



Department  
of Health

# Annex A - Equality & Diversity Monitoring

Human Resources

01 January 2013 - 31 December 2013

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# Annex A - Equality & Diversity Monitoring

Human Resources

01 January 2013 - 31 December 2013

# Glossary- Terms and Abbreviations

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

# Introduction

The statistics used in this report are a snapshot at 31st December 2013 or the period 1st January to 31st December 2013, where figures for each year are shown based on a headcount of 1911.

## **DH Diversity Strategy:**

Our aim as an employer is to attract and retain people who are the best in their field, with the right skills and competencies and from a range of diverse backgrounds; and for our staff profile 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/](http://www.dh.gov.uk/health/2012/04/equality-objectives-2012-16/)

# Workforce composition - Charts (accessible version)

## Regional distribution

Table 1 - Regional Distribution

Location	London	Leeds	Other	Total
% of Employees	62%	34%	4%	100%

## Gender representation

- Women represent 56% of the Department's workforce, which compares favourably with the Civil Service overall (53% in 2013)<sup>1</sup>
- Of the total number of staff working part time(14%), 83% are women
- The proportion of women is generally higher than men in all grades, and has increased in the feeder grades (G7 and G6) to the SCS.
- The Senior Civil Service (SCS) in DH is made up of 41% women, the SCS target across the Civil Service is 39%

Table 2 - Gender by Working Pattern

WP	Female	Male	Grand Total
Full Time	52%	48%	100%
Part Time	83%	17%	100%
Grand Total	56%	44%	100%

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<sup>1</sup> Source: Diversity Monitoring on Civil Service Website

Table 3 - Gender by grade (headcount)

Grade	Female	Male	Grand Total
AO	69	46	115
EO	212	90	302
HEO	149	135	284
SEO	185	139	324
FAST ST	47	34	81
GRADE 7	241	203	444
GRADE 6	108	87	195
SCS	68	98	166
<b>Grand Total</b>	<b>1079</b>	<b>832</b>	<b>1911</b>

Table 4 - Women by grade

Grade	Female	Male	Grand Total
AO	60%	40%	100%
EO	70%	30%	100%
HEO	52%	48%	100%
SEO	57%	43%	100%
FAST ST	58%	42%	100%
GRADE 7	54%	46%	100%
GRADE 6	55%	45%	100%
SCS	41%	59%	100%
Grand Total	56%	44%	100%

Table 5 - Gender Representation London

Gender	Grand Total
Female	58%
Male	42%
Grand Total	100%

Table 6 - Gender Representation Leeds

Gender	Grand Total
Female	53%
Male	47%
Grand Total	100%

Table 7 - Gender Representation Other

Gender	Grand Total
Female	59%
Male	41%
Grand Total	100%

## Ethnicity

- The proportion of BME staff in DH generally decreases as grade increases
- Declaration rate for ethnicity is 93%
- Overall ethnicity in DH is 17%
- The Senior Civil Service (SCS) in DH has a 5% ethnicity rate, the SCS target across the Civil Service is 5%<sup>2</sup>

Table 8 - Ethnicity Distribution

White	Black	Asian	Mixed	Other ethnic background	Not Declared	Total
76%	7%	6%	2%	2%	7%	100%

Table 9 - Ethnicity in DH

2011	2012	2013
16%	16%	17%

Table 10 - Ethnicity by grade

Grade	BME	Not declared	White	Grand Total
AO	35%	13%	52%	100%
EO	35%	8%	57%	100%
HEO	20%	6%	74%	100%
SEO	15%	7%	78%	100%
FAST ST	9%	23%	68%	100%
GRADE 7	8%	5%	86%	100%
GRADE 6	9%	6%	85%	100%
SCS	5%	5%	90%	100%
Grand Total	17%	7%	76%	100%

<sup>2</sup> Source: Diversity Monitoring on Civil Service Website



Table 11 - Breakdown of ethnicity by location - London

Ethnicity	Grand Total
BME	22%
Not declared	7%
White	71%
Grand Total	100%

Table 12 - Breakdown of ethnicity by location - Leeds

Ethnicity	Grand Total
BME	10%
Not declared	6%
White	84%
Grand Total	100%

Table 13 - Breakdown of ethnicity by location - Other

Ethnicity	Grand Total
BME	4%
Not declared	18%
White	78%
Grand Total	100%

## Disabled people

- In December 2013, 6% of staff had declared a disability, despite the overall numbers of staff decreasing, this percentage has remained the same.
- Historically, the proportion of disabled staff in the Department has decreased as the grade increases. This is still generally the cases across the Civil Service.
- The disability representation by grade has largely remained the same.
- The declaration rate for disability status is 93%
- The Senior Civil Service (SCS) in DH has a 4% declared disability rate, the target for SCS across the Civil Service is 5%<sup>3</sup>

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<sup>3</sup> Source: Diversity Monitoring on Civil Service Website

Table 14 - Disabled people in DH by grade

Grade Group	Yes	No	NULL	Grand Total
AO	7%	81%	12%	100%
EO	9%	86%	6%	100%
HEO	7%	88%	5%	100%
SEO	7%	85%	7%	100%
FAST ST	6%	73%	21%	100%
GRADE 7	5%	91%	5%	100%
GRADE 6	6%	88%	6%	100%
SCS	4%	90%	5%	100%
Grand Total	6%	87%	7%	100%

Table 15 - Disabled people in DH by age

DH has a 6% declaration rate which equates to 121 people

Age Group	Disabled Headcount	Disabled %	Not disabled Headcount	Not disabled %	Unknown Headcount	Unknown %	Grand Total
20-29	5	4%	167	10%	34	27%	206
30-39	26	21%	435	26%	28	22%	489
40-49	31	26%	525	32%	29	23%	585
50-59	53	44%	455	27%	32	25%	540
>=60	6	5%	81	5%	4	3%	91
Grand Total	121	100%	1663	100%	127	100%	1911

Table 16 - Disability breakdown by age

Age Group	Disabled	Not Disabled	Unknown	Grand Total
20-29	2%	81%	17%	100%
30-39	5%	89%	6%	100%
40-49	5%	90%	5%	100%
50-59	10%	84%	6%	100%
>=60	7%	89%	4%	100%
Grand Total	6%	87%	7%	100%

Table 17 - Disability by Location

	Disabled	Not disabled	Unknown	Total
London	5%	89%	6%	100%
Leeds	9%	86%	5%	100%
Other	5%	74%	21%	100%

Table 18 - Breakdown of disabled by Location

London	Leeds	Other	Total
50%	47%	3%	100%

## Age

Table 19 - Age by grade

Grade Group	20-29	30-39	40-49	50-59	>=60	Grand Total
AO	2%	1%	1%	2%	0%	6%
EO	2%	3%	5%	4%	1%	16%
HEO	1%	5%	5%	4%	0%	15%
SEO	1%	4%	7%	5%	1%	17%
FAST ST	3%	1%	0%	0%	0%	4%
GRADE 7	2%	9%	7%	6%	1%	23%
GRADE 6	0%	2%	3%	4%	1%	10%
SCS	0%	1%	3%	4%	1%	9%
Grand Total	11%	26%	31%	28%	5%	100%

Since 2012, there has been a slight decrease in 20-29 year olds, with a slight increase in 50-59, and 60+ age groups

Table 20 - Age in DH 2011-2013

	2011	2012	2013
20-29	13%	12%	11%
30-39	28%	28%	26%
40-49	30%	31%	31%
50-59	26%	25%	28%
>=60	4%	4%	5%
Total	100%	100%	100%

## Religion & belief & Sexual Orientation

- The categories within “Religion and Belief” and Sexual Orientation” have been grouped because the sample sizes within these groups is too small
- The declaration rates for religion and belief is 83%, and sexual orientation is 82%

Table 21 - Religion & belief

Christian	36%
No religion	29%
Not declared	17%
Prefer not to say	10%
Other religions	8%
Total	100%

Table 22 - Sexual orientation

Heterosexual/Straight	68%
Not declared	18%
Prefer not to say	10%
LGB and other	4%
Total	100%

## Caring responsibilities

Table 23 - Caring responsibility across the department

Yes	37%
No	46%
Unknown	18%
Total	100%

Table 24 - Caring responsibility by gender

	Women	Men	Grand Total
Yes	22%	15%	37%
None	25%	21%	46%
Unknown	10%	8%	18%

There are 703 people with caring responsibilities in DH with a total of 788 caring types, this is because one person can have more than one type of caring responsibility

Table 25 - Type of caring responsibility

Carer Responsibility	Total
Children (under 18)	547
Disabled adult (18 and over)	27
Disabled children	8
Older people (65 and over)	157
Other	49
Grand Total	788

Table 26 - Type of caring responsibility by gender

Carer Responsibility	Female	Male	Grand Total
Children (under 18)	315	232	547
Disabled adult (18 and over)	16	11	27
Disabled children	4	4	8
Older people (65 and over)	106	51	157
Other	35	14	49
Grand Total	476	312	788

Table 27 - Caring responsibilities by location

	Yes	No	Unknown	Total
London	33%	49%	18%	100%
Leeds	42%	41%	17%	100%
Other	47%	36%	17%	100%

## Working pattern

The percentage of staff working part time has increased to 14% from 12% in 2012, for staff at AO to G6

Table 28 - Work pattern DH Overall

Full-time	Part-time	Grand Total
86%	14%	100%

Table 29 - Work pattern breakdown by grade

Grade Group	Full-time	Part-time	Grand Total
AO	81%	19%	100%
EO	87%	13%	100%
HEO	88%	12%	100%
SEO	85%	15%	100%
FAST ST	95%	5%	100%
GRADE 7	86%	14%	100%
GRADE 6	80%	20%	100%
SCS	89%	11%	100%
Grand Total	86%	14%	100%

Table 30 - Work pattern  
SCS

Grade Group	Full-time	Part-time	Grand Total
SCS	89%	11%	100%
Grand Total	89%	11%	100%

## People Leaving DH

During 2013, there were 581 people who left DH, 56% of all DH leavers transferred to the newly created NHS organisations under transition arrangements. Resignation in this period includes those staff who moved to new bodies under new terms.

Table 31 - Reasons for leaving 2013

End of contract	12%
Resignation	20%
Retirement	3%
Termination (including VES)	2%
Transfer	56%
Redundancy	7%
Total	100%

Table 32 - Leavers by age

	2013	2012
20-29	16%	18%
30-39	30%	31%
40-49	26%	22%
50-59	21%	21%
60+	7%	8%
Total	100%	100%

Table 33 - Leavers by disability status 2012 & 2013

	2013	2012
Yes	6%	6%
No	87%	86%
Not declared	7%	9%
Total	100%	100%

Table 34 - Leavers by gender 2012 & 2013

	2013	2012
Female	57%	57%
Male	43%	43%
Total	100%	100%

Table 35 - Leavers by ethnicity 2012 &amp; 2013

	2013	2012
White	79%	78%
BME	13%	13%
Not declared	7%	10%
Total	100%	100%

Table 36 - Leavers by grade 2012 &amp; 2013

	2013	2012
AO	7%	9%
EO	16%	16%
HEO	13%	14%
SEO	16%	16%
FAST ST.	5%	5%
Grade 7	19%	18%
Grade 6	12%	11%
SCS	11%	12%
Total	100%	100%

## Discipline and Grievance

- During 2013, there were a total number of 8 cases through the formal processes for either discipline or grievances.
- New policies were launched in October 2013 for both discipline and grievance and both policies introduced a “fast track” process for handling complaints and misconduct issues.

Table 37 - Proportion of cases by gender

Male	3
Female	5

Table 38 - Proportion of cases by ethnicity

Not Declared	0
BME	4
White	4



Table 39 - Proportion of cases by grade

SCS	0
G6/7	0
HEO/SEO	3
AO/EO	5

Table 40 - Proportion of cases by location

London	4
Other	4

Table 41- Proportion of cases by working pattern

Part Time	3
Full Time	5

## Workforce composition - Charts (non-accessible version)

See annex A - charts