
VLA Equality Scheme Report – Year One

An Executive Agency of the
Department for Environment,
Food and Rural Affairs

October 2008 (v1.0)

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INTRODUCTION

1. The VLA Equality Scheme was developed from the VLA Race Equality Scheme and the VLA Disability Equality Scheme and incorporates gender, age and sexual orientation. It was published in June 2007 and this is the first progress report since that time. The report highlights what progress has been made during the year and includes any new initiatives which may have been introduced during that time.

PROGRESS

Race

2. As a result of actions taken to encourage staff to declare their ethnicity, at 1 April 2008 only 5.1% of staff had not declared their ethnicity.
3. The number of ethnic minority staff employed at 1 April 2008 rose to 5.8%, an increase of 1.4% from 2006/07.
4. Recruitments and trawls continue to be monitored at all stages and no adverse trends relating to race were identified during 2007/08.
5. There were no disciplinary/inefficiency cases involving a racial issue in 2007/08.
6. Scrutiny of exit questionnaires showed that no individual left VLA due to an issue involving race in 2007/08.

Disability

7. The percentage of staff declaring a disability rose to 7.7% at 1 April 2008, an increase of 0.5% from 2006/07.
8. All staff applying for vacancies who declared a disability and met the basic criteria were invited for interview during 2007/08.
9. Three staff were provided with specialist equipment or assistance in 2007/08.
10. Staff have been encouraged to record whether they had a disability or not as no information does not necessarily mean no disability.
11. Recruitments continue to be monitored at all stages and no adverse trends relating to disability were identified during 2007/08.
12. A new Stress Awareness course available to all staff was held in 2007 with positive feedback and another course is scheduled for 2008. Consideration is also being given to developing a course for managers to help them identify signs of stress in their staff and take appropriate action.

13. Scrutiny of exit questionnaires showed that no individual left the VLA due to an issue involving disability in 2007/08.
14. There were no disciplinary/inefficiency cases involving a disability issue in 2007/08.

Gender

15. Recruitments continue to be monitored at all stages and no adverse trends relating to gender were identified during 2007/08.
16. Scrutiny of exit questionnaires showed that no individual left the VLA due to an issue involving gender in 2007/08.
17. There were no disciplinary/inefficiency cases involving a gender issue in 2007/08.

Age

18. The VLA has no retirement age and at 1 April 2008 0.4% of staff (5) were aged 66 or over. Of those 5 staff, 4 who are aged over 70 continue to work on a fee paid basis.
19. There were no disciplinary/inefficiency cases involving an issue relating to age in 2007/08.

Other

20. The VLA Equality Scheme was published in June 2007 and revised in March and July 2008 to incorporate other relevant issues ensuring it continues to complement the Defra Disability Equality Scheme.
21. We provided an update on the VLA objectives contained in the Defra Disability Scheme which will be included in their Disability Scheme Report.
22. A VLA Diversity Lead was appointed to take issues forward and there is also a VLA Diversity Champion to promote diversity across the Agency.
23. An equality and diversity refresher course for senior managers was provided in 2007 and a further course is scheduled for 2008. This ensures that managers keep up to date with developments in legislation as well as maintaining awareness of equality and diversity issues.
24. Those undertaking interviewing are reminded of the importance of attending an equality and diversity course when they enrol for interviewing training.
25. Staff attended Equality Impact Assessment workshops during 2007/08 and further training is planned for managers so they can either eliminate or reduce the impact of any policies and procedures which might adversely impact on any group.

26. Staff continue to be reminded of the benefits available to them through internal Notices and the use of the intranet.
27. Twice yearly meetings covering equality and diversity issues were arranged with the VLA Trade Union Side during 2007/08.
28. VLA take an active part in the Defra Network Diversity Champions meeting and the Departmental Equal Opportunities Committee meeting with the Departmental Trade Union Side.
29. Monitoring is undertaken and the results are shown in the Annexes A-G attached.

Personnel
ADP 4019A
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ANNEX A

Staff in Post at 1 April 2008

Pay Band	Gender				Ethnic Origin				Disabled		Working Patterns				Total Staff
	M	%	F	%	Total	%	Unknown	%	Total	%	Full Time	%	Part Time	%	
A	17	73.9									21	91.3			23
B	29	67.4	9	20.9							41	95.3			43
C	87	53.4	65	39.8	6	3.7	5	3.1			141	86.5	22	13.5	163
D	73	46.7	64	41	9	5.8	10	6.4	7	4.5	143	91.6	13	8.3	156
E	80	29.7	157	58.4	19	7.1	13	4.8	26	9.7	223	82.9	46	17.1	269
F	114	28.3	240	59.6	29	7.2	20	4.9	33	8.2	317	78.7	86	21.3	403
G	60	28.6	130	61.9	7	3.3	13	6.2	24	11.4	149	70.9	61	29.1	210
Total	460	36.3	669*	51.8	74*	5.8	64*	5.1	97*	7.7*	1035	81.7	232*	18.3*	1267

Excludes casuals, SNAs, sandwich students, SCS

Data extracted from Oracle HR - Staff in Post

* Total figures only to preserve confidentiality

ANNEX B

Staff in Post by Age and Disability at 1 April 2008

Pay Band	16-25		26-35		36-45		46-55		56-65		66 and over	
	M	F	M	F	M	F	M	F	M	F	M	F
A												
B												
C												
D												
E				7		6		7				
F				6	6	5				5		
G			5	6								
Total	3*	1*	10*	20*	15*	13*	10*	11*	7*	6*	1*	0
Grand Total		97										
% of total staff		7.70%										

Data extracted from Oracle HR - Disability

* Total figures only to preserve confidentiality

ANNEX C

Recruitment Stages 1 April 2007 to 31 March 2008

Recruitment stage	Male									Female									Grand Total
	White	%	Ethnic	%	Unknown	%	Total	Dis	%	White	%	Ethnic	%	Unknown	%	Total	Dis	%	Total
Applications in	155	77.1	46	22.9	0	0	201	11	5.5	313	90.9	27	7.8	4	1.2	344	6	1.7	545
Interviewed	51	78.5	14	21.5	0	0	65	4	6.2	108	93.9	5	4.3	2	1.7	115	2	1.7	180
Succeeded	16	84.2	3	15.8	0	0	19	3	15.8	47	95.9	2	4.1	0	0	49	2	4.1	68
Appointed	10	83.3	2	16.7	0	0	12	2	16.7	35	94.6	2	5.4	0	0	37	2	5.4	49
Reserve	16	76.2	5	23.8	0	0	21	1	4.8	38	92.7	2	4.9	1	2.4	41	0	0	62

ANNEX D

Trawl Stages 1 April 2007 to 31 March 2008

Trawl Stage	Male									Female									Grand Total
	White	%	Ethnic	%	Unknown	%	Total	Dis	%	White	%	Ethnic	%	Unknown	%	Total	Dis	%	
Applications in	115	89.8	7	5.5	6	4.7	128	8	6.3	138	87.9	18	11.5	1	0.6	157	7	4.5	285
Interviewed	80	87.9	6	6.6	5	5.5	91	8	8.8	107	89.9	12	10.1	0	0	119	9	7.6	210
Succeeded	62	96.9	1	1.6	1	1.6	64	7	10.9	62	89.9	6	8.7	1	1.4	69	0	0	133
Appointed	59	96.7	1	1.6	1	1.6	61	5	8.2	55	88.8	6	9.7	1	1.6	62	0	0	123
Reserve	21	87.5	1	4.2	2	8.3	24	2	8.3	36	94.7	2	5.3	0	0	38	1	2.6	62

ANNEX E**Staff in Post by Disability, Gender, Ethnicity, Working Pattern at 1 April 2008**

Pay Band	Full Time		Part Time		Disability		Ethnic Origin	
	M	F	M	F	M	F	M	F
A	19							
B	33	8						
C	91	50		18				
D	81	62		11	5		5	
E	90	133		44	6	20	7	12
F	123	194	8	78	15	18	8	21
G	63	86	6	55	14	10		
Total	500	535	22*	210*	46*	51*	30*	44*
Grand Total	1267							

* Total figures only to preserve confidentiality

ANNEX F

Promotions 1 April 2007 to 31 March 2008

Pay Band	Male				Female				Total	
	White	Ethnic	Unknown	Disability	White	Ethnic	Unknown	Disability	Male	Female
A	7								7	
B	10								10	
C	11				10				11	10
D	11				9				11	9
E	16				18				16	20
F	11				18				12	20
Total	66	0	1*	3*	61	3*	1*	3*	67	65*
Grand Total		132								

* Total figures only to preserve confidentiality

ANNEX G**Leavers 1 April 2007 to 31 March 2008**

Pay Band	Gender		Full Time		Part Time		Ethnicity	Disability	Total	
	M	F	M	F	M	F			M	F
SCS										
A										
B	5								5	
C										
D	9		8						9	
E		14		13						14
F	15	32	14	26		6			15	32
G		9		5		4				9
Total	39*	61*	33*	50*	6*	11	3*	5*	39*	61*
Grand total									100	

Excludes FTA, casuals, SNA and sandwich course students
Information extracted from Oracle HR

* Total figures only to preserve confidentiality