

Food Standards Agency

Diversity Report 2019

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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.

Scope of the 2019 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 2018 to 31 October 2019. Any exceptions to this date period are highlighted accordingly.

The report covers a snap shot of data as at 31 October 2019 with a staff headcount of 1241.

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

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

Our 2018 diversity and inclusion strategy set the following objectives:

- attract and retain a diverse workforce
- champion inclusivity across our leadership and management community
- develop and support staff networks in strengthening our diverse and inclusive culture

Progress in 2019 and moving forward in 2020

- Winners of [The Innovation in Flexible Working Award at the workingmums.co.uk Top Employer Awards 2019](#)
- Named a Top 30 Employer for Working Families
- Achieved Disability Confident Level Two – Disability Confident Employer
- Completed review of policies to ensure use of gender neutral language
- Launched our first Gender identity and intersex policy
- Published our third [gender pay gap report](#) detailing mean and median pay gaps between male and female employees as at 31 March 2019

Our people – facts and figures

FSA Workforce profile

As at 31 October 2019, there were 1241 permanent and temporary employees in the FSA. This is an increase of 145 employees from 31 October 2018.

Grade profile

The number of staff working for the FSA increased for the second consecutive year and is at its highest number since 2013. The percentage of civil servants working at grade Higher Executive Officer (HEO) and above is now 62.3%, up from 42.8% in 2012. The percentage of civil servants working in the most junior grades, Administrative Officer (AO) and Executive Officer (EO) has fallen every year since 2012, from 57.2% to 37.7%. The percentage of civil servants working in grades HEO and Senior Executive Officer (SEO) has increased by 14.2 percentage points since 2012 and is now the largest group by grade.

Year	2012	2013	2014	2015	2016	2017	2018	2019
AO	3.2%	3.3%	3.4%	2.3%	2.2%	1.0%	0.8%	0.8%
EO	54.0%	53.1%	52.3%	48.9%	47.6%	42.6%	40.3%	36.9%
HEO / SEO	31.7%	32.2%	31.5%	35.0%	36.4%	40.5%	41.5%	45.9%
Grade 7 / 6	9.5%	9.8%	11.2%	12.2%	12.4%	13.9%	15.4%	14.7%
SCS	1.5%	1.6%	1.6%	1.5%	1.3%	1.9%	1.9%	1.8%

Age

Analysis of our overall age profile shows the number of under 35s continues to grow as an increase of 4.6 percentage points in 2019 takes the proportion of staff in this age band to its highest figure. 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.

Year	2012	2013	2014	2015	2016	2017	2018	2019
Under 35	13.2%	12.8%	12.7%	12.5%	11.0%	10.3%	13.0%	17.6%
35 – 49	50.4%	48.1%	47.0%	45.2%	44.3%	43.2%	40.1%	38.8%
50 – 64	34.9%	37.5%	38.8%	40.6%	42.9%	44.3%	44.4%	41.5%
Over 65	1.40%	1.60%	1.50%	1.70%	1.90%	2.2%	2.5%	2.1%

Gender

Male employees represent just above 60% of our overall workforce. However, the number of females employed continues to increase, up over 8 percentage points since 2012.

Year	2012	2013	2014	2015	2016	2017	2018	2019
Female	31.3%	32.4%	33.1%	32.5%	32.3%	34.5%	37.2%	39.4%
Male	68.7%	67.6%	66.9%	67.5%	67.7%	65.5%	62.8%	60.6%

Almost fifty percent of male employees work in the two most junior grades (mainly as Meat Hygiene Inspectors at EO grade). Seventy nine percent of employees in the two most junior grades are male. The proportion of women in more senior grades (HEO-SCS) is higher with 78% of female employees in HEO-SCS grades. The proportion of female Senior Civil Servants (SCS) almost doubled up from 23.8% in 2018. Female staff now outnumber male staff in the two most senior SCS grades.

Grade	AO	EO	HEO / SEO	Grade 7 / 6	SCS
Female	70.0%	21.2%	50.4%	48.9%	40.9%
Male	30.0%	78.8%	49.6%	51.1%	59.1%

Disability

68.7% of staff declared their disability status (either as having or not having, a disability). The remaining 31.3% have not declared. The continuing fall in declarations in declarations (down more than 10 percentage points in two years) 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 unchanged from the previous year.

Year	2012	2013	2014	2015	2016	2017	2018	2019
Disabled	5.1%	5.6%	6.1%	7.0%	6.9%	6.7%	7.9%	7.9%
Not disabled	94.9%	94.4%	93.9%	93.0%	93.1%	93.3%	92.1%	92.1%
Declaration rate	92.7%	90.3%	88.1%	83.1%	81.8%	79.6%	77.1%	68.7%

All grades saw reductions in declarations with HEO/SEO seeing the largest fall. These grades saw the highest increase in headcount and it is noticeable that although many new starters are not declaring their disability status they are disclosing other diversity data.

Grade	AO	EO	HEO / SEO	Grade 7 / 6	SCS
Disabled	-	8.4%	7.8%	6.6%	-
Declaration rate	-	80.1%	60.5%	66.5%	63.6%

Note: Some data is withheld as the percentage is based on fewer than five individuals

Ethnicity

The figures show 91.8% of the workforce had declared their ethnicity and of those who had made a declaration 11.3% of staff were from an ethnic minority background. This is a slight decrease in ethnic minority representation from 2018. Of the 11.3% of staff from an ethnic minority background the largest groups are Black African (19.4%) and Mixed Other (16.3%).

Year	2012	2013	2014	2015	2016	2017	2018	2019
Ethnic minority	8.4%	9.2%	10.5%	12.1%	11.2%	10.7%	11.6%	11.3%
White	91.6%	90.8%	89.5%	87.9%	88.8%	89.3%	88.4%	88.7%
Declaration rate	92.1%	91.3%	90.6%	92.0%	91.7%	92.0%	92.2%	91.8%

Each grade band saw a decrease in the percentage of staff from an ethnic minority background. 40.5% of Black staff were in AO and EO grades and 8.1% at Grades 7 and 6, whereas the figure for Asian staff was 21.7% and 13.0% and for Mixed Race it was 17.9% and 10.7%.

Grade	AO	EO	HEO / SEO	Grade 7 / 6	SCS
Ethnic minority	-	7.2%	15.8%	8.1%	-
Declaration rate	100%	93.4%	91.2%	87.9%	100%

Note: Some data is withheld as the percentage is based on fewer than five individuals

Sexual orientation

The number of FSA employees recording their sexual orientation increased by 5.6 percentage points from 2018 (64.5%), this figure having doubled since 2012. Of those recording their sexual orientation, there was a 1.1 percentage point increase to 4.0% of employees identifying as Lesbian, Gay or Bisexual.

Year	2012	2013	2014	2015	2016	2017	2018	2019
LGB	2.4%	2.2%	2.5%	2.3%	3.0%	1.7%	2.9%	4.0%
Declaration rate	30.0%	35.0%	42.0%	47.0%	50.0%	54.0%	58.9%	64.5%

Religion and Belief

The number of FSA employees recording their religion or belief is 50.0%. This is a drop of 1.9 percentage points, the first time declaration rates for religion and belief have fallen. The number identifying as Christian increased by 2 percentage points to 64.6%. 2.7% of staff declared their religion as Islam. No other religion or belief recorded more than 1% and 15.0% of staff had no religion.

Year	2012	2013	2014	2015	2016	2017	2018	2019
Declaration rate	29.0%	33.0%	37.0%	42.0%	44.0%	46.0%	51.9%	50.0%

Working patterns

The proportion of FSA employees who worked part-time fell to 8.3%. The proportion of full-time employees working compressed hours i.e. less than five days per week also fell from 20.1% to 16.4%. Opportunities for flexible working through the Our Ways of Working programme have enabled individuals to achieve a better work / life balance while maintaining full time employment.

Year	2013	2014	2015	2016	2017	2018	2019
Part-time	8.4%	8.1%	9.1%	9.6%	10.1%	8.7%	8.3%

Leavers / Exits

There were 131 leavers between 1 November 2018 and 31 October 2019.

Reason for leaving	Dismissal	Voluntary redundancy	Resignation	Transfer to OGD	Retirement	Other
Number of leavers	5	9	33	33	18	33

Note: 'Other' includes death in service, career break, loan out, 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 higher than the previous year: 11.5% for ethnicity and 43.5% for disability.

Year	2013	2014	2015	2016	2017	2018	2019
Number of leavers	86	142	239	100	105	103	132
Female	41.9%	39.4%	42.3%	43.0%	39.0%	40.8%	48.1%
Male	58.1%	60.6%	57.7%	57.0%	61.0%	59.2%	51.9%
Disabled	6.5%	5.6%	3.9%	16.2%	5.7%	7.7%	8.1%
Not disabled	93.5%	94.4%	96.1%	83.8%	94.3%	92.3%	91.9%
Ethnic minority	5.1%	8.6%	8.1%	12.9%	12.9%	17.4%	17.2%
White	94.9%	91.4%	91.9%	87.1%	87.1%	82.6%	82.8%
Under 35	24.4%	14.1%	16.7%	22.0%	22.9%	23.3%	29.0%
35 – 49	33.7%	35.2%	41.8%	32.0%	19.0%	28.2%	23.7%
50 – 64	38.4%	40.1%	39.3%	42.0%	50.5%	39.8%	39.7%
Over 65	3.5%	10.6%	2.1%	4.0%	7.6%	8.7%	7.6%

Discipline and Grievances

From the recorded casework information between 1 October 2018 and 30 September 2019, there was an increase in disciplinary cases from 17 to 19. There were 17 grievances recorded, an increase of 4. Due to the number of cases being low we do not provide information on details of protected characteristics to preserve anonymity. Due to the number of cases being low we do not provide information on details of protected characteristics to preserve anonymity.

Recruitment

There were 276 new starters between 1 November 2018 and 31 October 2019.

The percentage of new starters with a disability is at its highest level, of concern is the number of new starters not making a declaration (66.3%). This is impacting on the overall staff declaration rate which has dropped from 92% to 69% since 2012. which has seen a significant fall in the percentage of staff declaring. Ethnic minority recruits increased in 2019 as did the number of younger people, particularly under 35s.

Year	2013	2014	2015	2016	2017	2018	2019
Female	44.0%	42.0%	53.8%	41.8%	56.1%	53.2%	52.5%
Male	56.0%	58.0%	46.2%	58.2%	43.9%	46.8%	47.5%
Disabled	0.0%	2.0%	1.9%	4.1%	4.4%	8.9%	9.7%
Not disabled	100.0%	98.0%	98.1%	95.9%	95.6%	91.1%	90.3%
Ethnic minority	6.0%	13.0%	7.7%	9.5%	14.5%	10.3%	13.3%
White	94.0%	87.0%	92.3%	90.5%	85.5%	90.5%	86.7%
Under 35	31.0%	31.0%	50.0%	25.0%	33.1%	30.8%	44.2%
35 – 49	38.0%	58.0%	40.4%	58.0%	46.0%	30.8%	35.9%
50 – 64	31.0%	11.0%	9.6%	17.0%	20.9%	38.4%	19.2%
Over 65	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.7%

Performance Management

The FSA introduced a new performance management system for employees at AO to Grade 6 in April 2018. The previous scheme allowed for end of year performance awards, paid as a set value (typically £600-800) to staff marked 'excellent' in an annual review. This was replaced with a scheme which recognises and rewards individuals or teams for exceptional achievements relating to specific tasks or activities, and/or for acting as an outstanding role model in the demonstration of the FSA's Values. Awards are limited to specific values (£50 vouchers or cash awards of £250, £500 or £1,000). There is no limit to the number of awards an individual may receive but the total amount is capped at £2,500.

A number of apparent differences were observed after the scheme's first year of operation. Those of EO grade tended to receive proportionately less awards, while Grades 7 and 6 received proportionately more in relation to their number in the FSA workforce. Ethnic minority staff members tended to receive proportionately less awards, compared to white staff. Those aged 35-49 tended to receive proportionately more awards, while those aged 50-64 received proportionately fewer. Men tended to receive proportionately fewer awards than women. Part-timers tended to receive proportionately fewer awards than full-time staff.

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. An Equal Pay Audit completed in January 2019 found the FSA's pay policies and processes are consistent with good practice and the risk of equal pay claims is low.

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 by 30 March 2018 and then annually. The FSA's third [gender pay gap report](#) is based on a snapshot of all FSA staff as at 31 March 2019.

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% which is the FSA's highest ever level of engagement and 2 points above the Civil Service engagement index score. All nine key themes in the survey saw increases including 'Inclusion and fair treatment' up 4 percentage points to 78%.

Bullying and Harassment

There was a decrease in reported bullying and harassment at work but the figure (14%) remains higher than other Civil Service organisations (11%). The number of incidents being reported fell from 40% to 36%. Of those that reported an incident, 23% said the matter was resolved which is up 3 percentage points than in 2017. The percentage of people reporting cases is now 4 points lower than the Civil Service however the figure feeling that it has been resolved is 3 percentage points above the Civil Service figure. Tackling unacceptable behaviour remains a priority and we are working to address that through our 2018 people survey action plan.

Conclusion

Our diversity and inclusion strategy sets out how the FSA will play our part in making the Civil Service the UK's most inclusive employer. We have made great progress in delivering a flexible working offer that is at the forefront of supporting working families. There is work to do in attracting and retaining a more diverse workforce particularly people with a disability and increasing the number of ethnic minority staff at senior level. A key strand of our strategy is inclusive leadership and as our networks increase in number we are ensuring senior sponsorship from our executive management team members giving them a voice at the top table.