Blackpool Teaching Hospitals NHS Foundation Trust

**Equality Diversity and Inclusion Implementation Committee**

**12 November 2018**

# Equality and Diversity Monitoring Report 1 April 2018 to 30 September 2018

| | |
|---|---|
| **Report Prepared By:** | **Tina Daniels** |
| **Contact Details:** | **57375** |
| **Date of Report:** | **November 2018** |

**Purpose of Report:**

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

| | | |
|---|---|---|
| **1** ☐ **For information** | **2** X **For Discussion** | **3** ☐ **For Approval** |

**Recommendations:**

Continue monitoring on a six monthly basis to identify any ongoing trends
Review of HR Procedures sections following an increase in cases
Investigate to find best way to collect information on HR procedures/recruitment/training for Pregnancy and Maternity
Issue a further communication to all staff to complete their personal information on ESR

**Sensitivity Level:**

| | | |
|---|---|---|
| **1** ☐ **Not sensitive: For immediate publication** | **2** X **Sensitive in part: Consider redaction prior to release** | **3** ☐ **Wholly sensitive: Consider applicable exemption** |

**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 first report for the financial year 1st April 2018 to 31st March 2018 covering the period April 18 to September 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. The figures on HR procedures shows there has been quite an increase in some areas which will require a review of the ongoing cases.

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 18% on the staff survey (NHSE). This is reflected in the low level of Trust data for some of the characteristics.

**Actions**
1. Continue monitoring the protected characteristics of our staff alongside the local demographics to enable the Trust to respond to any changes.
2. Send out a confidential survey to try and identify any problems to disclosure of information and reassure staff that the data collected on the protected characteristics is strictly confidential.
3. Improve the data on Pregnancy and Maternity to include HR procedures, recruitment and training.
4. Review the ongoing HR cases to identify sudden increase across a number of characteristics.

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

Blackpool Teaching Hospitals NHS Foundation Trust

# Workforce Monitoring Report 1 April 2018 – 30 September 2018

## Background

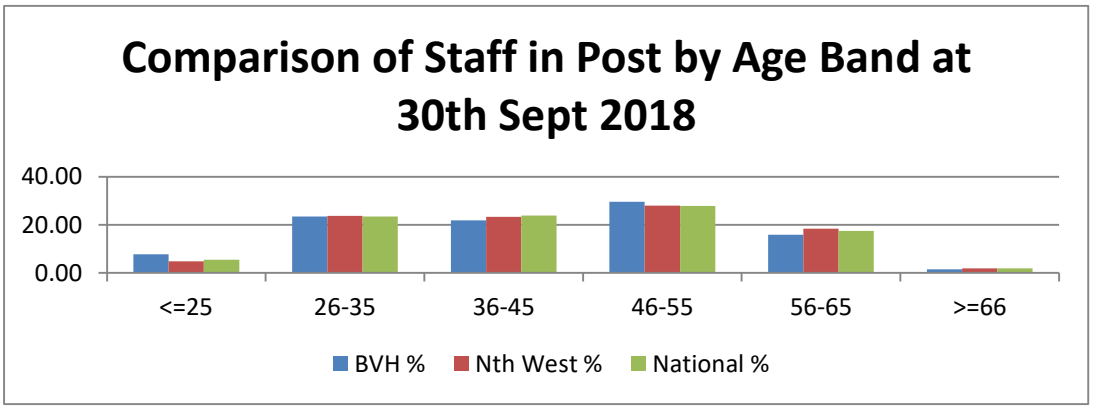
Equality and Diversity (E&D) is an important part of the Trust's overall work to improve service provision and employment environments. This report looks at the Trust's employment activities for April 2018 – September 2018 by protected characteristics, which are: Age, Disability, Gender Reassignment, 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




| | <=25 | 26-35 | 36-45 | 46-55 | 56-65 | >=66 |
|---|---|---|---|---|---|---|
| **BVH %** | 7.80 | 23.41 | 21.83 | 29.61 | 15.90 | 1.45 |
| **Nth West %** | 4.79 | 23.69 | 23.29 | 27.94 | 18.42 | 1.86 |
| **National %** | 5.51 | 23.47 | 23.84 | 27.84 | 17.51 | 1.84 |
| | 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 (7.80%) and the 46-55 age range (29.61%), compared to the national average (5.51% and 27.84% respectively), with a slight increase in the over 65 age range.
NHS Employers have a project 'Working Longer' which looks at ways in which Trusts can best support its staff who will be working longer and until they are older.

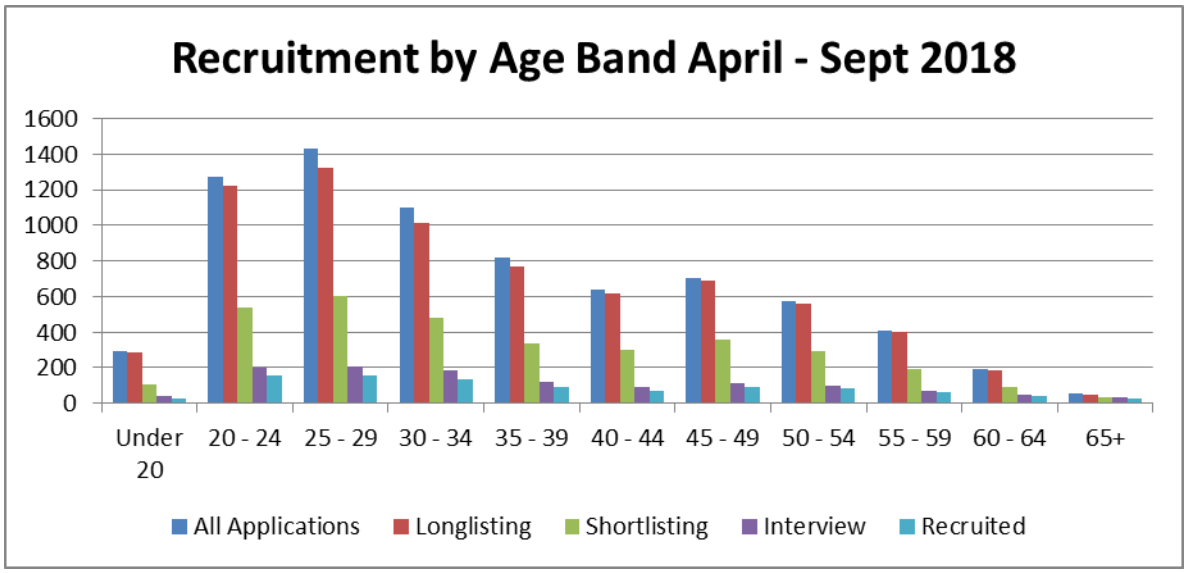
The Trust will continue to take steps to identify new ways or promote existing methods of encouraging people to the consider a career within the Trust.

## Age and HR Procedures

| Age Band | Disciplinaries | Grievance | Bullying & Harrassment | Managing Performance | Comparison | |
|---|---|---|---|---|---|---|
| | | | | | % Staff in Post | % HR Policy |
| <=25 | 6 | 0 | 1 | 1 | 7.70 | 5.71 |
| 26-35 | 22 | 0 | 1 | 0 | 23.39 | 16.43 |
| 36-45 | 18 | 3 | 4 | 1 | 22.22 | 18.57 |
| 46-55 | 37 | 9 | 3 | 3 | 30.08 | 37.14 |
| 56-65 | 20 | 2 | 2 | 4 | 15.29 | 20.00 |
| >=66 | 1 | 0 | 0 | 2 | 1.33 | 2.14 |

The above data suggests a change in the number of HR cases across most age groups, with a slight decrease in the 'under 25' age group. Increases in cases can be seen in the following groups: 26-35 up from 10 to 22; 36-45 up from 4 to 18; 46-55 up from 13 to 37; 56-65 up from 5 to 20. This is an overall 65 additional cases since the last report and a review by HR would be prudent. Given the Trust has a workforce of over 6900 staff the overall figure still remains relatively low.

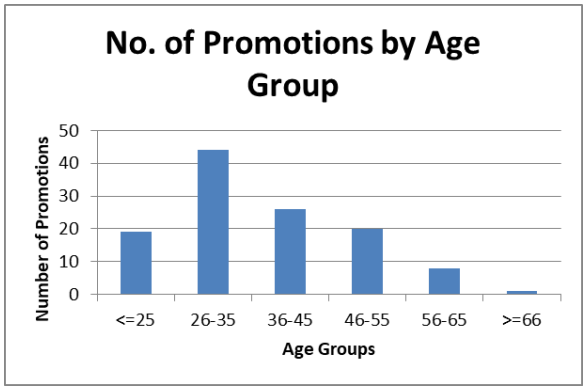
## Age and Recruitment



| | Under 20 | 20 - 24 | 25 - 29 | 30 - 34 | 35 - 39 | 40 - 44 | 45 - 49 | 50 - 54 | 55 - 59 | 60 - 64 | 65+ |
|---|---|---|---|---|---|---|---|---|---|---|---|
| All Applications | 296 | 1272 | 1431 | 1098 | 819 | 638 | 707 | 574 | 410 | 192 | 52 |
| Longlisting | 285 | 1224 | 1325 | 1013 | 772 | 614 | 693 | 561 | 404 | 184 | 51 |
| Shortlisting | 106 | 538 | 601 | 481 | 340 | 304 | 355 | 291 | 192 | 93 | 35 |
| Interview | 38 | 200 | 205 | 184 | 123 | 90 | 111 | 102 | 72 | 47 | 31 |
| Recruited | 29 | 159 | 158 | 134 | 93 | 67 | 89 | 81 | 61 | 40 | 24 |
| | | | | | | | | | | | |
| Chance of recruitment | 9.80% | 12.50% | 11.04% | 12.20% | 11.36% | 10.50% | 12.59% | 14.11% | 14.88% | 20.83% | 46.15% |

The possibility of recruitment has increased for seven of the eleven age groups. This is most evident in the 60+ age group with the likelihood of recruitment increasing since the last report by a further 7.17% to 46.15%. 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.

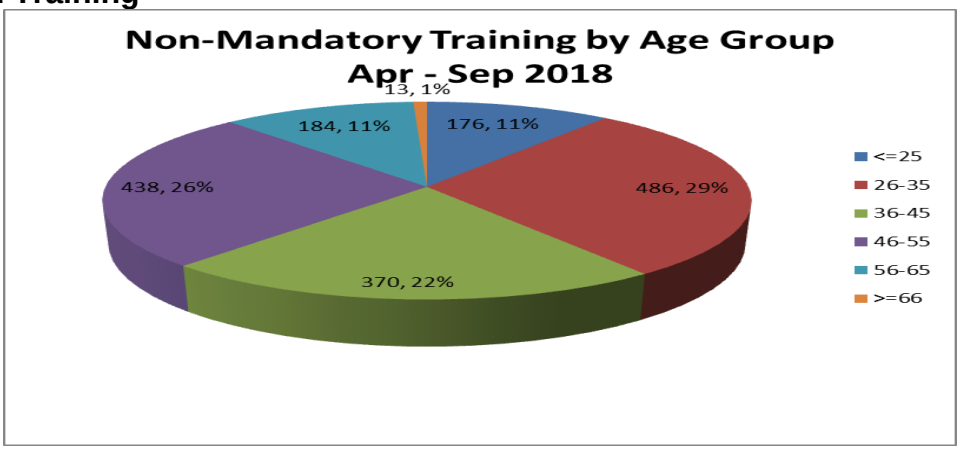
## Age and Promotion




| Age band | Promotions | Staff in Post |
|---|---|---|
| <=25 | 16.10% | 7.80% |
| 26-35 | 37.29% | 23.41% |
| 36-45 | 22.03% | 21.83% |
| 46-55 | 16.95% | 29.61% |
| 56-65 | 6.78% | 15.90% |
| >=66 | 0.85% | 1.45% |

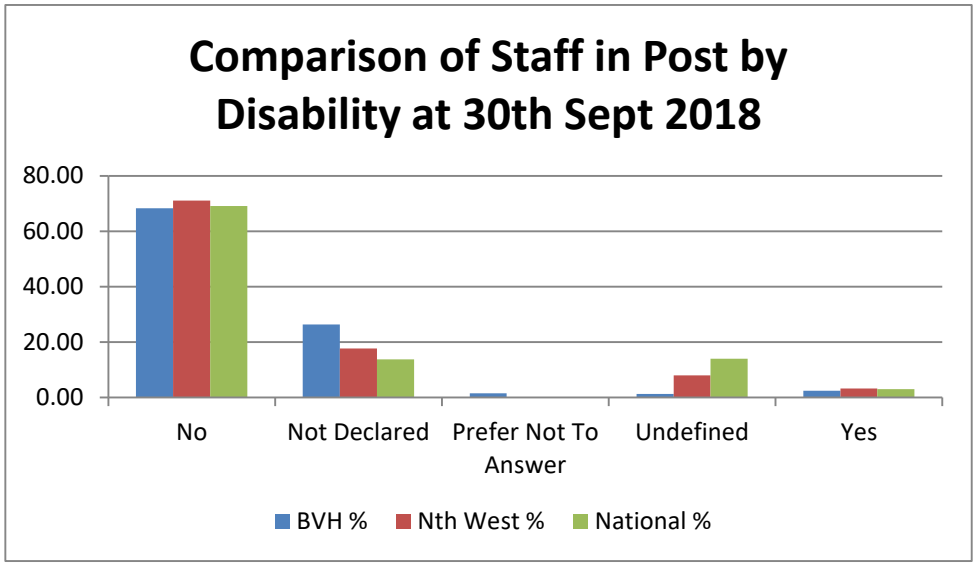
The percentages of promotions per age group have remained broadly similar to the previous report with slight increases for the age groups 36-45 and 56-65. Data continues to show large variances from the percentages of staff in post at both ends of the age spectrum. For the over 65s there might be fewer opportunities for promotion, or 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 | Prefer Not To Answer | Undefined | Yes |
|---|---|---|---|---|---|
| **BVH %** | 68.33 | 26.40 | 1.52 | 1.32 | 2.42 |
| **Nth West %** | 71.05 | 17.74 | 0.00 | 8.06 | 3.26 |
| **National %** | 69.14 | 13.80 | 0.00 | 14.01 | 3.05 |

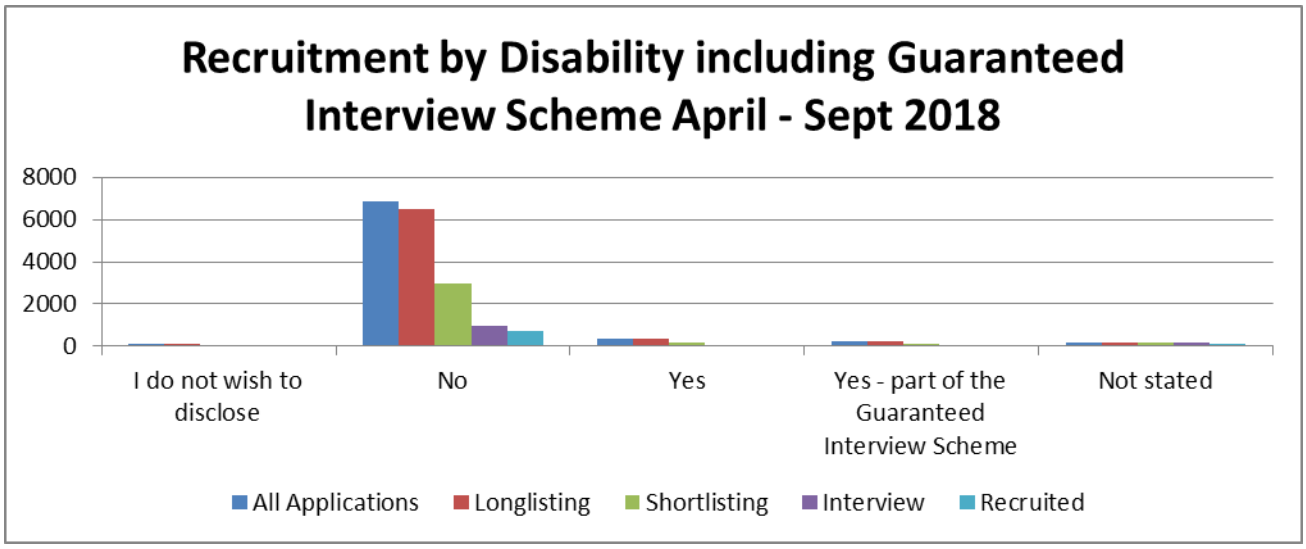
The percentage of staff who disclosed a disability or long term health condition has increased slightly from 2.21% in the last report, to 2.42%. The 'not declared' figure remains more than double the national figure at 26.40%. Taken together, the 'not declared', 'undefined' and 'unspecified' categories 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 will continue to send communications periodically 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.

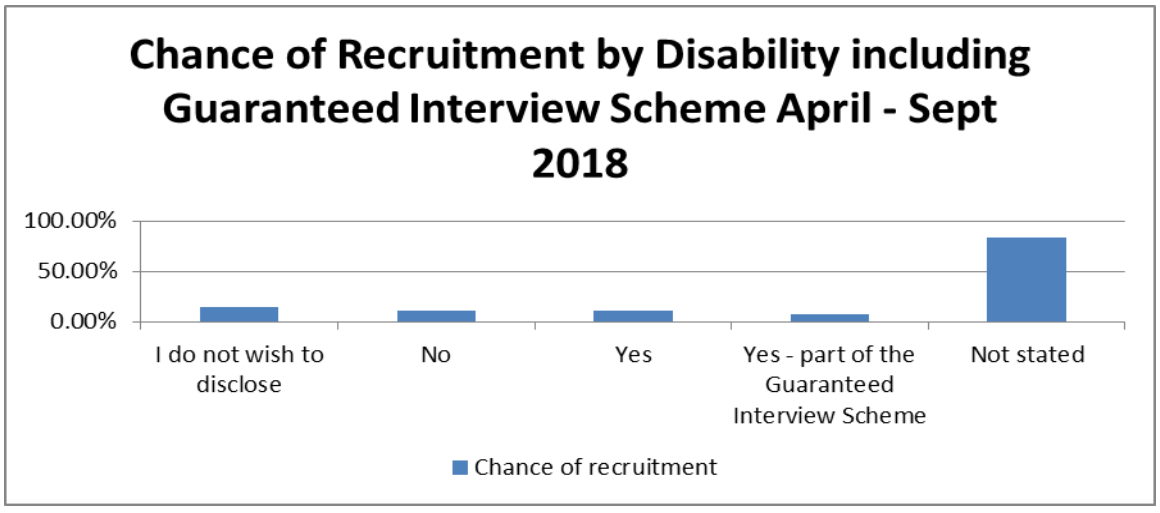
**Disability and HR Procedures**

| Disability | Disciplinaries | Grievance | Bullying & Harrassment | Managing Performance | Comparison | |
|---|---|---|---|---|---|---|
| | | | | | % Staff in Post | % HR Procedure |
| Yes | 3 | 1 | 0 | 0 | 2.21 | 2.86 |
| No | 60 | 5 | 7 | 6 | 67.36 | 55.71 |
| Not Declared | 40 | 8 | 4 | 5 | 30.06 | 40.71 |
| Unknown | 1 | 0 | 0 | 0 | 0.37 | 0.71 |

The highest numbers of HR cases are recorded in the 'no' section with a total of 78 cases, which is an increase since the last report. There are 62 cases across the remaining groups, which is also an increase from the last report. With an increase in the number of cases in the 'not declared' this could skew the overall figures and will require a review. Given the Trust have over 6900 employees the overall figure remains low.

**Disability and Recruitment**

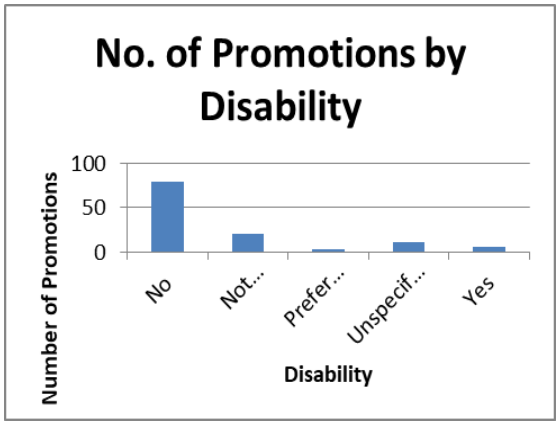


| | I do not wish to disclose | No | Yes | Yes - part of the Guaranteed Interview Scheme | Not stated |
|---|---|---|---|---|---|
| All Applications | 106 | 6846 | 375 | 232 | 162 |
| Longlisting | 100 | 6503 | 361 | 220 | 162 |
| Shortlisting | 57 | 2946 | 172 | 100 | 161 |
| Interview | 19 | 964 | 61 | 28 | 159 |
| Recruited | 16 | 742 | 42 | 18 | 135 |
| | | | | | |
| Chance of recruitment | 15.09% | 10.84% | 11.20% | 7.76% | 83.33% |

Applicants who declare that they have a disability, or are interviewed as part of the guaranteed interview scheme, have a slightly increased opportunity of recruitment than those in the remaining groups, with the exception of the 'not stated' group. The figure for this group (83.33%) is high and when combined with the 'do not wish to disclose' group could skew the overall figures.
It is pleasing to see a further increase, albeit small, in the number of people recruited from the 'yes' (from 8.26% to 11.20%) and guaranteed interview groups (from 5.84% to 7.76%). Further investigation might highlight any problems to recruiting people with a disability.

**Disability and Promotion**

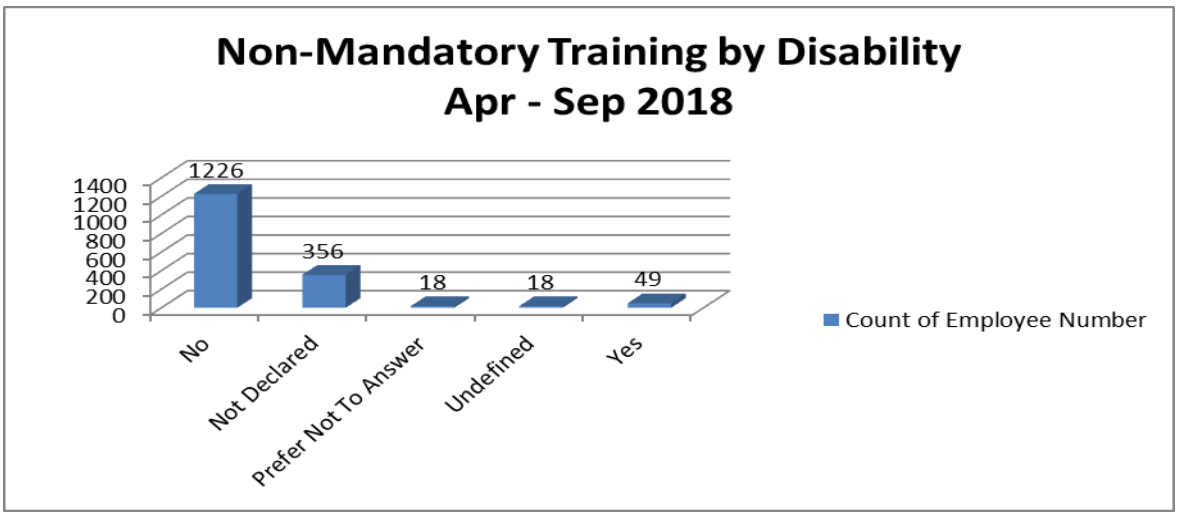



| Disability | Promotions | Staff in Post |
|---|---|---|
| **No** | 66.95% | 68.33% |
| **Not Declared** | 16.95% | 26.40% |
| **Prefer Not To Answer** | 2.54% | 1.52% |
| **Unspecified** | 9.32% | 1.32% |
| **Yes** | 4.24% | 2.42% |

According to the data collected 4.24% of staff declaring a disability have been promoted an increase of 2.85% 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. This is the first time the 'prefer not to say' option

has been available. Further investigation might yield information to explain and address any underlying reasons for non-disclosure.

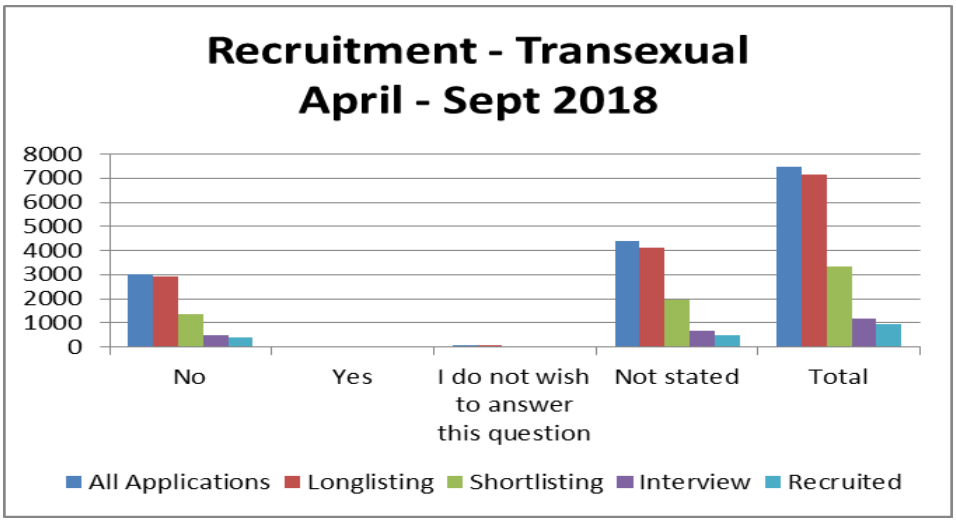
**Disability and Training**




With 30.75% 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 from late Autumn 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

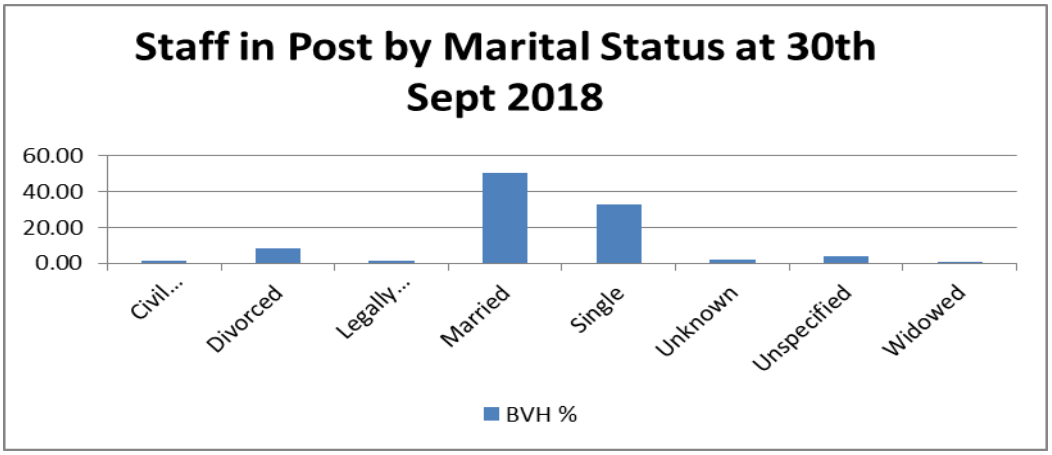
is not possible to record this information on ESR (which is a national system issue), although it is collected locally during recruitment via our TRAC (recruitment) system.

| | No | Yes | I do not wish to answer | Not stated | Total |
|---|---|---|---|---|---|
| All Applications | 3010 | 10 | 62 | 4407 | 7489 |
| Longlisting | 2931 | 10 | 60 | 4125 | 7126 |
| Shortlisting | 1347 | 5 | 31 | 1953 | 3336 |
| Interview | 514 | 2 | 15 | 672 | 1203 |
| Recruited | 416 | 1 | 13 | 505 | 935 |
| | | | | | |
| Chance of recruitment | 13.82% | 10.00% | 20.97% | 11.46% | 12.48% |

The likelihood of recruitment for those who identify as transgender has increased further since the last report, from 4.88% to 5.12%. 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 %** | 0.99 | 8.36 | 1.42 | 50.40 | 32.54 | 2.15 | 3.49 | 0.65 |

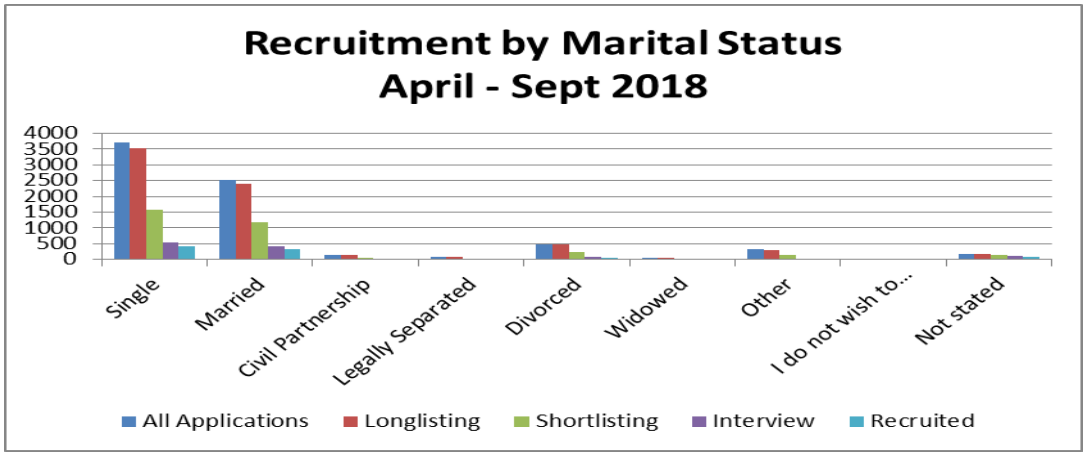
The majority of staff declare themselves as being married with the second largest group recorded being single, with very slight variation across the remaining groups since the last report. A data cleansing exercise may help to ensure accurate reporting of marital status to eliminate the unknown and unspecified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

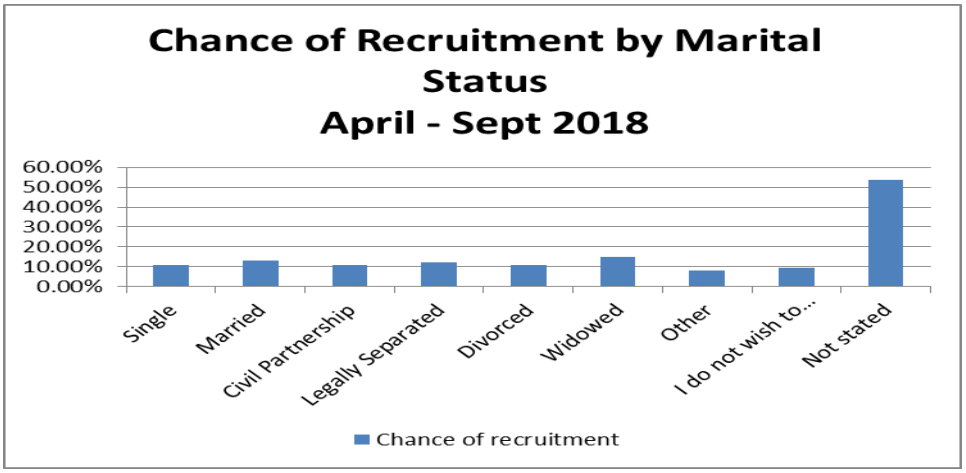
## Marriage and Civil Partnership and HR Procedures

| Marital Status | Disciplinaries | Grievance | Bullying & Harrassment | Managing Performance | Comparison | |
|---|---|---|---|---|---|---|
| | | | | | % Staff in Post | % HR Procedure |
| Married | 42 | 8 | 6 | 7 | 50.78 | 45.00 |
| Civil Partnership | 1 | 0 | 0 | 0 | 1.03 | 0.71 |
| Single | 43 | 3 | 3 | 3 | 32.85 | 37.14 |
| Divorced | 9 | 2 | 1 | 1 | 8.07 | 9.29 |
| Widowed | 0 | 0 | 0 | 0 | 0.53 | 0.00 |
| Legally Separated | 2 | 1 | 0 | 0 | 1.37 | 2.14 |
| Unknown | 2 | 0 | 1 | 0 | 1.97 | 2.14 |
| Unspecified | 5 | 0 | 0 | 0 | 3.42 | 3.57 |

The number of married staff involved with HR procedures has increased from 27 to 42 since the last report, with the single group figure also increasing from 16 to 43, leaving 25 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

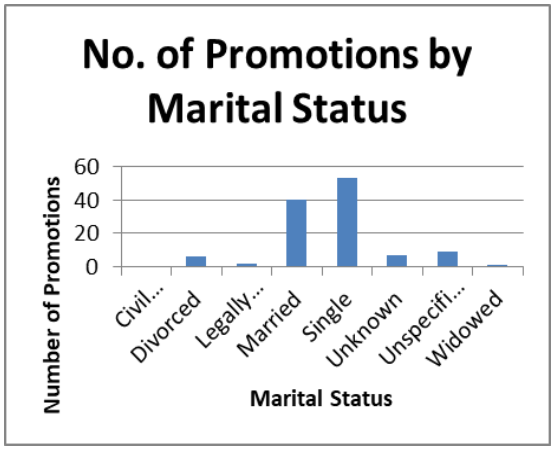





| | Single | Married | Civil Partnersh | Legally Separate | Divorced | Widowed | Other | I do not | Not stated |
|---|---|---|---|---|---|---|---|---|---|
| All Applications | 3720 | 2531 | 132 | 75 | 489 | 47 | 310 | 21 | 164 |
| Longlisting | 3528 | 2390 | 131 | 71 | 482 | 42 | 299 | 21 | 162 |
| Shortlisting | 1574 | 1182 | 51 | 28 | 218 | 18 | 129 | 6 | 130 |
| Interview | 527 | 427 | 19 | 10 | 65 | 8 | 32 | 3 | 112 |
| Recruited | 405 | 333 | 14 | 9 | 52 | 7 | 25 | 2 | 88 |
| | | | | | | | | | |
| Chance of recruitment | 10.89% | 13.16% | 10.61% | 12.00% | 10.63% | 14.89% | 8.06% | 9.52% | 53.66% |

The data indicates that people 'not stating' their marital status still 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 'married' groups. An unknown quantity lies within the 'other', 'do not wish to declare' 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.

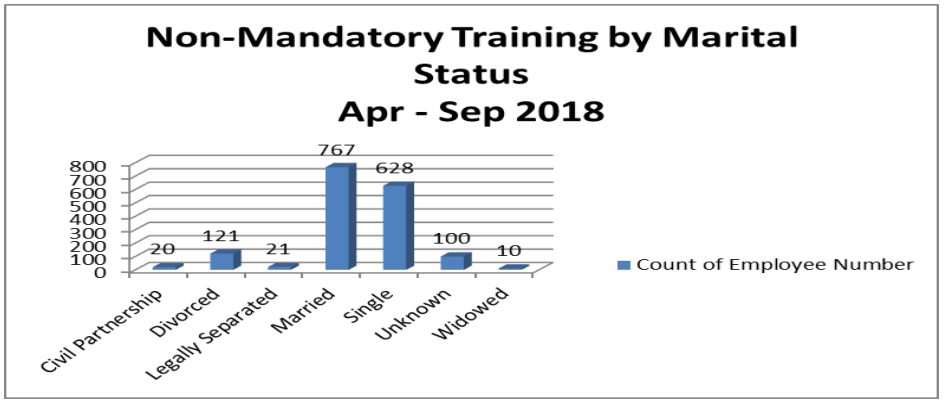
**Marriage and Civil Partnership and Promotion**




| Marital St | Promotions | Staff in Post |
|---|---|---|
| Civil Partn | 0.00% | 0.99% |
| Divorced | 5.08% | 8.36% |
| Legally Se | 1.69% | 1.42% |
| Married | 33.90% | 50.40% |
| Single | 44.92% | 32.54% |
| Unknown | 5.93% | 2.15% |
| Unspecifie | 7.63% | 3.49% |
| Widowed | 0.85% | 0.65% |

The largest percentage of promotions can be seen in the 'single' group at 44.92% with a slight increase of 0.42% since the last report. The next largest being the married group, with a further decrease from 38.89% to 33.90%. This metric will continue to be monitored to ensure no discrimination is taking place.

**Marriage and Civil Partnership and Training**




Figures show that staff in the 'married' and 'single' groups remain the largest groups when accessing training. This metric will continue to be monitored to ensure there are no barriers for staff accessing training.

## 5. PREGNANCY AND MATERNITY

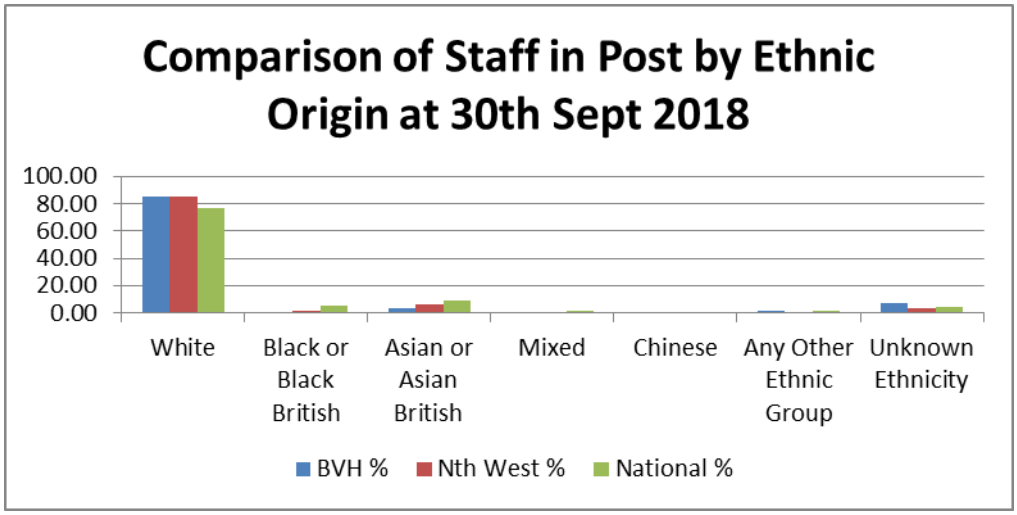
| 30th Sept 2018 | Total Number |
|---|---|
| Maternity Leave | 167 |

The figure has increased by 1since 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 staff in post tables below shows a higher percentage of white staff at 85.14%, with a total of 7.11% from all other ethnic origin groups and 7.76% of staff not declaring their ethnicity. The latter is a slight increase from the last reports figure of 0.83%, 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.



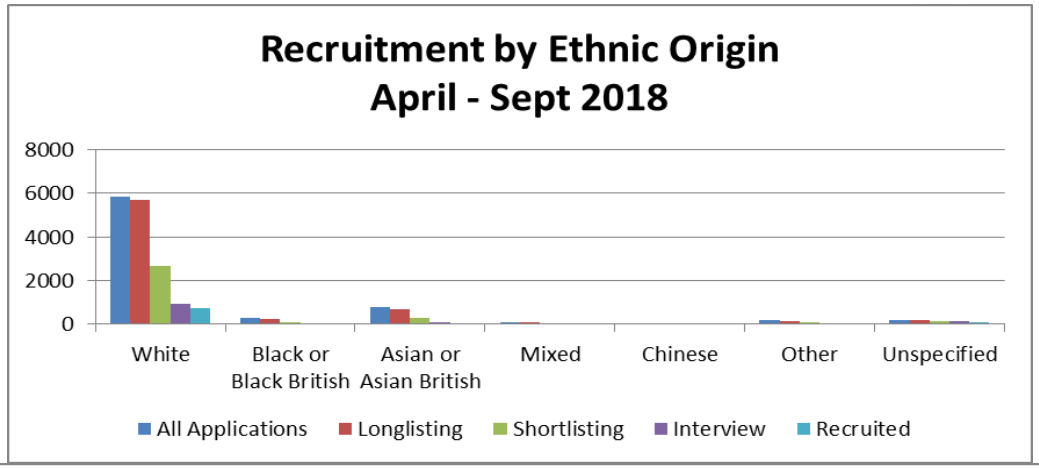

| | White | Black or Black British | Asian or Asian British | Mixed | Chinese | Any Other Ethnic Group | Unknown Ethnicity |
|---|---|---|---|---|---|---|---|
| **BVH %** | 85.14 | 0.58 | 3.97 | 0.69 | 0.31 | 1.56 | 7.76 |
| **Nth West %** | 85.13 | 2.09 | 6.65 | 1.16 | 0.42 | 0.94 | 3.61 |
| **National %** | 76.64 | 5.61 | 9.17 | 1.59 | 0.53 | 2.03 | 4.42 |

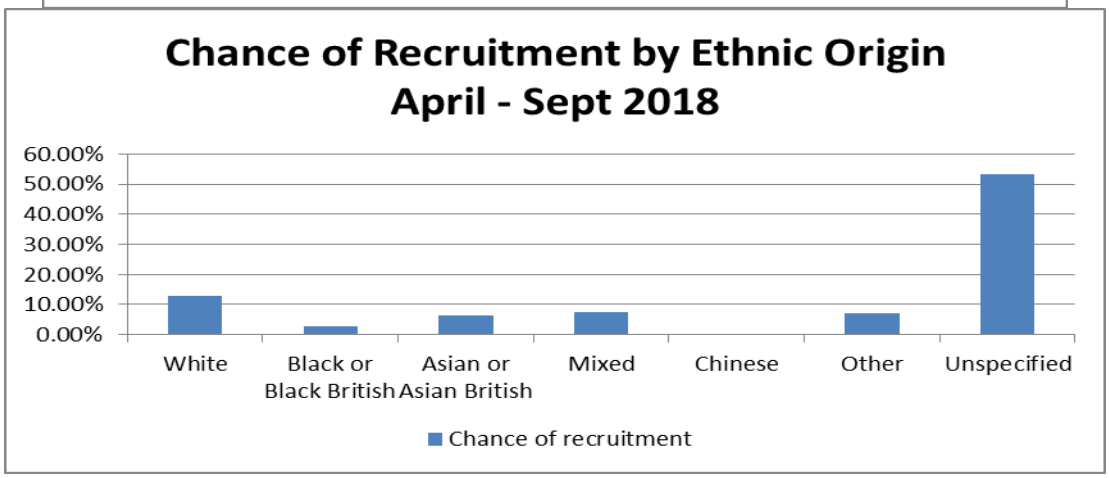
## Ethnic Origin and HR Procedures

| Ethnic Origin | Disciplinaries | Grievance | Bullying & Harrassment | Managing Performance | Comparison | |
|---|---|---|---|---|---|---|
| | | | | | % Staff in Post | % HR Procedure |
| White | 89 | 12 | 10 | 10 | 86.19 | 86.43 |
| Black / Black British | 1 | 1 | 0 | 0 | 0.51 | 1.43 |
| Asian / Asian British | 7 | 1 | 0 | 0 | 3.96 | 5.71 |
| Mixed | 1 | 0 | 1 | 0 | 0.68 | 1.43 |
| Chinese | 1 | 0 | 0 | 0 | 0.26 | 0.71 |
| Any Other group | 2 | 0 | 0 | 0 | 1.47 | 1.43 |
| Unknown Ethnicity | 3 | 0 | 0 | 1 | 6.93 | 2.86 |

The above data indicates that compared to the staff in post, white staff (89) are over four times more likely to be involved in HR procedures compared to other ethnic groups (20), although details for the ‘other group’ and ‘unknown’ ethnicity group would need to be clarified to obtain a reliable conclusion.

## Ethnic Origin and Recruitment

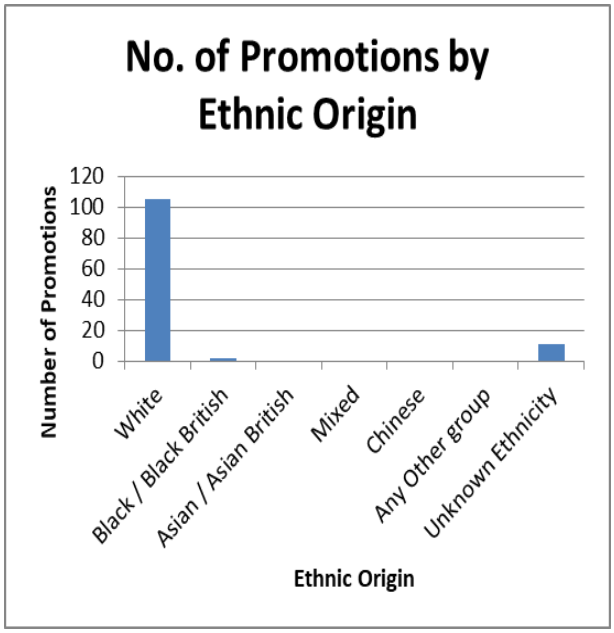



The data below shows that of those declaring their ethnic origin, 'unspecified' applicants are slightly less likely to be recruited a decrease from 53.85% to 53.47% since the last report. Data shows there has been very little change across the remaining groups. A data cleansing exercise might help to ensure more accurate reporting across ethnic groups thereby reducing the figure in the 'unspecified' group.

| | White | Black or Black | Asian or Asian | Mixed | Chinese | Other | Unspecified |
|---|---|---|---|---|---|---|---|
| All Applications | 5843 | 314 | 799 | 107 | 37 | 187 | 202 |
| Longlisting | 5700 | 231 | 697 | 101 | 34 | 165 | 198 |
| Shortlisting | 2688 | 85 | 274 | 47 | 18 | 70 | 154 |
| Interview | 933 | 18 | 77 | 12 | 7 | 22 | 134 |
| Recruited | 741 | 9 | 51 | 8 | 5 | 13 | 108 |
| | | | | | | | |
| Chance of recruitment | 12.68% | 2.87% | 6.38% | 7.48% | 0.00% | 6.95% | 53.47% |

**Ethnic Origin and Promotion**



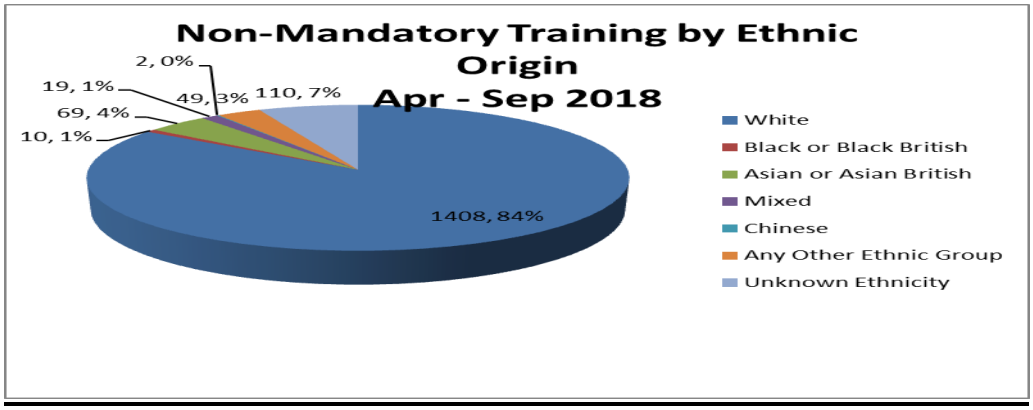

| Ethnic Origin | Promotions | Staff in Post |
|---|---|---|
| White | 88.98% | 85.14% |
| Black / Black Brit | 1.69% | 0.58% |
| Asian / Asian Bri | 0.00% | 3.97% |
| Mixed | 0.00% | 0.69% |
| Chinese | 0.00% | 0.31% |
| Any Other group | 0.00% | 1.56% |
| Unknown Ethnic | 9.32% | 7.76% |

The above data shows a slight increase of 5.65% in percentages of promotions for white staff are broadly in line with the percentages of staff in post. There has been an slight decrease from 2.78% to 1.69% in promotions for Black/Black British since the previous report. With 9.32% of staff not declaring their ethnicity this will lead to some inaccuracies of data in the other groups. This metric requires 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.

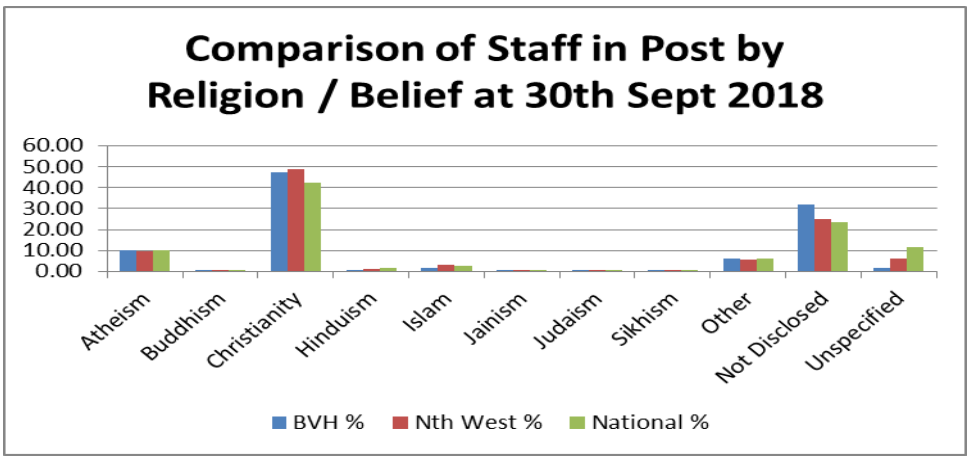
The Workforce Race Equality Standard (WRES) introduced by NHS Employers on 1st April 2015, assists the Trust in monitoring its work on reducing inequalities for BAME staff.

**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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **BVH %** | 10.13 | 0.38 | 47.45 | 0.68 | 1.48 | 0.04 | 0.04 | 0.07 | 6.36 | 31.77 | 1.60 |
| **Nth West %** | 9.51 | 0.39 | 48.67 | 1.20 | 3.10 | 0.03 | 0.17 | 0.14 | 5.87 | 25.15 | 5.90 |
| **National %** | 10.22 | 0.52 | 42.38 | 1.89 | 2.86 | 0.05 | 0.19 | 0.54 | 6.09 | 23.59 | 11.66 |

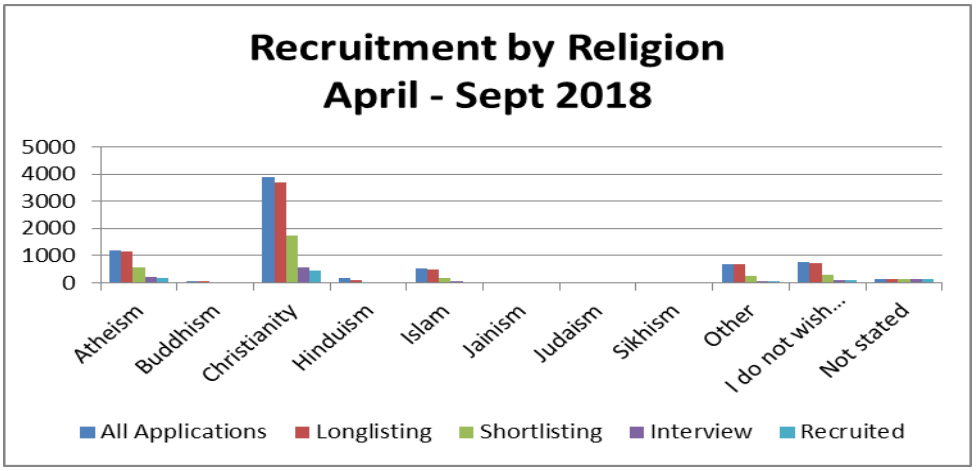
The above data shows there is a broad mix of religions and beliefs in the Trust with Christianity the most highly recorded as in previous reports. The large number of staff 'not disclosing' their religion or belief will continue to create inaccuracies of the data in other groups. The Trust figures remain 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.

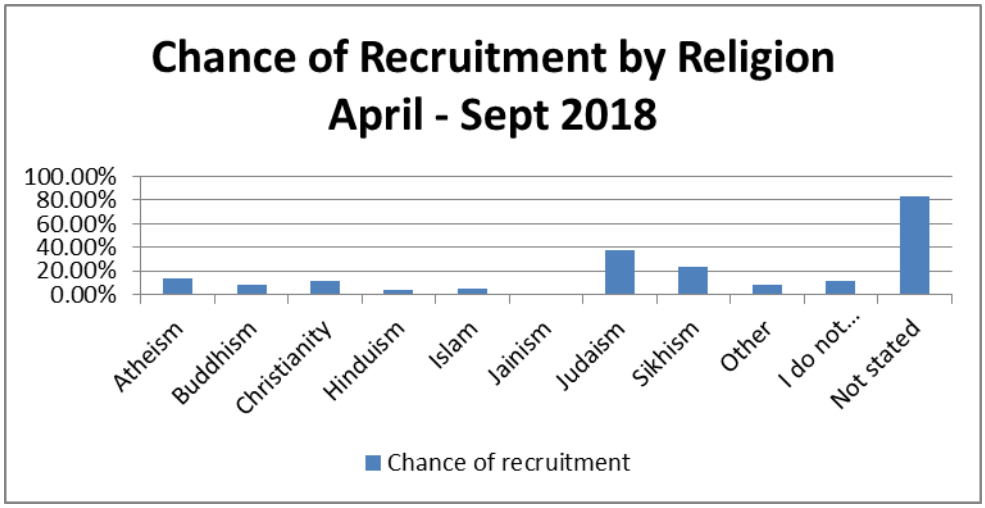
### Religion or Belief and HR Procedures

| Religion or Belief | Disciplinaries | Grievance | Bullying & Harrassment | Managing Performance | Comparison | |
|---|---|---|---|---|---|---|
| | | | | | % Staff in Post | % HR Procedure |
| Christianity | 38 | 10 | 4 | 4 | 47.67 | 40.00 |
| Atheism | 10 | 0 | 1 | 2 | 9.66 | 9.29 |
| Hinduism | 4 | 0 | 0 | 0 | 0.64 | 2.86 |
| Other | 13 | 1 | 3 | 1 | 8.28 | 12.86 |
| Unknown/Not Disclosed | 39 | 3 | 3 | 4 | 33.75 | 35.00 |

The table above shows there is an increase of Christian staff (56) going through HR procedures compared to 84 across the remaining 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' (49), which could lead to inaccuracies of data in other groups.

### Religion or Belief and Recruitment

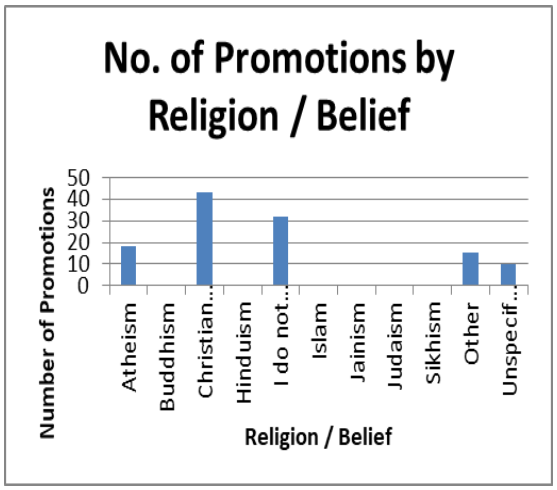



| | Atheism | Buddhism | Christianity | Hinduism | Islam | Jainism | Judaism | Sikhism | Other | I do not wish to disclose | Not stated |
|---|---|---|---|---|---|---|---|---|---|---|---|
| All Applications | 1204 | 66 | 3868 | 167 | 544 | 4 | 8 | 17 | 684 | 767 | 160 |
| Longlisting | 1173 | 59 | 3677 | 117 | 497 | 4 | 8 | 17 | 671 | 743 | 160 |
| Shortlisting | 573 | 22 | 1753 | 43 | 193 | 0 | 5 | 9 | 272 | 307 | 159 |
| Interview | 209 | 7 | 573 | 11 | 56 | 0 | 4 | 5 | 77 | 104 | 157 |
| Recruited | 164 | 5 | 453 | 6 | 28 | 0 | 3 | 4 | 52 | 87 | 133 |
| | | | | | | | | | | | |
| Chance of recruitment | 13.62% | 7.58% | 11.71% | 3.59% | 5.15% | 0.00% | 37.50% | 23.53% | 7.60% | 11.34% | 83.13% |

Applicants who did not state a religion or belief had the highest chance of being recruited which decreased slightly from 85.28% to 83.13%. The chances of recruitment decreased by 28.57% to zero for those in the Judaism group, and from 11.76% to 23.53% for the Sikhism group. The quality of monitoring data will be affected by those choosing to 'not disclose' or 'not state' their beliefs.

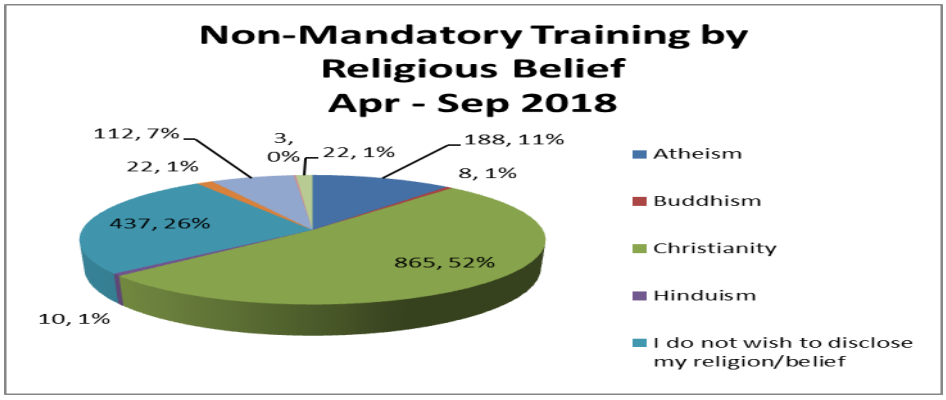
**Religion and Belief and Promotion**




| Religious Belief | Promotions | Staff in Post |
|---|---|---|
| Atheism | 15.25% | 10.13% |
| Buddhism | 0.00% | 0.38% |
| Christianity | 36.44% | 47.45% |
| Hinduism | 0.00% | 0.68% |
| I do not wish to | 27.12% | 31.77% |
| Islam | 0.00% | 1.48% |
| Jainism | 0.00% | 0.04% |
| Judaism | 0.00% | 0.04% |
| Sikhism | 0.00% | 0.07% |
| Other | 12.71% | 6.36% |
| Unspecified | 8.47% | 1.60% |

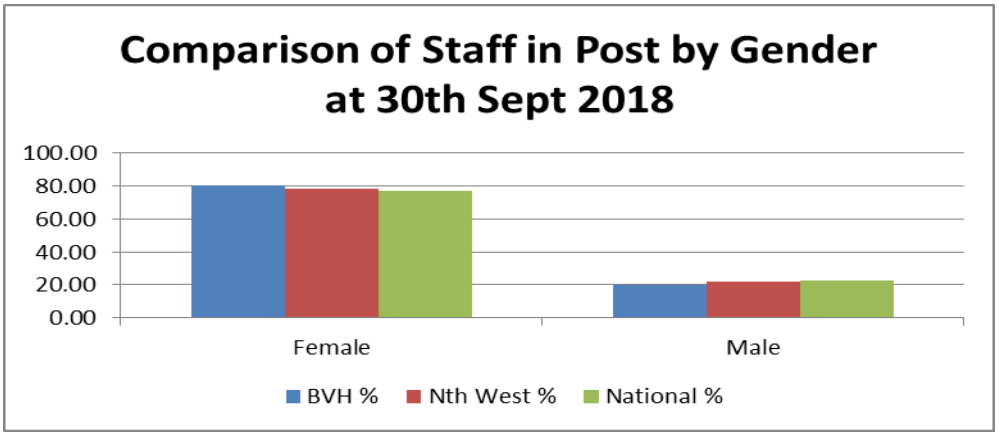
The most prominent groups recorded for promotion remains Christians, Atheists and 'do not wish to disclose'; although the 'do not wish to disclose', 'other' and 'unspecified' groups will impact on the overall data quality. This metric requires monitoring to ensure there are no barriers preventing promotion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

**Religion and Belief and Training**




The data above does not appear to indicate there are any barriers to preventing staff accessing training on the grounds of their religion or beliefs. This metric will continue to be monitored.

## 8. GENDER



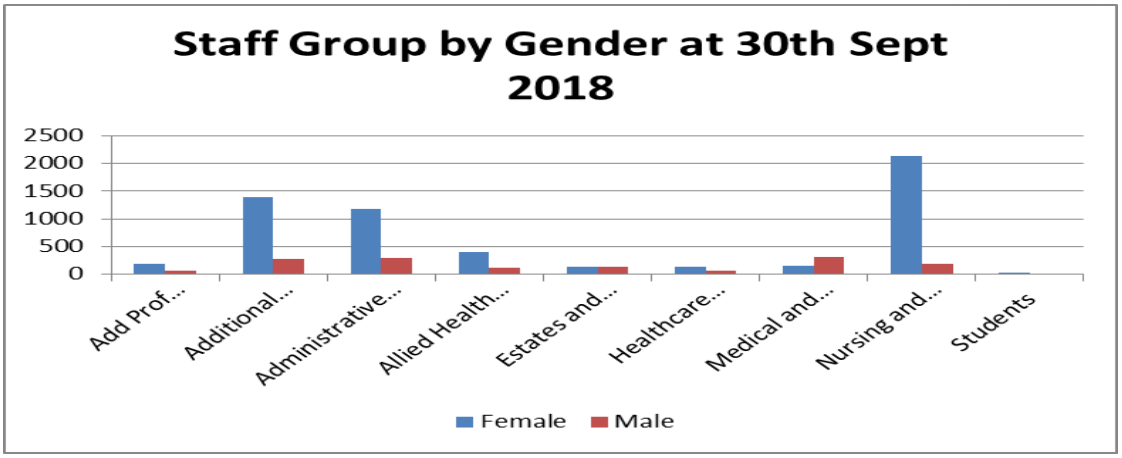

| | Female | Male |
|---|---|---|
| **BVH %** | 80.30 | 19.70 |
| **Nth West %** | 78.27 | 21.73 |
| **National %** | 77.04 | 22.96 |

There has been a very slight increase (0.20%) since the last report, in the number of male employees in post but still remains below the national average. 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

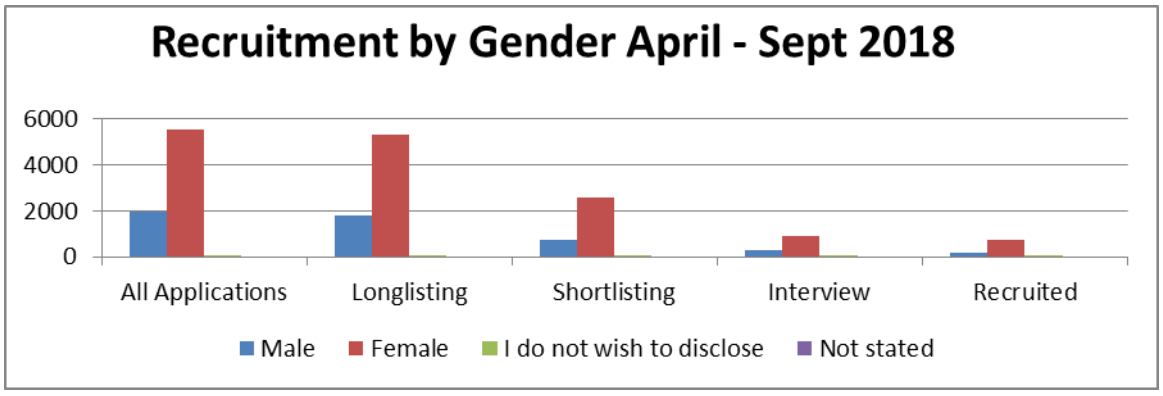
| Gender | Disciplinaries | Grievance | Bullying & Harrassment | Managing Performance | Comparison | |
|---|---|---|---|---|---|---|
| | | | | | % Staff in Post | % HR Procedure |
| Female | 52 | 9 | 9 | 8 | 80.50 | 55.71 |
| Male | 52 | 5 | 2 | 3 | 19.50 | 44.29 |

Female employees are more likely to be involved in HR procedures compared to the staff in post percentages than males; this issue requires monitoring to see if there any particular female staff group is more prevalent than others in this category.
The percentage for male employees has increased from 14.06% in the last report to 44.29%. This will require further investigation to ascertain if there is a particular reason for this increase.




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.

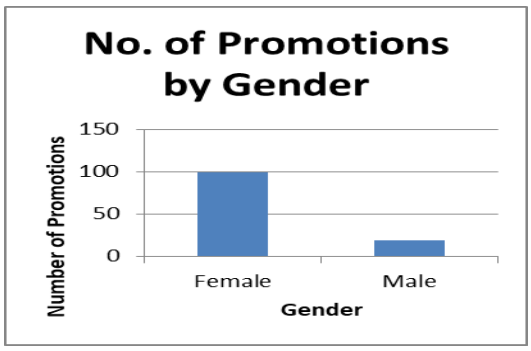
**Gender and Recruitment**




| | Male | Female | I do not wish to | Not stated |
|---|---|---|---|---|
| All Applications | 1952 | 5521 | 16 | 0 |
| Longlisting | 1796 | 5314 | 16 | 0 |
| Shortlisting | 759 | 2567 | 10 | 0 |
| Interview | 286 | 915 | 2 | 0 |
| Recruited | 209 | 724 | 2 | 0 |
| | | | | |
| Chance of recruitment | 10.71% | 13.11% | 12.50% | 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 12.32% to 13.11% since the last report. The chance for males being recruited also increased from 9.85% 10.71%. The quality of the monitoring data will be affected by those choosing ‘not to disclose’ their gender.

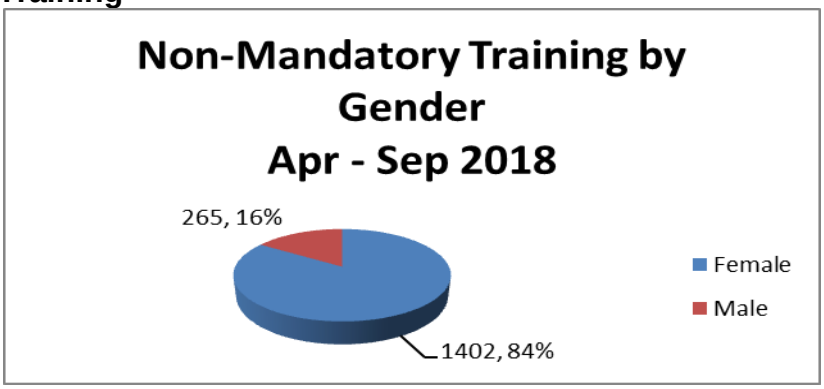
**Gender and promotion**




| Gender | Promotions | Staff in Post |
|---|---|---|
| Female | 83.90% | 80.30% |
| Male | 16.10% | 19.70% |

The data shows promotion for males has decreased from 18.06% in the last report to 16.10%, 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.

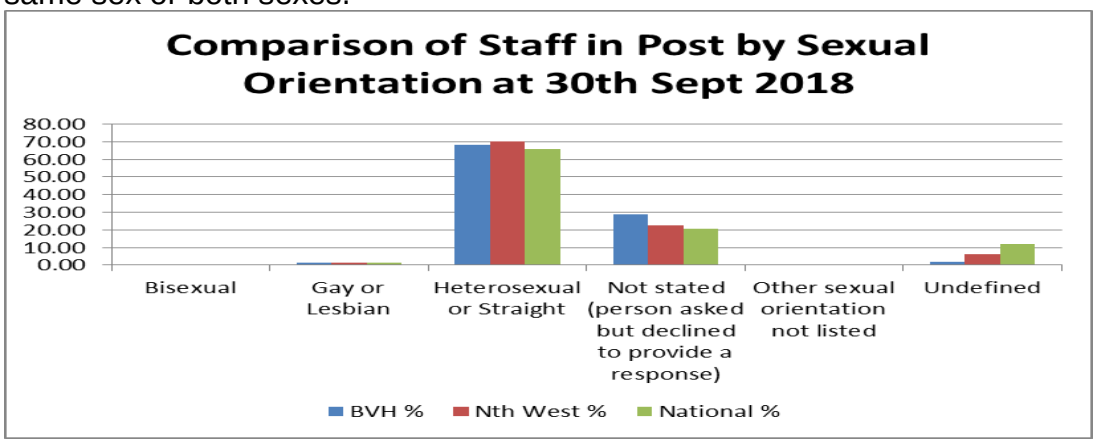
**Gender and Training**




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 or Lesbian | Heterosexual or Straight | Not stated (person asked but declined to provide a response) | Other sexual orientation not listed | Undefined |
|---|---|---|---|---|---|---|
| **BVH %** | 0.24 | 1.38 | 68.06 | 28.66 | 0.01 | 1.65 |
| **Nth West %** | 0.39 | 1.44 | 69.90 | 22.44 | 0.00 | 5.94 |
| **National %** | 0.51 | 1.29 | 65.68 | 20.82 | 0.00 | 11.70 |

The data shows that 30.31% of employees chose 'not to disclose' or put 'unspecified' as their sexual orientation. This is below the national average of 32.52%, but will still affect the data quality in the other groups. A further communication will be 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.

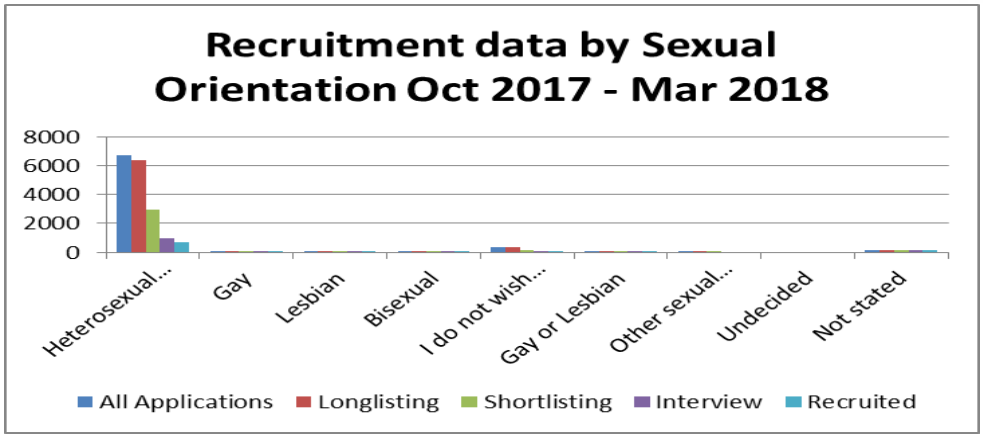
For the first time 'other sexual orientation' option has been included in this report to capture data from people who identify with orientations such as gender neutral or gender fluid.

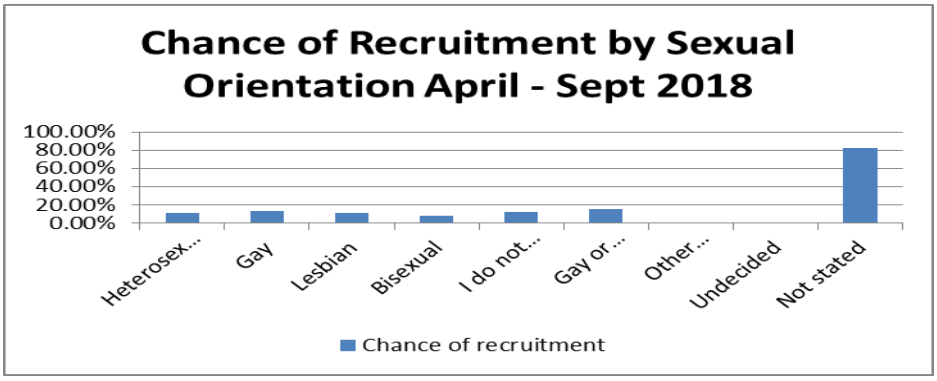
## Sexual Orientation and HR Procedures

| Sexual Orientation | Disciplinaries | Grievance | Bullying & Harrassment | Managing Performance | Comparison | |
|---|---|---|---|---|---|---|
| | | | | | % Staff in Post | % HR Procedure |
| Heterosexual | 61 | 11 | 8 | 6 | 67.38 | 61.43 |
| Gay or Lesbian | 2 | 0 | 0 | 1 | 1.40 | 2.14 |
| Bisexual | 0 | 0 | 0 | 0 | 0.26 | 0.00 |
| Not Disclosed | 41 | 3 | 3 | 4 | 30.48 | 36.43 |
| Unspecified | 0 | 0 | 0 | 0 | 0.48 | 0.00 |

The table above shows the largest group of staff going through HR procedures are heterosexual (85). Data quality has been impacted by the large percentage of staff in the 'Not Disclosed' (51). The overall percentages listed by sexual orientation are broadly in line with the staff in post breakdown however, the figures will be skewed due to a high percentage 'not disclosing' this information. It would be prudent to review with cases in this category with HR.

## Sexual Orientation and Recruitment

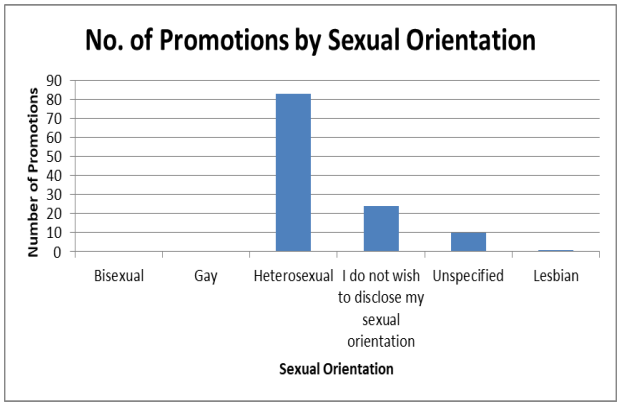



The table below shows 1776 applicants choosing to 'not describe' or 'not state' their sexual orientation, leading to the data quality in other groups being affected; 181 of applicants from these groups were employed with the Trust.
The recruitment opportunity for homosexuals has decreased from 50% to 13.40% since the last report, but figures could be skewed due to not stated and not wanting to describe their orientation.

| | Heterosex | Gay | Lesbian | Bisexual | I do not wish to describe | Gay or Lesbi | Other sex | Undecided | Not stated |
|---|---|---|---|---|---|---|---|---|---|
| All Applications | 6698 | 97 | 54 | 76 | 383 | 19 | 1 | 0 | 161 |
| Longlisting | 6364 | 92 | 54 | 69 | 366 | 19 | 1 | 0 | 161 |
| Shortlisting | 2931 | 44 | 25 | 22 | 145 | 9 | 1 | 0 | 159 |
| Interview | 950 | 17 | 8 | 8 | 60 | 3 | 0 | 0 | 157 |
| Recruited | 726 | 13 | 6 | 6 | 48 | 3 | 0 | 0 | 133 |
| | | | | | | | | | |
| Chance of recruitment | 10.84% | 13.40% | 11.11% | 7.89% | 12.53% | 15.79% | 0.00% | 0.00% | 82.61% |

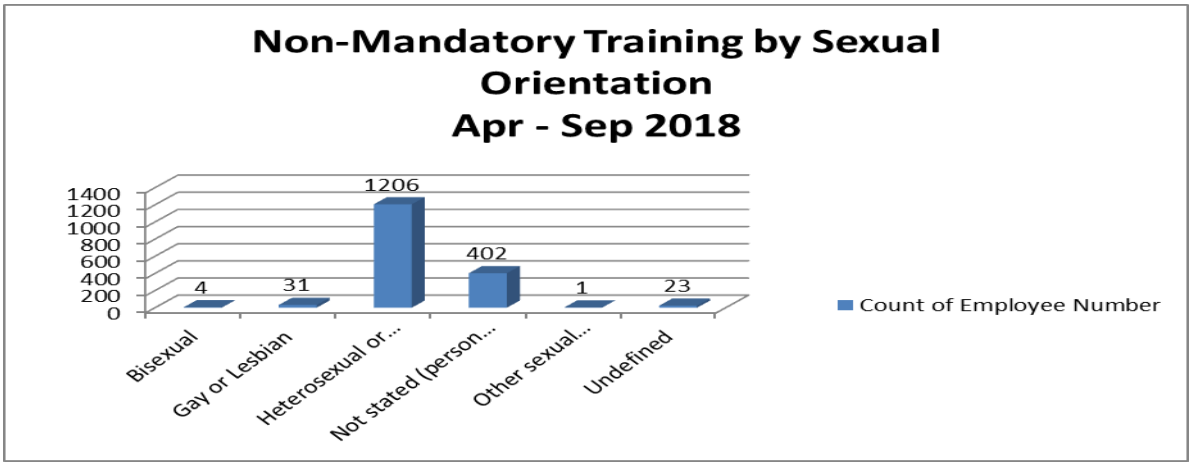
**Sexual Orientation and Promotion**




| Sexual Orientati | Promotions | Staff in Post |
|---|---|---|
| Bisexual | 0.00% | 0.24% |
| Gay or Lesbian | 0.85% | 1.38% |
| Heterosexual or | 70.34% | 68.06% |
| Not stated (person asked but declined to | 20.34% | 28.66% |
| Other sexual ori | 0.00% | 0.01% |
| Undefined | 8.47% | 1.65% |

70.34% of recorded promotions were for heterosexual staff, and 0.85% for LGB, which is high compared to the staff in post breakdown of 68.06%, and 1.38% of LGB. There could be inaccuracies in the data, with 28.81% 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 LGB 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 May 2019 meeting, covering the period 1 October 2018 to 31 March 2019.

## STAFF EQUALITY AND DIVERSITY MONITORING REPORT ACTION PLAN 2018-19

| ACTION | OUTCOME | LEAD | COMPLETION DATE | RAG RATING |
|---|---|---|---|---|
| 1. Review recruitment approaches/methods particularly for attracting BAME groups. | Improved recruitment figures for the BAME Groups. | AP | Also being monitored as part of the WRES work | G |
| 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/EMc 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 - WDES due to be launched November 2018 | 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 | Ongoing - Ethnicity also being monitored as part of the WRES. Disability will also be monitored as part of the WDES from November 18 | G |
| 5. Monitor figures around promotions for | Promotion figures will show an | HR Teams | Also being | |

| | | | | |
|---|---|---|---|---|
| single, BAME and LGBTQ+ staff to ensure fair practices are in place. | increase in the number of promotions across these groups. | | monitored as part of the WRES | 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/SA | Leavers being included in the report from 1/10/18 | A |

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.

AP - Andrea Padgeon
JM - Jane Meek
SA - Sharon Adams
EMc – Ellie McManus