

Workforce diversity report 2017 to 2018

October 2018

Contents

Contents	2
1 Introduction	4
1.1 Foreword	4
1.2 Background.....	5
1.3 Scope	5
1.4 Data quality	5
1.5 Staff diversity declaration rates	6
1.6 Interpreting the data	6
2 Equality priorities	7
2.1 Fair recruitment & selection processes lead to a more representative workforce at all levels	7
2.2 QVH is committed to equal pay for work of equal value & undertakes equal pay audits to help fulfil our legal obligations	7
2.3 Training and development opportunities are taken up and positively evaluated by all staff at all levels	7
2.4 When at work, staff are free from abuse, harassment, bullying & violence from any source	8
2.5 Flexible working options are available to all staff consistent with the needs of the service and the way that people lead their lives	8
2.6 Staff report positive experiences of their membership of the workforce	8
2.7 The QVH Board & senior leaders routinely demonstrate their commitment to promoting equality within and beyond their organisations	8
2.8 Papers that come before the board and other major Committees identify equality-related impacts including risks, and say how these risks are to be managed	9
2.9 Middle managers and other line managers support their staff to work in culturally competent ways within a work environment free from discrimination	9
3 Diversity report	10
3.1 A representative and diverse workforce	10
3.2 Job applications	13
3.3 Access to learning and development	14

3.4	Working patterns	15
3.5	Pregnancy and maternity leave	15
3.6	Equal pay and reward	16
3.6	Workforce Race Equality Standard (WRES)	17
Appendix 1 Reporting categories		21
Appendix 2 Current QVH Workforce profile		24
1	Workforce age profile	24
2	Workforce disability profile	25
3	Workforce ethnicity profile	26
4	Workforce gender profile	27
5	Workforce marital status profile	28
6	Workforce religion / belief profile	29
7	Workforce sexual orientation profile	30
Appendix 3 Recruitment candidates		31
1	Recruitment age profile	31
2	Recruitment disability profile	32
3	Recruitment ethnicity profile	33
4	Recruitment gender profile	34
5	Recruitment marital status profile	35
6	Recruitment religion / belief profile	36
7	Recruitment sexual orientation profile	37
8	Recruitment transgender / gender reassignment profile	38
Appendix 4 Learning & development opportunities		39
1	Enrolment age profile	39
2	Enrolment disability profile	39
3	Enrolment ethnicity profile	40
4	Enrolment gender profile	40
5	Enrolment religion / belief profile	41
6	Enrolment sexual orientation profile	41

1 | Introduction

1.1 Foreword

Queen Victoria Hospital NHS Foundation Trust (hereafter 'QVH') is pleased to present its annual workforce diversity report covering the period 1 April 2017 to 31 March 2018.

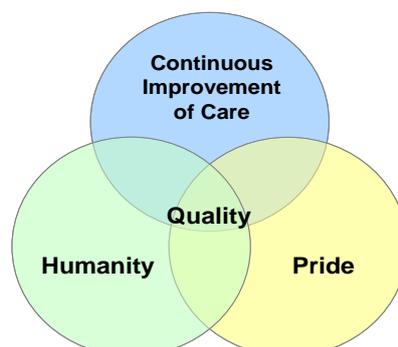
We are a small organisation with 990 staff, who are based at the Queen Victoria Hospital site in East Grinstead, but with some staff based at spoke sites in Kent, Surrey and other parts of Sussex.

This report outlines equality information that we publish each year to demonstrate our commitment to eliminate discrimination and harassment, promote equality of opportunities and foster good relations between different groups within our workforce.

We believe that an inclusive workplace, where staff, patients and community stakeholders are treated with dignity and respect, is everyone's responsibility: these and the Trust values of *Humanity, Pride, Quality and Continuous Improvement* guide the way in which we work.

The diversity of our staff is one of our key strengths, each personality bringing something different to maintain and innovate our services. In line with our Trust values, it is important that we enable a culture that encourages our workforce to embrace our diversity and offer contributions where they can, to the benefit of other staff and ultimately our patients within the communities we serve.

Our people are our most important asset, and through this workforce diversity monitoring we continue to demonstrate our commitment to understanding, valuing and incorporating differences, in order to ensure a workplace that is fair, equitable and inclusive for all.



1.2 Background

Under section 149 of the Equality Act 2010 (the public sector equality duty (PSED)) and the Equality Act 2010 (Specific Duties) Regulations 2011, QVH is required to publish equality information to demonstrate our compliance with the general equality duty. Our workforce monitoring data forms part of the information that we collate, monitor and publish to help us ensure that equality considerations are embedded within our employment policies and practices, and that they meet our responsibilities under the duty.

1.3 Scope

This report provides an overview of our equality and diversity employment monitoring data as of 31 March 2018, with a comparison to the previous year and the Kent, Surrey and Sussex population (referencing the government's most recent census data). It covers age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Our reporting categories are detailed in the appendix.

The data relates only to staff directly and substantively employed or appointed by QVH, including those on secondment hosted by QVH; it excludes those on honorary contracts who are directly employed by other healthcare providers and those who work with us but are engaged as temporary staff.

1.4 Data quality

QVH uses the national Electronic Staff Record (ESR) system to process and report on information on diversity characteristics. Upon appointment all staff are asked to provide equality monitoring information, and staff have access to update any changes through the use of ESR self-service functionality.

Job applicant / recruitment statistics are derived from a new applicant tracking system (TRAC) with effect from July 2017. Therefore, figures shown exclude quarter one from this financial year. Due to changes in working practices, only small

numbers of medical and dental staff have been processed using this system, therefore statistical significance is hard to identify.

During data collection issues with data accuracy have come to light regarding the recording of employee relations cases (e.g. capability, disciplinary, flexible working, grievance, sickness cases). Regrettably, information is therefore unavailable for analysis in this report. A data cleansing exercise will be undertaken to ascertain appropriate data, and a further report will follow on this area subsequently.

1.5 Staff diversity declaration rates

We encourage our staff to make diversity declarations. However, in line with the General Data Protection Regulations (GDPR), staff have a right to confidentiality and not to disclose equality monitoring information. Therefore there are some areas where a proportion of statistics are unavailable due to reason of non-disclosure. Where possible the prevalence of this and impact on data validity is highlighted.

1.6 Interpreting the data

Please note the following when interpreting the data presented in this report:

- information is published in accordance with the Data Protection Act 1998 and does not identify individuals
- where possible, information about groups of fewer than 11 individuals is not published, instead being grouped into larger categorisations
- QVH's workforce at the time of publishing was 990 (headcount). Compared to many NHS provider organisations this is a relatively small data set and robust analysis can be problematic.

2 | Equality priorities

QVH supports the national Equality Delivery System 2 initiative, which includes key areas of assurance around having 'Empowered, engaged and well-supported staff' (Goal 3) and 'Inclusive leadership at all levels' (Goal 4).

Each year we update on specific objectives under these goal areas which are highlighted in the section below:

2.1 Fair recruitment & selection processes lead to a more representative workforce at all levels

We have:

- Implemented a new applicant tracking system 'TRAC' which is able to highlight key equalities monitoring information at various recruitment stages, and has already improved non-disclosure levels.
- Affirmed our commitment to the national Disability Confident employer scheme, and ensured all our recruitment literature and training reflects our support to the campaign.

2.2 QVH is committed to equal pay for work of equal value & undertakes equal pay audits to help fulfil our legal obligations

We have:

- Completed the first year Gender Pay gap assessment, and agreed an associated action plan
- Implemented a clear Exceptional Pay Protocol to provide guidance and transparency on any exceptional pay requests

2.3 Training and development opportunities are taken up and positively evaluated by all staff at all levels

We have:

- Launched a progressive 'Leadership and Management' development programme accessible to all staff who supervise / manager others

2.4 When at work, staff are free from abuse, harassment, bullying & violence from any source

We have:

- Facilitated a number of focus groups and agreed actions to follow up on staff perceptions of bullying and harassment
- Acted upon whistleblowing feedback to investigate concerns around unprofessional conduct within a department

2.5 Flexible working options are available to all staff consistent with the needs of the service and the way that people lead their lives

We have:

- Revised our Flexible Working Policy, ensuring the right to request flexible working is open to all staff regardless of circumstances
- Reviewed existing flexible working arrangements to ensure they meet the needs of the service
- Simplified the process for flexible retirement

2.6 Staff report positive experiences of their membership of the workforce

We have:

- Undertaken full census survey for the National Staff Survey, and integrated actions into a QVH retention strategy
- Acted on staff experience feedback from Staff Friends and Family tests

2.7 The QVH Board & senior leaders routinely demonstrate their commitment to promoting equality within and beyond their organisations

We have:

- Had expert training provided to the Board of Directors on equality and their responsibilities
- Engaged with 'Sustainability and Transformation Partnership' (STP) organisations on regional workforce initiatives

2.8 Papers that come before the board and other major Committees identify equality-related impacts including risks, and say how these risks are to be managed

We have:

- Strengthened the Trust Equality Impact Assessment process as integral to all major decisions, requiring consideration, consultation and approval before items are considered at Board Committees

2.9 Middle managers and other line managers support their staff to work in culturally competent ways within a work environment free from discrimination

We have:

- Launched a progressive 'Leadership and Management' development programme accessible to all staff who supervise / manager others

3 | Diversity report

3.1 A representative and diverse workforce

Overall workforce diversity

As of 31 March 2018, QVH employed 990 people. Overall, there was no significant change to workforce diversity since 2016/17. The biggest variations were improvements in 'undefined' / 'undisclosed' categorisations due to improvements in data capture.

Category	Categorisation	2016	2017	% change
Ethnicity	White	83.44%	83.54%	0.10%
	Mixed	0.93%	1.31%	0.38%
	Black or Black British	2.48%	2.73%	0.24%
	Asian or Asian British	6.52%	6.77%	0.25%
	Chinese	0.31%	0.40%	0.09%
	Any Other Ethnic Group	3.31%	2.42%	-0.89%
	Not Known	3.00%	2.83%	-0.17%
Gender	Male	23.71%	24.24%	0.54%
	Female	76.29%	75.76%	-0.54%
Age	Under 25	3.52%	3.64%	0.12%
	25 - 29	7.76%	7.58%	-0.19%
	30 - 34	10.04%	9.90%	-0.14%
	35 - 39	10.14%	10.61%	0.46%
	40 - 44	12.42%	12.63%	0.20%
	45 - 49	13.25%	12.83%	-0.42%
	50 - 54	17.60%	16.57%	-1.03%
	55 - 59	15.11%	14.75%	-0.37%
	60 - 64	7.35%	8.79%	1.44%
	65 - 69	1.55%	1.62%	0.06%
	70+	1.24%	1.11%	-0.13%
Disability	Yes	4.76%	4.85%	0.09%
	No	70.70%	75.56%	4.85%
	Undefined	24.53%	19.60%	-4.94%
Religion	Atheism	12.32%	12.32%	0.00%
	Buddhism	0.62%	0.40%	-0.22%
	Christianity	48.14%	49.19%	1.06%
	Hinduism	1.14%	1.41%	0.28%
	Islam	1.35%	1.01%	-0.34%
	Judaism		0.20%	0.20%

	Sikhism	0.31%	0.40%	0.09%
	Other	5.18%	5.56%	0.38%
	I do not wish to disclose	16.56%	16.97%	0.41%
	Undefined	14.39%	12.53%	-1.86%
Sexual Orientation	Bisexual	0.41%	0.61%	0.19%
	Gay	0.10%	0.20%	0.10%
	Heterosexual	72.67%	74.55%	1.87%
	Lesbian	0.21%	0.20%	-0.01%
	I do not wish to disclose	12.32%	12.02%	-0.30%
	Undefined	14.29%	12.42%	-1.86%
Marital Status	Civil Partnership	0.62%	0.61%	-0.02%
	Divorced	5.28%	5.66%	0.38%
	Legally Separated	1.86%	1.92%	0.06%
	Married	58.07%	55.96%	-2.11%
	NULL	2.90%	2.73%	-0.17%
	Single	28.88%	30.81%	1.93%
	Unknown	1.35%	1.62%	0.27%
	Widowed	1.04%	0.71%	-0.33%

The three larger changes outside of this were an increase in staff disclosing they were not disabled (+4.85%), a small increase (+1.44%) of those falling into the 60-64 age category and a shift from 'married' (-2.11%) to 'single' (+1.93%) under marital status.

However, overall those positively disclosing disability has remained unchanged and the Trust's median age has reduced marginally from 47 years 4 months to 47 years of age; therefore these two aspects hold little statistical significance.

QVH's workforce diversity profile as at 31 March 2018 is provided in Appendix 2.

In summary:

- 21.3% of our workforce are aged under 34, broadly the same as last year; 26.6% are aged over 55, broadly the same as last year; 2.8% of our workforce are over 65 which is comparable to the wider public sector and the UK workforce
- 4.85% of our workforce describe themselves as having a disability, up slightly from 4.76% the previous year. There remains a significant level of non-disclosure (19.6%), and given the typical 12% positive disclosure in the wider UK workforce it is likely that a substantial proportion of those not disclosing may have a disability

- 13.6% of our workforce are from ethnic minority groups; broadly the same as last year - compared to 12 per cent in the wider public sector and UK workforce
- 75.8% of our workforce are female; a small decrease compared to the previous year of 76.3% – this is significantly higher than the 47% of the UK workforce, but is typical of NHS organisations reliant upon nursing staff groups
- 58.2% of our workforce declared a religion or belief, up marginally from the previous year's disclosure of 56.7%. This is higher than the UK workforce disclosure of religions/beliefs of 43%
- Only 1% of our workforce declared they are lesbian, gay or bisexual, up marginally from the previous year's disclosure of 0.7%. This is much smaller than the UK workforce disclosure rate of around 9%
- 56.6% of our workforce are married or in a civil partnership, slightly lower than last year's figures of 58.7%
- no staff have identified themselves to be transgender

Representation by organisational level

Those aged under 30 make up between 10 - 20 % of the Workforce in non-medical Bands 1 – 6, but only 2% at Band 7 and none at higher grades. Conversely, those over the age of 55 make up 35% of the workforce up to Band 7.

Staff declaring a disability is relatively consistent across Bands 1 – 8 at 6%. Only 1% of medical and dental staff disclosed a disability, and 25% chose not to make any disclosure.

Ethnic minority staff represent 13.6% of QVH staff. There is an even distribution across pay bands and grades, with the exception of Band 1 which instead has 32% of representation, and in medical and dental grades that hold 41% representation. This is consistent across the NHS.

Female representation at senior levels remains high, with 63% of Band 8+ and Board positions held by women. The lowest female representation is in the medical and dental workforce, with 38% representation. The distribution of males is disproportionately split, with much higher proportions at Bands 1 and 2 (46% and 26% respectively) in ancillary roles, and in senior management (36%).

The distribution of religions and beliefs is relatively consistent across pay grades and bands, with slightly higher levels of non-Christian/atheist disclosures in Bands 1 and medical/dental grades in correlation to ethnicity disclosures cited above.

There is a consistent distribution across pay bands and grades for sexual orientation, with slightly lower levels of disclosure in Bands 1 and medical/dental grades in correlation to ethnicity and religious disclosures cited above.

What we will do in 2018/19:

- consider taking positive action to attract male applicants to non-ancillary / medical job roles
- promote positive disclosure for disability / sexual orientation characteristics

3.2 Job applications

Recruitment to QVH is through fair and open competition (except in certain circumstances, where redeployment policies or 'acting up' policies may apply) based on merit, with individuals assessed for their ability to demonstrate the required competences, knowledge and skills for the role.

QVH is committed to ensuring that all recruitment is free from unfair and unlawful discrimination. Reasonable adjustments for disabled people are made at all stages of the recruitment process, as required. We are committed to the Disability Confident scheme, one area of which guarantees an interview all disabled applicants who meet the criteria for a job vacancy and to consider them on their merit.

Overall, there appears to be little correlation between success rates for age groups applying for job roles that are then shortlisted and subsequently appointed. For those 17 attending an interview that disclosed a disability, only 2 were appointed (6% success rate) in comparison to 40% success rate. It is not possible to determine statistical significance based on such a small number of instances, but this warrants further investigation.

Those declaring themselves from a white ethnic background were proportionately more likely to be shortlisted for a vacancy, and to a small degree to be successful at appointment stage following shortlisting. The variation in percentages of those being appointed is statistically insignificant, due to small range of 14; proportionate to the overall workforce in percentage terms.

Females were proportionately more likely to apply for a job role and be shortlisted, although again this variation evened out at appointment stage.

There are no concerns that arise out of recruitment data for those who expressed a religion or belief, with all volumes being in reasonable data fluctuations.

Due to small volumes of those disclosing that they were lesbian, gay, bisexual and transgender (LGBT), no statistically valid conclusions can be drawn.

What we will do in 2018/19:

- we will review and develop our existing recruitment policy and processes to ensure transparency, consistency and fairness, and will put in place measures to help increase the declaration rates among external candidates and provide a platform for positive action to attract applicants from under-represented groups in line with legislation
- in recruitment training, highlight the importance of overseas equivalency in terms of qualification and experiences gained
- undertaken an audit of the 17 disabled candidates interviewed to identify any scope for improvement in offering reasonable adjustments during the selection process

3.3 Access to learning and development

We want to continue to build the capacity, capability and expertise of our people to deliver high-quality work. To invest in our people, QVH has a range of development opportunities, which enable staff to develop and grow so that they can perform at their best. This includes continuing professional development, specialist courses and qualifications funded through the apprenticeship levy.

During 2017/18, 55% of our workforce undertook some form of learning and development to support their personal or professional development. Analysis has shown the following:

- Those between the ages of 26 – 60 have relatively consistent levels of enrolment (averaging 58%), with those between 21-25 being much more likely to access (82%) and those 61 and over being half as likely as the main grouping
- Those positively declaring a disability are much more likely to access learning and development (92% compared to 55% of those declaring no disability)
- Those from Asian (79%) and 'Other Ethnic Groups' (89%) are most likely to access learning and development opportunities. Those from a White ethnic background have a slightly below average likelihood (54%), with those from a Black (37%) or Mixed (27%) ethnic disclosure being well below average;

however small numbers of the latter two groups enrolling (n= 10 and n=3) mean their statistical significance is questionable.

- Females are nearly twice as likely (63% compared to 32%) as males to take up learning and development opportunities
- Atheists (n= 90 enrolling) are more likely to access learning and development compared to those of other religion / belief categories, which are otherwise largely consistent
- There is no statistically relevant variations by sexual orientation

3.4 Working patterns

Flexible working opportunities can benefit everyone and encourage a healthy work–life balance. With this in mind, QVH provides all its employees with the opportunity to request flexible working. This includes homeworking, term-time working, part time, compressed hours, staggered hours and job sharing.

33 flexible working requests were received in the reporting period, of which 30 were approved (90%). Analysis shows that only 2 of the 33 were requested by men, which is disproportionate to the workforce gender profile.

What we will do in 2017/18:

- we will continue to offer opportunities for staff to work more flexibly in a fair and objective way, in line with Trust policy
- we will continue the equality monitoring of all our flexible working arrangements to ensure that they are fair and representative of the workforce

3.5 Pregnancy and maternity leave

We recognise that employees want to strike a balance between their home and work life. We are committed to offering flexible employment policies to support and provide enhanced pay and leave for adoption, maternity and paternity.

During 2016/17 there were 48 employees who were either pregnant or on maternity leave (4.8% of the workforce population).

3.6 Equal pay and reward

QVH reported on its gender pay gap using the national criteria:

- Average gender pay gap as a mean average
- Average gender pay gap as a median average
- Proportion of males and females when divided into four groups ordered from lowest to highest pay.
- Average bonus gender pay gap as a mean average
- Average bonus gender pay gap as a median average
- Proportion of males receiving a bonus payment and proportion of females receiving a bonus payment

At 1st March 2018 QVH employed 791 women (77.32%) and 232 men (22.68%).

a. Hourly rate

<u>Women's hourly rate is:</u>	
37%	41%
LOWER	LOWER
(mean)	(median)

b. Pay quartiles

<u>How many men and women are in each quarter of the employer's payroll:</u>	
Top quartile (4)	
46%	54%
MEN	WOMEN
Upper middle quartile (3)	
MEN	WOMEN
13%	87%
Lower middle quartile (2)	
15%	85%
MEN	WOMEN
Lower quartile (1)	
17%	83%
MEN	WOMEN

c. Bonus pay

<u>Women's bonus pay is:</u>	
18% LOWER (mean)	61% LOWER (median)
<u>Who received bonus pay:</u>	
2% OF MEN	1% OF WOMEN

This pay gap correlates to the differences in male representation at different pay bands / grades, with an uneven distribution in medical/dental roles and senior management as highlighted in the workforce profile section.

What we will do in 2018/19:

- Review how well the Trust manages women’s career progression after employment breaks such as maternity leave, creating interventions as necessary
- Active promotion of current policies on flexible and family-friendly working for all genders
- Audit of the Trust's 'Top Quartile' earners to review rationale and conclusions for determination of each remuneration
- Ensure mixed gender panels for selection and remuneration purposes for Bands 8a+, VSM and Consultant appointments (including Clinical Excellence Awards)

3.6 Workforce Race Equality Standard (WRES)

QVH reported on its workforce race equality standard using the national submission form. It highlights that:

- There is a variation in the number of shortlisted applicants being appointed, with a 1.17 comparative likelihood (with 1 being an equal comparison). This is a significant improvement from 1.45 in the previous year, and is based on a small number of BME recruits (n= 14) which means statistical significance is questionable
- The likelihood of staff entering the formal disciplinary process is comparatively high – however with an extremely small base (n=2 out of total 6 formal cases), the statistical significance is questionable

- The relative likelihood of staff accessing non-mandatory training and CPD shows no statistically significant variation (0.99)
- From National Staff Survey findings:
 - there is a negative variation regarding the percentage of staff reporting perceptions of harassment, bullying or abuse from patients, relatives or the public in last 12 months, from 22.76% of White staff to 30.36% of BME staff. This has worsened since the 2016 National Staff Survey where 26.42% of BME staff reported such experiences
 - There is a positive variation in the percentage of staff experiencing harassment, bullying or abuse from staff in last 12 months – where 17.86% of BME staff reported such compared to 22.07% of White staff
 - The percentage of staff believing that QVH provides equal opportunities for career progression or promotion, the equal score of the previous year (86.5%) has declined slightly for BME staff, so that 83.33% of BME staff agree compared to 88.11%
 - The percentage of staff reporting perceptions of discrimination at work from their manager / team leader or other colleague declined compared to the previous year, so that 16.07% of BME staff believed such compared to 5.14% of White staff
- 8.3% of the Trust Board is from a BME background, compared to 13.8% of the QVH workforce. This results from a small number (n=11) of Board members, and the Trust workforce would be between either n=1 or n=2 Board members to be representative

What we will do in 2018/19:

- Continue to support managers considering taking disciplinary action against all staff to ensure it is appropriate and justified in the circumstances
- Continue to offer management and leadership training to all staff, including a new route of qualification accredited by the Chartered Institute of Management, to ensure they understand the impact of management style and effective team management

INDICATOR	DATA ITEM	MEASURE	31st MARCH 2017						31st MARCH 2018						
			WHITE		BME		ETHNICITY UNKNOWN/NULL		WHITE		BME		ETHNICITY UNKNOWN/NULL		
			Prepopulated figures	Verified figures	Prepopulated figures	Verified figures	Prepopulated figures	Verified figures	Prepopulated figures	Verified figures	Prepopulated figures	Verified figures	Prepopulated figures	Verified figures	
1	Percentage of staff in each of the AfC Bands 1-9 OR Medical and Dental subgroups and VSM (including executive Board members) compared with the percentage of staff in the overall workforce	1a) Non Clinical workforce													
		1 Under Band 1	Headcount	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		2 Band 1	Headcount	26.00	26.00	8.00	8.00	3.00	3.00	24.00	24.00	9.00	9.00	3.00	3.00
		3 Band 2	Headcount	45.00	45.00	2.00	2.00	3.00	3.00	36.00	36.00	2.00	2.00	2.00	2.00
		4 Band 3	Headcount	67.00	67.00	4.00	4.00	1.00	1.00	73.00	73.00	4.00	4.00	1.00	1.00
		5 Band 4	Headcount	88.00	88.00	2.00	2.00	2.00	2.00	90.00	91.00	0.00	0.00	2.00	2.00
		6 Band 5	Headcount	25.00	25.00	1.00	1.00	0.00	0.00	17.00	17.00	4.00	4.00	0.00	0.00
		7 Band 6	Headcount	18.00	18.00	0.00	0.00	1.00	1.00	22.00	22.00	0.00	0.00	1.00	1.00
		8 Band 7	Headcount	15.00	15.00	1.00	1.00	0.00	0.00	14.00	14.00	1.00	1.00	0.00	0.00
		9 Band 8A	Headcount	5.00	5.00	1.00	1.00	0.00	0.00	8.00	8.00	1.00	1.00	0.00	0.00
		10 Band 8B	Headcount	5.00	5.00	0.00	0.00	0.00	0.00	4.00	4.00	0.00	0.00	0.00	0.00
		11 Band 8C	Headcount	3.00	3.00	0.00	0.00	0.00	0.00	4.00	4.00	0.00	0.00	0.00	0.00
		12 Band 8D	Headcount	3.00	3.00	0.00	0.00	1.00	1.00	3.00	3.00	0.00	0.00	0.00	0.00
		13 Band 9	Headcount	1.00	1.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00
		14 VSM	Headcount	8.00	8.00	0.00	0.00	0.00	0.00	5.00	5.00	0.00	0.00	0.00	0.00
		1b) Clinical workforce of which Non Medical													
		15 Under Band 1	Headcount	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		16 Band 1	Headcount	1.00	1.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00
		17 Band 2	Headcount	76.00	76.00	9.00	9.00	2.00	2.00	79.00	79.00	8.00	8.00	2.00	2.00
		18 Band 3	Headcount	17.00	17.00	4.00	4.00	0.00	0.00	25.00	25.00	3.00	3.00	0.00	0.00
		19 Band 4	Headcount	23.00	23.00	2.00	2.00	0.00	0.00	24.00	24.00	2.00	2.00	0.00	0.00
		20 Band 5	Headcount	93.00	93.00	19.00	19.00	2.00	2.00	88.00	88.00	17.00	17.00	2.00	2.00
		21 Band 6	Headcount	102.00	102.00	19.00	19.00	2.00	2.00	103.00	104.00	18.00	18.00	2.00	2.00
		22 Band 7	Headcount	74.00	74.00	9.00	9.00	2.00	2.00	80.00	79.00	9.00	9.00	2.00	2.00
		23 Band 8A	Headcount	12.00	12.00	2.00	2.00	0.00	0.00	13.00	13.00	1.00	1.00	0.00	0.00
		24 Band 8B	Headcount	9.00	9.00	0.00	0.00	0.00	0.00	10.00	10.00	0.00	0.00	0.00	0.00
		25 Band 8C	Headcount	3.00	3.00	0.00	0.00	0.00	0.00	3.00	3.00	0.00	0.00	0.00	0.00
		26 Band 8D	Headcount	1.00	1.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00
27 Band 9	Headcount	1.00	1.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00		
28 VSM	Headcount	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00		
	<i>Of which Medical & Dental</i>														
29 Consultants	Headcount	46.00	46.00	20.00	20.00	6.00	6.00	51.00	51.00	24.00	25.00	7.00	4.00		
30 of which Senior medical manager	Headcount		8.00		0.00		0.00		8.00		0.00		0.00		
31 Non-consultant career grade	Headcount	24.00	24.00	19.00	19.00	6.00	2.00	24.00	25.00	19.00	20.00	3.00	1.00		
32 Trainee grades	Headcount	16.00	16.00	8.00	8.00	0.00	2.00	13.00	16.00	11.00	11.00	1.00	1.00		
33 Other	Headcount	0.00	0.00	0.00	0.00	2.00	0.00	4.00	7.00	0.00	0.00	0.00	0.00		
34 Number of shortlisted applicants	Headcount				234.00		26.00		615.00		158.00		14.00		
35 Number appointed from shortlisting	Headcount				21.00		2.00		150.00		33.00		3.00		
36 Relative likelihood of shortlisting/appointed	Auto calculated		0.13		0.09		0.08		0.24		0.21		0.21		
37 Relative likelihood of White staff being appointed from shortlisting compared to BME staff	Auto calculated		1.45						1.17						
38 Number of staff in workforce	Auto calculated							821.00	829.00	134.00	136.00	28.00	23.00		
39 Number of staff entering the formal disciplinary process	Headcount								4.00		2.00		0.00		
40 Likelihood of staff entering the formal disciplinary process	Auto calculated		0.01		0.00		0.00		0.00		0.01		0.00		
41 Relative likelihood of BME staff entering the formal disciplinary process compared to White staff	Auto calculated				0.00						3.05				

INDICATOR	DATA ITEM	MEASURE	31st MARCH 2017						31st MARCH 2018							
			WHITE		BME		ETHNICITY UNKNOWN/NULL		WHITE		BME		ETHNICITY UNKNOWN/NULL			
4	Relative likelihood of staff accessing non-mandatory training and CPD	42	Number of staff in workforce (White)	Auto calculated							829.00		136.00		23.00	
		43	Number of staff accessing non-mandatory training and CPD (White):	Headcount							412.00		68.00		8.00	
		44	Likelihood of staff accessing non-mandatory training and CPD	Auto calculated		0.70		0.71		0.57		0.50		0.50		0.35
		45	Relative likelihood of White staff accessing non-mandatory training and CPD compared to BME staff	Auto calculated		0.98						0.99				
5	KF 25. National Staff Survey	46	% of staff experiencing harassment, bullying or abuse from patients, relatives or the public in last 12 months	Percentage	0.23		0.26				0.23		0.30			
6	KF 26. National Staff Survey	47	% of staff experiencing harassment, bullying or abuse from staff in last 12 months	Percentage	0.25		0.25				0.22		0.18			
7	KF 21. National Staff Survey	48	% staff believing that trust provides equal opportunities for career progression or promotion	Percentage	0.86		0.86				0.88		0.83			
8	Q17. National Staff Survey	49	% staff personally experienced discrimination at work from Manager/team leader or other colleague	Percentage	0.07		0.12				0.05		0.16			
9	Percentage difference between the organisations' Board voting membership and its overall workforce	50	Total Board members	Headcount		9.00		1.00		0.00		11.00		1.00		0.00
		51	of which: Voting Board members	Headcount		3.00		1.00		0.00		3.00		1.00		0.00
		52	: Non Voting Board members	Auto calculated		6.00		0.00		0.00		8.00		0.00		0.00
		53	Total Board members	Auto calculated		9.00		1.00		0.00		11.00		1.00		0.00
		54	of which: Exec Board members	Headcount		5.00		1.00		0.00		6.00		1.00		0.00
		55	: Non Executive Board members	Auto calculated		4.00		0.00		0.00		5.00		0.00		0.00
		56	Number of staff in overall workforce	Auto calculated		808.00		131.00		28.00		829.00		136.00		23.00
		57	Total Board members - % by Ethnicity	Auto calculated		0.90		0.10		0.00		0.92		0.08		0.00
		58	Voting Board Member - % by Ethnicity	Auto calculated		0.75		0.25		0.00		0.75		0.25		0.00
		59	Non Voting Board Member - % by Ethnicity	Auto calculated		1.00		0.00		0.00		1.00		0.00		0.00
		60	Executive Board Member - % by Ethnicity	Auto calculated		0.83		0.17		0.00		0.86		0.14		0.00
		61	Non Executive Board Member - % by Ethnicity	Auto calculated		1.00		0.00		0.00		1.00		0.00		0.00
		62	Overall workforce - % by Ethnicity	Auto calculated	0.00	0.84	0.00	0.14	0.00	0.03	0.00	0.84	0.00	0.14	0.00	0.02
63	Difference (Total Board -Overall workforce)	Auto calculated		0.06		-0.04		-0.03		0.08		-0.05		-0.02		

Appendix 1 | Reporting categories

Our reporting categories are defined as follows:

Age

Staff members are categorised into one of eleven age groups:

- 24 or under
- 25 - 29
- 30 - 34
- 35 – 39
- 40 - 44
- 45 – 50
- 50 - 54
- 55 – 59
- 60 - 64
- 65 – 69
- 70 and above

Disability

Staff are asked whether they consider themselves to be disabled under the definitions of the Equality Act 2010. Staff members were asked to select one of the following:

- Yes
- No
- Not declared

Ethnicity

Staff members were asked to classify themselves on the basis of the Census 2011 categories of ethnicity:

White

- English / Welsh / Scottish / Northern Irish /British
- Irish
- Gypsy or Irish Traveller
- Any other white background
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Mixed / multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed/multiple ethnic background

Other ethnic group

- Arab
- Any other ethnic group

Asian/Asian British

- Indian

Black/African/Caribbean/ Black British

- African
- Caribbean

- Any other Black / African / Caribbean background

Due to small numbers of some ethnicities, these were then grouped into the following categories for the purposes of this report:

- Asian or Asian British
- Black or Black British
- Mixed
- White
- Any Other Ethnic Group
- Not Stated/Not Known

Gender

This is recorded as male or female.

Gender reassignment

Staff members have not historically been asked to report transgender status as part of equality monitoring arrangements. The new applicant tracking system provides us the new ability to capture this, and as such this data is currently only available in the job applications section.

Marital status

Staff members were asked to classify themselves in the following categories of marital status:

- Married
- Civil partnership
- Divorced
- Legally separated
- Null / unknown
- Single

Due to small numbers in some classifications, these were then grouped into the following categories for the purposes of this report:

- Married / Civil Partnership
- Divorced / Legally separated / Widowed
- Single
- Null / Unknown

Pregnancy / Maternity

This is recorded as either pregnant / on maternity leave, or other. Staff members have not historically been asked to report this status throughout their work journey at QVH, and data is currently only available as those having taken maternity leave when in employment.

Religion or belief

Staff members were asked to classify themselves into following categories of religion or belief:

- No religion
- Buddhist
- Christian
- Hindu
- Jainism
- Jewish
- Muslim
- Sikh
- Any other religion
- Prefer not to say

Due to small numbers of some religions/beliefs, these were then grouped into the following categories for the purposes of this report:

- Atheism
- Christianity
- Hinduism
- I do not wish to disclose
- Other
- Undefined

Sexual orientation

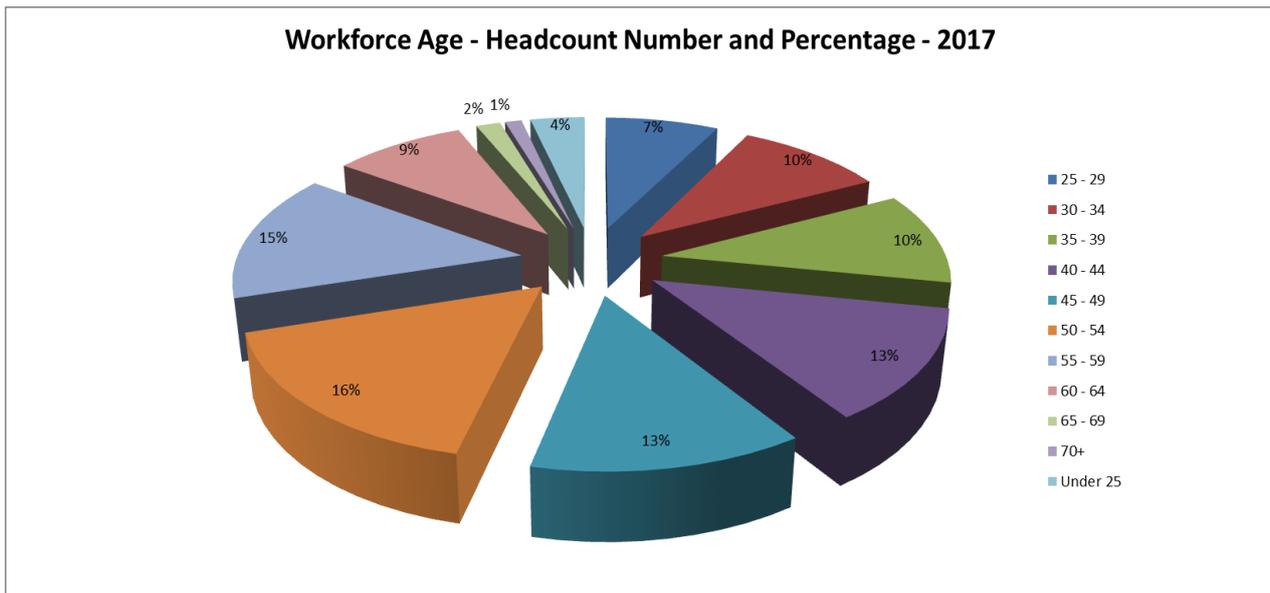
Staff members were given the options of:

- Heterosexual
- Gay woman/lesbian
- Gay man
- Bisexual
- Other
- Prefer not to say

Appendix 2 | Current QVH Workforce profile

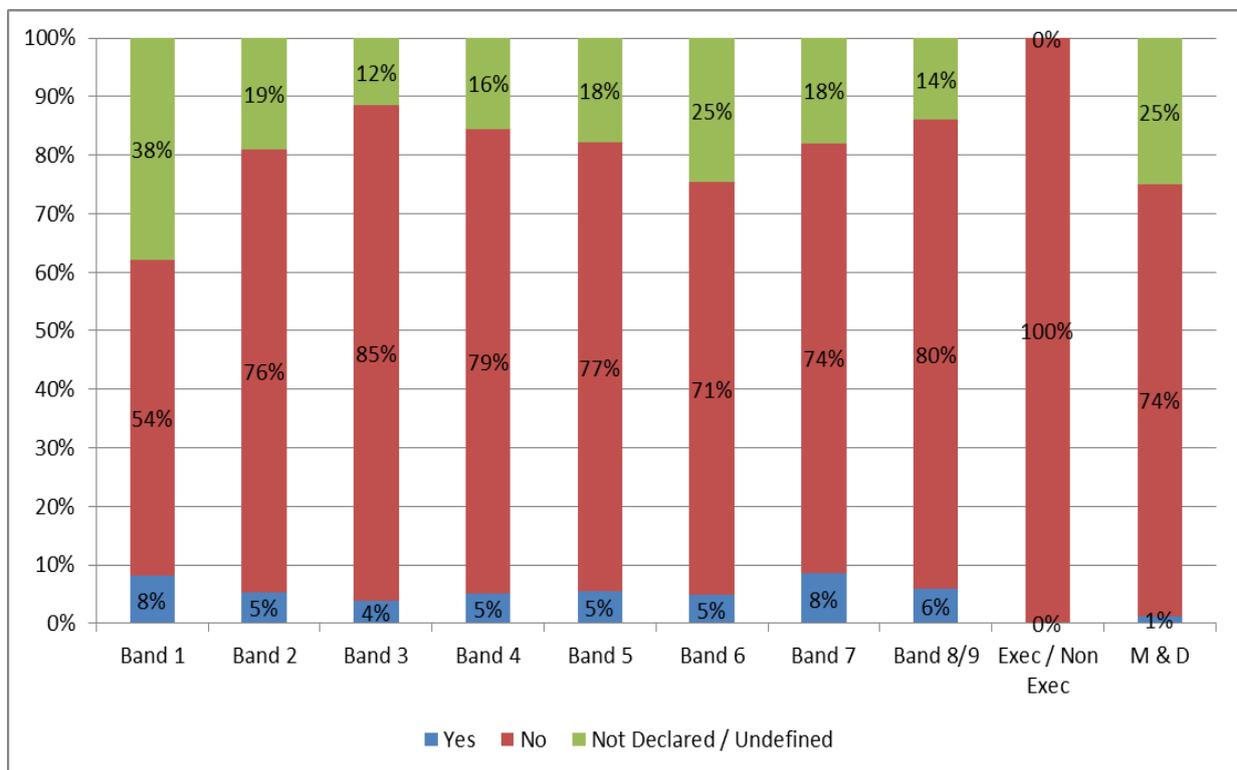
1 Workforce age profile

Row Labels	Sum of Person Headcount	%
Under 25	36	3.64%
25 - 29	75	7.58%
30 - 34	98	9.90%
35 - 39	105	10.61%
40 - 44	125	12.63%
45 - 49	127	12.83%
50 - 54	164	16.57%
55 - 59	146	14.75%
60 - 64	87	8.79%
65 - 69	16	1.62%
70+	11	1.11%
Grand Total	990	100%



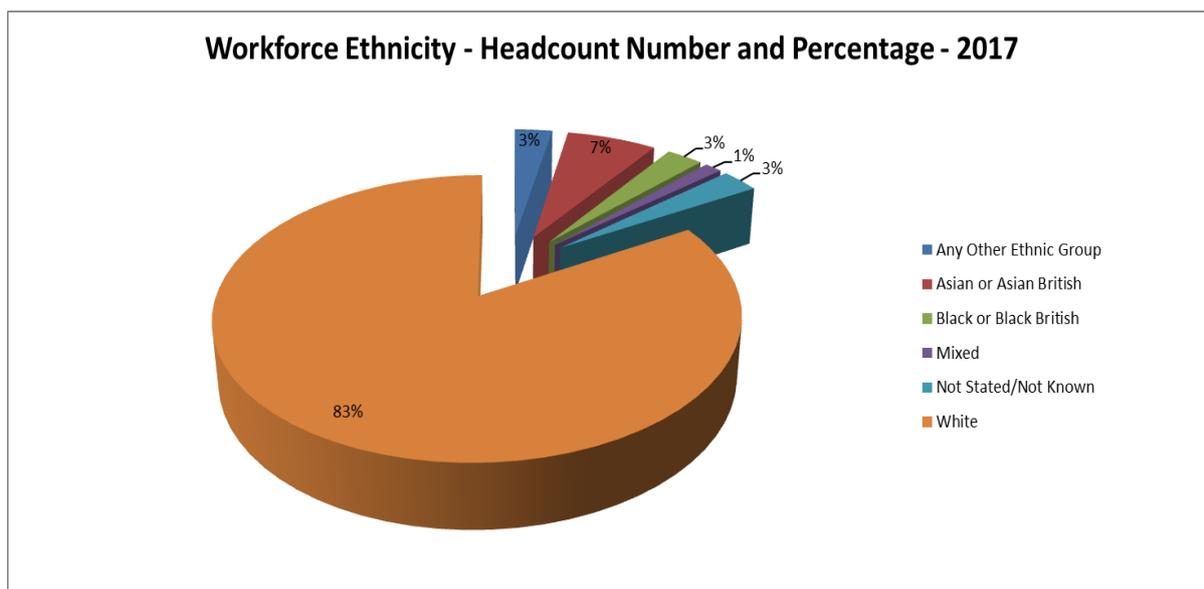
2 Workforce disability profile

Categorisation	Sum of Person Headcount	%
No	748	75.56%
Not Declared / Undefined	194	19.60%
Yes	48	4.85%
Grand Total	990	100%



3 Workforce ethnicity profile

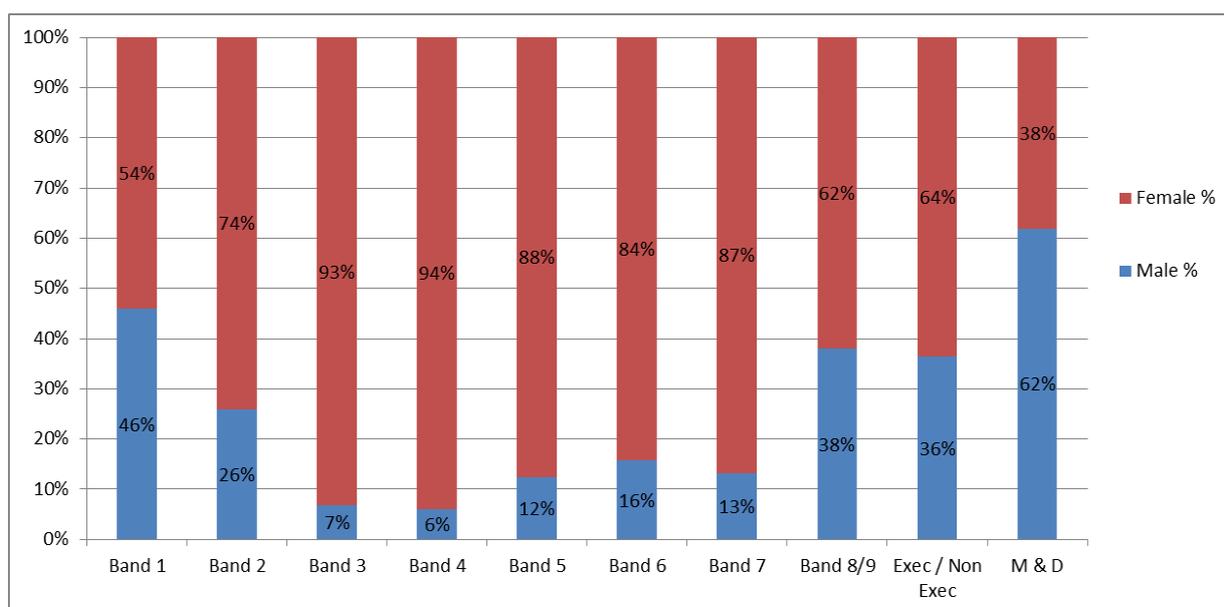
White	Mixed	Black or Black British	Asian or Asian British	Chinese	Any Other Ethnic Group	Not Stated/Not Known
68%	0%	5%	11%	0%	8%	8%
89%	2%	2%	4%	0%	1%	3%
92%	1%	3%	2%	0%	1%	1%
97%	0%	1%	0%	1%	0%	2%
82%	1%	6%	5%	0%	4%	2%
86%	1%	2%	5%	1%	3%	2%
89%	0%	1%	6%	0%	3%	2%
96%	0%	0%	4%	0%	0%	0%
91%	9%	0%	0%	0%	0%	0%
59%	4%	4%	21%	1%	4%	7%
83.54%	1.31%	2.73%	6.77%	0.40%	2.42%	2.83%



4 Workforce gender profile

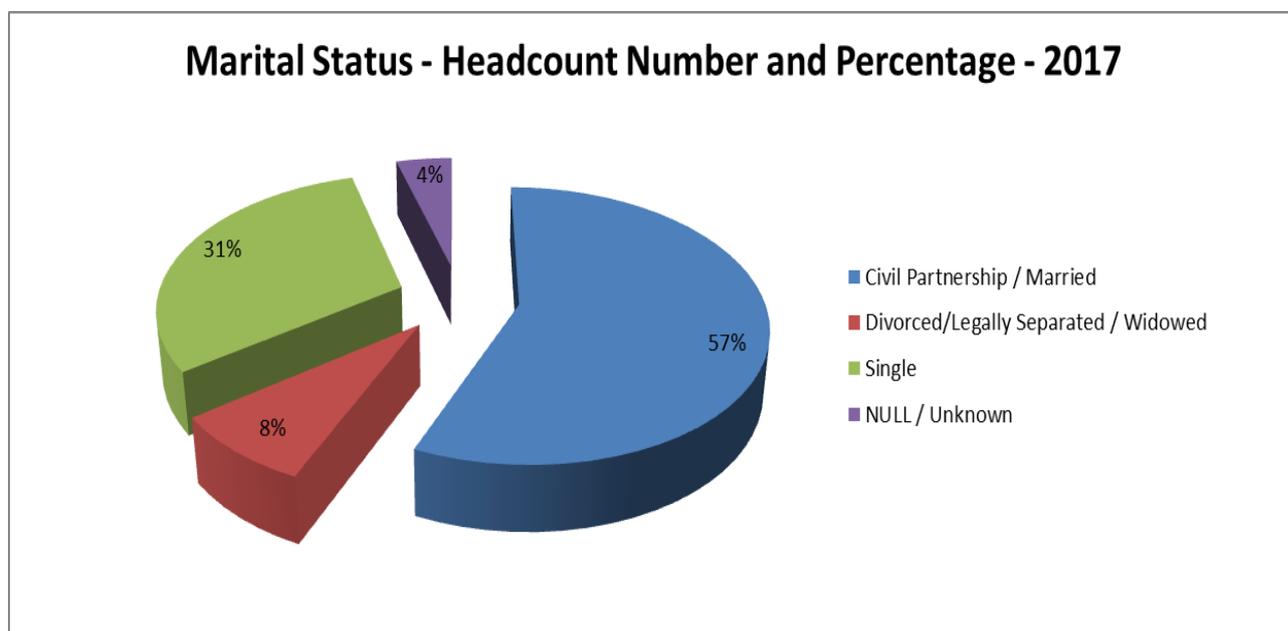
Row Labels	Sum of Person Headcount	%
Female	750	75.76%
Male	240	24.24%
Grand Total	990	100%

Categorisation	Female	Male	Grand Total	Female %	Male %
Band 1	20	17	37	54%	46%
Band 2	97	34	131	74%	26%
Band 3	97	7	104	93%	7%
Band 4	109	7	116	94%	6%
Band 5	113	16	129	88%	12%
Band 6	123	23	146	84%	16%
Band 7	92	14	106	87%	13%
Band 8/9	31	19	50	62%	38%
Exec / Non Exec	7	4	11	64%	36%
M & D	61	99	160	38%	62%
Grand Total	750	240	990	76%	24%



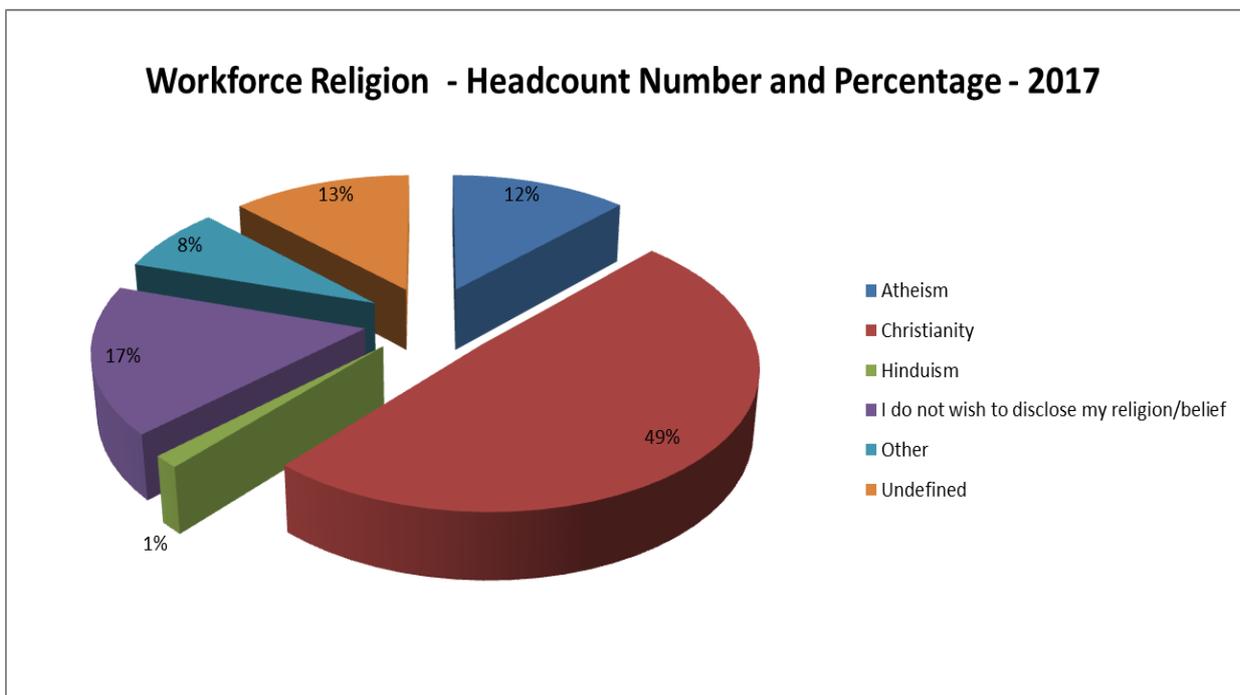
5 Workforce marital status profile

Row Labels	Sum of Person Headcount	%
Civil Partnership / Married	560	56.57%
Divorced/Legally Separated / Widowed	82	8.28%
Single	305	30.81%
NULL / Unknown	43	4.34%
Grand Total	990	100%



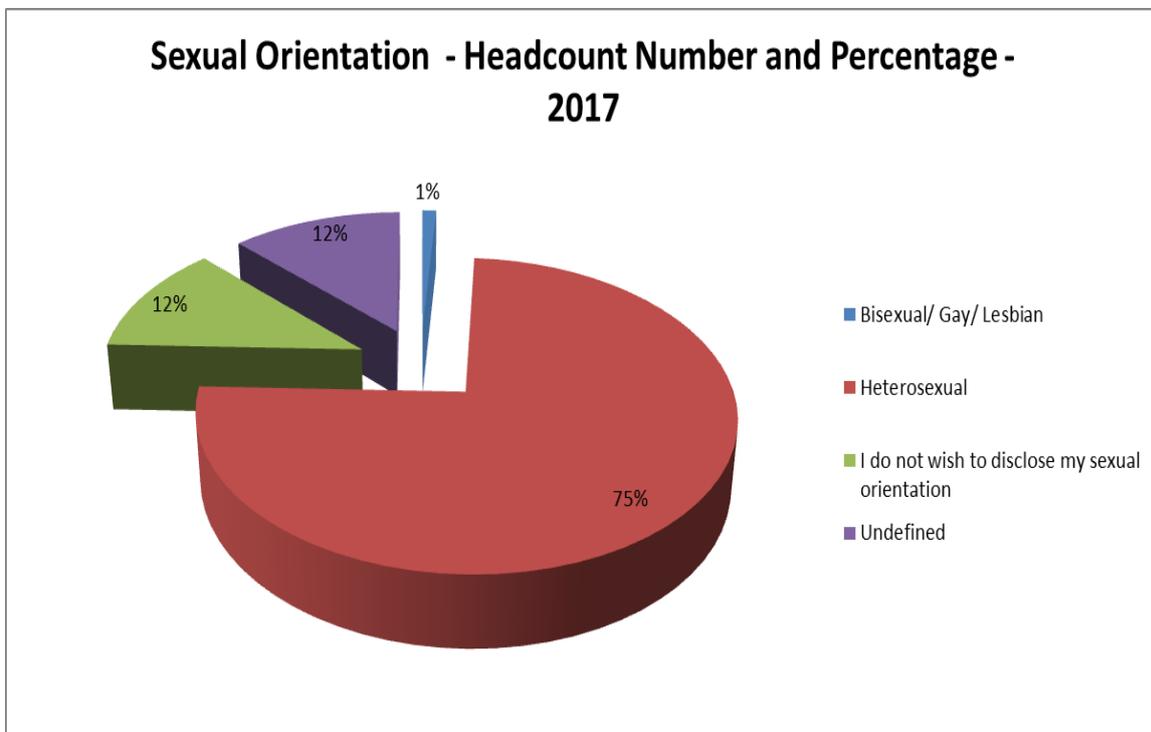
6 Workforce religion / belief profile

Row Labels	Sum of Person Headcount	%
Atheism	122	12.32%
Christianity	487	49.19%
Hinduism	14	1.41%
I do not wish to disclose my religion/belief	168	16.97%
Other	75	7.58%
Undefined	124	12.53%
Grand Total	990	100%



7 Workforce sexual orientation profile

Row Labels	Sum of Person Headcount	%
Bisexual/ Gay/ Lesbian	10	1.01%
Heterosexual	738	74.55%
I do not wish to disclose my sexual orientation	119	12.02%
Undefined	123	12.42%
Grand Total	990	100%

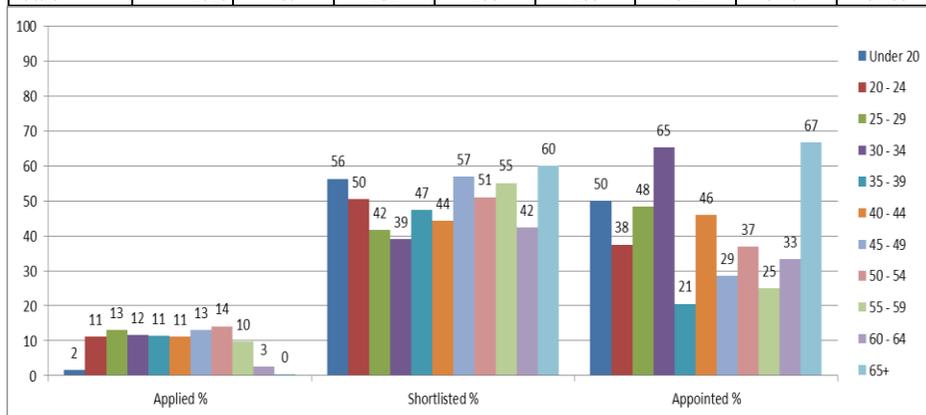


Appendix 3 | Recruitment candidates

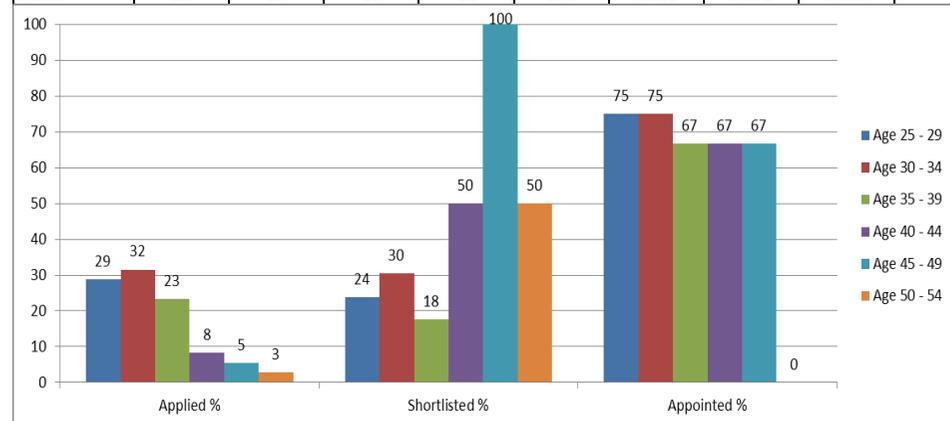
1 Recruitment age profile

Non-medical

Non-medical								
Categorisation	Applied	Shortlisted	Interview attended	Appointed	Applied %	Shortlisted %	Interview attended %	Appointed %
Under 20	16	9	6	3	1.58	56.25	66.67	50
20 - 24	113	57	32	12	11.15	50.44	56.14	37.5
25 - 29	132	55	29	14	13.03	41.67	52.73	48.28
30 - 34	118	46	23	15	11.65	38.98	50	65.22
35 - 39	116	55	34	7	11.45	47.41	61.82	20.59
40 - 44	113	50	37	17	11.15	44.25	74	45.95
45 - 49	132	75	42	12	13.03	56.82	56	28.57
50 - 54	143	73	38	14	14.12	51.05	52.05	36.84
55 - 59	98	54	32	8	9.67	55.1	59.26	25
60 - 64	26	11	6	2	2.57	42.31	54.55	33.33
65+	5	3	3	2	0.49	60	100	66.67
Not stated	1	1	0	0	0.1	100	0	0
Totals	1013	489	282	106	100	48.27	57.67	37.59



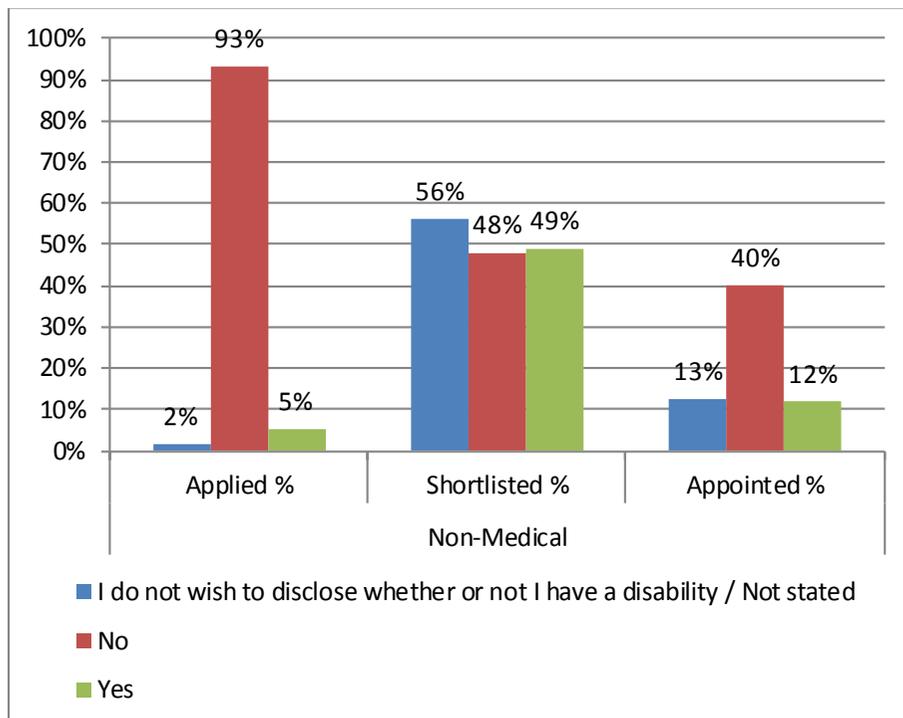
Medical								
Categorisation	Applied	Shortlisted	Interview attended	Appointed	Applied %	Shortlisted %	Interview attended %	Appointed %
Under 20	0	0	0	0	0	0	0	0
20 - 24	0	0	0	0	0	0	0	0
25 - 29	21	5	4	3	28.77	23.81	80	75
30 - 34	23	7	4	3	31.51	30.43	57.14	75
35 - 39	17	3	3	2	23.29	17.65	100	66.67
40 - 44	6	3	3	2	8.22	50	100	66.67
45 - 49	4	4	3	2	5.48	100	75	66.67
50 - 54	2	1	0	0	2.74	50	0	0
55 - 59	0	0	0	0	0	0	0	0
60 - 64	0	0	0	0	0	0	0	0
65+	0	0	0	0	0	0	0	0
Not stated	0	0	0	0	0	0	0	0
Totals	73	23	17	12	100	31.51	73.91	70.59



2 Recruitment disability profile

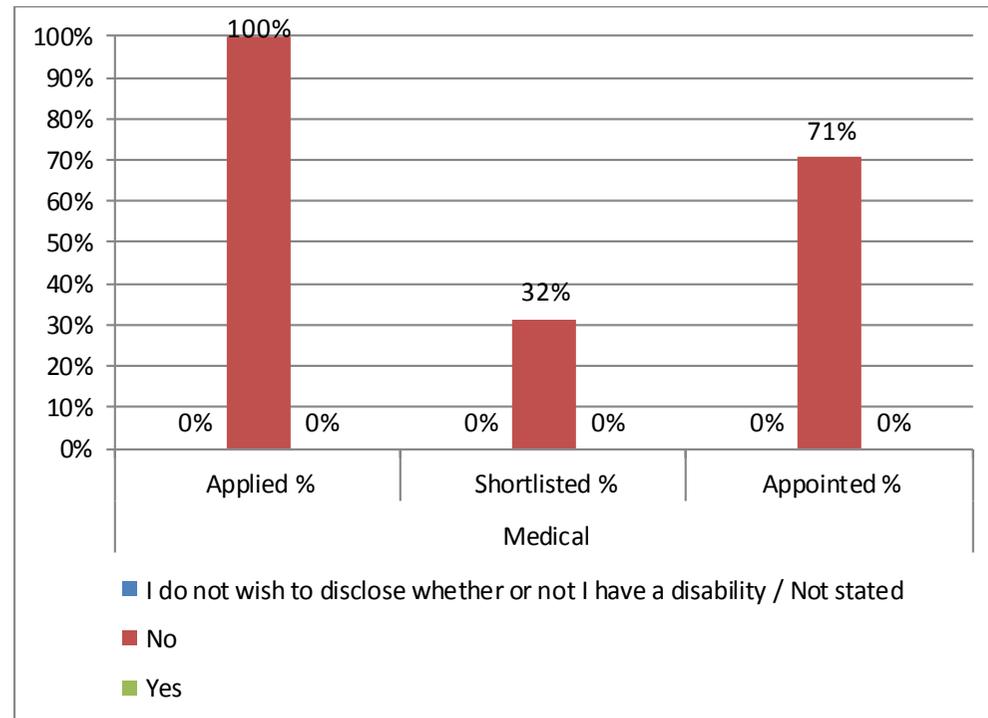
Non-medical

Non-medical								
Category	Applied	Shortlisted	Interview attended	Appointed	Applied %	Shortlisted %	Interview attended %	Appointed %
I do not wish to disclose	16	9	8	1	1.58%	56.25%	88.89%	12.50%
No	944	454	257	103	93.19%	48.09%	56.61%	40.08%
Yes	53	26	17	2	5.23%	49.06%	65.38%	11.76%
Total	1013	489	282	106	100.00%	48.27%	57.67%	37.59%



Medical

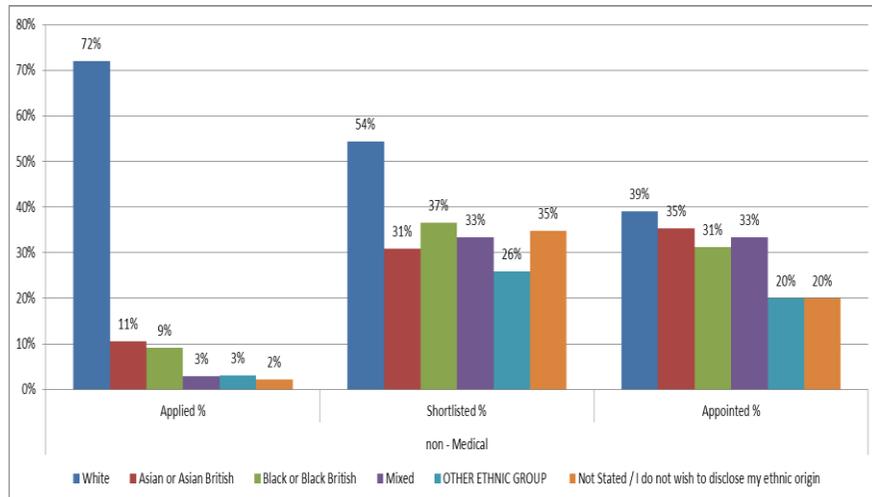
Medical								
Category	Applied	Shortlisted	Interview attended	Appointed	Applied %	Shortlisted %	Interview attended %	Appointed %
I do not wish to disclose	0	0	0	0	0.00%	0.00%	0.00%	0.00%
No	73	23	17	12	100.00%	31.51%	73.91%	70.59%
Yes	0	0	0	0	0.00%	0.00%	0.00%	0.00%
Total	73	23	17	12	100.00%	31.51%	73.91%	70.59%



3 Recruitment ethnicity profile

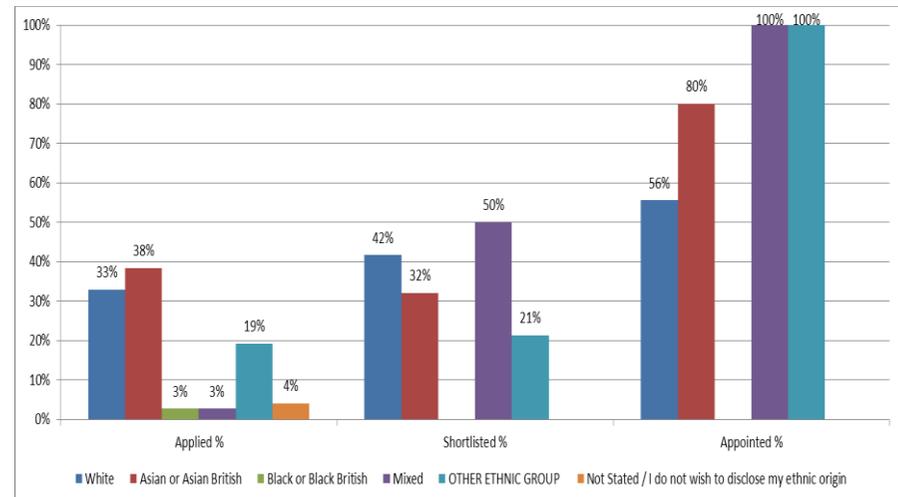
Non-medical

Categorisation	Non-medical							
	Applied	Shortlisted	Interview attended	Appointed	Applied %	Shortlisted %	Interview attended %	Appointed %
White	729	396	236	92	71.96%	54.32%	59.60%	38.98%
Asian or Asian British	107	33	17	6	10.56%	30.84%	51.52%	35.29%
Black or Black British	93	34	16	5	9.18%	36.56%	47.06%	31.25%
Mixed	30	10	3	1	2.96%	33.33%	30.00%	33.33%
OTHER ETHNIC GROUP	31	8	5	1	3.06%	25.81%	62.50%	20.00%
Not Stated / I do not wish to disclose my ethnic origin	23	8	5	1	2.27%	34.78%	62.50%	20.00%
	1013	489	282	106	100.00%	48.27%	57.67%	37.59%



Medical

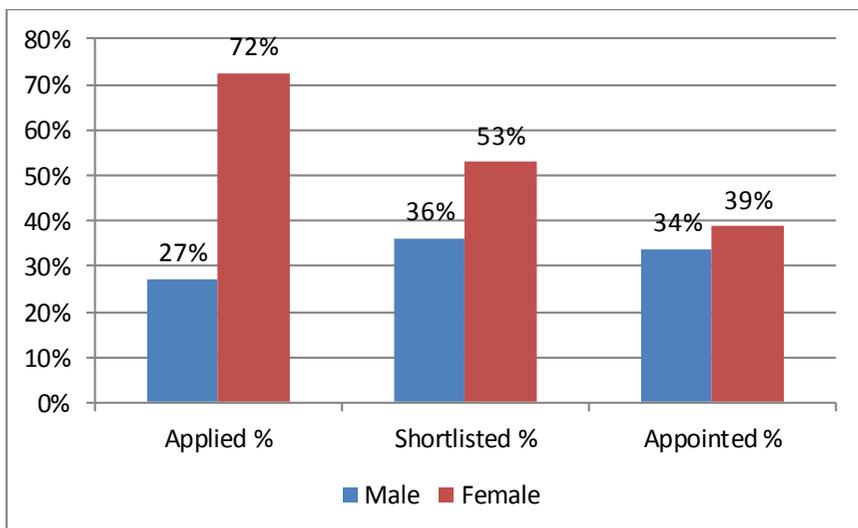
Categorisation	Medical							
	Applied	Shortlisted	Interview attended	Appointed	Applied %	Shortlisted %	Interview attended %	Appointed %
White	24	10	9	5	32.88%	41.67%	90.00%	55.56%
Asian or Asian British	28	9	5	4	38.36%	32.14%	55.56%	80.00%
Black or Black British	2	0	0	0	2.74%	0.00%	0.00%	0.00%
Mixed	2	1	1	1	2.74%	50.00%	100.00%	100.00%
OTHER ETHNIC GROUP	14	3	2	2	19.18%	21.43%	66.67%	100.00%
Not Stated / I do not wish to disclose my ethnic origin	3	0	0	0	4.11%	0.00%	0.00%	0.00%
	73	23	17	12	100.00%	31.51%	73.91%	70.59%



4 Recruitment gender profile

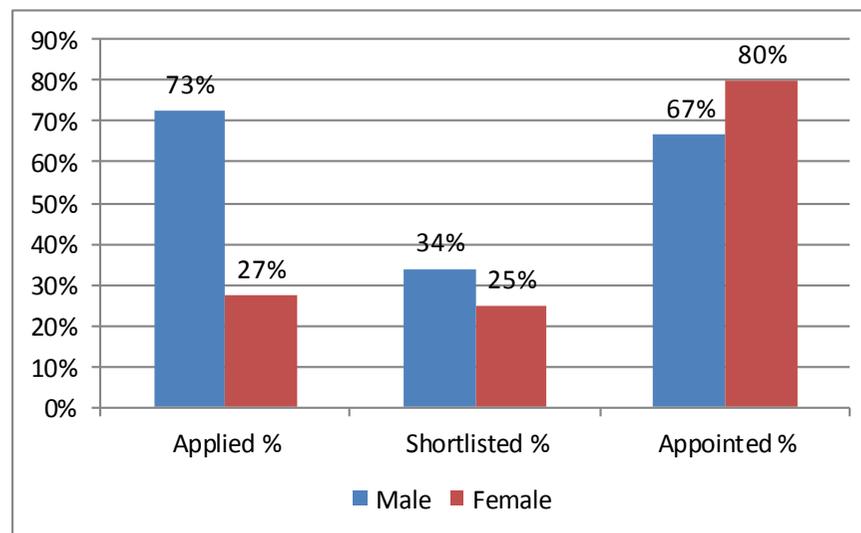
Non-medical

	Non-medical							
Categorisation	Applied	Shortlisted	Interview attended	Appointed	Applied %	Shortlisted %	Interview attended %	Appointed %
Not stated	0	0	0	0	0	0	0	0
Male	276	100	65	22	27.25	36.23	65	33.85
Female	734	388	217	84	72.46	52.86	55.93	38.71
I do not wish to disclose	3	1	0	0	0.3	33.33	0	0
Totals	1013	489	282	106	100	48.27	57.67	37.59



Medical

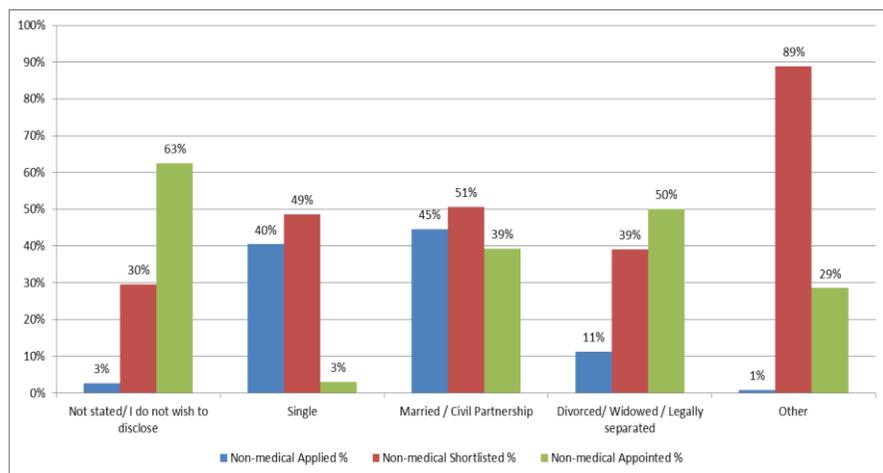
	Medical							
Categorisation	Applied	Shortlisted	Interview attended	Appointed	Applied %	Shortlisted %	Interview attended %	Appointed %
Not stated	0	0	0	0	0	0	0	0
Male	53	18	12	8	72.6	33.96	66.67	66.67
Female	20	5	5	4	27.4	25	100	80
I do not wish to disclose	0	0	0	0	0	0	0	0
Totals	73	23	17	12	100	31.51	73.91	70.59



5 Recruitment marital status profile

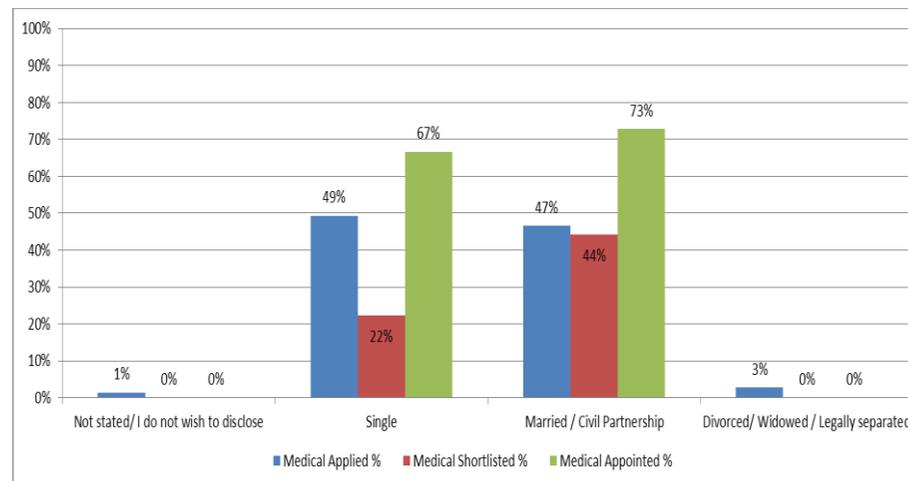
Non-medical

Categorisation	Non-Medical							
	Applied	Shortlisted	Interview attended	Appointed	Applied %	Shortlisted %	Interview attended %	Appointed %
Not stated/ I do not wish to disclose	27	8	8	5	2.67	29.63	100	62.5
Single	410	199	106	33	40.47	48.54	53.27	31.13
Married / Civil Partnership	452	229	135	53	44.62%	50.66%	58.95%	39.26%
Divorced/ Widowed / Legally separated	115	45	26	13	11.35	39.13	57.78	50
Other	9	8	7	2	0.89	88.89	87.5	28.57
Totals	1013	489	282	106	100	48.27	57.67	37.59



Medical

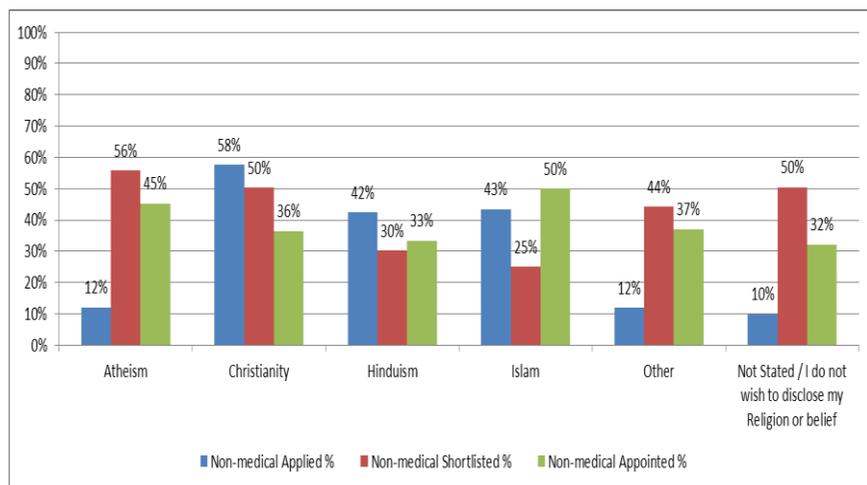
Categorisation	Medical							
	Applied	Shortlisted	Interview attended	Appointed	Applied %	Shortlisted %	Interview attended %	Appointed %
Not stated/ I do not wish to disclose	1	0	0	0	1.37	0	0	0
Single	36	8	6	4	49.32	22.22	75	66.67
Married / Civil Partnership	34	15	11	8	46.58%	44.12%	73.33%	72.73%
Divorced/ Widowed / Legally separated	2	0	0	0	2.74	0	0	0
Other	0	0	0	0	0	0	0	0
Totals	73	23	17	12	100	31.51	73.91	70.59



6 Recruitment religion / belief profile

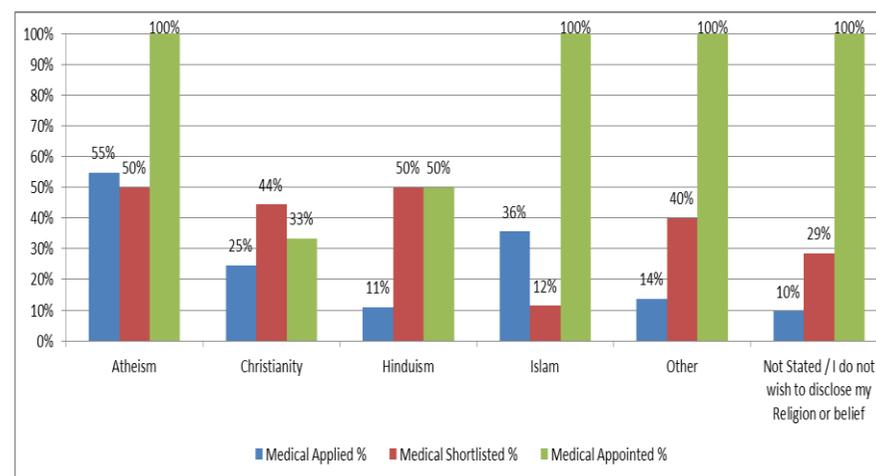
Non-medical

Non-medical								
Categorisation	Applied	Shortlisted	Interview attended	Appointed	Applied %	Shortlisted %	Interview attended %	Appointed %
Atheism	122	68	42	19	12.04	55.74	61.76	45.24
Christianity	583	293	173	63	57.55	50.26	59.04	36.42
Hinduism	43	13	6	2	4.24	30.23	46.15	33.33
Islam	44	11	6	3	4.34	25	54.55	50
Other	120	53	27	10	11.85%	44.17%	50.94%	37.04%
Not Stated / I do not wish to disclose	101	51	28	9	9.97%	50.50%	54.90%	32.14%
Totals	1013	489	282	106	100	48.27	57.67	37.59



Medical

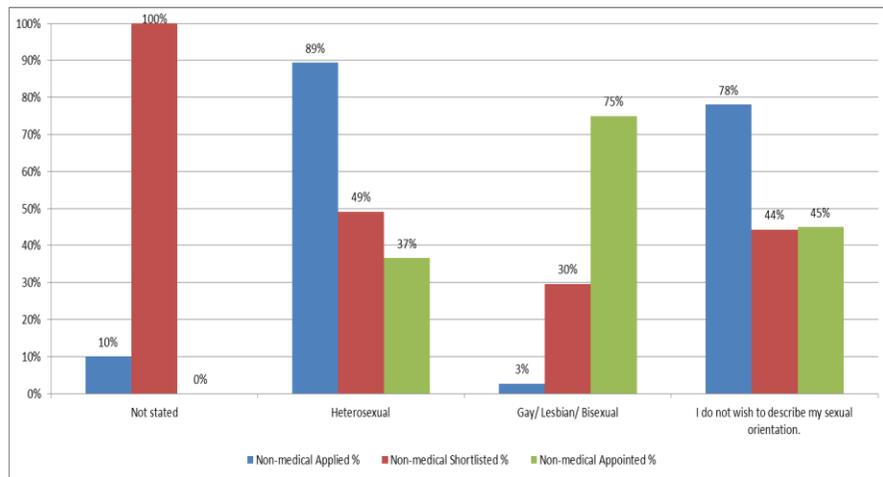
Medical								
Categorisation	Applied	Shortlisted	Interview attended	Appointed	Applied %	Shortlisted %	Interview attended %	Appointed %
Atheism	4	2	2	2	5.48	50	100	100
Christianity	18	8	6	2	24.66	44.44	75	33.33
Hinduism	8	4	2	1	10.96	50	50	50
Islam	26	3	2	2	35.62	11.54	66.67	100
Other	10	4	3	3	13.70%	40.00%	75.00%	100.00%
Not Stated / I do not wish to disclose	7	2	2	2	9.59%	28.57%	100.00%	100.00%
Totals	73	23	17	12	100	31.51	73.91	70.59



7 Recruitment sexual orientation profile

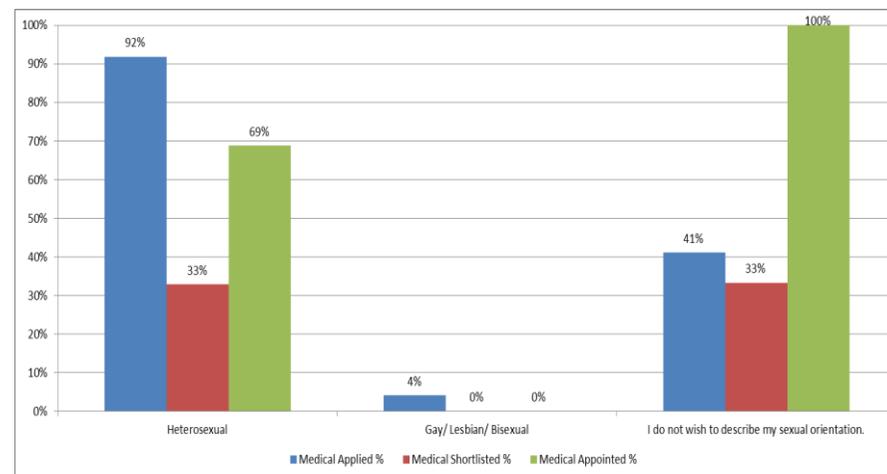
Non-medical

	Non-medical							
Category	Applied	Shortlisted	Interview attended	Appointed	Applied %	Shortlisted %	Interview attended %	Appointed %
Not stated	1	1	1	0	0.1	100	100	0
Heterosexual	906	445	257	94	89.44	49.12	57.75	36.58
Gay/ Lesbian/ Bisexual	27	8	4	3	2.67%	29.63%	50.00%	75.00%
I do not wish to disclose	79	35	20	9	7.8	44.3	57.14	45
Totals	1013	489	282	106	100	48.27	57.67	37.59



Medical

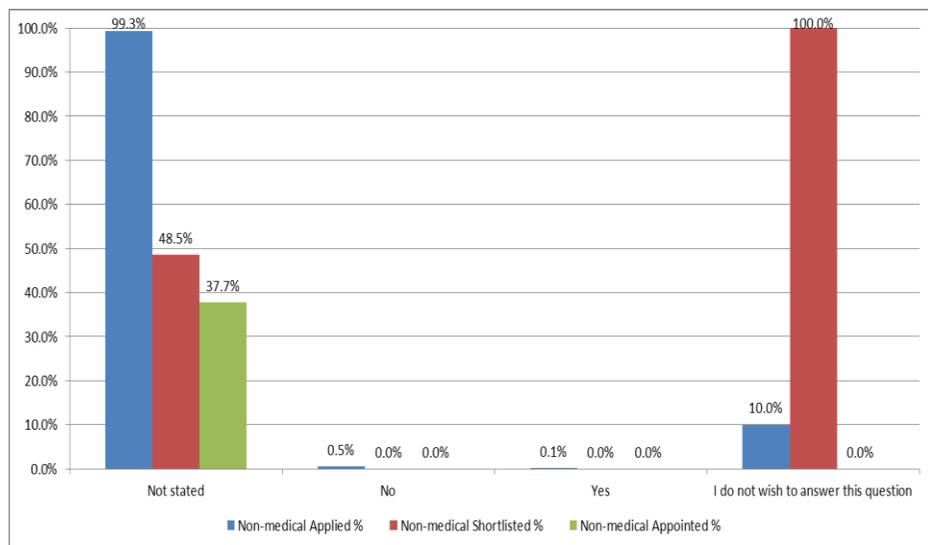
	Medical							
Category	Applied	Shortlisted	Interview attended	Appointed	Applied %	Shortlisted %	Interview attended %	Appointed %
Not stated	0	0	0	0	0	0	0	0
Heterosexual	67	22	16	11	91.78	32.84	72.73	68.75
Gay/ Lesbian/ Bisexual	3	0	0	0	4.11%	0.00%	0.00%	0.00%
I do not wish to disclose	3	1	1	1	4.11	33.33	100	100
Totals	73	23	17	12	100	31.51	73.91	70.59



8 Recruitment transgender / gender reassignment profile

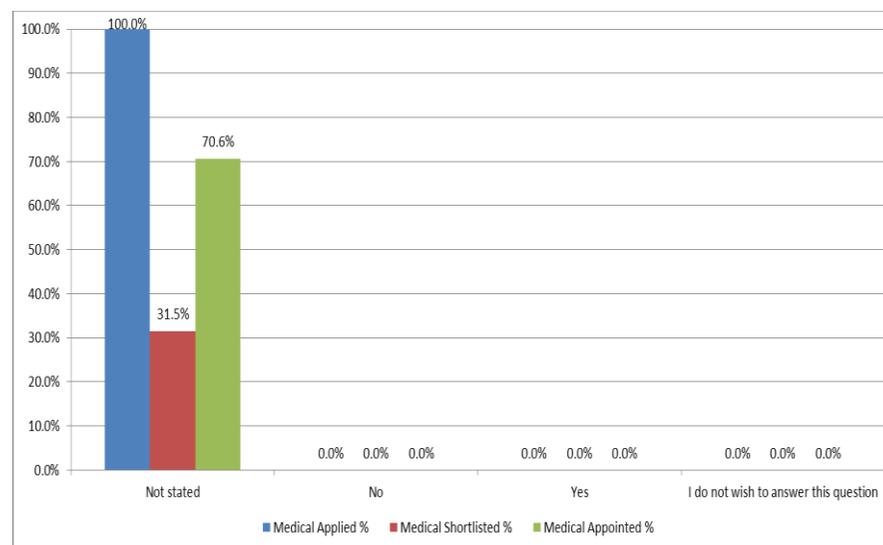
Non-medical

Non-medical								
Category	Applied	Shortlisted	Interview attended	Appointed	Applied %	Shortlisted %	Interview attended %	Appointed %
Not stated	1006	488	281	106	99.31	48.51	57.58	37.72
No	5	0	0	0	0.49	0	0	0
Yes	1	0	0	0	0.1	0	0	0
I do not wish to disclose	1	1	1	0	0.1	100	100	0
Totals	1013	489	282	106	100	48.27	57.67	37.59



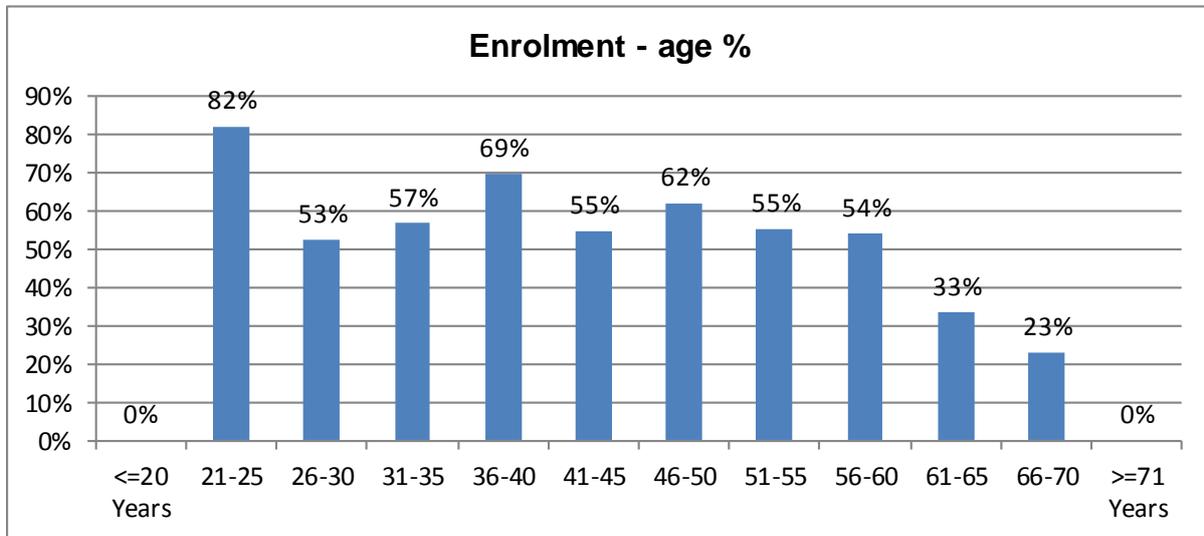
Medical

Medical								
Category	Applied	Shortlisted	Interview attended	Appointed	Applied %	Shortlisted %	Interview attended %	Appointed %
Not stated	73	23	17	12	100	31.51	73.91	70.59
No	0	0	0	0	0	0	0	0
Yes	0	0	0	0	0	0	0	0
I do not wish to disclose	0	0	0	0	0	0	0	0
Totals	73	23	17	12	100	31.51	73.91	70.59

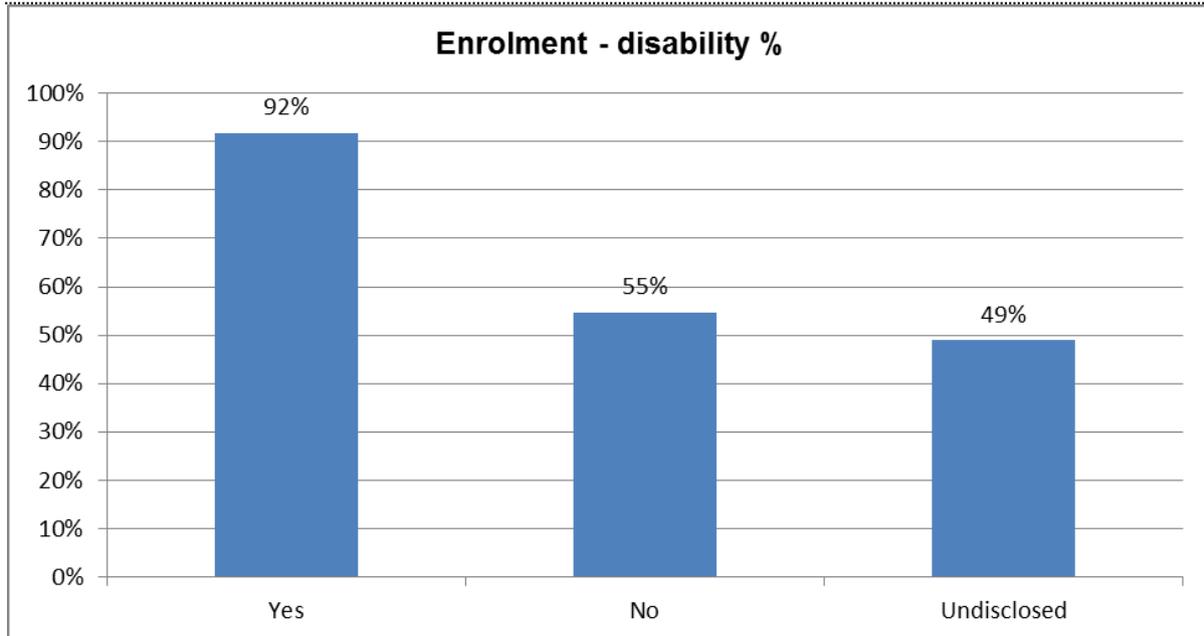


Appendix 4 | Learning & development opportunities

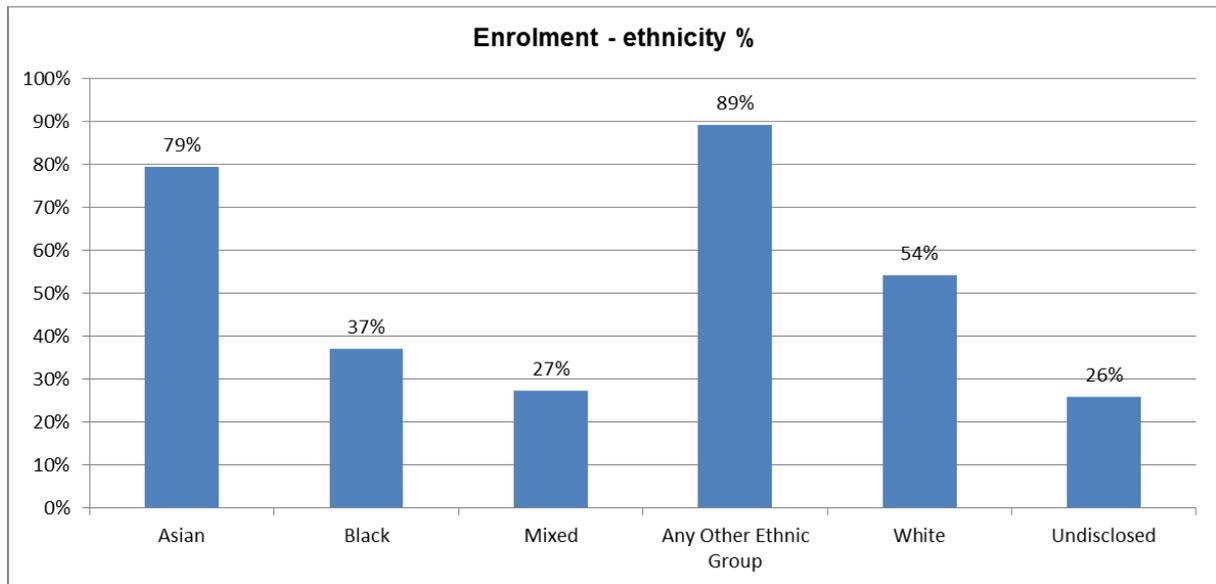
1 Enrolment age profile



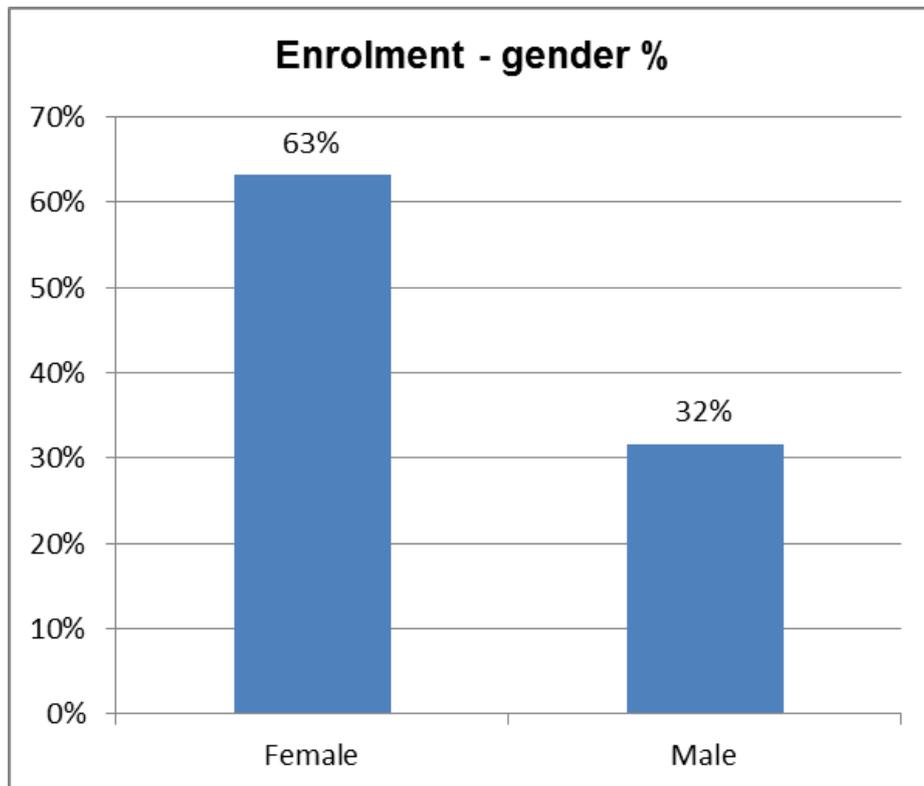
2 Enrolment disability profile



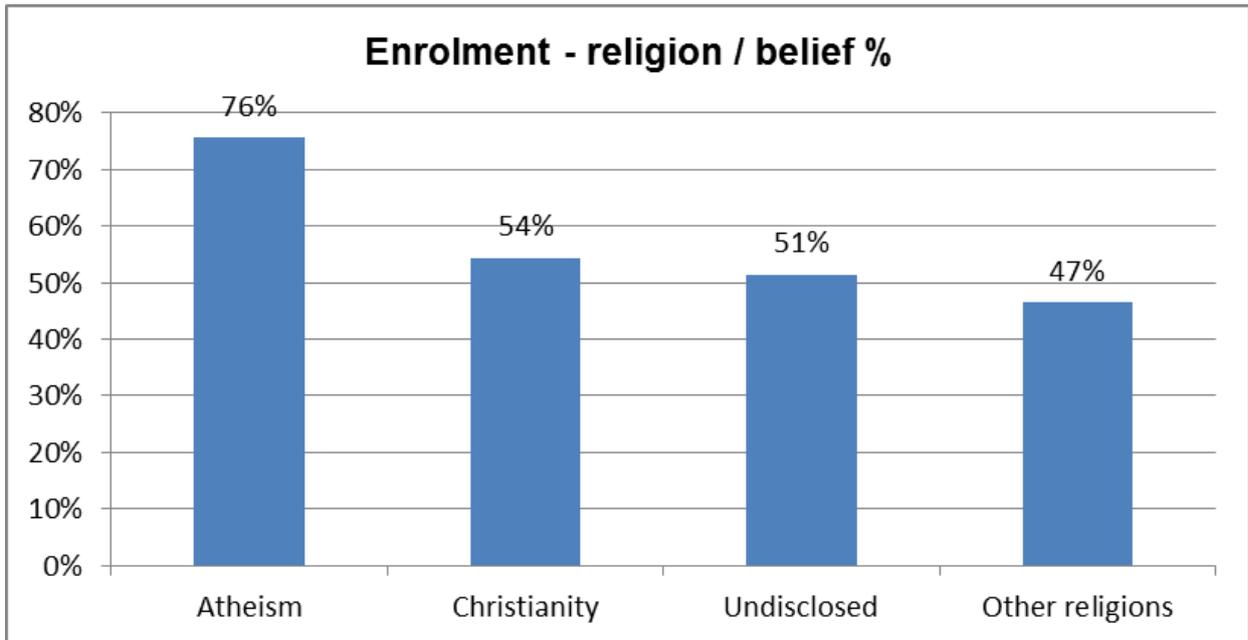
3 Enrolment ethnicity profile



4 Enrolment gender profile



5 Enrolment religion / belief profile



6 Enrolment sexual orientation profile

