Equality Monitoring Annual Summary 2012/13

Version 1.0

In House Analytical Consultancy

Department for Transport

GORS
GOVERNMENT OPERATIONAL RESEARCH SERVICE

Contents

Foreword

DfT is pleased to introduce its annual summary of equality monitoring reports produced by DfT centre and Agencies. The Department recognises that in order to deliver transport that works for everyone and meet its business objectives, staff need to be representative of the diverse communities we serve.

The data presented in this report summarises more detailed monitoring reports prepared for the DfT centre and each of the Department's Executive Agencies:

- Driving Standards Agency (DSA)

- Driver Vehicle Licensing Agency (DVLA)

- Highways Agency (HA)

- Maritime and Coastguard Agency (MCA)

- Vehicle Certification Agency (VCA)

- Vehicle and Operator Services Agency (VOSA); and

- DfT Centre (DfT(c))

The data enables us to examine trends, identify key issues and explore future action as well as monitoring progress against our objectives. This report is intended to provide people with the "bigger employment picture" in relation to equality monitoring for the DfT throughout the UK.

If you have any queries or comments on the contents of this report, pleas contact the DfT Corporate Equality and Diversity Team through the following link

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DfT Corporate Equality and Diversity Team

Human Resources Directorate

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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 2012 and 31st March 2013.

It considers the diversity of the whole DfT family and summarises findings from DfT Centre (DfT(c)) and each of the Department's Executive Agencies. Individual reports:

- identify differences between diversity groups;

- compare the diversity of staff with the diversity of local populations; and

- highlight any changes since previous years.

Data used relates to staff in post at the end of 31st March 2013, and recruitment and cessations between 1st April 2012 and 31st March 2013.

1.2 Key findings: Restructuring in DfT

During the reporting year the Government Car and Despatch Agency (GCDA) ceased to be a DfT agency: the Government Car Service became a division in DfT(c) in October 2012, and the Government Mail Despatch Service finished operations in July 2012. Data for staff in the Government Car Service is now analysed as part of DfT(c).

1.3 Key findings: year on year changes

There was a net increase in the number of staff across DfT from 16,962 on 31st March 2012 to 17,203 on 31st March 2013 – just over 1%. The overall net increase is a combination of increases and decreases within individual

agencies, with the largest net increase being in DVLA.

There was a 4% increase in the number of females and a slight drop in the number of males. This change was statistically significant.

There was a statistically significant increase in the proportion of staff working part time (from 16.2% to 17.8%)

There was no significant change in the proportion of black or minority ethnic (BME) staff or disabled staff.

1.4 Key findings: Sex

In all parts of the Department except DVLA, there were more males than females. 58% of DfT staff were male.

In most DfT locations, the proportion of male staff was significantly higher than the proportion of males in local working-age populations.

Females and males often occupied different job roles. Females were more likely to be in office-based jobs such as support, administrative and process roles, rather than more specialist roles (engineer, driving examiner, marine surveyor etc).

These job role differences often led to different pay band profiles – sometimes with higher pay bands for the specialist roles - but even after accounting for this, there were some parts of DfT where females tended to be in lower pay bands than males.

Female staff were more likely than males to work part time: just under a third (31.8%) of females and 7.6% of males worked part time.

Three-quarters of part-time staff were female.

1.5   Key findings: Race

5.8% of those who had declared their race were from a black or ethnic minority group.

The proportion of BME staff differed by agency, in part, reflecting differences in local working-age populations. For the most part, the organisation was reflective of local working-age populations.

There were no organisation-wide differences between BME staff and white staff or those of unknown race, although in DfT(c) including all DfT's senior civil servants, a general pattern of fewer BME staff in higher pay bands was observed.

1.6   Key findings: Disability

11% of those who had declared their disability status had indicated that they were disabled.

The proportion of disabled staff varied by agency, and in most locations, there were fewer disabled staff than expected given the proportion of disabled people in local working-age populations.

There was no consistent pattern of differences between disabled and non-disabled staff, although there was some evidence in some agencies that disabled staff were less likely to be in one or more of the higher pay bands.

1.7   Key findings: Age

DfT staff tended to have an older age profile than local working-age populations, with particularly low numbers of under 25s and a higher proportion of staff in or around the 50-54 age group.

Agencies had differing age profiles, with DVLA unique in having 30-34 as its most common age group. However all agencies had more than half their staff

aged 40 or over. 55% of DSA's staff were 50 or above.

Older staff tended to be in the higher pay bands, and were more likely to work part time than younger staff.

1.8   Key findings: Working pattern

There was a significant increase in the proportion of part-time staff overall – from 16.2% to 18%.

Part-time staff were predominantly female, but the age profile of part-time staff was quite different between females and males. Whereas the proportion of female part-time staff peaked at age 30-34, and then gradually declined, for males, there were modest increases in the proportions working part time until a dramatic increase at age 60-64. (More than a third of all male part-time staff were in the 60-64 age bracket).

Part-time staff were over-represented in one or more of the lower pay bands across much of DfT.

There were also differences in the proportion of part-time workers in different job roles – generally speaking there tended to be more part-time staff in the more administrative/office-based roles.

1.9   Key findings: Performance Management

Several different performance management systems were in use across DfT, meaning that the results of the analyses are not completely comparable.

There were some factors that appeared to be linked with a higher likelihood of receiving a higher box mark in several of the analyses: having less sickness

absence; being in a higher pay band; managing staff; being full time; being female.

But these were not all factors in all agencies, and other factors also appeared in individual agency analyses. Individual reports should be referred to before any conclusions are drawn or action is taken.

1.10 Key findings: Sickness absence

Being female and being in a lower pay band were the two characteristics common to most agencies associated with a higher likelihood of sickness absence and higher levels of sickness absence.

Being disabled or being older were also commonly linked with more days of absence.

Several agencies had differences in absence levels by job role – possibly with higher levels for some of the more outward-facing job roles.

1.11 Key findings: Other

There was generally too little data to analyse sexual orientation and religion and belief. Of those who had made a declaration,

Analyses of the diversity characteristics of applicants and success rates during the application process were carried out for all posts advertised outside each agency. In general significantly more applications than expected were from males. During the recruitment process, no consistent pattern of success for any particular diversity group was found.

The training data held and analysed was of variable coverage, and in each agency there were a range of factors related to the incidence or amount of training. The

most common characteristics linked with having recorded some training were being full time and being younger, but no clear pattern emerged related to the amount of training.

Comparing staff who left the DfT with staff remaining in post revealed no consistently different characteristics between the two groups. The most common reason for leaving was transfer to another government department or resignation, with retirements and voluntary exits accounting for the majority of the remainder.

1.12 Information quality and recommendations

The quality of the data on staff in post was generally good, as was the assistance and additional information provided in order to process and analyse the data. Work is underway to rectify a database issue affecting a very small proportion of race declarations.

But some datasets had high proportions of unknown data or declarations of "prefer not to say". We recommend that staff are encouraged to make a declaration, and preferably one other than "prefer not to say" so that we can more fully test the diversity of the DfT's staff.

Recruitment data was only available for posts that were advertised outside the agencies. No information on moves internal to each agency was available because the DfT's Resourcing Group do not manage these moves. We recommend that the feasibility of collecting this data from each agency is examined.

Chapter 2: Introduction

2.1 Equality Monitoring

This report contains a summary of the diversity of DfT staff for 2012/13.

It considers the diversity of the whole DfT family and summarises findings from individual Agency reports. The individual reports:

- identify differences between diversity groups;

- compare the diversity of staff with the diversity of the local working-age population; and

- highlight any changes since previous years.

2.2 Analysis and reporting

This analysis has considered the following areas of diversity:

- Sex

- Race

- Disability

- Age

- Working pattern

- Sexual orientation

- Religion and belief

And for the following datasets:

- Staff in post

- Recruitment

- Cessations

- Performance management reports

- Learning and development

- Disciplinary cases

- Grievance cases

- Sickness absence

It also gives information about maternity leavers and returners.

Unless otherwise stated, 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.

Where results are not specifically discussed, this generally means that no statistically significant inequalities were found.

Data for this report was provided by Human Resources functions in DfT(c) and each agency, and has been summarised in the annex tables at the end of this report and in the annexes for each individual report.

Recruitment data was provided by DfT Shared Services and the DfT Resourcing Group (DRG)

2.3 Data coverage

Data related to staff in post at the end of 31st March 2013, and cessations between 1st April 2012 and 31st March 2013.

The DfT family consists of:[1]:

- Driving Standards Agency (DSA)

- Driver Vehicle Licensing Agency (DVLA)

- Highways Agency (HA)

- Maritime and Coastguard Agency (MCA)

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[1]The Government Car and Despatch Agency (GCDA) ceased to be a DfT agency: the Government Car Service became a division in DfT(c) in October 2012, and the Government Mail Despatch Service finished operations in July 2012. Data for staff in the Government Car Service is now analysed as part of DfT(c).

- Vehicle Certification Agency (VCA)

- Vehicle and Operator Services Agency (VOSA); and

- DfT Centre (DfT(c))

For the purpose of these Equality Monitoring reports, Senior Civil Service (SCS) staff from across the DfT family have been analysed together in the DfT(c) report.

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

2.4   Data groupings

DfT staff occupy a wide range of posts including administrators, coastguards, driving examiners, marine surveyors, traffic officers, engineers, operational staff, industrial staff and vehicle inspectors.

Each type of role has its own diversity characteristics, and some summary information can be seen in this report. More detailed discussions of job type can be found in individual agency reports.

Further information can be found in the Annexes. Annex A contains notes on the comparative data; Annex B outlines the analytical approach used; and Annex C contains key data tables.

2.5   Data quality

Data on staff sex, age and pay band are held for each member of staff, but data on disability, race, sexual orientation and religion / belief are 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.

Percentages reported in this analysis are generally based only on data where information was declared and staff identified with a particular diversity category.

2.6   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 100% declaration rates for all diversity strands (protected characteristics).

The tables below show the position for the year ending 31st March 2013. Age and sex have a 100% declaration rate because this data is automatically available for all employees.

In these tables, "prefer not to say" is treated as a declaration.

	Race	Disability
DfT(c)	85%	83%
DSA	99%	92%
DVLA	95%	90%
HA	97%	79%
MCA	91%	77%
VCA	100%	100%
VOSA	87%	92%
Overall	94%	87%

	Religion or Belief	Sexual Orientation
DfT(c)	80%	77%
DSA	100%	100%

DVLA	81%	86%
HA	93%	93%
MCA	23%	90%
VCA	0%	0%
VOSA	18%	18%
Overall	73%	79%

Throughout the remainder of this report, and the individual agency reports, any references to declaration rates or staff who had declared their status apply to staff who identified with a particular diversity category – such as "disabled" or "White British".

In other words, for the purposes of the analysis in 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.

Chapter 3: Statistical summary

This chapter considers the diversity mix across the whole DfT family, and describes key results that are common across the family, or that differ between agencies. Full detail is provided in individual agency reports.

For ease of reading, the generic description "agencies" generally also includes DfT(c).

3.1 Overall staff numbers

The following chart shows the number of DfT staff by agency as at 31st March 2013.

DfT staff by Agency
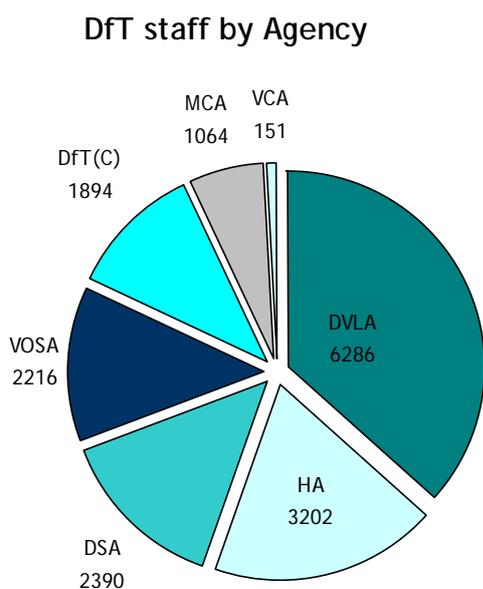
Since the previous reporting year there has been a 1% increase in staff numbers; from 16,962 to 17,203

This overall increase is a result of a mixture of net increases and decreases across DfT and its agencies. Specifically, DVLA, VOSA, DfT(c) and VCA increased in size, and DSA, HA and MCA had a net reduction in staff.

DfT Staff changes 2011/12 to 2012/13

■ Net change
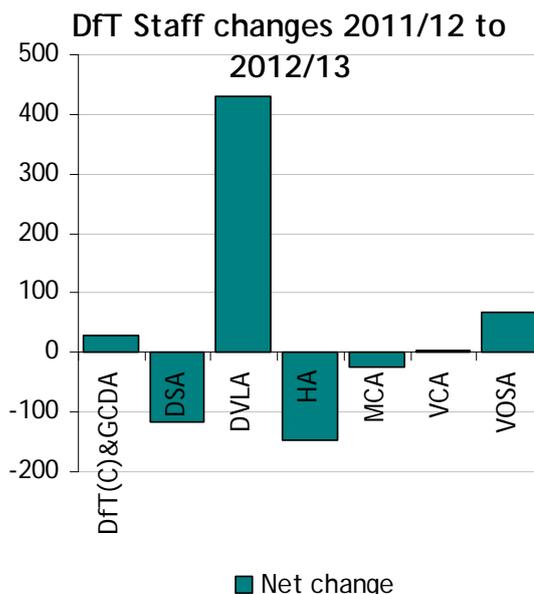
The increase seen in 2012/13 follows two years of decreases owing to the Civil Service-wide recruitment freeze that came into effect in May 2010.

DfT Staff in Post
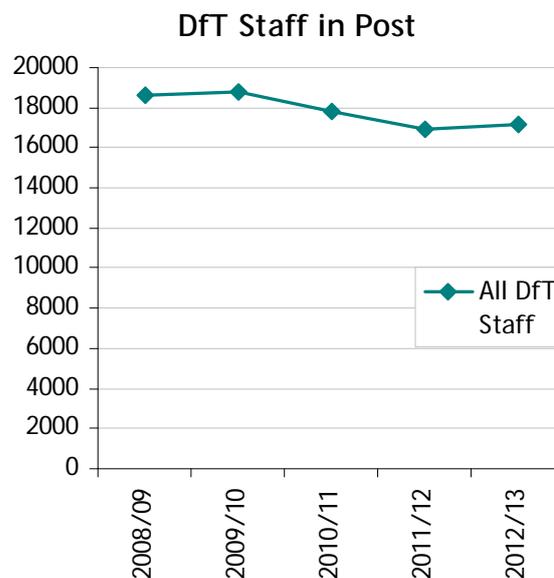
A breakdown of staff numbers by diversity groups in DfT(c) and each agency is shown in Annex C.

3.2 Maternity leavers and returners

At the end of 2012/13, 203 women were on maternity leave – either ordinary or

additional. 343 returned from maternity leave during the year.

3.3 Sex

3.3.1 Sex: key findings and year on year changes

In DfT as a whole, and within each individual agency except DVLA, there were fewer females than males.

In most agencies, around 30% of staff were female whereas in DVLA, 62% were female.

% Females by Agency, 2012/13
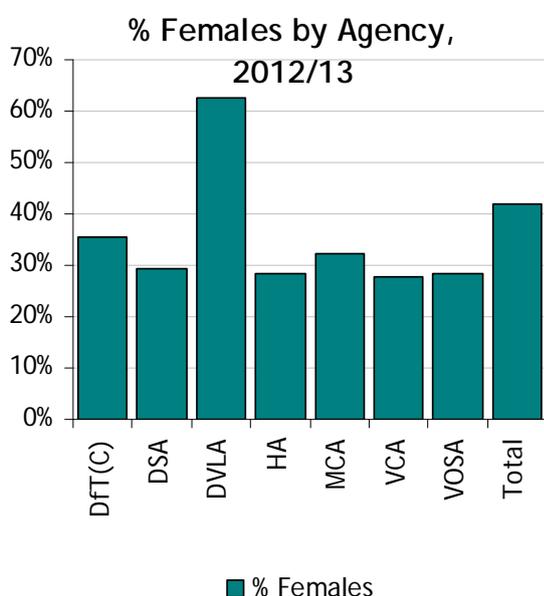
■ % Females

More than half (54%) of all DfT's female staff worked in DVLA.

Between 2011/12 and 2012/13 there was an increase in both the number and proportion of females in the workforce.

7,224 (42%) of DfT staff in post at 31st March 2013, and 6,939 (41%) at 31st March 2012 were female.

These figures incorporate a slight net decrease in the number of males, but a 4% increase in the number of females.

The primary driver for the increase in the number and overall proportion of female staff was the net growth at DVLA, whose female workforce increased by 283. DVLA's increase in the number of males was balanced out by falls elsewhere.

All other agencies except for DSA also saw relative increases in the proportions of females to males (sometimes because although both numbers of males and females fell, the numbers of females fell by less).

DfT Staff changes 2011/12 to 2012/13 - males and females

■ Male   □ Female
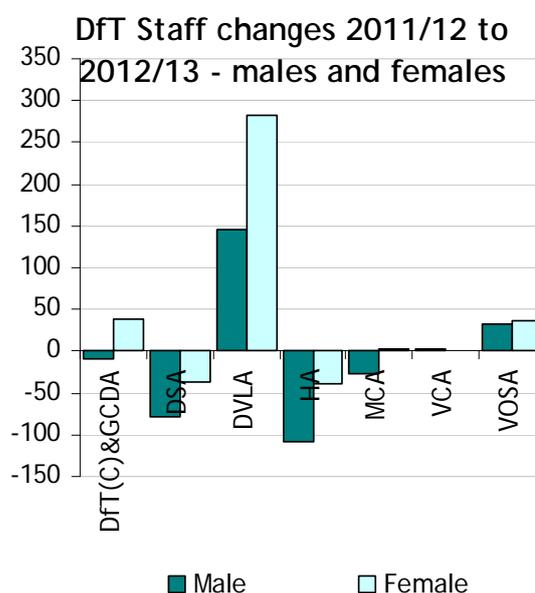
3.3.2 Sex - DfT relative to local working-age populations

Across most locations within the Department, there were significantly fewer females than expected compared with local working-age populations.

There were some exceptions, namely: more females in VOSA's Scotland locations (non-technical staff only); DSA's Newcastle Office; and across DVLA; and no significant difference in the proportion of females in DSA's Nottingham head office or DfT(c)'s Hastings office.

3.3.3 Sex - differences within the staff population

Across DfT, there were differences in the job roles occupied by males and females. Broadly speaking, more males tended to be in specialist roles, such as driving examiners and marine surveyors, whereas females were more likely to be in generalist (administrative) roles. A table of job roles and the proportion of females can be seen in the "Job role" section of this chapter.

Much of the analysis considered job roles separately, because the characteristics of the staff within each role tended to be so different, and in some cases there were also different pay band structures.

For example in VCA, engineers and admin staff had distinct pay band profiles; engineers tended to be in PB4-7 and admin staff tended to be in PB1-3. There were very few female engineers, so the job role alone would account for differences in the pay band for males and females.

However, in several parts of the DfT family females were more likely to be in the lower pay bands than expected, even after taking account of the different job roles. This occurred in DfT(c), MCA, VOSA, and HA. There were some individual pay band differences in DVLA and DSA, although in DVLA there were more males than expected in the lowest non-operational pay band. In VCA the apparent differences in the pay bands of females and males were explained by the differences in job roles.

Across DfT, females were significantly more likely than males to work part time. This is described further later in the chapter.

3.4 Race

3.4.1 Race - key findings and year on year changes

Of those who had declared their race, 5.8% had indicated that they were from a black or minority ethnic (BME) group – virtually unchanged from the previous year (5.7%).

The proportion of BME staff was variable across DfT. DfT(c) had the highest proportion of BME staff (17.2%) and DVLA the lowest (2.5%). [Percentages relate to staff with a declared race]. This is partially reflective of the differences in the locations of the Agencies and the comparative proportions of people of BME origin in the corresponding working-age populations. That is, in London, for example, with its high BME population, we would expect to see a higher proportion of BME staff than elsewhere.

% BME staff by Agency, 2012/13

■ BME as % of known race
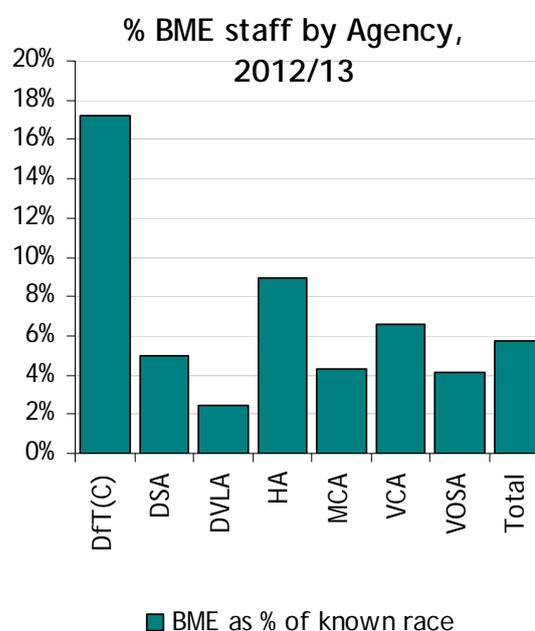
However, 13.1% of staff were of unknown or undeclared race; significantly higher than the previous year – 8.8%.

% Unknown/undeclared race 2012/13

■ Unknown/Prefer not to say
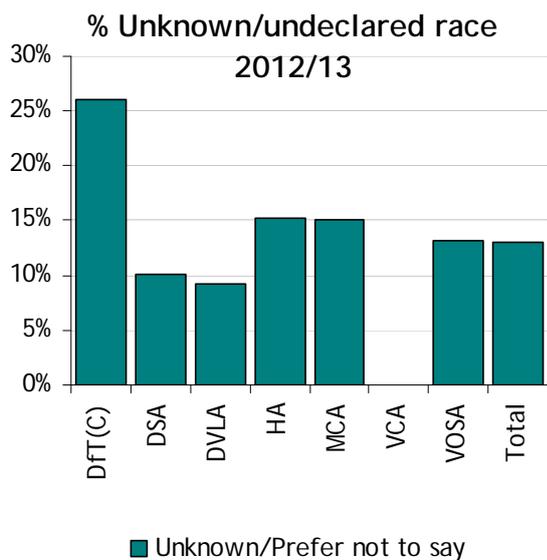
These increases are partly caused by a database coding problem that meant that it was not always possible to determine whether a small proportion of staff have identified themselves as white or BME. Work is underway to rectify the problem.

3.4.2 Race - DfT relative to local working-age populations

The proportion of BME staff in DfT was mostly reflective of local working-age populations although there were differences in some parts of some agencies. There were more white staff than expected in DfT(c)'s London locations, in DVLA's non-London locations, and amongst DSA's staff outside Nottingham and Newcastle. The only instances where there were more BME staff than expected were in a very small number of individual pay bands tested – not the entire staff populations. Full results are discussed in individual agency reports.

3.4.3 Race – differences within the staff population

The distributions of BME staff within each agency were analysed to see whether there were any differences between BME staff, white staff, and

those of unknown/undeclared race within the agency.

In DfT(c) we found that there tended to be lower proportions of BME staff in the higher pay bands than in the lower pay bands. This result was not replicated elsewhere, although there were occasional individual pay bands where differences were observed (MCA, DSA), and in MCA, there were differences between marine surveyors and other staff (more BME staff than expected in the marine surveyor job role).

3.5 Disability

3.5.1 Disability – key findings and year on year changes

For staff who had declared their disability status, 11% had indicated that they were disabled (similar to the previous year's 10.4%).

By agency, the proportion of disabled staff varied between 4% for VCA and 16% for DVLA, as shown in the following chart.

% Disabled staff by Agency, 2012/13

■ % Disabled
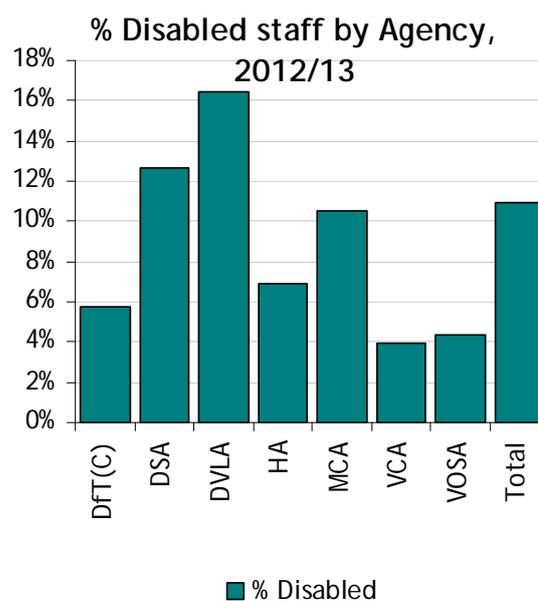
However, across DfT, 16.5% of staff had unknown disability (including those who preferred not to say) - higher than the previous year (13.2%).

% Unknown/undeclared disability 2012/13

■ Unknown/Prefer not to say
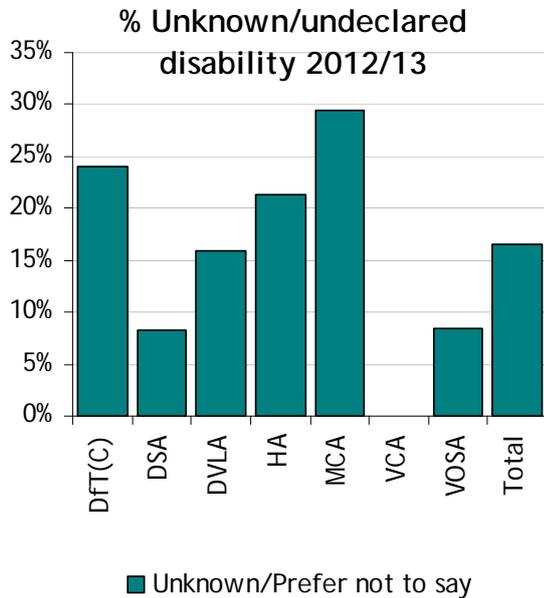
3.5.2 Disability - DfT relative to local working-age populations

In the majority of DfT locations, there were fewer disabled staff than expected given the proportion of disabled people in the local population[2]. Exceptions included MCA, DfT(c) Hastings, DVLA London, and DSA Nottingham, although the MCA and DfT declaration rates were low, and results should be treated with caution.

3.5.3 Disability – differences within the staff population

Some agencies had lower numbers of disabled staff than expected in one or more of their higher pay bands (or vice

versa) [MCA, DfT(c), DVLA], but there was not an especially clear pattern, and this was not consistent across the whole organisation.

3.6   Age

3.6.1 Age – key findings and year on year changes

As in the previous year, two thirds of DfT staff were 40 or over, and very few staff were under 25. Again, there were two peaks, one at aged 50-54 and a smaller peak at 30-34.
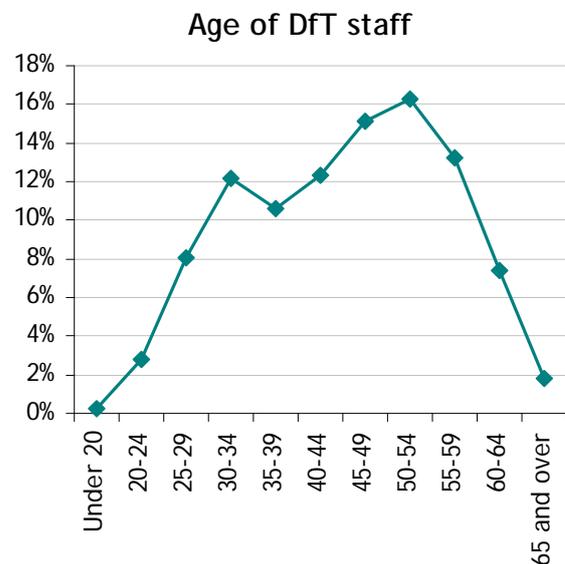
Age of DfT staff

3.6.2 Age – DfT relative to local working-age populations

The age profile of DfT staff tended to be older than local working-age populations. In particular there were very few staff under 25, and there tended to be more staff than expected in or around the 50-54 age group.

3.6.3 Age – differences within the staff population

Across most of DfT, older staff were more likely than younger staff to be in the higher pay bands and vice versa.

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[2]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.

Older staff were also more likely to work part time than younger staff, in nearly all agencies.

Previous years' DfT-wide analysis has explored the age profile by sex, race and disability, and the profiles are similar this year – females tended to be younger than males; white staff older than BME staff; and disabled staff older than non-disabled staff. Charts showing these may be seen in Annex C.

The age profile also differs by agency – DfT's largest agency, DVLA, has two peaks at 30-34 and 50-54, but its larger peak is the 30-34 age group, and it is this 30-34 DVLA peak that is visible within the figures for the whole department. [half of all the DfT's 30-34 year olds are in DVLA, and half of the DfT's under 40s are in DVLA].

Age profiles for DSA, MCA and VOSA (a third of DfT staff in total) were similar to each other, with a single peak in the older age groups. DSA had the oldest age profile: 55% of its staff were 50 or over.

The remaining agencies and DfT(c) were less skewed to the older age groups.

Charts showing age profiles for DfT agencies may also be seen in Annex C.

3.7   Sexual orientation

Declaration rates were variable across DfT, with 61% of staff across the DfT of unknown or undeclared sexual orientation.

Declaration rates for sexual orientation - DfT
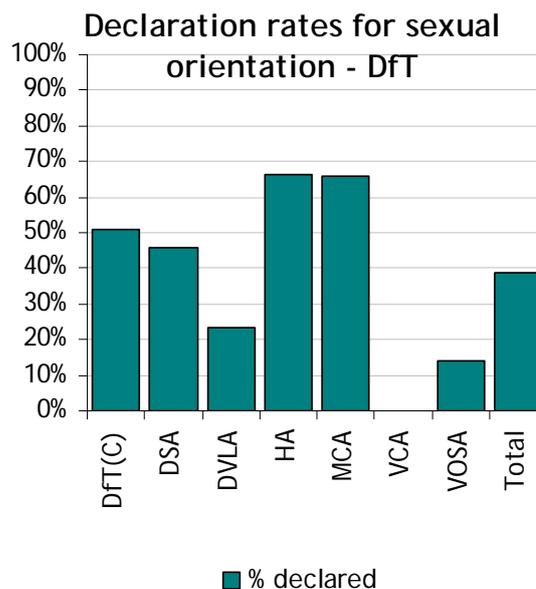
Of those who had declared, 3% had indicated that they were Lesbian, Gay or Bisexual. In general there was not enough data for analysis.

3.8   Religion and belief

Declaration rates for religion and belief were variable across the DfT, and 70% of staff had unknown or undeclared religion/belief.

Declaration rates for religion and belief - DfT
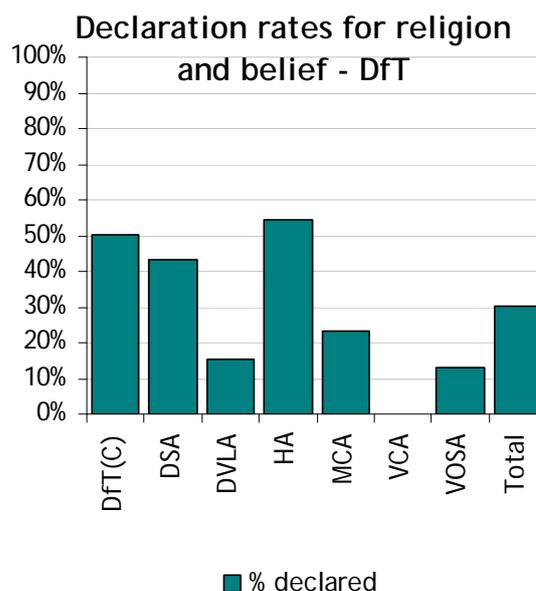
Of those who had declared, 79% indicated that they had a religion or belief. In general there was not enough data for analysis.

3.9 Working pattern

Proportions of part-time staff ranged from 10% to 26% across the DfT family, with an average of 18% overall – up from 16.2% last year.

Each agency saw an increase of at least one percentage point in its proportion of part-time staff.

Across DfT, part-time staff were more likely to be female or older, and there was some variation by job type and pay band.

Three quarters of DfT's part-time staff were female. Nearly a third (31.8%) of females worked part time, compared with 7.6% of males

Part-time staff by sex

but with a noticeable peak in 60-64 year olds.

Age of DfT staff by working pattern
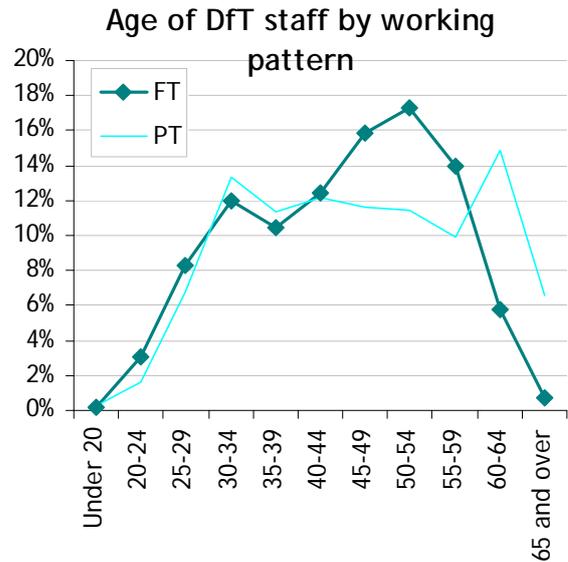
Investigating further, it can be seen that the pattern of working part time is quite different for males and females, as displayed in the following two charts.

Age of female DfT staff by working pattern

The age profile of males and female part-timers was different. Overall, the proportion of part-time staff in each age group stayed fairly constant from age 30,

Age of male DfT staff by working pattern

Appointments by Agency
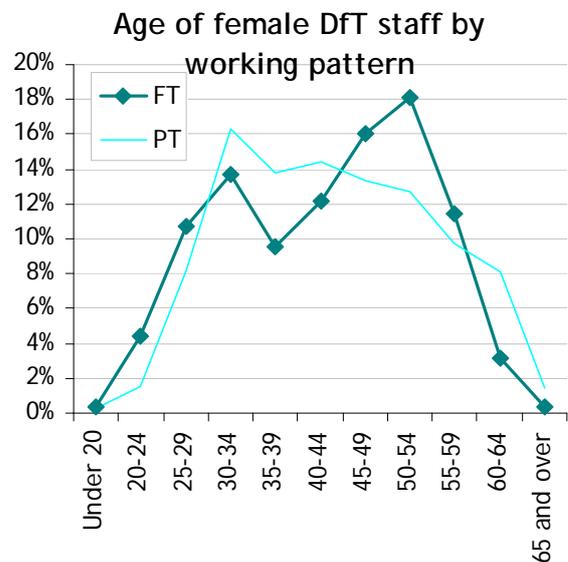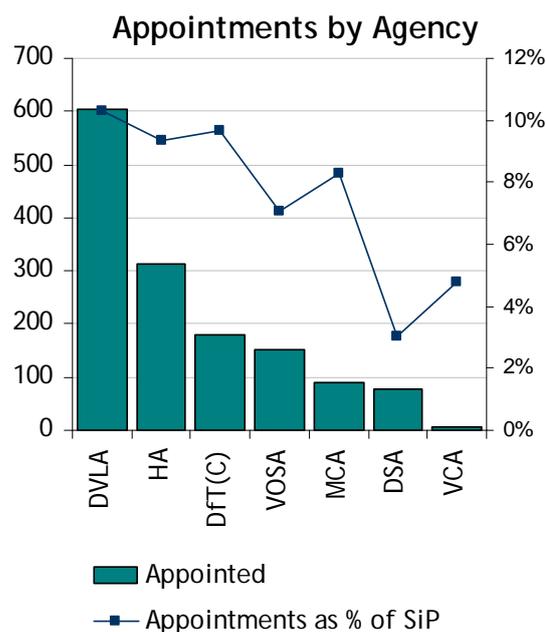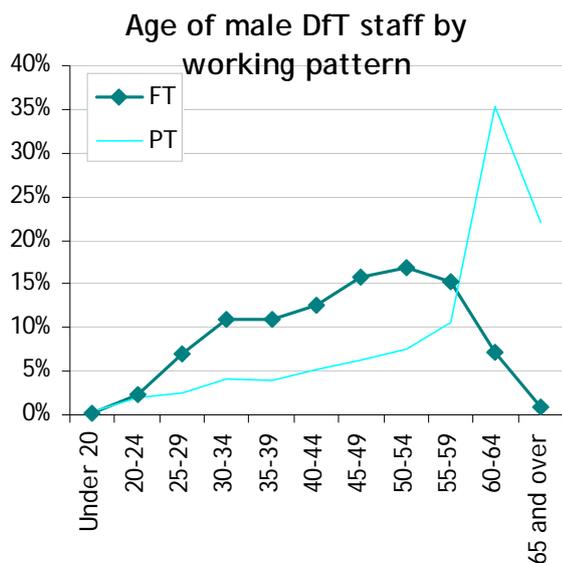
Where there were differences in the proportion of part-time staff by job-type, there tended to be higher proportions of part-time staff in the more administrative or office-based roles. Higher proportions of part-time staff were seen in HA's non-Traffic Officer staff, and VOSA's non-technical staff. Also, among DSA's office staff - although the proportion of part-time driving examiners was only a couple of percentage points lower. DVLA's operational staff were more likely to be part time than its non-operational staff (both were office-based).

In most, but not all, agencies, part-time staff were more likely to be in one or more of the lower pay bands. Some of the variation by pay band was in addition to differences in job type.

3.10 Recruitment

Across DfT, there were 17,633 applications for posts, and 1,422 people appointed during 2012/13.

Over half the applications, and 42% of the appointments were for posts in DVLA

Just under 60% of the applications were from males, and in general, significantly more males applied than expected when compared with local working-age populations. There were exceptions: DVLA Swansea, and VOSA (non-technical posts in various locations) both received more female applicants than expected.

Diversity analysis of applicants was limited in many agencies because of small numbers and low declaration rates. In particular, the data on race was poor – a combination of low numbers of applicants declaring their race and a problem in the coding of individual race categories for a small proportion of those who had declared.

Across the DfT family, there was no consistent pattern of success for any particular diversity group throughout the recruitment process.

3.11 Performance management

Several different systems of performance management are currently

in use throughout DfT, so care should be taken in interpreting the findings here.

The majority of agencies had performance management schemes where a minority of staff could achieve the top performance mark, but there were two exceptions: DSA's scheme was based on the majority of staff "consistently achieving all requirements" as the highest available mark. DVLA had a continuous marking system with points between 0 and 120. This was analysed as a continuous variable rather than splitting it into higher/lower. In the results below, for DVLA, "top performance mark" should be read as having received a higher mark, rather than a specific "box" mark. VCA had no formal box mark system.

Where an agency had performance management marking schemes, the proportion of staff achieving the highest mark was analysed by diversity group.

In DfT(c) and HA, the proportion of staff achieving a "box 3" performance mark was also analysed. Box 3 covers staff who are meeting their objectives, but performing relatively less well than their peers (DfT(c)) or whose overall performance is at the minimum level of acceptable and action is needed to improve to target level (HA). In HA there is an "unacceptable performance" box mark in addition, and in DfT(c), Box 3 excludes those employees who are being managed under formal poor performance procedures.

Some differences recurred across several parts of DfT: sickness absence, pay band, managing staff, working pattern, sex and race.

- In DVLA, MCA, HA and DfT(c), having either had sickness absence or having more days was a predictor of being less likely to have received a higher performance mark.

- In DSA, DVLA, MCA, HA, staff in lower pay bands tended to have received fewer of the top performance marks.

- The more staff managed, the more likely it was that higher performance marks were received (VOSA, DfT(c),MCA)

- In some agencies, being full time seemed to have a positive impact on the likelihood of receiving a top performance mark (DVLA, HA, DfT(c))

- There were differences between males and females in some areas, with females being more likely to achieve the highest performance marks (DVLA, VOSA) and males more likely to receive the lowest (DfT(c), HA).

- White staff received more of the higher performance marks in DSA (examiners only), HA (non Traffic Officer service only), and DfT(c)

- In HA and DfTc, younger staff were more likely to have received the top performance mark.

- For the two organisations where Box 3s were analysed, both had a higher number of BME staff than expected.

3.12 Sickness absence

Both the likelihood of having absence and the number of days was analysed for each agency. Several factors were found to be significant in more than one agency.

Sickness absence analysed applies to staff who were in post at the end of 2012/13, excluding staff on long term leave, but including staff on long term sick leave.

3.12.1 Staff with sickness absence

The most common characteristics linked with an increased likelihood of having had sickness absence were being female and being in a lower pay band. These two factors were found to be significant in the majority of agencies (at least five of the seven).

Other characteristics appearing more than once included disability, age and working pattern.

In HA, DfT(c) and among DSA's examiners, disabled staff were more likely to have had sickness absence.,

In DVLA and within VOSA's non-technical staff, younger staff were more likely to have had some sickness absence.

Part-time staff in VCA and DVLA operations were more likely to have had some sickness absence.

3.12.2 Amount of sickness absence

The most common characteristics linked with a higher number of days' sickness absence were being female, disabled, older, and working in a lower pay band.

These four characteristics were common across most agencies (at least five of the seven).

Several agencies saw differences in the amount of sickness absence recorded by staff in different job roles. (VCA administrators, VOSA technical staff, HA traffic officers, MCA coastguards, DVLA operational staff, and DSA examiners all had higher numbers of days than their colleagues).

In general (like much of the other analysis described in this report, the rest of the sickness absence analysis has considered staff in these job roles separately.

Working pattern was also significant in several agencies, but for some, it was working part time which was linked with higher days of absence, and in others it was working full time.

3.13 Cessations

1,252 staff left DfT during 2012/13, 7.4% of the staff who had been in post at the beginning of the year.

The majority (nearly 90%) were for "voluntary" reasons such as resignations, transfers to other government departments, retirements and voluntary exits. Half of the remaining 10% were dismissals, and the remainder contracts ending, probations not completed, redundancies and deaths in service.

Leaving reason	Number leaving
Transfers to OGD	337
Resignations	330
Retirement	244
Voluntary Exit Scheme (VES/VER)	208
Dismissed	65
End of Contract	29
Deceased	21
Redundancies	10
Failure to Complete Probation	7
Other	1
Total	1252

The analyses of leavers compared with staff in post did not reveal any consistently different characteristics, although as we might expect given that

cessations include retirements, leavers in some parts of the organisation were older than staff remaining in post – this was seen in VOSA (technical staff), DfT(c) and DSA (examiners).

3.14 Learning and development

Training data held centrally was analysed both for likelihood of having recorded any training and for the amount of training recorded.

In most of the Department, only a subset of staff learning and development was recorded centrally, and the analysis that follows is necessarily limited to the training recorded.

This means that results from the analyses described should be treated with caution. They may be inherently biased simply because the training recorded is only that that is targeted toward particular subsections of staff (e.g. particular professional groups, or new joiners).

3.14.1 Staff with training

The most common characteristics linked with having recorded some training were being full time and being younger.

3.14.2 Amount of training

Differences in the amount of training recorded were seen, but no clear pattern emerged across the Department. Significant factors that appeared more than once included job role, working pattern, pay band and age.

Further details may be seen in individual agency reports.

3.15 Grievance and Disciplines

50 grievance cases were recorded across DfT.

28 of these were within Highways Agency and 16 in DSA. The others were in VOSA (4), DfT(c) (1) and MCA (1)

At Agency level, there were generally too few cases for statistical analysis. But in DSA and HA two job roles had more grievances than expected - DSA (more examiners) and HA (more traffic officers) had grievances than expected; and a higher number of non-disabled staff raising grievances in DSA than expected.

Disciplinary procedures were invoked for 316 members of staff.

	No. of disciplinary procedures
DfT(c)	14
DSA	68
DVLA	87
HA	114
MCA	2
VCA	1
VOSA	30
Total	316

Most agencies had too few disciplinary procedures for statistical analysis. Where analysis was carried out (HA, DVLA and DSA) more males were disciplined than expected in HA and DVLA, and more full time staff disciplined in HA than expected. DSA analysis found no significant factors.

Annex A: Notes on data

A.1   Working-age populations

A.1.1 Reporting locations

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

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

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

A.1.2 Data sources

The UK population data at Local Authority[3] level is from the **Annual Population Survey (APS).** This survey is a combined survey of households in Great Britain, updated quarterly and available at Local Authority level and above. It is a residence-based labour market survey which includes population and economic activity, broken down by sex, age, race, industry and occupation[4] .

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 2012/13 Equality Monitoring reports was based on the one year period October 2011 - September 2012, and downloaded from www.nomisweb.co.uk ("Nomis") on 3 May 2013.

A.1.3 Population

Population data at local authority level from the APS was combined with **mid-year** (30 June) **population estimates** for 2011 – the most recent year available. These were also available at Local Authority level and were based upon results from the 2011 Census with allowance for under-enumeration. These figures covered the entire population, not just the working-age population, so to estimate the working-age population (those aged

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[3] Local authorities including County Councils rather than District Councils.

[4] 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

16-64 years) we took the number of males and females aged 15-64 years[5] (only five year age bands were available).

A.1.4 Disability 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 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.

Conversely, we might expect part-time staff, for example working three full 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 a significant finding.

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[5] 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.

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 taken, which for the majority of people was nothing or very little but for a small number of cases was very high. For this analysis Poisson or negative binomial models were used.

In all these approaches, the first step is for each characteristic to be tested in turn to see if it is significantly associated with the outcome (e.g. passed a recruitment stage or not). By significant, we mean that a staff characteristic accounted for an unusually high proportion of the variation seen in the dependent variable. For example, to see if age was a significant factor as to whether someone 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 age, 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

The tables contained in this annex are summary tables only. Full annex tables are available with each individual agency equality monitoring report.

C.1   Year on year comparison – all DfT staff

Staff Type	March 31st 2012			March 31st 2013			Percentage point change in proportion of staff	% change in numbers of staff
	2011/2012	% of total	% of total that declared	2012/2013	% of total	% of total that declared		
All staff	16,962			17,203				
Males	10,023	59.1%		9,979	58.0%		-1.1%	-0.4%
Females	6,939	40.9%		7,224	42.0%		1.1%	4.1%
White	14,591	86.0%	94.3%	14,092	81.9%	94.2%	-4.1%	-3.4%
BME	883	5.2%	5.7%	862	5.0%	5.8%	-0.2%	-2.4%
Unknown Race	1,488	8.8%		2,249	13.1%		4.3%	51.1%
Non-disabled	13,172	77.7%	89.4%	12,789	74.3%	89.0%	-3.3%	-2.9%
Disabled	1,560	9.2%	10.6%	1,575	9.2%	11.0%	0.0%	1.0%
Unknown disabled status	2,230	13.1%		2,839	16.5%		3.4%	27.3%
Full Time	14,218	83.8%		14,149	82.2%		-1.6%	-0.5%
Part Time	2,744	16.2%		3,054	17.8%		1.6%	11.3%
Under 40	5,740	33.8%		5,827	33.9%		0.0%	1.5%
40 and over	11,222	66.2%		11,376	66.1%		0.0%	1.4%

C.2   Declaration rates by Agency

Data on disability, race, religion and sexual orientation is derived from information provided by staff who have completed a monitoring form. Please note:

- The following figures are based on staff who have made specific declarations of their diversity characteristics, excluding "prefer not to say".

- staff who completed a monitoring form but "preferred not to say" are treated as "unknown/undeclared" in the analysis and these tables.

- Staff who have not completed a monitoring form are also treated as "unknown/undeclared" in the analysis and these tables.

- Information on age and sex is held for all staff.

Proportion of staff in post with known….	DfT(c)	DSA	DVLA	HA	MCA	VCA	VOSA	Overall
Race	74.0%	89.9%	90.8%	84.9%	84.9%	100.0%	86.8%	86.9%
Disabled Status	76.0%	91.8%	84.0%	78.7%	70.6%	100.0%	91.6%	83.5%
Religion or Belief	50.2%	43.1%	15.4%	54.2%	23.4%	0.0%	13.1%	30.4%
Sexual Orientation	50.9%	46.0%	23.5%	66.2%	65.8%	0.0%	13.9%	38.8%

C.3   Proportion of staff in different minority groups by Agency

Proportion of staff in post with known….		DfT(c)	DSA	DVLA	HA	MCA	VCA	VOSA	Overall
Sex	Female	35.5%	29.2%	62.4%	28.5%	32.3%	27.8%	28.4%	42.0%
Race	BME	17.2%	5.0%	2.5%	9.0%	4.3%	6.6%	4.1%	5.8%
Disabled Status	Disabled	5.8%	12.6%	16.5%	6.9%	10.5%	4.0%	4.3%	11.0%
Religion or Belief	No Religion	32.4%	21.8%	26.0%	11.1%	11.6%	N/A	29.0%	20.9%
Sexual Orientation	LGB	5.5%	2.5%	2.7%	2.4%	1.0%	N/A	4.2%	2.8%
Working pattern	Part time	9.9%	19.9%	26.4%	10.2%	12.0%	17.9%	11.3%	17.8%
Age	60+	6.4%	17.5%	5.5%	9.0%	12.9%	8.6%	11.6%	9.2%

C.4   Age profile of staff and total staff numbers by Agency

	Age Range								All staff
	Under 25		25-39		40-59		60 and over		
	No.	%	No.	%	No.	%	No.	%	No.
DfT(c)	37	2.0%	660	34.8%	1,076	56.8%	121	6.4%	1,894
DSA	11	0.5%	391	16.4%	1,570	65.7%	418	17.5%	2,390

DVLA	381	6.1%	2,517	40.0%	3,041	48.4%	347	5.5%	6,286
HA	20	0.6%	878	27.4%	2,016	63.0%	288	9.0%	3,202
MCA	34	3.2%	300	28.2%	593	55.7%	137	12.9%	1,064
VCA	4	2.6%	59	39.1%	75	49.7%	13	8.6%	151
VOSA	29	1.3%	506	22.8%	1,424	64.3%	257	11.6%	2,216
Overall	**516**	**3.0%**	**5,311**	**30.9%**	**9,795**	**56.9%**	**1,581**	**9.2%**	**17,203**

C.5   Additional charts: age profile

The following charts display data on age by sex, disability status and race, as described in chapter 3. Females tended to be younger than males; white staff older than BME staff; and disabled staff older than non-disabled staff.

Staff numbers by sex and age

Staff disability status by age (%declared status only)

Staff race by age (%declared race only)
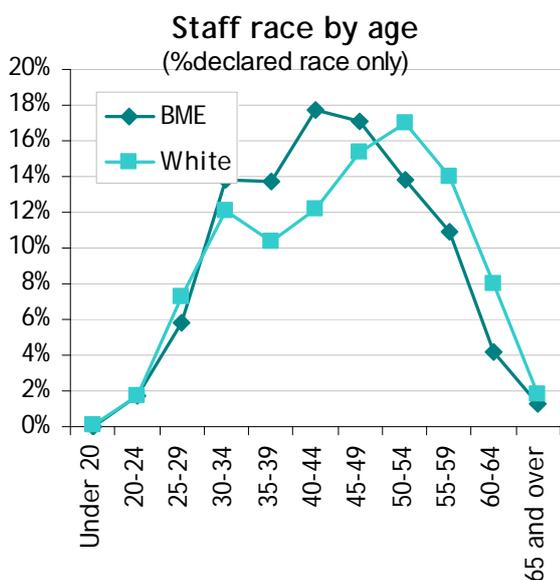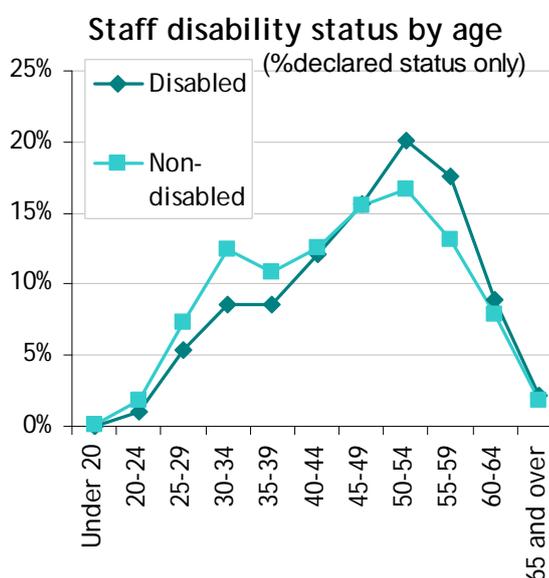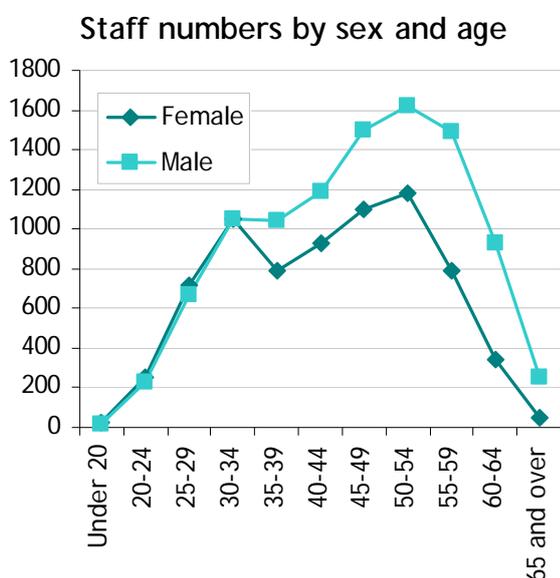
The following charts show the age profile of staff in each agency, grouped by similar shaped profiles.

Age of DVLA staff

Age of DSA MCA and VOSA staff

Age of DfTc HA and VCA staff