

Human Resources

Equality & Diversity Monitoring Analysis



April 2011 to March 2012

1. Introduction

ESR (Electronic Staff Record) is the integrated Human Resources and Payroll system within the Trust. It enables relevant data on staff to be collated and facilitates up to date reporting for workforce monitoring purposes.

An Equality and Diversity Monitoring Information report is produced by the Human Resources Department on a bi-annual basis (April and October) presenting workforce equality data. The data is analysed against demographic information for each of the localities served by the Trust (which is taken from Office for National Statistics estimates and Census data) and any actions or recommendations are implemented and reviewed as appropriate, in order to ensure that, as far as possible, the Trust's workforce is representative of the communities it serves.

With effect from 1st April 2011 the Trust staffing profile changed significantly. This was due to the national NHS Transforming Community Services (TCS) programme which saw the total number of employees in the Trust rise to 4,100 following the transfer of services from both Doncaster and Rotherham Primary Care Trusts. It should be noted therefore that comparison of data from the previous year (2010/11) for certain areas could not be undertaken however wherever possible comparative analysis has been completed and provided in this report.

2. Applications and Shortlisted Candidates

All vacancies within the Trust are advertised through the national NHS Jobs online recruitment website. Applicants who may not have access to the internet are able to apply for vacancies posted on NHS Jobs via their local job centres either utilising a computer at their local job centre or using a paper application.

During April 2011 to March 2012 the Trust processed over 11,000 applications compared to 7,500 applications the previous year which is primarily due to the transfer in of services through TCS.

2.1 By Ethnic Origin (1 Apr 2011 – 31 March 2012)

| Headcount | | | | |
|---|--------------|--------------|-------------|---------------|
| Ethnicity | Apps | % | Shortlisted | % |
| WHITE | 8925 | 80.0% | 4568 | 84.3% |
| White – British | 8375 | 75.1% | 4384 | 80.9% |
| White – Irish | 157 | 1.4% | 51 | 0.9% |
| White – Any other White Background | 393 | 3.5% | 133 | 2.5% |
| MIXED | 140 | 1.3% | 61 | 1.1% |
| Mixed – White & Black Caribbean | 37 | 0.3% | 16 | 0.3% |
| Mixed – White & Black African | 26 | 0.2% | 10 | 0.2% |
| Mixed – White & Asian | 48 | 0.4% | 16 | 0.3% |
| Mixed – Any other mixed background | 29 | 0.3% | 19 | 0.4% |
| ASIAN | 1005 | 9.0% | 443 | 8.2% |
| Asian or Asian British – Indian | 578 | 5.2% | 239 | 4.4% |
| Asian or Asian British – Pakistani | 270 | 2.4% | 125 | 2.3% |
| Asian or Asian British – Bangladeshi | 53 | 0.5% | 28 | 0.5% |
| Asian or Asian British – Other Asian background | 104 | 0.9% | 51 | 0.9% |
| BLACK | 896 | 8.0% | 266 | 4.9% |
| Black or Black British – Caribbean | 69 | 0.6% | 33 | 0.6% |
| Black or Black British – African | 777 | 7.0% | 222 | 4.1% |
| Black or Black British – Other Black background | 50 | 0.4% | 11 | 0.2% |
| OTHER | 126 | 1.1% | 53 | 1.0% |
| Chinese | 26 | 0.2% | 8 | 0.1% |
| Any other Ethnic Group | 100 | 0.9% | 45 | 0.8% |
| NOT KNOWN | 59 | 0.5% | 26 | 0.5% |
| Undisclosed | 59 | 0.5% | 26 | 0.5% |
| TOTAL | 11151 | 100% | 5417 | 100.0% |

The percentage of non-White British applicants decreased this year (24.8%) compared to 2010/11 (27.3%) with the biggest decrease in the Asian Indian category (-2.6%)

The percentage of non-White British applicants shortlisted also decreased this year (19.1%) compared to 2010/11 (24.6%) with the biggest decrease in the Asian Indian category (-3.6%) It can also be seen that the percentage of Black African applicants shortlisted is much lower than the number of applicants

As shortlisting is not undertaken centrally but via the manager advertising the vacancy a random audit will be undertaken this year to assess the reasons for the decrease in non-White British shortlisted applicants.

In relation to applications and shortlisting by gender and disability, these are comparable with the previous year in that three quarters of applicants and shortlisted applicants are female which mirrors the Trust staff profile and 5% of applicants and shortlisted applicants would class themselves as disabled.

2.2 By Age (1 Apr 2011 – 31 March 2012)

| Headcount | | | | |
|--------------|--------------|-------------|-------------|-------------|
| Age Range | Applications | % | Shortlisted | % |
| 16 – 19 | 332 | 3.0% | 167 | 3.1% |
| 20 - 24 | 2843 | 25.5% | 1225 | 22.6% |
| 25 – 29 | 2113 | 18.9% | 1019 | 18.8% |
| 30 – 34 | 1351 | 12.1% | 645 | 11.9% |
| 35 – 39 | 1102 | 9.9% | 570 | 10.5% |
| 40 – 44 | 1195 | 10.7% | 586 | 10.8% |
| 45 – 49 | 1072 | 9.6% | 559 | 10.3% |
| 50 – 54 | 745 | 6.7% | 422 | 7.8% |
| 55 – 59 | 303 | 2.7% | 183 | 3.4% |
| 60 - 64 | 78 | 0.7% | 33 | 0.6% |
| 65 + | 14 | 0.1% | 5 | 0.1% |
| Undisclosed | 3 | 0.0% | 3 | 0.1% |
| Total | 11151 | 100% | 5417 | 100% |

There has been a slight change in the age profile of applicants this year compared to last year with a decrease in age 16-19 and an increase in age 50 upwards. The increase in applicants over the age of 50 is probably linked to the change in legislation relating to age and retirement. The decrease in applicants age 16 – 19 will hopefully be addressed by work being undertaken in the Trust in relation to apprenticeships.

2.5 By Sexual Orientation (1 Apr 2011 - 31 March 2012)

| Headcount | | | | |
|--------------------|--------------|-------------|-------------|-------------|
| Sexual Orientation | Applications | % | Shortlisted | % |
| Lesbian | 66 | 0.6% | 37 | 0.7% |
| Gay | 115 | 1.0% | 66 | 1.2% |
| Bisexual | 104 | 0.9% | 49 | 0.9% |
| Heterosexual | 10292 | 92.3% | 4965 | 91.7% |
| Undisclosed | 574 | 5.1% | 300 | 5.5% |
| Total | 11151 | 100% | 5417 | 100% |

Data on sexual orientation was not reported in previous years but is now part of the Trust report in line with the Equality Act. The data above indicates that there are no apparent barriers in relation to applicants and shortlisted applicants, however currently there is no national benchmarking data available as this information was not collected in the 2001 National Census.

2.6 By Religious Belief (1 Apr 2011 - 31 March 2012)

| Headcount | | | | |
|------------------|--------------|-------------|-------------|-------------|
| Religious Belief | Applications | % | Shortlisted | % |
| Atheism | 1410 | 12.6% | 681 | 12.6% |
| Buddhism | 60 | 0.5% | 26 | 0.5% |
| Christianity | 6556 | 58.8% | 3127 | 57.7% |
| Hinduism | 315 | 2.8% | 138 | 2.5% |
| Islam | 469 | 4.2% | 219 | 4.0% |
| Judaism | 25 | 0.2% | 16 | 0.3% |
| Sikhism | 67 | 0.6% | 26 | 0.5% |
| Other | 1235 | 11.1% | 656 | 12.1% |
| Undisclosed | 1014 | 9.1% | 528 | 9.7% |
| Total | 11151 | 100% | 5417 | 100% |

As above, data on religious belief was not reported in previous years but is now part of the Trust report. Again the data indicates that there are no apparent barriers in relation to applicants and shortlisted applicants. This is supported by the 2001 National Census data in relation to population by religion where the Trust is higher in most of the categories. It should be noted however that the 2001 information is now considerably out of date and further benchmarking will be undertaken with the release of more up to date data.

3. New Starters

3.1 New Starters by Ethnic Group – 1 Apr 2011 - 31 Mar 2012

| Headcount | | |
|---|------------|---------------|
| Ethnicity | Total | Total % |
| WHITE | 293 | 90.15% |
| White – British | 287 | 88.31% |
| White – Irish | 1 | 0.31% |
| White – Any other White Background | 5 | 1.54% |
| MIXED | 3 | 0.92% |
| Mixed – White & Black Caribbean | 2 | 0.62% |
| Mixed – White and Black African | 0 | 0.00% |
| Mixed – White & Asian | 0 | 0.00% |
| Mixed – Any other mixed background | 1 | 0.31% |
| ASIAN | 9 | 2.77% |
| Asian or Asian British – Indian | 8 | 2.46% |
| Asian or Asian British – Pakistani | 0 | 0.00% |
| Asian or Asian British – Bangladeshi | 0 | 0.00% |
| Asian or Asian British – Any other Asian background | 1 | 0.31% |
| BLACK | 7 | 2.15% |
| Black or Black British – Caribbean | 2 | 0.62% |
| Black or Black British – African | 5 | 1.54% |
| Black or Black British – Any other Black background | 0 | 0.00% |
| OTHER | 3 | 0.92% |
| Chinese | 0 | 0.00% |
| Any other Ethnic Group | 3 | 0.92% |
| NOT KNOWN | 10 | 3.08% |
| Not Stated | 10 | 3.08% |
| TOTAL | 325 | 100% |

The ethnic profile for new starters joining the Trust is comparable to the latest (2009) benchmarking data provided by National Population Statistics in relation to population by ethnic group.

However this is a considerable difference in relation to Asian and Black applicants/shortlisted applicants reported above and new starters. One of the issues highlighted by the recruitment team within the Trust is the number of shortlisted

applicants who do not have the appropriate documentation to work within the EU in line with Immigration regulations. As indicated previously, a random audit of recruitment processes will be undertaken this year to identify if any issues exist.

In relation to the new starter profile for age, there was an increase in new starters in the age ranges 50 and above, compared to ages 30 and below.

New starters in relation to gender, disability and sexual orientation are comparable with the applicant/shortlisted data. However it should be noted that new starters with a disability significantly increased from 1.6% in 2010/11 to 4.9% in 2011/12

Comparison of data in relation to religious belief showed that percentages for all religions for new starters were lower than shortlisted percentages apart from Atheism.

4. Leavers

Comparison of data in relation to leavers by ethnic group showed that there has been a decrease in the percentage of leavers in the Asian and Black category this year compared to last year

Asian - decrease of 1.8%

Black – decrease of 2.0%

The main reason for leavers within non-white ethnic groups for 2011/12 is the end of fixed term contracts.

4.1 Leavers by Ethnic Group – (1 Apr 2011 to 31 March 2012)

| Headcount | | |
|---|------------|---------------|
| Ethnicity | Total | Total % |
| WHITE | 415 | 86.10% |
| White – British | 406 | 84.23% |
| White – Irish | 0 | 0.00% |
| White – Any other White Background | 9 | 1.87% |
| MIXED | 1 | 0.21% |
| Mixed – White & Black Caribbean | 0 | 0.00% |
| Mixed – White & Asian | 0 | 0.00% |
| Mixed – Any other mixed background | 1 | 0.21% |
| ASIAN | 16 | 3.32% |
| Asian or Asian British – Indian | 9 | 1.87% |
| Asian or Asian British - Pakistani | 2 | 0.41% |
| Asian or Asian British – Bangladeshi | 1 | 0.21% |
| Asian or Asian British – Any other Asian background | 4 | 0.83% |
| BLACK | 5 | 1.04% |
| Black or Black British – Caribbean | 1 | 0.21% |
| Black or Black British – African | 4 | 0.83% |
| Black or Black British – Any other Black background | 0 | 0.00% |
| OTHER | 4 | 0.83% |
| Any other Ethnic Group | 4 | 0.83% |
| NOT KNOWN | 41 | 8.51% |
| Not Stated | 41 | 8.51% |
| TOTAL | 482 | 100% |

4.4 Leavers by Disability – (1 Apr 2011 to 31 March 2012)

| Headcount | | |
|--------------|------------|-------------|
| Disability | Total | Total % |
| Yes | 11 | 2.3% |
| No | 134 | 27.8% |
| Not Declared | 5 | 1.0% |
| Unknown | 332 | 68.9% |
| Total | 482 | 100% |

Analysis of the number of staff who have left the Trust with a disability shows that 8 of the 11 staff left either at the end of a fixed term contract or retired, 2 staff resigned and 1 member of staff was dismissed on health grounds. No issues were raised by any leavers in relation to their disability.

4.5 Leavers by Sexual Orientation (1 Apr 2011 - 31 March 2012)

| Headcount | | |
|--------------------|------------|-------------|
| Sexual Orientation | Total | Total % |
| Lesbian | 2 | 0.4% |
| Gay | 1 | 0.2% |
| Heterosexual | 178 | 36.9% |
| Undisclosed | 20 | 4.1% |
| Undefined | 281 | 58.3% |
| Total | 482 | 100% |

4.6 Leavers by Religious Belief (1 Apr 2011 - 31 March 2012)

| Headcount | | |
|------------------|------------|-------------|
| Religious Belief | Total | Total % |
| Atheism | 15 | 3.1% |
| Buddhism | 1 | 0.2% |
| Christianity | 127 | 26.3% |
| Hinduism | 1 | 0.2% |
| Islam | 2 | 0.4% |
| Judaism | 1 | 0.2% |
| Sikhism | 2 | 0.4% |
| Other | 23 | 4.8% |
| Undisclosed | 27 | 5.6% |
| Undefined | 283 | 58.7% |
| Total | 482 | 100% |

Data in relation to Sexual Orientation and Religious Belief shows low percentages of staff leaving who are identified as not heterosexual or Christian. 'Other' religious belief and 'Atheism' are the two higher levels of leavers but this is in line with the staff in post data.

5. Staff In Post

The Trust provides services in Rotherham, Doncaster, North and North East Lincolnshire and Manchester. Very few Trust staff are based in North East Lincolnshire or Manchester – 0.5% and 0.9% of Trust staff respectively. Therefore, the Office for National Statistics data used for benchmarking in this report will be the average population data for Doncaster, Rotherham and North Lincolnshire, as estimated for mid 2009.

This is as follows:

| | Doncaster | Rotherham | North Lincolnshire | North East Lincolnshire | Manchester |
|--------------|-----------|-----------|--------------------|-------------------------|------------|
| WHITE | 95.0% | 93.8% | 94.7% | 95.7% | 77.3% |
| MIXED | 1.0% | 1.1% | 0.8% | 0.9% | 3.2% |
| ASIAN | 2.1% | 3.5% | 2.8% | 1.6% | 11.3% |
| BLACK | 1.1% | 0.9% | 0.6% | 0.6% | 4.8% |
| OTHER | 0.9% | 0.8% | 1.2% | 1.0% | 3.5% |

The percentage of staff employed by the Trust who are of BME origin (not including those staff who have stated that they do not wish to declare their ethnic origin) is 5.6%, which is comparable with the estimated average for the geographical areas.

5.1 Staff in Post by Ethnic Origin as at 31 Mar 2012

| Headcount | | | | |
|---|------------|--------------|--------------|----------------|
| | Male | Female | Total | Total % |
| WHITE | 684 | 3,014 | 3,698 | 89.8% |
| White – British | 658 | 2,954 | 3,612 | 87.7% |
| White – Irish | 7 | 9 | 16 | 0.4% |
| White – Any other White Background | 19 | 51 | 70 | 1.7% |
| MIXED | 5 | 16 | 21 | 0.5% |
| Mixed – White & Black Caribbean | 1 | 6 | 7 | 0.2% |
| Mixed – White & Black African | 1 | 2 | 3 | 0.1% |
| Mixed – White & Asian | 1 | 5 | 6 | 0.1% |
| Mixed – Any other mixed background | 2 | 3 | 5 | 0.1% |
| ASIAN | 31 | 34 | 65 | 1.6% |
| Asian or Asian British – Indian | 14 | 16 | 30 | 0.7% |
| Asian or Asian British – Pakistani | 9 | 9 | 18 | 0.4% |
| Asian or Asian British – Bangladeshi | 1 | 2 | 3 | 0.1% |
| Asian or Asian British – Any other Asian background | 7 | 7 | 14 | 0.3% |
| BLACK | 17 | 26 | 43 | 1.0% |
| Black or Black British – Caribbean | 6 | 12 | 18 | 0.4% |
| Black or Black British – African | 9 | 13 | 22 | 0.5% |
| Black or Black British – Any other Black background | 2 | 1 | 3 | 0.1% |
| OTHER | 7 | 8 | 15 | 0.4% |
| Chinese | 2 | 0 | 2 | 0.0% |
| Any other Ethnic Group | 5 | 8 | 13 | 0.3% |
| NOT KNOWN | 50 | 228 | 278 | 6.7% |
| Not Stated | 50 | 228 | 278 | 6.7% |
| TOTAL | 794 | 3,326 | 4,120 | 100.00% |

Following the TCS transfer of staff on 1st April 2011 the ethnic profile of the Trust changed in relation to BME staff. The actual numbers of BME staff did not decrease significantly however the vast majority of staff who transferred into the Trust were White British therefore this lowered the BME percentages.

This effect has also been seen in the Gender profile within the Trust with a decrease in male staff from 24.6% in 2010/11 to 19.3% in 2011/12.

Whilst only 19.3% of the Trust's workforce are male, 5.6% of staff in Agenda for Change pay bands 8a to 9 are men compared to 3.7% of women.

The organisation will continue to ensure its equal opportunity policies are complied with.

5.2 Staff in Post by Age as at 31 Mar 2012

| Headcount | | |
|--------------|--------------|-------------|
| Age Range | Total | Total % |
| 16 – 20 | 16 | 0.4% |
| 21 – 25 | 179 | 4.3% |
| 26 – 30 | 373 | 9.1% |
| 31 – 35 | 363 | 8.8% |
| 36 – 40 | 440 | 10.7% |
| 41 – 45 | 612 | 14.9% |
| 46 – 50 | 758 | 18.4% |
| 51 – 55 | 693 | 16.8% |
| 56 – 60 | 455 | 11.0% |
| 61 - 65 | 203 | 4.9% |
| 66 - 70 | 27 | 0.7% |
| 71 and above | 1 | 0.0% |
| Total | 4,120 | 100% |

The age profile of the Trust has not changed significantly since 2010/11 with exception of the 16 – 20 age range which decreased from 1.4% to 0.4%. This is due however to a high number of staff who were aged 20 in 2010/11 and have now moved into the next age range (21-25).

In 2010/11 the Trust had a high number of 'unknown' data fields for staff in relation to disability, sexual orientation and religious belief. In 2011/12 the Trust began a rolling programme of data cleansing, including the staff who transferred into the Trust. This programme will continue through 2012/13 to ensure that accurate reporting is provided by the Trust and appropriate analysis and benchmarking is undertaken.

6. Staff Accessing Training

The Trust has a Learning and Development Centre which publishes a catalogue of both internal and external training available to staff each year. Nomination forms are completed by staff and their manager and then forwarded to the appropriate administrator for that course. Attendance on courses is monitored through the central Electronic Staff Record system. Staff wishing to obtain a recognised qualification are able to apply for support for funding via the Trust Qualification Based Sponsorship panel to ensure a fair approach.

The data in relation to staff accessing training in relation to all of the protected characteristics approximately reflects that of the Trust profile.

7. Pay

Staff employed by the Trust are predominately paid on Agenda for Change pay bands ranging from 1 to 9. There are staff who are paid on Medical pay scales and staff who transferred into the Trust on existing Social Services pay scales, these make up the data in the 'other' column.

Analysis of the data in relation to the protected characteristics does not appear to show any immediate issues in relation to staff in pay bands 1 to 8a/b. From pay band 8c to 9 there appears to be little or no staff identified with non-white ethnic category, classified as disabled or non Christian. This may be due in part to the low numbers of staff employed in these pay bands and the number of staff still classified as 'unknown' in relation to these fields on ESR.

8. Promotion

As indicated previously all vacancies within the Trust are advertised through NHS Jobs. This ensures that all staff within the Trust are offered the same opportunity to apply for positions and ensures that effective monitoring can be undertaken via the Applications and Short-listing data on NHS Jobs.

Analysis of the promotion information shows that the data is comparable with the staff in post data. There was however an increase in the number of promotions of non-white staff in 2011/12 (6.6%) compared to 2010/11 which was only 2%.

9. Employee Relations

Between April 2011 and March 2012, there were a total of 71 disciplinary cases, 60 of which resulted in formal disciplinary outcomes.

One member of staff of BME origin received a formal disciplinary sanction. A higher percentage of male staff (2.9%) received a formal disciplinary sanction compared to female staff (1.1%)

All disciplinary hearings are conducted in the presence of a Human Resources Advisor to ensure that a full and fair investigation has taken place and that any disciplinary outcome is consistent and appropriate. All staff have a right to be accompanied by a trade union representative or colleague to provide support and have the right to appeal should they feel they have not been treated fairly.

During the period April 2011 to March 2012, there were 11 formal grievances. Two of these were raised by BME staff and were resolved informally. Again there was a higher percentage of male staff who raised grievances compared to female staff.

During the period April 2011 to March 2012, there were 11 formal harassment cases. One of these was raised by a BME member of staff against another BME member of staff in relation to management style.