
Equality Monitoring 2011/12

Equality Monitoring in the Vehicle and Operator Services Agency

v1.1

In House Analytical
Consultancy

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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 1st April 2011 and 31st 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, 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 VOSA Structure and organisation

The Vehicle and Operator Services Agency (VOSA) aims to improve the roadworthiness of vehicles in the UK by providing licensing, testing, and enforcement services, and supporting independent Traffic Commissioners.

At midnight on 31st March 2012 there were 2,150 VOSA staff in post. 201 staff were based at the headquarters in Berkeley House, Bristol, and 182 staff were based at the other headquarters building, Ellipse, in Swansea. The

majority were grouped into 11 other geographical regions across Great Britain.

The analysis divided the staff into notional technical and non-technical groups, of which technical staff made up 62.2%. The highest proportions of non-technical staff were in the two headquarters buildings.

1.3 Restructuring in VOSA

There was no major restructuring process within VOSA for this year, but a restructuring programme took place in 2010/11. Therefore some staff that left on voluntary exit schemes did so during this reporting year.

There has also been a civil service-wide recruitment freeze since 18th May 2010.

1.4 Key findings: Job type

Technical staff and non-technical staff had very different diversity profiles.

There were no technical staff in bands 6-7, and the highest proportion were in band 3 (over half of technical staff were in band 3).

Non-technical staff were mainly in band 2, with the remainder spread across the other six pay bands.

The technical staff job type was male-dominated with only 6.1% female staff, whereas 62.3% of non-technical staff were female.

Technical staff also had an older age profile than non-technical staff, and were more likely to work full-time.

1.5 Key findings: Age

The age profile of all staff was skewed toward older staff: only 0.7% of staff were aged under 25, and the highest

proportion of staff were aged 50-54. Band 3 staff tended to be younger than those in other pay bands, and part-time staff tended to be older than full-time staff.

The age profile of staff was often older than the local working-age populations, generally with more staff aged 50 and over, and fewer staff aged under 25.

The average age of staff increased from 46.5 years to 47.2 years from 2010/11 to 2011/12. However, over half of staff that had left VOSA during the year were aged 55 or over.

1.6 Key findings: Working pattern

10% of all staff worked part-time. The proportions were different by job type, with 3.1% technical staff and 21.4% non-technical staff working part-time.

For both job types, part-time staff were more likely to be in band 1, and less likely to be in bands 4-5

Technical part-time staff were mostly in band 1, with a small proportion in bands 2-4.

96% of part-time non-technical staff were female, significantly more than full-time non-technical staff (54.2%).

1.7 Key findings: Sex

For technical staff, there were significantly lower proportions of female staff in all of the geographical locations than in the local working-age populations. There was a higher proportion of female non-technical staff in Scotland.

For non-technical staff there was a higher proportion of male cessations than current staff in post proportions.

1.8 Key findings: Race and Disability

4.4% of all staff declared a disability, and 3.9% of all staff declared themselves as black or minority ethnic (BME).

In addition, 4.1% of all staff had unknown/undeclared disability and 8.3% of all staff had unknown/undeclared race.

There were significantly fewer disabled technical staff than in the local working-age populations, in all locations except East Midlands, North East and Wales. For non-technical staff, there were significantly fewer disabled staff in Berkeley House, Yorkshire and Humberside and Ellipse than the respective working-age populations.

Significantly fewer technical staff had declared themselves BME in the West Midlands than the local working-age population.

1.9 Key findings: Learning and Development

VOSA staff had recorded a total of 2,388.5 days training. The amount of training recorded by job type was significantly different: technical staff had more recorded training than non-technical staff.

Most training by technical staff was recorded by those in band 3, and within this pay band more training had been recorded by male staff than female staff.

The majority of training by non-technical staff was recorded in the higher pay bands, and by full-time staff.

Age was also a significant factor - younger staff were more likely to have had recorded training than older staff.

1.10 Key findings: Recruitment

For applicants to technical posts (wherever testing was possible), higher proportions of applicants were male than expected, compared with the local working-age population.

Applicants to technical posts at band 4 were more likely to be appointed than applicants to other pay bands. However, there were fewer applicants to these posts, so this is unsurprising.

Disabled applicants to technical posts were more likely to be successful than other applicants at sift and appointment.

For applicants to non-technical posts, more males (for band 3 at Other locations and band 2 at London) and non-disabled applicants (band 3 at Other locations and bands 1 and 2 at Yorkshire and at Humberside) than expected, compared with the local working-age population.

Applicants to non-technical band 1 posts were less likely to be successful than expected, due to a large number of applicants for these posts.

Female applicants were more likely to be appointed than male applicants.

1.11 Key findings: Sickness Absence

VOSA staff in post had had an average of 8.5 days sickness absence. This differed significantly by job type - technical staff had an average of 9.1 days and non-technical staff had an average of 7.6 days.

Pay band had the highest significance related to sickness absence, where staff in higher pay bands tended to have less sickness absence than those in lower pay bands. Within pay bands there were key differences between the sex of staff

that had recorded sickness absence; female staff in bands 1-3, and male staff in band 5 had more sickness absence than the opposite sex.

Age was another important factor - younger staff were more likely to have had sickness absence than older staff.

Full-time staff, and staff that had declared a disability were more likely to have had more days of sickness absence.

1.12 Key findings: Performance management

Of the 2,024 reports returned, 3.6% were awarded an “outstanding” mark.

For both technical and non-technical job types, staff with fewer days recorded sickness absence were more likely to have received an “outstanding” mark than those with more days.

Lower proportions of technical staff in bands 2 and 3 received an “outstanding” mark than those in other pay bands.

Among non-technical staff, disproportionately more female staff received an “outstanding” mark than male staff.

1.13 Information recommendations

Generally analysis was provided on time and most data queries were dealt with promptly.

Data was not collected on sexual orientation or religion and belief; this data is now being collected for analysis next year.

The declaration rate for disability decreased significantly from last year, and the declaration rate for race has roughly stayed the same, so it is

recommended that efforts are made to increase the declaration rates.

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.

Chapter 2: Introduction

2.1 Equality Monitoring

This report contains an analysis of the diversity of VOSA staff for 2011-12.

The aim of the analysis was to:

- identify differences between diversity groups within VOSA;
- compare the diversity of VOSA 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

And for the following datasets:

- Staff in post
- Recruitment
- Cessations
- Performance management reports
- Learning and development
- Disciplinary cases
- Grievance cases
- Sickness absence

Data had not been collected on:

- Sexual Orientation
- Religion and belief

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 VOSA HR, and has been summarised in the annex tables provided with this analysis.

Recruitment data was provided by DfT Shared Services, on behalf of the DfT Resourcing Group (DRG).

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.

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.

For the purpose of this report, Senior Civil Service (SCS) staff in DFT(c)'s Agencies have been included along with the SCS in DFT(c). Staff on long-term

leave (for instance maternity leave¹ and career breaks) are not included in the analysis, and nor are staff who are not civil servants (e.g. consultants, temporary administrators, etc.).

Data on staff sex, age and pay band are held for each member of staff, but data on disability and race are voluntarily provided. 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.

Data was not collected on sexual orientation or religion and belief; this data is now being collected for analysis next year.

The staff within this report were categorised into two groups for the analysis: technical and non-technical.

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.

Protected characteristic	Declaration rate
Age	100%
Sex	100%
Race	91.7%
Disability status	94.6%
Sexual orientation	0%
Religion and belief	0%

¹ 21 staff were on paid or unpaid maternity leave on 31st March 2012

Chapter 3: Staff in post and geographical distribution of staff

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

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

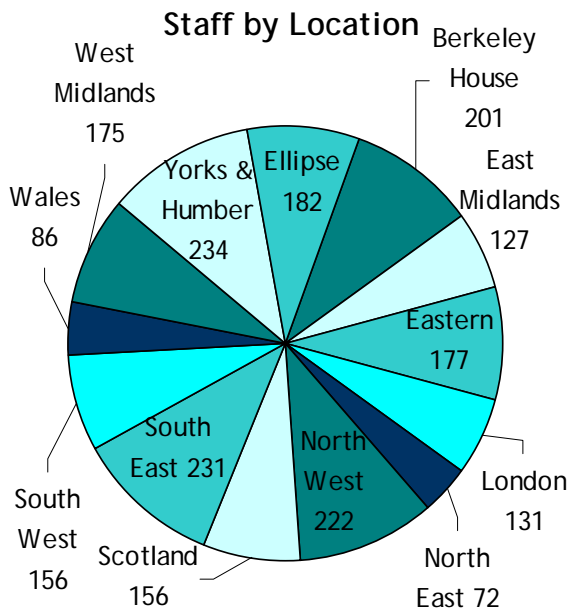
Key findings

- 2,150 staff in VOSA on 31st March 2012 in locations across England, Scotland and Wales.
- 62.2% of staff were in technical roles.
- The age distribution of staff was skewed toward older staff, with only 0.7% of staff aged under 25, and the largest cluster at age 50-54.
- There were significantly fewer disabled staff (either technical or non-technical) than expected from local populations in all locations except East Midlands, North east and Wales.
- Only 6.1% of technical staff were female, and all locations had significantly fewer female technical staff than expected.
- 63.2% of non-technical staff were female. In Scotland where there were higher proportions of female staff in the lower non-technical pay bands than in the local working-age population.
- Significantly fewer technical staff had declared themselves BME in West Midlands than expected from the local working-age population.

3.1 Geographical distribution of VOSA staff

At midnight on 31st March 2012 there were 2,150 staff in VOSA. Technical staff made up 62.2% of total staff numbers.

The headquarters at Berkeley House in Bristol had 9.3% and Ellipse in Swansea had 8.5% of the total staff. The remainder were based in other offices across Great Britain. These have been grouped into 11 regional locations and analysed separately.



43% of the 812 non-technical staff were based at either Berkeley House or Ellipse (175 staff in each office), and 14% were based in Yorkshire and Humber (114 staff). The remaining 43% of non-technical staff were evenly spread across the other regional locations.

In contrast only 2.5% of the 1,338 technical staff were based at either Berkeley House or Ellipse, with the remaining majority evenly spread between the regions.

3.2 Diversity profile of VOSA staff

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

There are key differences between technical and non-technical staff, so the next sections show analysis by individual job types.

3.2.1 Sex

VOSA as a whole

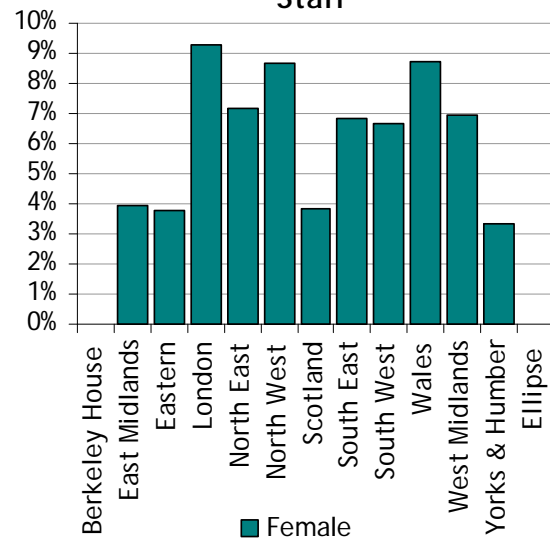
Overall 27.7% of VOSA staff were female.

The proportions of female staff differed significantly between the job types: 63.2% of non-technical staff were female whereas only 6.1% of technical staff were female.

Technical staff

Overall, 6.1% of technical staff were female. There were no female technical staff in Berkeley House or Ellipse, and four regions had less than 5% female staff.

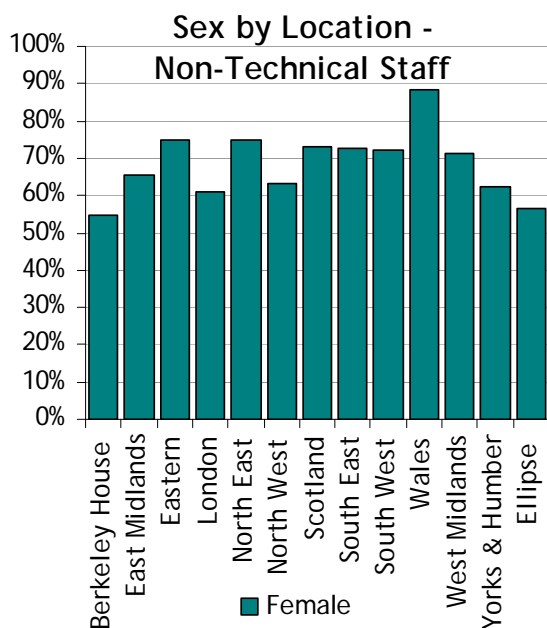
Sex by Location - Technical Staff



All locations had significantly fewer female staff than the proportion of females in the local working-age populations.

Non-technical staff

Female staff made up the majority of non-technical staff in all locations.

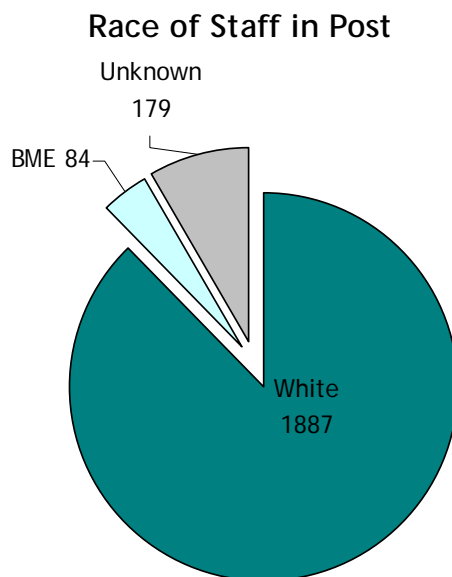


Although there were high proportions of female staff, the only significant difference from local working-age populations was found in Scotland, where there were significantly more female non-technical staff in pay bands 1-3 than expected.

3.2.2 Race

VOSA as a whole

Overall 3.9% of staff had declared themselves as black or minority ethnic (BME), with an additional 8.3% with unknown or undeclared race.



A significantly lower proportion of technical staff had declared themselves BME than non-technical staff; where race was known, 5.5% of non-technical staff and 3.5% of technical staff had declared themselves BME.

A higher proportion of staff had unknown race than had declared themselves BME, which may affect the quality of results. The declaration rate was lower for technical staff (90.7%) than for non-technical staff (93.3%).

Technical staff

With the exception of London, generally fewer than 5% of technical staff in each region or office had declared themselves BME.

For the seven locations where analysis was possible², the only significant difference from local working-age populations was found in the West Midlands: significantly fewer technical staff had declared themselves BME

² For technical staff, analysis was possible for: East Midlands, Eastern, London, North West, South East, West Midlands, Yorkshire & Humberside.

(1.5%) than the local working-age population (14.8%).

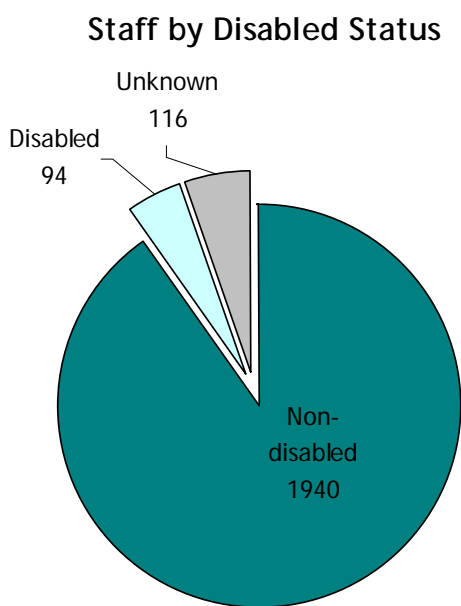
Non-technical staff

Where analysis was possible³ there were no differences in race between non-technical staff and local working-age populations.

3.2.3 Disability

VOSA as a whole

Overall 4.4% of staff had declared a disability, with an additional 4.1% with unknown or undeclared disability. The proportion of staff declaring a disability is significantly lower than in the GB working-age population (20.2%⁴).



Where disability was known, 4.7% non-technical staff and 4.5% technical staff had declared themselves as disabled -

³ For non-technical staff, analysis was possible for: Berkeley House, Ellipse, West Midlands and Yorkshire & Humberside.

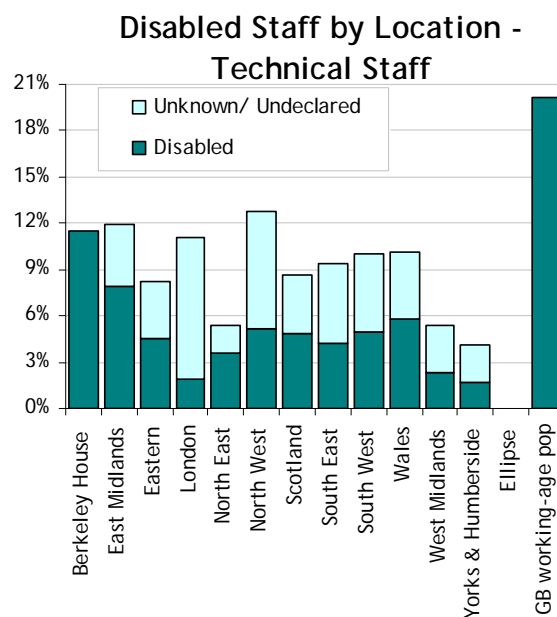
⁴ For the disability status of the working-age populations, the definition of disabled includes both those with a disability covered by the Disability Discrimination Act and those with a work-limiting disability.

there was no significant difference between technical and non-technical staff.

The declaration rate was slightly lower for non-technical staff (93.5%) than for technical staff (95.3%).

Technical staff

Where analysis was possible⁵, there were significantly fewer people with a declared disability compared with the local working-age population in all locations except East Midlands, North East and Wales. The chart below shows the proportions of technical staff who were disabled or had unknown/undeclared disability status in each location.



Non-technical staff

Where analysis was possible⁶ there were significantly fewer staff with a declared disability in:

- Berkeley House;
- Yorkshire & Humberside; and

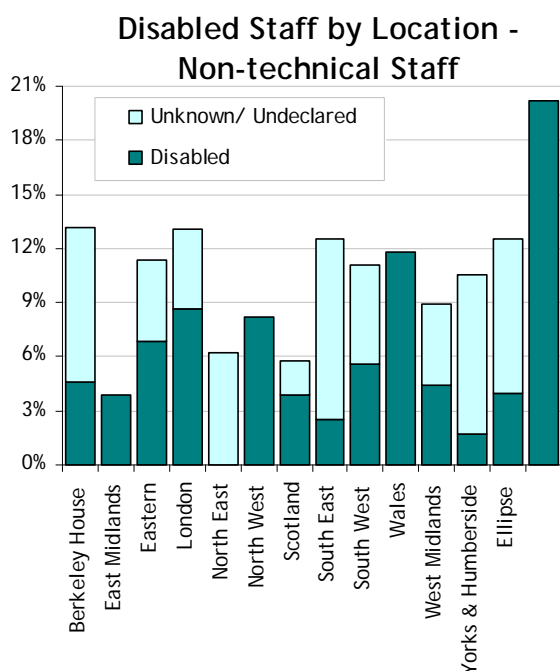
⁵ For technical staff, analysis was not possible for Berkeley House and Ellipse.

⁶ For non-technical staff, analysis was not possible for London, the North East and Wales.

- Ellipse;

compared with local working-age populations.

The chart below shows the proportions of non-technical staff who were disabled or had unknown/undeclared disability status in each location.



3.2.4 Age

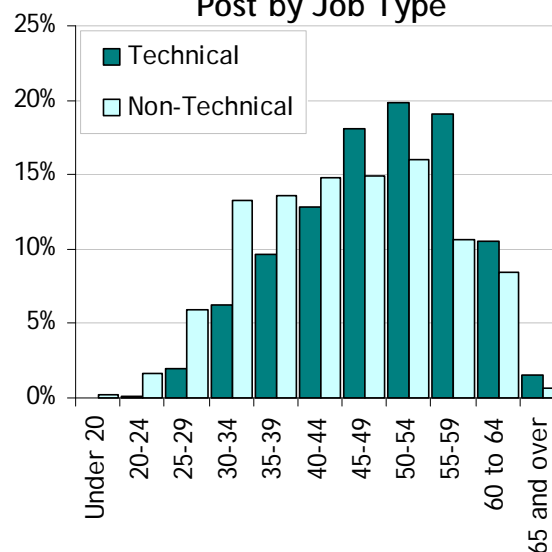
VOSA as a whole

The age profile of VOSA’s staff was skewed toward older staff, with only 0.7% of staff aged under 25.

There were 25 staff aged 65 and over, but these have not been included in the comparison with working-age populations.

The age profile for technical staff was slightly older than the age profile for non-technical staff.

Age Distribution of Staff in Post by Job Type



Technical staff

At all locations where analysis was possible⁷ there was an older age profile for technical staff compared with local working-age populations.

In particular there were significantly more staff aged 50-59 in the following locations:

- East Midlands;
- London;
- South West; and
- Yorkshire & Humberside.

There were also more staff aged 55-59 in the East and the South East, more staff aged 50-54 in Berkeley House, and more staff aged 45-49 in the West Midlands, when compared with the local working-age population.

There were significantly fewer staff aged under 25 in the North West and the South East, and fewer staff aged 20-24 in Yorkshire & Humberside, than in the local working-age population.

⁷ For technical staff, analysis was not possible for Ellipse.

Non-technical staff

The following locations had a significantly older age profile compared with local working-age populations:

- Berkeley House;
- East Midlands;
- Eastern;
- Scotland;
- South East;
- West Midlands;
- Yorkshire & Humberside; and
- Ellipse.

In particular, there were significantly higher proportions of staff aged 30-34 in Ellipse, aged 50-54 in Berkeley House, and aged 60-64 in the East, than in the local working-age population.

There were also significantly fewer staff aged 20-34 in Berkeley House and fewer staff aged under 20 in Ellipse, compared to the local working-age population.

3.3 Maternity leave

There were 21 staff on paid or unpaid maternity leave at the end of March 2012. 21 staff returned from maternity leave during the year.

Chapter 4: Staff in post across pay bands

This chapter considers how the minority groups are distributed across the pay bands within the two main job types: technical and non-technical.

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.

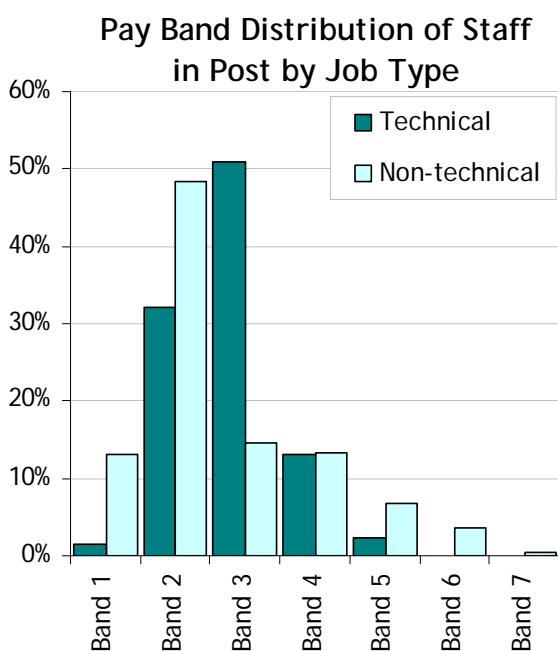
Key findings

- There were no technical staff in bands 6-7.
- Technical staff were mostly male; female technical staff were only in pay bands 2-4.
- Female non-technical staff were mainly situated in the lower pay bands.
- There were significantly more white non-technical staff in band 2 than other pay bands.
- The age band with the highest proportion of staff was 50-54.
- Technical staff were older than non-technical staff, and band 3 staff tended to be younger than other pay bands.
- Part-time staff tended to be older than full-time staff.
- Part-time staff were more likely to be in band 1, and less likely to be in bands 4-5.
- Non-technical staff were more likely to work part time than technical staff.
- 96% of part-time non-technical staff were female, significantly more than full-time non-technical staff (54.2% were female).

4.1 Distribution of staff by diversity group

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

Staff proportions by pay band for each job type were different: technical staff were mainly in band 3, whereas the majority of non-technical staff were in band 2.



Technical staff had a different diversity profile than non-technical staff; as a result, the profile for all staff has been given as well as the profile of staff by job type.

4.1.1 Sex distribution

Generally there was a higher proportion of male staff in each pay band, with the exception of band 1 (55.6% of band 1 staff were female).

There were key differences in sex between job types: a significantly higher proportion of technical staff were male (93.9%) than non-technical staff (36.8%).

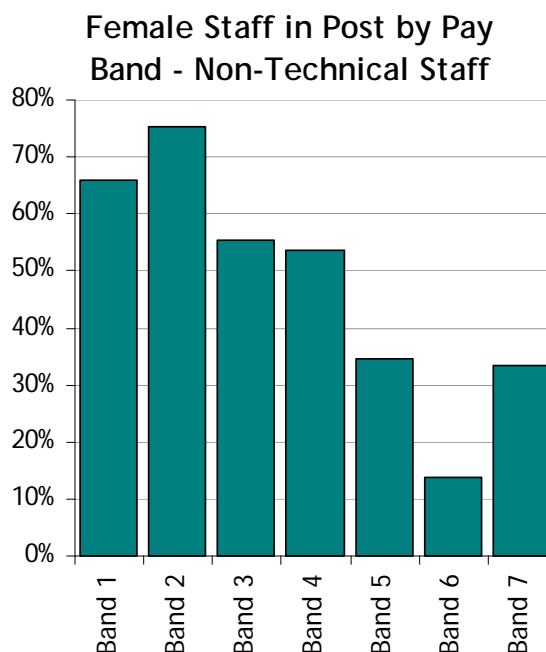
Technical staff

Female technical staff were only found in bands 2-4, with a significantly higher proportion of female staff in band 3 than other pay bands (10.1% of band 3 staff were female compared with 2% of staff outside band 3).

There were also significantly more male staff in bands 2 and 5 (98.8% and 100% of staff in these pay bands were male, respectively).

Non-technical staff

Female staff were mainly found in the lower pay bands, with significantly more female staff in band 2 than expected (75.3% were female). There were also significantly lower proportions of female staff in bands 5-6 than expected (27.4% staff in bands 5-6 were female compared with 67.3% outside these pay bands).



4.1.2 Race distribution

91.7% of all staff declared their race. Of these, 4.3% declared themselves BME (3.5% for technical staff and 5.5% for non-technical staff).

Technical staff

There were no significant differences in race for technical staff.

Non-technical staff

There was a significantly lower proportion of staff in band 2 that had declared themselves white than expected (85.5% compared with 90.7% outside band 2). There was also a significantly higher proportion of staff who had declared their race in bands 4-5 (96.9% had declared their race compared with 92.4% outside bands 4-5).

4.1.3 Disability distribution

94.6% of all staff declared their disability status. Of these, 4.6% declared themselves disabled (4.5% for technical staff and 4.7% for non-technical staff).

Technical staff

Declaration rates for disability differed between the pay bands for technical staff: bands 3-4 had significantly higher declaration rates and band 2 had significantly lower declaration rates than expected.

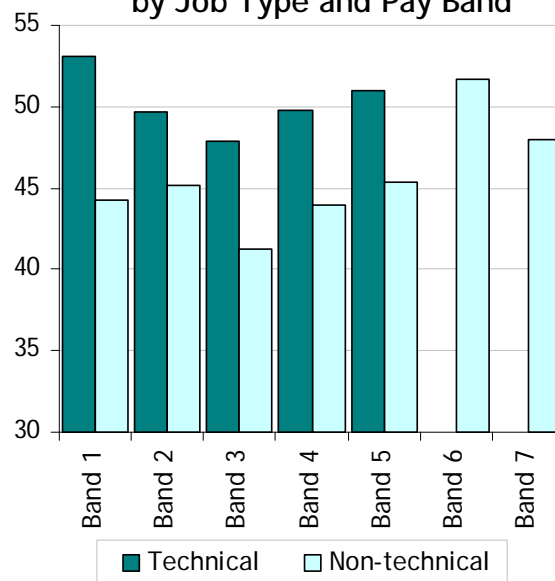
Non-technical staff

There were no significant differences in disability for non-technical staff.

4.1.4 Age distribution

The age of staff was skewed towards older staff, with the largest cluster of staff (18.4%) in the 50-54 age band. Technical staff were significantly older than non-technical staff.

Average Age of Staff in Post by Job Type and Pay Band



Technical staff

There were significant differences in the age of technical staff by pay band: band 3 staff tended to be younger and bands 4-5 staff tended to be older than other pay bands.

Generally female staff were younger than male staff, with a significantly higher proportion of female staff aged 30-34 (17.1%) than male staff (5.6%).

Part-time technical staff tended to be older than full-time staff. The average age of full-time staff was 47.1 years, whereas the average age of part-time staff was 48.5 years - this was a significant difference.

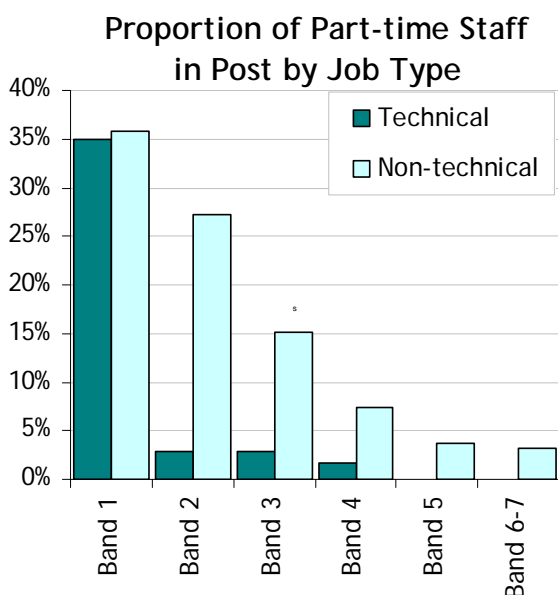
Non-technical staff

The only significant differences in the ages of non-technical staff were found when comparing pay bands: staff in band 3 tended to be younger and staff in bands 6-7 tended to be older than staff in other pay bands.

4.1.5 Work pattern

10% of all staff worked part time. This differed significantly by job type: non-

technical staff were more likely to work part time (21.4%) than technical staff (3.1%).



Technical staff

The majority of part-time staff were in band 1. There was a significantly higher proportion of part-time staff in band 1 (35%) and a significantly lower proportion in bands 4-5 (1.5%) than other pay bands.

There was also a significantly higher proportion of older staff and female staff amongst those who worked part time, compared with those working full time.

Non-technical staff

Generally part-time non-technical staff were more likely to be in the lower pay bands. There were significantly more part-time staff in band 1 (35.7%) and significantly fewer in bands 4-5 (3.5%) than in other pay bands.

There was also a significantly higher proportion of part-time staff who were female (96%) than full-time female staff (54.2%).

Chapter 5: Year on year comparisons

This chapter looks at how VOSA has changed in terms of diversity in the year since the last Equality Monitoring report one year ago⁸.

Key findings

- 5.3% decrease in staff numbers since last year.
- Significantly more older staff this year compared with last year.
- The declaration rate for disability has significantly decreased.

5.1 Year on year comparison

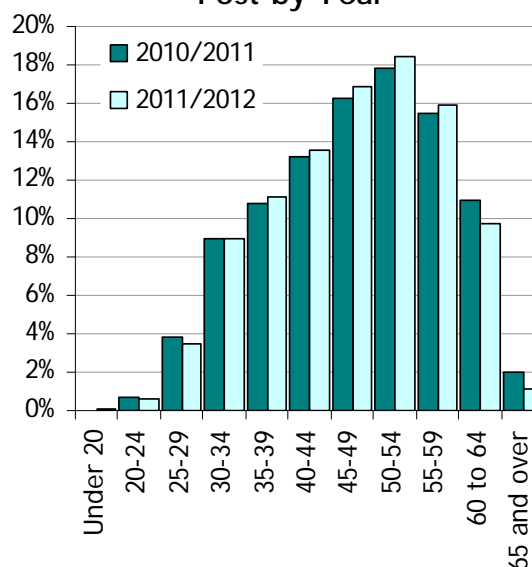
5.1.1 Staff numbers

The number of staff in VOSA has decreased by 5.3% since the same date last year (31st March 2011). This differed by job type: there was a greater decrease for non-technical staff (11.6%) than for technical staff (1.1%).

5.1.2 Change in diversity profile

The age profile has shifted slightly (but statistically significantly) from last year, and the average age of staff has increased from 46.5 years to 47.2 years. The chart below shows the age distribution of staff for 2010/2011 and 2011/2012.

Age Distribution of Staff in Post by Year



There was also a shift in disability declaration rates: the proportion of staff that had declared a disability has decreased significantly from 95.9% in 2010/2011 to 94.6% in 2011/2012.

⁸ The dates of birth for two staff have been corrected in the historical data. No other changes to previous years' data have been made.

Chapter 6: Recruitment

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

Recruitment analysis has been split into two sections:

- The first section compares applicants 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 applicants through the various stages of recruitment – sift, interview and appointment.

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 VOSA 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

- Technical posts: higher proportions of applicants were male than expected (where testing was possible), and a higher proportion of band 2 applicants at Other locations were non-disabled than expected, compared with the local working-age populations.
- Non-technical posts: higher proportions of applicants were male than expected (band 3 posts in Other locations & band 2 in London), and higher proportions of applicants were non-disabled than expected (band 3 at Other locations, bands 1 & 2 at Yorkshire and at Humberside), compared with the local working-age populations.

Success rates through the recruitment process

- Technical posts: pay band was the most significant factor (PB4 and PB7 often having higher success rates, although this could be due to the number of applicants for these posts). Disabled applicants were more successful than non-disabled applicants and those with unknown disabled status (at sift and appointment).
- Non-Technical posts: pay band was the most significant factor (again this could be due to the number of applicants per campaign). Females were more successful than males (at appointment stage).

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 VOSA (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.

1,244 applications were received for 86 campaigns. Of these, 303 applications were received for 20 campaigns for Technical posts, and 941 applications for 66 campaigns for Non-Technical posts.

The table below shows how the campaigns were distributed across locations. The Other category includes campaigns where various locations were available.

Location	Technical		Non-Technical	
	Applications	Campaigns	Applications	Campaigns
Eastern	6	2	14	3
London	2	1	45	1
North West	13	3	8	1
Other (GB)	209	5	200	8
Scotland	37	2	41	3
South East			4	1
South West	3	2	152	33
Wales	1	1	113	11
West Midlands	26	2	4	1
Yorks & Humberside	6	2	360	4

Due to small numbers of applicants to many of the locations, little analysis was possible at location level. Where analysis

was possible, the results are presented below.

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

Technical applicants

Information was available on the sex of most applicants (99%). Of these, 98.3% were male and 1.7% were female.

Due to the large proportion of applicants whose race was unknown (61%), no race analysis was possible..

The disability status of 96.4% of applicants was known. Of these, 97.6% were non-disabled and 2.4% were disabled.

At all locations where analysis was possible, more males applied for technical posts than expected -at least 96% of applicants for Other locations (band 2 to 4), Scotland (band 2 to 3) and West Midlands (band 2) were male, compared with, at most, 50.1% of males in the local working-age populations.

A higher proportion of applicants to band 2 posts in Other locations were non-disabled (96.9%) than expected, compared with the GB working-age population (79.1% non-disabled).

Non-technical applicants

Information on the sex of nearly all applicants (99.8%) to non-technical posts was known, of whom 57.4% were male and 42.6% were female.

As with technical applicants, a high proportion of staff with unknown race (39.1%) meant that no race analysis was possible.

The disability status of 96.8% of applicants was known. Of these, 94.5% were non-disabled and 5.5% were disabled.

Higher proportions of males applied to band 3 in Other locations (77.5% of applicants) and band 2 in London (88.6%) than expected given the comparable working-age populations, of which 50% were male.

Higher proportions of applicants to band 3 posts in Other locations (98.8%) and band 1 and 2 posts in Yorkshire and Humberside (93%) were non-disabled than expected, given that 79.1% and 77.7% of the respective local working-age populations were non-disabled.

6.2 Sift to Appointment Analysis

This analysis compares the profile of applicants who were successful at sift, and interview with those who were unsuccessful. Finally, it compares all applicants who were offered a job with those who were not.

All applications were included in this analysis: whether the post was advertised within the DfT family, within the civil service or outside the civil service.

In this section, all applicants whose sex was unknown were excluded from the analysis, as were applicants whose result was unknown.

6.2.1 Sift

Of the 300 applicants to technical posts, 64% were successful at sift, and 40.7% of the 934 applicants to non-technical posts.

Due to high proportions of unknowns, neither race nor sexual orientation were included in the sift analysis.

Technical applicants

Applicants to band 4 posts had a higher sift success rate than expected - 90% of applicants to band 4 were successful, compared with 64% of all applicants. This is likely to be due in part to the fact that there were fewer applicants per band 4 campaign compared with other campaigns.

Disabled applicants had a higher success rate at sift than expected. All seven disabled applicants were successful at sift, compared with 62.9% of non-disabled applicants and 70% of those whose disability status was unknown.

A similar result was found among applicants to band 2, where non-disabled applicants had a lower success rate than expected.

Non-technical applicants

Applicants to bands 1, 2 and 6 were less likely to be successful at the sift stage than other applicants. However, these pay bands had very high numbers of applicants per campaign, and so it would be expected that fewer applicants would be successful.

Applicants who had declared a religion or belief had a lower success rate (36.1%) than expected given the overall applicant success rate (40.7%). However, since the proportion of applicants whose religion or belief status was unknown was high, this result should be treated with caution.

6.2.2 Interview

Of the 573 applicants who were successful at sift, 563 were interviewed (10 withdrew or were on a reserve list).

59.8% of interviewees for technical posts were successful, compared with 53.5% of interviewees for non-technical posts.

As for Sift stage analysis, race and sexual orientation were excluded from the analysis, due to high proportions of applicants whose statuses were unknown.

Technical applicants

Interviewees for band 4 (66.7% successful) or band 7 (100%) posts had a higher success rate than those for other pay bands (59.8%), although there were fewer applicants per campaign for band 4 and band 7 jobs, and so it is unsurprising that a higher proportion would be successful.

The disability status of the interviewee was also found to be significant; interviewees whose disability status was unknown were less successful than those who declared themselves disabled or non-disabled. 71.4% of disabled interviewees and 37.4% of non-disabled interviewees were successful, but none of those of unknown disability status were.

Non-technical applicants

No significant results were found at interview stage.

6.2.3 Appointed (Offered a job)

There were 1,236 applicants of known sex and known recruitment result. 199 of these (16.1%) were appointed.

68 (22.8%) of the 298 applicants to technical posts were appointed, and 131 (14%) of the 938 applicants to non-technical posts were appointed.

Technical applicants

Proportionately more applicants to band 4 posts were appointed than for other pay bands. 60% of band 4 applicants were successful, compared with 22.8% of all technical applicants. However,

band 4 had the fewest applicants per campaign, so this result is unsurprising.

Disabled applicants had a higher appointment rate than expected; 71.4% (5 of 7) of disabled applicants were appointed, compared with 22.4% of non-disabled applicants. No applicants whose disability status was unknown were appointed. However, since the proportion of applicants of unknown disability status exceeded that of disabled applicants (3.4% and 2.3% respectively), this result should be treated with caution.

Non-technical applicants

Applicants to non-technical band 1 posts were less likely to be appointed than expected given the overall appointment rate; 6.5% of applicants to band 1 were appointed, compared with 14% overall. However, this is unsurprising due to the fact that band 1 posts had far more applications per campaign (on average, 61.3) than other pay bands (on average, 14.2 applications per campaign).

Female applicants were more likely to be successful than expected, given the gender profile of applicants; 16.8% of female applicants were successful, compared with 11.9% of male applicants.

Chapter 7: Ceased employment

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

Key findings

- 129 staff left VOSA during 2011/12.
- Over half of staff that had left were aged 55 or over.
- Significantly higher proportions of band 1 and band 7 staff left than current staff in post proportions.
- Significantly higher proportions of male non-technical staff had left than current male non-technical staff in post proportions.

7.1 Ceased employment

129 staff left during the year, 5.7% of staff in post at 31st March 2011. This proportion differed for technical (4.4%) and non-technical staff (6.5%).

During 2010/2011 VOSA went through a restructuring programme, so some staff that left on voluntary exit schemes had done so during this reporting year.

7.1.1 Age

The most significant factor linked with staff leaving was age: over half of staff that had left were aged 55 or over. In particular significantly higher proportions of older technical staff left band 3 and more older non-technical staff left band 2.

7.1.2 Pay band

Pay band was also a significant factor linked with cessations. Significantly higher proportions of band 1 and band 7 staff had left (15.5% and 1.6% respectively) compared with staff in post proportions (5.9% and 0.1% respectively).

7.1.3 Sex

For non-technical staff, significantly higher proportions of male staff left VOSA (56.7% of non-technical staff who left were male) compared with current staff in post proportions (36.8% male staff in post).

No other diversity factors were significant.

Chapter 8: Performance Assessment

This chapter looks at the Performance Management Reports (PMRs) that had been returned by reporting officers by the end of July 2012.

At the end of each reporting year, VOSA employees are awarded a performance assessment mark, based on their end-of-year reports. Employees were awarded one of the following five marks:

- Outstanding
- Exceeds requirements
- Satisfactory – meets requirements
- Not fully effective
- Unsatisfactory

The analysis examines whether there was a significant difference between the profile of those achieving the top box mark (Outstanding), and those who did not receive that mark.

Key findings

- 2,024 performance management reports had been returned.
- 3.4% of technical staff and 3.8% of non-technical staff were awarded the top performance mark.
- Staff with fewer days of sickness absence were more likely to have been awarded an “outstanding” mark than those with more days.
- Technical staff in bands 2-3 were less likely to have an “outstanding” mark than technical staff in other pay bands.
- Female non-technical staff were more likely to have been awarded the top mark than male non-technical staff.

8.1 Headline results

2,024 performance box mark ratings had been returned, of which

- 3.6% achieved “outstanding”;
- 27.3% achieved “exceeds requirements”;
- 68.8% achieved “satisfactory – meets requirements”;
- 0.4% achieved “not fully effective”; and
- No staff had achieved “unsatisfactory”.

Sickness absence

For both technical and non-technical job types, staff with fewer days of sickness absence were more likely to have achieved an “outstanding” mark compared with staff who had more days.

Pay band

Significantly fewer technical staff in bands 2 and 3 had achieved an “outstanding” mark (0.7% and 3.5% respectively) than technical staff in other pay bands (8.6% of staff outside bands 2-3 achieved an “outstanding” mark).

Sex

A significantly higher proportion of female non-technical staff had achieved an “outstanding” performance mark than male non-technical staff: 4.8% female staff achieved an “outstanding” mark whereas only 1.9% of male staff achieved this mark.

Chapter 9: Learning and Development

This chapter considers days of recorded training undertaken by each diversity group.

The training analysed here only includes training booked and recorded through the VOSA training system. It is therefore likely that this understates the total amount of training actually taken.

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.

Key findings

- VOSA staff had recorded a total of 2,388.5 days training.
- Technical staff recorded an average of 1.5 days and non-technical staff recorded an average of 0.4 days training per staff member.
- Band 3 technical staff had significantly more days training than technical staff in other pay bands, and within this band more males had training than females.
- Non-technical staff in bands 3-5 had more training than non-technical staff in other pay bands.
- Younger staff had more training than older staff.
- Full-time non-technical staff had more training than part-time non-technical staff, particularly within bands 1-3.

9.1 Recorded training by diversity group

There was a total of 2,388.5 days recorded training; technical staff had significantly more recorded training (2040.5 days) than non-technical staff (348 days).

Due to the large differences in recorded training, technical and non-technical staff have been analysed separately for this section.

9.1.1 Technical staff

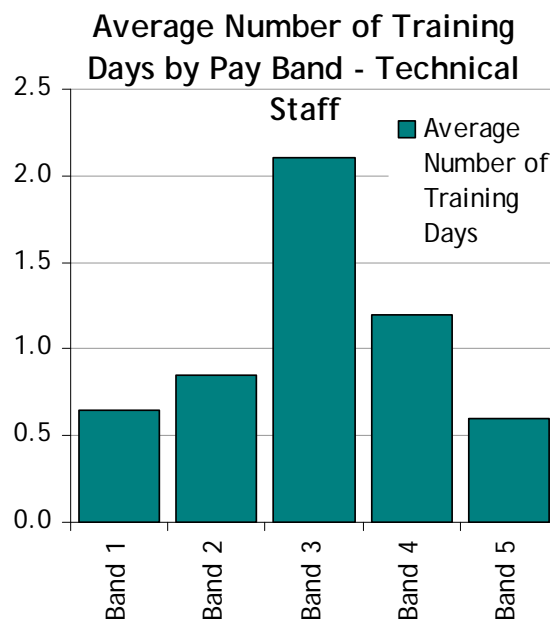
Technical staff had an average of 1.5 days recorded training per person.

Pay band

The most significant factor linked with training for technical staff was pay band.

There was a significantly higher proportion of band 3 staff with recorded training (56.5%), and a significantly lower proportion of band 1 staff (10%) than other pay bands.

Band 3 and Band 4 staff had significantly more training days than other pay bands. The following chart shows the average number of recorded training days by pay band.



Within band 3, male staff had significantly more recorded training than female staff (average 2.2 days and 1.7 days respectively).

Age

Another significant factor related to training was age: younger staff were more likely to have recorded training than older staff, and also participated in significantly more days. In particular, younger staff within bands 3-4 had significantly more training.

Disability

Staff that had declared themselves as non-disabled had recorded significantly fewer training days than other staff (average 1.5 days recorded training compared with 1.9 days for disabled and 1.8 for undeclared disability status).

9.1.2 Non-technical staff

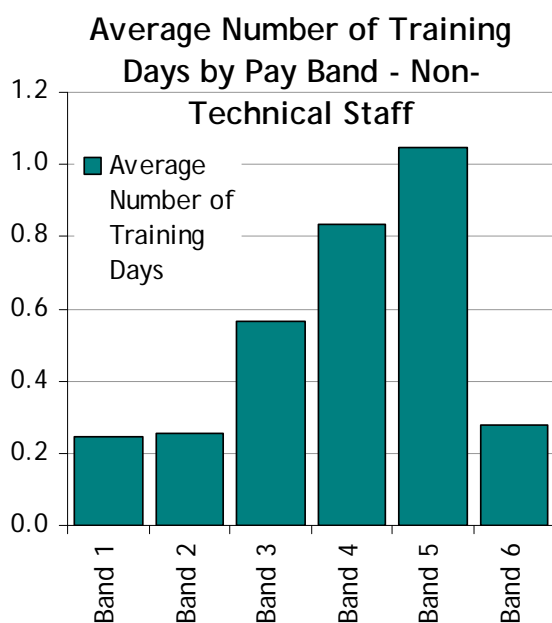
Non-technical staff had an average of 0.4 days recorded training per person.

Pay band

The most significant factor for training was pay band.

There was a significantly higher proportion of staff in bands 3-5 with recorded training than other pay bands (30.5% staff in bands 3-5 recorded training compared with 13.8% in other pay bands).

Staff in bands 1-2 had significantly fewer days training than other pay bands. The chart below shows the average number of days training by pay band.



Age

Age was also significantly related to training: there was a higher proportion of younger staff with recorded training than older staff, and younger staff were also significantly more likely to have recorded a greater number of days training.

Working Pattern

After pay band, and age, working pattern was the next most significant factor. Full-time staff had significantly more days of recorded training (average 1.5 days) than part-time staff (average 1 day), particularly within bands 1-3.

Chapter 10: Grievances and Discipline

This chapter considers grievances and discipline cases by diversity group, looking at how representative they were of staff in VOSA.

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

Key findings

- There were 12 grievance cases and 17 discipline cases, covering a mixture of diversity groups.
- The small numbers meant analysis was not possible.

10.1 Grievance cases

There were 12 grievance cases in total during 2011/12, involving staff across a range of diversity groups: six cases involved female staff; one involved BME staff; two involved disabled staff; five involved non-technical staff and 11 involved full-time staff.

10.2 Discipline cases

There were 17 discipline cases in total during 2011/12: two cases involved female staff; one involved BME staff; two involved disabled staff; two involved non-technical staff and all 17 cases involved full-time staff.

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 VOSA 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 disability 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 31st 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

- VOSA staff-in-post had an average of 8.5 days of sickness absence; technical staff had 9.1 days and non-technical staff had 7.6 days.
- The most significant factor related to sickness absence was pay band: staff in the higher pay bands tended to have had less sickness absence.
- The proportion of staff that had had at least one instance of sickness absence generally decreased as the age of staff increased.
- Full-time staff and staff that had declared a disability were more likely to have recorded more days sickness absence.
- Female staff in bands 1-3 had more sickness absence than male staff in the same pay bands, whereas male staff in band 5 had more sickness absence than females in band 5.

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 recorded.

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

11.1 Overall Analysis

Cabinet Office Figures

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

Average days of sickness absence (average working days lost)	7.7
% employees with sickness absence	54.6%

As stated in the introduction to this chapter, the Cabinet Office figures should remain the official source of sickness absence figures for VOSA. Any figures quoted from here on in are based on staff-in-post on the midnight of 31st 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

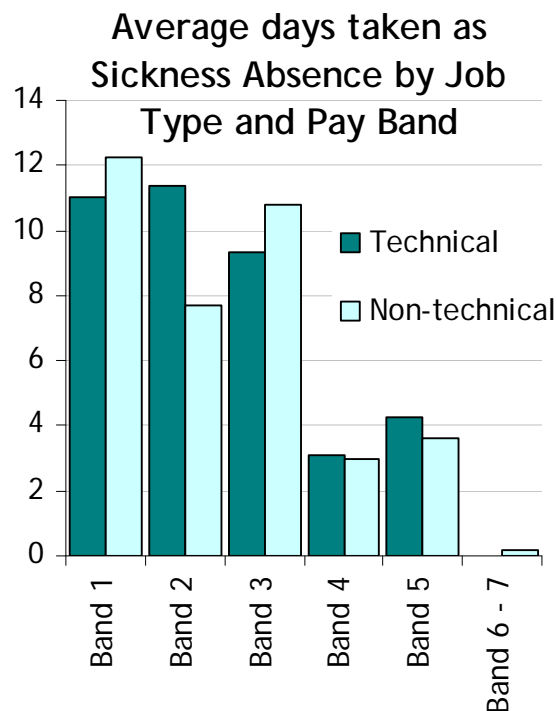
On average, VOSA staff who were in post at 31st March 2012 had an average of 8.5 days of sickness absence each in 2011/12.

There was a significant difference between job types: technical staff were absent for an average of 9.1 days and non-technical staff, 7.6 days.

11.2 Pay band

Pay band was the most significant factor related to sickness absence. There was a significantly higher proportion of staff with sickness absence in the lower pay bands than in the higher pay bands, and these staff were also more likely to have had more days of absence. This differed by job type - the chart below shows the

average number of days of sickness by pay band and job type.



The diversity of staff who had had sickness absence differed within pay bands and within job types. Any significant differences have been described in more detail in the next sections.

11.3 Age

Age was a significant factor when considering the proportion of staff that had had sickness absence. In general, the proportion of staff with some sickness absence decreased as age increased. In particular a significantly higher proportion of younger staff within bands 2-3 had had sickness absence.

Within band 5 there was a relationship between the age of non-technical staff and the amount of sickness absence - older non-technical staff had had more sickness absence than younger non-technical staff.

11.4 Disability

Disability was a significant factor when considering the amount of sickness absence. Staff that had declared a disability had significantly more days of sickness absence (average 13.1 days) than those who had declared themselves as non-disabled (8.2 days) or who had not declared their disability status (9.4 days). This was particularly evident within band 4.

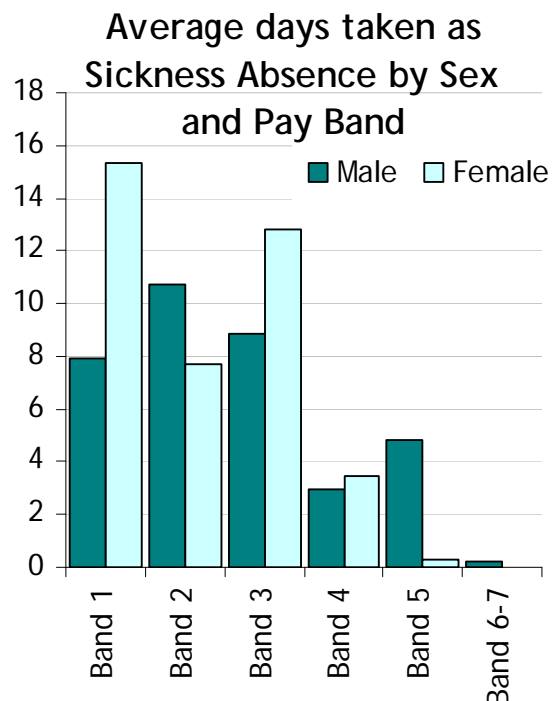
11.5 Working pattern

Full-time staff had significantly more days of sickness absence than part-time staff: full-time staff recorded an average of 8.6 days and part-time staff recorded an average of 7.8 days.

In particular, full-time staff within band 1 had had more days of sickness absence (average 14.8 days) than part-time staff (7.0 days).

11.6 Sex

Within pay bands, the number of days sickness absence varied between males and females.



In bands 1 and 3 a significantly higher proportion of female staff had had sickness absence than the proportion of male staff, and band 1 female staff had had significantly more days sickness absence than band 1 male staff.

However in band 5 the results changed to males being more likely to have had sickness absence and to have had more days.

11.7 Race

In band 1 staff that had declared themselves as white had recorded significantly more days of sickness absence than other band 1 staff.

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 Authority⁹ 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 occupation¹⁰.

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 2011¹¹, and downloaded from www.nomisweb.co.uk ("Nomis") on 18th 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

⁹ Local authorities including County Councils rather than District Councils.

¹⁰ 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>

⁴ 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 years¹² (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.

¹² 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.

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).

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 recorded, 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		
All staff	2271			2150				
Males	1649	72.6%	72.6%	1555	72.3%	72.3%	-0.3	-5.7%
Females	622	27.4%	27.4%	595	27.7%	27.7%	+0.3	-4.3%
White	2005	88.3%	3.9%	1887	87.8%	4.3%	-0.5	-5.9%
BME	82	3.6%	8.8%	84	3.9%	9.1%	+0.3	+2.4%
Unknown Race	184	8.1%	-	179	8.3%	-	+0.2	-2.7%
Non-disabled	2075	91.4%	4.9%	1940	90.2%	4.8%	-1.1	-6.5%
Disabled	102	4.5%	4.7%	94	4.4%	4.6%	-0.1	-7.8%
Unknown disability	94	4.1%	-	116	5.4%	-	+1.3	+23.4%
Full Time	2047	90.1%	94.0%	1935	90.0%	95.1%	-0.1	-5.5%
Part Time	224	9.9%	9.9%	215	10.0%	10.0%	+0.1	-4.0%
Average age	46.5			47.2				