



MCA Equality Monitoring Storyboard 2017-18

This storyboard contains an analysis of the diversity of MCA staff for 2017/18. The objectives of the analysis were to:

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

The primary purpose of the MCA is to implement the government's maritime safety policy in the United Kingdom and work to prevent the loss of life on the coast and at sea. The MCA provides a 24-hour maritime search and rescue service around the UK coast, and in the international search and rescue region through HM Coastguard. They inspect and survey ships to ensure that they meet UK and international safety rules. MCA also provides certification to seafarers, registers vessels, and responds to pollution incidents from shipping and offshore installations.



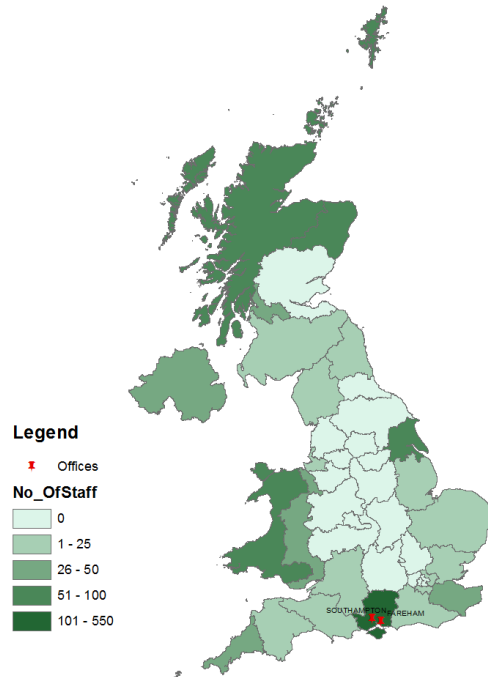
Maritime & Coastguard Agency

It is the second smallest of the Department for Transport's executive agencies, with 1,094 staff on 31st March 2018.

Geographical locations

The largest single group of staff (38% of all staff) was in the main headquarters, Spring Place in Southampton. Smaller numbers of staff were based at the National Maritime Operations Centre (NMOC) in Fareham (12%). The remaining staff were based in coastal locations in one of the following regions: East, Western & Wales, and Scotland & Northern Ireland.

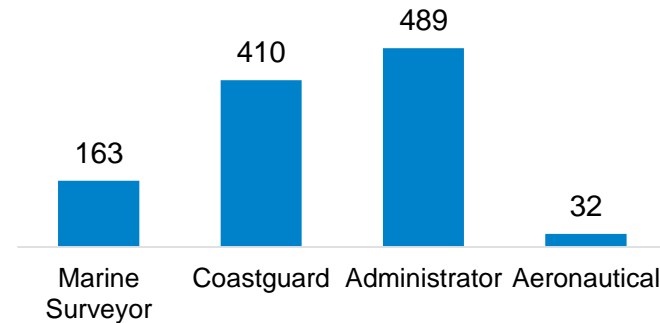
Location of MCA staff, March 31st 2018



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Job roles

MCA staff have been grouped into four different job roles for the purpose of this Equality Monitoring analysis: Administrators, Coastguards, Marine Surveyors and Aeronautical staff.



As there were only 32 aeronautical staff it has not been possible to conduct any statistical analysis for them. They are, however, included in the presented descriptive statistics.





Introduction to MCA staff diversity

MCA staff were predominantly male and this gender disparity was driven by the operational (non-administrative) roles. This is similar to last year. **Diversity varied considerably across the different job roles** but **declaration rates were low** so caution must be used when interpreting the results given.

Analysis and reporting

The analysis considered the following areas of **staff diversity**:

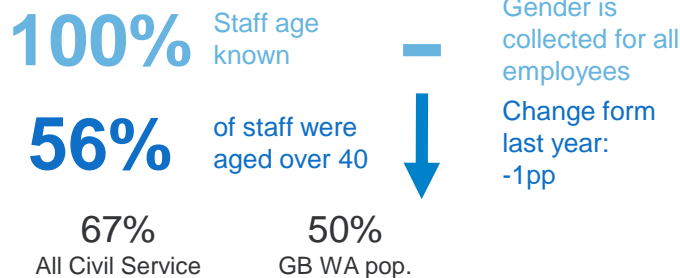
- ▶ [Age](#) [slide 6]
- ▶ [Caring responsibilities](#) [slide 14]
- ▶ [Disability status](#) [slide 8]
- ▶ [Gender](#) [slide 10]
- ▶ [Race](#) [slide 12]
- ▶ [Religion or belief](#) [slide 14]
- ▶ [Working pattern](#) [slide 15]
- ▶ [Other results](#) [slide 17]

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 MCA staff representative of the local working age population?
- ▶ Were particular applicants more or less likely to be successful through MCA's recruitment process?
- ▶ Were particular staff more or less likely to be promoted at MCA?
- ▶ Were the staff who left MCA representative?
- ▶ Were the staff who received a performance mark 1 (the highest) or 3 (the lowest) representative?
- ▶ Were particular staff groups facing disciplinary and grievance cases?
- ▶ Were there any particular staff groups related to recorded sickness absence?
- ▶ Were there any patterns in learning and development activity?

Age

Across all professions younger staff tended to take a higher number of days training than older staff. Lower grade staff tended to be younger than staff in more senior grades



A lower proportion of staff over 40 reported high levels of anxiety than younger staff.

Carers

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

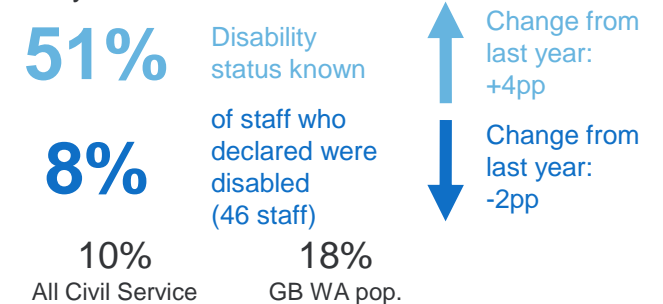


pp (percentage point) – difference between two percentages.

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

Disability status

Declarations rates for disability status were low, having decreased from 82% in 2007/8 to just 51% this year.



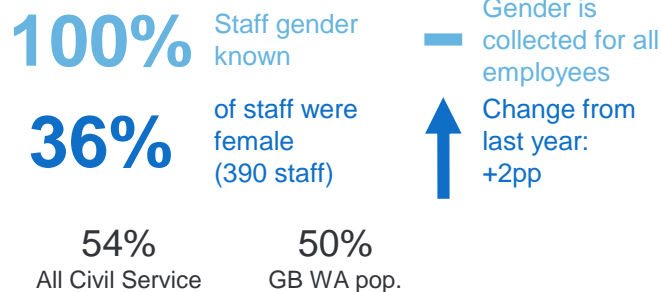
A higher proportion of disabled staff reported high levels of anxiety than non-disabled staff.

Compared to the working-age population there were fewer disabled applicants than expected.



Gender

MCA had a lower proportion of female staff than the local working-age populations but there was a small increase in the percentage of female staff since the previous year.

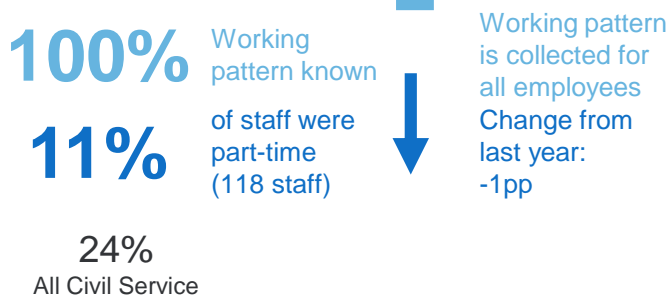


Female staff were more likely to be in administrative than operational roles.

There were fewer female job applicants than expected when compared to the local working age population.

Working pattern

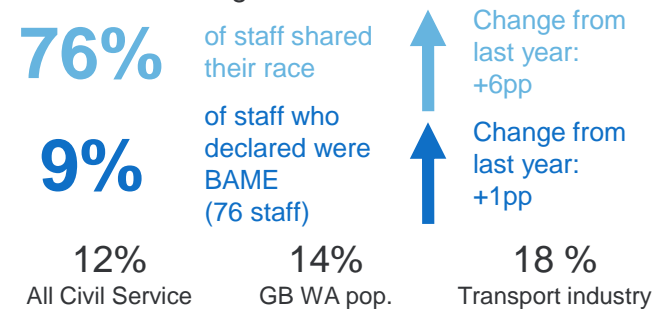
The number of staff working part-time dropped from a peak of 14% in 2013/14 to 11% in 2017/18.



Administrators and female staff were more likely to work part time than other job roles and male staff respectively.

Race

Declaration rates for race were better than for any of the other protected characteristics with 76% of MCA staff sharing their race.

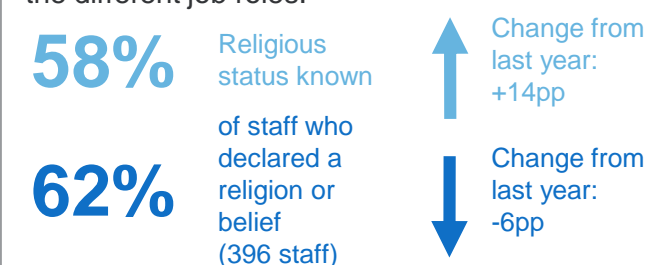


Marine surveyors had the highest declaration rate of all job roles with 90% declaring and had the highest declaration of BAME (31%) of staff who had declared.

Compared to the working-age population there were fewer BAME applicants than expected and they were less successful than white applicants at all stages of the recruitment process (sift, interview and overall).

Religion or belief

Declarations rates for religion or belief were low, although there was considerable variability across the different job roles.



Older staff were more likely to have declared their religion of belief status.

Sexual orientation

There was an increase in the declaration rate for sexual orientation compared to last year.



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

Data sources

The data

This storyboard is based on analysis of five datasets:

- Individual staff diversity records - snapshots at 31st 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, these data often have significant numbers of unknowns or undeclared statuses and subsequently analysis was not always possible.

Senior Civil Service (SCS) staff in MCA have been included along with the SCS in DfTc, and analysis covered in the DfTc storyboard.

Data tables to support the storyboard are provided separately.



Data used in analysis

Sexual orientation was excluded from all multivariate analysis and race and disability status were excluded for some job types. These exclusions were made due to low declaration rates and/or small numbers of staff in the minority group. The tables here summarises the inclusions.

	Admin	Aeronautical	Coastguards	Marine surveyors	All staff
Race	✓	Dec	SN	✓	✓
Disability status	✓	Dec	Dec	SN	✓
Sexual orientation	SN	Dec	SN	SN	SN
Religion or belief	✓	SN	✓	✓	✓

Where a tick is not shown, the variable was not included in the analysis. Dec = excluded due to declaration rate being below 50%. SN = excluded due to small numbers of people in the minority groups.

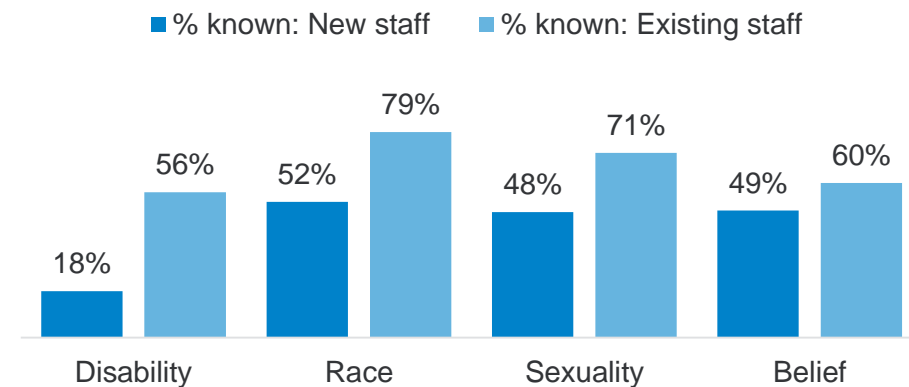
Data quality

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.

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. Low declaration rates can reduce the quality of analysis, introduce biases or prevent analysis altogether.

This year we have seen an increase in the declaration rates across MCA in the protected characteristics of race, religion or belief, disability status and sexual orientation. Only 51% of disability statuses are known though, which is very low. Declaration rates for new staff, perhaps unsurprisingly, are much lower than staff already in post. It is believed that the low rate of known disability statuses is in part due to the migration to Agresso Business World in December 2014 and subsequent changes to the disability section within.





Context

Across all job roles the age profile of staff within MCA tends to be different to that of the local working age population.

100% Staff age known

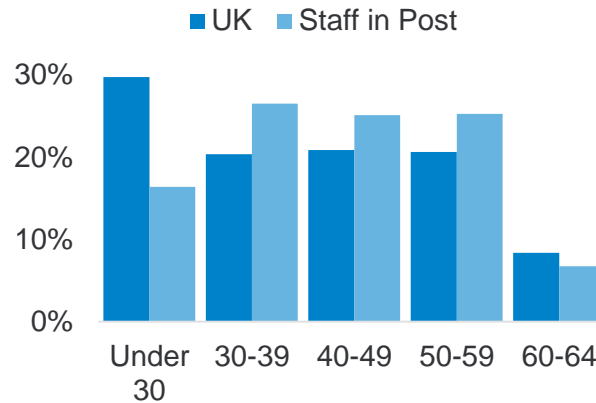
58% of staff were aged over 40

67% All Civil Service

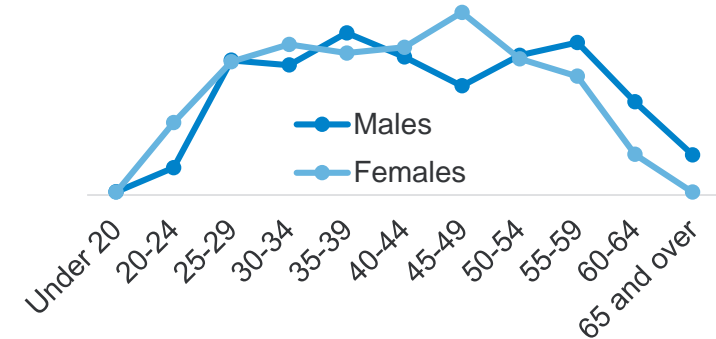
50% GB pop.

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

Compared to the UK working-age population, staff in MCA tended to be older.



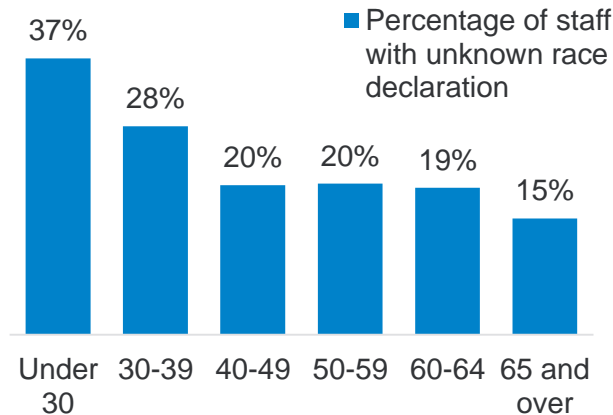
The age profile for male and female staff was generally similar, although there was some difference in the age group 45-49 years, and once staff had reached 55 years old.



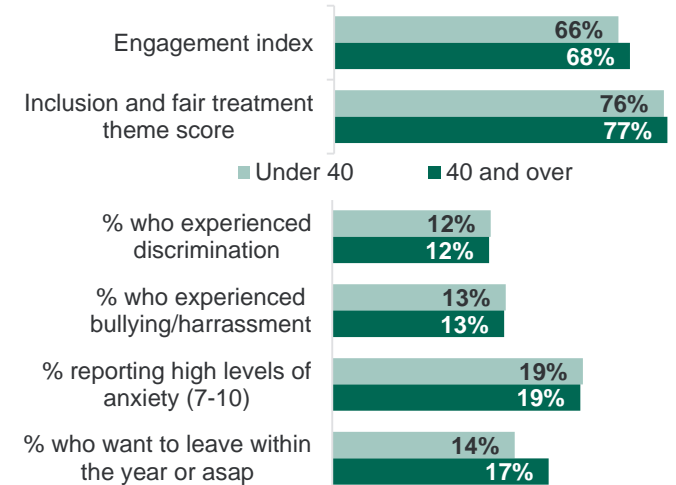
Correlations

Across MCA, there were multiple correlations with age that need to be considered when interpreting any results:

- ▶ Older staff were more likely to work part time than younger staff.
- ▶ Older staff were more likely to have declared their race, disability status and religious belief than younger staff.
- ▶ Marine surveyors tended to be older than staff in other job roles.



People Survey 2018



Source: IHAC/CSPS2018



Recruitment

The age profile of applicants to jobs in MCA was significantly different to the age profile of the local working-age population. Overall there were more applicants aged 25-39 than expected given the local working-age population, and fewer over 55 or under 25. The table below also shows how this profile varied by grade of post applied for.

Grade	Age range								
	<25	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60+
AO		more	more				fewer	fewer	fewer
EO	fewer	more		more				fewer	fewer
HEO	fewer	more	more	more				fewer	fewer
SEO	fewer			more	more	more			
G7	fewer								
G6	fewer						more	more	
All grades	fewer	more	more	more				fewer	fewer

The declaration rates for age by applicants was good:

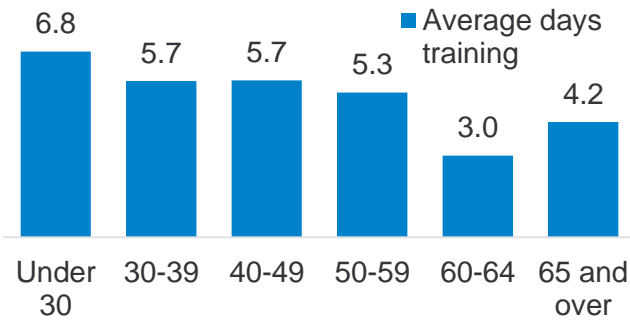
98% of applicants gave their age

Leavers

Of the 132 leavers, the majority (76) were aged over 40 years old.

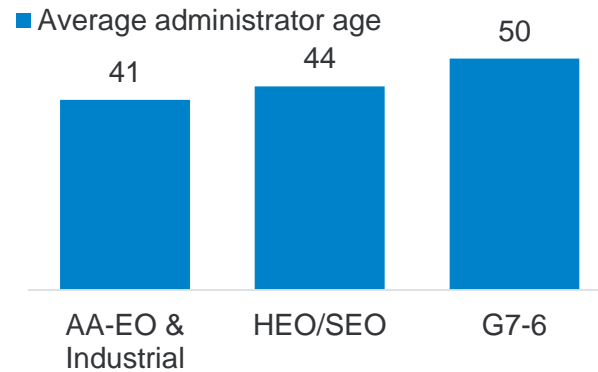
Learning and development

Across all job roles younger staff tended to take a higher number of days training than older staff.



Job role

For staff in **administrator** and **coastguard** roles, staff in the lower grades (AA – EO) tended to be younger than staff in the more senior grades.



Sickness absence

Age was not significantly associated with whether or not staff had had sickness absence, nor the number of days of sickness absence they had had.

Grievances and discipline

As there were only 10 grievance cases across MCA these have not been broken down by age.

Of the 24 discipline cases, 16 were for staff over the age of 40.

Promotion

Age was not significantly associated with whether or not a member of staff was promoted within the year.





Disability status

Context

Declarations rates for disability status were low, although there was considerable variability across the different job roles ranging from 66% in marine surveyors to just 12% in aeronautical staff.

51%

Disability status known

8%

of staff who declared were disabled (46 staff)

10%

All Civil Service

18%

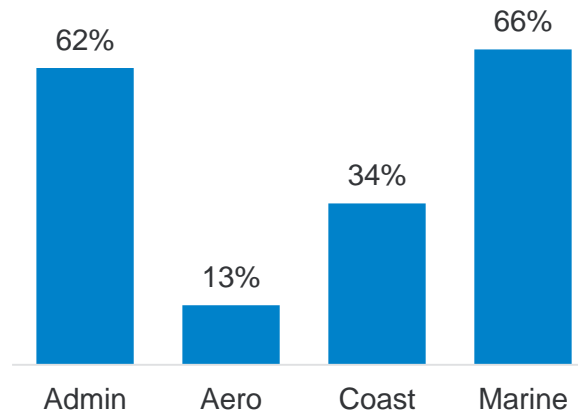
GB WA pop.



Change from last year: +4pp

Change from last year: -2pp

■ Declaration rate for disability status



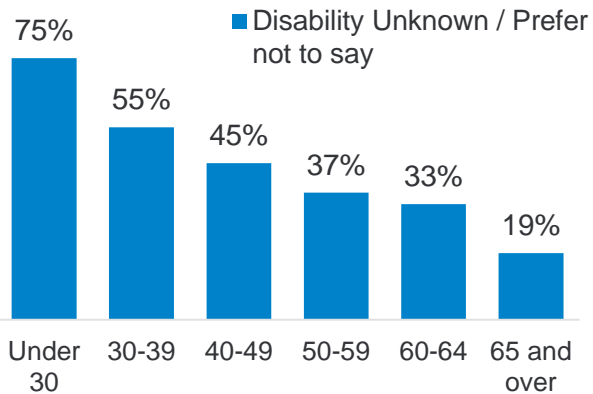
Declaration rates are now much lower in MCA than a decade ago (decreasing from 82% to 51%) although there was a peak in 2014/15.



It is believed that this decrease from the 2014/15 peak, is in part due to the migration to Agresso Business World in December 2014 and subsequent changes to the disability section within.

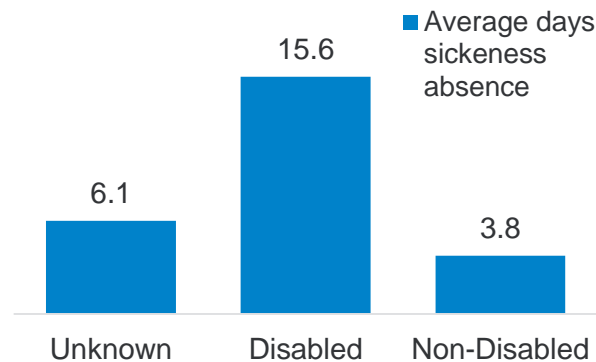
Correlations

Older staff were more likely to have declared their disability status.

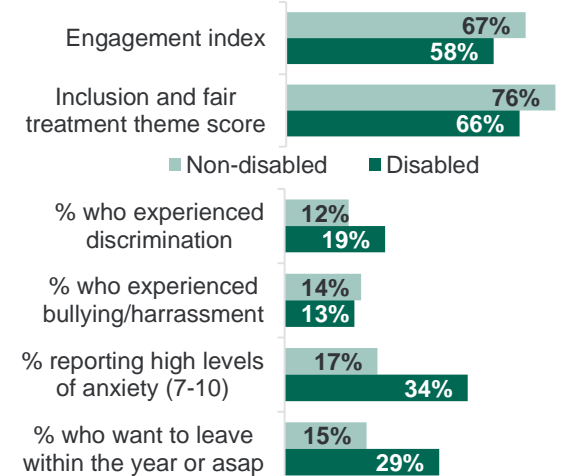


Sickness absence

Disabled staff had a higher incidence of recorded sickness absence and tended to take more days absence when they were unwell.



People Survey 2018



Source: IHAC/CSPS2018





Recruitment

Compared to the working-age population there were fewer disabled applicants than expected (5% of all applicants were disabled versus 18% in the working-age populations).

5% of applicants were disabled

18% of working-age population disabled

The declaration rate for disability status by applicants was good:

97% of applicants gave their disability status

Disability status was not associated with increased or decreased success rates at any stage of the recruitment process. Note that disabled applicants were more likely to be applying for Administrator roles than Marine Surveyor roles.

Grievances and discipline

As there were only 10 grievance cases across MCA we have not broken down by disability status.

Of the 24 discipline cases, 2 were for staff that had declared themselves disabled.

Promotion

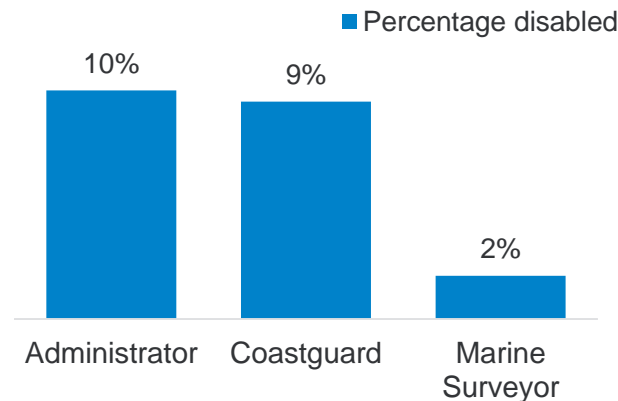
Disability status was not significantly associated with whether or not a member of staff was promoted within the year.

Leavers

Of the 132 leavers, 6 declared themselves disabled.

Job role

10% of administrators (and 9 % of coastguards) declared themselves disabled compared to just 2% of marine surveyors.



Note - as only 4 aeronautical staff declared their disability status they were excluded from this graph.





Context

36% of MCA staff were female compared to 50% in the local working age populations. This disparity with the population was driven by the operational (non-administrative) roles.

This is a slight increase from last year (34% to 36%).

100%
36%

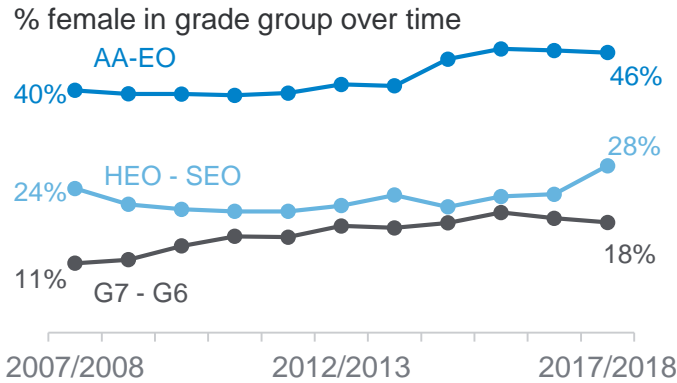
Staff gender known
of staff were female (390 staff)

Gender is collected for all employees
Change from last year: +2pp

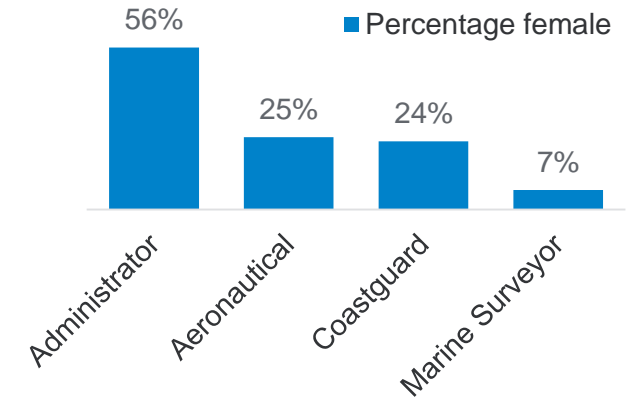
54%
All Civil Service

50%
GB WA pop.

MCA has seen an increase of female representation across the grades over the last decade (graph below plots percentage female versus year).

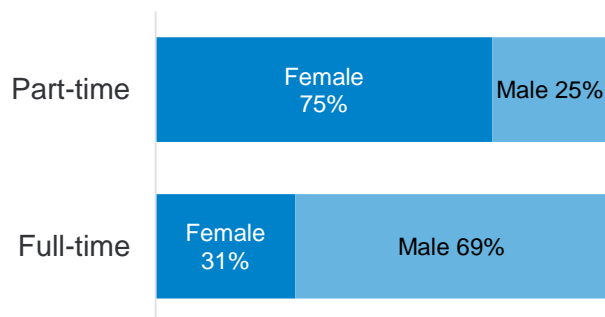


56% of administrators were female whereas only between 7% and 25% of other roles were.



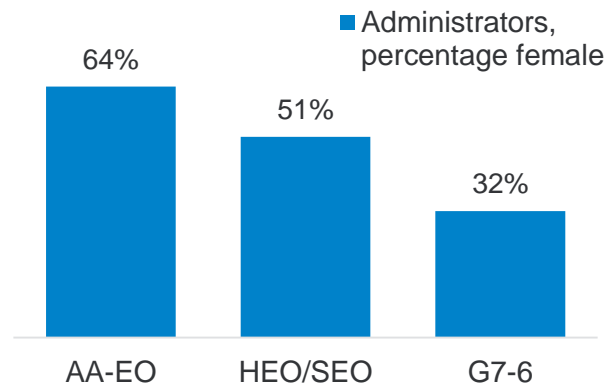
Correlations

Across MCA female staff were more likely to work part time than male staff. This was particularly evident within the administrators (part-time staff 86% female).

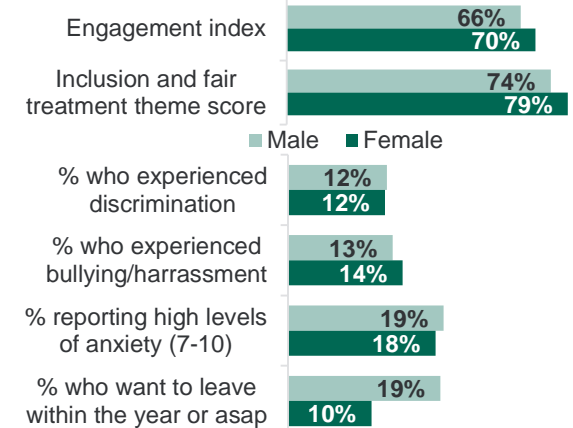


Grade

Within administrators female staff tended to be in the lower grades.



People Survey 2018



Source: IHAC/CSPS2018



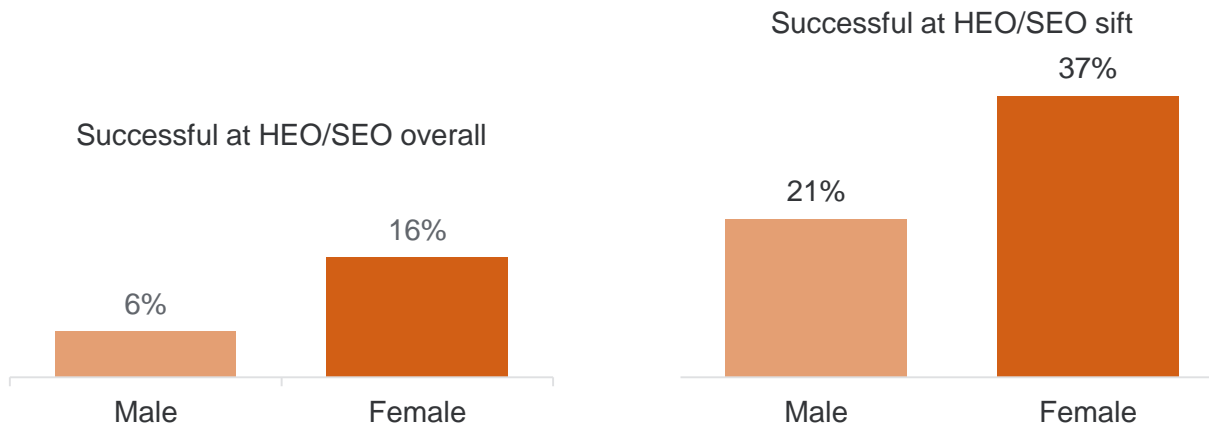


Recruitment

36% of applicants were female
50% of working-age population female

Compared to the working-age population there were fewer female applicants than expected (36% of all applicants were female versus 50% in the working-age populations).

Females tended to be more successful for HEO/SEO roles than males at the sift stage of the recruitment process and also overall.



Leavers

Of the 132 leavers, 44 were female.

Grievances and discipline

As there were only 10 grievance cases across MCA we have not broken down by gender.

Of the 24 discipline cases, 3 were for female staff.

Sickness absence

On average male staff recorded 4.9 days sickness absence compared to female staff who recorded 6.5 days.

6.5 Days sickness absence for females

4.9 Days sickness absence for males

Male staff also had a lower incidence of sickness absence than women: 37% for men compared to 49% for women).

49% Of females had sickness absence

37% Of males had sickness absence





Context

The declaration rate for race was better than for any of the other protected characteristics with 76% of MCA staff declaring their race.

76%

of staff shared their race



Change from last year: +6pp

9%

of staff who declared were BAME (76 staff)



Change from last year: +1pp

12%

All Civil Service

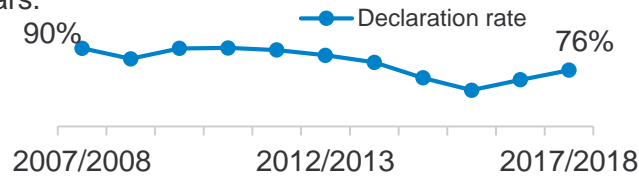
14%

GB WA pop.

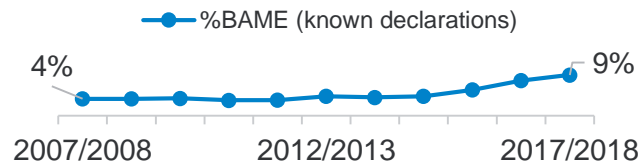
18%

Transport industry

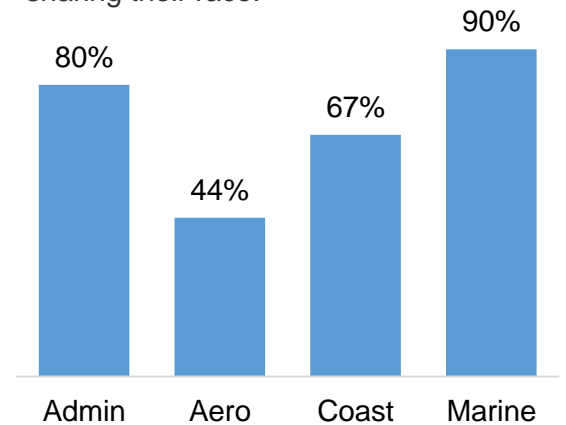
After a steady decline in declaration rates since 2007, there has been a marked improvement over the last 2 years.



Of those who have declared their race, the proportion who are BAME has more than doubled in the last decade.



Marine surveyors had the highest declaration rate of all job roles with 90% sharing their race.



Correlations

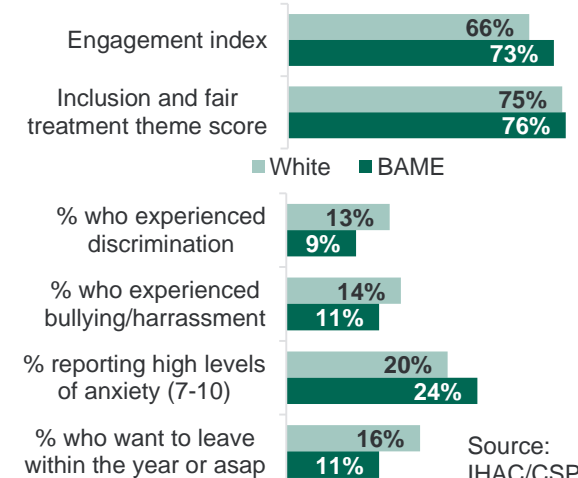
Across all of MCA there were correlations related to race:

- ▶ Staff who declared themselves BAME were distributed unevenly across job roles with 31% of declared staff being BAME in marine surveyors but just 1% of coastguards.
- ▶ Older staff were more likely to have declared their race.

Other results

- ▶ Marine surveyors had the highest number of discipline cases even though they were the second smallest group of staff (after aeronautical) and 7 out of the 11 disciplinary cases within the marine surveyors were for BAME staff.
- ▶ Within the administrators BAME staff were more likely to have had recorded training than other staff.

People Survey 2018



Source: IHAC/CSPS2018





Recruitment

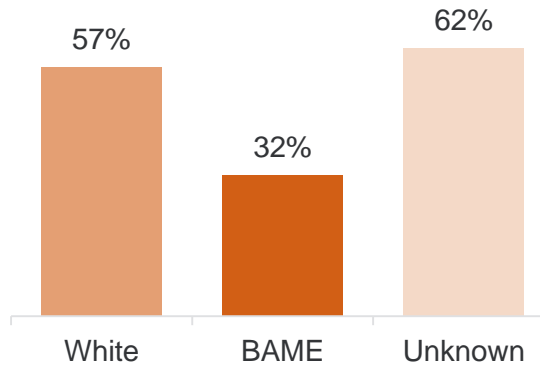
12% of applicants were BAME

14% of working-age population BAME

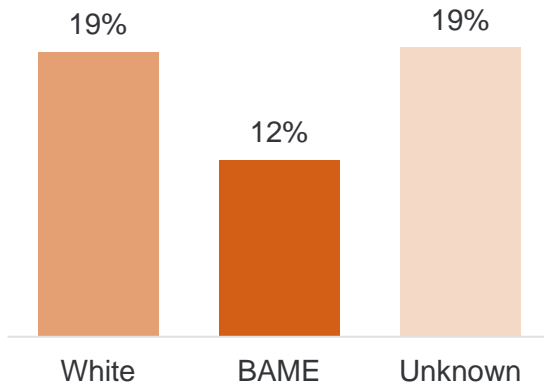
Compared to the working-age population there were fewer BAME applicants than expected (12% of all applicants were BAME versus 14% in the working-age populations).

Across all stages of the recruitment process BAME applicants were less successful than other applicants.

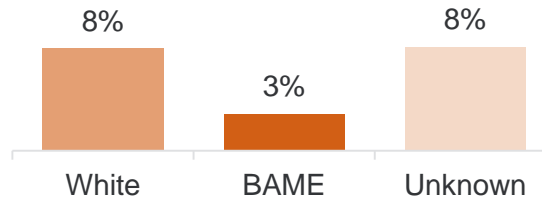
Successful at interview



Successful at sift



Percentage of applicants offered a post (of those with known results)



Leavers

Of the 132 leavers, 9 declared themselves BAME.

Sickness absence

On average white staff recorded 5.8 days sickness absence compared to BAME staff who recorded 2.6 days even though sickness incidence was similar.

2.6

Days sickness absence for BAME staff

5.8

Days sickness absence for White staff

This may be linked to the correlation between BAME staff and marine surveyors as marine surveyors recorded fewer days sickness than both administrators and coastguards.

Grievances and discipline

As there were only 10 grievance cases across MCA we have not broken these down by race.

Of the 24 discipline cases, 7 were for BAME staff.

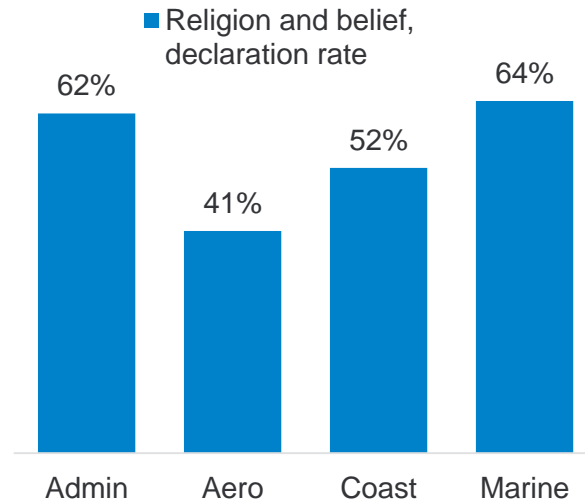
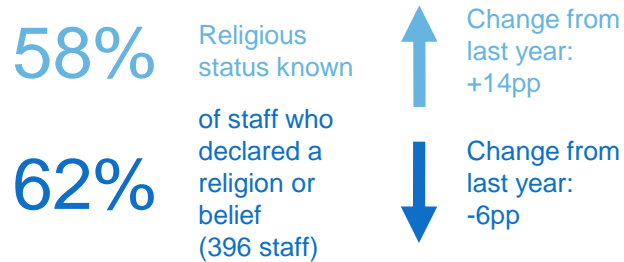




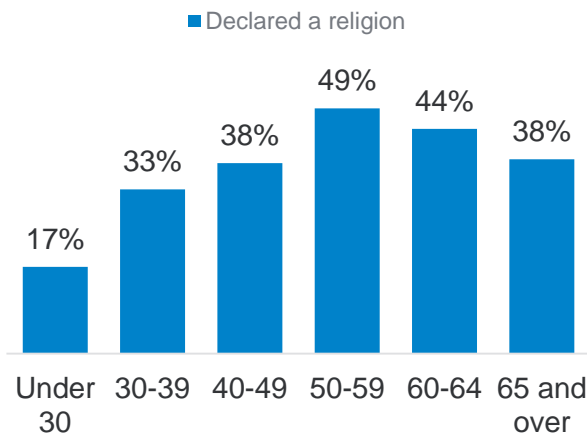
Religion or belief and caring responsibilities

Religion or belief

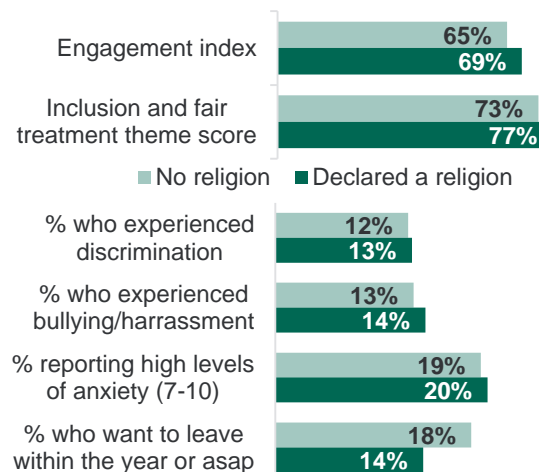
Declarations rates for religion or belief were low, although there was considerable variability across the different job roles ranging from 64% in marine surveyors to 41% in aeronautical staff.



Older staff were more likely to have declared their religion or belief status.



People Survey 2018



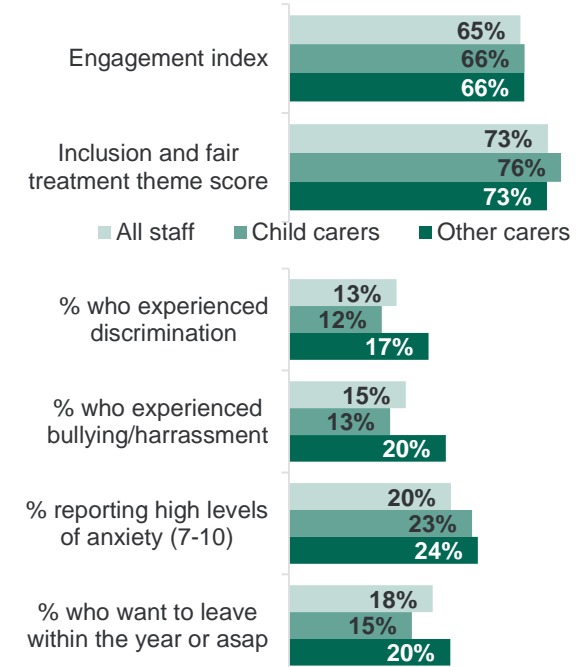
Caring responsibilities

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

31% of staff had child care responsibilities

17% of staff had other caring responsibilities

People Survey 2018



Source: IHAC/CSPS2018





Overview

The number of staff working part time has dropped from its peak of 14% in 2013/14, to 11% in 2017/18

100%

Working pattern known



Working pattern is collected for all employees

11%

of staff worked part time (118 staff)



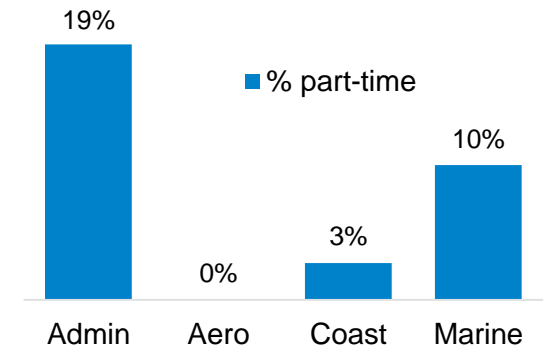
Change from last year: -1pp

24%

All Civil Service



Administrators were more likely to work part-time than staff in other job roles. There were no part-time aeronautical staff.



Correlations

- Female staff were more likely to work part time than male staff (part-time staff were 75% female).
- Older staff were more likely to work part time than younger staff.
- Within the coastguards, full-time staff completed more training days than part-time staff.
- Within administrators, lower grade staff were more likely to work part time than higher grade staff.

Sickness absence

On average full-time staff recorded 5.5 days sickness absence compared to part-time staff who recorded 5.2 days. Full-time staff had a lower incidence of sickness absence (40% for full-time compared to 47% for part-time).

People Survey 2018



Leavers

Of the 132 leavers, 25 had worked part-time.

Grievances and discipline

As there were only 10 grievance cases across MCA and these have not been broken down by working pattern.

Of the 24 discipline cases, 1 was for a part-time member of staff.

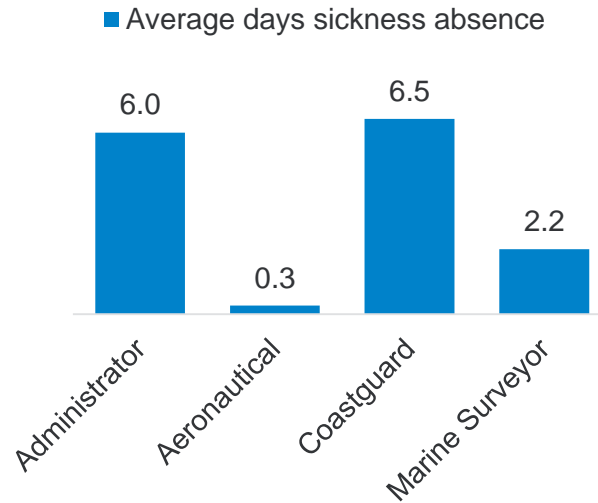
Source: IHAC/CSPS2018





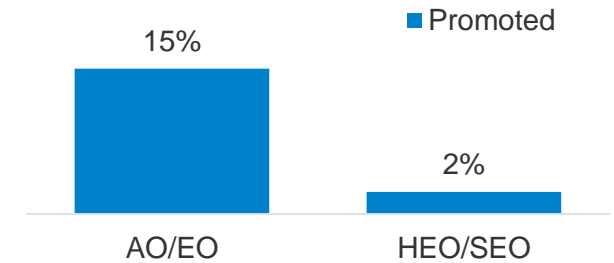
Sickness absence

- ▶ Administrators and coastguards had recorded more incidence of sickness absence and had had more days sickness absence than aeronautical and marine surveyor staff.
- ▶ Within the administrators, higher grades had recorded less sickness incidence and had had fewer days sickness absence.
- ▶ Within marine surveyors, HEO/SEO staff had more days sickness absence.



Promotion

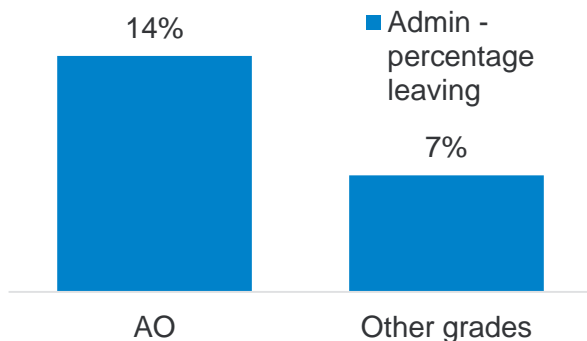
Within coastguards, AO and EO staff were more likely to have had a promotion.



Staff with a higher performance mark in the previous year were more likely to be promoted than those with lower marks.

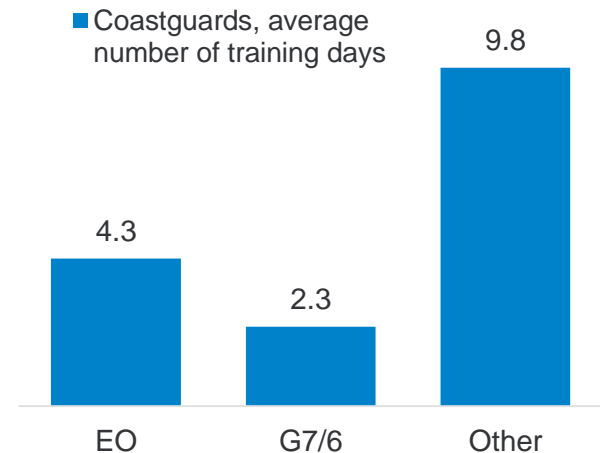
Leavers

Within coastguards and administrators AO staff were more likely to leave than other grades.



Training

- ▶ Within Administrators, AOs had recorded less incidences of training and fewer days.
- ▶ Within coastguards, HEO/SEO had recorded more incidences of training.
- ▶ Within coastguards, EO and G7/6 had fewer days recorded training as did staff with sick absence recorded.





Recruitment overview

Context

5,210 applications received, for **157** campaigns

Launched between 31st March 2017 and 31st March 2018.

Administrators:

3,192 applications for 120 campaigns

Coastguard:

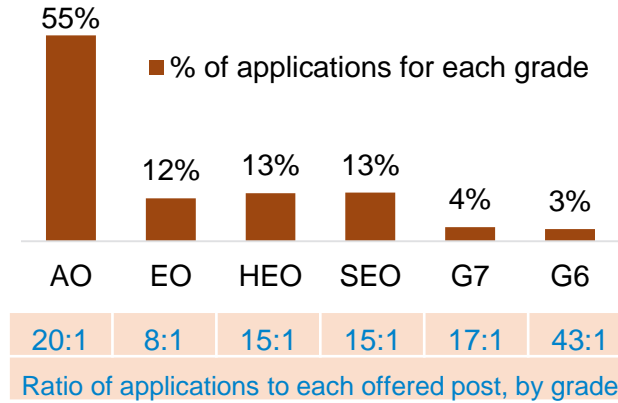
1,334 applications for 19 campaigns

Aeronautical:

45 applications for 4 campaigns

Marine surveyors:

639 applications for 14 campaigns



Correlations

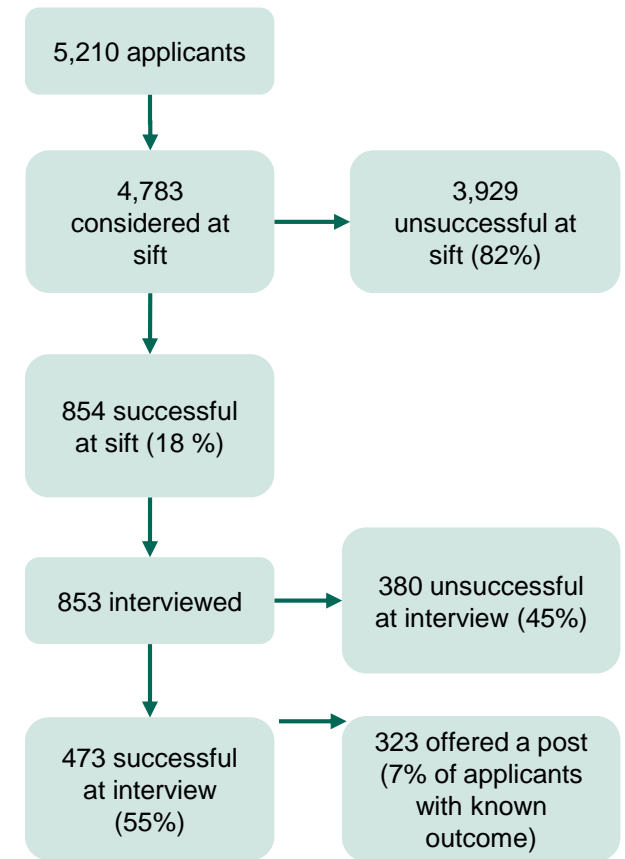
Within the applicants for posts at MCA, there were significant correlations between a number of diversity characteristics.

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

	Age	Gender	Race	Disability status	Job role
Applicants under 25 more likely to be white / male	✓	✓			
Applicants aged 35-39 more likely to be BAME	✓		✓		
Female applicants more likely to be white and apply for admin roles		✓	✓		✓
BAME applicants more likely to apply for marine surveyor roles			✓		✓
Disabled applicants more likely to apply for administrator roles and less likely to apply for marine surveyor roles.				✓	✓

Success rates

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.

87% of MCA staff in post in March 2018 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 statistical significance.

Questions about disability status are phrased differently in the People Survey to the statements that are available on Agresso 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 Agresso.

Working-age population data, and transport sector data are from the Annual Population Survey (Dec 2017). Civil Service stats are from 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 is 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.

For the recruitment analysis geographical comparisons relate to the GB working-age population rather than individual offices' catchment areas. For the rest of the analysis geographical comparisons related to the location where staff worked; staff in Spring Place were compared with the local working-age population of Southampton and Hampshire, and staff based in the NMOC Fareham were compared with the local working-age populations of Southampton, Hampshire and Portsmouth (full details can be found in Annexes A and C). For the remaining locations, the diversity of staff was compared against those of the local working-age populations of coastal counties (as opposed to the whole of the UK). For instance, the diversity statistics for the Western & Wales location were compared with the consolidated diversity statistics of coastal counties within the Western & Wales area. This is described more fully in the technical annex.

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 statistical significance.

Recruitment data for posts up to and 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.

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](#)

