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Equality Monitoring 2011/12

# Equality Monitoring in DVLA

Version 1.1

In House Analytical  
Consultancy

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Department  
for Transport



GOVERNMENT OPERATIONAL RESEARCH SERVICE

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## Chapter 1: Management Summary

### 1.1 Introduction

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

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

Where possible, comparisons have been made against the previous year.

The inequalities and differences identified have been described in non-statistical terms throughout this report. However, where differences have been found to be statistically significant, this has been highlighted. By statistically significant, we mean that the difference is unlikely to have occurred by chance. Where results are not specifically discussed, this generally means that no statistically significant inequalities were found.

### 1.2 DVLA Structure and Organisation

The DVLA is an Executive Agency of the Department for Transport (DfT), whose primary purpose is to maintain accurate driver and vehicle registers. They also provide flexible, secure access to this data to those who need it, most notably the Police, Courts and Local Authorities.

As of 31<sup>st</sup> March 2012, there were 5,857 staff in post in DVLA, split across seven pay bands and two job roles:

- **Operational** (81.8% of staff) – essentially “front line” staff, e.g. answering telephones, making up licences, etc., and
- **Non-operational** (18.2% of staff) – those who provide business support to the agency, e.g. in Human Resources, Finance and Policy.

Senior Civil Service (SCS) staff are included in the Equality Monitoring analysis for DfT(C) and not in this report.

The majority of staff worked in Swansea (80.6%), with an additional 2.6% working in London and the remaining staff working elsewhere in Great Britain (GB).

### 1.3 Restructuring in DVLA

No major restructuring took place in DVLA in 2011/12.

### 1.4 Key Findings: Sex

DVLA had more female than male staff in all of its locations (and significantly more than the local working-age populations), in particular in operational roles.

For operational staff, the higher proportion of females was consistent across most pay bands, whereas, for non-operational staff, there tended to be more females in lower pay bands and more males in higher pay bands.

Compared with staff in post, more males left the agency and were involved in discipline cases than expected.

### 1.5 Key Findings: Race

98.1% of staff declared their race. Most of those who had either unknown or undeclared race were in PB1 or PB2.

When compared with the local working-age populations in Swansea and other

locations, the proportion of BME staff was lower than expected, whereas the proportion for staff in London was reflective of the local working-age population.

The proportion of BME staff was significantly higher for operational than non-operational staff. For operational staff, there were more BME staff in PB2 and more white staff in PB5. There was no difference between the pay bands for non-operational staff.

When compared with the proportions of staff in post, fewer white staff left DVLA than would be expected.

## 1.6 Key Findings: Disability

88.4% of DVLA declared their disabled status.

When compared with the local working-age populations, the proportion of disabled staff was lower than expected in Swansea and other GB locations, but representative for London.

There tended to be lower proportions of non-disabled staff in PB1 and PB2 than in the higher pay bands, although this was only significant for operational staff in PB1, PB3 and PB5. There were no significant differences between the pay bands for non-operational staff.

The age profiles of disabled and non-disabled staff were significantly different, although the difference was not isolated to any age bands in particular.

## 1.7 Key Findings: Age

The age profile of DVLA staff showed two peaks of staff: one aged 25-34 and another aged 45-54.

In Swansea, there was a significantly higher proportion of staff in each of these two peaks than in the local working-age

population. There was also a lower proportion of staff aged under 25, or over 60, than expected.

This was similar for other GB locations, with more staff aged 30-39 and 50-54, and fewer aged under 20 and over 60 than expected, when compared with the GB working-age population.

As would be expected, lower pay bands contained younger staff and those staff in the higher pay bands tended to be older. Males and non-disabled staff also tended to be younger than their colleagues.

## 1.8 Key Findings: Working pattern

Over a quarter of DVLA staff worked part-time. This proportion was higher for operational staff than non-operational staff, and tended to be higher in PB1 and PB2.

Operational staff who worked part-time were more likely to be female and not have declared their sexual orientation than their colleagues who worked full-time.

For non-operational staff, those working part-time were more likely to be female and less likely to be non-disabled than their full-time colleagues.

Given the proportion of staff in post, more part-time staff left DVLA in 2011/12 than would be expected.

## 1.9 Key findings: Learning and Development

An average of 0.7 days of recorded training was taken by staff in 2011/12; this figure was slightly higher for non-operational staff (1.1 days).

For operational staff, those in PB1 and PB2 took fewer days training than expected, whilst those in PB4 took more. Also, younger, full-time and those of unknown race took more training, whereas BME staff took fewer days of training.

For non-operational staff, those in PB1 and white staff took fewer days of recorded training. More days were taken by younger staff, those working full-time and females.

### 1.10 Key Findings: Recruitment

2,538 applications were made to join DVLA in 2011/12; most of which were for operational, PB1 roles based in Swansea (85.9%).

The proportion of applications from disabled applicants (4.2%) was lower than expected, given that 26.3% of the local working-age population declared themselves as disabled.

#### **Sift**

36.5% of applications were successful at sift. Applications to PB1 and PB2 were less successful than other pay bands, but this is unsurprising considering the high volume of applications to these bands.

#### **Interview**

682 applications resulted in an interview and roughly half (48.2%) of these were successfully passed.

Success rates for PB2 and PB4 were higher than for other pay bands, although this would have been impacted upon by the low volumes of applications to these bands.

#### **Appointed**

All applicants who were successful at interview were offered a job at DVLA, which is equivalent to 13.5% of all applications received (for whom a result and sex was known).

Successful applicants were more likely to have applied for PB3 posts and declared their sexual orientation. The former result will have been affected by the relatively low volume of applications to this pay band.

### 1.11 Key findings: Sickness Absence

DVLA staff had an average of 6.5 days of sickness absence in 2011/12. Disabled staff and those in PB2 had more sickness absence than their colleagues. This was similar for both job roles.

Additionally for operational staff, more sickness absence was had by females and staff with an unknown disabled status.

### 1.12 Key findings: Performance management

5,950 PMR records were received in 2011/12. 99.7% were above the mark of 70, the qualifying mark for a performance award.

In all pay bands other than PB2 and PB7, operational staff were more likely to receive a higher mark than non-operational staff.

For both operational and non-operational staff, sickness absence was the most important factor linked to PMR marks, with staff who had more sickness absence being less likely to receive a higher mark.

For operational staff, full-time staff, female staff, and non-disabled staff were all more likely to receive a higher PMR mark, whereas BME staff were less likely to do so.

Non-operational staff in PB1-2 and those who declared themselves to be disabled were less likely to receive a higher mark than their colleagues.

### **1.13 Information Recommendations**

Information on recruitment was delayed due to problems of data assembly by our Shared Services Department. The specification and systems changes have been addressed to ensure that in future recruitment data will be automatically captured. Changes in the way internal recruitment is managed meant that there was no 2011/12 data available for analysis.

The proportions of unknown data values in the recruitment data were also relatively high (e.g. 58.5% of applicants were of unknown/undeclared race and 4.0% were of unknown sex). This data is provided voluntarily, but improvements in the declaration rates would make the recruitment analysis more useful.

In contrast, data on staff in post has a relatively low proportion of unknowns for sex, race and disabled status. Although the declaration rate for race for operational staff has decreased slightly since last year, it is still high (98.1%) and the declaration rate for sexual orientation has increased (from 18.0% to 20.4%).

Continuing to improve declaration rates for sexual orientation and religion/belief will improve the usefulness of these factors in the analysis of staff in post.

## Chapter 2: Introduction

### 2.1 Equality Monitoring

This report contains an analysis of the diversity of DVLA staff for 2011/12. The aim of the analysis was to:

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

### 2.2 Analysis and reporting

This analysis has considered the following areas of diversity: sex, race, disability, age, working pattern, sexual orientation, and religion and belief.

And for the following datasets: staff in post, recruitment, cessations, performance management reports, learning and development, disciplinary cases, grievance cases and sickness absence.

It also gives information about maternity leavers and returners.

Results described in this report are based on the outcomes of statistical tests. These tests are used to identify statistically significant differences between groups – that is, differences larger than the likely range of natural variation.

Data for this report was provided by DVLA HR, and has been summarised in the annex tables provided with this analysis.

Recruitment and learning and development (training) data were provided by DfT Shared Services, on behalf of the DfT Resourcing Group (DRG).

### 2.3 Data coverage and quality

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

Senior Civil Service (SCS) staff in DfT's agencies have been included in the report for DfT(C).

Staff on long-term leave (e.g. maternity leave and career breaks) and those who are not civil servants (e.g. consultants, temporary administrators, etc.) are also excluded from the analysis.

Data on staff sex, age and pay band are held for each member of staff, but data on disability, race, sexual orientation and religion/belief are either voluntarily provided or collected via SAP and Occupational Health processes. As a result, and because staff may be unwilling to provide this information, these data often have significant numbers of unknowns or undeclared statuses and, subsequently, analysis was not always possible.

### 2.4 Declaration rates

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

Throughout this report any references to declaration rates or staff who had declared their [e.g. disability] status apply to staff who identified with a particular diversity category – such as



“disabled“ or “White British”. In other words, for the purposes of this report, staff who have declared that they prefer not to say have been grouped with those for whom no information is held, and described as unknown/undeclared. So if, say 10% of staff had chosen not to specify their race, and information was not available for a further 20%, we would quote a declaration rate of 70%, even though technically 80% had made a declaration.

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

<b>Protected characteristic</b>	<b>Declaration rate</b>
<b>Age</b>	100%
<b>Sex</b>	100%
<b>Race</b>	98.1%
<b>Disability status</b>	88.4%
<b>Sexual orientation</b>	21.2%
<b>Religion and belief</b>	13.9%

## Chapter 3: Staff in post and geographical distribution of staff

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

It compares the diversity of staff at each main location with the diversity of the local working-age population.

### Key findings

- 5,857 staff were employed on 31st March 2012; the majority worked in Swansea.
- 62.2% were female.
- Race declaration rate of 98.1%; of these, 2.5% declared themselves BME.
- Disability declaration rate of 88.4%; of these, 16.7% declared themselves as disabled.

### Swansea and other locations

When compared with the local working-age populations, there were:

- More female, fewer BME, and fewer disabled staff than expected.
- More staff aged 25-34 and 45-54 years than expected.
- Fewer staff aged under 25 and over 60 than expected.

### London

When compared with the local working-age populations, there were:

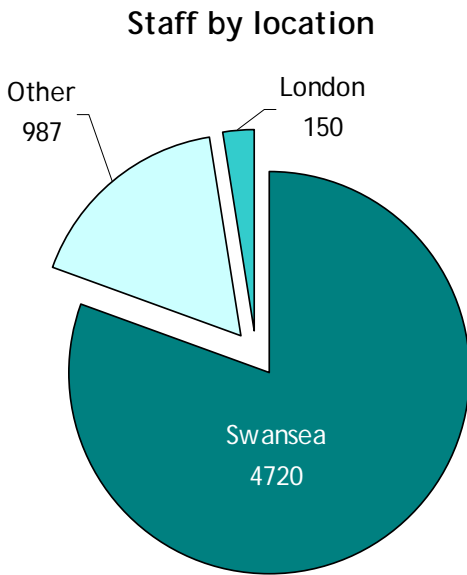
- More female staff than expected.
- Comparative proportions of White/BME and Disabled/Non-disabled staff.

### Job role

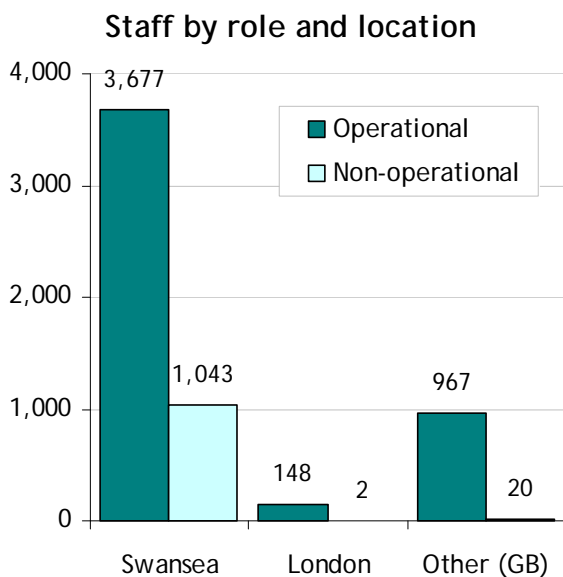
- 81.8% of staff were operational.
- Significantly more females in operational roles.
- Both job roles saw two peaks in their age profile, but for operational staff the younger peak (25-34 years) was bigger, whereas for non-operational, the older peak (45-54 years) was bigger.

### 3.1 Geographical distribution of DVLA staff

At midnight on 31<sup>st</sup> March 2012, there were 5,857 staff in DVLA, the majority of whom were based in Swansea.



The majority (4,792 staff, 81.8%) worked in an operational role. These staff were located in a variety of locations, but mostly in Swansea. In contrast, nearly all non-operational staff were located in Swansea.



### 3.2 Diversity profile of DVLA staff

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

For **Swansea**, this means the city and county of Swansea, along with the neighbouring counties of Carmarthenshire, Neath Port Talbot and Powys.

For **London**, this means all London boroughs and their neighbouring counties.

**Other** locations are compared with the GB working-age population as a whole, which includes all counties in Great Britain.

Most results by location are not reported by job role due to the small number of non-operational staff based at locations other than Swansea. However, where there were notable differences between the diversity profiles of operational and non-operational staff, they are reported separately.

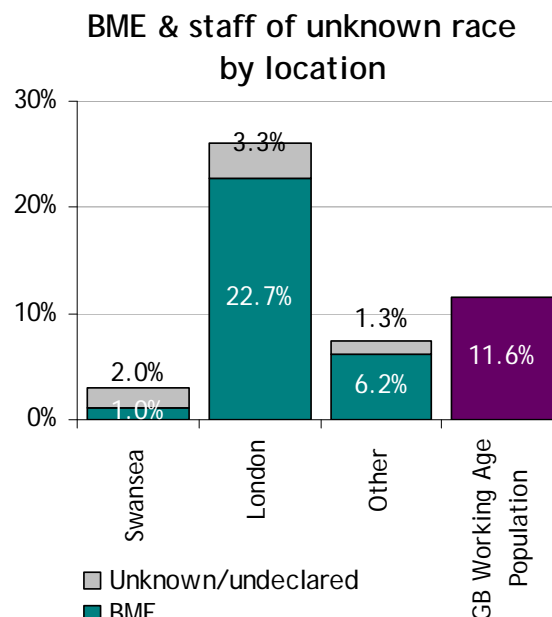
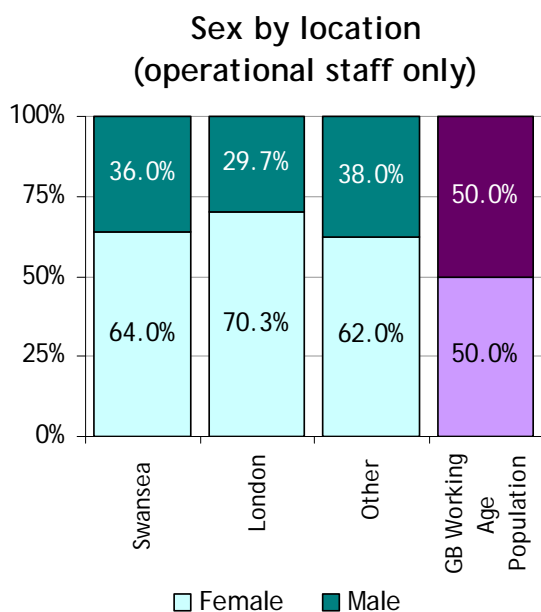
#### 3.2.1 Sex by location

##### *DVLA as a whole*

As in previous years, the majority of staff were female (62.2%), although the female proportion of non-operational staff was lower (54.9%) than that of operational staff (63.8%).

##### *Operational staff*

There were significantly higher proportions of female staff in all locations compared with the respective local working-age populations.



### Non-operational staff

Although there were more female than male staff in both Swansea (54.9%) and Other GB (55.0%) locations, the proportions were not statistically different from those of the local working-age populations.

### 3.2.2 Race by location

Race information was unknown for 1.3% of staff and undeclared for a further 0.7%, giving a declaration rate of 98.1%.

Of the 5,744 staff who declared their race, 2.5% declared themselves as BME (black or minority ethnic). This figure was similar for operational and non-operational staff, although it did vary by location, as shown below.

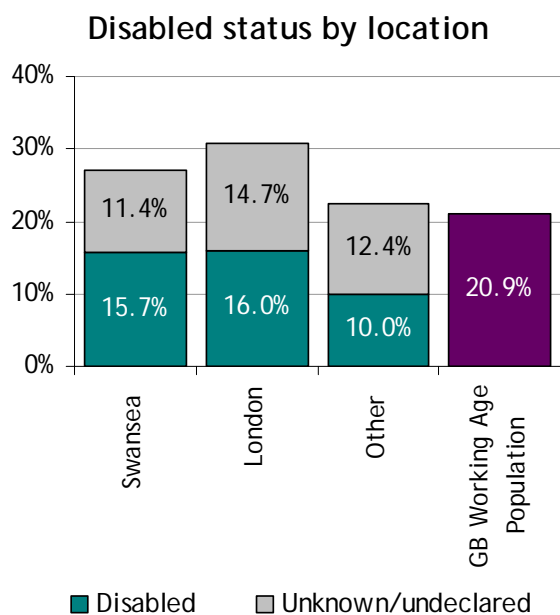
The proportions of BME staff in Swansea (1.1%, 49 staff) and Other GB locations (6.3%, 61 staff) were significantly lower than in the local working-age populations. However, the proportion for London (23.5%, 34 staff) was similar to that of the local working-age population.

### 3.2.3 Disabled status by location

#### DVLA as a whole

Disabled status was not available for 302 staff (5.2%) and undeclared for 379 (6.5%).

88.4% of DVLA staff declared their disabled status. Of these, 16.7% (864 staff) declared themselves to be disabled.



Where the disabled status of staff was known, data were analysed in further detail; proportions of disabled staff were compared with the proportions in the local working-age populations<sup>1</sup>. The proportion of disabled staff for Swansea (17.7%, 741 staff) and Other GB locations (11.5%, 99 staff) were significantly lower than the local populations, whereas the proportion for London (18.6%, 24 staff) was not significantly different.

Similar patterns were seen in the proportions for both operational and non-operational staff.

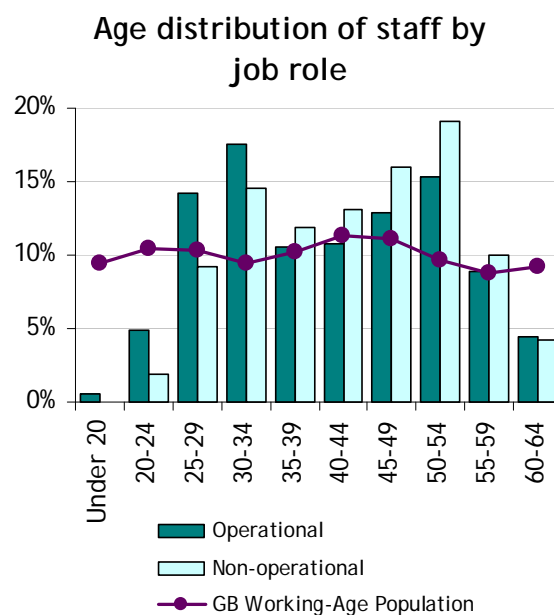
### 3.2.4 Age by location

#### DVLA as a whole

The ages of staff were compared with those of the local working-age populations, which covers those aged between 16 and 64 years. There were 29 staff (0.5%) aged 65 and over in DVLA, who are not included in this analysis.

<sup>1</sup> For the disabled status of the working-age populations, the definition of disabled includes both those with a disability covered by the Disability Discrimination Act and those with a work-limiting disability.

The age distributions for operational and non-operational staff were different from each other, as shown below.



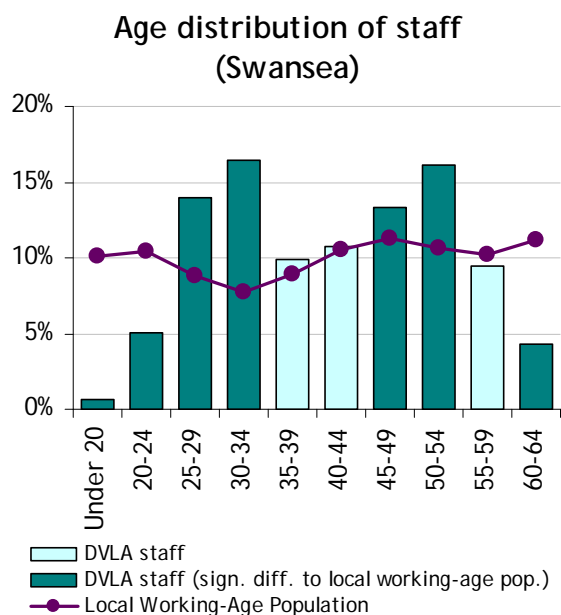
Both job roles showed two distinct peaks, the first around 30-34 years of age, and the second around 50-54 years of age.

For operational staff, the first peak is greater than the second – that is, there was a bigger cluster of younger than older staff, whereas, for non-operational staff, the second peak is greater. In general, non-operational staff tended to be older than operational staff (the average age of non-operational staff was 43.3 years, compared with 41.0 years for operational staff).

#### Swansea

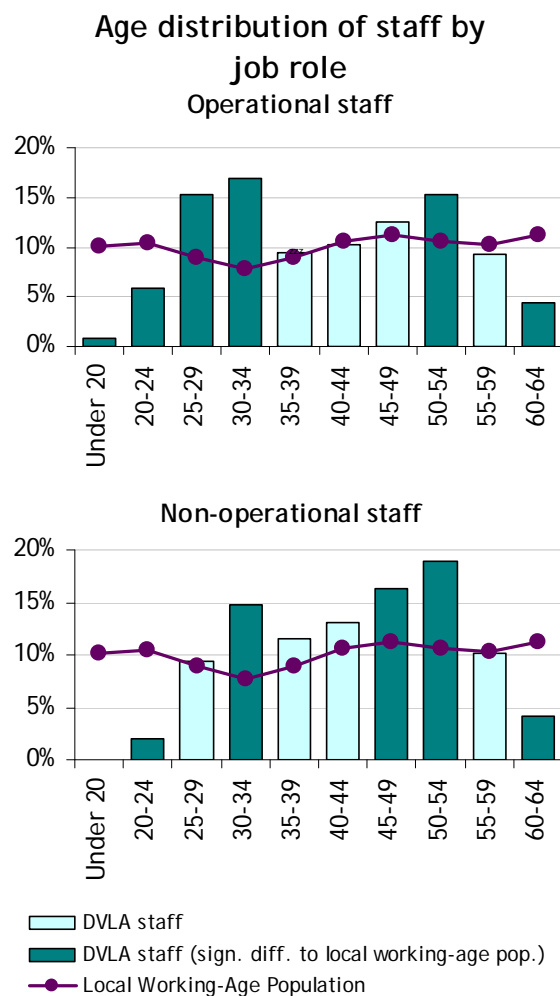
The age profile for Swansea staff was similar to that described above, with two distinct peaks.

The chart below compares it to the local working-age population in Swansea. The darker bars show where the proportion of staff in an age band is statistically different from that of the local population.



There were statistically fewer staff aged under 25 and over 60 than expected compared with the age profile in the local population, and more staff than expected in the two peaks (25-34 years and 45-54 years) .

These results differed slightly between the two job roles, reflecting the differences in their age profiles, as shown below. Again, the darker bars highlight age bands where the proportion of staff was significantly different from that of the local working-age population.

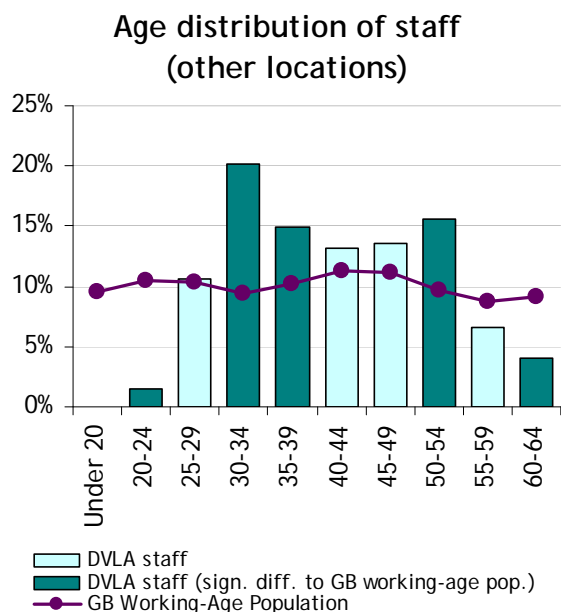


### Other locations

The age profile of staff in Other locations was more comparable to that of the GB working-age population, although there were:

- no staff aged under 20;
- higher proportions of staff aged 30-34, 35-39 and 50-54; and
- lower proportions aged under 20 and 60-64 than expected (compared with the age profile of the GB working-age population).

Analysis of the age profile for London locations was not possible due to small numbers.



### 3.3 Sexual orientation

Information on sexual orientation was available for 1,240 staff (21.2%) and unavailable for 4,617 staff (78.8%).

#### Sexual orientation of staff in post

	Number of staff in post	% of all staff in post	% of known sexual orientation
<b>Heterosexual</b>	1,203	20.5%	97.0%
<b>Lesbian, gay man or bisexual</b>	37	0.6%	3.0%
<b>Not declared</b>	4,071	69.5%	-
<b>Unknown</b>	546	9.3%	-

### 3.4 Religion and belief

Information on religion and belief was available for 812 staff (13.9%) and not known for the remaining 86.1%, as shown below.

‘No religion declared’ includes all those who declared themselves to be Atheist, Agnostic or having no religion.

#### Religion/belief of staff in post

	Number of staff in post	% of all staff in post	% of known religion/belief
<b>Declared a religion</b>	628	10.7%	77.3%
<b>No religion declared</b>	184	3.1%	22.7%
<b>Not declared</b>	4,225	72.1%	-
<b>Unknown</b>	820	14.0%	-

### 3.5 Maternity leave

There were 120 staff on paid or unpaid maternity leave at the end of March 2012. 206 staff returned from maternity leave into the agency during the year.

## Chapter 4: Staff in post across pay bands

This chapter considers how the minority groups are distributed across the pay bands and job roles.

The analysis takes each pay band in turn and compares it with all the others.

In this section, “significantly more females than expected” means that there were significantly more females compared with the other pay bands rather than the local working-age population.

### Key findings

#### **Overall**

- There tended to be more disabled staff in lower pay bands.
- Staff in lower pay bands tended to be younger, on average, than staff in higher pay bands.
- Over a quarter of staff worked part-time, more than expected in PB1, but fewer in PB3 to PB6.

#### **Operational staff**

- 81.1% of operational staff were in PB1 and PB2.
- Generally more females than males, but this was similar across most pay bands.
- More BME staff in PB2 and more white staff in PB5.
- Fewer non-disabled staff in PB1 than expected and more than expected in PB3 and PB5.
- Part-time operational staff were more likely to be female than full-time staff.

#### **Non-operational staff**

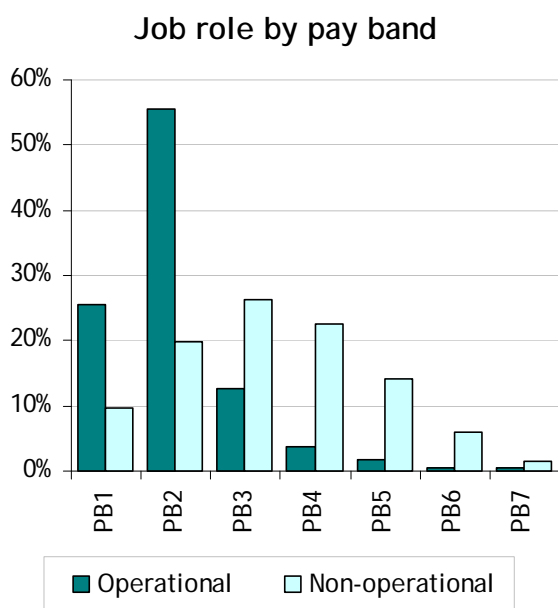
- Staff were more evenly distributed across the pay bands.
- More females than expected in PB2 and more males than expected in PB1, PB5 and PB7.
- More part-time staff than expected in PB2 and fewer in PB6.
- Part-time non-operational staff more likely to be female and less likely to be non-disabled than full-time staff.



## 4.1 Distribution of staff by diversity group

The following sections describe how staff in each diversity group were distributed within DVLA.

The majority (81.1%) of operational staff were in PB1 and PB2, whereas non-operational staff were more evenly distributed across the pay bands.



As a result, diversity by pay band differed by job role and they are considered separately in the following sections.

### 4.1.1 Sex distribution

#### DVLA as a whole

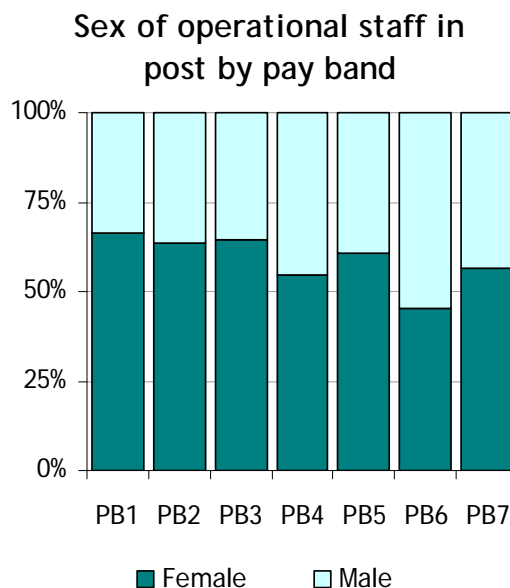
There were more females (62.2%) than males (37.8%). There was a significantly higher proportion of females in operational roles than in non-operational ones

The distribution of males and females across the pay bands differed by job role.

#### Operational

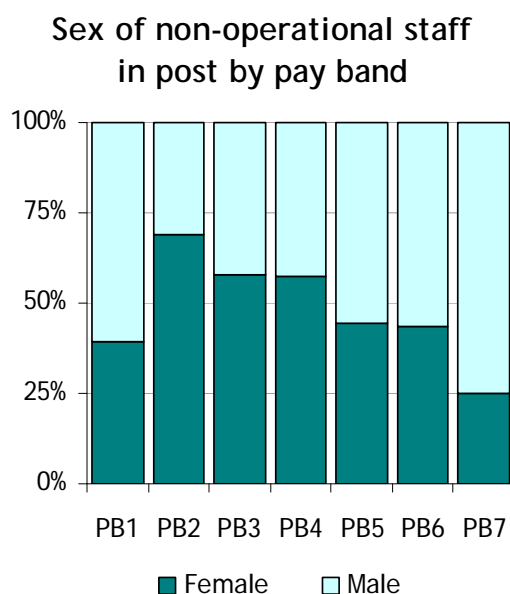
The proportion males and females working in an operational role were

relatively evenly distributed across the pay bands.



#### Non-operational

The distribution of males and females across pay bands differed for non-operational staff, as shown below.



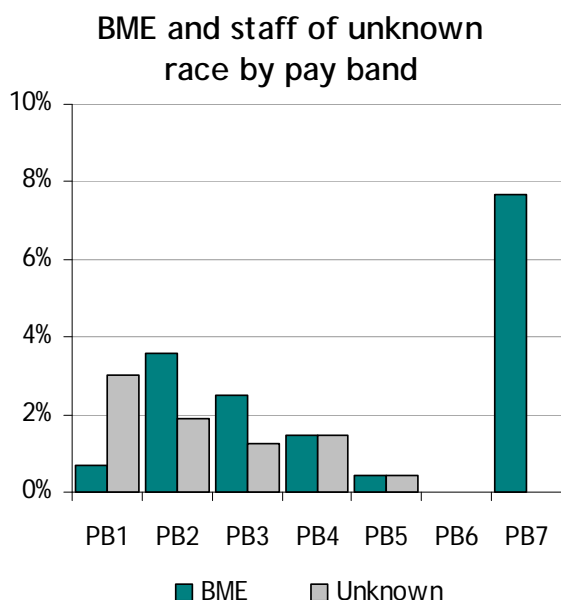
There were significantly more females than expected in PB2 (68.9%, compared with 54.9% for all non-operational staff).

Significantly more males than expected (given the proportion for all non-operational staff) were found in PB1, PB5 and PB7, although the difference in PB7 was less statistically significant than the others.

### 4.1.2 Race distribution

#### **DVLA as a whole**

There was a high declaration rate for race (98.1%). Most of those who had not declared their race were in PB1 or PB2. Of those who did, 2.5% were BME.



When the proportions of BME staff in each pay band were compared, that of PB1 was lower than expected and that of PB2 was higher than expected. Although the proportion of BME staff in PB7 appears to be high, it was not statistically significant due to the small number of staff in this pay band.

There was a significantly higher proportion of BME staff in operational roles (2.7%) and significantly fewer in non-operational roles (1.2%).

#### **Operational staff**

The distribution of operational staff by race was similar to that of the agency as a whole (see chart above). When comparing the proportions by pay band with the proportions across all operational staff, the following significant differences were found:

- more BME staff in PB2 (3.8%); and
- more white staff in PB5 (100.0%).

There were also proportionately more staff of unknown or undeclared race in PB1 and more BME staff in PB7, although these differences were less statistically significant than those stated above.

#### **Non-operational staff**

When the proportions of white, BME and unknown/undeclared race staff were compared across the pay bands, no significant differences were found.

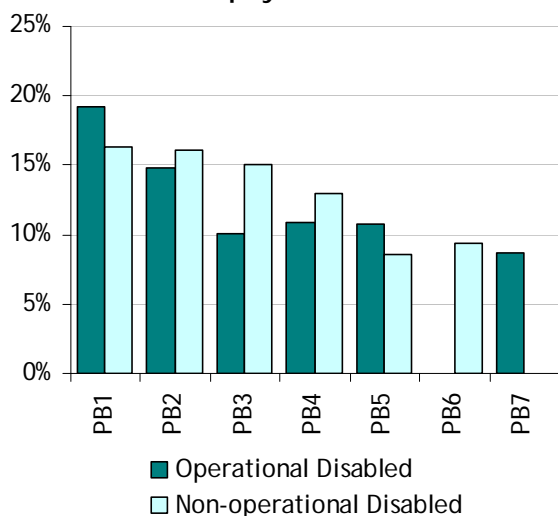
### 4.1.3 Disability distribution

#### **DVLA as a whole**

88.4% of staff declared their disabled status. Of these, 16.7% declared themselves to be disabled. This proportion was not significantly different for operational (17.1%) and non-operational staff (15.1%).

As the chart below shows, there tended to be higher proportions of disabled staff in the lower pay bands (PB1 and PB2). This was statistically significant for PB1, where there were fewer non-disabled staff than expected, and PB3 and PB5, where there were more non-disabled staff than expected.

Disabled status by job role and pay band



**Operational staff**

Reflecting the pattern in the agency as a whole, in PB1, there were significantly fewer non-disabled staff than expected, and in PB3 and PB5 there were significantly more non-disabled staff than expected.

**Non-operational staff**

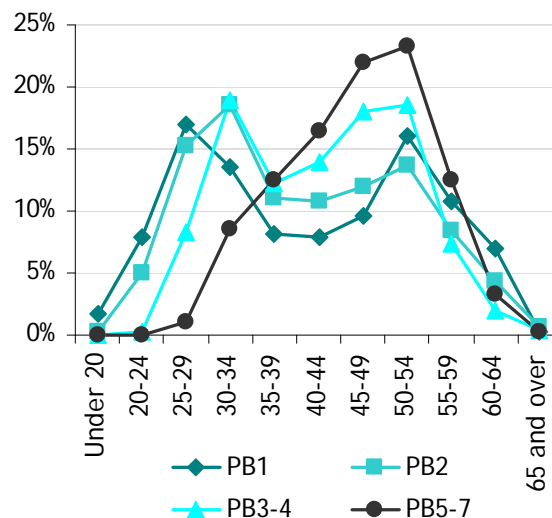
The proportions of disabled staff were more evenly distributed across the pay bands for non-operational staff; there were no statistically significant differences between pay bands.

**4.1.4 Age distribution**

As previously noted in section 3.2.4, the age distribution of DVLA staff shows two distinct peaks – one at 30-34 years old, and another at 50-54 years old.

However, age distribution did vary by pay band. As shown below, lower pay bands tended to have more younger staff and higher pay bands more older staff.

Age distribution of staff by pay band (grouped)



There were significantly more younger staff at PB2 than expected, and more older staff at PB5 to PB7 than expected.

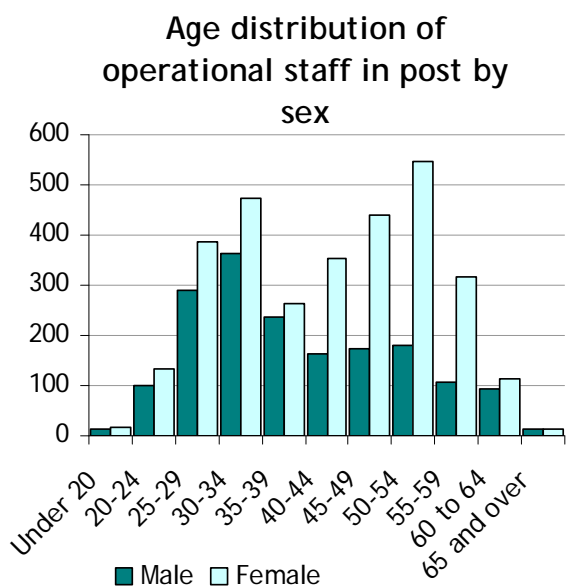
**4.1.4.1 Age/Sex**

**DVLA as a whole**

The age distributions of males and females were significantly different, with more males than expected aged 30-34 and 35-39, and more females than expected aged 45-49, 50-54 and 55-59.

**Operational staff**

Reflecting the differences in DVLA as a whole, there were more male operational staff than expected aged 30-34 and 35-39, and more female operational staff than expected aged 45-49, 50-54 and 55-59.



**Non-operational staff**

The age distributions of male and female non-operational staff were not significantly different.

**4.1.4.2 Age / Race**

There were no significant differences in the age distributions of white and BME staff for either DVLA as a whole or operational or non-operational staff.

**4.1.4.3 Age/disability**

**DVLA as a whole**

Overall, the age distributions of disabled and non-disabled staff were statistically different from one another, although the difference was not isolated to any particular age bands.

**Operational staff**

The age distributions of disabled and non-disabled staff were significantly different: there were fewer disabled staff than expected aged 30-34.

**Non-operational staff**

As for DVLA as a whole, disabled and non-disabled non-operational staff had different age distributions, although no proportions for any age bands in

particular was found to be significantly different.

**4.1.5 Working pattern**

**DVLA as a whole**

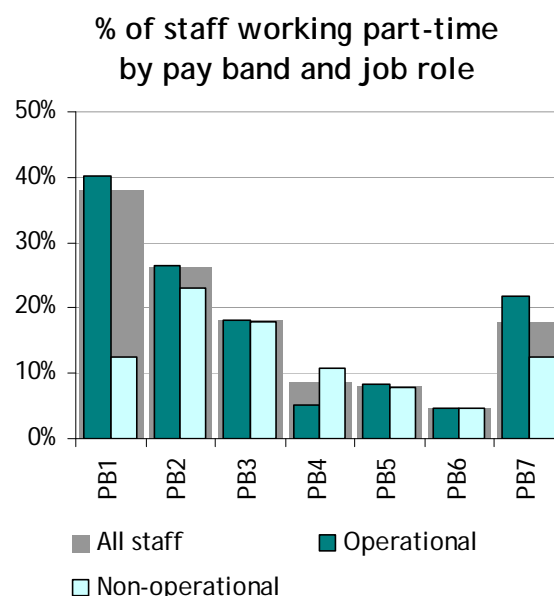
Over a quarter (25.3%) of DVLA staff worked part-time.

This figure was significantly higher for operational staff (27.7%), than non-operational staff (14.6%).

As the majority of staff were operational, the proportions of staff working part-time in each pay band for DVLA as a whole tend to reflect the proportions for operational staff. This is clear from the chart below, where the grey bars in the background show the proportions for all DVLA staff and the darker bars show those for operational staff only.

For DVLA as a whole, more part-time staff were in the lower pay bands. This was mainly due to the working pattern of operational staff.

This was significant for PB1, where there were more part-time staff than expected. Conversely, more full-time staff than expected were in PB3, PB4, PB5 and PB6.



The pattern noted above was also seen for operational staff, with significantly more part-time staff in PB1 and more full-time staff in PB3-PB6.

For non-operational staff, there was a much lower proportion of part-time workers in PB1 and PB7, but a higher proportion in PB4.

### ***Operational staff***

Operational staff who worked part-time were more likely to be female, whilst those who worked full-time were more likely to be male.

Part-time staff were also more likely to have not declared a sexual orientation<sup>2</sup>, whereas full-time staff were more likely to have declared a sexual orientation.

### ***Non-operational staff***

When the pay bands were compared, the proportions of part-time staff only differed significantly for PB2, where there were more part-time staff, and PB6, where there were more full-time staff than expected.

Non-operational staff who worked part-time were more likely to be female (87.1%) and less likely to be non-disabled (65.8%) than full-time non-operational staff (49.5% female and 77.5% non-disabled).

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<sup>2</sup> Please note that the declaration rate for sexual orientation was low (21.2%) and therefore results to do with sexual orientation should be treated with caution.

## Chapter 5: Year on year comparisons

This chapter looks at how DVLA has changed in terms of diversity in the year since the last Equality Monitoring report one year ago.

Three minor corrections were made to the staff in post data for 2010/11, resulting in an overall increase of two to the staff in post figures<sup>3</sup> (from 6,178 to 6,180) and an increase of one to the figures for staff leaving DVLA in 2010/11 (from 264 to 265)<sup>4</sup>.

### Key findings

- DVLA is 5.2% smaller than last year.
- 6.4% decrease in operational staff numbers, compared with an increase of 0.2% for non-operational staff.

#### **Operational staff**

- Decrease in race declaration rate.
- Decrease in PB1 staff.
- In PB1, more staff with an unknown/undeclared race and more female staff than last year.
- In PB2, more staff declared their sexual orientation than last year.

#### **Non-operational staff**

- No changes of the same level of statistical significance as those noted above for operational staff.

<sup>3</sup> Two staff had been incorrectly marked as leavers in last year's data set; these are now listed as staff in post for 2010/11.

<sup>4</sup> One member of staff was incorrectly marked as being on a career break in 2010/11, when they actually left the Agency. Staff on career breaks are not actively "in post", so this change does not impact upon the staff in post figures.

## 5.1 Year on year comparison

### 5.1.1 Staff numbers

DVLA is 5.2% smaller since last year: the number of staff in post on 31<sup>st</sup> March decreased from 6,180 in 2011 to 5,857 in 2012.

The number of non-operational staff increased by 2 (0.2%), but the number of operational staff decreased by 325 (-6.4%), resulting in an overall decrease in staff numbers.

### 5.1.2 Change in diversity profile

The changes in staff diversity were different for operational and non-operational staff.

#### **Operational staff**

The most significant change in diversity since last year has been a decrease in the declaration rate of race (from 99.0% to 98.1%) and an increase in the declaration rate for sexual orientation (from 18.0% to 20.4%).

There was also a significant decrease in the number of staff in PB1 (from 1,441 to 1,220).

When considered by pay band, there were significant changes in staff diversity for PB1 and PB2 only<sup>5</sup>:

- In PB1, there was a significant increase in the proportion of staff with an unknown race (0.4% to 2.9%) and in the proportion of female staff (60.8% to 66.2%).
- In PB2, the proportion of staff who did not declare their sexual

<sup>5</sup> There were no statistically significant changes for PB3 to PB6. Analysis on the changes for PB7 was not possible as the number of staff was too small.

orientation decreased (from 81.3% to 78.2%).

In both PB1 and PB2, staff were generally older in 2011/12 (as would be expected), although this difference was less statistically significant than those noted above.

***Non-operational staff***

There was an increase in the proportion of heterosexual staff (19.7% to 24.1%)

and staff were generally older, but neither of these changes were as statistically significant as those noted for operational staff.

When the pay bands were compared, to see if any had changed more than expected, the only significant difference was in PB2, where more staff had declared a religion or belief. This was less statistically significant than any of the changes for operational staff.

## Chapter 6: Recruitment

This chapter considers the equality mix of candidates applying for roles within DVLA in 2011/12.

Recruitment analysis has been split into two sections:

- The first section compares candidates with local working-age populations. These are all campaigns which have been advertised outside the agency.
- The second section looks at the success of all candidates through the various stages of recruitment – sift and interview.

The DfT recruitment freeze came into effect on May 18th, 2010 and continued during 2011/12.

Since the start of the recruitment freeze, the DfT Resourcing Group (DRG) have managed all of DVLA recruitment, and data is held on their behalf by DfT Shared Services. Data was collected for all recruitment campaigns launched outside the agency during 2011/12.

This year, recruitment data does not include campaigns that were advertised only within the agency, as the majority are now handled by individual business units without DRG's involvement.

### Key findings

#### *Diversity of applicants*

- 2,538 applications received in 2011/12.
- Majority applied to operational, PB1 roles based in Swansea.
- Similar numbers for males and females.
- Not enough data on race of applicants to analyse.
- Fewer disabled applicants than expected.

#### *Success rates through the recruitment process*

The results by pay band will be at least partially due to differences in the volume of applicants for each pay band.

- **36.5% were successful at sift.**  
PB1 and PB2 applicants had lower success rates.
- **48.2% of interviewees were successful.**  
PB2 and PB4 interviewees had higher success rates.
- **All successful interviewees were offered jobs, equivalent to 13.5% of all applications.**  
PB3 applicants and those who declared their sexual orientation were more likely to be offered a job.

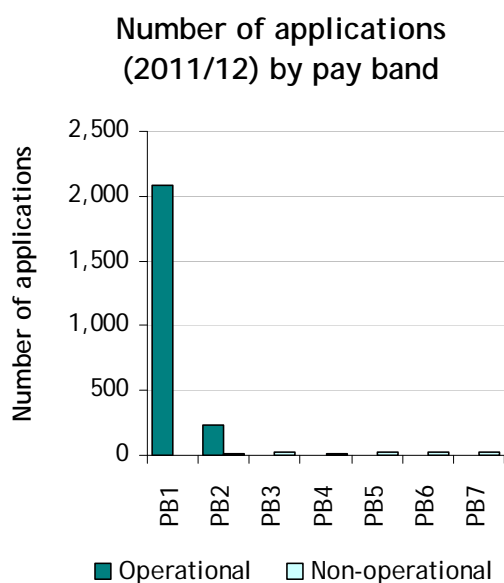


## 6.1 Diversity of applicants

This section compares the profile of applicants with that of the local working-age population.

All of these applicants applied for posts that were advertised outside DVLA (even if they were already employees within the agency). This includes posts that were advertised across the DfT family, across the civil service and external to the civil service.

In total, this covers 2,538 applications for posts in DVLA between 1<sup>st</sup> April 2011 and 31<sup>st</sup> March 2012. Most of these were for operational, PB1 roles based in Swansea (85.9%).



Only applicants with a known disability status were included in the disability analysis of applicants. Likewise, only applicants with a known sex were included in the male/female analysis, and those with a known race in the race analysis.

### 6.1.1 Swansea

Nearly all of the applications were made for posts in Swansea.

### Sex

Although slightly more females (53.0%) applied than males, the proportion of male and female applicants was not significantly different from that of the local working-age population.

### Race

Race was unknown or undeclared for 58.6% of applicants, which was too high for further analysis to be possible.

### Disabled status

The disabled status of 8.3% applicants was unknown or undeclared; these applicants were excluded from the analysis.

Of the remaining applicants, 4.2% declared themselves disabled. This was significantly lower than expected, given that 26.3% of the local working-age population were disabled. The same result was found when applicants to PB1 and PB2 were analysed separately.

The same was true for applications to PB6, although this was less significant statistically than for PB1 and PB2.

The proportion of disabled applicants applying to join PB3, PB5 and PB7 was not significantly different from that of the local working-age population.

The numbers of applications to PB4 roles was too low for analysis to be possible.

### 6.1.2 Other locations

Four applications were made to posts in other locations, all of which were for non-operational posts. No analysis was possible as this number was too low.

## 6.2 Sift to Appointment Analysis

This section compares the profile of applicants who were successful at sift and interview with those who were unsuccessful, followed by a comparison of all applicants who were offered a job with those who were not.

All 2,436 applications with a known sex were included in this analysis, whether the post was advertised within the DfT family, within the civil service or outside the civil service.

Excluded from this analysis are applications where no information was available on the sex of the applicant (102 applications). Likewise, applications lacking information at a stage of the recruitment process (sift, interview or appointment) were excluded from the analysis at that particular stage (i.e. those for ongoing campaigns or who withdrew were not included).

Additionally, the race and religion/belief of applicants were not considered as factors in the analysis, as the declaration rates were too low.

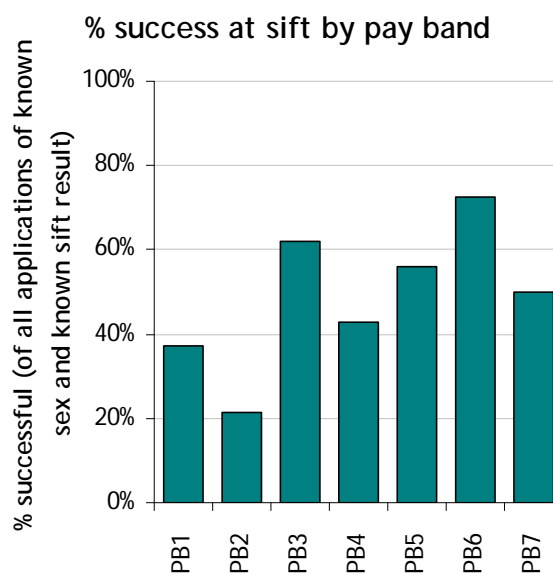
### 6.2.1 Sift

#### Results of sift

Result	Count	% of all applications (with known sex & result)
Successful	683	36.5%
Unsuccessful	1,190	63.5%
<b>Total</b>	<b>1,873</b>	<b>100.0%</b>

Of the 1,873 applications where a sift result was known, nearly two thirds (63.5%) were unsuccessful, compared with 36.5% who were.

The successful applicants were significantly less likely to be applying for a PB2 or PB1 post, as shown in the chart below. However, this will have been affected by the much higher volume of applications in these pay bands.



Successful applicants were also more likely to have declared their sexual orientation, although this finding was less significant than the ones relating to pay bands.

Analysis of sift success at pay band level was only possible for PB1, PB2 and PB5 (all other samples were too small). No diversity factors were found to significantly affect the success of applicants at PB5.

Both of the results below were less statistically significant than those across all pay bands.

#### Sift success at PB1

Applicants who were successful at sift for PB1 posts were more likely to have declared their sexual orientation than not.

**Sift success at PB2**

Applicants who were successful at sift for posts in PB2 were less likely to be non-disabled than disabled or of unknown disabled status.

**6.2.2 Interview**

**Results of interviews**

Result	Count	% of all interviews (with known sex & result)
Successful	329	48.2%
Unsuccessful	353	51.7%
<b>Total</b>	<b>682</b>	<b>100.0%</b>

One applicant passed the sift stage, but had an unknown result at interview; this applicant was excluded from the analysis.

Of the remaining 682 applicants who had an interview, roughly half (48.2%) were successful.

Those who were successful were more likely to be applying for a post in PB2 or PB4 than other pay bands, although the result for PB4 was less significant than for PB2. This will be at least partially due to the relative volume of applicants to these pay bands.

Analysis at pay band level was only possible for PB1 and PB2 (all other groups were too small to analyse) and both of the following results were less significant results than those for all pay bands.

**Interviews for PB1 posts**

Applicants who were successful at interview for PB1 posts were more likely to have declared themselves to be a lesbian, gay man or bisexual than not (heterosexual or of unknown sexual orientation); however, this is at least

partially due to the relatively low volume of LGB applicants.

**Interviews for PB2 posts**

Applicants who were successful at interview for PB2 posts were more likely to be non-disabled than disabled or of unknown disabled status.

**6.2.3 Appointed (Offered a job)**

**Results of applications**

Result	Count	% of all applications (with known sex & result)
Successful	329	13.5%
Unsuccessful	2,106	86.5%

All applicants who had an interview were offered a post; 13.5% of all who applied and for whom a result and sex was known.

Applicants who were offered a job were significantly more likely to have applied for a PB3 post than one in another pay band. As noted previously, this is likely to have been affected by the low volume of applications to this pay band. Appointed applicants were also more likely to have declared their sexual orientation.

Although less significant statistically, successful applicants were more likely have applied for a post in PB6 than other pay bands.

Analysis by individual pay bands was not possible due to small sample sizes and low declaration rates at this level.

## Chapter 7: Ceased employment

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

### Key findings

- 304 staff left during 2011/12 – 4.9% of staff in post at the start of the reporting year.
- More staff from PB1 and PB2 left than expected.
- Compared with the proportions of staff in post, there were:
  - fewer white;
  - more part-time; and
  - more male leavers than expected.
- There were also fewer leavers with unknown sexual orientation and more with unknown disabled status than expected.
- Results for operational staff reflected those for DVLA as a whole.
- Non-operational leavers were more likely to be from PB1 and have an unknown disabled status than those in post.

### 7.1 Ceased Employment

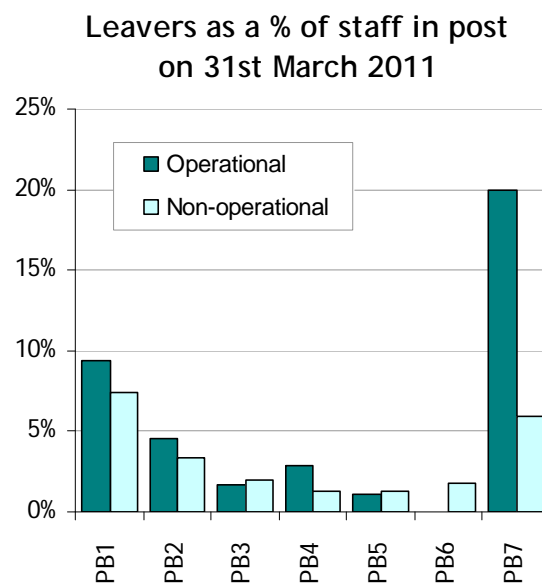
304 staff left DVLA during 2011/12, which was 4.9% of staff in post at the end of the previous reporting year (31<sup>st</sup> March 2011).

This proportion was slightly higher for operational staff (5.4%) and slightly lower for non-operational staff (2.5%), but not significantly so.

The results below refer to analysis undertaken on both operational and non-operational staff combined. Similar results were seen when operational staff were analysed separately (this is not surprising, given that the majority of staff were in operational roles). Where significantly different results were seen for non-operational staff, this has been noted.

#### 7.1.1 Pay band

46.7% of all staff who left during the previous year were from PB1, which is more than would be expected, given that 24.8% of staff in post were in this pay band at the end of the previous reporting year.



A significantly high proportion of both operational and non-operational leavers were from PB1, although was less statistically significant for non-operational staff.

43.3% of all leavers were from PB2, which was also significantly more than would be expected. Although this was similar for both job roles, it was not statistically significant for non-operational staff.

Although the figure for PB7 appears much higher than for other pay bands, it was not statistically significant, because of the small numbers of staff in this pay band.

### 7.1.2 Race

88.8% of leavers were white, which is significantly fewer than expected, given that over 90% of staff in post were white at the start of the reporting year.

It is worth noting, however, that this is likely to be impacted by the fact that race data was only known for 93.6% of leavers, which may be due to incomplete records.

### 7.1.3 Working pattern

More part-time staff (42.1%) left DVLA than expected, given that 25.1% of staff in post worked part-time at the start of the reporting year.

### 7.1.4 Sex

A significantly higher proportion of leavers were male (47.0%) than expected, given the proportion of males in post at the beginning of the year (37.5%).

### 7.1.5 Disabled status

More leavers had an unknown or undeclared disabled status than expected – 19.7%, compared with 15.4% at the start of the year.

This was also the case for non-operational staff, although it was less statistically significant than for DVLA staff overall.

Both of these results may be due to incomplete diversity records for leavers.

## Chapter 8: Performance Assessment

This chapter looks at the Performance Management Reports (PMRs) returned for the reporting year 2011/12.

Based upon their performance during the year, staff were given a PMR stating a continuous mark between 0 and 120, where a mark of 70 or above would qualify staff for a performance award.

These continuous marks were analysed against diversity factors (sex, race and disabled status), as well as pay band, age, job role and the number of days of sickness absence.

### Key findings

- 5,950 PMR records were received in 2011/12 and 99.7% were above the qualifying mark of 70.
- For both **operational and non-operational staff**, sickness absence was the most important factor: staff with more sickness absence were less likely to receive a higher PMR mark.
- In PB1 and PB3-6, operational staff were more likely to receive a higher mark than non-operational staff.

#### **Operational staff**

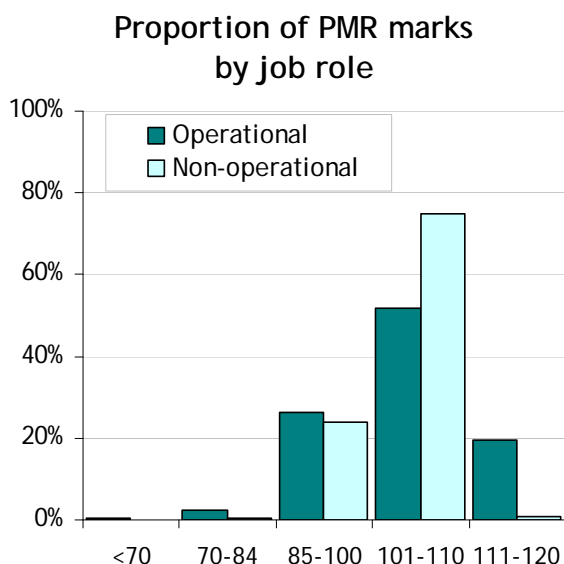
- Full-time staff, female staff, and non-disabled staff were more likely to receive a higher PMR mark than their colleagues.
- BME staff were less likely to receive a higher PMR mark.

#### **Non-operational staff**

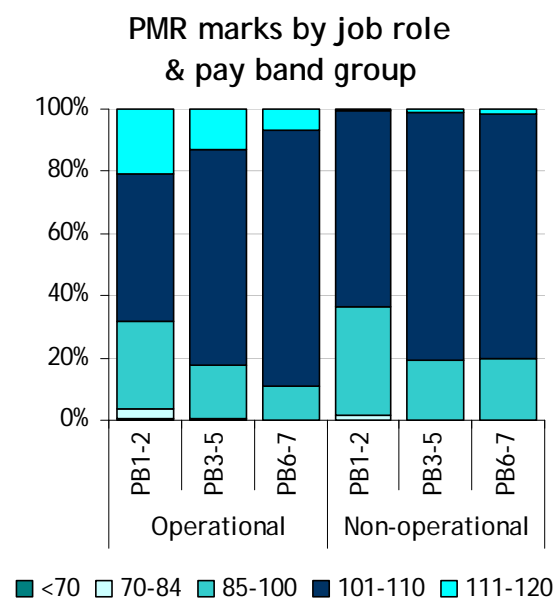
- Staff in PB1-2 were less likely to receive a higher mark than those in other pay bands.
- Disabled staff were also less likely to receive a higher mark.

## 8.1 DVLA Overall

5,950 PMR records were available for the year 2011/12, with 99.7% of these being on or above 70 (the qualifying mark for a performance award).



The PMR marks for both job roles were mostly between 101 and 110, although the proportion of staff achieving a mark over 110 was much lower for non-operational staff.



Job role was a statistically significant factor in the marks for staff in PB1 and PB3-PB6, where operational staff were more likely to receive a higher mark than their non-operational colleagues.

## 8.2 Operational staff

4,899 records were available for operational staff and 99.6% achieved a mark of 70 or higher, qualifying for a performance award.

The following factors, in order of decreasing importance, were found to affect the likelihood of a member of staff achieving a higher PMR mark.

### Sickness absence

The most important factor was the number of days taken as sickness absence: staff who took more days were significantly less likely to achieve a higher PMR mark than their colleagues.

When pay bands were considered separately, this was the most important factor for PB1-4.

### Working pattern

Full-time staff were also significantly more likely to achieve a higher mark than those who worked part-time. This was also the case for PB1.

### Sex

Female staff were more likely to achieve a higher mark than male staff. This was also the case for PB2; conversely, although, for PB7, the opposite was true, with male staff were more likely to achieve a higher mark.

### Disabled status

Non-disabled staff were significantly more likely to achieve a higher mark than those who declared themselves to be disabled or who had not declared their disabled status. This was also

evident when PB2 was considered separately.

**Race**

For all operational staff, BME staff were less likely to achieve a higher mark than white staff or those who did not declare their race.

This was also true in PB3. In PB2, white staff were more likely to achieve a higher mark than their colleagues.

**8.3 Non-operational staff**

1,051 records were available for non-operational staff. All staff qualified for a performance award, although only 0.8% achieved a mark of over 110 (compared with 19.4% of operational staff).

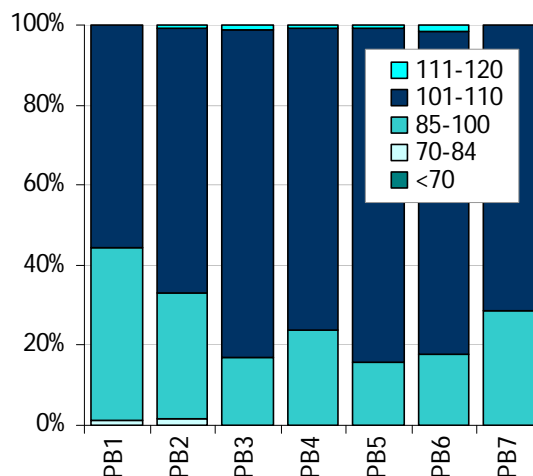
**Sickness absence**

As for operational staff, the most important factor for non-operational staff was the number of days of sickness absence taken, with staff who took more sickness absence being significantly less likely to achieve a higher PMR mark. This was also the case in each pay band except PB7.

**Pay band**

The next most important factor was pay band. Staff in PB1 and PB2 were significantly less likely to achieve a higher mark than those in other pay bands.

PMR marks by pay band (Non-operational staff)



**Disabled status**

Disabled staff were significantly less likely to achieve a higher mark than their colleagues.

When pay bands were considered separately, this factor was only significant for PB4 and PB2. The result for PB2 was also less statistically significant than for PB4.

Non-disabled staff in PB3 were found to be more likely to achieve a higher mark than their colleagues.

**Sexual orientation**

Heterosexual staff were more likely to achieve a higher mark than colleagues who had not declared their sexual orientation or were LGB, although this factor was not as statistically significant as the others already mentioned. This result should also be treated with caution as the declaration rate for sexual orientation was very low (21.2%).



## Chapter 9: Learning and Development

This chapter considers days of recorded training undertaken by each diversity group. Analysis of the factors which appeared to be linked with the amount of training was performed on all staff this year – in a change from the previous analysis, which included only those staff who had some training during the year.

The training analysed here only includes DVLA training booked and recorded through their Shared Services Portal. It is therefore likely that this understates the total amount of training actually undertaken, as some informal DVLA training may not have been recorded.

All references to “training” in this report refers to recorded training as described above.

### Key findings

- On average, staff took 0.7 days of recorded training in 2011/12.

#### Operational staff

- On average, 0.7 days of training.
- PB1 and PB2 staff took fewer days of training, whereas PB4 staff took more.
- Younger, full-time and staff of unknown race tended to take more training and BME staff took less.

#### Non-operational staff

- On average, 1.1 days of training.
- PB1 and white staff tended to take fewer days.
- Younger, female and full-time staff took more days.

## 9.1 DVLA as a whole

A total of 4,234 days worth of training was recorded for DVLA staff in 2011/12, which gives an average of 0.7 days per staff in post on 31<sup>st</sup> March 2012.

As the results for operational and non-operational staff were different, they are summarised separately below. Factors are given in descending order of significance.

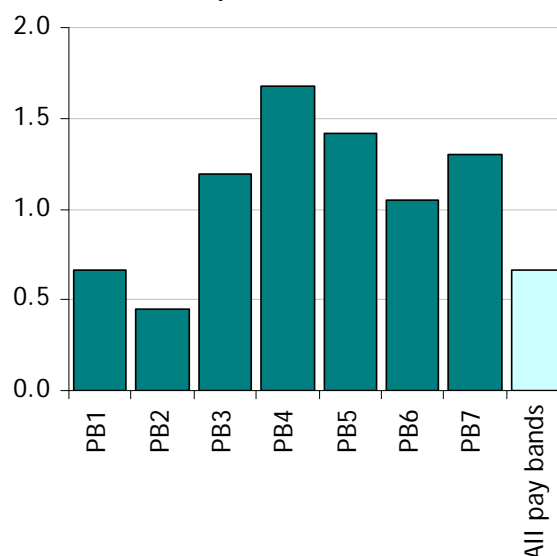
## 9.2 Operational

Operational staff recorded a total of 3,190 days of training; an average of 0.7 days per person.

### Pay band

The most significant factor related to the number of training days taken was whether or not a member of staff was in PB2. Staff in this pay band took significantly fewer days of training (an average of 0.5 days per person) compared with staff in other pay bands.

Average number of training days recorded by pay band (operational staff)



Staff in PB1 also took significantly fewer days of training (0.7 days on average).

With an average of 1.7 days per person, PB4 staff took more days of training than expected.

**Age**

Younger staff generally took more days of training than older staff.

**Working pattern**

Full-time staff took significantly more days of training, 0.8 days on average, compared with 0.5 days on average for part-time staff.

**Race**

BME staff took significantly fewer days of training (an average of 0.5 days per person), whereas staff of unknown or undeclared race took more days (an average of 1.1 days). White staff, in comparison, took an average of 0.7 days per person.

**Sexual orientation**

Staff with an unknown or undeclared sexual orientation took more days training compared with staff who declared their sexual orientation. It should be noted that a majority (78.8%) of staff fall into the unknown or undeclared category.

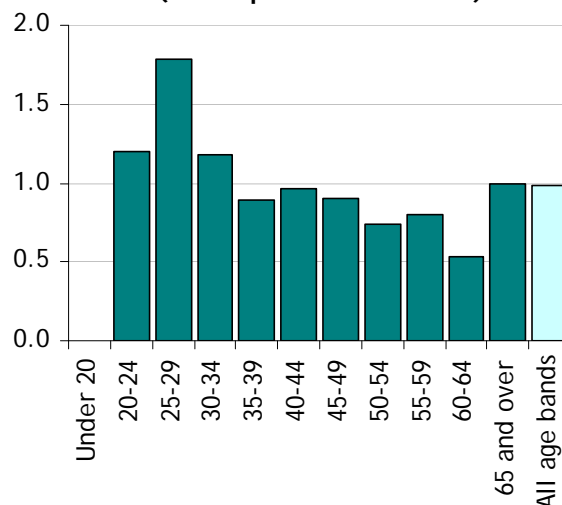
**9.3 Non-operational**

Non-operational staff took 1,044 days of training in 2011/12. This gave them a higher average number of days per person than for operational staff: 1.0 days per person compared with 0.7 days.

**Age**

Age was the most significant factor related to the number of days training taken by non-operational staff, with younger staff taking significantly more days of training than older staff.

Average number of training days by age band (non-operational staff)

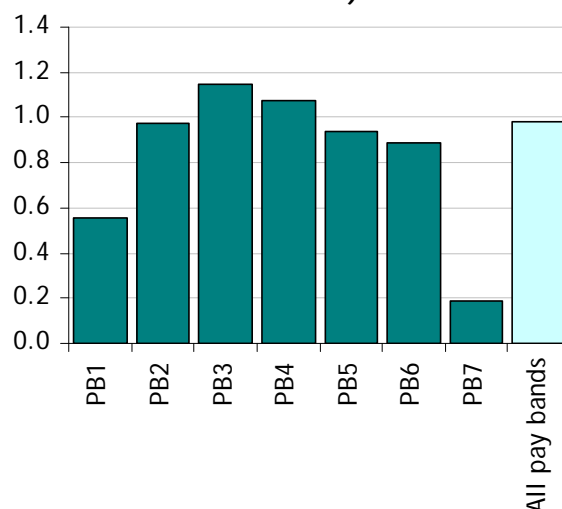


**Pay band**

After age, the next most significant factor was pay band: PB1 staff took significantly fewer days of training, 0.6 days on average, compared with 1.0 days for all non-operational staff.

Although the average training days for PB7 (shown below) is very low, it is not statistically significant due to the small number of staff in this pay band.

Average number of days by pay band (non-operational staff)



**Working pattern**

Full-time staff took significantly more days of training; 1.0 days of training on average compared to 0.7 days for part-time staff.

**Sex**

Female staff took significantly more days (1.1 days on average) of training. In comparison, male staff only took 0.9 days.

The following differences were less statistically significant than those mentioned previously.

**Race**

White staff recorded fewer days of training: 1.0 days on average, compared

with 2.0 days for BME staff and 1.7 days for those with an unknown or undeclared race.

**Sexual orientation**

Staff with an unknown or undeclared sexual orientation took significantly more days of training compared with staff who declared their sexual orientation. As previously mentioned, however, it should be noted that 78.8% of non-operational staff fall into this category.

**Sickness absence**

Staff who had more sickness absence tended to take fewer days of training than their colleagues.

## Chapter 10: Grievances and Discipline

This chapter considers grievances and discipline cases by diversity group, looking at how representative they were of staff in DVLA. Please note that individual staff may be involved in multiple cases, so the figures below do not necessarily reflect the number of staff involved.

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

### Key findings

- 8 grievance cases were brought against DVLA in 2011/12.
- There were 93 discipline cases.
- More discipline cases involved male staff than expected.

### 10.1 Grievance cases

A total of eight grievance cases were brought against the agency in 2011/12.

This was too small a number to carry out statistical analysis by diversity group.

### 10.2 Discipline cases

There were 93 discipline cases in 2011/12.

60.2% of these cases involved male staff, which was significantly higher than expected, given that only 37.8% of staff in post were male.

The disabled statuses, job roles, and working patterns of the staff involved in discipline cases were reflective of those of staff in post overall.

Although the race, sexual orientation and religion or belief of staff involved in these cases were compared with those of staff in post, statistical testing was not possible due to small numbers.

## Chapter 11: Sickness Absence

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

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

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

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

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

The purpose of this analysis was to consider differences in sickness absence by diversity group. Like other analysis in this report, it applies to staff who were in post on 31<sup>st</sup> March 2012, excluding those on long term leave (except for staff on long term sick, who are included in this analysis). It therefore does not match the official sickness absence figures reported quarterly to the Cabinet Office, which should remain the official source.

The main difference with the Cabinet Office returns is that we have not made adjustments for available working time – e.g. staff who have worked for less than the full year.

### Key findings

- Staff took an average of 6.5 days of sickness absence.

#### **Operational staff**

- 6.8 days of sickness absence per person, on average.
- Operational staff in the following groups had more sickness absence than their colleagues:
  - Disabled;
  - Unknown/undeclared disabled status;
  - Female; and
  - in PB2.

#### **Non-operational staff**

- 5.4 days of sickness absence per person, on average.
- Non-operational staff in the following groups had more sickness absence than their colleagues:
  - Disabled; and
  - in PB2.

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

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

## 11.1 DVLA as a whole

### Cabinet Office Figures

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

Average days of sickness absence (Average Working Days Lost)	7.5
% employees with sickness absence	45.7%

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

### Equality Monitoring Sickness Absence

Within this Equality Monitoring analysis (using the smaller subset of employees i.e. excluding leavers and staff on long term leave other than long term sickness absence) on average, DVLA staff-in-post had an average of 6.5 days of sickness absence each in 2011/12.

Although operational staff tended to take more sickness absence than non-operational staff, this was explained by the diversity differences between the two job roles.

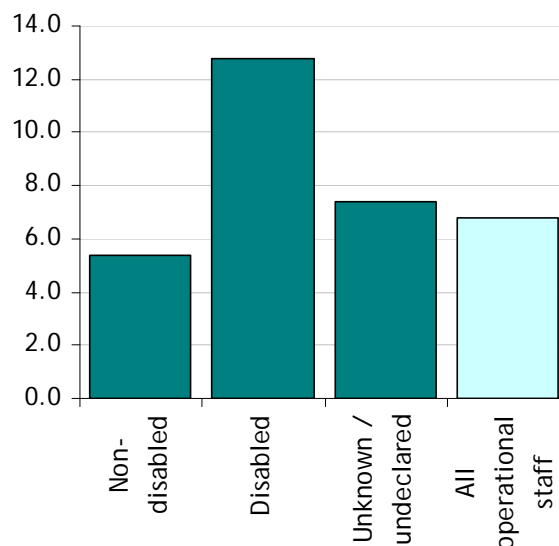
## 11.2 Operational staff

46.2% of all operational staff took some sickness absence in 2011/12. On average, they took 6.8 days per person.

### Disabled status

Disabled staff and those with unknown/undeclared disabled status had significantly more sickness absence than non-disabled staff, as shown below.

Average number of days of sickness absence by disabled status (operational staff)



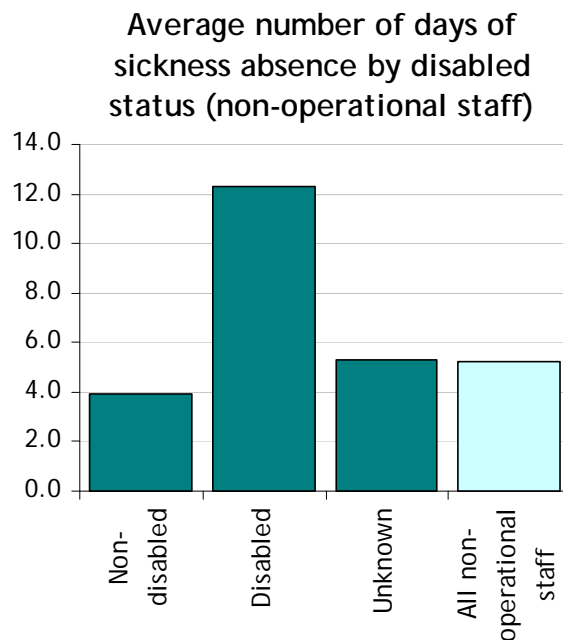
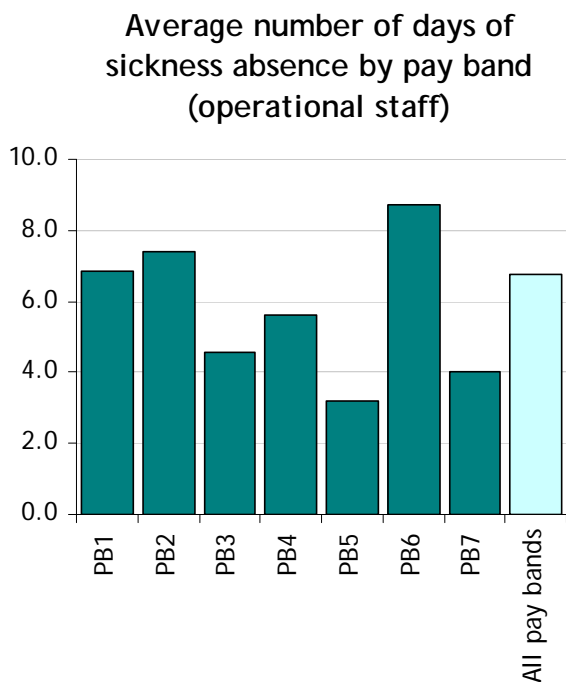
### Sex

Female staff had more sickness absence, taking 7.8 days on average compared with 4.9 days for male staff.

### Pay band

As shown below, staff in PB2 had more sickness absence, on average, than those in other pay bands. PB1 also had more sickness absence, but this was less statistically significant than for PB2.

Although the average for PB6 is greater than other pay bands, this difference wasn't found to be statistically significant, possibly due to the small number of staff in this pay band.



### 11.3 Non-operational staff

40.0% of non-operational staff had some sickness absence in 2011/12. Per person, they had an average of 5.3 days.

#### **Disabled status**

As for operational staff, disabled staff had significantly more days compared with their colleagues, taking an average of 12.3 days per person.

#### **Pay band**

Non-operational staff in PB2 also had more days of sickness absence than staff in other pay bands, but this was less statistically significant than the PB2 operational staff.

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## Annex A: Notes on Data

### A.1 Working-age populations

#### A.1.1 Reporting locations

To compare the diversity of staff in post with local working-age populations, we attached each building where staff were located to a Reporting Location, e.g. London, Swansea, etc. This means that all of the staff based in London, for example, were considered as being in one location, irrespective of which part of London they were located in.

For each Reporting Location we identified a catchment area and generated local working-age population figures based on data for that catchment area.

A catchment area would typically include the relevant Local Authority area for the Reporting Location, plus neighbouring Local Authorities, as agreed with each agency. For example, for the London Reporting Location, we used the working-age population of all the London boroughs as well as those counties that border them.

#### A.1.2 Data sources

The UK population data at Local Authority<sup>6</sup> level is from the **Annual Population Survey (APS)**. This survey is a combined survey of households in Great Britain, updated quarterly and available at Local Authority level and above. It is a residence-based labour market survey which includes population and economic activity, broken down by sex, age, race, industry and occupation<sup>7</sup>.

The majority of DfT agencies have staff based only in Great Britain, but the Maritime and Coastguard Agency (MCA) also has staff working in Northern Ireland. In previous years, data for Northern Ireland was taken from the **Northern Ireland Labour Force Survey (NI LFS)**; however, this year, this data was also available as a part of the APS dataset.

Where a nationwide population comparison was required, for all agencies other than MCA, the GB working-age population (i.e. not including Northern Ireland) was used. For MCA, the UK working-age population was used.

APS data used in the 2011/12 Equality Monitoring reports was based on the one year period October 2010 - September 2011<sup>8</sup>, and downloaded from [www.nomisweb.co.uk](http://www.nomisweb.co.uk) ("Nomis") on 18<sup>th</sup> April 2012.

#### A.1.3 Population

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

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<sup>6</sup> Local authorities including County Councils rather than District Councils.

<sup>7</sup> Further information on the survey can be found at <http://www.ons.gov.uk/ons/about-ons/who-we-are/services/unpublished-data/social-survey-data/aps/index.html>

<sup>8</sup> Data on race used the period October 2009-September 2010; this is explained further in section A.1.5.



just the working-age population, so to estimate the working-age population we took the number of males and females aged 15-64 years<sup>9</sup> (only five year age bands were available).

### A.1.4 Disabled status

The APS asks respondents whether they are currently DDA disabled, work-limiting disabled, both DDA disabled and work-limiting disabled, or not disabled. For this report, we have combined data on DDA disabled, work-limiting disabled, and both DDA and work-limiting disabled to calculate proportions of the working-age populations that are disabled.

Northern Ireland disability statistics from the NI LFS were obtained via Nomis.

### A.1.5 Race

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

APS data was available for the following ethnic groups:

- Mixed;
- Indian;
- Pakistani/Bangladeshi;
- Black/Black British; and
- Other.

For our analysis, we have combined all the above into a single BME category.

### A.1.6 Sickness absence data

For DfT(C) and all agencies, data was available on the number of days of recorded sickness absence for each member of staff, with one record per incidence.

#### ***Working pattern***

No adjustment has been made to absence records for part-time staff. The analysis has been performed on the number of days absent (i.e. how many days of work were recorded as missed).

If the analysis suggests that part-time staff had significantly more sickness absence, then we can be confident that this finding is correct. i.e. we are saying that they were absent for more actual calendar days than other staff- not making any allowance for the fact that they may have been due to work fewer calendar days in the first place.

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<sup>9</sup> Please note that as of August 2010, the official definition of "working age" expanded to include both males and females aged 16-64 years old; this reflects a planned change in the female state pension age. All have been included in our working-age populations.

Conversely all being equal, we might expect part-time staff, say, working three days a week to have a lower chance of being ill on any given standard work day than full time staff, so the reverse result (part-time staff having significantly less absence) may not be relevant.

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## Annex B: Analytical Approach

Two statistical approaches have been used to test for differences in the data: univariate methods that test one variable at a time and multivariate methods that compare several variables simultaneously.

### B.1 Univariate methods - Chi-squared and Proportions tests

These tests were employed to test whether the proportion of staff by each diversity grouping was significantly different from that found within the local working-age population. They were also used to investigate recruitments to check if the proportion of candidates by each diversity grouping was significantly different from that of the local working-age population.

The results of these statistical tests give an indication of whether the pattern observed in the data was “significantly different from what would have been expected” or conversely whether any difference in proportions could be explained by natural variation.

For example, if there had been 100 staff, 30 of whom were male, and the local working-age population was 50% male and 50% female, the tests would tell you whether the group was statistically different from any random sample of 100 from the working-age population.

For these tests we used the “95% confidence level”. This means that if we reported a difference as being significant it meant there was only a 5% likelihood that the difference could have occurred purely by chance. We have also reported on differences that were significant at the 99% level – i.e. a 1% likelihood that the differences would have occurred by chance.

A certain amount of variation is expected, even with completely random samples, and so it should not be assumed that something that is statistically significant indicates that there is a bias – the level of significance only indicates the likelihood of something occurring. For example, a significant result at the 99% level would indicate something which is more unusual than something that is only significant at the 95% level.

As there are several characteristics to be tested, several univariate tests had to be conducted. One of the drawbacks of multiple univariate testing is that the more tests that are undertaken the higher the probability of finding false significant results. To reduce this risk, we have used the Bonferroni adjustment to the significance levels.

A further drawback with univariate approaches is that they do not take into account all of the other factors simultaneously. In practice an individual staff member has several characteristics: their sex, race, working pattern etc. In looking at only one of these characteristics at a time (for example in relation to performance), the effect of another characteristic is not taken into account and results can be misleading. It is possible to use multi-dimensional contingency tables for chi-squared tests, but the interpretation of the results can be difficult.

It is still, however, an appropriate approach in many circumstances – particularly when the group of staff should be reasonably comparable with the rest of the population (e.g. staff ages compared with working-age population; or the sex split across pay bands).

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## B.2 Multivariate methods – Regression Analysis

The main technique used to analyse data taking into account several factors simultaneously was regression: either multiple, logistic, Poisson or negative binomial.

Regression attempts to predict a dependent variable (e.g. the amount of sickness absence taken) using one or more independent variables (such as sex, age etc). In using multiple regression, the principle is to find the “line of best fit” by minimising the sum of the squared distance from the fitted line to each observation. (This approach is sometimes referred to as ordinary least squares regression). The aim is to find a set of independent variables that have a significant relationship with the dependent variable.

Much of the data that was analysed had a binary (0/1) result, for example, was in a pay band or not; obtained the top performance rating or did not; was selected for interview or was not etc. This type of data lends itself to being analysed using logistic regression. Logistic regression is analogous to ordinary least squares regression, with the exception that a logistic curve rather than a straight line is fitted to the data. In some cases, neither multiple nor logistic regression was suitable – for example for analysing the amount of sickness absence taken, which for the majority of people was nothing or very little but for a small number of cases was very high. For this analysis Poisson or negative binomial models were used.

In all these approaches, the first step is for each characteristic to be tested in turn to see if it is significantly associated with the outcome (e.g. passed a recruitment stage or not). By significant, we mean that a staff characteristic accounted for an unusually high proportion of the variation seen in the dependent variable. For example, to see if sex had a significant relationship with whether people had passed the interview stage. In this case we would say something was successful or significant in “explaining the variation”, to mean that if you knew the characteristic of the staff member, you would have a better chance of predicting the outcome (for example if you knew the sex, you would also know something about the likely interview outcome). The starting assumption was that prior knowledge of someone’s sex; race; age etc should not enable the model to predict whether they were more likely to have received the highest performance rating or were interviewed etc. Again, as with the univariate approach, significance does not necessarily equate to bias but gives the relative likelihood of it occurring.

The next step in the modelling process was to include the characteristic that explained the majority of the remaining variation after taking account of the first variable. This step was repeated until the variables outside the model could explain no further variation.

Generally an outcome could not simply be explained by a single characteristic. Often, it was several characteristics together that were important. For example, age, sex and race were quite often found to be a powerful combination. A major advantage of the multivariate approach, compared with univariate, is that it is easier to see the relative importance of the characteristics.

There was an element of judgment involved in deciding which variables to include. In some cases variables were highly correlated, e.g. sex and full time equivalence: females were more likely to be part-time than males. Where both were statistically significant and improved the amount of variation that could be explained, both were included.

## Annex C: Tables and charts

### C.1 Year on year comparison – all staff

Staff Type	March 31st 2011			March 31st 2012			Percentage point change	% change from 2011
	No.	% of total	% of total that declared	No.	% of total	% of total that declared		
<b>All staff</b>	6,180			5,857				
<b>Males</b>	2,318	37.5%	37.5%	2,215	37.8%	37.8%	+0.3	-4.4%
<b>Females</b>	3,862	62.5%	62.5%	3,642	62.2%	62.2%	-0.3	-5.7%
<b>White</b>	5,971	96.6%	97.6%	5,600	95.6%	97.5%	-1.0	-6.2%
<b>BME</b>	148	2.4%	2.4%	144	2.5%	2.5%	+0.1	-2.7%
<b>Unknown Race</b>	61	1.0%	-	113	1.9%	-	+0.9	+85.2%
<b>Non-disabled</b>	4,519	73.1%	82.6%	4,312	73.6%	83.3%	+0.5	-4.6%
<b>Disabled</b>	950	15.4%	17.4%	864	14.8%	16.7%	-0.6	-9.1%
<b>Unknown disability</b>	711	11.5%	-	681	11.6%	-	+0.1	-4.2%
<b>Full Time</b>	4,627	74.9%	74.9%	4,374	74.7%	74.7%	-0.2	-5.5%
<b>Part Time</b>	1,553	25.1%	25.1%	1,483	25.3%	25.3%	+0.2	-4.5%
<b>Unknown working pattern</b>	0	0.0%	-	0	0.0%	-	+0.0	+0.0%
<b>Average age</b>	40.6			41.4				