



Home Office

Employment Monitoring Report  
Home Office and its Executive Agencies  
2010/2011

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## Executive Summary

This Employment Monitoring Report (EMR) has been produced to provide an annual update on how the Home Office is performing against the monitoring of its statutory duties to its employees in accordance with equality legislation. All data is at 31 March 2011 or covers the period 1 April 2010 to 31 March 2011, unless otherwise stated.

Where an adverse impact was found in the analysis, appropriate issues were identified. This report builds on last year's report, continuing to make specific references to data quality, assessing areas for further improvement and including new sources of data.<sup>1</sup>

### Representation

In conjunction with Cabinet Office, the Department has agreed specific targets to improve representation rates by 2013. Since the publication of our last EMR, our progress towards achievement of these targets has fluctuated. In particular:

- The percentage of female Senior Civil Servants (SCS) decreased from 35% to 32%;
- The percentage of ethnic minority SCS increased from 5% to 6% and the representation rate also increased amongst the senior management grades from 10% to 11%;<sup>2</sup>
- The percentage of lesbian, gay or bisexual employees at SCS reduced from 7% to 6%, although the figure remained above the Cabinet Office target of 5%;
- The percentage of disabled employees at SCS and senior management grades remained consistent with last year's figures of 4% and 5% respectively.

The Home Office is committed to improving its representation in order to ensure that its employees are representative of the society they serve. Whilst every effort is made to improve representation, it is recognised that further improvement is still required, particularly in the area of representation rates for disabled employees, especially within more senior management grades. We are currently on target to meet the 2013 Cabinet Office targets for SCS employees in respect of sexual orientation and disability, and senior management employees for ethnicity and gender.

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<sup>1</sup> This year additional data has been included for those employees: who have left on a Voluntary Early Release Scheme; in receipt of Temporary Cover Allowance (TCA); or in receipt of Temporary promotion (TP).

<sup>2</sup> These are defined as Grade 6 or Grade 7 employees.

## **Key messages**

There was **an improvement** in the following areas since the publication of last year's report:

- Core Skills Assessment (CSA):
  - Female employees were just as likely to pass the HEO CSA as their male counterparts.
- Appraisals and bonuses:
  - Gender: In HQ and UKBA, last year female employees were slightly more likely than male employees to be awarded a bonus, whereas this year male and female employees were equally likely to receive a bonus.
- Learning and development:
  - Internal learning: Whereas last year only 8% of part-time employees accessed internal training courses despite making up 20% of the workforce, this year this had doubled to 16% of part-time employees accessing internal training courses.
- Attendance Management:<sup>3</sup>
  - We continued to reduce our sick absence and levels remain comparable to other large government Departments with similar employee profiles and job roles.
  - Sick absence levels overall reduced by a day, from 8.8 to 7.8, over the last year.
  - Sick absence amongst disabled employees, ethnic minority employees and female employees reduced by almost 2 ½ days, ¾ day and ½ day respectively over the period.

There was **a worsening** in the following areas since the publication of last year's report:

- Learning and development:
  - Internal learning: whereas last year employees aged 50 years and over were under-represented on training courses compared to the proportion of employees in their respective age ranges, this year saw this extended to those aged 40 years and over.
- Attendance Management:
  - Gender: female employees had on average 3½ days more sickness absence than males, an increase of 1 day on last year's figures.
- Leavers:
  - Part-time employees accounted for 30% of leavers in the year, compared to their representation rate of 20% within the Department.

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<sup>3</sup> Attendance Management is measured in Rolling Year Average Working Days Lost (RY AWDL) per staff year which is a standard measurement across the civil service.

There has been **no change** in the following areas since the publication of last year's report:

- Recruitment and redeployment: In May 2010 an external recruitment freeze was announced across the civil service, as part of the Chancellor's spending reduction plans. The external recruitment freeze applied across all government Departments and agencies; although some exceptions applied for graduate fast stream and to fill exceptional business-critical and frontline appointments. Some external appointments were already in progress when the recruitment freeze was announced and some of these appointments were taken up after the recruitment freeze date (22 May 2010). We continued to recruit from across the civil service to fill Departmental posts as necessary.
  - Whilst 30% of all recruitment applications were from ethnic minority employees, they made up only 12% of successful candidates;
  - Women, ethnic minority and disabled employees continued to be over-represented in our redeployment network.
  
- Core Skills Assessment (CSA):<sup>4</sup>
  - Ethnic minority, disabled or older employees continued to be less likely to pass the Grade 7 CSA;
  - Ethnic minority or older employees continued to be less likely to pass the HEO CSA.
  
- Appraisals and bonuses:
  - Ethnicity and Disability: In HQ and UKBA, white or non-disabled employees were still nearly one and a half times as likely to be awarded a bonus as ethnic minority employees or disabled employees.
  - Working Pattern: In HQ and UKBA, full-time employees continued to be over one and a half times as likely to receive a bonus as part-time employees.
  - Grade: In HQ & UKBA, Grades HEO to Grade 6 continued to be almost one and half times more likely to be awarded a bonus, whether standard or enhanced, as employees in grades AA to AO.
  
- Learning and development:
  - Internal learning: The proportion of female, ethnic minority or disabled employees that completed some form of internal learning (excluding e-learning) continued to be in line with Departmental representation rates.
  
- Attendance Management:
  - Grade: Across the Department, the higher the grade the fewer the number of working days lost to sickness which remained consistent with last year's report.

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<sup>4</sup> For recruitment or promotion to either HEO or Grade 7 posts within HQ and UKBA applicants are required to demonstrate specific core skills at a Core Skills Assessment (CSA) exercise. IPS and CRB do not have to sit a CSA and so analysis is only possible for HQ and UKBA elements of the Department.

## Introduction

The aims of this Report are to:

- enable the Home Office to examine whether processes and procedures are providing equality of opportunity for all employees; and
- consider improvement activities that need to be taken to address any areas of weakness regarding data collection and data quality.

We are committed to meeting our statutory equality duties, and this report sets out the data and our analysis of Departmental employment processes in fulfilment of those duties. In addition to the previous race, gender and disability duties, and in recognition of the new Public Sector Equality Duty introduced by the Equality Act 2010, this report has also given consideration to the impact of the organisation's policies in respect of age, religion and belief, sexual orientation and working pattern, where data allowed us to provide meaningful analysis.

During 2010-11 we continued our data improvement activity and begun optimising the use to which we could combine our diversity and equality data with other HR data collected across the spectrum of Employee Policies. During the year employees from Criminal Records Bureau and Identity and Passport Services moved onto our strategic HR employee records system, further improving the consistency of data across the Department. There are other improvement activities planned for 2011-12 which will enhance the data in next year's report. This report, therefore, offers incremental progress on our HR monitoring and reporting responsibilities and the progress made against Employee Policies during 2010-11.<sup>5</sup>

During 2010-11 we extended our reach on the number of HR areas against which we were able to report monitoring activities, including Voluntary Early Release Scheme (VERS) leavers and employees receiving Temporary Cover Allowance (TCA) and Temporary Promotion (TP). As these new areas were not included in previous monitoring reports, it is not possible to make comparisons with any similar previous published data. Where practicable comparisons were made with Other Government Departments (OGDs) - for example, workforce composition and sick absence – and it is recognised that the Office for National Statistics (ONS) undertake and publish statistics in this regard.

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<sup>5</sup> All data is for the period 1<sup>st</sup> April 2010 to 31<sup>st</sup> March 2011 and covers Home Office Headquarters (HQ), United Kingdom Border Agency (UKBA), Identity and Passport Service (IPS) and Criminal Records Bureau (CRB). It excludes data for Non-Departmental Public Bodies.

## Representation benchmarks

The Home Office has specific representation benchmarks to be achieved by 2013 which contribute to the overarching Cabinet Office Diversity Strategy. Our progress against these benchmarks is shown in Table 1.

**Table 1 – Home Office representation rates at 31<sup>st</sup> March 2011**

	Grade	Difference from 2009-10	Home Office Representation 2010-11	2013 Bench mark
<b>Female</b>	SCS	-2%	32%	38%
	SCS PB 1	-1%	33%	40%
	SCS PB2 and above	-5%	29%	35%
	G6-G7	-1%	46%	45%
<b>Ethnic Minority</b>	SCS	1%	6%	6%
	G6-G7	1%	11%	10%
<b>Disabled</b>	SCS	0.5%	4%	3%
	G6-G7	0.3%	5%	6%
<b>Lesbian, Gay or Bisexual</b>	SCS	-1%	6%	5%
	G6-G7	-0.3%	4%	5%

Key	BRAG Status
> 85 %	Green
71 – 85 %	Amber/Green
56 – 70 %	Amber
41 – 55 %	Amber/Red
26 – 40 %	Red
< 26 %	Black

### Methodology

Please see appendix 1 for Methodology.

### The Data

This report covers the period between 1st April 2010 and 31st March 2011. The data relates specifically to all Departmental employees i.e. those employees in Headquarters (HQ), the United Kingdom Border Agency (UKBA), Identity and Passport Service (IPS), and Criminal Records Bureau (CRB) unless otherwise stated.

All data was extracted as at 31 March 2011.

Where data incorporates information concerning grades; Grade Equivalency was used to allow for comparison with the wider Civil Service. ONS decides grade equivalency responsibility levels. This report used the ONS standard Grade Equivalency; see Appendix 1 for an explanation of these definitions.

Diversity information is reported using a standard agreed with ONS:

- Progress towards achievement of targets included employees who made a “positive statement” about their diversity or equality information: employees are encouraged to make a positive statement about each protected characteristic - such as ethnicity, disability, sexual orientation, and religious belief. For example, a positive statement for disability would be “disabled” or “not disabled”.
- The declaration rate: this is made up of the positive statement group and those “preferring not to say”.
- Those “not surveyed”: employees who did not make any statement

For more information on declaration rates and those not surveyed, please see the Table 1 in Section 2 of the Appendices.

Throughout this report we adopted ONS definitions<sup>6</sup> (to allow for comparisons with OGDs) unless otherwise specified. Non-declaration rates for all subject areas are shown in Data Quality in Section 2 of the Appendices.

Where data is missing or poor, specific reference is also made in the Data Quality section. In these cases the data was omitted from any analysis.

### ***Diversity Strategy 2010-13***

The Home Office Board launched a refreshed Diversity Strategy for the Department in June 2010. The Strategy set out five strategic aims:

1. Effective Leadership;
2. Representative workforce;
3. Creating an inclusive working environment;
4. Meeting our statutory obligations; and
5. Service delivery.

Our priorities for Aim 2, Representative workforce, are:

- Create and maintain a diverse SCS despite a shrinking Civil Service.
- Reduce actual and perceived differential impact in selection and promotion processes.
- Better visibility and accountability at Directorate-level for staff diversity in a way that better reflects the geographical makeup of communities that the business area serves.

Business areas, including the agencies, are assessed on a quarterly basis against a set of indicators, which includes employment monitoring data and the use of this information to focus action on equality and diversity.

Appendix 2 contains a table which shows the data quality by subject area.

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<sup>6</sup> Office for National Statistics requires us to report civil servants who are paid in any given month separately to those who are not paid in the same period.

## Section 1: Home Office Composition

### Key Facts:

- During the year, the Home Office employed 33,604 civil servants (30,685 current employees at 31<sup>st</sup> March 2011 and 2,919 leavers during the year).
- Figures for UKBA included 4,826 HMRC detection employees who transferred to the Home Office as part of a Machinery of Government change. Although Royal Assent was granted in August 2009, staff records did not transfer onto Departmental systems until 1st April 2010 and were excluded from previously published Employment Monitoring Reports.
- The overall reduction of staff since last year was 728 but with the inclusion of the HMRC machinery of government change employees led to an increase of 4,098.
- Of our current employees, 29,175 were paid civil servants, the rest being unpaid civil servants who were absent from the Department for reasons such as career break, long term sick absence, maternity leave or similar.

Of these 29,175 paid civil servants:

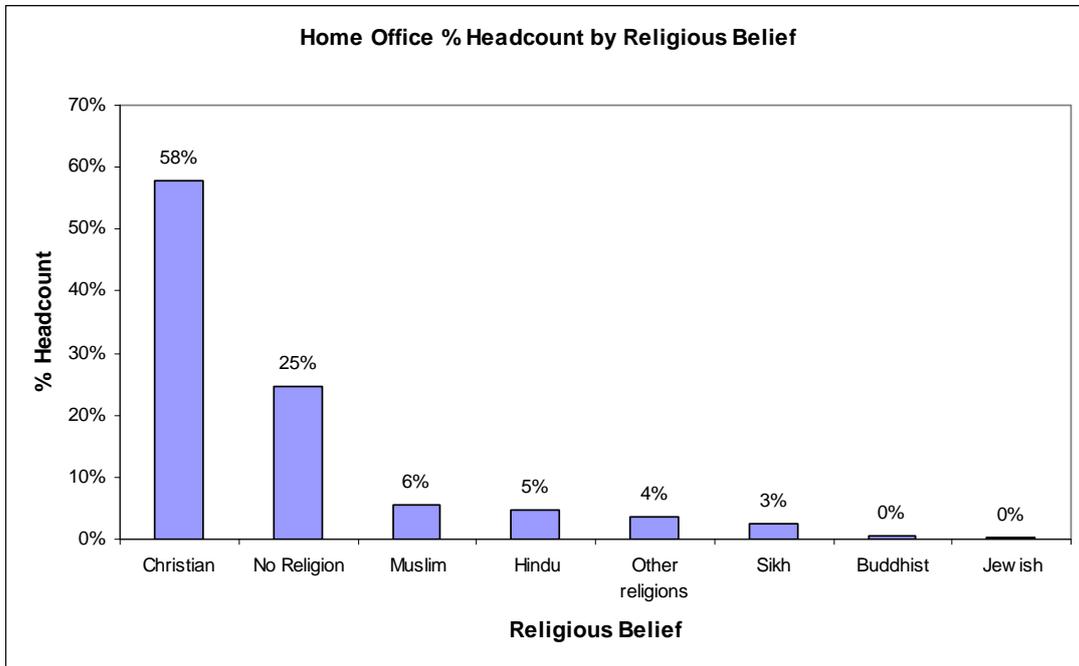
- **Gender:** female employees comprised a greater proportion of total employees at grades AA to EO. At HEO the split was even. At more senior grades, the position was reversed with male employees accounting for the larger percentage share by grade. At Grade 6 there were almost one and a half times more male employees than female employees, and twice as many at SCS grade.
- **Disability:** 7% of our total workforce and 4% of our SCS grade considered themselves to be disabled, both of which were in line with the Civil Service average and last year's figures. Only 8% of our employees failed to make a positive statement regarding their disability, which was an improvement of 14% on last year. This was 21% better than the Civil Service average (29%).<sup>7</sup>
- **Ethnicity:** Representation rates for minority ethnic employees were 23% which is 16% higher than the Civil Service (9%). Our SCS representation rates were 5%, which was the same as the Civil Service average.
- **Work Pattern:** The working pattern profile of our employees remained consistent with last year, and with the Civil Service population. Of those working part-time, male representation (17%) was 2% higher than the Civil Service average which was in line with last year's figures.
- **Sexual Orientation:** The representation rate for lesbian, gay or bisexual employees was 2% which was a reduction of 1%. For SCS employees the representation rate was 6% which was 1% less than last year. This was, however, above our 2013 target of 5%.

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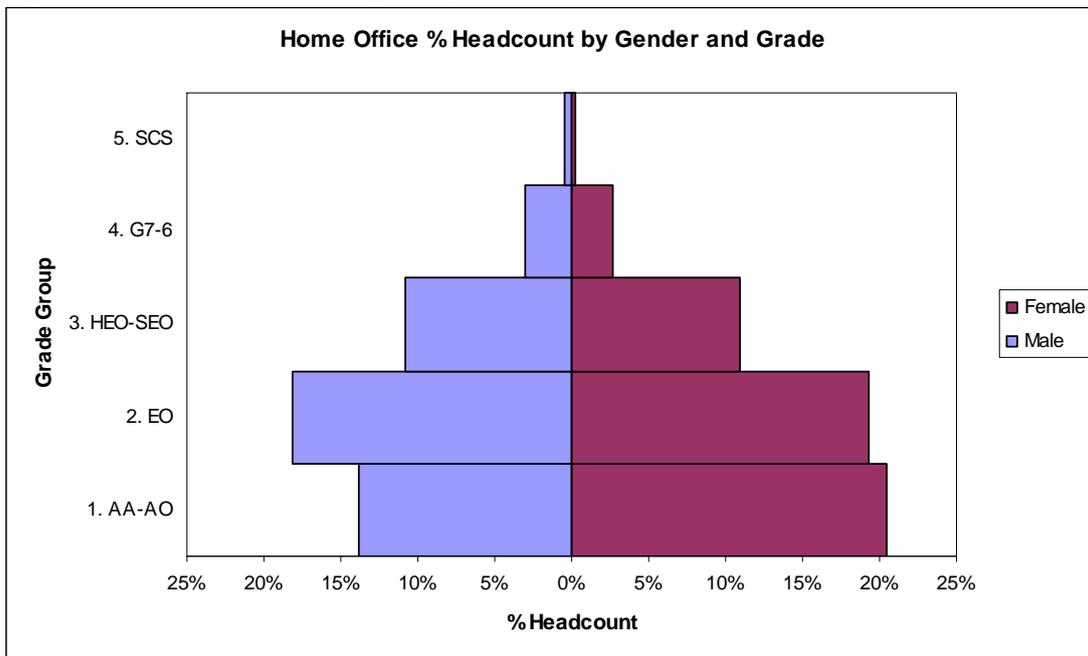
<sup>7</sup> When comparing to the Annual Civil Servants Employment Survey 2010

- **Religious Belief:** The four largest categories of religious belief within the Home Office were Christian (58%), No Religion (25%), Muslim (6%) and Hindu (5%). See representation rates at Figure 1.

**Figure 1: Headcount by Religious Belief**



**Figure 2: % Headcount split by Gender and Grade in the Home Office**



Comparing Figure 2 and Figure 3: our gender representation rates were very similar to the Civil Service population except at HEO and above, where male employees accounted for the greater proportion of employees at each grade and the proportion of males at EO grade was double that of the representation rate within the civil service. This was in keeping with last year's figures.

**Figure 3: % Headcount by Gender and Grade in the Civil Service**

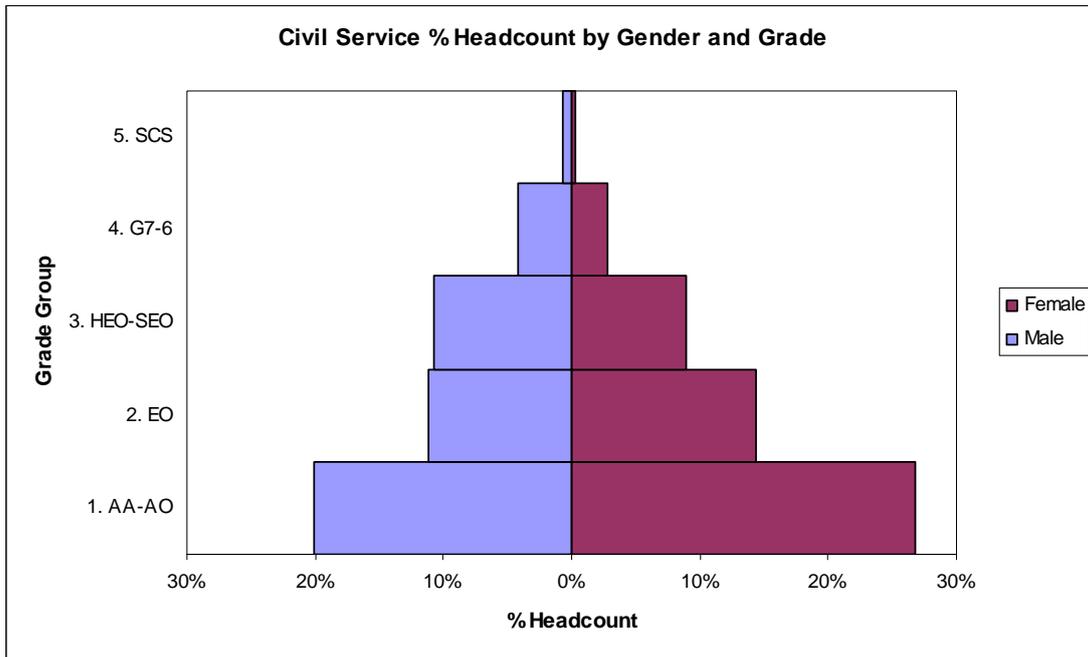
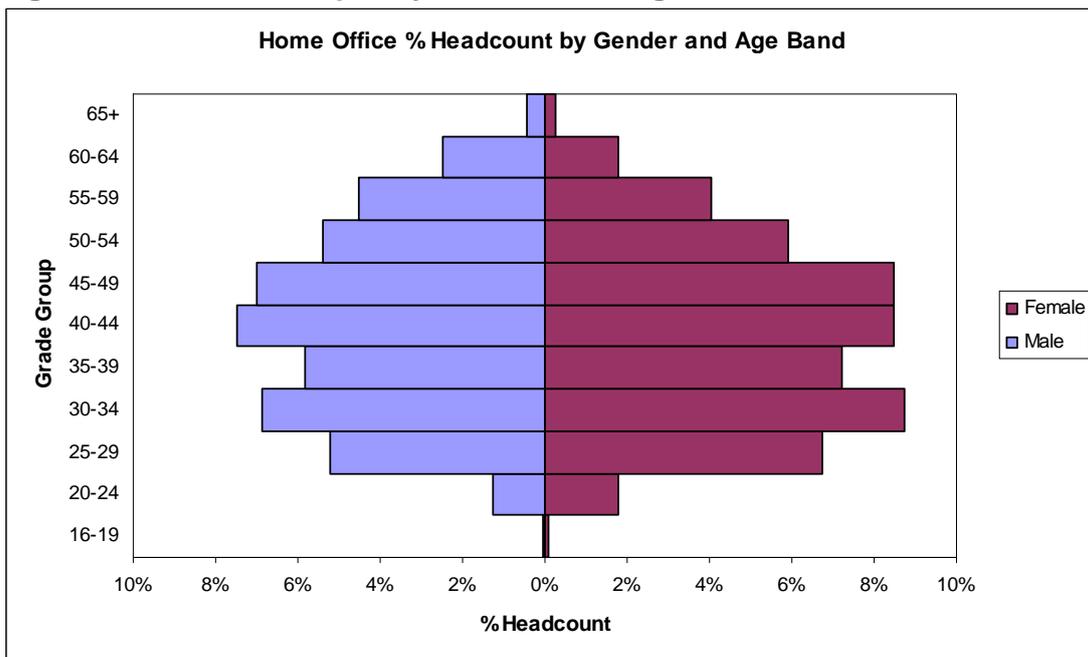


Figure 4 provides information on our employees according to their gender and age band. The largest proportion of female employees was in the age band 30 to 34 years, which shifted from 40 to 44 years from last year. The largest proportion of male employees was in the age band 40 to 44 years, which shifted from 30 to 34 years from last year. There were a greater proportion of female employees in each age band up to the range 50 to 54 years, which was a slight change on last year (where the range was 55 to 59 years).

**Figure 4: Headcount split by Gender and Age Band.**



## Section 2: Recruitment including Redeployment

### **Recruitment**

Recruitment and redeployment: In May 2010 an external recruitment freeze was announced across the civil service, as part of the Chancellor's spending reduction plans. The external recruitment freeze applied across all government Departments and agencies; although some exceptions applied for graduate fast stream and to fill exceptional business-critical and frontline appointments. Some external appointments were already in progress when the recruitment freeze was announced and some of these appointments were taken up after the recruitment freeze date (22 May 2010). We continued to recruit from across the civil service to fill Departmental posts as necessary.

#### **Key facts:**

- There were 3,287 applications submitted to HQ, IPS and UKBA in the period filling 287 posts, this was a 74% reduction on last year which was caused by the cross government freeze on recruitment.
- Of these applications, 704 applicants progressed to the interview stage.
- Following interview 287 individuals were offered employment within the Department.
- Representation rates for successful candidates are included under "Entrants" below.

Of those who applied:

- **Gender:**

	Female	Male	Grand Total
Applied	43%	57%	100%
Interviewed	44%	56%	100%
Successful	49%	51%	100%

- **Ethnicity:**

	Ethnic Minority	White	Grand Total
Applied	30%	70%	100%
Interviewed	19%	81%	100%
Successful	12%	88%	100%

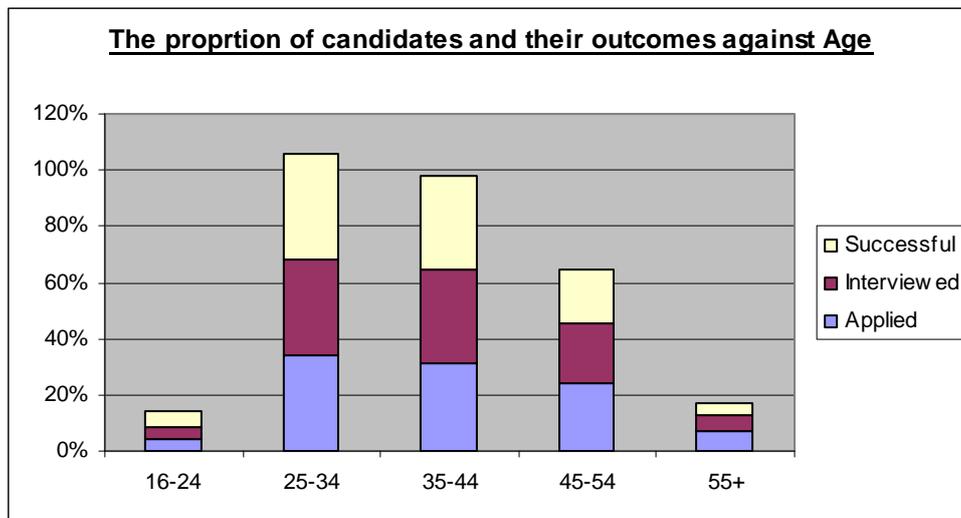
- **Disability:**

	Disabled	Non Disabled	Grand Total
Applied	7%	93%	100%
Interviewed	6%	94%	100%
Successful	5%	95%	100%

#### **Further facts:**

- **Religious Beliefs:** Of those who applied, 47% were of “other” religion, 5% higher than the overall Home Office population. 48% of those who progressed to the interview stage considered themselves to be of “other” religion as did 45% of those who were successful.
- **Sexual Orientation:** The proportion of lesbian, gay or bisexual applicants was the same as those who were interviewed (4%), but 2% higher than the proportion of lesbian, gay or bisexual applicants who were successful (2%).
- **Age:** The age of candidates who applied, were interviewed and who were successful was broadly comparable to each other as shown in Figure 5.

**Figure 5:** Proportion of Candidates and their Outcomes against Age band.



## ***Entrants***

### **Key facts:**

- The Home Office employed 1,223 employees in various posts during the year.
- Of these, 26 employees were new civil servants and 1,197 were transfers from other Government Departments (OGD), Non Departmental Public Bodies (NDPB) and Public corporations.
- Data for all grades for gender, sexual orientation and religious belief were roughly comparable with Home Office representation rates.

The exceptions were:

- **Gender:** 19% of SCS entrants were female, which is 15% less than the representation rate of females at this grade. 7% more males were recruited in all grades compared to the representation rates - in particular 7% higher amongst HEO and SEO entrants and 2% (double) in the Grade 6/7 entrants.
- **Disability:** 4% of entrants to the Department were disabled and of these all were below SCS grade. At SCS grade no new entrants declared a disability.
- **Ethnicity:** 16% of entrants to the Home Office considered their representation to be “ethnic minority”. No new SCS entrants made a positive statement from an ethnic minority group which was 6% lower than the SCS representation rate and 23% lower than the representation of all grades.
- **Work Pattern:** 14% of all entrants and no new SCS entrants were part-time, both of which were below the part-time representation rates within the Department.
- **Sexual Orientation:** 7% of SCS entrants were lesbian gay or bisexual grade which was roughly comparable with the SCS composition rate.

### **Further facts:**

- **Age:** The most common age of all entrants was the 45 to 49 year old age band.
- **Grade:** The proportion of employees entering the Department at grades AA to EO was 22% lower than the Home Office grade composition rates. Conversely, the proportion of employees entering the Department at grades HEO to SCS was 14% higher than the composition of the Department at these grades.

## Redeployment

### Key Facts:

- 642 employees from HQ and all Executive Agencies spent time in our redeployment network (2% of all Departmental employees).
- By the end of the year 558 (87%) employees had been redeployed, leaving 84 (13%) employees in the network.
- There were no CRB employees in the redeployment network at the end of the year.

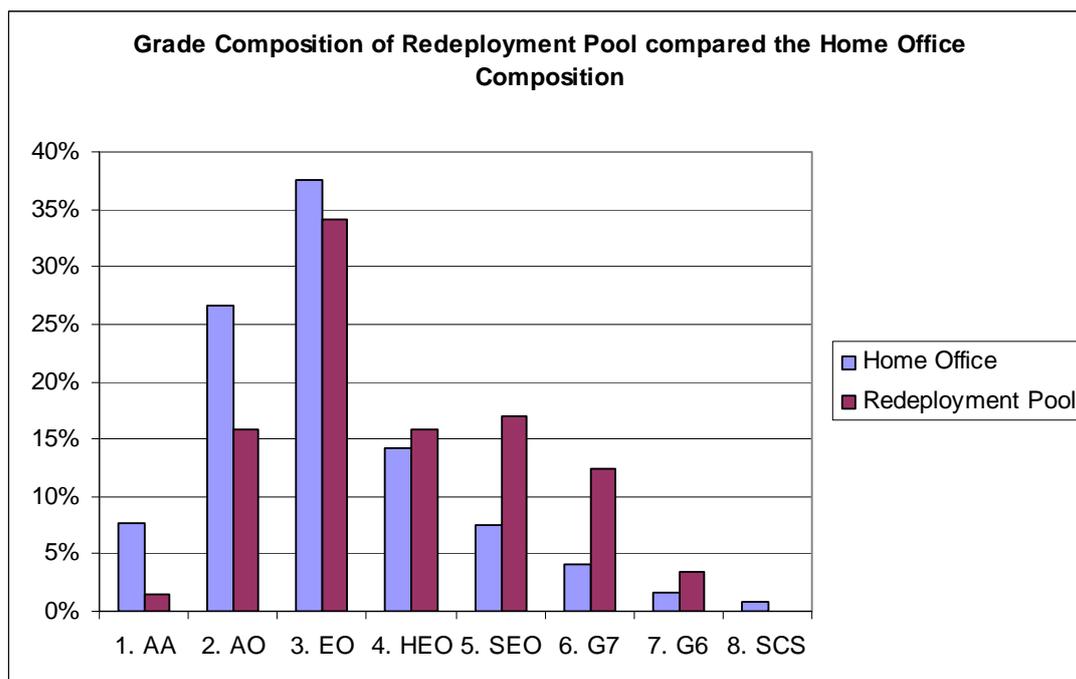
Of those in the redeployment network during the period:

- **Gender:** 60% were female, 7% higher than the representation rate within the Department (53%). 17% of those were part-time, 1% higher than the representation rate within the Department (16%).
- **Disability:** 10% were disabled, 3% higher than the representation rate within the Department (7%).
- **Ethnicity:** 30% were ethnic minority, 4% higher than the representation rate within Department (26%) and 11% lower than the figure last year.

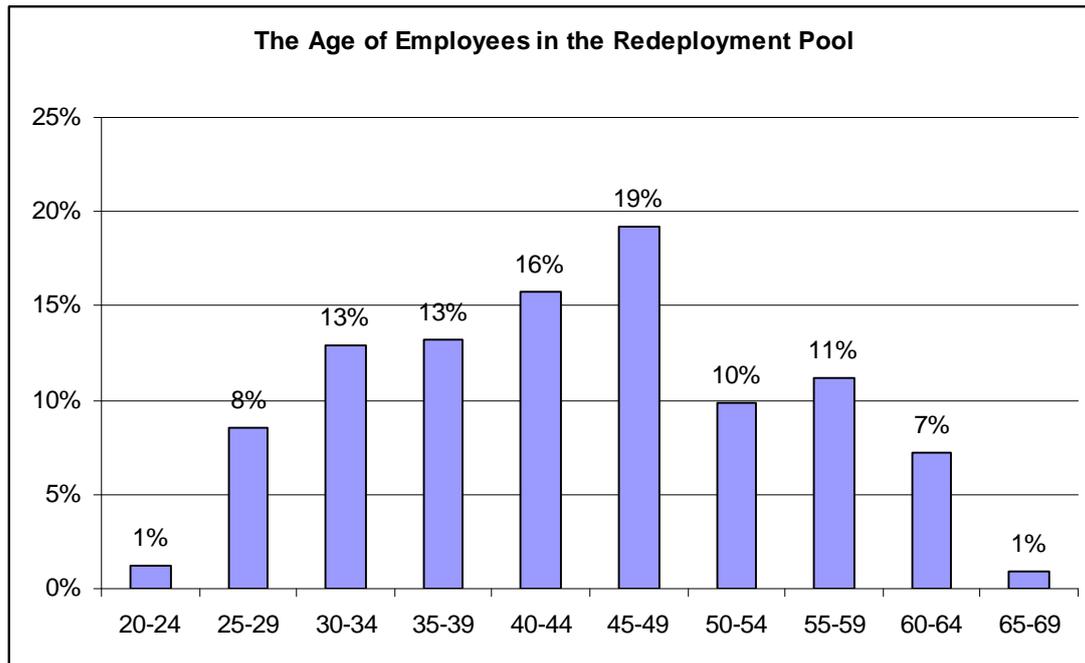
### Further facts:

- **Grade:** 34% of those in the redeployment network were EO grade, compared to 38% of employees within the whole of the Home Office. 17% were at SEO grade, compared to 8% in the Department and 16% were at AO grade, compared to 27% across the Department.

**Figure 6 – Grade Comparison between Redeployment Pool and Composition of Home Office**



**Figure 7 – Redeployment Pool employees by Age Band**



- **Other analysis:** The proportion of those who were lesbian, gay or bisexual (3%) was in line with the rest of the Department (2%).

## Core Skills Assessment

For recruitment or promotion to either HEO or Grade 7 posts within HQ and UKBA applicants are required to demonstrate specific core skills at a Core Skills Assessment (CSA) exercise. IPS and CRB do not have to sit a CSA and so analysis is only possible for HQ and UKBA elements of the Department.

### Key facts:

- 325 candidates applied for CSA exercises during the year; two-thirds were considered for HEO grade and the rest for Grade 7. This was a decrease of 84% since last year which can be explained by the recruitment freeze across the Civil Service.
- Female ethnic minority candidates accounted for 20% of the applications to HEO CSA exercises of which 29% were successful, which was a slight improvement on last year's figures, which saw female ethnic minority candidates account for 23% of the applicants of which only 19% passed.

Of those who applied for HEO CSA exercises:

- 54% failed and 46% passed.
- **Gender:** 46% were female. Females accounted for 45% of all those who passed an HEO CSA exercise which was 7% lower than the representation rates of females in HQ and UKBA<sup>8</sup> (52%).
- **Disability:** The proportion of disabled candidates who applied (3%) and passed (2%) was not representative of HQ and UKBA (6%) representation rate.
- **Ethnicity:** Ethnic minority candidates accounted for 33% of all applicants (7% higher than the HQ and UKBA average). 20% of those who were successful were ethnic minority candidates, 6% below the HQ and UKBA average.
- **Age:** The largest proportion of applicants was aged 30 to 34 years. This age band also included the highest proportion of candidates who failed the CSA exercise. The largest proportion of those who passed was in the 25 to 29 age band which has changed slightly from last year when the largest proportion who passed was also with the age band 30 to 34.
- **Work Pattern:** 11% of applicants worked part-time, 7% below the HQ and UKBA average. Of those who passed, only 9% were part-time which was half that of the representation rates of HQ and UKBA.

Of those who applied for Grade 7 CSA exercise:

- 50% of applicants passed, 30% failed and 20% were classed as borderline.
- **Gender:** 45% were female. Females accounted for 61% of all those who passed a Grade 7 CSA exercise which was 9% above the HQ and UKBA average.

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<sup>8</sup> This is when compared to the population of HQ and UKBA

- **Disability:** 5% of applicants were disabled and 5% of those who were unsuccessful were disabled - both 1% less than last year. 4% of those who were successful were disabled, 2% below the HQ and UKBA average in line with last year's figures.
- **Ethnicity:** Ethnic minority candidates accounted for 25% of applications and 22% of all those who passed. This was 1% and 4% lower than the HQ and UKBA representation respectively, which was an improvement of 9% and 10% respectively on last year's figures.
- **Age:** The largest proportion of applicants was aged between 30 and 34. This age band also included the highest proportion of candidates who passed, which was the same as last year. However the largest proportion of candidates who failed was in the age range 40 to 44 years, which has differed slightly since last year as this was the age range 45 to 49 years.
- **Work Pattern:** 3% of applicants worked part-time, which was 15% lower than the HQ and UKBA average.

## Section 3: Performance and Appraisals

### *Performance Development Review Analysis*

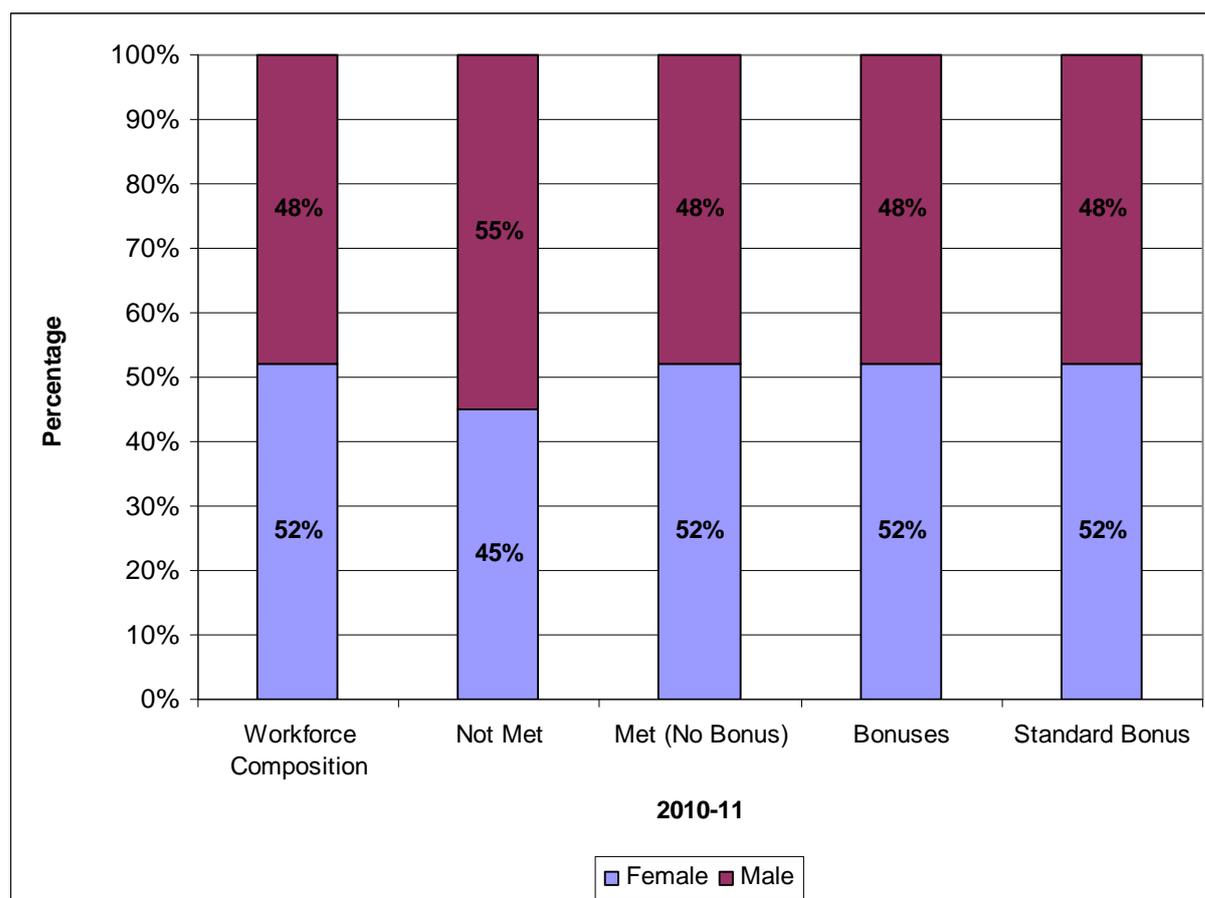
#### Key Facts:

- For the 2010-11 year, 91% of staff received a PDR marking (a 5% increase on 2009-10). Some employees were not eligible for an appraisal marking and, when this was taken into account, the completion rate increases to 94%.

Of those who were appraised:

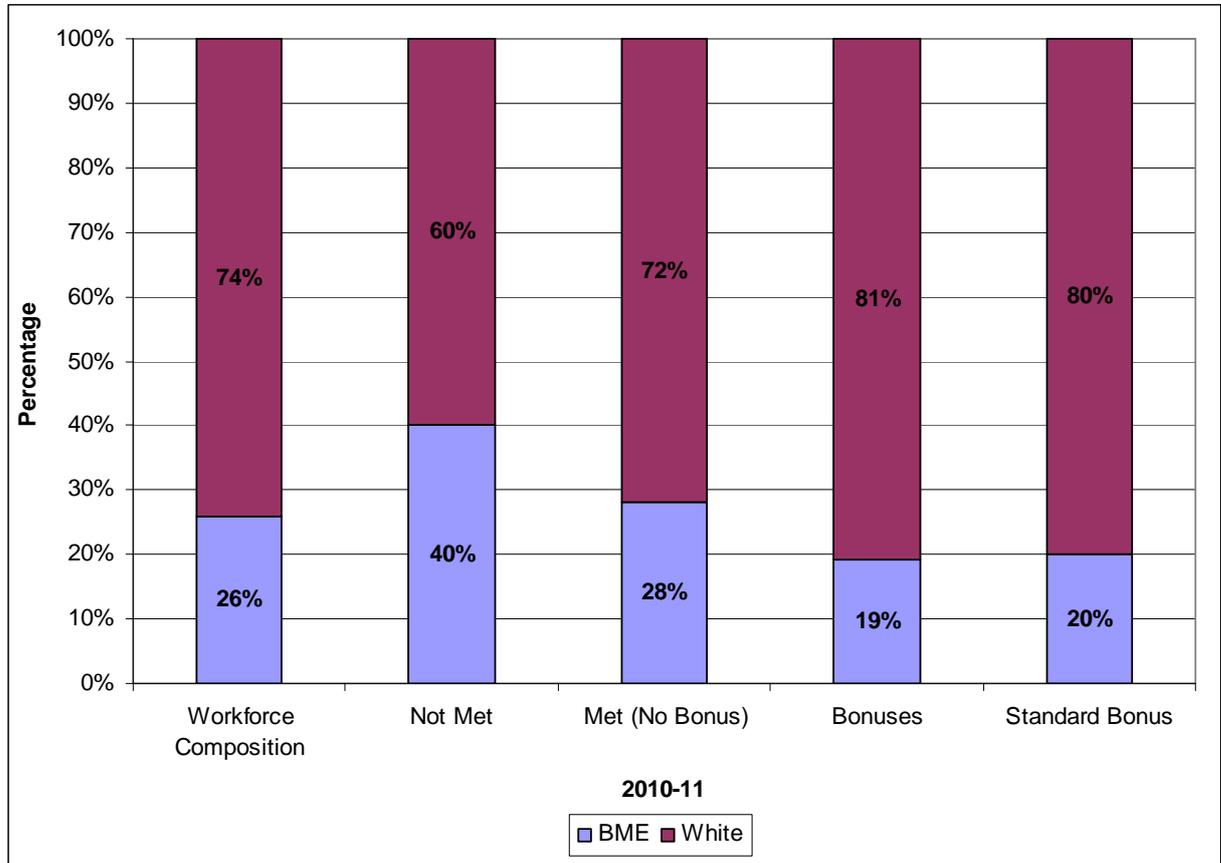
- **Gender:** There was no gender disparity in the awarding of bonuses, but male employees were 1.3 times more likely to receive a “Not Met” marking than female employees.

**Figure 8:** Comparison of HQ and UKBA Composition and PDR Outcomes by Gender



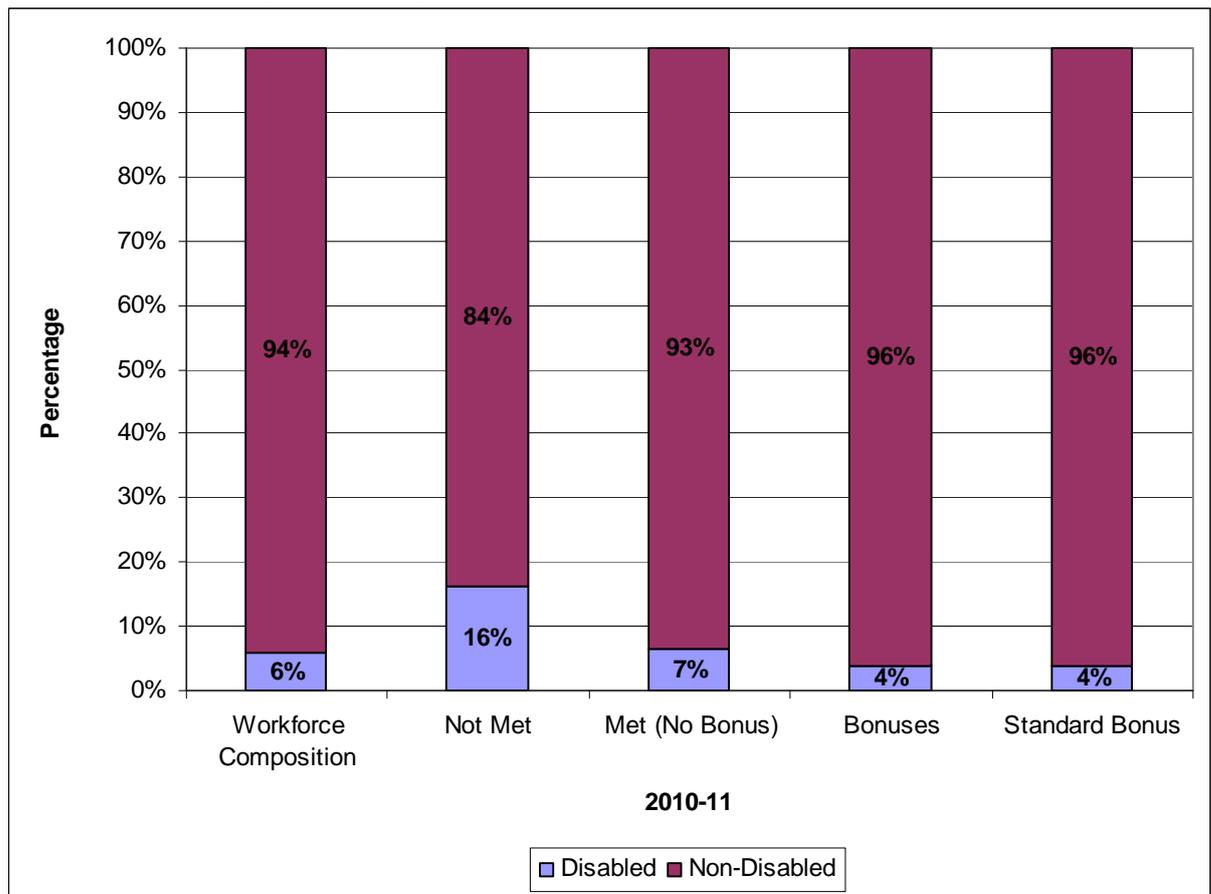
- **Ethnicity:** White employees were 1.5 times more likely to be awarded a bonus than ethnic minority employees, which was unchanged from last year. Ethnic minority employees were twice as likely to receive a

**Figure 9:** Comparison of HQ and UKBA Composition and PDR Outcomes by Ethnicity



- Disability:** Non-disabled employees were 1.5 times more likely to be awarded a bonus than their disabled counterparts (all other things being equal). Disabled employees were three times more likely to receive a “Not Met” marking than non-disabled employees (although the numbers involved were small).

**Figure 10: Comparison of HQ and UKBA Workforce Composition and PDR Outcomes by Disability Status**



**Further Facts:**

- **Grade:** Employees at grades HEO to G6 were 1.4 times more likely to be awarded a bonus than those at grades AA to EO.
- **Work Pattern:** Full-time employees were twice as likely to receive a bonus as part-time employees. This represented a 3% decrease in the proportion of bonuses awarded to part-time employees. Part-time employees were 1.5 times more likely to receive a “Not Met” marking as full-time employees (although the numbers involved were small). This represented a 1% increase in the proportion of “Not Met” markings received by part-time employees.
- **Age:** Employees aged 45 years and over were 1.2 times more likely to receive a “Not Met” marking than employees aged between 16 and 44 years. Employees aged between 16 and 44 years were 1.4 times more likely to be awarded a bonus as their over-45-year-old counterparts. This represented a 2% decrease in the proportion of bonuses awarded to employees aged 45 years and over.
- **Sexual Orientation:** There was no disparity in the awarding of bonuses or “Not Met” markings on the basis of sexual orientation.
- **Religious Belief:** There was no disparity in the awarding of bonuses or “Not Met” markings on the basis of religious belief.

## **Promotion**

### **Key facts:**

- There were 363 promotions during the year, a decrease of 80% on the previous year.

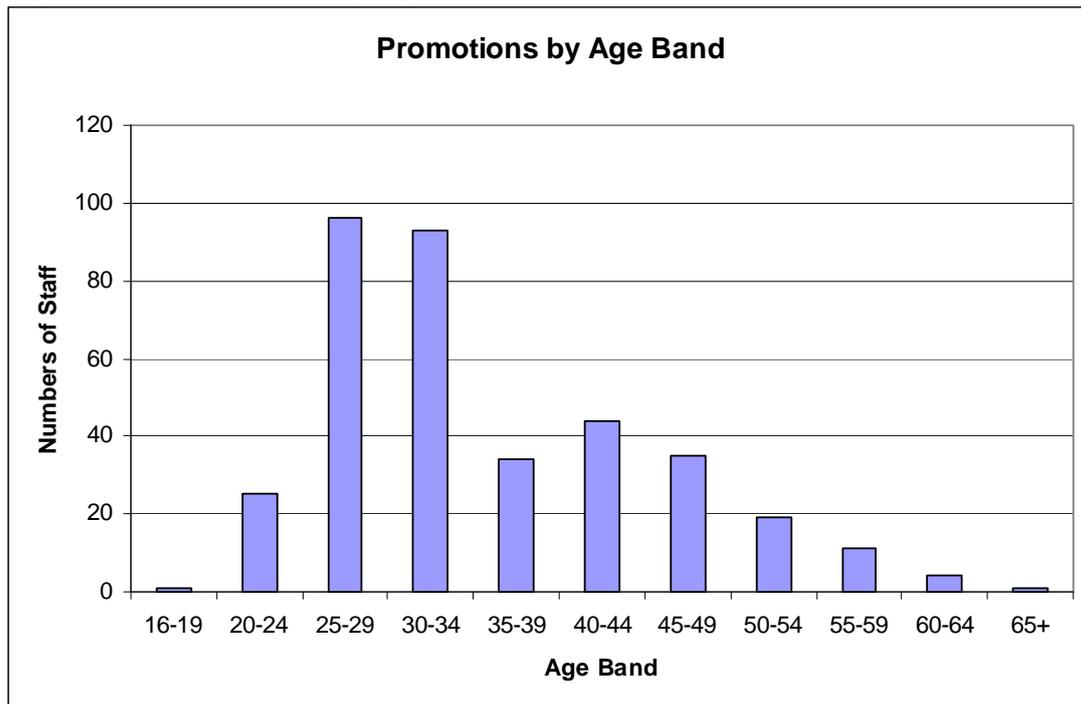
Of those who were promoted:

- **Gender:** 49% were female. At SCS level, promotions were evenly split by gender (50%) - which was 15% more than the proportion of female employees in this grade.
- **Disability:** The proportion of those who were disabled was 2% less than in the Home Office. There were no disabled employees promoted to SCS which was the same as last year.
- **Ethnicity:** 22% were ethnic minority; 1% lower than the overall Home Office composition and 1% higher than last year. 25% of SCS promotees were ethnic minority which was over 4 times the proportion of SCS employees in the Home Office (6%). These numbers are small and conclusions cannot be drawn from them.

### **Further facts:**

- **Grade:** Promotions to HEO accounted for 37% of all promotions in the Home Office; which was not comparable to the composition of the Department (where 14% of employees were HEO grade). This differs from last year where promotions to EO accounted for 32%, which was comparable to the Department.
- **Work Pattern:** 9% of all promotees were part-time; over half the representation rate of part-time staff within the Department. 10% of all No SCS promotees were part-time; which was 10% less than last year and 5% less than the Home Office representation for SCS employees.
- **Age:** Over two-thirds of all promotees were aged below 40 years whereas promotees to SCS only accounted for one-third of this age band. The largest proportion, which was just under 50%, of all employees who were promoted to SCS, fell in the category aged 40 to 44 years. Only 1% of all promotees were aged 60 years or over and all SCS promotees fell into the 30 to 64 age band.

**Figure 11: Promotions by Age Band**



- **Sexual Orientation:** Of all promotees 3% were lesbian, gay or bisexual which was representative of the Home Office composition. No SCS promotees were lesbian, gay or bisexual which was not comparable to the proportion of SCS employees in the Department.
- **Religious Belief:** 51% of all promotees and 33% of all SCS promotees were Christian.

## ***Temporary Cover Allowance***

### **Key facts:**

- There were 332 employees on Temporary Cover Allowance (TCA) as at the 31<sup>st</sup> March 2011 which accounted for 1% of all Civil Servants in the Department.

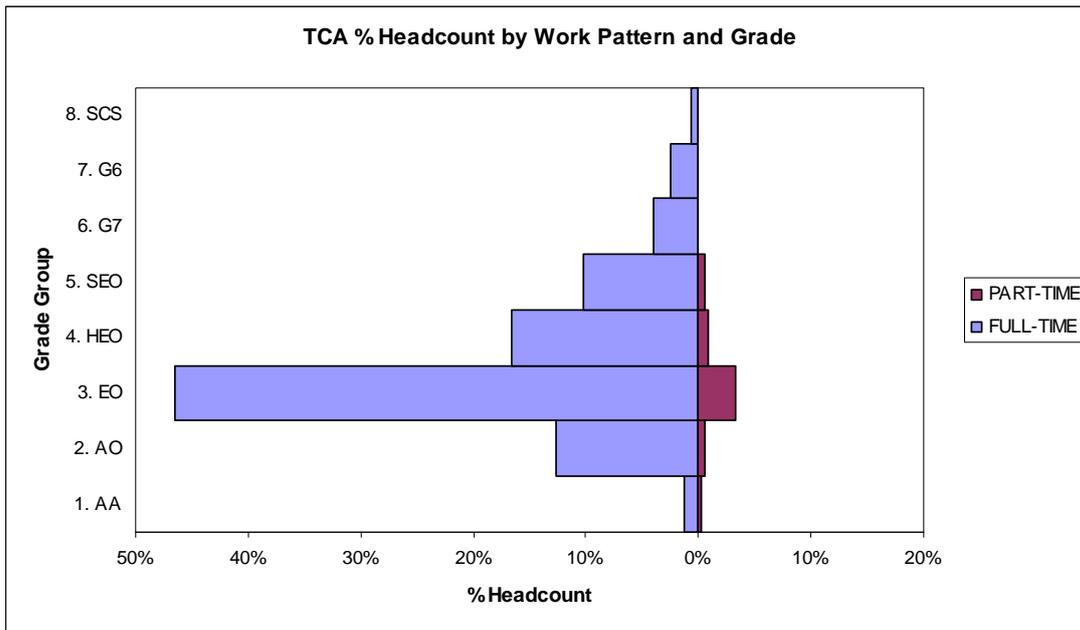
### Of those who were on TCA:

- **Gender:** The gender split was even which was inconsistent with the representation rates of males (47%) and females (53%) in the Department.
- **Disability:** The proportion of those who were disabled and on TCA was 4%, which was 3% less than in the Home Office composition. There were no disabled employees above Grade 7 on TCA at the reference point; however no conclusion could be drawn from this as the figures were small.
- **Ethnicity:** 14% were ethnic minority; 9% lower than the overall Home Office composition. These numbers were small and conclusions cannot be drawn from this.

### **Further facts:**

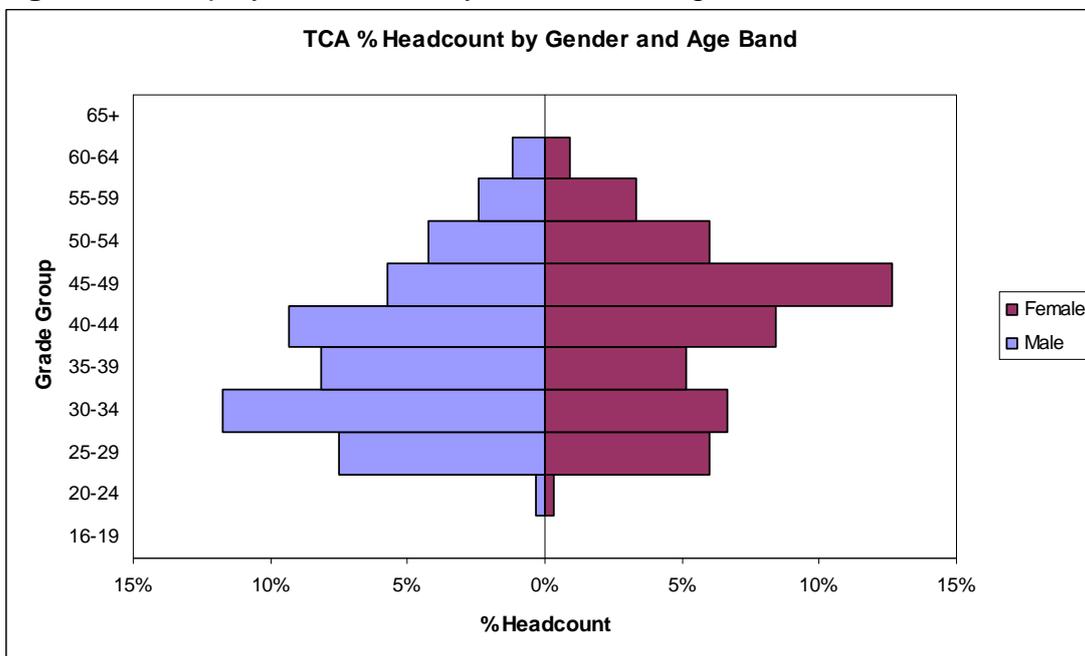
- **Grade:** Employees at EO grade accounted for 50% of all employees on TCA in the Home Office; which was not comparable to the composition of the Department (where 37% of employees were EO grade).
- **Work Pattern:** 6% of all employees on TCA were part-time; over two-thirds the representation rate of part-time staff within the Department. The chart in Figure 12 shows that very few employees who were part-time were on TCA, those that were, were most likely to fall in the EO grade.

**Figure 12: Employees on TCA by Work Pattern and Grade**



- **Age:** The population pyramid in Figure 13 below shows that females in the age range 40 to 44 years accounted for 13% of all employees on TP. Males aged between 30 to 34 years accounted for 12% of all employees on TP.

**Figure 13: Employees on TCA by Gender and Age Band**



- **Sexual Orientation:** Of all employees on TCA at the reference point, 2% were lesbian, gay or bisexual which was representative of the Home Office composition (3%).
- **Religious Belief:** 59% of all employees on TCA were Christian.

## ***Temporary Promotion***

### **Key facts:**

- There were less than 20 employees on Temporary Promotion (TP) as at the 31<sup>st</sup> March 2011 which accounted for less than 0.06% of all Civil Servants in the Department. As these figures are small, no conclusions could be drawn from this.

Of those who were on TP:

- **Gender:** The gender split was opposite to the representation rates of males (47%) and females (53%) in the Department.
- **Disability:** There were no disabled employees on TP.
- **Ethnicity:** 13% were ethnic minority; half the representation rate of the overall Home Office composition.

### **Further facts:**

Small population:                      No conclusions could be drawn from this as the sample size was very small.

## Section 4: Learning and Development

### *Internal Learning*

#### **Key facts:**

- 5,976 individual employees have added to their learning history some form of internal learning which accounted for 19% of employees in HQ and UKBA.

Of those employees who completed some form of internal learning (excluding e-learning):

- **Gender:** 58% were female, which was slightly higher than the representation of the gender split in the Home Office (53%).
- **Disability:** this group was representative of the Home Office composition.
- **Ethnicity:** 27% were minority ethnic, which was slightly higher than the representation of the ethnicity split in the Home Office (23%).

#### Further facts:

- **Grade:** Employees at EO grade and Grade 7 accounted for 37% and 4% of all internal training completed, which was representative of these grades in the Home Office. The grade which had the most disparity to the Home Office composition was HEO grade, which accounted for 20% of learning complete, which was higher than overall Departmental representation rate of 14%.
- **Grade:** SCS accounted for only 0.8% of employees who attended internal learning, which was slightly lower than the representation rates (0.9%). However; this may have been due to the fact that the SCS group had its own tailored events. See Talent Scheme below for analysis on this.
- **Work Pattern:** 16% of employees were part-time, which was 4% less than proportion of part-time workers in the Home Office (20%). 14% were part-time female employees, which was broadly comparable with the general Home Office representation of 17%.

## ***External Learning***

### **Key facts:**

- 576 individual employees added to their learning history some form of external learning which accounted for just fewer than 2% of employees in HQ and UKBA.

Of those employees who completed some form of external learning:

- **Gender:** 37% were female, which was not representative of the gender split in the Home Office (53%).
- **Disability:** this group was representative of the Home Office composition.
- **Ethnicity:** 10% were minority ethnic, which was not representative of the ethnicity split in the Home Office (23%).
- **Work Pattern:** 17% of employees were part-time, which was only 3% less than the proportion of part-time workers in the Home Office (20%). 14% were part-time female employees, which was broadly comparable with the general Home Office representation of 17%.

### **Further facts:**

- **Grade:** Employees at EO grade accounted for almost half (47%) of all external training completed; 14% higher than overall Departmental grade representation rates, but the most populated grade comprising 33% of all our employees. SCS accounted for 0.2% of employees who attended learning, which was slightly less than the representation rates (0.9%). However; this may have been due to the fact that the SCS group had its own tailored events. See Talent Scheme below for analysis on this.

## Highest Qualification

### Key facts:

- The Home Office has a self service e-learning system (called Discover), which allows employees to record their highest qualification – qualifications (and certificates) – these are not subject to any independent validation.
- 10,249 (34%) employees have declared their highest qualification.

The levels of qualifications are:

- Level 1 – GCSEs grades D-G
- Level 2 – GCSEs grades A-C
- Level 3 – A levels
- Level 4 – Certificate of Higher Education
- Level 5 – Foundation degree
- Level 6 – Degree
- Level 7 – Masters Degree
- Level 8 – Doctorate

Of those who declared their highest qualification:

- **Gender:** 52% of employees with Level 1 were female. 52% employees who had gained Levels 2 to 5 and Levels 6 to 8 were female.
- **Disability:** The proportion of disabled employees at Level 1 was 6%; this increased to 7% at Level 2 to 5 and returned to 6% for Level 6 to 8. This was directly comparable to the Home Office composition of disabled staff.
- **Ethnicity:**

<b>Ethnicity</b>	<b>White</b>	<b>Minority Ethnic</b>
Level 1	73%	27%
Level 2 to 5	80%	20%
Level 6 to 8	76%	24%
Total	78%	22%

### Further facts:

- 531 employees declared their highest qualification at Level 1 which was 2% of all employees. This suggests that 2% of employees within the Home Office had declared their highest qualification at below the basic adult literacy skill target as defined by Government Skills.
- Of those employees declaring their highest qualification:
  - 5% had Level 1.
  - 46% had Level 2 to 5.
  - 49% had Level 6 to 8.

## Talent Schemes

### Key facts:

- 157 employees attended the Talent Scheme courses which accounted for 700 attendees.

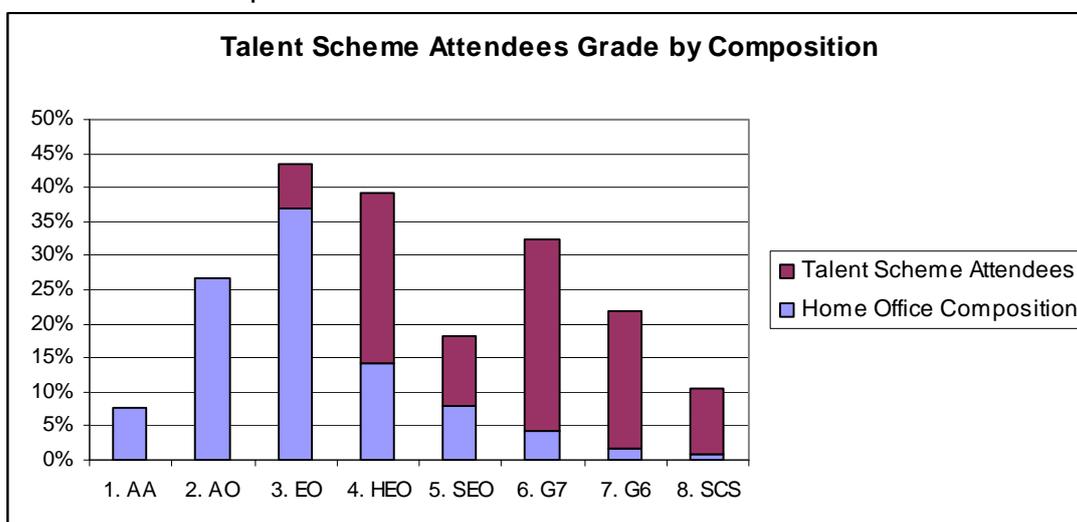
Of those 157 employees who attended:

- **Gender:** 58% were female, which was 13% higher than last year and 5% higher than the proportion of female employees in the Department.<sup>9</sup>
- **Disability:** Disabled employees (4%) were under represented on the talent scheme when compared to the Home Office composition (7%).
- **Ethnicity:** Ethnic minority employees (25%) were representative on the talent scheme when compared to the Home Office composition (23%).
- **Work Pattern:** 4% were part-time workers, which was 16% lower than when compared to composition of the Department (20%).

### Further facts:

- **Grade:** The proportion of grades who attended at least one Talent Scheme workshop is shown in Figure 15.

**Figure 15:** The Grades of attendees of the Talent Scheme workshops by Home Office Composition.



This is what we would expect to see as the Talent Scheme is for employees who have the potential to become Senior Civil Servants.

- **Sexual Orientation:** There were 2% more lesbian, gay or bisexual employees (5%) attended the Talent Scheme than representative rates of employees in the Department (3%).

<sup>9</sup> This is now compared to the Home Office and not just Grade 7 and above following the introduction of lower grades on these courses.

- Religious Beliefs: Employees of non Christian religion (52%) were over represented on the Talent Scheme than when compared to the Department (42%).

## Section 5: Attendance Management

### Average Working Days Lost

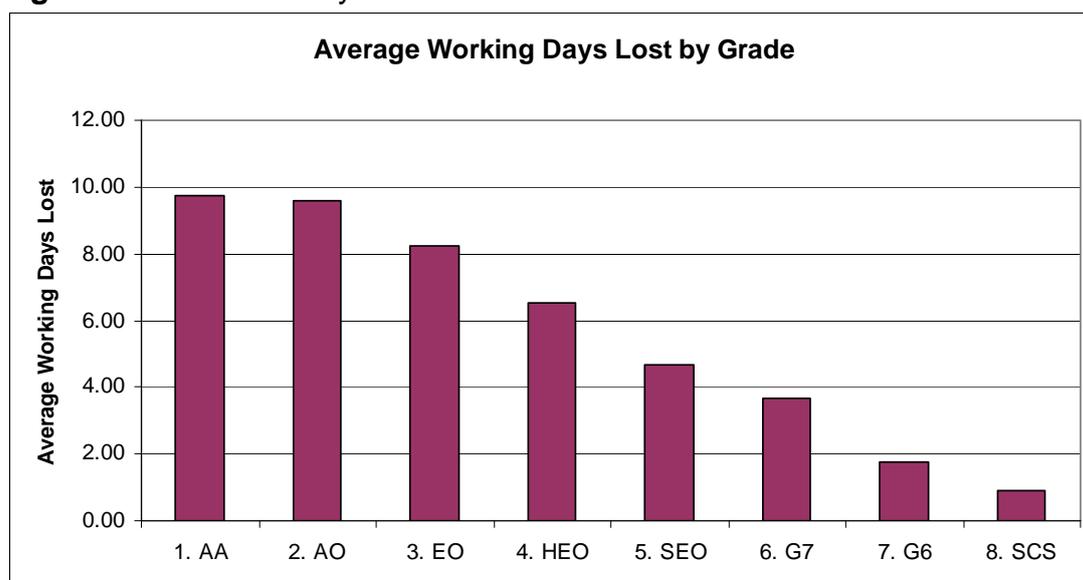
#### Key facts:

- The Department's Rolling Year Average Working Days Lost (RYAWDL) to sick absence improved by a day (0.97) between 31st March 2010 and 31st March 2011.
- The RYAWDL at 31st March 2011 was 7.8 days with 55% due to short term sickness and the rest due to long term sickness.

Of those employees who had sick absence during the year:

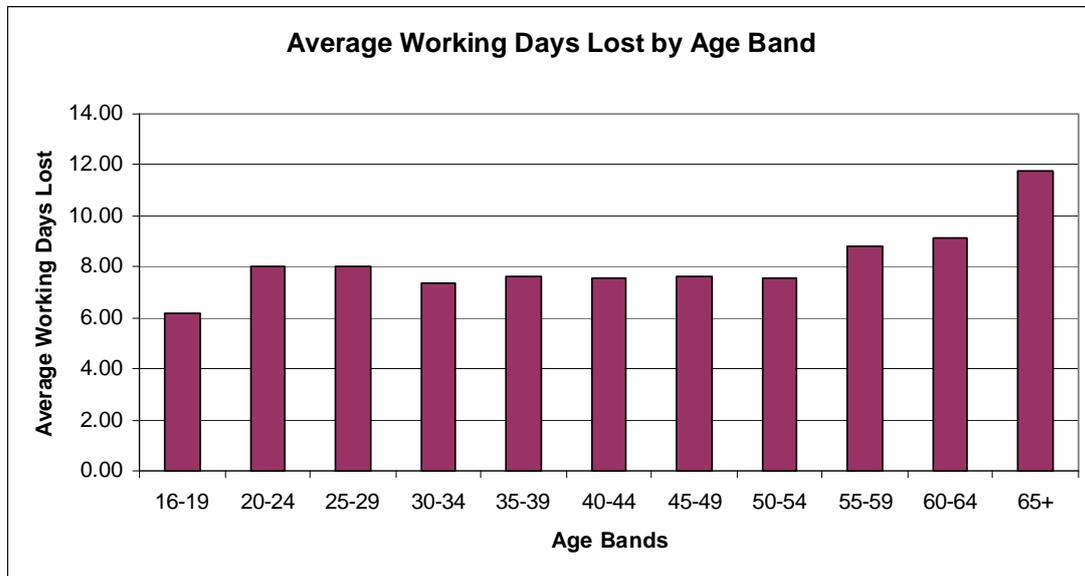
- **Gender:** Female employees had on average 3½ days more absence due to sickness than male employees, which increased by 1 day on last year's figures.
- **Disability:** Employees with a declared disability had an RYAWDL to sickness of 14.4 days, which had improved by almost 3 days on last year's figure. Unfortunately, it is not possible to postulate if there was a correlation between types of sick absence and any declared disability because of the lack of sophistication of recording on our current systems.
- **Ethnicity:** Ethnic minority employees had a RYAWDL of 9.4 compared to 7.2 for white employees. This was an improvement of 0.8 days for both groups.
- **Grade:** Across the Department, the higher the grade, the fewer the number of working days lost to sickness. This is shown in Figure 16.

Figure 16: RY AWDL by Grade



- **Age:** Employees below the age of 25 had more days lost to short term sickness than to longer term. This was the converse for those aged 60 and over. Male employees aged 16 to 19 had lower than average sick

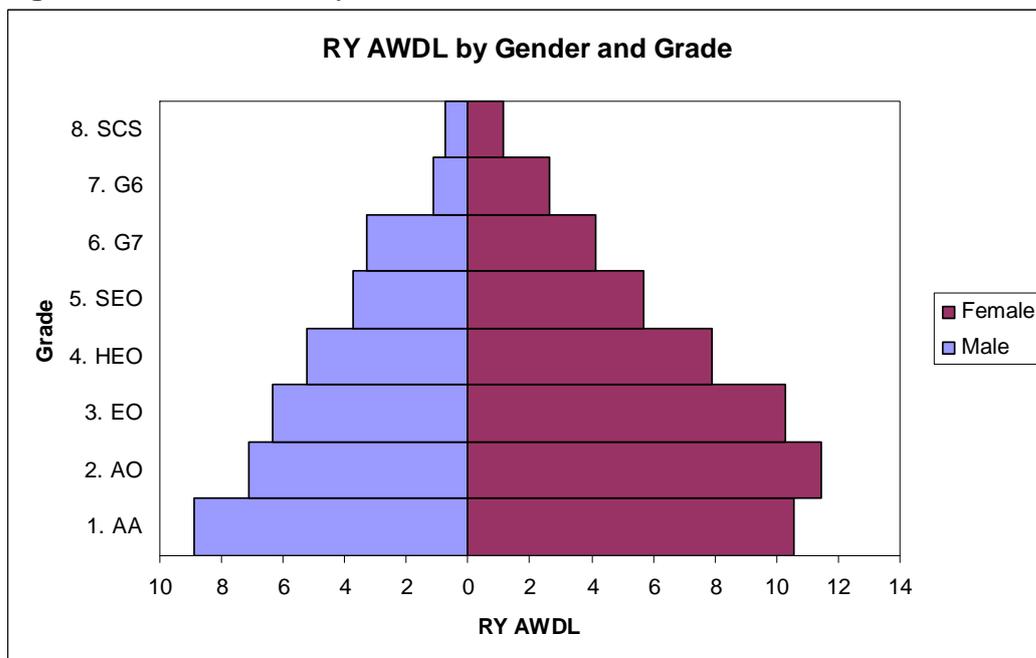
**Figure 17: RY AWDL by Age Band**



**Further Facts:**

- **Work Pattern:** Part-time staff had an RYAWDL of 9.7 days compared to full-time staff who had 7.5 days
- **Sexual Orientation:** The number of employees declared as lesbian, gay or bisexual had an AWDL to sickness of 8.1 days.

**Figure 18: RY AWDL by Grade and Gender**



## **Sick Absence Triggers**

### **Key facts:**

- Data for sick absence triggers and warnings comes from Adelphi, so for the year to 31<sup>st</sup> March 2011, this only included HQ, UKBA and CRB.
- IPS had not yet had a full 12 months on Adelphi and therefore was not included in the analysis.
- In the year, 3,789 employees reached a trigger point, which was a decrease of 20% since last year (4,721). This accounted for 13% of all employees which was a decrease of 5% on last year.
- Some of these employees reached a trigger point more than once but no warning was given due to an exception being applied<sup>10</sup>. This analysis looked at the most recent trigger point reached for each employee, to avoid counting an employee more than once.

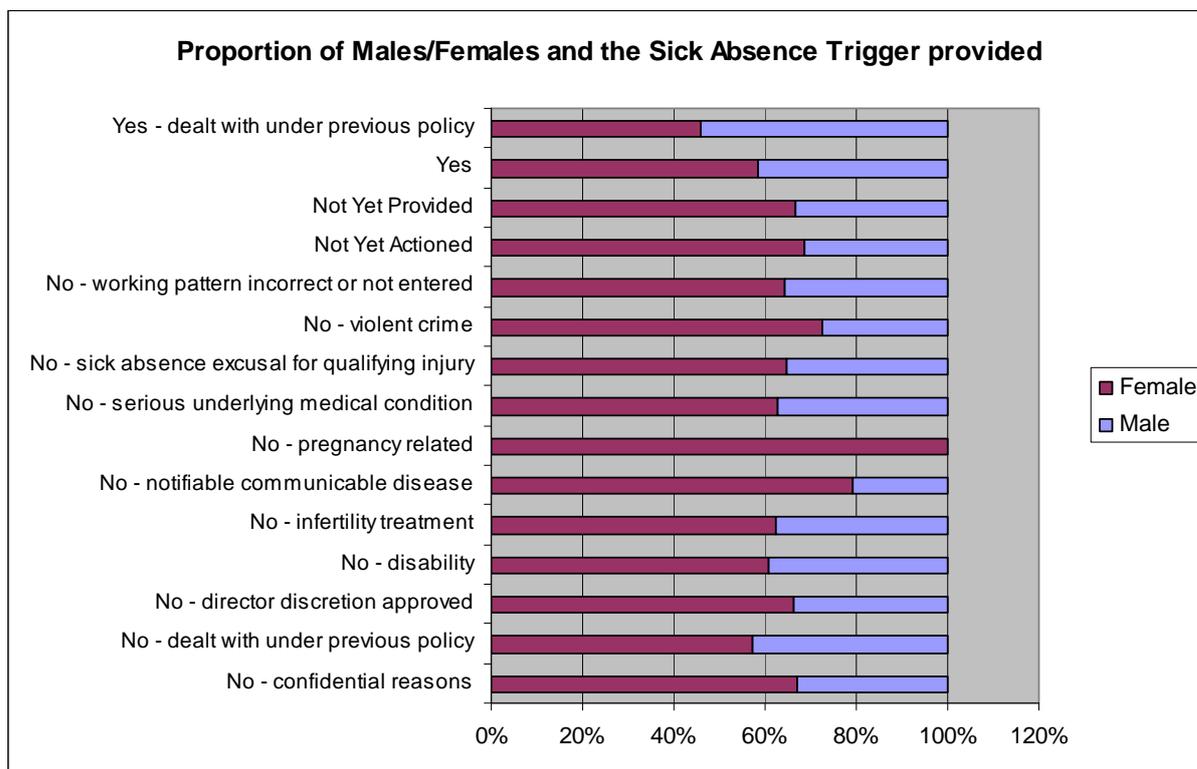
### Of those employees reaching a trigger point:

- **Ethnicity:** 33% were ethnic minority employees compared to a representation rate of 25% of HQ, UKBA and CRB. Looking at each individual trigger point the proportion of ethnic minority employees increased at each stage (Stage 1 = 32%, Stage 2 = 36%, and Stage 3 = 61%) although the overall number at each stage decreased. The proportions of those given an exception were in line with the proportions reaching a trigger point, and were similar across all exceptions, save where the exceptions were for pregnancy-related reasons (52%) infertility treatment (63%) and notifiable communicable disease (63%).
- **Disability:** Of those who reached a trigger point, 11% were disabled, compared to a representation rate of 6% within HQ, UKBA and CRB. Interestingly, of those where no warning was given for a disability-related exception only 24% stated they were disabled via self service.
- **Gender:** Female employees accounted for 65% of employees reaching an unacceptable attendance trigger point; this was 13% higher than the representation rate across HQ, UKBA and CRB and 1% higher than the female proportion last year. The proportion of females was similar for each trigger phase and also across responses to the trigger. The proportions were also similar across all exceptions, except where the exception was for pregnancy related reasons.

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<sup>10</sup> An exception could be given due to a disability, director discretion, pregnancy related or an underlying medical condition.

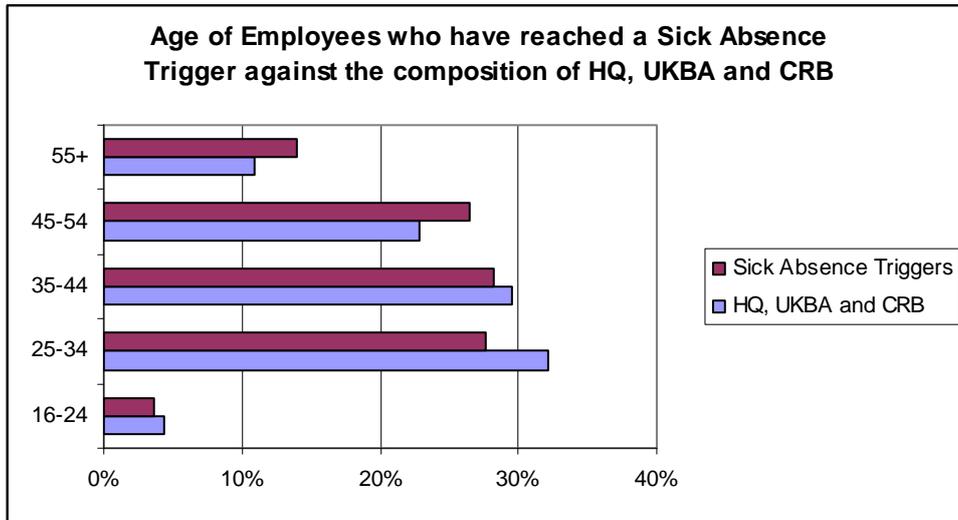
**Figure 19:** the proportion of males/females and the trigger provided to their warning



**Further facts:**

- **Sexual Orientation:** The proportion of lesbian, gay or bisexual employees (3%) reaching a trigger point was in line with the proportion within HQ, UKBA and CRB.
- **Religious belief:** The proportion of “other” Religion (47%) employees, reaching a trigger point was broadly in line with the proportion within HQ, UKBA and CRB (44%).
- **Work Pattern:** 25% of employees reaching a trigger point worked part-time, compared to a representation rate of 19% across HQ, UKBA and CRB. The proportion of part-time employees was similar across all trigger phases. The proportion of those given an exception was in line with overall Departmental representation rates except for when the exception reasons infertility treatment (50%) and violent crime (45%) were given.
- **Grade:** AO grade demonstrated the most marked difference between the proportion of employees reaching a trigger point (32%) and the representation rate within HQ, UKBA and CRB (24%) which was in line with last year’s figures. At grades HEO and above the proportion reaching a trigger point was less than the representation rate for that grade within HQ, UKBA and CRB, and at grades AA to EO the proportion reaching a trigger point was more than the representation rates for that grade within HQ, UKBA and CRB.
- **Age:** The proportion of those in each age band reaching a trigger point broadly conformed to the representation rates within each age band in HQ, UKBA and CRB.

**Figure 20:** The Age of employees who have reached a trigger against the age composition of HQ, UKBA and CRB.



## Employees with No Sick Absence

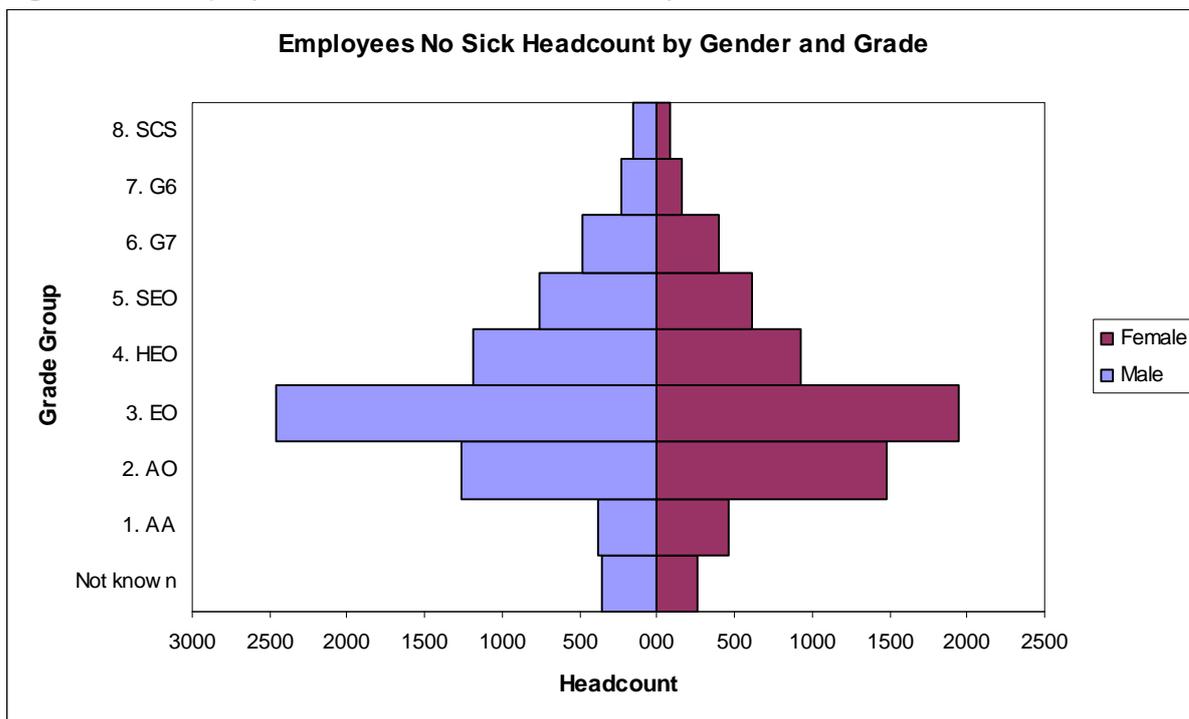
### Key Facts:

- 45% of all employees employed during the period (13,613) had no sick leave.

Of those with no sick absence:

- **Gender:** 54% of employees were male, which was 8% higher than the representation rate (46%).
- **Disability:** The proportion of disabled employees with no sick was 5% which was slightly lower than the representation rates (7%).
- **Ethnicity:** The proportion of ethnic minority employees with no sick was 19%, slightly lower than the representation rate (23%).
- **Grade:** EO grade had the highest percentage of employees with no sick absence with 32%, compared to a representation rate of 38% across the Home Office. This was followed by the AO and HEO grades both at 20% and 16%, compared to their Home Office composition of 26% and 14% respectively. 2% of employees with no sick absence were SCS grade, compared to their Home Office composition of 1%.

**Figure 21:** Employees with No Sick Absence by Gender and Grade



- **Age:** The 40-49 age group had the highest percentage of employees with no sick absence (32%) compared to a representation rate of 31%. This was followed by age bands 30-39 at 25% and 50-59 at 23%, compared to their representation rates of 29% and 20% respectively. The 20 to 29 year age band accounted for 12% of employees with no sick absence, compared with their Home Office composition (15%).

- **Work Pattern:** The proportion of employees who took no sick absence was 19% and was comparable to the Home Office Composition (20%).
- **Sexual Orientation:** The proportion of employees who took no sick absence was 3% which was comparable to the Home Office Composition (3%).

## ***Attendance Management***

### **Key Facts:**

- 26 employees were recorded as being the subject of sickness-related poor attendance initiated or underway during the year, which accounted for 0.08% of all employees employed in the period – a slight increase on last year's figure (0.07%).

Of those involved:

- **Gender:** Females accounted for 73% of all employees, a 20% difference to the Home Office composition (53%).
- **Disability:** Disabled employees (13%) accounted for almost twice the proportion of poor attendance cases than their representation rates (7%) which was a slight improvement on last year.
- **Ethnicity:** The proportion of ethnic minority employees (36%) involved in cases was 13% higher than the Home Office population (23%).

### **Further facts:**

Small population:                      No conclusions could be drawn from this as the sample size was very small.

## Section 6: Maternity Leave and Career Breaks

### *Maternity Leave*

#### Key facts:

- There were 1,071 female employees who had part of their maternity leave fall within the period. This was an increase of 106 employees from last year. This accounted for 8% of all female employees of child bearing age.<sup>11</sup>
- 859 were entitled to paid maternity leave, which may have been followed by a period of unpaid maternity leave (80%).
- 212 were wholly unpaid for their maternity leave (20%).

Of those female employees who took maternity leave:

- **Disability:** 3% of female employees who took maternity leave were disabled, compared to their representation rate (6%) and this was reflected across both paid and unpaid maternity leave. This reflected the findings from last year.
- **Ethnicity:** 29% of female employees who took maternity leave were ethnic minority. This was 1% higher than their representation rate (28%). Of those who were wholly unpaid, ethnic minority employees accounted for 34% compared to 28% of those who were paid. This was similar to the findings from last year.
- **Work Pattern:** 52% of female employees who had taken maternity leave were part-time, compared to 32% of the female population of the Home Office. This could be explained by female employees coming back to work part-time after a period of maternity leave. 68% of female employees taking unpaid maternity leave were part-time compared with 48% of those taking paid maternity leave. This was broadly comparable to the pattern from last year.
- **Other analysis:** 1% of female employees taking maternity leave were lesbian, gay or bisexual, which was comparable to the proportion of lesbian, gay or bisexual female employees within the Home Office female population (2%).

#### Further facts:

Small population: No conclusions could be drawn from this as the sample size was very small.

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<sup>11</sup> ONS define child bearing age as 15-44, however the Home Office has employees on maternity leave in the age band 45-49. Therefore the Home Office has defined child bearing age as 16-49.

## Career Breaks

### Key facts:

- There were 183 employees who had part of their career break fall within the period, which accounted for just over 0.5% of all employees. This figure has reduced by 31% since last year (267).

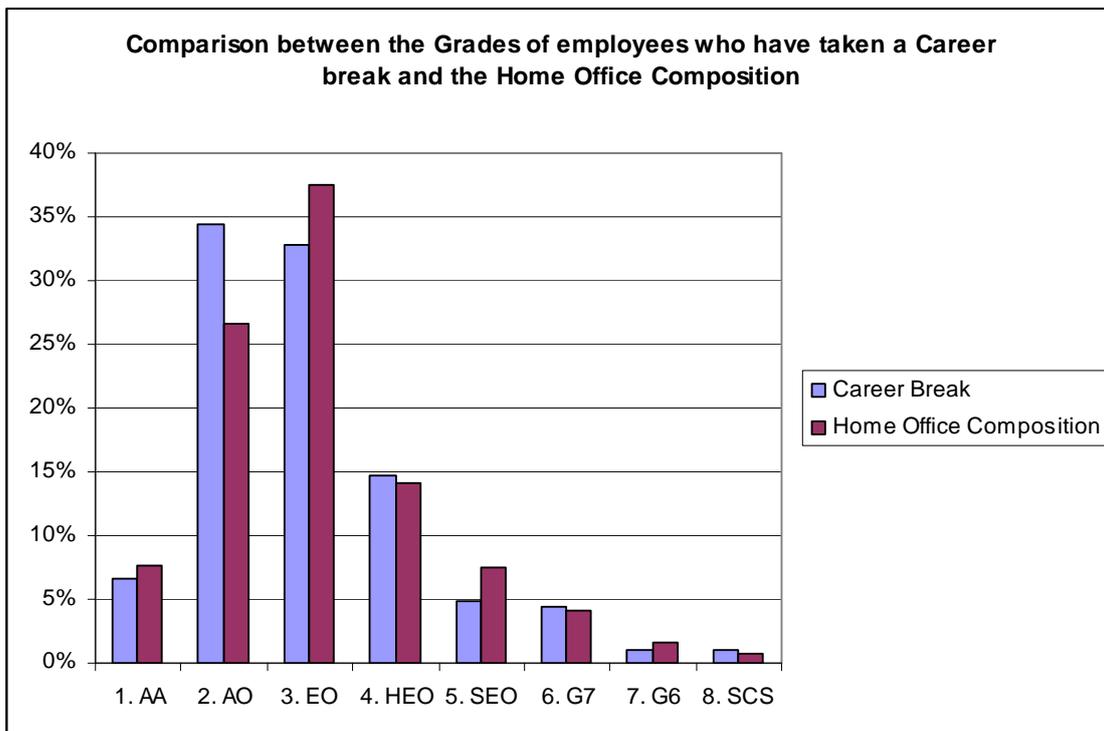
Of these taking a career break:

- **Gender:** 71% were female, 18% higher than their representation rate (53%). This could be reflected by the fact that, traditionally, caring responsibilities fall heavier on female employees, particularly following a period of maternity leave.
- **Disability:** Disabled employees taking a career break (5%) were broadly comparable to their Home Office composition (7%).
- **Ethnicity:** 44% of employees taking a career break were ethnic minority, which was an increase of 11% from last year and 21% higher when compared to their Home Office composition (23%).
- **Work Pattern:** 43% of those taking a career break were part-time, which was over twice their representation rate (20%) but a decrease of 8% from last year.

### Further facts:

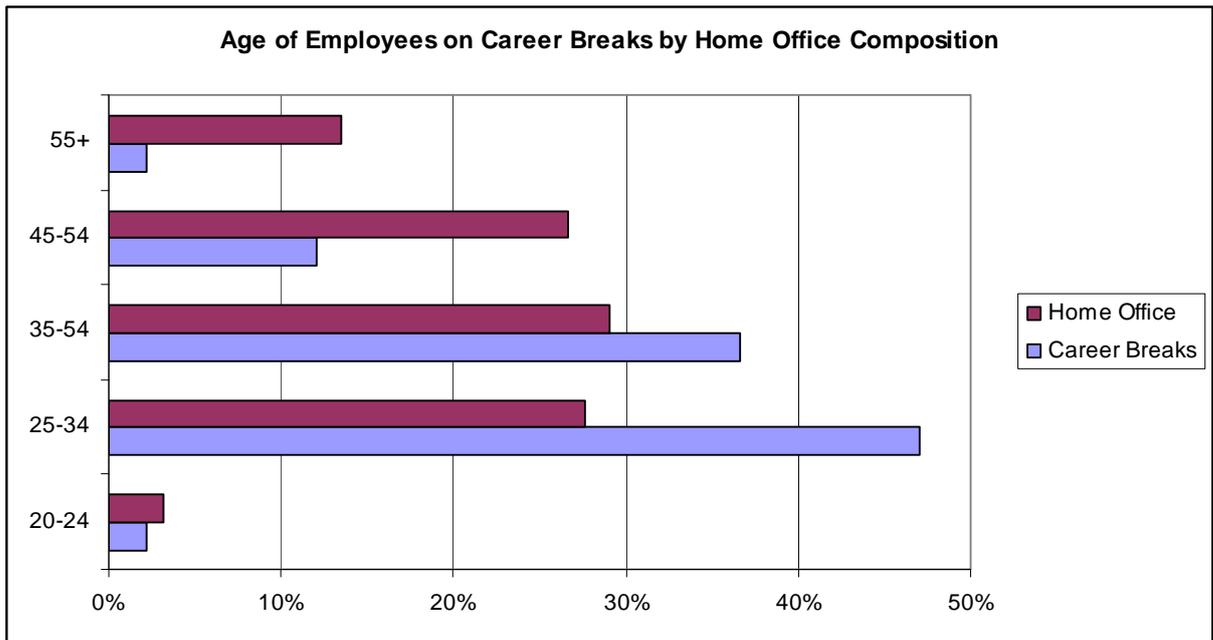
- **Grade:** The proportion of employees taking a career break by grade was broadly comparable with the Home Office composition as shown in Figure 22.

**Figure 22:** Grades of Employees who have taken a career break by Home Office Composition.



- **Age:** The highest proportion of career breaks was in the 25 to 34 age bracket (47%), which saw 19% more employees when compared to their Home Office composition (28%). The 45 to 54 age band had only 12% of career breaks which was 15% less than their Home Office composition (27%). Similarly within the over 55 age range 2% of all employees took a career break, but their composition within the Department was 14%. Figure 23 below shows that, with the exception of the 16 to 24 age range, employees were more likely to take a career break if they were less than 55 years.

**Figure 23:** Employees on Career Break by Age Band



- **Religious Beliefs:** Christian employees who took a career break (43%) were not comparable to their Home Office composition (58%).
- **Sexual Orientation:** 1% of employees taking a career break were lesbian, gay or bisexual compared to their Home Office composition of 2%.

**Further facts:**

Small population:

No conclusions could be drawn from this as the sample size was small.

## Section 7: Grievance and Discipline

### *Bullying and Harassment*

#### **Key Facts:**

- There were less than 20 cases of Bullying, Harassment and Discrimination in the Department during the period, which resulted in no action taken (less than 0.06% of all employees).
- Those cases which led to further action were included in the figures for Misconduct in the section below.
- CRB was unable to supply data for this area.

Of those employees registering a case:

- **Gender:** Gender was not comparable with the representation rate of the Department as female employees claiming to be bullied, harassed or discriminated against (73%) were over-represented by 20%.<sup>12</sup>
- **Disability:** 13% of cases involved disabled employees; which was almost twice the representation rate (7%).
- **Ethnicity:** 56% of cases involved ethnic minority employees; which was twice the representation rate (23%).

#### **Further facts:**

Small population:

No conclusions could be drawn from this as the sample size was very small.

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<sup>12</sup> When compared to HQ, UKBA and IPS only

## ***Dispute Resolution***

### **Key Fact:**

- There were 100 grievance cases initiated or underway in the period which accounted for 0.3% of all employees, which was a slight increase in numbers although it accounted for the same proportion of the Department.
- CRB was unable to supply data for this area.

Of those cases:

- **Gender:** 67% involved female employees, which was 14% higher than the Home Office composition (53%).
- **Ethnicity:** Over half of cases involved ethnic minority employees (51%), more than twice their representation rate.
- **Disability:** 11% involved disabled employees; 4% higher than the representation rate of disabled employees in the Home Office and a decrease of 3% on last year.

### **Further facts:**

Small population:

No conclusions could be drawn from this as the sample size was very small.

## **Misconduct**

### **Key Facts:**

- Just over 1% of all employees in HQ, UKBA and IPS were the subject of disciplinary action (434) in the period, which was an increase of 104 from last year.
- CRB was unable to supply data for this area.

Of these employees subject to disciplinary action:

- **Gender:** 45% involved female employees which was lower than their representation rate (53%).
- **Disability:** 12% of cases involved disabled employees; 5% higher than their representation rate, which was the same as last year.
- **Ethnicity:** 40% of cases involved ethnic minority employees, which was almost double their representation rate (24%).

### **Further facts:**

- **Other analysis:** Sexual Orientation, Religious Beliefs and Work Pattern of employees subject to disciplinary action were broadly comparable to the Home Office representation rates.

## ***Inefficiency***

### **Key Facts:**

- There were less than 20 cases of inefficiency due to poor performance initiated or underway in the department in the period (less than 0.06% of all employees).
- CRB was unable to supply data for this area.

Of those involved:

- **Gender:** 31% of cases were female which was not comparable to the Home Office population (53%).
- **Disability:** The proportion of disabled employees (10%) was generally representative of the Home Office population (7%).
- **Ethnicity:** More than half of inefficiency cases involved ethnic minority employees (53%), which was double their Home Office composition (23%).
- **Other analysis:** There were no inefficiency cases involving grades AA G6 and SCS and no cases involving employees who were lesbian, gay or bisexual.

### **Further facts:**

Small population:

No conclusions could be drawn from this as the sample size was very small.

## ***Re-grading***

### **Key facts:**

- In the year, 72 employees were re-graded to a lower grade, which accounted for 0.2% of all employees.

Of those who were re-graded:

- **Gender:** 68% were female, 15% higher than their representation rate and slightly worse when compared to last year's figure (62%).
- **Ethnicity:** 22% were ethnic minority, 1% less than their representation rate, but over twice the amount when compared to last year's figure (9%).
- **Disability:** The number of employees who were disabled (7%) was broadly comparable to the composition of the Department.

### **Further facts:**

Small population:

No conclusions could be drawn from this as the sample size was very small.

## Section 8: Home Office Leavers

### *All Leavers*

#### **Key Facts:**

- 2,919 civil servants left the Department during the year.

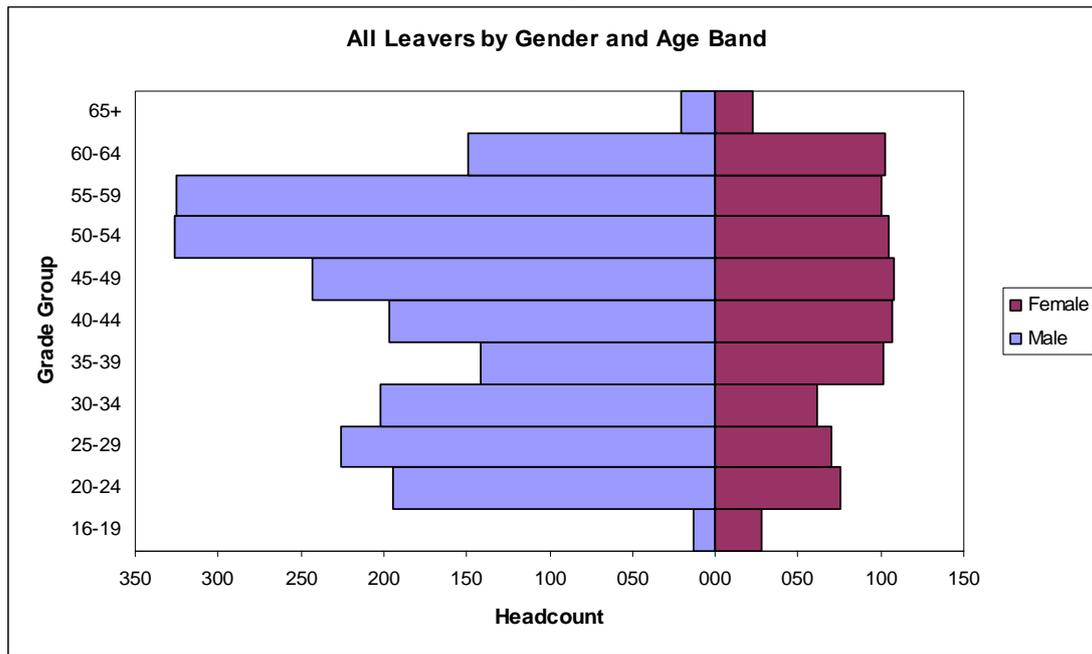
Of those who left the Department:

- **Gender:** 54% were female, and 58% of SCS leavers were male.
- **Disability:** 7.9% of all leavers were disabled which was comparable to their representation rates.
- **Ethnicity:** 20% of all leavers, none of which were at SCS grade, were ethnic minority. These figures were both slightly less than their respective representation rates.

#### **Further Facts:**

- **Grade:** Over half of all leavers were in the AO and EO grade at 26% and 30% respectively. The AA grade accounted for 9% of all leavers and HEO grade accounted for 15%. The proportion of all Home Office leavers and SCS leavers were broadly representative of their Home Office composition.
- **Sexual Orientation:** 3% of all leavers were lesbian, gay or bisexual which was directly comparable to their Home Office composition.
- **Religious Beliefs:** 63% of all leavers and 24% of SCS leavers were Christian.
- **Work Pattern:** 30% of leavers were part-time which was higher than their representation rate by 10%.
- **Age:** The graph in Figure 24 shows that the majority of leavers were aged 50 to 54 and followed closely by those aged 55 to 59 years. Only 3% of all Home Office leavers were aged 16 to 19 and 65+ at 1% and 2% respectively.

**Figure 24: All leavers by Gender and Age Band**



## Voluntary Early Release Scheme Leavers

There were two Voluntary Early Release Schemes (VERS) offered across the Department in the period.

### Key Facts:

- There were 902 employees who left the Department during the period under a VERS.

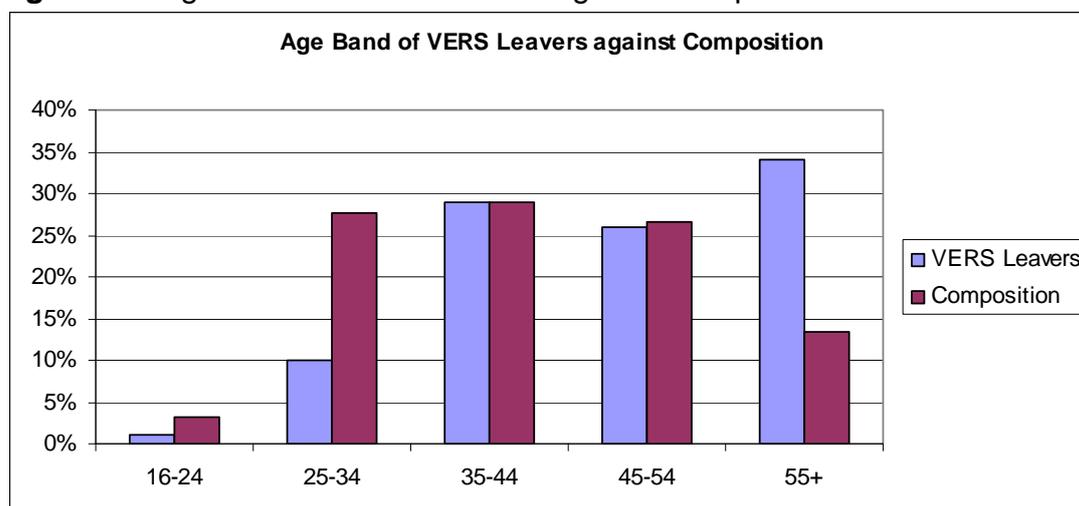
Of those who left the Department:

- **Gender:** 66% were female which was not comparable to Home Office representation rate (53%).
- **Disability:** 10% of VERS leavers were disabled which was slightly higher than the Home Office comparison (7%).
- **Ethnicity:** 19% of VERS leavers were ethnic minority which was 4% less than the general representation of the Home Office.

### Further facts:

- **Age:** The age breakdown of all leavers was comparable to the Home Office comparison except for employees over 55 years which accounted for 34% of all turnover leavers (over twice that of their Home Office representation) and those aged between 25 and 34 years. These represented only 10% of VERS leavers which was two-thirds lower than their representation rate (28%).

**Figure 25: Age Band of VERS leavers against Composition**



- **Sexual Orientation:** 3% were lesbian, gay or bisexual which was comparable to their Home Office composition (2%).
- **Religious Beliefs:** 69% were Christian, which was 11% higher than the representation rate in the Home Office (58%).
- **Work Pattern:** 39% were part-time, which was almost twice the representation rate for the Department (20%). Of these, 32% were female, which was also twice the representation rate of part-time female workers in the Home Office (16%).

## Turnover Leavers

The turnover definition included employees who left due to death, dismissal, resignation, retirement and transfer to OGD.

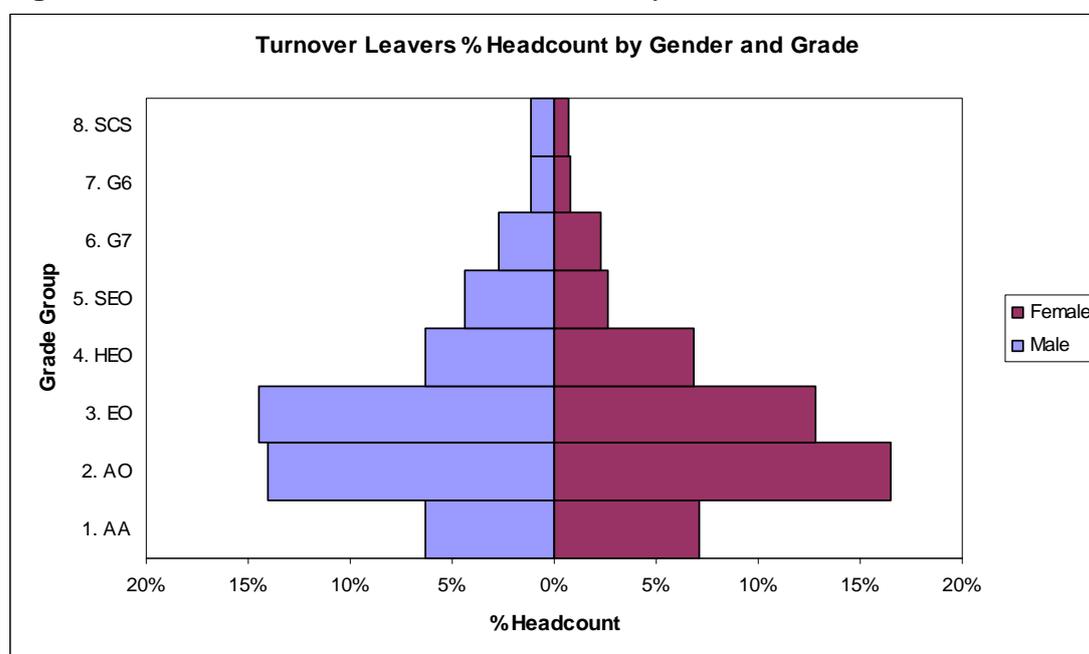
### Key Facts:

- The Departmental turnover rate at the end of the year was 2.5%.
- There were no disabled or lesbian, gay or bisexual SCS turnover leavers during the period.

Of those who left the Department:

- **Gender:** The general composition was broadly comparable to Home Office representation rates and is represented in Figure 26 below.

**Figure 26:** Turnover leavers - % Headcount by Gender and Grade

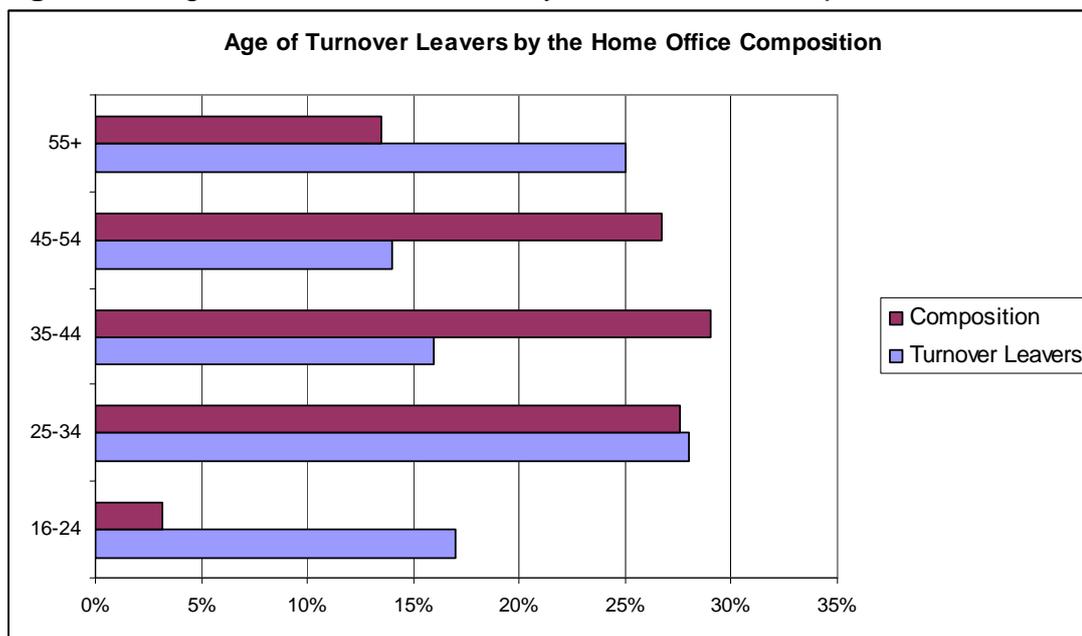


- **Disability:** 6% of turnover leavers were disabled which was slightly lower than last year but broadly in line with the Home Office composition.
- **Ethnicity:** 22% of turnover leavers were ethnic minority which was only 1% less than the general representation of the Home Office and an increase in 3% from last year (19%).

### Further facts:

- Unlike last year, the age breakdown of all leavers was not comparable to the Home Office comparison except for age band 25 to 34 years.

**Figure 27: Age of Turnover Leavers by Home Office Composition**



- **Other analysis:** 3% of turnover leavers were lesbian, gay or bisexual and 58% were Christian; both of which were comparable to their Home Office composition.

## Appendices

### *Appendix 1: Methodology*

This is the second EMR covering the Home Office and its Executive Agencies. Again, data has been compiled from a variety of sources to produce this report. The primary source has been “Data View”, which was introduced in June 2008. Data View comprises information from all the main employee records systems with the Department and is fully-compliant for data quality and data reporting purposes with ONS and CO standards and definitions. This data source allows us to benchmark our performance against OGDs and the wider public and private sectors for some of our key HR areas e.g. size and composition of workforce, sick absence levels, and diversity and equality monitoring. Where possible we have combined Data View with other Departmental sources of HR data, including local records (either paper-based or electronic) held by specialist HR communities of expertise.

Where data incorporates information concerning grades, “Grade Equivalency” has been used to allow for comparison with the wider Civil Service. ONS decides which responsibilities at which grades should be compared on an equivalent basis; the Home Office has over 300 grade codes, and these are broadly reported against 8 grade equivalencies in 4 categories:

- Administrative grades: (Administrative Assistants and Administrative Officers);
- Managerial grades: (Executive, Higher Executive, and Senior Executive Officers);
- Senior management grades (known as grades 6 and 7)
- Senior Civil Service: (grades that were formerly known as grades 5 and above, and are now called pay bands 1, 2, and 3 with 3 being the highest).

All civil servants both paid and unpaid are included in data to calculate representation rates. However, where comparison is made to the wider Civil Service, we have to use ONS definitions which include all current paid civil servants.

In 2010/11 all employees across HQ, UKBA, IPS and CRB were required to maintain their own diversity information on a self-service electronic system called Adelphi. This has improved the quality and completeness of the Department’s diversity information.

Where practicable, analysis within this report uses diversity information from Adelphi. Where this is not practicable – for example, in areas such as recruitment – analysis has had to rely on locally-held diversity monitoring forms, the completion of which by employees is voluntary.

ONS requires all government departments to report % representation rates using only positive statement data. Those employees who select “prefer not to say” or who do not provide a response are known as “non-declaring” for ONS reporting purposes. This is different to Cabinet Office declaration rates and can be confusing.

Diversity information is held in a consistent manner on our Adelfi system. When recording a response to disability, sexual orientation or religious belief employees can respond as follows:

- A positive statement: for example “Yes” or “No” for disability.
- Prefer not to say: this group, along with those who make a positive statement, are known as “the declaration rate” for CO reporting.
- Left blank; this group is known as “Not Surveyed”.

## Appendix 2: Data Quality

**Table 1: Data Quality Issues by Subject Area**

An improvement on the rate for last year means that more employees made a positive statement about their disability, ethnicity or sexual orientation, thereby reducing the "Prefer Not to Say" or "Not declared" category.

Worsening on the rate for last year means that fewer employees made a positive statement about their disability, ethnicity or sexual orientation, thereby increasing the numbers in the "Prefer Not to Say" or "Not declared" category.

Where no reference is made to an improvement or worsening then no comparison can be made with previous year's figures.

Subject Area	Data Quality Issues
Attendance Management	For those involved in action regarding attendance the proportion of undeclared status was: 8% for disability 15% for ethnicity 12% for sexual orientation 8% for religious belief. These have all improved since last year's report; the most significant improvement was noted in the Sexual Orientation and Religious Belief categories with reductions of 21% and 20% respectively.
Average Working Days Lost	The average days lost for employees with an undeclared status was: 9.7 for disability 8.7 for ethnicity and 8.3 for sexual orientation Disability and ethnicity has worsened since last year's report; by 0.5% and 0.1% respectively. Sexual Orientation has improved by 0.8%.
Bullying, Harassment and Discrimination (BHD)	The proportion of undeclared status was: 31% for disability 31% for ethnicity 23% for sexual orientation and 23% for religious belief. Disability and ethnicity are comparable with last year, but sexual orientation and religious belief have improved by 24% and 22% respectively.

Subject Area	Data Quality Issues
Career Breaks	<p>The proportion of undeclared status was:  17% for disability  20% for ethnicity and  35% for sexual orientation  These are quite high compared to the general Home Office undeclared rate; however, generally they have improved on last year. Disability has improved by 18% and sexual orientation has improved by 18%, although ethnicity has risen by 4%.</p>
Core Skills Assessment	<p>In these cases the proportion of undeclared status for Grade 7 applications was:  1% for disability  4% for ethnicity  13% for sexual orientation  In these cases the proportion of undeclared status for HEO applications was:  7% for disability  10% for ethnicity  13% for sexual orientation</p>
Dispute Resolution	<p>The proportion of undeclared status was:  5% for disability  10% for ethnicity  27% for sexual orientation and  19% religious belief.  Generally these were an improvement on last year although sexual orientation is about the same. Disability improved by 10%, ethnicity by 9% and religious belief by 14%.</p>
Employees With No Sick Absence	<p>The proportion of undeclared status was:  12% for disability  15% for ethnicity and  27% for sexual orientation  Disability and sexual orientation improved by approximately 10% each and ethnicity remained the same.</p>
Entrants	<p>The proportion of employees who opted to “Prefer not to Say” or made no declaration was:  18% for Ethnicity  15% for Disability and  25% for Sexual Orientation  These all improved to varying degrees, the most significant is disability with a 12% improvement rate.</p>
Home Office Composition	<p>The proportion of employees who opted to “Prefer not to Say” or made no declaration was:  8% for Disability  10% for Ethnicity and  20% for Sexual Orientation  These all improved on last year with significant</p>

Subject Area	Data Quality Issues
	improvements in disability and sexual orientation both by 14%.
Inefficiency	In these cases the proportion of undeclared status was: 23% for disability 31% for ethnicity 15% for sexual orientation 38% for religious belief. These all improved slightly compared to last year with the exception of sexual orientation which has reduced by 10%.
Learning - External	In these cases the proportion of undeclared status was: 17% for disability 18% for ethnicity 27% for sexual orientation
Learning - Internal	In these cases the proportion of undeclared status was: 6% for disability 7% for ethnicity 15% for sexual orientation
Leavers	The proportion of undeclared status was: 21% for disability 21% for ethnicity and 34% for sexual orientation These improved on last year with disability and ethnicity improving by nearly 10% and sexual orientation improving by 14%.
Maternity Leave	The proportion of undeclared status was: 10% for disability 12% for ethnicity and 19% for sexual orientation Disability and sexual orientation improved on last year's figures by 10% and 15%, but ethnicity remains unchanged.
Misconduct	The proportion of undeclared status was: 11% for disability 13% for ethnicity 24% for sexual orientation and 20% religious belief. These all improved by 6%, 7%, 24% and 25% respectively.

<b>Subject Area</b>	<b>Data Quality Issues</b>
Performance and Development Review	The proportion of undeclared status was: 8% for disability 10% for ethnicity These both improved on last year's figures by 14% and 2% respectively.
Promotion	The proportion of undeclared status was: 8% for disability 8% for ethnicity and 15% for sexual orientation These improved on last year's figures by 15%, 2% and 18% respectively.
Qualifications	The proportion of undeclared status was: 6% for disability 7% for ethnicity and 16% for sexual orientation These are virtually identical to last year, with only a slight improvement of 1% for ethnicity and sexual orientation.
Recruitment	The proportion of undeclared status was: 26% for disability 26% for ethnicity and 32% for sexual orientation There was a worsening for disability and ethnicity by 15% and 10% respectively, but sexual orientation improved by 37%.
Redeployment	The proportion of undeclared status was: 9% for disability 9% for ethnicity and 22% for sexual orientation.
Re-grading	The proportion of undeclared status was: 18% for disability 18% for ethnicity and 33% for sexual orientation These improved by 22% for disability and 24% for sexual orientation. Ethnicity which worsened by 9%.
Sick Absence Triggers	The proportion of undeclared status was: 6% for disability 8% for ethnicity 18% for sexual orientation and 14% religious belief. These were the same as last year's figures, except a slight improvement of 1% for religious belief and a worsening of 1% for disability.

<b>Subject Area</b>	<b>Data Quality Issues</b>
Talent Scheme	The proportion of undeclared status was: 7% for disability 9% for ethnicity and 21% for sexual orientation on the Adelphi System.
TCA	The proportion of undeclared status was: 8% for disability 9% for ethnicity and 22% for sexual orientation on the Adelphi System.
TP	The proportion of undeclared status was: 0% for disability 12% for ethnicity and 24% for sexual orientation on the Adelphi System.
Turnover Leavers	The proportion of undeclared status was: 24% for disability 24% for ethnicity and 36% for sexual orientation These all improved to varying degrees, the most significant in Sexual Orientation with 12%.
VERS Leavers	The proportion of undeclared status was: 11% for disability 13% for ethnicity and 24% for sexual orientation on the Adelphi System.

**Table 2: Ratings of Compliance of all Subject Areas**

Source	Subject Area	Business Area	Rating
Data View	Entrants, Current composition, AWDL, Maternity, Career Breaks, Promotions, Regrading, Promotions, TCA, TP, Employee No Sick, Qualifications, Turnover & Leaving	All	★★★★★
Electronic Local Record	Recruitment	HQ	★★★★☆☆
Electronic Local Record	Recruitment	UKBA	★★★★☆☆
Electronic Local Record	Recruitment	IPS	★★★★☆☆
Electronic Local Record	Recruitment	CRB	N/A <sup>1</sup>
Electronic Local Record	Core Skills Assessment	HQ & UKBA	★★★★★
Electronic Local Record	Redeployment	HQ	★★★★★
Electronic Local Record	Redeployment	IPS	★★★★★
Electronic Local Record	Redeployment	UKBA	★★★★★
Electronic Local Record	Redeployment	CRB	★★★★★
Electronic Local Record	Redeployment	SCS	N/A <sup>2</sup>
Adelphi Extract	Sick Triggers	HQ & UKBA	★★★★★
Adelphi Extract	VERS Leavers	All	★★★★★
Unknown	Annual/Flexi Leave	All	☆☆☆☆☆☆
Electronic Local Record	Grievance	HQ	★★★★★
Electronic Local Record	Attendance	HQ	★★★★★
Electronic Local Record	Bullying, Harassment & Discrimination	HQ	★★★★★
Electronic Local Record	Performance	HQ	★★★★★
Electronic Local Record	Discipline	HQ	★★★★★
Electronic Local Record	Discipline	CRB	N/A <sup>1</sup>
Electronic Local Record	Discipline	UKBA	★★★★★
Electronic Local Record	Grievance	UKBA	★★★★★
Electronic Local Record	Inefficiency	IPS	★★★★★
Electronic Local Record	Grievance	IPS	★★★★★
Electronic Local Record	Bullying, Harassment & Discrimination	IPS	★★★★★
Electronic Local Record	Attendance	IPS	★★★★★
Electronic Local Record	Performance	IPS	★★★★★
Adelphi Extract	External Learning	HQ, UKBA & CRB	★★★★★
Adelphi Extract	Internal Learning	HQ, UKBA & CRB	★★★★★
Adelphi Extract	Classroom Learning	HQ, UKBA & CRB	☆☆☆☆☆☆
Adelphi Extract	IPS	IPS	N/A <sup>3</sup>
Discover	E-learning	HQ & UKBA	☆☆☆☆☆☆
Electronic Local Record	Talent Schemes	All	★★★★☆☆
Unknown	Pay	All	☆☆☆☆☆☆
Adelphi Extract	PDR	HQ, UKBA & IPS	★★★★★

<sup>1</sup> There was no Recruitment or Grievance data for CRB employees therefore we are unable to rate the data.

<sup>2</sup> There were no SCS employees in the Redeployment pool therefore we are unable to rate the data.

<sup>3</sup> There were no IPS learning data supplied therefore we are unable to rate the data.

## Glossary

CO	Cabinet Office
CSA	Core Skills Assessment
CRB	Criminal Records Bureau
EMR	Employment Monitoring Report
HR	Human Resources
HQ	Headquarters
IPS	Identity and Passport Service
NDPB	Non Department Public Body
ONS	Office for National Statistics
OGD	Other Government Department
RY AWDL	Rolling Year Average Working Days Lost
SCS	Senior Civil Servants
UKBA	United Kingdom Border Agency
VERS	Voluntary Early Release Scheme