

Cabinet Office Monitoring Data Required under Race Relations (Amendment) Act 2000

All public authorities are required to monitor their employment functions and policies for any adverse impact on race equality and to make the results publicly available. The information relates to the Cabinet Office's workforce profile as at 31 March 2007. It includes permanent staff, staff on loan from other Government Departments, fixed term contracts and staff seconded to the Cabinet Office as defined by the Office of National Statistics.

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

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1a. Staff in post in the Cabinet Office by ethnic origin and responsibility level as at 1 April 2007

Headcount – Overview of racial groups

RESPONSIBILITY LEVEL	ASIAN	BLACK	MIXED ETHNIC ORIGIN	OTHER ETHNIC ORIGIN	TOTAL ETHNIC MINORITY	WHITE	ETHNIC ORIGIN NOT KNOWN	TOTAL
Senior Civil Service level	7	*	*	*	10	140	77	227
Band A (G6 / G7)	*	9	*	0	15	190	150	355
B2 (SEO / HEO)	15	19	*	6	42	217	131	390
B1 (EO)	20	12	*	*	37	189	83	309
C (AO/AA)	7	20	*	*	28	131	79	238
TOTAL	52	61	10	9	132	867	520	1519
TOTAL AS A PERCENTAGE OF ALL RESPONDENTS	5.2	6.1	1.0	0.9	13.2	86.8	N/A	N/A

Source: Departmental returns

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

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1b. Staff in post in the Cabinet Office by ethnic origin and responsibility level as at 1 April 2007

Headcount – racial groups detailed

RESPONSIBILITY LEVEL	Asian of Bangladeshi Origin	Asian of Indian Origin	Asian of Pakistani Origin	Asian of other Origin	Black of African Origin	Black of Caribbean Origin	Black of other origin
Senior Civil Service level	*	*	0	0	0	0	0
Band A (G6 / G7)	0	*	0	0	0	8	0
B2 (SEO / HEO)	*	6	*	*	*	6	*
B1 (EO)	*	10	*	5	5	6	*
C (AO/AA)	*	5	0	*	7	11	*
TOTAL	*	26	5	9	16	31	5
TOTAL AS A PERCENTAGE OF ALL RESPONDENTS	*	2.6	0.5	1.0	1.6	3.1	0.5

Source: Departmental returns

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

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1c. Staff in post in the Cabinet Office by ethnic origin and responsibility level as at 1 April 2007

Headcount – racial groups detailed (cont'd)

RESPONSIBILITY LEVEL	Chinese	Asian & White	Black African & White	Black Caribbean and White	Other mixed origin	Other ethnic origin	White	Ethnic origin not known	TOTAL
Senior Civil Service level	0	*	0	*	*	*	140	77	227
Band A (G6 / G7)	0	*	*	0	*	0	190	150	355
B2 (SEO / HEO)	*	*	*	5	*	*	217	131	390
B1 (EO)	0	*	0	0	*	*	189	83	309
C (AO/AA)	0	0	0	0	0	*	131	79	238
TOTAL	*	8	*	6	10	7	867	520	1519
TOTAL AS A PERCENTAGE OF ALL RESPONDENTS	*	0.8	*	0.6	1.0	0.7	86.8	N/A	N/A

Source: Departmental returns

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

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2. Summary: Ethnic origin representation 2004 – 07

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

	1 April 2004		1 April 2005		1 April 2006		1 April 2007	
RESPONSIBILITY LEVEL	Ethnic minority	White	Ethnic minority	White	Ethnic minority	White	Ethnic minority	White
Senior Civil Service	*	164 (97.6%)	*	176 (97.8%)	9 (5.1%)	168 (94.9%)	10 (6.7%)	140 (93.3%)
Band A (G7/G6)	22 (6.9%)	297 (93.1%)	21 (6.6%)	296 (93.4%)	22 (7.7%)	263 (92.3%)	15 (7.3%)	190 (92.7%)
B2 (SEO/HEO)	52 (12.9%)	350 (87.1%)	48 (13.7%)	302 (86.3%)	46 (14.0%)	282 (86.0%)	42 (16.2%)	217 (83.8%)
B1 (EO)	59 (19.2%)	249 (80.8%)	54 (16.7%)	270 (83.3%)	50 (16.6%)	251 (83.4%)	37 (16.4%)	189 (83.6%)
C2 (AO)	48 (19.2%)	237 (83.2%)	37 (14.8%)	213 (83.3%)	28 (13.0%)	187 (87.0%)	28 (17.6%)	131 (82.4%)
C1 (AA)	*	68 (94.4%)	*	60 (89.6%)	6 (11.5%)	46 (88.5%)	N/A	N/A
TOTAL (as a percentage of all respondents)	189 (12.2%)	1365 (87.8%)	171 (11.5%)	1317 (88.5%)	161 (11.9%)	1197 (88.1%)	132 (13.2%)	867 (86.8%)

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Overall Representation

Ethnic minority representation in the SCS increased in 2006 – 07 to meet the target representation of 6% by 2008. This is also set against an overall decrease in SCS posts in the Department.

Percentage representation at Payband B2 and Payband C have also shown encouraging increases for ethnic minority staff. Overall the trend for ethnic minority staff ceasing employment in the Department has not followed that of White staff.

Representation of racial groups

The racial group data since 2003 shows that staff of Asian Indian origin and Black staff of Caribbean origin are the largest groups of ethnic minority staff in the Department and continue to be so in 2006-07.

Interestingly, this pattern is repeated in the application for employment data also. Further analysis of this and economic activity rates are being recommended to investigate why representation of other racial groups is currently lower.

Ethnic origin response rate data

Further actions are also required however to improve the ethnic origin response rate data, which has fallen since 2006. (See below.) In 2004, a system was put in place which allowed self completion for employees of their ethnic origin and other personal data as a way of improving the response rate. The 2005 and 2006 data has shown that this process did not achieve an increase in the response rates. A further re-survey incorporating religious beliefs and sexual orientation is currently being undertaken. A target of a 90% response rate has been set for 2008.

Increasing the response rate to 90% was set as an action in the Race Equality Scheme. It is recognised that a high response rate is required to ensure optimum ethnic origin monitoring.

3a. Total respondents and response rate as at 1 April 2004 – 2007

	1 April 2004	1 April 2005	1 April 2006	1 April 2007
Total number of respondents	1554	1488	1358	999
Response rate as a percentage of all staff	84.1%	81.2%	75.7%	65.8%

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3b. Percentage Response rates at responsibility levels as at 1 April 2004 -2007

RESPONSIBILITY LEVEL	1 April 2004	1 April 2005	1 April 2006	1 April 2007
	%	%	%	%
Senior Civil Service level	87.0	86.5	80.8	66.1
Band A (G6 / G7)	83.9	80.9	70.9	57.7
B2 (SEO / HEO)	82.4	83.5	75.6	66.4
B1 (EO)	86.8	80.4	82.9	73.1
C2 (AO)	83.1	76.2	69.4	66.8
C1 (AA)	81.8	81.7	76.5	N/A
TOTAL RESPONSE RATE	84.1	81.2	75.7	65.8%

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4. Applications for employment in the Cabinet Office by Ethnic Origin between 1 April 2006 and 31 March 2007

Overview of Racial Groups

	Asian	Black	Chinese	Mixed Ethnic Origin	Other Ethnic Origin	Total Ethnic Minority	White	Ethnic origin not known	Grand Total
Total applicants	325	226	10	46	23	630	2449	992	4071
Number as % of respondents	10.6	7.3	0.3	1.5	0.7	20.5	79.5	N/A	N/A

Of the 4071 applications to the Cabinet Office, 20.5% were from minority ethnic applicants and 79.5% from white applicants. Further analysis of the recruitment data is currently underway. The aim being to identify at what stage in the recruitment process BME applicants become under-represented; is it application, short-listing or appointment. Where numbers permit this analysis will also be broken down by the more detailed racial groups.

Racial groups detailed

	Asian of Bangladeshi Origin	Asian of Indian Origin	Asian of Pakistani Origin	Asian of other Origin	Black of African Origin	Black of Caribbean Origin	Black of other origin	Chinese
Total applicants	43	175	47	38	108	84	15	10
Number as % of respondents	1.4	5.7	1.5	1.2	3.5	2.7	0.5	0.3

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	Asian & White	Black African & White	Black Caribbean and White	Other mixed origin	Other ethnic origin	White	Ethnic origin not known	Grand Total
Total applicants	22	11	8	46	23	2449	992	4071
Number as % of respondents	0.7	0.3	0.3	1.5	0.7	79.5	-	-

Source: Departmental returns

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

Further analysis against the 16 census sub categories needs to be conducted to examine to see if certain groups are under-represented. The Cabinet Office is currently looking at ways to widen its applicant pool, via the use of advertorials in specialist media and enhancing its external web presence. However, it has to noted that the greatest number of applicants comes from within the Civil Service and so at the very minimum it must ensure that its applicant profile matches this.

5. Civil Servants applying on promotion to posts in the Cabinet Office by Ethnic Origin between 1 April 2006 and 31 March 2007

Overview of Racial Groups

	Asian	Black	Mixed Ethnic Origin	Other Ethnic Origin	Total Ethnic Minority	White	Not Known	Grand Total
Total applicants	87	67	12	*	170	587	48	805
Number as % of respondents	10.8	8.3	1.5	*	22.5	77.5	-	-

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Main racial groups detailed

	Asian of Bangladeshi Origin	Asian of Indian Origin	Asian of Pakistani Origin	Asian of other Origin	Black of African Origin	Black of Caribbean Origin	Black of other origin	Chinese
Total applicants	10	59	8	10	21	31	7	0
Number as % of respondents	1.3	7.8	1.1	1.3	2.8	4.1	0.9	N/A

	Asian & White	Black African & White	Black Caribbean and White	Other mixed origin	Other ethnic origin	White	Ethnic origin not known	Grand Total
Total applicants	0	7	*	12	*	587	48	805
Number as % of respondents	N/A	0.9	*	1.6	*	77.5	-	-

Source: Departmental returns

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

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6. Number of Cabinet Office Staff by Ethnic Origin who received central training between 1 April 2006 and 31 March 2007

The figures below show the racial groups of staff who received centrally run training during 2006-07. The figures count each person only once even though they may have attended more than one training course. This allows examination of the proportion of each racial group which has attended training events.

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

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

Overview of Racial Groups

	Asian	Black	Mixed Ethnic Origin	Other Ethnic Origin	Total Ethnic Minority	White	Ethnic origin not known	Grand Total
Number receiving training	8	5	*	*	15	83	161	259
Number as % of all staff receiving training	8.2	5.1	*	*	15.3	84.7	-	-
Number as % of total staff in each racial group as at 1 April 2006	16.3	8.3	*	*	11.4	9.6	-	-

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Main racial groups detailed

	Asian of Bangladeshi Origin	Asian of Indian Origin	Asian of Pakistani Origin	Asian of Other Origin	Black of African Origin	Black of Caribbean Origin	Black of Other Origin
Number receiving training	0	*	*	*	*	*	*
Number as % of all staff receiving training	0	*	*	*	*	*	*
Number as percentage of total staff in each racial group as at 1 April 2006	0	*	*	*	*	*	*

	Chinese Origin	Asian and White Origin	Black Caribbean and White Origin	Of Other Mixed Origin	Of Other Ethnic Origin	White Origin	Ethnic origin not known	Grand Total
Number receiving training	0	0	0	*	*	83	161	259
Number as % of all staff receiving training	0	0	0	*	*	84.7	-	-
Number as percentage of total staff in each racial group as at 1 April 2006	0	0	0	*	*	9.6	-	-

Source: Departmental returns

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

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

A report of performance appraisal markings is carried out annually and discussed with the departmental Trade Unions. The 2007 data is currently being analysed and discussed with the Trade Unions, as such it is currently unavailable for release. Once this analysis is complete an action plan to address any issues will be produced and implemented.

8. Grievance procedures (between 1 April 2006 and 31 March 2007)

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

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

Source: Departmental database

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

9. Disciplinary procedures (between 1 April 2006 and 31 March 2007)

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

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

Source: Departmental database

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

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The number of staff involved in (i) grievance procedures and (ii) disciplinary procedures remains low and it is therefore not possible to assess the statistical significance of the data. The total number of those involved in grievance procedures has decreased significantly from 9 in 2005-06 to below 5 in 2006 – 07. Future year's data will be required to see if a trend reversal continues.

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

10a. Numbers ceasing employment in the Cabinet Office by ethnic origin and reason between 1 April 2006 and 31 March 2007

Overview of Racial Groups

	Asian	Black	Mixed Ethnic Origin	Other Ethnic Origin	Total Ethnic Minority	White	Ethnic Origin Not Known	Grand Total
Death in Service	0	0	0	0	0	0	0	0
Dismissal	0	0	0	0	0	0	0	0
End of Appointment	*	*	*	0	*	6	32	41
End of Loan	6	5	0	0	11	49	98	158
Resignation	*	*	*	0	*	47	38	92
Retirement	0	0	0	0	0	23	*	24
Transfer of Function within CS	9	9	*	0	21	246	47	314
Transfer to other Gov. Dept.	*	*	0	0	6	39	12	57
Reason not known	0	0	0	0	0	*	*	*
Total ceasing employment	22	18	5	0	45	415	229	689
Number as % of all respondents ceasing employment	4.8	3.9	1.1	0	9.8	90.2	-	-

Source: Departmental returns

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

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

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10b. Numbers ceasing employment in the Cabinet Office by ethnic origin and reason between 1 April 2006 and 31 March 2007

Main racial groups detailed

	Asian of Bangladeshi Origin	Asian of Indian Origin	Asian of Other Origin	Asian of Pakistani Origin	Black of African Origin	Black of Caribbean Origin	Black of Other Origin	Chinese
Death in Service	0	0	0	0	0	0	0	0
Dismissal	0	0	0	0	0	0	0	0
End of Appointment	0	0	0	*	*	0	0	0
End of Loan	0	*	*	*	*	*	*	0
Resignation	0	*	0	0	0	*	0	0
Retirement	0	0	0	0	0	0	0	0
Transfer of Function within CS	0	5	*	0	*	7	*	0
Transfer to other Gov. Dept.	1	*	0	*	*	*	0	0
Reason not known	0	0	0	0	0	0	0	0
Total ceasing employment	*	9	6	5	*	12	*	0
Number as % of all respondents ceasing employment	*	2.0	1.3	1.1	*	2.6	*	0

Source: Departmental returns

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

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Numbers ceasing employment in the Cabinet Office by ethnic origin and reason between 1 April 2006 and 31 March 2007

Main racial groups detailed (cont'd)

	Asian and White Origin	Black African and White Origin	Black Caribbean and White Origin	Of Other Mixed Origin	Of Other Ethnic Origin	White Origin	Ethnic Origin Not Known	Grand Total
Death in Service	0	0	0	0	0	0	0	0
Dismissal	0	0	0	0	0	0	0	0
End of Appointment	0	0	0	0	0	6	32	41
End of Loan	0	0	0	0	0	49	98	158
Resignation	0	0	0	*	0	50	38	92
Retirement	0	0	0	0	0	23	*	24
Transfer of Function within CS	*	0	0	*	0	246	47	314
Transfer to other Gov. Dept.	0	0	0	0	0	39	12	57
Reason not known	0	0	0	0	0	*	*	*
Total ceasing employment	*	0	0	5	0	415	229	689
Number as % of all respondents ceasing employment	*	0	0	1.1	0	90.2	-	-

Source: Departmental returns

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

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Summary: Ceasing Employment

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

Dismissals and resignations could potentially be an area where statistically significant high levels for racial groups might be an early indicator of adverse impact. However, an examination of the data since 2002 reveals that totals are consistently low for both resignations and dismissals and there is no indication that either is higher among staff from the ethnic minority or white groups.

Dismissals

Of the 5 dismissals in 2003 – 04, none were of ethnic minority origin.

Of the 5 dismissals in 2004 – 05, less than the 5 were of a known ethnic minority origin.

There were 2 dismissals in 2005-06. None of these were of ethnic minority staff.

There were no dismissals in 2006 – 07

Resignations

	Ethnic Minorities			White			Ethnic origin not known	Response rate
	No.	% of total	As % of racial group	No.	% of total	As % of racial group		
2003 – 04	9	14.8	4.6	52	75.2	3.6	17	78.8%
2004 – 05	12	17.1	6.4	58	82.9	4.2	24	74.5%
2005 – 06	*	7.8	2.3	47	92.2	3.6	27	66.7%
2006-07	*	7.4	3.0	50	92.6	5.8	38	58.7%

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Resignations by ethnic minority staff continued to form a low total percentage of resignations in 2006-07. Resignations as a percentage of the total of all ethnic minority staff maintained the downward trend from 2005-06. The response rate of those staff resigning was also lower than in previous years which emphasises the importance of increasing the ethnic monitoring response rate. Previous data (available at www.cabinetoffice.gov.uk) shows that of the 14 resignations by ethnic minority employees in 2002-03, 8 were from employees of Asian origin (of Bangladeshi, Indian and Other Asian racial groups). This level of resignations was not repeated in 2003 – 04 for Asian employees. In 2004-05, the level of resignations increased to 12 for ethnic minority employees, but was below 5 in each racial group. The total number of white staff resigning in 2006–07 was at similar levels to 2005–06; however, they represented a larger proportion of staff due to a net decrease in the size of the Department.

Cabinet Office, August 2007