

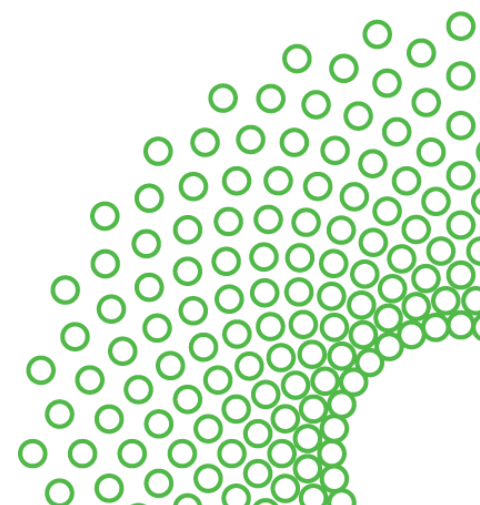


Ministry  
of Justice

# Workforce Monitoring Report 2015/16

Ministry of Justice

Published March 2017



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# Foreword

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I am pleased to introduce the Ministry of Justice's Annual Workforce Monitoring Report for 2015/16.

Along with other public bodies, MoJ must ensure 'due regard' to the Public Sector Equality Duty, part of the Equality Act, 2010, and this data supports this and the focus of the MoJ Objectives (at page 7).

The report provides a wealth of data (that can be accessed through the links on pages 32 and 33) and analysis of our workforce to help us understand how representative we are as a Department and where we need to focus our attention as we work to build a fair and inclusive work environment.

As MoJ's overall Board level Diversity Champion I am keen to support and strengthen further the range of good practice and positive initiatives across the Ministry and tackle areas where we must do better. This ranges from improving the quality of staff data that we hold, so as to provide a stronger evidence base for targeting our action, to getting underneath the data to understand and tackle any barriers that are impacting the progression of otherwise talented staff, resulting in under-representation at more senior levels of the Department.

Drawing on the expertise and insight of our staff networks, our new Project Race initiative and the engagement and influence of our diversity champions we are encouraging new and innovative ways to approach the challenges we face, further develop our capability and effectively embed diversity and inclusion in our day to day thinking as we develop policy and deliver our services to the public.



A handwritten signature in blue ink that reads "Justin Russell". The signature is written in a cursive, flowing style.

**Justin Russell**

**Director General, Prison Reform & Youth Justice Policy  
MoJ Overall Diversity Champion**

# Summary

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This report and accompanying tables provide data on diversity declaration rates and the workforce profile of the Ministry of Justice (MoJ), including its agencies, in 2015/16.

As at March 2016, the MoJ headcount was 68,448 employees.

Key results show that:

- In March 2016, 77% of MoJ employees declared their ethnicity and 63% of employees declared their disability status. For both protected characteristics, declaration rates were higher among administrative and middle and lower management grades than more senior management grades and the Senior Civil Service (SCS).
- Declaration rates for sexual orientation and religion and belief were too low to enable meaningful analysis (30% and 28% respectively).
- Just over half (54%) of employees were female and 47% were male in March 2016. The MoJ has seen a steady increase in the proportion of female employees including at SCS level: the proportion of females in the SCS increased from 36% in March 2013 to 44% in March 2016.
- The highest proportion of MoJ employees were in the age categories 50-59 (29%) and 40-49 (27%). Just under a quarter (23%) were aged 30-39, 13% were aged under 30 and 8% were aged 60 or over (March 2016).
- Of those employees who had declared their ethnicity, 12% were from a Black and Minority Ethnic background (BME) – one percentage point higher than the overall civil service average in the same period (March 2016).
- The proportion of BME employees was higher at lower grades: 12% of employees in each of the administrative and middle and lower management grades (AA/AO and EO/HEO/SEO) were from a BME background. A smaller proportion (8%) of employees from grades G7/G6 were from a BME background and 5% of SCS employees were from a BME background – compared to 7% of SCS in the wider civil service (March 2016).
- In March 2016, 7% of MoJ employees were declared disabled compared to 9% of employees across the civil service. There were slightly higher proportions of declared disabled employees across non-SCS grades (6%) than SCS (5%). Representation in the SCS matched that in the wider civil service (March 2016).

# Introduction

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This report and accompanying tables provides data on diversity declaration rates and the workforce profile of the Ministry of Justice (MoJ), including its agencies, in 2015/16.<sup>1</sup>

The report focuses on those protected characteristics for which data are collected and are available to a sufficient level to enable statistically reliable reporting. These characteristics include gender, age, disability and ethnicity.<sup>2</sup>

The MoJ collects and monitors data on the diversity of its workforce so it can examine the success of its employment policies and processes and identify areas where these appear to be impacting disproportionately on certain groups of staff. Collecting and monitoring diversity data also supports our ability to show 'due regard' to the Public Sector Equality Duty, a legal requirement under the Equality Act 2010.

Information is provided on the employee experience with reference to protected characteristics in the following areas:

- Declaration rates (for ethnicity and disability)
- Total number of staff in post
- Joiners
- Leavers
- Staff appraisals
- Sickness absence
- Temporary recruitment allowance
- Special bonuses

<sup>1</sup> The MoJ and its agencies comprise: MoJ HQ, the National Offender Management Service (NOMS), Her Majesty's Courts and Tribunal Service (HMCTS), the Legal Aid Agency (LAA), the Office of the Public Guardian (OPG) and the Criminal Injuries Compensation Authority (CICA). CICA joined MoJ headquarters in 2015/16.

<sup>2</sup> See glossary of terms for full list of protected characteristics.

# Glossary of terms

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## **Protected characteristics**

The Equality Act 2010 sets out nine protected characteristic groups: age, disability, gender realignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity. For the purposes of this report references to protected characteristic groups refer to a subset of these groups: age, gender, ethnicity and disability.

## **'As at March 2016' or 2015/16**

The data presented include both snapshots of the position as at 31 March 2016 (referred to as 'at March 2016', as well as summary statistics covering the period from 1 April 2015 to 31 March 2016 (referred to as '2015/16' and in charts as '2016').

## **Declaration rates**

Declaration rates refer to the percentage of all employees who have provided information on their ethnicity or disability status. The rate is calculated as a proportion of all employees and excludes those employees for whom we have no information or prefer not to provide that information. Statistics reported on ethnicity or disability are based on data where declaration rates are 60% or higher. To report on figures where declaration rates are lower would not be statistically reliable because they would not provide a representative picture for all staff.

## **BME**

The BME acronym is used to represent the Black and Minority Ethnic group. Parts of the MoJ use the acronym BAME (Black, Asian and Minority Ethnic). Where BME is used this represents all staff in these groups.

# Equality, diversity and inclusion objectives

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The MoJ is working to achieve a more inclusive work environment and a more representative workforce. It aims to ensure this is built into how we work day to day, in all areas of our business. Our workforce equality objectives help us to focus on: identifying and tackling barriers experienced disproportionately by some groups of staff; building an open and inclusive culture; and making sure diversity and inclusion is built into all that we do. These and other data helps us understand how representative we are as an organisation, whether our policies and processes are being applied and impact fairly on all staff.

## Increase diversity

- To increase the **representation** of staff from different protected characteristics and backgrounds in the Senior Civil Service and ensure we nurture a diverse pool of talented staff able to sustain and strengthen this over the long term

## Improve inclusion

- To build an ethos and culture that **values difference** and drives improved diversity throughout the organisation to increase representation, performance and organisational effectiveness

## Embed D&I in all that we do

- To develop our leaders and strengthen governance to build diversity and inclusion into **all areas of the business** and drive our performance over the long-term

# Declaration rates

High declaration rates give a reliable picture of the profile of the MoJ's workforce; enabling better understanding of how policies and practices may impact on different groups. The MoJ is looking to improve employee declaration rates - in particular on ethnicity and disability.

Information about protected characteristics is volunteered by employees. The MoJ collects information about gender, age, ethnicity, disability, religion and sexual orientation. Figure 1 shows the declaration rates for these characteristics (i.e. percentage of staff in post who have declared their ethnic group or disability status).

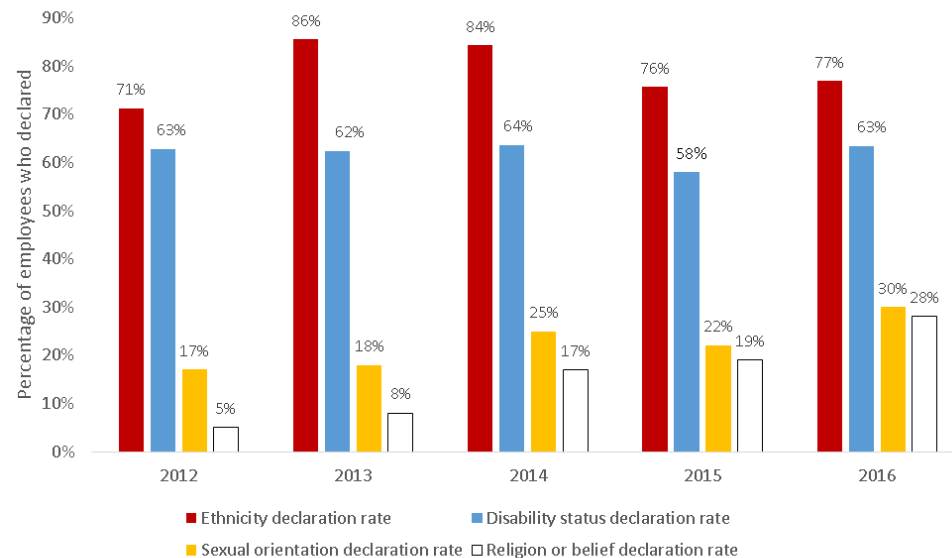
As at March 2016: 77% of MoJ employees declared their ethnicity. The overall declaration rate for ethnicity has declined since it peaked in 2013 (Figure 1). Declaration rates for ethnicity were higher among administrative and middle and lower management grades (80% in AA/AO and 84% in EO/HEO/SEO grades) than more senior management grades (77% in G7/6) and the SCS (67%).

As at March 2016, the declaration rate for disability status was 63% in the MoJ. Declaration rates for disability have remained relatively stable over the past five years. (Figure 1)

As with ethnicity declaration rates, declaration rates for disability status were slightly higher in lower grades than higher grades: 66% in AA/AO, 67% in EO/HEO/SEO, 65% in G7/6 and 61% in SCS.

As at March 2016, the declaration rate for sexual orientation was 30% and for religion or belief it was 28%. These rates are too low to provide representative analysis.

Figure 1: Declaration rates for MoJ workforce as at March 2012-2016





# Workforce profile<sup>3</sup>

## Gender

As at March 2016: the MoJ headcount was 68,448 employees.<sup>4</sup> Just over half (54%) of employees were female and 47% were male. The MoJ overall has seen a steady increase in the proportion of female employees; a pattern that was also reflected across the civil service.<sup>5</sup>

Below SCS level, females represented half of employees in all grades. The proportion of females in administrative grades (AA/AO) and middle management grades (G7/6) have steadily increased since 2012. (Figure 2)

Her Majesty's Courts and Tribunal Service (HMCTS) had the largest proportion of female employees (71%); significantly higher than other MoJ business groups. NOMS had the lowest proportion of female employees (47%).

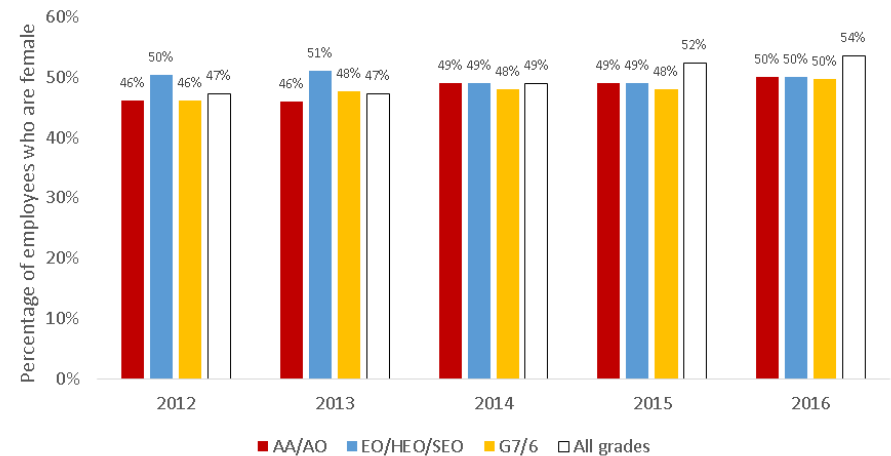
See accompanying tables 1a and 1b in Annex A.

<sup>3</sup> For non-SCS staff. SCS profile is provided in a separate section.

<sup>4</sup> This includes all employees excluding contracts and contingency labour.

<sup>5</sup> ONS Statistical Bulletin: Civil Service statistics 2016:  
<https://www.ons.gov.uk/releases/civilservicestatistics2016>

Figure 2: Proportion of female employees in MoJ by grade as at March 2012 - 2016



# Age

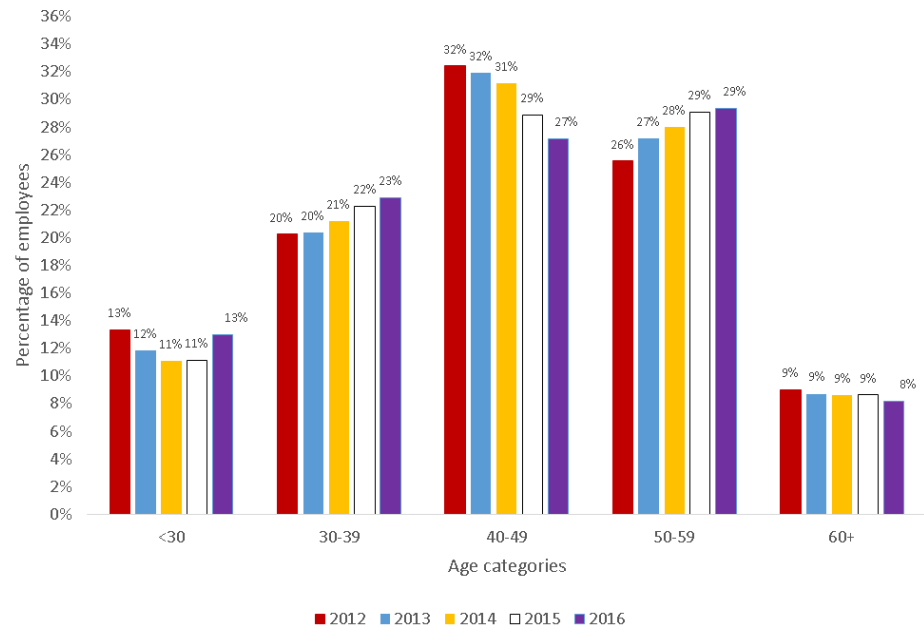
As at March 2016: the highest proportion of MoJ employees were in the 50-59 (29%) and 40-49 (27%) age categories. Just under a quarter (23%) were aged 30-39, 13% were aged under 30 and 8% were aged 60 or over.

Between end of March 2012 and March 2016, there was a five percentage point decline in the proportion of staff aged 40-49. Those aged 50-59 increased by three percentage points and those aged 30-39 increased by three percentage points. (Figure 3)

The age profile of employees varied between business groups. The majority of OPG employees were in the lower age categories: over a third (35%) of employees were aged under 30 and 30% were aged 30-39. HMCTS and NOMS had a higher proportion of employees in age category 50-59 (31% and 30%) than other age groups.

See accompanying table 1a in Annex A.

Figure 3: Age demographics for MOJ workforce as at March 2012 - 2016



# Ethnicity

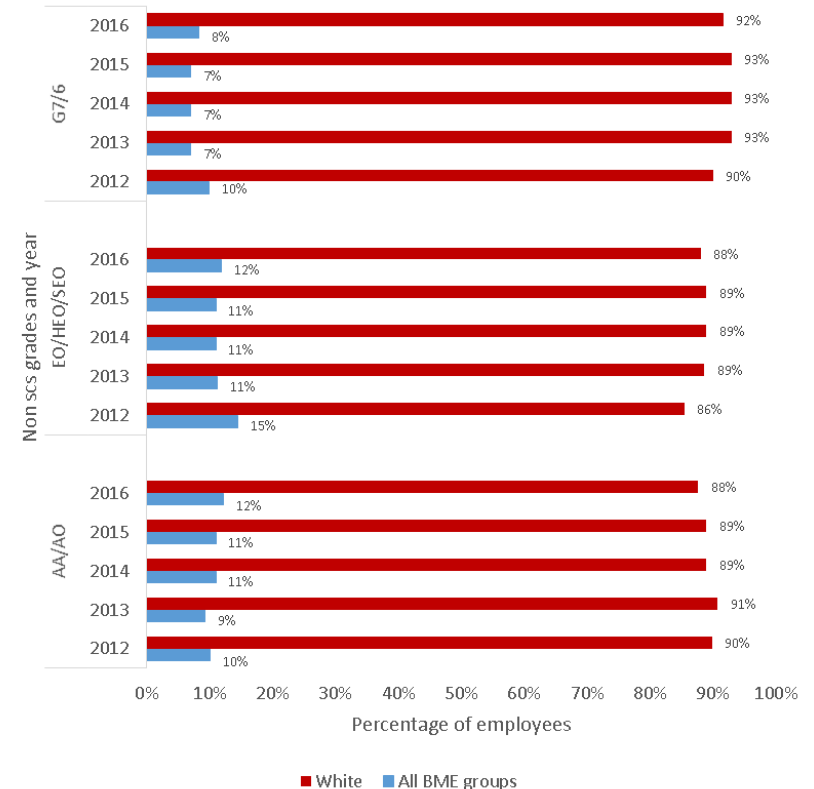
As at March 2016: of those employees who had declared their ethnicity, 12% were from a Black and Minority Ethnic (BME) background – one percentage point higher than the overall civil service average in March 2016. The largest groups were Asian or Asian British (5%) and Black or Black British (5%).

The proportion of BME employees was higher at lower grades: 12% of employees at AA/AO and EO/HEO/SEO grades each belonged to a BME group. A smaller proportion (8%) of higher grades G7/G6 were from a BME background.<sup>6</sup> Since 2012, BME representation has remained fairly steady or slightly decreased across the grades, with the exception of lower grades where it has increased. (Figure 4)

BME representation differed between MoJ business groups. Just over half (54%) of employees in OPG were from a BME background compared to almost a quarter (23%) in MoJ HQ, 19% in LAA, 18% in HMCTS and 8% in NOMS.

See accompanying tables 1a and 1b in Annex A.

Figure 4: Ethnicity by non-SCS grade in MoJ as at March 2012 - 2016



<sup>6</sup> 83% of MoJ employees occupy the lower grades at AA/AO and EO/HEO/SEO. The overall proportion of BMEs therefore reflects the levels in these grades.

# Disability

As at March 2016: 7% of MoJ employees were declared disabled; an increase of two percentage points from 2012 and similar to proportions in 2013 and 2014. This compares to 9% of employees across the civil service in March 2016.<sup>7</sup>

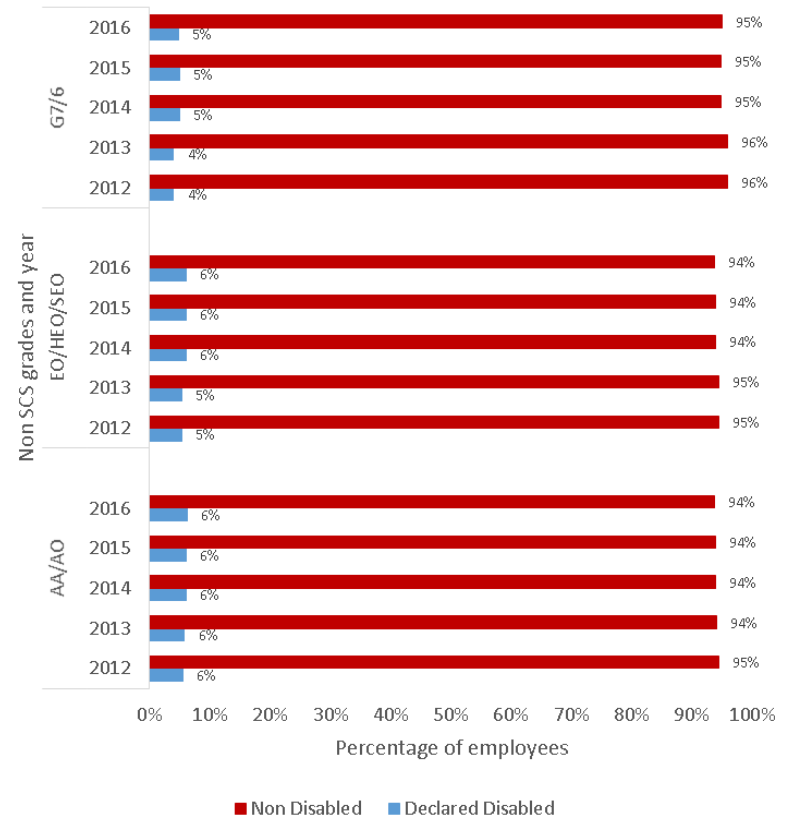
In March 2016, 6% of employees in non-SCS grades were declared disabled (6%); and the proportion of employees with a declared disability was relatively steady from 2012. (Figure 5)

Of those employees who declared their disability status, NOMS had the greatest proportion of employees with a declared disability (8%) compared to 7% in MoJ HQ and LAA, 6% in OPG and 5% in HMCTS.

See accompanying tables 1a and 1b in Annex A.

<sup>7</sup> The overall proportion of declared disabled staff is an average of employees at all grades (including SCS) and employees in an 'unknown' category where grade information is not available. Details are in table 1b in Annex A.

Figure 5: Disability by non-SCS grade in MoJ as at March 2012 - 2016



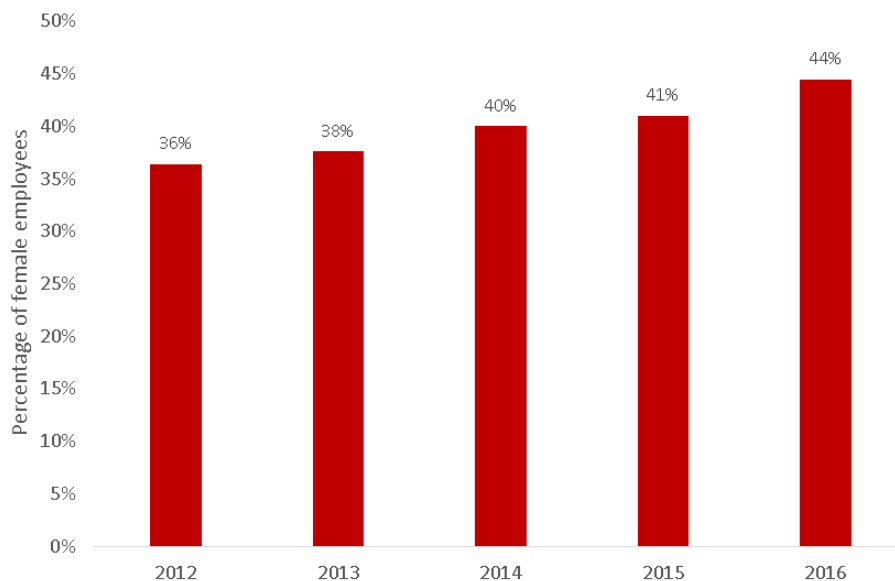
# SCS diversity

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MoJ is working to increase the representation of staff from different protected characteristics and backgrounds in the Senior Civil Service.

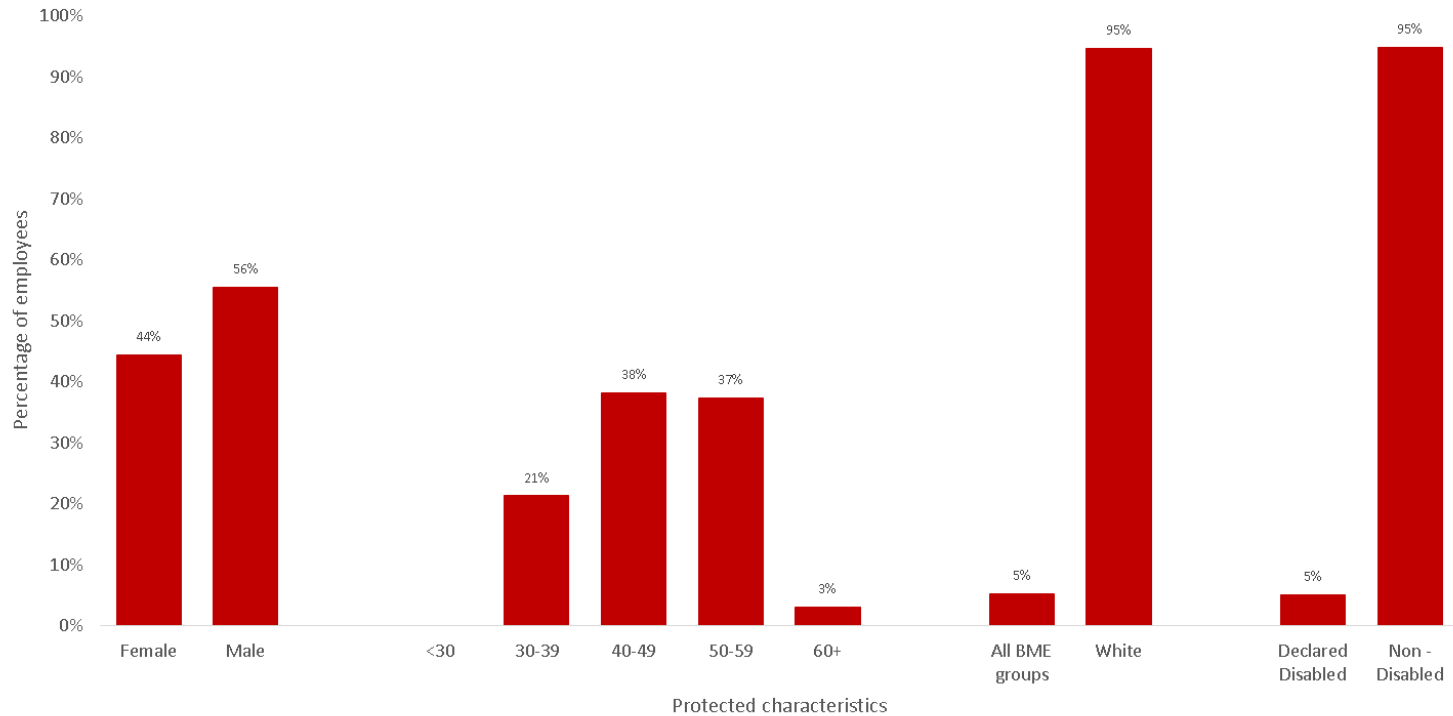
As at March 2016: 44% of the 225 SCS employees across the MoJ were female – compared to 40% across the civil service (in March 2016). The MoJ has seen a year on year increase in female representation in the SCS since 2012. (Figure 6)

Figure 6: Proportion of female employees in MOJ in the SCS grade as at March 2012 - 2016



As at March 2016, the majority of SCS employees were in the age categories 40-49 (38%) and 50-59 (37%). There were no SCS employees under the age of 30 and 3% of SCS were in the 60 or over category (Figure 7). There was a similar profile by age over the past five years.

Figure 7: SCS staff by protected characteristics in MoJ as at March 2016



NOTE: based on all those who declared their ethnicity or disability (excludes unknown and prefer not to say)

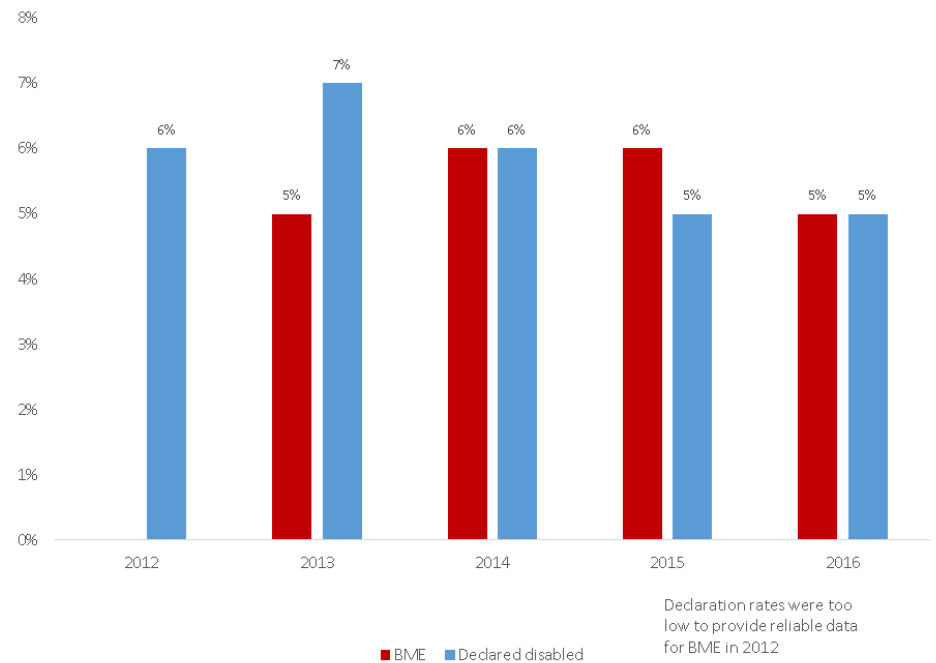
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As at March 2016, of SCS employees declaring their ethnicity, 5% were from a BME background - compared to 7% in the wider civil service. Trend data shows that, in the MoJ, BME representation in the SCS had been at its highest point at 6% in 2014 and 2015. (Figure 8)

Similarly, as at March 2016, of those SCS employees in the MoJ who declared their disability status, 5% were declared disabled -the same proportion as in the civil service as a whole. In the MoJ, the proportion of SCS employees with a declared disability declined from 7% to 5% between 2013 and 2016. (Figure 8)

See accompanying tables 1a and 1b in Annex A.

Figure 8: Trends in BME and declared disabled representation in SCS 2012 - 2016



# Joiners

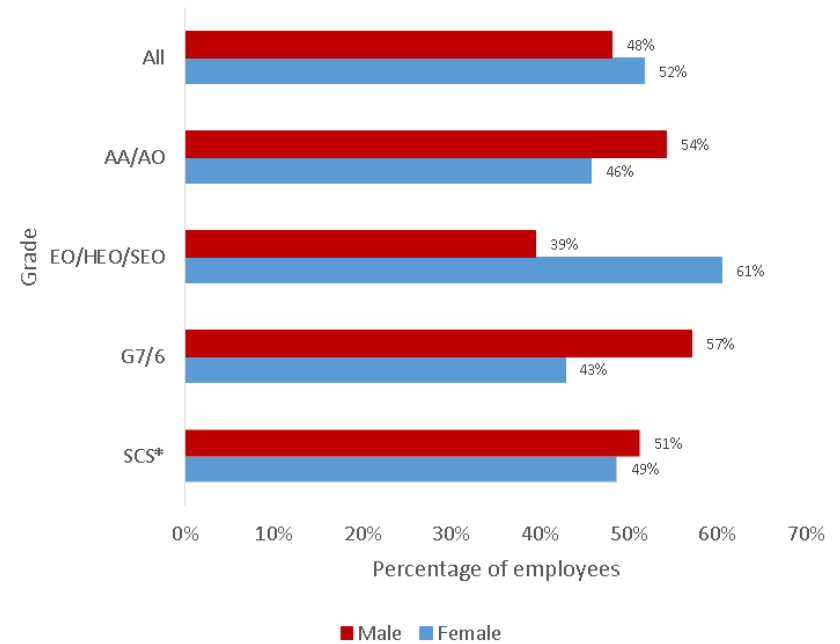
In 2015/16<sup>8</sup>, there were 6,208 joiners and 5,828 leavers to the MoJ. For the first time in the past five years, the number of joiners was higher than the number of leavers; this was driven predominately by the number of joiners to NOMS. In 2015/16, 4,668 employees joined NOMS and 1,540 employees joined the rest of the MoJ.

## Joiners by gender

There were roughly equal proportions of joiners by gender in 2015/16. Just over half (52%) of all new joiners were female and 48% were male. The percentage of females joining the MoJ declined by two percentage points compared to 2014/15 and by three percentage points compared to 2011/12.

In 2015/16 there were almost equal numbers of females and males joining the SCS (of the 39 joiners: 19 were female and 20 were male). There were more female than male joiners in the middle and lower management grades (EO/HEO/SEO) and more male than female joiners in the administrative (AA/AO) and senior management grades (G7/6). (Figure 9)

Figure 9: Joiners by grade and gender in MoJ 2015/16



\*SCS percentages are based on small numbers (19 females and 20 males)

<sup>8</sup> Refers to the period between March 2015 and March 2016.



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### **Joiners by age**

Over half of all joiners (53%) were in the under 30 age category. A fifth (20%) were in the age category 30-39 and 14% were in age category 40-49 (Figure 10). This reflects a similar trend over the past five years.

### **Joiners by ethnicity**

For those joining the MoJ, declaration rates for ethnicity increased over the years from 45% in 2011/12 to 58% in 2015/16. Based on those who declared their ethnicity, in 2015/16 19% of joiners were from a BME background.<sup>9</sup>

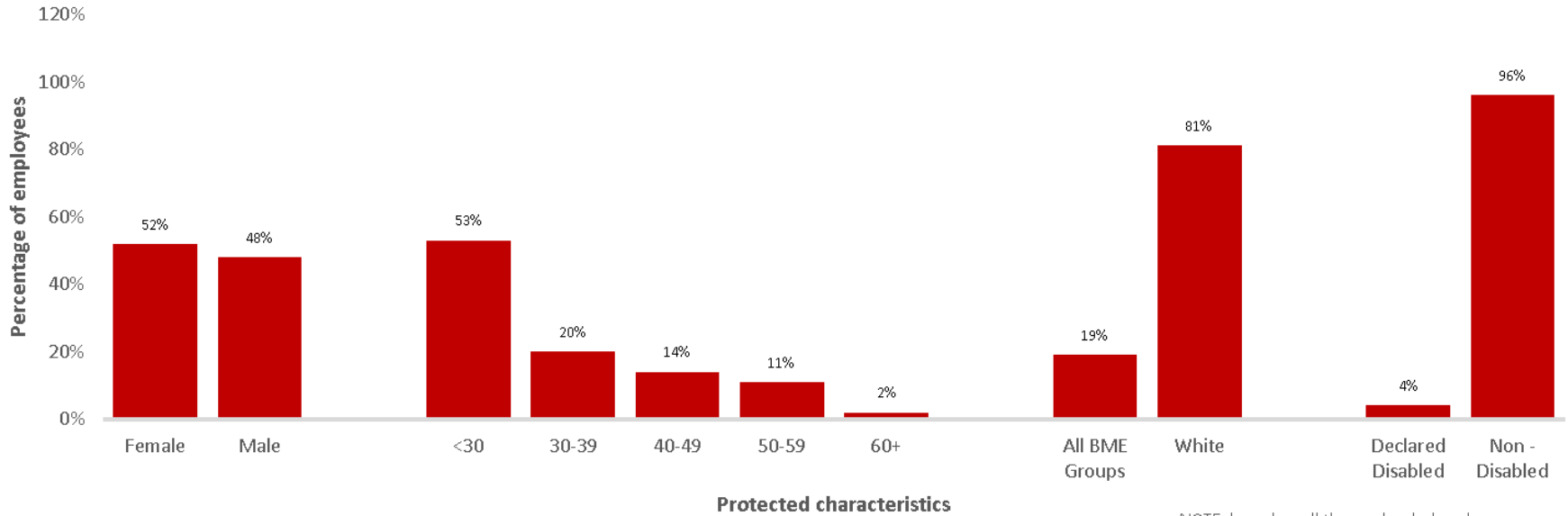
### **Joiners by declared disability**

For those joining the MoJ, the declaration rates for disability more than doubled in the past five years from 34% in 2011/12 to 78% in 2015/16. Of those who declared their disability status, 4% of joiners were declared disabled in 2015/16 – a smaller proportion than in 2014/15 (5%) and in 2013/14 (7%).

See accompanying tables 2a and 2b in Annex A.

<sup>9</sup> Since these figures are based on declaration rates just under 60% (below our threshold for reporting) they should be considered indicative only.

Figure 10: Joiners by protected characteristics in MoJ 2015/16



NOTE: based on all those who declared their ethnicity or disability (excludes unknown and prefer not to say)

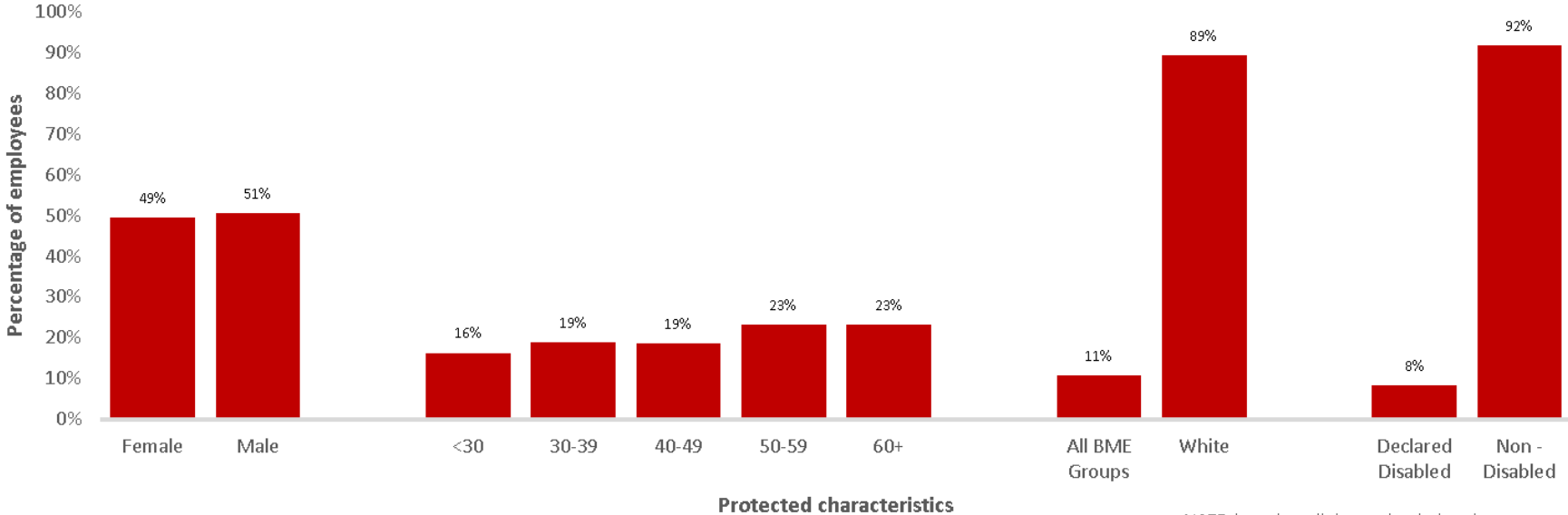
# Leavers

In 2015/16, 5,828 employees on a permanent contract left the MoJ, including those who resigned, retired or left under voluntary or compulsory redundancy or a voluntary early exit departure scheme.

## Leavers by gender

In 2015/16, there were roughly equal proportions of females and males leaving the MoJ (Figure 11). This reflects a similar trend since 2011/12 with the exception of 2013/14 when a lower proportion of females (40%) left the department compared to males (60%).

Figure 11: Leavers by protected characteristics in MoJ 2015/16



NOTE: based on all those who declared their ethnicity or disability (excludes unknown and prefer not to say)

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### **Leavers by age**

In 2015/16, 23% of leavers were aged 50+ compared to 16% of leavers who were aged under 30 (Figure 11). This trend has been similar since 2011/12.

### **Leavers by ethnicity**

Of those leaving the MoJ, declaration rates were high at 74%. In 2015/16, of leavers who declared their ethnicity, 11% were BME: this compared to 12% of all MoJ employees (as at March 2016). (Figure 11)

### **Leavers by disability**

In 2015/16, of those leaving the MoJ, the declaration rate for disability status was 62% - 5 percentage points higher than in 2014/15. Of leavers who declared their disability status, 8% were declared disabled – one percentage point higher than the proportion of all employees with a declared disability in the MoJ (7%). (Figure 11)

See accompanying tables 2c and 2d in Annex A.

# Appraisal ratings

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Performance is managed pro-actively in the MoJ with a focus on continuous improvement, individual development, and managing poor performance in order to facilitate efficient business delivery in line with civil service values. It is managed in a fair and transparent way and the policy complies with: employment legislation; Advisory, Conciliation and Arbitration Service (ACAS) best practice; The Equality Act 2010; and the Civil Service Management Code.

In 2015/16, the MoJ used a 'Performance Management Review' system. There was an annual cycle of appraisals and marks were awarded at the End of Year (EoY). The EoY markings for 2015/16 are analysed in this report. Three appraisal rating categories 'Must Improve', 'Good' and 'Outstanding' were used in the MoJ.

The SCS have their own performance management system which is not reported on here.

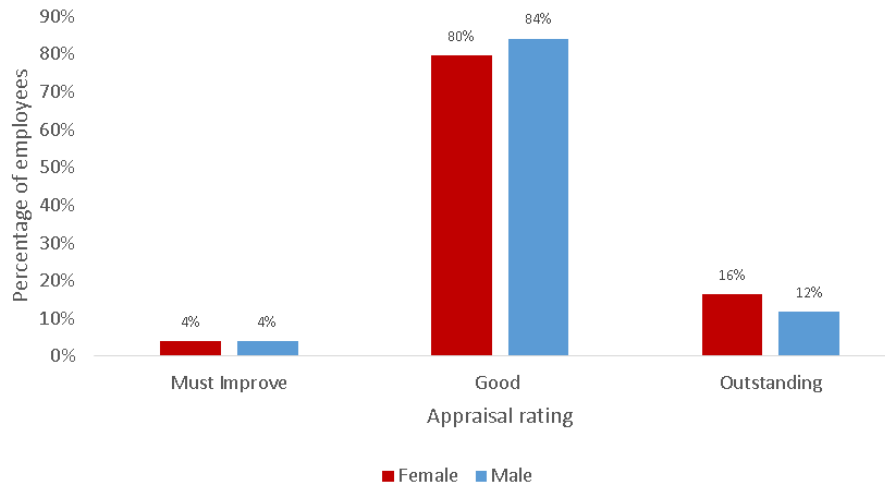
For EoY 2015/16, of all the employees who were awarded an appraisal marking, 4% were awarded a 'Must Improve', 82% a 'Good' and 14% an 'Outstanding' rating. There were a number of notable differences by protected characteristics of employees:

## Appraisal ratings by gender

At EoY 2015/16, female employees (16%) were more likely to be awarded an 'Outstanding' appraisal rating than male employees (12%). Conversely, male employees (84%) were slightly more likely than female employees (80%) to be awarded a 'Good' rating.

'Must improve' ratings were awarded to the same proportion of female and male employees (4%). (Figure 12)

Figure 12: Appraisal rating by gender in MOJ 2015/16

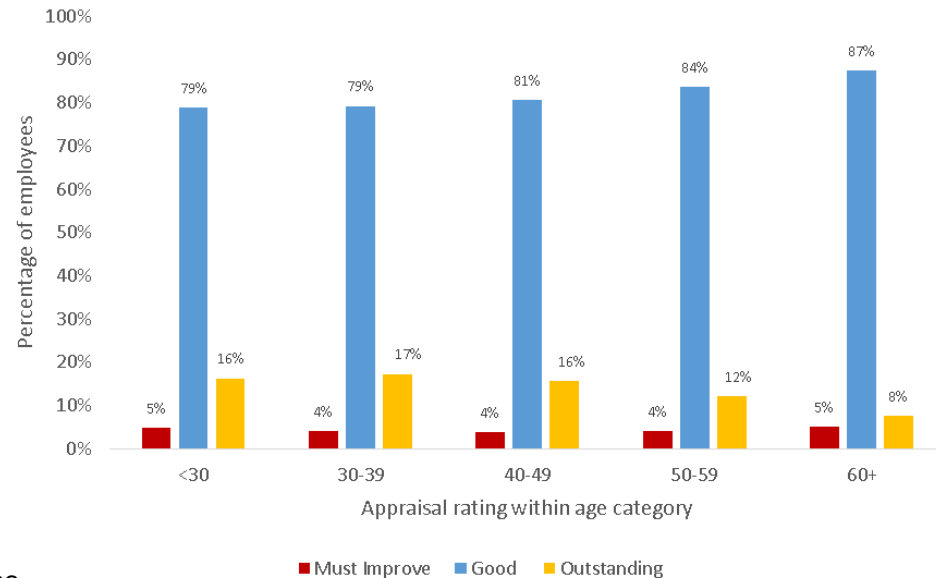


## Appraisal ratings by age

At EoY 2015/16, an 'Outstanding' rating was more likely to be awarded to employees in the younger age categories <30, 30-39, 40-49 (around 16% in each category) than to older age categories 50-59 (12%) and 60+ (8%). Conversely, employees in older age categories were slightly more likely than employees in younger age categories to be awarded a 'Good rating'.

A 'Must Improve' rating was awarded in similar proportions to employees in all age categories (between 4% and 5%). (Figure 13)

Figure 13: Appraisal ratings by age in MOJ 2015/16

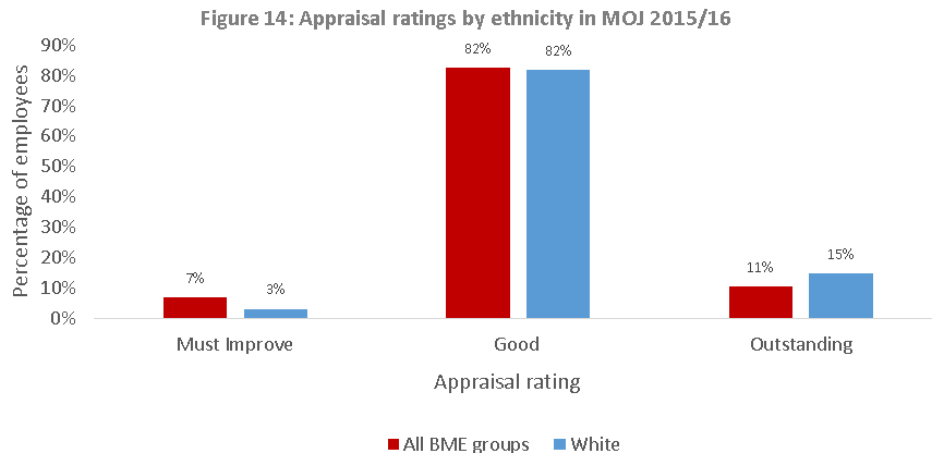


### Appraisal ratings by ethnicity

At EoY 2015/16, a higher proportion of white employees (15%) were awarded an 'Outstanding' appraisal rating than BME employees (11%).

BME employees (7%) were more likely than white employees (3%) to be awarded a 'Must Improve' rating.

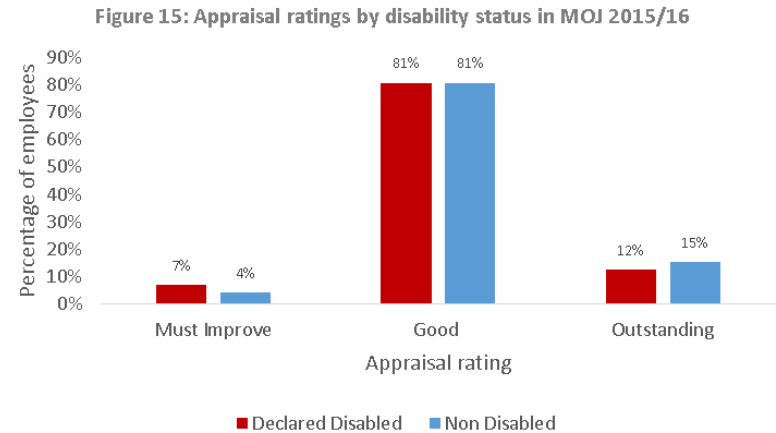
Equal proportions of White and BME employees were awarded a 'Good' rating (82%). (Figure 14)



### Appraisal ratings by disability

At EoY 2015/16, a higher proportion of declared non-disabled employees (15%) were awarded an 'Outstanding' appraisal rating than declared disabled employees (12%).

Declared disabled employees (7%) were more likely than declared non-disabled employees to be awarded a 'Must Improve' rating (7% compared to 4%). Equal proportions of declared disabled and non-disabled employees were awarded a 'Good' rating (81%). (Figure 15).



Data for the previous reporting year 2014/15 show a broadly similar pattern of findings for appraisal ratings by gender, age, ethnicity and disability. See accompanying table 4 in Annex A.

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Multivariate analysis was undertaken to assess what protected characteristics have an independent association with the outcomes of performance management ratings, when controlling for other factors such as grade, working pattern, contract type, time at grade, number of days absence and business group.

The analysis based on 2015/16 data showed the following association between protected characteristics and performance management outcomes:

- Staff in younger age categories were more likely to receive an 'Outstanding' rating than staff in older age categories.
- Female staff were more likely to receive an 'Outstanding' than male staff.
- BME employees were less likely to receive an 'Outstanding' than white employees.
- Declared disabled staff were more likely to receive a 'Must Improve' than declared non-disabled staff.



# Sick absence

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In 2015/16 there were an average of 9.5 working days lost (AWDL) per employee per year due to sickness absence. This reflected a decline from 10.2 AWDL in the previous year 2014/15. There were differences among protected characteristic groups:

## **Sickness absence by gender**

In 2015/16, sickness absence was slightly higher among female employees at 9.8 AWDL, compared to male employees (9.3 AWDL). (Figure 16)

## **Sickness absence by age**

Sickness absence increased with age of employees. The AWDL were lower among those aged <30 and 30-39 (6.2 and 8.1 AWDL) than the older age categories 40-49 and 50-59 (10.5 and 10.6 AWDL). Employees aged 60+ had 13.6 AWDL due to sickness. (Figure 16)

## **Sickness absence by ethnicity**

Of those with a sickness absence, the declaration rate for ethnicity was 76% in 2015/16. Of those who declared their ethnicity, sickness absence was lower among BME employees than white employees. In 2015/16 BME employees had 8.8 AWDL compared to 9.5 AWDL among white employees. (Figure 16)

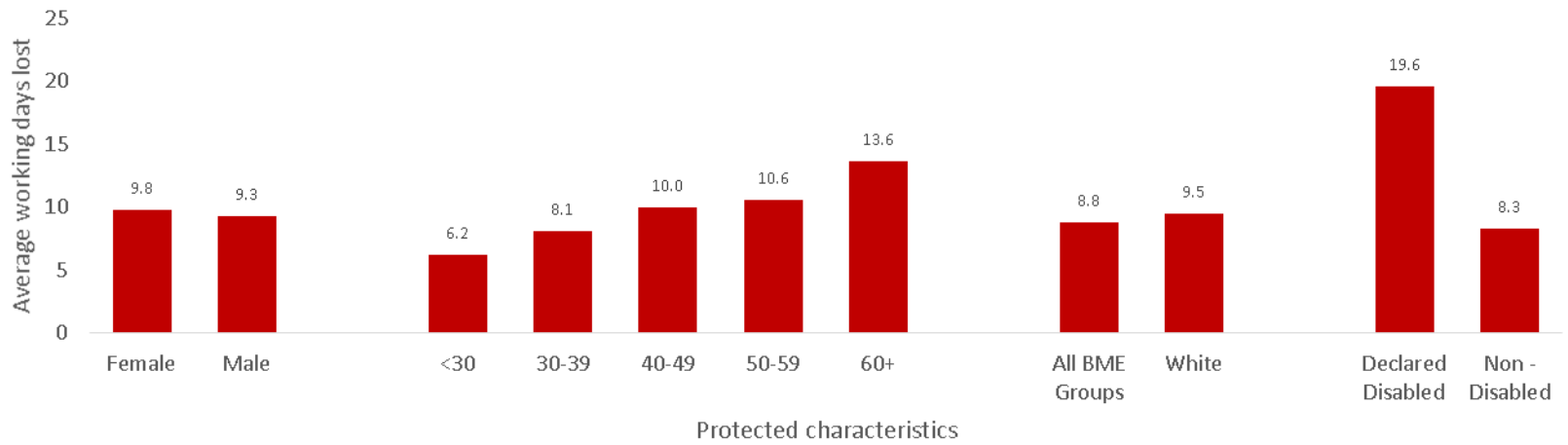
## **Sickness absence by disability**

Of those with a sickness absence, declaration rate for disability status was 58%. Of those who declared their disability status, AWDL was 19.6 among employees with a declared disability compared to 8.3 AWDL for employees with no disabilities.<sup>10</sup>

See accompanying table 6 in Annex A.

<sup>10</sup> Since these figures are based on declaration rates just under 60% (below our threshold for reporting) they should be considered indicative only.

Figure: 16 AWDL by protected characteristics in MoJ 2015/16



# Temporary promotions

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## Temporary responsibility

MoJ provides Temporary Responsibility Allowance (TRA) to employees who have taken on additional responsibilities or duties. This is applicable to all grades below SCS. TRA may be awarded where there is a need to cover a short-term project or temporary work in addition to normal duties, there is a vacant or temporary post in the same or higher band; or where a colleague is absent for reasons not associated with the duties of the post e.g. illness or maternity.

As at March 2016, 4% of MoJ employees were given TRA. This was similar to the numbers in the previous year, but almost double the proportions in 2013 and 2014.

## TRA by gender

As at March 2016, similar proportions of male and female staff were awarded TRA: 4.0 in 100 staff for female employees were awarded TRA compared to 3.9 in 100 staff for males. This compared to slightly higher proportions of males being awarded TRA than females in the previous year; In March 2015, 3.5 in 100 staff for females were awarded TRA compared to 4.0 in 100 for males.

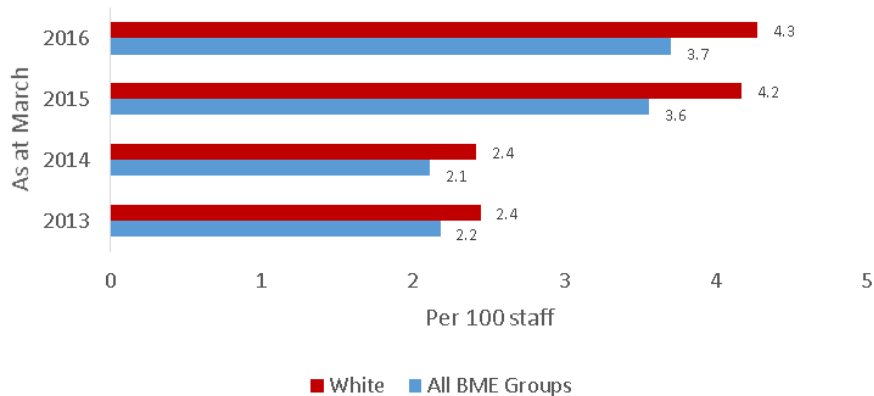
## TRA by age

Employees in younger age categories were more likely to be provided TRA than employees in older age categories. As at March 2016, 5.1 per 100 staff in the less than 30 and 5.8 per 100 staff in the 30-39 age categories were awarded TRA, compared to 4.5 per 100 staff in the 40-49 age category, 2.4 per 100 staff in the 50-59 age category and only 0.9 per 100 staff in the 60+ category. This pattern was broadly consistent with previous years.

### TRA by ethnicity

Of those awarded TRA, the declaration rate for ethnicity was 82%. Of those who declared their ethnicity, similar proportions of White (4.3 per 100 staff) and BME employees (3.7 per 100 staff) received TRA as at March 2016. This reflects a similar pattern since 2013. (Figure 17)

Figure 17: Temporary responsibility allowance by ethnicity in MoJ as at March 2013 - 2016

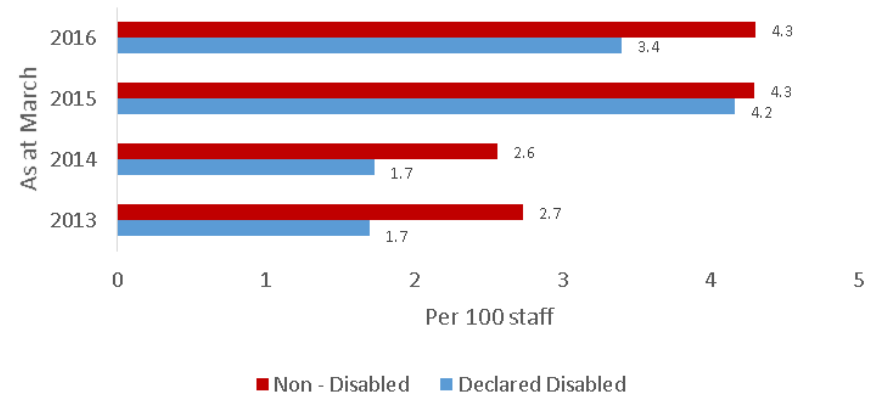


### TRA by disability

Of those awarded TRA, the declaration rate for disability status was 68%. Of those who declared their disability status, TRA was awarded to 3.4 per 100 staff for declared disabled and 4.3 per 100 staff for declared non-disabled. Since 2013 TRA awards have increased for both groups but the rate of increase has been greater for declared disabled employees – increase from 1.7 in 2003 to 3.4 in 2016. (Figure 18)

See accompanying tables 3a and 3b in Annex A.

Figure 18: Temporary responsibility allowance by disability status in MoJ as at March 2013 - 2016



# Special bonuses

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## Bonuses

MoJ recognises and rewards individuals and groups of staff who make an exceptional (sustained or one off) contribution that furthers the aims and objectives of the ministry or meets an exceptional shorter-term operational challenge. This recognition spans a range of options, from thank you letters to vouchers to one off payments. This section reports on those staff who received one or more special bonus *payment* over the course of the years 2015/16. SCS staff are not included as they have a separate system of bonuses.

In 2015/16, the rate of bonuses awarded per 100 staff was 7.9. This was the lowest reported level since 2011/12 when it was 8.4 per 100 staff. The average amount of a bonus in 2015/16 was £321 compared to £305 in 2011/12.

## Bonuses by gender

In 2015/16, the rate of bonuses was higher for females at 8.9 per 100 staff than males at 6.6 per 100 staff. The average value of a bonus however was higher for males (£385) than females (£280). (Figure 19)

Figure 19: Special bonuses by protected characteristics in MoJ 2015/16



### Bonuses by age

In 2015/16, employees in age categories 30-39 and 40-49 had the highest rate of bonuses at 9.2 and 8.4 per 100 staff. Employees in the eldest category 60+ had the lowest level of bonuses at 5.5 per 100 staff. The average value of bonuses per award was highest for age categories 40-49 (£360) and 50-59 (£348). (Figure 19)

### Bonuses by ethnicity

In 2015/16, there were higher rates of bonuses awarded to BME employees than white employees (11.7 and 7.9 per 100 staff). However, the average bonus value per award was higher for white employees (£351) than BME employees (£251). (Figure 19)

### Bonuses by disability

In 2015/16, declared disabled staff had a lower rate of bonus awards than declared non-disabled staff (6.7 per 100 staff compared to 9.7 per 100 staff). The average bonus value per award was fairly similar for both groups (£315 for declared disabled and £318 for declared non-disabled). (Figure 19)

Since 2012/13 broadly similar patterns were observed for the rate of special bonuses awarded by protected characteristic groups.

See accompanying tables 5a and 5b in Annex A.

# Notes and definitions

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## Coverage

The Ministry of Justice brings together areas responsible for the administration of courts, tribunals, legal aid, sentencing policy, prisons, the management of offenders, and also matters concerning law and rights. Some of these areas are the responsibility of MoJ's agencies. The overall MoJ comprises: MoJ HQ, NOMS, HMCTS, CICA, LAA, and OPG.

## Data Sources/Data Collection

The majority of data presented in this report have been extracted from MoJ's internal HR system (Phoenix). In some cases data are from different sources (for example, grievance figures are collected from Case Management Application reports), and these data have been matched to the internal HR system to ensure a consistent base population.

Phoenix is a 'live' dynamic HR management system, it is not designed for use in presenting consistent statistical data. Updates to details of records on Phoenix show the latest position.

## Representation

Some of the data in this report relate to information volunteered by staff and is therefore not 100 per cent complete. To ensure MoJ are sufficiently confident that the completed figures reflect the true picture for all staff, figures have not been reported where the declaration rate is below 60 per cent.

## Grades

In the MoJ, 83% of employees are in grades AA to SEO and 14% in 'unknown' (where grade information is not available). Overall representation rates are therefore more reflective of the proportions of employees at AA-SEO and unknown grades than the smaller proportions of G7/6 and SCS grades.

The wider civil service grading system is presented in this report. MoJ & NOMS operate different systems and the equivalent of these to the wider civil service grading system can be found in a table in Annex A.

## Abbreviations

AA	Administrative Assistant (grade)*
AO	Administrative Officer (grade)
BME	Black and Minority Ethnic
EO	Executive Officer (grade)
HEO	Higher Executive Officer (grade)
HMCTS	Her Majesty's Courts and Tribunals Service
LAA	Legal Aid Agency
MoJ	Ministry of Justice
MoJ HQ	Ministry of Justice Headquarters
NOMS	National Offender Management Service
OPG	Office of the Public Guardian
SCS	Senior Civil Service
SEO	Senior Executive Officer (grade)
TRA	Temporary Responsibility Allowance

# Annex A

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**Annex A: MoJ Workforce Monitoring Report – Data Tables (includes NOMS) 2015/16**

[www.gov.uk/government/publications/moj-workforce-monitoring-report-2015-to-2016](http://www.gov.uk/government/publications/moj-workforce-monitoring-report-2015-to-2016)



# Annex B

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**Annex B: NOMS Annual Staff Equalities tables:**

<https://www.gov.uk/government/statistics/noms-annual-staff-equalities-report-2015-to-2016>