# Equality Monitoring in DfT(c)

Version 1.0

**In House Analytical Consultancy**

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# Summary of diversity analysis

## 1. Introduction

This report contains an analysis of the diversity of DfT(c) staff for 2014-15.

The aims of the analysis were to:

- summarise the diversity characteristics of staff and applicants;
- compare the diversity of DfT(c) staff with the diversity of local working-age populations;
- identify differences between diversity groups within DfT(c); and
- highlight any changes since previous years.

Data on staff, job applicants and leavers, plus performance management, progressions, sickness absence, training and grievances and disciplines were analysed to determine whether there were statistically significant differences with respect to protected characteristics.

This year's report contains, for the first time, an analysis of progressions during the year (i.e. staff who moved up at least one grade).

Characteristics considered were gender, race, disability, grade, age, sexual orientation, religion and belief, job type and working pattern.

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. Throughout this report, if a

difference is reported as being significant this means it was statistically significant.

This summary generally reports differences that were statistically significant at the 99% confidence level. Where appropriate, differences found to be significant at the 95% confidence level have also been mentioned, but described as having been at a lower level of statistical significance.

The presence of a statistically significant result does not necessarily imply a direct link. Where possible, the report tries to identify what might be a causal link, as opposed to coincidence or correlation.

## 2. DfT(c) background

The role of the central Department (DfT(c)) is to determine overall transport strategy and manage relationships with the agencies responsible for the delivery of a range of transport-related services.

In 2014/15, DfT(c) had five executive agencies, and IHAC has written equality monitoring reports for each, in addition to this report.

Senior Civil Service (SCS) staff across the whole Department (i.e. DfT(c) and its agencies) have been included in this report.

At the end of 31st March 2015, there were 1955 staff in post in DfT(c), including the Agency SCS, 9% of whom were in the SCS.

The majority of staff were based in London (84%). 80 staff were based in Ashdown House, Hastings. The remaining staff were based either in smaller London offices or in other locations around the country.

The number of staff in post has increased by 3% since last year. This increase takes into account 118 staff in the General Counsels Directorate who left DfT(c) to move to the Government Legal Service.

## 3.  Diversity statistics

The following table gives key diversity statistics for DfT(c). It shows the proportion of staff with known data (i.e. not unknown or "preferred not to say"), and the proportion of these staff who declared themselves to be certain characteristics.

| | % all staff making specific declaration against characteristic[1] | …of whom % declaring particular characteristic shown in brackets [2] |
|---|---|---|
| Age (40 years and older) | 100% | 62% |
| Gender (Female) | 100% | 37% |
| Working pattern (Part-time) | 100% | 11% |
| Race (BAME) | 57% | 19% |
| Disability status (Disabled) | 66% | 6% |

| | | |
|---|---|---|
| Sexual Orientation (Lesbian, gay man, or bisexual) | 48% | 6% |
| Religion and belief (Declared a religion or belief) | 44% | 65% |

Race declaration is subject to a database coding problem that means that it has not always been possible to determine whether they are white or BAME (black, Asian and minority ethnic). These have been classed as "unknown/prefer not to say" for the purpose of this report, and work is underway to rectify the problem. This year 257 staff (13% of staff in post) were affected by this.

The number of unknowns for race, disability, sexual orientation and religion and belief was high across DfT(c) and had increased from the previous year. The high proportion of unknowns could have an impact on the analysis in this report; if there had been a higher declaration rate the results may have been different.

## 4.  Diversity analysis key findings

### DfT(c) compared with local working-age populations

For all diversity types, comparisons have been drawn with local working-age populations. This means:

- **London** – all London boroughs and the neighbouring counties;

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[1]In this column, the % relates to the proportion of staff for whom the **overall** diversity characteristic is known (e.g. how many have declared a sexual orientation). Declarations of "prefer not to say" are treated as unknown/not declared.

[2] This column shows the proportion of staff who have declared that they are (e.g.) BAME or Disabled. It is based only on staff who have made a specific declaration – not including "prefer not to say" (Declarations of prefer not to say are treated as unknown/not declared).

- **Hastings** – East Sussex;
- **Other** locations – Great Britain.

Comparisons include gender, race, age, and disability[3].

### Age profiles by location
### London



### Hastings
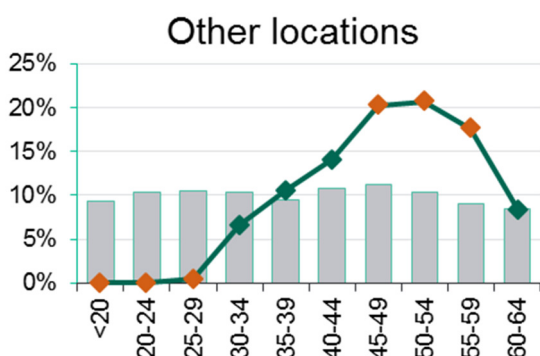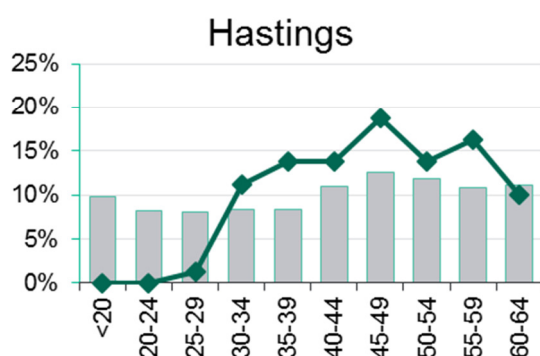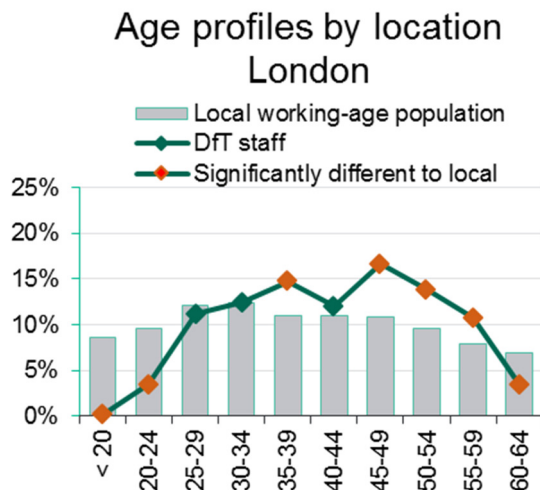


### Other locations



Staff based in both London and other DfT(c) locations (excluding Hastings) tended to be older and were more likely to be male than the local working-age

populations. The age profile of staff in different locations compared with local working-age populations is shown to the left.

### Recruitment – diversity of applicants

5,632 applications were received for 312 campaigns for non-SCS posts across DfT(c) and different locations. Campaigns were either advertised across the Civil Service or externally to the Civil Service; the diversity characteristics of these two groups of applicants is shown in the table below.

| | Applicants for posts advertised across the civil service only[4] | Applicants for posts advertised additionally outside the civil service[4] |
|---|---|---|
| Total applications | 2,777 | 2,855 |
| % Female | 38% | 37% |
| % BAME | 32% | 43% |
| % Disabled | 8% | 6% |
| % 40 years and older | 45% | 36% |

Compared with the local working age populations:

- There were more male applicants than female applicants in London, and in other locations at Grade 7 only.

- There was a higher proportion of BAME applicants in London, and for HEO posts only in other locations.

- There was a higher proportion of non-disabled applicants in London, and in other locations at Grade 7 only.

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[3] Note that definition of disability in the population data is not worded in the same way as the disability declaration text for staff. It is possible that the figures

are not precisely comparable. The Technical Annex has further details.

[4] Where diversity characteristics have been declared by applicants.

## Trends in key diversity statistics

There have been few changes in diversity statistics since last year. The main difference was a decrease in declared disability status (which decreased from 74% to 66%). The average age of staff had decreased from 43.9 years to 43.3 years.

Taking data from 2003/4 to 2014/15, the following significant trends are seen:

**Race**: Proportion of BAME has increased overall, and in all grade groups except the SCS.

% of BAME staff, and undeclared/unknown race, 2003/4 to 2014/15
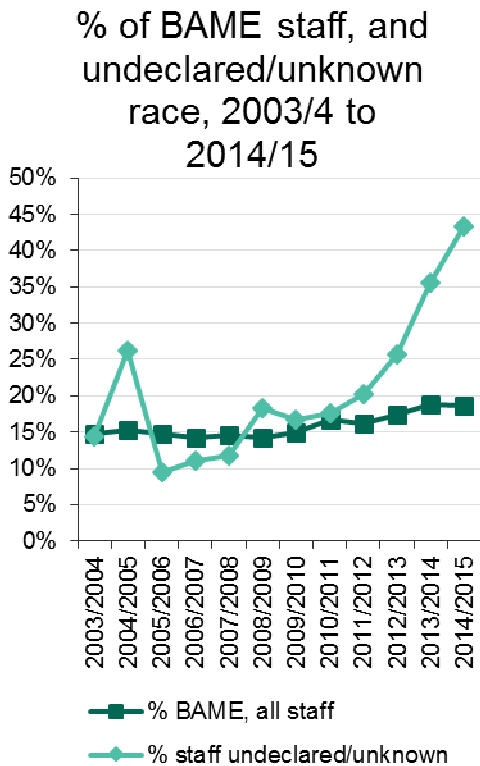


**Disability status**: Proportion of disabled staff has increased overall, and in HEO/Fast Stream/SEO and Grade 7 and Grade 6 groups.

**Gender**: No overall trend in proportion on females, but there was an increase in females in HEO/Fast stream/SEO and Grade 7/Grade 6, and a decrease in

females in AO/EO/Driver/Workshop grades[5].

However, the proportions of staff with unknown/undeclared race and disability status have also seen a significant increase, reducing the proportion of data on which we can perform useful analysis. It would therefore be beneficial to encourage staff to update their records before the next round of Equality Monitoring.

% of disabled staff, and undeclared/unknown disability status, 2003/4 to 2014/15
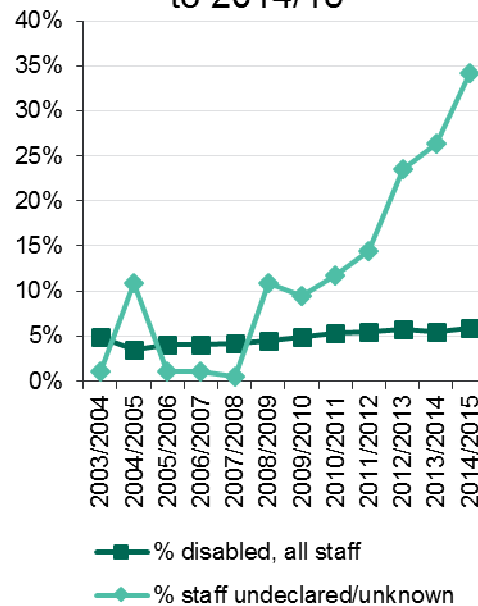


## Diversity differences within the organisation

Diversity characteristics varied by grade. There were:

- More females in AO grade, and fewer in specialist and Driver/Workshop job roles.

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[5] Driver/Workshop grade staff work in the Government Car Service.

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## Gender split for each grade
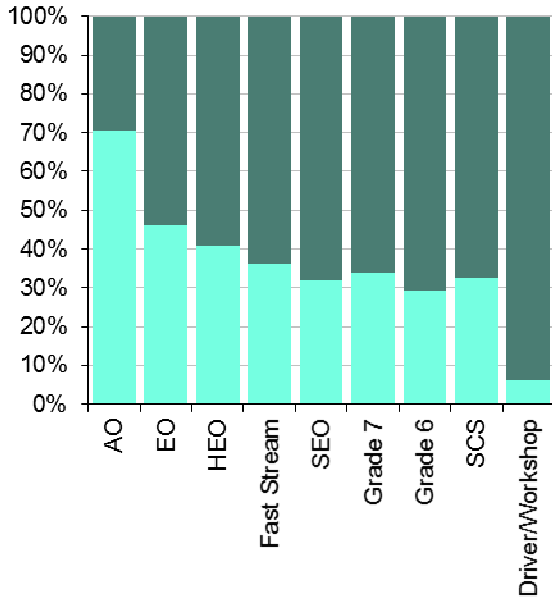


- More BAME staff in lower grades and fewer in higher grades.

## % of BAME or unknown race staff in each grade
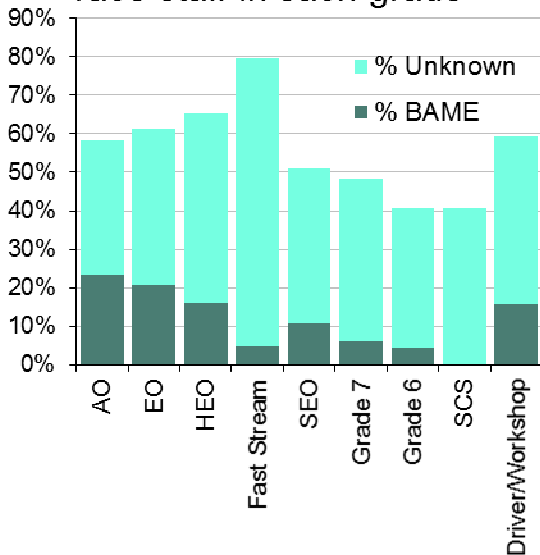


- More non-disabled staff in Grade 7 and Grade 6.

## % of disabled or unknown disability status staff in each grade
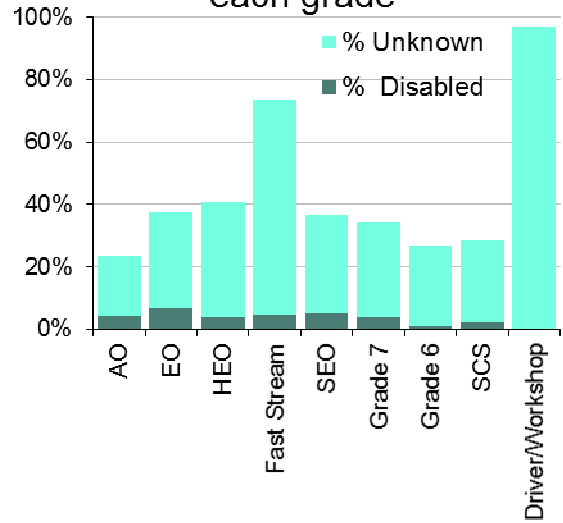


Age profile varied a great deal by grade. The Fast Stream had a much younger, age profile than other grades. Grade 7 staff were also significantly younger than those in other grades, with a peak in staff aged 35-39. AO, Grade 6 and SCS were significantly older.

## Age profile of staff in different grades
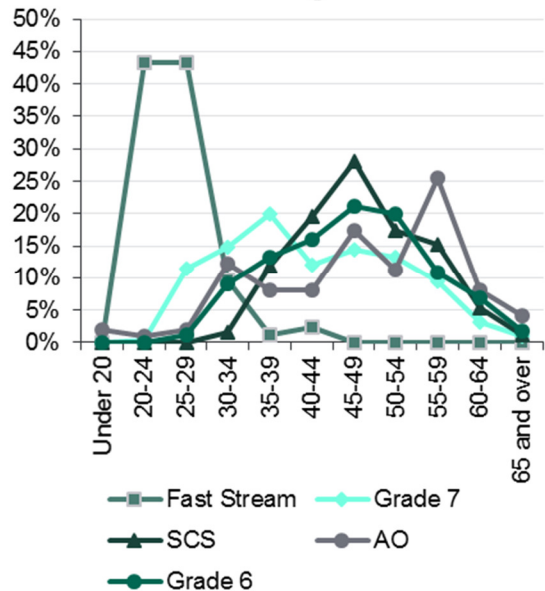


Staff that worked full time had disproportionately more male staff, a greater proportion of younger staff and

fewer white staff. Conversely those working part time had disproportionately fewer male staff, fewer younger staff and more white staff.

### Success through the recruitment process

24% of applicants who were sifted were successful. At the sift stage:

- White applicants were more likely to be successful than BAME applicants or those with unknown race.

- Female applicants were more successful at sift than male applicants.

- Applicants who were over 50 years old were less likely to be successful than younger applicants.

41% of applicants who were interviewed were successful. At the interview stage:

- Applicants who were younger than 40 were more successful at interview than older applicants.

- BAME applicants were less successful than white applicants or those of unknown race.

7% of applicants were offered a post. For those offered a post:

- White applicants were more likely to be offered a post than BAME or those with unknown race. Female applicants were more likely to be offered a post than males.

- Older applicants (over 40) were less likely to be offered a post than younger applicants.

### Cessations

20% of the staff in post at the beginning of 2014/15 left during the year. This is much higher than the previous year, due to 118 staff from the General Counsel's Directorate leaving to join the Government Legal Service.

Proportionally more Fast Stream, Grade 6, HEO and older staff left the Department – this is largely due to the nature of Fast Stream staff moves and retirements.

### Performance assessment

1,547 performance ratings were analysed. The distribution of ratings across staff was as follows:

|  | % of staff |
| --- | --- |
| **Performance rating 1** | 25% |
| **Performance rating 2** | 66% |
| **Performance rating 3** | 9% |

Staff were more likely to have received a performance rating 1 if:

- They had been in grade for between 1 and 5 years;

- The number of days they had worked was higher;

- They were younger;

- They had a higher number of reportees;

- They had lower levels of sickness absence; and

- They were female.

Staff were more likely to have received a performance rating 3 if:

- They had more sickness absence; and

- They were older.

Staff were less likely to have received a performance rating 3 if they were white.

### Progression

Of the 1,508 staff in post on both 31st March 2014 and 31st March 2015, 118 (8%) had progressed up the grade structure. SCS staff were included in the group of staff we looked at, but

Driver/Workshop staff were not as it is difficult to track their progression in the data.

Younger staff, and staff who had received a performance rating of 1 or 2 in the previous year were more likely to have progressed up the grade structure than other staff. Staff in Grade 7 and Grade 6 were less likely to have progressed.

### Learning and development

Tables of e-learning recorded by Civil Service Learning have been provided in the data annexes. However, a diversity analysis of learning and development was not possible, because information on face-to-face training could not be consistently matched to staff diversity information, and information on training not provided through Civil Service Learning was not available.

3,498 hours of e-learning were recorded. On average, each member of staff had 1.8 hours of e-learning.

The most common courses were "Responsible for Information – General User" (336 staff took this course), "Unconscious Bias" (243 staff), and "Competency Framework Self-Assessment – Level 3" (110 staff).

### Grievances & disciplines

5 grievance cases were brought against DfT(c) this year, compared with 6 last year.

19 members of staff were disciplined during the year, across all major diversity groups and grades (13 the previous year).

No statistical analysis was possible due to the small number of cases.

### Sickness absence

68% of staff had had no sickness absence. Staff were **more likely** to have had sickness absence if they were:

- In lower grades;
- Of unknown disability status; and
- In a Driver/Workshop role

The amount of sickness absence was also analysed. The average number of days of sickness absence was 2.9 days.

As the number of normal working days for part-time staff was not taken into consideration, data for full- and part-time staff were analysed separately.

Full-time staff who were older or disabled tended to have had more days of sickness absence.

White part-time staff tended to have had more days of sickness absence.

For both full-time and part-time staff, those in higher grades tended to have fewer days of sickness absence.

## Days of sickness absence by grade



Legend:
- 0 days
- >0 and <=10 days
- >10 and <=20 days
- >20 and <=50 days
- >50 days
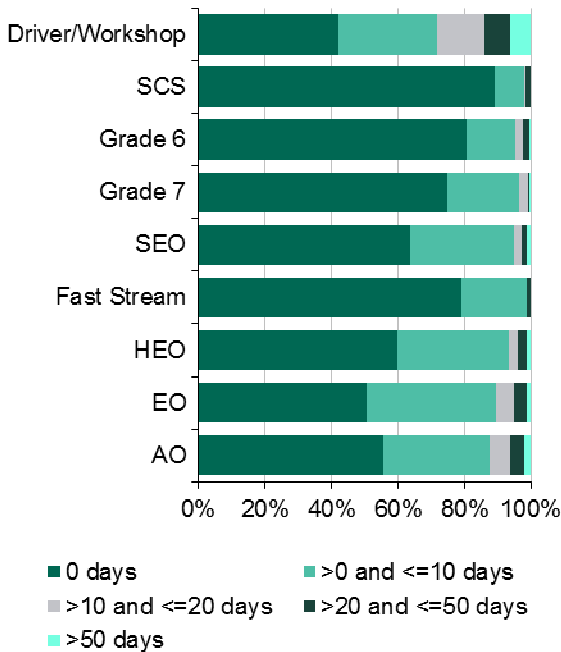
## % of staff with sickness absence and number of days sickness absence, by age band



- % of staff with sickness absence
- Average sickness absence (days)
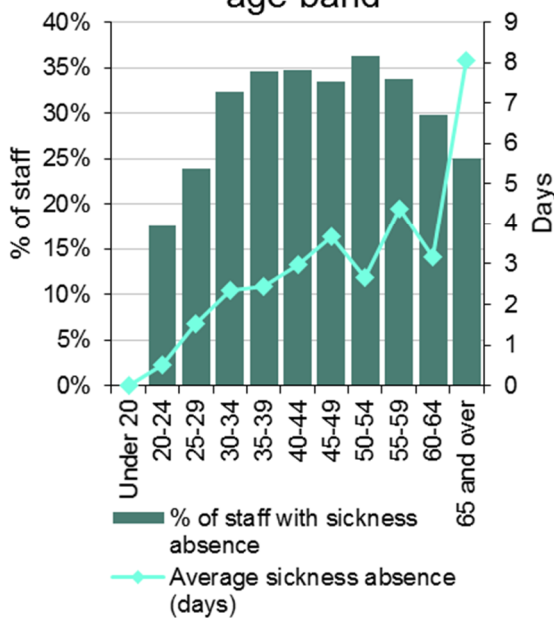
# 5. Information quality

The data were generally of reasonable quality, but declaration rates have declined since the previous year. The main areas of deficiency were:

- CSL training data, which could not reliably be matched to DfT(c)'s staff datasets as providing a staff number is optional, and not validated;

- data on race, disability status, sexual orientation, and religion and belief for staff in post and cessations, all of which had relatively high proportions of unknowns. Due to the high proportion of unknowns, all results relating to the race of staff in post should be treated with caution.

The recent increase in the proportion of staff with unknown race is at least partially due to a database coding issue. In late 2015, DfT(c) will transfer to a new HR records system. A data-cleaning exercise will be undertaken and staff will be asked to update their diversity records. This will rectify this data issue and aid the increase of declaration rates.

# Annex A:  Tables and Charts

## A.1   Year on year comparison – all staff

| Staff Type | March 31st 2014 | | | March 31st 2015 | | | Percentage point change | % change from 2014 |
|---|---|---|---|---|---|---|---|---|
| | 2013/2014 | % of total | % of total that declared | 2014/2015 | % of total | % of total that declared | | |
| **All staff** | 1902 | | | 1955 | | | | |
| **Males** | 1209 | 63.6% | 63.6% | 1236 | 63.2% | 63.2% | -0.3 | +2.2% |
| **Females** | 693 | 36.4% | 36.4% | 719 | 36.8% | 36.8% | +0.3 | +3.8% |
| **White** | 993 | 52.2% | 81.1% | 900 | 46.0% | 81.3% | -6.2 | -9.4% |
| **BAME** | 231 | 12.1% | 18.9% | 207 | 10.6% | 18.7% | -1.6 | -10.4% |
| **Unknown Race** | 678 | 35.6% | - | 848 | 43.4% | - | +7.7 | +25.1% |
| **Non-disabled** | 1325 | 69.7% | 94.6% | 1210 | 61.9% | 94.1% | -7.8 | -8.7% |
| **Disabled** | 76 | 4.0% | 5.4% | 76 | 3.9% | 5.9% | -0.1 | +0.0% |
| **Unknown disability status** | 501 | 26.3% | - | 669 | 34.2% | - | +7.9 | +33.5% |
| **Full Time** | 1711 | 90.0% | 90.0% | 1760 | 90.0% | 90.0% | +0.1 | +2.9% |
| **Part Time** | 191 | 10.0% | 10.0% | 195 | 10.0% | 10.0% | -0.1 | +2.1% |
| **Average age** | 43.9 | | | 43.3 | | | | |

## A.2   Standardised grades

The Government's Civil Service Reform Plan asked Departments to review the employment terms and conditions offered to staff, to ensure that they reflect good, modern practice in the wider public and private sectors. As part of this plan, DfT has moved to standardised Civil Service grades (AO, EO, HEO etc.). The following table shows how the previous years' pay bands map to the standardised grades.

| Standardised Grade | Previous Pay Band |
|---|---|
| **AA** | PB1 |
| **AO** | PB2 |
| **EO** | PB3 |

| Standardised Grade | Previous Pay Band |
|---|---|
| **HEO** | PB4 |
| **Fast Stream** | PB4FS |
| **SEO** | PB5 |
| **Grade 7** | PB6 |
| **Grade 6** | PB7 |
| **SCSPB1** | SCSPB1 |
| **SCSPB2** | SCSPB2 |
| **SCSPB3&4** | SCSPB3&4 |
| **Driver/Workshop** | Driver/Workshop |
| **Unknown** | Unknown |

## A.3   Geographical comparisons

The following table shows the catchment areas for each DfT(c) location. This is described more fully in the Technical Annex. Please note that the 'Other (GB)'/'Other (UK)' location has been excluded. Where this is used in the analysis, all counties in Great Britain or the United Kingdom, respectively, are included.

| Location | Local Authority |
|---|---|
| **London** | Barking and Dagenham |
| | Barnet |
| | Bedfordshire |
| | Bexley |
| | Brent |
| | Bromley |
| | Buckinghamshire |
| | Camden |
| | City of London |
| | Croydon |
| | Ealing |
| | Enfield |
| | Essex |
| | Greenwich |
| | Hackney |
| | Hammersmith and Fulham |
| | Haringey |
| | Harrow |
| | Havering |

| Location | Local Authority |
|---|---|
| | Hertfordshire |
| | Hillingdon |
| | Hounslow |
| | Islington |
| | Kensington and Chelsea |
| | Kent |
| | Kingston-upon-Thames |
| | Lambeth |
| | Lewisham |
| | Luton |
| | Medway |
| | Merton |
| | Newham |
| | Reading |
| | Redbridge |
| | Richmond-upon-Thames |
| | Slough |
| | Southwark |
| | Surrey |
| | Sutton |
| | Thurrock |
| | Tower Hamlets |
| | Waltham Forest |
| | Wandsworth |
| | West Berkshire |
| | Westminster, City of |
| | Windsor and Maidenhead |
| | Wokingham |
| **Hastings (DfT(c))** | East Sussex |

## A.4   SCS recruitment

Staff are recruited to the SCS through two routes: campaigns advertised through Civil Service Recruitment, and campaigns run by recruitment consultancies. The data from these two different sources is not directly comparable, and is not as comprehensive as the data we are able to obtain for non-SCS recruitment in terms of diversity information.

The tables below show a summary of the data we have been able to obtain and combine. Detailed statistical analysis was not possible, and the details of staff who were successful at interview and then appointed have been removed for data protection reasons.

Percentages shown below exclude unknown gender, race and disability status.

| Number of people who… | Gender | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| | Male | % Male | Female | % Female | Unknown | Total |
| …applied | 407 | 73% | 149 | 27% | 45 | 601 |
| …were interviewed | 84 | 64% | 48 | 36% | 16 | 148 |

| Number of people who… | Race | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| | White | % White | BAME | % BAME | Unknown | Total |
| …applied | 385 | 87% | 56 | 13% | 160 | 601 |
| …were interviewed | 96 | 91% | 10 | 9% | 42 | 148 |

| Number of people who… | Disability status | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| | Non-disabled | % Non-disabled | Disabled | % disabled | Unknown | Total |
| …applied | 455 | 90% | 48 | 10% | 98 | 601 |
| …were interviewed | 111 | 93% | 8 | 7% | 29 | 148 |