

Statutory annual monitoring report 2007/08

1.0 Purpose

- 1.1 The aim of this report is to meet the statutory duty on public bodies to monitor specific areas of employment reporting on workforce monitoring information for 2007/08.
- 1.2 The Trust is required to monitor and publish annually data by numbers of staff by disability, gender and ethnicity, who:
- are in-post
 - apply for employment, training and promotion
 - receive training
 - benefit or suffer a detriment as a result of its performance assessment arrangements
 - are involved in disciplinary and grievance procedures
 - who cease employment with the Trust
- 1.3 A monitoring report is attached at Appendix A for publication on the Trust website. Where possible the Trust also monitors and reports these specific employment monitoring duties by age diversity.

2.0 Workforce information

- 2.1 Table 1 shows the general workforce composition at 1 April 2008. Data for 1 April 2007 is also illustrated.

Table1

	1 April 2007	1 April 2008
Total workforce	8813	9052
Female	6372	6563
Male	2441	2489
Disabled	324	269
Not disabled	4465	4092
Not known	4024	4691
White	4301	4390
Asian	625	740
Black	1486	1506
Mixed	171	180
Chinese/other	319	382
Not known	1911	1753

2.2 The general composition of the workforce has remained very similar to the previous year.

Age profile

2.3 Table 2 shows the age portfolio of the Trust at 1 April 2008 compared with the position at 1 April 2007.

Table 2

Age band	Trust workforce April 2007	%	Trust workforce April 2008	%
17-20	28	0.3%	31	0.3%
21-25	509	5.8%	633	7.0%
26 -30	1501	17.0%	1452	16.0%
31-35	1685	19.1%	1706	18.8%
36-40	1398	15.9%	1483	16.4%
41-45	1226	13.9%	1245	13.8%
46-50	937	10.6%	952	10.5%
51-55	701	8.0%	739	8.2%
56-60	547	6.2%	522	5.8%
61-65	227	2.6%	232	2.6%
66-70	46	0.5%	49	0.5%
70+	8	0.1%	8	0.1%

2.4 The Trust has retained a relatively young workforce with little change since last year. Measures to assist parents of young children to remain in employment such as flexible working and two on site nurseries are in place and we continue to promote these. A review of the retirement policy and procedure is in progress.

Gender profile

2.5 In April 2008, the Trust workforce in total comprised 73% female and 27% male staff, similar to the previous year's position and many NHS bodies. Gender distinction in clinical and non-clinical roles is shown in table 3.

Table 3

	Clinical	%	Non-clinical	%
Female	4600	74%	1963	69%
Male	1600	26%	889	31%

Gender profile by pay band

2.6 Table 4 below shows the gender profile of the workforce by Agenda for Change pay band.

Table 4

AfC pay band	Female	Male
AfC pay band 1	63%	37%
AfC pay band 2	75%	25%
AfC pay band 3	76%	24%
AfC pay band 4	80%	20%
AfC pay band 5	83%	17%
AfC pay band 6	81%	19%
AfC pay band 7	81%	19%
AfC pay band 8	66%	34%

Disability profile

- 2.7 Known disability information by workforce at April 2008 is highlighted below.

Table 5

	Clinical	Non-clinical	Total
Disabled	147	122	269
Not disabled	2726	1366	4069
Not known	3327	1364	4691

- 2.8 The Trust is committed to improving the disability information held on the workforce and a plan is in place to achieve this during December 2008. All staff for whom no disability information is recorded will be written to in line with the Disability Right's Commission's code of practice. This will ask people to indicate which of the following impairments they may have:

- **Physical impairment**, such as difficulty using your arms or mobility issues which means using a wheelchair or crutches
- **Sensory impairment**, such as being blind/having a serious visual impairment or being deaf/having a serious hearing impairment
- **Mental health condition**, such as depression or schizophrenia
- **Learning disability/difficulty**, (such as Down's syndrome or dyslexia) or cognitive impairment (such as autistic spectrum disorder)
- **Longstanding illness** or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- **Other** (please specify)

Ethnicity profile

- 2.9 Table 6 highlights the ethnicity of the Trust's workforce as at 1 April 2008 using census categories. The Trust remains fully committed to ensuring that it has an accurate picture of its workforce ethnicity. As with disability information, the Trust is taking steps in December 2008 to write to all staff for whom no ethnicity information is recorded on the electronic staff record system in order to increase our data coverage.

Table 6

Ethnicity	clinical	Non-clinical	Total
White British	2563	1135	3698
White Irish	136	47	183
White other	411	98	509
Asian Indian	311	64	375
Asian Bangladeshi	22	9	31
Asian Pakistani	58	11	69
Asian other	219	46	265
Black African	514	385	899
Black Caribbean	205	318	523
Black other	45	39	84
Mixed White/black African	24	17	41
Mixed White/black Caribbean	23	16	39
Mixed White/Asian	36	9	45
Mixed other	46	10	56
Chinese	90	6	96
Other	300	86	386
Not known	1197	556	1753
Total	6200	2852	9052

2.10 The Trust's ethnicity profile by AfC pay bands in April 2008 is given below in table 7 in line with census categories.

Table 7

AfC payband	white	asian	black	mixed	chinese	unknown
1	19%	3%	57%	3%	6%	12%
2	30%	6%	34%	2%	4%	24%
3	43%	5%	27%	3%	3%	19%
4	56%	5%	14%	2%	2%	21%
5	39%	9%	18%	2%	9%	23%
6	52%	8%	12%	2%	9%	17%
7	65%	6%	8%	1%	3%	17%
8	76%	6%	3%	1%	2%	12%
Ethnicity as% of workforce	49%	8%	17%	2%	5%	19%

2.11 Points to note include:

- In terms of employing a workforce at all levels that is reflective of the community we serve, the Trust will continue to consider further measures, in the light of the over-representation of white staff in AfC pay bands 6-8, and the under-representation of non-white groups.
- The Trust supports the national Breaking Through Programme aimed at helping BME staff to obtain senior positions.

- In line with best practice, the Trust reviews the pay of its staff and engaged the Institute of Employment Studies to support this work. This equal pay report will be made available on our website once it is finalised in 2009.

Recruitment and selection monitoring information

2.12 Recruitment is carried out online using the Trust's website and healthjobsuk. There has been a significant increase in recruitment applications and recruitment data is shown in Appendix A divided into medical and non-medical recruitment. Themes emerging include:

Gender

- The proportion of male applicants being appointed to medical posts is slightly higher (59%) than female applicants.

Age

- The Trust continues to have a relatively young organisational age profile, reflecting a 'London factor'
- Applicants aged 36-40 were more likely to be successful at interview in proportion to their numbers applying for medical posts

Ethnicity

- The data shows higher success rates for white applicants relative to the proportion of applicants when compared with black applicants for employment

Disability

- Applicants from disabled candidates continue to be received at a low level. The Trust is a Two Ticks employer and continues to employ disabled people in proportion to their numbers in the community.

2.13 Specific actions:

- A full equality impact assessment of the recruitment policy including acting up and secondment procedures is currently being conducted and is looking at measures which may help to increase objectivity in the recruitment and selection process, including job descriptions and person specification in standard format
- Plans are in place to reduce the number of not known age, disability, gender and ethnicity of appointed candidates
- Guidance is in place to ensure that person specifications do not contain potentially discriminatory requirements on age grounds
- The Trust continues to offer provide a work experience scheme for local students and unemployed people in partnership with the South Bank Employers' group and Waterloo Job shop. Of the 56 work placements provided since February 2008, 45 have been secured by BME people.

Formal employee relations cases

Disciplinary cases

2.14 139 staff were subject to a formal disciplinary case in 2007/08. A breakdown is shown in table 8.

Table 8

Ethnicity	Number of cases	% of disciplinary cases	% of Trust workforce
White	18	24%	49%
Asian	2	4%	8%
Black	33	42%	17%
Mixed	2	3%	2%
Chinese/other	2	2%	5%
Not known	18	25%	19%
Total	75	100%	100%

2.15 A full equality impact assessment was carried out in June 2008 and noted that:

- the number of disciplinary cases remains low for a workforce of 9,000 staff
- black staff were over-represented in disciplinary action
- men were over-represented in disciplinary action
- staff in lower pay bands were over-represented amongst those subject to disciplinary action
- in 2007/8 the numbers of BME staff, taking into account band, who were disciplined was overall in proportion to the numbers present in the band and this was an improvement over 2006/7
- management and staff side continue to work in partnership on the action plan arising from the impact assessment

Grievance cases

2.16 Table 9 shows the breakdown of formal grievance cases during 2007/08.

Table 9

Ethnicity	Number	% of grievance cases	% of trust workforce
White	3	33%	49%
Asian	1	7%	8%
Black	4	26%	17%
Mixed	1	4%	2%
Chinese/other	3	7%	5%
Not known	3	22%	19%
Total	13	100%	100%

2.17 The numbers of formal grievance cases brought in 2007/08 is very low for an organisation that employs some 9,000 staff. A full equality

impact assessment of grievance policy and procedure began in late 2008 and will be available for publication in the New Year.

Leavers

- 2.18 Table 10 shows the information monitored on staff leaving the Trust during 2007/08.

Table 10

Ethnicity	% of leavers	% of Trust workforce
White	41%	49%
Asian	9%	8%
Black	8%	17%
Mixed	2%	2%
Chinese/Other	3%	5%
Not known	37%	19%

- 2.19 The key reasons identified for leaving the Trust were a resignation to take up opportunities elsewhere or the end of a fixed-term contract. These covered 90% of leavers during the period. Men were over-represented in leavers at 36%.

Appraisal

- 2.20 Of the staff who received an appraisal during 2007/08, the breakdown is shown in table 11.

Table 11

Ethnicity	% receiving an appraisal	% of Trust workforce
White	55%	49%
BME	29%	32%
Not known	16%	19%

- 2.21 Overall, based on data collected on the HR system, it appears that more white staff than BME received an appraisal. The same source suggests that:
- staff aged between 20 and 29 are less likely to receive an appraisal (21% of all Trust staff are in this age group of which 15% received an appraisal)
 - Women are less likely to receive an appraisal than men (72% of all Trust staff are female while only 63% of all staff receiving appraisal were female).
- 2.22 However staff responses to the staff survey, which are based on a sample of the workforce, indicated the following:
- 60% of BME and 60% of White; 66% of men and 58% of women; 61% staff with disability and 60% staff without disability had received an appraisal.

2.23 The Trust remains committed to ensuring that all of our staff have an annual performance appraisal and this is an organisational priority. It is planned to record appraisals on our HR system which will increase the robustness of the data held.

Training

2.24 Staff demographic data has been analysed against training data access to mandatory training data, HR management, and NVQs.

2.25 Access to training and appraisal has been analysed by age, disability, ethnicity, gender, religion and sexual orientation. In addition Staff Survey data has been reviewed.

2.27 The data collected does not include an analysis of staff having access to funding for external courses. It is planned longer term to include this area of monitoring in future work as we develop a training booking facility on the Electronic Staff Record system.

2.28 Training and Development and HR have been working together to interpret the findings to ensure that action points are identified which will be relevant and effective.

2.29 Findings include the following:

- overall, there is little apparent variation in uptake to mandatory training courses, with the exception that younger people (under 29) appear slightly overrepresented (25% attending compared with 21% of the workforce)
- data on courses about implementing HR policies such as disciplinary and recruitment and selection shows that ethnic minority staff are underrepresented on these courses. This is likely to reflect the lower percentage of ethnic minority staff present in the pay bands expected to attend these courses.

2.30 Action points include:

- Training and Development and HR continue to work together to ensure a coordinated approach is taken to the capture and analysis of E&D data and to discuss issues relating to data and access to courses and agree action
- Monitor and report uptake of management development courses to ensure staff access the training appropriately.
- An equality impact assessment is planned for the Trust Development Strategy and the range of training and development opportunities available to people to meet our duty in this area.

2.31 In line with good practice and, in anticipation of the Equality Bill's provisions, the Trust is seeking monitoring information on the sexual

orientation and religious beliefs of its workforce in December 2008.
This is part of a data validation exercise which also seeks to improve
our workforce ethnicity and disability monitoring information.

Appendix A: Workforce monitoring data 2007/08