



CPS

Equalities in Employment Report

2011-2012

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Introduction

The Crown Prosecution Service (CPS) is the principal prosecuting authority in England and Wales. At the 1st April 2011, the service employed **7726** staff. This report provides an annual overview of our equality within employment data through analysis of workforce representation, employment policies and practices, recruitment, retention and staff engagement.

The Equality Act 2010 requires the CPS to publish information to demonstrate compliance with the specific duties of the Act. This includes information on the effect that our policies and practices have had on people who share a protected characteristic. This report enables the CPS to:

- Demonstrate its compliance with the specific duties of the Equality Act in relation to its employees and the provision of equality of opportunity
- Identify adverse trends and patterns and develop actions for improvement
- Further develop systems and processes to improve equality data gaps

The data and trends identified in this report will continue to inform our policies and practices and support ongoing improvements.

Equality Data and Monitoring

We are continuing to develop our data systems in order to capture data on protected characteristics and are taking steps to fill information gaps on policies and practices currently not being effectively monitored. Robust data capture and analysis continue to inform the development, implementation and monitoring of our employment and prosecution policies and practices.

Quantitative data on pregnancy and maternity, marriage/civil partnership and gender reassignment are not included within this report. We do not currently collect employee data on gender identity¹ or marriage and civil partnership but do consider the impact of policies and practices for employees within these protected groups with regard to the need to eliminate discrimination.

Methodology

The data used within this report is drawn from data collected by staff declaration and other HR data sets. Wherever possible, the current data has been compared with 2010/11 data and trends in order to identify areas of improvement. Variations of less than 5% from the mean are considered to be statistically insignificant for the purposes of this report. Total numbers which are less than 10 are reported in percentages only.

The tables within the report have been compiled on the basis of the largest group of respondents. In some cases, data has been combined to develop larger subsets:

¹ S22 of the Gender Recognition Act 2004 prohibits employers from identifying individuals protected by the Act.

Religion and Belief – the subsets used throughout the report for religion and belief are a combination for all religions and beliefs, no religion or belief and no reply.

- **Age** – the data has been combined into three subsets (Aged 16-34, 35-49 and 50+)

Full copies of selected tables are available via the following link:

http://www.cps.gov.uk/data/equality_and_diversity/workforce_diversity_data_2011_12.html

The report highlights key areas where there may be disproportionality in relation to the overall workforce composition of the CPS. Identified recommendations will no longer be included within this report and appropriate actions will be identified for inclusion within the CPS Diversity Delivery Plan.

Executive Summary

The Equality in Employment report provides a detailed analysis of the CPS workforce data between 1 April 2011 and 31 March 2012. The analysis considers the following protected groups: race/ethnicity, gender, disability, age, religion and belief and sexual orientation. Where appropriate, reference is also made to working patterns and other relevant findings. The analysis also captures the differences in workforce representation between administrative and legal staff data.

The CPS workforce currently stands at 7726 compared with 8382 in 2010-11, a reduction of 656 (7.83%).

In comparison with the Civil Service, the CPS continues to be one of the most diverse departments across White Hall.

Workforce Representation

Declaration Rates

- **Gender** - The CPS has 100% declaration rates for gender for the period of this report.
- **Ethnicity**- Ethnicity declaration rates increased from 87.8% in 2010-11 to 88.2% in 2011-12.
- **Disability** - Declaration rates for disability remained static at 90.3% in 2011-12 as in 2010-11.
- **Sexual Orientation** – Declaration rates were 59.3% in 2010-11 and have increased to 61.1% in 2011-12.
- **Religion or Belief** (or none) - Declaration rates were 58.5% in 2010-11 and increased to 60.5% in 2011-12.
- **Age** - The CPS has a 100% declaration rate for age for the reporting period 2011-12 as in all previous years.

Workforce Profile

- **Gender** - The percentage of women in the workforce has decreased slightly by 0.1% during the reporting period from 66.7% in 2010-11 to 66.6% in 2011-12.
- **Ethnicity** - The percentage of Black and Minority Ethnic (BME) employees has increased slightly from 15% in 2010-11 to 15.2% in 2011-12.

- **Disability** - The number of disabled employees decreased slightly from 5.8% (486) to 5.7% in 2011-12.
- **Sexual Orientation** – 1.91% of CPS staff declared that they were Lesbian, Gay or Bisexual (LGB).
- **Religion or Belief** - Of the 51.39% of staff who declared a Religion or Belief, Christians were by far the most represented group in the CPS comprising 37.6%.
- **Age** -The CPS workforce comprises of staff from age 16 to over 65. 23.43% of staff are within the 16-34 age ranges, 51.10% of staff are aged between 35 - 49 and 25.47% fall within the over 50 category.

Staff Representation by Grade

- **Gender** - Women are represented at all grades.
- **Ethnicity** - BME employees are also represented at all grades in the CPS.
- **Disability** - Disabled employees are represented at most grades apart from Senior Crown Advocate, Crown Prosecutor and Senior Civil Servant (SCS) levels.
- **Sexual Orientation** – LGB staff are represented at most grades except Senior Civil Servant (SCS), Chief Crown Prosecutor (CCP) and Senior Crown Advocate (SCA) grades.
- **Religion or Belief** – 54.47% (2363) of administrative grades and 57.04% (1741) of legal grades declared a religion.
- **Age** - Staff of all age groups (16-34, 35-49 and 50+) are represented across most grades, except the 16-34 age group at Level E/Grade 6, SCS and Principal Crown Advocate grades.

Employment Policies and Practices

Variable Working Patterns

Overall there is a small decrease in the number of staff working variable working patterns from 27.99% (2347) in 2010-11 to 28.42% (2196) in 2011-12. Variable working consists of full-time compressed and part time, in 2011-12 the figures under each category was 280 and 1916 respectively. The breakdowns for the protected groups are as follows:

Gender – 28.93% (81) of men worked full time compressed hours and 8.46% (162) worked part time, while 71.07% (199) of women worked full time compressed and 91.54% (1754) worked part time.

- **Ethnicity** – 27.86% (78) of BME staff worked full time compressed hours and 13.41% (257) worked part time.
- **Disability** – 7.14% (20) of disabled staff worked full time compressed while 6.99% (134) worked part time.
- **Sexual Orientation** – 51.79% (145) of LGB staff worked full time compressed while 50.57% (969) worked part time.
- **Religion or Belief** – 50% (140) of staff who declared a religion worked full time compressed hours while 47.18% (904) worked part time.
- **Age** - All age groups work variable working patterns, the largest single group is the 35-49 age group with 59.29% (166) working full time compressed hours and 61.85% (1185) working part time.

Grievances

0.34% (26) of CPS staff raised a grievance which was finalised in this reporting period. We have not produced any data on final outcome because of the low numbers in some of the protected categories (below 10).

- **Gender** – 69.23% (18) of grievances lodged during the reporting period were raised by women.
- **Ethnicity** – 19.23% (5) of grievances were raised by BME staff.
- **Disability** – 7.7% (2) of grievances were raised by disabled staff
- **Sexual Orientation** – 8% (2) of grievances were raised by LGB staff.
- **Religion or Belief** – 50% (13) of grievances were raised by staff who declared a religion or belief.

- **Age** - Grievances were raised across all age groups. However, most equality related grievances were raised by staff within the age group 35-49 at 57.69%.

Poor Performance Management

0.23% (18) of all staff was subject to formal performance meetings during this reporting period. There is no final outcome because of the low numbers (less than 10) in some of the protected categories.

- **Gender** – 50% (9) of the staff subject to formal meetings under the poor performance policy were women.
- **Ethnicity** – 16.7% (3) of staff subject to formal meetings under the poor performance policy were BME.
- **Disability** – 11.1% (2) of the staff subject to formal meetings under the poor performance policy were disabled.
- **Sexual Orientation** - No LGB staff were subject to formal poor performance procedures during this period.
- **Religion or Belief** – 55.55% (10) of staff who declared a religion had the highest number of poor performance meetings.
- **Age** - The age groups with the highest number of poor performance meetings was the 35-49 at 50% (9) and the over 50s age group at 44.44% (8). The group with the lowest number of performance meetings was the 16-34 age group 5.55% (1).

Disciplinary

- 0.70% (54) of CPS staff were subject to disciplinary proceedings which were finalised in the reporting year. The final outcome figures have not been broken down because of the low numbers (below 10) in some categories.
- **Gender** – 46.30% (25) of staff subject to disciplinary procedures were women.
- **Ethnicity** - 25.93% (14) of staff subject to disciplinary procedures were BME.
- **Disability** – 11.11% (6) of staff subject to disciplinary procedures were disabled.

- **Sexual Orientation** – 3.70% (2) of staff subject to disciplinary procedures were LGB staff.
- **Religion or Belief** – 48.15% (26) of staff subject to disciplinary procedures declared their religion or belief.
- **Age** - The breakdown for the age categories are as follows :-
 - 16-34 - 9.26% (5)
 - 35-49 - 64.81% (35)
 - 50+ - 25.93% (14)

Attendance Management

The average working days lost in 2011-12 through sickness absence in the CPS was 8.5 days slightly down from 8.9 days in 2010-11, this figure was above the Civil Service average of 7.6 days.

11.99% (926) of CPS staff were subject to formal attendance meetings this year and of this figure 31.75% (294) were subject to formal action arising from these meetings.

- **Gender** – 72.25% (669) of staff subject to formal attendance meetings were women, as were 30.6% (205) of staff who were subject to formal action following these meetings.
- **Ethnicity** - 13.93% (129) of the staff who were subject to formal attendance meetings were BME, of this figure 31.78% (41) were subject to formal attendance notices.
- **Disability** – 9.40% (87) of staff subject to formal attendance meetings were disabled and 47.13% (41) were subject to formal action following these meetings.
- **Sexual Orientation** – 2.27% (21) of staff subject to formal attendance meetings were LGB of this number, 33.33% (7) were subject to formal action following the meeting.
- **Religion or Belief** – 50.53% (468) of staff subject to formal attendance meetings declared a religion or belief and of this number, 30.13% (141) were subject to formal action following these meeting.
- **Age** - All age groups were the subject of formal attendance meetings and formal action. Age group 35-49 had the most formal meetings at 52.05% (482) with formal action being taken against 31.12% (150) following the meeting.

Employment Tribunals

0.22% (17) of CPS staff lodged a total of 21 Employment Tribunals (ETs) under 41 different heads of claim during the reporting period 2011-12.

- **Gender, Ethnicity and Disability** – 57.14% of the staff who lodged an ET were women, 42.86% were BME and 33.33% were disabled.
- **Sexual Orientation** – 71.43% (15) of staff who lodged an ET replied to the question about their sexual orientation and none stated that they were LGB.
- **Religion or Belief** – 71.43% (15) of staff replied to the religion or belief question of which 4.76% indicated that they had a religion or belief.
- **Age** – ETs were lodged by all age groups as follows:
 - 16-34 - 14.28% (3)
 - 35-49 - 52.38% (11)
 - 50+ - 33.33% (7)

About our Staff

Staff Engagement

The results from the Civil Service People survey conducted in October 2011 found that:

- The CPS' Employee Engagement Index (EEI) was 49%.
- 14% (715) of all staff stated that they had experienced discrimination at work, the figure for disabled staff was significantly higher at 30% and for BME staff was slightly higher at 18%. This represents an increase from the 2010 figures for disabled and BME staff from 28% and 16% respectively.
- 14% (715) of all staff stated they had experienced bullying and harassment at work compared to 30% of disabled staff and 17% of BME staff.

Recruitment and Retention

Applicant and appointment data is based on total numbers who applied from each protected group and the corresponding appointments.

During the reporting period, 319 internal applications were received and 64 appointments made and 1907 external applications were received and 72 appointments made.

- **Gender** – 59.5% (1135) of external applicants were women during 2011-12 compared to 56% in 2010-11. 65.28% (47) of the external appointments were women.

64.6% (206) of internal applicants were women during the year 2011-12 compared to 53.6% in 2010-11. 59.38% (38) of the internal appointments were women.

- **Ethnicity** – 21.6% of external applicants were BME compared to 39.7% in 2010-11. 31.9% (23) of external appointments were BME compared to 13.89% in 2010-11.

42.9% (137) of internal applicants were BME. 15.63% (10) of internal appointments were BME down from 16.8% in 2010-11.

- **Disability** - 7.76% of external applicants were disabled compared to 4.2% in 2010-11. 8.33% who declared a disability was appointed.

8.5% (27) of internal applicants were disabled compared to 4.8% (14) in 2010-11. 7.81% of internal appointments were disabled.

- **Sexual Orientation** – 2.5% (of external applicants were LGB and no one was appointed).

3.4% (of internal applicants were LGB and 4.69% of the 64 internal appointments made were LGB).

- **Religion or Belief** - The largest number of external applications received were from applicants who declared a religion at 71.79% (1369) and of the 72 external appointments, 69.44% (50) were those who declared a religion or belief. 11.6% (37) of applicants stated that they had no religion or belief and 19.44% (14) of appointments were from this group.

At 82.76% (264) of the 319 applications received internally were from staff who had declared a religion or belief. 64 appointments were made internally of these 87.5% (56) had declared a religion or belief.

- **Age** - External applications were received from all age groups during this reporting period with the largest number of applications from the 20-24 and 25-29 year olds at 47.7% (910). The age group with the lowest representation were the 60+ group at just over 1%.

Internal applications and appointments were evenly spread across all age groups except the age 55 which saw a 1.56% internal appointment.

Take up of Childcare Vouchers

These benefits are open to all staff with childcare responsibilities. During the reporting period, 12.44% (961) of staff took advantage of the childcare vouchers.

- **Gender** - 76.90% (739) of staff who took advantage of the childcare voucher scheme were women.
- **Race** – 19.04% (183) of staff who took advantage of the scheme were BME.
- **Disability** – 3.54% (34) of staff who took advantage of the scheme were disabled.
- **Sexual Orientation** – 0.10% of staff who took advantage of the voucher scheme were LGB.
- **Religion or Belief** - The largest single group of staff taking up the voucher scheme were Christians at 38.40% (369) and the second largest group were staff with no religion or belief at 7.60% (73). Take up of the scheme was quite evenly spread across all other groups.

- **Age** – The age group with the highest take up of the childcare voucher scheme was the 35-49 age group, who comprised of 71.58% (688) of all applicants.

Leavers

The retention rate over the reporting period was 9.3% which is lower than the public sector average of 9.9%. A total of 816 members of staff left the service during the reporting period 2011-12, of which 478 left under the Voluntary Exit Scheme.

- **Gender** – 69.36% (566) of staff who left the CPS in 2011-12 were women.
- **Race** – 12.38% (101) of staff who left the Department during the 2011-12 were BME.
- **Disability** – 8.33% (68) of staff who left the Department during the 2011-12 were disabled.
- **Sexual Orientation** – 1.23% of staff who left the Department during the 2011-12 were LGB.
- **Religion or Belief** - 53.55% (437) of leavers declared a religion or belief. Leavers were quite evenly distributed across all religious groups. 6.25% (51) of staff had no religion or belief.
- **Age** - The age group with the highest number of staff who left the Department during the 2011-12 was 35-49 at 31.13% (254).

Training

The overall training numbers for legal training dropped, this is due to the fact that in 2011-12 the CPS did not run a Crown Advocate Training Programme. The number of BME and Disabled staff who undertook legal training is proportionate to the workforce composition. For non-legal training, the take up of training opportunities for most protected groups remained consistent with their overall representation in the workforce. However, on average, 1.49% of LGB staff took advantage of training opportunities compared to their 4.84% representation in the workforce.

Key Findings

The analysis has identified a number of areas which may be inconsistent with the CPS workforce composition and may identify disproportionality

Declaration Rates

Declaration rates for religion and belief and sexual orientation are lower than for the other characteristics. Increased declaration rates will enable better analysis of the data in respect of these protected characteristics in future.

Senior Level Workforce Representation

- Senior representation for LGBT staff is low and as such a number of initiatives are being developed to tackle this issue including a Coaching Squared Programme targeted at LGBT staff and a Leadership programme in partnership with Stonewall.
- The Senior Civil Service target for the percentage of women in top management posts is 36%, as at October 2011 the CPS had exceeded this target by 4%. The target for BME staff in SCS positions is 13% and the CPS have again exceeded this target by 0.9%
- The target for disabled staff at SCS grade is 6.1%. The CPS has failed to meet this target as representation stands at 4.2%. A number of initiatives aimed at developing and supporting disabled staff to progress to more senior positions are being undertaken including Coaching Squared, The Civil Service Pathways programme.

Employment Policies and Procedures

The data has identified a number of areas which are inconsistent with the CPS workforce composition and as such require further investigation namely:

- Why a disproportionate number of staff within the 35-49 and over 50 age groups are subject to poor performance proceedings.
- Why a disproportionate number of BME staff are subject to disciplinary proceedings.
- Why a disproportionate number of disabled, BME, LGB and staff aged 35-39 are subject to formal action following attendance meetings

Staff Engagement

- The Staff Engagement index for bullying and harassment for BME and disabled staff is significantly higher than for other staff groups.

1. Workforce Representation

The CPS continues to work towards retaining and developing a diverse workforce across all grades and building a diverse talent pool from which it can recruit, retain and develop future leaders. This will enable greater improvements to the service that it provides to all communities.

1.1 Declaration Rates

The CPS continues to work in partnership with its Departmental Trade Unions (DTUS) and Staff Networks to raise awareness of the need to improve staff declaration rates and the quality of the equality data held by the organisation.

Data collected is used to improve the development and implementation of employment policies, to support equality impact assessments and to monitor the profile and progress of our workforce.

1.1.1 Findings - (Table A)

- The CPS has a 100% declaration rate in respect of gender and age for 2011/12.
- Ethnicity declaration rates have increase this year to 88.2% from 87.8%.
- Disability declaration rates have remained the same at 90.3%.
- Sexual Orientation declaration rates have increased from 59.3% to 61.1%.
- Religion or Belief declaration rates have increased from 58.5% to 60.5%.

Table A - Workforce declaration rates for all protected characteristics

Workforce Declaration Rates	2010/11	2011/12
Gender	100%	100%
Age	100%	100%
Ethnicity	87.8%	88.2%
Disability	90.3%	90.3%
Sexual Orientation	59.3%	61.1%
Religion or Belief	58.5%	60.5%

1.1.2 Comments/Analysis

The percentage of employees who have declared their personal information has improved over the reporting period in relation to all protected groups; however, the declaration rate for sexual orientation and religion or belief, although improving, are still notably lower than the declaration rates for other protected groups.

1.2 Workforce Profile

The CPS has one of the most representative workforce profiles across the Civil Service. It continues to work towards recruiting, retaining and developing a diverse workforce across all grades in order to build a diverse talent pool from which it can develop and recruit future leaders.

1.2.1 Findings - (Figs A, B & Tables B, C, D)

- **Gender** - The percentage of women in the workforce decreased from 66.67% in 2010-11 to 66.63% in 2011-12.
- **Race** - The percentage of BME employees increased from 15.00% to 15.25%.
- **Disability** - The percentage of disabled employees decreased slightly to 5.75% from 5.85% in 2010-11.
- **Sexual Orientation** - The percentage of LGB employees in the workforce also decreased slightly to 1.88% from 1.90%.
- **Religion or Belief** – The percentage of staff who declared a religion or belief stood at 51.39% of the total workforce.
- **Age** - The age groups with the highest representation are the 35-49 age group at 52.04%.

Figure A - Workforce representation trends for 2010/11 – 2011/12 in percentages

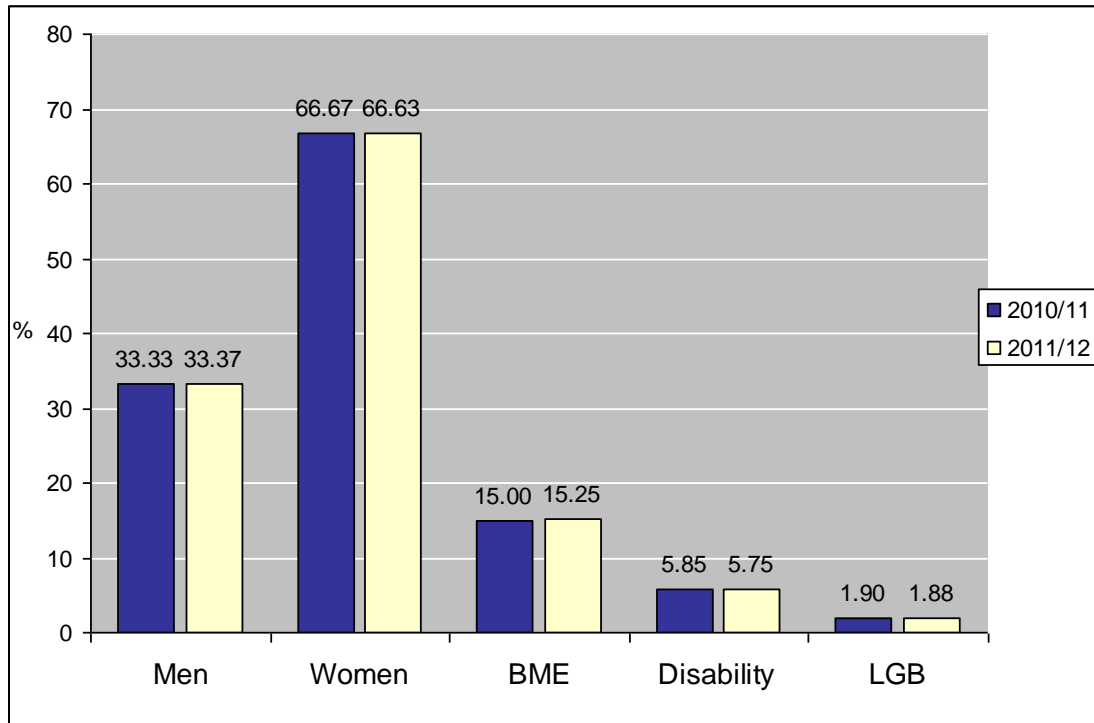


Table B - Ethnicity of employees

Ethnicity	Breakdown	Total
Asian Bangladeshi	0.49%	7.08%
Asian Indian	3.96%	
Asian Pakistani	1.40%	
Asian other	0.76%	
Mixed Asian and White	0.47%	
Black African	2.55%	6.11%
Black Caribbean	2.50%	
Mixed Black African and White	0.26%	
Mixed Black Caribbean and White	0.49%	
Black other	0.31%	
Chinese	0.43%	0.43%
Other mixed ethnic background	0.70%	1.63%
Other ethnic background	0.93%	
White	70.63%	72.99%
White British	2.02%	
White Irish	0.09%	
Other White	0.25%	
Refusal /Prefer not to say	4.17%	
No reply	7.58%	11.75%
Total	100%	100%

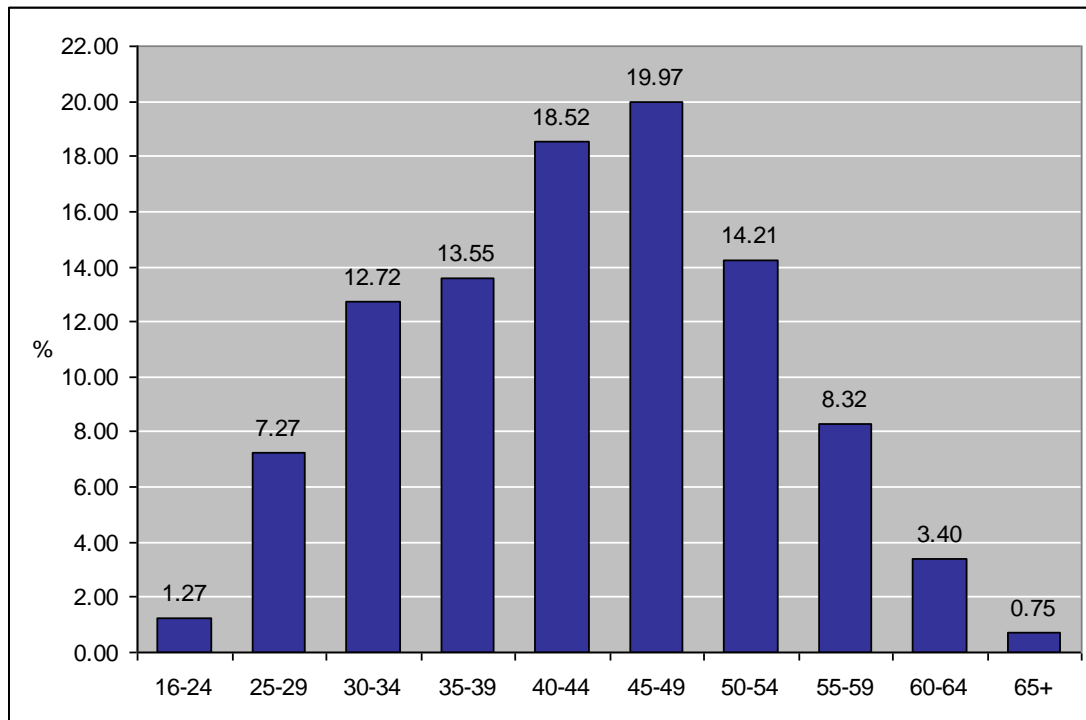
Table C - Sexual orientation of employees

Sexual orientation	Percentage of total workforce
Bisexual Man	0.26%
Bisexual Women	0.25%
Gay Women/Lesbian	0.99%
Gay Man	0.41%
Heterosexual Man	17.94%
Heterosexual Women	37.92%
Other	2.96%
Prefer Not to Say	0.78%
No Reply	38.92%

Table D - Religion of employees

Religion	Percentage of total workforce
Agnostic	2.71%
Atheist	3.61%
Baha'i	0.04%
Buddhist	0.50%
Christian	37.60%
Hindu	1.32%
Jewish	0.43%
Muslim	1.88%
Pagan	0.39%
Sikh	1.01%
Other	1.90%
No Religion	8.36%
Declined to Specify	0.74%
No reply	39.52%

Figure B - Age distribution of staff in percentages



1.2.2 Comment/Analysis

In relation to disability our staff profile has decreased slightly to 5.78 down from 5.85% in 2010-11. This is lower than the Civil Service average of 8.3%. The CPS has seen a significant number of staff leave as a result of the voluntary release scheme, this may account for the small fall in the number of disabled staff leaving the service.

BME staff representation is at 15.25% up from 15% in 2010-11. Although this indicates a slight increase in representation, it is higher than the Civil Service representation at 9.3% (published by Office for National Statistics).

1.3 Staff Representation by Grade

By increasing the diversity of our workforce across all grades we can help to ensure that we have the capability and requisite understanding to deliver appropriate high quality services to all of the communities we serve.

1.3.1 Findings – (Tables E, F, G, H & I)

- **Gender** - Women were represented at all grades in the CPS, but they are significantly under represented at the Principal Crown Advocate (PCA) grade at 14.29% (2 of 14 PCA posts).
- **Race** - BME employees were represented at all grades in the CPS. At the most senior grades including Chief Crown Prosecutor (CCP) and Senior Civil Servant (SCS) representation is up from 23.52% in 2010-11 to 24.36% in 2011-12. This compares with the Civil Service representation at 4.9% for SCS and 7.1% for Grades 6 and 7. The CPS has maintained its BME staff levels at senior grades despite going through a difficult period of staff reductions.
- **Disability** - Most grades reflected an overall increase in disabled staff representation during this reporting period apart from the SCS grade where there is no representation at all. There is also no representation at SCA and CP grades.
- **Sexual Orientation** - LGB staff were represented at all grades except SCA, SCS and CCP. Due to the low declaration rates in respect of sexual orientation we do not know whether this is a true representation of our workforce profile.
- **Religion or Belief** - All other religious groups are represented in proportion to their representation in the workforce. 54.47% OF employees who declared a religion or belief were of administrative grades, while 51.39% were legal grades.

Figure C - Gender proportion by admin grades in percentages

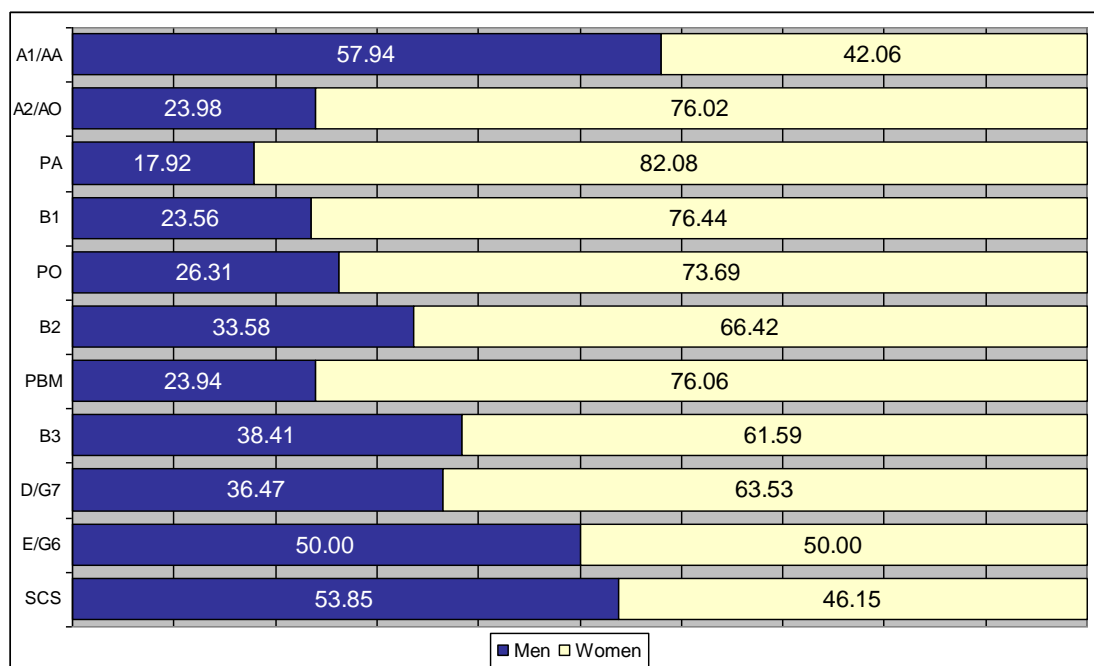


Figure D - Gender proportion by legal grades in percentages

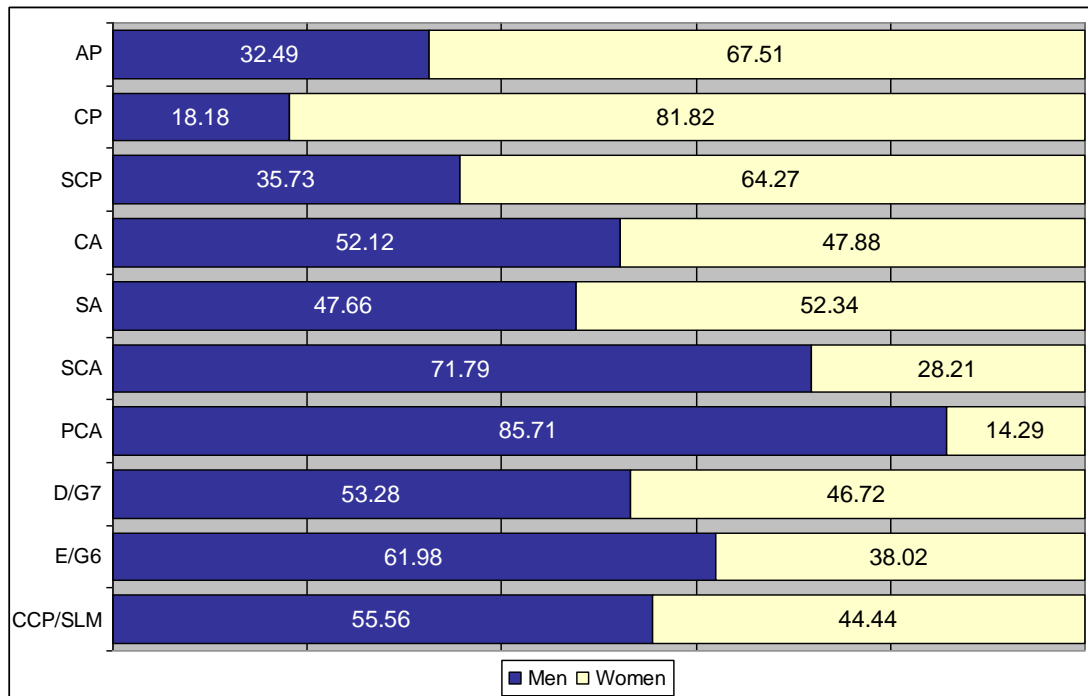


Table E - Ethnicity of employees by grade

Grade	BME	White	Ethnicity Unknown	Total Number of Staff
ADMIN				
A1/AA	9.52%	73.81%	16.67%	126
A2/AO	17.60%	72.74%	9.66%	1739
Paralegal Assistant	19.58%	70.42%	10.00%	240
B1/EO/LT	14.95%	75.84%	9.21%	836
Paralegal Officer	16.22%	69.73%	14.05%	783
B2/HEO/LO	16.24%	76.01%	7.75%	271
Paralegal Business Manager	14.08%	80.28%	5.63%	71
B3/SEO	10.87%	81.88%	7.25%	138
D/G7	15.29%	78.82%	5.88%	85
E/G6	2.78%	94.44%	2.78%	36
SCS	7.69%	76.92%	15.38%	13
ADMIN TOTAL	16.16%	73.63%	10.21%	4338
LEGAL				
Associate Prosecutor	12.67%	75.12%	12.21%	434
Crown Prosecutor	13.64%	54.55%	31.82%	22
Senior Crown Prosecutor	15.57%	70.97%	13.46%	1657
Crown Advocate	12.27%	72.58%	15.15%	660
Specialist Prosecutor	14.06%	63.28%	22.66%	128
Senior Crown Advocate	7.69%	82.05%	10.26%	39
Principal Crown Advocate	7.14%	42.86%	50.00%	14
D/G7	12.36%	76.83%	10.81%	259
E/G6	14.05%	73.55%	12.40%	121
CCP/SLM	16.67%	83.33%	0.00%	54
LEGAL TOTAL	14.08%	72.17%	13.75%	3388
Total	15.25%	72.99%	11.77%	7726

Table F - Disabled employees by grade

Grade	Declared Disabled	Declared Non Disabled	Undeclared Status	Total Number of Staff
ADMIN				
A1/AA	10.32%	80.95%	8.73%	126
A2/AO	6.73%	84.70%	8.57%	1739
Paralegal Assistant	3.75%	89.17%	7.08%	240
B1/EO/LT	5.50%	88.76%	5.74%	836
Paralegal Officer	4.85%	84.80%	10.34%	783
B2/HEO/LO	5.54%	91.51%	2.95%	271
Paralegal Business Manager	8.45%	91.55%	0.00%	71
B3/SEO	7.25%	89.86%	2.90%	138
D/G7	5.88%	90.59%	3.53%	85
E/G6	8.33%	86.11%	5.56%	36
SCS	0.00%	69.23%	30.77%	13
ADMIN TOTAL	6.04%	86.42%	7.54%	4338
LEGAL				
Associate Prosecutor	4.84%	86.18%	8.99%	434
Crown Prosecutor	0.00%	81.82%	18.18%	22
Senior Crown Prosecutor	5.55%	79.84%	14.60%	1657
Crown Advocate	5.61%	82.88%	11.52%	660
Specialist Prosecutor	2.34%	81.25%	16.41%	128
Senior Crown Advocate	0.00%	87.18%	12.82%	39
Principal Crown Advocate	7.14%	85.71%	7.14%	14
D/G7	8.11%	82.24%	9.65%	259
E/G6	4.13%	89.26%	6.61%	121
CCP/SLM	3.70%	94.44%	1.85%	54
LEGAL TOTAL	5.37%	82.17%	12.46%	3388
Total	5.75%	84.56%	9.69%	7726

Table G - Sexual orientation of employees by grade

Grade	LGB	Heterosexual (Straight) Man/Woman	Other	Prefer Not to Say/Declined to specify	No Reply	Grand Total
ADMIN						
A1/AA	0.79%	60.32%	2.38%	0.00%	36.51%	126
A2/AO	1.09%	61.53%	2.01%	0.58%	34.39%	1739
Paralegal Assistant	0.83%	57.92%	2.08%	0.83%	37.92%	240
B1/EO/LT	1.44%	66.39%	4.43%	1.32%	25.96%	836
Paralegal Officer	1.28%	49.30%	1.53%	1.28%	46.62%	783
B2/HEO/LO	2.95%	73.06%	2.58%	0.37%	21.03%	271
Paralegal Business Manager	2.82%	70.42%	2.82%	1.41%	22.54%	71
B3/SEO	2.90%	73.91%	0.72%	0.72%	21.01%	138
D/G7	5.88%	68.24%	3.53%	0.00%	22.35%	85
E/G6	2.78%	75.00%	0.00%	0.00%	22.22%	36
SCS	0.00%	69.23%	7.69%	0.00%	23.08%	13
ADMIN TOTAL	1.48%	61.55%	2.44%	0.83%	33.40%	4338
LEGAL						
Associate Prosecutor	0.46%	51.15%	1.38%	1.15%	45.85%	434
Crown Prosecutor	4.55%	45.45%	4.55%	0.00%	45.45%	22
Senior Crown Prosecutor	1.75%	45.99%	2.11%	0.42%	49.49%	1657
Crown Advocate	1.97%	46.36%	2.73%	0.76%	48.03%	660
Specialist Prosecutor	1.56%	45.31%	10.94%	0.78%	40.63%	128
Senior Crown Advocate	0.00%	48.72%	5.13%	0.00%	46.15%	39
Principal Crown Advocate	14.29%	21.43%	0.00%	7.14%	57.14%	14
D/G7	3.09%	59.46%	2.32%	1.16%	33.98%	259
E/G6	4.13%	58.68%	5.79%	1.65%	29.75%	121
CCP/SLM	0.00%	75.93%	5.56%	0.00%	18.52%	54
LEGAL TOTAL	1.83%	48.58%	2.72%	0.71%	45.99%	3388
Total	1.63%	55.86%	2.56%	0.78%	38.92%	7726

Table H - Religion or belief of employees by grade

Grade	Agnostic	Atheist	Baha'i	Buddhist	Christian	Hindu	Jewish	Muslim	Pagan	Sikh	Other	No Religion or Belief	Prefer Not to Say/	No Reply	Grand Total
ADMIN															
A1/AA	0.00%	1.59%	0.00%	0.00%	40.48%	0.79%	0.00%	5.56%	1.59%	0.00%	4.76%	7.94%	0.79%	36.51%	126
A2/AO	2.82%	3.34%	0.06%	0.46%	37.78%	1.84%	0.17%	2.59%	0.52%	1.32%	2.36%	11.21%	0.46%	35.08%	1739
Paralegal Assistant	4.58%	2.08%	0.00%	0.42%	29.17%	2.50%	0.00%	4.58%	1.25%	0.42%	2.92%	11.25%	2.50%	38.33%	240
B1/EO/LT	1.91%	4.19%	0.00%	0.84%	44.14%	2.03%	0.12%	1.79%	0.24%	0.96%	1.79%	11.48%	1.32%	29.19%	836
Paralegal Officer	2.94%	2.55%	0.00%	0.26%	33.08%	1.66%	0.26%	1.28%	0.26%	0.77%	1.92%	7.92%	0.89%	46.23%	783
B2/HEO/LO	2.58%	5.54%	0.00%	0.74%	50.18%	1.11%	0.00%	2.21%	0.00%	1.48%	2.58%	12.18%	0.74%	20.66%	271
Paralegal BM	4.23%	2.82%	0.00%	1.41%	46.48%	1.41%	0.00%	4.23%	0.00%	0.00%	7.04%	5.63%	1.41%	25.35%	71
B3/SEO	4.35%	8.70%	0.00%	2.17%	50.00%	0.00%	0.72%	0.72%	0.00%	1.45%	2.17%	9.42%	0.00%	20.29%	138
D/G7	3.53%	8.24%	0.00%	1.18%	49.41%	1.18%	1.18%	2.35%	1.18%	0.00%	0.00%	9.41%	0.00%	22.35%	85
E/G6	0.00%	8.33%	0.00%	0.00%	55.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	11.11%	0.00%	25.00%	36
SCS	0.00%	15.38%	0.00%	0.00%	61.54%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	23.08%	13
Admin Total	2.72%	3.71%	0.02%	0.58%	39.51%	1.71%	0.18%	2.31%	0.44%	1.01%	2.28%	10.42%	0.83%	34.28%	4338
LEGAL															
Associate Prosecutor	2.53%	3.23%	0.00%	0.00%	35.71%	0.46%	0.69%	1.38%	0.00%	1.38%	0.92%	8.06%	0.92%	44.70%	434
Crown Prosecutor	4.55%	0.00%	0.00%	0.00%	18.18%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	13.64%	0.00%	63.64%	22
Senior CP	2.53%	3.32%	0.06%	0.60%	33.07%	0.91%	0.60%	1.57%	0.54%	1.15%	1.27%	4.77%	0.42%	49.19%	1657
Crown Advocate	3.48%	3.18%	0.15%	0.15%	34.24%	0.76%	0.45%	0.91%	0.15%	0.45%	1.67%	6.36%	0.45%	47.58%	660
Specialist Prosecutor	2.34%	3.91%	0.00%	0.00%	39.84%	0.00%	1.56%	1.56%	0.78%	0.78%	1.56%	0.00%	1.56%	46.09%	128
Senior CA	2.56%	5.13%	0.00%	0.00%	28.21%	2.56%	0.00%	2.56%	0.00%	0.00%	5.13%	7.69%	0.00%	46.15%	39
Principal CA	7.14%	0.00%	0.00%	0.00%	21.43%	0.00%	7.14%	0.00%	0.00%	0.00%	0.00%	0.00%	7.14%	57.14%	14
D/G7	3.09%	4.25%	0.00%	0.39%	44.02%	1.16%	0.77%	0.00%	0.00%	1.16%	2.32%	7.34%	0.77%	34.75%	259
E/G6	0.00%	6.61%	0.00%	1.65%	42.98%	1.65%	2.48%	0.83%	0.00%	0.00%	0.83%	7.44%	0.83%	34.71%	121
CCP/SLM	1.85%	3.70%	0.00%	0.00%	50.00%	0.00%	1.85%	5.56%	0.00%	3.70%	1.85%	7.41%	1.85%	22.22%	54
Legal Total	2.69%	3.48%	0.06%	0.41%	35.15%	0.83%	0.74%	1.33%	0.32%	1.00%	1.42%	5.73%	0.62%	46.22%	3388
ALL CPS	2.71%	3.61%	0.04%	0.50%	37.60%	1.32%	0.43%	1.88%	0.39%	1.01%	1.90%	8.36%	0.74%	39.52%	7726

Table I - Age of employees by grade

Grade	16-34	35-49	50+	Total Number of Staff
ADMIN				
A1/AA	32.54%	30.16%	37.30%	126
A2/AO	32.60%	43.88%	23.52%	1739
Paralegal Assistant	62.08%	29.17%	8.75%	240
B1/EO/LT	24.52%	54.19%	21.29%	836
Paralegal Officer	16.86%	61.56%	21.58%	783
B2/HEO/LO	21.03%	61.25%	17.71%	271
Paralegal Business Manager	18.31%	60.56%	21.13%	71
B3/SEO	16.67%	60.14%	23.19%	138
D/G7	7.06%	55.29%	37.65%	85
E/G6	0.00%	58.33%	41.67%	36
SCS	7.69%	38.46%	53.85%	13
ADMIN TOTAL	27.52%	50.05%	22.43%	4338
LEGAL				
Associate Prosecutor	26.73%	54.38%	18.89%	434
Crown Prosecutor	72.73%	22.73%	4.55%	22
Senior Crown Prosecutor	14.91%	53.53%	31.56%	1657
Crown Advocate	7.12%	58.33%	34.55%	660
Specialist Prosecutor	11.72%	57.03%	31.25%	128
Senior Crown Advocate	2.56%	71.79%	25.64%	39
Principal Crown Advocate	0.00%	64.29%	35.71%	14
D/G7	1.93%	54.83%	43.24%	259
E/G6	0.83%	47.93%	51.24%	121
CCP/SLM	1.85%	50.00%	48.15%	54
LEGAL TOTAL	13.25%	54.60%	32.14%	3388
Total	21.27%	52.05%	26.69%	7726

1.3.2 Comment/Analysis

The CPS restructuring programme which commenced in 2009/10, led to a significant reduction in the number of SCS posts in the last reporting period. The outcome has been mixed, female and BME representation levels have improved but representation levels for disabled staff and declaration rates for LGB staff remains at 0%.

1.4 Variable Working Patterns

In order to respond positively to change and deliver its business objectives, the CPS seeks to employ, develop and engage a competent and flexible workforce.

Variable working patterns assist employees in maintaining a positive work/life balance and include: part time, job share, compressed hours, annualised hours, part year working and partial retirement.

1.4.1 Findings - (Table J)

- **Gender** - The total percentage of the workforce who partake in variable working increased slightly to 28.42% (2196) from 27.99% (2347). Due to the reduction in CPS headcount this year the actual number of staff with variable working patterns has decreased even though the percentage as part of the overall workforce has increased.

The percentage of women with a variable working pattern stands at 37.94% compared with 37.35% in 2010-11.

Women account for 71.07% of staff working full time compressed hours and 91.54% of all part time workers.

The percentage of men who work variable working patterns rose slightly from 9.27% in 2010-11 to 9.42% this year.

- **Race** - The percentage of BME staff with a variable working pattern increased by 0.68% from 27.76% in 2010-11 to 28.44% in this reporting period.

BME staff account for 27.86% of the staff who work full time compressed hours and 13.41% of all part time workers.

- **Disability** - The percentage of disabled employees with a variable working pattern stands at 34.68%.

Disabled staff account for 4.50% of staff working compressed hours and 30.18% of part time workers.

- **Sexual Orientation** – The percentage of LGB staff who work a varied work pattern stands at 0.73% (16) a fall from 0.81% in 2010-11.

- **Religion or Belief** - The religious group that accounts for the largest percentage of staff working variable working patterns are Christian at 29.08% a fall of 8.13% in 2010-11, this is followed by staff with no religion or belief at 18.11%. Other groups had representation proportionate to their workforce representation. A substantial number of staff 39.52% (3053) did not reply.

- **Age** - The age group of staff most likely to work variable working patterns were the 35-49 age group at 61.52%.

Table J - Working patterns of employees by protected characteristics

Gender	Full Time	Full Time Compressed	Part Time
Men	2335	81	162
Women	3195	199	1754
Race			
BME	843	78	257
White	4036	169	1434
Ethnicity Unknown	651	33	225
Disability			
Declared Disabled	290	20	134
Declared Non Disabled	4756	232	1545
Undeclared Status	484	28	237
Sexual Orientation			
Heterosexual Men/Women	3203	145	969
LGB	129	6	10
No Reply	1998	119	890
Other	150	10	38
Prefer Not to Say	51	0	9
Religion			
Christian	2060	107	732
No Religion or Belief	529	14	103
No Reply	2054	121	878
All Other Religions	836	38	191
Age			
16-34	1348	26	269
35-49	2670	166	1185
50+	1512	88	462

1.4.2 Comment/Analysis

Although all protected groups take advantage of flexible working arrangements, women continue to make up the majority of staff with variable working patterns. Therefore, any policies, practices or processes that relate to or impact on variable working patterns e.g. restructuring exercises and/or office re-location will potentially have a greater impact on women than people with other protected characteristics.

2.0 Employment Policies and Practices

The CPS is committed to fair employment policies and practices therefore we monitor the implementation of our policies, with a view to identifying trends and addressing any areas of potential or actual disproportionality.

2.1 Grievances

This section reflects the number of grievances finalised (i.e. that have an outcome) during 2011-12.

For the purposes of this report, examples of grievances include bullying, discrimination, humiliation and different treatment, harassment, race discrimination, racial harassment, sex discrimination, disability discrimination, victimisation, bullying, misuse of confidential information, invasion of privacy, intimidation and requests for being allowed to work a variable working pattern.

Outcomes of grievances which were part upheld, withdrawn or employee resigned during the grievance process have been combined as the numbers were too low in these groups to allow data to be reported separately.

2.1.1 Findings – (Table K)

- 0.34% (26) of staff raised a grievance which was finalised in this period. None of these grievances were fully upheld.
- **Gender** – 69.23% (18) of the grievances were from women, this compares with 56.76% in 2010-11.
- **Race** - 19.23% (5) of staff who raised a grievance were from BME communities. This compares with 13.51% (5) in 2010-11. The figures show no change as they are proportionate to the BME workforce representation for both years.
- **Disability** – 7.7% (2) of staff who raised a grievance were disabled, in 2010-11 the figure was 13.51%.
- **Sexual Orientation** – 7.7% (2) of staff who raised a grievance were LGB, this compares to 2.71% last year.
- **Religion or Belief** – 50% (13) of grievances raised were from staff who declared a religion or belief.
- **Age** - Grievances were lodged by all age groups with the largest number from the 35-49 age group at 57.69% (15).

Table K - Number of grievances by protected characteristics

Gender		Sexual Orientation	
Men	8	Heterosexual Men/Women	11
Women	18	LGB	2
		No Reply	12
Race		Religion	
BME	5	Christian	7
White	18	No Religion or Belief	1
Ethnicity Unknown	3	No Reply	12
		All Other Religions	6
Disability		Age	
Declared Disabled	2	16-34	2
Declared Non Disabled	22	35-49	15
Undeclared Status	2	50+	8

2.1.2 Comment/Analysis

No grievances were fully upheld during 2011-12, continuing a trend seen in previous years. Data on cases taken to mediation in response to an informal or formal grievance is not recorded centrally. A total of 12 mediations were concluded nationally in the CPS in 2012.

The percentage of grievances raised by disabled staff has decreased since last year. This decrease reinforces a positive downward trend.

The percentage of grievances raised by BME employees increased in 2011 and although it appears disproportionately high, it is much smaller than the data suggests when considered in proportion to their workforce representation. There are 1,178 BME staff of which 5 have brought a grievance this represents 0.42% of BME staff. The figure for white staff is 6,548 of which 18 or 0.27% brought a grievance. Less than 1% of staff irrespective of race took out grievance proceedings.

The data suggests some disproportionality in the percentage of staff aged 35-49, however, as the numbers involved are so small it is difficult at this point to determine whether this is indicative of any specific trends or issues.

The data collected only reflects the demographics of employees who lodge a grievance, and not respondents. Therefore any differential impact on employees who are named as respondents cannot currently be ascertained.

2.2 Poor Performance Management

2.2.1 Findings – (Table L)

- 0.23% (18) of CPS staff were subject to formal performance meetings this reporting year. We are unable to report on the final outcome data as a result of these meetings because of the low numbers in some of the protected categories.
- **Gender** – 50% (9) of staff subject to formal performance meetings were women.
- **Race** – 16.7% (3) of staff subject to formal performance meetings were BME.
- **Disability** – 11.1% (2) of staff subject to formal performance meetings were disabled.
- **Sexual Orientation** - No declared LGB staff were the subject of poor performance meetings.
- **Religion or Belief** – 55.55% (10) of staff subject to formal performance meetings declared a religion or belief, they were followed by those who gave no reply at 33.33% (6).
- **Age** – Meetings and formal action were spread across all age groups with the largest single group being the over 50 age group at 50% (9) of all formal performance meetings

Table L - Number of formal performance meetings by protected characteristics

Gender	Total	Sexual Orientation	Total
Men	9	Heterosexual Men/Women	12
Women	9	LGB	0
		No Reply	6
Race	Total	Religion	Total
BME	3	Christian	9
White	13	No Religion or Belief	2
Ethnicity Unknown	2	No Reply	6
		All Other Religions	1
Disability	Total	Age	Total
Declared Disabled	2	16-34	1
Declared Non Disabled	14	35-49	9
Undeclared Status	2	50+	8

2.2.2 Comment/Analysis

The number of staff subject to formal poor performance procedures in 2011-12 is very low and there are no trends which stand out when looking at the figures broken down into the protected groups.

2.3 Disciplinary Proceedings

This section highlights the number of formal disciplinary cases that have been finalised during this reporting year, with an analysis of disciplinary outcomes.

“Final” outcomes encompass cases where the outcome was a final written warning and action short of dismissal, or dismissal. These outcomes have been combined where possible as numbers for some outcomes are too low to enable data to be reported separately and in some cases, no outcome figures given as to do so would violate the protocol of the prescribed minimum of 10 dataset.

2.3.1 Findings - (Table M)

- 0.7% (54) of CPS staff were subject to disciplinary cases that were finalised this year of which 35 resulted in a final outcome and no action was taken for 19 cases.
- **Gender** – 46.30% (25) of the staff subject to disciplinary procedures were women and 12 of the staff in cases where the subject of a final outcome. The remainder had no case to answer or received first written warnings.
- **Race** - 25.93% (14) of the staff subject to disciplinary procedures were BME as were 9 of the staff in cases where there was a final outcome. The remainder either had no case to answer or received first written warnings.
- **Disability** – 11.11% (6) of the staff subject to disciplinary procedures were disabled, 3 of these cases had a final outcome.
- **Sexual Orientation** – 3.70% (2) of the staff subject to disciplinary procedures were LGB. There was a final outcome in one of the two cases.
- **Religion or Belief** – 48.15% (26) of staff subjected to disciplinary proceedings declared a religion or belief. The largest religious group to declare were Christians at 33.33% (18) and of this number 11 had a final outcome.
- **Age** - The age groups most likely to be subject to disciplinary procedures were the 35-49 age group at 64.81% (35) and the over 50s at 25.92%

(14). In the 35-49 age group, 21 were subject to a final outcome. The remainder either had no case to answer or received first written warnings.

Table M - Number of disciplinary cases by protected characteristics

Gender	Total	Sexual Orientation	Total
Men	29	Heterosexual Men/Women	29
Women	25	LGB	2
		No Reply	20
Race	Total	Religion	Total
BME	14	Christian	18
White	36	No Religion or Belief	7
Ethnicity Unknown	4	No Reply	20
		All Other Religions	8
Disability	Total	Age	Total
Declared Disabled	6	16-34	5
Declared Non Disabled	45	35-49	35
Undeclared Status	3	50+	14

2.3.2 Comment/Analysis

The data suggests that there continues to be a disproportionate number of BME and disabled staff subject to disciplinary proceedings, when looked at in proportion to their respective workforce representations, however, the figures are relatively small.

The proportion of men with disciplinary proceedings against them is higher than that for women, but the difference in the figures are not significant. There does, however, appear to be an over representation of staff in the 35-49 age group, in 2010-11, the 50-54 group had the highest representation.

2.4 Attendance

High levels of attendance and performance are essential to achieving successful business delivery. With reduced resources, the CPS will continue to actively focus on maximising attendance and supporting employees to consistently deliver positive service delivery outcomes. The report includes all absence types including disability related absences but excludes disability special leave. Disability special leave is recorded separately.

2.4.1 Findings - (Table N)

- The average working days lost (AWDL) through sickness absence this year is 8.5 days down from 8.9 in 2010-11, but still above the Civil Service average of 7.6 days.
- **Gender** - The AWDL by women was 9.7 days and 6.2 for men.
- **Race** - The AWDL by BME employees is 9.5 days which is a drop from 10.6 days last year.
- **Disability** - The AWDL by disabled employees is 14.8 days compared to 19.5 in 2010-11; however, like last year, this figure includes all absence types including absence relating to disability but excludes disability special leave.
- **Sexual Orientation** - The AWDL for LGB staff is 5.43 down from 7.3 days in 2010-11.
- **Religion or Belief** - The religious group with the highest AWDL are those staff who declared they were from 'other' religions which was 11.6 days.
- **Age** - The age groups with the highest AWDL are the over 50 age group which was averaged at 11.4 days.

Table N - Average Working Days Lost (AWDL) through sickness absence from 2011-12

Attendance	2010/11	2011/12
Average Working Days Lost	8.9	8.5
Total Working Days Lost	74600	67307.5

Gender	Average Days Lost	Sexual Orientation	Average Days Lost
Men	6.2	Heterosexual Men/Women	7.6
Women	9.7	LGB	5.4
		No Reply	9.0
Race		Religion	
BME	9.5	Christian	8.0
White	9.7	Prefer Not to Say	7.8
Ethnicity Unknown	9.0	No Reply	9.0
		All Other Religions	9.3
Disability		Age	
Declared Disabled	14.8	16-34	7.0
Declared Non Disabled	7.9	35-49	8.4
Undeclared Status	9.3	50+	11.4

2.4.2 Findings - (Table O)

- **Gender** – (77.89%) 155 of women who were absent due to sickness absence were granted disability special leave as opposed to 44 (22.11%) of men.
- **Race** – (26.63%) 53 of BME employees were granted disability special leave due to sickness absence compared with 111 (55.78%) of white staff.
- **Disability** – 27.64% (55) of disabled staff were granted disability special leave due to sickness absence. The number of staff who were granted disability special leave was greater among staff who have not declared a disability 121 (60.80%) 121. The decision to grant disability special leave is considered by the line manager and the HRA and there are occasions where this leave is granted even though a member of staff has not declared a disability. However, this is an anomaly that would benefit from further analysis.
- **Sexual Orientation** – No declared LGB staff took disability special leave.
- **Religion or Belief** – 53.27% (106) of staff with a declared religion or belief who were absent due to sickness were granted disability special leave where Christians
- **Age** – In the 50+ age group, 47.75% (95) members of staff were granted disability special leave, while the figure for the 35-49 age group stands at 43.77% (87) members of staff granted disability special leave and under the 16-34 age group, only 17 members of staff.

Table O – Number of Sickness Absences where Disability Special Leave (DSPEC) was granted

Gender		Sexual Orientation	
Men	44	Heterosexual Men/Women	91
Women	155	LGB	0
		No Reply	81
		Other	1
Race		Religion	
BME	53	Christian	63
White	111	No Religion or Belief	5
Ethnicity Unknown	35	No Reply	87
		All Other Religions	43
		Other	1
Disability		Age	
Declared Disabled	55	16-34	17
Declared Non Disabled	121	35-49	87
Undeclared Status	23	50+	95

2.5 Attendance Management

During this reporting period, the CPS continued its focus on maximising attendance.

2.5.1 Findings – (Table P)

- 11.99% (926) of CPS staff were subject to formal attendance meetings this year and 31.75% (294) of CPS staff were subject to formal action arising from these meetings.
- **Gender** – 72.25% (669) of the staff who were subject to formal attendance meetings were women as were 30.60% (205) of the staff who were subject to formal action following these meetings.
- **Race** - 13.93% (129) of the staff who were subject to formal attendance meetings were BME of this figure 31.78% (41) were the subject of formal action following these meetings.
- **Disability** – 9.40% (87) of the staff who were subject to formal attendance meetings were disabled, of this figure 47.13% (41) were the subject of formal action following these meetings.
- **Sexual Orientation** – 2.27% (21) of the staff who were subject to formal attendance meetings were LGB and following the meetings, 33.33% (7) were the subject to formal action.
- **Religion and Belief** – 11.98% (926) of the workforce were subject to attendance management meetings and of this figure, 31.75% (294) were subject to formal action being taken. A large percentage of those subject to attendance meetings, 39.31% (364), did not declare a religion or belief and 32.14% (117) of this figure were subject to formal action being taken. The largest religious group who declared were Christians at 36.07% (334) and this resulted in 31.97% (94) being the subject of formal action.
- **Age** - Staff from all age groups were subject to attendance meetings and formal action. The majority of staff subject to attendance meetings and formal action fell into the 35-49 age groups.

Table P - Number of formal attendance meetings and formal action following meetings by protected characteristics

Gender	Formal meeting	Formal action following meeting	Sexual Orientation	Formal meeting	Formal action following meeting
Men	257	89	Heterosexual Men/Women	508	159
Women	669	205	LGB	21	7
			No Reply	365	119
Race		Religion			
BME	129	41	Christian	334	94
White	710	226	No Religion or Belief	87	32
Ethnicity Unknown	87	27	No Reply	364	117
			All Other Religions	134	47
Disability		Age			
Declared Disabled	87	41	16-34	187	73
Declared Non Disabled	753	223	35-49	482	150
Undeclared Status	86	30	50+	257	71

2.5.2 Comment/Analysis

The AWDL data indicates that women, have a higher AWDL than the CPS average as do disabled staff. The HR system introduced in 2011-12 distinguishes between sickness leave and disability leave so the data can be relied on statistically. The data in this report excludes leave granted as disability special leave.

2.6 Special Leave without Pay

This is the first year of reporting on number of absence instances of special leave without pay, so there is no previous data to compare these statistics with. In 2011-12, 3.2% (250) members of staff took special leave without pay.

2.6.1 Findings – (Table Q)

- **Gender** – 80.4% (201) of the total who took special leave without pay were women.
- **Race** – 16.80% (42) were BME who were absent through special leave without pay.
- **Disability** – 22.4% (56) of the numbers of absences of special leave without pay was taken by disabled employees.

- **Sexual Orientation** – There were no LGB staff that were absent through instances of special leave without pay.
- **Religion or Belief** – 58.8% (147) of staff who were absent through special leave without pay declared a religion or belief.
- **Age** - The age group who had the highest absence instances of special leave without pay was the 35-49 age group at 45.6% (114), they were followed closely by the 50+ at 38% (95).

Table Q – Number of Absence Instances of Special Leave without Pay

Gender		Sexual Orientation	
Men	49	Heterosexual Men/Women	168
Women	201	LGB	0
		No Reply	66
Race		Religion	
BME	42	Christian	108
White	173	No Religion or Belief	21
Ethnicity Unknown	35	No Reply	80
		All Other Religions	39
Disability		Age	
Declared Disabled	56	16-34	41
Declared Non Disabled	173	35-49	114
Undeclared Status	21	50+	95

2.7 Employment Tribunals

This section highlights the percentage of Employment Tribunals (ET) cases lodged during the reporting year. Information on final outcome is not available for each of the categories as the numbers are too low for publication. However, details on finalised outcomes for the 21 Employment Tribunals lodged during the reporting period 2011-12 are as follows: 52.38% were either withdrawn or dismissed/struck out, 38.09% of cases were either settled, conceded or part upheld. No ET was upheld in this period.

2.7.1 Findings – (Table P)

- 0.22% (17) of CPS staff lodged a total of 21 ETs this year, compared with 0.42% (36) of staff in 2010-11. There were 41 different heads of claim. The heads of claim most commonly raised were disability discrimination (10), race discrimination (7), unfair dismissal (6) and sex discrimination (6).
- **Gender** - Of the 21 ET cases, 57.14% (12) were lodged by women.

- **Race** – 42.86% (9) were lodged by BME staff.
- **Disability** – 33.33% (7) were lodged by disabled staff.
- **Sexual Orientation** - No ETs were lodged by LGB staff.
- **Religion or Belief** – 66.67% (14) of staff who lodged an ET declared a religion or belief.
- **Age** - The age groups that lodged the most ETs were the 35-49 age group at 52.38% (11) and were closely followed by the over 50+ age group at 33.33% (7).

Table R - Number of employment tribunals by protected characteristics

Gender	Total	Sexual Orientation	Total
Men	9	Heterosexual Men/Women	13
Women	12	LGB	0
		Other	2
		No Reply	6
Race	Total	Religion	Total
BME	9	Christian	5
White	11	No Religion or Belief	1
Ethnicity Unknown	1	No Reply	6
		Other Religions	9
Disability	Total	Age	Total
Declared Disabled	7	16-34	3
Declared Non Disabled	13	35-49	11
Undeclared Status	1	50+	7

Table S - Number of cases lodged between April 2011 and March 2012

	Numbers
Number of ET claims	21
Number of people	17
Number of different heads of claim	41
Heads of Claim	
Race Discrimination	7
Sex Discrimination	6
Disability Discrimination	10
Unfair dismissal	6
Age	0
Religion or Belief	2
Protected Disclosure	0
Victimisation	1

Unpaid Wages	0
Unauthorised Deduction of Wages	0
P/T Workers	0
Breach of Contract	2
Constructive Dismissal	2
Wrongful Dismissal	0
TU Activities/Membership	0
Whistle Blowing	1
Working Time Regulations	2
Equal Pay	0
Other (including failure to pay redundancy)	2
Total number of heads	41

2.7.2 Comment/Analysis

The 21 ETs lodged during 2011-12 represents a fall of 51.16% on the previous year's 43, indicating a positive downward trend with just over a quarter, 38.09% being settled between the parties before the conclusion of the tribunal.. Also significant is the drop in the numbers of women who took out ETs in 2011-12, a drop of 52%, from 25 to 12 cases. Although there appears to be significant drops in percentages for BME and LGB staff when compared with last year, they both remain disproportionately high when considering the total cases lodged.

3.0 About our Staff

The CPS is committed to employing a skilled, motivated, engaged and representative workforce.

3.1 Staff Engagement

Effective employee engagement results in employees feeling inspired, energised and motivated to give their best and be prepared to go the extra mile. It is critical to retaining key talent, succession planning and securing high levels of individual, team, organisational performance and service user satisfaction.

The Employee Engagement Index (EEI) is a key business measure. It goes beyond simply measuring how satisfied employees are. It can be defined as employees' willingness and ability to invest their personal effort in the success of the organisation.

The 2011 Staff Survey measured Employee Engagement and key drivers of engagement across the CPS. The response rate is the percentage of

those members of staff who are entitled to complete the survey who actually provide data for analysis. The survey had 5105 returns which are 66% of the total workforce and the employee engagement index was 49%.

The returns for the each of the protected categories were as follows:

- **Gender** – 28% (1430) were men who responded to the survey while 52.50% (2680) were women. The employee engagement figures for men and women are 50% and 52% respectively.
- **Race** – 9% (470) of those who responded were BME.
- **Sexuality** – 1.8% (90) of those who responded were LGB.
- **Religion or Belief** – 56.8% (2900) of those who responded had a religion or belief.
- **Disability** – 7.44% (380) members of staff who responded had a long-term illness, physical or mental disability.
- **Age** – 16-34 – 17.24% (880)
35-49 – 41.33 (2110)
50+ - 19.59% (1000)

[CSPS2012 highlight report for CPS\[1\].pdf](#)

One of the themes of the Civil Service People Survey 2010 relates to fairness and inclusion which comprised the following questions:

- I am treated fairly at work.
- I am treated with respect by the people they work with.
- I feel valued for the work that they do.
- I think the CPS respects individual differences (e.g. culture, working styles, backgrounds, ideas etc.).
- During the past 12 months have you personally experienced discrimination at work?
- During the past 12 months have you personally experienced bullying or harassment at work?

3.1.1 Findings – (Table T)

- The CPS' Employee Engagement Index (EEI) was 49% in 2011 a decrease of 4% from 2010 staff engagement index, which was 53%.
- The EEI for BME staff in 2011 was 51% down from 56% in 2010.
- The EEI for disabled employees was 42% which is significantly lower than the overall EEI for the CPS (-7%).

- The EEI of staff who declared a religion or belief (Christian, Hindu, Jewish, Muslim and Sikh) was on average 50.16%, which is slightly higher than the overall EEI for the CPS at 49%.
- Staff who declared no religion or belief had an EEI score of 49%.
- The EEI for LGB staff was 49%.
- The EEI for staff over 50 was 54% which is 5% higher than the overall; there were no difference from the overall EEI in relation to other age groups.
- 14% (715) of all staff stated they experienced discrimination at work; but, the figure for disabled was 13.42% (51) which is significantly lower than 2010-11 figure of 28%. The figure for BME staff was 14.25% (69).
- 14% (715) of staff stated they experienced bullying and harassment compared to 14.74% of disabled staff and 14.25% of BME staff.

Table T - The Employee Engagement Index for 2011 by protected characteristics

Gender	EEI 2010	EEI 2011	% Difference from CPS 2011 Average of 49
Men	52%	50%	+1
Women	54%	52%	+3
Race			
BME	56%	51%	+2
White	53%	51%	+2
Disability			
Declared Disabled	47%	42%	-7
Declared Non Disabled	54%	51%	+2
Sexual Orientation			
Heterosexual Men/Women	54%	51%	+2
LGB	49%	46%	-3
Religion			
Christian	56%	53%	+4
No Religion or Belief	50%	48%	-1
All Other Religions	55%	49%	0
Age			
16-34	53%	51%	+2
35-49	53%	52%	+3
50+	56%	54%	+5

3.1.2 Comment/Analysis

The CPS is going through a significant programme of change at the moment, which may account in part for the 2% drop in staff engagement, however, the broad variations in the EEI of different protected groups suggests the need to look more specifically into the experience of different protected groups, particularly disabled staff who have an EEI that is 7 points lower than the overall average.

3.2 Recruitment and Retention

The CPS realises that there are clear benefits in securing a representative workforce and that fair and effective recruitment and retention policies are central to attracting and retaining a diverse, motivated and flexible workforce.

3.2.1 External Applications

External applicants are defined as completed applications received against external campaigns which are open to CPS employees and applicants outside of the CPS and in reporting on findings, no distinction is made in relation to internal and external applications.

During the reporting period, the CPS received 1907 external applications and 3.77% (72) were appointed.

3.2.2 Findings – (Table U)

- **Gender** - Of those applicants who provided equality monitoring information, 59.5% (1134) were women and 39.38% (751) men.
- **Race** – 21.6% (412) of external applicants were BME.
- **Disability** – 7.76% (148) of external applicants were disabled.
- **Sexual Orientation** – 2.5% (56) of external applicants were LGB.
- **Religion or Belief** – 77.92% (1369) of staff who responded had a religion or belief while 22.03% had none. Representation was quite evenly spread across all religions and beliefs.
- **Age** - The largest single group of external applicants was the 16-34 age group who accounted for 59.94% of applications. This was, followed by the 35-49 age group at 26.37% (503). The age groups with the lowest representation were the 60+ at just over 2.10% (40).

3.2.3 External Appointments

3.2.4 Findings

- **Gender** - Of the 72 appointments, 65.3% (47) were women.
- **Race** – 31.9% (23) were from BME communities.
- **Disability** – 8.33% (6) who declared a disability was appointed.
- **Sexual Orientation** – No applicants who declared that they were LGB was appointed.
- **Religion or Belief** – 69.44% (50) of all appointments made declared a religion or a belief while 19.44% (14) had no religion or belief. 11.11% (8) did not respond to the question.
- **Age** - Appointments were spread across all age ranges.

3.2.5 Internal Applications

Internal Applicants are defined as completed applications received in response to internal campaigns.

During the reporting period, 319 applications were received from internal applicants and a total of 20.06% (64) appointments were made.

3.2.6 Findings - (Table S)

- **Gender** - Of those internal applicants who provided equality monitoring information, 64.6% (206) were women, 33.5% (107) men and 1.9% (6) did not declare their gender.
- **Race** - 42.9% (137) of internal applicants were BME.
- **Disability** – 8.5% (27) of internal applicants were disabled.
- **Sexual Orientation** – 3.4% (11) of internal applicants were LGB.
- **Religion or Belief** – 84.35% (264) of internal applications received declared a religion or belief.
- **Age** - Internal applications were quite evenly spread across all age groups.

3.2.7 Internal Appointments

3.2.8 Findings

- From the 319 internal applications, 20.06% (64) appointments were made.
- **Gender** – 59.38% (38) of the internal appointments were women.
- **Race** – 15.63% (10) of internal appointments were BME.
- **Disability** – 7.81% (5) of internal appointments were disabled.
- **Sexual Orientation** – 4.69% (3) of the internal appointments were LGB.
- **Religion or Belief** – 87.5% (56) of internal appointments made were to those who had declared a religion or belief.
- **Age** - Appointments were spread across all age groups but only 1.56% (1) internal appointment was 55 and over.

Table U - Appointments by protected characteristics

	Internal Applicants	Internal Appointments	External Applicants	External Appointments
Gender				
Men	107	26	751	24
Women	206	38	1134	47
Not Known	6	0	22	1
Race				
BME	137	10	412	23
White	171	50	1419	46
Undeclared Status	11	4	76	3
Disability category				
Declared Disabled	27	5	148	6
Declared Non Disabled	286	59	1723	65
Undeclared Status	6	0	36	2
Sexual Orientation				
Heterosexual Men/Women	279	58	1728	65
LGB	11	3	56	0
No Reply	29	3	123	7
Religion				
Christian	141	22	851	26
No Religion or Belief	37	0	388	14
No Reply	18	8	150	8
Other Religions	123	34	518	24
Age				
16-34	162	34	1143	40
35-49	126	39	503	25
50+	25	18	221	5
No Reply	0	7	40	1

3.3 Temporary Promotion

During this reporting year, 206 staff were temporarily promoted. This represents 2.67% of the total workforce. In total there were 216 instances when a member of staff was temporarily promoted. This is a decrease from 2010-11 figure of 340 4.06% of the total workforce.

3.3.1 Findings – (Table V)

- **Gender** – 63.59% (131) of the staff who were temporarily promoted this year were women.
- **Race** – 14.08% (29) of the staff who were temporarily promoted this year were BME.
- **Disability** – 2.92% (7) of the staff who were temporarily promoted this year were disabled.
- **Sexual Orientation** – 41.75% (86) of the staff who were temporarily promoted this year were LGB.
- **Religion or Belief** – 60.19% (124) of all those who declared a religion or belief were temporarily promoted. Representation in terms of religion was quite evenly spread across all religions and beliefs. 30.10% (63) of staff who were temporarily promoted did not respond to the question.
- **Age** - Temporary promotions were quite evenly distributed across all age groups.

Table V - Number of temporary promotions by protected characteristics

Gender	Total individuals	Total instances
Men	75	79
Women	131	137
Race		
BME	29	30
White	161	170
Ethnicity Unknown	16	16
Disability		
Declared Disabled	3	4
Declared Non Disabled	181	190
Undeclared Status	22	22
Sexual Orientation		
Heterosexual Men/Women	130	139
LGB	6	7
No Reply	60	60
Religion		
Christian	86	93
No Religion or Belief	17	19
No Reply	62	63
Other Religions	38	38
Age		
16-34	80	82
35-49	95	99
50+	31	35

3.4 Loans

During this reporting period, 56 staff were loaned to or out of the CPS.

3.4.1 Findings – (Table W)

- **Gender** – 46.4% (26) of loaned staff were women.
- **Race** – 8.93% (5) of loaned staff were BME.
- **Disability** - No loaned staff were disabled.
- **Sexual Orientation** – 5.36% (3) of loaned staff were LGB.
- **Religion or Belief** – 35.71% (20) of all staff who were loaned declared a religion or belief.
- **Age** - The largest single group of staff loaned was the 35- 49 age group at 62.5% (35).

Table W - Number of loans by protected characteristics

Gender	Total	Sexual orientation	Total
Men	30	Heterosexual Men/Women	17
Women	26	LGB	3
		No Reply	36
Race	Total	Religion	Total
BME	5	Christian	14
White	40	No Religion or Belief	0
Ethnicity Unknown	11	No Reply	36
		All Other Religions	6
Disability	Total	Age	Total
Declared Disabled	0	16-34	6
Declared Non Disabled	51	35-49	35
Undeclared Status	5	50+	15

3.5 Managed Moves

During this reporting period there were no managed moves for senior or junior staff.

3.5.1 Comment/analysis

The percentage of men loaned out from or to the CPS was slightly higher than their overall representation in the workforce.

Disabled staff continues to be under-represented in appointments, promotions and loans.

3.5.2 Recommendation

- That HR and PAID monitor and report on the take up of loan opportunities for all groups and continue to enable staff to take advantage of developmental opportunities as appropriate.
- That EDU work with HR and the Disability Staff Network to encourage disabled staff to apply for appointments, promotions loans and other development opportunities.
- That mentoring and coaching programmes continue to be offered to disabled staff in order to increase their confidence in applying for posts

3.6 Leavers

A total of 816 members of staff left the service in 2011-12 of which 478 left under the Voluntary Exit Scheme. The figures below analyse the data for all leavers.

3.6.1 Findings – (Table X)

- **Gender** - Women accounted for 69.36% (566) of all leavers.
- **Race** – 12.38% (101) of leavers were BME.
- **Disability** – 8.33% (68) of leavers were disabled.
- **Sexual Orientation** – 1.23% (10) of leavers were LGB.
- **Religion or Belief** – 53.55% (437) of leavers declared a religion or belief. Leavers were quite evenly distributed across all religious groups. 6.25% (51) of staff had no religion or belief.
- **Age** - Leavers came from all age groups, the group with the highest percentage of leavers were from the 35-49 age group at 31.13% (254).

Table X - Number of leavers by protected characteristics

Gender	Total	Sexual Orientation	Total
Men	30.64%	Heterosexual Men/Women	55.51%
Women	69.36%	LGB	1.23%
		No Reply	38.85%
Race	Total	Religion	Total
BME	12.38%	Christian	40.56%
White	74.02%	No Religion or Belief	6.25%
Ethnicity Unknown	13.60%	No Reply	39.34%
		All Other Religions	12.99%
Disability	Total	Age	Total
Declared Disabled	8.33%	16-34	20.96%
Declared Non Disabled	81.62%	35-49	31.13%
Undeclared Status	10.05%	50+	47.91%

3.6.2 Comment/Analysis

The retention rate over the reporting period was 9.3% this is lower than the public sector average of 12.6%; however, this is directly attributable to the number of staff released on VER. There is no apparent disproportionality in respect of staff from any of the protected groups.

3.7 Voluntary Exits

To fulfil the government's requirement to implement the Spending Review and make efficiency savings of 50% headquarters staff and 25% front line services over 4 years, the CPS offered staff the opportunity to leave the organisation voluntarily in 2011-12. A total of 478 members of staff left the organisation on voluntary exit grounds.

3.7.1 Findings – (Table Y)

- **Gender** – 68.20% (326) of the staff who left through the voluntary exit scheme were women.
- **Race** – 10.04% (48) of the staff who left through voluntary exit scheme were BME.
- **Disability** – 9% (43) of the staff who left through voluntary exit were disabled.
- **Sexual Orientation** – 1.67% (8) of staff who left through voluntary exit were LGB.
- **Religion or Belief** – 54.18% (259) of staff who left through the voluntary exit scheme declared a religion or belief. A significant number, 41.42% (194) did not provide a reply to the question.

- **Age** - representation was quite evenly spread across all age ranges. The largest age group at 57.11% (273) were the over 50 group.

Table Y - Number of voluntary leavers by protected characteristics

Gender	Total	Sexual Orientation	Total
Men	326	Heterosexual Men/Women	257
Women	152	LGB	8
		No Reply	194
		Other	19
Race	Total	Religion	Total
BME	48	Christian	210
White	365	No Religion or Belief	21
Ethnicity Unknown	65	No Reply	198
		All Other Religions	49
Disability	Total	Age	Total
Declared Disabled	43	16-34	20.96%
Declared Non Disabled	394	35-49	31.13%
Undeclared Status	41	50+	47.91%

3.7.2 Comment/Analysis

There is no significant disproportionately in the leaving rates of staff from different protected groups of staff overall.

3.8 Career Break

The CPS Career Break Scheme is a family friendly policy which is currently open to all staff and includes eligibility criteria flexible enough to enable those requiring a career break for over 3 months to balance work and personal commitments. It also provides an opportunity for the CPS to retain staff with valuable skills, knowledge and experience.

3.8.1 Findings – (Table Z)

- 80 staff took advantage of the Career Break Scheme this year.
- **Gender** - 88.75% (71) of staff taking advantage of the Career Break Scheme were women.
- **Race** – 20% (16) of the staff who took advantage of the Career Break Scheme were BME.
- **Disability** – 1.25% (1) of the staff who took advantage of the Career Break Scheme were disabled.

- **Sexual Orientation** – 1.25% (1) of the staff who took advantage of the Career Break Scheme were LGB.
- **Religion or Belief** – 22.50% (18) members of staff who took a career break declared a religion or belief.
- **Age** – Staff from a range of age groups took advantage of the Career Break Scheme this year. The age group with the highest representation at 65% (52) were the 35-49 age group.

Table Z - Number of career breaks by protected characteristics (updated)

Gender	Total	Sexual Orientation	Total
Men	9	Heterosexual Men/Women	20
Women	71	LGB	1
		No Reply	58
Race	Total	Religion	Total
BME	16	Christian	16
White	49	No Religion or Belief	3
Ethnicity Unknown	15	No Reply	59
		Other Religions	2
Disability	Total	Age	Total
Declared Disabled	1	16-34	26
Declared Non Disabled	65	35-49	52
Undeclared Status	14	50+	2

3.8.2 Comment/Analysis

Women make up the vast majority of staff who took a career break this year, which tends to suggest that this policy is helping to retain women in the workforce.

3.9 Training

Training is considered essential to progressing equality and diversity and ensuring the CPS has a confident, skilled, innovative and flexible workforce which is able to deliver current business priorities, and build capability for the future and to respond to change effectively.

Data on training covers all training activity relating to both legal and non-legal developmental opportunities.

3.9.1 Findings

Legal Training - (Table AA)

- 1908 staff completed legal training in 2011-12 compared to 4464 staff in 2010-11. This training comprised of face to face, e-learning and self directed learning.
- **Gender** – 59.64% (1138) of staff who completed legal training were women.
- **Race** – 16.82% (321) of staff who completed legal training were BME.
- **Disability** – 6.45% (123) of staff who completed legal training were disabled.
- **Sexual Orientation** – 2.04% (39) of staff who completed legal training were LGB.
- **Religion or Belief** – 48.38% (923) of all staff who undertook legal training declared a religion or a belief. All religion or belief groups completed some legal training this year.
- **Age** – staff from all possible age ranges completed legal training this year, with the highest representation from the 35-49 age group at 54.51% (1040).

Non Legal Training

- 398 staff completed non legal training.
- **Gender** – 64.57% (257) of the staff who completed non legal training were women.
- **Race** – 19.60% (78) of staff who completed non legal training were BME.
- **Disability** – 7.29% (29) of staff who completed non legal training were disabled.
- **Sexual Orientation** – 2.26% (9) of staff who completed non legal training were LGB.
- **Religion or Belief** – 62.56% of staff who completed non legal training declared a religion or belief.
- **Age** – Staff from a range of age groups completed non legal training this year. The group with the highest representation were the 35-49 age group at 52.77% (210).

IT Training

- 60 staff participated in IT related training this year.
- **Gender** – 55% (33) of staff who completed IT training were women.
- **Race** – 15% (9) of staff who completed IT training were BME.
- **Disability** – 1.67% (1) of staff who completed IT training were disabled.
- **Sexual Orientation** – No staff who completed IT training was LGB.
- **Religion or Belief** – 53.33% (32) of staff who completed IT training declared a religion or a belief.
- **Age** - Staff from a range of age groups completed IT training this year, with the highest representation from the 35-49 age group at 38.33% (23).

Table AA - Training by protected characteristics

Gender	Legal	Non-legal	IT
Men	770	141	27
Women	1138	257	33
Race			
BME	321	78	9
White	1351	291	37
Ethnicity Unknown	236	29	14
Disability			
Declared Disabled	123	29	1
Declared Non Disabled	223	341	2
Undeclared Status	1562	28	57
Sexual Orientation			
Heterosexual Men/Women	1011	274	43
LGB	39	9	0
No Reply	797	98	0
Undeclared Status	14	4	2
Other	47	13	5
Religion			
Christian	689	185	27
No Religion or Belief	140	36	7
No Reply	796	99	17
Other Religions	234	64	5
Undeclared Status	13	2	2
Other	36	12	2
Age			

16-34	280	66	19
35-49	1040	210	23
50+	588	122	18

3.9.2 Comment/Analysis

Although, there are variations in the uptake of different types of training by protected groups, and where there are clear trends which emerge from the data this is explained.

Overall, the take up of training opportunities for most groups remained consistent with their overall representation in the workforce, except in relation to legal training, which saw a drop partly due to Learning and Development not running a Crown Advocate training programme in 2011-12 as well as only a small number of Associate Prosecutors being trained compared to previous years. The number of BME and Disabled staff who undertook legal and non-legal training is proportionate to their workforce composition.

Appendix A

List of Tables

A	Workforce declaration rates for all protected characteristics
B	Ethnicity of employees
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E	Ethnicity of employees by grade
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G	Sexual Orientation of employees by grade
H	Religion or Belief of employees by grade
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J	Working patterns of employees by protected characteristics
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L	Number of formal meetings and formal action following meetings by protected characteristics
M	Number of disciplinary cases by protected characteristics
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O	Number of Sickness Absences where Disability Special Leave (DSPEC) was Granted
P	Number of formal attendance meetings and formal action following meetings by protected characteristics
Q	Number of Absence instances of Special Leave without Pay
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T	The Employee Engagement Index for 2011 by protected characteristics
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List of Charts

A	Workforce representation trends for 2011 - 2012 in percentages
B	Age distribution of staff in percentages
C	Gender proportion by admin grades in percentages
D	Gender proportion by legal grades in percentages

Public Accountability and Inclusion Directorate

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