

Corporate Management Committee

13th December 2017

Statutory Annual Workforce Diversity Monitoring Report 2016/17

Status: A paper for information

History: Annual report

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Development

Statutory Annual Workforce Diversity Monitoring Report 2016/17

1.0 Introduction

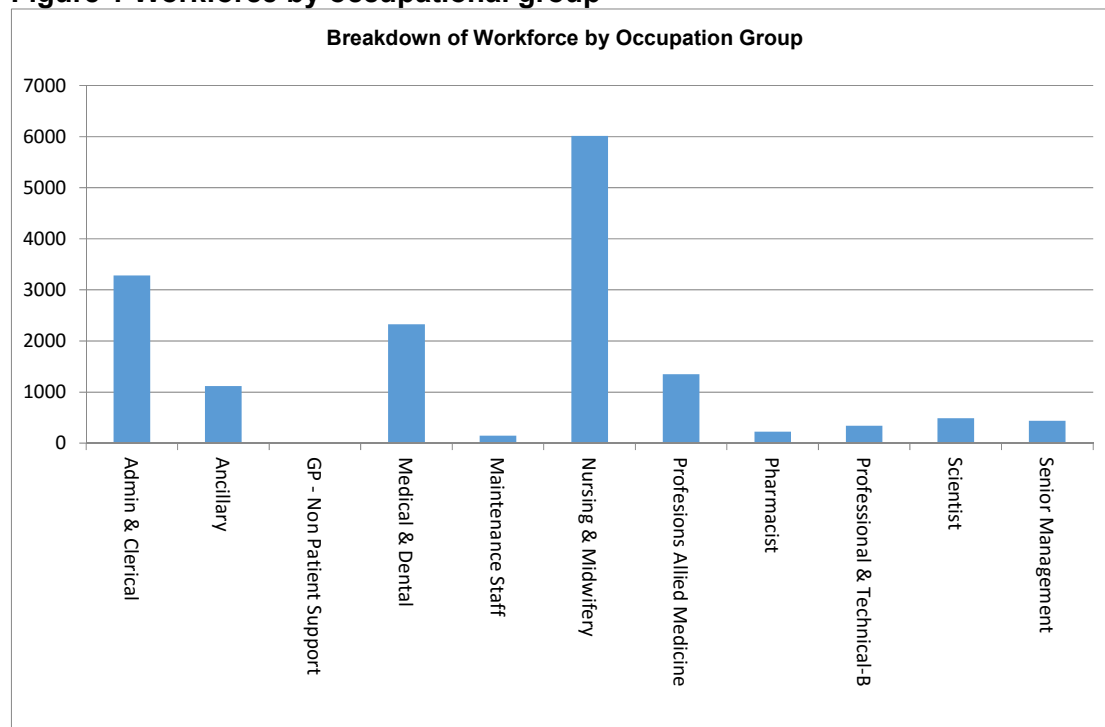
- 1.1 The Equality Act (2010) and subsequent public sector equalities duties have placed a much greater emphasis on providing visible and transparent information to the public. The annual diversity monitoring report will be published on the Trust internet site to meet our duties.
- 1.2 All public bodies are required to publish workforce information by the 'protected characteristics' set out in equality legislation. This will cover staff-in-post, applicants for jobs, promotion and training, results of training, employment relations data and performance appraisal.

2.0 Purpose of this paper

- 2.1 The purpose of this paper is to set out the results of employment monitoring over the past 12 months.
- 2.2 The Trust has not undertaken a data cleansing exercise this year. This will have an effect on the validity of some of the information, and the relatively high level of 'unknown' data for ethnicity and disability for existing staff.
- 2.3 Significant progress has been made in gathering reliable workforce diversity data over each year for new staff joining the organisation. There are plans for cleansing data in 2018 where each person who has incomplete information will be contacted directly to complete their personal details and this information will be updated on ESR. This will also follow Trust wide communications outlining the importance and rationale for collecting diversity information.

3.0 Staff in post

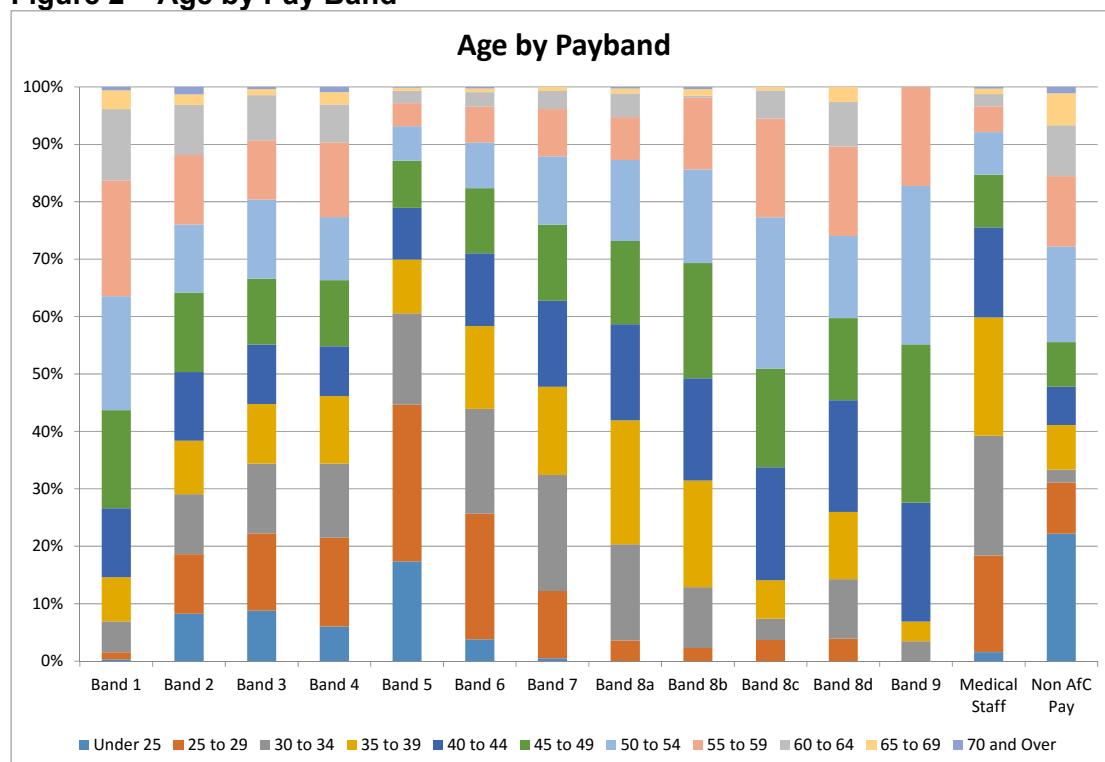
- 3.1 The Trust had 15,739 employees on 31st October 2017. This represents an increase of 996 substantively employed staff over the last 12 months. The distribution of the workforce across the occupation groups are shown in Figure 1 below. The profiles of the workforce by age, gender, ethnicity and disability are in Appendix A.

Figure 1 Workforce by occupational group

4.0 Age by pay band

- 4.1 Within the workforce, 22% are under 30 years old. The age band 30-55 years represent 64% of the workforce and 14% are aged over 55. There has been a slight increase in the ratio of staff in the older and younger age bands. As a Trust, we are undertaking research into the changing needs of an ageing workforce as well other generations e.g. millennials and how we can support the workforce in the future.
- 4.2 Age is generally well represented across AfC bands. Younger workers (under 25 years old) are mostly in band 2-5 posts, with the number of under 25 year olds in band 5 posts increasing over the last 12 months suggesting that initiatives to increase the recruitment of younger people into entry level posts and as part of the Widening Access Strategy are showing signs of success. See figure 2 below.

Figure 2 – Age by Pay Band



5.0 Ethnicity by pay band

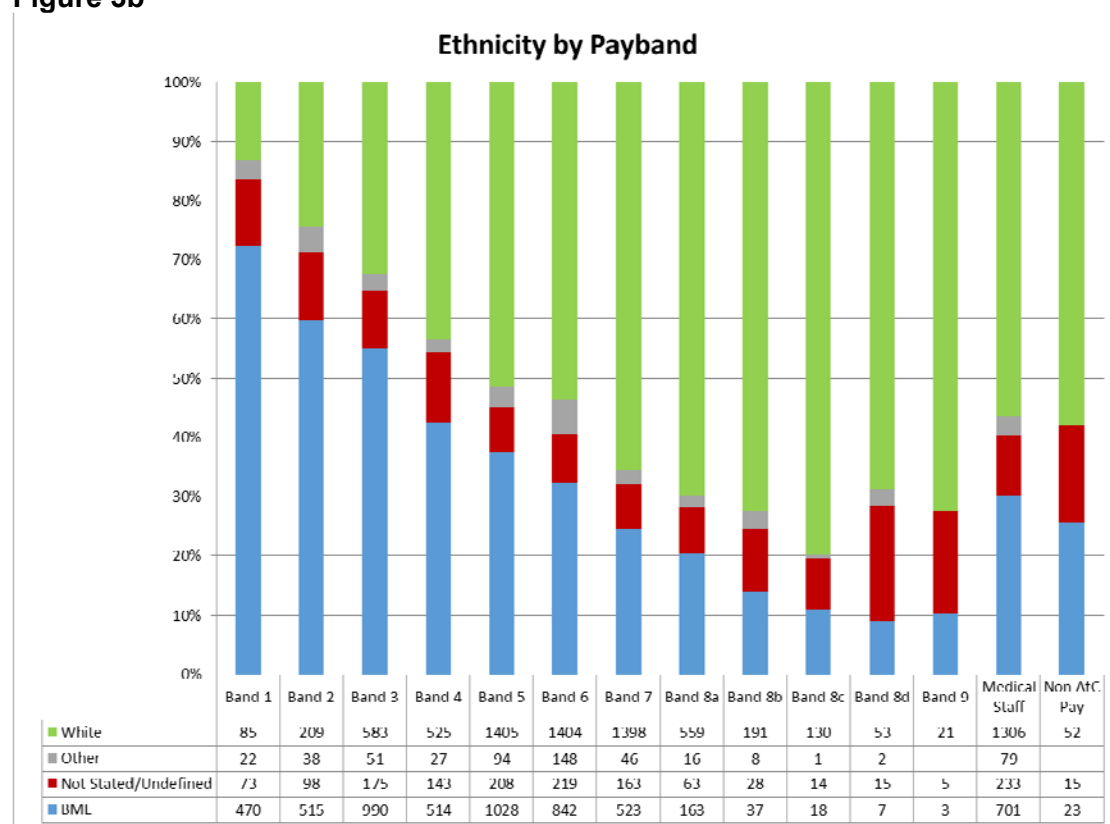
- 5.1 91% of the workforce disclosed their ethnicity, compared to 87% to the preceding three years. This is broken down into 37% of those staff stating that they were from a BAME group, 50% disclosed as being white and 9.2% being classed as not stated/undefined. The remaining are staff classed as 'other'.
- 5.2 As bands increase, the representation of BAME staff begins to reduce. The distribution of BAME staff by band is 43% in bands 1-4, 41% in bands 5-7 and 3.86% in bands 8A and above.
- 5.3 The ethnic composition of doctors reflects more closely the Trust's overall ethnic diversity with 56% of doctors disclosing their ethnicity as white, 30% as BAME and 10% have not declared their ethnicity.
- 5.4 Figure 3b shows the breakdown of the Trust by ethnicity and pay band.

Figure 3 - Ethnicity by Pay Bands

Figure 3a

Staff Group-Diversity report	BAME	Not Stated/Undefined	Other	White
Admin & Clerical	42.9%	12.7%	2.0%	42.3%
Ancillary	65.2%	10.3%	3.8%	20.7%
GP - Non Patient Support (NED)	18.2%	36.4%	0.0%	45.5%
Maintenance	33.3%	6.3%	4.2%	56.3%
Medical & Dental	30.2%	10.0%	3.4%	56.4%
Nursing & Midwifery	38.1%	7.3%	4.6%	49.9%
Pharmacist	33.9%	10.6%	3.5%	52.0%
Profession Allied Medicine	19.7%	4.9%	2.2%	52.0%
Professional & Technical-B	38.0%	8.2%	2.3%	51.5%
Scientist	22.5%	10.4%	2.0%	65.0%
Senior Management	15.8%	14.6%	1.1%	68.5%
Grand Total	37.1%	9.2%	3.4%	50.3%

Figure 3b



Statutory Annual Workforce Monitoring Report 2016/17

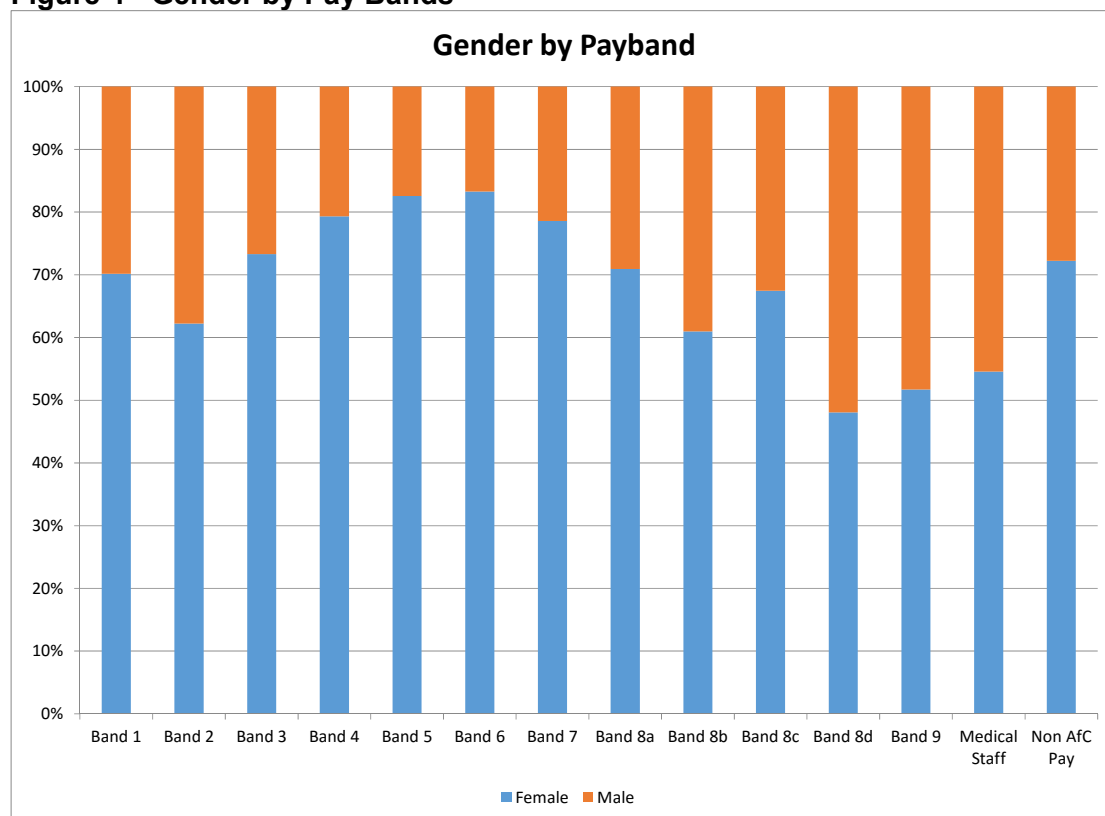
Julie Screaton, Director of Workforce & Organisational Development

Eric Pirozzoli, Associate Director of HR-Performance Improvement

6.0 Gender by pay band

- 6.1 The workforce split remains at 74% female and 26% male, consistent with figures from the past 5 years and is consistent with the wider NHS.
- 6.2 There is some variation in gender distribution by band, with females comprising a higher than average proportion of the Band 3 – 7 workforce (80%) and males forming a higher than average proportion of the workforce (39%) from band 8b upwards. This is particularly disproportionate at bands 8D and 9, where there is a more equal split between both genders at 48% and 52% respectively.
- 6.3 Outside of AfC bands, 55% of doctors are female and 45% male, which remains unchanged from last year.

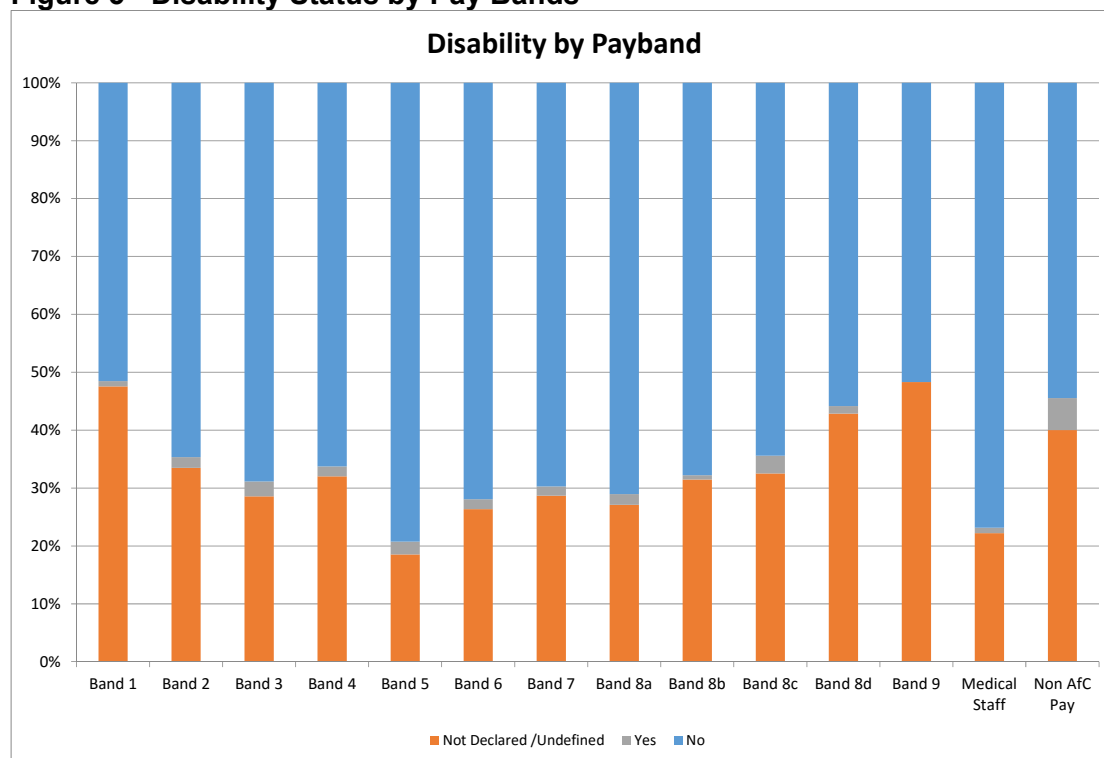
Figure 4 - Gender by Pay Bands



7.0 Disability by pay band

- 7.1 The number of staff who have declared whether or not they have a disability is 72% in 2016/17, which is a significant increase from 63% in the previous year. Of those who declared, 1.7% stated they had a disability (translating to 1.1% of the workforce overall stating they have a disability).
- 7.2 Rates of declaration are relatively consistent across AfC bands. The declaration rate for doctors is higher, with 22% choosing not to declare.

Figure 5 - Disability Status by Pay Bands



8.0 Applicants for employment

- 8.1 The Trust operates the two tick's symbol scheme and will guarantee an interview for disabled people who meet the essential job specification, explaining why the figures for disabled applicants who are shortlisted are higher than non disabled applicants. There is slightly more variation in clinical staff, with fewer disabled employees being appointed.

Figure 6 – Recruitment Summary for Non-Clinical Staff by Disability

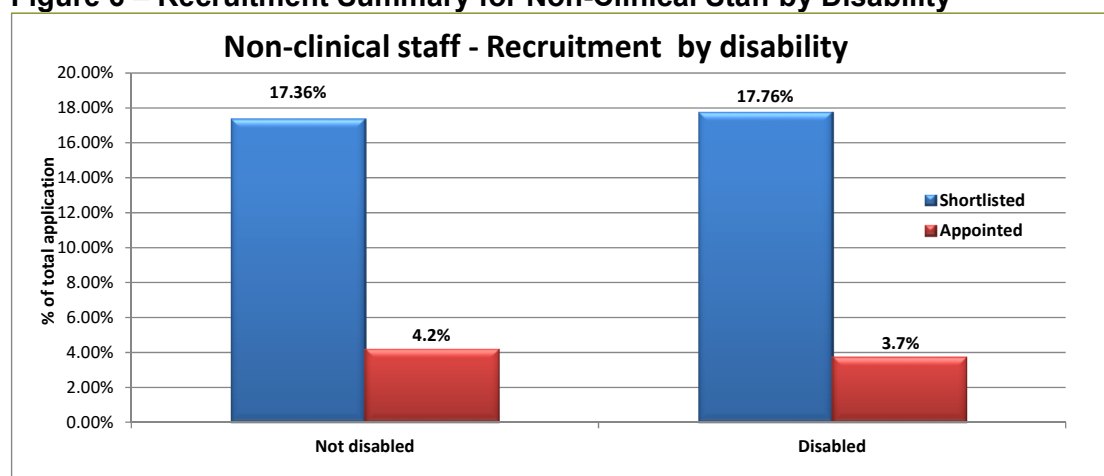
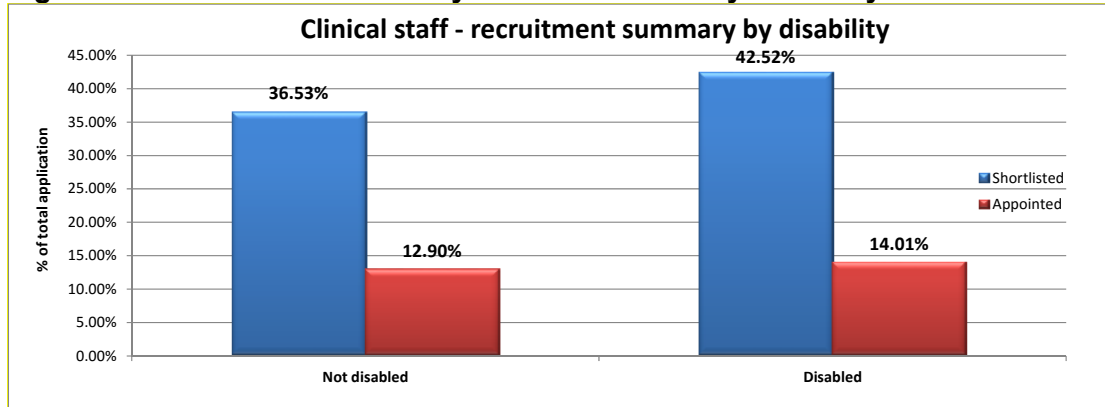


Figure 7 – Recruitment Summary for Clinical Staff by Disability



8.2 Within both clinical and non-clinical staff, a smaller ratio of men are shortlisted and appointed than women. The difference is greater amongst clinical staff than non-clinical staff.

Figure 8 – Recruitment Summary for Non-Clinical Staff by Gender

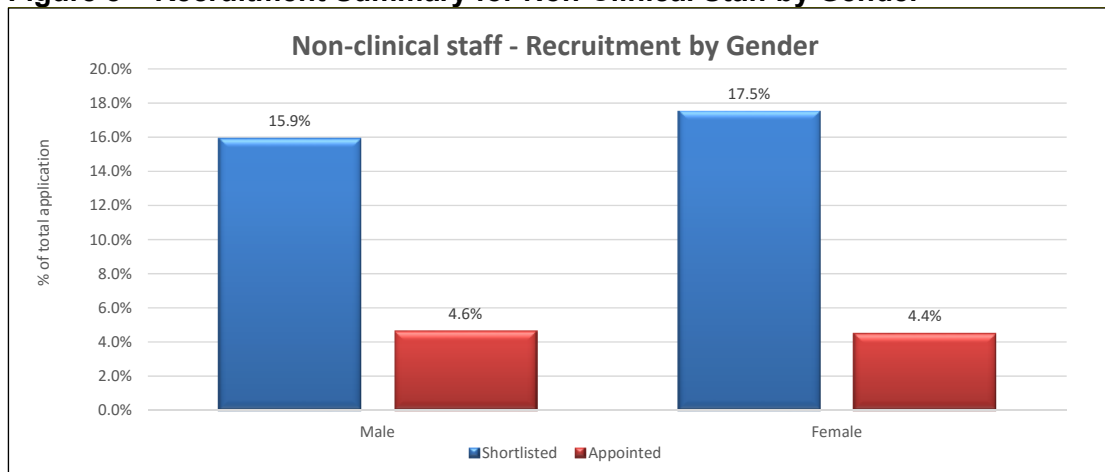
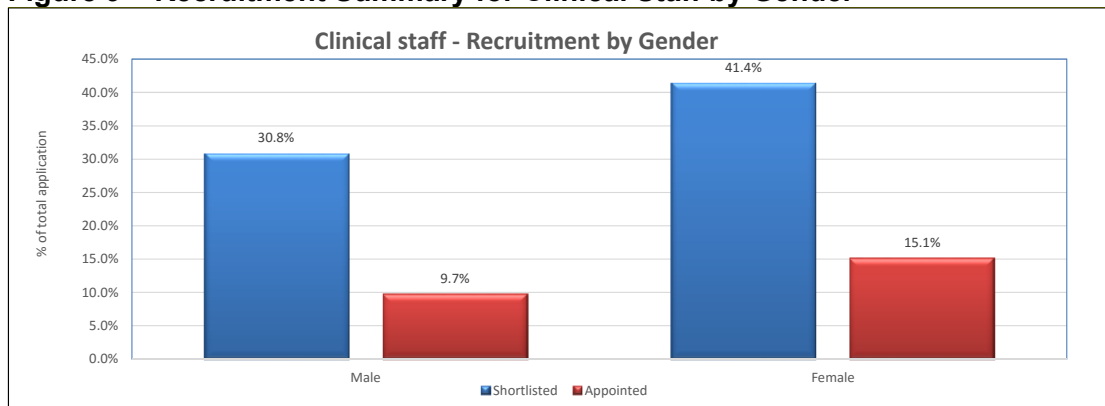


Figure 9 – Recruitment Summary for Clinical Staff by Gender



- 8.3 For non-clinical staff there is little variation with appointment rates across age, aside from slightly higher figures for those aged under 20 and over 60, which also has the highest figures for short listing. It should be recognised that the headcount figures for these age groups are significantly lower than other groups, being in the hundreds rather than thousands, therefore the validity of the data for these groups is lower, possibly explaining this variation.

Figure 10 – Recruitment Summary for Non-Clinical Staff by Age

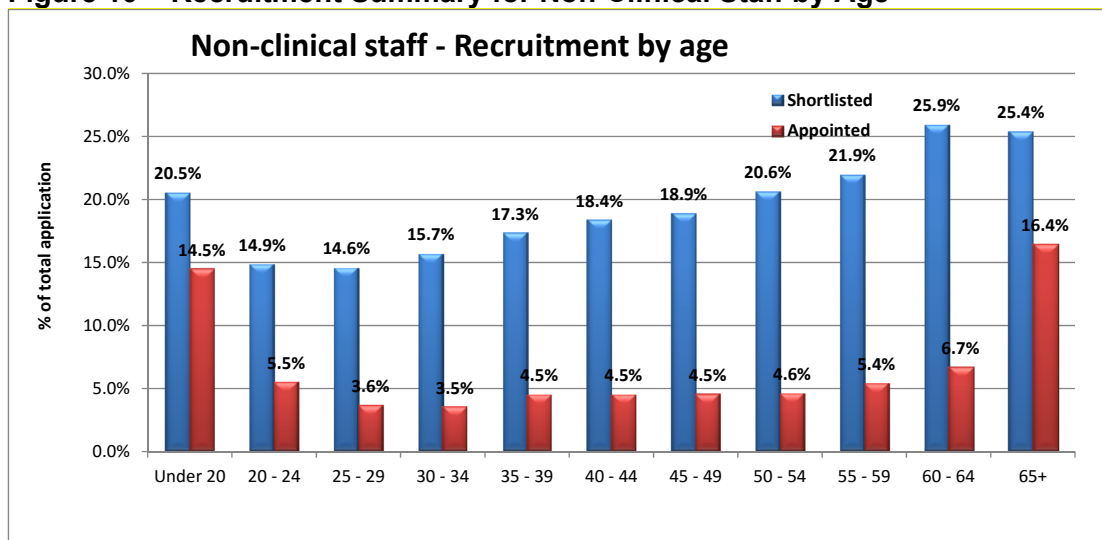
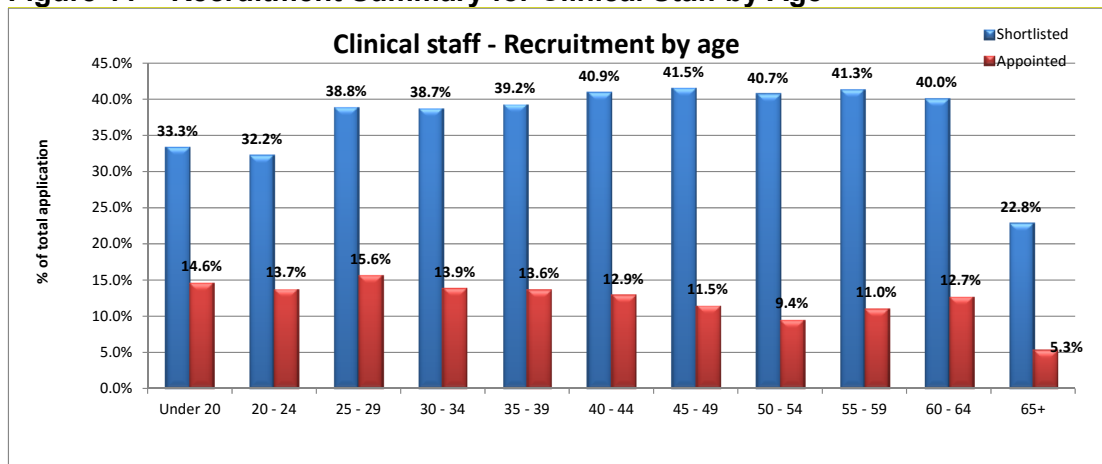
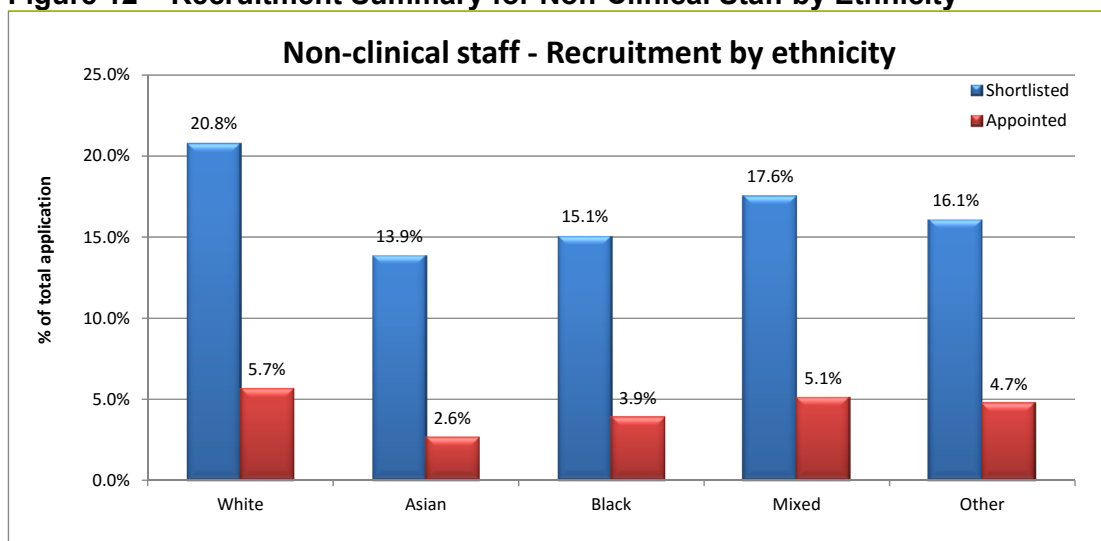
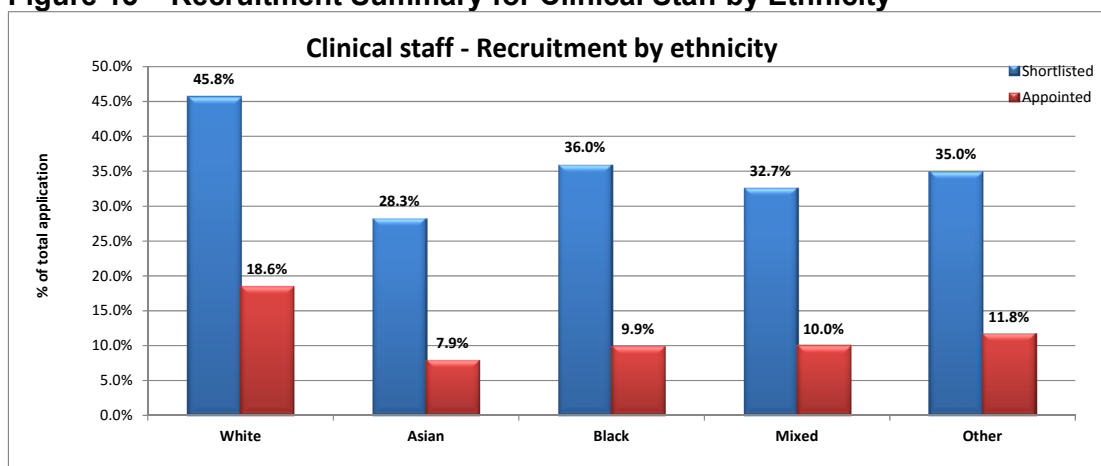


Figure 11 – Recruitment Summary for Clinical Staff by Age



- 8.4 There is some variance between the shortlisting and appointments of different ethnic groups amongst both non-clinical and clinical staff, with white applicants having the highest rates of being shortlisted and appointed. It should be noted that short listing is carried out without sight of ethnicity data.

Figure 12 – Recruitment Summary for Non-Clinical Staff by Ethnicity**Figure 13 – Recruitment Summary for Clinical Staff by Ethnicity**

9.0 Education, Training and Development – Permanent Staff

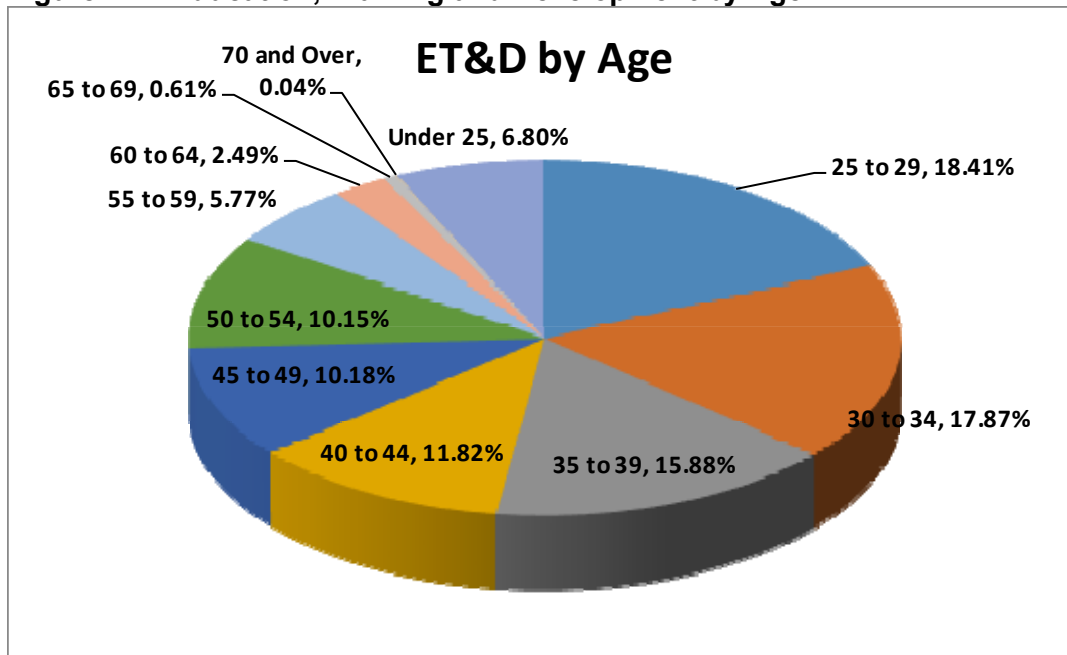
The Education, Training and Development (ET&D) data encompasses all employees who have attended internal training courses in the past 12 months. Whilst some employees have attended more than one course, for the purpose of the report they have been included only once in the data, as this demonstrates that they have been able to access training.

Table 1 – ET&D courses included in data

In Scope	Out of Scope
Bite Size	Apprenticeships
Business Skills	Frontline Leaders
Coaching	Nursing Assistant Gateway/Diploma
Developing You	CPPD/External Courses
Sickness & Absence	
Speed Writing	

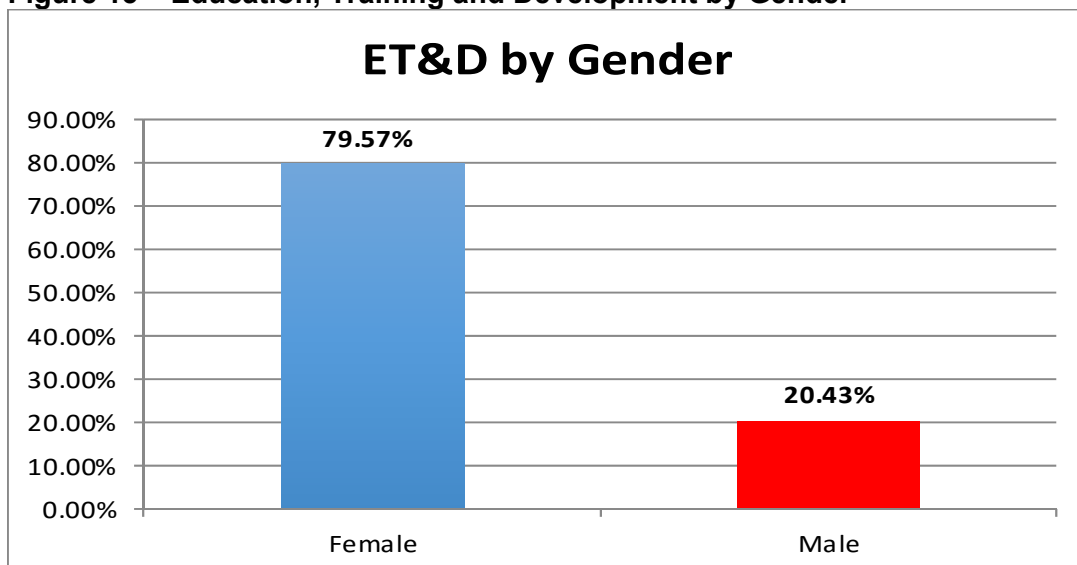
9.1 The age profile of those attending internal courses reflects the overall age profile of the workforce on the whole.

Figure 14 – Education, Training and Development by Age



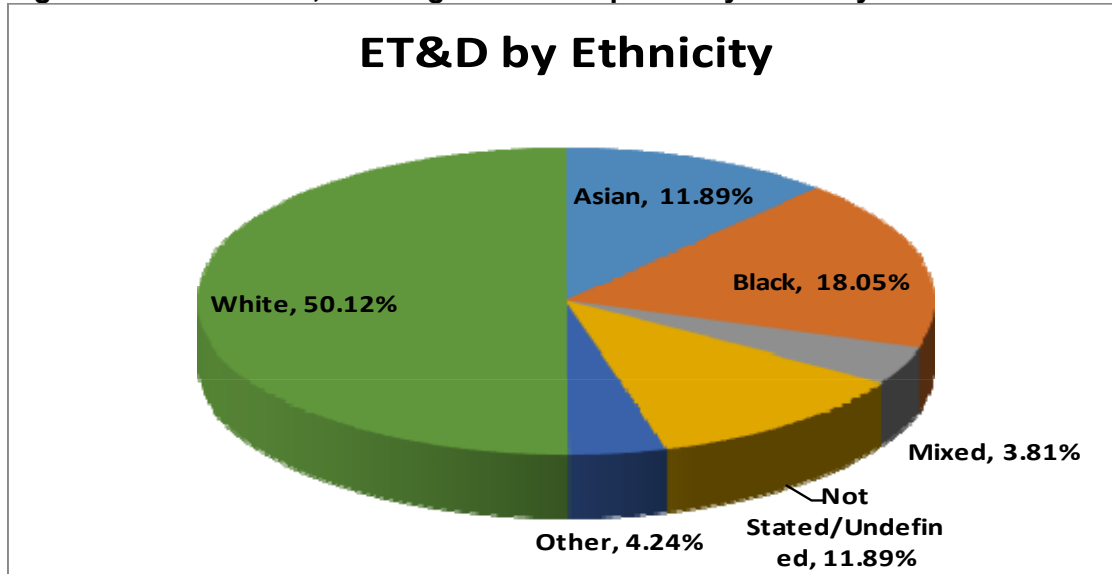
9.2 Females are accessing ET&D courses are slightly higher than expected in relation to the overall workforce.

Figure 15 – Education, Training and Development by Gender



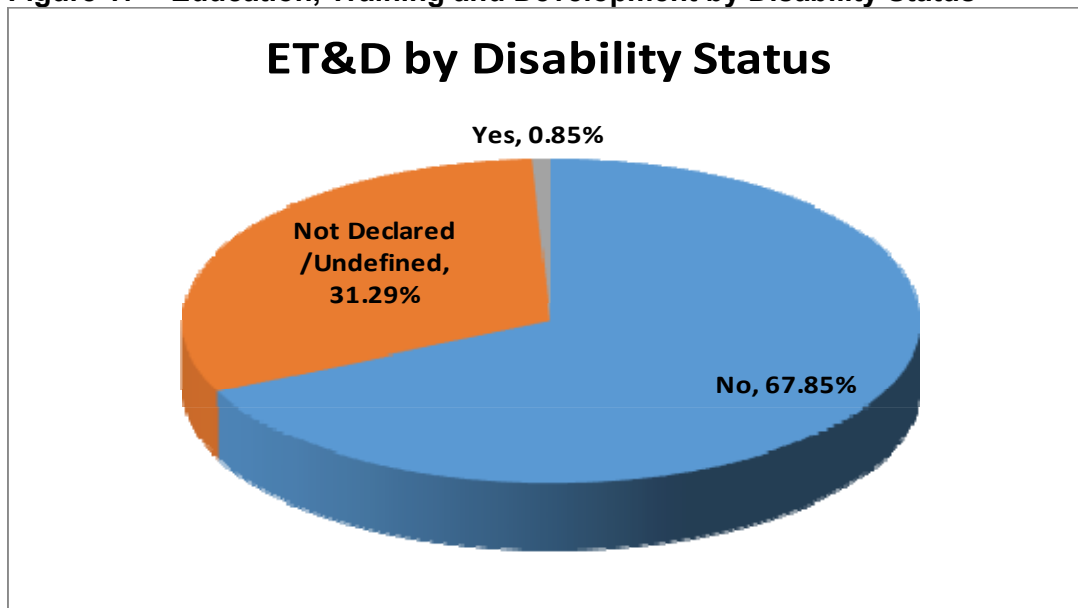
9.3 On the whole the ethnicity profile of those accessing ET&D courses reflects the profile of the workforce overall, with the ethnicity of those accessing training broadly matching the ratio of the total workforce.

Figure 16 – Education, Training and Development by Ethnicity



9.4 The proportion of disabled employees accessing ET&D courses is as expected based on the overall Trust profile, however the proportion of those who have declared whether they have a disability is marginally lower than the workforce average.

Figure 17 – Education, Training and Development by Disability Status



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 Director of Workforce &
 Organisational Development

Eric Pirozzoli
 Associate Director,
 HR-Performance Improvement

Appendix A: Tables & graphs workforce monitoring data 2016-17

Figure A1: Trust Ethnicity profile

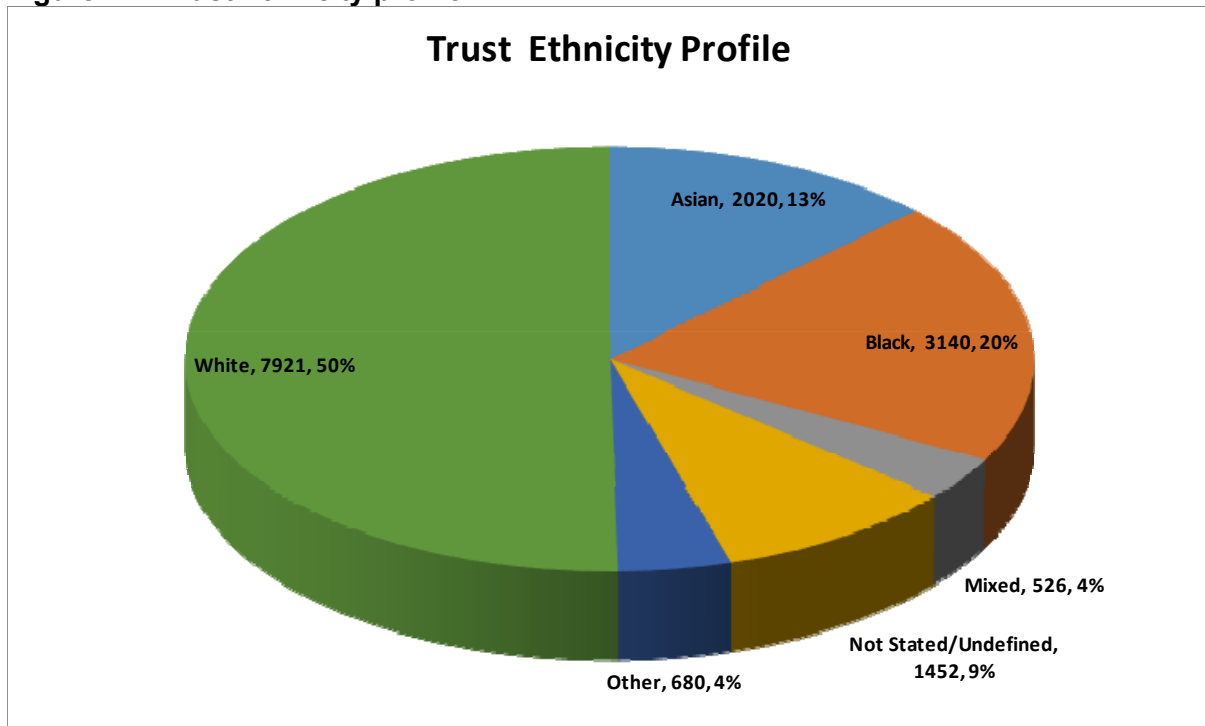


Figure A2: Trust Age profile

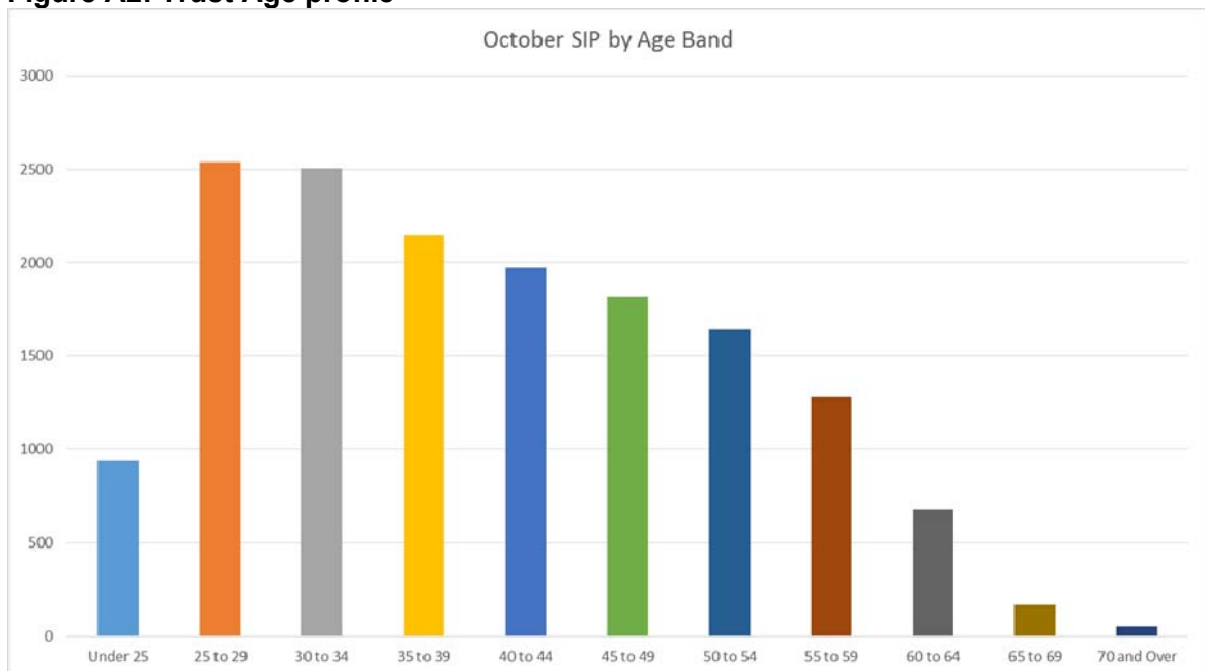
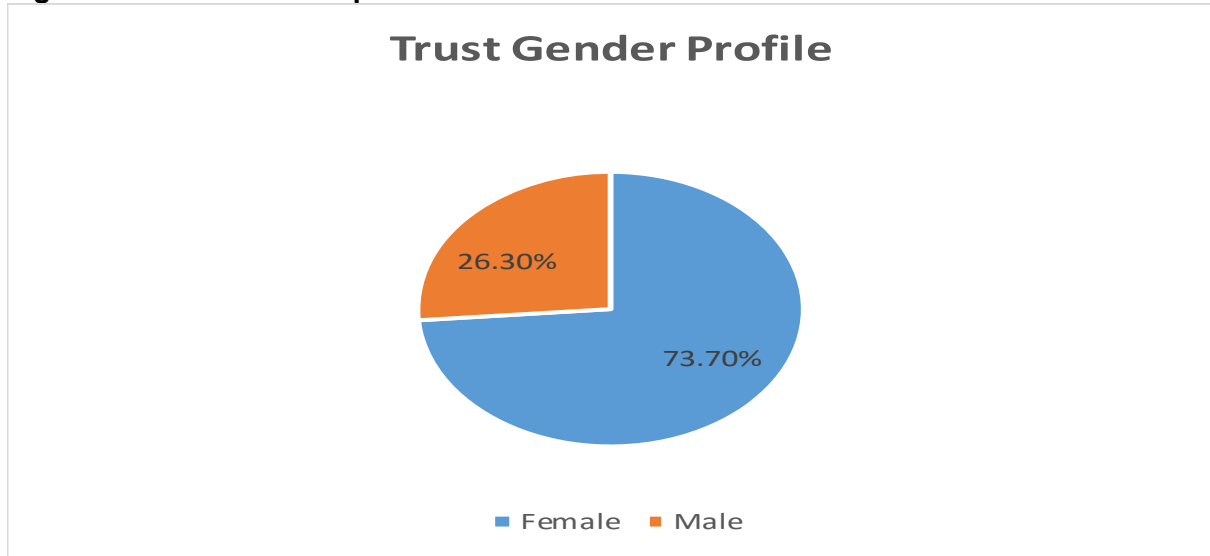
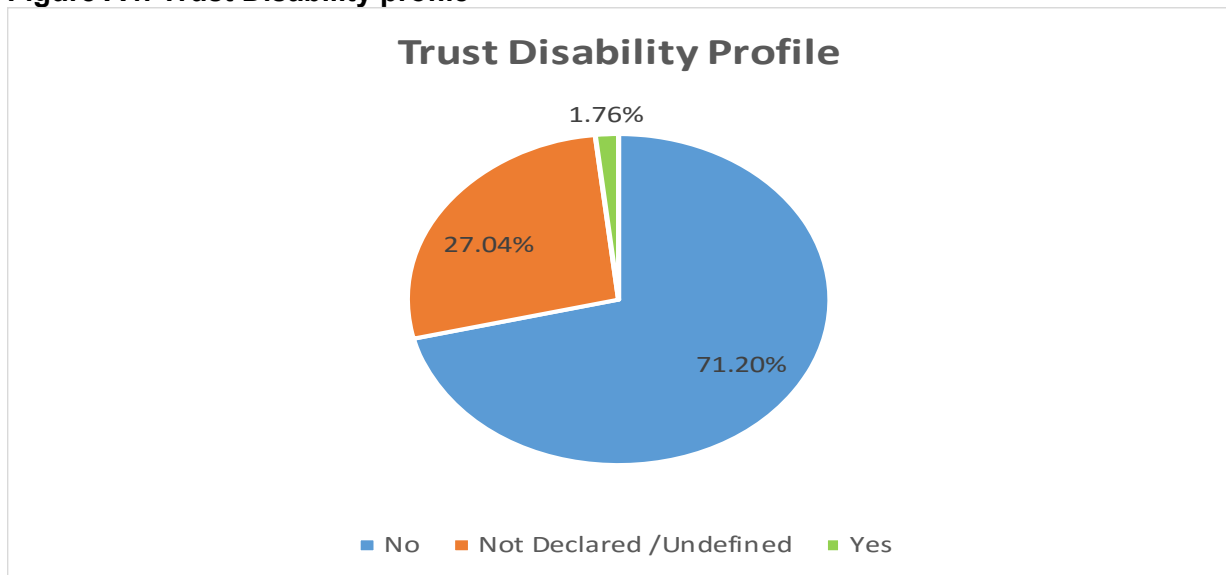


Figure A3: Trust Gender profile**Figure A4: Trust Disability profile**

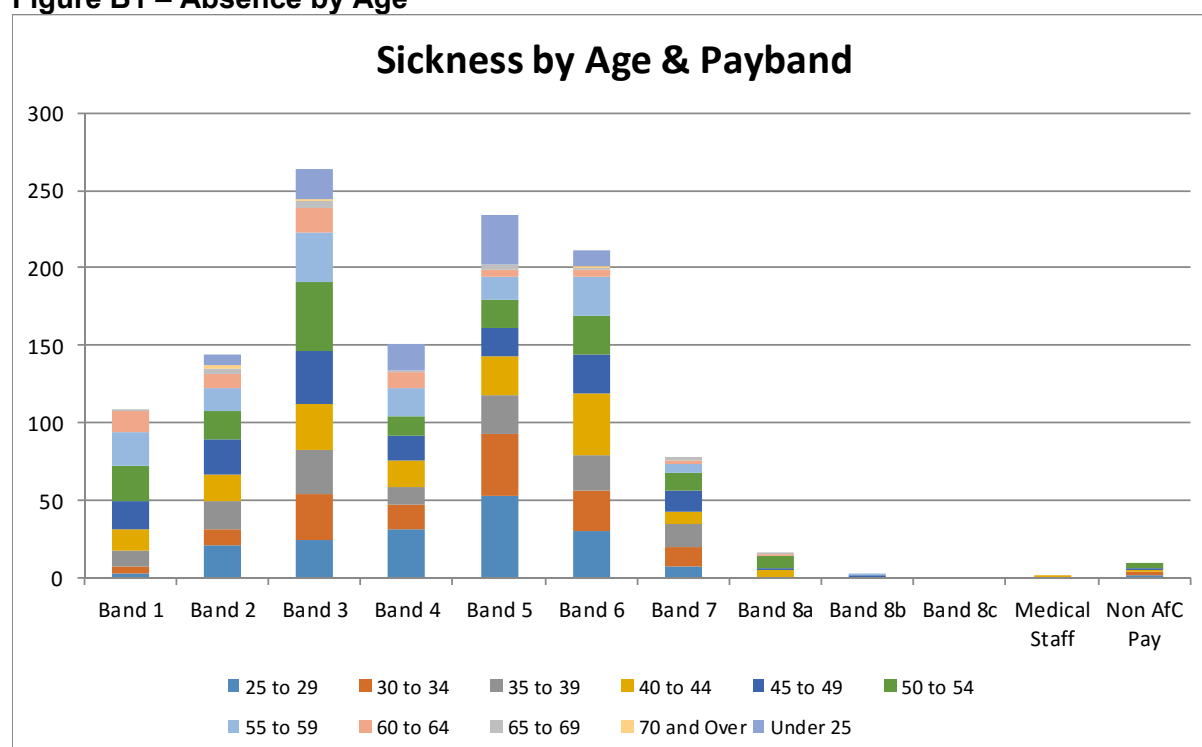
Appendix B – Workforce Relations

1. Workforce Relations – Absence

The attendance data shows all employees who have been managed formally under the sickness absence procedure.

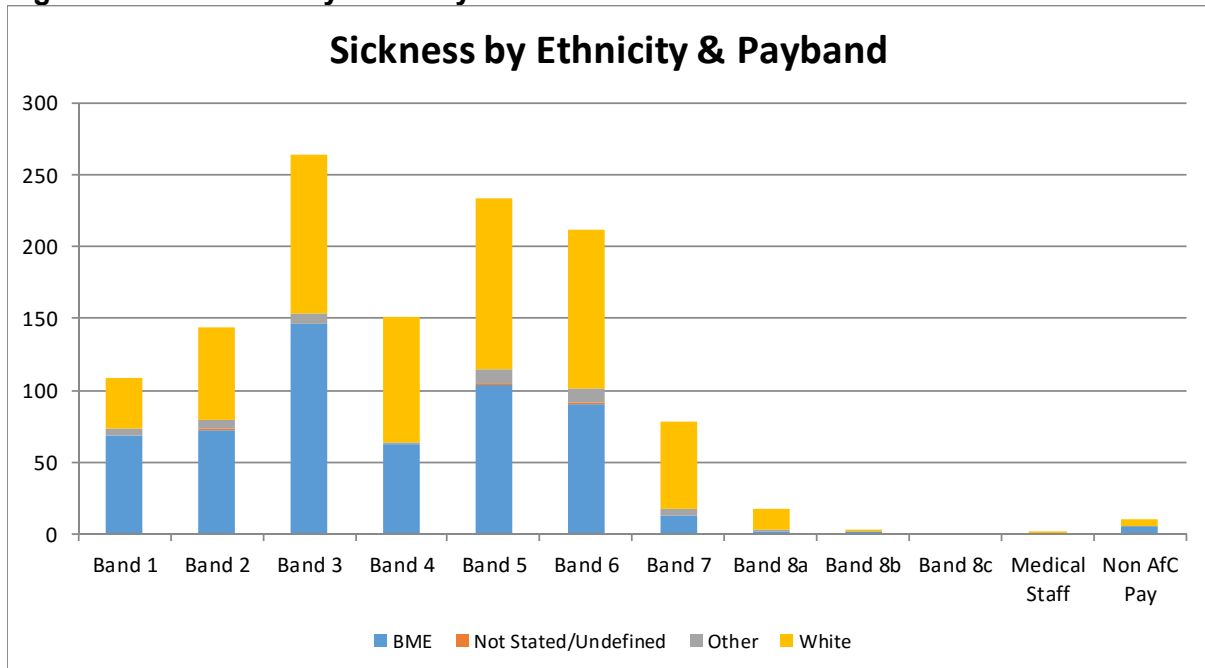
1.1. Attendance is spread fairly equally across age groups throughout the Trust.

Figure B1 – Absence by Age



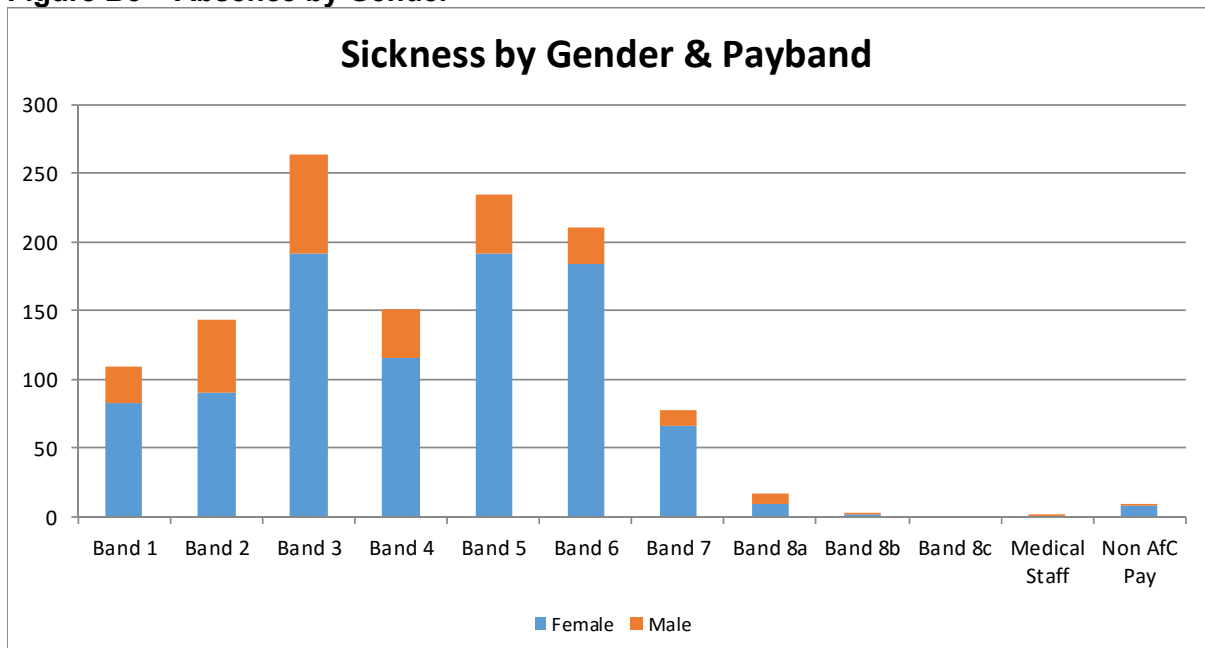
1.2. Across the Trust, the breakdown of absence by ethnicity is higher for BAME staff than the Trust-wide BAME population (46% against 37%) while those involving white staff are slightly higher (49% of cases against 50% of the Trust population). This may in part be to the higher number of cases of lower banded staff where there is a larger BAME population.

Figure B2 – Absence by Ethnicity



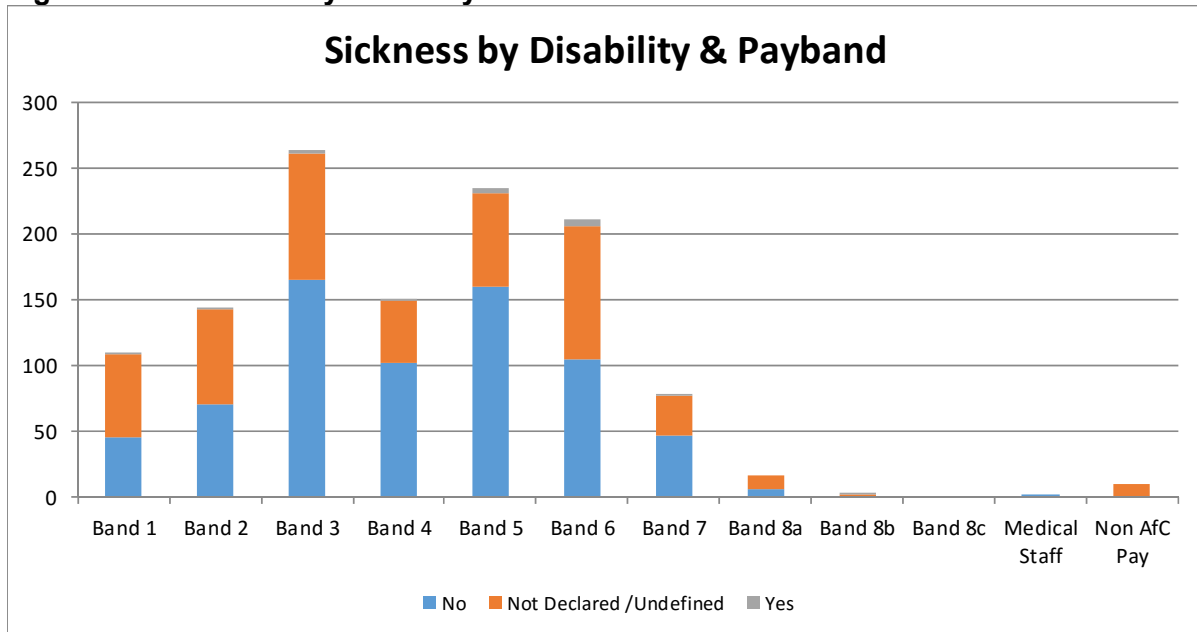
1.3. Gender representation of attendance reflects that of the Trust as a whole.

Figure B3 – Absence by Gender



1.4. In comparison to the Trust’s total workforce, there is a higher proportion of absence with employees who have not declared their disability status (41% against 27%). This may require further scrutiny and data cleansing.

Figure B4 – Absence by Disability Status

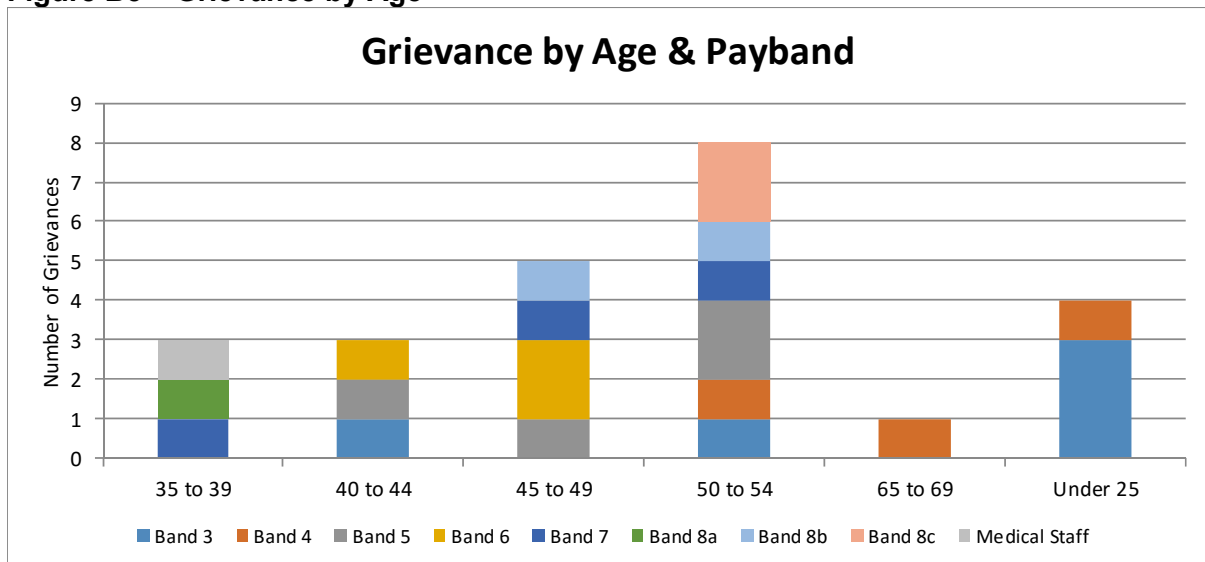


2. Workforce Relations – Grievance

This data refers to those who have raised a formal grievance, excluding any collective grievances raised.

2.1. There is a higher than average number of grievances reported by the 50 to 54 age group, however the overall number is so small that this trend is unlikely to be significant.

Figure B5 – Grievance by Age



2.2. There are a lower number of males raising grievances than expected in relation to the overall gender split of the workforce, however again this is unlikely to be significant given the low number of grievances in total.

2.3. There is a higher proportion of white staff raising grievances however again the number of cases across the Trust is small.

Figure B6 – Grievance by Gender

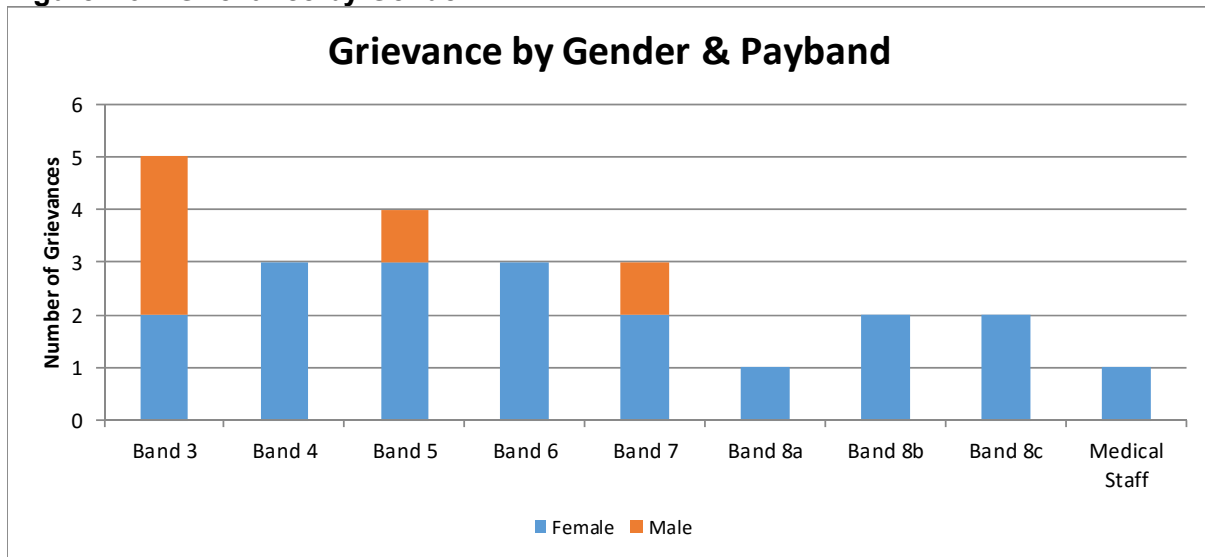
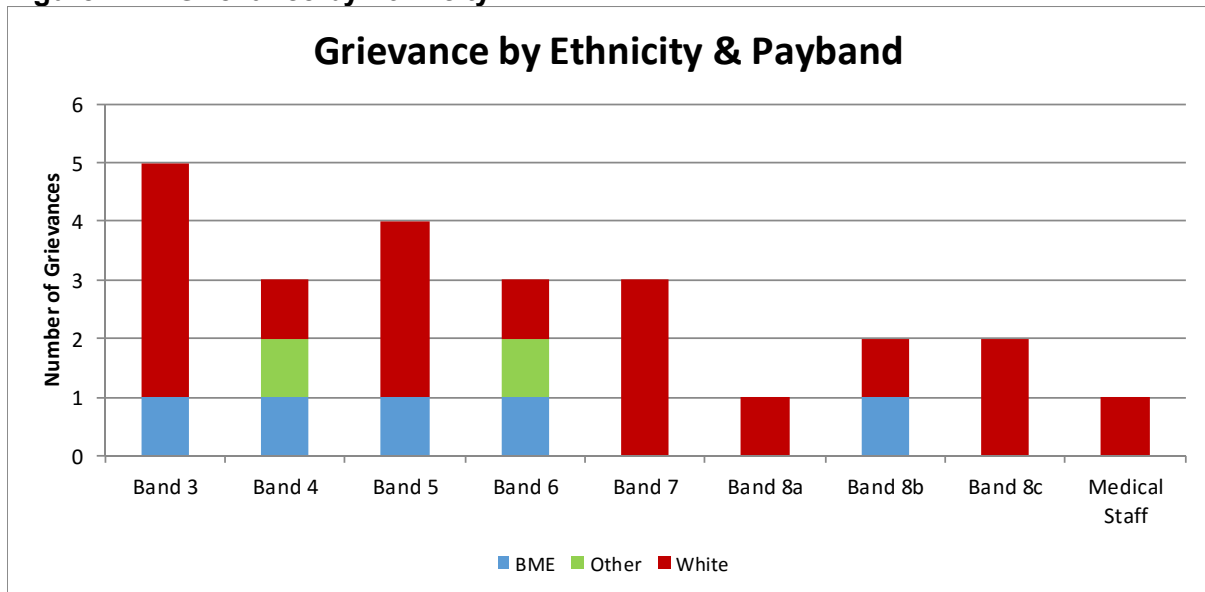


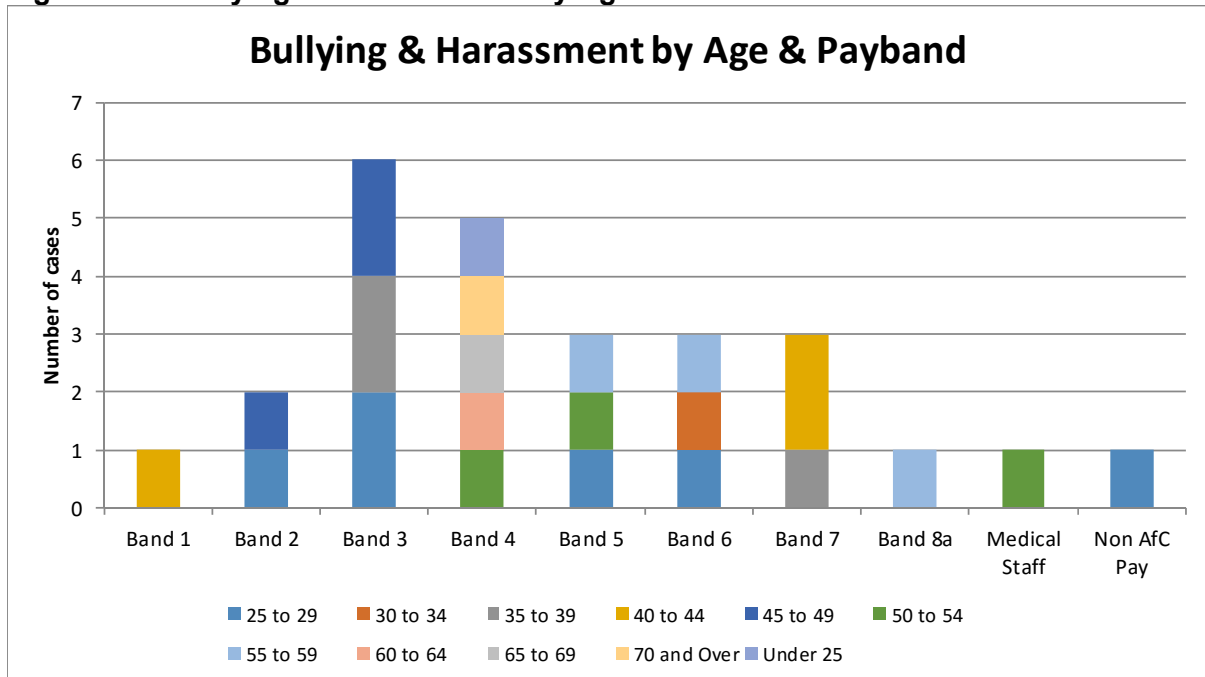
Figure B7 – Grievance by Ethnicity



3. Workforce Relations – Bullying and Harassment

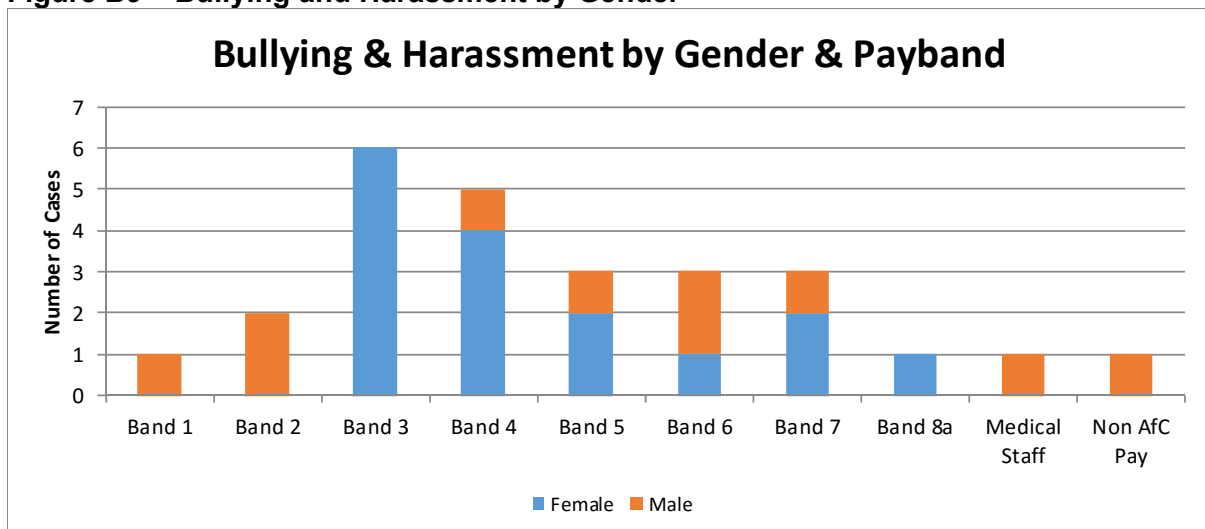
3.1. The majority of bullying and harassment complaints are raised by those aged 25 to 29 or over, although it should be recognised that the total number of bullying and harassment cases is only 26 across the Trust.

Figure B8 – Bullying and Harassment by Age



3.2. The gender representation across employees who have raised a bullying and harassment complaint reflects the overall gender distribution across the Trust.

Figure B9 – Bullying and Harassment by Gender



3.3. In comparison to ethnicity representation across the Trust, the number of Bullying and Harassment complaints raised by BAME employees is higher than expected. There is a higher representation of BAME staff in Bands 1 -5 where there is a higher number of cases. It should be noted however the overall numbers of cases is low (26), so this may not be statistically significant.

Figure B10 – Bullying and Harassment by Ethnicity

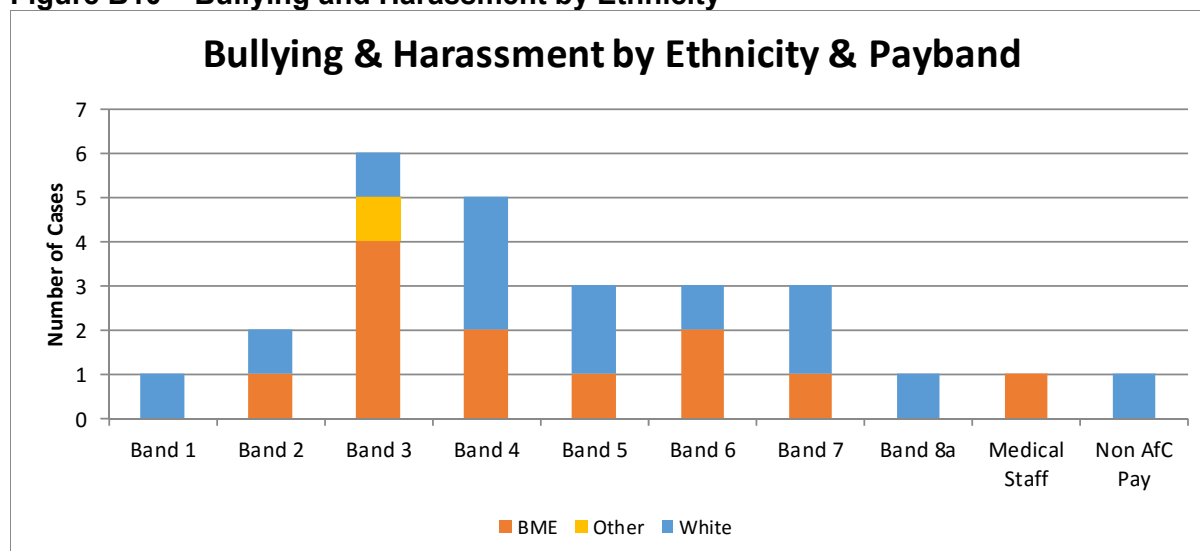
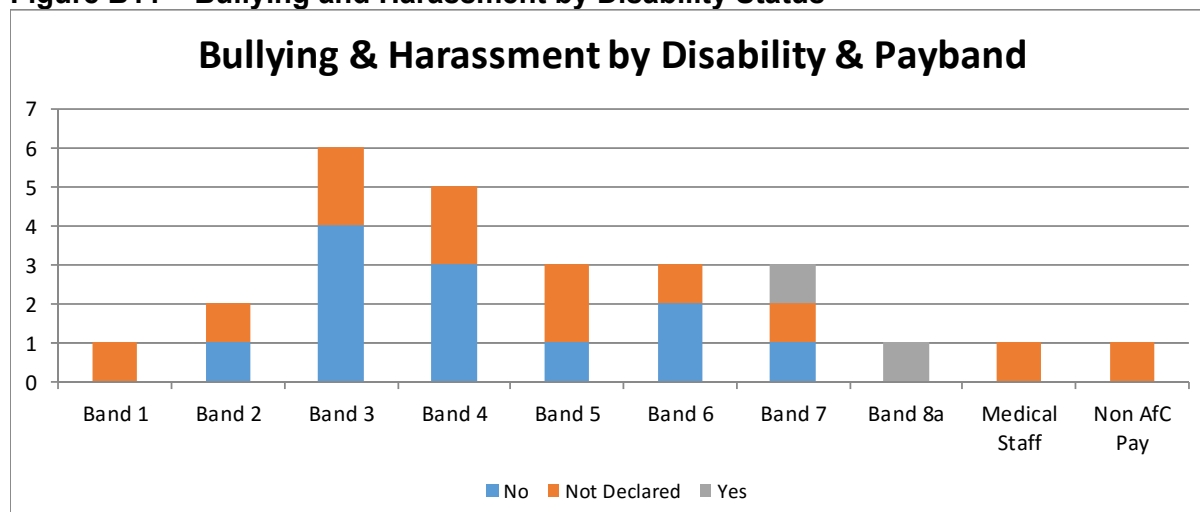


Figure B11 – Bullying and Harassment by Disability Status

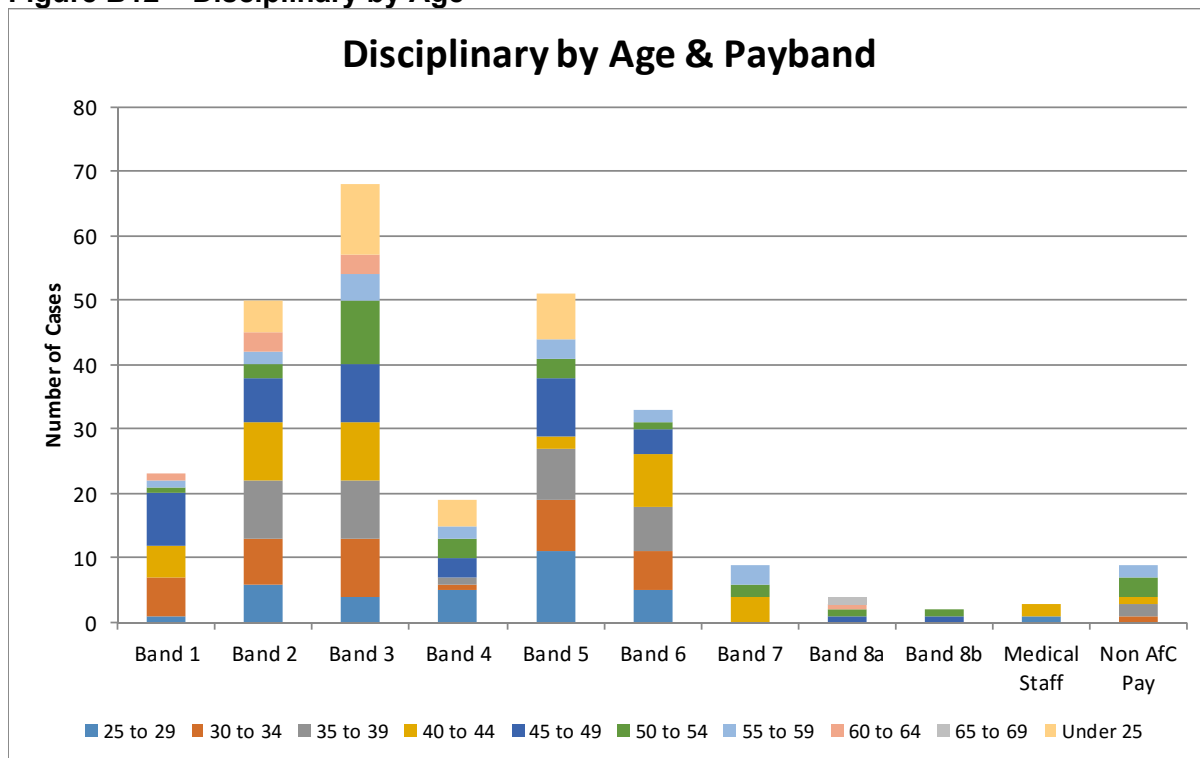


4. Workforce Relations – Disciplinary

The disciplinary data includes all employees who have been subject to a formal investigation and outcome under the disciplinary policy which has been recorded during the last 12 months. It does not, therefore, include employees who have been informally investigated or where a formal outcome has not been issued. Staff at lower bands have higher than average disciplinary cases with Bands 1-3 making up 52% of cases. Staff at these bands make up 21% of the Trust workforce profile. Higher banded (8a and above) and medical staff accounted for 7% of disciplinary procedures whilst making up 23% of Trust staff.

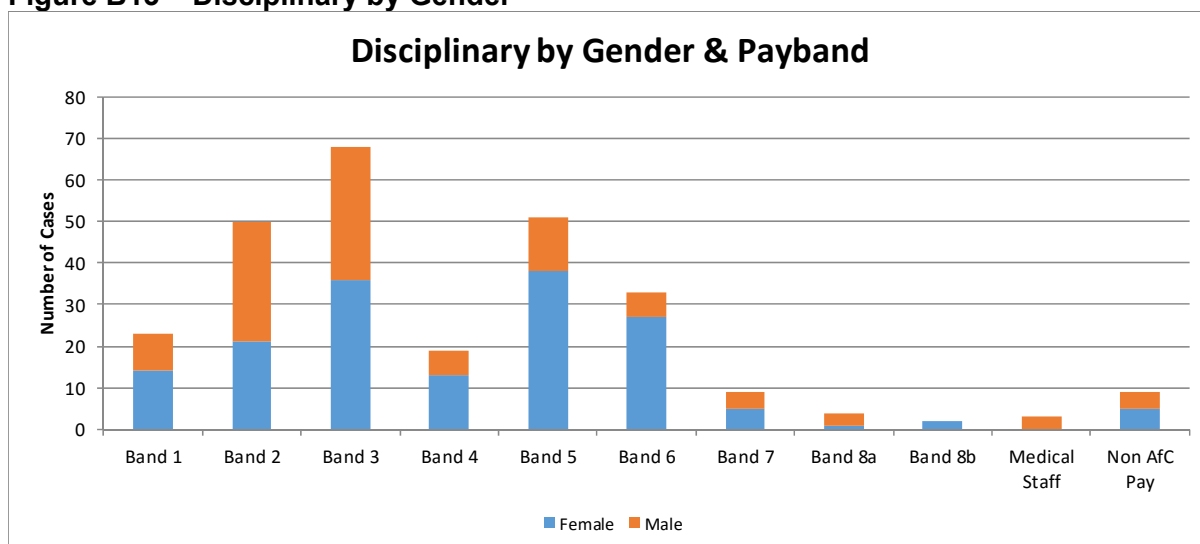
- 4.1. There is a relatively even spread of disciplinary action across the age groups with cases opened during 2016/17.

Figure B12 – Disciplinary by Age



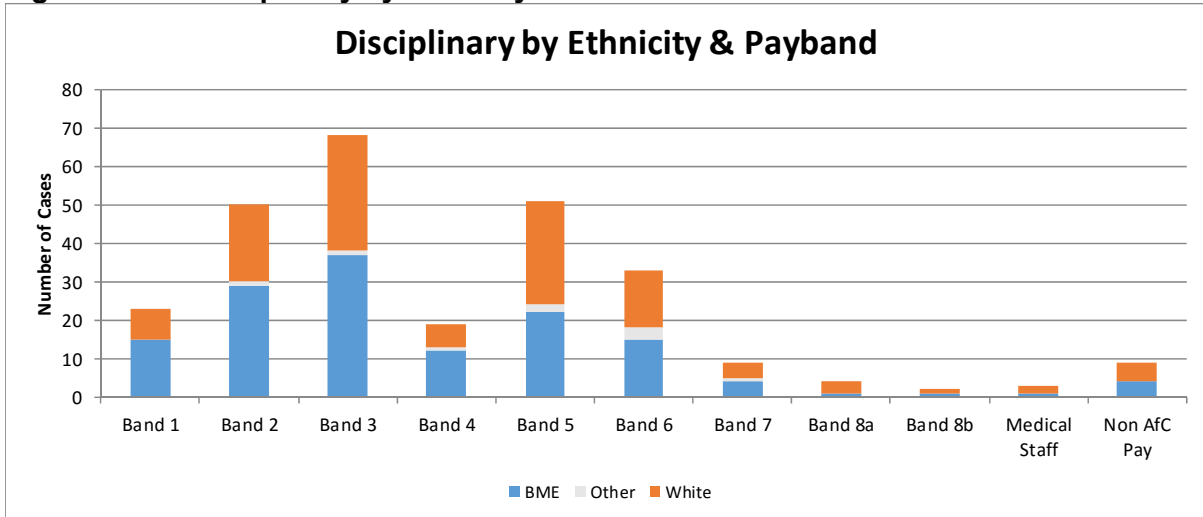
4.2. In comparison to the gender division across the workforce as a whole, there is a higher than expected proportion of men who have received a formal disciplinary outcome.

Figure B13 – Disciplinary by Gender



4.3. There is a higher than expected proportion of BAME employees who have received a formal disciplinary outcome in comparison to the Trust’s overall ethnicity representation. Of all disciplinary cases, 45% are white staff and 52% BAME staff.

Figure B14 – Disciplinary by Ethnicity



4.4. Under 1% of disabled employees received a formal disciplinary outcome in 2016/17, however as with the other workforce relations indicators, there appears to be an overrepresentation of those who have not declared their disability status in comparison to the workforce overall.

Figure B15 – Disciplinary by Disability Status

