



Ministry
of Justice

**Workforce Monitoring Report
2017/18 (Revised)**
Ministry of Justice

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Foreword

I am pleased to introduce the Ministry of Justice's (MoJ's) Annual Workforce Monitoring Report for 2017/18.

The data within this report is collected, monitored and published to support the delivery of our MoJ Diversity and Inclusion Strategy (2017 - 2020) and our core equality, diversity and inclusion (ED&I) objectives, along with the wider Civil Service Strategy: *A Brilliant Civil Service - becoming the UK's most inclusive employer*.

The MoJ's three overarching ED&I strategic objectives are to deliver an:

- Inclusive workplace
- Diverse workforce
- Fair and accessible services

See page 9 for more information about our specific ED&I commitments under each of these.

Our three priorities are underpinned by the MoJ values: Purpose, Humanity, Openness and Together, and are core to delivering our vision to be *'a world class justice system that works for everyone'*.

The data and analysis within this report also supports how we have due regard to the three aims of the Public Sector Equality Duty (part of the Equality Act 2010). These are to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity, and
- foster good relations

Under the Duty, we must consider equality-related issues within our employment practice; service delivery; commissioning; policy making and in our strategic decision-making.

Detailed workforce data and analysis (which is accessible via the links on pages 41 and 42) helps us understand how representative we are as a department, as we strive to build a workforce that at every level reflects the diverse communities we serve. Importantly, it also shows us where we need to focus our attention, to build a safe, fair and inclusive work environment, where every employee feels able to bring their whole selves to work and encouraged to deliver their very best.

As the MoJ's Board-level Diversity Champion I am keen to support and strengthen the good work that is already underway across the Ministry, and to tackle areas where we know we must do better. This includes increasing employee declaration rates and improving the quality of our data. We need to take an analytical and evidence-based approach to developing initiatives and reviewing or developing policies that improve equality and diversity outcomes for all groups and create an inclusive and open environment, where everyone is treated with dignity, humanity and respect.

We continue to work collaboratively with our employee diversity networks, Trade Unions and SCS Diversity Champions as it is through these partnerships that we can best bring about the change needed to become a truly diverse and inclusive organisation. We can learn from the lived experience of our diverse colleagues and benefit from their valuable insights to find creative and effective ways to deliver our equality, diversity and inclusion (ED&I) objectives.

Enhancing departmental capability for integrating equality, diversity and inclusion into all that we do as an employer and in the delivery of our services, remains a priority. This includes developing our leaders' competence to build inclusive teams and lead together with purpose, openness and humanity.

This report provides an important evidence base to inform how we do that right across MoJ.

Justin Russell
Director General
Justice Analysis and Offender Policy Group
MoJ Overall Diversity Champion



Summary

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 2017/18.

As at March 2018, there were 71,596 staff (on a headcount basis) in the MoJ. Key results are:

- In March 2018, 68% of MoJ staff declared their ethnicity and 56% declared their disability status. These declaration rates have decreased compared to the previous year when 77% of staff had declared their ethnicity, and 64% of staff had declared their disability status.
- Although there was a decrease in declaration rates between March 2017 and March 2018, improvements to MoJ recording systems since then have increased declaration rates to 72% for ethnicity and 59% for disability in September 2018.
- In March 2018, for both protected characteristics, declaration rates were higher among middle and lower management grades (79% of staff from grades EO/HEO/SEO declared their ethnicity, and 62% declared their disability status) than amongst the Senior Civil Service (SCS), where 62% declared their ethnicity, and 59% declared their disability status. This was also the case in March 2017, when declaration rates were higher among administrative and middle and lower management grades than more senior management grades and the SCS.
- Declaration rates for sexual orientation and religion and belief were too low to enable meaningful analysis (30% and 28% respectively in March 2018). These decreased from 34% and 32% respectively in the previous year (March 2017).
- Just over half (53%) of staff were female and 47% were male in March 2018. This is similar to the wider civil service (54% female). In March 2018, the proportion of females at SCS level was higher in the MoJ (48%) compared to the wider civil service, where it was 43% during the same period.
- The MoJ saw a steady increase in the proportion of female staff from March 2014 to March 2018, from 49% to 53%. This was also the case at SCS level, where the proportion of females increased from 40% to 48%.
- The highest proportion of MoJ staff were in the age categories 50-59 (29%) and 40-49 (24%). This was similar to the wider civil service where the proportions were 32% and 25% respectively. Just under a quarter of staff (23%) were aged 30-39, 16% were aged under 30 (an increase of five percentage points since March 2014) and 8% were aged 60 or over.
- Of staff who had declared their ethnicity, 12% were from a Black and Minority Ethnic background (BME; this proportion has not changed since March 2016). This is on par with the overall civil service average in the same period (March 2018). The proportion of BME staff was similar across all lower grades: 12% of staff in the administrative grades (AA/AO) and 12% of staff in both middle and lower management grades (EO/HEO/SEO) were from a BME background. The proportion of BME staff in Grades 6/7 was 9% and in the SCS it was 7% (compared with 6% of SCS in the wider civil service who were from a BME background).
- BME representation differed markedly between MoJ business groups. Just over half (52%) of staff in OPG were from a BME background compared to just under a quarter (24%) in

MoJ HQ¹, 16% in LAA, 18% in HMCTS and 8% in HMPPS. However, following recent recruitment campaigns in HMPPS, there has been a general increase in the proportion of prison officers accepting a formal offer who are also from a BME background, which are at higher levels than the proportion who were in post at the end of March 2018.²

- In March 2018, 9% of MoJ staff were declared disabled, compared to 10% of staff across the overall civil service. Seven per cent of staff at administrative grades (AA/AO) were declared disabled. A slightly higher proportion of staff at middle and lower management grades (EO/HEO/SEO) were declared disabled (8%). This compares with 5% of staff at Grade 7/6 (March 2018). Seven per cent of staff at SCS level were declared disabled; this compares with 6% in the wider civil service.

¹ Since this figure is based on declaration rates just under 60% (below our threshold for reporting) it should be considered indicative only.

² See Recruitment Diversity Experimental Statistics at: www.gov.uk/government/statistics/hm-prison-and-probation-service-workforce-quarterly-september-2018

Introduction

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 2017/18.³

The report focuses on those protected characteristics for which data is collected and available at a level sufficient to enable statistically reliable reporting. These characteristics include gender, age, disability and ethnicity.⁴

The MoJ collects, monitors and publishes staff diversity data in order to:

- check how representative we are compared to the diversity of the UK population;
- examine and review the effectiveness and impact of our employment policies and processes, including identifying areas where these appear to have a disproportionate impact on certain groups of staff;
- show 'due regard' to the Public Sector Equality Duty, which is a legal requirement under the Equality Act 2010.

Information is provided on staff data with reference to protected characteristics in the following areas:

- Declaration rates (for ethnicity, disability, sexual orientation and religion or belief)
- Total number of staff in post
- Joiners
- Leavers
- Staff appraisals
- Sickness absence
- Temporary recruitment allowance
- Special bonuses
- Complaints (grievances, investigations, conducts and discipline)
- Promotions

³ The MoJ and its agencies comprise: MoJ HQ, Her Majesty's Prison and Probation Service (HMPPS) (known as NOMS prior to March 2017), 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 2016/17.

⁴ See glossary of terms for full list of protected characteristics.

Glossary of terms

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, disability, religion and sexual orientation.

‘As at March 2018’ or 2017/18

The data presented include both snapshots of the position as at 31 March 2018 (referred to as ‘at March 2018’), as well as summary statistics covering the period from 1 April 2017 to 31 March 2018 (referred to as ‘2017/18’ and in charts as ‘2018’).

Declaration rates

Declaration rates refer to the percentage of all staff who have provided information on either their ethnicity, disability, religious beliefs or sexual orientation. The rate is calculated as a proportion of all staff and excludes staff 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 might not provide a representative picture for all staff.

BME

The BME acronym is used to represent Black and Minority Ethnic groups. 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 (ED&I) objectives

The MoJ's three overarching ED&I objectives are to deliver the following:

- **An inclusive workplace:** A workplace that is inclusive and flexible, and where everyone is treated fairly and with respect
- **A diverse workforce:** A workforce that is reflective of our diverse society at all grades.
- **Fair and accessible services:** Fair treatment, fair outcomes and equal access for all our service users.

We know that by achieving a more inclusive workplace where employees are valued for who they are and what they bring, and by building a workforce that is representative of the UK's diverse communities and communities of interest, we will be best placed to support our third objective: the delivery of fair and accessible services to all those who use them, or who come into contact with the criminal justice system.

The MoJ's Diversity & Inclusion (D&I) Strategy details 23 commitments. These are set out below and demonstrate how we intend to realise our three strategic objectives. The workforce data and analysis contained within this report, along with other management information, supports this work and is vital in helping us understand what we need to do to make a tangible difference to how we function and operate as a modern, inclusive and representative department.

MoJ ED&I Commitments

Inclusive Workplace

- Use insight to improve our knowledge of diverse groups' experience of the workplace, and take action where we identify challenge
- Put inclusion at the heart of leadership and line manager development
- Develop a clear process for accessing good quality workplace adjustments in a timely manner for those that need them
- Embed diversity and inclusion activity and awareness as an integral part of performance management
- Align with wider work to recognise and support employee wellbeing and improved mental health
- Mobilise senior leaders to take action where employees may feel disengaged or experience unacceptable levels of discrimination, bullying and harassment
- Build a cohort of senior 'champions' to spearhead diversity and inclusion initiatives with meaning and action
- Make it easier for our employees to record their diversity data and promote the benefits that robust data brings in ensuring a fairer workplace for everyone

Diverse Workforce

- Strengthen the role of diversity in recruitment and selection processes
- Use innovative approaches to ensure diverse representation in the recruitment of new prison officers
- Identify and nurture diverse talent to participate in corporate leadership programmes

- Continue to promote programmes to support positive action and track progression and success
- Take action where some groups may disproportionately face barriers in performance through better support and fairer processes
- Support wider work to encourage employees from all socio-economic backgrounds to thrive at MoJ
- Establish ownership, responsibility and accountability in every business group for building a diverse workforce
- Explore where we're doing well on diversity and inclusion and where we need to improve through external benchmarking and assessment

Fair and Accessible Services

- Respond with timely plans to address the recommendations in Rt Hon. David Lammy MP's review on Race in the Criminal Justice System ⁵
- Readdress the balance for BAME representation in the justice system in terms of outcomes and prison population
- Ensure the distinct needs of women in the justice system are addressed to help them turn their lives around and stop re-offending
- Understand how changes to our services may impact diverse service users and take action where they face barriers or challenge
- Ensure our services are accessible including, where appropriate, easy to follow and inclusive digital solutions
- Anticipate and identify the particular needs of our diverse service users to ensure greater justice outcomes and comprehensive support for the most vulnerable
- Promote and nurture greater diversity within the judiciary

⁵ The review can be found at: www.gov.uk/government/publications/lammy-review-final-report

Declaration rates

High declaration rates ensure a reliable picture of the profile of the MoJ's workforce and provide us with a better understanding of how policies and practices may impact on different groups. We are therefore keen to improve staff declaration rates for all diversity characteristics to level where we can reliably report on the data and take action where disproportionality may exist. Currently we have workforce representation targets in place for ethnicity and disability and more robust declaration assists us in measuring performance against these.

Information about protected characteristics is volunteered by staff. 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 who have declared a protected characteristic). Staff who have not declared a protected characteristic, either through not having had the opportunity or by stating that they would 'prefer not to say', are excluded from calculations of representation rates. We work on the assumption that staff who do not declare are distributed in the same proportions as those who have declared. This introduces a level of uncertainty into the calculated rates that increases as the proportion of staff making a positive declaration (i.e. the declaration rate) falls. When the declaration rate falls below 60%, representation rates and other calculations depending on the protected characteristic are not made as the risk of the data not being representative of the whole workforce increases.

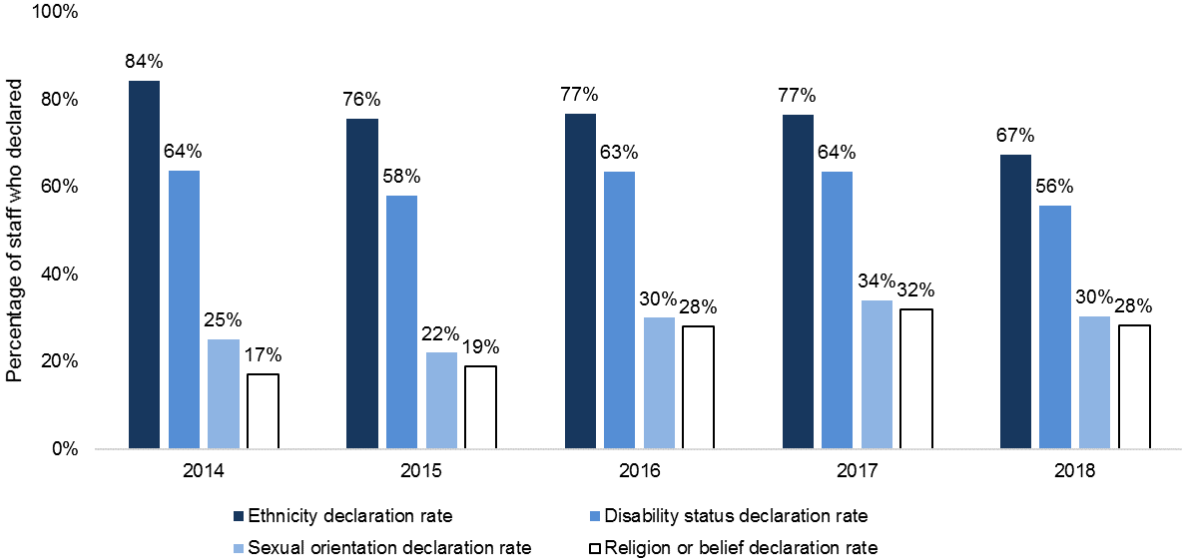
As at March 2018, 68% of MoJ staff had declared their ethnicity. The overall declaration rate for ethnicity has declined since 2014 (84%, Figure 1). Declaration rates for ethnicity were higher among administrative and middle and lower management grades (79% in EO/HEO/SEO grades), than senior management grades (62% in SCS). Declaration rates for ethnicity among SCS have decreased 12 percentage points from 74% in March 2014 to 62% in March 2018.

As at March 2018, the declaration rate for disability status was 56% in the MoJ. Declaration rates for disability have fluctuated since 2014, however the March 2018 declaration rate was eight percentage points lower than at March 2017 (64%) (Figure 1). As with ethnicity, declaration rates for disability status were slightly higher in lower grades than in higher grades: 62% in EO/HEO/SEO and 59% in SCS.

As at March 2018, the declaration rate for sexual orientation was 30%. For religion or belief, it was 28%. Both these rates have decreased by three percentage points since March 2017, and are too low to provide representative analysis.

Although there was a decrease in the overall declaration rates between March 2017 and March 2018, improvements to MoJ recording systems since then have increased declaration rates to 72% for ethnicity and 59% for disability in September 2018.

Figure 1: Declaration rates for MoJ workforce, as at 31 March 2014 to 2018



Workforce profile⁶

This section covers the overall workforce profile (including SCS), and focuses on grade breakdowns for non-SCS staff. The profile of SCS staff is provided in a separate section (page 18).

Gender

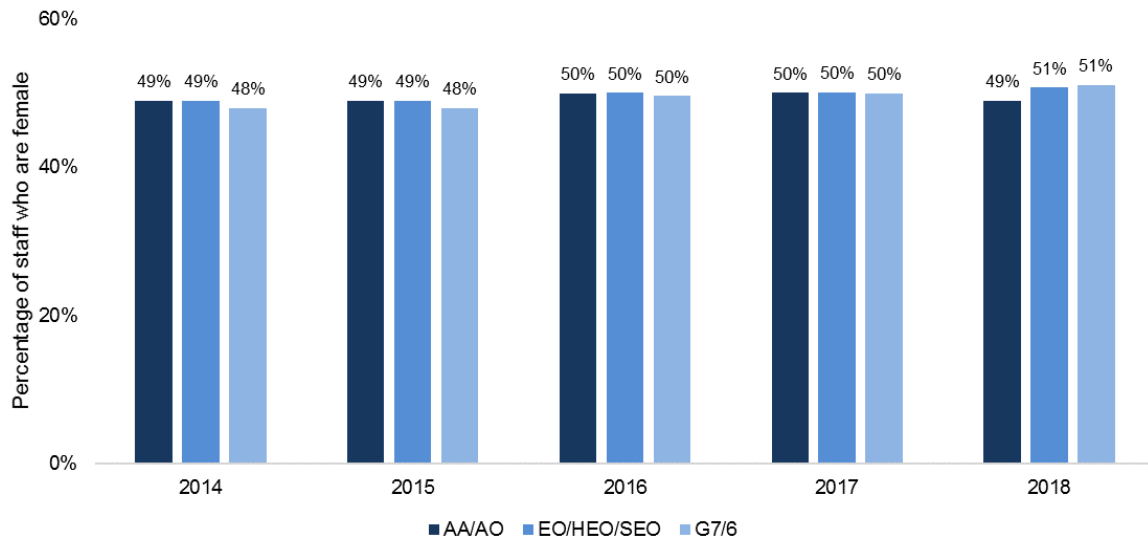
As at March 2018, there were 71,596 staff ⁷ (on a headcount basis) in the MoJ. Just over half (53%) of staff were female and 47% were male. The MoJ overall has historically seen a steady increase in the proportion of female staff, although this trend seems to have stopped, with a small decrease in the year 2017/18.

Females represented 49% of staff in administrative grades (AA/AO), and 51% of staff at middle and lower management grades (EO/HEO/SEO) (March 2018). The proportion of females in higher management grades (G7/6) has steadily increased since 2014 (Figure 2).

Her Majesty's Courts and Tribunal Service (HMCTS) had the largest proportion of female staff (71%); significantly higher than other MoJ business groups. HMPPS had the lowest proportion of female staff (47%), whereas the proportion of female staff in other business groups ranged from 54% in CICA and 55% in MOJ HQ, to 56% female staff in OPG and 57% in LAA.

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

Figure 2: Proportion of female staff in MoJ by non-SCS grades, as at 31 March 2014 to 2018



⁶ For non-SCS staff. SCS profile is provided in the next section.

⁷ This covers all staff excluding contract and contingency labour.

Age

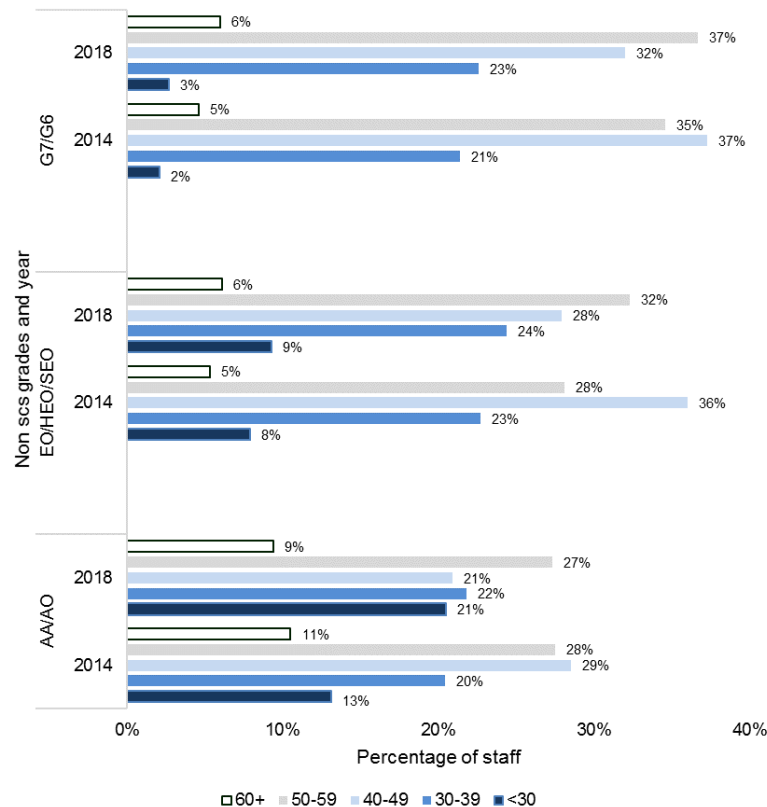
As at March 2018, the highest proportion of MoJ staff were in the 50-59 (29%) and 40-49 (24%) age categories. Just under a quarter (23%) were aged 30-39, whilst 16% were aged under 30 and 8% were aged 60 or over. These proportions are similar to the overall 2018 civil service age profile, where the majority of staff were found within the 50-59 and 40-49 age categories, and the smallest proportion of staff are found within the under 30 and 60 or over age categories.

Higher management grades (G7/6) included a larger proportion of staff in older age categories than more junior grades, apart from in the 60 or over age category. For example, as at March 2018, 76% of staff at higher management (G7/6) grades were aged 40 or over compared with staff at administrative grades (AA/AO) and middle and lower management grades (EO/HEO/SEO) where 58% and 67% of staff respectively were aged 40 or over. Since 2014, age distribution by grade has remained fairly steady with the exception of the proportion of staff in age category 40-49 where there has been a steady decline within all grades. There has also been a change in the under 30 category at administrative grades (AA/AO), from 13% in 2014 to 21% in 2018, a seven percentage point increase. (Figure 3 and Table 1b in Annex A)

The age profile of staff varied between business groups. The majority of OPG staff were in the lower age categories; just under a third (31%) of staff in OPG were aged under 30 and 32% were aged 30-39. HMCTS and HMPPS had a higher proportion of staff in age category 50-59 (33% and 28% respectively) than in other age groups.

See accompanying Table 1a in Annex A.

Figure 3: Age demographics by non-SCS grade in MoJ, as at 31 March 2014 and 31 March 2018



Ethnicity

As at March 2018, of those staff who had declared their ethnicity 12% were from a Black and Minority Ethnic (BME) background, on par with the overall civil service average in the same period (March 2018). The largest groups were Asian or Asian British (5%) and Black or Black British (5%).

As at March 2018, the proportion of BME staff was higher at lower grades; 12% of staff at both AA/AO and EO/HEO/SEO grades belonged to a BME group. A smaller proportion (9%) of higher grades G7/G6 were from a BME background.⁸ (Figure 4). Since 2014, overall BME representation has increased by one percentage point (11% in 2014 to 12% in 2018).

BME representation differed between MoJ business groups. Just over half (52%) of staff in OPG were from a BME background compared to just under a quarter (24%) in MoJ HQ⁹, 16% in LAA, 18% in HMCTS and 8% in HMPPS.

As part of the Prison Safety and Reform White Paper published in November 2016, the government committed to an increase of 2,500 prison offers by the end of 2018¹⁰. This recruitment target was achieved ahead of schedule, with a net increase of 4,364 FTE officers between the end of October 2016 and September 2018. The latest cohorts of successful prison officer applicants to public sector prisons have seen increasing proportions who are from a BME background; 11% of applicants applying between January 2017 and September 2018 were from a BME background, higher than the proportion who were in post in March 2018. This peaked at 17% of all those accepting a formal offer in quarter 2 of 2018, driven by large recruitment campaigns being carried out in areas with higher than average proportions of BME individuals in the local population.¹¹

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

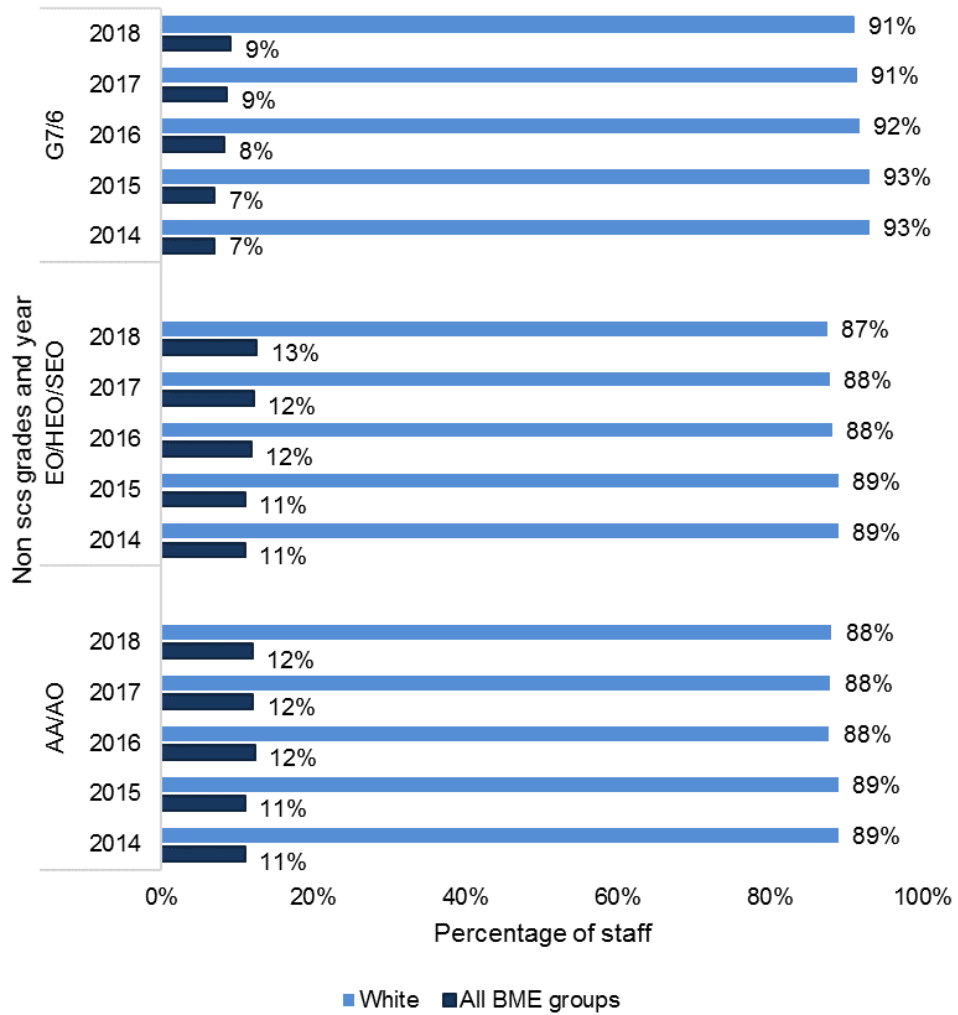
⁸ 82% of MoJ staff occupy grades at AA/AO and EO/HEO/SEO. The overall proportion of BMEs therefore reflects the levels in these grades.

⁹ Since this figure is based on declaration rates just under 60% (below our threshold for reporting) it should be considered indicative only.

¹⁰ www.gov.uk/government/publications/prison-safety-and-reform

¹¹ See Recruitment Diversity Experimental Statistics at: www.gov.uk/government/statistics/hm-prison-and-probation-service-workforce-quarterly-september-2018. Note that the latest quarter's results are provisional.

Figure 4: Ethnicity by non-SCS grade in MoJ, as at 31 March 2014 to 2018



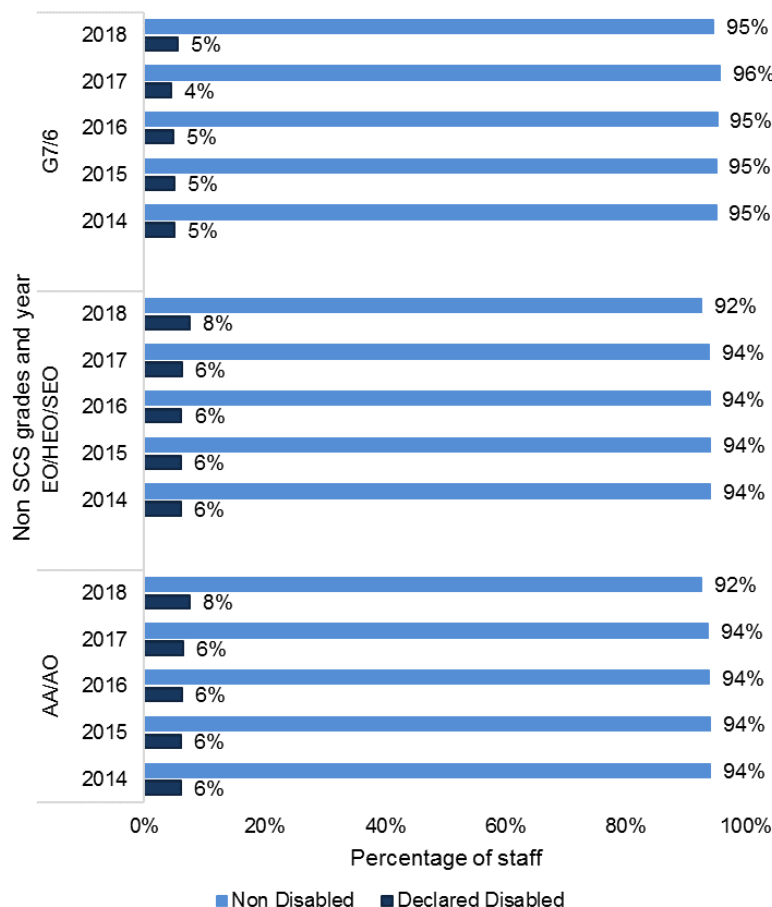
Disability

As at March 2018, 9% of MoJ staff were declared disabled; an increase of three percentage points from 2014. This compares to 10% of staff across the civil service in March 2018.¹² Since the figures for MoJ are based on declaration rates that are just under 60% (which is our threshold for reporting) they should be considered indicative only.

Of staff who declared their disability status, HMPPS and MoJ HQ both had the greatest proportion of staff with a declared disability (10%) compared to 7% in OPG, 6% in HMCTS, and 8% in LAA. However, caution should be used in interpreting these figures as there are different declaration rates across the different business groups. For HMPPS and MOJ HQ it was 51% and 50% respectively so results should be considered indicative only. For CICA the declaration rate was 27% so has been excluded from these comparisons¹³.

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

Figure 5: Disability by non-SCS grade in MoJ, as at 31 March 2014 to 2018



¹² The overall proportion of declared disabled staff is an average of staff at all grades (including SCS) and staff in an 'unknown' category where grade information is not available. Details are in Table 1b in Annex A.

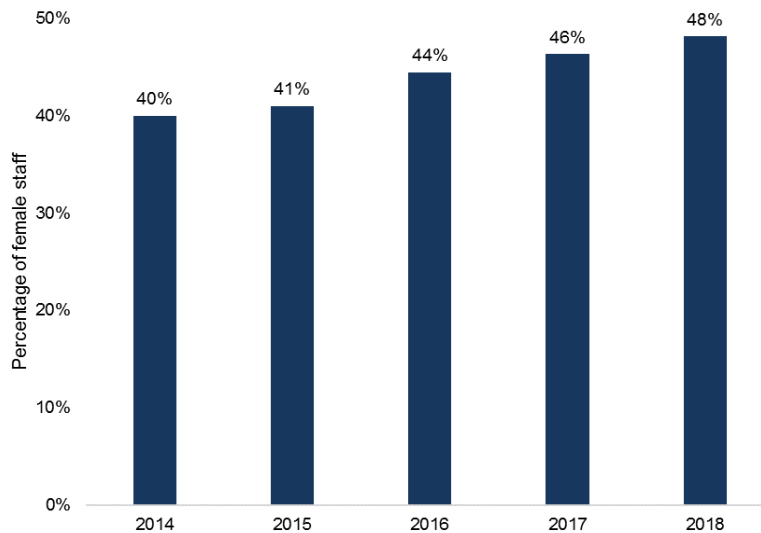
¹³ Where figures are based on declaration rates just under 60% (below our threshold for reporting) they should be considered indicative only.

Senior Civil Service (SCS) diversity

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

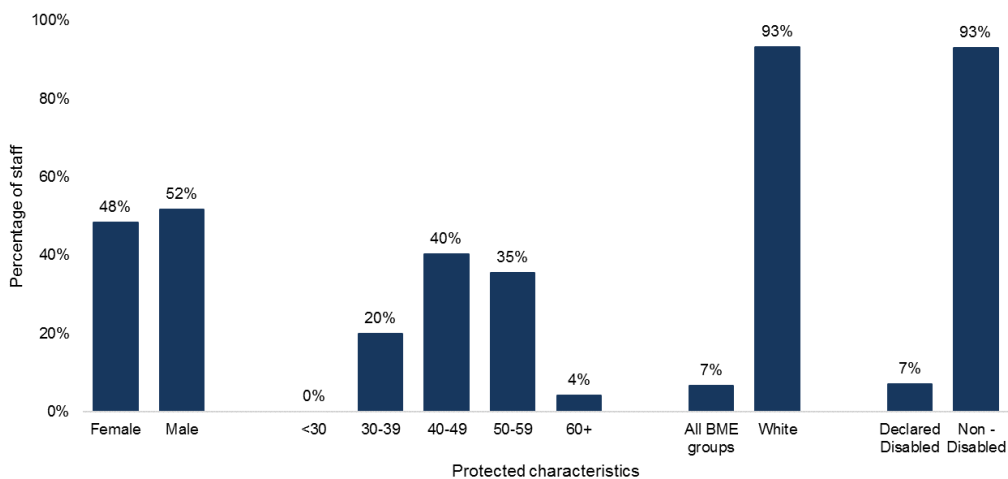
As at March 2018, 48% of the 263 SCS staff across the MoJ were female – compared to 43% across the civil service (in March 2018). The MoJ has seen a year on year increase in female representation in the SCS since 2014 (Figure 6).

Figure 6: Proportion of female staff in MoJ in the SCS grade, as at 31 March 2014 to 2018



As at March 2018, the majority of SCS staff were in the age categories 40-49 (40%) and 50-59 (35%). There were no SCS staff under the age of 30 and 4% of SCS were in the 60 or over category (Figure 7). The age profile of SCS was similar over the past five years.

Figure 7: SCS staff by protected characteristics in MoJ, as at 31 March 2018



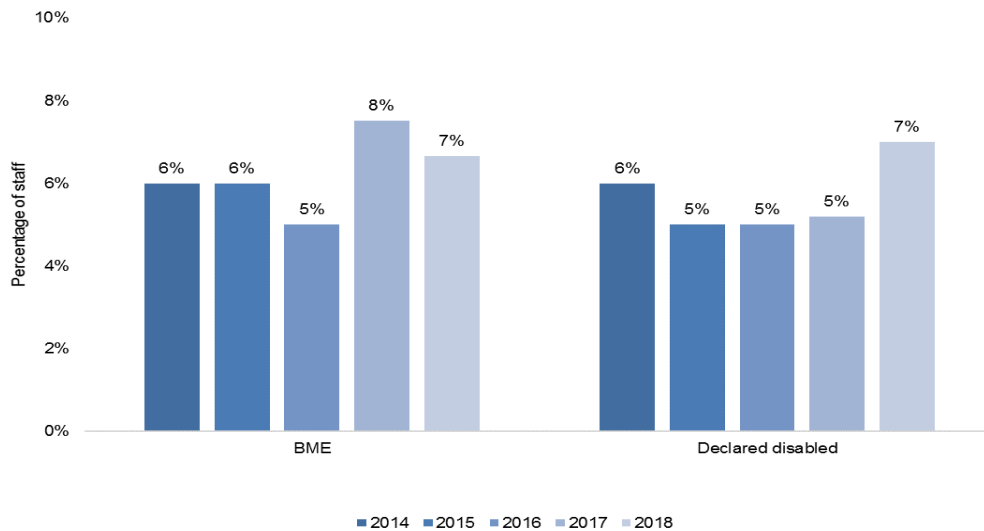
NOTE: based on all those who declared their ethnicity or disability (excludes unknown and prefer not to say)

As at March 2018, of SCS staff declaring their ethnicity, 7% were from a BME background - compared to 6% of SCS in the wider civil service, (and 12% in the wider civil service, including all grades). Trend data shows that in the MoJ, BME representation in the SCS increased from 6% to 7% between 2014 and 2018. (Figure 8)

Of SCS staff in the MoJ who declared their disability status, 7% (March 2018) were declared disabled – compared to 4% of SCS in the wider civil service (and 10% in the wider civil service including all grades). In the MoJ, the proportion of SCS staff with a declared disability increased from 6% to 7% between 2014 and 2017. (Figure 8)

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

Figure 8: Trends in BME and declared disabled representation in SCS, as at 31 March 2014 to 2018



Joiners

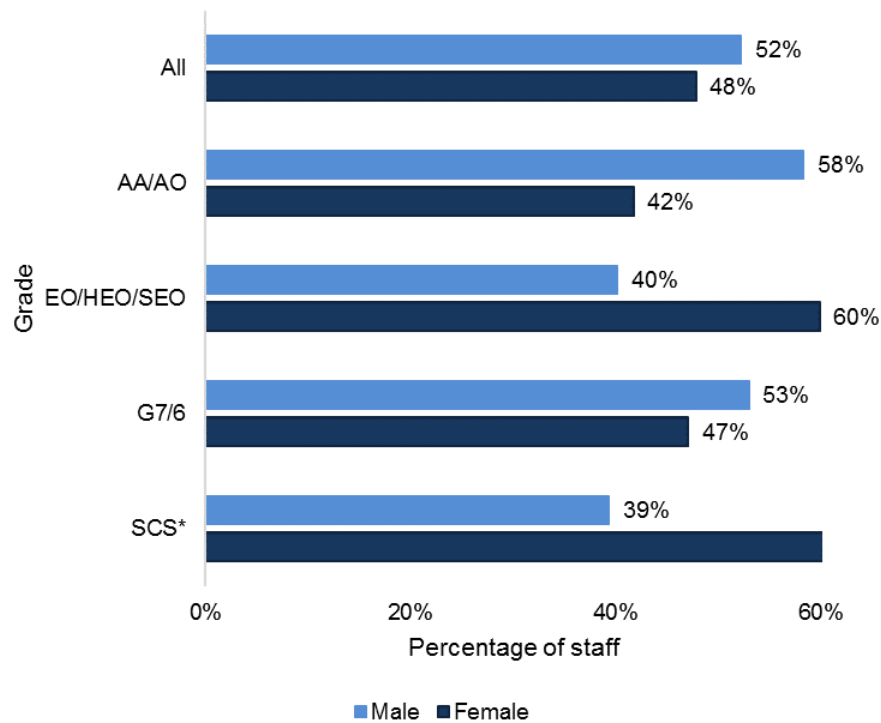
In 2017/18¹⁴, there were 10,454 joiners and 6,125 leavers from the MoJ, whereas in 2016/17, the number of joiners was lower (5,606) than the number of leavers (6,729). The higher number of joiners in 2017/18 was driven by the number of joiners to HMPPS over the course of the year.

Joiners by gender

There were close to equal proportions of joiners by gender in 2017/18. Just over half (52%) of all new joiners were male and 48% were female. The proportions of female joiners reduced from 57% in 2013/14 to 51% in 2016/17, although this year has been the first time that more male staff have joined than female staff. This is likely to reflect the large number of joiners in HMPPS in 2017/18, of whom 56% were male.

In 2017/18 there were more females than males joining the SCS (of the 28 joiners: 17 were female and 11 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, in 2017/18



**SCS percentages are based on small numbers (17 females and 11 males)*

¹⁴ Refers to the period between 1 April 2017 and 31 March 2018.

Joiners by age

Just over half (52%) of all joiners were in the under 30 age category. Just over a fifth (23%) were in the age category 30-39 and 14% were in age category 40-49 (Figure 10). The age profile of staff joining the MoJ has been relatively similar since 2013/14.

Joiners by ethnicity

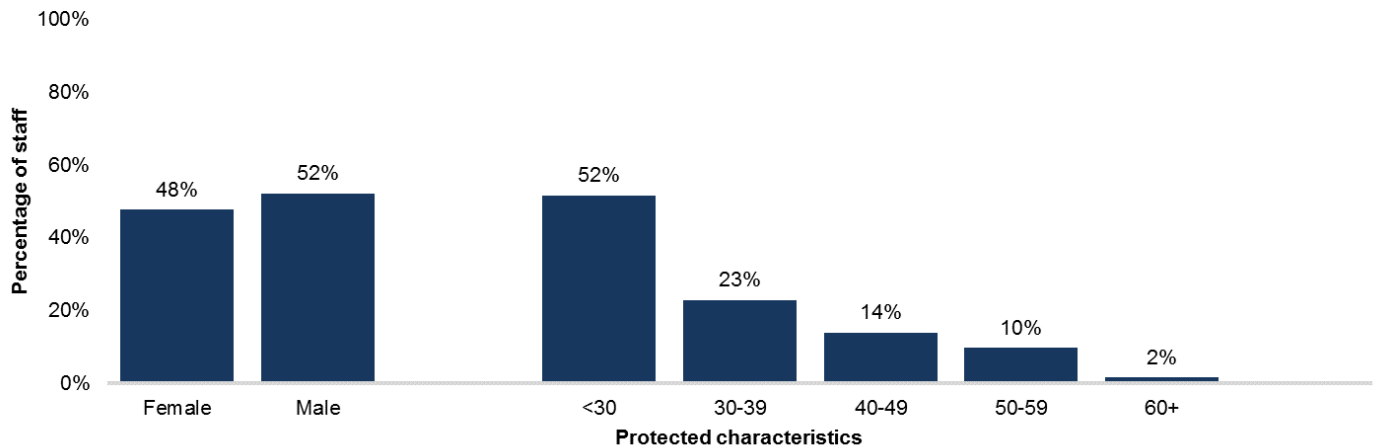
For those joining the MoJ, declaration rates for ethnicity peaked in 2015/16 at 58%, but decreased to 48% in 2016/17. In 2017/18, declaration rates decreased markedly to two per cent. This coincides with the introduction of SOP in January 2017, and it is likely that the very low declaration rates are due to issues with the introduction of the new SOP system. It is also likely that new joiners do not realise they need to enter their diversity details onto SOP, given they would have provided the same information as part of the recruitment process. The declaration rate of 2% in 2017/18 is too low to enable any meaningful analysis.

Joiners by declared disability

For those joining the MoJ, declaration rates for disability peaked in 2015/16 at 78%, but since then have decreased to 50% in 2016/17. In 2017/18 declaration rates decreased further to two per cent, which again is too low to enable any meaningful analysis.

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

Figure 10: Joiners by protected characteristics in MoJ, in 2017/18



NOTE: Disability and ethnicity breakdown are not shown due to low declaration rates.

Leavers

In 2017/18, 6,125 staff 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 scheme¹⁵.

Leavers by gender

In 2017/18, there were slightly more males leaving the MoJ than females, 51% and 49% respectively. These proportions have fluctuated over the last five years, with the proportion of female leavers varying between 60% in 2013/14 to 49% in 2014/15.

Leavers by age

In 2017/18, 20% of leavers were aged 60+ compared to 21% of leavers who were aged under 30 (Figure 11). This is a reversal of the trends seen in previous years, when a greater number of under 30s left than those aged over 60.

Leavers by ethnicity

Of those leaving the MoJ, declaration rates were high at 65%. In 2017/18, of leavers who declared their ethnicity, 12% were BME (Figure 11), this compares to 12% of all MoJ staff (as at March 2018). However, this represents a small decrease compared to 2016/17 when 14% of leavers were BME.

Leavers by disability

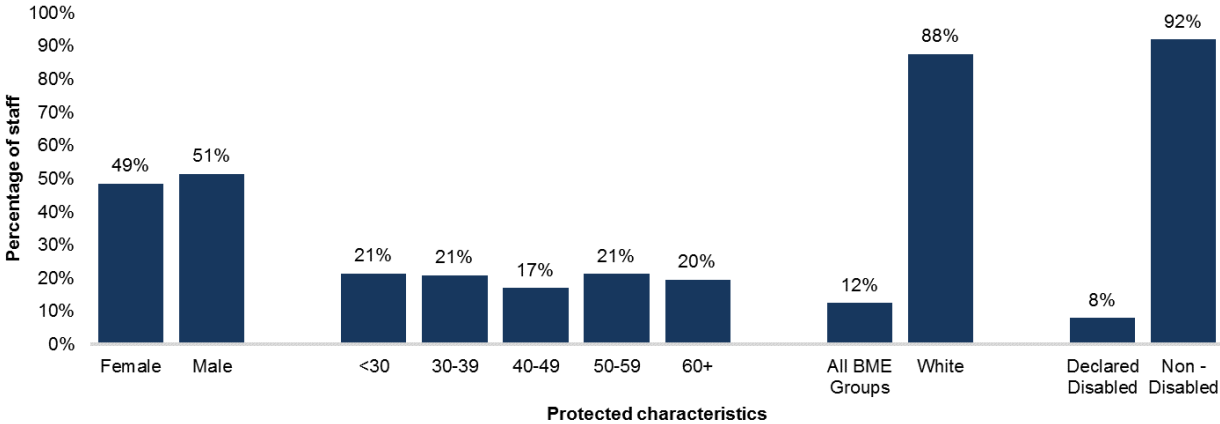
In 2017/18, of those leaving the MoJ, the declaration rate for disability status was 54% - eleven percentage points lower than 65% in 2016/17¹⁶. Of leavers who declared their disability status, 8% were declared disabled (Figure 11); one percentage point lower than the proportion of all staff with a declared disability in the MoJ (9%), and a small reduction from 8% of leavers in 2015/16 and 2016/17.

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

¹⁵ Leavers are all those individuals leaving a post and ceasing to work for MoJ for any reason. This does not include those taking up external posts on secondment, or those taking a career break, who would be expected to return. Staff who transfer out of MoJ as a result of machinery of government changes are generally not included within leaver numbers. Staff moving to the private sector as part of a transfer of control of an entire establishment are also generally not included as leavers.

¹⁶ Since these figures are based on declaration rates just under 60% (below our threshold for reporting) they should be considered indicative only.

Figure 11: Leavers by protected characteristics in MoJ, in 2017/18



Appraisal ratings

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 2017/18, the MoJ used a 'Performance Management Review' system, with three appraisal rating categories of 'Improvement Required', 'Good', and 'Outstanding'. There was an annual cycle of appraisals, and ratings were awarded at the End of Year (EoY). This chapter provides analysis of the EoY markings for 2017/18. The SCS have their own performance management system which is not reported on here.

In 2018/19 a new performance management system is being introduced in MoJ (excluding HMPPS). Before its introduction a pilot was run during 2017/18. For the purposes of the pilot, anybody participating in it was given a 'Good' rating in 2017/18, and it is for this reason that the proportion of staff receiving a 'Good' rating increased from 81% in 2016/17 to 86% in 2017/18.

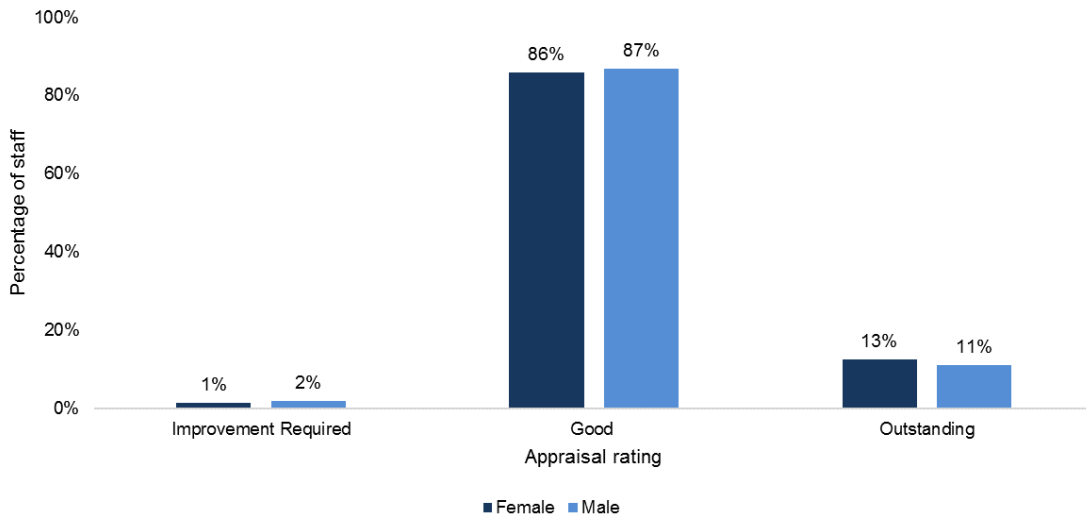
In 2017/18, a further 2% were awarded an 'Improvement Required' marking, and 12% were awarded an 'Outstanding' rating, although there were differences in the markings by protected characteristics of staff, as detailed below.

There were also differences by grade; only 7% of staff in administrative grades (AA/AO) received an 'Outstanding' rating, compared to 23% of staff in senior management grades (G6/7). However, 92% of staff in administrative grades (AA/AO) received a 'Good' rating, compared to 76% in senior management grades (G6/7). The percentage of staff who received a 'Improvement Required' rating was similar across most grades at around 1-2%, the exception was the unknown category in which 4% received a 'Improvement Required' rating. Some of these findings are likely to be because the performance management system pilot described above took place in HMCTS, which has a larger number of AA/AO grades than other parts of MoJ, and will therefore have increased the proportion of these grades who were awarded a 'Good' in 2017/18

Appraisal ratings by gender

At EoY 2017/18, female staff (13%) were more likely to be awarded an 'Outstanding' appraisal rating than male staff (11%). Conversely, male staff (87%) were slightly more likely than female staff (86%) to be awarded a 'Good' rating. 'Improvement Required' ratings were also awarded to slightly more male staff (2%) than female (1%). (Figure 12)

Figure 12: Appraisal ratings by gender in MOJ, end of year 2017/18

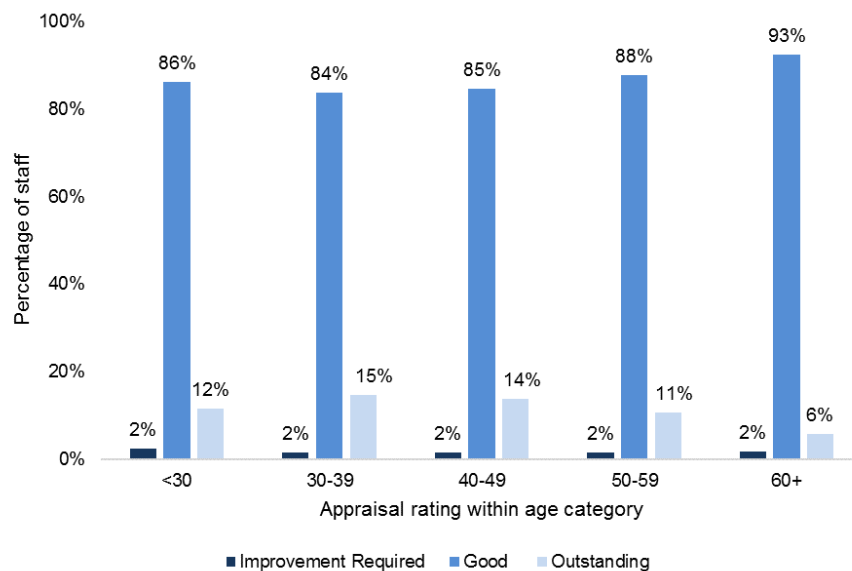


Appraisal ratings by age

At EoY 2017/18 a higher percentage of staff in the age categories 30-39 and 40-49 were awarded an ‘Outstanding’ rating (15% and 14% respectively) than staff in the youngest age category of less than 30 (12%) and older age categories 50-59 (11%) and 60+ (6%).

Conversely, staff in the oldest age category (60+) were more likely to be awarded a ‘Good’ rating than staff in any other age category. A ‘Improvement Required’ rating was awarded in similar proportions to staff in all age categories (at around 2%) at EoY 2017/18. (Figure 13)

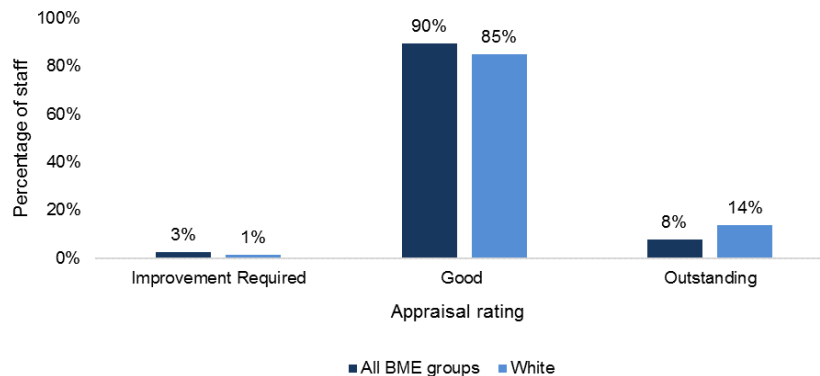
Figure 13: Appraisal ratings by age in MOJ, end of year 2017/18



Appraisal ratings by ethnicity

At EoY 2017/18, a higher proportion of White staff (14%) were awarded an 'Outstanding' appraisal rating than BME staff (8%). BME staff (3%) were more likely than White staff (1%) to be awarded a 'Improvement Required' rating. BME staff (90%) were also more likely than White staff (85%) to be awarded a 'Good' rating. (Figure 14)

Figure 14: Appraisal ratings by ethnicity in MOJ, end of year 2017/18



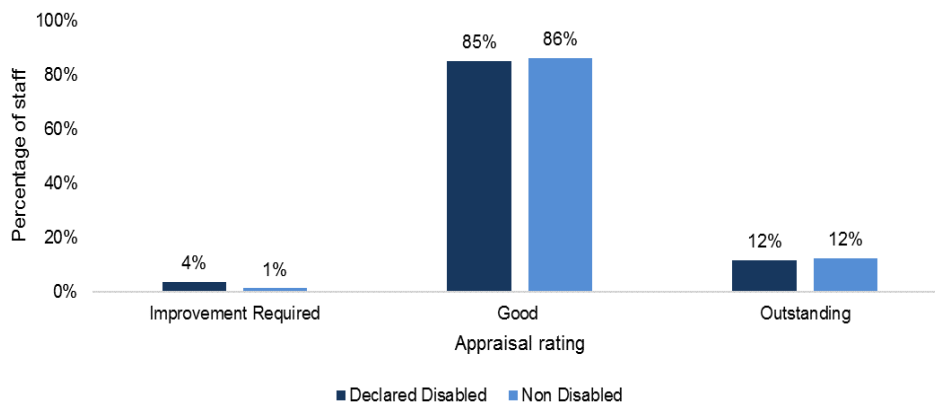
Appraisal ratings by disability

At EoY 2017/18, the same proportion of declared disabled and non-disabled staff were awarded an 'Outstanding' appraisal (12%).

Declared disabled staff were more likely than declared non-disabled staff to be awarded a 'Improvement Required' rating (4% compared to 1%).

Approximately equal proportions of declared disabled and non-disabled staff were awarded a 'Good' rating (85% and 86% respectively). (Figure 15)

Figure 15: Appraisal ratings by disability in MOJ, end of year 2017/18



Data for the previous reporting year 2016/17 shows a broadly similar pattern of findings for appraisal ratings by age, ethnicity and disability. See accompanying Table 4a and 4b in Annex A.

Sick absence

In 2017/18 there was an average of 8.6 working days lost (AWDL) per staff member per year due to sickness absence. This reflected a decline from 9.1 AWDL in the previous year 2016/17. There were differences among staff from different protected characteristic groups in terms of the AWDL.

Sickness absence by gender

In 2017/18, sickness absence was higher among female staff at 8.8 AWDL, compared to male staff at 8.3 AWDL (Figure 16).

Sickness absence by age

Sickness absence increased with staff age, based on 2017/18 data. The AWDL were lower among those aged <30 and 30-39 (6.0 and 6.9 AWDL respectively) than among those in the older age categories 40-49 and 50-59 (8.6 and 10.2 AWDL respectively). Staff aged 60+ had 11.8 AWDL due to sickness in 2017/18 (Figure 16).

Sickness absence by ethnicity

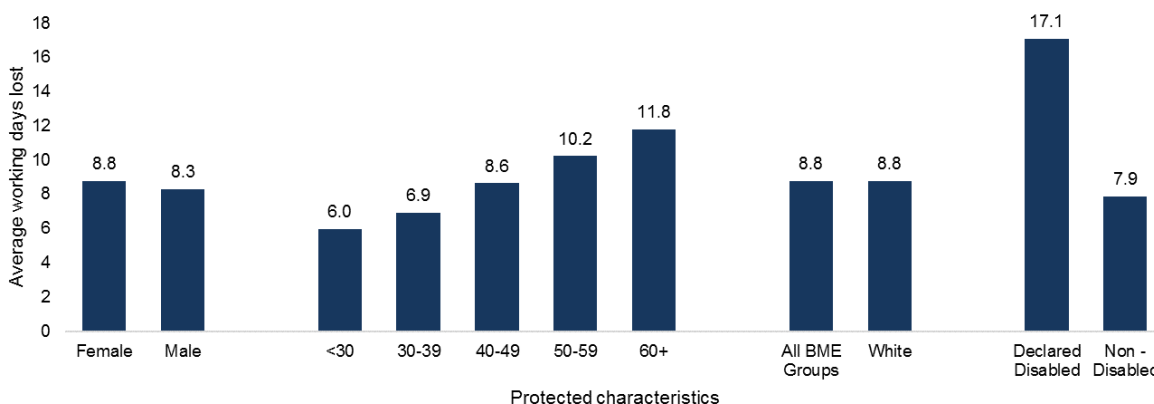
Of those with sickness absence, the declaration rate for ethnicity was 73% in 2017/18. Of those who declared their ethnicity in 2017/18, sickness absence was the same (8.8 AWDL) for both White and BME staff. (Figure 16).

Sickness absence by disability

In 2017/18, of those with a sickness absence the declaration rate for disability status was 60%. Of those who declared their disability status, AWDL was 17.1 among staff with a declared disability compared to 7.9 AWDL for staff who were declared non-disabled.¹⁷

See accompanying Table 6 in Annex A.

Figure 16: AWDL by protected characteristics in MoJ, in 2017/18



¹⁷ Since these figures are based on declaration rates just under 60% (below our threshold for reporting) they should be considered indicative only.

Temporary promotions

Temporary responsibility

MoJ provides Temporary Responsibility Allowance (TRA) to staff 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 2017, 7% of MoJ staff were provided TRA; an increase of two percentage points from March 2016 (5%).

TRA by gender

As at March 2018, slightly higher proportions of male staff were awarded TRA; 6.8 in 100 staff, compared to 6.4 in 100 female staff. This is a change from last year (March 2017), where there was a smaller difference, with slightly higher proportions of female staff being awarded TRA; 5.1 in 100 female staff and 5.0 in 100 male staff. Proportions were similar in March 2016, 4.0 in 100 female staff and 3.9 in 100 male staff.

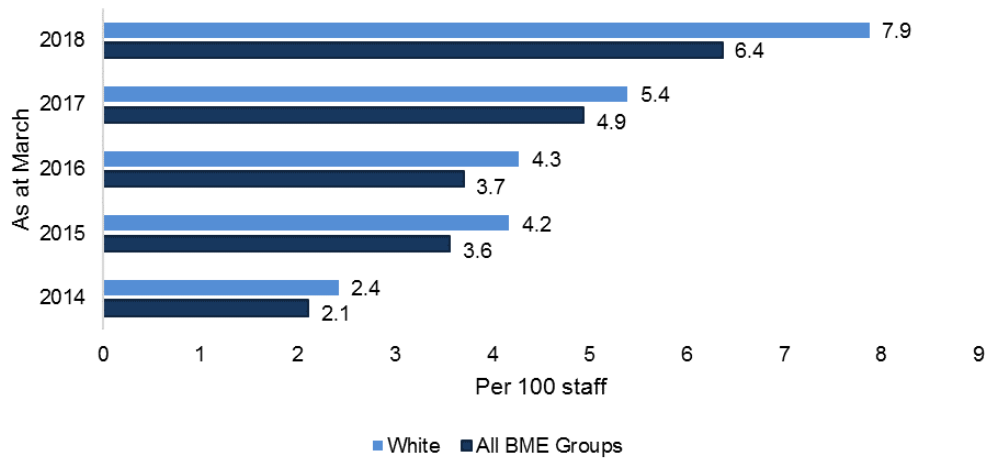
TRA by age

Staff in age categories 30-39 and 40-49 were more likely to be provided TRA than staff in other age categories; as at March 2018, 9.4 per 100 staff in 30-39 and 8.0 per 100 staff in the 40-49 age categories were awarded TRA, compared to 5.2 per 100 staff in the <30 category, 5.1 per 100 staff in the 50-59 age category and only 1.9 per 100 staff in the 60+ category. This pattern has remained broadly consistent since March 2014.

TRA by ethnicity

Of those awarded TRA, the declaration rate for ethnicity was 83%. Of those who declared their ethnicity, there were slightly higher proportions of White (7.9 per 100 staff) than BME staff (6.4 per 100 staff) awarded TRA as at March 2018. This reflects a similar pattern since March 2014. (Figure 17)

Figure 17: Temporary responsibility allowance by ethnicity in MoJ, as at March 2014 to 2018

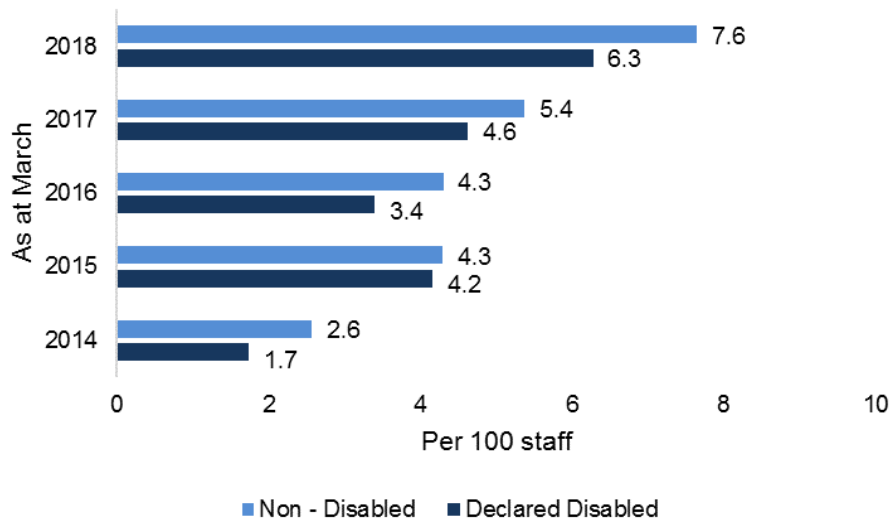


TRA by disability

Of those awarded TRA, the declaration rate for disability status was 66%. Of those who declared their disability status, TRA was awarded to 6.3 per 100 declared disabled staff and 7.6 per 100 declared non-disabled staff, the widest gap that has been seen since March 2014.

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

Figure 18: Temporary responsibility allowance by disability in MoJ, as at March 2014 to 2018



Special bonuses

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 a shorter-term operational challenge. This recognition spans a range of options, from thank you letters to vouchers to one-off special bonus payments. This section reports on those staff who received one or more special bonus payments over the course of the year 2017/18. SCS staff are not included as they have a separate bonus system.

In 2018/19 a new performance management system is being introduced in MoJ (excluding HMPPS). The new system makes greater use of non-consolidated reward and recognition (both special bonuses and vouchers) on a regular basis throughout the year. Before its introduction a pilot was run during 2017/18 in HMCTS, commencing July 2017; in the second half of 2017/18 the pilot was also run in some other areas of MOJ.

In 2017/18, the rate of bonuses awarded per 100 staff was 11.3. This is a small increase from the previous year when it was 11.0 per 100 staff, and may reflect the impact of the pilot that was being run in some parts of MOJ. The average bonus in 2017/18 was £543 compared to £422 in 2016/17.

Bonuses by gender

In 2017/18, the rate of bonuses was higher for females, at 12.7 per 100 staff, than males at 9.7 per 100 staff. The average bonus value, however, was higher for males (£643) than females (£476). (Figure 19)

Bonuses by age

In 2017/18, staff in age category 40-49 had the highest rate and value of bonuses at 12.8 per 100 staff and £612 per award. The 30-39 and 50-59 age categories had the same rate of bonuses awarded with 12.1 per 100 staff, although the higher value average bonuses went to the older of the two categories (£572 compared with £489). Staff in the eldest (60+) and youngest (<30) categories had the lowest rates and values of bonuses at 9.4 per 100 staff, £417 per award and 7.0 per 100 staff and £467 per award respectively. (Figure 19)

Bonuses by ethnicity

In 2017/18, there were higher rates of bonuses awarded to BME staff than White staff (15.9 and 11.8 respectively per 100 staff). However, the average bonus value per award was higher for White staff (£577) than BME staff (£531). (Figure 19)

Bonuses by disability

In 2017/18, declared disabled staff had a lower rate of bonus awards than declared non-disabled staff (10.6 per 100 staff compared to 13.9 per 100 staff). The average bonus value per award was higher for non-declared disabled staff at £536 compared with £488 for declared disabled staff). (Figure 19)

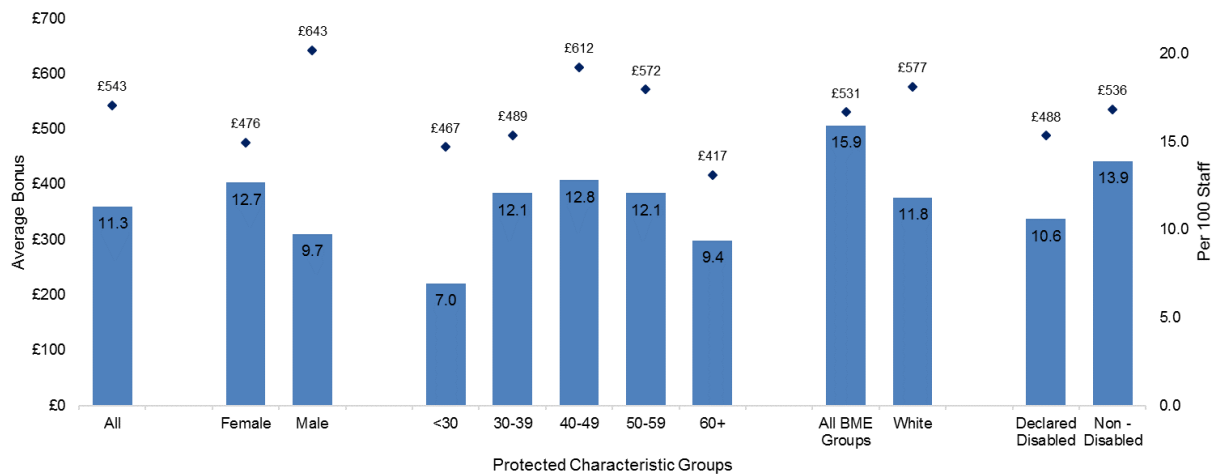
Since 2013/14 broadly similar patterns were observed for the rate of special bonuses awarded by protected characteristic groups.

Bonuses by grade

In 2017/18, there were marked differences between the grades in terms of the number of bonuses awarded per 100 staff, as well as the average value per award. The rate they were awarded increased with seniority, from AA/AO receiving an average of 8.2 bonuses per 100 staff to G7/6 who were awarded 33.3 bonuses per 100 staff. For those staff in unknown grades (which are primarily NPS grades), only 1.1 bonuses per 100 staff were awarded in 2017/18. The average bonus amount tended to increase with seniority also, from £442 per award for AA/AO grades, rising to £836 per award for G7/6s.

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

Figure 19: Special bonuses by protected characteristics in MoJ, in 2017/18



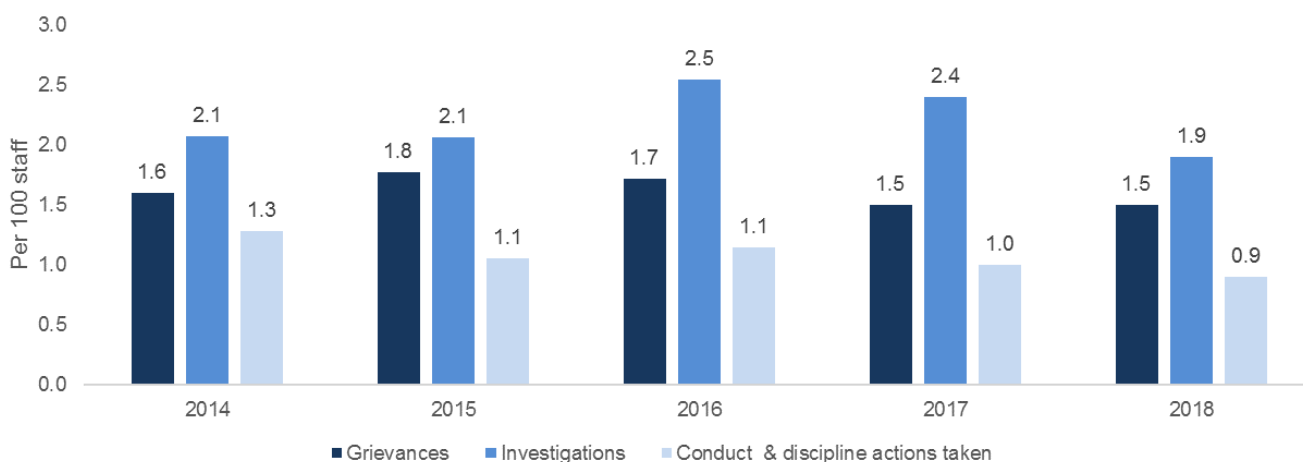
Complaints

MoJ values its staff and seeks to promote effective relationships between the Ministry and its staff, and between different members of staff. The grievance policy provides a framework for staff to raise concerns, problems or complaints, and for managers to deal with them effectively and promptly. All staff have the right to raise a complaint with their employer and have it considered in a fair and consistent way.

Data are presented for three types of complaints procedures: the rates of *grievances* raised, *investigations* concluded and *conduct and discipline* actions taken.

In 2017/18 the rate of *grievances* raised was 1.5 per 100 staff, the rate of *investigation* cases was 1.9 per 100 staff and the rate of *conduct and discipline* actions was 0.9 per 100 staff. The rates of grievances and investigations peaked in 2015 and 2016 respectively before falling to lower rates in 2017 and 2018. The rate of conduct and discipline cases has fallen consistently from 1.3 per 100 staff in 2014. (Figure 20)

Figure 20: Grievances, investigations and conduct and discipline cases, 2014 to 2018



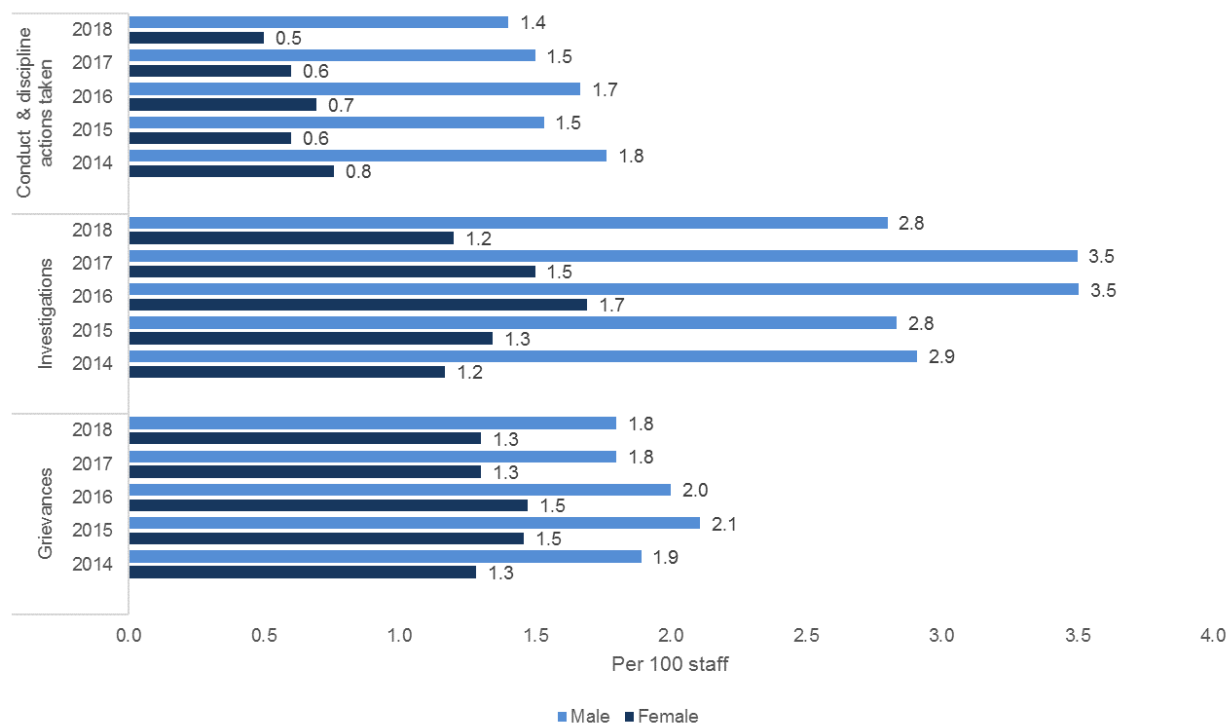
Complaints by gender

For all three categories, male staff were more likely to be involved in a complaint than female staff; a finding that has been observed since March 2014.

In 2017/18, *grievances* were raised by 1.8 per 100 staff for males compared to 1.3 per 100 staff for females. *Investigation* cases involved 2.8 per 100 staff for males compared to 1.2 per 100 staff for female; and *conduct and discipline* actions involved 1.4 per 100 staff for males compared to 0.5 per 100 staff for females. (Figure 21)

Trend data for males shows that between 2013/14 and 2017/18 there was an increase in the rate of *investigations* in 2015/16 and 2016/17 before it fell away again; however, the rate of *grievances* stayed largely stable while *conduct and discipline actions* decreased slightly. For females, in the same period the rate of *conduct and discipline actions* and *grievances* remained fairly steady while the rate of *investigations* increased slightly, then reduced again. (Figure 21)

Figure 21: Complaints by gender 2014 to 2018



Complaints by age

In 2017/18 the rate of *grievances* raised increased with age, with the exception of staff in the oldest age category 60+ who raised fewer cases. *Grievances* were raised by 1.0 per 100 staff in age category <30 compared to 1.9 per 100 staff in age category 50-59 and 1.4 per 100 staff in age categories 60+. A similar pattern by age was observed in previous years.

In 2017/18 *investigations* were most prevalent in age categories <30 (2.6 per 100 staff) and 40-49 (2.0 per 100 staff). They have been most common in these age groups since 2013/14.

In 2017/18 for *conduct and disciplinary* actions, there were relatively similar rates across the age categories ranging from 0.8 per 100 staff in the 30-39 age category to 1.2 per 100 staff in the <30 age category. The slight outlier was the >60 category, which only had 0.6 cases per 100 staff. These rates have decreased since 2013/14, when *conduct and disciplinary actions* involved between 1.2 per 100 staff in age category 50-59 and 1.4 per 100 staff in age category 40-49.

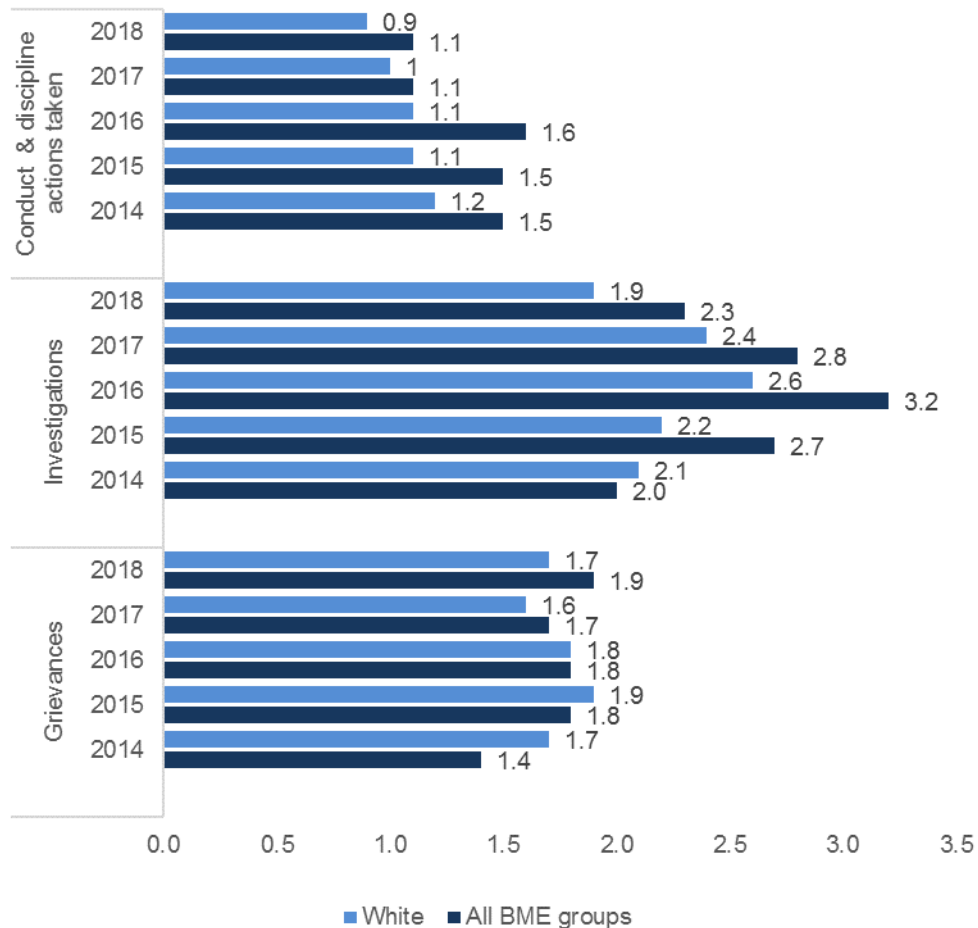
Complaints by ethnicity

In 2017/18, of those who declared their ethnicity, BME staff had slightly higher rates of *grievances* raised (1.9 compared with 1.7 per 100 White staff) and rates of *conduct and disciplinary actions* (1.1 per 100 BME staff and 0.9 per 100 White staff). BME staff also had a higher rate of *investigations* (2.3 per 100 staff) than White staff (1.9 per 100 staff) (Figure 22).

This contrast is similar to the rate of *investigations* in 2016/17, when 2.8 per 100 BME staff were involved in *investigations* compared to 2.4 in 100 White staff. The rate of *grievances* raised by BME staff has increased slightly since 2014/15, whereas the rate for white staff has remained

relatively constant. The rate of *conduct and disciplinary actions* involving BME staff has decreased from 1.6 per 100 staff in 2015/16 to 1.1 per 100 staff in 2017/18. Over the same period the rate for White staff has decreased from 1.1 to 0.9 per 100 staff.

Figure 22: Complaints by ethnicity 2014 to 2018



Complaints by disability

In 2017/18, of those who declared their disability status, declared disabled staff were more likely to have raised *grievances*, and more likely to be involved in *investigations* and *conduct and disciplinary actions*, than declared non-disabled staff.

The declaration rate for those who have been involved with a complaints procedure ranges from 58% for those involved in investigations to 59.9% for those who have raised a grievance. Therefore, the rates given below should be considered indicative only.

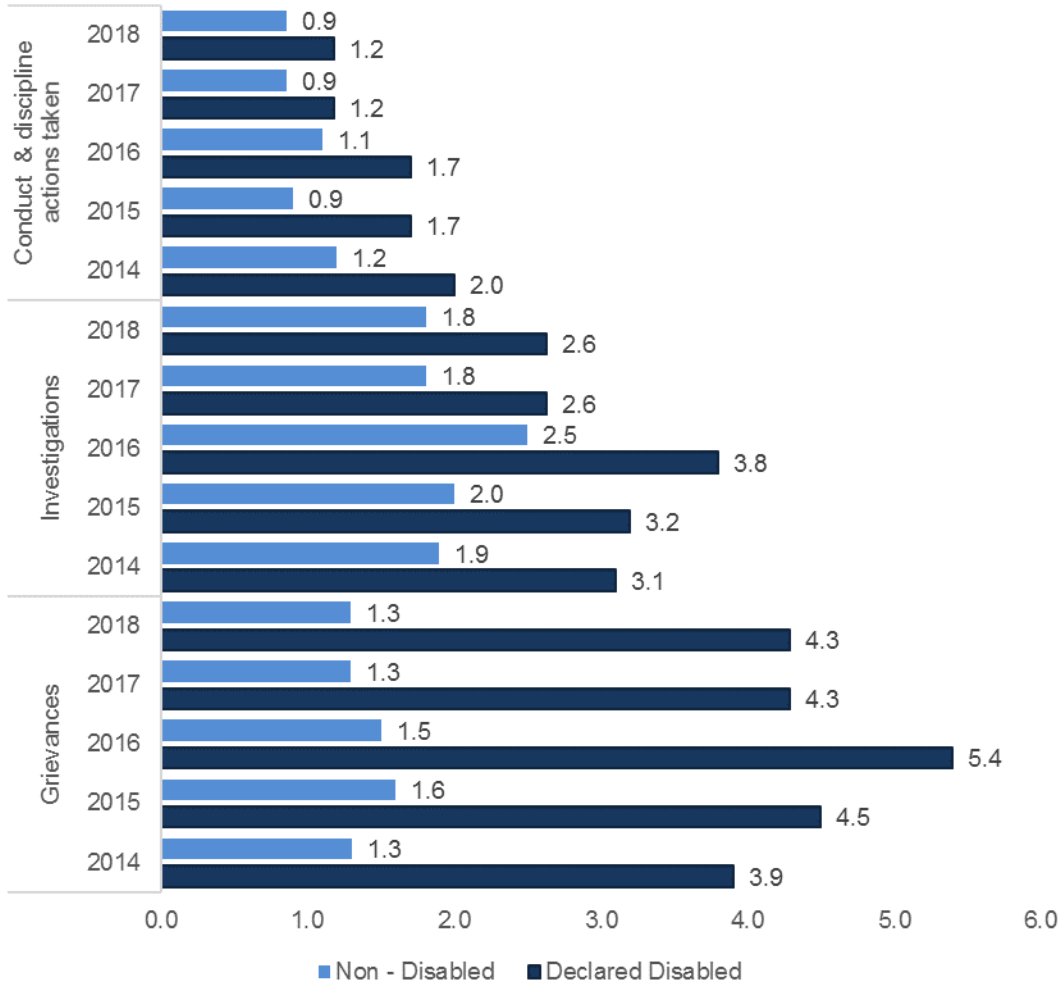
The rate of *grievances* was 4.3 per 100 declared disabled staff compared to 1.3 per 100 declared non-disabled staff (Figure 23).

The rate for *investigations* was 2.6 per 100 declared disabled staff compared to 1.8 per 100 declared non-disabled staff (Figure 23).

The rate for *conduct and disciplinary* actions was 1.2 per 100 declared disabled staff compared to 0.8 per 100 declared non-disabled staff (Figure 23).

The higher rates for disabled staff reflects a pattern seen in previous years. See accompanying Tables 7a and 7b in Annex A.

Figure 23: Complaints by disability status, 2014 to 2018



Promotions

The figures in this section have been revised since their original publication on 31 January 2019. In compiling the figures in this section, a processing error occurred whereby the new or higher grade was used to classify staff instead of the lower/original grade that the individual moved from. In addition, while HMPPS staff who had moved between SCS grades were counted as having been promoted, this was not the case for staff in other parts of the Ministry of Justice. This has now been corrected in the section below. This affects the total number of promotions in table 8a, and the grade that employees were classified as in table 8b. For further details, please see the Erratum notice published alongside this report.

The rates of promotion within the MoJ have been calculated for the first time in this report since 2014/15 due to issues with the quality of the data in the last two years; therefore we have not compared 2017/18 with historical rates. A promotion is a permanent move to a higher grade gained through an internal process and excludes those promoted from another government department and in HMPPS it excludes Operational Support Grades. When the number of promotions is broken down by grade the grade stated is the lower or original grade that the individual moved from. In 2017/18, 5.4% of MoJ staff, or 3,443 individuals were promoted.

Promotions by gender

In 2017/18 a higher proportion of female staff were promoted; 5.8 in 100 staff, compared with 5.0 in 100 male staff. There were more female than male staff promoted in all grades apart from G7/6 where similar numbers of staff of each gender were promoted (1.9 per 100 staff for both males and females) and the SCS (5.1 per 100 male staff were promoted compared with 0.8 per 100 female staff). (Figure 24)

Promotions by age

In 2017/18 the number of promotions per 100 staff decreased with age, the under 30 category and the 30-39 age category had the highest rates, 7.7 promotions per 100 staff. The group who had the least promotions were the over 60 category, in which 0.9 people per 100 staff were promoted. This pattern was mostly consistent across the various grades. (Figure 24)

Promotions by ethnicity

Of those who were promoted, the declaration rate for ethnicity was 76%. Of those who declared their ethnicity, a slightly higher proportion of BME staff were promoted (6.0 per 100 staff) than White staff (5.6 per 100 staff). This trend was found in the lower (AA/AO) grades, while for the middle grades (EO/HEO/SEO) the rates were similar (7.2 per 100 staff for both BME and White staff)¹⁸. (Figure 24)

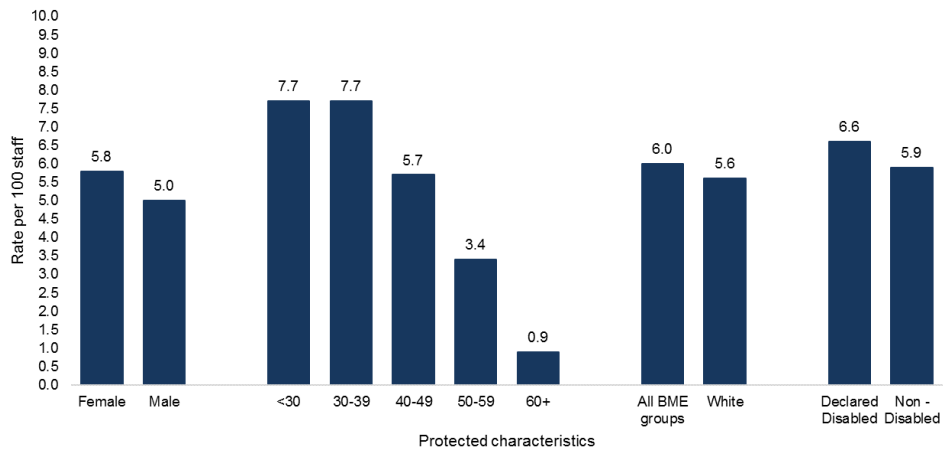
Promotions by disability

Of those who were promoted, the declaration rate for disability status was 67%. Of those who declared their disability status, there was a slightly higher proportion of declared disabled staff who were promoted (6.6 per 100 staff) compared to declared non-disabled staff (5.9 per 100 staff). This was also true in the AA/AO grades, but for the EO/HEO/SEO grades the rate of

¹⁸ Other grades are not commented on here as they have been suppressed for reasons of data protection, or for reasons of secondary suppression to prevent disclosure in cases where totals would reveal suppressed values.

promotion for declared non-disabled staff was slightly higher (7.3 per 100 non-disabled staff compared with 7.1 per 100 disabled staff). (Figure 24). See accompanying Tables 8a and 8b in Annex A.

Figure 24: Rate of promotions per 100 staff for protected characteristics, in 2017/18



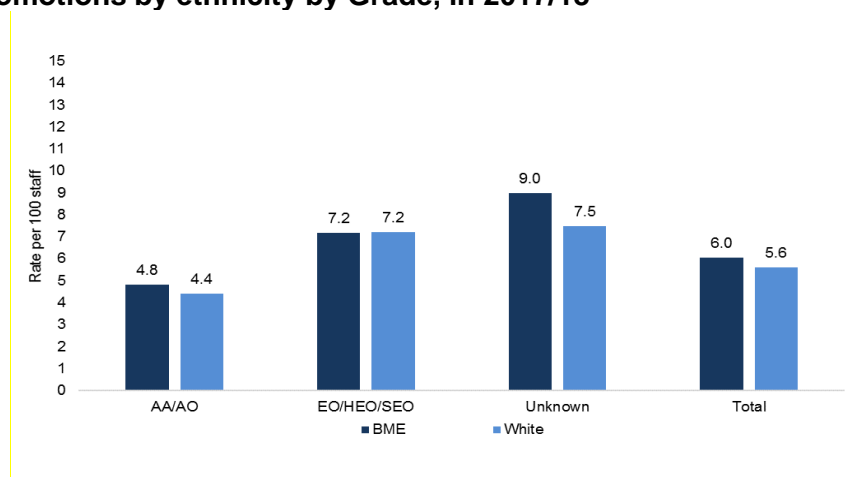
NOTE: based on all those who declared their ethnicity or disability (excludes unknown and prefer not to say)

Promotions by Grade

There were large variations in the proportions of staff promoted by grade. The lowest rate was in the G76 grade, with only 1.9 per 100 staff, compared with the highest of EO/HEO/SEO with 7.0 per 100 staff.

The rate of promotion was generally higher for BME staff compared to White staff in 2017/18, with 6.0 promotions per 100 BME staff compared to 5.6 promotion per 100 White staff. This trend was found in the lower (AA/AO) grades, while for the middle grades (EO/HEO/SEO) the rates were similar (7.2 per 100 staff for both BME and White staff)¹⁹. (Figure 25)

Figure 25: Promotions by ethnicity by Grade, in 2017/18



¹⁹ Other grades are not commented on here as they have been suppressed for reasons of data protection, or for reasons of secondary suppression to prevent disclosure in cases where totals would reveal suppressed values.

Notes and definitions

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, HMCTS, CICA²⁰, LAA, OPG and HMPPS²¹.

The treatment of data by HMPPS and the rest of the MoJ can sometimes differ for historical reasons, as in the past they have each processed and presented data separately. Where there are differences they are small and do not affect the overall picture of staff in the MoJ. For example, workforce figures for HMPPS include staff who are both on-strength and off-strength (for example those on leave without pay), but the rest of MoJ excludes those staff who are off-strength. As at 31 March 2018, of the 49,138 staff in HMPPS (on a headcount basis) there were 146 staff who were recorded as being off-strength. This was equivalent to 0.3% of the HMPPS workforce.

Data Sources/Data Collection

The majority of data presented in this report have been extracted from MoJ's internal HR system (Phoenix) and a Single Operating Platform (SOP; introduced in January 2017). In some cases, data are drawn from different sources (for example, grievance figures are collected from Case Management Application and special bonus data are collected separately), and these data have been matched to the internal HR system to ensure a consistent base population.

The data presented include both snapshots of the position as at 31 March 2018 (referred to as 'at March 2018', as well as summary statistics covering the period from 1 April 2017 to 31 March 2018 (referred to as '2017/18').

The data presented in this publication referring to the reporting period to 31 December 2016 are drawn from Phoenix used previously by MoJ. However, data covering the period from 1 January 2017 onwards have been extracted from SOP, an administrative IT system which holds HR information. Both SOP and the previous Phoenix are 'live' dynamic HR management systems; and as with all HR databases, extracts are taken at a fixed point in time, to ensure consistency of reporting. However, the database itself is dynamic, and where updates to the database are made late, subsequent to the taking of the extract, these updates will not be reflected in figures produced by the extract. For this reason, HR data are unlikely to be precisely accurate.

Subtotals may not always sum to totals due to rounding of the underlying data.

Declaration rate

Declaration rates refer to the percentage of all employees who have provided information on their ethnicity, disability status, sexual orientation, and religion or belief, excluding unknown and prefer not to say. The rate is calculated as a proportion of all employees.

²⁰ CICA became a separate Business Group in May 2016.

²¹ HMPPS replaced National Offender Management Service (NOMS) in April 2017.

Ethnicity

Employees are asked to identify their ethnicity from a list. Employees may also abstain from answering this question. These figures are based on the self-reporting of employees.

Disability status

Employees are asked to declare whether they consider themselves as a disabled person or not. They may also abstain from answering these questions. These figures are based on self-declarations not on any formal disability assessments.

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 markedly below 60 per cent. Where declaration rates fall just below the 60 per cent threshold, this has been noted to aid interpretation.

In 2016/17 and 2017/18 Chinese staff are included in the "Asian or Asian British" group. Prior to this they are included in the "Other Ethnic Groups" category.

Redaction policy

For ethnicity, disability, religious belief and sexual orientation, some numbers have been suppressed to protect the identities of individual employees; fields are suppressed if they contain 2 or fewer employees along with secondary suppression of cells that could be used in combination with totals to deduce the originally suppressed figures.

Grades

In the MoJ, 86% of staff are in grades AA to SEO and 14% in 'unknown' (where grade information is not available; in general, these individuals work in the NPS where grades do not map to traditional government grades). Overall representation rates are therefore more reflective of the proportions of staff 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 & HMPPS 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
HMPPS	Her Majesty's Prison and Probation Service
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

Annex A: MoJ Workforce Monitoring tables:

www.gov.uk/government/publications/ministry-of-justice-workforce-monitoring-report-2017-to-2018

Annex B

Annex B: HMPPS Annual Staff Equalities tables:

www.gov.uk/government/statistics/hm-prison-and-probation-service-staff-equalities-report-2017-to-2018