

Monitoring Data Required under Race Relations Act 2000

Cabinet Office Monitoring Data Required under Race Relations (Amendment) Act 2000: 2008-2009

All public authorities are required to monitor their employment functions and policies for any adverse impact on race equality and to make the results publicly available. The information relates to the Cabinet Office's workforce over the period 1 April 2008 to 31 March 2009. It includes permanent staff, staff on loan from other Government Departments, fixed term contracts and staff seconded in to the Cabinet Office as defined by the Office of National Statistics.

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Please note: In the tables “*” (asterisk) represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated. This is used to avoid identification of individuals and is in line with Civil Service statistical best practice and the Cabinet Office Code of Practice on the Collection and Use of Ethnic Origin Data.

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1a. Staff in post in the Cabinet Office by ethnic origin and responsibility level as at 1 April 2009

Headcount – Overview of racial groups

RESPONSIBILITY LEVEL	ASIAN	BLACK	MIXED ETHNIC ORIGIN	OTHER ETHNIC ORIGIN	TOTAL ETHNIC MINORITY	WHITE	ETHNIC ORIGIN NOT KNOWN	TOTAL
Senior Civil Service level	*	0	5	0	8	140	57	205
Band A (G6 / G7)	*	*	*	*	12	196	115	323
B2 (SEO / HEO)	23	12	11	*	49	216	107	372
B1 (EO)	10	13	*	*	26	152	72	250
C (AO/AA)	5	15	*	*	22	108	58	188
TOTAL	44	44	21	8	117	812	409	1338
TOTAL AS A PERCENTAGE OF ALL RESPONDENTS	4.7	4.7	2.3	0.9	12.6	87.4	N/A	N/A

Source: Departmental returns

* Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated. This is used to avoid identification of individuals. Chinese category is included in “other ethnic origin” above and the detailed figures below. Inclusion in this table resulted in asterisking of considerable additional figures in other columns.

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1b. Staff in post in the Cabinet Office by ethnic origin and responsibility level as at 1 April 2009

Headcount – racial groups detailed

RESPONSIBILITY LEVEL	Asian of Bangladeshi Origin	Asian of Indian Origin	Asian of Pakistani Origin	Asian of other Origin	Black of African Origin	Black of Caribbean Origin	Black of other origin
Senior Civil Service level	*	*	0	0	0	0	0
Band A (G6 / G7)	0	*	0	*	*	*	0
B2 (SEO / HEO)	7	11	0	5	*	8	*
B1 (EO)	0	8	*	*	9	*	0
C (AO/AA)	*	*	0	*	*	10	*
TOTAL	9	26	*	8	15	24	5
TOTAL AS A PERCENTAGE OF ALL RESPONDENTS	1.0	2.8	*	0.9	1.6	2.6	0.5

Source: Departmental returns

* Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated and is used to avoid identification of individuals.

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1c. Staff in post in the Cabinet Office by ethnic origin and responsibility level as at 1 April 2009

Headcount – racial groups detailed (cont'd)

RESPONSIBILITY LEVEL	Chinese	Asian & White	Black African & White	Black Caribbean and White	Other mixed origin	Other ethnic origin	White	Ethnic origin not known	TOTAL
Senior Civil Service level	0	*	0	*	*	0	140	57	205
Band A (G6 / G7)	0	0	0	*	*	*	196	115	323
B2 (SEO / HEO)	*	5	*	*	*	*	216	107	372
B1 (EO)	0	0	0	0	*	*	152	72	250
C (AO/AA)	0	0	*	0	0	*	108	58	188
TOTAL	*	8	*	5	5	7	812	409	1338
TOTAL AS A PERCENTAGE OF ALL RESPONDENTS	*	0.9	*	0.5	0.5	0.8	87.4	N/A	N/A

Source: Departmental returns

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2. Summary: Ethnic origin representation 2006 – 09

(Representation is shown as a number and percentage of those that have declared their ethnicity at each responsibility level and overall)

	1 April 2006		1 April 2007		1 April 2008		1 April 2009	
RESPONSIBILITY LEVEL	Ethnic minority	White	Ethnic minority	White	Ethnic minority	White	Ethnic minority	White
Senior Civil Service	9 (5.1%)	168 (94.9%)	10 (6.7%)	140 (93.3%)	8 (4.9%)	154 (95.1%)	8 (5.4%)	140 (94.6%)
Band A (G7/G6)	22 (7.7%)	263 (92.3%)	15 (7.3%)	190 (92.7%)	12 (5.5%)	206 (94.5%)	12 (5.8%)	196 (94.2%)
B2 (SEO/HEO)	46 (14.0%)	282 (86.0%)	42 (16.2%)	217 (83.8%)	44 (15.9%)	233 (84.1%)	49 (18.5%)	216 (81.5%)
B1 (EO)	50 (16.6%)	251 (83.4%)	37 (16.4%)	189 (83.6%)	29 (15.2%)	162 (84.8%)	26 (14.6%)	152 (85.4%)
C2 (AO)	28 (13.0%)	187 (87.0%)	28 (17.6%)	131 (82.4%)	24 (17.0%)	117 (83.0%)	22 (16.9%)	108 (83.1%)
C1 (AA)	6 (11.5%)	46 (88.5%)	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL (as a percentage of all respondents)	161 (11.9%)	1197 (88.1%)	132 (13.2%)	867 (86.8%)	117 (11.8%)	872 (88.2%)	117 (12.6%)	812 (87.4%)

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Overall Representation

Ethnic minority representation in the SCS increased during 2008 – 2009. A new representation target for ethnic minority staff in SCS has just been set. All Government departments are targeted to have 7.5% representation of ethnic minority staff at SCS level by 2013.

Percentage representations at Payband A and Payband B2 have also shown encouraging increases for ethnic minority staff. A new target for ethnic minority staff at Payband A has recently been set, and all Government departments are targeted to have 9.5% representation by 2011.

Representation of racial groups

The racial group data since 2006 shows that staff of Asian Indian origin, Black staff of Caribbean origin and Black staff of African origin are the largest groups of ethnic minority staff in the Department and continue to be so in 2008-09.

This pattern is repeated in the application for employment representation data also.

Ethnic origin response rate data

Ethnic origin response rates dropped slightly on last year, and this continues a trend seen since 2006. This drop in declaration rates is consistent across all grades. It is recognised that a high response rate is required to ensure optimum ethnic monitoring, so a campaign will commence in 2009/10 to improve declaration rates.

3a. Total respondents and response rate as at 1 April 2006 – 2008

	1 April 2006	1 April 2007	1 April 2008	1 April 2009
Total number of respondents	1358	999	989	929
Response rate as a percentage of all staff	75.7%	65.8%	75.3%	69.4

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3b. Percentage Response rates at responsibility levels as at 1 April 2006 -2009

RESPONSIBILITY LEVEL	1 April 2006	1 April 2007	1 April 2008	1 April 2009
	%	%	%	%
Senior Civil Service level	80.8	66.1	80.2	72.2
Band A (G6 / G7)	70.9	57.7	69.2	64.4
B2 (SEO / HEO)	75.6	66.4	79.4	71.2
B1 (EO)	82.9	73.1	74.0	71.2
C2 (AO)	69.4	66.8	74.2	69.1
C1 (AA)	76.5	N/A	N/A	N/A
TOTAL RESPONSE RATE	75.7	65.8	75.3	69.4

4. Applications for employment in the Cabinet Office by Ethnic Origin between 1 April 2008 and 31 March 2009

Overview of Racial Groups

	Asian	Black	Chinese	Mixed Ethnic Origin	Other Ethnic Origin	Total Ethnic Minority	White	Ethnic origin not known	Grand Total
Total applicants	299	273	11	94	30	707	2009	1166	3882
Number as % of respondents	11.0	10.0	0.4	3.5	1.1	26.0	74.0	N/A	N/A

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Of the 3882 applications to the Cabinet Office, 70% of applicants declared their ethnic background. 26% of these applicants were from minority ethnic applicants and 74% from white applicants. Further analysis of the recruitment data is currently underway, with the aim being to identify at what stage in the recruitment process BME applicants become under-represented; is it at application, short-listing, interviewing or appointment stage? Furthermore, we will be reviewing how we improve our declaration rates at application stage.

Racial groups detailed

	Asian of Bangladeshi Origin	Asian of Indian Origin	Asian of Pakistani Origin	Asian of other Origin	Black of African Origin	Black of Caribbean Origin	Black of other origin	Chinese
Total applicants	33	160	48	58	151	92	30	11
Number as % of respondents	1.2	5.9	1.8	2.1	5.6	3.4	1.1	0.4

	Asian & White	Black African & White	Black Caribbean and White	Other mixed origin	Other ethnic origin	White	Ethnic origin not known	Grand Total
Total applicants	38	9	15	32	30	2009	1166	3882
Number as % of respondents	1.4	0.3	0.6	1.2	1.1	74.0	-	-

Source: Departmental returns

* Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated and is used to avoid identification of individuals.

Further analysis against the 16 census sub categories needs to be conducted to examine to see if certain groups are under-represented. The majority of applicants come from within the Civil Service, so there is very limited opportunity to widen the applicant pool using external media, advertorials, web presence, etc. However, we need to review and ensure that the profile of our applicants matches the profile of the Civil Service.

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5. Civil Servants applying on promotion to posts in the Cabinet Office by Ethnic Origin between 1 April 2008 and 31 March 2009

Overview of Racial Groups

	Asian	Black	Mixed Ethnic Origin	Other Ethnic Origin	Total Ethnic Minority	White	Not Known	Grand Total
Total applicants	44	43	11	6	104	412	67	583
Number as % of respondents	8.5	8.3	2.1	1.2	20.2	79.8	-	-

Main racial groups detailed

	Asian of Bangladeshi Origin	Asian of Indian Origin	Asian of Pakistani Origin	Asian of other Origin	Black of African Origin	Black of Caribbean Origin	Black of other origin	Chinese
Total applicants	*	29	*	9	20	18	5	*
Number as % of respondents	*	5.6	*	1.7	3.9	3.5	1.0	*

	Asian & White	Black African & White	Black Caribbean and White	Other mixed origin	Other ethnic origin	White	Ethnic origin not known	Grand Total
Total applicants	6	0	*	*	5	412	67	583
Number as % of respondents	1.2	0	*	*	1.0	79.8	-	-

Source: Departmental returns

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6. Number of Cabinet Office Staff by Ethnic Origin who received central training between 1 April 2008 and 31 March 2009

The figures below show the racial groups of staff who received centrally run training during 2008-09. The figures count each person only once even though they may have attended more than one training course. This allows examination of the proportion of each racial group which has attended training events.

The figures below relate only to the Core Programme offered by Cabinet Office and does not reflect the full extent of training and development activity within the Department. All Management Units have a training budget which they use to provide tailored training for their members of staff; this information is not captured centrally within the Department.

Training and development needs are assessed at regular one-to-one meetings between managers and staff. Cabinet Office supports the use of a wide range of developmental techniques, many of which do not involve formal training. These include coaching, job shadowing, mentoring and secondments. The Department has put in place a system for capturing information on all learning and development undertaken by individuals; however, it recognises that not all individuals input the detail of their training on this database. This will be looked at in the forthcoming year to ensure that the accuracy and coverage of this data is improved.

Overview of Racial Groups

	Asian	Black	Mixed Ethnic Origin	Other Ethnic Origin	Total Ethnic Minority	White	Ethnic origin not known	Grand Total
Number receiving training	8	7	*	*	20	105	51	176
Number as % of all staff receiving training	6.4	5.6	*	*	16.0	84.0	-	-
Number as % of total staff in each racial group as at 1 April 2008	21.1	15.6	*	*	17.1	12.0	-	-

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Main racial groups detailed

	Asian of Bangladeshi Origin	Asian of Indian Origin	Asian of Pakistani Origin	Asian of Other Origin	Black of African Origin	Black of Caribbean Origin	Black of Other Origin
Number receiving training	*	6	*	*	*	*	*
Number as % of all staff receiving training	*	4.8	*	*	*	*	*
Number as percentage of total staff in each racial group as at 1 April 2008	*	24.0	*	*	*	*	*

	Chinese Origin	Asian and White Origin	Black African and White Origin	Black Caribbean and White Origin	Of Other Mixed Origin	Of Other Ethnic Origin	White Origin	Ethnic origin not known	Grand Total
Number receiving training	0	*	0	*	*	*	105	51	176
Number as % of all staff receiving training	0	*	0	*	*	*	84.0	-	-
Number as percentage of total staff in each racial group as at 1 April 2008	0	*	0	*	*	*	12.0	-	-

Source: Departmental returns

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7. Assessment of whether staff benefit or suffer detriment as a result of performance assessment procedures

A report of performance appraisal markings is carried out annually and discussed with the departmental Trade Unions. The 2009 data is currently being analysed and discussed with the Trade Unions, as such it is currently unavailable for release. Once this analysis is complete an action plan to address any issues will be produced and implemented.

8. Grievance procedures (between 1 April 2008 and 31 March 2009)

Overview of Racial Groups (data too small for individual racial group comparison)

	Asian	Black	Chinese	Mixed Ethnic Origin	Other Ethnic Origin	Total Ethnic Minority	White	Ethnic origin not known	Grand Total
Total	0	0	0	0	0	0	*	*	*
Number as % of total	0	0	0	0	0	0	*	*	N/A

Source: Departmental database

* Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated and is therefore used to avoid identification of individuals. This is in line with the departmental Code of practice on the collection and use of ethnic origin data.

9. Disciplinary procedures (between 1 April 2008 and 31 March 2009)

Overview of Racial Groups (data too small for individual racial group comparison)

	Asian	Black	Chinese	Mixed Ethnic Origin	Other Ethnic Origin	Total Ethnic Minority	White	Ethnic origin not known	Grand Total
Total	0	0	0	0	0	0	*	*	*
Number as % of total	0	0	0	0	0	0	*	*	N/A

Source: Departmental database

* Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated and is therefore used to avoid identification of individuals. This is in line with the departmental Code of practice on the collection and use of ethnic origin data.

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There were no staff from ethnic minority origin that were involved in (i) grievance procedures and (ii) disciplinary procedures and this continues a declining trend over the last 3 years.

Human Resources meet regularly with the Department's Harassment Contact Officers (HCOs) to discuss their role and the types of cases with which they are dealing (with all personal data anonymised). The Cabinet Office has recently introduced new Values and Behaviours; one of these values is Diversity and creating an inclusive Department where all talents can flourish.

10a. Numbers ceasing employment in the Cabinet Office by ethnic origin and reason between 1 April 2008 and 31 March 2009

Overview of Racial Groups

	Asian	Black	Mixed Ethnic Origin	Other Ethnic Origin	Total Ethnic Minority	White	Ethnic Origin Not Known	Grand Total
Death in Service	0	0	0	0	0	0	*	*
Dismissal	0	0	0	*	*	*	*	*
End of Appointment	0	*	0	0	*	6	44	52
End of Loan	*	*	*	*	5	57	54	116
Resignation	*	0	*	*	*	26	18	47
Retirement	0	*	0	0	*	13	0	14
Transfer of Function within CS	*	0	0	0	*	10	0	11
Transfer to other Gov. Dept.	*	*	*	*	7	26	15	48
Reason not known	0	0	0	0	0	0	*	*
Total ceasing employment	6	5	*	6	20	140	133	293
Number as % of all respondents ceasing employment	3.8	3.1	*	3.8	12.5	87.5	-	-

Source: Departmental returns

* Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated and is used to avoid identification of individuals.

Chinese category is included in the detailed figures below. Inclusion in this table resulted in asterisking of additional figures in other columns.

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10b. Numbers ceasing employment in the Cabinet Office by ethnic origin and reason between 1 April 2008 and 31 March 2009

Main racial groups detailed

	Asian of Bangladeshi Origin	Asian of Indian Origin	Asian of Other Origin	Asian of Pakistani Origin	Black of African Origin	Black of Caribbean Origin	Black of Other Origin	Chinese
Death in Service	0	0	0	0	0	0	0	0
Dismissal	0	0	0	0	0	0	0	0
End of Appointment	0	0	0	0	*	*	0	0
End of Loan	0	0	0	*	*	0	0	*
Resignation	0	0	*	0	0	0	0	0
Retirement	0	0	0	0	0	*	0	0
Transfer of Function within CS	0	*	0	0	0	0	0	0
Transfer to other Gov. Dept.	0	*	0	*	*	0	0	*
Reason not known	0	0	0	0	0	0	0	*
Total ceasing employment	0	*	*	*	*	*	0	*
Number as % of all respondents ceasing employment	0	*	*	*	*	*	0	*

Source: Departmental returns

- Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated and is used to avoid identification of individuals.

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Numbers ceasing employment in the Cabinet Office by ethnic origin and reason between 1 April 2008 and 31 March 2009

Main racial groups detailed (cont'd)

	Asian and White Origin	Black African and White Origin	Black Caribbean and White Origin	Of Other Mixed Origin	Of Other Ethnic Origin	White Origin	Ethnic Origin Not Known	Grand Total
Death in Service	0	0	0	0	0	*	0	*
Dismissal	0	0	0	0	*	*	*	*
End of Appointment	0	0	0	0	0	6	44	52
End of Loan	0	0	0	*	0	57	54	116
Resignation	*	0	0	0	*	26	18	47
Retirement	0	0	0	0	0	13	0	14
Transfer of Function within CS	0	0	0	0	0	10	0	11
Transfer to other Gov. Dept.	0	0	*	0	*	26	15	48
Reason not known	0	0	0	0	0	0	*	*
Total ceasing employment	*	0	*	*	*	140	133	293
Number as % of all respondents ceasing employment	*	0	*	*	*	87.5	-	-

Source: Departmental returns

* Represents figures of 1 to 4 or a figure from which 1 to 4 could be calculated and is used to avoid identification of individuals.

Summary: Ceasing Employment

The data gives numbers and reasons for all those ceasing employment in the Cabinet Office. The majority of those ceasing employment in the department do so for expected reasons such as the ending of their loan or secondment into Cabinet Office or ending of a fixed term appointment. All such figures are low and show no adverse impact on different racial groups. Machinery of Government changes accounted for about a quarter of employee's ceasing employment in the Cabinet Office.

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Dismissals and resignations could potentially be an area where statistically significant high levels for racial groups might be an early indicator of adverse impact. However, an examination of the data since 2005 reveals that totals are consistently low for both resignations and dismissals and there is no indication that either is higher among staff from the ethnic minority or white groups.

Dismissals

There were no dismissals in 2008 – 2009

Resignations

	Ethnic Minorities			White			Ethnic origin not known	Response rate
	No.	% of total	As % of racial group	No.	% of total	As % of racial group		
2005 – 06	*	7.8	2.3	47	92.2	3.6	27	66.7%
2006 - 07	*	7.4	3.0	50	92.6	5.8	38	58.7%
2007 - 08	*	6.0	2.3	47	94.0	5.4	26	65.8%
2008 – 09	*	10.3	2.6	26	89.7	3.0	18	61.7%

Resignations by ethnic minority staff continued to form a low total percentage of resignations in 2008-09. Resignations as a percentage of the total of all ethnic minority staff had been steadily reducing over the previous 3 years; however in 2008-2009 the number of resignations by ethnic minority staff increased. It should be noted though that the total number of resignations by ethnic minority staff is less than the reportable figure of 4. The total number of white staff resigning in 2008–09 was slightly lower than over the previous 3 years; however, they represented a larger proportion of staff due to a net decrease in the size of the Department.

Cabinet Office, August 2009