



Department
of Health

Department of Health Equality Information and Equality Analysis 2015

The Department as an Employer

January 2015

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hroperations@dh.gsi.gov.uk

HR Policy, Diversity & Employee Relations Team

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1. Background

Our role and purpose

The Department of Health (DH) helps people to live better for longer. We lead, shape and fund health and care in England, making sure people have the support, care and treatment they need, with the compassion, respect and dignity they deserve.

Our responsibilities are:

- to lead across health and care – by creating national policies and legislation, providing the long-term vision and ambition to meet current and future challenges, putting health and care at the heart of government, and being a global leader in health and care policy
- to support the integrity of the system – by providing funding, assuring the delivery and continuity of services and accounting to Parliament in a way that represents the best interests of the patient, public and taxpayer
- to champion innovation and improvement – by supporting research and technology, promoting honesty, openness and transparency, and instilling a culture that values compassion, dignity and the highest quality of care above everything

Our Workforce

Fundamental to providing leadership across the health and care systems is ensuring that we have an engaged and motivated workforce that is representative of the people it serves, and, in turn, has a deep understanding of how its policies impact on all sectors of the community. We are committed to ensuring that equality remains at the heart of our business.

2. Equality Act - publishing equality Information

The Equality Act places a 'general equality duty' on public sector organisations to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- advance equality of opportunity between persons who shared a relevant protected characteristic and persons who do not, and
- foster good relations between persons who share a relevant protected characteristic and persons who do not.

The relevant protected characteristics (or groups) for the purpose of the public sector equality duty are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership. DH extends its equal opportunities policies and practices to other characteristics: namely, working pattern and caring responsibilities.

The 'specific duties' within the Act place a requirement on public sector bodies to 'publish information to demonstrate their compliance with the general equality duty ... by 31 January 2012, and at least annually thereafter'.

This report provides diversity data for all DH employees. It has been produced using data held in the Business Management System, which, for diversity declaration, is self-service.

Collecting and monitoring data on the diversity of our workforce allows us to examine how our employment policies and processes are working and to identify areas where these appear to be impacting disproportionately on certain groups of staff. Importantly, the data collection and analysis informs and shapes appropriate action.

3. Scope of this report

This report sets out the Department's approach to using equality data and information to inform policy development, implementation and practice. The scope of this report:

- relates to the Department of Health as an employer
- covers the period 1 October 2013 to 30 September 2014, any exceptions to this date period are highlighted accordingly; for example performance management replicates the Civil Service Performance Management reporting cycle of 1 April to 31 March
- covers a snap shot of data as at 30 September 2014 with staff *headcount at 1958
- provides an overview, with illustrative examples, of how equality information is used to inform policy development (i.e. not the details for each and every policy), and;
- includes quantitative and qualitative data.

The report does not include recommendations or actions to be taken forward. The data and analysis provides a source of information.

Percentages have been rounded to the nearest 1%, this means that percentages may not always sum to rounded 100% totals.

*headcount includes permanent and Fixed Term Appointees employed by the Department (including staff out on secondment or loan and all types of absence).

4. Diversity – our goals

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

We recognise and fully commit to the strengthened statutory responsibilities in the Equality Act 2010. The objectives for the Department as an employer are set out in the Equalities Action Plan published on the DH website in September 2012. www.dh.gov.uk/health/2012/04/equality-objectives-2012-16/

5. Pay Equality

The Office for National Statistics provides annual reports on the gender pay gap for Civil Service departments, and across sectors. These are headline statistics that are augmented by comprehensive equal pay reviews, using EHRC guidance. These reviews extend to other protected characteristics, such as ethnicity and disability.

Civil Service – Gender Pay Gap

The gender pay gap for all employees, calculated as the difference between the medial pay for males and females, remained the same at 13.6% from March 2013 to March 2014. This measure depends on the pay of part-time employees being converted to full-time equivalent salaries. The gender pay gap for full-time employees increased from 9.9% to 11.0%, and decreased from 14.9% to 14.2% for part-time employees. For the ‘all employees’ category the responsibility level with the largest gender pay gap is Senior and Higher Executive Officers at 4.7%. The Administrative responsibility level has the smallest gender pay gap at 1.3%.

Department of Health – Gender Pay Gap

The last equal pay review¹ for the Department of Health in 2008 highlighted ‘some anomalies’ but ‘further² investigation concluded that these were not due to underlying discrimination’. Since this review, the Department has instituted a number of measures to minimise the likelihood of pay disparities in the future. These include shortening pay ranges; reviewing the policy for starting pay for new employees; strengthening the governance and benchmarking processes for performance related pay (PRP)³; and using ‘real-time’ equality analysis at the point of decision-making during performance management validation exercises. These measures sit alongside long established processes such as job evaluation, and, also, initiatives to increase the representation of under-represented groups in more senior grades.

The Department is subject to the continued Government pay control, thus, is keeping the option of an equal pay review under review.

¹ Covering gender, ethnicity, disability, part-time/full-time working pattern, age and location.

² Including disaggregating the results by pay grade

³ Also, one of the measures introduced to address potential inequalities in the performance management process

6. Quantitative & Qualitative research

Staff Survey (2014 Results)

The Department carries out an annual staff survey. The overall results for 2014 were published on the external website with 69% of all staff responding:

The satisfaction ratings for ‘inclusion and fair treatment’ increased to 79%, a 2% increase on the previous year and, 3% higher than the Civil Service average.

The results were analysed by the diversity characteristics of respondents and the other areas we are interested in as an employer. The Engagement Index for these groups didn't differ significantly from the DH average.

Ethnicity:

- People who are from a Black and Minority Ethnic (BME) background are more engaged, by +3 percentage points compared to those from a none BME background

The statistical information and comments will be used to develop the themes for engagement with staff networks.

Engagement index by year	2012	2013	2014
Engagement index score	53%	57%	58%

7. External benchmarking

Stonewall Workplace Equality Index (WEI) – Top 100 Employers 2014

The Department was ranked as 54th in the Top 100 and was one of only two central Government departments to appear in this year's Top 100. Stonewall described DH's continued appearance in the Top 100 as a cause for celebration, and particularly complimented our work on multiple identities (ie, people who are gay and black, lesbian and disabled, etc).

This was a tremendous achievement, particularly as the bar has been raised significantly this year. 397 organisations took part in a completely new assessment process and were assessed against the most rigorous criteria ever, seeking to gain a place in the coveted Top 100. Participants ranged from small voluntary sector organisations to NHS Trusts, government bodies and large corporate organisations, some with global reach.

The WEI criteria includes:

- workforce declarations for sexual orientation
- diversity monitoring and equalities analyses
- qualitative data gathering and research, and;
- staff perceptions (as measured by an anonymous survey run by Stonewall)

http://www.stonewall.org.uk/at_work/stonewall_top_100_employers/default.asp

8. Equality information and declaration rates

The analysis of information relies on employees completing diversity information on our electronic HR system. It is not compulsory to complete this information. As at 30 September 2014 the Department had 1958 employees (headcount). The Department holds complete information on the gender and age of all employees. Overall there have been improvements in the declaration rates (the percentage of employees who have provided their diversity information) against the protected characteristics.

Completion rates (at 30/9/14)⁴:

Category ⁵	Completion rate
Ethnicity	92%
Disability	93%
Sexual orientation	83%*
Religion or belief	84%*
Caring responsibilities	83%

* including a 'Prefer Not to Say' option

The Civil Service does **not** monitor gender identity. Instead, departments and agencies consider other approaches, such as specific initiatives to meet different needs of transsexual people, in order to achieve progress on trans equality. However, questions in the Civil Service People Survey on the causes of discrimination, bullying and harassment in anonymous staff surveys do include 'gender reassignment' or 'perceived gender' as one of the possible causes. It is noted that section 22 of the Gender Recognition Act 2004 prohibits disclosure of an individual's gender identity who is protected by the Act. Our lesbian, gay, bisexual and transgender staff network is routinely consulted on HR policy development, which is combined with external research to develop relevant and meaningful policies.

The number of staff in DH who have the protected characteristic of pregnancy and maternity is too small to carry out analysis. The data presented here shows the Department's employees by protected characteristic. Information is presented on: age, disability, ethnicity, gender, sexual orientation, religion and belief and marital status. We have also provided information on working pattern and caring responsibilities of our employees as we extended protected from discrimination and disadvantage to these groups.

Information is presented on each of the last three years in order to show the trends in changes to the demographics of the Department's workforce.

⁴ For permanent staff

⁵ Age and gender stands at 100% because providing this information is a requirement for employment within the Civil Service

9. Employee Analysis

Summary

Equalities Analysis in DH

As part of our obligations as an employer the department produces equality analysis reports for new HR policies and high impact or new initiatives. Our approach to this should be proportionate and demonstrate that equality has been considered from the outset. The department's equality and inclusion team provide advice and support within DH to enable us to demonstrate due regard as an employer.

Diversity Data

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

The data presented in this report here shows the Department's employees by headcount and percentage for each protected characteristic; gender, ethnicity, disability, age, religion and belief, and sexual orientation. Additional information is then provided on; caring responsibility, work pattern, performance management, discipline and grievance, and leavers.

The Department's Grade Definitions

DH's grading structure indicates level of seniority within the organisation and covers a range of roles:

- Senior Civil Service (SCS):
 - Pay Band 1 – Director General
 - Pay Band 2 – Director level
 - Pay Band 3 – Deputy Director level
- Senior Management:
 - Grade 6
 - Grade 7
- Managerial:
 - Senior Executive Officer (SEO)
 - Higher Executive Officer (HEO)
 - Fast Stream (FS)
 - Executive Officer (EO)
- Administrative:
 - Administrative Officer (AO)

Workforce profile by grade

Grade	SCS	Grade 6	Grade 7	Fast Stream	SEO	HEO	EO	AO	Total
Headcount	156	197	463	58	342	323	323	96	1958
Percentage	8%	10%	24%	3%	18%	16%	16%	5%	100%

The Department's Locations

The Department of Health has employees based in locations across England, these being; London, Leeds, Reading and Runcorn.

Workforce profile location

Location	London	Leeds	Other	Total
Headcount	1244	641	73	1958
Percentage	64%	33%	4%	100%

Workforce Summary

The chapters that follow detail the make-up of the organisation by diversity characteristics. In summary:

- over half (54%) of the Department's workforce is female, with 42% of our Senior Civil Servants (SCS) being female
- 14% of the workforce work part-time hours, of which 86% are women. This has remained constant since 2013
- the proportion of women is generally higher than men across all grades, except in the senior civil service (SCS). The percentage of women in the SCS at 42% exceeds the average across the Civil Service
- there is substantial representation of women in the feeder grades to the SCS (Grade 7: 57%, Grade 6: 55%)
- 17% of the workforce is from black, Asian or minority ethnic (BME) backgrounds, with 4% BME representation at SCS.
- the proportion of BME staff generally decreases as the grade increases (32% at the administrative officer grade to 4% in the SCS)

- the representation of BME staff in the feeder grades to the SCS stands at 8% (Grade 7) and 10% (Grade 6)
- 6% of staff declared a disability. The proportion of disabled staff across the grades tends to decrease at more senior levels (from 7% at the administrative officer grade to 4% in the SCS)
- 36% of the workforce declared caring responsibilities
- 44% of staff declared a religion or belief, whereas, 30% stated that they did not
- 4% of staff declared that they are lesbian, gay or bisexual; 10% 'prefer not to say'
- A total of 273 people left DH during the period 1/10/13 to 30/09/14.

Targets to Address Under-representation

The Cabinet Office recently published a Civil Service plan entitled "The Civil Service Talent Action Plan – Removing barriers to success". This plan is a key strand in the Government's ongoing reform programme designed to build on the Civil Service's many strengths and address directly its weaknesses.

The Civil Service already employs many of Britain's brightest and best, and needs to ensure that every talented, committed and hard working person has the opportunity to rise to the top, whatever their background and whoever they are. The Plan sets out practical steps to remove these barriers and compliments the Civil Service Reform programme and the work to develop the skills of Civil Servants.

The Talent Action Plan is being refreshed at the moment and will be published during 2015. DH is fully committed to achieving the goals set out in the Talent Action Plan.

Gender

Workforce profile gender

Gender Representation	Male	Female	Total
Headcount	818	1140	1958
Percentage	42%	58%	100%

- Women represent 58% of the Department's workforce (Civil Service overall 53%)
- 42 % of DH SCS are women, higher than the Civil Service target of 39%

- DH is one of a small number of Government Departments that has a female Permanent Secretary
- The proportion of women is higher than men in all grades (except SCS). Proportions have remained broadly the same in the last three years
- Pipeline to SCS - percentage of women at Grade 7 - 57%. At Grade 6 - 55% (Civil Service overall for Grade 6 & 7 combined is 42.8%)
- Of the total number of staff working part time (14%), 84% are women
- There are higher numbers of women with caring responsibilities (58%), compared to men (42%)
- Of the 1140 women in DH, 39% are aged 39 or under, 61% are aged 40 or over.

Ethnicity

Workforce profile ethnicity

Ethnicity	White	Black	Asian	Mixed	Other ethnic background	Not declared	Total
Headcount	1482	126	129	39	35	147	1958
Percentage	76%	6%	7%	2%	2%	8%	100%

- For ethnicity declaration, the response rate is 92%
- 17% of the workforce is from a BME** background, compared with a Civil Service average of 10%
- Of the 17%, the largest groups are 'Black' or 'Asian'
- There is a high concentration of the BME population in the lower grades (45% AO/EO), dropping to 8% at Grade 7, 10% Grade 6, and 4% in the SCS (Civil Service average 7.3%)
- BME representation in the main locations is: London 21%, Leeds 9% and 5% in the other locations

**black and minority ethnic

Disability

Workforce profile disability

Disability	Yes	No	Not declared	Total
Headcount	124	1703	131	1958
Percentage	6%	87%	7%	100%

- Response rate for disability status is 93%
- 6% of staff declared a disability*. This has remained relatively constant over the last three years, but is lower than the Civil Service average (8.8%)
- SCS - 4% declared disability rate, lower than the 5% declared rate Civil Service SCS average at 5%
- The proportion of disabled staff in the Department tends to decrease as grade increases. This is generally the case across the Civil Service
- The largest proportion of staff who have declared a disability is in the '50 to 59' age group at 40%

*self-declaration, using the definition in the Equality Act 2010

Age

Workforce profile age

Age	20-29	30-39	40-49	50-59	>=60	Total
Headcount	239	499	575	558	87	1958
Percentage	12%	25%	28%	29%	4%	100%

- DH has an age profile that is skewed towards the upper end of the spectrum. 33% of the workforce are aged 50 or above, 62% are aged 40 or above
- In the SCS, 50% are aged 50 or above; 60% of the Grade 6 population are aged 50 or above
- These proportions have remained relatively consistent over time, despite a reduced headcount

- Since 2012, there has been a slight increase in the 50-59 age group
- Civil Service Summary - More than four in five Civil Servants were in the 30-59 age group on 31 March 2014. Since 31 March 2013 there were decreases in employment in age bands with the exception of age bands 50-59, 60-64, and 65 and over, with population increases of 3,247 and 492 and 682 respectively. There were more females than males in the 20-29, 30-39, 40-49 and 50-59 age bands, and more males than females in the other age bands.

Religion and Belief

Workforce profile religion and belief

Religion and Belief	Christian	No religion	Not declared	Prefer not to say	Other religions
Headcount	707	593	318	188	152
Percentage	36%	30%	16%	10%	8%

- In DH, the distribution of declared faith/belief and 'no religion/belief' is broadly in line with that of England
- In the 2011 Census :
 - Christianity was the largest religious group in England (59% of the population), followed by Muslims (5% of the population)
- The proportion of people who reported that they did not have a religion was 25%

Sexual Orientation

Workforce profile sexual orientation

Sexual Orientation	Heterosexual/Straight	LGB and other	Prefer not to say	Not declared	Total
Headcount	1350	83	190	335	1958
Percentage	69%	4%	10%	17%	100%

- For sexual orientation, the response rate is 83%

- 4% of those who responded said they were lesbian, gay or bisexual (LGB), compared with the Government estimate of 5-7%. This has been the case for the last three years.

Caring Responsibility

Workforce profile caring responsibility

Caring Responsibility	Yes	No	Not declared	Total
Headcount	705	919	334	1958
Percentage	36%	47%	17%	100%

Working Pattern

Workforce profile working pattern

Working Pattern	Full time	Part time	Total
Headcount	1689	269	1958
Percentage	86%	14%	100%

10. Performance Management Analysis

The following information provides the diversity analysis for the performance management period 1/04/2013-31/03/2014. This provides the headcount figures for those eligible for a rating, followed by the percentage which is shown in brackets.

Gender

Gender	1 – Exceeded	2 – Met	3 – Improvement needed	Total
Female	245 (25%)	705 (73%)	19 (2%)	969
Male	155 (22%)	512 (74%)	27 (4%)	694
Total	400 (24%)	1217 (73%)	46 (3%)	1663

The distribution across the two categories is broadly similar to last year's results. Women are marginally over represented in the exceeded rating and men in the improvement needed rating.

Ethnicity

Ethnic Group	1 – Exceeded	2 – Met	3 – Improvement needed	Total
BME	47 (16%)	236 (79%)	15 (5%)	298
White	333 (27%)	872 (71%)	29 (2%)	1234
Unspecified	20 (15%)	109 (83%)	2 (2%)	131
Total	400 (24%)	1217 (73%)	46 (3%)	1663

There are 11 percentage points difference between the number of white staff compared to BME staff receiving an exceeded rating. This is an increase on last year where the percentage point difference was 8.

There are three percentage points difference between the number of BME staff receiving an improvement needed rating compared to white staff. This is an increase on last year where the percentage point difference was 1.3.

Disability

Disability Status	1 – Exceeded	2 – Met	3 – Improvement needed	Total
Disabled	10 (9%)	90 (83%)	8 (7%)	108
Not disabled	373 (26%)	1031 (72%)	36 (3%)	1440
Not declared	17 (15%)	96 (83%)	2 (2%)	115
Total	400 (24%)	1217 (73%)	46 (3%)	1663

Seventeen percentage points differentiate between the number of 'not disabled' staff compared to 'disabled' staff receiving an 'exceeded' rating. There is a two percentage point increase in the number of disabled staff receiving exceeded ratings. The figure for 'not disabled' staff has stayed the same.

Four percentage points differentiate between the number of disabled staff receiving an 'improvement needed' rating compared to 'not disabled' staff. This is similar in trend to last year's results. It is important to note the significant difference in samples sizes of the population which make direct comparisons less robust.

Age

Age Group	1 – Exceeded	2 – Met	3 – Improvement needed	Total
20-29	50 (28%)	123 (70%)	3 (2%)	176
30-39	128 (29%)	299 (68%)	11 (3%)	438
40-49	132 (26%)	365 (72%)	13 (3%)	510
50-59	81 (17%)	370 (79%)	16 (3%)	467
>=60	9 (13%)	60 (83%)	3 (4%)	72
Total	400 (24%)	1217 (73%)	46 (3%)	1663

22% of people under 30 received an exceeded rating compared to 17% of the 50 and over age group. The gap between the two has reduced by 11 percentage points this year compared to last year.

Religion & belief

Religion or Belief	1 – Exceeded	2 – Met	3 – Improvement needed	Total
Have religion	166 (23%)	549 (75%)	20 (3%)	735
No religion	139 (28%)	337 (69%)	12 (2%)	488
Not declared	95 (22%)	331 (75%)	14 (3%)	440
Total	400 (24%)	1217 (73%)	46 (3%)	1663

There are no significant variances. The distribution is very similar to last year's results.

Sexual orientation

Sexual Orientation	1 – Exceeded	2 – Met	3 – Improvement needed	Total
Heterosexual/straight	298 (26%)	814 (71%)	29 (3%)	1141
LGB & Other	13 (20%)	52 (79%)	1 (2%)	66
Not declared	89 (20%)	351 (77%)	16 (4%)	456
Total	400 (24%)	1217 (73%)	46 (3%)	1663

There is a slight under representation of the 'LGB and other' characteristic in the exceeded category. 'LGB and other' are four percentage points lower than last year. A smaller proportion of LGB and other staff are in the improvement needed category.

Work pattern

Work Pattern	1 – Exceeded	2 – Met	3 – Improvement needed	Total
Full time	354 (25%)	1024 (72%)	41 (3%)	1419
Part time	46 (19%)	193 (79%)	5 (2%)	244
Total	400 (24%)	1217 (73%)	46 (3%)	1663

The distribution across the 'exceeded' and 'met' ratings for part time staff is similar to last year's results. The proportion of full time staff in the 'improvement needed' category is marginally higher than for part time staff.

Caring responsibilities

Caring Responsibility	1 – Exceeded	2 – Met	3 – Improvement needed	Total
Yes	132 (21%)	468 (76%)	17 (3%)	617
No	225 (30%)	511 (68%)	21 (3%)	757
Not declared	43 (15%)	238 (82%)	8 (3%)	289
Total	400 (24%)	1217 (73%)	46 (3%)	1663

This is the first year in which DH has reported on this data. There are significant difference between staff with caring responsibilities and those without receiving 'exceeded' and 'met' ratings.

Further analysis highlighted that of all staff who have caring responsibilities, 22% are part-time and of all staff who are part-time, 57% have caring responsibilities.

11. Discipline and Grievance Analysis

Employee casework for the period 1/10/2013 – 30/09/2014

Discipline & Grievance Formal Cases	Discipline	Grievance	Total Cases
Headcount	4	4	8
Percentage	50%	50%	100%

Numbers are too low for a more detailed breakdown.

12.Leavers Analysis

Employee leavers for the period 1/1/2014 to 30/09/3014

Leavers	2012	2013	2014
Headcount – Leavers	406	581	220
Headcount – Overall	2361	1911	1958
Percentage	17%	30%	11%

- During the period 30/09/13 and 30/09/14 220 people left DH, a decrease from the previous two years, during which the Department was undergoing transition to the new healthcare system
- The Civil Service overall reduced by 2% during the period 31/03/13 and 31/03/14.