



Department  
for Transport



GOVERNMENT OPERATIONAL RESEARCH SERVICE

Equality Monitoring 2014/15

# Equality Monitoring in VCA

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 VCA staff for 2014-15.

The aims of the analysis were to:

- summarise the diversity characteristics of staff and applicants;
- compare the diversity of VCA staff with the diversity of local working-age populations;
- identify differences between diversity groups within VCA; 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.

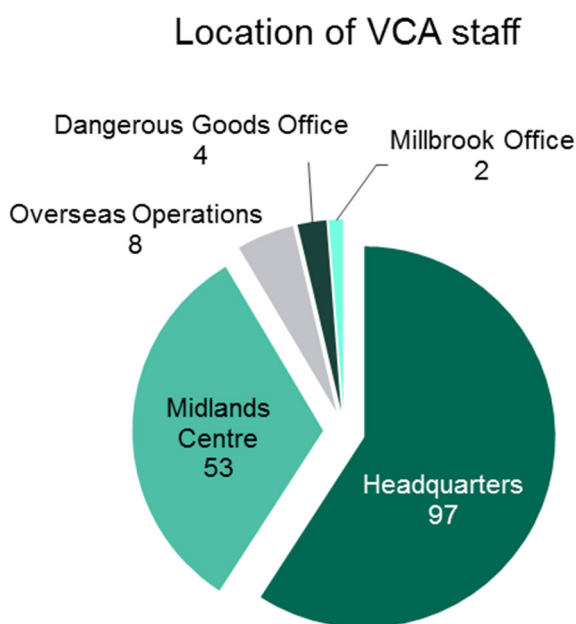
The presence of a statistically significant result does not imply causation, although in some cases there may be an obvious explanation for at least some of the difference seen.

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 are described as having been at a lower level of statistical significance.

## 2. DVSA background

VCA is the designated UK Vehicle Type Approval authority and supports industry by providing internationally recognised testing and certification for vehicles, their systems and components.

It is the smallest of the Department for Transport's executive agencies, with 164 staff (as at 31<sup>st</sup> March 2015).



The majority of its staff were based at either the Bristol headquarters or in the Midlands centre in Nuneaton. 14 staff were based either overseas; in the Dangerous Goods Office in Leatherhead; or the Millbrook Office near Milton Keynes.

There were two main job roles: administrative (admin) and engineers.

### 3. Diversity statistics

The key diversity statistics for VCA are shown in the table below.

	% 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%	61.6%

<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.

Gender (Female)	100%	30%
Working pattern (Part-time)	100%	15.2%
Race (BAME)	97.0%	6.9%
Disability status (Disabled)	95.1%	6.4%
Sexual Orientation (Lesbian, gay man, or bisexual)	76.2%	4.0%
Religion and belief (Declared a religion or belief)	75.6%	55.6%

### 4. Diversity analysis key findings

#### VCA compared with local working-age populations

Because there were relatively few staff in each VCA location, the whole organisation was compared with the working-age population of Great Britain.

Compared with the GB working-age population, VCA staff were more likely to be male, and less likely to be under 30. There were also fewer Black, Asian and minority ethnic (BAME) staff than expected.

Applicants to posts in VCA were compared with the GB working-age population. Applicants were more likely

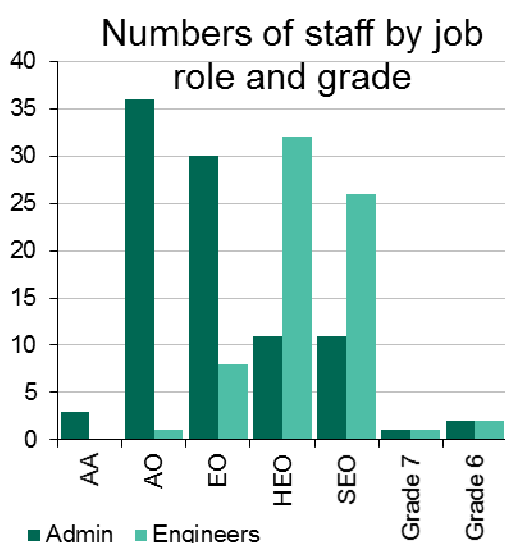
<sup>2</sup> This column shows the proportion of staff who have declared that they are (e.g.) BAME or Disabled. It is based only on staff who have made a specific declaration – not including “prefer not to say” (Declarations of prefer not to say are treated as unknown/not declared).

to be male, BAME or non-disabled than expected.

### Diversity differences within the organisation

There were two main job roles, Administrative (admin) and Engineer, and these tended to have different grade and diversity profiles.

Admin staff tended to be in the lower grades, whereas engineers occupied the higher grades (HEO-Grade 6).

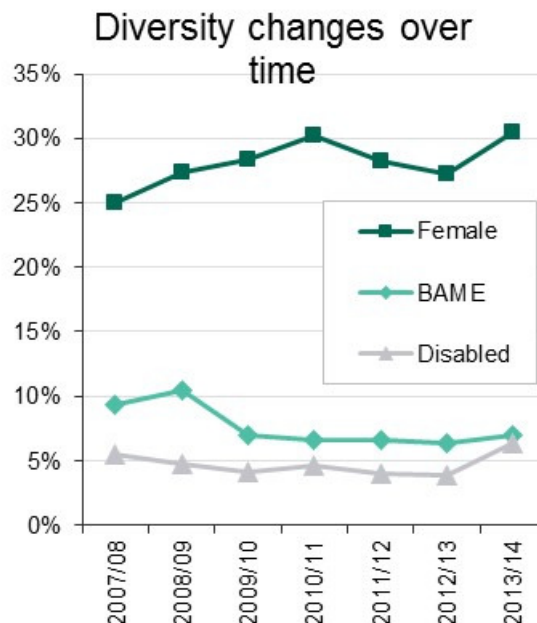


Admin staff were more likely than engineers to be female (nearly half of admin staff were female, whereas only 6% of engineers were).

Female staff were more likely to work part time than male staff. (38% of females and 5% of males worked part time).

### Trends in key diversity statistics

There have been no significant long-term trends in the proportions of female, BAME or disabled staff in VCA.



Between 2013/14 and 2014/15, there was a significant improvement in declaration rates for religion/belief and a decline in the declaration rate for race.

### Recruitment

Of the 191 applicants (with known gender and result), 24 were offered a post. Applicants to EO posts were less likely to be successful at sift than other applicants.

### Cessations

17 staff left during 2014/15: 10 admin staff and 7 engineers. There were too few for statistical analysis.

### Performance assessment

21% of staff received the highest performance rating, and 9% the lowest.

Those who had been in grade for less than a year were less likely to have received the highest performance rating than those in grade for longer.

There were too few staff with the lowest performance rating for statistical analysis.

### Progression

145 staff were in post on both March 31<sup>st</sup> 2014 and March 31<sup>st</sup> 2015. Of these, 13 progressed during the year – too few for statistical analysis.

### Learning and development

Some data on e-learning was available, but not in a suitable format for statistical analysis. In total 192 hours of e-learning via Civil Service Learning were recorded, equating to around 1.2 hours per member of staff.

### Grievances and disciplines

There were 4 grievances raised, and 2 discipline cases during the year.

### Sickness absence

42% of staff had some sickness absence during the year – 4.3 days per person across all staff, or 10.2 days on average for those who had some absence.

Admin staff were more likely to have had some sickness absence during the year.

Disabled staff tended to have had more sickness absence than staff with unknown disability status or no disability.

Part-time staff had more sickness absence on average than full-time staff.

Older staff had more sickness absence than younger staff.

Staff in the AO and EO grades had higher levels of sickness absence than staff in other grades.

## 5. Information quality

The data provided by VCA were generally of good quality, and declaration rates were high. Last year, we recommended that the data on religion and belief and sexual orientation (new at the time) were improved, and declaration rates for these are now approaching 90%.

Data on training is no longer collected centrally by VCA, and the data available from Civil Service Learning was limited.

Data on recruitment was provided by Civil Service Learning (CSL). The data were provided in a format that lead to many of the results being interpreted as 'unknown'. See the recruitment chapter for more details.

For many of the report sections, analysis was limited because of the size of the organisation. Summary tables are, however, provided in the separate annexes.

# 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		
<b>All staff</b>	158			164				
<b>Males</b>	115	72.8%	72.8%	114	69.5%	69.5%	-3.3	-0.9%
<b>Females</b>	43	27.2%	27.2%	50	30.5%	30.5%	+3.3	+16.3%
<b>White</b>	147	93.0%	93.6%	148	90.2%	93.1%	-2.8	+0.7%
<b>BAME</b>	10	6.3%	6.4%	11	6.7%	6.9%	+0.4	+10.0%
<b>Unknown Race</b>	1	0.6%	0.6%	5	3.0%	3.1%	+2.4	+400.0%
<b>Non-disabled</b>	148	93.7%	96.1%	146	89.0%	93.6%	-4.6	-1.4%
<b>Disabled</b>	6	3.8%	3.9%	10	6.1%	6.4%	+2.3	+66.7%
<b>Unknown disabled status</b>	4	2.5%	2.6%	8	4.9%	5.1%	+2.3	+100.0%
<b>Full Time</b>	132	83.5%	83.5%	139	84.8%	84.8%	+1.2	+5.3%
<b>Part Time</b>	26	16.5%	16.5%	25	15.2%	15.2%	-1.2	-3.8%
<b>Average age</b>	43.6			43.6				

## 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	Old Pay Band
AA	PB1
AO	PB2
EO	PB3
HEO	PB4

<b>SEO</b>	PB5
<b>Grade 7</b>	PB6
<b>Grade 6</b>	PB7
<b>Unknown</b>	Unknown

### A.3 Geographical comparisons

All comparisons were with the GB working-age population. Local comparisons are explained more fully in the Technical Annex.