

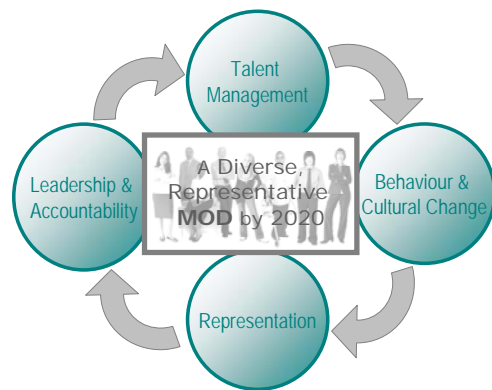


Ministry of Defence

Promoting Equality, Valuing Diversity: A Strategy for the Civil Service

Progress against the Civil Service Diversity Strategy

Dated 23th March 2011



Introduction

The Cabinet Office launched ***Promoting Equality, Valuing Diversity: A Strategy for the Civil Service*** on 17 July 2008. Our Delivery Plan set out how we, in the Ministry of Defence, would meet the demands of the Strategy and the evidence that we would submit in support of that delivery. The Strategy was a successor to the Civil Service 10 Point Plan and the Delivery Plan sits alongside our Unified Diversity Strategy, Equality and Diversity Scheme (currently), the Civil Service Code and the Armed Forces Code of Social Conduct.

We continue to work to attract people from across the employment spectrum by showing why MOD is an attractive employer offering challenging and varied opportunities within an environment that respects and values diversity. In this way we hope to break down traditional perceptions of MOD as less tolerant of minority groups than it could be.

Our workforce is ageing and not always representative of the local communities in which our Units are based. We therefore need to attract a wider range of people to deliver our objectives. Our aim to mainstream diversity may potentially limit the impact of public expenditure constraints on diversity. However, it is accepted that limited future recruitment, and a potential reduction in public sector jobs, does not assist us in our goal to improve representation within the Department.

Key Theme: Behaviour and Culture Change

Aim

**Dignity and respect for all: we are inclusive and confident.
Equality and diversity are fully mainstreamed.**

How We Have Delivered

Our key actions are to develop rigorous, evidence-based monitoring which will help us enforce our zero tolerance policy, hold senior managers accountable, and focus our discussions and efforts on the parts of the business where most progress can be made.

Changing behaviour and culture is a challenge on which we are making progress. This is important to the MOD as much of our culture derives from our historical working environment in which civilian and military work together to support our people on the front line. To change culture and break down remaining boundaries between the two elements of our workforce we need to understand the “lived experience” for staff so that we can target corrective action.

Employee Engagement Survey

The results of the 2010 MOD Your Say survey were published in December 2010. The MOD Engagement score was 42.7% overall. PUS has taken a personal interest in the results and has held conversations with DGs and others to discuss results and action planning.

Work has commenced on analysing the data in relation to Equality and Diversity, in particular whether protected characteristics were reported as grounds for discrimination. The top grounds for discrimination however were; grade, working pattern and working location. The key issue of concern identified is that 31% of staff who declared disability, reported discrimination and 24.1% reported harassment and bullying. A working group has been formed to address this issue and wider discrimination, harassment and bullying in the MOD. Please see the Annex for more detailed figures.

Quarterly Dashboard

In 2009 we developed a quarterly dashboard for our Permanent Secretary (the MOD Diversity Champion) which monitors trends on representation, progression, morale and other data such as harassment and bullying by diversity strand to enable us to identify hot spots, hold local management accountable and take necessary action to reinforce our zero tolerance policy.

We fully utilise the data captured by our shared service system to develop information reports on harassment and bullying at Units across the Department. This enables us to take remedial action while also identifying and sharing good practice.

The dashboard is copied to Diversity Champions; HR Business Partners in Top Level Budget (TLB) areas, HR Directors in the Trading Funds, the Deputy Chief of Defence Staff (Personnel) (DCDS Pers) and the E&D Whitley.

Benchmarking

We continue to develop and build upon a strong record in diversity Benchmarking Exercises and have seen considerable progress during 2009:

- Race For Opportunity: Ranked 1st out of 17 public sector departments and 3rd overall thus retaining our Gold Standard. We were also awarded the prestigious overall Mentoring award for the MOD Education Outreach Programme - a case study is attached.
- Stonewall: Of the 350 public and private sector employers, the MOD was ranked 73rd with a score of 143 out of an available 200. It is our first top 100 placing in three years and a significant improvement on our previous rating of 115th.
- Opportunity Now: An overall award of 73.4% and the Silver Standard.
- A: Gender: The first Trans Equality Index was issued in 2009 and the MOD was ranked 3rd in the overall placing's.
- Disability Standard: MOD was placed 10th overall and the only public sector organisation to be in the top 10; thus retaining our Gold Standard.

People Awards

The second MOD People Awards, held in September 2010 were hosted by our Permanent Secretary. The event was a celebration of some of the outstanding contributions made towards making MOD a better place to be for everyone. All MOD employees (civilian and military) were eligible for nomination and/or self-nomination.

The Awards highlighted and rewarded exemplary efforts in the field of E&D across the Department, celebrated and rewarded the contributions of colleagues who, often selflessly, improve and inspire others. The three categories were: Inclusivity, Inspiration and Coaching and over the summer of 2010 nominations were sought from individuals, groups or teams who displayed outstanding achievements in these areas. A judging panel consisted of AVM Murray (DS Sec), Susan Scholefield (DGHRCS), Gloria Craig (DISP), John Pitt-Brooke (DCRT) and James Ratcliff (TU Chair of E&D Whitely).

The winners received the awards from our Permanent Secretary at an Awards Ceremony in Main Building, London and a Permanent Secretary Special Award was also presented to a member of staff who the judging panel felt had made an outstanding contribution to the diversity agenda.

Training

In support of our Diversity Vision and to meet our general duty, it is important that our entire workforce, civilian and uniformed, are correctly trained, their awareness is raised and that they are sensitive to diversity issues. To achieve this we have a Training Management Framework which includes several levels of training from our initial induction courses through to specialist training for specific posts. E&D workshops and e-learning courses currently running in 2011 include:

- E&D for Team Members; E&D for Leaders and Managers and a Senior Military Officers & Senior Civil Service (SCS) E&D Awareness Day.

- E-learning: E&D Awareness – Clued Up?
- Positive Action Training for Women and Positive Action Training – Positive about Disability.
- Various diversity strand specific courses including Age, Disability Confident, Gender Matters, Race and Religion or Belief.
- E-learning E&D training is mandatory and all staff must complete refresher training every three years. Feedback on training events is monitored to assess the quality and impact of our E&D training.

Our work to review the E&D training portfolio to ensure that it is fit for purpose is on-going and we are currently working with the 'Civil Service Learning Implementation Project Team'. Our aim remains to have a clear set of MOD (and/or Other Government Department (OGD)) development solutions, either E&D specific and/or with E&D embedded, to enable all civilians to meet diversity learning and development requirements.

E&D Impact Assessment Tool

The MOD E&D Impact Assessment Tool (EDIAT) is mandated for use by all policy makers, Service, Civilian and the Ministry of Defence Police (MDP) when initiating and developing new policies and procedures. It is also mandated for use by policy sponsors when reviewing existing (formal or informal written or customary) policies and procedures.

The EDIAT requires policy leads and project managers to consider, from the outset, what implementing their policy entails for different groups of people and whether this is likely to have an adverse impact on a particular protected group or groups, or on good relations between them and their counterparts. If the impact assessment process highlights any adverse impact then they must consider what (if any) changes can be made to remove or minimise this, or to counterbalance it, before the policy is finalised.

The introduction of the e-learning produce to support the EDIAT is being developed in parallel with a new Equality Analysis Tool to reflect the legislative changes brought about by the implementation of the Equality Act 2010.

Please see the Annex for details on latest figures demonstrating the number of impact assessments that have been undertaken throughout our Top Level Budget business areas.

Key Theme: Leadership and Accountability

Aim

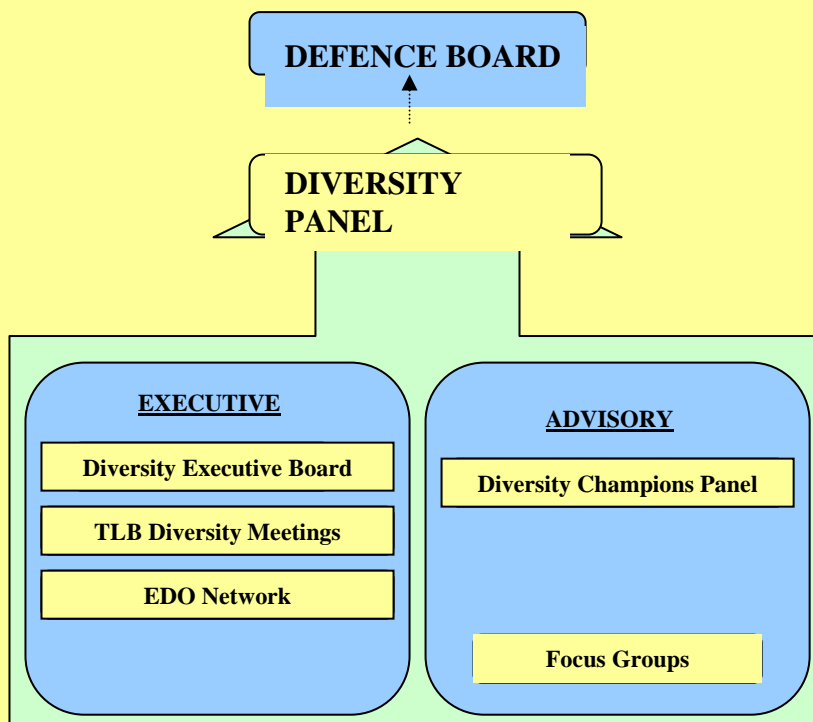
Active, visible leadership of every aspect of equality and diversity in the Civil Service and successful delivery of this strategy, driven by clear and effective lines of accountability.

How We Have Delivered

Senior Leaders

MOD remains committed to E&D at the most senior levels. Ursula Brennan (Permanent Secretary) leads E&D work within the Department and is the MOD Diversity Champion.

Throughout 2009, the MOD chaired the 'Cross Government Diversity Practitioners' Network', which complements the Civil Service Diversity Champions Network (DCN), and brings together the heads of diversity in each department. During this period, we were successful in making the Network more strategic through regular meetings with the Cabinet Office and by the introduction of speakers on specific issues. We also engaged with the CCSU Trade Unions to understand and assess their contribution to the agenda.



There is an active coalition between Permanent Secretary and Chief of Defence Staff who together chair our Diversity Panel and hold senior managers accountable for promoting and embracing diversity. Board members and their wider senior team will send a developed set of key messages as they visit units and meet both military and civilian staff across the Department.

The Department has adopted a unified philosophy towards E&D issues at the strategic level. This is reflected through our Unified Diversity Strategy (UDS), a copy of which is made available to all staff.

The UDS ensures the development of E&D action plans which are relevant to, and reflective of, the respective requirements of the Armed Forces, the wider MOD and the Ministry of Defence Police. These are undertaken in a way that supports broader MOD E&D objectives.

We have senior level Champions (at 2* or above) for each of the diversity strands that are represented by our Focus Groups i.e. Disability, Race, Sexual Orientation and Gender. We are currently scoping the requirement to have Champions and Focus Groups for Age, Carers, and Religion or Belief. Additionally, each TLB area has appointed Diversity Champions for their respective areas.

A Review of our civilian governance of diversity has recently been completed. The Review arose from a need to refresh our Diversity Champions Panel (DCP), lack of clarity surrounding roles and responsibilities and the need to be able hold the business and senior leaders to account for delivery. As a result of this review the DCP Terms of Reference have therefore changed to reduce its membership and transform it into an advisory committee with the aim of highlighting concerns of the workforce to both, (a new) Diversity Executive Board and the Diversity Panel. This will inform decisions on Departmental priorities, allow honed exploration into best practice across the wider public and private sector and inform decision around actions required (that would be taken forward by the new Diversity Executive Board).

Our Permanent Secretary has given delegated powers of responsibility for the management of civilian staff to nominated TLB Holders and Agency Chief Executives. Under these delegated powers, they are formally responsible to the Permanent Secretary for ensuring that management practice complies with our diversity policy and for promoting E&D best practice throughout their area of responsibility. To assist them in this role, they each must appoint an E&D Officer (EDO) in their area who is responsible for E&D issues. The network of EDOs meets on a quarterly basis with the Corporate Diversity Team to share best practice and to keep up to date with E&D developments.

Accountability

All members of the SCS are mandated to include an objective related to diversity in their performance objectives. The text from the Performance Management Principles for 2009/10, which were issued to all members of the SCS and their line managers by DG HRCS on 26 Mar 10 reads as follows:

“The MOD Delivery Plan is the means by which the MOD is responding to the Cabinet Office’s *Promoting Equality, Valuing Diversity: A Strategy for the Civil Service* to achieve a more diverse Civil Service workforce, especially at senior levels. In support of this important business and leadership imperative, all SCS members are required to demonstrate that they have met legal requirements and include an objective related

to diversity and the development of talent. In their summary of the end-year performance review, Line Managers should comment of how the job holder has applied and supported diversity in the achievement of their business objectives. Clearly, different posts will offer different opportunities to demonstrate commitment to diversity in achievement of business outcomes but it is expected that specific diversity objectives should be included in the Performance Agreement where it is particularly relevant to the individual's priorities for the year."

SCS objectives are moderated through the Pay Committee process to ensure that all the required types of objectives, including diversity, have been set and are fit for purpose; achievement is discussed at the relevant SCS Pay Committee and the outcome is used for reaching decisions on relative assessment and performance pay.

Key Messages

We have developed a set of key diversity messages for use by senior staff (2* and above) to ensure that there is a clear and visible leadership of the diversity agenda. These key messages have been approved by our Permanent Secretary and Chief of Defence Staff and endorsed by the Diversity Panel.

Key Theme: Talent Management

Aim

Talented people from the widest range of backgrounds joining and progressing up through the Civil Service.

How We Have Delivered

Building on MOD's significant investment in the management of existing talent groups, we continue to focus on developing a wider talent management approach which meets our strategic capability objectives, widens progression opportunities and re-brands MOD as an attractive employment proposition for our most diverse communities.

Strategic Talent Management

We have well established talent management schemes within the Department but recognise that we need to do more if we are to have a truly representative workforce by 2020.

The MOD has in place corporate talent management systems to enable those assessed as having high potential to realise this through: Fast Stream recruitment and tailored development; development of internal talent (MIDIT) at junior management level and the Band B (G6/7) development scheme.

In 2009, we undertook a fundamental review of our ethnic minority development scheme for junior staff – New Horizons (NH). The review concluded that there was a need for an intervention to assist Ethnic Minority Groups but that the resources currently allocated to NH could be better used. It was clear that mentoring is an initiative which was successful in the NH programme and forms a key part of most other development schemes.

If developed successfully, a mentoring programme with a more explicit link to the promotion portals will go some way to addressing the issues related to the progression of junior ethnic minority staff as well as providing mentors with an appreciation of the difficulties placed by these staff. The work to take this recommendation forward has been put on hold due to lack of resources.

Talent Management Project

At SCS level, we have recently completed the Cabinet Office Work Force Planning Pilot which uses a role assessment grid to capture data about the roles we need now and in the future. This requires an assessment of the relative importance of each role across the business. Each Director General is required to use the role assessment grid to establish how roles within their area will contribute to the success of the Department, as a whole, and in meeting its organisational strategy.

At other levels, a lot of work has been done by skills champions in the Department to gain an understanding of their requirements. We are building on this and, working with the skills team,

Heads of Profession and business owners to gain a deeper understanding of the future requirements. This will provide us with a picture of the people, skills and posts within the Department and allow the targeting of interventions to fill any skills gaps.

Whilst doing this work we are aware that, given the work underway (such as Smarter Government and NGHR) and the Strategic Defence Review, the future demand for talent will change dramatically over the next year.

Following the Cabinet Office Work Force Planning Pilot, the SCS will continue to use the Cabinet Office mandated 9 Box Grid method to identify and assess talent. Following a pilot of the 9 box Grid with our Band B community in one of our larger TLB areas, this method was not found suitable for the larger population. As an alternative, work is underway to incorporate a measure of aspiration and potential into the new Performance Management process. This information accompanied by data on an individual's skills will provide a full picture of the supply of talent in the future and allow the Department to tailor the development of talent to meet demand requirements. The new process will be implemented wef March 2011.

Development Manager Forum

In late 2009, a Development Manager Forum (DMF) was established. The Forum brings together the many MOD development schemes with the aim of identifying synergies and the sharing of best practice. Whilst diversity proofing exercises have been undertaken in the past; the formation of the DMF has resulted in a high level E&D assessment of all the participating development programmes. This has led to a formal recognition that a common assessment will allow for a more consistent approach to E&D. Additionally, the assessment concluded that representation of diversity groups, within the development schemes is good; however, through better consultation with staff networks and self reflection, development programmes could do more. It is hoped that by working together through the Forum, the development programmes will be able to address specific issues which may be of concern to diversity groups.

Representation on Development Schemes

Please see the Annex for the latest figures regarding representation on Development Schemes.

SCS Assessment Centre

A new assessment centre process was introduced in 2008 to help identify and select Band B staff with the potential for promotion into the SCS. The process consists of psychometric testing, competence based interview, group exercise, role play, in-tray exercise and presentation. A SCS Assessment Centre was not held during 2010, however it is our intention to run an Assessment Centre in 2011.

Leaders UnLtd Programme

Due to financial restraints our Permanent Secretary decided to not support Leaders UnLtd this year.

Band B Development Scheme

There will be no new members to the Band B Development Scheme this year as it is currently dependant on the outcome of the SCS Assessment Centre, which has not taken place. However, we are planning to re-launch the scheme with a probable start date of June 2011 which will be by application

Key Theme: Representation

Aim

A Civil Service making good progress towards reflecting society by 2020, at all levels.

How We Have Delivered

Over the last four years, we have been successful in recruiting a more diverse range of candidates to senior positions. We have also influenced the 2009 Executive Search and Related Services Framework Agreement led by the Cabinet Office for use by all Government Departments when undertaking senior recruitment and using external recruitment consultants. This Framework now demands that recruitment consultants ensure diversity is embedded in their own organisations; that successful recruitment includes producing good quality candidates from a range of diverse backgrounds and that both the consultant and the Department raise the profile of appointments by targeting candidates in minority groups.

Due to the current ban on recruitment and the impact of public expenditure constraints means that there is still a lot of work to be done in this area. We also have not run a SCS Assessment Centre this year and as a result there have been no new additional members of our Band B Development Scheme.

The following tables provide a summary of our achievements to date against our targets and provides a trend analysis. More detailed statistics can be found at the Annex.

Gender Representation			
	As at 1 Apr 09	MOD 2009 Target	As at 1 Jan 11
MOD (all grades)	36.6%	40.0%	38.8%
SCS	16.1%	15.0%	18.6%
SCS – TMP	13.9%	-	19.7%
Band B	22.2%	23.5%	24.7%
Band D	38.9%	40.0%	39.8%

BME Representation			
	As at 1 Apr 09	MOD 2009 Target	As at 1 Jan 11
MOD (all grades)	3.2%	5.0%	3.3%
SCS	~	1.0%	~

Band B	2.8%	3.0%	3.1%
Band D	3.0%	3.5%	3.0%

Disability Representation			
	As at 1 Apr 09	MOD 2009 Target	As at 1 Jan 11
MOD (all grades)	6.3%	9.5%	7.6%
SCS	5.6%	4.5%	5.9%
Band B	4.5%	5.0%	4.9%
Band D	7.5%	8.0%	8.1%

Attraction and Interchange

Although, we do not currently have an interchange and secondment programme due to lack of resources, we continue to make a great deal of progress on raising awareness on the use and process for interchange. Good relationships have been established with OGDs and with the defence industry to promote and encourage interchange. As a result, it was expected that opportunities would be increased and improved however, with other initiatives such as NGHR and Smarter Government; it is unlikely that we will see any significant increase in the short term.

Monitoring

We continue to devise innovative ways to encourage staff to declare diversity information and use the information to identify possible problem areas and take corrective action. We have in place a user-friendly electronic HR management system (HRMS) which enables staff to declare their diversity data and working patterns online and by hard copy which is submitted direct to the MOD's HR Section. Line managers, or recruiting personnel, do not have access to this information. We will be implementing changes to HRMS as recommended by the Cabinet Office/Census 2011 and this will take place in April 2011.

During 2009, we have amended the method of calculating the percentage of staff declaring diversity data and our figures no longer include those who have made the conscious decision 'Not to Declare'. This change in the method of calculating the figures means that we are unable to demonstrate a trend in the increase of staff declaring diversity data.

In line with the CS Diversity Strategy, we aim to have 90% declaration rate for ethnicity and disability and in the long term, a rate of at least 80% for religion or belief and sexual orientation.

Current Percentage of Staff Declaring Diversity Data

Ethnic Origin	Disability	Sexual Orientation	Religion or Belief
87.1	82.6	60.2	62.4

Supporting Information

The information provided in this Annex contains supporting evidence and further management information.

Disability

The MOD strives to provide reasonable adjustments for disabled staff to enable them to maximise their potential and to work as effectively as possible on an equal basis with their colleagues. Our main policies on reasonable adjustments are 'Disability Toolkit' and 'Reasonable Adjustment' policy.

The guidance laid down in our Disability Toolkit enables disabled members of staff and their managers, to:

- identify, in consultation with line managers and Access to Work, what adjustments need to be made to enable employees to maximise their potential and work as effectively as possible;
- decide whether or not an adjustment is reasonable;
- comply with relevant legislation and to avoid discriminatory practices; know where to go for more detailed help and advice.

It is made clear in both of our main policies that reasonable adjustments must be provided for members of staff with a disability. Once a workplace assessment is carried out by Access to Work, the line manager must take on the responsibility to process the application for reasonable adjustments and ensure they are put in place. Access to Work continue to provide assistance with funding to all areas of the MOD apart from MOD Main Building, Whitehall. Local business units are required to fund reasonable adjustments to staff located within MOD Main Building.

Ability Passports

We will be introducing an 'Ability Passport' form in May 2011. The Ability Passport will be a living record of reasonable adjustments agreed between a disabled employee and their line manager. It aims to:

- ensure that both parties, the employee and the line manager, have an accurate record of what has been agreed;
- minimise the need to re-negotiate reasonable adjustments every time the employee changes jobs, is re-located or assigned a new line manager within the organisation;
- provide employees and their line managers with the basis for discussions about reasonable adjustments at future meetings.

Disability Declaration

The Department has an on-line Human Resources Management System (HRMS) where individuals make a self-declaration of their Diversity information. The Disability declaration page will be changed in May 2011 to reflect the social model for disability. This will include a question asking members of staff whether they require a reasonable adjustment and a tick box. If the member of staff states that they require a reasonable adjustment an automated letter to the line manager will be generated advising them that their member of staff requires an adjustment to the workplace. This process will ensure that reasonable adjustments are put in place for employees who require them.

Mental Health Support

The Department does not provide specific mental health support, however we provide occupational, health advice and support services along with various policies promoting, health and wellbeing, including; a detailed policy on Stress which follows the Health and Safety consultancy function standards. We will also be shortly introducing a new 'Well Being Consultancy' which will include counselling.

We also promote the issue of mental health by raising awareness throughout MOD TLB business areas with the help of charitable organisations such as; MIND, SHIFT and the Mental Health Foundation. Similarly, as gold members of the Employers Forum on Disability we utilise their expertise on a regular basis too. For example: by encouraging line managers, colleagues, HR experts etc. throughout our business areas to attend a free Mental Health Telephone Tutorial on 7 April which is being organised by the Employers Forum on Disability.

Key Theme: Behaviour and Culture Change

Employee Engagement Survey

MOD ran its 2010 'Your Say' Survey in the Autumn, and achieved a 43% response rate.

	% Positive MOD	% Positive Civil Service ¹
I am treated fairly at work	81% (-1 ²)	78%
I achieve a good balance between my work life and my private life	70% (+1)	70%
I feel valued for the work I do	61% (-2)	60%
I am treated with respect by the people I work with	83% (-1)	84%
I think that the Organisation respects individual differences e.g. cultures, working styles, backgrounds, ideas etc.	70% (n/c)	71%
My manager is considerate of my life outside work	76% (+2)	78%
During the past 12 months, have you personally experienced discrimination at work?	13% (+2)	10%
During the past 12 months, have you personally experienced bullying or harassment at work?	10% (-1)	10%

The results generally compare favourably to the Civil Service Benchmark.

Where we are better than the benchmark:

I am treated fairly at work (+3% above)

I feel valued for the work I do (+1%)

Where we are equal:

I achieve a good balance between my work life and my private life

During the past 12 months, have you personally experienced bullying or harassment at work?

Where we are below the benchmark:

I am treated with respect by the people I work with (-1% below)

I think that the Organisation respects individual differences (-1%)

My manager is considerate of my life outside work (-2% but we have improved 2% from Your Say 2009)

During the past 12 months, have you personally experienced discrimination at work (-3%)

¹ Civil Service People Survey - 2010 benchmark results

² Compared to MOD Your Say 2009

Civilian Staff: Number and percentage of staff attending dblearning courses 2009/10

Headcount

	Number of courses completed ²	Number of attendees ²	Average MOD strength ⁴	Percentage of strength ³
Total¹	21,850	11,440	76,040	15.0%
Gender				
Male	11,160	5,990	48,170	12.4%
Female	10,690	5,450	27,870	19.6%
Age				
16-19	140	60	410	15.6%
20-24	1,390	610	2,740	22.3%
25-29	2,080	980	5,060	19.4%
30-34	1,690	850	5,340	15.8%
35-39	2,310	1,180	7,650	15.5%
40-44	3,410	1,800	11,410	15.7%
45-49	4,060	2,130	13,220	16.1%
50-54	3,200	1,760	12,230	14.4%
55-59	2,460	1,370	10,510	13.1%
60+	1,110	700	7,480	9.3%
Undeclared ⁵	-	-	10	-
Racial Group				
ASIAN - Bangladeshi	30	10	90	14.6%
ASIAN - Indian	180	90	430	20.8%
ASIAN - Pakistani	30	20	100	15.6%
ASIAN - Any other Asian background	90	50	270	17.5%
BLACK - African	60	20	130	18.7%
BLACK - Caribbean	100	40	290	14.7%
BLACK - Any other Black background	10	10	50	13.8%
CHINESE - Any Chinese background	60	30	110	26.1%
MIXED ETHNIC - Asian & White	50	30	130	22.5%
MIXED ETHNIC - Black African & White	10	10	30	19.2%
MIXED ETHNIC - Black Caribbean & White	30	20	80	22.8%
MIXED ETHNIC - Any other Mixed Ethnic background	70	40	160	23.3%
ANY OTHER ETHNIC BACKGROUND	30	20	180	9.0%
White	740	380	2,050	18.3%
Black & Minority Ethnic	19,060	9,940	62,740	15.8%
Undeclared ⁵	2,060	1,130	11,260	10.0%
Disability				
Hearing Impairment	290	150	860	17.2%
Visual Impairment	100	50	300	17.6%
Speech Impairment	10	10	60	9.9%
Mobility Impairment	240	120	770	15.3%
Physical Coordination Difficulty	30	10	80	14.7%
Reduced Physical Capacity	280	150	830	17.9%
Severe Disfigurement	~	~	30	~
Learning Difficulties	120	50	220	22.6%
Mental Illness	70	30	170	19.6%
Unknown Disability	250	120	530	22.2%
No Disability	1,390	570	3,860	14.8%
Disability	17,290	9,060	56,130	16.1%
Undeclared ⁵	3,170	1,810	16,050	11.3%

Source: Defence Academy / DASA:(Quad-Service)

Notes:

- Totals include all Industrial, Non-industrial and Trading Fund personnel but exclude all Royal Fleet Auxillary and Locally Engaged Civilians measured as headcount (part time equivalent to one person).
- Initial staff number data provided for analysis of attendance on DBL courses comprised of approximately 26,300 records. After excluding military staff and running this data against HRMS there remained a useable dataset of 21,850 records. After deleting duplicate staff numbers (i.e. those who attended more than one course) there were 11,440 records for analysis.
- Percentages are calculated from unrounded figures.
- MOD strength is based on 13 month average strength for financial year 2008/2009. All figures are rounded to the nearest 10, totals and sub-totals have been rounded separately and so may not equal the sum of their rounded parts.
- Figures include all personnel with an unknown or undeclared age, ethnicity or disability within HRMS.
 - denotes zero, no percentage has been calculated.
 - ~ denotes values less than or equal to 5, no percentage has been calculated.

Ministry of Defence E&D Impact Assessment

Progress against the Ministry of Defence Equality & Diversity Action Plan covering All Diversity Strands Serial 5

TLB/TF	Number of policies listed	Number of Part 1 Assessments completed	Number of Part 1 Assessments outstanding	How many with impact identified	How many Part 2 Assessments completed	How many Part 2 Assessments outstanding	How many placed on the review program
Central ³	512	362	150	52	39	13	428
Defence Estates	581	549	32	2	1	1	128
DE&S	264	216	48	25	21	4	264
Air	28	28	0	7	7	0	0
Navy command	37	33	4	0	0	0	35
Dstl	30	6	24	0	0	0	6
Land Forces	11	11	0	3	3	0	5
UKHO	11	7	2	0	0	0	2
DSG	4	4	0	0	0	0	4
Met Office ⁴	0	0	0	0	0	0	0
CJO ⁵	0	0	0	0	0	0	0
MDP	90	90	0	12	7	5	90

³ Figures do not include MDP

⁴ Equality & Diversity Impact Assessment policy has been promulgated however there is currently no monitoring of whether Impact Assessments are being carried out.

⁵ Equality & Diversity Impact Assessment policy has been promulgated however there is currently no monitoring of whether Impact Assessments are being carried out.

Civilian Staff: Total discipline cases¹ by gender, ethnicity and disability status during 09/10

	Headcount			
	Total Discipline cases	Percentage of cases	Average MOD Strength ²	Percentage of Average Strength
MOD Total³	1,010		76,060	
Gender				
Male	660	65.6%	48,190	1.4%
Female	350	34.4%	27,870	1.2%
Ethnicity				
White	850	95.3%	62,710	1.3%
Black & Minority Ethnic	40	4.7%	2,050	2.0%
Total declared ethnicity	890	88.0%	64,760	1.4%
Total undeclared ethnicity ⁴	120	12.0%	11,300	1.1%
Disability				
No Disability	740	89.0%	56,110	1.3%
Disability	90	11.0%	3,840	2.4%
Total declared disability	830	82.2%	59,950	1.4%
Total undeclared disability ⁴	180	17.8%	16,110	1.1%

Source: PPPA MIT / DASA(Quad-Service)

Notes:

1. Discipline cases include Criminal Conviction & Cautions, Employment Tribunal, Long Term Sickness, Major Discipline - Gross Misconduct, Major Discipline - Other, Minor Discipline, Sick Absence, Sick Absence 1st Year, Unsatisfactory Performance 1st Year, Unsatisfactory Performance and Unauthorised Absence.
2. MOD strength is based on 13 month average strength for financial year 2009/2010. All figures are rounded to the nearest 10, totals and sub-totals have been rounded separately and so may not equal the sum of their rounded parts.
3. Includes all Industrial, Non-industrial and Trading Fund personnel but excludes all Royal Fleet Auxillary and Locally Engaged Civilians. Measured as headcount (part time equivalent to one person).
4. Figures include all personnel with an unknown or undeclared ethnicity or disability status within HRMS.

Percentages are calculated from unrounded figures and are shown to 1 decimal place.

Civilian Staff: Total grievance & harassment cases¹ by gender, ethnicity and disability status during 09/10

	Headcount			
	Total grievance & harassment cases	Percentage of cases	Average MOD Strength ²	Percentage of Average Strength
MOD Total³	170		76,060	
Gender				
Male	100	61.7%	48,190	0.2%
Female	60	38.3%	27,870	0.2%
Ethnicity				
White	140	96.6%	62,710	0.2%
Black & Minority Ethnic	~	~	2,050	~
Total declared ethnicity	140	88.0%	64,760	0.2%
Total undeclared ethnicity ⁴	20	12.0%	11,300	0.2%
Disability				
No Disability	100	85.4%	56,110	0.2%
Disability	20	14.6%	3,840	0.5%
Total declared disability	120	73.7%	59,950	0.2%
Total undeclared disability ⁴	40	26.3%	16,110	0.3%

Source: PPPA MiT / DASA(Quad-Service)

Notes:

- Grievance and harassment cases include Mod Grievance - Age, Mod Grievance - Other, Grievance - Age, Grievance - Disability, Grievance - Other, Grievance - Race, Harassment - Other and Harassment - SexualOrientation
 - MOD strength is based on 13 month average strength for financial year 2009/2010. All figures are rounded to the nearest 10, totals and sub-totals have been rounded separately and so may not equal the sum of their rounded parts.
 - Includes all Industrial, Non-industrial and Trading Fund personnel but excludes all Royal Fleet Auxillary and Locally Engaged Civilians. Measured as headcount (part time equivalent to one person).
 - Figures include all personnel with an unknown or undeclared ethnicity and disability status within HRMS.
- ~ denotes base values less than or equal to 5, no percentage has been calculated.
Percentages are calculated from unrounded figures and are shown to 1 decimal place.

Civilian Staff: Total outflow of civilian staff by gender, age, ethnicity and disability status

Headcount

	2007/08		2008/09		2009/10			
	Outflow	Percentage of Outflow	Outflow	Percentage of Outflow	Outflow	Percentage of Outflow	Average MOD Strength ²	Percentage of MOD Strength ³
MOD Total¹	10,900		7,180		5,540		76,040	7.3%
Gender								
Male	6,970	63.9%	4,410	61.3%	3,330	60.2%	48,170	6.9%
Female	3,930	36.1%	2,780	38.7%	2,200	39.8%	27,870	7.9%
Age								
16 - 19	320	2.9%	210	2.9%	140	2.5%	410	33.8%
20 - 24	910	8.3%	560	7.9%	500	9.0%	2,740	18.2%
25 - 29	830	7.6%	540	7.5%	340	6.1%	5,060	6.6%
30 - 34	720	6.6%	470	6.6%	310	5.7%	5,340	5.9%
35 - 39	940	8.7%	600	8.3%	400	7.2%	7,650	5.2%
40 - 44	1,120	10.3%	740	10.3%	440	7.9%	11,410	3.8%
45 - 49	1,230	11.3%	690	9.6%	460	8.4%	13,220	3.5%
50 - 54	1,230	11.3%	670	9.3%	540	9.8%	12,230	4.4%
55 - 59	1,390	12.8%	820	11.5%	640	11.6%	10,510	6.1%
60+	2,210	20.3%	1,880	26.2%	1,750	31.7%	7,480	23.4%
Total declared age	10,890	99.9%	7,170	99.8%	5,530	99.8%	76,040	7.3%
Total undeclared age ⁴	10	0.1%	10	0.2%	10	0.2%	-	-
Ethnicity								
White	8,150	97.2%	5,560	96.1%	4,320	95.9%	62,740	6.9%
Black & Minority Ethnic	240	2.8%	220	3.9%	180	4.1%	2,050	9.0%
Total declared ethnicity	8,390	77.0%	5,790	80.6%	4,510	81.4%	64,790	7.0%
Total undeclared ethnicity ⁴	2,510	23.0%	1,400	19.4%	1,030	18.6%	11,260	9.2%
Asian	90	1.1%	100	1.6%	70	1.6%	900	8.2%
Black	70	0.9%	50	0.9%	50	1.1%	470	10.7%
Chinese	10	0.1%	10	0.2%	10	0.2%	110	6.5%
Mixed	40	0.5%	60	1.0%	30	0.8%	400	8.4%
Other ethnic background	20	0.3%	10	0.2%	20	0.4%	180	10.7%
Disability								
No Disability	7,340	93.2%	5,270	93.4%	3,970	92.4%	56,130	7.1%
Disability	530	6.8%	370	6.6%	330	7.6%	3,860	8.4%
Total declared disability	7,880	72.3%	5,640	78.5%	4,300	77.6%	60,000	7.2%
Total undeclared disability ⁴	3,020	27.7%	1,550	21.5%	1,240	22.4%	16,050	7.7%

Source: DASA(Quad-Service)

Notes:

1. Totals include all Industrial, Non-industrial and Trading Fund personnel but exclude all Royal Fleet Auxillary and Locally Engaged Civilians measured as headcount (part time equivalent to one person).
 2. MOD strength is based on 13 month average strength for each financial year. Totals have been rounded to the nearest 10. Due to the rounding methods used, totals may not always equal the sum of the parts.
 3. Percentage calculations are based on known declared disability, ethnicity and age status as recorded on HRMS, and exclude data for unknown or undeclared records.
 4. Figures include all personnel with an unknown or undeclared age, ethnicity or disability within HRMS.
- denotes average MOD strength less than 100, no percentage calculated.

Key Theme: Talent Management

SCS, MIDIT & Fast Stream Diversity Statistics ¹ as at 1 st January 2011					
	SCS Equivalent (Paid Grade)	MIDIT	FASTSTREAM	MOD Non-Industrial	Total
Average age (years)	51.2	32.4	28.5		46.1
Ethnic minorities (% of total)	~	4.3	4.2		2.9
Ethnic minorities (% of known)		4.6	5.0		3.4
Women %	18.6	48.3	47.9		41.0
Women - Pay Band 2 and above (% of PB2 & above)	19.7	N/a	N/a		N/a
People with disabilities (% of total)	5.3	4.7	8.4		5.9
People with disabilities (% of known)	5.9	5.5	9.3		7.2

Source:DASA(Quad-Service)

Notes:

1. SCS, MIDIT and Fast Stream data is based on staff numbers and grades provided by DCP-CC SCS5, DCP-CC TM MIDIT3 and DCP-CC TM FS3 respectively and does not include staff where there is no HRMS record.

Grades used are for paid grade and are consistent with DASA CPS22 reports but SCS figures are not consistent with DASA CPS21 reports.

SCS consists of SCS Perm Sec/2nd PUS, SCS Pay Band 3, SCS Pay Band 2 and SCS Pay Band 1 as classified for Cabinet Office Mandate submission.

All results are for non-industrial Civilian and exclude all staff with no HRMS record and are measured as headcount (part time equivalent to one person).

Percentages are calculated from unrounded figures.

~ denotes values less than or equal to 5, no percentage has been calculated.

Key Theme: Representation

REPRESENTATION TARGETS

GENDER REPRESENTATION						
	As at 1 Apr 09	MOD Target 2010	Cabinet Office Target 2013	As at 1 Jan 10	As At 1 Oct 10	As at 1 Jan 11
MOD (all grades)	36.6%	40.0%	-	38.6%	38.6%	38.8%
SCS	16.1%	15.0%	39.0%	18.7%	18.2%	18.6%
SCS – TMP	13.9%	-	-	15.2%	19.5%	19.7%
Band B	22.2%	23.5%	-	23.2%	24.0%	24.7%
Band D	38.9%	40.0%	-	38.9%	39.5%	39.8%

ETHNICITY REPRESENTATION						
	As at 1 Apr 09	MOD Target 2010	Cabinet Office Target 2013	As at 1 Jan 10	As At 1 Oct 10	As at 1 Jan 11
MOD (all grades)	3.2%	5.0%	-	3.2%	3.2%	3.3%
SCS	~	1.0%	2.5%	~	~	~
SCS – TMP	~	~	~	~	~	~
Band B	2.8%	3.0%	-	2.9%	3.1%	3.1%
Band D	3.0%	3.5%	-	3.1%	3.0%	3.0%

DISABILITY REPRESENTATION						
	As at 1 Apr 09	MOD Target 2010	Cabinet Office Target 2013	As at 1 Jan 10	As At 1 Oct 10	As at 1 Jan 11
MOD (all grades)	6.3%	9.5%	-	6.8%	7.4%	7.6%
SCS	5.6%	4.5%	6.0%	5.7%	5.1%	5.9%
SCS – TMP						
Band B	4.5%	5.0%	-	4.6%	4.9%	4.9%
Band D	7.5%	8.0%	-	7.5%	7.8%	8.1%

Civilian Staff: Strength of civilian personnel¹ by ethnicity and grade² at 1 April each year

	Headcount					
	2005	2006	2007	2008	2009	2010
MOD Total	92,470	88,660	83,930	78,320	76,060	75,660
Black & Minority Ethnic	2,010	2,080	2,060	2,020	2,030	2,000
Senior Civil Service and equivalent	~	~	~	~	~	~
Pay Band B	50	50	50	60	60	60
Pay Band C	350	380	400	410	440	440
Pay Band D	350	380	340	320	290	280
Pay Band E	840	890	880	850	870	840
Other non-industrials ³	20	~	30	30	~	~
Industrial	200	200	180	190	180	190
Trading Funds	170	170	170	170	190	170
White	69,150	70,210	67,450	63,250	62,360	62,560
Senior Civil Service and equivalent	260	270	240	250	260	260
Pay Band B	2,140	2,300	2,080	2,080	2,080	2,110
Pay Band C	13,750	14,180	14,020	13,790	14,130	14,090
Pay Band D	11,600	11,490	10,520	9,530	9,290	9,320
Pay Band E	23,020	23,360	22,430	20,690	20,440	20,460
Other non-industrials ³	450	110	660	770	80	180
Industrial	9,390	10,010	9,620	8,940	8,740	8,990
Trading Funds	8,530	8,500	7,900	7,200	7,340	7,160
Undeclared	21,310	16,370	14,430	13,040	11,660	11,100
Senior Civil Service and equivalent	30	40	50	50	40	40
Pay Band B	500	440	400	390	380	390
Pay Band C	3,640	3,050	2,820	2,740	2,670	2,560
Pay Band D	2,750	1,900	1,570	1,380	1,260	1,100
Pay Band E	6,260	4,100	3,450	3,040	2,520	2,180
Other non-industrials ³	240	40	170	220	40	130
Industrial	5,660	4,600	3,790	3,190	2,420	2,070
Trading Funds	2,230	2,200	2,180	2,040	2,330	2,650
Black & Minority Ethnic as a percentage⁴ of total workforce excluding data for unknown or undeclared entries	2.8%	2.9%	3.0%	3.1%	3.2%	3.1%
Senior Civil Service and equivalent	~	~	~	~	~	~
Pay Band B	2.4%	2.3%	2.5%	2.6%	2.8%	2.9%
Pay Band C	2.5%	2.6%	2.7%	2.9%	3.0%	3.0%
Pay Band D	2.9%	3.2%	3.2%	3.2%	3.0%	3.0%
Pay Band E	3.5%	3.7%	3.8%	3.9%	4.1%	3.9%
Other non-industrials ³	4.4%	~	3.8%	3.5%	~	~
Industrial	2.1%	2.0%	1.9%	2.0%	2.0%	2.0%
Trading Funds	2.0%	2.0%	2.1%	2.3%	2.5%	2.4%

Source: DASA(Quad-Service)

Notes:

- Includes all Industrial, Non-industrial and Trading Fund personnel but exclude all Royal Fleet Auxillary and Locally Engaged Civilians measured as headcount (part time equivalent to one person).
 - Grade equivalence is shown in terms of the broader banding structure and is based on paid grade. Totals include all personnel with an unknown paid grade.
 - Figures include industrial staff on temporary promotion to non-industrial grades, and non-industrials with an unrecorded grade.
 - Percentage calculations are based on known declared ethnicity status as recorded on HRMS, and exclude data for unknown or undeclared entries. Percentages are calculated from unrounded figures.
- All figures are rounded to the nearest 10, totals and sub-totals have been rounded separately and so may not equal the sum of their rounded parts.
- Grade and gender breakdown are not available for Royal Fleet Auxiliaries and Locally Engaged Civilian personnel.
- ~ denotes values less than or equal to 5, no percentage has been calculated.

Civilian Staff: Strength of civilian personnel¹ by disability and grade² at 1 April each year

Headcount

	2005	2006	2007	2008	2009	2010
MOD Total	92,470	88,660	83,930	78,320	76,060	75,660
Disabled	3,560	3,390	3,320	3,250	3,740	3,930
Senior Civil Service and equivalent	~	~	~	10	20	20
Pay Band B	60	70	60	70	90	100
Pay Band C	670	650	680	720	920	980
Pay Band D	620	600	580	550	660	670
Pay Band E	1,110	1,090	1,120	1,140	1,360	1,480
Other non-industrial ³	10	~	10	10	~	10
Industrial	710	670	590	520	500	560
Trading Funds	350	310	280	220	200	120
Not Disabled	59,160	58,780	57,460	55,460	55,770	55,880
Senior Civil Service and equivalent	250	270	250	260	260	250
Pay Band B	1,720	1,880	1,800	1,880	1,970	2,040
Pay Band C	11,310	12,000	12,270	12,420	13,140	13,260
Pay Band D	9,220	9,190	8,580	8,070	8,160	8,290
Pay Band E	18,480	18,580	18,190	17,200	17,790	17,930
Other non-industrial ³	530	120	610	790	100	270
Industrial	8,980	9,360	8,850	8,430	8,220	8,420
Trading Funds	8,670	7,380	6,930	6,400	6,140	5,410
Undeclared	29,750	26,490	23,150	19,610	16,540	15,850
Senior Civil Service and equivalent	50	40	30	30	30	30
Pay Band B	900	840	670	570	460	420
Pay Band C	5,760	4,960	4,280	3,790	3,180	2,840
Pay Band D	4,860	3,980	3,270	2,600	2,020	1,740
Pay Band E	10,540	8,670	7,450	6,230	4,680	4,060
Other non-industrial ³	170	50	240	220	20	30
Industrial	5,570	4,770	4,160	3,370	2,620	2,270
Trading Funds	1,910	3,180	3,050	2,800	3,520	4,450

Disabled staff as a percentage⁴ of total workforce excluding data for unknown or undeclared entries

All grades	5.7%	5.5%	5.5%	5.5%	6.3%	6.6%
Senior Civil Service and equivalent	~	~	~	5.2%	6.2%	6.1%
Pay Band B	3.6%	3.8%	3.3%	3.7%	4.5%	4.9%
Pay Band C	5.6%	5.1%	5.2%	5.5%	6.5%	6.9%
Pay Band D	6.3%	6.1%	6.4%	6.4%	7.5%	7.5%
Pay Band E	5.7%	5.5%	5.8%	6.2%	7.1%	7.6%
Other non-industrial ³	2.6%	~	1.8%	1.5%	~	3.9%
Industrial	7.4%	6.7%	6.2%	5.8%	5.7%	6.2%
Trading Funds	3.9%	4.0%	3.8%	3.2%	3.2%	2.2%

Source: DASA(Quad-Service)

Notes:

- Includes all Industrial, Non-industrial and Trading Fund personnel but exclude all Royal Fleet Auxillary and Locally Engaged Civilians measured as headcount (part time equivalent to one person).
 - Grade equivalence is shown in terms of the broader banding structure and is based on paid grade. Totals include all personnel with an unknown paid grade.
 - Figures include industrial staff on temporary promotion to non-industrial grades, and non-industrial with an unrecorded grade.
 - Percentage calculations are based on known declared disability status as recorded on HRMS, and exclude data for unknown or undeclared entries. Percentages are calculated from unrounded figures.
- All figures are rounded to the nearest 10, totals and sub-totals have been rounded separately and so may not equal the sum of their rounded parts.
- Grade and gender breakdown are not available for Royal Fleet Auxiliaries and Locally Engaged Civilian personnel.
- ~ denotes values less than or equal to 5, no percentage has been calculated.

Strength of civilian personnel¹ by sex, grade² and whether full or part-time, at 1 April each year

The number of male civilian personnel reduced from 79,220 at 1 April 1997 to 47,860 by 1 April 2010, and the number of female civilian personnel reduced from 38,160 to 27,800 over the same period.

The percentage of female civilian personnel has increased from 32.5% at 1 April 1997 to 36.7% at 1 April 2010.

From 1 April 1997 to 1 April 2010 the total number of part-time civilian personnel increased from 5,400 to 7,480. Over this period the percentage of part-time civilian personnel has risen from 4.6% to 9.9% of total civilian personnel.

Although there has been an overall reduction of 9.8% in the number of full-time civilian personnel in Pay Band B and SCS since 2005 (falling from 2,880 to 2,590), the percentage of full-time female civilian personnel in Pay Band B and SCS has increased in the same period by 14.8% (70 personnel).

Sex, part time/full time and grade	Headcount						
	1997	2005	2006	2007	2008	2009	2010
Female: full-time	33 260	28 730	26 560	23 840	22 290	21 860	21 830
Senior Civil Service and equivalent ⁴	20	30	30	30	40	50	50
Pay Band B	190	430	440	380	400	430	480
Pay Band C	2 160	4 010	4 030	3 440	3 520	3 850	3 930
Pay Band D	3 840	4 880	4 550	3 880	3 510	3 490	3 430
Pay Band E	19 480	14 910	13 230	11 760	10 590	10 330	10 040
Other non-industrial ⁵	10	200	80	470	560	30	120
Industrial	4 430	2 560	2 390	2 120	1 940	1 820	1 830
Trading Funds	3 130	1 730	1 820	1 740	1 740	1 870	1 950
Male: full-time	78 720	58 000	55 660	52 300	48 560	46 850	46 350
Senior Civil Service and equivalent ⁴	320	270	280	240	250	240	230
Pay Band B	2 050	2 150	2 210	1 910	1 900	1 850	1 830
Pay Band C	12 600	12 830	12 470	12 060	11 690	11 570	11 290
Pay Band D	12 170	9 110	8 380	7 680	6 900	6 480	6 390
Pay Band E	14 320	12 340	11 990	11 640	10 850	10 490	10 400
Other non-industrial ⁵	70	490	80	180	200	30	130
Industrial	25 130	12 020	11 720	10 650	9 700	8 900	8 790
Trading Funds	12 070	8 790	8 530	7 940	7 060	7 280	7 280
Female: part-time	4 900	5 060	5 600	6 480	6 190	5 990	5 970
Senior Civil Service and equivalent ⁴	-	-	-	-	10	10	10
Pay Band B	10	70	90	140	140	130	140
Pay Band C	160	750	920	1 290	1 330	1 360	1 360
Pay Band D	370	650	750	740	670	730	730
Pay Band E	2 780	2 720	2 900	3 120	2 920	2 790	2 780
Other non-industrial ⁵	-	20	-	160	190	30	40
Industrial	1 160	560	570	620	520	470	460

Trading Funds	420		300	360	400		430	470	460
Male: part-time	500	 	680	830	1 320	 	1 280	1 360	1 510
Senior Civil Service and equivalent ⁴	-		-	-	10		10	10	10
Pay Band B	20		50	50	100		90	110	110
Pay Band C	20		160	190	440		400	460	510
Pay Band D	60		60	90	120		140	140	160
Pay Band E	100		160	220	240		220	220	250
Other non-industrial ⁵	-		10	-	50		60	30	30
Industrial	170		120	130	200		160	160	170
Trading Funds	120		120	150	160		190	230	290
Total female	38 160	 	33 790	32 170	30 320	 	28 480	27 850	27 800
Total male	79 220	 	58 680	56 500	53 610	 	49 840	48 200	47 860
Civilian Level 0	135	 	110	107	101	 	93 670	90 630	89 970
	450		480	300	570		93 670	90 630	89 970
	111								
Full time	990		86 720	82 230	76 140		70 840	68 710	68 180
Part time	5 390		5 740	6 430	7 790		7 480	7 350	7 480
Royal Fleet Auxiliaries ⁶	2 210		2 350	2 340	2 360		2 270	2 300	2 330
Locally engaged civilians ⁶	15 860		15 660	16 290	15 280		13 080	12 270	11 980

Source: DASA(Quad-Service)

1. Civilian Level 0 is defined in the [Glossary](#).
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. At 1 April 2008 the Defence Aviation Repair Agency and the Army Base Repair Organisation merged to form the Defence Support Group and around 1,000 personnel transferred to the Vector Aerospace Corporation.
4. Includes about 50 personnel outside the Senior Civil Service but of equivalent grade.
5. Includes industrial civilian personnel on temporary promotion to non-industrial grades and staff for whom no grade information is available.
6. Data by sex, grade and part time/full time hours worked are not available for Royal Fleet Auxiliaries and locally engaged civilians.

In 2001 the QinetiQ portion of the Defence Evaluation and Research Agency (8,000) was established as a private company.

Civilian Staff: Total intake of civilian staff¹ by gender, age, ethnicity and disability status

Headcount

	2007/08		2008/09		2009/10			
	Intake	Percentage of Intake	Intake	Percentage of Intake	Intake	Percentage of Intake	Average MOD Strength ²	Percentage of MOD Strength ³
MOD Total	5,370		5,040		5,140		76,040	6.8%
Gender	5370		5040		5140			
Male	3,240	60.4%	2,830	56.1%	2,990	58.2%	48,170	6.2%
Female	2,130	39.6%	2,210	43.9%	2,150	41.8%	27,870	7.7%
Age								
16 - 19	510	9.6%	410	8.2%	360	7.0%	410	86.9%
20 - 24	1,070	20.0%	1,140	22.8%	1,210	23.6%	2,740	44.1%
25 - 29	660	12.3%	710	14.2%	660	12.8%	5,060	13.0%
30 - 34	450	8.4%	420	8.4%	450	8.8%	5,340	8.4%
35 - 39	520	9.8%	480	9.7%	480	9.4%	7,650	6.3%
40 - 44	650	12.1%	600	12.0%	620	12.2%	11,410	5.5%
45 - 49	570	10.6%	480	9.6%	540	10.6%	13,220	4.1%
50 - 54	440	8.2%	370	7.4%	380	7.5%	12,230	3.1%
55 - 59	300	5.7%	260	5.2%	270	5.3%	10,510	2.6%
60+	180	3.3%	130	2.6%	150	3.0%	7,480	2.0%
Total declared age	5,340	99.6%	5,000	99.2%	5,130	99.7%	76,040	6.7%
Total undeclared age ⁴	20	0.4%	40	0.8%	20	0.3%	-	-
Ethnicity								
White	2,990	94.7%	3,460	95.1%	3,810	95.0%	62,740	6.1%
Black & Minority Ethnic	170	5.3%	180	4.9%	200	5.0%	2,050	9.8%
Total declared ethnicity	3,150	58.8%	3,640	72.2%	4,010	78.0%	64,790	6.2%
Total undeclared ethnicity ⁴	2,210	41.2%	1,400	27.8%	1,130	22.0%	11,260	10.0%
Asian	80	2.5%	90	2.5%	110	2.7%	900	12.2%
Black	40	1.2%	20	0.7%	30	0.8%	470	7.1%
Chinese	10	0.2%	10	0.4%	20	0.4%	110	14.9%
Mixed	30	1.0%	40	1.1%	30	0.8%	400	8.4%
Other ethnic background	10	0.3%	10	0.3%	10	0.2%	180	5.1%
Disability								
No Disability	4,670	99.2%	4,090	98.4%	4,160	98.4%	56,130	7.4%
Disability	40	0.8%	60	1.6%	70	1.6%	3,860	1.8%
Total declared disability	4,710	87.8%	4,160	82.5%	4,230	82.2%	60,000	7.0%
Total undeclared disability ⁴	660	12.2%	880	17.5%	920	17.8%	16,050	5.7%

Source: DASA(Quad-Service)

Notes:

1. Totals include all Industrial, Non-industrial and Trading Fund personnel but exclude all Royal Fleet Auxillary and Locally Engaged Civilians measured as headcount (part time equivalent to one person).
 2. MOD strength is based on 13 month average strength for each financial year. Totals have been rounded to the nearest 10. Due to the rounding methods used, totals may not always equal the sum of the parts.
 3. Percentage calculations are based on known declared disability, ethnicity and age status as recorded on HRMS, and exclude data for unknown or undeclared records.
 4. Figures include all personnel with an unknown or undeclared age, ethnicity or disability within HRMS.
- denotes average MOD strength less than 100, no percentage calculated.