

Board of Directors : May 2014

Item : 11

Title : Workforce Statistics Report 2013-14

Summary:

This report fulfils the Trusts Obligation to publish workforce monitoring data. The report includes quantitative data on recruitment & leaver's activity, sickness and 9 protected characteristics within the Equalities Act 2010.

There are some areas which need further exploration and analysis. These will be taken forward under the auspices of the Trusts Equality Committee and are noted in the report.

This report has been reviewed by the following Committees:

- Management Committee – 15/05/2014

The Board of Directors is asked to confirm whether this paper is accepted as adequate assurance, and where not, whether the Board of Directors is satisfied with plans that have been put in place i.e. further exploration by the Equalities Committee.

This report focuses on the following areas:

(delete where not applicable)

- Equality

For : Approval

From : Director of Human Resources

Introduction & Purpose

The workforce statistics report 2013-14 fulfils the Trusts obligation in relation to equality duties which require public sector organisations to publish annually a range of staff monitoring data. The report provides statistics on some of the protected characteristics within the Equalities Act 2010.

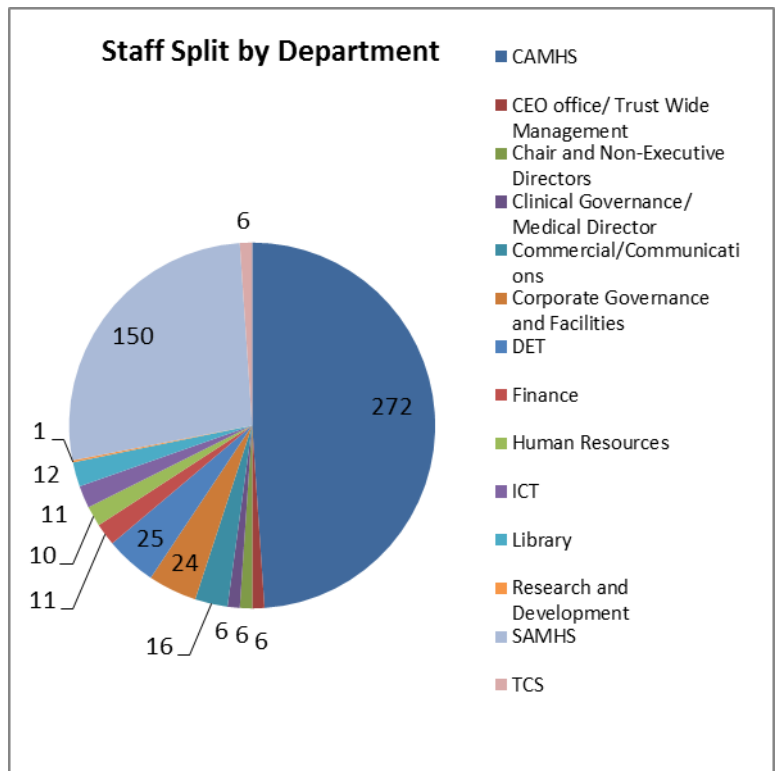
We have used Electronic Staff Data (ESR) & NHS jobs website to collect data that monitors workforce information provided in this report.

This report also links to the CQC Outcomes and is relevant in the suitability of staffing section.

Staffing overview

The Trust employed 556 substantive staff as at 31st March 2014. The Trusts skills mix between clinical & non – clinical & specialist posts along with robust recruitment practices ensure we have a fit for purpose workforce delivering range of services.

Departments	Staff No.
CAMHS	272
CEO office/ Trust Wide Management	6
Chair and Non-Executive Directors	6
Clinical Governance/ Medical Director	6
Commercial/Communications	16
Corporate Governance and Facilities	24
DET	25
Finance	11
Human Resources	10
ICT	11
Library	12
Research and Development	1
SAMHS	150
TCS	6
Grand Total	556



CAMHS employs the largest workforce in the Trust at 266 (headcount) followed by SAAMHS at 150 (headcount).

In addition:-

1. Majority of the Trusts employees are females 417 to 139 males (headcount)
2. 21% of Trusts workforce is made up of BME Staff, White staff is 79%
3. 1.8% of workforce (10 headcount of the total workforce of 556) have declared themselves as disabled

Trust Board

1. There is an equal split of male and female Board members
1. Majority of the Board is within the average age of 59
2. There is no BME representation in the Trust Board

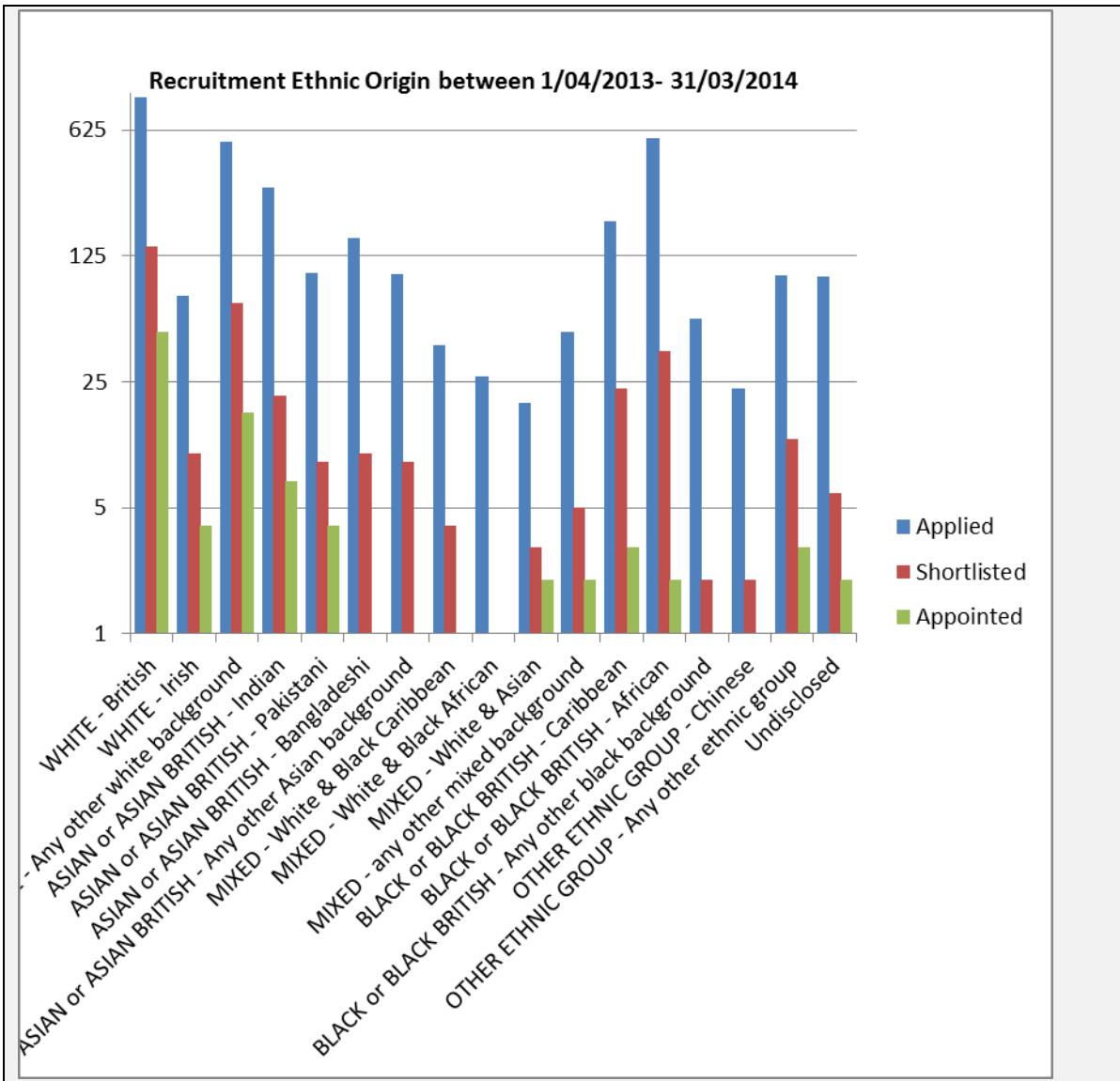
Workforce: Recruitment

Note :

From the data above it is noted that the BME applicants shortlisted & interviewed based on the job criteria do not necessarily get selected for the job.

Ethnic Description	Applied	Shortlisted	Appointed
WHITE - British	947	141	47
WHITE - Irish	75	10	4
WHITE - Any other white background	539	68	17
ASIAN or ASIAN BRITISH - Indian	299	21	7
SIAN or ASIAN BRITISH - Pakistani	100	9	4
ASIAN or ASIAN BRITISH - Bangladeshi	157	10	0
ASIAN or ASIAN BRITISH - Any other Asian background	99	9	1
MIXED - White & Black Caribbean	40	4	1
MIXED - White & Black African	27	1	0
MIXED - White & Asian	19	3	2
MIXED - any other mixed background	47	5	2
BLACK or BLACK BRITISH - Caribbean	196	23	3
BLACK or BLACK BRITISH - African	560	37	2
BLACK or BLACK BRITISH - Any other black background	56	2	1
OTHER ETHNIC GROUP - Chinese	23	2	0
OTHER ETHNIC GROUP - Any other ethnic group	97	12	3
Undisclosed	96	6	2
Total number of applications received : 3377			
Total number of posts advertised : 126			

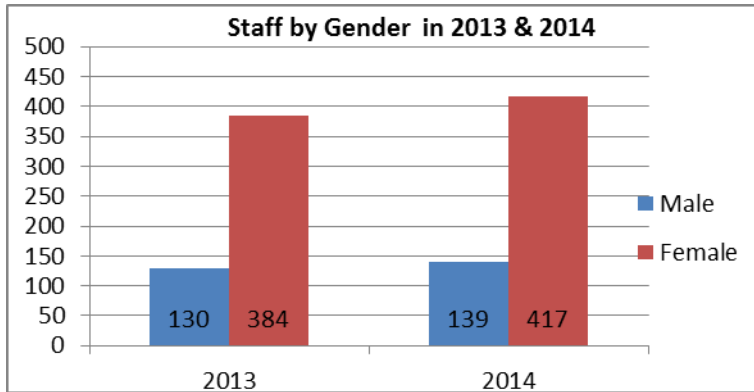
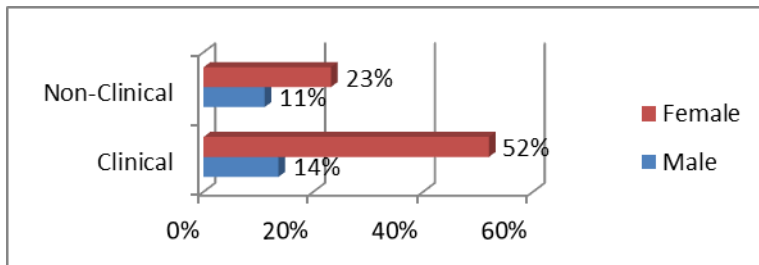
This may link to the larger training issues for the recruiting managers & may be explored for further investigation by the Equalities Committee.



For the period 1st April 2013 to 31st March 2014, the total number of jobs Advertised was 126 and total number of application received was 3377.

The breakup of applications by ethnicity indicates that the largest group of applicants have described themselves as "White British" (947 applied, 141 were shortlisted and 47 were appointed) the second largest group of applicants appointed to posts described themselves from "any other white background" (539 applied, 68 were shortlisted and 17 were appointed) and the third largest group appointed to posts described themselves as "Asian or Asian British – Indian" (299 applied, 21 were shortlisted and 7 were appointed).

Workforce: Gender

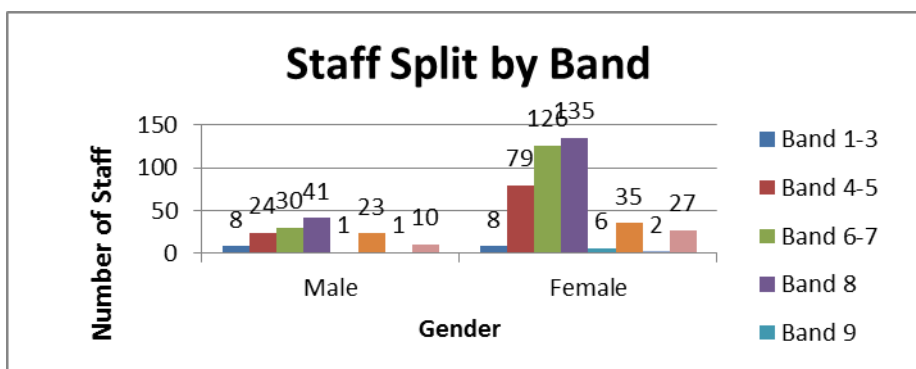


The Trust workforce profile according to gender is predominantly Females

The split between male and female staff across the Trust over last 2 years confirms an increase in number of female employees by 33 (headcount) in 2014.

The chart below shows the gender profile of the workforce by pay band. Band 1-3 staff group is more fairly gender balanced as opposed to the other bands which are predominantly represented by female employees.

The majority of staff who have declared themselves as white is represented across all bands from 1 to 9 and also in the Medical, Teachers and spot salary appointments.

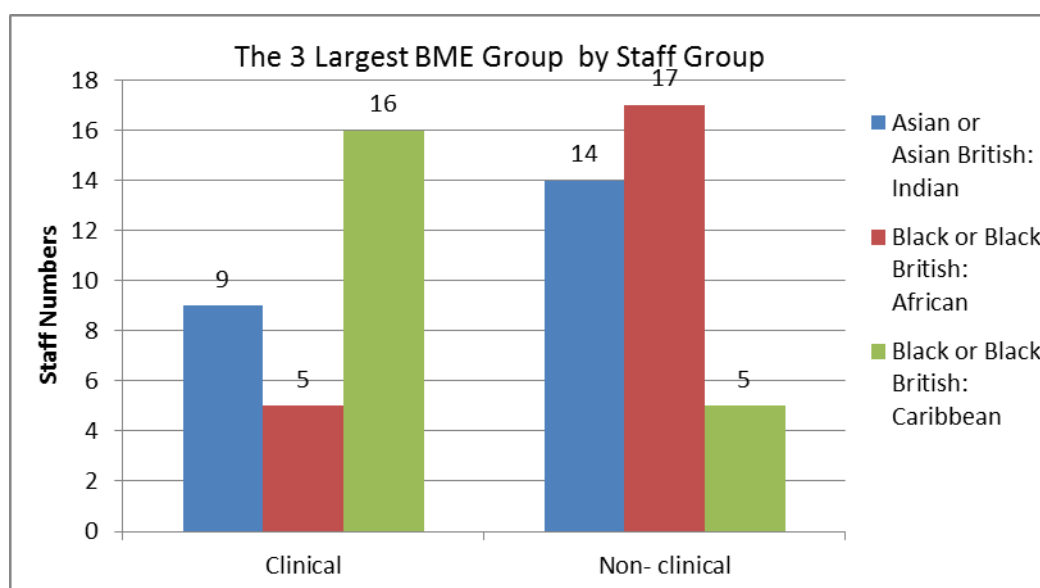


Workforce: Ethnicity by Group & Band

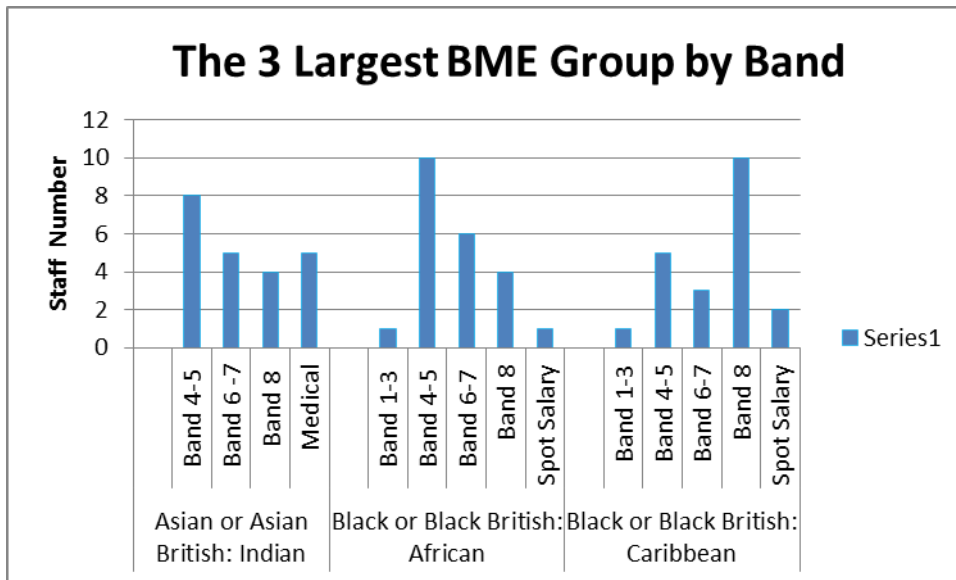
	Band 1-3	Band 4-5	Band 6-7	Band 8	Band 9	Medical	Teacher	Spot Salary	Total
A White - British	6	51	76	108	7	22	2	29	301

B White - Irish	1	5	3	4		4	1	1	19
C White - Any other White background	2	15	40	30		20		2	109
D Mixed - White & Black Caribbean		2	2	2					6
E Mixed - White & Black African				2					2
F Mixed - White & Asian		1	1						2
G Mixed - Any other mixed background			3	2					5
H Asian or Asian British - Indian		8	5	4		5		1	23
J Asian or Asian British - Pakistani		1	3	1		1			6
K Asian or Asian British - Bangladeshi	1			1					2
L Asian or Asian British - Any other Asian background		1		2		3			6
M Black or Black British - Caribbean	1	5	3	10				2	21
N Black or Black British - African	1	10	6	4				1	22
P Black or Black British - Any other Black background		1							1
R Chinese			2						2
S Any Other Ethnic Group	2	1	6	2		1		1	13
Undefined	2	2	3	4					11
Z Not Stated			2			2			4
A Black Somali			1						1
Grand Total	16	103	156	176	7	58	3	37	556

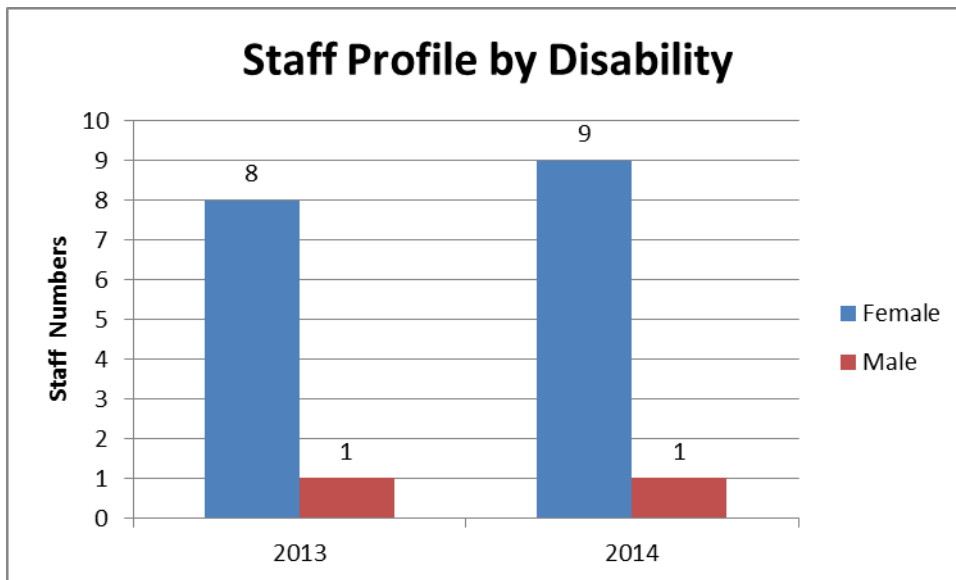
The largest 3 BME groups in the Trust (clinical & non-clinical posts) are as follows:



The breakup according to the bands for these 3 largest BME Groups is as follows:



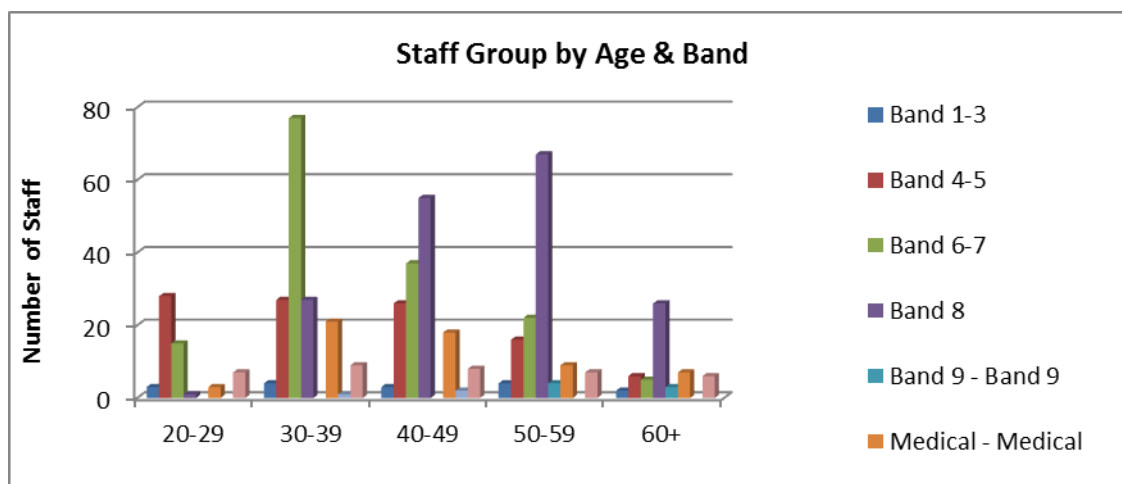
Workforce: Disability



Only 1.8 % (10 headcount of the total workforce of 556) of staff has declared a disability (2013-14), whilst the majority have not declared any information. Please be aware that data regarding disability is largely dependent upon an individual’s perception of whether they have a disability and whether they choose to declare a particular disability.

Trusts Equality Committee and Human Resources had launched an awareness campaign to encourage staff to disclose disability in a confident and confidential manner so we may consider their support and access needs. The Trust is a “Two Tick” employer.

Workforce: By Age & Band



From the data above table the largest number of staff are between ages of 30 to 39 in bands 6-7 followed by staff in age band 50 to 59 in Band 8(a,b,c,d)

Sexual Orientation & Religion & Belief, Gender Re-assignment, Pregnancy & Maternity, Marriage & Civil partnership :

The ESR data on these protected characteristics is dependent on the responses from the candidates. We still do not know about these characteristics for many employees and hope to carry out work to increase the number of employees who complete this monitoring information. For all staff recruited through the NHS jobs; it is mandatory to complete the relevant equality monitoring fields even if the applicants choose to not disclose the information. The Trust is working to improve the quality of data on these characteristics and will ensure that information is updated for existing staff at the point of joining the Trust.

Workforce: Staff Sickness Absence

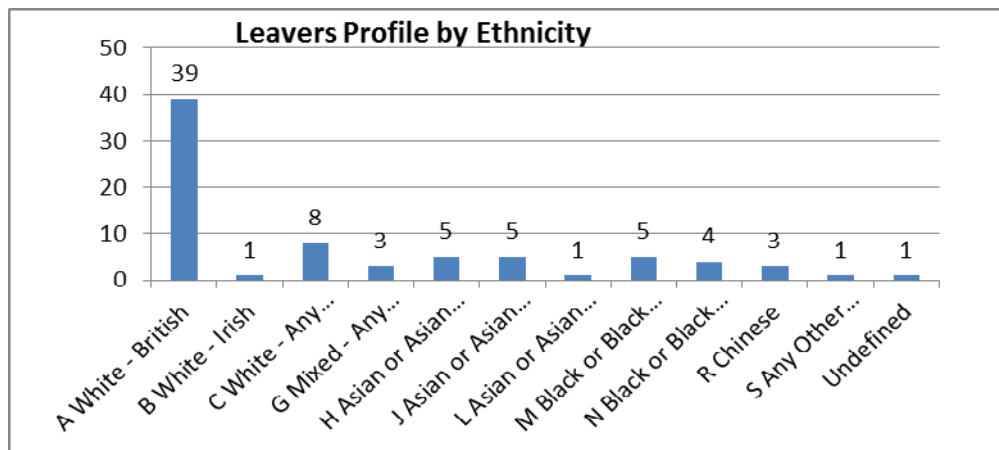
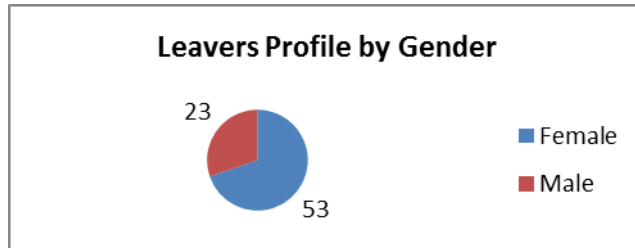
Staff Sickness Absence for Last 3 Financial Years			
	2013/14	2012/13	2011/12
	Number	Number	Number
Days Lost (Long Term) *	478	1,086	913
Days Lost (Short Term)	516	661	766
Total Days Lost	994	1,747	1,679
Total Staff Years	426.9	411	426
Average working Days Lost	2.3	4.3	3.9
Total Staff Employed In Period (Headcount)	632	620	621
Total Staff Employed In Period with No Absence (Headcount)	443	388	368
Percentage Staff With No Sick Leave	70.1%	62.6%	59.3%

Note: 2013/14

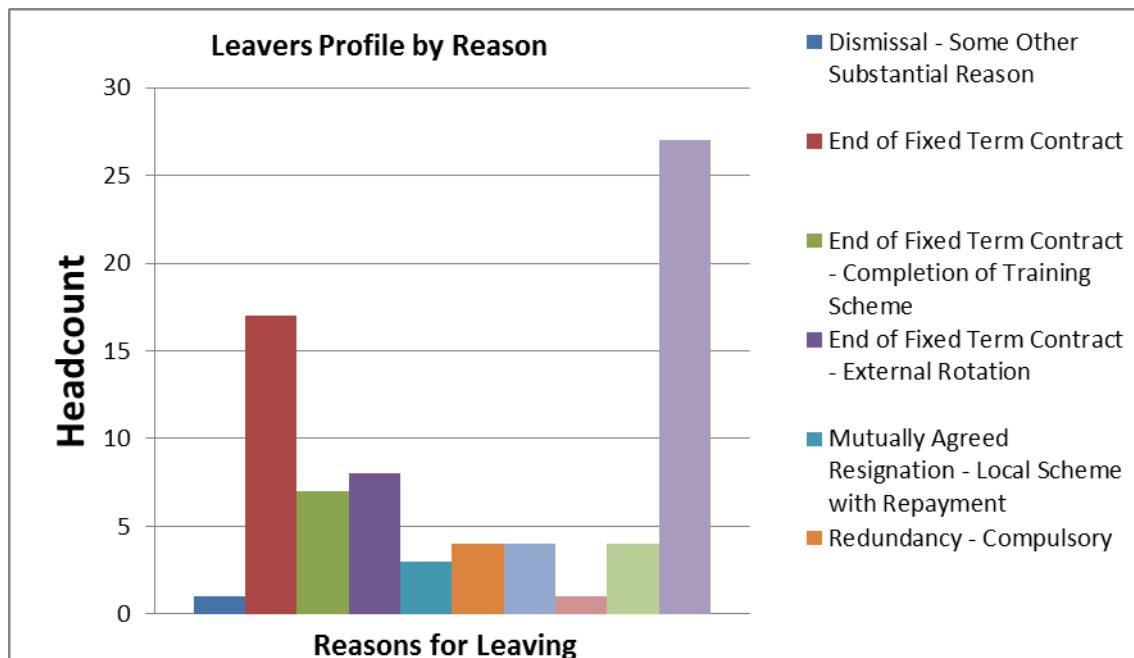
- Total staff employed = Staff in post (556)+ Leavers (76)=632
- Total staff no absence - total staff employed minus staff with a sickness episode = 632-189=443
- WTE= 426.9
- Total staff with sickness episode =189

The data shows an increase in number of staff 443 (headcount) for 2013-14 with no period of sickness absence as opposed to the previous year's figures of 338.

Workforce: Leavers



Leavers by Ethnicity	Headcount
A White - British	39
B White - Irish	1
C White - Any other White background	8
G Mixed - Any other mixed background	3
H Asian or Asian British - Indian	5
J Asian or Asian British - Pakistani	5
L Asian or Asian British - Any other Asian background	1
M Black or Black British - Caribbean	5
N Black or Black British - African	4
R Chinese	3
S Any Other Ethnic Group	1
Undefined	1
Staff Group Total	76



Leaving Reason	Headcount
Dismissal - Some Other Substantial Reason	1
End of Fixed Term Contract	17
End of Fixed Term Contract - Completion of Training Scheme	7
End of Fixed Term Contract - External Rotation	8
Mutually Agreed Resignation - with Repayment	0
Redundancy - Compulsory	4
Redundancy - Voluntary	4
Retirement - Ill Health	1
Retirement Age	4
Voluntary Resignation	30
Staff Group Summary Total	76

Total staff leaving the Trust in 2013-14 is 76

1. Majority of the Staff who left described themselves as White British. (39 headcount or 51.3% of total leavers).
2. Majority of leavers were female employees at 53 to 23 (headcount).
3. End of Fixed term contracts was the main reason for staff leaving the Trust.

Human Resources
May 2014

Board of Directors : July 2014

Item : 11

Title: Update on Workforce Statistics Board report 201 3-14
Recruitment following Interviews

Purpose:

This report is in response to one of the questions asked by the Board (in May) as to why the proportion of BME candidates dropped significantly from interview to selection stage based on the workforce statistics provided for April 2013 to March 2014.

This report has been reviewed by the following Committees: ◦

Management Team, Thursday 17th July 2014

The Board of Directors is asked to confirm whether this paper is accepted as adequate assurance, and where not, whether the Board of Directors is satisfied with the action plans that have been put in place.

This report focuses on the following areas: ◦

Workforce & Equalities

For : Approval

From : Shilpi Sahai, Human Resources Manager

Update on Workforce Statistics Board report 2013-14 . Recruitment following Interviews

The Board of Directors in May 2014 considered the Workforce Statistics report for 2013-14. In the area of workforce recruitment the report noted that the BME applicants shortlisted and interviewed based on job criteria did not necessarily get selected for the job.

One of the questions asked by the Board was why the proportion of BME candidates dropped significantly from interview to selection stage. The Chair suggested that this be investigated and an action plan on a way forward is prepared.

For all the jobs; person specification is used to shortlist the candidates for an interview, beyond which performance on those criterion at the interview determines selection. This approach minimises the risk of bias because of gender, race or any other factor not relevant to the job requirements. Selection decisions are validated from the application form & evidenced at the interview. Trusts Recruitment policy and Equal opportunities policy reinforce this approach.

Review work carried out to investigate the question

We have since reviewed interview records received by Human Resources for the last 6 months from December 2013 to May 2014. The total number of candidates describing themselves as Whites appointed for Trust posts is 27, the total number of BME applicants appointed is 8 and one appointee did not disclose their ethnicity (but we will collect this information when they start with the Trust). Some of the recent interview records are not yet available.

Table 1

Posts advertised since December 2013- May 2014	Total Number
Total Number of Clinical Posts	21 (including 3 with interviews pending)
Total Number of Non - Clinical Posts	16 (including 1 with interview pending)
Total number of post advertised	37 For one post 2 appointments were made & for another post 3 appointments were made so for two posts, we have 3 additional headcount. Therefore the total number of post is 37
Total number of Ethnic Minority applicants who were interviewed but not selected	
Indian	3

Pakistani	2
Any other Asian background	1
African	5
Caribbean	4
Mixed- White & Asian	3
Mixed-White & Black Caribbean	1
Any other ethnic group	1
Total number of applicants who were interviewed but did not disclose ethnicity	
I do not wish to disclose this	1
Total number of White applicants who were interviewed but not selected	
White	45
Total number of applicants who were interviewed and appointed	
White Appointed	27
BME Appointed	
Indian	4
Pakistani	1
African	1
Caribbean	1
Any other ethnic group	1
Total number of applicants who were appointed but did not disclose ethnicity	
I do not wish to disclose this	1
Ethnicity of Recruiting Managers	
White	35 (including 4 with interviews pending)
BME	
Indian	2

Outcome of the Review Carried out

The extent of gap between BME applicants interviewed and not appointed needs to be explored within the context of the reasons provided by the recruiting managers. The main reason for appointing candidates (which based on available data happens to be a white candidate) is that they fully met the person specification criteria and the skills & experience element of the person specification. From the interview records the recruiting managers rationale for not selecting BME or a white candidate where BME were selected ranged from 'lack of evidence' to support candidature, 'poor communication skills', 'lack of understanding of the role' , 'not enough experience', 'lack of detail' about the criteria being assessed',

~'not sufficient knowledge of social work" and ~'not sufficient lecturing experience " ~'real experience in social work", ~' Stronger candidate at interview". It appears that the information on the application form

was appropriate for shortlisting but the evidence at the interview did not support this.

Recommendations for the Board approval:

1. As part of good practice and monitoring equality information on recruitment, Human Resources will maintain a data base of interview records on an on-going basis. This will help us identify trends if any & address accordingly. An annual report of the findings will be tabled at the Equalities Committee. This will also be reported to the Board as part of the annual workforce report (recruitment activity).
2. Training on Equalities for Recruiting managers will be included in the existing mandatory training systems of the Trust i.e. INSET, Induction. Outside these events HR & Trade Unions will continue to deliver bi-annual workshops and policy briefings on recruitment and will reinforce the message of equalities within recruitment.
3. Whilst Equalities Committee has plans to monitor emerging Trust trends and issues across all 9 protected characteristics, consider making race an important part of the Trusts Equalities strategy including addressing any recruitment concerns if relevant.

Shilpi Sahai

Human Resources, July 2014