

Governance Committee

June 2009.

Subject	Equality and Diversity Monitoring Report 2008/2009			
Purpose of paper	To provide workforce information based upon headcount according to ethnicity, disability, gender, age, religious belief and sexual orientation and make recommendations for further work. The report is a legal requirement under equality legislation.			
Board Lead(s)	Sue Donaldson, Director of HR and OD			
Background papers (if any)				
Action/decision required	For information			
Key purpose	Strategy	Assurance	Policy	Performance
Strategic Goal(s)	SG1 - To be the hospital of choice for patients by providing outstanding clinical and customer focussed care that will be valued by our partners and the communities we serve. SG4 - To be an excellent employer.			
Strategic Objective(s)	SO2 - To provide high quality, efficient and innovative core services that meet the needs of local patients and the challenges of the local health community. SO9 - To maximise the Trust's contribution to the health and wellbeing of the local community. SO10 - To become a strategic, high performing and agile organisation supported by efficient and patient focused clinical processes, modern systems and business processes.			
Links to: Board Assurance Framework/ Trust Key Risks/Annual Health Check element(s)	Healthcare Commission Standards: C7e, C13a, C16, C17, C18 Risk of non-compliance with equality legislative requirements. The workforce report is to be produced annually and made available.			
Also considered by	Progress monitored by Equality Steering Group.			
Resource and financial impact	Training costs for workforce equality training. Human Resources to analyse data. Potential financial risk if Trust does not meets its legal obligations.			

Consideration of legal/equality /diversity/engagement issues	To meet the requirements of equality legislation as listed in the Single Equality Scheme.
Acronyms and abbreviations used	Electronic Staff Record (ESR), Black Minority Ethnic BME)

Executive Summary

1. The Trust is required to set out how it will meet its duties under the Race Relations Amendment Act 2000, the Disability Discrimination Act 2005 and the Sex Discrimination Act as amended by the Equality Act 2006.
2. The Single Equality Scheme incorporating the Race, Disability and Gender Equality Schemes sets out the requirement to produce an annual monitoring report and to publish the results. The Equality Bill requires monitoring also of additional equality strands: age, religious belief and sexual orientation.
3. The report provides information based upon headcount of current workforce, recruitment data, leavers and training data for 2008/09 according to ethnicity, disability, gender, age, religious belief and sexual orientation to comply with the statutory duty.

Conclusions:

4. 21% of Trust staff are from the BME group which reflects the diversity of the workforce far exceeding the percentage of the local BME population (4.87%). The Trust is also attracting applicants from a wide range of ethnic groups.
5. There has been an increase of 1% in the number of disabled applicants.
6. The number of staff employed past the age of 50 significantly decreases as age increases. However 2% more applications were received from the combined over 50s group in 2008/09 than in 2007/08.
7. BME staff subject to performance and conduct investigations has reduced by 10% in 2008/09. This figure is still disproportionate to the number of BME staff in the workforce.
8. In 2008/09 the majority of bullying and harassment cases concerned White staff, in contrast to 2007/08 when BME staff were the majority.
9. The 10 capability cases require further investigation to establish whether due to sickness, disability related or performance issues in relation to the disability discrimination act.
10. The low numbers of staff able to access Equality and Diversity training has resulted in a revised Training Plan effective April 2009.

Recommendations:

11. The Trust should continue to retain census data of the workforce.
12. Analyse bullying and harassment cases and review capability cases in 2009/2010.
13. Assess the impact of the Training Plan and involvement as a pilot site for the NHS Learning Management Systems E-Learning Project.

Ethnic Monitoring of Staff

Introduction

14. The Trust is required to set out how it will meet its duties under the Race Relations Amendment Act 2000, the Disability Discrimination Act 2005 and the Sex Discrimination Act as amended by the Equality Act 2006.
15. The Single Equality Scheme which incorporates the Race, Disability and Gender Equality Schemes details the requirement to produce a monitoring report on an annual basis and to publish the report. In addition, the equality strands of age, religious belief and sexual orientation included in the Equality Bill require monitoring.
16. This report provides workforce information based upon headcount according to ethnicity, disability, gender, age, religious belief and sexual orientation to comply with our statutory duty and makes recommendations for further work.
17. The legal framework is outlined in detail within the Single Equality Scheme.

Ethnic monitoring within the HR Function

Staff in Post

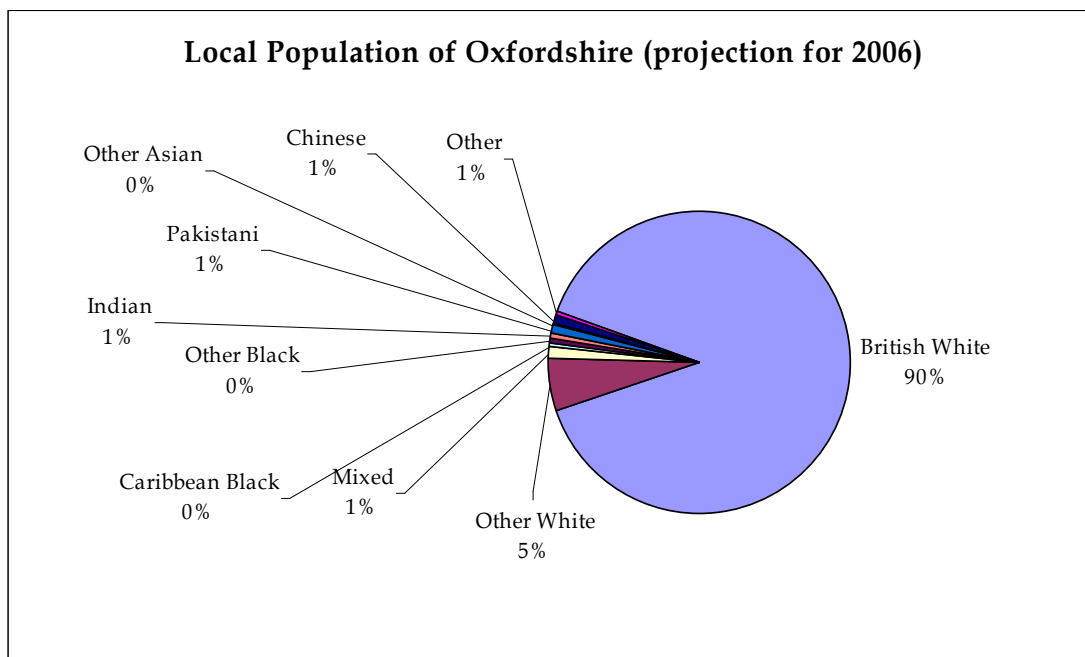
18. The Trust currently asks staff for their ethnicity on the appointment form and this information is entered onto the HR system, Electronic Staff Record (ESR).
19. Reports can be produced from ESR which details staff ethnicity broken down into profession, gender etc.
20. The Trust has 90% of its staff coded to known codes.

Impact

21. Having monitored the data any issues that have arisen will be addressed by the implementation or revision of policies, procedures or processes, the success of which will then be reviewed by ongoing ethnic monitoring.
22. The monitoring process is cyclical, as issues are highlighted and solutions implemented, the effects of these are then monitored in order to see how successful these have been in addressing the issues raised.

Local Population of Oxfordshire

23. The 2001 census states that 3.3% of Oxfordshire population is made up of ethnic minority groups, compared to 9% in Oxford. Oxford's figure is higher than the national average of 6.4%. The figure below was taken from the census and estimated the population of Oxfordshire in 2006 (source Oxfordshire County Council).



24. The percentage make-up of Religions in Oxfordshire as per the 2001 census is as follows:

Christian	72.52
Buddhist	0.3
Hindu	0.3
Jewish	0.33
Muslim	1.32
Sikh	0.63
Other	0.31
No Religion	17.46
Not Stated	7.79

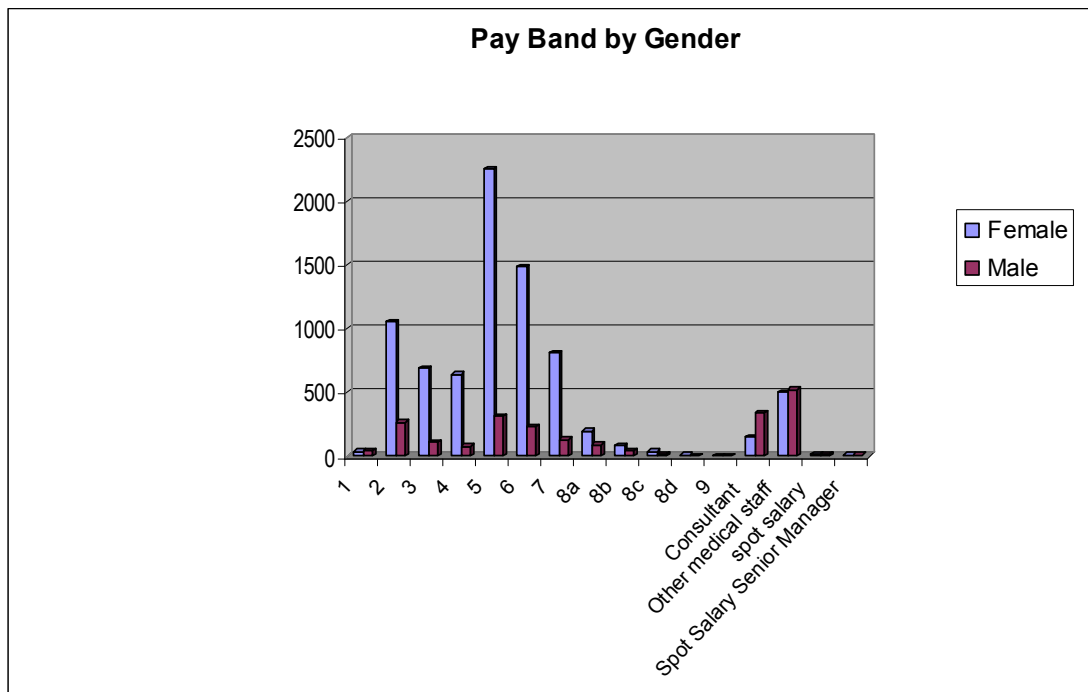
Current Workforce Data

25. This data represents the workforce as it is at April 2009. The data has been taken from the Electronic Staff Record (ESR), which went live in the Trust in October 2007 and represents Headcount and not Whole Time Equivalent. This data is being collected for new starters and inputted onto ESR.
26. The data is based on a head count of 10,243 staff employed and paid by the Oxford Radcliffe Hospitals NHS Trust. This number does not include contractors, agency workers or staff on honorary contracts.
27. The ethnicity data is collected from staff appointment forms and inputted onto ESR when new staff commence work for the Trust.

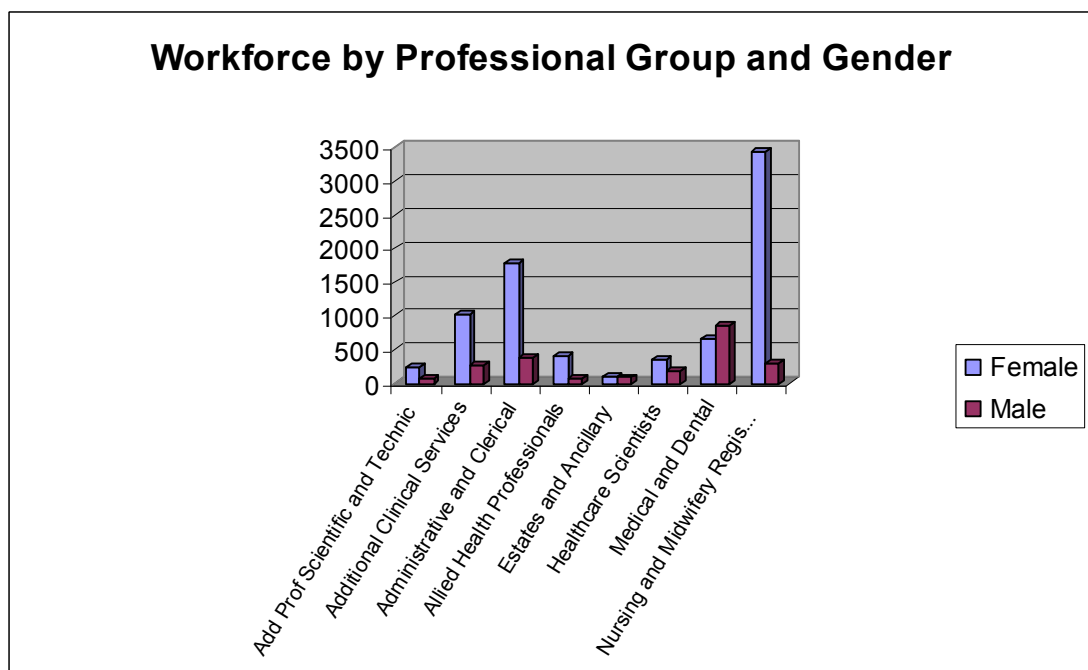
Gender

28. Females represent 78% of the workforce, with 8015 employees, compared to males at 22%, 2228 employees. This is comparable with previous years, in 2007/08 females were reported to represent 79% of the workforce.

29. The highest number of females are employed in Bands 5 and 6. The highest number of males are employed in Band 5, (314 employees) and in Medical grade posts (859 employees).

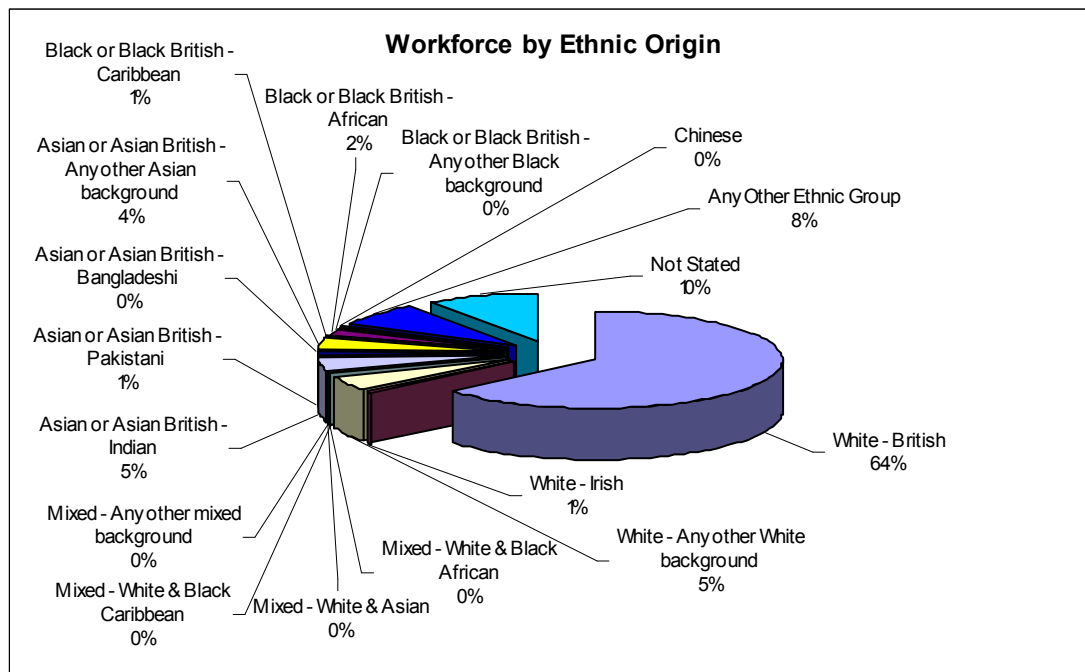


30. Females are most represented by the Nursing and Midwifery professional group which represents 43% of the female workforce and 33.5% of the total Trust workforce. Administrative and Clerical are the second largest group of female staff. Medical and Dental staff has the largest number of males which represent 38.5%, (859 heads) of the male workforce.



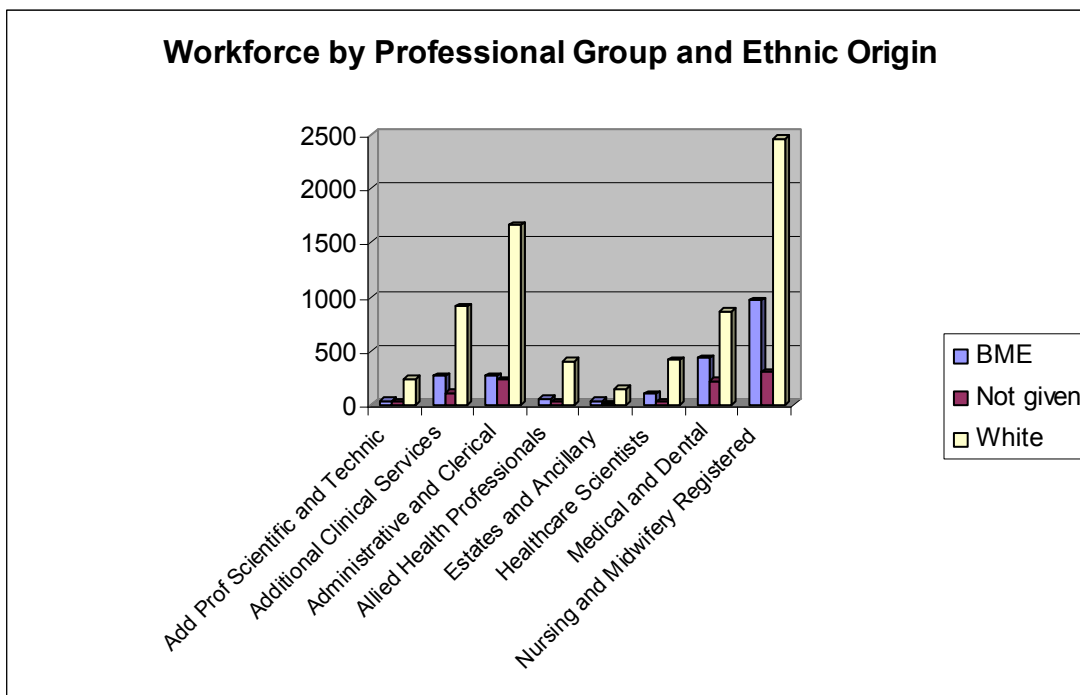
Ethnicity

31. Black Minority Ethnic groups represent 21% of the workforce and White ethnic groups make up 70% of the workforce.
32. White British make up 64% of the workforce. Asian or Asian British are the second highest workforce population representing 10% (948) of the workforce, an increase of 1% from 2007/08.



33. The highest number of BME staff are in the Nursing and Midwifery professional group which represent 44% of the BME workforce and 26% of the Nursing and Midwifery Workforce (an increase of 2% on each statistic from the previous year). The second highest number of BME staff are in the Medical and Dental staff group 20% (430) of the BME workforce. White staff are most represented by Nursing and Midwifery and Administrative and Clerical staff groups.

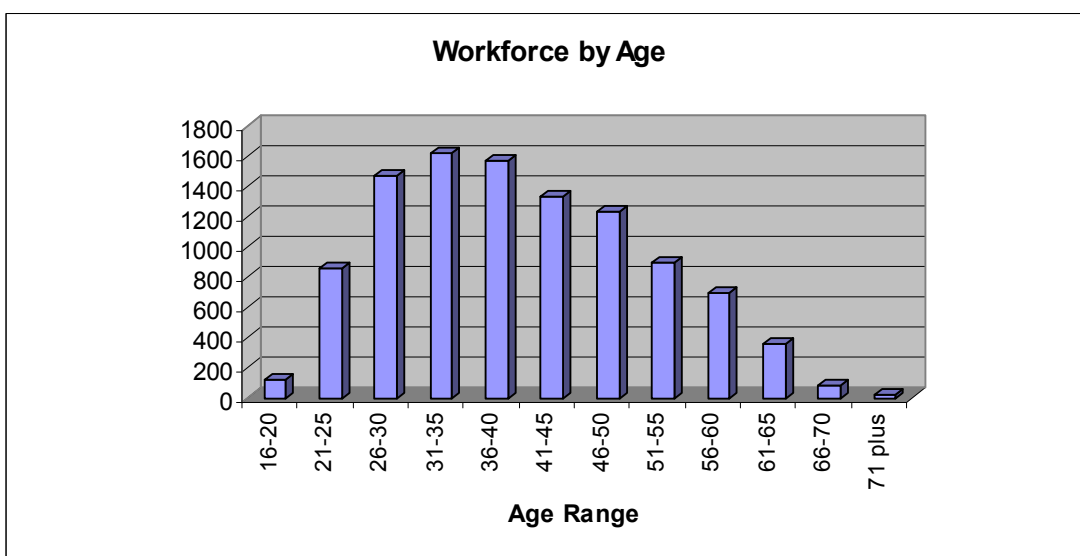
Workforce by Professional Group and Ethnic Origin



Age

- 34. The most represented age group for staff is 31 - 35, however the ages 26 - 50 all have a fairly even distribution of staff. The smallest groups are in the ranges 16 - 20 and 66 plus.
- 35. Many of the posts within the trust require professionally qualified staff. Professional qualifications may take three to four years after full-time education and this limits the number of posts available to applicants aged 16-20.
- 36. 2% of the workforce are either aged 66 plus (107) or aged 16-20 (119) and 53% of these are employed in band 2 posts.

Workforce by Age



Recruitment Data

37. The data in this report is taken from the Recruitment Website 'NHS Jobs'. From January 2007 the Trust has advertised all grades of vacant jobs, internal and external, on the national website. This report covers the period from 1st April 2008 to 31st March 2009. The data refers to a sample of 28,337 application forms received during this period.
38. The current data is compared to the last figures that were available. These figures cover the period 1st April 2007 to 31st March 2008. It is a sample of 20,767 applications and will be referred to as '2007/08 data'.

Gender

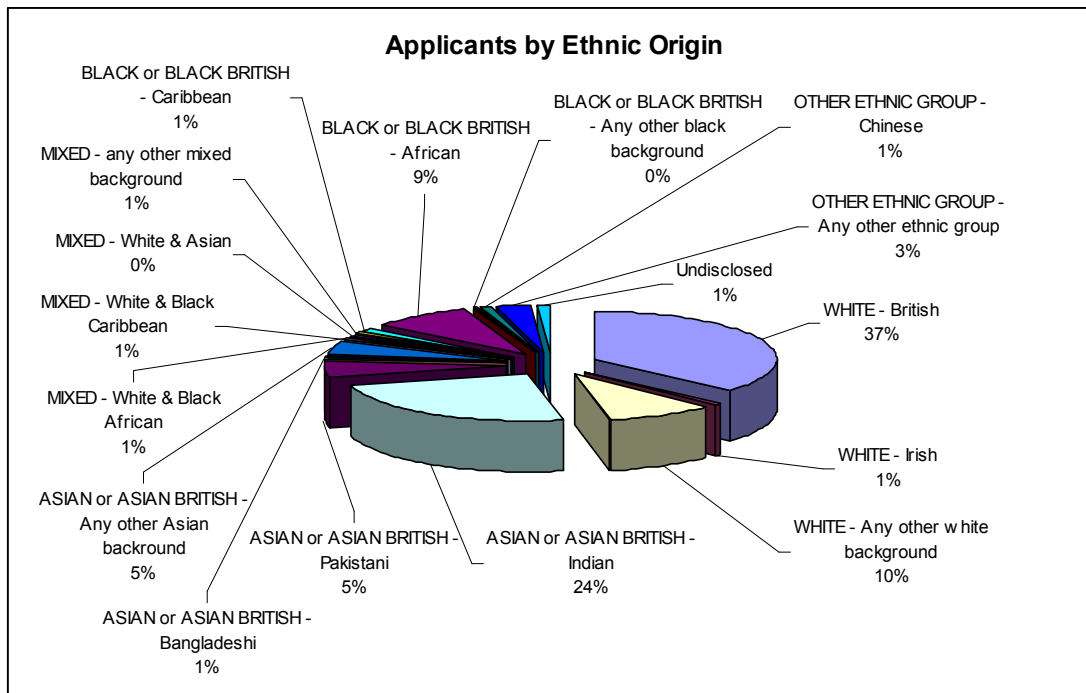
39. In 2008/09 females were the largest group of applicants, representing 66% of application forms, males represented 34%. The data for 2007/08 also showed that females were the largest group of applicants and represented 69% of applications submitted. The number of male applicants has increased by 3% and females decreased by 3% in 2008/09.

Applicants that Declare Disability

40. In 2008/09, 774 applicants disclosed a disability and this represents 3% of applications received. The 2007/08 data details 435 applications disclosing a disability, representing 2% of applicants.

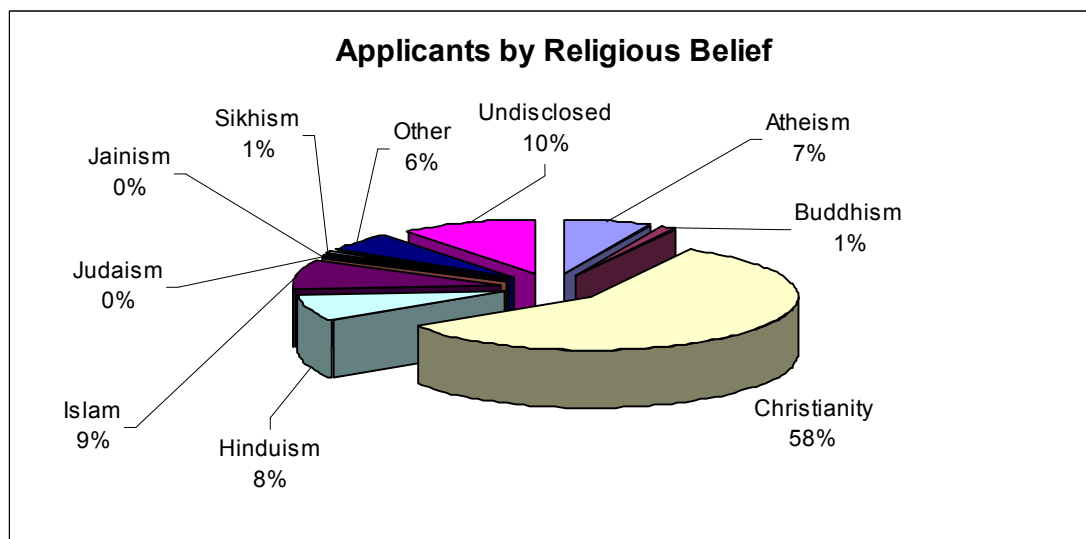
Ethnicity

41. In 2008/09 the largest ethnic group for applications received was White British, representing 37% of applicants and the second highest was Asian or Asian British - Indian which represents 24% of applications received. The third largest category was Black or Black British - African, which represented 9% of applicants. In 2007/08 White British represented 31% of applications and Black or Black British - African 14%.



Religious Belief

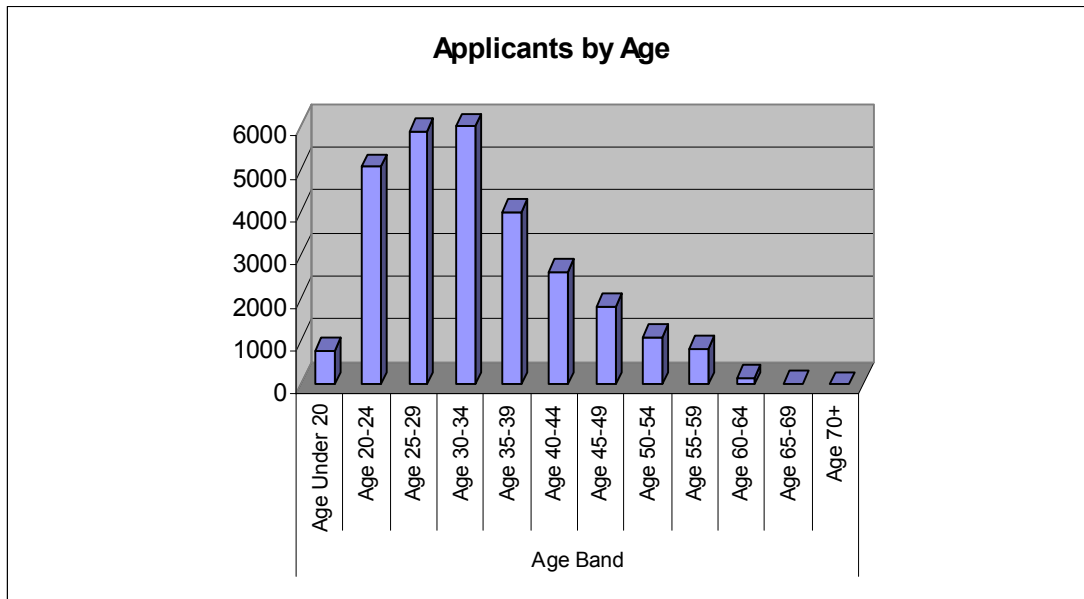
42. The Religious Belief category with the most applicants was Christianity which represented 58% of applicants in 2008/09. In 2007/08 Christianity represented 60% of applicants. The second highest in 2008/09 was Islam with 9% which remains unchanged. Hinduism however has decreased from 9% in 2007/08 to 8% in 2008/09.



Age

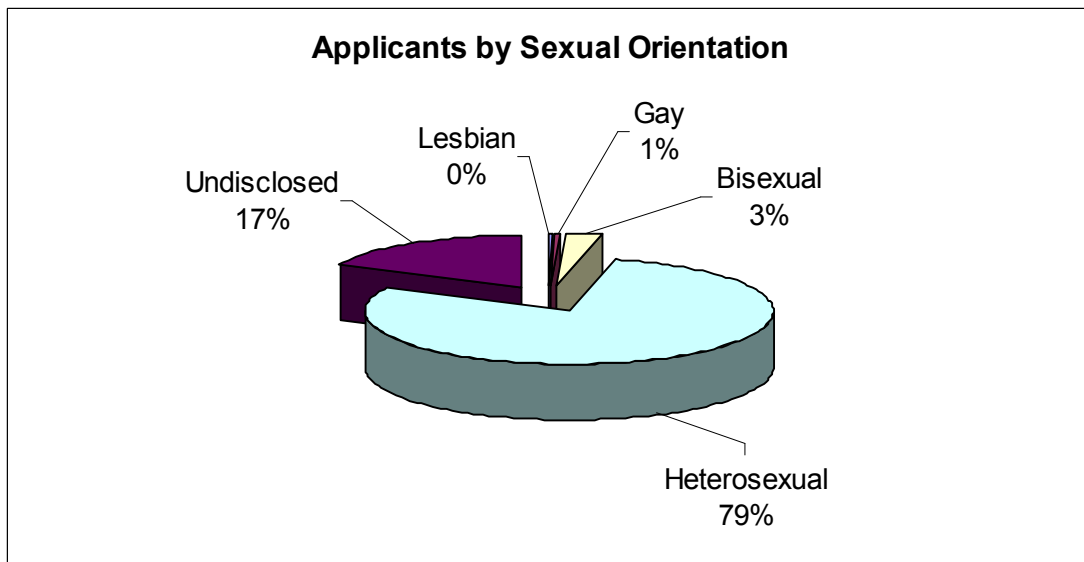
43. The majority of application forms received in 2008/09 were from the age ranges 30 - 34 (5999 applications) and 25 - 29 (5900 applications) representing 42% of all applications received. The smallest number of applicants were for the under 20s age range with 3% of applications received and the combined over 55's category represented 4% of applications. The 2007/08 data also showed the age ranges 25 - 29 and

30 - 34 receiving the largest number of applicants however the combined over 55's category represented only 2% of applicants.



Sexual Orientation

44. In 2008/09 the majority of applicants declared themselves as Heterosexual (79%). A large number, 17%, did not disclose their sexual orientation on their application form.



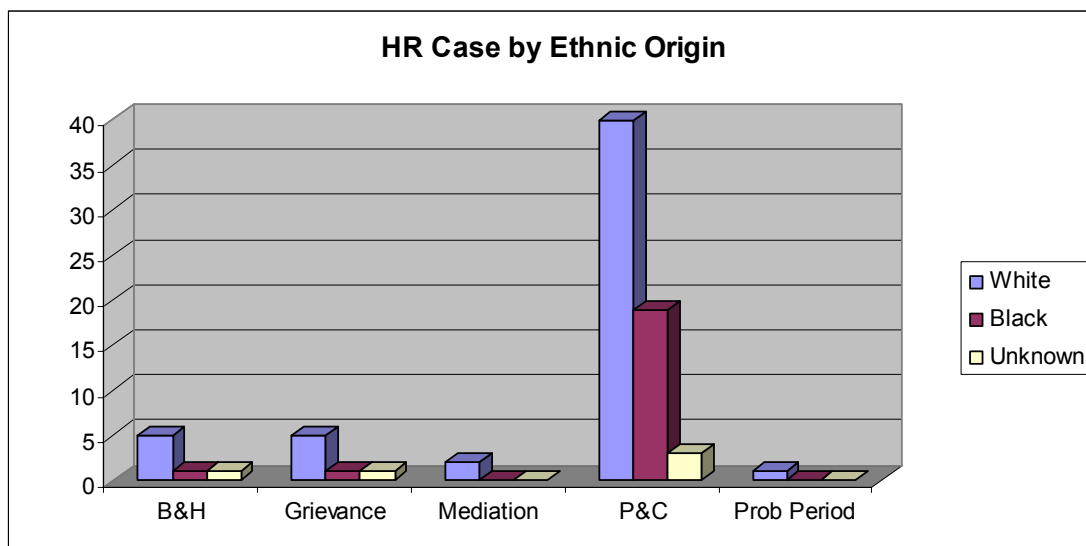
Human Resource Case Data

45. Over the past year the HR Department has been monitoring the cases managed in accordance with Trust policy relating to performance and conduct investigations, mediation, bullying and harassment investigations, grievances and staff commencing work on probationary periods. These have been analysed according to ethnic origin, disability, gender and age.

46. The results show all cases that have commenced between 1st April 2008 and 31st March 2009. These cases are inputted each week into a database by the HR Consultants. Over the period review of formal application of policy indicated there was a total of 79 cases which consists of 62 performance and conduct investigations (P&C), 7 grievances (Grievance), 2 mediations (Mediation), 7 bullying and harassment investigations (B&H) and 1 probationary periods (Prob Period).

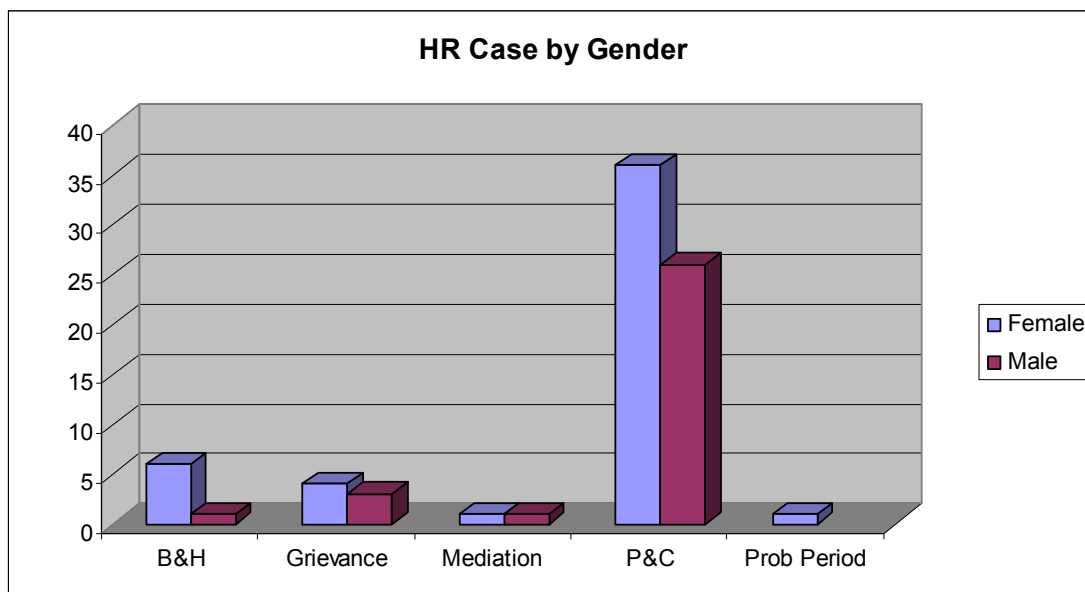
Ethnic Origin

47. The majority of staff subject to performance and conduct investigation were White, however 31% of the investigations were carried out on staff from the BME group. In 2007/08 the BME group were subject to 41% of the performance and conduct investigations. As BME staff represent 21% of the workforce, 31% of performance and conduct investigations relating to BME staff is disproportionate.
48. White staff represent the majority of bullying and harassment investigations cases. In 2007/08 the BME staff were the majority group.



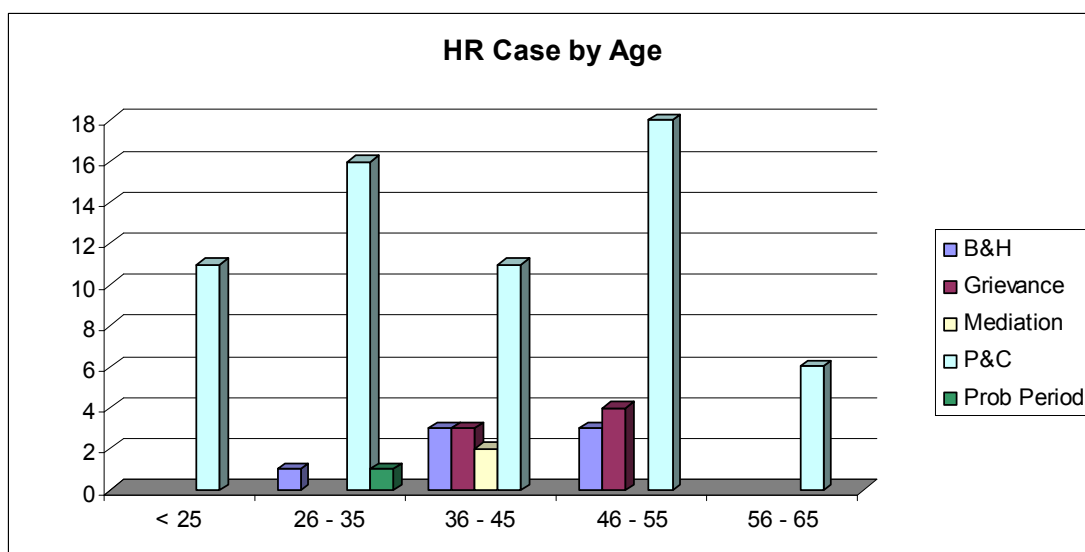
Gender

49. Females represent 58% of those investigated under the performance and conduct procedure compared with 42% males. The majority of bullying and harassment investigations are carried out on females, representing 86% of investigations, however there were only 7 investigations and therefore it is hard to draw conclusions from this. In 2007/08, females represented 61% of performance and conduct investigations and 83% of bullying and harassment cases.



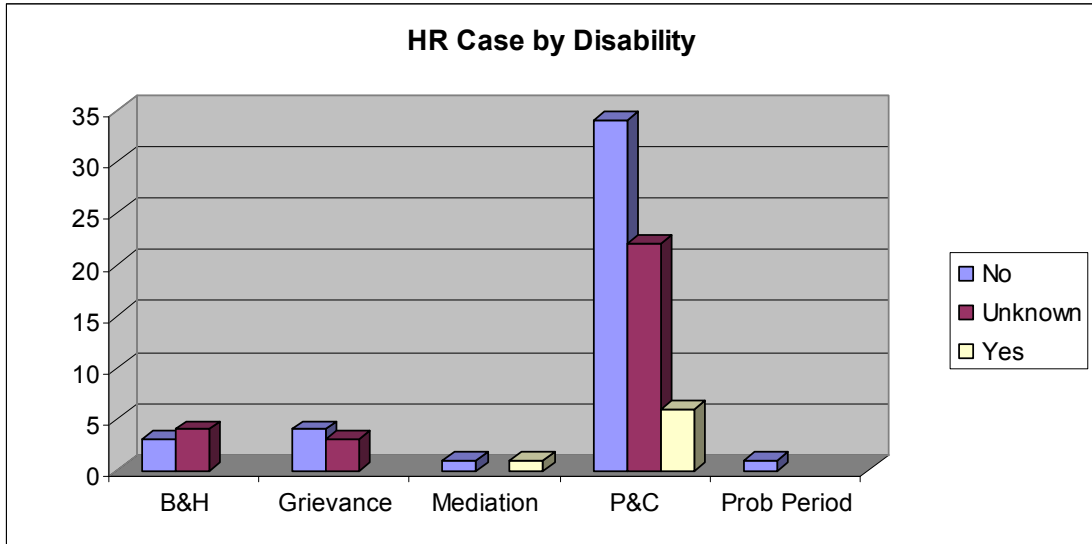
Age

50. The majority of performance and conduct investigations are carried out on staff in the age range 46-55 followed by the 26-35 age range. In 2007/08 the largest age range was 36 - 45.



Disability

51. Out of sixty nine bullying and harassment and performance and conduct investigations, six of those were on staff who had declared that they considered themselves to have a disability. 10 cases were related to capability issues. The number of staff involved in the other types of HR cases is too small to gather any meaningful conclusion from.

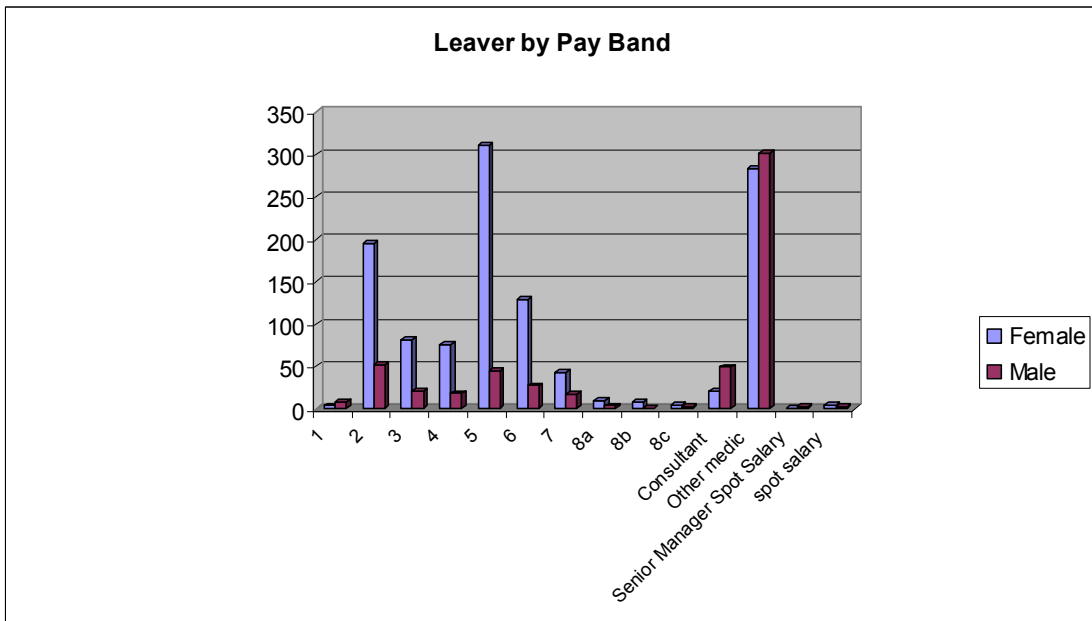


Leavers Data

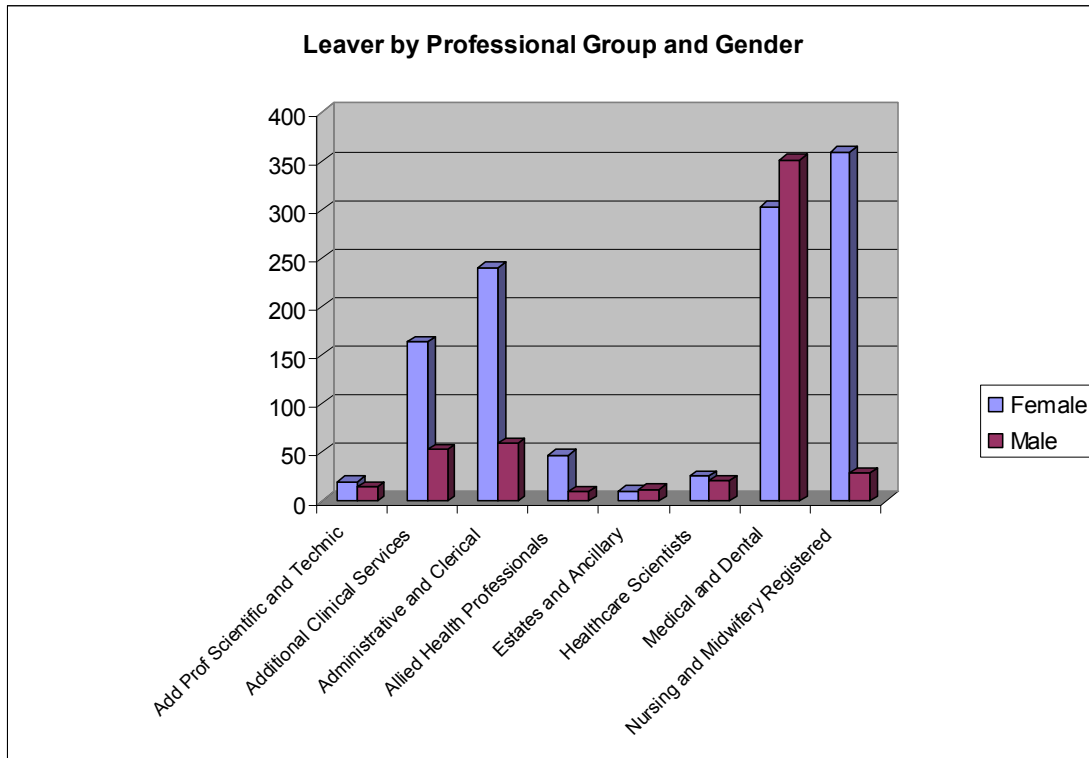
52. This data represents leavers during the period 1st April 2008 – 31st March 2009 and is an addition to the report. The data has been taken from the Electronic Staff Record (ESR) and details gender, ethnicity and age of leavers. There were 1716 leavers in 2008/09.

Gender

53. Females represent 68% of leavers and males 32% of leavers.
54. The highest number of female leavers were employed in Band 5 followed by Medical grades. The highest number of males left from Medical grade posts. This compares with the statistics of the current workforce.

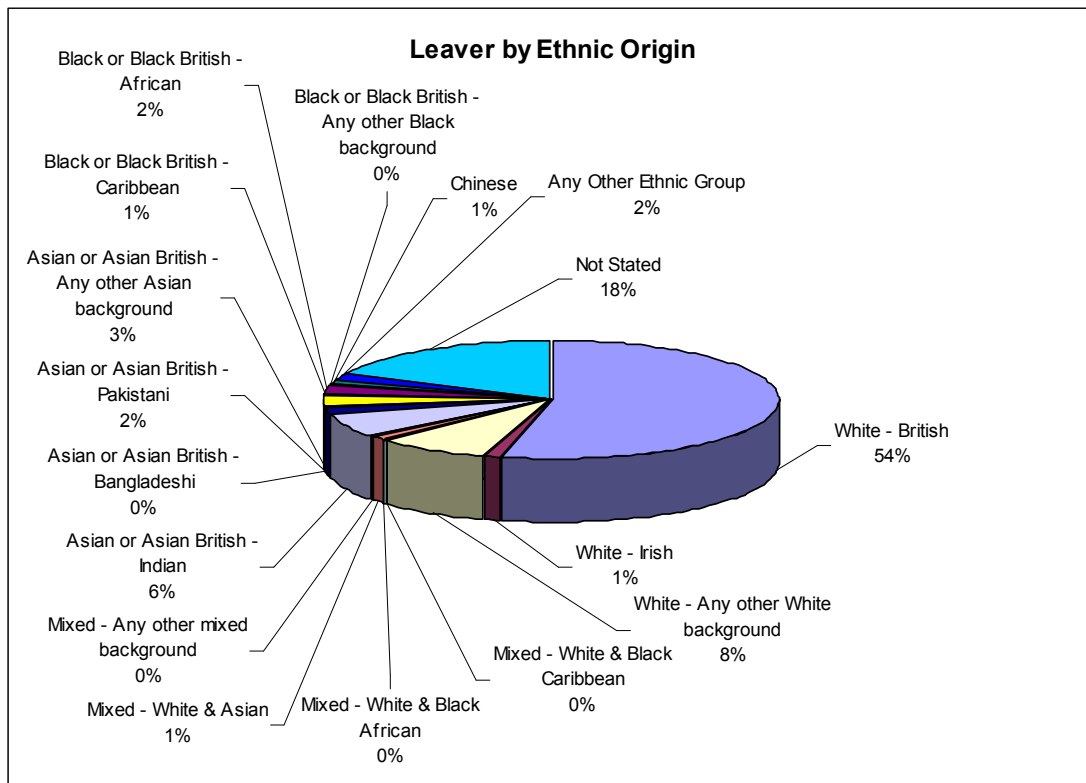


55. The Nursing and Midwifery professional group had the highest number of female leavers (21%) followed by Medical and Dental (17%). The highest number of male leavers (20%) were also from the Medical and Dental professional group.

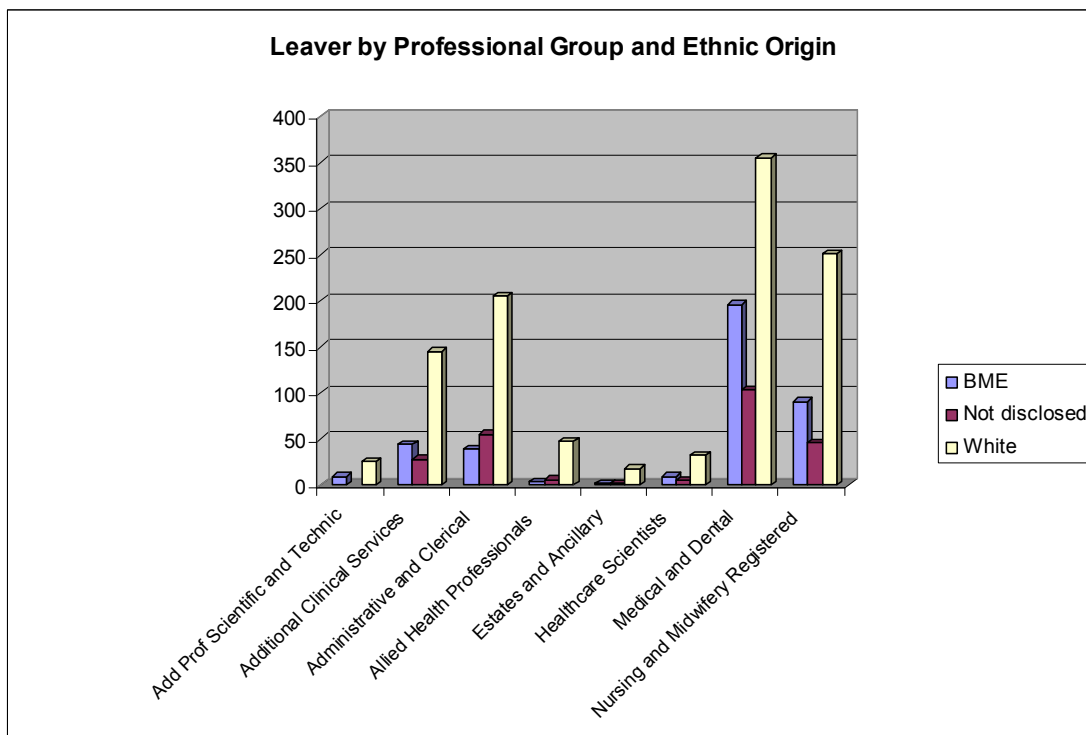


Ethnicity

56. Black Minority Ethnic groups represent 23% of leavers and White ethnic groups make up 63% of leavers. The BME group figure compares with the current workforce statistic of 21%.
57. White British make up 54% of leavers. Asian or Asian British are the second highest group representing 11% (198) of leavers. These ethnic groups compare with the current workforce largest ethnic groups.

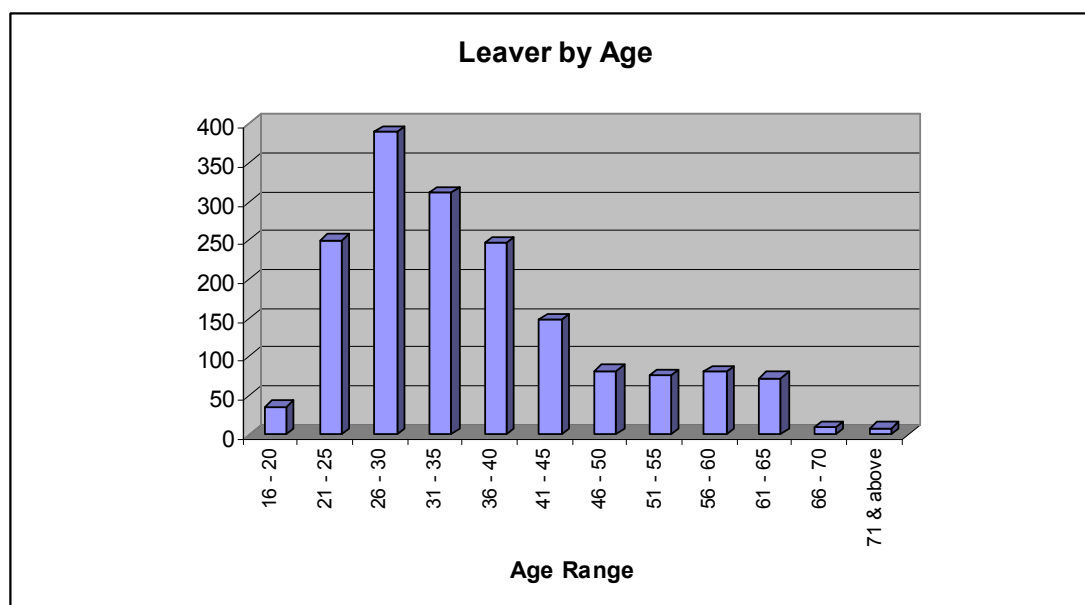


58. The highest number of BME leavers are in the Medical and Dental professional group which represents 50% of the BME leavers and 30% of the Medical and Dental leavers. The second highest number of BME leavers are in the Nursing and Midwifery staff group with 23%.



Age

59. The most represented age group was 26-30 with 23% of leavers followed by the age range 31-35 with 18%. The age ranges 46-50 to 61-65 all have a fairly even distribution of leavers.
60. 2% of leavers were aged 16-20 (36) while 1% of leavers were aged 66+ (18).



Training Data

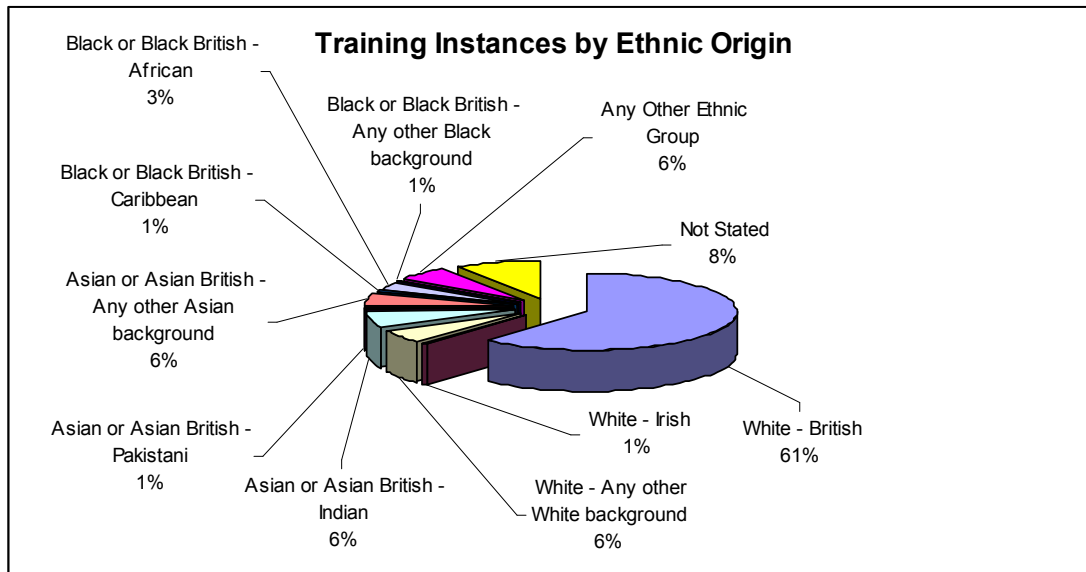
61. This data represents training instances for the period 31st March 2008 – 1st April 2009 and is an addition to the report. During this period there were 26,718 instances of training.
62. The data has been taken from the Electronic Staff Record (ESR) and Oracle Learning Management System and details gender, ethnicity and age of those who have undertaken training.

Gender

63. Females undertook 84% of training instances.

Ethnicity

64. White British make up 61% of training instances. Asian or Asian British are the second highest group representing 13% of training instances (3459). These ethnic groups compare with the current workforce majority ethnic groups.

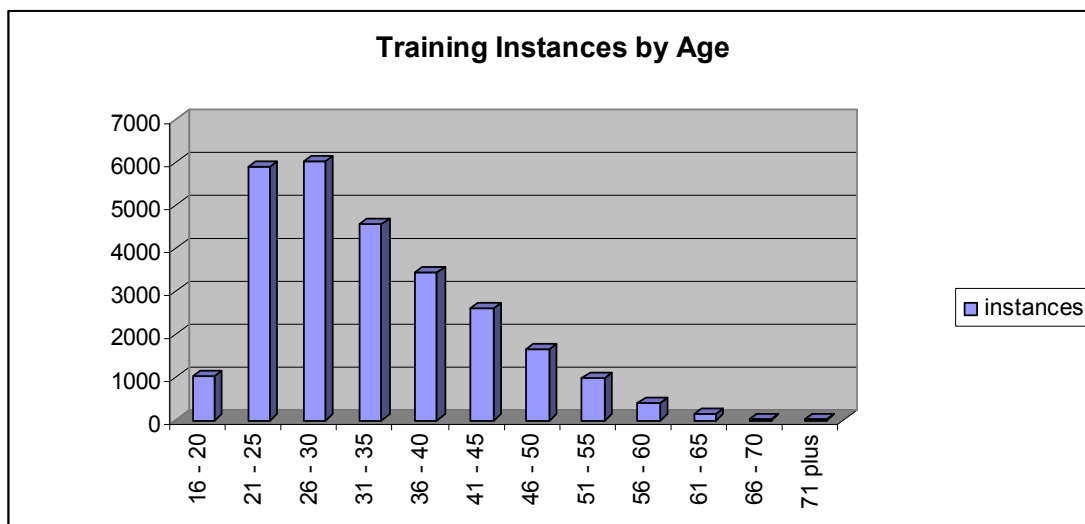


The following table details training instances below 1% by Ethnic Origin:

Ethnic origin	%	No of instances
Mixed - White & Black Caribbean	0.23	62
Mixed - White & Black African	0.15	40
Mixed - White & Asian	0.17	46
Mixed - Any other mixed background	0.38	101
Asian or Asian British - Bangladeshi	0.10	28
Chinese	0.28	76
	1	353

Age

65. The most represented age range for staff was 26-30 receiving 23% of training instances, followed by the 21-25 age range with 22%.
66. The 2008/09 majority workforce age range of 31-35 received 17% of training instances.
67. The over 55's combined group undertook 2% of training instances.



Equality and Diversity Training

68. 295 staff attended Equality and Diversity Training. The training course was incorporated into the Management Toolkit and this refined the range of staff to management access.

Conclusion

69. This report seeks to illustrate the equality and diversity of the workforce within the Oxford Radcliffe Hospitals and identifies areas of note.
70. The Trust has no available data on the Religious Belief and Sexual Orientation of its workforce however it does draw this data from application forms.
71. The data from the 2001 census in Oxfordshire shows that Black and Minority Ethnic (BME) staff represents 4.87% of the population. 21% of Trust staff are from BME group which reflects the diversity of the workforce and far exceeds the percentage of the local BME population. The Trust is also attracting applicants from a wide range of ethnic groups.
72. There has been an increase of 1% in the number of disabled applicants and the reasons for this are unknown.
73. The number of staff employed past the age of 50 significantly decreases as the age increases. This could be because many professional staff are able to retire at the age of 55. Changes in age legislation should uplift this figure over time by increasing the number of employees remaining within the workplace for longer. The data also indicates a reduction in applicants as age increases. However 2% more applications were received from the combined over 50s group in 2008/09 than in 2007/08.
74. The number of BME staff subject to performance and conduct investigations has reduced by 10% in 2008/09. This figure is still disproportionate to the number of BME staff in the workforce.

75. In 2008/09 the majority of bullying and harassment cases concerned White staff which is in contrast to 2007/08 when BME staff were the majority group. It should be noted that the numbers of cases are low with 7 in 2008/09 and 6 in 2007/08.
76. The 10 cases relating to capability require further investigation to establish whether sickness, disability related or performance issues in relation to the disability discrimination act.
77. The addition of leavers data to the report will enable the Trust to identify trends in relation to turnover.
78. The low numbers of staff able to access Equality and Diversity training has resulted in a revised Training Plan effective April 2009. Equality and Diversity training has been added to the Trust Statutory, Mandatory and Essential Training guide to enable access by all staff. Staff can choose either The Core Learning Unit e-learning course or a 2 hour classroom based programme. All new staff joining the Trust will complete the e-learning programme as part of their 3 month induction. In June 2009, the Trust will act as a pilot site for the NHS Learning Management System E-learning project.

Recommendations

79. The Trust should continue in its efforts to retain census data of the workforce:
 - 79.1. to maintain ethnicity records and improve the quality of reporting. 90% of staff are coded to known ethnicity codes.
 - 79.2. to enable reporting on disability, religion and sexual orientation of the workforce. This data is currently unavailable and would enable the collection of further meaningful data.
80. Due to the change in majority ethnic group for bullying and harassment cases in 2008/09, it is recommended that bullying and harassment cases should be reviewed mid-way through 2009/2010 to establish whether trends are emerging.
81. The HR case report should be reviewed to facilitate a comprehensive analysis of capability cases.
82. The Trust should analyse training attendance records to assess the impact of the Training Plan. It is the Trust's intention that the implementation of the Training Plan will improve access to training for all staff in particular Equality and Diversity courses.
83. The Trust should assess its involvement as a pilot site in 2009 for the NHS Learning Management System E-learning project and ascertain whether there are improvement to training attendance, data collection and reporting for training courses.

Joanna Brennan
HR Consultant and Equality Lead
June 2009