



Department
for Transport



GOVERNMENT OPERATIONAL RESEARCH SERVICE

Equality Monitoring 2016/17

Equality Monitoring in VCA: Management Summary

Version 1.0

In House Analytical Consultancy

January 2018

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Summary of diversity analysis

Introduction

This report contains an analysis of the diversity of the Vehicle Certification Agency (VCA) staff for 2016/17.

The objectives 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 in post, job applicants and leavers, plus performance management, progressions, sickness absence, 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, religion or belief, job type and working pattern. There were too few staff in the minority group for sexual orientation in this year's data to include this variable in the analysis.

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.

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.

VCA 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 148 staff on 31st March 2017 (excluding staff on long term leave).

The majority of its staff were based at either the Bristol headquarters or at the Midlands centre in Nuneaton. 13 staff were based either overseas, in the Dangerous Goods Office in Leatherhead, or the Millbrook Office near Milton Keynes.

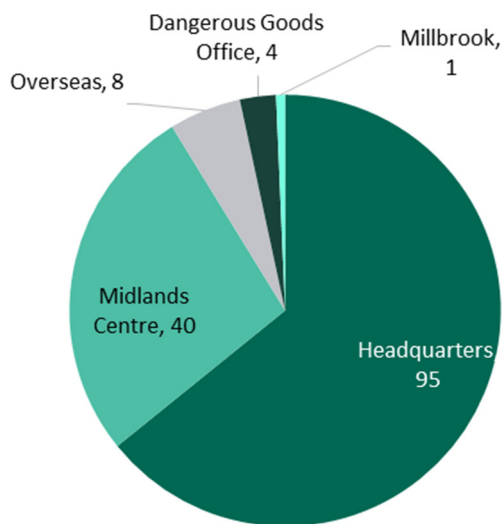


Figure 1 Number of staff by location

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

¹In 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.

² 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

Diversity statistics

The following table gives key diversity statistics for VCA.

	% all staff making specific declaration against characteristic ¹	...of whom % declaring particular characteristic shown in brackets ²
Age (40 years and older)	100%	58%
Gender (Female)	100%	26%
Working pattern (Part-time)	100%	14%
Race (BAME)	95%	9%
Disability status (Disabled)	99%	6%
Religion or belief (Declared a religion or belief)	86%	50%
Sexual Orientation (Lesbian, gay man, bisexual or other)	89%	0.8%

Figure 2 Key diversity statistics

Diversity analysis key findings

VCA compared with local working-age populations

As there were relatively few staff in each VCA location, the whole organisation was compared with the working-age population of Great Britain. Comparisons include gender, race, age and disability³.

declaration – not including “prefer not to say” (Declarations of prefer not to say are treated as unknown/not declared).

³ 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 annex has further details.

Compared with the GB working-age population, there were more male staff and fewer disabled staff than expected.

There was a net decrease of six staff between 31st March 2015/16 and 31st March 2016/17. Between these two dates, there were no significant changes in the proportions of female, BAME (black, Asian and minority ethnic) or disabled staff.

Longer term (since 2007/08), there have also been no statistically significant trends in the proportion of female, BAME or disabled staff in VCA.

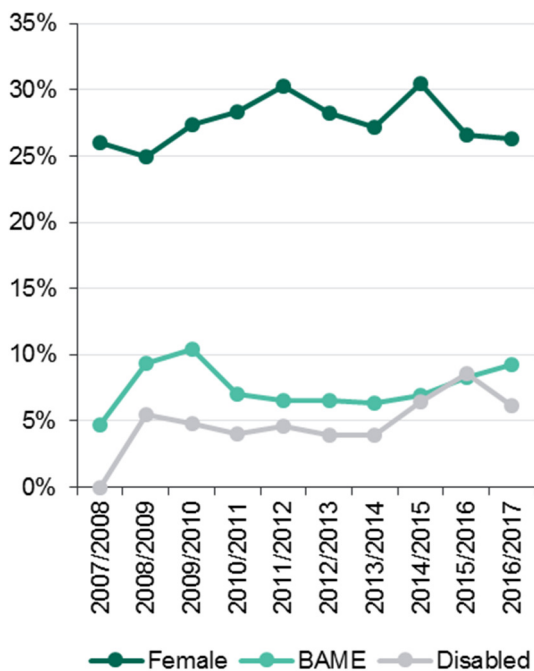


Figure 3 Proportion of female, BAME and disabled staff by year, where characteristic is known (2007/8 to 2016/17)

A higher percentage of applicants to engineer posts were male or BAME compared with the GB working-age population.

A lower proportion of applicants were disabled than expected given the GB working-age population

A higher proportion of applicants were aged 25 to 34 than expected given the age profile of the GB working-age population.

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.

Engineers were more likely to be male than female (3% of engineers and 45% of admin staff were female) and tended to be younger than admin staff.

Compared with staff in the lower grades (AA-EO), staff in the higher grades (HEO-Grade 6) were more likely to be engineers and to be older. Due to the correlations in the data, staff in the higher grades were also more likely to be male and to work full time.

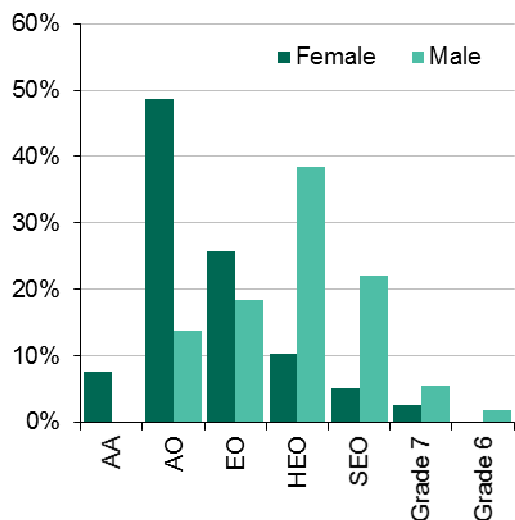


Figure 4 Distribution of male and female staff across different grades

Recruitment

Applicants who declared they had no religion or belief were more successful in the sift (33% success) than other applicants (15%).

White applicants were more successful in the sift (28%) than other applicants (13%).

Cessations

27 staff left during the year – an attrition rate of 15%. 56% of leavers were admin staff and 44% were engineers. Because of the small numbers of leavers, no further statistical analysis has been possible.

Performance assessment

153 performance marks were analysed; 28% of staff received a performance rating 1 (highest rating) and 3% a performance rating 3.

At the lower confidence level of 95%, staff who had been in their grade for less than one year were significantly less likely to have received a performance rating 1.

Progression

124 staff were in post on both March 31st 2016 and March 31st 2017. Of these, 4 (3%) progressed during the year – too few for further statistical analysis.

Grievances and disciplines

There were 2 discipline cases during the year, and no grievance cases were raised.

Sickness absence

The official source of sickness absence figures for VCA are the figures reported quarterly to the Cabinet Office, as seen in Figure 5.

Average days of sickness absence (Average Working Days Lost)	6.7
% employees with recorded sickness absence	37%

Figure 5 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 in the analysis in this report 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).

35% of staff had had some sickness absence during the year – 4.7 days, on average, per person across all staff, or 13.3 days on average, for those who had had some absence.

Admin staff were more likely to have had sickness absence than engineers

Information quality

The data provided by VCA was generally of good quality, and declaration rates were high.

Data on training is not collected centrally by VCA.

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

Annex A: Tables and Charts

A.1 Year on year comparison – all staff

Staff Type	March 31st 2016			March 31st 2017			Percentage point change	% change from 2016
	No.	% of total	% of total that declared	No.	% of total	% of total that declared		
All staff	154			148				
Males	113	73.4%	73.4%	109	73.6%	73.6%	+0.3	-3.5%
Females	41	26.6%	26.6%	39	26.4%	26.4%	-0.3	-4.9%
White	132	85.7%	91.7%	127	85.8%	90.7%	+0.1	-3.8%
BAME	12	7.8%	8.3%	13	8.8%	9.3%	+1.0	+8.3%
Unknown/Prefer not to say race	10	6.5%	-	8	5.4%	-	-1.1	-20.0%
Non-disabled	139	90.3%	91.4%	137	92.6%	93.8%	+2.3	-1.4%
Disabled	13	8.4%	8.6%	9	6.1%	6.2%	-2.4	-30.8%
Unknown/Prefer not to say disability status	2	1.3%	-	2	1.4%	-	+0.1	+0.0%
Full Time	130	84.4%	84.4%	127	85.8%	85.8%	+1.4	-2.3%
Part Time	24	15.6%	15.6%	21	14.2%	14.2%	-1.4	-12.5%
Average age	42.7			41.8				

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
SEO	PB5
Grade 7	PB6
Grade 6	PB7
Unknown	Unknown

A.3 Geographical Comparisons

Geographical comparisons relate to the GB working-age population rather than individual offices' catchment areas. This is described more fully in the technical annex.