



EQUALITY AND DIVERSITY
EMPLOYMENT DATA REPORT
2017 – 2018

Report Author(s):
Afusat Abdulkadir-Ayo, HR Business Partner
Thomas Dunkley, HR Business Partner
July 2018

CONTENTS

1. INTRODUCTION	4
2. BACKGROUND	5
2.1. Local Population Information	5
3. KEY FINDINGS	6
3.1. Workforce Data	6
3.2. Recruitment	8
3.3. Employment Interventions	8
4. SUMMARY AND RECOMMENDATIONS	10
APPENDIX A: WORKFORCE DATA	11
A.1. Ethnicity	11
CHART 1: Milton Keynes Population by Ethnicity	11
CHART 2: Workforce by Ethnicity	12
CHART 3: Ethnicity by Pay Band	12
CHART 4: Band 7 by Ethnicity	13
CHART 5: Band 8/9 by Ethnicity	14
CHART 6: VSM by Ethnicity	14
CHART 7: Ethnicity by Staff Group	15
A.2. Disability	16
CHART 8: Workforce by Disability	16
A.3. Religious Belief	16
CHART 9: Milton Keynes Population by Religious Belief	16
CHART 10: Workforce by Religious Belief	17
A.4. Gender	17
CHART 11: Workforce by Gender	18
CHART 12: Full-Time and Part-Time by Gender	18
CHART 13: Gender by Staff Group	19
A.5. Sexual Orientation	19
CHART 14: Workforce by Sexual Orientation	20
A.6. Age	20
CHART 15: Workforce by Age Profile	20
A.7. Marital Status	21
CHART 16: Workforce by Marital Status	21
A.8. Maternity	21
CHART 17: Maternity Leave by Staff Group	22
A.9. Recruitment	22
A.9.1. Ethnicity	22
CHART 18a: Recruitment by Ethnicity	23
CHART 18b: Recruitment by Ethnicity	23

A.9.2. Disability	23
CHART 19a: Recruitment by Disability	24
CHART 19b: Recruitment by Disability	24
A.9.3. Religious Belief	24
CHART 20a: Recruitment by Religious Belief	25
CHART 20b: Recruitment by Religious Belief	25
A.9.4. Gender	25
CHART 21a: Recruitment by Gender	26
CHART 21b: Recruitment by Gender	26
A.9.5. Sexual Orientation	26
CHART 22a: Recruitment by Sexual Orientation	27
CHART 22b: Recruitment by Sexual Orientation	27
A.9.6. Age	27
CHART 23a: Recruitment by Age	28
CHART 23b: Recruitment by Age	28
A.10. Training and Development	28
CHART 24: General Training Attendance by Ethnicity	29
CHART 25: General Training Attendance by Age Band	29
CHART 26: General Training Attendance by Hours Worked	30
CHART 27: General Training Attendance by Disability	30
CHART 28: General Training Attendance by Religious Belief	31
CHART 29: General Training Attendance by Sexual Orientation	31
CHART 30: General Training Attendance by Gender	32
A.11. Employee Relations Cases	33
CHART 31: Employee Relations Cases by Ethnicity	33
CHART 32: Employee Relations Cases by Religious Belief	34
CHART 33: Employee Relations Cases by Age Band	35
CHART 34: Employee Relations Cases by Sexual Orientation	36
CHART 35: Employee Relations Cases by Disability	37
CHART 36: Employee Relations Cases by Gender	38
A.12. WRES 2017/2018 Findings	39
A.13. Action Plan	40

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 2017 to 31 March 2018. 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. The report also references the Trust's gender pay gap report and workforce race equality standard outcomes for the same period (2017/18), for comparison and action planning purposes.

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 in the ten year period 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 (26%) than the Milton Keynes population (20%). Please refer to Appendix A, Charts 1 and 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, Charts 3, 4, 5 and 6.

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 7.

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. Please refer to Appendix A, Chart 8.

3.1.3 Religious Belief

The majority of the Trust staff have identified themselves as Christian at 47.89%. The majority of the Milton Keynes population have identified themselves as Christian at 52.80%. Atheism, or the lack of a religious belief, is the second largest category in the Trust, making up 11.7% of the staff population. Please refer to Appendix A, Charts 9 and 10. 19.22% of Trust employees have not disclosed their religious belief.

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 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 correlated with the high number of female employees in total compared to male employees. Please refer to Appendix A, Charts 11 and 12.

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 13.

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:

http://www.mkhospital.nhs.uk/index.php?view=list&slug=equality-and-diversity&option=com_docman&layout=table&Itemid=646

3.1.5 Sexual Orientation

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. 14.9% of Trust employees have declined to declare their sexual orientation, 4.4% less than the previous year. The percentage of employees who have declared themselves as Lesbian, Gay, or Bisexual has remained the same as for the previous year. Please refer to Appendix A, Chart 14.

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. 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. 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 15.

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 (17.9% unknown or unspecified). Please refer to Appendix A, Chart 16.

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 Professional, Scientific and Technical 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 17 and cross reference Appendix A, Chart 13.

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 2017 to 31 March 2018.

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. The correlates with the 2017 WRES report which reports that the relative likelihood of white staff being appointed from shortlisting compared to BME staff is 0.93 times. Please refer to Appendix A, Charts 18a and 18b.

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. In line with this commitment, the Trust has also attained Disability Confident 'Employer' status in 2017/18. Please refer to Appendix A. Charts 19a and 19b.

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, Charts 20a and 20b.

The Trust appears to proportionally appoint more women in comparison with the percentage of women applying for posts. Please refer to Appendix A, Charts 21a and 21b.

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 22a and 22b.

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 2018 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 considered insufficient data to enable any meaningful analysis or outcomes. 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 the

Trust processes adversely affect any staff due to protected characteristics. This is also reflected in the Trust's WRES findings for 2017/18, in which it is highlighted the likelihood of BME staff entering into formal disciplinary processes in MKUH is lesser than the national average i.e. 0.47 times more likely than the national average of 1.37 times. Please refer to Appendix A, Chart 31-36.

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, and whether staff consider themselves as disabled.

Since the 2016 - 2017 report the Trust also reports the following progress:

- The setting up a Diversity and Inclusion Forum (DIF) to provide a means of consultation and feedback on equality, diversity and inclusion issues and will report to the steering group.
- Reported and published its gender pay gap data in line with the requirement of the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.
- Established its first ever LGBT+ forum - 'Pride @MKUH'.
- 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.
- Work has continued 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 with regards to the service delivery aspects of the Equality agenda and is 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 which will be led through EDS2 and the steering group.

Additional actions to take forward in 2018/19

In addition to implementing the outcomes of the WRES and the Gender Pay Gap report for 2107/18, the Trust, will look at ways of redressing the following from the 2018/19 annual report:

1. Improve workforce data on disability, sexual orientation, gender reassignment –data shows that staff are not disclosing adequately in these areas (Charts 5 and 10).
2. Improve recruitment by ethnicity and religious belief –data shows that a lower percentage of black, Asian, Hindu and Muslim candidates are shortlisted and appointed compared to other groups (Charts 14,15,16).

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.

20% of the population Milton Keynes falls within the Black and ethnic minority background groups, with the remaining 80% falling within the White group. 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 of 20%. The 2017/18 WRES report also shows that the percentage of BME staff in MKUH is higher than the national average in Acute Trusts in the NHS. It is important however, to bear in mind that in the Trust, 8% 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 24% to 26%. The number of employees who have not identified their ethnicity has remained the same since 2016–2017.

It is worth noting that the census data is from 2011 and is therefore, eight years old. The composition of the population may have changed in that time period.

CHART 1: Milton Keynes Population by Ethnicity

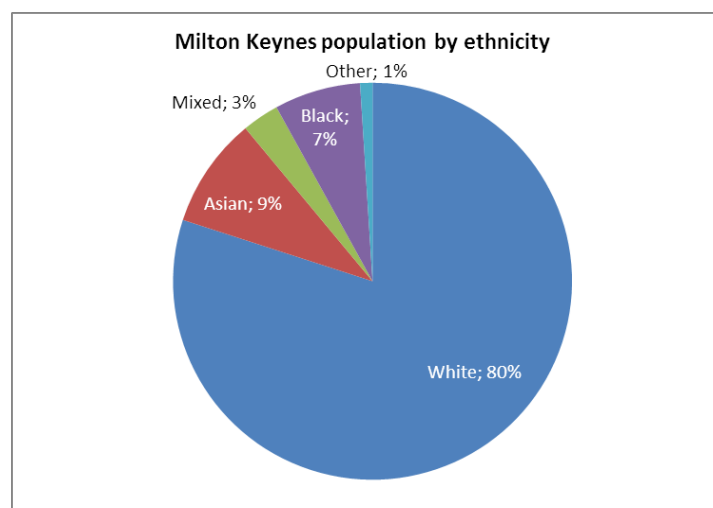
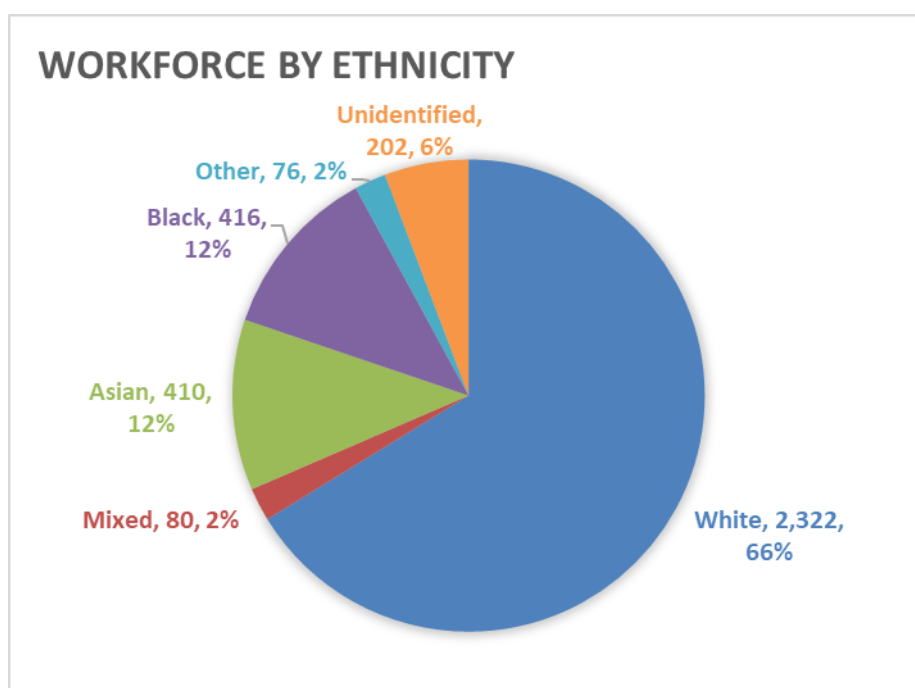
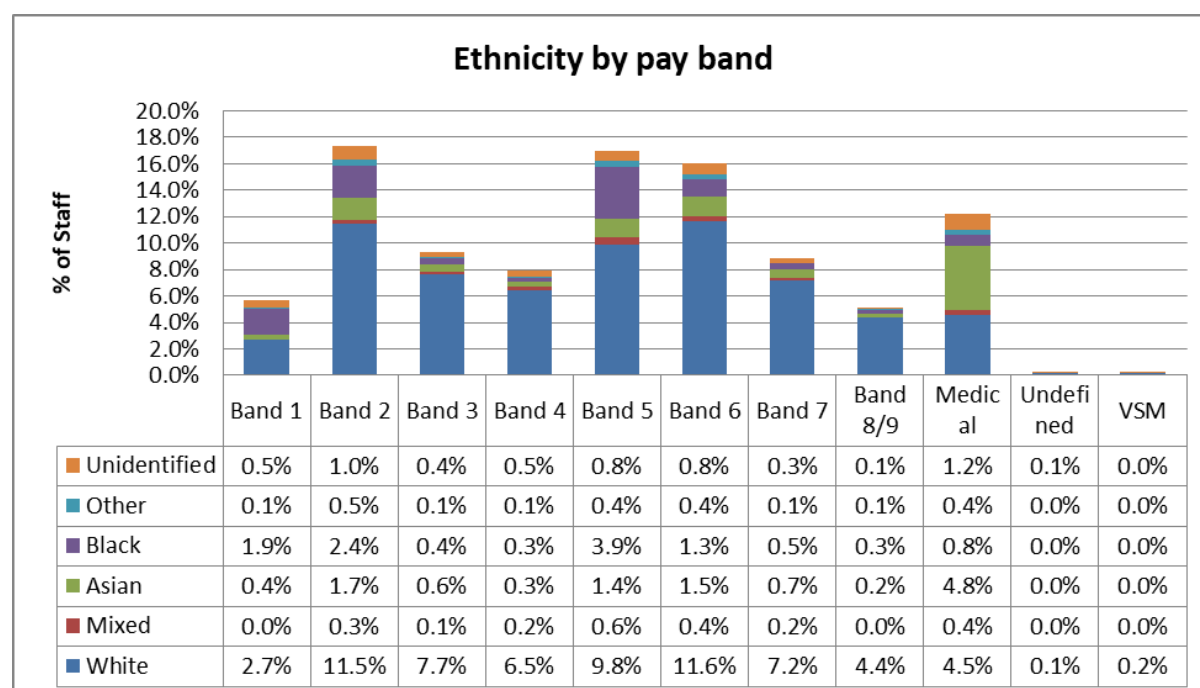


CHART 2: Workforce by Ethnicity



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.

CHART 3: Ethnicity by Pay Band



	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8/9	Medical	Undefined	VSM	Total
Total	199	608	327	279	596	561	310	180	428	9	9	3506
Unidentified	19	35	13	18	27	27	11	4	43	4	1	202
Other	5	16	4	2	15	15	2	3	14	0	0	76
Black	66	85	15	12	138	45	16	10	28	0	1	416
Asian	14	60	21	12	49	54	23	8	169	0	0	410
Mixed	0	10	5	8	22	13	6	1	15	0	0	80
White	95	402	269	227	345	407	252	154	159	5	7	2322

The largest proportion of White employees in comparison to those from Black, Asian and Minority Ethnic backgrounds continues to be in pay bands 2, 5 and 6.

The only staffing group where White employees are not the majority is within the medical group, where 39.5% of the 428 employees in this group are Asian, outweighing the 37.1% that are White.

If one breaks the data down further (Charts 4, 5 & 6) to analyse the percentages within each band, a finding of note is that, within senior bands (bands 7-9), the majority of employees are from a White background. Out of the 310 employees employed within pay band 7, 81.3% of the employees are White and with only 15.2% of the band is made up of employees from a Black, Asian, and Minority Ethnic background. Out of the 180 employees employed within pay bands 8/9, 85.5% of employees are White and only 12.2% of employees are from a Black, Asian, and Minority Ethnic background.

Further to this, in very senior management positions, i.e. those employed on the Trust board, only 11.1% of employees are from a Black, Asian, and Minority Ethnic background.

When compared with the composition figures of the organisation (Chart 2), which show that 28% of employees within the Trust are from a Black, Asian, and Minority Ethnic background, this data shows that the percentage of Black, Asian and Minority Ethnic 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 Black, Asian and Minority Ethnic background are less likely to hold a senior position within the organisation than employees from a White background.

CHART 4: Band 7 by Ethnicity

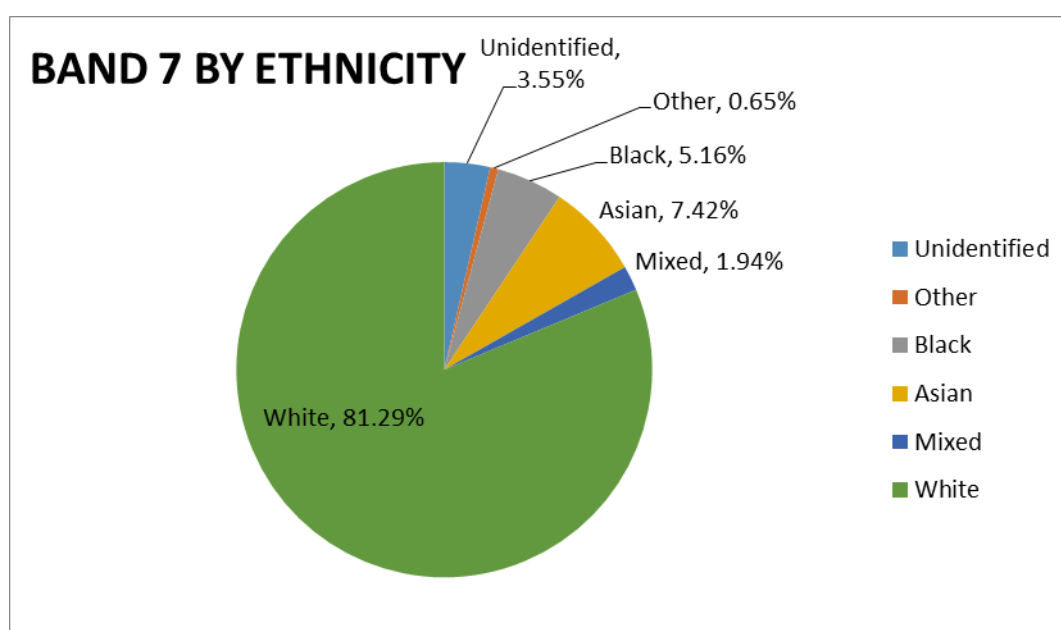


CHART 5: Bands 8/9 by Ethnicity

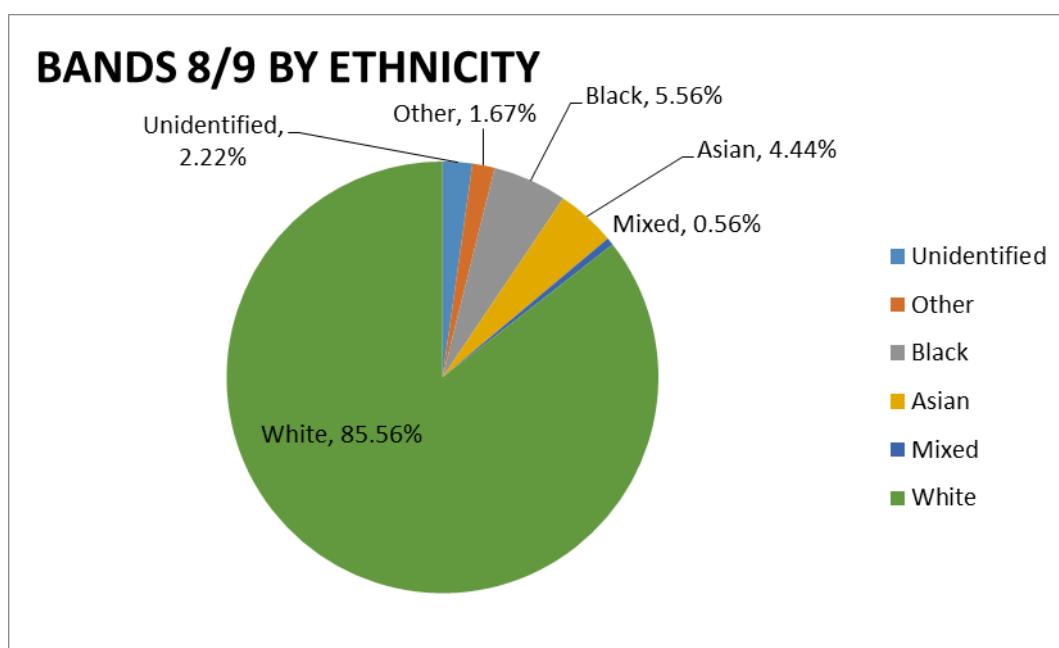


CHART 6: VSM (Very Senior Management) by Ethnicity

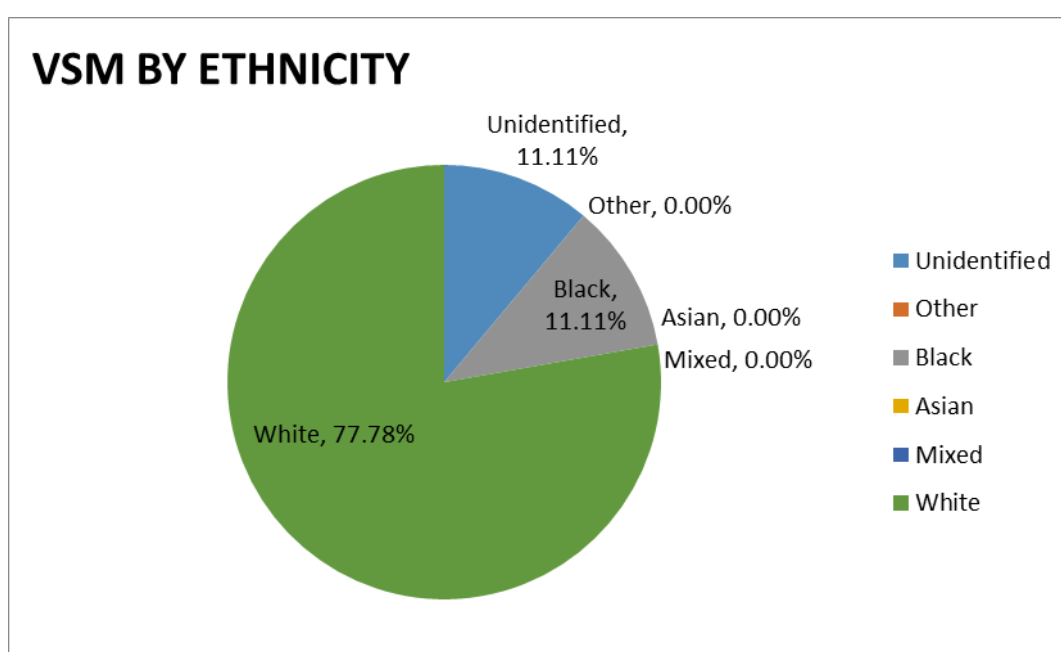
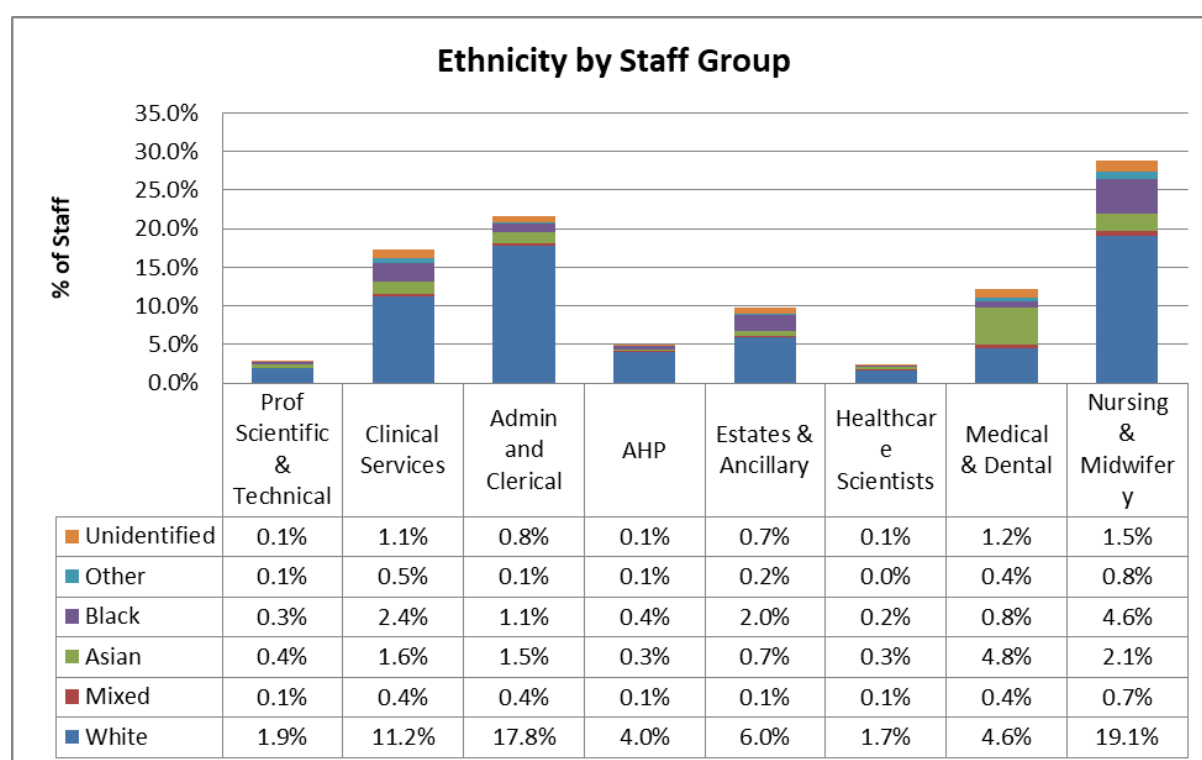


Chart 7 provides a breakdown of Ethnicity by Staff Group. The majority of the workforce's Black, Asian, and Minority Ethnic employees continue to be within nursing and midwifery, medical and dental and clinical services.

The majority of employees from a White background are found within Nursing & Midwifery (19.1%), the Trust's largest staff group, and Admin & Clerical (17.8%).

CHART 7: Ethnicity by Staff Group

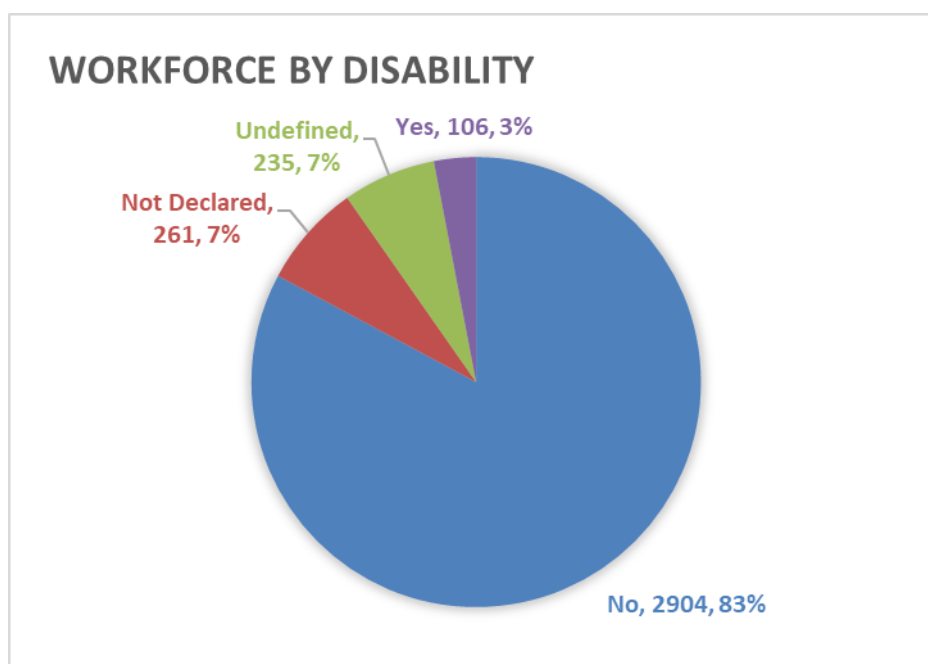


	Prof Scientific & Technical	Clinical Services	Admin and Clerical	AHP	Estates & Ancillary	Healthcare Scientists	Medical & Dental	Nursing & Midwifery	Total
Total	99	605	761	176	341	83	429	1012	3506
Unidentified	3	40	29	5	26	2	43	54	202
Other	2	17	5	2	6	1	14	29	76
Black	11	85	39	15	70	7	28	161	416
Asian	14	57	51	9	25	10	169	75	410
Mixed	3	13	13	5	3	3	15	25	80
White	66	393	624	140	211	60	160	668	2322

A.2 Disability

The graph below provides a breakdown of the workforce by disability. Whilst 86% of employees have declared the disability status, 6.7% have not defined their disability and 7.4% have not declared (14.1%) and it therefore continues to be difficult to get a true reflection on the number of disabled employees in the Trust.

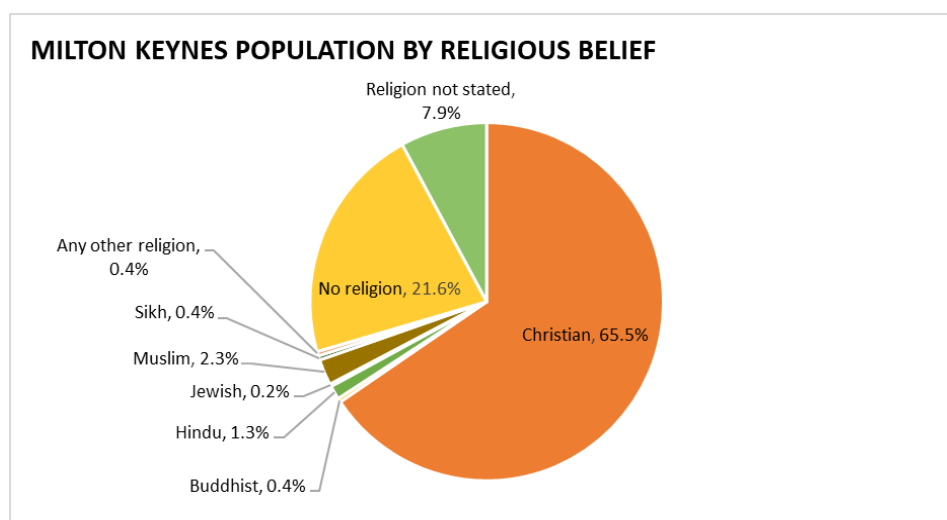
CHART 8: Workforce by Disability



A.3 Workforce by Religious Belief

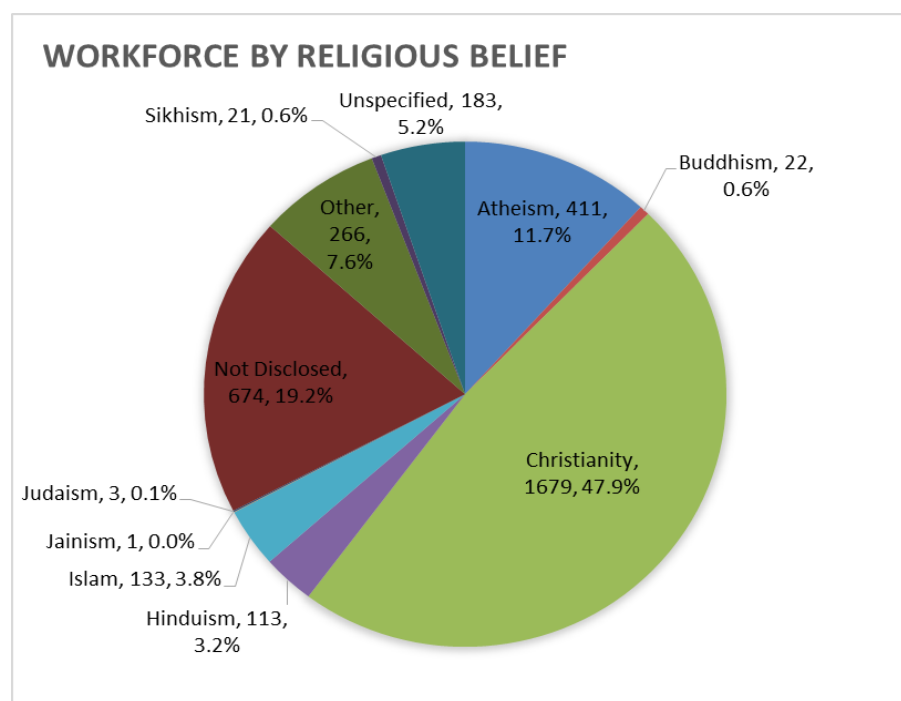
In the 2011 Census, it was identified that the Milton Keynes population is predominately Christian (65.5%) with 21.6% of the population having no religious belief. Only 2.3% of the population is Muslim and 1.3% Hindu. Other religions, such as Judaism, Buddhism, and Sikhism represent approximately 1%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

CHART 9: 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 47.89%. This is an increase of 0.43% since the 2016-2017 report in comparison to 52.8% of Milton Keynes population who have identified themselves as Christian.

CHART 10: Workforce by Religious Belief



Atheism, or the absence of a religious belief, is the second highest category in this data set, consisting of 11.7% of the staff population. This is consistent with the population data identified in the 2011 Census.

The number of employees who have not specified or declared their religious belief has increased by 0.79% since the 2016-2017 report, whilst there is a reduction in the percentage of staff who have not specified their religious belief by 0.60%.

The workforce picture of employee religions is largely consistent with the population data however, there is one key difference in the percentage of those that identify as having an “other” religion. In the population data, only 0.4% of the Milton Keynes population identify as having an “other” religion however, this group represents 7.6% of the MKUH workforce, which is a significantly higher result.

A.4 Gender

Chart 11 provides 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% female and 52% male, it is comparative to the rest of the NHS in which the majority of employees are female.

CHART 11: Workforce by Gender

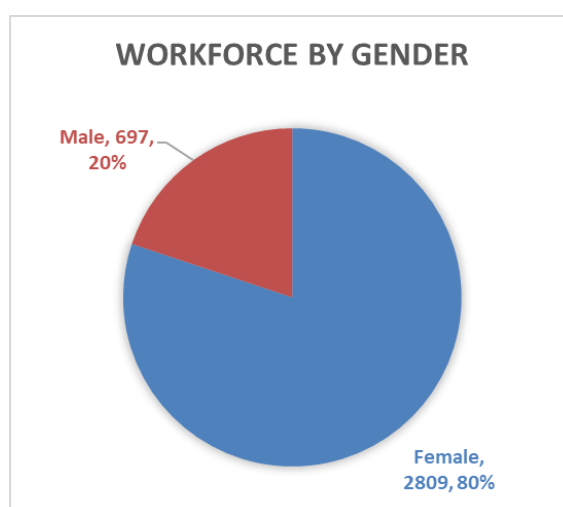


Chart 12 provides a breakdown of full-time and part-time (i.e. less than 37.5 hours per week) employees by gender and highlights that the majority of part time staff continue to be female, which correlates with the high number of female employees in total compared to male employees. Further to this, a much higher proportion of the female staff are part-time, approximately 40%, whilst only 15% of male employees work part-time.

CHART 12: Full-Time and Part-Time by Gender:

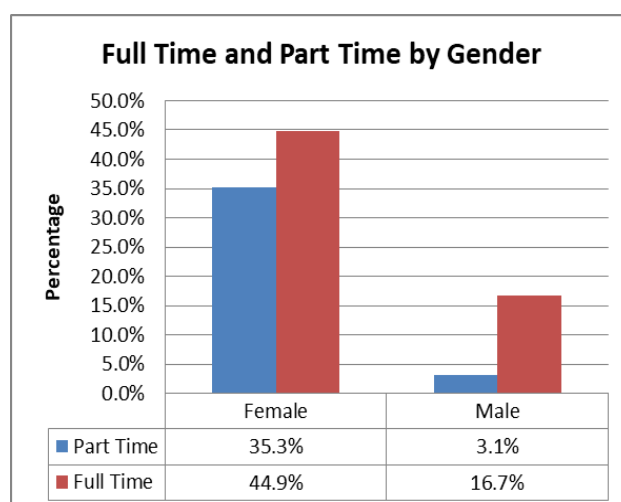
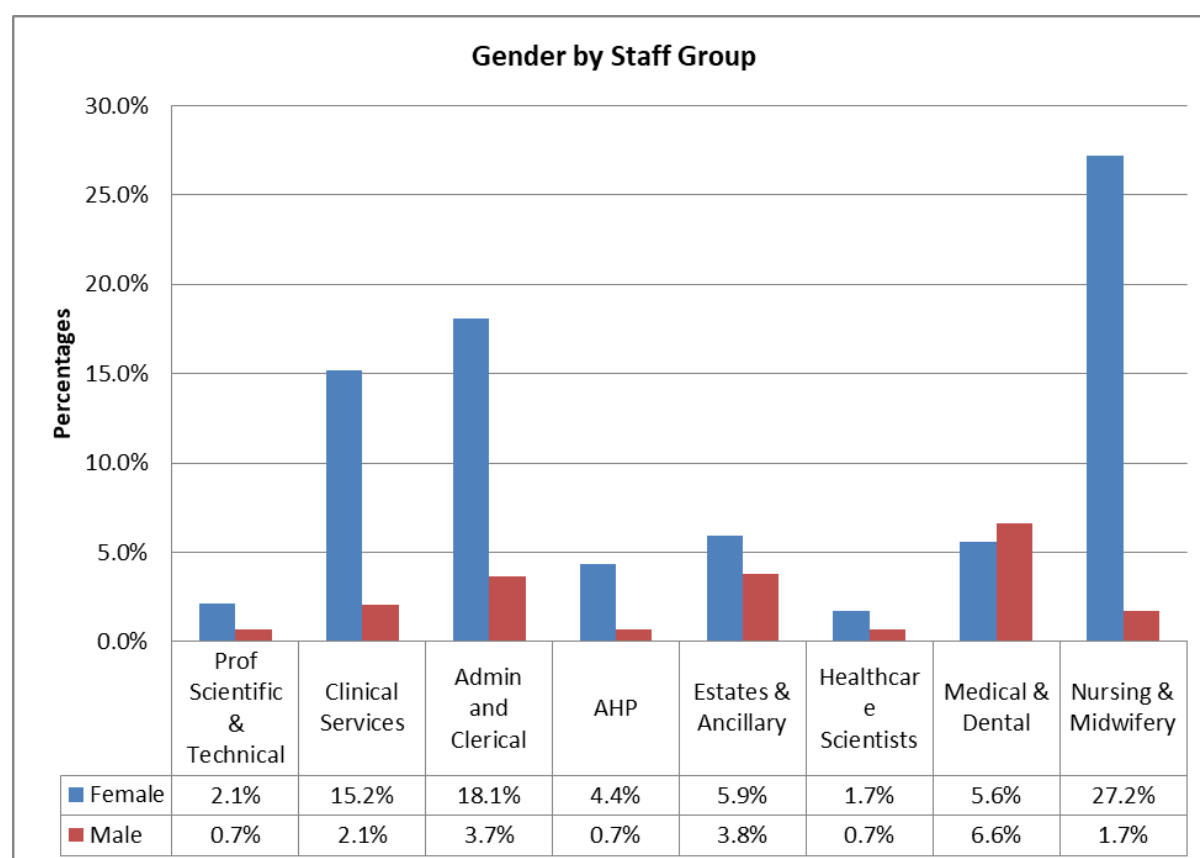


Chart 13 shows a breakdown of employee gender across all staff groups. In the majority of staff groups, there are more female employees than male. The only staff group with more male employees than female is the Medical & Dental group, which employs 1% more males than females.

The largest gender divide is within the Nursing & Midwifery group, which is the Trust's biggest staff group. In this group, only 5% of employees are male, representing a total of 59 employees out of a staffing group that employs 1012 people.

This distribution is also reflected in the data from our Gender pay gap report which can be found at: http://www.mkhospital.nhs.uk/index.php?view=list&slug=equality-and-diversity&option=com_docman&layout=table&Itemid=646

CHART 13: Gender by Staff Group



	Prof Scientific & Technical	Clinical Services	Admin and Clerical	AHP	Estates & Ancillary	Healthcare Scientists	Medical & Dental	Nursing & Midwifery	Total
Female	74	533	633	153	208	59	196	953	2809
Male	25	72	128	23	133	24	233	59	697
Total	99	605	761	176	341	83	429	1012	3506

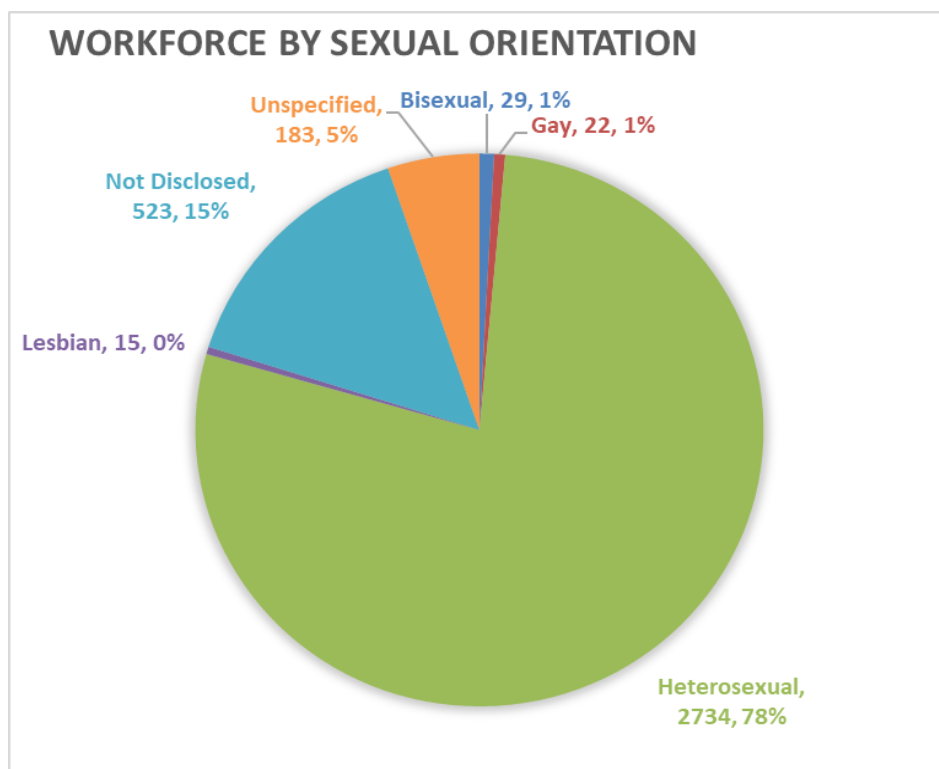
A.5 Sexual Orientation

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.

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. There is however an increase of 1.4% of those who have not disclosed or defined their sexual orientation from the 2016 – 2017 report.

CHART 14: Workforce by Sexual Orientation

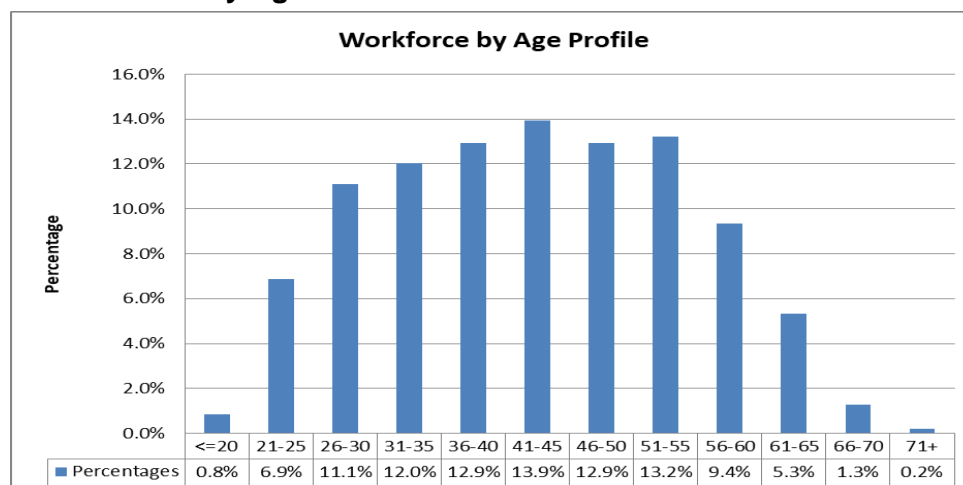


A.6 Age

In Chart 15, 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. This is representative of the

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 6.9% 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 27.9% 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.

CHART 15: Workforce by Age Profile

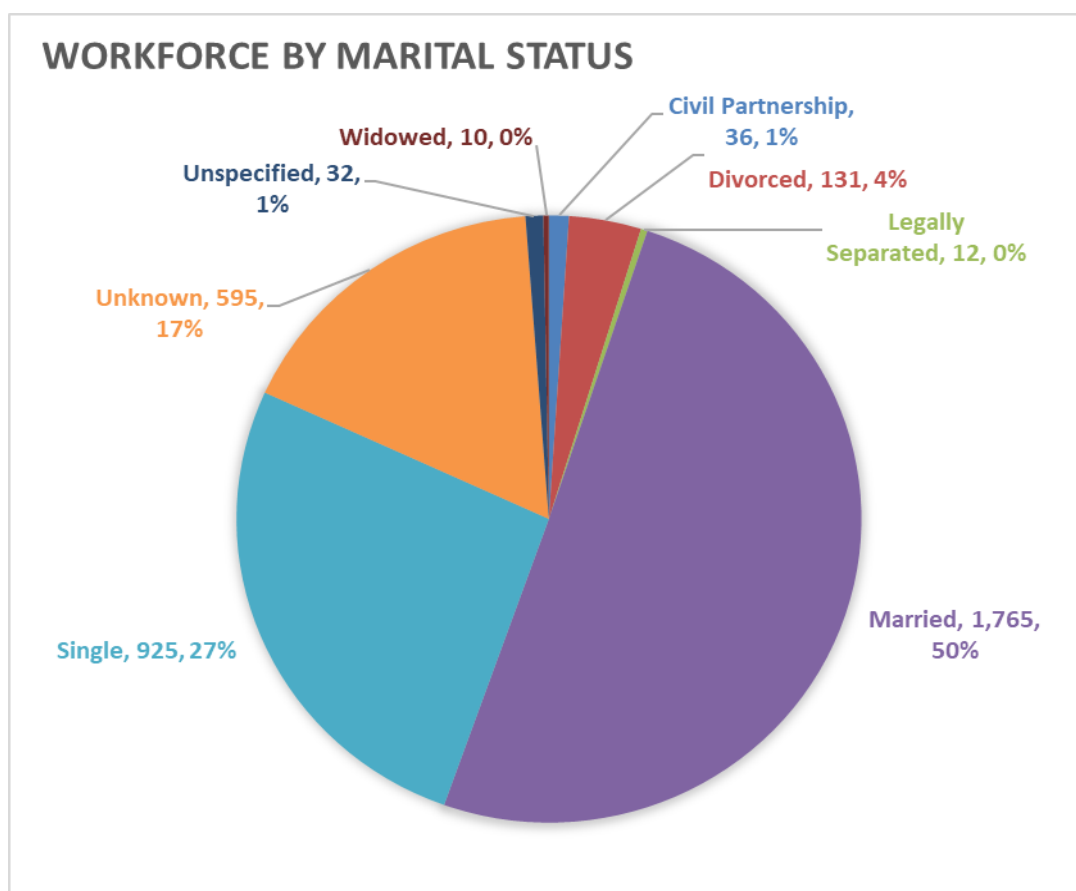


	<=20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71+	Total
■ Headcount	29	241	389	422	453	488	454	463	328	187	45	7	3506

A.7 Marital Status

As Chart 16 shows, the majority of the MKUH workforce (50%) 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 increased 1.5% from the last report and now represents 17% of the workforce.

CHART 16: Workforce by Marital Status

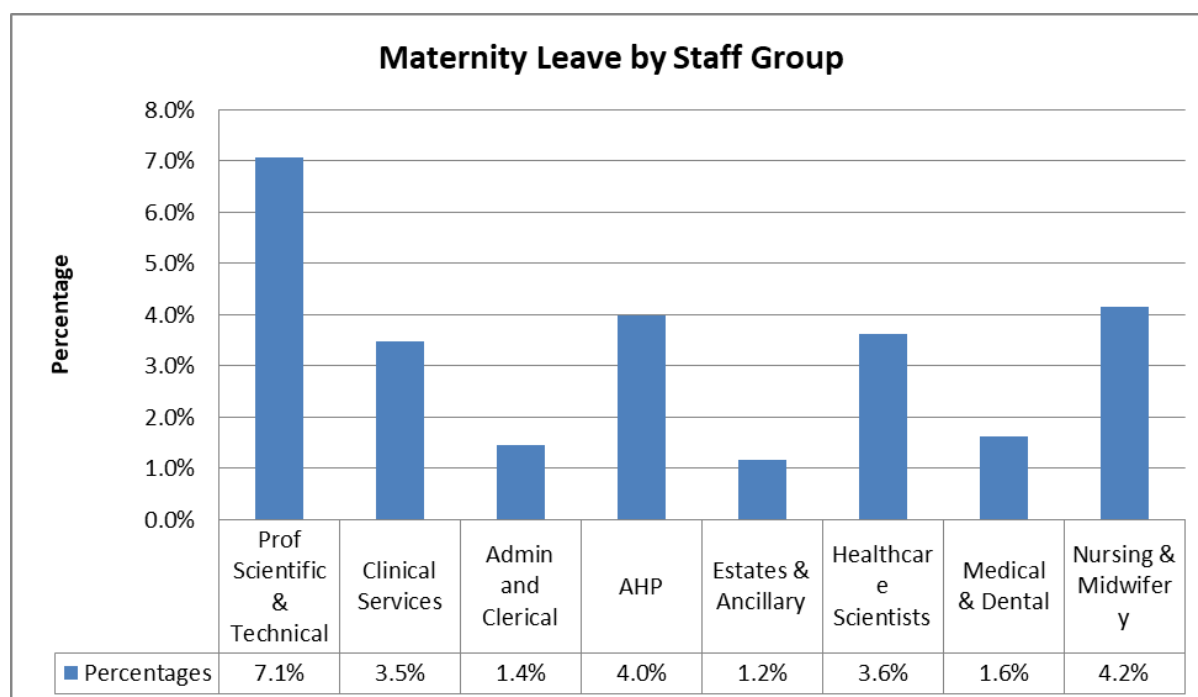


A.8 Maternity

The chart below identifies the percentage of employees who are on maternity leave within each staff group as at 31 March 2018. The staff group with the largest proportion of employees on maternity leave is the Professional, Scientific & Technical staff group.

The remaining employees on maternity leave as at 31 March 2018 are evenly spread across three of the Trust's biggest staff groups: Clinical Services, AHP, Healthcare Scientists, and Nursing & Midwifery.

CHART 17: Maternity Leave by Staff Group



	Prof Scientific & Technical	Clinical Services	Admin and Clerical	AHP	Estates & Ancillary	Healthcare Scientists	Medical & Dental	Nursing & Midwifery	Total
Total	7	21	11	7	4	3	7	42	102

A.9 Recruitment

The recruitment data below relates to all applications, short listing and appointments to roles advertised for the Trust internally and externally between 01 April 2017 to 31 March 2018.

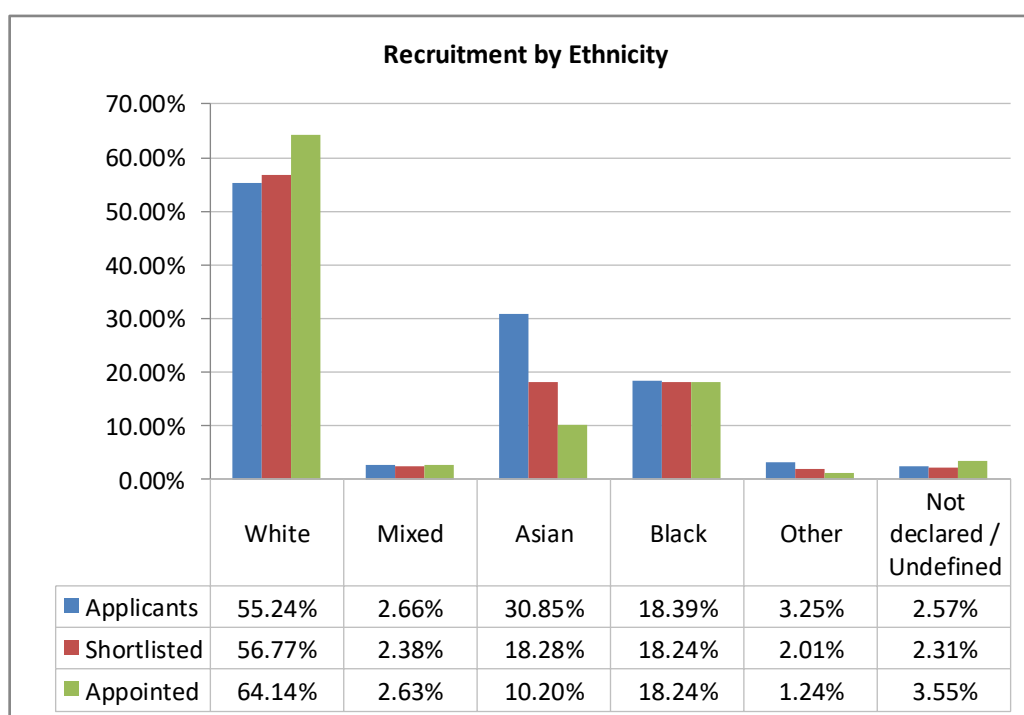
A.9.1 Ethnicity

Charts 18a and 18b 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 4,712 applications received in this period a total of 54.8% were from White applicants. In comparison, 19.5% of applicants were Black and 17.1% were Asian.

In respect of shortlisting, on average 56% of employees that apply are shortlisted. 60% of Black applicants and 57% of White applicants were shortlisted, above the average, whilst 54% of Asian applicants were shortlisted, which is below the average.

In respect of employees appointed, the highest proportion of employees that were appointed were White (10.2%) followed by Black employees (9.5%). Only 5.7% of Asian employees that applied were appointed.

The data in these charts shows that those from White and Black 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 Asian backgrounds are less likely to be shortlisted and appointed than those from other backgrounds.

CHART 18a: Recruitment by Ethnicity**CHART 18b: Recruitment by Ethnicity**

Recruitment by Ethnicity	Applicants	Shortlisted (% of Applicants Shortlisted)	Appointed (% of Applicants Appointed)
White	2580	1471 (57.0%)	262 (10.2%)
Mixed	147	80 (54.4%)	14 (9.5%)
Asian	808	442 (54.7%)	46 (5.7%)
Black	918	552 (60.1%)	85 (9.3%)
Other	152	80 (52.6%)	7 (4.6%)
Not declared / Undefined	107	53 (49.5%)	18 (16.8%)

A.9.2 Disability

The charts below break down recruitment applications made to the Trust by disability. Out of the 201 applications received from candidates with a disability 58.7 were shortlisted, compared with 56.8% of 4,397 candidate without a disability. 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, 5.5% of those with disabilities that applied were appointed, compared with 9.2% of employees without disabilities that made applications.

CHART 19a: Recruitment by Disability

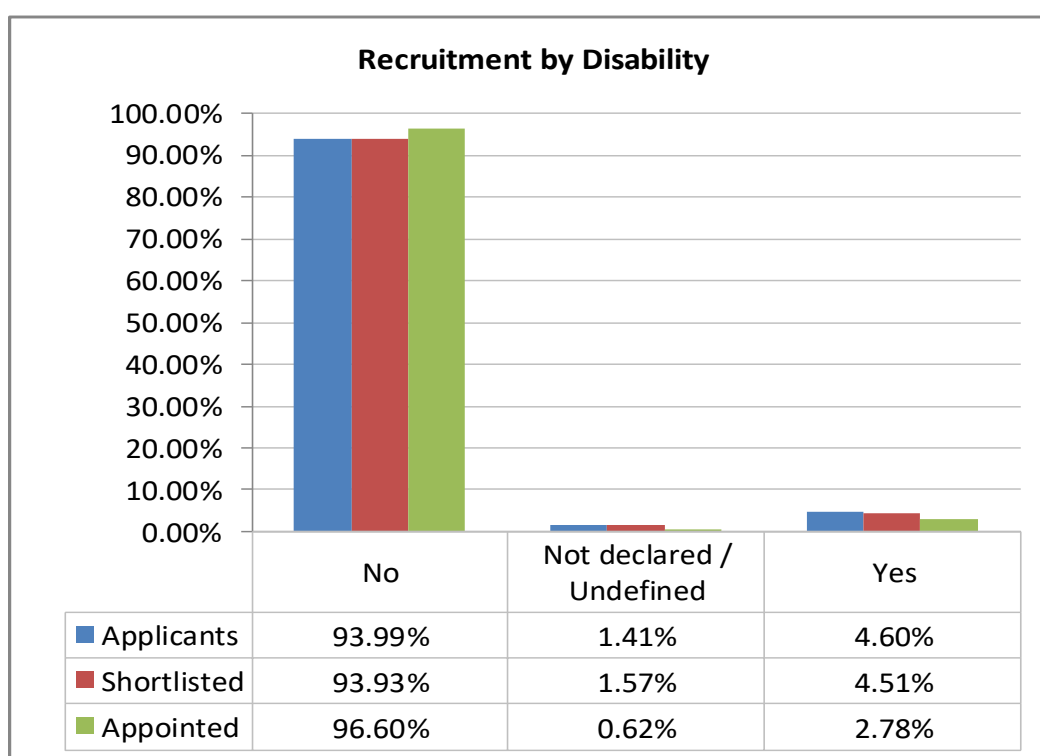


CHART 19b: Recruitment by Disability

Recruitment by Disability	Applicants	Shortlisted (% of Applicants Shortlisted)	Appointed (% of Applicants Appointed)
No	4397	2498 (56.8%)	405 (9.2%)
Not declared / Undefined	114	62 (54.3%)	16 (14.0%)
Yes	201	118 (58.7%)	11 (5.5%)

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 20a: Recruitment by Religious Belief

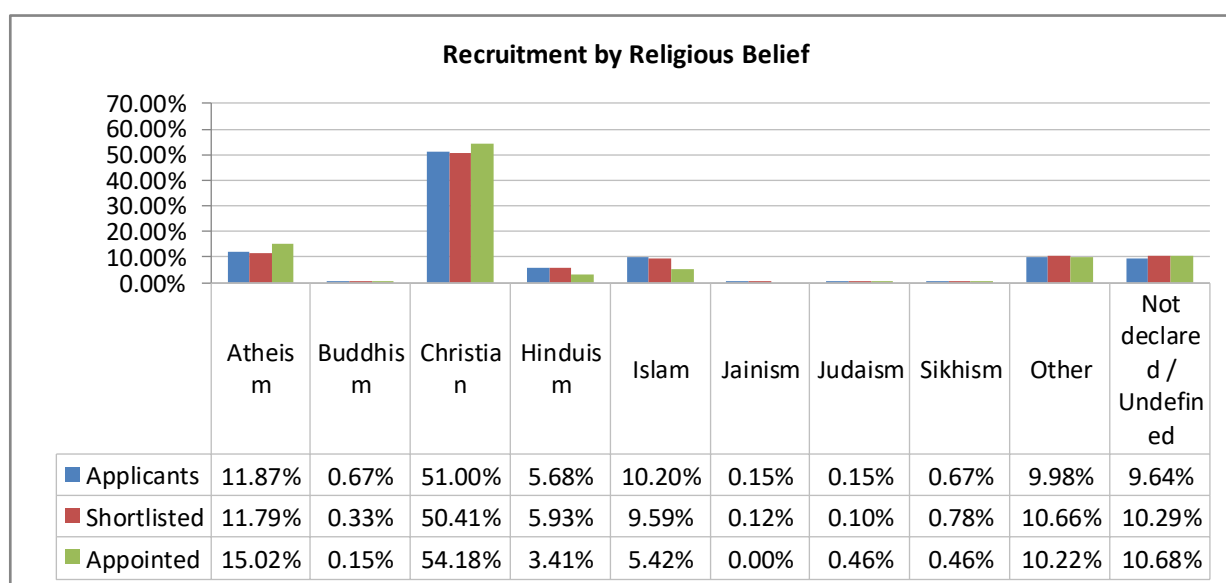


CHART 20b: Recruitment by Religious Belief

Recruitment by Religious Belief	Applicants	Shortlisted (% of Applicants Shortlisted)	Appointed (% of Applicants Appointed)
Atheism	579	318 (54.9%)	58 (10.0%)
Buddhism	27	3 (11.1%)	0 (0.0%)
Christian	2425	1384 (57.1%)	236 (9.7%)
Hinduism	271	161 (59.4%)	13 (4.8%)
Islam	416	229 (55.0%)	18 (4.3%)
Jainism	4	2 (50.0%)	0 (0.0%)
Judaism	8	4 (50.0%)	3 (37.5%)
Sikhism	21	10 (47.6%)	4 (19.0%)
Other	474	288 (60.8%)	43 (9.1%)
Not declared / Undefined	487	279 (57.3%)	57 (11.7%)

A.9.4 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 (72.1%).

In terms of shortlisting, females and males are both as likely to be shortlisted, with 56.1% of female applicants shortlisted and 58.2% of male applicants shortlisted.

The percentage of females being appointed has reduced compared to applicants in the 2016 – 2017 report by 2.73% however, females remain the most appointed (10.5%) compared with males (5.7%).

CHART 21a: Recruitment by Gender

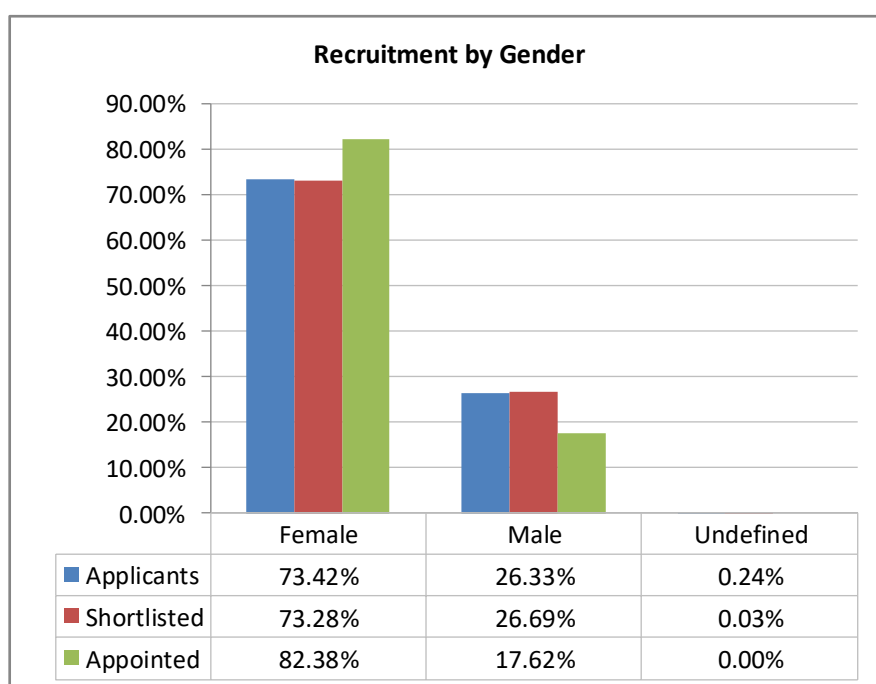


CHART 21b: Recruitment by Gender

Recruitment by Gender	Applicants	Shortlisted (% of Applicants Shortlisted)	Appointed (% of Applicants Shortlisted)
Female	3399	1908 (56.1%)	358 (10.5%)
Male	1298	756 (58.2%)	74 (5.7%)
Undefined	15	14 (93.3%)	0 (0.0%)

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.

One finding of note, is that within this period, only 2.7% of applications were submitted by candidates who identified as Lesbian, Gay, or Bisexual and the Trust appointed only 7 employees from this group.

CHART 22a: Recruitment by Sexual Orientation

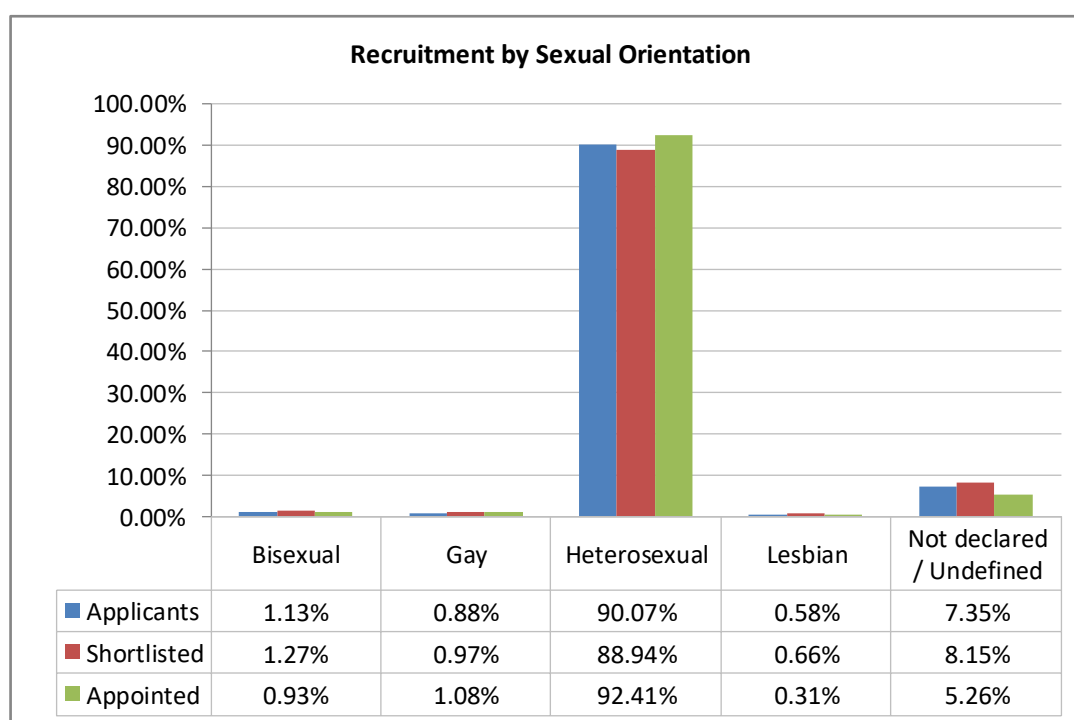


CHART 22b: Recruitment by Sexual Orientation

Recruitment by Sexual Orientation	Applicants	Shortlisted (% of Applicants Shortlisted)	Appointed (% of Applicants Appointed)
Bisexual	57	37 (64.9%)	4 (7.0%)
Gay	49	31 (63.3%)	2 (4.1%)
Persons of the same sex (Gay or Lesbian)	0	0	0
Heterosexual	4173	2337 (56.0%)	389 (9.3%)
Other sexual orientation not listed	29	7 (24.1%)	13 (44.8%)
Lesbian	25	17 (68.0%)	1 (4.0%)
Not declared / Undefined	379	249 (65.7%)	23 (6.1%)

A.9.6 Age

The charts below identify the percentage of recruitment by age. They highlights 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 20 age bracket. It also highlights that the number of successful candidates are consistent throughout the age brackets ranging from 20 to 44.

CHART 23a: Recruitment by Age

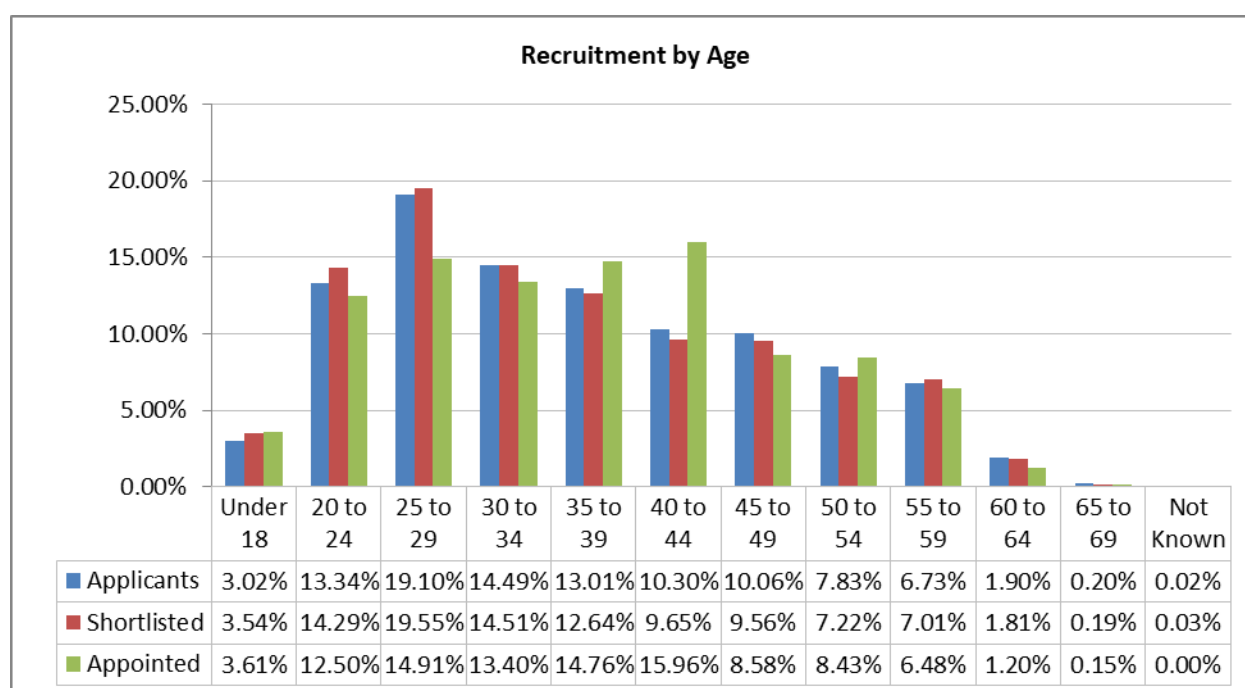


CHART 23b: Recruitment by Age

Recruitment by Age	Applicants	Shortlisted	Appointed
Under 20	126	87	11
20 to 24	592	346	67
25 to 29	919	523	67
30 to 34	683	405	61
35 to 39	594	343	60
40 to 44	527	281	61
45 to 49	503	275	40
50 to 54	348	169	33
55 to 59	330	204	24
60 to 64	81	39	8
65 and over	8	5	0
Not Known	1	1	0

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 2017 to 31 March 2018 by Ethnicity, Age, Hours Worked, Disability, Religious Belief.

General Training

CHART 24: General Training 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 2017/18 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.

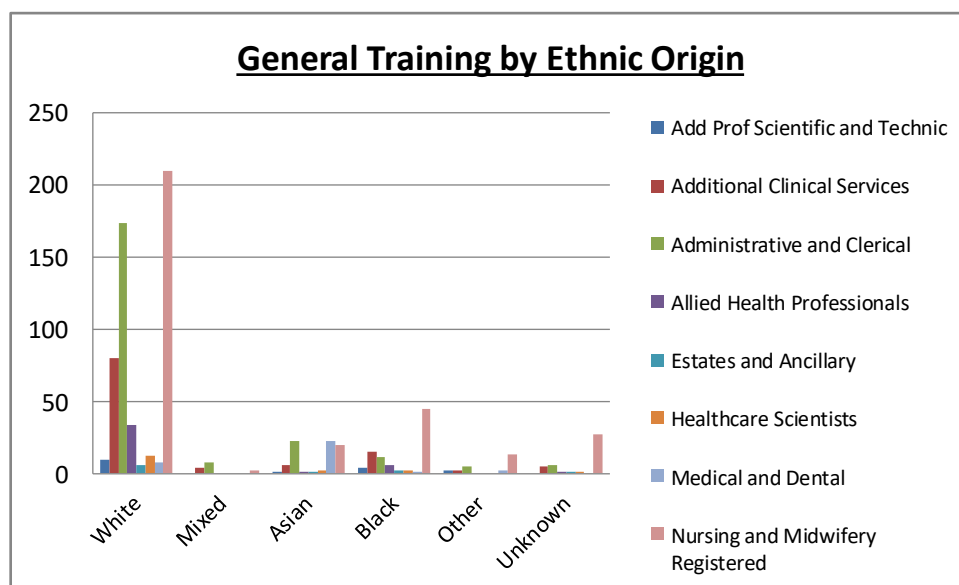


CHART 25: General Training Attendance by Age Band

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

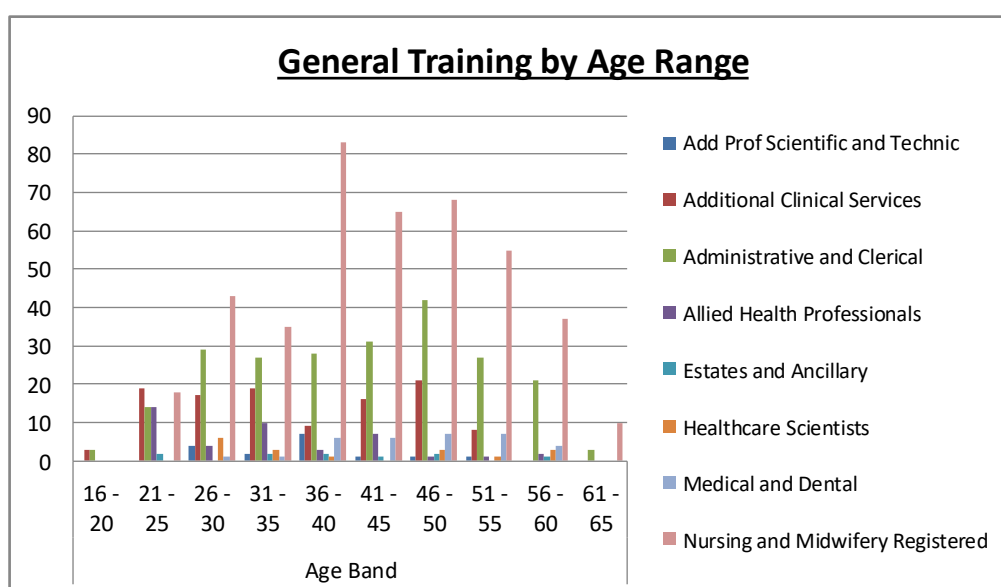


CHART 26: General Training Attendance by Hours Worked

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.

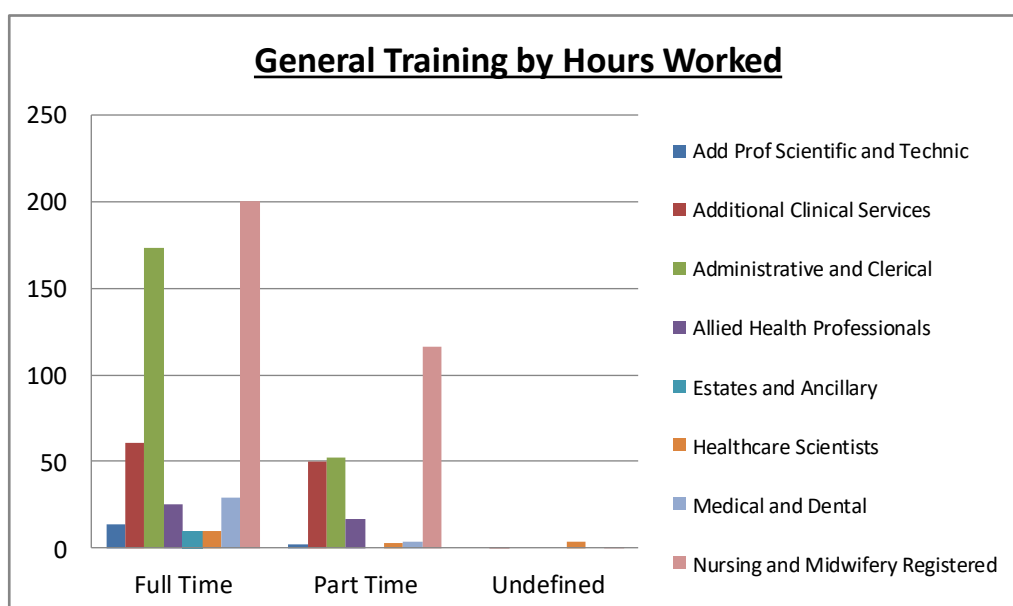


CHART 27: General Training Attendance by Disability

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.

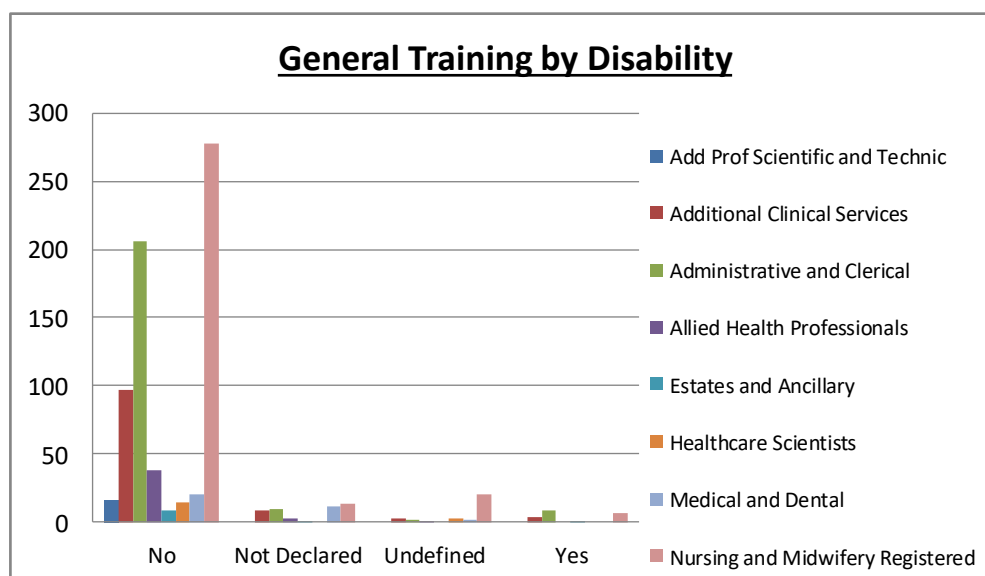


CHART 28: General Training Attendance by Religious Belief

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.

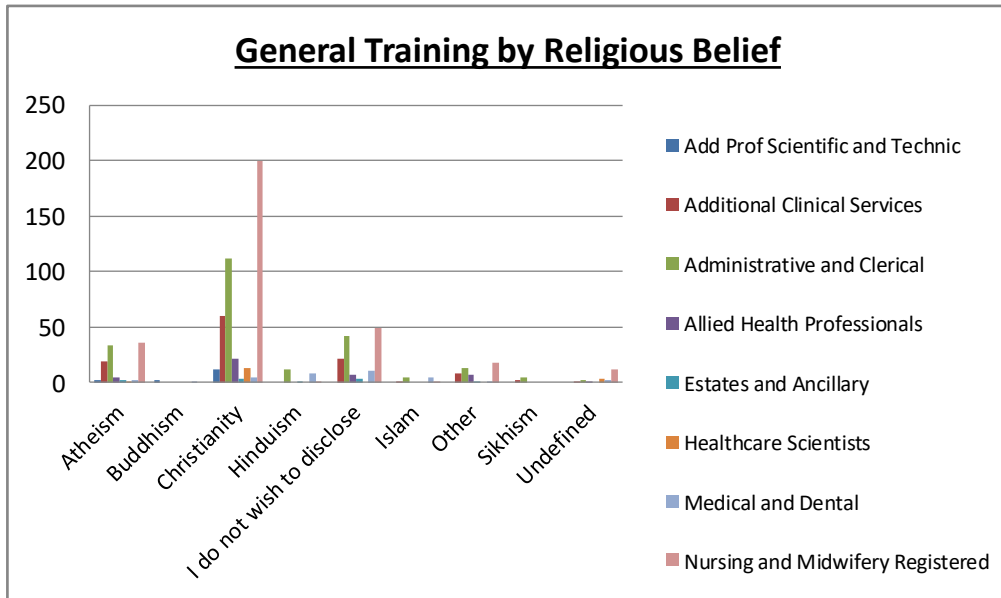


CHART 29: General Training Attendance by Sexual Orientation

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.

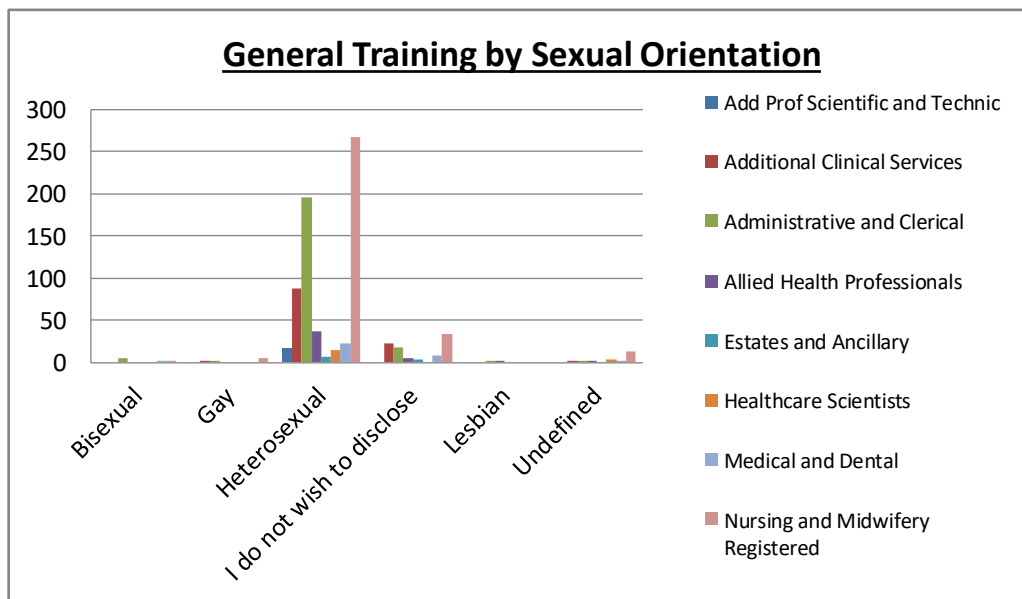
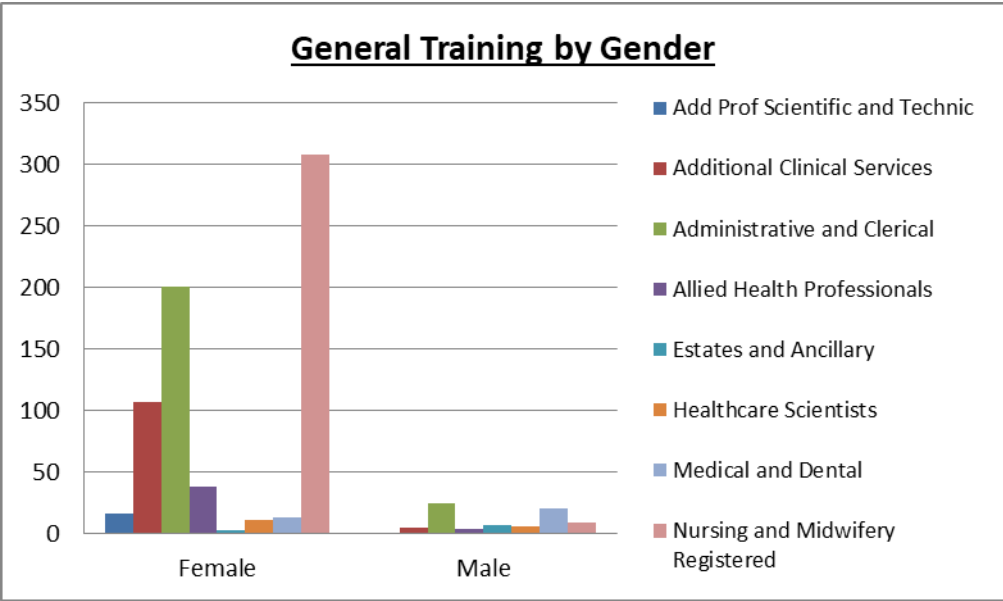


CHART 30: General Training Attendance by Gender

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



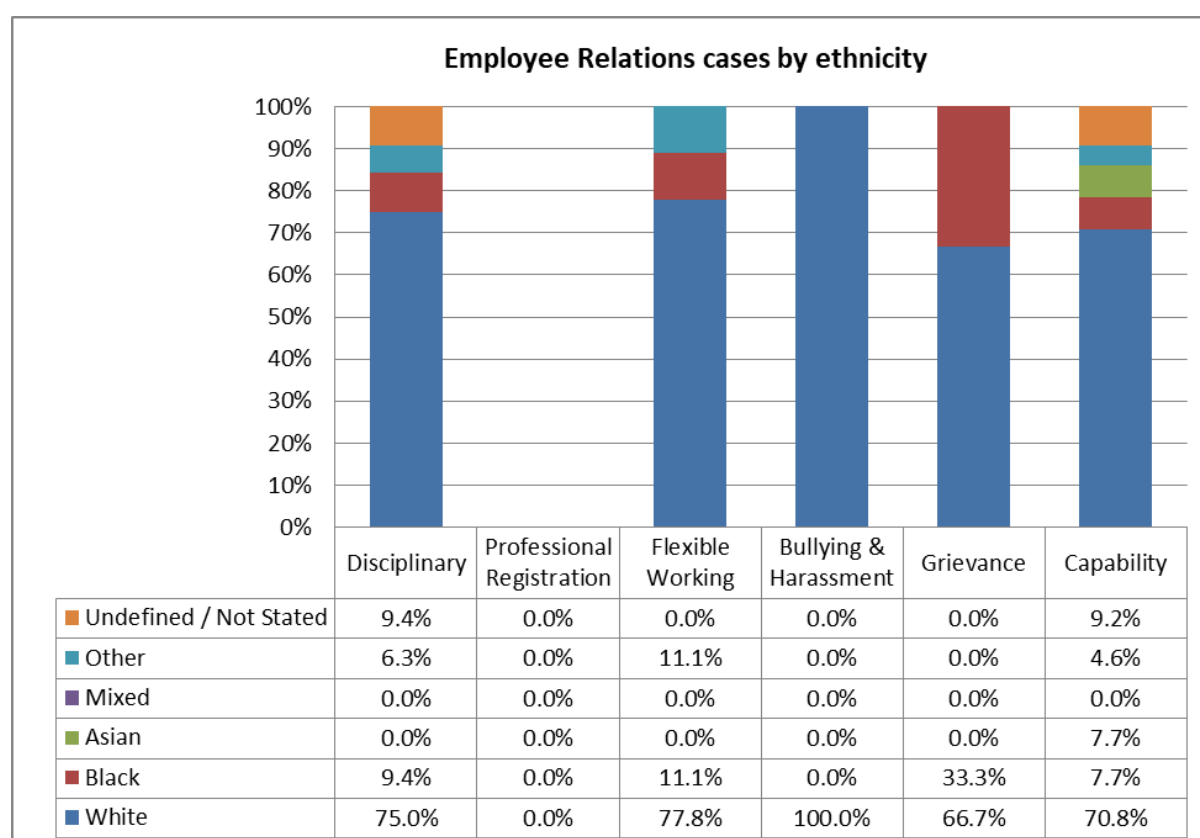
A.11 Employee Relations Cases

The information below provides the breakdown of the main types of employee relations cases handled by the Trust. It is important to note that, in the period between 01 April 2017 and 31 March 2018, 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 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 2017 WRES data shows that the likelihood of Black, Asian, and Minority Ethnic employees entering into formal disciplinary processes in MKUH is lesser than the national average i.e. 0.47 times more likely than the national average of 1.37 times.

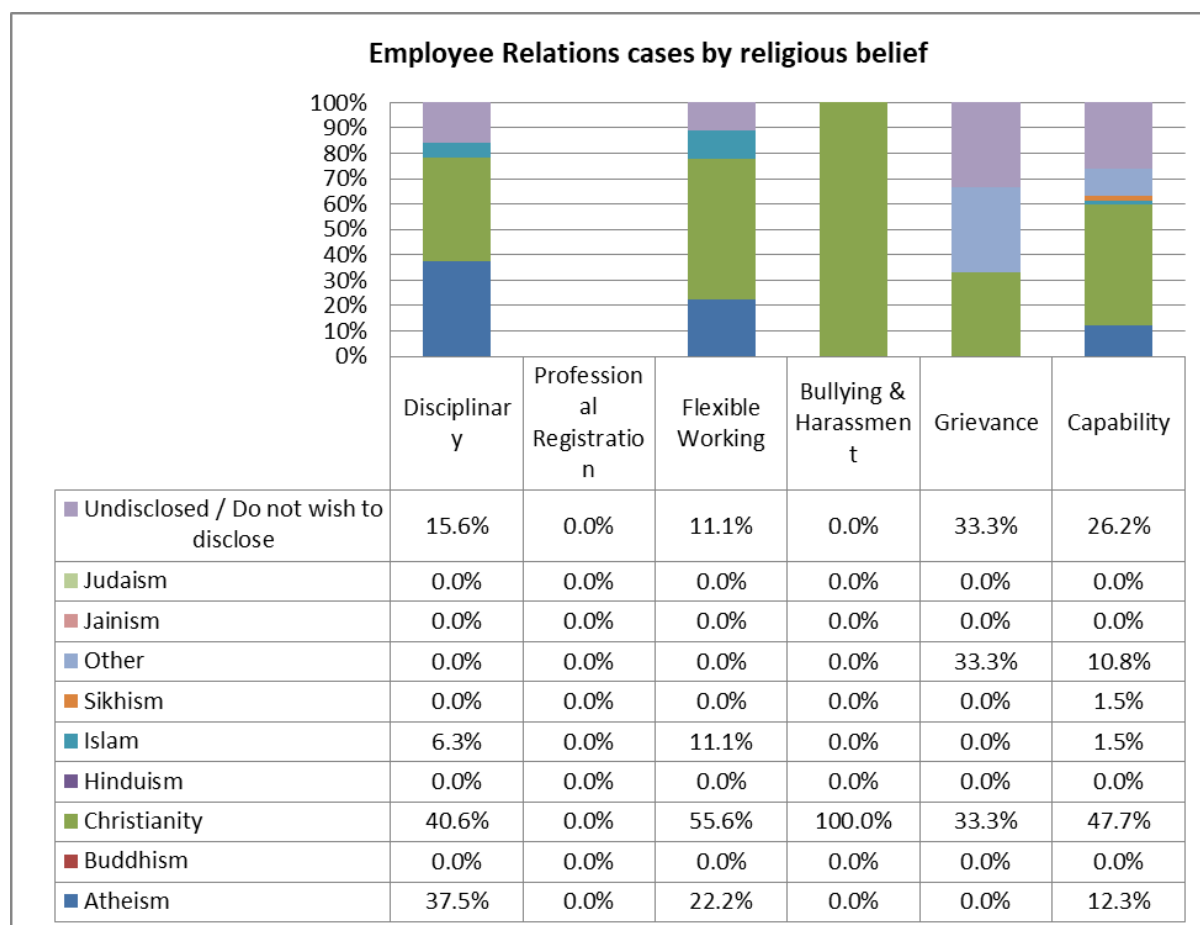
CHART 31: Employee Relations Cases by Ethnicity



	Disciplinary	Professional Registration	Flexible Working	Bullying & Harassment	Grievance	Capability	Total
■ Total	32	0	9	2	3	65	111
■ Undefined / Not Stated	3	0	0	0	0	6	9
■ Other	2	0	1	0	0	3	6
■ Mixed	0	0	0	0	0	0	0
■ Asian	0	0	0	0	0	5	5
■ Black	3	0	1	0	1	5	10
■ White	24	0	7	2	2	46	81

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.

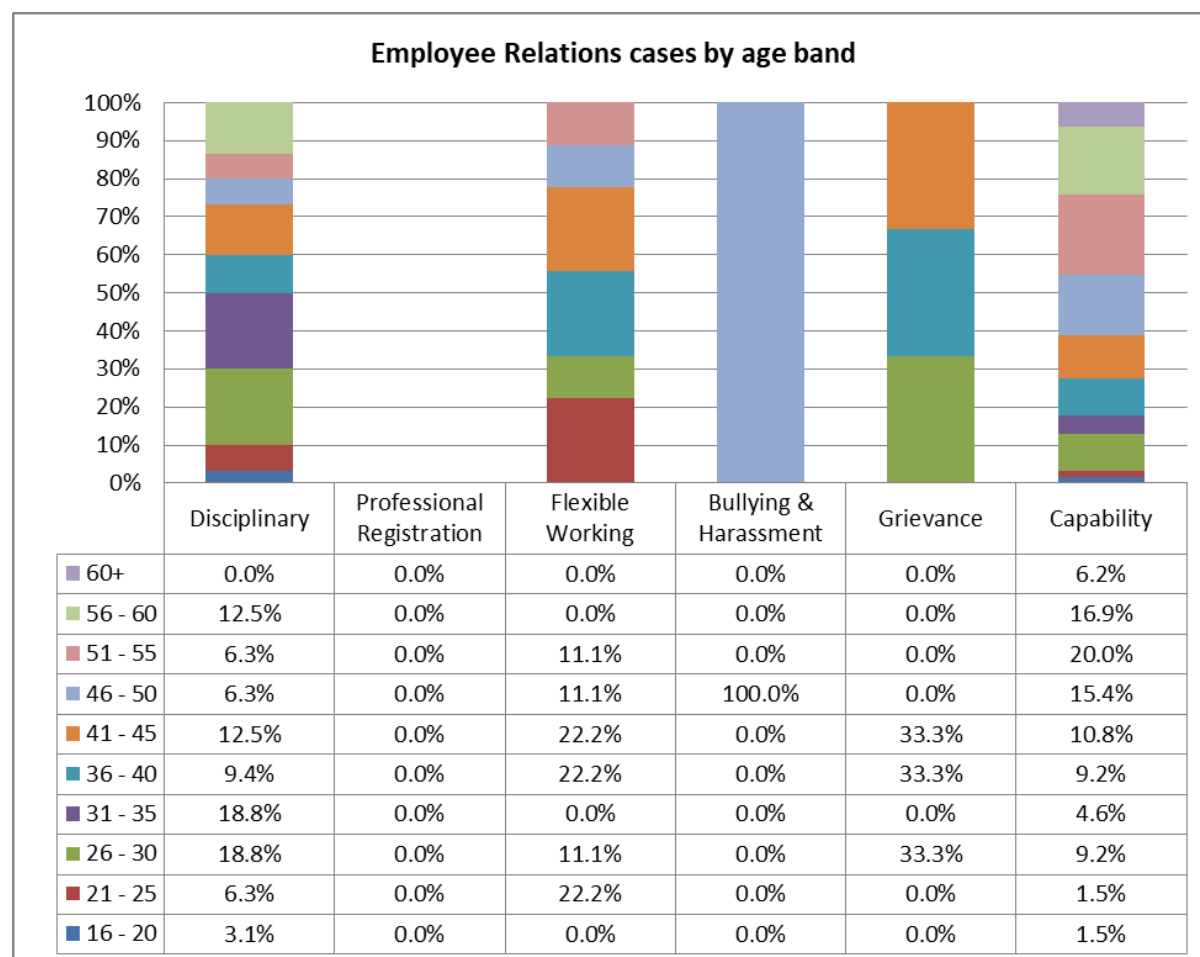
CHART 32: Employee Relations Cases by Religious Belief



	Disciplinary	Professional Registration	Flexible Working	Bullying & Harassment	Grievance	Capability	Total
Total	32	0	9	2	3	65	111
Undisclosed / Do not wish to disclose	5	0	1	0	1	17	24
Judaism	0	0	0	0	0	0	0
Jainism	0	0	0	0	0	0	0
Other	0	0	0	0	1	7	8
Sikhism	0	0	0	0	0	1	1
Islam	2	0	1	0	0	1	4
Hinduism	0	0	0	0	0	0	0
Christianity	13	0	5	2	1	31	52
Buddhism	0	0	0	0	0	0	0
Atheism	12	0	2	0	0	8	22

The chart 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.

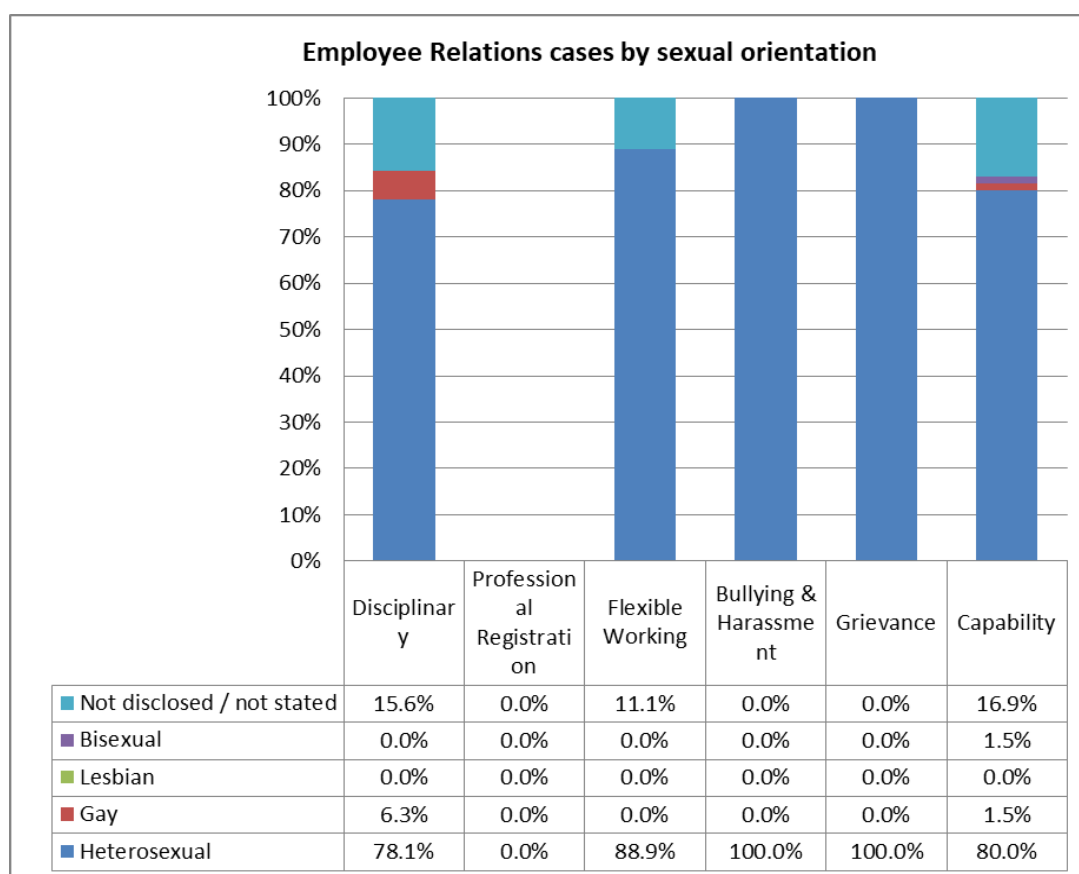
CHART 33: Employee Relations Cases by Age Band



	Disciplinary	Professional Registration	Flexible Working	Bullying & Harassment	Grievance	Capability	Total
Total	32	0	9	2	3	65	111
71 & above	0	0	0	0	0	1	1
66 - 70	2	0	0	0	0	2	4
61 - 65	0	0	0	0	0	4	4
56 - 60	4	0	0	0	0	11	15
51 - 55	2	0	1	0	0	13	16
46 - 50	2	0	1	2	0	10	15
41 - 45	4	0	2	0	1	7	14
36 - 40	3	0	2	0	1	6	12
31 - 35	6	0	0	0	0	3	9
26 - 30	6	0	1	0	1	6	14
21 - 25	2	0	2	0	0	1	5
16 - 20	1	0	0	0	0	1	2

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 however, despite making up only 1% of the employee population, employees who identify as Gay represent 6.3% of all disciplinary cases.

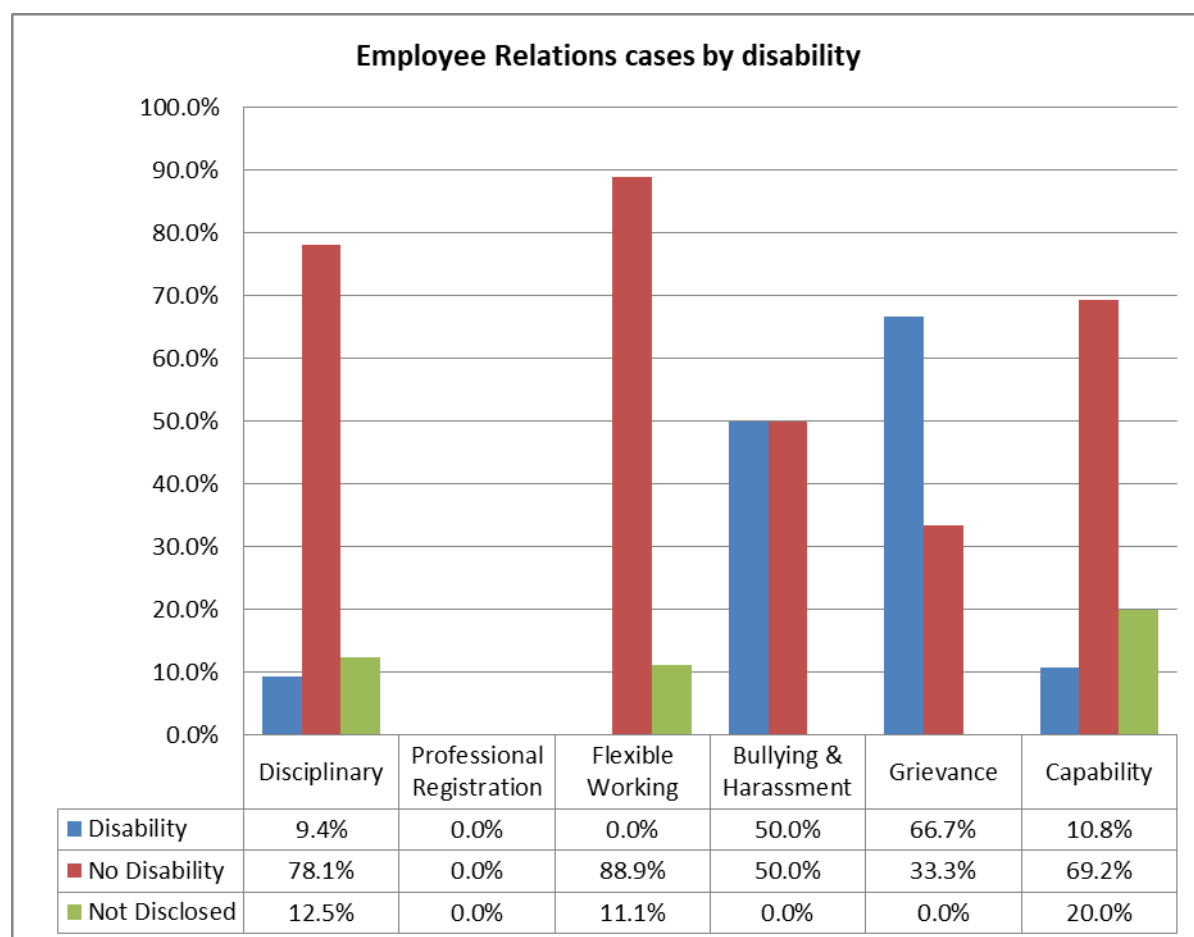
CHART 34: Employee relations cases by sexual orientation



	Disciplinary	Professional Registration	Flexible Working	Bullying & Harassment	Grievance	Capability	Total
■ Total	32	0	9	2	3	65	111
■ Not disclosed / not stated	5	0	1	0	0	11	17
■ Bisexual	0	0	0	0	0	1	1
■ Lesbian	0	0	0	0	0	0	0
■ Gay	2	0	0	0	0	1	3
■ Heterosexual	25	0	8	2	3	52	90

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. 10.8% of all capability cases are for those with disabilities, which may be due to these disabilities preventing the employees from undertaking the full duties of their roles.

CHART 35: Employee Relations Cases by Disability

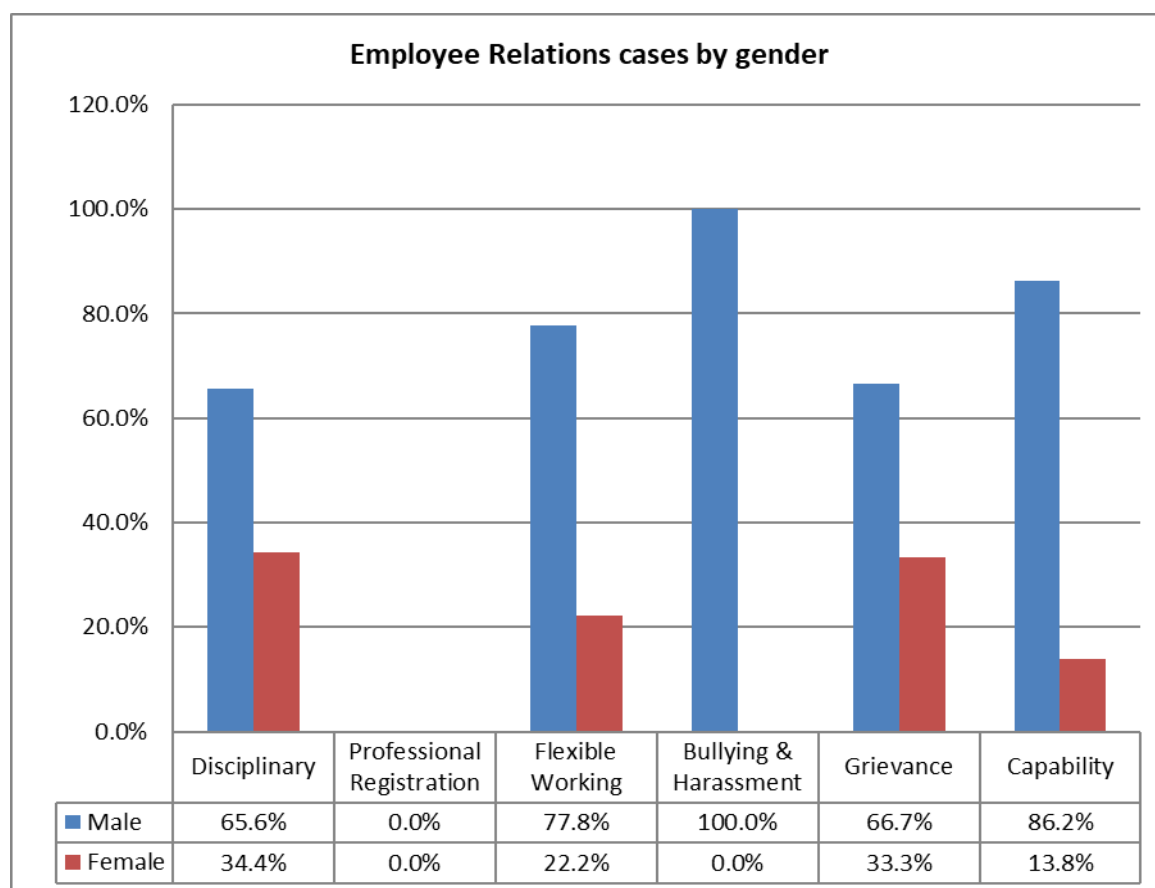


	Disciplinary	Professional Registration	Flexible Working	Bullying & Harassment	Grievance	Capability	Total
■ Disability	3	0	0	1	2	7	13
■ No Disability	25	0	8	1	1	45	80
■ Not Disclosed	4	0	1	0	0	13	18
■ Total	32	0	9	2	3	65	111

CHART 36: Employee Relations Cases by Gender

The chart 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.

The data shows that flexible working requests are higher within the male staff population compared to female. This does not correlate with the breakdown of part-time and full-time working split by gender, which shows that more female employees work part-time hours. This discrepancy is because flexible working requests are not recorded unless a formal appeal is lodged by an employee. The data therefore shows that more male employees appeal the outcome of their flexible working requests.



	Disciplinary	Professional Registration	Flexible Working	Bullying & Harassment	Grievance	Capability	Total
■ Male	21	0	7	2	2	56	88
■ Female	11	0	2	0	1	9	23
■ Total	32	0	9	2	3	65	111

A.12. Workforce Race Equality Standard (WRES) 2017/18 findings

(http://www.mkhospital.nhs.uk/index.php?view=list&slug=equality-and-diversity&option=com_docman&layout=table&Itemid=646)

In summary, the 2017 WRES data shows that:

1. The percentage of BME staff in MKUH is higher than the national average in Acute Trusts in the NHS.
2. The relative likelihood of White staff being appointed from shortlisting in comparison to BME staff is less in MKUH (0.93) when compared with the national data (1.60).
3. The likelihood of BME staff entering into formal disciplinary processes in MKUH is lesser than the national average. 0.47 times more likely than the national average of 1.37 times.
4. The likelihood of White staff compared to BME staff accessing CPD and non-mandatory training in the Trust is lower than the national average. 0.96 times more likely with the national average being 1.22 times.

2017 Trust WRES Action Plan

The national agenda is to use the WRES as a catalyst for change to ensure continued improvement in workforce race equality. An essential first step for MKUH is to be able to hold up a mirror to our own data in order to enable the Trust to more meaningfully compare with other similar organisations across the country and also enable learning from other parts of the NHS, which are meeting the challenges.

Submission of the annual WRES data is the beginning of the Trust compliance work, however, more work need to be geared towards a system wide cultural change, starting from the development of an equality and diversity steering group; and linking to activities in pursuit of EDS2 delivery, the trust's corporate and divisional staff survey action plans and organisational development and engagement work that is ongoing, which include the Trust's We Care.

A.13 Action Plan

Action	How it Will Aid Improvement	Deliverable By	Action Owner
<p>Re-establish the Equality, Diversity and Inclusion Steering Group to provide a strategic overview on equality and diversity matters for patients and employees within the Trust.</p> <p>This group will pull together the various strands of the equality and diversity agenda in relation to patient experience and staff engagement, incl: EDS2, WRES, Gender Pay Gap Report, LGBT+ forum, Disability Confident Forum etc.</p>	<p>The steering group will provide oversight for all equality and diversity issues identified in this report. Through the steering group action plans will be created to tackle any inequalities identified.</p>	<p>Q4 2018/2019</p>	<p>E&D HR Lead</p>
<p>Develop an action plan for the Equality, Diversity and Inclusion Steering Group to ensure that the Trust is able to close the identified gaps identified in this report.</p>	<p>The steering group will provide oversight for all equality and diversity issues identified in this report. Through the steering group action plans will be created to tackle any inequalities identified.</p>	<p>Q1 2019/2020</p>	<p>E&D HR Lead</p>
<p>Identify whether the workforce wishes to have employee forums for:</p> <p>Gender Age Ethnic Origin Religion/Belief Disability</p>	<p>Following the model of the LGBT+ forum, these forums will assist employees with raising awareness of workplace issues faced by the groups.</p>	<p>Q3 2018/2019</p>	<p>E&D HR Lead</p>
<p>For the Diversity and Inclusion Steering Group to ensure that WRES action plans are reviewed alongside the wider staff survey action plans where some of these issues are already being picked up. This will ensure that actions are embedded into normal practice and would help improve the Trust position.</p>	<p>This will bring together the actions from a number of sources, ensuring that all areas of E&D are focused upon.</p>	<p>Q1 2019/2020</p>	<p>E&D HR Lead</p>
<p>To publish action plans following approval by the Workforce Board on the Trust's public internet site according to NHS England requirements.</p>	<p>This will provide greater transparency about the work being undertaken.</p>	<p>Q1 2019/2020</p>	<p>E&D HR Lead</p>
<p>The Diversity and Inclusion Steering Group to monitor the implementation of the WRES action plan and ensuring that progress is made in the required areas.</p>	<p>This will ensure the delivery of the WRES action plan.</p>	<p>Q2 2019/2020</p>	<p>E&D HR Lead</p>