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Equality & Diversity Monitoring

Human Resources

(01 April 2010 – 31 March 2011)

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Glossary- Terms and Abbreviations



- **AO:** Administrative Officer (Administrative Support roles)
- **EO:** Executive Officer (PA roles, Junior Manager, Policy Officers, Project Officers)
- **HEO:** Higher Executive Officer (Junior/Middle Manager, Assistant Private Secretaries in Ministerial Private Offices/Director General Offices)
- **SEO:** Senior Executive Officer (Middle Manager, Policy Manager, Project Manager, Deputy Team Leader)
- **G7:** Grade 7 (Team Leader, Private Secretary in Ministerial/Director General Offices, Project Lead/Policy Lead)
- **G6:** Grade 6 (Team Leader/Senior Team Leader, Policy Lead/Team Lead)
- **FS:** Fast Streamer (The Civil Service Fast Stream is a talent management programme for high-potential graduates)
- **SCS:** Senior Civil Servant
 - SCS1 Deputy Director level
 - SCS2 Director level
 - SCS3 Director General/Permanent Secretary
- **MHRA:** Medicines & Healthcare products Regulatory Agency

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Content Summary



- Introduction
- Workforce Composition
- SCS diversity targets
- Recruitment into DH
- Training
- People leaving DH
- Disciplinary and Grievance

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Introduction



DH Diversity Strategy

The Department's Single Equality Scheme (SES) and our Diversity Delivery Plan set out our priorities and activities, and include the groups covered by equality legislation - specifically, race, gender, disability, age, sexual orientation and religion or belief.

The Single Equality Scheme ensures that we meet our legal obligations.

The statistics are used across a range of areas, including Performance Related Pay (PRP) and recruitment and pay analysis. The information also enables real-time equality impact analysis, ie at the point of decision-making.

If you'd like to find out more information about equality and diversity in the Department of Health, please visit the Delphi pages under [Human Resources > Equality and Diversity](#)

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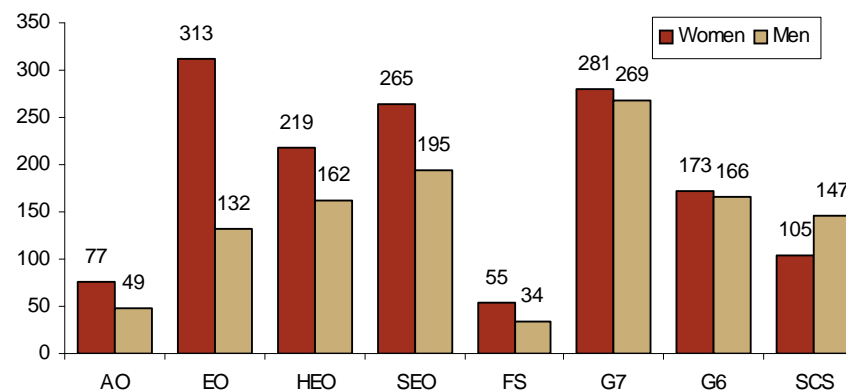
DH Workforce Composition

Gender representation

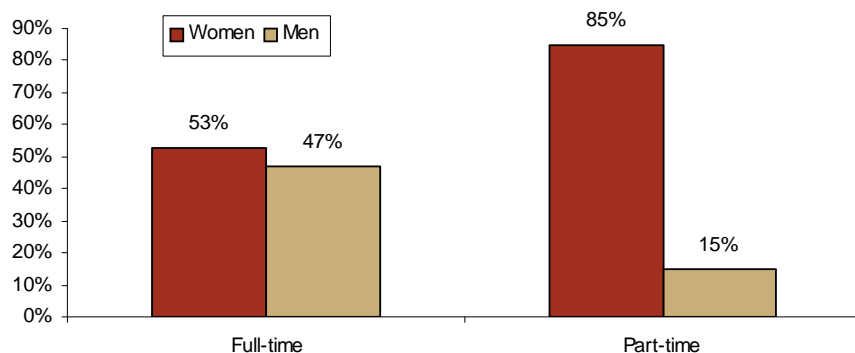


- Women represent 56% of the Department's workforce (unchanged from March 2010). This compares favourably to the Civil Service overall (53% in March 2011), and the private sector (41%).
- Majority of the total 300 (or 11%) staff working part-time are women, over five times more than men (85% compared to 15%).
- The proportion of women is generally higher than men across all grades, except at SCS level.

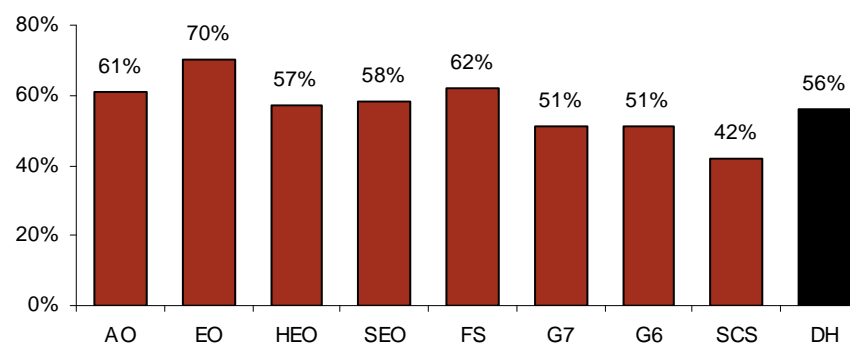
Gender by grade (headcount)



Gender by working pattern



Women by grade



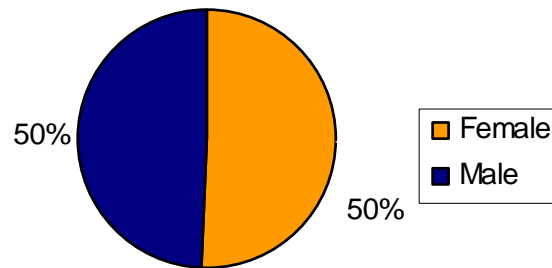
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DH Workforce Composition

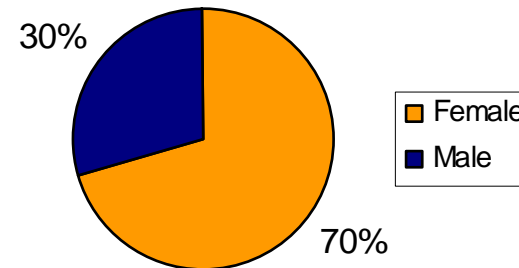
Gender representation



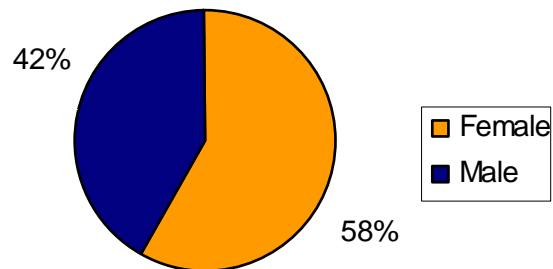
London



Regional Offices



Leeds



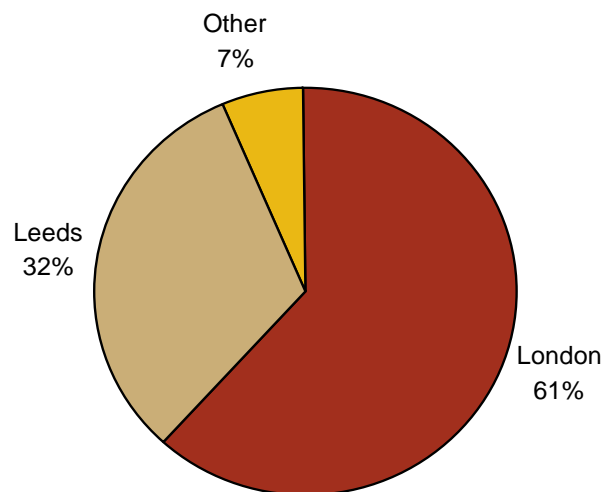
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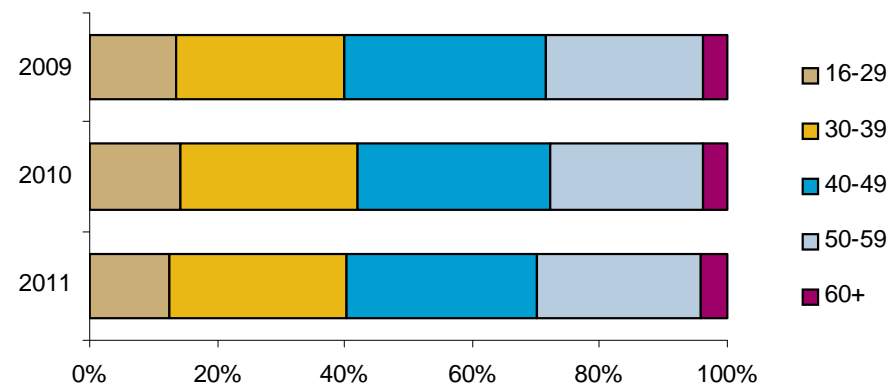
DH Workforce Composition

Age and location

Regional distribution

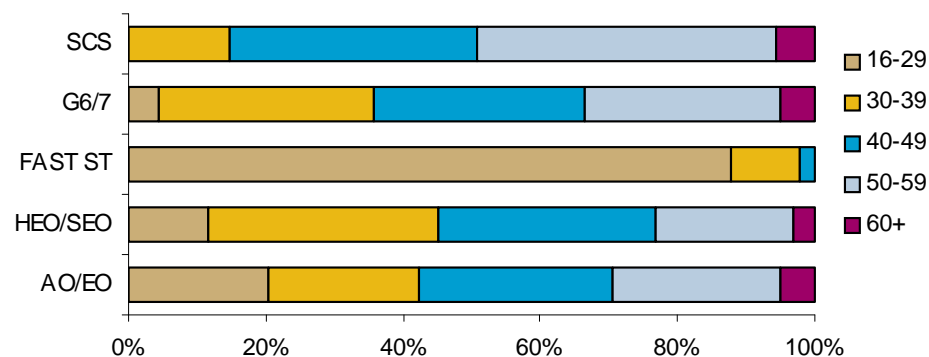


Age in DH, 2009-2011



- Almost two-thirds (61%) of staff are based in London.
- The average age of a DH employee is 43 years, a slight increase from 42 years in March 2010.
- Since March 2010, there has been a slight decrease in 16-29 year olds from 14% to 13%, whilst there has been an increase in 50-59 year olds from 24% to 26%.

Age by grade

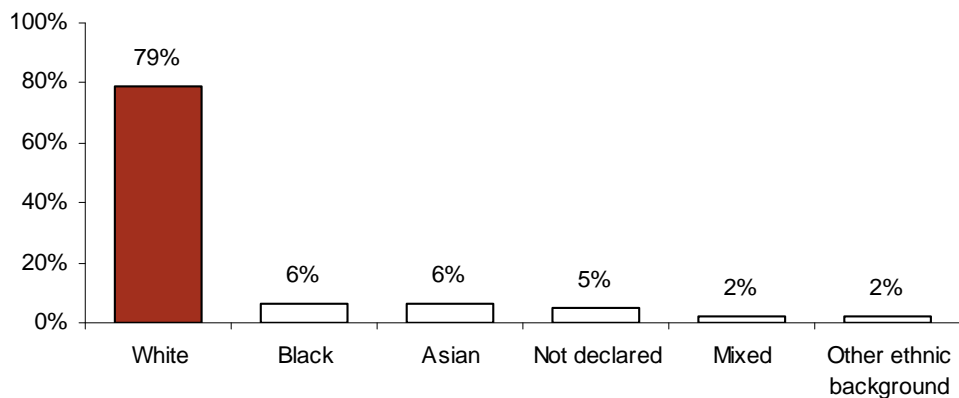


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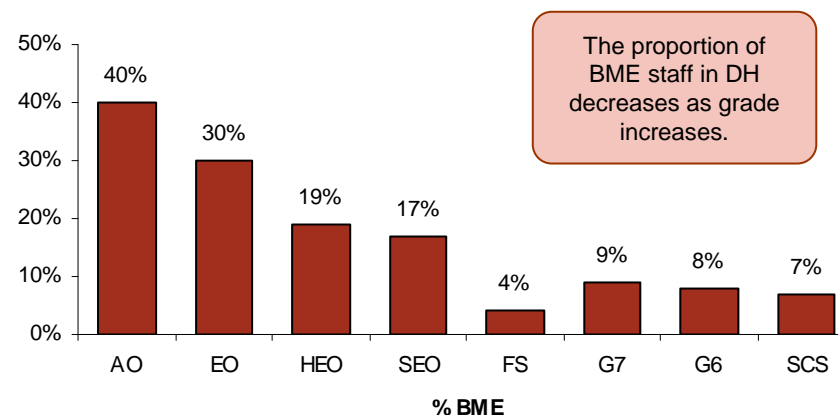
DH Workforce Composition Ethnicity



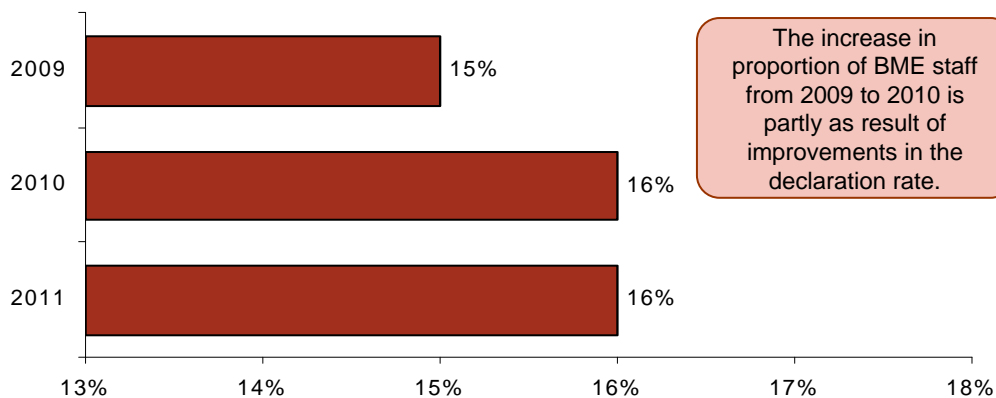
Ethnicity distribution



Ethnicity by grade



Ethnicity in DH, 2009-2011



- Ethnicity is calculated as a proportion of Black and Minority Ethnic (BME) staff out of the total population, including staff with undeclared ethnic background.
- Declaration rate of ethnicity is 95% (an increase from 93% in March 2010), amongst the highest in government.
- SCS ethnicity targets and progress report can be found on page 10, [SCS diversity targets \(Combined DH and MHRA\)](#)

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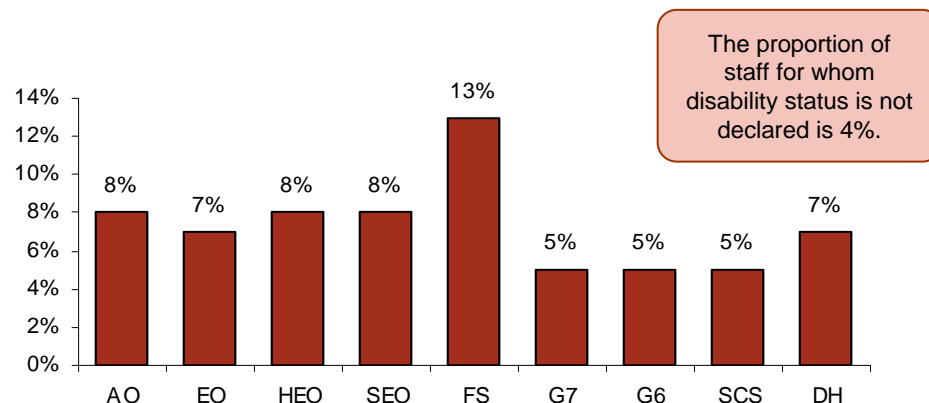
DH Workforce Composition

Disabled people



- In March 2011, 7% of staff declared a disability, unchanged from the last two years.
- Historically, the proportion of disabled people in the Department decreased as the grade increased. This is still generally the case across the Civil Service.
- The disability representation by grade has largely remained the same since March 2009.
- The declaration rate for disability status was 96%, an improvement from 93% in March 2010.

Disabled people by grade



Disabled people in DH by grade 2009-2011

	2009	2010	2011
AO	6%	8%	8%
EO	7%	7%	7%
HEO	8%	8%	8%
SEO	9%	8%	8%
FS	11%	12%	13%
G7	5%	5%	5%
G6	5%	5%	5%
SCS	5%	5%	5%
Total DH	7%	7%	7%

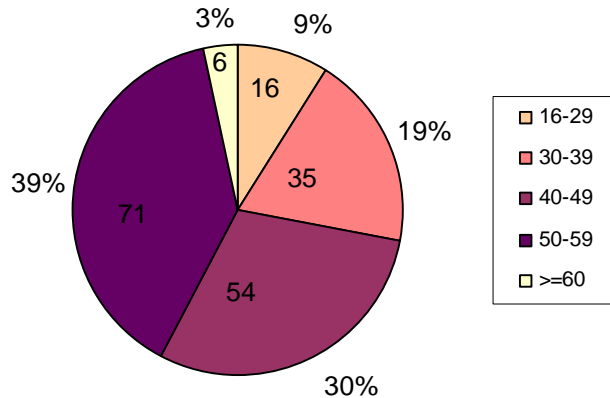
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DH Workforce Composition

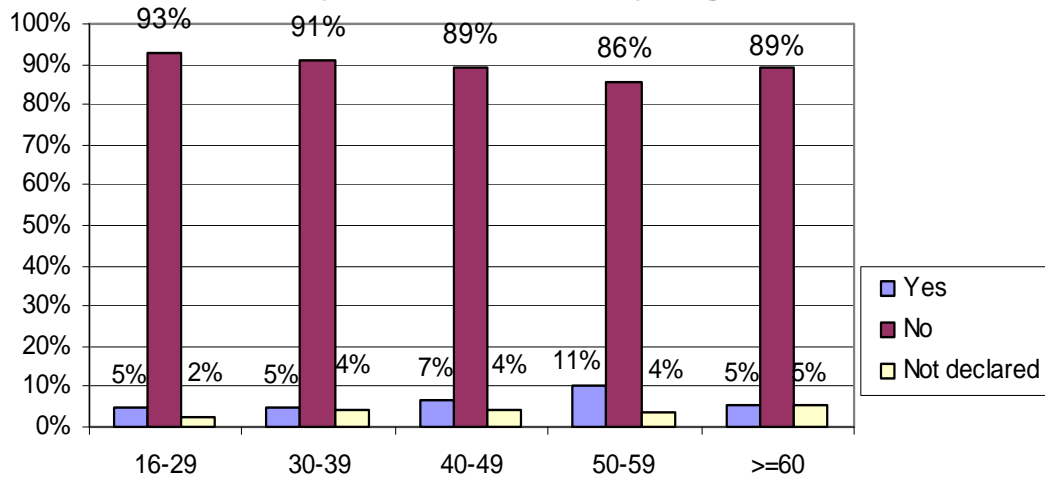
Disabled people



Disability Breakdown by Age



Disability Distribution by Age



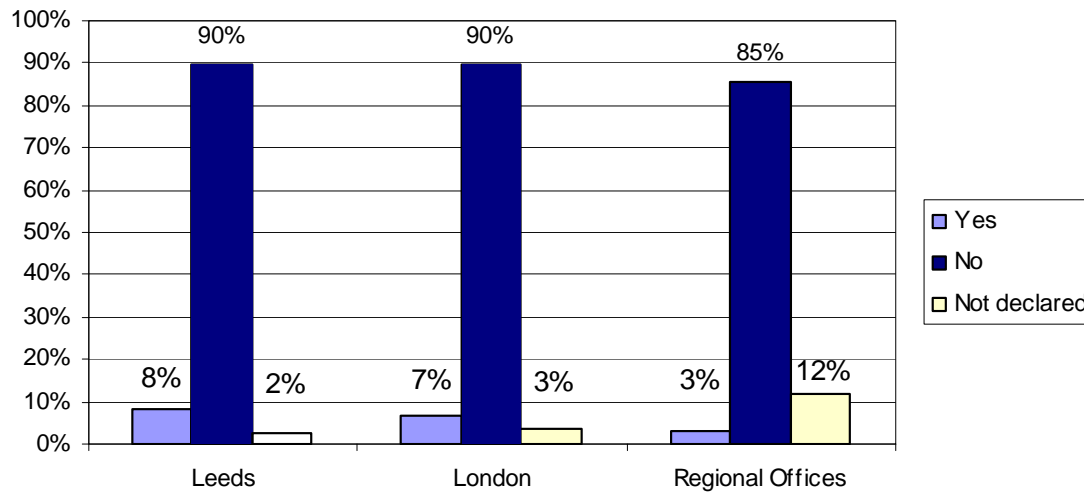
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DH Workforce Composition

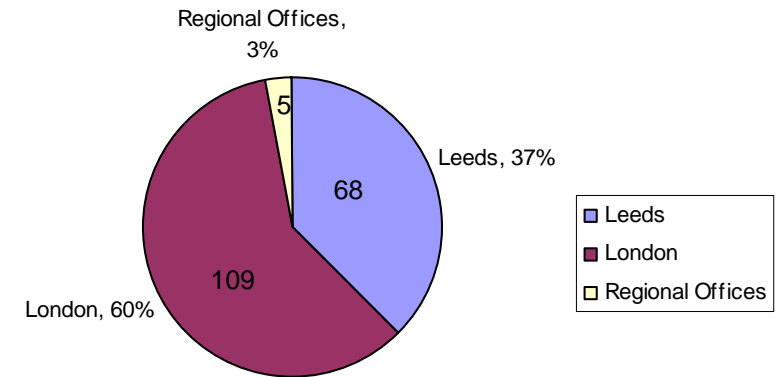
Disabled people



Disability Distribution by Location



Disability Breakdown by Location

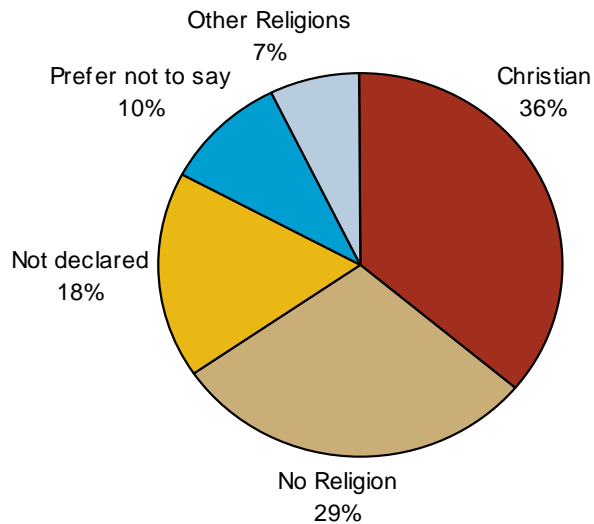


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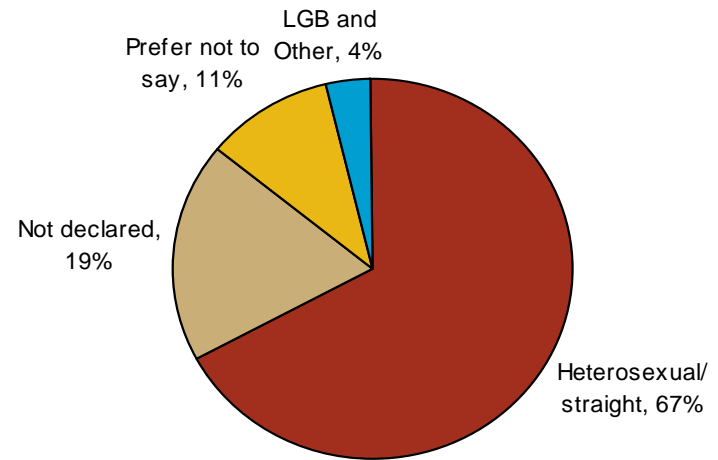
DH Workforce Composition Religion & belief and Sexual orientation



Religion and belief



Sexual orientation



- The categories within “Religion and belief” and “Sexual orientation” have been grouped, because the sample sizes of the minority groups are too small, e.g. LGB and Other.
- The declaration rate for both religion and belief and sexual orientation have improved since March 2010 from 68% to 82% for religion and belief and 69% to 81% for sexual orientation.

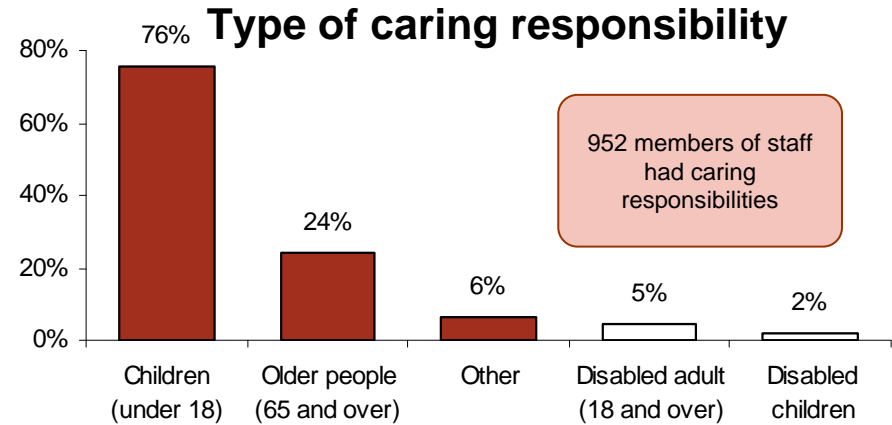
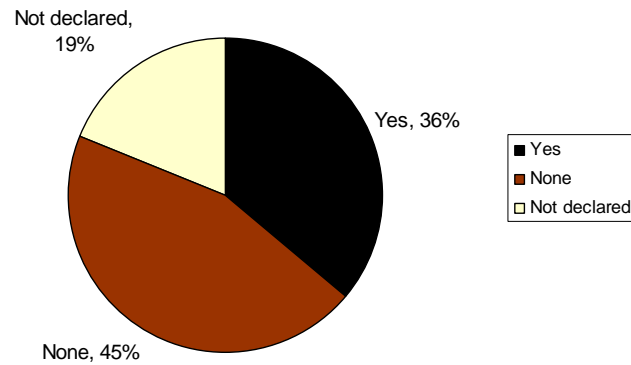
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DH Workforce Composition

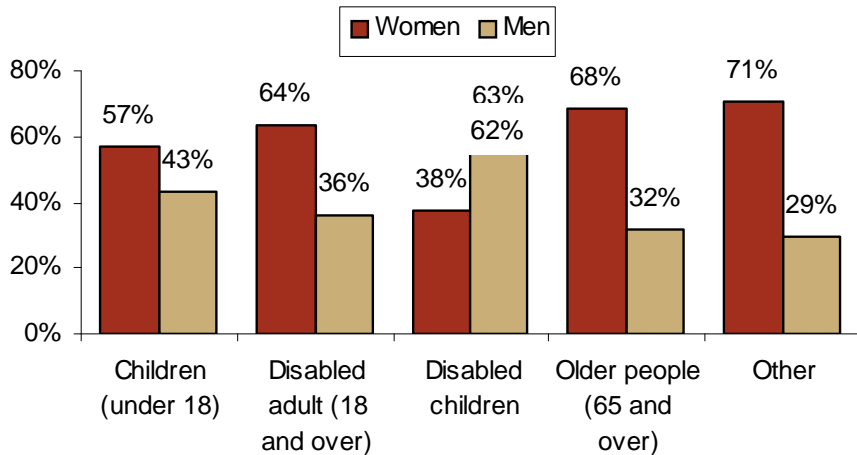
Caring responsibilities

Caring responsibility across the Department

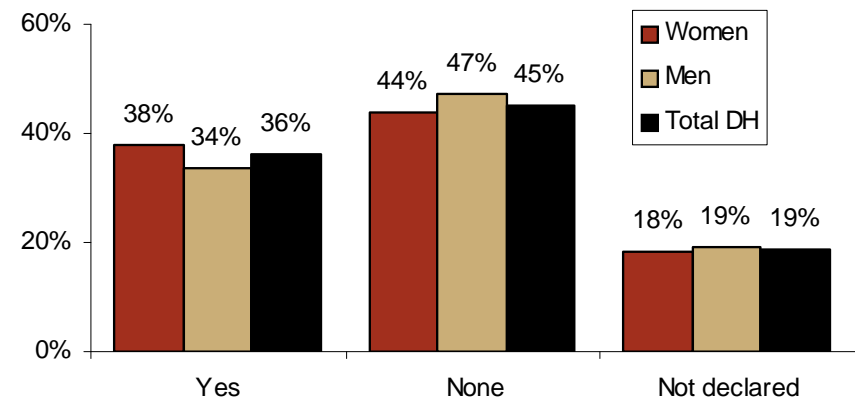


Percentages sum to more than 100 as staff could select an unlimited number of caring responsibilities

Type of caring responsibility by gender



Caring responsibilities by gender



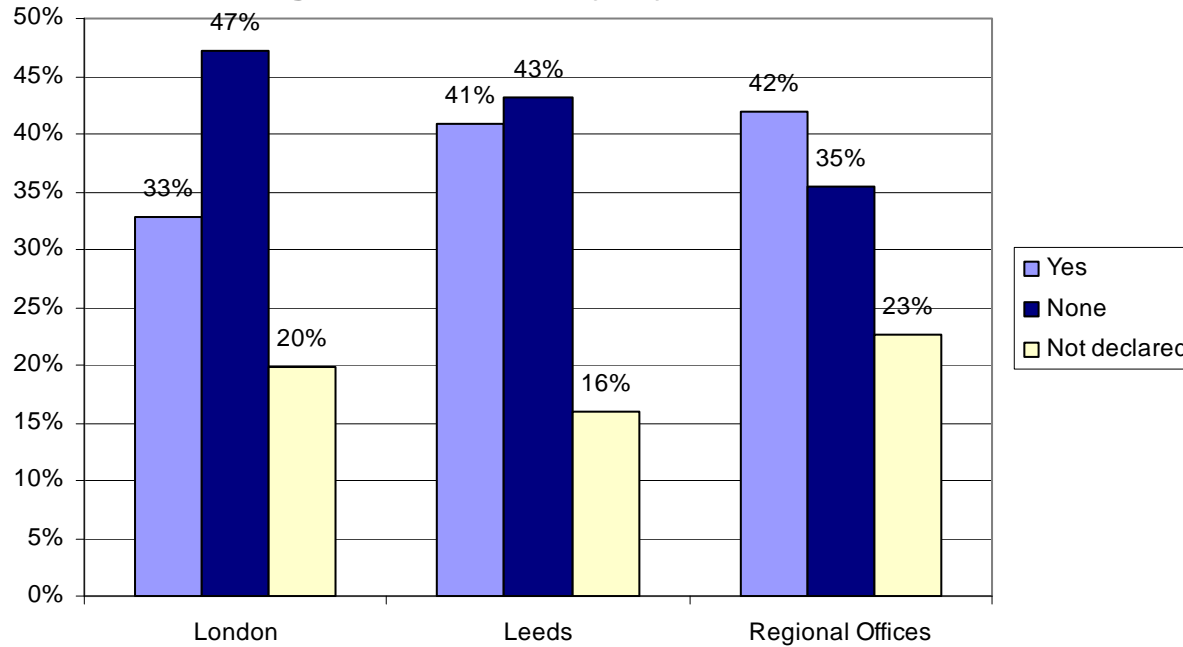
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DH Workforce Composition

Caring responsibilities

Caring Responsibility by Location

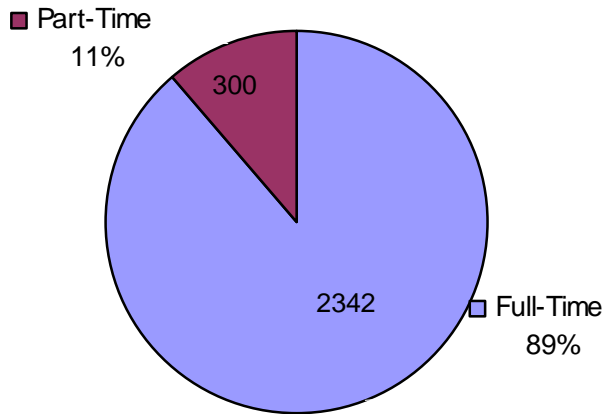


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DH Workforce Composition Working Pattern



Breakdown by Work Pattern



Work Pattern Breakdown by Grade



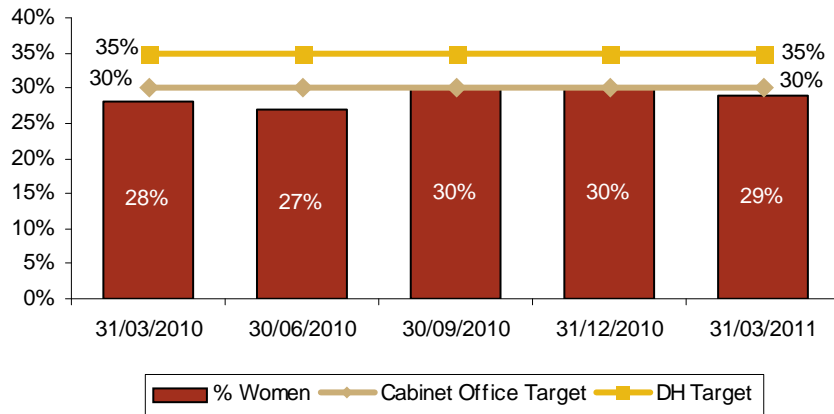
* less than 5

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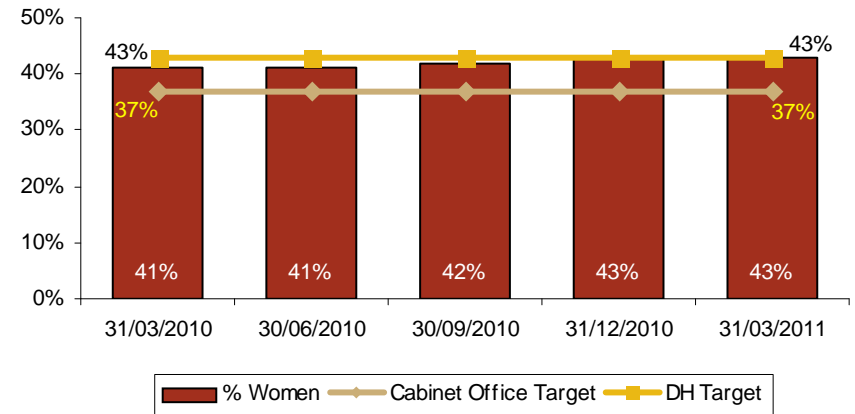
SCS diversity targets (Combined DH and MHRA)



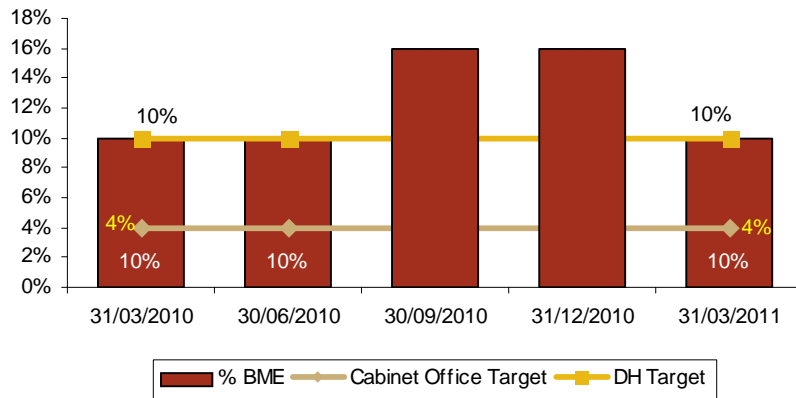
Women – SCS 2 and above



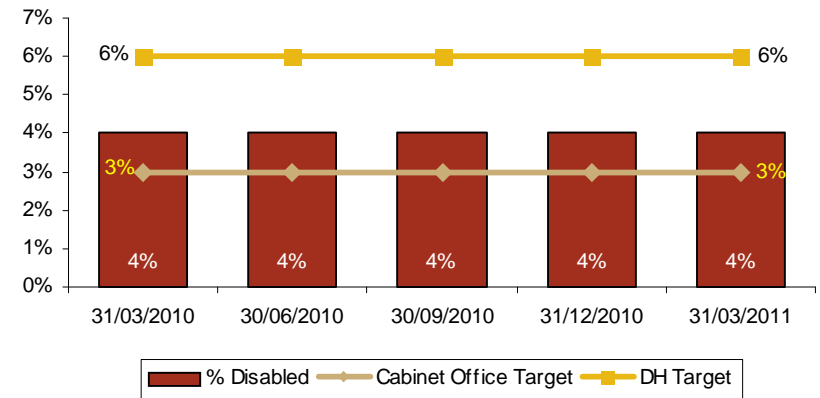
Women – all SCS



BME – all SCS



Disabled – all SCS



The increase in the percentage of BME staff in September 2010 was largely due to the increase in BME staff in MHRA.

- Figures include MHRA staff.
- Unknown values are excluded from the calculations of representation

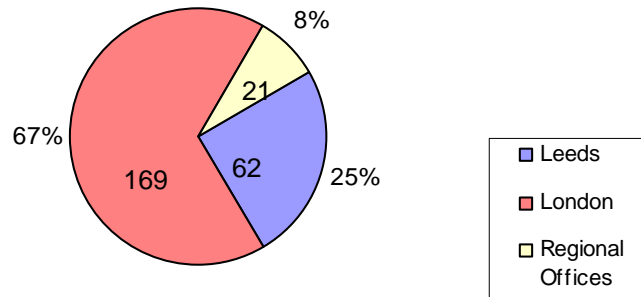
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SCS

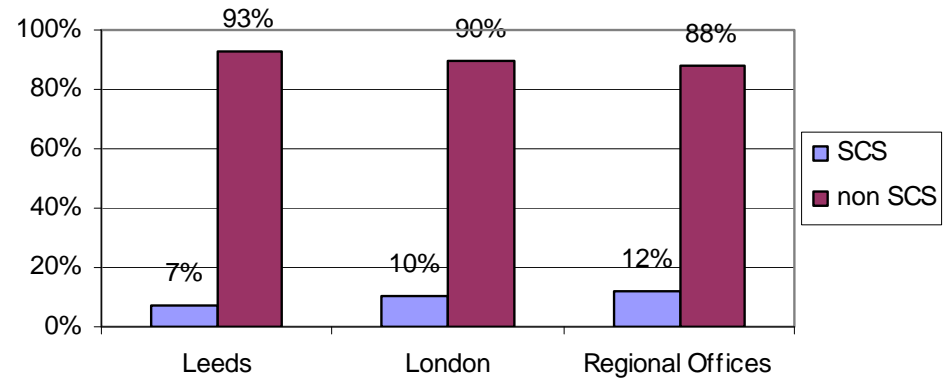
(Combined DH and MHRA)



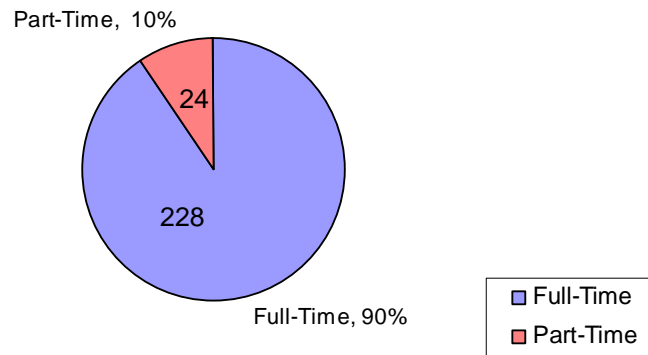
SCS Distribution across Locations



SCS by Location



SCS by Work Pattern



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Recruitment

How to interpret the charts



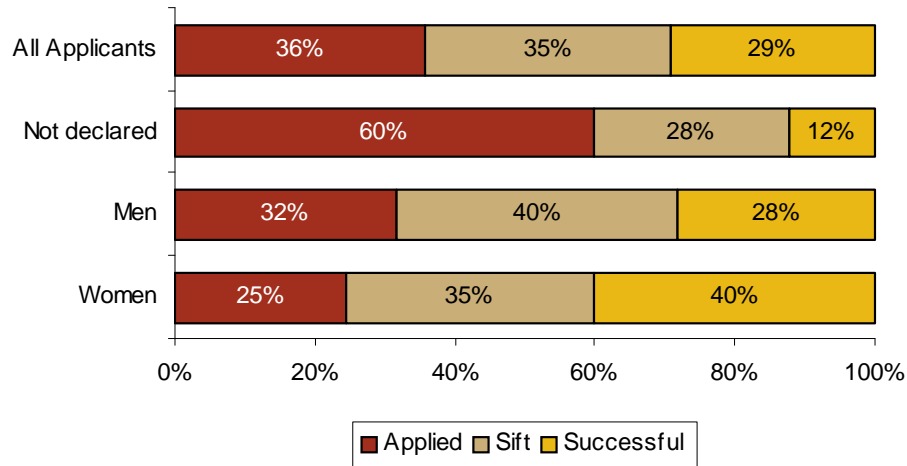
- Figures based on all DH recruitment (internal and transfers from other government departments) between the period 1 April 2010 and 31 March 2011 for 64 posts. In total there were 260 applicants (118 applicants for posts advertised to other government departments and 142 applicants for posts advertised internally).
- The analysis of the recruitment figures focused on the furthest stage the applicants have achieved. As such, if at the sift stage, it is reported being 25%, then this effectively represents the proportion that failed in the sift stage.
- It is also assumed that if x percent of applicants have reached the successful stage they have successfully completed all preceding stages, ie. applications and sift.
- Due to the current recruitment freeze, there were no external recruitment exercises or generalist promotion exercises.

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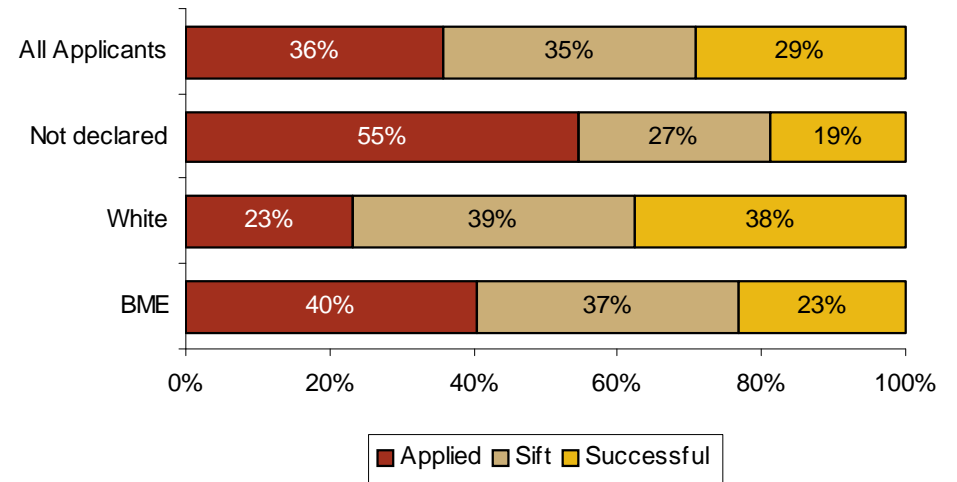
Recruitment into DH Internal and transfers from OGD



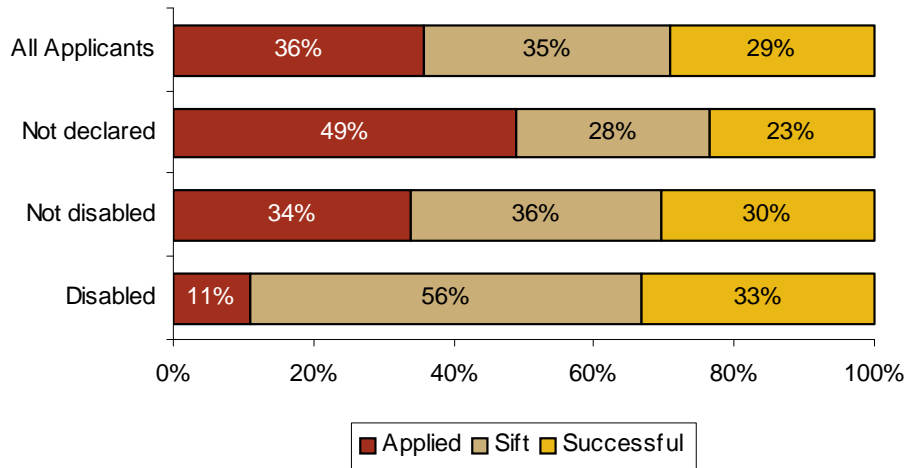
Recruitment by gender



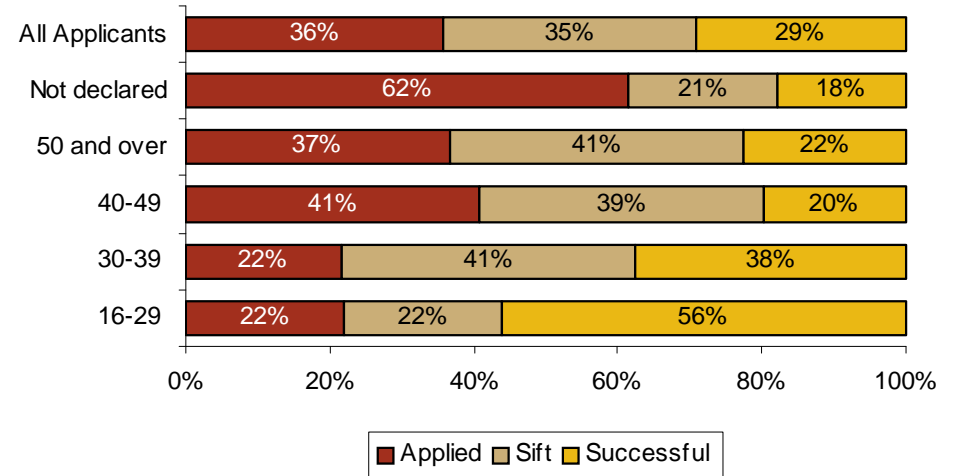
Recruitment by ethnicity



Recruitment by disability status



Recruitment by age



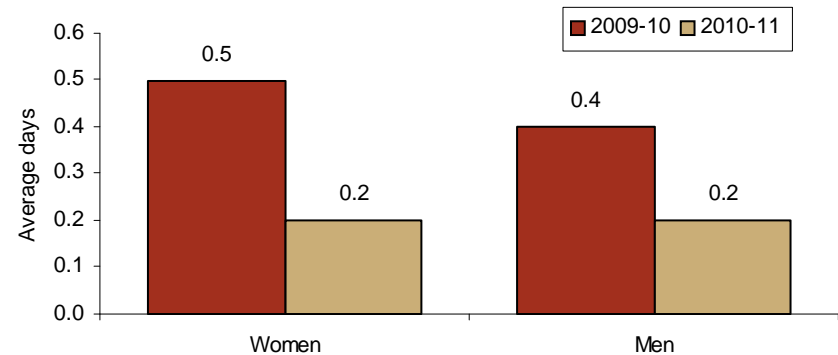
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Training LMS

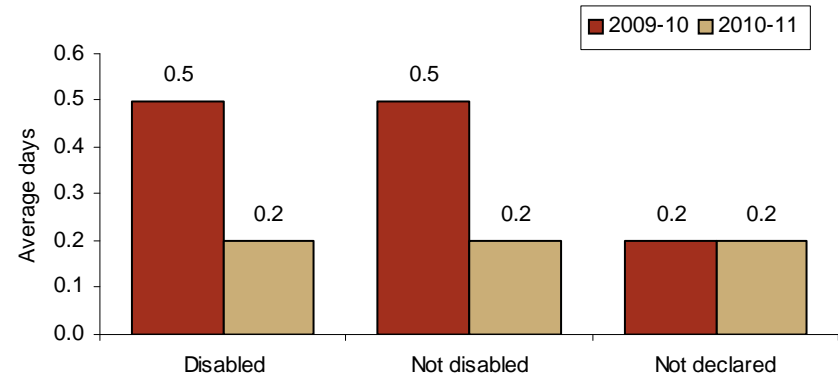


- The measure of training is the average number of training days per person.
- The measure does not take into account or indicate the types of courses offered, and is based purely on the volume of training employees received.
- Training data was sourced from the BMS Learning Management System (LMS) module and includes all training activities run via LMS. These figures do not give a complete picture of all training completed by staff as they do not include external training courses attended.
- The average number of training days is based on staff at post on 31 March 2011 who attended training during the period 1 April 2010 to 31 March 2011.
- Please note previously published figures (1 April 2009 – 31 March 2010) were incorrect, 2009-10 figures for this report have been re-calculated on the correct basis.

Training by gender

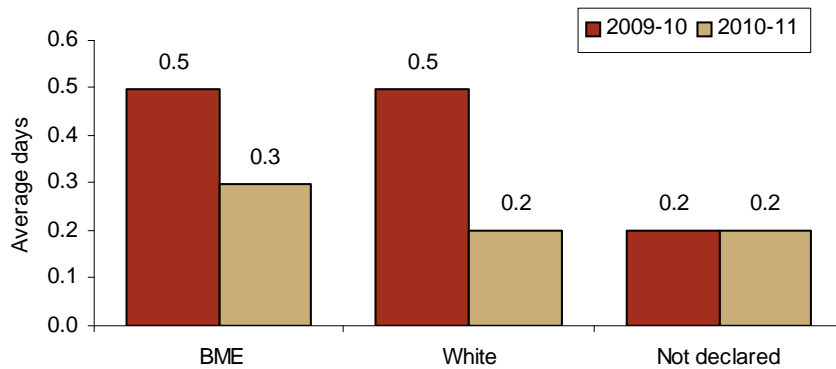


Training by disability status

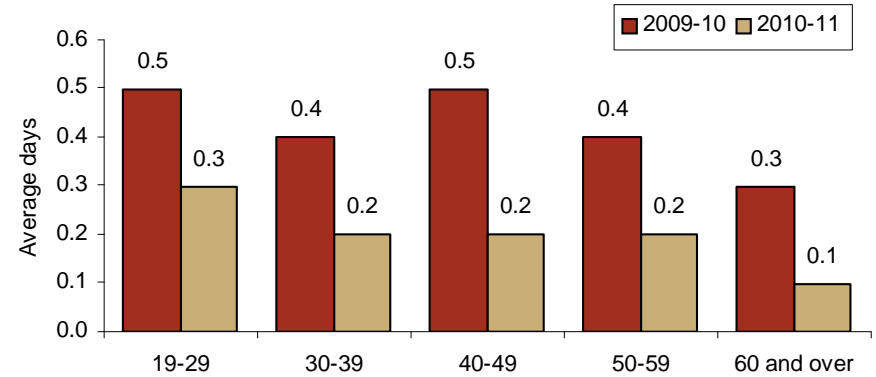


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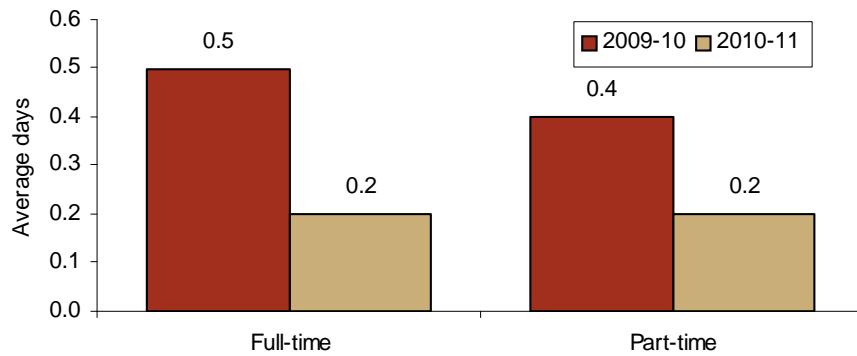
Training by Ethnicity



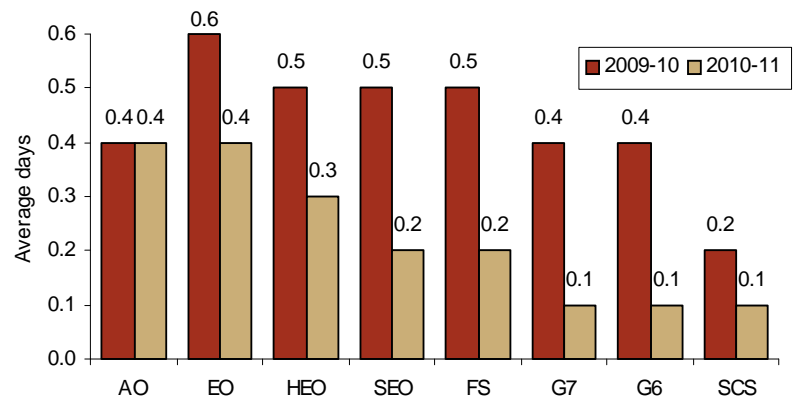
Training by age



Training by work pattern



Training by grade

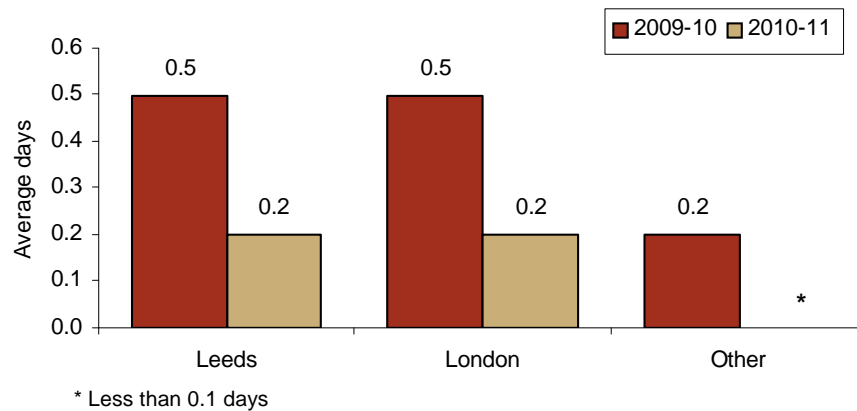


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Training LMS



Training by location



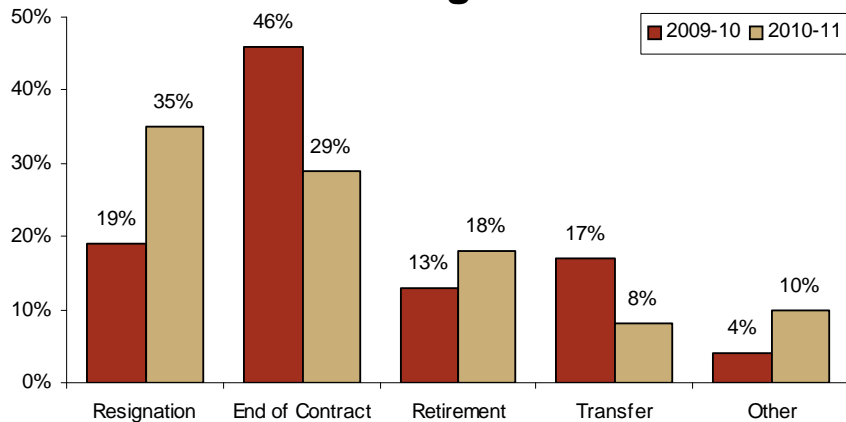
- The proportion of staff who received training is lower for grades 7, 6 and SCS staff. The SCS figure is likely to be low due to many senior management courses being run externally and are not recorded on LMS.
- Compared to the period April 2009 to March 2010, there has been a decrease in the amount of training received across all diversity strands.

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People leaving DH

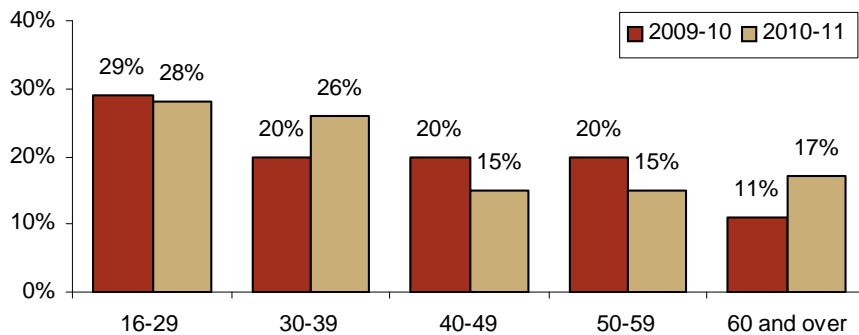


Leaving reasons

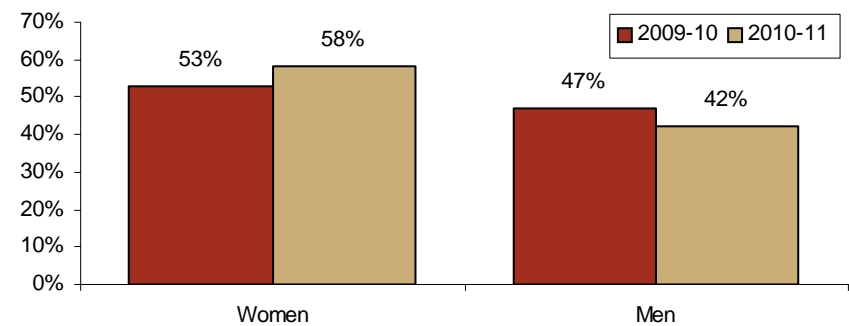


- In the period April 2010-March 2011 there were 211 leavers, the proportion of staff leaving due to resignations increased from 19% in April 2009-March 2010 to 35%, whilst the proportion of staff leaving due to end of contract decreased from 46% to 29%.

Leavers by age



Leavers by gender

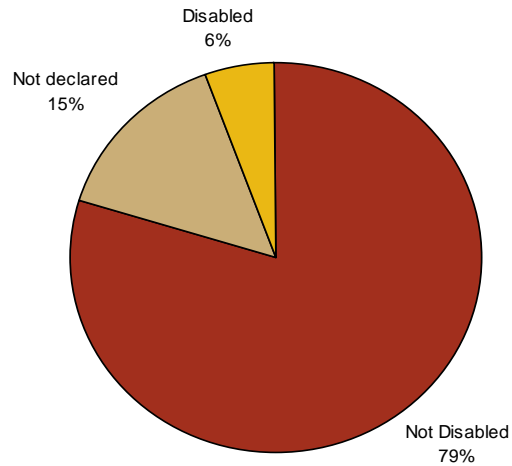


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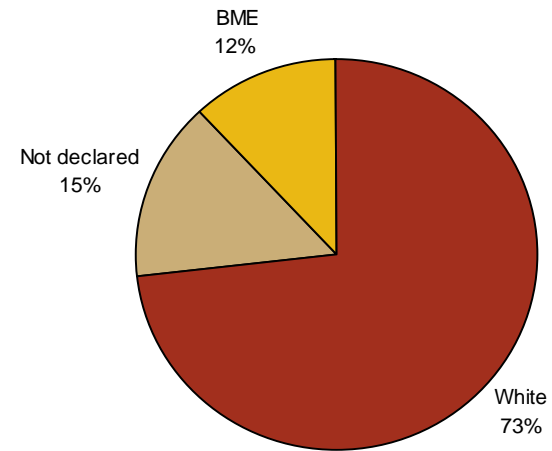
People leaving DH



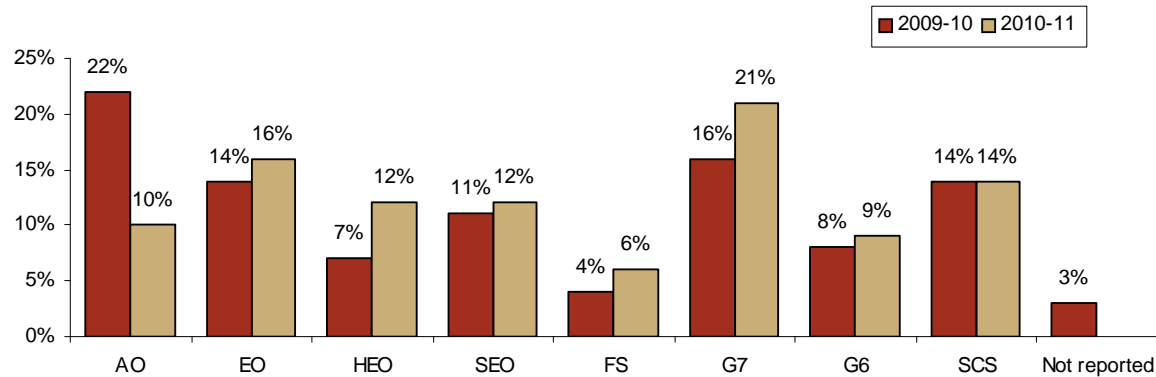
Leavers by disability status



Leavers by ethnicity



Leavers by grade

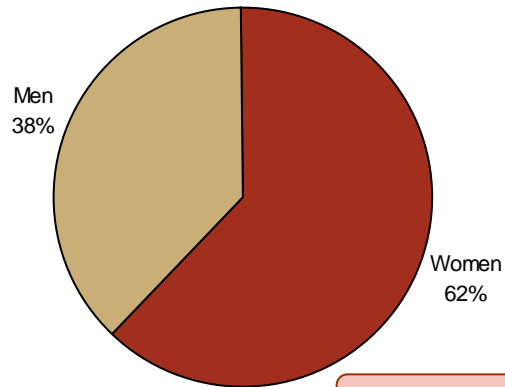


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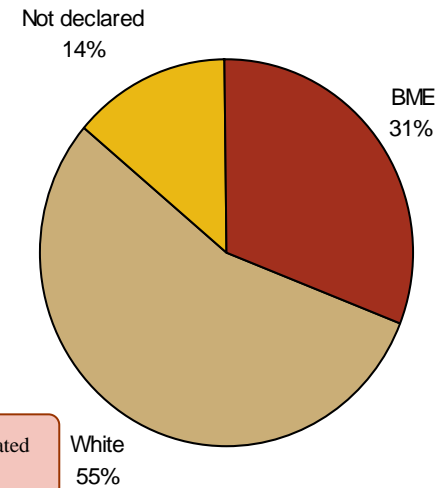
Disciplinary and Grievance



Proportion of cases by gender

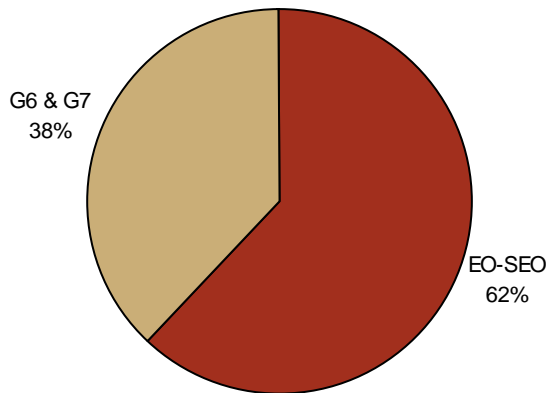


Proportion of cases by ethnicity

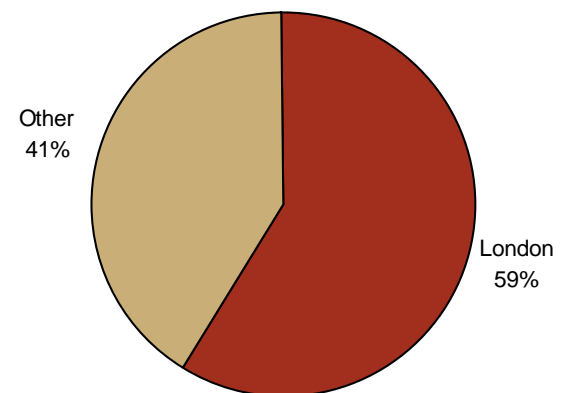


In total there were 29 cases, of which 16 related to disputes and 13 related to disciplinary action, in the period 1 April 2010 – 31 March 2011.

Proportion of cases by grade



Proportion of cases by location

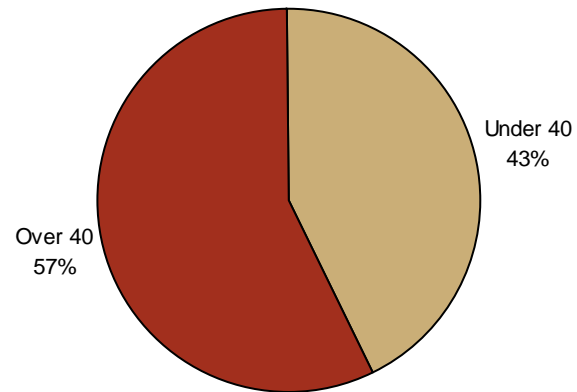


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Disciplinary and Grievance



Proportion of cases by age group



Proportion of cases by work pattern

