Equality Monitoring in Highways Agency

v1.0

In House Analytical Consultancy

Department for Transport

GORS
GOVERNMENT OPERATIONAL RESEARCH SERVICE

Contents

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.

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, sexual orientation, religion and belief, 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 Highways Agency Structure and organisation

The Highways Agency is an Executive Agency of the Department for Transport (DfT), and is responsible for operating, maintaining and improving the strategic road network in England.

As of 31st March 2013, there were 3,202 staff in post[1] in Highways Agency, split between the two parts of the Agency:

Traffic Officer Service: mainly Traffic Officers working on motorways to keep customers moving through helpful, accurate and timely information, dynamic traffic management and the efficient resolution of incidents (1,489 staff).

Non Traffic Officer Service: asset-based staff that deliver new road schemes, maintain the existing network, keep road users informed and provide business services to the Agency (1,713 staff).

Traffic Officer Service staff are based in various locations across England. Non Traffic Officer Service staff are based at nine main locations across England, with nearly a third based in Birmingham.

Please note that Senior Civil Service (SCS) staff are included in the Equality Monitoring analysis for DfT(c) and not in this report.

Staff numbers decreased by 4.4% in the 12 months to 31st March 2013. This decrease was roughly evenly split across the Traffic Officer and non Traffic Officer Services.

1.3 Key findings: Staff in post

Sex

28.5% of staff in the Highways Agency were female. Generally, the proportion of female staff decreased as pay band increased.

16.1% of staff in the Traffic Officer Service were female. In all seven traffic regions, females were underrepresented, compared with the local working-age population for each traffic region.

39.4% of staff in the non Traffic Officer Service were female. At four of the nine

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1 This excludes staff on long-term leave (for instance maternity leave and career breaks), and staff who are not civil

servants (e.g. consultants, temporary administrators, etc.), and therefore differs from the 3,335 headcount at Highways Agency on this date.

main locations (Bristol, Birmingham, Leeds and Dorking), the proportions of female staff were significantly lower than their respective local working-age populations.

Race

84.9% of Highways Agency staff had declared their race. Of those who had declared their race 9.0% had identified themselves as black or minority ethnic (BME)[2].

In the Traffic Officer Service, 83.5% had declared their race, of which 4.7% were BME. There were fewer BME staff in the South East including London traffic area and in the West Midlands traffic area, compared with local working-age populations.

In the non Traffic Officer Service, 86.0% of staff had declared their race. Of these, 12.6% were BME. There were no significant differences in any locations between the proportions of BME staff and the local working-age populations.

Disability status

In the Highways Agency as a whole, over three quarters (78.7%) of staff had declared their disability status. Of those that had declared their disability status, 6.9% had declared themselves disabled[3].

In the Traffic Officer Service, 79.4% had declared their disability status, of which

5.3% were disabled. All traffic areas regions had significantly lower proportions of disabled staff compared with the proportion of disabled people in local working-age populations.

In the non Traffic Officer Service, 78.0% of staff had declared their disability status, of which 8.2% were disabled. The proportions of disabled staff in Bedford, Birmingham, Dorking, Leeds and Manchester were significantly lower than the local working-age populations.

Age

In the Highways Agency as a whole, almost three quarters of staff were 40 years or older.

Working pattern

10.2% of Highways Agency staff worked part time. In general the proportion of part-time staff decreased as pay band increased. In both the Traffic Officer Service and non Traffic Officer Service, part-time staff were more likely to be female and older than their full-time colleagues.

1.4   Key findings: Learning and development

Staff had an average of 1.6 days of recorded training per staff in post.

In the Traffic Officer Service, staff had an average of 2.0 days per staff in post. Full-time staff were more likely to have undertaken training than part-time staff. Staff in PB5, PB6, TM2 and TM3 were less likely to have had training than other staff. Staff that had had sickness absence were less likely to have had training than staff that had not had sickness absence.

In the Non Traffic Officer Service, staff had an average of 1.3 days per staff in post. Younger staff were more likely to have undertaken training than younger

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[2] It should be noted that there were fewer staff declaring themselves BME than staff not specifying their race, thus all race findings should be treated with caution.

[3] 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; it should be noted that there were fewer staff declaring themselves disabled than staff not specifying their disability status, thus all disability findings should be treated with caution.

staff, as were full-time staff than part-time staff. Staff in PB2, PB3 or PB4 were less likely to have had training than their colleagues.

1.5   Key findings: Recruitment

There were 149 Highways Agency recruitment campaigns with 2,386 applications received in total.

Of applicants declaring their sex, a third were female. Of applicants declaring their disability status, 3.8% were disabled. There was a low race declaration rate (below 50%) which meant that race analysis of applications was not possible.

46.8% of applications considered at sift were successful. At interview, 36.5% of applicants interviewed were successful. 13.1% of all applicants were appointed. The proportion of BME applicants being appointed was significantly lower than the proportion of white applicants being appointed.

1.6   Key findings: Sickness absence

On average, Highways Agency staff that were in post at 31st March 2013 had had an average of 8.6 days of sickness absence each in 2012/13[4].

59.4% of staff had had some sickness absence during the reporting year. Of these staff, the average total days lost was 14.5 days.

In the Traffic Officer Service, 68.2% of staff had had sickness absence, of these each had an average of 16.6 days

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[4] These figures do not match the sickness absence figures reported quarterly to the Cabinet Office, as different methodology is used. The Cabinet Office report an average of 9.35 days of sickness absence per staff member in 2012/13, which should remain the official source.

sickness absence. Averaged over all staff in the Traffic Officer Service, each staff lost 11.3 days.

Of the 51.7% of non Traffic Officer Service staff that had had sickness absence, each had on average 12.1 days of sickness absence. This is equivalent to 6.3 days of sickness absence for every non Traffic Officer Service staff.

In the Highways Agency as a whole, female staff had had significantly more sickness absence days (9.3 days, on average), and proportionately more female staff had had sickness absence (65.1%), compared with male staff (8.4 days, on average and 57.1% respectively).

Disabled staff were significantly more likely to have had sickness absence and had more sickness absence than their colleagues.

Older staff tended to have had more sickness absence days than younger staff.

1.7   Key findings: Grievances and discipline

There were 40 grievance cases raised in 2012/13 in the Highways Agency. There were proportionately more raised by Traffic Officer Service staff than non Traffic Officer Service staff.

114 discipline cases were raised in 2012/13. Significantly more discipline cases were against Traffic Officer Service staff than non Traffic Officer Service staff. There were more discipline cases raised against full-time staff in comparison with part-time staff, and more against male staff than female staff.

1.8   Key findings: Performance management

In the Traffic Officer Service, 1,343 staff had returned a PDP box mark. Staff that had no sickness absence, were in pay band TM2, were younger or were full-time were more likely to have received a "box 1 – outstanding performance" mark compared with other Traffic Officer Service staff.

Staff that had had sickness absence, were not in pay band TM1B or were older were more likely to have received a "box 3 – developing performance" mark compared with other Traffic Officer Service staff.

In the Non Traffic Officer Service, 1,313 staff had returned a PDP box mark. Staff that were full-time, had no sickness absence, were white or were younger were more likely to have received a "box 1" mark compared with other non Traffic Officer Service staff.

Staff that had had sickness absence, were male, were in PB2 or were BME were more likely to have received a "box 3" mark compared with other non Traffic Officer Service staff.

1.9   Information quality and recommendations

The quality of the data overall was very good as was the assistance and additional information provided in order to help process and analyse the data.

Declaration rates (not including 'prefer not to say' or equivalent responses, where applicable) for race, disability status, sexual orientation and religion/belief were similar to last year's declaration rates. The declaration rates were generally sufficient for analysis except for sexual orientation and religion and belief.

High declaration rates are beneficial for robust analysis. Low declaration rates can affect the quality of the analysis, particularly when there are more staff with unknown characteristics than there are with the minority characteristics.

Chapter 2: Introduction

2.1 Equality Monitoring

This report contains an analysis of the diversity of Highways Agency staff for 2012-13.

The aims of the analysis were to:

- identify differences between diversity groups within Highways Agency;

- compare the diversity of Highways Agency 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.

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 Highways Agency HR, and has been summarised in the annex tables provided with this analysis. Recruitment data was provided by the DfT Resourcing Group (DRG).

2.3 Data coverage and quality

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

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[5] and career breaks) are not included in the analysis, and nor are staff who are not civil servants (e.g. contingent labour and consultants).

Data on staff sex, age and pay band are held for each member of staff, but data on disability, race, sexual orientation, and religion and belief are voluntarily provided. As a result, and because staff may be unwilling to provide this information, these data sometimes have significant numbers of unknowns or undeclared statuses and subsequently analysis was not always possible.

The staff within this report were categorised into two groups for the

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[5] 37 staff were on maternity leave on 31st March 2013.

majority of the analysis: Traffic Officer Service and non Traffic Officer Service staff:

- **Traffic Officer Service:** comprised mainly of Traffic Officers working on motorways to keep customers moving through helpful, accurate and timely information, dynamic traffic management and the efficient resolution of incidents.

- **Non Traffic Officer Service:** comprised of asset-based staff that deliver new road schemes, maintain the existing network, keep road users informed and provide business services to the Agency.

2.4   Declaration rates

All employees are encouraged to complete an equality monitoring form which records their race, religion and 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).

The table below shows 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.

Protected characteristic	Declaration rate
Age	100%
Sex	100%
Race	96.6%
Disability status	78.7%[6]
Sexual orientation	92.8%
Religion and belief	92.6%

Throughout the remainder of this report 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.

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[6] This is the percentage of staff that stated that they had a disability or did not have a disability; 'prefer not to say' is not offered as an option for Highways Agency staff and thus are assumed to be within the unknown/not stated group for the purposes of this report.

Chapter 3: Staff in post and geographical distribution of staff

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

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

Key findings

- 3,202 staff were in post at Highways Agency on 31st March 2013.

- 28.5% of staff were female; 84.9% of staff had declared their race, 9.0% of which had identified themselves as black or minority ethnic (BME); 78.7% of staff had a recorded disability status, of which 6.9% had declared themselves disabled.

- Proportions of female staff, BME staff and disabled staff were all significantly lower than their respective working-age population proportions.

- The staff age profile was older than expected, with 72.0% of staff aged 40 years and older compared with 49.9% in the GB working-age population.

Traffic Officer Service

- 1,489 staff - 46.5% of Highways Agency - at various bases across England. 16.1% of staff were female; 83.5% had declared their race, of which 4.7% were BME; 79.4% had declared their disability status, of which 5.3% were disabled.
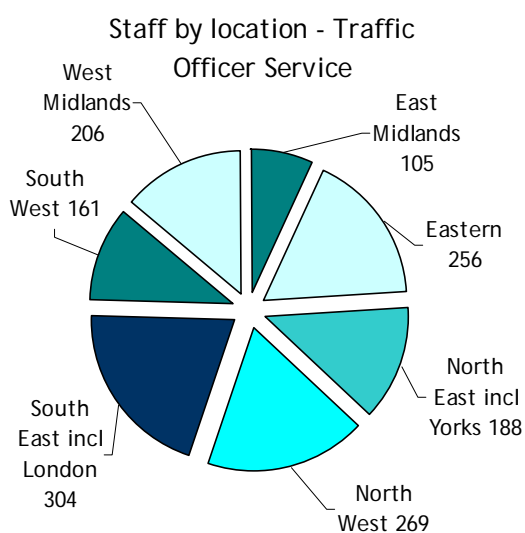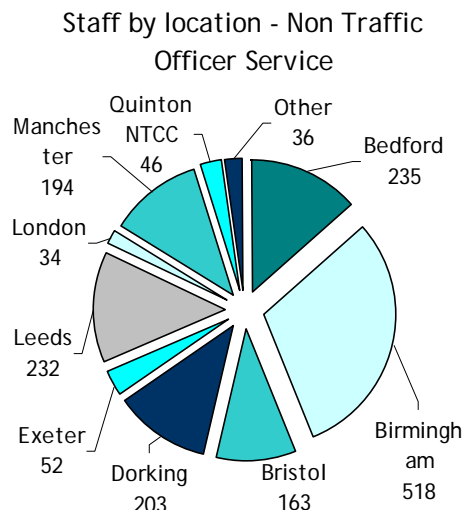
Non-traffic Officer Service

- 1,713 staff – 46.5% Highways Agency – mainly based at nine locations; the most in one location were in Birmingham (30%). 39.4% of staff were female; 86.0% had declared their race, of which 12.6% were BME; 78.0% had declared their disability status, of which 8.2% were disabled.

3.1   Geographical distribution of Highways Agency staff

At the end of 31st March 2013 there were 3,202 staff in post at Highways Agency based at 48 locations[7] in England.

Nearly half (46.5%; 1,489 staff) of all Highways Agency staff were in the Traffic Officer Service, which has various bases across England. Of the seven traffic regions, Eastern, North West and South East regions were the largest, with almost 56% of the Traffic Officer Service staff between them.

Staff by location - Non Traffic Officer Service

There were 1,713 staff in the non Traffic Officer Service. 30.2% of staff (518) were based in Birmingham, the largest location by number of staff. This was followed by Bedford and Leeds, with 13.7% of staff and 13.5% of staff respectively.

Staff by location - Traffic Officer Service

3.2   Diversity profile of Highways Agency staff

For all diversity types, comparisons have been drawn with local working-age populations. Nine different towns/cities and seven traffic regions have been considered, as shown in the two charts above.

Local working-age populations have been drawn from the cities in question and their surrounding local authority areas, or from the cities and local authorities covered by the traffic regions.

The following sections consider Highways Agency staff as a whole as well as Traffic Officer Service staff and non Traffic Officer Service staff separately, as the locations of these two different staff groupings are different.

3.2.1 Sex by location

Highways Agency as a whole

Females were underrepresented in the Highways Agency (28.5% of all staff were female) compared with the GB working-age population (50.0% females). This under-representation was present in both parts of the Agency but more pronounced in the Traffic Officer Service

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[7]Compared with 49 buildings/locations in last year's report – Dartford East Outstation was closed after last year's report had been produced

(16.1% female staff) than in the non Traffic Officer Service (39.4% female staff).

3.2.2 Sex by job type

Traffic Officer Service

Of the 1,489 staff in the Traffic Officer Service, 83.9% were male.

In all seven traffic regions, females were underrepresented. The proportion of female staff varied by traffic region from 12.0% in North West to 21.0% in North East. The proportion of female staff was significantly lower than the local working-age population for each traffic region.

There were significantly fewer female staff than expected at pay band TM1B in all traffic regions, compared with the proportion of female staff at other pay bands. The proportions of female staff were particularly low in the North West, South West and West Midlands traffic regions, where fewer than 1 in 10 staff at pay band TM1B were female (6.4%, 8.1% and 9.0% female staff, respectively).

In the Eastern and North West regions there were significantly fewer female staff than expected at all pay bands where analysis was possible (TM1A, TM1B and TM2). There were also significantly fewer females than expected at pay band TM2 in the East Midlands and South East traffic regions.

Non Traffic Officer Service

Of the 1,713 staff in the non Traffic Officer Service, 60.6% were male.

At all the main locations there were fewer female than male staff, with the proportion of female staff ranging from 32.4% in London to 48.1% in Exeter. At four of the nine main locations (Bristol,

Birmingham, Leeds and Dorking), the proportions of female staff were significantly lower than their respective local working-age populations. The proportion of female staff was lowest in London, but too few staff (34 in total) in the London meant analysis was not possible.

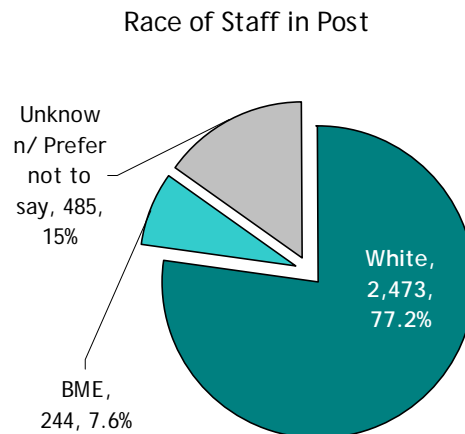Sex by location -
Non Traffic Officer Service
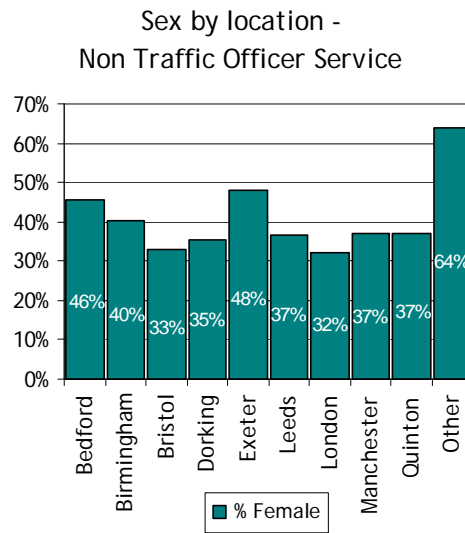
3.2.3 Race by location

Highways Agency as a whole

Of the 3,202 staff in the Highways Agency, 84.9% had declared their race.

Of those who had declared their race 9.0% had identified themselves as black or minority ethnic (BME).

Race of Staff in Post

As approximately twice as many staff had an undeclared or unknown race than had declared themselves BME, the certainty of the results may be affected.

The proportion of staff with unknown or undeclared race in the Traffic Officer Service (16.5%) was more than four times the number of staff declaring themselves BME (4.0%). In the non Traffic Officer Service, the proportion of staff with unknown or undeclared race was 14.0%, larger than the proportion of staff declaring themselves BME (10.8%).

Race by traffic area - Traffic Officer Service
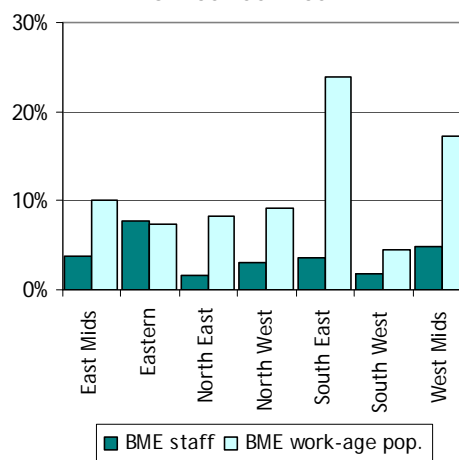

Race by group
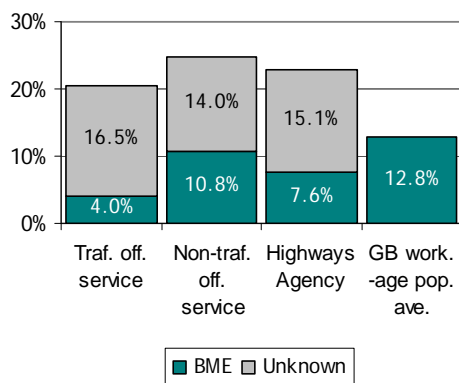
Traffic Officer Service

Of the 1,489 Traffic Officer Service staff, 83.5% had declared their race. Of those who had declared their race, 4.7% were BME.

In every traffic region, except Eastern, there were lower proportions of BME staff than in the local working-age population – in the South East region, the proportion was significantly lower (4.2% BME staff compared with 23.9% in the local working-age population), as was the proportion in the West Midlands region (5.7% BME staff compared with 17.3% in the local working-age population).

Race declaration rates varied by traffic region from 87.6% of staff declared in both the West Midlands and South West to 74.3% in the East Midlands region. These low declaration rates may affect the results reported above.

Non Traffic Officer Service

86.0% of non Traffic Officer Service staff had declared their race. Of those who had declared their race, 12.6% were BME.

At all locations except Birmingham (and in Exeter and the Outstations, where the staff numbers were too small to be able to draw a conclusion) the proportions of BME staff were lower but not significantly lower than the proportion of people identified as BME in the local working-age populations.

In Birmingham, the proportion of BME staff was higher, but not significantly highly than the proportion of BME in the local working-age population.

Race by location - Non Traffic
Officer Service
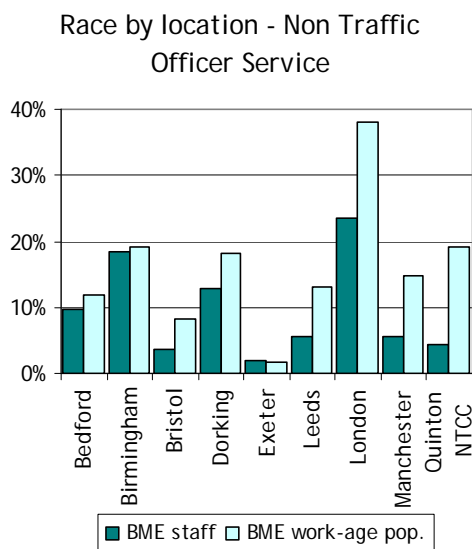
Race declaration varied by location with the lowest rate in Dorking (80.3%) and the highest rate in Exeter (96.2%).

3.2.4 Disability by location

Highways Agency as a whole

Over three quarters (78.7%) of staff declared their disability status. The high proportion of staff with unknown or undeclared disability status (21.3%), which was approximately four times the proportion declaring a disability, may affect the results reported below.

Of those who had declared their disability status, 6.9% had declared themselves disabled, significantly lower than the proportion in the GB working-age population (20.8%)[8]. From the most recently published figures (October 2012)[9], 8.3% of Civil Service staff who declared their disability status were disabled.

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[8] 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
[9] Civil Service Statistics, 2012, Office for National Statistics

Traffic Officer Service

79.4% of Traffic Officer Service staff declared their disability status. Of those staff declaring their disability status, 5.3% were disabled.

All traffic areas regions had significantly lower proportions of disabled staff compared with the proportion of disabled people in local working-age populations. The majority of traffic regions had fewer than ten staff declaring themselves as disabled.

The proportion of staff with a declared disability status varied by traffic region, from just over two thirds in the North East (68.3% declared) to 90.7% in the South West.

Non Traffic Officer Service

78.0% of staff declared their disability status. Of those staff declaring a disability status, 8.2% had identified themselves as disabled (110 staff).

Disability status by group
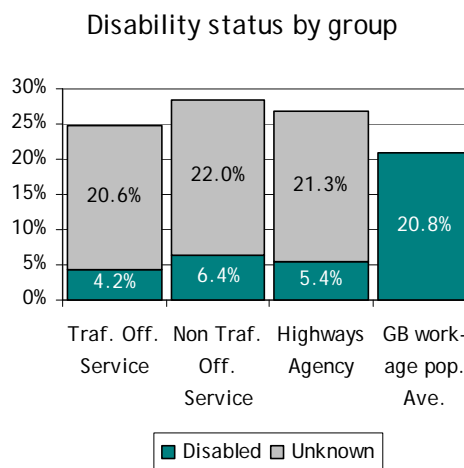
At all locations the proportion of disabled staff was lower than expected, compared with the local working-age populations – and significantly lower at Bedford, Birmingham, Dorking, Leeds and Manchester. However, all these locations had high undeclared/unknown disability rates.

The proportion of staff with a declared disability status varied by location from 65.0% at Dorking to 87.0% at Quinton NTCC.

3.2.5 Age by location

Highways Agency as a whole

In the Highways Agency almost three quarters of staff were aged 40 or older (72.0%) and 39.7% were aged 50 or older.

Age distribution - HA and GB working-age pop.
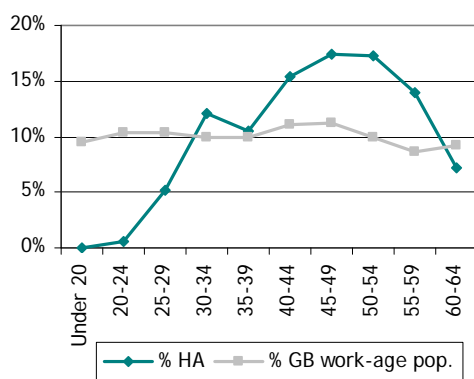

The Traffic Officer Service and non Traffic Officer Service had a similar staff age profile to that of the Highways Agency as a whole, with very few staff in their 20s or younger and large proportions of staff aged 40 or older.

Traffic Officer Service

In each traffic region, the age profile of staff was significantly different from the age profile of local working-age population. In particular, there were either none or very few staff under 25 years old in all of the traffic regions, with significant differences to the local working-age populations in all of the traffic regions except the East Midlands.

In many traffic regions, there were also significantly higher proportions of staff in one or more of the older age groups than in the local working-age populations.

There were significantly more staff aged 50-54 in the Eastern traffic region, aged 45-49 in the North West and aged 45-59 in the South East.

Non Traffic Officer Service

Non Traffic Officer Service staff tended to be older than the local working-age populations. In Bedford, Birmingham, Bristol, Leeds and Manchester, staff aged under 25 were found to be underrepresented and in Birmingham, Bristol and Dorking, 50-54 year old staff were overrepresented, when compared with their local working-age populations.

3.3   Sexual orientation

Of the 3,202 staff in post on 31st March 2013, 2,121 (66.2%) had declared their sexual orientation. Of these, 2,071 (97.6%) had declared themselves to be heterosexual and 50 (2.4%) had declared themselves to be a gay man, lesbian, or bisexual.

3.4   Religion and belief

As with sexual orientation, the declaration rate for religion and belief was low (54.2%).

Of the 1,736 staff on whom information was available, 1,543 (88.9%) declared a religion/belief, and 193 (11.1%) declared themselves as Atheist, Agnostic or having no religion/belief.

3.5   Maternity leave

There were 37 staff on paid or unpaid maternity leave at the end of March 2013. 49 staff returned from maternity leave into the agency 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: Traffic Officer Service and the non Traffic Officer Service.

The analysis takes each pay band in turn and compares it with all the others.

In this section, for example, "significantly more females than expected" means that there were significantly more females compared with the other pay bands, rather than with the local working-age population.

Key findings

- In general, the proportion of female staff decreased as pay band increased, particularly in the non Traffic Officer Service.

Traffic Officer Service

- There were significantly more females at pay band TM1A compared with females not at TM1A, and significantly fewer at pay band TM1B, compared with females not at TM1B.

- Significantly more white staff at TM2 compared with white staff not at TM2; there were significantly fewer disabled staff in pay band TM1B compared with disabled staff in the rest of the Traffic Officer Service.

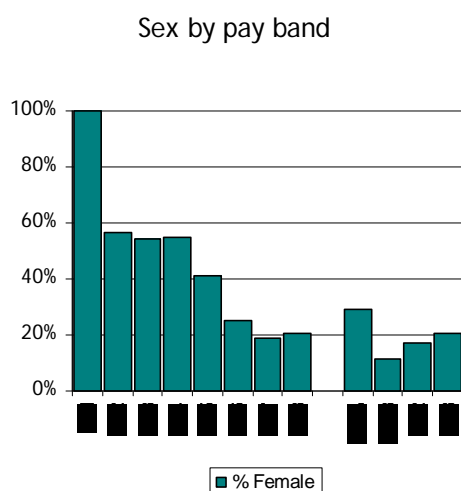### *Non-traffic Officer Service*

- There were significantly more females at PB3-5 than expected and fewer at PB6-8, compared with the other pay bands

- Compared with staff at other pay bands, there were significantly fewer white staff at PB2, fewer BME staff at PB4 and more white staff at PB8

- In PB2, there were significantly more disabled staff than expected, compared with other pay bands

4.1 Distribution of staff by diversity group

The following sections describe how staff in each diversity group were distributed within the Highways Agency.

4.1.1 Sex distribution

In general, the proportion of female staff decreased as pay band increased, particularly in the non Traffic Officer Service.

Sex by pay band

Traffic Officer Service

Within the Traffic Officer Service, there were significantly more females than expected at TM1A and significantly more males at TM1B, compared with the staff at other pay bands.

Non Traffic Officer Service

With the exception of PB8 and a small increase between PB3 and PB4, the proportion of female staff decreased as the pay band increased. Compared with staff at other pay bands, there were significantly more females than expected at PB2, PB3 and PB4 and significantly more males at pay bands PB6 and PB7.

4.1.2 Race distribution

In most pay bands there were fewer staff who had identified themselves as BME than staff with an undeclared race – this means that the results below have a large degree of uncertainty and therefore should be treated with caution.

Race by pay band
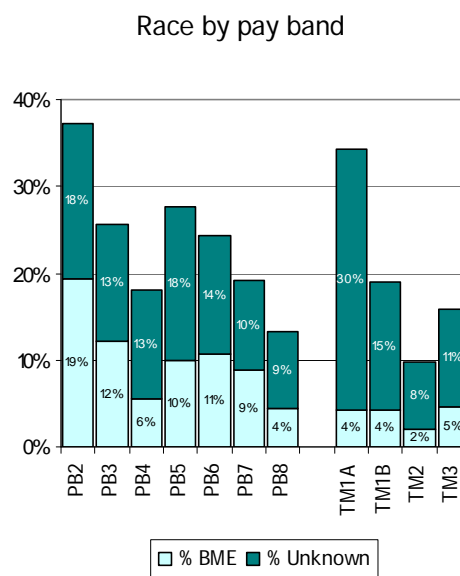
Traffic Officer Service

Significantly more staff declared themselves white at TM2 compared with other Traffic Officer Service pay bands.

Non Traffic Officer Service

Only PB2 had a higher proportion of staff identifying themselves as BME (19.4%) than the proportion of staff not declaring their race (17.9%).

Compared with staff at other pay bands, there were significantly fewer staff declaring themselves white at PB2, significantly fewer declaring themselves BME at PB4 and significantly more declaring themselves white at PB8.

4.1.3 Disability distribution

At every pay band the proportion of staff with undeclared disability status was much higher than the proportion of

disabled staff – consequently the results below should be treated with caution.

Disability status by pay band
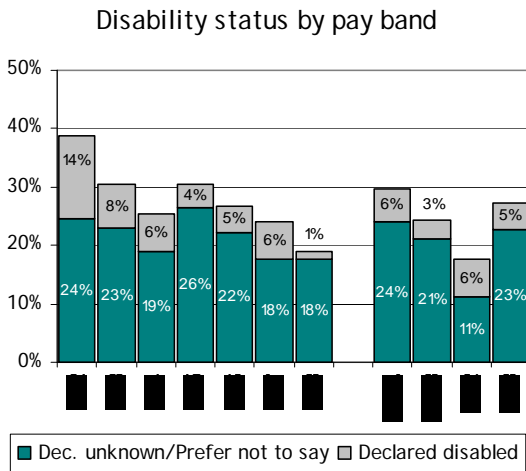
There were significantly fewer disabled staff in pay band TM1B than expected, compared with staff at other pay bands.

Non Traffic Officer Service

In PB2, there were significantly more disabled staff compared with staff at other pay bands.

Disability status by pay band (from respondents)
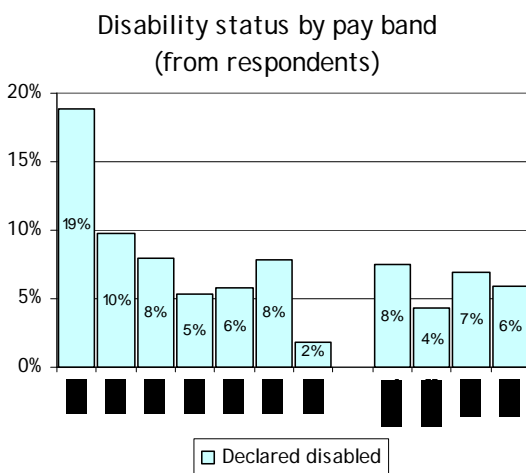
4.1.4 Age distribution

Traffic Officer Service

Compared with the staff in other pay bands in the Traffic Officer Service,

TM1A staff were significantly younger and TM1B staff significantly older.

The average age of Traffic Officer Service staff was 46.4 years old.

Non Traffic Officer Service

Staff in the middle pay bands (PB3, PB4 and PB5) were significantly younger and staff in the higher pay bands (PB6, PB7 and PB8) were significantly older than their respective colleagues. No age emphasis was observed for PB2 and no analysis was possible for PB1 with the low staff numbers in PB1.

Age distribution by pay band - Non-traffic Officer Service
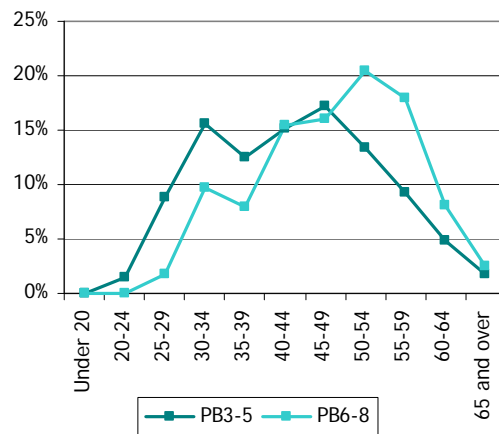
The average age of non Traffic Officer Service staff was 45.5 years old.

4.1.4.1 Age/sex

Traffic Officer Service

Generally, female staff were younger than male staff, with 46.0% of female staff older than 44 years and 61.4% of male staff older than 44 years.

The average age of female Traffic Officer Service staff was 42.8 years old; for males the average age was 47.1 years old.

Non Traffic Officer Service

The age profile of staff varied significantly by sex, females were generally younger than males.

In particular, there was a significantly high proportion of female staff compared with males in the 40-44 age band.

Age distribution by sex - non Traffic Officer Service

The average age of female non Traffic Officer Service staff was 43.5 years old; for males the average age was 46.7 years old.

4.1.4.2 Age/race

The average age of BME staff was 43.1 years old and for white staff was 46.6 years old.

Traffic Officer Service

BME staff tended to be younger than white staff – 62.7% of BME staff were under 45 years compared with 47.2% of white staff. However, there were no significant differences between the age profiles of white and BME staff.

Non Traffic Officer Service

The age profile of staff did not vary significantly by race.

4.1.4.3 Age/disability

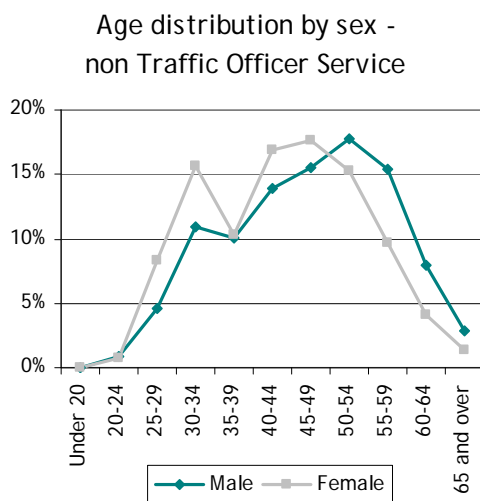The average age of disabled staff was 49.2 years old and for non-disabled staff was 45.8 years old.

In both the Traffic Officer Service and non Traffic Officer Service, disabled staff tended to be older than non-disabled staff, however in the few cases where testing was possible[10], there was no significance in the difference in the age profiles of disabled staff and non-disabled staff.

4.1.5 Working pattern

10.2% of Highways Agency staff worked part time (326 staff).

In general the proportion of part-time staff decreased as pay band increased.

4.1.5.1 Working pattern/pay band

Traffic Officer Service

Significantly more TM1A staff worked part time when compared with other Highways Agency staff.

Non Traffic Officer Service

Staff in PB2 were more likely to work part time than their non Traffic Officer Service colleagues in other pay bands; staff in PB7 and PB8 were more likely to be full-time than other non Traffic Officer Service staff.

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[10] Testing was possible for the North West traffic region for the Traffic Officer Service analysis and in Birmingham, Leeds, Manchester for the non Traffic Officer Servicer analysis

Working arrangements and sex
by pay band
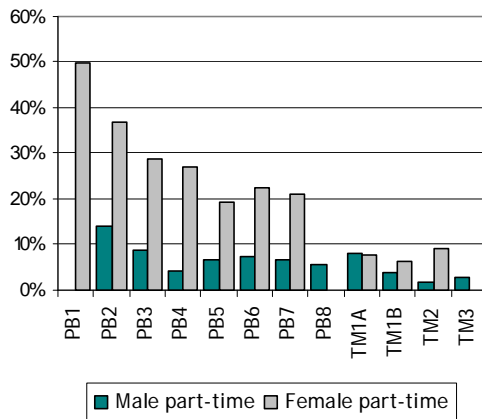
4.1.5.2 Working pattern/sex and age

For both Traffic Officer Service and non Traffic Officer Service staff, part-time staff were more likely to be female and older than their full-time colleagues.

The average age of part-time staff was 49.0 years old and for full-time staff was 45.5 years.

Working arr. and sex by age
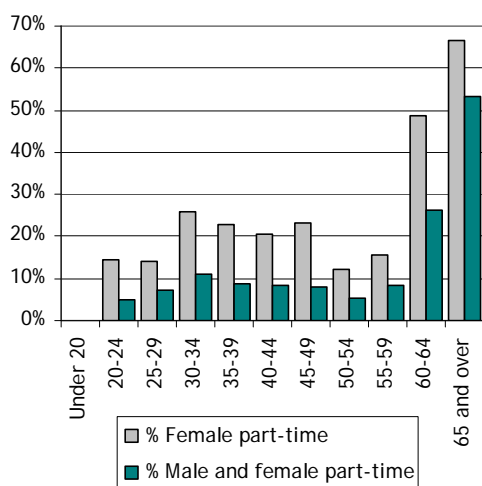
Chapter 5: Year on year comparisons

This chapter looks at how Highways Agency has changed in terms of diversity since the last Equality Monitoring report one year ago and beyond.

Key findings

- Overall a 4.4% decrease in staff from 2011/ 2012; comprising a 4.2% decrease in the Traffic Officer Service and a 4.9% decrease in the Non-traffic Officer Service.

- The proportions of BME staff, disabled staff, female staff and part time staff this year were similar (not significantly different) to last year's proportions for the Highways Agency as a whole and in the Traffic Officer Service and the non Traffic Officer Service.

- Race and disability declaration rates have remained similar compared with last year's data.

5.1   Year on year comparison

5.1.1 Staff numbers

Overall, Highways Agency decreased in size from 3,349 staff[11] in post on 31st March 2012 to 3,202 on 31st March 2013 – a 4.4% decrease. The Traffic Officer Service decreased by 63 staff (a 4.2% decrease) and the non Traffic Officer Service decreased by 84 staff (4.9% decrease).

Year on year staff numbers
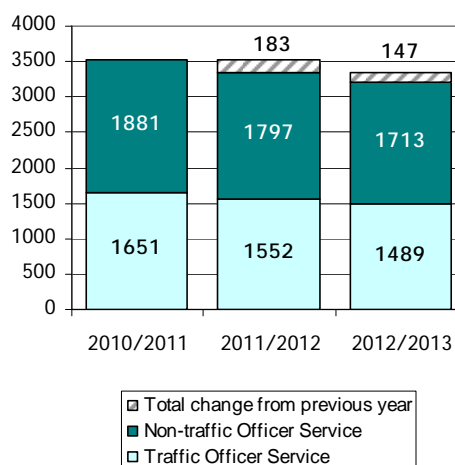
5.1.2 Change in diversity profile

5.1.2.1 Sex

The proportion of female staff in the agency as a whole was similar to last year's proportion (about 28.5%). The proportions of female staff in the Traffic Officer Service and the non Traffic Officer Service also remained similar to their respective last year's proportions with about 16% female staff in the Traffic Officer Service and about 39.5% in the rest of the Agency.

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[11] This is a decrease of one from last year's Highways Agency all-staff figure (one staff-in-post member was changed to a cessation after publication of last year's report)

5.1.2.2 Race

Declaration Rate

The declaration rate this year in the Highways Agency as a whole is similar to that of last year (about 85%). The race declaration rates in the Traffic and the non Traffic Services were similar from last year to this year, both also at about 85%.

Race by year
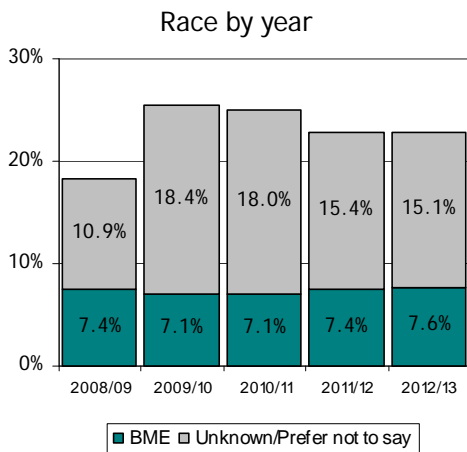
Race

Staff declaring themselves BME in the Highways Agency has remained fairly constant since last year (about 7.5% of all staff, or about 9% of staff that had a declared race). The proportion of BME staff did not differ significantly compared with last year's data in either of the Services (about 7.5% of the staff in the Traffic Officer Service and 11% of the staff in the non Traffic Officer Service).

5.1.2.3 Disability

Declaration Rate

The proportion of staff that had declared a disability status has remained roughly constant from last year to this year at about 88.5%. The declaration levels in the non Traffic Officer Service was also fairly constant from last year to this year (about 22%), and in the Traffic Officer Service (about 90%).

Disability status by year
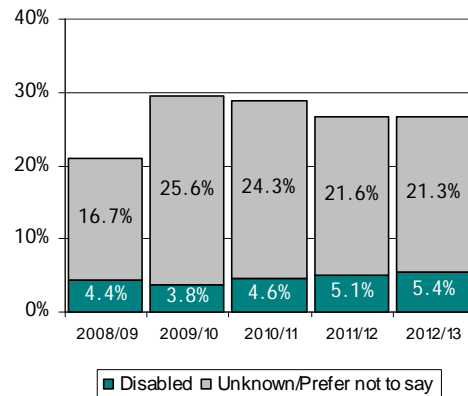
Disability

The proportion of disabled staff relative to all staff in the Highways Agency increased from last year to this year (from 5.1% in 2011/12 to 5.4% in 2012/13), though this increase was not statistically significant. In the non Traffic Officer Service, the proportion was very similar at about 6.4% (of the non Traffic Officer Service staff), whereas in the Traffic Officer Service this was about 4%.

5.1.2.4 Age

Compared with the previous year, staff in the Highways Agency were older by 0.9 years, on average, with an overall average age of 45.9 years. The average age of staff in the Traffic Officer Service had increased by 1.1 years from last year, and in the non Traffic Officer Service by 0.7 years.

5.1.2.5 Working pattern

In the Highways Agency as a whole, there were proportionately more part time staff in 2012/13 compared with 2011/12 (9.0% in 2011/12 to 10.2% in 2012/13), though this was not statistically significant. A similar pattern was seen in the Traffic Officer Service and the non Traffic Officer Service.

Chapter 6: Recruitment

This chapter considers the equality mix of candidates applying for roles within Highways Agency in 2012/13.

Recruitment analysis has been split into two sections:

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

The DfT recruitment freeze came into effect on May 18th, 2010 and restrictions continued during 2012/13.

Since 2010, the DfT Resourcing Group (DRG) has managed all of Highways Agency recruitment, and data is held on their behalf by DfT Shared Services[12]. Data was collected for all recruitment campaigns launched outside the Agency during 2012/13.

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

149 Highways Agency recruitment campaigns received 2,386 applications.

Diversity of applicants

- Of applicants declaring their sex, 67.0% were male.

- Of applicants declaring their disability status, 3.8% were disabled.

- The low race declaration rate (below 50%) meant that race analysis was not possible.

Success rates through the recruitment process

- Sift: 46.8% of applications considered at sift were successful.

- Interview: 36.5% of applicants interviewed were successful.

- Appointed: 13.1% of all applicants were appointed. The proportion of BME applicants being appointed was significantly lower than the proportion of white applicants being appointed.

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[12] Civil Service Recruitment started holding this data from mid March 2013.

6.1   Diversity of applicants

The 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 Highways Agency (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.

In total, 2,386 applications were received for 149[13] different recruitment campaigns. 88.4% of applications were received for posts in pay bands PB2 to PB5.The majority of applications were received for posts advertised across the Civil Service.

Advertising route	Number of campaigns	Applications received
Across the Civil Service	97	956
Outside the Civil Service	51	1,406

Applications were for posts in a variety of locations across England.

Location	Number of campaigns	Applications received
Bedford	18	146
Birmingham	40	469
Bristol	7	47
Dorking	30	424
Exeter	2	25
Leeds	10	128
Manchester	4	59
Quinton	2	128
Other locations	3	14

Various locations[14]	33	946

All but four campaigns sought to recruit to the Non-Traffic Officer Service.

	Number of campaigns	Applications received
Traffic Officer Service	4	395
Non-Traffic Officer Service	145	1,991

Due to low numbers of applications from some diversity sub-groups, analysis of these characteristics was not always possible

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

6.1.1 All locations

2,386 applications were received for Highways Agency posts in 2012/13.

Sex

The majority of applications, when the sex of the applicants was provided, were received from males (67.0%). No information was available on the sex of 35 applicants (1.5% of total applications).

Race

The declaration rate for race was 45.5%. Due to the low declaration rate, no race analysis was possible.

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[13] This figure includes one campaign (that received 24 applications) that was not stated as advertised for either across the Civil Service or outside the Civil Service

[14] Various locations comprise of campaigns where more than one work place is advertised

Disability

94.8% of applicants declared their disability status. Of these, 3.8% were disabled.

Religion and belief

86.6% of applicants declared their religious belief. Of these, 71.6% identified with a particular religion or belief; the remaining 28.4% declared they had no religion or belief.

Sexual orientation

90.4% of applicants declared their sexual orientation. Of these, 96.1% were heterosexual and the remaining 3.9% were lesbian, gay or bisexual.

6.1.2 Bedford

146 applications were received for the 18 recruitment campaigns for posts in Bedford.

Sex

There were significantly fewer female applicants to PB6 posts (10.7%) than expected when compared with the local working-age population (50.1% female).

6.1.3 Birmingham

469 applications were received for the 40 recruitment campaigns for posts in Birmingham.

Sex

There were significantly fewer female applicants to PB7 posts (9.1%) than expected when compared with the local working-age population (50.1% female).

Disability

There were significantly fewer applicants to PB4 and PB5 posts that declared themselves disabled (2.9% and 4.3% respectively) than expected when

compared with the local working-age population (21.3%).

Considering applications to posts in PB6, PB7 and PB8 combined, there were fewer disabled applicants than expected compared with the local working-age population.

6.1.4 Dorking

424 applications were received for the 30 recruitment campaigns for posts in Dorking.

Sex

There was a significantly lower proportion of female applicants to PB5 and PB6 posts (32.7% and 16.7% respectively) than the proportion of females in the local working-age population (50.6%).

Disability

There were significantly fewer disabled applicants to PB5 posts (2.4%) than expected when compared with the proportion of disabled in the local working-age population (16.2%).

6.1.5 Leeds

128 applications were received for the 10 recruitment campaigns for posts in Leeds.

Disability

There were fewer disabled applicants (3.5%) than expected compared with the proportion of disabled people in the local working-age population (20.8%).

6.1.6 Manchester

59 applications were received for the four recruitment campaigns for posts in Manchester.

Sex

Overall there were fewer female applicants (20.7%) than expected compared with the proportion of females in the local working-age population (49.9%). Females were significantly underrepresented in applications to PB5 posts, where only 19.5% of applicants were female.

6.1.7 Quinton NTCC

128 applications were received for the two recruitment campaigns for posts in Quinton NTCC.

Sex

There were significantly fewer female applicants (33.6%) than expected, compared with the proportion of females in the local working-age population (50.1%).

Disability

There were fewer disabled applicants for PB2 posts (6.0%) than expected compared with the local disabled working-age population (21.3% 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 civil service or outside the civil service.

Applications where the sex of the applicant was unknown or undeclared (35 applications) and where the outcome of the sifting stage was unknown (usually due to the applicant withdrawing from the campaign, 165 cases) were excluded from the analysis.

6.2.1 Sift

Of the 2,221 applications considered in the sift[15], 1,040 were successful (46.8%).

For PB2 posts, there were more disabled applicants successful at sift than non-disabled applicants and applicants with an unknown disability status.

For PB3 posts, applicants that had declared their disability were less likely to have been successful at sift than the other PB3 applicants.

For PB4 posts, there were more female applicants successful at sift, in comparison with male applicants.

For PB5 posts, applicants that had declared a religion were more likely to have been successful at sift than other applicants.

6.2.2 Interview

Of the 1,040 candidates that were successful at sift, 872 were interviewed. The remainder are assumed to have withdrawn before interview. 318 candidates were successful at interview (i.e. 36.5% of the candidates interviewed).

Interviewees for PB2 posts had a significantly lower success rate than those for other pay bands. However, this result is likely to be, in part, a consequence of the large number of interviewees for PB2 posts.

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[15] 165 applications did not reach the sift phase of the recruitment process

For PB2 posts, there were more female interviewees successful at interview compared with male applicants.

For PB3 posts, there were more disabled interviewees compared with other interviewees.

For PB5 posts, heterosexual interviewees were more successful at interview than other interviewees. Also for PB5 interviewees, more non-disabled interviewees were successful at interview compared with other interviewees for PB5 posts.

Interviewees for PB6 posts that had not declared their religion or belief were more likely to have been successful at interview than other interviewees for PB6 posts.

6.2.3 Appointed (offered a job)

313 applicants were appointed, which is 13.1% of the applications received.[16]

The proportion of BME applicants being appointed was significantly lower than the proportion of white applicants being appointed.

The proportion of female PB2-PB3 applicants appointed was significantly higher than the proportion of male PB2-PB3 applicants appointed. Where PB2 and PB3 are looked at individually, there is no significant difference between male and female appointments.

Proportionately fewer PB2 applicants were appointed compared with applicants to other pay bands. However, this result is likely to be, in part, a consequence of the large number of applications to PB2 posts.

More PB4 applicants that had not declared their sexual orientation were appointed, compared with other PB4 applicants.

For PB5 posts, applicants that were non-disabled were more likely to have been appointed compared to disabled applicants and applicants that had not declared their disability status. For PB5 posts, heterosexual applicants were more likely to be appointed than other applicants.

For PB6 posts, fewer applicants that had a declared religion or belief were appointed compared with other PB6 post applicants.

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[16] The recruitment outcome of one applicant/candidate was unknown at the end of the recruitment process

Chapter 7: Ceased employment

This chapter compares the profile of staff that left Highways Agency during 2012/2013 with that of the staff in post at the end of the reporting year.

> ### Key findings
>
> - 204 staff left the Highways Agency in 2012/13 (6.1% of staff in post at beginning of 2012/13).
> - There were proportionately fewer leaving the Traffic Officer Service (5.4%) compared with the non Traffic Officer Service (7.2%).

7.1 Ceased employment

204 staff left the Highways Agency during 2012/13 – 6.1% of staff that had been in post at the beginning of the year.

A lower proportion of staff left the Traffic Officer Service (4.5% or 80 staff) than the rest of the Agency (5.9% or 124 staff).

The small number of cessations in the Traffic Officer Service means that statistical analysis of the diversity of these leavers was not always possible.

Detailed analysis into the reason for leaving has not been carried out as the numbers in some categories were too small. The majority of staff left voluntarily (94.1%) e.g. through transfers out to other civil service roles, resignations or through retirement.

Generally, the diversity profile of staff leaving was broadly similar to the diversity profile of staff in post. Exceptions to this are given below.

7.1.1 Disability

In PB2, proportionality fewer disabled staff left, compared with the proportion of disabled staff in post.

7.1.2 Job role (or working pattern)

In PB7, there were significantly more part-time leavers, compared with other staff in post.

7.1.3 Pay band

There were significantly fewer leavers in pay bands TM1B and PB5 than expected, compared with staff in post. When considering only staff in the Traffic Officer Service, there were significantly

more TM1A leavers than expected,
compared with staff in post.

Chapter 8: Performance assessment

This chapter looks at the Personal Development Plans (PDPs) for the reporting year ending 31st March 2013.

At the end of each reporting year, Highways Agency employees are awarded a performance assessment mark, based on their end-of-year reports. Employees were awarded any one of the four box marks:

- Outstanding performance ("box 1")

- Target performance ("box 2")

- Developing performance ("box 3")

- Unacceptable performance ("box 4")

The analysis examines whether there was a significant difference between the profile of those achieving the top box mark (1, Outstanding performance), and those that did not receive that mark.

In addition, analysis also looks for any significant differences in the diversity profile of those achieving the box mark 3 (Developing performance) (Not achieved) compared to staff receiving other box marks.

Key findings

Traffic Officer Service

- 1,343 staff had returned a PDP box mark.

- Staff that had had no sickness absence, were in pay band TM2, were younger or were full-time were more likely to have received a "box 1" mark compared with other Traffic Officer Service staff.

- Staff that had had sickness absence, were not in pay band TM1B or were older were more likely to have received a "box 3" mark compared with other Traffic Officer Service staff.

Non Traffic Officer Service

- 1,313 staff had returned a PDP box mark.

- Staff that were full-time, had had no sickness absence, were white or were younger were more likely to have received a "box 1" mark compared with other non Traffic Officer Service staff.

- Staff that had had sickness absence, were male, were in PB2 or were BME were more likely to have received a "box 3" mark compared with other non Traffic Officer Service staff.

8.1 Headline results

There were 2,656 staff returning a PDP box mark. 348 (13.1%) received an "outstanding performance", "box 1" mark, 2,157 (81.2%) received a "box 2" mark, 147 (5.5%) "box 3" mark and four staff (0.2%) a "box 4" mark.

8.2 Traffic Officer Service

Of the 1,343 staff returning a PDP box mark, 146 (10.9%) received an "outstanding performance" ("box 1") mark, 1,115 (83.0%) a "box 2" mark, 80 (6.0%) a "box 3" mark and two staff (0.1%) a "box 4" mark.

8.2.1 "Box 1" marks

Several factors were associated with the likelihood of having received a "box 1" mark. In order of significance, from most significant, these were:

- Sickness absence,
- Pay band,
- Age, and
- Working pattern.

Sickness absence

Staff that had had sickness absence were less likely to have received a "box 1" mark (10.1%) than staff who had not had any sickness absence (18.3%). When pay bands were looked at individually, TM1B and TM2 staff that had sickness absence were less likely to have received a "box 1" mark than other staff in those pay bands.

Pay band

Staff at TM2 were significantly more likely to have received a "box 1" mark than staff in other Traffic Officer pay bands.

PDP box marks received, by pay band

Age

Younger staff were more likely to have received a "box 1" mark than older staff. In particular, in pay band TM1A, younger staff were more likely to have received a "box 1" mark than older staff.

Working pattern

Full-time staff were more likely to have received a "box 1" mark (11.3%), compared with part-time staff (3.1%). This was particularly evident at pay band TM1B.

8.2.2 "Box 3" marks

Three factors were associated with the likelihood of having received a "box 3" mark. In order of significance, from most significant, these were:

- Sickness absence,
- Pay band, and
- Age.

Sickness absence

Staff that had had sickness absence were significantly more likely to have received a "box 3" mark (6.4%) than staff who had not had any sickness absence (1.6%). This was particularly evident in

pay bands TM1A and TM1B, when pay bands were analysed individually.

Pay band

TM1B staff were less likely to have received a "box 3" mark compared with staff in other pay bands.

Age

Older staff were more likely to have received a "box 3" mark than younger staff. In particular, staff in TM1A receiving a "box 3" mark were more likely to be older than younger.

8.3   Non Traffic Officer Service

Of the 1,313 staff returning a PDP box mark, 202 (15.4%) received a "box 1" mark, 1,042 (79.4%) a "box 2" mark, 67 (5.1%) "box 3" mark, and two (0.2%) a "box 4" mark.

8.3.1 "Box 1" marks

A few factors were associated with the likelihood of having received a "box 1" mark. In order of significance, these were:

- Working pattern,
- Sickness absence,
- Race,
- Number of reportees, and
- Age.

Sex was also found to be a significant factor when looking at the individual pay bands, but not overall.

Working pattern

Full-time staff were significantly more likely to have received a "box 1" mark (16.8%) than part-time staff (7.4%). This was true for PB5 and PB6 staff, when pay bands were analysed individually.
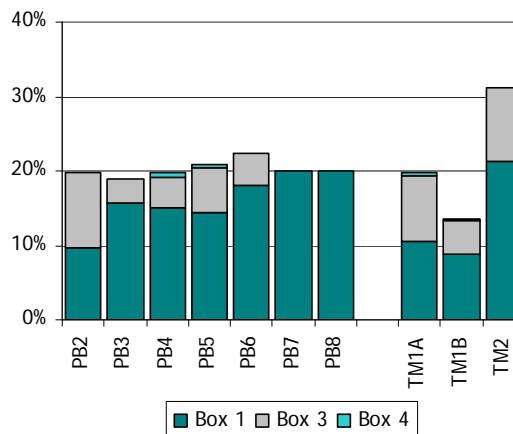
Sickness absence

Staff that had had sickness absence were less likely to have received a "box 1" mark (14.7%) than staff that had not had any sickness absence (19.0%). This was particularly evident in PB5 and PB6 when each pay band was analysed individually, which may be contributing to the overall effect in the non Traffic Officer Service.

Race

White staff were significantly more likely to have received a "box 1" mark (17.1%) than BME staff (7.1%), or staff who had not declared their race (12.2%). This was also significant when considering only PB5 staff.

In PB6, there were proportionately fewer BME staff that had received a "box 1" mark compared with white staff and staff that had not declared their race.

Number of reportees

Staff that had reportees who returned a PDP mark were more likely to have received a "box 1".

Age

Younger staff were significantly more likely to have received a "box 1" mark than older staff.

Sex

More female staff in PB6 received a "box 1" mark than male staff.

8.3.2 "Box 3" marks

A few factors were associated with the likelihood of having received a "box 3" mark. In order of significance, these were:

- Sickness absence,
- Number of reportees,
- Sex,

- Pay band, and

- Race.

Sickness absence

Staff that had had sickness absence were significantly more likely to have received a "box 3" mark (5.5%) than staff that had not had any sickness absence (2.9%).

Number of reportees

Staff that had no reportees that returned a PDP box mark were more likely to have received a "box 3".

Sex

Male staff were more likely to have received a "box 3" (6.6%) mark compared with female staff (3.2%).

Pay band

Staff in PB2 were more likely to have received a "box 3" mark compared with staff in the other pay bands.

Race

BME staff were more likely to have received a "box 3" mark (10.7%) than white staff (4.0%) or staff that had not declared their race (6.6%). This was particularly true for staff in PB5 and PB6.

Chapter 9: Learning and development

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

The training analysed here only includes training booked and recorded through the Highways Agency learning team. It is therefore likely that this understates the total amount of learning and development activity actually undertaken.

All reference to "training" in this chapter means recorded training as described above.

Key findings

- Staff had 5,235 days of recorded training, an average of 1.6 days per staff in post.
- Training was more likely to have been undertaken by Traffic Officer Service staff, younger staff, full-time staff, staff that had not had sickness absence and TM1B staff. PB2, PB3 and PB4 staff were less likely to have had training.

Traffic Officer Service

- Staff had 2,988 days of recorded training, an average of 2.0 days per staff in post.
- Training was more likely to have been undertaken by full-time staff than other staff. Staff in PB5, PB6, TM2 and TM3 were less likely to have had training than other staff. Staff that had had sickness absence were less likely to have had training.
- More training days were associated with staff in pay band TM1B, staff in PB6 and staff that had had no sickness absence.

Non Traffic Officer Service

- Staff had 2,247 days of recorded training, an average of 1.3 days per staff in post.
- Training was more likely to have been undertaken by younger staff and full-time staff. Staff in PB2, PB3 or PB4 were less likely to have had training.
- More training days were associated with younger staff and full-time staff; staff that were in PB2, PB3 or PB4 had fewer training days than other staff.

9.1 Recorded training by diversity group

Staff undertook 5,235 days of recorded training in 2012/13 – an average of 1.6 days per staff in post. Staff that had had training (63.8%) took part in an average of 2.6 days per person.

Traffic Officer Service staff were significantly more likely to have undertaken training (84.8% of staff) than their non Traffic Officer Service colleagues (45.6% of staff had had training).

For the Highways Agency as a whole, training was more likely to have been undertaken by younger staff and full-time staff. In addition, younger and full-time staff had more days of training than expected; staff that had had sickness absence had fewer days training.

Staff in pay band TM1B were more likely to have had training and had more training days, whereas staff in PB2, PB3 and PB4 were less likely to have had training and had fewer training days, compared staff at other pay bands.

9.1.1 Traffic Officer Service

Traffic Officer Service staff undertook 2,988 days of recorded training in 2012/13 – an average of 2.0 days per staff in post. Staff that had had training (84.8%) took part in an average of 2.4 days per person.

Staff in PB5, PB6, TM2 and TM3 were less likely to have had training than staff in other pay bands, as were staff that had had sickness absence compared with staff that had not had sickness absence.

Within pay band TM1B, older staff were less likely to have had training than younger staff, as were staff that had had

sickness absence compared with staff that had had no sickness absence.

Across all Traffic Officer Service staff, TM1B and PB6 staff had more training days than staff in other pay bands, and staff who had had sickness absence had fewer training days than staff with no sickness absence, particularly for staff in TM1B.

In pay bands TM1A, TM1B and TM2, younger staff were more likely to have had more training days than older staff in the same pay band.

9.1.2 Non Traffic Officer Service

Non Traffic Officer Service staff undertook 2,247 days of recorded training in 2012/13 – an average of 1.3 days per staff in post. Staff that had had training (45.6%), took part in an average of 2.9 days per person.

Across all Non Traffic Officer Service staff, younger staff were more likely to have had training than older staff, as were full-time staff than part-time. Staff in PB2 and PB3 were less likely to have had training than staff in other pay bands.

Within PB3, younger staff and full-time staff were more likely to have received training.

Within PB5 and PB8, full-time staff were more likely to have had training than part-time staff in those pay bands.

In PB6, male staff were more likely to have had training than female staff. Staff that had not had sickness absence were more likely to have had training than staff that had had sickness absence.

Across all non Traffic Officer Service staff, younger staff were more likely to have had more training days than older

staff, as were full-time staff than part-time staff and staff in PB2 or PB3 than staff in other pay bands.

In PB3, younger and full-time non Traffic Officer staff were more likely to have had a greater number of training days than other staff in PB3. This was also the case for staff in PB4.

Within PB5 and within PB6, younger staff were more likely to have had more training days than older staff.

In PB7, staff that were part-time had more training days than full-time staff.

PB8 staff that had more training days were more likely to be younger and to have not declared their race than their PB8 colleagues.

Chapter 10: Grievances and discipline

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

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

Key findings

- 40 grievance cases were raised in 2012/13.

- Significantly more grievance cases were raised by Traffic Officer Service staff than non Traffic Officer Service staff.

- 114 discipline cases were raised in 2012/13.

- Significantly more discipline cases were against Traffic Officer Service staff than non Traffic Officer Service staff, full-time than part-time staff and male than female staff.

10.1 Grievance cases

There were 40 grievance cases raised by staff in 2012/13. Taking into account the proportion of Traffic Officer Service staff to non Traffic Officer Service staff, there were more grievance cases raised by Traffic Officer Service staff. 35 (87.5%) cases were raised in the Traffic Officer Service and five (12.5%) in the non Traffic Officer Service.

Nine (22.5%) of the grievance cases were raised by female staff.

One case was raised by staff from a BME group and six by staff of undeclared race.

Seven grievance cases were raised by staff who had declared themselves disabled and three were raised by staff who had not declared their disability status.

Almost three quarters (29, 72.5%) of the grievance cases were raised by staff in pay band TM1B.

10.2 Discipline cases

There were 114 discipline cases in 2012/13, an increase from 14 discipline cases in 2011/12. Traffic Officer Service staff were more likely to have had a discipline case against them than non Traffic Officer Service staff

Full-time staff were more likely to have had a discipline case than part-time staff.

14 cases were against female staff (12.3% of all discipline cases). Female staff were less likely to have had a discipline case against them than male staff.

Eight cases were against staff from a BME group (7.0%) and 24 against staff with undeclared race (21.1%).

Eight cases were against disabled staff (7.0%) and 27 were against staff with an undeclared disability status (23.7%).

Almost three quarters (85, 74.6%) of the discipline cases were associated with staff in pay band TM1B.

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 Highways Agency 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.

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 2013, 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 this analysis has not made adjustments for available working time – e.g. staff who have worked for less than the full year.

Key findings

- 59.4% of staff had had some sickness absence - an average of 14.5 days sick absence.

- Traffic Office Service staff were more likely to have had sickness absence (68.2% of the staff) and to have had more sickness absence days (16.6 days) than the non Traffic Officer Service staff (51.7% of the staff having had an average of 12.1 days of sickness absence each).

- Female staff had significantly more sickness absence days and proportionately more female staff had sickness absence.

- Disabled staff were significantly more likely to have had sickness absence and had more sickness absence than other staff.

- Older staff tended to have had more sickness absence days than younger staff.

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 taken.

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 Highways Agency are as follows:

Average days of sickness absence (Average Working Days Lost)	9.3
% employees with sickness absence	58.2%

As stated in the introduction to this chapter, the Cabinet Office figures should remain the official source of sickness absence figures for the Highways Agency. Any figures quoted from here on in are based on staff-in-post on the midnight of 31st March 2013 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, Highways Agency staff who were in post at 31st March 2013 had had an average of 8.6 days[17] of sickness absence each in 2012/13.

59.4% of staff had had some sickness absence during the reporting year. Of these staff, the average total days lost was 14.5 days.

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[17] Eight members of staff in the Highways Agency had a greater number of sickness absence days recorded than the number of working days available in a year. This is because a staff member who was absent for a full year had annual leave and bank holidays counted as part of their sickness absence.

11.1.1 Job Type

Traffic Officer Service staff had an average of 11.3 sickness absence days per staff, with 68.2% of staff having had sickness absence. Each staff that had sickness absence had an average of 16.6 sickness absence days.

Non Traffic Officer Service staff had an average of 6.3 sickness absence days per staff. Of the 51.7% of staff that had sickness absence, they had, on average, 12.1 days of sickness absence.
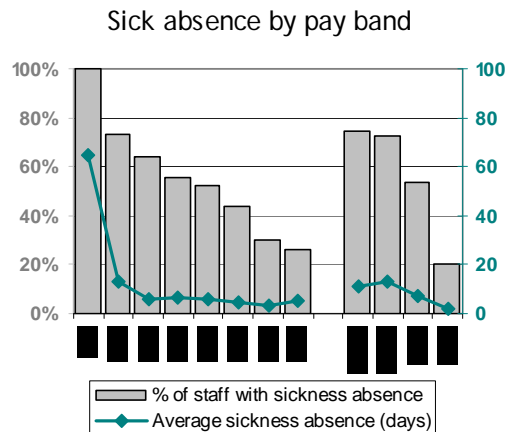
Traffic Office Service staff were more likely to have had sickness absence and to have had more sickness absence days than the non Traffic Officer Service staff.

11.1.2 Sex

Male staff had an average of 8.4 sickness absence days, and 57.1% of the male staff had sickness absence. Proportionately more female staff had sickness absence (65.1%), compared with male staff.

11.1.3 Disability status

Staff that had declared themselves disabled had an average of 17.2 days of sickness absence, with 78.3% of disabled staff having had sickness absence. Disabled staff were significantly more likely to have had sickness absence and had more sickness absence than their colleagues. Staff that had declared themselves non-disabled had an average of 7.9 sickness absence days, with 57.8% of non-disabled-declared staff having had sickness absence.

Sick absence by sex, disability status and job type
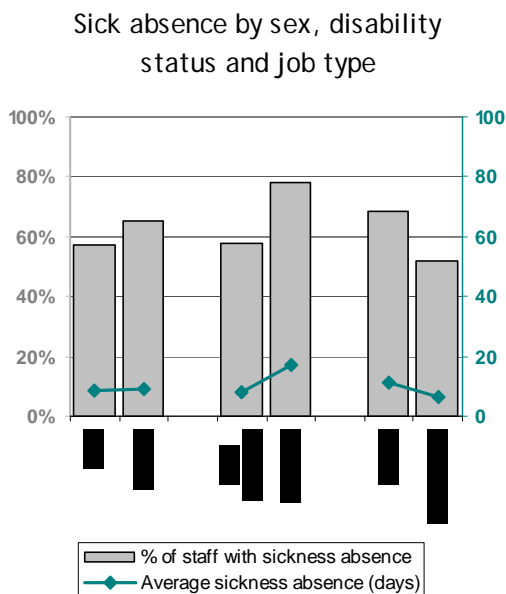
11.1.4 Pay band

Staff in pay bands TM1A and TM1B (i.e. Traffic Officer Service staff) were more likely to have had sickness absence and TM1B had significantly more sickness absence days than other Highways Agency staff.

Staff in PB2 were more likely to have had sickness absence than staff at other pay bands in the Highways Agency. Additionally, PB2 staff had significantly more sickness absence days than staff at other pay bands.

Staff at PB7 and TM3 were significantly less likely to have had sickness absence, and PB7 staff had fewer days absence than the staff at other pay bands in the Highways Agency.

Sick absence by pay band

11.1.5 Age

Older staff tended to have had more sickness absence days than younger staff in Highways Agency.

11.1.6 Race

White staff had fewer sickness absence days than other staff in the Highways Agency.

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[18] 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[19].

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

[19] 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[20] (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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[20] 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

C.1   Year on year comparison – all staff

Staff Type	March 31st 2012			March 31st 2013			Percentage point change	% change from 2010
	2011/2012	% of total	% of total that declared	2012/2013	% of total	% of total that declared		
All staff	3,349			3,202				
Males	2,397	71.6%	71.6%	2,288	71.5%	71.5%	-0.1	-4.5%
Females	952	28.4%	28.4%	914	28.5%	28.5%	+0.1	-4.0%
White	2,583	77.1%	91.2%	2,473	77.2%	91.0%	+0.1	-4.3%
BME	249	7.4%	8.8%	244	7.6%	9.0%	+0.2	-2.0%
Unknown Race	517	15.4%	-	485	15.1%	-	-0.3	-6.2%
Non-disabled	2,456	73.3%	93.5%	2,346	73.3%	93.1%	-0.1	-4.5%
Disabled	170	5.1%	6.5%	173	5.4%	6.9%	+0.3	+1.8%
Unknown disabled status	723	21.6%	-	683	21.3%	-	-0.3	-5.5%
Full Time	3,046	91.0%	91.0%	2,876	89.8%	89.8%	-1.1	-5.6%
Part Time	303	9.0%	9.0%	326	10.2%	10.2%	+1.1	+7.6%
Average age	45.0			45.9				