

## Staff Profile Reporting - Appendice A

### 1. Background

- 1.1 This report provides an overview of staff in post (SIP) at Luton and Dunstable Hospital (L&DH) NHS FT as at 30 November 2010.
- 1.2 The report highlights any specific issues, disparities or disproportionality in terms of Trust staff SIP performance, and to highlight any possible future action for consideration by the Trust's management in general or specifically, for the Human Resources directorate to manage going forward.
- 1.3 The data will support the Trust in managing its commitments in developing the staff evidence towards meeting its statutory and compliance equality commitments, as determine under the Public Equality Duty of the **Equality Act 2010** and the **NHS Equality Delivery System**, respectively.
- 1.4 The information that has been analysed was obtained from the **Employee Staff Record (ESR)**. Where necessary, and in the interest of staff anonymity or to maintain any confidentiality, small or insignificant numbers have been amalgamated where appropriate.

### 2. Key Highlights

- L&DH has a higher level of female employees (**80.4%**) than that found within the NHS generally (**75%**)
- L&DH highest age group band of staff employed is 45-49 years at **16%**
- L&DH has a significantly under representative level of staff declared with disabilities (<1%) than that found in the NHS (**13.9%**) and regionally (**16.1%**)
- L&DH's level of Black Asian and Minority Ethnic staff (BAME) at **30%** is broadly reflective of the cumulative BAME community served (circa 30%).
- Christianity is the largest declared religion or belief at **24%** of L&DH staff - whilst Islam, surprisingly, is significantly under reflective (**<3%**) of the local population served
- Majority of L&DH staff have not indicated or defined their sexual orientation (**65%**) although **32%** of staff indicated heterosexuality.

### 3. Staff Profile – Protected Characteristics

3.1 The Trust captured available *protected characteristics* data or profile information provided from staff and job applicants, across a number of statutory and specific areas as follows:

Protected Characteristic	SIP	Promo's	Apps	Shortlis	Job offers	Grievance	Disciplinary	Harassment	Capability
Gender	X	X	X	X	X	X	X	X	X
Age	X	X	X	X	X	X	X	X	X
Disability	X	X	X	X	X	X	X	X	X
Ethnicity	X	X	X	X	X	X	X	X	X
Religion/Belief	X	X	X	X	N/A	X	X	X	X
Sexual Orientation	X	X	X	X	N/A	X	X	X	X

Please see the attached data tables at [Appendix 1](#)

<sup>1</sup> NHS Staff Survey (2009)

<sup>2</sup> Luton Borough Council demographic data (2006)

### 3.2 Analysis:

#### Gender

- The Trust employs 3276 staff of which **80.4%** are female. This level of females employed at 80% is **above** NHS national average (75%)
- Female staffs are reflective of their SIP in terms of **promotions** (85%) and **job offers** (82%) made to job applicants.
- However, the level of job applicants and appointees, is still significantly not reflective of the general make up of male v female gender split found in the Luton and Dunstable community (<sup>3</sup>50:50) nor UK as a whole (<sup>4</sup>Male 48% v Female 52%). This would indicate there is virtually no change in the gender make up of our workforce.

#### Age

- The majority of Trust staff were found within the 30-44 age bands (**40.6%**) which is somewhat closer - but not fully reflective - of the resident community's average age <sup>5</sup>**34.9%**
- The highest individual group band however, is 45-49 years (**16%**).
- Over 55's represent **<16%** of total SIP which indicates that a sizeable percentage of staff are technically, 5-10 years away from or eligible for retirement, going forward.

#### Disability

- There is a significantly under representative level of disability declarations found amongst L&DH Staff (**<1%**) and both national NHS (**13.9%**) staff data and the local population (**16.1%**). This is also seemingly at odds with the level of staff who had indicated a disability (13%) in the 2011, L&DH staff survey.
- There is also a very high level of undefined or undeclared staff re: disability at **76.6%**. This suggests there remains considerable 'reticence' amongst Trust staff - for any number of reasons - in formally declaring any disabilities.
- **96.4%** of job applicants did not indicate or declare a disability, which would infer that circa **3.6%** of applicants do have a disability. Again, this slight improvement is still out sync with the level of declared disabilities found amongst the working age population in the UK at 18%.
- **0.06** of applicants declined to disclose their disability

#### Ethnicity Profile - Analysis:

The Trust has a well established ethnically mixed workforce, which largely reflects the community served. The key highlights are as follows:

White -	< 63%
Mixed -	< 2%
Asian -	< 20%
Black -	<10%
Other Groups -	< 5%

- **Employment** - Roughly community proportional representation of BAME groups (**circa 30%**) found within L&D Workforce
- **Promotions** - Slightly under representative profile of BAME promotees **< 26%**
- **Job applicants** – **circa 68%** of all applicants were from BAME back grounds
- **Short listing/Job Offers** – disproportionately higher level of short listing and job offers made to white applicants (**circa 53% and 57% respectively**) when compared to their level of applications (< 40% ) in general.
- **Treatment** - Capability procedures generally very low but anecdotally, skewed towards White staff

<sup>3</sup> Census -2001

<sup>4</sup> ONS -2010

<sup>5</sup> Luton Borough Council demographic data (2006)

### Religion and Belief

- The majority of Staff in Post (ESR) have not declared their religion or a faith (**65%**).
- Christianity is the largest declared religion (24%). Surprisingly, Islam at **< 3%** - which is significantly under reflective of the general local population (14.6%) and Christianity, again, is also significantly under reflective at 56%.
- Christian job applicants however, account for **<50%** with Islamic based applicants at **<22%**. This shows a much better application rate from these respective community groups.
- But short listing indicates that a disproportional **< 60%** is awarded to Christian applicants with Islamic applicants at **13%** being under representative.

### Sexual Orientation

- Only 35% of existing staff had indicated a decision on sexual orientation declaration  
 90% of all job applicants between Apr-November 2010 indicated they are heterosexual

### Training and Development

- Overall, across all the protected characteristics - that are monitored by the Trust's Learning and Development Team's training database - indicates that Trust staff are successfully applying for and attending, their designated courses.
- No particular characteristic group (i.e. age, ethnicity or gender) indicated that there was any an undue disproportional pattern or variances, in relation to courses applied for or their attendance. In a number of instances, the level of attendance actually exceeded the percentage of staff making up that characteristic group overall.
- In short, this evidence reflects that currently, a very positive and supportive training environment exists for all Trust staff to be developed at Luton and Dunstable Hospital.

Please see the attached data at Appendix 2.

## **4. General comments and recommendations**

- 4.1 Overall, the Trust has successfully recorded a number of protected characteristics from staff or job applicants that are collected and tracked on ESR.
- 4.2 But there remains however, a significant piece of work to be completed to reduce the high level of 'unknowns' or 'undeclared' returns by staff, across disability, religion and belief and sexual orientation. This work will be the focus of ongoing data cleanses exercises for ESR and improving appropriate staff communications, with a view to gradually reduce this over time.
- 4.3.1 Turning to specific recommendations:
- Gender - there remains a significant 'skew' towards female staff - both employed and appointed - across the Trust. Whilst this 'status quo' reflects the NHS in general, it does confirm that there is still some way to go before the Trust can get anywhere near its local population gender ratio (50:50) or, more realistically, match the NHS national employee gender profile;
  - Age Profile - suggests that the Trust should consider addressing the over 55's in terms of developing any supportive working arrangements/needs – given the proposed extended retirement age and succession planning arrangements;
  - Recruitment and Selection - evidence indicates that the Trust is generally quite an 'attractive' employer for a wide number of diverse, prospective employees as

shown by the healthy level of applications. However, there is some concern that the low level of appointments from BME groups is not reflective of either the applicant pool or short listing. This needs to be explored further to ensure that any unfair or unwitting treatment on the part of recruiting managers or the recruitment process is identified and minimised.

- Communications - improve the level of 'buy in' and understanding by staff, of the benefits of a diverse, leading employer being able to understand and utilise characteristic information, to help address any unfair outcomes in line with the **Equality Delivery System** and the Trust's anticipated **Equality Objectives** from April 2012.