Department
for Environment
Food & Rural Affairs

2016 Workforce Monitoring Report

Defra and its Executive Agencies

March 2017

Contents

Abbreviation list

Department
Defra – Department for Environment, Food and Rural Affairs (core)

Executive Agencies
APHA - Animal and Plant Health Agency
CEFAS – Centre for Environment, Fisheries and Aquaculture Science
RPA – Rural Payments Agency
VMD – Veterinary Medicines Directorate

Employee Grades
AA – Administrative Assistant
AO – Administrative Officer
EO – Executive Officer
HEO – Higher Executive Officer
SEO – Senior Executive Officer
G7 – Grade 7
G6 – Grade 6
SCS – Senior Civil Servant

Other
BAME – Black, Asian & Minority Ethnic
FT – Full-Time
PT – Part-Time
LGBT[1] – Lesbian, gay, bisexual, transgender
CSL – Civil Service Learning

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[1] Defra updated its department wide definition of LGB to include transgender (LGBT) in 2016. Please note; data used within the workforce report is based on LGB because Defra does not record gender identity monitoring.

Introduction

Civil Service Departments and Executive Agencies monitor their workforce to assess the workforce composition in relation to gender, ethnicity, age, disability, sexual orientation and working patterns. Our aim is to ensure we take advantage of the benefits that a diverse workforce offers both the employee and the organisation. A workforce which better represents the society we serve will increase levels of customer insight, creating a better understanding of what our customers need.

We will only succeed if we value our people, invest in their development and create an inclusive culture, setting an example to other employers as we do so. This information helps to ensure policies and procedures are fair and do not discriminate against any group of employees.

Profiles of the current workforce are shown under their respective headings. These profiles demonstrate the make-up of employees including age, gender, ethnicity, disability and sexual orientation.

The following areas have been examined and this report sets out details for those areas where the confidentiality of individuals is not compromised.

- Staff in post
- Recruitment
- Employees joining
- Employees leaving
- Employee promotions
- Online Training
- Performance management

Data coverage & definitions

As at 31 March 2016, Defra and its Agencies consisted of:

- Department for Environment, Food and Rural Affairs (Defra)
- Animal and Plant Health Agency (APHA)
- Centre for Environment, Fisheries and Aquaculture Science (Cefas)
- Rural Payments Agency (RPA)
- Veterinary Medicines Directorate (VMD)

All data collected is for the year ending 31 March 2016

Employees on maternity leave and secondment are included in this analysis if they are on the core or agencies payroll. Employees who are not civil servants (e.g. consultants) are excluded from the analysis.

The table below shows staff in post at the end of the period of the report in Defra and its Executive Agencies.

Headcount as at 31st March 2016	Workforce monitoring report
Defra	1698
APHA	2310
Cefas	547
RPA	2053
VMD	148
Defra & its Agencies	**6756**

Monitoring data

Information declared on disability, sexual orientation and ethnicity is voluntarily provided, therefore, results for these diversity categories should be treated with some caution. Employees may be unwilling to provide their personal information for various reasons; given this, the data often contains a number of unknown or undeclared statuses. We continue to make efforts to address this by on-going requests to our employees to update their personal records and updating the IT system.

Over the past year Defra migrated to a Single Operating Platform (SOP). In tandem, we launched a successful diversity data campaign encouraging staff across Defra to update their diversity information. As a result, compared to the data within the 2015 Workforce Monitoring report, declaration rates have increased for Ethnicity, Disability and Sexual Orientation. This has resulted in far more accurate and reliable diversity information.

Declaration data for Ethnicity increased by 7 percentage points, Disability declarations increased by 3 percentage points and Sexual orientation declaration rates increased by 12 percentage points in comparison to the 2015 Workforce Monitoring report. Please see 'Workforce Monitoring Report 2016 Data Tables'.

Data confidentiality

It should be noted that to protect the confidentiality of individual employees, percentages based on 5 or fewer individuals are not reported and shown as ***, except for part-time.

Data not available is shown as N/A.

Due to the small number of cases in Disciplinary & Grievance procedures, we have not included them in this report as percentages based on 5 or fewer are not reported.

Performance management

Performance is managed pro-actively in Defra with a focus on continuous improvement, individual development and managing poor performance in order to facilitate efficient business delivery in line with the Civil Service values. It is managed in a fair and transparent way and the policy complies with: employment legislation; Advisory, Conciliation and Arbitration Service (ACAS) best practice; The Equality Act 2010; and the Civil Service Management Code.

Statistical tests of significance were carried out on the relationship between rating and the following demographic variables:

- Age
- Ethnicity
- Gender
- Working pattern
- Disability
- Working region (where appropriate)
- Grade

This analysis was carried out for the following business units in Defra and its agencies:

- Defra
- APHA
- VMD
- RPA
- CEFAS

The Definition of Performance Management box markings:

Box 1: Excellent

Box 2: Good

Box 3: Must Improve

The table below highlights the relationship between diversity strands and performance ratings by organisation/work unit:

Business Unit	Age	Ethnicity	Gender	Working pattern	Disability	Working region	Grade
Defra	🔴	🔴	🔴	🔴	🔴	🔴	🔴

APHA	🔴	🔴	🔴	🔴	🔴	🔴	🔴
VMD	🔴	🟢	🟢	🟢	🟢	🟢	🟢
RPA	🔴	🔴	🟢	🔴	🟢	🟢	🟢
Cefas	🟠	🟠	🟠	🟠	🟠	🟠	🟠

🔴 Statistically significant relationship
🟢 No statistically significant relationship
🟠 Statistical tests not valid

In August 2016, Defra set up an Equality Diversity and Inclusion (EDI) Performance Management Report (PMR) forum. The forum enabled representatives from across the Defra group, unions and staff network chairs to raise concerns, discuss solutions and work closely with PMR policy colleagues to build a more inclusive PMR system.

Across Defra and its agencies, the results demonstrate that the ratings are not uniformly distributed on the basis of age, ethnicity, gender, working pattern, disability and grade.

However, in Cefas during the reporting year 2015/16, due to low declaration rates, no statistically significant relationships were identified between the box ratings received and other characteristics. .

Key results:

Age

With the exception of the under 25 group, as age increases the proportion of staff that received a box 1 (Excellent) rating decreased; 14% of staff aged 55 and over received a box 1 rating, compared to 26% of staff aged between 25 and 34.

In VMD those aged 60 and over were more likely (47%) to have received a box1 rating, compared to staff of other ages.

Ethnicity

Ethnic minority staff were less likely to have received a box 1 rating, and were more likely to have received a box 2 or 3 rating than other members of staff.

Gender

Overall males were more likely to have received a box 3 rating than females.

N.B. There was no statistically significant difference between the box ratings achieved by Males and Females in Cefas

Working pattern

Part-time staff were less likely to have received a box 1 rating compared to full time staff.

In RPA Part time staff were less likely to have received a box 1 rating compared to full time staff.

Disability

Staff reporting a disability were more likely to have received a box 3 rating and less likely to receive a box 1 rating compared to other members of staff
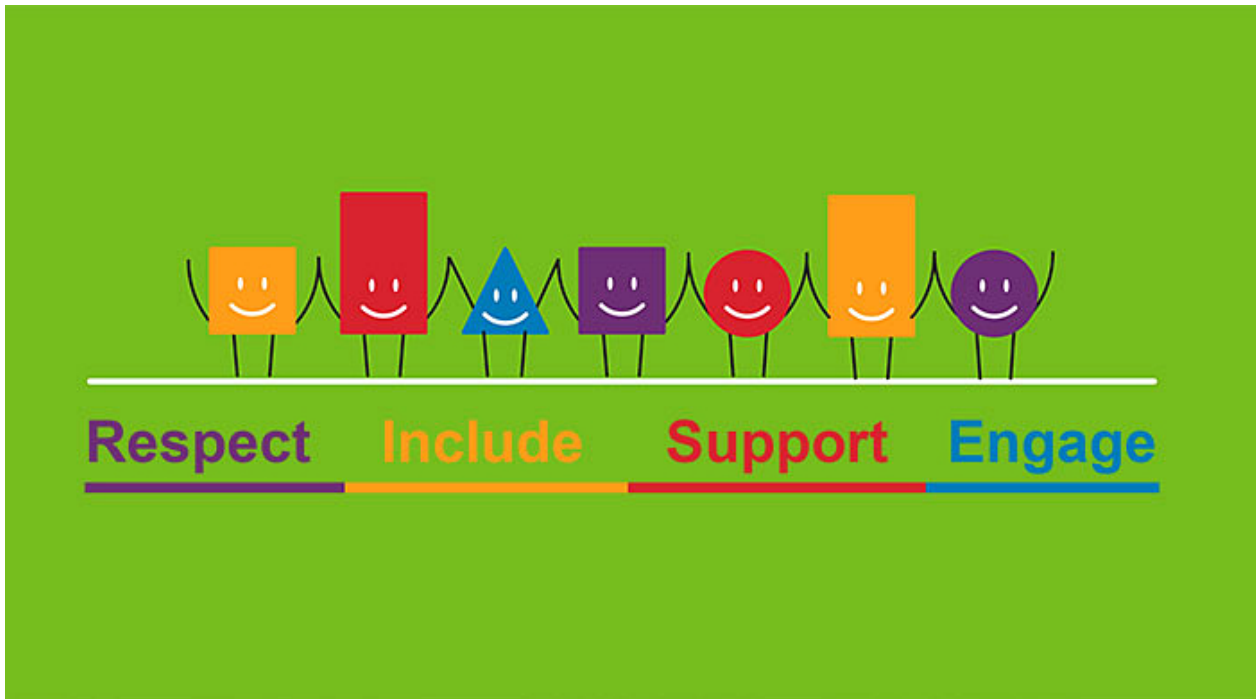
Working region

There is not a statistically significant difference between the box ratings achieved between those working inside London and those working outside London.

Grade

The likelihood of achieving a box 1 rating increases with grade; 16% of AA/AO staff received a box 1 rating compared to 23% of Grade 6/7 staff.

Equality, Diversity and Inclusion: Next steps

Defra has launched its cross group Equality, Diversity and Inclusion (EDI) Strategy in 2017 covering the period 2017 to 2020. The aim of the strategy is to ensure Defra is a great place to work and to deliver our aspirations to be an organisation with a diverse, open and inclusive culture. The EDI Strategy is for all Defra group employees, at all levels, wherever they work and whatever they do. It is focussed on four key themes (R.I.S.E):

- ✓ **RESPECT**: All Defra group employees will feel valued, respected and treated fairly.

- ✓ **INCLUDE**: We promote inclusive behaviours and use our data to drive workplace improvements

- ✓ **SUPPORT**: We ensure everyone is supported in the workplace to achieve their full potential.

- ✓ **ENGAGE**: Our employees, customers and the communities we serve are valued and feel included.

The Defra EDI Strategy is published here:
https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2017-to-2020