



Department  
of Health

# Department of Health Equality Information and Equality Analysis 2016

The Department as an Employer

January 2016

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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;
- 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, gender, 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, so areas where these appear to be impacting disproportionately on certain groups of staff can be identified. Importantly, the data collection, along with 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 2014 to 30 September 2015. Any exceptions to this date period are highlighted accordingly; for example, performance management replicates the Civil Service Performance Management reporting cycle of 1 April 2014 to 31 March 2015;
- covers a snap shot of data as at 30 September 2015 with staff at 1,998;
- provides an overview, with illustrative examples, of how Equality information is used to inform policy development; for example, not the details for each and every policy;
- includes quantitative and qualitative data.

The report does not include recommendations or actions to be taken forward. The data and analysis provide sources of information.

Percentages have been rounded to the nearest 1 percentage point; this means that percentages may not always sum to rounded 100% totals. Headcount include 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, 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 April 2012. [www.dh.gov.uk/health/2012/04/equality-objectives-2012-16/](http://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 Equality and Human Rights Commission (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 median pay for males and females, fell from 13.6% in March 2014 to 12.8% in March 2015. 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 fell from 11% to 9.8%, and increased from 14.2% to 15.7% for part-time employees. For the 'all employees' category the largest gender pay gap is for the Senior Civil Service level at 4.9%. The Administrative responsibility level has the smallest gender pay gap at 0.5%.

### **Department of Health – Gender Pay Gap**

The Department's reward strategy over recent years include shortening pay ranges; reviewing the policy for starting pay for new employees; strengthening the governance and benchmarking processes for performance related pay (PRP). 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. A consultation led by Government Equalities Office closed in September 2015. Gender Pay Reporting will apply to all private, public and voluntary sector employers with more than 250 employees. The expectation is that reporting will commence from April 2016.



## 6. Quantitative & Qualitative research

### Staff Survey (2015 People Survey Results)

The Department carries out an annual staff survey. The overall results for 2015 were published on the external website with 80% of all staff responding:

<b>Engagement index by year</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Engagement index score	57%	58%	57%

- People who are from a Black and Minority Ethnic (BME) background are more engaged, by +3 percentage points compared to those from a non BME background, with 61% of BME staff engaging and 58% Non BME staff.
- 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.
- The satisfaction rating for 'Inclusion and fair treatment' is 77%, which is +2 percentage points higher than the Civil Service average.

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

## 7. 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 of 30 September 2015 the Department had 1,998 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.

Declaration Rates*	2014	2015
Ethnicity	92%	93%
Disability	93%	94%
Sexual Orientation	83%**	84%**
Religion or belief	84%*	85%*
Caring Responsibilities	83%	84%

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 and religion or belief. 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.

\*For permanent staff Age and Gender stands at 100% due to collection of this data being a requirement when being recruited to Civil Service.

\*\*Including a 'Prefer Not to Say' option.

## 8. 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 Policy, Diversity 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 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	157	204	491	48	350	326	328	94	1,998
% of total Workforce	8%	10%	25%	2%	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, Burnley and Runcorn.

### Workforce profile Location

Location	London	Leeds	Other	Total
Headcount	1,266	660	72	1,998
% of total Workforce	63%	33%	4%	100%

### Workforce Summary

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

- Over half (58%) of the Department's workforce is female, with 41% of our Senior Civil Servants (SCS) being female;
- 15% of the workforce work part-time hours, of which 83% are women;
- 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 41% exceeds the average across the Civil Service which is 38.7%;
- There is a slightly greater representation of women in the feeder grades to the SCS (Grade 7: 58%, Grade 6: 56%);
- 17% of the workforce is from Black, Asian or Minority Ethnic (BME) backgrounds;

- The proportion of BME staff generally decreases as the grade increases (39% of the administrative officer population are BME, whereas 4% of the SCS Level population are BME);
- The representation of BME staff in the feeder grades to the SCS stands at; 8% of the Grade 7 population and 10% of the Grade 6 population;
- 6% of staff declared a disability. The proportion of disabled staff across the grades tends to decrease slightly at more senior levels (from 6% of our total workforce at the administrative officer grade declaring a disability, to 4% of our total workforce at SCS Level declaring a disability);
- 35% of the workforce declared caring responsibilities;
- 44% of staff declared a religion or belief;
- 4% of staff declared that they are Lesbian, Gay or Bisexual;

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 best and brightest and needs to ensure that every talented, committed and hard working person has the opportunity to rise to the top, whatever their background. 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.

## Gender

### Workforce Profile Gender

Gender Representation	Male	Female	Total
Headcount	834	1,164	1,998
% of total Workforce	42%	58%	100%

- Women represent 58% of the Department’s workforce (Civil Service overall 54%);
- 41 % of DH SCS are women, which is higher than the Civil Service SCS overall at 38.7%;
- 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 - 58%. At Grade 6 - 56% (Civil Service overall for Grade 6 & 7 combined is 43.6%);
- Of the total number of staff working part time (15%), 83% are women;
- There are higher numbers of women with caring responsibilities (21%), compared to men (14%);
- Of the 1,164 women in DH, 40% are aged 39 or under, 59% are aged 40 or over.

## Ethnicity

### Workforce profile Ethnicity

Ethnicity	White	Black	Asian	Mixed	Other Ethnic background	Not Declared	Total
Headcount	1,517	125	133	46	40	137	1,998
% of total Workforce	76%	6%	7%	2%	2%	7%	100%

- For Ethnicity declaration, the response rate is 93%;
- 17% of the workforce is from a BME\* background, compared with a Civil Service average of 11%;
- Of the 17%, the largest groups are 'Black' or 'Asian';
- There is a high concentration of the BME population in the lower grades. 45% of the BME population are AO level, dropping to 12% of the BME population at Grade 7, 6% Grade 6, and 2% in the SCS (SCS Civil Service average 7.1%);
- BME representation in the main locations: London 21%, Leeds 11% and 7% in other locations.

\*Black and Minority Ethnicity.

## Disability

### Workforce Profile Disability

Disability Status	Disabled	Not Disabled	Not declared	Total
Headcount	120	1,750	128	1,998
% of total Workforce	6%	88%	6%	100%

- Response rate for disability status is 94%;
- 6% of staff declared a disability\*. This has remained relatively constant over the last three years, but is lower than the Civil Service average of 8.9%;
- Of our total workforce population that have declared a disability, 4% are SCS. Of the SCS population, 5% declared disability, which is higher than the declared Civil Service SCS average at 4.5%;
- Of the groups for which data has been declared, the group with the highest percentage of staff reporting a disability was the '50 to 59' age group (43%).

## Age

### Workforce Profile Age Group

Age Group	20-29	30-39	40-49	50-59	>=60	Total
Headcount	251	521	573	564	89	1,998
% of total Workforce	13%	26%	29%	28%	4%	100%

Civil Service Summary - More than four in five civil servants were in the 30 to 59 age group on 31 March 2015. Since 31 March 2014 there has been a decrease in employment in age band 40 to 49. There have been increases in all other age bands. There were more females than males in the 20 to 29, 30 to 39, 40 to 49 and 50 to 59 age bands. There were more males than females in the other age bands.

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

## Religion and Belief

### Workforce profile Religion and Belief

Religion and Belief	Christian	No Religion	Not Declared	Prefer not to say	Other Religions	Total
Headcount	720	629	302	193	154	1,998
% of total Workforce	36%	31%	15%	10%	8%	100%

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&T	Prefer not to say	Not declared	Total
Headcount	1,416	79	185	318	1,998
% of total Workforce	71%	4%	9%	16%	100%

- For Sexual Orientation, the response rate is 84%;
- 4% of those who responded said they were Lesbian, Gay, Bisexual or Transgender (LGB&T).



## Caring Responsibility

### Workforce profile Caring Responsibility

<b>Has Caring Responsibility?</b>	<b>Yes</b>	<b>No</b>	<b>Not declared</b>	<b>Total</b>
Headcount	701	974	323	1,998
% of total Workforce	35%	49%	16%	100%

## Working Pattern

### Workforce profile Working Pattern

<b>Working Pattern</b>	<b>Full time</b>	<b>Part time</b>	<b>Total</b>
Headcount	1,698	300	1,998
% of total Workforce	85%	15%	100%

## 9. Performance Management Analysis

The following information provides the diversity analysis for the performance management period 1/04/2014-31/03/2015. This provides the headcount figures for those eligible for a rating, followed by the percentage of category (i.e.: percentage of Female population) which is shown in brackets.\*

### Gender

<b>Gender -</b>	<b>1 – Exceeded</b> Headcount (% of specified Gender)	<b>2 – Met</b> Headcount (% of specified Gender)	<b>3 – Improvement needed</b> Headcount (% of specified Gender)	<b>Total (100%)</b>
Female	237 (23%)	754 (74%)	26 (3%)	1,017
Male	156 (23%)	500 (73%)	29 (4%)	685
Total	393 (23%)	1,254 (74%)	55 (3%)	1,702

The distribution across the two categories is similar to last year's results.

### Ethnicity

<b>Ethnic Group</b>	<b>1 – Exceeded</b> Headcount (% of specified Ethnic Group)	<b>2 – Met</b> Headcount (% of specified Ethnic Group)	<b>3 – Improvement needed</b> Headcount (% of specified Ethnic Group)	<b>Total (100%)</b>
BME	46 (15%)	247 (77%)	24 (8%)	317
White	324 (26%)	903 (72%)	27 (2%)	1,254
Unspecified	23 (18%)	104 (79%)	4 (3%)	131
Total	393 (23%)	1,254 (74%)	55 (3%)	1,702

There is an 11 percentage point difference between the number of white staff compared to BME staff receiving an exceeded rating. This is consistent with last year.

There is a 6 percentage point difference between the number of BME staff receiving an improvement needed rating compared to white staff. This is consistent with last year.

\*All Performance Management analysis is based on the delegated grades performance process – AO to G6 (excluding SCS).

## Disability

<b>Disability Status</b>	<b>1 – Exceeded</b> Headcount (% of specified Disability Status)	<b>2 – Met</b> Headcount (% of specified Disability Status)	<b>3 – Improvement needed</b> Headcount (% of specified Disability Status)	<b>Total (100%)</b>
Disabled	9 (8%)	95 (87%)	6 (5%)	110
Not disabled	362 (25%)	1,065 (72%)	46 (3%)	1,473
Not declared	20 (18%)	94 (79%)	3 (3%)	119
<b>Total</b>	<b>393 (23%)</b>	<b>1,254 (74%)</b>	<b>55 (3%)</b>	<b>1,702</b>

There is a 17 percentage point difference between the number of not disabled staff compared to disabled staff receiving an exceeded rating.

There is a 2 percentage point difference between the number of disabled staff receiving an 'improvement needed' rating compared to 'not disabled' staff. This is an improvement from last year, where there was a 4 percentage point difference.

## Age

<b>Age Group</b>	<b>1 – Exceeded</b> Headcount (% of specified Age Group)	<b>2 – Met</b> Headcount (% of specified Age Group)	<b>3 – Improvement needed</b> Headcount (% of specified Age Group)	<b>Total (100%)</b>
20-29	67 (32%)	134 (65%)	7 (3%)	208
30-39	122 (27%)	314 (71%)	11 (2%)	447
40-49	111 (23%)	363 (74%)	17 (3%)	491
50-59	86 (18%)	378 (78%)	17 (4%)	481
>=60	7 (9%)	65 (87%)	3 (4%)	75
<b>Total</b>	<b>393 (23%)</b>	<b>1,254 (74%)</b>	<b>55 (3%)</b>	<b>1,702</b>

- 32% of people under 30 received an exceeded rating compared to 27% of the 50 and over age group.

## Religion & Belief

<b>Religion or Belief</b>	<b>1 – Exceeded</b> Headcount (% of specified Religion Status)	<b>2 – Met</b> Headcount (% of specified Religion Status)	<b>3 – Improvement needed</b> Headcount (% of specified Religion Status)	<b>Total (100%)</b>
Have religion	165 (22%)	549 (74%)	26 (4%)	740
No religion	134 (26%)	363 (71%)	15 (3%)	512
Not declared	94 (21%)	342 (76%)	14 (3%)	450
<b>Total</b>	<b>393 (23%)</b>	<b>1,254 (74%)</b>	<b>55 (3%)</b>	<b>1,702</b>

The distribution is very similar to last year's results.

## Sexual Orientation

<b>Sexual Orientation</b>	<b>1 – Exceeded</b> Headcount (% of specified Sexual Orientation)	<b>2 – Met</b> Headcount (% of specified Sexual Orientation)	<b>3 – Improvement needed</b> Headcount (% of specified Sexual Orientation)	<b>Total (100%)</b>
Heterosexual/straight	288 (25%)	835 (72%)	38 (3%)	1,161
LGB & Other	15 (21%)	57 (78%)	1 (1%)	73
Not declared	90 (19%)	362 (78%)	16 (3%)	468
<b>Total</b>	<b>393 (23%)</b>	<b>1,254 (74%)</b>	<b>55 (3%)</b>	<b>1,702</b>

## Working Pattern

<b>Work Pattern</b>	<b>1 – Exceeded</b> Headcount (% of specified Working Pattern)	<b>2 – Met</b> Headcount (% of specified Working Pattern)	<b>3 – Improvement needed</b> Headcount (% of specified Working Pattern)	<b>Total (100%)</b>
Full time	353 (24%)	1,059 (73%)	51 (3%)	1,463
Part time	40 (17%)	195 (81%)	4 (2%)	239
<b>Total</b>	<b>393 (23%)</b>	<b>1,254 (74%)</b>	<b>55 (3%)</b>	<b>1,702</b>

The distribution across the 'exceeded' and 'met' ratings for part time staff is similar to last year's results.

## Caring responsibilities

<b>Has Caring Responsibility?</b>	<b>1 – Exceeded</b> Headcount (% of Caring Responsibility Status)	<b>2 – Met</b> Headcount (% of Caring Responsibility Status)	<b>3 – Improvement needed</b> Headcount (% of Caring Responsibility Status)	<b>Total (100%)</b>
Yes	128 (21%)	465 (76%)	18 (3%)	611
No	212 (27%)	555 (70%)	24 (3%)	791
Not declared	53 (18%)	234 (78%)	13 (4%)	300
<b>Total</b>	<b>393 (23%)</b>	<b>1,254 (74%)</b>	<b>55 (3%)</b>	<b>1,702</b>

There is a difference between staff with caring responsibilities and those without receiving 'exceeded' and 'met' ratings.

# 10. Discipline and Grievance Analysis

Employee casework for the period 1/10/2014 – 30/09/2015\*

<b>Discipline &amp; Grievance Formal Cases</b>	<b>Discipline</b>	<b>Grievance</b>	<b>Total Cases</b>
Headcount	9	5	14
Percentage	64%	36%	100%

*\*Numbers are too low for a more detailed breakdown.*

## 11. Leavers Analysis

Employee leavers for the period 1/1/2015 to 30/09/3015\*

### Turnover

Leavers	2013	2014	2015
Headcount – Leavers	581	220	221
Headcount – Overall	1911	1958	1998
Turnover	30%	11%	11%

### Leavers by Grade

Grade	2014 Leavers Headcount	2014 % of all Leavers by Grade	2015 Leavers Headcount	2015 % of all Leavers by Grade
AO	43	20%	28	13%
EO	36	16%	27	12%
HEO	26	12%	35	16%
SEO	21	10%	30	14%
Fast Stream	13	6%	14	6%
Grade 7	40	18%	42	19%
Grade 6	21	10%	21	10%
SCS	20	9%	24	11%
Total	220	100%	221	100%

\*Leavers data includes employees who have transferred to Other Government Departments and have left DH on promotion.

## Leaving Reasons

Leaving Reason	Headcount (% of all Leavers by Leaving Reason)
End of contract (Fixed Term)	26 (12%)
Resignation	81 (37%)
Retirement	37 (17%)
Dismissal	2 (1%)
Transfer to Other Government Department	63 (29%)
Redundancy	10 (5%)
Other	2 (1%)
Total	221 (100%)