Department for Transport

Equality Monitoring 2016/17

Equality Monitoring in DVLA

Version 1.0

In House Analytical Consultancy

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Summary of diversity analysis

Introduction

This report contains an analysis of the diversity of DVLA staff for 2016/17.

The objectives 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, progression, grievances and disciplines were analysed to determine whether there were statistically significant differences with respect to protected characteristics.

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

For the purpose of this report, Senior Civil Service (SCS) staff in DfT(c)'s agencies have been included along with the SCS in DfT(c), with analysis covered in the DfT(c) report.

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.

The main data tables to accompany this report are provided separately. Some additional tables are provided in Annex A of this report.

This equality monitoring report (EMR) sits alongside the Department for Transport's "Diversity and Inclusion strategy 2017-2021 – Different People. One Team". The D&I strategy is published on GOV.UK. The strategy explains how we use the data in our EMRs and from other sources such as staff surveys, to develop interventions that will make a difference to how included our people feel at work. The strategy is based on five goals which include increasing the representation of underrepresented groups in all professions and grades including the senior civil service and attracting and nurturing diverse talent. It sets our aspiration to one of the most inclusive departments in the Civil Service.

DVLA background

The Driver and Vehicle Licensing Agency (DVLA) is an executive agency of the Department for Transport (DfT).

DVLA is responsible for maintaining the registration and licensing of GB drivers and UK vehicles, as well as the collection and enforcement of VED in the UK.

On 31st March 2017, DVLA employed 5,962 staff (excluding staff on long term leave)[1]. More than 99% of DVLA staff were based in Swansea. The rest were based at a range of other locations.

The majority of staff (79%) were in operational roles – essentially "front line" staff, for example those answering telephones, processing licences etc. The remaining 21% of staff were in non-operational roles such as human resources, finance and policy.

There was a net decrease of 65 staff from 31st March 2016. This differed by job type: the number of operational staff decreased by 108, but the number of non-operational staff increased by 43.

Diversity statistics

Figure 1 gives DVLA's summary diversity statistics.

Diversity analysis key findings

DVLA compared with local working-age populations

Comparisons have been drawn between Swansea-based DVLA staff and the local working-age population for gender, race, age and disability status[2].

	% all staff making specific declaration against characteristic[3]	…of whom % declaring particular characteristic shown in brackets [4]
Age (40 years and older)	100%	52%
Gender (Female)	100%	61%
Working pattern (part-time)	100%	32%
Race (BAME)	64%	2%
Disability Status (Disabled)	70%	16%
Religion or belief (Declared a religion or belief)	29%	59%
Sexual orientation (Lesbian, gay, bisexual or other)	37%	3%

Figure 1 Key diversity statistics

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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.

[2] Note that the 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.

[3] In this column, the % relates to the proportion of staff for whom the **overall** diversity characteristic is known

(e.g. how many have declared their sexual orientation). Declarations of "prefer not to say" are treated as unknown/not declared.

[4] 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).

The same comparisons have been drawn between applicants to DVLA posts in Swansea and the local working-age population.

Staff in other locations are not included in location-specific analyses as there were too few staff to perform a robust analysis. But applicants to posts in other locations are included (all were for AO operational posts) and compared with the GB working-age population.

For both job types, there were fewer staff in the lowest and highest age groups than expected. Specifically, compared with local working-age population, there were:

- Significantly fewer operational staff aged under 25 and aged 60-64, and significantly more aged 25-39.

- Significantly fewer non-operational staff aged under 30 and aged 60-64, and significantly more aged 30-59.
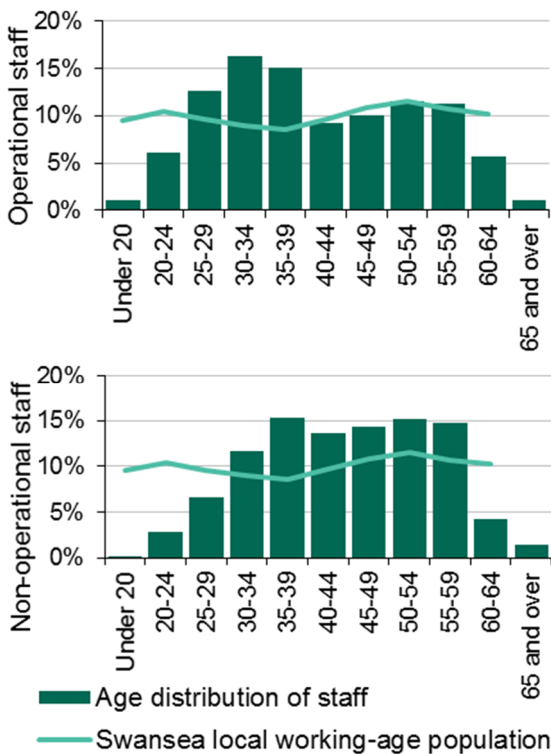

Figure 2 Age distributions of operational and non-operational staff compared with the local working age population in Swansea

In the recruitment data, applicants for posts in higher grades tended to be older and applicants for posts in lower grades tended to be younger, compared to the local working-age population.

There were more female operational staff than expected, compared with the local working-age population. For non-operational staff, grades AA, SEO, and G6/7 had significantly more male staff than expected.

The recruitment data showed a similar pattern: campaigns for operational posts in Swansea had significantly more female applicants, whereas campaigns for operational posts in other locations and non-operational posts in Swansea had significantly fewer female applicants, compared to the local working age population.

For both job types, there were significantly fewer BAME staff and disabled staff in Swansea than expected.

The recruitment data showed the same result for disability status – for both operational and non-operational campaigns, there were significantly fewer disabled applicants than expected, compared to the local working-age population.

However, for race the recruitment data had slightly different results: campaigns for EO operational posts had significantly fewer BAME applicants than expected, but HEO operational posts and operational posts in other locations had significantly more BAME applicants than expected.

Diversity differences within the organisation

Operational staff were predominantly in grades AA/AO, whereas the largest groupings of non-operational staff were in EO-SEO grades.

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Overall, operational staff were significantly more likely to be female, disabled, younger and more likely to work part time, compared to non-operational staff.

Within each job type there were diversity differences between the grades.

For operational staff, compared to other grades:

- AA staff were less likely to be non-disabled;

- AO staff were more likely to be female and white;

- EO/HEO staff were more likely to be non-disabled; and,

- SEO and G6 staff were more likely to be male.

For non-operational staff, compared to other grades:

- AA staff were more likely to be male and disabled; and,

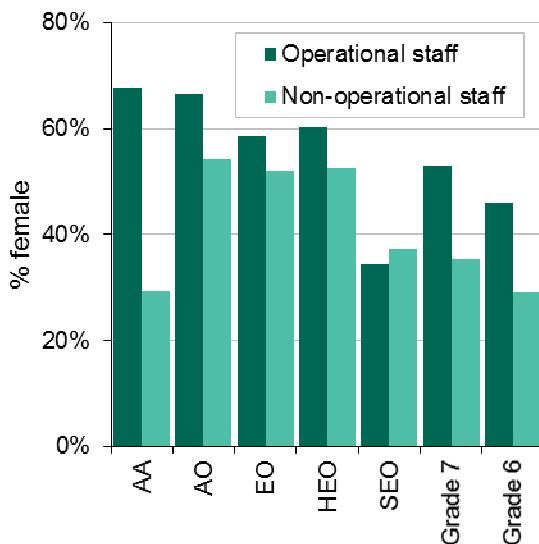- EO/HEO staff were more likely to be female.

Figure 3 Proportions of female staff by grade and job type

For both job types, staff in the lower grades (AA-EO) tended to be younger

and were more likely to work part time than staff in the higher grades. Part-time staff tended to be older than full-time staff and were more likely to be female and disabled.
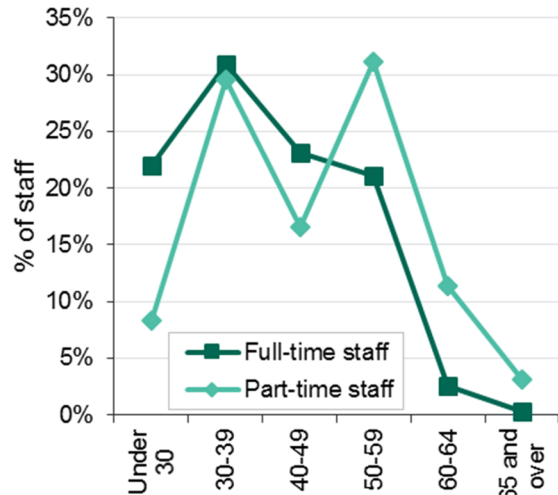
Figure 4 Age distributions of full-time and part-time staff

In lower grades, female staff tended to be older than male staff and disabled AO staff tended to be older than non-disabled AO staff.

Trends in key diversity statistics

The only significant difference in staff characteristics since last year was an increase in the declaration rates for religion or belief and sexual orientation.

Looking at longer term trends since 2008/09, the race and disability status declaration rates have decreased over time.

For non-operational staff, there was a significant decreasing trend in the proportion of female staff.

Figure 5 Proportion of female staff by year and job type (2008/09-2016/17)
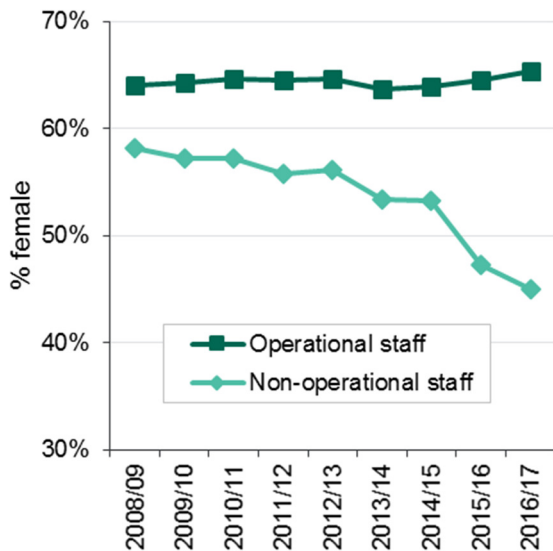
For operational staff there was a significant decreasing trend in the proportion of BAME staff, but this was due to two large step changes in 2010/11 (when the system for recording diversity details was changed) and 2013/14 (when the regional offices were closed). Since 2013/14, the proportion of BAME operational staff has increased every year.
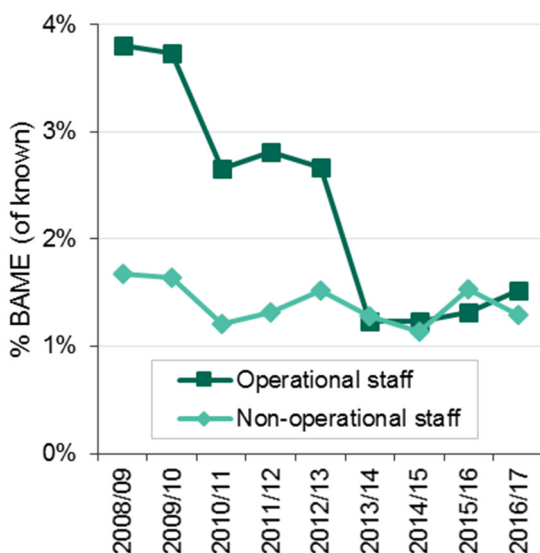
Figure 6 Proportion of BAME staff, of those with known race, by year and job type (2008/09-2016/17)

Recruitment

7,528 applications were received for 114 recruitment campaigns for posts up to and including Grade 6.
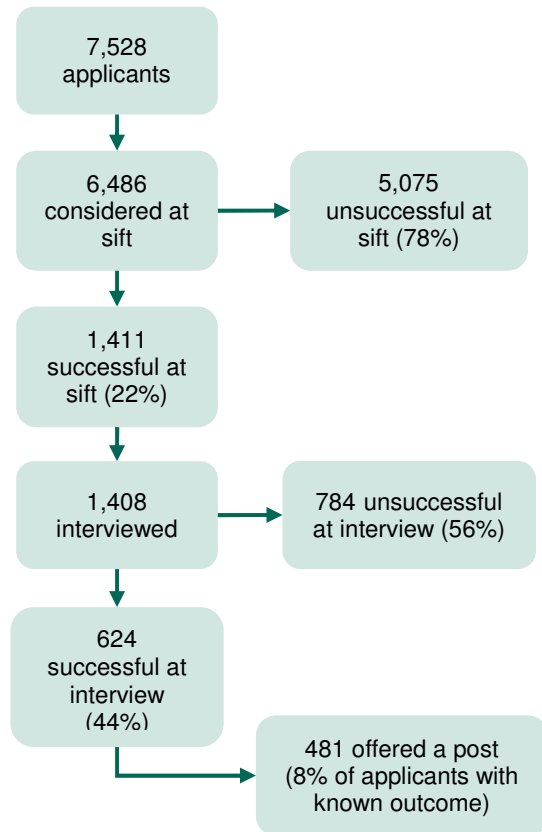
Figure 7 Numbers of applicants and success rates through the whole process

Note that in the recruitment data it is not generally possible to see whether both an interview and assessment have taken place, and so the two have been combined into one stage. Therefore, "interview" refers to all stages between sift and appointment, which may include various forms of assessment.

Grade was the most significant factor for success rates. For operational posts, applicants for AA, EO and HEO posts were less likely to be successful at sift, applicants for AO posts were more likely to be offered a post and applicants for EO posts were less likely to be offered a post.

For non-operational posts, applicants for EO posts were less likely to be successful at sift and less likely to be offered a post, compared to other applicants.

Figure 8 Percentage of applicants offered a post by grade and job type (there were no AA non-operational campaigns)

For operational posts, race, age and gender were also significant:

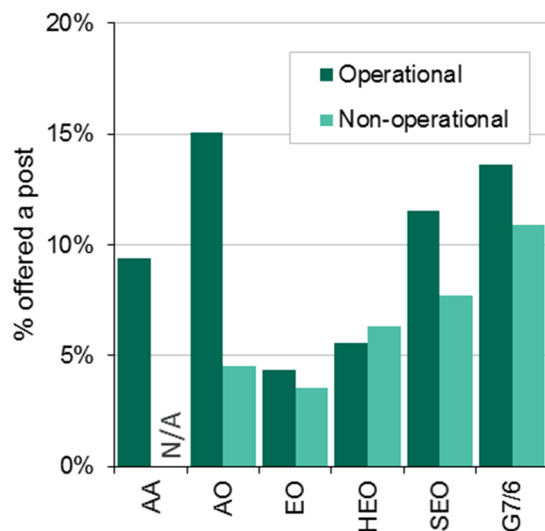- White applicants and applicants aged under 25 were more likely to be successful at sift than other applicants.

- Applicants aged 40-44 were less likely to be successful at interview than younger and older applicants.

- Female applicants were more likely to be offered a post than male applicants.

For non-operational posts, age was significant – applicants aged under 30 were less likely to be successful at sift than older applicants.

Leavers

542 staff left DVLA during 2016/17, a leaving rate of 8% (the same leaving rate as last year when 535 staff left).

The majority of leavers (394 staff, 73%) left for voluntary reasons. The voluntary reasons included a voluntary exit scheme, which accounted for 18% of leavers.
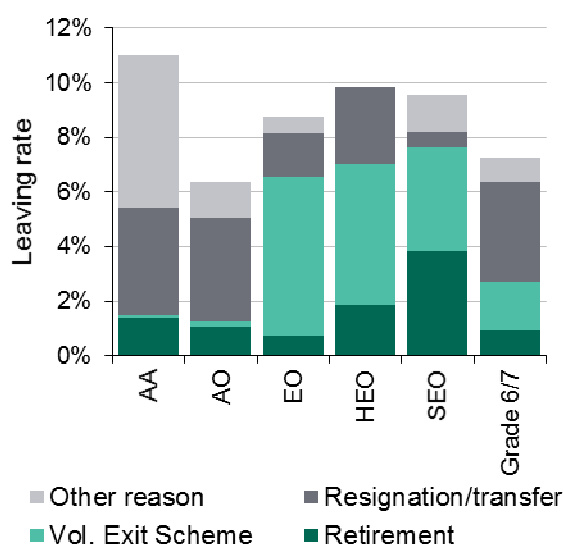
Figure 9 Leaving rates by grade, broken down by reason

Considering all staff and all grades together, significantly higher proportions of staff with unknown disability status or race[5], part-time staff, male staff and older staff left during the year, compared with staff in post at the end of the year. Significantly lower proportions of AO staff left than staff at any other grade.

Performance assessment

5,120 performance ratings were analysed – 4,134 for operational staff and 986 for non-operational staff.

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[5] Declaration of race and disability status was correlated with time in the agency – newer staff were less likely to have made a declaration.

Performance mark	% operational staff	% of non-operational staff
1	26%	25%
2	68%	72%
3	6%	3%

Figure 10 Performance marks by job type

Staff with less recorded sickness absence, female staff, and non-disabled staff were more likely to have received a rating 1 and less likely to have received a rating 3 than other staff.

Staff with a higher FTE, younger staff, and white staff were more likely to have received a performance rating 1 than other staff.

AA staff and operational staff were more likely to have received a performance rating 3 than other staff.

Progression

5,484 staff were in post on both 31st March 2016 and 31st March 2017. 179 of these staff (3%) had progressed up the grade structure.

The most significant factor relating to progression was job type – 1.5% of operational staff increased their grade, compared with 10% of non-operational staff.

In addition, for both job types, younger staff and staff who had received a performance rating 1 in the previous year were more likely to have progressed than other staff.
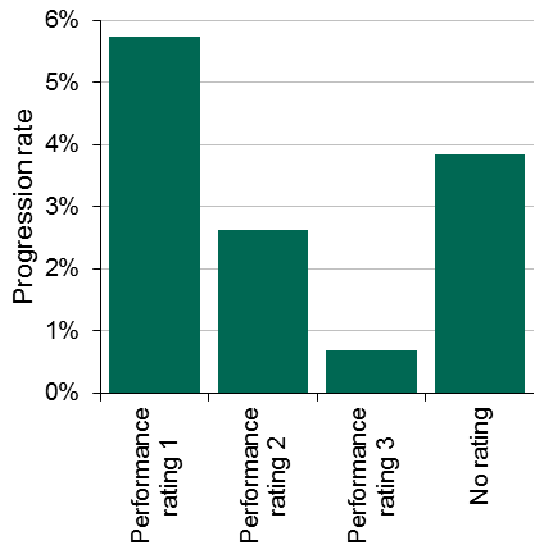
Figure 11 Progression rates for all staff by performance rating received last year

For operational staff, AA staff and staff with a higher FTE were more likely to have progressed than other grades and staff with a lower FTE.

For non-operational staff, SEO and Grade 7 staff were less likely to have progressed than other grades.

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.

Grievances and disciplines

There were 35 discipline cases during 2016/17 and no grievance cases. This is a decrease from last year when there were 42 discipline cases and 2 grievance cases.

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Disproportionately more operational staff and male staff were involved in discipline cases compared with staff in post.

There were no significant differences in discipline cases by working pattern and insufficient data to test other diversity characteristics.

Sickness absence

The official source of sickness absence figures for DVLA are the figures reported quarterly to the Cabinet Office:

Average days of sickness absence (Average Working Days Lost)	8.2
% employees with recorded sickness absence	43%

Figure 12 Cabinet Office sickness absence figures

The figures used in this diversity analysis are not exactly the same as these figures – the main difference is that there are no adjustments for available working time in this analysis.

All figures quoted from here on in are based on staff in post at midnight of 31st March 2017 and do not include employees on long-term leave at this point in time (except those with long-term sickness absence).

On average, DVLA staff had recorded an average of 6.9 days of sickness absence each in 2016/17. 42% of staff had recorded some sickness absence and, of these staff, the average total days lost was 16.4 days.

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

Disabled staff, part-time staff, AO staff and younger staff were more likely to have had sickness absence than other staff.

Non-disabled staff and male staff had fewer days of sickness absence than other staff. AA/AO staff had more days of sickness absence than staff in other grades.
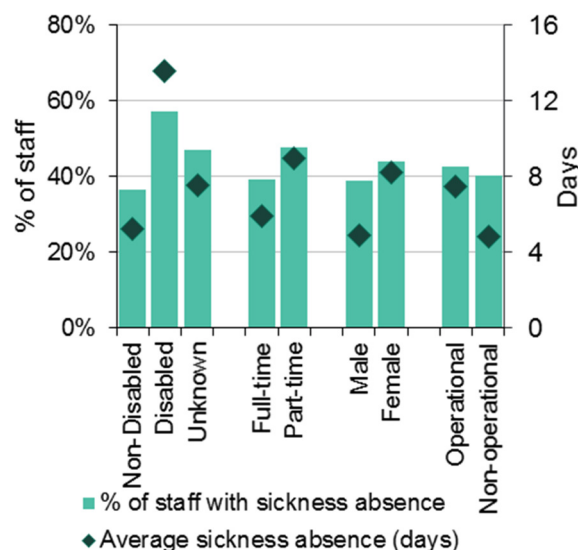
Figure 13 Sickness absence by disability status, working pattern, gender, and job type

Information quality

The datasets were generally of good quality.

The declaration rates for disability status, religion or belief, and sexual orientation have increased from the previous year, but were still relatively low – as was the race declaration rate which had decreased from the previous year. In particular, the declaration rates for sexual orientation and religion or belief were too low for these characteristics to be included in the analysis.

High declaration rates are important for robust analysis. It is strongly recommended that efforts are made to improve declaration rates.

Annex A: Tables and Charts

A.1   Year on year comparison – all staff

The following table provides a comparison of diversity characteristics between 2015/16 and 2016/17. Due to rounding, groups of numbers which should sum to 100% may not do so exactly.

Staff Type	March 31st 2016			March 31st 2017			Percentage point change	% change from 2015
	2015/2016	% of total	% of total that declared	2016/2017	% of total	% of total that declared		
All staff	6027			5962				
Males	2348	39.0%	39.0%	2318	38.9%	38.9%	-0.1	-1.3%
Females	3679	61.0%	61.0%	3644	61.1%	61.1%	+0.1	-1.0%
White	3911	64.9%	98.6%	3736	62.7%	98.5%	-2.2	-4.5%
BAME	54	0.9%	1.4%	56	0.9%	1.5%	+0.0	+3.7%
Unknown Race	2062	34.2%	-	2170	36.4%	-	+2.2	+5.2%
Non-disabled	3276	54.4%	82.7%	3509	58.9%	83.8%	+4.5	+7.1%
Disabled	683	11.3%	17.3%	676	11.3%	16.2%	+0.0	-1.0%
Unknown disability status	2068	34.3%	-	1777	29.8%	-	-4.5	-14.1%
Full Time	4158	69.0%	69.0%	4075	68.3%	68.3%	-0.6	-2.0%
Part Time	1869	31.0%	31.0%	1887	31.7%	31.7%	+0.6	+1.0%
Average age	41.4			41.7				

A.2 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

A.3 Additional tables – Leavers

A.3.1 Leavers by grade and leaving reason

	Retirement	Voluntary Exit Scheme	Resignation / transfer	Other	Total leavers
AA	24	2	68	97	191
AO	31	6	111	39	187
EO	6	47	13	5	71
HEO	8	22	12		42
SEO	14	14	2	5	35
Grade 6/7	2	4	8	2	16

A.3.2 Leavers by working pattern and leaving reason

	Retirement	Voluntary Exit Scheme	Resignation / transfer	Other	Total leavers
Full time	24	48	158	104	334
Part time	61	47	56	44	208

A.3.3 Leavers by age and leaving reason

	Retirement	Voluntary Exit Scheme	Resignation / transfer	Other	Total leavers
Under 30	0	2	89	68	159
30-39	1	11	73	26	111
40-49	2	9	25	17	53
50-59	24	52	23	22	121
60 and over	58	21	4	15	98

A.4   Additional tables – Performance assessment

A.4.1 PMR ratings and sickness absence

	No sickness absence	2 days or less	2-4 days	2-10 days	10-25 days	>25 days	Total
Performance rating 1	938	97	95	90	55	34	1,309
Performance rating 2	1,916	308	306	367	287	355	3,539
Performance rating 3	91	15	33	35	47	51	272
Total	2,945	420	434	492	389	440	5,120

A.5   Additional tables – Progression

A.5.1 Progression and performance rating received in 2016

	Performance rating 1	Performance rating 2	Performance rating 3	No rating	Total
Same grade	225	763	33	22	1,043
Increased grade	40	67	1	6	114
Total	265	830	34	28	1,157