



Department
of Energy &
Climate Change

DECC Equality Information 2014

31st January 2014

© Crown copyright 2014

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence.

To view this licence, visit www.nationalarchives.gov.uk/doc/open-government-licence/ or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk.

Any enquiries regarding this publication should be sent to us at Jerome.williams@decc.gsi.gov.uk

This publication is available for download at www.official-documents.gov.uk.

This document is also available from our website at www.gov.uk/decc

Contents

Alternative Formats	5
Introduction	6
Equality Information	6
1. Overall DECC workforce equality information	6
1.1 Overall workforce by gender	8
1.2 Overall workforce by age group	8
1.3 Overall workforce by ethnicity	9
1.4 Overall workforce by disability status	9
1.5 Overall workforce by religion or belief	10
1.6 Overall workforce by sexual orientation	10
1.7 Overall workforce by marital status	11
1.8 Overall workforce by working pattern	11
2. Diversity trends by grade	12
2.1 Gender by grade	13
2.2 Disability status by grade	14
2.3 Ethnicity by grade	15
2.4 Age group by grade	16
3. Performance markings	16
3.1 Distribution of ratings 2012/13	17
3.2 Performance rating by grade	17
3.4 Performance rating by gender	18
3.5 Performance rating by ethnicity	19
3.6 Performance rating by disability status	19
3.7 Performance rating by work pattern	20
3.8 Performance rating by age group	20
4. Promotion	21
4.1 Promotions by gender	21
4.2 Promotions by ethnicity	21

4.3 Promotions by disability status	21
4.4 Promotions by age.....	22
4.5 Promotions by working pattern	22
5. Recruitment process	22
5.1 Joiners by gender	23
5.2 Joiners by ethnicity	23
5.3 Joiners by disability status	23
5.4 Joiners by age	23
5.5 Joiners by working pattern.....	24
6. Exits	24
7. Grievances.....	24
8. Employee engagement	24
8.1 Employee engagement by disability status.....	25
8.2 Employee engagement by gender.....	25
8.3 Employee engagement by ethnicity.....	25
8.4 Employee engagement by sexual orientation.....	25
8.5 Employee engagement by age group.....	26
8.6 Employee engagement by religion	26
8.7 Employee engagement by work pattern	26

Alternative Formats

If you require further information on this document or require the document in another format, please contact Jerome Williams, DECC Diversity, Inclusion and Wellbeing Manager.

Email: jerome.williams@decc.gsi.gov.uk

Telephone: 0300 068 6927

Introduction

Under the Public Sector Equality Duty (the Equality Duty), part of the Equality Act 2010, the Department of Energy and Climate Change has a specific duty to publish relevant proportionate information to demonstrate our compliance with the Equality Duty.

The three aims of the Equality Duty are to:

- eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

The protected characteristics covered by the Equality Duty are:

- age;
- disability;
- gender reassignment;
- pregnancy and maternity;
- race - this includes ethnic or national origins, colour or nationality;
- religion or belief - this includes lack of belief;
- sex;
- sexual orientation; and
- marriage and civil partnership - in respect of eliminating unlawful discrimination only.

We must publish information relating to people who are affected by our policies and practices who share protected characteristics, for example, our service users and information relating to our employees who share protected characteristics.

This report focuses on information about the DECC workforce. Information on our service users and the impact of our policies is published on our internet site www.gov.uk/decc.

Equality Information

1. Overall DECC workforce equality information

The analysis of information relies on staff completing diversity information on our HR system. It is not compulsory to complete this information.

As at 31 December 2013 the Department had 1609 employees [headcount]. DECC holds complete information on the gender and age of staff. Overall there has been improvement in the declaration rates (the percentage of staff who have completed their diversity information) against the protected characteristics reported in the 2011/12 Equality Information report, although there has been a fall in the number of staff who have declared their marital status. The current rate follows with a comparison against the 2011/12 data:

Protected Characteristic	2011/12 declaration rate	2012/13 declaration rate
Ethnicity	63.3%	69.9%
Disability	67.6%	76.9%
sexual orientation	51.3%	68.1%
religion and belief	52%	68.8%
marital status	31.4%	28.4%

Work is currently taking place to ensure that we raise declaration rates so that we have a more statistically robust baseline from which to draw analysis. It should be noted that staff are not obliged to provide this information.

Where possible we have also published information on the working pattern of our staff.

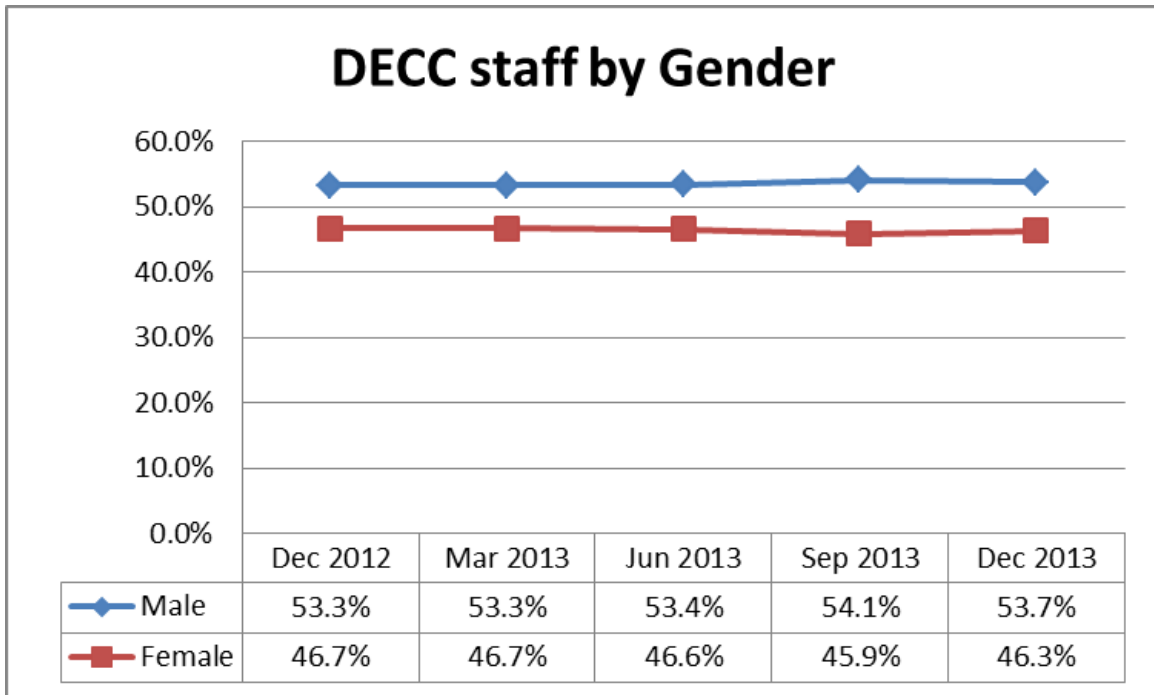
The Civil Service does **not** monitor gender identity. Instead, departments and agencies consider other approaches, such as specific initiatives to meet different needs of transsexual people, in order to achieve progress on trans equality. However, questions in the Civil Service People Survey on the causes of discrimination, bullying and harassment in anonymous staff surveys do include 'gender reassignment' or 'perceived gender' as one of the possible causes.

It is important to note that section 22 of the Gender Recognition Act 2004 prohibits disclosure of an individual's gender identity who is protected by the Act.

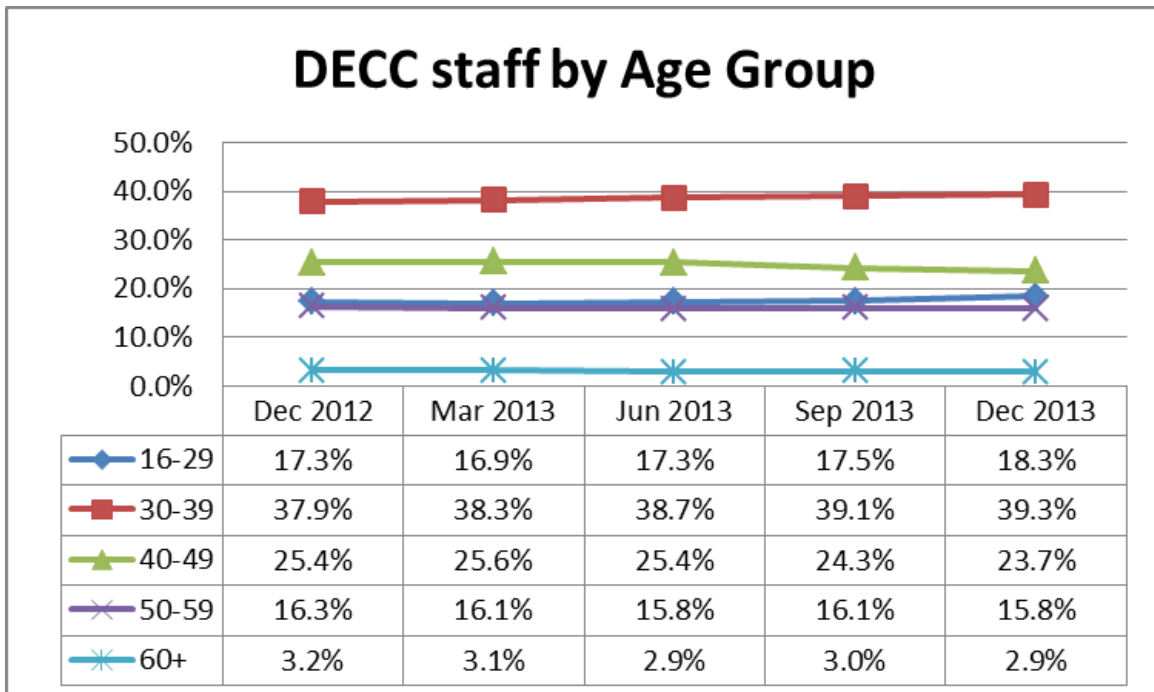
The number of staff in DECC who have the protected characteristic of pregnancy and maternity is too small to carry out analysis.

The data presented here shows the Department's employees by protected characteristic. Information is presented on: age, disability, ethnicity, gender, sexual orientation, religion and belief and marital status. We have also provided information on working pattern where possible. It is the aim of DECC to have a diverse and representative workforce. We have provided information on the previous five quarters as well as the latest information in order to show the trends in changes to the demographics of the DECC workforce.

1.1 Overall workforce by gender



1.2 Overall workforce by age group

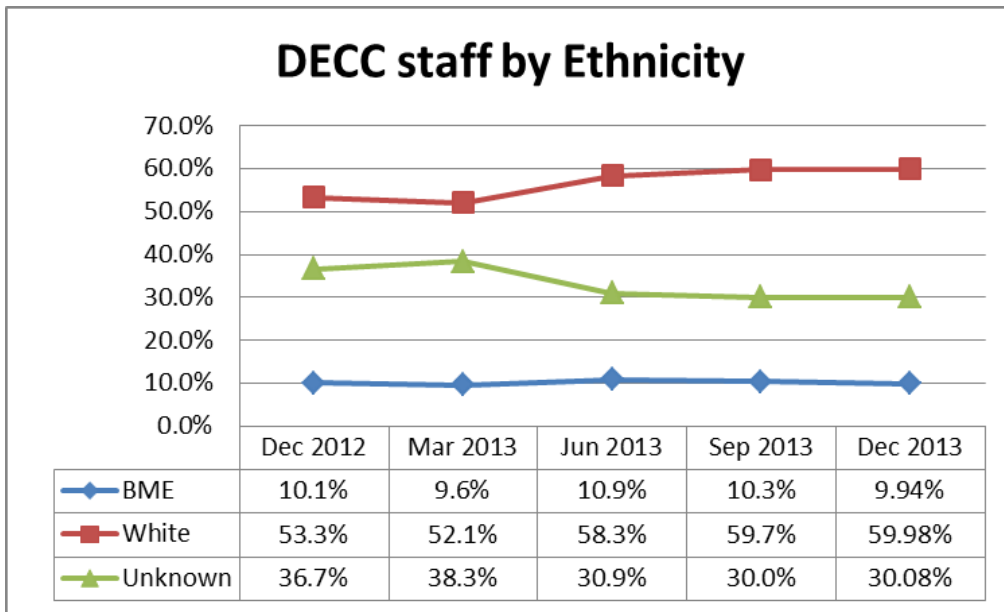


Median age - 37.4

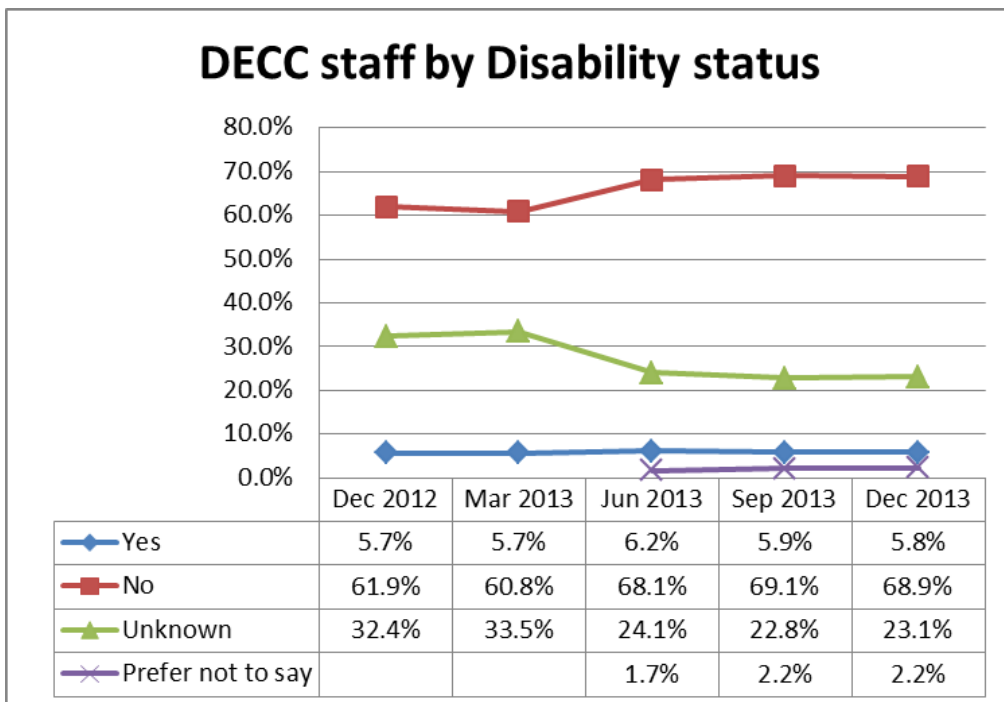
Average age - 39.6

Mode age - 30.6

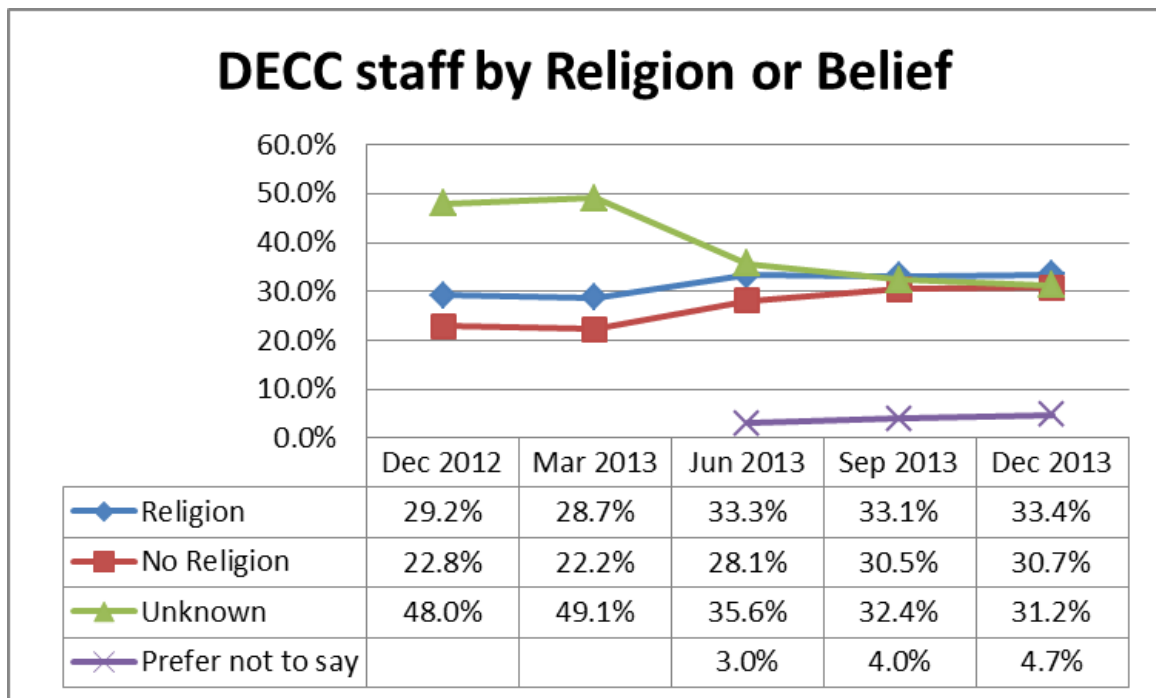
1.3 Overall workforce by ethnicity



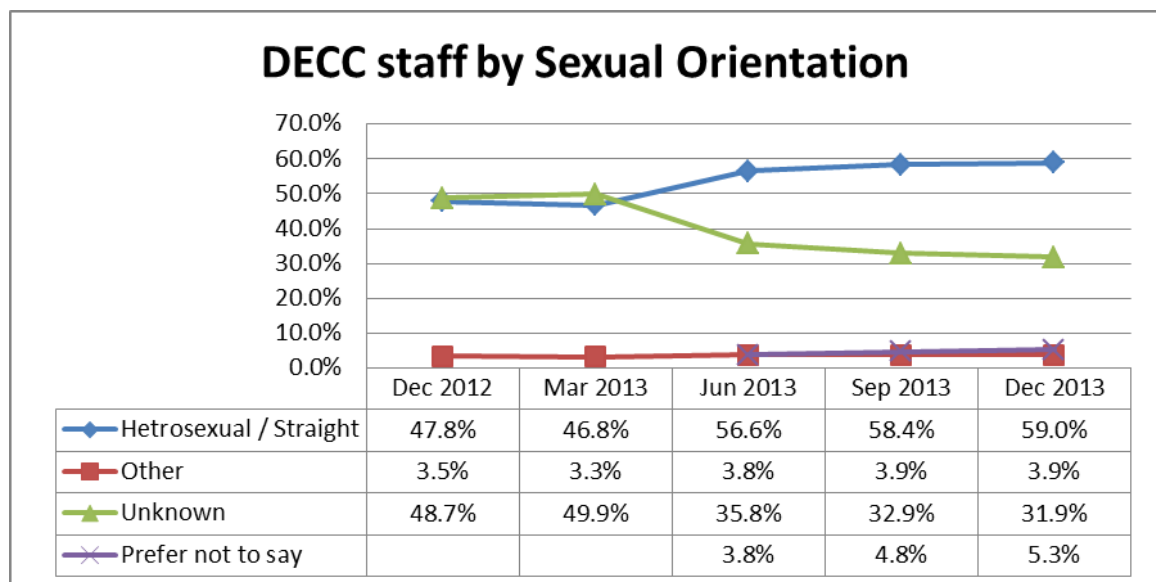
1.4 Overall workforce by disability status



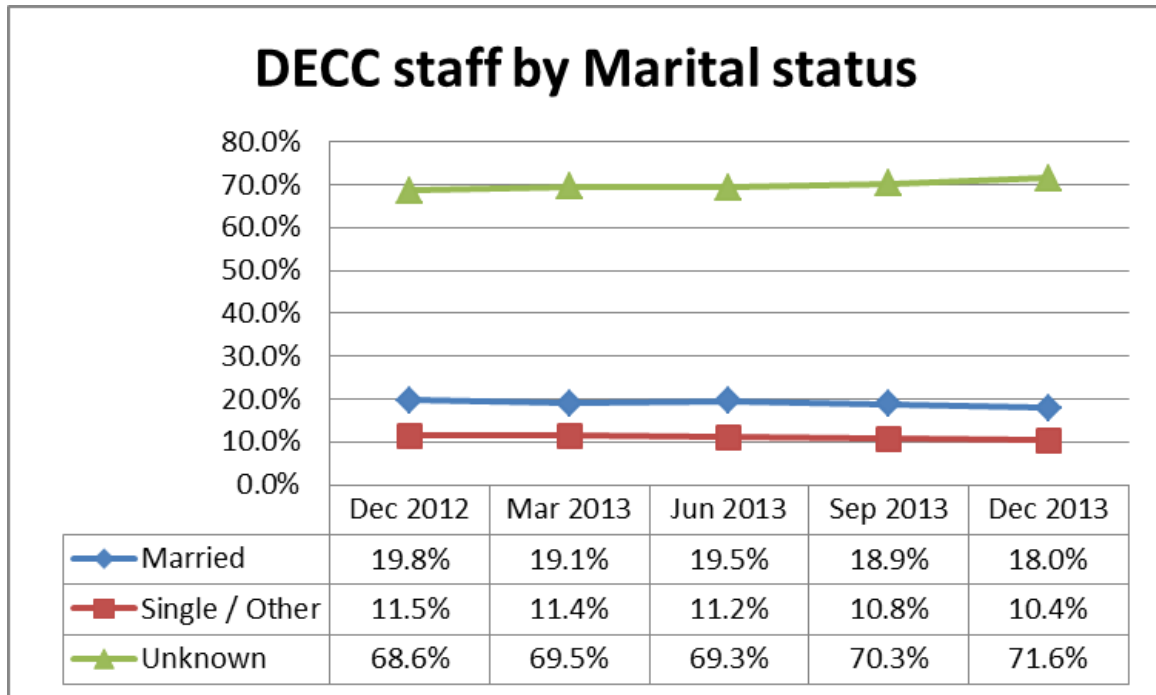
1.5 Overall workforce by religion or belief



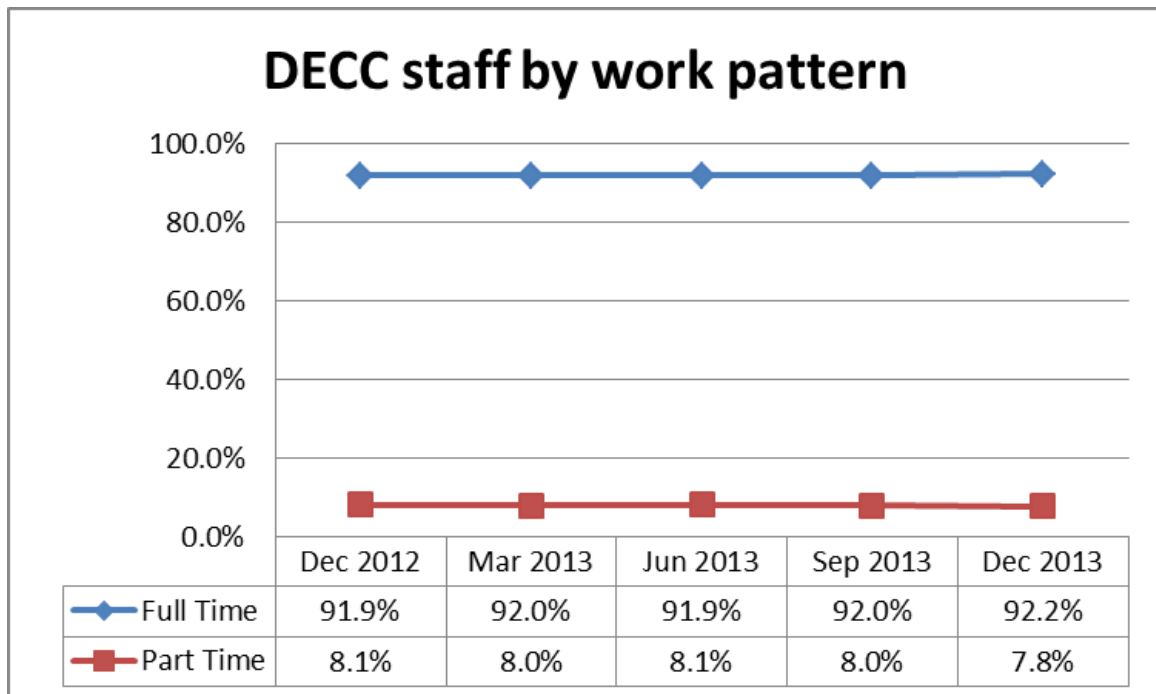
1.6 Overall workforce by sexual orientation



1.7 Overall workforce by marital status



1.8 Overall workforce by working pattern



2. Diversity trends by grade

As part of our commitment to achieving a workforce representative of the society we serve and providing equality of opportunity, we monitor representation of protected characteristics by grade across the Department.

The data presented here show the Department's employees by grade as percentages against each of the following protected characteristics: age, disability, ethnicity and gender. The declaration rates for religion and belief and for sexual orientation are too low for publication.

How will an improvement be shown?

A higher percentage under each protected characteristic will show we employ a greater proportion of people with that protected characteristic. We have set representation rate targets for staff at SCS level until 2013 for ethnicity, disability and gender.

What is the DECC grade structure?

The DECC grading structure indicates level of seniority within the organisation and covers a range of roles:

- Senior Civil Service (SCS):
 - Pay Band 3 Director General
 - Pay Bands 2 and 1 Director and Deputy Director
- Senior Management:
 - Grade 6
 - Grade 7
- Managerial:
 - Senior Executive Officer (SEO)
 - Head Executive Officer (HEO)
 - Fast Stream (FS)¹
 - Executive Officer
- Administrative:
 - Administrative Officer (AO)
 - Administrative Assistant (AA)

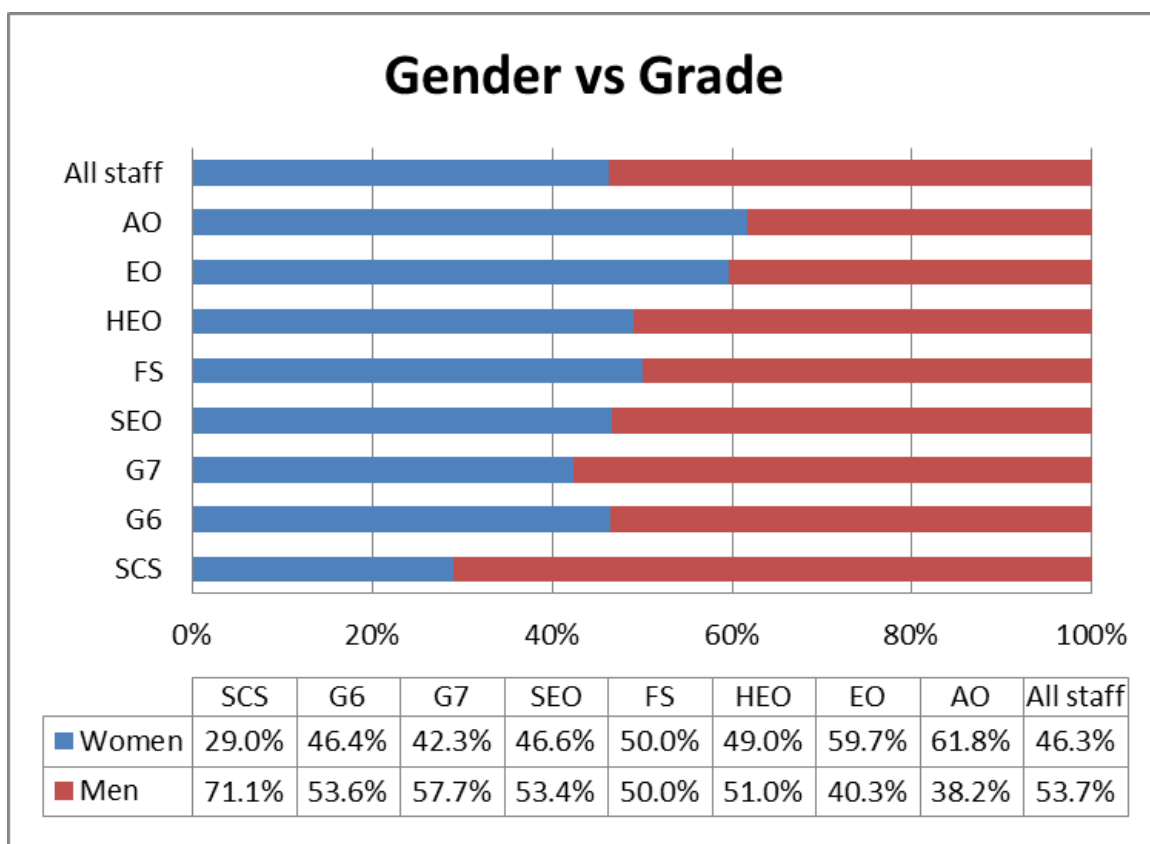
¹ The [Fast Stream](#) is a development programme for graduates with the potential to become the future leaders of the Civil Service

This analysis is completed using data from 31 December 2013.

By understanding more about the demographics of our staff we are able to target interventions to help meet the aims of the DECC equality, diversity and inclusion strategy, such as building a workforce that is representative of the society we serve.

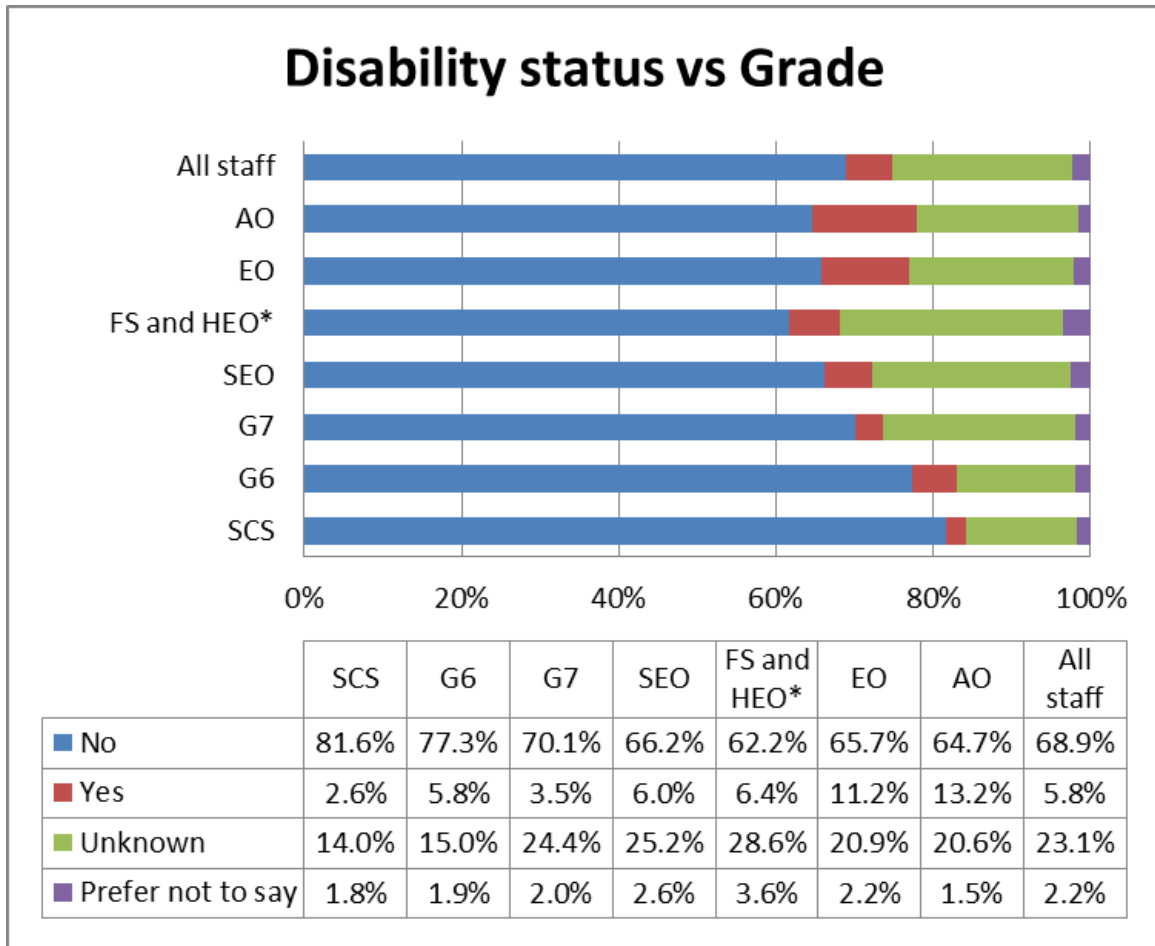
2.1 Gender by grade

There are Cabinet Office targets to achieve a 39% representation rate of women in the SCS overall and 34% women at SCS Pay band 2 and above by April 2013. On 31 December 2013 DECC had 28.9% women at SCS level and 15.1% at SCS PB2 or above.



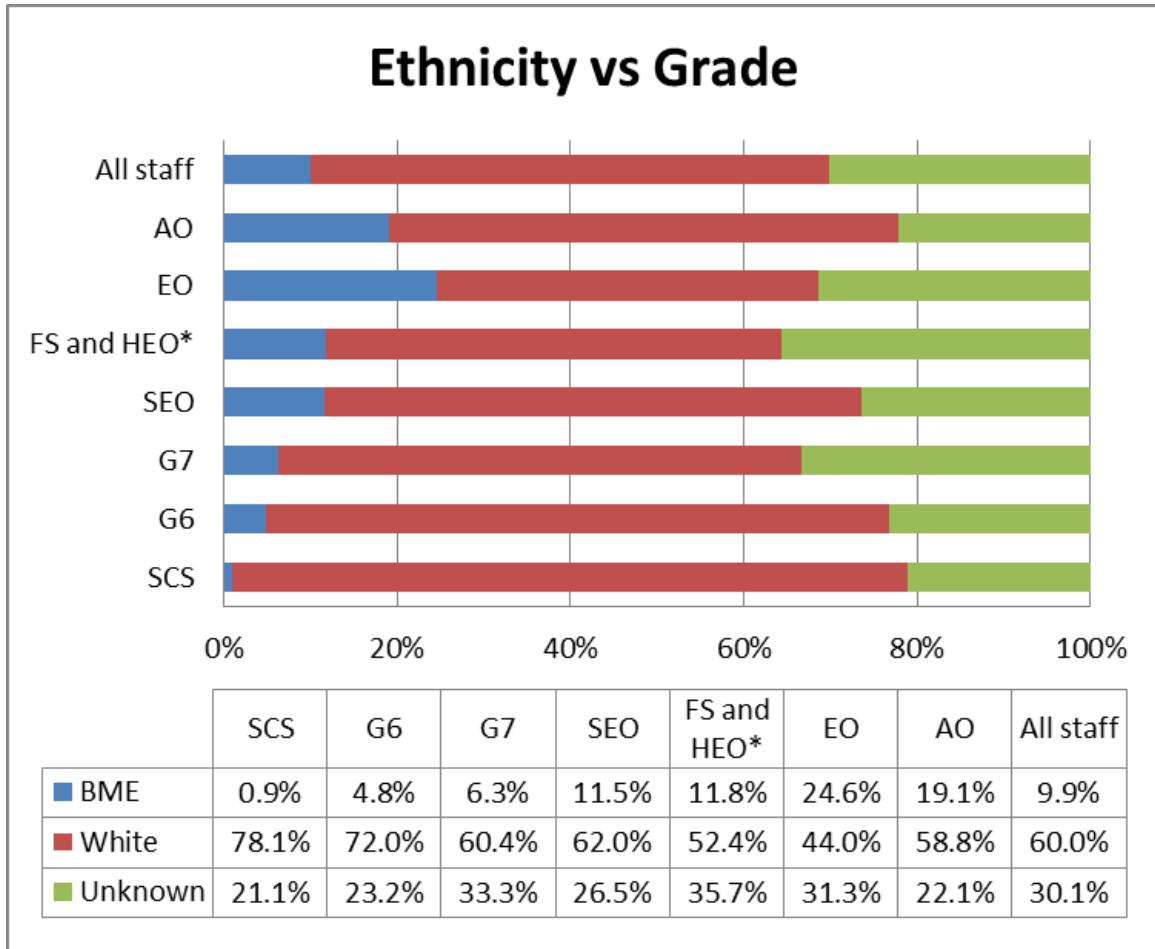
2.2 Disability status by grade

There are Cabinet Office targets to achieve a 5% representation rate of disabled staff in the SCS by April 2013. On 31 December 2013 2.6% of the Department's SCS had declared a disability.

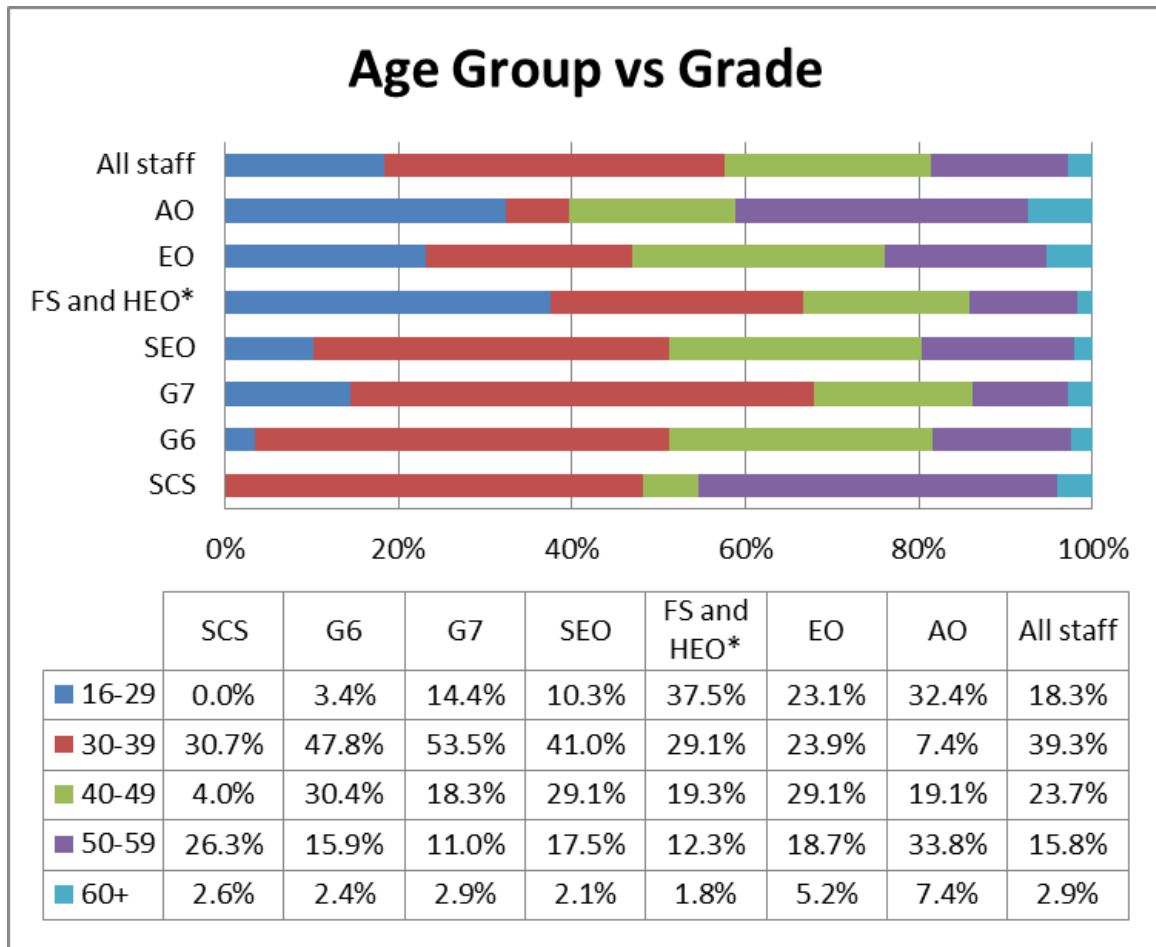


2.3 Ethnicity by grade

There are Cabinet Office targets to achieve a 5% representation rate of staff from ethnic minority backgrounds in the SCS by April 2013. On 31 December 2013 0.9% of DECC's SCS declared they were from a black or minority ethnic (BME) background.



2.4 Age group by grade



3. Performance markings

The purpose and objectives of the performance management system in DECC are designed to support the delivery of DECC's business goals. It does this through:

- Setting clear standards and objectives for staff - and reviewing their performance against these
- Defining staff development needs - to help them succeed in their roles.

The information below shows the distribution of performance markings by protected characteristic.

The performance management year runs from April to March. It should be noted that a new performance appraisal system was introduced in DECC for the period 2012/13. The Department's Executive Committee agreed to the implementation of a new performance management system in September 2012 at the mid-year point. The new system aligns to the Civil Service Employee Policy model as required in the Civil Service Reform Plan. It contains 3 performance ratings with guided distribution as detailed in table 1 below.

The information below relates to the results from the diversity analysis on the end of year performance ratings for 2012/13 for staff at grades AO to Grade 6. Analysis was performed on the following protected characteristics: gender, ethnicity, disability and age. We have also included the results on grade and working pattern.

For the majority of the variables information was complete for all staff members. The exceptions were:

- Ethnicity, 38% non-declared
- Disability, 32% non-declared

Care must therefore be taken in interpreting the distributions presented and results by these variables since increased declaration could alter the results of the statistical tests.

There are very few members of staff within some individual rating categories by diversity group which also means that results should be interpreted with caution. The groups affected are grade, disability and working pattern.

3.1 Distribution of ratings 2012/13

Table 1 considers whether the distributions were within the suggested guidelines for performance markings that were decided as part of the performance appraisal policy for 2012/13.

Table 1: Comparison of ratings allocated with guided distributions for DECC

Rating	Guided distribution	Actual allocations
1 – Exceptional Performance	20-25%	24%
2 – Effective Performance	65-75%	69%
3 – Need for Improvement/Developing	5-10%	6%

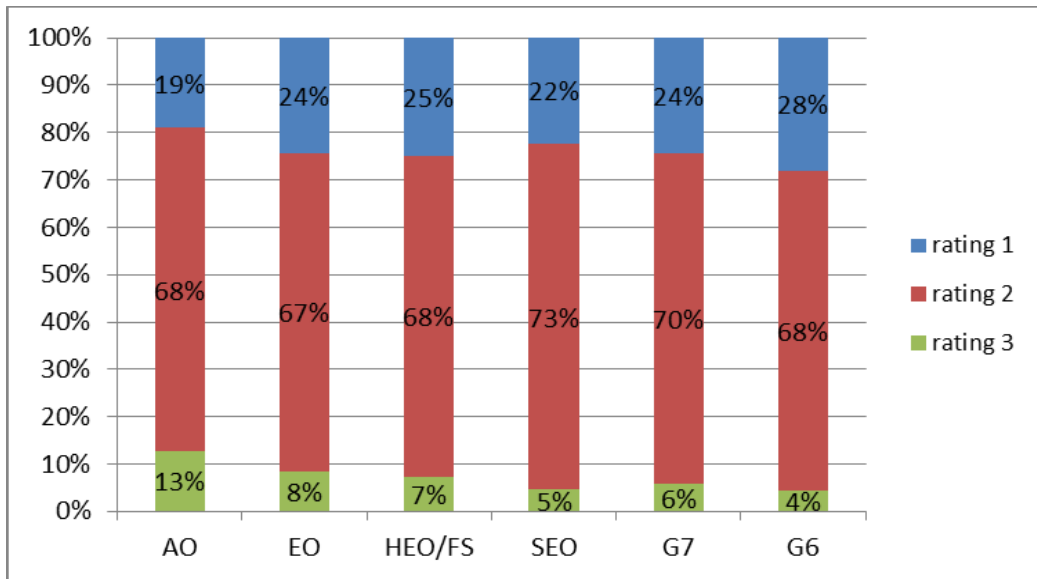
The overall distribution of ratings in 2012/13 was in line with the suggested guidelines.

3.2 Performance rating by grade

This diversity analysis is based on 2012/13 End Year Review performance ratings allocated to staff from across DECC. The diversity characteristics analysed are: gender, disability, ethnicity, working pattern, and age.

The analysis presented compares the actual distribution of ratings against the guided distributions, and where data allows a statistical test is carried out to determine whether the distribution of ratings is statistically different by diversity groups.

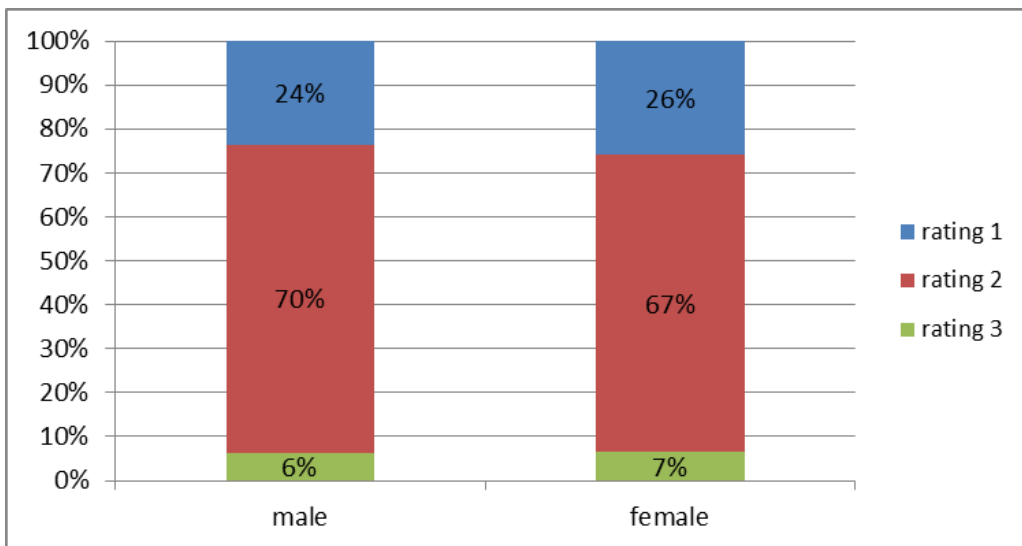
Figure 1: Rating breakdowns by grade for DECC



3.4 Performance rating by gender

Figure 2 shows the distribution of ratings by gender. The proportion of female staff receiving a rating 1 is slightly outside the guided distribution.

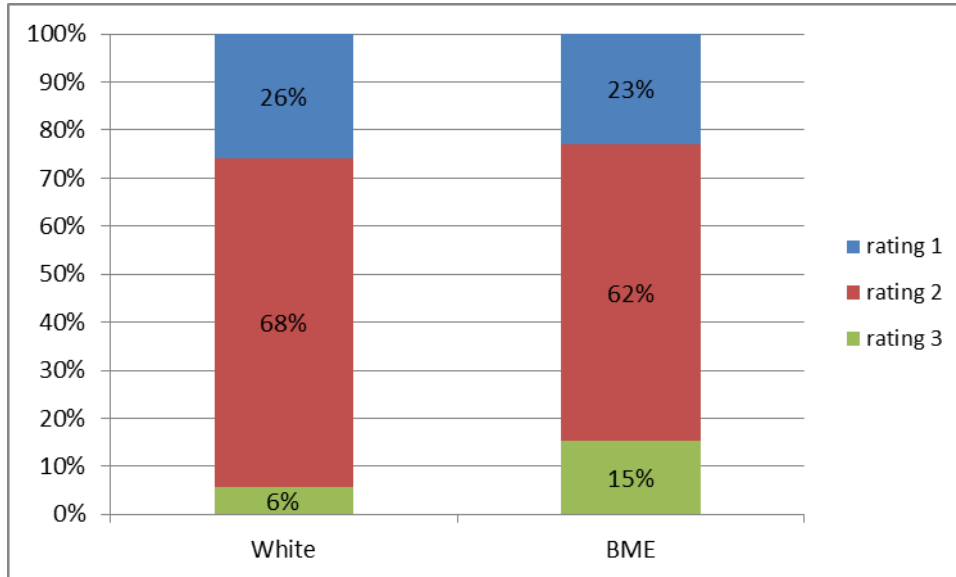
Figure 2: Rating breakdowns by gender for DECC



3.5 Performance rating by ethnicity

Ethnicity has not been declared by 30% of staff. Based on data for those who have declared their ethnicity, comparing against staff of White origin, staff of BME origin were awarded more at rating 3 and less at rating 1. See Figure 3.

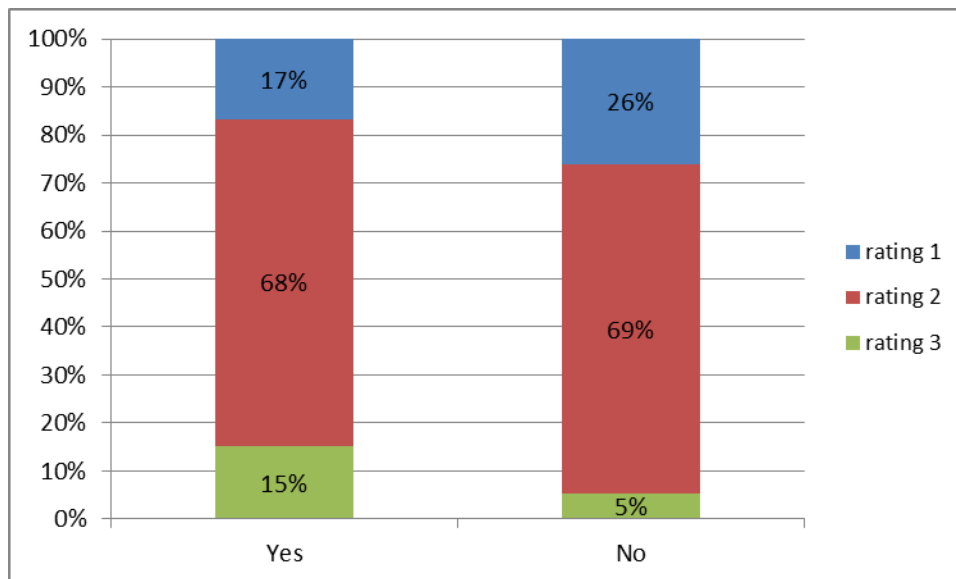
Figure 3: Rating breakdowns by ethnicity for DECC (unknowns excluded)



3.6 Performance rating by disability status

The disability status has not been declared by 32% of staff allocated a box rating. Based on data for those who have declared their disability, more disabled staff were a rating 3 and less a rating 1. See Figure 4.

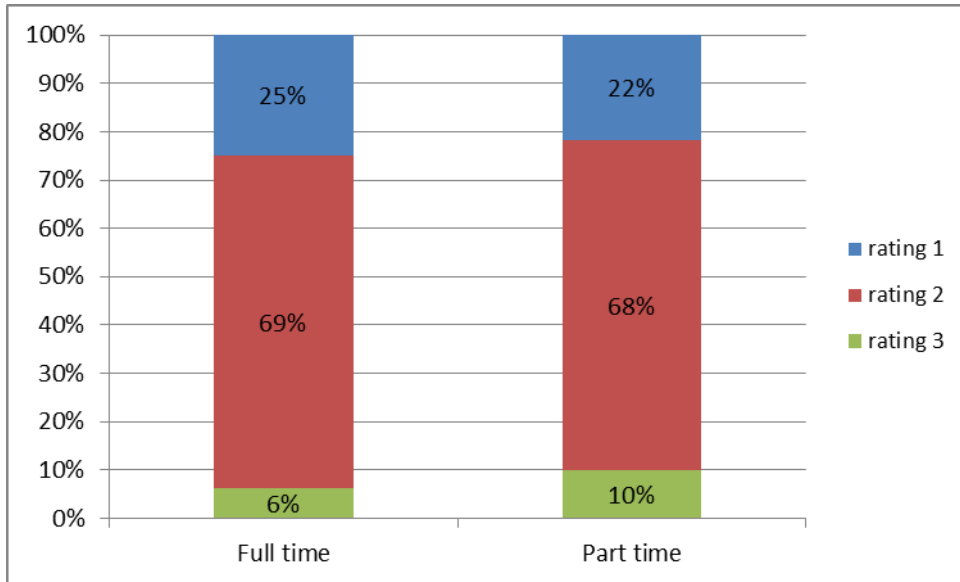
Figure 4: Rating breakdowns by disability for DECC (unknowns excluded with “yes” referring to staff who have stated yes to having a disability and “no” referring to staff stating they do not have a disability).



3.7 Performance rating by work pattern

Figure 5 shows that compared to full-time staff, part-time staff were allocated a smaller proportion of rating 1s and a larger proportion of rating 3s. There isn't however a statistically significant difference in the ratings by working pattern (based on the commonly used 95% confidence threshold).

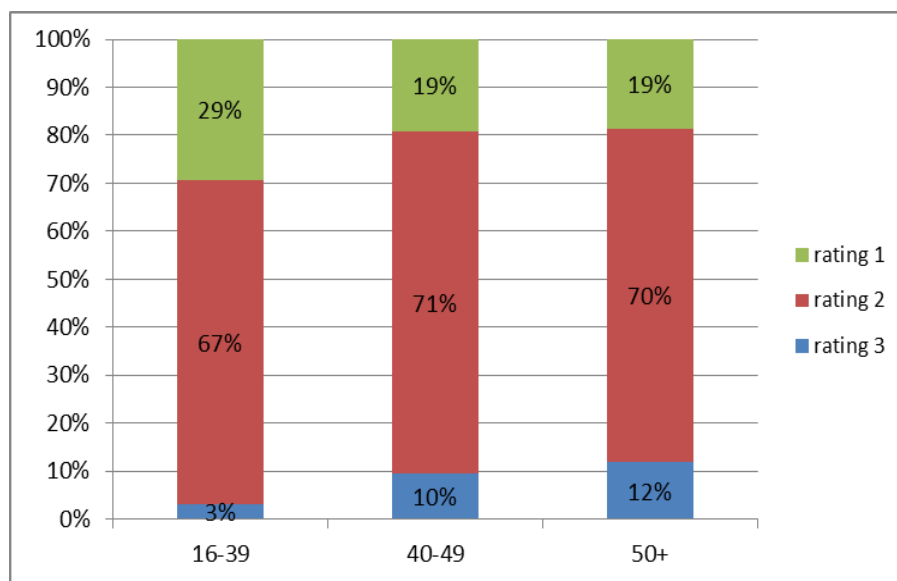
Figure 5: Rating breakdowns by working pattern for DECC



3.8 Performance rating by age group

Figure 6 shows the distribution of ratings by age; ages are grouped together in a way to avoid showing five or fewer number of staff in any category.

Figure 6: Rating breakdowns by age group for DECC



4. Promotion

Analysis was completed to look at the relative internal promotion rates of staff by protected characteristic over the period 1 January 2013 to 31 December 2013. This is the number of staff who are already in DECC and have changed grade. This includes permanent civil servants and loans into DECC. It excludes contingent workers, secondments, Ministers and Special Advisors (SPADs).

The data presented here show employees promoted broken down by protected characteristic in relation to each of the following protected characteristics: gender, ethnicity, disability and age. We have also provided the distribution by working pattern. Due to the low declaration rate for sexual orientation we are unable to provide a detailed analysis.

4.1 Promotions by gender

Gender	Number of staff promoted	% of total promotions	December 2013 representation rate
Men	110	49.8%	53.7%
Women	111	50.2%	46.3%
Total	221		

4.2 Promotions by ethnicity

Ethnicity	Number of staff promoted	% of total promotions	December 2013 representation rate
BME	26	11.8%	9.9%
White	135	61.1%	60%
Unknown	60	27.1%	30.1%
Total	221		

4.3 Promotions by disability status

Disability status	Number of staff promoted	% of total promotions	December 2013 representation rate
Yes*	12	5.4%	5.8%
No	162	73.3%	68.9%
Unknown	41	18.5%	23.1%
Prefer not to say	6	2.7	2.2%
Total	221		

* "Yes" refers to staff who have stated yes to having a disability and "no" refers to staff stating they do not have a disability.

4.4 Promotions by age

Age	Number of staff promoted	% of total promotions	December 2013 representation rate
16-29	42	19%	18.3%
30-39	103	46.6%	39.3%
40-49	48	21.7%	23.7%
50-59	18	8.1%	15.8%
60+	10	4.5%	2.9%
Total	221		

4.5 Promotions by working pattern

Working pattern	Number of staff promoted	% of total promotions	December 2013 representation rate
Full time	209	94.6%	92.2%
Part time	12	5.4%	7.8%
Total	221		

5. Recruitment process

The recruitment analysis is based on the joiners report which highlights all staff new to DECC including any who may join DECC on transfer and promotion from another government Department. The information provided is based on information that staff have declared as at the time they have joined the Department and therefore data is subject to information that has been declared by staff. It covers the time period 1 January 2013 to 31 December 2013. This includes permanent civil servants and loans into DECC. It excludes contingent workers, secondments, Ministers and Special Advisors (SPADs).

5.1 Joiners by gender

Gender	Number of joiners	% of total joiners	December 2013 representation rate
Men	211	55.8%	53.7%
Women	167	44.2%	46.3%
Total	378		

5.2 Joiners by ethnicity

Ethnicity	Number of staff joiners	% of total joiners	December 2013 representation rate
BME	28	7.4%	9.9%
White	174	46%	60%
Unknown	176	46.6%	30.1%
Total	378		

5.3 Joiners by disability status

Disability status	Number of staff joiners	% of total joiners	December 2013 representation rate
Yes	16	4.2%	5.8%
No	208	55%	68.9%
Unknown	154	40.8%	23.1%
Prefer not to say	-	-	2.2%
Total	378		

5.4 Joiners by age

Age	Number of staff joiners	% of total joiners	December 2013 representation rate
16-29	160	42.3%	18.3%
30-39	138	36.5%	39.3%
40-49	55	14.5%	23.7%
50+*	25	6.6%	15.8%
Total	378		

* due to the small number of staff promoted in the higher age groups (50-59 and 60+) these categories have been grouped together.

5.5 Joiners by working pattern

Working pattern	Number of joiners	% of total joiners	November 2013 representation rate
Full time	356	94.2%	92.2%
Part time	22	5.8%	7.8%
Total	378		

6. Exits

In October 2012 analysis of staff leaving DECC under exit schemes was undertaken looking at the period September 2011 to August 2012. From October 2008, when DECC was created, to August 2012 DECC did not make any of its staff compulsorily or voluntarily redundant. There were 8 staff during the period April 2011 – March 2012 and 11 staff during the period April 2012 – December 2013 who chose to leave DECC under a Voluntary Exit Scheme.

These numbers are small and it may be possible to identify individuals through more detailed diversity analysis. Therefore diversity information cannot be provided at this time.

7. Grievances

There were 8 grievances in total raised by DECC staff in 2012. One of these related to disability.

There were 7 grievances in total raised by DECC staff in 2011. None of these were related to protected characteristics.

The overall numbers are too small to do detailed diversity analysis on the protected characteristics of those raising grievances.

8. Employee engagement

These results are taken from our staff survey carried out in October 2013. Overall there were 1,410 returns, which is an 87% response rate. The data below shows the engagement index scores for different protected characteristics compared to the overall DECC score. Employee engagement is shaped by experiences at work.

8.1 Employee engagement by disability status²

	Overall	Yes	No	Prefer not to say
Number of returns	1,390	70	1,240	80
Engagement index (%)	58	50	60	46

“yes” refers to staff who have stated yes to having a disability and “no” refers to staff stating they do not have a disability

8.2 Employee engagement by gender

	Overall	Male	Female	Prefer not to say
Number of returns	1,390	730	560	100
Engagement index (%)	58	59	61	43

8.3 Employee engagement by ethnicity

	Overall	BME	Non BME
Number of returns	1,390	290	1,100
Engagement index (%)	58	60	59

8.4 Employee engagement by sexual orientation

	Overall	Heterosexual /straight	Gay or lesbian	Prefer not to say
Number of returns	1,390	1,160	50	160
Engagement index (%)	58	60	58	47

² The staff survey asked respondents to identify whether they thought they had a long-term illness or physical or mental health condition. As disability was not specifically identified this has been used as a proxy for disability.

8.5 Employee engagement by age group

	Overall	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60+	Prefer not to say
Number of returns	1,370	60	180	280	220	150	150	120	70	30	120
Engagement index (%)	58	69	65	59	60	59	56	54	59	58	46

8.6 Employee engagement by religion

	Overall	No religion	Christian	Hindu	Jewish	Muslim
Number of returns	1,390	640	490	20	20	30
Engagement index (%)	58	59	60	65	51	68

8.7 Employee engagement by work pattern

	Overall	Full-time	Part-time
Number of returns	1,370	1,280	90
Engagement index (%)	58	58	57

© Crown copyright [insert year of publication]

Department of Energy & Climate Change

3 Whitehall Place

London SW1A 2AW

www.gov.uk/decc

URN 14D/032