

Northampton General Hospital

**Equality and Diversity
Workforce
Monitoring Report
2018/2019**

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EXECUTIVE SUMMARY

The Equality and Diversity Workforce Monitoring Report for 2018/2019 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 is central to what we do. Equality is about creating a fairer society where everyone has the opportunity to fulfil their potential.

Diversity is about recognising and valuing difference and we aim to support our staff in a responsive and appropriate way to meet the diverse needs of the different groups and individuals we employ, because well supported staff can deliver better care for our patients. Our staff are our greatest resource and we work to actively promote a culture that encourages their richly diverse talents to lead services that deliver inclusive care.

To achieve this aim we want to ensure that our staff are not subject to any form of discrimination or unequal treatment. All staff can expect to be treated with equal respect and dignity regardless of their background or circumstances. Dignity and respect are at the foundation of the work we do at the Trust, supported by our value of 'We Respect and Support Each Other'.

It is important to us that we do not discriminate unlawfully in the way we recruit, train and support our staff. We do not tolerate any forms of unlawful or unfair discrimination and recognise that all people have rights and entitlements by law.

Further information regarding Equality and Diversity can be found on our website at <http://www.northamptongeneral.nhs.uk/About/Policies-Reports-and-strategies/Equality-and-diversity-information/Equality-Diversity-Human-Rights.aspx>

OUR POPULATION

Northamptonshire has an estimated population of 741,000, with Northampton having an estimated population of 225,700, which in an increase of 10,527 from the 2011 census was 215,173.

The latest Health Profile for Northamptonshire (Public Health England, 3 July 2018) describes 32 indicators, most of which are related to health and lifestyle.

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

- Killed and seriously injured on roads
- Hospital stays for self-harm
- Hospital stays for alcohol related harm
- Physically active adults (aged 19+)
- Excess weight in adults (aged 18+)
- Smoking status at time of delivery of a child
- GCSE's achieved
- Violent Crime (Violent offences).

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 2018 to March 2019 the Trust completed 89 Equality Analyses.

During 2018 we also reviewed 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 2018 to MARCH 2019

The following analysis contains quantitative information from the Electronic Staff Record (ESR) for the year ending 31 March 2019 relating to:

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

Information relating to recruitment, employee relations caseloads and learning and development activity 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

Where possible our workforce demographic profile has been compared to 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 96.03% of employees have declared their ethnic origin recorded, and a slightly smaller percentage (95.88%) have declared a marital status. Sex and age are recorded for all employees. Disability information has always been poorly recorded; 20.53% have not declared their disability status, which is an improvement on the reported figure in 2018 of 20.30%. 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 19.67% of employees who have not declared their Sexual Orientation, together with 7.60% with no declaration of their Religious Belief.

N.B. For the purposes of the above if an individual has stated they would prefer not to declare, this has been counted as a declaration for the protected characteristics referred to.

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. In addition of the staff that complete the annual NHS staff survey approximately 20% of them indicate that they have a disability, so it is known that there is underreporting of disabilities on ESR (Electronic Staff Record).
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 2019 was 7,901. 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 18.99% of the workforce, and are the second biggest staff group, but they were responsible for the single highest percentage of the sickness, equating to 25.28% of all episodes. The biggest staff group in pay band terms is Band 5, with 19.89% of the workforce, and they accounted for the second highest percentage of sickness episodes, at 24.25%. Staff in bands 7 and 8a-9 account for 8.89% and 4.02% of the workforce but only 6.81% and 2.96% 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.

Leaving Employment

In total, 418 employees left the Trust in the year ending 31 March 2019. Appendix 1 provides the data tables for detailed information regarding the workforce profile by protected characteristics for leavers.

Band 5 employees (19.89% of the workforce) made up 22.96% of leavers and Band 2 employees, who form 18.99% of the permanent workforce, made up 22.49% 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. 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	<p>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</p>

	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 2018 TO MARCH 2019

This section of the report is based on the recruitment activity information collected by the HR Service Centre between April 2018 and March 2019 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 20,004 applications for vacancies. From which 5,041 people were shortlisted for interview and 1,151 were appointed. The overall number of applications received has increase from the previous year whereby 18,354 applications were received. The number of people shortlisted and appointed has decreased from 2017/2018 as 5,797 people were shortlisted and 1,400 people were appointed.

Recruitment – Ethnicity

Description	Applications		Shortlisted		Appointed	
	No.	%	No.	%	No.	%
WHITE - British	10,767	53.80%	3064	60.80%	739	64.20%
WHITE - Irish	97	0.50%	30	0.60%	6	0.50%
WHITE - Any other white background	1,949	9.70%	427	8.50%	105	9.10%
ASIAN or ASIAN BRITISH - Indian	1,698	8.50%	414	8.20%	77	6.70%
ASIAN or ASIAN BRITISH - Pakistani	629	3.10%	80	1.60%	14	1.20%
ASIAN or ASIAN BRITISH - Bangladeshi	338	1.70%	75	1.50%	10	0.90%
ASIAN or ASIAN BRITISH - Any other Asian background	465	2.30%	91	1.80%	18	1.60%
MIXED - White & Black Caribbean	251	1.30%	59	1.20%	12	1.00%
MIXED - White & Black African	191	1.00%	25	0.50%	4	0.30%
MIXED - White & Asian	85	0.40%	18	0.40%	2	0.20%
MIXED - any other mixed background	161	0.80%	41	0.80%	12	1.00%
BLACK or BLACK BRITISH - Caribbean	377	1.90%	98	1.90%	19	1.70%
BLACK or BLACK BRITISH - African	1,780	8.90%	364	7.20%	60	5.20%
BLACK or BLACK BRITISH - Any other black background	124	0.60%	28	0.60%	6	0.50%
OTHER ETHNIC GROUP - Chinese	94	0.50%	23	0.50%	7	0.60%
OTHER ETHNIC GROUP - Any other ethnic group	620	3.10%	104	2.10%	21	1.80%
Undisclosed	378	1.90%	100	2.00%	39	3.40%
Total	20004	100%	5041	100%	1151	100%

The table above show the number of applications that have been received, shortlisted and appointed between April 2018 and March 2019 by ethnicity.

It demonstrates that White – British has the highest amount of applications with 10,767 which equates to 53.80% of all applications. 3,064 were shortlisted and 739 were appointed to a position at the Trust.

White - Any other white background has the second highest amount of applications made with 1,949 or 9.70% of applications, which resulted in 427 of candidates being shortlisted of which 105 were successful in gaining a position with the hospital.

Black or Black British - African has the third highest amount of applications with 1,780 of which 364 were shortlisted and 60 were successful in gaining employment.

The most significant change has been in the other ethnic group category where there had been an increase of appointed candidates of 0.70%. This indicates that the advertising of vacancies are attracting more candidates from this category.

During 2018/2019 the Trust has continued focus recruitment on shortage occupations from overseas particularly for nursing and medical and dental.

Recruitment - Gender

Description	Applications		Shortlisted		Appointed	
	No.	%	No.	%	No.	%
Male	5,014	25.10%	1077	21.40%	222	19.30%
Female	14,922	74.60%	3944	78.20%	921	80.00%
Undisclosed	68	0.30%	20	0.40%	8	0.70%
Total	20004	100%	5041	100%	1151	100%

The table above show the number of applications that have been received, shortlisted and appointed between April 2018 and March 2019 by sex.

The data shows that the Trust had a greater number of female applicants at 74.60% or 14,992, of which 3,944 were shortlisted and 921 were appointed.

Male applicants totalled 25.10% or 5,014 and of those 1,077 were shortlisted and 222 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.

In addition during 2018/2019 the Trust has continued focus its recruitment activity on its nurse vacancies.

Recruitment – Disability

Description	Applications		Shortlisted		Appointed	
	No.	%	No.	%	No.	%
Yes	822	4.10%	246	4.90%	46	4.00%
No	18,807	94.00%	4706	93.40%	1084	94.20%
Undisclosed	375	1.90%	89	1.80%	21	1.80%
Total	20004	100%	5041	100%	1151	100%

The table above show the number of applications that have been received, shortlisted and appointed between April 2018 and March 2019 by disability. There has been an increase in applications from this category resulting in an increase in shortlisted and appointed applicants

Disabled applicants totalled 4.10% or 822 and of those 246 were shortlisted and 46 were appointed. There has been an increase in the number of disabled applicants shortlisted and appointed.

During 2018/2019 the Trust has continued to be committed to supporting people with disabilities and through its certification as a Disability Confident Employer and is working towards accreditation for Disability Confident Leader.

Recruitment - Impairment

Description	Applications		Shortlisted		Appointed	
	No.	%	No.	%	No.	%
Physical Impairment	190	19.30%	69	22.20%	14	24.60%
Sensory Impairment	47	4.80%	11	3.50%	0	0.00%
Mental Health Condition	164	16.60%	48	15.40%	9	15.80%
Learning Disability/Difficulty	136	13.80%	42	13.50%	12	21.10%
Long-Standing Illness	247	25.10%	83	26.70%	12	21.10%
Other	201	20.40%	58	18.60%	10	17.50%
Total	985	100%	311	100%	57	100%

The table above show the number of applications that have been received, shortlisted and appointed between April 2018 and March 2019 by impairment.

For the impairment category there had been a significant rise in applications being received.

The long standing illness category had the highest number of applications with 247 which equates to 25.10% of all applications. 83 were shortlisted and 12 were appointed to a position at the Trust.

The Other category had the second highest amount of applications made with 201 or 20.40% of applications, which resulted in 58 of candidates being shortlisted of which 10 were successful in gaining a position with the hospital.

Recruitment – Age

Description	Applications		Shortlisted		Appointed	
	No.	%	No.	%	No.	%
Under 18	152	0.80%	62	1.20%	35	3.00%
18 to 19	552	2.80%	127	2.50%	60	5.20%
20 to 24	2,736	13.70%	624	12.40%	149	12.90%
25 to 29	3,834	19.20%	747	14.80%	174	15.10%
30 to 34	3,271	16.40%	713	14.10%	146	12.70%
35 to 39	2,637	13.20%	669	13.30%	132	11.50%
40 to 44	1,866	9.30%	512	10.20%	126	10.90%
45 to 49	1,870	9.30%	575	11.40%	114	9.90%
50 to 54	1,468	7.30%	460	9.10%	86	7.50%
55 to 59	995	5.00%	331	6.60%	74	6.40%
60 to 64	492	2.50%	156	3.10%	32	2.80%
65 to 69	93	0.50%	38	0.80%	11	1.00%
70 and over	28	0.10%	22	0.40%	10	0.90%
Undisclosed	10	0.00%	5	0.10%	2	0.20%
Total	20,004	100.00%	5041	100.00%	1151	100.00%

The table above show the number of applications that have been received, shortlisted and appointed between April 2018 and March 2019 by age.

In 2018/2019 the highest number of applications were received from the 25 to 29 age group with 19.20% or 3,834 applications. Of these 747 were shortlisted and 174 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 30 to 34 year olds with 16.40% or 3,271 applications. From this 713 were shortlisted and 146 were appointed.

There has been an increase in appointment of the age ranges for 20-24. The trust has had a HCA recruitment campaign and this has attracted applications for this category. The information indicates that we continue to retain retirees over the age of 60.

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	2,798	14.00%	797	15.80%	203	17.60%
Buddhism	125	0.60%	31	0.60%	10	0.90%
Christianity	9,772	48.90%	2517	49.90%	559	48.60%
Hinduism	947	4.70%	205	4.10%	34	3.00%
Islam	1,684	8.40%	275	5.50%	47	4.10%
Jainism	11	0.10%	4	0.10%	1	0.10%
Judaism	13	0.10%	3	0.10%	2	0.20%
Sikhism	84	0.40%	30	0.60%	5	0.40%
Other	2,381	11.90%	552	11.00%	128	11.10%
Undisclosed	2,189	10.90%	627	12.40%	162	14.10%
Total	20,004	100.00%	5041	100.00%	1151	100.00%

The table above show the number of applications that have been received, shortlisted and appointed between April 2018 and March 2019 by religious belief.

Christianity had the most number of applicants with 48.90% or 9,772. Of these 2517 were shortlisted and 559 were appointed. This shows that there has been a decrease in the number of Christians appointed when compared to 2017/2018.

Atheism continues to be second in the amount of applications received with 14.00% or 2,798. From this 797 were shortlisted and 203 were appointed.

There has been an increase in the Hinduism category compared to 2018/19. This is attributed to the international recruitment campaigns in India for clinical staff.

However, there has been an increase of 1% in the number of appointed candidates who did not disclose their religious belief.

Recruitment – Sexual Orientation

Description	Applications		Shortlisted		Appointed	
	No.	%	No.	%	No.	%
Heterosexual	18,293	91.40%	4591	91.10%	1037	90.10%
Gay/ Lesbian	359	1.80%	98	1.90%	23	2.00%
Bisexual	334	1.70%	72	1.40%	13	1.10%
Other	64	0.30%	6	0.10%	0	0.00%
Undisclosed	25	0.10%	5	0.10%	3	0.30%
Total	20,004	100.00%	5041	100.00%	1151	100.00%

The table above show the number of applications that have been received, shortlisted and appointed between April 2018 and March 2019 by sexual orientation.

The groups have changed this year. Gay and Lesbian have been combined and an additional group called other has been introduced, as a result no analysis can be completed this year on the other groups.

Recruitment – Marital Status

Description	Applications		Shortlisted		Appointed	
	No.	%	No.	%	No.	%
Married	7,850	39.20%	2134	42.30%	451	39.20%
Single	9,731	48.60%	2240	44.40%	531	46.10%
Civil partnership	539	2.70%	109	2.20%	24	2.10%
Legally separated	201	1.00%	48	1.00%	9	0.80%
Divorced	914	4.60%	279	5.50%	59	5.10%
Widowed	177	0.90%	40	0.80%	8	0.70%
Undisclosed	592	3.00%	191	3.80%	69	6.00%
Total	20,004	100.00%	5041	100.00%	1151	100.00%

The table above show the number of applications that have been received, shortlisted and appointed between April 2018 and March 2019 by marital status.

The marital status of single had the most number of applicants with 48.60% or 9,731. Of these 2,240 were shortlisted and 531 were appointed.

Married had the second highest amount of applications with 39.20% or 7,850. From this 2,134 were shortlisted and 451 were appointed.

EMPLOYEE RELATIONS CASELOAD ACTIVITY – APRIL 2018 TO MARCH 2019

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 2018 and March 2019 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 2019: there were 103 (89) formal cases; 22 (12) Harassment and Bullying cases, 17 (12) Grievance case, 56 (58) Disciplinary cases and 8 (7) Performance Management cases recorded on the HR database. (Previous year's cases in brackets).

Harassment and Bullying Cases

Age Group	No.	Comment
16 – 20	0	There are a lot more cases in age 51-55 compared to previous year. Also it is worth noting that the Trusts highest age ranges are between 26-30 and 31-35 but no B&H cases have been recorded in these age ranges The age groups where there are cases do fall into the top 5 age categories within the Trust.
21 – 25	2	
26 – 30	0	
31 – 35	0	
36 – 40	2	
41 – 45	4	
46 – 50	2	
51 – 55	7	
56 – 60	5	
61 – 65	0	
66 – 70	0	

Disability	No.	Comment
Yes	1	The case numbers do not suggest any trend towards disabled members of staff and the one case whereby the staff member was disabled the B&H case was not related to their disability It is important to note, however, that many allegations of harassment and bullying are dealt with at an informal level.
No	15	
Not Declared	2	
Undefined	4	

Sex	No.	Comment
Female	16	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 78.98% female and 21.02% male, however the number of male cases (37.5%) is higher than expected however this has reduced from last year when the split was 50%.
Male	6	

Ethnicity	No.	Comment
White	16	The case numbers appear consistent with the Trust profile and do not suggest a trend towards any one ethnic group. The Trusts highest ethnic group is white (73.20%) so these figures are in line with this ethnic group.
BME	2	
Asian	1	
Not stated	0	
Mixed white/ asian	1	
Mixed white /black	2	

Marital Status	No.	Comment
Civil Partnership	1	There appears to be an even spread of cases across nearly all status's which reflects the Trusts profile of staff and similar spread to last year's figure. The amount of Trust staff who are recorded as married is 51.75% so the amount of single staff who have B&H complaints is high in comparison to staff employed (34.81%)
Divorced	2	
Legally separated	0	
Married	9	
Single	9	
Unknown	1	
Widowed	0	There is no data from the staff survey relating to this protected characteristic.

Sexual Orientation	No.	Comment
Bisexual	0	The number of cases for Heterosexual staff appears to reflect the Trust's profile of 78.14% of staff declaring this as their sexual orientation.
Gay	0	
Heterosexual	13	
Does not wish to disclose	6	There is no data from the staff survey relating to this protected characteristic
Lesbian	0	
Undefined	3	

Religion	No.	Comment
Atheism	2	The distribution of cases appears to reflect the Trust's profile with 49.32% staff declaring Christianity as their religious belief.
Buddhism	0	
Christianity	11	
Hinduism	1	There is no data from the staff survey relating to this protected characteristic.
Does not wish to disclose	6	
Other	0	
Undefined	2	

Grievance Cases

Age Group	No.	Comment
16 - 20	0	There does not appear to be any trend in relation to age group and the amount of cases is fairly representative of the Trust profile.
21 - 25	2	
26 - 30	3	
31 - 35	1	The highest proportion of staff are within the 26-30 age band (14.34%) in the Trust, however the highest number of cases fell within the 46-50 age band, with 11.92% of staff, the fourth largest within the Trust.
36 - 40	1	
41 - 45	1	
46 - 50	5	
51 - 55	2	There are 5 grievance cases in age range 46-50 but last year there were no cases in this age range. Further analysis may be required of each case and discussions with the Trust Equality and Diversity Staff Group. There is no data from the staff survey explicitly relating to grievances.
56 - 60	2	
61 - 65	0	
66 - 70	0	

Disability	No.	Comment
Yes	4	The split of cases between individuals having a disability and not having a disability is not representative of the Trust's profile: 3% disabled, 76% not disabled, 6% not declared and 15% unspecified. There is no data from the staff survey explicitly relating to grievances.
No	8	
Not Declared	0	
Undefined	5	

Sex	No.	Comment
Female	10	Given the small number of cases, this split appears consistent against the 78.98% female and 21.02% male split in the Trust. There is no data from the staff survey explicitly relating to grievances.
Male	7	

Ethnicity	No.	Comment
White	13	The case numbers appear consistent with the Trust profile and do not suggest a trend towards anyone ethnic group.
BME	0	
Mixed white & Asian	0	
Asian	2	There is no data from the staff survey explicitly relating to grievances.
Unspecified	2	

Religion	No.	Comment
Atheism	2	The distribution of cases does not suggest any trend towards a religious belief and appears consistent against the 49.33% of staff who state their religious belief as Christianity
Buddhism	0	
Christianity	10	
Hinduism	0	
Does not wish to disclose	1	There is no data from the staff survey explicitly relating to grievances.
Other	0	
Undefined	3	
Islam	1	

Marital Status	No.	Comment
Civil Partnership	0	Given the small number of cases this split is reasonably representative of the 51.75% married and 34.81% single profile in the Trust.
Divorced	0	
Legally separated	0	There is no data from the staff survey explicitly relating to grievances.
Married	10	
Single	4	
Unknown	3	
Widowed	0	

Sexual Orientation	No.	Comment
Bisexual	0	The number of cases for Heterosexual staff appears to reflect the Trust's profile of 78.14% of staff declaring this as their sexual orientation.
Gay	0	
Heterosexual	15	
Does not wish to disclose	0	There is no data from the staff survey explicitly relating to grievances.
Lesbian	0	
Undefined	2	

Disciplinary Cases

Age Group	No.	Comment
16 – 20	1	The distribution of cases generally appears to correlate with the percentage of staff within those age groups. With less than 1% of staff within the 16-20 age group, 12% of staff at the Trust within 46-50 age groups, 10% in the 56-60 age group, then 11% within the 36-40 age group, 12% of staff within the 31-35 and 12% of staff in the 51-55 age group.
21 – 25	2	
26 – 30	2	
31 – 35	7	
36 – 40	8	
41 – 45	4	
46 – 50	9	
51 – 55	7	
56 – 60	9	
61 - 65	6	
66 - 70	1	There is no data from the staff survey explicitly relating to disciplinary.

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 of the Trusts profile: 3% disabled, 76% not disabled, 6% not declared and 15% unspecified.
No	41	
Not Declared	4	
Undefined	10	
		There is no data from the staff survey explicitly relating to disciplinary.

Sex	No.	Comment
Female	32	The distribution of cases appears higher than expected for men against the 78.98% female and 21.02% male split in the Trust.
Male	24	
		Further analysis may be required of each case and discussions with the Trust Equality and Diversity Staff Group.
		There is no data from the staff survey explicitly relating to disciplinary.

Ethnicity	No.	Comment
White	39	The case numbers appear consistent with the Trust profile; for example 73% of staff have declared their ethnic group as White and Asian 13.40%. There does not suggest a trend towards anyone ethnic group.
BME	2	
Not stated	1	
Asian	11	
Mixed white & Asian	3	
		There is no data from the staff survey explicitly relating to disciplinary.

Marital Status	No.	Comment
Civil Partnership	0	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 35% single.
Divorced	5	
Legally separated	1	
Married	29	
Single	16	
Unknown	5	Further analysis may be required and discussions with the Trust Equality and Diversity Staff Group.
Widowed	0	
		There is no data from the staff survey explicitly relating to disciplinary.

Sexual Orientation	No.	Comment
Bisexual	1	The distribution of cases appears to reflect the Trust's profile of less than 2% Gay, 78.1% Heterosexual, 12% not stated and 8% unspecified.
Gay	1	
Heterosexual	42	
Does not wish to disclose	5	The split of sexual orientation is not sufficiently disclosed to allow any meaningful analysis.
Lesbian	0	
Undefined	7	There is no data from the staff survey explicitly relating to disciplinary.

Religion	No.	Comment
Atheism	10	The distribution of cases appears to generally reflect the Trust's profile of 12% Atheism, 49.3% Christianity, 3% Hinduism, 3% Islam, 15% does not wish to disclose, 8% other and 5% undefined.
Buddhism	0	
Christianity	21	
Hinduism	5	
Islam	1	
Does not wish to disclose	8	The split of religious beliefs is not sufficiently disclosed to allow any meaningful analysis.
Other	5	
Undefined	6	There is no data from the staff survey explicitly relating to disciplinary.
Sikhism	0	

Performance Management Cases

Age Group	No.	Comment
16 – 20	0	<p>Given the small number of cases this split is reasonably representative of the Trust profile except the Trust profile for age range 41-45 is 11.66% however 62.5% of our cases fell in this area and further analysis may be required?</p> <p>There is no data from the staff survey explicitly relating to performance management.</p>
21 – 25	0	
26 - 30	0	
31 - 35	0	
36 - 40	0	
41 - 45	5	
46 - 50	0	
51 - 55	1	
56 - 60	1	
61 – 65	1	
66 - 70	0	

Disability	No.	Comment
Yes	0	<p>Given the small number of cases, this does not suggest any trend towards disabled or not disabled staff.</p> <p>There is no data from the staff survey explicitly relating to performance management.</p>
No	7	
Not Declared	0	
Undefined	1	

Sex	No.	Comment
Female	7	<p>Given the small number of cases, this split appears consistent against the 78.98% female and 21.02% male split in the Trust.</p> <p>There is no data from the staff survey explicitly relating to performance management.</p>
Male	1	

Ethnicity	No.	Comment
White	5	<p>Given the small number of cases this appears consistent with the Trust profile and does not suggest a trend towards anyone ethnic group.</p> <p>There is no data from the staff survey explicitly relating to performance management.</p>
BME	3	

Marital Status	No.	Comment
Civil Partnership	0	<p>Given the small number of cases this split is reasonably representative although does suggest a trend towards Married staff. As the Trust profile is 6.41% Divorced, 51.75% married, 34.81% single.</p> <p>There is no data from the staff survey explicitly relating to performance management.</p>
Divorced	0	
Legally separated	0	
Married	7	
Single	0	
Unknown	1	
Widowed	0	

Sexual Orientation	No.	Comment
Bisexual	0	<p>Given the small number of cases, this appears to reflect the Trust's profile of 78.14% of staff declaring their sexual orientation as Heterosexual.</p> <p>There is no data from the staff survey explicitly relating to performance management.</p>
Gay	0	
Heterosexual	6	
Does not wish to disclose	0	
Lesbian	0	
Undefined	2	

Religion	No.	Comment
Atheism	1	<p>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 where 49.33% of staff have declared their religious belief as Christianity.</p> <p>There is no data from the staff survey explicitly relating to performance management.</p>
Buddhism	0	
Christianity	5	
Hinduism	0	
Does not wish to disclose	0	
Other	0	
Undefined	2	

LEARNING AND DEVELOPMENT – APRIL 2018 TO MARCH 2019

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, 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 Vocationally-Related Qualifications (VRQ's) & in-house

management programmes. Registered staff are also able to access modules at Degree & Masters level via the Workforce Development Fund (formally Learning Beyond Registration) held with Health Education East Midlands.

In addition the hospital continues to employ apprentices alongside offering apprenticeships to substantive staff. Collectively there have been 57 new starts during 2018/2019 covering; business administration, healthcare, scientist practitioners, nursing associates, operations manager, pharmacy and data analyst.

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 2018 to March 2019**

Maths	
No. of Learners started	26
No. of passes	24
Achievement Rate %	92.3%

English	
No. of Learners started	32
No. of passes	30
Achievement Rate %	93.7%

Maths and English	
Total	
No. of Learners started	58
No. of passes	54
Achievement Rate %	93.10%

National Achievement	
Rate	
For Adult learners	65%

These achievement rates do not include learners who are booked onto blocks and have not taken their exams yet

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 7,012	
Protected Group	Analysis
Sexual Orientation	<p>The number of 'not stated' and the number of staff who do not wish to disclose their sexual orientation have both decreased from last year. There has been an increase in the number of staff disclosing that they are Gay or Lesbian and Heterosexual compared to last year. This year a new category of 'undecided' has been added.</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 a decrease 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 been an increase 7 of the 9 groups, although Buddhism and Jainism 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 5 groups; 26-30, 31-35, 56-60, 61-65 and 71+. The remainder 7 groups have seen a decrease. The number of staff in the 21-25 age band have seen the highest variance of attending training.</p> <p>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>
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' has decreased from last year; the report also shows a decrease on the number of staff 'not declaring'. There has been an increase on the number disclosing a disability and a new category 'prefer not to answer' has been added.</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 'Black or Black British – African'. Whilst the greatest variance in non-attendance is in the 'White – British', 'not stated' and 'undefined' groups. The number of 'undefined' saw an increase in the number of staff declaring this compared to last year, whilst the number of 'not stated' decreased.</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.

Gender	Trust Headcount	Trust Headcount %	Trained Headcount	Trained %	Variance %
Female	5338	76.13	36912	80.18	4.05
Male	1674	23.87	9124	19.82	-4.05
Total	7012	100	46036	100	

Sexual Orientation	Trust Headcount	Trust Headcount %
Bisexual	56	0.80
Gay or Lesbian	74	1.06
Heterosexual or Straight	5272	75.19
Not stated (person asked but declined to provide a response)	994	14.18
Undecided	1	0.01
Unspecified	615	8.77
Total	7012	100

Trained Headcount	Trained %
458	0.99
506	1.10
36651	79.61
5450	11.84
4	0.01
2967	6.44
46036	100

Variance %
0.20
0.04
4.43
-2.34
-0.01
-2.33

Religious Belief	Trust Headcount	Trust Headcount %
Atheism	841	11.99
Buddhism	50	0.71
Christianity	3275	46.71
Hinduism	242	3.45
I do not wish to disclose my religion/belief	1215	17.33
Islam	241	3.44
Jainism	8	0.11
Judaism	6	0.09
Other	516	7.36
Sikhism	34	0.48
Unspecified	584	8.33
Total	7012	100

Trained Headcount	Trained %
5838	12.68
330	0.72
22478	48.83
1772	3.85
6925	15.04
1675	3.64
63	0.14
50	0.11
3852	8.37
269	0.58
2784	6.05
46036	100

Variance %
0.69
0.00
2.12
0.40
-2.28
0.20
0.02
0.02
1.01
0.10
-2.28

Age Band	Trust Headcount	Trust Headcount %
<=20 Years	184	2.62
21-25	641	9.14
26-30	1045	14.90
31-35	935	13.33
36-40	803	11.45
41-45	770	10.98
46-50	753	10.74
51-55	723	10.31
56-60	615	8.77
61-65	354	5.05
66-70	116	1.65
>=71 Years	73	1.04
Grand Total	7012	100

Trained Headcount	Trained %
1410	3.06
5271	11.45
7437	16.15
6162	13.39
5263	11.43
5053	10.98
4797	10.42
4841	10.52
3604	7.83
1710	3.71
392	0.85
96	0.21
46036	100

Variance %
0.44
2.31
1.25
0.05
-0.02
0.00
-0.32
0.20
-0.94
-1.33
-0.80
-0.83

Ethnicity	Trust Headcount	Trust Headcount %	Trained Headcount	Trained %	Variance %
A White - British	4348	62.01	27783	60.35	-1.66
B White - Irish	64	0.91	391	0.85	-0.06
C White - Any other White background	438	6.25	3134	6.81	0.56
CA White English	3	0.04	30	0.07	0.02
CC White Welsh	2	0.03	10	0.02	-0.01
CF White Greek	2	0.03	14	0.03	0.00
CH White Turkish	1	0.01	14	0.03	0.02
CK White Italian	6	0.09	46	0.10	0.01
CN White Gypsy/Romany	3	0.04	26	0.06	0.01
CP White Polish	10	0.14	84	0.18	0.04
CQ White ex-USSR	1	0.01	0	0.00	-0.01
CS White Albanian	1	0.01	4	0.01	-0.01
CU White Croatian	0	0.00	18	0.04	0.04
CX White Mixed	1	0.01	0	0.00	-0.01
CY White Other European	19	0.27	116	0.25	-0.02
D Mixed - White & Black Caribbean	42	0.60	279	0.61	0.01
E Mixed - White & Black African	17	0.24	54	0.12	-0.13
F Mixed - White & Asian	33	0.47	204	0.44	-0.03
G Mixed - Any other mixed background	42	0.60	273	0.59	-0.01
GA Mixed - Black & Asian	1	0.01	0	0.00	-0.01
GC Mixed - Black & White	1	0.01	4	0.01	-0.01
GD Mixed - Chinese & White	3	0.04	16	0.03	-0.01
GE Mixed - Asian & Chinese	1	0.01	4	0.01	-0.01
GF Mixed - Other/Unspecified	4	0.06	17	0.04	-0.02
H Asian or Asian British - Indian	662	9.44	5335	11.59	2.15
J Asian or Asian British - Pakistani	90	1.28	647	1.41	0.12
K Asian or Asian British - Bangladeshi	38	0.54	239	0.52	-0.02
L Asian or Asian British - Any other Asian background	116	1.65	902	1.96	0.31
LA Asian Mixed	1	0.01	20	0.04	0.03
LE Asian Sri Lankan	6	0.09	28	0.06	-0.02
LF Asian Tamil	1	0.01	0	0.00	-0.01
LH Asian British	3	0.04	6	0.01	-0.03
LJ Asian Caribbean	0	0.00	4	0.01	0.01
LK Asian Unspecified	4	0.06	6	0.01	-0.04
M Black or Black British - Caribbean	76	1.08	466	1.01	-0.07
N Black or Black British - African	342	4.88	2414	5.24	0.37
P Black or Black British - Any other Black background	31	0.44	182	0.40	-0.05
PB Black Mixed	1	0.01	4	0.01	-0.01
PC Black Nigerian	4	0.06	30	0.07	0.01
PD Black British	7	0.10	38	0.08	-0.02
PE Black Unspecified	2	0.03	17	0.04	0.01
R Chinese	36	0.51	309	0.67	0.16
S Any Other Ethnic Group	69	0.98	497	1.08	0.10
SC Filipino	6	0.09	68	0.15	0.06
SD Malaysian	1	0.01	20	0.04	0.03
SE Other Specified	9	0.13	16	0.03	-0.09
Unspecified	160	2.28	824	1.79	-0.49
Z Not Stated	304	4.34	1443	3.13	-1.20
Total	7012	100	46036	100	

Disability	Trust Headcount	Trust Headcount %	Trained Headcount	Trained %	Variance %
No	5081	72.46	34946	75.91	3.45
Not Declared	551	7.86	2695	5.85	-2.00
Prefer Not To Answer	3	0.04	46	0.10	0.06
Unspecified	1180	16.83	7022	15.25	-1.58
Yes	197	2.81	1327	2.88	0.07
Total	7012	100	46036	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 small increase in the overall number of staff attending training than previous years. This is presented in the overall % of compliance for both Mandatory Training and Role Specific Training which have also seen an increase. It is thought that the increase could be due to; more staff being aligned to role specific training, that there is a small increase 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 2018 – 31 March 2019

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 8	Consultant	Other	Other Medical	Grand Total
<=20 Years	2	31	48	4	2								87
21-25	1	24	98	43	25	129	29	6				28	383
26-30		21	138	33	64	177	137	41	4			119	734
31-35	1	38	107	46	46	163	100	37	26	4		69	637
36-40	1	36	101	46	34	117	89	61	24	25		47	581
41-45		21	86	46	37	124	90	82	28	53	2	28	597
46-50		41	93	66	52	94	86	73	38	52	7	8	610
51-55		36	119	65	56	84	75	73	45	49	8	6	616
56-60		58	96	59	50	84	57	48	26	32	4	9	523
61-65		34	68	27	22	38	26	28	15	14		2	274
66-70		8	14	8	11	7		5		3	1		57
>=71 Years		8	4	2	2	1		1				2	20
Grand Total	5	356	972	445	401	1018	689	455	206	232	22	318	5119

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 8	Consultant	Other	Other Medical	Grand Total
No	5	245	802	349	314	776	548	326	158	138	17	231	3909
Not Declared		31	18	12	11	96	19	24	8	29	2	55	305
Prefer Not To Answer		1		1		1							3
Unspecified		69	115	71	61	111	94	95	36	63	3	28	746
Yes		10	37	12	15	34	28	10	4	2		4	156
Grand Total	5	356	972	445	401	1018	689	455	206	232	22	318	5119

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 8	Consultant	Other	Other Medical	Grand Total
Bisexual		3	12	1	3	16	4	1					40
Gay or Lesbian		3	13	7	4	10	6	8	4	2	1	2	60
Heterosexual or Straight	4	234	823	358	323	773	583	345	158	135	19	245	4000
Not stated (person asked but declined to provide a response)		72	67	44	40	168	55	42	25	41	1	44	599
Undecided	1				1								2
Unspecified		44	57	35	30	51	41	59	19	54	1	27	418
Grand Total	5	356	972	445	401	1018	689	455	206	232	22	318	5119

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 8	Consultant	Other	Other Medical	Grand Total
Female	3	232	822	368	352	892	603	383	156	73	14	145	4043
Male	2	124	150	77	49	126	86	72	50	159	8	173	1076
Grand Total	5	356	972	445	401	1018	689	455	206	232	22	318	5119

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 8	Consultant	Other	Other Medical	Grand Total
Atheism	2	35	142	44	60	108	106	49	24	14	1	23	608
Buddhism		4	1	3	1	3	3	1	1	4		11	32
Christianity	2	166	505	246	193	577	361	220	120	50	13	72	2525
Hinduism		1	17	5	10	27	9	10	3	46		47	175
I do not wish to disclose my religion/belief	1	76	122	55	65	165	96	68	25	42	3	49	767
Islam			18	8	4	19	10	12	4	16		77	168
Jainism					1			2	1	1		2	7
Judaism						1		1		1			3
Other		33	112	51	36	72	66	31	10	3	4	3	421
Sikhism		1	2	1	1	1	1	6	1	3		7	24
Unspecified		40	53	32	30	45	37	55	17	52	1	27	389
Grand Total	5	356	972	445	401	1018	689	455	206	232	22	318	5119

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 8	Consultant	Other	Other Medical	Grand Total
A White - British	1	207	716	350	320	492	534	364	167	99	19	64	3333
B White - Irish	1	7	5	3	1	10	7	9	4	2			49
C White - Any other White background	1	66	78	27	11	75	34	10	7	12	1	13	335
CA White English		1	1			1							3
CC White Welsh				1									1
CF White Greek			1										1
CK White Italian			1				1		1				3
CN White Gypsy/Romany						3							3
CP White Polish		4	1			1	1	1					8
CS White Albanian						1							1
CY White Other European		1				5				1		3	10
D Mixed - White & Black Caribbean	1	1	8	4	2	4	5						25
E Mixed - White & Black African				1		4	1			2		1	9
F Mixed - White & Asian		3	1		2	4	2	1		3		3	19
G Mixed - Any other mixed background		2	5	6	1	6	2	2	1	3		1	29
GC Mixed - Black & White				1									1
GD Mixed - Chinese & White												1	1
GE Mixed - Asian & Chinese						1							1
GF Mixed - Other/Unspecified												1	1
H Asian or Asian British - Indian		11	47	14	38	200	34	27	7	70		64	512
J Asian or Asian British - Pakistani			5	2	2	3	2	5		6		31	56
K Asian or Asian British - Bangladeshi			7	2		2	3	3	1	1		7	26
L Asian or Asian British - Any other Asian background		5	18	5	2	21	4	3	3	11		15	87
LE Asian Sri Lankan												3	3
LH Asian British			1										1
LK Asian Unspecified		1											1
M Black or Black British - Caribbean		8	12	6	7	16	5	2	1			2	59
N Black or Black British - African	1	16	31	9	4	92	30	11	4	3	1	19	221

Ethnic Origin/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Consultant	Other	Other Medical	Grand Total
P Black or Black British - Any other Black background		3	5	1	2	3	1	1		1		1	18
PB Black Mixed												1	1
PC Black Nigerian						2							2
PD Black British				1		1	1						3
PE Black Unspecified						1							1
R Chinese		1	2	1		3	4	3	2	4		7	27
S Any Other Ethnic Group			11	2	4	14	4	4	2	6	1	9	57
SC Filipino						5							5
SD Malaysian												1	1
SE Other Specified			1							1			2
Unspecified			5			1				3		53	62
Z Not Stated		19	10	9	5	47	14	9	6	4		18	141
Grand Total	5	356	972	445	401	1018	689	455	206	232	22	318	5119

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 8	Consultant	Other	Other Medical	Grand Total
Civil Partnership		12	15	3	2	6	7	5	3			1	54
Divorced		24	60	47	41	46	40	40	15	9	2	4	328
Legally Separated		6	16	5	8	8	3	5		1		1	53
Married		133	443	231	203	507	380	290	137	175	16	134	2649
Single	5	147	394	146	132	407	237	98	41	17	3	155	1782
Unknown		21	22	6	10	22	19	11	8	25	1	15	160
Widowed		7	15	5	2	5	2	2	1	1		2	42
Unspecified		6	7	2	3	17	1	4	1	4		6	51
Grand Total	5	356	972	445	401	1018	689	455	206	232	22	318	5119

Sickness Absence Episodes

Sickness Episodes 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 8	Consultant	Other	Other Medical	Grand Total
<=20 Years	1	68	101		6								176
21-25		65	235	63	34	195	42	5				18	657
26-30		40	332	56	87	384	211	37	1			65	1213
31-35	4	55	218	98	55	353	135	57	32	1		20	1028
36-40		50	190	70	66	200	137	69	38	7		22	849
41-45		22	195	78	65	252	171	109	29	13		11	945
46-50		57	211	106	83	145	135	97	55	20	1	2	912
51-55		38	224	123	95	164	112	81	45	12		1	895
56-60		95	146	107	81	147	90	46	27	7		8	754
61-65		55	106	30	36	62	34	33	7				363
66-70		6	28	17	7	12		3		3			76
>=71 Years		9	11	1	9	2		1					33
Grand Total	5	560	1997	749	624	1916	1067	538	234	63	1	147	7901

Sickness Episodes by Disability and Pay Group

Disabled/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Consultant	Other	Other Medical	Grand Total
No	5	393	1624	553	471	1425	783	375	183	29	1	123	5965
Not Declared		48	29	33	13	219	47	39	19	7		14	468
Prefer Not To Answer				3									3
Unspecified		88	242	122	91	175	177	114	28	27		9	1073
Yes		31	102	38	49	97	60	10	4			1	392
Grand Total	5	560	1997	749	624	1916	1067	538	234	63	1	147	7901

Sickness Episodes 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 8	Consultant	Other	Other Medical	Grand Total
Bisexual			17		4	30	5	2					58
Gay or Lesbian		8	32	21	2	21	23	11	10			3	131
Heterosexual or Straight	5	407	1675	604	498	1392	891	400	191	35	1	108	6207
Not stated (person asked - declined to provide a response)		88	139	78	65	383	92	62	20	9		25	961
Undecided					5								5
Unspecified		57	134	46	50	90	56	63	13	19		11	539
Grand Total	5	560	1997	749	624	1916	1067	538	234	63	1	147	7901

Sickness Episodes by Sex and Pay Group

Sex/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Consultant	Other	Other Medical	Grand Total
Female	1	336	1770	624	583	1738	920	471	174	20		77	6714
Male	4	224	227	125	41	178	147	67	60	43	1	70	1187
Grand Total	5	560	1997	749	624	1916	1067	538	234	63	1	147	7901

Sickness Episodes 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 8	Consultant	Other	Other Medical	Grand Total
Atheism		63	273	68	102	166	163	64	37	1	1	10	948
Buddhism		5		7		5						5	22
Christianity	4	257	949	411	276	1082	535	255	145	12		32	3958
Hinduism		1	26	5	11	60	13	14	1	7		13	151
I do not wish to disclose my religion/belief	1	123	280	112	100	345	164	86	22	14		23	1270
Islam			33	7	9	23	26	15	7	3		45	168
Jainism					2				1	1			4
Judaism										1			1
Other		55	314	91	71	154	117	39	6			4	851
Sikhism		2	5	2	1	5		8	2	4		4	33
Unspecified		54	117	46	52	76	49	57	13	20		11	495
Grand Total	5	560	1997	749	624	1916	1067	538	234	63	1	147	7901

Sickness Episodes 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 8	Consultant	Other	Other Medical	Grand Total
Civil Partnership		13	27	13	5	16	14	10	5				103
Divorced		58	125	81	72	67	88	62	32	1		4	590
Legally Separated		14	33	9	20	9	8	8					101
Married		178	838	384	291	1012	520	327	141	47		50	3788
Single	5	250	892	248	218	729	402	111	39	11		80	2985
Unknown		31	41	7	11	43	34	12	12	3	1	8	203
Widowed		8	25	6	5	4	1	4	1				54
Unspecified		8	16	1	2	36		4	4	1		5	77
Grand Total	5	560	1997	749	624	1916	1067	538	234	63	1	147	7901

Sickness Episodes 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 8	Consultant	Other	Other Medical	Grand Total
A White - British		352	1587	613	536	880	836	444	202	31	1	29	5511
B White - Irish		6	6	6	1	20	14	9	3				65
C White - Any other White background	1	108	117	30	14	138	44	13	5			10	480
CA White English						2							2
CF White Greek			3										3
CK White Italian							3		1				4
CN White Gypsy/Romany						3							3
CP White Polish		5					6						11
CS White Albanian						5							5
CY White Other European						7						4	11
D Mixed - White & Black Caribbean		7	12	4	7	14	6						50
E Mixed - White & Black African						11	1			1			13
F Mixed - White & Asian		1	1		2	5	3	3					15
G Mixed - Any other mixed background		1	11	14	2	5	1	2					36
GC Mixed - Black & White				2									2
GE Mixed - Asian & Chinese						2							2

Ethnic Origin/ Pay Group	Apprentice	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Consultant	Other	Other Medical	Grand Total
H Asian or Asian British - Indian		10	93	17	16	454	51	31	4	23		27	726
J Asian or Asian British - Pakistani			5	4	7	3	6	2		2		29	58
K Asian or Asian British - Bangladeshi			16	1		5	5	1	5			3	36
L Asian or Asian British - Any other Asian background		2	36	8	3	38	1	1	3	4		3	99
LE Asian Sri Lankan												3	3
LH Asian British			2										2
LK Asian Unspecified		1											1
M Black or Black British - Caribbean		10	19	9	7	27	12	1					85
N Black or Black British - African	4	18	39	22	9	153	35	10				9	299
P Black or Black British - Any other Black background		5	6		2	7	2	2					24
PB Black Mixed												2	2
PC Black Nigerian						4							4
PD Black British				3		1	2						6
PE Black Unspecified						1							1
R Chinese		1	1	1		7	2					4	16
S Any Other Ethnic Group			13	2	7	22	10	10				8	72
SC Filipino						8							8
SE Other Specified			4							1			5
Unspecified			2							1		5	8
Z Not Stated		33	24	13	11	94	27	9	11			11	233
Grand Total	5	560	1997	749	624	1916	1067	538	234	63	1	147	7901

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 8	Consultant	Other	Other Medical	Grand Total
<=20 Years	7	8										15
21-25	5	15	2	2	9	2	1	1				37
26-30	4	17	6	4	24	9	2	1				67
31-35	2	5	3	2	19	9	3	2				45
36-40	3	8	5	2	5	5	4	5			2	39
41-45	2	6	1	2	5	4	5	1	1			27
46-50	1	9	4	1	12	3	3	1		2	2	38
51-55	1	9	8	3	7	6	7	5	1	1		48
56-60	5	10	4	3	6	5	10	1	3		1	48
61-65	2	6	6	3	5	5	4	3	1			35
66-70	2	1	2	2	3	1	4		1			16
>=71 Years				2	1							3
Grand Total	34	94	41	26	96	49	43	20	7	3	5	418

Leavers by Disability and Pay Group

Disabled/ Pay Group	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Consultant	Other	Other Medical	Grand Total
No	27	77	36	19	78	39	26	13	5	1	4	325
Not Declared	2	2		1	8	3	5	2		2		25
Unspecified	4	8	4	4	7	5	11	4	2		1	50
Yes	1	7	1	2	3	2	1	1				18
Grand Total	34	94	41	26	96	49	43	20	7	3	5	418

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 8	Consultant	Other	Other Medical	Grand Total
Bisexual		2			1	1						4
Gay or Lesbian	1	2	1		3							7
Heterosexual or Straight	28	79	37	18	77	40	31	17	5	1	3	336
Not stated (person asked but declined to provide a response)	2	8	2	7	12	6	5	2		2	1	47
Unspecified	3	3	1	1	3	2	7	1	2		1	24
Grand Total	34	94	41	26	96	49	43	20	7	3	5	418

Leavers by Sex and Pay Group

Sex/ Pay Group	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Consultant	Other	Other Medical	Grand Total
Female	17	75	35	18	78	36	36	12	5	2	3	317
Male	17	19	6	8	18	13	7	8	2	1	2	101
Grand Total	34	94	41	26	96	49	43	20	7	3	5	418

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 8	Consultant	Other	Other Medical	Grand Total
Atheism	2	17	2	4	7	10	4	3				49
Buddhism		1	1		1		1					4
Christianity	17	42	24	13	58	24	21	8	4	1		212
Hinduism						2		1			1	4
I do not wish to disclose my religion/belief	6	12	7	6	14	9	5	5	1	2	1	68
Islam		3	2	2	5		1				2	15
Other	5	16	5		7	3	5	1				42
Sikhism	1				1			1				3
Unspecified	3	3		1	3	1	6	1	2		1	21
Grand Total	34	94	41	26	96	49	43	20	7	3	5	418

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 8	Consultant	Other	Other Medical	Grand Total
Civil Partnership	2	1	1		1	2						7
Divorced	3	3	2	4	5	5	5	1		1		29
Legally Separated		2	1			1			1			5
Married	11	41	23	12	45	24	30	11	6	2	5	210
Single	15	46	12	8	43	15	8	8				155
Unknown	2		1	1	2							6
Widowed	1		1			1						3
(blank)		1		1		1						3
Grand Total	34	94	41	26	96	49	43	20	7	3	5	418

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 8	Consultant	Other	Other Medical	Grand Total
A White - British	21	78	33	18	54	35	30	16	4	2	1	292
B White - Irish		1	1		3	1	1					7
C White - Any other White background	6	7	1	2	6	6	1					29
CK White Italian					1							1
CN White Gypsy/Romany					1							1
CU White Croatian					1							1
CY White Other European					2							2
D Mixed - White & Black Caribbean					1	1						2
F Mixed - White & Asian									1			1
G Mixed - Any other mixed background		1	1	1	1		1					5
H Asian or Asian British - Indian	1	1			6	2		2			1	13
J Asian or Asian British - Pakistani		2			1		1				3	7
K Asian or Asian British - Bangladeshi		1	1	2								4
L Asian or Asian British - Any other Asian background	1	2	1		1		1					6
M Black or Black British - Caribbean				1	2		3		1			7
N Black or Black British - African	5	1			8	2	1					17

Ethnic Origin/ Pay Group	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Consultant	Other	Other Medical	Grand Total
P Black or Black British - Any other Black background					2							2
PD Black British			1		1							2
R Chinese			1		1			1				3
S Any Other Ethnic Group			1				1		1			3
Z Not Stated				2	4	2	3	1		1		13
Grand Total	34	94	41	26	96	49	43	20	7	3	5	418