

# Race Equality

## FUNCTION IMPACT ASSESSMENT WORKBOOK

### Introduction

The Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000 places a statutory duty on public authorities to promote race equality. The general duty of the act is to make race equality a central part of the way in which public authorities work.

Under this Act, the Trust must set out which current and proposed functions are relevant to the duty and how these are reviewed in order to ensure that they comply with the duties under the Act.

Definition of a function: Function is being defined within the Trust as a specific department or service delivery unit e.g. Renal, Recruitment, Learning & Development.

### Purpose of the workbook

The workbook is designed to help you through the function assessment process, and more importantly act as a record of the review process itself as evidence will need to be published on the Trust website.

### When to use the workbook

All functions will require an initial impact assessment; this will then be reviewed every three years. However, if there is a proposed change in policy, process or structure within the function then a further impact assessment should take place.

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**Additional information can be found on the Commission for Racial Equality website [www.cre.gov.uk](http://www.cre.gov.uk) or by contacting Victoria Evans, HR Manager Ext 43470 or Jan Cottle, Patient Partnership, Ext 57734**

**Department name: Human Resources**

**Function to be impact assessed: Medical Staffing**

**Date on assessment: March 2006**

**Review date: March 2009**  
**( 3 YEAR REVIEW CYCLE)**

**Review undertaken by: Marjorie Young, Medical Staffing  
Manager**

**Which if the three parts of the Act does the function apply to: (can tick more than 1)**

1. Eliminating discrimination ✓
2. Promoting equal opportunities ✓
3. Promoting good race relations ✓

**Please state aims and objectives of the function**

The Medical Staffing Department provide service across 4 sites, and manage junior medical rotational programmes for other trusts, including the NOC, Learning Disabilities and PCT's.

The department is responsible for the provision of a comprehensive, specialised, professional recruitment service for all grades of medical and dental staff.

The department's aims are to:

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- Ensure that robust systems and processes are in place to manage the recruitment process.
  - Advise consultants, managers and other HR staff on medical staffing issues.
  - Act as a source of expertise when liaising with the Deanery, Directorate Chairs, Clinical Leads, managers and individual practitioners for all matters relating to terms and conditions of employment for medical staff.
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## **Please detail the staff groups benefiting from the function**

The Medical Staffing function has an impact on, and is meant to benefit, Doctors, Consultants, within the Trust. The function also deals with applicants in Oxfordshire, the UK and overseas.

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## **Please detail the policies affecting the function**

There are a set of HR policies and procedures that govern the way in which the function operates. Some of these are developed in line with legislation i.e. maternity leave, others have been developed in-house e.g. long service entitlements. The complete list of the HR policies and procedures can be found in Appendix 1.

These policies and procedures are developed and reviewed by the HR Policy and Procedure group. The policies go through a period of consultation in order to seek the views of those affected. As a result of the RES an additional consultation group has been incorporated into the process flowchart - see Appendix 2. Members are currently being sought from BME staff groups in order to ensure that effective consultation takes place.

A large piece of work is required in order to assess the policies and procedures that are currently in place and this is currently being undertaken by the RES Policy Impact Group

Work is also underway in order to seek the views of BME staff groups as to their experiences of the HR Function.

A new communication plan has been developed for any HR Policies and Procedures that are agreed in the future. This will involve a range of options including manager briefings, training sessions , global e-mails, leaflets, articles in the ORH news, Team Brief.

In addition to this Medical Staffing have to comply with Hospital Medical and Dental Staff (England and Wales) Terms and Conditions of Service, Health circulars, Department of Health Circulars, GMC requirements etc.

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**Please detail the research and consultation undertaken as part of this impact assessment e.g. Staff Side, Surveys, Staff Groups, Community Groups, Relevant Statistics etc**

Please refer to RES Function Assessment Table

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**Please detail any evidence gained from the research and consultation that suggests possible racial discrimination**

#### **Staff Attitude Survey 2004 -**

24.5% did not know if the Trust was committed to equal opportunities for all staff

30.8% did not know if the Trust acted fairly with regard to career progression, promotion, regardless of ethnicity, gender religion, sexual orientation, disability or age

57% did not know if the Trust took effective action if staff are racially abused

#### **Staff Attitude Survey 2005**

36.8% did not know if the Trust acted fairly with regard to career progression, promotion, regardless of ethnicity, gender religion, sexual orientation, disability or age and 7.2% said that it didn't.

61.4% neither agreed/ disagreed that the Trust took effective action if staff are racially abused

6.8% experienced discrimination and 3.4% of these said it was due to ethnic origin

#### **Ethnic Monitoring**

Ethnic data is requested on the application forms. Medical Staffing does not have an electronic database for the collation of this information at the moment and records this information manually.

The Trust currently asks for ethnic data on its appointment forms. This is stored on its HR systems and can be accessed for reporting. Currently 75% of staff are coded to known ethnic codes. Of these 88% are coded as white as opposed to 95.1% in Oxfordshire (2001 census)

**January 2006 – VE**

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## **IWL validation report 2005**

Examples were given where the perception of some staff was that the recruitment process has not always demonstrated fairness, equality, openness or consistency.

The report recommended that the Trust consider its recruitment and selection policy and procedure to ensure that staff have confidence in a fair and transparent process demonstrating equal opportunities.

A few staff voiced concern over the ethical issues surrounding overseas recruitment.

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**Please detail any gaps in the information available to you and what you are doing in order to obtain this information e.g. No monitoring of access to function therefore setting up system of monitoring by XXdate.**

The ethnic coding of staff is not 100% accurate as only 75% of staff are coded to known codes.

**ACTION** A staff census is planned for Spring 2006

Views of users of the service are not known as there is currently no method of consulting with staff or associated groups e.g., BME Networks on the HR Function.

**ACTION** A system of consultation is to be established by the end of 2006.

No electronic database is in place for ethnic monitoring of recruitment. Paper based records are maintained but it is impossible to produce meaningful reports from this data in its current form.

**ACTION** The function is introducing the Empower recruitment database which is in use in the Recruitment Centre. This enables effective reporting and monitoring to take place.

**This workbook will be published on the Trust's intranet.**

**January 2006 – VE**

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