

**Equality, Diversity & Human Rights Annual Report
1st April 2009 – 31st March 2010**

Alternative Formats

This information can be made available in other formats. If you need it in, large print, Braille, audio, a language other than English or electronically please contact the Patient Advice & Liaison Service (PALS) on 01803 655838 or the Patient Experience Lead on 01803 654850.

INTRODUCTION

NHS foundation trusts, like other public bodies, have legal responsibilities under equalities and human rights legislation both as an employer and as a provider of services to the public. There are broadly seven strands to the equalities agenda and these are age, disability, gender, gender identity, race, religion/belief and sexual orientation. The legislative framework includes:

- Civil Partnership Act 2004
- Disability Discrimination Act 1995
- Disability Discrimination Act 2005
- Employment Equality (Age) Regulations 2006
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Equality Act 2006
- Equal Pay Act 1970
- Gender Recognition Act 2004
- Human Rights Act 1998
- Race Relations Act 1976
- Race Relations (Amendment) Act 2000
- Sex Discrimination Act 1975.

NHS foundation trusts are legally required to publish race, gender and disability schemes (or single equality schemes covering all these strands). They are also required to publish the results of a race equality impact assessment. In addition, under the race equalities legislation, foundation trusts must also conduct and publish annually employment monitoring by reference to ethnic group.

All of this information is published on the Trust's website at www.sdhct.nhs.uk.

OUR APPROACH TO EQUALITY AND DIVERSITY

The human resources manager for equality and diversity leads the equality, diversity and human rights strategy across the Trust. We value diversity and are committed to treating everyone with dignity, respect and fairness. We are working hard to mainstream equality, diversity and human rights into our culture. The Trust's Chief Executive is a council core member on the new National Leadership Council and a member of the Council's Equality and Diversity Group.

Performance is monitored via the Equality, Diversity and Human Rights Group who report directly to the Trust's Board of Directors. The group meets every three months to review and report progress on the Trust's Equality and Diversity action plan. The Chair of the Trust Board of Directors is an active member of the Group and champions diversity throughout the Trust.

The Trust Board of Directors receives monthly reports on equality and diversity issues from the Director of Workforce and Organisational Development. This year, we will also introduce a six monthly report to the Trust Board of Directors on negative impacts from equality impact assessments and an annual diversity report which will include workforce data profiled by diverse strand and pay bands, and progress against the Equality and Diversity action plan.

OUR PUBLICATION DUTIES

We reviewed, updated and re-launched our Equality Impact Assessments Procedure in November 2009 and between November 2009 and March 2010 we carried out 50 impact assessments. Negative impacts with action points will be reported to the Trust Board of Directors. Equality impact assessments are published on the equality and diversity page of the Trust's public website.

We reviewed and re-wrote our Single Equality Scheme for 2010 – 2013. The Scheme outlines our beliefs, principles and commitments to ensure equality, diversity and human rights are at the forefront of our service delivery for all. The scheme is based on the seven equality strands - age, disability, gender, gender identity, race, religion/belief and sexual orientation - and incorporates human rights.

SUMMARY OF PERFORMANCE

The following objectives from our Equality and Diversity action plan for 2006-2009 have been achieved:

- All papers to the Trust Board of Directors have a front sheet which gives due consideration to equality and diversity issues.
- Staff diversity data has been collected, updated and profiled throughout the Trust.
- The Trust Board of Directors is more representative of the community
- The Trust's Bullying and Harassment policy was updated in 2008 with recruitment and training of harassment advisors.
- Strong links have been developed with the Learning Disability Liaison Nurse to improve our services for people with learning disabilities.
- Strong links have been built with Remploy and Access to Work to secure funding for staff with disabilities to remain at work.
- Translation and interpretation facilities are available to improve access to our services.
- Flexible working policies have been reviewed and updated to ensure that staff can have a good work- life balance.
- The Trust launched its first, Lesbian, Gay and Bisexual Forum in May 2009.
- The Trust works in partnership with local schools and colleges to provide work experience placements for young people.
- The Trust provides the facility of a Quiet Room for reflection, prayer or worship which is not defined by religion.

WORKFORCE AND MEMBERSHIP EQUALITY AND DIVERSITY STATISTICS

Foundation trusts are required to analyse their staff and membership. The Trust carried out an exercise during 2009 to update our diversity monitoring data on all staff. We collected data on the diversity strands of age, gender, disability, race, religious belief, and sexuality. In July we had responses from 43% of our staff. We carried out a further exercise and increased the response level to 68% in December. We will continue to encourage staff to complete this data.

Workforce data for the period 31st March 2009 – 1st April 2010 is shown in the Trust's Workforce Diversity Report in appendix 1.

FUTURE PRIORITIES AND TARGETS

The Trust has a three-year rolling Equality and Diversity action plan which will be updated annually and is agreed by the Trust Board of Directors. We recently reviewed and updated the action plan and currently have no outstanding actions.

The action plan is a standing agenda item on the Equality, Diversity and Human Rights Group where priorities and actions are monitored.

The key priority areas over the next year will be:

Leadership and Commitment

To embed and mainstream diversity throughout the Trust:

- Every member of staff will have a personal equality and diversity objective
- Diversity indicators will be embedded in division/directorate reporting structures
- Equality Impact Assessments will be carried out on all functions
- There will be diversity champions within each division/directorate
- Trust protocols for contractors will be reviewed
- Progress on the Single Equality Scheme and action plan will be reported to the Trust Board of Directors.

Patient Experience

In order to ensure that all people can understand our communication, that our services are accessible and that people are involved in their development, we will:

- Review outpatient letters, appointment processes and booking systems and collect diversity information to adapt communication for different people
- Analyse the patient survey results by diversity
- Analyse the complaints procedure to ensure there is no discrimination or diversity trends
- Consult with local black and minority ethnic community groups to ensure we are responsive to the needs of people from different cultures and backgrounds
- Strengthen our Disability Awareness and Action Group by widening the membership of the group to include more senior managers
- Ensure that cultural and religious festivals, holiday and rights of worship are acknowledged and publicly recognised across the Trust
- Raise awareness of the Guide for Staff in providing Good Religious, Spiritual, Pastoral and Cultural Care.

Physical Access

To ensure that all people can access our buildings we will:

- Comply with DDA guidance
- Equality impact assess all new build projects
- Continue to review signage in the hospital to ensure we are inclusive
- Continue to review car parking
- Comply with the Department of Health's requirements with regard to privacy and dignity.

Workforce

To ensure that staff experience the Trust as a fair and rewarding place to work we will:

- Ensure all human resources policies are equality impact assessed
- Review the staff survey results by diversity
- Report on diversity trends for training, job promotions, leavers, disciplinary action, recruitment, grievances and recruitment
- Support mentoring programmes
- Provide mandatory equality and diversity training for all staff
- Have staff forums for staff to share experiences and concerns, access support and guidance and put forward viewpoints.

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1. INTRODUCTION

- 1.1 South Devon Healthcare NHS Foundation Trust is committed to ensuring equality and promoting diversity for all staff and this includes identifying any barriers that may create disadvantages to certain groups of staff.
- 1.2 The Trust is pleased to have produced this annual report detailing in summary form the equality & diversity profile of the Trust's Workforce. Regular monitoring of the diversity of the workforce will support our commitment to equality and diversity.
- 1.2 This Workforce Diversity Report will be presented to the Equality, Diversity and Human Rights Group in September to consider and report any actions to the Trust Board of Directors. The Trust's Single Equality Scheme and Action Plan will be amended accordingly.

Cleo Allen
Equality and Diversity Manager
July 2010

2. WORKFORCE DIVERSITY PROFILE - Presented by Agenda for change bands at the 31st March 2010 (excluding bank staff)

2.1 Total Staff in Post by Divisions

SDHCT Head Count 31/03/10	Head Count	%
ESTATES & FACILITIES MANAGEMENT DIVISION	566	14%
CORPORATE SERVICES	496	13%
MEDICAL SERVICES DIVISION	976	25%
SURGICAL SERVICES DIVISION	990	25%
WOMEN'S, CHILDREN'S & DIAGNOSTICS DIVISION	913	23%
Grand Total	3941	100%

2.2 Total Numbers of Employees Categorised by Gender

Agenda for Change Band	Total Headcount	Male	%	Female	%
Trust Board	13	9	69	4	31
Senior Medical Staff	180	121	67	59	33
Junior Doctors	228	118	52	110	48
8a and above	179	63	35	116	65
5-7	1540	237	15	1303	85
1-4	1801	386	21	1415	79
Totals	3941	934	24	3007	76

2.3 Comparison 2009 and 2010 – Employees by Gender

	31/03/09	%	31/03/10	%
Male	940	23	934	24
Female	3080	77	3007	76
Totals	4020	100	3941	100

2.4 Total Numbers of Employees Categorised by Age

Agenda for Change Band	Total Headcount	17 – 21 %	21 - 41 %	42 – 61 %	61+ %
Trust Board	13	0	15	77	8
Senior Medical Staff	180	0	22	75	3
Junior Doctors	228	0	84	15	1
8a and above	179	0	25	70	5
5-7	1540	0.06	45	52	3
1-4	1801	3	35	54	8
Totals	3941	1	41	53	5

2.5 Total Numbers of Employees Categorised by Black and Minority Ethnic Groups

Agenda for Change Band	Total Headcount	BME	%	White British Isles	%	White not British Isles	%	Not Stated	%
Trust Board	13	1	8	12	92	0	0.0	0	0.0
Senior Medical Staff	180	23	13	143	79	10	6	4	2
Junior Doctors	228	55	24	158	70	14	6	1	0.4
8a and above	179	2	1	166	93	6	3	5	3
5-7	1540	98	6	1393	91	31	2	18	1
1-4	1801	21	1	1735	96	22	1	23	2
Totals	3941	200	6	3607	91	83	2	51	1

2.6 Comparison 2009 and 2010 – Black and Minority Ethnic Groups

	31/03/09	%	31/03/10	%
BME	204	5	200	6
White British Isles	3627	90	3607	91
White Non British Isles	123	3	83	2
Not Stated	66	2	51	1
Totals	4020	100	3941	100

2.7 Total Numbers of Employees Categorised by Disability

Agenda for Change Band	Total Headcount	Disabled Yes	%	Disabled No	%	Not Stated	%	No Data	%
Trust Board	13	0	0	8	62	0	0	5	38
Senior Medical Staff	180	6	3	110	61	4	2	60	34
Junior Doctors	228	1	0.4	55	24	0	0	172	75
8a and above	179	2	1	151	84	6	3	20	12
5-7	1540	32	2	1074	70	33	2	401	26
1-4	1801	49	3	1330	74	42	2	380	21
Totals	3941	90	2	2728	70	85	2	1038	26

2.8 Comparison 2009 and 2010 – Disabled Employees

Employees with recorded Disability	31/03/09	%	31/03/10	%
No	863	22	2728	69
Yes	25	1	90	2
Unrecorded	3132	77	1123	29
Totals	4020	100	3941	100

2.9 Total Numbers of Employees Categorised by Religion and Belief

Agenda for Change Band	% Atheist	% Buddhi	% Christia	% Hindu	% Islam	% Jew	% Other	% Not wish to	% No data
Trust Board			46					8	46
Senior Medical Staff	11		32	2	2	1	1	16	35
Junior Doctors	2		10	3	3		0.4	3	79
8a and above	8	2	51	0.6		0.6	5	23	10
5-7	6.7	0.3	47	0.3	0.5	0.06	5	16	24
1-4	5	0.2	51	0.1	0.1		6	18	20
Totals	6	0.3	46	0.4	0.5	0.1	4.7	17	25

2.10 Comparison 2009 and 2010- Employees Religion and Belief

Religious Belief	31/03/09	%	31/03/10	%
Undefined	3120	78	996	25
Christianity	634	16	1815	46
I do not wish to disclose my religion/belief	96	2	646	17
Other	90	2	185	5
Atheism	77	2	249	6
Hinduism	1	-	16	0.4
Islam	1	-	20	0.5
Buddhism	1	-	10	0.3
Judaism			4	0.1
Totals	4020	100	3941	100

2.11 Total Numbers of Employees Categorised by Sexual Orientation

Band	Total Head-count	% Bisexual	% Gay	% Heterosexual	% Lesbian	% Not wish to state	% No Data
Trust Board	13	0	0	54	0	0	46
Senior Medical Staff	180	0.6	0	52.5	0	11.5	35
Junior Doctors	228	0	0	18	0	3	79
8a and above	179	0	0	73	0.5	17	9.5
5-7	1540	0.2		64	0.4	11	24
1-4	1801	0.5	0.8	66	0.3	13	20
Totals	3941	0.3	0.4	62	0.3	12	25

2.12 Comparison 2009 and 2010- Employees Sexual Orientation

Sexual Orientation	31/03/09	%	31/03/10	%
Undefined	3121	78	996	25
Heterosexual	842	21	2436	62
I do not wish to disclose my sexual orientation	49	1	468	12
Gay	4	-	15	0.3
Lesbian	4	-	13	0.3
Bisexual			13	0.3
Totals	4020	100	3941	100

The Trust recently carried out a staff personal data collection exercise and this has improved the validity of the data from 2009 - 2010

3. EMPLOYEES LEAVING THE TRUST

Excluding all Bank staff and junior doctors (i.e. doctors in training who rotate through different departments and hospitals during their training period.)

3.1 Employees Leaving the Trust by Diversity, Comparison 1st April 2008 – 31st March 2009 and 1st April 2009 to 31st March 2010

Figures include employees in more than one diversity category	2009 Number of Leavers	% of Total	2010 Number of Leavers	% of Total
Age 17-41	197	46	247	47
Age 42-60	179	42	220	42
Age 61+	51	12	60	11
Male	97	23	109	21
Female	330	77	418	79
BME	34	8	43	8
White British Isles	372	87	478	91
Undefined/not stated	21	5	6	1
Disabled yes	4	1	11	2
Disabled no	128	30	301	57
Undefined/not declared	295	69	215	41
TOTAL	427	100	527	100

3.2 Comparison 1st April 2008 – 31st March 2009 and 1st April 2009 to 31st March 2010 - Documented reasons for leaving

Leaving Reason	2009	%	2010	%
Death in Service	4	1	3	1
Dismissal	8	2	12	2
Employee Transfer	10	2	4	1
End of Fixed Term Contract	30	7	42	8
Redundancy	2	1	1	-
Retirement	66	15	74	14
Voluntary Early Retirement	12	3	10	2
Resignation	295	69	381	72
TOTAL	427	100	527	100

4. EMPLOYEE RELATIONS CASES

4.1 Grievance, Disciplinary and Capability Cases by Diversity from 1st April 2009 – 31st March

Figures include employees in more than one diversity category	Grievance	%	Disciplinary	%	Capability	%
Age 17-41	1	5	11	58	11	52
Age 42-61	16	80	8	42	10	48
Age 62+	3	15	0	0	0	0
Male	0	0	8	42	6	29
Female	20	100	11	58	15	71
BME	1	5	1	5	0	0
White British Isles	19	95	18	95	20	100
Religious Minority**	0	0	0	0	0	0
Lesbian, Gay and Bisexual	0	0	0	0	0	0
Disabled	0	0	0	0	0	0
TOTAL	20	100	19	100	21	100

** Includes all non-Christian religions Buddhism, Hinduism, Islam, Judaism & Other

5. INTERNAL PROMOTIONS

Including any member of staff that is upgraded to a higher grade, excluding all medical and dental staff

5.1 Internal Promotions by Diversity from 1st April 2009 – 31st March 2010.

Figures include employees in more than one diversity category	Number of Promotions	% of Total Promotions	% of Diversity Category
Age 17 - 41	36	63	2
Age 42 - 61	20	35	1
Age 61+	1	2	0.5
Male	12	21	1
Female	45	79	1.5
BME	1	2	0.5
White British Isles	56	98	2
Religious Minority**	5	9	2
Christian	33	58	2
No belief/ not stated	19	3	-
Lesbian, Gay and Bisexual	5	9	12
Heterosexual	48	84	2
Not stated	4	7	-
Disability Yes	2	4	2
Disability No	46	81	2
Not stated	9	15	-
TOTAL	57	100	

** Includes all non-Christian religions- Buddhism, Hinduism, Islam, Judaism & Other

6. APPRAISALS

Including all staff except junior doctors

6.1 Performance Reviews and Appraisals Completed by Diversity from 1st April 2009 – 31st March 2010.

Figures include employees in more than one diversity category	Number of Completed Appraisals	% of Completed Appraisals	% of Diversity Category
Age 17 - 41	357	37	22
Age 42 - 61	548	57	26
Age 61+	52	6	26
Male	180	19	19
Female	777	81	26
BME	35	4	18
White British Isles	892	93	25
Not stated	30	3	
Religious Minority**	67	7	29
Christian	477	50	26
No belief/ not stated	413	43	-
Lesbian, Gay and Bisexual	11	1	26
Heterosexual	641	67	26
Not stated	305	32	-
Disability Yes	20	2	22
Disability No	720	75	26
Not stated	217	23	-
TOTAL	957	100	

**Includes all non-Christian religions- Buddhism, Hinduism, Islam, Judaism & Other

7. RECRUITMENT EPISODES

7.1 Applicants, Shortlisted Applicants and Appointments by Diversity during 1st April 2009 – 31st March.

	Applicants		Short-listed		Appointed	
	No. applicants	% of total number of applicants	No. short-listed	% of total number short-listed	No. appointed	% of total number appointed
Age 16-29	3025	43	766	37	180	39
Age 30-54	3655	52	1164	57	247	54
Age 55+	315	5	119	6	34	7
Male	2929	42	673	33	97	21
Female	4057	58	1376	67	364	79
Not stated	9	-	0	-	0	-
BME	2538	36	327	16	40	9
White British	4339	62	1652	81	364	79
Not stated	118	2	70	3	57	12
Religious Minority**	1886	27	277	14	36	8
Christian	3714	53	1237	60	249	54
No belief/ not stated	1395	20	535	26	176	38
Lesbian, Gay and Bisexual	146	2	39	2	8	2
Heterosexual	6320	90	1794	87	330	71
Not stated	529	8	216	11	123	27
Disability Yes	154	2	54	3	6	1
Disability No	6804	97	1986	97	452	98
Not stated	37	1	9	-	3	1
Total	6995	100	2049	100	461	100

** Includes all non-Christian religions- Buddhism, Hinduism, Islam, Judaism & Other

8. MANDATORY AND NON MANDATORY TRAINING

8.1 Non Mandatory training - Personal Development carried out during 1st April 2009 – 31st March 2010

	Attendance	Non Attendance	Total	% Booked	% Attended	% Non Attended
White	8,368	5967	14335	76	74	80
White Other	360	301	661	4	3	4
BME	878	631	1509	8	8	8
Not Stated	1686	545	2231	12	15	7
TOTAL courses attended	11,292	7444	18736	100	100	100
Female	7758	5463	13221	71	69	73
Male	3205	1723	4928	26	28	23
Undefined	329	258	587	3	3	4
TOTAL Courses attended	11,292	7444	18736	100	100	100

8.2 Mandatory training carried out during 1st April 2009 – 31st March 2010

White	4591	2422	7013	91	91	91
White Other	133	68	201	3	3	3
BME	249	121	370	5	5	5
Not Stated	99	43	142	2	2	2
TOTAL Courses attended	5072	2654	7726	100	100	100
Female	4061	2204	6265	81	81	83
Male	995	439	1434	19	19	17
Undefined	16	11	27	-	-	-
TOTAL Courses attended	5072	2654	7726	100	100	100

Currently the Trust is not in a position to report on training attendance against age, disability, religion or sexual orientation. The Trust is developing the link between the electronic training information system and electronic staff record to enable us to do this.