

# **Equality Duty**

Publication of Workforce Information

**January 2012**

Of interest to the general public

## Information about the Skills Funding Agency workforce

The Skills Funding Agency undertook a substantial reorganisation during 2011 in response to a change to its role and purpose, and the coalition's vision that the new Agency should be more cost effective in delivering its remit.

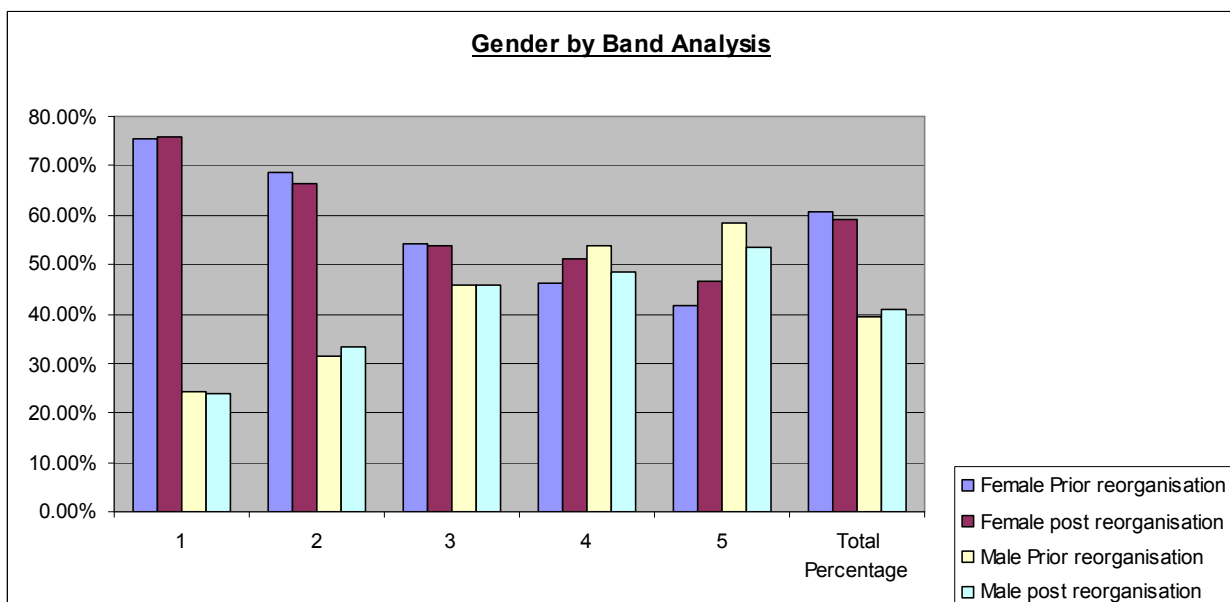
The Agency has restructured by using its existing workforce and voluntary redundancy programmes. This involved a significant recruitment programme, which started in April 2011. With this in mind the most comprehensive way of showing our workforce data and recruitment information is to provide details on the Agency before and after the restructure.

On 31 March 2011, there were 1,654 employees in the Skills Funding Agency prior to the organisation's restructure. This number reduced to 1,229 on completion of the restructure.

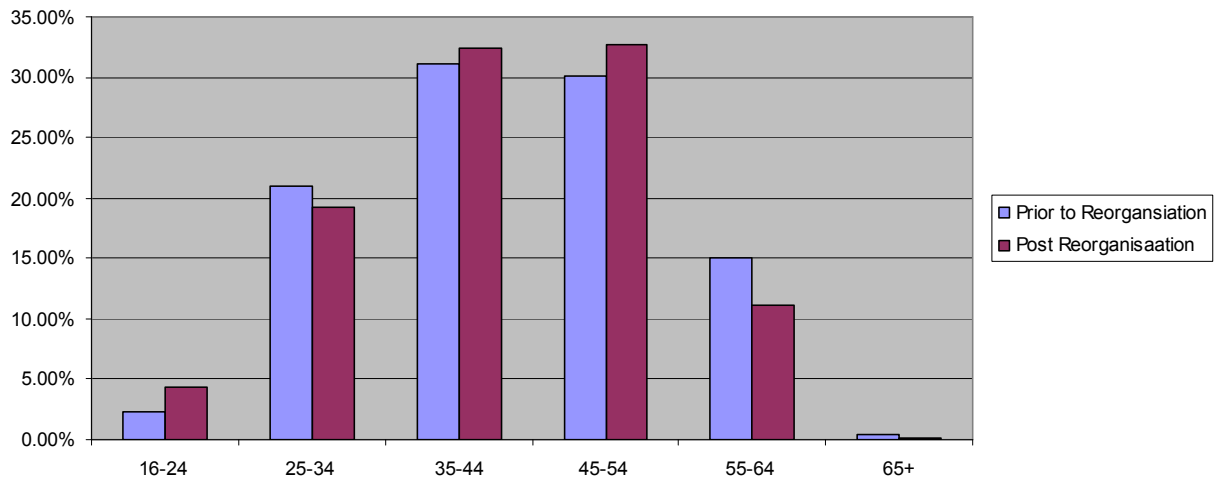
The newly structured Agency was effective from 1 October 2011, but a substantial number of employees did not leave the organisation through a redundancy programme until 31 December 2011.

For the purposes of the **new structure workforce comparison, only data relating to those remaining with Agency has been included.** All other information provided by the Agency includes those employed by the Agency at the time the data was collected.

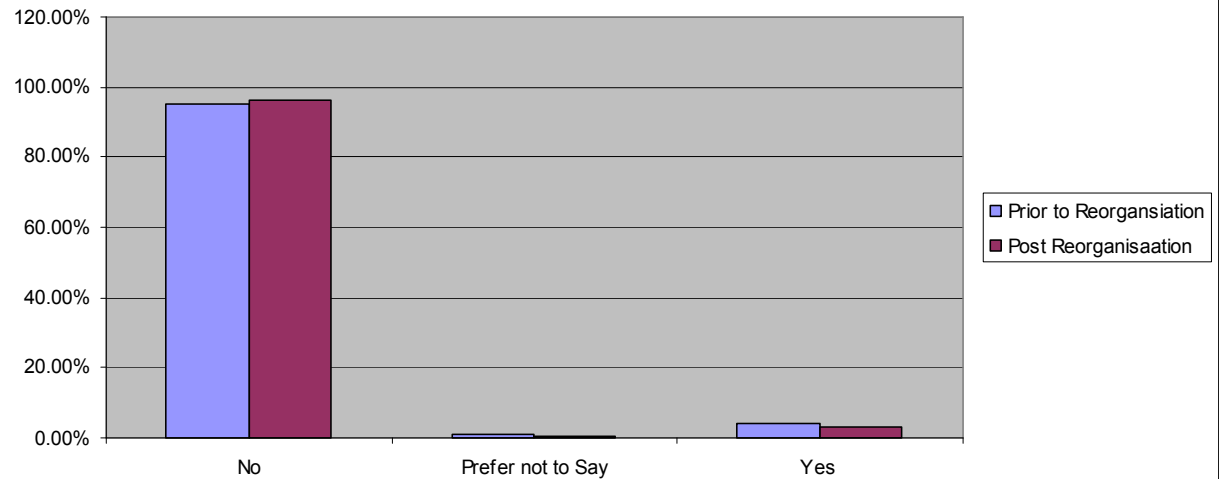
### Workforce breakdown as at 31 December 2011



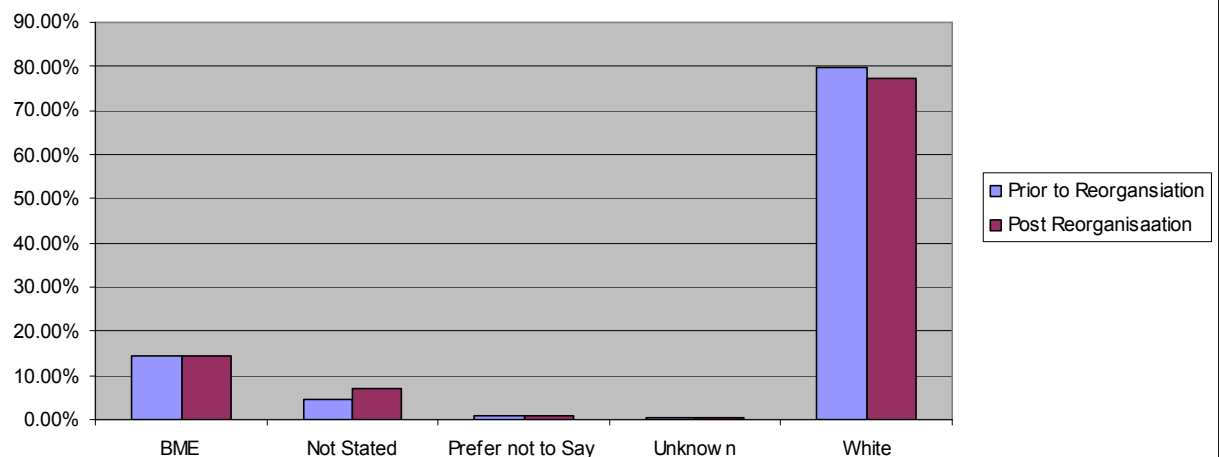
**Employees by Age Band**



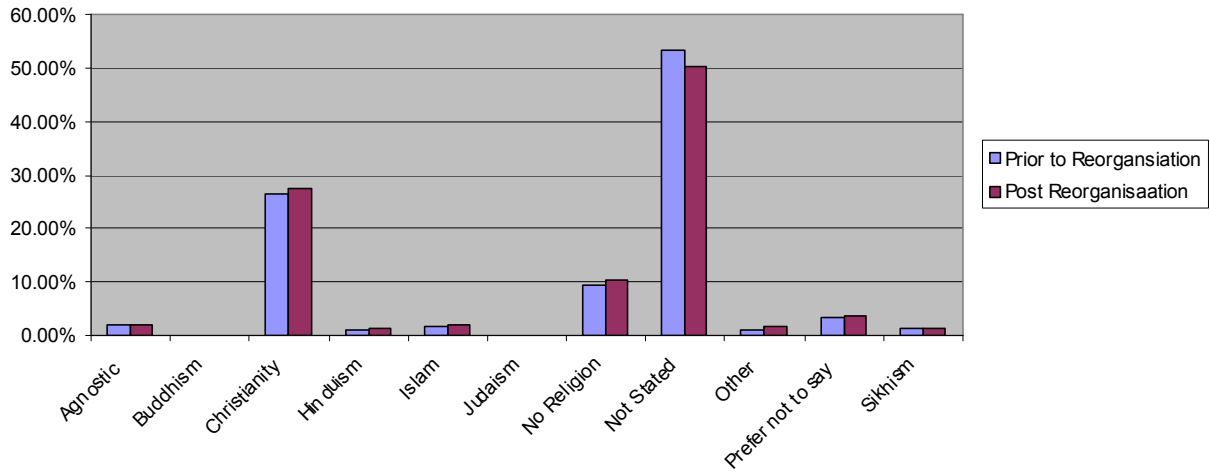
**Employees by Disability**



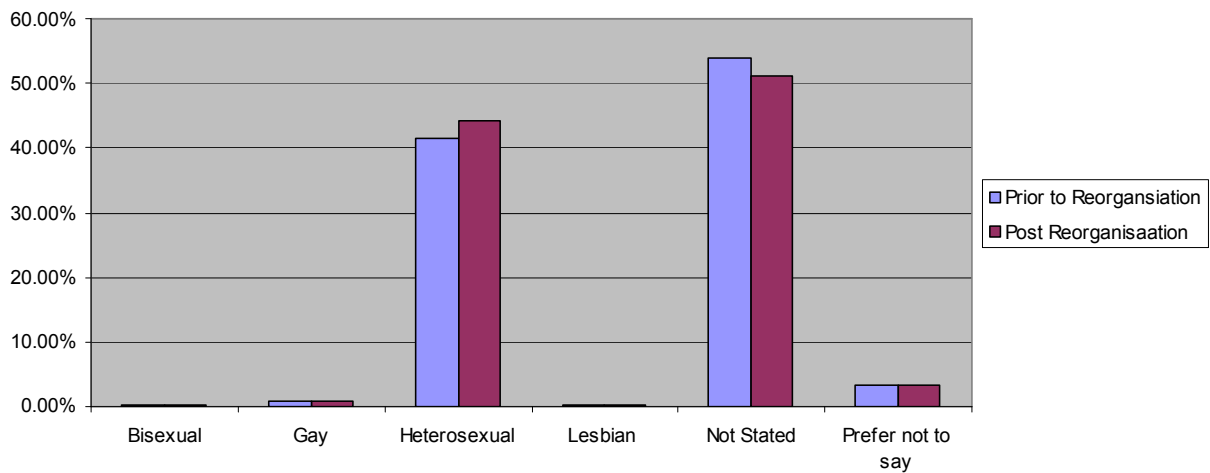
**Employees by Ethnicity**



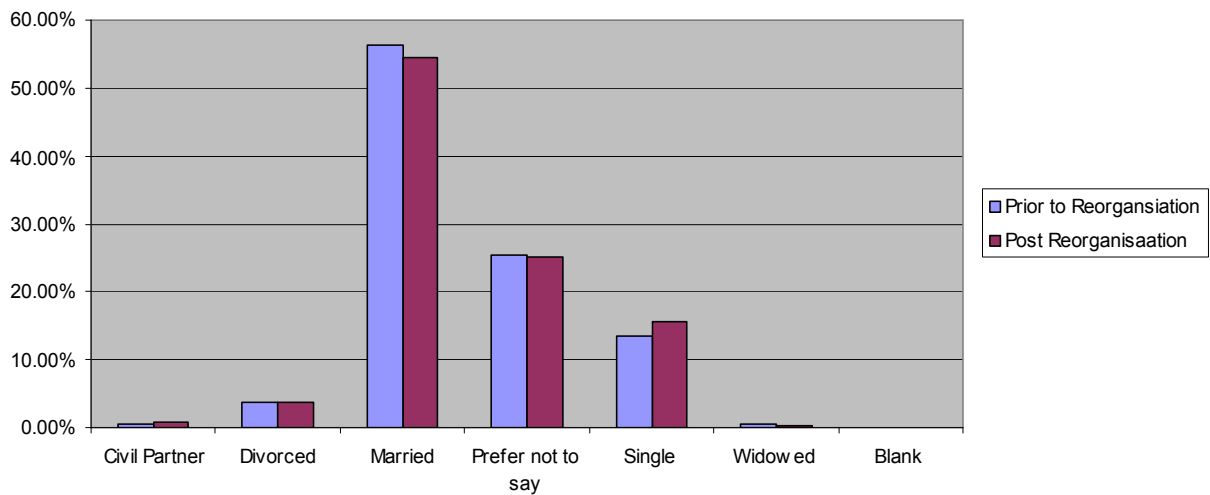
**Employees by Religion/Belief**

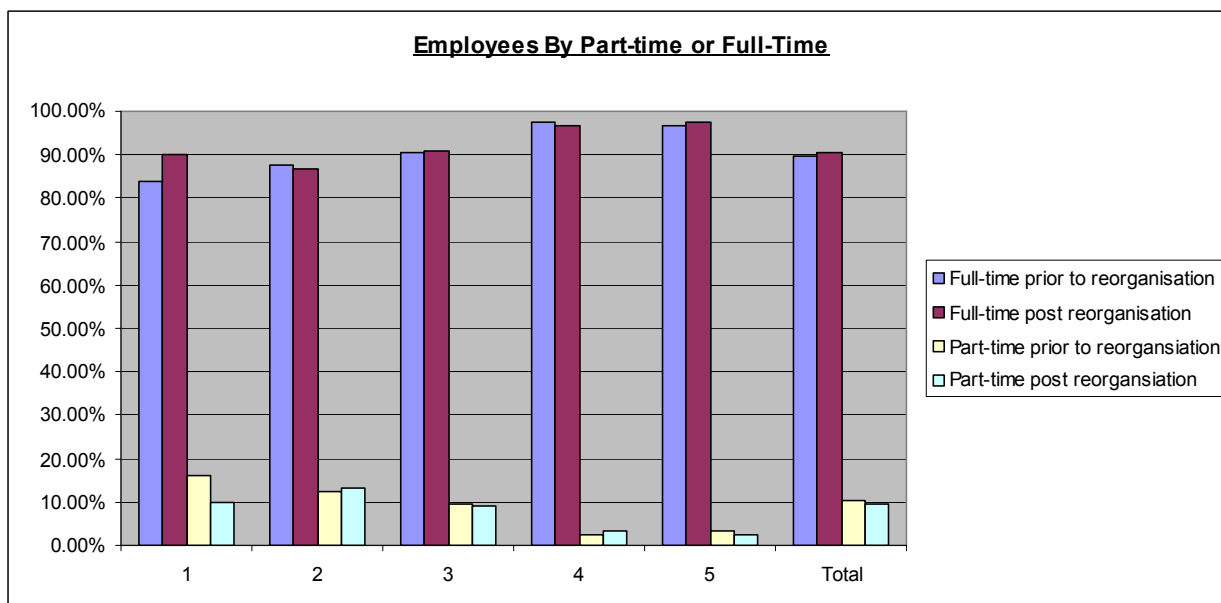


**Employees by Sexual Orientation**



**Employee by Marital Status**





In the new Agency, 9.36 per cent of employees work part time. Analysis shows that 14.97 per cent of the Agency's female workforce work part time, compared to 1.2 per cent of the male workforce.

Overall, the reorganisation has had very little change on the workforce composition of the Skills Funding Agency.

During the year January to December 2011, 68.2 per cent of those on maternity leave returned to work at the Skills Funding Agency. The remaining 32.8 per cent chose to leave the organisation.

### **Pay as at 31 December 2011**

As a result of the ongoing public sector pay freeze, the Agency did not conduct a pay review this year. However, in line with HM Treasury guidance, we applied a minimal adjustment to those individuals in the Agency whose salaries were less than £21,000. We aligned the amount of the adjustment to that of the [Department of Business Innovation and Skills](#) and a total of 130 individuals received a £300 increase (pro rata'd for part-time staff). Analysis indicates that payment was made to 6 per cent of the total female working population compared to 2.5 per cent of the male population.

### **Average salary by gender**

- The average salary for a female in the Agency is £40,746
- The average salary for a male in the Agency is £45,976

Further breakdown of data by grade is not supplied, to ensure disclosure does not constitute a breach of the Data Protection Act 1998.

## **Grievances and Disciplinary Issues for staff**

The Agency managed a very small number of grievances and disciplinary issues last year. Data collected on 23 December 2011 provides the following:

<b>Issue</b>	<b>Number</b>	<b>Percentage of Skills Funding Agency working population</b>
Disciplinary	14	0.91
Grievance	12	0.78

Statistically these numbers are too small to be broken down any further to provide any meaningful analysis. Review of the type of grievance/disciplinary does not indicate that there are any patterns or regular areas raised in relation to protected characteristics.

## **Policies and Programmes in place to support equality in the workplace**

There are a variety of policies and programmes in place to support equality in the workplace.

All Agency staff are required to complete an annual online introduction to diversity and equality. Access to career development support targeted at minority ethnic staff is also accessible through the Civil Service Learning Portal.

The Agency recognises the benefits to both the business and the individual on the availability of flexible working. There is a wide range of flexible working arrangements, both formal and informal.

Examples of flexible working, include:

- part-time working – this can be done on a temporary basis for up to one year, with a guaranteed return to original hours at the end of that year, or can be a permanent contractual change
- job-sharing
- occasional working from home
- adjustments to working times and patterns
- changing locations of work – where employees can spend time working at an alternative location
- the ability to acquire additional annual leave through salary sacrifice.

Many arrangements are made on an informal basis directly with the line manager; the Agency does not hold information on these arrangements, as no formal contractual changes are required to support these. No grievances were raised in relation to a flexible working request being denied.

Information on the overall workforce data will detail the number of part-time workers within the organisation.

**Other policies and programmes available to staff in support of workplace equality include:**

Equality and Diversity Policy  
Career Break Policy  
Enhanced Maternity / Adoption Policy  
Enhanced Ordinary Paternity Policy  
Special Leave Policy

- We have an extensive absence management policy, which supports return to work and the retention of employees who may be on long-term absence.
- We offer a flexible benefits scheme, which allows employees make an annual choice about a range of benefits to augment core terms. This includes a range of insurances, childcare vouchers, eco-friendly travel (Cycle Scheme), private health scheme, dental services and a medical scheme.
- We offer all employees free access to an Employee Assistance Programme, which is a 24-hour counselling and support service, offering confidential advice and support on life issues, such as finance, caring responsibilities, relationship counselling and bereavement, through the telephone or face-to-face sessions.

**Learning and development data of all learners attending learning events recorded on Oracle during 2011**

**Information is compared to the total workforce employed by the Agency on 31 December 2011 (including staff due to leave under a voluntary redundancy scheme )**

**Learners by Gender**

	<b>Male</b>	<b>Female</b>
Skills Funding Agency	39.06%	60.94%
L&D breakdown	36.50%	63.50%

Conclusion: No significant variation based on gender of learner.

**Learners by Age Band**

	<b>16-24</b>	<b>25-34</b>	<b>35-44</b>	<b>45-54</b>	<b>55-64</b>	<b>65+</b>
Skills Funding Agency	3.65%	18.42%	29.88%	31.71%	15.82%	0.52%
L&D breakdown	1%	16.40%	28%	35.80%	18.30%	0.50%

Conclusion: No significant variation based on age of learner. Apprentices (18-24) recruited during period start their training programme in 2012.

**Learners by Ethnicity Type**

	<b>BME</b>	<b>Not Stated</b>	<b>Prefer not to say</b>	<b>Unknown</b>	<b>White</b>
Skills Funding Agency	14.26%	5.99%	0.78%	0.39%	78.58%
L&D breakdown	15.68%	1.88%	0.68%	0.30%	81.46%

Conclusion: Attendance at events by learners from a minority ethnic group was slightly higher than Skills Funding Agency baseline data.

### Learners by Disability

	No	Prefer not to say	Yes
Skills Funding Agency	95.05%	0.65%	4.30%
L&D breakdown	92%	3.30%	4.70%

Conclusion: Attendance at events by learners with a disability was slightly higher than Skills Funding Agency baseline data.

### Learners by Religion/Belief

	Agnostic	Buddhism	Christianity	Hinduism	Islam	Judaism	No Religion	Not Stated	Other	Prefer not to say	Sikhism
Skills Funding Agency	2.02%	0.13%	26.76%	1.24%	1.89%	0.07%	9.11%	52.60%	1.30%	3.58%	1.30%
L&D breakdown	2%	0%	28.90%	1.20%	1.50%	0.08%	8.30%	51.90%	1.77%	3.35%	1%

Conclusion: No significant variation based on religion/belief of learner.

### Learners by Sexual Orientation

	Bisexual	Gay	Heterosexual	Lesbian	Not Stated/prefer not to say
Skills Funding Agency	0.26%	0.72%	42.12%	0.20%	56.71%
L&D breakdown	0.30%	0.86%	41.60%	0.26%	57%

Conclusion: Attendance at events by learners in a sexual orientation minority group was slightly higher than Skills Funding Agency baseline data.

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