
Equality Monitoring 2012/13

Equality Monitoring in DfT(c)

V1.0

In House Analytical
Consultancy

2nd December 2013



Department
for Transport



GOVERNMENT OPERATIONAL RESEARCH SERVICE

Contents

Chapter 1: Management summary.....	4
1.1 Introduction	4
1.2 DfT(c) structure and organisation.....	4
1.3 Key findings: Sex	4
1.4 Key findings: Race	4
1.5 Key findings: Disability	5
1.6 Key findings: Age.....	5
1.7 Key findings: Working pattern.....	5
1.8 Key findings: Learning and development.....	6
1.9 Key findings: Recruitment.....	6
1.10 Key findings: Sickness absence	6
1.11 Key findings: Performance management.....	7
1.12 GCDA Merger	7
1.13 Information quality and recommendations	8
Chapter 2: Introduction	9
2.1 Equality Monitoring	9
2.2 Analysis and reporting.....	9
2.3 Data coverage and quality	9
2.4 Declaration rates	10
Chapter 3: Staff in post and geographical distribution of staff	11
3.1 Geographical distribution of DfT(c) staff.....	12
3.2 Diversity profile of DfT(c) staff	12
3.3 Sexual orientation	15
3.4 Religion and belief	15
3.5 Maternity leave.....	16
Chapter 4: Staff in post across pay bands	17
4.1 Distribution of staff by pay band and diversity group	18
Chapter 5: Year on year comparisons	22
5.1 Year on year comparison	22
Chapter 6: Recruitment	23
6.1 Diversity of applicants	24
6.2 Sift to appointment analysis.....	25
Chapter 7: Ceased employment	27
7.1 Ceased employment.....	27
Chapter 8: Performance assessment.....	29
8.1 Headline results	30
Chapter 9: Learning and development	32
9.1 Recorded training by diversity group	32
Chapter 10: Grievances and discipline.....	33
10.1 Grievance cases.....	33
10.2 Discipline cases.....	33
Chapter 11: Sickness absence	34

11.1	Overall analysis.....	35
	Annex A: Notes on data.....	i
A.1	Working-age populations.....	i
	Annex B: Analytical approach.....	iii
B.1	Univariate methods - Chi-squared and Proportions tests.....	iii
B.2	Multivariate methods – Regression Analysis.....	iv
	Annex C: Tables and charts.....	v
C.1	Year on year comparison – all staff.....	v

Chapter 1: Management summary

1.1 Introduction

This monitoring report is an analysis of staff diversity, for staff in post between 1st April 2012 and 31st March 2013.

The analysis takes data on staff in post, cessations, grievances and discipline, sickness absence, performance management and recruitment, and considers whether there were significant differences with respect to sex, race, disability, pay band, age, sexual orientation, religion and belief, job type and working pattern.

Where possible, comparisons have been made against the previous year.

The inequalities and differences identified have been described in non-statistical terms throughout this report. However, where differences have been found to be statistically significant, this has been highlighted. By statistically significant, we mean that the difference is unlikely to have occurred by chance. Where results are not specifically discussed, this generally means that no statistically significant inequalities were found.

1.2 DfT(c) structure and organisation

The role of the central Department (DfT(c)) is to determine overall transport strategy and manage relationships with the agencies responsible for the delivery of a range of transport-related services.

DfT(c) has six executive agencies, and IHAC has written equality monitoring reports for each, in addition to this report.

Senior Civil Service (SCS) staff across the whole Department (i.e. DfT(c) and its

agencies) have been included in this report.

At the end of 31st March 2013, there were 1,894 staff in post, 167 of whom were in the SCS.

The majority of staff were based in London (1,605). In addition, there were 84 staff based in Ashdown House, Hastings. The remaining staff were based either in smaller London offices or in other locations around the country.

The number of staff in post increased by 11.9% from 1,692¹ at the end of March 2012 to 1,894 this year.

1.3 Key findings: Sex

64.2% of London-based staff were male, a higher proportion than that of the local working-age population (49.8%). There was no significant difference between Hastings staff and the local working-age population with respect to sex.

In DfT(c), the lower pay bands had higher proportions of female staff, and the higher pay bands had higher proportions of male staff.

1.4 Key findings: Race

Of the 1,894 staff in DfT(c), 26% were of unknown or undeclared race. Of those who had declared their race, 82.8% were white and 17.2% were black or minority ethnic (BME). As the proportion of staff in post of unknown/undeclared race was greater than those who declared themselves to be BME, any results relating to race should be treated with caution.

¹ This figure was reported as 1,696 last year, however it was found subsequently that four of these staff had left the department during 2011/12.

Staff based in London had a different race demographic to the London working-age population. 80.3% of London-based staff were white, compared with 74.5% of the local working-age population. As there were no declared BME staff in Hastings, no significance testing was possible.

Generally, lower pay bands had higher proportions of BME staff than higher pay bands.

When considering cessations, staff who had not declared their race were less likely to leave (7.9% of undeclared staff left) than other staff in post (12.2%). White staff were more likely to leave (12.7%) than other staff in DfT(c) (8.5%).

1.5 Key findings: Disability

74.9% of staff declared their disability status; of these, 5.7% declared themselves to be disabled².

Lower proportions of London-based staff were disabled (4.2%) than would be expected given the local (London area) working-age population (17.7% disabled).

The proportion of disabled staff based in Hastings (11.9%) was similar to that of the local working-age population (12.8%). 3.1% of staff based in other locations were disabled, significantly lower than the GB working-age population (20.8%).

In the cessations analysis, it was found that staff who had not declared a disability status were more likely to leave DfT(c) (22.1%) than other staff in post (11.2%).

² For the disability status of the working-age populations, the definition of disabled includes both those with a disability covered by the Disability Discrimination Act and those with a work-limiting disability.

1.6 Key findings: Age

DfT(c) had an older age profile than the GB working-age population (62.8% of DfT(c) staff were aged 40 or over, compared with 50% of the GB working-age population). This was still significant when looking at London-based staff, Hastings-based staff and other location-based staff individually.

Within DfT(c), male staff had an older age profile than female staff (66.8% of male staff were over the age of 40, compared with 53.0% of female staff).

The age distribution varied between the pay bands. PB2, PB7, SCSPB1 and SCSPB2 had higher proportions of older staff than other pay bands, whereas PB4FS and PB6 had higher proportions of younger staff.

Looking at cessations, more older staff left DfT(c) than younger staff, though this may be affected in part by the proportion of staff who retired (6.4% of leavers were retirees, who had an older age profile).

1.7 Key findings: Working pattern

Overall, 90.1% (1,706) of staff worked full time and 9.9% (188) worked part time. More full-time staff were male (67.8% of full-time staff) than expected and more part-time staff were female (64.9% of part-time staff) than expected, given the proportions of staff in post.

Working pattern varied between white and BME staff; more BME staff worked full time than expected, and fewer worked part time than expected, given the proportions of staff in post.

Full-time staff tended to be younger, with an average age of 43.4, whereas part-time staff tended to be older (46.2 on average).

When considering cessations, full-time staff were more likely to leave (11.6%) than part-time staff in DfT(c) (6.0%).

1.8 Key findings: Learning and development

10.9% (207) of staff were recorded as having received training³. Each DfT(c) staff member had an average of 0.3 days of recorded training. Looking only at those staff who received training, the average was 2.3 days.

1.9 Key findings: Recruitment

1,682 applications were received for 202 DfT(c) campaigns. 81% of applications were received for London-based posts, 1.4% of applications for Hastings-based posts and the remaining 17.6% of applications were received for posts in other locations or for multiple locations.

Due to low declaration rates, analysis was not possible for race.

In 97.6% of applications the applicant had declared their sex. Of these, 65.0% were male and 35.0% were female. 91.8% of applications had a disabled status declared, of which in 95.5% of applications was non-disabled and 4.5% was disabled.

Only applications where applicants had declared their sex were analysed. 34.5% of the applicants of known sex were successful at sift stage. 57.7% were unsuccessful, and the success of 10.8% of applicants was unknown (for example, where applicants had withdrawn from the application process before the sift).

³ This is unlikely to be a reflection of the actual training undertaken within DfT(c) as this figure only relates to training recorded by the Shared Service Centre. As the percentage of recorded training was very low, no additional analysis was undertaken.

More applicants applying for London-based posts were male (67.0%) than expected given the London-area working-age population (49.8%).

For London posts, a lower proportion of applicants were disabled (4.7%) than expected given the local working-age population (17.7%). For posts not based in London or Hastings or posts at multiple locations, fewer applicants were disabled (3.5%) than would be expected given the GB working-age population (20.8%).

Factors linked with success at sift were pay band (fewer applicants to PB2 and more to PB4 were successful than expected, given the overall success rate) and religion and belief (those declaring a religion or belief less likely to be successful).

114 of the candidates (of known sex) completed an online assessment. Of these, 74 (64.9%) were successful.

445 candidates (of known sex) were interviewed. Of these, 38% were successful.

Of the 1,642 applicants of known sex, 169 were appointed to a post in DfT(c), a success rate of 10.3%. Applicants to PB2 were less likely to be appointed than those to other pay bands, and female applicants were more likely to be successful than others.

1.10 Key findings: Sickness absence

According to the official Cabinet Office figures⁴ for sickness absence, the

⁴ The Cabinet Office figures should remain the official source of sickness absence figures for DfT(c). The analysis 2013 undertaken for this report was based on staff-in-post on the midnight of 31st March and did not make adjustments for available working time – e.g. staff who have worked for less than the full year.

average working days lost for DfT(c) was 4.7, with 62.1% of staff having at least once instance of sickness absence.

DfT(c) staff who were in post at 31st March 2013 had had an average of 3.5 days of sickness absence each in 2012/13.

39% of staff had had some sickness absence in 2012/13. Of these staff, the average total days lost was 9.1 days.

Pay band was the factor most closely linked with whether staff had sickness absence and also how many days sickness they had. Staff in PB2, PB3, PB4 were more likely to have sickness absence, whereas staff in PB7, SCSPB1 and SCSPB2 were less likely to have had sickness absence.

PB2 and PB3 staff had more days sickness absence on average than other staff, while PB6, PB7 and SCSPB1 staff had fewer.

Disabled staff were more likely to have had sickness absence than other staff. 61.9% of disabled staff had sickness absence, compared with 39.0% of all staff.

Disabled staff also had more days' sickness absence on average than other staff (10.6 days compared with 3.5 days overall), as did older staff.

Female staff in SCSPB1 were more likely to have had sickness absence than other SCSPB1 staff. In PB2, PB4FS, PB5, PB7 and SCSPB1, female staff had more days sickness absence on average than male staff.

1.11 Key findings: Performance management

Performance Management Reports (PMRs) were received for 1,465 staff. Of these, 353 (24.1%) received a box 1

mark, 954 (65.1%) received a box 2 mark and 158 (10.8%) received a box 3 mark.

Staff who had not had an instance of sickness absence were more likely to have received a box 1 mark than staff who had had sickness absence (22.6% and 14.7% respectively).

Younger staff were more likely to have received a box 1 mark than older staff and older staff were more likely to have received a box 3 mark than younger staff.

White staff were more likely to have received a box 1 mark (21.9%) compared with other staff (15.0%). BME staff were more likely to have received a box 3 mark (15.4%) than other staff (8.7%).

Staff who line managed greater numbers of staff were more likely to have received a box 1 mark than other staff receiving a box 1 mark.

Staff who had not declared a religion or belief were less likely to have received a box 1 mark (16.9%) than other staff (21.6%).

Staff who had had sickness absence were more likely to have received a box 3 mark (12.5%) than other staff receiving a box 3 mark (7.5%).

Staff who had no overtime were more likely to have received a box 3 mark than other staff receiving a box 3 mark.

Male staff were more likely to have received a box 3 mark (10.8%) than female staff (7.8%).

1.12 GCDA Merger

During the course of the year, certain parts of the GCDA became part of DfT(C). All GCDA staff in post and

cessations have been considered in this report.

This may affect the year-on-year comparisons, as the GCDA had a slightly different demographic to DfT(C). At the end of 2011/12, GCDA had high proportions of male staff and older staff.

purpose of this report, and work is underway to rectify the problem.

1.13 Information quality and recommendations

Rates of staff declaring their race or disability decreased since the previous year (whilst the overall declaration rate is higher than last year, this is due to an increase in staff selecting the “Prefer not to say” declaration, i.e. a legitimate declaration, but not usable in diversity analysis).

In 2012/13, race was known for 74% of staff and disability status for 76%. These proportions are sufficiently high that we can have reasonable confidence in the analysis.

However sexual orientation and religion and belief was unknown or undeclared for 49.1% and 49.8% of staff respectively. Consequently, very little analysis was possible.

Human Resources are working on raising awareness equality and diversity issues; it is hoped that this will increase staff member’s willingness to declare diversity.

Additional information on job type may also provide greater insight. This could be given at a broad level such as policy maker, administrator, etc.

Data for some of the staff who declared their race during the year is subject to a database coding problem that means that it has not always been possible to determine whether they are white or BME. They have been classed as “unknown/prefer not to say” for the

Chapter 2: Introduction

2.1 Equality Monitoring

This report contains an analysis of the diversity of DfT(c) staff for 2012-13.

The aims of the analysis were to:

- identify differences between diversity groups within DfT(c);
- compare the diversity of DfT(c) staff with the diversity of the local working-age population; and
- highlight any changes since previous years.

2.2 Analysis and reporting

This analysis has considered the following areas of diversity:

- Sex
- Race
- Disability
- Age
- Working pattern
- Sexual orientation
- Religion and belief

And for the following datasets:

- Staff in post
- Recruitment
- Cessations
- Performance management reports
- Learning and development
- Disciplinary cases
- Grievance cases
- Sickness absence

It also gives information about maternity leavers and returners.

Results described in this report are based on the outcomes of statistical tests. These tests are used to identify statistically significant differences between groups – that is, differences larger than the likely range of natural variation.

Data for this report was provided by DfT(c) MIS (Management Information Solutions), and has been summarised in the annex tables provided with this analysis. Recruitment data was provided by DfT Shared Services and the DfT Resourcing Group (DRG).

2.3 Data coverage and quality

Data related to staff in post at the end of 31st March 2013, and cessations between 1st April 2012 and 31st March 2013.

For the purpose of these Equality Monitoring reports, Senior Civil Service (SCS) staff from across the DfT family have been analysed together in the DfT(c) report.

Neither staff on long-term leave (for instance maternity leave⁵ and career breaks) nor staff who are not civil servants (e.g. consultants, temporary administrators etc) are included in the analysis.

Data on staff sex, age and pay band are held for each member of staff, but data on disability, race, sexual orientation and religion / belief are voluntarily provided. As a result, and because staff may be unwilling to provide this information, these data often have significant numbers of unknowns or undeclared statuses and subsequently analysis was not always possible.

⁵ 13 staff were on maternity leave on 31st March 2013.

In some cases, analysis was performed on pay band groups rather than individual pay bands (PB1-3, PB4FS, PB4-5, PB6-7 and SCS).

2.4 Declaration rates

All employees are encouraged to complete an equality monitoring form which records their race, religion or belief, sexual orientation, disability status, age and sex. The individual information is confidential but the overall statistics are used to analyse trends and support diversity action plans. DfT is keen to achieve high declaration rates and to exceed 90% for all diversity strands (protected characteristics).

The table below shows the position for the year ending 31st March 2013. Age and sex have a 100% declaration rate because this data is automatically available for all employees.

Protected characteristic	All staff (%)	Non-SCS (%)	All SCS (%)	DfT(c) SCS (%)	Agency SCS (%)
Age	100	100	100	100	100
Sex	100	100	100	100	100
Race	85.2	84.8	88.6	88.6	90
Disability status	75.9	75.7	79.0	82.3	70
Sexual orientation	77.1	76.9	79.0	82.9	70
Religion and belief	79.6	79.8	77.8	82.9	66

Throughout the remainder of this report any references to declaration rates or staff who had declared their status apply to staff who identified with a particular diversity category – such as “disabled” or “White British”. In other words, for the purposes of the analysis in this report,

staff who have declared that they prefer not to say have been grouped with those for whom no information is held, and described as unknown/undeclared. So if, say 10% of staff had chosen not to specify their race, and information was not available for a further 20%, we would quote a declaration rate of 70%, even though technically 80% had made a declaration.

Chapter 3: Staff in post and geographical distribution of staff

This chapter considers the geographical distribution and the diversity mix of DfT(c) staff.

It compares the diversity of staff at each main location with the diversity of the local working-age population.

Key findings

- 1,894 staff in DfT(c)
- 1,605 in London, 84 in Hastings and 205 in other locations
- London: staff tended to be older than the local working-age populations, and more likely to be male, white or non-disabled
- Hastings: staff tended to be older than the local working-age population, but no other significant results found.
- Other locations: staff tended to be older than the GB working-age population, and were more likely to be male or non-disabled.
- In all locations except Hastings, male staff tended to be older.

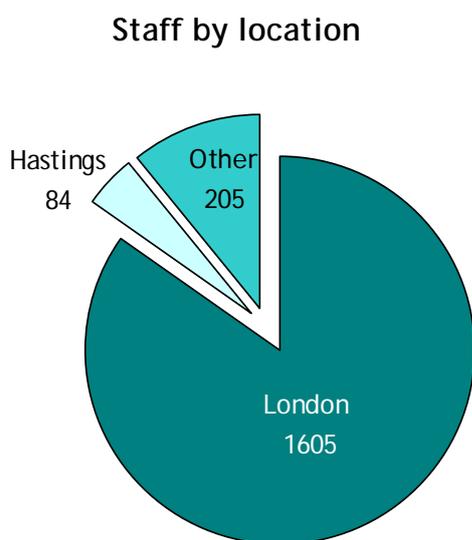
3.1 Geographical distribution of DfT(c) staff

At the end of 31st March 2013 there were 1,894 staff in post in DfT(c), higher than the figure of 1,692⁶ in the previous year.

This was in part due to the inclusion of 93 GCDA staff, after GCDA was made part of DfT(c) during the year.

The majority of DfT(c) staff were based in London. 1,605 staff (84.7% of all staff) were based in London⁷, the majority in Great Minster House.

84 staff (4.4%) were based in Hastings, and 205 (10.8%) were in other locations.



3.2 Diversity profile of DfT(c) staff

For all diversity types, comparisons have been drawn with local working-age populations.

⁶ Four staff included in last year’s analysis have since been removed, as they had left the department previously.

⁷ After analysis had been completed, it was found that six staff members had been incorrectly counted as London staff, instead of Dorking. It is unlikely that this will affect the analysis greatly.

For London-based staff this means London boroughs and the neighbouring counties. The Hastings local area is defined as East Sussex and surrounding local authorities. Staff in other locations have been compared with the GB working-age population.

3.2.1 Sex by location

DfT(c) as a whole

The proportions of male and female staff in DfT(c) have remained fairly constant since IHAC first produced Equality Monitoring reports in 2006/07 (around 64% of staff were male).

The chart below gives the staff breakdown by sex for the last five years.

London

64.2% of London-based staff were male, a higher proportion than that of the local working-age population (49.8%).

PB4-5, PB6-7, the SCS and the Driver/Workshop pay band all showed similar results, with higher proportions of males than expected given the local working-age population.

Hastings

There were no significant differences between Hastings staff and the local working-age population with respect to sex, either overall or at a pay band level.

Other locations

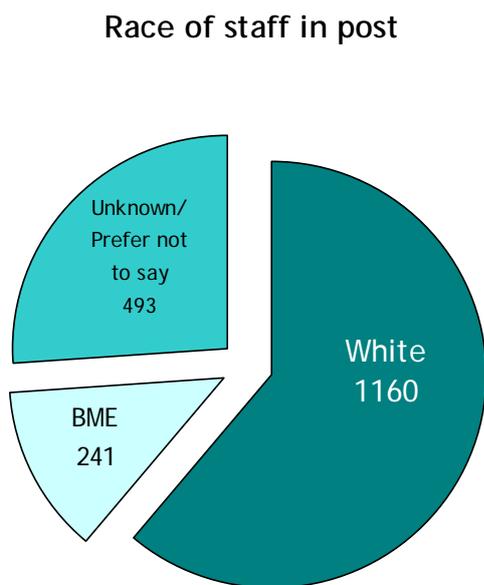
A higher proportion of staff based in locations other than London or Hastings were male than would be expected given the GB working-age population. 68.8% of staff were male, compared with 49.8% of the GB working-age population.

This was largely due to particularly high proportions of male staff in higher pay bands. 86% of PB6-7 staff and 79.5% of the SCS in other locations were male.

3.2.2 Race by location

DfT(c) as a whole

Of the 1,894 staff, 26% were of unknown or undeclared race. Of those who declared their race, 82.8% were white, and 17.2% were black or minority ethnic (BME).



The proportion of staff of unknown/undeclared race was greater than those who declared themselves to be BME. This means that any results relating to race should be treated with caution.

The proportion of staff of unknown/undeclared race has increased since last year, from 20.4% to 26%.

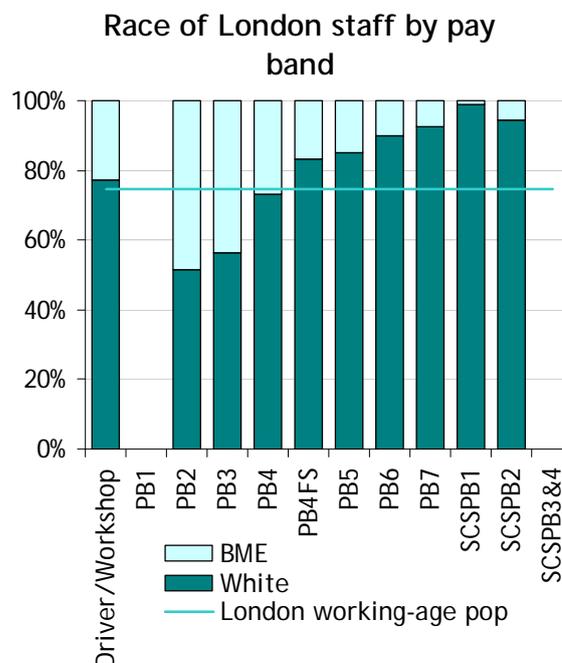
London

Staff based in London had a different race demographic to the London working-age population. 80.3% of London-based staff were white, compared with 74.5% of the local working-age population.

However, this effect was not the case in all pay bands. PB2 and PB3 had significantly more BME staff than would

be expected given the local working-age population, and PB6, PB7 and the SCS had higher proportions of white staff.

The graph below illustrates this. Due to small numbers of staff in some pay bands, these have been removed.



Hastings

Of the 84 Hastings-based staff, 77 declared themselves to be white, and the race of 7 was unknown. Due to there being no declared BME staff, no significance testing was possible.

Other locations

147 of the 241 staff based in other locations declared a race. Of these, 93.9% were white and 6.1% were BME.

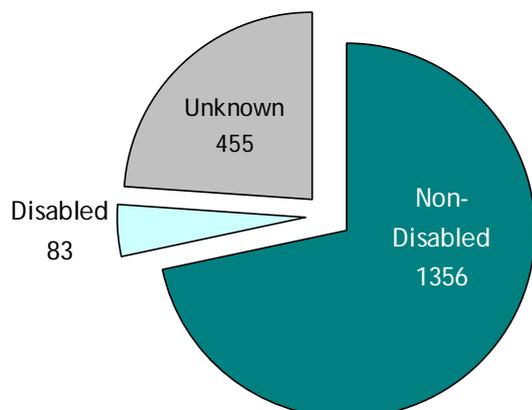
This was not significantly different from the GB working-age population.

3.2.3 Disability by location

DfT(c) as a whole

74.9% of staff declared their disability status; 5.7% of these declared themselves to be disabled.

Staff by disabled status



As with race, only those of known disability status were used in the location analysis.

London

Lower proportions of London-based staff were disabled than would be expected given the local working-age population⁸.

4.2% of London-based staff were disabled, compared with 17.7% of the London working-age population.

In all pay band groups except PB4FS (i.e. in PB1-3 and Driver/Workshop, in PB4-5, in PB6-7 and in the SCS pay bands), there were significantly fewer disabled staff compared with the London working-age population. The proportion of disabled staff in PB4FS was in line with that of the local working-age population.

Hastings

The proportion of disabled staff based in Hastings was similar to that of the local

working-age population. 11.9% of Hastings-based staff and 12.8% of the Hastings working-age population were disabled.

Other locations

96.9% of staff based in other locations were non-disabled, significantly higher than the GB working-age population (79.2%). Similarly, PB6-7 had a higher proportion of non-disabled staff than expected.

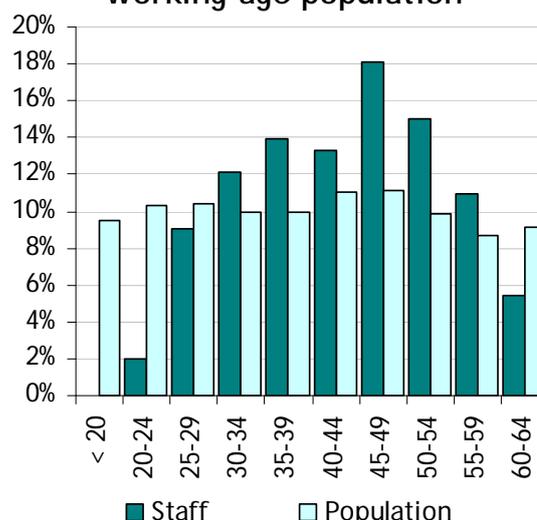
3.2.4 Age by location

DfT(c) as a whole

In this section, only staff under the age of 65 are considered in comparisons with local and GB working-age populations

DfT(c) had an older age profile than the GB working-age population. 62.8% of DfT(c) staff were aged 40 or over, compared with 50% of the GB working-age population. The chart overleaf illustrates this.

Age distribution of staff and working-age population



⁸ For the disability status of the working-age populations, the definition of disabled includes both those with a disability covered by the Disability Discrimination Act and those with a work-limiting disability.

The age distributions by sex were significantly different, with male staff having an older age profile than female staff. 53% of female staff were over the

age of 40, compared with 66.8% of males. This overall result was in part due to a particularly large difference among PB6 staff, of whom 64.6% of male staff and 40.3% of female staff were 40 or over.

London

As with DfT(c) as a whole, the age distribution of London-based staff was significantly different from that of the local working-age population; staff tended to be older.

Similar results were found for PB1-3, PB4-5, PB6-7 and SCS but not for PB4FS staff, who had a younger age profile.

Looking at age together with other diversity characteristics for London-based staff, it was found that male staff had an older age profile than female staff, with 65.8% of males and 51.5% of females being aged 40 or over.

Hastings

There was a significant difference between the age distribution of Hastings-based staff and that of the working-age population. 57.2% of the local working-age population were aged 40 or over, compared with 74.7% of Hastings staff.

Very little further age/diversity analysis was possible for Hastings staff. Where it was possible, no significant results were found.

Other locations

Staff in other locations had an older age demographic than the GB working-age population. 77.8% of these staff were aged 40 or over, compared with 49.9% of the GB working-age population.

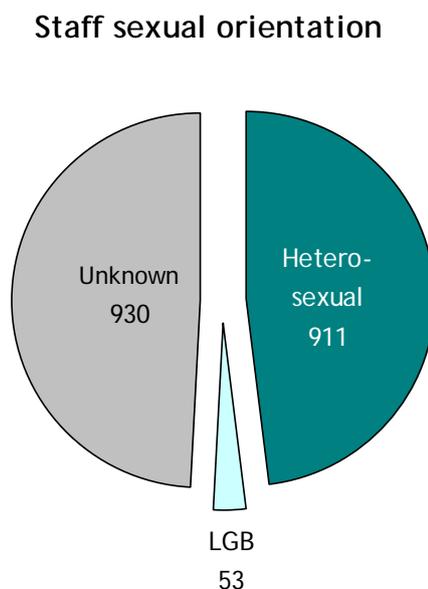
This was also the case for PB6-7 and the SCS, with 88.2% and 100%, respectively, being aged 40 or over.

In a similar pattern to London-based staff, male staff tended to be older than female staff, with 86.5% of male staff and 59.4% of female staff being 40 or older.

3.3 Sexual orientation

Although data on sexual orientation was collected for staff, a large proportion of staff (49.1%) chose not to declare this information.

Of staff whose sexual orientation was known, 94.5% identified themselves as heterosexual and 5.5% identified themselves as lesbian, gay or bisexual (LGB).

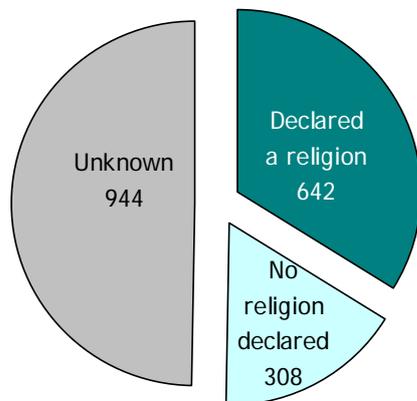


3.4 Religion and belief

Similarly to sexual orientation, data was collected for religion and belief, but a large proportion of staff (49.8%) did not declare this information.

Of the staff who did declare their religion/belief status, 67.6% declared a religion or belief and 32.4% declared no religion or belief.

Staff religion/belief



3.5 Maternity leave

There were 13 staff on paid or unpaid maternity leave at the end of March 2013. 34 staff returned from maternity leave during 2012/13.

Chapter 4: Staff in post across pay bands

This chapter considers how the minority groups are distributed across the pay bands.

The analysis takes each pay band in turn and compares it with all the others.

In this section, for example, “significantly more females than expected” means that there were significantly more females compared with the other pay bands rather than the local working-age population.

Key findings

- Higher proportions of female staff in PB2, but lower in PB5.
- BME staff tended to be in lower pay bands – high proportions in PB2 and PB3, but lower in PB6, PB7 and the SCS.
- High proportions of non-disabled staff in PB6-7 and SCSPB1.
- PB2, PB7, SCSPB1 and SCSPB2 tended to be older, while PB4FS and PB6 tended to be younger.
- PB4 staff were more likely to work full time than others, while Driver/Workshop staff were more likely to work part time.

4.1 Distribution of staff by pay band and diversity group

The following sections describe how staff in each diversity group were distributed throughout the pay bands within DfT(c).

Of the 1,894 staff in post, 8.8% (167) were in the SCS.

Due to low numbers in PB1 (2 staff) and SCSPB3&4 (5 staff), data from these pay bands has been omitted from the charts.

Staff fall into one of three specialism categories, Normal pay band, Specialist pay band or Driver/Workshop.

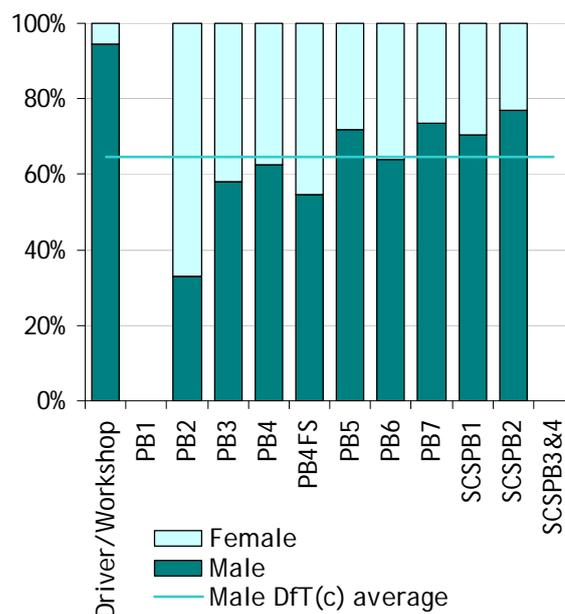
The legal pay bands, accident and nuclear pay bands and engineering and science pay bands are collectively denoted as specialist pay bands in this report. Driver/Workshop staff are those staff in a Driver/Workshop pay band that used to be part of GCDA.

As specialism is so closely linked with pay band, it has been omitted from the analysis in this chapter.

4.1.1 Sex distribution

The overall trend across DfT(c) was that the lower pay bands had higher proportions of female staff, and the higher pay bands had higher proportions of male staff. The chart below illustrates this.

Sex of staff in post by pay band

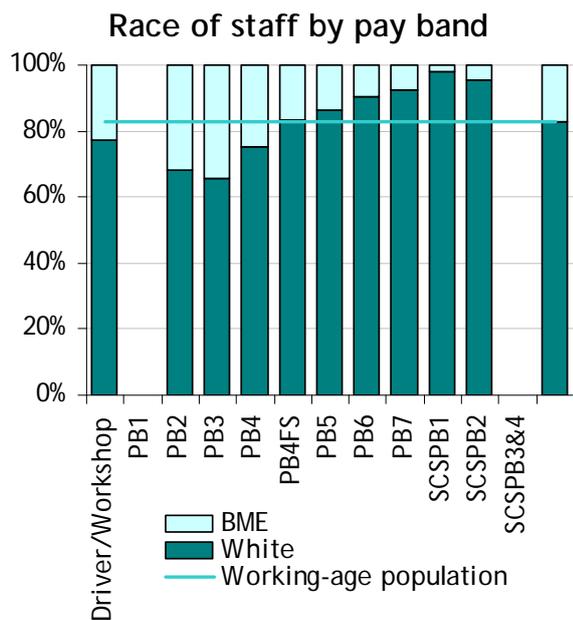


PB2 had a higher proportion of female staff (66.9%) than expected given the DfT(c) average of 35.5%, whereas PB5 had a lower proportion (28.1%).

94.5% of Driver/Workshop staff were male, which was significantly higher than the DfT(c) average.

4.1.2 Race distribution

BME staff were not evenly distributed across the pay bands. Lower pay bands had higher proportions of BME staff than higher pay bands.



PB2 and PB3 had higher proportions of BME staff than expected (25.4% and 27.6% respectively) given the DfT(c) average of 12.7%.

PB6, PB7 and the SCS all had lower proportions of BME staff than expected, with 6.8%, 5.9% and 1.8% respectively.

Driver/Workshop staff had a higher race declaration rate than expected, with 84.9% of staff declaring their race, compared with 74% of all DfT(c) staff.

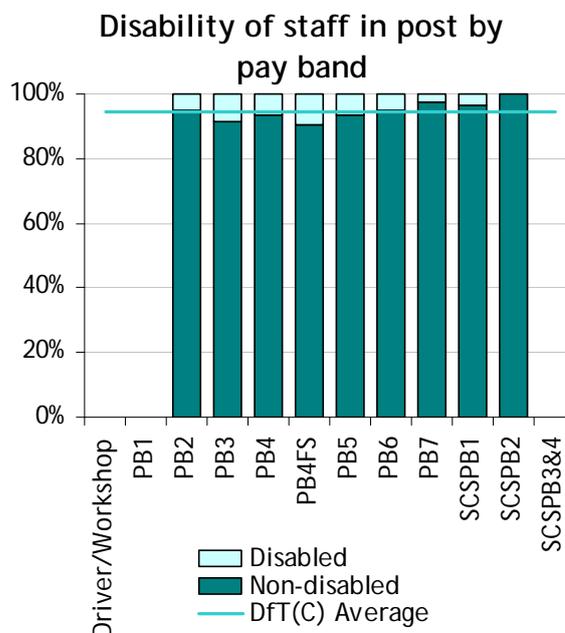
Due to small numbers of staff in many of the categories, no analysis was possible for specific racial groups.

4.1.3 Disability distribution

76% of staff declared their disability status. Of these, 1,356 were non-disabled and 83 were disabled.

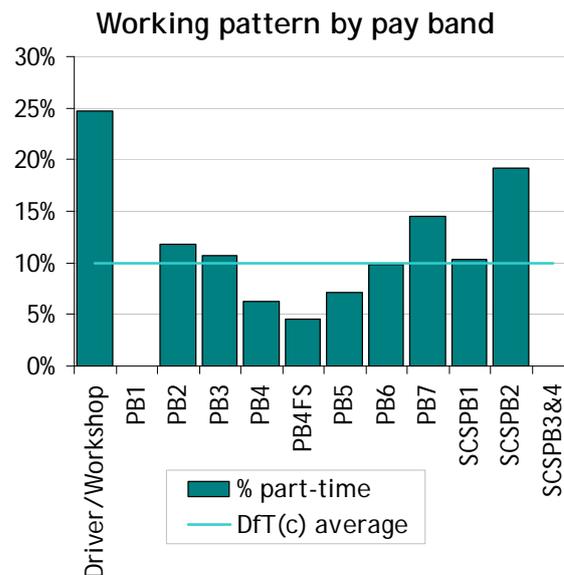
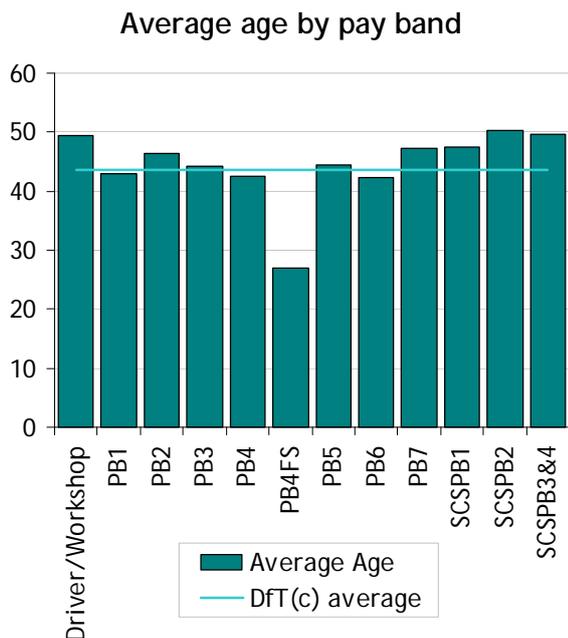
PB2 had a higher declaration rate than expected, and Driver/Workshop staff had a lower one. 84.7% of PB2 staff and none of the Driver/Workshop staff declared their disability status, compared with the DfT(c) figure of 76%.

Of the 76% who declared their disability status, PB6-7 and SCSPB1 had higher proportions of non-disabled staff than expected; 78.4% of PB6-7 staff and 79.4% of SCSPB1 staff declared themselves to be non-disabled, compared with 76.1% of DfT(c) staff.



4.1.4 Age distribution

The age distribution varied between the pay bands. PB2, PB7, SCSPB1 and SCSPB2 had significantly higher proportions of older staff than other pay bands, whereas PB4FS and PB6 had higher proportions of younger staff (see the graph below).



4.1.5 Working pattern

Overall, 90.1% (1,706) of staff worked full time and 9.9% (188) worked part time.

PB4 had a higher proportion of full-time staff than would be expected. 93.8% of PB4 staff worked full time, higher than the DfT(c) figure of 90.1%.

Staff in the Driver/Workshop pay band were more likely to work part time; 24.7% of Driver/Workshop staff worked part time.

Sex

Working pattern was associated with gender; more full-time staff were male than expected and more part-time staff were female. 67.8% of full-time staff were male, compared with 35.1% of part-time staff.

Race

Working pattern varied between white and BME staff; more BME staff worked full time than expected, and fewer worked part time. BME staff comprised 13.1% of full-time staff and 1% of part-time staff.

Age

The age profiles were different for full-time and part-time staff. Full-time staff tended to be younger, with an average age of 43.4, whereas part-time staff tended to be older (46.2 on average).

4.1.6 Religion/belief

Fewer staff in PB4 had declared no religion or belief than expected given the overall proportions and fewer staff in PB7 and SCSPB1 had declared a religion or belief than expected. However, due to a low declaration rate

for religion and belief (50.2%), these results should be treated with caution.

Chapter 5: Year on year comparisons

This chapter looks at how DfT(c) has changed in terms of diversity in the year since the last Equality Monitoring report one year ago.

Key findings

- 11.9% increase in staff on last year, partially due to GCDA joining DfT(c).
- Disability declaration rate dropped.

5.1 Year on year comparison

5.1.1 Staff numbers

The number of staff increased from 1,692 at the end of 2011/12, an increase of 11.9%. A large part of this increase is due to GCDA being brought into DfT(c) during 2012/13.

However, even excluding these GCDA staff, staff numbers showed an increase of 6.4% (109) during the year.

5.1.2 Change in diversity profile

The most significant diversity change since last year was the increase in staff in the Driver/Workshop pay band. However, since all of these staff were previously part of GCDA, this is unsurprising.

The proportion of staff whose disability status was unknown increased significantly since last year, from 14.5% to 24%. Again, this is largely due to the inclusion of the GCDA staff, only two of whom had declared a disability status.

The disability declaration rate in PB4 decreased since 2012/13, from 82.8% to 69.8%. This change is less likely to be attributable to GCDA staff.

Race declaration rates also dropped significantly in PB5, from 83.4% to 75.9%.

Chapter 6: Recruitment

This chapter considers the equality mix of candidates applying for roles within DfT(c) in 2012/13.

Recruitment analysis has been split into two sections:

- The first section compares candidates with local working-age populations. These are all campaigns which have been advertised outside the Department.
- The second section looks at the success of all candidates through the various stages of recruitment – sift, online assessment and interview.

Since 2010, the DfT Resourcing Group (DRG) have managed all of DfT(c) recruitment, and data is held on their behalf by DfT Shared Services⁹. Data was collected for all recruitment campaigns launched outside DfT(c) during 2012/13.

This year, recruitment data does not include campaigns that were advertised only within the Department as the majority are now handled by individual business units without DRG's involvement.

Key findings

Diversity of applicants

- For London posts, higher proportions of applicants were male than expected (overall and for PB4-5 and PB7) and more were non-disabled than expected (overall and for PB4-5 and PB6).
- For posts in other locations, more applicants to PB6 were male than expected, and more applicants were non-disabled (overall and for PB2).

Success rates through the recruitment process

- Sift: Fewer applicants to PB2 were successful than expected, and more applicants to PB4 were successful. Applicants declaring a religion or belief were less likely to be successful.
- Appointment: a lower proportion of applicants to PB2 were appointed than expected (3.4% of PB2 applicants were appointed, while 10.3% of all DfT(c) applicants were successful).
- More female applicants (14.8%) were appointed than expected. This was true for all DfT(c) and

⁹ Civil Service Recruitment started holding this data from mid-March 2013.

6.1 Diversity of applicants

This section compares the profile of applicants with that of the local working-age population.

All of these applicants applied for posts that were advertised outside DfT(c) (even if they were already employees). This includes posts that were advertised across the DfT family, across the civil service and external to the civil service.

1,682 applications were received in total, for 202 campaigns. Of these, 1,068 (63.5%) were male, 574 (34.1%) were female and the sex of 40 (2.4%) was unknown.

590 were white (35.1%), 357 were BME (21.2%) and race was unknown for 735 (43.7%). Due to this high proportion of unknowns, no analysis was possible by race.

1,474 were non-disabled and 70 were disabled, with an overall declaration rate of 91.8%.

Declaration rates for both sexual orientation and religion/belief were sufficient for analysis to be performed. 87.9% of applicants declared their sexual orientation (83.6% heterosexual and 4.3% LGB), and 83.1% declared their religion or belief status (56.2% declared a religion or belief, and 26.9% declared no religion or belief).

6.1.1 London

1,362 applications were received for London-based posts (81% of all applications).

Sex

More applicants were male (67.0%) than expected given the local working-age population (49.8%).

Similar results were found for PB4-5 and PB7. 71% of applicants to PB4-5 and 75.4% of applicants to PB7 were male.

Disability

A higher proportion of applicants were non-disabled than expected given the local working-age population. 95.3% of applicants were non-disabled, compared with 82.3% of the local working-age population.

PB4-5 and PB6 showed similar results, with 96.6% and 93.9% of applicants respectively being non-disabled.

Other factors

No data on sexual orientation or religion/belief was available for the local working-age population, so no analysis was possible.

6.1.2 Hastings

24 applications were for Hastings-based posts (1.4% of all applications). Due to this small number, very little analysis was possible. Where analysis was performed, no significant results were found.

6.1.3 Other locations

296 applications (17.6%) were received for posts in other locations. This includes posts that were advertised for various or multiple locations.

Sex

The proportions of applicants of each sex were in line with the GB working-age population. However, a higher proportion of applicants to PB6 were male than expected. 77.3% were male, compared with 49.8% of the GB working-age population.

Disability

More applicants were non-disabled than would be expected given the GB working-age population. 96.5% of applicants were non-disabled, compared with 79.2% of the GB working-age population.

A similar result was found for PB2, with more applicants being non-disabled than expected. 96.2% of applicants to PB2 were non-disabled

6.2 Sift to appointment analysis

This analysis compares the profile of applicants who were successful at sift, online assessment and interview with those who were unsuccessful. Finally, it compares all applicants who were offered a job with those who were not.

All applications were included in this analysis whether the post was advertised within the DfT family, within the civil service or outside the civil service.

6.2.1 Sift

Overall

507 of the applicants of known sex (34.5%) were successful at sift stage. 57.7% were unsuccessful, and the success of 10.8% of applicants was unknown. Success being unknown includes cases where applicants withdrew from the application process before the sift occurred.

The most important factor linked with success at sift was pay band. Fewer applicants to PB2 and more applicants to PB4 were successful at sift stage than would be expected, given the overall success rate. 11.9% of PB2 applicants and 46.2% of PB4 applicants were successful at sift stage. This was not attributable to the number of applicants

per campaign, as PB4 had the highest number of applicants per campaign (13.7), and PB2 had fewer per campaign (7.5).

Applicants who declared a religion or belief were less likely to be successful at sift stage than other applicants (32.2% were successful).

Pay band level

Looking at pay bands individually, few significant results were found.

More non-disabled applicants to PB4 were successful than expected. 47.8% of non-disabled applicants in this category were successful, compared with 46.2% for PB4 overall.

At PB7, applicants whose disability status was unknown were less likely to be successful (0%) and applicants who declared themselves to have no religion or belief were more likely to be successful (51.6%). The overall success rate for PB7 was 35.6%.

6.2.2 Online assessment

114 of the candidates (of known sex) completed an online assessment. Of these, 74 (64.9%) were successful.

6.2.3 Interview

445 candidates (of known sex) were interviewed. Of these, 169 (38%) were successful.

Overall, no significant results were found.

The only significant results at pay band level were related to sexual orientation. A higher proportion (83.3%) of LGB applicants to PB5 were successful than expected, given the overall PB5 success rate of 41.4%.

Similarly, a lower proportion of heterosexual applicants to PB7 were successful than expected (32.4% compared with 37.8%).

6.2.4 Appointed (offered a job)

Of the 1,642 applicants of known sex, 169 were appointed to a post in DfT(c), a success rate of 10.3%.

Which pay band an applicant applied for was the factor most closely linked with success at appointment stage, with fewer applicants to PB2 being appointed than expected. 3.4% of applicants to PB2 were successful, compared with 10.3% of all applicants.

The second most important factor was sex, with more female applicants being appointed than males. 12.2% of female applicants were successful, compared with 9.3% of male applicants.

This result was also true for applicants to PB4. 14.8% of female applicants and 8.2% of male applicants were successful.

The only other significant result was that more non-disabled applicants to PB7 were successful than expected, with 13.5% of non-disabled PB7 applicants being appointed, compared with 11.5% of PB7 applicants overall.

Chapter 7: Ceased employment

This chapter compares the profile of staff who left DfT(c) during 2012/2013 with that of the staff in post at the end of the reporting year.

236 staff left DfT(c) in 2012/13. The 236 leavers comprised 11.1% of the staff had who worked in DfT(c) at any point during the financial year.

Key findings

- 236 staff left DfT(c), 11.1% of the staff in post at the end of 2011/12.
- More Driver/Workshop staff left DfT(c) than expected, though this was likely a consequence of consolidating GCDA into DfT(c).
- Staff in PB4FS were more likely to leave DfT(c) than staff in any other pay band. Older staff and full-time staff were more likely to leave DfT(c) than younger staff and part-time staff respectively.

7.1 Ceased employment

The following sections give the diversity factors most closely linked with cessations in order of significance.

Job role

There were significantly more Driver/Workshop staff leaving DfT(c) (51.3%) compared with other roles (8.0%), though is largely due to a voluntary redundancy campaign in the GCDA. This was the most significant finding in the analysis.

Pay band

Significantly more pay band PB4FS staff left DfT(c) (20.0%) than staff in other pay bands (10.6%).

Age

More older staff left than younger staff in DfT(c), though this may be affected in part by the proportion of staff who retired (6.4% of leavers were retirees, who had an older age profile).

Disability

Staff who had not declared a disability status were more likely to leave DfT(c) (22.1%) than other staff in post (11.2%). Fewer non-disabled staff left PB3 (4.6%) than the staff in post in PB3 (16.9%).

Race

Staff who had not declared their race (7.9%) were less likely to leave than other staff in post (12.2%). White staff were more likely to leave (12.7%) than other staff in DfT(c) (8.5%).

Analysing by the individual pay bands, there were more white PB4 staff leaving (11.9%) than other PB4 staff in post (2.6%).

Working pattern

Full-time staff were more likely to leave (11.6%) than part-time staff in DfT(c) (6.0%).

Religion or belief

Staff who had specified that they had no religion or belief (6.1%) were less likely to leave than other staff in DfT(c) (12.0%).

In PB2, staff who had specified having a religion or belief were more likely to leave compared with other staff. In PB5, staff who had specified not having a religion or belief were less likely to leave. In pay band PB4FS, staff who had not declared their religion or belief status were more likely to leave DfT(c).

Chapter 8: Performance assessment

This chapter looks at the Performance Management Reports (PMRs) for the reporting year ending 31st March 2013¹⁰.

At the end of each reporting year, DfT(c) employees are awarded a performance assessment mark, based on their end-of-year reports. Employees were awarded any one of the three marks:

- Box 1
- Box 2
- Box 3

The analysis examines whether there was a significant difference between the profile of those achieving the top box mark (box 1), and those who did not receive that mark.

In addition, analysis also looks for any significant differences in the diversity profile of those achieving the box 3 mark compared to staff receiving other performance marks.

Key findings

- 1,465 staff had Performance Management Reports (PMRs), of whom 24.1% received a box 1 mark, 65.1% received a box 2 mark and 10.8% received a box 3 mark.
- In order of importance, box 1 marks, were associated with staff with less sickness absence, younger staff, white staff, a larger number being line managed or staff who had specified a religion or belief, compared with the staff in the rest of DfT(c).
- In order of importance, box 3 marks were associated with older staff, staff who had sickness absence, BME staff, staff who had not claimed overtime and male staff, each compared with the staff in the rest of DfT(c).

¹⁰ Former GCDA employees have not been analysed in this section.

8.1 Headline results

Performance Management Reports (PMRs) were received for 1,465 staff. Of these, 353 (24.1%) received a box 1 mark, 954 (65.1%) received a box 2 mark and 158 (10.8%) received a box 3 mark.

8.1.1 Box 1 marks

The key diversity factors associated with the box 1 performance mark are given in order of importance.

Sickness absence

Staff who had not had an instance of sickness absence were more likely to have received a box 1 mark than staff who had had sickness absence (29.3% and 17.3% respectively). This was the factor from the data that best explained the relationship between staff and receiving a box 1 mark.

In PB3, PB4FS and PB6, staff who had no sickness absence were more likely to have received a box 1 mark than the rest of the staff receiving a performance mark in their respective pay bands.

Age

Younger staff were more likely to have received a box 1 mark than older staff. This factor was the second most important factor linked to a box 1 mark.

In PB5, PB6 and PB7, younger staff were more likely to have received a box 1 mark than expected in their respective pay band.

Race

White staff were more likely to have received a box 1 mark (28.1%) compared with other staff receiving a performance mark (17.6%). In PB3, there were significantly fewer BME staff than other staff receiving a box 1 mark. In PB6, there were significantly more white

staff receiving a box 1 mark than expected.

Number of reportees

Staff with greater numbers of staff directly reporting to them (in a line manager relationship) who had also received a performance mark were more likely to have received a box 1 mark than other staff receiving a box 1 mark. Looking at the individual pay bands this was shown to be significant in PB7.

Religion or belief

Staff whose religion or belief status was unknown were less likely to have received a box 1 mark (20.3%) than other staff receiving a box 1 mark (27.5%).

In PB7, staff who had specified not having a religion or belief were more likely to have received a box 1 mark than other staff receiving a box 1 mark.

8.1.2 Box 3 marks

The key diversity factors associated with the box 3 performance mark are given in order of importance.

Age

Older staff were more likely to have received a box 3 mark than younger staff. This factor had the most weight in explaining the relationship between staff characteristics and staff who achieved this performance mark.

In each of PB4, PB5 and PB6, there were more older people than expected receiving a box 3 mark.

Sickness absence

Staff who had had sickness absence were more likely to have received a box 3 mark (14.3%) than other staff receiving a box 3 mark (8.2%).

In PB2 and in PB6, there were significantly more staff who had sickness absence receiving a box 3 mark than other staff in PB2 and PB6, respectively.

Race

BME staff were more likely to have received a box 3 mark (18.3%) than other staff receiving a box 3 mark (9.5%). In PB6, this was identified as a significant factor.

Overtime

Staff who had no overtime were more likely to have received a box 3 mark than other staff receiving a box 3 mark.

Sex

Male staff were more likely to have received a box 3 mark (12.1%) than female staff receiving a box 3 mark (8.5%). In individual pay band analysis, this was significant for staff in PB4.

Religion or belief

Religion or belief was not a significant factor in explaining which staff groups received a box 3 mark, but featured as a significant factor when analysing pay bands individually. In PB3, staff who had specified having a religion or belief were more likely to have received a box 3 mark compared with other staff receiving a box 3 mark. In PB7, staff who had specified not having a religion or belief were less likely to have received a box 3 mark than other staff.

Chapter 9: Learning and development

This chapter considers the number of days of recorded training undertaken by each diversity group.

Only training data recorded by the Shared Service Centre is considered. It is therefore likely that this understates the total amount of learning and development activity actually undertaken.

All reference to “training” in this chapter means recorded training as described above.

Key findings

- 10.9% of DfT(c) staff had recorded training; an average of 0.3 days of recorded training per staff member or an average of 2.3 training days per staff member that had had recorded training.
- No conclusions of the statistical analysis could be drawn.

9.1 Recorded training by diversity group

10.9% (207) of staff had recorded training. Each DfT(c) staff member had an average of 0.3 days of recorded training. This is equivalent to each member of staff who received training having an average of 2.3 training days.

Since so few staff had received recorded training, no conclusions could be drawn from the data analysis.

Chapter 10: Grievances and discipline

This chapter considers grievances and discipline cases by diversity group, looking at how representative they were of staff in DfT(c).

The numbers involved for both grievance and discipline cases were too small to carry out statistical testing.

Key findings

- Eight grievance cases raised by DfT(c) staff in 2012/13.
- 14 discipline cases against DfT(c) staff in 2012/13.
- Numbers were too small to be able to conduct any statistical analysis.

10.1 Grievance cases

There were eight grievance cases during 2012/13. Of these, four grievance cases were raised by male staff, four were raised by white staff, three by BME staff and seven by non-disabled staff.

10.2 Discipline cases

There were 14 discipline cases during 2012/13. Of these, 12 were against male staff, eight were against white staff, three against BME staff and 12 against non-disabled staff.

Chapter 11: Sickness absence

This chapter considers days recorded absent due to sickness by each diversity group.

Data on days lost to sickness absence were supplied for all staff who were in post at the end of the reporting year (i.e. not including staff who had left DfT(c) during the year).

Both the likelihood of being absent due to sickness and the number of days recorded were analysed according to key diversity factors (sex, race and disability status), as well as pay band, age and job type.

Only the factors that showed significant results are commented upon in this chapter.

The purpose of this analysis was to consider differences in sickness absence by diversity group. Like other analysis in this report, it applies to staff who were in post on 31st March 2013, excluding those on long term leave (except for staff on long term sick, who are included in this analysis). It therefore does not match the official sickness absence figures reported quarterly to the Cabinet Office, which should remain the official source.

The main difference with the Cabinet Office returns is that this analysis has not made adjustments for available working time – e.g. staff who have worked for less than the full year.

Key findings

- 39% of DfT(c) staff had at least one incidence of sickness absence.
- Each member of staff with sickness absence had an average of 9.1 sickness absence days, equivalent to each DfT(c) staff member having had 3.5 days of sickness absence.
- Pay band was the most significant factor that explained both the number of staff having had sickness absence and the number of days of sickness absence staff had.
- Age and disabled status were also significant.

Note: Where part-time staff working shorter than standard days had been absent on one of their working days, a full day was recorded in the data rather than the actual hours they had been expected to work. We cannot identify individuals' actual working patterns to make a suitable adjustment, so this means that the days quoted in the report may overstate the amount of sickness absence had.

This issue does not arise for part-time staff working standard-length days.

11.1 Overall analysis

Cabinet Office Figures

Official Cabinet Office figures for sickness absence in DfT(c) are as follows:

Average days of sickness absence (Average Working Days Lost)	4.7
% employees with sickness absence	62.1%

As stated in the introduction to this chapter, the Cabinet Office figures should remain the official source of sickness absence figures for DfT(c). Any figures quoted from here on in are based on staff in post on midnight of 31st March 2013 and do not include employees on long-term leave at this point in time (those with long-term sickness absence are included in the analysis).

Therefore any averages quoted will be different from the official Cabinet Office averages above.

Equality monitoring sickness absence

On average, DfT(c) staff who were in post at 31st March 2013 had had an average of 3.5 days of sickness absence each in 2012/13.

39% of staff had had some sickness absence during the reporting year. Of these staff, the average total days lost was 9.1 days.

For both the proportion of staff who had sick absence and the average number of sickness days recorded, the most important factor was pay band.

11.1.1 Pay band

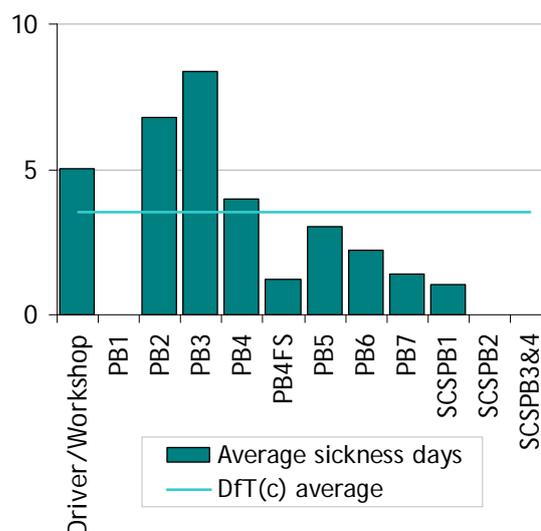
Pay band was the most significant factor affecting the proportion of staff recording sickness absence.

Staff in PB2, PB3 and PB4 were more likely to have recorded sickness absence than other staff. 68.6%, 59.7% and 48.6% (respectively) of staff in these pay bands had sickness absence, compared with 39% of all staff.

Staff in SCSPB2 were less likely to have recorded sickness absence. None of the 26 staff in this pay band recorded any sickness absence.

Staff in PB7, SCSPB1 and PB6 had fewer days' sickness absence on average, whereas staff in PB3 had more. The graph below illustrates this. Note that PB1 and SCSPB3&4 have been removed due to small numbers of staff in these pay bands.

Sickness days by pay band



11.1.2 Disability

Disabled staff were more likely to have had sickness absence than other staff. 61.9% of disabled staff had sickness absence, compared with 39% of all staff.

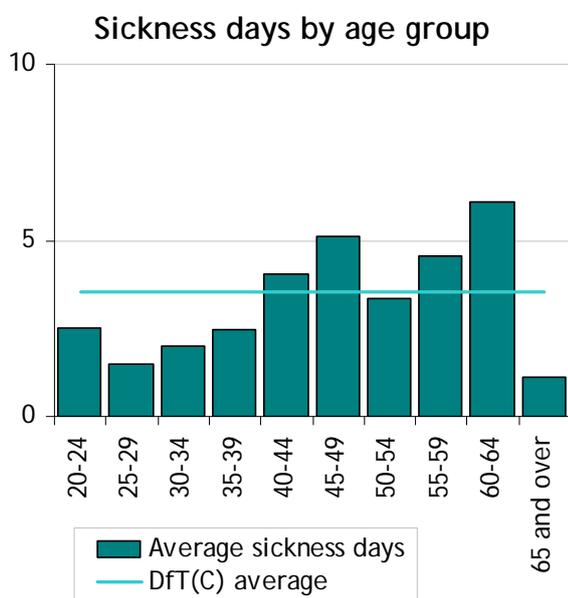
A similar result was found in PB4, with 76.5% of disabled staff in PB4 having had sickness absence, compared with 48.6% of all PB4 staff.

Disabled staff also had more days' sickness absence on average than other staff (10.6 days compared with 3.5 days overall).

At pay band level, in PB3, non-disabled staff had fewer days' sickness absence than other staff, and in PB6 disabled staff had more days.

11.1.3 Age

Older staff had more days' sickness absence on average than other staff. The graph below illustrates this.



At a pay band level, similar results were found in PB4, PB4FS, PB5 and PB6, with older staff having more days' sickness absence than younger staff.

11.1.4 Other factors

Some other factors were found to be significant at pay band level.

Female staff in SCSPB1 were more likely to have had sickness absence than other SCSPB1 staff.

Female staff in PB2, PB4FS, PB5, PB7 and SCSPB1 had more sickness absence on average than male staff.

In PB4FS, BME staff were more likely to have had sickness absence. In PB3, PB4 and Drivers/ workshop staff, staff whose race was unknown had fewer days' sickness absence on average than those of known race.

In PB4 and PB6 and SCSPB1, full-time staff had more days' sickness absence on average than part-time staff, although in PB4, part-time staff were more likely to have had sickness absence.

In PB5, staff who had declared no religion or belief had more sickness days on average than other staff, although in PB6, staff who had declared a religion or belief had more days, and in SCSPB1, staff who had declared no religion or belief had fewer days.

In PB4 and PB7, staff whose religion or belief was unknown had more days' sickness absence than other staff. The opposite was the case for Driver/Workshop staff.

In PB7, heterosexual staff had more days' sickness absence than other staff.

In PB4 and PB4FS, staff who had not declared their sexual orientation had fewer days' sickness absence on average than those of known sexual orientation. The opposite result was the case in SCSPB1.

Annex A: Notes on data

A.1 Working-age populations

A.1.1 Reporting locations

To compare the diversity of staff in post with local working-age populations, we attached each building where staff were located to a Reporting Location, e.g. London, Swansea, etc. This means that all of the staff based in London, for example, were considered as being in one location, irrespective of which part of London they were located in.

For each Reporting Location we identified a catchment area and generated local working-age population figures based on data for that catchment area.

A catchment area would typically include the relevant Local Authority area for the Reporting Location, plus neighbouring Local Authorities, as agreed with each Agency. For example, for the London Reporting Location, we used the working-age population of all the London boroughs as well as those counties that border them.

A.1.2 Data sources

The UK population data at Local Authority¹¹ level is from the **Annual Population Survey (APS)**. This survey is a combined survey of households in Great Britain, updated quarterly and available at Local Authority level and above. It is a residence-based labour market survey which includes population and economic activity, broken down by sex, age, race, industry and occupation¹².

The majority of DfT agencies have staff based only in Great Britain, but the Maritime and Coastguard Agency (MCA) also has staff working in Northern Ireland. In previous years, data for Northern Ireland was taken from the **Northern Ireland Labour Force Survey (NI LFS)**; however, this year, this data was also available as a part of the APS dataset.

Where a nationwide population comparison was required, for all agencies other than MCA, the GB working-age population (i.e. not including Northern Ireland) was used. For MCA, the UK working-age population was used.

APS data used in the 2012/13 Equality Monitoring reports was based on the one year period October 2011 - September 2012, and downloaded from www.nomisweb.co.uk ("Nomis") on 7th May 2013

A.1.3 Population

Population data at local authority level from the APS was combined with **mid-year** (30 June) **population estimates** for 2011 – the most recent year available. These were also available at Local Authority level and were based upon results from the 2011 Census with allowance for under-enumeration. These figures covered the entire population, not just the working-age population, so to estimate the working-age population (those aged

¹¹ Local authorities including County Councils rather than District Councils.

¹² Further information on the survey can be found at <http://www.ons.gov.uk/ons/about-ons/who-we-are/services/unpublished-data/social-survey-data/aps/index.html>

16-64 years) we took the number of males and females aged 15-64 years¹³ (only five year age bands were available).

A.1.4 Disability status

The APS asks respondents whether they are currently DDA disabled, work-limiting disabled, both DDA disabled and work-limiting disabled, or not disabled. For this report, we have combined data on DDA disabled, work-limiting disabled, and both DDA and work-limiting disabled to calculate proportions of the working-age populations that are disabled.

Northern Ireland disability statistics from the NI LFS were obtained via Nomis.

A.1.5 Race

APS data was available for the following ethnic groups:

- Mixed;
- Indian;
- Pakistani/Bangladeshi;
- Black/Black British; and
- Other.

For our analysis, we have combined all the above into a single BME category.

A.1.6 Sickness absence data

For DfT(c) and all agencies, data was available on the number of days of recorded sickness absence for each member of staff, with one record per incidence.

Working pattern

No adjustment has been made to absence records for part-time staff. The analysis has been performed on the number of days absent (i.e. how many days of work were recorded as missed).

If the analysis suggests that part-time staff had significantly more sickness absence, then we can be confident that this finding is correct. i.e. we are saying that they were absent for more actual calendar days than other staff- not making any allowance for the fact that they may have been due to work fewer calendar days in the first place.

Conversely, we might expect part-time staff, for example working three full days a week to have a lower chance of being ill on any given standard work day than full-time staff, so the reverse result (part-time staff having significantly less absence) may not be a significant finding.

¹³ Please note that as of August 2010, the official definition of “working age” expanded to include both males and females aged 16-64 years old; this reflects a planned change in the female state pension age. All have been included in our working-age populations.

Annex B: Analytical approach

Two statistical approaches have been used to test for differences in the data: univariate methods that test one variable at a time and multivariate methods that compare several variables simultaneously.

B.1 Univariate methods - Chi-squared and Proportions tests

These tests were employed to test whether the proportion of staff by each diversity grouping was significantly different from that found within the local working-age population. They were also used to investigate recruitments to check if the proportion of candidates by each diversity grouping was significantly different from that of the local working-age population.

The results of these statistical tests give an indication of whether the pattern observed in the data was “significantly different from what would have been expected” or conversely whether any difference in proportions could be explained by natural variation.

For example, if there had been 100 staff, 30 of whom were male, and the local working-age population was 50% male and 50% female, the tests would tell you whether the group was statistically different from any random sample of 100 from the working-age population.

For these tests we used the “95% confidence level”. This means that if we reported a difference as being significant it meant there was only a 5% likelihood that the difference could have occurred purely by chance. We have also reported on differences that were significant at the 99% level – i.e. a 1% likelihood that the differences would have occurred by chance.

A certain amount of variation is expected, even with completely random samples, and so it should not be assumed that something that is statistically significant indicates that there is a bias – the level of significance only indicates the likelihood of something occurring. For example, a significant result at the 99% level would indicate something which is more unusual than something that is only significant at the 95% level.

As there are several characteristics to be tested, several univariate tests had to be conducted. One of the drawbacks of multiple univariate testing is that the more tests that are undertaken the higher the probability of finding false significant results. To reduce this risk, we have used the Bonferroni adjustment to the significance levels.

A further drawback with univariate approaches is that they do not take into account all of the other factors simultaneously. In practice an individual staff member has several characteristics: their sex, race, working pattern etc. In looking at only one of these characteristics at a time (for example in relation to performance), the effect of another characteristic is not taken into account and results can be misleading. It is possible to use multi-dimensional contingency tables for chi-squared tests, but the interpretation of the results can be difficult.

It is still, however, an appropriate approach in many circumstances – particularly when the group of staff should be reasonably comparable with the rest of the population (e.g. staff ages compared with working-age population; or the sex split across pay bands).

B.2 Multivariate methods – Regression Analysis

The main technique used to analyse data taking into account several factors simultaneously was regression: either multiple, logistic, Poisson or negative binomial.

Regression attempts to predict a dependent variable (e.g. the amount of sickness absence taken) using one or more independent variables (such as sex, age etc). In using multiple regression, the principle is to find the “line of best fit” by minimising the sum of the squared distance from the fitted line to each observation. (This approach is sometimes referred to as ordinary least squares regression). The aim is to find a set of independent variables that have a significant relationship with the dependent variable.

Much of the data that was analysed had a binary (0/1) result, for example, was in a pay band or not; obtained the top performance rating or did not; was selected for interview or was not etc. This type of data lends itself to being analysed using logistic regression. Logistic regression is analogous to ordinary least squares regression, with the exception that a logistic curve rather than a straight line is fitted to the data. In some cases, neither multiple nor logistic regression was suitable – for example for analysing the amount of sickness absence taken, which for the majority of people was nothing or very little but for a small number of cases was very high. For this analysis Poisson or negative binomial models were used.

In all these approaches, the first step is for each characteristic to be tested in turn to see if it is significantly associated with the outcome (e.g. passed a recruitment stage or not). By significant, we mean that a staff characteristic accounted for an unusually high proportion of the variation seen in the dependent variable. For example, to see if age was a significant factor as to whether someone had passed the interview stage. In this case we would say something was successful or significant in “explaining the variation”, to mean that if you knew the characteristic of the staff member, you would have a better chance of predicting the outcome (for example if you knew the age, you would also know something about the likely interview outcome). The starting assumption was that prior knowledge of someone’s sex, race, age etc should not enable the model to predict whether they were more likely to have received the highest performance rating or were interviewed etc. Again, as with the univariate approach, significance does not necessarily equate to bias but gives the relative likelihood of it occurring.

The next step in the modelling process was to include the characteristic that explained the majority of the remaining variation after taking account of the first variable. This step was repeated until the variables outside the model could explain no further variation.

Generally an outcome could not simply be explained by a single characteristic. Often, it was several characteristics together that were important. For example, age, sex and race were quite often found to be a powerful combination. A major advantage of the multivariate approach, compared with univariate, is that it is easier to see the relative importance of the characteristics.

There was an element of judgment involved in deciding which variables to include. In some cases variables were highly correlated, e.g. sex and full-time equivalence: females were more likely to be part time than males. Where both were statistically significant and improved the amount of variation that could be explained, both were included.

Annex C: Tables and charts

C.1 Year on year comparison – all staff

Staff Type	March 31st 2012			March 31st 2013			Percentage point change	% change from 2010
	2011/2012	% of total	% of total that declared	2012/2013	% of total	% of total that declared		
All staff	1692			1894				
Males	1074	63.5%	63.5%	1222	64.5%	64.5%	+1.0	+13.8%
Females	618	36.5%	36.5%	672	35.5%	35.5%	-1.0	+8.7%
White	1128	66.7%	83.8%	1160	61.2%	82.8%	-5.4	+2.8%
BME	218	12.9%	16.2%	241	12.7%	17.2%	-0.2	+10.6%
Unknown Race	346	20.4%	-	493	26.0%	-	+5.6	+42.5%
Non-disabled	1368	80.9%	94.6%	1356	71.6%	94.2%	-9.3	-0.9%
Disabled	78	4.6%	5.4%	83	4.4%	5.8%	-0.2	+6.4%
Unknown disabled status	246	14.5%	-	455	24.0%	-	+9.5	+85.0%
Full Time	1548	91.5%	91.5%	1706	90.1%	90.1%	-1.4	+10.2%
Part Time	144	8.5%	8.5%	188	9.9%	9.9%	+1.4	+30.6%
Average Age	43.6			43.7				