



Department  
for Transport



GOVERNMENT OPERATIONAL RESEARCH SERVICE

Equality Monitoring 2015/16

# Equality Monitoring in DfT(c): Management Summary

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**In House Analytical Consultancy**

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# Management summary

## Introduction

This report contains an analysis of the diversity of DfT(c) staff for 2015-16.

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.

This report is not intended to provide an over-arching narrative of diversity and inclusion in DfT(c) or to set the analysis in the report in the context of ongoing organisational change. The DfT “diversity story”, based on both quantitative and qualitative data from various sources, is being separately developed to underpin our strategic inclusion plans from 2017 and will be reflected in our equality monitoring reports in future 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.

Characteristics considered were gender, race, disability status, grade, age, sexual orientation, religion or belief, 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 imply causation, although in some cases there may be an obvious explanation for at least some of the difference seen.

## 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 2015/16, DfT(c) had four executive agencies. That is one fewer than last year as the former Highways Agency became a government company, Highways England, in April 2015. IHAC has written equality monitoring reports for each of the four agencies, 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 31<sup>st</sup> March 2016 there were 2,123 staff in post across DfT(c) and

Agency SCS. 8% of staff were in the SCS.

The majority of staff were based in London (87%). 81 staff (4%) were based in 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 11% since last year. This increase has been adjusted so that SCS staff in Highways England are excluded from both years.

### 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 ‘prefer not to say’) and the proportion of these staff who declared themselves to be certain characteristics.

	% all staff making specific declaration against characteristic <sup>1</sup>	...of whom % declaring particular characteristic shown in brackets <sup>2</sup>
Age (40 years and older)	100%	59%
Gender (Female)	100%	39%
Working pattern (Part-time)	100%	10%
Race (BAME)	48%	20%
Disability status (Disabled)	57%	6%
Religion or belief (Declared a religion or belief)	38%	64%
Sexual Orientation (Lesbian, gay man, or bisexual)	42%	6%

Figure 1 Key diversity statistics

Declaration rates for race, religion or belief, and sexual orientation have fallen to below 50%. These low declaration rates mean the data are insufficient to conduct a complete analysis as presented in previous years. Secondly, where analysis has been undertaken it is possible that results would be different if more staff had declared their status.

Race declaration is subject to a database coding problem that means it has not always been possible to determine whether staff are white or BAME (black, Asian and minority ethnic).

<sup>1</sup>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.

<sup>2</sup> 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).

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 478 staff (23% of staff in post) were affected by this.

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

Comparisons of staff in post with local working-age populations only include gender and age. Race and disability<sup>3</sup> were excluded from the analysis as the declaration rates were too low.

For recruitment, race and disability were included in the analysis as the declaration rates were higher in recruitment data.

Note that that analysis of recruitment data does not include Senior Civil Service recruitment because individual level data were not available. Summary tables for recruitment to the Senior Civil Service have been provided in Annex C.

In all locations, DfT(c) staff tended to be older than the local working-age population (as shown in Figure 1.2). In contrast, applicants for DfT(c) posts in London and other locations tended to be younger than the local populations.

Staff in post were more likely to be male than the local working-age populations. Similarly, applicants for posts in London and other locations were more likely to be male than the local working-age populations.

There were more BAME applicants for posts in London and fewer white applicants for posts in other locations than expected, compared with the local working-age populations.

There were fewer disabled applicants for posts in London and other locations than expected, compared with the local working-age populations.

<sup>3</sup> 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 annexes have further details.

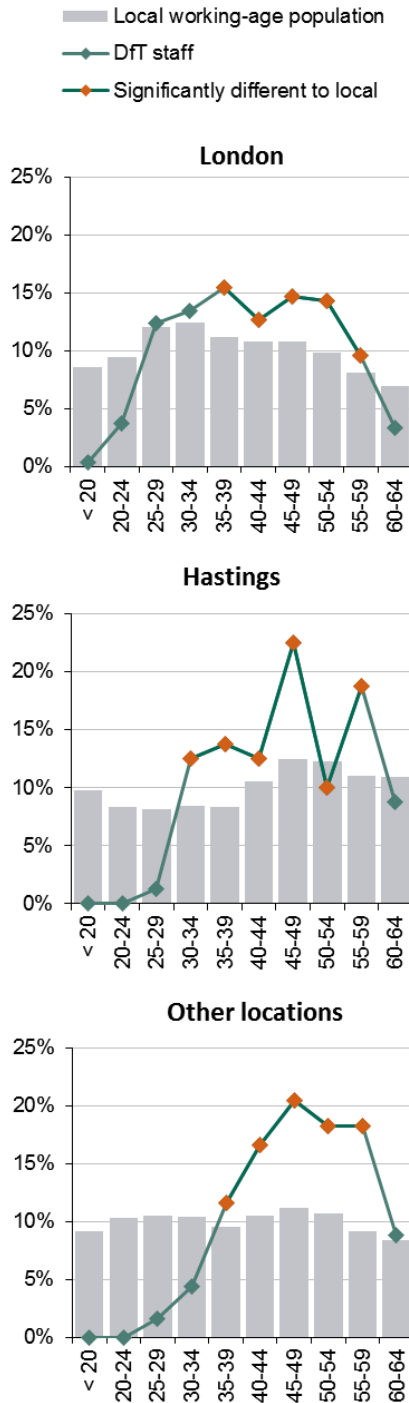


Figure 2 Age profiles by location

**Trends in key diversity statistics**

Since last year there has been an 11% increase in staff numbers, but minimal changes in diversity. However, as declaration rates for new staff were particularly low it is not possible to understand the true changes.

The average age of staff decreased from 43.1 to 42.6 years old. This change is not significant.

Taking data from 2003/04 to 2015/16, the following trends were found to be significant:

**Race:** The proportion of BAME staff has increased, both overall and in all grade groups except the SCS.

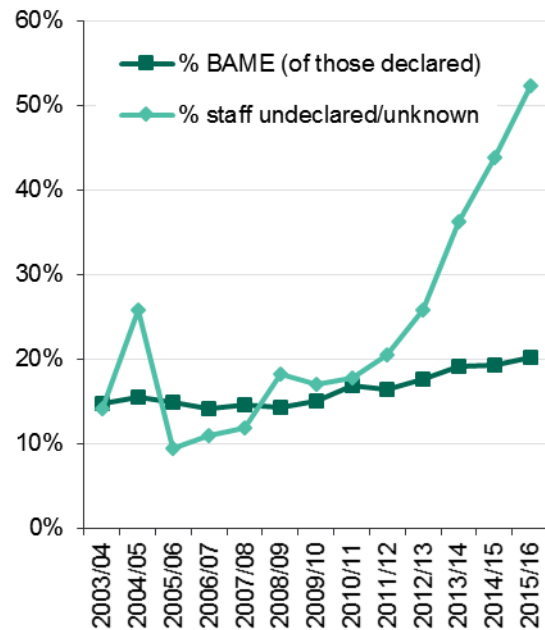


Figure 3 Proportion of BAME staff, and undeclared/unknown race, 2003/04-2015/16

**Disability:** The proportion of disabled staff has also increased over the period, in particular in HEO/Fast Stream/SEO grades, and Grades 6-7.

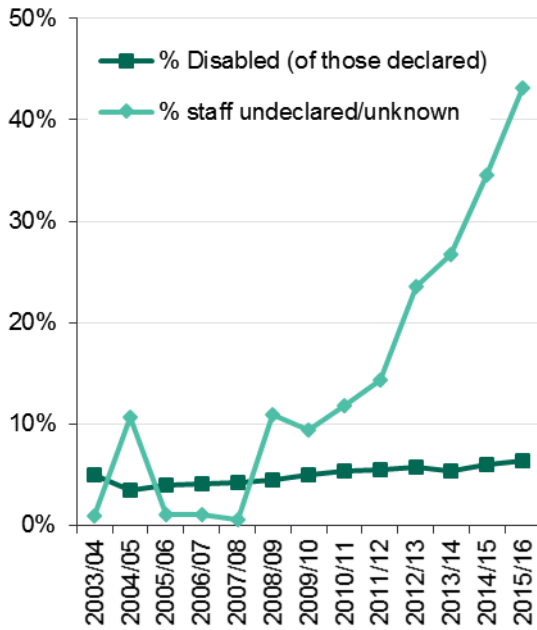


Figure 4 Proportion of disabled staff, and undeclared/unknown disability status, 2003/04-2015/16

**Disability and race declaration:**

Unknown data for race and disability status has increased in all grade groups:

- Staff with unknown race increased from 14% in 2003/04 to 52% in 2015/16.
- Staff with unknown disability status increased from 1% in 2003/04 to 43% in 2015/16.

**Diversity differences within the organisation**

Diversity characteristics varied by grade therefore this analysis is shown across the grades to highlight these differences.

**Gender:** 61% of staff were male. Lower grades had higher proportions of female staff than higher grades.

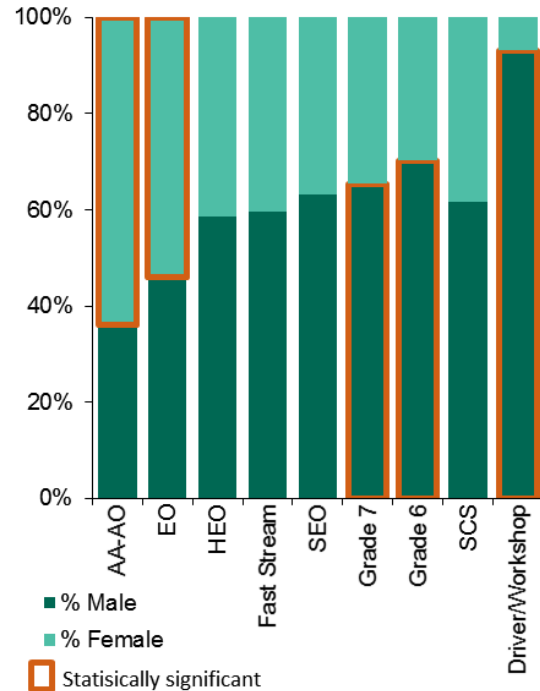


Figure 5 Proportions of male and female staff by grade

**Race:** 38% of staff declared themselves white and 10% declared themselves BAME. Race was unknown for 52% of staff so results should be treated with caution. There were disproportionately more BAME staff in lower grades. In particular:

- more BAME staff at EO grade and fewer BAME staff at Grades 6-7 and in the SCS; and
- fewer white staff at HEO and more white staff at Grade 6.

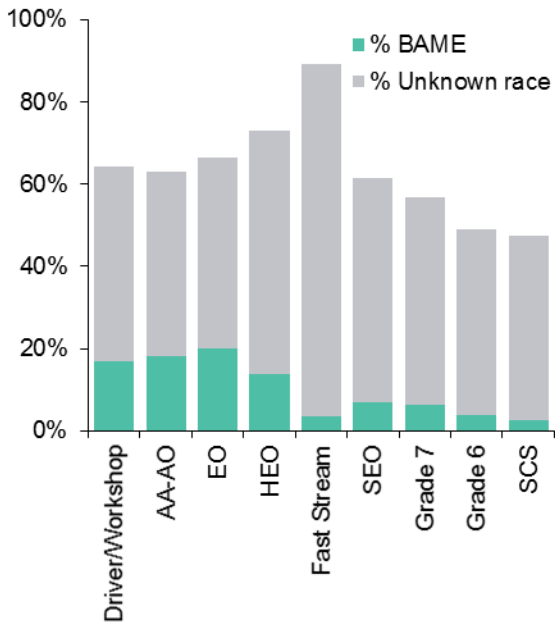


Figure 6 Proportion of BAME or unknown race staff by grade

**Disability:** 4% of staff declared themselves disabled and 53% declared themselves non-disabled. Disability status was unknown for 43% of staff so results should be treated with caution.

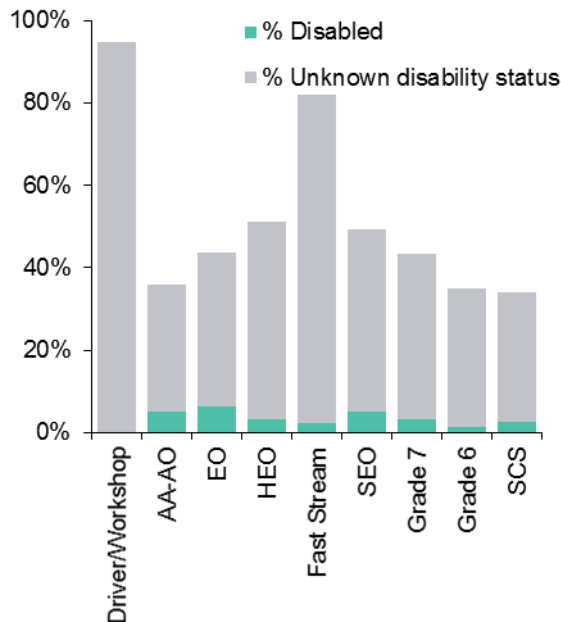


Figure 7 Proportion of disabled or unknown disability status staff in each grade

**Age:** the average age of staff in DfT(c) was 42.6 years old. Age profiles were significantly different for the majority of

grades. For example, staff in the Fast Stream had a significantly younger age profile, with the majority of staff (83%) aged under 30 years.

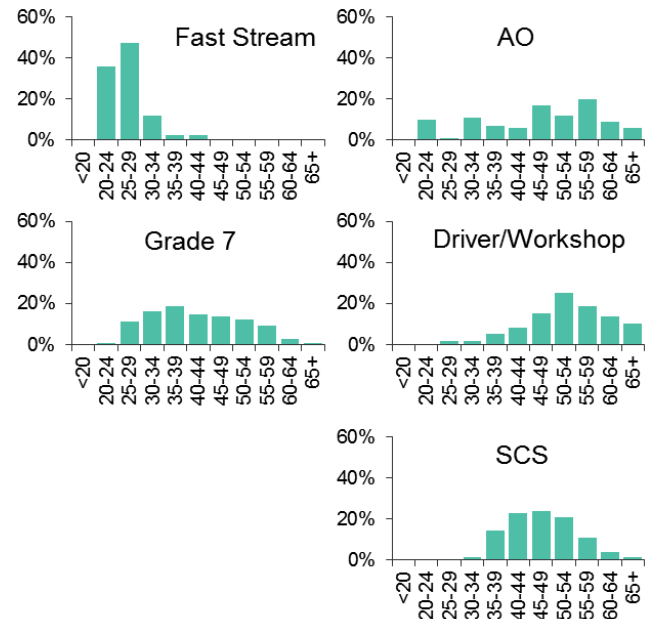


Figure 8 Age profile of staff in different grades. Charts on the left have significantly more younger staff and those on the right have significantly more older staff.

Staff in the Fast Steam and at Grade 7 tended to be younger than staff in other grades. Staff at AO, SCS and in Driver/Workshop roles tended to be older than staff in other grades.

**Working pattern:** Full-time staff were more likely to be male, younger, and less likely to be white than part-time staff.

**Success rates through the recruitment process**

7,368 applications were received for 280 recruitment campaigns for posts up to Grade 6, across DfT(c). In total, 380 applicants were offered a post.

31% of applicants who were sifted were successful.

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



29% of applicants who were interviewed / assessed were successful:

- female applicants were more likely to be successful than male applicants;
- younger applicants were more likely to be successful than older applicants; and
- applicants who declared a religion or belief were less likely to be successful than applicants who declared no religion and applicants with unknown religion/belief.

6% of all applicants were offered a post.

- BAME applicants were less likely to be offered a post than white applicants or those with unknown race.
- Younger applicants were more likely to be offered a post than older applicants.

**Cessations**

10% of staff in post at the start of 2015/16 left during the year – a total of 186 staff. Two thirds of those left for voluntary reasons.

Staff who left tended to be older than the staff in post – this is largely due to retirements.

**Performance assessment**

1,816 performance ratings were analysed. The distribution of ratings was as follows:

	<b>% of staff</b>
Performance rating 1	25%
Performance rating 2	66%
Performance rating 3	8%

*Figure 9 Distribution of performance ratings*

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

- had fewer days of sickness absence;
- had been in their grade for one year or more;
- were younger; and
- were white.

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

- had fewer days of sickness absence;
- were younger;
- were white; and
- were female.

**Progression**

Of the 1,629 staff in post on both 31<sup>st</sup> March 2015 and 31<sup>st</sup> March 2016, 161 (10%) had progressed up the grade structure. SCS staff were included whilst Driver/Workshop staff were not as they do not fit the typical grade structure.

Younger staff and staff who had received a performance rating 1 in the previous year were more likely to have progressed up the grade structure than other staff.

**Learning and development**

All generic UK-based government training and development is now arranged through Civil Service Learning (CSL). This includes both face-to-face courses and e-learning.

It was not possible to reliably match the CSL data to staff in post data, neither was it possible to know how much time was actually spent on the training activity. Therefore analysis has not been carried out on the learning and development arranged through CSL.

Non-generic training (specific to a profession or a particular Government

Department) may be organised and recorded centrally within an organisation, or individually booked. For DfT(c), this was not the case, and therefore no analysis of learning and development was conducted.

**Grievances and disciplines**

There were 8 grievance cases during 2015/16 - this is a similar number to the previous year when there were 5 grievance cases.

The numbers involved were too small to carry out statistical testing of diversity characteristics

There were 30 discipline cases during 2015/16 (there were 19 the previous year).

Taking into account the diversity distribution of staff in post, there were no significant differences by gender. There was not enough data for statistical analysis of any other diversity characteristics, but discipline cases spanned a range of diversity groups:

- 12 were of unknown race, 15 were white, 3 BAME;
- 21 were non-disabled, 2 disabled and 7 of unknown disability status;
- 28 worked full time, 2 worked part time.

**Sickness absence**

70% of staff had no recorded sickness absence throughout the year. Staff in lower grades and staff with unknown disability status were more likely to have had sickness absence.

The amount of sickness absence was also analysed. Staff had, on average, 3.1 days of sickness absence.

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

For full-time staff, staff who were older tended to have had more days of sickness absence, and staff with unknown disability status tended to have had fewer days.

Part-time staff who were white, female, and/or disabled tended to have had more days of sickness absence.

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

There was a strong correlation between the number of days sickness absence recorded and age. Older staff were more likely to have more days sickness absence recorded.

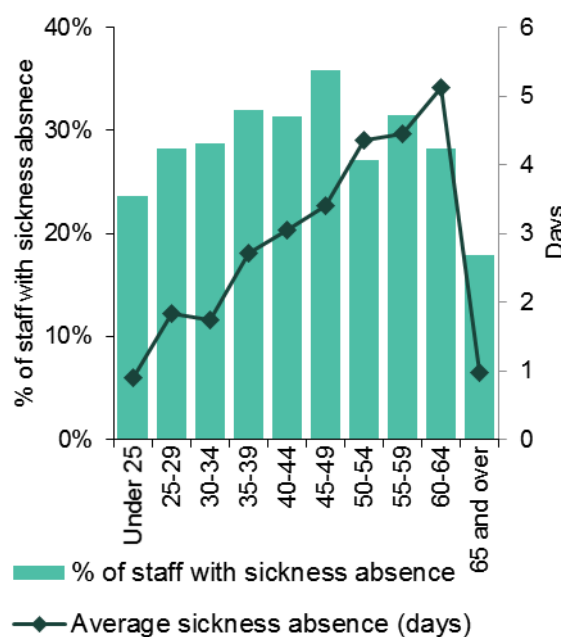


Figure 10 Percentage of staff with sickness absence and number of days sickness absence, by age band

**Information quality**

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

- Data on race, disability status, sexual orientation, and religion or belief for staff in post and cessations, all of which had relatively high proportions

of unknowns. Due to the particularly high proportion of unknowns in the race data, all results relating to the race of staff in post should be treated with caution.

- Individual level data are not currently available for Senior Civil Service recruitment. Work is progressing with data providers to improve this data for the reporting year 2016/17.

- CSL training data could not be reliably matched to DfT(c)'s staff datasets. Therefore no analysis was possible for learning and development.

The recent increase in the proportion of staff with unknown race is at least partially due to a database coding issue