Ministry
of Justice

Workforce Monitoring Report
2018/19

Ministry of Justice

Contents

Foreword

I am pleased to introduce the Annual Workforce Monitoring Report for 2018-19 for the Ministry of Justice.

The Ministry of Justice's core goal is a world class justice system that works for everyone. In going about our work, we follow and celebrate four values: Purpose, Humanity, Openness and Together.

We consider equality issues in all aspects of our work: our employment practice, our service delivery, our commissioning and procurement, our policy making, and our strategic planning. In doing so we, have regard to the Public-Sector Equality Duty (part of the Equality Act 2010):

- Eliminating unlawful discrimination, harassment and victimisation,

- Advancing equality of opportunity, and

- Fostering good relations.

Our legal duties, as well as our commitment under our own Diversity and Inclusion Strategy (set out on page 10), provide the context in which this data is collected, monitored and published.

The workforce data and analysis sets (accessible via the links at Annex A) help us to understand how representative we are of modern Britain, and to ensure that everyone who comes to work as part of the Ministry of Justice family can feel that they belong. To do this we take an evidence-led, analytical approach to developing our policies and initiatives to build a diverse workforce and an inclusive workplace, and to ensure fair and accessible services for all.

We want MOJ to be a great place to work. We continue to work collaboratively with staff diversity networks and our Trade Unions, and to learn from the voices and experiences of our people.

Richard Heaton

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 2018/19

As at March 2019, there were 75,237 staff (on a headcount basis) in the MoJ. Key results are:

- In March 2019, 77% of MoJ staff had declared their ethnicity and 63% had declared their disability status. These declaration rates have increased compared to the previous year when 67% of staff had declared their ethnicity, and 56% of staff had declared their disability status.

- These increases in declaration rates between March 2018 and March 2019 are due to improvements to MoJ recording systems and encouragement of staff to complete their diversity information.

- In March 2019, for both these protected characteristics, declaration rates were highest amongst the Senior Civil Service (SCS) – 87% of SCS had declared their ethnicity and 74% had declared their disability status. This is a contrast to previous years when declaration rates tended to be higher among middle and lower management grades.

- Declaration rates for sexual orientation and religion and belief were the highest they have been in the last 5 years. However, they were still too low to enable meaningful analysis (54% and 55% respectively in March 2019), even though these were large increases compared to the previous year (March 2018) when the rates were 28% and 30% respectively.

- Just over half (54%) of staff were female and 46% were male in March 2019. This is similar to the wider civil service[1] (54% female). In March 2019, the proportion of females at SCS level was higher in the MoJ (49%) compared to the wider civil service, where it was 45% during the same period.

- The MoJ saw a small increase in the proportion of female staff from March 2015 to March 2019, from 52% to 54%. There was a larger increase at SCS level, where from March 2015 to March 2019 the proportion of females increased from 41% to 49%.

- The highest proportion of MoJ staff were in the age categories 50-59 (28%) and 30-39 (23%). This was similar to the wider civil service where the proportions were 31% and 21% respectively. Just under a quarter of staff (23%) were aged 40-49, 18% were aged

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[1] Figures for the wider Civil Service are taken from the Civil Service Diversity and Inclusion Dashboard (2019 update), https://www.gov.uk/government/publications/civil-service-diversity-inclusion-dashboard/civil-service-diversity-and-inclusion-dashboard

under 30 (an increase of seven percentage points since March 2015) and 9% were aged 60 or over in MoJ.

- Of the staff who had declared their ethnicity, 13% were from a Black and Minority Ethnic background (BME; this proportion increased from 11% in March 2015). This is on par with the overall civil service average in the same period (March 2019). The proportion of BME staff was similar across all lower grades: 13% of staff in the administrative grades (AA/AO) and both middle and lower management grades (EO/HEO/SEO) were from a BME background. The proportion of BME staff in Grades 6/7 was 11% and in the SCS it was 5% (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 under half (49%) of staff in OPG were from a BME background compared to around a quarter (25%) in MoJ HQ, 14% in LAA, 19% in HMCTS, 5% in CICA and 10% in HMPPS.

- In March 2019, of staff who had declared their disability status 13% of MoJ staff were declared disabled, compared to 12% of staff across the overall civil service. Eleven per cent[2] of staff at administrative grades (AA/AO) and middle and lower management grades (EO/HEO/SEO) were declared disabled. This compares with 8% of staff at Grade 7/6 (March 2019). 9% of staff at SCS level were declared disabled; this compares with 5% in the wider civil service.

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

Key insights

Below are some key insights from the report, drawing together data for particular staff groups across the range of measures. Full details and figures can be found in the main report text:

- **Gender:** The proportion of female staff in MoJ increased slightly between March 2018 and March 2019. This overall increase was driven in particular by increases in female staff at the middle management grades (EO/HEO/SEO), from 50.6% to 51.5% and unknown grades (mainly NPS staff who do not have a civil service equivalent grade) which increased from 75.6% to 76.1%, while the proportion of female staff at AA/AO level fell slightly from 49.0% to 48.7%. Female representation in the senior management grades (G7/6) increased from 51.1% to 52.0%, and in the Senior Civil Service grades from 48.3% to 49.3% over the same period.

- In 2018/19 female staff had lower rates of complaints, a higher rate of promotions, and slightly higher rates of average working days lost (AWDL) to sickness compared to male staff (8.7 days compared to 8.5 days). In 2018/19 in MoJ excluding HMPPS, female staff had similar rates of special bonuses/vouchers awarded compared to male staff, however, while the overall rate of reward was similar, female staff were more likely to receive vouchers than a bonus, and the average total reward amount was lower (£328 versus £376 for male staff). HMPPS operates a different reward and recognition system. There, female staff had a lower rate of reward of special bonuses (2.6 versus 3.2 per 100 staff) and a lower average reward amount (£765 versus £1025 for male staff).

- Despite a higher rate of permanent promotions, female staff in MoJ had lower rates of temporary responsibility allowance (TRA) than male staff. This was driven by the rate of TRAs for female staff being lower at lower grades (AA/AO: 6.0 versus 6.6 per 100 staff, and EO/HEO/SEO: 7.9 versus 9.4 per 100 staff, female versus male). The rate of TRAs was higher for female than male staff in the senior management G7/6 grades (8.6 for female staff versus 8.0 per 100 staff for male staff), and Unknown grades (4.7 for female staff versus 3.9 per 100 staff for male staff).

- **Ethnicity:** The percentage of BME staff in MoJ increased to 13.3%, an increase of 1.2 percentage points between the end of March 2018 and end March 2019. Percentages increased across all grades, except for SCS which dropped from 6.7% to 5.1%. The movement in the SCS figure is primarily due to an increase in ethnicity declarations amongst SCS staff, where the declaration rate rose from 62.3% to 87.1%[3]. Looking across all the staffing measures covered in this report,

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[3] The number of declared BME SCS staff (headcount) increased from 11 at the end of March 2018 to 13 at the end of March 2019. Over the same time frame the number of Not known / Prefer not to say staff decreased from 100 to 38, and the number of declared White staff increased from 154 to 243, so the movement of staff from Not known / Prefer not to say to White is the main factor behind the BME SCS percentage decrease.

in 2018/19 BME staff in MoJ had similar rates compared to White staff across most of the measures: Temporary Responsibility Allowance awarded, AWDL, Complaints, and Promotions, although the rate of TRAs and promotions were driven by the fact that these were higher for BME staff than White staff for AA/AO grades but lower for the middle management EO/HEO/SEO grades. In MoJ excluding HMPPS, BME staff had lower rates compared to White staff for special bonuses awarded and average values of bonuses awarded (68.7 versus 72.9 per 100 staff, and £300 versus £363 respectively). In HMPPS this was reversed with BME staff having a higher rate of reward (4.3 versus 3.5 per 100 staff) and average award amount (£1,310 versus £852) compared to White staff.

- **Disability:** As at March 2019, 13% of MoJ staff declared they were disabled; an increase of six percentage points since 2015. This increase was reflected across all grades. Looking across all the staffing measures covered in this report, compared to declared non-disabled staff in 2018/19 staff who declared a disability had lower rates of TRA (6.0 versus 7.7 per 100 staff), a lower average rate of special bonuses awarded and lower average award amounted, and higher AWDL (16.4 days versus 7.6 days). They also had a lower rate of promotions and a higher rate of grievances (other measures in the complaints category had a lower declaration rate than the reporting threshold).

- **Religion:** declaration rates for religion were below the 60% reporting threshold for most measures, however where the rates were above the threshold data has been provided. Compared to staff who declared no religion, in 2018/19 staff in MoJ who declared a religion had a lower rate of TRA (7.3 versus 8.4 per 100 staff), a similar rate of reward but a lower average award amount (MoJ excluding HMPPS only), and a lower rate of promotions (7.1 versus 8.6 per 100 staff).

- **Sexual orientation:** declaration rates for sexual orientation were below the 60% reporting threshold for most measures, however where the rates were above the threshold data has been provided. Compared to heterosexual/straight staff, in 2018/19 staff in MoJ who declared they were lesbian, gay, bisexual or other had a higher rate of TRA (9.4 versus 7.6 per 100 staff), a similar rate of reward but a higher average award amount (MoJ excluding HMPPS only), and a higher rate of promotions (8.7 versus 7.5 per 100 staff).

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 2018/19.[4]

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.[5]

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
- Sickness absence
- Temporary responsibility allowance
- Special bonuses
- Complaints (grievances, investigations, conducts and discipline)
- Promotions

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[4] 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.

[5] 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 2019' or 2018/19

The data presented include both snapshots of the position as at 31 March 2019 (referred to as 'at March 2019)', as well as summary statistics covering the period from 1 April 2018 to 31 March 2019 (referred to as '2018/19' and in charts as '2019').

Average Staff

We have used 'Average Staff' to denote an average number of staff in post over the 2018-19 period. We have used this where the chapter in question uses counts (such as promotions or investigations) which span the entire financial year.

Total Staff

We have used 'Total Staff' in the MoJ section of the Special Bonuses chapter, where a count of all staff employed over the 2018-19 financial year is used in calculations of the proportion of employed staff that received reward and recognition bonuses under the recently introduced system in MoJ.

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 [6]
- Readdress the balance for BME 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

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[6] 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 (binary male and female only), 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 2019, 77% of MoJ staff had declared their ethnicity. The overall declaration rate for ethnicity remained steady over 2015 to 2017 at around 76-77%, dropped to 67% in 2018[7], and has increased again to 77% in 2019 (Figure 1). Declaration rates for ethnicity were higher among senior grades (87% in SCS) than administrative grades (72% in AA/AO grades). Declaration rates for ethnicity among SCS have increased 16 percentage points from 72% in March 2015 to 87% in March 2019, with all of the increase occurring in the last year – in March 2018 the declaration rate for ethnicity for SCS was 62%.

As at March 2019, the declaration rate for disability status was 63% in the MoJ. Declaration rates for disability have fluctuated since 2015, however the March 2019 declaration rate was five percentage points higher than at March 2015 (58%) (Figure 1). As with ethnicity, the declaration rate for disability status was highest for the SCS, and lowest for administrative grades: 59% for AA/AO and 74% for SCS.

As at March 2019, the declaration rate for religion or belief was 54%. For sexual orientation, it was 55%. Both these rates have increased by over twenty percentage points since March 2017, but are too low to provide representative analysis for the majority of the topics covered by this report.

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[7] This was related to the introduction of a new HR data system, and large volumes of recruitment where new joiners were less likely to have filled in their diversity information than existing staff. Declaration rates have increased since then.

In addition to the increases in the recent year reported above, there have been further increases throughout 2019, following efforts to encourage staff to complete their diversity characteristics on our HR systems. The declaration rates as at 30 September 2019 were 83% for ethnicity, 70% for disability, 68% for religion or belief and 69% for sexual orientation.

Figure 1: Declaration rates for MoJ workforce, as at 31 March 2015 to 2019
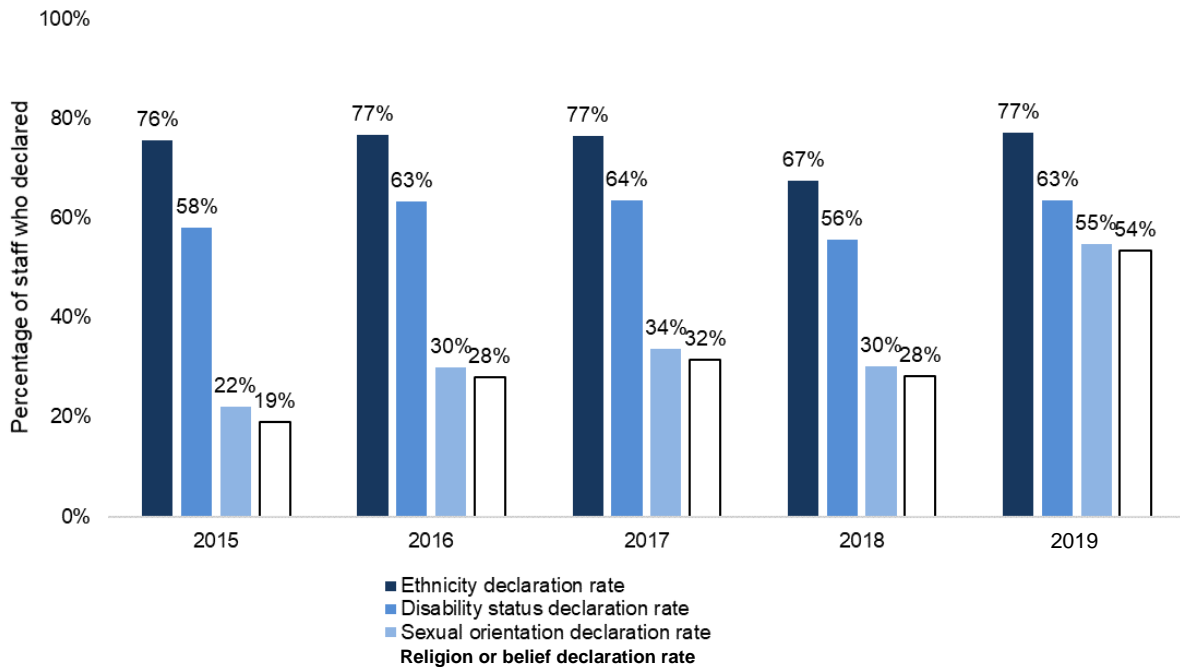
Workforce profile

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 19).

Gender

As at March 2019, there were 75,237 staff[8] (on a headcount basis) in the MoJ. Just over half (54%) of staff were female and 46% were male. The MoJ overall has historically seen a steady increase in the proportion of female staff, although this trend seems to have slowed in recent years.

Females represented 49% of staff in administrative grades (AA/AO), and 51% of staff at middle and lower management grades (EO/HEO/SEO) (March 2019). The proportion of females in higher management grades (G7/6) has steadily increased since 2015 and in March 2019 stood at 52% (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 (48%), whereas the proportion of female staff in other business groups ranged from 54% in CICA and 55% in OPG, to 56% female staff in MoJ HQ and 59% 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 2015 to 2019

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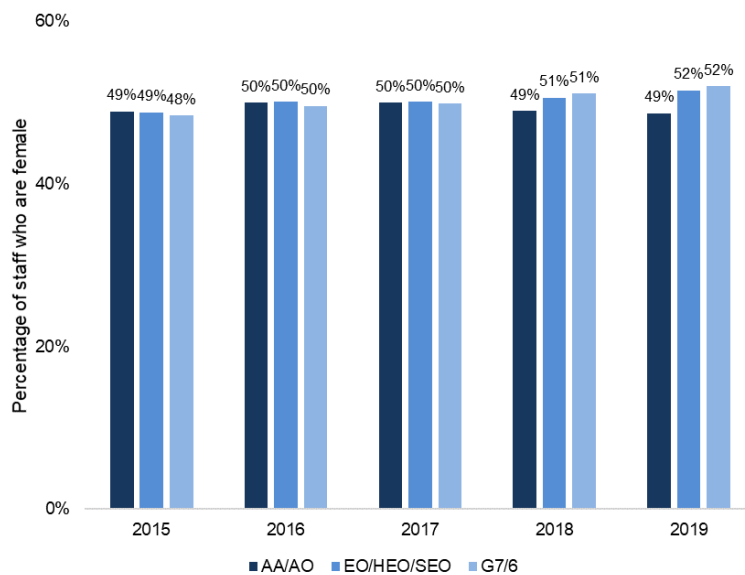
[8] This covers all staff excluding contract and contingency labour.

Age

As at March 2019, the highest proportion of MoJ staff were in the 50-59 (28%) and 30-39 (23%) age categories. Just under a quarter (23%) were aged 40-49, whilst 18% were aged under 30 and 9% were aged 60 or over. These proportions are similar to the overall 2019 civil service age profile, where the majority of staff were within the 50-59 and 40-49 age categories, and the smallest proportions of staff were 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, 74% of staff at higher management grades (G7/6) were aged 40 or over as at March 2019, compared with 65% of staff at middle and lower management grades (EO/HEO/SEO) and 55% of staff at administrative grades (AA/AO). Since 2015, overall age distribution has seen a seven percentage point increase in the size of the less than 30 age category, a six percentage point decrease in the 40-49 age group, and percentages of staff in other age groups remaining fairly steady over the time frame. There has also been a change in the under 30 category at administrative grades (AA/AO), from 14% in 2015 to 23% in 2019, a ten 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 27% 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 2015 and 31 March 2019
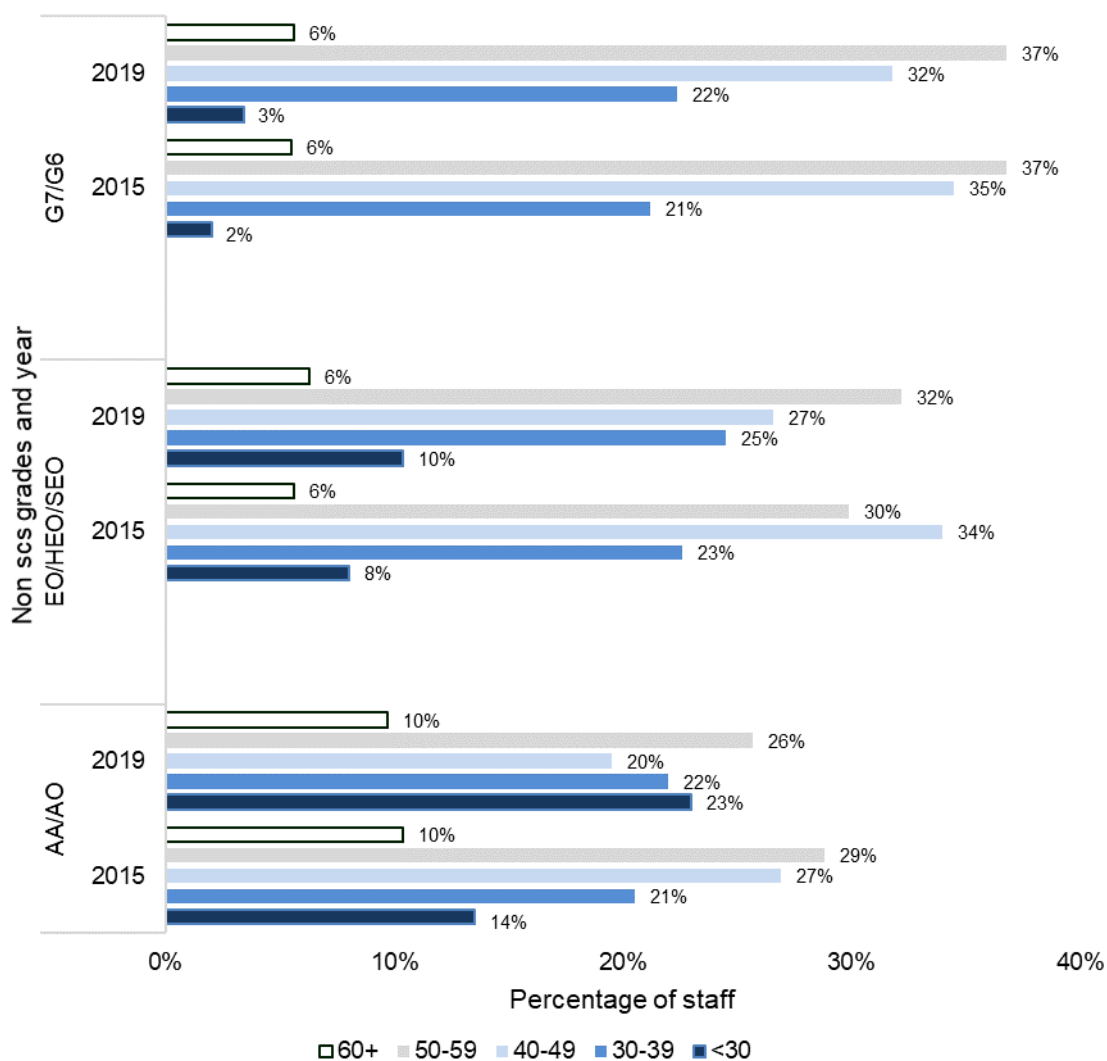
Ethnicity

As at March 2019, of those staff who had declared their ethnicity 13% were from a Black and Minority Ethnic (BME) background, on par with the overall civil service average in the same period (March 2019). The largest groups were Asian or Asian British (6%) and Black or Black British (5%).

As at March 2019, the proportion of BME staff was higher at lower grades; 13% of staff at both AA/AO and EO/HEO/SEO grades were from BME backgrounds. A smaller proportion (11%) of higher grades G7/G6 were from a BME background, although this has increased two percentage points between 2018 to 2019.[9] (Figure 4). Since 2015, overall BME representation has increased by two percentage points (11% in 2015 to 13% in 2019).

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[9] 82% of MoJ staff occupied grades at AA/AO and EO/HEO/SEO as at March 2019. The overall proportion of BME staff therefore reflects the levels in these grades.

BME representation differed between MoJ business groups. Just under half (49%) of staff in OPG were from a BME background compared to a quarter (25%) in MoJ HQ, 14% in LAA, 19% in HMCTS, 10% in HMPPS and 5% in CICA.

Last year's Workforce Monitoring Report reported on prison officer recruitment diversity related to the Government's target to recruit an additional 2,500 prison officers. This target has now been met and the reporting time frame has ended. For information on prison officer recruitment diversity please refer to the Recruitment Diversity Experimental Statistics which can be found at https://www.gov.uk/government/collections/national-offender-management-service-workforce-statistics.

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

Figure 4: Ethnicity by non-SCS grade in MoJ, as at 31 March 2015 to 2019
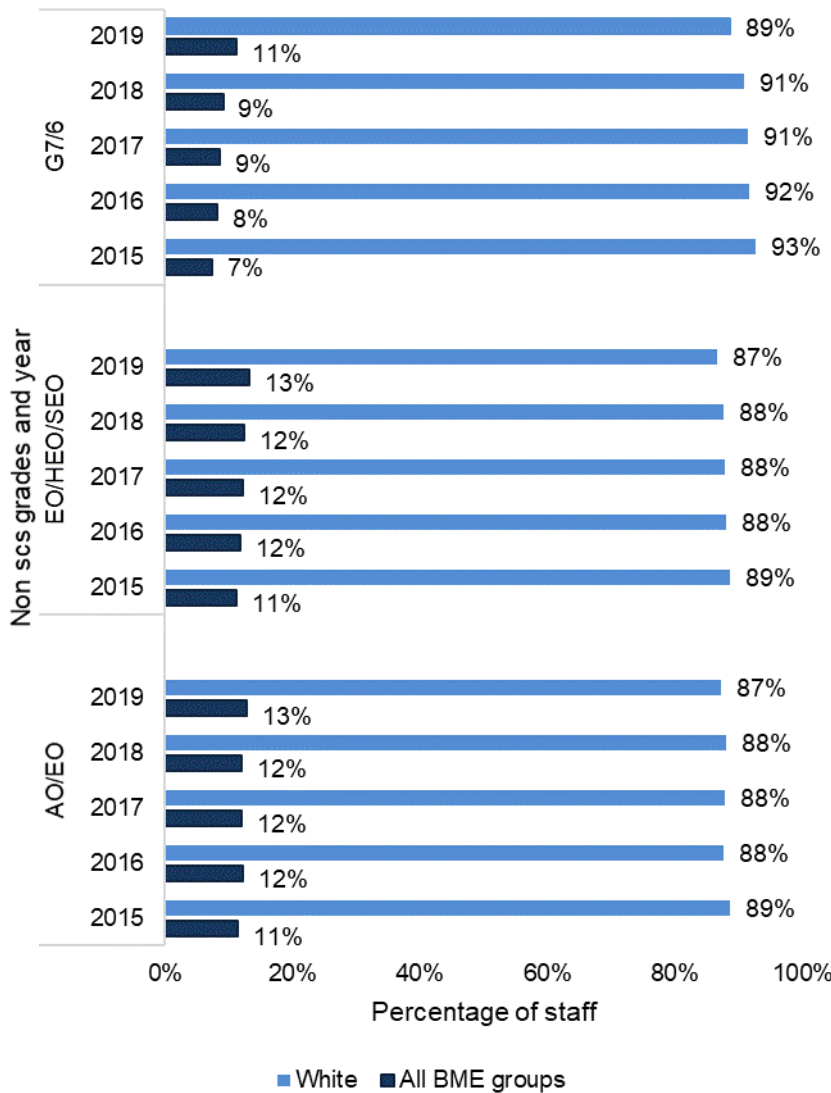
Disability

As at March 2019, 13% of MoJ staff declared they were disabled; an increase of six percentage points since 2015. This compares to 12% of staff across the civil service in March 2019.

Of staff who declared their disability status (and where the declaration rate was above our reporting threshold of 60% - CICA and HMPPS were below 60%), OPG and HMCTS had the greatest proportion of staff with a declared disability (14%), compared with 13% in MoJ HQ and 11% in LAA.

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

Figure 5: Disability by non-SCS grade in MoJ, as at 31 March 2015 to 2019
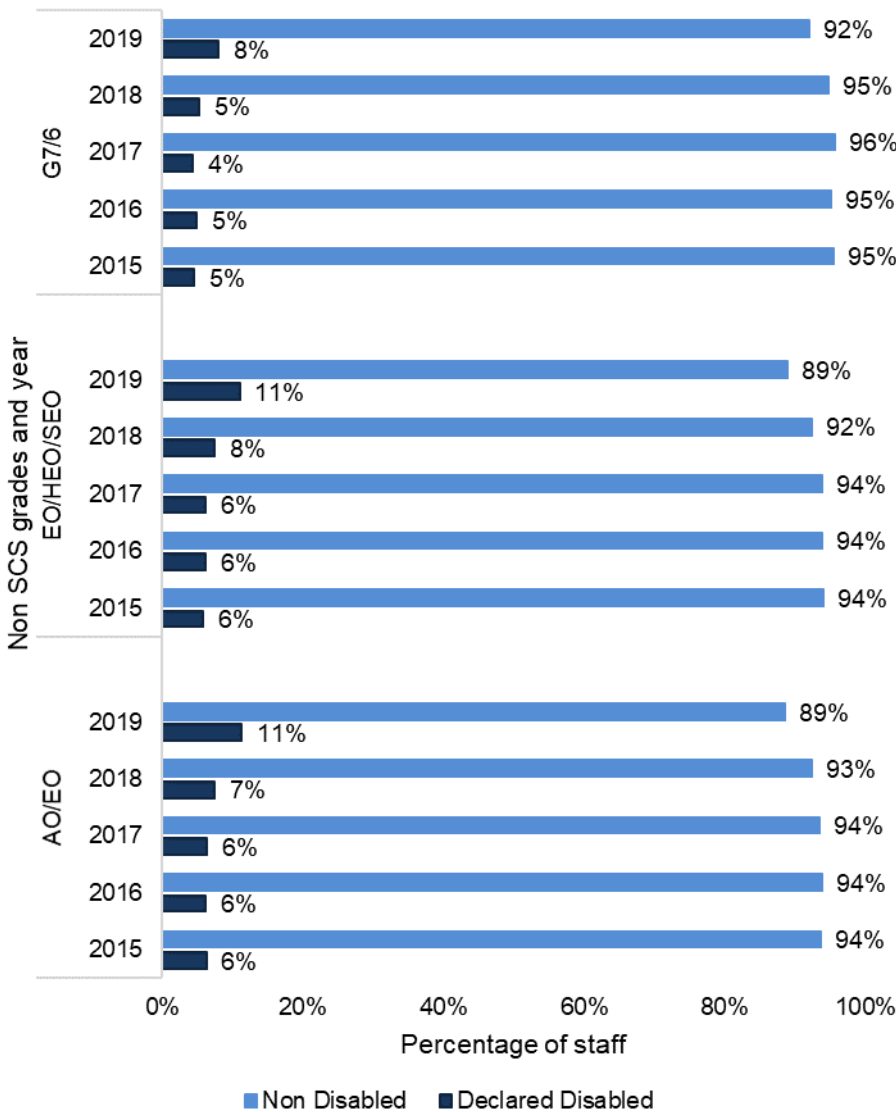
Senior Civil Service (SCS) diversity

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

As at March 2019, 49% of the 294 SCS staff across the MoJ were female – compared to 45% across the civil service (in March 2019). The MoJ has seen a year-on-year increase in female representation in the SCS since 2015 when 41% of SCS were female (Figure 6).

Figure 6: Proportion of female staff in MoJ in the SCS grade, as at 31 March 2015 to 2019
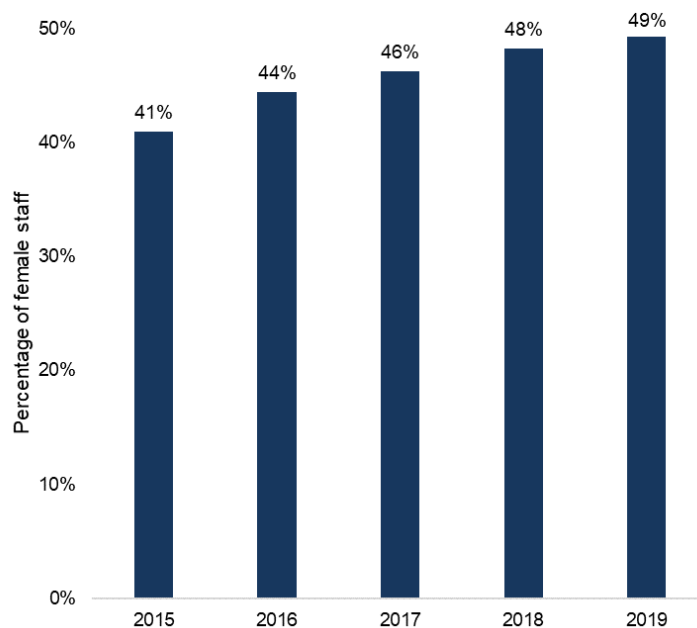
As at March 2019, the majority of SCS staff were in the age categories 40-49 (40%) and 50-59 (38%). There were no SCS staff under the age of 30 and 4% of SCS were in the 60 or over category (Figure 7). The age profile of SCS was similar over the past five years.

Figure 7: SCS staff by protected characteristics in MoJ, as at 31 March 2019
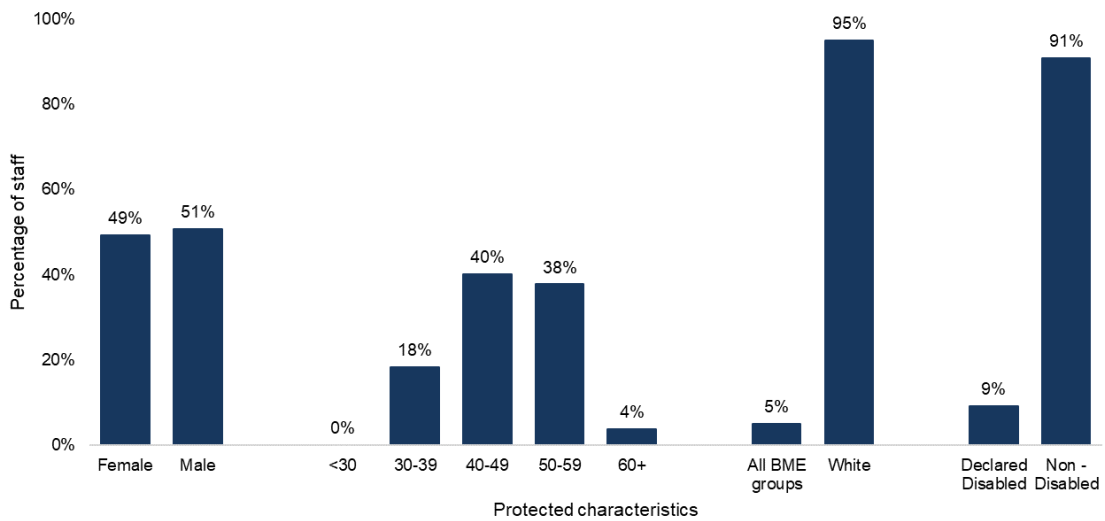
NOTE: based on all those who declared their ethnicity or disability (excludes unknown and prefer not to say)

As at March 2019, of SCS staff declaring their ethnicity, 5% were from a BME background - compared to 6% of SCS in the wider civil service. Trend data shows that in the MoJ, BME representation in the SCS was between 5% and 8% between 2015 and 2019. (Figure 8)

Of SCS staff in the MoJ who declared their disability status, 9% (March 2019) were declared disabled – compared to 5% of SCS in the wider civil service. In the MoJ, the proportion of SCS staff with a declared disability increased from 5% to 9% between 2015 and 2019. (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 2015 to 2019
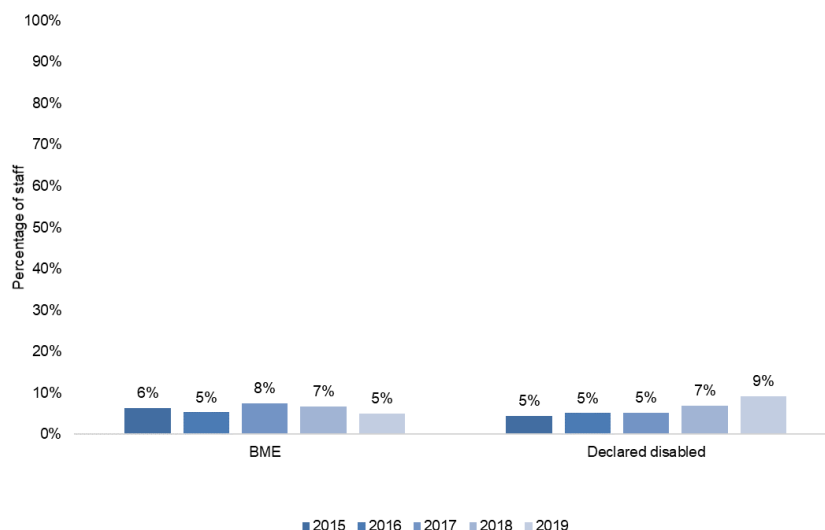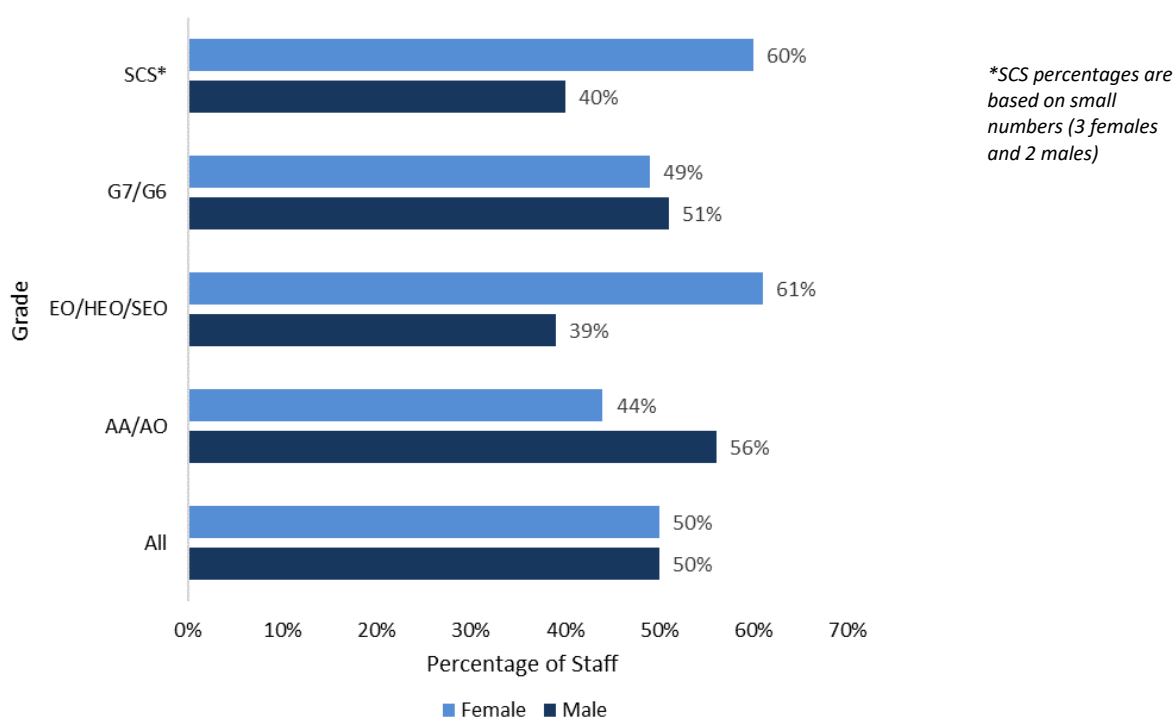
Joiners

In 2018/19[10], there were 10,783 joiners and 7,218 leavers from the MoJ, the second year in a row that the number of joiners has been higher than the number of leavers. The higher number of joiners in 2018/19 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 2018/19. Half (50%) of all new joiners were male and half were female. The proportion of female joiners reduced from 54% in 2014/15 to 51% in 2016/17, 48% in 2017/18, and now 50% in 2018/19. This is likely to reflect the large number of joiners in HMPPS from April 2017 - March 2019, of whom 55% were male.

In 2018/19 there were more females than males joining the SCS (of the 5 joiners: 3 were female and 2 were male). There were more female than male joiners in the middle and lower management grades (EO/HEO/SEO) at 726 and 461 respectively, and more male than female joiners in the administrative (AA/AO) grades at 4,485 and 3,552 respectively. Levels were fairly equal between in the senior management grades (G7/6) at 74 female and 78 male. (Figure 9)

Figure 9: Joiners by gender, split by grade in MoJ, in 2018/19

*SCS percentages are based on small numbers (3 females and 2 males)

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[10] Refers to the period between 1 April 2018 and 31 March 2019.

Joiners by age

Half (50%) of all joiners were under 30 years of age. Just under a quarter (23%) were in the age category 30-39, 14% were in age category 40-49, 10% were aged 50-59 and 2% were 60 or over. The age profile of staff joining the MoJ has been relatively similar since 2014/15. See Figure 10 for a chart of joiners by protected characteristics.

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. The 2017/18 data is not available for analysis due to a declaration rate of 2% caused by the introduction of the new SOP system. Declaration rates for 2018/19 improved to 37%, however are not yet high enough to enable meaningful analysis.

Joiners by declared disability

For those joining the MoJ, declaration rates for disability peaked in 2015/16 at 78%, but then decreased to 50% in 2016/17, and 2% in 2017/18 due to the introduction of the new SOP system. In 2018/19 declaration rates again improved to 51%, however this is still 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 2018/19
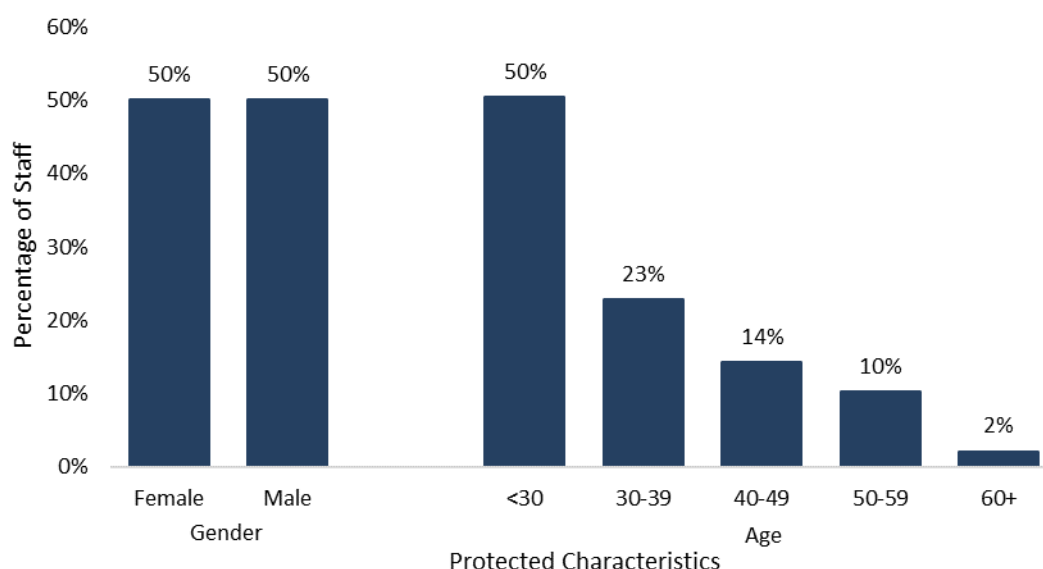
Note: Disability and ethnicity breakdowns are not shown due to low declaration rates

Leavers

In 2018/19, 7,218 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 scheme[11]. See Figure 11 for a chart of leavers by protected characteristics.

Leavers by gender

In 2018/19, there were slightly more males leaving the MoJ than females, 53% and 47% respectively. These proportions have stayed relatively constant over the last five years, with the proportion of female leavers varying from 49% to 51% between 2015 to 2018.

Leavers by age

In 2018/19, 15% of leavers were aged 60+ compared to 26% of leavers who were aged under 30. Since 2015 there has been a steady increase in the percentage of leavers who are aged under 30, and since 2016 there has been a steady decrease in the percentage of leavers who are aged 60 or over.

Leavers by ethnicity

The ethnicity declaration rate of those leaving the MoJ was 59% in 2018/19, lower than in any of the last five years[12]. In 2018/19, of leavers who declared their ethnicity, 13% were BME, compared to 13% of all MoJ staff (as at March 2019). This represents a small increase compared to 2017/18 when 12% of leavers were BME, and a larger increase over the last five years from 9% of leavers in 2014/15 (however it is worth noting the staff in post workforce profile has changed from when 11% of MoJ staff were BME in 2015 to when 13% of MoJ staff were BME in 2019).

## Leavers by declared disability

In 2018/19, the disability declaration rate of those leaving the MoJ was 50% - four percentage points lower than in 2017/18 and fifteen percentage points lower in 2016/17. As this declaration rate is lower than our threshold for reporting, further figures are not available.

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

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[11] 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.

[12] 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 2018/19
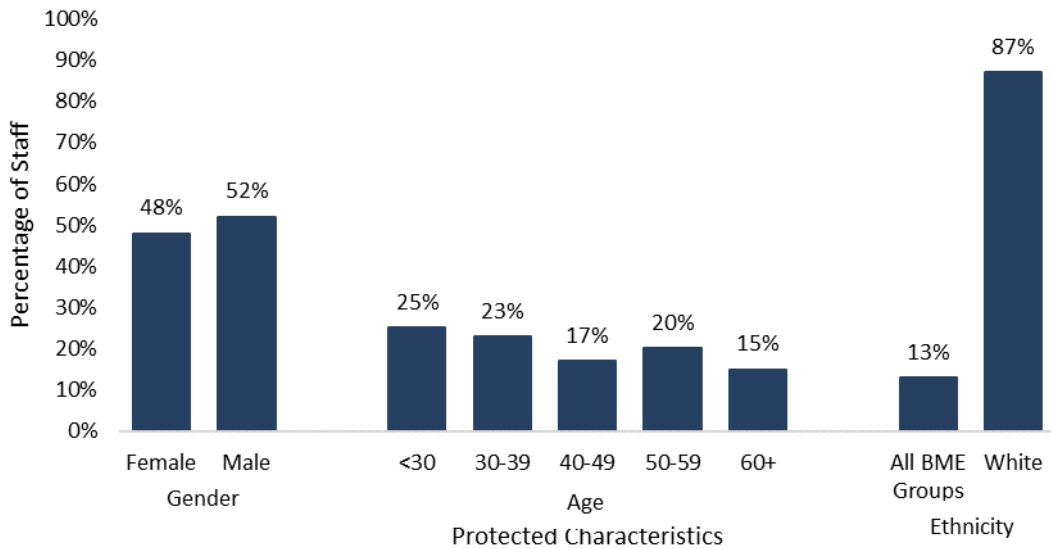
Note: Disability breakdowns are not shown due to low declaration rates

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.

Up to 2018/19, 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 End of Year (EoY). From 2018/19 onwards, a new performance management system has been introduced in MoJ (excluding HMPPS). This new system does not award appraisal rating categories. Therefore, appraisal ratings for MoJ (excluding HMPPS) are not reported on for 2018/19 in this report. Data relating to previous years' appraisal ratings can be found in previous years' versions of the Workforce Monitoring Report.

For HMPPS, data on staff appraisal rating categories can be found in the 2018/19 HMPPS Staff Equalities Report[13].

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

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[13] The HMPPS 2018/19 staff equalities report can be found at
https://www.gov.uk/government/collections/hmpps-annual-staff-equalities-report

Sick absence

In 2018/19 there was an average of 8.6 working days lost (AWDL) per staff member in this year due to sickness absence. Overall, there was no change compared to the previous year as AWDL was also 8.6 in 2017/18. There were differences among staff from different protected characteristic groups in terms of the AWDL.

Sickness absence by gender

In 2018/19, sickness absence was slightly higher among female staff at 8.7 AWDL, compared to male staff at 8.5 AWDL (Figure 12).

Sickness absence by age

Sickness absence increased with staff age, based on 2018/19 data. The AWDL were lower among those aged <30 and 30-39 (6.7 and 7.2 AWDL respectively) than among those in the older age categories of 40-49 and 50-59 (8.6 and 10.1 AWDL respectively). Staff aged 60+ had 11.5 AWDL due to sickness in 2018/19 (Figure 12).

Sickness absence by ethnicity

Of those with sickness absence, the declaration rate for ethnicity was 75% in 2018/19. Of those who declared their ethnicity, sickness absence was slightly higher for BME staff (8.9 AWDL) compared to White staff (8.7 AWDL) (Figure 12).

Sickness absence by disability

In 2018/19, of those with a sickness absence the declaration rate for disability status was 61%. Of those who declared their disability status, AWDL was 16.4 among staff with a declared disability compared to 7.6 AWDL for staff who were declared non-disabled (Figure 12).

See accompanying Table 5 in Annex A.

Figure 12: AWDL by protected characteristics in MoJ, in 2018/19
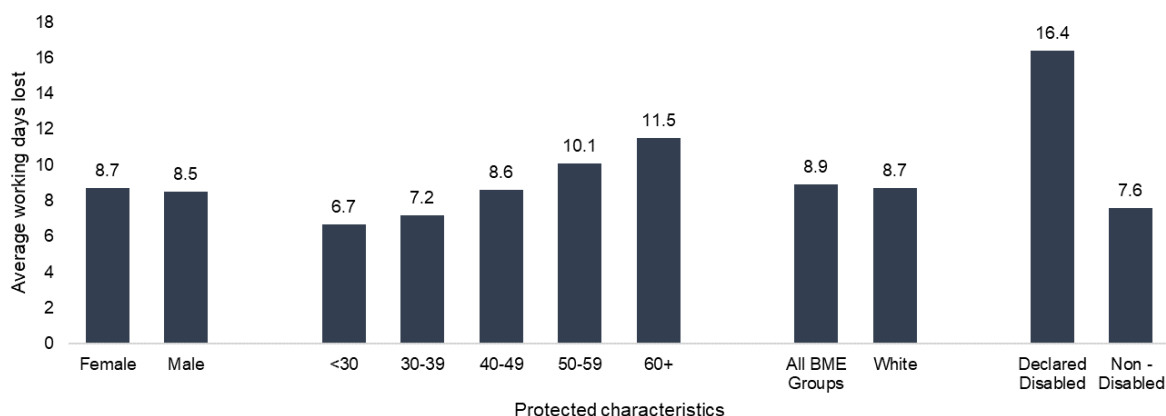
Temporary promotions

> **Revision**
>
> Access to additional information has allowed us to include National Probation Service temporary promotions figures for the first time in 2018/19, and to revise the figures for 2017/18 to include the NPS temporary promotions in this year.

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 2019, 6.8 per 100 of MoJ staff were provided TRA; an increase since March 2018 when the rate was 6.0 per 100 staff.

TRA by gender

As at March 2019, slightly higher proportions of male staff were awarded TRA; 7.3 in 100 staff, compared to 6.3 in 100 female staff. This is a slight increase in difference from last year (March 2018), where the proportions of staff being awarded TRA were 6.5 in 100 male staff and 5.7 in 100 female staff.

TRA by age

Staff in age categories 30-39 and 40-49 were more likely to be awarded TRA than staff in other age categories; as at March 2019, 9.4 per 100 staff in 30-39 and 7.9 per 100 staff in the 40-49 age categories were awarded TRA, compared to 6.3 per 100 staff in the <30 category, 5.3 per 100 staff in the 50-59 age category and only 2.1 per 100 staff in the 60+ category. This pattern was has remained broadly consistent since March 2015.

TRA by ethnicity

Of those awarded TRA, the declaration rate for ethnicity was 86%. Of those who declared their ethnicity, there were similar proportions of White (7.5 per 100 staff) as BME staff (7.2 per 100 staff) awarded TRA as at March 2019. This is a closing of the gap between the groups compared to March 2018. (Figure 13)

Figure 13: Temporary responsibility allowance by ethnicity in MoJ, as at March 2015 to 2019
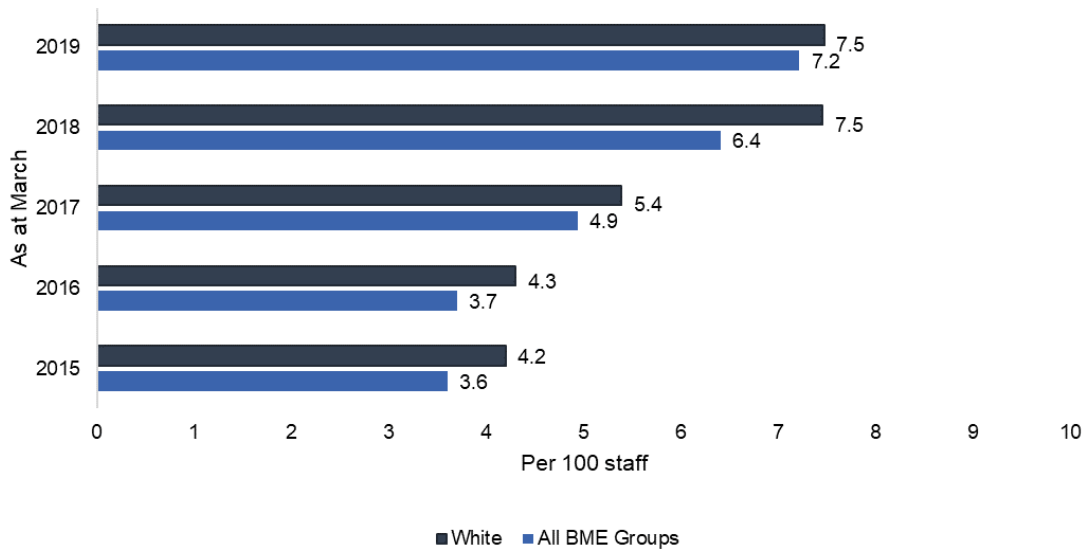

TRA by disability

Of those awarded TRA, the declaration rate for disability status was 71%. Of those who declared their disability status, TRA was awarded to 6.0 per 100 declared disabled staff and 7.7 per 100 declared non-disabled staff, similar to the gap in March 2018. (Figure 14)

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

Figure 14: Temporary responsibility allowance by disability in MoJ, as at March 2015 to 2019
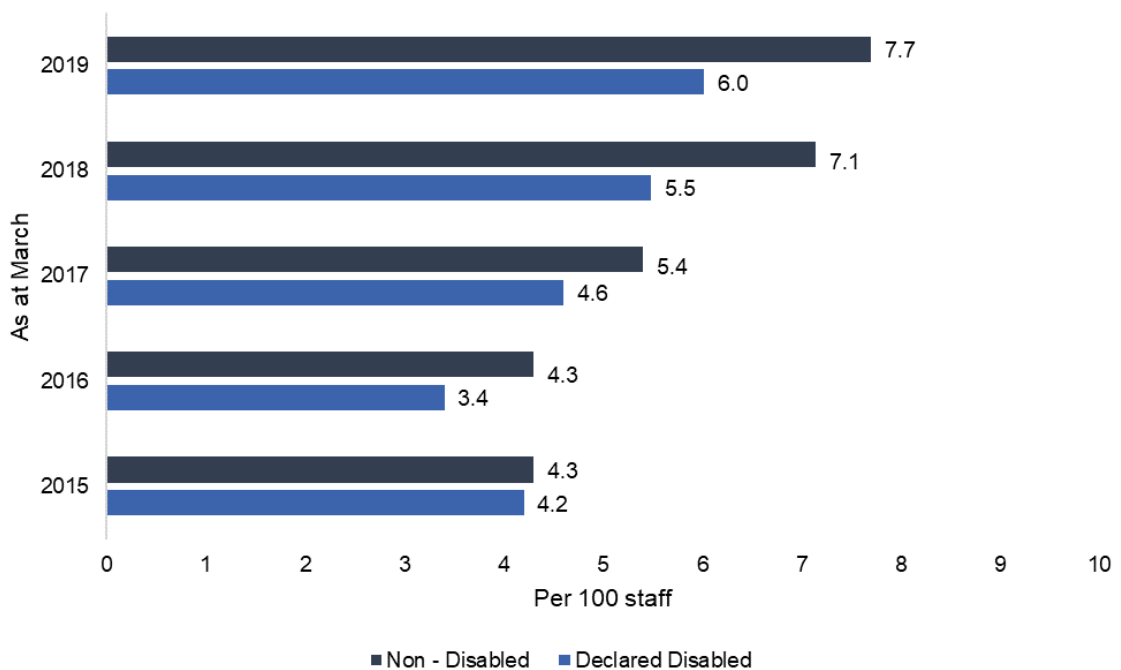
TRA by Religion

Of those awarded TRA, the declaration rate for religion was above the 60% threshold in March 2019, at 62%. Of those who declared, TRA was awarded to 7.3 per 100 staff who declared a religion and 8.4 per 100 staff who declared No Religion (Figure 15).

Figure 15: Temporary responsibility allowance by religion in MoJ, as at March 2019
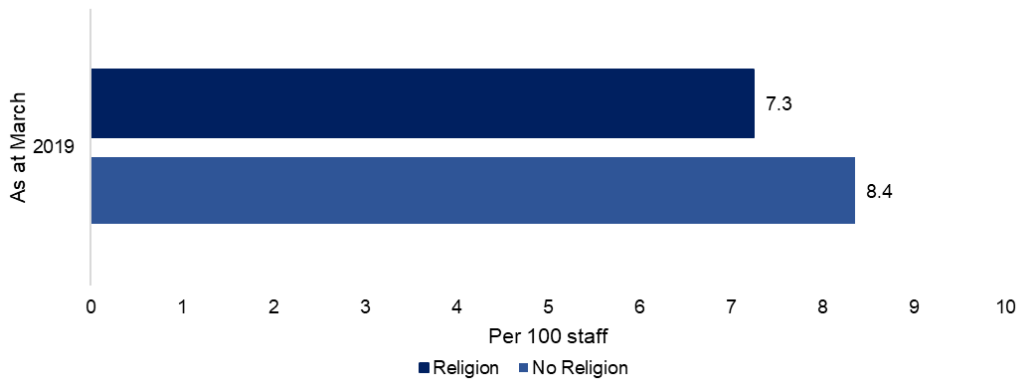
TRA by Sexual Orientation

Of those awarded TRA, the declaration rate for sexual orientation was above the 60% threshold in March 2019, at 64%. Of those who declared sexual orientation, TRA was awarded to 9.4 per 100 lesbian, gay, bisexual and other staff compared to 7.6 per 100 heterosexual/straight staff (Figure 16).

Figure 16: Temporary responsibility allowance by sexual orientation in MoJ, as at March 2019
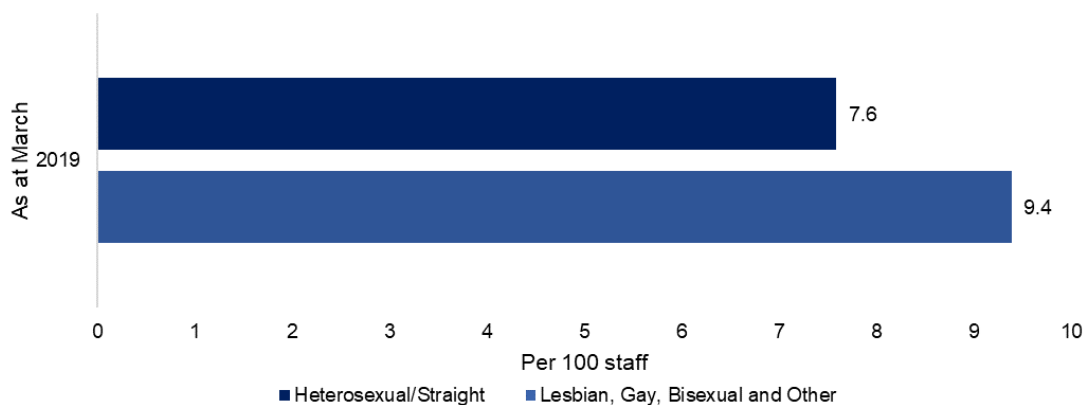
Special bonuses

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 bonus payments over the course of the year 2018/19. SCS staff are not included as they have a separate bonus system.

In 2018/19 a new performance management system has been 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. As such, data reporting has been split this year into HMPPS and MoJ (excluding HMPPS).

HMPPS

In 2018/19, the rate of bonuses awarded was 3.0 per 100 staff. This is a decrease from the previous year when it was 4.0 per 100 staff. The average bonus in 2018/19 was £915 compared to £919 in 2017/18.

Bonuses by gender

In 2018/19, the rate of bonuses was higher for males, at 3.2 per 100 staff, than females at 2.6 per 100 staff. The average bonus value was higher for males (£1,025) than females (£765). (Figure 17)

Bonuses by age

In 2018/19, staff in age category 40-49 had the highest rate of bonuses at 4.2 per 100 staff, with the average value of bonuses for this age group being £909. The staff in age category <30 had the highest average value of bonuses at £1,018 per award but the lowest rate of award with 1.4 per 100 staff. The 30-39 and 50-59 age categories had rate of bonuses at 2.9 per 100 staff and 3.4 per 100 staff respectively, although the higher value average bonuses went to the older of the two categories (£951 compared with £838). Staff in the eldest (60+) category had the second lowest rate and values of bonuses at 1.7 per 100 staff and £872 per award (Figure 17)

Bonuses by ethnicity

In 2018/19, there were higher rates of bonuses awarded to BME staff than White staff (4.3 and 3.5 respectively per 100 staff). The average bonus value per award was higher for BME staff (£1,310) than White staff (£852). (Figure 17)

Bonuses by disability

In 2018/19, declared disabled staff had a lower rate of bonuses awarded than declared non-disabled staff (2.7 per 100 staff compared to 3.8 per 100 staff). The average bonus value per award was higher for declared non-disabled staff at £891 compared with £831 for declared disabled staff. (Figure 17)

Bonuses by grade

In 2018/19, 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 1.9 bonuses per 100 staff to G7/6 who were awarded 27.0 bonuses per 100 staff. For those staff in unknown grades (which are primarily NPS grades), only 0.5 bonuses per 100 staff were awarded. The average bonus amount was similar for AA/AO (£1,112) and G7/6s (£1,122) but lower for EO/HEO/SEO (£748) and unknown grades (£662).

See accompanying Tables 4a and 4b in Annex A.

Figure 17: Special bonuses by protected characteristics in HMPPS, in 2018/19
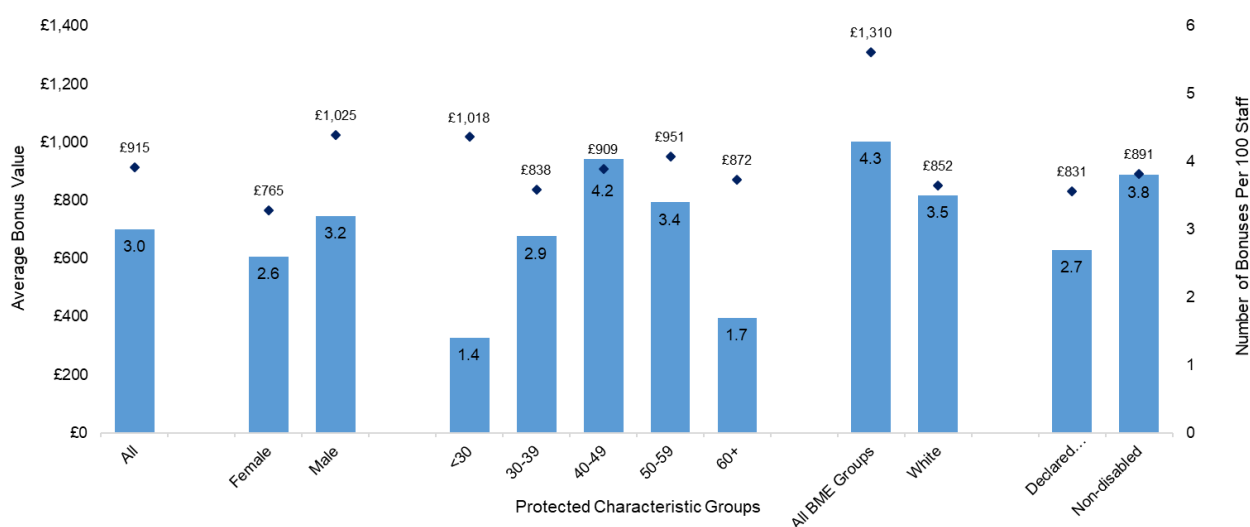
MoJ (excluding HMPPS)

As stated previously, as of 2018/19 MoJ (excluding HMPPS) now uses a performance management system that makes greater use of non-consolidated reward and recognition (both special bonuses and vouchers) on a regular basis throughout the year. The figures discussed in this section relate to overall rates of rewards (encompassing both bonuses and vouchers). Figures relating to specifically bonuses or specifically vouchers can be found in the charts at the end of this section (Figures 19 and 20) and the accompanying tables.

In 2018/19, the rate of staff receiving rewards per 100 staff was 69.4. The average value of reward in 2018/19 was £344.

Rewards by gender

In 2018/19, the rate of rewards was similar between females and males, at 69.6 per 100 staff and 69.2 per 100 staff respectively. The average reward value was higher for males (£376) than females (£328). (Figure 18)

Rewards by age

In 2018/19, the rate of rewards per 100 staff in the age categories 30-39, 40-49 and 50-59 were similar (71.4, 72.5 and 71.4 respectively). There was a small level of variation between the average value of reward (£366, £387 and £347 respectively). The <30 and 60+ age groups both had a lower rate of reward per 100 staff (63.0 and 62.0 respectively), with the <30 group having the second lowest average reward value at £308 and the 60+ group having the lowest average reward value at £220. (Figure 18)

Rewards by ethnicity

In 2018/19, the rate of rewards for staff from BME backgrounds was slightly lower than for White staff (68.7 and 72.9 respectively per 100 staff).The average reward value was also higher for White staff (£363) than BME staff (£300). (Figure 18)

Rewards by disability

In 2018/19, declared disabled staff had a lower rate of rewards than declared non-disabled staff (67.3 per 100 staff compared to 72.8 per 100 staff). The average reward value was lower for declared disabled staff at £275 compared with £358 for declared non-disabled staff. (Figure 18)

Rewards by religion

In 2018/19, there was a lower rate of rewards awarded to staff who declared a religion than staff who declared No Religion (72.9 and 74.1 respectively per 100 staff).The average reward value was higher for staff who declared No Religion (£387) than for staff who declared a religion (£342). (Figure 18)

Rewards by sexual orientation

In 2018/19, there was a slightly lower rate of rewards awarded to lesbian, gay, bisexual and other staff than heterosexual/straight staff (72.3 and 73.3 respectively per 100 staff). The average reward value was higher for lesbian, gay, bisexual and other staff (£403) than heterosexual/straight staff (£354). (Figure 18)

Rewards by grade

In 2018/19, there were some differences between the grades in terms of rate of rewards per 100 staff. 66 per 100 AA/AO staff received a reward, 75 per 100 EO/HEO/SEO staff received a reward and 67 per 100 G7/6 staff received a reward. The average reward value increased with seniority with AA/AO at £194, EO/HEO/SEO at £449 and G7/6s at £767.

See accompanying Tables 4c and 4d in Annex A for further details.

Figure 18: Rewards (both bonuses and vouchers) by protected characteristics in MoJ (excluding HMPPS), in 2018/19
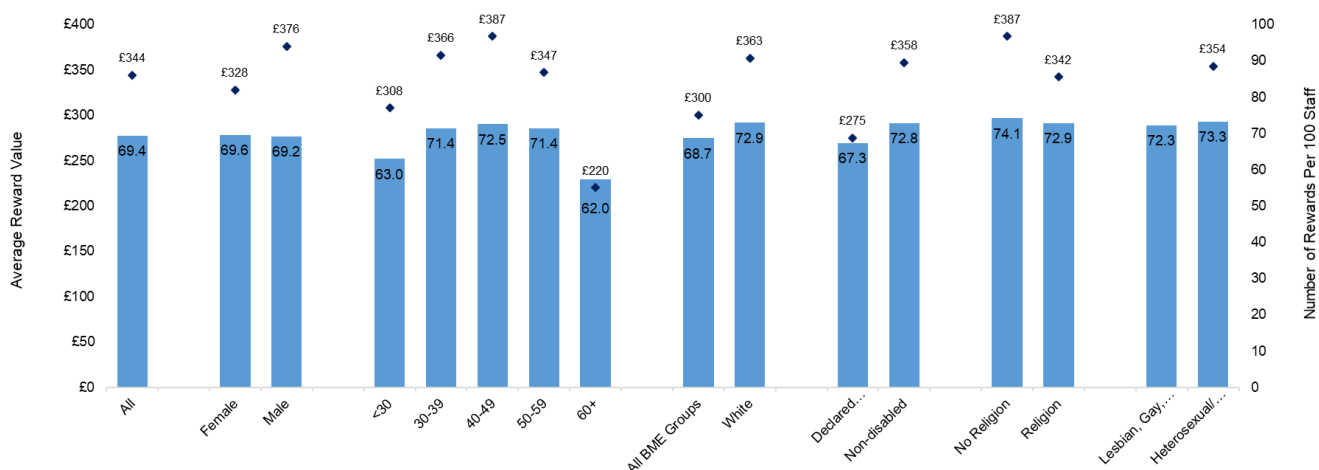

Figure 19: Bonuses by protected characteristics in MoJ (excluding HMPPS), in 2018/19
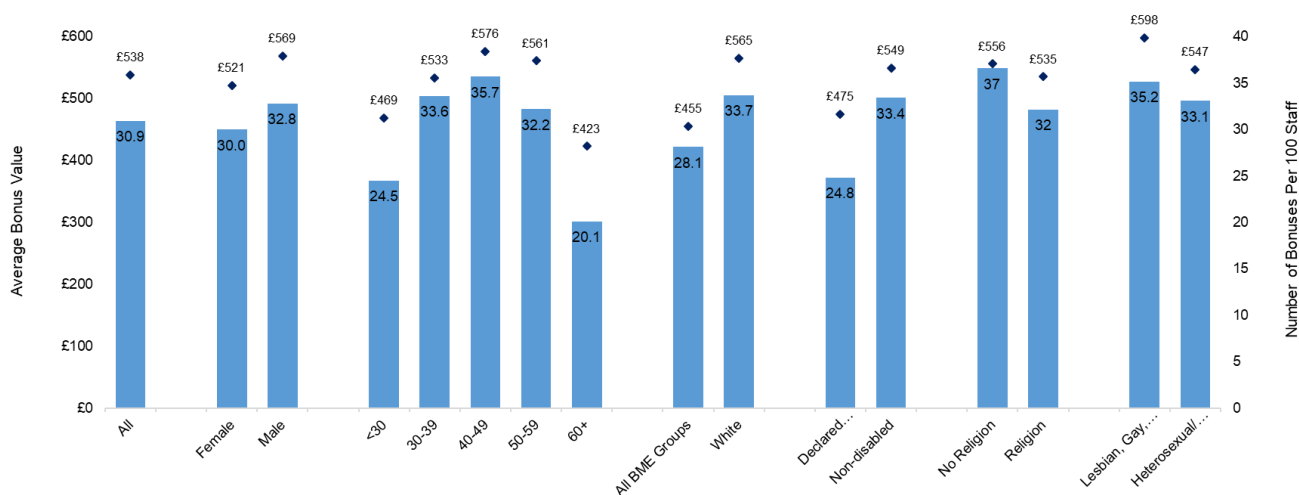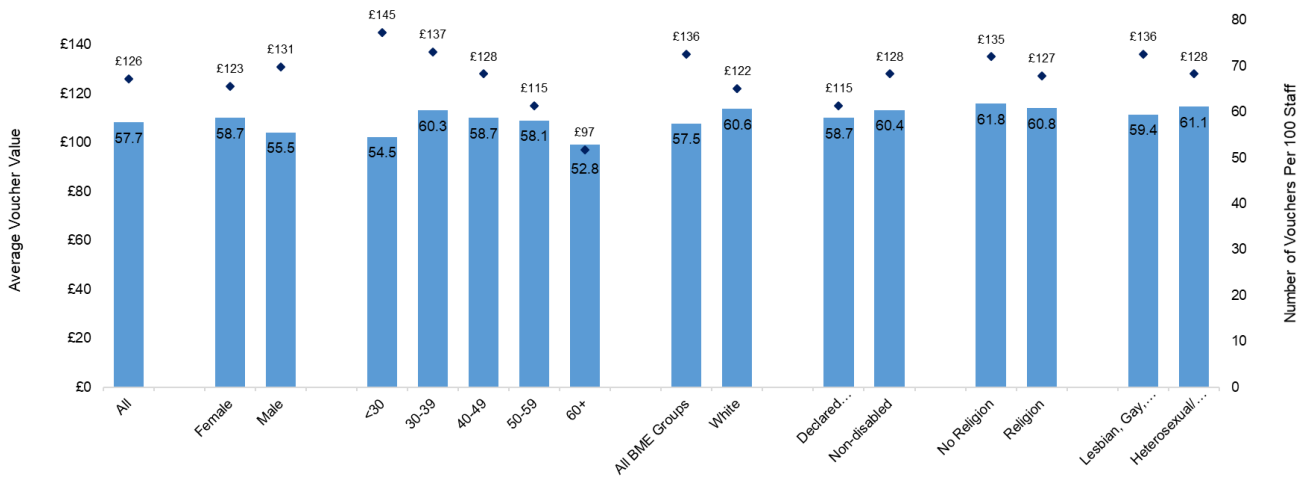
Figure 20: Vouchers by protected characteristics in MoJ (excluding HMPPS), in 2018/19
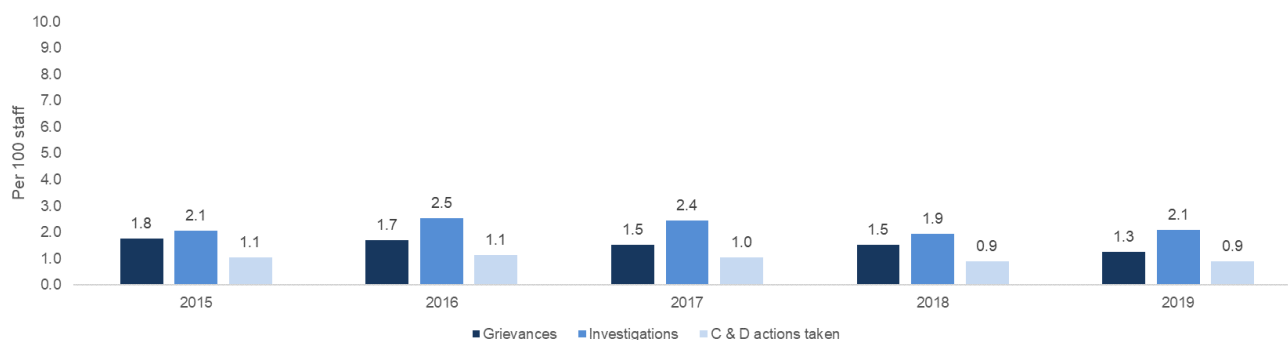
Complaints

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 2018/19 the rate of *grievances* raised was 1.3 per 100 staff, the rate of *investigation* cases was 2.1 per 100 staff and the rate of *conduct and discipline* actions was 0.9 per 100 staff. The rate of grievances has been declining since 2015. The rate of investigations peaked in 2016 before falling to lower rates in 2017 and 2018, and in 2019 has shown a slight increase. The rate of conduct and discipline cases has fallen slightly since 2015 (Figure 21).

Figure 21: Grievances, investigations and conduct and discipline cases, 2015 to 2019
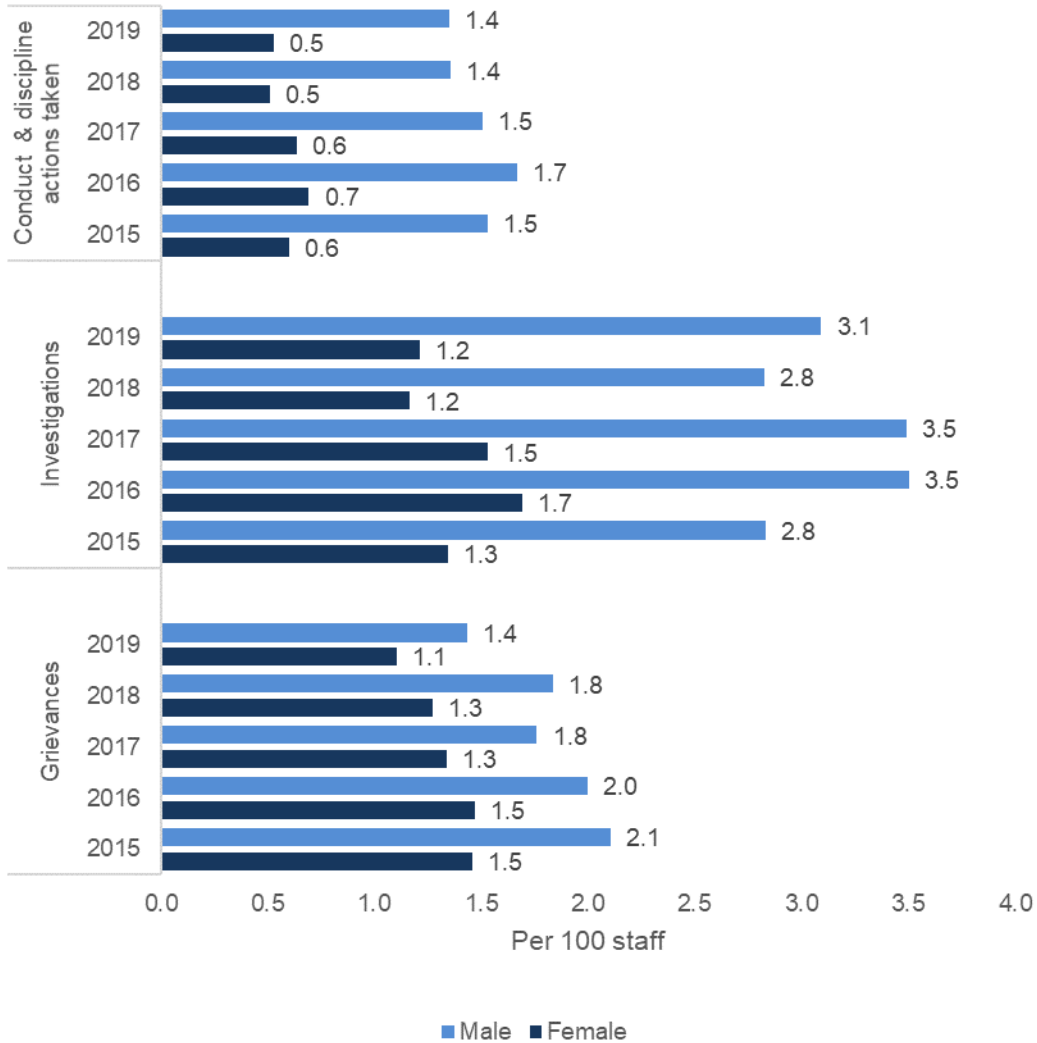

Complaints by gender

For all three categories, male staff were more likely to raise a complaint than female staff; a finding that has been observed since March 2015.

In 2018/19, *grievances* were raised by 1.4 per 100 staff for males compared to 1.1 per 100 staff for females. *Investigation* cases involved 3.1 per 100 staff for males compared to 1.2 per 100 staff for females; and *conduct and discipline* actions involved 1.4 per 100 staff for males compared to 0.5 per 100 staff for females (Figure 22).

Trend data for males shows that between 2014/15 and 2018/19 there was an increase in the rate of *investigations* in 2015/16 and 2016/17 before decreasing again. The rate of *grievances* has fallen since 2015, while the rate of *conduct and discipline actions* has decreased slightly. For females, in the same period the rate of *conduct and discipline*

actions and *grievances* fell slightly, while the rate of *investigations* peaked in 2015/16, then decreased again (Figure 22).

Figure 22: Complaints by gender 2015 to 2019

Complaints by age

In 2018/19 the rate of *grievances* raised increased with age, with the exception of staff in the oldest age category 60+ who raised fewer cases per 100 staff. *Grievances* were raised by 0.8 per 100 staff in age category <30 compared to 1.6 per 100 staff in age category 50-59 and 1.2 per 100 staff in age categories 60+. A similar pattern by age was observed in previous years.

In 2018/19 *investigations* were most prevalent in age categories <30 (3.0 per 100 staff) and 30-39 (2.3 per 100 staff). This is a change from previous years, in which the <30 and 40-49 had the highest rate per 100 staff of investigations.

In 2018/19 for *conduct and disciplinary* actions, there were relatively similar rates across the age categories ranging from 0.8 per 100 staff in the 50-59 and 60+ age categories to

1.2 per 100 staff in the <30 age category. These rates have remained fairly stable since 2014/15.

Complaints by ethnicity

In 2018/19, of those who declared their ethnicity, BME staff had a slightly higher rate of *grievances* raised (1.4 compared with 1.3 per 100 White staff), a similar rate of *conduct and disciplinary actions* (0.9 per 100 BME staff and 0.9 per 100 White staff), and a lower rate of *investigations* (1.8 per 100 staff) than White staff (2.0 per 100 staff) (Figure 23).

The rate of *grievances* raised by both BME and White staff has decreased since 2017/18. The rate of *conduct and disciplinary actions* involving BME staff has decreased from 1.6 per 100 staff in 2015/16 to 0.9 per 100 staff in 2018/19. Over the same period the rate for White staff has decreased from 1.1 to 0.9 per 100 staff. The rate of *investigations* has fallen for BME staff over the last year, from 2.3 per 100 staff in 2017/18 to 1.8 per 100 staff in 2018/19, but has increased slightly for White staff from 1.9 per 100 staff to 2.0 per 100 staff (Figure 23).

Figure 23: Complaints by ethnicity 2015 to 2019
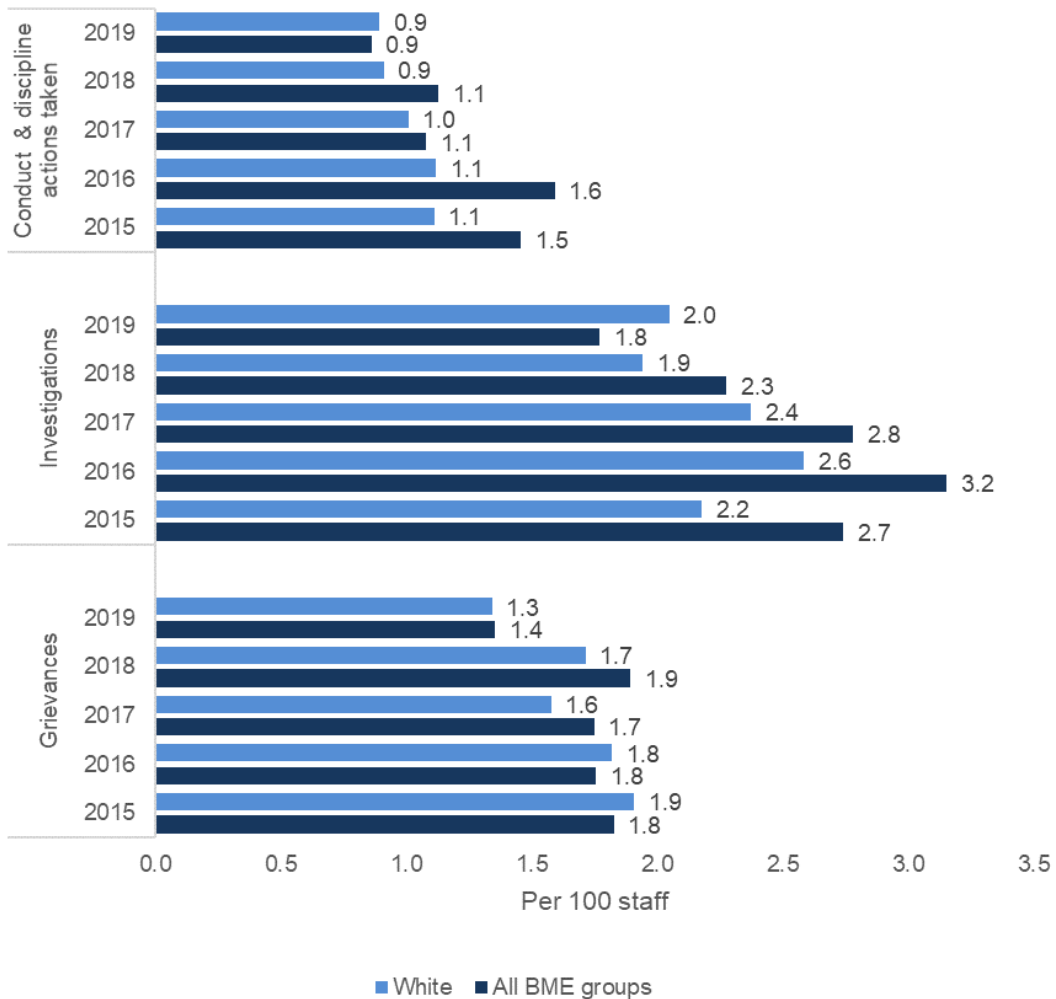
Complaints by disability

In 2018/19, 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 57% for those involved in *investigations* to 62% for those who have raised a *grievance*. Therefore, the rates for *investigations* and *conduct and disciplinary actions* given below should be considered indicative only.

The rate of *grievances* was 3.3 per 100 declared disabled staff compared to 1.1 per 100 declared non-disabled staff (Figure 24).

The rate for *investigations* was 2.3 per 100 declared disabled staff compared to 2.0 per 100 declared non-disabled staff (Figure 24).

The rate for *conduct and disciplinary* actions was 1.1 per 100 declared disabled staff compared to 0.9 per 100 declared non-disabled staff (Figure 24).

The higher rates for disabled staff reflects a pattern seen in previous years. See accompanying Tables 6a and 6b in Annex A.

Figure 24: Complaints by disability status, 2015 to 2019
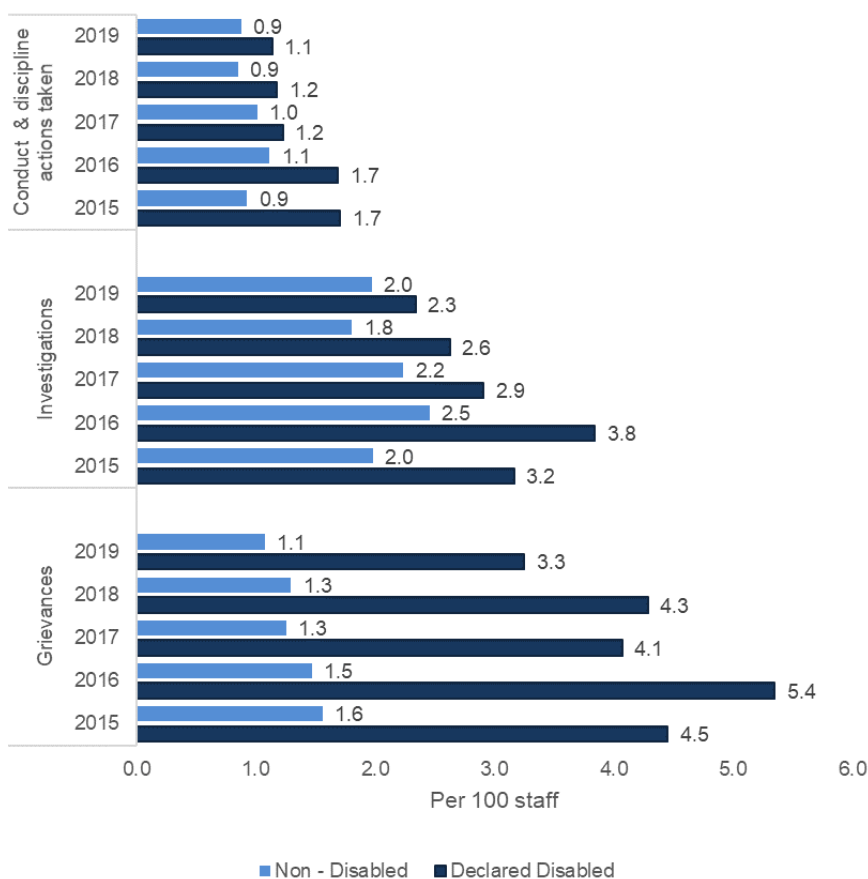
Promotions

A promotion is a permanent move to a higher grade gained through an internal process and excludes those promoted from another government department. In HMPPS it excludes Operational Support Grades moves to prison officers (classified as a conversion rather than promotion) but does include OSG moves to other roles at a higher pay band. 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 2018/19, 5.1% of MoJ staff, or 3,740 individuals were promoted.

Promotions by gender

In 2018/19 a higher proportion of female staff were promoted; 5.4 in 100 staff, compared with 4.7 in 100 male staff. There were more female than male staff promoted in all grades apart from G7/6 where 3.5 per 100 male staff were promoted compared to 2.7 per 100 female staff and the SCS (1.4 per 100 male staff were promoted compared with 0.7 per 100 female staff).(Figure 25)

Promotions by age

In 2018/19 the number of promotions per 100 staff decreased with age, and the under 30 category and the 30-39 age category had the highest rates, 7.2 and 7.4 promotions per 100 staff respectively. The group who had the lowest rate of promotions was the over 60 category, in which 0.9 people per 100 staff were promoted. (Figure 25)

Promotions by ethnicity

Of those who were promoted, the declaration rate for ethnicity was 83%. Of those who declared their ethnicity, a slightly lower proportion of BME staff were promoted (5.7 per 100 staff) than White staff (5.9 per 100 staff). This pattern was not consistent by grade – the rate was higher for BME staff at AA/AO grades, with a rate of 6.1 per 100 staff for BME staff versus 5.4 per 100 staff for White staff, whereas for the middle grades

(EO/HEO/SEO) the rate was higher for white staff where the rates were 7.7 per 100 staff for white staff and 6.1 per 100 for BME staff)[14]. (Figure 25)

Promotions by disability

Of those who were promoted, the declaration rate for disability status was 70%. Of those who declared their disability status, there was a lower proportion of declared disabled staff who were promoted (5.2 per 100 staff) compared to declared non-disabled staff (6.1 per 100 staff). This was also true in the AA/AO grades, but for the EO/HEO/SEO grades the rate of promotion for declared disabled staff was similar to the rate for non-disabled staff (7.6 per 100 declared disabled staff compared with 7.8 per 100 for non-disabled staff). (Figure 25).

Promotions by religion

Of those who were promoted, the declaration rate for religion was 62%. Of those who declared, a slightly lower proportion of staff who declared a religion were promoted (7.1 per 100 staff) than staff with no religion (8.6 per 100 staff) (Figure 25).

Promotions by sexual orientation

Of those who were promoted, the declaration rate for sexual orientation was 63%. Of those who declared, a higher proportion of Lesbian, Gay, Bisexual and Other staff were promoted (8.7 per 100 staff) than Heterosexual/straight staff (7.5 per 100 staff). (Figure 25).

See accompanying Tables 7a and 7b in Annex A.

Figure 25: Rate of promotions per 100 staff for protected characteristics, in 2018/19


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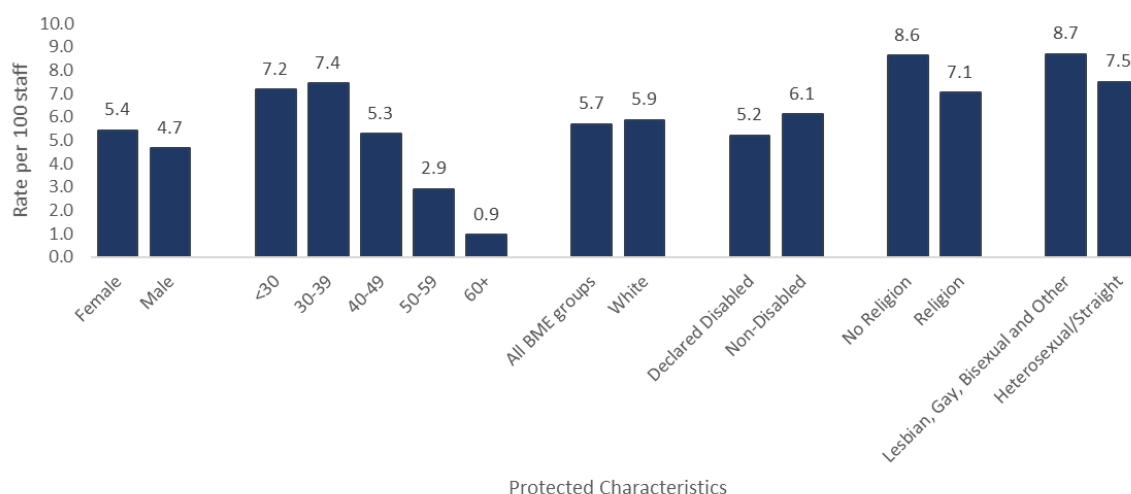
[14] Other grades are not commented on here as they have been suppressed for reasons of data protection, or for reasons of secondary suppression to prevent disclosure in cases where totals would reveal suppressed values.

Promotions by Grade

There were large variations in the proportions of staff promoted by grade. The lowest rate was in the G7/6 grade, with only 3.1 per 100 staff promoted, compared with the highest of EO/HEO/SEO with 7.2 per 100 staff.(Figure 26).

Figure 26: Promotions by ethnicity by Grade, in 2018/19
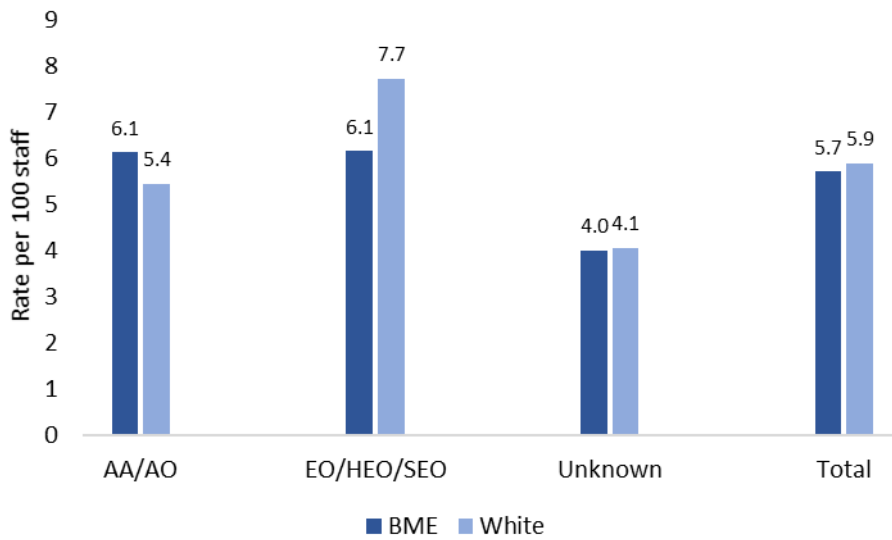
Notes and definitions

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, CICA[15], LAA, OPG and HMPPS[16].

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 2019, of the 52,623 staff in HMPPS (on a headcount basis) there were 144 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 2019 (referred to as 'at March 2019', as well as summary statistics covering the period from 1 April 2018 to 31 March 2019 (referred to as '2018/19').

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.

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[15] CICA became a separate Business Group in May 2016.
[16] HMPPS replaced National Offender Management Service (NOMS) in April 2017.

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.

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 disabled 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 and 2018/19 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, 82% of staff are in grades AA to SEO and 15% in 'unknown' (where grade information in 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:

https://www.gov.uk/government/publications/ministry-of-justice-workforce-monitoring-report-2018-to-2019

Annex B

Annex B: HMPPS Annual Staff Equalities tables:

https://www.gov.uk/government/collections/hmpps-annual-staff-equalities-report