# Royal Surrey County Hospital NHS

## NHS Foundation Trust

**Workforce Diversity Report**

**Equality & Diversity Report**
**For the year April 2016 – March 2017**

This report has been produced in line with the Trust's Equality Objectives and takes into account the reporting requirements outlined by the Equality and Human Rights Commission (Equality information and the equality duty: A guide for public authorities).

The report looks at equality and diversity data over the twelve month period 1$^{st}$ April 2016 to 31$^{st}$ March 2017.  Where a snapshot of data is shown, this has been taken as at 31$^{st}$ March 2017.  Data is for substantive staff only (permanent and fixed term assignments); bank staff records are not included.

Data has been taken from the Electronic Staff Record (ESR), NHS Jobs, and local databases as appropriate.

**Summary**

This report analyses the diversity of the Trust's workforce by ethnic origin, gender and age.  For each of these strands of diversity the current workforce, applicants for vacancies, shortlisted and successful applicants, starters, leavers and promotions are considered.

The report also provides information on the Trust's position for reporting on disability, sexual orientation, religion, employee relations cases and training & development.

The report also includes information on the profile of the Trust Board (Chair, Non-executive and Executive Directors).
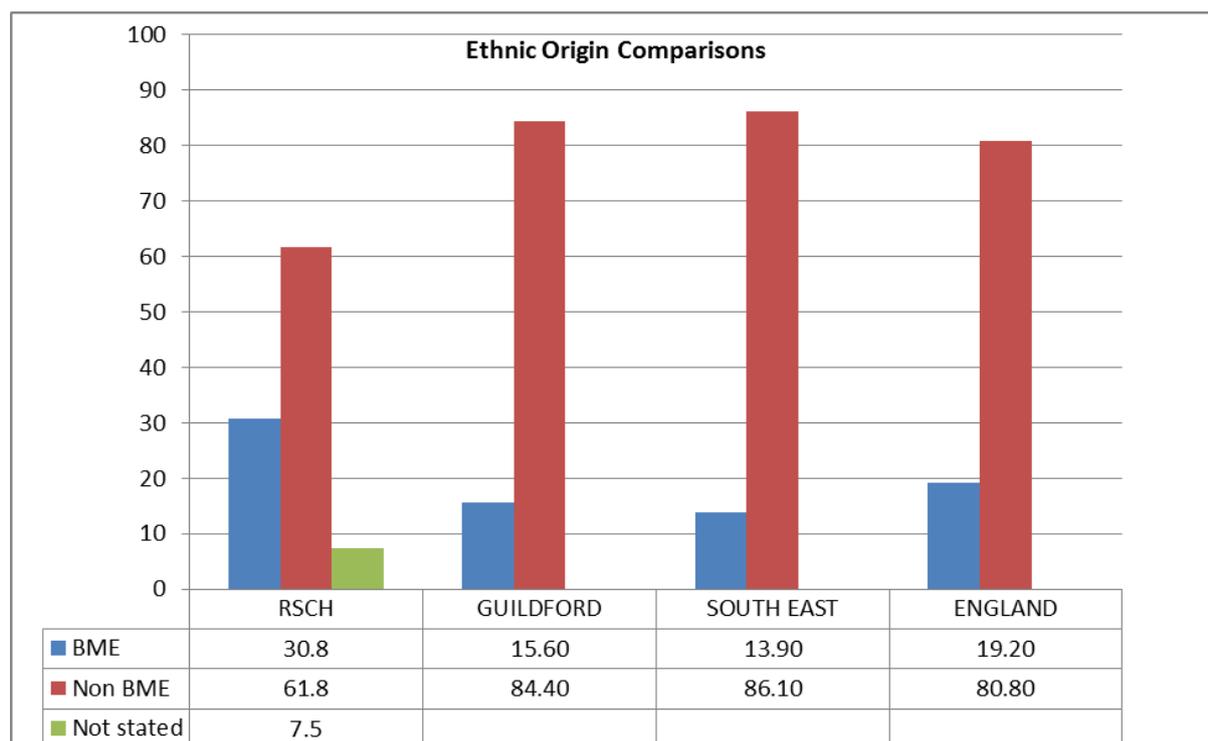
**Key items of note**

- The Trust's current workforce profile is more diverse than the local population

- We are now able to report on Sexual Orientation and Religious Beliefs

**ETHNIC ORIGIN**

**Current Workforce**

The Trust current workforce profile is more diverse than the local population, with a higher proportion of Black and Minority Ethnic (BME) staff compared to both Guildford and the wider South East area (source: ONS Census 2011).

Trust workforce demographic data shows that approximately 75% of staff lives within the Guildford postcode area; the higher BME representation is therefore not unexpected as staff commute from a wider geographical area to come to work.

**Ethnic Origin Comparisons**

| | RSCH | GUILDFORD | SOUTH EAST | ENGLAND |
|---|---|---|---|---|
| ■ BME | 30.8 | 15.60 | 13.90 | 19.20 |
| ■ Non BME | 61.8 | 84.40 | 86.10 | 80.80 |
| ■ Not stated | 7.5 | | | |

The overall Trust profile has remained broadly unchanged during the last six years; the number of BME staff employed at the Trust as a percentage of the total workforce has been between 23% and 31% since 2007.

This report shows the analysis of the Trust's workforce separately for medical and non-medical staff for some sections, as there is a significant difference in their ethnic profiles (see Table 2 & 3 below).

Specifically the analysis is separate when looking at pay band data, as Non Medical staff are subject to the national Agenda for Change pay bands and Medical staff have their own national set of pay scales.
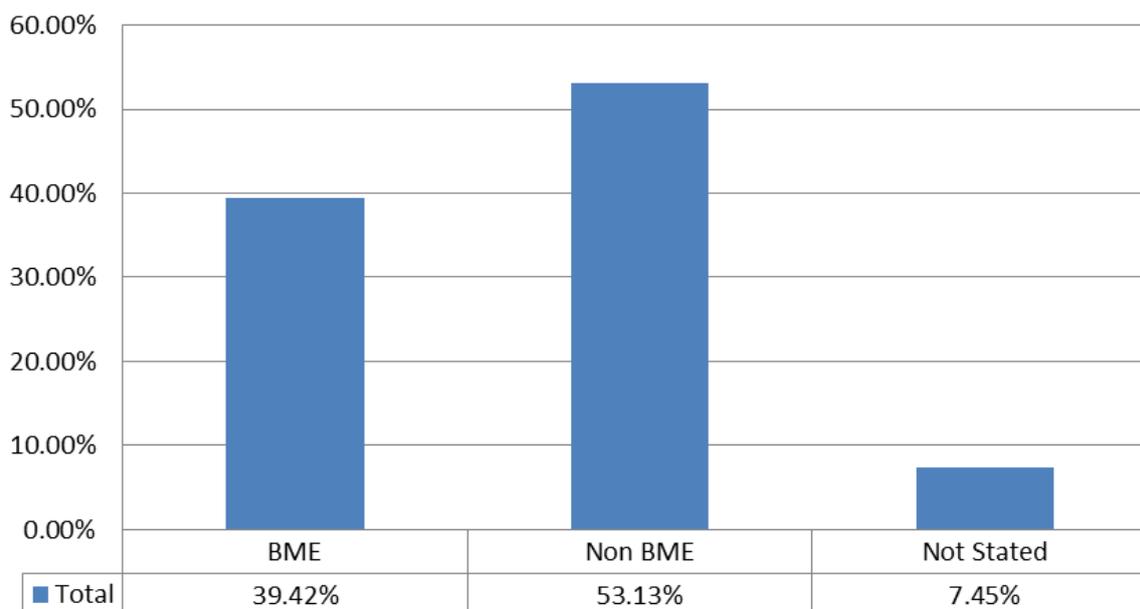
## Table 2: Non Medical staff by Ethnicity

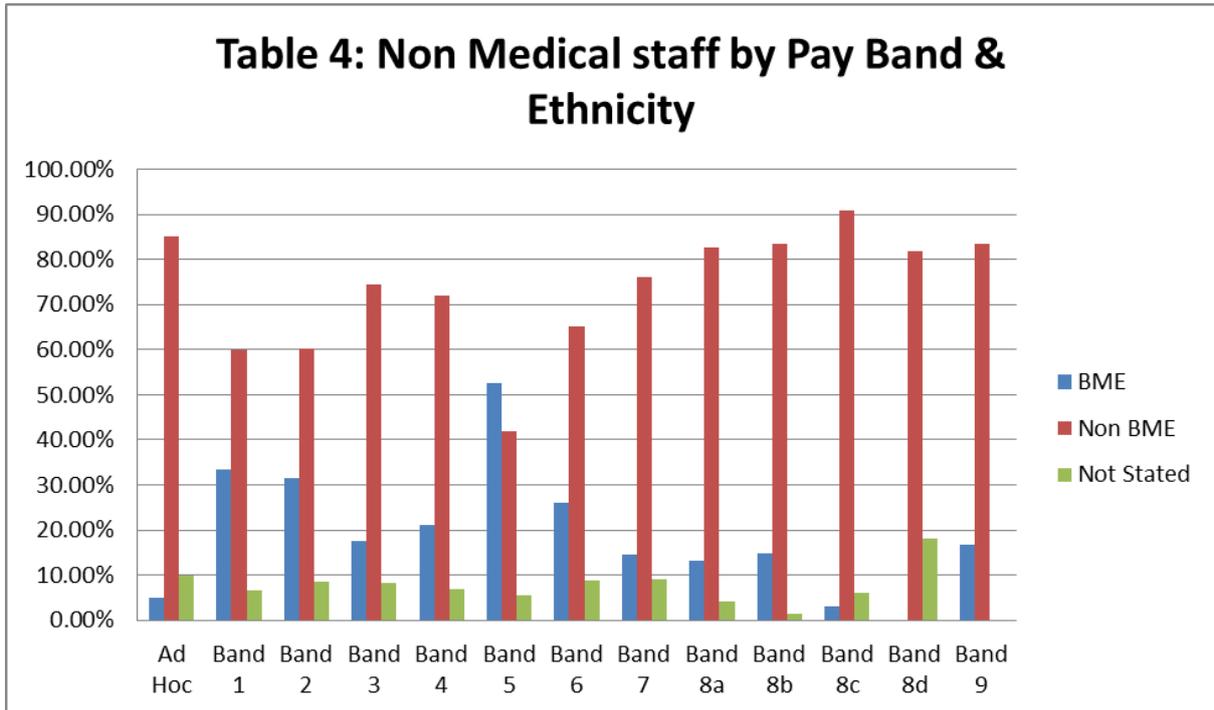| Total | BME | Non BME | Not Stated |
|---|---|---|---|
| | 29.24% | 63.31% | 7.46% |
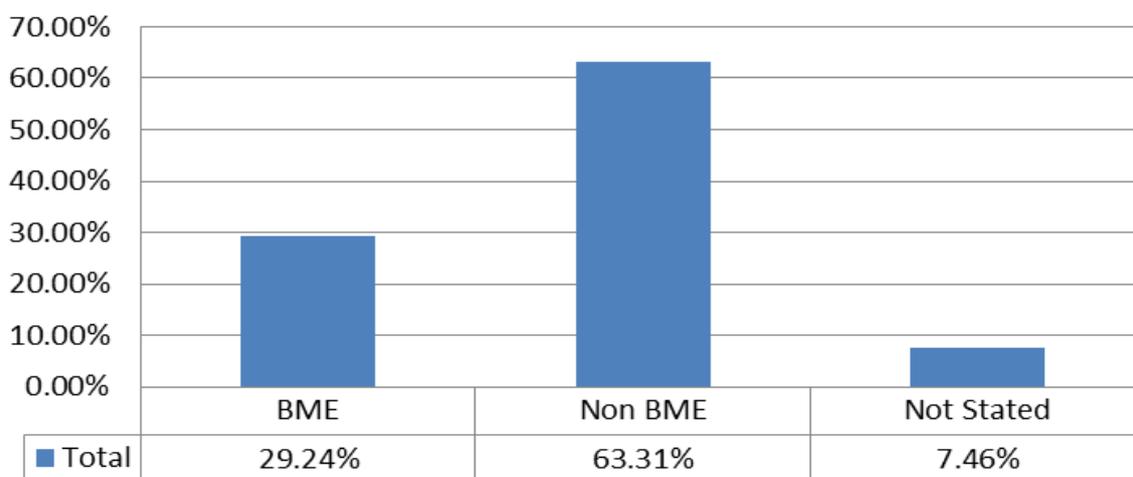
The completeness of the Trust's staff ethnicity data remains very good.

The Trust's Workforce Information team run monthly data quality checks and the completion of ethnicity data forms part of this. This enables missing data to be picked up and completed on a regular basis. The continued use of the NHS Jobs and ESR interface minimises the need to collect and input ethnicity data manually.
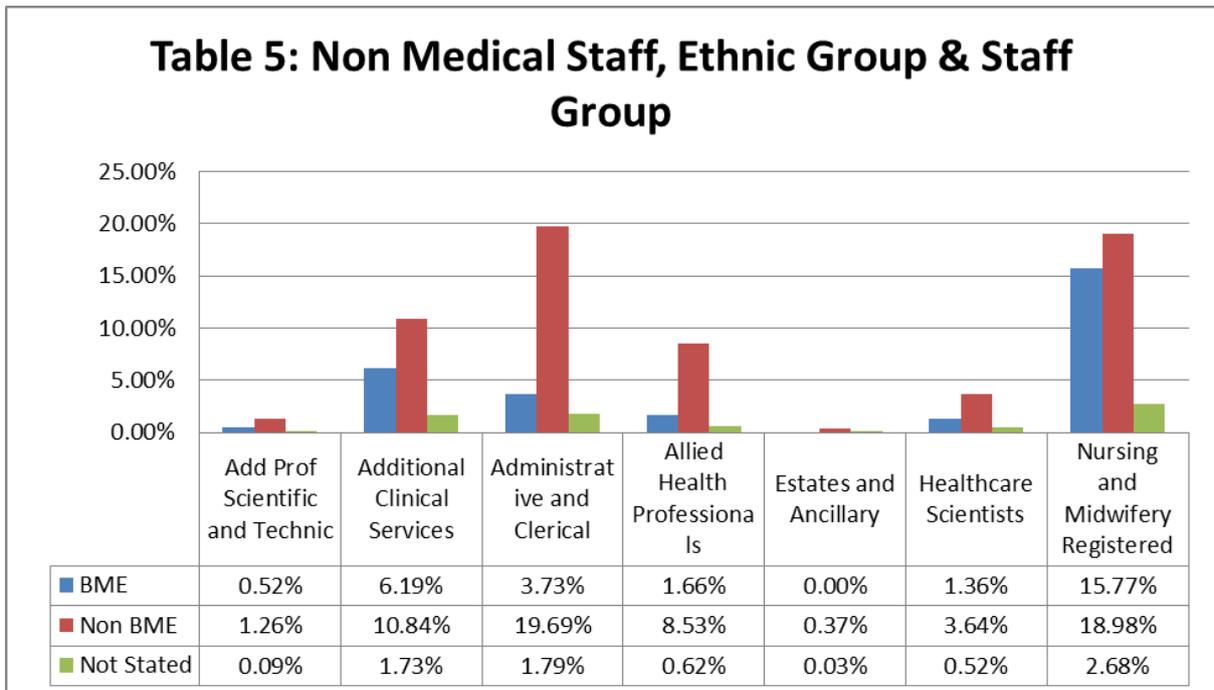
## Table 3: Medical staff by Ethnicity

| Total | BME | Non BME | Not Stated |
|---|---|---|---|
| | 39.42% | 53.13% | 7.45% |

*Non-medical staff by pay band*

## Table 4: Non Medical staff by Pay Band & Ethnicity



There are greater numbers of Non BME than BME staff in all pay bands excluding Band 5s across the Trust.

The pay bands with the highest proportion of BME staff are Band 5 with 52.49% and Band 1 with 33.33% BME representation each. Band 5 is the first pay band for registered health professionals (e.g. nurses, therapists, pharmacists, radiographers, biomedical scientists, midwives).

## Table 5: Non Medical Staff, Ethnic Group & Staff Group



| | Add Prof Scientific and Technic | Additional Clinical Services | Administrative and Clerical | Allied Health Professionals | Estates and Ancillary | Healthcare Scientists | Nursing and Midwifery Registered |
|---|---|---|---|---|---|---|---|
| BME | 0.52% | 6.19% | 3.73% | 1.66% | 0.00% | 1.36% | 15.77% |
| Non BME | 1.26% | 10.84% | 19.69% | 8.53% | 0.37% | 3.64% | 18.98% |
| Not Stated | 0.09% | 1.73% | 1.79% | 0.62% | 0.03% | 0.52% | 2.68% |

The profile by non-medical staff group indicates that the highest proportions of staff from ethnic minorities are employed as qualified Nurses & Midwives, followed by Additional Clinical Services and Admin & clerical.

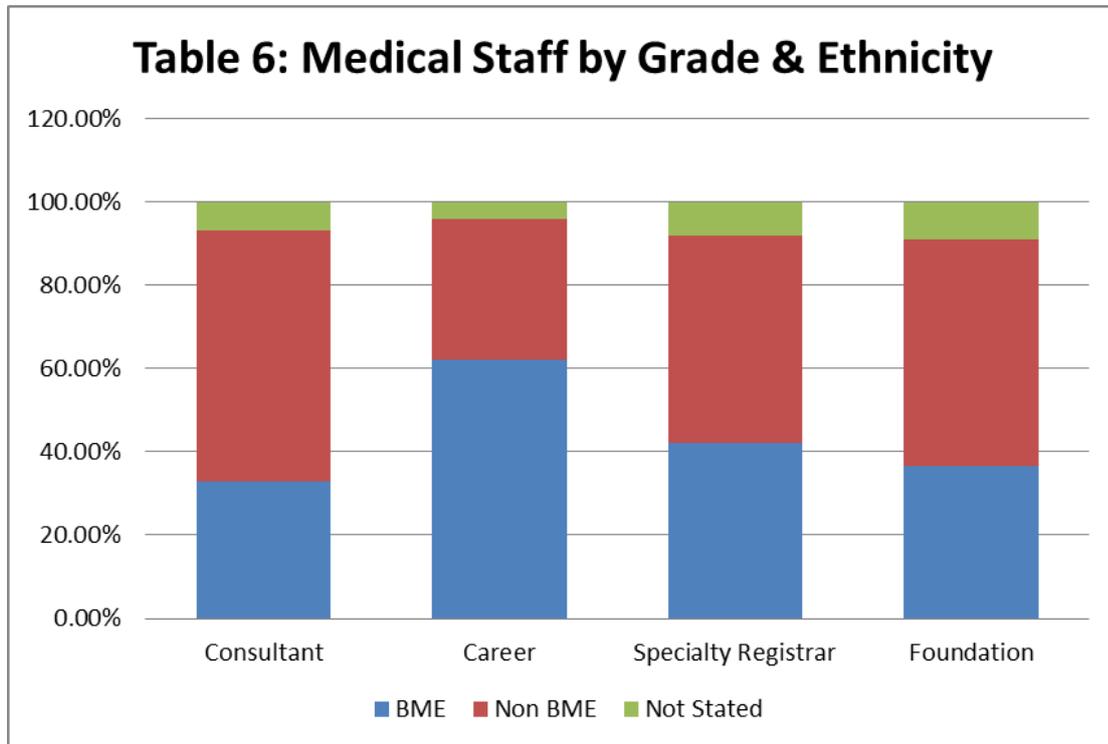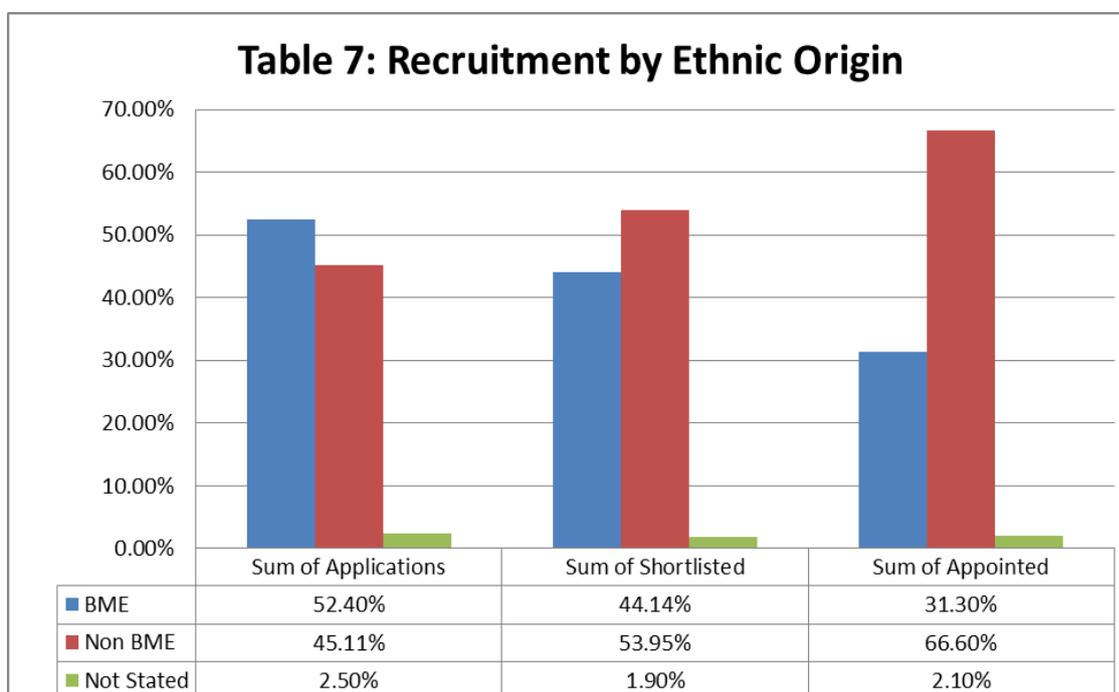**Table 6: Medical Staff by Grade & Ethnicity**



Table 6 shows the ethnicity split by grade for Medical & Dental staff. There is a fairly equal split between BME and non-BME for Specialty Registrar Grades. Consultants have a higher non-BME representation. There is a higher percentage (62%) of BME Career Grade Medical & Dental Staff than the number of Non-BME (34%). There is a higher percentage (54.43%) of Non BME Foundation Grades than the number of BME (36.71%).
This profile remains broadly unchanged from previous reports.

**Recruitment**

Table 7 below shows the proportion of applicants by ethnic group for all posts advertised on NHS Jobs, as a percentage of total applications, shortlisted and appointed. This includes both non-medical and medical job vacancies.

**Table 7: Recruitment by Ethnic Origin**



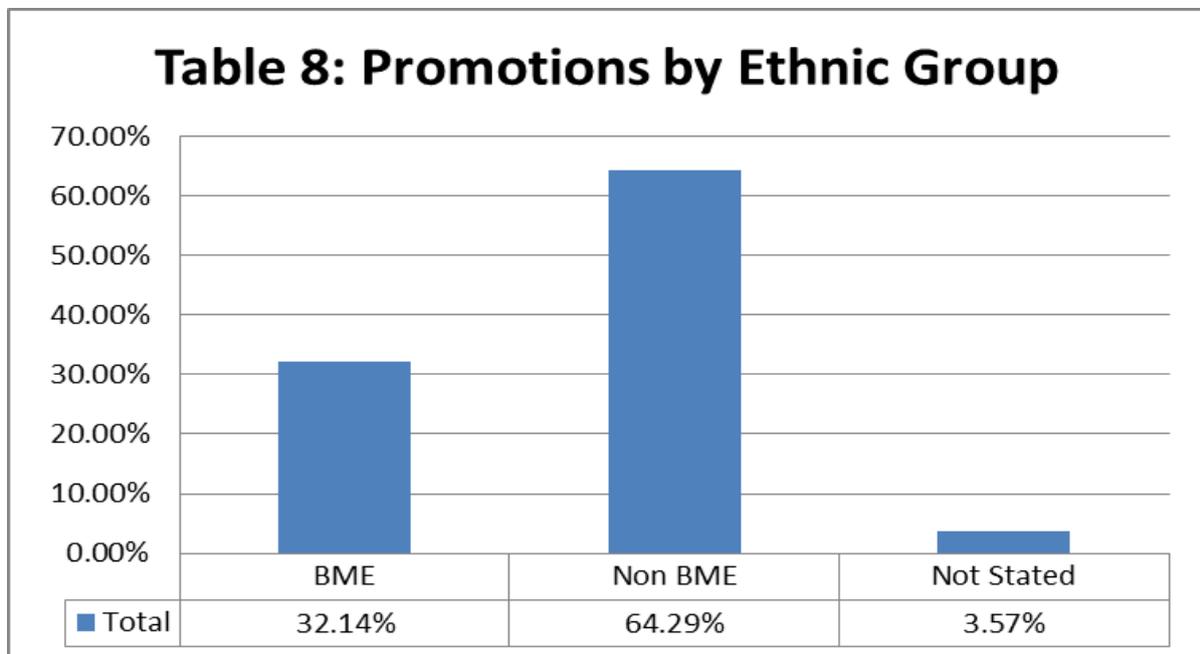| | Sum of Applications | Sum of Shortlisted | Sum of Appointed |
|---|---|---|---|
| BME | 52.40% | 44.14% | 31.30% |
| Non BME | 45.11% | 53.95% | 66.60% |
| Not Stated | 2.50% | 1.90% | 2.10% |

The proportion of BME applicants is higher than the local population and may be a product of applicants being able to apply for posts advertised on NHS Jobs from anywhere in the world.
A higher percentage of applications from Non-BME groups progress to the next stages of the recruitment process, whereas overall BME groups reduce at each stage. This may be due in part to applicants from overseas that may require a work permit; for the vast majority of posts a work permit would not be granted and this may eliminate a number of BME applicants at the first stage.

The proportion of BME staff appointed is slightly higher than the overall representation in the Trust, with 31.30% appointed versus representation of 30.8%. The proportion of Non-BME staff appointed is higher at 66.60% appointed versus representation of 61.8%. There are small numbers of "Undisclosed" ethnic origins.

NHS Jobs is fully utilised by both the general Resourcing and Medical Resourcing teams, with the exception of the appointment of doctors in training (Foundation Years 1 & 2 and Registrars) which is managed by the KSS Deanery.

**Promotions**

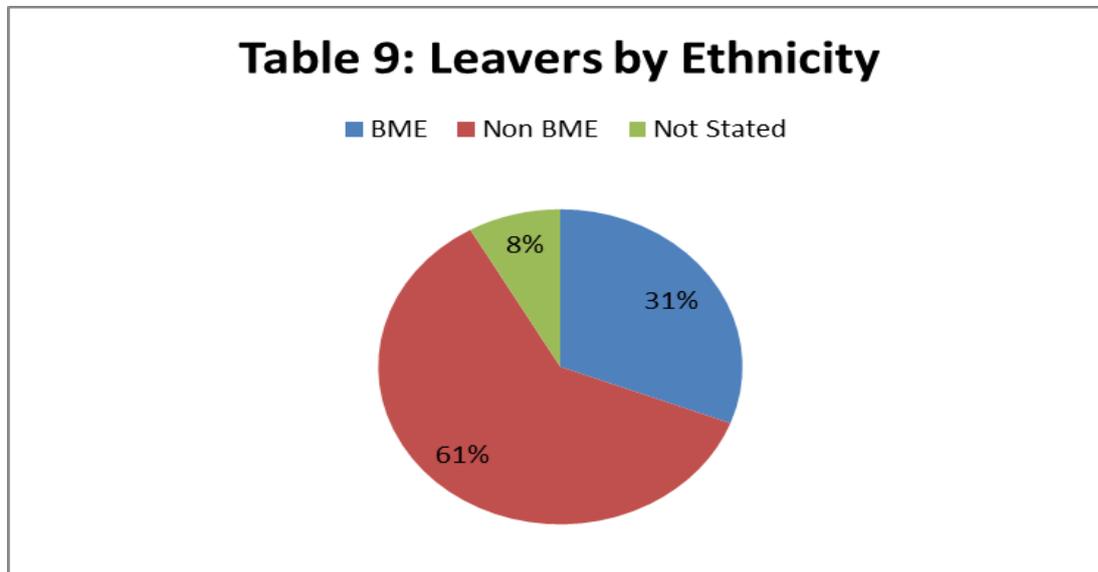The ethnic origin of staff promoted at the Trust is provided below.



**Table 8: Promotions by Ethnic Group**

| | BME | Non BME | Not Stated |
|---|---|---|---|
| Total | 32.14% | 64.29% | 3.57% |

A new ESR report for monitoring data on promotions was introduced from 1$^{st}$ April 2011. In addition it became mandatory to complete the assignment change reason on ESR. This should enable far more accurate reporting on promotions. The promotion data above is for the period 1$^{st}$ April 2016 to 31$^{st}$ March 2017.

**Leavers**

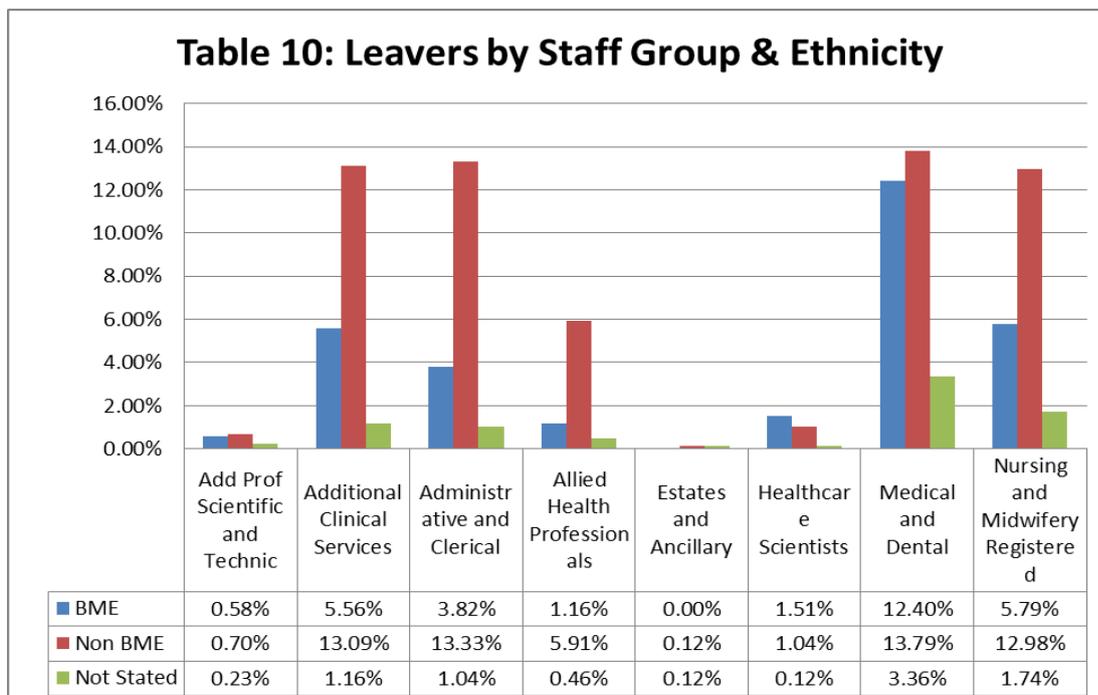There were 863 leavers between April 2016 and March 2017.

The number of BME leavers was broadly similar to the overall representation at the Trust (30.82% versus 30.8%) with a corresponding lower number of non-BME staff in terms of overall representation (60% versus 61%).

## Table 9: Leavers by Ethnicity

■ BME  ■ Non BME  ■ Not Stated

- 31% (BME)
- 61% (Non BME)
- 8% (Not Stated)

*By Staff Group*

Of the 863 leavers as expected the majority fall within the Medical & Dental staff group due to the junior doctor rotations (29.55%).

The next highest group were Nursing & Midwifery at 20.51%, followed by Additional Clinical Services at 19.73% and Admin & Clerical at 18.19%.

## Table 10: Leavers by Staff Group & Ethnicity

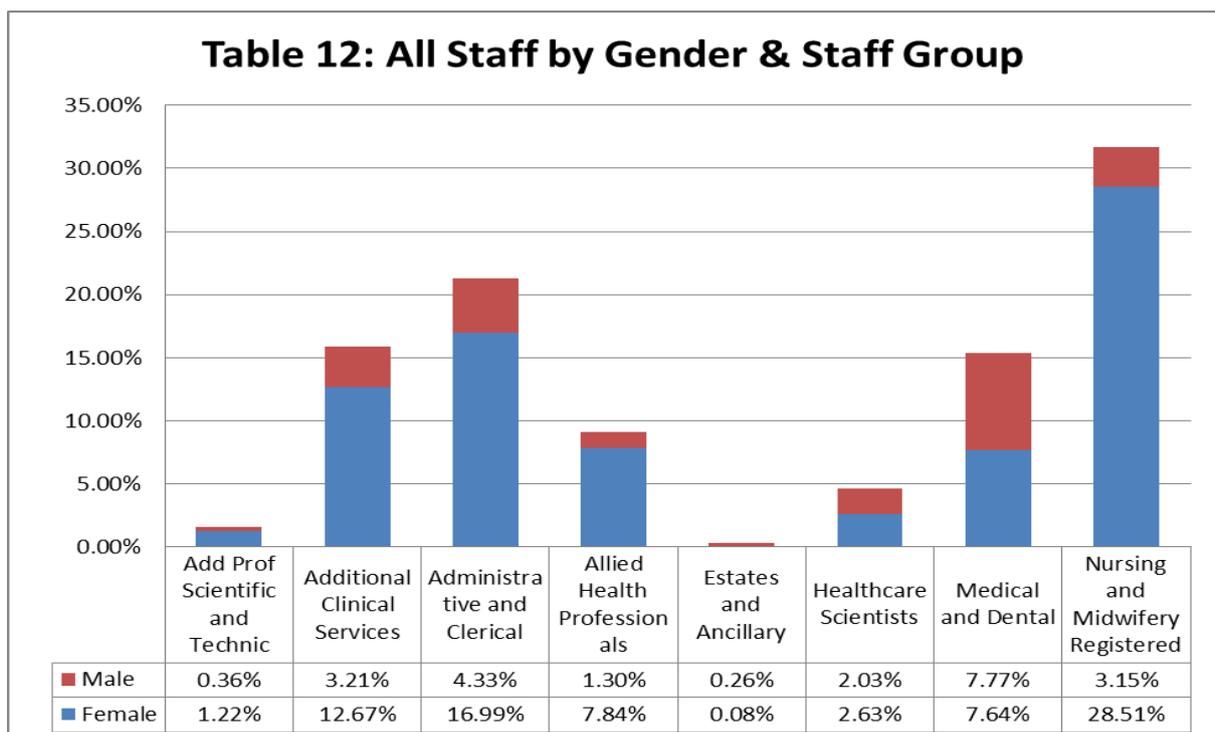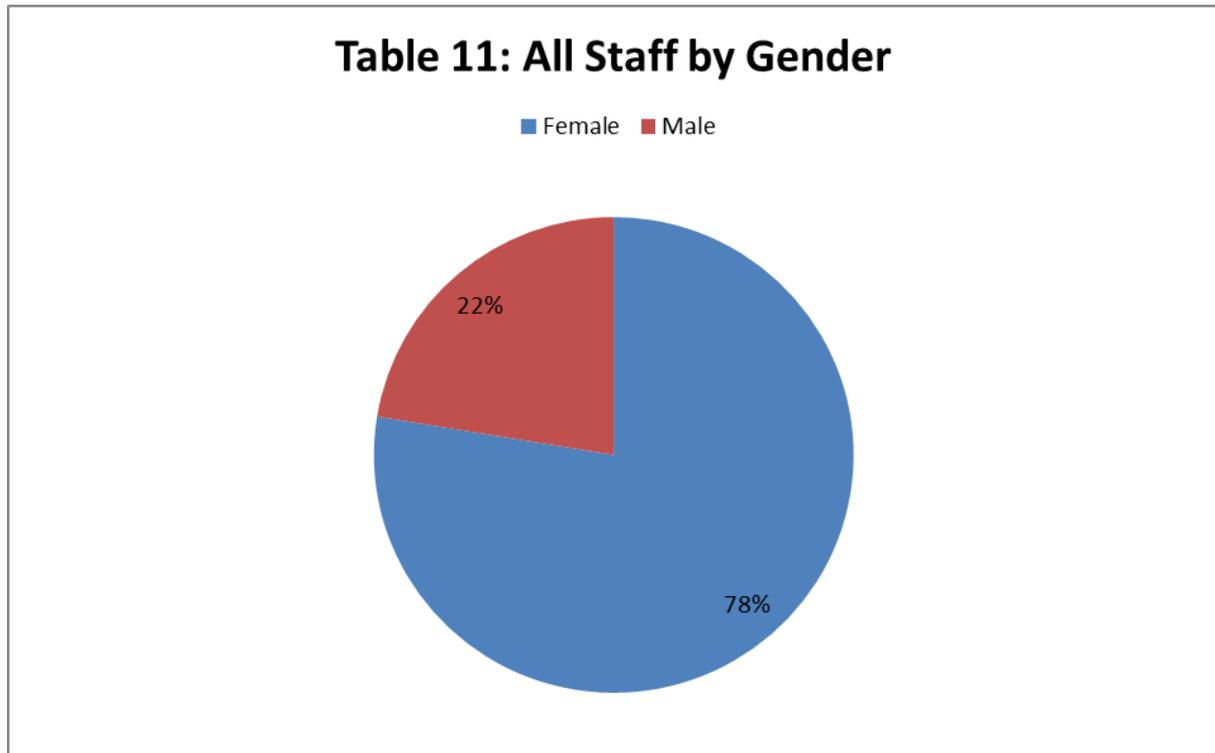| | Add Prof Scientific and Technic | Additional Clinical Services | Administrative and Clerical | Allied Health Professionals | Estates and Ancillary | Healthcare Scientists | Medical and Dental | Nursing and Midwifery Registered |
|---|---|---|---|---|---|---|---|---|
| ■ BME | 0.58% | 5.56% | 3.82% | 1.16% | 0.00% | 1.51% | 12.40% | 5.79% |
| ■ Non BME | 0.70% | 13.09% | 13.33% | 5.91% | 0.12% | 1.04% | 13.79% | 12.98% |
| ■ Not Stated | 0.23% | 1.16% | 1.04% | 0.46% | 0.12% | 0.12% | 3.36% | 1.74% |

The highest proportion of BME leavers was in the Medical & Dental staff group (12.40%) which is comparable with their overall representation at the Trust, followed by 5.79% for Nursing and Midwifery and 5.56% for Additional Clinical Services.
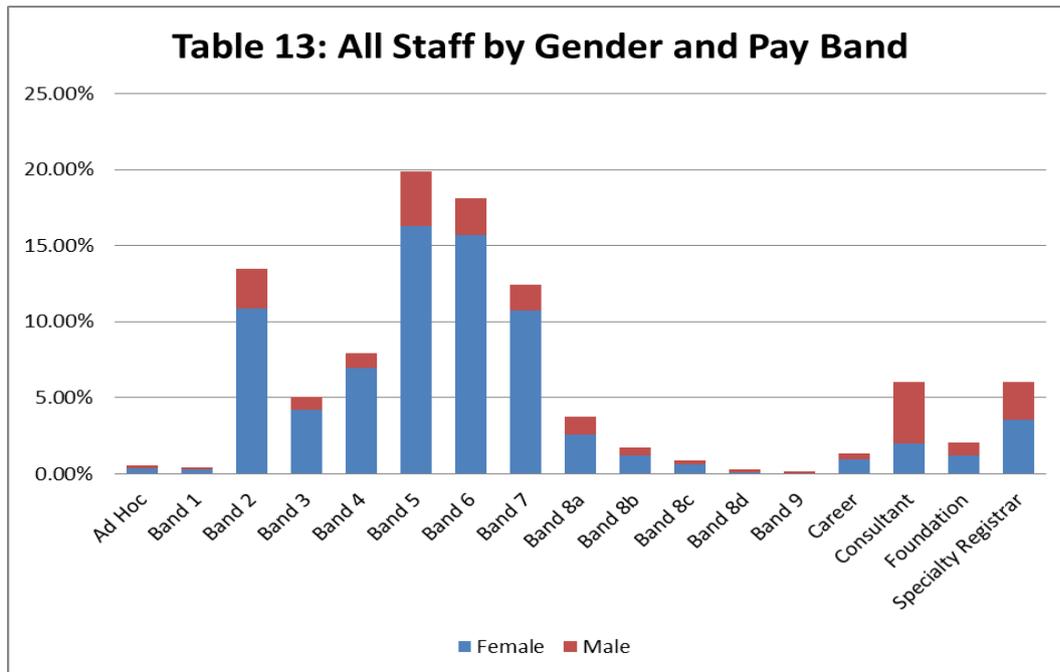
**GENDER**

**Current workforce**

The proportion of Trust staff by gender is illustrated below; this is unchanged from previous reports.

## Table 11: All Staff by Gender

■ Female ■ Male

- 22%
- 78%

## Table 12: All Staff by Gender & Staff Group

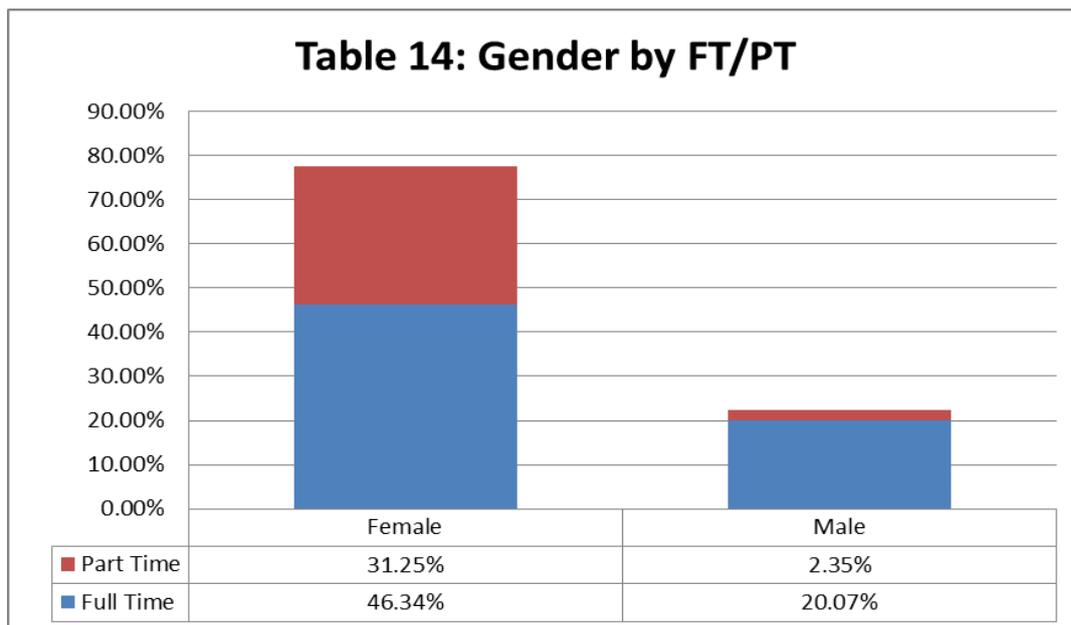| | Add Prof Scientific and Technic | Additional Clinical Services | Administrative and Clerical | Allied Health Professionals | Estates and Ancillary | Healthcare Scientists | Medical and Dental | Nursing and Midwifery Registered |
|---|---|---|---|---|---|---|---|---|
| ■ Male | 0.36% | 3.21% | 4.33% | 1.30% | 0.26% | 2.03% | 7.77% | 3.15% |
| ■ Female | 1.22% | 12.67% | 16.99% | 7.84% | 0.08% | 2.63% | 7.64% | 28.51% |

There is a fairly even gender split for posts within Healthcare Scientists and Medical & Dental staff groups.

There are substantially higher numbers of female workers than male workers in Administrative & Clerical and Nursing & Midwifery posts which is comparable with their overall representation at the Trust. Additional Clinical Services and Allied Health Professionals posts also have more female workers than male.

The highest proportion of male workers are Medical & Dental staff (7.77%), followed by 4.33% in Admin & Clerical roles and 3.21% in Additional Clinical Services.



Of the 22.41% male workers at the Trust, the highest number are employed in Medical & Dental grades (7.77%), followed by Band 5 (3.57%).



| Table 14: Gender by FT/PT | Female | Male |
|---|---|---|
| Part Time | 31.25% | 2.35% |
| Full Time | 46.34% | 20.07% |

The table above highlights the gender split by full time v part time staff.  As expected the majority of part time staff are female.

**Promotions**

## Table 15: Promotions by Gender

Male
36%

Female
64%
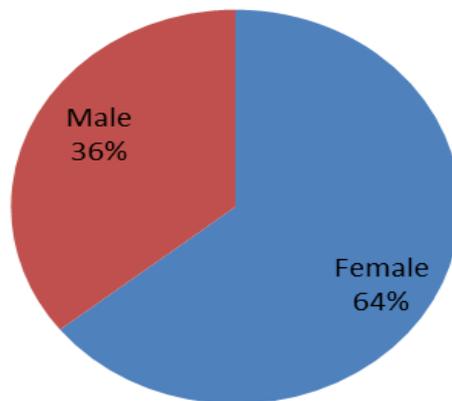
The proportion of men and women promoted at the Trust in the last twelve months is consistent with the Trusts Workforce profile for Gender.
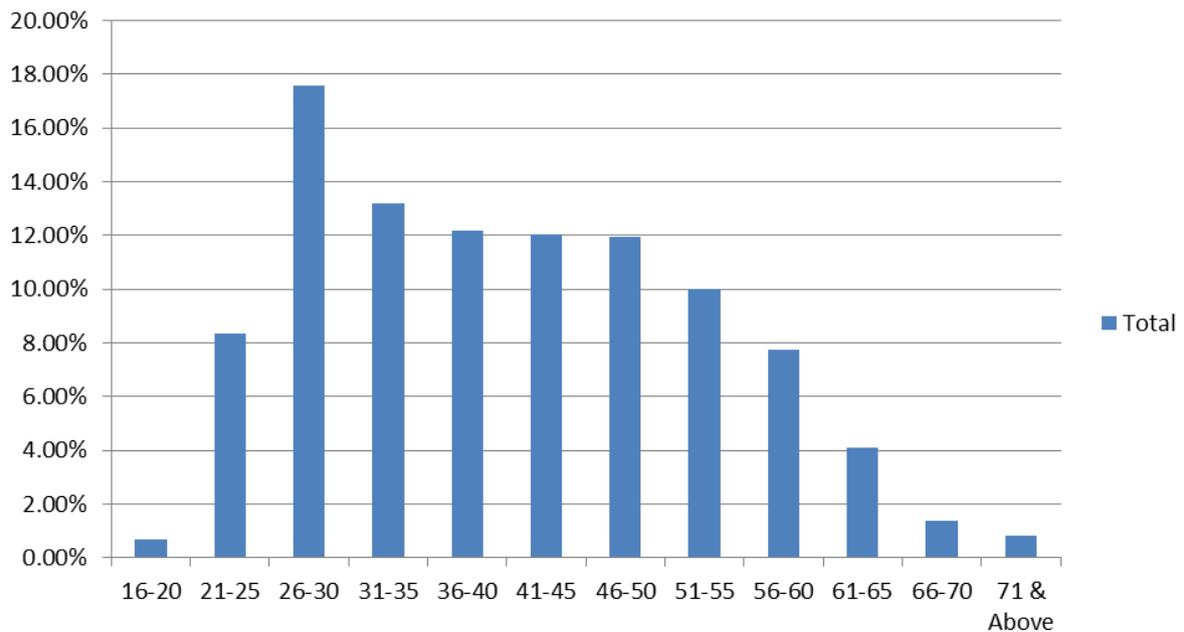
The promotion data above is for the period 1st April 2016 to 31st March 2017.

**AGE**

**Current workforce**

The age profile of the Trust workforce is illustrated below.

## Table 16: All Staff by Age Band

(Bar chart showing percentage of staff by age band: 16-20 ≈0.7%, 21-25 ≈8.3%, 26-30 ≈17.6%, 31-35 ≈13.2%, 36-40 ≈12.2%, 41-45 ≈12.0%, 46-50 ≈11.9%, 51-55 ≈10.0%, 56-60 ≈7.7%, 61-65 ≈4.1%, 66-70 ≈1.4%, 71 & Above ≈0.8%. Legend: ■ Total)

The highest proportion of staff (17.57%) are aged between 26-30, followed by (13.21%) aged 31-35. 24.03% of the Trust's workforce is aged over 50 which is similar to last year.

**Table 17: Trust Profile by Staff Group & Age Band**
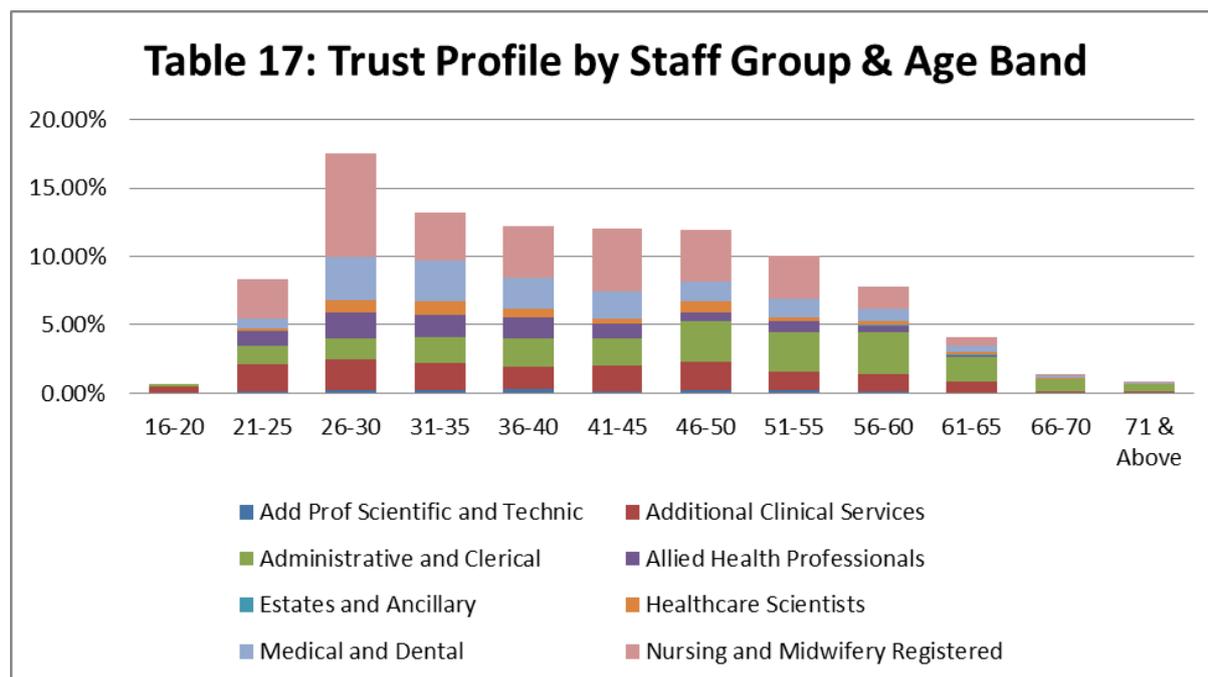


**DISABILITY**

1.49% of Trust staff are recorded on ESR as having a disability. 64.40% have indicated that they do not have a disability, 4.64% have indicated they do not wish to declare their status and 29.48% are undefined, i.e. no record is held of their disability status.
This is a slight improvement on the last report, where 43.84% were undefined; this will be due to the interface between NHS Jobs and ESR where this information is transferred across for successful applicants.

64.4% of employees stated that they are not disabled, 1.49% stated they are disabled and 34.12% have either not declared their disability status or are stated as undefined on ESR.

**EMPLOYEE RELATIONS CASES**

There were 72 employee relations cases being managed by the Trust's HR Business Partners between April 2016 and March 2017.

Employee relations cases include Bullying & Harassment, Tribunals, Disciplinaries, Appeals, Capability, Absence Management, Grievances and Investigations.

37 Non-BME, 28 BME & 7 Not Stated.

**TRAINING AND DEVELOPMENT**

## Table 18: Training Courses Undertaken by Ethnic Origin

35%

57%

8%

- BME
- Non BME
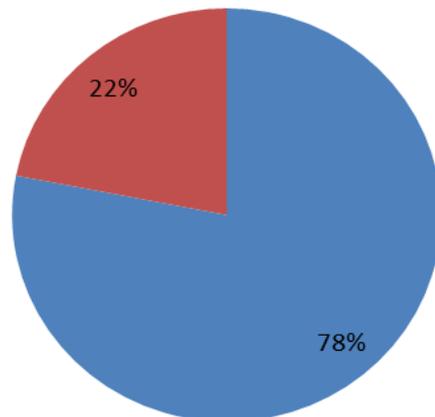- Not Stated
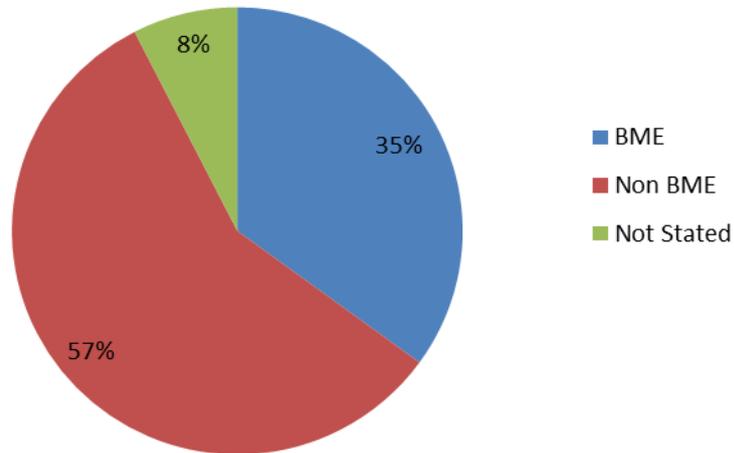
The chart above represents the number of training courses undertaken by Trust staff for the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.

The ethnic profile is comparable with the Trust's overall workforce profile.

## Table 19: Training Courses Undertaken by Gender

- Female
- Male

22%

78%

The gender profile of training courses undertaken for the last twelve months is comparable with the Trust's overall workforce profile.

The information is drawn from the training module of ESR (Oracle Learning Management, referred to as 'OLM').

Information on the diversity of medical education is not reported, as this is held on the Deanery database (Intrepid).

**TRUST BOARD PROFILE**

As at 31st March 2017 the Trust Board comprised one chair, two non-executive directors and six executive directors. Of the total five are male and four are female. Nine are non-BME, and the remainder have an ethnicity of Not Stated.
The Trust has recently appointed five non-executive directors due to start in May 2017.

**REDUNDANCY DATA**

There was one redundancy at the Trust during the period April 2016 to March 2017 as a result of the Pathology Review.

**SEXUAL ORIENTATION AND RELIGIOUS BELIEF**

Historically this information has not been collected by the Trust; it is recorded when an individual applies for a vacancy on NHS Jobs and therefore is transferred to ESR through the interface for successful candidates.

With the increased usage of the interface as well as a recent Data Quality exercise we have now increased the data for these areas as represented in the tables below.



Table 20: Trust Profile by Religious Belief



Table 21: Trust Profile by Sexual Orientation
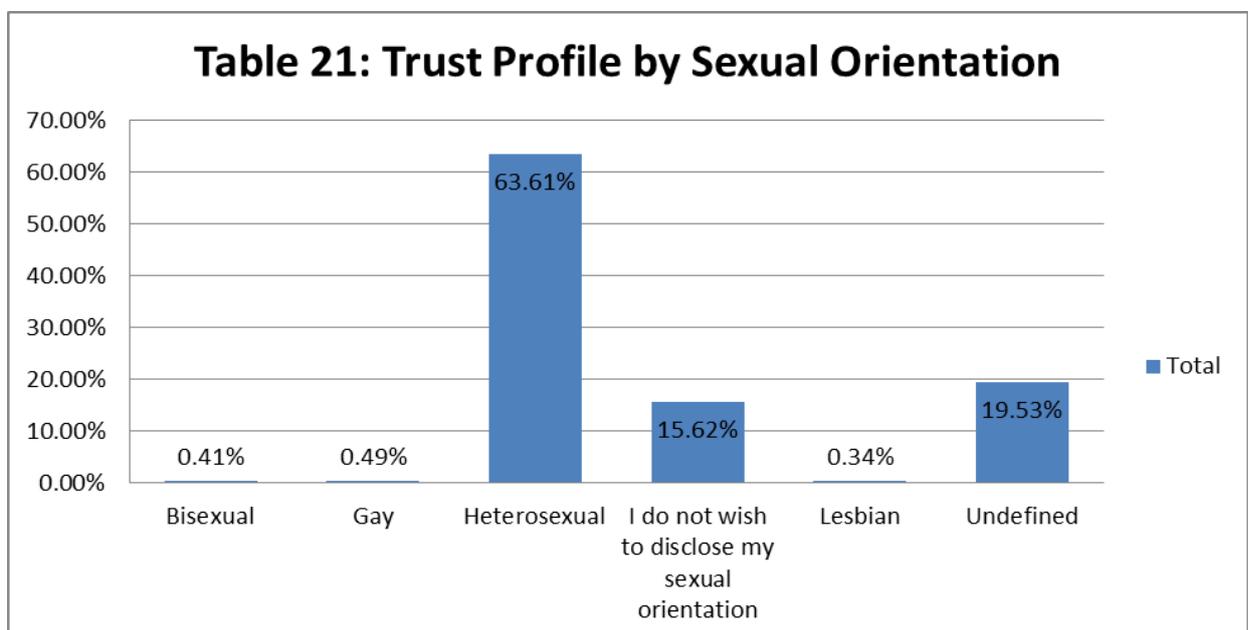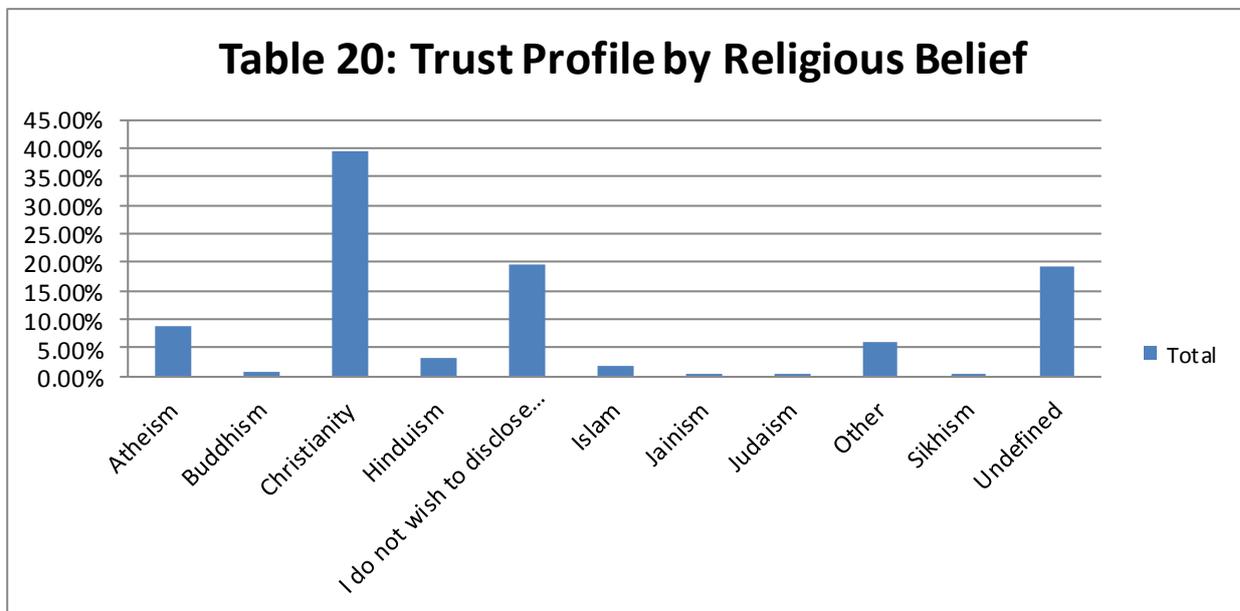
Justine Neeve, Sophie Lancaster & Chloe Marsh
Workforce & HR Information Team
April 2017