

Board of Directors: September 2015

Item : 11

Title : Workforce Statistics 2014-2015

Purpose:

The workforce statistics report 2014-15 fulfils the Trust's obligation in relation to equality duties which require public sector organisations to publish annually a range of staff monitoring data. This report also links to the CQC Outcomes and is relevant in the 'suitability of staffing' section. We have used Electronic Staff Data (ESR) & NHS jobs website to collect workforce data for this report. The report includes quantitative data in relation to workforce.

This report focuses on the following areas:

- Equality

From : Susan Thomas, Director of HR and Shilpi Sahai, Acting Deputy Director, Human Resources

Trust's Workforce Statistics Report – 2014-15

The workforce statistics report 2014-15 fulfils the Trust's obligation in relation to equality duties which require public sector organisations to publish annually a range of staff monitoring data. This report also links to the CQC Outcomes and is relevant in the 'suitability of staffing' section. We have used Electronic Staff Data (ESR) & NHS jobs website to collect workforce data for this report.

The Trust will separately be reporting on the Workforce Race Equality Standard (WRES) as part of the NHS provider framework operating under the NHS Standard contract and this will be led by the Trust's Equalities Committee. CQC will check compliance on this standard as part of the 'well led' domain.

Staff Split by Department

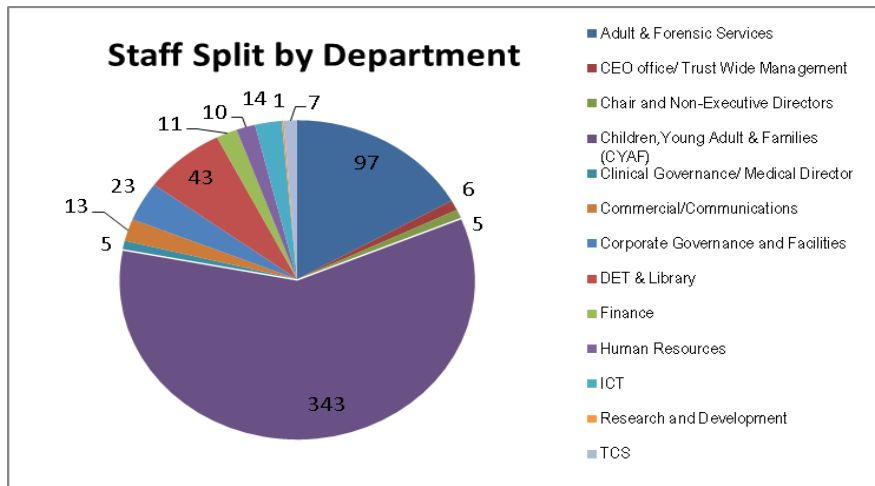
Department	Headcount
Adult & Forensic Services †	97
CEO office / Trust Wide Management	6
Chair and Non-Executive Directors	5
Children, Young Adult & Families (CYAF) †	343
Clinical Governance / Medical Director	5
Commercial/Communications	13
Corporate Governance and Facilities	23
DET (central) & Library	43
Finance	11
Human Resources	10
ICT (IT and Informatics)	14
Research and Development	1
Tavistock Consulting	7
Grand Total	578

† The headcounts for Adult & Forensic Services, and for CYAF, include staff who deliver both clinical services and education and training. Some of these staff also have R&D roles, in addition to the 1 person identified specifically in R&D.

The Trust employed 578 substantive staff as at 31st March 2015. This is a 3.8% increase from last year's figure of 556. The WTE increased from 426.9 to 478.1.

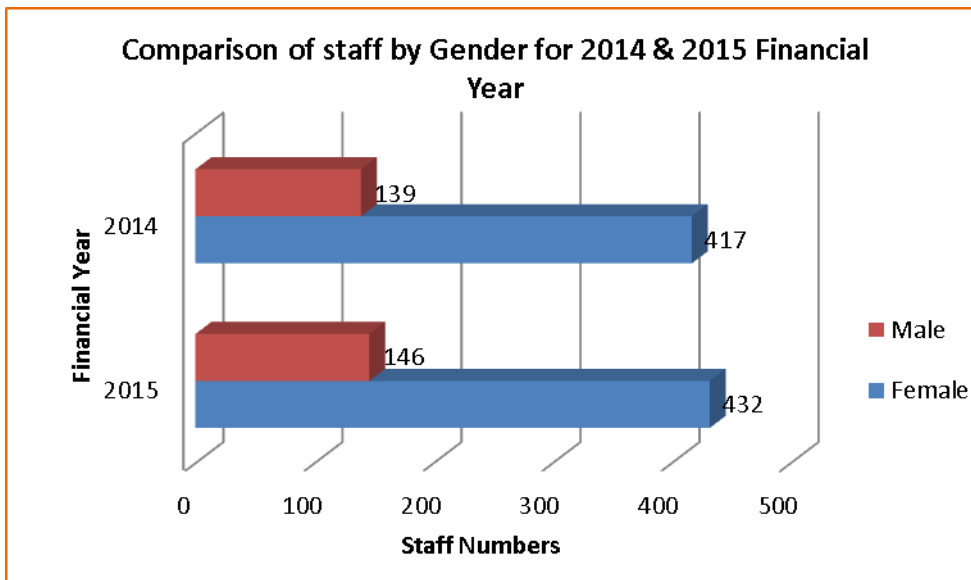
The Trust's skills mix between clinical & non-clinical & specialist posts, along with robust recruitment practices, ensure we have a fit for purpose workforce delivering our range of services.

Children, Young Adult & Families (CYAF) employs the largest workforce in the Trust at 343 (headcount) followed by Adult and Forensic at 97 (headcount).



Split by Staff Group and Gender

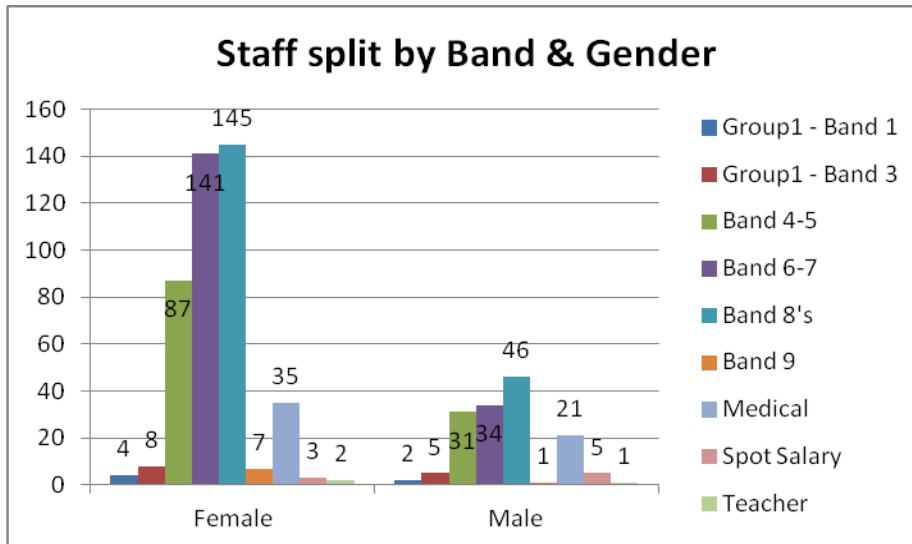
The Trust’s workforce profile remains predominantly female. The number of female employees has increased by 15 (headcount) and the number of male employees by 7.



For clinical staff, the number of female staff increased by 1 and male staff by 2. For non-clinical staff, female staff increased by 13 and male staff number by 6 (all these figures are headcount, not wte).

The next charts show that the gender profile is similar across all pay bands:

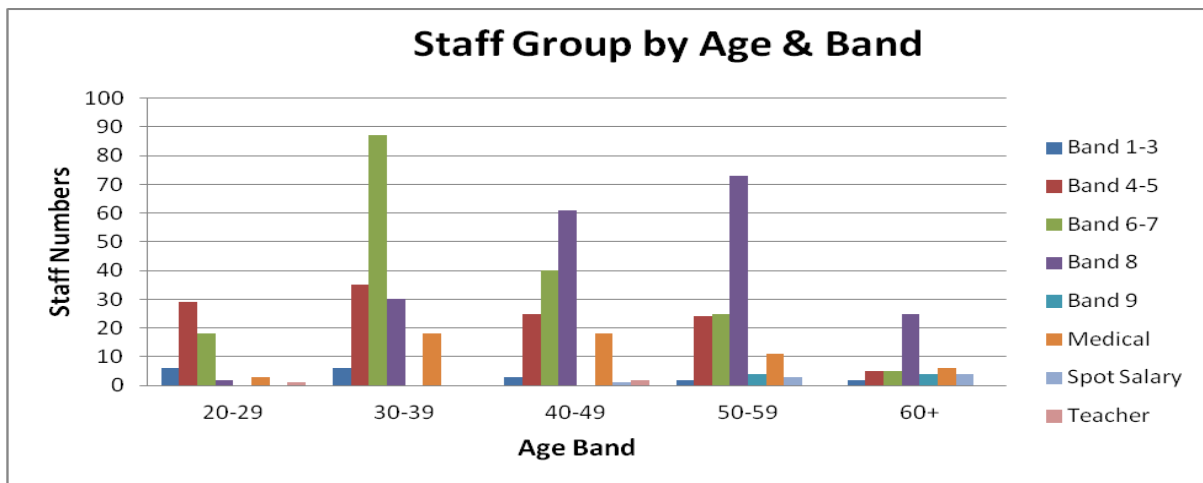
	Band1-3	Band 4-5	Band 6-7	Band 8's	Band 9	Medical	Spot Salary	Teacher	Grand Total
Female	11	87	141	145	7	35	3	2	432
Male	7	31	34	46	1	21	5	1	146
Grand Total	19	118	175	191	8	56	8	3	578



Profile by Age

Staff are fairly evenly spread across the age bands 30-39, 40-49 and 50-59.

Staff in pay bands 8 and 9, however, are more predominantly in the older age groups, with 106 (53%) aged 50 or over, and 93 (47%) aged 49 or less.



	Band 1-3	Band 4-5	Band 6-7	Band 8	Band 9	Medical	Spot Salary	Teacher	Grand Total
Age Band									
20-29	6	29	18	2		3		1	59
30-39	6	35	87	30		18			176
40-49	3	25	40	61		18	1	2	150
50-59	2	24	25	73	4	11	3		142
60+	2	5	5	25	4	6	4		51
Grand Total	19	118	175	191	8	56	8	3	578

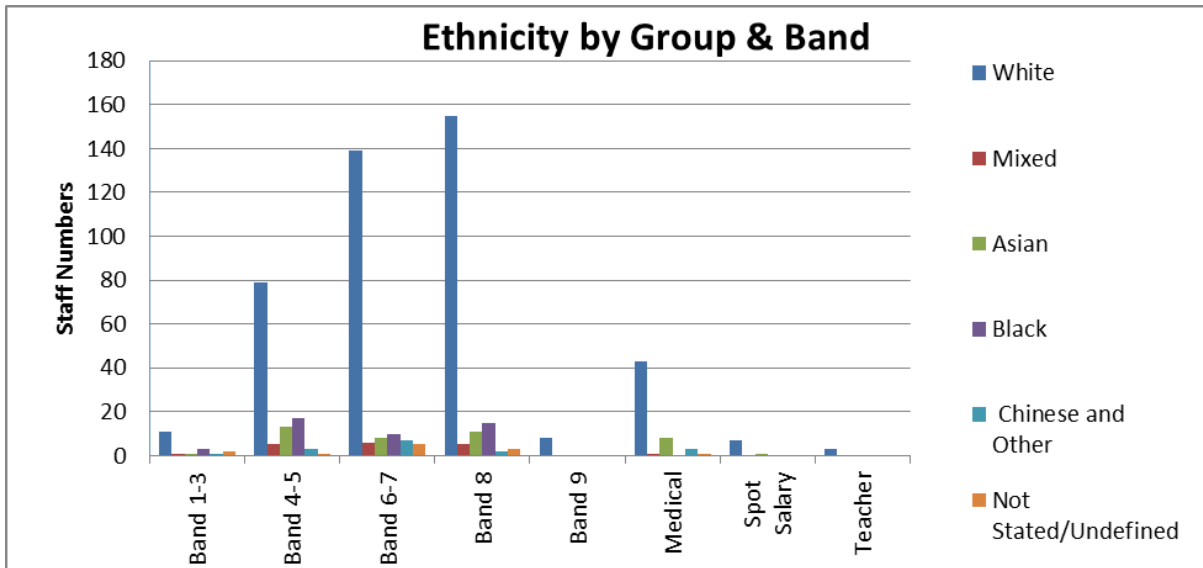
Staff Ethnicity

The ethnic origin of the Trust's 578 staff is shown in the table below, analysed by pay band:

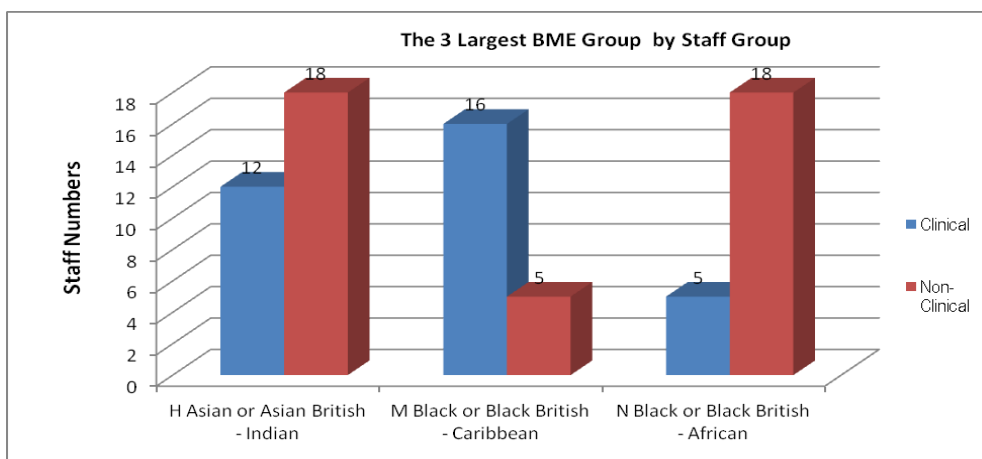
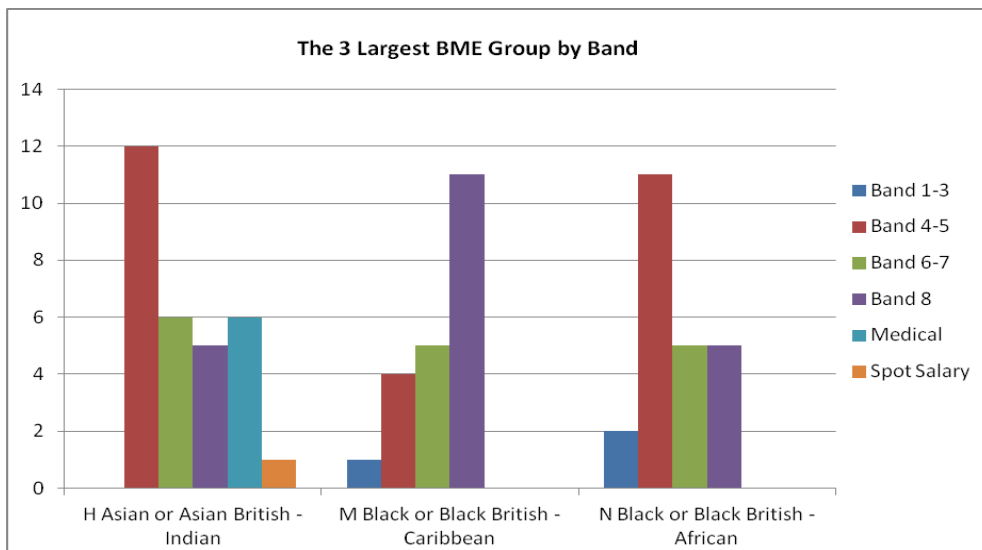
	Band 1-3	Band 4-5	Band 6-7	Band 8	Band 9	Medical	Spot Salary	Teacher	Grand Total
Ethnic Origin									
A White - British	6	52	93	116	8	20	4	2	301
B White - Irish	1	6	4	7		4	1	1	24
C White - Any other White background	4	21	42	32		19	2		120
D Mixed - White & Black Caribbean	1	3	1	2					7
E Mixed - White & Black African				1		1			2
F Mixed - White & Asian		1	2						3
G Mixed - Any other mixed background		1	3	2					6
H Asian or Asian British - Indian		12	6	5		5	1		29
J Asian or Asian British - Pakistani			1	3		1			5
K Asian or Asian British - Bangladeshi	1			1					2
L Asian or Asian British - Any other Asian background		1	1	2		2			6
M Black or Black British - Caribbean	1	4	5	9					19
N Black or Black British - African	2	11	5	5					23
P Black or Black British - Any other Black background		2							2
PA Black Somali				1					1
R Chinese						2			2
S Any Other Ethnic Group	1	3	7	2		1			14
Undefined	2	1	3	3					9
Z Not Stated			2			1			3
Grand Total	19	118	175	191	8	56	8	3	578

This can also be summarised as in the next table and graph:

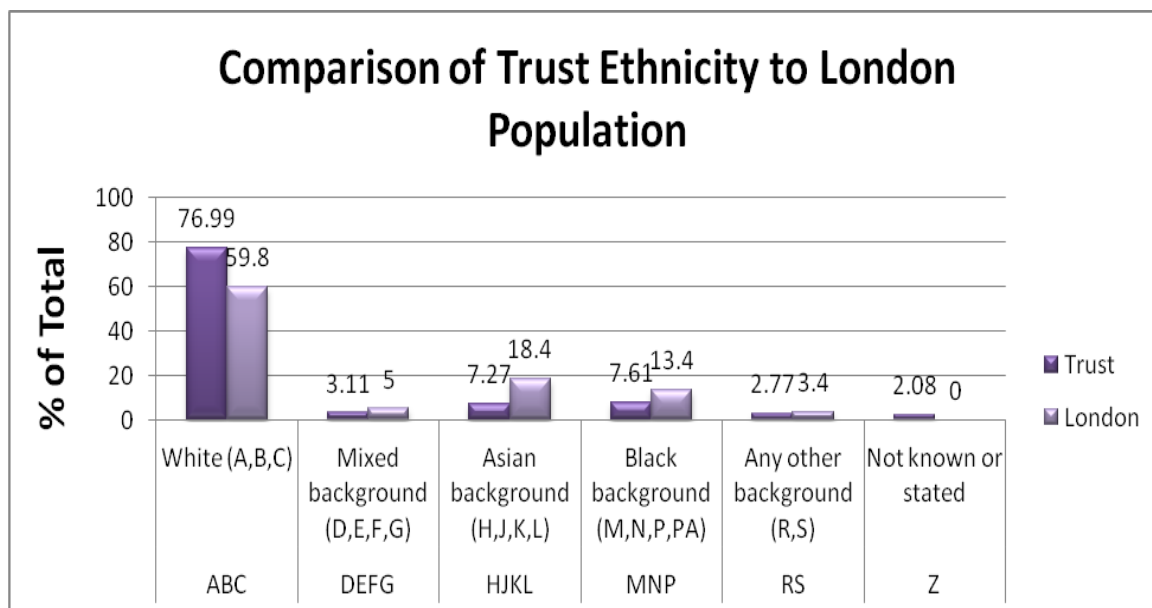
Grouped Ethnicity	Band 1-3	Band 4-5	Band 6-7	Band 8	Band 9	Medical	Spot Salary	Teacher	Grand Total
White	11	79	139	155	8	43	7	3	445
Mixed	1	5	6	5	0	1	0	0	18
Asian	1	13	8	11	0	8	1	0	42
Black	3	17	10	15	0	0	0	0	45
Chinese and Other	1	3	7	2	0	3	0	0	16
Not Stated/Undefined	2	1	5	3	0	1	0	0	12
Grand Total	19	118	175	191	8	56	80	3	578



The next two graphs look in more detail at the breakdown of the largest 3 BME groups (groups H, M and N, with a total of 74 staff between them): firstly by pay band and secondly between clinical and non-clinical posts:



A comparison of our staff group to the London population as a whole (based on the 2011 census) is given below:



Ethnicity (Group)	Trust staff (%)	London population (%)
White (A,B,C)	77.0	59.8
Mixed background (D,E,F,G)	3.1	5.0
Asian background (H,J,K,L)	7.3	18.4
Black background (M,N,P,PA)	7.6	13.4
Any other background (R,S)	2.8	3.4
Not known or stated	2.1	-

Recruitment and Ethnicity

When the previous year's report was presented in May 2014, the Board asked for a further review of recruitment. It was noted that significantly lower percentages of BME candidates are shortlisted and appointed, than for white candidates. While there may be reasons for these differences, the Board wished to confirm that the Trust ensures equity for all applicants.

A report was presented to the Board in July 2014, following a detailed review of the 37 appointments made over 6 months to May, using the interview records which gave the reasons for appointment and non-appointment. Appropriate reasons for the decisions had been recorded in all cases; and the report also noted the processes already in place to minimise the risk of bias.

A further action plan was proposed in the July 2014 report and agreed by the Board:

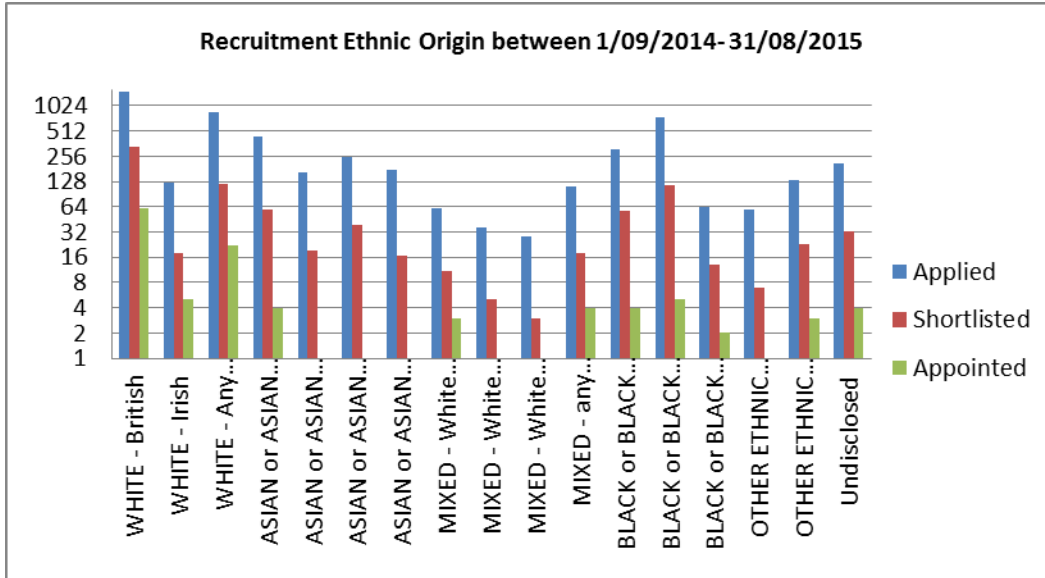
1. As part of good practice and monitoring equality information on recruitment, Human Resources will maintain a data base of interview records on an on-going basis. This will help us identify trends if any & address accordingly. An annual report of the findings will be

tabled at the Equalities Committee. This will also be reported to the Board as part of the annual workforce report (recruitment activity).

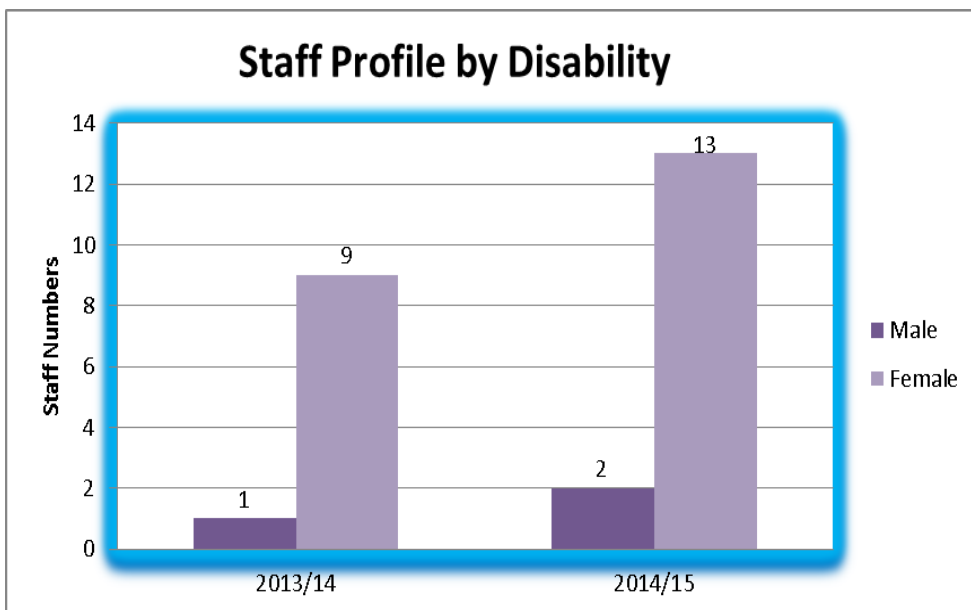
2. Training on Equalities for Recruiting managers will be included in the existing mandatory training systems of the Trust i.e. INSET, Induction. Outside these events, HR & Trade Unions will continue to deliver bi-annual workshops and policy briefings on recruitment and will reinforce the message of equalities within recruitment.
3. Whilst the Equalities Committee has plans to monitor emerging Trust trends and issues across all 9 protected characteristics, we should consider prioritising race in the Trust's Equalities strategy, including addressing any recruitment concerns if relevant.

All these recommendations have been implemented. However, the statistics for the 12 months to August 2015 continue to show significant differences. The Equalities Committee will be considering whether any further actions could be taken; and will include this matter in its report to the Board due shortly.

Appointments made from 1st September 2014 to 31st August 2015			
Ethnic Description	Applied	Shortlisted	Appointed
WHITE - British	1507	336	61
WHITE - Irish	123	18	5
WHITE - Any other white background	861	119	22
ASIAN or ASIAN BRITISH - Indian	448	60	4
ASIAN or ASIAN BRITISH - Pakistani	167	19	0
ASIAN or ASIAN BRITISH - Bangladeshi	248	39	0
ASIAN or ASIAN BRITISH - Any other Asian background	177	17	0
MIXED - White & Black Caribbean	62	11	3
MIXED - White & Black African	36	5	1
MIXED - White & Asian	28	3	0
MIXED - any other mixed background	112	18	4
BLACK or BLACK BRITISH - Caribbean	311	57	4
BLACK or BLACK BRITISH - African	749	117	5
BLACK or BLACK BRITISH - Any other black background	64	13	2
OTHER ETHNIC GROUP - Chinese	59	7	1
OTHER ETHNIC GROUP - Any other ethnic group	134	23	3
Undisclosed	210	33	4
Grand total	5296	895	119

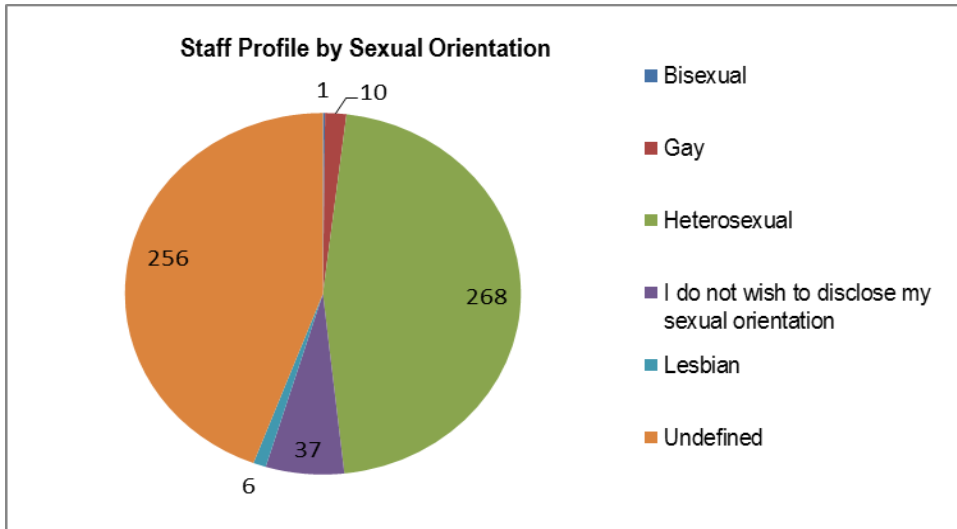


Disability, Sexual Orientation, Religion and belief and Gender Re-assignment

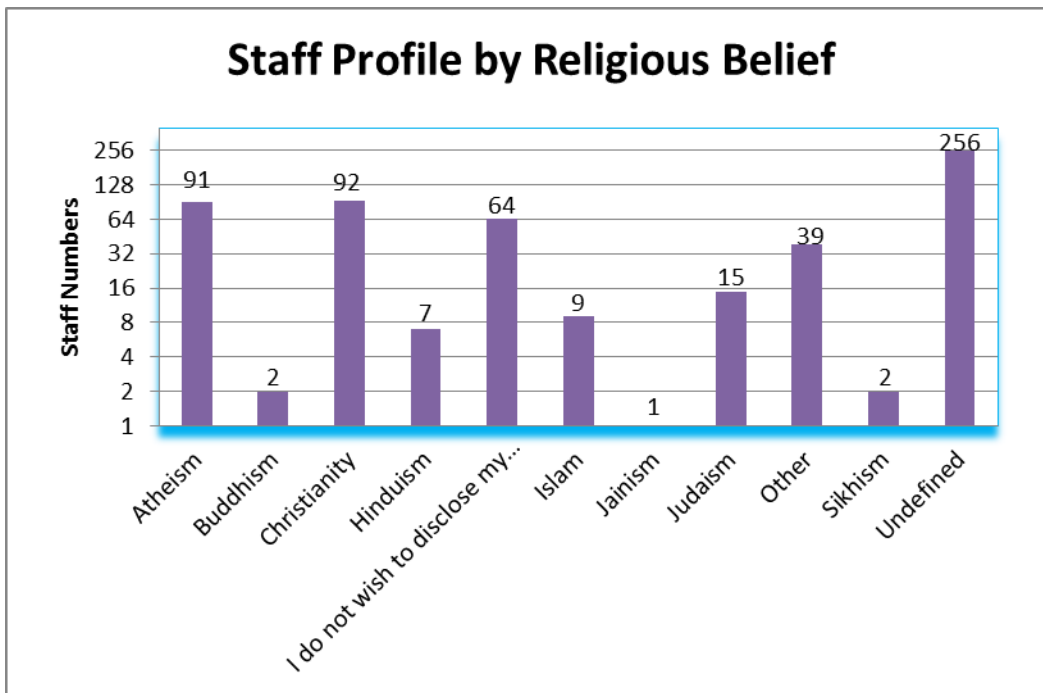


13 females and 2 males (headcount) have declared disability, a slight increase from last year where 9 females and 1 male had declared disability. It is to be noted that data regarding disability is largely dependent upon an individual's perception of whether they have a disability and whether they choose to declare a particular disability.

The Trust has been granted the use of the "two ticks" symbol from Job Centre Plus as part of being positive about disability.



Sexual Orientation	Headcount
Bisexual	1
Gay	10
Heterosexual	268
I do not wish to disclose my sexual orientation	37
Lesbian	6
Undefined	256
Grand Total	578



Religious Belief	Headcount
Atheism	91
Buddhism	2
Christianity	92
Hinduism	7
I do not wish to disclose my religion/belief	64
Islam	9
Jainism	1
Judaism	15
Other	39
Sikhism	2
Undefined	256
Grand Total	578

The ESR data on these protected characteristics is dependent on the responses from the candidates. 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 we have updated our new starter form to ensure we capture information where feasible that may have been missed or not completed at the time of making a previous NHS application.

Sickness Figures :

Staff Sickness Absence	2012/13	2013/14	2014/15
	Number	Number	Number
Days Lost (Long Term) *	1,086	478	278
Days Lost (Short Term)	661	516	514
Total Days Lost	1,747	994	792
Total Staff Years	411	426.9	478.09
Average working Days Lost	4.3	2.3	1.7
Total Staff Employed In Period (Headcount)	620	632	672
Total Staff Employed In Period with No Absence (Headcount)	388	443	485
Percentage Staff With No Sick Leave	62.60%	70.10%	72.20%

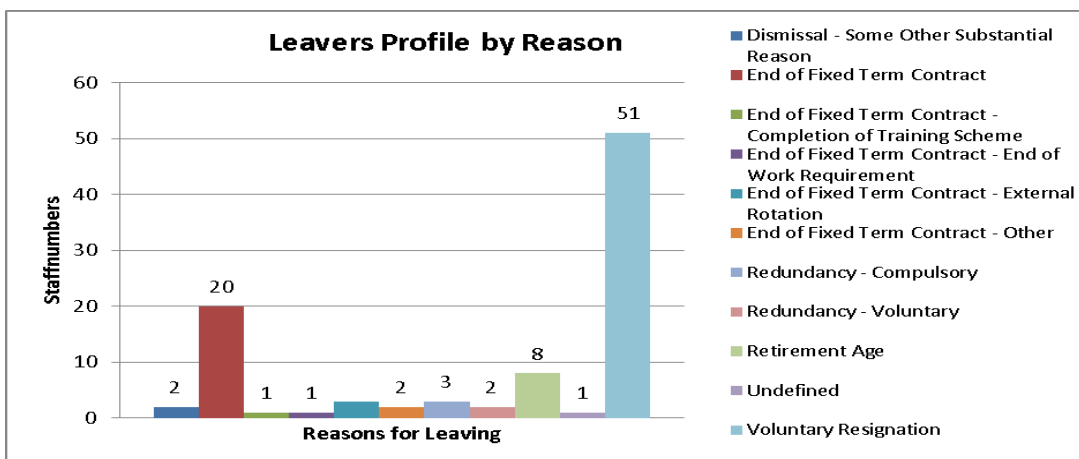
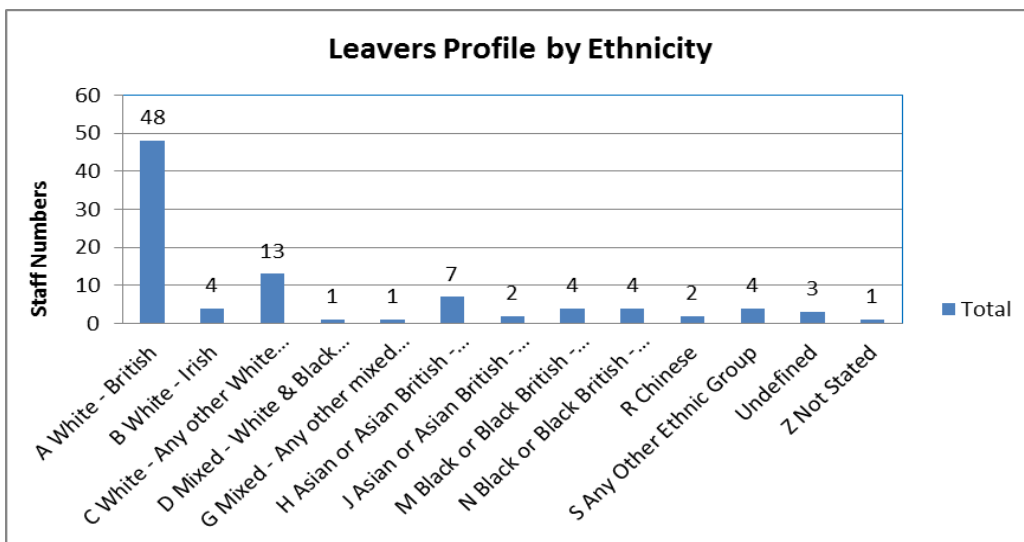
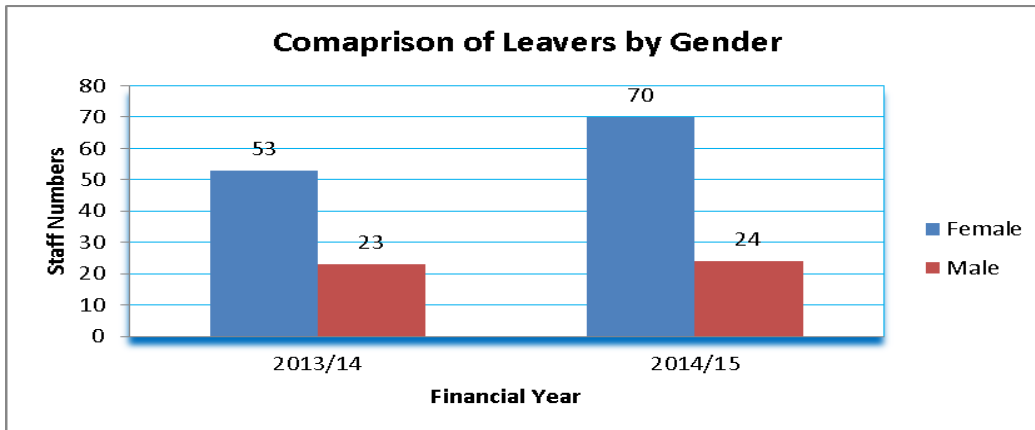
Note: 2014/15

- Total staff employed = Staff in post (578)+ Leavers (94)=672
- Total staff no absence - total staff employed minus staff with a sickness episode = 672-187=485
- WTE= 478.09
- Total staff with sickness episode =187

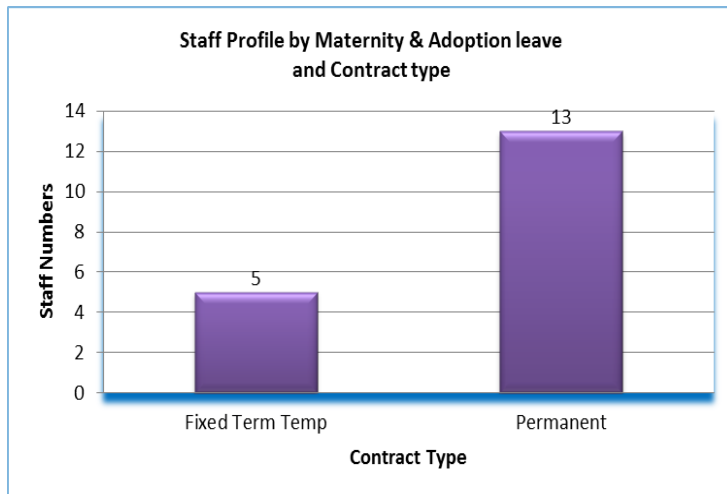
Leavers

94 staff left the Trust in 2014-15: 70 females and 24 males.

51 of these staff ave left on the basis of Voluntary resignation, and 20 at the end if their Fixed Term contracts.



Maternity



Maternity & Adoption Leave	
Contract type	Headcount
Fixed Term Temp	5
Permanent	13
Grand Total	18

Employee Relations Cases

Comparison of Employee Relations Cases by Ethnicity in 2014/15				
	BME staff	White Staff	Ethnicity of manager	Ethnicity of Complainant
Disciplinary	0	1	White	White
Grievances	0	1	White	White
Bullying & Harassment	0	1	White	White

HUMAN RESOURCES SEPTEMBER 2015