by Location



**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Age:**

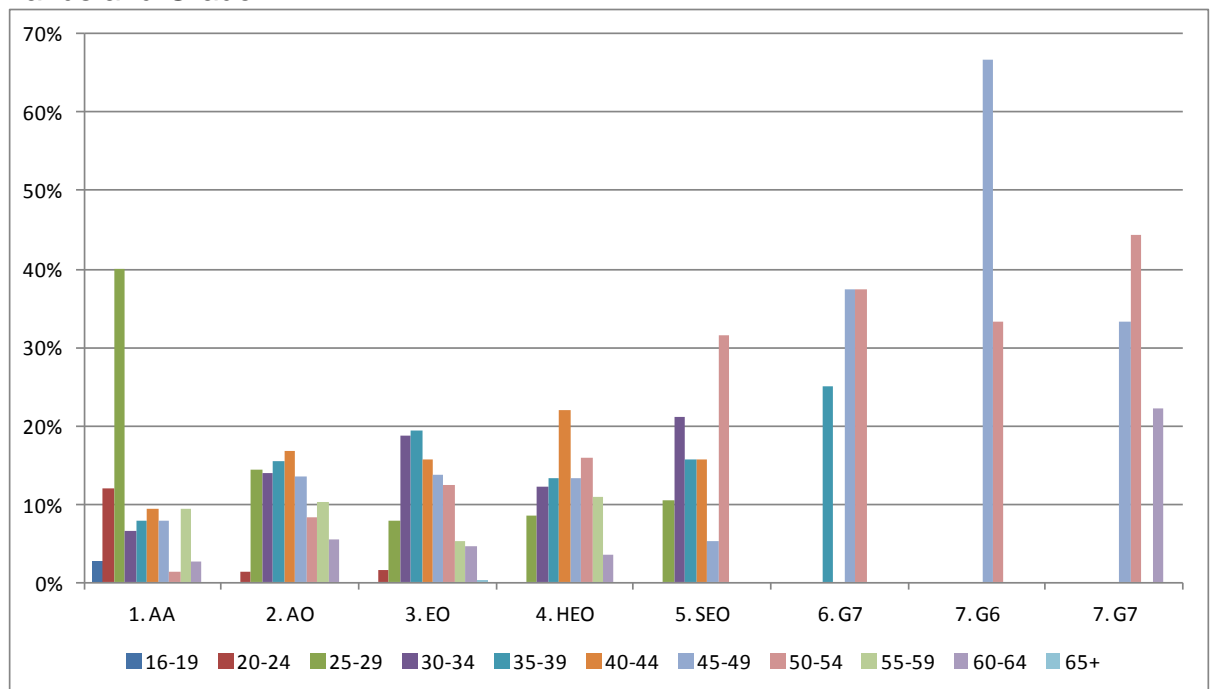
**Table 7.16:** Breakdown of misconduct cases by Age Bands and Grade

	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS
16-19	100%	0%	0%	0%	0%	0%	0%	0%
20-24	56%	19%	25%	0%	0%	0%	0%	0%
25-29	34%	35%	21%	8%	2%	0%	0%	0%
30-34	5%	32%	48%	11%	4%	0%	0%	0%
35-39	6%	32%	46%	11%	3%	2%	0%	0%
40-44	7%	35%	37%	18%	3%	0%	0%	0%
45-49	7%	33%	38%	13%	1%	3%	2%	3%
50-54	1%	24%	39%	17%	8%	4%	1%	5%
55-59	14%	43%	25%	18%	0%	0%	0%	0%
60-64	7%	40%	37%	10%	0%	0%	0%	7%
65+	0%	0%	100%	0%	0%	0%	0%	0%
Grand Total	12%	33%	37%	13%	3%	1%	0%	1%

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

All misconduct cases involving those over 65 years were employees at EO grade and all those below aged 20 were at AA grade. The distribution of employees involved in misconduct cases by age bands was broadly consistent with the Home Office composition (other than the largest proportion of employees in the Department were aged 45–49 years whereas those involved in misconduct cases were aged 35–44 years).

**Figure 7.10:** A graph of Table 7.16: Breakdown of misconduct cases by Age Bands and Grade



**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012



- **Religious Belief:**

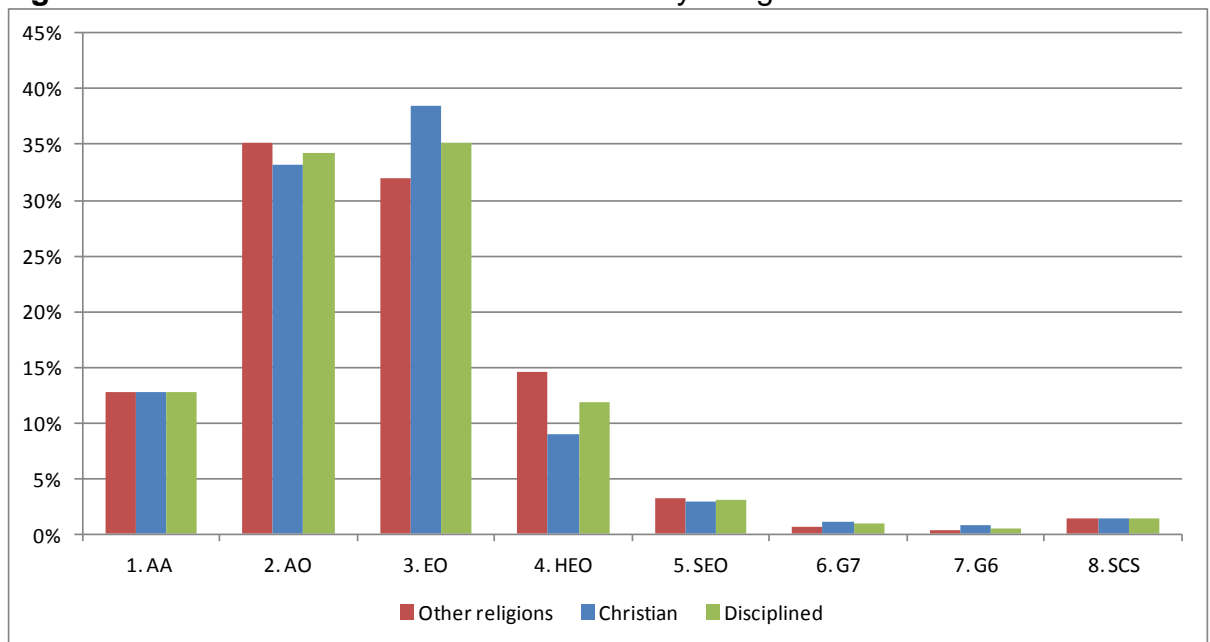
**Table 7.17: Breakdown of misconduct cases by Religious Belief and Grade**

	Christian	Other religions
<b>1. AA</b>	49%	51%
<b>2. AO</b>	47%	53%
<b>3. EO</b>	53%	47%
<b>4. HEO</b>	37%	63%
<b>5. SEO</b>	47%	53%
<b>6. G7</b>	60%	40%
<b>7. G6</b>	67%	33%
<b>8. SCS</b>	50%	50%
<b>Grand Total</b>	<b>48%</b>	<b>52%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

The overall distribution of employees involved in misconduct cases by religious belief was in line with the Home Office composition.

**Figure 7.11: Breakdown of misconduct cases by Religious Belief and Grade**



**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Sexual Orientation:**

**Table 7.18:** Breakdown of misconduct cases by Sexual Orientation and Grade

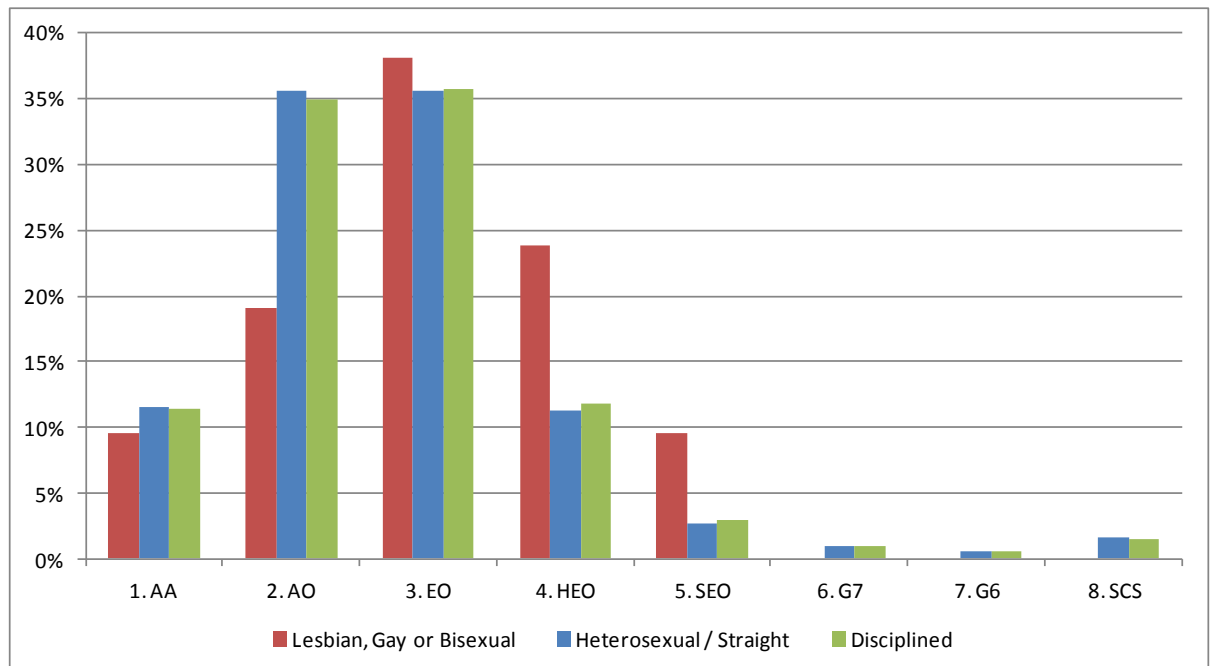
	Heterosexual / Straight	Lesbian, Gay or Bisexual
<b>1. AA</b>	97%	3%
<b>2. AO</b>	98%	2%
<b>3. EO</b>	96%	4%
<b>4. HEO</b>	92%	8%
<b>5. SEO</b>	87%	13%
<b>6. G7</b>	100%	0%
<b>7. G6</b>	100%	0%
<b>8. SCS</b>	100%	0%
<b>Grand Total</b>	<b>96%</b>	<b>4%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

The proportion of employees who were lesbian, gay or bisexual and involved in misconduct cases was broadly in line with the Departmental rates.

Once broken down by grade there was increased fluctuation in the results. There were no lesbian, gay or bisexual employees involved in misconduct cases above Grade 7 and at HEO and SEO the proportion of employees who were lesbian, gay or bisexual were 5% and 10% higher than the representation rates of the Department respectively (3%).

**Figure 7.12:** Breakdown of misconduct cases by Sexual Orientation and Grade



**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

## Inefficiency

### Key Facts:

- There were less than 20 cases of inefficiency due to poor performance initiated or underway within the Department during the period (0.05% of all employees).
- No Age Band or Grade tables have been included as these numbers were very small.
- No conclusions could be drawn from this analysis as the sample size was very small.

Of those involved:

- **Gender:**

The proportion of female employees involved in inefficiency cases was 38% less than the proportion of female employees in the Department.

**Table 7.19:** Breakdown of inefficiency cases by Gender

Gender	Inefficiency
<b>Female</b>	14%
<b>Male</b>	86%
<b>Grand Total</b>	<b>100%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Grade:**

There were no employees at Grade 6 or above involved in inefficiency cases in the Department.

- **Disability:**

The proportion of disabled employees involved in inefficiency cases was 1% higher than the representation rates of the Department.

**Table 7.20:** Breakdown of inefficiency cases by Disability

Disability	Inefficiency
<b>Disabled</b>	8%
<b>Non-Disabled</b>	92%
<b>Grand Total</b>	<b>100%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Ethnicity:**

The proportion of ethnic minority employees involved in inefficiency cases in the Department was 20% higher than the Home Office composition.

**Table 7.21:** Breakdown of inefficiency cases by Ethnicity

Ethnicity	Inefficiency
<b>Minority Ethnic</b>	43%
<b>White</b>	57%
<b>Grand Total</b>	<b>100%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Work Pattern:**

The proportion of part-time employees involved in inefficiency cases was 13% less than the Departmental rates (20%).

**Table 7.22:** Breakdown of inefficiency cases by Work Pattern

Work Pattern	Inefficiency
<b>Full-time</b>	93%
<b>Part-time</b>	7%
<b>Grand Total</b>	<b>100%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Location:**

There were inefficiency cases in London and the South East during the period. This was double the proportion of employees that worked in London (43%) but was in line with the proportion of employees that worked in the South East (14%).

**Table 7.23:** Breakdown of inefficiency cases by Location

Location	Inefficiency
<b>London</b>	86%
<b>South East</b>	14%
<b>Grand Total</b>	<b>100%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Age:**

There were no employees involved in inefficiency cases below the age of 30 years and above 60 years. The largest proportion of employees involved in inefficiency cases were 30–34 years.

- **Religious Belief:**

The proportion of employees who declared their religious belief to be “Other religion” and were involved in inefficiency cases was 5% less than the Home Office composition (43%).

**Table 7.24:** Breakdown of inefficiency cases by Religion

Religious Belief	Inefficiency
<b>Christian</b>	62%
<b>Other religions</b>	38%
<b>Grand Total</b>	<b>100%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Sexual Orientation:**

There were no lesbian, gay or bisexual employees involved in inefficiency cases in the period.

**Table 7.25:** Breakdown of inefficiency cases by Sexual Orientation

Sexual Orientation	Inefficiency
<b>Heterosexual / Straight</b>	100%
<b>Lesbian, Gay or Bisexual</b>	0%
<b>Grand Total</b>	<b>100%</b>

**Data source:** Manual spreadsheets, linked where possible to Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

## Re-grading

### Key facts:

- In the year, 32 employees were re-graded to a lower grade, which accounted for 0.12% of all employees.
- No conclusions could be drawn from this analysis as the sample size was very small.

Of those who were re-graded:

- **Gender:**

The proportion of female employees that were re-graded was 4% higher than the percentage of female employees that worked in the Home Office.

**Table 7.28:** Breakdown of re-graded cases by Gender

Gender	Re-graded
Female	56%
Male	44%
<b>Grand Total</b>	<b>100%</b>

Data source: Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Grade:**

There were no employees at SCS re-graded during the period. The largest proportion of employees re-graded was EO grade, which was the same proportion within the overall workforce composition (37%).

**Table 7.29:** Breakdown of re-graded cases by Grade

Grade	Re-graded
<b>1. AA</b>	29%
<b>2. AO</b>	14%
<b>3. EO</b>	37%
<b>4. HEO</b>	3%
<b>5. SEO</b>	3%
<b>6. G7</b>	6%
<b>7. G6</b>	9%
<b>Total</b>	<b>100%</b>

Data source: Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Disability:**

The proportion of disabled employees re-graded was 1% less than the composition of the Home Office (7%).

**Table 7.30:** Breakdown of re-graded cases by Disability

Disability	Re-graded
Disabled	6%
Non-Disabled	94%
<b>Grand Total</b>	<b>100%</b>

Data source: Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Ethnicity:**

The proportion of ethnic minority employees re-graded was 20% higher than the proportion of ethnic minority employees that worked in the Department (23%).

**Table 7.31:** Breakdown of re-graded cases by Ethnicity

Ethnicity	Re-graded
Minority Ethnic	43%
White	57%
<b>Grand Total</b>	<b>100%</b>

Data source: Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Work Pattern:**

The proportion of part-time employees re-graded was 5% higher than the Departmental composition (20%).

**Table 7.32:** Breakdown of re-graded cases by Work Pattern

Work Pattern	Re-graded
Full-time	75%
Part-time	25%
<b>Grand Total</b>	<b>100%</b>

Data source: Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Location:**

The proportion of employees re-graded in London was 33%, 10% lower than the proportion of employees that worked in the region (43%). Wales included 13% of employees who were re-graded, 11% higher than the proportion of employees that worked in Wales (2%).

**Table 7.33:** Breakdown of re-graded cases by Location

Region	Re-graded
East Of England	7%
London	33%
North East	7%
North West	10%
South East	13%
Yorkshire & The Humber	13%
<b>England</b>	<b>83%</b>
Northern Ireland	3%
Wales	13%
<b>Grand Total</b>	<b>100%</b>

Data source: Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Age Bands:**

There were no employees aged below 20 years and aged over 65 years re-graded during the period.

**Table 7.34:** Breakdown of re-graded cases by Age Bands

Age Band	Re-graded
20-24	3%
25-29	3%
30-34	7%
35-39	20%
40-44	30%
45-49	10%
50-54	13%
55-59	13%
<b>Grand Total</b>	<b>100%</b>

Data source: Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012



- **Religious Belief:**

The proportion of employees who declared their religious belief to be “Other religion” that were re-graded was 24% lower than the composition of the Department.

**Table 7.35:** Breakdown of re-graded cases by Religious Belief

Religious Belief	Re-graded
Christian	81%
Other religions	19%
<b>Grand Total</b>	<b>100%</b>

Data source: Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

- **Sexual Orientation:**

The proportion of lesbian, gay or bisexual employees that were re-graded was 1% less than the rate within the Department (3%).

**Table 7.36:** Breakdown of re-graded cases by Sexual Orientation

Sexual Orientation	Re-graded
Heterosexual / Straight	96%
Lesbian, Gay or Bisexual	4%
<b>Grand Total</b>	<b>100%</b>

Data source: Data View, paid and unpaid civil servants at 31<sup>st</sup> March 2012

The final section will explore employees who left the Department during the last 12 months. The three leaving categories investigated in detail are all leavers, Voluntary Early Release Scheme (VERS) leavers and turnover leavers.

## Section 8: Home Office Leavers

### All Leavers

#### Key Facts:

- 3,156 civil servants left the Department during the year.

Of those who left the Department:

- **Gender:**

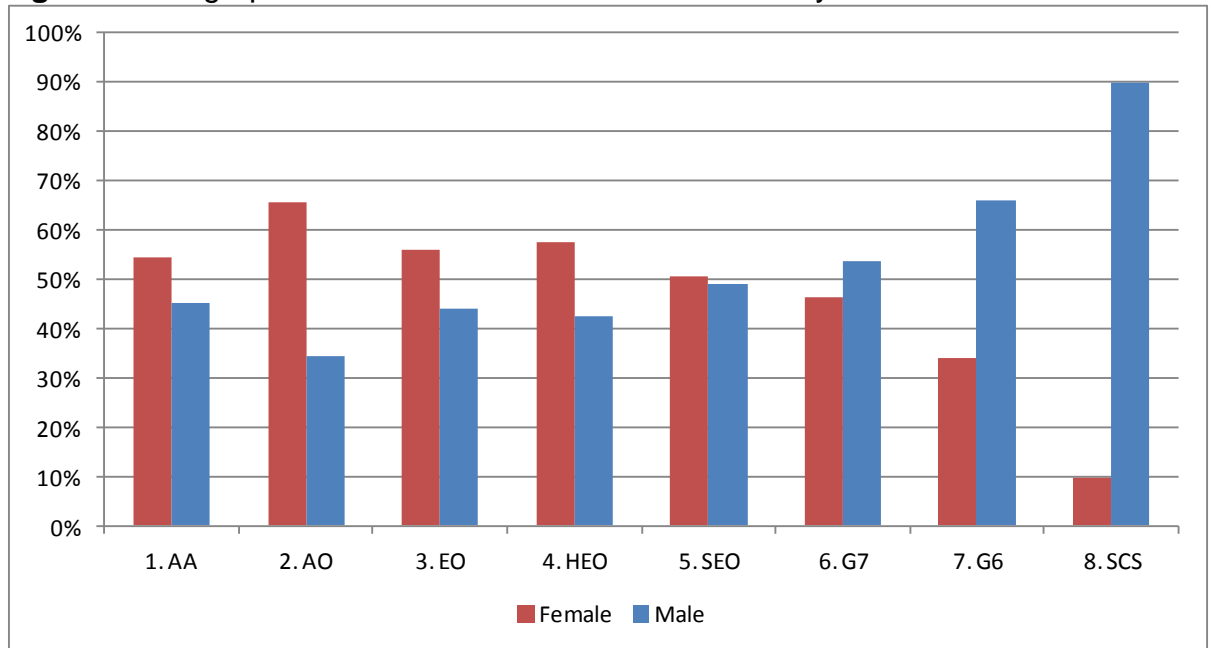
**Table 8.1: Breakdown of leavers by Gender and Grade**

	Female			Male		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	55%	55%	0%	45%	45%	0%
<b>2. AO</b>	66%	60%	6%	34%	40%	-6%
<b>3. EO</b>	56%	54%	2%	44%	46%	-2%
<b>4. HEO</b>	58%	53%	5%	42%	47%	-5%
<b>5. SEO</b>	51%	48%	3%	49%	52%	-3%
<b>6. G7</b>	46%	49%	-3%	54%	51%	3%
<b>7. G6</b>	34%	44%	-10%	66%	56%	10%
<b>8. SCS</b>	10%	42%	-32%	90%	58%	32%
<b>Total</b>	<b>57%</b>	<b>54%</b>	<b>3%</b>	<b>43%</b>	<b>46%</b>	<b>-3%</b>

Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

The proportion of female leavers in the period was 4% higher than the proportion of females in the Department and 3% higher than the previous period. At SCS the proportion of females was only 10%, 32% lower than the previous period and 43% lower than the Departmental rates. In grades AA to SEO the larger proportion of leavers were female, however at Grades 7 and above the larger proportion of leavers were male.

**Figure 8.1:** A graph of Table 8.1: Breakdown of leavers by Gender and Grade



Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Grade:**

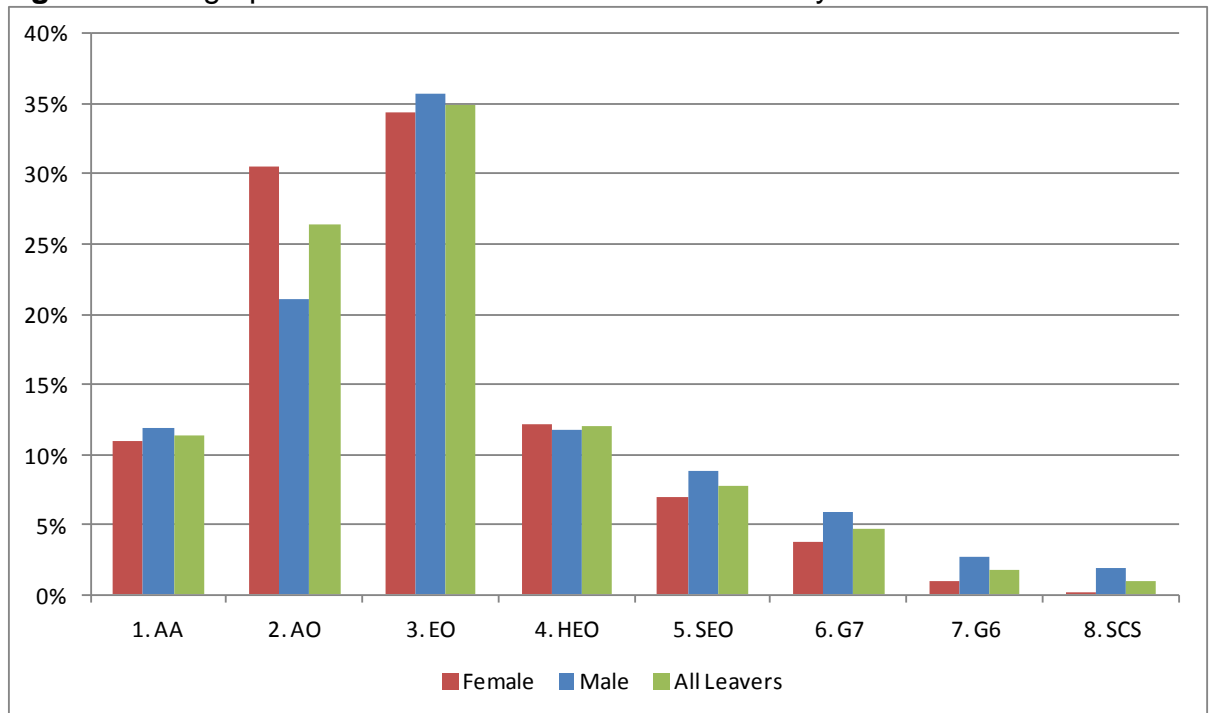
**Table 8.2:** Breakdown of leavers by Gender and Grade

	Female			Male		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	11%	9%	2%	12%	9%	3%
<b>2. AO</b>	31%	29%	1%	21%	23%	-2%
<b>3. EO</b>	34%	30%	4%	36%	30%	6%
<b>4. HEO</b>	12%	15%	-3%	12%	16%	-4%
<b>5. SEO</b>	7%	9%	-2%	9%	12%	-3%
<b>6. G7</b>	4%	5%	-1%	6%	6%	0%
<b>7. G6</b>	1%	2%	0%	3%	2%	0%
<b>8. SCS</b>	0%	1%	-1%	2%	2%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

76% of female employees who left the Department were at grades AA to EO, unlike male employees of which only 62% accounted for these grades. The largest variation occurred amongst male employees at EO grade, this proportion of males leaving the Department increased from 30% to 36%.

**Figure 8.2:** A graph of Table 8.2: Breakdown of leavers by Gender and Grade



**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Disability:**

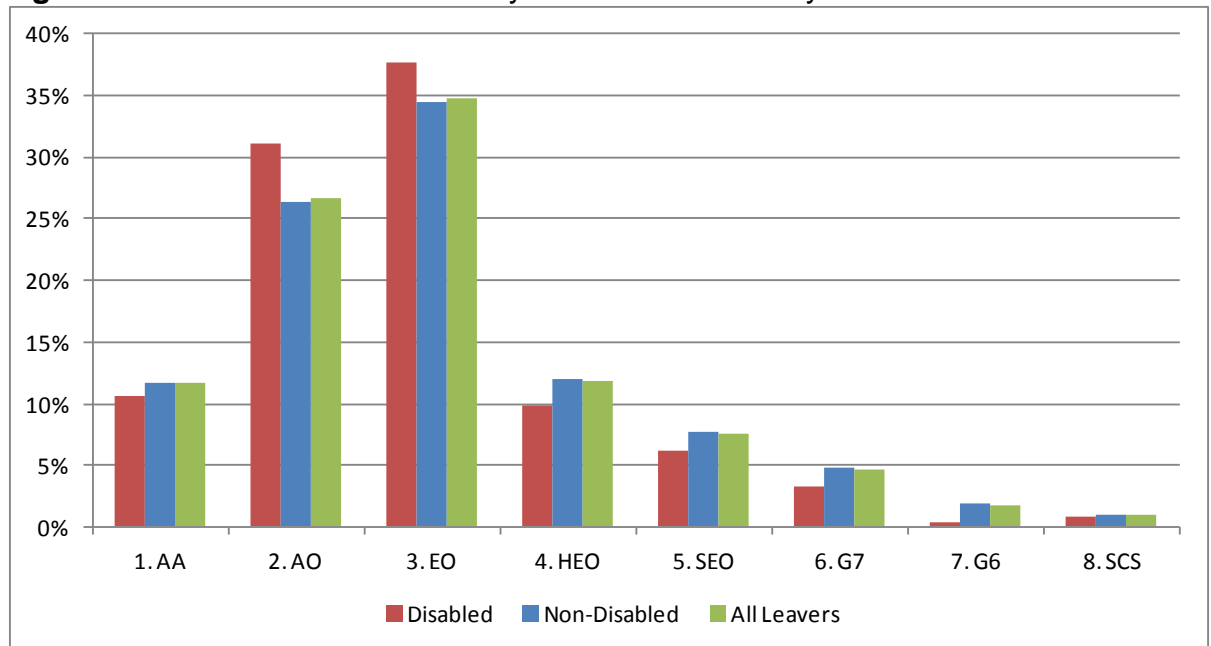
**Table 8.3: Breakdown of leavers by Grade and Disability**

	Disabled			Non-Disabled		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	8%	6%	1%	92%	94%	-1%
<b>2. AO</b>	10%	8%	2%	90%	92%	-2%
<b>3. EO</b>	9%	9%	0%	91%	91%	0%
<b>4. HEO</b>	7%	9%	-2%	93%	91%	2%
<b>5. SEO</b>	7%	8%	-2%	93%	92%	2%
<b>6. G7</b>	6%	4%	2%	94%	96%	-2%
<b>7. G6</b>	2%	2%	0%	98%	98%	0%
<b>8. SCS</b>	7%	7%	0%	93%	93%	0%
<b>Total</b>	<b>8%</b>	<b>8%</b>	<b>0%</b>	<b>92%</b>	<b>92%</b>	<b>0%</b>

Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

The proportion of disabled employees who left the Department was slightly larger (1%) than the proportion of disabled employees in the Department (7%). The exception was at Grade 6 which saw the proportion of disabled employees who left 5% lower than the Home Office composition.

**Figure 8.3: Breakdown of leavers by Grade and Disability**



Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Ethnicity:**

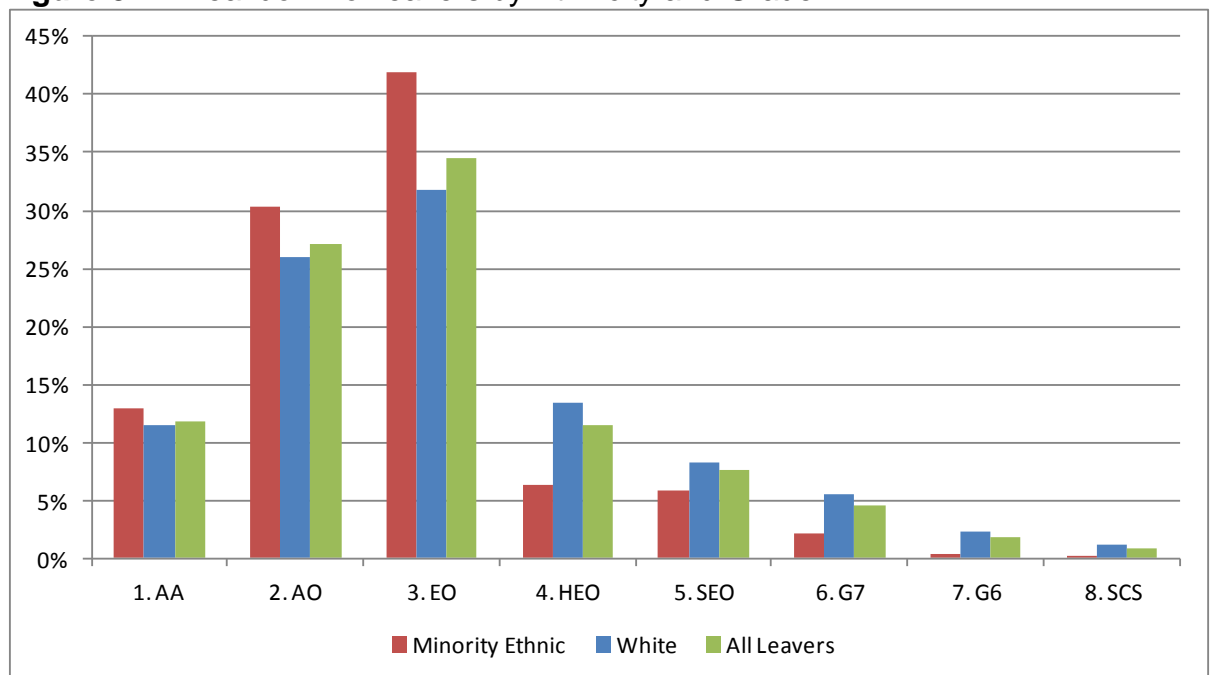
**Table 8.4:** Breakdown of leavers by Ethnicity and Grade

	Minority Ethnic			White		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	28.9%	23.2%	5.6%	71.1%	76.8%	-5.6%
<b>2. AO</b>	29.5%	20.9%	8.6%	70.5%	79.1%	-8.6%
<b>3. EO</b>	32.2%	28.1%	4.2%	67.8%	71.9%	-4.2%
<b>4. HEO</b>	14.4%	14.3%	0.1%	85.6%	85.7%	-0.1%
<b>5. SEO</b>	20.5%	9.0%	11.5%	79.5%	91.0%	-11.5%
<b>6. G7</b>	12.3%	8.5%	3.8%	87.7%	91.5%	-3.8%
<b>7. G6</b>	5.7%	4.7%	1.0%	94.3%	95.3%	-1.0%
<b>8. SCS</b>	4.0%	0.0%	4.0%	96.0%	100.0%	-4.0%
<b>Total</b>	<b>26.5%</b>	<b>19.9%</b>	<b>6.5%</b>	<b>73.5%</b>	<b>80.1%</b>	<b>-6.5%</b>

**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

The proportion of ethnic minority employees who left the Department increased from 20% to just below 27%, which was 4% higher than representation rates in the Home Office. At grades AA to EO, the proportion of minority ethnic employees who left, was greater than Departmental rates but lower at grades HEO and above.

**Figure 8.4:** Breakdown of leavers by Ethnicity and Grade



**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Work Pattern:**

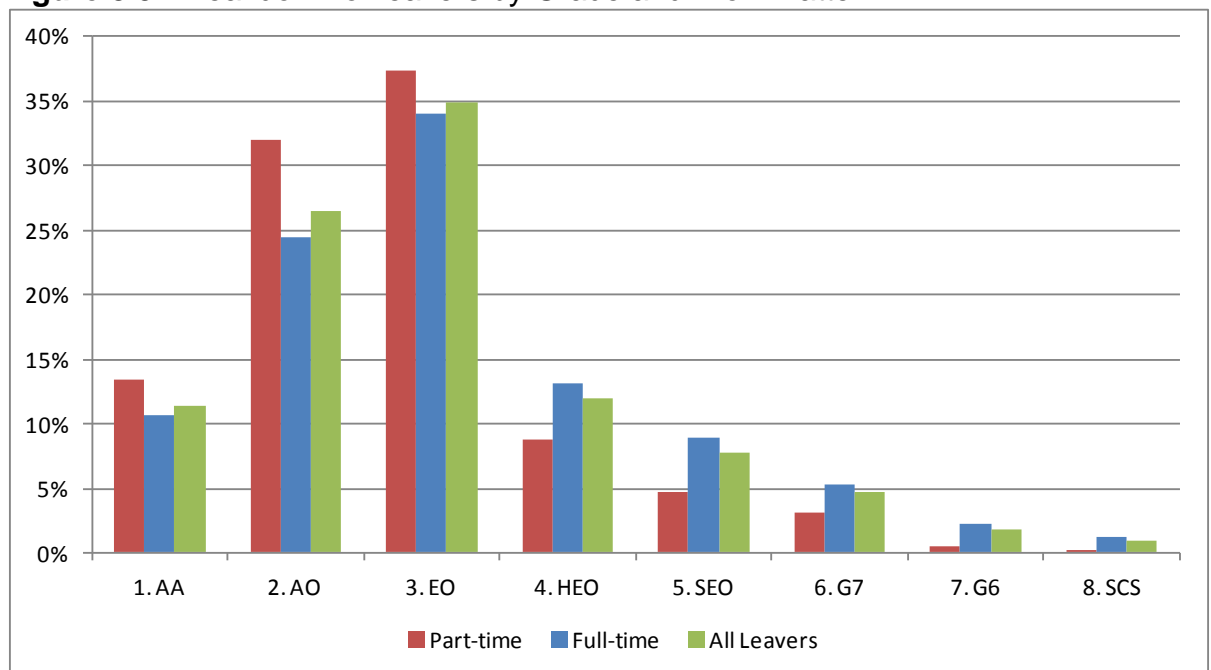
**Table 8.5:** Breakdown of leavers by Work Pattern and Grade

	Part-time			Full-time		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	31%	32%	-1%	69%	68%	1%
<b>2. AO</b>	32%	46%	-15%	68%	54%	15%
<b>3. EO</b>	28%	30%	-2%	72%	70%	2%
<b>4. HEO</b>	19%	22%	-3%	81%	78%	3%
<b>5. SEO</b>	16%	18%	-2%	84%	82%	2%
<b>6. G7</b>	17%	14%	4%	83%	86%	-4%
<b>7. G6</b>	7%	9%	-2%	93%	91%	2%
<b>8. SCS</b>	3%	4%	-1%	97%	96%	1%
<b>Total</b>	<b>26%</b>	<b>30%</b>	<b>-4%</b>	<b>74%</b>	<b>70%</b>	<b>4%</b>

Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

The proportion of part-time employees who left the Department decreased by from 30% to 26% which was still 6% higher than the rate of part-time employees in the Department. The largest variance occurred at AO grade, almost one third of all employees who left at AO grade were part-time, this has decreased by 15% from just under half of all employees.

**Figure 8.5:** Breakdown of leavers by Grade and Work Pattern



Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Location:**

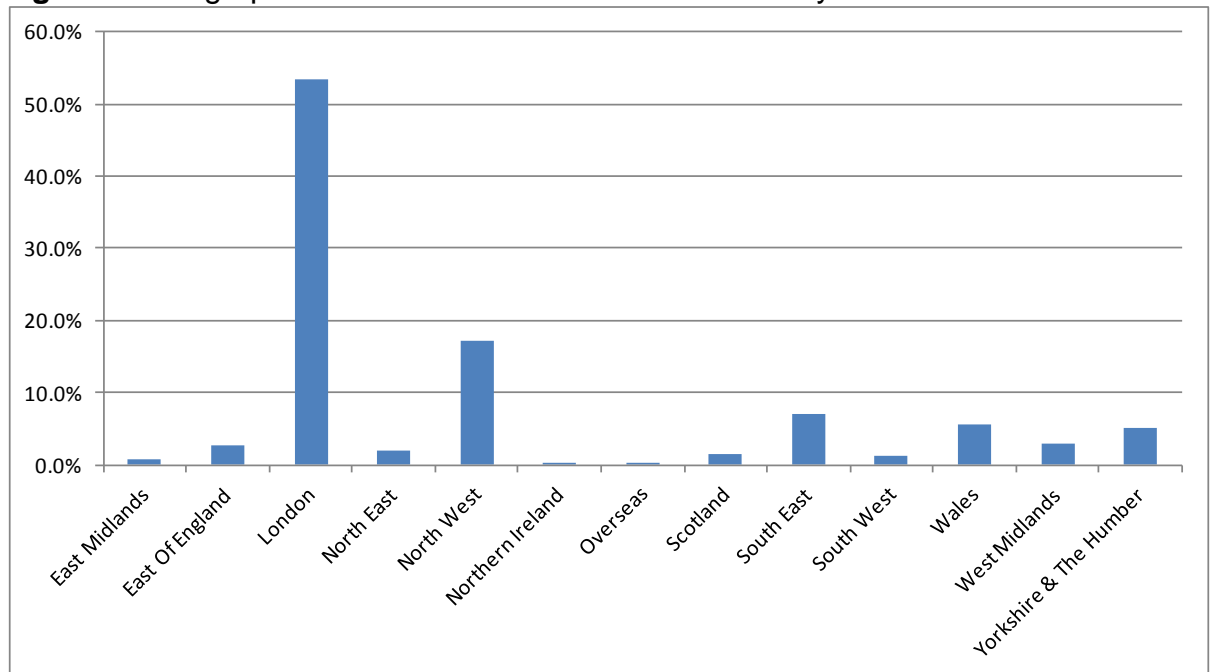
**Table 8.6:** Breakdown of leavers by Grade and Location

Region	Grade								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
East Midlands	0.0%	1.1%	1.2%	0.3%	0.8%	0.7%	0.0%	0.0%	<b>0.8%</b>
East Of England	5.8%	3.0%	2.2%	2.1%	2.0%	0.7%	0.0%	0.0%	<b>2.7%</b>
London	52.1%	39.5%	53.2%	51.7%	73.6%	86.6%	94.6%	86.7%	<b>53.5%</b>
North East	1.4%	4.0%	1.9%	1.1%	0.0%	0.0%	0.0%	0.0%	<b>2.0%</b>
North West	24.2%	23.4%	14.6%	16.4%	9.8%	6.0%	0.0%	6.7%	<b>17.1%</b>
South East	1.1%	4.7%	12.2%	8.4%	5.3%	1.3%	1.8%	0.0%	<b>7.1%</b>
South West	0.0%	1.0%	1.7%	2.1%	0.4%	0.0%	0.0%	0.0%	<b>1.1%</b>
West Midlands	1.7%	2.4%	2.9%	5.8%	2.4%	1.3%	1.8%	3.3%	<b>2.9%</b>
Yorkshire & The Humber	5.6%	7.3%	4.3%	6.6%	1.6%	2.0%	1.8%	0.0%	<b>5.1%</b>
<b>England</b>	<b>91.9%</b>	<b>86.3%</b>	<b>94.2%</b>	<b>94.5%</b>	<b>95.9%</b>	<b>98.7%</b>	<b>100.0%</b>	<b>96.7%</b>	<b>92.4%</b>
Northern Ireland	0.0%	0.2%	0.4%	0.8%	0.0%	0.0%	0.0%	0.0%	<b>0.3%</b>
Scotland	0.8%	1.9%	1.6%	1.6%	0.8%	1.3%	0.0%	3.3%	<b>1.5%</b>
Wales	7.2%	11.3%	3.5%	2.6%	2.8%	0.0%	0.0%	0.0%	<b>5.6%</b>
Overseas	0.0%	0.2%	0.4%	0.5%	0.4%	0.0%	0.0%	0.0%	<b>0.3%</b>
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

Leavers in the Department were consistent to the Home Office profile with London containing the largest proportion of employees who left, followed by the North West. These areas contained the most employees in the Department although the proportions were larger for leavers. London saw the proportion of leavers 10% higher than the composition and the North West was 2% higher for leavers.

**Figure 8.6:** A graph of Table 8.6: Breakdown of leavers by Location



Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012



- Age:

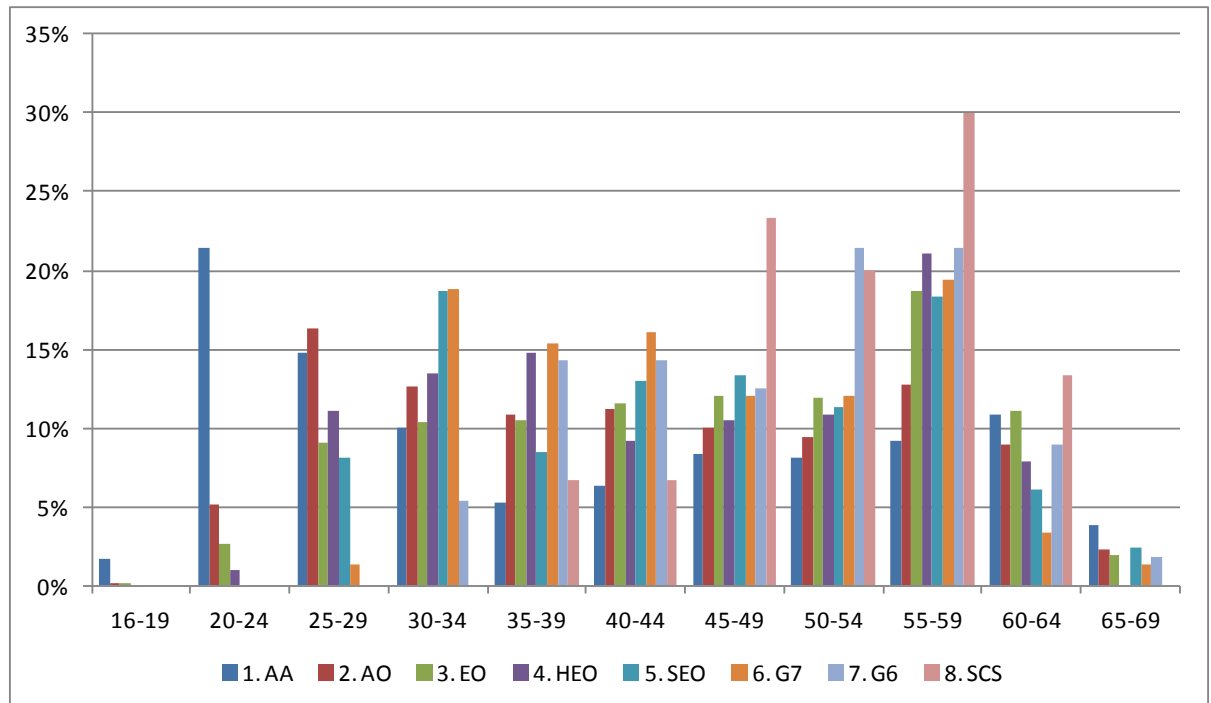
**Table 8.7: Breakdown of leavers by Grade and Age Bands**

Age	Grade								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
16-19	1.7%	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>0.3%</b>
20-24	21.4%	5.1%	2.7%	1.1%	0.0%	0.0%	0.0%	0.0%	<b>4.9%</b>
25-29	14.8%	16.3%	9.1%	11.1%	8.1%	1.3%	0.0%	0.0%	<b>11.2%</b>
30-34	10.0%	12.7%	10.3%	13.5%	18.7%	18.8%	5.4%	0.0%	<b>12.2%</b>
35-39	5.3%	10.9%	10.5%	14.8%	8.5%	15.4%	14.3%	6.7%	<b>10.6%</b>
40-44	6.4%	11.3%	11.5%	9.2%	13.0%	16.1%	14.3%	6.7%	<b>10.9%</b>
45-49	8.4%	10.1%	12.1%	10.6%	13.4%	12.1%	12.5%	23.3%	<b>11.2%</b>
50-54	8.1%	9.5%	11.9%	10.8%	11.4%	12.1%	21.4%	20.0%	<b>10.9%</b>
55-59	9.2%	12.8%	18.7%	21.1%	18.3%	19.5%	21.4%	30.0%	<b>16.5%</b>
60-64	10.9%	9.0%	11.2%	7.9%	6.1%	3.4%	8.9%	13.3%	<b>9.4%</b>
65-69	3.9%	2.3%	1.9%	0.0%	2.4%	1.3%	1.8%	0.0%	<b>2.0%</b>
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

The proportion of employees leaving the Department was different to the composition of the Home Office as the proportions of employees leaving were older. The proportion of leavers over 50 years accounted for 40% of all leavers whereas the composition of the Department for the same age accounted for 26% of the Departments employees.

**Figure 8.7: A graph of Table 8.7: Breakdown of leavers by Age Bands and Grade**



Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Religious Belief:**

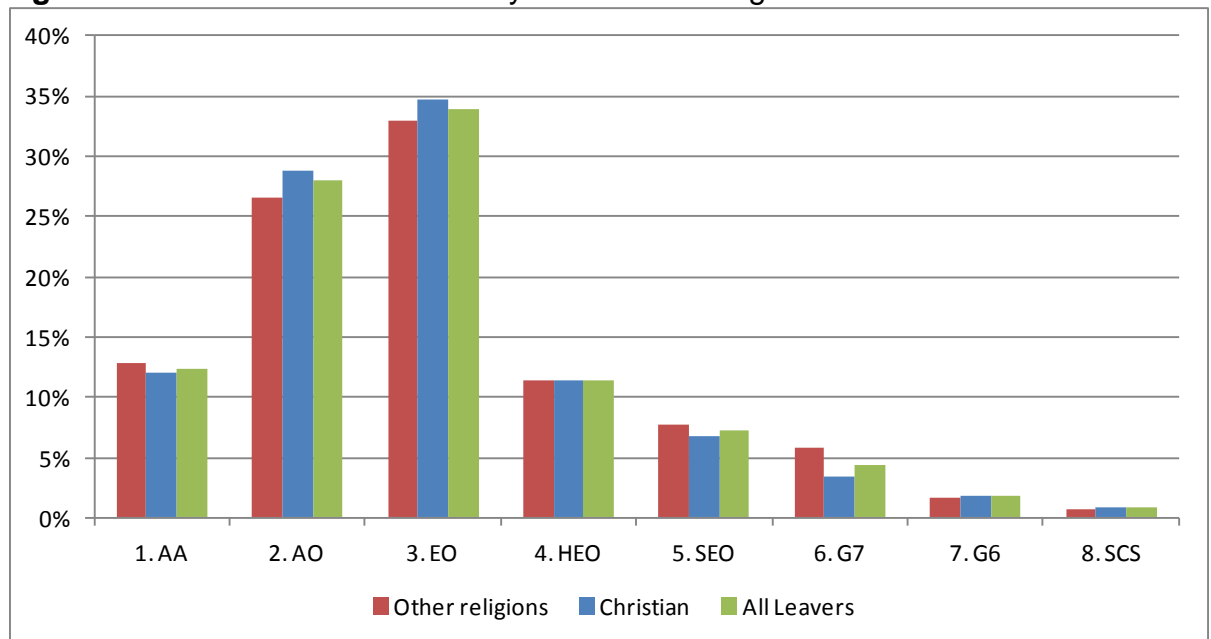
**Table 8.8:** Breakdown of leavers by Grade and Religious Belief

	Other religions			Christian		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	42%	37%	5%	58%	63%	-5%
<b>2. AO</b>	38%	39%	-1%	62%	61%	1%
<b>3. EO</b>	39%	37%	2%	61%	63%	-2%
<b>4. HEO</b>	40%	31%	10%	60%	69%	-10%
<b>5. SEO</b>	44%	34%	10%	56%	66%	-10%
<b>6. G7</b>	53%	45%	8%	47%	55%	-8%
<b>7. G6</b>	39%	34%	5%	61%	66%	-5%
<b>8. SCS</b>	36%	40%	-4%	64%	60%	4%
<b>Total</b>	<b>40%</b>	<b>37%</b>	<b>4%</b>	<b>60%</b>	<b>63%</b>	<b>-4%</b>

**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

Those employees who left the Department and declared their religious belief as “Other religion” (40%) were lower than the composition of the Home Office (43%). At individual grades this fluctuated from 36% (SCS) to 53% (Grade 7).

**Figure 8.8:** Breakdown of leavers by Grade and Religious Belief



**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Sexual Orientation:**

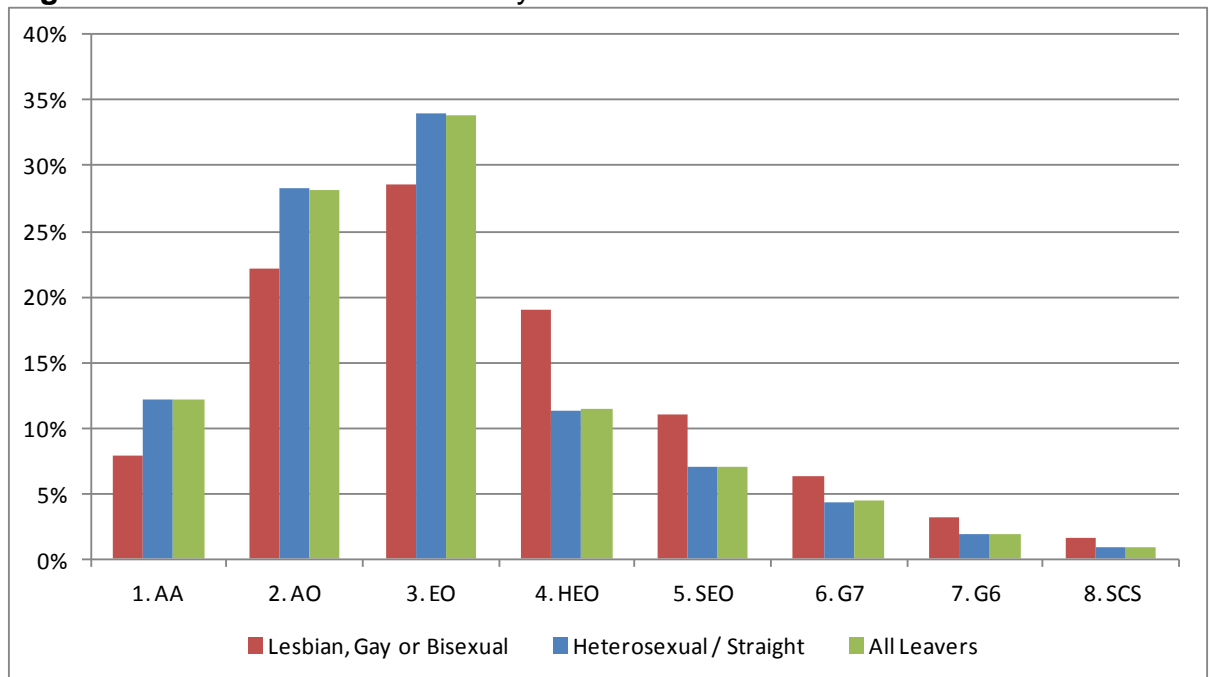
**Table 8.9:** Breakdown of leavers by Sexual Orientation and Grade

	Lesbian, Gay or Bisexual			Heterosexual / Straight		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	2%	4%	-2%	98%	96%	2%
<b>2. AO</b>	2%	2%	0%	98%	98%	0%
<b>3. EO</b>	2%	3%	-1%	98%	97%	1%
<b>4. HEO</b>	4%	2%	2%	96%	98%	-2%
<b>5. SEO</b>	4%	5%	-1%	96%	95%	1%
<b>6. G7</b>	4%	5%	-1%	96%	95%	1%
<b>7. G6</b>	4%	9%	-5%	96%	91%	5%
<b>8. SCS</b>	4%	5%	-1%	96%	95%	1%
<b>Total</b>	<b>2%</b>	<b>3%</b>	<b>-1%</b>	<b>98%</b>	<b>97%</b>	<b>1%</b>

Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

The proportion of leavers who were lesbian gay or bisexual was broadly in line with last year's figures and consistent with the Home Office composition.

**Figure 8.9:** Breakdown of leavers by Sexual Orientation and Grade



Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

## Voluntary Early Release Scheme Leavers

There were two Voluntary Early Release Schemes (VERS) offered across the Department in the period. There are 2 ways to report the VERS leavers. Last year we reported by scheme whereas this year we are reporting by number of employees who left in the period. Therefore we cannot make comparisons to last year's report. However we have compared this year's figures to those who left in the period 1<sup>st</sup> April 2010 and 31<sup>st</sup> March 2011.

### Key Facts:

- There were 2,054 employees who left the Department during the period under a VERS. This was an increase of 71% since last year (1,200)

Of those who left the Department:

- **Gender:**

**Table 8.10:** Breakdown of VERS leavers by Gender and Grade

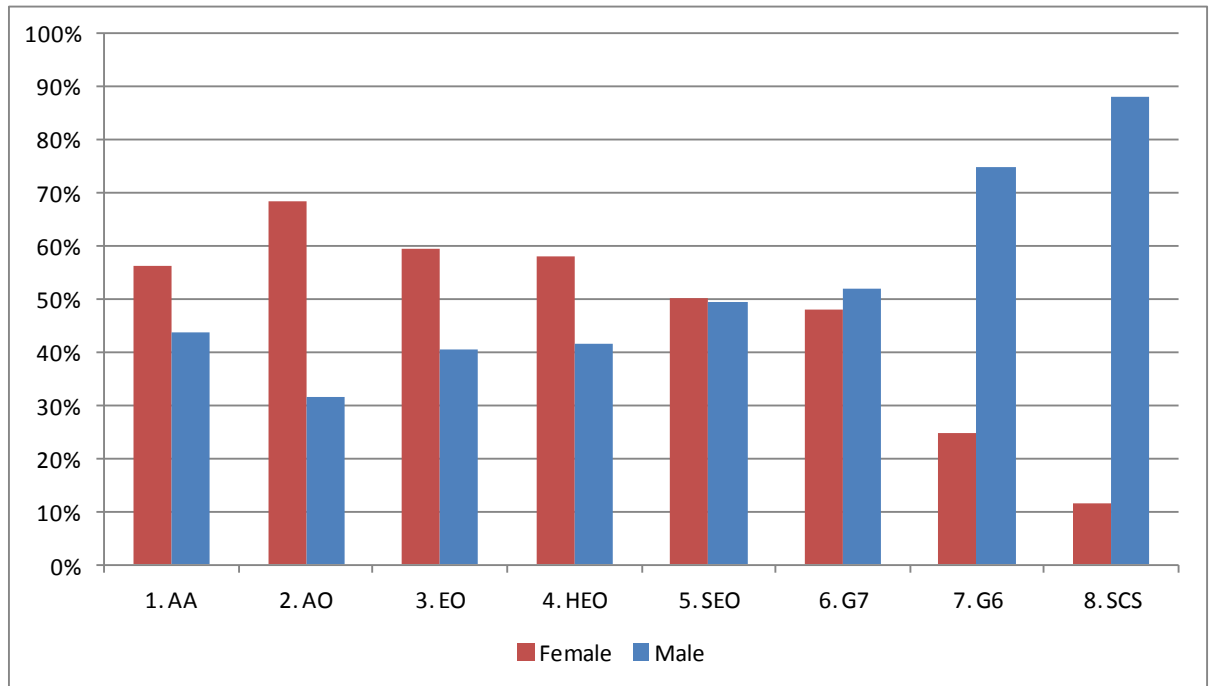
	Female			Male		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	56.2%	65.9%	-9.7%	43.8%	34.1%	9.7%
<b>2. AO</b>	68.3%	75.1%	-6.8%	31.7%	24.9%	6.8%
<b>3. EO</b>	59.5%	62.5%	-3.0%	40.5%	37.5%	3.0%
<b>4. HEO</b>	58.3%	53.4%	4.9%	41.7%	46.6%	-4.9%
<b>5. SEO</b>	50.3%	54.5%	-4.2%	49.7%	45.5%	4.2%
<b>6. G7</b>	48.1%	52.9%	-4.8%	51.9%	47.1%	4.8%
<b>7. G6</b>	25.0%	48.0%	-23.0%	75.0%	52.0%	23.0%
<b>8. SCS</b>	11.8%	47.4%	-35.6%	88.2%	52.6%	35.6%
<b>Total</b>	<b>59.4%</b>	<b>60.6%</b>	<b>-1.2%</b>	<b>40.6%</b>	<b>39.4%</b>	<b>1.2%</b>

**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

The proportion of female leavers under the VER scheme in the period was 6% higher than the proportion of females in the Department but just over 1% lower than the previous period.

At SCS level the proportion of females was 12%, 35% lower than the previous period and 41% lower than the Departmental rate. In grades AA to SEO the larger proportion of VERS leavers were female employees, however at Grade 7 and above the larger proportion of leavers were male employees.

**Figure 8.10:** A graph of Table 8.10: Breakdown of VERS leavers by Gender and Grade



**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Grade:**

**Table 8.11: Breakdown of VERS leavers by Gender and Grade**

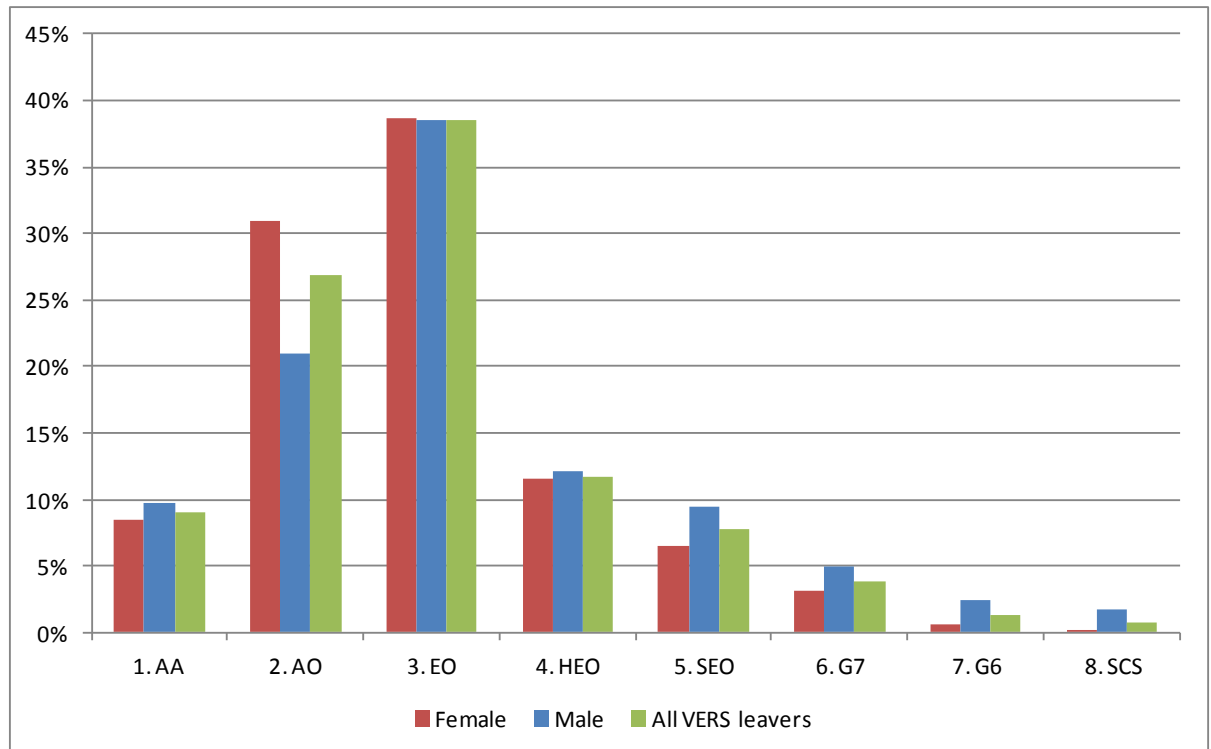
	Female			Male		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	9%	4%	5%	10%	3%	7%
<b>2. AO</b>	31%	21%	10%	21%	11%	10%
<b>3. EO</b>	39%	36%	3%	38%	33%	6%
<b>4. HEO</b>	12%	17%	-6%	12%	23%	-11%
<b>5. SEO</b>	7%	14%	-8%	9%	18%	-9%
<b>6. G7</b>	3%	5%	-2%	5%	7%	-2%
<b>7. G6</b>	1%	2%	-1%	3%	3%	0%
<b>8. SCS</b>	0%	1%	-1%	2%	2%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

79% of female employees who left the Department were Grade AA to EO, which differs from male employees of which 69% were accounted for at these grades.

The largest variation from last year occurred for male and female employees at AO grade, the proportion of males leaving the Department increased from 11% to 21% and for females 21% to 31%.

**Figure 8.11: A graph of Table 8.11: Breakdown of VERS leavers by Gender and Grade**



**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Disability:**

**Table 8.12: Breakdown of VERS leavers by Disability and Grade**

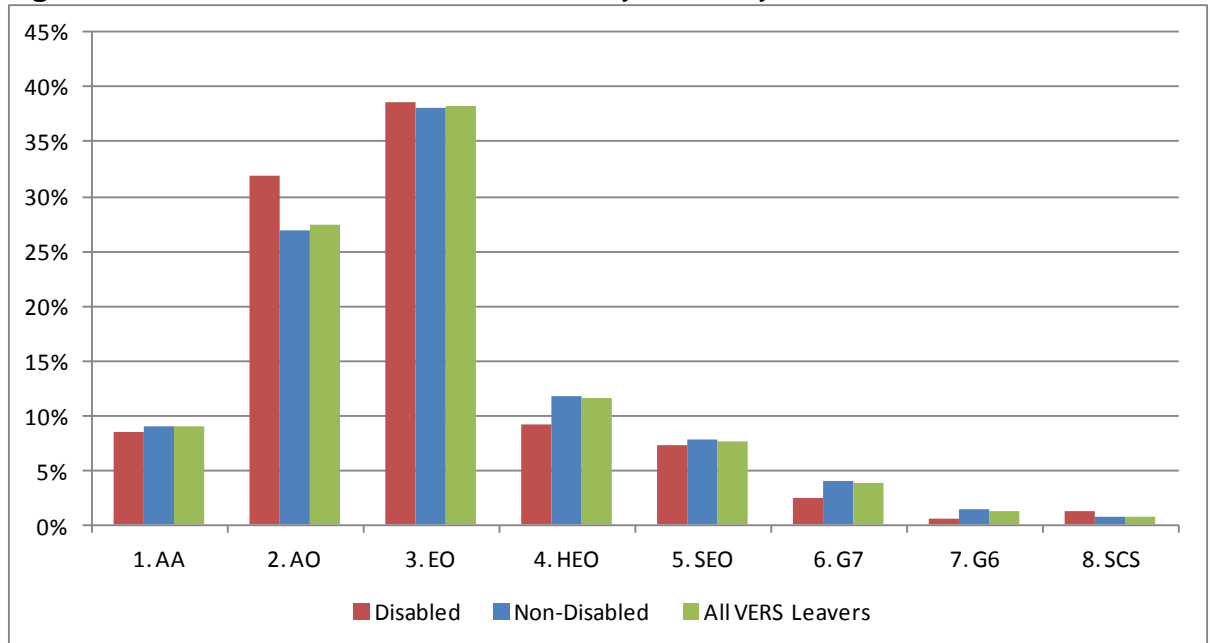
	Disabled			Non-Disabled		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	8%	5%	3%	92%	95%	-3%
<b>2. AO</b>	10%	9%	1%	90%	91%	-1%
<b>3. EO</b>	9%	9%	0%	91%	91%	0%
<b>4. HEO</b>	7%	11%	-4%	93%	89%	4%
<b>5. SEO</b>	8%	10%	-2%	92%	90%	2%
<b>6. G7</b>	5%	3%	2%	95%	97%	-2%
<b>7. G6</b>	4%	4%	0%	96%	96%	0%
<b>8. SCS</b>	13%	13%	-1%	88%	87%	1%
<b>Total</b>	<b>8%</b>	<b>9%</b>	<b>-1%</b>	<b>92%</b>	<b>91%</b>	<b>1%</b>

**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

The proportion of disabled employees who left the Department was slightly larger (1%) than the proportion of disabled employees in the Department (7%).

The proportion of disabled employees who left the Department was consistent to the Department profile (7%) or higher for all grades. The exception was at SCS which saw the proportion of disabled employees who left, 6% higher than the Home Office composition at 13%.

**Figure 8.12: Breakdown of VERS leavers by Disability and Grade**



**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Ethnicity:**

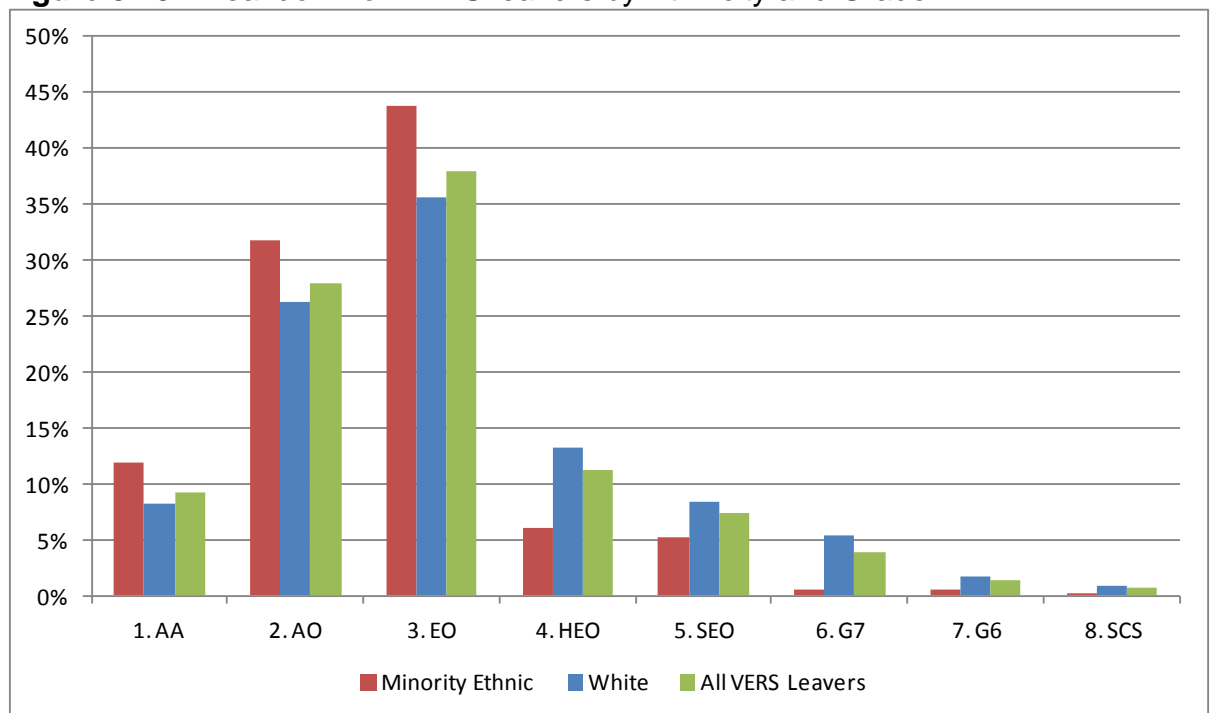
**Table 8.13: Breakdown of VERS leavers by Ethnicity and Grade**

	Minority Ethnic			White		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	37%	23%	14%	63%	77%	-14%
<b>2. AO</b>	33%	19%	14%	67%	81%	-14%
<b>3. EO</b>	33%	25%	8%	67%	75%	-8%
<b>4. HEO</b>	16%	12%	4%	84%	88%	-4%
<b>5. SEO</b>	20%	9%	11%	80%	91%	-11%
<b>6. G7</b>	4%	8%	-3%	96%	92%	3%
<b>7. G6</b>	12%	0%	12%	88%	100%	-12%
<b>8. SCS</b>	7%	0%	7%	93%	100%	-7%
<b>Total</b>	<b>29%</b>	<b>17%</b>	<b>12%</b>	<b>71%</b>	<b>83%</b>	<b>-12%</b>

**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

The proportion of ethnic minority employees who left the Department on a VERS Scheme increased from 17% to 29% from last year, which was 6% higher than representation rates in the Home Office. At grades AA to EO, the proportion of minority ethnic employees who left, was greater than Departmental rates but lower at grades HEO and above.

**Figure 8.13: Breakdown of VERS leavers by Ethnicity and Grade**



**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012



- **Work Pattern:**

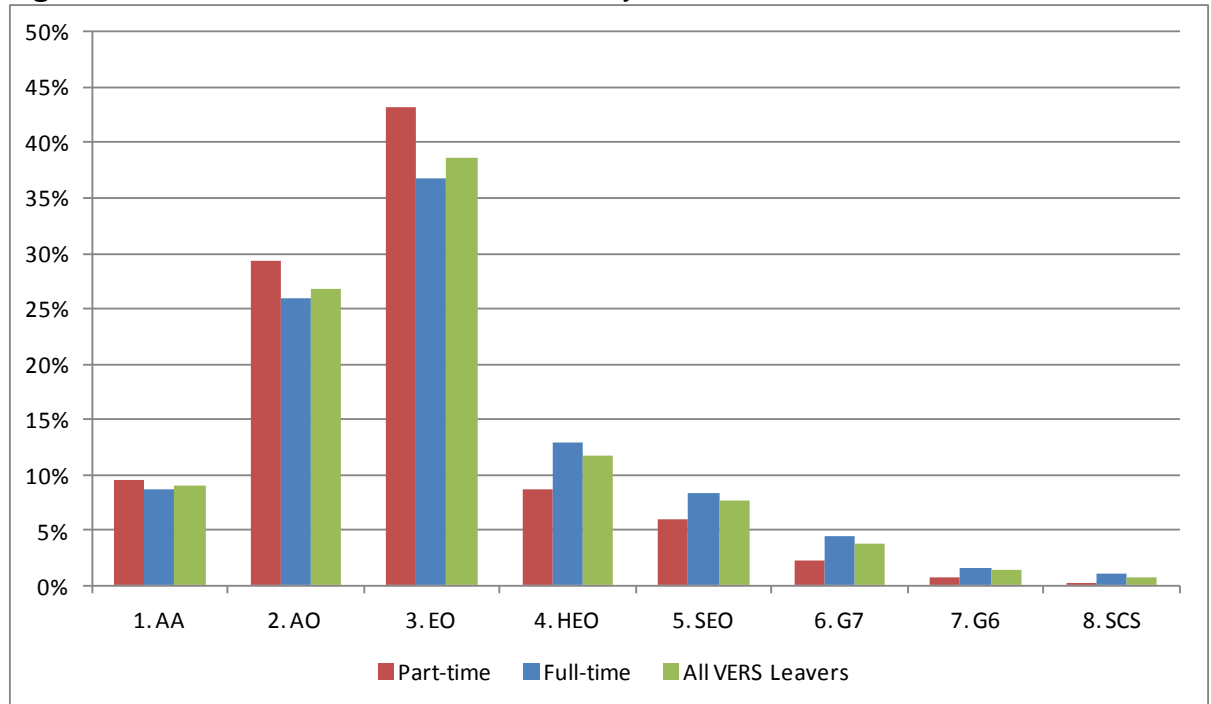
**Table 8.14:** Breakdown of VERS leavers by Work Pattern and Grade

	Part-time			Full-time		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	30.3%	40.9%	-10.6%	69.7%	59.1%	10.6%
<b>2. AO</b>	31.0%	48.3%	-17.3%	69.0%	51.7%	17.3%
<b>3. EO</b>	31.7%	34.1%	-2.4%	68.3%	65.9%	2.4%
<b>4. HEO</b>	21.1%	25.2%	-4.1%	78.9%	74.8%	4.1%
<b>5. SEO</b>	22.0%	20.1%	1.9%	78.0%	79.9%	-1.9%
<b>6. G7</b>	16.5%	13.2%	3.2%	83.5%	86.8%	-3.2%
<b>7. G6</b>	14.3%	12.0%	2.3%	85.7%	88.0%	-2.3%
<b>8. SCS</b>	5.9%	0.0%	5.9%	94.1%	100.0%	-5.9%
<b>Total</b>	<b>28.3%</b>	<b>30.6%</b>	<b>-2.2%</b>	<b>71.7%</b>	<b>69.4%</b>	<b>2.2%</b>

Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

The proportion of part-time employees who left the Department on a VER scheme decreased from 31% to 28% which was 8% higher than the rate of part-time employees in the Department.

**Figure 8.14:** Breakdown of VERS leavers by Work Pattern and Grade



Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Location:**

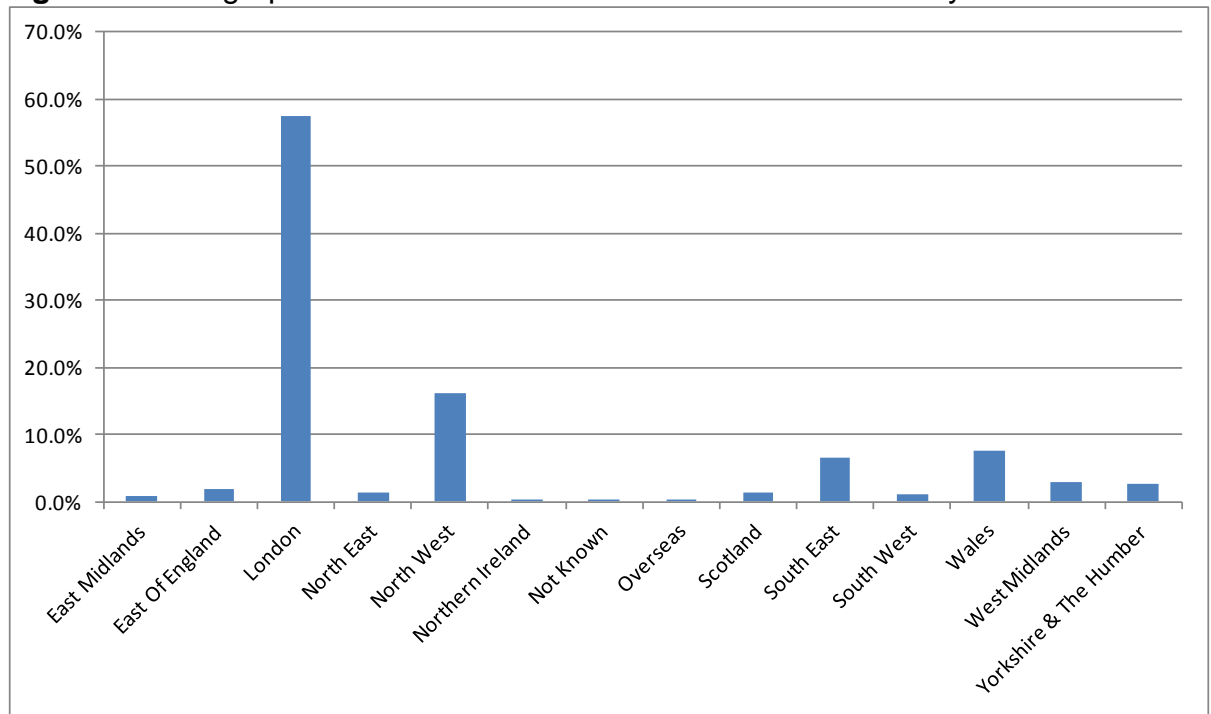
**Table 8.15: Breakdown of VERS leavers by Location and Grade**

Region	Grade								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
East Midlands	0.0%	0.7%	1.3%	0.4%	0.6%	1.3%	0.0%	0.0%	<b>0.8%</b>
East Of England	0.5%	2.5%	1.5%	2.1%	2.5%	0.0%	0.0%	0.0%	<b>1.8%</b>
London	71.9%	47.3%	56.8%	47.5%	71.1%	84.8%	92.9%	88.2%	<b>57.4%</b>
North East	0.5%	2.4%	1.4%	0.8%	0.0%	0.0%	0.0%	0.0%	<b>1.3%</b>
North West	8.1%	23.9%	14.3%	19.8%	9.4%	7.6%	0.0%	5.9%	<b>16.1%</b>
Northern Ireland	0.0%	0.0%	0.3%	1.2%	0.0%	0.0%	0.0%	0.0%	<b>0.2%</b>
Not Known	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>0.0%</b>
Overseas	0.0%	0.0%	0.3%	0.8%	0.6%	0.0%	0.0%	0.0%	<b>0.2%</b>
Scotland	0.5%	2.2%	1.0%	1.7%	1.3%	1.3%	0.0%	0.0%	<b>1.4%</b>
South East	0.0%	1.3%	12.0%	9.5%	5.7%	0.0%	0.0%	0.0%	<b>6.5%</b>
South West	0.0%	0.5%	1.6%	2.9%	0.6%	0.0%	0.0%	0.0%	<b>1.2%</b>
Wales	14.1%	15.8%	3.7%	2.5%	3.1%	0.0%	0.0%	0.0%	<b>7.4%</b>
West Midlands	1.1%	1.6%	2.8%	7.4%	3.8%	2.5%	3.6%	5.9%	<b>3.0%</b>
Yorkshire & The Humber	3.2%	1.8%	3.0%	3.3%	1.3%	2.5%	3.6%	0.0%	<b>2.6%</b>
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

VERS leavers in the Department were consistent with the Home Office profile for location with London containing the largest proportion of employees who left, followed by the North West.

**Figure 8.15: A graph of Table 8.15: Breakdown of VERS leavers by Location**



Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- Age:

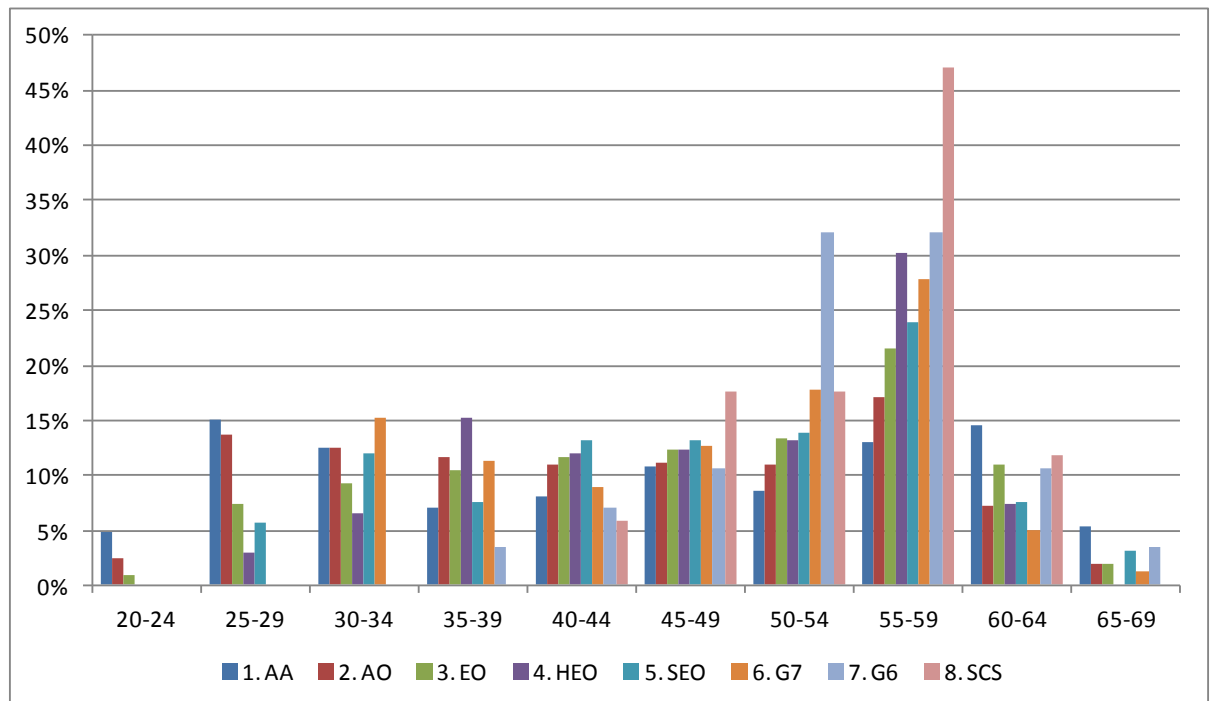
**Table 8.16:** Breakdown of VERS leavers by Age Bands and Grade

Age	Grade								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
20-24	4.9%	2.5%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	1.5%
25-29	15.1%	13.8%	7.3%	2.9%	5.7%	0.0%	0.0%	0.0%	8.7%
30-34	12.4%	12.5%	9.2%	6.6%	11.9%	15.2%	0.0%	0.0%	10.3%
35-39	7.0%	11.6%	10.5%	15.3%	7.5%	11.4%	3.6%	0.0%	10.7%
40-44	8.1%	11.1%	11.7%	12.0%	13.2%	8.9%	7.1%	5.9%	11.1%
45-49	10.8%	11.2%	12.4%	12.4%	13.2%	12.7%	10.7%	17.6%	12.0%
50-54	8.6%	11.1%	13.4%	13.2%	13.8%	17.7%	32.1%	17.6%	12.8%
55-59	13.0%	17.0%	21.6%	30.2%	23.9%	27.8%	32.1%	47.1%	21.4%
60-64	14.6%	7.2%	11.0%	7.4%	7.5%	5.1%	10.7%	11.8%	9.4%
65-69	5.4%	2.0%	2.0%	0.0%	3.1%	1.3%	3.6%	0.0%	2.1%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

The proportion of employees that left on a VER scheme was broadly consistent to the Department rate for age distribution, except the largest proportion of leavers was aged 55–59 years and not 45–49 years in the composition of the Department. 75% of all VERS leavers were aged over 50 years at grade 6 and SCS and 50% at Grade 7.

**Figure 8.16:** A graph of Table 8.16: Breakdown of VERS leavers by Age Bands and Grade



Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Religious Belief:**

**Table 8.17: Breakdown of VERS leavers by Religious Belief and Grade**

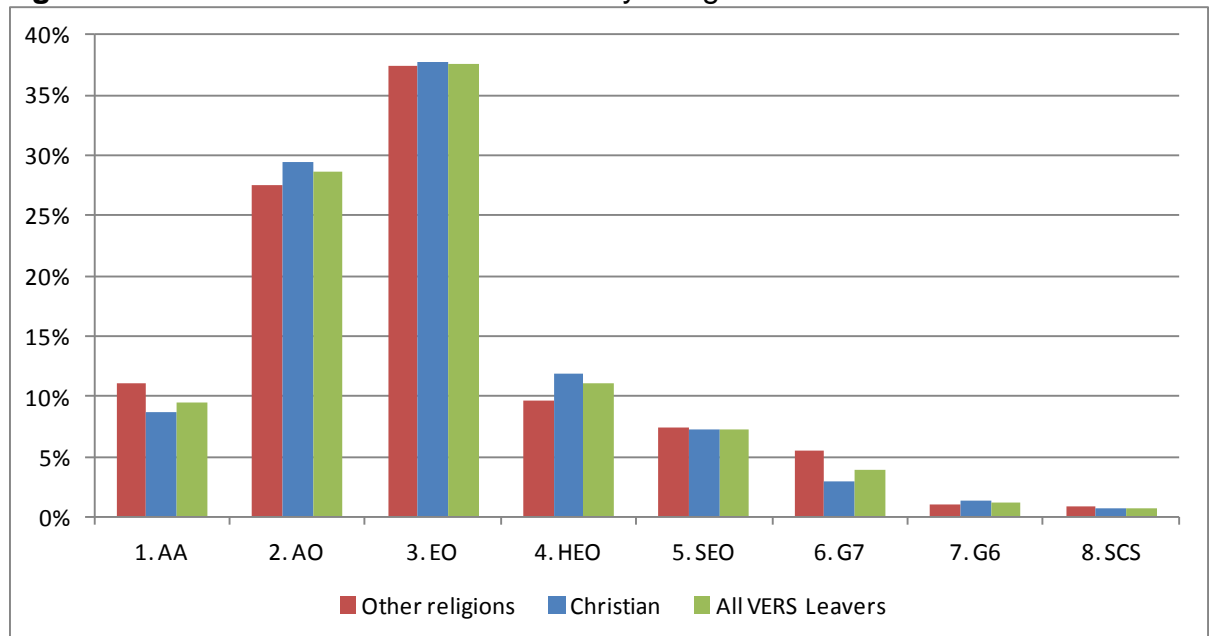
	Other religions			Christian		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	43%	31%	12%	57%	69%	-12%
<b>2. AO</b>	36%	29%	7%	64%	71%	-7%
<b>3. EO</b>	37%	34%	3%	63%	66%	-3%
<b>4. HEO</b>	32%	21%	11%	68%	79%	-11%
<b>5. SEO</b>	37%	29%	9%	63%	71%	-9%
<b>6. G7</b>	52%	43%	9%	48%	57%	-9%
<b>7. G6</b>	30%	37%	-7%	70%	63%	7%
<b>8. SCS</b>	42%	54%	-12%	58%	46%	12%
<b>Total</b>	<b>37%</b>	<b>30%</b>	<b>7%</b>	<b>63%</b>	<b>70%</b>	<b>-7%</b>

**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

The proportion of VERS leavers that declared their religious belief as “Other religion” was 6% lower than the Department but an increase of 7% from last year.

The largest variation in the proportion of employees that left on a VER scheme that declared their religious belief as “Other religion” occurred at Grade AA and SCS. There was a 12% increase at AA grade and a 12% decrease at SCS, but both figures were in line with the Department (43%).

**Figure 8.17: Breakdown of VERS leavers by Religious Belief and Grade**



**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Sexual Orientation:**

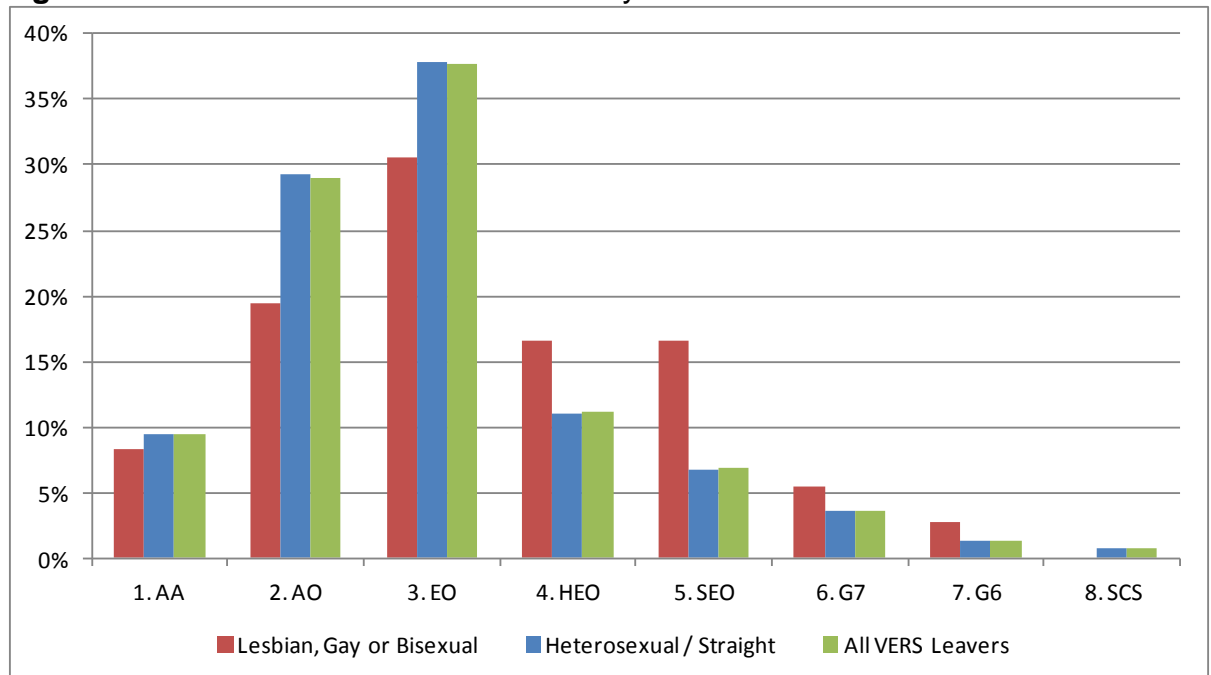
**Table 8.18:** Breakdown of VERS leavers by Sexual Orientation and Grade

	Lesbian, Gay or Bisexual			Heterosexual / Straight		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	1.9%	3.2%	-1.3%	98.1%	96.8%	1.3%
<b>2. AO</b>	1.5%	2.0%	-0.6%	98.5%	98.0%	0.6%
<b>3. EO</b>	1.8%	2.2%	-0.4%	98.2%	97.8%	0.4%
<b>4. HEO</b>	3.3%	2.4%	0.9%	96.7%	97.6%	-0.9%
<b>5. SEO</b>	5.3%	5.7%	-0.5%	94.7%	94.3%	0.5%
<b>6. G7</b>	3.4%	4.5%	-1.2%	96.6%	95.5%	1.2%
<b>7. G6</b>	4.5%	5.6%	-1.0%	95.5%	94.4%	1.0%
<b>8. SCS</b>	0.0%	8.3%	-8.3%	100.0%	91.7%	8.3%
<b>Total</b>	<b>2.2%</b>	<b>3.1%</b>	<b>-0.9%</b>	<b>97.8%</b>	<b>96.9%</b>	<b>0.9%</b>

**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

The proportion of VERS leavers who were lesbian, gay or bisexual decreased by 1% from last year and was 1% less than the Department (3%). There were no lesbian, gay or bisexual employees at SCS grade that left on a VER scheme which was a decrease of 8% from last year.

**Figure 8.18:** Breakdown of VERS leavers by Sexual Orientation and Grade



**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

## Turnover Leavers

The turnover definition included employees who left due to death, dismissal, resignation, retirement and transfer to OGD.

### Key Facts:

- The Departmental turnover rate at the end of the year for all paid and unpaid civil servants was 3.5%.

Of all those paid and unpaid who left the Department:

- Gender:**

**Table 8.19: Breakdown of turnover leavers by Gender and Grade**

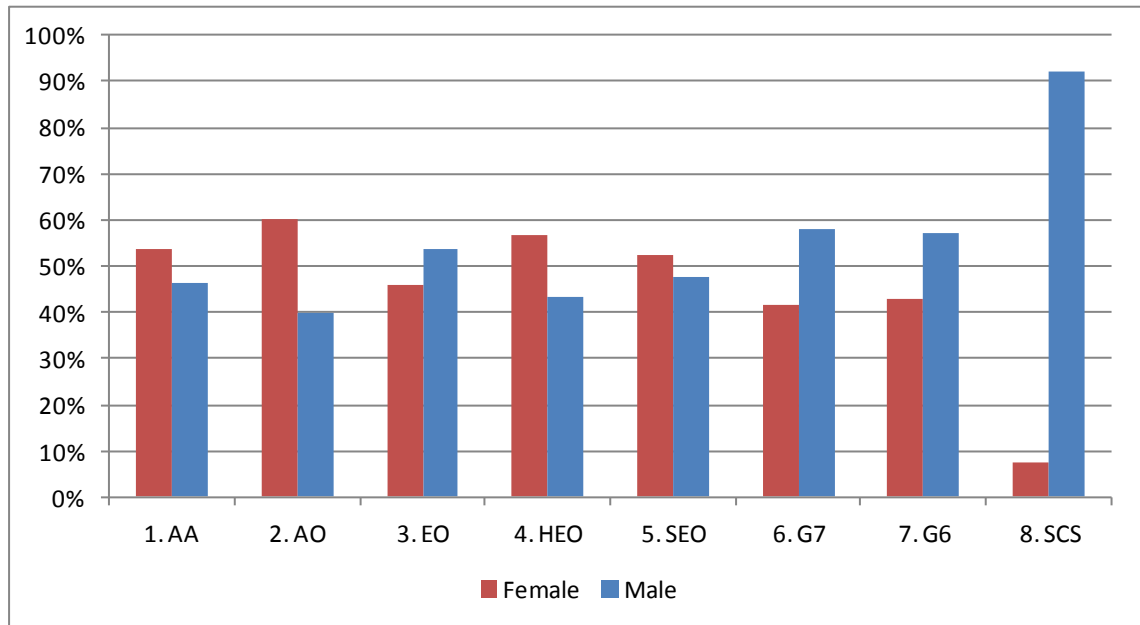
	Female			Male		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	54%	53%	1%	46%	47%	-1%
<b>2. AO</b>	60%	54%	6%	40%	46%	-6%
<b>3. EO</b>	46%	47%	-1%	54%	53%	1%
<b>4. HEO</b>	57%	52%	5%	43%	48%	-5%
<b>5. SEO</b>	52%	38%	14%	48%	62%	-14%
<b>6. G7</b>	42%	45%	-3%	58%	55%	3%
<b>7. G6</b>	43%	40%	3%	57%	60%	-3%
<b>8. SCS</b>	8%	38%	-30%	92%	62%	30%
<b>Total</b>	<b>52%</b>	<b>50%</b>	<b>2%</b>	<b>48%</b>	<b>50%</b>	<b>-2%</b>

Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

The proportion of turnover leavers was broadly in line with the Home Office composition for gender.

The largest variation saw the proportion of female leavers at SCS grade reduce by 30% from last year to 8%, 44% less than the Departmental composition (52%).

**Figure 8.19:** A graph of Table 8.19: Breakdown of turnover leavers by Gender and Grade



**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Grade:**

**Table 8.20:** Breakdown of turnover leavers by Gender and Grade

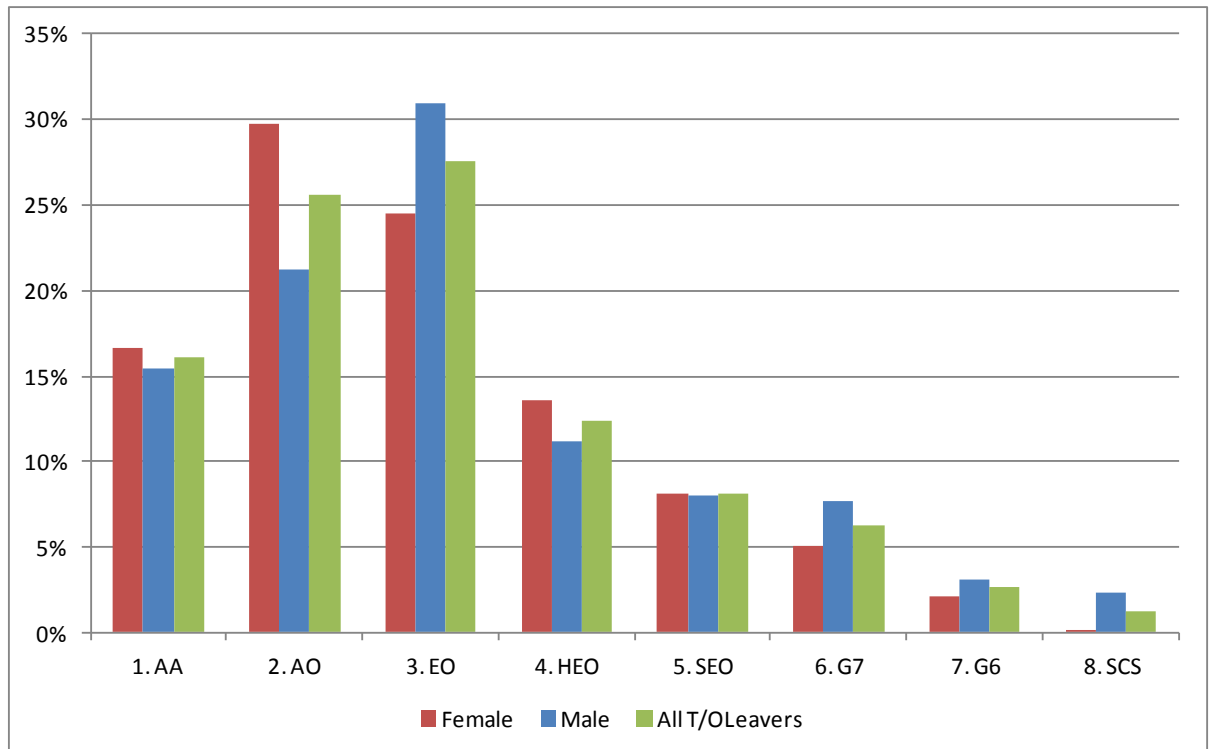
	Female			Male		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	11%	14%	-3%	12%	13%	-1%
<b>2. AO</b>	31%	33%	-3%	21%	28%	-7%
<b>3. EO</b>	34%	26%	8%	36%	29%	7%
<b>4. HEO</b>	12%	14%	-2%	12%	12%	-1%
<b>5. SEO</b>	7%	5%	2%	9%	9%	0%
<b>6. G7</b>	4%	5%	-1%	6%	5%	0%
<b>7. G6</b>	1%	2%	0%	3%	2%	0%
<b>8. SCS</b>	0%	1%	-1%	2%	2%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

88% of female and 81% of male turnover leavers were accounted for by grades AA to HEO which was broadly in line with the Home Office composition of the same grades (85%).

The largest variance was the proportion of female employees at EO grade which increased by 8% to 34%. This brought it in line with the Departmental rate for EO grade (37%).

**Figure 8.20:** A graph of Table 8.20: Breakdown of turnover leavers by Gender and Grade



**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012



- **Disability:**

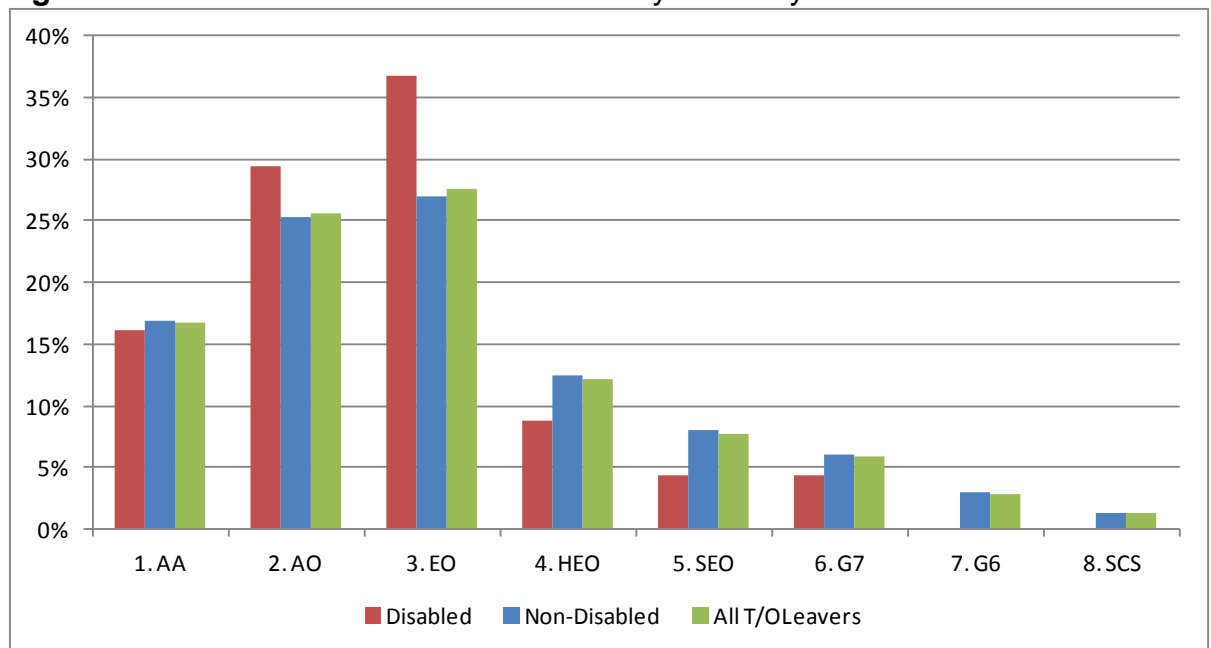
**Table 8.21: Breakdown of turnover leavers by Disability and Grade**

	Disabled			Non-Disabled		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	7%	6%	1%	93%	94%	-1%
<b>2. AO</b>	8%	7%	1%	92%	93%	-1%
<b>3. EO</b>	9%	7%	2%	91%	93%	-2%
<b>4. HEO</b>	5%	6%	-1%	95%	94%	1%
<b>5. SEO</b>	4%	4%	0%	96%	96%	0%
<b>6. G7</b>	5%	4%	2%	95%	96%	-2%
<b>7. G6</b>	0%	0%	0%	100%	100%	0%
<b>8. SCS</b>	0%	0%	0%	100%	100%	0%
<b>Total</b>	<b>7%</b>	<b>6%</b>	<b>1%</b>	<b>93%</b>	<b>94%</b>	<b>-1%</b>

**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

The proportion of disabled turnover leavers was consistent with the composition of the Department (7%) following the increase of 1% from last year. There were no disabled turnover leavers at Grade 6 or SCS which was in line with last year.

**Figure 8.21: Breakdown of turnover leavers by Disability and Grade**



**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Ethnicity:**

**Table 8.22:** Breakdown of turnover leavers by Ethnicity and Grade

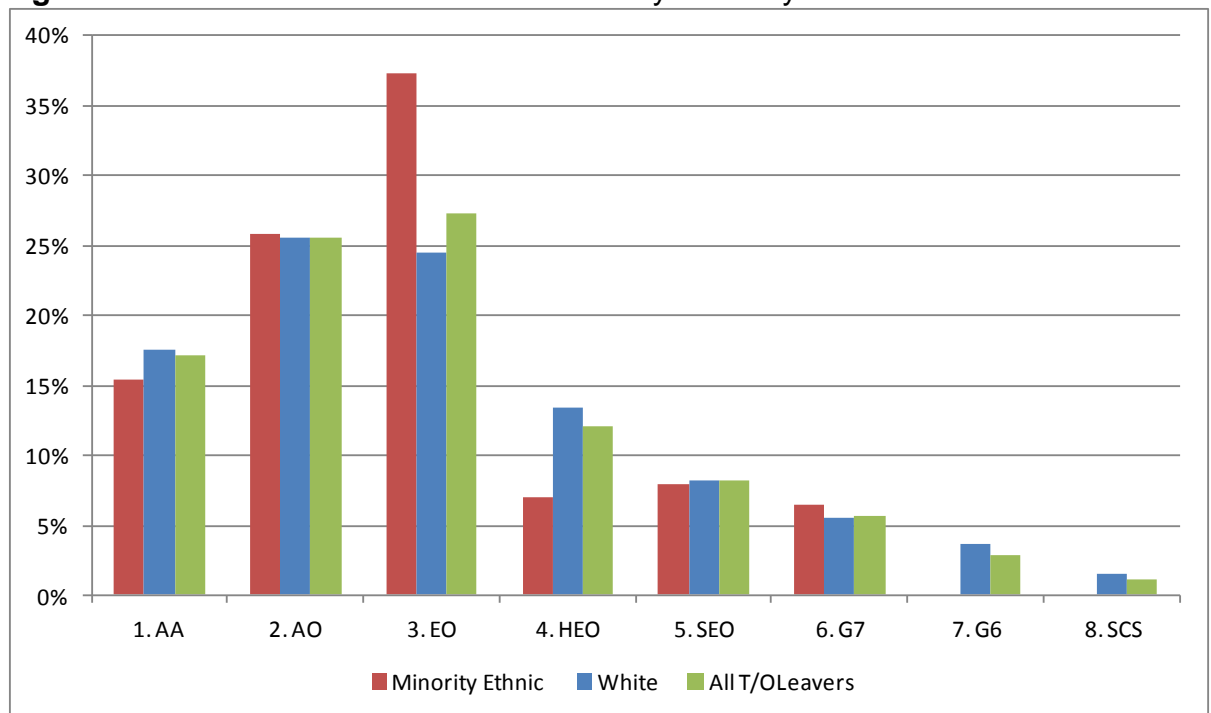
	Minority Ethnic			White		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	19.5%	23.0%	-3.5%	80.5%	77.0%	3.5%
<b>2. AO</b>	21.8%	22.3%	-0.4%	78.2%	77.8%	0.4%
<b>3. EO</b>	29.6%	31.1%	-1.5%	70.4%	68.9%	1.5%
<b>4. HEO</b>	12.5%	16.7%	-4.2%	87.5%	83.3%	4.2%
<b>5. SEO</b>	21.1%	9.0%	12.1%	78.9%	91.0%	-12.1%
<b>6. G7</b>	24.5%	8.0%	16.5%	75.5%	92.0%	-16.5%
<b>7. G6</b>	0.0%	10.0%	-10.0%	100%	90.0%	10.0%
<b>8. SCS</b>	0.0%	0.0%	0.0%	100%	100%	0.0%
<b>Total</b>	<b>21.6%</b>	<b>22.2%</b>	<b>-0.6%</b>	<b>78.4%</b>	<b>77.8%</b>	<b>0.6%</b>

Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

The proportion of ethnic minority turnover leavers was broadly in line with the Department (23%) despite a slight decrease (less than 1%) from last year.

There were no minority ethnic turnover leavers at Grade 6 or SCS.

**Figure 8.22:** Breakdown of turnover leavers by Ethnicity and Grade



Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Work Pattern:**

**Table 8.23:** Breakdown of turnover leavers by Work Pattern and Grade

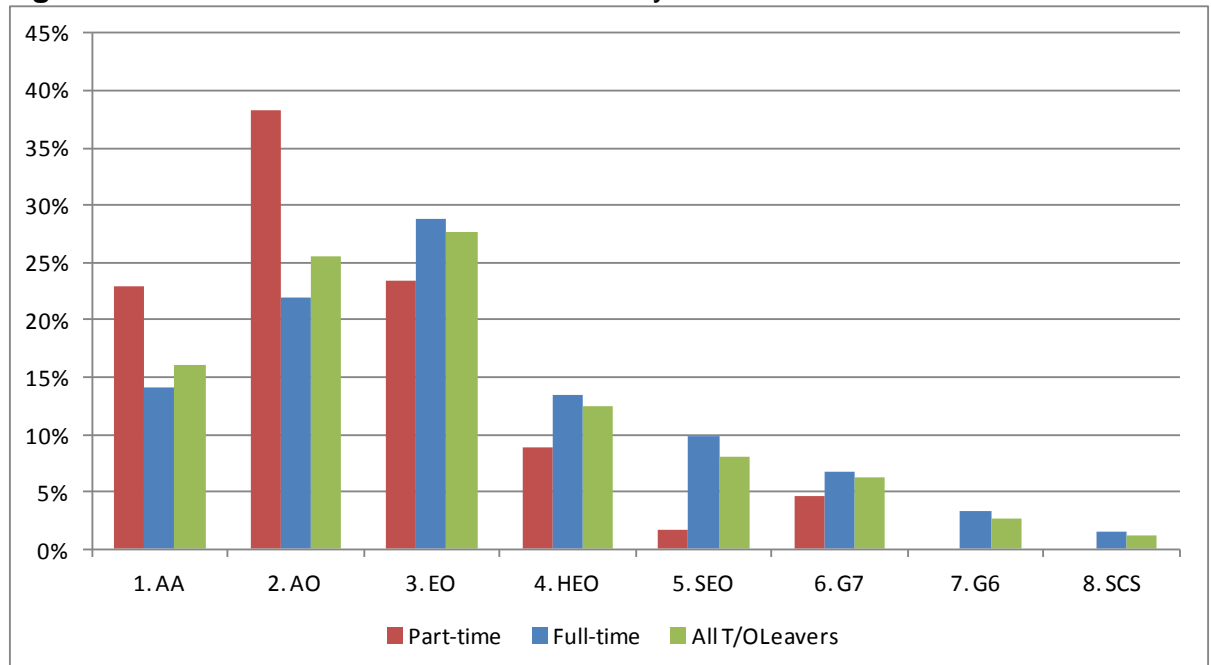
	Part-time			Full-time		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	32%	31%	1%	68%	69%	-1%
<b>2. AO</b>	33%	40%	-7%	67%	60%	7%
<b>3. EO</b>	19%	26%	-7%	81%	74%	7%
<b>4. HEO</b>	16%	19%	-3%	84%	81%	3%
<b>5. SEO</b>	5%	15%	-10%	95%	85%	10%
<b>6. G7</b>	16%	13%	4%	84%	88%	-4%
<b>7. G6</b>	0%	7%	-7%	100%	93%	7%
<b>8. SCS</b>	0%	7%	-7%	100%	93%	7%
<b>Total</b>	<b>22%</b>	<b>28%</b>	<b>-6%</b>	<b>78%</b>	<b>72%</b>	<b>6%</b>

**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

The proportion of part-time turnover leavers (22%) was 2% higher than the Department despite a decrease of 6% from last year.

There were no part-time turnover leavers at Grade 6 or SCS and the most marked variation was the reduction by 10% of part-time turnover leavers at HEO grade. This was reduced to 5% from last year and 15% less than the Department composition (20%).

**Figure 8.23:** Breakdown of turnover leavers by Work Pattern and Grade



**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Location:**

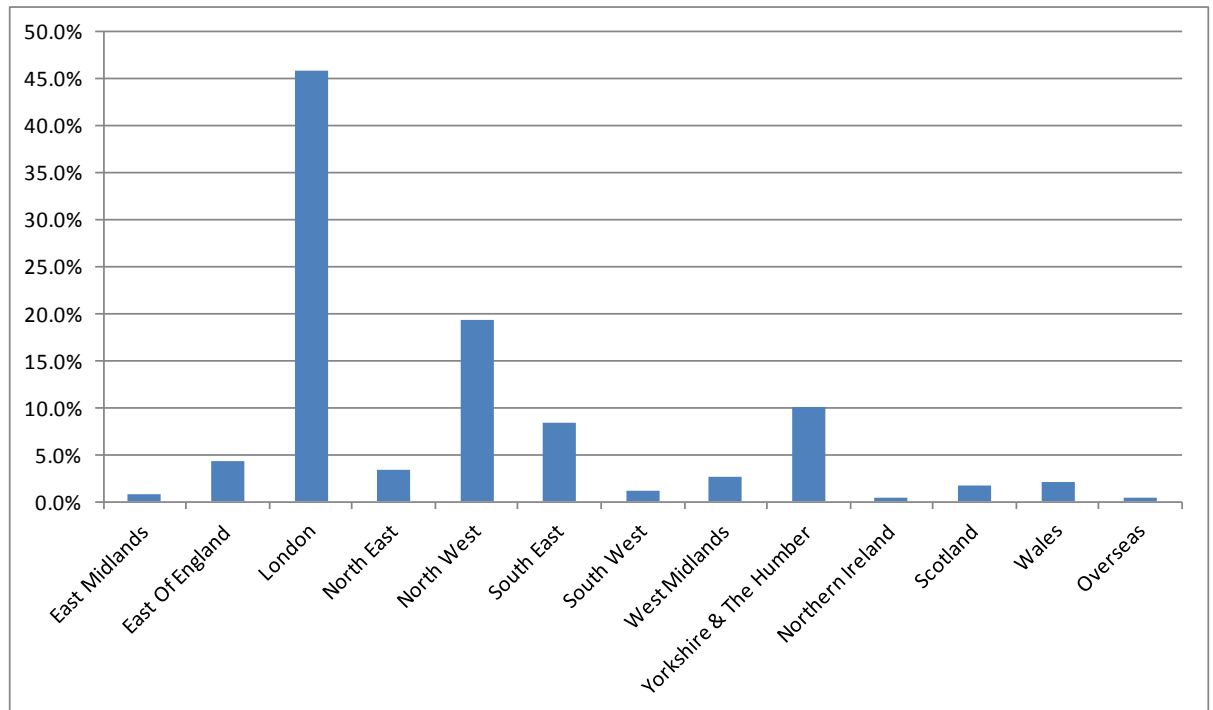
**Table 8.24: Breakdown of turnover leavers by Location and Grade**

Region	Grade								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
East Midlands	0.0%	1.9%	1.0%	0.0%	1.2%	0.0%	0.0%	0.0%	<b>0.8%</b>
East Of England	11.7%	3.7%	3.8%	1.5%	1.2%	1.5%	0.0%	0.0%	<b>4.2%</b>
London	29.8%	23.3%	44.0%	59.8%	77.9%	88.1%	96.4%	84.6%	<b>45.8%</b>
North East	2.3%	7.4%	3.4%	1.5%	0.0%	0.0%	0.0%	0.0%	<b>3.4%</b>
North West	42.1%	22.2%	15.7%	9.8%	10.5%	4.5%	0.0%	7.7%	<b>19.2%</b>
South East	2.3%	11.5%	12.6%	6.8%	4.7%	3.0%	3.6%	0.0%	<b>8.3%</b>
South West	0.0%	1.9%	1.7%	0.8%	0.0%	0.0%	0.0%	0.0%	<b>1.0%</b>
West Midlands	2.3%	4.1%	3.1%	3.0%	0.0%	0.0%	0.0%	0.0%	<b>2.6%</b>
Yorkshire & The Humber	8.2%	18.9%	7.8%	12.1%	2.3%	1.5%	0.0%	0.0%	<b>10.1%</b>
<b>England</b>	<b>98.8%</b>	<b>94.8%</b>	<b>93.2%</b>	<b>95.5%</b>	<b>97.7%</b>	<b>98.5%</b>	<b>100.0%</b>	<b>92.3%</b>	<b>95.7%</b>
Northern Ireland	0.0%	0.7%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>0.4%</b>
Scotland	1.2%	1.5%	2.4%	1.5%	0.0%	1.5%	0.0%	7.7%	<b>1.6%</b>
Wales	0.0%	2.2%	3.1%	3.0%	2.3%	0.0%	0.0%	0.0%	<b>2.0%</b>
Overseas	0.0%	0.7%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>0.4%</b>
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

The largest proportion of turnover leavers was in London (46%), followed by the North West (19%) and Yorkshire and the Humber (10%). The South East differs most from the Home Office composition with only 8% of turnover leavers compared to 14% of current employees.

**Figure 8.24: A graph of Table 8.18: Breakdown of turnover leavers by Location**



Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Age Bands:**

**Table 8.25:** Breakdown of turnover leavers by Age Bands and Grade

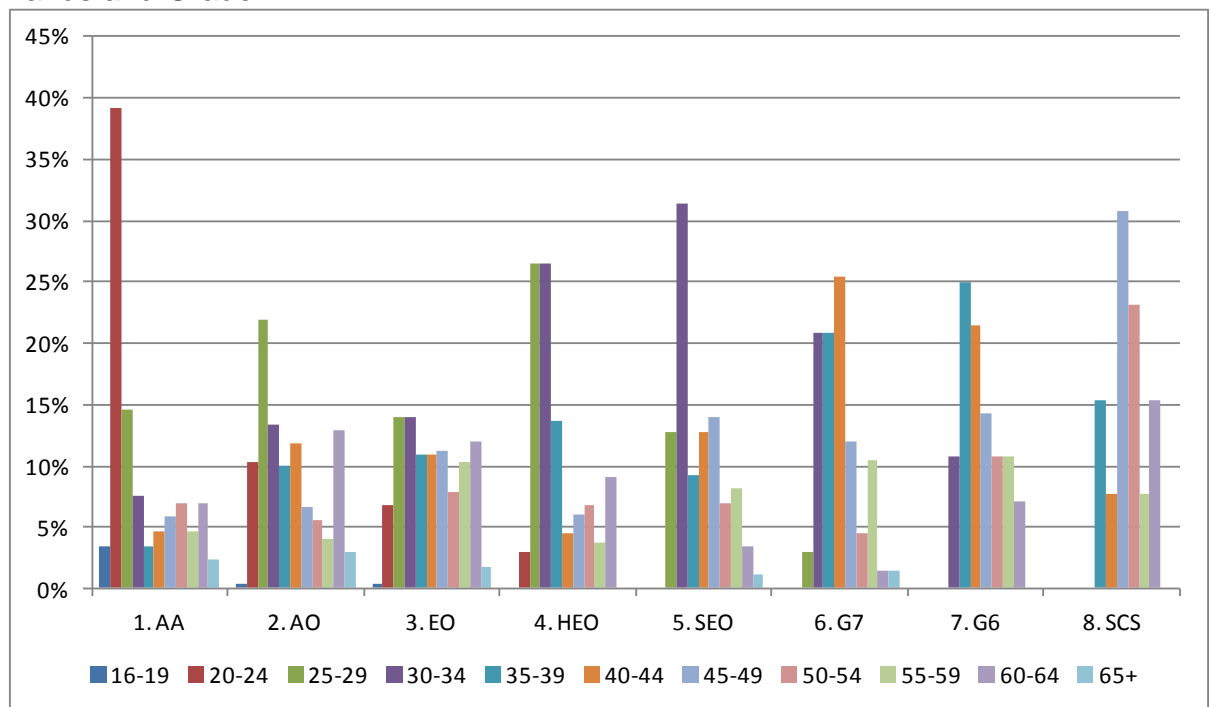
Age	Grade								Total
	1. AA	2. AO	3. EO	4. HEO	5. SEO	6. G7	7. G6	8. SCS	
16-19	3.5%	0.4%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	<b>0.8%</b>
20-24	39.2%	10.4%	6.8%	3.0%	0.0%	0.0%	0.0%	0.0%	<b>11.2%</b>
25-29	14.6%	21.9%	14.0%	26.5%	12.8%	3.0%	0.0%	0.0%	<b>16.3%</b>
30-34	7.6%	13.3%	14.0%	26.5%	31.4%	20.9%	10.7%	0.0%	<b>15.9%</b>
35-39	3.5%	10.0%	10.9%	13.6%	9.3%	20.9%	25.0%	15.4%	<b>10.8%</b>
40-44	4.7%	11.9%	10.9%	4.5%	12.8%	25.4%	21.4%	7.7%	<b>10.7%</b>
45-49	5.8%	6.7%	11.3%	6.1%	14.0%	11.9%	14.3%	30.8%	<b>9.2%</b>
50-54	7.0%	5.6%	7.8%	6.8%	7.0%	4.5%	10.7%	23.1%	<b>7.0%</b>
55-59	4.7%	4.1%	10.2%	3.8%	8.1%	10.4%	10.7%	7.7%	<b>6.8%</b>
60-64	7.0%	13.0%	11.9%	9.1%	3.5%	1.5%	7.1%	15.4%	<b>9.6%</b>
65+	2.3%	3.0%	1.7%	0.0%	1.2%	1.5%	0.0%	0.0%	<b>1.8%</b>
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

47% of turnover leavers were aged between 30–49 years which differs from the 62% in the composition. The largest proportion of turnover leavers was aged between 25–29 years, 6% more than the Departmental rate.

16–24 year old turnover leavers were 10% higher than the proportion of employees at this age in the Department (12%) but those aged over 50 years accounted for 25% of turnover leavers which was in line with the composition (26%).

**Figure 8.25:** A graph of Table 8.25: Breakdown of turnover leavers by Age Bands and Grade



Data source: Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Religious Belief:**

**Table 8.26:** Breakdown of turnover leavers by Religious Belief and Grade

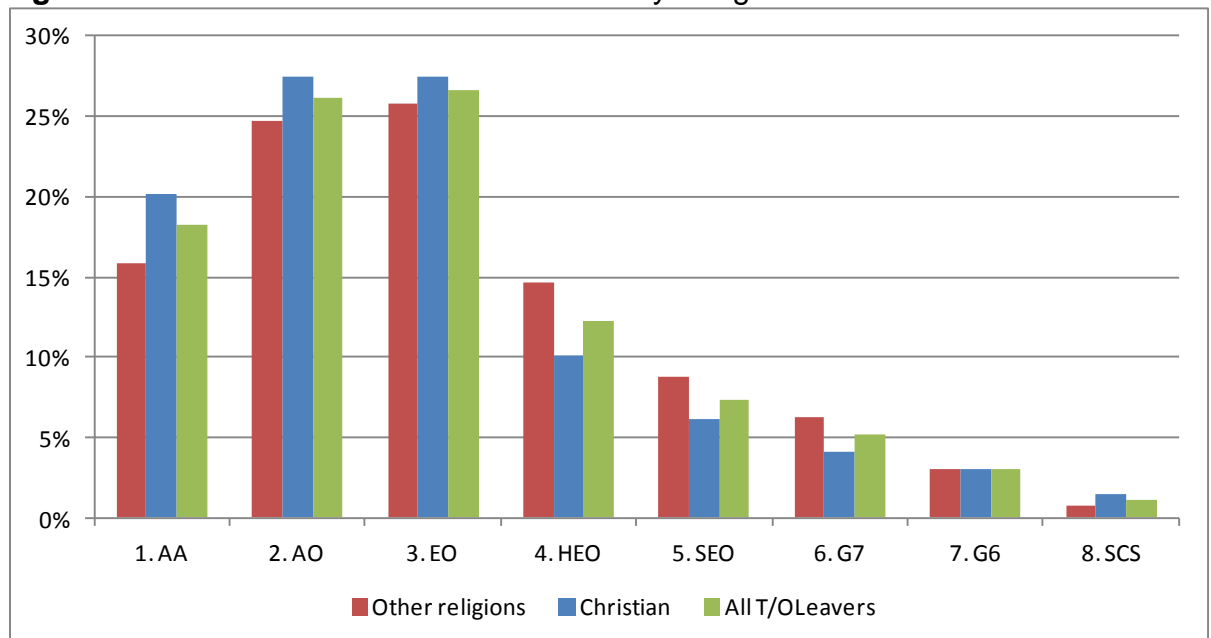
	Other religions			Christian		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	40.6%	39.0%	1.6%	59.4%	61.0%	-1.6%
<b>2. AO</b>	43.9%	44.1%	-0.1%	56.1%	55.9%	0.1%
<b>3. EO</b>	44.9%	41.7%	3.2%	55.1%	58.3%	-3.2%
<b>4. HEO</b>	55.8%	44.5%	11.2%	44.2%	55.5%	-11.2%
<b>5. SEO</b>	55.6%	45.0%	10.6%	44.4%	55.0%	-10.6%
<b>6. G7</b>	56.8%	47.5%	9.3%	43.2%	52.5%	-9.3%
<b>7. G6</b>	46.2%	30.8%	15.4%	53.8%	69.2%	-15.4%
<b>8. SCS</b>	30.0%	14.3%	15.7%	70.0%	85.7%	-15.7%
<b>Total</b>	<b>46.5%</b>	<b>42.5%</b>	<b>4.0%</b>	<b>53.5%</b>	<b>57.5%</b>	<b>-4.0%</b>

**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

The proportion of turnover leavers that declared their religious belief as “Other religion” increased by almost 4% from last year, to 47% this year, which was 4% higher than the Departmental rate (43%).

The largest variance of those turnover leavers that declared their religious belief as “Other religion” was at SCS grade. This increased by almost 16% to 30% which was still 13% lower than the Departmental rate (43%).

**Figure 8.26:** Breakdown of turnover leavers by Religious Belief and Grade



**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

- **Sexual Orientation:**

**Table 8.27:** Breakdown of turnover leavers by Sexual Orientation and Grade

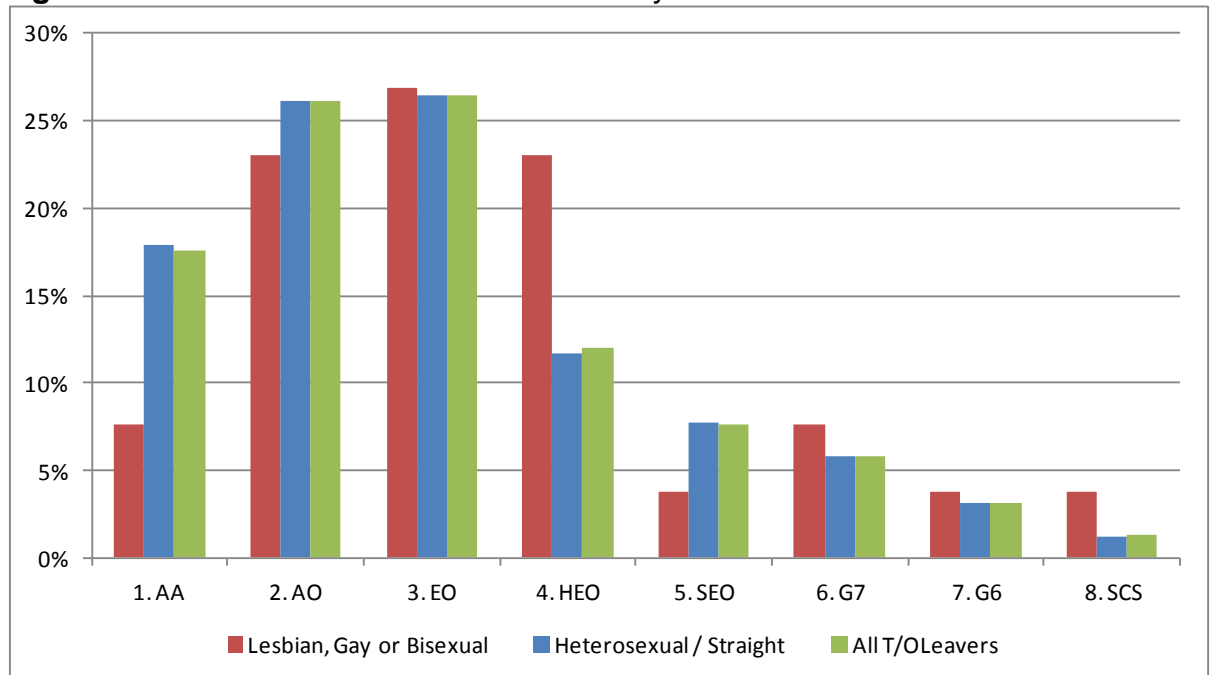
	Lesbian, Gay or Bisexual			Heterosexual / Straight		
	2012	2011	Variance	2012	2011	Variance
<b>1. AA</b>	1.3%	3.1%	-1.7%	98.7%	96.9%	1.7%
<b>2. AO</b>	2.7%	1.7%	1.0%	97.3%	98.3%	-1.0%
<b>3. EO</b>	3.1%	4.4%	-1.3%	96.9%	95.6%	1.3%
<b>4. HEO</b>	5.8%	2.5%	3.3%	94.2%	97.5%	-3.3%
<b>5. SEO</b>	1.5%	3.3%	-1.8%	98.5%	96.7%	1.8%
<b>6. G7</b>	4.0%	5.0%	-1.0%	96.0%	95.0%	1.0%
<b>7. G6</b>	3.7%	13.3%	-9.6%	96.3%	86.7%	9.6%
<b>8. SCS</b>	9.1%	0.0%	9.1%	90.9%	100.0%	-9.1%
<b>Total</b>	<b>3.0%</b>	<b>3.1%</b>	<b>-0.1%</b>	<b>97.0%</b>	<b>96.9%</b>	<b>0.1%</b>

**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March for each year stated

The proportion of lesbian, gay or bisexual turnover leavers was consistent to the Department (3%).

The largest variation was lesbian, gay or bisexual turnover leavers at Grade 6 which decreased from 13% to almost 4% from last year, still 1% higher than the composition (3%).

**Figure 8.27:** Breakdown of turnover leavers by Sexual Orientation and Grade



**Data source:** Data View, 12 months paid and unpaid civil servant leavers at 31<sup>st</sup> March 2012

## Appendices

### *Appendix 1: Methodology*

This is the third 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 Departmental sources of HR data, including local records (either paper-based or electronic) held by specialist HR communities of expertise.

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 grades 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 HQ, UKBA, IPS and CRB 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.

Where practicable, analysis within this report uses diversity information from Adelphi. Where this is not practicable – for example, in areas such as resourcing – analysis has relied on locally-held diversity monitoring forms, the completion of which by employees is voluntary.

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 Adelpi system. When recording a response to disability, sexual orientation or religious belief employees can respond as follows:

- A positive statement: for example “Yes” or “No” for disability.
- Prefer not to say: this group, along with those who make a positive statement, are known as “the declaration rate” for CO reporting.
- Left blank; this group is known as “Not Surveyed”.

## Appendix 2: Data Quality

**Table 1: Data Quality Issues by Subject Area**

An improvement on the rate for last year means that more employees made a positive statement about their disability, ethnicity or sexual orientation, thereby reducing the "Prefer Not to Say" or "Not declared" category.

Worsening on the rate for last year means that fewer employees made a positive statement about their disability, ethnicity or sexual orientation, thereby increasing the numbers in the "Prefer Not to Say" or "Not declared" category.

Where no reference is made to an improvement or worsening then no comparison can be made with previous year's figures.

Subject Area	Data Quality Issues
<b>Average Working Days Lost</b>	The average days lost for employees with an undeclared status was: 8.1 for disability 7.4 for ethnicity 7.3 for religious belief and 7.6 for sexual orientation Disability and ethnicity have significantly improved since last year's report; by 16.5% and 14.9% respectively. Sexual Orientation has continued to improve by 8.4%. Religious Belief was not reported last year.
<b>Career Breaks</b>	The proportion of undeclared status was: 15% for disability 21% for ethnicity 34% religious belief and 38% for sexual orientation These are quite high compared to the general Home Office undeclared rate. Disability, sexual orientation and ethnicity have all worsened since last year by 2%, 3% and 1% respectively. Religious Belief was not reported last year.
<b>Core Skills Assessment</b>	In these cases the proportion of undeclared status for Grade 7 applications was: 37% for disability 36% for ethnicity 41% religious belief and 47% for sexual orientation These have worsened since last year in all four areas, by 36%, 32%, 30% and 34% respectively. This is due to the number of external candidates who did not provide positive statements. In these cases the proportion of undeclared status for HEO applications was: 15% for disability

<b>Subject Area</b>	<b>Data Quality Issues</b>
	<p>15% for ethnicity  21% religious belief and  20% for sexual orientation  These have also worsened since last year for all four areas, by 8%, 5%, 4% and 7% respectively. Again this is due to the number of external candidates who did not provide positive statements.</p>
<b>Dispute Resolution</b>	<p>The proportion of undeclared status was:  7% for disability  6% for ethnicity  16% for sexual orientation and  10% religious belief.  Generally these improved on last year's figures, although disability worsened slightly by 2%. Sexual orientation improved by 16%, ethnicity by 4% and religious belief by 9%.</p>
<b>Employees With No Sick Absence</b>	<p>The proportion of undeclared status was:  9% for disability  12% for ethnicity  21% for religious belief and  23% for sexual orientation  Disability and sexual orientation improved slightly by 3% each and ethnicity improved by 4%. Religious Belief was not reported last year.</p>
<b>Entrants</b>	<p>The proportion of employees who opted to "Prefer not to Say" or made no declaration was:  12% for Ethnicity  12% for Disability  19% for religious belief and  21% for Sexual Orientation  These all improved to varying degrees, the most significant was ethnicity with a 6% improvement rate. Religious Belief was not reported last year.</p>
<b>Home Office Composition</b>	<p>The proportion of employees who opted to "Prefer not to Say" or made no declaration was:  8% for Disability  10% for Ethnicity  18% for religious belief and  20% for Sexual Orientation  Disability, ethnicity and sexual orientation have all remained the same as last year. Religious Belief was not reported last year.</p>
<b>Inefficiency</b>	<p>In these cases the proportion of undeclared status was:  7% for disability  0% for ethnicity  0% for sexual orientation  7% for religious belief.  These were a vast improvement on last year's figures, with</p>

<b>Subject Area</b>	<b>Data Quality Issues</b>
	the disability and sexual orientation improving by 16% and 15% respectively, and ethnicity and religious belief both improving by 31%.
<b>Learning - External</b>	In these cases the proportion of undeclared status was: 12% for disability 13% for ethnicity 19% for religious belief 22% for sexual orientation. Disability, ethnicity and sexual orientation have all improved by 5%. Religious Belief was not reported last year.
<b>Learning - Internal</b>	In these cases the proportion of undeclared status was: 8% for disability 7% for ethnicity 18% for religious belief 19% for sexual orientation. Unlike external learning which saw improvement, disability, ethnicity and sexual orientation have all worsened by 2%, 3% and 4% respectively. Religious Belief was not reported last year.
<b>Leavers</b>	The proportion of undeclared status was: 8% for disability 10% for ethnicity 19% for religious belief and 20% for sexual orientation These improved on last year's figures, with disability, ethnicity and sexual orientation improving by 13%, 11% and 14% respectively. Religious Belief was not reported last year.
<b>Maternity Leave</b>	The proportion of undeclared status was: 6% for disability 6% for ethnicity 13% for religious belief and 14% for sexual orientation All areas are worse than last year, ethnicity seeing the largest reduction by 6%, disability and sexual orientation by 4% and 5% respectively. Religious Belief was not reported last year.
<b>Misconduct</b>	The proportion of undeclared status was: 9% for disability 11% for ethnicity 16% for sexual orientation and 22% religious belief. Disability, ethnicity and sexual orientation all improved by 2%, and religious belief by 4%.

<b>Subject Area</b>	<b>Data Quality Issues</b>
<b>Promotion</b>	<p>The proportion of undeclared status was:  8% for disability  8% for ethnicity  % for religious belief and  15% for sexual orientation  Ethnicity and sexual orientation both improved on last year's figures by 1%, with disability remaining the same. Religious Belief was not reported last year.</p>
<b>Qualifications</b>	<p>The proportion of undeclared status was:  5% for disability  7% for ethnicity  14% for religious belief and  15% for sexual orientation  Disability and sexual orientation both improved on last year's figures by 1%, with ethnicity remaining the same. Religious Belief was not reported last year.</p>
<b>Recruitment</b>	<p>The proportion of undeclared status was:  20% for disability  22% for ethnicity  28% for religious belief and  29% for sexual orientation  There was an improvement for disability, ethnicity and sexual orientation by 6%, 4% and 3% respectively. Religious Belief was not reported last year.</p>
<b>Redeployment</b>	<p>The proportion of undeclared status was:  9% for disability  7% for ethnicity  15% for religious belief and  18% for sexual orientation.  Ethnicity and sexual orientation both improved on last year's figures by 2% and 4% respectively, with disability remaining the same. Religious Belief was not reported last year.</p>
<b>Re-grading</b>	<p>The proportion of undeclared status was:  3% for disability  6% for ethnicity  14% for religious belief and  14% for sexual orientation  Disability, ethnicity and sexual orientation all improved by 15%, 12% and 19% respectively. Religious Belief was not reported last year.</p>
<b>Sick Absence Triggers</b>	<p>The proportion of undeclared status was:  8% for disability  9% for ethnicity  19% for sexual orientation and  16% religious belief.  A slightly worsening on last year, for disability and religious belief by 1%, and ethnicity and sexual orientation by 2%.</p>

<b>Subject Area</b>	<b>Data Quality Issues</b>
<b>Temporary Cover Allowance (TCA)</b>	<p>The proportion of undeclared status was:  7% for disability  10% for ethnicity  22% for religious belief and  18% for sexual orientation  on the Adelphi System.  Disability and sexual orientation both improved by 1%, and  4% respectively. Ethnicity worsened by 1%. Religious  Belief was not reported last year.</p>
<b>Temporary Promotion (TP)</b>	<p>The proportion of undeclared status was:  9% for disability  18% for ethnicity  36% for religious belief and  36% for sexual orientation  on the Adelphi System.  Disability, ethnicity and sexual orientation all worsened by  9%, 6% and 12% respectively. Religious Belief was not  reported last year.</p>
<b>Turnover Leavers</b>	<p>The proportion of undeclared status was:  10% for disability  13% for ethnicity  20% for religious belief and  19% for sexual orientation  These all improved to varying degrees, the most significant  was Sexual Orientation by 17%.</p>
<b>VERS Leavers</b>	<p>The proportion of undeclared status was:  11% for disability  13% for ethnicity  % for religious belief and  24% for sexual orientation  on the Adelphi System.  Disability, ethnicity and sexual orientation all improved by  4%. Religious Belief was not reported last year.</p>

**Table 2: Ratings of Compliance of all Subject Areas**

Source	Subject Area	Business Area	Rating
Data View	Entrants, Current composition, AWDL, Maternity, Career Breaks, Promotions, Regrading, Promotions, TCA, TP, Employee No Sick, Qualifications, Turnover, VERS leavers & Leaving	All	★★★★★
Electronic Local Record	Recruitment	HQ	★★★★★
Electronic Local Record	Recruitment	UKBA	★★★★★
Electronic Local Record	Recruitment	IPS	★★★★★
Electronic Local Record	Recruitment	CRB	★★★★★
Electronic Local Record	Recruitment	SCS	★★★★★
Electronic Local Record	Core Skills Assessment	HQ & UKBA	★★★★★
Electronic Local Record	Redeployment	HQ	★★★★★
Electronic Local Record	Redeployment	IPS	★★★★★
Electronic Local Record	Redeployment	UKBA	★★★★★
Electronic Local Record	Redeployment	CRB	N/A <sup>1</sup>
Electronic Local Record	Redeployment	SCS	N/A <sup>2</sup>
Adelphi Extract	Sick Triggers	HQ & UKBA	★★★★★
Electronic Local Record	Dispute Resolution	HQ	★★★★★
Electronic Local Record	Attendance	HQ	★★★★★
Electronic Local Record	Inefficiency	HQ	★★★★★
Electronic Local Record	Misconduct	HQ	★★★★★
Electronic Local Record	Dispute Resolution	CRB	★★★★★
Electronic Local Record	Misconduct	UKBA	★★★★★
Electronic Local Record	Dispute Resolution	UKBA	★★★★★
Electronic Local Record	Inefficiency	UKBA	★★★★★
Electronic Local Record	Misconduct	IPS	★★★★★
Electronic Local Record	Dispute Resolution	IPS	★★★★★
Adelphi Extract	External Learning	HQ, UKBA & CRB	★★★★★
Adelphi Extract	Internal Learning	HQ, UKBA & CRB	★★★★★
Adelphi Extract	Classroom Learning	HQ, UKBA & CRB	★★★★★
Adelphi Extract	IPS Learning	IPS	N/A <sup>3</sup>
Discover	E-learning	HQ & UKBA	★★★★★

<sup>1</sup> There were no CRB employees in the Redeployment pool therefore we are unable to rate the data.

<sup>2</sup> There were no SCS employees in the Redeployment pool therefore we are unable to rate the data.

<sup>3</sup> There were no IPS learning data supplied therefore we are unable to rate the data.

## Glossary

CO	Cabinet Office
CSA	Core Skills Assessment
CRB	Criminal Records Bureau
EMR	Employment Monitoring Report
GEO	Government Equalities Office
HR	Human Resources
HQ	Headquarters
IPS	Identity and Passport Service
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