

**Equality and Diversity
Workforce Data Report
2018-2019**

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1.0. Introduction

The Trust is required to publish annual information that demonstrates its compliance with the Equality Duty as defined by the Equality Act 2010. This means that the Trust must demonstrate that it has given due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; and
- advance equality of opportunity between employees who share a protected characteristic and people who do not share it; and
- foster good relations between employees who share a protected characteristic and people who do not share it.

These are sometimes referred to as the three aims of the General Equality Duty. Having due regard for advancing equality involves:

- removing or minimising disadvantages suffered by employees due to their protected characteristics; and
- taking steps to meet the needs of employees from protected groups where these are different from the needs of other employees; and
- encouraging employees from protected groups to participate in public life or in other activities where their participation is disproportionately low.

The Trust must demonstrate that it has considered how the decisions it makes, the services it delivers and its employment practices affect people who share different protected characteristics, specifically:

- age
- disability
- gender reassignment
- marital/civil partnership status
- pregnancy and maternity
- race (incl. ethnic or national origins, colour or nationality)
- religion or belief (incl. lack of belief)
- sex (gender)
- sexual orientation

This report has analysed workforce data from 01 April 2018 to 31 March 2019. The report examines against each of the nine protected characteristics (where data is available), the composition of the workforce, how the Trust employs people, and the effect of employment interventions, training and HR activity, on employees.

All data within this report has been based on headcount, apart from learning and development data, which is based on the number of training events attended.

This report also references the following:

- Gender Pay Gap Report
- WRES (Workforce Race Equality Standard) Return 2018-2019
- NHS Workforce Race Equality Standard 2018 Data Analysis Report for NHS Trusts
- WDES (Workforce Disability Equality Standard) Return 2018-2019

2.0. Background

2.1. Local Population Data

Local population data is based on the national 2011 census which was published by Milton Keynes Council.

The population of Milton Keynes in 2011 was 248,00. Milton Keynes has a very high population growth rate and the population grew by 38,100 people in the ten-year period between the 2001 and 2011 censuses. This was an increase of 17% and placed Milton Keynes as the seventh fastest growing local authority in the country.

In terms of its ethnic profile, Milton Keynes is becoming more diverse. 26.1% of the population are from a Black, Asian and Minority Ethnic (BAME) group. This compares to 13.2% in 2001 and 20.2% for the country as a whole, evidencing that Milton Keynes is more ethnically diverse than the average. The ethnic groups that have grown the most between 2001 and 2011 are Black African (1.3% of the population in 2001 – 5.2% in 2011) and White Other (2.5% of the population in 2001 – 5.1% in 2011).

In terms of gender, the census reported that 49.48% of the population was male and 50.52% female. The census did not ask questions regarding gender diversity and therefore, the results are solely male and female.

The population of Milton Keynes has an average age of 35, which is younger than the national average age of 39.

Throughout this document, where possible, comparisons have been made to the population of Milton Keynes to ensure that the Trust maintains a diverse workforce which is representative of the population it serves. It is important to note that the population data is representative of the whole population of Milton Keynes and not just the economically active population.

It is also worth noting that the census was undertaken in 2011 and that the true population profile may have significantly changed since this date. The next census will be undertaken in 2021.

3.0. Key Findings

3.1. Workforce Data Key Findings

3.1.1. Ethnicity

From the data available, the Trust continues to employ a higher proportion of Black and other Asian groups in comparison to the local population and overall the Trust employs a higher proportion of ethnic minority employees (31%) than the Milton Keynes population (20%) and that this has increased from 28% in the previous year.

The Trust employs a larger proportion of Black, Asian and Minority Ethnic employees in the medical staff pay band in comparison to other pay bands but employs proportionally less Black and other Asian groups in pay bands 7, 8, 9, and senior managers/board members. This picture has remained consistent from the previous reporting period.

The Trust employs a larger proportion of White employees compared to other groups across all staff groups with the exception of medical and dental where the largest group is Asian. The majority of the workforce's ethnic minority employees are within nursing and midwifery, medical and dental and additional clinical services staff groups.

3.1.2. Disability

83% of Trust employees have declared that they are not disabled, whilst only 3% have declared that they are disabled. 14% of the total number of employees have either not declared their disability or not specified that they are disabled. The Trust continues to have insufficient data on the number of disabled employees to analyse due to the number of employees who have chosen to not disclose if they are disabled or not. There has been no change from the previous reporting period.

3.1.3. Religious Belief

The majority of Trust employees have identified themselves as Christian at 48.9%. The majority of the Milton Keynes population have identified themselves as Christian at 65.5%. Atheism, or the lack of a religious belief, is the second largest category in the Trust, making up 11.7% of the staff population. 17.5% of Trust employees have not disclosed their religious belief, which is a reduction from 19.22% in the previous reporting period.

3.1.4. Gender

The Trust workforce comprises almost 80% females compared to 20% males and whilst this is not comparative to the Milton Keynes population, where the population is 49.48% males to 52.52% females, it is comparative to the rest of the NHS, in which the majority of employees are female. The majority of part-time staff are female, which correlates with the high number of female employees in total compared to male employees.

The breakdown of the Trust employees highlights that the vast majority of females are employed within the nursing and midwifery staff group, which continues to predominantly be a female occupation across the rest of the NHS. All staff groups have a higher ratio of female to male employees apart from the medical and dental group.

The Trust's gender pay gap report for 2017/18 shows that the percentage variance for the average hourly rate of pay is 28.6%. This calculation is based on the average hourly rate of 2807 female staff compared to 708 male staff; because the average is calculated over a wider distribution of staff (there are 4 times more female staff), some degree of variance is to be expected.

The percentage variance for the median hourly rate of pay is 15.2%. For MKUH, statistically, this is more indicative than the average hourly rate of pay as it is not impacted as much by the female to male ratio. When reviewing the variance, consideration will need to be given to the variety of roles within the organisation.

The full gender pay gap report can be viewed at: mkuh.nhs.uk/about-us/public-documents/equality-and-diversity.

3.1.5. Sexual Orientation

Only 2% of the Trust's employee population identifies as LGB (Lesbian, Gay, or Bisexual). This is consistent with the Sexual Identity, UK: 2016 Experimental Official Statistics published by the Office for National Statistics which saw 2% of the population identifying as LGB and is unchanged from the previous reporting period. 13% of Trust employees have declined to declare their sexual orientation, which is a reduction of 1.9% from the previous reporting period.

3.1.6. Age

The Trust employs staff across all age bands with a significantly reduced number at the age band of less than 20 (only 0.8%). This correlates to having an age restriction for entry into some professions due to health and safety restrictions and a large

proportion of the population in this age band still being in full time education. The second finding of note is that 28.5% of employees are aged between 51 and 65, meaning that the Trust is at risk of seeing a large portion of its workforce retire over the next 10 years.

3.1.7. Marital Status

The majority of Trust employees have declared that they are married, however a large proportion (15%) of employees' marital status is either unknown or unspecified, which is a reduction from 17.9% in the previous period.

3.1.8. Maternity

The Trust has identified that the largest proportion of employees who went on maternity leave during the reporting period are from the nursing & midwifery staff group which is consistent with this staff group being; a) the largest; and b) predominately female.

3.1.9. Gender Reassignment

The Trust has no reportable data for this protected characteristic and therefore, there are no conclusions or findings within this report.

3.2. Recruitment Data Key Findings

The majority of recruitment activity continues to be from applicants who are White, which correlates with the majority of the Milton Keynes population being White. In relation to applicants whose ethnicity is Black and Asian there is a lower percentage of applications received however, this has increased marginally from the previous reporting period.

In respect of shortlisting, both Black and White applicants are either more likely or as likely to be the shortlisted as the Trust average of 58.4% however, Asian applicants are less likely to be shortlisted (51.5%). Overall, White applicants are more likely to be appointed (8.6%) than Black (5.2%) or Asian (5.0%) candidates.

The recruitment data shows that those from White backgrounds are not disadvantaged by the recruitment process, with a consistent percentage of those applying being shortlisted and appointed. This data also shows that those who submit applications from Black backgrounds are more likely to be shortlisted than White candidates however, they are less likely to be appointed. Finally, those from Asian backgrounds are less likely to be shortlisted and appointed than those from other backgrounds.

The majority of recruitment activity continues to be from applicants who are not disabled. The Trust is committed to shortlisting disabled applicants who meet the person specification for a role and this is highlighted in the increased number of applicants who are disabled

being shortlisted however, disabled candidates are less likely to be appointed (5.3%) than non-disabled candidates (6.9%).

In terms of religious belief, the majority of recruitment activity is from applicants who are Christian, which correlates with the majority of the Milton Keynes population being Christian.

The Trust appears to proportionally appoint more women in comparison with the percentage of women applying for posts.

The majority of applicants are from candidates who have identified themselves as being heterosexual. The data also highlights that the same percentage of gay and heterosexual applicants are being appointed and therefore, the applicants in these groups are not being disadvantaged.

3.3. Learning & Development Data Key Findings

The attendance at the training sessions for both mandatory and general training highlights that employees are not being adversely affected due to a protected characteristic.

In addition, the Trust delivers Equality and Diversity training and the attendance rate for employees at March 2019 was at 96%, compared with 92% in March 2018.

3.4. Employee Relations Data Key Findings

3.4.1. Disciplinary Cases

There were 27 formal disciplinary cases recorded within the reporting period.

The highest percentage of these cases were for White employees (63%) which correlates with the fact that 65% of the employees within the Trust are White. The 2018 WRES data shows that the relative likelihood of BAME employees entering the disciplinary process compared to White employees has increased from 0.60 to 1.74.

For disciplinary cases the single age bracket with the highest percentage of cases is the 26-30 age bracket (22.2%) however, looking at the bands at the higher end of the age scale, specifically 46-50 (14.8%), 51-55 (18.5%) and 56-60 (14.8%), a consistent pattern of older employees being subject to disciplinary action is shown.

For the remaining protected characteristics, the percentage of disciplinary cases is consistent with the percentage of employees employed within the Trust and there are no findings of note.

3.4.2. Flexible Working Cases

There were 3 formal disciplinary cases recorded within the reporting period.

In terms of age, these fall within the 31-35, 46-50 and 56-50 age brackets. As most flexible working agreements were implemented informally during the 2018-2019 period (and therefore, not recorded), these figures will not provide a true reflection of flexible working arrangements agreed. Going forward, all flexible working agreements will be recorded formally and will therefore, be reportable.

3.4.3. Bullying & Harassment Cases

There were 10 formal disciplinary cases recorded within the reporting period.

Despite comprising only 1% of the workforce, 10% of bullying and harassment cases relate to employees who identify as gay or lesbian. Further to this, 10% of the bullying and harassment cases were raised by employees with a disability and who comprise only 3% of the workforce. Finally, male employees, who represent 20% of the workforce, are responsible for raising 30% of the bullying and harassment cases.

3.4.4. Grievance Cases

There were 8 formal grievance cases recorded within the reporting period. There are no findings of note.

3.4.5. Capability Cases

There were 75 formal capability cases recorded within the reporting period.

The majority of employees going through a capability process are within the higher age brackets. 50% of cases are for employees within the top three age brackets (51-55, 56-60 and 60+).

4.0. Summary and Recommendations

In summary, the Trust employs a workforce that is predominately female, White, heterosexual and Christian.

At this stage the Trust has been unable to gather sufficient data for some aspects to enable thorough analysis, primarily the sexual orientation of its workforce and whether employees consider themselves as disabled. The Trust is also not able to report on any data in reference to gender reassignment.

Since the 2017-2018 report the Trust also reports the following progress:

- The implementation and recruitment of a Head of Equality, Diversity and Inclusion role to oversee all matters in reference to equality and diversity in the Trust. This role will have an impact on both employee and patient experience, and will have strategic oversight of all inclusion, diversity and equality matters. The role has been recruited to and will commence in February 2020.
- The Trust continues to participate in the Disability Confident Scheme, with a Disability Confident Employer status. The scheme is government led and was developed by employers and disabled people's representatives. The Trust has been invited to apply for the next level – Disability Confident Leader Status however, has not completed this as yet.
- Work has continued to implement the Equality Delivery System 2 (EDS2). The EDS2 is designed as a tool to help embed equality as an integral part of Hospital services. There are four goals:
 1. Better health outcomes (service delivery)
 2. Improved patient access and experience (service delivery)
 3. A representative and supported workforce (staffing)
 4. Inclusive leadership (leadership)

The Trust completed an EDS2 self-assessment in December 2019 in conjunction with the CCG. This will be presented to Workforce Board in 2020.

5.0. Workforce Data

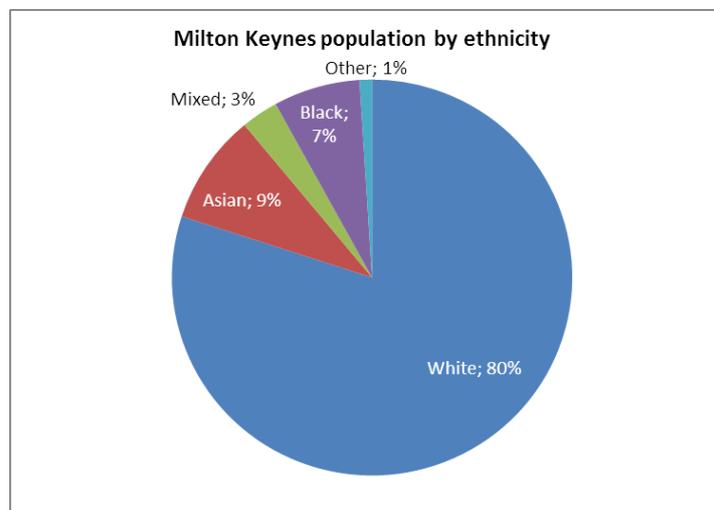
5.1. Ethnicity

For the purpose of this report, ethnicity has been clustered into five main categories in order to create easier comparisons between White and other ethnic groups. The five categories are:

- White (incl. British, Irish and White Other).
- Mixed (incl. White and Black Caribbean, White and Black African, White and Asian, and any other mixed background).
- Asian (incl. Asian British – Indian, Asian British – Pakistani, Asian British – Bangladeshi, and any other Asian background).
- Black (incl. Black British – Caribbean, Black British – African, and any other Black background).
- Other (incl. Chinese, Filipino, and any other specified).
- Unspecified (incl. those who do declined)

5.2. Trust Workforce in Comparison to Milton Keynes Population by Ethnicity

C1. Milton Keynes Population by Ethnicity



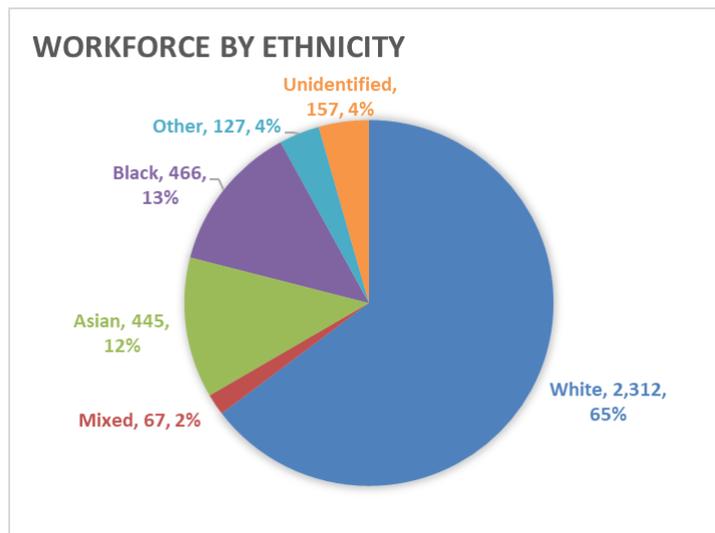
20% of the population of Milton Keynes falls within the BAME groups, with the remaining 80% falling within the White group.

The Trust employs a higher proportion of Black (13%) and Asian (12%) employees in comparison to the local population and overall, employs a higher proportion of ethnic minority employees (33%) than the Milton Keynes population of 20%. This figure has increased from 30% in 2017-2018 to 33% in 2018-2019.

The NHS Workforce Race Equality Standard 2018 Data Analysis Report for NHS Trusts reports that BAME employees make up 19.1% of the workforce in NHS Trusts. In comparison, 31% of Trust employees identify as BAME and indicates that the Trust is achieving above the average in terms of the ethnicity of its workforce.

It is important to note that 4% of employees are recorded as unidentified and have not disclosed their ethnicity.

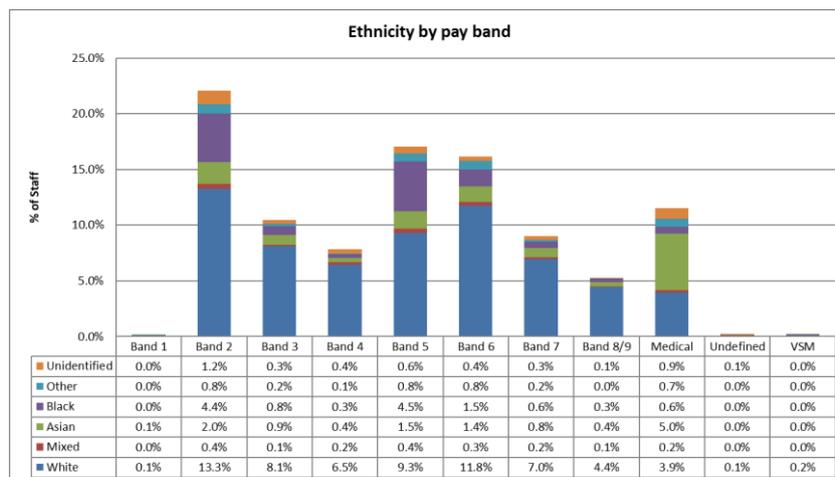
C2. Workforce by Ethnicity



5.3. Profile of Ethnicity by Pay Band

The chart below provides a breakdown of ethnicity by pay band, including Agenda for Change pay bands, Medical pay band and Very Senior Management (VSM) pay band.

C3. Ethnicity by Pay Band

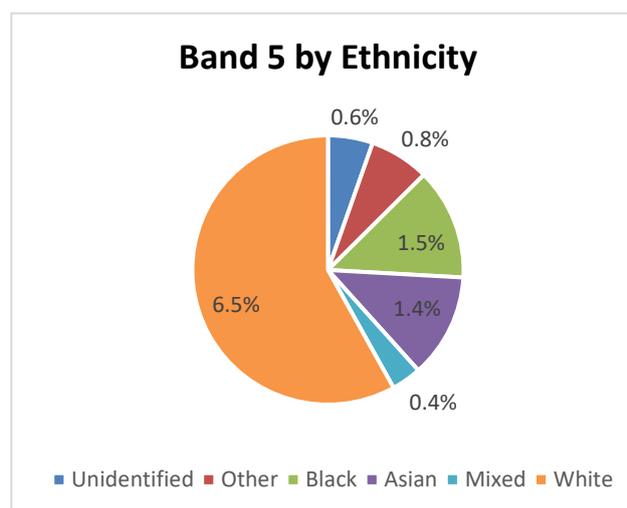
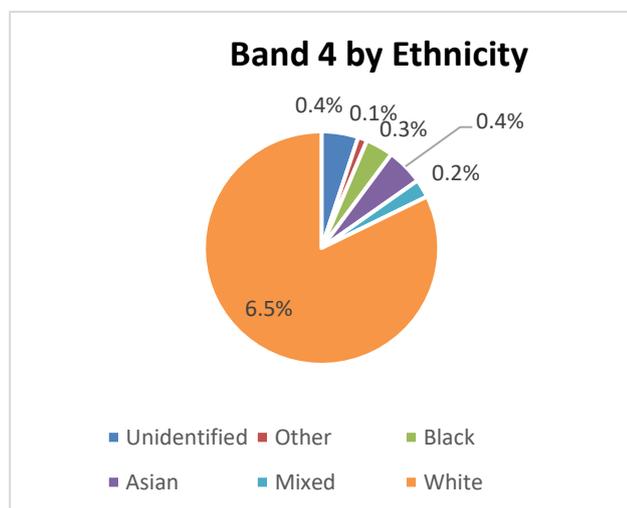
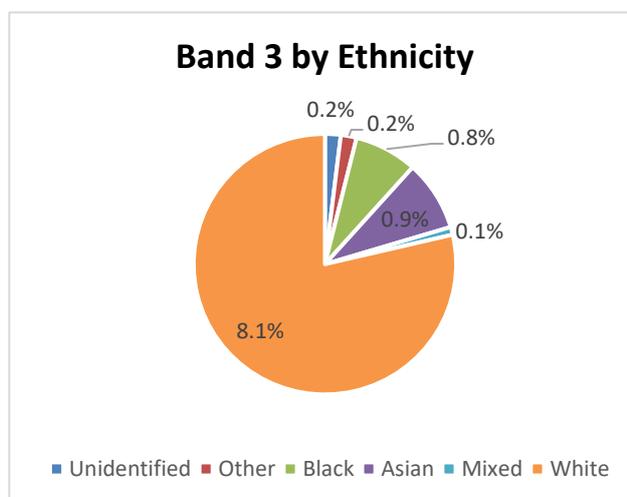
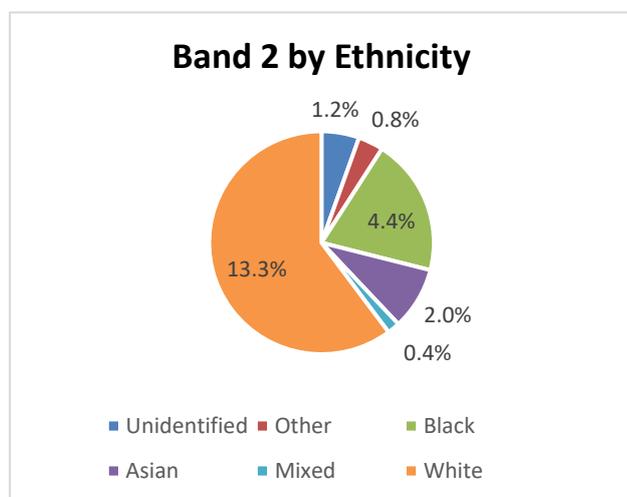


The

| | Band 1 | Band 2 | Band 3 | Band 4 | Band 5 | Band 6 | Band 7 | Band 8/9 | Medical | Undefined | VSM |
|--------------|--------|--------|--------|--------|--------|--------|--------|----------|---------|-----------|-----|
| Unidentified | 0 | 44 | 12 | 15 | 22 | 13 | 11 | 2 | 33 | 4 | 1 |
| Other | 0 | 29 | 8 | 2 | 27 | 28 | 6 | 1 | 26 | 0 | 0 |
| Black | 0 | 156 | 28 | 12 | 160 | 55 | 20 | 12 | 23 | 0 | 0 |
| Asian | 2 | 71 | 31 | 14 | 55 | 50 | 29 | 13 | 180 | 0 | 0 |
| Mixed | 0 | 15 | 3 | 7 | 14 | 11 | 6 | 3 | 8 | 0 | 0 |
| White | 5 | 474 | 291 | 231 | 332 | 420 | 249 | 158 | 141 | 4 | 7 |

largest proportion of White employees in comparison to those from BAME backgrounds continues to be in all pay bands aside from band 2, where 34% of employees are BAME, band 5, where 42% of employees are BAME, and band 6, where 25% of employees are BAME.

C4, C5, C6, C7. Bands 2-5 by Ethnicity



Looking at the senior bands within the Trust, specifically bands 7, 8 and 9 (as outlined in charts 8-10), the majority of employees are from a White background however, this gap has closed from the last report.

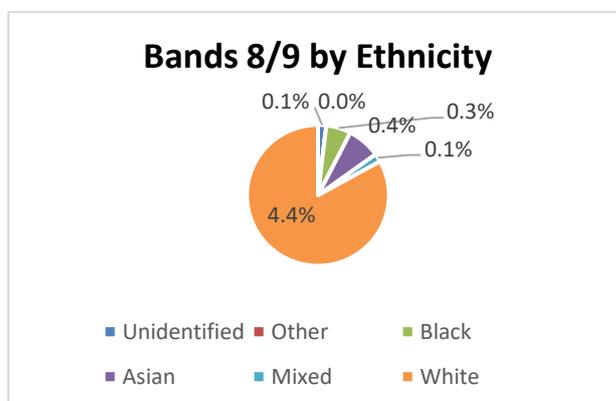
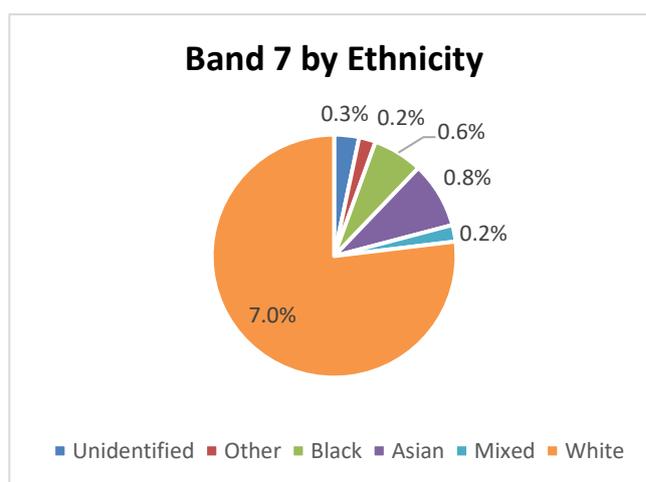
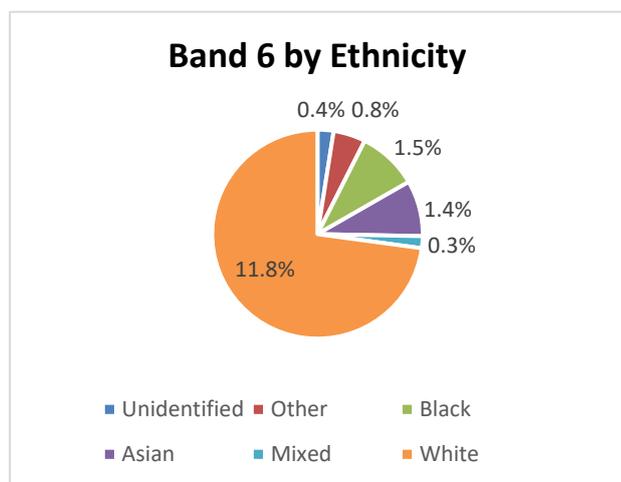
Out of the 310 employees employed within pay band 7, 77.6% of the employees are White and only 19% of the band is made up of employees from a BAME background. This however, is an increase from 15% in the previous report.

Out of the 180 employees employed within pay bands 8/9, 83.6% of employees are White and only 18.4% of employees are from a Black, Asian, and Minority Ethnic background. This is an increase from 12% in the previous report.

Looking at the VSM positions, i.e. those employed on the Trust board, 0% of the employees are from a BAME background.

When compared with the composition figures of the organisation (Chart 2), which show that 31% of employees within the Trust are from a BAME background, this data shows that the percentage of BAME employees that hold senior positions is significantly lower than the percentage of these employees employed within the Trust overall. This shows that employees from a BAME background are less likely to hold a senior position within the organisation than employees from a White background.

C8, C9 & C10. Bands 6-9 and by Ethnicity

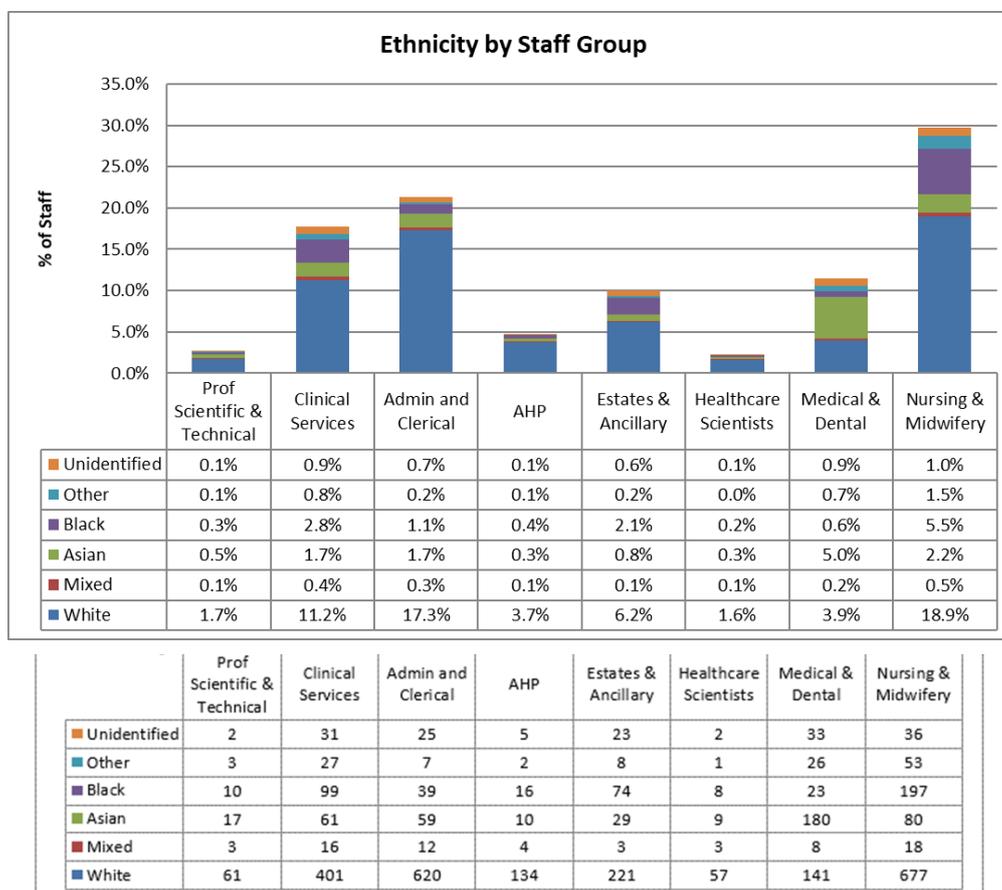


5.4. Profile of Group

Ethnicity by Staff

The chart below provides a breakdown of ethnicity by clinical and non-clinical staff groups.

C11. Staff Group by Ethnicity

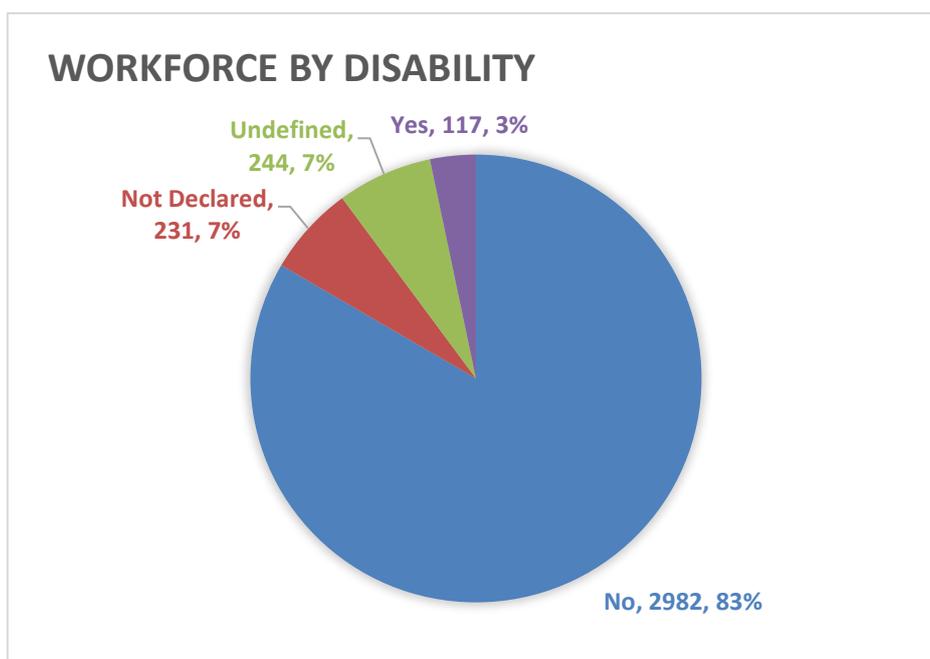


The only staffing group where White employees are not the majority is within the medical group, where 43.7% of the 411 employees in this group are Asian (increasing from 39.5% in the previous report), outweighing the 34.3% that are White (decreasing from 37.1% in the previous report).

5.5. Profile of Workforce by Disability

The chart below provides a breakdown of the workforce by disability. Whilst 86% of employees have declared the disability status, 7% have not defined their disability and 7% have not declared and therefore, it continues to be difficult to get a true reflection on the number of disabled employees in the Trust. This picture remains largely unchanged since the last report.

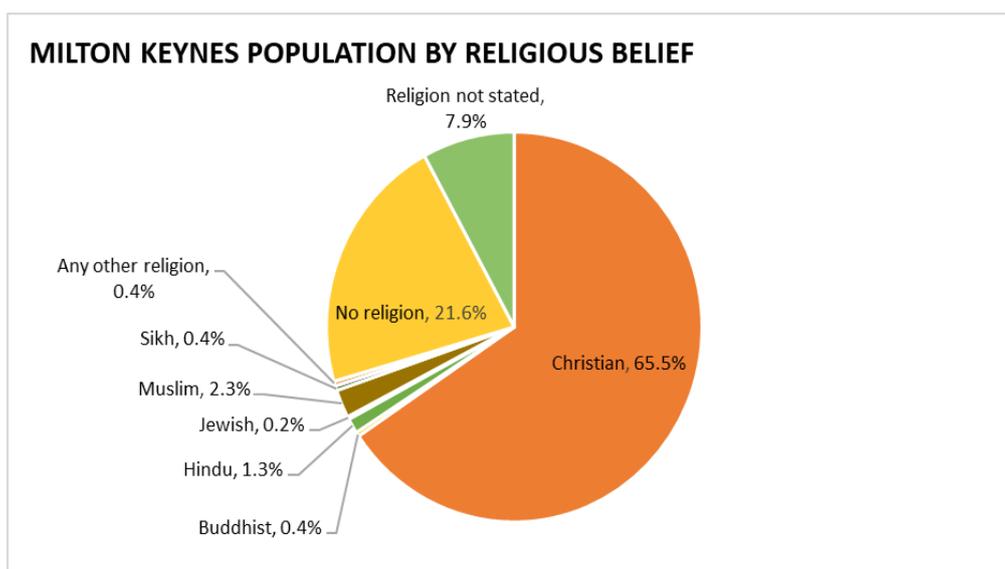
C12. Workforce by Disability



5.6. Profile of Workforce by Religious Belief

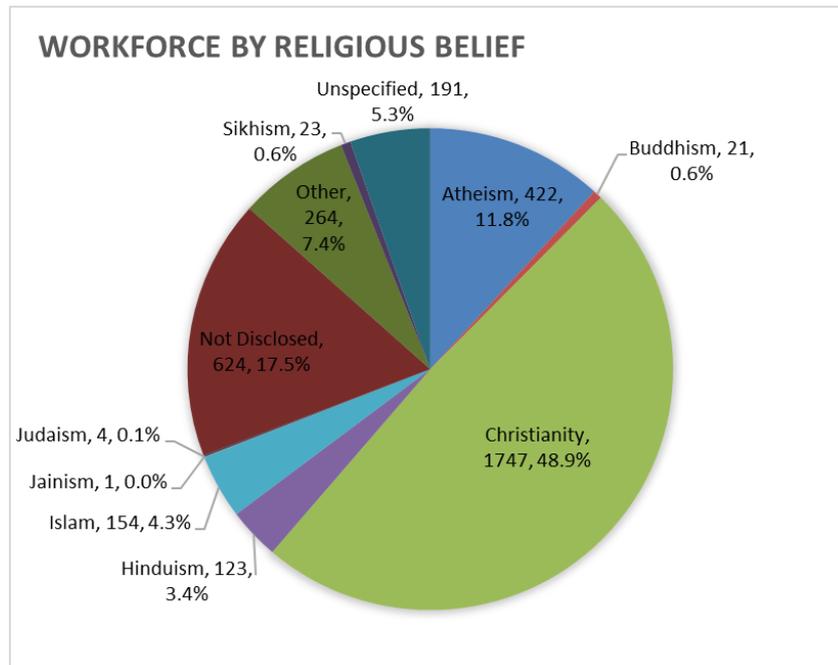
In the 2011 Census, it was identified that the Milton Keynes population is predominately Christian (65.5%) with 21.6% of the population having no religious belief. Only 2.3% of the population is Muslim and 1.3% Hindu. Other religions, such as Judaism, Buddhism, and Sikhism represent approximately 1% of the Milton Keynes population when combined.

C13. Milton Keynes Population by Religious Belief



The graph below provides a breakdown of the workforce by religious belief. The majority of the workforce has identified themselves as Christian at 65.5%. This is an increase of 17.6% since the 2017-2087 report in comparison to the 52.8% of the Milton Keynes population who have identified themselves as Christian.

C14. Workforce by Religious Belief



5.7. Profile of Workforce by Gender

Chart 15 provides a breakdown of the workforce by gender. The workforce remains at 80% females compared to 20% males and whilst this is not comparative to the Milton Keynes population, where the population is 48% female and 52% male, it is comparative to the rest of the NHS, in which the majority of employees are female.

C15. Profile of Workforce by Gender

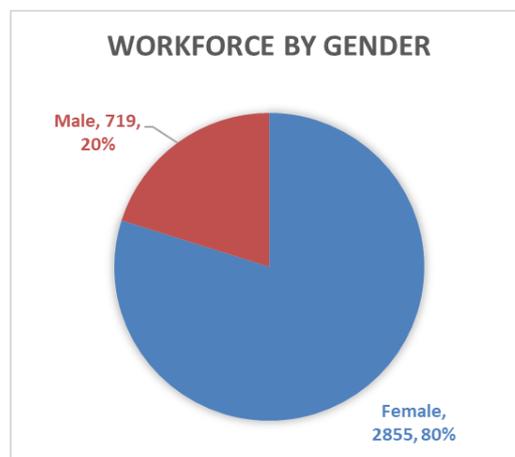


Chart 16 provides a breakdown of full-time and part-time (i.e. less than 37.5 hours per week) employees by gender and highlights that the majority of part-time staff continue to be female, which correlates with the high number of female employees in total compared to male employees.

C16. Full-Time and Part-Time by Gender

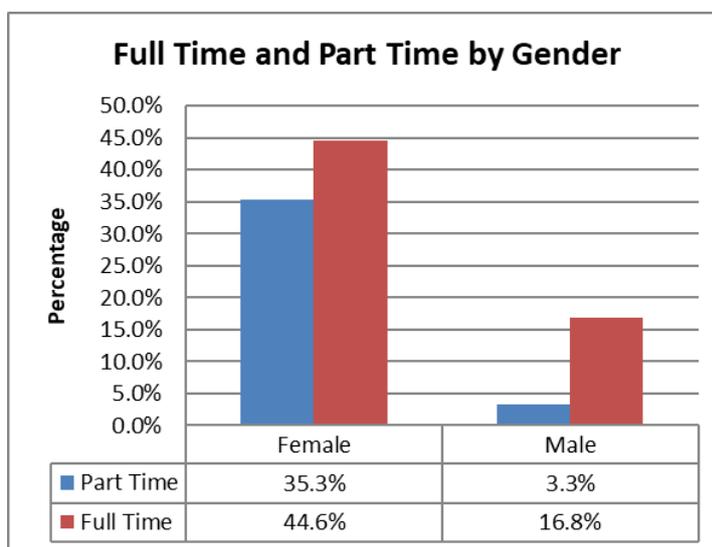


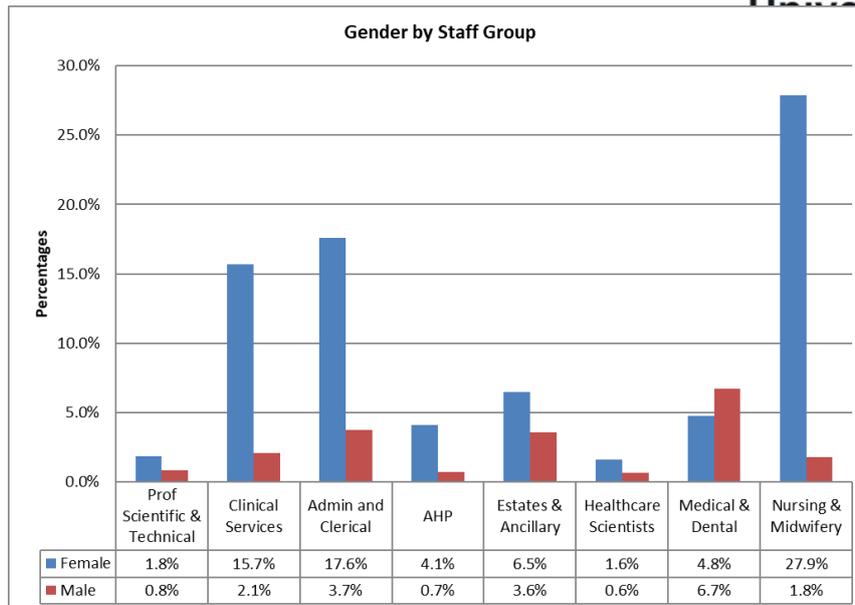
Chart 17 shows a breakdown of employee gender across all staff groups. In the majority of staff groups, there are more female employees than male. The only staff group with more male employees than female is the medical & dental group, which employees 1.9% more males than females.

The largest gender divide is within the nursing & midwifery group, which is the Trust's biggest staff group. In this group, only 2% of employees are male, representing a total of 65 employees out of a staffing group that employs 1061 people.

This distribution is also reflected in the data from our Gender pay gap report which can be found at: mkuh.nhs.uk/about-us/public-documents/equality-and-diversity.

C17. Staff Group by Gender

| | Prof Scientific & Technical | Clinical Services | Admin and Clerical | AHP | Estates & Ancillary | Healthcare Scientists | Medical & Dental | Nursing & Midwifery |
|--------|-----------------------------|-------------------|--------------------|-----|---------------------|-----------------------|------------------|---------------------|
| Female | 66 | 561 | 628 | 146 | 231 | 57 | 170 | 996 |
| Male | 30 | 74 | 134 | 25 | 127 | 23 | 241 | 65 |



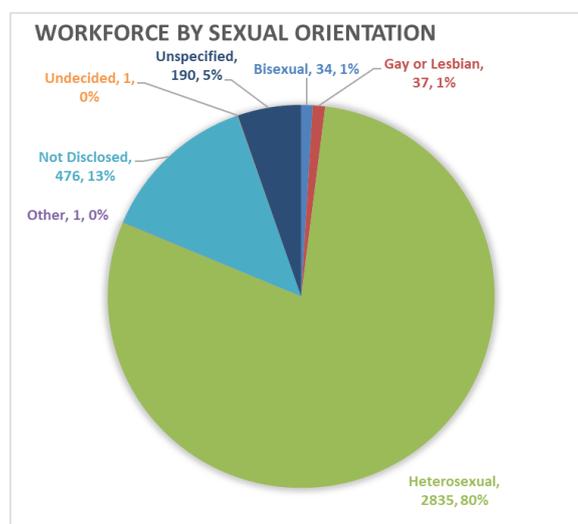
5.8. Profile of Workforce by Sexual Orientation

The graph below provides a breakdown of the workforce by sexual orientation and highlights that the majority of employees continue to declare that they are heterosexual.

The graph shows that only 2% of the Trust’s employee population identifies as LGB (Lesbian, Gay, or Bisexual). This is consistent with the Sexual Identity, UK: 2016 Experimental Official Statistics published by the Office for National Statistics which saw 2% of the population identifying as LGB.

There continues to be a significant proportion of employees that have not disclosed or defined their sexual orientation.

C18. Profile of Workforce by Sexual Orientation

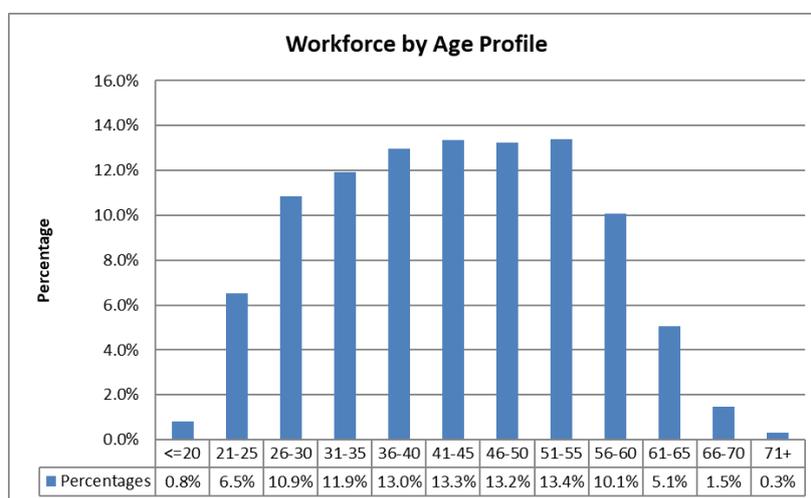


5.9. Profile of Workforce by Age

In Chart 19, the MKUH workforce is split by age-range. The chart shows that the bulk of the workforce is aged between 26 and 55, with the age ranges 26-30, 41-45, 46-50, and 51-55 each representing a consistent number of employees.

There are two areas of note within these results. Firstly, employees aged under 20 represent 0.8% of the workforce with only 29 employees employed within this group, with those aged 21-25 only representing 6.5% of the workforce, which shows that the Trust employs a significantly small proportion of employees who are younger and starting their career. The second finding of note is that 28.5% of employees are aged between 51 and 65, meaning that the Trust is at risk of seeing a large portion of its workforce retire over the next 10 years.

C19. Profile of Workforce by Age



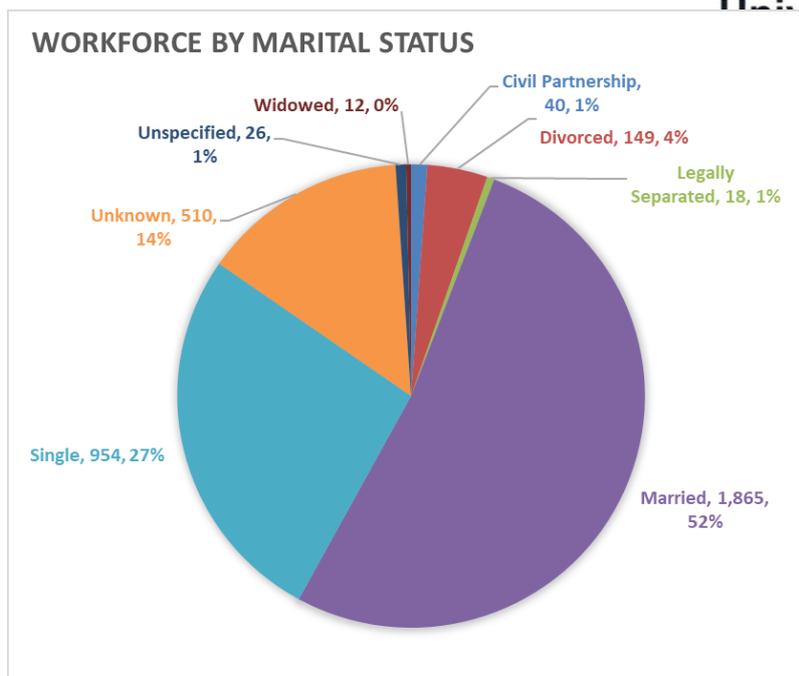
| | <=20 | 21-25 | 26-30 | 31-35 | 36-40 | 41-45 | 46-50 | 51-55 | 56-60 | 61-65 | 66-70 | 71+ |
|-------------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|
| ■ Headcount | 29 | 233 | 388 | 426 | 464 | 477 | 473 | 479 | 360 | 181 | 53 | 11 |

5.10. Profile

of Workforce by Marital Status

As Chart 16 shows, the majority of the MKUH workforce (52%) has declared that they are married, with over a quarter (27%) declaring that they are single. The percentage of employees with an unknown marital status has reduced by 2% from the last report and now represents 15% of the workforce.

C20. Profile of Workforce by Martial Status



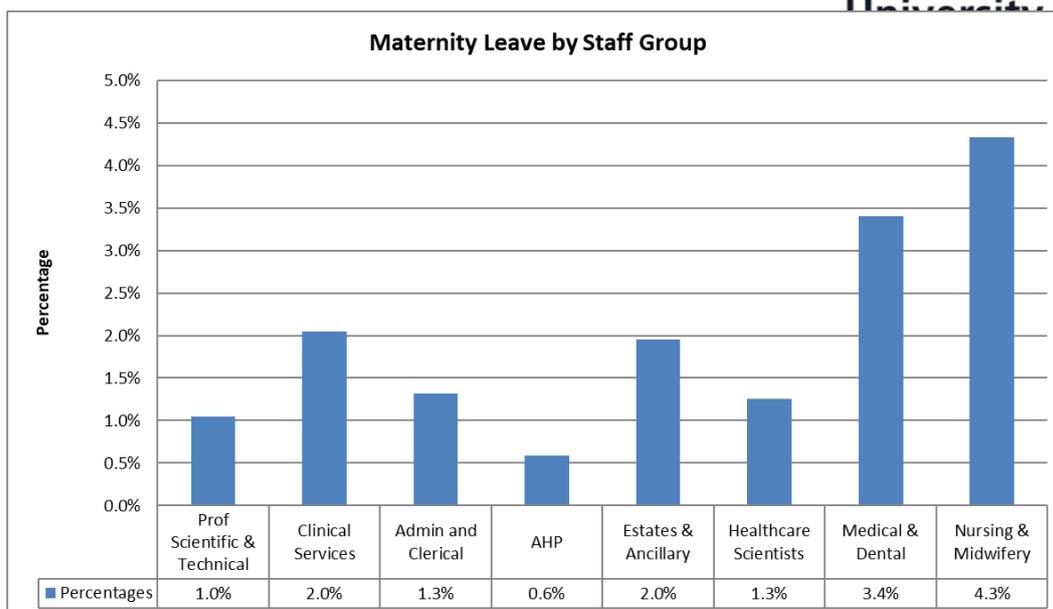
5.11. Profile of Workforce by Maternity

The chart below identifies the percentage of employees who are on maternity leave within each staff group as at 31 March 2019. The staff group with the largest proportion of employees on maternity leave is nursing & midwifery. This is in line with the overall profile of the organisation, which is predominately female within this group.

There are significant changes from the 2017-2018 report. The prof scientific 7 technical staff group had the highest percentage of employees on maternity leave (7.1%) in the previous report however, only 1% of employees in this staff group were on maternity leave as at 31 March 2019. Further to this, only 1.6% of medical & dental employees were reported as on maternity leave in the previous report, whereas 3.4% are on leave as at 31 March 2019, making medical & dental the second highest staff group for maternity in this period.

C21. Maternity Leave by Staff Group

| | Prof Scientific & Technical | Clinical Services | Admin and Clerical | AHP | Estates & Ancillary | Healthcare Scientists | Medical & Dental | Nursing & Midwifery |
|---------|-----------------------------|-------------------|--------------------|-----|---------------------|-----------------------|------------------|---------------------|
| ■ Total | 1 | 13 | 10 | 1 | 7 | 1 | 14 | 46 |



6.0. Recruitment Data

The recruitment data below relates to all applications, short listing and appointments to roles advertised by the Trust internally and externally between 01 April 2018 and 31 March 2019.

6.1. Recruitment by Ethnicity

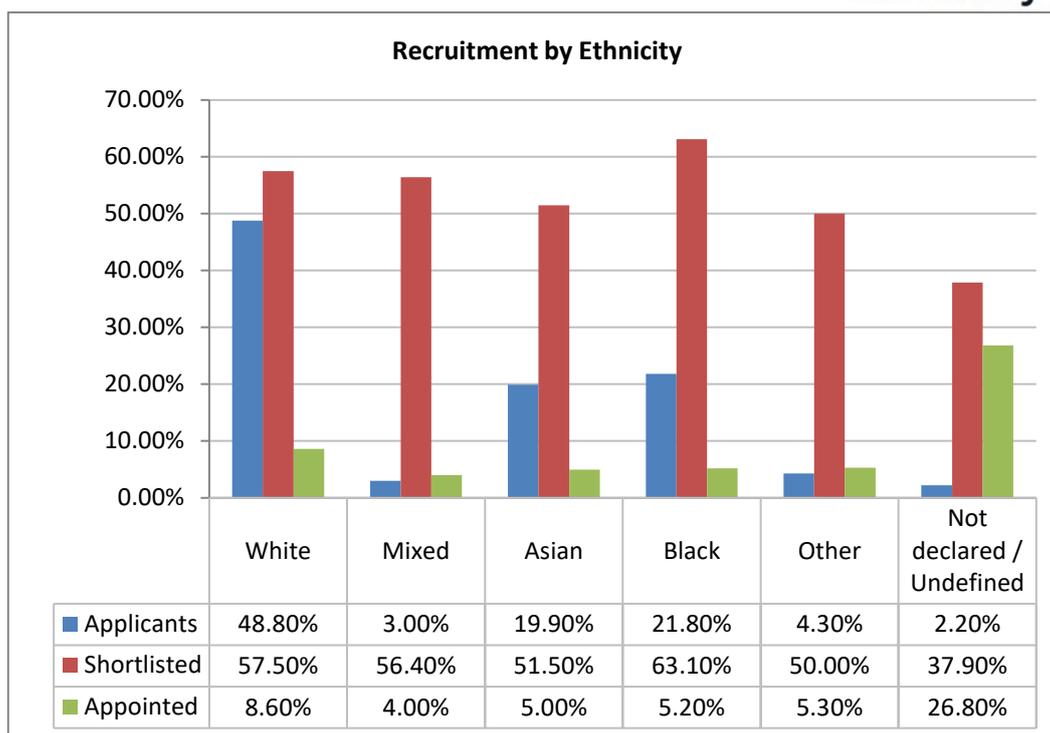
Charts 22 and 23 below identify the percentage of recruitment by ethnicity and highlights that the majority of the recruitment activity continues to be from applicants who are White, which correlates with the majority of the Milton Keynes population being White. Out of the 10,121 applications received in this period a total of 48.8% were from White applicants (a decrease from 54.8% in the previous report). In comparison, 21.8% of applicants were Black (an increase from 19.5% in the previous report) and 19.9% were Asian (an increase from 17.1% in the previous report)

In respect of shortlisting, on average 58.4% of employees that apply are shortlisted. 63.1% of Black applicants and 57.5% of White applicants were shortlisted, above the average, whilst 51.5% of Asian applicants were shortlisted, which is below the average.

In respect of employees appointed, the highest proportion of employees that were appointed did not define their ethnicity (26.8%). From those appointed whose ethnicity was defined, the highest proportion were White (8.6%) followed by Black employees (5.2%). Only 5.0% of Asian and 4.0% of Mixed employees that applied were appointed.

The data in these charts shows that those from White backgrounds are not disadvantaged by the recruitment process, with a consistent percentage of those applying being shortlisted and appointed. This data also shows that those who submit applications from Black backgrounds are more likely to be shortlisted than White candidates however, they are less likely to be appointed. Finally, those from Asian backgrounds are less likely to be shortlisted and appointed than those from other backgrounds.

C22 Recruitment by Ethnicity (Chart)



C23 Recruitment by Ethnicity (Table)

| Recruitment by Ethnicity | Applicants | Applicants % | Shortlisted | Shortlisted (% of Applicants Shortlisted) | Appointed | Appointed (% of Applicants Appointed) |
|--------------------------|------------|--------------|-------------|---|-----------|---------------------------------------|
| White | 4934 | 48.80% | 2838 | 57.50% | 422 | 8.60% |
| Mixed | 303 | 3.00% | 171 | 56.40% | 12 | 4.00% |
| Asian | 2016 | 19.90% | 1039 | 51.50% | 101 | 5.00% |
| Black | 2210 | 21.80% | 1394 | 63.10% | 114 | 5.20% |
| Other | 434 | 4.30% | 217 | 50.00% | 23 | 5.30% |
| Not Declared/Undefined | 224 | 2.20% | 85 | 37.90% | 60 | 26.80% |

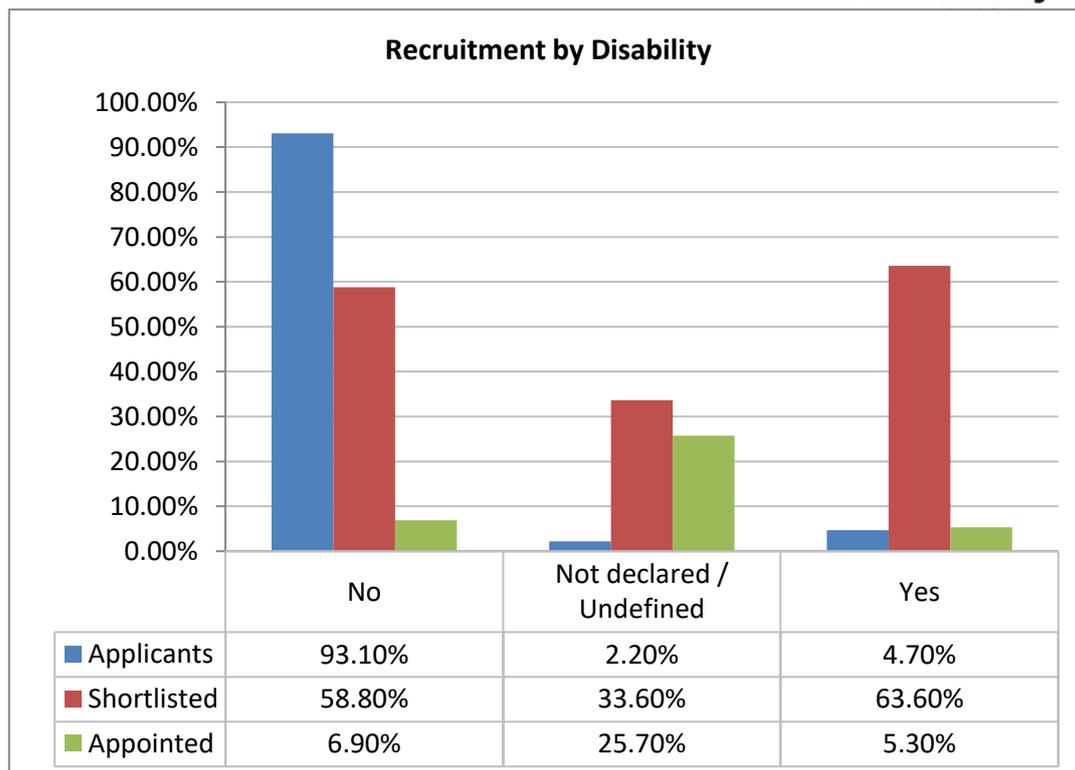
6.2. Recruitment by Disability

The charts below break down recruitment applications made to the Trust by disability. Out of the 475 applications received from candidates with a disability 63.6% were shortlisted, which is an increase from 58.7% in the previous period. Compared with the 58.8% of the 5536 candidates without a disability, this shows that the Trust is more likely to shortlist a candidate who declares a disability than one who does not. This could be due to the national “Disability Confident” scheme which the Trust participates in. This scheme is a guaranteed interview scheme, whereby disabled applicants who meet the person specification of the post they apply for are guaranteed an interview.

In respect of candidates that are appointed, 5.3% of those with disabilities that applied were appointed (a reduction of 0.2% from the previous period), compared with 6.9% of candidates without disabilities that made applications.

C24 Recruitment by Disability (Chart)

C25



Recruitment by Disability (Table)

| Recruitment by Disability | Applicants | Applicants % | Shortlisted | Shortlisted (% of Applicants Shortlisted) | Appointed | Appointed (% of Applicants Appointed) |
|---------------------------|------------|--------------|-------------|---|-----------|---------------------------------------|
| No | 9420 | 93.1% | 5536 | 58.8% | 649 | 6.9% |
| Not Declared/Undefined | 226 | 2.2% | 76 | 33.6% | 58 | 25.7% |
| Yes | 475 | 4.7% | 302 | 63.6% | 25 | 5.3% |

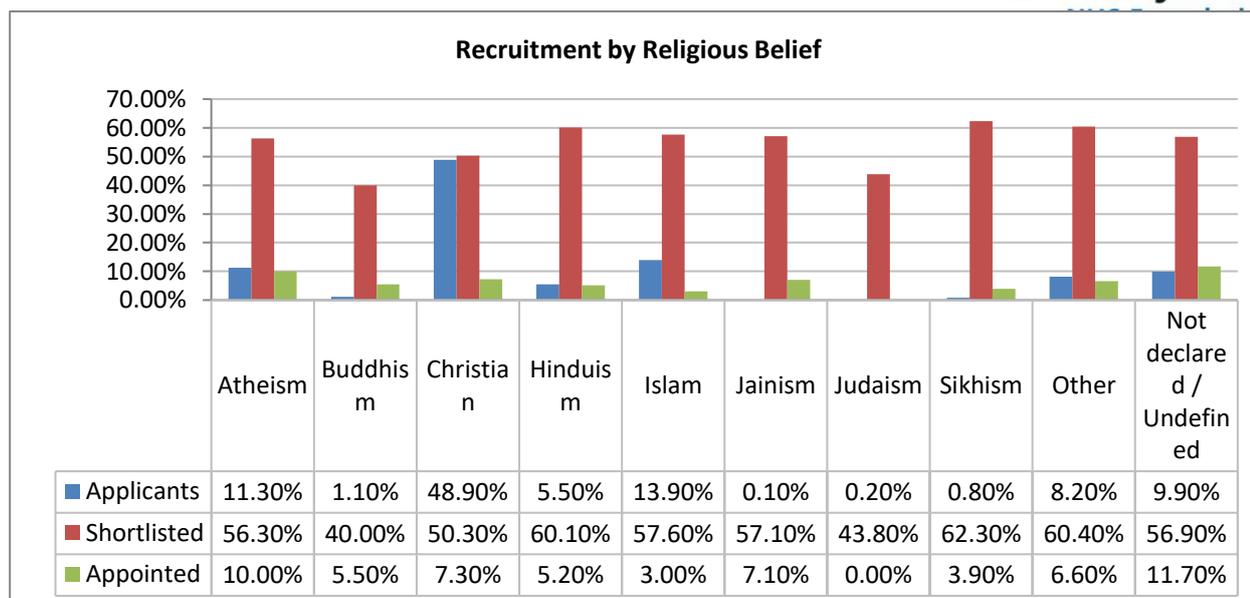
6.3. Recruitment by Religious Belief

The charts below identify the percentage of recruitment by religious belief and highlight that the majority of recruitment continues to be from applicants who are Christian, which correlates with the majority of the Milton Keynes population being Christian.

C26 Recruitment by Religious Belief (Table)

| Recruitment by Religious Belief | Applicants | Applicants % | Shortlisted | Shortlisted (% of Applicants Shortlisted) | Appointed | Appointed (% of Applicants Appointed) |
|---------------------------------|------------|--------------|-------------|---|-----------|---------------------------------------|
| Atheism | 1148 | 11.3% | 646 | 56.3% | 115 | 10.0% |
| Buddhism | 110 | 1.1% | 44 | 40.0% | 6 | 5.5% |
| Christian | 4954 | 48.9% | 2490 | 50.3% | 364 | 7.3% |
| Hinduism | 561 | 5.5% | 337 | 60.1% | 29 | 5.2% |
| Islam | 1409 | 13.9% | 812 | 57.6% | 42 | 3.0% |
| Jainism | 14 | 0.1% | 8 | 57.1% | 1 | 7.1% |
| Judaism | 16 | 0.2% | 7 | 43.8% | 0 | 0.0% |
| Sikhism | 77 | 0.8% | 48 | 62.3% | 3 | 3.9% |
| Other | 834 | 8.2% | 504 | 60.4% | 55 | 6.6% |
| Not Declared/Undefined | 998 | 9.9% | 568 | 56.9% | 117 | 11.7% |

C27 Recruitment by Religious Belief (Chart)



6.4. Recruitment by Gender

The graph below identifies the percentage of recruitment by gender. As expected with a female workforce of 80%, the highest percentage of applicants are female at 68.7% (a reduction from 72.1% in the previous period).

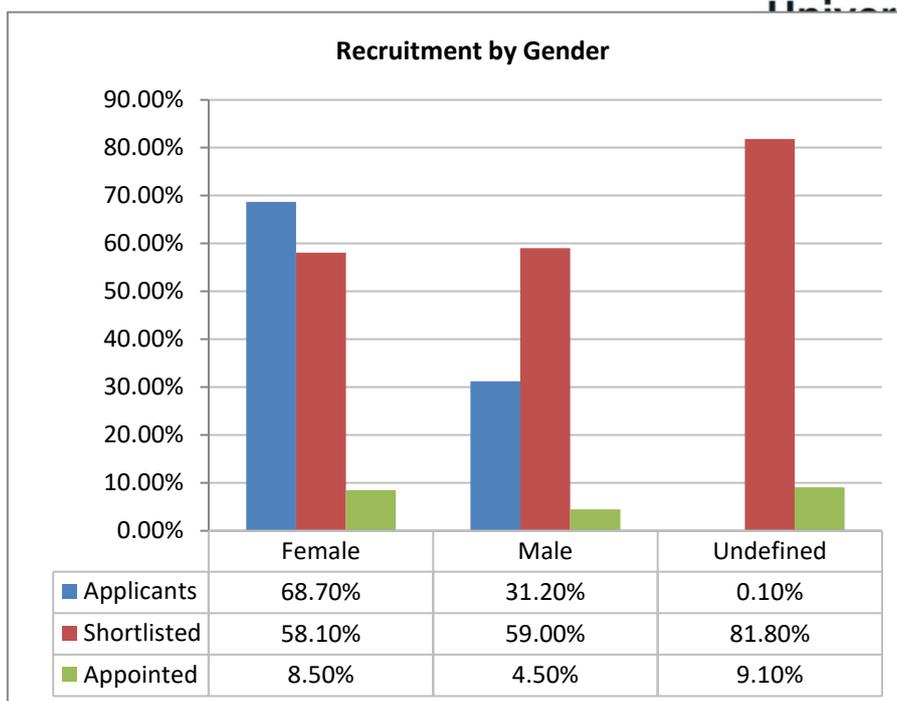
In terms of shortlisting, females and males are both as likely to be shortlisted, with 58.1% of female applicants shortlisted and 59.0% of male applicants shortlisted.

The percentage of females being appointed is 8.5% and they are more likely to be appointed than a male candidate, with 4.5% of male applicants being appointed. The percentage of female candidates being appointed has consistently reduced from 13.23% in the 2016-2017 period and 10.5% in the 2017-2018 period.

C28 Recruitment by Gender (Table)

| Recruitment by Gender | Applicants | Applicants % | Shortlisted | Shortlisted (% of Applicants Shortlisted) | Appointed | Appointed (% of Applicants Appointed) |
|------------------------|------------|--------------|-------------|---|-----------|---------------------------------------|
| Male | 3159 | 31.2% | 1863 | 59.0% | 143 | 4.5% |
| Female | 6951 | 68.7% | 4042 | 58.1% | 588 | 8.5% |
| Not Declared/Undefined | 11 | 0.1% | 9 | 81.8% | 1 | 9.1% |

C29 Recruitment by Gender (Chart)

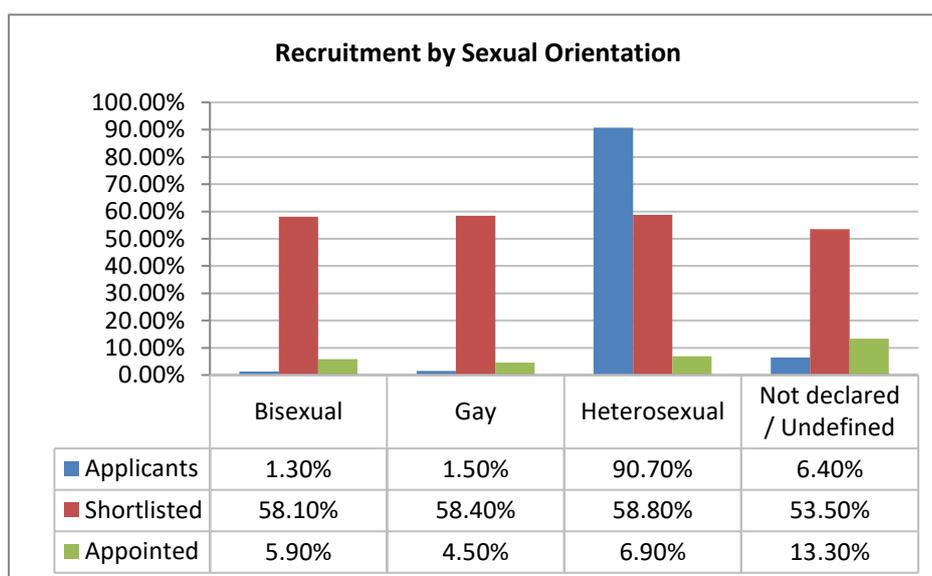


6.5 Recruitment by Sexual Orientation

The charts below indicate the percentage of recruitment by sexual orientation. They highlight that the majority of applicants have continued to identify themselves as being heterosexual. The data also highlights that of those applicants that have identified themselves as being gay, lesbian or bisexual, overall the same percentage are being appointed to those applying and the applicants in these groups are not being disadvantaged.

C30 Recruitment by Sexual Orientation (Chart)

C31



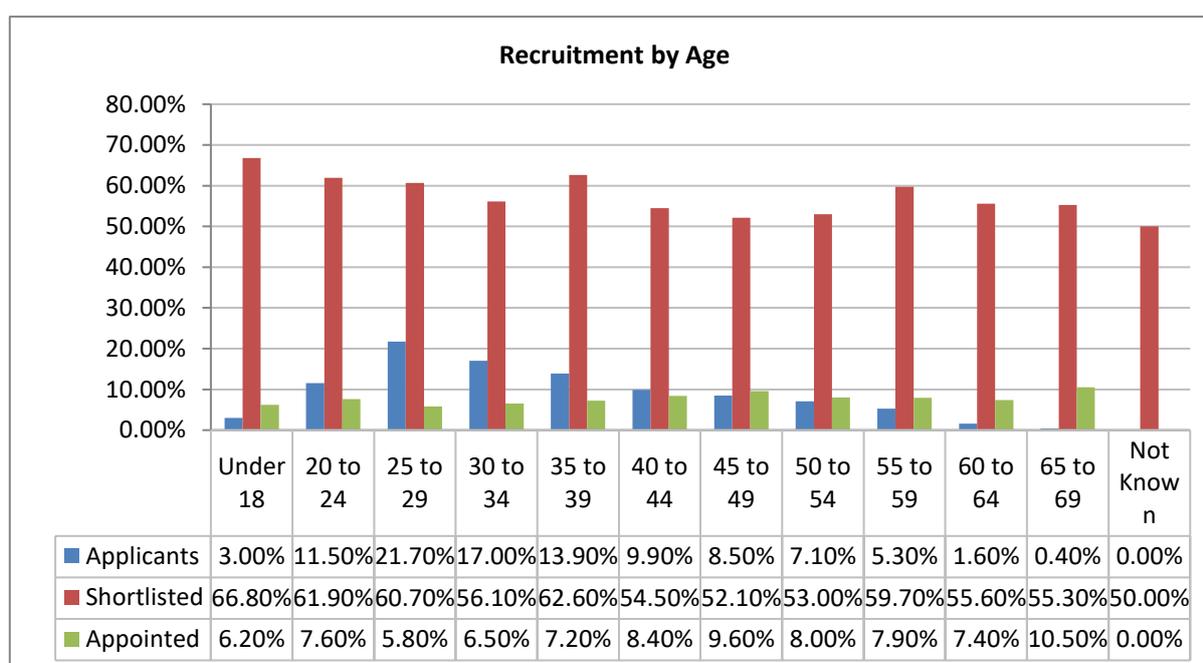
Recruitment by Sexual Orientation (Table)

| Recruitment by Sexual Orientation | Applicants | Applicants % | Shortlisted | Shortlisted (% of Applicants Shortlisted) | Appointed | Appointed (% of Applicants Appointed) |
|-----------------------------------|------------|--------------|-------------|---|-----------|---------------------------------------|
| Heterosexual | 9179 | 90.7% | 5396 | 58.8% | 630 | 6.9% |
| Gay/Lesbian | 154 | 1.5% | 90 | 58.4% | 7 | 4.5% |
| Bisexual | 136 | 1.3% | 79 | 58.1% | 8 | 5.9% |
| Not Declared/Undefined | 652 | 6.4% | 349 | 53.5% | 87 | 13.3% |

6.6. Recruitment by Age

The charts below identify the percentage of recruitment by age. They highlight that the majority of applicants are in the age range 20 to 44 with a lower percentage in the older age bracket and the under 18 age bracket. The data also highlights that the number of successful candidates are largely consistent throughout the age brackets ranging from 20 to 44.

C32 Recruitment by Age (Chart)



C33 Recruitment by Age (Table)

| Recruitment by Age | Applicants | Applicants % | Shortlisted | Shortlisted (% of Applicants Shortlisted) | Appointed | Appointed (% of Applicants Appointed) |
|------------------------|------------|--------------|-------------|---|-----------|---------------------------------------|
| Under 20 | 307 | 3.0% | 205 | 66.8% | 19 | 6.2% |
| 20-24 | 1162 | 11.5% | 719 | 61.9% | 88 | 7.6% |
| 25-29 | 2201 | 21.7% | 1335 | 60.7% | 128 | 5.8% |
| 30-34 | 1720 | 17.0% | 965 | 56.1% | 112 | 6.5% |
| 35-39 | 1409 | 13.9% | 882 | 62.6% | 102 | 7.2% |
| 40-44 | 1000 | 9.9% | 545 | 54.5% | 84 | 8.4% |
| 45-49 | 864 | 8.5% | 450 | 52.1% | 83 | 9.6% |
| 50-54 | 721 | 7.1% | 382 | 53.0% | 58 | 8.0% |
| 55-59 | 533 | 5.3% | 318 | 59.7% | 42 | 7.9% |
| 60-64 | 162 | 1.6% | 90 | 55.6% | 12 | 7.4% |
| 65+ | 38 | 0.4% | 21 | 55.3% | 4 | 10.5% |
| Not Declared/Undefined | 4 | 0.0% | 2 | 50.0% | 0 | 0.0% |

7.0. Learning & Development Data

The data below relates to learning and development activity between 01 April 2018 and 31 March 2019. It provides a breakdown of attendances at learning events within the Trust split by Ethnicity, Age, Hours Worked, Disability, Religious Belief, Sexual Orientation and Gender

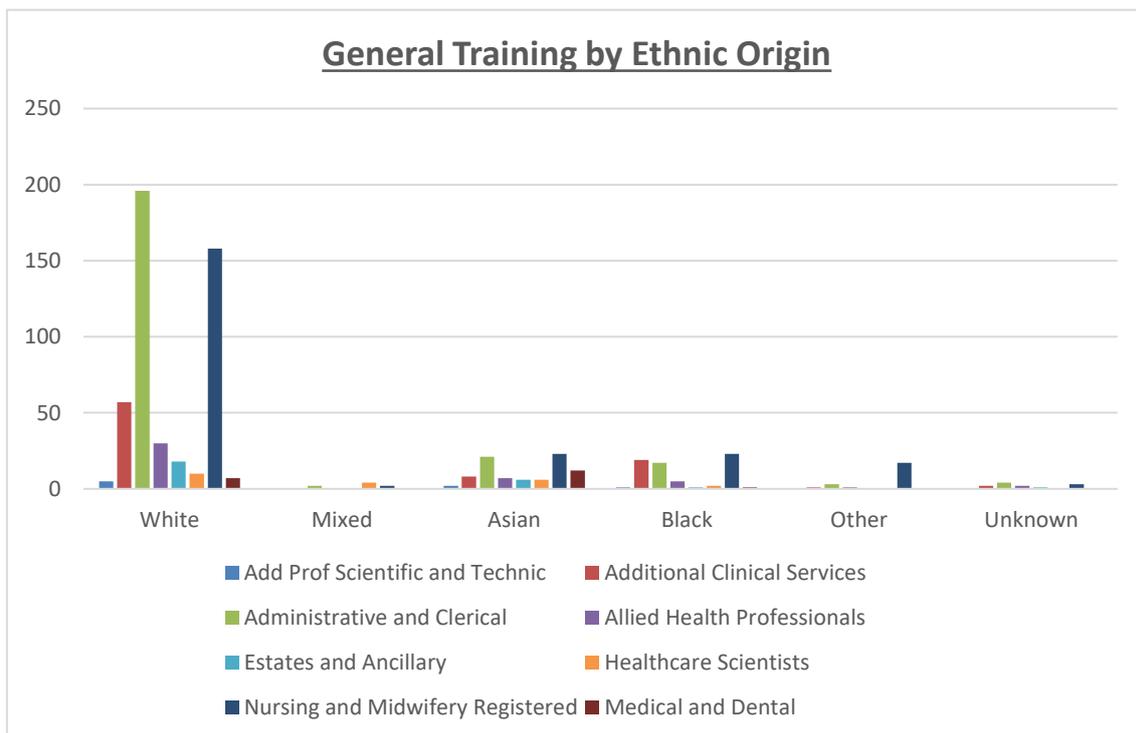
7.1. Learning & Development Attendance by Ethnicity

The graph below provides a breakdown of general training attendances by Ethnicity and highlights that the majority of attendance is from White employees, which correlates with the majority of employees within the Trust being White.

The 2018-2019 WRES data shows that the likelihood of White employees compared to Black, Asian, and Minority Ethnic employees accessing CPD and non-mandatory training in the Trust is lower than the national average i.e. 0.96 times more likely with the national average being 1.22 times.

C34. Learning & Development Attendance by Ethnicity

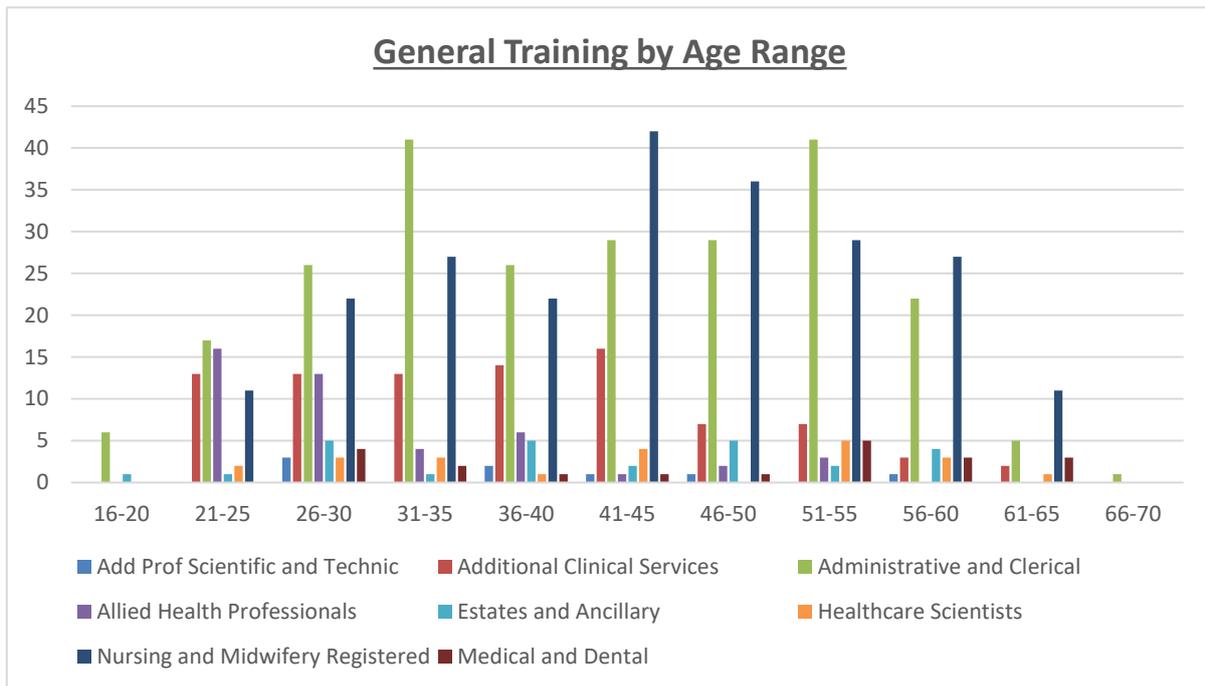
7.2.



Learning & Development Attendance by Age

The chart below identifies the number of employees attending general training by age band, which correlates with the age profile of the Trust employees.

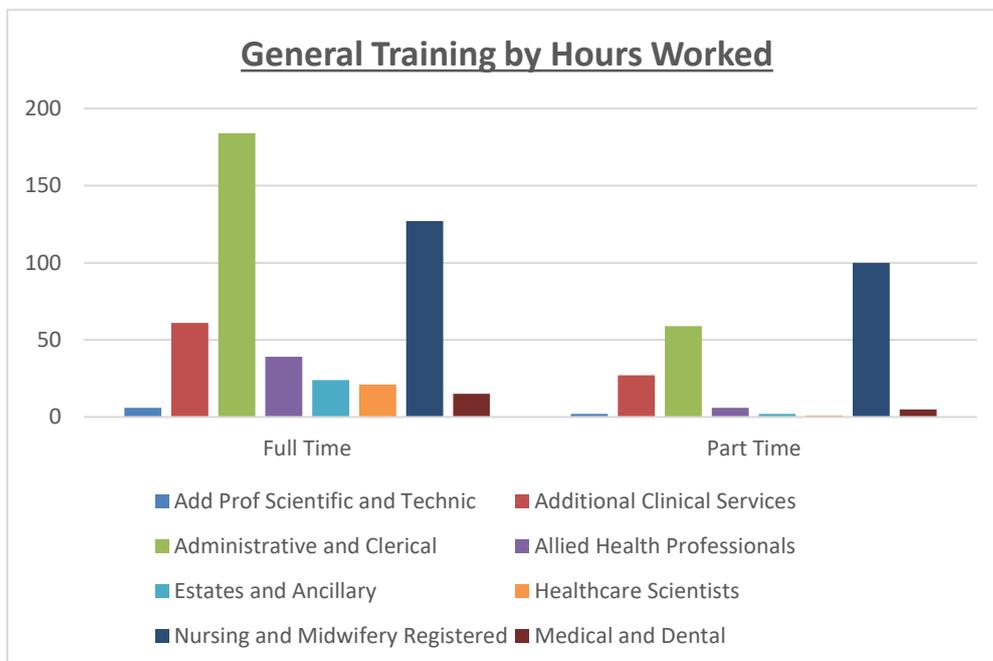
C35. Learning & Development Attendance by Age



7.3. Learning & Development Attendance by Hours Worked

The chart below identifies the number of employees attending general training by hours worked, which correlates with the Trust profile on full-time and part-time employees.

C36. Learning & Development Attendance by Hours Worked

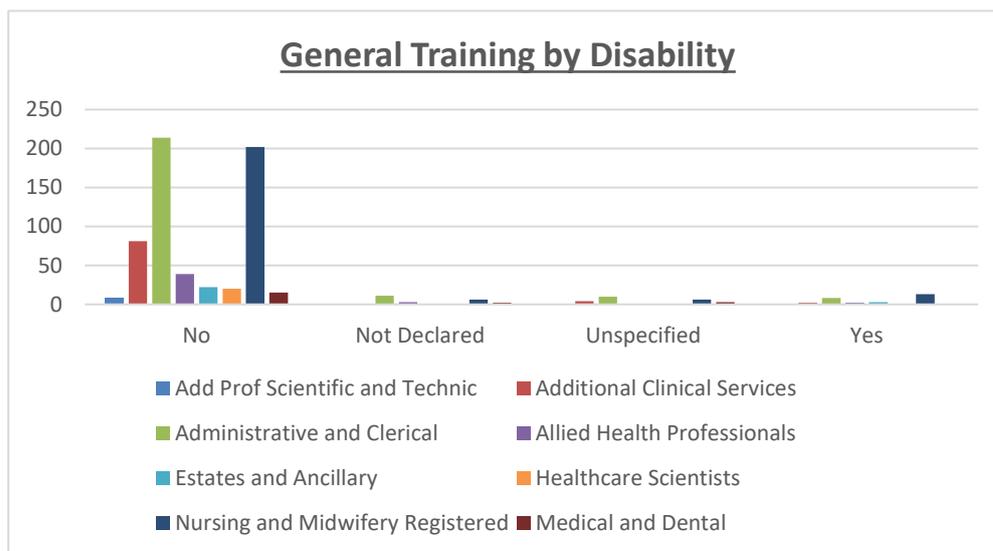


7.4. Learning & Development Attendance by Disability

The chart below identifies the number of employees attending general training by disability, which correlates with the profile of the Trust employees in relation to disability.

In the 2018-2019 WDES return, which details elements from the 2018 staff survey, less disabled employees (80.6%) believed the Trust provides equal opportunities for career progression or promotion in comparison to non-disabled employees (84.9%).

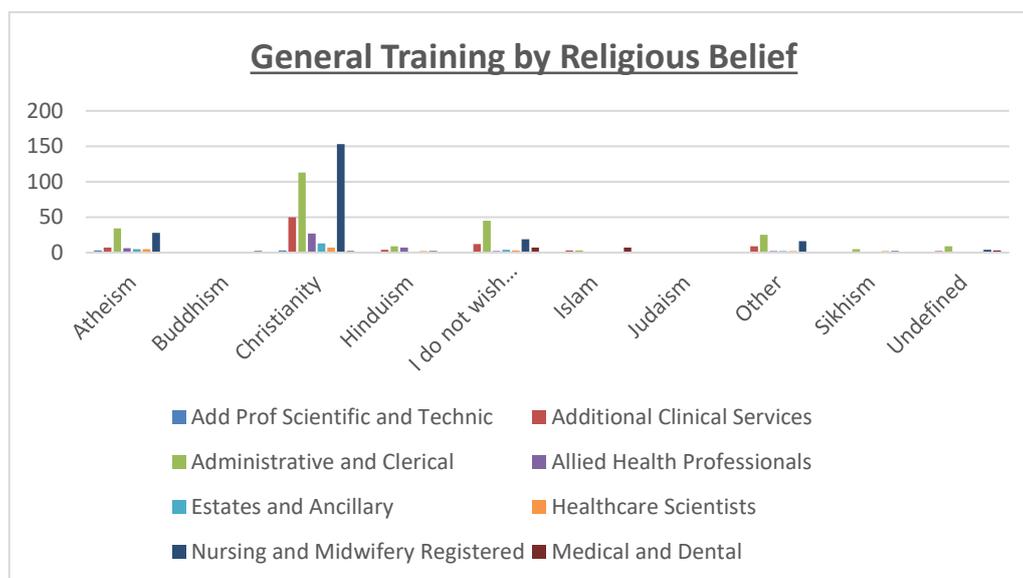
C37. Learning & Development Attendance by Disability



7.5. Learning & Development Attendance by Religious Belief

The chart below identifies the number of employees attending general training by religious belief, which correlates with the profile of the Trust employees in relation to religious belief.

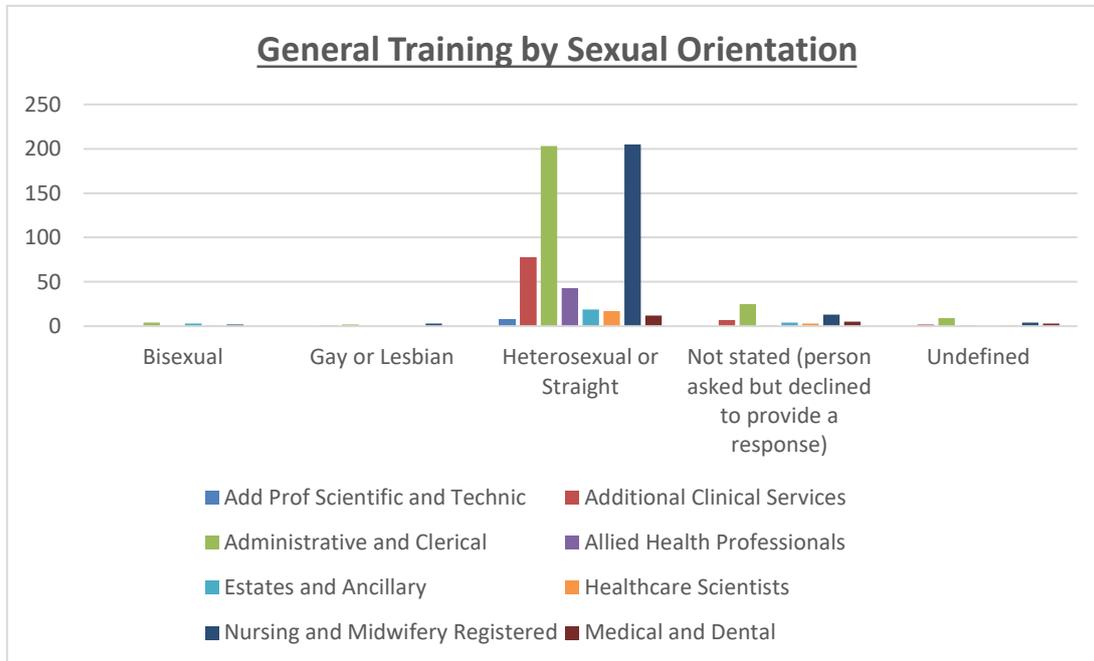
C38. Learning & Development Attendance by Religious Belief



7.6. Learning & Development Attendance by Sexual Orientation

The chart below identifies the number of employees attending general training by sexual orientation, which correlates with the profile of the Trust employees in relation to sexual orientation.

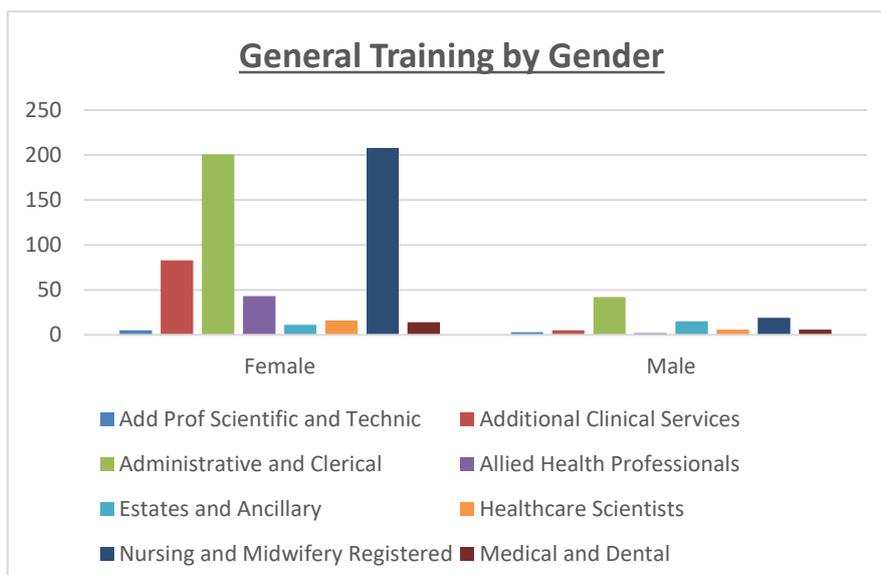
C39. Learning & Development Attendance by Sexual Orientation 7.7.



Learning & Development Attendance by Gender

The chart below identifies the number of employees attending general training by gender, which correlates with the profile of the Trust employees in relation to gender.

C40. Learning & Development Attendance by Gender



8.0. Employee Relations Data

The information within this section provides the breakdown of the main types of employee relations cases handled by the Trust. Between 01 April 2018 and 31 March 2019. The following formal cases are referred to:

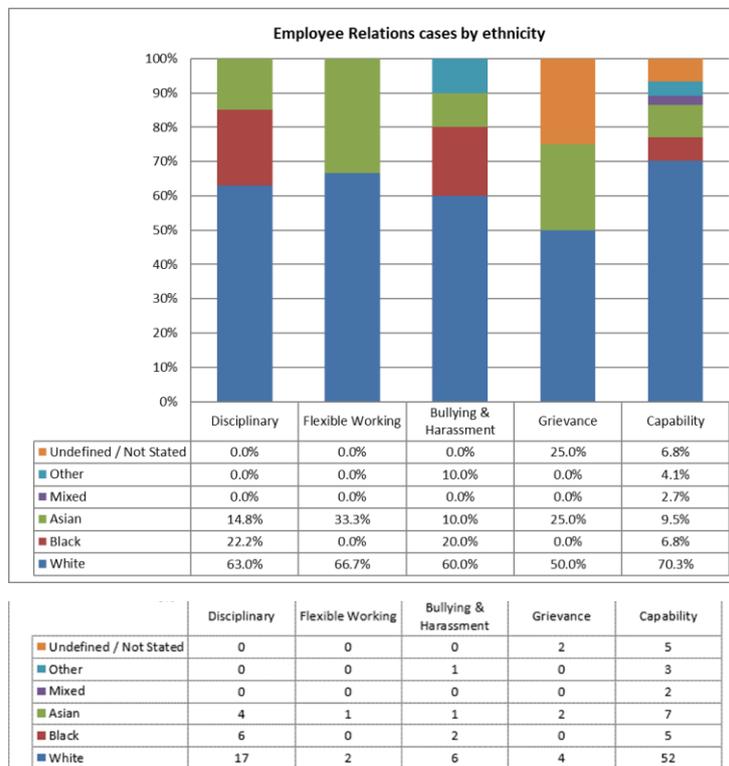
- Disciplinary
- Flexible Working
- Bullying & Harassment
- Grievance
- Capability

8.1. Employee Relations Cases by Ethnicity

The chart below provides the breakdown of cases by ethnicity and highlights the highest percentage of disciplinary and capability cases managed by the Trust is in relation to employees who have identified their ethnicity as White which correlates with the majority of the Trust's employees being White.

The 2018 WRES data shows that the relative likelihood of BAME employees entering the disciplinary process compared to White employees has increased from 0.60 to 1.74.

C41. Employee Relations Cases by Ethnicity

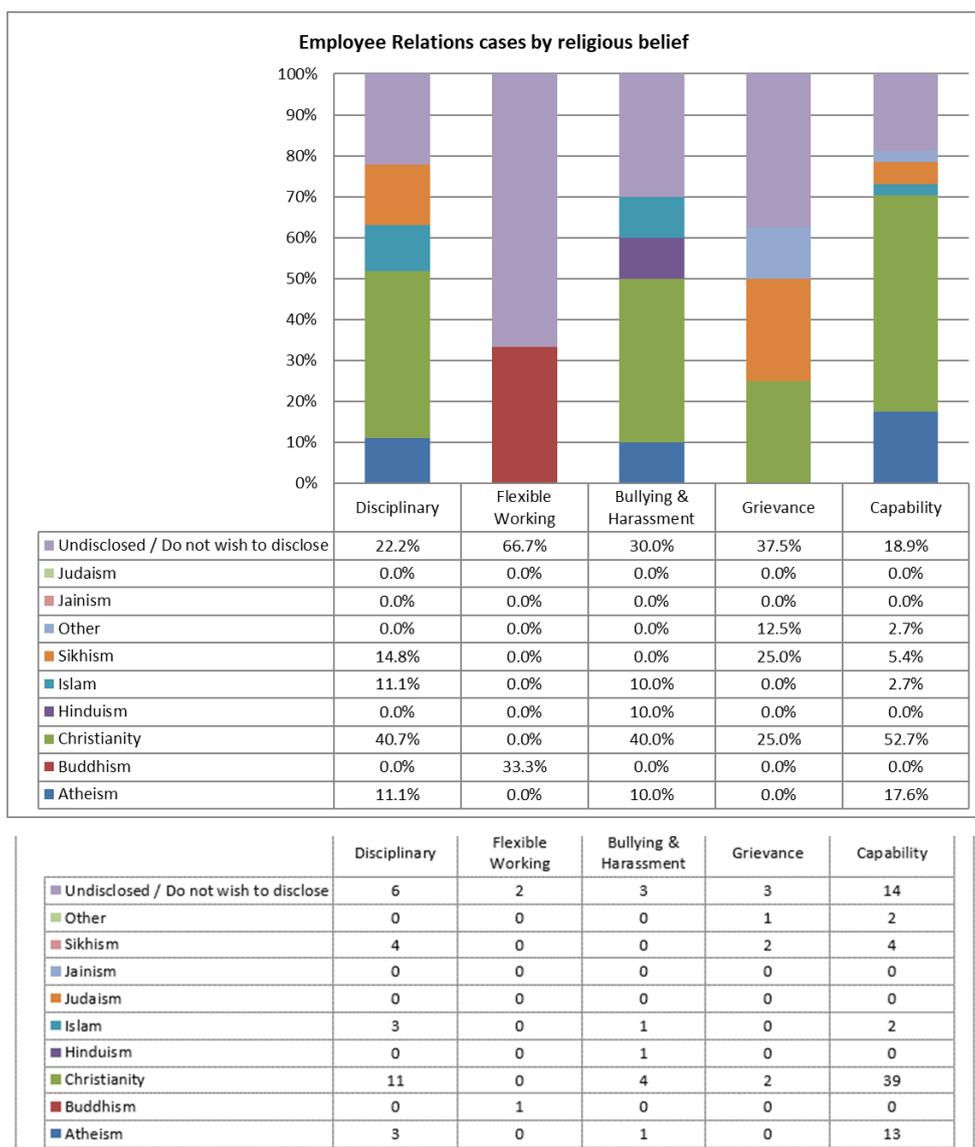


8.2. Employee Relations Cases by Religious Belief

The chart below provides the breakdown of employee relations cases handled by the Trust by religious belief. The highest proportion of disciplinary, bullying & harassment and capability cases are from those who are Christian, which correlates with the majority of the workforce holding this religious belief.

For flexible working and grievance cases, the majority of employees submitting requests under these processes hold an undisclosed religious belief.

C42. Employee Relations Cases by Religious Belief



8.3. Employee Relations Cases by Age Band

The chart below provides a breakdown of the cases handled by the Trust broken down by age.

For disciplinary cases the single age bracket with the highest percentage of cases is the 26-30 age bracket (22.2%). However, looking at the bands at the higher end of the age scale, specifically 46-50 (14.8%), 51-55 (18.5%) and 56-60 (14.8%), highlights a consistent pattern of older employees being subject to disciplinary action.

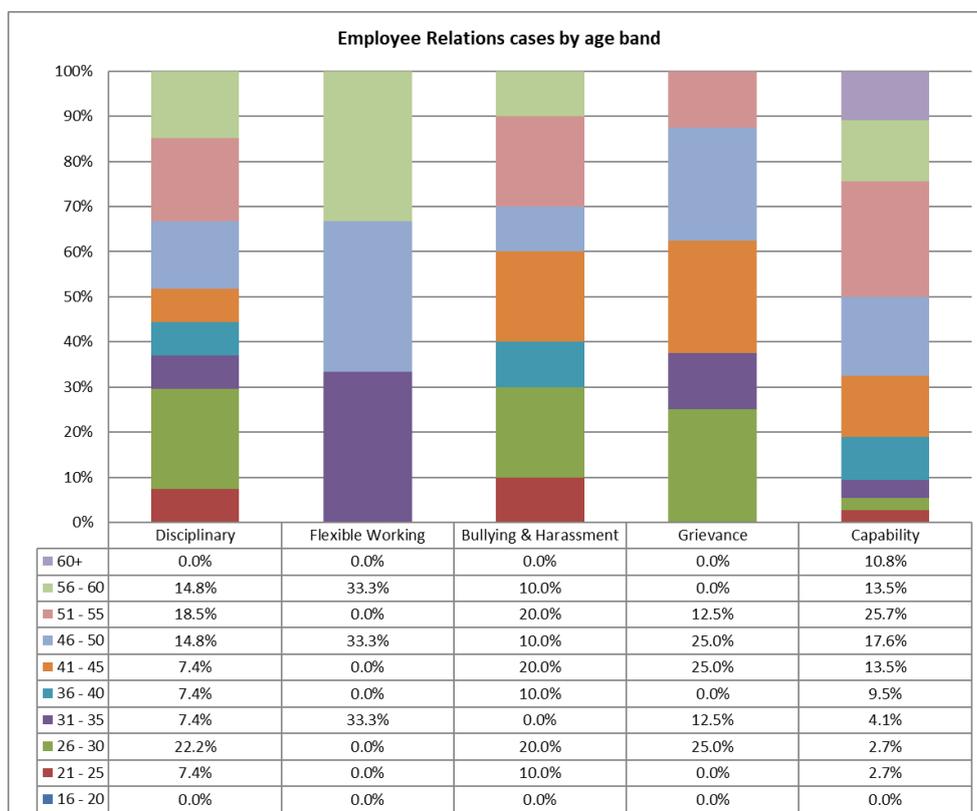
For flexible working cases there are only three formal cases reported. These fall within the 31-35, 46-50 and 56-50 age brackets. As most flexible working agreements were implemented informally during the 2018-2019 period, these figures will not provide a true reflection of flexible working arrangements agreed. Going forward, all flexible working applications will be recorded formally and will therefore, be reportable.

For bullying and harassment cases, the 10 formal cases within this period are equally distributed amongst the age brackets.

For grievance cases, the 10 formal cases within this period are equally distributed amongst the age brackets.

In terms of capability, the majority of employees going through a capability process are within the higher age brackets. 50% of cases are for employees within the top three age brackets (51-55, 56-60 and 60+).

C43. Employee Relations Cases by Age Band



8.4.

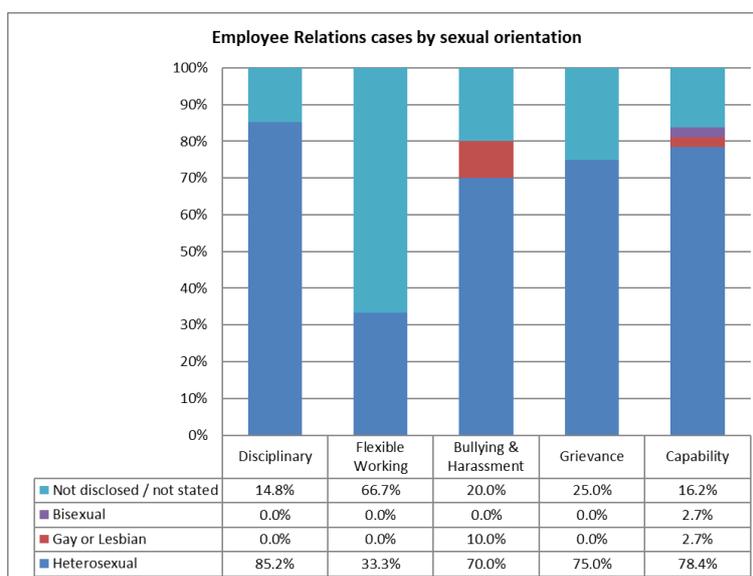
| | Disciplinary | Flexible Working | Bullying & Harassment | Grievance | Capability |
|---------|--------------|------------------|-----------------------|-----------|------------|
| 60+ | 0 | 0 | 0 | 0 | 8 |
| 56 - 60 | 4 | 1 | 1 | 0 | 10 |
| 51 - 55 | 5 | 0 | 2 | 1 | 19 |
| 46 - 50 | 4 | 1 | 1 | 2 | 13 |
| 41 - 45 | 2 | 0 | 2 | 2 | 10 |
| 36 - 40 | 2 | 0 | 1 | 0 | 7 |
| 31 - 35 | 2 | 1 | 0 | 1 | 3 |
| 26 - 30 | 6 | 0 | 2 | 2 | 2 |
| 21 - 25 | 2 | 0 | 1 | 0 | 2 |
| 16 - 20 | 0 | 0 | 0 | 0 | 0 |

Employee Relations Cases by Sexual Orientation

The chart below provides a breakdown of the cases handled by the Trust broken down by sexual orientation and highlights that the majority of disciplinary and capability cases for employees who have identified themselves as heterosexual. This correlates with the majority of the workforce being heterosexual.

One finding of note is that, despite comprising 1% of the workforce, 10% of bullying and harassment cases relate to employees who identify as gay or lesbian.

C44. Employee Relations Cases by Sexual Orientation



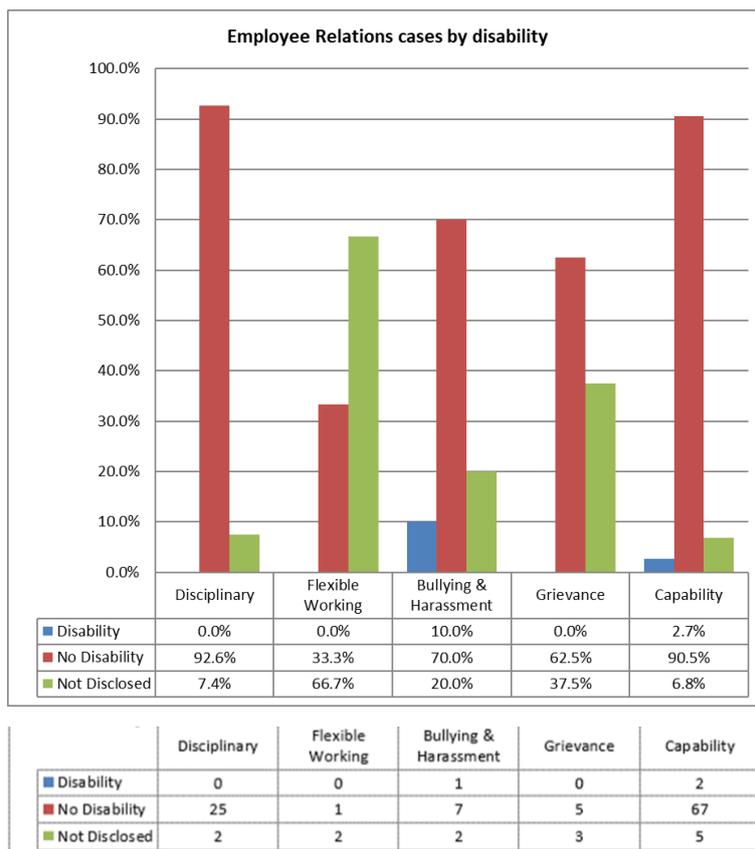
8.5. Employee Relations Cases by Disability

The chart below provides a breakdown of the cases handled by the Trust broken down by disability and highlights that there were no disciplinary cases for employees who are disabled

One finding of note is that, despite comprising 3% of the workforce, 10% of bullying and harassment cases relate to employees who have declared a disability.

In terms of capability, 2.7% of the Trust's capability cases were for employees with a declared disability. This is in proportion to the 3% of employees within the Trust with a disability declared.

C45. Employee Relations Cases by Disability

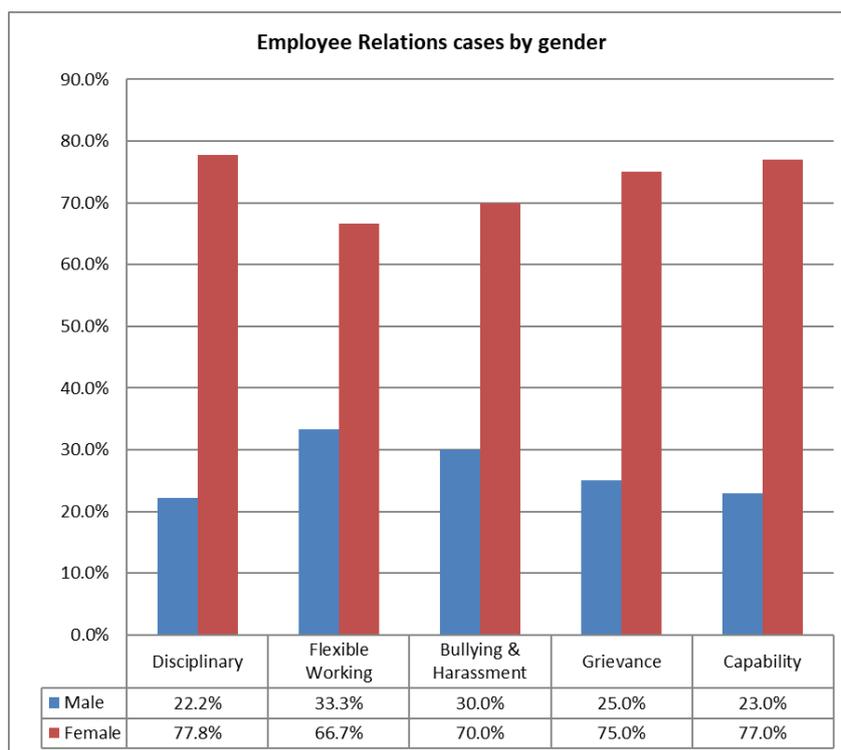


8.6. Employee Relations Cases by Gender

The chart below provides a breakdown of the employee relations cases handled by the Trust broken down by gender. As expected, the majority of cases relate to female employees and are proportionate to the fact that 80% of the workforce is female.

For flexible working cases and bullying & harassment cases there is a somewhat disproportionate response from male employees (33% and 30%) respectively, who represent only 20% of the total workforce.

C46. Employee Relations Cases by Gender



| | Disciplinary | Flexible Working | Bullying & Harassment | Grievance | Capability |
|----------|--------------|------------------|-----------------------|-----------|------------|
| ■ Male | 6 | 1 | 3 | 2 | 17 |
| ■ Female | 21 | 2 | 7 | 6 | 57 |

9.0. Action Plan

| Action | Area of Focus | Due Date | Action Owner |
|---|--|-----------------|----------------------------|
| Implement Head of Equality, Diversity and Inclusion role | All | Q4 2019/2020 | HR |
| Roll out BAME employee network | All | Q1 2020/2021 | Head of Inclusion |
| Implement new Grievance Procedure with focus on discrimination (incl. Dignity at Work) | Bullying/Harassment | Q4 2020/2021 | HR |
| Create and roll-out recruitment-specific unconscious bias training | Recruitment | Q2 2020/2021 | Head of Inclusion |
| Undertake recruitment process deep dive to ascertain where/if BAME candidates are disadvantaged | Recruitment | Q2 2020/2021 | Head of Inclusion |
| Create recruitment action plan to improve experiences of BAME candidates | Recruitment | Q3 2020/2021 | Head of Inclusion |
| Undertake deep dive of employee relations cases to ascertain patterns and areas where BAME employees may be disadvantaged | Employee Relations | Q4 2019/2020 | Head of Inclusion HR |
| Review of 2019 staff survey results and creation of E&D action plan | Employee Relations | Q2 2019/2020 | Head of Inclusion OD/HR |
| Create and roll-out training for managers on implementing reasonable adjustments | Bullying/Harassment Recruitment Capability | Q4 2019/2020 | Head of Inclusion |
| Promote Disability Network – ensure the network is employee-led | All | Q4 2019/2020 | HR |

| Action | Area of Focus | Due Date | Action Owner |
|--|--|-----------------|---|
| Create a defined process for implementing, managing and reviewing reasonable adjustments | Bullying/Harassment Recruitment Capability | Q4 2019/2020 | HR Staff Health & Wellbeing |
| Create a Disability Champion programme to promote disability awareness and provide support | All | Q1 2020/2021 | HR Disability Network |
| Undertake work with the Pride @ MKUH forum to ascertain why 10% of bullying and harassment cases were raised by LGB employees and create a relevant action plan, if required | Bullying/Harassment | Q4 2020/2021 | Head of Inclusion HR Pride @ MKUH Forum |
| Agree at board level the following target: Improve by 2%, the number of employees who are reported to have a disability | Metrics | Q1 2020/2021 | Board Head of Inclusion |
| Agree at board level the following target: Improve the percentage of BAME employees appointed by 3% | Recruitment | Q1 2020/2022 | Board Head of Inclusion Recruitment |