

To: Diversity Steering Group, Gloucestershire Partnership NHS Trust

From: Kay Harrison, Director of Human Resources and Organisational Development

Date: August 2006

Subject: HR Equalities Information

1. INTRODUCTION

1.1 The purpose of this report is to given an overview of:

- The Trust's equalities profile.
- Recruitment and selection activity for the periods 2004/05 and 2005/06.
- HR Performance management activities by equalities indicators.

2. RECOMMENDATION

2.1 The Diversity Steering Group is asked to note the report.

3. BACKGROUND

3.1 The Trust's aim is to challenge discrimination, promote equality and respect human rights. One of its key responsibilities is to monitor key employment activities, to identify any trends and patterns which might indicate action is required to continue to achieve its aim. This is one of the first reports to the Diversity Steering Group which brings together key activities for discussion and note.

4. DISCUSSION

Profile of the Trust

4.1 The information used for this report is taken from ESR Discoverer reports at 15 & 16 August 2006. They represent:

- Age profile of the total staff in each specified group by a range of age bandings at 5 year intervals (Appendix 2)
- Gender split (Appendix 3) and
- Ethnicity/disability. (Appendix 4)

4.2 The staff groups used are those dictated by ESR. Appendix 1 to this report lists those staff in each staff group.

- 4.3 These staff groups can be broken down further but this will result in charts reflecting smaller groups of staff, this may lead to strange results or render the results as meaningless.
- 4.4 This is the first report bringing together these matters drawn from ESR. Following the 'go-live' of ESR in April 06 one of the priorities has been to develop an organisational hierarchy to provide a platform for interrogateable data at recognisable reporting levels.
- 4.5 Having created the structure, this now needs to be fine tuned ensuring staff groups are correct, and thereby improving the quality of reports This work will need to take on the new structures likely to be created from service redesign/restructuring.

Age range distribution (appendix 2)

- 4.6 Set out below is an analysis of the age distribution by staff groups.
 - The medical chart shows a shift toward the younger age ranges. This may be explained by the number of doctors in training and junior posts, this is seen in the appendix with a high number of SHO posts (appendix 1) in the range 26 -30. Less than one percent of doctors are in the age ranges 51 – 65.
 - For registered nurses, the number of nurses in range 51-55 (12.14%) should be noted as containing staff most likely to have special officer status and retirement eligibility at age 55, staff in age ranges 56-70 (7.13%) are presumably eligible to retire.
 - Ancillary staff peak in an older age range 56-60 (24.35%). This type of role also appears attractive to female staff with 84.16% of the staff group female.
 - Admin & Clerical age profile also shows a higher age range (51-55) end peak.
 - Additional Clinical Services covers a range of typically non-registered posts. The age range profile shows the least curvature with high numbers in the 56 – 60 age ranges. Again high numbers of part time staff (51.12%) are seen with 75.56% of staff female.
 - AHP's profiles show peaks at 31-35 and 46-50, a high number of female staff (88.39%) are in this group with high numbers of part time staff (51.79%).

Gender distribution at 14 August 2006 (Appendix 3)

- 4.7 Generally, a 75% female 25% male split is seen. The exceptions to this are for Admin & Clerical, AHP's and Ancillary staff.

- 4.8 In senior managers 50.98% are male whilst across the Trust 25% of staff are male suggesting a higher number of males in senior management roles.

Ethnicity and disability (Appendix 4)

- 4.9 For ethnicity the Trust staff profile is favourable when compared with the county population profile whilst for disability this is not the case. However when considering disability staff may choose to report this and therefore data becomes questionable in terms of setting parameters or benchmarks. The migration of data to ESR is also questionable in this area in that it is possible not all data re disability migrated to the new system.

Part Time / Full Time working by gender.

- 4.10 The total full time / part time split for the Trust is 50.4% full time and 49.88% part time. (by percentage of headcount)
- 4.11 A detailed analysis of a selection of staff roles confirms the following:
- Health Care Assistant: Of the Female workforce, 121 are full time whilst 52.97FTE are Part time. For males 48 are full time 3.84FTE part time. This equates to 30.4% of females are part time with 7.4% of their male counterparts in the same staff group. This appears low suggesting that female staff are more likely to engage with part time working.
 - Ancillary staff: For the role ancillary assistants, the results are 82% female part time (7 full time, 31.91FTE part time) and male 41% part time (1 full time .71FTE part time). However this role has small numbers of male staff compared to female.
 - Senior managers: For the role senior manager, 19 female staff are full time 3.94 part time, whilst in the male population, 25 are full time 0.5FTE part time. This represents 17% part time female staff and 1.9% male part time.

- 4.12 Allowing for the need to ensure staff are grouped correctly as stated in the introduction to this report, evidence is seen that female staff are more likely to take up part time working, and the role of senior manager contains more full time staff for both males and females, with males predominantly full time.

Recruitment and Selection

- 4.13 The tables below show the details of the number of vacancies advertised, numbers of applicants, number of applicants short-listed and the number of jobs offered for the periods 2005/06 and 2004/05.

Table 1: For the period 1st April 2005 to 31st March 2006.

Occupational Group	Number of Jobs Advertised	Number of Applications received	Number of People Short-listed	Number of Jobs Offered
Ancillary-including helpers	11	57	35	9
Admin & Clerical—including Misc.	71	445	204	65
Admin & Clerical Bank	0	0	0	0
Allied Health Professionals (AHP) Qualified	0	0	0	0
AHP Unqualified	1	7	6	6
Chaplain	2	3	1	1
Nursing	203	963	565	260
OT qualified—including Instructors	32	145	61	21
Psychologists	9	196	38	14
Physiotherapists	2	43	1	1
Medical	12	389	31	12
Senior Manager	8	40	21	6
Social Worker (qualified)	11	25	12	5
Social Care Workers	47	312	212	86
Totals	409	2625	1187	486

Table 2: For the period 1st April 2004 to 31st March 2005

Occupational Group	Number of Jobs Advertised	Number of Applications received	Number of People Short-listed	Number of Jobs Offered
Ancillary-including helpers	23	71	38	13
Admin & Clerical—including Misc.	96	605	317	113
Admin & Clerical Bank	1	63	3	3
Allied Health Professionals (AHP)	4	11	9	4
Nursing	240	727	538	260
OT(qualified)—including instructors	38	98	67	34
Psychologists	16	205	66	23
Physiotherapists	1	25	3	1
Medical	17	278	43	20
Senior Manager	17	118	49	13
Social Worker (qualified)	10	46	26	10
Social Care Workers	33	262	159	72
Totals	496	2509	1318	566

4.14 The overall figures show a reduction in the number of vacancies advertised between the two financial years and in the number of people shortlisted and appointed. There is however an increase in the number of applications received.

Key Findings

4.15 Data in respect of four key equality indicators have been identified: ethnicity, gender, age and disability. The differences in applicants and their success rates across the occupational groups have been analysed for each of these indicators against the full year, 2005/2006.

4.16 The following figures and tables have been produced to show a full years information as the changes, which have already been identified, could otherwise make comparisons difficult.

Ethnicity

4.17 For the purposes of this report, ethnicity is based on 3 main groups. These are inclusive of other ethnic origins identified for census purposes:

i) Black & Other Ethnic Minority Groups (B&OEM)

Mixed-W/B Caribbean
Mixed-W/B African
Mixed-White & Asian
Mixed-Any Other
Indian
Pakistani
Bangladeshi
Asian-any other
Caribbean
African
Black- any other
Chinese
Any other Ethnic Group

ii) White & Other White Minority Groups (W&OEM)

White British
White Irish
White – Any Other

iii) Undefined

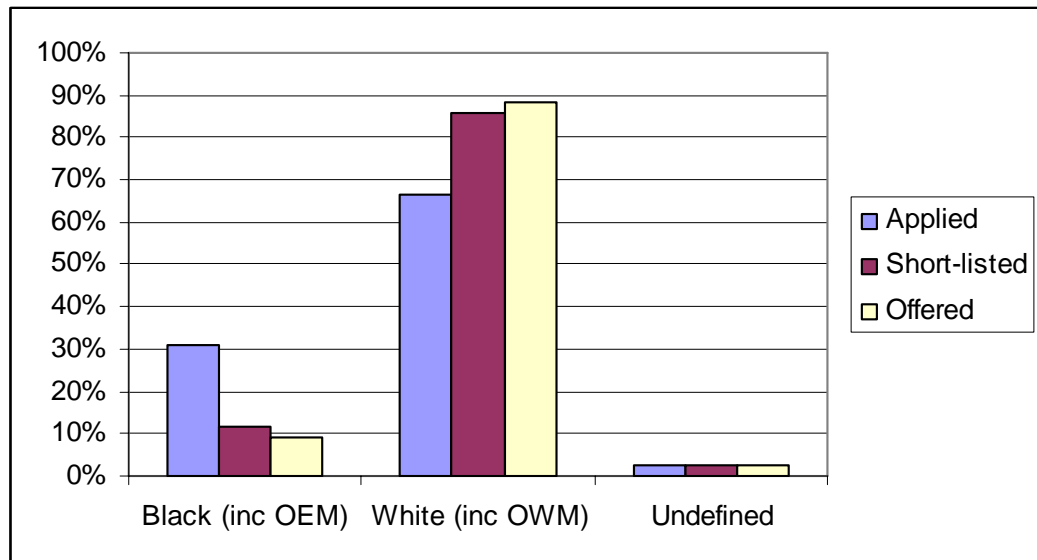
Unstated

4.18 The majority of applicants across all occupational groups continue to be W&OEM. In this year they represent 67% of all those who applied which is in line with previous periods which have included medical appointments. B&OEM applicants made up 31% of all applicants with 3% being undefined.

4.19 W&OEM applicants are also the majority at the short-listing stage, being 86% of all short-listed applicants. B&OEM applicants made up 12% of all short-listed applicants with 3% being undefined. The increasing use of the NHSJobs website has increased the number of overseas applicants who do not meet the qualification and/or registration requirements. These applications are sufficiently numerous to mean that some care should be taken in drawing conclusions from these figures until further figures are produced for comparison.

4.20 The W&OWM applicants continue to be the most successful in being offered jobs with a success rate of 88% of all of those offered jobs. In the previous periods their success rates were 86% and 87% of all of those who were offered jobs. B&OEM applicants made up 9% of those offered jobs in this period with the remaining 2% being undefined. (See Fig 1 below).

Fig 1: Percentages of those who applied, were short-listed and were offered jobs across all occupational groups .



4.21 The number of applicants from B&OEM continues to vary significantly across the occupational groups. As in previous periods there were significant numbers of B&OEM applicants in the Medical and Nursing occupational groups.

4.22 The number of applicants from B&OEM in most occupational groups follows previous trends although in many groups the numbers are too small for reliable inferences to be drawn.

4.23 Medical occupational group has continued to have a significantly higher proportion of applications from B&OEM than other occupational groups. In this period 42% of all applicants(against the previous period figure of 35%) in this occupational group were B&OEM

4.24 The majority of those offered jobs continue to be W&OWM and there are again several occupational groups where no B&OEM applicants were successful in being offered jobs.

Fig 2 below shows the percentage of **applicants** by ethnicity across the different occupational groups.

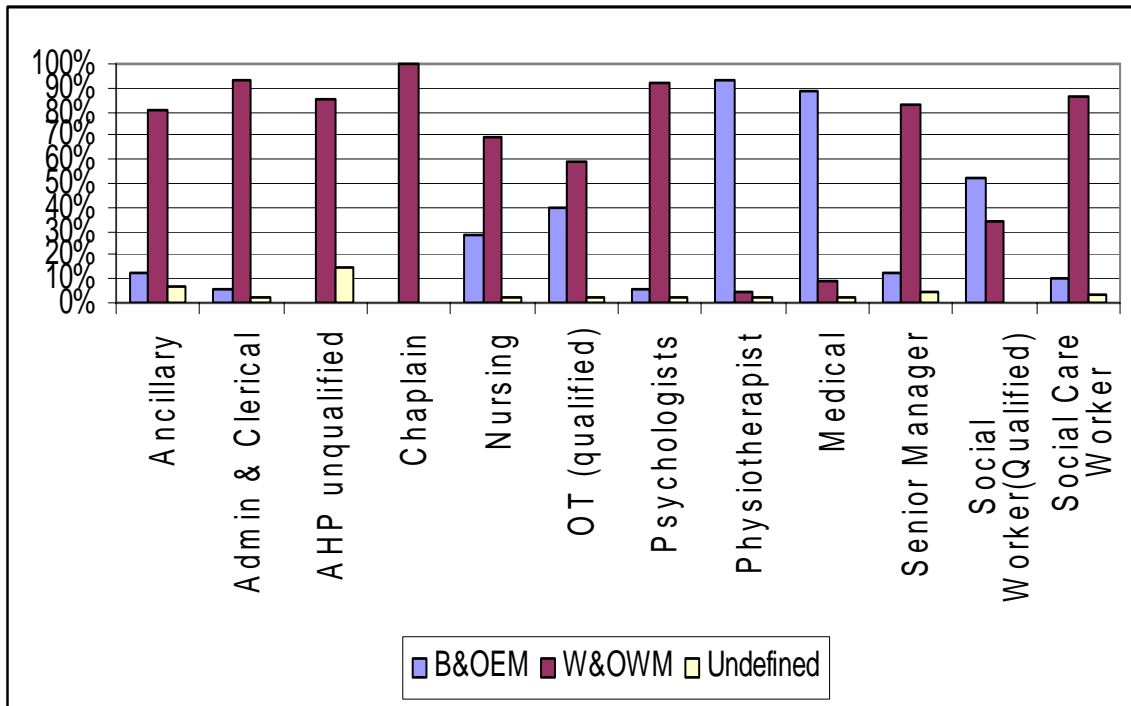


Fig 3 below shows the percentage of those **short-listed** by ethnicity across the different occupational groups.

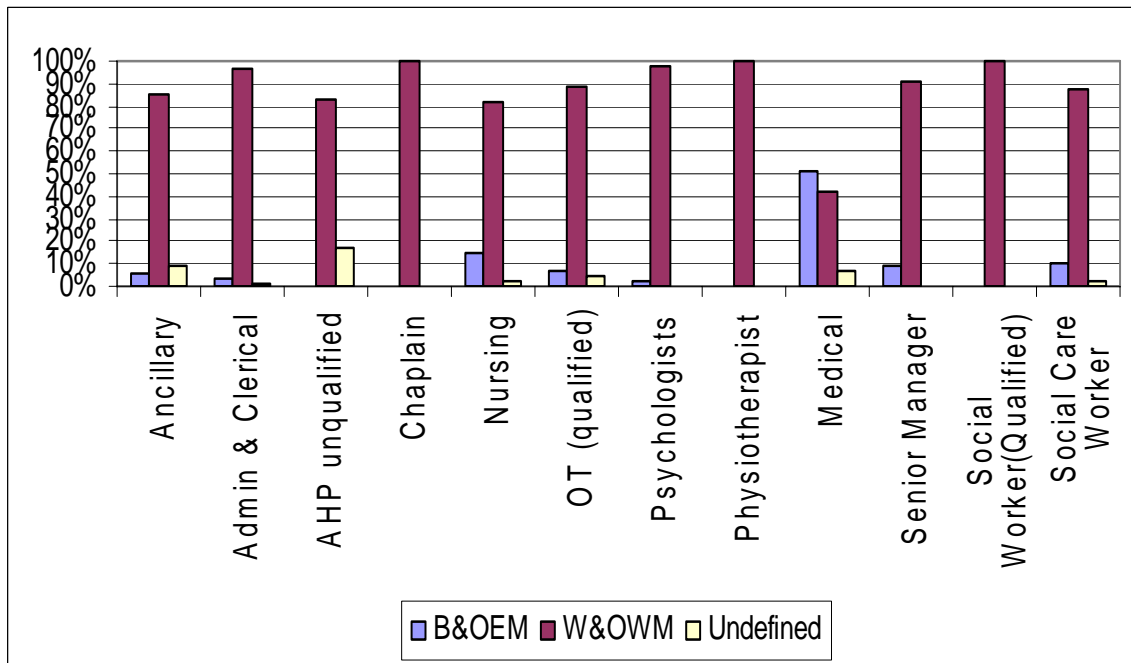
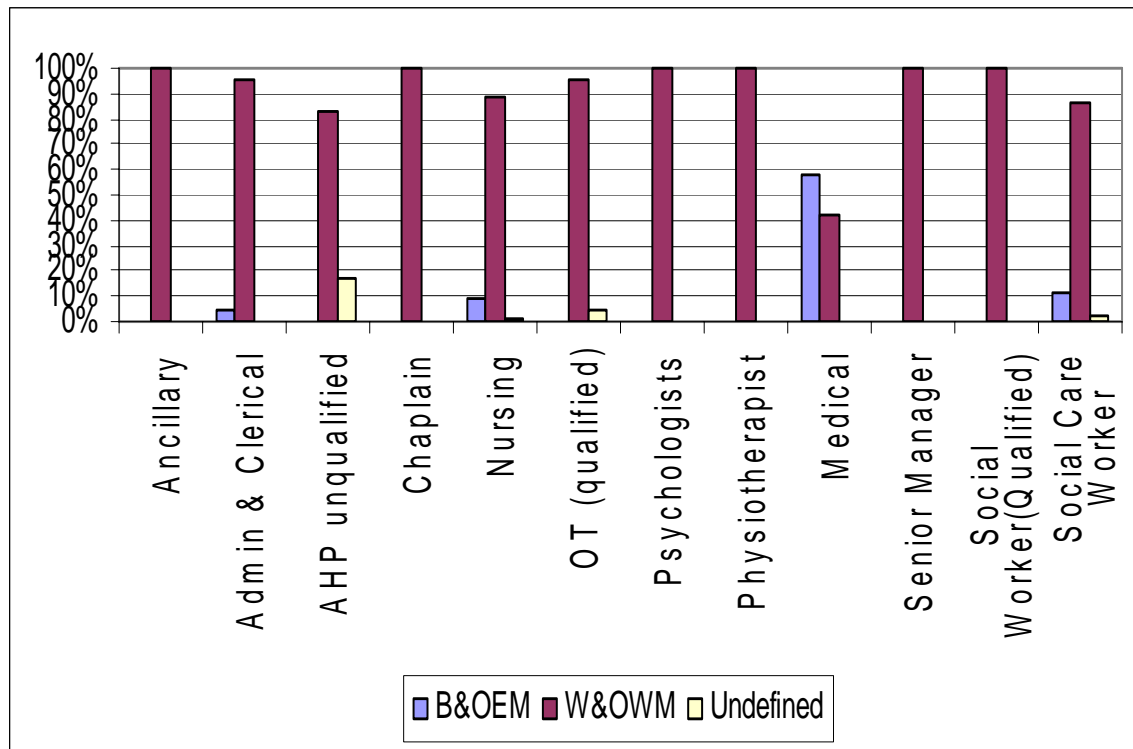


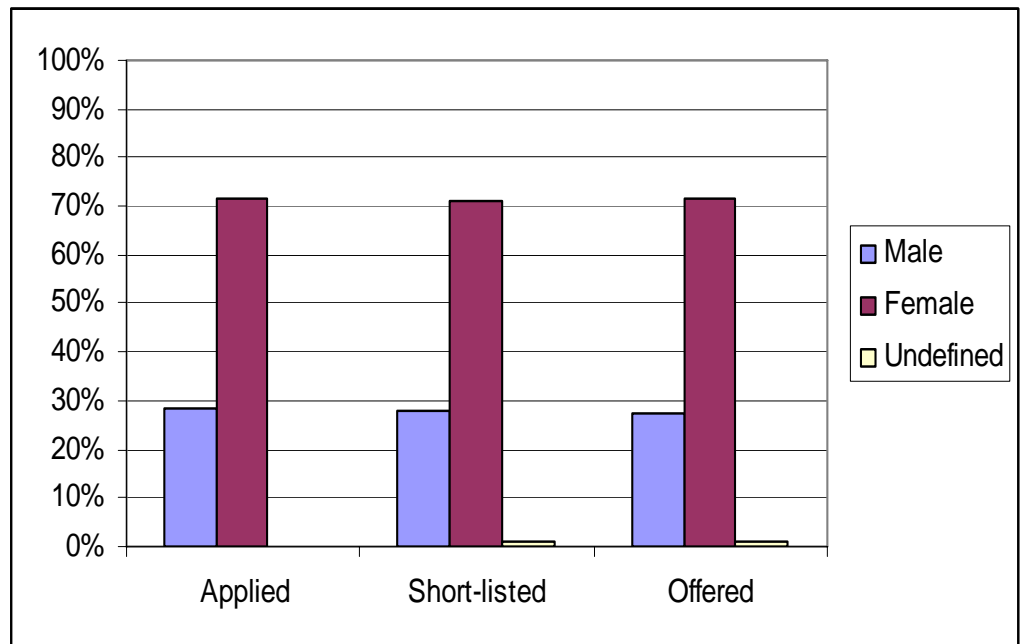
fig 4 below shows the percentage of those **offered jobs** by ethnicity across the different occupational groups.



Gender

- 4.25 The average percentage of female applicants across all the occupational groups, except Medical, continues to be significantly higher than that of male applicants. In this year the applicants are split to 71% female and 29% male, which is very similar to the previous period which showed a 72% female and 27% male split.
- 4.26 This report also identifies the levels of male and females who were short-listed. The proportions are in line with the split of applicants – over the year 71% of those short-listed were female and 28% were male.
- 4.27 Overall the success rate for females returned to the level seen in the first half of the previous year – with 72% of those offered jobs being female and 28% being male. The figures for the first half of the previous year were 72% female and 28% male while the figures for the second half of that year were 78% female and 21% male. The changes pattern in the two halves of the 2004/5 year reflects the different patterns of vacancies in the two parts of the year.
- 4.28 The following table shows the split of applications, short-listing and success rates by gender during the 2005/6 year.

Fig 5: Overall percentage of female and male applicants and their success rates



4.29 Overall the pattern in the proportions of male to female applications and successes appear to be stable. The fluctuations can all be attributed to the number of medical vacancies which have been advertised and the higher proportion of male applicants these vacancies produce. In the 2005/6 year 65% of applicants for medical posts were male, and 58% of those successful in this category were male.

4.30 Figures 6 & 7 give details, by occupational group, of the percentage of male and female applicants and their respective success rates in being short-listed and offered jobs.

Fig 6: Percentage of male applicants and success rates

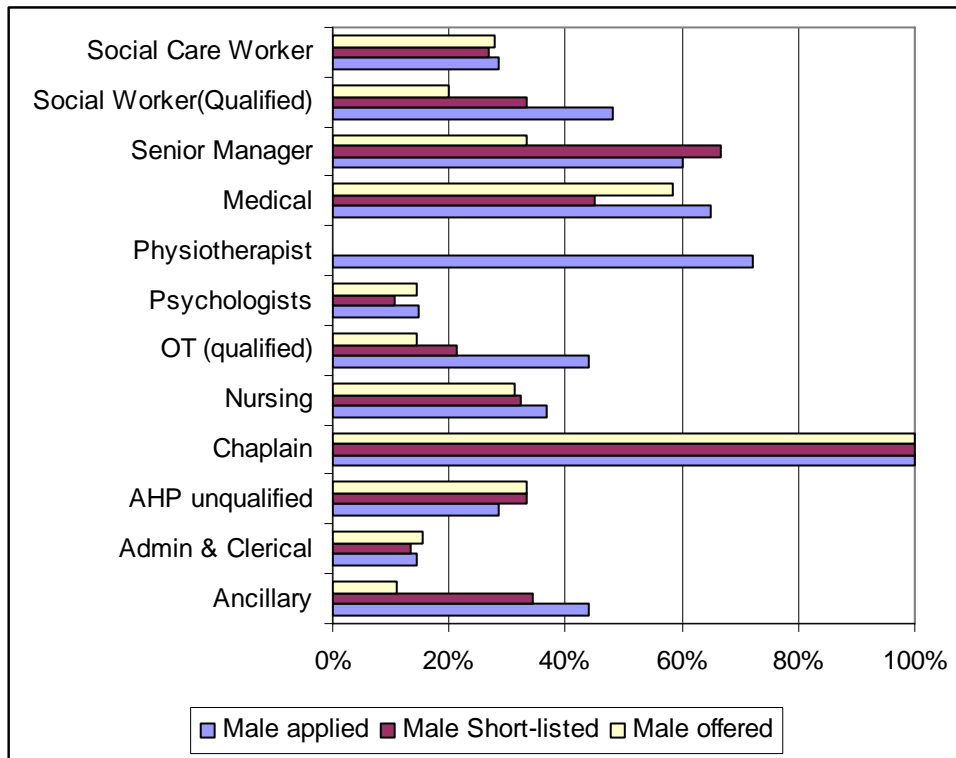
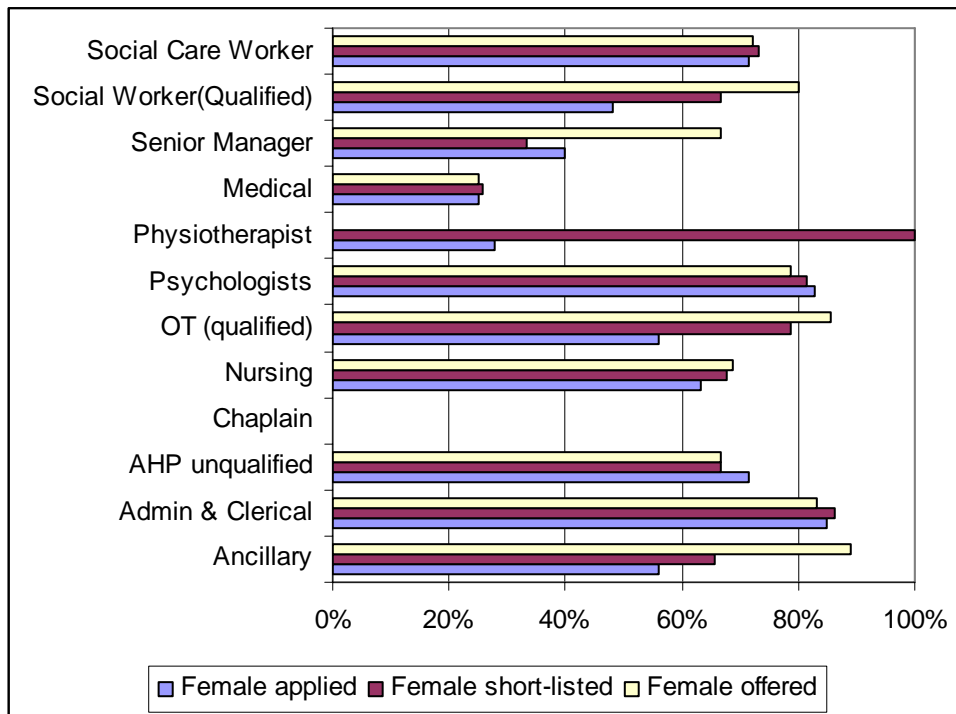


Fig 7: Percentage of female applicants and success rates



Age

- 4.31 The overall age spread figures against applications, short-listed and job offers continue to show normal curves. The two half years of 2004/5 had shown the peak to be in 25-34 age group changing to spread across the “under 25” to the “25 to 34” age groups. In this year the applicant figures have again peaked in the “25 to 34” age group with the next highest group being the “35-44” age group.
- 4.32 The age spread for those who were short-listed is analysed here for the first time. It peaks in the “35-44” age group with the “25 to 34” age group as the next highest. This pattern also applied to the figures for those offered jobs.
- 4.33 Figures 8, 9 and 10 give details of the age distribution within each occupational group. Figure 8 shows applicant ages, Figure 9 shows the ages of those short-listed and Figure 10 shows the age spread of those who were offered jobs.

Fig 8: *age distribution of applicants within occupational groups*

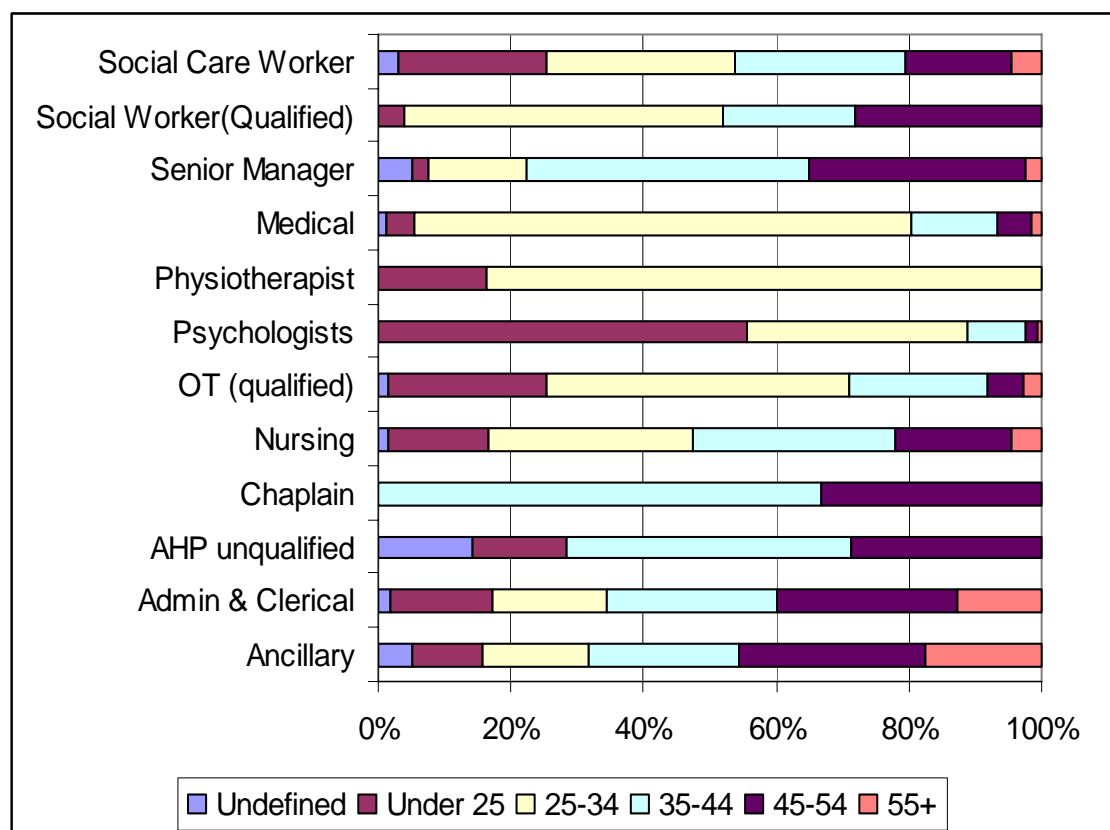


Fig 9: Age distribution of those who were *short-listed*

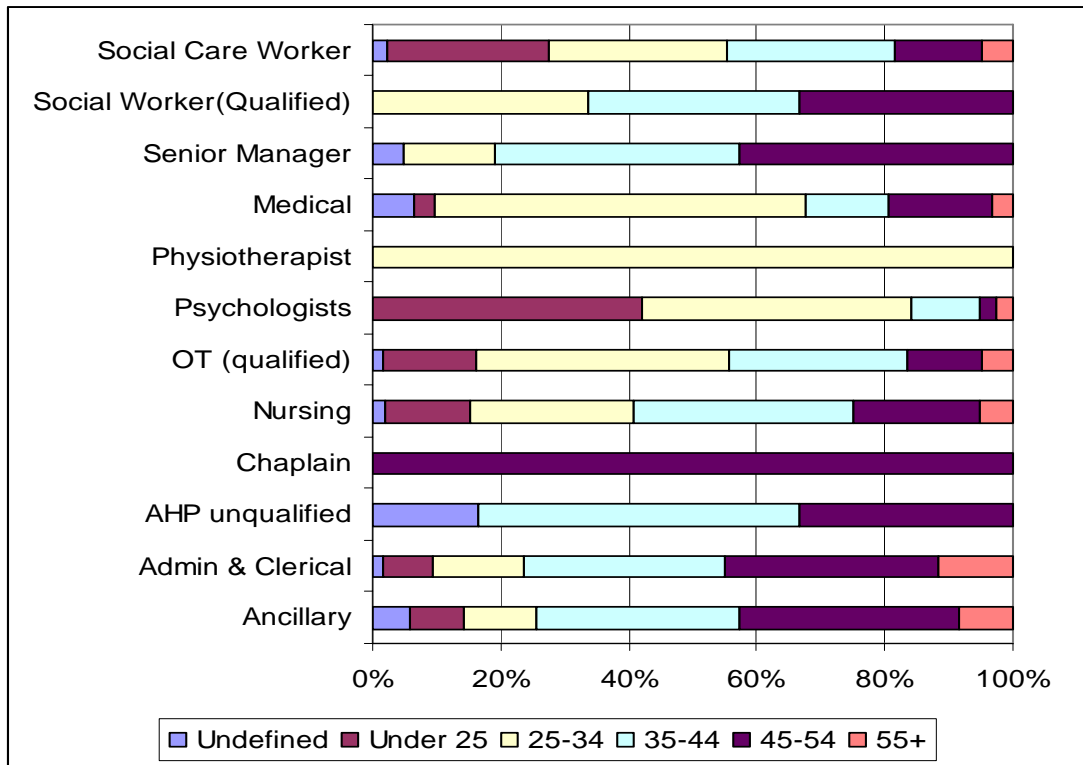
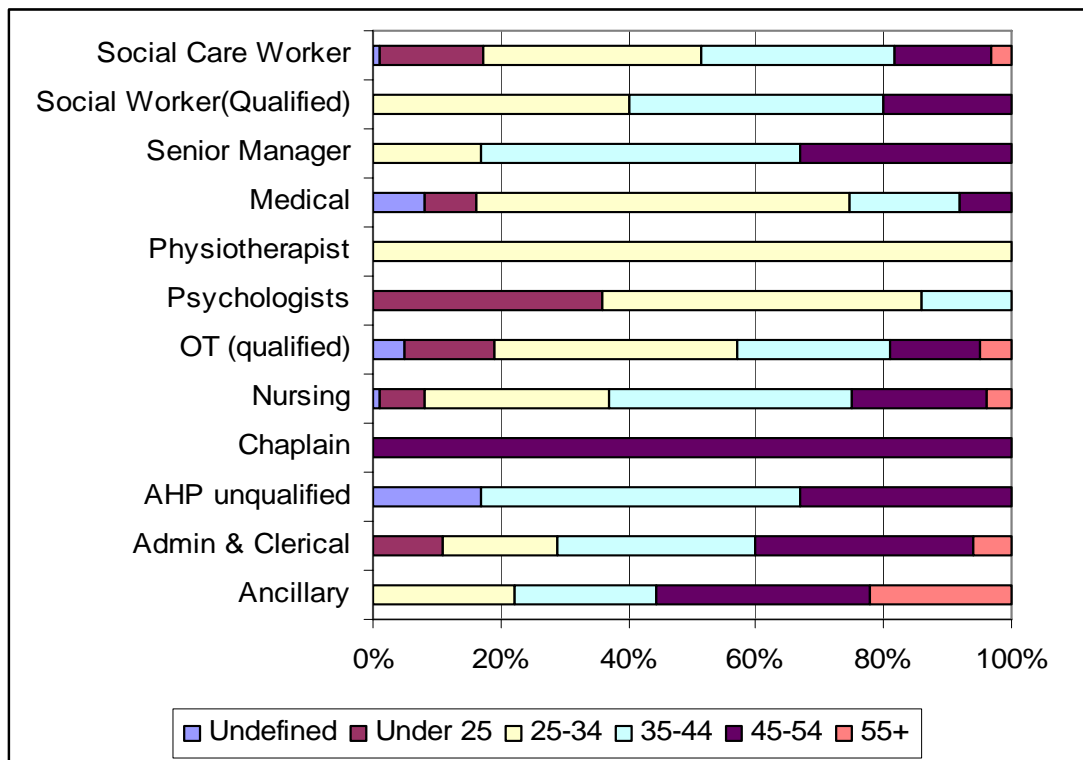


Fig 10: The age distribution of people who were *offered jobs*



Disability

- 4.34 The overall numbers of applicants in this category is similar to last year. In 2004/5 there were 56 applicants who said they regarded themselves as disabled where in the 2005/6 year there 54.
- 4.35 The applications in both years have been spread over a number of occupational groups with the largest numbers in the Nursing group.
- 4.36 This year 16 job offers have been made which is an increase from the previous year where a total of only 9 job offers were made to disabled people.
- 4.37 The table below gives a break down by occupational group as well as a comparison to the previous year.

Occupational Group	2005/6			2004/5	
	Applicants	Short-listed	Offered Jobs	Applicants	Offered Jobs
Ancillary	3	2	1	2	1
Admin & Clerical	14	6	4	21	3
AHP unqualified	1	1	1	0	0
Chaplain	0	0	0	0	0
Nursing	19	14	6	18	1
OT (qualified)	3	1	1	0	0
Psychologists	3	1	1	1	0
Physiotherapist	0	0	0	0	0
Medical	1	0	0	0	0
Senior Manager	1	1	0	4	1
Social Worker(Qualified)	1	0	0	3	0
Social Care Worker	8	3	2	7	3
Totals	54	29	16	56	9

- 4.38 The information in this category is reliant on individuals “declaring” on their application form that they have a disability “that they would like us to know about” which does not necessarily take account of those who have made adjustments (e.g. hearing aid) and therefore do not “consider” themselves to have a disability. This can be a particularly sensitive area and it is normally only those applicants with more obvious disabilities (e.g. wheel chair users) who declare their disability. The result is that the recording of accurate data is particularly difficult against this equality indicator.

Performance Management Activity

4.39 The Trust monitors its staff performance management activity by the equalities indicators:

- Disciplinarys Appendix 5
- Grievances Appendix 6
- Sickness Appendix 7
- Regrading (excluding AfC) Appendix 8
- Capability Appendix 9
- Performance Appendix 10
- Promoting Dignity at Work Appendix 11

4.40 No patterns or trends emerge from this data which would indicate specific actions needing to take place at this time.

Age range

This appendix is a complete list of all staff groups and the roles within each staff group. This is tabled to assist in identifying which roles are included in each staff group, and therefore each chart within the report.

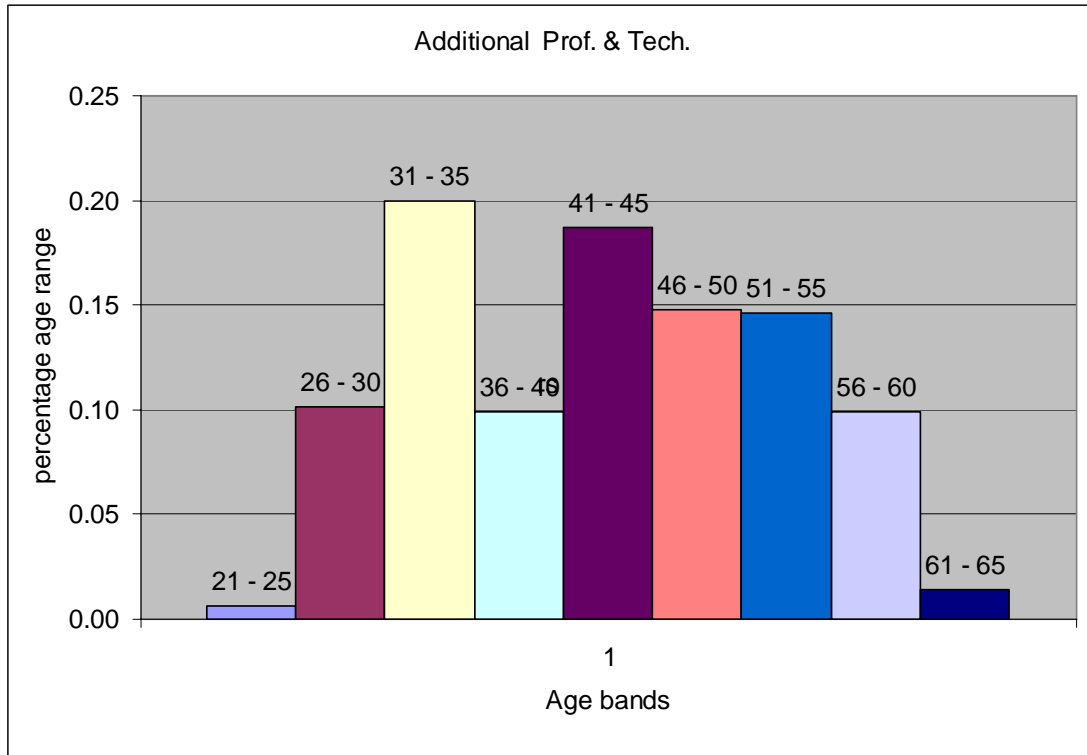
Staff Group	Role
Add Prof Scientific and Technical	Approved Social Worker Chaplain Clinical Psychologist Practitioner Psychotherapist Social Worker
Additional Clinical Services	Assistant Psychologist Counsellor Healthcare Assistant Helper/Assistant Social Care Support Worker Technical Instructor
Administrative and Clerical	Accountant Analyst Chair Chief Executive Clerical Worker Manager Non Executive Director Officer Other Executive Director Personal Assistant Secretary Senior Manager
Allied Health Professionals	Art Therapist Art Therapist Manager Music Therapist Occupational Therapist Occupational Therapist Consultant Occupational Therapist Manager Physiotherapist Physiotherapist Manager Speech and Language Therapist Speech and Language Therapist Manager

Estates and Ancillary	Assistant Cook Housekeeper Porter Support Worker
Medical and Dental	Associate Specialist Clinical Assistant Consultant General Medical Practitioner Hospital Practitioner Senior Clinical Medical Officer Senior House Officer Specialist Registrar Staff Grade
Nursing and Midwifery Registered	Community Nurse Modern Matron Nurse Consultant Nurse Manager Sister/Charge Nurse Specialist Nurse Practitioner Staff Nurse Staff Group Total

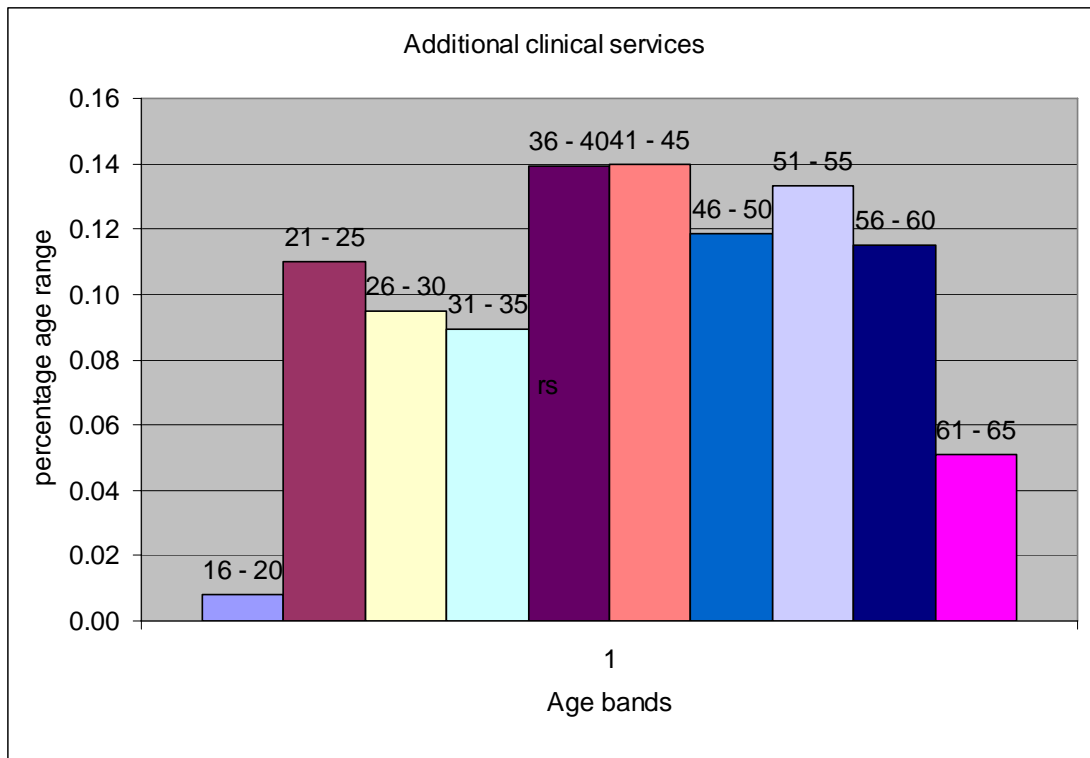
Age range profiles

Age range profiles by staff groupings

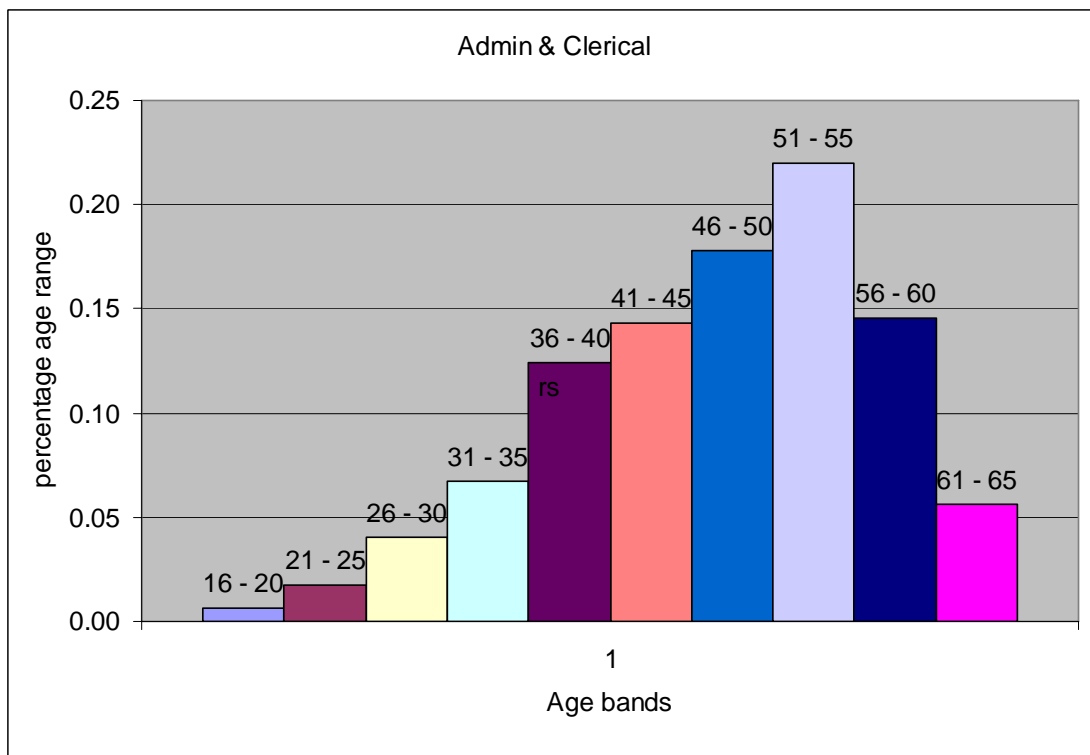
Age range profile additional professional and technical staff



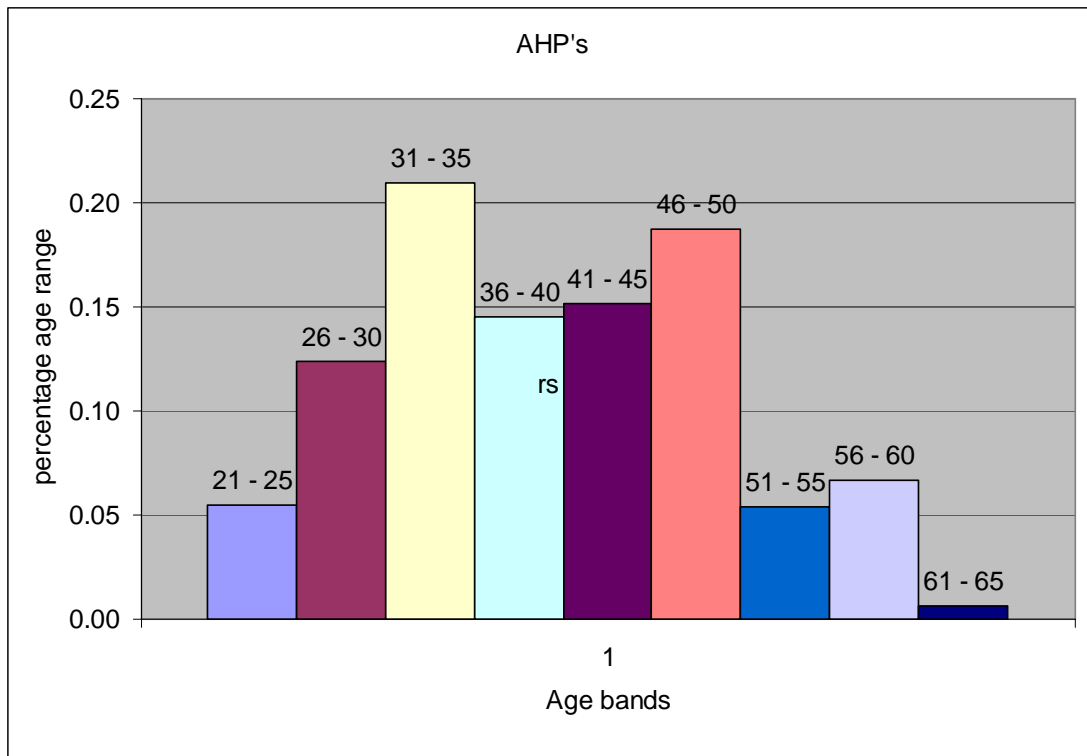
Age range profile Additional clinical services



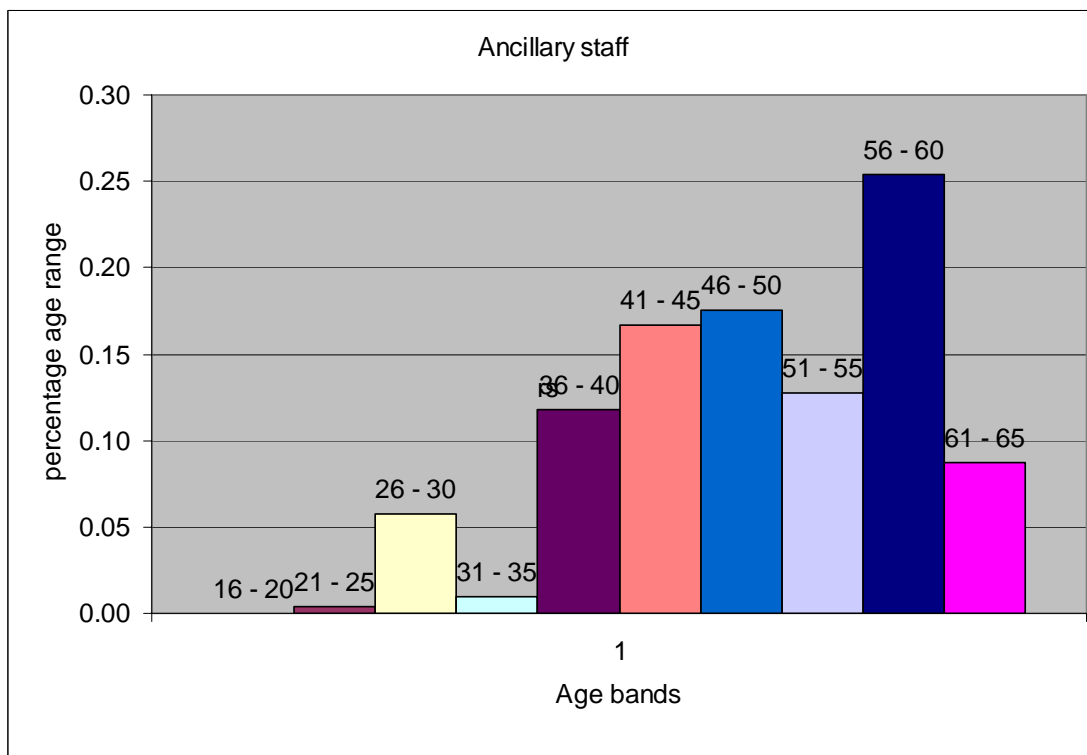
Age range profile Admin & Clerical



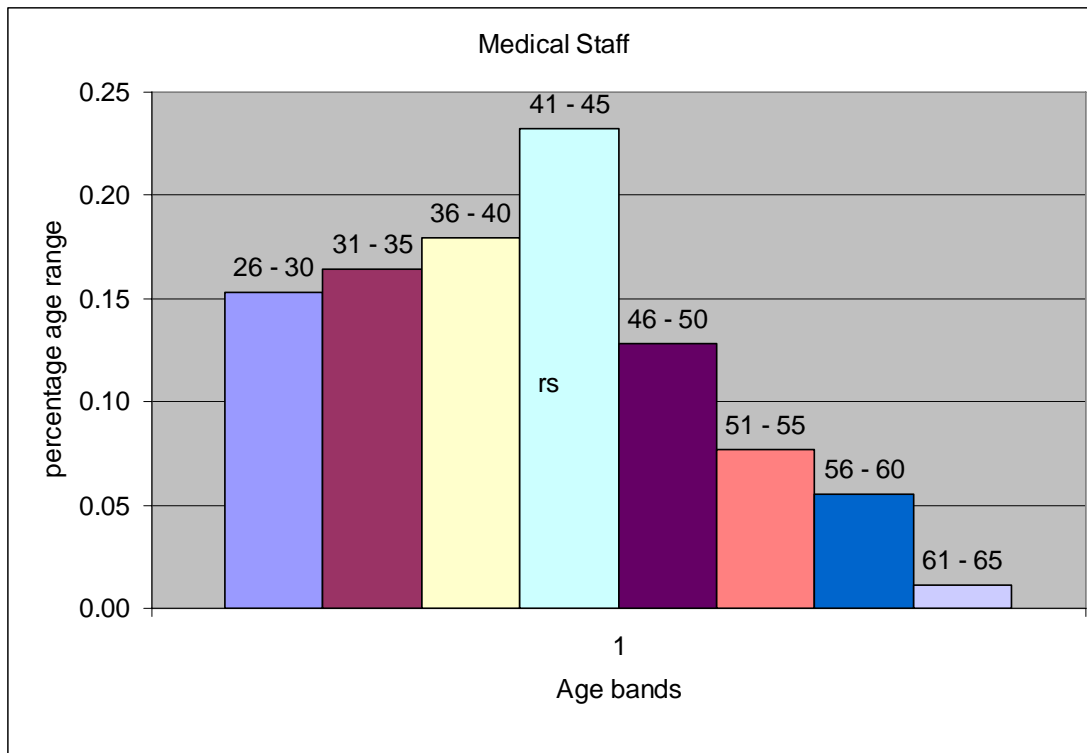
Age range profile AHP's



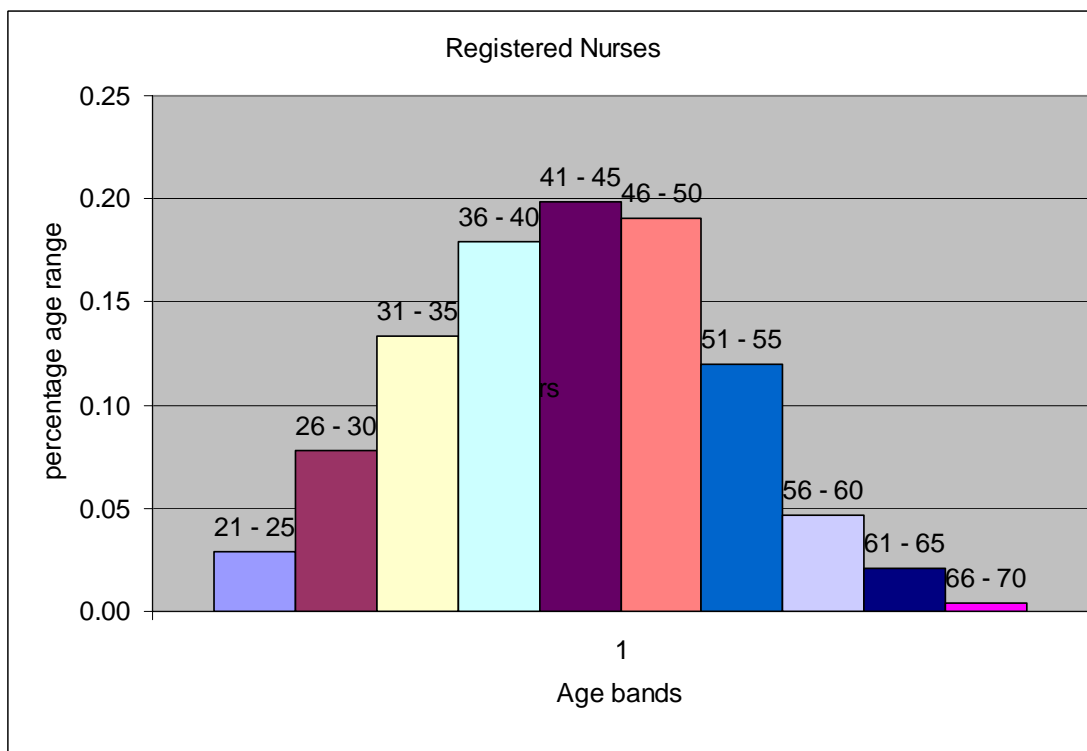
Age range profile Ancillary staff



Age range profile Medical staff

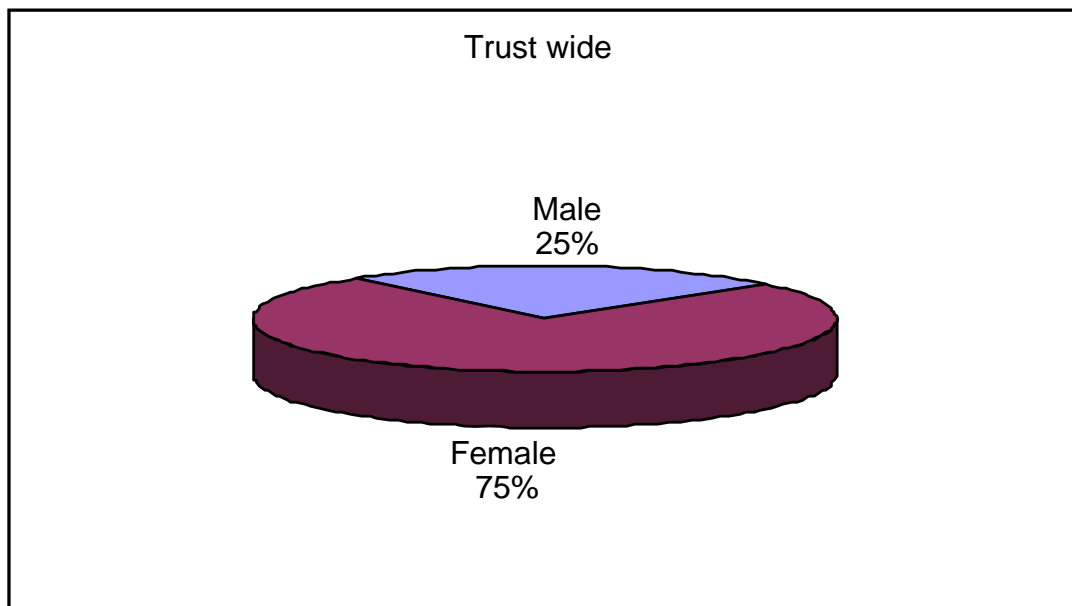


Age range profile registered nurses



Gender split male / female August 2006

Gender	Male	Female
Trust wide	24.6%	75.3%
SD CAMS OPS	20.3%	76.6%
CAMS	19.51%	80.49%
LD	24.56%	75.4%
OPS In Pts	13.79%	86.21%
OPS Com.	14.18%	85.82%
SD WA SM	27.52%	72.48%
SM	23.53%	76.47%
MM CLC	26.63%	73.37%
MM WL	27.83%	72.17%
PM Glos.	28.05%	71.95%
PM Chelt.	26.81%	73.91%
PM Stroud	23.29%	76.71%
Staff group		
Admin & Clerical	14.02%	85.98%
AHP's	11.61%	88.39%
Add. Clin Serv (HCA's)	24.44%	75.56%
Medical	55.56%	44.44%
Registered nurses	29.60%	70.40%
Estates & Anc.	15.84%	84.16%



Appendix 4

Ethnicity and Disability

Ethnicity - Gloucestershire

Traffic Light rating

Source: Census 2001 and ESR

Ethnic Group	County population	% county population	Trust Head Count	
	Number	%	April	May
All people	564,594			
White British	535,132	94.7	87.61%	87.64%
White Irish	4,335	.76%	1.24%	1.26%
White Other	9,013	1.59%	2.53%	2.53%
Total White	548,480	97.15%	91.38%	91.43%
Mixed White and Black Caribbean	2,208	.38%	.51%	.47%
Mixed White and Black African	376	.07%	.14%	.14%
Mixed White and Asian	1,280	.23%	.05%	.05%
Mixed Other	978	.17%	.32%	.33%
Asian or Asian British Indian	3,725	.65%	1.43%	1.45%
Asian or Asian British Pakistani	480	.08%	.09%	.09%
Asian or Asian British Bangladeshi	744	.13%	.09%	.09%
Asian or Asian British Other Asian	600	.10%	.55%	.56%
Black or Black British Black Caribbean	2,447	.43%	1.08%	1.83%
Black or Black British Black African	532	.09%	1.24%	1.22%
Black or Black British Other Black	339	.06%	.14%	.14%
Chinese	1,329	.23%	.23%	.19%
Other Ethnic Group	1,076	.19%	.74%	.75%
Total Non-White	16,114	2.85%	6.61%	7.31%
Not Stated			1.24%	1.22%

Disability - Gloucestershire

Traffic Light Rating

Source: MAIDEN database ESR

Benefit	Number	% of pop.	% disabled trust workforce April
Disability Living Allowance August 2003 60 and over	5,610		
Disability Living Allowance August 2003 under 60	13,070		
Incapacity Benefit August 2003	14,165		
Severe Disablement Allowance August 2003	3,060		
Total under 60's	30,295	5.35%	2.16%

Disciplinary

Period	Race										Age					
	M	F	Other white Back-ground	White	Asian	African	Black Caribbean	White / black African	White Irish	Unknown	20-30	31-40	41-50	51-60	61 +	Unknown
04/05	9	8	2	6	2		1			6	1	2	1			13
Total = 17																

Period	Race									Age					
	M	F	White	Asian	African	Black Caribbean	White / black African	White Irish	Unknown	20-30	31-40	41-50	51-60	61 +	unknown
05/06	10	12	12	1	3	3	1	1	1	4	4	4	6	2	2
Total = 22															

Appendix 6

Grievance

Period	Race									Age					
	M	F	White	Asian	African	Black Caribbean	White / black African	White Irish	Unknown	20-30	31-40	41-50	51-60	61 +	Unknown
04/05															
	1								1						1
Total = 1															

Period	Race									Age					
	M	F	White	Asian	African	Black Caribbean	White / black African	White Irish	Unknown	20-30	31-40	41-50	51-60	61 +	Unknown
05/06															
	3	13	7		1				8		5	2	1		8
Total = 17															

Short Term Sickness

Long Term / Short Term sickness

Period	Race										Age					
	M	F	Other white Background	White	Asian	African	Black Caribbean	White / black African	White Irish	Unknown	20-30	31-40	41-50	51-60	61 +	Unknown
04/05																
	6	22	1	24						3		7	7	9	2	3
Total = 28																

Period	Race										Age					
	M	F	Other white Background	White	Asian	African	Black Caribbean	White / black African	White Irish	Unknown	20-30	31-40	41-50	51-60	61 +	Unknown
05/06																
	8	26	1	32					1		1	12	7	12	21	
Total = 34																

REGRADING

Period	Race										Age					
	M	F	Other white Background	White	Asian	African	Black Caribbean	White / black African	White Irish	Unknown	20-30	31-40	41-50	51-60	61 +	Unknown
04/05		6	2	4							1	1	1	2		1
Total = 6																

Period	Race										Age					
	M	F	White	Asian	African	Black Caribbean	White / black African	White Irish	Unknown	20-30	31-40	41-50	51-60	61 +	Unknown	
05/06		2	2									1	1			
Total = 2																

CAPABILITY

Period	Race									Age					
	M	F	White	Asian	African	Black Caribbean	White / black African	White Irish	Unknown	20-30	31-40	41-50	51-60	61 +	Unknown
04/05															
	1		1											1	
Total = 1															

Period	Race									Age					
	M	F	Other white Background	White	Asian	African	Black Caribbean	White / black African	White Irish	Unknown	20-30	31-40	41-50	51-60	61 +
05/06															
	2	3	1	3		1							3	1	1
Total = 5															

PERFORMANCE

Period	Race									Age					
	M	F	White	Asian	African	Black Caribbean	White / black African	White Irish	Unknown	20-30	31-40	41-50	51-60	61 +	Unknown
04/05															
	2	7	9							1	5	2			1
Total = 9															

Period	Race									Age					
	M	F	White	Asian	African	Black Caribbean	White / black African	White Irish	Unknown	20-30	31-40	41-50	51-60	61 +	Unknown
05/06															
		5	3						2		2				3
Total = 5															

PROMOTING DIGNITY AT WORK

PROMOTING DIGNITY AT WORK - HARASSMENT AND BULLYING

Period	Race									Age					
	M	F	White	Asian	African	Black Caribbean	White / black African	White Irish	Unknown	20-30	31-40	41-50	51-60	61 +	Unknown
04/05															
Complainant		1	1												1
harrassor	1														
Total = 1															

Period	Race									Age					
	M	F	White	Asian	African	Black Caribbean	White / black African	White Irish	Unknown	20-30	31-40	41-50	51-60	61 +	Unknown
05/06															
Complainant	1	1	1			1						1			
Aggressor	2														
Total = 2															