

# Workforce Equality Data

## Annual Report 2015 - 2016

This report forms part of the Equality,  
Diversity and Human Rights Annual Report.

## **Workforce Equality Data Annual Report 2015 -16**

### **1.0 Overview**

Our workforce data forms part of the equality information that we use to help us meet our duty to eliminate discrimination and harassment, promote equality of opportunities and foster good relations between different groups amongst our workforce.

The diversity of our staff is seen as a strength, and we value the range of knowledge, skills and experience they bring to our work. Respecting each other and recognising differences are at the heart of our values.

Through our workforce diversity monitoring we continue to demonstrate our commitment to understanding, valuing and incorporating differences to ensure a workplace that is fair, equitable and inclusive for all.

### **2.0 Methodology and report structure**

This section is concerning the workforce diversity report covering the period 1st April 2015 to 31st March 2016 and should be considered as work in progress. The Trust, in accordance with its Equality Duty, will update this information annually.

This report provides an overview of our equality and diversity employment monitoring data as at 31<sup>st</sup> March 2016. It covers the protected characteristics of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The data relates only to staff who are employed by the trust, it excludes those who work with us but are engaged as bank staff or agency staff.

### **2.1 Interpreting the data**

Please note the following when interpreting the data presented in this report:

- Information published is in accordance with the Data Protection Act 1998 and does not identify individuals.

- When indicators are so small they are identifiable then data will not be contained within the report and will be analysed internally at the Education and Workforce Committee.

### 3. Staff Survey 2015

The trust takes part in the national NHS Staff Survey every year. This was completed by staff between September – December 2015 and the results showed that 511 staff responded – 41% of the workforce and that of the 32 Key findings compared to 2014:

7 Key findings equalled the best 2015 scores for community trusts

- Scored better than average for 20 key findings.
- 6 key findings were average
- Scored worse than average for 6 key findings.

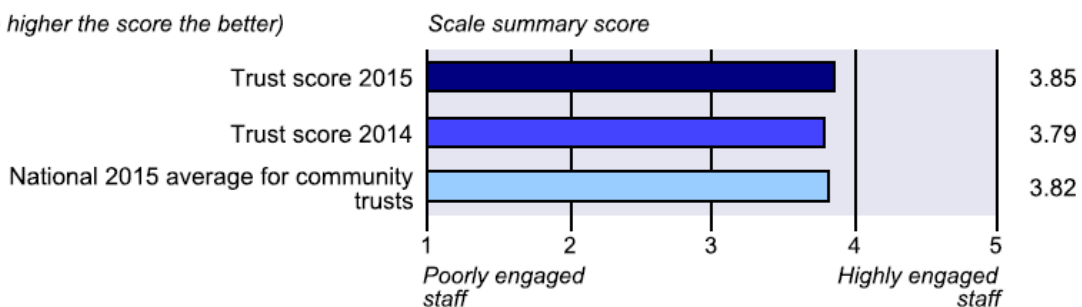
Improved in relation to 2 of the 32 key findings compared to 2014. 19 of the key findings have stayed the same. One of the key findings has deteriorated when compared to 2014.

The trust maintained its position at 92% of staff saying that the organisation acts fairly with regards to career progression/promotion, regardless of ethnic background, gender, religion, sexual orientation, disability or age. The national average was 90%.

For overall staff engagement the trust was a slight improvement from the previous year which was also higher than the average for community trusts.

#### OVERALL STAFF ENGAGEMENT

*(the higher the score the better)*



When we looked at the results in relation to equality the following points were highlighted and the data can be seen on page 5.

- Male staff reported lower levels of receiving relevant job training, learning and development and lower levels of motivation.

- Disabled staff are significantly more likely to have experienced bullying, harassment or abuse but feel that their roles make more of a difference and feel motivated at work.
- Part time staff have a more positive experience generally than full time staff across the range of responses apart from bullying, harassment or abuse.

The organisation has such low numbers of responses from staff that consider themselves from a BME background, information in relation to this group could not be analysed by the survey provider.

### **Analysis of Staff Survey Responses by gender, disability, and full / part time staff.**

This information is detailed in the table on page 4.

## STAFF SURVEY 2015 - ANALYSIS OF KEY FINDINGS IN RELATION TO EQUALITY & DIVERSITY

Comment: Care should be taken not to over interpret the findings if scores differ slightly – the number of respondents should be taken into consideration. Unlike overall trust scores the section of the Staff Survey Report that the data has been extracted from is not weighted. The scores are replaced with a dash if the staff group in question contributed fewer than 11 responses to that score. Bold type indicates where a score is lower than the national average.

\* indicates areas identified for actions in the previous survey.

	Key Finding	Trust Score	Community Average	Male	Female	Disabled	Not Disabled	Full time	Part time
KF3	% agreeing that their role makes a difference to patients/service users (KF2 in 2014)	92	91	<b>83</b>	93	97	90	90	94
KF4	Staff motivation at work (KF25 in 2014)	3.95	3.87	<b>3.72</b>	3.98	3.99	3.94	3.94	3.96
KF7	% able to contribute to improvements at work (KF22 in 2014)*	73	71	<b>67</b>	74	71	74	74	72
KF13	Quality of non-mandatory training, learning or development (KF6 in 2014)	4.00	4.06	<b>3.89</b>	<b>4.01</b>	<b>3.96</b>	<b>4.01</b>	<b>4.02</b>	<b>3.96</b>
KF15	% of staff satisfied with the opportunities for flexible working patterns	50	55	<b>47</b>	<b>50</b>	<b>47</b>	<b>51</b>	<b>45</b>	65
KF16#	% working extra hours	76	69	<b>73</b>	<b>77</b>	<b>82</b>	<b>74</b>	<b>79</b>	<b>70</b>
KF24	% reporting most recent experience of violence	55	61	-	<b>56</b>	-	<b>46</b>	<b>50</b>	-
KF27	% reporting most recent experience of harassment, bullying or abuse	35	43	<b>26</b>	<b>37</b>	50	<b>31</b>	<b>33</b>	43
KF29	% reporting errors, near misses or incidents witnessed in the last month (KF13 in 2014)*	94	90	100	94	96	94	94	96
KF32	Effective use of patient/ service user feedback*	3.67	3.67	<b>3.64</b>	3.67	3.72	3.68	3.69	<b>3.63</b>
	<b>Number of respondents</b>			55	443	94	395	358	144

## 4.0 Progress on equality objectives

As stated previously in the report the trust has identified in its 2014 – 17 Equality, Diversity and Human Rights Strategy its equality objectives. As an NHS trust we have defined our priorities within our Equality Delivery System 2 and in particular in Goal 3 concerns our workforce as detailed;

- Fair NHS recruitment and selection processes lead to a more representative workforce at all levels (Goal 3.1)
- The NHS is committed to equal pay for work of equal value and expects employers to use equal pay audits to help fulfil their legal obligations (Goal 3.2)
- Training and development opportunities are taken up and positively evaluated by all staff (Goal 3.3)
- When at work, staff are free from abuse, harassment, bullying and violence from any source (Goal 3.4)
- Flexible working options are available to all staff consistent with the needs of the service and the way people lead their lives (Goal 3.5)
- Staff report positive experiences of their membership of the workforce (Goal 3.6)

These link to the trust's equality objectives below;

**Objective 4:** To improve the experiences of staff who, might be subject to discrimination by strengthening our policies, checking that they are really working, and by drawing more formally on the experience and knowledge of our employee network groups in our policy and practice development.

**Objective 5:** Audit effects of appraisal policy and review policy requirements across the 9 PC

### 4.1. In 2015 / 16 we have achieved the following

**Goal 3.1** – we have continued to build upon processes to support the new Recruitment and Selection Policy introduced during 2015 including improved management flowcharts and commencement salary guidelines to support equal pay. The Trust has also retained our two tick employer status and commenced proceedings for the National Disability Confident sign up for 2016. The trust have supported the Mindful Employer campaign and continued to analyse data on recruitment applications and appointed candidates by protected characteristics.

**Goal 3.2** – Outside of a very few Board level roles, all staff are paid in line with the NHS Agenda for Change Terms and Conditions Handbook or Medical and Dental National Terms and Conditions of employment. This provides a solid equal pay basis for salary determination.

All new posts and ones which have undergone significant changes are evaluated through the nationally agreed Agenda for Change Job Evaluation scheme. Data on salary bands matched against protected characteristics is available for report to the Education and Workforce Committee.

**Goal 3.3** – training is analysed across the trust and for 2015/16 a national system is being developed to enable reporting on the access to training by the protected characteristics. This also will form part of the Workforce Race Equality Standard.

**Goal 3.4** - we record numbers of cases raised under our Dignity at Work Policy and cases are analysed by race, gender and disability. The 2015 Staff Survey also indicated that the percentage of staff that stated they had received physical violence from patients, the public or relatives in the last 12 months was 3% a reduction from 4% in 2014. The community average was 7%. Also the percentage of staff that stated they had experienced harassment or abuse from patients, relatives or the public in the last 12 months was 13% whereas the community average was 21%. Both of these were reductions from 2014. There is a clear process for reporting any incidents of abuse, harassment, bullying and violence through the DATIX system and these are escalated to managers for investigation and review. The numbers of cases and types of incidents are reviewed on a quarterly basis at the Health and Safety Council for any areas of concern and the identified actions required.

**Goal 3.5** – The trust adopted the Flexible Working policy into a wider Work Life Balance Policy in 2015 which adopted the previous good work on monitoring flexible working requests, but now also covering aspects related to caring responsibilities in more depth. Flexible working is also referred to in the processes required when undertaking organisational change in the organisation alongside other protected characteristics to ensure due consideration is provided.

**Goal 3.6** – we have continued to encourage support for the staff networks - Lesbian Gay Bisexual Transgender (LGBT), Black Minority Ethnic (BME), Disability. The trust reviewed the role of our Equality & Diversity Champions, and the focus continued to move from attending meetings and more about changing culture through raising

awareness of equality issues. The Staff Survey results for 2015 showed that the trust remained above the average for Community Trusts for the percentage of employees recommending the trust as a place to work and for recommending the trust as a place for treatment. There was a very slight increase from the trusts 2014 figures.

## **5.0 Overall workforce diversity**

During 2015/16 the trust's workforce headcount increased from 1414 staff as at 31<sup>st</sup> March 2015 to 1487 staff as at 31<sup>st</sup> March 2016. The increase in this number was mainly due to the large TUPE transfer of East Cheshire 0-19 staff into the trust.

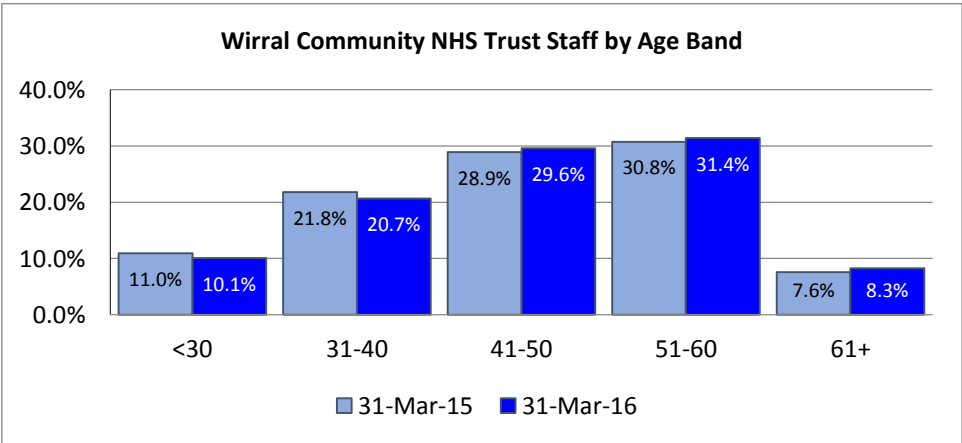
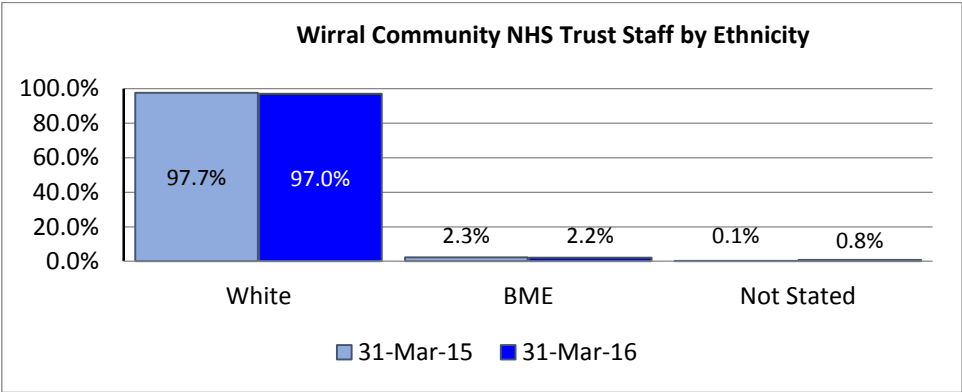
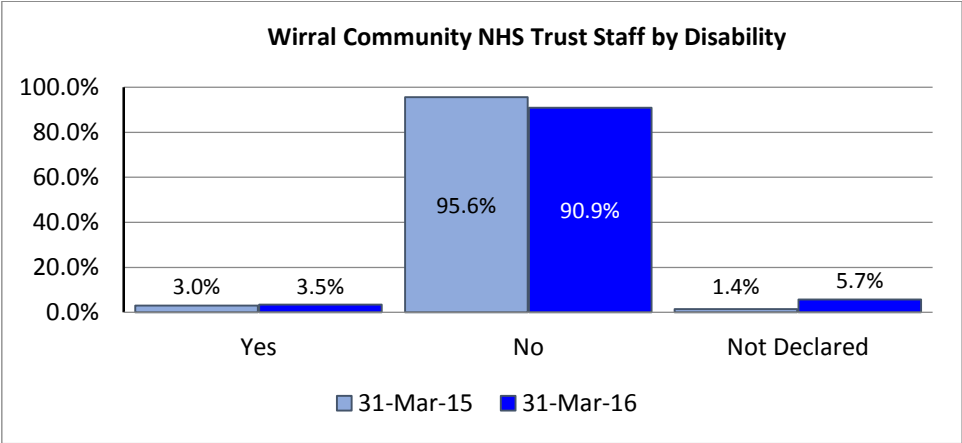
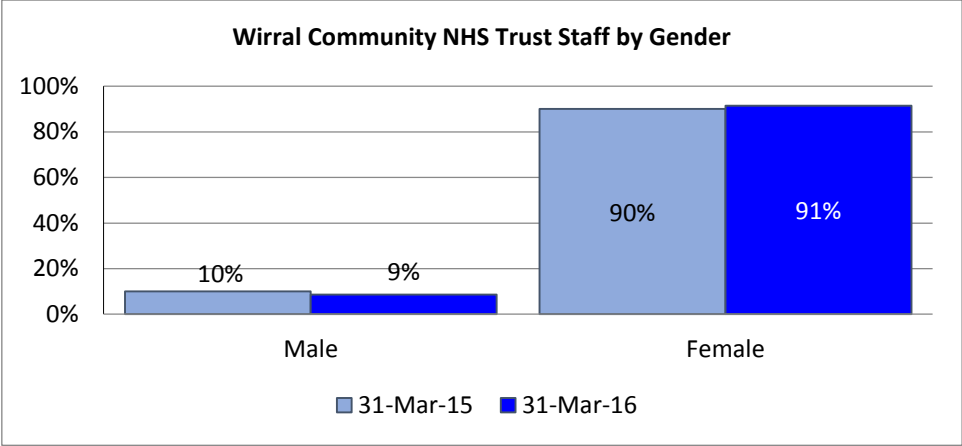
Overall there has been no significant change to the trust's workforce diversity during 2015/16. The workforce analysed by protected characteristic are represented on pages 9 and 10.

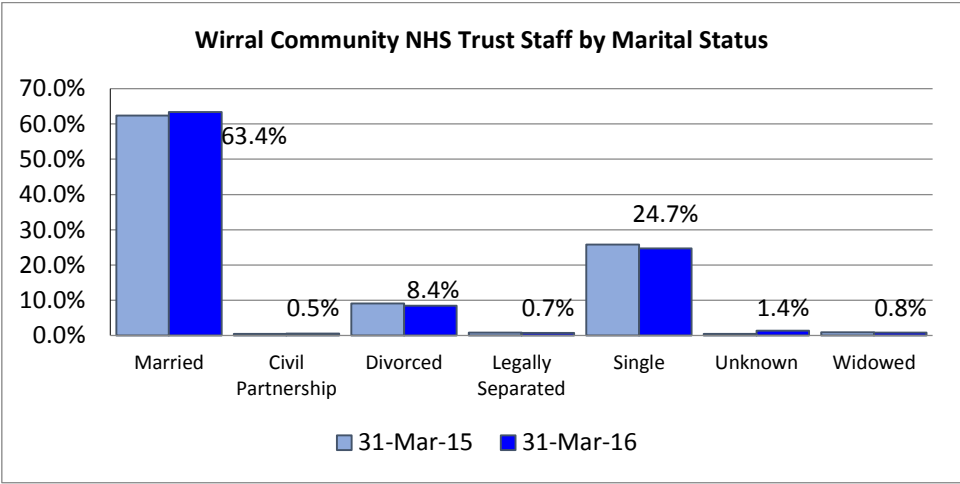
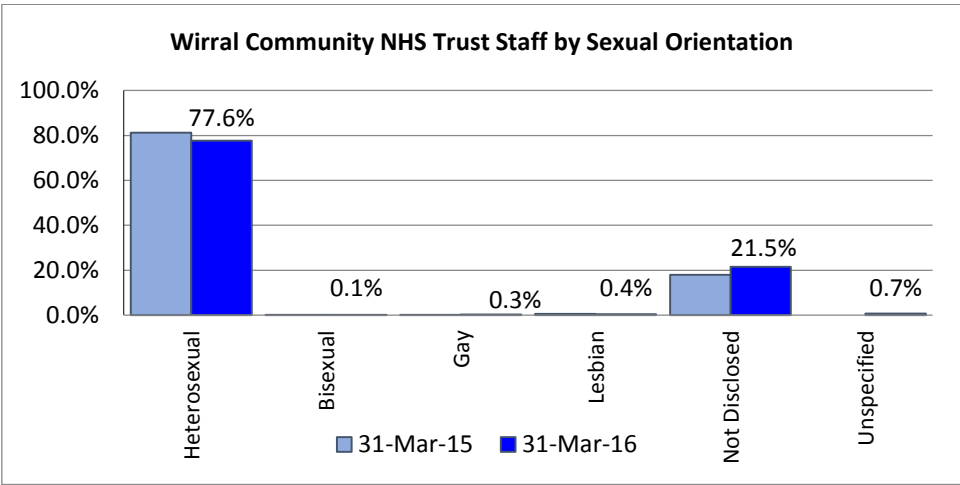
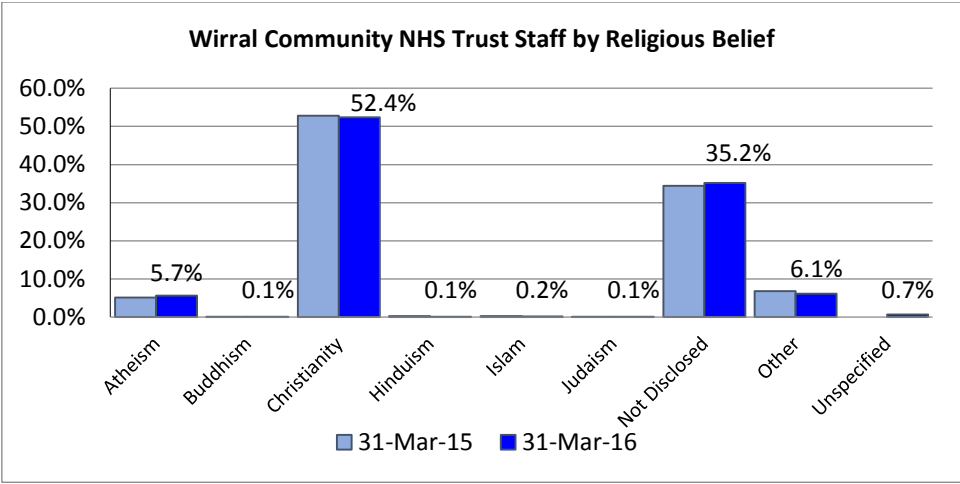
In summary:

- 91% of the workforce are women; a slight increase from 2014/2015;
- 3.5% of our workforce describe themselves as having a disability; a slight increase from 2014/15;
- 1442 staff stated they were from white background and 33 staff stated they were from ethnic minority groups, this showed no change from since 2014/15;
- 10% of our workforce are aged under 30 which is a slight decrease from the 11% at the end of 2014/15; 8% are aged over 60 compared with 7% at the end of 2014/15;
- 65% of our workforce declared a religion or belief; no change from the previous year;
- 0.9 per cent of our workforce declared they are lesbian, gay or bisexual (LGB) a slight increase from 2014/15; whilst 77 per cent stated they are heterosexual, a decrease from 81 per cent in 2014/15;
- No staff have identified themselves to be transgender.
- There has been a one per cent increase in staff declaring their marital status as married and this remains the highest proportion of the workforce at 63 per cent.
- There was a slight increase in the number of staff on maternity leave. This was 1.7% as of 31 March 2016 compared to 1.4% at the same time the previous year.

Information source is the Electronic Staff Records system [reports as at 31 March 2016\march 15 and 16 comparison.xlsx](#)







## 5.1 Workforce analysed by payband

The majority of the trust staff (81 per cent) work at Band 6 and below.

There has been a percentage increase in bands 3, 5, 6 and 7 staff which can be attributed to the increase in school nurses health visitor and support staff posts in 2015 – 16 as a result of a Transfer in of staff as part of the East Cheshire 0-19 service.

There have been small changes in senior staff levels associated with transfers of staff and management redesign during the financial year.

Benchmark	Headcount 2015	Headcount 2016	change	% change	trend
Band 1	8	9	1	12.50%	Up
Band 2	181	142	-39	-21.55%	Down
Band 3	218	232	14	6.42%	Up
Band 4	116	98	-18	-15.52%	Down
Band 5	288	312	24	8.33%	Up
Band 6	321	408	87	27.10%	Up
Band 7	190	200	10	5.26%	Up
Band 8a	45	42	-3	-6.67%	Down
Band 8b	7	9	2	28.57%	Up
Band 8c	5	6	1	20.00%	Up
Band 8d	1	2	1	100.00%	Up
Band 9	2	2	0	0.00%	None
Other	35	28	-7	-20.00%	Down

Information source is the Electronic Staff Records system

## 5.2 Job Applications, Recruitment and Promotions

The trust advertises its posts through NHS Jobs and therefore the information contained within this report is from this source.

In 2015/16 the trust received 4552 applications up from 3526 in 2014/15. This number includes internal and external candidates to our posts which also includes permanent, temporary, secondments and bank posts.

With regard to gender, the figures from 2015/16 show that from 79.4% of female applicants\* for roles this resulted in 84.2% being appointed. This was a slight reduction in appointment percentage from 2014 when 90% were appointed. Male applications made up 19.7% of applicants\* with only 12.6% being appointed. (\* note – Not all applicants disclosed gender).

Applicants for jobs from candidates who declared a disability have increased from 4.3% in 2014/15 to 4.7% in 2015/16. The numbers that were then appointed decreased from 7.0% in 2014/15 to 5.4% in 2015/16, although the appointment proportion was still higher than the levels of applicants with a disability. The trust operates a two tick positive action policy where we guarantee to interview all disabled applicants who meet the criteria for a job vacancy and to consider them on their merit.

The proportion of job applications from candidates declaring they were from a BME background was approx. 9.0% whereas the numbers appointed was 3.4%.

What we will do in 2016/17:

- Use positive action for external recruitment to attract applicants from under-represented groups, for example undertaking recruitment open days with partner organisations. We will advertise these via various media types including our social media.
- Review the recruitment and selection training provided to managers and continue to provide refresher training and additional support on our intranet.
- Link with the job centre plus to encourage employment opportunities within the trust and explore apprenticeships with local colleges in service areas which would target younger workers, NEETS and long term unemployed.
- [reports as at 31 March 2016\NHS jobs equal opps.xlsx](#)

Category	Description	Applications	%	Shortlisted	% Short / Short	Appointed	% Apptd / Apptd
Gender	Male	939	20.60%	178	13.30%	21	14.20%
	Female	3,574	78.50%	1131	84.70%	122	82.40%
	Undisclosed	39	0.90%	26	1.90%	5	3.40%
Disability	Yes	216	4.70%	76	5.70%	8	5.40%
	No	4,276	93.90%	1237	92.70%	138	93.20%
	Undisclosed	60	1.30%	22	1.60%	2	1.40%
Criminal Conviction	Yes	67	1.50%	14	1.10%	1	0.70%
	No	4,435	98.50%	1284	98.90%	134	99.30%
Ethnicity	WHITE - British	3,878	85.20%	1166	87.30%	127	85.80%
	WHITE - Irish	40	0.90%	25	1.90%	2	1.40%
	WHITE - Any other white background	139	3.10%	29	2.20%	3	2.00%
	ASIAN or ASIAN BRITISH - Indian	143	3.10%	24	1.80%	1	0.70%
	ASIAN or ASIAN BRITISH - Pakistani	20	0.40%	5	0.40%	0	0.00%
	ASIAN or ASIAN BRITISH - Bangladeshi	6	0.10%	1	0.10%	0	0.00%
	ASIAN or ASIAN BRITISH - Any other	34	0.70%	5	0.40%	0	0.00%
	MIXED - White & Black Caribbean	17	0.40%	3	0.20%	0	0.00%
	MIXED - White & Black African	13	0.30%	1	0.10%	0	0.00%
	MIXED - White & Asian	12	0.30%	3	0.20%	0	0.00%
	MIXED - any other mixed background	13	0.30%	4	0.30%	3	2.00%
	BLACK or BLACK BRITISH - Caribbean	18	0.40%	1	0.10%	1	0.70%
	BLACK or BLACK BRITISH - African	98	2.20%	18	1.30%	0	0.00%
	BLACK or BLACK BRITISH - Any other	2	0.00%	1	0.10%	0	0.00%
	OTHER ETHNIC GROUP - Chinese	10	0.20%	1	0.10%	0	0.00%
OTHER ETHNIC GROUP - Any other	22	0.50%	7	0.50%	0	0.00%	
	Undisclosed	87	1.90%	41	3.10%	11	7.40%

Category	Description	Applications	%	Shortlisted	% Short / Short	Appointed	% Apptd / Apptd
Age Band	Under 18	3	0.10%	3	0.20%	0	0.00%
	18 to 19	28	0.60%	5	0.40%	2	1.40%
	20 to 24	533	11.70%	117	8.80%	9	6.10%
	25 to 29	947	20.80%	238	17.80%	24	16.20%
	30 to 34	758	16.70%	206	15.40%	20	13.50%
	35 to 39	550	12.10%	171	12.80%	17	11.50%
	40 to 44	459	10.10%	182	13.60%	27	18.20%
	45 to 49	457	10.00%	141	10.60%	11	7.40%
	50 to 54	425	9.30%	137	10.30%	19	12.80%
	55 to 59	283	6.20%	97	7.30%	16	10.80%
	60 to 64	91	2.00%	29	2.20%	1	0.70%
	65 to 69	8	0.20%	4	0.30%	0	0.00%
	70 and over	4	0.10%	2	0.10%	1	0.70%
	Undisclosed	6	0.10%	3	0.20%	1	0.70%
Religion	Atheism	507	11.10%	160	12.00%	18	12.20%
	Buddhism	19	0.40%	5	0.40%	0	0.00%
	Christianity	2,798	61.50%	846	63.40%	82	55.40%
	Hinduism	71	1.60%	14	1.00%	0	0.00%
	Islam	65	1.40%	10	0.70%	1	0.70%
	Jainism	1	0.00%	0	0.00%	0	0.00%
	Judaism	9	0.20%	4	0.30%	0	0.00%
	Sikhism	7	0.20%	1	0.10%	0	0.00%
	Other	602	13.20%	135	10.10%	18	12.20%
		Undisclosed	473	10.40%	160	12.00%	29
Sexual Orientation	Lesbian	34	0.70%	9	0.70%	0	0.00%
	Gay	79	1.70%	19	1.40%	0	0.00%
	Bisexual	43	0.90%	5	0.40%	0	0.00%
	Heterosexual	4,118	90.50%	1217	91.20%	134	90.50%
		Undisclosed	278	6.10%	85	6.40%	14
Marital Status	Married	1,514	33.30%	518	38.80%	63	42.60%
	Single	2,442	53.60%	640	47.90%	60	40.50%
	Civil partnership	110	2.40%	22	1.60%	3	2.00%
	Legally separated	60	1.30%	15	1.10%	0	0.00%
	Divorced	263	5.80%	68	5.10%	8	5.40%
	Widowed	29	0.60%	8	0.60%	0	0.00%
		Undisclosed	134	2.90%	64	4.80%	14
Impairment	Physical Impairment	36	14.50%	8	9.80%	3	33.30%
	Sensory Impairment	18	7.20%	8	9.80%	1	11.10%
	Mental Health Condition	44	17.70%	13	15.90%	1	11.10%
	Learning Disability/Difficulty	69	27.70%	29	35.40%	1	11.10%
	Long-Standing Illness	40	16.10%	8	9.80%	2	22.20%
		Other	42	16.90%	16	19.50%	1
Total	Total	4,552	100.00%	1335	100.00%	148	100.00%

Information source: NHS jobs

### 5.3. Staff Leavers

During 2015/16, 251 staff left the trust. Following these departures the overall composition of the trust's workforce was materially unchanged. Overall staff turnover remained steady at circa 12% per annum.

To ensure we learn from people's experience in the trust we have developed as part of the new onboarding process a welcome meeting with Executive Directors to meet

new starters after a few months in post to establish views upon recruitment, induction and becoming a new employee.

What we will do in 2015/16:

- Undertake a further review of the exit interview policy and procedures to help identify what factors have contributed to an individual's decisions to move on from the trust and their experience in the workplace. In addition an improved recording of leavers will occur through the Electronic Staff record to enable analysis of leavers by reason, location, age, band against all protected characteristics recorded within the system.

### Equality & Diversity Profiling

Leavers analysis - 1 April 15 - 31 March 16

	Headcount	%		Headcount	%
<b>Sexual Orientation</b>			<b>Gender</b>		
Bisexual	0.00	0.0%	Female	211	84.1%
Gay	0.00	0.0%	Male	40	15.9%
Heterosexual	199.00	79.3%	<b>Religious Belief</b>		
Lesbian	0.00	0.0%	Atheism	11.00	4.4%
I do not wish to disclose	50.00	19.9%	Buddhism	0.00	0.0%
<b>Ethnic Origin</b>			Christianity	126.00	50.2%
A White - British	226.00	90.0%	Hinduism	1.00	0.4%
B White - Irish	9.00	3.6%	I do not wish to disclose	94.00	37.5%
C White - Any other White background	3.00	1.2%	Islam	1.00	0.4%
D Mixed - White & Black Caribbean	0.00	0.0%	Judaism	0.00	0.0%
F Mixed - White & Asian	0.00	0.0%	Other	16.00	6.4%
G Mixed - Any other mixed background	0.00	0.0%	<b>Age Band</b>		
H Asian or Asian British - Indian	1.00	0.4%	21-25	15	6.0%
J Asian or Asian British - Pakistani	1.00	0.4%	26-30	19	7.6%
K Asian or Asian British - Bangladeshi	0.00	0.0%	31-35	18	7.2%
L Asian or Asian British - Any other	2.00	0.8%	36-40	27	10.8%
M Black or Black British - Caribbean	1.00	0.4%	41-45	28	11.2%
N Black or Black British - African	1.00	0.4%	46-50	20	8.0%
P Black or Black British - Any other	2.00	0.8%	51-55	41	16.3%
R Chinese	1.00	0.4%	56-60	48	19.1%
S Any Other Ethnic Group	1.00	0.4%	61-65	30	12.0%
Z Not Stated	1.00	0.4%	66+	5	2.0%

## 5.4. Disciplinary and Grievances

During 2015/16 there were only a small number of employment relation cases.

This information is retained on a Human Resources database and of the 14 cases monitored by age, sex, ethnicity and disability the results were as follows:

Ethnicity: All cases recorded as category A-White British

Sex: 11 Female (78.5%) and 3 Male (11.5%)

Age: 16-24 1 (7.1%)

25-34 2 (14.3%)

35-44 3 (21.4%)

45-54 4 (28.6%)

55-65 4 (28.6%)

65+ 0

Disability: None

The low levels of the data/activity do not assist a comprehensive data analysis and validation of the results. However, the breakdown is consistent with the wider staffing breakdown contained within the report and does not show any recognisable pattern of discrimination. This information is reviewed regularly at the Education and Workforce Committee to identify any areas of concern.

What we will do in 2015/16:

- Continue to focus on early intervention and, where possible, address issues through informal channels including independent mediation.
- Provide information on disciplinary and grievances by age, sex, ethnicity and disability to the Education and Workforce Committee.

## 6.0. Conclusion

This report demonstrates the equality information available relating to the workforce and it is not only a legal requirement to analyse this information to ensure we meet our obligations.

We need to ensure our workforce reflect the community we provide a service to but also that we embrace diversity so that it can enable us to provide an inclusive service and improve patient care.



During 2015 – 16 our focus will be to strengthen our reporting processes to identify our trends and implement any identified actions to increase diversity within the trust.