

EQUALITY AND DIVERSITY
EMPLOYMENT DATA REPORT
2016 – 2017



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1. 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 it must demonstrate it has given due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it;
- Foster good relations between people 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 people due to their protected characteristics;
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people;
- Encouraging people 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 that we make, the services we deliver and our employment practices affect people who share different protected characteristics:

- age
- disability
- sex (gender)
- gender reassignment
- ethnic origin – this includes ethnic or national origins, colour or nationality
- religion or belief – this includes lack of belief
- sexual orientation
- marital status
- pregnancy and maternity

This report has analysed workforce data from 1 April 2016 to 31 March 2017. The report examines against each of the nine categories (where data is available), the composition of the workforce, how we employ staff, and the effect of employment interventions, training and HR activity).

All figures in this report have been based on headcount, apart from training and development which is based on the number of training events attended.

2. BACKGROUND

2.1 Local Population Information

Local population data is information from the national 2011 census which has been published by Milton Keynes Council.

The population of Milton Keynes in 2011 was 248,800. Milton Keynes has a very high population growth rate. The population grew by 36,100 people between 2001 and 2011. This is a 17% increase, the 7th fastest of all local authorities in England.

The population of Milton Keynes is becoming more ethnically diverse. 26.1% of the Milton Keynes population are from a Black and minority ethnic group. This compares to 13.2% in 2001 and 20.2% for England as a whole. The Black and minority ethnic groups that have grown the most between 2001 and 2011 are Black African (1.3% of the population in 2001 to 5.2% in 2011) and White other (2.5% of the population in 2001 to 5.1% in 2011).

The ratio of males to females of Milton Keynes is 49.48% males to 50.52% females which is similar to the national average for gender.

The population of Milton Keynes has a younger age profile than the England average. The average age in Milton Keynes is 35 compared with 39 for England.

Throughout this document, where possible, comparisons have been made to the population of Milton Keynes to ensure that we maintain a diverse workforce which is representative of the population we serve. It is important however to bear in mind that the population data is representative of whole population of Milton Keynes and not just the economically active population.

3. KEY FINDINGS

3.1 Workforce Data

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 (30 %) than the Milton Keynes population (20%). Please refer to Appendix A, Chart 1 and Chart 2.

The Trust employs a larger proportion of ethnic minority employees in the medical staff pay band in comparison to other pay bands but we have proportionally less black and other Asian groups in pay bands 7, 8, 9 and senior managers/board members. Please refer to Appendix A, Chart 3.

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. Please refer to Appendix A, Chart 4.

3.1.2 Disability

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. Please refer to Appendix A, Chart 5.

3.1.3 Religious Belief

The majority of the Trust staff has identified themselves as Christian at 47.46%. The majority of the Milton Keynes population have identified themselves as Christian at 52.80%. Please refer to Appendix A, Chart 6.

3.1.4 Gender

The Trust workforce comprises almost 80% females compared to males and whilst this is not comparative to the Milton Keynes population, where the population is 49.48% males to 50.52% 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 females, which correlated with the high number of female employees in total compared to male employees. Please refer to Appendix A, Charts 7 and 8.

The breakdown of the Trust employees highlights that the vast majority of females are employed in nursing and midwifery, 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 medical and dental. Please refer to Appendix A, Chart 9.

3.1.5 Sexual Orientation

19.3% of Trust employees have declined to declare their sexual orientation. The percentage of employees who have declared themselves as gay, lesbian or bisexual slightly increased by 0.3% from the 2015- 2016 report. Please refer to Appendix A, Chart 10.

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, which will correlate with 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. There is also a slight increase in the proportion of employees aged 61 and over which may be due to there no longer being a compulsory retirement age. Please refer to Appendix A, Chart 11.

3.1.7 Marital Status

The majority of Trust employees have declared that they are married, however a large proportion of employees have not declared their marital status. Please refer to Appendix A, Chart 12.

3.1.8 Maternity

The Trust has identified that the largest proportion of employees who went on maternity leave are from the PST staff group(3.8% more than last year) which is proportionally higher when comparing the percentage of female staff across all staff groups in where the highest proportion of female staff is in nursing and midwifery. Please refer to Appendix A, Chart 13 and cross reference Appendix A, Chart 9.

3.1.9 Gender Reassignment

The Trust has not identified any employees who fall into this category and therefore cannot report on it.

3.2 Recruitment

The Trust now uses Trac as the primary recruitment portal for the Trust in addition to using NHS Jobs, both a national web based system. The data relates to all applications, short listing and appointments to roles from 1 April 2016 to 31 March 2017.

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 shortlisted and appointed in post in comparison to the percentage of Black and Asian people applying for posts. It appears that the Trust proportionally shortlists and interviews more White candidates to the number of White applications that is received. Please refer to Appendix A, Chart 14.

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 post and this is highlighted in the increased number of applicants who are disabled being shortlisted. Please refer to Appendix A. Chart 15.

The majority of recruitment activity is from applicants who are Christian, which correlates with the majority of the Milton Keynes population being Christian. Please refer to Appendix A, Chart 16.

The Trust appears to proportionally appoint more women in comparison with the percentage of women applying for posts. Please refer to Appendix A, Chart 17.

The majority of applicants are from candidates who have identified themselves as being heterosexual. It also highlights that of those applicants that have identified themselves as being gay or heterosexual that the same percentage are being appointed and the applicants in these groups are not being disadvantaged. Please refer to Appendix A, Chart 18

3.3 Employment Interventions

3.3.1 Training

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. Please refer to Appendix A, Charts 20-25.

In addition, the Trust delivers Equality and Diversity training and the attendance rate for employees at March 2017 was at 92%.

3.3.2 Employee Relations

It is important to note that during this reporting period, there were three cases of bullying and harassment reported and only one grievance raised formally within the Trust. This is insufficient data to enable any meaningful analysis. The largest focus of our employee relations cases is managing disciplinary and capability cases.

The highest percentage of disciplinary cases relate to White staff, which correlates with the majority of the Trust's employees being White. There is no evidence to suggest that we adversely affect any staff due to protected characteristics. Please refer to Appendix A, Chart 26-31.

4 SUMMARY AND RECOMMENDATIONS

In summary, the Trust has a workforce that is mainly female, White, heterosexual and Christian in religious belief.

At this stage the Trust has been unable to gather sufficient data in some aspects to enable a thorough analysis, primarily the sexual orientation of our staff, whether staff consider themselves as disabled.

Since the 2015- 2016 report the Trust can also report the following:

- The Trust participates in the disability confident scheme, which is a Scheme to help employers employ and retain disabled people and those with health conditions. Following a self-assessment process, the Trust achieved 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.
- Work has continued to be undertaken to implement the Equality Delivery System 2 (EDS2). The EDS 2 is designed as a tool to help embed equality as an integral part of Hospital services. There are four goals, two of which relate to Service Delivery, and one each for Staffing and Leadership; these are,
 1. Better health outcomes
 2. Improved patient access and experience
 3. A representative and supported workforce
 4. Inclusive leadership.

The Trust continues to recognise that there is a lot more work to do and therefore the recommendations are as follows:

- Continuing the work to improve information and action on service developments and patient data.
- Work is ongoing to ensure that equality and diversity is central to the Trust's 'We Care' programme and new initiatives will be identified. These initiatives will be led through EDS 2.

Appendix A: WORKFORCE DATA

A.1 Ethnicity

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

- White: which includes British, Irish and White other;
- Mixed: which includes White and Black Caribbean, White and Black African, White and Asian and any other mixed background;
- Asian: which includes Asian British – Indian, Asian British – Pakistani, Asian British – Bangladeshi and any other Asian background;
- Black: which includes Black British – Caribbean, Black British – African and any other Black background;
- Other: which includes, Chinese, Filipino and any other specified;
- Unspecified; which includes those who declined to provide this information.

The reason for the clustering was to condense the data to create easier comparisons between white and ethnic minority groups.

The Trust employs a higher proportion of Black and Asian groups in comparison to the local population and overall we employ a higher proportion of ethnic minority employees (30%) than the Milton Keynes population 20%. It is important however to bear in mind that in the Trust 7% of employees have not stated their ethnicity unlike in the Milton Keynes population in which all of the population have disclosed their ethnicity. The number of ethnic minority employees has increased from 25% to 30%. The number of employees who have not identified their ethnicity has decreased by 1% since 2015–2016.

CHART 1: Milton Keynes population by ethnicity

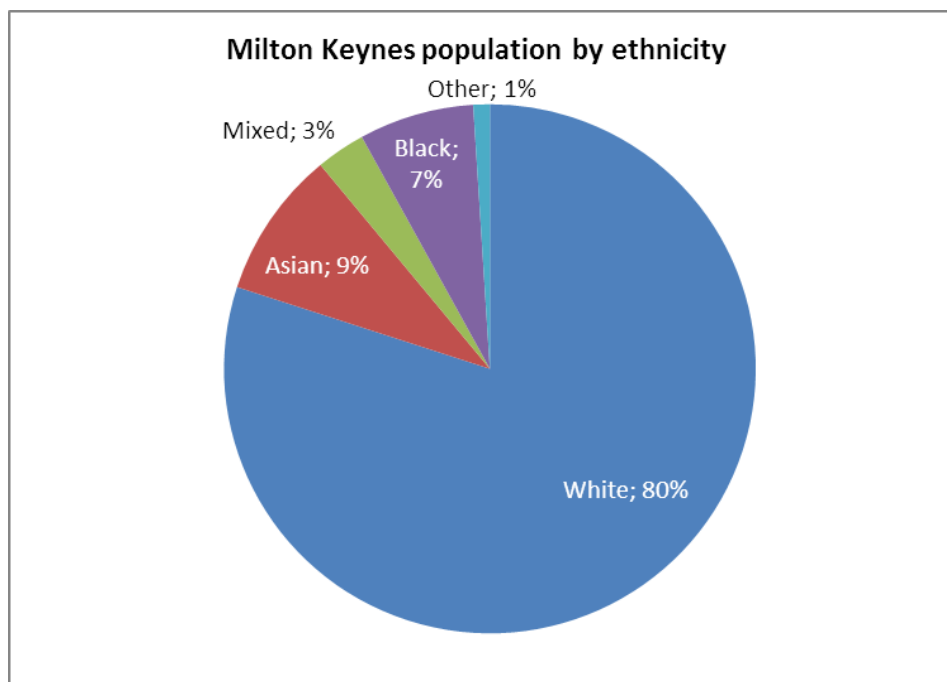
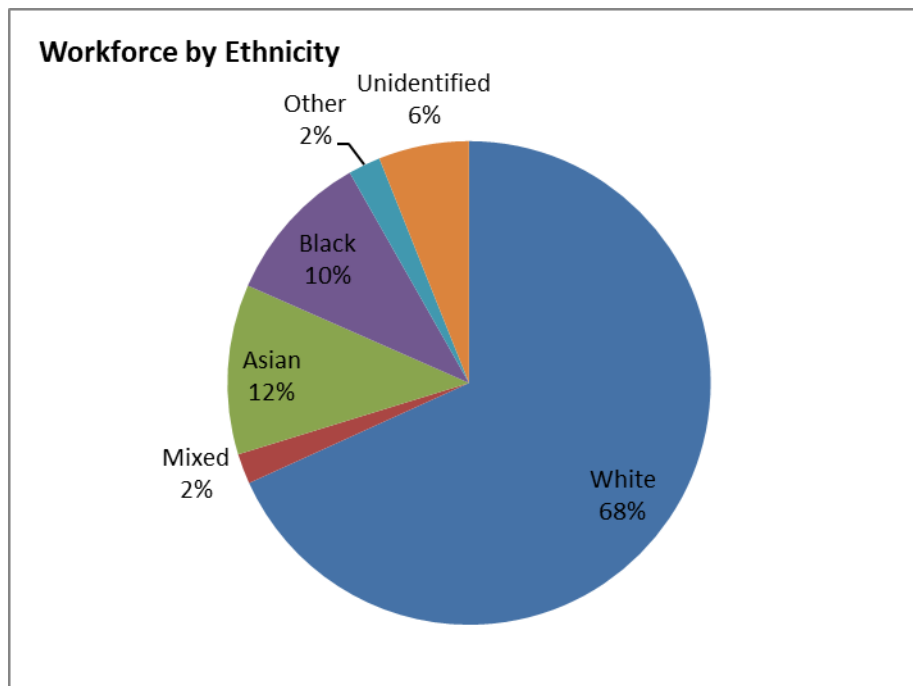
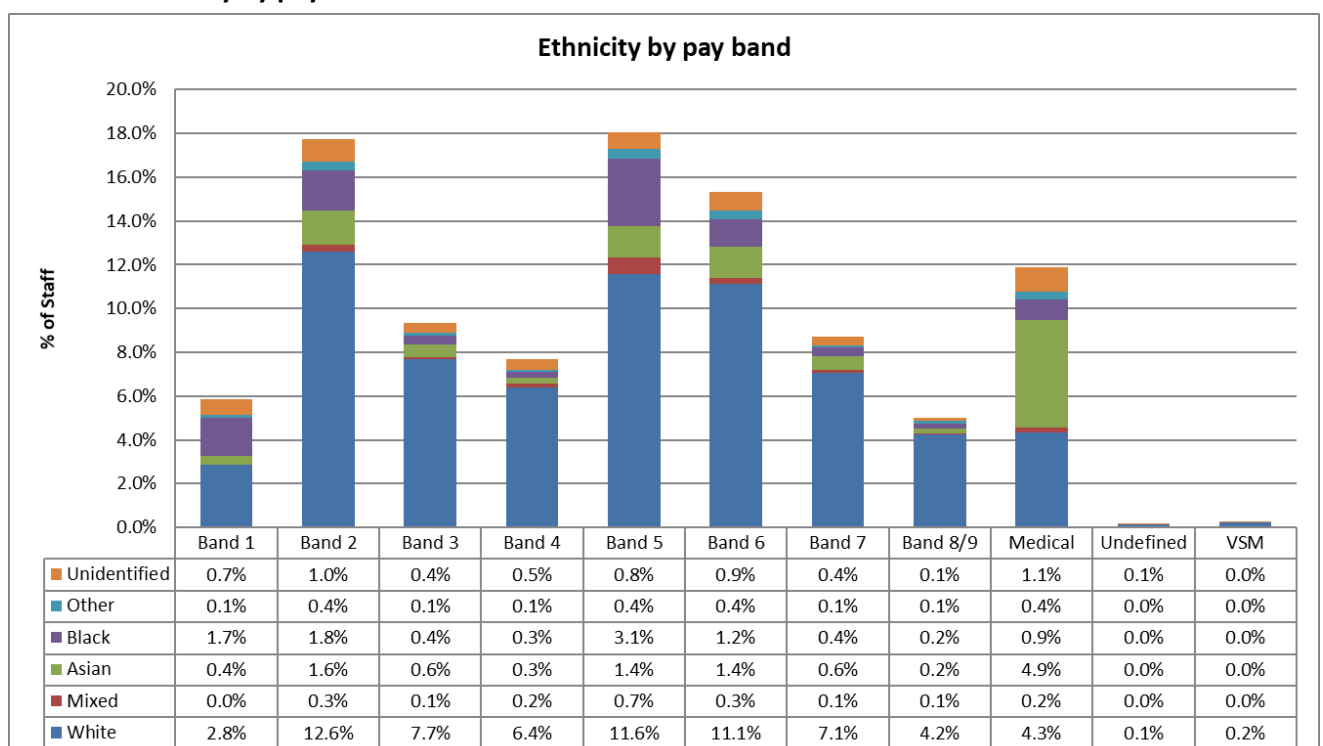


CHART 2: Workforce by ethnicity



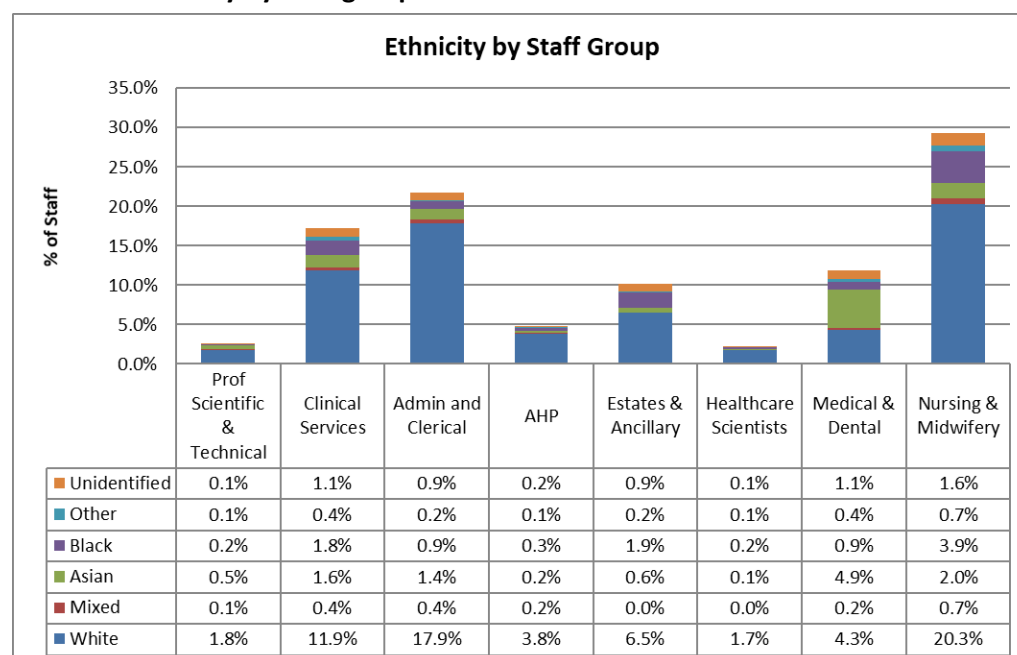
The graph below provides a breakdown of Ethnicity by pay band. The Trust continues to employ a larger proportion of ethnic minority employees in the medical staff pay band in comparison to other pay bands. The largest proportion of White employees in comparison to ethnic minority continues to be in pay bands 2, 5 and 6.

CHART 3: Ethnicity by pay band



The graph below provides a breakdown of Ethnicity by Staff Group. The majority of the workforce's ethnic minority employees continue to be within nursing and midwifery, medical and dental and clinical services.

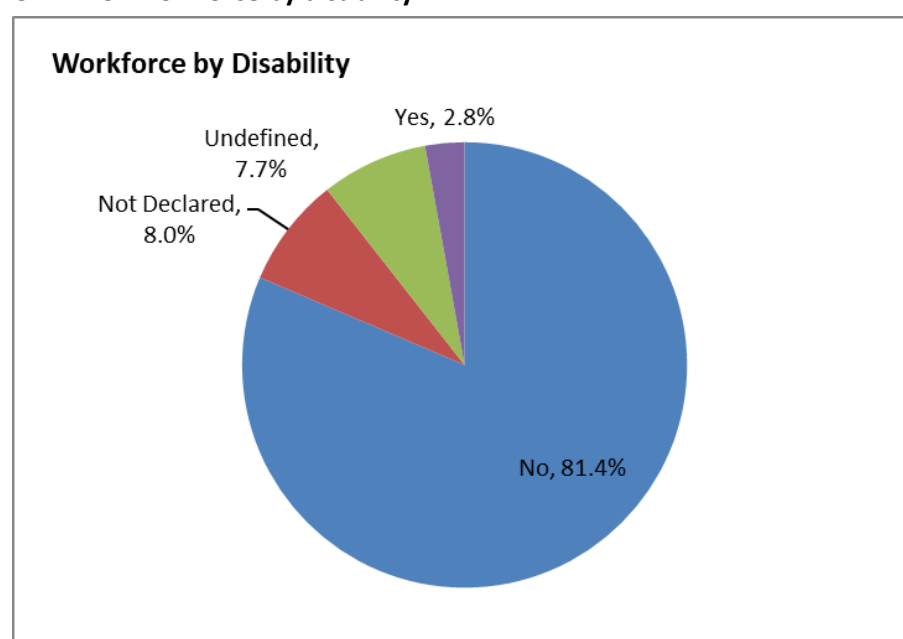
CHART 4: Ethnicity by staff group



A.2 Disability

The graph below provides a breakdown of the workforce by disability. Although there has been a slight increase of 0.2% of the workforce stating they are disabled, it still continues to be difficult to get a true reflection on the number of disabled employees due to the number of employees who have chosen to not disclose if they are disabled.

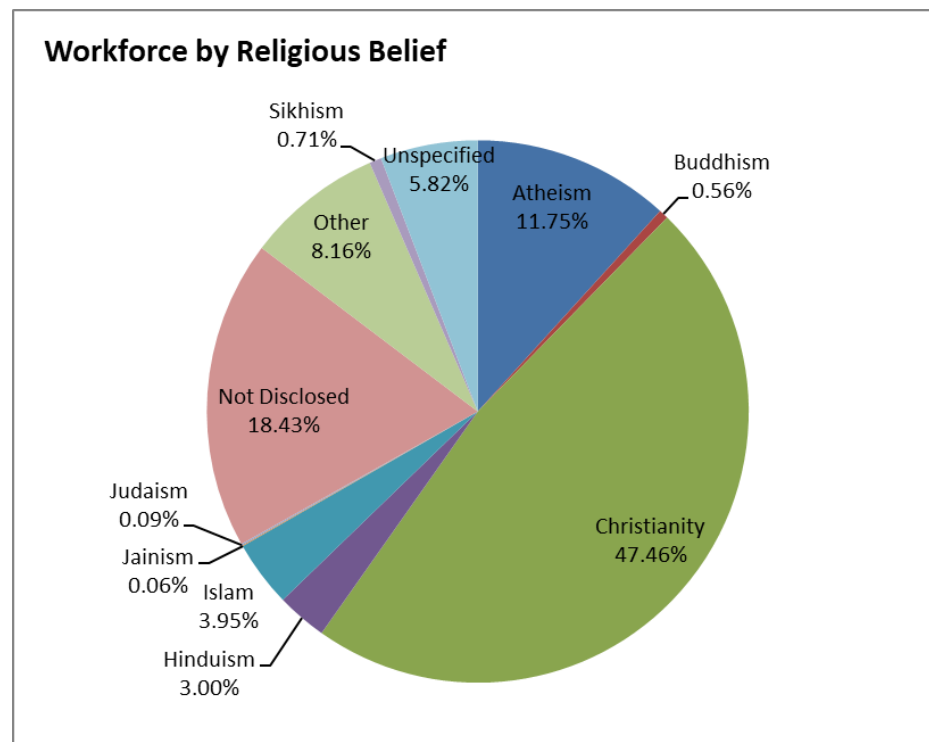
CHART 5: Workforce by disability



A.3 Workforce 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 47.46%. This is an increase of 0.42% since the 2015-2016 report. The majority of the Milton Keynes population have identified themselves as Christian at 52.8%. The number of employees who have not specified or declared their religious belief has however reduced by 5.32% since the 2015-2016 report.

CHART 6: Workforce by religious belief

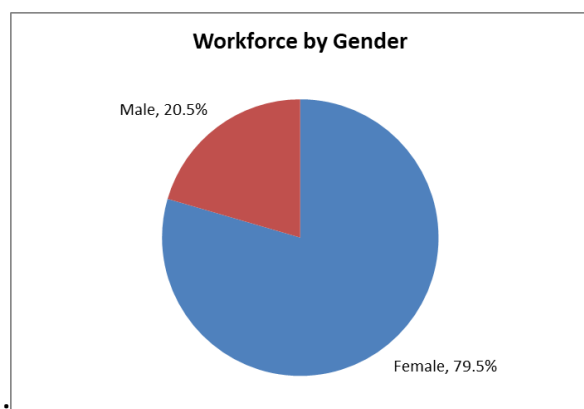


A.4 Gender

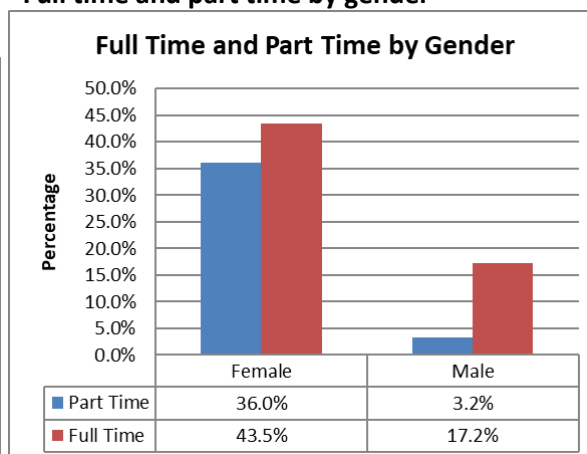
The graphs below provide a breakdown of the workforce by gender. The workforce remains at almost 80% females compared to males and whilst this is not comparative to the Milton Keynes population, where the population is 48% females to 52% males, it is comparative to the rest of the NHS in which the majority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

The graph below provides a breakdown of full time and part time 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.

CHART 7/8: Workforce by gender

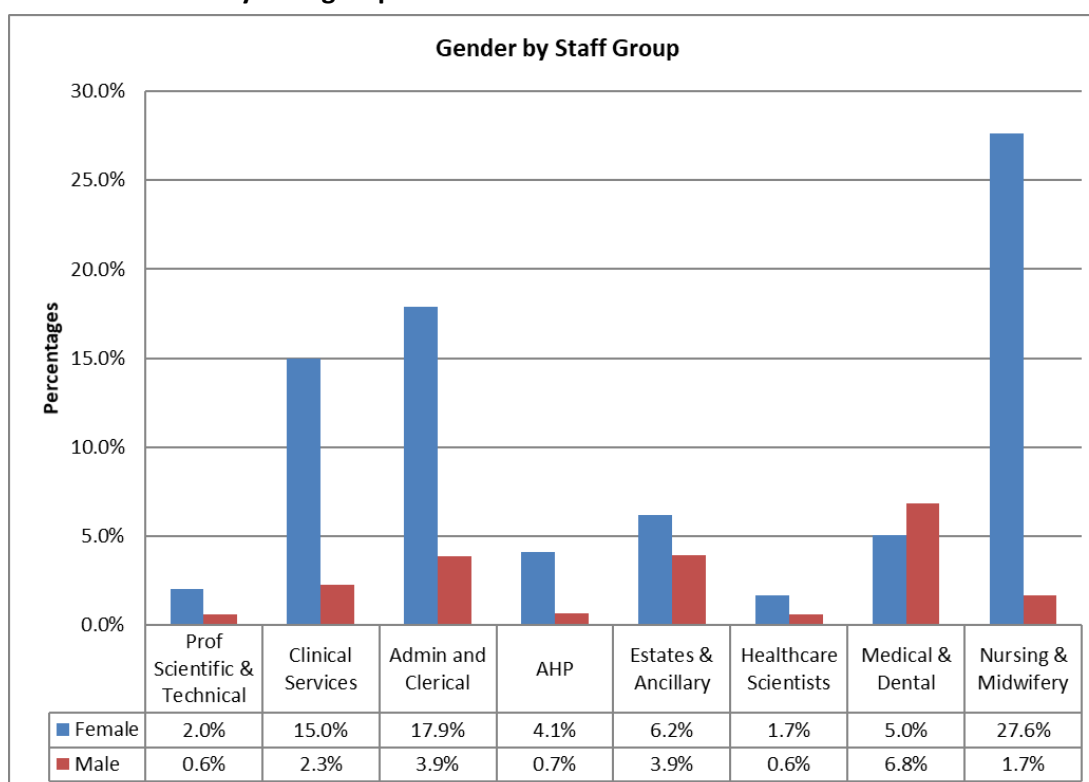


Full time and part time by gender



The graph below provides a breakdown of the gender of employees by staff group and highlights that the vast majority of females continue to be employed in nursing and midwifery. All staff groups continue to have a ratio of more females to males apart from medical and dental.

CHART 9: Gender by staff group

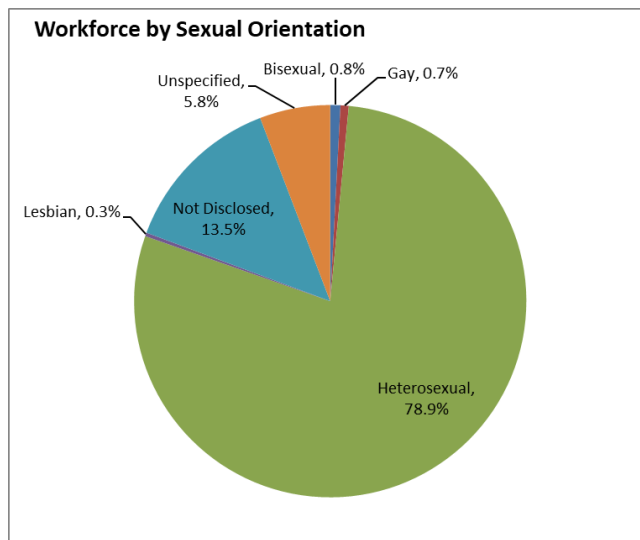


A.5 Sexual Orientation

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. There continues to be a significant proportion of staff who have not disclosed or defined their sexual orientation. There is

however a reduction of 1% of those who have not disclosed or defined their sexual orientation from the 2015 – 2016 report. The number of employees reporting that they are gay, lesbian or bisexual has very slightly increased by 0.3% from the report in 2015-2016.

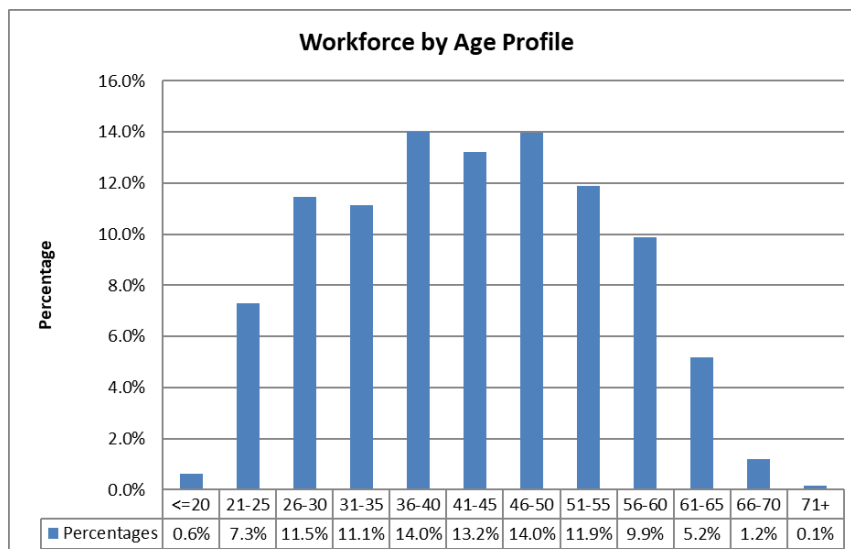
CHART 10: Workforce by sexual orientation



A.6 Age

The graph below provides a breakdown of the workforce by age profile. The largest proportion of employees fall within the 26-30, 41-45, 46-50, 51-55 and 56-60 age cohorts.

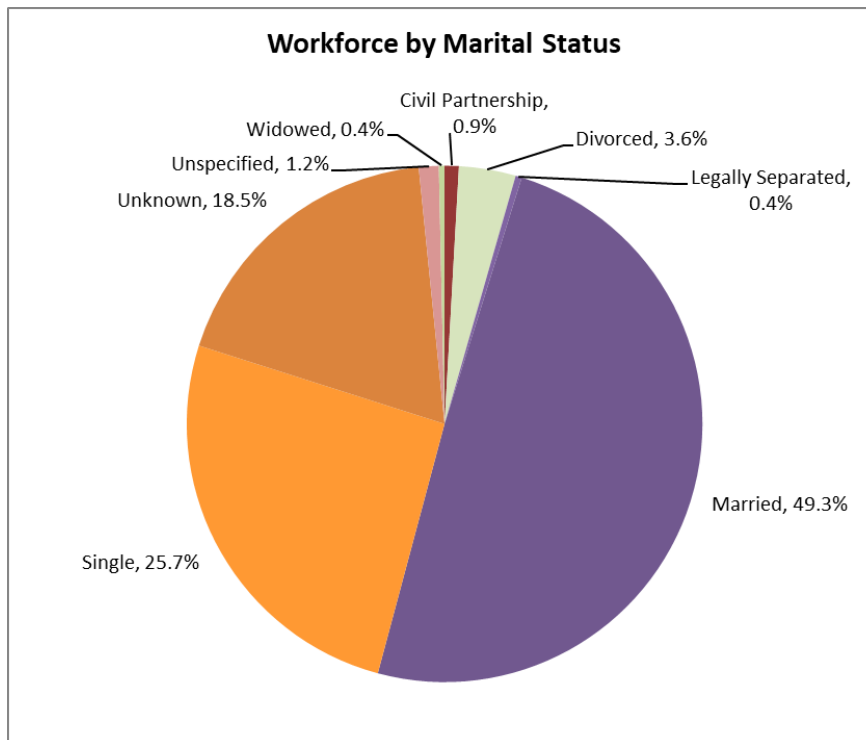
CHART 11: Workforce by age profile



A.7 Marital Status

The graph below provides a breakdown of the workforce by marital status and highlights that the majority of employees have declared that they are married and there is an increase of 1.1% in this category.

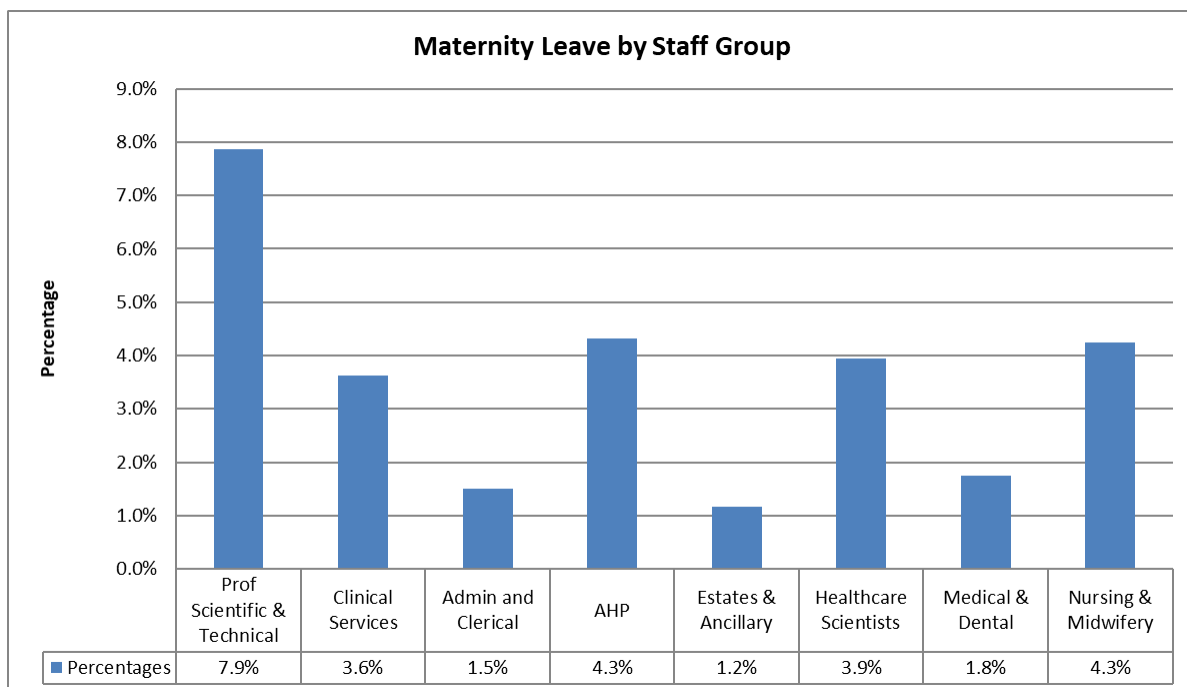
CHART 12: Workforce by marital status



A.8 Maternity

The graph below identifies the percentage of employees who are on maternity leave by staff group as at 31 March 2017 with the largest proportion in the Professional, Scientific & Technical staff groups.

CHART 13: Maternity leave by staff group



A.9 Recruitment

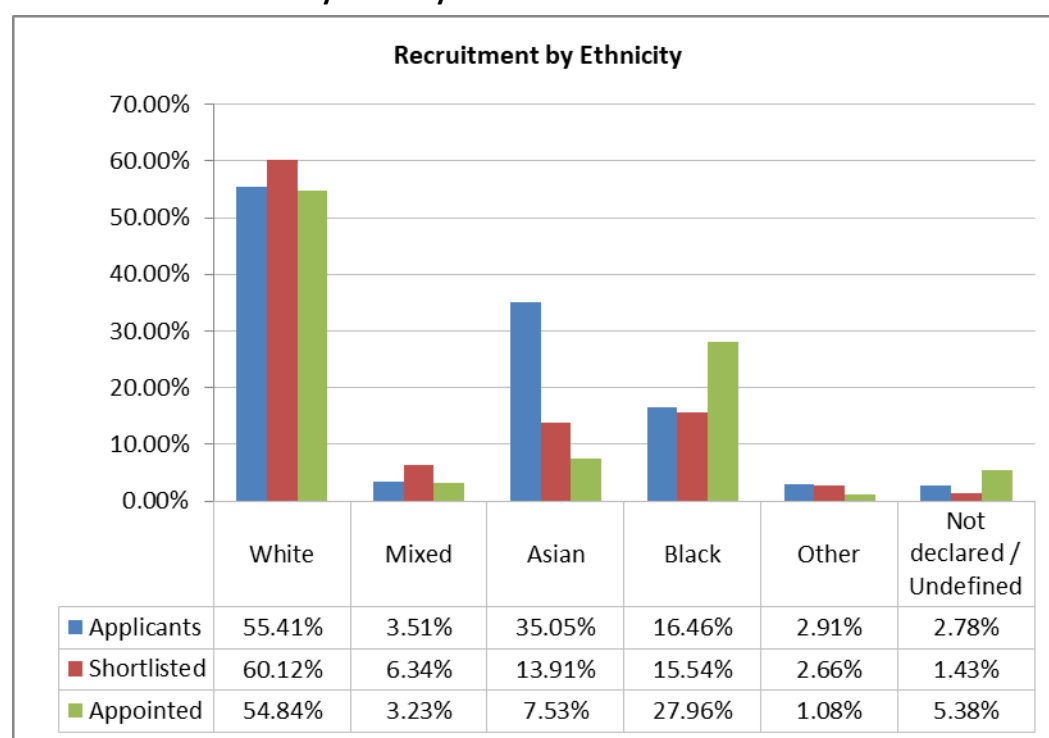
The Recruitment data below relates to all applications, short listing and appointments to roles between 1 April 2016 to 31 March 2017

A.9.1 Ethnicity

The graph below identifies 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.

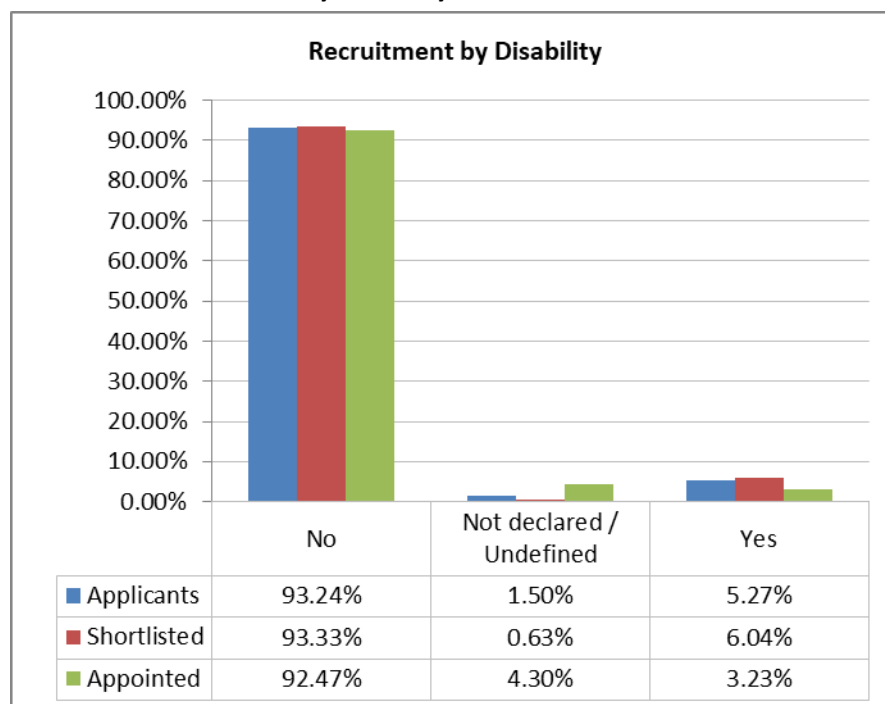
In relation to applicants whose ethnicity is Black or Asian there is a lower percentage shortlisted and appointed in post in comparison to the percentage of Black and Asian people applying for posts. The Trust shortlists and interviews more White candidates compared to the number of White applicants.

CHART 14: Recruitment by ethnicity

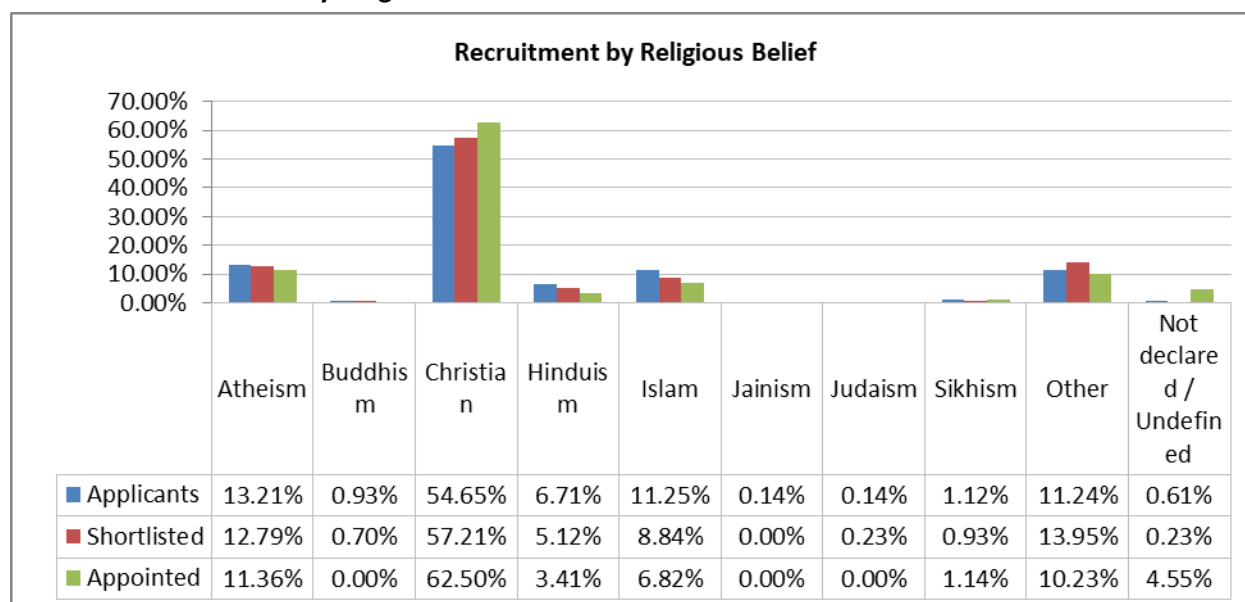


A.9.2 Disability

The graph below identifies the percentage of recruitment by disability. This highlights that there is a slightly higher percentage of disabled applicants being shortlisted compared to the percentage applying for posts. This could be due to the national “Two Ticks” scheme which the Trust participates in. This is a guaranteed interview scheme, whereby disabled applicants who meet the person specification of the post they apply for are guaranteed an interview. However in this reporting period the percentage of disabled people appointed has reduced by about 0.23% from that of the previous year.

CHART 15: Recruitment by disability**A.9.3 Religious Belief**

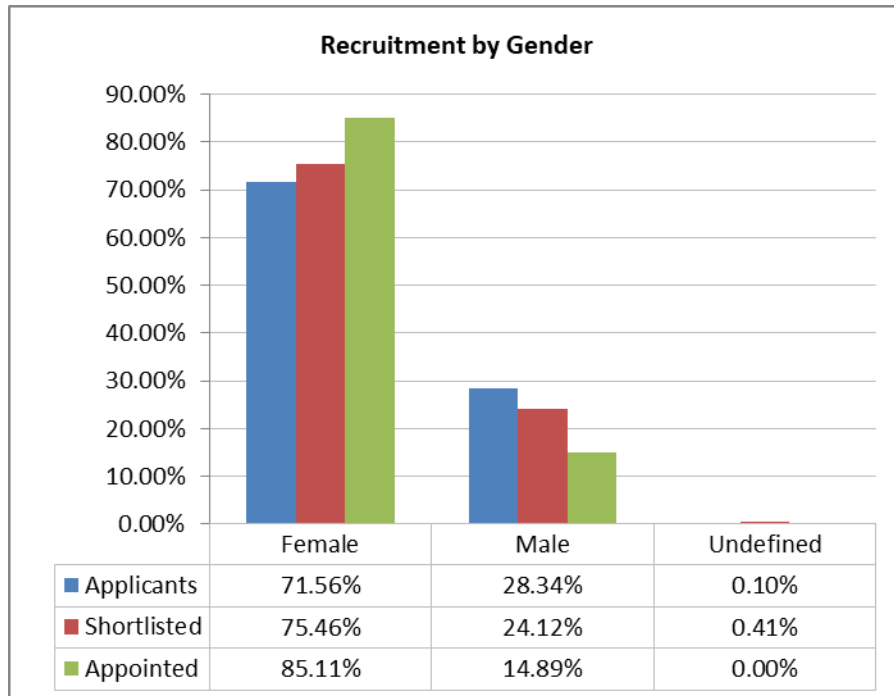
The graph below identifies the percentage of recruitment by religious belief and highlights that the majority of recruitment continues to be from applicants who are Christian, which correlates with the majority of the Milton Keynes population being Christian.

CHART 16: Recruitment by religious belief

A.9.4 Gender

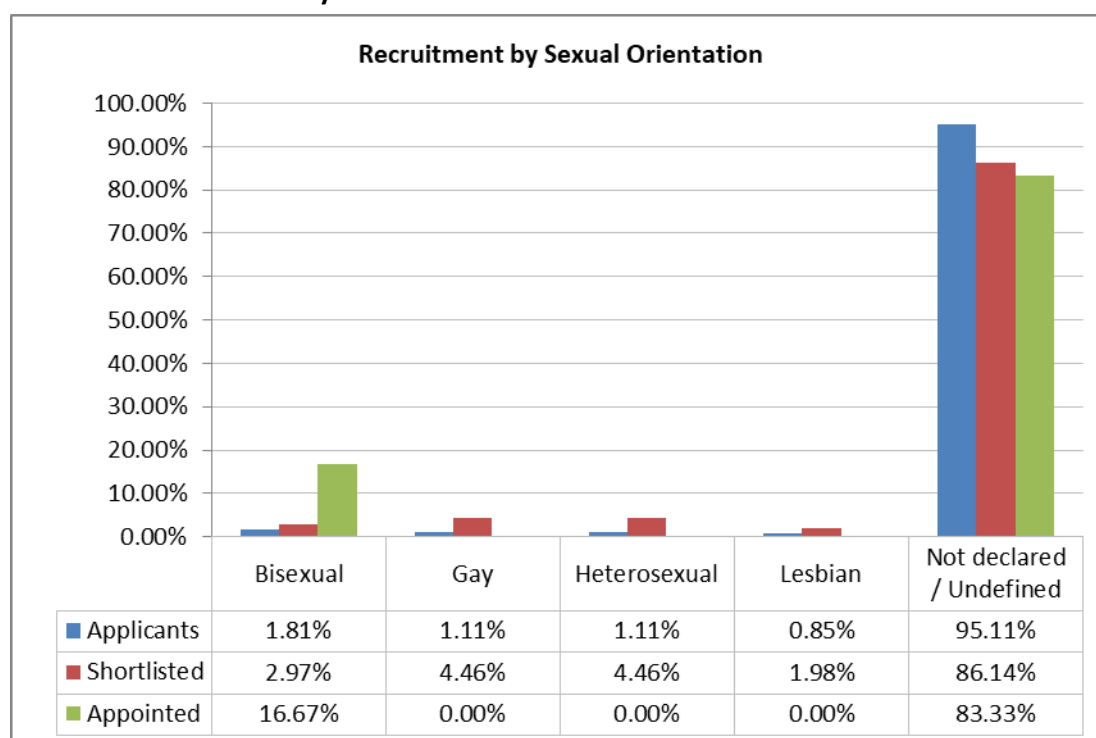
The graph below identifies the percentage of recruitment by gender. The percentage of females being appointed has increased compared to applicants in the 2015 – 2016 report by 6.61%.

CHART 17: Recruitment by gender

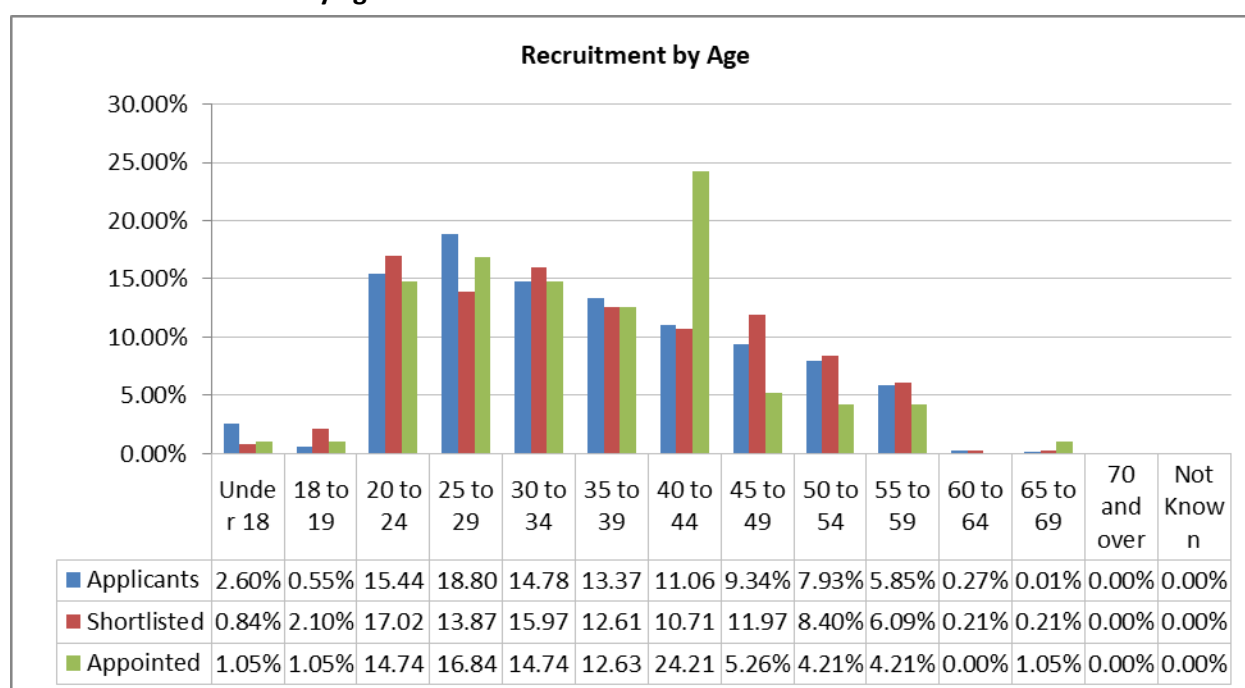


A.9.5 Sexual Orientation

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

CHART 18: Recruitment by sexual orientation**A.9.6 Age**

The graph below identifies the percentage of recruitment by age. This highlights that the majority of applicants are in the age range 20 to 44 with a lower percentage in the older age bracket. It also highlights that the number of successful candidates appointed are in the same age bracket.

CHART 19: Recruitment by age

A.10 Training and Development

The information below in relation to Training and Development provides a breakdown of the number of attendances at training managed by the learning and development department from 1 April 2016 to 31 March 2017 by Ethnicity, Age, Hours Worked, Disability, Religious Belief.

General Training

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

Chart 20: General Training attendance by Ethnicity

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

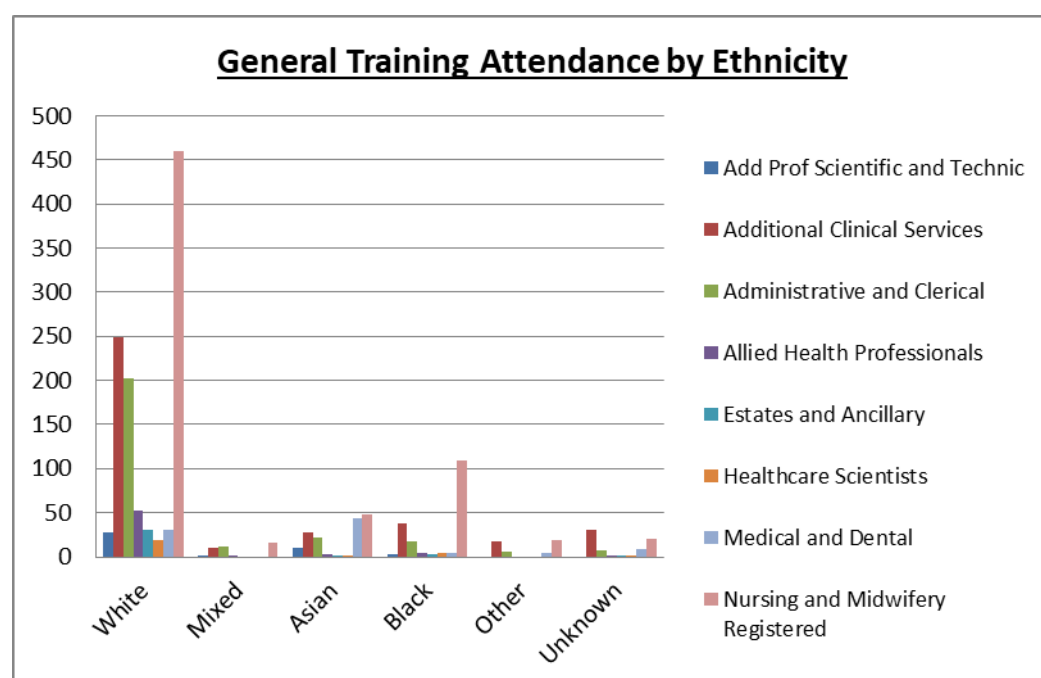


Chart 21: General Training attendance by Age Band

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

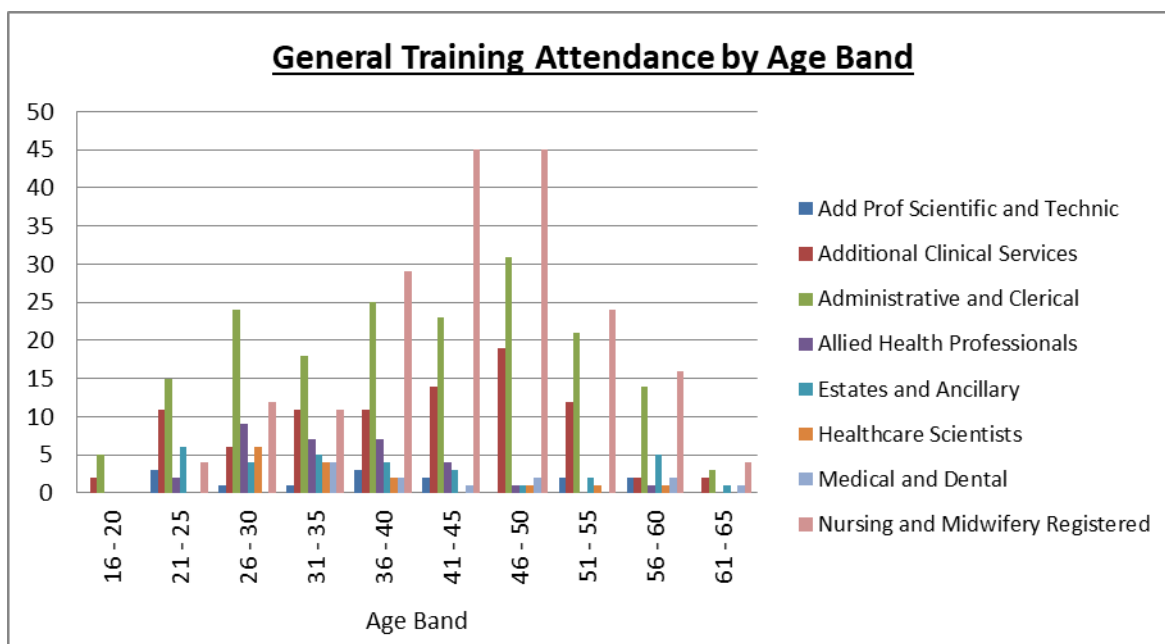


Chart 22: General Training attendance by hours worked

The graph 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.

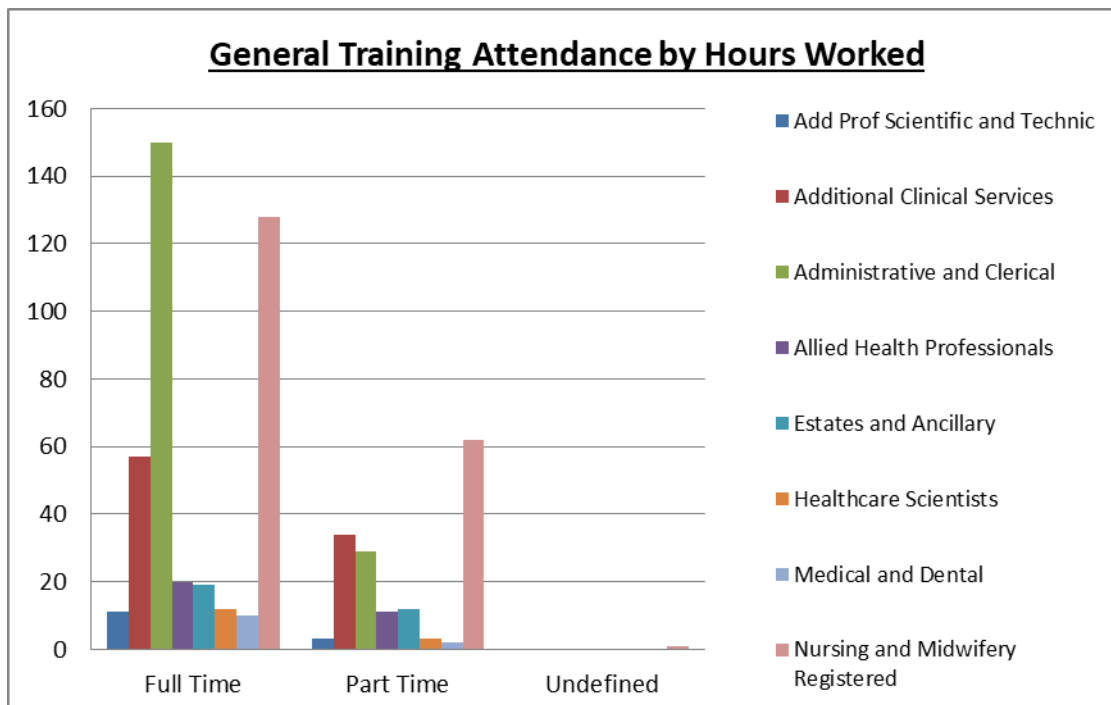


Chart 23: General Training Attendance by Disability

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

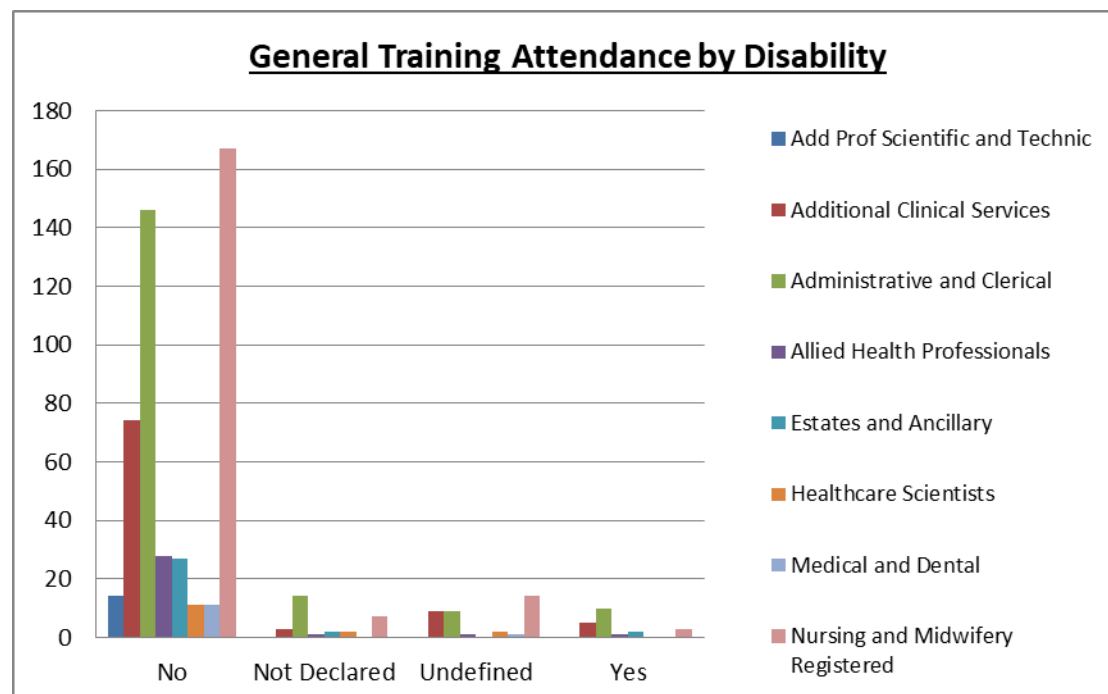


Chart 24: General Training Attendance by Religious Belief

The graph 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.

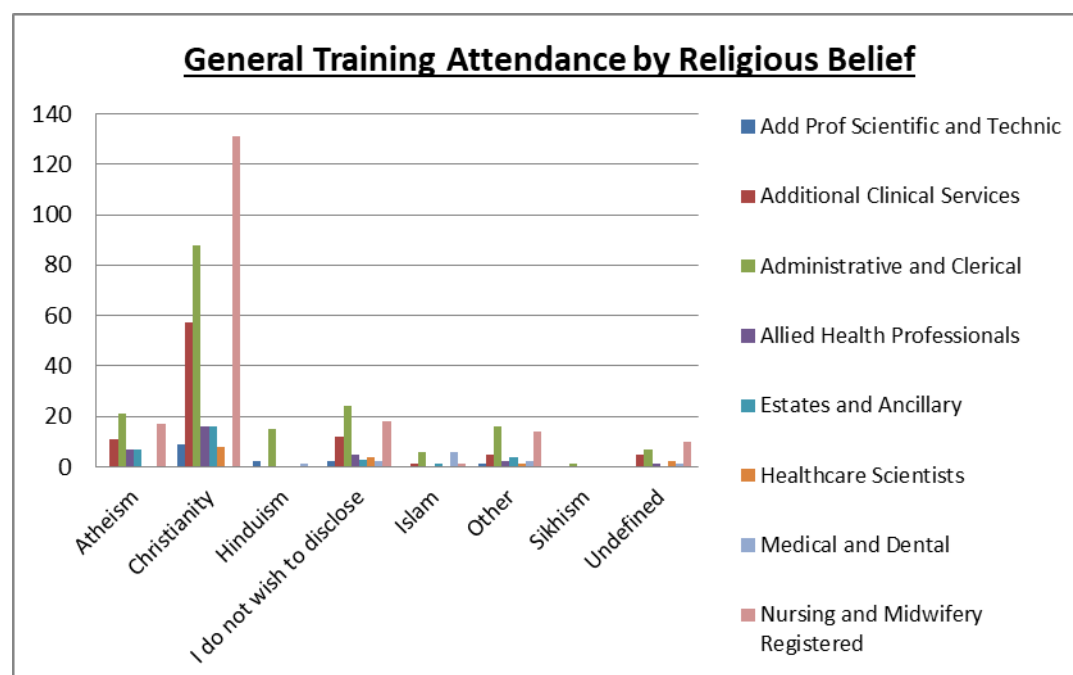
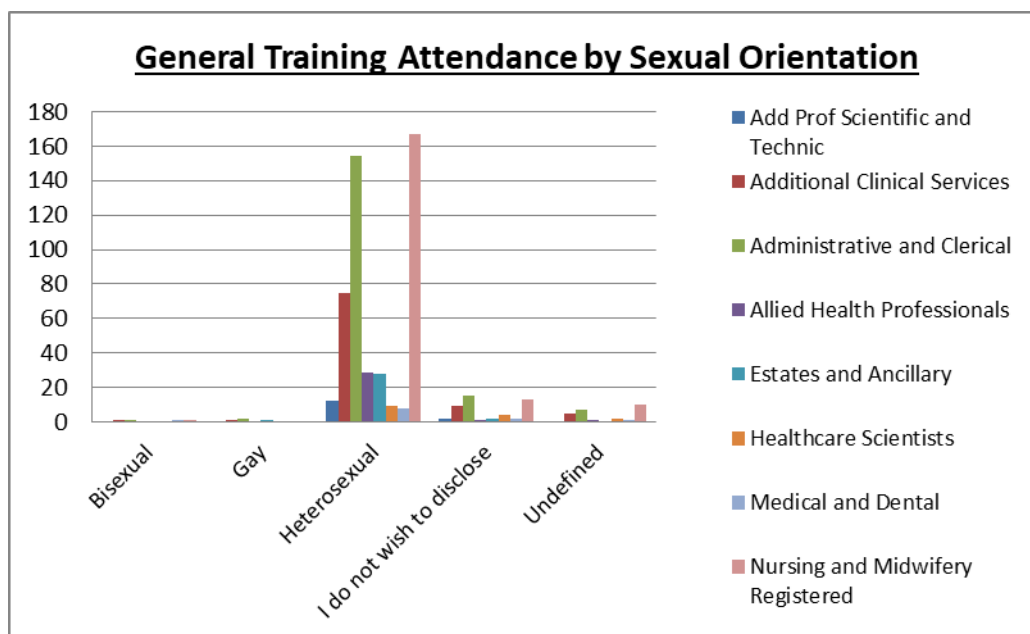


Chart 25: General Training Attendance by Sexual Orientation

The graph 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.

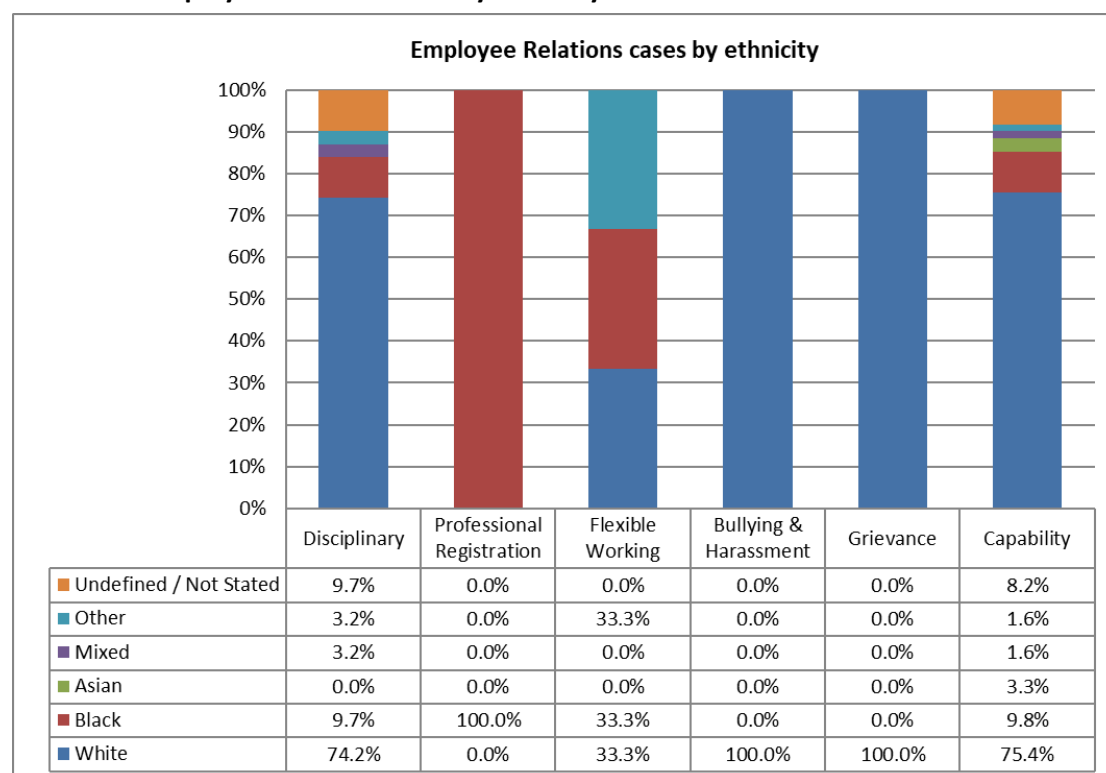


A.11 Employee Relations Cases

The information below provides the breakdown of the main types of employee relations cases handled by the Trust. It is important to note that there were only three cases of bullying and harassment reported to the Trust, and only one grievance raised formally within the Trust. As a result of these low numbers the narrative will focus on the comparison on disciplinary and capability cases only.

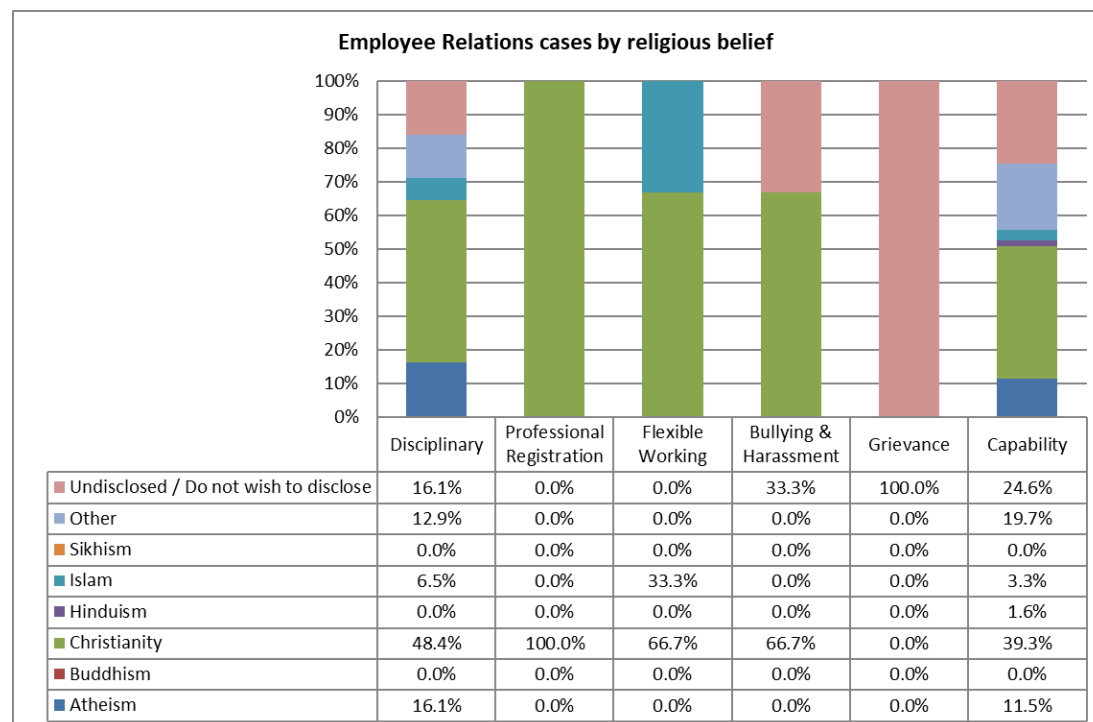
The graph below provides the breakdown of cases by ethnicity and highlights the highest percentage of disciplinary and capability cases managed by the Trust is in relation to employees who have identified their ethnicity as White which correlates with the majority of the Trust's employees being White.

CHART 26: Employee relations cases by ethnicity



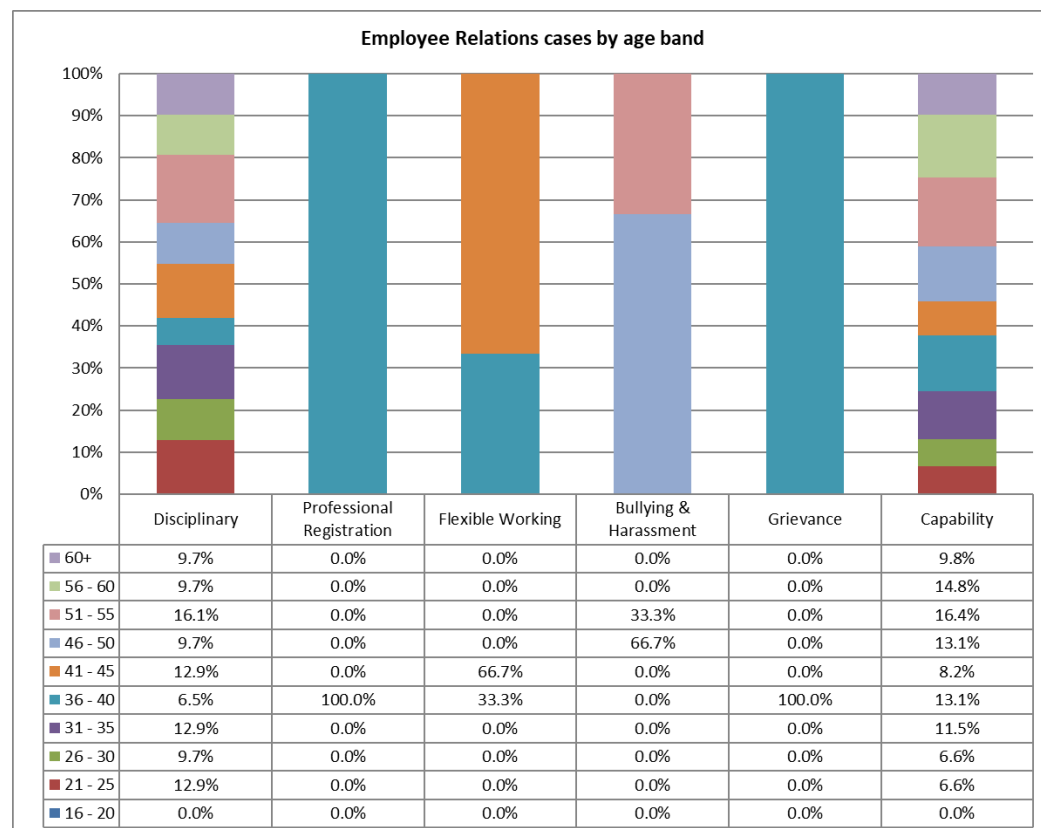
The graph below provides the breakdown of cases handled by the Trust broken down by Religious Belief. The highest proportion of disciplinary and capability cases are from those who are Christian which correlates with the majority of the workforce being Christian.

CHART 27: Employee relations cases by Religious Belief



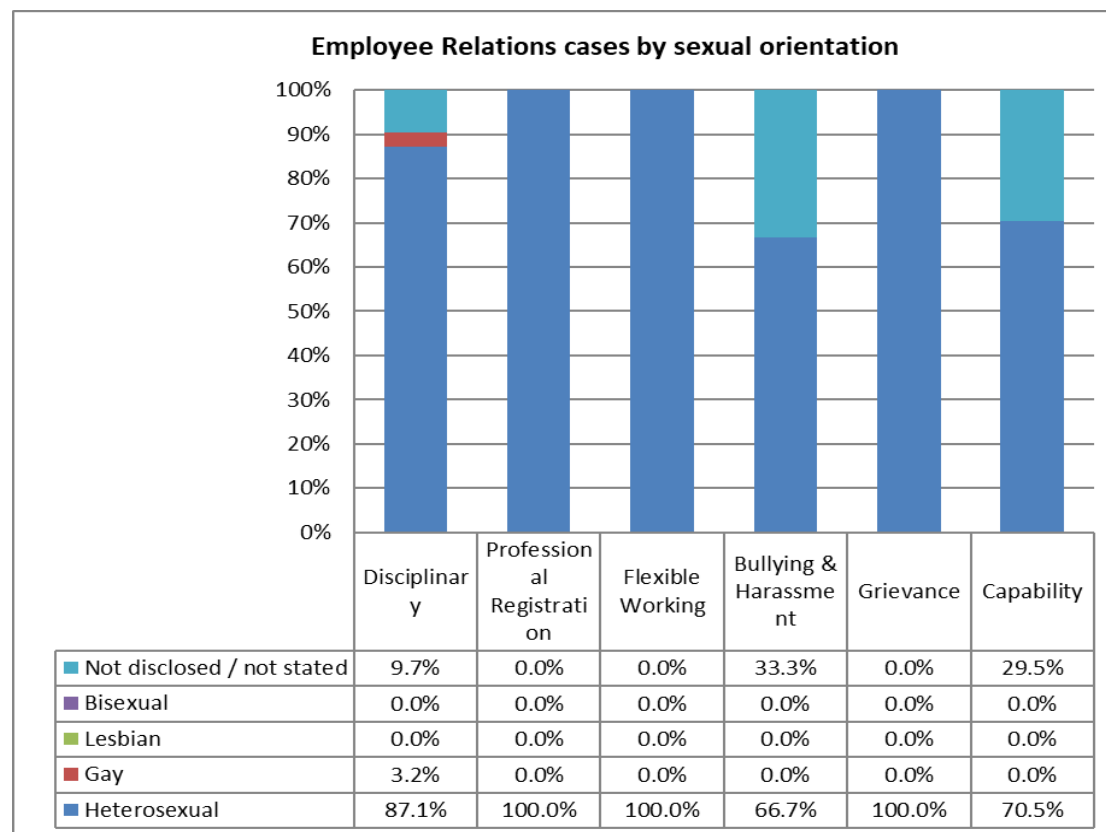
The graph below provides a breakdown of the cases handled by the Trust broken down by Age which identifies that disciplinary and capability cases are proportionate in comparison to the ages of the workforce.

CHART 28: Employee relations cases by age



The graph 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.

CHART 29: Employee relations cases by sexual orientation



The graph 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, however, there are a few capability cases for those who are disabled.

CHART 30: Employee relations cases by disability

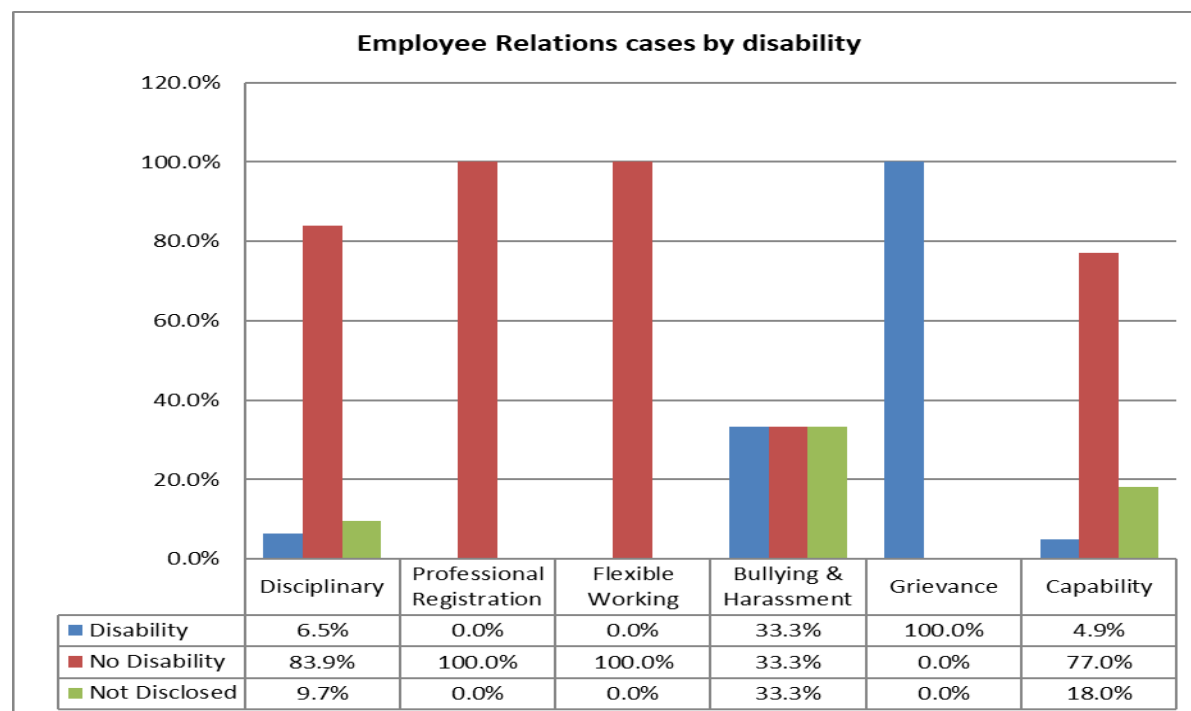


CHART 31: Employee relations cases by gender

The graph below provides a breakdown of the cases handled by the Trust broken down by gender and highlights that the majority of disciplinary and capability cases were for employees who are female, which correlates with the majority of the workforce being female.

