



DVLA Employment Monitoring
Report
2005 to 2006

Introduction

This report provides information and comments on the DVLA's staff monitoring data for the year 1st April 2005 to March 31st 2006. As in the previous year's report, the statistics have been separated between the Agency's main headquarters in Swansea and the Local Office Network [LON], which consists of 40 Local Offices spread across England, Scotland and Wales.

As with other public bodies, the DVLA is bound by the Race Relations (Amendment) Act 2000 [RR(A)A] and the recent Disability Equality Duty that is part of the Disability Discrimination Act 1995 as amended in 2000, therefore has a responsibility to monitor its Human Resources [HR] processes. This report not only contains information on Race and Disability in relation HR processes, but also covers Gender and Age.

As mentioned in the previous year's report, the Agency has introduced staff monitoring on Religion or Belief and Sexual Orientation. Since that report 2.2% have declared their religion or belief and 2.1% have declared their sexual orientation. There is considerable under declaration in respect of these strands mainly because there has not been a full staff survey and monitoring of them has only recently been applied to application forms for staff joining the Agency.

In this report we will be able to make comparisons with the report from the previous year. This will enable us to identify initial trends and areas for improvement. Over time these reports will enable the DVLA to chart progress year on year and make comparisons to national statistics in order to achieve a workforce, which reflects the local community.

Key Findings

- There has been little change in Male/Female and BME/White representation in the workforce in the last year
- The number of staff who have declared a disability has risen from 7% last year to 10% this year
- There has been little change in the Male/Female representation in grades - approximately twice as many females as males are employed in AA/AO grades but they are about equal in number in HEO grades and after that level the trend is in favour of males.
- There have been few applications and appointments of BME and disabled staff in the last year
- Most staff are aged 30-49, however the majority of staff in AA/AO grades are between 16 and 29 and more than 60% of those in grade 7 and above are 50+

Grades of Employment

The staff represented in this report have been analysed by grade. Grades identify working levels of staff within the Agency. There are 9 grades of staff covered in this report starting at the bottom of the Agency hierarchy with Administrative Assistants and ending at the top with the grade Senior Civil Service Pay Band 2 as follows:

- AA - Administrative Assistant
- AO - Administrative Officer
- EO - Executive Officer
- HEO - Higher Executive Officer
- SEO - Senior Executive Officer
- G7 - Grade 7
- G6 - Grade 6
- SCSPB1 – Senior Civil Service Pay Band 1
- SCSPB2 – Senior Civil Service Pay Band 2

Staff in post

On the 31st March 2006 the DVLA employed 7003 members of staff, 1873 throughout the LON and 5010 at the main site in Swansea. Of these there were 5739 (79%) full time members of staff and 1264 (21%) part time members of staff working for the Agency.

The majority of staff working for the DVLA are female. In the LON, 1198 (64%) members of staff are female and 675 (36%) are male and in Swansea 3174 (63%) members of staff are female and 1836 (37%) are male.

In the LON the number of women exceeds men up to and including the management grade of SEO (no grades exist above G7). In Swansea there are nearly twice as many women as men in AA/AO grades but, in grades higher than EO, men catch up and start to outnumber the women. (See monitoring grid below).

There is a larger number of staff from Black Minority Ethnic [BME] groups working within the LON when compared to Swansea. 119 staff from BME groups are employed in the LON (6.4%), 98 (82%) of them in the AA and AO grades. In Swansea only 112 (2.2%) members of staff are from BME groups, 88 (79%) of those are in the AA and AO grades.

8% of staff working in the LON have declared themselves as disabled.

In Swansea 487 staff, have declared themselves as disabled. This equates to around 10% of the staff working in Swansea, this may reflect the number of disabled people of working age living in the area.

The definition of disability is now well publicised within the Agency and it supports the Positive About Disabled People initiative for job applicants.

These factors may have a positive influence upon staff and job applicants declaring a disability.

Local Office Network Staff In Post

| Staff in post | AA | AO | EO | HEO | SEO | G7 | G6 | SCSPB 1 | SCSPB 2 | Total |
|---------------|----|------|-----|-----|-----|----|----|---------|---------|-------|
| White | 57 | 1088 | 242 | 63 | 14 | 4 | 0 | 0 | 0 | 1468 |
| BME | 3 | 95 | 19 | 2 | 0 | 0 | 0 | 0 | 0 | 119 |
| Disabled | 10 | 115 | 21 | 5 | 1 | 0 | 0 | 0 | 0 | 152 |
| Age 16 to 29 | 23 | 497 | 51 | 2 | 0 | 0 | 0 | 0 | 0 | 573 |
| Age 30 to 49 | 29 | 684 | 181 | 45 | 7 | 2 | 0 | 0 | 0 | 948 |
| Age 50+ | 13 | 251 | 57 | 22 | 7 | 2 | 0 | 0 | 0 | 352 |
| Male | 24 | 518 | 92 | 32 | 5 | 4 | 0 | 0 | 0 | 675 |
| Female | 41 | 914 | 197 | 37 | 9 | 0 | 0 | 0 | 0 | 1198 |

Swansea Staff In Post

| Staff in post | AA | AO | EO | HEO | SEO | GRD7 | GRD6 | SCSPB 1 | SCSPB2 | Total |
|---------------|------|------|-----|-----|-----|------|------|---------|--------|-------|
| White | 1903 | 1699 | 571 | 283 | 152 | 54 | 26 | 7 | 1 | 4696 |
| BME | 42 | 46 | 8 | 10 | 1 | 4 | 1 | 0 | 0 | 112 |
| Disabled | 196 | 174 | 64 | 28 | 18 | 3 | 4 | 0 | 0 | 487 |
| Age 16 to 29 | 884 | 627 | 91 | 23 | 5 | 1 | 0 | 0 | 0 | 1631 |
| Age 30 to 49 | 790 | 883 | 392 | 202 | 101 | 21 | 11 | 2 | 0 | 2402 |
| Age 50+ | 349 | 311 | 121 | 84 | 55 | 37 | 17 | 6 | 1 | 981 |
| Male | 767 | 552 | 218 | 153 | 83 | 41 | 15 | 6 | 1 | 1836 |
| Female | 1252 | 1269 | 386 | 156 | 78 | 18 | 13 | 2 | 0 | 3174 |

Recruitment

2487 people applied to work in the agency during the period, (65%) were from the LON and 35% were from Swansea. Of those applicants 27% were appointed positions in the LON and 73% were appointed in Swansea.

717 men and 901 women applied for work in the LON compared to 422 men and 447 women who applied in Swansea. Of those, 117 were appointed in LON, 38% men and 62% women, mostly in the AO grade. 316 were appointed in Swansea, 36% men and 64% women, the vast majority of whom were in the AA grade.

There were 287 applicants from BME groups in the LON, 9 at the EO grade and 278 at AA and AO grade. Of those appointed 17 (16%) were from a BME background, all at AO grade. Only 5 applicants in Swansea were from a BME group, none of whom were appointed.

29 applications were received from disabled people, 21 (72%) in the LON and 8 (28%) in Swansea. 3 (2.6%) people were appointed in the LON and none were appointed in Swansea.

Local Office Network Recruitment

| | AR | SO | AC | I | A |
|----------|------|-----|----|-----|----|
| White | 1106 | 768 | 0 | 207 | 90 |
| BME | 287 | 224 | 0 | 44 | 17 |
| Disabled | 21 | 14 | 0 | 5 | 3 |
| Male | 717 | 543 | 0 | 108 | 45 |
| Female | 901 | 635 | 0 | 176 | 72 |

AR Application Received
SO Sifted Out
AC Assessment Centre
I Interviewed
A Appointed

Swansea Recruitment

| | AR | SO | AC | I | A |
|----------|-----|-----|----|-----|-----|
| White | 864 | 430 | 0 | 431 | 316 |
| BME | 5 | 5 | 0 | 0 | 0 |
| Disabled | 8 | 8 | 0 | 0 | 0 |
| Male | 422 | 233 | 0 | 187 | 114 |
| Female | 447 | 202 | 0 | 245 | 202 |

Promotion

In LON there were 171 applications for promotion, 43% were male and 57% female, 47 were appointed and of those 45% were male and 55% female. 12.4% declared themselves disabled but none were appointed.

In Swansea there were 93 applications for promotion (all at AO grade), 27% were male and 73% female, 60 were appointed and of those 30% were male and 70% female. 3.2% declared themselves disabled but none were appointed.

Age

The majority of staff (49%) are in the age range 30 to 49. However, majority of staff in the AA grade i.e. 43% are aged 16 to 29. The majority of staff i.e. 62% in Grade 7 are 50+ and 61% in Grade 6 also and grades above 67%.

Performance

Unfortunately the statistics for performance during the period were unobtainable from the DVLA HR IT system.

Training

In LON there were 2609 applications for training, 34% from men and 66% from women. There were 2091 records of attendance, 33% from men and 67% from women, and 10% from a BME background.

In Swansea there were 10617 applications for training, 40% from men and 60% from women. There were 8616 records of attendance, 41% from men and 59% from women.

Discipline

There were 13 recorded cases of disciplinary action taken in LON in respect of misconduct involving 4 (31%) men and 9 (69%) women.

There were 387 recorded cases of disciplinary action taken LON in respect of attendance involving 33% men and 67% women including 18 BME members (4.7%) of staff and 35 (9%) who declared a disability.

There were only 2 recorded cases of disciplinary action taken in Swansea in respect of misconduct.

There were 726 recorded cases of disciplinary action taken Swansea in respect of attendance involving 41% men and 59% women including 15 BME (2%) members of staff and 4 (0.6%) who declared a disability.

Ceased employment

In LON 301 members of staff ceased employment, 41% men and 59% women of whom 94 (31%) declared a disability and 24 (8%) were from a BME background.

In Swansea 388 members of staff ceased employment, 154 men (40%) and 234 (60%) women of whom 39 (10%) declared a disability and 9 (2.3%) BME.

Comparisons from last year

- Disability declaration up from 7% in 2004-5 to 10% in 2005-6
- Staff in post down from 7128 in 2004-5 to 7003 i.e. 125
- Part time staff 1300 in 2004-5 down to 1264 i.e.36
- No significant change in ratio of male to female staff
- 51% of women in Band 3 (inc. HEO and SEO) same as last year but now 43 additional posts in this band
- No change in the percentage of BME staff in 2004-5 compared with 2005-6 (6.5% staff in LOD and 2.2% in Swansea and 6.4% and 2.2% respectively in 2005-6). Compared with national working population of 8.2% in GB and 2.3% in Wales