

**Equality Diversity and Inclusion Implementation Committee**

**8<sup>th</sup> May 2018**

**Equality and Diversity Monitoring Report 1 October 2017 to 31 March 2018**

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<b>Contact Details:</b>	57375	
<b>Date of Report:</b>	May 2018	
<b>Purpose of Report:</b>		
To provide a bi-annual update on staff relating to the protected characteristics covered by the Equality Act 2010		
1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
<b>For information</b>	<b>For Discussion</b>	<b>For Approval</b>
<b>Recommendations:</b>		
Continue monitoring on a six monthly basis to identify any ongoing trends		
<b>Sensitivity Level:</b>		
1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
<b>Not sensitive: For immediate publication</b>	<b>Sensitive in part: Consider redaction prior to release</b>	<b>Wholly sensitive: Consider applicable exemption</b>

### **Purpose of paper**

To provide a bi-annual update on staff relating to the protected characteristics covered by the Equality Act 2010.

### **Background**

The Committee will be aware that this report is produced to regularly monitor data in relation to our workforce, based on an analysis against the nine protected characteristics. This is the second report for the financial year 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 covering the period October 17 to March 18.

### **Current position**

The data has changed very little over the reporting year with figures continuing to be representative of the community the Trust serves.

### **Key issues**

The main issue is to improving the data that is collected whilst reassuring staff that the information they disclose will be kept confidential and not used for any other purpose than for monitoring.

Nationally NHS staff are reticent of declaring if they have a particular protected characteristic for fear this would impact on their employment and career progression. For example 3% of staff on ESR declare they have a disability compared to 17% on the staff survey. This is reflected in the low level of Trust data for some of the characteristics.

### **Actions**

Continue monitoring the protected characteristics of our staff alongside the local demographics to enable the Trust to respond to any changes.

Send out a confidential survey to try and identify any problems to disclosure of information.

Issue a further communication to all staff reassuring them that the data collected on the protected characteristics is kept strictly confidential.

### **Recommendations**

Continue monitoring on a six monthly basis to identify any ongoing trends

## Workforce Monitoring Report 1 October 2017 – 31 March 2018

### Background

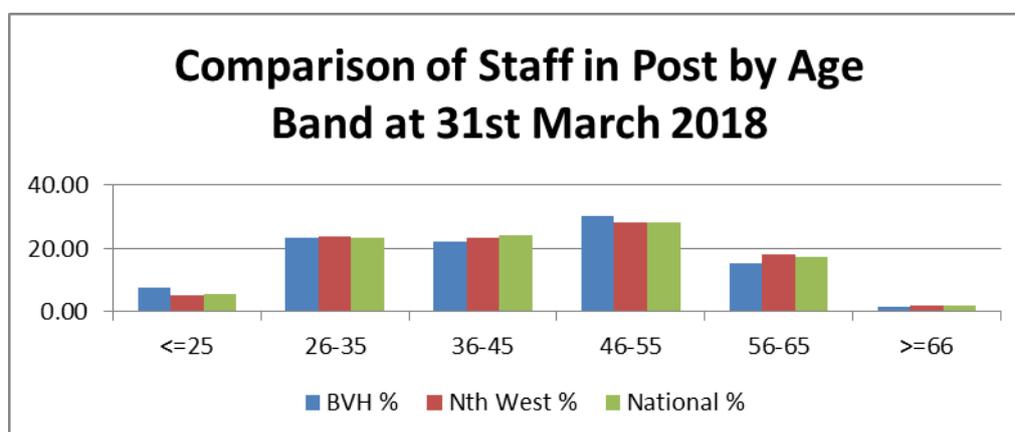
Equality and Diversity (E&D) is an important part of the Trust’s overall work to improve service provision and employment environments. This report looks at the Trust’s employment activities for October 2017 – March 2018 by protected characteristics, which are: Age, Disability, Gender Reassignment, Marriage or Civil Partnership, Pregnancy and Maternity, Race/Ethnic Origin, Religion or Belief, Gender, and Sexual Orientation. Each of the characteristics is addressed below in the following format:

- Trust overall data March 2018 is compared to that for the NW NHS and for England NHS where available - (data obtained Health and Social Care Information Centre March 2018).

*NB the Trust data has been reconfigured to reflect the categories in the comparative data, except on the Staff in Post Age Band table.*

Data is limited on several protected characteristics. A communication has been drawn up to send to all staff encouraging them to update information held on ESR by using the self-service facility. The Trust is hoping this will improve data for future reports. For the purposes of this report, the staff in post headcount includes all staff directly employed by the Trust.

### 1. AGE



	<u>&lt;=25</u>	<u>26-35</u>	<u>36-45</u>	<u>46-55</u>	<u>56-65</u>	<u>&gt;=66</u>
<b>BVH %</b>	7.70	23.39	22.22	30.08	15.29	1.33
<b>Nth West %</b>	5.11	23.52	23.30	28.25	18.03	1.78
<b>National %</b>	5.73	23.25	23.99	28.16	17.10	1.76
Comparator data is from NHSI who use slightly different age bands as below.						
	% Under 25	% 25 to 34	% 35 to 44	% 45 to 54	% 55 to 64	% 65 and Over

In line with national data, the average age of Trust employees remains relatively similar to the previous report with very little movement in the figures across the table. The above graph shows the Trust continues to have an above average number of staff employed under the age of 25 (7.70%) and the 46-55 age range (30.08%), compared to the national average (5.73% and 28.16% respectively), with a slight increase in the over 65 age range.

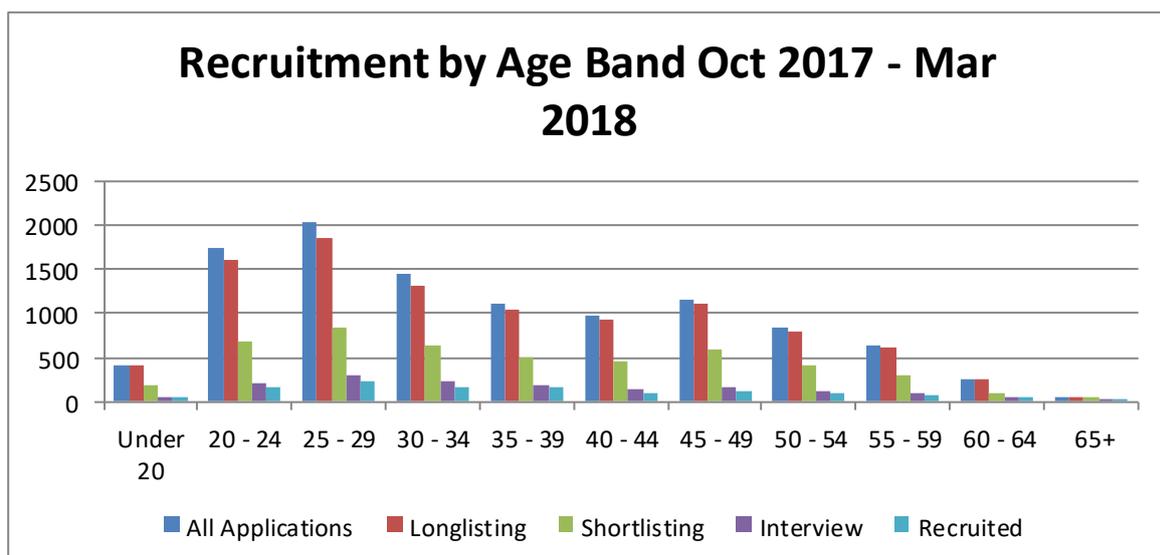
The Trust will continue to take steps to identify new ways or promote existing methods of encouraging people to the consider a career within the Trust.

### Age and HR Procedures

Age Band	Disciplinaries	Grievance	Bullying & Harrassment	Managing Performance	Comparison	
					% Staff in Post	% HR Policy
<=25	8	0	0	0	7.70	12.50
26-35	10	0	2	1	23.39	20.31
36-45	4	2	3	1	22.22	15.63
46-55	13	5	0	3	30.08	32.81
56-65	5	2	2	2	15.29	17.19
>=66	0	1	0	0	1.33	1.56

The above data suggests a change in the number of HR cases across most age groups, with a slight increase in the 'under 25', 46-55 and 56-65 groups. A decrease in cases is seen in the 26-35 from 24 to 13. Given the Trust has a workforce of over 6900 staff the overall figure remains low.

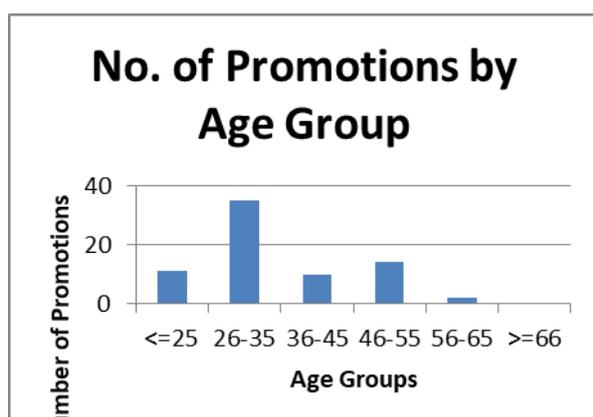
### Age and Recruitment



	<u>Under 20</u>	<u>20 - 24</u>	<u>25 - 29</u>	<u>30 - 34</u>	<u>35 - 39</u>	<u>40 - 44</u>	<u>45 - 49</u>	<u>50 - 54</u>	<u>55 - 59</u>	<u>60 - 64</u>	<u>65+</u>
All Applications	419	1752	2030	1449	1116	984	1164	830	644	253	59
Longlisting	404	1605	1865	1317	1035	920	1113	794	622	246	59
Shortlisting	179	677	835	639	504	463	584	414	289	98	45
Interview	53	211	291	220	187	137	155	126	98	55	29
Recruited	48	174	228	169	153	105	123	102	78	47	23
Chance of recruitment	11.46%	9.93%	11.23%	11.66%	13.71%	10.67%	10.57%	12.29%	12.11%	18.58%	38.98%

The possibility of recruitment has increased for most age groups with some groups almost doubling their chance of recruitment. The number of applications has increased in the 60+ age groups making the likelihood of recruitment increase by 24.47%. It would be pertinent to monitor recruitment levels to ensure the Trust sustains the right levels of staffing across all age groups and departments. It must be noted that the Trust is operating a vacancy control process for all non-clinical vacancies.

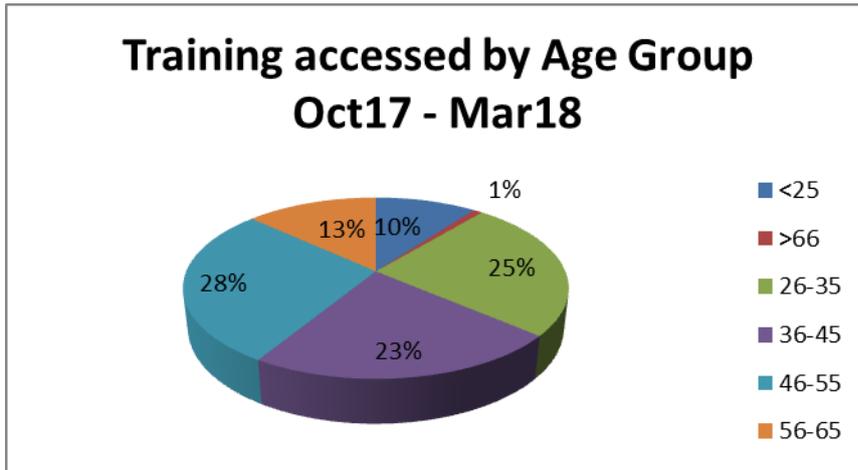
### Age and Promotion



Age band	Promotions	Staff in Post
<=25	15.28%	7.70%
26-35	48.61%	23.39%
36-45	13.89%	22.22%
46-55	19.44%	30.08%
56-65	2.78%	15.29%
>=66	0.00%	1.33%

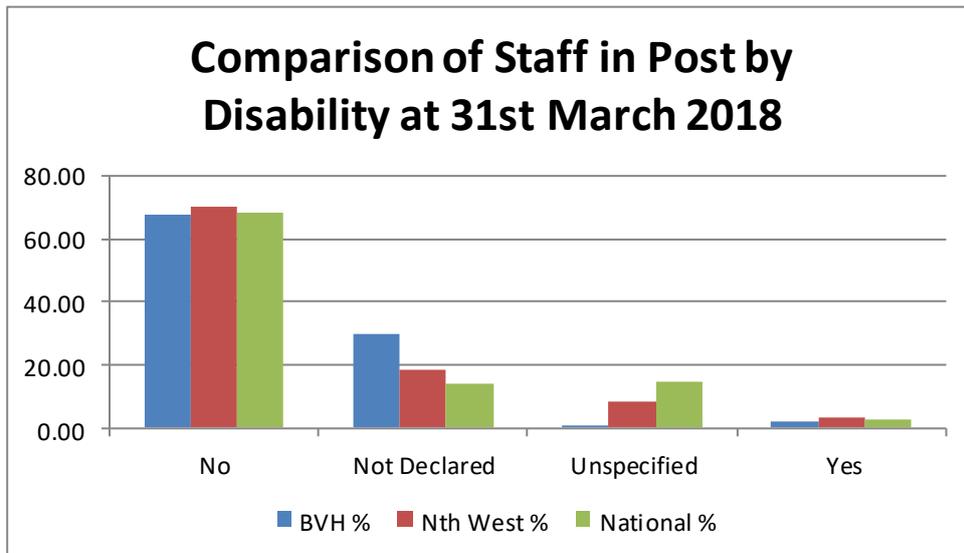
The percentages of promotions per age group have remained broadly similar to the 31 October 2017 report with slight increases for the age groups 26-35 and 46 - 55. Data continues to show large variances from the percentages of staff in post at both ends of the age spectrum. For the over 65s there might be fewer opportunities for promotion or that staff do not wish to seek promotion.

### Age and Training



The data shows the number of staff undertaking training remains broadly similar to the previous report, and broadly reflects the demographics of the staff within the Trust. Further investigation might highlight any requirement to promote training for staff aged 56 and over.

## 2. DISABILITY



	No	Not Declared	Unspecified	Yes
<b>BVH %</b>	67.36	30.06	0.37	2.21
<b>Nth West %</b>	69.88	18.50	8.58	3.16
<b>National %</b>	67.98	14.34	14.79	2.89

The percentage of staff who disclosed a disability or long term health condition has increased slightly from 1.92% in the last report, to 2.21%. The 'not declared' figure is more than double the national figure at 30.06%. Taken together, the 'not declared'

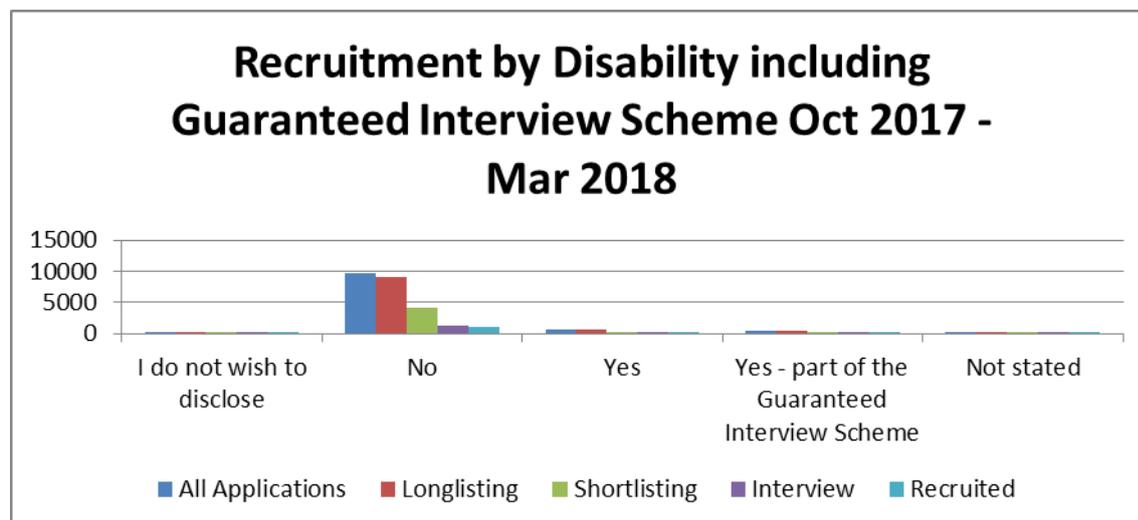
and ‘unspecified’ categories are comparable to the national percentage, but further investigation might help identify the reasons for non-disclosure and assist the Trust to improve the quality of data held. The Trust sent out a communication to all staff requesting they use the ESR self-service facility to update their information on protected characteristics. Staff are also asked to check that their personal details are correct when completing their annual appraisal.

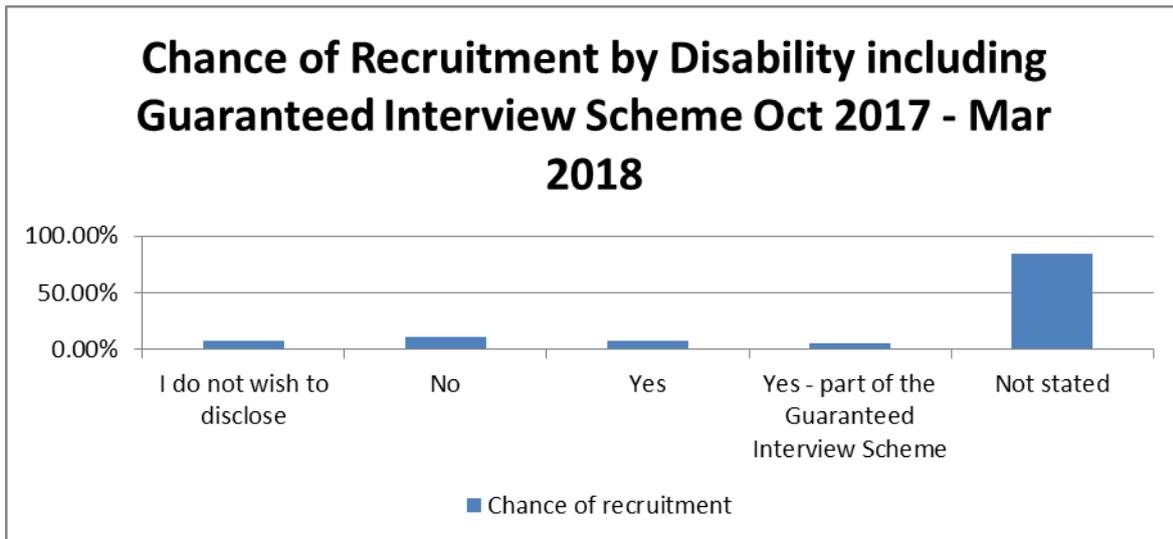
### Disability and HR Procedures

Disability	Disciplinarys	Grievance	Bullying & Harassment	Managing Performance	Comparison	
					% Staff in Post	% HR Procedure
Yes	1	0	0	0	2.21	1.56
No	24	3	6	4	67.36	57.81
Not Declared	15	7	1	3	30.06	40.63
Unknown	0	0	0	0	0.37	0.00

The highest numbers of HR cases are recorded in the ‘no’ section with a total of 37 cases, which is down since the last report. There are 27 cases across the remaining groups, which is an increase from the last report. Given the Trust has over 6900 employees the overall figure remains low.

### Disability and Recruitment

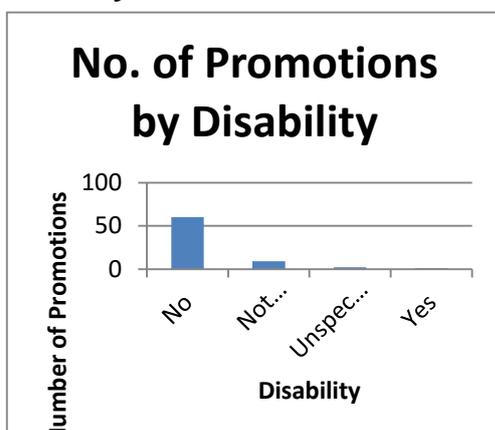




	I do not wish to disclose	No	Yes	Yes - part of the Guaranteed Interview Scheme	Not stated
All Applications	137	9709	690	445	164
Longlisting	132	9032	652	423	164
Shortlisting	58	4221	286	178	162
Interview	15	1312	76	42	159
Recruited	11	1044	57	26	138
Chance of recruitment	8.03%	10.75%	8.26%	5.84%	84.15%

Applicants who declare that they have a disability, or are interviewed as part of the guaranteed interview scheme, have less opportunity of recruitment than those in the remaining groups, particularly when compared with the 'not stated' group. However there has been a further small increase in the number of people recruited under the 'yes' (from 2.59% to 8.26%). and guaranteed interview groups (from 1.55% to 5.84%) Further investigation might highlight any problems to recruiting people with a disability.

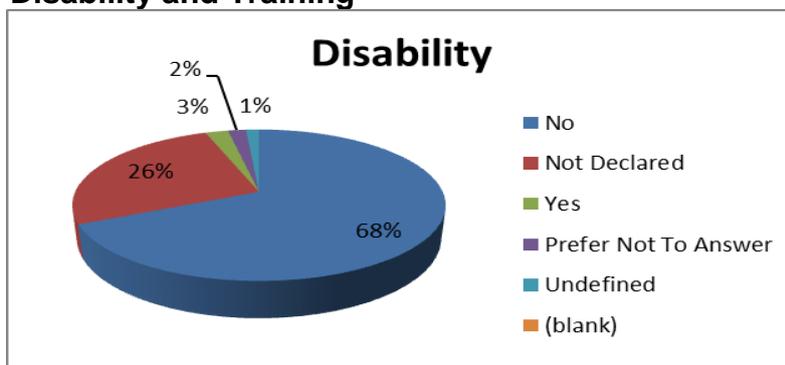
### Disability and Promotion



Disability	Promotions	Staff in Post
No	83.33%	67.36%
Not Declared	12.50%	30.06%
Unspecified	2.78%	0.37%
Yes	1.39%	2.21%

According to the data collected 1.39% of staff declaring a disability have been promoted a decrease of 2.06% since the last report. However, there might also be some staff in the 'not declared' group who have a disability or health condition which skew the figures in other groups. Further investigation might yield information to explain and address any underlying reasons for non-disclosure.

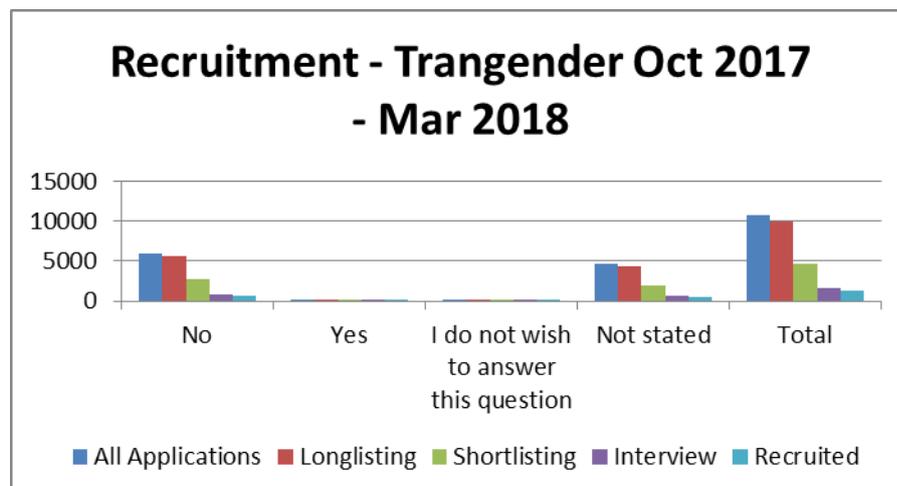
### Disability and Training



With 29% of staff 'not declaring', 'prefer not to answer' or 'undefined' this might skew figures in other groups. This metric will continue to be monitored to ensure there are no barriers for staff with a disability accessing training.

NHS Employers are introducing a Workforce Disability Equality Standard in 2018, which will assist the Trust in addressing any issues regarding staff with a disability.

### 3. GENDER REASSIGNMENT AND RECRUITMENT



Nationally this remains a difficult characteristic to collate data for, given the sensitive nature of the request to disclose. A review of wording used when asking about a

person's gender might encourage more transgender people to respond. Currently it is not possible to record this information on ESR (which is a national system issue), although it is collected locally during recruitment via our TRAC (recruitment) system.

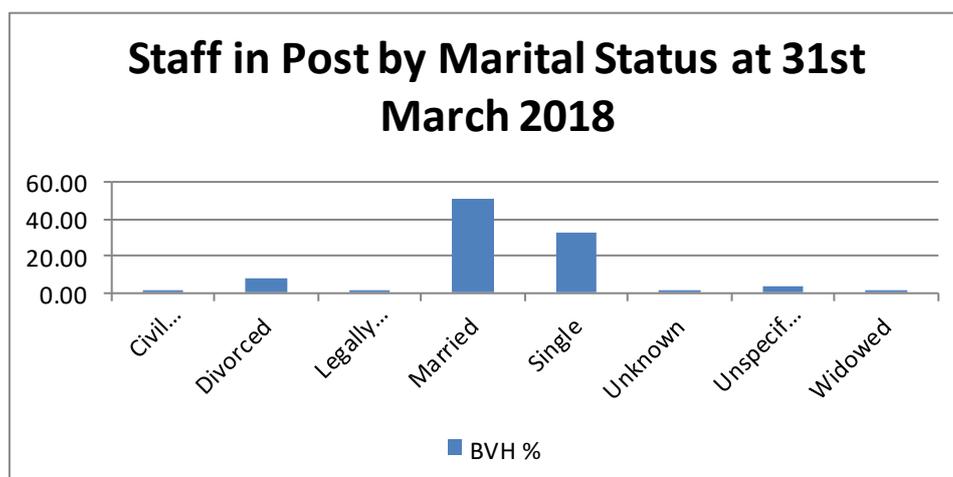


	No	Yes	I do not wish to answer this question	Not stated	Total
All Applications	5919	41	63	4677	10700
Longlisting	5582	40	61	4297	9980
Shortlisting	2702	20	41	1964	4727
Interview	911	4	20	627	1562
Recruited	742	2	17	489	1250
Chance of recruitment	12.54%	4.88%	26.98%	10.46%	11.68%

The likelihood of recruitment for those who identify as transgender has increased slightly since the last report, from 4.48% to 4.88%. A data cleansing exercise may help to ensure accurate reporting to eliminate the 'do not wish to answer' and 'not stated' responses. This information is not recorded on the Health and Social Care Information site and this metric will continue to be monitored.

#### **4. MARRIAGE AND CIVIL PARTNERSHIP**

Marriage and Civil partnership monitoring is only relevant from an employment and training perspective and not service provision.



	Civil Partnership	Divorced	Legally Separated	Married	Single	Unknown	Unspecified	Widowed
BVH %	1.03	8.07	1.37	50.78	32.85	1.97	3.42	0.53

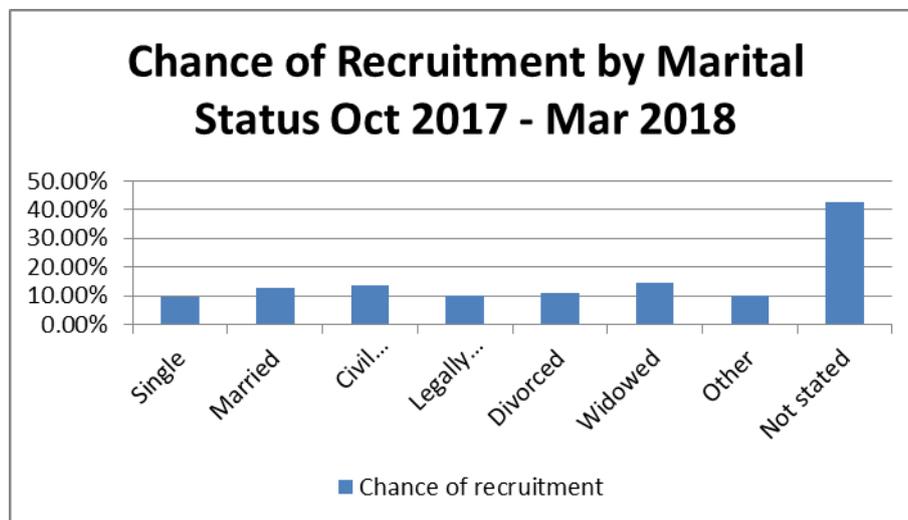
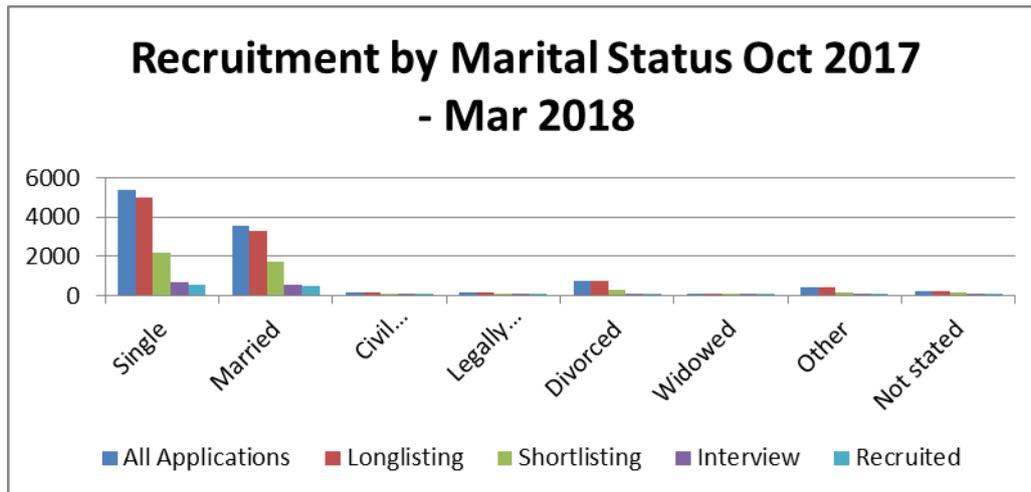
The majority of staff declare themselves as being married with the second largest group recorded being single, with very little change across the remaining groups. A data cleansing exercise may help to ensure accurate reporting of marital status to eliminate the unknown and unspecified groups.

### Marriage and Civil Partnership and HR Procedures

Marital Status	Disciplinarys	Grievance	Bullying & Harassment	Managing Performance	Comparison	
					% Staff in Post	% HR Procedure
Married	15	5	3	4	50.78	42.19
Civil Partnership	0	0	0	0	1.03	0.00
Single	16	3	3	2	32.85	37.50
Divorced	4	2	1	0	8.08	10.94
Widowed	0	0	0	0	0.53	0.00
Legally Separated	0	0	0	0	1.37	0.00
Unknown	5	0	0	1	1.97	9.38
Unspecified	0	0	0	0	3.42	0.00

The number of married staff involved with HR procedures has increased from 24 to 27 since the last report, with the single group figure decreasing from 27 to 24, leaving 13 cases across the remaining groups. Overall the data is closely representative of the total number of staff who are married or single. This information is not recorded on the Health and Social Care Information site and the metric will continue to be monitored.

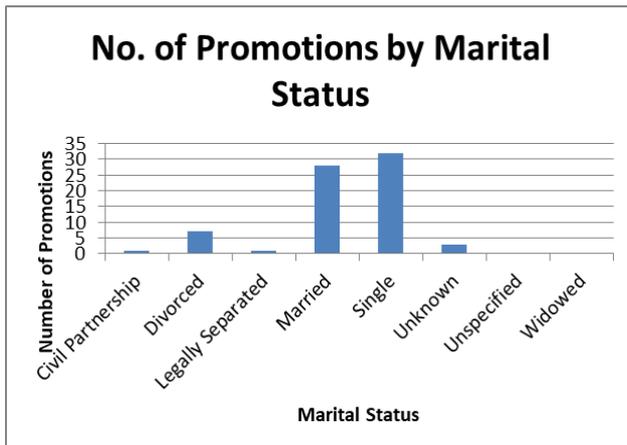
### Marriage and Civil Partnership and Recruitment



	Single	Married	Civil Partnership	Legally Separated	Divorced	Widowed	Other	Not stated
All Applications	5352	3562	182	146	743	75	414	226
Longlisting	4972	3307	174	136	716	74	386	215
Shortlisting	2166	1719	78	71	307	42	186	158
Interview	669	559	32	20	99	16	49	118
Recruited	516	463	25	15	82	11	42	96
Chance of recruitment	9.64%	13.00%	13.74%	10.27%	11.04%	14.67%	10.14%	42.48%

The data indicates that people 'not stating' their marital status have the highest chance of recruitment than other groups since the last report. The second and third highest chances of recruitment are recorded in the 'widowed' and 'civil partnership' groups. An unknown quantity lies within the 'other' and 'not stated' groups which have the overall greater chance of being recruited, and a data cleansing exercise might be helpful in reallocating people to the correct group.

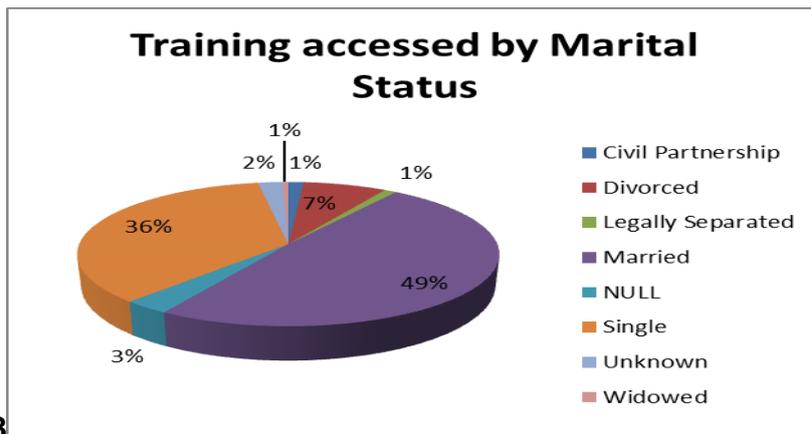
### Marriage and Civil Partnership and Promotion



Marital Status	Promotions	Staff in Post
Civil Partnership	1.39%	1.03%
Divorced	9.72%	8.07%
Legally Separated	1.39%	1.37%
Married	38.89%	50.78%
Single	44.44%	32.85%
Unknown	4.17%	1.97%
Unspecified	0.00%	3.42%
Widowed	0.00%	0.53%

The largest percentage of promotions can be seen in the 'single' group at 44.44% with a drop from 49.43% since the last report. The next largest being the married group, with a slight decrease from 39.08% to 38.89%. This metric will continue to be monitored to ensure no discrimination is taking place.

### Marriage and Civil Partnership and Training



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This metric will continue to be monitored to ensure there are no barriers for staff accessing training.

### 5. PREGNANCY AND MATERNITY

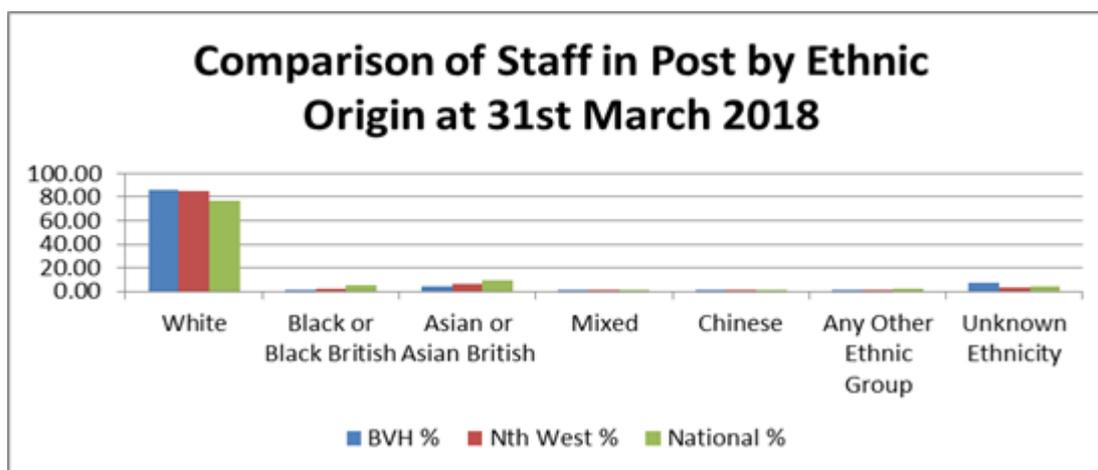
31st March 2018	Total Number
Maternity Leave	166

The figure has decreased by 14 since the previous report. Data relating to Pregnancy and Maternity and HR Procedures, Recruitment and Training is not currently recorded. The recording of this data across other areas e.g. training is being looked at to enable more accurate future reporting.

### 6. ETHNIC ORIGIN

The Trust employs a high percentage of white staff at 86.19%, with a total of 6.88% from all other ethnic origin groups and 6.93% of staff not declaring their ethnicity. The latter is a slight increase from the last reports figure of 0.45%, which shows an increase in the number of staff declaring their ethnicity.

Previous data indicated that the local demographics for the Fylde Coast were 95.9% white with 4.1% being from black, Asian, minority and ethnic (BAME) groups. These figures have been updated by the county council which now shows 96.7% White British and 3.3% from BAME communities indicating that the Trust remains broadly representative of the community it serves.



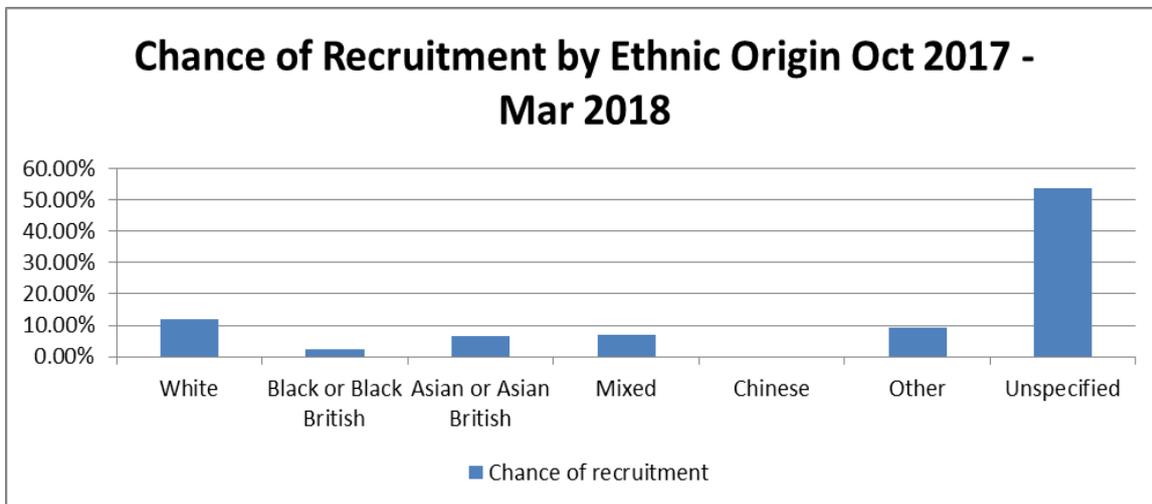
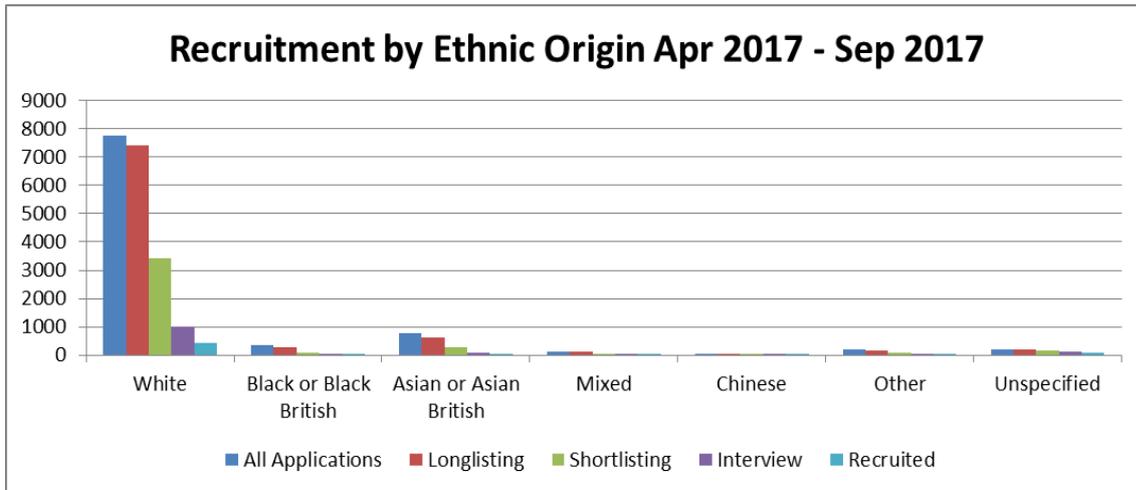
	White	Black or Black British	Asian or Asian British	Mixed	Chinese	Any Other Ethnic Group	Unknown Ethnicity
<b>BVH %</b>	86.19	0.51	3.96	0.68	0.26	1.47	6.93
<b>Nth West %</b>	85.30	2.00	6.55	1.14	0.42	0.94	3.65
<b>National %</b>	77.12	5.48	8.93	1.47	0.52	1.97	4.40

### Ethnic Origin and HR Procedures

Ethnic Origin	Disciplinaries	Grievance	Bullying & Harrassment	Managing Performance	Comparison	
					% Staff in Post	% HR Procedure
White	34	9	7	6	86.19	87.50
Black / Black British	1	0	0	0	0.51	1.56
Asian / Asian British	0	0	0	0	3.96	0.00
Mixed	0	0	0	0	0.68	0.00
Chinese	0	0	0	0	0.26	0.00
Any Other group	0	0	0	0	1.47	0.00
Unknown Ethnicity	5	1	0	1	6.93	10.94

The above data indicates that compared to the staff in post, white staff (56) are more likely to be involved in HR procedures compared to other ethnic groups (8), although the details for the 'unknown' ethnicity group would need to be clarified to obtain a reliable conclusion.

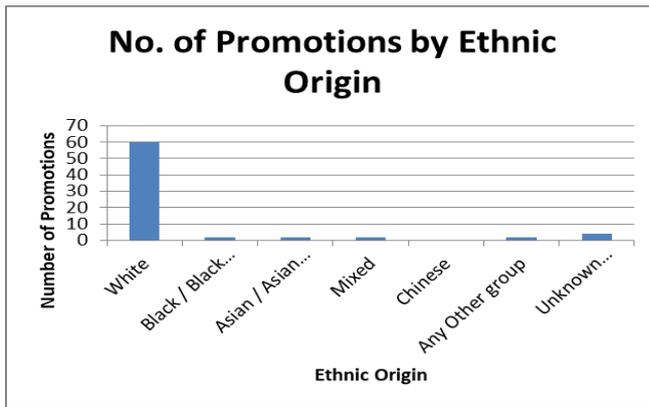
### Ethnic Origin and Recruitment



The data below shows that of those declaring their ethnic origin, 'unspecified' applicants are more likely to be recruited an increase from 44.56% to 53.85% since the last report. Data shows there have been increases across all the remaining groups, some almost double the figures from the last report. A data cleansing exercise might help to ensure more accurate reporting across ethnic groups thereby reducing the figure in the 'unspecified' group.

	White	Black or Black British	Asian or Asian British	Mixed	Chinese	Other	Unspecified
All Applications	8650	396	1002	184	30	217	221
Longlisting	8250	316	829	158	28	191	208
Shortlisting	3985	94	343	58	9	75	163
Interview	1269	15	96	20	0	24	138
Recruited	1022	9	67	13	0	20	119
Chance of recruitment	11.82%	2.27%	6.69%	7.07%	0.00%	9.22%	53.85%

### Ethnic Origin and Promotion

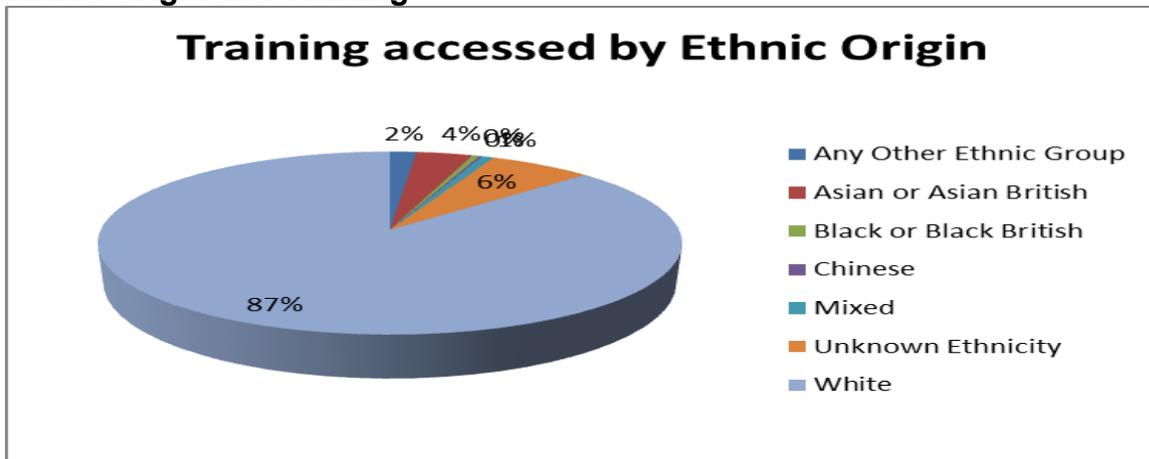


Ethnic Origin	Promotions	Staff in Post
White	83.33%	86.19%
Black / Black British	2.78%	0.51%
Asian / Asian British	2.78%	3.96%
Mixed	2.78%	0.68%
Chinese	0.00%	0.26%
Any Other group	2.78%	1.47%
Unknown Ethnicity	5.56%	6.93%

The above data shows that the percentages of promotions have decreased for white staff are broadly in line with the percentages of staff in post. There has been an increase of 1.63% to 2.78% in promotions for Black/Black British since the previous report. With 5.56% of staff not declaring their ethnicity this will lead to some inaccuracies of data in the other groups. This metric will require further monitoring to ascertain if there are any barriers preventing BAME staff from applying, having the opportunity to apply, gaining promotion, or to clarify any link with other protected characteristics.

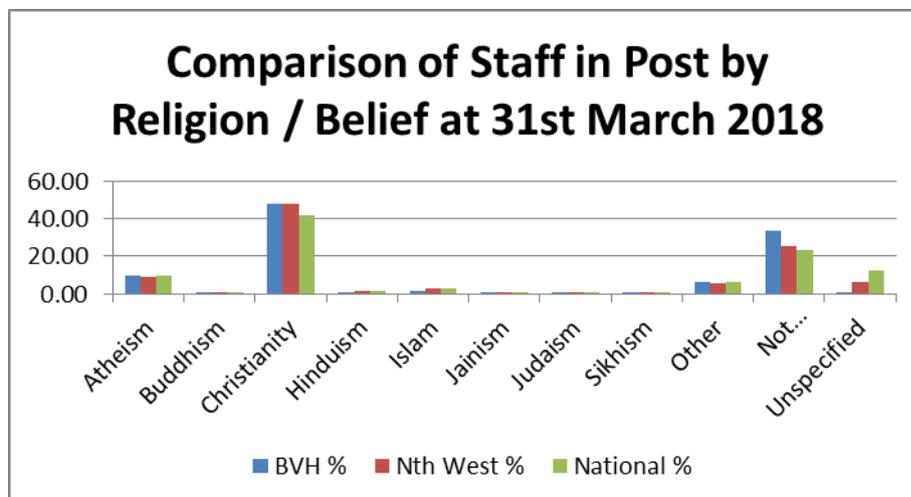
The Workforce Race Equality Standard (WRES) introduced by NHS Employers on 1st April 2015, assists the Trust in monitoring its work on reducing inequalities for BAME staff.

### Ethnic Origin and Training



There does not appear to be any barriers preventing access to training by any BME group. Work is ongoing to link non-mandatory training to our OLM system to improve reporting data.

## 7. RELIGION OR BELIEF



	Atheism	Buddhism	Christianity	Hinduism	Islam	Jainism	Judaism	Sikhism	Other	Not Disclosed	Unspecified
<b>BVH %</b>	9.66	0.34	47.67	0.64	1.38	0.04	0.06	0.06	6.40	33.32	0.43
<b>Nth West %</b>	9.23	0.39	48.30	1.18	3.02	0.03	0.17	0.14	5.78	25.60	6.29
<b>National %</b>	9.90	0.51	42.14	1.85	2.72	0.05	0.19	0.53	5.98	23.71	12.42

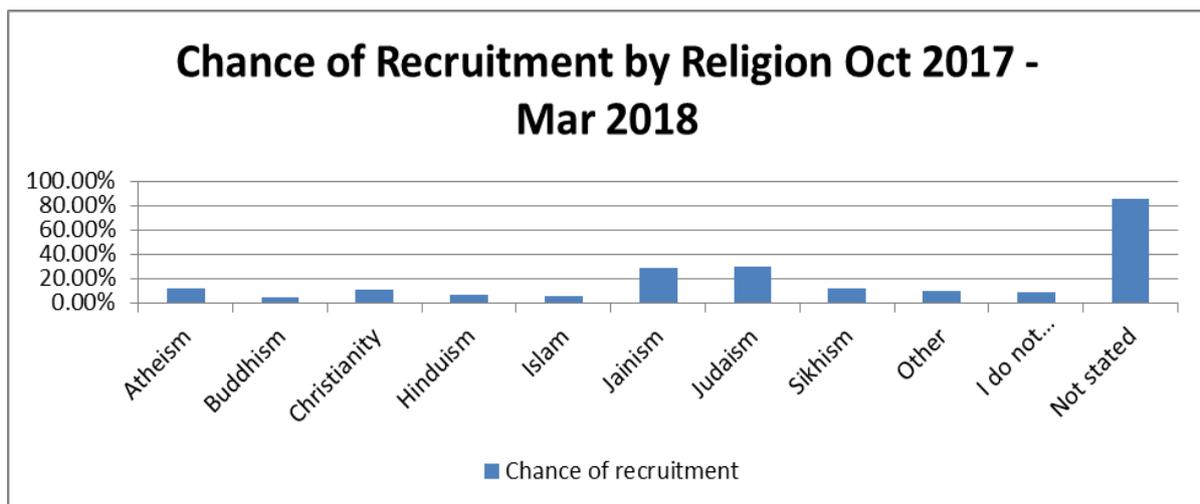
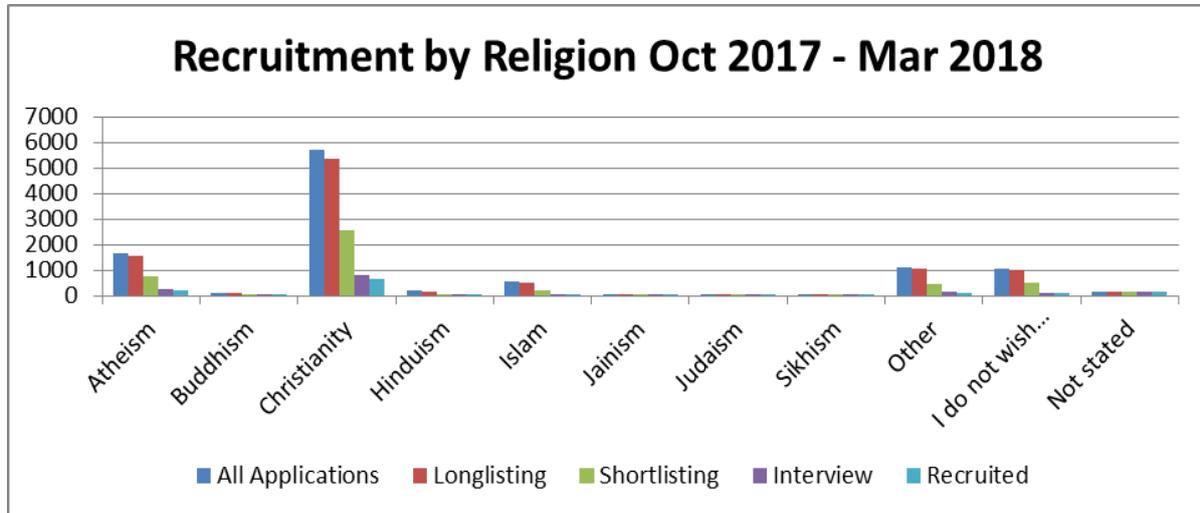
The above data shows there is a broad mix of religions and beliefs in the Trust with Christianity the most highly recorded as in previous reports. The large number of staff 'not disclosing' their religion or belief will lead to inaccuracies of the data in other groups. The Trust figures remain above the national average for the number of staff in the 'not disclosed' and 'other' categories, but well under the national average for the 'unspecified' category.

### Religion or Belief and HR Procedures

Religion or Belief	Disciplinarys	Grievance	Bullying & Harrassment	Managing Performance	Comparison	
					% Staff in Post	% HR Procedure
Christianity	19	4	4	4	47.67	48.44
Atheism	4	0	1	0	9.66	7.81
Hinduism	0	0	0	0	0.64	0.00
Other	5	2	1	1	8.28	14.06
Unknown/Not Disclosed	12	4	1	2	33.75	29.69

The table above shows there is a higher number of Christian staff (19) going through HR procedures compared to other groups, but this is broadly in line with the staff in post percentages. The next highest group relates to those who have 'not disclosed' or where the information is 'unknown' (19), which could lead to inaccuracies of data in other groups.

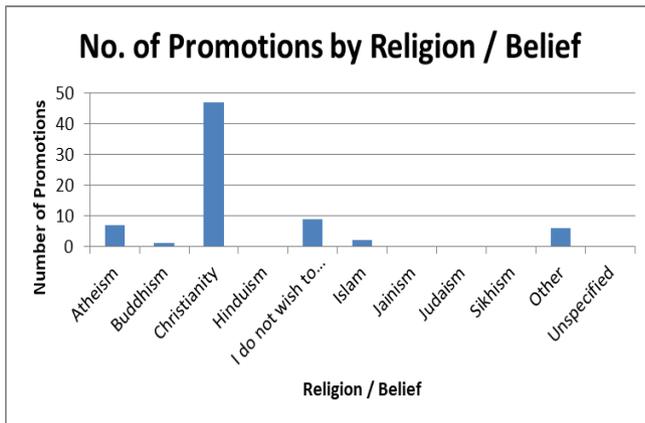
## Religion or Belief and Recruitment



	Atheism	Buddhism	Christianity	Hinduism	Islam	Jainism	Judaism	Sikhism	Other	I do not wish to disclose	Not stated
All Applications	1675	104	5719	231	568	7	10	34	1116	1073	163
Longlisting	1589	99	5358	151	496	3	10	32	1067	1012	163
Shortlisting	751	45	2549	60	211	2	5	9	439	495	161
Interview	243	7	804	22	54	2	3	4	138	126	159
Recruited	198	5	643	17	32	2	3	4	111	96	139
Chance of recruitment	11.82%	4.81%	11.24%	7.36%	5.63%	28.57%	30.00%	11.76%	9.95%	8.95%	85.28%

Applicants who did not state a religion or belief had the highest chance of being recruited which increased from 67.12% to 85.28%. The chances of recruitment increased by 28.57%, previously zero, for those in the Judaism group and from 13.33% to 30% for the Sikhism group. The quality of monitoring data will be affected by those choosing to 'not disclose' or 'not state' their beliefs.

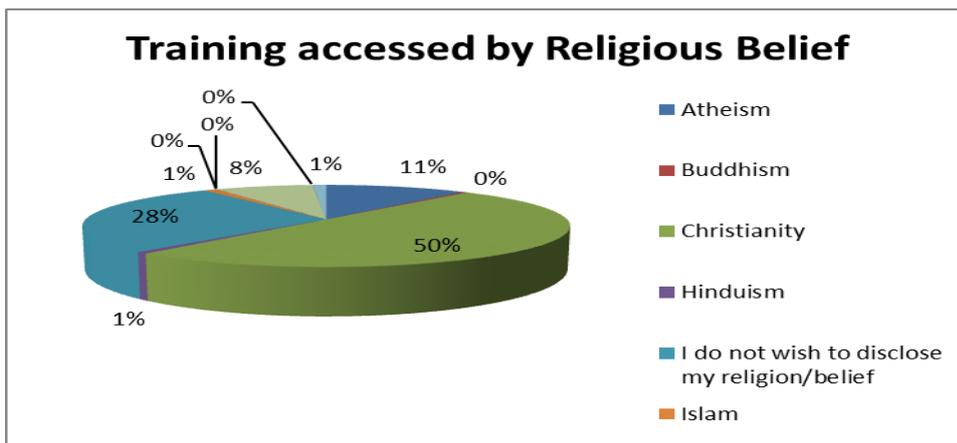
## Religion and Belief and Promotion



Religious Belief	Promotions	Staff in Post
Atheism	9.72%	9.66%
Buddhism	1.39%	0.34%
Christianity	65.28%	47.67%
Hinduism	0.00%	0.64%
I do not wish to disclose	12.50%	33.32%
Islam	2.78%	1.38%
Jainism	0.00%	0.04%
Judaism	0.00%	0.06%
Sikhism	0.00%	0.06%
Other	8.33%	6.40%
Unspecified	0.00%	0.43%

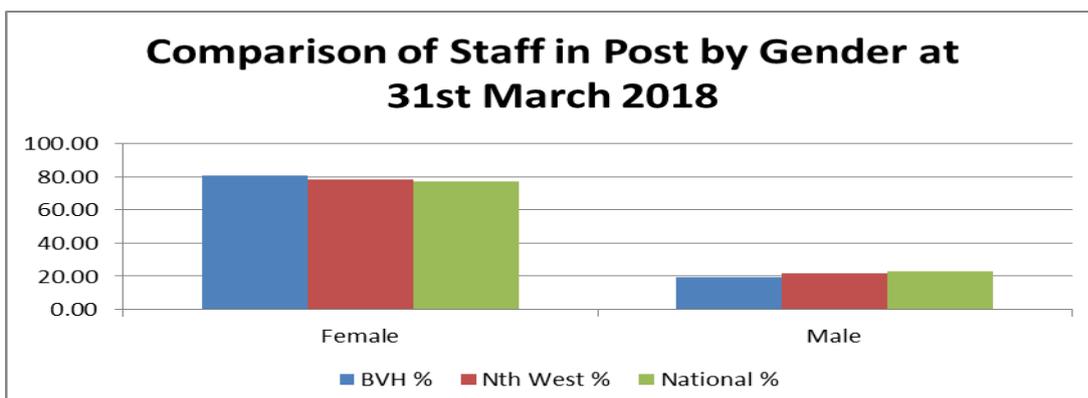
The most prominent groups recorded for promotion remains Christians, Atheists and 'do not wish to disclose'; although the 'other' groups will have impacted on the overall data quality. This metric requires monitoring to ensure there are no barriers preventing promotion based on a person's religion or belief.

### Religion and Belief and Training



There does not appear to be any barriers preventing staff accessing training on the grounds of their religion or beliefs. This metric will continue to be monitored.

### 8. GENDER



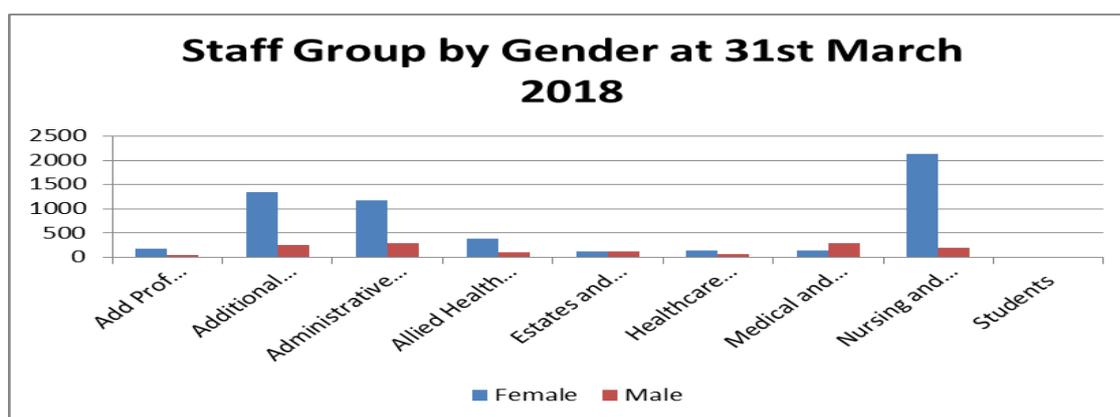
	Female	Male
<b>BVH %</b>	80.50	19.50
<b>Nth West %</b>	78.25	21.75
<b>National %</b>	77.09	22.91

There has been a slight increase in the number of male employees in post which still remains below the national average. The Estates Department staff were transferred to Atlas in March 2017 reducing the number of males employed by the Trust. However, the Trust remains above average for the number of females it employs. The division between male and female employees across the Trust is broadly representative of the NHS nationally.

### Gender and HR Procedures

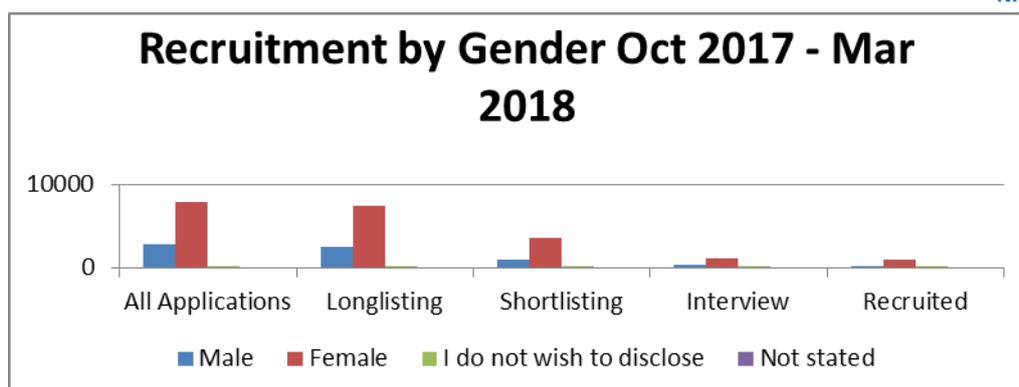
Gender	Disciplinarys	Grievance	Bullying & Harrassment	Managing Performance	Comparison	
					% Staff in Post	% HR Procedure
Female	34	9	5	7	80.50	85.94
Male	6	1	2	0	19.50	14.06

Female employees are more likely to be involved in HR procedures compared to the staff in post percentages than males, although the percentage for male employees decreasing from 30.43% in the last report to 14.06%. This issue requires monitoring to see if there are any particular female staff group is more prevalent than others in this category.



The largest numbers of females are employed in the Nursing and Midwifery group with the second and third largest female groups working in Additional Clinical Services and Admin and Clerical respectively. Since the last report there remains very little change to the breakdown of gender across remaining staff groups.

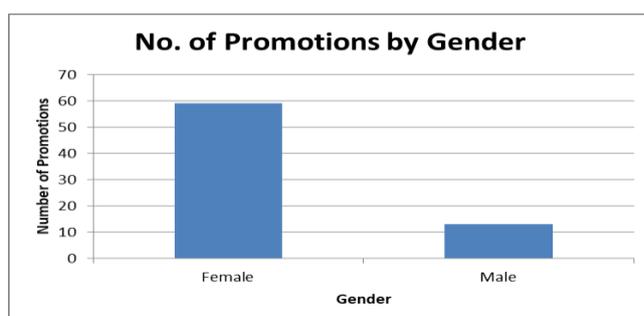
### Gender and Recruitment



	Male	Female	I do not wish to disclose	Not stated
All Applications	2812	7873	15	0
Longlisting	2544	7423	13	0
Shortlisting	1064	3655	8	0
Interview	356	1203	3	0
Recruited	277	970	3	0
Chance of recruitment	9.85%	12.32%	20.00%	0.00%

The breakdown of overall numbers for the recruitment of staff is to be expected given that the Trust and NHS nationally both have predominantly female workforces, with the percentage of recruitment moving slightly in favour of female applicants from 6.12% to 12.32% since the last report. The chance for males being recruited also increased from 5.50% to 9.85%. The quality of the monitoring data will be affected by those choosing 'not to disclose' their gender.

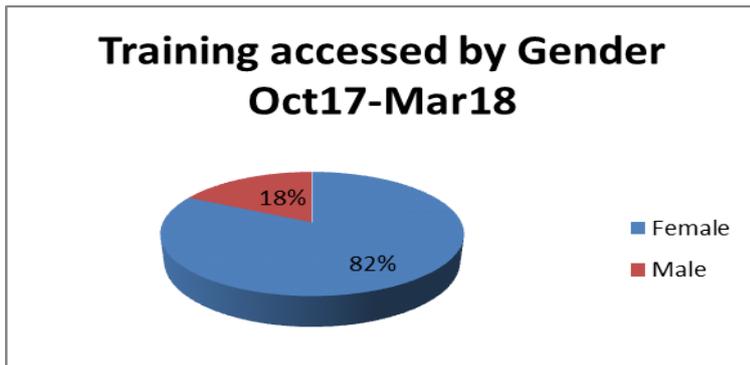
### Gender and promotion



Gender	Promotions	Staff in Post
Female	81.94%	80.50%
Male	18.06%	19.50%

The data shows promotion for males has decreased from 28.74% in the last report to 18.06%, but remains broadly reflective of the overall numbers of staff the Trust employs. There does not appear to be any barriers for promotion in relation to gender given that just over 80% of employees are female.

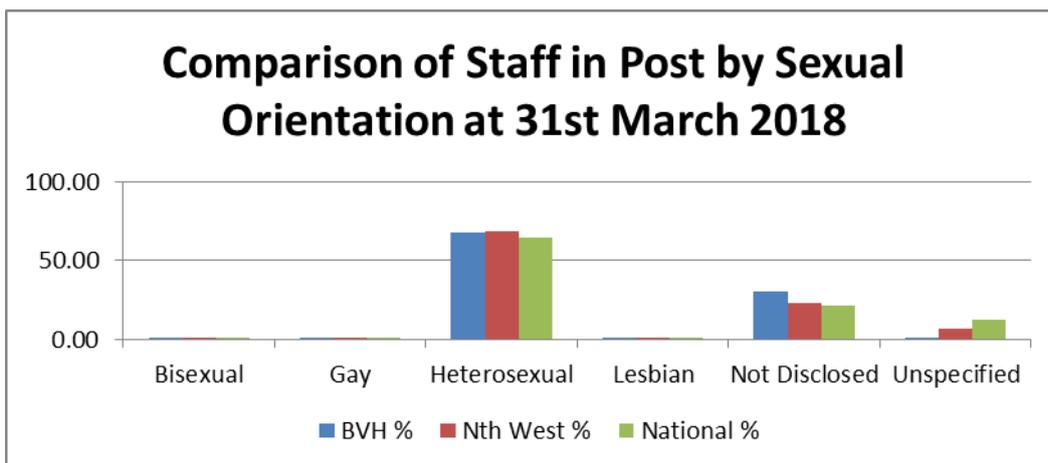
### Gender and Training



The totals for staff completing training remain reflective of the overall figures relating to gender within the Trust.

### **9. SEXUAL ORIENTATION**

This protected characteristic is about who a person is attracted to: the opposite sex, same sex or both sexes.



	Bisexual	Gay	Heterosexual	Lesbian	Not Disclosed	Unspecified
<b>BVH %</b>	0.26	0.67	67.38	0.73	30.48	0.48
<b>Nth West %</b>	0.37	0.85	68.96	0.56	23.04	6.33
<b>National %</b>	0.48	0.78	64.72	0.47	21.10	12.46

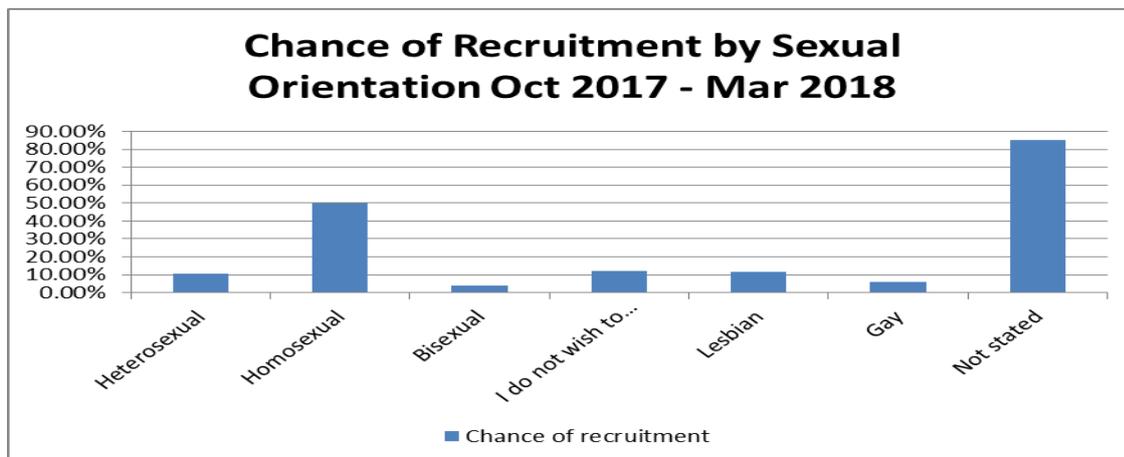
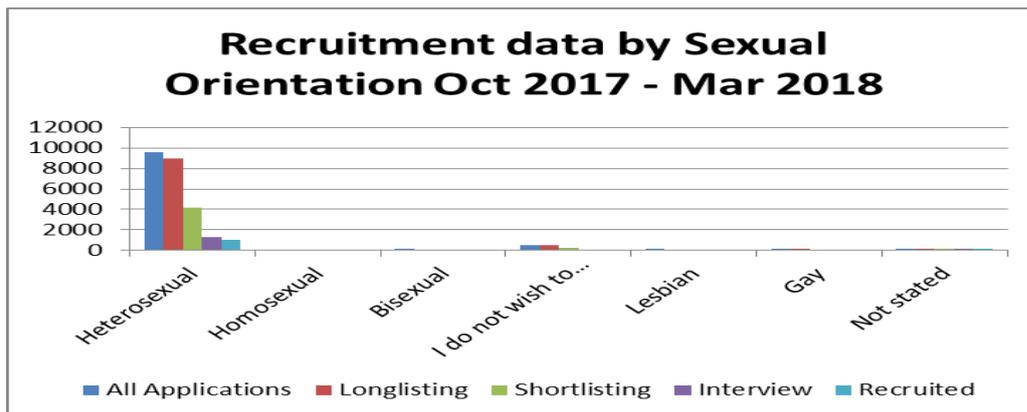
The data shows that 30.96% of employees chose to 'not disclose' or put 'unspecified' as their sexual orientation. This is below the national average of 33.56%, but will still affect the data quality in the other groups. A communication was sent to all staff encouraging them to use the self-service facility on ESR to improve the data. The annual appraisal system requests staff to check and update their personal details before proceeding which might also assist to improve data. A confidential survey could also be used to identify why staff do not disclose their sexual orientation, which might assist the Trust in understanding any underlying concerns.

## Sexual Orientation and HR Procedures

Sexual Orientation	Disciplinaries	Grievance	Bullying & Harrassment	Managing Performance	Comparison	
					% Staff in Post	% HR Procedure
Heterosexual	26	7	6	5	67.38	68.75
Gay	2	0	0	0	0.67	3.13
Lesbian	0	0	0	0	0.73	0.00
Bisexual	0	0	0	0	0.26	0.00
Not Disclosed	12	3	1	2	30.48	28.13
Unspecified	0	0	0	0	0.48	0.00

The table above shows the largest group of staff going through HR procedures are heterosexual. Data quality has been impacted by the large percentage of staff in the 'Not Disclosed' (18), but the overall percentages listed by sexual orientation are broadly in line with the staff in post breakdown.

## Sexual Orientation and Recruitment



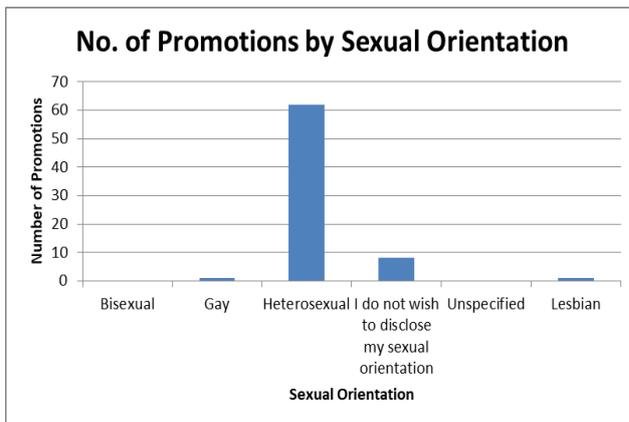
The table below shows 696 applicants choosing to 'not describe' or 'not state' their sexual orientation, leading to the data quality in other groups being affected. The recruitment opportunity for homosexuals has increased from 11.76% to 50% since

the last report, but figures could be skewed due to not stated and not wanting to describe their orientation.

The 'I do not wish to disclose' option has been removed to reduce any duplication or double reporting to hopefully improve the data.

	Heterosexual	Homosexual	Bisexual	I do not wish to describe my orientation	Lesbian	Gay	Not stated
All Applications	9632	4	125	534	111	132	162
Longlisting	8990	4	99	498	107	120	162
Shortlisting	4155	2	32	263	59	56	160
Interview	1278	2	6	86	17	15	158
Recruited	1019	2	5	65	13	8	138
Chance of recruitment	10.58%	50.00%	4.00%	12.17%	11.71%	6.06%	85.19%

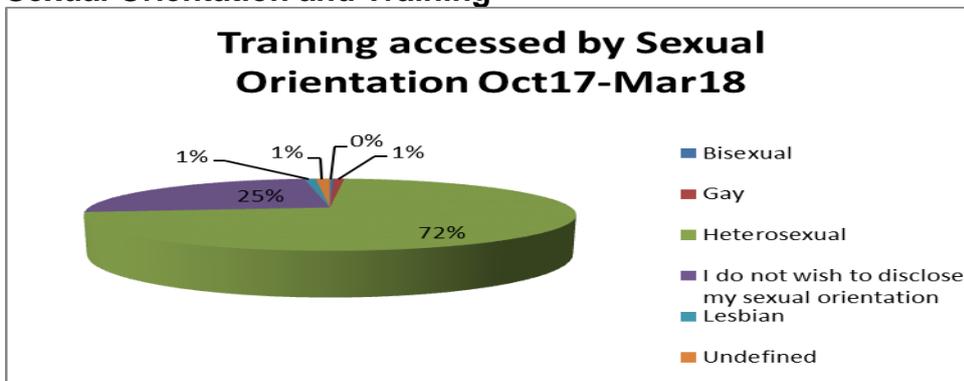
### Sexual Orientation and Promotion



Sexual Orientation	Promotions	Staff in Post
Bisexual	0.00%	0.26%
Gay	1.39%	0.67%
Heterosexual	86.11%	67.38%
I do not wish to disclose	11.11%	30.48%
Unspecified	0.00%	0.48%
Lesbian	1.39%	0.73%

86.11% of recorded promotions were for heterosexual staff which is high compared to the staff in post breakdown of only 67.38%. Although there could be inaccuracies in the data with 30.96% of staff 'not describing' or listing their sexual orientation as 'unspecified'. This metric should continue to be monitored to ensure there are no barriers preventing LGBT staff from applying for and gaining a promotion, or opportunities to apply, and to uncover any inappropriate behaviours in the Trust.

### Sexual Orientation and Training



From the data collated it appears that there are no barriers restricting staff from accessing any training offered by the Trust on the grounds of their sexual orientation.

## **Recommendations**

There are a number of protected characteristics that require similar approaches and improvements, which is to be expected. It is hoped that by using the appraisal system and the communication to staff on using self-service, it will improve the quality of the data used for this report. A combined survey could assist in clarifying and collating data/information across all characteristics where this approach has been identified in the report.

It is accepted that there will be deficiencies in the data due to staff not disclosing or not stating a characteristic which may skew reporting outcomes. A further consideration is double reporting, as individuals may possess a number of protected characteristics. Improving confidence around the collection, storage and usage of the data may help reassure staff that reporting is strictly confidential, which might improve disclosure. A further data cleansing exercise would be useful to encourage staff to update all their personal details held on ESR and is one of the main actions arising from this report. An event promoting Equality and Diversity will be held on the mezzanine level of the main entrance, around the end of May beginning of June, which includes information on monitoring the protected characteristics.

ESR self-service is now available to all staff, allowing them to view their personal details and update some of them. The increase in staff declaring a disability/long-term health condition might be as a result of using self-serve. This direct access may encourage staff to be more open when divulging information linked to the protected characteristics.

## **Action**

The Steering Group is asked to note the contents of this report. A further update will be provided in six months at the November 2018 meeting, covering the period 1 April 2018 to 30 September 2018.

## EQUALITY AND DIVERSITY ANNUAL REPORT - ACTION PLAN 2018-19

ACTION	OUTCOME	LEAD	COMPLETION DATE	RAG RATING
1. Review recruitment approaches/methods particularly for attracting BME groups.	Improved recruitment figures for the BME Groups.	AP	Being monitored as part of the WRES work	A
2. Review attitudes towards the uptake and promotion of training for the over 50s (survey/working party/sub-group).	Improved number of over 50s taking up training.	JM/SA Include in a Survey	Ongoing	A
3. Develop system/communications to encourage staff to disclose information on all protected characteristics, especially on disability/Religion or Belief/gender reassignment and sexual orientation.	Improved reporting figures over subsequent annual reports. ESR self-serve may assist with disclosing personal data.	Include in a Survey	Ongoing	A
4. Investigate characteristics with high chance of being involved in HR cases. Then review cases to identify if any processes are creating barriers in relation to any of the protected characteristics.	Reduction in cases connected to all protected characteristics Once barriers identified take relevant action to address any issue by eliminating or reducing any barrier.	HR Teams	Ethnicity being monitored as part of the WRES	A
5. Investigate why fewer non-single/BME/non heterosexual staff are not promoted.	Address any issues to show an increase in the number of promotions across these groups.	HR Teams	Ongoing	A
6. Improve data collection for reporting on information relating to pregnancy and maternity regarding: HR Procedures/recruitment and training.	Improved data collection for subsequent annual reports.	AP/OLM/ESR/HR Teams	Ongoing	A

7. Develop robust data collection regarding all protected characteristics in relation to leavers/appraisals.	Improved data collection for subsequent annual reports.	OLM/ESR/AL	Ongoing	A
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Any survey organised can include relevant questions covering all the protected characteristics to save time and prevent overload of questionnaires to staff. Alternative approaches might be to set up a working party or sub group to look into some of the above issues and/or actions to determine the best way forward to investigate some of the areas

The Equality and Diversity Lead will oversee/co-ordinate the work between teams to complete this action plan.