

Northampton General Hospital

Equality and Diversity Workforce Monitoring Report 2016/2017

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EXECUTIVE SUMMARY

The Equality and Diversity Workforce Monitoring Report for 2016/2017 provides analysis of the data that the Trust holds in relation to its workforce.

Northampton General Hospital (NGH) has a legal duty to promote equality of opportunity, foster good relations and eliminate harassment and unlawful discrimination. As part of our legal duty we must prepare and publish equality information annually comprising of an equality profile of our staff.

Our legal duty to monitor our workforce is addressed in this document. The report provides information for most of the protected characteristics in the following areas:

- Trust's Workforce Profile
- Human Resources (HR) Recruitment Activity
- HR Caseload Activity
- Learning and Development Activity.

INTRODUCTION

Northampton General Hospital believes that Equality and Diversity (E&D) is central to what we do. Equality is about creating a fairer society where everyone has the opportunity to fulfill their potential.

The Trust aims to deliver high quality services that are accessible, responsive and appropriate to meet the diverse needs of the different groups and individuals we serve and the staff we employ.

To achieve this aim, we want to ensure that service users and employees are not subject to any form of discrimination or unequal treatment. Everyone can expect to be treated with equal respect and dignity regardless of their background or circumstances.

It is important to us that we eliminate discrimination in the way we provide our services and the way we recruit, train and support our workforce. The Trust does not tolerate any forms of unlawful or unfair discrimination. In addition it recognises that all people have rights and entitlements.

OUR POPULATION

Northamptonshire has an estimated population of 725,000 people in mid-2016 (ONS population projections, published 29 May 2014). More than 30% of the population are in the least deprived quintile, and around 12% are in the most deprived quintile. While the population of Northamptonshire is expected to rise by around 5% to approximately 749,000 by 2020, the increase in working age population is estimated at only 2%, whereas the total population aged 65 and over is projected to rise by 17% in this period. The 70-74 age group will rise by 40% (the post-war baby boomer generation), and the number aged 90 and over is expected to rise by 30%.

The latest Health Profile for Northamptonshire (Public Health England, 2 June 2015) describes 32 indicators, most of which are related to health and lifestyle.

Northamptonshire is significantly worse than the England average for the following:

- Smoking status at time of delivery
- Excess weight in adults
- Hospital stays for self-harm
- Life expectancy at birth (female)
- Under 75 mortality rate: Cancer

Northamptonshire Population (2011 Census)

Ethnic Group	Religion	Marital Status	Age Group	Gender
White 91.48%	Christian 59.9%	Single 29.2%	0-17 22.5%	Male 49.3%
Mixed 1.51%	Buddhist 0.3%	Married 41.4%	18-24 7.8%	Female 50.7%
Asian 4.04%	Hindu 1.2%	Civil Partnership 0.2%	25-34 12.6%	
Black 2.53%	Jewish 0.1%	Separated 5.3%	35-44 13.5%	
Other 0.43%	Muslim 1.7%	Divorced 14.3%	45-54 14.8%	
	Sikh 0.4%	Widowed 9.6%	55-64 11.7%	
	Other 0.4%		65-74 9.8%	
	No religion 29.2%		75-84 5.2%	
	Not stated 6.7%		85+ 2.2%	

EQUALITY ANALYSIS

Identifying and responding to the effect of the activities of the Trust on the different protected groups of staff remains of fundamental importance in the context of giving due regard in line with our Public Sector Equality Duties.

Equality Analysis remains a key component in delivering a quality services and support to staff which meets the needs of all and ensures that employees are not excluded. The Trust continues to utilise its systems for Equality Analysis on policies, procedures, plans and programmes of change to assess whether they have the potential to affect staff differently. The Trust recognises this process identifies and addresses real or potential inequalities resulting from policy, practice or service development.

Where it is identified that a particular group or section of staff will be, or could be disadvantaged the Equality Analysis processes ensures that the Trust is able to:

- Remove or minimise disadvantage experienced by people connected to ‘protected characteristics’
- Take steps to meet the needs of people who share a protected characteristic where these are different from people who do not share it
- Encourage people who share a protected characteristic to participate in work activities or any other activity where participation is disproportionately low.

During the period April 2016 – March 2017 the Trust completed 97 Equality Analyses.

WORKFORCE PROFILE – APRIL 2016 to MARCH 2017

The following analysis contains quantitative information from the Electronic Staff Record (ESR) for the year ending 31 March 2017 relating to:

- Staff in Post by pay band/grade
- Sickness episodes by pay band/grade
- Leavers by pay band/grade

Information relating to Recruitment & Promotion and Disciplinary & Grievance Procedures is provided separately within the monitoring report.

Where possible the information has been analysed against the following protected characteristics:

- Age
- Disability
- Gender
- Ethnicity
- Religious Belief
- Sexual Orientation
- Marital Status

It is important to know and understand the demographic profile of our workforce, and to be able to compare this profile with that of the local population which we serve.

Workforce Profile by Pay Band / Grade

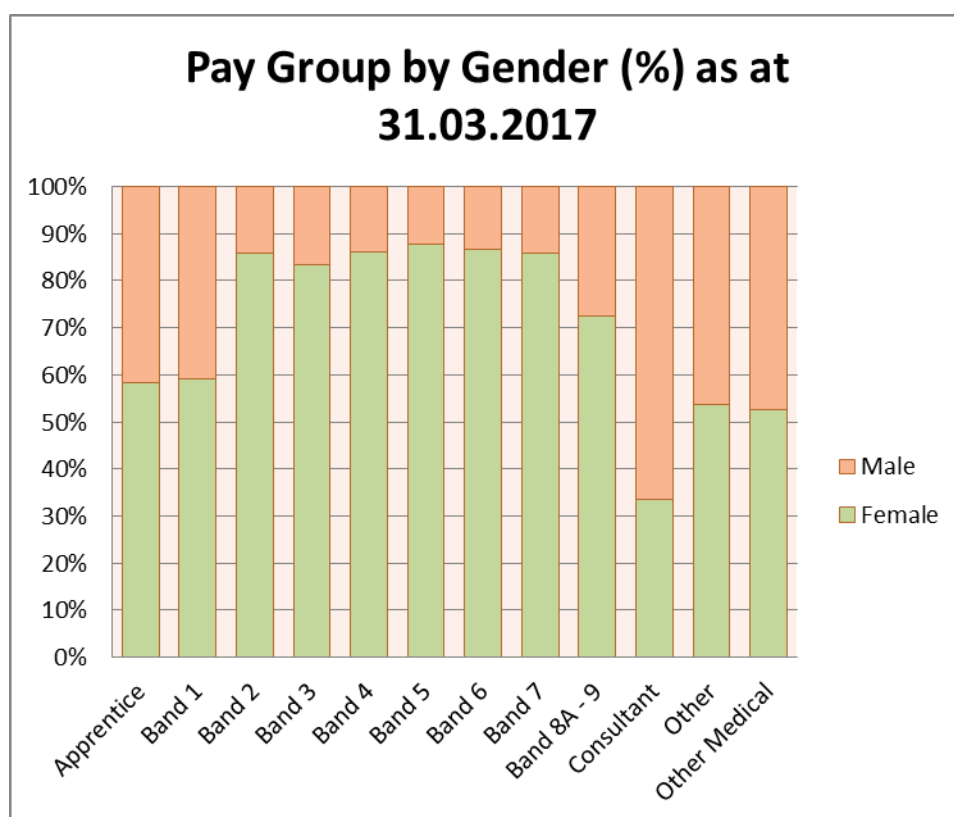
It is obviously important that the data we hold for employees relating to protected characteristics is as complete as possible in order to draw meaningful conclusions from any analysis.

In some areas the level of completeness of data is very high; just under 95% of employees have their ethnic origin recorded, and a slightly smaller percentage (94.6%) have a record for marital status. Gender and age are recorded for all employees. Disability information has always been poorly recorded; just under 19% have no record relating to disability status, which is a decrease on the reported figure in 2016 of just over 22.5%. Sexual Orientation and Religious Belief were not collected until relatively recently, and as a consequence employees who have been with the Trust for many years will often have nothing recorded against these criteria. This results in just under 10% of employees for whom the Trust has no record of Sexual Orientation, and just under 9% with no record of Religious Belief. Over time the levels of employees with no record in these areas should reduce and these figures are down from just under 11.4% and just under 10.5% respectively in 2016.

Appendix 1 provides the data tables for detailed information regarding the workforce profile by protected characteristics.

Protected Group	Analysis
Age	When compared to the Northamptonshire population, the percentage of staff aged between 25 and 54 is significantly higher. However given that the Northamptonshire population covers children (0-17 – 22.5%) one would expect a higher proportion of staff to be aged between 22 and 54 than would be seen within the local population.
Disability	Only 2.78% of the NGH workforce has disclosed a disability. According to PANSI (Projecting Adult Needs & Service Information) the projection of Northamptonshire population aged between 18 and 64 likely to have either a moderate or serious disability is 7.9 and 2.4% respectively. However just under 19% of the workforce do not have a disability status recorded; if this data was complete the rate would probably increase but still be well below the local population estimated rate. The physical nature of most work in the healthcare sector could help to explain the low representation of disabled people in the NGH workforce.
Gender	The NHS workforce is predominantly female, and at NGH the percentage is 79.12%. The staff groups with the highest percentage of female employees are the registered nursing & midwifery (93.1%), admin & clerical (81.6%), and clinical support staff (87.4%) groups. However the percentage of male employees is higher than the total for all staff, (20.8%) in the Agenda for Change band 8a – 9 group, at 27.4%, which is a small decrease since reporting in 2015/2016. Within the medical & dental staff group 55% are male.
Ethnicity	<p>According to the 2011 Census, the Northamptonshire population was 91.5% white, 8.5% Black & Minority Ethnic (BME), whereas the Trust employees (as at 31 March 2017) were 79.16% white (of which 71.62% were British or Irish), 20.8% BME. The overall percentage of BME employees is boosted by the high representation of this group (48.5%) in the Medical & Dental staff group.</p> <p>Although only 11.53% of staff in Agenda for Change bands 8a – 9 are in the BME group, 25.75% of bands 5 – 7 are BME, significantly higher than the average BME representation across all pay bands in the Trust.</p>
Religion	The 2011 Census data indicated that 59.9% of the population of Northamptonshire were Christian, 1.7% Muslim, and 1.2% Hindu. Employee data showed 49.07% Christian. The percentage of the local population professing no religion was 29.2%; 8.92% of employee records had no religion defined, and a further 17.02% did not wish to state their religion or belief, while 11.21% professed to be Atheist. In total, 13.75% of employees are from a minority faith community.
Sexual Orientation	Sexual Orientation information is not collected as part of the National Census so a comparison cannot be made between trust employees and the Northamptonshire population. However, 73.72% of employees

	are recorded as heterosexual. 14.79% did not wish to state their sexual orientation, and a further 9.76% had no data recorded. Bisexual, Gay or Lesbian employees made up 1.71% of the total.
Marital Status	Of the total number of employees, 51.53% were married compared with 41.4% of the local population; 33.6% of employees were single, 6.47% divorced, 0.88% in a civil partnership, 1.26% separated, and 0.8% widowed. The comparable figures in the local population were 29.2% single, 14.3% divorced, 0.2% civil partnership, 5.3% separated, and 9.6% widowed. The much higher percentage of widowed people in the population reflects the number in older age-groups no longer part of the working or economically active population.



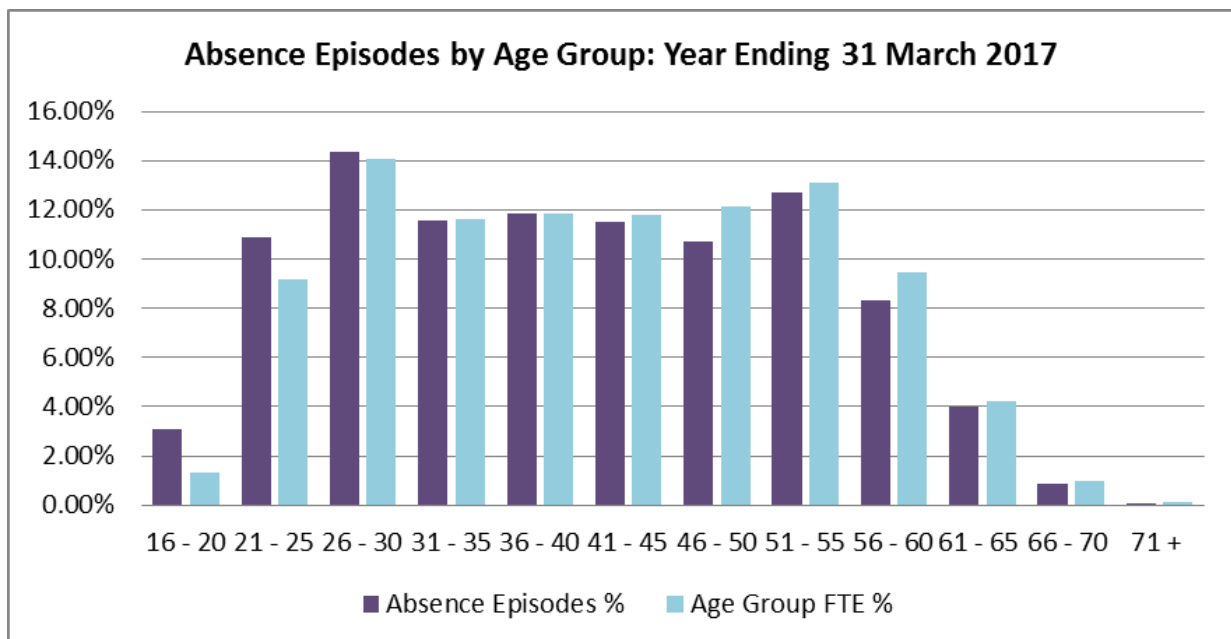
Sickness Absence Analysis (number of episodes)

The number of separate episodes of sickness for the year ending 31 March 2017 was 9,825. Appendix 1 provides the data tables for detailed analysis of the information.

Employees' pay band or grade appears to have a relatively significant influence on the number of sickness episodes compared to other equality and diversity factors. Band 2 employees comprise 19.19% of the workforce, and are the second biggest staff group, but they were responsible for the single highest percentage of the sickness, equating to 28.29% of all episodes. The biggest staff group in pay band terms is Band 5, with 20.54% of the workforce, and they accounted for the second highest percentage of sickness episodes, at 24.73%. Staff in bands 7 and 8a-9 account for 8.96% and 3.72% of the workforce but only 6.45% and 2.56% of the sickness episodes.

Protected Group	Analysis
Age	The percentage of the total number of sickness episodes relating to each age group equates relatively to the proportionate size of each age group in terms of staff in post, indicating a fairly even spread of sickness across all age groups. However, all the age groups from 16-20 to 31-35 had a higher proportion of the sickness than would be indicated by their proportion of the workforce, while those groups from 46-50 to 71+ all had a lower proportion of the sickness episodes. The biggest age group numerically; 26-30 (13.26% of the workforce) had the highest group percentage of the total number of sickness episodes at 14.38%.
Disability	Employees who declare a disability comprise 2.78% of the workforce, although this figure would probably increase if the status of the 19% where no record is held was known. However, those employees who do declare a disability accounted for 4.1% of the sickness episodes, which is consistent with the figure recorded in 2016 despite there being a small increase in the number of employees declaring a disability.
Gender	79.5% of employees are female and accounted for 84.6% of the sickness episodes.
Ethnicity	In terms of ethnic groups as a percentage of the total number of employees, the percentage of sickness episodes in each group shows some variation. Asian staff comprise 10.54% of the number of employees but account for only 8.17% of sickness episodes. White employees comprise 75.11% of the workforce and account for 78.75% of sickness episodes.
Religion	Religious belief does not seem to play a significant part in an employee's likelihood of having episodes of sickness absence. The spread of sickness episodes across religious belief groupings is fairly consistent with the ratio of employees in each group, for example 50.18% of sickness episodes are within the Christianity group, which accounts for 49.07% of the workforce. However Islam

	is stated as the religion for 2.7% of the workforce but accounts for only 1.52% of sickness episodes, and similarly Hinduism applies to 2.64% of the workforce and only 1.36% of sickness episodes.
Sexual Orientation	As with religious belief, the percentage of staff within each category of sexual orientation as compared with the percentage of the total sickness episodes recorded does not show a significant variation, although those with no sexual orientation recorded or those not wishing to state their sexual orientation amount to 24.5% of the workforce and have 21.94% of sickness attributed to them. This represents a relatively large percentage of the workforce in total and may make meaningful analysis less likely. Nonetheless, 74.5% of sickness episodes occur in the heterosexual group, which in turn makes up 73.1% of the workforce. The Gay, Lesbian & Bisexual groups total 1.72% of the workforce and account for 2% of the sickness episodes.
Marital Status	There is some variation across the marital status groups between the percentage of employees in each one and the percentage of sickness episodes in each one. For example, married or civil partnership employees are slightly less likely to have sickness, with 52.41% of the workforce being in these groups but only taking 48.13% of the sickness episodes. By contrast divorced or legally separated employees make up 7.73% of the workforce and accounted for 8.73% of sickness episodes. Single employees are 33.6% of the workforce and they accumulated 37.5% of sickness episodes.

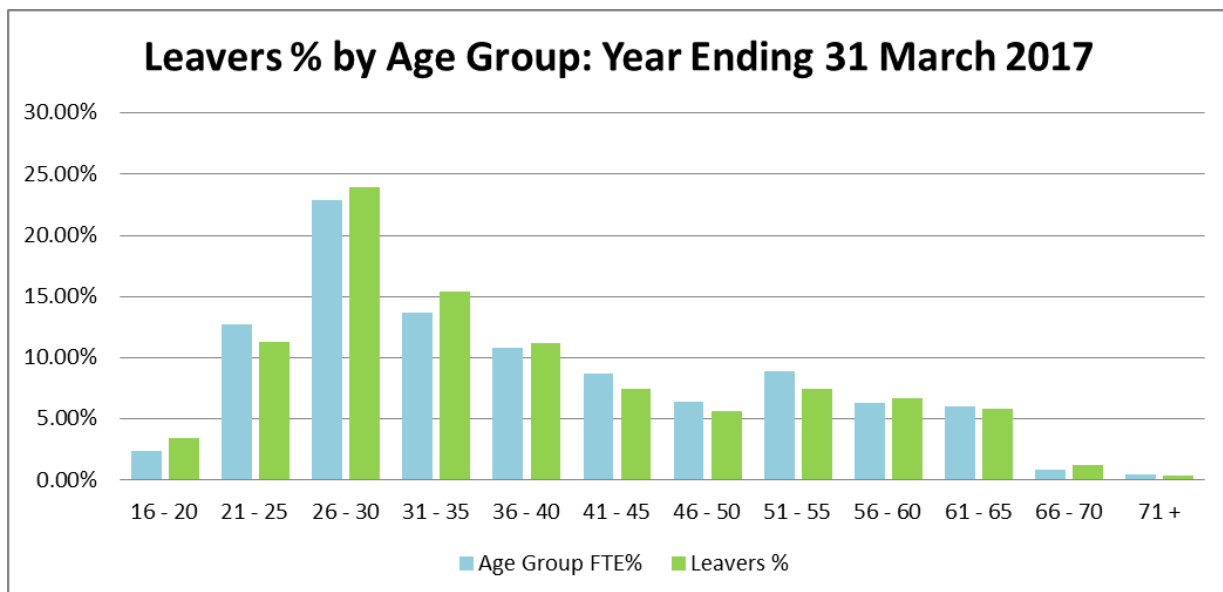


Leaving Employment

In total, 458 employees with permanent contracts left the Trust in the year ending 31 March 2017. Band 2 employees form 19.19% of the permanent workforce but 22.9% of leavers were from this group; band 5 employees (20.54% of the permanent workforce) made up 20.08% of leavers.

Protected Group	Analysis
Age	<p>A higher proportion of employees in the age groups from 16 to 25 left in the year than would be indicated by comparison with the percentage of the workforce that they represent. 16.58% of leavers came from this age group, which represents only 9.97% of the workforce in post. The number of leavers from this age group is consistent with last year however this age group represents a smaller proportion of the overall workforce since last year (11.5%).</p> <p>By contrast, the staff groups aged between 26 and 55 make up 74.15% of the workforce, but only 61.31% of the leavers. People in these groups seem to become a stable part of the workforce, compared to those younger and probably earlier in their careers who are more inclined to change their employer.</p> <p>Employees aged over 55 made up 22.88% of the leavers but 15.88% of the workforce, basically in line with what might be expected given the numbers who would be retiring from this range.</p>
Disability	<p>Although the number of leavers in the group declaring a disability was small, they represented 3.49% of leavers, slightly higher than their representation rate among all employees, which was 2.78%. Employees positively declaring no disability (68.76% of the workforce) made up 68.12% of leavers, again in line with what might be expected.</p>
Gender	<p>Whilst 79.12% of the workforce is female, they made up 77.5% of the leavers. The male workforce (20.87%) provided 22.48% of leavers, so was slightly over-represented.</p>
Ethnicity	<p>White employees made up only 78.16% of leavers, compared to 79.16% of the permanent workforce, so this group is slightly under-represented. Black employees are 5.75% of the workforce but 7.42% of leavers, so this group is over-represented. Asian employees 10.54% of all employees were only 8.51% of leavers, so therefore appear to be less likely to leave the Trust.</p>
Religion	<p>48.25% of leavers were recorded as Christian, a slightly lower rate than the overall rate in the workforce, which varies between 49.07%. Among the minority religions, the percentage of leavers is 6.11% which is broadly consistent with their proportion of the</p>

	workforce (6.34%).
Sexual Orientation	A reasonably comparable percentage of Heterosexual permanent employees were leavers (74.23%) compared with the permanent workforce (73.72%). Those people not wishing to state their sexual orientation made up 13.97% of leavers compared with only 14.79% of the workforce. Gay, Lesbian or Bisexual employees are 1.71% of the workforce and 1.52% of the leavers.
Marital Status	<p>Married employees were less likely to leave than their proportion of the workforce would suggest; 48.68% of leavers were married or in a civil partnership, compared to 52.41% in the workforce. Similarly, divorced and separated employees made up 7.73% of the workforce and 6.98% of leavers.</p> <p>Single employees by contrast comprise around 33.6% of the workforce but 38.2% of leavers. This is likely to be linked to the age range of single employees, as they tend to fall into the younger age groups and are probably more likely to change employment before settling into a longer term career choice.</p>



RECRUITMENT ACTIVITY – APRIL 2016 TO MARCH 2017

This section of the report is based on the recruitment activity information collected by the HR Service Centre between April 2016 and March 2017 and in relation to the protected characteristics of:

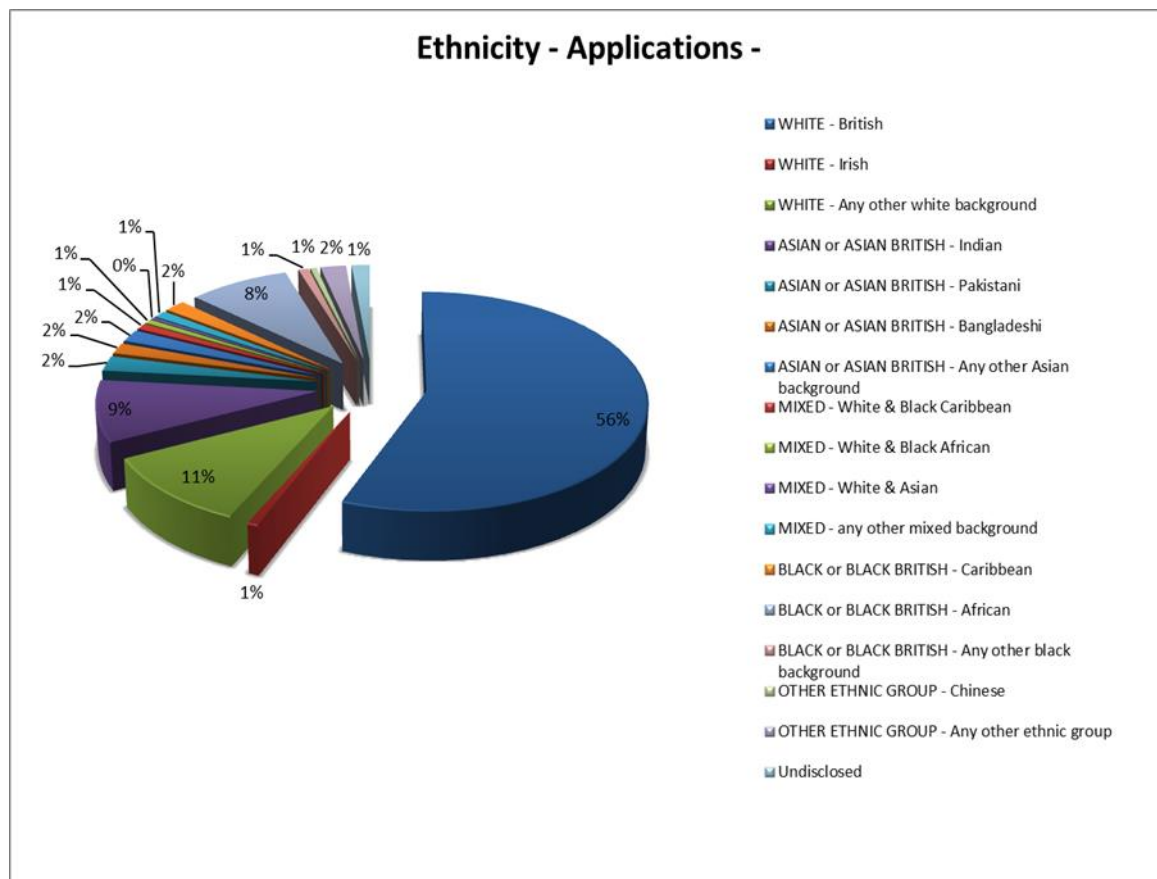
- The number of applicants
- Those shortlisted
- Staff appointed.

Equality and Diversity is addressed throughout the recruitment process, from advertisement of the job, to the appointment of the successful candidate, such as following the Trusts advertisement process, targeting a wide range of audiences.

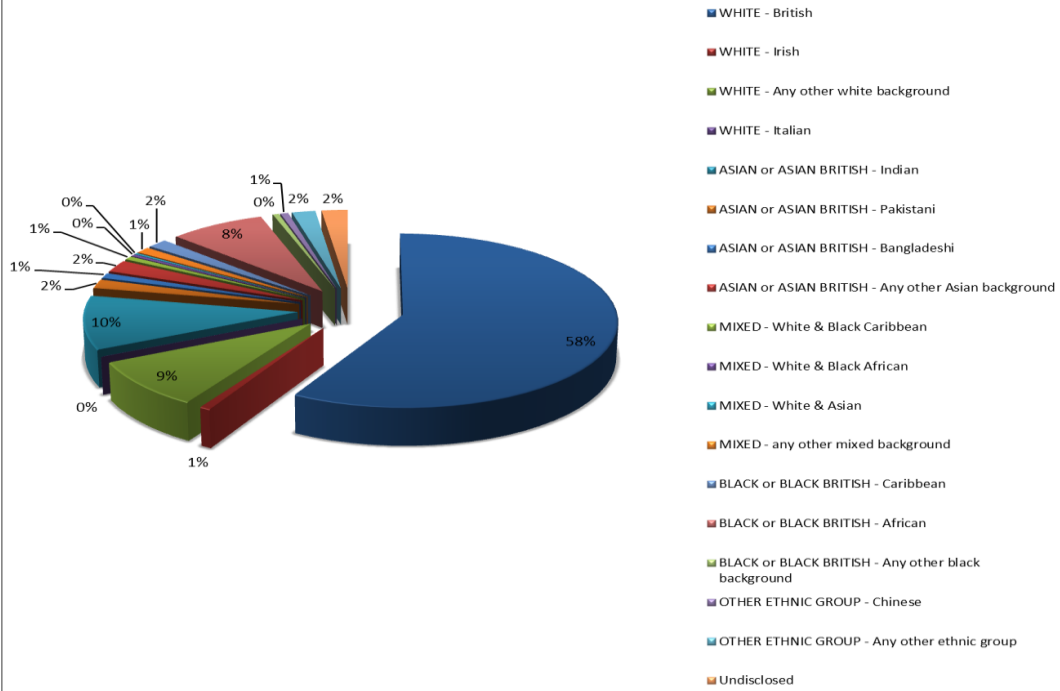
Managers receive anonymous applications to ensure the selection process is equal and fair. Candidates shortlisted for interviews are based on their education, qualifications, experience and their personal specification.

During the period that the report covers the Trust received 19,740 applications for vacancies, 5,703 people were shortlisted for interview and 1,272 people were appointed. This is a decrease from the previous year whereby 24,575 were received, 6,565 people were shortlisted and 1,334 people were appointed.

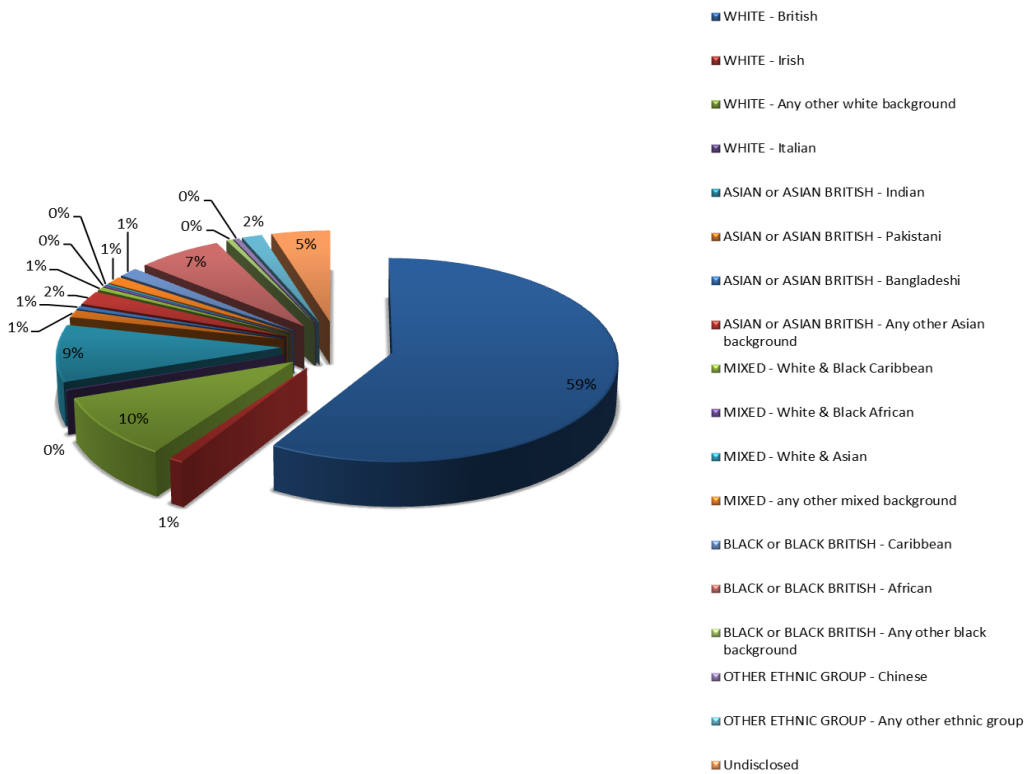
Recruitment - Ethnicity



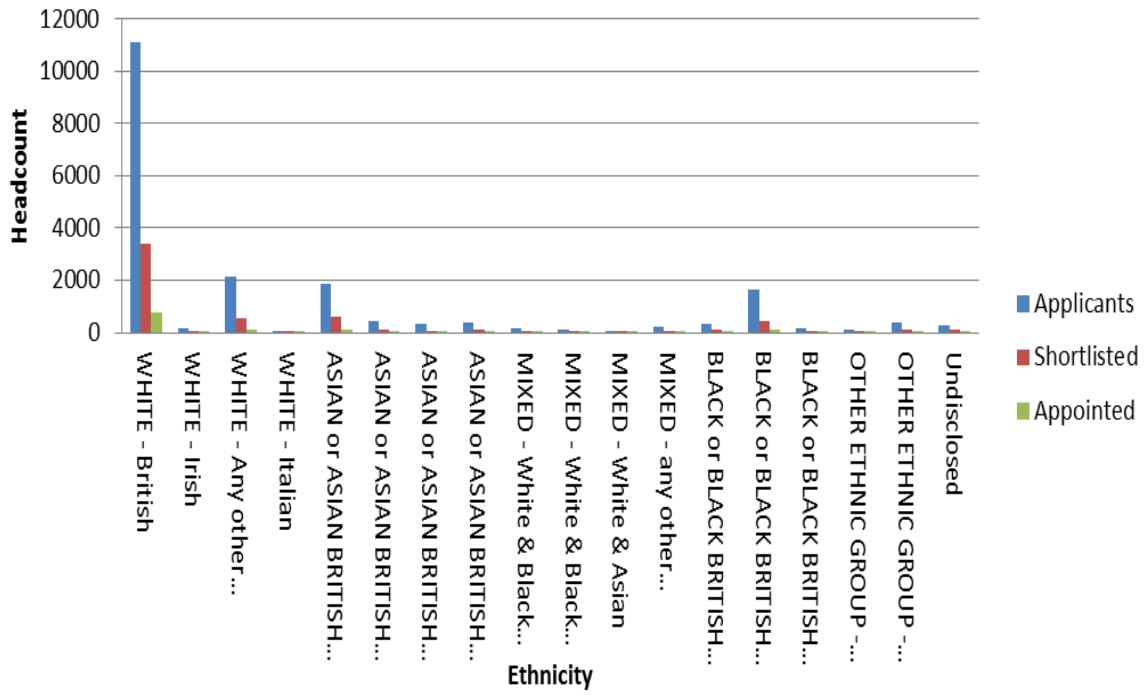
Ethnicity - Shortlisted -



Ethnicity - Appointed -



Ethnicity - Combined Data -



Ethnicity	Applicants	% Applicants	Shortlisted	% Shortlisted	Appointed	% Appointed
WHITE - British	11127	55.89	3407	58.14	782	58.53
WHITE - Irish	144	0.72	45	0.77	13	0.97
WHITE - Any other white background	2138	10.74	529	9.03	132	9.88
WHITE - Italian	2	0.01	2	0.03	2	0.15
ASIAN or ASIAN BRITISH - Indian	1847	9.28	591	10.09	122	9.13
ASIAN or ASIAN BRITISH - Pakistani	448	2.25	98	1.67	16	1.20
ASIAN or ASIAN BRITISH - Bangladeshi	319	1.60	57	0.97	7	0.52
ASIAN or ASIAN BRITISH - Any other Asian background	359	1.80	132	2.25	30	2.25
MIXED - White & Black Caribbean	175	0.88	38	0.65	7	0.52
MIXED - White & Black African	121	0.61	22	0.38	4	0.30
MIXED - White & Asian	65	0.33	14	0.24	3	0.22
MIXED - any other mixed background	204	1.02	67	1.14	16	1.20
BLACK or BLACK BRITISH - Caribbean	341	1.71	95	1.62	20	1.50
BLACK or BLACK BRITISH - African	1643	8.25	461	7.87	88	6.59
BLACK or BLACK BRITISH - Any other black background	162	0.81	29	0.49	6	0.45
OTHER ETHNIC GROUP - Chinese	100	0.50	37	0.63	6	0.45
OTHER ETHNIC GROUP - Any other ethnic group	411	2.06	112	1.91	21	1.57
Undisclosed	301	1.51	124	2.12	61	4.57
Total	19907	100.00	5860	100.00	1336	100.00

The charts above show the number of applications that have been received, shortlisted and appointed between April 2016 and March 2017 by ethnicity.

The charts demonstrate that White – British has the highest amount of applications with 11,127 which equates to 55.89% of all applications. 58.14% were shortlisted and 58.53% of them were appointed to a position at the Trust.

WHITE - Any other white background has the second highest amount of applications made with 2,138, 10.74% of applications which resulted in 9.03% candidates being shortlisted of which 9.88% were successful in gaining a position with the hospital. This is a slight increase in 2016/17 compared to 2015/16 which could be the impact of European nurse recruitment.

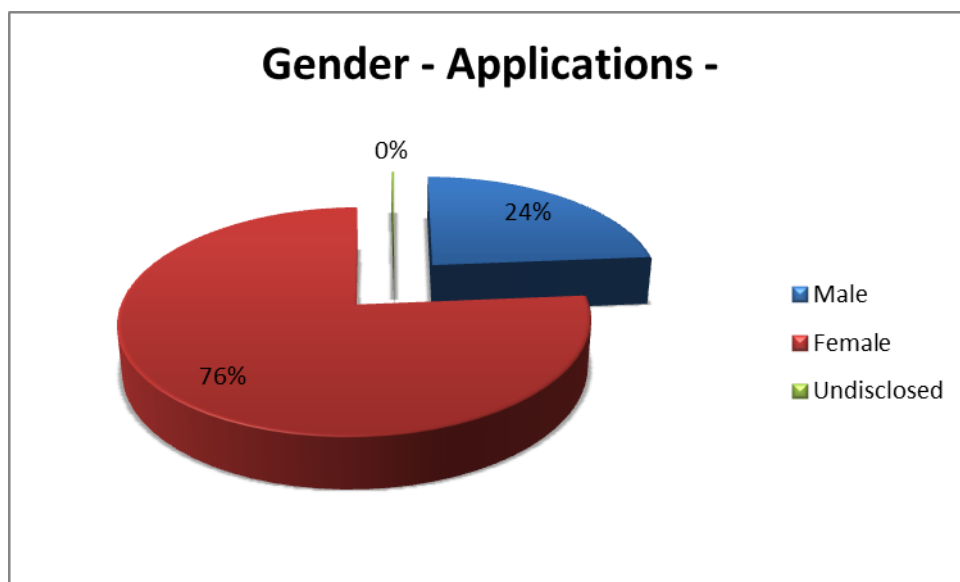
ASIAN or ASIAN BRITISH - Indian has the third highest amount of applications with 1,847 of which 591 were shortlisted and 122 were successful in gaining employment.

The White – British categories continue to shortlist and appoint the highest number of applicants with 58.14% being shortlisted and 58.53% being appointed but this has had a slight decrease in comparison with 2015/2016 as in 2015/2016 60.08% White – British were shortlisted and 61.02% were appointed.

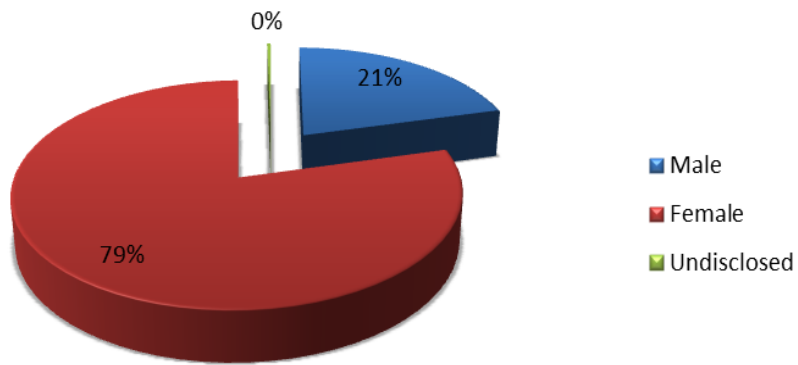
There has been a 1% decrease of applications received from WHITE – any other background candidates compared to 2015/2016 and a 1% increase in ASIAN OR ASIAN BRITISH - INDIA. This can be attributed to the specific recruitment drives targeting European and Indian nurses.

There has been a slight decrease in the undisclosed category.

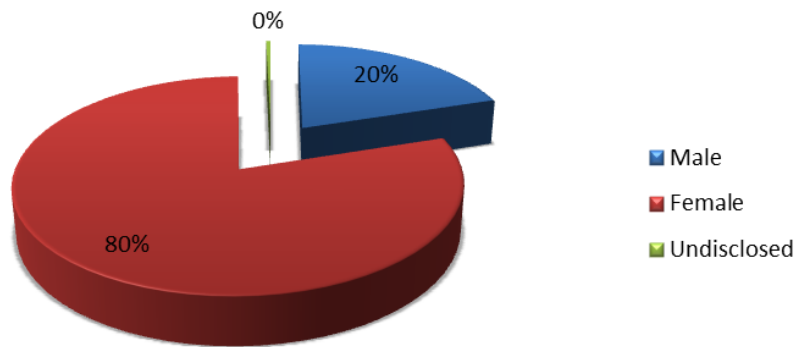
Recruitment - Gender



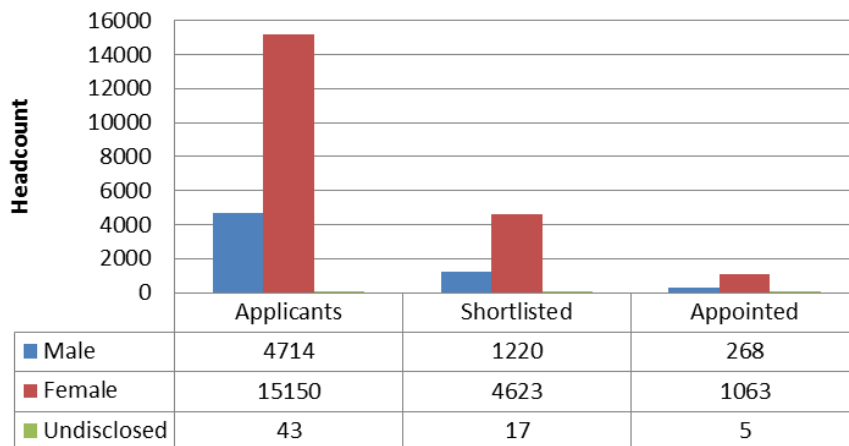
Gender - Shortlisted -



Gender - Appointed -



Gender - Combined Data -



Gender	Applicants	% Applicants	Shortlisted	% Shortlisted	Appointed	% Appointed
Male	4714	23.68	1220	20.82	268	20.06
Female	15150	76.10	4623	78.89	1063	79.57
Undisclosed	43	0.22	17	0.29	5	0.37
Total	19907	100.00	5860	100.00	1336	100.00

The charts above show the number of applications that have been received, shortlisted and appointed between April 2016 and March 2017 by gender.

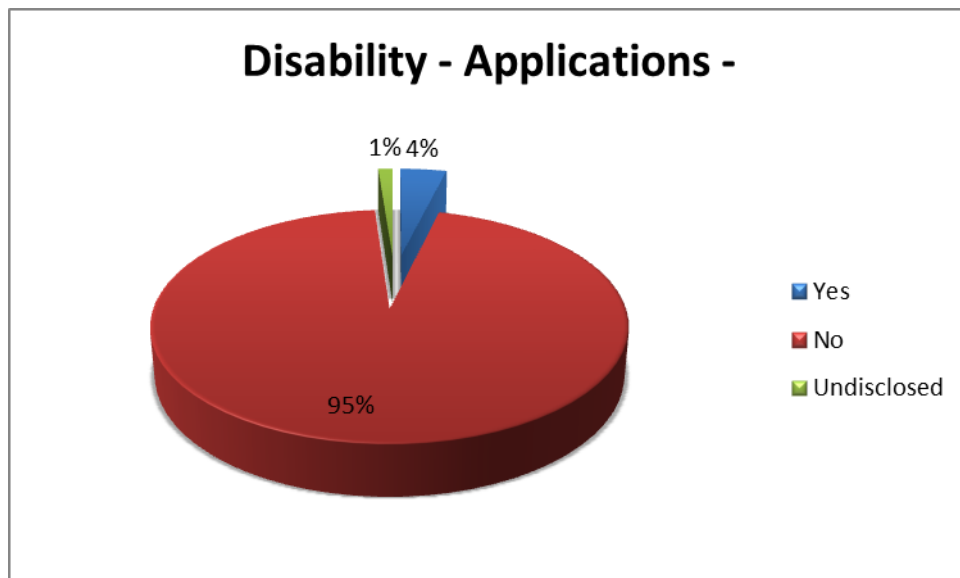
There is a significant correlation between the gender demographic of the Trust and the recruitment to posts by gender. The Trust in line with previous year's data appointed a slightly higher proportion of females with 76.10% applying for positions, 78.89% being shortlisted and 79.57% being appointed, which is 0.1% higher than the previous year.

The Trust has appointed 1% more males than in 2015/2016. Of those who applied, 20.82% were shortlisted and 20.06% were appointed. This could be attributed to the higher number of male nurses being appointed through international recruitment campaigns during 2016/2017.

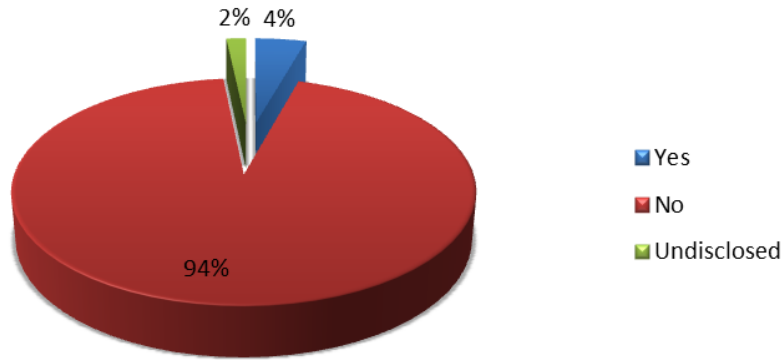
The undisclosed category for gender applications has significantly reduced to under 0.5%. This provides reassurance that this significant difference is not discriminatory at any stage of the recruitment process and that applicants are now feeling comfortable in disclosing their gender.

All data indicators show that the nursing staff group attracts a high proportion of female gender.

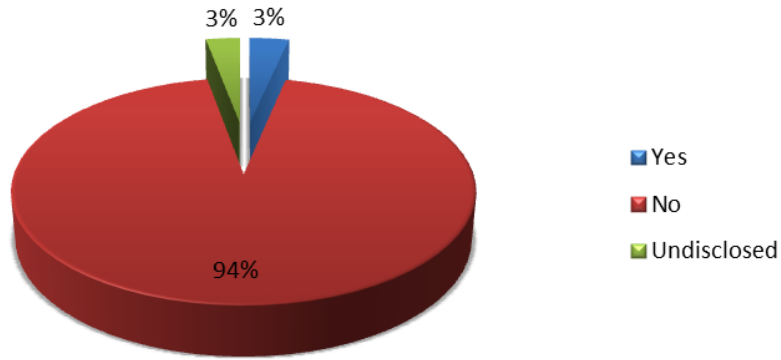
Recruitment – Disability



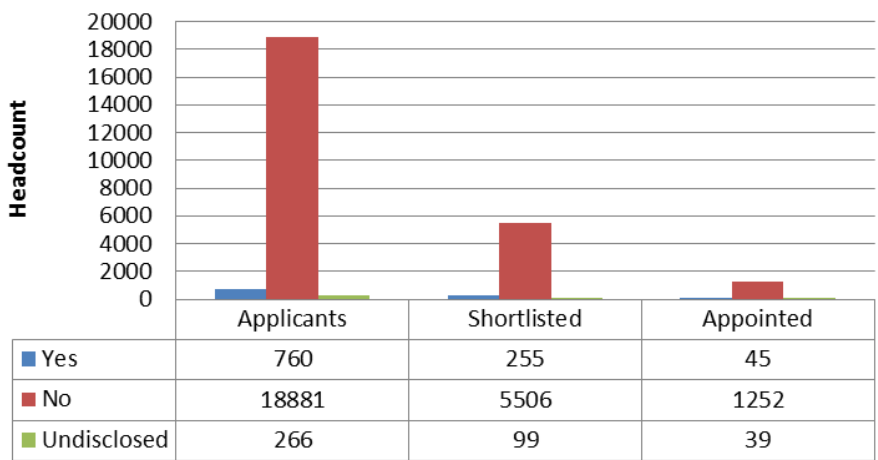
Disability - Shortlisted -



Disability - Appointed -



Disability - Combined Data -



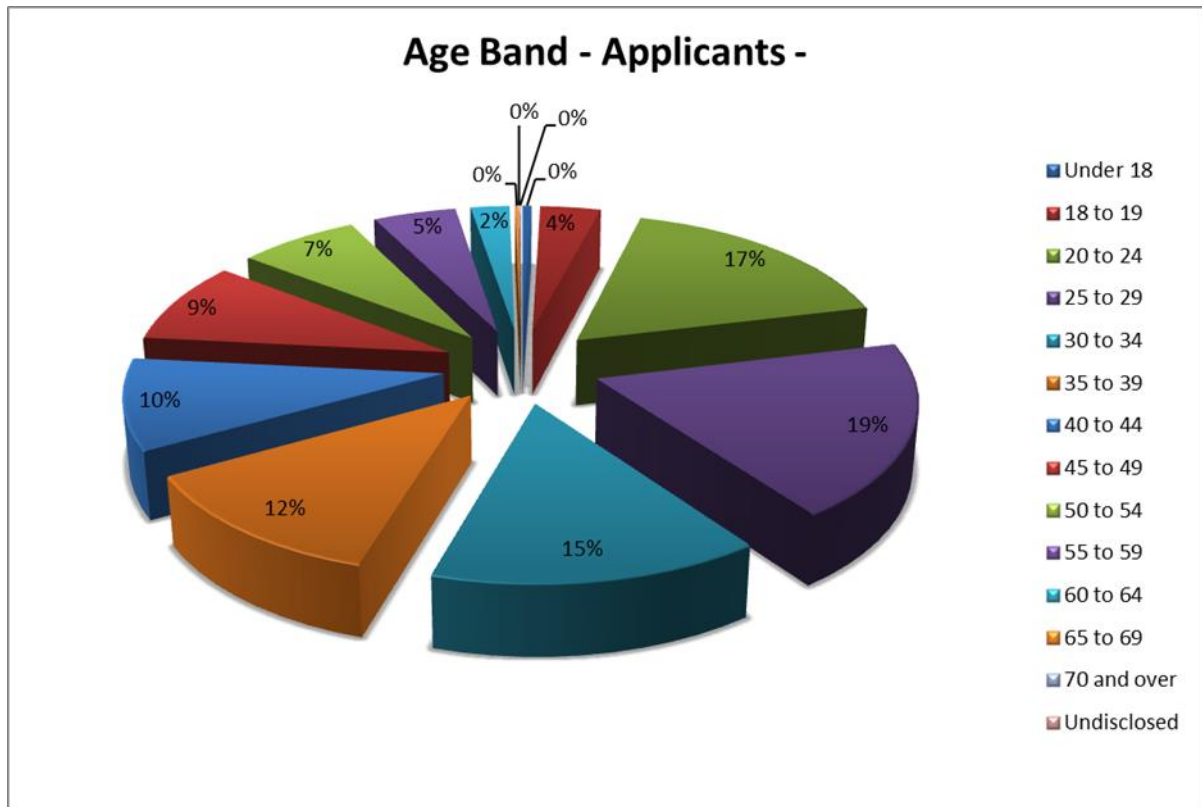
Disability	Applicants	% Applicants	Shortlisted	% Shortlisted	Appointed	% Appointed
Yes	760	3.82	255	4.35	45	3.37
No	18881	94.85	5506	93.96	1252	93.71
Undisclosed	266	1.34	99	1.69	39	2.92
Total	19907	100.00	5860	100.00	1336	100.00

The charts above show the number of applications that have been received, shortlisted and appointed between April 2016 and March 2017 by disability.

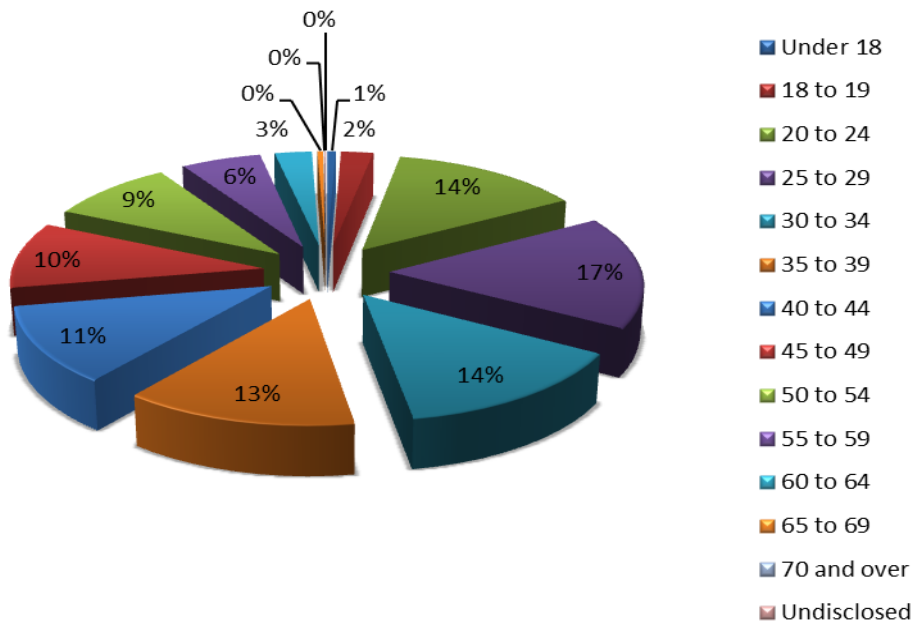
Northampton General Hospital is committed to supporting people with disabilities. The Trust has migrated to the Disability Confident Scheme which provides recognition that as employers we have made certain commitments regarding employment, retention, training, support and career development of disabled people.

The Trust believes that its continued commitment encourages disabled people to apply for the jobs within the hospital and this is evidenced in the tables above which demonstrate the Trust's Guaranteed Interview Scheme is consistently being applied as there were 3.82% applications received and of those 4.35% were shortlisted and 3.37% were appointed. There was a slight increase in the percentage of applications and applicants shortlisted compared to 2015/16. The rise in applications assures the Trust that the Disability Confident Scheme along with the guaranteed interview scheme is supporting applicants in applying for positions.

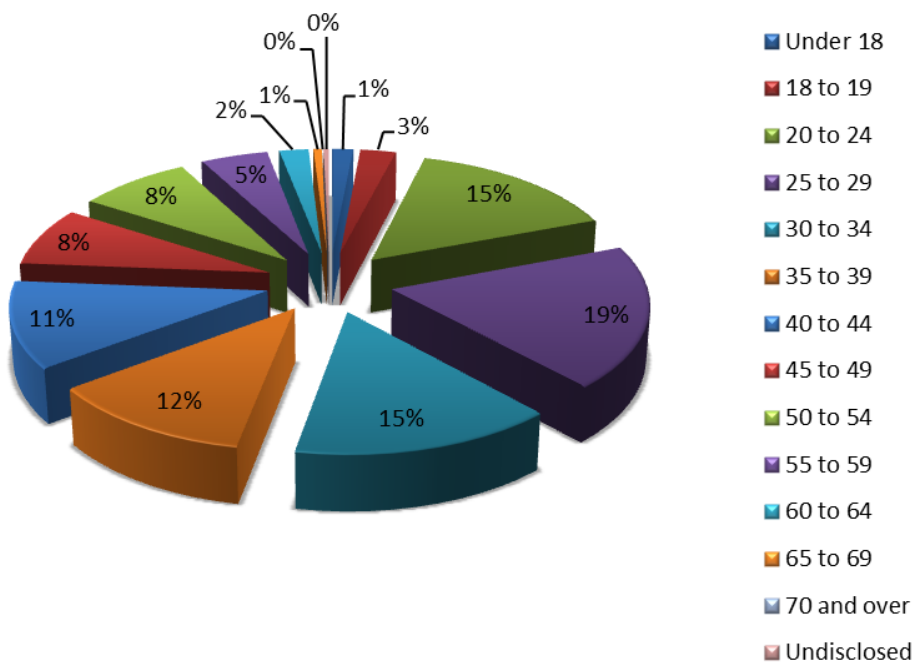
Recruitment – Age

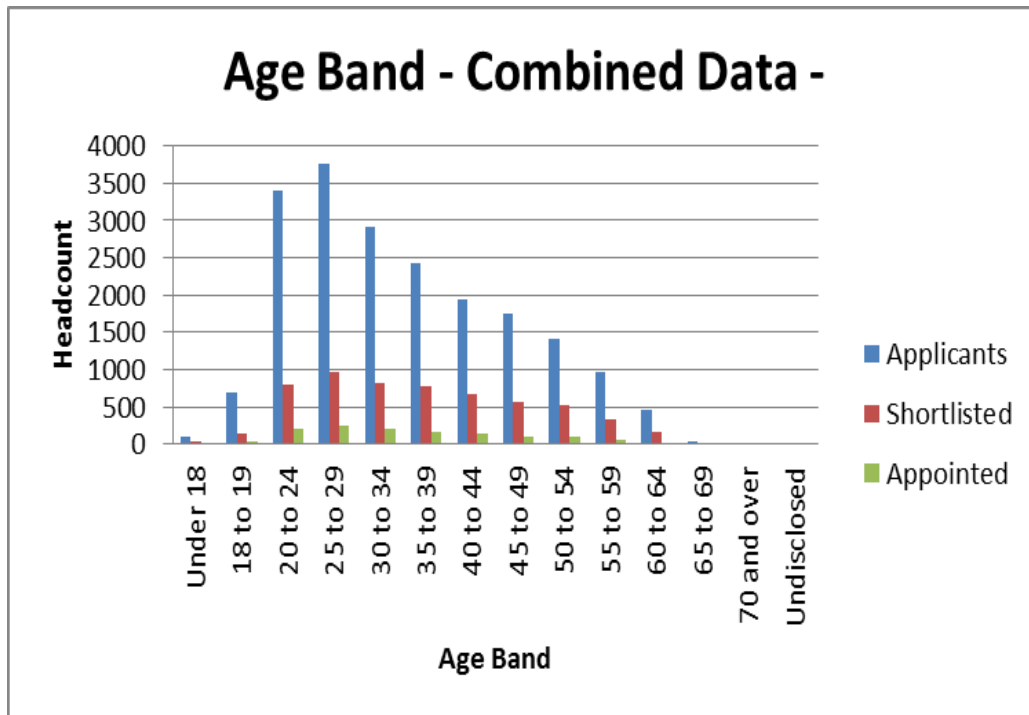


Age Band - Shortlisted -



Age Band - Appointed -





Age Band	Applicants	% Applicants	Shortlisted	% Shortlisted	Appointed	% Appointed
Under 18	103	0.52	35	0.60	20	1.50
18 to 19	704	3.54	135	2.30	34	2.54
20 to 24	3408	17.12	806	13.75	203	15.19
25 to 29	3756	18.87	975	16.64	253	18.94
30 to 34	2920	14.67	827	14.11	198	14.82
35 to 39	2435	12.23	779	13.29	158	11.83
40 to 44	1944	9.77	672	11.47	153	11.45
45 to 49	1747	8.78	575	9.81	104	7.78
50 to 54	1405	7.06	532	9.08	108	8.08
55 to 59	967	4.86	336	5.73	64	4.79
60 to 64	453	2.28	156	2.66	28	2.10
65 to 69	41	0.21	24	0.41	8	0.60
70 and over	10	0.05	2	0.03	0	0.00
Undisclosed	14	0.07	6	0.10	5	0.37
Total	19907	100.00	5860	100.00	1336	100.00

The charts above show the number of applications that have been received, shortlisted and appointed between April 2016 and March 2017 by age.

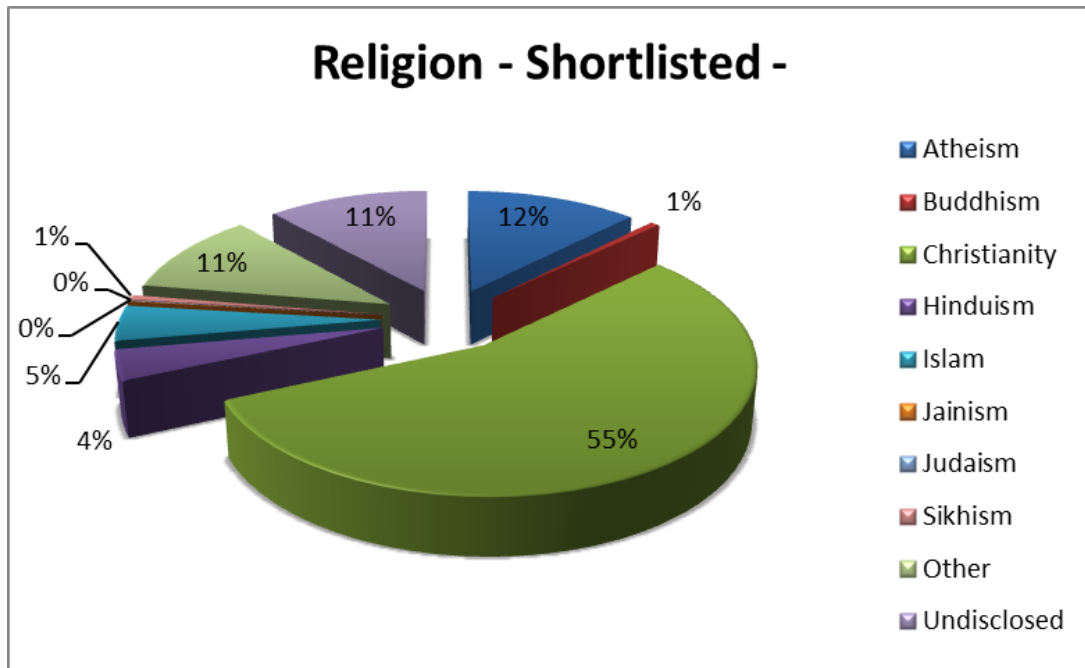
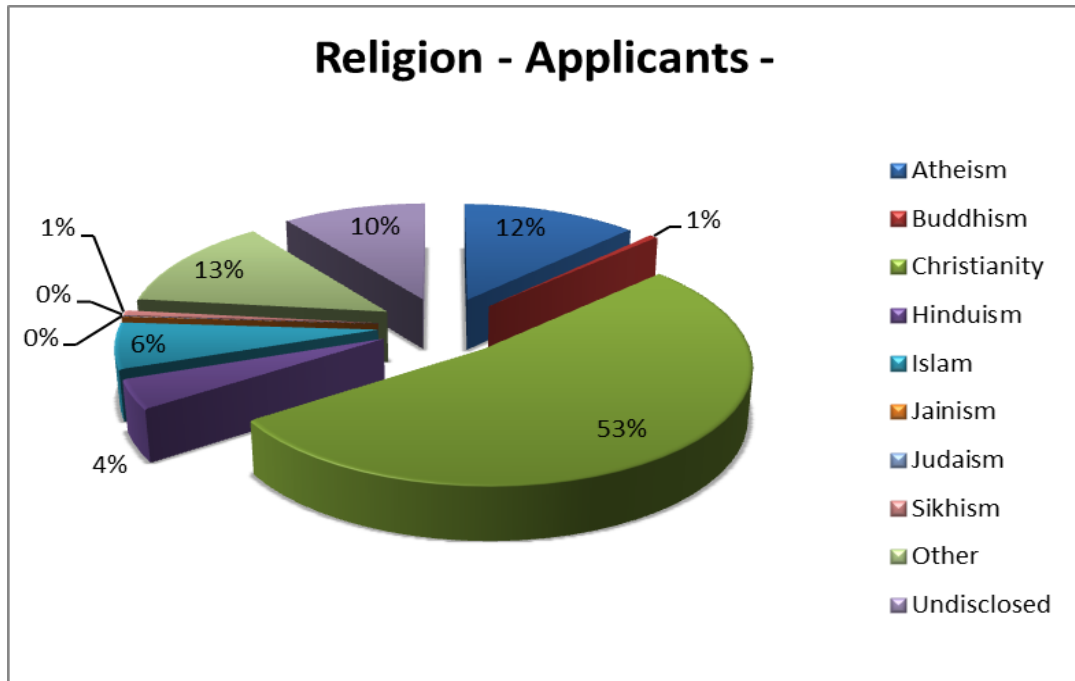
In 2016/2017 the highest number of applications were received from the 25 to 29 age group with 3,755 applications (17.12%) out of these 16.64% were shortlisted and 18.94% were appointed which is a slight shift from 2015/16 as the highest number of applicants were from the age group of 20 to 24 year olds. International and European recruitment had been targeted which may have resulted in the shift in age group as the recruits tend to be of this age group.

The second highest number of applicants came from the age group of 20 to 24 year olds with 3,408 applications (17.12%). 13.75% were shortlisted and 15.19% were appointed which is a slight shift from 2015/16 as the second highest numbers of applicants were from the age group of 25 to 29 age group.

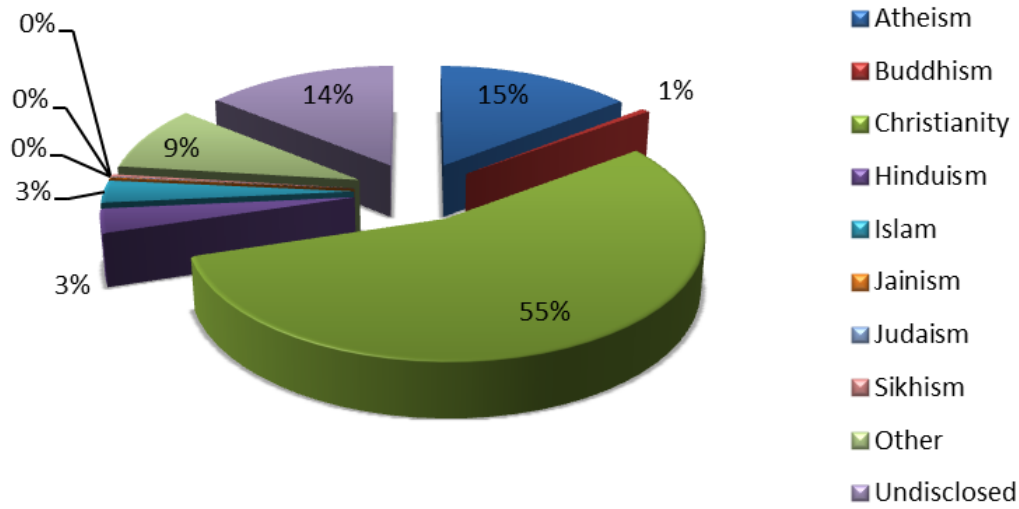
Most of the categories have had increases in percentage for applications, shortlisting and appointed as more applicants are disclosing their ages. The undisclosed figure for

2016/17 has dropped to under 0.07% for applications, 0.10% for shortlisted and 0.37% for appointed compared to 2015/16. This assures the Trust that discrimination is not an issue and applicants are confident in disclosing their age.

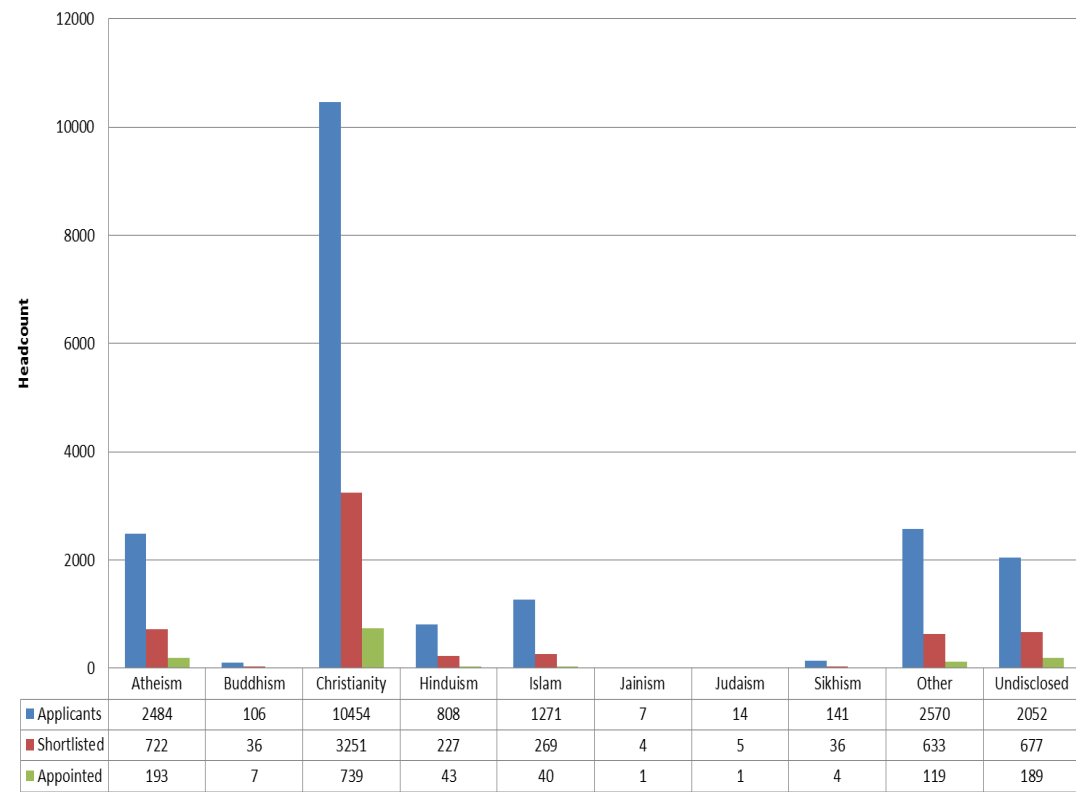
Recruitment – Religious Belief



Religion - Appointed -



Religion - Combined Data -



Religion	Applicants	% Applicants	Shortlisted	% Shortlisted	Appointed	% Appointed
Atheism	2484	12.48	722	12.32	193	14.45
Buddhism	106	0.53	36	0.61	7	0.52
Christianity	10454	52.51	3251	55.48	739	55.31
Hinduism	808	4.06	227	3.87	43	3.22
Islam	1271	6.38	269	4.59	40	2.99
Jainism	7	0.04	4	0.07	1	0.07
Judaism	14	0.07	5	0.09	1	0.07
Sikhism	141	0.71	36	0.61	4	0.30
Other	2570	12.91	633	10.80	119	8.91
Undisclosed	2052	10.31	677	11.55	189	14.15
Total	19907	100	5860	100	1336	100

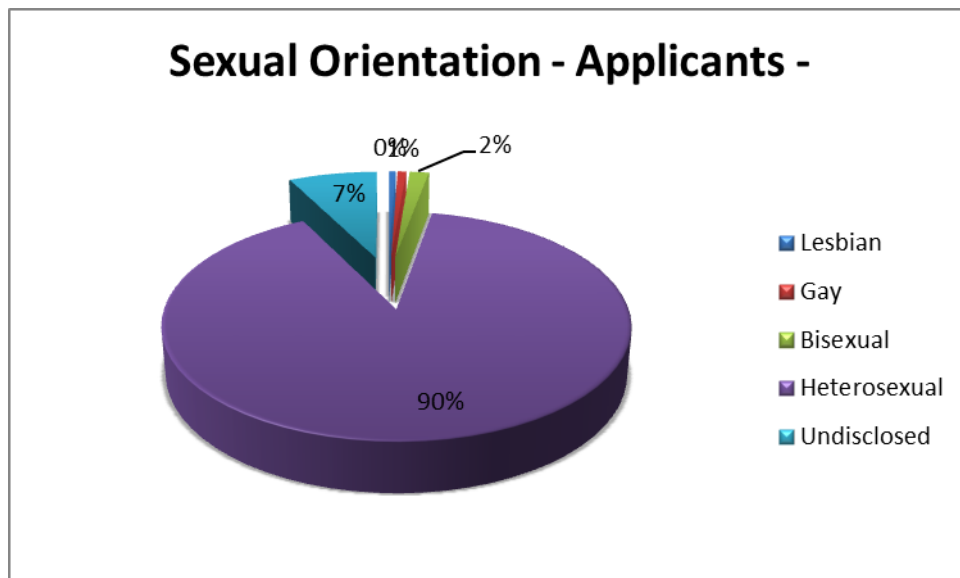
The charts above show the number of applications that have been received, shortlisted and appointed between April 2016 and March 2017 by religious belief.

Christianity had the most number of applicants with 10,454 (52.51%), 3,251 of which were shortlisted (55.48%) and 739 were appointed (53.75%). This shows that there has been an increase in the number of Christians appointed when compared to 2015/2016.

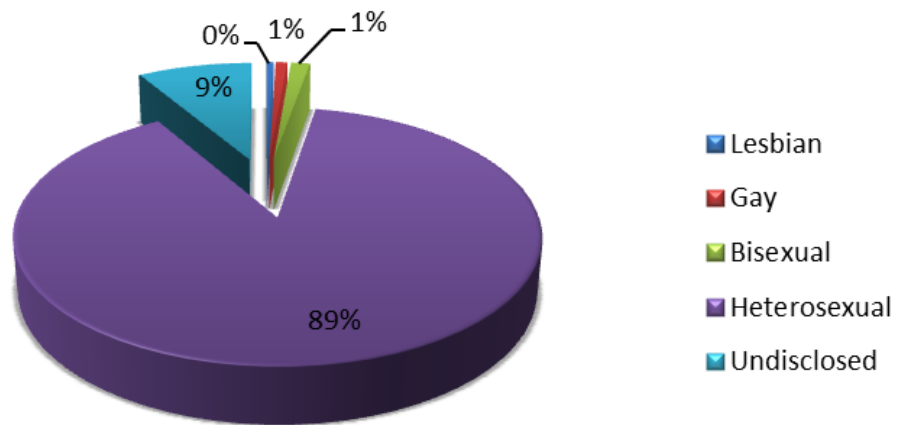
Atheism had the second highest amount of applications with 2484 (12.48%) and 722 (12.32%) were shortlisted. 193 (14.45%) were appointed. In comparison to 2015/2016, the number of staff appointed in the Atheism category has decreased.

However, there has been a slight decrease of 1% in the number of appointed candidates who did not disclose their religious belief. This demonstrates that applicants feel comfortable in disclosing their religious belief.

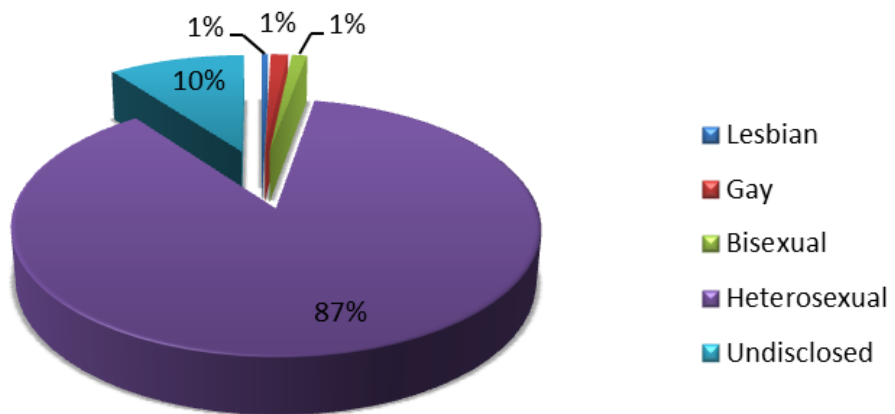
Recruitment – Sexual Orientation

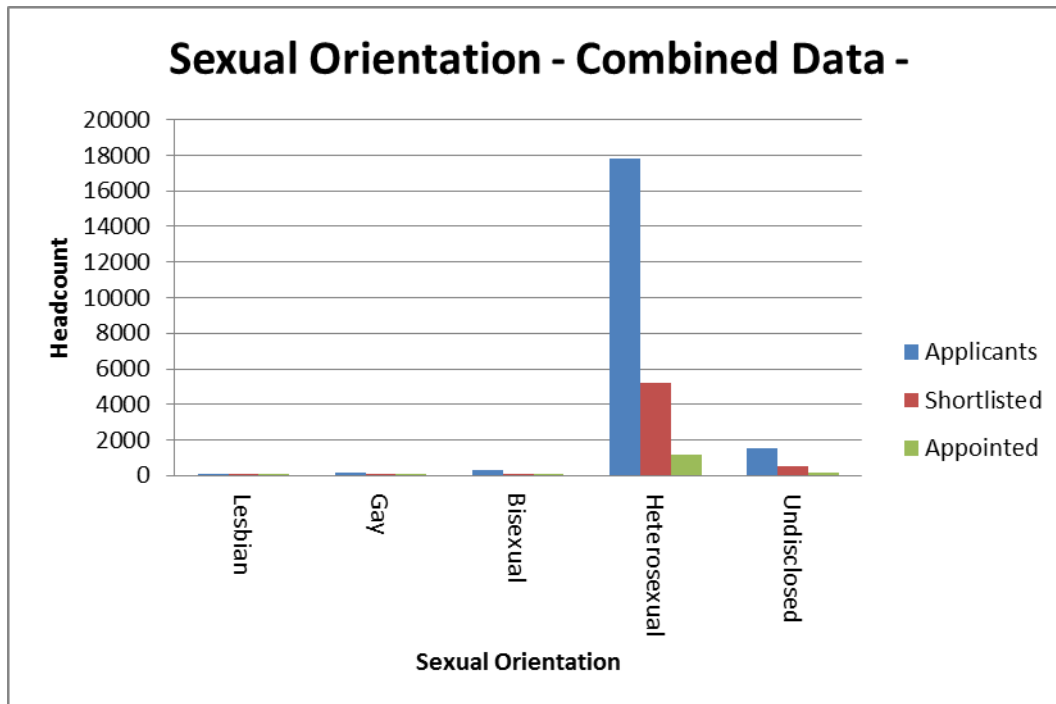


Sexual Orientation - Shortlisted -



Sexual Orientation - Appointed -





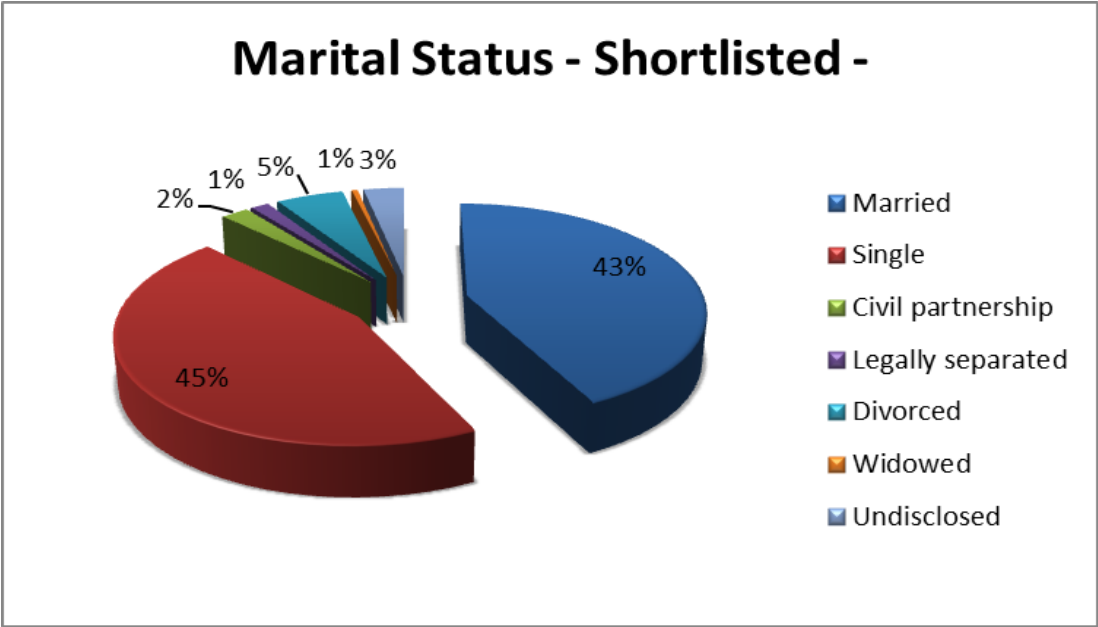
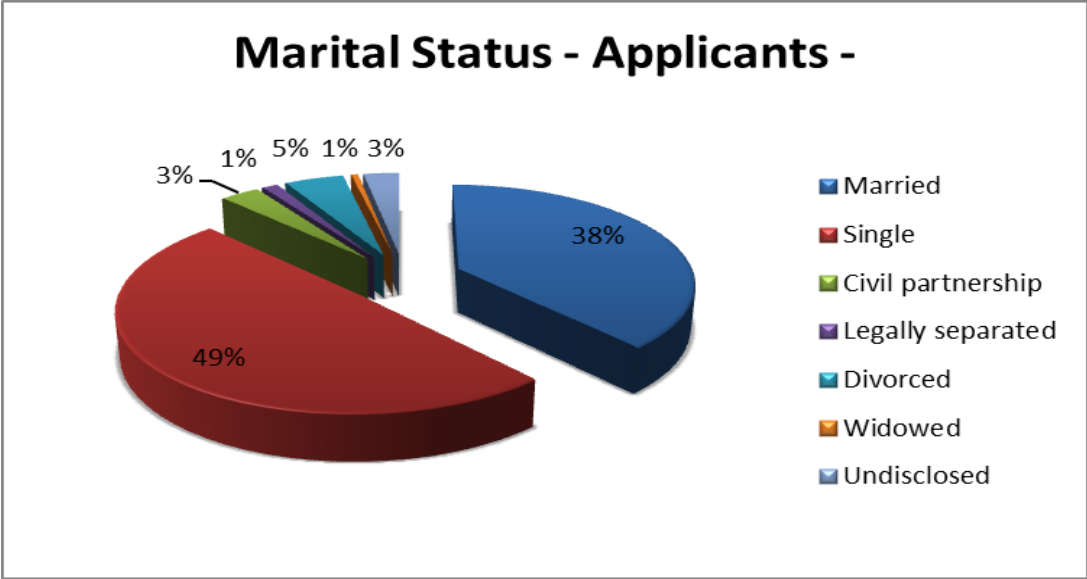
Sexual Orientation	Applicants	% Applicants	Shortlisted	% Shortlisted	Appointed	% Appointed
Lesbian	112	0.56	30	0.51	6	0.45
Gay	143	0.72	50	0.85	17	1.27
Bisexual	325	1.63	83	1.42	15	1.12
Heterosexual	17820	89.52	5198	88.70	1163	87.05
Undisclosed	1507	7.57	499	8.52	135	10.10
Total	19907	100	5860	100	1336	100

The charts above show the number of applications that have been received, shortlisted and appointed between April 2016 and March 2017 by sexual orientation.

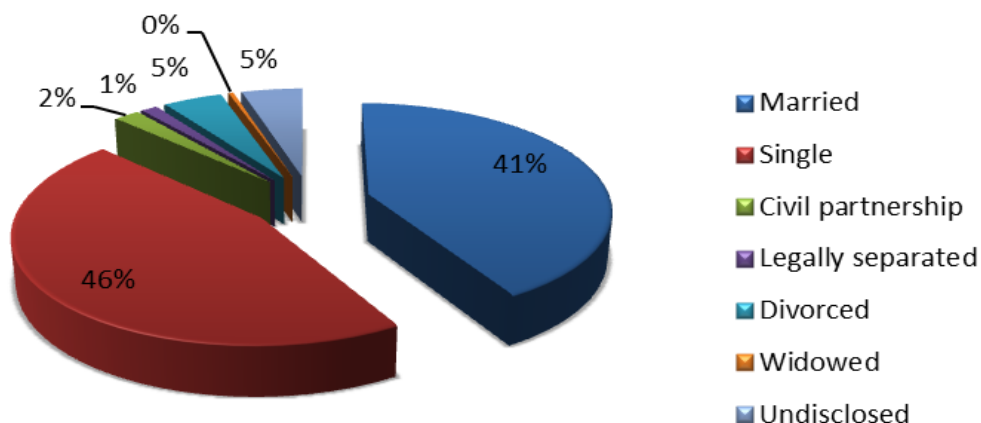
The highest number of individuals applying for posts at Northampton General Hospital and being appointed still remains within the heterosexual group, with 88.70% being shortlisted and 87.05% being appointed, which is a decrease from the previous year.

There has been a slight increase in the appointed percentage for the gay and bisexual categories which supports the decrease in the Heterosexual category.

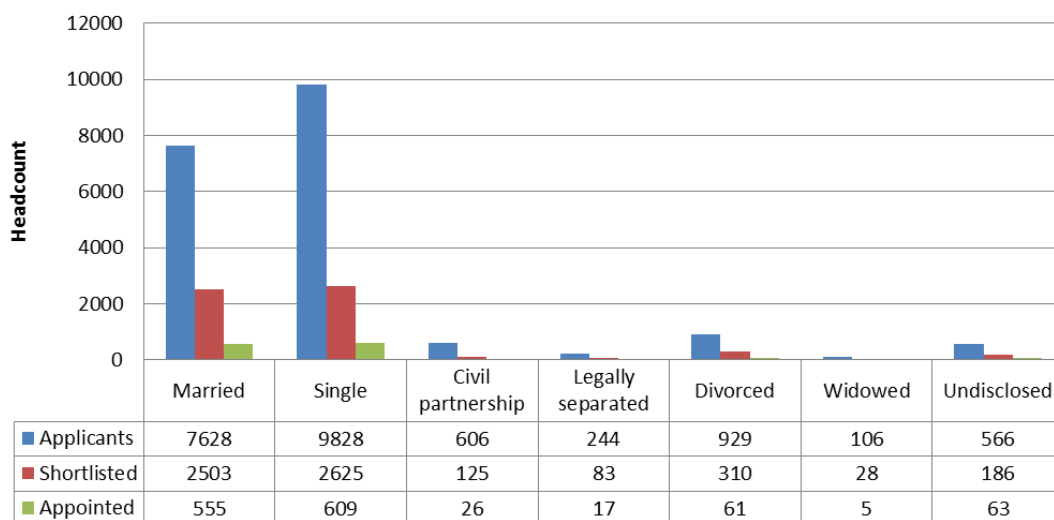
Recruitment – Marital Status



Marital Status - Appointed -



Marital Status - Combined Data -



Marital Status	Applicants	% Applicants	Shortlisted	% Shortlisted	Appointed	% Appointed
Married	7628	38.32	2503	42.71	555	41.54
Single	9828	49.37	2625	44.80	609	45.58
Civil partnership	606	3.04	125	2.13	26	1.95
Legally separated	244	1.23	83	1.42	17	1.27
Divorced	929	4.67	310	5.29	61	4.57
Widowed	106	0.53	28	0.48	5	0.37
Undisclosed	566	2.84	186	3.17	63	4.72
Total	19907	100	5860	100	1336	100

Marital Status

Of the total number of applicants, 38.32% are married, 49.37% of employees are single, 3.04% are in a civil partnership, 1.23% are legally separated, 4.67% are divorced, and 0.53% are widowed. This category is new and no comparative data from the recruitment process is available. The figures seem

to imply that there is a balance between single and married appointment to the Trust which suggests there is not discrimination in these two categories.

HUMAN RESOURCES (HR) CASELOAD ACTIVITY – APRIL 2016 TO MARCH 2017

Background

This section of the report provides the equal opportunities breakdown for the formal Human Resources (HR) caseload activity across the Trust between the period of April 2016 and March 2017 for both open and closed formal cases.

The HR activity has been broken down into the following categories:

- Harassment and Bullying
- Grievances
- Conduct – Disciplinary
- Performance Management

In the year ending March 2017 there were 81 formal cases; 10 Harassment and Bullying cases, 13 Grievances, 49 Disciplinary cases and 9 Performance cases recorded on the HR database.

Harassment and Bullying Cases

Age Group	No.	Comment
16 - 20		There appears to be a trend towards the 41-45 age group for harassment & bullying complaints. This is a shift from last year where the majority of the complaints were raised by employees within 51-55 age range.
21 - 25		
26 - 30		
31 - 35		
36 - 40	1	
41 - 45	4	This trend does not correlate with the staff survey results which indicate that 41-50 age group are experiencing the least amounts of bullying & harassment at 33%. The highest response for experiencing bullying & harassment within the staff survey is from age group 16-30 at 43%. It is surprising therefore that there are no reported cases of bullying & harassment within this age group. Further analysis may be required and discussions with the Trust B&H steering group will be undertaken.
46 - 50	2	
51 - 55	2	
56 - 60	1	
61 – 65		
66 - 70		

Disability	No.	Comment
Yes	1	The case numbers do not suggest any trend towards disabled or non-disabled members of staff.
No	7	
Not Declared		
Undefined	2	The results from the staff survey correlate with this.

Gender	No.	Comment
Female	7	Given the small number of cases, this split appears slightly higher than expected for men against the 79.12% female and 20.88% male split in the Trust.
Male	3	
		The staff survey results show that 40 % of a 30% response rate from women had experienced bullying and harassment and 28% of a 34% response rate of men had experienced bullying and harassment.
		Again, this analysis is surprising given the number of reported cases.
		Further analysis may be required and discussions with the Trust B&H steering group will be undertaken.

Ethnicity	No.	Comment
White	6	The case numbers do not suggest any trend toward any one ethnic group.
BME	3	
		The staff survey results corroborates this outcome, with 38% of a 20% response rate of white employees experiencing Bullying & harassment and 39% of a 21.3% response rate of BME employees experiencing bullying & harassment.
Asian	1	

Marital Status	No.	Comment
Civil Partnership		There have been no allegations of marital status being a factor within the small number of cases.
Divorced	1	
Legally separated		There is no data from the staff survey relating to this protected characteristic.
Married	5	
Single	1	
Unknown	2	
Widowed	1	

Sexual Orientation	No.	Comment
Bisexual		There have been no allegations of sexual orientation being a factor within the small number of cases.
Gay		
Heterosexual	9	
Does not wish to disclose	1	There is no data from the staff survey relating to this protected characteristic
Lesbian		
Undefined		

Religion	No.	Comment
Atheism		There have been no allegations of religion being a factor within the small number of cases.
Buddhism		
Christianity	7	
Hinduism		There is no data from the staff survey relating to this protected characteristic
Does not wish to disclose	2	
Other	1	
Undefined		

Grievance Cases

Age Group	No.	Comment
16 - 20		There does not appear to be any trend in relation to age group and the amount of cases is representative of the split across all age groups within the Trust.
21 – 25	2	
26 - 30	1	
31 - 35		There is no data from the staff survey explicitly relating to grievances.
36 - 40		
41 – 45	3	
46 – 50	4	
51 – 55	3	
56 – 60		
61 – 65		
66 - 70		

Disability	No.	Comment
Yes		The case numbers do not suggest any trend towards disabled or non-disabled members of staff. The split is reasonably representative 68 % not disabled 9% not declared, 19% undefined and 2% disabled.
No	9	
Not Declared		
Undefined	4	
		Disability did not factor in any grievance cases recorded.
		There is no data from the staff survey explicitly relating to grievances.

Gender	No.	Comment
Female	11	Given the small number of cases this split is reasonably representative of the 79.12% female and 20.88% male split in the Trust. There is no data from the staff survey explicitly relating to grievances.
Male	2	

Ethnicity	No.	Comment
White	10	Given the small number of cases this split is reasonably representative of the 79.1% white 20.9% BME split in the Trust. There is no data from the staff survey explicitly relating to grievances.
BME	3	

Marital Status	No.	Comment
Civil Partnership		Given the small number of cases this split is reasonably representative of the 51% married 33% single split in the Trust.
Divorced		
Legally separated		There is no data from the staff survey explicitly relating to grievances.
Married	8	
Single	5	
Unknown		
Widowed		

Sexual Orientation	No.	Comment
Bisexual		The split of sexual orientation is not sufficiently disclosed to allow a meaningful analysis.
Gay		
Heterosexual	9	There is no data from the staff survey explicitly relating to grievances.
Does not wish to disclose		
Lesbian		
Undefined	4	

Religion	No.	Comment
Atheism		The split of religious beliefs is not sufficiently disclosed to allow a meaningful analysis.
Buddhism		
Christianity	7	There is no data from the staff survey explicitly relating to grievances.
Hinduism		
Does not wish to disclose	2	
Other		
Undefined	4	

Disciplinary Cases

Age Group	No.	Comment
16 – 20	2	There does not appear to be any trend in relation to age group and the amount of cases is representative of the split across all age groups within the Trust. There is no data from the staff survey explicitly relating to disciplinary.
21 – 25	3	
26 – 30	8	
31 – 35	5	
36 – 40	3	
41 – 45	4	
46 – 50	7	
51 – 55	4	
56 – 60	8	
61 - 65	5	
66 - 70		

Disability	No.	Comment
Yes	2	The case numbers do not suggest any trend towards disabled or non-disabled members of staff. The split is reasonably representative 68 % not disabled 9% not declared, 19% undefined and 2% disabled. There is no data from the staff survey explicitly relating to disciplinary.
No	32	
Not Declared	6	
Undefined	9	

Gender	No.	Comment
Female	31	Given the small number of cases this split is reasonably representative of the 79.12% female and 20.88% male split in the Trust. There is no data from the staff survey explicitly relating to disciplinary.
Male	18	

Ethnicity	No.	Comment
White	40	Given the small number of cases this split is reasonably representative of the 79.1% White and 20.9% BME split in the Trust. There is no data from the staff survey explicitly relating to disciplinary.
BME	4	
Not stated	5	

Marital Status	No.	Comment
Civil Partnership		The split of cases is higher than expected for singles based on the workforce profile for the Trust of 33% single.
Divorced	5	
Legally separated	1	There is no data from the staff survey explicitly relating to disciplinary.
Married	16	

Single	21	
Unknown	5	
Widowed	1	

Sexual Orientation	No.	Comment
Bisexual		The split of cases is indicative of the sexual orientation of NGH employees.
Gay	2	
Heterosexual	39	There is no data from the staff survey explicitly relating to disciplinary.
Does not wish to disclose	4	
Lesbian		
Undefined	4	

Religion	No.	Comment
Atheism	6	The split of religious beliefs is not sufficiently disclosed to allow any meaningful analysis.
Buddhism		
Christianity	23	There is no data from the staff survey explicitly relating to disciplinary.
Hinduism		
Islam	1	
Does not wish to disclose	10	
Other	3	
Undefined	6	

Performance Management Cases

Age Group	No.	Comment
16 – 20		There does not appear to be any trend in relation to age group and the amount of cases is representative of the split across all age groups within the Trust.
21 – 25		
26 - 30	2	
31 - 35		There is no data from the staff survey explicitly relating to performance management.
41 - 45	2	
46 - 50	1	
51 - 55	2	
56 - 60	2	
61 – 65		
66 - 70		

Disability	No.	Comment
Yes	1	The case numbers do not suggest any trend towards disabled or non-disabled members of staff. The split is reasonably representative 68 % not disabled 9% not declared, 19% undefined and 2% disabled.
No	5	
Not Declared		
Undefined	3	There is no data from the staff survey explicitly relating to performance management.

Gender	No.	Comment
Female	6	Given the small number of cases this split is reasonably representative of the 79.1% White and 20.9% BME split in the Trust. There is no data from the staff survey explicitly relating to performance management.
Male	3	

Ethnicity	No.	Comment
White	9	All performance management cases are white employees.
BME		
Marital Status	No.	Comment
Civil Partnership		The split of cases is higher than expected for singles based on the workforce profile for the Trust of 33% single.
Divorced	2	
Legally separated		There is no data from the staff survey explicitly relating to performance management.
Married	2	
Single	4	
Unknown	1	
Widowed		

Sexual Orientation	No.	Comment
Bisexual		The split of sexual orientation is not sufficiently disclosed to allow any meaningful analysis.
Gay		
Heterosexual	6	There is no data from the staff survey explicitly relating to performance management.
Does not wish to disclose		
Lesbian		
Undefined	3	

Religion	No.	Comment
Atheism	1	The split of religious beliefs is not sufficiently disclosed to allow any meaningful analysis.
Buddhism		
Christianity	4	There is no data from the staff survey explicitly relating to performance management.
Hinduism		
Does not wish to disclose		
Other	1	
Undefined	3	

LEARNING AND DEVELOPMENT – APRIL 2016 TO MARCH 2017

Background

The Trust has been using the centralised electronic Oracle Learning Management System, (OLM) to record training information since 2009. It has been used to record all staff's Mandatory Training and Role Specific Essential

Training attendance which is then collated and reported via the Electronic Staff Record (ESR) system to the Trust's Workforce Committee.

The Trust also provides and maintains records on clinical training such as Cannulation, Glucometer, Catheterisation and Drug Calculation which are included in this section of the report.

Training is divided between mandatory training and role specific essential training (RSET). Mandatory means all staff need to attend, whilst RSET is specific to an individual's role. RSET can be modified due to changes such as in legislation and regulations and as a result there is a continuous process to update the OLM to ensure that RSET training is accurately set on the system against each role ensuring that staff only attend courses that are relevant to them.

To ensure that all staff achieve the required outcomes of the training, different learning styles have been utilised and sessions have been adapted to help staff within different roles understand what the training subject means to them.

The Trust's Induction was revitalised in this year although continues to be offered twice a month. The feedback from the Mandatory Training Leads who deliver the training is that they can deliver their subject in a more interactive way instead of the old lecture style. Training is more meaningful and interesting to participants because different learning styles are used which include group work, quizzes and case studies.

In the last two years the Trust has had a recruitment campaign to bring International Nurses to the Trust and in order to provide additional support, bespoke preceptorship programmes and clinical skills have been provided including orientation to the Trust.

All mandatory training subjects have three methods of delivery; face to face, e-learning and workbooks/assessments. The workbooks are updated as changes are made to legislation or regulations and the assessment papers are changed within each refresher period. The refresher period for Infection Prevention for non-clinical staff was changed from yearly to 3 yearly and there are now separate workbooks/assessments for clinical and non-clinical staff.

Demand continues to be high for our Review of Knowledge sessions, and with more staff completing workbooks or e-learning this seems to be the preferred option of training than attending a traditional classroom lecture.

Staff have been encouraged to access on-going development across all levels; this includes Apprenticeship Frameworks, NVQ's & Foundation Degrees. Registered staff are also able to access modules at Degree & Masters level via the Learning Beyond Registration contract held with Health Education East Midlands.

Following the successful pilot of a VRQ Team Leading course the previous year, we have run 2 further cohorts and plan to run 4 a year for those staff who are aspiring to become team leaders. In addition to this, we have offered a Team

Leading NVQ level 2 and Team Leading NVQ Level 3 for those staff who are in a team leading role. Part of the VRQ and NVQ is embedding the Trust's Values and Behaviours.

The hospital continues to employ apprentices across the Divisions and in different roles. 11 new apprentices commenced their apprenticeship during 2016 and 2017 and 13 apprentices were offered full time employment by the Trust on completing their apprenticeship during 2016 and 2017.

This year saw the successful completion of 6 apprentices in healthcare who studied their apprenticeship in Care for 12 months, whilst working in a supernumerary capacity on a ward. They were all successful in obtaining a full time substantive post. This apprenticeship programme enabled a group of young people who had no healthcare experience gain the confidence, knowledge and skills to become a healthcare assistant.

The Trust continues to offer functional skills in Maths, English and ICT, although the Government withdrew the funding of the ICT course in August 2016. The Maths and English classes are available for all staff to attend with each one running over a 4 week period concluding with an exam and qualification. During 2016/2017 44 members of staff attended Maths classes with a success rate of 85% and 21 staff attended English classes with a success rate of 94%. The national statistics state a success rate of 66% whereas at Northampton General Hospital our overall success rate is 85% and over.

The table below shows the analysis of the hospitals workforce using the Trust headcount by protected characteristics and the number of training courses attended. We currently collect data on 6 of the 9 protected characteristics, those not included are; gender reassignment, marriage and civil partnership and pregnancy and maternity.

It is important to note that the reports used for the analysis include the Trust's bank workers.

Training – Trust Headcount of 6,486	
Protected Group	Analysis
Sexual Orientation	<p>The number of 'not stated' has decreased from last year, but the number of staff who do not wish to disclose their sexual orientation has increased. There has however been an increase in the number of staff disclosing that they are Bisexual, Heterosexual and Lesbian compared to last year.</p> <p>The report shows that all categories of sexual orientation are attending training and this correlates with the numbers of staff in post.</p>

Religious Belief	<p>The highest proportion of training was completed by the Christian religious group which correlates with the workforce profile. There has been an increase in the number of staff who did not wish to disclose their religion/belief and in 7 of the 9 groups, with Hinduism and Judaism seeing a decrease. There has been a decrease in the number of staff not stating their religion/belief.</p> <p>The training in these other categories is being completed proportionately.</p>
Age Band	<p>Training is offered to all age groups. There has been an increase in the number of staff within all groups apart from 16-20 and 21-25 and 46-50. However, the biggest variance is within the age range 21-25 where more staff have attended training and the greater variance of non-attendance is within the 61-65 groups which may be attributable to this age group working more part-time and evenings or weekends.</p>
Gender	<p>There are more females attending training than males which correlate to the workforce profile. However, the report also identified that less males are completing training by proportion.</p>
Disability	<p>The number of 'undefined and not declared' has decreased from last year and the report shows an increase on the number of staff disclosing a disability.</p> <p>Training is accessible to disabled staff with all training rooms providing good access. There is an increase in the opportunity to access training by e-learning and workbooks so staff can complete their training in their usual workplace.</p>
Ethnic Origin	<p>The report details that training is provided to all staff and the Trust headcount and numbers of training courses attended by all staff reflects the Trust's ethnic population. For example the highest number of staff in the Trust is of white ethnicity with the</p>

	<p>second group being Asian and the third category from Black / Black British, which was the same last year.</p> <p>The highest variance in attendance is within the 'Asian or Asian British - Indian' and then 'White – Any other White Background' group. Whilst the greatest variance in non-attendance is in the 'White – British' group.</p> <p>There has been an increase in the number of staff who had 'not stated' and there has been an increase in 'Undefined'.</p>
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The variance indicates whether the protected characteristics are accessing the training by proportion of headcount.

Sexual Orientation	Trust Headcount	Trust Headcount %	Trained Headcount	Trained Headcount %	Variance
Bisexual	52	0.80%	472	0.94%	0.13%
Gay	38	0.59%	361	0.72%	0.13%
Heterosexual	4573	70.51%	37814	75.04%	4.54%
I do not wish to disclose my sexual orientation	1105	17.04%	7776	15.43%	-1.61%
Lesbian	21	0.32%	240	0.48%	0.15%
Not Stated	697	10.75%	3727	7.40%	-3.35%
Total:	6486	100.00%	50390	100.00%	

Religious Belief	Trust Headcount	Trust Headcount %	Trained Headcount	Trained Headcount %	Variance
Atheism	716	11.04%	5950	11.81%	0.77%
Buddhism	38	0.59%	231	0.46%	-0.13%
Christianity	3010	46.41%	25250	50.11%	3.70%
Hinduism	180	2.78%	1503	2.98%	0.21%
I do not wish to disclose my religion/belief	1242	19.15%	8829	17.52%	-1.63%
Islam	167	2.57%	1380	2.74%	0.16%
Jainism	6	0.09%	44	0.09%	-0.01%
Judaism	5	0.08%	35	0.07%	-0.01%
Other	445	6.86%	3586	7.12%	0.26%
Sikhism	22	0.34%	159	0.32%	-0.02%
Not Stated	655	10.10%	3423	6.79%	-3.31%
Total:	6486	100.00%	50390	100.00%	

Age Band	Trust Headcount	Trust Headcount %
16 - 20	181	2.79%
21 - 25	652	10.05%
26 - 30	902	13.91%
31 - 35	789	12.16%
36 - 40	775	11.95%
41 - 45	721	11.12%
46 - 50	689	10.62%
51 - 55	738	11.38%
56 - 60	559	8.62%
61 - 65	309	4.76%
66 - 70	117	1.80%
71 +	54	0.83%
Total:	6486	100.00%

Trained Headcount	Trained Headcount %	Variance
1516	3.01%	0.22%
6231	12.37%	2.31%
7550	14.98%	1.08%
6297	12.50%	0.33%
6238	12.38%	0.43%
5836	11.58%	0.47%
5402	10.72%	0.10%
5425	10.77%	-0.61%
3718	7.38%	-1.24%
1680	3.33%	-1.43%
407	0.81%	-1.00%
90	0.18%	-0.65%
50390	100.00%	

Gender	Trust Headcount	Trust Headcount %
Female	4963	76.52%
Male	1523	23.48%
Total:	6486	100.00%

Trained Headcount	Trained Headcount %	Variance
41109	81.58%	5.06%
9281	18.42%	-5.06%
50390	100.00%	

Disability	Trust Headcount	Trust Headcount %
No	4227	65.17%
Not Declared	655	10.10%
Undefined	1432	22.08%
Yes	172	2.65%
Total:	6486	100.00%

Trained Headcount	Trained Headcount %	Variance
35563	70.58%	5.40%
4936	9.80%	-0.30%
8434	16.74%	-5.34%
1457	2.89%	0.24%
50390	100.00%	

Ethnic Origin	Trust Headcount	Trust Headcount %	Trained Headcount	Trained Headcount %	Variance
A White - British	4167	64.25%	30925	61.37%	-2.88%
B White - Irish	64	0.99%	553	1.10%	0.11%
C White - Any other White background	365	5.63%	3510	6.97%	1.34%
C3 White Unspecified	0	0.00%	12	0.02%	0.02%
CA White English	5	0.08%	28	0.06%	-0.02%
CC White Welsh	2	0.03%	7	0.01%	-0.02%
CF White Greek	3	0.05%	19	0.04%	-0.01%
CH White Turkish	1	0.02%	15	0.03%	0.01%
CK White Italian	11	0.17%	182	0.36%	0.19%
CN White Gypsy/Romany	8	0.12%	162	0.32%	0.20%
CP White Polish	9	0.14%	82	0.16%	0.02%
CS White Albanian	1	0.02%	37	0.07%	0.05%
CX White Mixed	2	0.03%	2	0.00%	-0.03%
CY White Other European	37	0.57%	363	0.72%	0.15%
D Mixed - White & Black Caribbean	34	0.52%	210	0.42%	-0.10%
E Mixed - White & Black African	15	0.23%	139	0.28%	0.05%
F Mixed - White & Asian	21	0.32%	135	0.27%	-0.05%
G Mixed - Any other mixed background	41	0.63%	349	0.69%	0.06%
GA Mixed - Black & Asian	1	0.02%	0	0.00%	-0.02%
GC Mixed - Black & White	1	0.02%	9	0.02%	0.00%
GD Mixed - Chinese & White	1	0.02%	0	0.00%	-0.02%
GE Mixed - Asian & Chinese	1	0.02%	14	0.03%	0.01%
GF Mixed - Other/Unspecified	3	0.05%	12	0.02%	-0.03%
H Asian or Asian British - Indian	487	7.51%	4572	9.07%	1.56%
J Asian or Asian British - Pakistani	60	0.93%	457	0.91%	-0.02%
K Asian or Asian British - Bangladeshi	26	0.40%	180	0.36%	-0.04%
L Asian or Asian British - Any other Asian background	103	1.59%	991	1.97%	0.38%
LE Asian Sri Lankan	8	0.12%	21	0.04%	-0.08%
LH Asian British	3	0.05%	7	0.01%	-0.04%
LK Asian Unspecified	4	0.06%	10	0.02%	-0.04%
M Black or Black British - Caribbean	78	1.20%	618	1.23%	0.03%
N Black or Black British - African	284	4.38%	2584	5.13%	0.75%
P Black or Black British - Any other Black background	25	0.39%	119	0.24%	-0.15%
PC Black Nigerian	3	0.05%	19	0.04%	-0.01%
PD Black British	7	0.11%	43	0.09%	-0.02%
PE Black Unspecified	1	0.02%	0	0.00%	-0.02%
R Chinese	31	0.48%	284	0.56%	0.08%
S Any Other Ethnic Group	63	0.97%	550	1.09%	0.12%
SC Filipino	9	0.14%	154	0.31%	0.17%
SD Malaysian	1	0.02%	0	0.00%	-0.02%
SE Other Specified	7	0.11%	61	0.12%	0.01%
Undefined	90	1.39%	97	0.19%	-1.20%
Z Not Stated	403	6.21%	2858	5.67%	-0.54%
Total:	6486		50390		

Equality & Diversity Training

Equality and diversity training remains mandatory for all staff and is included on the Trust's Induction for all new staff. All existing staff have to refresh their equality and diversity training every 3 years. To ensure staff are able to access this subject, we offer this training through e-learning and workbook/assessment.

All staff attending the equality and diversity training are given an awareness of the nine protected characteristics under the Equalities Act 2010 and the adverse impact on clinical care if they are not respected.

Conclusion

In conclusion access to training and learning and development is for all staff and has improved on previous years and it is thought this is largely due to the fact there has been a more flexible approach applied to learning that removes barriers to access for groups with protected characteristics. Given that all mandatory training subjects can now be accessed through workbook/assessment sheets and e-learning, individuals have more opportunities to access it at any time during their working hours whether those hours are within the working hours of 9.00am to 5.00pm or during hours they work outside of these times.

The Trust has continued to explore innovative ways of delivering training and this has led to some courses being adapted for those staff groups such as within Domestic Services and the International Nurses that have been recruited to the Trust in the last year.

Learning and Development continues to communicate to staff the Trust's Mandatory Training Policy. This policy ensures that all staff are aware of the mandatory and role specific training they are required to undertake and for the Trust to be compliant against its' regulatory requirements.

A prospectus is also made available to all staff detailing the clinical training that is available.

Appendix 1

Equality and Diversity Workforce Data – 1st April 2016 – 31st March 2017

Staff in Post by Age and Pay Group

Age Group/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Total
16 - 20	9	30	33	5	1	1							79
21 - 25	2	25	109	25	32	142	34	5				34	408
26 - 30		38	106	34	43	183	107	21	8		1	107	648
31 - 35		29	110	45	35	132	93	45	17	1		70	577
36 - 40		26	89	42	42	132	90	70	25	27		47	590
41 - 45	1	25	92	39	43	126	94	67	25	45	3	23	583
46 - 50		31	107	56	45	96	79	63	33	58	9	9	586
51 - 55		47	119	68	63	81	78	88	41	38	8	8	639
56 - 60		49	107	47	36	66	54	51	28	33	1	7	479
61 - 65		26	46	29	31	35	16	23	5	11	4	1	227
66 - 70		8	19	6	5	9	2	5		4	2		60
71 +		4	1	1		1				1		2	10
Total	12	338	938	397	376	1004	647	438	182	218	28	308	4886

Staff in Post by Disability and Pay Group

Disabled/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Total
No	12	210	718	281	263	696	466	285	125	118	16	170	3360
Not Declared		40	25	17	21	135	31	26	11	32	9	119	466
Undefined		79	157	88	82	143	127	119	44	66	3	16	924
Yes		9	38	11	10	30	23	8	2	2		3	136
Total	12	338	938	397	376	1004	647	438	182	218	28	308	4886

Staff in Post by Sexual Orientation and Pay Group

Sexual Orientation/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Total
Bisexual		3	9	2	1	15	5					3	38
Gay		3	6	2	2	6	3	2	2	1		1	28
Heterosexual	12	211	769	303	284	707	517	311	136	120	19	213	3602
I do not wish to disclose my sexual orientation		72	80	50	55	202	63	52	22	41	8	78	723
Lesbian		1	2	2		5	3	3	1			1	18
Undefined		48	72	38	34	69	56	70	21	56	1	12	477
Total	12	338	938	397	376	1004	647	438	182	218	28	308	4886

Staff in Post by Gender and Pay Group

Gender/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Total
Female	7	200	804	331	324	882	560	376	132	73	15	162	3866
Male	5	138	134	66	52	122	87	62	50	145	13	146	1020
Total	12	338	938	397	376	1004	647	438	182	218	28	308	4886

Staff in Post by Religious Belief and Pay Group

Religious Belief/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Total
Atheism	2	34	139	31	50	95	100	44	18	12	4	19	548
Buddhism		4	1	3	1	3		2	1	5		8	28
Christianity	7	152	500	220	179	542	334	214	109	52	13	76	2398
Hinduism		1	15	5	4	15	9	7	4	36		33	129
I do not wish to disclose my religion/belief		73	112	57	73	197	95	65	23	44	9	84	832
Islam	1	1	8	5	5	21	5	4	1	11		70	132
Jainism								2	1	1		1	5
Judaism						1							1
Other	2	30	93	41	30	68	53	32	6	2	1	4	362
Sikhism			3	1		2		4	1	3		1	15
Undefined		43	67	34	34	60	51	64	18	52	1	12	436
Total	12	338	938	397	376	1004	647	438	182	218	28	308	4886

Staff in Post by Marital Status and Pay Group

Marital Status/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Total
Civil Partnership		3	12	2		8	9	7	1			1	43
Divorced		20	63	41	40	45	43	42	9	7	4	2	316
Legally Separated		6	19	5	5	7	10	4	3	2		1	62
Married	1	129	442	206	176	482	352	287	121	168	19	135	2518
Single	11	146	361	129	141	397	209	80	39	14	3	112	1642
Unknown		20	15	8	9	19	17	9	8	21	1	35	162
Widowed		7	16	3	2	4	2	3		1		1	39
NULL		7	10	3	3	42	5	6	1	5	1	21	104
Total	12	338	938	397	376	1004	647	438	182	218	28	308	4886

Staff in Post by Ethnic Origin and Pay Group

Ethnic Origin/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Total
White - British	7	201	709	318	323	495	515	363	151	104	24	56	3266
White - Irish		6	8	4	2	13	6	7	5	2		1	54
White - Any other White background		52	66	18	5	85	19	10	4	10	1	19	289
White English		2				2						1	5
White Welsh				1									1
White Greek			1		1								2
White Turkish												1	1
White Italian			1			6	2		1				10
White Gypsy/Romany						8							8
White Polish		1	2	1		1	2					1	8
White Albanian						1							1
White Mixed			1										1
White Other European		2	1			13	3			1		4	24
Mixed - White & Black Caribbean		1	3	4	2	6	4					1	21
Mixed - White & Black African	1	1				2	1			1		2	8
Mixed - White & Asian		2	1		3	2	3			3		1	15
Mixed - Any other mixed background		1	7	5	2	7	1	3		2		3	31
Mixed - Black & White				1									1
Mixed - Asian & Chinese						1							1
Mixed - Other/Unspecified												1	1
Asian or Asian British - Indian		8	43	12	15	124	26	17	7	59		52	363
Asian or Asian British - Pakistani	1		1	3	3	2	1	1		4		31	47
Asian or Asian British - Bangladeshi			1	2		5	2	2		1		3	16
Asian or Asian British - Any other Asian background		4	20	1	3	18	3	3	2	11		19	84
Asian Sri Lankan												2	2
Asian British			1										1
Asian Unspecified		2											2
Black or Black British - Caribbean	2	9	14	3	5	16	4	6		1		2	62
Black or Black British - African		16	28	9	5	85	27	10	3	3		15	201
Black or Black British - Any other Black background		2	4	2	1	2	1						12
Black Nigerian						1							1
Black British		1		1		1	2						5
Chinese		1		1		5	3	2	2	4		10	28
Any Other Ethnic Group	1		7	4	1	16	2	3	1	4		16	55
Filipino						9							9
Other Specified			1							1		2	4
Undefined												1	1
Not Stated		26	18	7	5	78	20	11	6	7	3	64	245
Total	12	338	938	397	376	1004	647	438	182	218	28	308	4886

Sickness Absence Episodes

Sickness Episodes by Age and Pay Group

Age Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other Medical	Total
16 - 20	7	86	172	17	6	14						302
21 - 25		73	447	69	61	341	52	7			20	1070
26 - 30	10	78	398	81	83	435	206	37	6	1	78	1413
31 - 35		43	298	100	80	336	163	65	20		32	1137
36 - 40		29	220	117	92	339	177	119	46		27	1166
41 - 45		33	255	89	64	323	216	100	31	12	9	1132
46 - 50		61	303	111	84	253	114	89	32	3	3	1053
51 - 55		83	317	159	150	182	156	120	76	5	2	1250
56 - 60		87	223	111	79	126	86	64	39	5	1	821
61 - 65		38	108	62	45	69	35	29	2	2		390
66 - 70		12	38	12	6	12	1	4				85
71 +		2	1	2						1		6
Total	17	625	2780	930	750	2430	1206	634	252	29	172	9825

Sickness Episodes by Disability and Pay Group

Disabled	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other Medical	Total
No	7	403	2168	659	505	1588	802	378	168	11	116	6805
Not Declared		76	51	52	43	406	62	36	17	11	48	802
Undefined		128	450	191	162	337	282	196	65	7		1818
Yes	10	18	111	28	40	99	60	24	2		8	400
Total	17	625	2780	930	750	2430	1206	634	252	29	172	9825

Sickness Episodes by Sexual Orientation and Pay Group

Sexual Orientation	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other Medical	Total
Bisexual		4	22		2	37	7				2	74
Gay		4	12	4	5	29	14	1	1	7		77
Heterosexual	17	423	2301	747	566	1673	958	444	194	14	136	7473
I do not wish to disclose my sexual orientation		113	220	104	118	537	110	69	42	4	34	1351
Lesbian		4	18	2		12	2	5	2			45
Undefined		77	207	73	59	142	115	115	13	4		805
Total	17	625	2780	930	750	2430	1206	634	252	29	172	9825

Sickness Episodes by Gender and Pay Group

Gender	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other Medical	Total
Female	17	357	2441	796	661	2135	1037	567	187	10	102	8310
Male		268	339	134	89	295	169	67	65	19	70	1515
Total	17	625	2780	930	750	2430	1206	634	252	29	172	9825

Sickness Episodes by Religious Belief and Pay Group

Religious Belief	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other Medical	Total
Atheism		75	468	65	91	215	187	79	28	2	13	1223
Buddhism		5	1	3	3	11		5			5	33
Christianity	12	277	1338	519	357	1315	588	297	173	12	42	4930
Hinduism		1	22	4	9	29	20	10	9	2	28	134
I do not wish to disclose my religion/belief		130	333	129	154	515	178	79	27	5	34	1584
Islam		9	20	9	8	35	8	10	1	3	46	149
Jainism								1	3			4
Judaism											1	1
Other	5	53	397	136	66	170	115	46	1			989
Sikhism		2	11	2		7		5	1		3	31
Undefined		73	190	63	62	133	110	102	9	5		747
Total	17	625	2780	930	750	2430	1206	634	252	29	172	9825

Sickness Episodes by Marital Status and Pay Group

Marital Status	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other Medical	Total
Civil Partnership		5	38	2		20	9	8	4			86
Divorced		43	138	99	78	106	87	76	23		2	652
Legally Separated	10	14	69	11	28	23	33	9	9			206
Married		198	1195	485	331	1155	636	387	165	19	72	4643
NULL		12	31	9	19	138	13	12	6	1	6	247
Single	7	315	1232	306	275	928	397	125	32	2	74	3693
Unknown		25	46	12	14	52	27	13	13	7	18	227
Widowed		13	31	6	5	8	4	4				71
Total	17	625	2780	930	750	2430	1206	634	252	29	172	9825

Sickness Episodes by Ethnic Origin and Pay Group

Ethnic Origin	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other Medical	Total
White - British	17	404	2240	731	634	1197	966	529	207	19	31	6975
White - Irish		8	23	9	4	23	16	7	7			97
White - Any other White background		85	150	48	16	177	24	18	8	1	12	539
White Unspecified							2					2
White English		4				3						7
White Welsh				2								2
White Greek			1		8							9
White Italian			1			7	2		2			12
White Gypsy/Romany				1		36						37
White Polish			7	4			1				1	13
White Albanian						1						1
White Mixed			4									4
White Other European		2	2			30	4				1	39
Mixed - White & Black Caribbean		2	7	7	4	22	9				1	52
Mixed - White & Black African		3				8					1	12
Mixed - White & Asian		4	2		4	3	5					18
Mixed - Any other mixed background		2	11	25	6	12	2	1			1	60
Mixed - Black & White				2								2
Mixed - Asian & Chinese						5						5
Asian or Asian British - Indian		10	118	19	15	307	53	19	12	7	43	603
Asian or Asian British - Pakistani			5	1	7	9	1	5			23	51
Asian or Asian British - Bangladeshi		4	1	5		9	1	4			2	26
Asian or Asian British - Any other Asian background		3	44	3	3	41	6	8	3		11	122
Asian Unspecified		1										1
Black or Black British - Caribbean		13	17	2	15	37	5	8	1			98
Black or Black British - African		31	63	34	10	214	49	14	2		8	425
Black or Black British - Any other Black background		4	4	7		9						24
Black Nigerian						1						1
Black British				4		1	8					13
Chinese		1		2		1				1	8	13
Any Other Ethnic Group			16	6	1	31	6	4			3	67
Filipino						14						14
Other Specified			4							1	3	8
Not Stated		44	60	18	23	232	46	17	10		23	473
Total	17	625	2780	930	750	2430	1206	634	252	29	172	9825

Leaving Employment

Leavers by Age Band and Pay Group

Age Band/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Total
16 - 20	5	13	7		1								26
21 - 25	2	6	18	6	6	18	3	1				25	85
26 - 30	2	4	17	8	5	20	13	3		1		107	180
31 - 35		2	9	5	5	13	3	8	4			67	116
36 - 40		3	4	4	5	7	4	6	1	6		44	84
41 - 45		5	8	2	4	11	4	1	2	4		15	56
46 - 50		5	9			5	5	3	7	2	1	5	42
51 - 55		5	7	2	8	13	1	6	7	1	1	5	56
56 - 60		4	9	9	5	5	5	7	1	4		1	50
61 - 65		2	13	5	8	5	3	2	1	3	1	1	44
66 - 70		1	3	1	1	1	1			1			9
71 +		1	1		1								3
Total	9	51	105	42	49	98	42	37	23	22	3	270	751

Leavers by Disability and Pay Group

Disabled/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Total
No	7	38	82	30	32	57	29	26	17	10	1	215	544
Not Declared		6	2	4	7	19	1	2		4	1	47	93
Undefined		5	17	7	8	15	12	9	6	7	1	5	92
Yes	2	2	4	1	2	7				1		3	22
Total	9	51	105	42	49	98	42	37	23	22	3	270	751

Leavers by Sexual Orientation and Pay Group

Sexual Orientation/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Total
Bisexual			1			2						1	4
Gay					1	1						4	6
Heterosexual	7	41	85	35	33	67	33	28	14	13	2	224	582
I do not wish to disclose my sexual orientation	2	6	6	7	8	20	4	4	5	4	1	40	107
Lesbian		1	1			1							3
Undefined		3	12		7	7	5	5	4	5		1	49
Total	9	51	105	42	49	98	42	37	23	22	3	270	751

Leavers by Gender and Pay Group

Gender/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Total
Female	7	30	94	36	41	72	33	29	15	8	2	126	493
Male	2	21	11	6	8	26	9	8	8	14	1	144	258
Total	9	51	105	42	49	98	42	37	23	22	3	270	751

Leavers by Religious Belief and Pay Group

Religious Belief/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Total
Atheism	2	5	9	9	8	9	6	6	2			30	86
Buddhism		1			1	1						1	4
Christianity	4	27	50	21	19	45	18	20	12	8	2	72	298
Hinduism		1	3		2	1		3				56	66
I do not wish to disclose my religion/belief	2	8	9	6	14	20	8	4	5	6	1	45	128
Islam		1	3	2		6				2		52	66
Jainism												1	1
Judaism												1	1
Other	1	4	19	4		7	4			1		4	44
Sikhism		1				2						7	10
Undefined		3	12		5	7	6	4	4	5		1	47
Total	9	51	105	42	49	98	42	37	23	22	3	270	751

Leavers by Marital Status and Pay Group

Marital Status/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Total
Civil Partnership			1			1							2
Divorced		1	2	4	4	7	4	3	1			2	28
Legally Separated	1	1	2			2			1			1	8
Married		16	52	20	25	42	18	20	18	14	2	100	327
Single	7	33	41	17	18	39	17	11	3	6		126	318
Unknown			4				2	2		2	1	21	32
Widowed			2		1		1						4
NULL	1		1	1	1	7		1				20	32
Total	9	51	105	42	49	98	42	37	23	22	3	270	751

Leavers by Ethnic Origin and Pay Group

Ethnic Origin/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Total
White - British	6	32	72	26	39	50	40	29	21	9	3	58	385
White - Irish		2	2			1						3	8
White - Any other White background		3	4	7	3	11		1		4		19	52
White Greek			1										1
White Italian												1	1
White Gypsy/Romany				1									1
White Polish			2										2
White Other European						1				2		2	5
Mixed - White & Black Caribbean		1	1				1						3
Mixed - White & Black African												2	2
Mixed - White & Asian												2	2
Mixed - Any other mixed background			1	1		1						4	7
Asian or Asian British - Indian		5	8	1	4	8		2	1			61	90
Asian or Asian British - Pakistani						2				1		25	28
Asian or Asian British - Bangladeshi		1	1	2		3						4	11
Asian or Asian British - Any other Asian background		1						1				13	15
Asian Mixed												1	1
Asian Sri Lankan												1	1
Asian Tamil												1	1
Asian Unspecified												5	5
Black or Black British - Caribbean	1		2			2		1	1			1	8
Black or Black British - African		5	8	2	1	6	1	3				16	42
Black or Black British - Any other Black background						1						1	2
Chinese												6	6
Any Other Ethnic Group			1			1						8	10
Other Specified												2	2
Undefined										1		4	5
Not Stated	2	1	2	2	2	11				5		30	55
Total	9	51	105	42	49	98	42	37	23	22	3	270	751