



# VCA Equality Monitoring Storyboard 2017-18

This storyboard contains an analysis of the diversity of VCA staff for 2017/18. 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 the local working-age populations;
- ▶ identify differences between diversity groups within VCA; and
- ▶ highlight any changes since previous years.

This storyboard was prepared by the In House Analytical Consultancy in the Department for Transport, and 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 Equality Monitoring reports 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 be one of the most inclusive departments in the Civil Service.



## Purpose

VCA is an Executive Agency of the United Kingdom Department for Transport and the United Kingdom's national approval authority for new road vehicles, agricultural tractors and off-road vehicles. It is also the UK authority for the certification of packaging and intermediate bulk containers used for the transport of dangerous goods.

It is the smallest of the Department for Transport's executive agencies, with 170 staff on 31st March 2018.

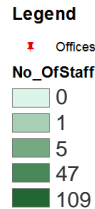
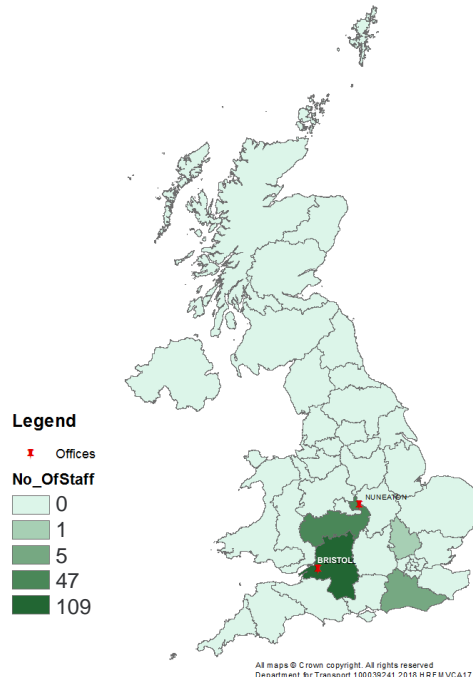


## Geographical locations

VCA's main headquarters office is in Bristol, with an office and test facilities on the MIRA site at Nuneaton and an office at the Millbrook Proving Ground near Milton Keynes. Our Dangerous Goods team is based in Leatherhead, Surrey.

Worldwide VCA have eight staff in offices in the US, Japan, Malaysia, China, India, Italy and Australia.

Location of VCA staff, March 31st 2018



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## Job roles

VCA staff have been grouped into two different job roles for the purpose of this Equality Monitoring analysis: Administrators and Engineers.

**Administrators:**

**51%**

**Engineers:**

**49%**

Engineers are found in all VCA locations; Administrator staff are located in Bristol, Nuneaton and Leatherhead.





# Introduction to VCA staff diversity

VCA's staff were predominantly male with lower proportions of minority groups compared to the working-age population. This is similar to last year. Diversity analysis has been conducted, but the agency is small so statistical testing is limited. There were some significant differences in the **performance management system** and in the occurrence of recorded **sickness absence**. These results are set in context throughout this storyboard.

## Analysis and reporting

This analysis has considered the following areas of **staff diversity**:

- ▶ [Age](#) [slides 5-6]
- ▶ [Caring responsibilities](#) [slide 7]
- ▶ [Disability status](#) [slide 8]
- ▶ [Gender](#) [slides 9-10]
- ▶ [Race](#) [slide 11]
- ▶ [Religion or belief](#) [slide 12]
- ▶ [Working pattern](#) [slide 13]

The analysis for VCA excludes sexual orientation characteristics as there were too few staff who identified as LGBO .

Analysis has been conducted to help understand (1) if any staff are advantaged or disadvantaged by any particular **HR processes** and (2) **long term trends** in gender, race, and disability status:

- ▶ Were VCA staff representative of the local working age population?
- ▶ Were particular applicants more or less likely to be successful through VCA's recruitment process?
- ▶ Were the staff who received a performance mark 1 (the highest) representative?
- ▶ Were there any particular staff groups likely to have more recorded sickness absence?

Due to the size of VCA, or lack of data, it was not possible to conduct diversity analysis for the following areas:

- ▶ Were particular staff more or less likely to be promoted at VCA?
- ▶ Were the staff who left VCA representative?
- ▶ Were particular staff groups facing disciplinary and grievance cases? Were there any patterns in learning and development activity?

## Age – key points

Age is collected for all employees. Staff at VCA are a little older than the working age population yet younger than the Civil Service.



There were significantly fewer staff aged under 20 than in the working-age population.

Younger staff were more likely to have received a performance rating 1 than older staff.

## Carers – key points

Caring responsibilities are not currently collected with staff data, but is asked about in the People Survey so some analysis is possible.

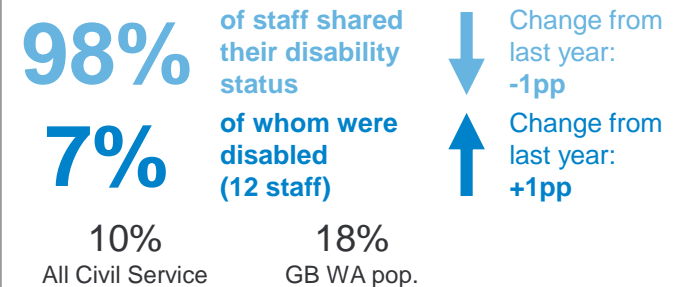


**pp (percentage point)** – difference between two percentages.

**GB WA pop.:** Working-age population (aged 16-65) in Great Britain. **Transport industry:** UK transport & storage sector (only available for race).

## Disability status – key points

VCA has a significantly lower proportion of disabled staff than the working-age population. There has been little change since last year.



Only 4% of engineering staff were disabled which is significantly lower than the population.



## Gender – key points

25% of VCA staff were female compared to 50% in the population. There has been little change since last year.

100%

25% of staff were female (43 staff)

Gender is collected for all employees

Change from last year: -1pp

54%

All Civil Service

50%

GB WA pop.

Only 4% of engineering staff were female.

Male staff were more likely to have no recorded sickness absence.

More males applied for jobs in VCA than females, especially for engineer roles.

## Race – key points

VCA has a lower proportion of BAME staff than the working-age population.

94%

of staff shared their race

— No change from last year

9%

of whom were BAME (15 staff)

— No change from last year

12%

All Civil Service

14%

GB WA pop.

18%

Transport industry

White staff and those with unknown race were more likely to have received a performance rating 1 than BAME staff. BAME applicants were less successful during recruitment sifts.

## Religion or belief – key points

There has been an increase in the proportion of staff that declared a religion or belief since 2013/14.

85%

of staff shared their religion/belief

↓ Change from last year: -1pp

52%

of whom declared a religion

↑ Change from last year: +2pp

## Sexual orientation – key points

VCA has seen little change in the proportion of LGBO staff over the last five years.

88%

of staff shared their sexual orientation

↓ Change from last year: -1pp

1%

of whom were LGBO (2 staff)

— Change from last year: +0.6 pp

Sexual orientation has not been included in the analysis as there were too few LGBO staff.

## Working pattern – key points

VCA has seen an increase in the proportion of part time staff over the last decade from 9% to 14%, but a decrease over the last five years.

100%

Working pattern is collected for all staff

24%

Part-time workers in Civil Service

14%

of staff work part time (24 staff)

No change from last year

## Data sources and quality

### The data

This storyboard is based on analysis of five datasets:

- Individual staff diversity records - snapshots at 31<sup>st</sup> March in 2017 and 2018
- Civil Service Recruitment
- Grievance and discipline cases
- 2018 Civil Service People Survey, analysed by IHAC
- Performance management

Data on staff gender, age and grade are held for each member of staff, but data on disability, race, sexual orientation and religion or belief are voluntarily

provided. As a result, and because staff may be unwilling to provide this information, this data often has significant numbers of unknowns or undeclared statuses. Subsequently analysis is not always possible.

### Declaration rates

For some characteristics, staff members may actively declare that they “prefer not to say”. In general in this report, they have been classified as having an unknown status and have been excluded from analysis.

High declaration rates are important for robust analysis and results that can be confidently extrapolated to all

staff. Where there are large proportions of unknowns in the data (either “prefer not to say” or undeclared), if these non-respondents are not representative of all staff, we may introduce bias into the results. For example, a systematic bias may be introduced by the fact that new staff may not have declared their race or disability status yet, and these new staff may also be more likely to be younger, or in lower grades; a behavioural bias may be introduced by staff who prefer not to declare any diversity characteristics.

VCA’s declaration rates were good throughout.





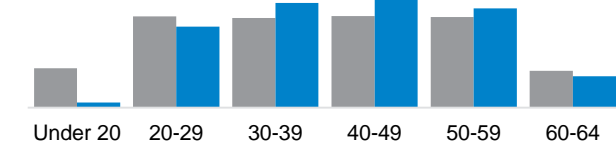
## Context

Age is collected for all employees. Staff at VCA are a little older than the working age population yet younger than the Civil Service.

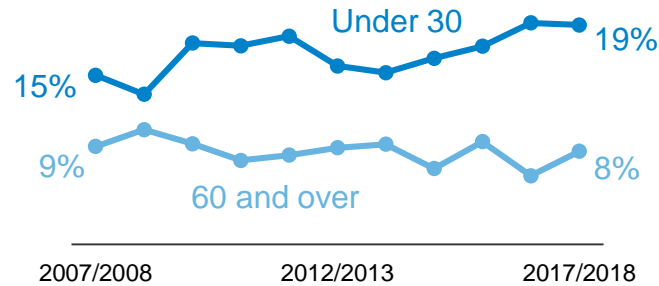
**57%** of staff were aged over 40

Change from last year: **-1pp**

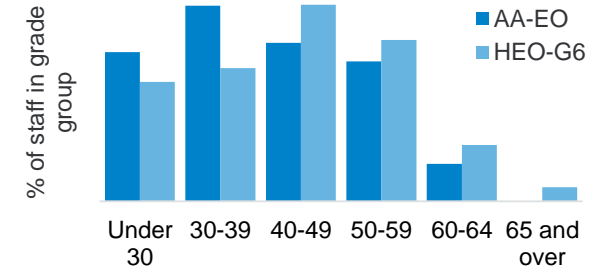
67% All Civil Service  
50% GB pop.  
Working-age population  
VCA



VCA has seen little change in the proportion of younger and older staff over the last decade.



Staff at lower grades (AA-EO) tended to be younger than staff at more senior grades.



Administrators were more likely to be older and engineers were more likely to be younger.

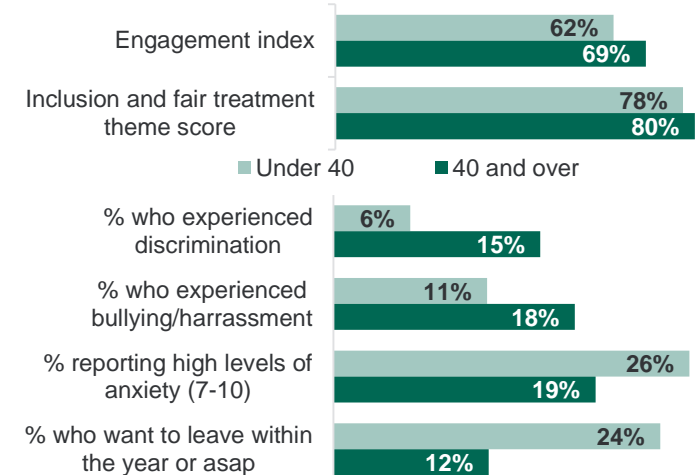
## Correlations

Across VCA, age was significantly correlated with religion or belief, grade, and working pattern. Therefore a significant result for age can obscure what may have otherwise been a significant result for one of these other characteristics. Similarly, a significant result for those correlated variables could mask a result for age.

**Older staff were more likely than younger staff to:**

	Age	Religion or belief	Grade	Working pattern
work part time	✓			✓
work at SEO or Grade 7	✓		✓	
have declared a religion	✓	✓		

## People Survey 2018

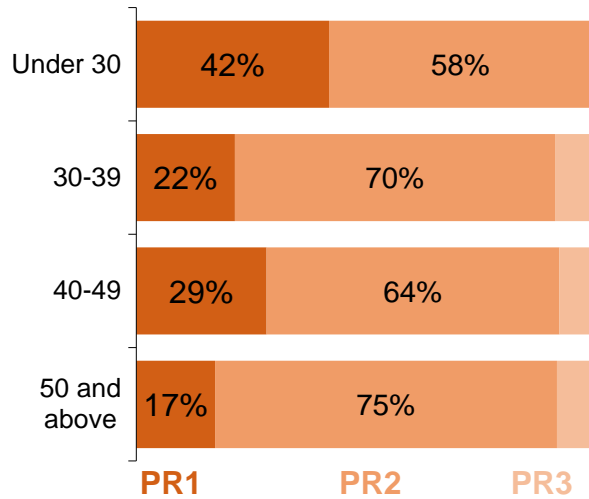


Source: IHAC/CSPS2018



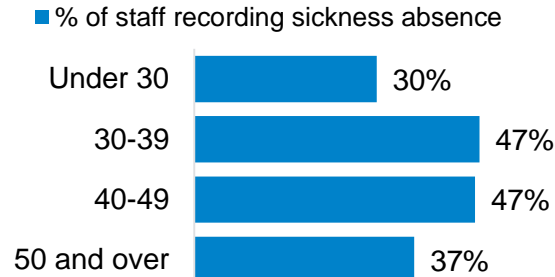
### Performance management

Younger staff were more likely to have received a performance rating 1 (PR1) than older staff.

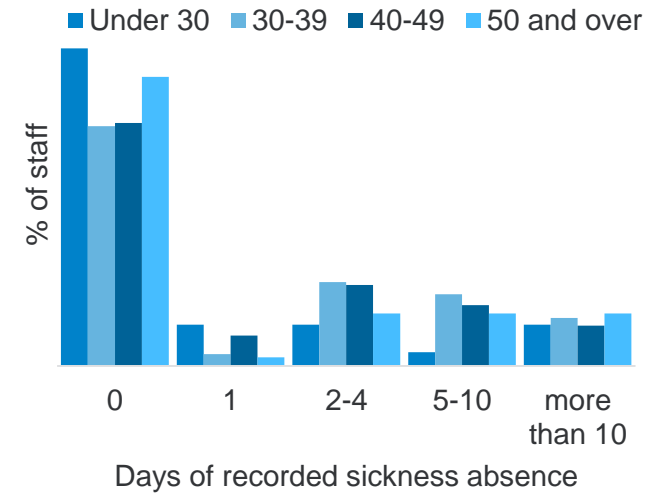


### Recorded sickness absence

Gender and job role were the factors most associated with whether or not staff in VCA had recorded sickness absence. Once these had been taken into account, the age of a member of staff was not significant in whether or not a member of staff had recorded sickness absence.



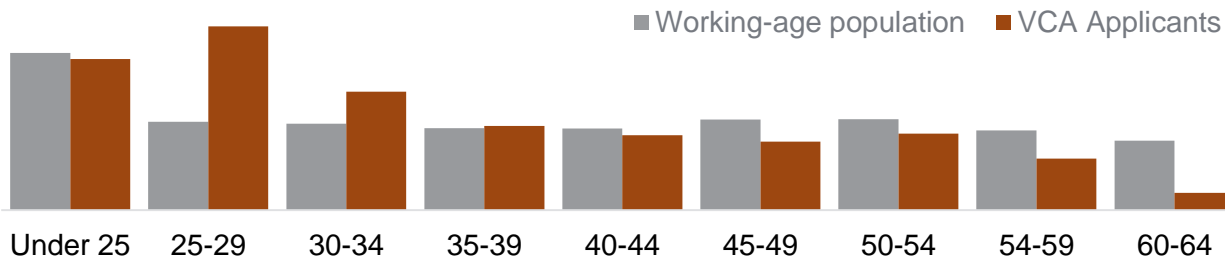
There were no significant differences in the amount of recorded sickness absence for different age groups.



### Recruitment

35% of applicants were 40 years old or over compared to 53% in the GB working-age population. More specifically:

- a higher proportion of applicants were aged 25 to 34 than expected, and
- a lower proportion of applicants were aged 60 to 64 than expected given the age profile of the GB working-age population.



### Promotion

143 staff were present at the start and end of the year. 18 of those (13%) were promoted, 13 were aged under 40 (22%) whereas only 5 were aged over 40 (6%). This difference is not statistically significant.

### Leavers

Eight staff left VCA. They were spread across the age groups.





## Carers context

Caring responsibilities data is from the People Survey.

**Child carers:** Those with childcare responsibilities as a primary care giver (e.g. parent/guardian)

**Other carers:** Those who look after, help or support any family members, friends, neighbours or others who have a long-term illness or disability, or problems related to old age.

Staff can belong to both groups.

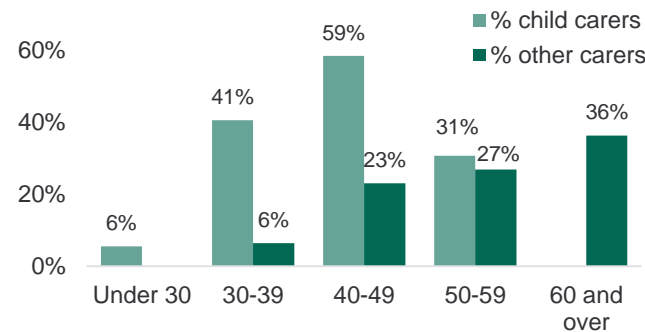
VCA staff – child carers:

# 31%

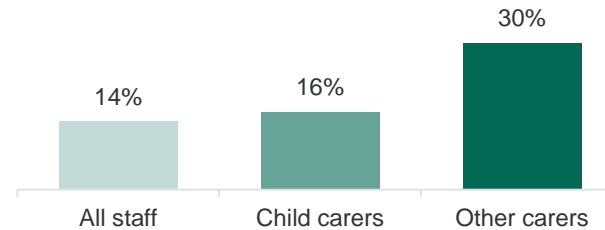
VCA staff – other carers:

# 16%

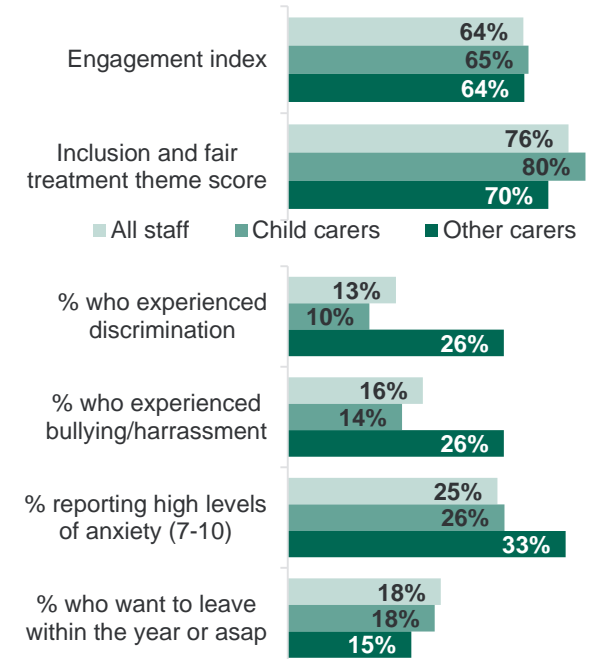
Child carers were younger - the majority of child carers were under the age of 50. Other carers tend to be older and they were all over the age of 40.



Carers were more likely to work part time.



## People Survey 2018



Source: IHAC/CSPS2018





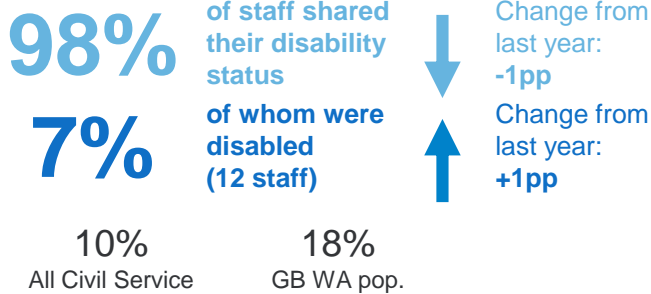


# Disability status

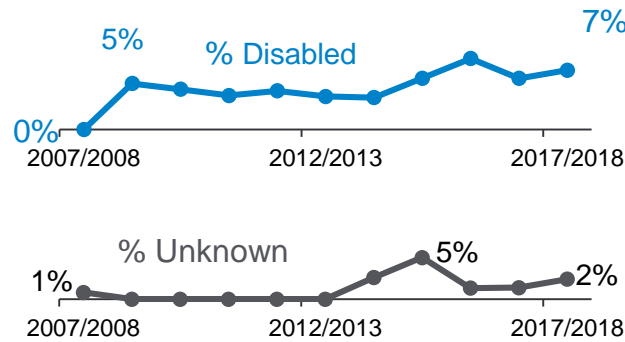
## Context

VCA has a significantly lower proportion of disabled staff than the working-age population. This is driven by engineering staff of whom only 4% were disabled.

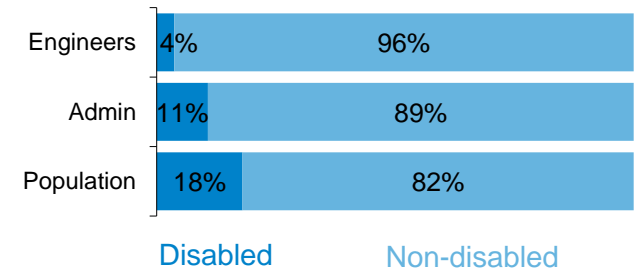
There has been little change since last year.



VCA has seen an increase in the proportion of disabled staff over the last decade. The proportion of staff with unknown disability status has remained low



Engineers were less likely to be disabled than the GB working-age population.



Staff with a limiting long-term illness were more likely to be an other carer (i.e. caring for someone other than a child).

## Correlations

There was a correlation between disability status and gender:

- Disabled staff were more likely to be female.

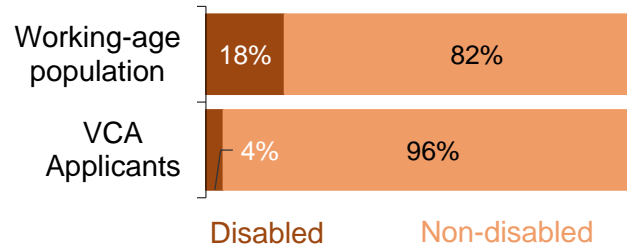
## Promotion

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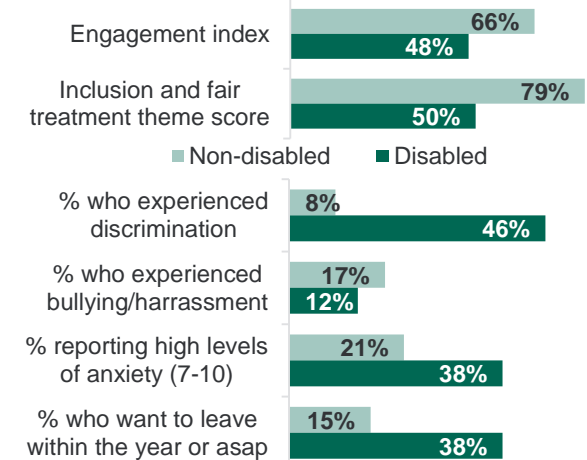
No disabled staff were promoted.

## Recruitment

96% of applicants had declared their disability status and of these 4% were disabled. A lower proportion of applicants were disabled than expected given the GB working-age population. This was similar for both admin and engineer roles.



## People Survey 2018



Source: IHAC/CSPS2018







## Context

25% of VCA staff were female compared to 50% in the population. This is influenced by engineering staff of whom 96% are male.

There has been little change since last year.

100%

25% of staff were female (43 staff)

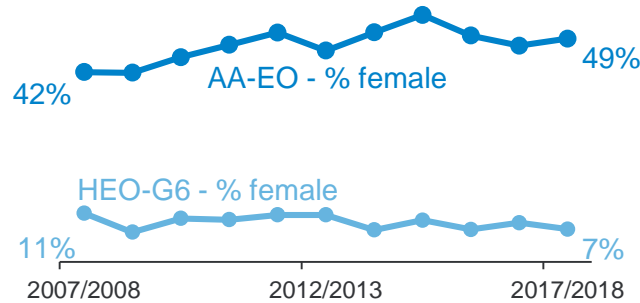
Gender is collected for all employees  
Change from last year: -1pp

54%  
All Civil Service

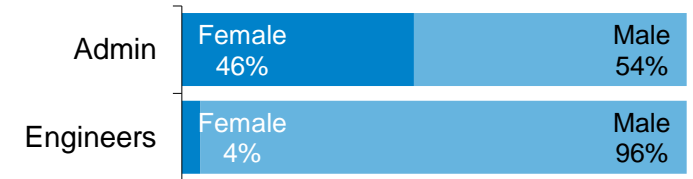
50%  
GB WA pop.

VCA has seen little change in the proportion of female staff across the Agency as a whole over the last decade.

There has been a small decline in female representation at more senior grades (HEO-G6), and an increase in female representation in AA-EO grades.



46% of administrators were female whereas only 4% of engineers were female (3 staff).



Staff at lower grades (AA-EO) were more likely to be female than staff at higher grades.

37% of female staff work part time whereas only 6% of male staff work part time.

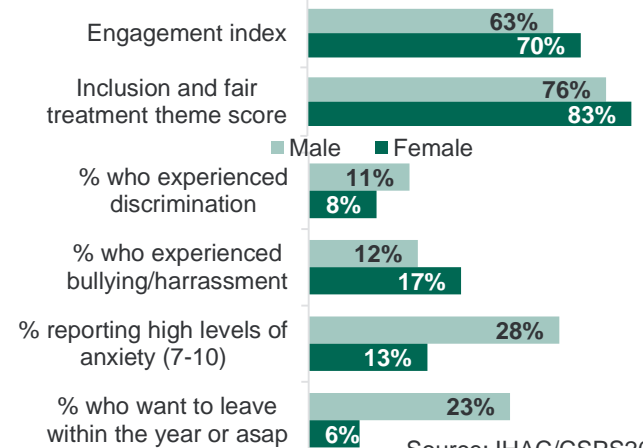
## Correlations

Across VCA, gender was significantly correlated with disability, grade, working pattern and job type. Therefore a significant result for gender can obscure what may have otherwise been a significant result for one of these other characteristics. Similarly, a significant result for those correlated variables could mask a result for gender.

**Female staff were more likely than male staff to:**

	Gender	Disability status	Grade	Working pattern	Job type
be disabled	✓	✓			
be Administrators, and less likely to be Engineers	✓				✓
work part time	✓			✓	
be in lower grades (AO/EO) and less likely to be in higher grades (HEO/SEO)	✓		✓		

## People Survey 2018



Source: IHAC/CSPS2018



## Sickness absence

Female staff were more likely to have recorded a sickness absence than male staff.

Note that job role had a stronger association with likelihood of sickness absence than gender did. Administrators were more likely to have recorded a sickness absence than Engineers.

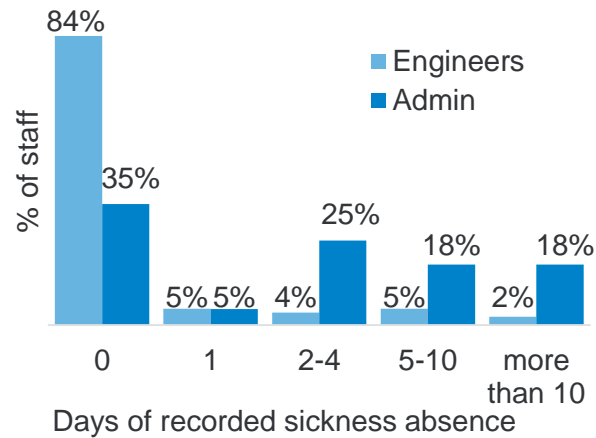
**28%**

of males recorded sickness absence

**80%**

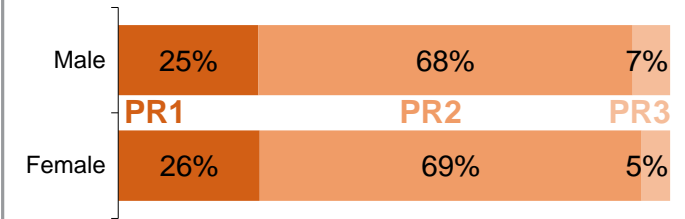
of females recorded sickness absence

Administrators were also more likely to have recorded a greater number of days of sickness absence than Engineers.



## Performance management

There were no significant differences in the proportion of each performance mark received by male and female staff.



## Recruitment

Overall, the proportion of applicants who were female (34%) was different to the proportion in the local working-age population (50%).

The proportion differed by job role and grade:

**50%**

Of applicants for Admin roles were female

**6%**

Of applicants for Engineer roles were female

**45%**

Of applicants for AA-EO posts were female

**9%**

Of applicants for HEO – G6 posts were female

Declaration rates for gender by applicants was good.

**99%**

of applicants declared their gender

There was a difference in success rates for males and females at the sift stage, but at a lower level of statistical significance, with race being the most significant factor in sift performance.

## Promotion

143 staff were present at the start and end of the year. 18 of those (13%) were promoted.

Four female staff and 14 male staff were promoted which is in line with the gender split at VCA.

## Leavers

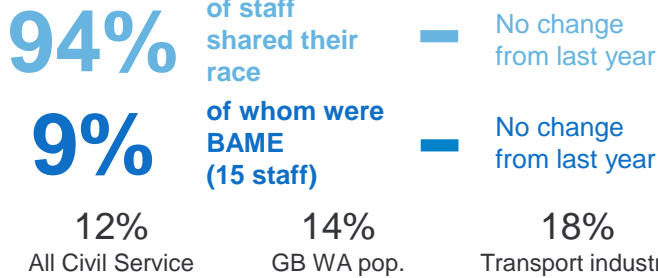
Eight staff left VCA. Six were female and two were male.





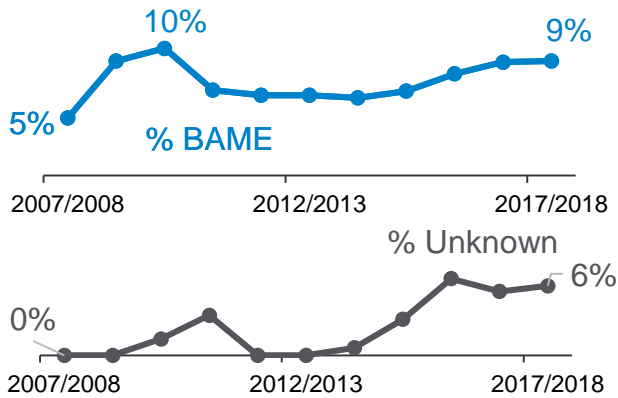
### Context

VCA has a lower proportion of BAME staff than the working-age population. There has been no change since last year.



BAME staff were more likely to be child carers than white staff, or staff with unknown race.

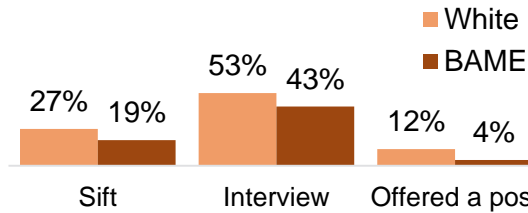
VCA has seen some increase in the proportion of



### Recruitment

97% of applicants had known race. A higher than expected proportion of applicants were BAME (27%) compared to the local working-age population (14%). 34% of applicants for engineer posts were BAME.

BAME applicants were less successful in the sift than white applicants, and were less likely to be offered a post compared to white applicants. The difference in interview success rates was not significant.



Note that there was a correlation with gender: white applicants were more likely to be female.

### Correlations

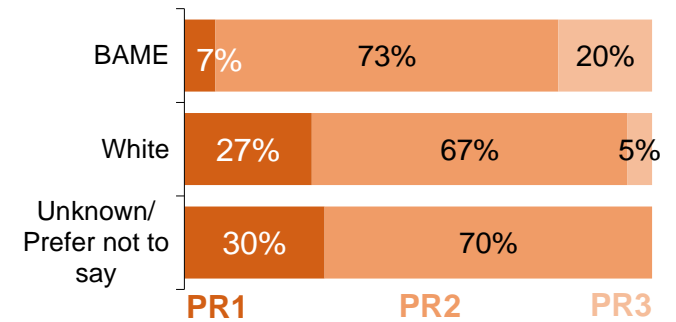
With only 15 BAME staff there were no significant correlations between race and other variables.

### Promotion

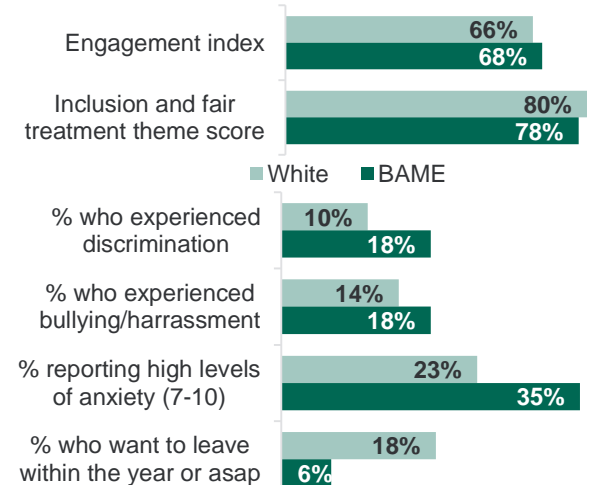
Three BAME staff were promoted (23%) compared with 13% of all VCA staff. This result is not statistically significant due to the small number of staff.

### Performance management

White staff and those with unknown race were more likely to have received a performance rating 1 (PR1). Note that age was more strongly associated with receiving a PR1 than race.



### People Survey 2018



Source: IHAC/CSPS2018





### Context

VCA has seen a small increase in the declaration rate for religion or belief since the previous year.

**85%**

of staff shared their religion or belief



Change from last year: -1pp

**52%**

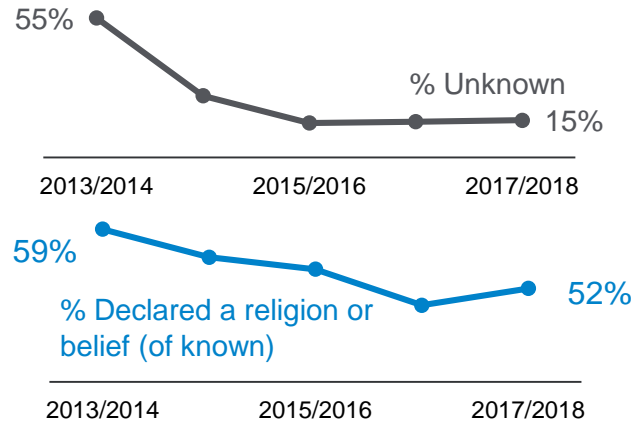
of whom declared a religion or belief



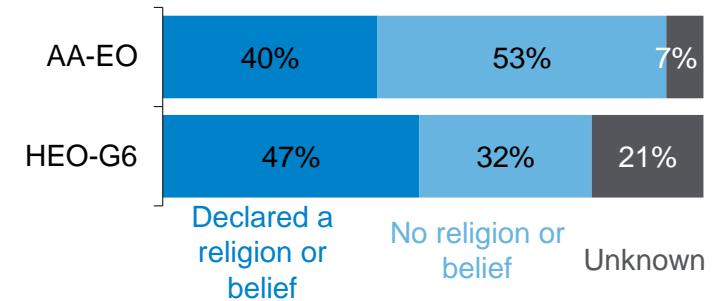
Change from last year: +2pp

There was a **correlation** between age and religion or belief: younger staff tended to have declared no religion and older staff tended to have declared a religion.

VCA has seen a decrease in the proportion of staff that have declared they have a religion or belief over the last five years.



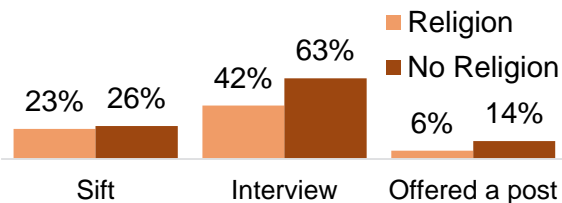
Staff at lower grades (AA-EO) were more likely to have declared no religion or belief. Staff at higher grades were more likely to have declared a religion or have unknown status.



### Recruitment

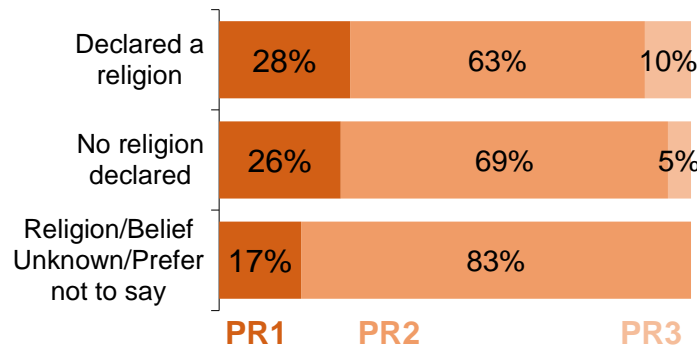
95% of applicants had known religion or belief status and 48% had declared a religion of belief.

Applicants who had declared they had no religion or belief were more likely to be successful at interview than those who had a religion or belief. Other stages of recruitment saw no significant differences.

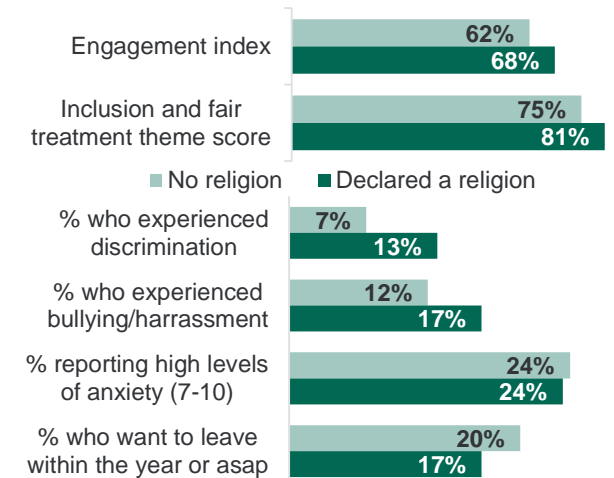


### Performance management

There were no significant differences between staff who had declared or religion or those who had declared no religion.



### People Survey 2018



Source: IHAC/CSPS2018





# Working pattern

## Context

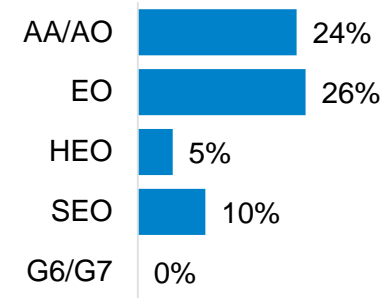
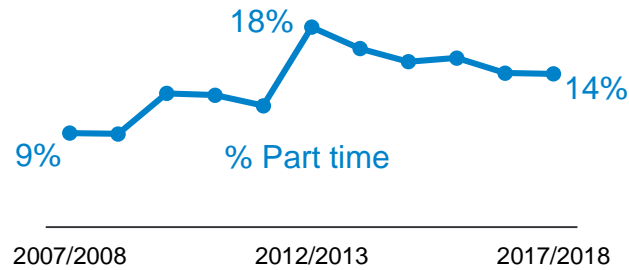
VCA has seen an increase in the proportion of part time staff over the last decade from 9% to 14%, but a decrease over the last five years.

VCA has seen an increase in the proportion of part time staff over the last decade from 9% to 14%, but a decrease over the last five years.

Staff at lower grades (AA-EO) were more likely to work part time than staff in higher grades.

**100%** Working pattern is collected for all staff  
**14%** of staff work part time (24 staff)

**24%** Part time workers in Civil Service  
No change from last year



## Correlations

Across VCA, working pattern was significantly correlated with religion or belief, grade, and working pattern. Therefore a significant result for age can obscure what may have otherwise been a significant result for one of these other characteristics. Similarly, a significant result for those correlated variables could mask a result for age.

**Part-time staff were more likely than full-time staff to be:**

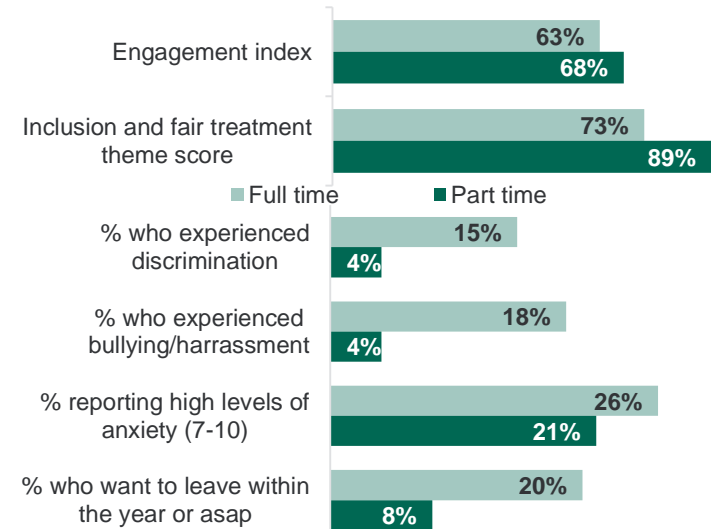
	Age	Gender	Job type	Working pattern
older	✓			✓
female		✓		✓
Administrators and less likely to be Engineers			✓	✓

## Promotion

143 staff were present at the start and end of the year. 18 of those (13%) were promoted.

17 of those promoted worked full-time (14%) whereas only 1 worked part time (5%). This difference is not statistically significant.

## People Survey 2018



Source: IHAC/CSPS2018





## Context

**543** applications received, for **29** campaigns

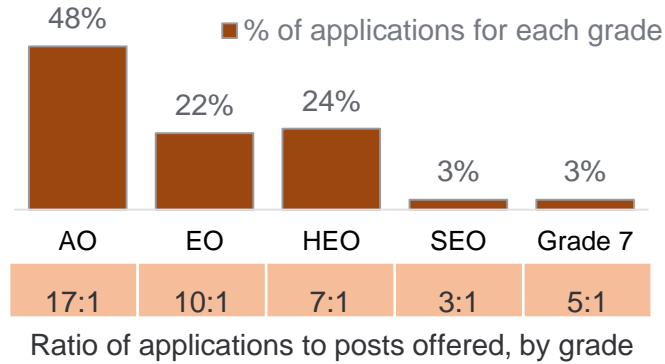
Launched between 31<sup>st</sup> March 2017 and 31<sup>st</sup> March 2018

### Admin roles:

350 applications for 15 campaigns

### Engineer roles:

193 applications for 14 campaigns



## Correlations

**Within the applicants for posts at VCA, there were significant correlations between a number of diversity characteristics.**

A significant result for one characteristic can obscure what may have otherwise been a significant result for one of these other characteristics.

Female applicants were more likely to be white and male applicants were more likely to be BAME

BAME applicants were more likely to have declared a religion or belief

Female applicants were more likely to have declared no religion or belief

Younger applicants were more likely to have declared no religion or belief and older applicants were more likely to have declared a religion or belief.

Applicants for admin posts were more likely to be female and applicants for engineer posts were more likely to be male

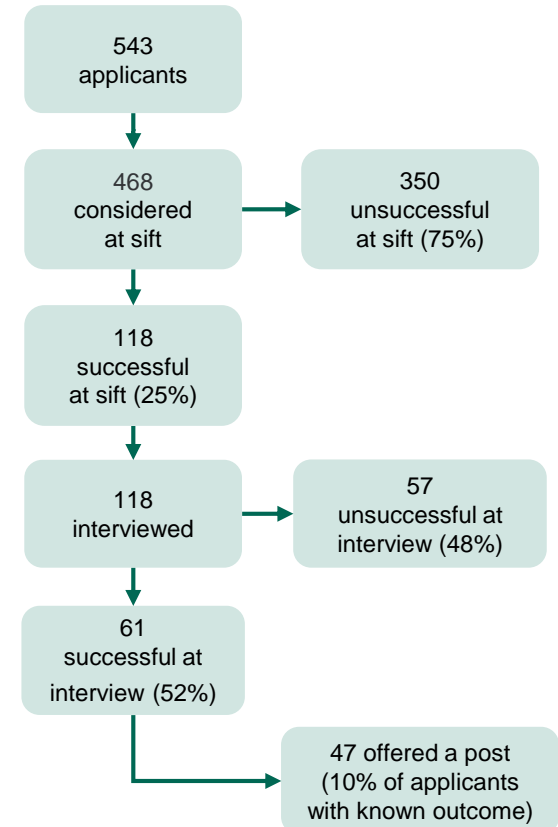
Applicants for admin posts were more likely to be white and applicants for engineer posts were more likely to be BAME

Age  
Gender  
Race  
Religion or belief  
Job type

✓  
✓  
✓  
✓  
✓  
✓  
✓  
✓  
✓  
✓

## Recruitment process

Number of applicants and success rates through the whole recruitment process.







## Data Sources

Unless otherwise stated, the data shown is from the Equality Monitoring (EM) dataset. People Survey data has been used instead of Equality Monitoring data where the People Survey provided information that is not covered by Equality Monitoring, for example bullying and harassment.

Analysis presented here on People Survey data was carried out by IHAC on the microdata provided by Cabinet Office. Those who carried out the original collection and analysis of the people survey data bear no responsibility from their further analysis or interpretation.

85% of VCA staff (including locally engaged staff overseas) responded to the 2018 People Survey; the response rate for the whole DfT Group was 83%. There has been no statistical analysis of the People Survey data – the charts here show the responses of different groups of staff, without assessment of any statistically significance.

Questions about disability status are phrased differently in the People Survey to the statements that are available on SAP which is where the EM data is drawn from, so there will be slight differences in individual declarations in the two different systems. The People Survey also offered a non-binary gender option which is not currently available in SAP.

Working age population data are from the Annual Population Survey (Oct. 2016-Sept. 2017) and Office for National Statistics (ONS) mid-year population estimates for 2016. Transport sector data are from the Annual Population Survey (Apr. 2016-Mar. 2017). Civil Service statistics are from the Annual Civil Service Employment Survey (2017).

## Data coverage and quality

For the purpose of this report, Senior Civil Service (SCS) staff have been included along with the SCS in DfTc.

Staff on long-term leave (for instance long term sickness absence, secondments, and career breaks) are not included in the analysis, and nor are staff who are not civil servants (e.g. consultants, temporary administrators etc).

Staff on paid maternity leave are included in the staff in post dataset, although excluded from the sickness absence analyses.

DfT is keen to achieve high declaration rates and has set its own target to exceed 70% of known characteristics for all diversity strands.

## Other data notes

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. The 99% confidence level used unless otherwise stated.

Where the number of staff in the minority group is small, or the number in the sub group we are looking at is small (for example, when splitting staff by grade group), statistical analysis is not possible.

The diversity profile of staff was compared to the local working-age population for VCA.

There has been no statistical analysis of the People Survey data – the charts here show the responses of different groups of staff, without assessment of any statistically significance.

Recruitment data for posts up to an including Grade 6 is provided by Civil Service Recruitment. Recruitment through other routes (for example the Fast Stream or internal Expressions of Interest) is not included. Some applicants may have applied for more than one campaign.

Sift results could be unknown for three reasons: the application is awaiting sift; the application is on hold after the sift; or, the candidate had withdrawn their application at any stage of the process.

Staff promotion data is based on staff who were in the Department on both 31st March 2017 and 31st March 2018, and considers them to have been promoted if their grade has increased during that period. It does not include staff who were promoted on entry into the Agency.

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

For more detail on the data and analysis and full tables of results published alongside this storyboard. The People Survey results will be available here: [People Survey](#)

