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***PLEASE NOTE: Statistical information in this report has been drawn from the HR Database for the period January to December 2011. Any actual figure of 5 and under will be represented by an asterix (\*) to maintain confidentiality and protect individuals from being identified.***

*DFID Grading System*

*SCS = Senior Civil Service*

*A1 = G6*

*A2 = G7*

*A2 (L) = Senior Executive Officer*

*B1 (D) = Fast Stream*

*B1 = Higher Executive Officer*

*B2 = Executive Officer*

*C1 = Administrative Officer*

*C2 = Administrative Assistant*

*D = Drivers and Ancillary Staff*

Please also read [DFID's Equality and Diversity Report \(January 2012\)](#), which captures information on how equality and diversity has been embedded in our corporate systems, employment practices, service delivery efforts and in our programme work. Report available at: [www.dfid.gov.uk/Work-with-us/Working-for-DFID/Equality-and-diversity/](http://www.dfid.gov.uk/Work-with-us/Working-for-DFID/Equality-and-diversity/)

## 1) Message from DFID's Diversity Champion



It is vital that we monitor and analyse the diversity of our workforce to ensure that our processes are fair, transparent and promote equality of opportunity for all our staff.

All Government Departments are required to report against the Civil Service diversity targets for 2013. I'm pleased to say we are doing very well in most cases although we know we still have more to do, particularly in terms of disabled staff.

In summary, over the last year we have exceeded our targets for women in all grades below the Senior Civil Service. We have exceeded the Civil Service 2013 target of 5% for black, ethnic minority staff in the SCS (11%). We have made steady progress in increasing the number of women in the SCS, particularly for women in top management positions (from 26% in 2009 to 33% in 2010) and are on track to meet the Civil Service 2013 target of 34% for women in top management positions.

Yet we still have more to do for black, minority ethnic staff, lesbian, gay, bisexual and transgender staff, and in particular disabled staff. We also need to explore further the perceptions around age (age group 55+), particularly as we go into a period where people will be expected to work longer.

## 2) Background

We need to be confident that we understand the composition of our workforce in order to take advantage of the benefits that a diverse workforce offers to the organisation and employees.

Monitoring equality and diversity in the workforce enables us to examine how our employment policies and processes are working and to identify areas where there are differences between groups. It helps us identify trends over periods of time, to investigate the reasons for these differences and to put suitable actions in place. Equality and diversity monitoring enables us to make better and more inclusive decisions. We use these statistics to inform our equality and diversity priorities for the year ahead.

Effective monitoring is also a legal requirement for the civil service under the Equality Act 2010, which sets out the public sector equality duty in relation to the following protected characteristics;

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (embracing ethnic or national origins, colour and nationality)
- religion or belief (including non belief)
- sex
- sexual orientation

DFID collects and holds equality and diversity monitoring data on a centralised human resources database. Supplying this information is currently entirely voluntary and is treated confidentially. We ask staff to fill in information about their disability status and whether they require DFID to make reasonable adjustments, ethnic origin and nationality, gender, marital status, religion or belief and sexual orientation. Information on age is collected from the individuals' date of birth.

As part of the HR Passport change project, DFID is investing in improving the efficiency and effectiveness of HR operations. Early 2013 will see the launch of a new modern HR database system, which will address most of the gaps in our current equality information and greatly improve our capacity to access accurate management information in the future. The Diversity Team is working closely with the HR Passport project team to integrate equality considerations at the design and configuration phase.

### 3) Departmental Declaration Rates

We are working hard to increase our declaration rates, that is, the number of our staff who share their diversity data with us. We recognise that it underpins all of our workforce data.

The table below shows the **departmental declaration rates as at December 2011** for the protected characteristics listed (declaration rates return are based on 2480 which was the total number of home civil service staff and staff appointed in-country).

Compared with 2010, the declaration rate has stayed the same or increased for all protected groups except for declaration of ethnicity.

The Civil Service wide targets for disability and ethnicity declaration rates are 90% of the workforce by 2013 and for religion or belief and sexual orientation is 80% of the workforce by 2015.

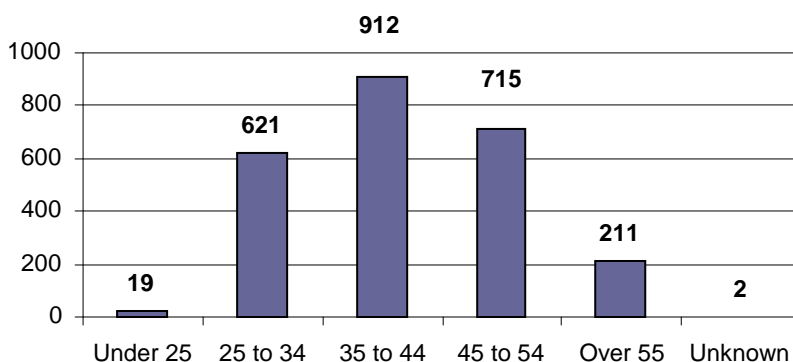
Protected Characteristic	Declaration rates 2009	Declaration rates 2010	Declaration rates 2011	Progress
Age	99.9%	99.9%	99.9%	=
Disability	100%	100%	100%	=
Ethnicity	48%	46.6%	41.4%	↓
Gender	99.2%	100%	100%	=
Religion or Belief	22.6%	26.4%	36.5%	↑
Sexual Orientation	18.3%	20.2%	29.4%	↑

- DFID is off-track to meet the civil service wide ethnicity declaration target of 90% by 2013, with our current declaration rate at 41.4%. It is anticipated that the new HR system (Passport) will increase declaration rates, enabling DFID to meet the civil service wide targets.
- DFID is moving in the right direction to meet the civil service wide targets of 80% by 2015 for religion or belief and sexual orientation, as our declaration rates have increased by approximately 10% over the last year.

### 4) Overview of the workforce profile

**Workforce profile shown at 31 December 2011 for all staff (home civil service and staff appointed in-country) covering the following protected characteristics: age, disability, ethnicity, gender, religion or belief, and sexual orientation.**

#### Age profile



- Staff aged 55 and over make up 8.5% of the workforce.
- As with previous years, the highest number of staff is in the age group 35 to 44, making up 37% of the workforce.

## Disabled staff by grade

Grade	% of staff declared disability in 2010	% of staff declared disability in 2011	Total number of staff in 2011
SCS	1.2	1.2	78
A1	1.6	2.1	324
A2	2.0	1.6	593
A2(L)	2.9	2.2	222
Fast Stream	1.6	2.7	72
B1	2.2	1.9	365
B2	3.9	3.4	403
C1	3.3	2.9	275
C2	2.6	2.8	71
Band D	-	-	77
<b>Total</b>	2.5%	2.2%	2480

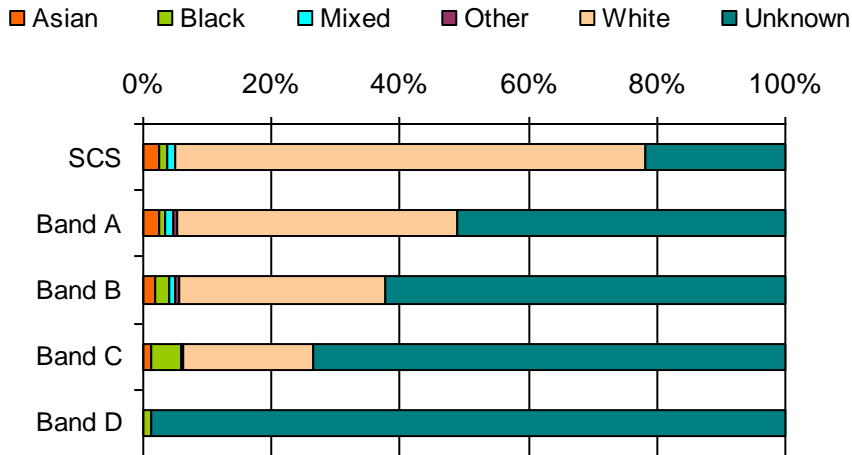
- DFID is not on track to meet the civil service wide target of 5% disabled staff in the Senior Civil Service by 2013.
- The total number of staff declaring a disability has dropped in the last year, from 2.5% in 2010 to 2.2% in 2011.
- According to the Office of National Statistics, 8% of employees in the Civil Service have a disability. Anecdotal evidence also indicates that the number of people reporting a disability in DFID is an under-estimate. Raising awareness around disability and improving the representation of disabled people in DFID at all levels will be one of the priorities for DFID over the coming year.

## Ethnicity

Ethnic Group	% of DFID staff 2010	% of DFID Staff 2011	Total numbers	% of DFID staff (UK offices) 2011
Asian	2%	2%	49	2%
Black	2%	2%	51	3%
Mixed	1%	1%	20	1%
Other	1%	1%	14	1%
White	54%	36%	893	39%
Unknown	54%	58%	1453	55%

- Ethnicity is undeclared for 58% of DFID staff. This is partly down to the fact that a third of DFID employees are staff appointed-in-country and the traditional UK ethnic categories do not apply in some of our overseas offices where the ethnic breakdown cannot simply be categorised as Asian, Black and so forth.
- Declaration rates for ethnic group vary across DFID when broken down by location; the break down showed a 74% return in the East Kilbride office, 53% for Palace Street and 23% in our overseas offices. The declaration rate for DFID UK offices is higher than DFID's total workforce declaration rate of 41% and lower in the overseas office. As the ethnic group classifications are based on the UK Census categories, the lower declaration rates for overseas offices may be due to the unfamiliarity with these classifications in other countries.

## DFID Grade and Ethnicity



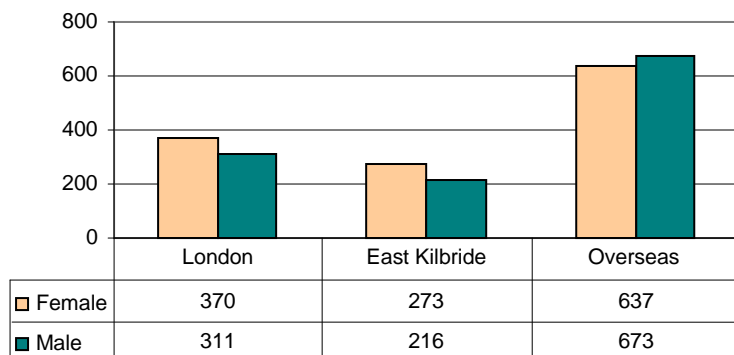
- The number of staff from a black ethnic background in Band A is lower compared to the other ethnic group categories.
- 5% (4 out of 78) of the Senior Civil Service is from a black minority ethnic (BME) background. DFID has met the civil service wide target of 5% BME staff in the Senior Civil Service by 2013.
- If we look at DFID UK offices only – then 7% (4 out of 56) of the SCS are from a BME background, surpassing the civil service wide target of 5% in the SCS by 2013.

## Gender

Grade	Total Staff No.		% Females	% Males
	Female	Male		
SCS	29	49	37%	63%
A1	141	183	44%	56%
A2	313	280	53%	47%
A2 (L)	125	97	56%	44%
Fast Stream	38	34	53%	47%
B1	204	161	56%	44%
B2	230	173	57%	43%
C1	171	104	62%	38%
C2	19	52	27%	73%
Band D	10	67	13%	87%
<b>Total</b>	<b>1280</b>	<b>1200</b>	<b>52%</b>	<b>48%</b>

- Overall, within DFID there is an almost equal split between female (52%) and male (48%) staff.
- In terms of gender and grade distribution, there are more males than females in the senior grades (SCS and A1) and junior grades (C2 and Band D).
- Women make up 37% of the SCS in DFID. The number of women in the SCS has increased from last year by 3% (35% women in the SCS in 2010). Progress needs to be sustained, however, if we are to succeed in meeting the civil service wide target of 39% women in the Senior Civil Service by 2013.

## Gender and location



- By location, there are more females than male staff for UK based staff, while the gender mix is more evenly split for overseas staff.

## Religion or Belief

The table below lists the different religions or beliefs declared by DFID staff. It is not a list of the religion or belief monitoring categories listed in the new HR system (Passport).

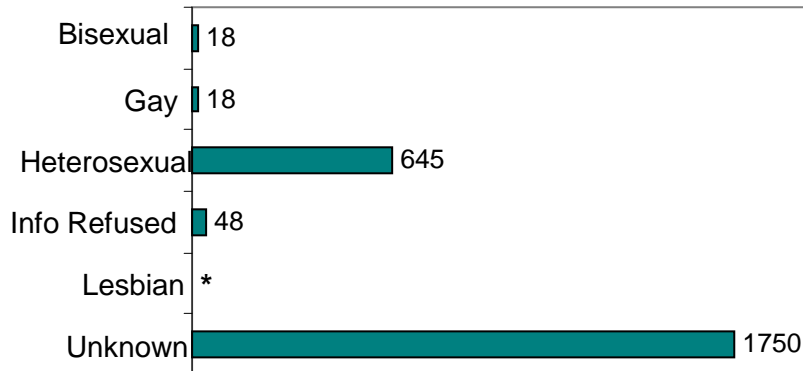
Religion or Belief	Number of staff in 2010	Number of staff in 2011
Agnostic	45	73
Anglican	30	43
Atheist	52	82
Baptist	13	18
Buddhist	17	19
Church of England	55	75
Church of Scotland	33	52
Coptic Orthodox	3	6
Free Presbyterian	7	10
Greek Orthodox	8	9
Hindu	44	56
Jehovah's Witness	9	11
Jewish	4	6
Muslim	85	118
Not Specified	61	106
Other	54	69
Roman Catholic	102	140
Russian Orthodox	4	*
Sikh	5	8
Unknown	1760	1576
<b>Total</b>	<b>2391</b>	<b>2480</b>

- There has been an increase in the declaration rates for religion or belief from 26.4% in 2010 to 36.5% in 2011. The civil service wide target is to have 80% workforce declaration for religion or belief by 2015. However, we anticipate that the declaration rates will increase with the introduction of mandatory equality and diversity data monitoring in the new HR system (Passport) in November 2012.
- A third of DFID employees are staff appointed-in-country (SAIC) based in offices overseas, therefore the traditional UK categories did not always apply to them, accounting for the high number of staff falling into the unknown category. However in consultation with staff across DFID, we have expanded the list of religion or belief categories stated in the UK Census,

meaning that SAIC are more likely to be able to record their religion or belief in the new HR system.

- Most of our overseas offices ensure that office holidays are not just UK-centric and take account of the different religious and cultural occasions that take place in-country during the year. Our two UK headquarters and overseas offices have meditation/prayer room facilities.

### Sexual orientation profile

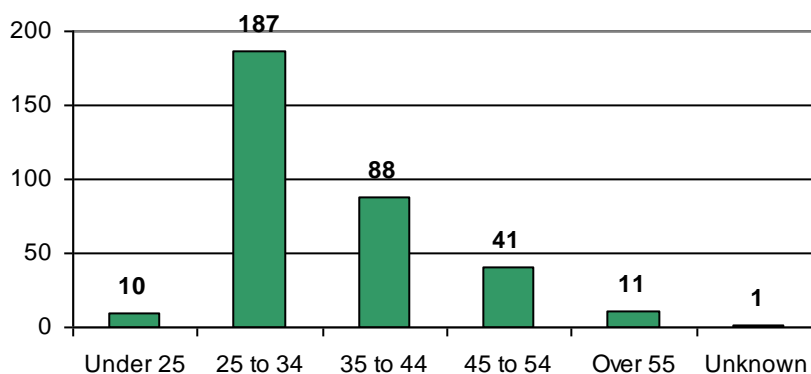


- Although the sexual orientation is unknown for the majority of DFID staff (70%), the number of individuals declaring their sexual orientation has risen from 20% in 2010 to 29% in 2011. The new HR system (Passport) will replace the unknown category with a 'prefer not to say' option.
- The civil service wide target is to have 80% workforce declaration rate for sexual orientation by 2015.

## 5) Starters and recruitment

**A total of 338 people joined DFID during 2011.** The information below shows the equality profile of these starters (home civil servants and staff appointed in-country).

### Age profile of starters



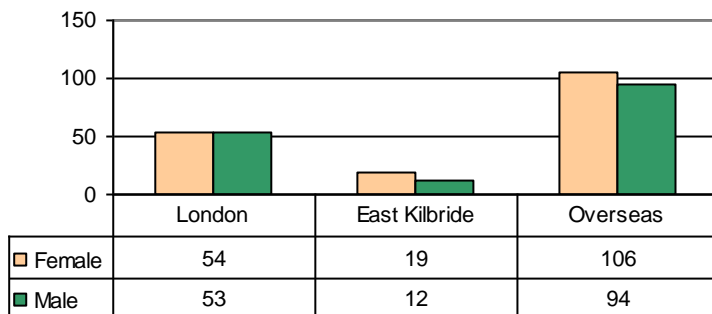
- 59% of new starters were recruited into posts overseas, 32% into London based posts and 9% into East Kilbride based posts. The majority (55%) of new starters fell into the age group 25 to 34.
- DFID will need to further analyse issues around age to determine the underlying attitudes behind the statistical findings and to learn from the experiences of staff. As we go into a period where people are expected to work longer, age is becoming a significant diversity issue, particularly in the areas of recruitment of new staff applications versus offers.



## Disability and Ethnicity

- The proportion of new starters who declared a disability (1 out of 338 new starters) is lower than the declaration figures for all DFID staff. Improving the declaration of disability information continues to be a challenge for DFID.
- Ethnicity is unknown for all 338 starters. DFID will need to improve the declaration of equality information at recruitment, in order to accurately gauge the people we are recruiting into DFID. Equality and diversity information monitoring in the new HR system (Passport) should improve our statistics on ethnicity.

## Gender and location profile of starters



- Overall gender split of new starters is 53% females and 47% males.

## Sexual Orientation

Category	Actual numbers
Bisexual	3
Gay	*
Heterosexual	85
Lesbian	0
Information refused	6
Unknown	243
Total	338

- Sexual orientation is unknown for 72% of new starters.

## 6) Pay

DFID pay is determined by a range of factors including job grade and length of time in employment.

The table below shows the average (median figure) for each of the grades.

DFID Grade	Civil Service classification	Male average	Female average	Difference
A1 London	G6	£63,648	£63,648	0.00%
A1 National	G6	£63,075	£60,981	3.43% *
A2 London	G7	£52,526	£52,526	0.00%
A2 National	G7	£49,035	£49,035	0.00%
A2(L) London	SEO	£43,238	£43,238	0.00%

A2(L) National	SEO	£40,738	£40,738	0.00%
B1 London	HEO	£34,534	£34,534	0.00%
B1 National	HEO	£30,309	£30,309	0.00%
B2 London	EO	£27,317	£27,317	0.00%
B2 National	EO	£23,152	£23,152	0.00%
C1 London	AO	£22,530	£22,530	0.00%
C1 National	AO	£18,872	£18,872	0.00%
C2 London	AA	£19,450	£19,450	0.00%
C2 National	AA	£15,555	£15,555	0.00%

\* We have very few A1 Nationals (34 at the time of the survey) and the difference represents only one spine point on the pay scale.



- Men earned, on average, **£49,168**; women earned **£43,238**. Men therefore earned on average 13.71% more than women. This discrepancy in average pay in DFID between men and women is a result of the fact that more men have senior jobs than women and therefore are paid more (there are more men than women in the SCS and A1 grades in DFID).
- However, as the table above shows men and women working at the same grade are paid the same.

## 7) Learning and Development (L&D)

In 2011 DFID launched a new **Learning and Development Strategy**, which provides a framework for learning for everyone in DFID, sets out our priorities and how we will make targeted and value for money investments in developing our skills and capabilities. Equality and diversity has been given a higher profile within the strategy, with a strong emphasis on increasing access to learning and supporting staff with non-traditional working patterns or for whom classroom based learning is not suitable.

A summary of DFID's results for questions on **learning and development within the Civil Service People Survey 2011** are shown below broken down by age, ethnicity, gender and long-term illness or mental or physical condition. This information provides a good indication of the impact and experience of learning and development on the protected equality groups compared with the experience of those not within the groups and the overall DFID results.

Overall key messages are that around 6 in 10 DFID staff felt able to access the right L&D in a timely manner and found L&D activities have helped their performance or developed their careers. Just over half of DFID staff felt there were opportunities for career development in DFID, and the majority (89%) of DFID staff reported having the skills to do their jobs effectively.

-  Shows difference of 5% or more above the DFID overall percentage
-  Shows difference of 5% or more below the DFID overall percentage

### Age

- Exploring L&D questions by age, the youngest age group consistently showed different proportions to the average for all questions. However, the number of returns for the youngest group was small, so will be subject to some fluctuation and is too small here to draw any meaningful conclusions.
- The oldest age groups (55-64 year olds) were at least 10 percent below average in the proportions of individuals reporting improved performance as result of L&D activities. They were also significantly less positive about opportunities for career development and found L&D activities less helpful in career development. We will review the trends and monitor L&D activities for this age group.

## Ethnicity

Actual number of returns	2036	1210	40	300	340	20
Learning & Development Questions B22 to B25 and B33	DFID Overall	White	Mixed	Asian	Black	Other
B22. I am able to access the right L&D opportunities when I need to	61	63	60	61	56	74
B23. L&D activities I have completed in the past 12 months have helped improve my performance	58	55	60	63	68	61
B24. There are opportunities for me to develop my career in DFID	52	51	60	51	57	74
B25. L&D activities I have completed while working for DFID are helping me to develop my career	59	55	68	65	69	74
B33. I have the skills I need to do my job effectively	89	90	83	92	88	83

- Individuals from a black ethnic background felt least likely to be able to access the right L&D opportunities. However, a higher proportion of them found the L&D activities helped improved their performance.
- On average, around 6 out of 10 people felt the L&D activities completed whilst at DFID has helped them develop their career.
- Nearly 9 out of 10 people felt equipped with skills to do their jobs effectively at DFID. This high proportion was fairly consistent across all ethnic groups. However, this percentage was slightly lower for the mixed and other groups.

Actual number of returns	2036	10	140	310	380	360	300	220	110	50
Learning & Development Questions B22 to B25 and B33	DFID overall	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64
B22. I am able to access the right L&D opportunities when I need to	61	71	58	62	57	64	63	65	62	65
B23. L&D activities I have completed in the past 12 months have helped improve my performance	58	71	57	59	61	66	57	59	45	48
B24. There are opportunities for me to develop my career in DFID	52	57	58	61	54	57	52	47	35	33
B25. L&D activities I have completed while working for DFID are helping me to develop my career	59	50	60	65	62	64	61	54	45	42
B33. I have the skills I need to do my job effectively	89	69	93	87	87	91	91	89	91	93

## Gender

Actual number of returns	2036	960	940
Learning & Development Questions B22 to B25 and B33	DFID overall	Male	Female
B22. I am able to access the right L&D opportunities when I need to	61	60	63
B23. L&D activities I have completed in the past 12 months have helped improve my performance	58	58	61
B24. There are opportunities for me to develop my career in DFID	52	55	51
B25. L&D activities I have completed while working for DFID are helping me to develop my career	59	61	59
B33. I have the skills I need to do my job effectively	89	91	88

- There was no substantial variation in the experience of learning and development opportunities by gender.

## Long-term illness or physical or mental condition

Actual number of returns	2036	50	1920
Learning & Development Questions B22 to B25 and B33	DFID overall	Yes	No
B22. I am able to access the right L&D opportunities when I need to	61	58	61
B23. L&D activities I have completed in the past 12 months have helped improve my performance	58	53	59
B24. There are opportunities for me to develop my career in DFID	52	45	53
B25. L&D activities I have completed while working for DFID are helping me to develop my career	59	57	59
B33. I have the skills I need to do my job effectively	89	96	89

- There was no impact on staff with a disability in terms of being able to access to L&D activities and having the skills needed to do their job effectively.
- A lower proportion of individuals with a disability reported improved performance after completing L&D activities.
- Staff reporting a disability felt there were less opportunities to develop their careers in DFID.

## 8) Performance Appraisal and Awards

### Individual Performance Award Scheme (IPAS)

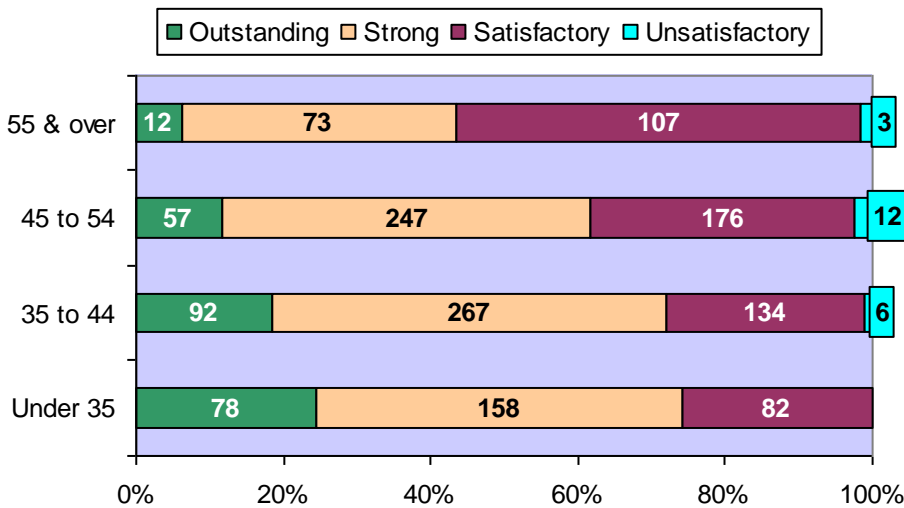
The following information covers Home Civil Servants (1504), who received a non-consolidated payment directly linked to their moderated performance appraisal rating during the reporting year April 2010 to March 2011. This figure excludes the Senior Civil Service, who are performance managed under a separate system.

**Please note** data below includes staff that received performance related payments that were not on our payroll at the time, e.g. seconded out of DFID. The data **does not** include staff that were on secondment to DFID.

- The table below gives a breakdown of performance level and the associated bonus payment:
- Below SCS level, half of staff achieved a strong performance rating, 16 percent of staff achieved an outstanding and one percent received an unsatisfactory.

Performance Appraisal Level	Amount of IPAS
Outstanding	£1,100
Strong	£615
Satisfactory	£275
Unsatisfactory	NIL

### Age



- The distribution of performance ratings is strongly correlated to age, with younger staff more likely to get an outstanding rating. In addition, the older age groups (55 or over) have the highest proportion who achieved a satisfactory rating. DFID will review further issues around age and the performance management process.

### Disability

DISABILITY	Performance Rating								
	Outstanding		Strong		Satisfactory		Unsatisfactory		Total
Yes	4	7%	24	39%	31	51%	*	3%	61
No	235	16%	721	50%	468	32%	19	1%	1443
<b>Total</b>	<b>239</b>	<b>16%</b>	<b>745</b>	<b>50%</b>	<b>499</b>	<b>33%</b>	<b>21</b>	<b>1%</b>	<b>1504</b>

- A lower proportion of staff with a disability received an outstanding or strong rating; 46 percent compared to 66 percent of staff without a disability.

### Ethnicity

ETHNICITY	Performance Rating								
	Outstanding		Strong		Satisfactory		Unsatisfactory		Total
Asian	2	4%	29	64%	14	31%	0	0	<b>45</b>
Black	*	2%	17	40%	19	45%	5	12%	<b>42</b>
Mixed	2	9%	10	45%	10	45%	0	0	<b>22</b>
Other	2	14%	6	43%	6	43%	0	0	<b>14</b>
White	138	15%	434	49%	309	35%	9	1%	<b>890</b>
Unreported	94	19%	249	51%	141	29%	7	1%	<b>491</b>
<b>Total</b>	<b>239</b>	<b>16%</b>	<b>745</b>	<b>50%</b>	<b>499</b>	<b>33%</b>	<b>21</b>	<b>1%</b>	<b>1504</b>

- Individuals from a non-white ethnic background were less likely to achieve an outstanding performance rating compared to staff from a white ethnic background.
- Asian staff were the most likely to achieve a strong performance rating (64%) compared to the other ethnic background categories.
- Markedly more staff from a black ethnic background received an unsatisfactory rating for their performance, but the sample is small so is subject to fluctuations.

### Gender distribution



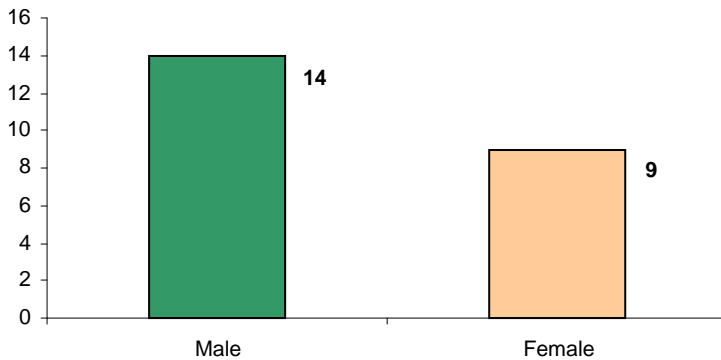
- 21 individuals received an unsatisfactory performance rating (and hence no bonus).

### SCS performance related payments

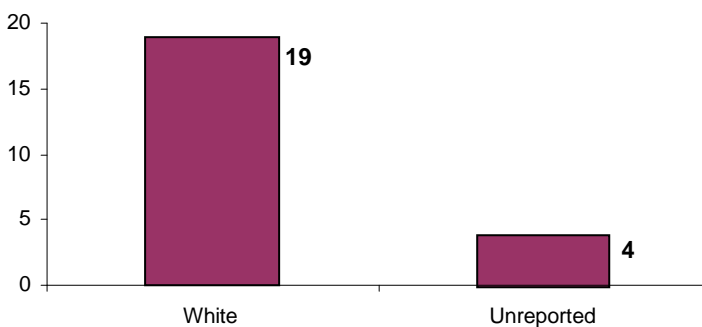
The Cabinet Office is responsible for the pay system for all members of the Senior Civil Service (SCS). The Government's Senior Salaries Review Body (SSRB) considers the distribution of annual pay awards in the SCS in DFID, taking account of the Government's decisions on SSRB recommendations. These awards have to be met from the Department's running costs budget.

Only the **top 25% of SCS are awarded bonus** payments. The following data breaks down this information by gender and ethnicity in DFID.

## Gender split of top 25% SCS in DFID



## Ethnic background top 25% SCS in DFID



- There were 23 SCS staff awarded a performance related payment. Of these, the majority were male (60%) and from a white ethnic background (82%). The SCS is made up of 63% males and 37% female.
- The age profile showed that 52% of the top 25% of SCS awarded a performance related payment; fell into the age band 40 to 49 years, 26% fell into age band 50 to 59 and 22% into the age band 30 to 39.

## 9) Grievance and Discipline

The data below relates to all staff (home civil servants and staff appointed-in-country) for the period 1 January to 31 December 2011.

Case Type	Actual Numbers
Discipline	20
Grievance	6
<b>Total</b>	<b>26</b>
Led to dismissal	*

While the figures are too small to draw statistical conclusions, it is worth noting:

- Significant variation of disciplinary cases by gender - 75% male and 25% female
- All of the dismissal cases involved male staff members
- Equal split of grievance and discipline cases between UK-based home civil servants (13 cases) and staff appointed-in-country (13 cases).
- None of the cases recorded any disabilities

The following information is taken from the 2011 Civil Service People Survey. Staff were asked whether they have experienced discrimination and bullying and harassment at work in the last year.

DFID results show the proportion (per cent) experiencing discrimination and bullying and harassment by age, ethnicity, gender, long-term illness or physical or mental condition, religion or belief and sexual orientation (individuals that answered 'yes').

- Shows difference of 5% or more above (+) the DFID overall percentage
- Shows difference of 5% or more below (-) the DFID overall percentage

Category		Experienced Discrimination in last 12 months (E01)	Experienced Bullying & Harassment in last 12 months (E03)
<b>Overall Results</b>		<b>11%</b>	<b>9%</b>
<b>Age</b>	20–24	-	-
	25–29	12%	12%
	30–34	9%	10%
	35–39	12%	10%
	40–44	9%	8%
	45–49	9%	8%
	50–54	9%	8%
	55–59	13%	8%
	60–64	9%	7%
	65 or over	-	-
<b>Ethnicity</b>	White	8%	8%
	Mixed	8%	5%
	Asian or Asian British	14%	10%
	Black or Black British	13%	11%
	Other ethnic group	5%	5%
<b>Gender</b>	Male	9%	8%
	Female	11%	9%
<b>Disability**</b>	Yes	27%	24%
	No	10%	9%
<b>Religion or Belief</b>	No religion	9%	7%
	Christian	10%	10%
	Buddhist	7%	18%
	Hindu	5%	5%
	Jewish	15%	8%
	Muslim	22%	14%
	Sikh	-	-
	Any other religion	5%	5%
<b>Sexuality</b>	Heterosexual	10%	9%
	Gay or lesbian	17%	9%
	Bisexual	21%	3%
	Other	8%	15%

\*\*Actual category is called long-term illness or mental or physical condition

- The numbers of staff experiencing bullying, harassment and discrimination in DFID over the last twelve months was much higher if individuals had declared a disability, declared their sexual orientation as Gay, Lesbian or Bisexual or were Muslim.



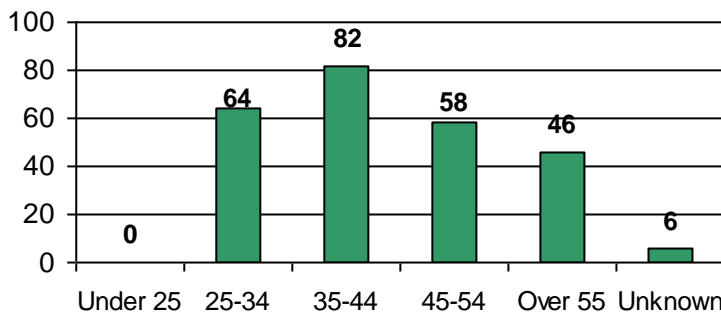
- DFID will need to explore these issues further and understand the underlying attitudes towards disability and other categories highlighted in the table. We will also look at whether there are any differences between Home Civil Service and Staff appointed in-country, UK and overseas staff and Palace Street and Abercrombie House offices.
- Some of the next steps planned and delivered in response to these results include:
  - ◆ inviting staff for one to one sessions for isolated cases of bullying
  - ◆ delivering a specially designed bullying and harassment workshop
  - ◆ delivering tailored training to Band A (equivalent to G6 and G7) managers
  - ◆ encouraging wide use of the Challenging Behaviour DVD at team building events
  - ◆ Insights Discovery workshops to develop personal awareness and team effectiveness
- It is hoped that the impact of this will be a greater awareness of dignity at work, a reduction in the number of instances of bullying, colleagues learn how to spot and deal with harassment and that training improves behaviours.

## 10) Leavers and Exits

### Leavers

**A total of 256 staff members left DFID during 2011**, which is 10% of the total number of staff in DFID. The information below shows the equality profile of these leavers (home civil servants and staff appointed in-country).

### Age profile of leavers



- Across DFID, information on leavers split by location shows that 49% of staff leaving were based overseas, 36% in London and 14% in East Kilbride.

### Disability and Ethnicity

- 2.3% of leavers had declared a disability (6 individuals).
- Ethnicity is unknown for 65% of all leavers. Declaration numbers are too small to show any differences.

## Gender and location profile of leavers



- Overall gender split of leavers is 54% female and 46% male.
- Although more females than males left DFID during 2011, this has not impacted on our overall gender workforce profile (we have slightly more female staff (52%) than male staff (48%).

## Sexual Orientation

Category	Actual numbers
Bisexual	1
Gay	1
Heterosexual	43
Lesbian	0
Information refused	8
Unknown	203
Total	256

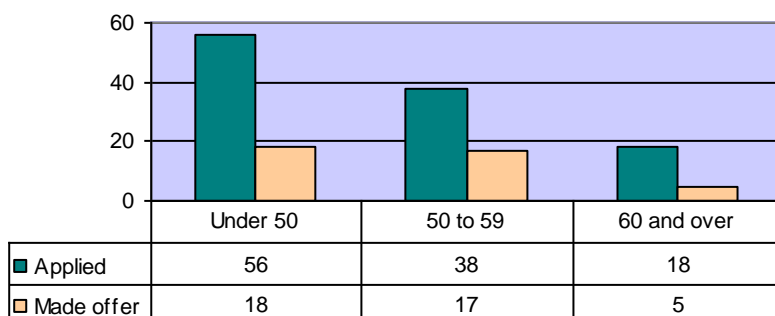
- Sexual orientation is unknown for 79% of all leavers and declaration numbers are too small to make any informative conclusions.

## Voluntary Redundancy and Exit Schemes

In 2011 DFID ran a voluntary redundancy scheme and a voluntary exit scheme to mitigate the need for compulsory redundancies. The exit scheme was run in conjunction with the voluntary redundancy scheme with the aim of freeing up some posts for staff that were at risk of redundancy. An equality impact assessment was carried out at each stage of the process to ensure there no bias or indirect discrimination.

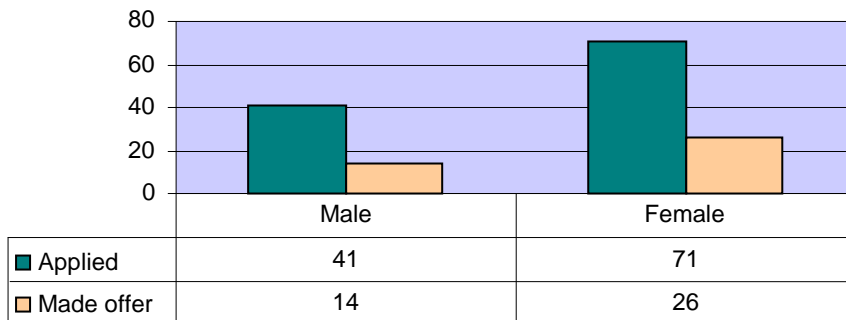
### Voluntary Exit Scheme (VE)

#### Age



- Just under 40% of those who applied for VE, received an offer, the 50 to 59 age group was the most likely to receive an offer (45%).

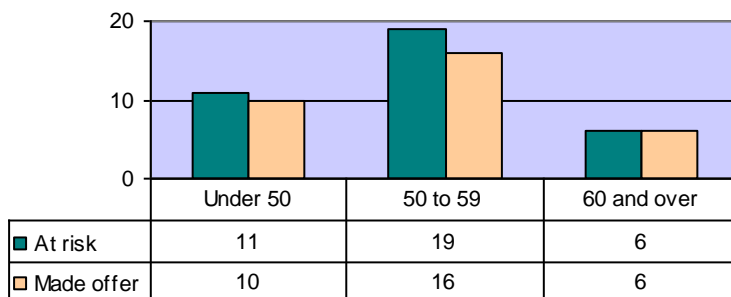
### Gender



- A total of 112 staff applied for the VE scheme, with more females (63%) than males (37%)
- 7 staff members with a disability applied for VE scheme, an offer was made to 4. This equates to 7% of the total number of staff that have declared a disability in DFID.
- 10 women on maternity leave applied for VE and 4 were made offers
- 23 staff working reduced hours applied for VE and 9 were made offers

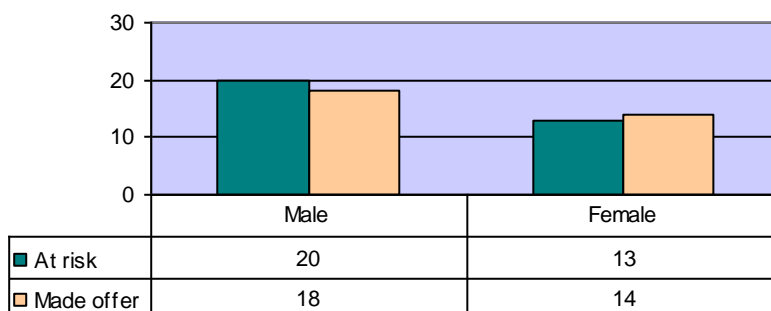
### Voluntary Redundancy Scheme (VR)

#### Age



- 76% of the total number of staff at risk of voluntary redundancy was aged 50 and over.

#### Gender



- 3 staff members with a disability were at risk of voluntary redundancy and offers were made to all 3. This equates to 5% of total number of staff that have declared a disability in DFID.
- 2 women on maternity leave were at risk of VR, an offer was made to one
- 2 staff members working reduced hours were at risk of VR, an offer was made to one

## 11) DFID People Survey Results

In September/October 2011 DFID took part in the third Civil Service wide People Survey. The overall response rate for the civil service was 60 per cent. The response rate in DFID was substantially higher at 89 per cent.

A summary of the People Survey questions on **Inclusion and Fair Treatment** are shown below by age, long-term illness or physical or mental condition, ethnicity, gender, religion or belief and sexual orientation to compare the experiences of individuals from these protected groups with those not within the protected group and against the overall results for DFID. Click link for [full survey results](#).

- Shows difference of 5% or more above the DFID overall percentage
- Shows difference of 5% or more below the DFID overall percentage

## Age

- The age profile showed there were no returns for staff under 20 or age 65 and over.
- The proportion of DFID staff reporting fair treatment at work ranged between 75-93 percent across the different age groups, with staff aged 50-59 years least likely to report fair treatment.
- Staff aged 25-29 years were consistently more likely to experience inclusive and fair treatment at DFID compared to the average. This was true to some extent for staff aged 60-64.

Actual number of returns		2036	10	140	310	380	360	300	220	110	50
Category	Questions B26 to B29	DFID overall	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64
Inclusion and fair treatment	I am treated fairly at work	80	93	88	85	83	80	83	75	75	87
Inclusion and fair treatment	I am treated with respect by the people I work with	87	86	93	89	90	88	91	83	86	89
Inclusion and fair treatment	I feel valued for the work I do	73	71	76	75	76	78	76	69	75	80
Inclusion and fair treatment	I think that DFID respects individual differences	77	86	87	81	77	77	78	76	75	78

## Long-term illness or physical or mental health condition

Actual number of returns		2036	50	1920
Category	Questions B26 to B29	DFID overall	Yes	No
Inclusion and fair treatment	I am treated fairly at work	80	78	81
Inclusion and fair treatment	I am treated with respect by the people I work with	87	78	88
Inclusion and fair treatment	I feel valued for the work I do	73	67	74
Inclusion and fair treatment	I think that DFID respects individual differences (e.g. cultures, working styles, backgrounds, ideas, etc)	77	70	78

- While most staff (70-80%) gave positive responses to questions relating to Inclusion and fair treatment, staff with a disability were significantly less positive.

## Ethnicity

Actual number of returns		2036	1210	40	300	340	20
Category	Questions B26 to B29	DFID Overall	White	Mixed	Asian	Black	Other
Inclusion and fair treatment	I am treated fairly at work	80	85	83	74	76	83
Inclusion and fair treatment	I am treated with respect by the people I work with	87	90	92	83	84	91
Inclusion and fair treatment	I feel valued for the work I do	73	73	75	79	76	91
Inclusion and fair treatment	I think that DFID respects individual differences	77	79	83	76	76	83

- Overall DFID performs strongly in relation to fair treatment of different ethnic groups
- Asian staff were least likely to feel they were treated fairly at work, with around three quarters reporting fair treatment work. However, this group was more likely to report feeling valued for the work they do compared to DFID staff as a whole.

## Gender

Actual number of returns		2036	960	940
Category	Questions B26 to B29	DFID overall	Male	Female
Inclusion and fair treatment	I am treated fairly at work	80	83	82
Inclusion and fair treatment	I am treated with respect by the people I work with	87	89	88
Inclusion and fair treatment	I feel valued for the work I do	73	77	73
Inclusion and fair treatment	I think that DFID respects individual differences (e.g. cultures, working styles, backgrounds, ideas, etc)	77	79	77

- There are no substantial differences by gender in the experience of inclusion and fair treatment in DFID.

### Religion or belief

Actual number of returns		2036	610	930	30	90	10	160	20
Category	Questions B26 to B29	DFID overall	No religion	Christian	Buddhist	Hindu	Jewish	Muslim	Any other
Inclusion and fair treatment	I am treated fairly at work	80	86	81	81	79	85	72	82
Inclusion and fair treatment	I am treated with respect by the people I work with	87	92	88	78	88	92	82	82
Inclusion and fair treatment	I feel valued for the work I do	73	73	75	81	85	77	78	59
Inclusion and fair treatment	I think that DFID respects individual differences	77	81	76	89	79	85	78	77

- There were no returns for the religious category Sikh.
- There were some variation in the experience of inclusion and fair treatment at DFID by religion, with staff with no religion most likely to feel that they were fairly treated at work.
- While a large proportion of Muslims (70-80%) felt they were fairly treated at work, or treated with respect by others, these proportions were lower than compared to all DFID staff.

### Sexual orientation

Actual number of returns		2036	1720	40	30	30
Category	Questions B26 to B29	DFID Overall	Heterosexual	Gay or Lesbian	Bisexual	Other
Inclusion and fair treatment	I am treated fairly at work	80	83	83	75	68
Inclusion and fair treatment	I am treated with respect by the people I work with	87	88	91	93	81
Inclusion and fair treatment	I feel valued for the work I do	73	74	74	79	78
Inclusion and fair treatment	I think that DFID respects individual differences	77	78	77	89	74

- There were some variation in the experience of inclusion and fair treatment at DFID by sexual orientation. However, the numbers of non-heterosexual returns were small, so will be subject to some fluctuation.

## 12) Challenges for the coming year...

DFID's ability to effectively collect equality monitoring data and take action is variable at present. Although over the last five years there has been improvement in capturing workforce profile information for all of the protected equality groups, allowing the Department to track progress, there are a number of areas which remain a challenge for DFID.

### Improving declaration rates and gaps in monitoring:

- There are limitations and gaps in some areas of the employee life cycle; we need to improve the declaration rates for equality information captured for the different stages of the recruitment process and be able to analyse information on promotions in DFID more easily.

At present it is a resource intensive manual process because promotion information is captured in two database systems that do not interface with each other.

- DFID will need to improve declaration rates for ethnicity, to meet the civil service wide target of 90% workforce declaration by 2013; and improve rates for **religion or belief** and **sexual orientation** to meet the civil service wide targets of 80% declaration by 2015.
- It is anticipated that equality and diversity declaration in the new HR system (Passport) will enable DFID to meet the civil service wide declaration targets. Staff will have the option to record 'prefer not to say' in the new system.
- Declaration rates for overseas offices will need to be looked at in the context of making the UK classifications for the protected characteristics more flexible to reflect different ethnic groups not found in the UK.

### **Making progress towards SCS diversity targets:**

- One of the key indicators of progress is the nature of targets for the diversity profile of the Senior Civil Service; DFID has met the civil service wide target of 5% staff from a black ethnic minority background in the SCS. This will need to be sustained given the small numbers involved.
- DFID has 37% women in SCS and we are making steady progress towards meeting the civil service wide target of 39% women in the SCS by 2013.
- DFID is off track and will not meet the civil service wide target of 5% disabled staff in the SCS by 2013 looking at the current evidence base. Improving the representation of disabled staff in the SCS and grades below the SCS remains a challenge for DFID.

### **Other areas:**

#### **Age**

DFID will carry out further analysis around age to determine the underlying attitudes behind the statistical findings and to learn from the experiences of staff. As we go into a period where people are expected to work longer, age is becoming a significant diversity issue. Specific areas to look at are:

- Recruitment of new staff applications v offers
- Performance management (outstanding rating)
- Voluntary redundancy schemes

#### **Disability**

DFID will need to undertake further analysis and work around disability. Only 2% of DFID staff has declared a disability. However, anecdotal evidence points to the probability that many people, for a range of reasons, do not declare their disability. Our priority over the next year is aim to raise awareness around disability issues, understand the culture within DFID, ensure staff are aware of the definition of disability and aim to get more people to feel comfortable to declare their disability. Specific areas to look at are:

- Representation of disabled staff at all levels within DFID
- SCS diversity targets – it is likely 5% of disabled staff in SCS will not be met by DFID
- Career progression
- Performance management ratings
- Discrimination, bullying and harassment
- People survey results (staff perceptions)

#### **Ethnicity**

Further work around ethnicity includes:

- improve declaration rates for ethnicity, to meet the civil service wide target of 90% workforce declaration by 2013
- improve the monitoring of equality information at recruitment, in order to accurately gauge the diversity of the people we are recruiting into DFID