

# Annex A



## Equality & Diversity Monitoring

Human Resources

(01 April 2011 – 31 March 2012)

## Glossary- Terms and Abbreviations

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

# Content Summary



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

All data relates to permanent staff

# Introduction



## DH Diversity Strategy

•Our aim as an employer is to attract and retain people who are the best in their field, with the right skills and competencies and from a range of diverse backgrounds; and for our staff profile to reflect that of the community we serve.

•We recognise and fully commit to the strengthened statutory responsibilities in the Equality Act 2010. The objectives for the department as an employer are set out in the Action Plan published on the DH website in September 2012.

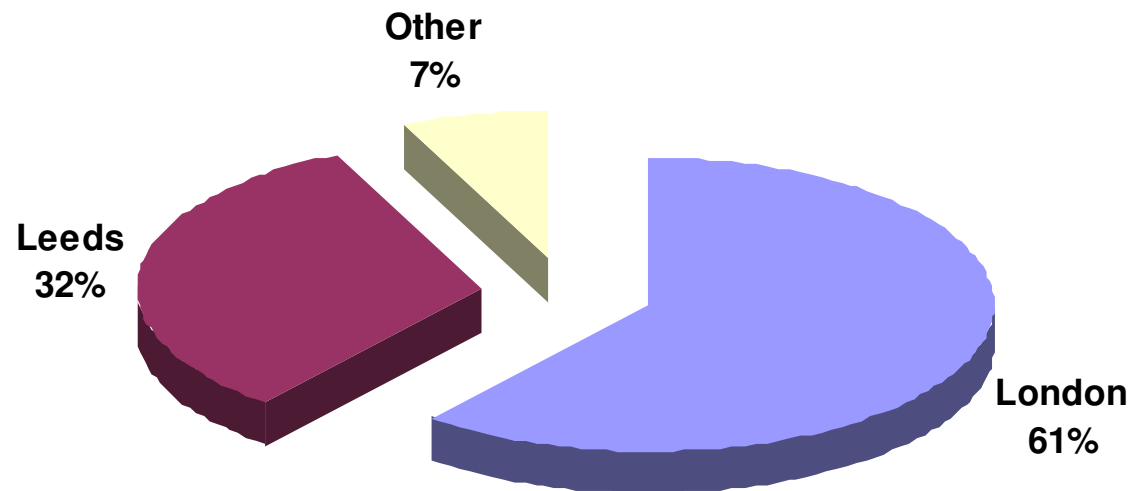
<http://www.dh.gov.uk/health/2012/04/equality-objectives-2012-16/>

The statistics are used across a range of areas, including internal recruitment and pay analysis. The information also allows real-time equality impact analysis.

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

# DH Workforce Composition

Regional distribution



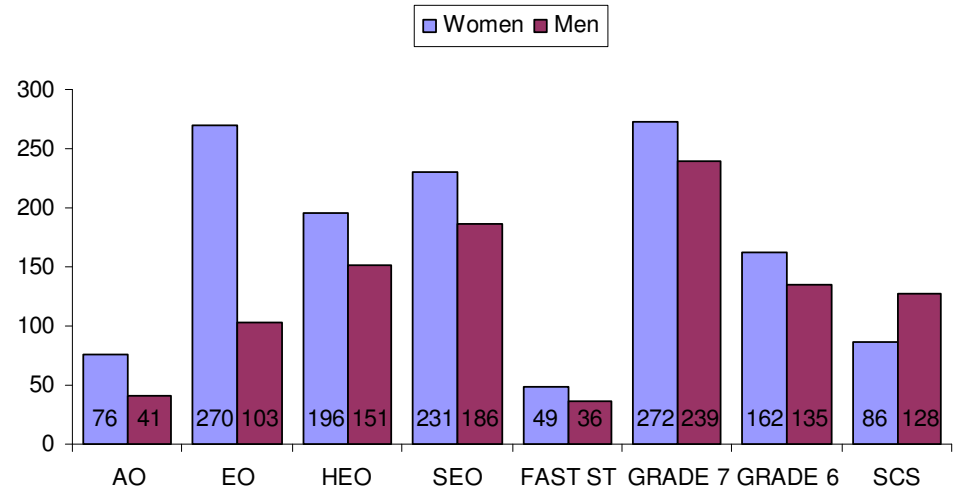
# DH Workforce Composition

## Gender representation

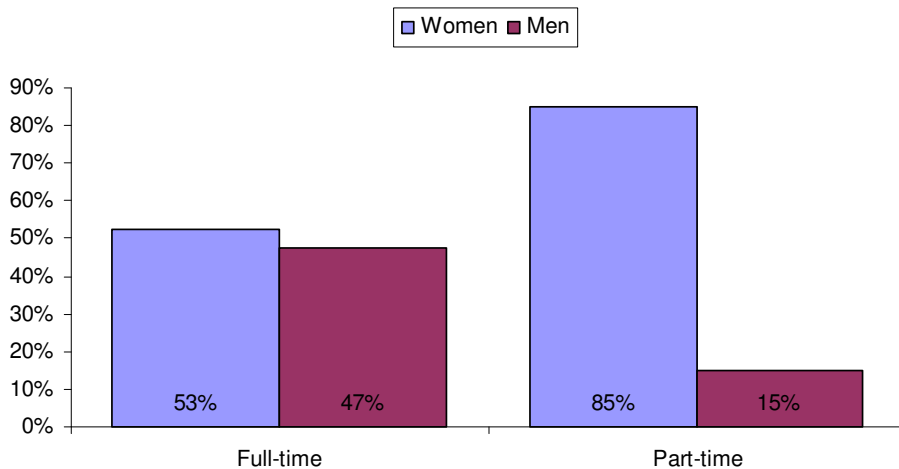


- Women represent 57% of the Department's workforce. This compares favourably to the Civil Service overall (53% in March 2012).
- Of the total number of staff working part-time (307), 85% are women (unchanged from March 2011).
- The proportion of women is generally higher than men across all grades, except at SCS level.

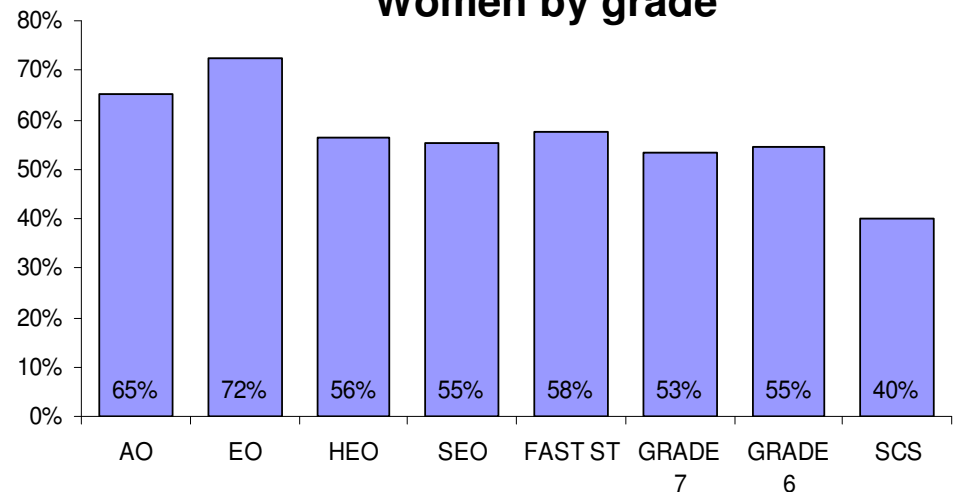
### Gender by grade (headcount)



### Gender by working pattern



### Women by grade



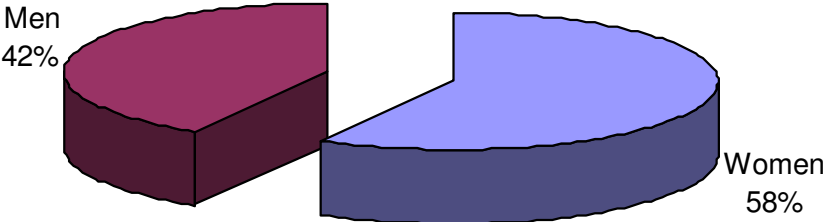
Source: Business Management System (BMS), DH, as at 31 March 2012  
Civil Service Statistics 2012

# DH Workforce Composition

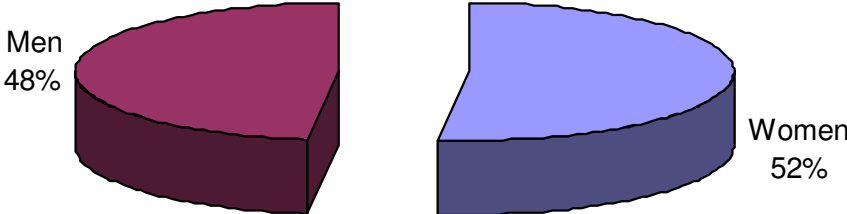
Gender representation - Location



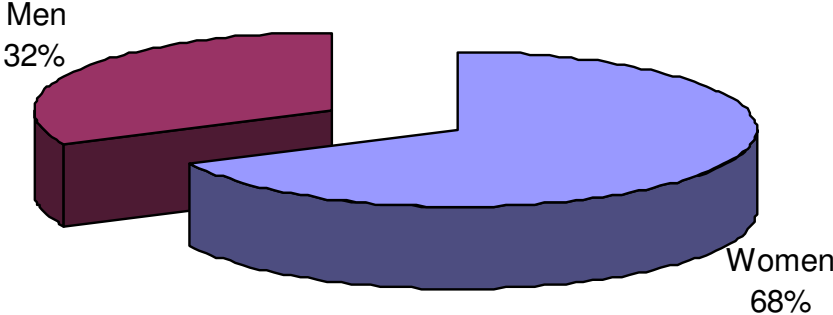
### London



### Leeds



### Other

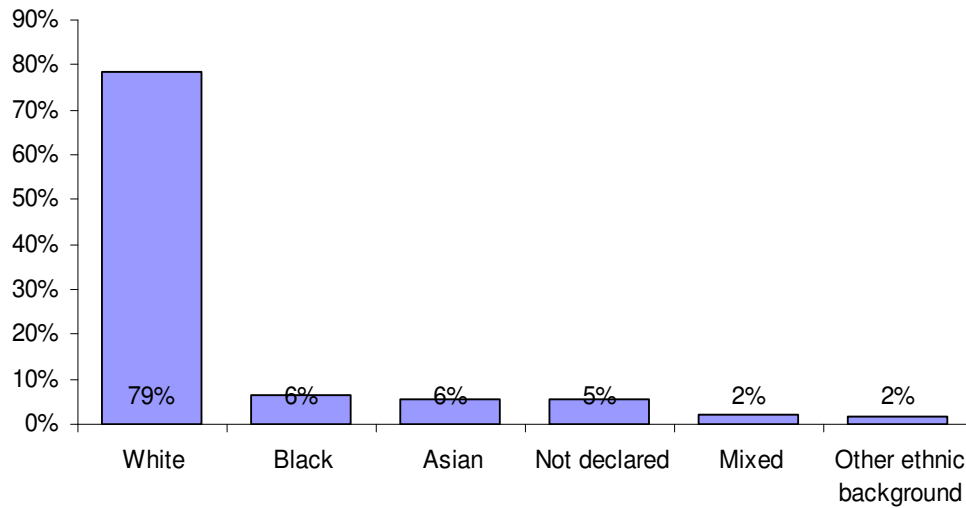


# DH Workforce Composition

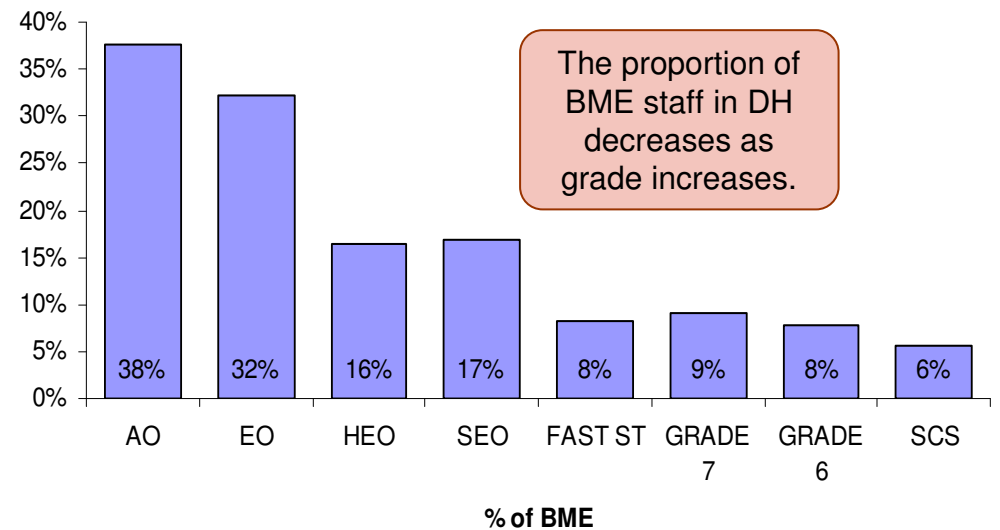
## Ethnicity



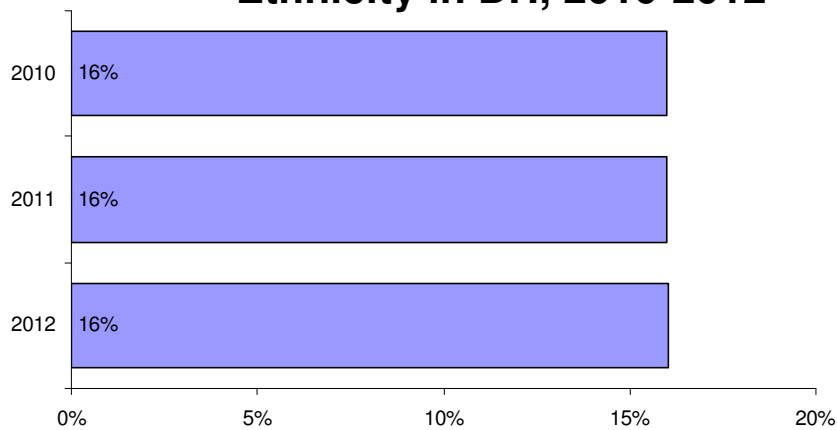
**Ethnicity distribution**



**Ethnicity by grade**



**Ethnicity in DH, 2010-2012**



- Declaration rate of ethnicity is 95% (unchanged from March 2011), amongst the highest in government.



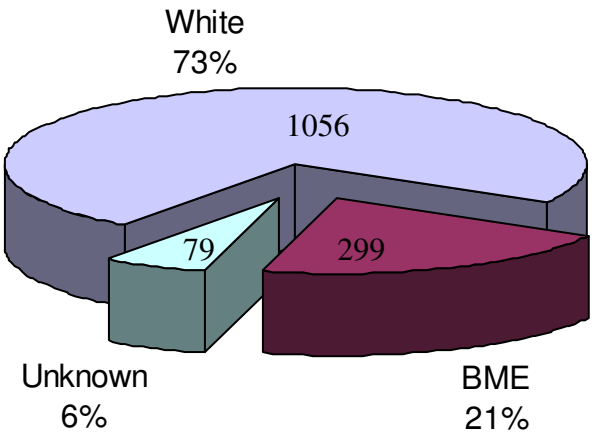
# DH Workforce Composition

## Ethnicity

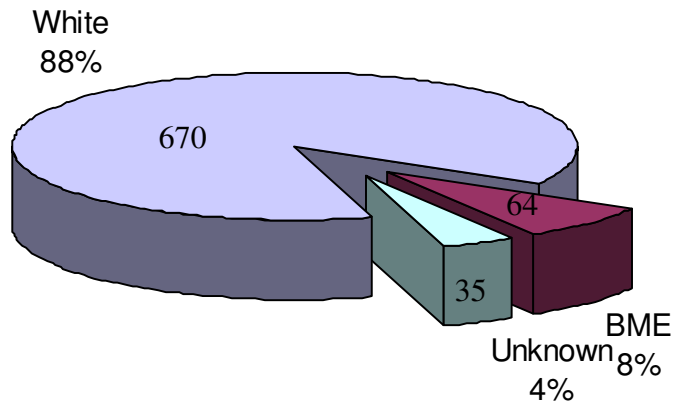


### Breakdown of ethnicity by location

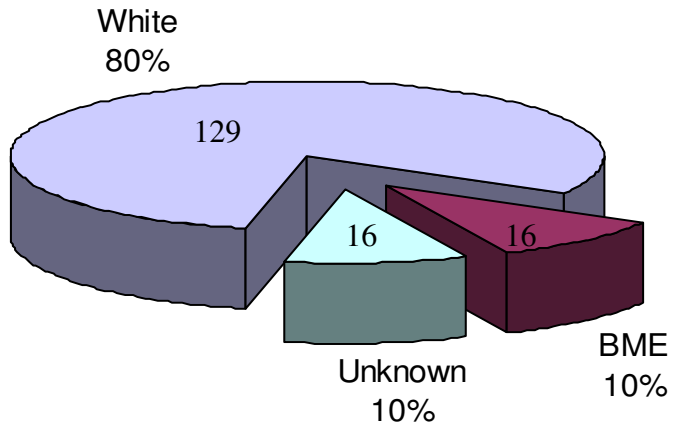
#### London



#### Leeds



#### Other



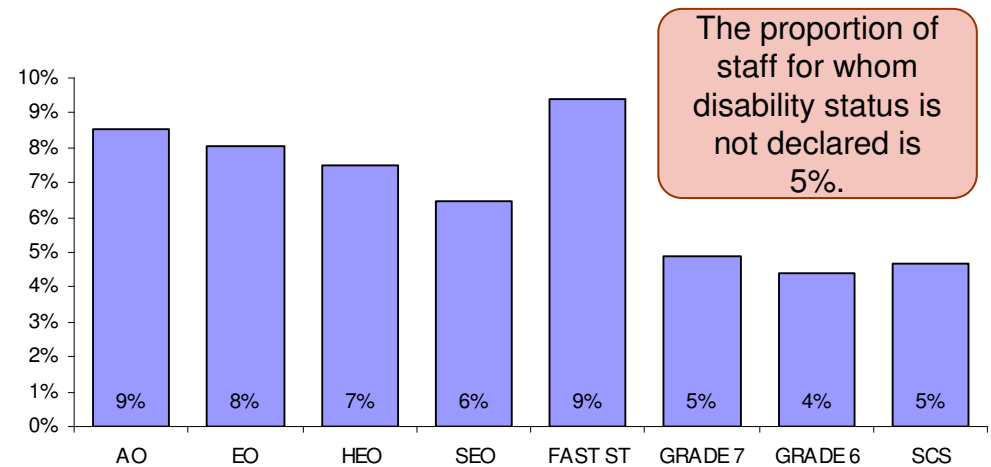
# DH Workforce Composition

## Disabled staff

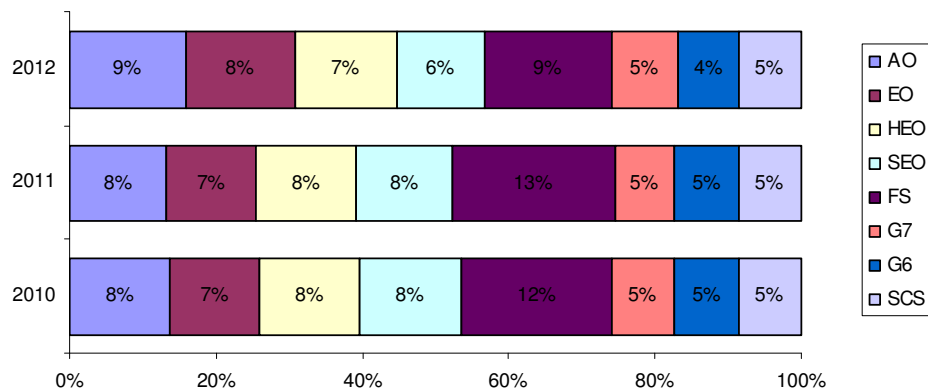


- In March 2012, 6% of staff had declared a disability, a slight decrease from the previous three years (7%).
- Historically, the proportion of disabled people in the Department has decreased as the grade increased. This is still generally the case across the Civil Service.
- The disability representation by grade has largely remained the same since March 2009.
- The declaration rate for disability status was 95%, a slight drop from 96% in March 2011.

### Disabled staff by grade



### Disabled people in DH by grade 2010-2012

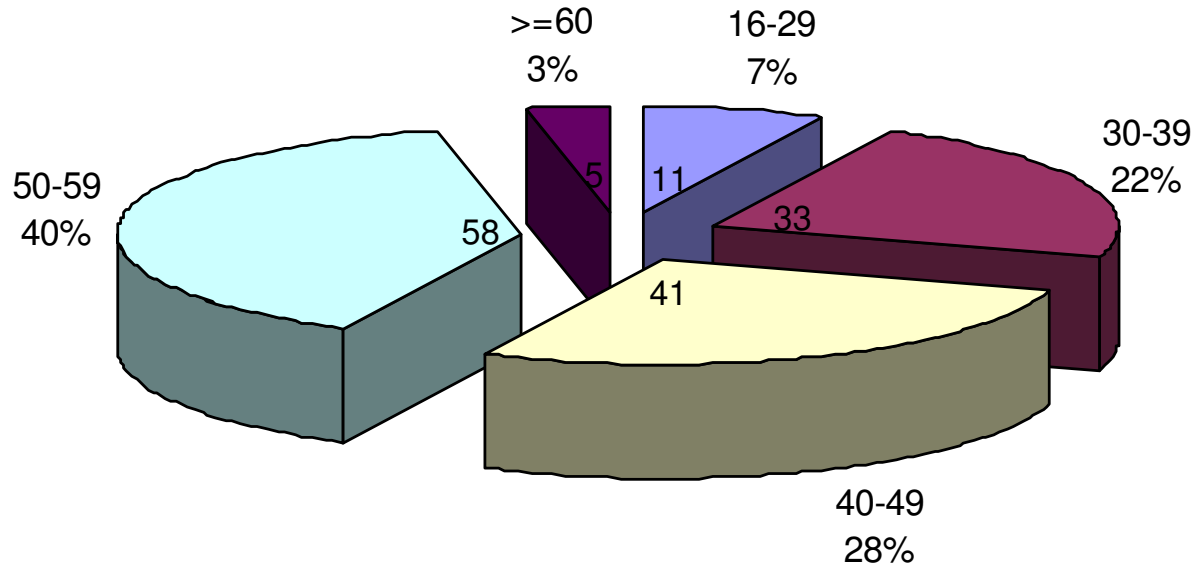


# DH Workforce Composition

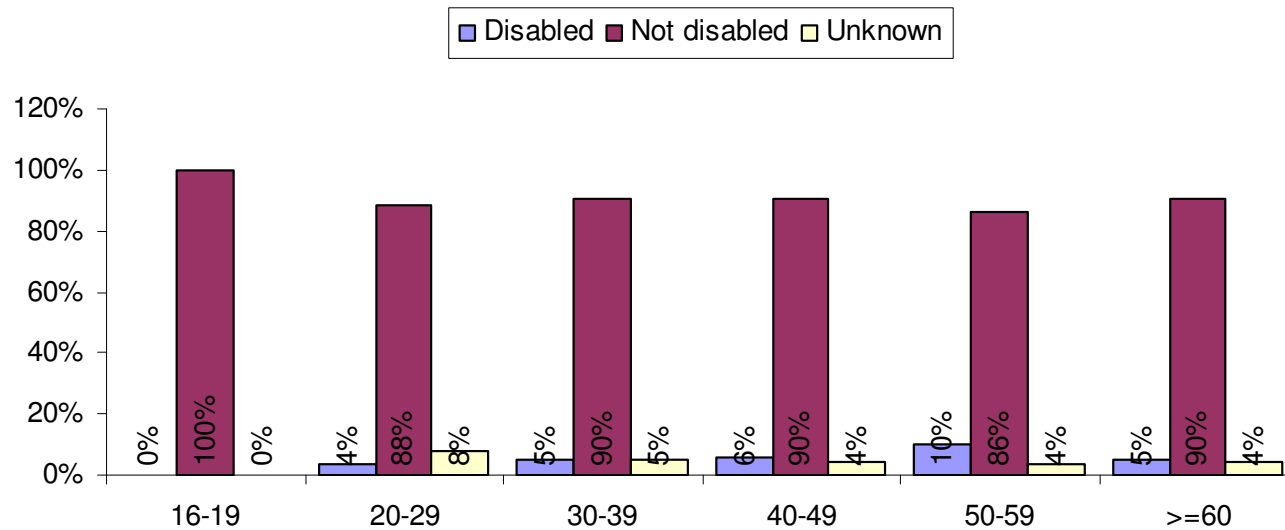
Disabled people



**Breakdown of disability by age**



**Disability breakdown by age**

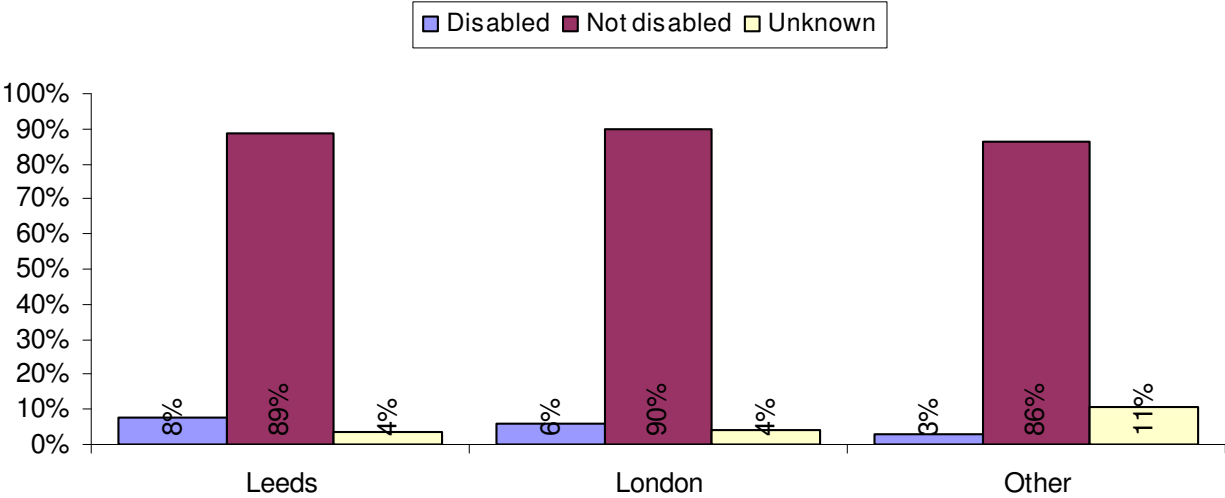


# DH Workforce Composition

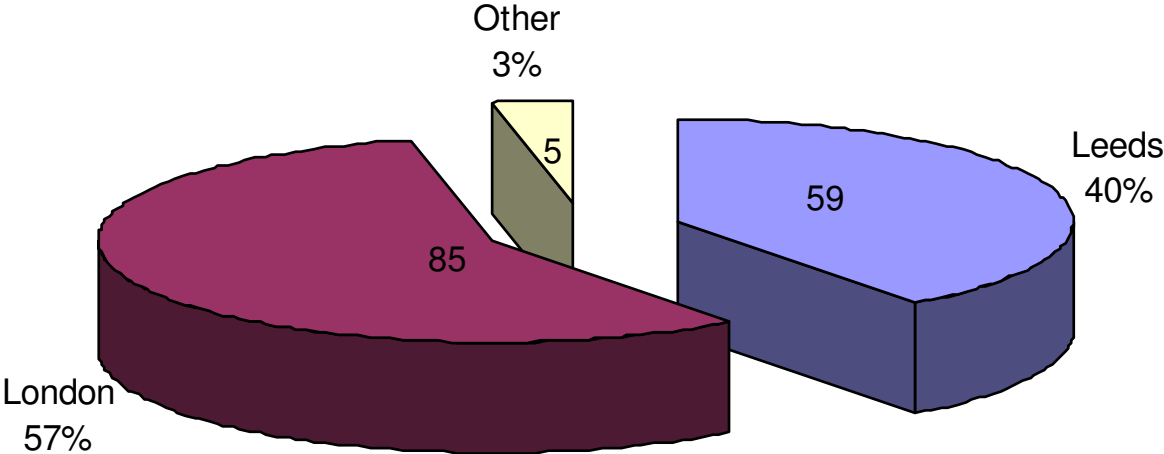
Disabled people



### Disability by location



### Breakdown of disabled by location

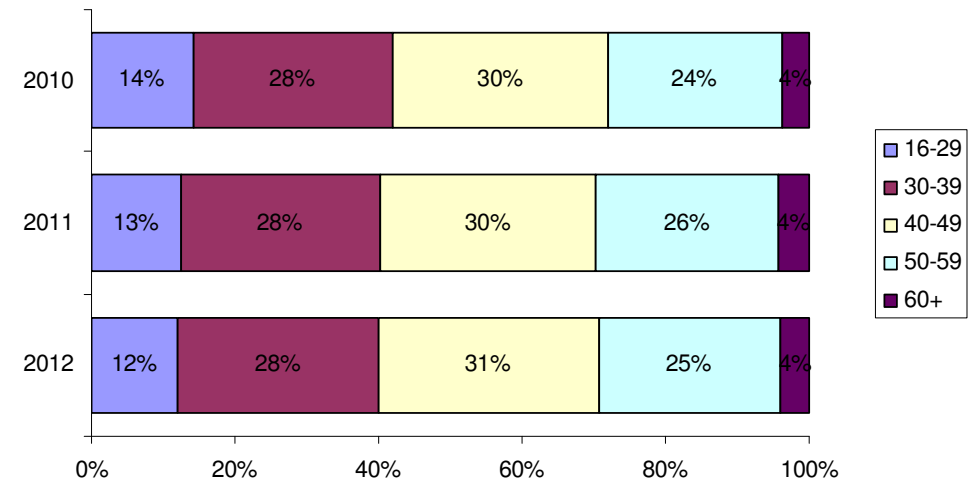


# DH Workforce Composition

## Age

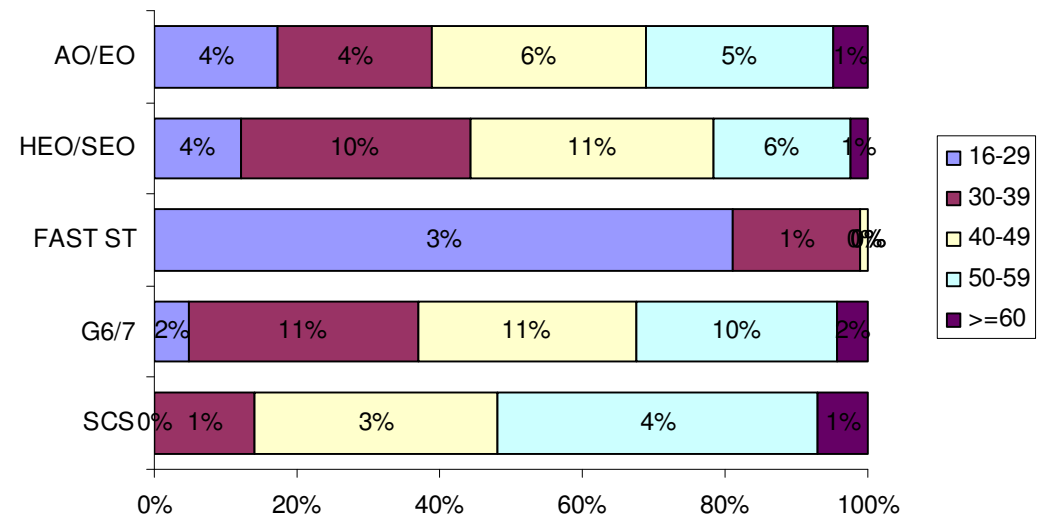


Age in DH, 2010-2012



- Almost two-thirds (61%) of staff are based in London.
- Since March 2011, there has been a slight decrease in 16-29 year olds from 13% to 12%, and in 50-59 year olds from 26% to 25%, whilst there has been an increase in 40-49 year olds from 30% to 31%.

Age by grade

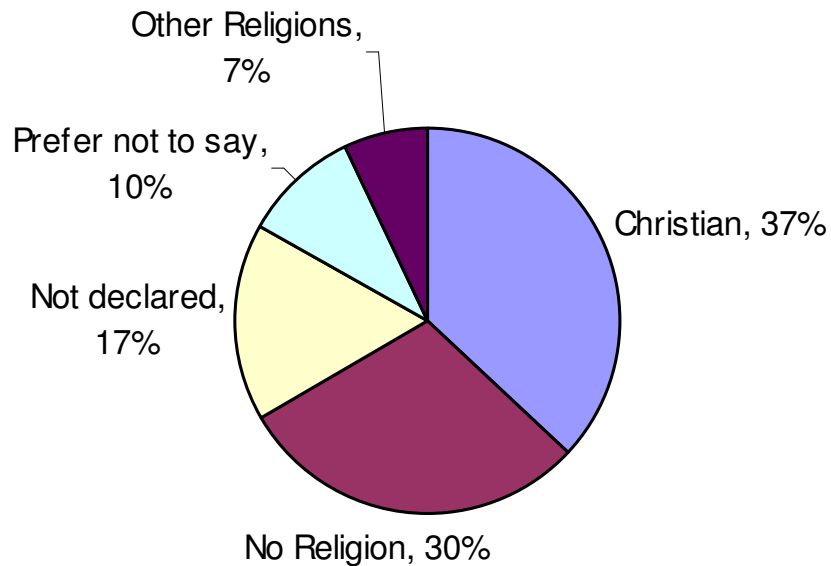


# DH Workforce Composition

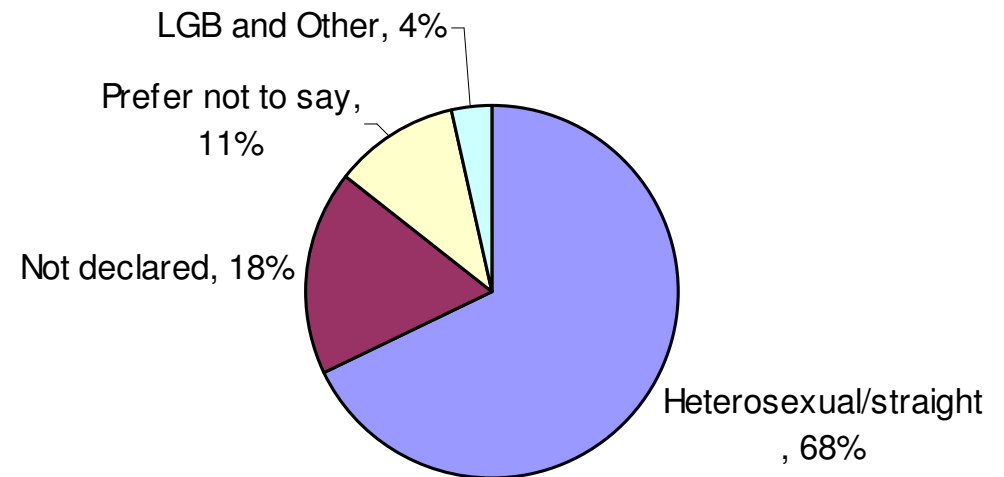
## Religion & belief and Sexual orientation



### Religion & belief



### Sexual orientation



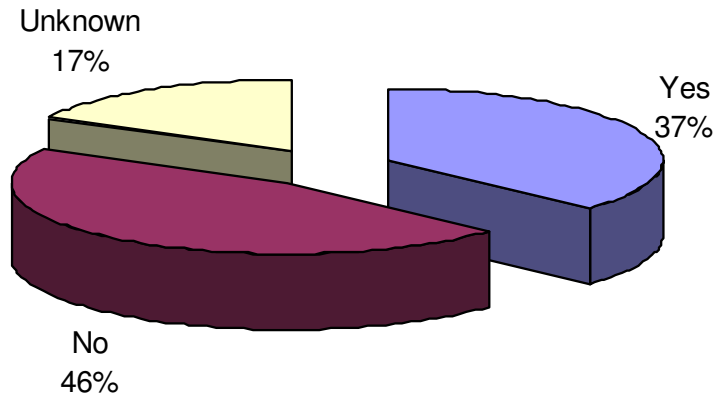
- The categories within “Religion and belief” and “Sexual orientation” have been grouped, because the sample sizes of the minority groups are too small, e.g. LGB and Other.
- The declaration rate for both religion and belief and sexual orientation have improved since March 2011 from 82% to 83% for religion and belief and 81% to 82% for sexual orientation.

# DH Workforce Composition

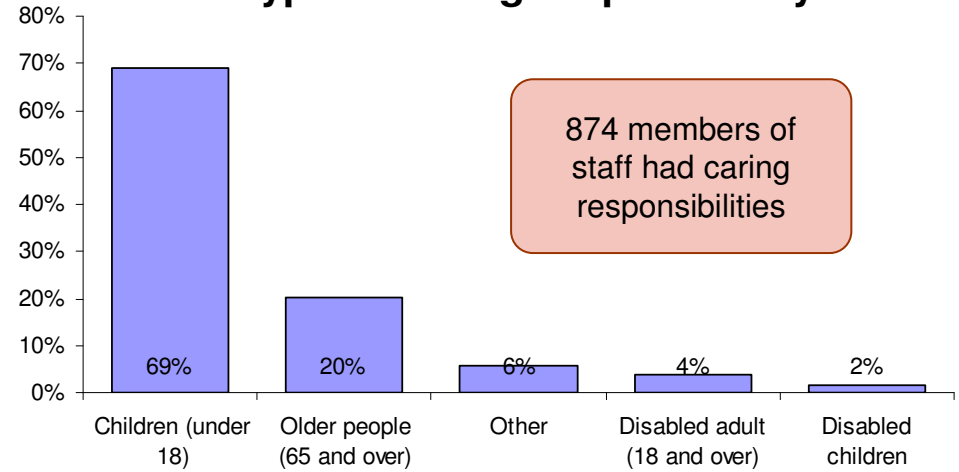
## Caring responsibilities



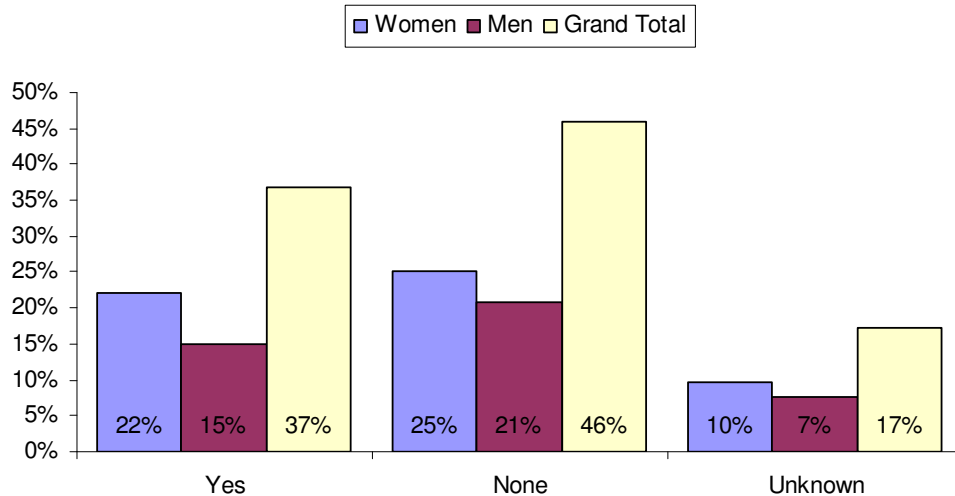
### Caring responsibility across the department



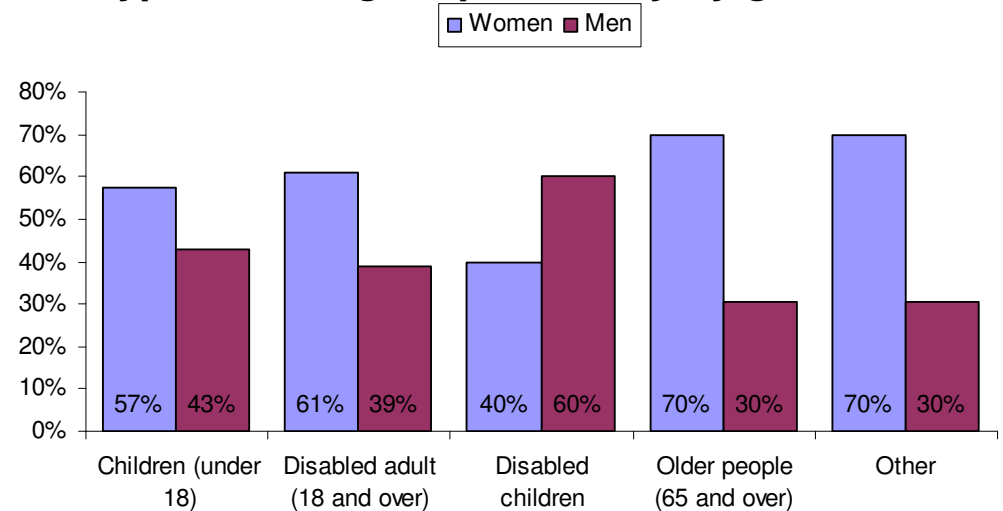
### Type of caring responsibility



### Caring responsibilities by gender



### Type of caring responsibility by gender

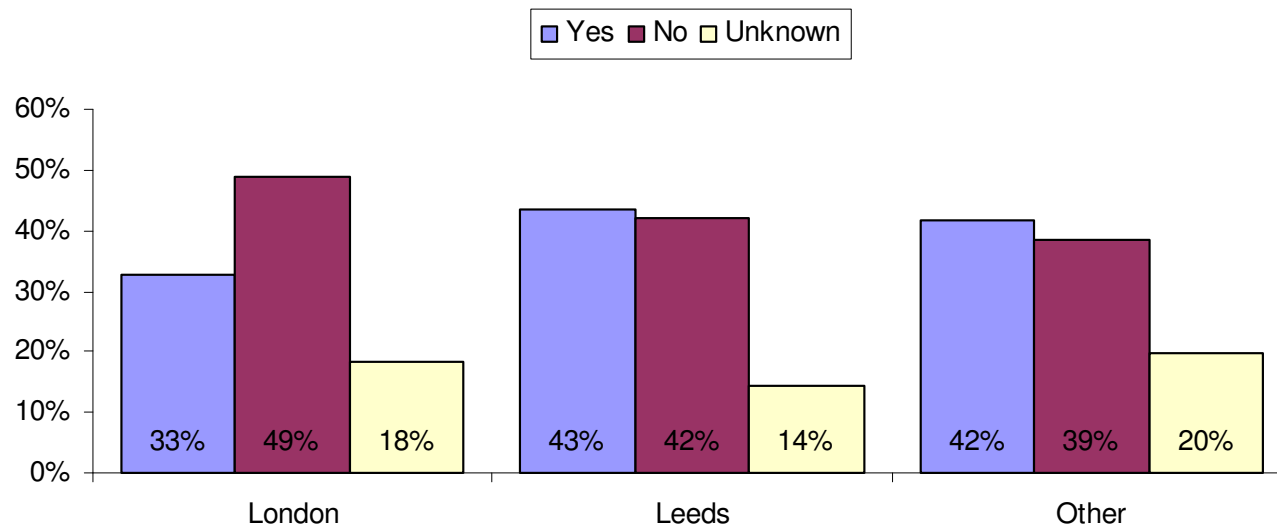


# DH Workforce Composition

## Caring responsibilities



### Caring responsibilities by location





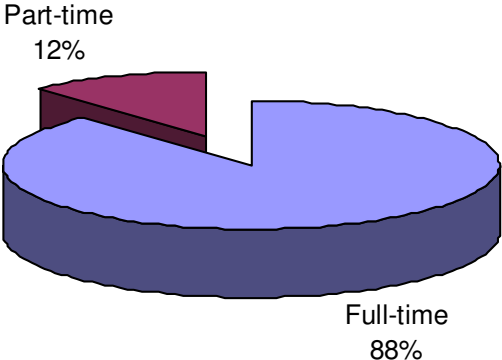
# DH Workforce Composition

## Working pattern

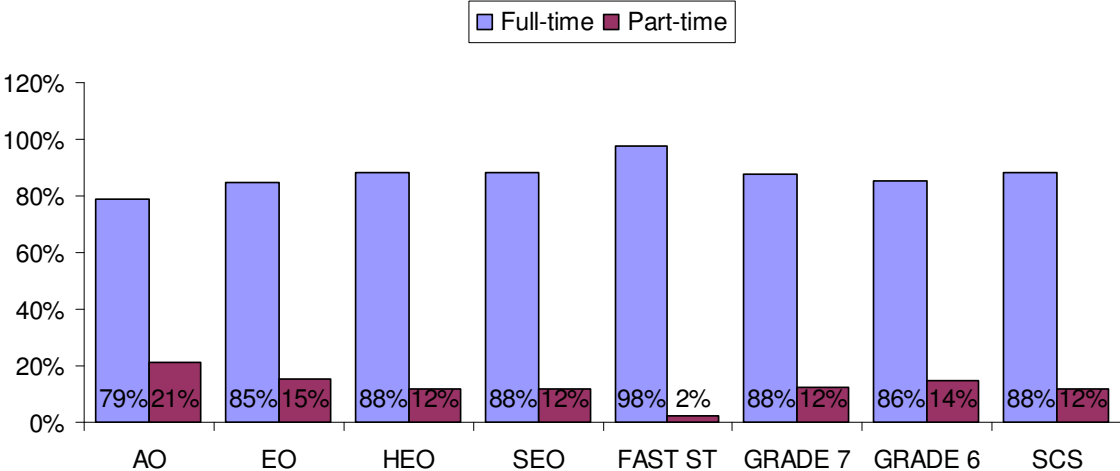


### Breakdown by work pattern

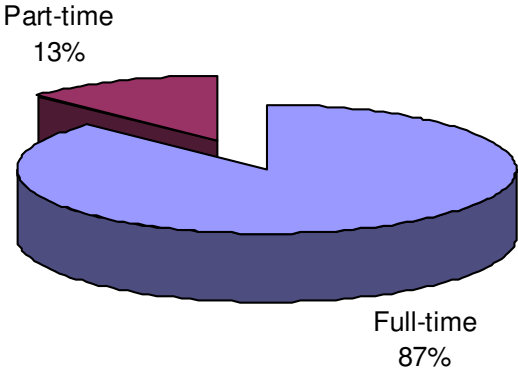
DH Overall



Work pattern breakdown by grade



SCS

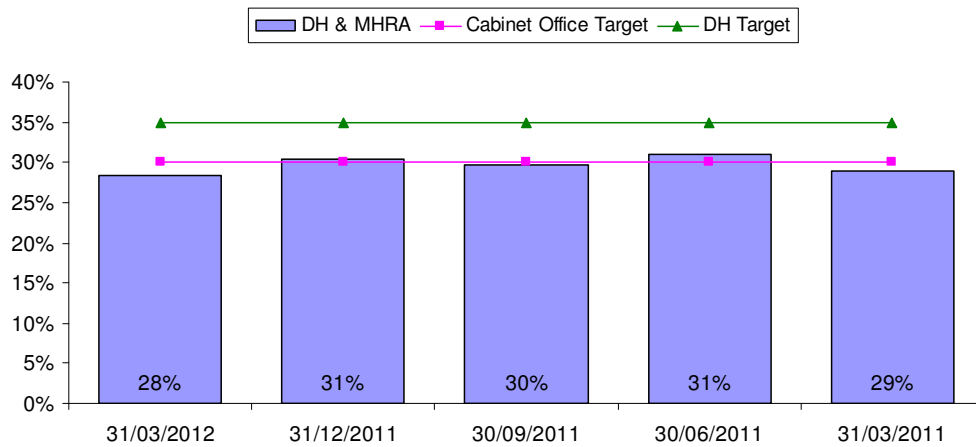


# SCS diversity targets

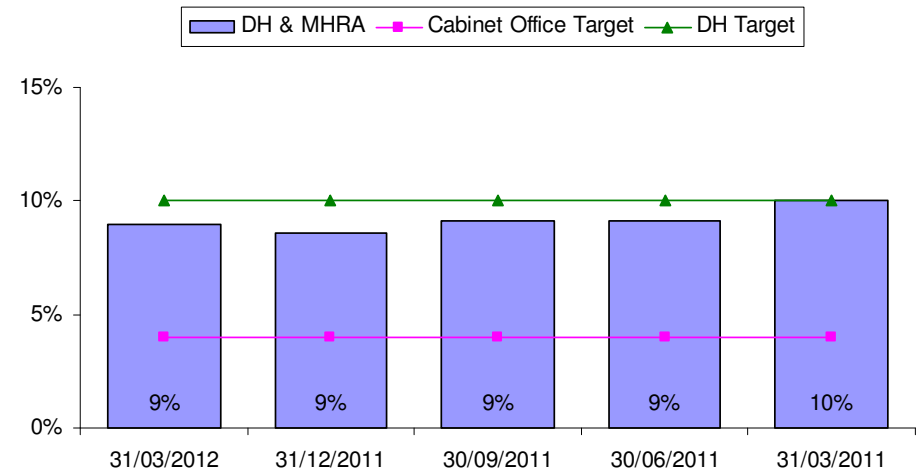
(Combined DH and MHRA)



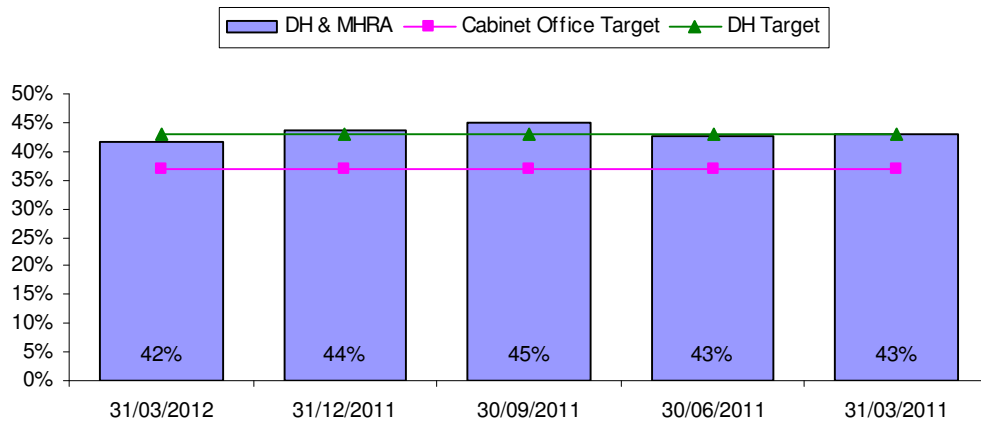
## Women – SCS 2 and above



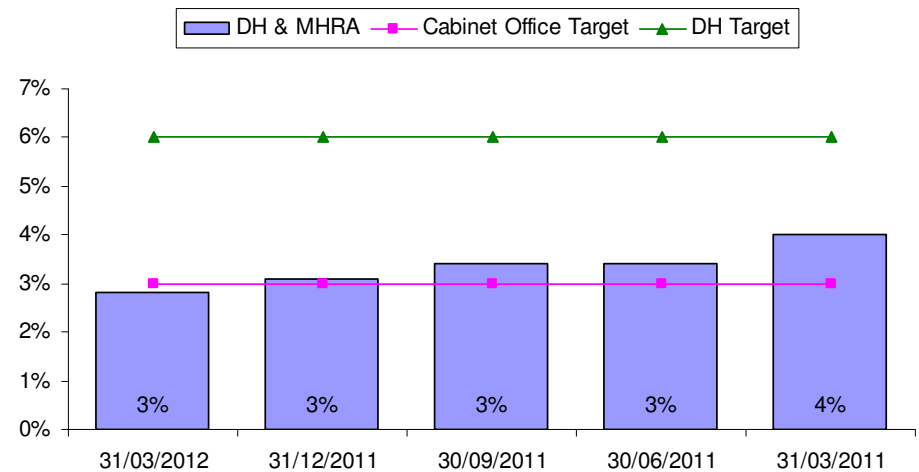
## BME – all SCS



## Women – all SCS



## Disabled – all SCS

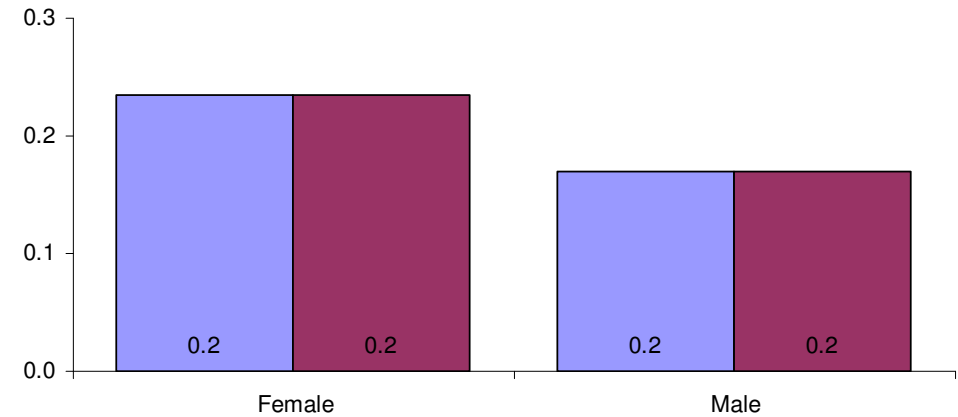


# Training LMS



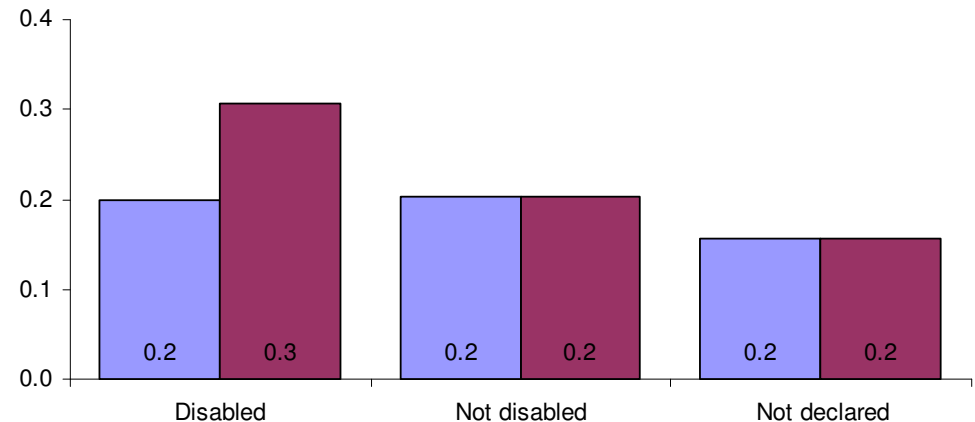
## Training by gender

2010-11 2011-12



## Training by disability status

2010-11 2011-12

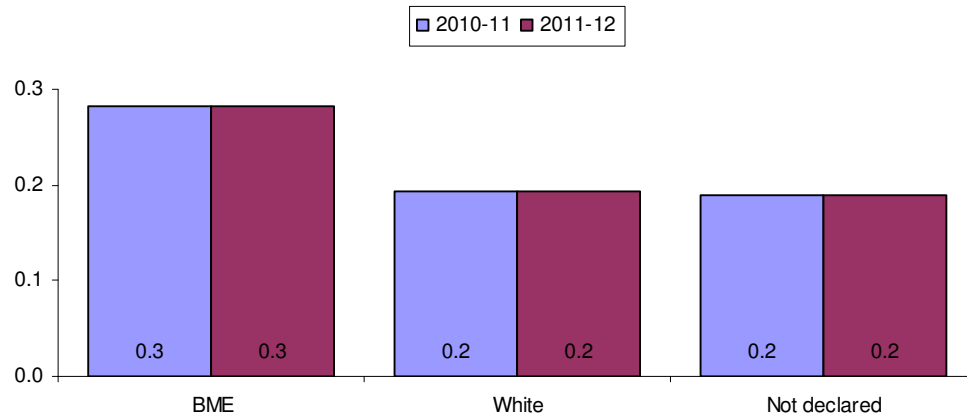


- § The measure of training is the average number of training days per person.
- § The measure does not take into account or indicate the types of courses offered, and is based purely on the volume of training employees received.
- § Training data was sourced from the BMS Learning Management System (LMS) module and includes all internal *central* training activities. These figures do not include external training or local learning and development activities (including ‘informal learning’).
- § The average number of training days is based on staff at post on 31 March 2012 who attended training during the period 1 April 2011 to 31 March 2012.

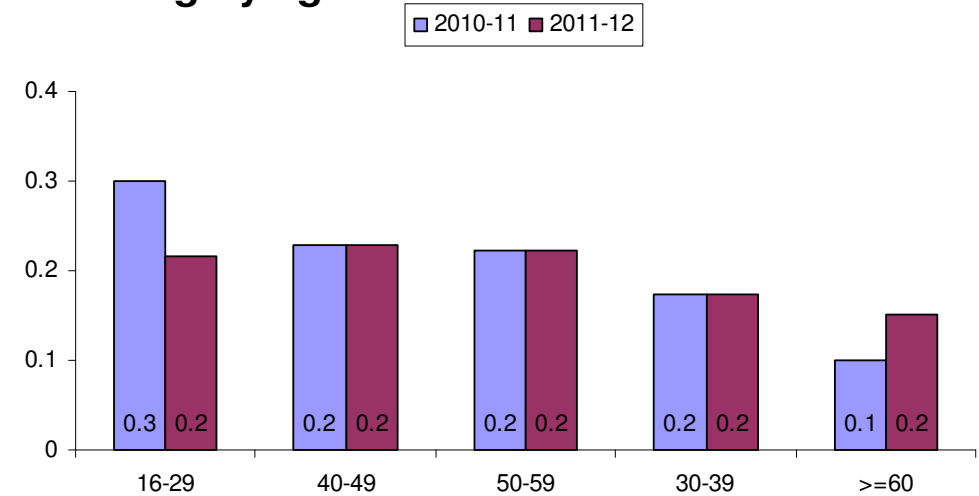
# Training LMS



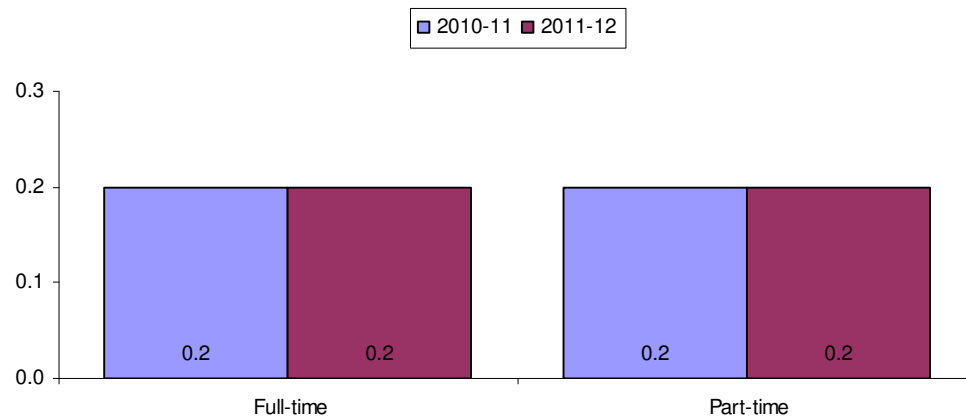
## Training by ethnicity



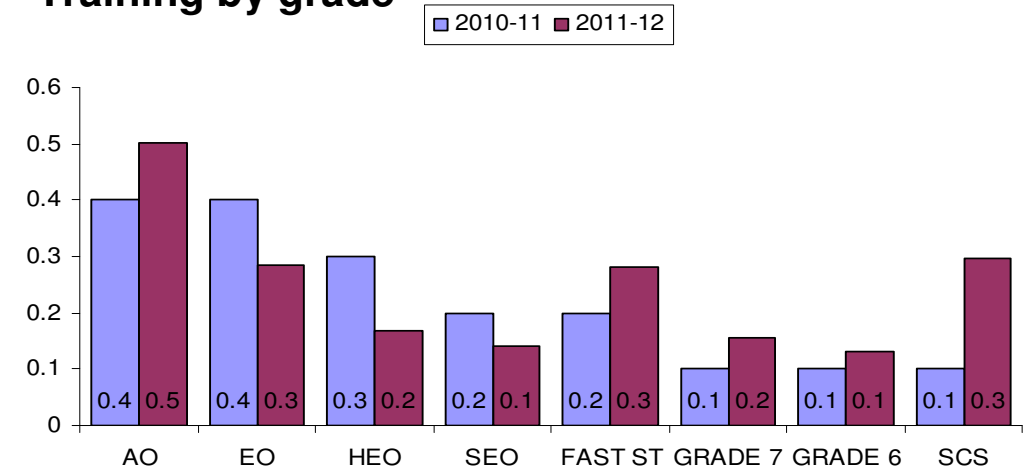
## Training by age



## Training by work pattern



## Training by grade



## Training by location



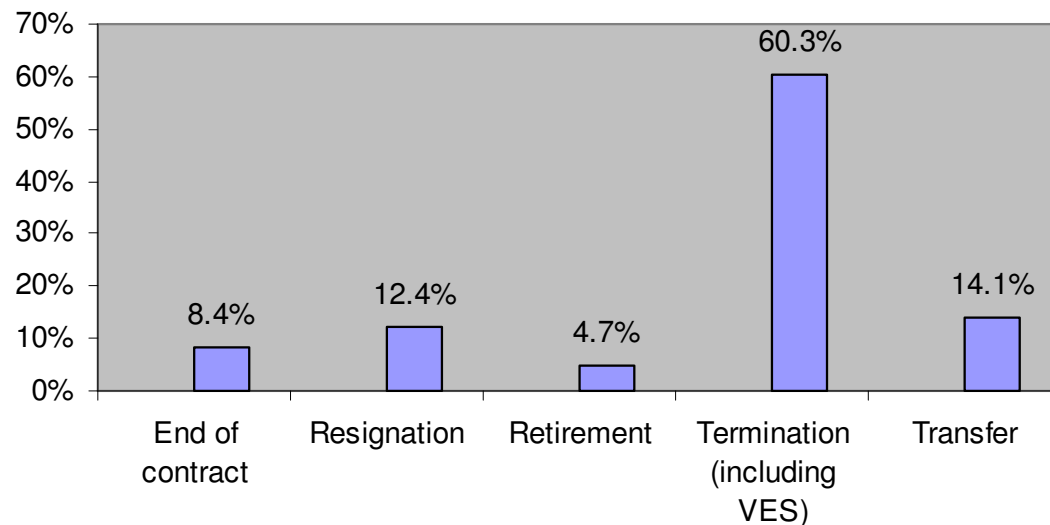
\* Less than 0.1 days

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

# People leaving DH



## Leaving reasons 2011-2012

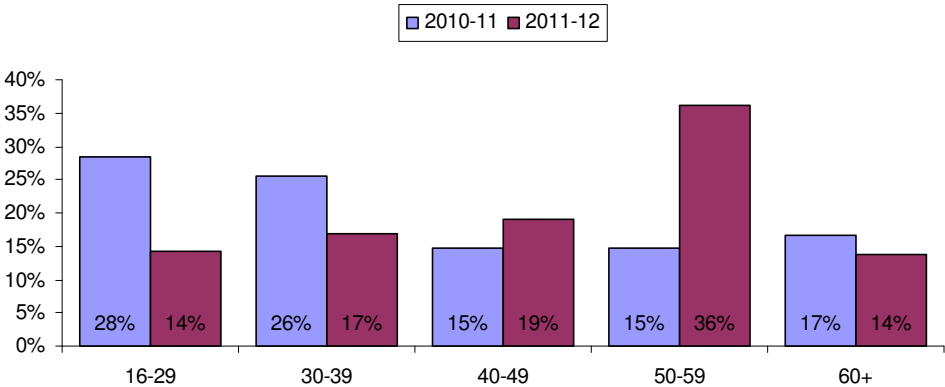


- In the period April 2011-March 2012 there were 406 leavers, the proportion of staff leaving due to resignations decreased from 35% in April 2010-March 2011 to 12%, whilst the proportion of staff leaving due to end of contract decreased from 29% to 8%.
- Approximately 250 staff members left the department under the Voluntary Exit Scheme (VES).

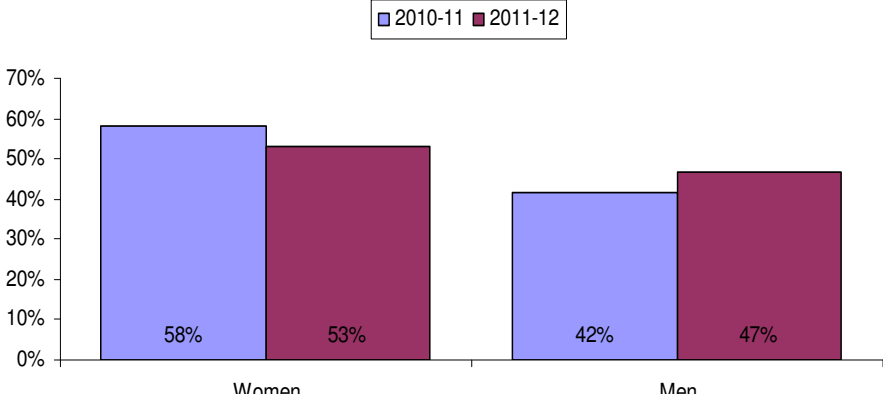
# People leaving DH



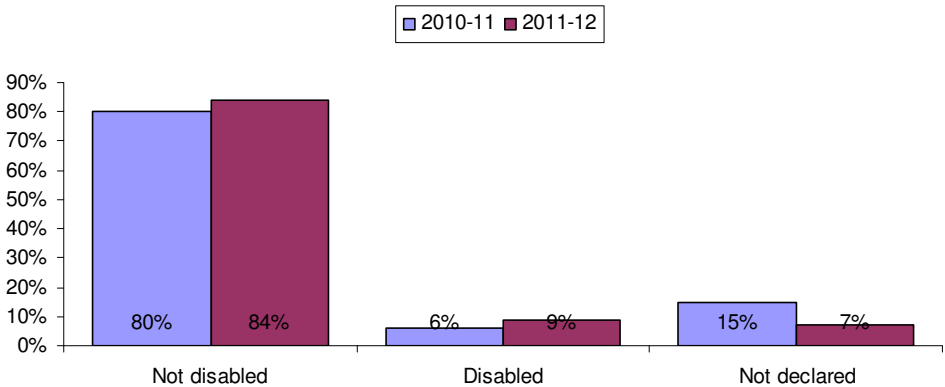
### Leavers by age



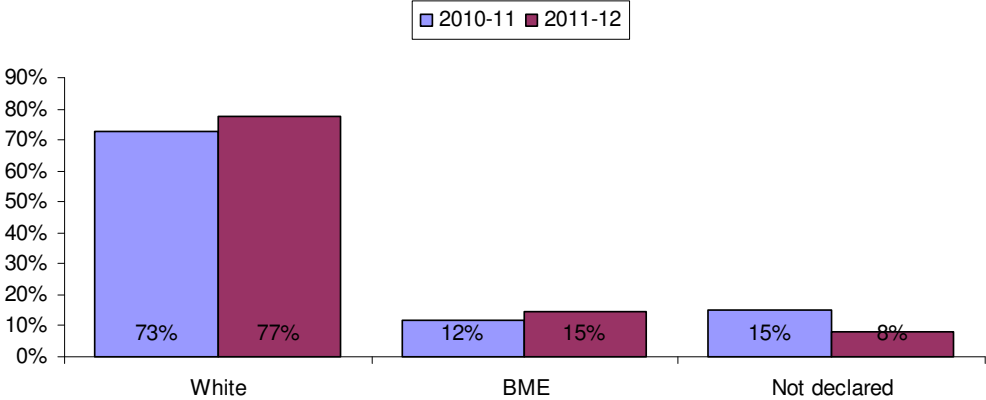
### Leavers by gender



### Leavers by disability status



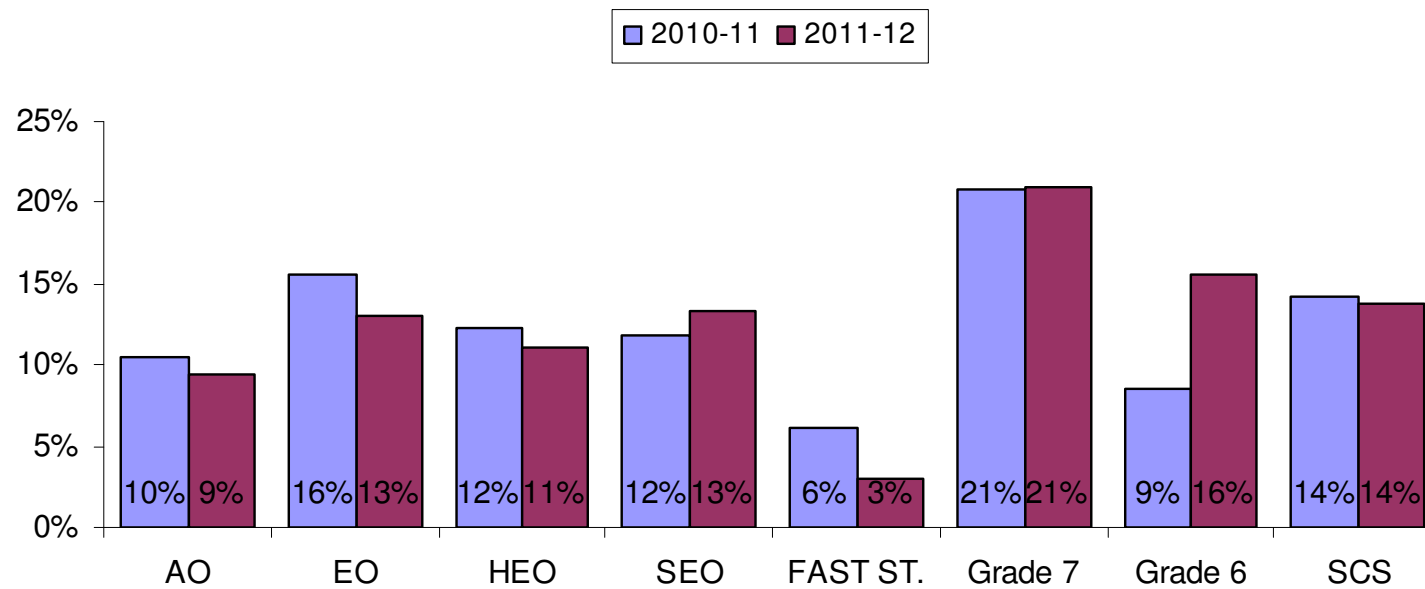
### Leavers by ethnicity



# People leaving DH



## Leavers by grade

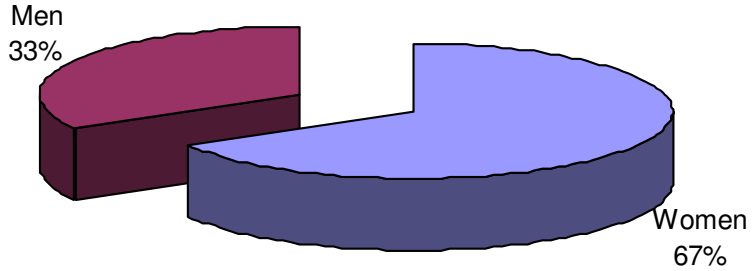


Source: Business Management System (BMS), DH, 1 April 2011 – 31 March 2012

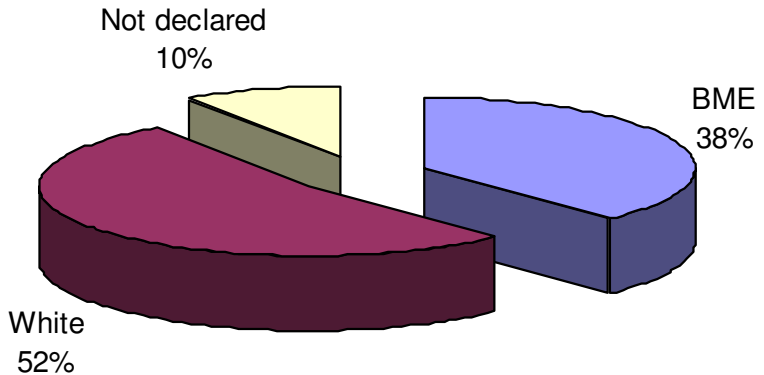


# Disciplinary and Grievance

### Proportion of cases by gender

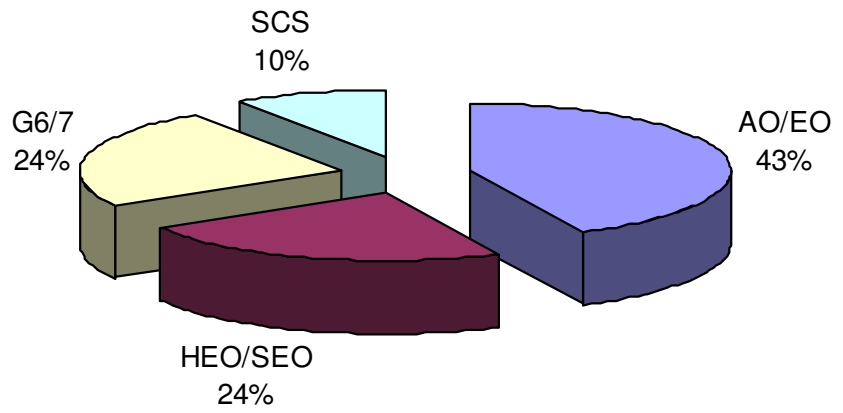


### Proportion of cases by ethnicity

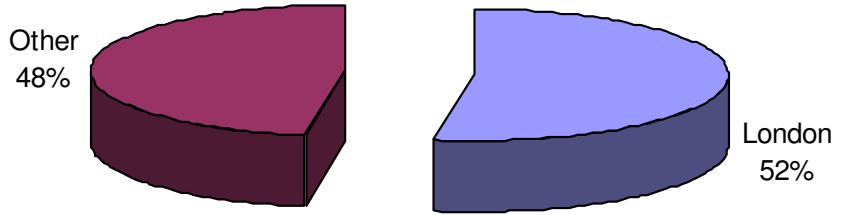


In total there were 21 disputes/disciplinary acts in the period 1 April 2011 – 31 March 2012.

### Proportion of cases by grade



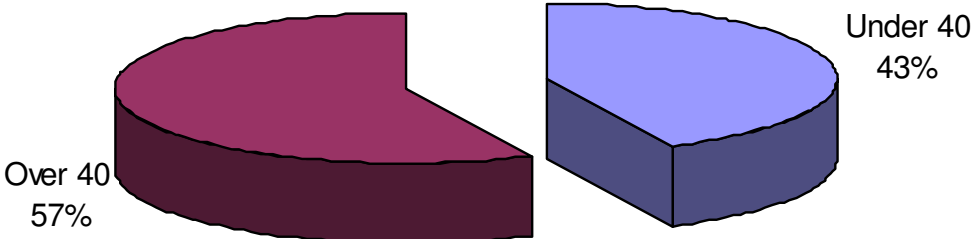
### Proportion of cases by location



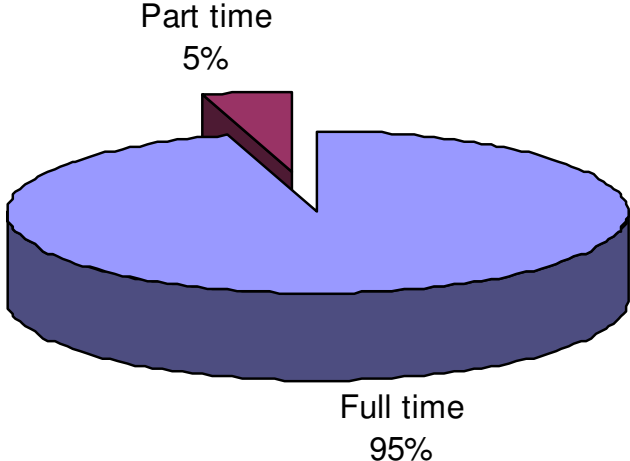
# Disciplinary and Grievance



Proportion of cases by age group



Proportion of cases by work pattern



Proportion of cases by disability has not been included due to low numbers and the potential to identify individuals