



Food Standards Agency

Diversity Report 2018

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1. Who we are

We are an independent Government department working across England, Wales and Northern Ireland to protect public health and consumers' wider interests in food. We make sure that food is safe and what it says it is.

Our strategy, Food We Can Trust 2015-2020, focuses on our purpose and mission. It's our job to use our expertise and influence so people can trust that the food they buy and eat is safe and honest. Our strategy recognises that there are growing challenges around food safety, affordability, security and sustainability. Our strategy outlines our purpose and responsibilities, and the roles and responsibilities of others, in meeting these challenges.

2. Scope of the 2018 report

The Equality Act 2010 places a 'general Equality duty' on public sector organisations to:

- eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

The 'specific duties' within the Act place a requirement on Public Sector bodies to 'publish information to demonstrate their compliance with the general Equality duty by 31 January 2012, and at least annually thereafter'.

This report presents a high-level summary and overview of equality data, including workforce profiles and monitoring data / information for employment activities.

It relates to the Food Standards Agency (FSA) as an employer. Staff not paid directly by FSA are not included in the analysis, nor are agency staff/contractors.

It has been produced using data held in the FSA's iHR system unless otherwise stated. Diversity declarations are made through self-service.

The information presented covers the period 1 November 2017 to 31 October 2018. Any exceptions to this date period are highlighted accordingly.

The report covers a snapshot of data as at 31 October 2018 with a staff headcount of 1054.

Percentages have been rounded to the nearest 1 percentage point; this means that percentages may not always sum to rounded 100% totals.

3. Introduction

At the FSA we commit to be a workplace where everyone feels that:

- we can be ourselves;
- our unique contribution is recognised, respected, and valued;
- we achieve a healthy work life balance;
- we can find meaning in our work;
- we belong and there is space for us to grow.
- we serve each part of the community in a way that reflects its needs.

Underpinning these commitments are our ASPIRE values.

These will play a key part in driving this vision, delivering our people strategy and making our diverse and inclusive culture a reality for everyone.

Accountable - We take responsibility for our actions and can hold each other to account

Supported - We have the skills, tools and support to carry out our roles effectively

Professional - We are competent and confident in our ability to deliver to the highest professional standards

Innovative - We are agile, dynamic and progressive in our approach to delivering outcomes

Resilient - We adapt quickly and effectively to fast-paced change

Empowered - We can take the initiative and make decisions that improve business delivery

In 2018 we published our diversity and inclusion strategy and are fully committed to playing our role in supporting and delivering the Civil Service diversity and inclusion strategy [A Brilliant Civil Service: becoming the UK's most inclusive employer](#).

Our diversity and inclusion strategy commits the FSA to:

- attracting and retaining a diverse workforce
- championing inclusivity across our leadership and management community
- developing and supporting staff networks in strengthening our diverse and inclusive culture

4. Progress in 2018 and moving forward in 2019

- Published our diversity and inclusion strategy out how we will become a truly diverse and inclusive employer.
- Created a Diversity Council, chaired by our Chief Executive with representation from across the organisation and our staff networks, it will ensure we deliver our commitments under our diversity and inclusion strategy.
- Launched a new performance management system in April 2018.
- Published our second [gender pay gap report](#) detailing mean and median pay gaps between male and female employees as at 31 March 2018.

5. Our people – facts and figures

5.1. FSA Workforce profile

As at 31 October 2018, there were 1096 permanent and temporary employees in the FSA. This is an increase of 42 employees from 31 October 2017.

5.2. Grade profile

A breakdown of staff by grade along with the previous six years is shown below.

Grade	2012	2013	2014	2015	2016	2017	2018
AO	42	43	42	26	24	11	9
EO	715	692	648	547	513	449	442
HEO / SEO	420	420	391	392	392	427	455
Grade 7 / 6	126	128	139	137	134	147	169
SCS	20	21	20	17	14	20	21
Total	1323	1304	1240	1119	1077	1054	1096

The FSA is becoming more senior in grade. The percentage of civil servants working at grade HEO and above is now 58.9%, up from 42.8% in 2012. The percentage of civil servants working in the most junior grades (AO/EO) has fallen every year since 2012, from 57.2% to 41.1%. The percentage of civil servants working in grades 6 and 7 has increased to 17.3% from 11.0% in 2012.

Grade	2012	2013	2014	2015	2016	2017	2018
AO	3.2%	3.3%	3.4%	2.3%	2.2%	1.0%	0.8%
EO	54.0%	53.1%	52.3%	48.9%	47.6%	42.6%	40.3%
HEO / SEO	31.7%	32.2%	31.5%	35.0%	36.4%	40.5%	41.5%
Grade 7 / 6	9.5%	9.8%	11.2%	12.2%	12.4%	13.9%	15.4%
SCS	1.5%	1.6%	1.6%	1.5%	1.3%	1.9%	1.9%

5.3. Age profile

Analysis of our overall age profile shows the following breakdown of staff:

Age	AO	EO	HEO/SEO	G7/6	SCS
Under 35	4	20	76	9	0
35 – 49	3	139	222	86	5
50 – 64	3	274	124	51	15
Over 65	1	16	5	1	0
Total	11	449	427	147	20

The number of under 35s has increased by 2.7 percentage points reversing a long-term decline in the proportion of staff in this age band however, a reduction in the proportion of 35-49 years olds (a fall of 3.1 percentage points) means that as in previous years, overall representation of the workforce aged 49 and below has decreased and for employees aged 50 and above has increased.

Age	2012	2013	2014	2015	2016	2017	2018
Under 35	13.2%	12.8%	12.7%	12.5%	11.0%	10.3%	13.0%
35 – 49	50.4%	48.1%	47.0%	45.2%	44.3%	43.2%	40.1%
50 – 64	34.9%	37.5%	38.8%	40.6%	42.9%	44.3%	44.4%
Over 65	1.40%	1.60%	1.50%	1.70%	1.90%	2.2%	2.5%

5.4. Gender

Male employees numbered 688 representing 62.8% of our overall workforce and 408 female employees representing 37.2% of our overall workforce. The number of females employed increased by 44 which is a 12% increase from 2017. Male headcount remained almost static (+2). The primary reason for the gender imbalance is that Meat Hygiene Inspection is a male-dominated profession (91% being male). The proportion of Meat Hygiene Inspectors as a percentage of the workforce fell from 36% to 32% in 2018.

Gender	2012	2013	2014	2015	2016	2017	2018
% Female	31.3%	32.4%	33.1%	32.5%	32.3%	34.5%	37.2%
% Male	68.7%	67.6%	66.9%	67.5%	67.7%	65.5%	62.8%

Female representation at EO grade has increased from 2017. It rose by 2.8 percentage points and is now at its highest level since reporting started in 2012. For the first time since 2014, female employees are the majority at HEO / SEO grades. Representation of females at grades 6 and 7 is at its highest to date, increasing by 4.7 percentage points to 46.2%. At Senior Civil Service (SCS) grade there was a further decrease of 11.2 percentage points and the proportion of females in SCS is at its lowest level since reporting started in 2012.

Gender	AO	EO	HEO/SEO	G7/6	SCS
% Female	77.8%	19.5%	51.0%	46.2%	23.8%
% Male	22.2%	80.5%	49.0%	53.8%	76.2%

5.5. Disability

There were 845 employees (77.1%) who declared their disability status (either as having or not having, a disability). The remaining 251 employees (22.9%) have not declared. The reduction in declarations (down 2.5 percentage points) is due to the number of new starters choosing not to disclose this information.

7.9% of staff who declared their disability status stated they had a disability. This was up from 6.7% in the previous year.

Disability status	2012	2013	2014	2015	2016	2017	2018
% Disabled	5.1%	5.6%	6.1%	7.0%	6.9%	6.7%	7.9%
% Not disabled	94.9%	94.4%	93.9%	93.0%	93.1%	93.3%	92.1%
% Unknown	7.3%	9.7%	11.9%	16.9%	18.2%	20.4%	22.9%

All grades saw an increase in declared disability however these increases were lower than increases in non-declarations.

Disability status	AO	EO	HEO/SEO	G7/6	SCS
% Disabled 2017	11.1%	7.6%	5.3%	6.7%	0.0%
% Disabled 2018	14.3%	8.4%	7.6%	6.9%	7.1%
% Not disabled 2017	88.9%	92.4%	94.7%	93.3%	100%
% Not disabled 2018	85.7%	91.6%	92.4%	93.1%	92.9%
% Unknown 2017	18.2%	8.9%	28.8%	29.3%	35.0%
% Unknown 2018	22.2%	11.3%	31.2%	31.4%	33.3%

There continues to be a lack of progression for disabled staff towards the SCS with the percentage of staff who have declared a disability at Grade 7 at 6.3%, falling to 5.0% at Grade 6. Where data has been declared, the group with the highest percentage of staff reporting a disability was the 'Under 35' age group (14.3%).

However, this age group was the highest group for not making a disability declaration (54.9%).

5.6. Ethnicity

The figures show 92.2% of the workforce had declared their ethnicity and of those who had made a declaration 11.6% of staff were from an ethnic minority background. This is first increase in ethnic minority representation since 2015. Of the 11.6% of staff from an ethnic minority background the largest groups are Black African (20.5%) and Asian Indian (17.1%).

Ethnicity	2012	2013	2014	2015	2016	2017	2018
% Ethnic minority	8.4%	9.2%	10.5%	12.1%	11.2%	10.7%	11.6%
% Non-ethnic minority	91.6%	90.8%	89.5%	87.9%	88.8%	89.3%	88.4%
% Unknown	7.9%	8.7%	9.4%	8.0%	8.3%	8.0%	7.8%

Each grade band except for SCS saw an increase in the percentage of staff from an ethnic minority background. No current SCS are from an ethnic minority background and looking at the pipeline to SCS – the percentage of ethnic minority staff at Grade 7 is 10.2% but this falls to 7.7% at Grade 6.

Ethnicity	AO	EO	HEO/SEO	G7/6	SCS
% ethnic minority 2017	27.3%	7.5%	15.4%	8.2%	5.0%
% ethnic minority 2018	37.5%	7.9%	16.0%	9.7%	0.0%
% non-ethnic minority 2017	72.7%	92.5%	84.6%	91.8%	95.0%
% non-ethnic minority 2018	62.5%	92.1%	84.0%	90.3%	100.0%
% Unknown 2017	0.0%	5.2%	9.5%	20.5%	0.0%
% Unknown 2018	11.1%	5.4%	7.7%	14.8%	0.0%

5.7. Sexual orientation

The number of FSA employees recording their sexual orientation is 58.9% which is almost double the declarations in 2012. Of those who had recorded their sexual orientation, there was a 1.2 percentage point increase to 2.9% of employees identifying as Lesbian, Gay or Bisexual.

Sexual orientation	2012	2013	2014	2015	2016	2017	2018
% of employees recording their sexual orientation	30%	35%	42%	47%	50%	54%	58.9%

5.8. Religion and belief

The number of FSA employees recording their religion or belief is 51.9%. The number of declarations has increased annually since 2012 and has gone above fifty percent for the first time.

Religion and belief	2012	2013	2014	2015	2016	2017	2018
% of employees recording their religion or belief	29%	33%	37%	42%	44%	46%	51.9%

The number identifying as Christian fell from 70% to 62.6% with 2.6% of staff declaring their religion as Islam. No other religion or belief recorded more than 1% and 14.9% of staff had no religion.

5.9. Working patterns

The proportion of FSA employees who worked part-time was 8.7%. This is a decrease of 1.4 percentage points compared with the previous year.

Working patterns	2013	2014	2015	2016	2017	2018
% of employees working part time	8.4%	8.1%	9.1	9.6%	10.1%	8.7%

The proportion of full-time employees working compressed hours i.e. less than five days per week was 20.1%.

5.10 Leavers / Exits

There were 103 leavers between 1 November 2017 and 31 October 2018.

	Dismissal	Voluntary redundancy	Resignation	Retirement	Other*
Number of leavers	4	9	28	15	47

* 'Other' includes death in service, transfer to another government department, ill health retirement or end of temporary contract.

In terms of leavers' diversity categories, the table below gives a breakdown by gender, disability, ethnicity and age since 2013. The number of non-declarations amongst leavers was 10.7% for ethnicity and 36.9% for disability. The percentage of leavers who have declared an ethnic minority background was significantly higher than in previous years.

	2013	2014	2015	2016	2017	2018
Number of leavers	86	142	239	100	105	103
Male	58.1%	60.6%	57.7%	57.0%	61.0%	59.2%
Female	41.9%	39.4%	42.3%	43.0%	39.0%	40.8%
Disabled	6.5%	5.6%	3.9%	16.2%	5.7%	7.7%
Not disabled	93.5%	94.4%	96.1%	83.8%	94.3%	92.3%
Ethnic minority	5.1%	8.6%	8.1%	12.9%	12.9%	17.4%
Non-ethnic minority	94.9%	91.4%	91.9%	87.1%	87.1%	82.6%
Under 35	24.4%	14.1%	16.7%	22.0%	22.9%	23.3%
35 – 49	33.7%	35.2%	41.8%	32.0%	19.0%	28.2%
50 – 64	38.4%	40.1%	39.3%	42.0%	50.5%	39.8%
Over 65	3.5%	10.6%	2.1%	4.0%	7.6%	8.7%

5.11 Discipline and Grievances

From the recorded casework information between 1 October 2017 and 30 September 2018, there was an increase in disciplinary cases to seventeen and there were thirteen grievances recorded, a fall of one. Due to the number of cases being low we do not provide information on details of protected characteristics to preserve anonymity.

6. Recruitment

We continue to monitor all stages of the recruitment process, to ensure shortlists are gender balanced for both internal and external campaigns. All campaigns that are routed through the Civil Service-wide e-recruiting system ensure that applicants are anonymous until the interview stage.

	Applications received	Rejected after screening/sift	Rejected after 1st interview	Reserve list	Ready to hire
Male	56.3%	56.9%	57.0%	46.9%	46.8%
Female	43.7%	43.1%	43.0%	53.1%	53.2%

The proportion of male applicants increased, and a higher proportion of males were rejected at sifting and interview stage, but in proportion to the number of applications received. The success rate of female applicants getting through to the ready to hire stage is higher than the male success rate although the gap is narrowing.

	Applications received	Rejected after screening/sift	Rejected after 1st interview	Reserve list	Ready to hire
Disabled	5.8%	5.7%	7.5%	8.9%	4.3%
Not disabled	94.2%	94.3%	92.5%	91.1%	95.7%

The proportion of applicants declaring a disability fell. There was an increase in the number of applicants with a disability being interviewed. Although the number on the reserve list increased there was very little change in the proportion who were offered roles.

	Applications received	Rejected after screening/sift	Rejected after 1st interview	Reserve list	Ready to hire
Ethnic minority	28.6%	30.2%	31.2%	10.3%	9.5%
Non-ethnic minority	71.4%	69.8%	68.8%	89.7%	90.5%

Compared to the number of initial applicants, a higher proportion of ethnic minority applicants are being rejected after the sifting stage than those who are from a non-ethnic minority background. There is a higher proportion of applicants from a non-ethnic minority background who are successfully appointed, as compared to ethnic minority applicants. The proportion of ethnic minority applicants slightly increased however the increase in the proportion of ethnic minority candidates rejected at each stage was higher above the overall increase in applicants.

	Applications received	Rejected after screening/sift	Rejected after 1st interview	Reserve list	Ready to hire
Under 35	46.4%	48.7%	28.5%	34.6%	30.8%
35 – 49	38.7%	37.9%	44.1%	40.7%	30.8%
50 – 64	14.9%	13.4%	27.4%	24.7%	38.4%
Over 65	0.0%	0.0%	0.0%	0.0%	0.0%

Applications from under 35s are once more the highest proportion of applicants. The proportion of applicants over 50 reaching ready to hire status has increased 17.5 percentage points.

7. FSA Performance Management Scheme

Within the FSA performance review scheme, employees received a score of either 1 (exceptional performer), 2 (effective performer) or 3 (improvement expected). Analysis found that there was only sufficient evidence to suggest that the highest performance scores were associated with age and working hours, and the lowest performance scores were associated with gender.

In general, the older members of staff tended to receive lower performance scores. The proportion of staff awarded the top performance score appears to fall with age from the 30-39 age group. The proportion of over 60s receiving a score of 1 (15%) was significantly lower than the proportion of those in the 30-39 age group (34%). There is insufficient evidence to conclude that the probability of getting a box 3 is associated with age.

Overall, the proportion of part-time staff awarded the top performance score (10%) was only a third of the proportion of full-time staff (31%). Male staff members were significantly more likely to be awarded the lowest performance score than female staff members. The proportion of male staff receiving the bottom performance score (8%) was more than double the proportion of female staff (3%) receiving the same score.

8. Equal Pay

FSA pay practice and structure is underpinned by a job evaluation scheme (JEGS) which is used to support fair and consistent decisions about the weighting of job roles and provide the basis of a fair and orderly grading structure. The JEGS scheme is used in respect of posts from the Administrative Officer grade through to Grade 6 – and most evaluations are undertaken when a new post is created or an existing post changes significantly. A separate analytical scheme, Job Evaluation for Senior Posts is used for jobs within the Senior Civil Service grades.

9. Gender Pay Gap

In 2017 the Government introduced world-leading legislation that made it a statutory requirement for all organisations with 250 or more employees to report annually on their gender pay gap. Government departments are covered by the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 that came into force on 31 March 2017. These regulations underpin the Public Sector Equality Duty and require the relevant organisations to publish their gender pay gap data annually. The FSA published its [2018 report](#) in January 2019.

10. Civil Service People Survey

The Civil Service People Survey is an annual survey to measure staff engagement across the Civil Service. As well as an overall organisational action plan, each directorate analyse their own results and involve all team members in designing local actions plans to address the things that matter to them. Analysis of different demographic groups' responses is undertaken to inform the organisational response to the survey. In 2018 the employee engagement score has gone up 4 percentage points to 64%. There are nine themes in the survey and all themes saw an increase in positive responses.

11. Bullying and Harassment

The number of employees declaring they experienced bullying and harassment at work fell from 17% to 14% but this remains higher than other Civil Service organisations (11%). The number of incidents being reported fell from 40% to 36% and of those that reported an incident, 23% said the matter had been resolved which is three percentage points higher than in 2017. The FSA is fully committed to maintaining a high-profile approach and reducing incidences of bullying and harassment.

12. Conclusion

The overall number of FSA employees increased in 2018 after many years of reducing headcount. Although representation across protected characteristics has improved there are still issues at particular grades. Further planned recruitment into 2019 and beyond provides an opportunity to seek to address these issues, as we continue our work to attract, recruit and retain a diverse workforce and to build inclusion with the FSA.