



Department  
for Transport

# Equality Monitoring 2013/14 Vehicle Certification Agency

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**GOVERNMENT OPERATIONAL RESEARCH SERVICE**

In House Analytical Consultancy

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# Summary of diversity analysis

## 1. Introduction

This report contains an analysis of the diversity of VCA staff for 2013-14.

The aims of the analysis were to:

- summarise the diversity characteristics of staff and applicants;
- compare the diversity of VCA staff with the diversity of local working-age populations;
- identify differences between diversity groups within VCA; and
- highlight any changes since previous years.

Data on staff, job applicants and leavers, plus sickness absence, training and grievances and disciplines were analysed to determine whether there were statistically significant differences with respect to protected characteristics.

Characteristics considered were gender, race, disability, pay band, age, sexual orientation, religion and belief, job type and working pattern.

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. Throughout this report, if a difference is reported as being significant this means it was statistically significant.

The presence of a statistically significant result does not imply causation.

Full details of the analytical approach (including notes on the data) can be found in the technical annex published separately.

## 2. VCA background

VCA is the designated UK Vehicle Type Approval authority and supports industry by providing internationally recognised testing and certification for vehicles, their systems and components.

It is the smallest of the Department for Transport's executive agencies, with 158 staff (at 31<sup>st</sup> March 2014).

The majority of its staff were based at either the Bristol headquarters or in the Midlands centre in Nuneaton, with small numbers additionally in the Dangerous Goods Office, the Millbrook Office and based overseas.

There were two main job roles: administrative (admin) and engineers.

## 3. Diversity statistics

The key diversity statistics for VCA are shown in the table below.

|                                | % of those who declared | % all staff declared <sup>1</sup> |
|--------------------------------|-------------------------|-----------------------------------|
| 40 years and older             | 59%                     | 100%                              |
| Female                         | 27%                     | 100%                              |
| Part-time                      | 18%                     | 100%                              |
| Black or minority ethnic (BME) | 6%                      | 99%                               |
| Disabled                       | 4%                      | 97%                               |
| Lesbian, gay man, or bisexual  | 0%                      | 46%                               |
| Declared a religion or belief  | 40%                     | 45%                               |

## 4. Diversity analysis key findings

### VCA compared with local working-age populations

Compared with the GB working-age population, there were significantly fewer staff under 30 years old and significantly more staff aged 50-59 than expected in VCA. There were also significantly more male staff than expected in VCA.

Regarding recruitment, there were significantly more male applicants for engineer campaigns than expected, compared with the GB working-age population.

For both admin and engineer campaign, there were more BME applicants for PB1-3 posts than expected, compared with the GB working-age population.

There were no significant changes in the diversity profile of VCA's staff between 2011/12 and 2012/13

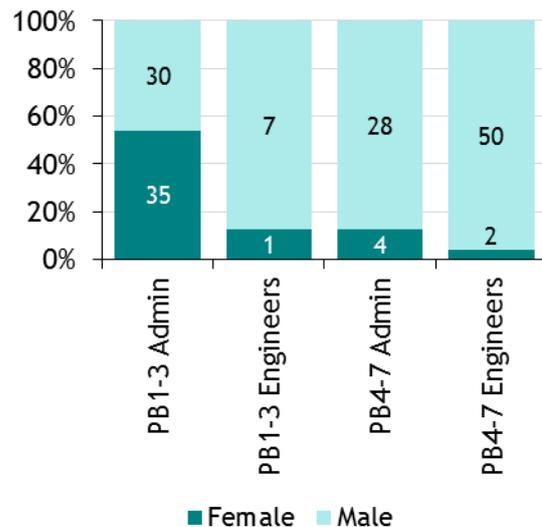
<sup>1</sup> This column relates to all staff and shows the % of all staff for whom the diversity characteristic is known (e.g. how many have declared a sexual orientation).

### Diversity differences

Admin staff tended to be female and in PB1-3, whilst engineers tended to be male and in PB4-7.

When looking at all staff and just admin staff, females were more likely to be in PB1-3.

Gender distribution of staff by pay band and job type



### Recruitment

Applicants for PB5 posts were more likely to be successful at sift than applicants for other pay bands.

BME applicants were less likely to be successful at sift than white and unknown race applicants. Additionally, white applicants for engineer campaigns were more likely to be offered a post than other applicants for engineer campaigns.

### Cessations

Nine staff left VCA during 2013/14. Because of the small numbers, no

Declarations of "prefer not to say" are treated as unknown/not declared.

statistical analysis of cessations has been carried out.

### Learning and development

Limited diversity analysis of learning and development has been possible using information held by VCA. It includes only training booked and recorded through the VCA learning team, which includes all training recorded by staff in VCA's time recording system. Admin staff may not record their time as reliably as engineers.

It is therefore highly likely that this understates the total amount of learning and development activity actually undertaken.

Engineers had much more recorded training than admin staff, due to their different training needs. In addition, PB3 staff tended to have more recorded training than staff in other pay bands.

### Grievances & discipline

There was one discipline case during 2013/14.

There have been no recorded grievances raised against VCA in any of the past six years.

### Sickness absence

Admin staff, female staff and older staff had more days of sickness absence than other staff. Staff in PB1 and PB5 had fewer days of sick absence than staff in other pay bands.

Female staff were more likely to have had sickness absence than male staff.

## 5. Information quality

The data was generally of good quality. Data was collected on sexual orientation and religion/belief for the first time this year. The declaration rates for these are

fairly low and it is recommended efforts are made to improve them.

Analysis of performance assessment marks is not possible because VCA do not have a formal performance assessment process.