Department for Transport

Equality Monitoring 2014/15

Equality Monitoring in DVLA

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 DVLA staff for 2014-15.

The aims of the analysis were to:

- summarise the diversity characteristics of staff and applicants;

- compare the diversity of DVLA staff with the diversity of local working-age populations;

- identify differences between diversity groups within DVLA; 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 were 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 imply causation, although in some cases there may be an obvious explanation for at least some of the difference seen.

2. DVLA background

The DVLA is an executive agency of the Department for Transport (DfT). Its primary purpose is to ensure that complete and accurate registers of drivers and vehicles are held and that they are as accessible and as flexible as possible, for those who have the right to use them - most notably the police, courts and local authorities.

At the end of March 2015, DVLA employed 5,678 staff (excludes staff on long term leave)[1], a net increase of 225 (or 4%) since March 2014.

At 31st March 2015, the majority of staff (83%) were in operational roles (essentially "front line" staff, for example those answering telephones, processing

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[1] Long term leave includes employees who were on long-term sickness absence, loans and secondments.

Staff on maternity leave are, however, included in these figures.

licences etc.). These roles were typically in the lower grades (AA and AO).

The remainder (17% of staff) were in non-operational roles (such as human resources, finance and policy).

All DVLA staff were based in Swansea[2].

The following table gives DVLA's summary diversity statistics.

	% all staff making specific declaration against characteristic[3]	…of whom % declaring particular characteristic shown in brackets [4]
Age (40 years and older)	100%	51%
Gender (Female)	100%	62.1%
Working pattern (Part-time)	100%	30.8%
Race (BAME)	75.8%	1.2%
Disability status (Disabled)	71.7%	16.8%
Sexual Orientation (Lesbian, gay man, or bisexual)	23.7%	2.5%
Religion and belief (Declared a religion or belief)	15.4%	73%

3. Diversity analysis key findings

DVLA compared with local working-age populations

All of DVLA's 5,678 staff, both operational (4,722) and non-operational (956), were based in Swansea[5].

The diversity profile of staff differed from the local working-age population in relation to age and gender:

- generally, there were more staff aged 30-59 than expected and fewer aged under 25;

- there were more females than expected - 62% of staff were female.

Age profiles

local working-age population
all staff
operational
non-operational

Trends in key diversity statistics
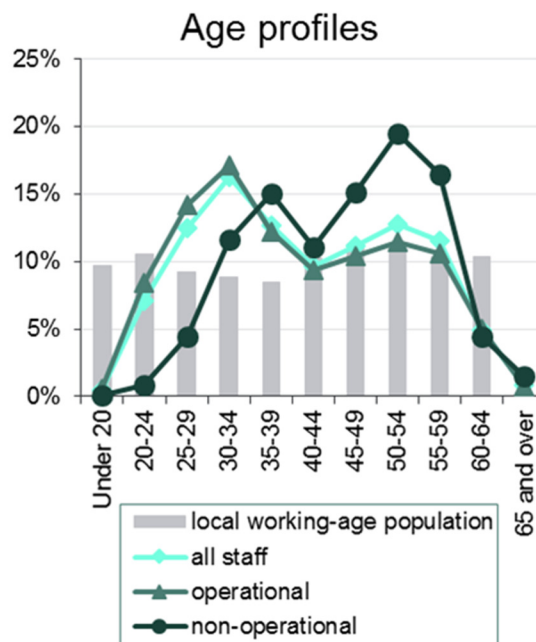
The most significant changes were seen in declaration rates for race and disability status.

The proportion of staff who did not declare their race, or opted for "prefer not to say" has increased significantly from 7% in 2007/08 to 24% this year. The equivalent rate for disability status, has increased significantly from 13% in 2007/08 to 28% this year.

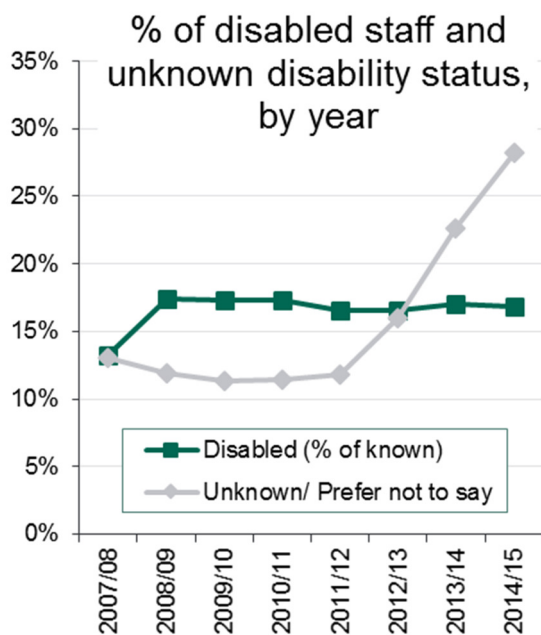% of disabled staff and unknown disability status, by year

Considering only staff with a declared race, there was a significant fall in the proportion of BAME (black, Asian and minority ethnic) staff over the same period.

% of BAME staff and unknown race, by year
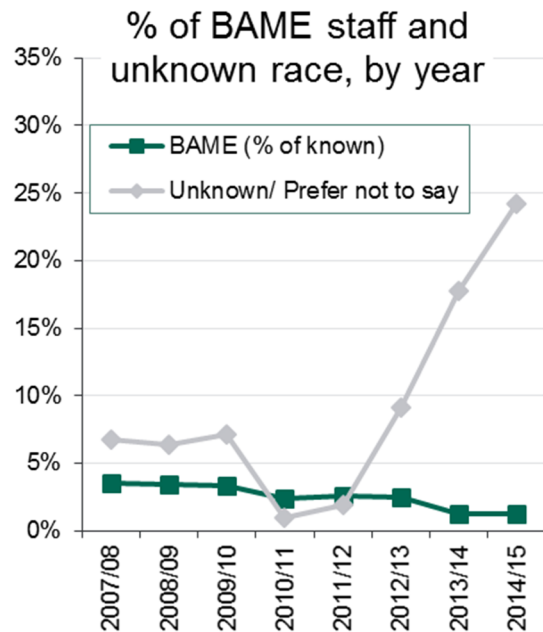
There were no trends in the proportions of males and females for DVLA as a whole. However, for non-operational staff at grades AA-EO, the proportion of female staff has significantly decreased since 2008/09

Diversity differences within the organisation

The different job roles had different profiles. Operational staff tended to be younger, were more likely to be female, to work part time and had higher levels of non-declaration of diversity information (race, disability status and religion or belief) than non-operational staff.

Job role was the most significant factor associated with grades. The majority of operational staff were in grades AA-AO, and a large number were in grade EO.

Staff by job role and grade
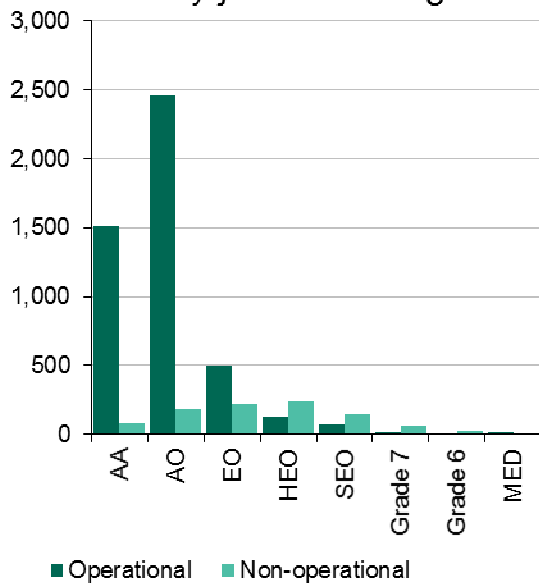
Diversity factors relating to grade were similar for DVLA and both job roles. In general, after job role, the important characteristics were age, then working pattern. Gender, race and disability status were sometimes correlated with grade.

Age, working pattern and gender by grade
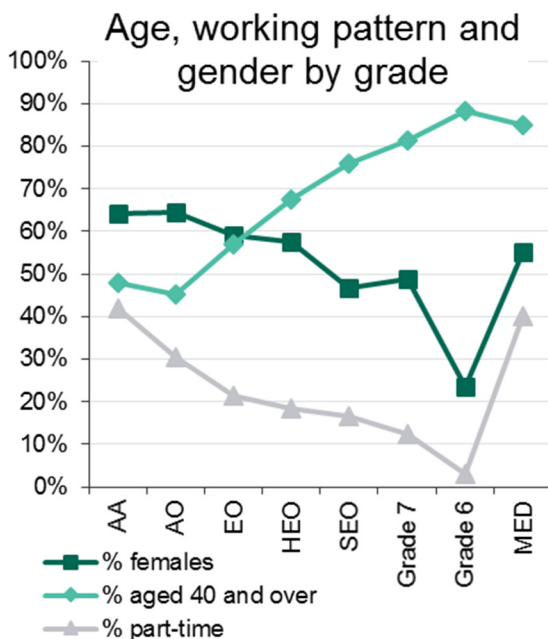
Staff in lower grades (AA-EO) tended to be younger than staff in higher grades and more likely to work part time. Also, there tended to be higher proportions of females in lower grades compared with other grades.

There were more AA staff with unknown disability status than expected. There were disproportionately more non-disabled staff in EO, HEO and Grade 7, compared with other grades.

There were more AA staff and fewer EO and HEO staff with unknown race than expected. A higher proportion of SEO staff declared themselves white, compared with other grades.

Part-time staff tended to be older than full-time staff, and female staff were more likely to work part time than male staff.

In the lower grades (AA-EO), female staff tended to be older than male staff, and disabled staff older than non-disabled staff.

Age profile by gender for AA-EO staff
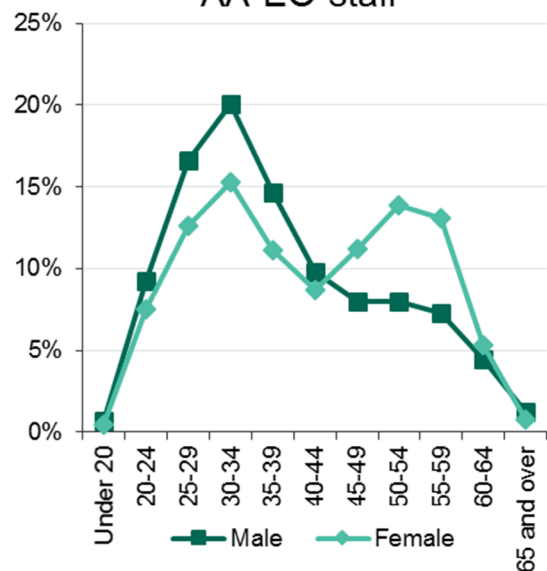
Diversity of applicants

453 applications were received for campaigns within DVLA. There were a higher proportion of male and non-

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disabled applicants compared with staff in post proportions.

12,171 applications were received for campaigns outside DVLA. The majority (60%) were for AO operational posts in Swansea. Compared with the local working-age population, there were disproportionately:

- More female, more BAME and more non-disabled applicants to AO operational posts in Swansea;

- More male applicants to EO-SEO and Grade 6 non-operational posts;

- More BAME applicants to AO-EO non-operational posts in Swansea;

- More non-disabled applicants to posts at all grades and both job roles in Swansea;

- More male applicants to operational AO posts in London.

Compared with the working-age population of Great Britain, there were disproportionately more male and more BAME applicants to AO operational posts in other locations.

Success through the recruitment process

12,624 applications were received for posts. 947 applicants (9% of those whose outcome was known) were offered a post.

For operational posts, applicants for AO and EO posts, and female applicants were more likely to be successful at sift, and BAME applicants and AA applicants were less likely to be successful at sift, compared with other staff.

Applicants for AA and EO operational posts were more likely to be successful

at interview and offered a post, than applicants to other operational grades.

A higher proportion of non-disabled applicants to operational posts were successful at interview and offered a post, than disabled applicants and applicants with unknown disability status.

Applicants aged 50-59 were less likely to be successful at interview for operational posts than other applicants.

For non-operational posts, a higher proportion of non-disabled applicants were successful at sift, at interview and offered a post, than disabled applicants and applicants with unknown disability status.

Applicants for AA non-operational posts were more likely to be successful at sift, but less likely to be successful at interview, compared with applicants to other non-operational grades.

A lower proportion of BAME applicants to non-operational posts were successful at interview and offered a post, than white applicants and applicants with unknown race.

For non-operational posts, applicants aged 50-59 were less likely to be successful at interview, and applicants aged 40-49 were more likely to be offered a post, than other applicants.

Cessations

385 DVLA staff left during the year, 7% of those who had been in post at the beginning of the year.

Significantly higher proportions of staff who had not declared their race[6], male staff, part-time staff and AA staff left

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[6] Declaration of disability status was correlated with how long staff had worked at the agency – new staff were less likely to have declared their race.

during the year, compared with staff in post at the end of the year.

Significantly lower proportions of non-disabled and EO staff left during the year, compared with staff in post at the end of the year.

For non-operational staff, leavers tended to be older than staff in post.

Performance assessment

4,364 performance management reports were analysed; 20% received a performance rating 1 and 7% received a performance rating 3.

Results by job role are given in the table below (excluding performance mark 4):

Performance mark	% operational staff	% of non-operational staff
1	19%	22%
2	73%	73%
3	8%	5%

Staff who worked more days were more likely, and disabled staff were less likely to have received a performance rating 1 than other staff.

In addition for operational staff, younger staff, white staff and females were more likely to have received a performance rating 1 than other operational staff. As were SEO non-operational staff, compared with non-operational staff at other grades.

Staff who had had more sickness absence, AA staff and male staff were more likely to have received a performance mark 3 than other staff.

In addition, for operational staff, white staff and staff that had worked more hours were less likely to have received a

performance mark 3 than other operational staff.

Progression

5,034 staff were in post on both 31st March 2014 and 31st March 2015. 341 of these staff (7%) had progressed up the grade structure.

Staff with higher FTEs, younger staff, AA staff and staff who received a performance rating 1 in the previous year were more likely to have progressed up the grade structure than other staff.

AO staff and operational staff were less likely to have progressed up the grade structure than other staff.

For operational staff, AA staff and HEO staff were more likely to progress up the grade structure, than staff in other grades.

For non-operational staff, females were more likely to progress up the grade structure than males.

Learning and development

Tables of e-learning recorded by Civil Service Learning have been provided in the annexes. A diversity analysis was not possible because e-learning data could not be matched to staff diversity information. Information on training not provided through Civil Service Learning was not available.

Grievances and disciplines

During 2014/15, there were 4 grievance cases and 118 discipline cases.

The majority of discipline cases involved AA and AO operational staff. Significantly more males and full-time staff were involved in the discipline cases, given the proportions of males and full-time staff in post.

There were no significant differences by disability status, job role or religion/belief. There were insufficient data to test by race and sexual orientation.

Sickness absence

Both the likelihood of having absence and the amount of absence were analysed.

Staff who were in post at 31st March 2015 had had an average of 7.4 days of sickness absence each in 2014/15.

47% of staff had had some sickness absence during the reporting year. Of these staff, the average total days lost was 15.7 days.

The following staff groups were more likely to have had sickness absence than other staff:

- Younger staff;
- Disabled staff;
- Part-time staff; and
- Staff in lower grades (AA-AO).

The following staff groups tended to have more days of sickness absence than other staff:

- Disabled staff;
- Female staff;
- Staff in lower grades (AA-AO); and
- Staff who had not declared their race.

There were some additional result specific to certain job roles:

- Part-time operational staff had more days sickness absence than full-time operational staff;
- White non-operational staff had more days sickness absence than BAME non-operational staff and staff who had not declared their race; and

Older non-operational staff had more days sickness absence than younger non-operational staff.

4. Information quality

The datasets were generally of good quality.

The declaration rates for race and disability status have been decreasing for the last few years. High declaration rates are important for robust analysis. It is strongly recommended that efforts are made to increase these declaration rates.

The declaration rates for sexual orientation and religion/belief were fairly low which limited the analysis of these characteristics and it is recommended efforts are made to improve these too.

Another area of deficiency was the training data which could not reliably be matched to the Agency's staff datasets.

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
	No.	% of total	% of total that declared	No.	% of total	% of total that declared		
All staff	5453			5678				
Males	2081	38.2%	38.2%	2153	37.9%	37.9%	-0.2	+3.5%
Females	3372	61.8%	61.8%	3525	62.1%	62.1%	+0.2	+4.5%
White	4431	81.3%	98.8%	4250	74.9%	98.8%	-6.4	-4.1%
BME	56	1.0%	1.2%	52	0.9%	1.2%	-0.1	-7.1%
Unknown/ Prefer not to say Race	966	17.7%	-	1376	24.2%	-	+6.5	+42.4%
Non-disabled	3501	64.2%	82.9%	3387	59.7%	83.2%	-4.6	-3.3%
Disabled	720	13.2%	17.1%	686	12.1%	16.8%	-1.1	-4.7%
Unknown/ Prefer not to say disability	1232	22.6%	-	1605	28.3%	-	+5.7	+30.3%
Full Time	3941	72.3%	72.3%	3929	69.2%	69.2%	-3.1	-0.3%
Part Time	1512	27.7%	27.7%	1749	30.8%	30.8%	+3.1	+15.7%
Average age	41.1			41.1				

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.

Agency	Previous pay band	Standardised grade
DVLA	PB1	AA
	PB2	AO
	PB3	EO
	PB4	HEO
	PB5	SEO
	PB6	Grade 7
	PB7	Grade 6
	Unknown	Unknown

A.3   Geographical comparisons

The following table shows the catchment areas for each DVLA location. This is described more fully in the Technical Annex.

Reporting location	Local Authority
Swansea	Swansea
Swansea	Carmarthenshire
Swansea	Neath Port Talbot
Swansea	Powys