

Care Quality Committee: August 2010

Paper number:

Title	Equality and Diversity Monitoring Report 2009/2010
Purpose of paper	<p>The Trust is required to report on the workforce annually as a requisite of equality legislation which has been brought together under the Equality Act 2010.</p> <p>This report provides monitoring information to comply with the statutory duty.</p> <p>The information is based upon headcount of current workforce, employee relations cases, recruitment data, leavers and training data according to ethnicity, disability, gender, age, religious belief and sexual orientation. Recommendations are made for further work.</p> <p>This paper is provided to supply assurance to the Board.</p>
Board Lead(s)	Sue Donaldson, Director of HR and OD

Key purpose	Strategy	Assurance	Policy	Performance
Strategic Goals	SG1 - To be Hospitals of choice. SG4 - To be an excellent employer.			
Strategic Objectives	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/CQC Registration	Risk of non-compliance with equality legislation. The workforce report is required to be produced annually and be made available as a public document. Activity supports compliance with CQC regulations.			

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), Employee Relations (ER)

Introduction

1. The Trust is required to report on its workforce as a requisite of equality legislation which has been brought together under the Equality Act 2010.
2. The Trusts Single Equality Scheme sets out the requirement to produce an annual monitoring report and to publish the results.
3. The report provides information based upon headcount of current workforce, employee relations cases, recruitment data, leavers and training data for 2009/2010 according to ethnicity, disability, gender, age, religious belief and sexual orientation to comply with the statutory duty and makes recommendations for further work.
4. The legal framework is outlined in detail within the Single Equality Scheme.

Ethnic monitoring within the HR Function

Staff in Post

5. 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).
6. Reports can be produced from ESR which details staff ethnicity broken down into profession, gender etc.
7. The Trust has 90% of its staff coded to known codes.

Impact

8. 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.

Local Population of Oxfordshire

9. 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%.

Current Workforce Data

10. This data represents the workforce as it is at April 2010. The data has been taken from the Electronic Staff Record (ESR) and represents Headcount and not Whole Time Equivalent.
11. The data is based on a head count of 10,136 staff employed and paid by the Oxford Radcliffe Hospitals NHS Trust. This number does not include contractors, agency workers or staff on honorary contracts.
12. The previous year's data will be known as 2008/2009.
13. The workforce profile is illustrated in chart format in Appendix A.

Gender

14. Females represent 78% of the workforce, with 7884 employees, compared to males at 22%, 2252 employees. This is the same as the 2008/2009 percentage figures.

15. The highest number of females are employed in Bands 5 and 6 (3685 employees). The highest number of males are employed in Medical grade posts (526 employees) and then at Band 5 (300 employees).
16. Females are most represented by the Nursing and Midwifery professional group which comprise 37% of the female workforce and 29% of the total Trust workforce. Medical and Dental staff has the largest number of males which represent 23% of the Trust's male workforce.

Ethnicity

17. Black Minority Ethnic (BME) groups represent 21% of the workforce. This represents no change to 2008/2009 percentage figures. White ethnic groups make up 69% of the workforce.
18. 10% (1064) of the workforce have not declared their ethnicity.
19. White British are the largest workforce population with 62% (6417) of the workforce. Asian or Asian British are the second highest representing 10% (919) of the workforce.
20. The Nursing and Midwifery professional group has the highest number of BME staff (27%) which comprise 41.5% of the Trust's BME workforce. This represents a reduction of 2.5% BME staff employed in Nursing and Midwifery compared to 2008/2009. The Medical and Dental staff group has the second highest number of BME staff with 15% of the BME workforce (5% reduction from last year). White staff are most represented by Nursing and Midwifery and Administrative and Clerical staff groups.

Age

21. 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.
22. Many of the posts within the trust require professionally qualified staff. Professional qualifications may take three to four years after school education and this limits the number of posts available to applicants aged 16-20.
23. 2% of the workforce are either aged 66 plus (118) or aged 16-20 (87).

Disabled

24. 9% (928) of the workforce have provided information indicating whether they have a disability or not. 0.3% (34) who have declared advise that they are disabled.
25. Nursing and Midwifery has the highest percentage of disabled staff with 26.5% (9).

Promotions

26. 351 staff were promoted in the period with females accounting for 78% of the number (274).

27. Nursing and Midwifery staff group has the highest number of promotions (109) representing 31% of all promotions. This was followed by Administration and Estates with 15% (54).
28. The BME group represents 13% (45) of promotions.
29. White British make up 71% (249) of promotions followed by Asian or Asian British with 7% (25) following the distribution of the current workforce.

Recruitment Data

30. The data in this report is taken from the Recruitment Website 'NHS Jobs' for the period 1 April 2009 to 31 March 2010 and will be referred to as 2009/2010 data. 21,914 application forms were received during this period.
31. The previous year's data will be referred to as 2008/2009 data. There were 28,337 applications in 2008/2009.
32. The recruitment data is illustrated in chart format in Appendix B.

Gender

33. Females were the largest group of applicants, representing 62% of applications received, males representing 38%. The data for 2008/2009 also showed that females were the largest group of applicants representing 66% of applications submitted. Males represented 34% of applicants.

Applicants that Declare Disability

34. 629 (3%) applicants disclosed a disability and this represents no percentage change to 2008/2009.

Ethnicity

35. In 2009/2010 White British was the largest ethnic group of applicants representing 43% of all applicants. The second highest was Asian or Asian British - Indian which represents 16%. In 2008/2009 White British represented 37% of applications and Asian or Asian British - Indian 24%.

Religious Belief

36. The Religious Belief category with the most applicants was Christianity which represented 53% of applicants in 2009/2010. In 2008/2009 Christianity represented 58% of applicants. The second highest in 2009/2010 were Islam, Atheism and Undisclosed respectively with 10%. Hinduism remains at 8%.

Age

37. The majority of application forms received in 2009/2010 were from the age ranges 20 - 24 (5176 applications) and 25 - 29 (5090 applications) representing 47% of all applications received. The smallest number of applicants were for the combined over 55's category representing 2% of applications. This represents no change to 2008/2009.

Sexual Orientation

38. In 2009/2010 the majority of applicants declared themselves as heterosexual (86%). 11% did not disclose their sexual orientation on their application form.

Employee Relations Cases

39. Employee Relations (ER) cases are monitored in accordance with Trust policy relating to performance and conduct investigations, bullying and harassment investigations, grievances, capability and employment tribunal cases. These have been analysed according to ethnic origin, gender, age and disability.
40. In 2009/2010 there were 150 new or on-going ER cases. There were 79 new or on-going cases in 2008/2009.
41. Employment Tribunal cases and Capability cases (following the introduction of the Capability Policy in September 2009) are now included in the reporting. Capability relates to either incapability which is sickness related or for performance reasons.
42. The employee relations case data is illustrated in chart format in Appendix C.

Ethnicity

43. Of the 87 performance and conduct cases, 16 (18%) involved staff from the Black Minority Ethnic (BME) group, 64 (74%) involved staff with a white ethnic background and the ethnicity of 7 was unknown. This represents a reduction in cases involving staff from the BME group. In 2008/2009 there were 31% BME cases.
44. The 10 grievance cases were split 50/50 between BME and white staff. Out of the 10 grievance, 3 were instigated by groups of individuals. The adjusted number is 8 cases. In 2008/2009 7 individuals raised grievance cases.
45. 4 (15%) BME staff raised bullying and harassment investigations in 2009/2010 compared to 1 in 2008/2009.
46. 60%BME staff instigated Employment Tribunal cases in 2009/2010.

Gender

47. 75% of all ER cases involved females. This is comparable to the workforce which comprises 78% females.
48. Females represent 60% of the performance and conduct (P&C) cases, which is a 2% increase on 2008/2009.
49. Bullying and harassment (B&H) cases increased in 2009/2010 rising from 7 to 26 with 88% females instigating investigations. The number of bullying and harassment cases (26 individuals) was inflated by 50% due to groups of individuals initiating cases this year, rather than individuals. When a group raises a concern each member of the group is counted. The adjusted number of cases is 18. There were 7 individual cases in 2008/2009.

Age

50. 74 out of the 150 cases involved the 36-45 and the 46-55 age ranges. 54 cases out of the 74 relate to performance and conduct and bullying and harassment cases. In 2008/2009 46-55 years was the majority age range within performance and conduct cases.
51. 90% of Employment Tribunals claims were raised by the 46-55 age range.

Disability

52. 5% of all ER cases related to staff who had declared that they have a disability, which represents 7 of the 150 cases. 35% of staff had determined not to declare whether they had a disability.

Leavers Data

53. There were 1679 leavers in 2009/2010 compared to 1716 leavers in 2008/2009.
54. The leavers data is illustrated in chart format in Appendix D.

Gender

55. Females represent 70% of leavers.
56. The highest number of female leavers were employed in Band 5 (19%) followed by Medical grades (17%). The highest number of males left from Medical grade posts. This compares with the statistics of the current workforce.
57. The Nursing and Midwifery professional group had the highest number of female leavers (22%). The highest number of male leavers (17%) was from the Medical and Dental professional group.
58. Medical staff training is based upon a planned cycle of rotational employment which drives up the number of starters and leavers.

Ethnicity

59. Black Minority Ethnic (BME) groups represent 20% of leavers and White ethnic groups make up 63% of leavers. The BME group figure compares with the current BME workforce statistic of 21%.
60. White British make up 54% of leavers. Asian or Asian British are the second highest group representing 11% of leavers. These ethnic groups compare with the current workforce largest ethnic groups.
61. Medical and Dental staff group has the highest number of BME leavers with 45% of the BME leavers (a decrease of 5% from last year) and 27% of Medical and Dental leavers. Nursing and Midwifery staff group has the second highest number of BME leavers with 26%.

Age

62. The most represented age group was 26-30 with 24% of leavers followed by the age range 31-35 with 17%. The age ranges 46-50 to 61-65 all have a fairly even distribution of leavers.
63. 2% of leavers were aged 16-20 while 1% of leavers were aged 66+.

Training Data

64. There were 20,384 instances of training during 2009/2010 compared to 26,718 in 2008/2009.
65. The training data details gender, ethnicity and age of those who undertook training and is illustrated in chart format in Appendix E.

Gender

66. Females undertook 82% of training instances.

Ethnicity

67. White British make up 61% of training instances. Asian or Asian British are the second highest group representing 10% of training instances. These ethnic groups compare with the current workforce majority ethnic groups.

Age

68. The most represented age range for staff was 21-25 receiving 17% of training instances, followed by the 26-30 age range with 16%.
69. In 2008/2009 the age range 26-30 received the majority of training instances (23%).
70. The over 55's combined group undertook 6% of training instances.

Equality and Diversity Training

71. 1078 staff attended Equality and Diversity Training compared to 295 in 2008 /2009.

Conclusion

72. This report illustrates the diversity of the workforce within the Oxford Radcliffe Hospitals and identifies areas of note.
73. 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.
74. Although statistics for disabled staff in the workforce have been reported (9%), it should be noted that the low number of staff declaring a disability is too small to draw any conclusions.
75. The addition of promotions data to the report will, in future, enable the Trust to identify any emerging trends.
76. The data from the 2001 census in Oxfordshire shows that BME staff represents 3.3% of the population. 21% of Trust staff is from the 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.
77. 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.

78. It should be noted that although the number of ER cases has increased in 2009/2010 they remain relatively small within a workforce of 10,136, less than 1.5%.
79. There has been a reduction in the number of BME staff subject to performance and conduct investigations in 2009/2010 compared to 2008/2009. There were 18% BME cases in 2009/2010 compared to 31% in 2008/2009.
80. The Capability Policy was introduced part way through the period and has resulted in 20 cases. Positive feedback on the policy has been received from management. 9 out of the 20 Capability cases were sickness related with 11 for performance reasons.
81. Equality and Diversity training has increased significantly in 2009/2010. 1078 staff received training in comparison to 295 in 2008/2009.

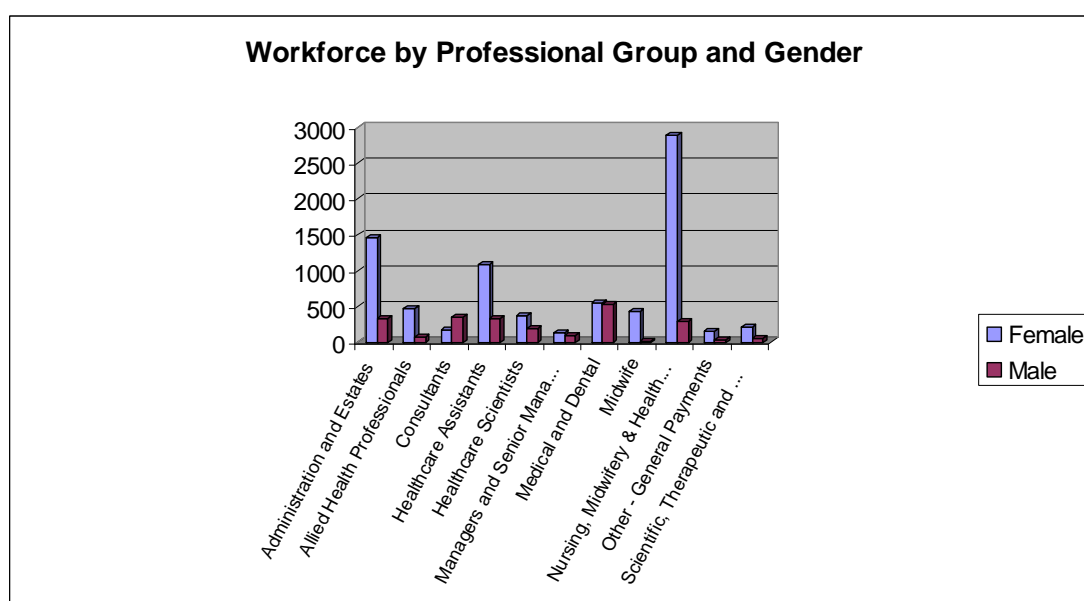
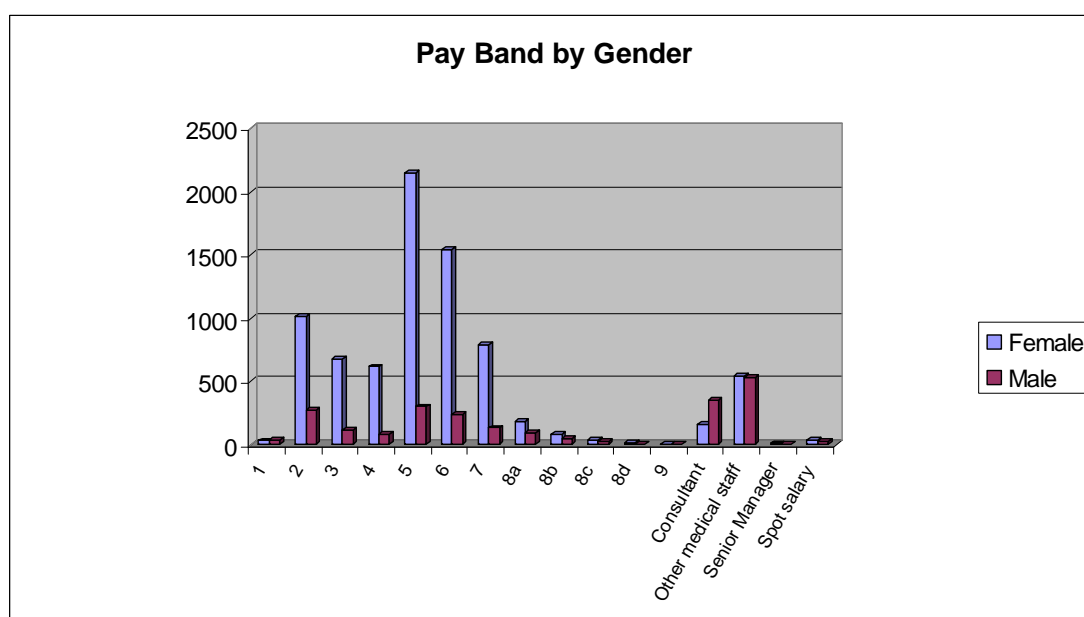
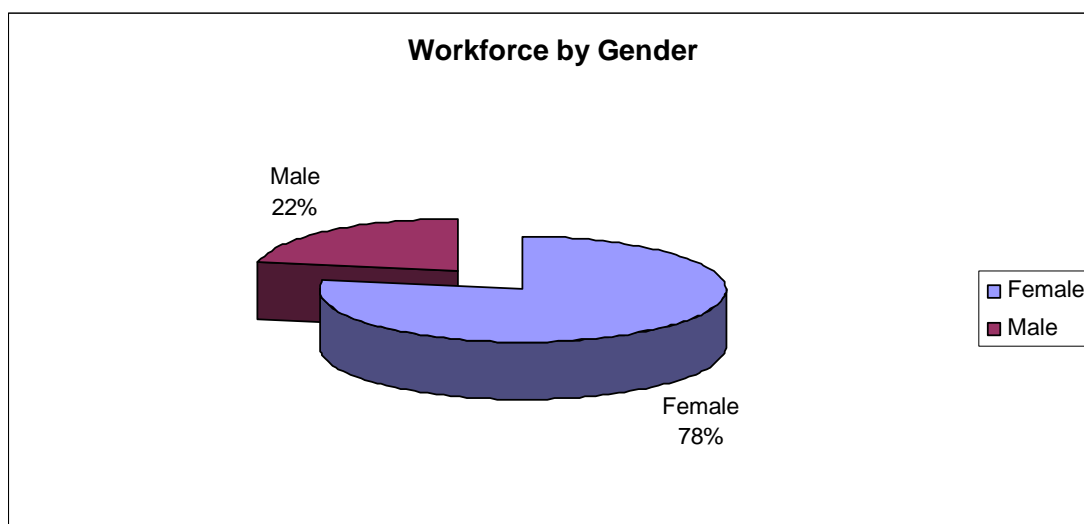
Recommendations

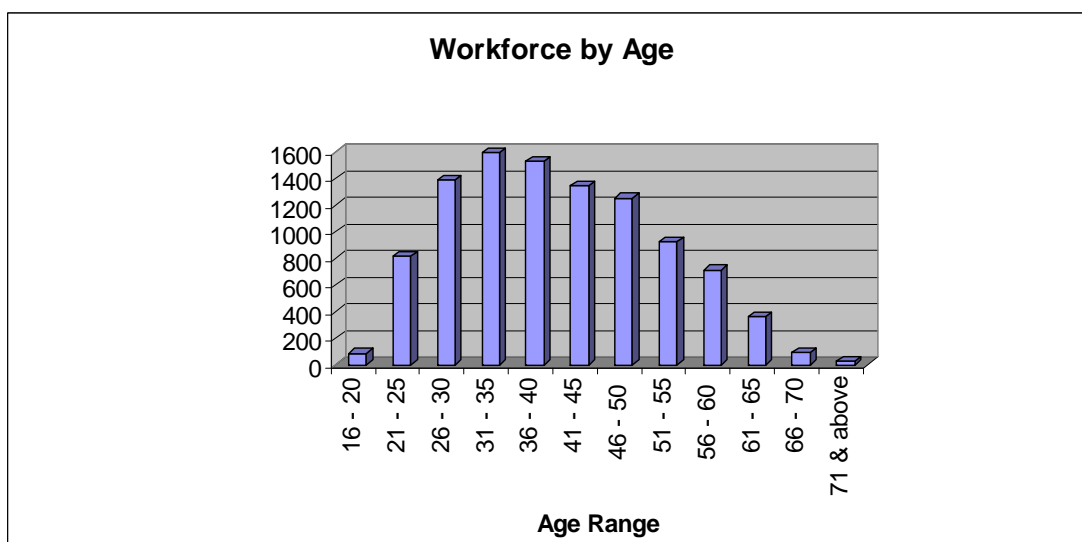
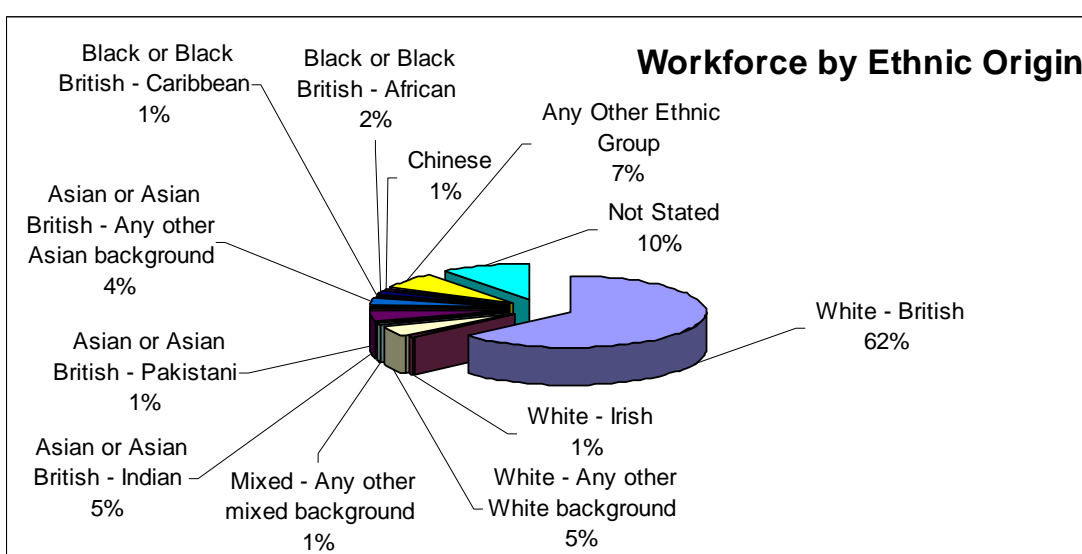
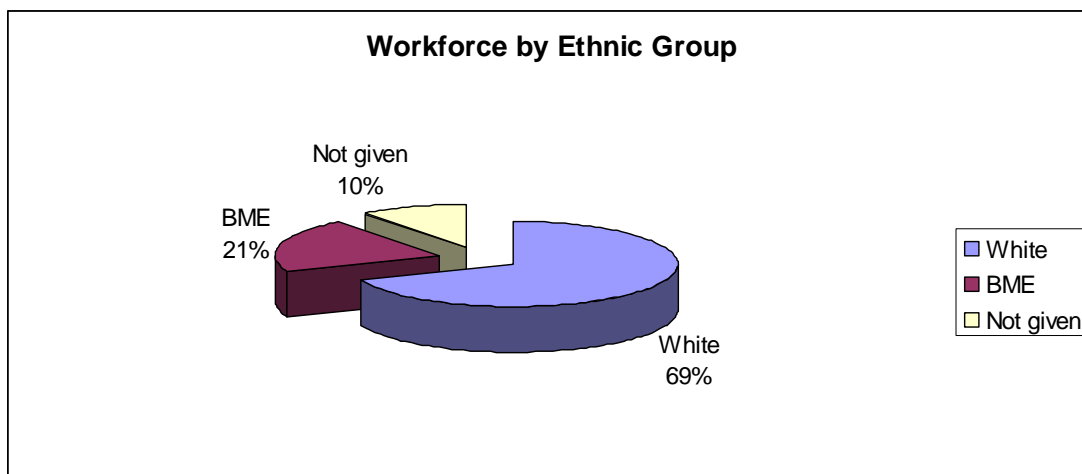
82. The Trust should continue in its efforts to retain census data of the workforce:
 - 82.1. to maintain ethnicity records and improve the quality of reporting. 90% of staff are coded to known ethnicity codes.
 - 82.2. to enable reporting on religion and sexual orientation of the workforce. This data is currently unavailable and would enable the collection of further meaningful data.
83. The ER case report should be reviewed mid year to facilitate analysis of:
 - 83.1. bullying and harassment cases due to the significant increase in number in 2009/2010.
 - 83.2. capability cases and Employment Tribunals to assess emerging trends.
 - 83.3. grievance cases due to the disproportionate split between White and BME ethnic groups.
84. Improve appraisals reporting to enable analysis to be included in future reports.
85. Establish Equal Pay data for future monitoring.
86. Continue to promote Equality and Diversity Training.

Board Lead: Sue Donaldson, Director of HR and OD

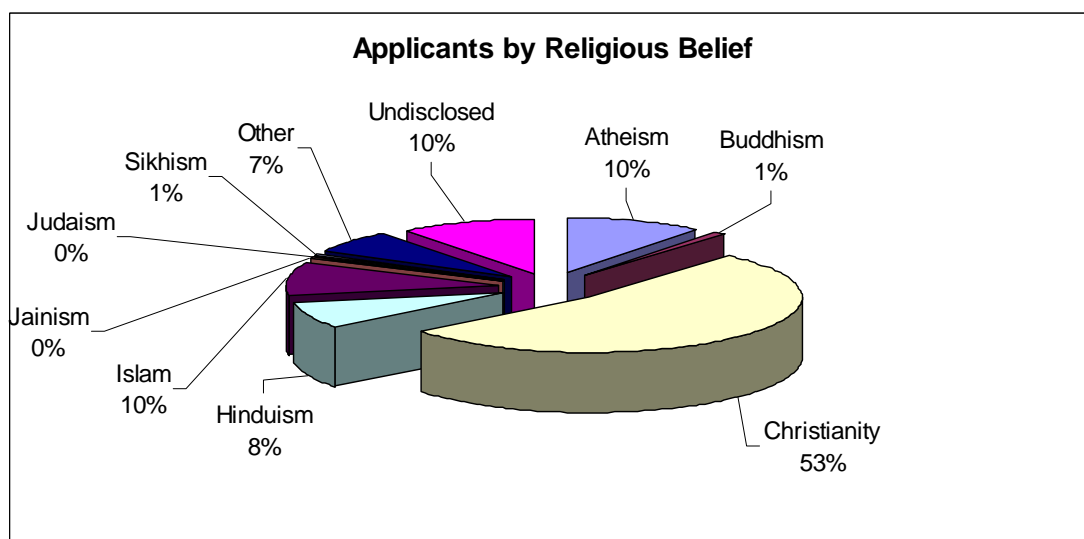
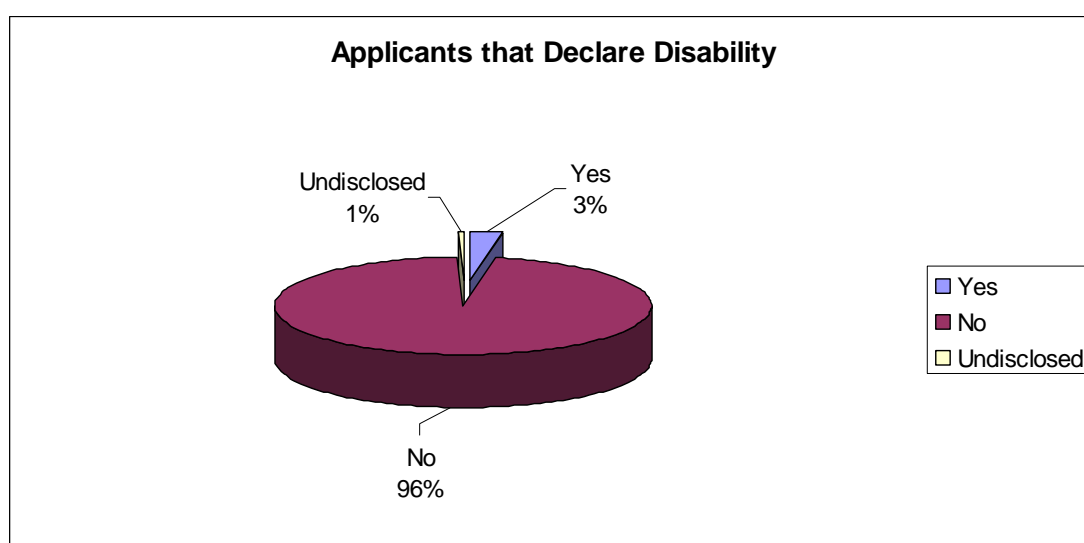
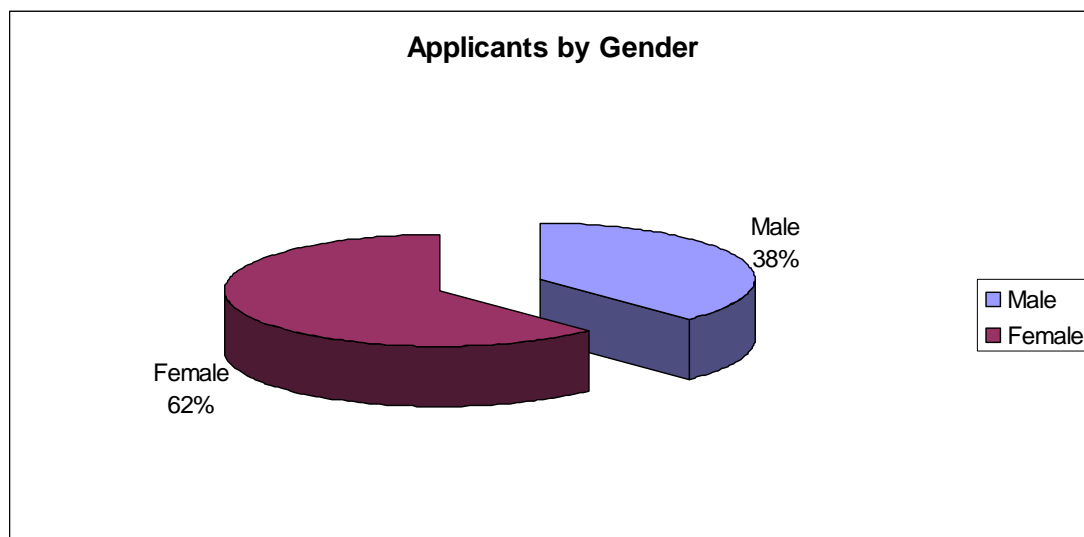
Author: Joanna Brennan, HR Consultant and Equality Lead

July 2010

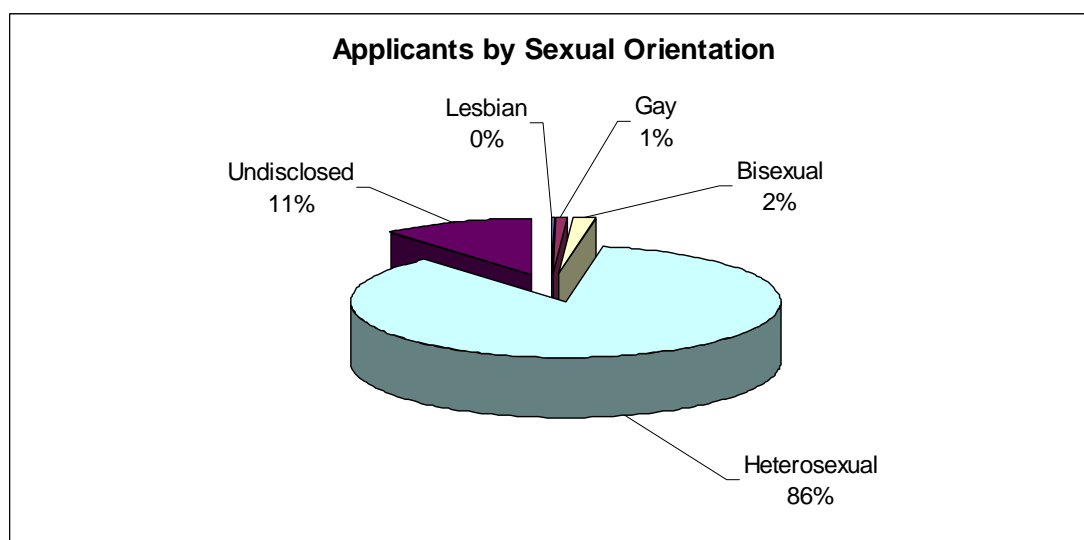
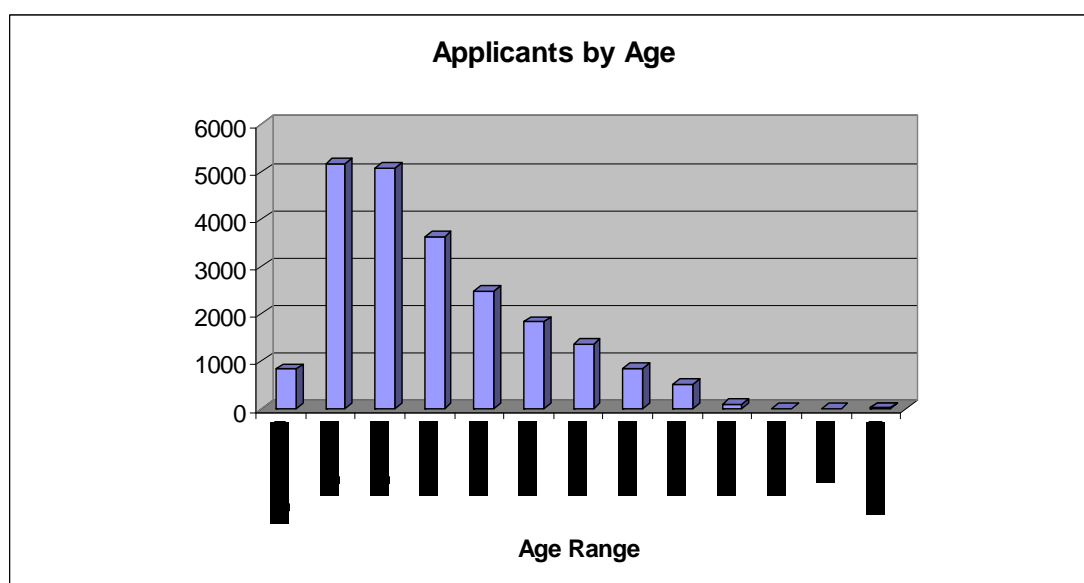
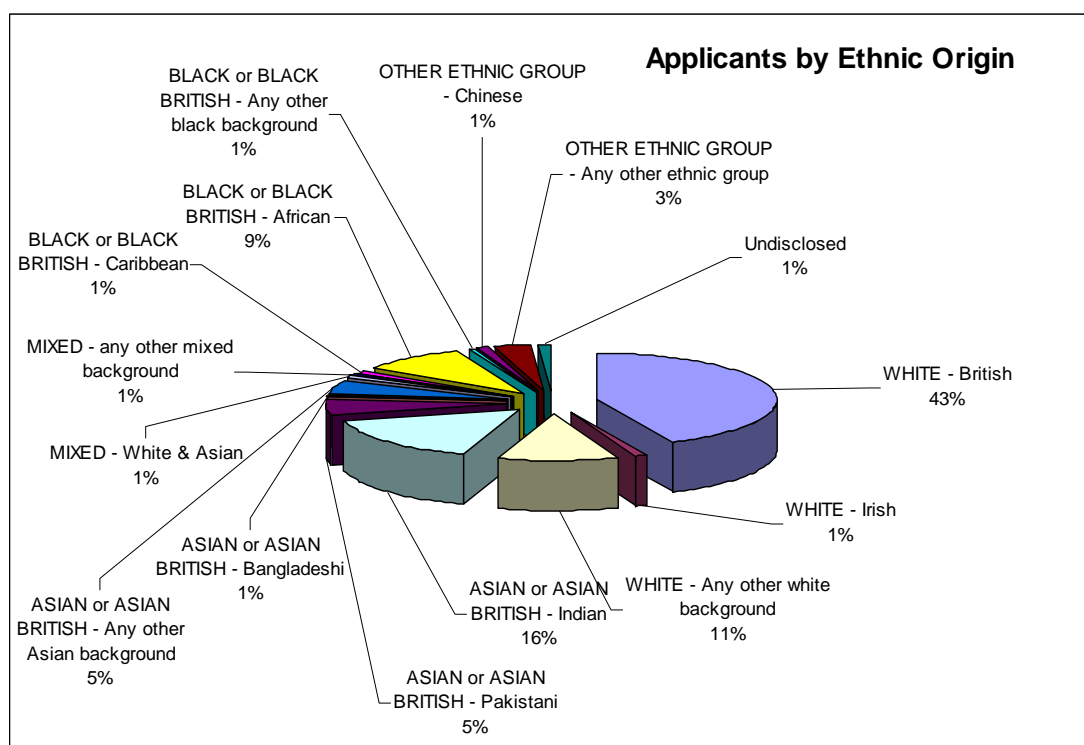




Appendix B: Recruitment Data



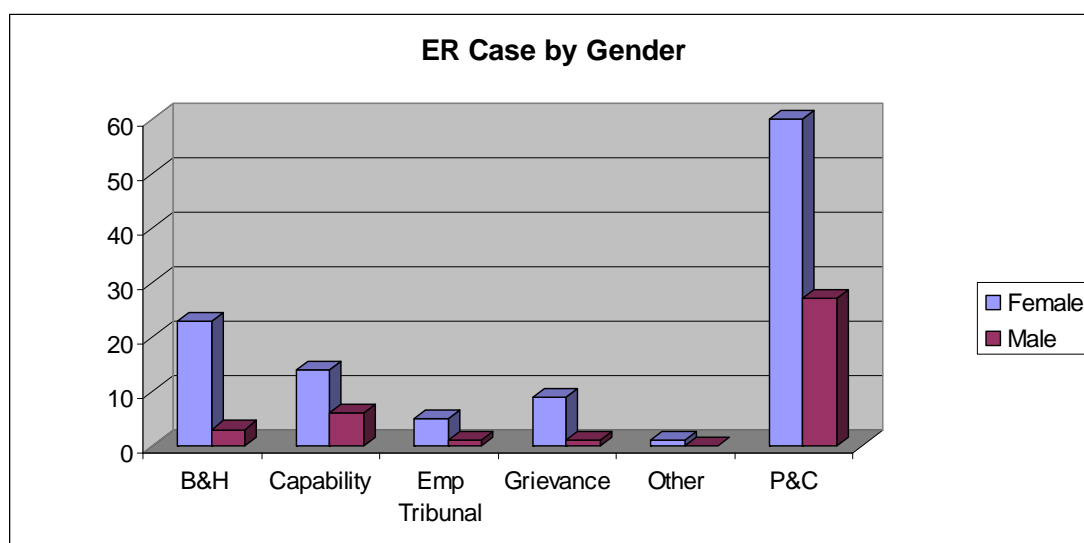
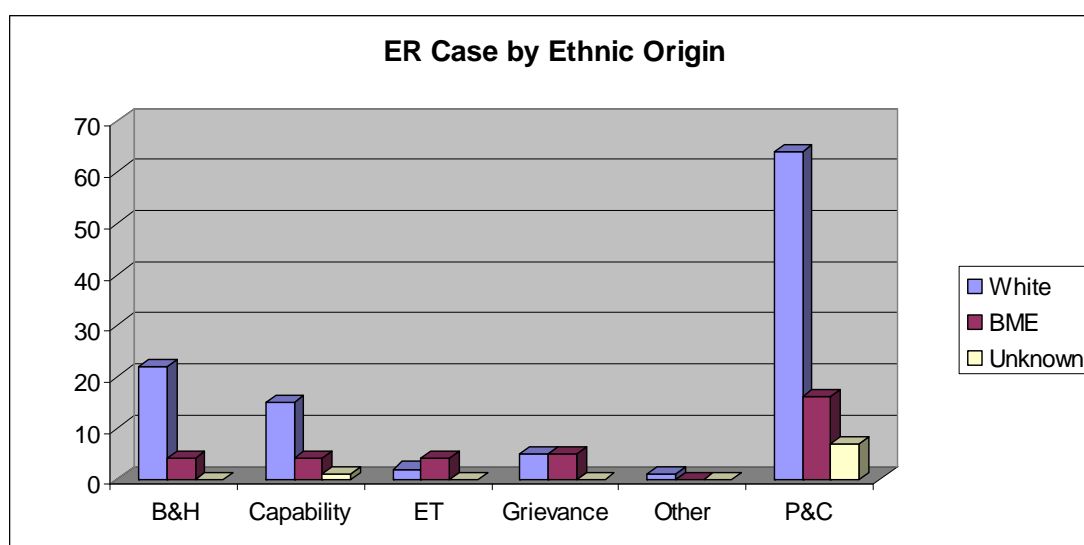
Appendix B: Recruitment data continued



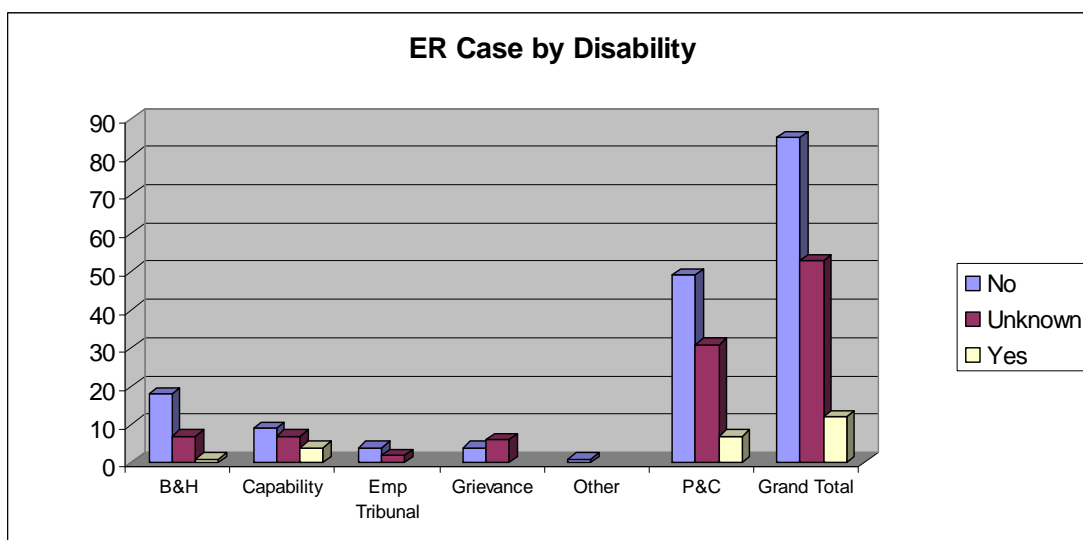
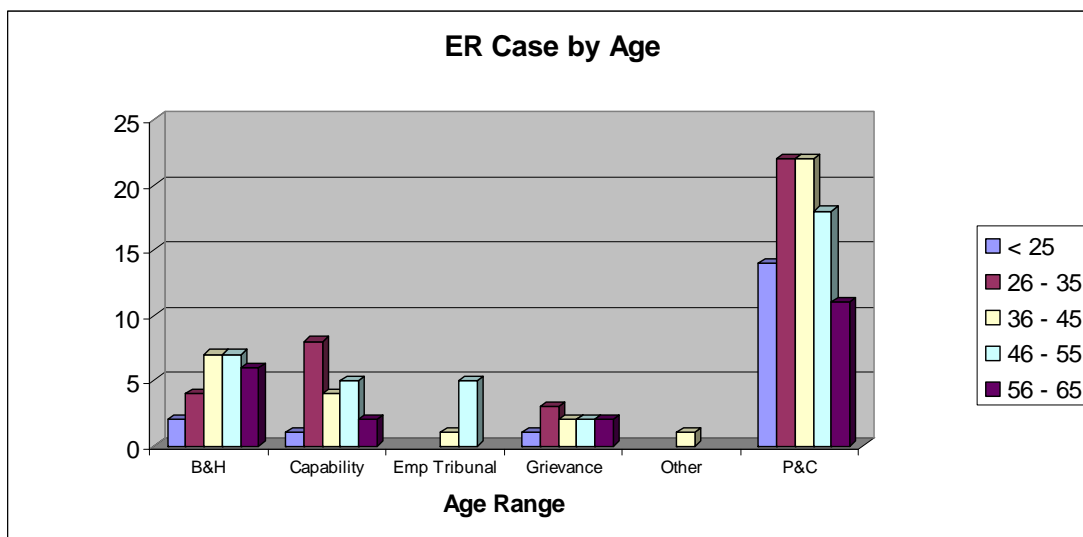
Appendix C: Employee Relations Cases

Case type	Total 2009-2010	Total 2008-2009
B&H	26	7
Capability	20	0
Emp Tribunal	6	0
Grievance	10	7
Other	1	3
P&C	87	62
Grand Total	150	79

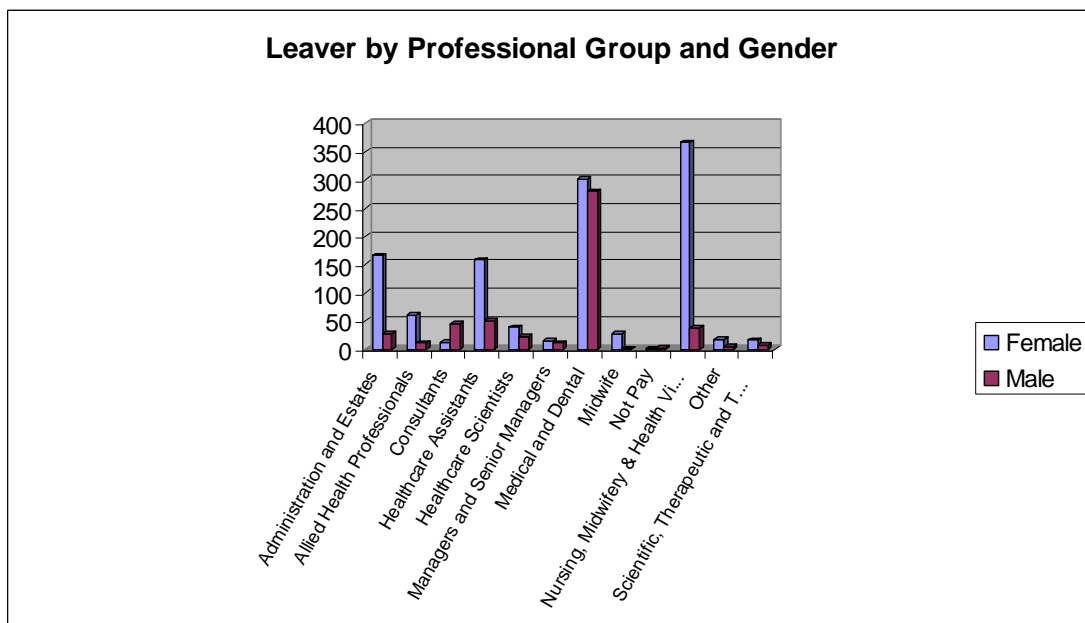
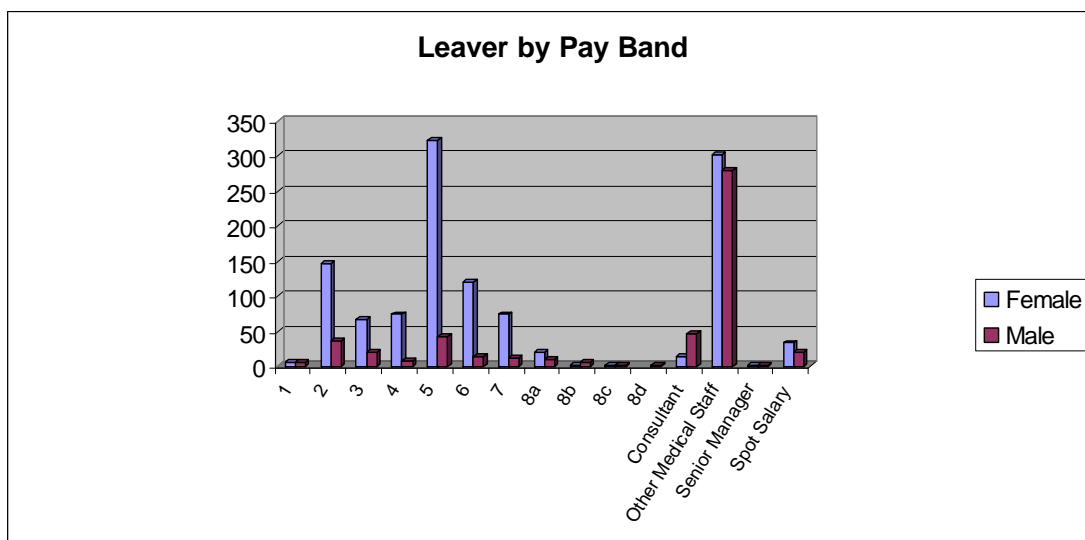
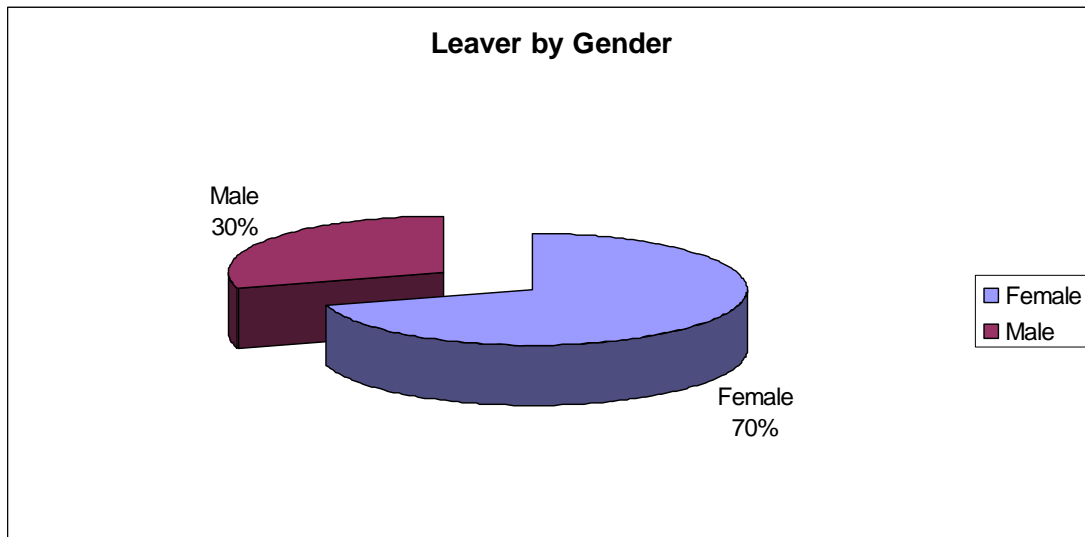
Key: B&H = Bullying and harassment
 Emp Tribunal = Employment Tribunal
 P&C = Performance and conduct



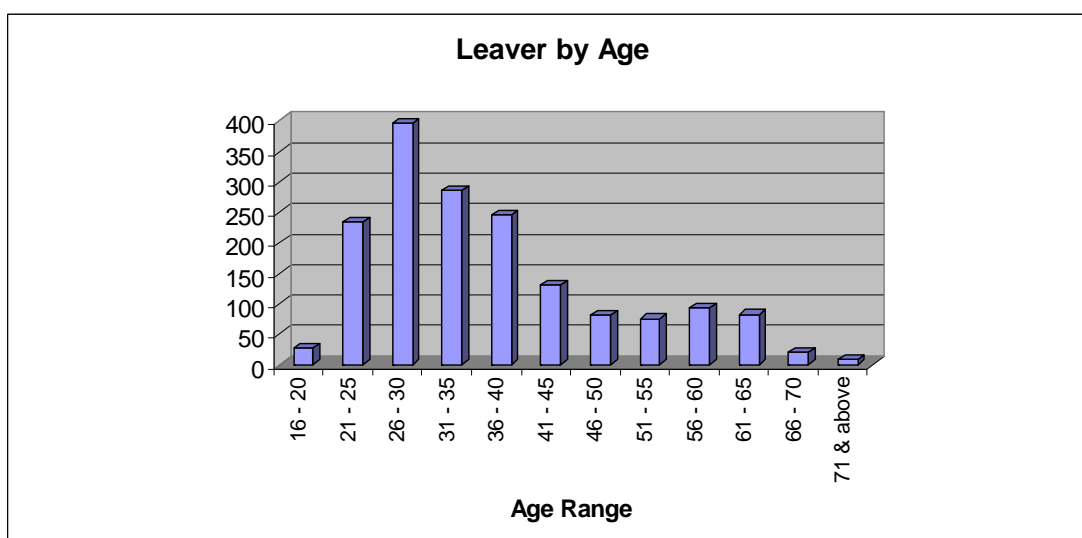
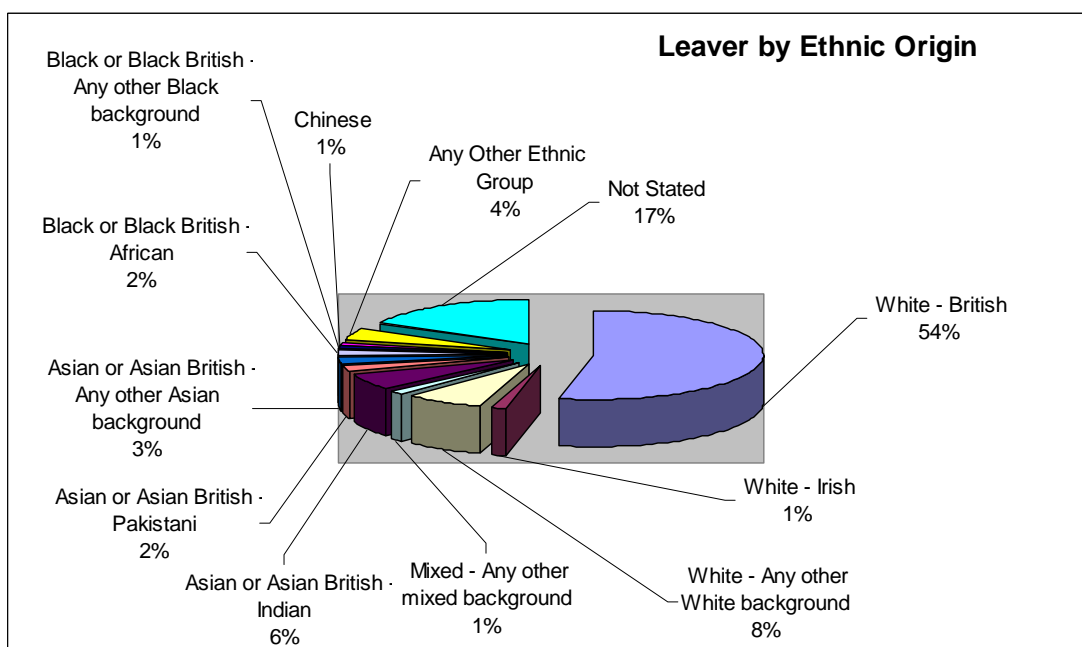
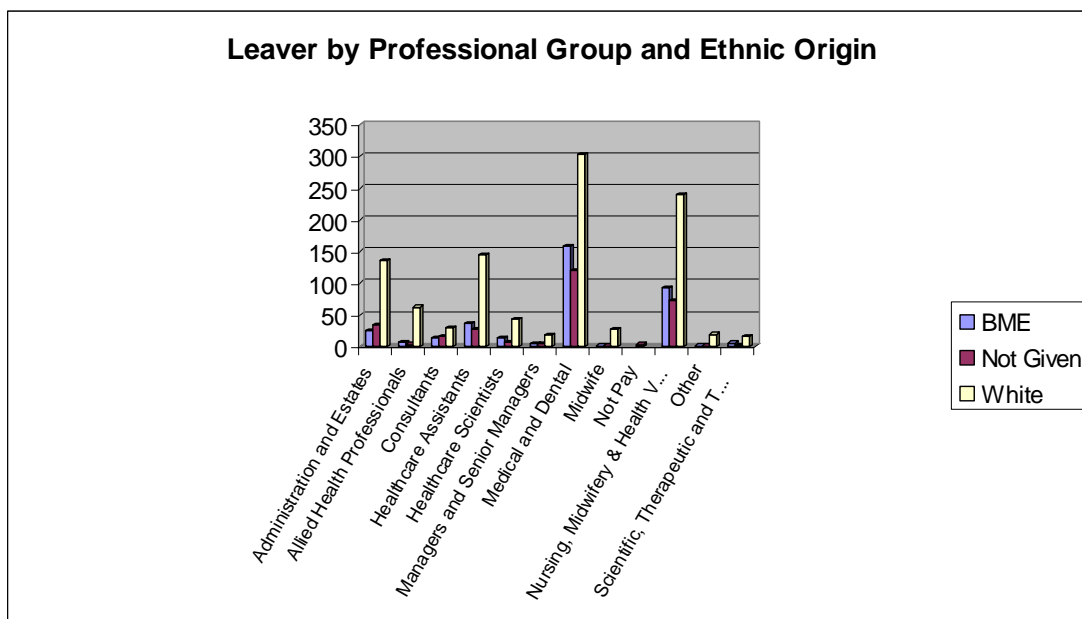
Appendix C: Employee Relations Cases continued



Appendix D Leavers data



Appendix D: Leavers data continued



Appendix E: Training Data

