



We are  
WHH



Warrington and  
Halton Hospitals  
NHS Foundation Trust

# Warrington and Halton NHS Foundation Trust Hospital Workforce Equality Analysis Report (WEAR) 2019



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# Section 1 – Introduction

## 1.1 About this report

This report looks at the profiles of those individuals currently working within Warrington and Halton Hospital NHS Foundation Trust (WHH), those entering/leaving the workforce and those accessing opportunities within the Trust. This report is based on the requirements of all NHS Trusts to meet their Specific Public Sector Equality Duty (SPSED); outlining how each Trust will meet the requirements of the Public Sector Equality Duty (PSED).

The PSED (and subsequently the SPSED), is identified by the General Duty (Section 149) of the Equality Act 2010. WHH must therefore adhere to the following Specific Public Sector Equality Duties (SPSED):

1. Publish Information Outlining how we will comply with the General Duty by the 31<sup>st</sup> January each year (starting on 31<sup>st</sup> January 2012)
2. Publish Data on our workforce, which should reflect relevance to the local population by 31<sup>st</sup> January each year (Starting on 31<sup>st</sup> January 2012)
3. To undertake a revised equality screening process to replace equality impact assessments (EIAs) call Equality Analysis, in functions, services, policies, strategy and decisions, from 6<sup>th</sup> April 2011 onwards.

This Report (WEAR) will therefore be meeting the SPSED point 2 (as indicated above). This report will also be accompanied by the Equality Duty Assurance Report (EDAR) 2019, to meet the SPSED point 1 (as indicated above).

This report refers to the period 1<sup>st</sup> December 2017 to 30<sup>th</sup> November 2018 for the previous year data and for comparative purposed 2016-2017 data refers to the period of 1<sup>st</sup> December 2016 to 30<sup>th</sup> November 2017 (unless otherwise indicated).

## 1.2 About the Organisation

Warrington and Halton Hospital NHS Foundation Trust (WHH) manage Warrington Hospital and Halton General Hospital in the North West of England. We also operate a step down care facility at Houghton Hall. The two hospitals work together to provide high quality health care services across the towns of Warrington, Runcorn, Widnes and the surrounding areas.

In December 1st 2008 we became an NHS Foundation Trust and our name was changed from North Cheshire Hospitals NHS Trust. This allowed us to better involve our patients and the public in how we are managed. Only the best performing and best run NHS hospitals are granted Foundation Trust status.



The Trust has a workforce of over 4,000 people and provides access to care for over 300,000 patients and therefore it is important to us that we create an equitable, supportive and fair workplace free from discrimination to support our workforce in providing the best possible care to our patients.

Under our Equality, Diversity and Inclusion Strategy (currently under review), WHH's Strategic aim for our Workforce and Patients is to be committed to improving the health and wellbeing of people we serve and employ, aiming to be a leading organisation for promoting Equality, Diversity and Inclusion.

### **1.3 Drivers for Workforce Monitoring**

The key drivers behind monitoring workforce related opportunities are:

1. Reducing inequalities, within national, regional and local policy
2. Statutory; meeting the legal requirements governing public bodies
3. Meeting the Care Quality Commission outcomes for quality and safety
4. Compiling with the Equality and Human Rights Commission (EHRC) codes of practice
5. Adhering to guidelines and directives from the Government Equalities Office (GEO)

### **1.4 Key Principles**

A diverse workforce can create a positive working environment, allowing the Trust to deliver high quality services. There are three overall key principles to consider when delivering employment related opportunities:

1. Our employees have diverse needs shaped through circumstance and resource
2. Our role as an employer gives us powers to tackle wider accumulation of disadvantage through targeted interventions ('positive action'), e.g. mentoring programmes for under-represented groups; and
3. Our employees should not experience unlawful disadvantage due to any of the following; age, disability, sex, race, religion/beliefs, sexual orientation, gender re-assignment, marriage/civil Partnership or maternity/pregnancy



# Section 2 – Data Reporting Principles

## 2.1 Measurements and Indicators

This report measures various indicators based on the requirements of the Equality Act 2010 to ensure we meet our Public Sector Equality Duty (PSED). The indicators used are presented below, along with how this information is presented.

### 1. Workforce Overview:

- Workforce by Staff Group
- Workforce by Band
- Medical and Dental Staff by Role
- Nursing and Midwifery Staff by Role
- Workforce Breakdown by Protected Characteristic

### 2. Recruitment Profile:

- Applications and Shortlisted by Protected Characteristic
- Promotions by Protected Characteristic and Pay Band
- Starters and Leavers by Protected Characteristic

### 3. Formal Procedures (this does not include anyone going through an informal process):

- Bullying and Harassment by Protected Characteristics
- Disciplinary by Protected Characteristics
- Grievances by Protected Characteristics
- Performance Management by Protected Characteristic

This data will allow for an assessment/analysis to identify any trends which indicate whether those with a protected characteristics are at risk of suffering a detriment or not through various processes/policies followed at Warrington and Halton Hospitals NHS Foundation Trust for the period of 1<sup>st</sup> December 2017 to 31<sup>st</sup> November 2018.

These measurements and indicators will also be compared to the previous years data (following the same reporting pattern 1<sup>st</sup> December to 31<sup>st</sup> November) and to the local population.

## 2.2 Overall Staffing Levels

The Staffing Levels as of the 31<sup>st</sup> November 2018 were: **4363**

This includes all those employed; permanently, fixed term, bank and Locums.



## 2.3 Data Sources

The data used within this report is sourced from the following:

- Electronic Staff Record (ESR)
- NHS Jobs Records
- NHS Staff Survey
- Office of National Statistics (ONS)
- Census 2011
- National Online Manpower Information System (NOMIS)

The ONS National Census 2011 is used throughout this report to support comparative analysis against the local population of Warrington and Halton, though there are some gaps within this data. Where this occurs, other sources might be used.

As the data for both ESR and NHS Jobs is based on all applicants and the workforce self-disclosing any personal characteristic, there are gaps within the information which is able to be reported, with many choosing not to disclose. This is a common phenomenon across the NHS, and will be discussed throughout this report.

## 2.4 Data Presentation

### 1. Data presentation generally includes a comparison with baseline information;

- Baselines for staff categories (whether pay band, job-type etc.) is usually against the overall Trust staff profiles.
- The baseline for overall Trust profile is the Warrington and Halton Borough Council domain populations at large.
- In certain cases, national data sets or estimations based on commissioned research into protected characteristics may be utilised.

### 2. Headcount

- Any Headcounts of 5 or less will be shaded, with the number deleted to avoid individuals being identified. In most cases in this report, percentages will be presented to further promote staff confidentiality and sound information governance standards.

### 3. Ethnicity Profiles

- The term Black and Minority Ethnic (BME) within this report complies with the definitions under the Race Relations (Amendment) Act (2000) and therefore encompasses:
  - **Asian or Asian British:**  
(Indian, Pakistani, Bangladeshi, Any other Asian Background)



- **Black or Black British:**  
(Caribbean, African, Any other Black Background);
  - **Chinese or any other ethnic group;**
  - **Mixed:**  
(White and Black Caribbean, White and Black African, White and Asian, any other Mixed background).
  - **White Irish, White European, Other White background**
- Under this report White refers to White British, inline with the '16+1' Census Ethnicity Classification.

#### 4. Unknown Definition

- Under this report, any data which has been referenced as:
  - Unknown
  - Not stated
  - Unspecified
  - Not Declared
  - Prefer Not to Answer
  - No information available

This has been categorised as **Unknown** for the purposes of this report.





# Section 3 – Workforce Overview

## Introduction

The Workforce Overview, will review the data on our current workforce and this will be broken down by:

- Staff Group
- Agenda For Change Pay Band
- Medical and Dental Staff by Role
- Nursing and Midwifery Staff by Role
- Protected Characteristics (Ethnicity, Sex, disability, Age, Religion/Belief and Sexual Orientation)

This information will be presented alongside the previous years data to offer a comparison.

The data for this section of the report will be taken from a Staff List (compiled from ESR) as of **30<sup>th</sup> November 2018** and **30<sup>th</sup> November 2017**.

As highlighted in **Section 2 – Data Reporting Principles point: 2.4 Data Presentation**, any headcount 5 or below will be removed to provide confidentiality of the data.

This section will therefore offer an overview of comparative data to support further analysis in later sections of this report and offer a baseline for further statistics referred to.



### 3.1 Breakdown of Staff by Staff Group and Banding 2017/2018

Section 3.1 will evidence the total number of staff we have in each staff group for 2017 and 2018 (**Table 1**) and the total number of staff by Band for 2017 and 2018 (**Table 2**). In Addition to this, this report will also demonstrate the number of staff by role for Medical and Dental and Nursing and Midwifery Staff Groups as a comparison for 2017 and 2018 (**Table 3 & 4**). All this information is taken directly from ESR as of 30-NOV-2017/2018, as already noted any numbers below 5 will be removed from the data.

Total No. of Staff Employed at WHH		
Year	2017	2018
<b>Total</b>	4329	4363
Total No. Staff Per Staff Group		
Add Prof Scientific and Technic	165	165
Additional Clinical Services	805	819
Administrative and Clerical	952	966
Allied Health Professionals	333	337
Estates and Ancillary	465	473
Healthcare Scientists	106	108
Medical and Dental	394	395
Nursing and Midwifery Registered	1108	1099
Student		

Table 1

Total No. of Staff per Agenda for Change Banding Scale						
Year	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6
<b>2018</b>	348	875	431	318	690	661
<b>2017</b>	340	874	429	306	711	640
	Band 7	Band 8a	Band 8b	Band 8c	Band 8d	Band 9
<b>2018</b>	407	121	43	24		
<b>2017</b>	397	106	42	18		

Table 2



Total No. of Staff per Medical and Dental Roles			
Job Role	Year	2017	2018
Clinical Director Medical			
Medical Director			
Consultant		179	185
Associate Specialist		11	11
Trust Grade		37	47
Staff Grade (Closed)			
Speciality Registrar		30	16
Speciality Doctor		50	50
Clinical Medical Officer			
General Medical Practitioner			
Hospital Practitioner			
Clinical Assistant			
Foundation Year 1		37	36
Foundation Year 2		39	39

Table 3

Total No. of Staff per Nursing and Midwifery Roles			
Job Role	Year	2017	2018
Director of Nursing			
Modern Matron		14	14
Nurse Manager		50	54
Nurse Consultant		5	6
Sister/Charge Nurse		126	140
Advanced Practitioner			
Specialist Nurse Practitioner		177	185
Staff Nurse		596	565
Midwife – Manager			
Midwife – Specialist Practitioner		9	7
Midwife		124	120

Table 4



## 3.2 Breakdown by Ethnicity

For section 3.2 Breakdown of the Workforce by Ethnicity the following principles have been followed: Black and Minority Ethnic (BME) will encompass all Ethnicities apart from White British (inclusive of Scottish, Northern Irish and Welsh). Other White Ethnic Groups i.e. White Irish, White European will be classified as BME Ethnic groupings in line with the definitions of the Race Relations (Amendment) Act (2000). Therefore all other Ethnicities as identified within ESR will be classified as BME, unless identified as White British or Unspecified.

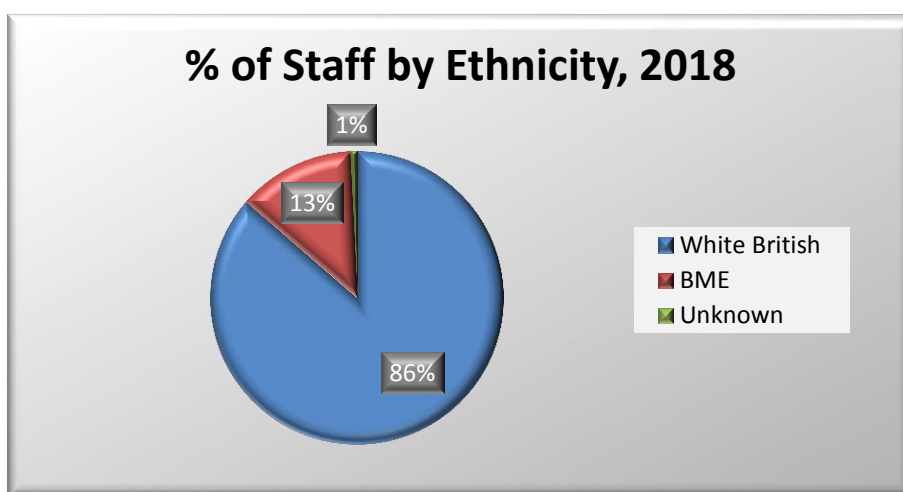


Chart 1

Total No. Staff by Staff Group by Ethnicity (2018)			
Ethnicity	White	BME	Unknown
Add Prof Scientific and Technic	154	10	
Additional Clinical Services	747	69	
Administrative and Clerical	926	32	8
Allied Health Professionals	302	32	
Estates and Ancillary	440	33	
Healthcare Scientists	94	13	
Medical and Dental	147	239	9
Nursing and Midwifery Registered	953	137	9
Student			

Table 5



BME Ethnicity Breakdown (2018)	Staff
White - Irish	44
White - Any other White background	69
White Unspecified	
White Polish	
White Other European	
Mixed - White & Black Caribbean	
Mixed - White & Black African	9
Mixed - White & Asian	17
Mixed - Any other mixed background	17
Mixed - Other/Unspecified	
Asian or Asian British - Indian	153
Asian or Asian British - Pakistani	52
Asian or Asian British - Bangladeshi	
Asian or Asian British - Any other Asian background	74
Asian Sri Lankan	
Asian British	
Black or Black British - Caribbean	8
Black or Black British - African	35
Black or Black British - Any other Black background	
Chinese	19
Any Other Ethnic Group	47
Filipino	
Other Specified	

Table 6

## Analysis:

The known ethnicity profile for the Trust remains high at 99% (compared to 100% for 2017), with the highest ethnicity profile in the Trust being for White British, at 86%, a 2% decrease since last year. **(Chart 1)**. The second highest reported ethnicity is “Asian or Asian British – Indian” a 3.5% of the total workforce and 27% of the BME workforce **(Table 6)**. The overall BME percentage for staff is at 13% (an increase of 1% from last year) **(Chart 1)**.

The Office for National Statistics (ONS) 2011 Census indicates that the local population of Warrington consists of 7.1% individuals who identify as BME and 3.6% who identify as BME in Halton, indicating that our workforce are representative of the local population.

### 3.3 Breakdown by Sex

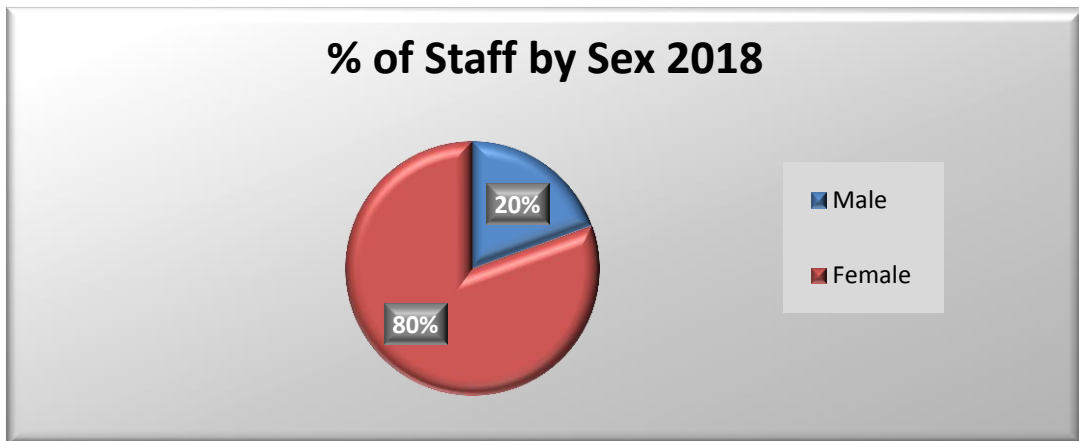


Chart 2

Total No. Staff by Staff Group by Sex (2018)		
	Male	Female
Add Prof Scientific and Technic	43	122
Additional Clinical Services	88	731
Administrative and Clerical	168	798
Allied Health Professionals	40	297
Estates and Ancillary	166	307
Healthcare Scientists	72	36
Medical and Dental	241	154
Nursing and Midwifery Registered	69	1030
Student	-	

Table 7

#### Analysis:

The data provided indicates that our overall staff consists of 80% women and 20% Men which evidences no change since statistics run from 2015 (**Chart 2**). The largest difference in the divide between male and female are within the following staff groups; Additional Clinical Services, Admin and Clerical, Allied Health Professionals and Nursing and Midwifery (**Table 7**).

Based on the ONS Census (2011) the Trust is over represented for females when compared to the local population, with Warrington female population being 50.4% and Halton population being 51.2%.

### 3.4 Breakdown by Disability

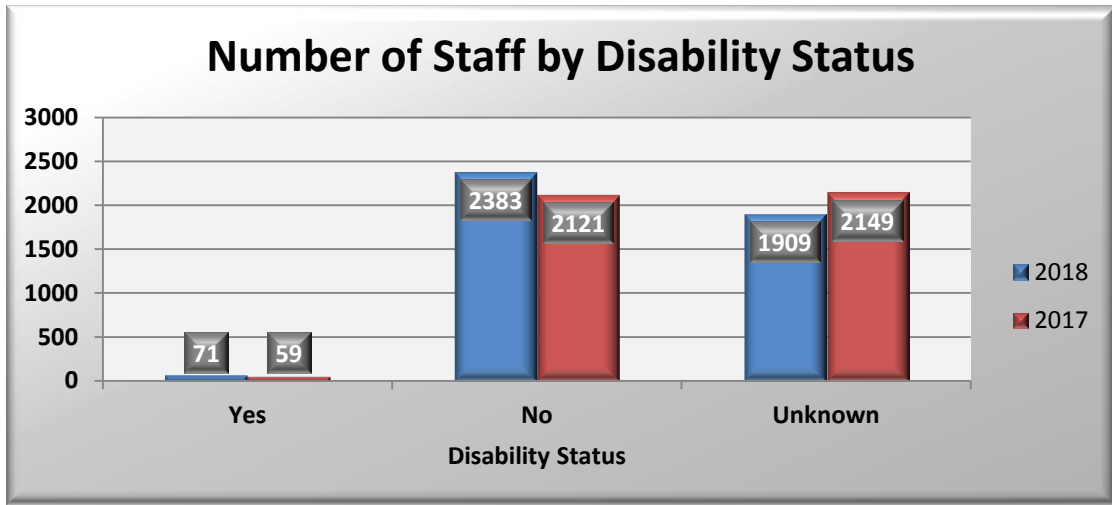


Chart 3

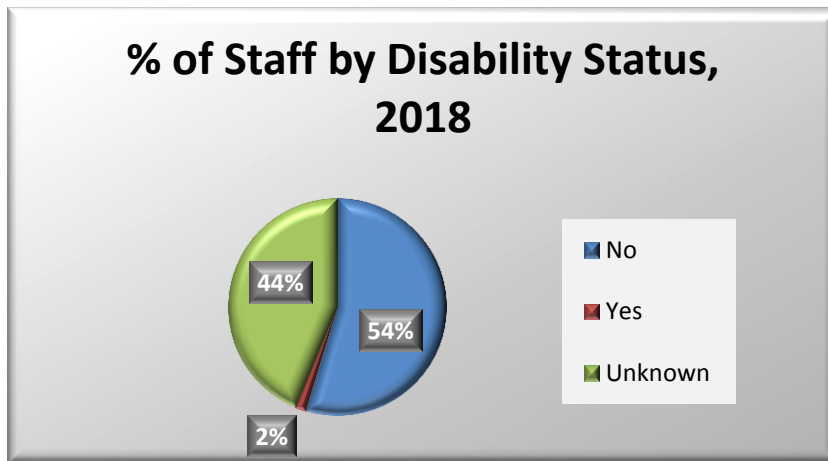


Chart 4

#### Analysis:

The ESR profile for Disability evidences that there are large gaps in the staff data held by the Trust (**Chart 4**), with the Known Disability Status (Yes and No) being 56%, which is an increase of 6% from last year. The number of Staff indicating they have a Disability is at 2% , which is an increase on last year, however the unknown data for disability remains significantly high at 44%. As evidenced in Chart 3, the reporting of disability within the Trust has improved over the last year.

The figures for people living in Halton who are claiming Disability Allowance and related disability benefits is very high at 8.9% . In Warrington’s local population the same cohort amounts to 5.65%. In residential estimates, the population who record as being disabled/living with life limiting illnesses for Halton is 21.5% of the local population and for Warrington 18% .

Work on encouraging staff and highlighting the importance of disability disclose will continue throughout 2019 under the new Equality, Diversity and Inclusivity Strategy.

### 3.5 Breakdown by Age

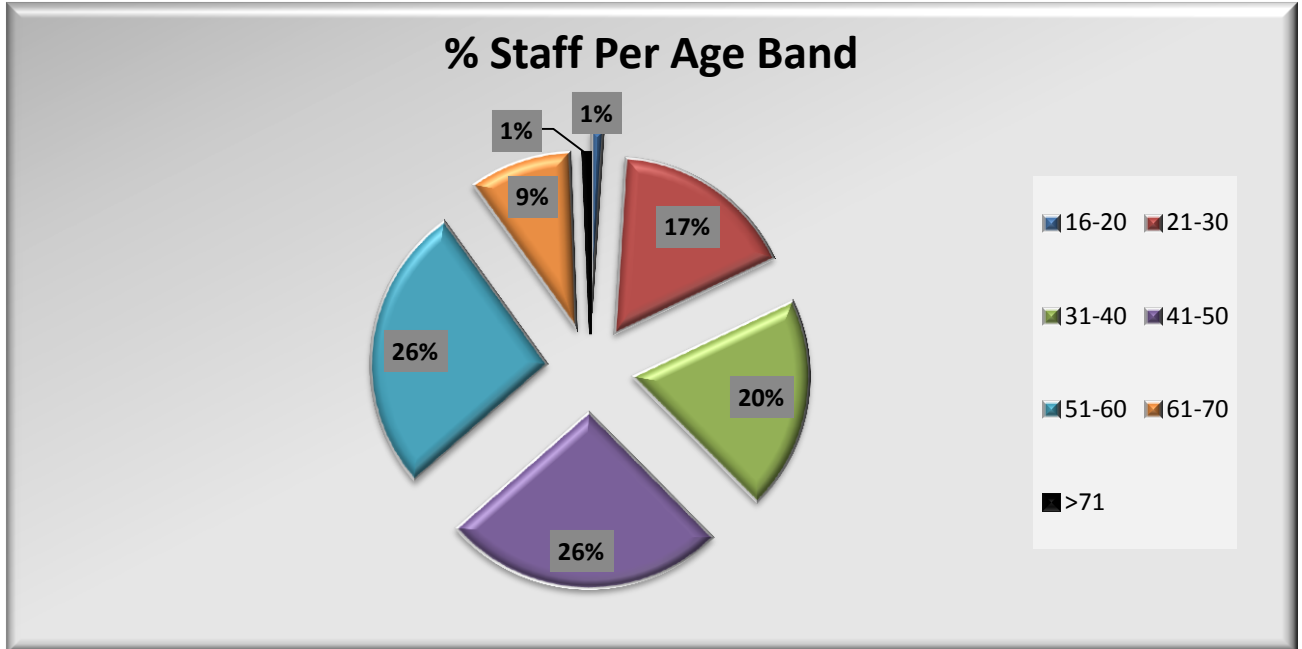


Chart 5

#### Analysis:

The highest represented age groups for the Trust are in line with previous years with most of our staff being in the 41-50 years (26%) and 51-60 years (26%) (**Chart 5**). The next largest age bracket is 31-40 at 20%.

10% of our staff are above 60 years of age, an increase of 2% from last year, with 1% of these being over the age of 71. In 2011, the Employment Equality (Repeal of Retirement Age Provisions) Regulations came into force. This repealed the default retirement age of 65 years and provides protection for those aged 65 years and over from default retirement based on their date of birth. In line with the amendments in law, the Trust can demonstrate clearly that it is adherent to age equality in employment.



### 3.6 Breakdown by Religion/Belief

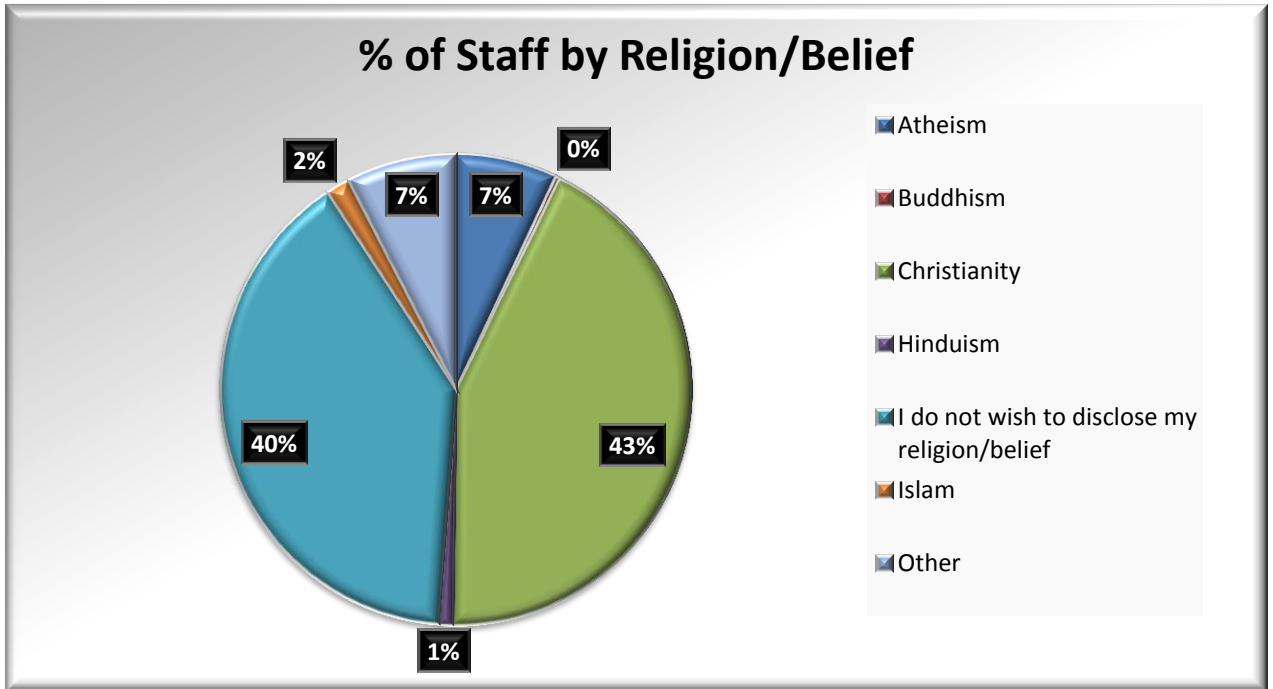


Chart 6

#### Analysis:

The total known status for Religion/belief (as evidenced in **Chart 6**), is 60%, which is a decrease of 18% since 2017. The percentage of staff not wishing to disclose their religion/belief is 40% an increase of 18% (Those who chose not to answer the question were also included within this calculation).

As with previous years Christianity is the most predominant religion within the Trust at 43%, which is a decrease of 13% from last years data. The other two highest religion/beliefs recorded are Atheism and Other (7%).

This would compare similarly to the ONS Census (2011) which highlighted the percentage of the population in Warrington identifying as Christian being 71.4 %, with Halton being 75%. The next highest reported religion/belief is Atheism (20.4% Warrington and 18.7% Halton). The Census indicates that our non-disclosure rate for the Trust when compared to the population is much higher; 40% in the Trust, 5.9% Warrington and 5.4% Halton.

Work on supporting staff in their religion/belief disclosure will be encompassed under the Equality, Diversity and Inclusion Strategy 2019-2021.

### 3.7 Breakdown by Sexual Orientation

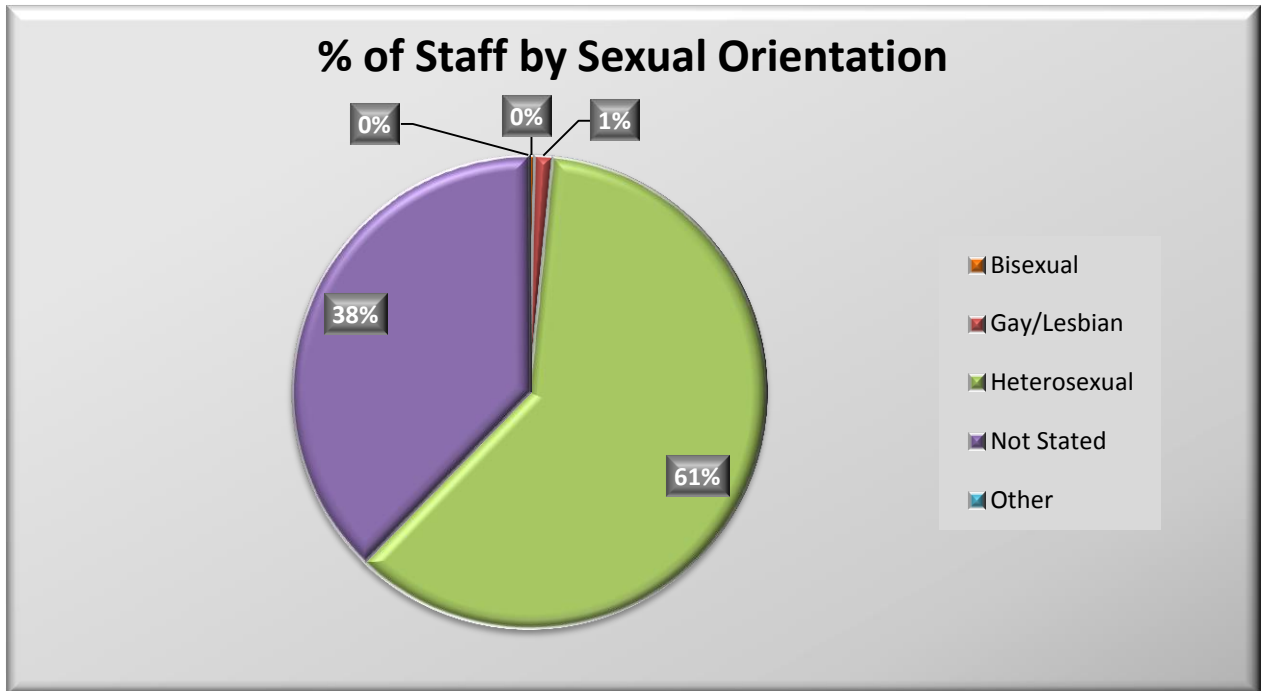


Chart 7

#### Analysis:

The known status for Sexual Orientation is 62%, which is a 4% increase on 2017 data, with figures for Lesbian/Gay and bisexual amounting to just over 1%. The unknown status for sexual orientation is 38%, which includes those who preferred not to say and those who did not answer (**Chart 7**)

The national estimation for people identifying as Lesbian Gay and Bisexual or other (LGB) is between 5-7%. There are no population census records for the Local Authority domains and the national 2011 ONS census did not ask for sexual orientation status.

This would indicate that work on encouraging disclosure rates for sexual orientation should be encourage, and this is a priority under the new Equality, Diversity and Inclusion Strategy 2019-2021.



## Section 4 – Recruitment Profile

### Introduction

This section will be reviewing the Recruitment Profile of the Trust and will specifically identify the following information:

- Applications and Shortlisted by Protected Characteristic
- Promotions by Protected Characteristic and Pay Band
- Starters and Leavers by Protected Characteristic

The Protected Characteristics reviewed within this section are; Age, Disability, Sexual Orientation, Sex, Religion/Belief and Ethnicity., which is due to the available data.

This data will be compared to the previous reporting period to demonstrate any significant changed/developments.

The data for this section of the report will be taken from NHS Jobs and ESR for the reporting period of **1<sup>st</sup> December 2017- 30<sup>th</sup> November 2018** and **1<sup>st</sup> December 2016 – 30<sup>th</sup> November 2017**.

As highlighted in **Section 2 – Data Reporting Principles point: 2.4 Data Presentation**, any headcount 5 or below will be removed to provide confidentiality of the data.

This section will review any potential detrimental effects on those with protected characteristics , through comparing this data to the local population, previous years and our current workforce.

## 4.1a Application and Shortlisted Information by Age

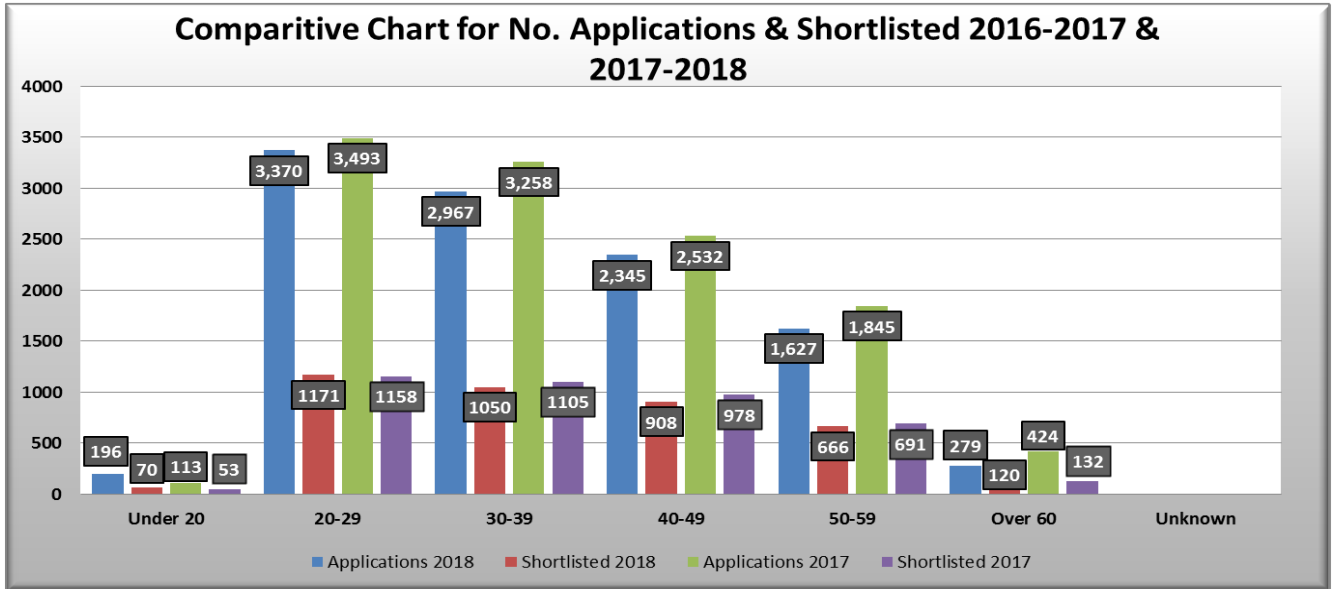


Chart 8

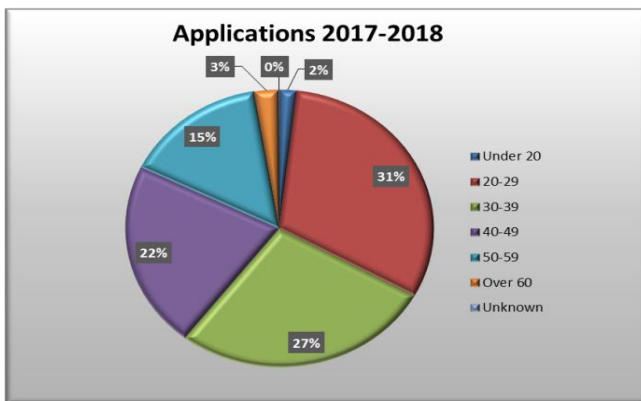


Chart 9

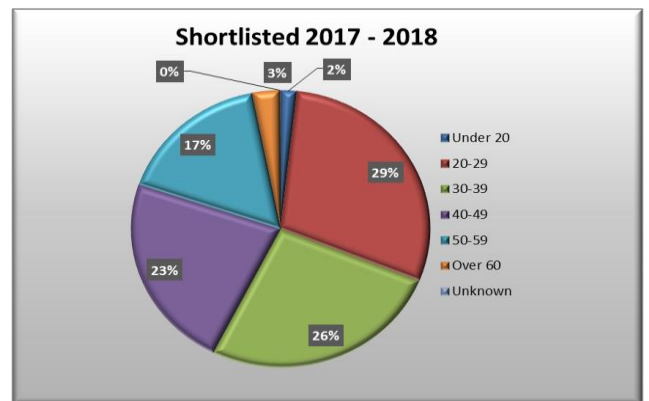


Chart 10

### Analysis:

Chart 8 demonstrates comparative data for those who applied and were shortlisted by their Age Group for 2016 – 2017 and 2017 – 2018 (1<sup>st</sup> December to 30<sup>th</sup> November). Please note that due to the low numbers for “Unknown” these were removed from the data for Chart 8 for confidentiality purposes.

As evidenced above there appears to be no significant differences between this year and 2016-2017 data, with most of our applicants and shortlisted being in the 20-29 age band, closely followed by 30-39 and then 40-49 age bands. This is different to our workforce population where our largest age group is 41-50 Years (26%, Chart 5), however closely represents the local population for Warrington (40-49 = 16.1%, 30-39 = 13%, 50-59 = 12.5%, 20-29 = 12.2%) and Halton (40-49 = 18.16%, 50-59 = 16.78%, 30-39 = 15.84%, 20=29 = 12.9%).

The largest difference between those applying and shortlisted compared to the local population is for those over the age of 60, with applications and shortlisted being 3%, where this is the highest age bracket in the local population (Warrington = 22.1% and Halton = 26.77%).

## 4.1b Application and Shortlisted Information by Sex

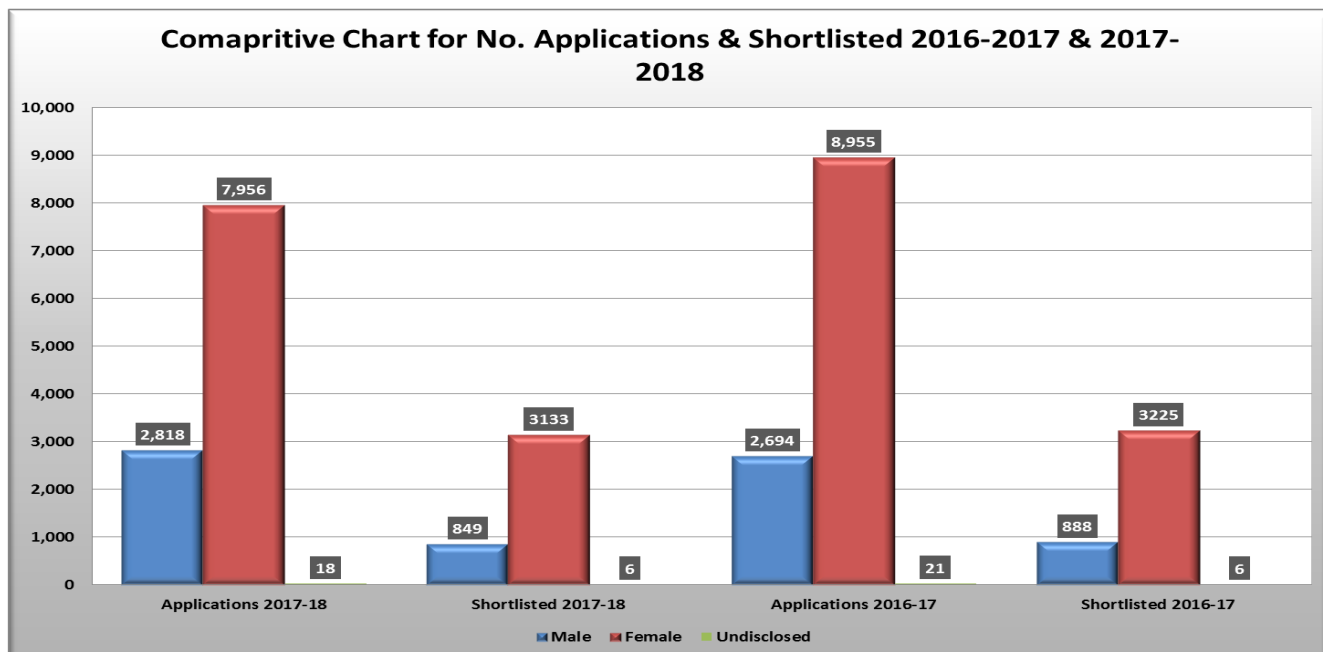


Chart 11

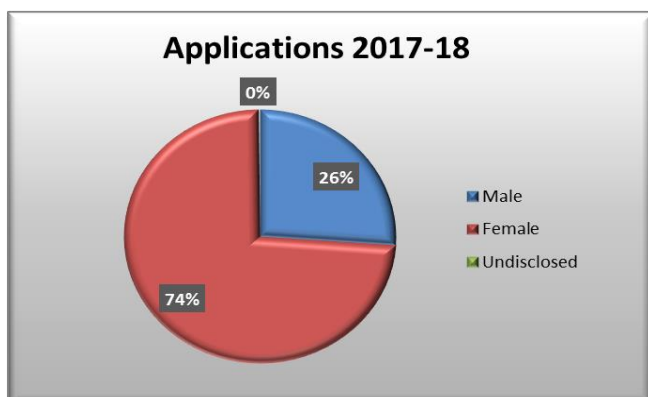


Chart 12

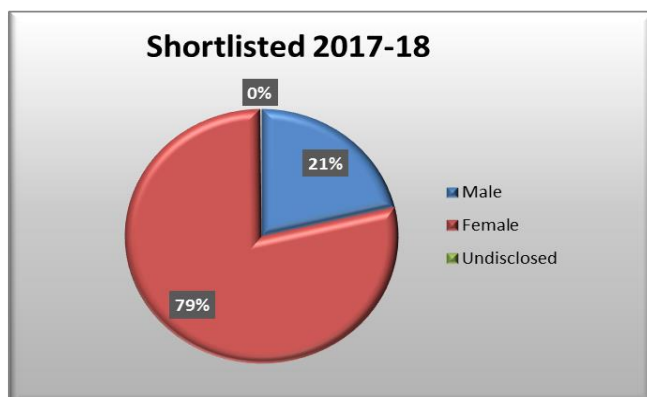


Chart 13

### Analysis:

Chart 11 demonstrates a comparison between the applications received and those shortlisted by Sex for the period of 2017-2018 and 2016-2017 (reporting period 1<sup>st</sup> December to 30<sup>th</sup> November). From this there appears to be no significant differences between the two comparative years, with the above data indicating a continue of the trend for 2017-2018, whereby the Trust has significantly higher numbers of females than males applying and being shortlisted.

In comparison to the local population it would indicate that this is not representative, with Halton having 48.8% Male and 51.2% Female and Warrington having 49.6% Male and 50.4% Female residents. This might indicate that some work needs to be done to understand why there is a higher proportion of Female Applicants and Shortlisted, and how these roles can be advertised more effectively the men.

## 4.1c Application and Shortlisted Information by Religion/Belief

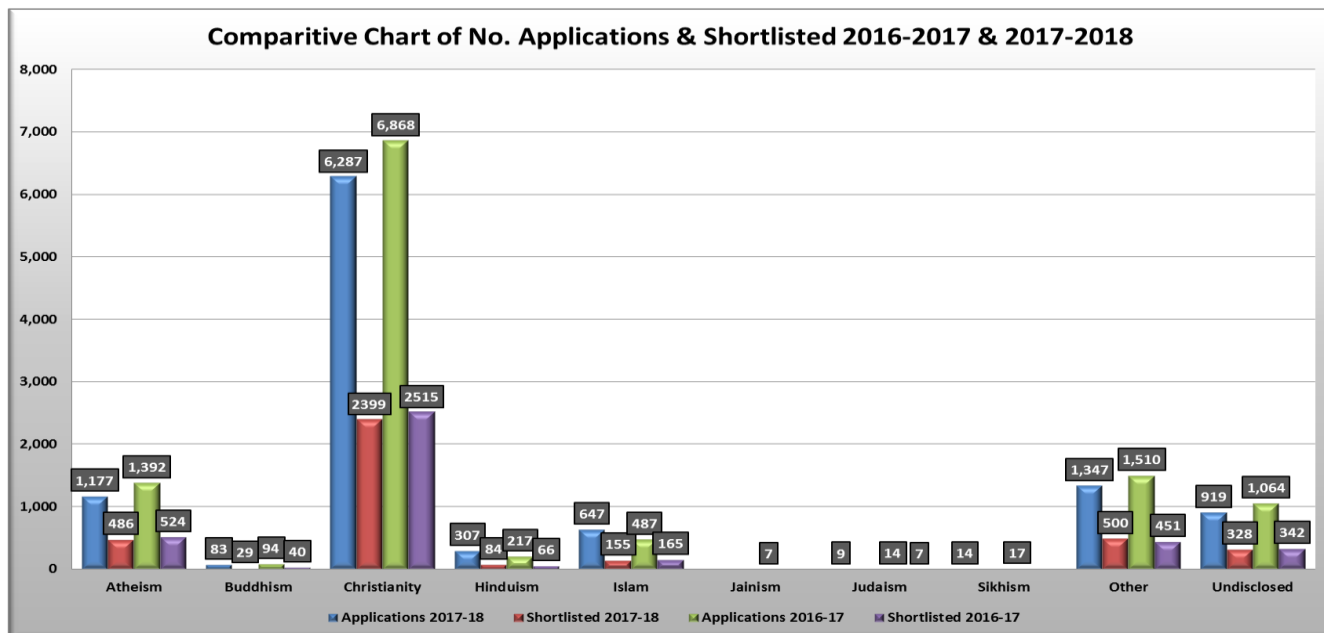


Chart 14

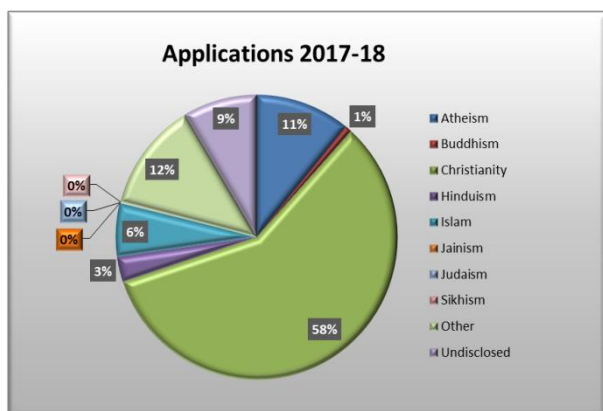


Chart 15



Chart 16

### Analysis:

Chart 14 offers a comparison for the years 2017-2018 and 2016-2017 (reporting period 1<sup>st</sup> December – 30<sup>th</sup> November) for those Applicants and Shortlisted by their identified Religion/Belief. It should be noted that for chart 14 some figures for Jainism, Judaism and Sikhism have been removed due to low numbers and a need to ensure confidentiality. This chart indicates that there are no significant differences between the current and previous years data.

The Charts above indicate clearly that our highest number of applicants and shortlisted are Christian (Applicants 58%/Shortlisted 60%), which is closely followed by Atheism, Other and then Undisclosed. This would indicate that the choices via NHS jobs are potentially not sufficient enough to ensure full disclosure, but that there is also a lack of data due to a high non-disclosure rate. This information is however reflective of the local population of Warrington and Halton with the highest religion/belief represented being Christianity, followed by Atheism and Unknown.

## 4.1d Application and Shortlisted Information by Ethnicity

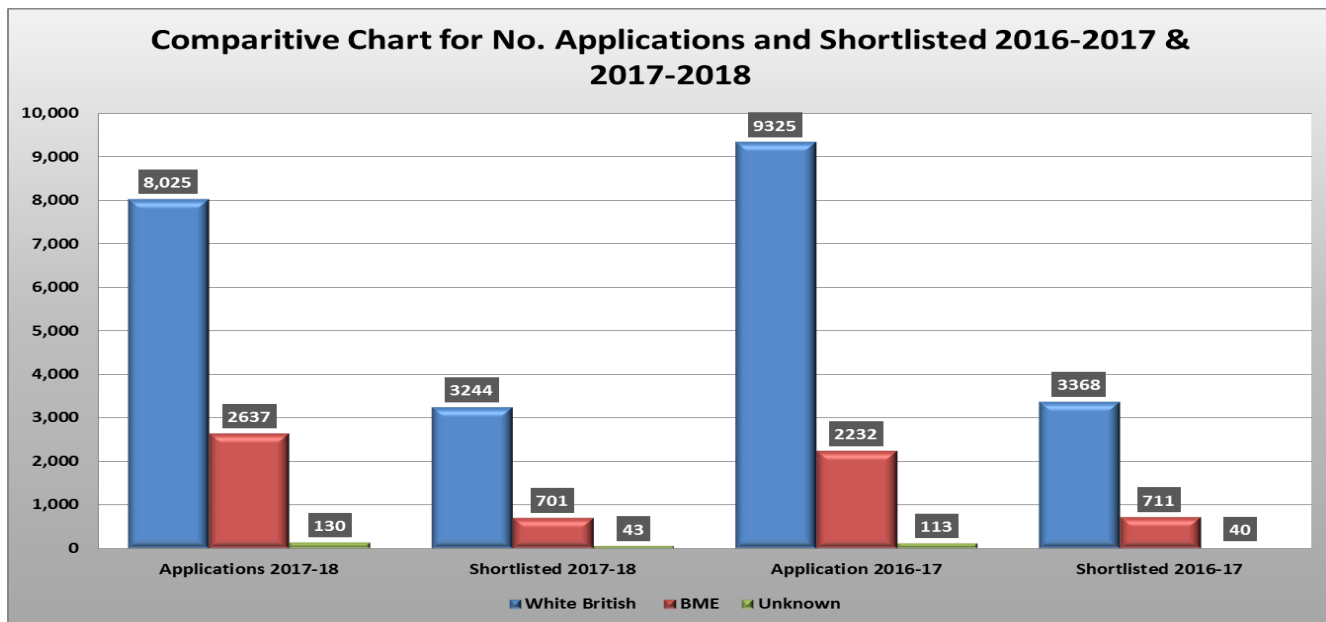


Chart 17

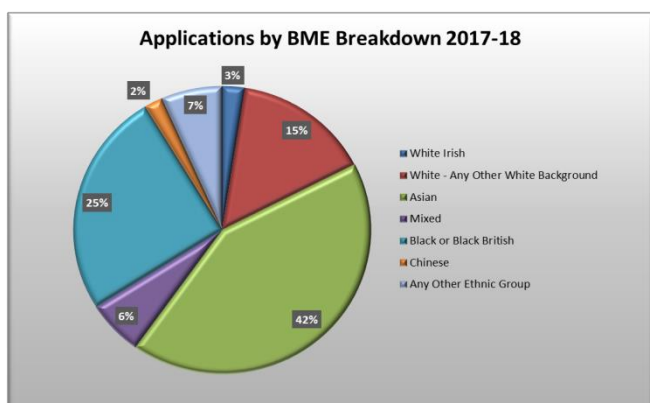


Chart 18

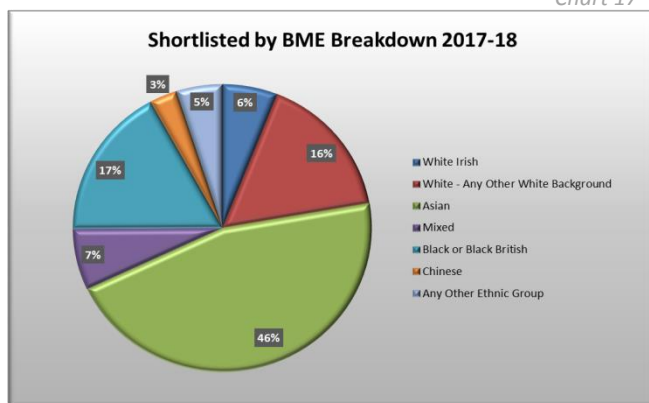


Chart 19

### Analysis:

Chart 17 shows the comparative data for reporting years 2017-2018 and 2016-2017 (1<sup>st</sup> December – 31<sup>st</sup> November), for Applications and Shortlisted by BME Identification. From this we can see similar trends for the reporting periods, with no significant changes identified.

Based on the information above it is evident that the majority of applicants and Shortlisted being White British, however when looking at the Breakdown of the BME applicants and shortlisted the largest represented BME group is Asian (42% Applications/ 46% Shortlisted), this is then followed by Black/Black British and Any Other White Background. Based on the comparison of BME Applicants/Shortlisted (Chart 18 & 19) there doesn't appear to be any significant detriment to our BME Applicants, however there is a slight decrease from application to shortlist when compared to other ethnicities.

This is relatively reflective of the local population of Warrington and Halton with highest ethnicity being White British, followed by Any Other White, Asian, Mixed, White Irish and Black/Black British.

\* The reporting principles for BME classification are the same as already highlighted in line with the race relations (Amendment) Act 2000.

## 4.1e Application and Shortlisted Information by Disability

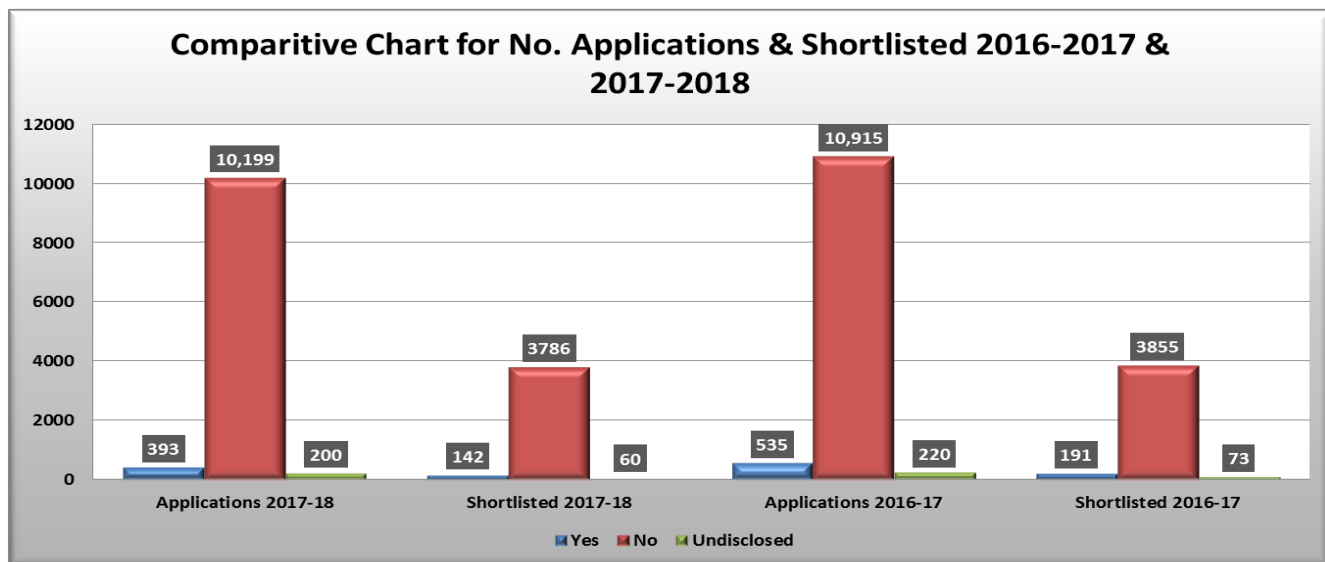


Chart 20

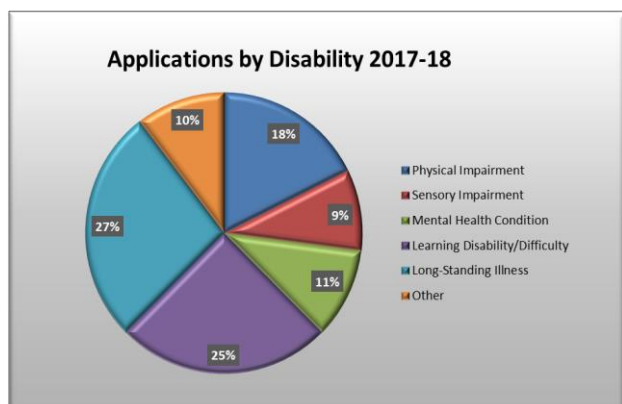


Chart 21

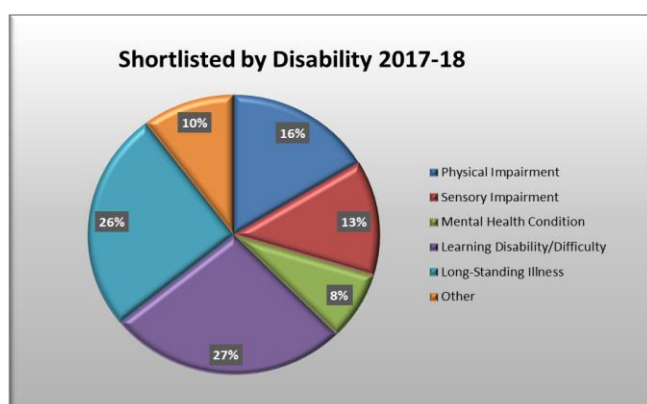


Chart 22

### Analysis:

Chart 20 is a comparative chart for 2017-2018 and 2016-2017 (1<sup>st</sup> December to 31<sup>st</sup> November) showing the number of applications and shortlisted by Disability Status. From this it is evident that there are no significant differences in the number of applications and shortlisted, though in the reporting period of 2016-2017 there was a higher number of applicants from people identifying as having a disability. There is also a high level of non-disclosure, which is evident for both years.

The above information also highlights that of those with a disability, the main type of disability identified for applicants and shortlisted is Learning disability/difficulty and Long standing Illness. This is closely followed by Physical Impairment, Mental Health Condition and Other.

Within the local population 11.58% of Halton report a disability and 8.38% of Warrington. Given that 3.6% of our applicants reported a disability, this potentially highlights that our workforce is not representative of the local population, with only 2% reporting a disability. However this should take into consideration that the local population data, does not indicate whether all these individuals are eligible for work or not and within the Trust we have a very high non-disclosure rate and therefore drawing any conclusions based on the available data is difficult.



## 4.1f Application and Shortlisted Information by Sexual Orientation

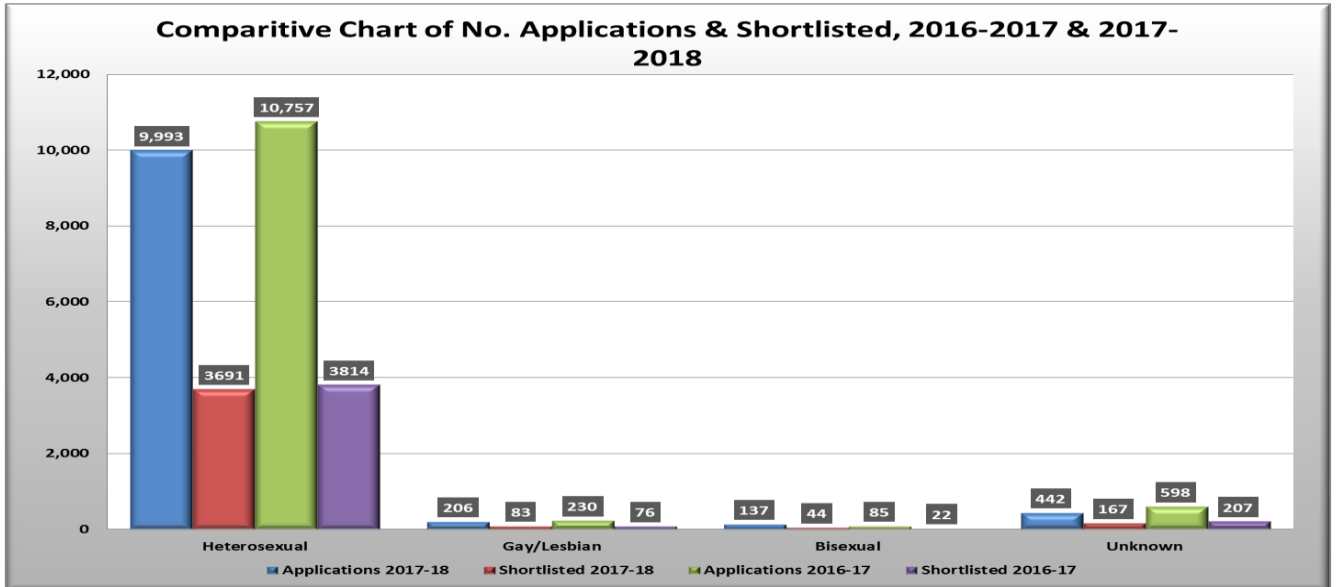


Chart 23

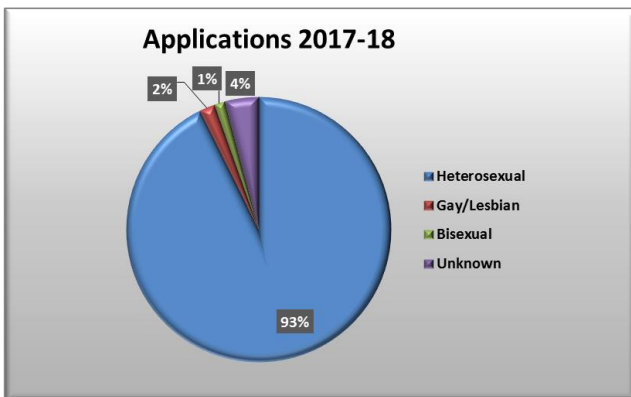


Chart 24

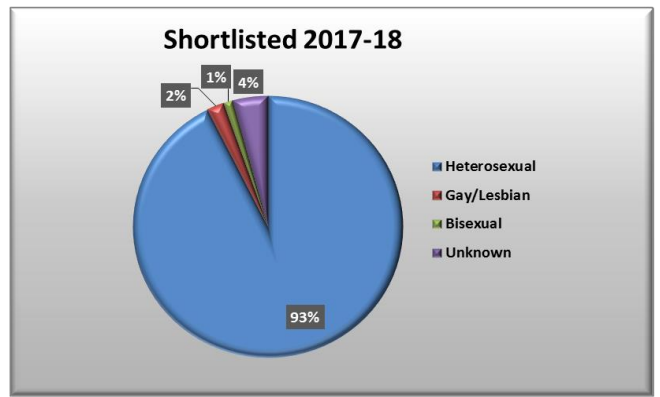


Chart 25

### Analysis:

Chart 23 demonstrates comparative data for 2017-2018 and 2016-2017 (1<sup>st</sup> December to 30<sup>th</sup> November) for Applicants and Shortlisted by their Sexual Orientation. Based on this chart it is evident that there are no significant differences between the two reporting periods, with both years following the same trend of highest number of applicants and shortlisted being Heterosexual and then this significantly dropping in number for Unknown, Gay/Lesbian and then Bisexual.

When comparing this data to the local population, we have to use statistics for the whole north west, which would indicate we are representative (Heterosexual 94.89%, Bisexual/Gay/Lesbian 1.66% and unknown 3.45%). As the unknown percentage is relatively high within Applications, Shortlisting and within the Trust, this should be identified as an area for action, and this has been taken into consideration in completion of the Equality, Diversity and Inclusion Strategy.

*\* Please note that categories "Other" and \*Undecided" were removed from the data due to the low numbers, as indicated in data reporting principles (Section 2.4.).*

## 4.2a Promotion Data by Protected Characteristics

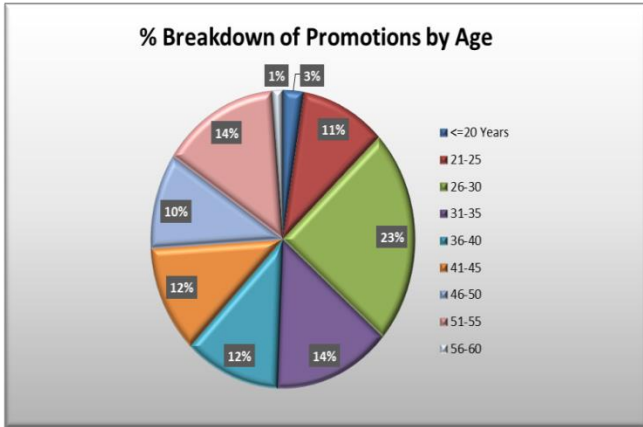


Chart 26

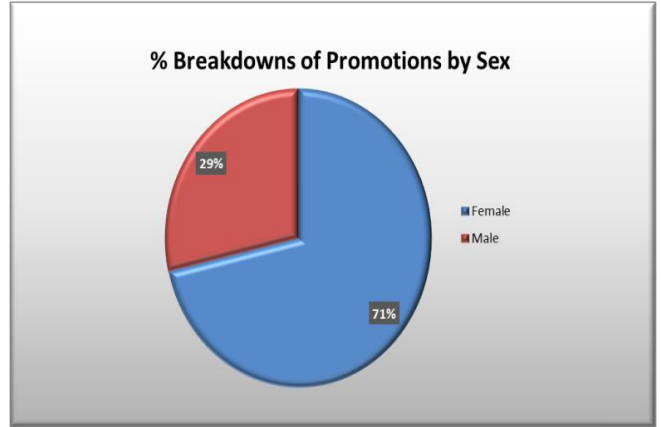


Chart 27

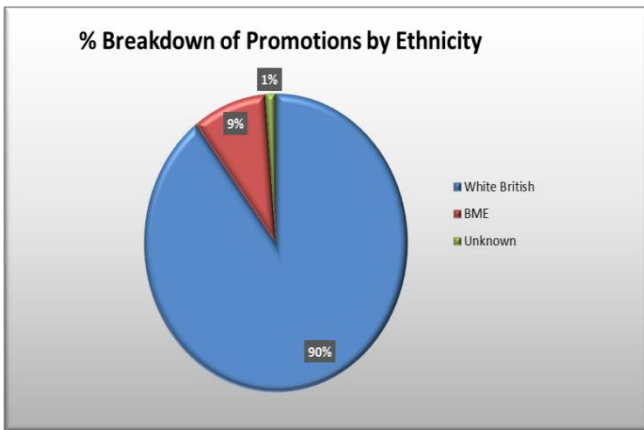


Chart 28

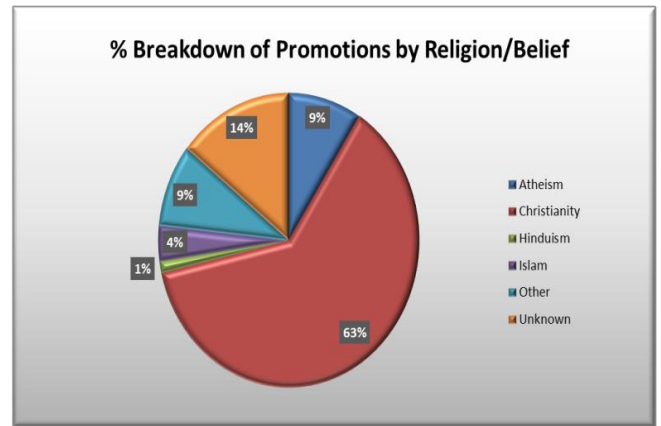


Chart 29

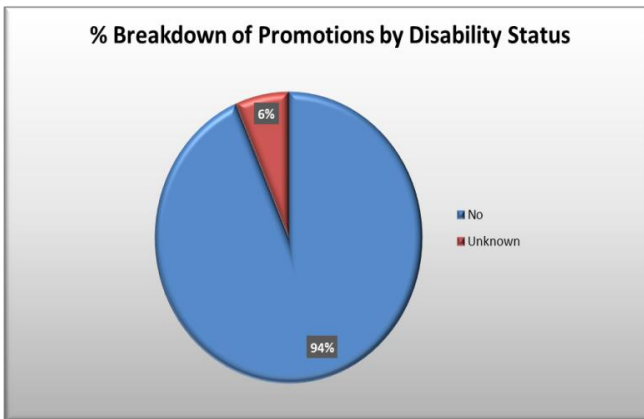


Chart 30

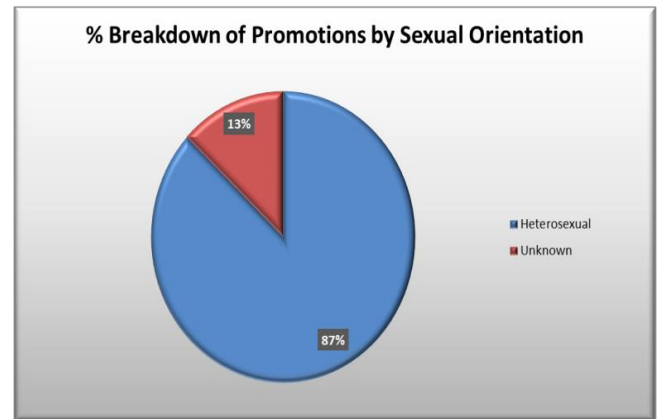


Chart 31

## 4.2b Promotion Data by Pay Band

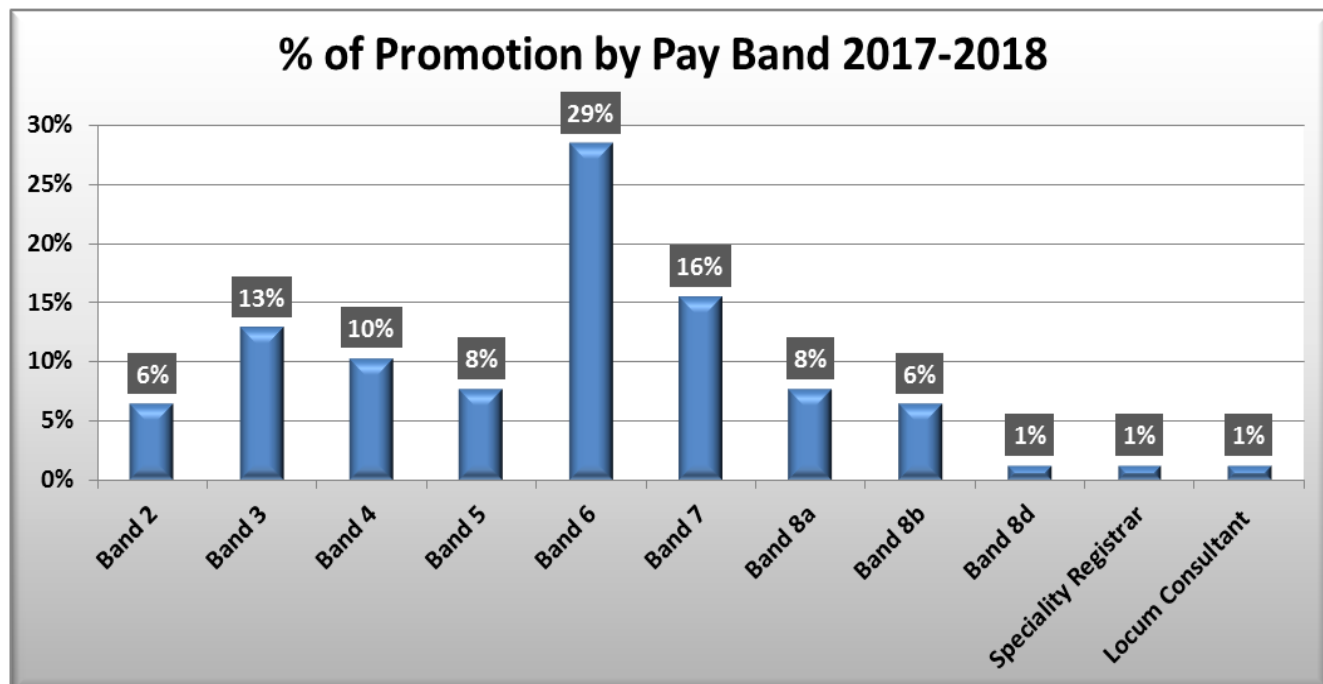


Chart 32

### Analysis:

The above charts (from 4.2a & b) show the amount of promotions within the Trust for the Reporting period of 1<sup>st</sup> December 2017- 30<sup>th</sup> November 2018, broken down into the protected characteristics and pay band.

Based on the protected characteristics, the data indicates that the promotions are largely reflective of the overall workforce breakdown for; Sex, Ethnicity, Religion/Belief, Disability and Sexual Orientation. However it should be noted that for Disability and Sexual Orientation, no one identifying as having a disability or as Gay/Lesbian/Bisexual received a promotion in this reporting period. Though this should also take into consideration the low reporting rates for these two protected characteristics, and that some of the promotions indicated that this information was Unknown, and therefore it is difficult to draw any conclusions.

Promotions by age band was the only characteristic which was not in line with the overall workforce, with the majority of our workforce being represented within the 41-50 (26%) and 51-60 (26%) age bands, however the majority of promotions fell within the 21-30 (34%) and 31-40 (26%) age band. This dropped to 15% for staff within the 51-60 age band, which might indicate that some work is required to ensure promotions are equally advertised to all relevant staff, and this has been considered under the new Equality, Diversity and Inclusion Strategy.

Chart 32 indicates that the majority of the workforce promotions occur for Band 6 and Band 7 staff members.

### 4.3 Starters and Leavers Data by Protected Characteristics

This data is for the reporting period of 1<sup>st</sup> December 2017 to 30<sup>th</sup> November 2018 and has been obtained through ESR. This section will analyse the number of starters and leavers throughout this period.

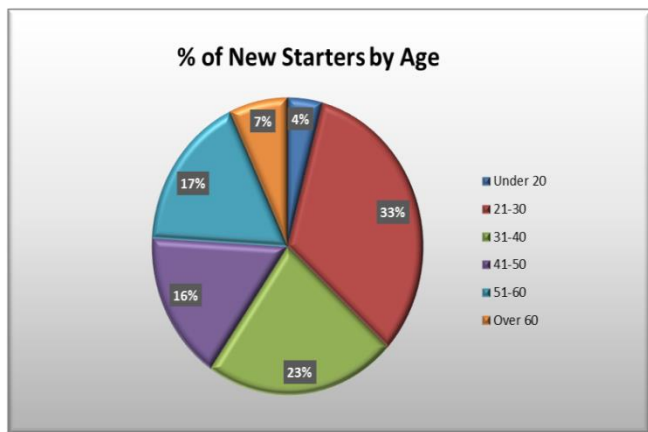


Chart 33

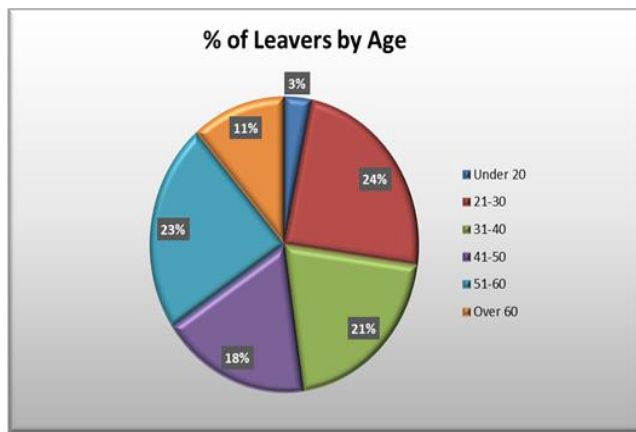


Chart 34

#### Analysis:

Based on the above charts it can be evidenced that the majority of our new starters fall within the age band of 21-30, with the next highest percentage being 31-40 years. In comparison to our leavers data, the highest age band for leavers is also those aged 21-30, closely followed by 51-60 and 31-40 age band. This follows the same trend for previous years. As the majority of our workforce is within the age range of 41-60 (52%), it's unsurprising that they are one of our highest leaver age groups also, however as the Age range of 21-30 only amounts to 17% of our workforce, assessing further why this is our highest leavers age bracket could offer a useful insight into how to retain these employees.

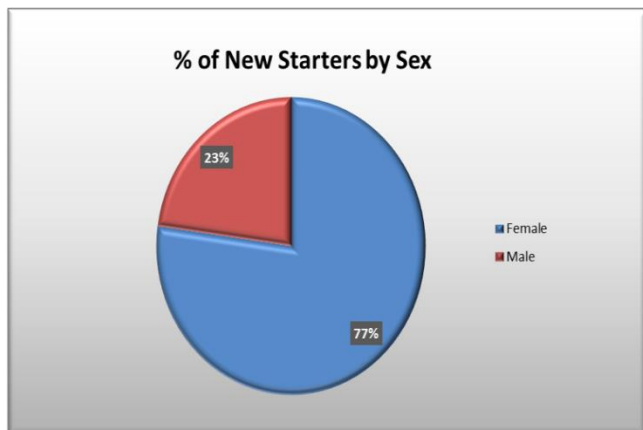


Chart 35

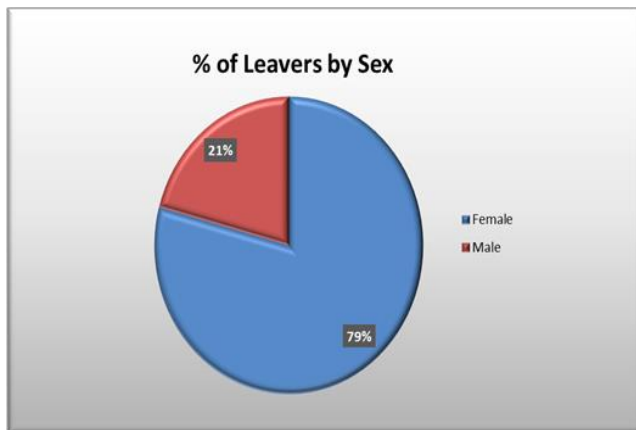


Chart 36

#### Analysis:

On review of the starters and leavers data for Sex, this data follows similar trends to previous years, and represents the Male and Female Split within the organisation.

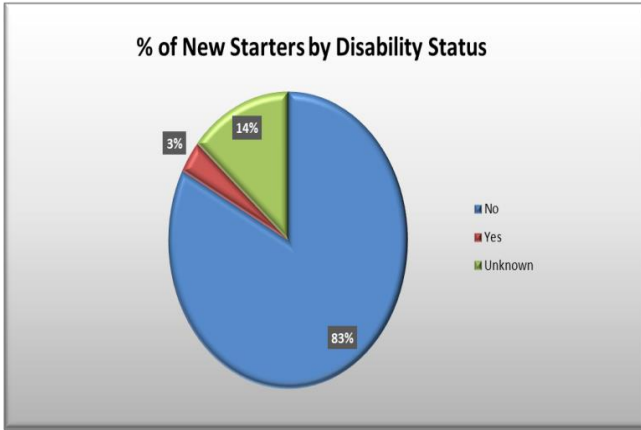


Chart 37

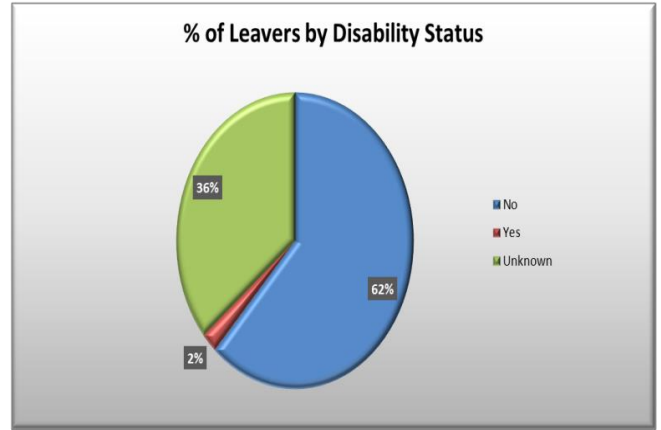


Chart 38

**Analysis:**

The two charts follow the same trend as the previous reporting periods with no significant changes being evident. There has been a slight decrease of the known disability status from last year (2016-2017) of 4% with an increase in the Unknown category of 4%. The lack of data available within this section means it's difficult to draw conclusions or evaluate the information, and therefore this has been considered under the new Equality, Diversity and Inclusion Strategy. It can however be noted that the trends of the Starters and Leavers disability information look similar to the composition of our workforce Information.

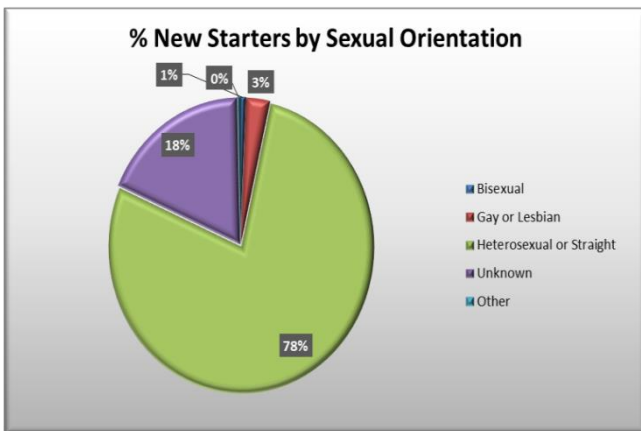


Chart 39

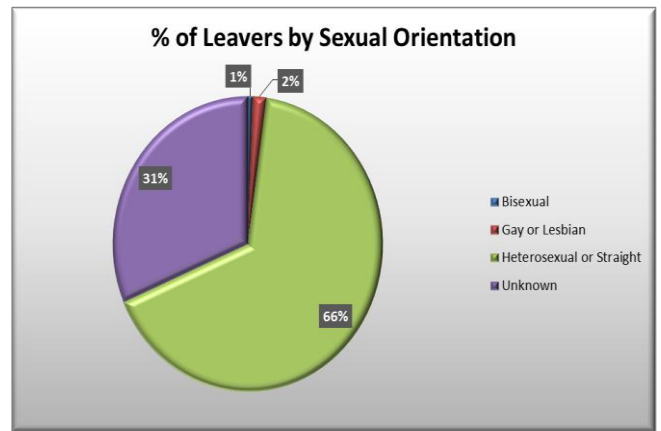


Chart 40

**Analysis:**

The two charts follow the same trend as the previous reporting periods with no significant changes being evident. The lack of data available within this section means it's difficult to draw conclusions or evaluate the information, and therefore this has been considered under the new Equality, Diversity and Inclusion Strategy. It can however be noted that the trends of the Starters and Leavers sexual orientation information look similar to the composition of our workforce Information.

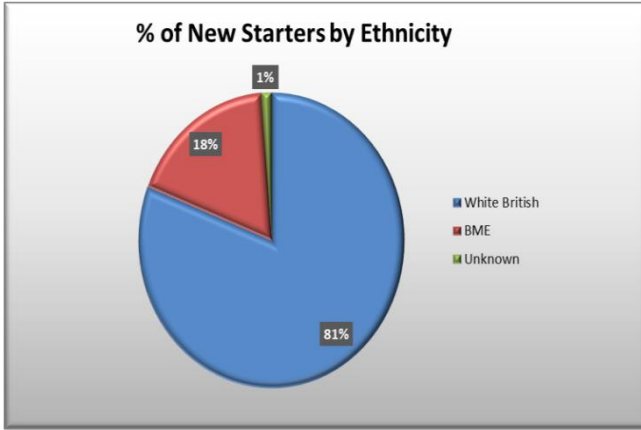


Chart 41

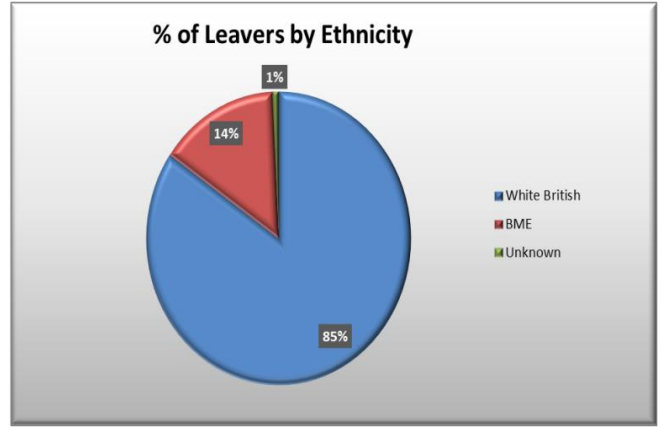


Chart 42

**Analysis:**

The two charts follow the same trend as the previous reporting periods with no significant changes being evident. There is no evidence from this information of any adverse discriminatory effects which require further investigation. The Charts indicate that the starters and leavers information is reflective of the current staff workforce within the Trust.

\* The BME Classifications follow the same reporting principles as previously identified.

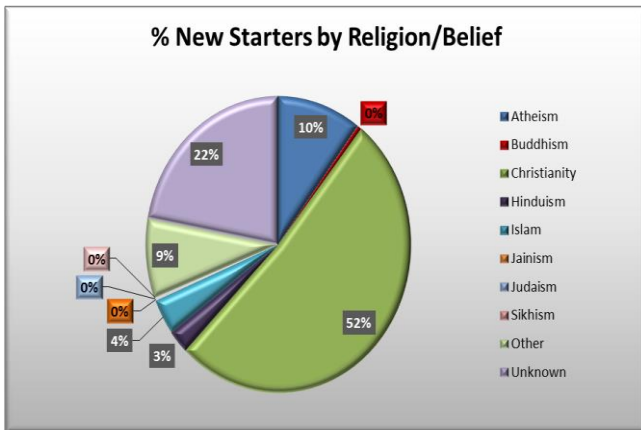


Chart 43

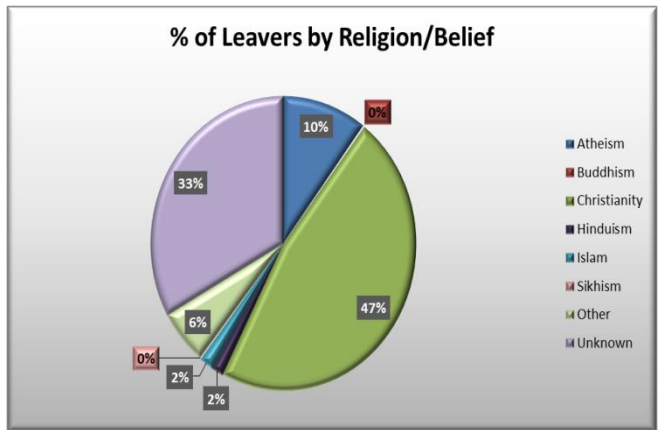


Chart 44

**Analysis:**

The two charts follow the same trend as the previous reporting periods with no significant changes being evident. This data also follows similar reporting trends as found within our current overall workforce. What is evident from this information is the high percentage of Unknown, which is being addressed under the new Equality, Diversity and Inclusion Strategy. It is also important to note that even though the percentages are small, the Trust workforce is diverse in its religion and beliefs and this should be considered to ensure appropriate support and management is offered.

Therefore the main findings from this analysis of Starters and Leavers, is that there are significant gaps in the data for Disability, Sexual Orientation and Religion, which needs to be addressed and has been incorporated within the new Equality, Diversity and Inclusion Strategy.



# Section 5 – Formal Procedures

## Introduction

This section will be reviewing the Employee Relation Formal Procedures and will specifically identify the following information:

- Bullying and Harassment Formal Procedures by Protected Characteristic
- Disciplinary Formal Procedure by Protected Characteristic
- Performance Management Formal Procedure by Protected Characteristic
- Grievance Formal Procedures by Protected Characteristic

The Protected Characteristics reviewed within this section are; Age, Disability, Sexual Orientation, Sex, Religion/Belief and Ethnicity.

This data will be compared to the previous reporting period to demonstrate any significant changes/developments.

The data for this section of the report will be taken from ESR for the reporting period of **1<sup>st</sup> December 2017- 30<sup>th</sup> November 201.**

As highlighted in **Section 2 – Data Reporting Principles point: 2.4 Data Presentation**, any headcount 5 or below will be removed to provide confidentiality of the data.

This section will review any potential detrimental effects on those with protected characteristics , through comparing this data to, previous years and our current workforce.



## 5.1 Bullying and Harassment Cases

% of Bullying and Harassment Cases by Protected Characteristic			
<b>Ethnicity</b>	<b>%</b>	<b>Sex</b>	<b>%</b>
White British	77%	Male	38%
BME	23%	Female	62%
<b>Religion/Belief</b>	<b>%</b>	<b>Sexual Orientation</b>	<b>%</b>
Christianity	32%	Heterosexual	54%
Other	14%	Unknown	46%
Atheism	8%	<b>Disability</b>	<b>%</b>
Unknown	46%	No	46%
<b>Age Group</b>	<b>%</b>	Yes	0%
21-30	15%	Unknown	54%
31-40	8%		
41-50	38%		
51-60	23%		
Over 60	16%		

Table 8

Table 8 reviews all bullying and harassment cases for the reporting period of 2017-2018 (1<sup>st</sup> December to 30<sup>th</sup> November) by the protected characteristics of those raising concerns. Out of the workforce less than 1% of staff raised formal bullying and harassment complaints for this period.

The divide of their protected characteristics is similar to the current workforce, with the majority of claims being Female, White British, and within the age group of 41-60.

However, low number of cases makes this statistically difficult to analyse and draw conclusions. This has been identified as a reporting issue, and has been prioritised under the new Equality, Diversity and Inclusion Strategy. However, from the information available there does not appear to be any immediate discriminatory concerns from this data.





## 5.2 Disciplinary Cases

% of Disciplinary Cases by Protected Characteristic			
Ethnicity	%	Sex	%
White British	87%	Male	34%
BME	13%	Female	66%
Religion/Belief	%	Sexual Orientation	%
Christianity	28%	Heterosexual	45%
Other	8%	Unknown	55%
Atheism	8%	Disability	%
Unknown	56%	No	51%
		Yes	8%
		Unknown	41%
Age Group	%		
Under 20	2%		
21-30	13%		
31-40	19%		
41-50	32%		
51-60	28%		
Over 60	6%		

Table 9

Table 9 shows the percentage of individuals who have gone through the formal disciplinary process for the reporting period of 2017-2018 (1<sup>st</sup> December to 30<sup>th</sup> November) by Protected Characteristics.

The majority of employees undergoing the formal disciplinary process are Female, White British, Christian and in the Age Band of 41-60. This would fit within the scope of the current workforce profile for 2018.

There does not appear to be any concerns highlighted by this data or any significant changes since the previous year. However, as with the bullying and harassment information, due to the high “unknown” status for various protected characteristics, it is difficult to confidently assess and draw conclusions from this information.



## 5.3 Performance Management Cases

Due to the very low number of cases of formal performance management and the gaps in protected characteristics data over the identified reporting period, it is not possible to analyse the data.

## 5.4 Grievance Cases

Due to the very low number of cases of formal grievances over the identified reporting period and the gaps in protected characteristics data, it is not possible to analyse the data.

The Trust will continue to review the information in relation performance and grievances on an annual basis and will provide an analysis should the data become statistically relevant.



# Section 6 – Staff Survey Results 2017

## 6.1 Staff Survey: Overall Engagement & Staff Recommendation

Overall Staff Engagement Score (1(= poor engagement) – 5 (= good engagement))			
Ethnicity	1-5	Sex	1-5
White British	3.72	Male	3.77
BME	3.88	Female	3.74
Age Band	1-5	Disability	1-5
16-30	3.69	No	3.77
31-40	3.73	Yes	3.55
41-50	3.77	Total Scores 2017/ 2016/ Average	
Over 51	3.73	2017	3.74
		2016	3.73
		NHS Acute Average	3.79

Table 12

### Analysis:

Table 12 indicates that the Trust is slightly lower than average for overall staff engagement, however the scores for engagement appear to be similar across the identified characteristics. It should be noted that those with a disability scored lowest for their engagement at 3.55.

I would therefore recommend work on ensuring our disabled staff are fully engaged with the Trust, which has been addressed within our Equality, Diversity and Inclusion Strategy.

### Analysis:

Table 13 indicates that the Trust is slightly lower than average for recommending the Trust as a place to work and receive treatment. There does not appear to be any significant difference in the scores across the protected characteristics identified, however as with engagement those with a disability were less likely than any other group to recommend the Trust (3.52).

This is something which could be addressed within the Disability Focus Groups and again will be covered within the Equality, Diversity and Inclusion Strategy.

KF1 – Staff recommendation of the Organisation as a place to work or receive treatment (1 (= Unlikely) – 5 (=Likely))			
Ethnicity	1-5	Sex	1-5
White British	3.62	Male	3.63
BME	3.70	Female	3.63
Age Band	1-5	Disability	1-5
16-30	3.65	No	3.64
31-40	3.62	Yes	3.52
41-50	3.61	Total Scores 2017/ 2016/ Average	
Over 51	3.62	2017	3.61
		2016	3.57
		NHS Acute Average	3.75

Table 13

## 6.2 Staff Survey: Experiencing Discrimination & Equal Opportunities

KF20 - % of Staff Experiencing Discrimination at work in the last 12 months			
Ethnicity	%	Sex	%
White British	7%	Male	9%
BME	13%	Female	7%
Age Band	%	Disability	%
16-30	11%	No	6%
31-40	6%	Yes	15%
41-50	7%	Total Scores 2017/ 2016/ Average	
Over 51	7%	2017	8%
		2016	8%
		NHS Acute Average	12%

Table 14

### Analysis:

Table 14 indicates that the Trust has continued its trend of being better than average for staff reporting to have experienced discrimination (8%).

This will continue to be monitored and work will continue under the New Equality, Diversity and Inclusion Strategy to ensure the workplace is free from discrimination and appropriate policies/procedures exist to support staff. is slightly lower than average

### Analysis:

Table 15 indicates that the Trust is above average for the % of staff reporting that they believe the Trust provides equal opportunities to career progression.

There does not appear to be any significant differences across the protected characteristics, apart from BME and Disability, whose percentage is lower than all other groups.

Work will continue with these groups under the Equality, Diversity and Inclusion Strategy to understand any barriers and to support these groups in their career progression,

KF21 - % of Staff believing the Organisation provides Equal Opportunities for Career Progression			
Ethnicity	%	Sex	%
White British	90%	Male	88%
BME	75%	Female	90%
Age Band	%	Disability	%
16-30	91%	No	91%
31-40	90%	Yes	80%
41-50	89%	Total Scores 2017/ 2016/ Average	
Over 51	88%	2017	89%
		2016	91%
		NHS Acute Average	85%

Table 15



# Section 7 – Workforce Race Equality Standard (WRES) 2018

## 7.1 WRES 2018

The NHS Equality and Diversity Council announced on July 31st 2014 that it had agreed action to ensure employees from black and ethnic minority (BME) backgrounds have equal access to career opportunities and receive fair treatment in the workplace.

The Workforce Race Equality Standard was therefore implemented which requires organisations to demonstrate progress against a number of indicators of workforce equality, including a specific indicator to address the low levels of BME Board representation.

This document aims to provide an Equality Analysis of the Workforce Race Equality Standard (WRES).

Warrington and Halton Hospital published this data for the first time in 2015 in compliance with legislation 1<sup>st</sup> July 2015.

In July 2018, Warrington and Halton published its yearly set of WRES metrics, and published a comprehensive action plan resulting from the indicators of the published data. This action plan highlights next steps, further work, and the mitigation of any potential negative impacts identified.



WRES Data



WRES Action Plan



## Section 8 – Conclusion

### 8.1 Overview of report

This report has provided significant data in relation to its current workforce, those who applied and were shortlisted and leavers and this has subsequently been broken down by Protected characteristics and compared to previous reporting period, and the local population where possible. This has been done to ensure that there are no highlighted concerns/trends which might indicate a discriminatory element, and where any are highlighted, that we are able to make recommendations to address these concerns.

After reviewing the available information, there have been no indications that there is a discriminatory effect on any of the protected characteristics, however there are several recommendations to be made to ensure that no such discriminatory element becomes evident.

### 8.2 Recommendations

The following recommendations are being made to support that our workforce, applicants, shortlisted, starters and leavers don't experience any discrimination within the workplace or through our processes, and subsequently would feel supported in raising any concerns.

1. To scope options to encourage more definitive self-disclosure of protected characteristics by staff, with particular emphasis on Disability, Sexual Orientation and Religion/Belief.
2. To ensure that under the Equality, Diversity and Inclusion Strategy that staff networks are undertaken so to provide mutual support in ensuring staff from protected characteristics have an outlet and the Trust can utilise the networks as a support i.e. in addressing why disabled employees feel less engaged/ less likely to recommend the organisation and why BME staff believe the trust is less likely to provide equal opportunities to progress their career.
3. To continue to monitor performance and grievances for any signs of diriment to employees with protected characteristics.
4. To review further why those within the age bracket of 21-30 are our highest percentage of leavers, to ensure there is not a detrimental effect on this age group.
5. To ensure promotions are fair and equitable across all protected characteristics with particular reference to Age (Age Band 51 and over).
6. To review ability to self-disclose religion/belief status on application via NHS Jobs, due to a high number reporting "Other", this would leave a gap within the data (i.e. a possible free text box).
7. To review how upcoming positions are advertised to ensure these are fair and equitable for both male and females, due to the low proportion of males applying and being shortlisted.