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Equality Monitoring 2012/13

# Equality Monitoring in MCA

V1.0

In House Analytical  
Consultancy



Department  
for Transport



GOVERNMENT OPERATIONAL RESEARCH SERVICE

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## Chapter 1: Management summary

### 1.1 Introduction

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

The analysis takes data on staff in post, cessations, grievances and discipline, sickness absence, training, 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 MCA structure and organisation

The primary purpose of the Maritime and Coastguard Agency (MCA) is to implement the government's maritime safety policy in the UK and work to prevent the loss of life on the coast and at sea. The MCA provides a 24-hour maritime search and rescue service around the UK coast, and in the international search and rescue region through HM Coastguard. They also inspect and survey ships to ensure that they meet UK and international safety

rules. MCA also provides certification to seafarers, registers vessels and responds to pollution incidents from shipping and offshore installations.

At the end of 31<sup>st</sup> March 2013 there were 1,064 staff in post, a slight reduction from 1,089 in the previous year. MCA was made up of:

- 419 administrators,
- 464 coastguards, and
- 181 marine surveyors.

128 (12%) staff worked part-time.

The highest concentration of staff (33%) was in the main headquarters in Spring Place (Southampton), with a small number based at Highcliffe and the remainder at coastal locations.

### 1.3 Key findings: Sex

There were roughly twice as many males as females working in MCA (68% of staff were male). Coastal locations tended to have the highest male-to-female ratios.

Females were significantly more likely to be in the lower pay bands than males. This was most evident for administrators and coastguards.

Compared to the proportion of males in MCA overall, there were significantly more males in the coastguard and marine surveyor roles.

There were significantly more females than expected in the younger age groups, and more males in the older age groups.

There were proportionally fewer female job applicants than expected from the local working-age populations.

Overall, female staff were more likely to record sickness absence. However,

marine surveyors recording sickness absence were more likely to be male.

## 1.4 Key findings: Race

White staff were significantly more likely to work part time than other staff.

Marine surveyors were significantly more likely to be BME than those in the other roles.

There was a higher proportion of white staff in pay band D than in the other pay bands.

The race declaration rate was significantly lower for the under-40s than the over-40s.

BME administrators and marine surveyors tended to have less sickness absence.

## 1.5 Key findings: Disability

There were significantly fewer disabled staff in Western & Wales and Scotland & Northern Ireland compared with the local working-age populations.

There were significantly more non-disabled staff in pay bands F to G than in the other pay bands.

The disability declaration rate was significantly lower for the under-40s than the over-40s.

There was a lower proportion of disabled applicants to jobs in MCA as a whole than expected from the local working-age populations.

Disabled administrators were more likely to receive an 'Excel' box mark than other administrators.

More coastguards with undeclared/unknown disability status recorded training than expected.

Disabled staff in the coastguard and marine surveyor roles tended to have more sickness absence than non-disabled staff.

## 1.6 Key findings: Age

Staff in the higher pay bands were significantly older than staff in the lower pay bands.

Marine surveyors were significantly older than those in the other job roles, while administrators were significantly younger.

Coastguards and marine surveyors who were younger were more likely to record training than their older counterparts.

Older administrators and coastguards, and younger marine surveyors, tended to record more sickness absence.

## 1.7 Key findings: Working pattern

Part-time staff were significantly more likely to be female and/or white.

Full-time administrators and coastguards were more likely to record training than those working part time. They also tended to record more training.

Full-time coastguards tended to have more sickness absence recorded. However, part-time marine surveyors had more sickness absence recorded.

Full time administrators were more likely to receive an 'Excel box mark on their PMR.

## 1.8 Key findings: Job role

Administrators and coastguards tended to be in lower pay bands than marine surveyors.

## 1.9 Key findings: Learning and development

35% of staff had some recorded training.

An average of 3.7 days of training was recorded, which was lower than the previous year (5.6 days).

Pay band G administrators and administrators with no religion declared were less likely to record training than other administrators.

Of coastguards who undertook training, there were more younger staff, heterosexual staff, full-time staff and staff with undeclared/unknown disability status; and fewer staff with recorded sickness absence.

Marine surveyors who declared a religion were less likely to have had recorded training.

## 1.10 Key findings: Recruitment

137 staff left MCA during 2012/13, which is 13% of all staff employed at the beginning of this period.

Leavers were less likely to be in pay band E than in the other pay bands.

Leavers were more likely to have been coastguards.

## 1.11 Key findings: Sickness absence

MCA staff had an average of 5.9 days of sickness absence.

Administrators were more likely to have been absent, but coastguards tended to have longer absences overall compared with other job roles.

Administrators in the higher pay bands, female administrators and older administrators tended to have more

sickness absence than other administrators.

Disabled coastguards, and those that were older, female or full-time, tended to have more sickness absence than other coastguards.

However, pay band F coastguards were less likely to have had sickness absence.

Disabled, male, younger and part-time marine surveyors had more sickness absence than other marine surveyors.

BME marine surveyors and marine surveyors in pay bands C and D tended to have less sickness absence.

## 1.12 Key findings: Performance management

1,054 PMRs were submitted. The majority received the 'High' or 'Full' box marks.

11% of staff received 'Excel'.

A significantly smaller proportion of pay band A staff and staff who had had sickness absence received 'Excel'.

Administrators were more likely to receive 'Excel'.

Coastguards and marine surveyors with staff reporting to them were more likely to receive an 'Excel' box mark.

## Information quality and recommendations

91% of staff declared their race, compared with 89% last year.

The race and disability declaration rates were significantly lower for the under-40s than the over-40s.

77% of staff had declared their disability status.

90% of staff had declared their sexual orientation compared with 62% last year.

23% of staff had declared their religion or belief compared with 13% last year.

## Chapter 2: Introduction

### 2.1 Equality Monitoring

This report contains an analysis of the diversity of MCA staff for 2012/13.

The aims of the analysis were to:

- identify differences between diversity groups within MCA;
- compare the diversity of MCA 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 those likely to arise solely by chance.

Data for this report was provided by MCA HR, 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 31<sup>st</sup> March 2013, and cessations between 1<sup>st</sup> April 2012 and 31<sup>st</sup> 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.

Staff on long-term leave (for instance maternity leave<sup>1</sup> and career breaks) are not included in the analysis, and nor are staff who are not civil servants (e.g. consultants, temporary administrators etc.).

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 provided voluntarily. As a result, and because staff may be unwilling to provide this information, this data often has significant numbers of unknowns or undeclared statuses and subsequently analysis was not always possible.

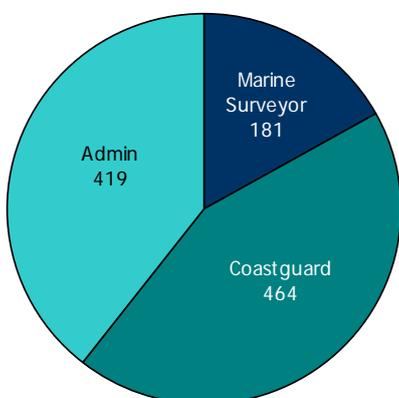
<sup>1</sup> 10 staff were on maternity leave on 31<sup>st</sup> March 2013.

The staff within this report were categorised into three groups for the analysis:

- Administrator (based mainly at office locations)
- Coastguard (based mainly at coastal locations)
- Marine surveyor (based mainly at coastal locations)

Protected characteristic	Declaration rate
Age	100%
Sex	100%
Race	91%
Disability status	77%
Sexual orientation	90%
Religion and belief	23%

### Staff by job role



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.

## 2.4 Declaration rates

All staff are encouraged to complete an Equality Monitoring form, which records their race, religion/belief, sexual orientation and disability status (age and sex are automatically available). 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 declaration rates for the year ending 31<sup>st</sup> March 2013. Age and sex have a 100% declaration rate because this data is automatically available for all staff.

## Chapter 3: Staff in post and geographical distribution of staff

This chapter considers the geographical distribution and the diversity mix of MCA staff.

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

Staff were split into the following main location areas:

Office locations (mostly administrators)

- Spring Place (main headquarters)
- Highcliffe

Last year there was one employee at Abbey Wood, but they left MCA during the year. No staff were employed there on 31<sup>st</sup> March 2013.

Coastal locations (mostly coastguards and marine surveyors)

- Eastern
- Scotland & Northern Ireland
- Western & Wales

### Key findings

- There were 1,064 staff in post, with the highest concentration based in Spring Place.
- There were roughly twice as many males as females working in MCA (68% male, 32% female).

### Coastal locations

- There were significantly more males than females compared with the local working-age populations.
- There were significantly fewer disabled employees in Western & Wales and in Scotland & NI than in the local working-age populations.
- There were significantly fewer employees aged under 20 and significantly more aged between 55 and 59 than in the local working-age populations.

### Age

- There were significantly fewer staff at MCA's headquarters under 25 years old than expected, when compared with the local working-age population.

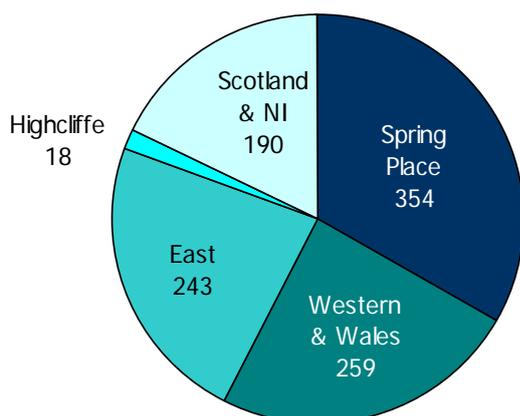
### 3.1 Geographical distribution of MCA staff

At the end of 31<sup>st</sup> March 2013 there were 1,064 staff in post.

The largest single group of staff (33%) was in the main headquarters – Spring Place in Southampton. A small number were based at Highcliffe in Dorset.

Most of the remaining staff (65%) were based at coastal locations, in one of the following three regions: Eastern, Western & Wales and Scotland & Northern Ireland (NI).

**Staff by location**



### 3.2 Diversity profile of MCA staff

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

Staff in Spring Place were compared with the working-age population of Southampton and Hampshire.

Meaningful geographical analysis was usually not possible for staff based at Highcliffe due to the low number of staff there. Whenever it was possible, they

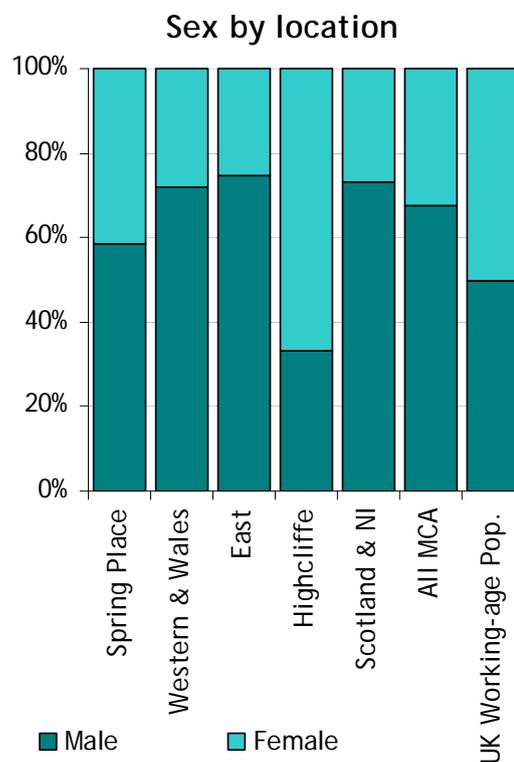
were compared with the working-age population of Dorset.

For the remaining locations, the diversity aspects were compared against those of the local working-age populations of coastal counties (as opposed to the whole of the UK). This seemed to more accurately reflect the catchment area of staff in MCA outside the office locations.

For instance, the diversity statistics for the Western & Wales location were compared with the consolidated diversity statistics of coastal counties within the Western & Wales area. This choice mainly affects the relative size of the black or minority ethnic (BME) populations compared with white, as it tends to exclude any of the areas with relatively high concentrations of staff from a BME group.

#### 3.2.1 Sex by location

The following chart shows the proportion of staff of each sex, by location.



**MCA as a whole**

As in previous years, there were roughly twice as many males as females working in MCA (68% male, 32% female).

In the lower pay bands (pay bands A and B), there were higher proportions of females than in the local working-age population (and higher proportions of males in the remaining, upper pay bands).

**Spring Place**

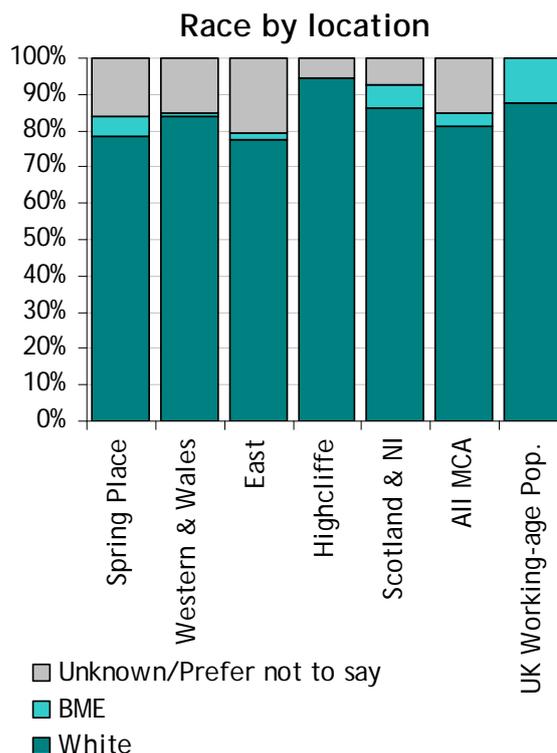
58% of staff at the main headquarters were male, though this was not significantly different from the local population of Southampton and Hampshire. However, the proportion was significantly higher in pay bands E and F.

**Coastal locations**

For all coastal locations (Western & Wales, Eastern and Scotland & NI), there were significantly more males than expected, when compared with the local working-age population. This was most evident in pay bands C to E.

**3.2.2 Race by location**

The following chart shows the proportion of staff by race, for each location.



**MCA as a whole**

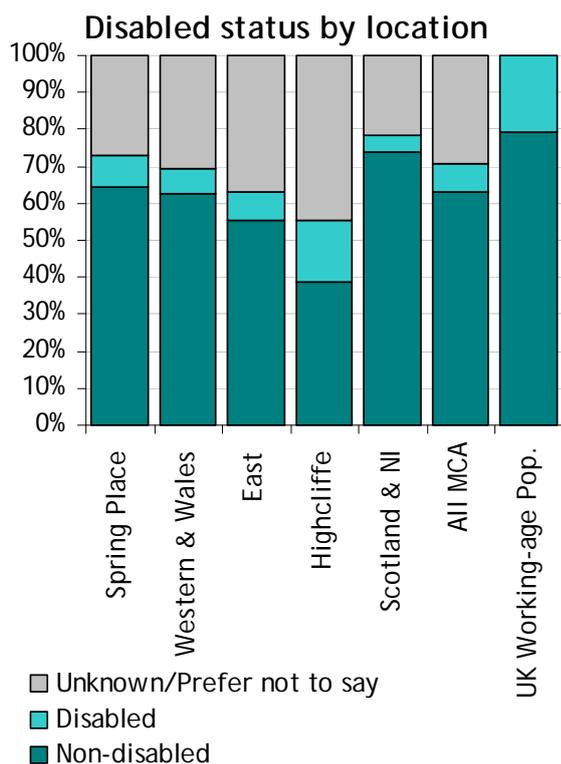
85% of staff declared their ethnicity, compared with 89% last year. Of these, 4% had declared themselves as BME, which was the same as the previous year.

More staff had an undeclared or unknown race than had declared themselves as BME. This may affect the quality of the results. In addition, the relatively high number of unknowns, and low numbers of BME staff, meant it was not always possible to perform analysis at pay band level.

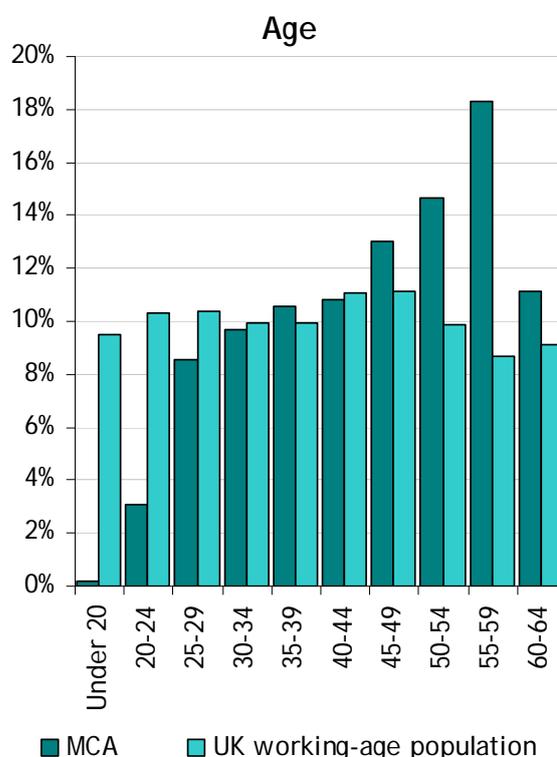
The proportion of staff who declared themselves to be BME was not significantly different from the local working-age population for any of the locations.

**3.2.3 Disability by location**

The following chart shows the proportion of staff by disability status, for each location.



MCA with those in the UK working-age population. (Note: for comparison, this chart excludes 21 staff aged 65 or over.)



**MCA as a whole**

The proportion of MCA as a whole that was recorded as disabled was not significantly different from the UK working-age population<sup>2</sup>.

However, a high proportion (29%) of staff had unknown or no recorded disability status, which may affect the quality of the results.

**Coastal locations**

Significantly fewer staff in Western & Wales (10%) and Scotland & NI (6%) were recorded as disabled compared to the local working-age population (around 22% for both areas).

**3.2.4 Age by location**

The following chart compares the proportion of staff by age group in the

<sup>2</sup> 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.

**MCA as a whole**

In general, MCA staff tended to be older than expected when compared with the local working-age population.

**Spring Place**

There were significantly fewer staff at MCA’s headquarters under 25 years old than expected, when compared with the local working-age population.

**Coastal locations**

In coastal locations, there were significantly fewer staff aged under 20 and significantly more aged between 55 and 59 than in the local working-age population.

**3.3 Sexual orientation**

66% of staff had declared their sexual orientation. Of these, around 1% had

declared themselves to be lesbian, gay or bisexual.

### **3.4 Religion and belief**

23% of staff had declared their religion or belief. Of these, 88% declared themselves as belonging to a religion or belief.

### **3.5 Maternity leave**

There were 10 staff on paid or unpaid maternity leave at the end of March 2013. 16 staff returned from maternity leave into the agency during the year.

## Chapter 4: Staff in post across pay bands

This chapter considers how the minority groups are distributed across the pay bands within the three main job types: administrator, coastguard and marine surveyor.

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.

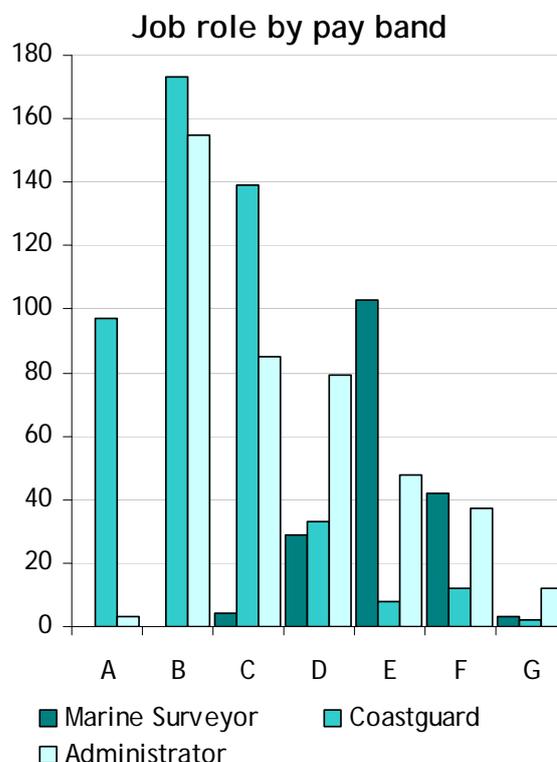
### Key findings

#### All comparisons within MCA only

- Staff in lower pay bands more likely to be younger, female, and administrators or coastguards
- Staff in higher pay bands more likely to be older, male, marine surveyors.
- Higher proportion of white staff in pay band D.
- Marine surveyors significantly more likely to be male and BME.
- White and female staff significantly more likely to work part time.
- More non-disabled staff in pay bands F and G.
- The race and disability declaration rates were significantly lower for younger staff.

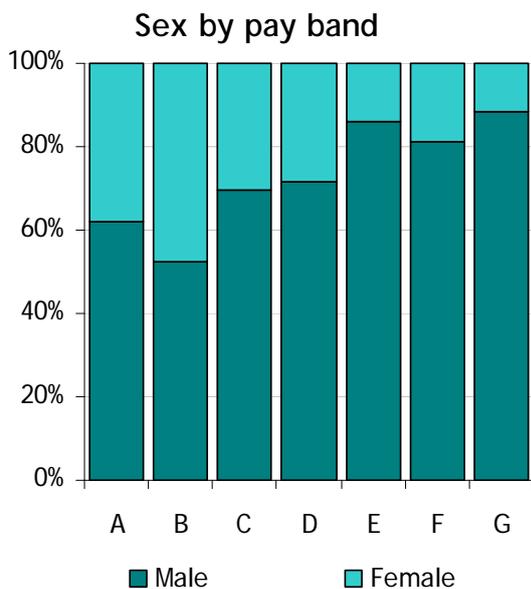
### 4.1.1 Distribution of staff by diversity group

The following sections describe how staff in each diversity group were distributed within MCA.

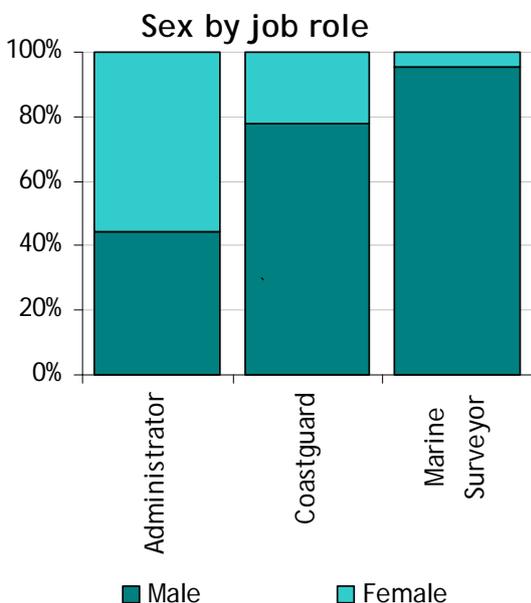


Administrator and coastguard roles tended to be employed in the lower pay bands, whilst marine surveyors were concentrated in the higher pay bands.

### 4.1.2 Sex distribution

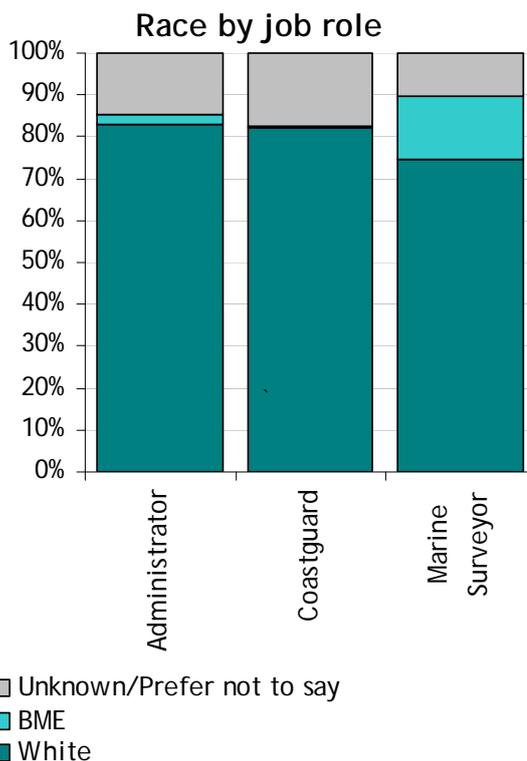


Females were significantly more likely to be in lower pay bands, whilst males were significantly more likely to be in higher pay bands. This was most evident in the administrator and coastguard roles.



The coastguard and marine surveyor roles had significantly more males in them than expected given the overall proportion of males in MCA, whilst the administrator role had more females.

### 4.1.3 Race distribution



Marine surveyors were significantly more likely to have declared themselves to be BME than administrators or coastguards.

Of white staff, a significantly smaller proportion worked full-time than worked part-time.

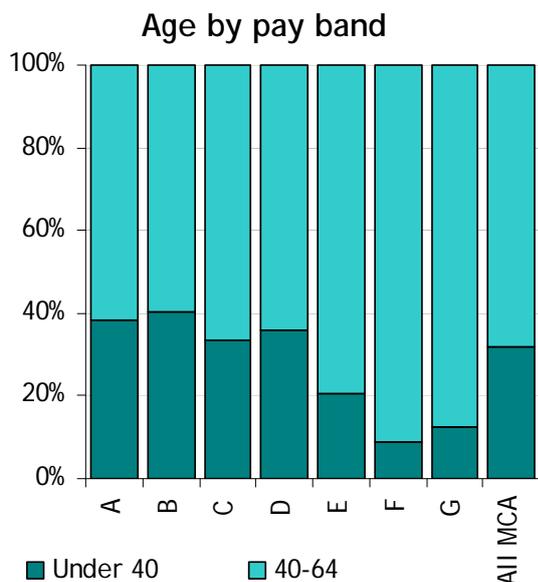
There were significantly more white staff in pay band D than other pay bands.

### 4.1.4 Disability distribution

There were significantly more non-disabled staff in pay bands F and G than in other pay bands.

No significant differences in disabled status were found across job role or working pattern.

### 4.1.5 Age distribution



Staff in the higher pay bands were significantly older than staff in the lower pay bands.

#### Sex

There were significantly more females than expected in the younger age groups, and more males in the older age groups.

	Average age	Staff under 40 years old
<b>Male</b>	48	27%
<b>Female</b>	42	41%
<b>All staff</b>	46	31%

#### Race

Of employees who declared their race, no significant difference was found between those in the under 40 year old age group and those in the 40 or older age group.

However, there were significantly more staff with unknown/undeclared race in the under 40 year old group than in the 40 or older group.

#### Disability

Of staff who declared their disability status, no significant difference was found between those in the under 40 year old age group and those in the 40 or older age group.

However, there were significantly more staff with unknown/undeclared disability in the under 40 year old group than in the 40 or older group.

#### Job role

There were significant differences in age by job role. Marine surveyors tended to be older as they tend to join the MCA later in their working life due to the requirements of significant sea-going experience. Administrators tended to be younger, as a large number of them will have been recruited directly from education.

	Average age	Staff under 40 years old
<b>Administrator</b>	43	39%
<b>Coastguard</b>	47	31%
<b>Marine Surveyor</b>	52	18%

### 4.1.6 Working pattern

12% (128) of staff worked part time.

#### Sex

Compared with the proportion of female staff in post, there were significantly more female part-time staff. This is most evident for administrators and marine surveyors. 6% of males worked part time, compared with 25% females.

#### Race

White staff were significantly more likely to work part time than other staff. 5% of BME staff worked part time, compared with 14% of white staff.

## Chapter 5: Year on year comparisons

This chapter looks at how MCA has changed in terms of diversity in the year since the last Equality Monitoring report.

### Key findings

- There was a 2.3% decrease in the total number of staff.
- The decrease was 9.2% for coastguards.
- There was a significant increase in the declaration rate for religious belief since last year.
- There was a significant decrease in the number of staff who declared that they had a religion.

## 5.1 Year on year comparison

### 5.1.1 Staff numbers

The number of staff has reduced from 1,089 at 31<sup>st</sup> March 2012 by 2.3% to 1,064 at 31<sup>st</sup> March 2013.

This was seen mainly in the coastguard role which has reduced by 9.2% from 511 to 464.

### 5.1.2 Change in diversity profile

The declaration rate for religious belief was significantly higher than in the previous year. The proportion of those who had declared increased from 13% in 2012 to 23% this year. This was only evident in pay bands A to C; no significant differences were found for the other pay bands. This is attributable only to coastguards and in fact the declaration rate decreased for administrators.

The proportion of staff who declared that they had a religion decreased, though this is only evident in pay band B.

There were no other significant differences in diversity characteristics between the two years.

## Chapter 6: Recruitment

This chapter considers the equality mix of candidates applying for roles within MCA in 2012/13.

Recruitment analysis has been split into two sections:

- The first section compares candidates with local working-age populations.
- The second section looks at the success of all candidates through the various stages of recruitment – sift, online assessment and interview.

The DfT recruitment freeze came into effect on May 18<sup>th</sup>, 2010 and restrictions continued during 2012/13.

Since 2010, the DfT Resourcing Group (DRG) have managed all of MCA's recruitment, and data is held on their behalf by DfT Shared Services<sup>3</sup>. Data was collected for all recruitment campaigns launched outside the Agency during 2012/13.

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

### Key findings

- 659 applications were received for posts advertised outside MCA – the majority were for posts advertised outside the Civil Service.

#### ***Diversity of applicants***

- There were proportionally fewer female applicants than expected from local working-age populations.
- There was a lower proportion of disabled applicants than expected from the local working-age populations.

#### ***Success rates through the recruitment process***

- Pay band A and pay band B applicants had a lower success rate at sift. There were a higher number of applicants per campaign at pay bands A and B than other pay bands.
- Applicants who declared a religion were less likely to be successful at sift.

<sup>3</sup> 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 MCA (even if they were already employees within the Agency). This includes posts that were advertised across the DfT family, across the Civil Service and external to the Civil Service.

In total there were 659 applications received for posts advertised outside MCA. The majority of applications were received for posts advertised outside the Civil Service.

Advertising route	Applications received
Within the civil service	103
Outside the civil service	556

The majority of applications were for administrator and coastguard posts.

	Applications received
Administrator	293
Coastguard	299
Marine surveyor	67

Due to the low number of applications for some sub-groups, analysis was not always possible. Analysis was not possible on race due to the high number of unknowns/undeclared in applications.

### 6.1.1 Administrator

293 applications were received for administrator roles. Most of these (224 or 76%) were for posts in Spring Place.

#### Sex

The proportion of female applicants for pay band E posts in the Eastern location

was significantly lower than the proportion of females in the local working-age population (9% applied compared with 50% in the local working-age population).

#### Disability

In the Eastern area, the proportion of applications made by disabled candidates (10%) was significantly lower than the proportion of disabled people in the local working-age populations (21%).

### 6.1.2 Coastguard

299 applications were received for coastguard roles. These were all for posts based at coastal locations. The majority of them (265 or 89%) were for pay band B posts.

#### Sex

In nearly all locations where analysis was possible (Western & Wales, Eastern and Other), the proportion of female applicants was significantly lower than the proportion of females in the local working-age populations.

In these locations, 13% of applicants were female compared with 50% in the local working-age populations.

#### Disability

In all locations where analysis was possible (Western & Wales, Eastern and Other), the proportion of applications made by disabled candidates was significantly lower than the proportion of disabled people in the local working-age populations. Only 1% of coastguard applicants were disabled whereas, at all locations analysed, at least 19% of the population were disabled.

### 6.1.3 Marine Surveyor

There were 67 applications for marine surveyor roles. These were all for posts

based in Scotland & NI and Eastern areas.

### **Sex**

In all locations, there were significantly fewer female applicants than expected when compared with the local working-age population. In Eastern, 13% of applicants were female compared with 50% in the local working-age population. In Scotland & NI, 5% were female compared with 51% in the local working-age populations.

### **Disability**

Analysis was not possible for the Eastern area but, for Scotland & NI, the proportion of applications made by disabled candidates was significantly lower than the proportion of disabled people in the local working-age population.

There were no disabled applicants from Scotland & NI, whereas 21% of the local working-age population were 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**

Of the 659 applications received, 614 were sifted. The remainder are assumed to have been withdrawn before sifting or the candidate failed a pre-sift check (such as for a qualification or for nationality).

32% of candidates who were sifted were successful.

Pay band was the most significant factor in predicting success at sift. Applicants for pay band A and pay band B posts were significantly less successful at sift (17% and 26% successful) than other applicants (48% successful). It should be noted that there was a much higher number of applicants per campaign at pay bands A and B than other pay bands.

All applicants for pay band G posts were successful at sift.

Applicants who declared a religion were less likely to be successful (28% successful) than applicants who declared no religion (39% successful) and applicants with unknown religion/belief (33% successful).

Heterosexual applicants had a higher success rate (33%) than lesbian, gay or bisexual applicants (21%) and applicants with unknown sexual orientation (25%).

The number of applicants declaring themselves to be a gay man, lesbian or bisexual at the sift stage was low (24 or 4%) and lower than the number of applicants who had not declared their sexual orientation (52 or 8%). For this reason, the significance of sexual orientation as a factor in sift success may be misleading, and this result should be treated with caution.

For pay band D posts, female applicants had a higher success rate (87% successful) than male applicants (28% successful).

### **6.2.2 Online assessment**

Seven applicants had an online assessment and they were all successful. No further analysis was possible.

### 6.2.3 Interview

158 applicants were interviewed and 57% were successful.

There were no significant differences between the diversity profile of those who were successful at interview and those who were unsuccessful.

### 6.2.4 Appointed (offered a job)

Of the 659 candidates who applied for posts during the year, 90 were appointed.

Candidates for pay band A posts were less successful through the overall recruitment process (3% of candidates were successful) and candidates for pay band C posts were more successful (37% of candidates were successful) compared with candidates at other pay bands. It should be noted that there was a higher number of applicants per campaign at pay band A and a lower number of applicants per campaign at pay band C.

There were no other significant differences between the profile of those who were successful through the whole recruitment process and those who were unsuccessful.

## Chapter 7: Ceased employment

This chapter compares the profile of staff who left MCA during 2012/13 with that of staff in post at the end of the reporting year.

### Key findings

- 137 staff left MCA during 2012/13, i.e. 13% of all staff employed at the beginning of this period.
- Leavers were less likely to be in pay band E than in the other pay bands.
- Leavers were more likely to have been coastguards.

## 7.1 Ceased employment

137 staff left MCA during 2012/13. This is 13% of all staff employed at the beginning of this period.

Around two thirds of the leavers had left voluntarily.

### 7.1.1 Pay band

Leavers were less likely to be in pay band E than in the other pay bands.

### 7.1.2 Job role

Leavers were more likely to have been in the coastguard job role.

## Chapter 8: Performance assessment

This chapter looks at the Performance Management Reports (PMRs) for the reporting year ending 31<sup>st</sup> March 2013.

At the end of each reporting year, MCA staff are awarded a performance assessment mark, based on their end-of-year reports. Staff were awarded any one of four marks:

- Excel
- High
- Full
- Under performed

The analysis examines whether there was a significant difference between the profile of those achieving the top box mark ('Excel'), and those who did not receive that mark<sup>4</sup>.

### Key findings

- 1,054 PMRs were submitted, i.e. for all but 10 staff. The majority received the 'High' or 'Full' box marks.
- 11% of staff received 'Excel'.
- A significantly smaller proportion of pay band A staff and staff who had had sickness absence received 'Excel'.
- A significantly greater proportion of staff who had staff reporting to them received 'Excel'.
- Administrators were more likely to receive 'Excel'.

#### **Administrators**

- Staff who had had sickness absence were less likely to receive an 'Excel' box mark.
- Full time staff were more likely to receive 'Excel'.

#### **Coastguard and marine surveyor**

- Staff with staff reporting to them were more likely to receive an 'Excel' box mark.

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<sup>4</sup> Where a member of staff has been promoted toward the end of the reporting year, their recorded performance mark may have related to their time in the lower pay band rather than the current pay band. However, the analysis is based on their current pay band.

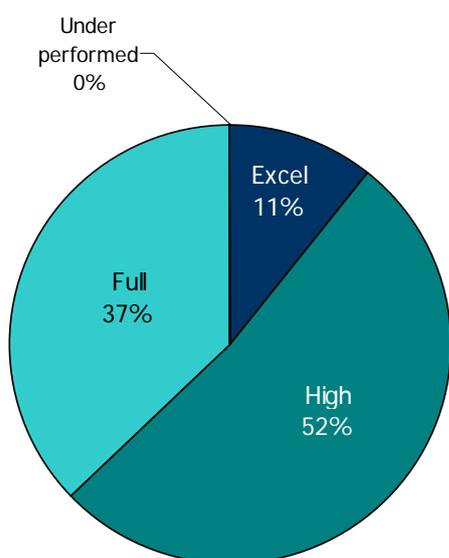
## 8.1 Headline results

1,054 Performance Management Reports (PMRs) were submitted.

The majority of staff received either the 'High' (52%) or 'Full' (37%) box mark.

11% of staff achieved the top box mark 'Excel'. No staff received the lowest box mark 'Under performed'.

**Distribution of box marks**



Overall, staff in pay band A, staff who had had sickness absence (in particular for administrators) and staff without staff reporting to them (in particular for coastguards and marine surveyors) were significantly less likely to receive an 'Excel' box mark than other groups.

The most significant factor associated with receiving an 'Excel' box mark was job role. A significantly higher proportion of administrators received this mark than both coastguards and marine surveyors, though no significant difference was found between coastguards and marine surveyors.

	Number of PMRs submitted	% 'Excel' box mark
<b>Administrator</b>	418	14%
<b>Coastguard</b>	455	9%
<b>Marine Surveyor</b>	181	8%
<b>All MCA</b>	1,054	11%

### 8.1.1 Administrator

The most significant factor related to box marks for administrators was sickness absence. Staff who had had sickness absence were less likely to receive an 'Excel' box mark.

The second most significant factor was working pattern. Full time staff were more likely to receive an 'Excel' box mark.

### 8.1.2 Coastguard and marine surveyor

Coastguards and marine surveyors who had staff reporting to them were significantly more likely to receive an 'Excel' box mark.

## Chapter 9: Learning and development

This chapter considers the likelihood of having any recorded training, and the number of days of training recorded by each diversity group.

MCA believe that the amount of training recorded is a good reflection of the amount of training actually taking place, with only 'on-the-job' training not recorded.

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

### Key findings

- 35% of staff had recorded training.
- An average of 3.7 days of training was recorded, which was lower than the previous year (5.6).
- Coastguards were significantly more likely to have recorded training than administrators and marine surveyors.

#### **Administrators**

- Full-time staff more likely to have had recorded training.
- Full-time staff also undertook more recorded training.
- Pay band G staff and those with no religion declared were less likely to have had recorded training.

#### **Coastguards**

- Of coastguards who undertook training, there were more younger staff, heterosexual staff, full-time staff or staff with undeclared/unknown disability status; and fewer staff with recorded sickness absence or undeclared/unknown religion.

#### **Marine surveyors**

- Older staff and those with a declared religion were less likely to have undertaken training.

## 9.1 Recorded training by diversity group

373 staff (35%) had recorded training during the year. In total, 3,908 days of training were recorded: averaging 3.7 days per staff member (across all staff) or 10.5 days on average for each member of staff who had recorded training.

In comparison with administrators and marine surveyors, coastguards were significantly more likely to have recorded some training during the year. In addition, coastguards had significantly more days recorded than administrators and coastguards.

Because of these differences, training has been analysed separately for each job role.

	Average days of training per employee	For employees who undertook training	% of staff who recorded training
Administrator	0.7	3.8	20%
Coastguard	6.1	12.9	47%
Marine Surveyor	4.2	10.7	39%
All MCA	3.7	10.5	35%

### 9.1.1 Administrator

83 administrators (20%) recorded training, with a total of 314 days.

Full-time staff were significantly more likely to have undertaken training, while staff in pay band G and staff with no religion declared (the latter undertaking no training), were less likely.

Full-time staff also undertook significantly more training than part-time staff.

	Average days of training per employee	% of staff who recorded training
Full-time	0.8	18%
Part-time	0.4	2%

### 9.1.2 Coastguard

220 Coastguards (47%) recorded training, to a total of 2,842 days.

For Coastguards, there were several factors that affected the likelihood of having recorded training. Of those who undertook training, there were significantly:

- more younger staff;
- fewer staff with undeclared or unknown religion;
- more full-time staff;
- more staff with undeclared or unknown disability status;
- more heterosexual staff; and
- fewer staff with recorded sickness absence.

### 9.1.3 Marine surveyor

70 Marine Surveyors (39%) recorded training, to a total of 752 days.

Younger staff were significantly more likely to have undertaken training, while staff who declared a religion were less likely.

## Chapter 10: Grievances and discipline

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

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

There were two grievance cases and two discipline cases.

### Key findings

- There were two grievance cases.
- There were two discipline cases.

## 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 that were in post at the end of the reporting year (i.e. not including staff who had left MCA 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 (such as 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 31<sup>st</sup> March 2013, excluding those on long-term leave (except for staff on long-term sick leave, 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

- MCA staff had an average of 5.9 days of sickness absence.
- Administrators were more likely to have been absent, but coastguards tended to have longer absences overall compared with other job roles.

#### **Administrator**

- Staff in the higher pay bands, female staff and older staff tended to have more sickness absence.
- BME staff tended to have less sickness absence recorded.

#### **Coastguard**

- Disabled staff, older staff, female staff and full-time staff tended to have more sickness absence recorded.
- Pay band F staff were less likely to have had sickness absence.

#### **Marine surveyor**

- Disabled staff, younger staff, male staff, part-time staff and staff in pay bands C and D had more sickness absence recorded.
- BME staff tended to have less sickness absence recorded.

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 taken.

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 MCA are as follows:

<b>Average days of sickness absence (Average Working Days Lost)</b>	6.3
<b>% employees with sickness absence</b>	49%

As stated in the introduction to this chapter, the Cabinet Office figures should remain the official source of sickness absence figures for MCA. Any figures quoted from here on in are based on staff-in-post on the midnight of 31<sup>st</sup> March 2013 and do not include staff 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

MCA staff who were in post at 31<sup>st</sup> March 2013 had had an average of 5.9 days of sickness absence each in 2012/13.

50% of staff had had some sickness absence during the reporting year. Of these staff, the average total days lost was 11.7 days.

The most significant factor associated with sickness absence was job role.

In comparison with coastguards and marine surveyors, administrators were significantly more likely to have had sickness absence during the year.

However, coastguards tended to have longer absences overall compared with other job roles.

	Administrator	Coastguard	Marine Surveyor
<b>Average number of days sickness absence: all staff</b>	5.6	6.9	5.9
<b>Proportion of staff recording sickness absence</b>	59%	46%	41%
<b>Average number of days sickness absence: staff who recorded sickness absence</b>	9.6	14.9	9.4

## 11.2 Administrators

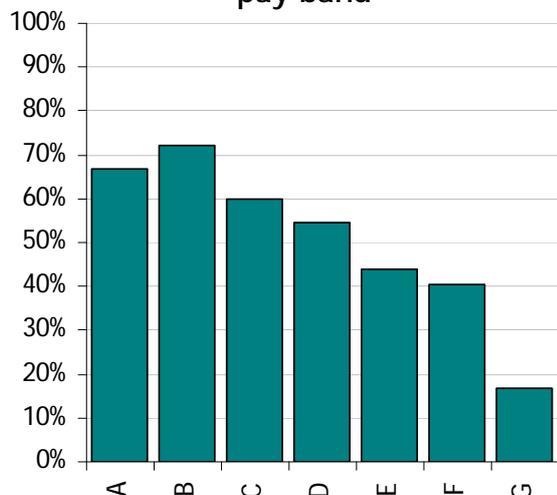
### Sex

Female staff were more likely to have had sickness absence and also tended to have more sickness absence recorded than male staff (68% of female staff had had sickness absence compared with 47% of male staff).

### Pay band

Staff in the higher pay bands were significantly less likely to have been absent through sickness and tended to have fewer days sickness absence recorded.

Proportion of staff who had some sickness absence by pay band



**Race**

BME staff had significantly fewer sickness absence days recorded (1.7 days on average) than white staff (6 days) and staff with unknown race (4.3 days).

**Age**

Older staff had significantly more sickness absence recorded than younger staff.

**11.3 Coastguard**

**Pay band**

Staff in pay bands A, B and E had significantly more sickness absence recorded. Pay band F staff were less likely to have had sickness absence.

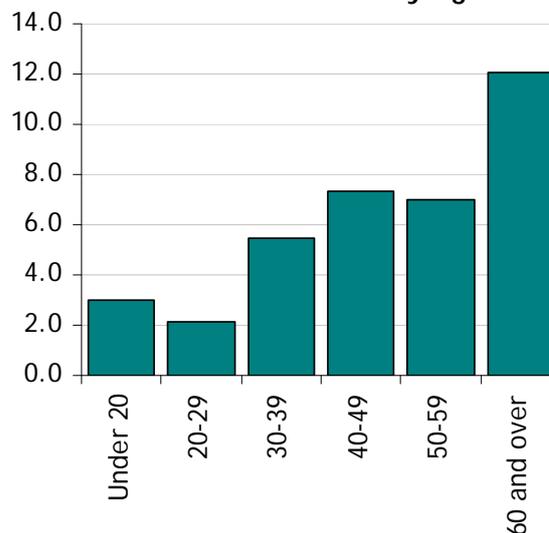
**Disability**

Disabled staff tended to have had more sickness absence (18 days on average) than non-disabled staff (6.6 days) and staff with unknown disability status (5.1 days).

**Age**

Older staff had significantly more sickness absence recorded than younger staff.

Average number of days of sickness absence by age



**Sex**

Female staff tended to have more sickness absence recorded than male staff (9.8 days on average for female staff compared with 6.1 days on average for male staff).

**Working pattern**

Full-time staff had more sickness absence days recorded than part-time staff: 7.1 days on average for full-time staff compared with 2.5 for part-time staff.

**11.4 Marine surveyors**

**Pay band**

Staff in pay bands C and D had had significantly more sickness absence than other staff.

**Disability**

Disabled staff tended to have had more sickness absence (7.5 days on average) than non-disabled staff (3.2 days) and

staff with unknown disability status (4.8 days).

**Race**

BME staff had significantly less sickness absence recorded (2.1 days on average) compared with white staff (3.6 days) and staff with unknown race (8 days).

**Sex**

Male staff tended to have more sickness absence recorded than female staff (4 days on average for male staff compared with 1.5 days on average for female staff).

**Age**

Younger staff had significantly more sickness absence recorded than older staff.

**Working pattern**

Part-time staff had more sickness absence days recorded than full-time staff.

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## 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 Authority<sup>5</sup> 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 occupation<sup>6</sup>.

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](http://www.nomisweb.co.uk) ("Nomis") on 7<sup>th</sup> 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

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<sup>5</sup> Local authorities including County Councils rather than District Councils.

<sup>6</sup> 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>

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16-64 years) we took the number of males and females aged 15-64 years<sup>7</sup> (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.

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<sup>7</sup> 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.

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## 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).

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## 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		
<b>All staff</b>	1089			1064				
<b>Males</b>	747	68.6%	68.6%	720	67.7%	67.7%	-0.9	-3.6%
<b>Females</b>	342	31.4%	31.4%	344	32.3%	32.3%	+0.9	+0.6%
<b>White</b>	928	85.2%	96.5%	864	81.2%	95.7%	-4.0	-6.9%
<b>BME</b>	34	3.1%	3.5%	39	3.7%	4.3%	+0.5	+14.7%
<b>Unknown Race</b>	127	11.7%	-	161	15.1%	-	+3.5	+26.8%
<b>Non-disabled</b>	730	67.0%	89.1%	672	63.2%	89.5%	-3.9	-7.9%
<b>Disabled</b>	89	8.2%	10.9%	79	7.4%	10.5%	-0.7	-11.2%
<b>Unknown disabled status</b>	270	24.8%	-	313	29.4%	-	+4.6	+15.9%
<b>Full Time</b>	971	89.2%	89.2%	936	88.0%	88.0%	-1.2	-3.6%
<b>Part Time</b>	118	10.8%	10.8%	128	12.0%	12.0%	+1.2	+8.5%
<b>Average age</b>	0	0.0%	-	0	0.0%	-	+0.0	+0.0%