

Northampton General Hospital

Equality and Diversity Workforce Monitoring Report 2017/2018

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EXECUTIVE SUMMARY

The Equality and Diversity Workforce Monitoring Report for 2017/2018 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
- Recruitment Activity
- Employee Relations 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 732,452 people, as at 2016. Since 2011 there has been a population increase of 5.9%. It is estimated that the population of Northamptonshire will rise to approximately 754,000.

More than 20% of the population are in the least deprived quintile, and around 15% are in the most deprived quintile.

The latest Health Profile for Northamptonshire (Public Health England, 4 July 2017) describes 30 indicators, most of which are related to health and lifestyle.

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

- GCSE's achieved
- Violent Crime (Violent offences)
- Smoking status at time of delivery
- Excess weight in adults
- Hospital stays for self-harm
- Hospital stays for alcohol related harm
- Killed and seriously injured on roads.

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 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. 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.

From April 2017 to March 2018 the Trust completed 76 Equality Analyses.

During 2018 we will be reviewing our processes around equality analysis to ensure that they are fit for purpose and continue to meet our responsibilities under the Equality Act 2010.

WORKFORCE PROFILE – APRIL 2017 to MARCH 2018

The following analysis contains quantitative information from the Electronic Staff Record (ESR) for the year ending 31 March 2018 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
- Ethnicity
- Religious Belief
- Sex
- 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; over 96.60% of employees have their ethnic origin recorded, and a slightly smaller percentage (95.50%) has a record for marital status. Sex and age are recorded for all employees. Disability information has always been poorly recorded; 23.30% have no record relating to disability status, which is an increase on the reported figure in 2017 of 19%. 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 21.48% of employees for whom the Trust has no record of Sexual Orientation, and 23.48% with no record of Religious Belief.

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

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 2.96% 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 23.3% 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.
Sex	The NHS workforce is predominantly female, and at NGH the percentage is 79.02%. However the percentage of male employees is higher than the total for all staff, (20.98%) in the Agenda for Change band 8a – 9 group, at 35.46%, which is a small increase since reporting in 2016/2017. Within the medical & dental staff group 59% are male.
Ethnicity	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 2018) were 75.06% white (of which 67.8% were British or Irish), 21.36% BME. The overall percentage of BME employees is boosted by the high representation of this group (57.4%) in the Medical & Dental staff group. Although only 9.42% of staff in Agenda for Change bands 8a – 9 are in the BME group, 21.9% of bands 5 – 7 are BME, significantly higher than the average BME representation across all pay bands in the Trust.
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 49.93% Christian. The percentage of the local population professing no religion was 29.2%; 7.84% of employee records had no religion defined, and a further 15.64% did not wish to state their religion or belief, while 11.30% professed to be Atheist. In total, 15.29% 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, 76.72% of employees are recorded as heterosexual. 13% did not wish to state their sexual orientation, and a further 8.48% had no data recorded. Bisexual, Gay or Lesbian employees made up 1.8% of the total.
Marital Status	Of the total number of employees, 51.91% were married compared with 41.4% of the local population; 34.37% of employees were single, 6.42% divorced, 0.90% in a civil partnership, 1.12% separated, and 0.78% 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 2018 was 9,045. 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 18.89% of the workforce, and are the second biggest staff group, but they were responsible for the single highest percentage of the sickness, equating to 27.09% of all episodes. The biggest staff group in pay band terms is Band 5, with 20.57% of the workforce, and they accounted for the second highest percentage of sickness episodes, at 25.82%. Staff in bands 7 and 8a-9 account for 9.11% and 3.81% of the workforce but only 6.57% and 2.34% 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. The biggest age group numerically; 26-30 (13.58% of the workforce) had the highest group percentage of the total number of sickness episodes at 15.57%.
Disability	Employees who declare a disability comprise 2.96% of the workforce, although this figure would probably increase if the status of the 23.3% where no record is held was

	known. However, those employees who do declare a disability accounted for 4.08% of the sickness episodes, which is consistent with the figure recorded in 2016/2017 despite there being a small increase in the number of employees declaring a disability.
Sex	79.02% of employees are female and accounted for 84.48% of the sickness episodes. Conversely 20.98% of employees are male and account for 15.52% 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 small variation. Asian staff comprise 12.78% of the number of employees but account for only 9.36% of sickness episodes. White employees comprise 75.06% of the workforce and account for 78.87% 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 50.97% of sickness episodes are within the Christianity group, which accounts for 49.93% of the workforce. However Islam is stated as the religion for 3.12% of the workforce but accounts for only 1.70% of sickness episodes, and similarly Hinduism applies to 3.02% of the workforce and only 1.43% 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 21.48% of the workforce and have 19.86% of sickness attributed to them. This represents a relatively large percentage of the workforce in total and may make meaningful analysis less likely. Nonetheless, 78.10% of sickness episodes occur in the heterosexual group, which in turn makes up 76.72% of the workforce. The Gay, Lesbian & Bisexual groups total 1.8% of the workforce and account for 2.05% 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 52.81% of the

	workforce being in these groups but only taking 48.97% of the sickness episodes. By contrast divorced or legally separated employees make up 7.54% of the workforce and accounted for 8.32% of sickness episodes. Single employees are 34.37% of the workforce and they accumulated 37.88% of sickness episodes.
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Leaving Employment

In total, 376 employees with permanent contracts left the Trust in the year ending 31 March 2018. Band 2 employees form 18.89% of the permanent workforce but 22.87% of leavers were from this group; band 5 employees (20.57% of the permanent workforce) made up 24.46% of leavers.

Appendix 1 provides the data tables for detailed information regarding the workforce profile by protected characteristics for 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. 19.15% of leavers came from this age group, which represents only 9.7% of the workforce in post. The number of leavers from this age group is consistent with last year.</p> <p>By contrast, the staff groups aged between 26 and 55 make up 73.84% of the workforce, but only 53.71% of the leavers which is a significant decrease since last year. 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 27.13% of the leavers but 16.48% of the workforce. This is 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 3.72% of leavers, slightly higher than their representation rate among all employees, which was 2.96%. Employees positively declaring no disability (73.75% of the workforce) made up 72.34% of leavers, again in line with what might be expected.</p>
Sex	<p>Whilst 79.02% of the workforce is female, they made up 73.40% of the leavers. The male workforce (20.98%) provided 26.60% of leavers, so was over-represented.</p>

Ethnicity	White employees made up only 75.79% of leavers, compared to 75.06% of the permanent workforce, so this group is slightly over-represented. Black employees are 6.02% of the workforce but 9.57% of leavers, so this group is over-represented. Asian employees 12.78% of all employees were only 6.91% of leavers, so therefore appear to be less likely to leave the Trust.
Religion	53.46% of leavers were recorded as Christian, a higher rate than the overall rate in the workforce. Among the minority religions, the percentage of leavers is 4.26% which unrepresentative of their proportion of the workforce (15.3%).
Sexual Orientation	A reasonably comparable percentage of Heterosexual permanent employees were leavers (75.27%) compared with the permanent workforce (76.72%). Those people not wishing to state their sexual orientation made up 16.22% of leavers compared with only 13% of the workforce. Gay, Lesbian or Bisexual employees are 1.8% of the workforce and 0.8% of the leavers.
Marital Status	<p>Married employees were less likely to leave than their proportion of the workforce would suggest; 48.41% of leavers were married or in a civil partnership, compared to 52.81% in the workforce. Similarly, divorced and separated employees made up 7.54% of the workforce and 9.57% of leavers.</p> <p>Single employees comprise 34.37% of the workforce but 37.5% 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 2017 TO MARCH 2018

This section of the report is based on the recruitment activity information collected by the HR Service Centre between April 2017 and March 2018 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. Managers are provided with Appointing Officer Training which includes equality and diversity and values based recruitment.

During the period that the report covers the Trust received 18,354 applications for vacancies, 5,797 people were shortlisted for interview and 1,400 people were appointed. The overall number of applications received and people shortlisted has decreased from the previous year whereby 19,740 applications were received and 5,703 people were shortlisted, however the number of people appointed has increased even though the number of applicants has decreased.

Recruitment – Ethnicity

Description	Applications		Shortlisted		Appointed	
	No.	%	No.	%	No.	%
WHITE - British	10,449	56.90%	3563	61.50%	909	64.90%
WHITE - Irish	79	0.40%	37	0.60%	15	1.10%
WHITE - Any other white background	1,942	10.60%	454	7.80%	128	9.10%
ASIAN or ASIAN BRITISH - Indian	1,603	8.70%	519	9.00%	98	7.00%
ASIAN or ASIAN BRITISH - Pakistani	462	2.50%	123	2.10%	20	1.40%
ASIAN or ASIAN BRITISH - Bangladeshi	309	1.70%	72	1.20%	11	0.80%
ASIAN or ASIAN BRITISH - Any other Asian background	340	1.90%	94	1.60%	23	1.60%
MIXED - White & Black Caribbean	242	1.30%	66	1.10%	10	0.70%
MIXED - White & Black African	97	0.50%	26	0.40%	3	0.20%
MIXED - White & Asian	57	0.30%	16	0.30%	6	0.40%
MIXED - any other mixed background	131	0.70%	51	0.90%	11	0.80%
BLACK or BLACK BRITISH - Caribbean	404	2.20%	106	1.80%	20	1.40%
BLACK or BLACK BRITISH - African	1,445	7.90%	423	7.30%	84	6.00%
BLACK or BLACK BRITISH - Any other black background	108	0.60%	26	0.40%	5	0.40%
OTHER ETHNIC GROUP - Chinese	96	0.50%	29	0.50%	4	0.30%
OTHER ETHNIC GROUP - Any other ethnic group	317	1.70%	110	1.90%	16	1.10%
Undisclosed	273	1.50%	82	1.40%	37	2.60%
Total	18,354	100%	5,797	100%	1,400	100%

The table above show the number of applications that have been received, shortlisted and appointed between April 2017 and March 2018 by ethnicity.

It demonstrate that White – British has the highest amount of applications with 10,449 which equates to 56.90% of all applications. 3,563 were shortlisted and 909 were appointed to a position at the Trust.

White - Any other white background has the second highest amount of applications made with 1,942 or 10.60% of applications, which resulted in 454 of candidates being shortlisted of which 128 were successful in gaining a position with the hospital.

Asian or Asian British - Indian has the third highest amount of applications with 1,603 of which 519 were shortlisted and 98 were successful in gaining employment.

When compared to the previous year there is no change to the ethnic groups that have received the highest amount of applications. There has been a decrease in the number of applications received; however there has been a slight increase in the number appointed.

The most significant change has been in the undisclosed category where candidates appointed has decreased by 2%. This indicates that more applicants are comfortable in disclosing their ethnicity.

When compared to the Northamptonshire Population 2011 Census information the percentage of Mixed, Asian, Black and other Ethnic groups appointed is higher than the local population and the percentage of White applicants appointed is lower than the local population.

During 2017/2018 the Trust has continued focus recruitment on shortage occupations from overseas; however there has been renewed focus on recruiting from the UK, especially to nursing positions.

Recruitment - Sex

Description	Applications		Shortlisted		Appointed	
	No.	%	No.	%	No.	%
Male	4,112	22.40%	1197	20.60%	253	18.10%
Female	14,184	77.30%	4574	78.90%	1134	81.00%
Undisclosed	58	0.30%	26	0.40%	13	0.90%
Total	18,354	100%	5,797	100%	1,400	100%

The table above show the number of applications that have been received, shortlisted and appointed between April 2017 and March 2018 by sex.

The data shows that the Trust had a greater number of female applicants at 77.30% or 14,184, of which 4,574 were shortlisted and 1,134 were appointed.

Male applicants totalled 22.40% or 4,112 and of those 1,197 were shortlisted and 253 were appointed.

When compared to the previous year there is no significant change to the groups that have received the highest amount of applications. There have been some slight decreases in the number of applications received; however the numbers appointed have increased. The undisclosed percentage of appointed candidates has risen by 0.6%.

When compared to the Northamptonshire Population 2011 Census information the percentage of females appointed is higher than the local population and the percentage of male applicants appointed is lower than the local population, but this is to be expected at an NHS Acute Trust whereby there is a high number of nursing staff who are predominantly female. In addition during 2017/2018 the Trust has continued focus its recruitment activity on its nurse vacancies.

Recruitment – Disability

Description	Applications		Shortlisted		Appointed	
	No.	%	No.	%	No.	%
Yes	651	3.50%	233	4.00%	36	2.60%
No	17,352	94.50%	5436	93.80%	1337	95.50%
Undisclosed	351	1.90%	128	2.20%	27	1.90%
Total	18,354	100%	5,797	100%	1,400	100%

The table above show the number of applications that have been received, shortlisted and appointed between April 2017 and March 2018 by disability.

The data shows that the greater number of applicants disclosed they did not have a disability at 94.5% or 17,352, of which 5,436 were shortlisted and 1,337 were appointed.

Disabled applicants totalled 3.50% or 651 and of those 233 were shortlisted and 36 were appointed. There has been a slight decrease in the number of disabled applicants shortlisted and appointed.

There is no data from the Northamptonshire Population 2011 Census about disability to compare to the Trust data.

During 2017/2018 the Trust has continued to be committed to supporting people with disabilities and through its certification as a Disability Confident Employer.

Recruitment - Impairment

Description	Applications		Shortlisted		Appointed	
	No.	%	No.	%	No.	%
Physical Impairment	126	16.30%	52	17.70%	3	7.30%
Sensory Impairment	53	6.80%	28	9.60%	8	19.50%
Mental Health Condition	154	19.90%	52	17.70%	6	14.60%
Learning Disability/Difficulty	157	20.30%	62	21.20%	15	36.60%
Long-Standing Illness	188	24.30%	66	22.50%	6	14.60%
Other	97	12.50%	33	11.30%	3	7.30%
Total	775	100%	293	100%	41	100%

The table above show the number of applications that have been received, shortlisted and appointed between April 2017 and March 2018 by impairment.

This is a new category of report obtained from NHS Jobs. This report shows that applicants have disclosed their actual impairment. The results are shown above and as this is a new report this year no analysis can be made.

There is no data from the Northamptonshire Population 2011 Census about impairment to compare to the Trust data.

Recruitment – Age

Description	Applications		Shortlisted		Appointed	
	No.	%	No.	%	No.	%
Under 18	126	0.70%	55	0.90%	32	2.30%
18 to 19	564	3.10%	148	2.60%	63	4.50%
20 to 24	3,028	16.50%	858	14.80%	276	19.70%
25 to 29	3,599	19.60%	968	16.70%	238	17.00%
30 to 34	2,454	13.40%	773	13.30%	166	11.90%
35 to 39	1,995	10.90%	651	11.20%	138	9.90%
40 to 44	1,687	9.20%	598	10.30%	129	9.20%
45 to 49	1,879	10.20%	645	11.10%	131	9.40%
50 to 54	1,523	8.30%	538	9.30%	104	7.40%
55 to 59	892	4.90%	338	5.80%	76	5.40%
60 to 64	529	2.90%	203	3.50%	42	3.00%
65 to 69	51	0.30%	14	0.20%	2	0.10%
70 and over	14	0.10%	4	0.10%	1	0.10%
Undisclosed	13	0.10%	4	0.10%	2	0.10%
Total	18,354	100%	5,797	100%	1,400	100%

The table above show the number of applications that have been received, shortlisted and appointed between April 2017 and March 2018 by age.

In 2017/2018 the highest number of applications were received from the 25 to 29 age group with 19.60% or 3,599 applications. Of these 968 were shortlisted and 238 were appointed which has resulted in no significant change compared to last year.

The second highest number of applicants came from the age group of 20 to 24 year olds with 16.50% or 3,028 applications. From this 858 were shortlisted and 276 were appointed which is an increase of 4.5% compared 2016/2017.

There has been an increase in appointment of the age ranges, under 18, 18-19 and 60-64. These figures show that the Trust has been successful in recruiting apprentices and students. The information indicates that we have been able to retain retirees over the age of 60.

When compared to the Northamptonshire Population 2011 Census information the percentage of staff appointed aged between 18 and 54 is higher than the local population and the percentage of staff aged 55 and above is lower than the local population. This is to be expected in an NHS Acute Trust whereby many nursing and clinical staff can retire and take their pension aged 55.

The overall data assures the Trust that discrimination is not an issue and applicants are confident in disclosing their age.

Recruitment – Religious Belief

Description	Applications		Shortlisted		Appointed	
	No.	%	No.	%	No.	%
Atheism	2,523	13.70%	842	14.50%	218	15.60%
Buddhism	111	0.60%	37	0.60%	7	0.50%
Christianity	9,274	50.50%	3024	52.20%	722	51.60%
Hinduism	791	4.30%	217	3.70%	38	2.70%
Islam	1,135	6.20%	297	5.10%	48	3.40%
Jainism	12	0.10%	6	0.10%	1	0.10%
Judaism	8	0.00%	5	0.10%	2	0.10%
Sikhism	120	0.70%	36	0.60%	8	0.60%
Other	2,256	12.30%	664	11.50%	173	12.40%
Undisclosed	2,124	11.60%	669	11.50%	183	13.10%
Total	18,354	100%	5,797	100%	1,400	100%

The table above show the number of applications that have been received, shortlisted and appointed between April 2017 and March 2018 by religious belief.

Christianity had the most number of applicants with 50.50% or 9,274. Of these 3,024 were shortlisted and 722 were appointed. This shows that there has been a decrease in the number of Christians appointed when compared to 2016/2017.

Atheism had the second highest amount of applications with 13.70% or 2523. From this 842 were shortlisted and 218 were appointed. In comparison to 2016/2017, the number of staff appointed in the Atheism category has increased.

However, there has been a 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.

Where comparisons can be made to the Northamptonshire Population 2011 Census information it is mostly comparable with the local population's religious beliefs.

Recruitment – Sexual Orientation

Description	Applications		Shortlisted		Appointed	
	No.	%	No.	%	No.	%
Lesbian	97	0.50%	37	0.60%	10	0.70%
Gay	158	0.90%	51	0.90%	15	1.10%
Bisexual	341	1.90%	82	1.40%	16	1.10%
Heterosexual	16,472	89.70%	5260	90.70%	1273	90.90%
Undisclosed	1,286	7.00%	367	6.30%	86	6.10%
Total	18,354	100%	5,797	100%	1,400	100%

The table above show the number of applications that have been received, shortlisted and appointed between April 2017 and March 2018 by sexual orientation.

The highest number of individuals applying for remains within the heterosexual group with 89.70% or 16,472 applicants. TheTrust shortlisted 5260 and 1273 were appointed, which is a decrease from the previous year.

There has been a 0.5 increase in the appointed percentage for the lesbian category which supports the decrease in the Hetrosexual category.

There is no data from the Northamptonshire Population 2011 Census about sexual orientation to compare to the Trust data.

Recruitment – Marital Status

Description	Applications		Shortlisted		Appointed	
	No.	%	No.	%	No.	%
Married	7,064	38.50%	2367	40.80%	518	37.00%
Single	8,837	48.10%	2630	45.40%	697	49.80%
Civil partnership	567	3.10%	134	2.30%	25	1.80%
Legally separated	224	1.20%	97	1.70%	14	1.00%
Divorced	906	4.90%	309	5.30%	64	4.60%
Widowed	226	1.20%	75	1.30%	10	0.70%
Undisclosed	530	2.90%	185	3.20%	72	5.10%
Total	18,354	100%	5,797	100%	1,400	100%

The table above show the number of applications that have been received, shortlisted and appointed between April 2017 and March 2018 by marital status.

The marital status of single had the most number of applicants with 48.10% or 8,837. Of these 2630 were shortlisted and 697 were appointed.

Married had the second highest amount of applications with 38.50% or 7,064. From this 2367 were shortlisted and 518 were appointed.

There has been a decrease of applicants who are single and a slight rise in percentage of applicants who are married or divorced.

When compared to the Northamptonshire Population 2011 Census information the percentage of staff appointed is lower than the local population for marital status, with the exception of those who are single or in a civil partnership which is higher than the local population.

EMPLOYEE RELATIONS CASELOAD ACTIVITY – APRIL 2017 TO MARCH 2018

Background

This section of the report provides the equal opportunities breakdown for the formal Human Resources (HR) employee relations caseload activity across the Trust between the period of April 2017 and March 2018 for both open and closed formal cases.

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

- Harassment and Bullying Cases
- Grievance Cases
- Disciplinary Cases (conduct)
- Performance Management Cases (capability)

In the year ending March 2018 there were 89 formal cases; 12 Harassment and Bullying cases, 12 Grievance cases, 58 Disciplinary cases and 7 Performance Management cases recorded on the HR database.

Harassment and Bullying Cases

Age Group	No.	Comment
16 - 20		There appears to be a fairly even spread of cases between the age groups of 36-40 upwards and including 56-60 for harassment & bullying complaints. This is a shift from last year where the majority of the complaints were raised by employees within the 41-45 age range. The age groups where cases have been raised also have the highest proportion of staff within the Trust (60% combined)
21 - 25		
26 - 30	1	
31 - 35		
36 - 40	2	
41 - 45	2	
46 - 50	3	
51 - 55	1	
56 - 60	3	
61 - 65		
66 - 70		

Disability	No.	Comment
Yes	2	The case numbers do not suggest any trend towards disabled members of staff.
No	6	
Not Declared		
Undefined	4	The results from the staff survey do not correlate with the number of formal recorded cases, with a higher proportion of disabled staff stating they have experienced harassment, bullying or abuse from staff within the last 12 months. It is important to note, however, that many allegations of harassment and bullying are dealt with at an informal level.

Sex	No.	Comment
Female	8	Given the small number of cases, it would be expected that there are a higher number of female cases based on the Trust demographic of 79.02% female and 20.98% male, however the number of male cases is higher than expected.
Male	4	

Ethnicity	No.	Comment
White	7	The case numbers appear consistent with the Trust profile and do not suggest a trend towards any one ethnic group.
BME	1	
Asian	3	
Not stated	1	

Marital Status	No.	Comment
Civil Partnership		There appears to be an even spread of cases across nearly all status's which reflects the Trusts profile of staff.
Divorced	2	
Legally separated	1	There is no data from the staff survey relating to this protected characteristic.
Married	4	
Single	4	
Unknown	1	
Widowed		

Sexual Orientation	No.	Comment
Bisexual		There have been no cases raised related to the sexual orientation of the individual.
Gay	1	
Heterosexual	8	The number of cases for Heterosexual staff appears to reflect the Trust's profile of 76.7% of staff declaring this as their sexual orientation.
Does not wish to disclose	2	
Lesbian		
Undefined	1	There is no data from the staff survey relating to this protected characteristic

Religion	No.	Comment
Atheism		The distribution of cases appears to reflect the Trust's profile with 49.9% staff declaring Christianity as their religious belief.
Buddhism		
Christianity	5	
Hinduism	2	There is no data from the staff survey relating to this protected characteristic.
Does not wish to disclose	3	
Other	1	
Undefined	1	

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 Trust profile, with the highest number of cases falling where the highest proportion of staff are in the Trust.
21 - 25		
26 - 30	1	
31 - 35	1	
36 - 40	1	
41 - 45	2	There is no data from the staff survey explicitly relating to grievances.
46 - 50		
51 - 55	4	
56 - 60	3	
61 - 65		
66 - 70		

Disability	No.	Comment
Yes	3	The case numbers do not suggest any trend towards disabled or non-disabled members of staff. The split is reasonably representative of the Trusts profile: 3% disabled, 74% not disabled 7% not declared and 16% undefined.
No	6	
Not Declared	1	
Undefined	2	
		There is no data from the staff survey explicitly relating to grievances.

Sex	No.	Comment
Female	10	Given the small number of cases, this split appears consistent against the 79.02% female and 20.98% male split in the Trust.
Male	2	
		There is no data from the staff survey explicitly relating to grievances.

Ethnicity	No.	Comment
White	9	The case numbers appear consistent with the Trust profile and do not suggest a trend towards anyone ethnic group.
BME	1	
Mixed white & Asian	1	
Asian	1	There is no data from the staff survey explicitly relating to grievances.

Religion	No.	Comment
Atheism		Given the small number of cases, the distribution of cases appears does not suggest any trend towards a religious belief.
Buddhism		
Christianity	4	
Hinduism		
Does not wish to disclose	3	There is no data from the staff survey explicitly relating to grievances.
Other	1	
Undefined	3	
Hindu	1	

Marital Status	No.	Comment
Civil Partnership		Given the small number of cases this split is reasonably representative of the 52% married and 34% single profile in the Trust.
Divorced		
Legally separated		There is no data from the staff survey explicitly relating to grievances.
Married	9	
Single	3	
Unknown		
Widowed		

Sexual Orientation	No.	Comment
Bisexual		The number of cases for Heterosexual staff appears to reflect the Trust's profile of 76.7% of staff declaring this as their sexual orientation.
Gay		
Heterosexual	9	
Does not wish to disclose		There is no data from the staff survey explicitly relating to grievances.
Lesbian		
Undefined	3	

Disciplinary Cases

Age Group	No.	Comment
16 – 20		The distribution of cases generally appears to correlate with the percentage of staff within those age groups. With 13% of staff at the Trust within the 51-55 age group, 12% of staff within the 31-35 age group and 1% of staff in the 66-70 age group.
21 – 25	3	
26 – 30	6	
31 – 35	10	
36 – 40	6	
41 – 45	7	
46 – 50	7	
51 – 55	10	
56 – 60	6	
61 - 65	2	
66 - 70	1	

Disability	No.	Comment
Yes	1	<p>The case numbers do not suggest any trend towards disabled or non-disabled members of staff. The split is reasonably representative of the Trusts profile: 3% disabled, 74% not disabled 7% not declared and 16% undefined.</p> <p>There is no data from the staff survey explicitly relating to disciplinary.</p>
No	39	
Not Declared	5	
Undefined	13	

Sex	No.	Comment
Female	35	<p>The distribution of cases appears higher than expected for men (39%) against the 79.02% female and 20.98% male split in the Trust.</p> <p>Further analysis may be required of each case and discussions with the Trust Equality and Diversity Staff Group.</p> <p>There is no data from the staff survey explicitly relating to disciplinary.</p>
Male	23	

Ethnicity	No.	Comment
White	41	<p>The case numbers appear consistent with the Trust profile and do not suggest a trend towards anyone ethnic group.</p> <p>There is no data from the staff survey explicitly relating to disciplinary.</p>
BME	5	
Not stated	6	
Asian	5	
Mixed white & Asian	1	

Marital Status	No.	Comment
Civil Partnership		<p>The distribution of cases is reasonably representative of the Trust profile: 6% Divorced, 52% married, 3% unknown and less than 1% widowed. With the exception of singles where the split of cases remains higher than expected, as last year, based on the workforce profile for the Trust of 34% single.</p> <p>Further analysis may be required and discussions with the Trust Equality and Diversity Staff Group.</p> <p>There is no data from the staff survey explicitly relating to disciplinary.</p>
Divorced	5	
Legally separated		
Married	26	
Single	20	
Unknown	6	
Widowed	1	

Sexual Orientation	No.	Comment
Bisexual		The distribution of cases appears to reflect the Trust's profile of less than 1% Gay, 76.7% Heterosexual, 13% do not wish to disclose and 8% undefined
Gay	2	
Heterosexual	40	
Does not wish to disclose	10	
Lesbian		The split of sexual orientation is not sufficiently disclosed to allow any meaningful analysis.
Undefined	6	
		There is no data from the staff survey explicitly relating to disciplinary.

Religion	No.	Comment
Atheism	3	The distribution of cases appears to generally reflect the Trust's profile of 11% Atheism, 49.9% Christianity, 3% Hinduism, 16% does not wish to disclose, 8% other, 2% undefined and less than 1% Sikhism.
Buddhism		
Christianity	28	
Hinduism	1	
Islam		The split of religious beliefs is not sufficiently disclosed to allow any meaningful analysis.
Does not wish to disclose	14	
Other	5	There is no data from the staff survey explicitly relating to disciplinary.
Undefined	6	
Sikhism	1	

Performance Management Cases

Age Group	No.	Comment
16 – 20		Given the small number of cases this split is reasonably representative of the Trust profile.
21 – 25		
26 - 30	1	There is no data from the staff survey explicitly relating to performance management.
31 - 35		
36 - 40	3	
41 - 45	2	
46 - 50		
51 - 55		
56 - 60		
61 – 65	1	
66 - 70		

Disability	No.	Comment
Yes		Given the small number of cases, this does not suggest any trend towards disabled or not disabled staff.
No	6	
Not Declared	1	There is no data from the staff survey explicitly relating to performance management.
Undefined		

Sex	No.	Comment
Female	6	Given the small number of cases, this split appears consistent against the 79.02% female and 20.98% male split in the Trust. There is no data from the staff survey explicitly relating to performance management.
Male	1	

Ethnicity	No.	Comment
White	5	Give the small number of cases this appears consistent with the Trust profile and does not suggest a trend towards anyone ethnic group. There is no data from the staff survey explicitly relating to performance management.
BME	2	

Marital Status	No.	Comment
Civil Partnership		Given the small number of cases this split is reasonably representative of the 6% Divorced, 52% married, 34% single profile in the Trust.
Divorced	1	
Legally separated		There is no data from the staff survey explicitly relating to performance management.
Married	4	
Single	2	
Unknown		
Widowed		

Sexual Orientation	No.	Comment
Bisexual		Given the small number of cases, this appears to reflect the Trust's profile of 76.7% of staff declaring their sexual orientation as Heterosexual.
Gay		
Heterosexual	5	
Does not wish to disclose	1	There is no data from the staff survey explicitly relating to performance management.
Lesbian		
Undefined	1	

Religion	No.	Comment
Atheism	1	Given the small number of cases, the distribution does not suggest any trend towards a religious belief and is consistent with the Trust profile of staff.
Buddhism		
Christianity	4	
Hinduism		There is no data from the staff survey explicitly relating to performance management.
Does not wish to disclose	1	
Other		
Undefined	1	

LEARNING AND DEVELOPMENT – APRIL 2017 TO MARCH 2018

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. This year saw ESR undergoing major improvements which has led to a more efficient OLM system enabling the L&D team to view training records more easily and streamline the booking and recording of attendance.

The Trust, through the Practice Development Team, 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 is revised when there are 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 continues to be offered twice a month, so staff can attend as close to their start date as possible. The Induction covers the Trust's values and behaviours as well as the 8 mandatory training subjects. All the Trainers who deliver the training on Induction have worked with both L&D and Organisational Development to review their training sessions to ensure that staff gain the knowledge and understanding of the specific subject matter in a meaningful way. They aim to make the session as learner friendly as possible, covering all learning styles which includes; group work, quizzes and case studies.

The Trust continues to recruitment 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.

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, Vocationally-Related Qualifications (VRQ's) & in-house management programmes. Registered staff are also able to access modules at Degree & Masters level via the Learning Beyond Registration contract held with Health Education East Midlands.

The hospital continues to employ apprentices across the Divisions and in different roles. 10 new apprentices commenced their apprenticeship during 2017/2018 and of those 8 were offered full time employment by the Trust on completing their apprenticeship and 1 continued onto a higher apprenticeship.

The Trust continues to offer functional skills in Maths and English. 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. Please see table below detailing the number of staff accessing this training and the success rate:

**NGH Summary
April 2017 to March 2018**

Maths	
No. of Learners started	29
No. of Passes	24
Achievement Rate %	82.8%

English	
No. of Learners started	22
No. of Passes	20
Achievement Rate %	90.9%

English and Maths Total	
No. of Learners started	51
No. of Passes	44
Achievement Rate %	86.3%

National Achievement Rate for Adult learners	74%
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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 6,957	
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 Gay, 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 the number of staff not stating their religion/belief. There has also been an increase 7 of the 9 groups, although Hinduism and Islam see a decrease.</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 26-30 and over 71. The number of staff in the 21-25 age band is the same as last year, although they have seen the highest variance of attending training. The greater variance of non-attendance is within the 56-60 age band which may be attributable to this age group working more part-time.</p>

Sex	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.
Disability	<p>The number of 'undefined' has decreased from last year. The report shows an increase on the number of staff 'not declaring' and an increase on the number 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 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 British' group. Whilst the greatest variance in non-attendance is in the 'not stated' and 'undefined' groups which also saw an increase in the number of staff declaring these compared to last year.</p>

In the tables below the variance column gives further information about which of our staff, by their protected characteristic, are accessing training by comparison against the Trust's headcount.

Sex	Trust Headcount	Trust Headcount %	Trained Headcount	Trained Headcount %	Variance %
Female	5225	75.10	36285	80.57	5.46
Male	1732	24.90	8753	19.43	-5.46
Total:	6957	100%	45038	100%	

Sexual Orientation	Trust Headcount	Trust Headcount %	Trained Headcount	Trained Headcount %	Variance %
Bisexual	49	0.70	407	0.90	0.20
Gay	45	0.65	341	0.76	0.11
Heterosexual	4984	71.64	35367	78.53	6.89
I do not wish to disclose my sexual orientation	1164	16.73	5764	12.80	-3.93
Lesbian	22	0.32	189	0.42	0.10
Not stated	693	9.96	2970	6.59	-3.37
Total:	6957	100%	45038	100%	

Religious Belief	Trust Headcount	Trust Headcount %	Trained Headcount	Trained Headcount %	Variance %
Atheism	776	11.15	5197	11.54	0.38
Buddhism	51	0.73	292	0.65	-0.08
Christianity	3203	46.04	23305	51.75	5.71
Hinduism	210	3.02	1491	3.31	0.29
I do not wish to disclose my religion/belief	1325	19.05	6882	15.28	-3.77
Islam	203	2.92	1354	3.01	0.09
Jainism	9	0.13	54	0.12	-0.01
Judaism	4	0.06	21	0.05	-0.01
Other	487	7.00	3543	7.87	0.87
Sikhism	27	0.39	141	0.31	-0.08
Not stated	662	9.52	2758	6.12	-3.39
Total:	6957	100%	45038	100%	

Age Band	Trust Headcount	Trust Headcount %	Trained Headcount	Trained Headcount %	Variance %
16 - 20	188	2.70	1299	2.88	0.18
21 - 25	652	9.37	5301	11.77	2.40
26 - 30	984	14.14	6542	14.53	0.38
31 - 35	876	12.59	5460	12.12	-0.47
36 - 40	846	12.16	5763	12.80	0.64
41 - 45	795	11.43	5145	11.42	0.00
46 - 50	729	10.48	4888	10.85	0.37
51 - 55	782	11.24	5295	11.76	0.52
56 - 60	598	8.60	3320	7.37	-1.22
61 - 65	320	4.60	1596	3.54	-1.06
66 - 70	125	1.80	376	0.83	-0.96
71 +	62	0.89	53	0.12	-0.77
Total:	6957	100%	45038	100%	

Ethnicity	Trust Headcount	Trust Headcount %	Trained Headcount	Trained Headcount %	Variance %
White - British	4302	61.84	28420	63.10	1.27
White - Irish	71	1.02	478	1.06	0.04
White - Any other White background	419	6.02	2999	6.66	0.64
White Unspecified	2	0.03	10	0.02	-0.01
White English	3	0.04	19	0.04	0.00
White Welsh	2	0.03	11	0.02	0.00
White Greek	3	0.04	58	0.13	0.09
White Turkish	2	0.03	16	0.04	0.01
White Italian	8	0.11	52	0.12	0.00
White Gypsy/Romany	6	0.09	24	0.05	-0.03
White Polish	8	0.11	43	0.10	-0.02
White Albanian	1	0.01	3	0.01	-0.01
White Mixed	2	0.03	1	0.00	-0.03
White Other European	27	0.39	210	0.47	0.08
Mixed - White & Black Caribbean	38	0.55	235	0.52	-0.02
Mixed - White & Black African	16	0.23	71	0.16	-0.07
Mixed - White & Asian	25	0.36	108	0.24	-0.12
Mixed - Any other mixed background	43	0.62	289	0.64	0.02
Mixed - Black & White	1	0.01	4	0.01	-0.01
Mixed - Black & Asian	1	0.01	0	0.00	-0.01
Mixed - Chinese & White	2	0.03	7	0.02	-0.01
Mixed - Asian & Chinese	1	0.01	4	0.01	-0.01
Mixed - Other/Unspecified	2	0.03	0	0.00	-0.03
Asian or Asian British - Indian	565	8.12	4548	10.10	1.98
Asian or Asian British - Pakistani	80	1.15	525	1.17	0.02
Asian or Asian British - Bangladeshi	32	0.46	169	0.38	-0.08
Asian or Asian British - Any other Asian background	111	1.60	713	1.58	-0.01
Asian Mixed	1	0.01	8	0.02	0.00
Asian Sri Lankan	8	0.11	37	0.08	-0.03
Asian British	4	0.06	17	0.04	-0.02
Asian Unspecified	5	0.07	16	0.04	-0.03
Black or Black British - Caribbean	80	1.15	589	1.31	0.16
Black or Black British - African	331	4.76	2576	5.72	0.96
Black or Black British - Any other Black background	32	0.46	211	0.47	0.01
Black Nigerian	4	0.06	14	0.03	-0.03
Black British	8	0.11	41	0.09	-0.02
Black Unspecified	1	0.01	0	0.00	-0.01
Chinese	37	0.53	250	0.56	0.02
Any Other Ethnic Group	65	0.93	494	1.10	0.16
Filipino	6	0.09	45	0.10	0.01
Malaysian	0	0.00	10	0.02	0.02
Other Specified	14	0.20	72	0.16	-0.04
Undefined / Not Stated	588	8.45	1641	3.64	-4.81
Total:	6957	100%	45038	100%	

Disability	Trust Headcount	Trust Headcount %	Trained Headcount	Trained Headcount %	Variance %
No	4725	67.92	33730	74.89	6.98
Not Declared	708	10.18	3247	7.21	-2.97
Undefined	1339	19.25	6701	14.88	-4.37
Yes	185	2.66	1360	3.02	0.36
Total:	6957	100%	45038	100%	

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 Equality Act 2010 and the adverse impact on clinical care if they are not respected.

Conclusion

In conclusion, this year we have seen a decrease in the overall number of staff attending training than previous years. However as the overall % of compliance for both Mandatory Training and Role Specific Training is increasing, it is thought that the decrease is due to; less staff being aligned to role specific training, that there is a reduction in the number of staff attending the non-mandatory training sessions and that the recording requirements of training has been re-defined resulting in some training no longer being recorded in the way it has been historically.

Work continued on having a flexible approach to learning which removed 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 which was updated in 2017. 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.

Appendix 1

Equality and Diversity Workforce Data – 1 April 2017 – 31 March 2018

Staff in Post

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	Grand Total
< = 20 Years	5	35	45	3	1								89
21 - 25	1	21	99	45	25	127	41	4	1			32	396
26 - 30	2	32	112	41	50	203	110	30	3			96	679
31 - 35		32	105	42	34	142	92	38	19	1		78	583
36 - 40		32	94	46	43	119	95	72	30	24		44	599
41 - 45		22	84	44	36	129	98	73	21	52	4	22	585
46 - 50		35	105	62	41	99	66	70	33	54	9	12	586
51 - 55		46	130	69	55	88	85	86	45	43	7	6	660
56 - 60		53	95	50	45	77	56	53	25	32	3	9	498
61 - 65		30	57	27	24	35	23	25	14	11	2	2	250
66 - 70		8	16	8	9	9	2	5		3	2		62
> = 71 Years		6	3	1	1	1						2	14
Grand Total	8	352	945	438	364	1029	668	456	191	220	27	303	5001

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	Grand Total
No	6	240	755	331	272	746	513	307	138	126	18	236	3688
Not Declared		31	24	11	10	130	26	28	10	30	5	41	346
Undefined	1	71	132	83	68	122	102	115	39	62	4	20	819
Yes	1	10	34	13	14	31	27	6	4	2		6	148
Grand Total	8	352	945	438	364	1029	668	456	191	220	27	303	5001

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	Grand Total
Bisexual		2	8	2	3	14	5	1				1	36
Gay		2	9	2	3	7	4	1	2	1	1	2	34
Heterosexual	7	237	789	353	282	743	549	335	146	127	19	250	3837
I do not wish to disclose my sexual orientation		64	74	44	46	204	60	52	22	39	6	39	650
Lesbian		1	4	2		5	4	3	1				20
Undefined	1	46	61	35	30	56	46	64	20	53	1	11	424
Grand Total	8	352	945	438	364	1029	668	456	191	220	27	303	5001

Staff in Post by Sex and Pay Group

Sex/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Grand Total
Female	7	226	793	363	317	900	585	392	141	74	14	140	3952
Male	1	126	152	75	47	129	83	64	50	146	13	163	1049
Grand Total	8	352	945	438	364	1029	668	456	191	220	27	303	5001

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	Grand Total
Atheism		32	138	39	50	94	100	49	24	13	3	23	565
Buddhism		4	2	3	1	2		3	1	4		14	34
Christianity	4	167	506	239	183	564	355	224	111	52	15	77	2497
Hinduism		1	13	6	6	17	13	7	3	41		44	151
I do not wish to disclose my religion/belief	1	69	111	56	61	196	95	69	23	40	7	54	782
Islam	1		10	11	4	25	9	6	3	13		74	156
Jainism					1			1	1	1		2	6
Judaism						1							1
Other	1	35	105	51	28	79	55	34	6	2	1	3	400
Sikhism		2	3	1		2		4	1	3		1	17
Undefined	1	42	57	32	30	49	41	59	18	51	1	11	392
Grand Total	8	352	945	438	364	1029	668	456	191	220	27	303	5001

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	Grand Total
Any Other Ethnic Group	1		9	5	2	11	6	4	2	6		7	53
Asian British			1									1	2
Asian Mixed												1	1
Asian or Asian British - Any other Asian background		4	20	3	1	21	2	3	3	10		18	85
Asian or Asian British - Bangladeshi	1		3	4	1	4	2	3		1		2	21
Asian or Asian British - Indian		12	46	17	17	157	34	16	7	63		58	427
Asian or Asian British - Pakistani			2	2	2	4	2	2		6		40	60
Asian Sri Lankan												4	4
Asian Unspecified		2											2
Black British				1		1	1					1	4
Black Nigerian						1						1	2
Black or Black British - African		17	29	9	4	92	28	12	3	3	1	19	217
Black or Black British - Any other Black background		3	4	1	2	4	1					1	16
Black or Black British - Caribbean		7	13	5	6	15	4	5	1	1		5	62
Chinese		1	1	1		6	4	2	2	4		10	31
Filipino						6							6
Mixed - Any other mixed background			5	6	2	3	1	3		3		3	26
Mixed - Asian & Chinese						1							1
Mixed - Black & White				1									1
Mixed - Chinese & White												1	1
Mixed - White & Asian		2	1		2	3	2	1		3		3	17
Mixed - White & Black African						3	1			1		2	7
Mixed - White & Black Caribbean		2	3	5	2	5	4					1	22
Not Stated		18	16	5	6	61	16	9	6	4	2	23	166
Other Specified			1							1		7	9
Undefined				1				1				2	4

White - Any other White background	1	69	69	22	7	86	26	11	3	11	1	16	322
White - British	5	205	710	344	309	511	519	375	159	99	23	68	3327
White - Irish		7	6	4	1	14	10	8	4	2		3	59
White Albanian						1							1
White English		1	1			1							3
White Greek			2			1							3
White Gypsy/Romany						6							6
White Italian			1			2	2		1				6
White Mixed												1	1
White Other European		1		1		8	2			1		4	17
White Polish		1	2			1	1	1					6
White Turkish										1			1
White Unspecified												1	1
White Welsh				1									1
Grand Total	8	352	945	438	364	1029	668	456	191	220	27	303	5001

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	Grand Total
Civil Partnership	1	9	10	3	1	6	7	6	2				45
Divorced		27	62	44	39	43	39	42	11	7	3	4	321
Legally Separated		6	15	6	7	7	7	5	1	2			56
Married	1	129	437	230	171	513	365	299	128	170	20	133	2596
Single	6	145	381	143	136	407	229	88	42	15	3	124	1719
Unknown		23	15	6	7	20	16	9	6	20	1	23	146
Widowed		7	15	3	2	5	2	3		1		1	39
Undefined		6	10	3	1	28	3	4	1	5		18	79
Grand Total	8	352	945	438	364	1029	668	456	191	220	27	303	5001

Sickness Absence Episodes

Sickness Episodes by Age and Pay Group

Age Group	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Grand Total
< = 20 Years	59	121	4		2							186
21 - 25	74	371	112	42	250	62	3				21	935
26 - 30	94	338	88	77	513	198	43	1			56	1408
31 - 35	55	258	76	46	278	150	48	22			24	957
36 - 40	51	255	98	94	330	152	68	30	1		17	1096
41 - 45	38	195	62	78	291	203	131	42	5		4	1049
46 - 50	63	269	130	55	232	95	93	40	5	4	4	990
51 - 55	61	293	130	96	177	142	101	37	1			1038
56 - 60	110	211	107	64	155	92	68	30	5			842
61 - 65	74	104	44	45	89	40	28	10	1			435
66 - 70	14	30	14	5	18	3	12					96
> = 71 Years	6	6			1							13
Grand Total	699	2451	865	602	2336	1137	595	212	18	4	126	9045

Sickness Episodes by Disability and Pay Group

Disabled/ Pay Group	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Grand Total
No	490	1987	635	406	1655	808	404	156	4	1	97	6643
Not Declared	62	30	28	35	322	55	28	19	6		27	612
Undefined	105	339	170	113	278	216	157	32	8	3		1421
Yes	42	95	32	48	81	58	6	5			2	369
Grand Total	699	2451	865	602	2336	1137	595	212	18	4	126	9045

Sickness Episodes by Sexual Orientation and Pay Group

Sexual Orientation/ Pay Group	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Grand Total
Bisexual	3	20	1		30	12						66
Gay		31	6	2	22	10	2		1			74
Heterosexual	513	2068	738	460	1678	917	408	171	8	1	102	7064
I do not wish to disclose my sexual orientation	124	157	58	98	494	109	57	29	3		24	1153
Lesbian	4	10	6		11	3	10	1				45
Undefined	55	165	56	42	101	86	118	11	6	3		643
Grand Total	699	2451	865	602	2336	1137	595	212	18	4	126	9045

Sickness Episodes by Sex and Pay Group

Sex/ Pay Group	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Grand Total
Female	417	2112	745	545	2068	1000	516	162	5		71	7641
Male	282	339	120	57	268	137	79	50	13	4	55	1404
Grand Total	699	2451	865	602	2336	1137	595	212	18	4	126	9045

Sickness Episodes by Religious Belief and Pay Group

Religious Belief/ Pau Group	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Grand Total
Atheism	88	438	107	89	188	175	60	29			5	1179
Buddhism	8	6	3	3	4		2				4	30
Christianity	321	1195	457	281	1320	582	286	127	1	1	39	4610
Hinduism	4	24	6	3	41	19	11	5	1		15	129
I do not wish to disclose my religion/belief	149	284	96	120	480	157	82	29	3		33	1433
Islam		26	23	6	36	20	9		5		29	154
Jainism				1	1			3			1	6
Judaism					1							1
Other	81	321	123	50	171	104	34	5				889
Sikhism	2	6	1		5		4	3	2			23
Undefined	46	151	49	49	89	80	107	11	6	3		591
Grand Total	699	2451	865	602	2336	1137	595	212	18	4	126	9045

Sickness Episodes by Marital Status and Pay Group

Marital Status/ Pay Group	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Grand Total
Civil Partnership	9	25	6	1	23	8	9	1				82
Divorced	56	163	74	73	86	93	61	21				627
Legally Separated	16	52	13	3	12	17	10	3				126
Married	241	1000	449	288	1195	602	379	136	12	4	42	4348
Single	322	1129	304	220	860	374	118	33	3		64	3427
Unknown	36	34	10	8	64	38	7	14	2		4	217
Widowed	13	24	8	1	10	2	8					66
Undefined	6	24	1	8	86	3	3	4	1		16	152
Grand Total	699	2451	865	602	2336	1137	595	212	18	4	126	9045

Sickness Episodes by Ethnic Origin and Pay Group

Ethnic Origin/ Pay Group	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Other Medical	Grand Total
Any Other Ethnic Group		14	13	3	23	7	26		2		2	90
Asian British											1	1
Asian or Asian British - other Asian	7	49	4	2	38	3	5		1		8	117
Asian or Asian British - Bangladeshi		4	2	5	11	9	5				3	39
Asian or Asian British – Indian	13	82	18	8	371	54	20	11	6		24	607
Asian or Asian British – Pakistani		2	13	3	8	2	2				20	50
Asian Unspecified	3											3
Black British			2		1	6						9
Black Nigerian					2						1	3
Black or Black British – African	33	63	7	14	186	35	17				11	366
Black or Black British - Any other Black	4	7	2		6	2					1	22
Black or Black British – Caribbean	18	21	6	11	30	4	8					98
Chinese		2	3		6	4	1		1		1	18
Filipino					12							12
Mixed - Any other mixed	3	23	8	2	11	8	8					63
Mixed - Asian & Chinese					1							1
Mixed - Black & White			2									2
Mixed - Chinese & White											3	3
Mixed - White & Asian	1	1		2	5	6	3				1	19
Mixed - White & Black African	1		1		12						1	15
Mixed - White & Black Caribbean	3	3	6	1	9	7						29
Not Stated	39	44	6	18	173	35	9	6	1		4	335
Other Specified		3									6	9
White - Any other White	97	145	33	8	208	20	14	3			15	543
White - British	460	1955	732	524	1162	922	461	184	7	4	18	6429
White – Irish	10	17	7	1	23	6	15	8			2	89
White Albanian					1							1
White English	1				1							2
White Greek		7			1							8
White Gypsy/Romany					11							11
White Italian					3	3						6
White Mixed		1									1	2
White Other European	2	2			17	1					3	25
White Polish	4	4			1	3	1					13
White Unspecified					3							3
White Welsh		2										2
Grand Total	699	2451	865	602	2336	1137	595	212	18	4	126	9045

Leaving Employment

Leavers by Age Band and Pay Group

Age Band/ Pay Group	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Grand Total
< = 20 Years	8	6			1						15
21 - 25	7	16	5	2	22	5					57
26 - 30	2	5	1	2	19	5	3	2			39
31 - 35	4	8	4	4	7	6	4	2			39
36 - 40	1	7		4	16		3				31
41 - 45	2	8	3	2	7		2	5	2		31
46 - 50		7	3	4	3	4		3	2	1	27
51 - 55	6	6	5	2	4	4	5	1	1	1	35
56 - 60	2	13	2	2	4	12	7	5	6	1	54
61 - 65	5	7	9	2	5	1	3	1	1	1	35
66 - 70	1	3	1		3	2			1		11
> = 71 Years					1		1				2
Grand Total	38	86	33	24	92	39	28	19	13	4	376

Leavers by Disability and Pay Group

Disabled/ Pay Group	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Grand Total
No	32	68	24	14	61	28	24	14	7		272
Not Declared	3	2	2	3	14	4		1	2	4	35
Undefined	3	11	6	6	11	7	4	3	4		55
Yes		5	1	1	6			1			14
Grand Total	38	86	33	24	92	39	28	19	13	4	376

Leavers by Sexual Orientation and Pay Group

Sexual Orientation/ Pay Group	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Grand Total
Gay						1		1			2
Heterosexual	28	72	24	19	70	28	20	13	7	2	283
I do not wish to disclose my sexual orientation	9	11	7	2	14	4	5	3	4	2	61
Lesbian								1			1
Undefined	1	3	2	3	8	6	3	1	2		29
Grand Total	38	86	33	24	92	39	28	19	13	4	376

Leavers by Sex and Pay Group

Sex/ Pay Group	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Grand Total
Female	15	71	29	18	72	31	22	12	4	2	276
Male	23	15	4	6	20	8	6	7	9	2	100
Grand Total	38	86	33	24	92	39	28	19	13	4	376

Leavers by Religious Belief and Pay Group

Religious Belief/ Pay Group	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Grand Total
Atheism	4	12	1	3	10	4	1				35
Christianity	19	50	21	9	44	18	16	17	6	1	201
Hinduism					2	1			3		6
I do not wish to disclose my religion/belief	11	14	6	4	21	5	4	2	3	2	72
Islam			2	1	3	1	1		1		9
Other	4	9	2	4	5	4	3			1	32
Sikhism							1				1
Undefined		1	1	3	7	6	2				20
Grand Total	38	86	33	24	92	39	28	19	13	4	376

Leavers by Marital Status and Pay Group

Marital Status/ Pay Group	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Grand Total
Civil Partnership		2			2	1	1				6
Divorced	1	4	4	3	7	4	2	1			26
Legally Separated	1	3	1	1			1	3			10
Married	9	41	18	10	36	19	19	10	12	2	176
Single	24	34	10	8	42	13	4	5		1	141
Unknown				1	2	2			1		6
Widowed	1	1			1						3
Undefined	2	1		1	2		1			1	8
Grand Total	38	86	33	24	92	39	28	19	13	4	376

Leavers by Ethnic Origin and Pay Group

Ethnic Origin/Pay Group	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8A - 9	Consultant	Other	Grand Total
Any Other Ethnic Group					2						2
Asian or Asian British - Any other Asian background		1		1	2		1				5
Asian or Asian British - Bangladeshi					1						1
Asian or Asian British - Indian	2			2	4	1	2		5		16
Asian or Asian British - Pakistani			2	1	1						4
Black British						1					1
Black or Black British - African	2	6			8	4	2	1			23
Black or Black British - Any other Black background		1									1
Black or Black British - Caribbean	2	1			4	1	1				9
Filipino					2						2
Mixed - Any other mixed background		2			1						3
Mixed - White & Asian					1						1
Mixed - White & Black African	1				1						2
Mixed - White & Black Caribbean					1						1
Not Stated	4	3	2		6	2		1		2	20
White - Any other White background	7	3			8	4	1	1			24
White - British	20	66	29	20	44	26	21	15	8	2	251
White - Irish		2						1			3
White English					1						1
White Gypsy/Romany					2						2
White Italian					1						1
White Mixed		1									1
White Other European					2						2
Grand Total	38	86	33	24	92	39	28	19	13	4	376