



HEALTH PROTECTION AGENCY

**EQUALITY AND DIVERSITY
INFORMATION REPORT**

JANUARY 2012

Introduction

The HPA is an independent body set up by the government in 2003 to protect the public from threats to their health. It is planned that from 1 April 2013, the functions of the HPA, with the exception of the National Institute of Biological Standards and Control (NIBSC), will transfer to a new body Public Health England (PHE). NIBSC will transfer to the Medicines and Healthcare Products Regulatory Agency (MHRA). This information report has been prepared to meet the HPA's specific duty to demonstrate compliance with the Equality Duty through the publication of information by 31 January 2012. It will also enable us to ensure that HPA's existing responsibilities for equality and diversity are carried forward throughout the transition period and into PHE.

This report has been designed to provide information on staffing and employment matters to the general public, key stakeholders, service users as well as current and potential employees.

The information contained in this report is based on the last full year for which figures are available i.e. year ending 31 March 2011. The report will be updated and re-published in June 2012 when the year end figures for 2011/12 will be available.

What is the HPA's Commitment to Equality and Diversity?

The HPA is currently preparing a new "Statement of Commitment to Equality and Diversity" which will replace the existing published single equality scheme. This new statement will incorporate the agency's equality and diversity objectives up to 31 March 2013 and will be published in April 2012.

The HPA positively supports equality of opportunity and the promotion and celebration of diversity. It is committed to promoting equality, eliminating unlawful discrimination, promoting good relations between groups of people in all its functions and promoting equality of opportunity for employees and job applicants. The HPA recognises the need for a diverse staff, capable of understanding the needs and culture of its employees and customers and communicating effectively with them.

The HPA aims to ensure that all staff and job applicants are treated equally in recruitment, selection, training, development and promotion, in accordance with the agency's policies. No individual or groups of staff will be subject to unlawful direct or indirect discrimination based on age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation (Equality Act 2010).

The HPA's new statement will incorporate a number of objectives in respect of promoting equality and diversity amongst staff and job applicants as follows:

- Improve the proportion of our staff who provide us with equality monitoring data, especially on disability and sexual orientation
- Undertake an ethnicity audit of staff by grade and compare against 2008/9
- Undertake an audit of recruitment panels for race and gender
- Complete the ongoing equal pay review
- Ensure all mandatory equality and diversity training is achieved
- Monitor employee development programme for all protected characteristics

Workforce Profile and Monitoring

General overview of HPA workforce

Introduction

This section of the report has been compiled from statistics gathered during the financial year 2010/11.

The HPA is made up of 9 divisions, these are:

- Centre for Radiation Chemical and Environmental Hazards (CRCE)
- Microbiology Services (MS)
- Health Protection Services (HPS)
- Public Health Strategy (PHS)
- Communications (COMMS)
- Finance and Resources (FRED)
- Human Resources (HR)
- National Institute for Biological Standards and Control (NIBSC)
- Research & Development (R&D)

Numbers of staff in post

The total number of staff employed by the HPA as at 31 March 2011 was 3,826

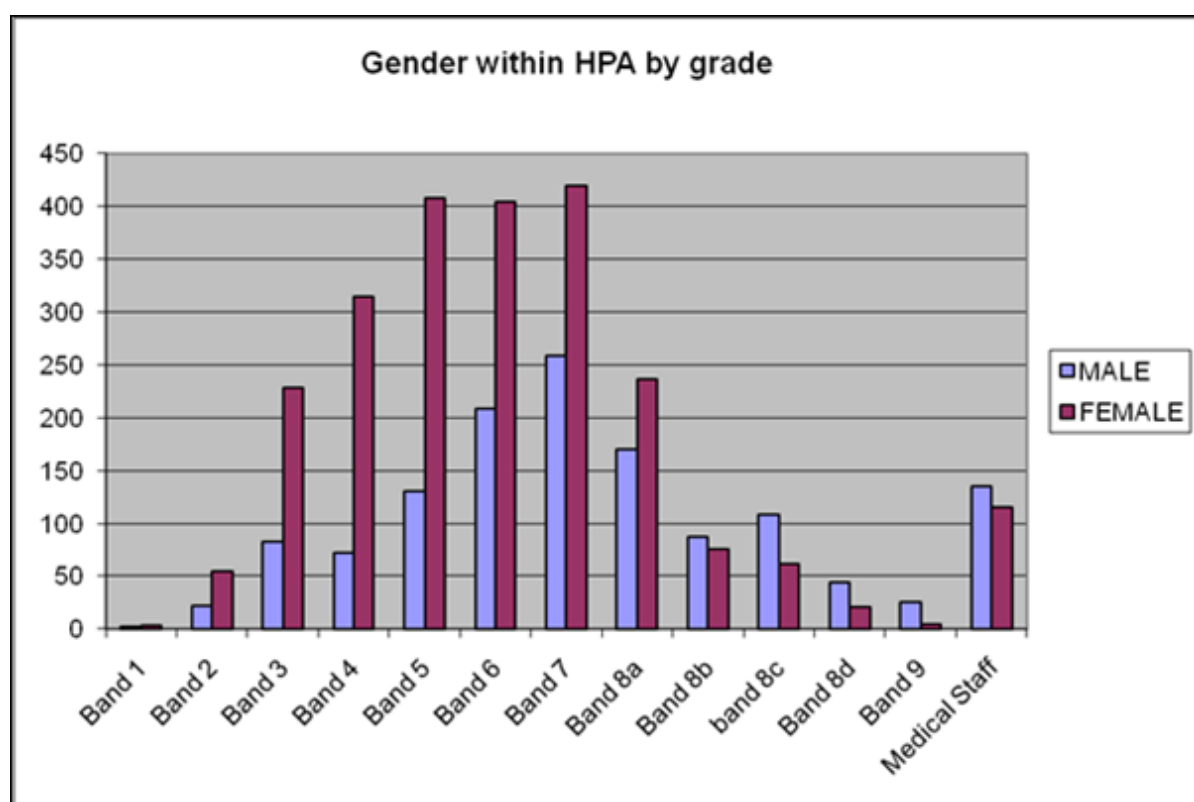
Gender Profile

The table also shows the gender breakdown for the agency by division:

Division	Female		Male	
	Headcount	% of Division	Headcount	% of Division
MS	1159	65%	624	35%
Comms	46	76%	14	24%
CRCE	214	55%	175	45%
FRED	84	40%	125	60%
HR	43	78%	12	22%
HPS	691	69%	304	31%
NIBSC	163	55%	135	45%
PHS	11	69%	5	31%
R+D	15	71%	6	29%
TOTAL	2426	63%	1400	37%

Gender and Grade

The table below describes the HPA employee population by gender and pay band:



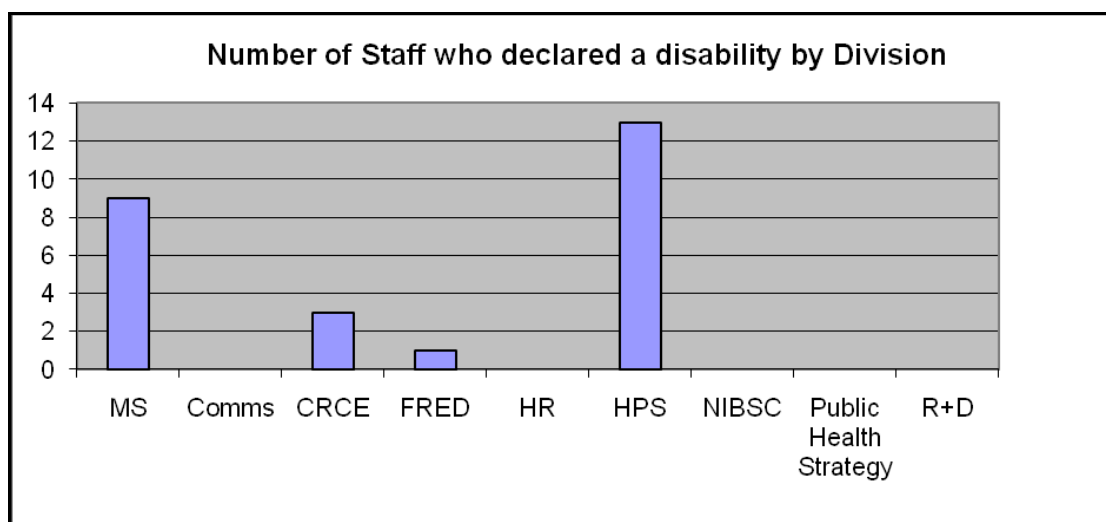
Ethnicity profile

The table below provides a headcount by ethnic origin of HPA employees:

Ethnic Origin	Headcount	%
White	2715	71
Mixed heritage	50	1
Asian (Indian, Pakistan, Bangladesh and other)	286	7
Black (African, Caribbean, British and other)	126	3
Chinese	34	1
Any other	41	1
Filipino	1	<1
Undefined	573	15

Disability

Twenty six staff in the HPA declared they had a disability.



Religion/Belief

The table below shows the religions and other beliefs declared by employees:

Religion/Belief	Headcount	%
Atheism	250	7
Buddhism	13	<1
Christianity	835	22
Hinduism	65	2
Islam	35	1
Jainism	7	<1
Judaism	9	<1
Sikhism	2	<1
Other	119	3
Undefined	2172	57
Don't wish to disclose	319	8

Sexual Orientation

The table below shows the sexual orientation declared by employees:

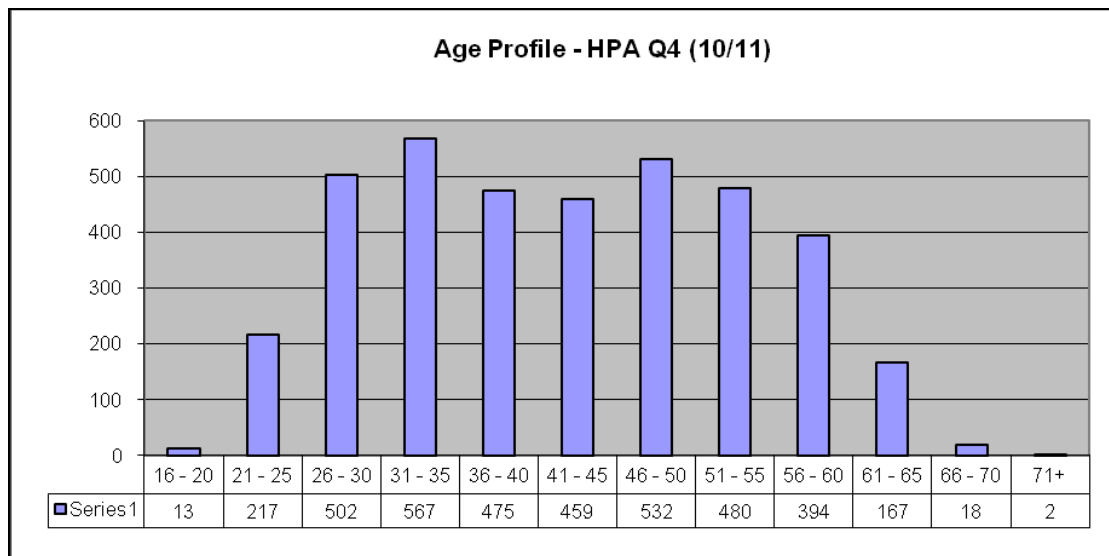
Sexual orientation	Headcount	%
Bisexual	10	<1
Gay	14	<1
Heterosexual	1374	36
Lesbian	10	<1
Undefined	2162	56
Don't wish to disclose	256	7

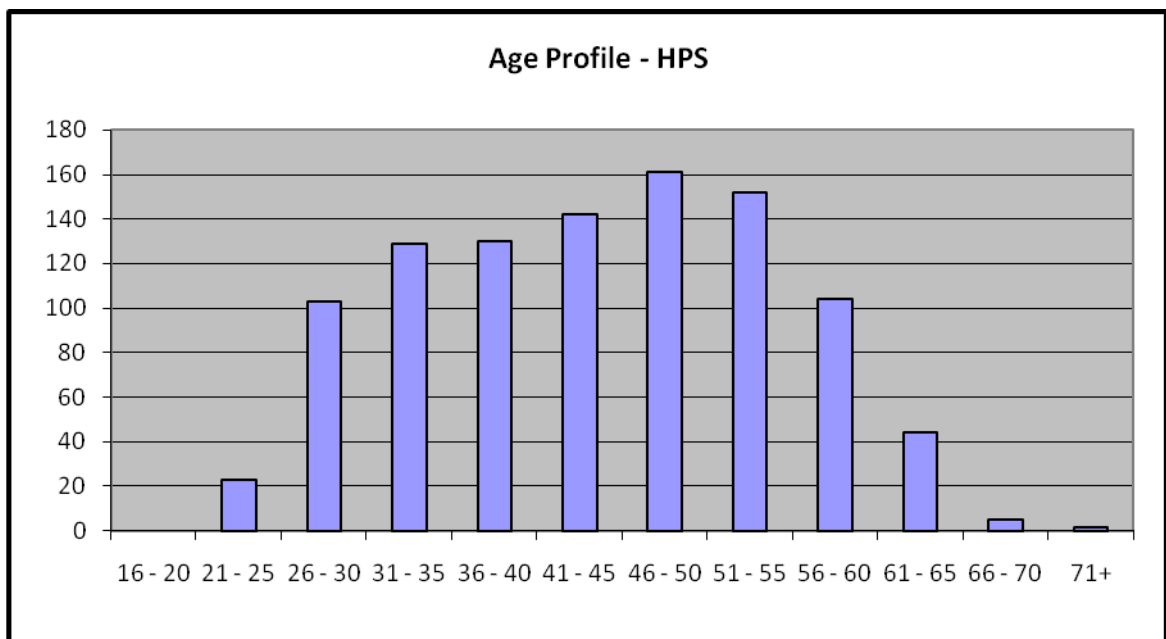
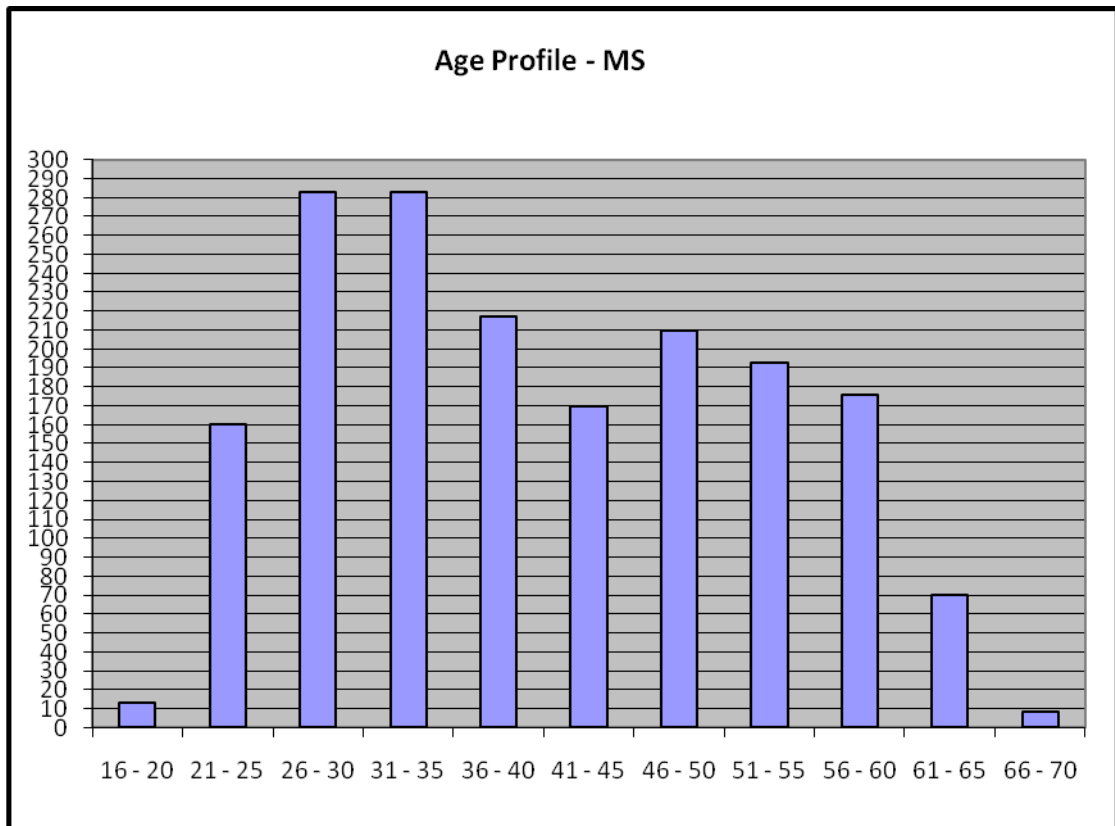
Age Profile

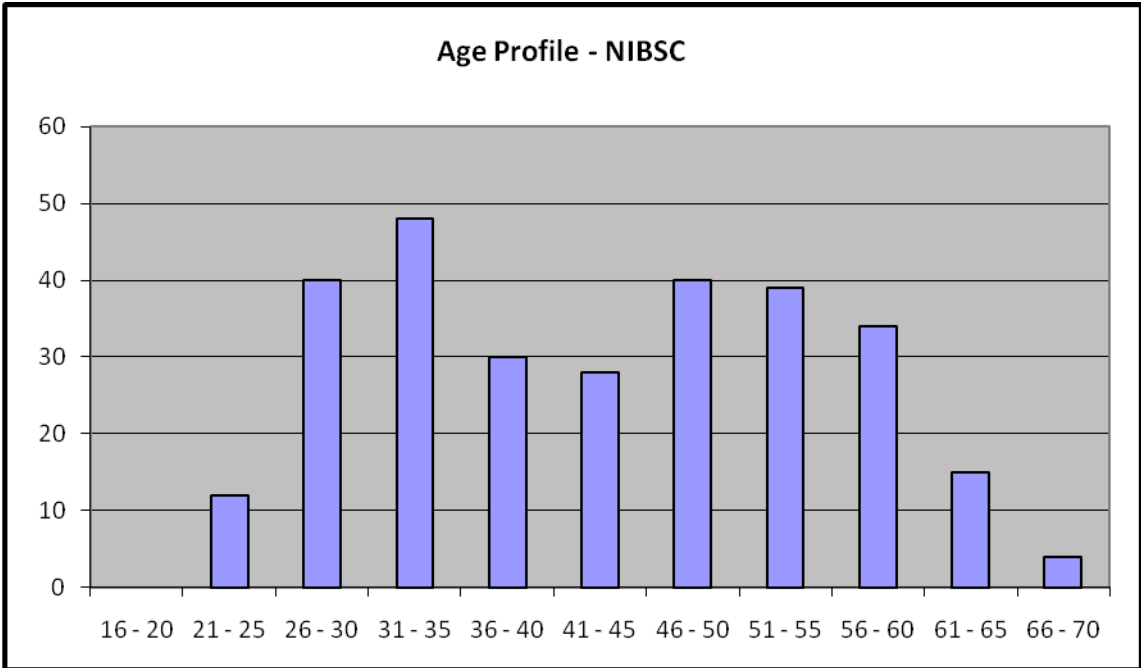
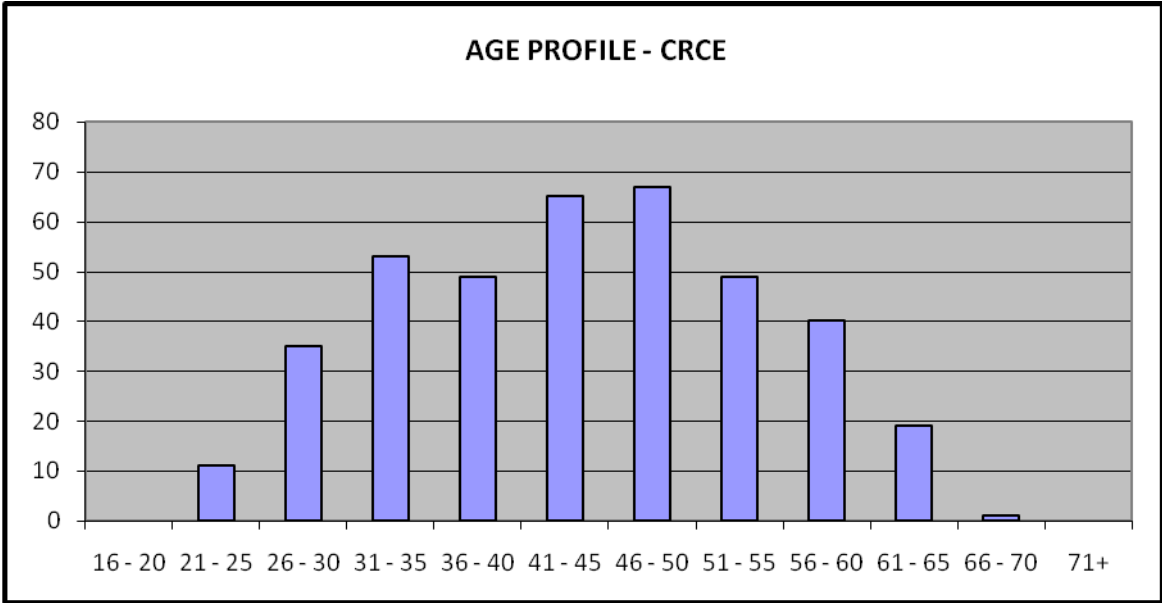
The age profile of the HPA by division is shown in the tables below.

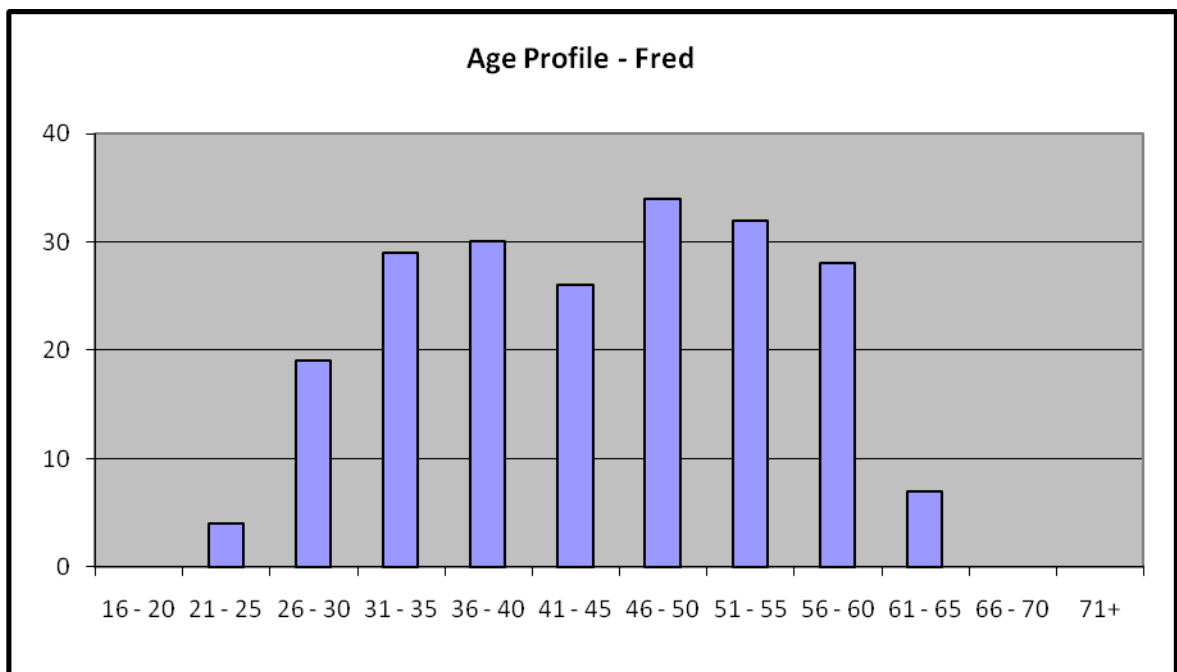
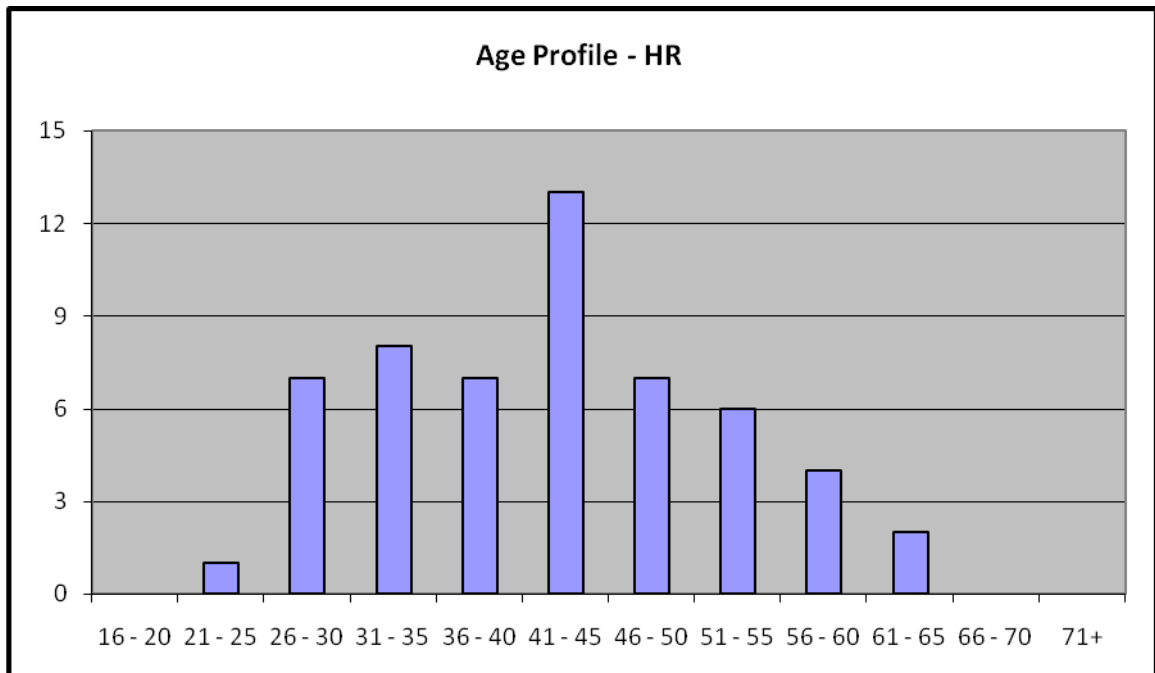
The overall distribution shows a gradual increase in numbers up to age 41-45 followed by a gradual decline up to age 60 with a significant drop in numbers after age 60. However there is considerable variation between divisions.

Age Band	Headcount	%
16 - 20	13	0.34%
21 - 25	217	6%
26 - 30	502	13%
31 - 35	567	15%
36 - 40	475	12%
41 - 45	459	12%
46 - 50	532	14%
51 - 55	480	13%
56 - 60	394	10%
61 - 65	167	4%
66 - 70	18	0.47%
71+	2	0.05%









Corporate Generic Training

Corporate generic training programmes are designed and scheduled to meet the needs arising from staff appraisals and those of the HPA as a whole. Courses are mainly designed to develop general skills and provide personal development opportunities. These may range from verbal communication and time management to supervisory and management development courses.

Equality Monitoring

This table shows that representative numbers of male and female staff, in the HPA, attend generic corporate training courses.

Gender	Female	Male	Total
No. of Delegates	1309	717	2026
% attended	65%	35%	100%
HPA Profile	63%	37%	100%

This table shows the age distribution of staff attending courses compared to the overall age profile for the HPA and indicates that older workers would appear to be marginally under represented on these training courses

Age Band	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	Undefined	Total
Delegates	8	108	270	324	276	243	314	231	170	41	38	2023
% Attendees	0.4%	5%	13%	16%	14%	12%	16%	11%	8%	2%	2%	100%
HPA profile 2010/11	0.34%	6%	13%	15%	12%	12%	14%	13%	10%	4%	0.5%	100%

This table shows the ethnicity of staff attending corporate generic training courses compared to the overall agency profile. There does not appear to be any issues of under-representation of staff from minority ethnic groups attending training courses, although some staff either did not record or disclose their ethnicity.

ETHNICITY	WHITE	MIXED HERITAGE	ASIAN (INDIAN, PAKISTAN, BAGLADESH AND OTHER)	BLACK (AFRICAN, CARIBBEAN, BRITISH AND OTHER)	CHINESE	ANY OTHER	FILIPINO	UNDEFINED	TOTAL
TOTAL	1487	22	119	53	12	18	0	315	2026
% Attendees	73%	1%	6%	3%	0.59%	0.88%	0%	16%	100%
HPA PROFILE 2010/11	71%	1%	7%	3%	1%	1%	0.03%	15%	100%

Disciplinary and Grievance cases from April 2010 to March 2011

This table shows that a greater proportion of white staff have been involved in disciplinary cases, although, for 5 members of staff, there was no record of their ethnicity and one member of staff recorded their ethnicity as 'other'. The table also indicates that BME staff have raised more grievances in relation to their proportion of staff in the HPA; however the overall numbers are too small to draw any conclusions.

Ethnicity of staff	Disciplinary	Grievances
White	39	13
Black and Minority Ethnic	6	1
Not Stated	4	4

Sickness Absence from April 2010 to March 2011.

36,808 days were lost as a result of sickness absence which equates to <9 days per employee per year.

Month	Number of days
April – June	8,777
July –September	7,981
October December	10,728
January - March	9,322