

The Royal Wolverhampton Trust

Workforce Race Equality Standard

Reporting Template (revised 2016)

Name of Organisation	Date of Report
The Royal Wolverhampton Trust	March 2016

Name and title of Board Lead for the Workforce Race Equality Standard
Jeremy Vanes, Chairman

Name and contact details of lead manager compiling this report
Shelly Feaver, HR Manager (Workforce) 01902 307999 Catherine Griffiths, Deputy Director of HR

Names of commissioners this report has been sent to (complete as applicable)

Name and contact details of co-ordinating commissioner this report has been sent to (complete as applicable)

Juliet Herbert

Unique URL link on which this report and associated Action Plan will be found

This report has been signed off by on behalf of the Board on (insert name and date)

Linda Holland , Director of HR , 1st October 2016

1. Background Narrative

a. Any issues of completeness of data

Further development and analysis of key metrics is required to enable robust reporting of WRES data (as detailed in HR Action Plan)

L&D information is currently manually reported and does not include information about all requests for Training and Learning interventions - including CPD activities (i.e. non- mandatory training)

b. Any matters relating to reliability of comparison with previous years

Information from L&D regarding relative likelihood of BME staff accessing CPD training - it would appear that inaccurate application of the formula onto last years data has given an unreliable outcome for 2015

2. Total numbers of Staff

a. Employed within this organisation at the date of the report

8,210

b. Proportion of BME staff employed within this organisation at the date of the report

27%

3. Self Reporting

a. The proportion of total staff who have self-reported their ethnicity

100% of staff records have a declaration recorded (including those whose declaration is 'I do not wish to disclose' . There are no records assigned as 'undeclared'

b. Have any steps been taken in the last reporting period to improve the level of self-reporting by ethnicity

It has been identified in the reporting period that steps need to be taken to validate the self-reported personal data which is currently held on all employees.

c. Are any steps planned during the current reporting period to improve the level of self-reporting by ethnicity

a data collection exercise is planned during this reporting period to improve all aspects of self-reporting on all protected characteristics (including Ethnic Origin)

4. Workforce data

a. What period does the organisation'

1st April 2015 to 31st March 2016

5. Workforce Race Equality Indicators

	Indicator	Data for reporting year	Data for previous year	Narrative – the implications of the data and any additional background explanatory narrative	Action taken and planned including e.g does the indicator link to EDS2 evidence and/or a corporate Equality Objective
	<p>National NHS Staff Survey indicators (or equivalent) For each of the four staff survey indicators, <u>compare the outcomes of the responses for White and BME staff</u></p>				
1.	Percentage of staff in each of the AfC Bands 1-9 and VSM (including executive Board members) compared with the percentage of staff in the overall workforce. Organisations should undertake this calculation separately for non-clinical and for clinical staff	11.11% % of BME of the overall workforce in this category is 22.8%	12.77% % BME of the overall workforce in this category is 22.06%	The number of BME staff in this category has decreased by 2% within this year since 2014	Further work is required to analyse a breakdown of staffing categories to identify clinical 'specialist' posts
2.	Relative likelihood of staff being appointed from shortlisting across all posts	Likelihood of white staff being appointed from shortlisting	Likelihood of white staff being appointed from shortlisting = 1.09	26% of BME applicants were invited to interview from shortlisting, as recorded on NHS jobs - this is nil change from 2015.	Action is to emphasise to recruiting departments (de-centralised areas) to

		<p>$(72.61/63.09)=1.15$ Likelihood of BME staff being appointed from shortlisting</p> <p>$(27.39/36.91) = 0.74$ Relative likelihood of white staff being appointed from shortlisting compared to BME staff</p> <p>$(1.15/0.74)$ is therefore 1.55 times greater</p>	<p>Likelihood of BME staff being appointed from shortlisting = 0.83</p> <p>Relative likelihood of white staff being appointed from shortlisting compared to BME staff is therefore 1.32 times greater</p>	<p>However, there is a decrease in the relative likelihood of BME applicants being appointed at interview as opposed to white applicants - a decrease in relative likelihood of 0.09. It should be noted that all personally identifiable information including monitoring data is withheld from recruiters and this ensures objective shortlisting based on the job description and person specification only.</p> <p>it should be noted that these statistics are based on data as recorded via NHS jobs, which is still showing a high level of gaps in the 'Appointed' category and it will not be easily possible to update this backdated information.</p>	<p>update the 'hire applicant' section on NHS jobs in order to enable more accurate reporting moving forwards.</p> <p>Recruitment to run monthly reports to monitor progress and encourage completion in gaps of information.</p>
3.	Relative likelihood of staff entering the formal disciplinary process, as measured by entry into a formal disciplinary investigation. This indicator will be based on data from a two year rolling averaged of the current year and the previous year	Relative likelihood of BME staff entering the formal disciplinary process compared to white staff is 1.34 times greater	Relative likelihood of BME staff entering the formal disciplinary process compared to white staff is 1.52 times greater.	here has been a decrease in the relative likelihood of BME staff entering the formal disciplinary process of 0.18.	Work is still to be undertaken by the HR Advisory team to be able to provide a detailed analysis of the types of conduct and any key themes within this as well as supportive or remedial

					action taken either prior to or as a result of disciplinary action.
4.	Relative likelihood of staff accessing non-mandatory training and CPD	<p>Relative likelihood of white staff accessing non mandatory training / CPD is 0.13 (as auto calculated by RL4)</p> <p>Likelihood of BME staff accessing non-mandatory training/ CPD is 0.09 (as auto calculated by RL4)</p> <p>Therefore, the relative likelihood of white staff accessing non-mandatory training and CPD as compared to white staff is 1.39 times greater.</p>	<p>Likelihood of white staff accessing non-mandatory training/CPD is 9.59 (i.e 9 in 10)</p> <p>likelihood of BME staff accessing non mandatory training/CPD is 4.04 (i.e. 4 in 10)</p>	<p>in 2016 a template (Unify) has been provided to the Trust with all calculations embedded. On inputting of 2016 training figures the outcome is not comparable with previous years. It is possible that previous years figures have been wrongly manually calculated. All Training opportunities are advertised openly across the organisation including the KITE site which is accessible by all employees and regular advertising of courses through the All Staff bulletin.</p>	<p>The E Study leave form will begin to be developed at the end of the 2016 and will enable more detailed recording and reporting.</p>

5.	KF25. Percentage of staff experiencing harassment, bullying or abuse from patients, relatives or the public in the last 12 months.	White 18% BME 32%	White 21% BME 32%	Based on 2014 and 2015 National Staff survey results. Note that results are based on 39% respondent rate of 850 staff randomly selected for the survey. There has been a steady decline in percentage of white staff experiencing bullying or abuse. The percentage for BME has decreased from 2014 to 2015, but remained unchanged for 2016 at 32% - there is an overall change of 4%	Datix entries to be analysed for key themes / service areas and specific protected characteristics of staff involved, including ethnicity. Linked to EDS2 objective 3 (A representative and supported workforce ; 3.4 when at work , staff are free from abuse, harassment, bullying and violence from any source. Further development of Local Staff Survey to capture information on staff experience in the workplace.
6.	KF26. Percentage of staff experiencing harassment, bullying or abuse from staff in last 12 months	White 13% BME 22%	White 21% BME 24%	Based on National Staff survey results. Note that the results are based on 39% of respondents from 850 staff randomly selected for the survey. There has been a significant year on year decrease for white staff, and for BME staff a rise from 2014	Freedom to Speak Up Guardian appointed and Contact Links established to facilitate access to Speak Up Campaign. Embedding of Freedom to Speak Up initiative to

				to 2015 with a subsequent decrease of 2% in 2016. Overall there has been a decrease of 10% since 2015 - significantly since 2014 there has been a 9% decrease for white staff but a 6% increase for BME staff.	continue Linked to EDS2 objective 3 (A representative and supported workforce; 3.4 When at work, staff are free from abuse, harassment, bullying and violence from any source.)
7.	KF 21. Percentage believing that trust provides equal opportunities for career progression or promotion	White 90% BME 77%	White 90% BME 83%	Based on National Staff survey results. Note that the results are based on 39% of respondents from 850 randomly selected for the survey. There has been an overall decrease of 3% of staff and also a 6% decrease of BME responses who believe that the Trust provides equal opportunities for career progression or promotion. 2016 internal Chatback survey question " The Trust values diversity and recognises and respects the value of differences in race, gender, age, etc. - 86% of respondents agreed with this statement - a decrease of 2% from 2015	Planned development of metrics to enable analysis of internal 'moves' and promotions within workforce ; to include consideration of any issues related to protected characteristics, including ethnicity. E-learning and Study form to be developed from end of 2016 to capture information on Training and Learning intervention requests (successful and declined requests) to enable analysis to identify any equality

					<p>issues - including ethnicity.</p> <p>Further development of Local Staff Survey to capture appropriate information regarding confidence in the Equality of Opportunity for career progression or promotion.</p> <p>Linked to EDS2 objective 3 (A representative and supported workforce; 3.3 Training and development opportunities are taken up and positively evaluated by all staff)</p>
8	<p>Q17. In the last 12 months have you personally experienced discrimination at work from any of the following ?</p> <p>b) Manager/team leader or other colleagues</p>			<p>4% overall reported having personally experienced discrimination at work from a manager / team leader or other colleagues - with 3% stating this to be on the grounds of ethnic background. . Based on 2016 National staff survey results. Note that the results are based on 39% of respondents from 850 staff randomly selected for the survey.</p>	<p>Implementation of Freedom to Speak Up Campaign.</p> <p>Appointment of Freedom to Speak Up Guardian and contact links, embedding of Freedom to Speak Up Campaign and culture.</p> <p>To develop further HR Advisory Team</p>

				<p>There has been a decrease of 8% overall in staff who have personally experienced discrimination.</p> <p>2016 internal Chatback survey question " In the last 12 months have you experienced any form of discrimination at work (e.g racism, sexism, discrimination on grounds of religion, sexuality etc) 94% of respondents stated they had not. This remains unchanged from 2015.</p>	<p>records/ data base to enable analysis of any key themes and any specific issues relating to protected characteristics (including ethnicity) Further development of Local Staff Survey to capture information and any concerns regarding experiences in the workplace.</p> <p>Linked to EDS2 objective 3 (A representative and upskilled workforce; 3.4 when at work, staff are free from abuse, harassment, bullying and violence from any source)</p> <p>On going monitoring and consideration of national Staff Survey results</p>
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	Board representation indicator For this indicator, <u>compare the difference for White and BME staff</u>				
9.	Percentage difference between the organisations' Board voting membership and its overall workforce	The Trust Board BME representation is 25%. Wolverhampton's BME population as reported in 2011 census is 31.98%	The Trust Board BME representation is 14.29%. Wolverhampton's BME population is reported in 2011 census as 31.98%	There has been an improvement in BME representation on the Trust Board but it remains almost 7% lower in representation of the local Wolverhampton population	On-going monitoring - due regard to be given to any further Recruitment and Selection processes. Linked to EDS2 objective 3 (A representative and supported workforce; 3.1 Fair NHS Recruitment and Selection processes lead to a more representative workforce at all levels) Workforce Equalities Report has been developed and will be published to consider distribution of the Workforce in respect of all protected characteristics - in response to the Public Sector Equality Duty under the Equality Act

6. Are there any other factors or data which should be taken into consideration in assessing progress ?

The Trust has produced an Annual Workforce Equalities Report which considers all aspects of Protected Characteristics - including Ethnicity - This report forms section 1 of The Trusts Annual Equalities Report which will be published on line.

7. Organisations should produce a detailed WRES Action Plan, agreed by its Board. Such a Plan would normally elaborate on the actions summarised in section 5, setting out the next steps with milestones for expected progress against the WRES indicators. It may also identify the links with other work streams agreed at Board level, such as EDS2. You are asked to attach the WRES Action plan to provide a link to it.

see attached

WRES 2016	HR Action Plan		
Topic	Action	Directorate Lead	Milestones
Data collection for the nine protected characteristics (including Ethnicity)	<ul style="list-style-type: none"> • Personal data collection exercise • Input / recording onto ESR • Equality, Diversity and Inclusion Steering group – chaired by Board member – to review EDI information and progress on a regular basis 	HR Workforce Team	Commencing October 2016 – December 2016 EDI steering group set up and meeting regularly at agreed intervals
Monitoring of flexible working applications and success rates	<ul style="list-style-type: none"> • Increase awareness of Flexible working request process • Improve level of adherence and recording of outcomes from applications (approvals and rejections) – with particular regard to protected characteristics including Ethnicity 	Divisional HR Teams	Focus Groups set up as forums for discussion regarding any issues regarding Flexible Working – due regard given to Equalities issues – including Ethnicity – to identify and address barriers to access or areas of inequality in application - September 2016
Increasing the level of equalities information held on the workforce	<ul style="list-style-type: none"> • Raise awareness of importance and usage of equalities data to encourage higher rates of self declaration of protected characteristic 	HR Workforce Team	Compilation and publication of Workforce Equalities Report – Report to be compiled by September 2016 and Published by 1st October 2016 . Action Plans to be published by 1st October 2016 – updates on progress to Board and key outcomes and progress published at

	information.		agreed intervals .
Employee Relations information	<ul style="list-style-type: none"> • Develop Employee Relations Records to include all protected characteristics (including Ethnicity) • Develop categories on data base to identify any relevant key themes or areas of concern • Monitor and report on reasons for dismissals 	Divisional HR Teams	March 2017
Collection of data on Learning & Development activities	<ul style="list-style-type: none"> • Development of E-Learning / study request form Ensure that annual appraisals are undertaken in line with Trust policy. Consideration of Appraisal data to identify if there are areas of low compliance or areas of concern – with specific regard to protected characteristics, including ethnicity. 	Learning & Development	Development work on E Learning and Study Leave request form to commence December 2016, commence capture and analysis of information regarding all requests for 'learning activities' once complete. (March 2017) March 2017

Topic	Action	Directorate Lead	
Reducing incidents of Bullying and Harassment experienced by Staff	<ul style="list-style-type: none"> • Implementation of Raising Concerns and Freedom to Speak Up • Communication throughout the Trust to re-enforce the Trust's zero tolerance approach to Bullying, Harassment and Discrimination • Well Being agenda 	Divisional HR Teams	<p>Freedom to Speak Up Guardian commencing in post September/October 2016</p> <p>Contact Links in place and embedded – September 2016</p> <p>Further develop, and analysis of, information available via Datix March 2017</p> <p>Communication strategy to reinforce zero tolerance of Bullying, Harassment and Discrimination January / February 2017</p> <p>On line training package re Equality and Diversity for all Trust employees to be live October 2016</p> <p>Well Being interventions and activities to be further developed and publicised internally to facilitate and encourage access by employees Feb 2017</p>
Gender Pay Gap	<ul style="list-style-type: none"> • Collection of personal data • Development of key metrics 	HR Workforce Team	<p>Collection of data relating to personal details October to December 2016</p> <p>Equal Pay Audit / Gender pay gap audit to be carried out and published before 1st April 2017 (and to be included in WRES return and Trust Workforce Equalities Report – 2017)</p>
Equal Pay Audit	<ul style="list-style-type: none"> • Collection of personal data • Development of key metrics 	HR Workforce Team	As above
Recruitment and Selection Information	<ul style="list-style-type: none"> • Review of Recruitment and Selection processes to enable key metrics to be collected • Exception Reporting for Board members – 	HR Workforce Team / Recruitment Teams	<p>Appointment of Resourcing Manager – September 2016 – review of process and recording of data to commence after appointment .</p> <p>Exception Reporting to be in place for Board members Jan 2017</p> <p>Analysis of internal moves / promotions / transfers / secondments</p>

	<p>evidence required as to why non-BAME applicant not appointed</p> <ul style="list-style-type: none"> Monitoring of internal appointments / moves / secondments and transfers in respect of all protected characteristics, including Ethnicity 		Feb 2017
Leavers from the Organisation	<ul style="list-style-type: none"> Develop and monitor Exit Questionnaires and Interviews 	HR Workforce Team / Divisional HR Teams	Review of Exit Questionnaires and interviews undertaken September 2016 – detailed plan to be formulated from report once available