



Southend University  
Hospital  
NHS Foundation Trust



Equality Diversity and Inclusion

Workforce Equality Data Report

1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018

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## **1. INTRODUCTION**

The Trust is legally required to monitor, analyse and publish equality and diversity statistics about its workforce, under the Public Sector Equality Duty. The information covers the protected characteristics within the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy & Maternity, Race, Religion & Belief, Sex and Sexual Orientation). Full details can be found in appendix 1.

This report will present data relating to staff in post, starters, promotions, leavers and employee relations by pay bandings. Analysis of data will establish areas of concern which will need to be addressed over the coming year.

The Equality Act 2010 and the Equality and Human Rights Commission have extended monitoring to the following groups: pregnancy & maternity, marriage and civil partnerships and transgender. The Trust will also report information for these groups, where we are able to and where staff have disclosed this information.

## **2. DEMOGRAPHIC PROFILE**

The following information is taken from the National Census Information for 2011. Information is available for the following Protected Characteristic Groups:

ETHNICITY/RACE  
DISABILITY  
RELIGIOUS BELIEF  
AGE  
MARRIAGE AND CIVIL PARTNERSHIP  
GENDER

Information in relation to demographic profile is NOT available for

MATERNITY AND ADOPTION  
GENDER REASSIGNMENT  
SEXUAL ORIENTATION

The overall analysis demonstrates that the Trust's demographic profile when compared with the community profile shows that in general, our workforce is representative of the community it serves. Where there are variations these are highlighted and actions identified.

### **3. THE EQUALITY DELIVERY SYSTEM 2**

The Trust uses the Equality Delivery System (EDS 2). The EDS is the NHS Equality & Diversity performance framework aimed at delivering better outcomes for patients and communities. It is also a framework for the achievement of better working environments which are personal, fair and diverse. This report helps the Trust in achieving the EDS outcomes for creating better working environments for our staff.

### **4. THE WORKFORCE RACE EQUALITY STANDARD**

The Workforce Race Equality Scheme (WRES) is being taken forward by the Trust, and we have produced and published a number of separate reports which have specifically looked at the difference between the experience of our BME workforce and their White counterparts. This information is published on our website and an end of year report has been prepared to identify progress and highlight further action required.

### **5. REPORTING PERIOD**

This report covers **01 April 2017– 31 March 2018** (hereafter referred to as the reporting period).

The workforce data that is contained within this report has been obtained from various sources Electronic Staff Record (ESR). The staff profile is a snapshot from **31 March 2017**.

The data includes all pay bands and staff groups including Trust terms and conditions, Agenda for Change Bands 1-9, Director and Senior Manager Pay Scales and Medical Staff Pay Scales. There is a small minority of staff who do not fit into these pay bands and are referred to in the category of other.

## 6. LOCAL DEMOGRAPHICS

In the 2011 census the population of Southend-on-Sea was 173,658 and is made up of approximately 51% females and 49% males.

The average age of people in Southend-on-Sea is 40, while the median age is also 40.

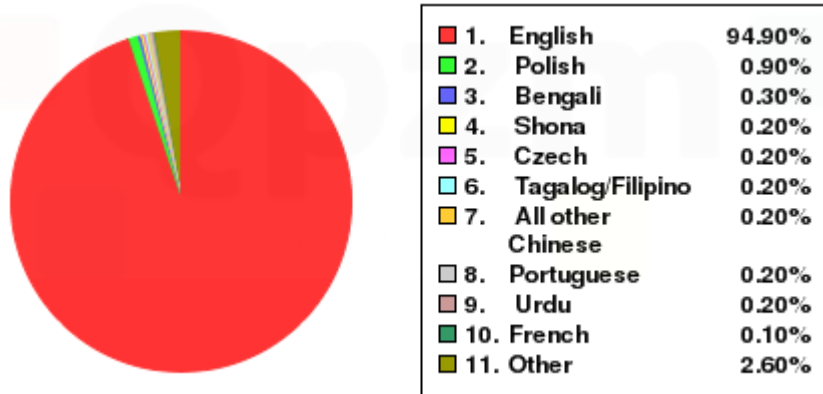
- Country of Birth

88.1% of people living in Southend-on-Sea were born in England. Other top answers for country of birth were 1.1% Scotland, 0.8% Zimbabwe, 0.7% Ireland, 0.6% India, 0.6% Wales, 0.3% Philippines, 0.3% Northern Ireland, 0.3% Pakistan, 0.3% South Africa



- Language

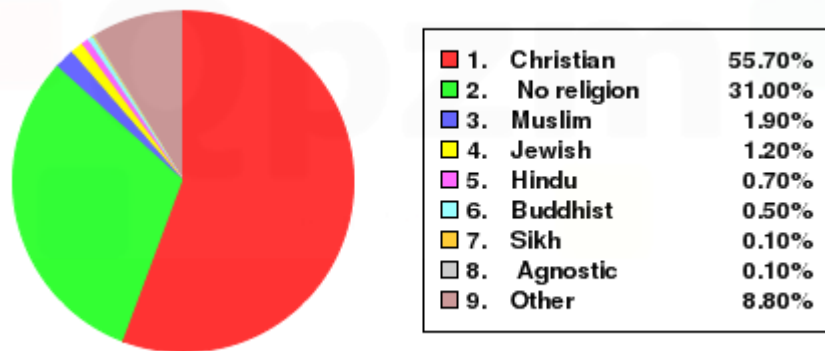
94.9% of people living in Southend-on-Sea speak English. The other top languages spoken are 0.9% Polish, 0.3% Bengali, 0.2% Shona, 0.2% Czech, 0.2% Tagalog/Filipino, 0.2% All other Chinese, 0.2% Portuguese, 0.2% Urdu, 0.1% French.



- Religion

The religious make up of Southend-on-Sea is 55.7% Christian, 31.0% No religion, 1.9% Muslim, 1.2% Jewish, 0.7% Hindu, 0.5% Buddhist, 0.1% Sikh, 0.1% Agnostic.

13,545 people did not state a religion. 840 people identified as a Jedi Knight and 25 people said they believe in Heavy Metal.



- Marital Status

42.8% of people are married, 13.0% cohabit with a member of the opposite sex, 1.1% live with a partner of the same sex, 25.0% are single and have never married or been in a registered same sex partnership, 10.2% are separated or divorced. There are 10,879 widowed people living in Southend-on-Sea.

- National Demographic Summary

2011 Census Categories	National Demographic
Age	Highest proportion of working Age is 30 – 44
Ethnicity	12% of the population we serve are from a BME background
Disability	7% of the population we serve report living with limiting disabilities or long term conditions.
Gender or Sex	51% Female and 49% Male
Gender Reassignment	No current demographical data to compare with
Marriage & Civil Partnership	31% Single, 49% Married, 0.1% Civil Partnership, 9% Divorced, 10.9 % all others.
Pregnancy & Maternity	No current demographical data to compare with
Religion & Belief	90% Christian, Muslim 6% 0.7% Sikh
Sexual Orientation	No current demographical data to compare with

## 7. STAFF IN POST

The Total headcount for the Trust for the period 01 April 2017 – 31 March 2018 was 4503. This figure includes all permanent and fixed term employees.

### 7.1 Ethnic Profile of Staff in Post

The table below shows the Ethnicity percentage breakdown of our workforce. This shows that 21% of our workforce is from a BME background, which is a 2% increase from the previous year. However, in comparison to our local population (12%) this is a positive.

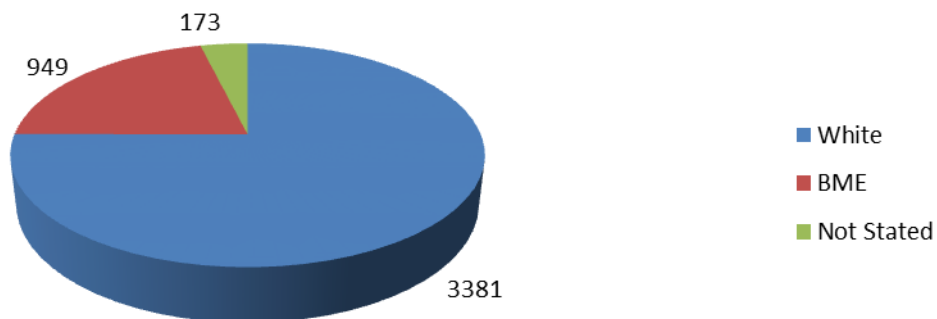
Ethnic Code for Staff in Post as at 31st March 2018																			
	A	B	C	D	E	F	G	H	J	K	L	M	N	P	R	S	Z	Total	BME
Total Headcount	3064	51	266	12	8	18	14	271	60	18	141	20	151	47	34	155	173	4503	949
% of Total Workforce	68.04 %	1.13 %	5.91 %	0.27 %	0.18 %	0.40 %	0.31 %	6.02 %	1.33 %	0.40 %	3.13 %	0.44 %	3.35 %	1.04 %	0.76 %	3.44 %	3.84 %		21.07 %

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Ethnic Codes
A – White -British
B – White -Irish
C – Any other white background
D – Mixed White and Black Caribbean
E – Mixed White and Black African
F – Mixed White and Asian
G – Any other mixed background
H – Asian or Asian British -Indian
J – Asian or Asian British -Pakistani
K – Asian or Asian British - Bangladeshi
L – Any other Asian background
M – Black or Black British -Caribbean
N – Black or Black British -African
P – Any other Black background
R – Chinese
S – Any other ethnic group
Z – not stated



## Ethnicity Breakdown of the Workforce



The table below breaks the workforce down further by Ethnicity and Band. It is evident that we are broadly representative of the BME community in all of our bandings except those in Band 3 and 4, and the senior management band 8. This is commensurate with the separate analysis which has been carried out in this area. The total percentage of staff from BME backgrounds overall is 21.07%. The most highly populated Banding for BME staff is Medical which is commensurate with the NHS as a whole. NB Off scale includes VSM and those on pay bands such as apprentices

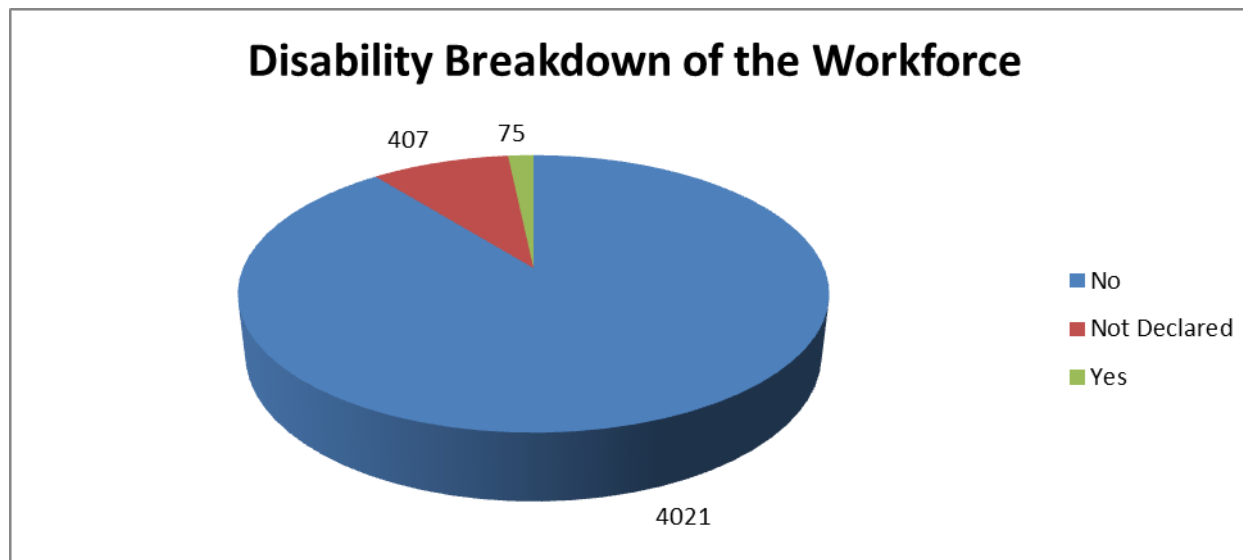
**Ethnic Code by Pay Band as at 31st March 2018**

<b>Band</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>P</b>	<b>R</b>	<b>S</b>	<b>Z</b>	<b>Grand Total</b>	<b>% of Staff who are BME</b>
<b>1</b>	91		9					3			6	1	1			4	7	<b>122</b>	12.30%
<b>2</b>	792	2	54	5	3	3	2	24	2	3	35	3	21	3	2	40	39	<b>1033</b>	14.13%
<b>3</b>	317	3	14	1		2	1	10			3	1	4	1	2	6	10	<b>375</b>	8.27%
<b>4</b>	277	2	9	1				4	3	1	1		1	1		3	9	<b>312</b>	4.81%
<b>5</b>	461	13	85	1	1	4	2	52	4	3	25	3	53	21	4	50	18	<b>800</b>	27.88%
<b>6</b>	462	11	24			1	1	39	3		21	3	24	7	3	17	7	<b>623</b>	19.10%
<b>7</b>	348	9	13	3	2	1	3	18	3		5	3	11	4	2	4	12	<b>441</b>	13.38%
<b>8a</b>	98	3	6	1		1	1	5	1		2		5	1	2	1	2	<b>129</b>	15.50%
<b>8b</b>	43	3	3			1		1			1	2	2					<b>56</b>	12.50%
<b>8c</b>	15							1			1							<b>17</b>	11.76%
<b>8d</b>	17													2				<b>19</b>	10.53%
<b>9</b>	8																	<b>8</b>	0.00%
<b>Medical</b>	116	5	46		2	5	4	114	44	11	41	3	29	7	19	30	68	<b>544</b>	56.80%
<b>Off Scale</b>	19		3									1					1	<b>24</b>	4.17%
<b>Grand Total</b>	<b>3064</b>	<b>51</b>	<b>266</b>	<b>12</b>	<b>8</b>	<b>18</b>	<b>14</b>	<b>271</b>	<b>60</b>	<b>18</b>	<b>141</b>	<b>20</b>	<b>151</b>	<b>47</b>	<b>34</b>	<b>155</b>	<b>173</b>	<b>4503</b>	<b>21.07%</b>

## 7.2 Disability of Staff in Post

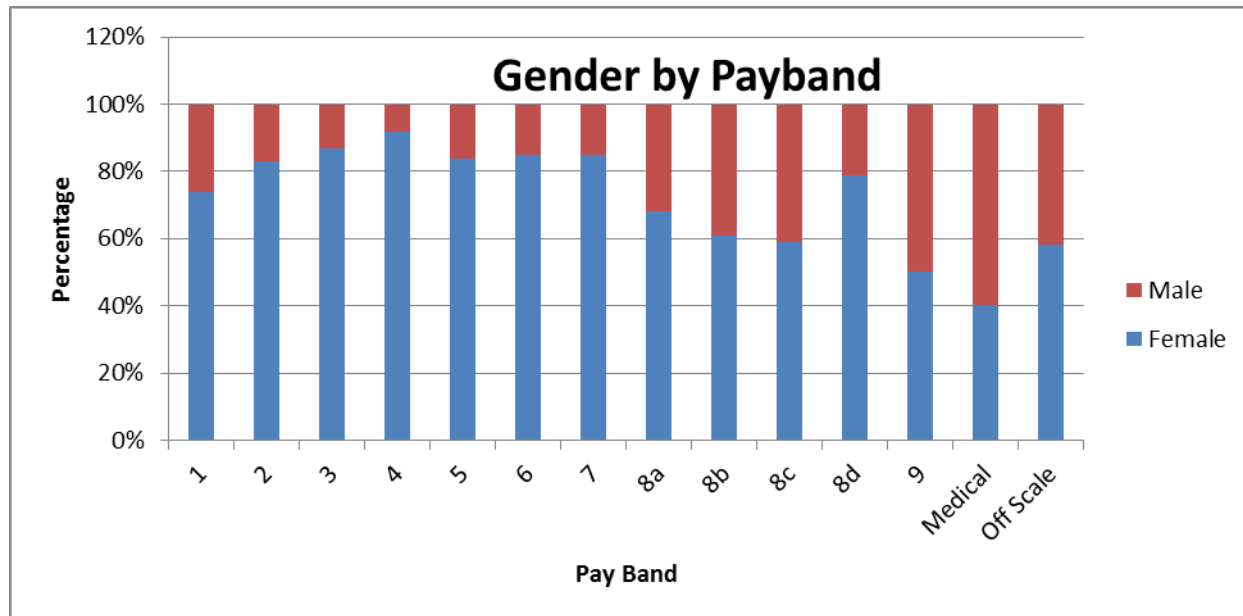
The table below shows the Disability breakdown of the Trusts workforce. **75 staff** (2%) are identified as disabled during this reporting period. However we believe it is likely that there may be a higher proportion of staff employed with long term conditions that could be considered to have a disability but are not as recorded as such. This includes mental health conditions and other chronic long term conditions. The table shows that there is a significant proportion of staff who have not declared their disability status. This is an area the Trust will look at improving by raising awareness of the importance of sharing this information and how it is used to support development and performance, and the validation of data will support this.

Disability of Staff in Post as at 31st March 2018															
Disabled	1	2	3	4	5	6	7	8a	8b	8c	8d	9	Medical	Off Scale	Grand Total
No	81	925	336	282	714	556	391	118	51	17	17	7	503	23	<b>4021</b>
Not Declared	33	94	29	28	70	52	44	11	5		1		40		<b>407</b>
Yes	8	14	10	2	16	15	6				1	1	1	1	<b>75</b>
<b>Grand Total</b>	<b>122</b>	<b>1033</b>	<b>375</b>	<b>312</b>	<b>800</b>	<b>623</b>	<b>441</b>	<b>129</b>	<b>56</b>	<b>17</b>	<b>19</b>	<b>8</b>	<b>544</b>	<b>24</b>	<b>4503</b>



### 7.3 Gender Breakdown of Staff in Post

The table below shows the Gender breakdown of the Trusts workforce. The Trust has a predominantly female workforce and the ratio of male to female has not significantly changed for some years. **Currently 78% of our workforce is female and 22% are male.** This means we are significantly over-representative of women in the workforce but we are representative of the NHS as a whole which is predominantly female.



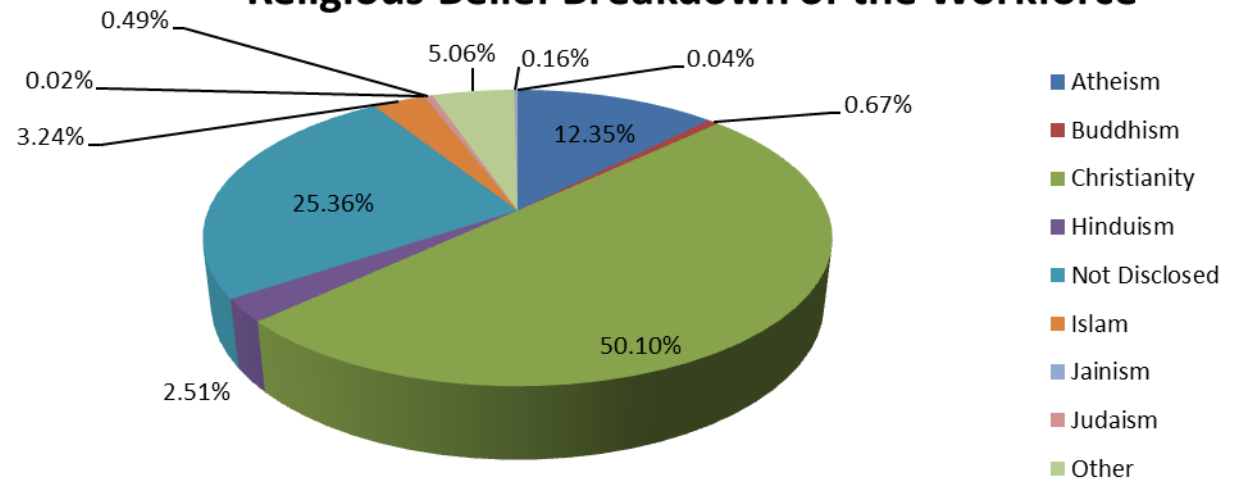
<b>Gender by Pay Scale as at 31st March 2018</b>			
<b>Pay scale Band</b>	<b>Gender</b>		
	<b>Female</b>	<b>Male</b>	<b>Total</b>
<b>1</b>	90	32	<b>122</b>
<b>Percentage</b>	73.77%	26.23%	
<b>2</b>	857	176	<b>1033</b>
<b>Percentage</b>	82.96%	17.04%	
<b>3</b>	325	50	<b>375</b>
<b>Percentage</b>	86.67%	13.33%	
<b>4</b>	286	26	<b>312</b>
<b>Percentage</b>	91.67%	8.33%	
<b>5</b>	670	130	<b>800</b>
<b>Percentage</b>	83.75%	16.25%	
<b>6</b>	530	93	<b>623</b>
<b>Percentage</b>	85.07%	14.93%	
<b>7</b>	374	67	<b>441</b>
<b>Percentage</b>	84.81%	15.19%	
<b>8a</b>	88	41	<b>129</b>
<b>Percentage</b>	68.22%	31.78%	
<b>8b</b>	34	22	<b>56</b>
<b>Percentage</b>	60.71%	39.29%	
<b>8c</b>	10	7	<b>17</b>
<b>Percentage</b>	58.82%	41.18%	
<b>8d</b>	15	4	<b>19</b>
<b>Percentage</b>	78.95%	21.05%	
<b>9</b>	4	4	<b>8</b>
<b>Percentage</b>	50.00%	50.00%	
<b>Medical</b>	218	326	<b>544</b>
<b>Percentage</b>	40.07%	59.93%	
<b>Off Scale</b>	14	10	<b>24</b>
<b>Percentage</b>	58.33%	41.67%	
<b>Grand Total</b>	<b>3515</b>	<b>988</b>	<b>4503</b>
	78.06%	21.94%	

## 7.4 Religious Belief of Staff in Post

The table shows the Religious Belief breakdown of the Trusts workforce, for all pay bands. It shows that the most highly represented religious belief within the workforce is Christianity (50%). There is a high proportion of staff choosing not to disclose their religious belief (25%), whilst representation from other faith groups appears low. This is an area the Trust will look at improving by raising awareness of the importance of sharing this information and how it is used to support development and performance. The Trust has facilities in place for religious expression should staff require it, through the chaplaincy and inter-faith facilities.

Religious Belief of Staff Employed at Trust as at 31st March 2018																
Religious Belief	1	2	3	4	5	6	7	8a	8b	8c	8d	9	Medical	Off Scale	Grand Total	Religious Belief % of Staff Total
Atheism	6	134	46	39	100	91	55	22	10		2		48	3	556	12.35%
Buddhism	2	5		1	2	2		1					17		30	0.67%
Christianity	66	563	191	168	442	347	219	61	33	12	14	5	123	12	2256	50.10%
Hinduism		2	4	2	12	9	7	2	2	2			71		113	2.51%
I do not wish to disclose my religion/belief	44	243	100	81	191	130	134	36	10	2	3	2	163	3	1142	25.36%
Islam	2	9	4	5	13	5	8	2					98		146	3.24%
Jainism													1		1	0.02%
Judaism		6	1	1	1	2	2						7	2	22	0.49%
Other	2	69	29	15	39	37	15	5	1	1		1	10	4	228	5.06%
Sikhism							1						6		7	0.16%
Undefined		2													2	0.04%
<b>Grand Total</b>	<b>122</b>	<b>1033</b>	<b>375</b>	<b>312</b>	<b>800</b>	<b>623</b>	<b>441</b>	<b>129</b>	<b>56</b>	<b>17</b>	<b>19</b>	<b>8</b>	<b>544</b>	<b>24</b>	<b>4503</b>	

### Religious Belief Breakdown of the Workforce



## 7.5 Sexual Orientation of Staff in Post

The table below shows the Sexual Orientation breakdown of the Trusts workforce for all pay bands. The highest proportion of staff declaring their sexual orientation is Heterosexual with a high proportion of staff choosing not to declare their sexual orientation and less than 2% of the workforce declares themselves as LGBT. This is an area the Trust will look at improving by raising awareness of the importance of sharing this information and how it is used to support development and performance.

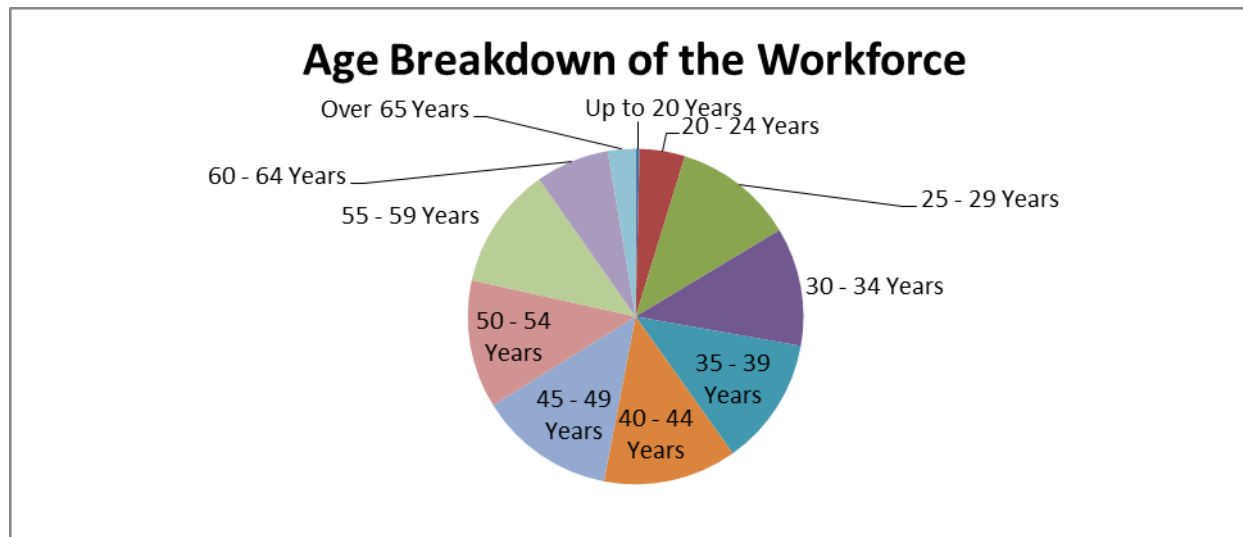
Sexual Orientation of Staff in Post as at 31st March 2018																
Sexual Orientation	1	2	3	4	5	6	7	8a	8b	8c	8d	9	Medical	Off Scale	Grand Total	% of Staff Total
Bisexual	2	10	3	2	11	4	1		1	1			1		36	0.80%
Gay		8	1	1	2	2	2	2					3		21	0.47%
Heterosexual	63	777	268	227	614	487	310	85	41	14	16	6	377	20	3305	73.40%
I do not wish to disclose my sexual orientation	55	229	102	81	167	126	127	40	13	2	3	2	163	4	1114	24.74%
Lesbian	2	7	1	1	6	4	1	2	1						25	0.56%
Undefined		2													2	0.04%
<b>Grand Total</b>	<b>122</b>	<b>1033</b>	<b>375</b>	<b>312</b>	<b>800</b>	<b>623</b>	<b>441</b>	<b>129</b>	<b>56</b>	<b>17</b>	<b>19</b>	<b>8</b>	<b>544</b>	<b>24</b>	<b>4503</b>	



## 7.6 Age Profile of Staff in Post

34% of our workforce is over 50 years old, which is something that we will need to address in our plans for succession planning. We will look at how we can develop our workforce in the lower age ranges in preparation for the future retention issues. This is national issue facing the NHS over the next 5 years.

Age Range of Trust by Pay Scale as at 31st March 2018																
Age Range	1	2	3	4	5	6	7	8a	8b	8c	8d	9	Medical	Off Scale	Grand Total	Age Range % Of Staff Total
Up to 20 Years		9	1	1										6	17	0.38%
20 - 24 Years	1	60	18	11	80	16	2						7	2	197	4.37%
25 - 29 Years	6	97	34	22	128	99	37	5					96		524	11.64%
30 - 34 Years	5	100	38	28	94	85	40	15	4				105		514	11.41%
35 - 39 Years	7	100	29	34	100	109	71	24	9	1	1	1	71		557	12.37%
40 - 44 Years	7	110	39	31	119	93	69	23	6	6	4		72		579	12.86%
45 - 49 Years	10	149	53	39	82	70	67	21	11	5	4	4	74	1	590	13.10%
50 - 54 Years	20	136	69	48	68	63	70	23	9	3	6		37	4	556	12.35%
55 - 59 Years	35	131	46	52	71	53	53	13	13	2	3	3	51	4	530	11.77%
60 - 64 Years	20	101	33	34	42	31	27	4	2		1		21	3	319	7.08%
Over 65 Years	11	40	15	12	16	4	5	1	2				10	4	120	2.66%
<b>Grand Total</b>	<b>122</b>	<b>1033</b>	<b>375</b>	<b>312</b>	<b>800</b>	<b>623</b>	<b>441</b>	<b>129</b>	<b>56</b>	<b>17</b>	<b>19</b>	<b>8</b>	<b>544</b>	<b>24</b>	<b>4503</b>	



## 7.7 Marital Status of Staff in Post

The table below shows the marital status for all staff in post. The highest proportion of staff are in the “Married” status.

Marital Status by Pay Scale as at 31st March 2018																
Marital Status	1	2	3	4	5	6	7	8a	8b	8c	8d	9	Medical	Off Scale	Grand Total	Marital Status % of Staff Total
Civil Partnership		17	2	2	8	4	1	1		1	1			1	38	0.84%
Divorced	8	92	40	34	41	37	26	2	5	1	4		7	2	299	6.64%
Legally Separated	7	24	8	5	9	8	6	4	1		1		1	1	75	1.67%
Married	69	533	206	176	401	349	300	81	36	13	9	7	330	12	2522	56.01%
NULL	1	12	2		4	4	2	2	1			1			29	0.64%
Single	34	335	109	87	319	209	101	37	13	2	4		191	8	1449	32.18%
Unknown		10	3	4	9	6	3	1					15		51	1.13%
Widowed	3	10	5	4	9	6	2	1							40	0.89%
<b>Grand Total</b>	<b>122</b>	<b>1033</b>	<b>375</b>	<b>312</b>	<b>800</b>	<b>623</b>	<b>441</b>	<b>129</b>	<b>56</b>	<b>17</b>	<b>19</b>	<b>8</b>	<b>544</b>	<b>24</b>	<b>4503</b>	

## 7.8 Maternity & Adoption Status of Staff in Post

The Trust had **241** employees commence maternity or adoption leave during the financial year, April 2017 – March 2018

<b>Maternity and Adoption Leave by Pay Band 2017 - 2018</b>			
<b>Band</b>	<b>Adoption Leave</b>	<b>Maternity Leave</b>	<b>Total</b>
<b>1</b>		3	<b>3</b>
<b>2</b>		44	<b>44</b>
<b>3</b>		14	<b>14</b>
<b>4</b>		15	<b>15</b>
<b>5</b>		55	<b>55</b>
<b>6</b>	1	68	<b>69</b>
<b>7</b>		23	<b>23</b>
<b>8a</b>		6	<b>6</b>
<b>Medical</b>		12	<b>12</b>
<b>Grand Total</b>	<b>1</b>	<b>240</b>	<b>241</b>

## 8. NEW STARTERS

There were a total of **917** new starters to the Trust within this reporting period.

### 8.1 Ethnic Breakdown of New Starters

The table below shows the Ethnic breakdown of all new starters during this reporting period. The total percentage of all new starters from BME backgrounds was **36%** which equates to over a quarter of all new starters. This is more than reflective of our overall workforce percentage of **21%**. The Trust will continue to ensure that its recruiting managers receive equality and diversity training to support further BME appointments. We will also ensure our adverts are open to all to apply.

Ethnic Code by Pay Band for all Starters in 2017/18																			
Band	A	B	C	D	E	F	G	H	J	K	L	M	N	P	R	S	Z	Grand Total	BME %
1	2																	2	0.00%
2	210		16	1	1	1		9	1	2	11	1	10	1		19	4	287	19.86%
3	58	1	2				1	3	1	1	2		7	1		13		90	32.22%
4	31	1	1			1			1									35	5.71%
5	64	2	29			2		1	1	2	4	2	28	13	1	3		152	37.50%
6	40		2	1				1			1	1	4	3	2	1		56	25.00%
7	17		1			1		4	1		1		4	2				31	41.94%
8a	8						1				1			1				11	27.27%
8b	3					1						1						5	40.00%
8c	1																	1	0.00%
9	1																	1	0.00%
Medical	38	1	26		1	4	1	39	18	8	20	2	25	5	10	17	23	238	63.03%
Off Scale	7		1															8	0.00%
<b>Grand Total</b>	<b>480</b>	<b>5</b>	<b>78</b>	<b>2</b>	<b>2</b>	<b>10</b>	<b>3</b>	<b>57</b>	<b>23</b>	<b>13</b>	<b>40</b>	<b>7</b>	<b>78</b>	<b>26</b>	<b>13</b>	<b>53</b>	<b>27</b>	<b>917</b>	<b>35.66%</b>

## 8.2 Disability Breakdown of New Starters

The table below shows the Disability breakdown of all new starters for this reporting period. It shows that overall **1.2% (11 people)** of new starters stated that they have a disability. It also shows a number declared whether they did or did not have a disability whereas in other areas the findings show that staff have chosen not to declare this. This is positive for the Trust in that our new starters are declaring this information.

<b>Disability by Pay Band for all Starters in 2017/18</b>					
<b>Band</b>	<b>No</b>	<b>Not Declared</b>	<b>Yes</b>	<b>Grand Total</b>	<b>Disabled %</b>
<b>1</b>	1		1	2	<b>50.00%</b>
<b>2</b>	284	1	2	287	<b>0.70%</b>
<b>3</b>	88		2	90	<b>2.22%</b>
<b>4</b>	35			35	<b>0.00%</b>
<b>5</b>	147	2	3	152	<b>1.97%</b>
<b>6</b>	54		2	56	<b>3.57%</b>
<b>7</b>	31			31	<b>0.00%</b>
<b>8a</b>	11			11	<b>0.00%</b>
<b>8b</b>	5			5	<b>0.00%</b>
<b>8c</b>	1			1	<b>0.00%</b>
<b>9</b>	1			1	<b>0.00%</b>
<b>Medical</b>	228	10		238	<b>0.00%</b>
<b>Off Scale</b>	7		1	8	<b>12.50%</b>
<b>Grand Total</b>	<b>893</b>	<b>13</b>	<b>11</b>	<b>917</b>	<b>1.20%</b>

### 8.3 Gender Breakdown of New Starters

The table below shows the Gender breakdown for all new starters. It shows that 72% of our new starters were female and 28% were male, which is slightly different to the overall workforce that is 78% female and 22% male.

Gender by Pay Band for all Starters in 2017/18					
Band	Female		Male		Grand Total
	Headcount	%	Headcount	%	
1	1	0.15%	1	0.39%	2
2	239	36.21%	48	18.68%	287
3	75	11.36%	15	5.84%	90
4	27	4.09%	8	3.11%	35
5	125	18.94%	27	10.51%	152
6	44	6.67%	12	4.67%	56
7	24	3.64%	7	2.72%	31
8a	7	1.06%	4	1.56%	11
8b	4	0.61%	1	0.39%	5
8c		0.00%	1	0.39%	1
9	1	0.15%		0.00%	1
Medical	107	16.21%	131	50.97%	238
Off Scale	6	0.91%	2	0.78%	8
<b>Grand Total</b>	<b>660</b>		<b>257</b>		<b>917</b>

## 8.4 Religious Belief of New Starters

The table below shows the religious belief of all new starters. It can be seen that the highest representation of religious belief within new starters was from Christianity. This is reflective of findings in other sections of this report. However the table also highlights that we have a high number of new starters who chose not to disclose this information. This figure was 30.45% on the previous report – on this report is 9.71% so has reduced by quite. This is an area the Trust will look at improving by raising awareness of the importance of sharing this information and how it is used to support development and performance.

Religious Belief by Pay Band for all Starters in 2017/18												
Band	Atheism	Buddhism	Christianity	Hinduism	I do not wish to disclose my religion/belief	Islam	Jainism	Judaism	Other	Sikhism	Undefined	Grand Total
1			2									2
2	58	3	163	2	27	5		3	24		2	287
3	17		55	1	8	3		1	5			90
4	12		18		2	1			2			35
5	28	1	87		19	7		1	8		1	152
6	12		34		3	1		2	3	1		56
7	2		21	2	2	3			1			31
8a			9		1	1						11
8b			4		1							5
8c			1									1
9									1			1
Medical	30	8	64	38	26	58	2	5	5	2		238
Off Scale	1		6						1			8
<b>Grand Total</b>	<b>160</b>	<b>12</b>	<b>464</b>	<b>43</b>	<b>89</b>	<b>79</b>	<b>2</b>	<b>12</b>	<b>50</b>	<b>3</b>	<b>3</b>	<b>917</b>
<b>%</b>	<b>17.45%</b>	<b>1.31%</b>	<b>50.60%</b>	<b>4.69%</b>	<b>9.71%</b>	<b>8.62%</b>	<b>0.22%</b>	<b>1.31%</b>	<b>5.45%</b>	<b>0.33%</b>	<b>0.33%</b>	<b>100.00%</b>

## 8.5 Sexual Orientation of New Starters

The table below shows the sexual orientation of all new starters by band for this reporting period. The highest representation for sexual orientation in new starters was from 'Heterosexual'. 3% of our new starters were from an LGBT background which is representative of the underlying workforce.

Sexual Orientation by Pay Band for all Starters in 2017/18							
Band	Bisexual	Gay	Heterosexual	I do not wish to disclose my sexual orientation	Lesbian	Undefined	Grand Total
1			1		1		2
2	6	4	258	13	4	2	287
3	1	1	86	2			90
4			34	1			35
5	2		136	10	3	1	152
6	1		51	2	2		56
7	1		28	2			31
8a			11				11
8b			4	1			5
8c			1				1
9			1				1
Medical	1	2	211	24			238
Off Scale			7	1			8
<b>Grand Total</b>	<b>12</b>	<b>7</b>	<b>829</b>	<b>56</b>	<b>10</b>	<b>3</b>	<b>917</b>
<b>%</b>	<b>1.31%</b>	<b>0.76%</b>	<b>90.40%</b>	<b>6.11%</b>	<b>1.09%</b>	<b>0.33%</b>	<b>100.00%</b>



## 8.6 Age Profile of New Starters

The table below shows the age profile of all new starters. The data shows the highest percentage of new starters in the age band **25-30**. However it should be noted that we also had a high number of starters in the age ranges 20-25 and 30-35 which is positive for the Trust when looking at the current age range of its overall workforce in section 8.6. The trust will look at this data to support succession planning and retention.

Age Band by Pay Band for all Starters in 2017/18												
Band	Up to 20 Years	20 - 25 Years	25 - 30 Years	30 - 35 Years	35 - 40 Years	40 - 45 Years	45 - 50 Years	50 - 55 Years	55 - 60 Years	60 - 65 Years	Over 65 Years	Grand Total
1		1								1		2
2	7	45	27	46	30	35	42	23	23	8	1	287
3		19	20	13	8	10	7	8	3	2		90
4	1	9	9	3	4	2	1	4	1	1		35
5		31	30	26	17	13	11	13	7	2	2	152
6		1	13	5	9	7	8	7	2	4		56
7			6	7	2	4	3		5	4		31
8a			1			3	1	4	2			11
8b					1	2	1	1				5
8c							1					1
9							1					1
Medical		8	80	73	36	19	11	2	4	5		238
Off Scale	4	2						2				8
<b>Grand Total</b>	<b>12</b>	<b>116</b>	<b>186</b>	<b>173</b>	<b>107</b>	<b>95</b>	<b>87</b>	<b>64</b>	<b>47</b>	<b>27</b>	<b>3</b>	<b>917</b>
<b>%</b>	<b>1.31%</b>	<b>12.65%</b>	<b>20.28%</b>	<b>18.87%</b>	<b>11.67%</b>	<b>10.36%</b>	<b>9.49%</b>	<b>6.98%</b>	<b>5.13%</b>	<b>2.94%</b>	<b>0.33%</b>	<b>100.00%</b>

## 8.7 Marital Status of New Starters

The table below shows the marital status of new starters. The most highly represented category for marital status was from 'single'.

Marital Status by Pay Band for all Starters in 2017/18									
Band	Civil Partnership	Divorced	Legally Separated	Married	NULL	Single	Unknown	Widowed	Total
1						2			2
2	6	21	11	115	7	121	4	2	287
3	1	7	1	28		53			90
4		1		14		20			35
5	4	7	2	54	4	77	2	2	152
6	2	2	1	27		23		1	56
7		5		20		5	1		31
8a	1			8		2			11
8b		1		2	1	1			5
8c				1					1
9				1					1
Medical		2		107	7	121	1		238
Off Scale	1	1				6			8
<b>Grand Total</b>	<b>15</b>	<b>47</b>	<b>15</b>	<b>377</b>	<b>19</b>	<b>431</b>	<b>8</b>	<b>5</b>	<b>917</b>
<b>%</b>	<b>1.64%</b>	<b>5.13%</b>	<b>1.64%</b>	<b>41.11%</b>	<b>2.07%</b>	<b>47.00%</b>	<b>0.87%</b>	<b>0.55%</b>	<b>100.00%</b>

## 9. LEAVERS

There were 765 leavers in the Trust for this reporting period.

### 9.1 Ethnic Breakdown of Leavers

The table below shows the ethnic breakdown of leavers for this reporting period. 27.7% of leavers were from a BME background. This figure is lower than new starters so the trend is for BME staff to increase.

Ethnic Code by Pay Band for all Leavers in 2017/18																		
Band	A	B	C	D	F	G	H	J	K	L	M	N	P	R	S	Z	Grand Total	BME %
1	11	1	1							1	1				1		16	18.75%
2	139	2	6				5			5		10	3		7	1	178	16.85%
3	37		3				1		2	2		2				2	49	14.29%
4	32		1													3	36	0.00%
5	75	5	48	1	1		5			5	3	14	5	2	3	5	172	22.67%
6	33	1	7			1	2			2	3	5	4		2	3	63	30.16%
7	24	1	2	1			3			3		4	1	1	1	2	43	32.56%
8a	9																9	0.00%
8b	5											1					6	16.67%
8d	2											1					3	33.33%
9	2																2	0.00%
Medical	39	2	22		3	4	33	14	5	7	2	11	1	9	9	22	183	53.55%
Off Scale	5																5	0.00%
<b>Grand Total</b>	<b>413</b>	<b>12</b>	<b>90</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>49</b>	<b>14</b>	<b>7</b>	<b>25</b>	<b>9</b>	<b>48</b>	<b>14</b>	<b>12</b>	<b>23</b>	<b>38</b>	<b>765</b>	<b>27.71%</b>

## 9.2 Disability Breakdown of Leavers

There were **765 leavers** in the Trust for this reporting period of which **1%** of the leavers stated that they have a disability. Again we have a high number of staff who have not declared their status which is similar in many of the demographic categories in the workforce.

<b>Disability by Pay Band for all Leavers in 2017/18</b>					
<b>Band</b>	<b>No</b>	<b>Not Declared</b>	<b>Yes</b>	<b>Grand Total</b>	<b>Disabled %</b>
<b>1</b>	8	7	1	<b>16</b>	<b>6.25%</b>
<b>2</b>	170	5	3	<b>178</b>	<b>1.69%</b>
<b>3</b>	45	3	1	<b>49</b>	<b>2.04%</b>
<b>4</b>	33	3		<b>36</b>	<b>0.00%</b>
<b>5</b>	166	4	2	<b>172</b>	<b>1.16%</b>
<b>6</b>	58	4	1	<b>63</b>	<b>1.59%</b>
<b>7</b>	41	2		<b>43</b>	<b>0.00%</b>
<b>8a</b>	9			<b>9</b>	<b>0.00%</b>
<b>8b</b>	6			<b>6</b>	<b>0.00%</b>
<b>8d</b>	3			<b>3</b>	<b>0.00%</b>
<b>9</b>	2			<b>2</b>	<b>0.00%</b>
<b>Medical</b>	177	6		<b>183</b>	<b>0.00%</b>
<b>Off Scale</b>	4	1		<b>5</b>	<b>0.00%</b>
<b>Grand Total</b>	<b>722</b>	<b>35</b>	<b>8</b>	<b>765</b>	<b>1.05%</b>

### 9.3 Gender Breakdown of Leavers

As previously stated, there were **765 leavers** in the Trust of which **75% were female and 25%** were male, which equates to a higher percentage of males leaving the Trust compared to the number of males in the workforce.

Gender by Pay Band for all Leavers in 2017/18					
Band	Female		Male		Grand Total
	Headcount	%	Headcount	%	
1	9	1.57%	7	3.63%	16
2	156	27.27%	22	11.40%	178
3	43	7.52%	6	3.11%	49
4	33	5.77%	3	1.55%	36
5	134	23.43%	38	19.69%	172
6	55	9.62%	8	4.15%	63
7	36	6.29%	7	3.63%	43
8a	5	0.87%	4	2.07%	9
8b	3	0.52%	3	1.55%	6
8d		0.00%	3	1.55%	3
9	2	0.35%		0.00%	2
Medical	93	16.26%	90	46.63%	183
Off Scale	3	0.52%	2	1.04%	5
<b>Grand Total</b>	<b>572</b>		<b>193</b>		<b>765</b>

## 9.4 Religious Belief of Leavers

Of the 765 leavers in the Trust for this reporting period, in relation to the religious belief breakdown the highest percentage of leavers is from the Christian category at 47%, which is an increase on last years 42%. It should also be noted that almost 21% of staff have chosen not to declare their religious belief, which should be improved following the validation exercise.

Religious Belief by Pay Band for all Starters in 2017/18												
Band	Atheism	Buddhism	Christianity	Hinduism	I do not wish to disclose my religion/belief	Islam	Jainism	Judaism	Other	Sikhism	Undefined	Grand Total
1			7		9							16
2	35		97	2	25	2		2	15			178
3	6	1	23		14	2			3			49
4	6		20		7			1	2			36
5	32		92		34	4		1	6	2	1	172
6	7	1	31	2	16			1	4	1		63
7	6		25	3	7	1			1			43
8a	1		6		2							9
8b			6									6
8d			1		2							3
9			2									2
Medical	32	6	45	24	45	25	2	2	2			183
Off Scale	1		3		1							5
<b>Grand Total</b>	<b>126</b>	<b>8</b>	<b>358</b>	<b>31</b>	<b>162</b>	<b>34</b>	<b>2</b>	<b>7</b>	<b>33</b>	<b>3</b>	<b>1</b>	<b>765</b>

## 9.5 Sexual Orientation of Leavers

The table below shows the Sexual Orientation of leavers for this reporting period. The leaving percentage of LGBT staff is 2.35% which is higher than that of the overall workforce picture.

Sexual Orientation by Pay Band for all Starters in 2017/18							
Band	Bisexual	Gay	Heterosexual	I do not wish to disclose my sexual orientation	Lesbian	Undefined	Grand Total
1			7	9			16
2	5	1	139	31	2		178
3	2	1	34	12			49
4	1		26	9			36
5	1		141	28	1	1	172
6		1	47	15			63
7			39	4			43
8a			8	1			9
8b			6				6
8d			1	2			3
9			2				2
Medical	1	2	136	44			183
Off Scale			4	1			5
<b>Grand Total</b>	<b>10</b>	<b>5</b>	<b>590</b>	<b>156</b>	<b>3</b>	<b>1</b>	<b>765</b>

## 9.6 Age Range Breakdown of Leavers

The table below shows the Age range breakdown for all leavers. The highest percentage of leavers were from the 26 - 30 age group. The report also identifies that during this reporting period the Trust had a high number of starters in the age ranges of 21-35 which will support the Trusts future succession planning. However we will be monitoring our retention over the next couple of years and will put in plans to address and support services.

Age Band by Pay Band for all Leavers in 2017/18													
Band	Up to 20 Years	21 - 25 Years	26 - 30 Years	31 - 35 Years	36 - 40 Years	41 - 45 Years	46 - 50 Years	51 - 55 Years	56 - 60 Years	61 - 65 Years	66 - 70 Years	71 & above	Grand Total
1			1	3	2			1	2	3	3	1	16
2	4	30	16	23	23	11	18	20	15	11	2	5	178
3		1	9	9		5	3	3	12	3	4		49
4		2	3	2	3	1	4	2	7	9	3		36
5		36	43	24	16	12	10	12	11	4	3	1	172
6		4	12	9	9	6	4	4	9	6			63
7		1	8	4	5	4	2	8	8	2		1	43
8a			1	1			1	1	2		3		9
8b				1	1	1		1	1	1			6
8d						1			2				3
9							1		1				2
Medical		20	67	40	30	13	3	2	4	4			183
Off Scale	4							1					5
<b>Grand Total</b>	<b>8</b>	<b>94</b>	<b>160</b>	<b>116</b>	<b>89</b>	<b>54</b>	<b>46</b>	<b>55</b>	<b>74</b>	<b>43</b>	<b>18</b>	<b>8</b>	<b>765</b>



## 10. EMPLOYEE RELATIONS

Data in this category includes the number of staff subjected to a disciplinary hearing, the number of staff submitting formal grievances and the number of staff who have been the subject of investigation and capability procedures and those involved in grievances.

For this report the data includes live cases at the time of the reporting period. The data includes all staff whether permanent or bank workers across all pay bands.

Type/Category (reporting only)	TOTAL 2015/2016
Disciplinary	62
Grievance	7
TOTAL	69

### 10.1 Ethnic breakdown of staff using or subjected to these procedures

The table shows that overall most employee relations cases are brought against white staff, with a third of the cases being attributed to workers from a BME background. However as outlined in section 9 the Trust employs more white British workers than those from a BME background therefore it would appear from the analysis undertaken that the ratio of workers being taken through a conduct procedure is higher for those from a BME background. However, it should be noted that the number of cases is very small compared to the workforce as a whole so may be skewed.

The same can be noted for grievances/dignity at work cases with a third of BME workers raising concerns.

We will monitor this more closely and look at the reasons for cases being raised.

Ethnicity	Disciplinary	Grievance	TOTAL
A	47	9	56
B	1	1	2
C	1	1	2
D			
E			
F	1		1
G			
H	6		6
J			
K		1	1
L	5		5
LE	1		1
M		1	1
N	3	2	5
P		1	1
R		1	1
S	2	1	3
SC	3	1	4
SE	1		1
Z	2	1	3
TOTAL	73	20	93
BME Total	26	11	37

Ethnic Codes
A – White -British
B – White -Irish
C – Any other white background
D – Mixed White and Black Caribbean
E – Mixed White and Black African
F – Mixed White and Asian
G – Any other mixed background
H – Asian or Asian British -Indian
J – Asian or Asian British -Pakistani
K – Asian or Asian British - Bangladeshi
L – Any other Asian background
LE – Asian Sri Lankan
M – Black or Black British -Caribbean
N – Black or Black British -African
P – Any other Black background
R – Chinese
S – Any other ethnic group
SC - Filipino
Z – not stated

## 10.2 Gender breakdown of staff using or subjected to these procedures

The table below shows the gender breakdown of staff using or subjected to these procedures during this reporting period. The number of conduct cases is broadly similar, although when taking into account the female to male ratio within the Trust the number of concerns raised against male workers is higher than female. This will be monitored by the Trust.

Type/Category (reporting only)	Female	Male	Not recorded	Total
Disciplinary	37	21	0	58
Grievance	7	0	0	7
TOTAL	44	21	0	65

### 10.3 Religious Belief breakdown of staff using or subjected to these procedures

The table below shows data that includes staff from all pay bands for the Trusts overall workforce. The data illustrates that the majority of Trust workers have chosen not to disclose their data and for those that did the most significant religion of choice is Christianity.

Type/Category (reporting only)	Religious Belief									
	I do not wish to disclose my religion /belief	Atheism	Christianity	Buddhism	Hinduism	Islam	Jainism	other	Sikhism	TOTAL
Disciplinary	18	8	42			1		4		73
Grievance	7	4	6			2		1		20
<b>TOTAL</b>	<b>25</b>	<b>12</b>	<b>48</b>			<b>3</b>		<b>5</b>		<b>93</b>

### 10.4 Sexual Orientation breakdown of staff using or subjected to these procedures

The table below shows data for the Trusts workforce and from all pay bands. The analysis details that the majority of workers have chosen not to disclose their sexual orientation. This is an area the Trust will look at improving by raising awareness of the importance of sharing this information and how it is used to support development and performance.

Sexual Orientation	Disciplinary	Grievance	TOTAL
Not disclosed	23	3	26
Heterosexual	45	17	62
Bisexual	3		3
Gay	2		2
Lesbian			
<b>TOTAL</b>	<b>73</b>	<b>20</b>	<b>93</b>

### 10.5 Age range of individuals using or subjected to these procedures

The analysis details that the age range with the highest level of activity is 51-55.

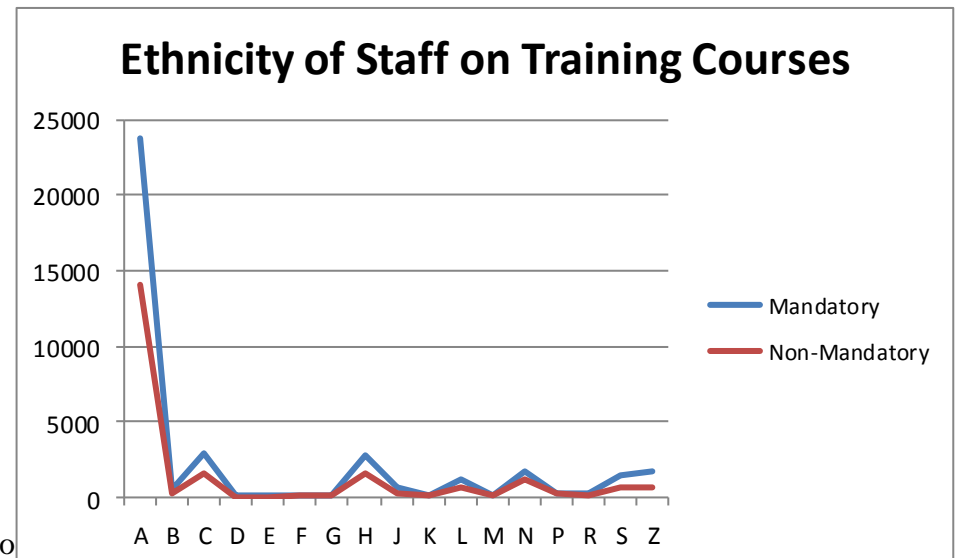
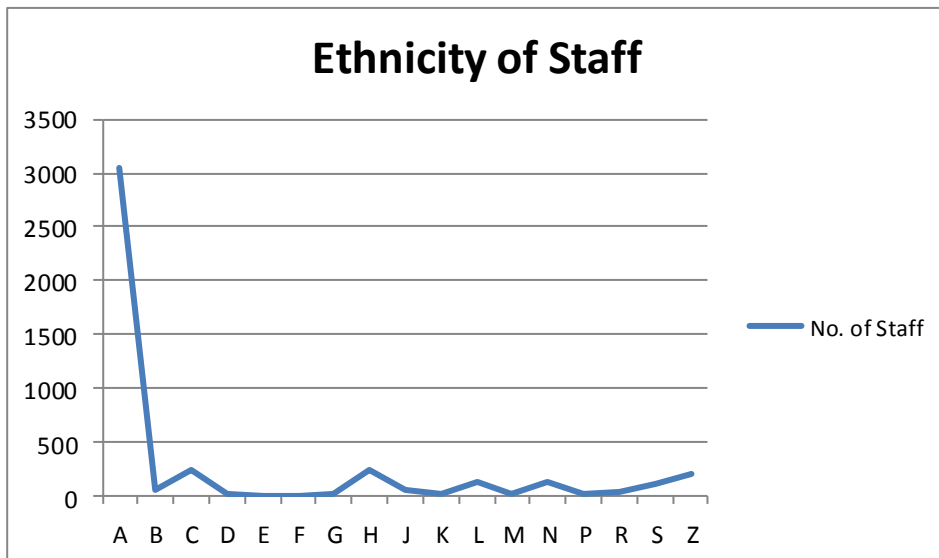
Age Band	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65 +	Not recorded	TOTAL
Disciplinary		1	8	12	10	9	8	10	9	6	2	75
Grievance		3	1	2	1		3	4	2	3		20
<b>TOTAL</b>		4	9	14	11	9	8	14	11	9	2	95

## 11. TRAINING ACTIVITY

### 11.1 Ethnicity of staff by training courses attended

The attendance at training by BME staff is a higher percentage than their representation in the overall workforce. In addition, mandatory and non-mandatory shows the same attendance by BME staff.

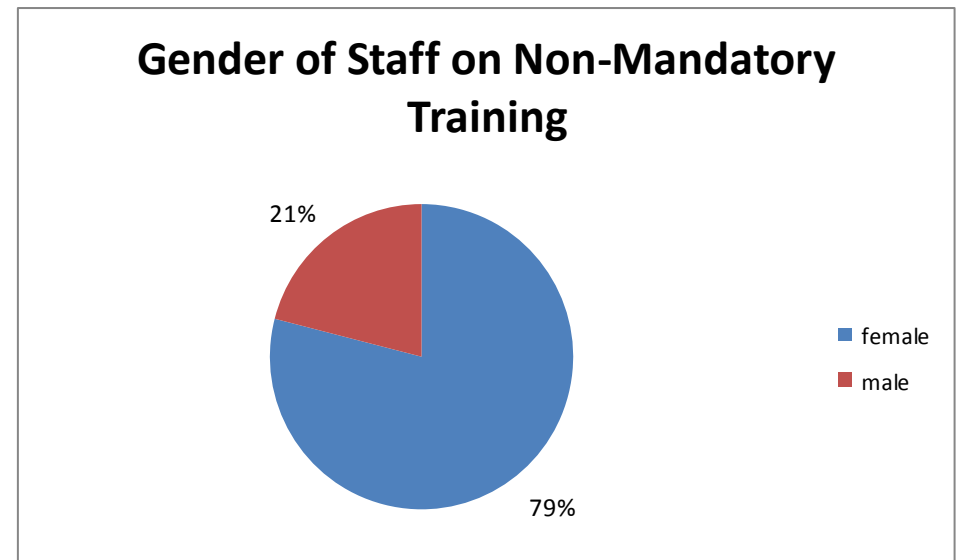
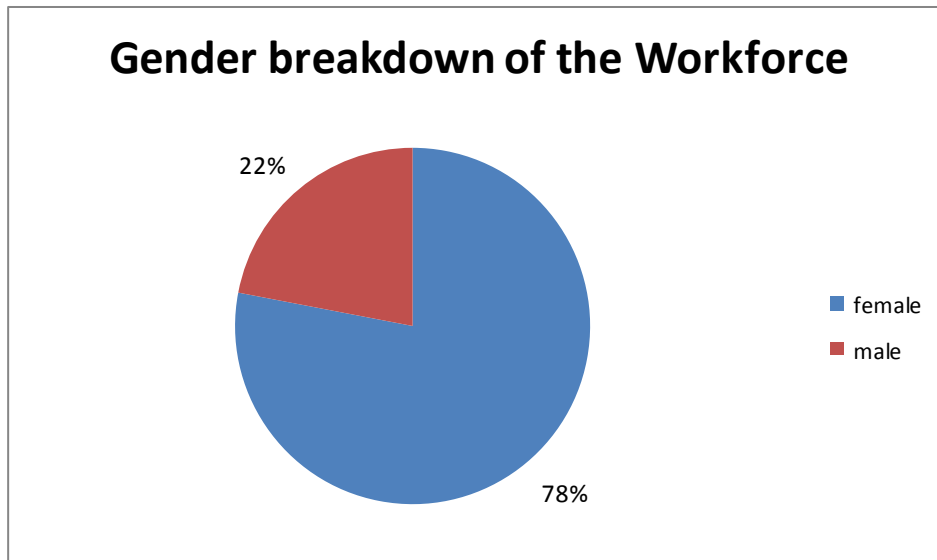
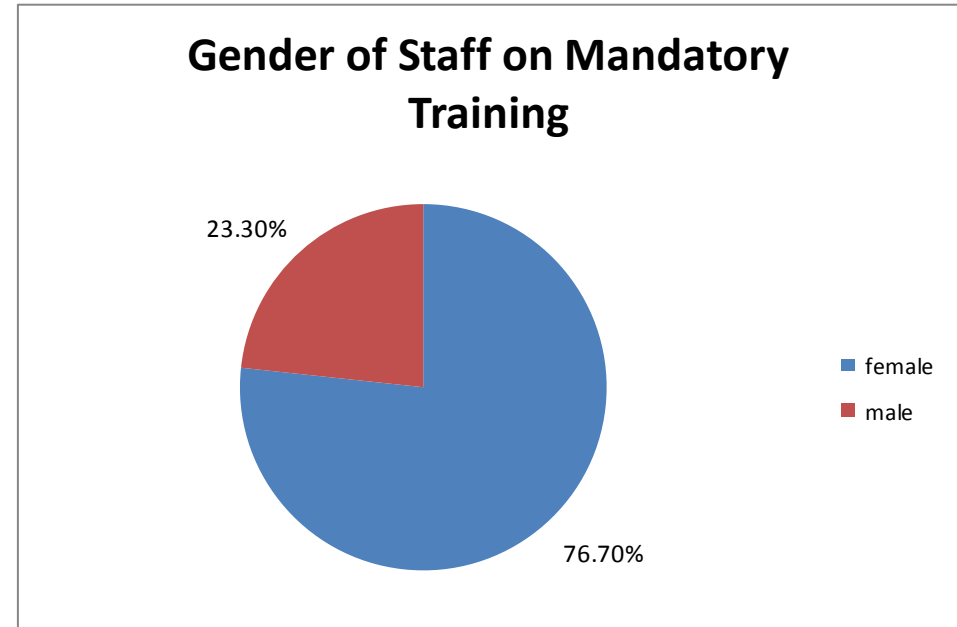
Ethnic Code by type of training attended																			
Type of training	A	B	C	D	E	F	G	H	J	K	L	M	N	P	R	S	Z	Total	% of Staff who are BME attending courses
Mandatory	23749	515	2897	115	105	100	175	2817	670	171	1240	165	1770	218	303	1452	1729	38191	24.35%
Non-mandatory	14114	283	1583	55	48	91	98	1541	294	143	735	108	1167	217	140	686	701	22004	24.19%
Total	37863	798	3484	170	153	191	273	4358	964	314	1975	273	2937	435	443	2138	2430	60195	24.29%



## 11.2 Gender of staff by training courses attended

The attendance at training courses in terms of gender is broadly representative of the overall workforce.

Gender by pay scale as at the 31st March 2015			
Type of training attended	Gender		
	Female	Male	Total
Mandatory	29296 76.7%	8895 23.3%	38191
Non-mandatory	17390 79%	4614 21%	22004
Total	46686	13509	60195
Total Percentage	77.5%	22.5%	

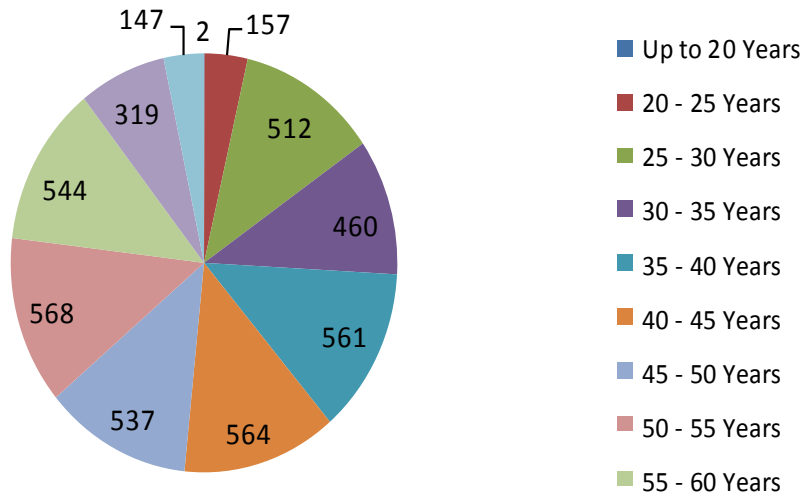


### 11.3 Age of staff by training courses attended

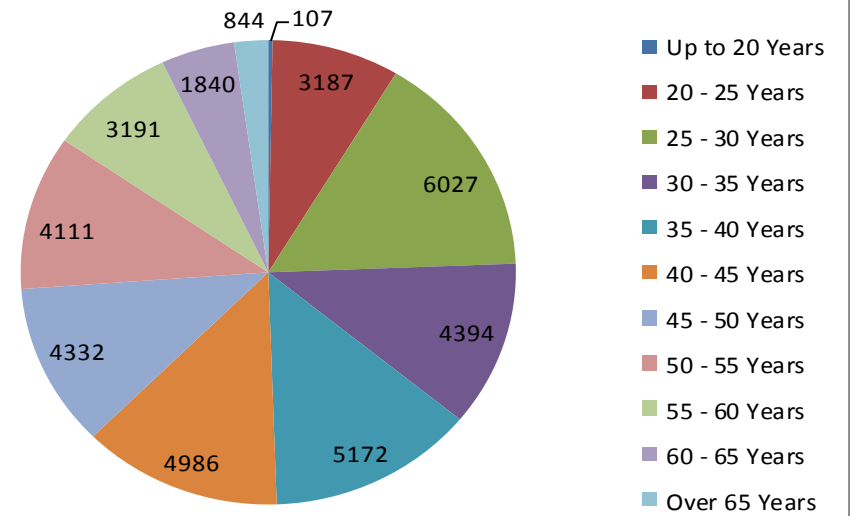
The age bands of 20 – 25 and 25 – 30 years sees the largest percentage increase between the amount of people in the workforce compared to those that have attended training courses. This may partly be because newly qualified staff tend to be in the younger age groups and therefore more training may be required. In addition as staff get older the percentage of courses they attend decreases.

Age Range of trust workforce at the 31st March 2015						
Age Range	Total Number of staff	Age Range % of staff total	Mandatory Training courses attended	Age range % of courses attended	Non-mandatory training courses attended	Age range % of courses attended
Up to 20 Years	6	0.05%	107	0.28%	107	0.49%
20 - 25 Years	199	3.59%	3187	8.35%	2604	11.83%
25 - 30 Years	475	11.71%	6027	15.78%	3877	17.62%
30 - 35 Years	474	10.52%	4394	11.51%	2774	12.61%
35 - 40 Years	544	12.83%	5172	13.54%	2990	13.59%
40 - 45 Years	549	12.90%	4986	13.05%	2541	11.55%
45 - 50 Years	540	12.29%	4332	11.34%	2288	10.40%
50 - 55 Years	565	12.99%	4111	10.76%	2193	9.97%
55 - 60 Years	512	12.45%	3191	8.36%	1540	7.00%
60 - 65 Years	299	7.30%	1840	4.82%	742	3.37%
Over 65 Years	119	3.36%	844	2.21%	348	1.58%
<b>Total</b>	<b>4282</b>		<b>38191</b>		<b>22004</b>	

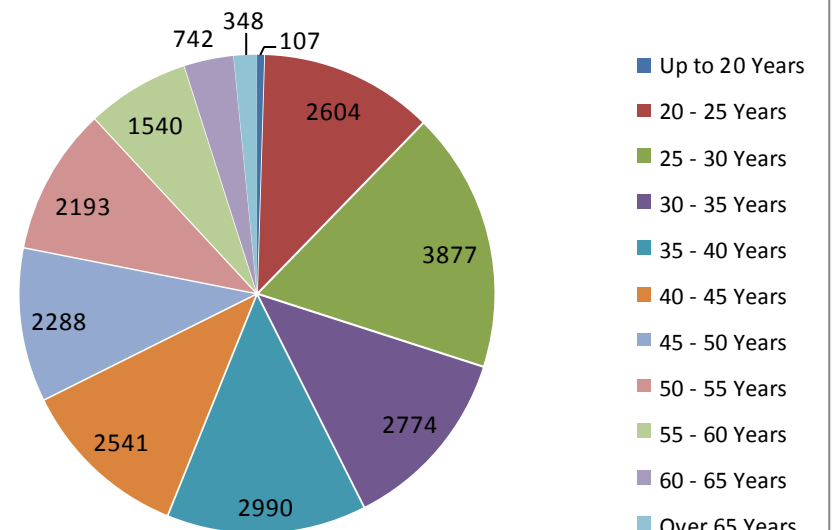
### Age Breakdown of the workforce



### Age of Staff Attending Mandatory Training



### Age of Staff Attending Non-Mandatory Training





## 12. CONCLUSION

This report – along with our Workforce Race Equality work shows that there are some slight under-representations from our BME workforce and we will take action to remedy this.

- We must continue to strive to achieve 100% record of staff's equality information and the Workforce Data Validation exercise aims to improve the quality and amount of equality data we hold – even if that means staff completing the 'do not wish to disclose option'. We see declaration of equality information as a choice – whereas 'not known' means we simply do not know the position.
- The new TRAC system will provide accurate and robust data on the recruitment process, including applicants and shortlisting, and this is currently being worked on.
- We aim to recruit new Diversity champions to promote equality at work and in services.
- Continue to implement and monitor the Workforce Race Equality Standard Actions that were identified and publish the end of year report.
- Undertake re-accreditation as a Two-Ticks employer.
- There have been improvements in the equality data held in terms of training activity and this now forms part of the report.
- Promote within advertisements that we welcome applications from all religious backgrounds, ethnic minorities etc. to try and increase the number of applications we are receiving.
- Ensure managers are trained and refreshed on recruitment and selection to minimise the impact of unconscious bias – This can be done with both e-learning and a face to face recruitment and unconscious bias training and as part of leadership programmes.
- Future areas to develop equality data are Promotions, Appraisals and Gender Pay Gap reporting.
- Review the Flexible Working process to identify a way of recording all flexible working applications so that equality data can be generated and analysed.