

# Workforce Diversity Annual Report

1 January 2016 – 31 December 2016

*Working with you, for you*



**Making sure that everyone counts**

**If you need assistance communicating with us, or require information in an alternative format, please contact the Diversity and Inclusion team on 01803 656607.**

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## 1. Introduction

Torbay and South Devon NHS Foundation Trust is an integrated organisation providing acute health care services from Torbay Hospital, community health services and adult social care. The Trust runs Torbay Hospital, nine community hospitals and provides health and social care in Dawlish, Teignmouth, Totnes, Dartmouth, Torbay, Newton Abbot, Ashburton, Bovey Tracey and the surrounding area.

We have around 500,000 face-to-face contacts with patients in their homes and communities each year and see over 78,000 people in our A&E department annually. We serve a resident population of approximately 375,000 people, plus about 100,000 visitors at any one time during the summer holiday season.

We employ 6,212 staff including frontline health and social care staff, such as nurses, occupational therapists, social workers, consultants, and physiotherapists who work in your home and from a range of different premises across Torbay and south Devon such as community hospitals and clinics. We also have in the region of 700 volunteers who make a difference each and every day to the people we care for.

### Our Commitment

Our vision is a community where we are all supported and empowered to be as well and as independent as possible, able to manage our own health and wellbeing, in our own homes. When we need care we have choice about how our needs are met, only having to tell our story once.

The Trust is committed to preventing discrimination, valuing diversity and achieving equality of opportunity. No person (staff, patient or public) will receive less favourable treatment on the grounds of the nine protected characteristics as governed by the Equality Act 2010: Sexual Orientation; Gender; Age; Gender Reassignment; Pregnancy and Maternity; Disability; Religion or Belief; Race; Marriage and Civil Partnership.

The Trust has produced this annual report which details the breakdown of the diversity profile of the Trust's workforce. This report contributes to demonstrating the Trust's compliance with the Public Sector Equality Duty.

### Data Protection

The Data Protection Act 1998 defines many of the protected characteristics such as sexual orientation as 'sensitive personal data'. This requires us to take greater precautions compared with other personal data. The Trust adheres to the good practice guidance issued for equality monitoring by the Equality and Human Rights Commission (EHRC) in respect to omitting data items of 10 units or less. This is to ensure individuals cannot be identified. Data that represents small numbers of staff are indicated in the report by an asterisk (\*).

## 2. Workforce Profile

The workforce data is benchmarked in relation to national and regional statistics and information. This workforce diversity report identifies inequality trends and highlights work in progress or appropriate steps required to advance equality. On the 31st December 2016 the Trust employed 6,212 members of staff. Figure 1 shows the proportion of employees by division. Figure 2 shows the proportion of staff by pay band.

Figure 1: Total percentage of staff employed by division

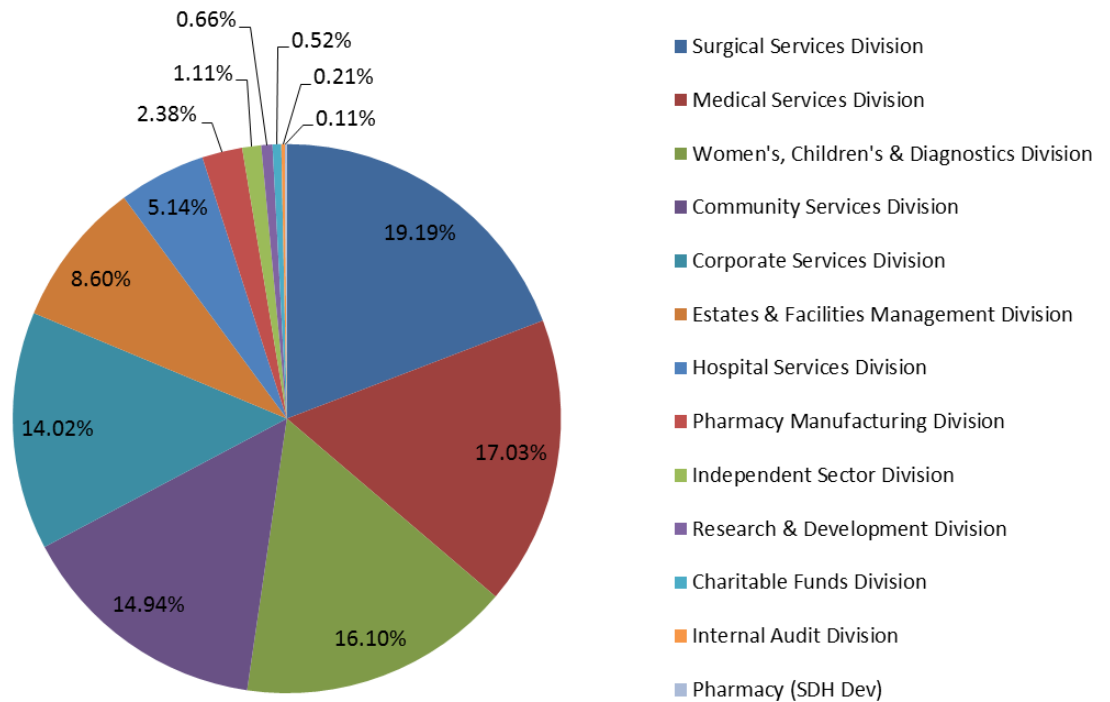
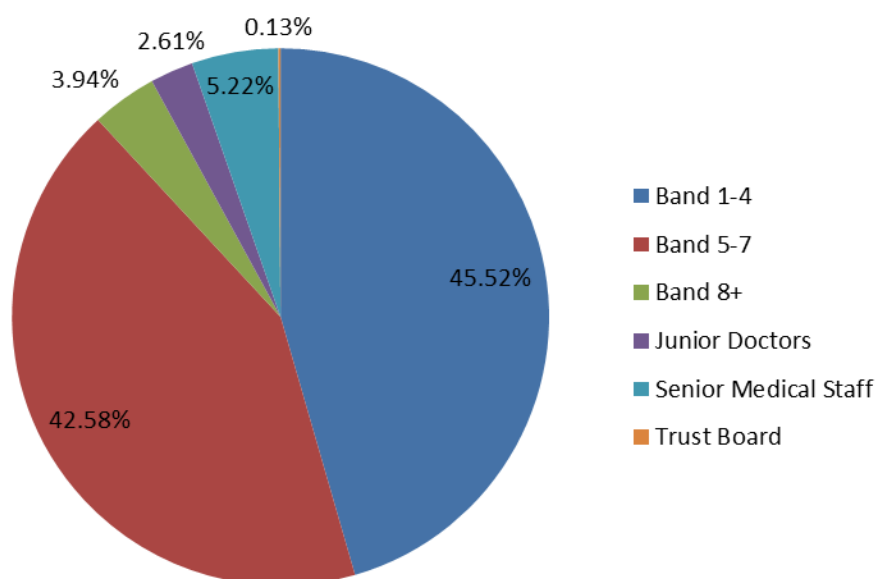


Figure 2: Total percentage of staff employed by pay band



One of the Trust's Equality Objectives is to capture, monitor and evaluate relevant demographic data in order to remove barriers and improve access to services/ information. We are currently able to collect data for six of the nine protected characteristics at each stage of employment. The Trust's position is that it is either unnecessary or inappropriate to collect data for all nine protected characteristics. For example, marriage and civil partnership and pregnancy and maternity are not currently reported. With regard to gender reassignment, Section 22 of the Gender Recognition Act 2004 prohibits employers from making a transgender individual identifiable. The Trust does not collect data on the gender identity of staff due to the low proportion of staff that are transgender.

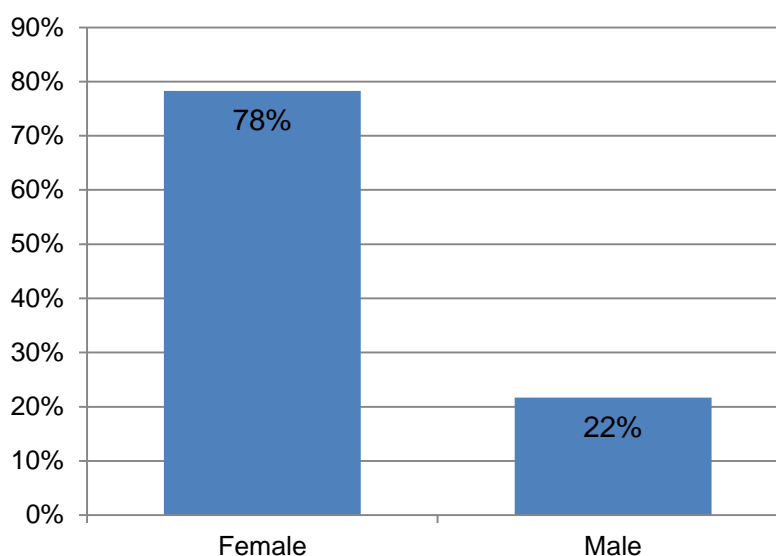
### 3. Workforce Diversity Data: An Overview

#### 3.1 Gender

The Trust employs 4,868 females which equates to 78% of the workforce. Males are therefore under represented at 22%. However, these figures are representative of the national NHS gender demographics whereby approximately one quarter of all employees are male.

Conversely, a greater number of males are members of the Trust Board or hold Senior Medical Staff positions (approximately two-thirds). In comparison, one-third of women are employed at a similar level (see Appendix 1 for full workforce diversity data).

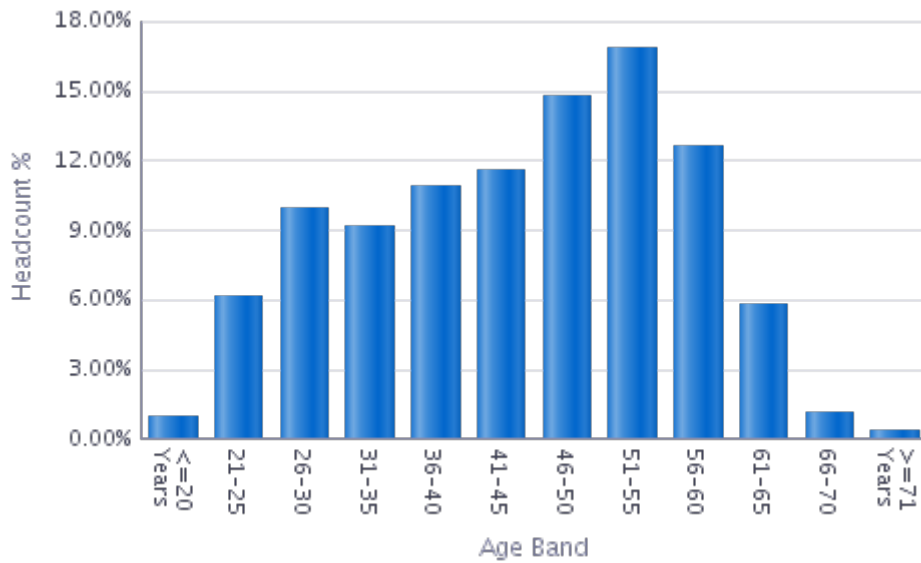
Figure 2: Percentage of employees by gender



#### 3.2 Age

The average population age in the UK is 39, compared to 44 in South Devon (Devon Census 2011). This is reflective within the Trust with over 55% of the workforce are aged between 41 and 60 years of age. Staff aged under 20 or over 60 represent less than 8% of the workforce. All staff aged 16 – 20 are working in pay bands 1 – 4. The majority of staff in senior management positions (band 8a and above) are aged 41 – 60.

Figure 3: Percentage of employees by age

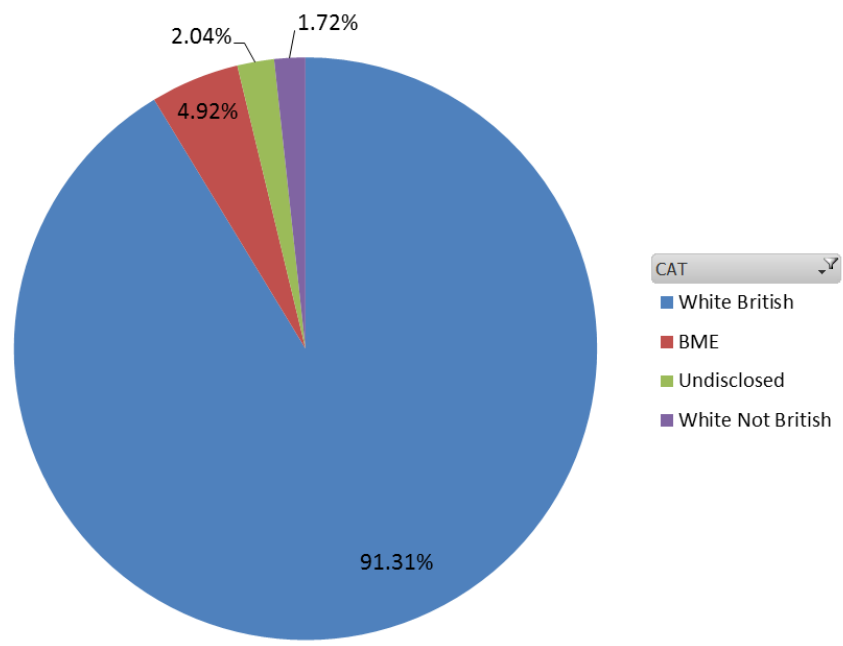


### 3.3 Ethnicity

The majority of staff identify themselves as White British and constitute over 90% of the total workforce. The highest proportion (circa 40%) of Black Minority Ethnic (BME) staff are working at bands 5 -7 (evidence can be seen in Appendix 1). The number of staff that have not disclosed their ethnicity is 111 (2% of the total workforce). This is an improvement since 2014, with 5% of the workforce undisclosed but slightly less than 2015, with 1% of the workforce undisclosed.

According to the Devon Census 2011, Devon has a resident ethnic minority population of circa 5%. The number of BME staff is therefore representative of the local population. However, in senior (non-medical) positions, the level of BME representation is considerably lower at less than 1%.

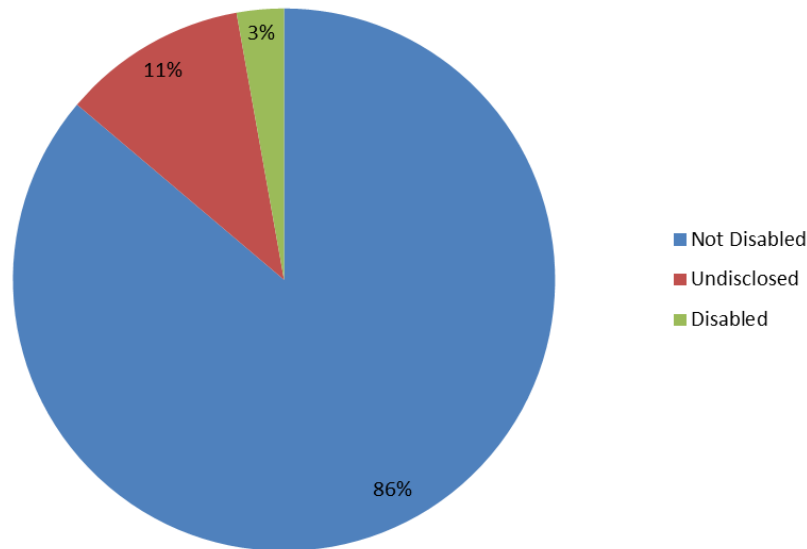
Figure 3: Percentage of employees by ethnicity



### 3.4 Disability

3% (174 staff) declared themselves as having a disability and 11% did not declare this information. In the UK, there are over 6.9 million disabled people of working age which represents 19% of the working population (Disabled Living Foundation 2016). This reflects significant under-representation and high levels of non-disclosure which must be addressed. Of those who declared a disability, nearly 95% are currently working within roles Band 1-7 (85 staff in band 1-4 and 80 staff in band 5-7). The remaining 5% are working in senior medical roles or band 8 and above.

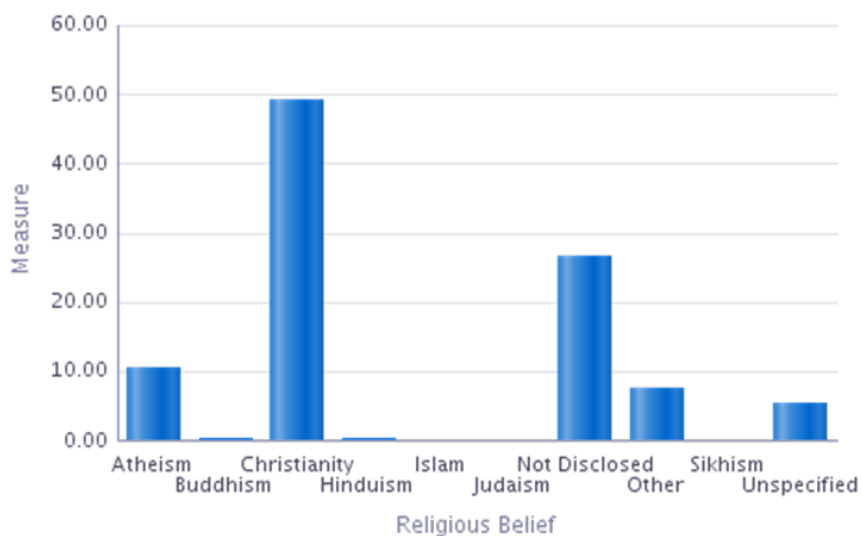
Figure 4: Percentage of staff employed by disability



### 3.5 Religion and Belief

Nearly half of the workforce identifies themselves as being Christian and 32% of staff did not disclose or were undefined. Nearly 8% of the workforce declared other religions or beliefs. In general, the workforce is representative of the regional population in regards to religion and belief demographics with the exception of Islam which is underrepresented (1% in Devon Census 2011).

Figure 4: Percentage of employees by (non) Religion/ Belief

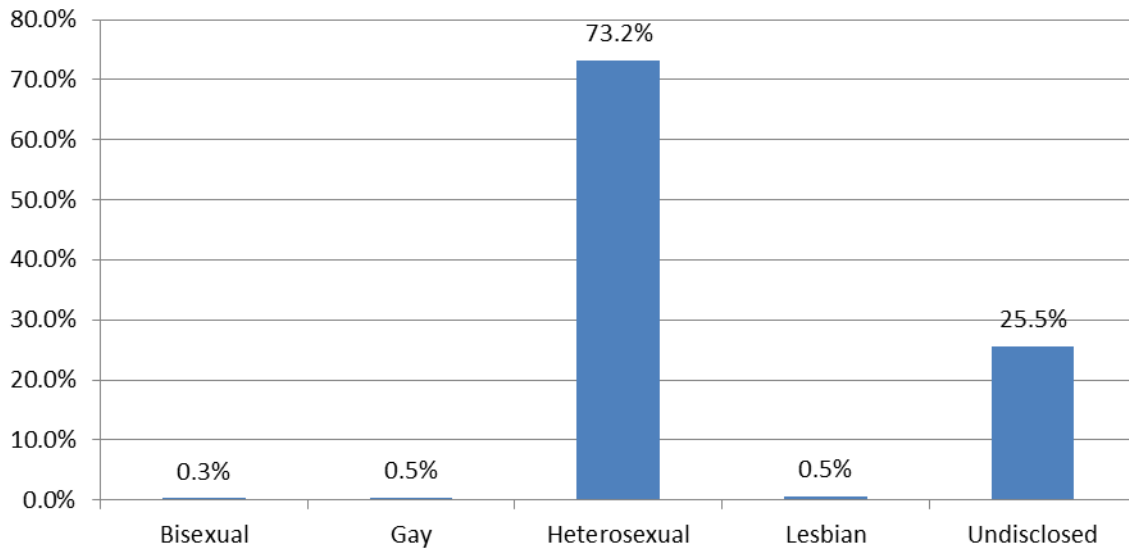


### 3.6 Sexual Orientation

The number of staff who declared themselves as being Lesbian, Gay or Bisexual (LGB) is less than 2%. Over 70% declared themselves as heterosexual / straight. The number of staff who did not declare this information is circa 25%.

Stonewall, the organisation working for equality for lesbian, gay and bisexual people, estimates that the percentage of LGB people in the UK is 5-7 %. Therefore LGB employees are either underrepresented at the Trust or they are hidden in the undefined category.

Figure 4: Percentage of employees by sexual orientation



### 4. Data Source

The data reported in this analysis is taken from Electronic Staff Records (ESR) for employees of Torbay and South Devon NHS Foundation Trust. The extract reflects staff reported on the system as of 31<sup>st</sup> December 2016. There were 6,212 staff records in ESR at this time.

This data does not currently include contactors, volunteers, or employees registered with the temporary staffing bank. Staff on fixed term contracts or secondments paid by the Trust are included.

### 5. Upcoming year plan

The highest levels of non-disclosure are apparent for Religion and Belief (32%), Sexual Orientation (25%) and Disability (11%). The Trust does need to continue to stress the importance of equality monitoring and address these primary areas of under-representation.

Following the recommendations from last year's report, the Trust will continue to frame objectives around the Equality Delivery System (EDS) – which has been a mandate for NHS Trusts from April 2015. The continued development of the Employability Hub will support goal 3 of the EDS to ensure a supported and representative workforce. The Employability programme provides an inclusive framework, based on the principle of 'positive action' allowed under the Equality Act 2010, to promote equal opportunities and will assist the recruitment, retention and development of a local labour force.



Since the publication of last year's report, the Trust has established an Equality Business Forum. The purpose of this Forum is to, on behalf of the Trust Board of Directors, monitor, develop, extend and improve the Trust's work on the workforce equalities and inclusion agenda. The Forum will be specifically responsible for overseeing the implementation and development of the Trust's workforce equalities agenda, holding the organisation to account. This workforce focus will allow the Forum to focus on the business of the organisation, providing the Trust Board with robust assurance on the delivery of the agenda. The Forum consists of Chairs from existing staff network groups and will influence positive change to advance equality. For instance, in relation to the high levels of non-disclosure of equality monitoring data, the Equality Business Forum will be responsible for identifying practical solutions to improve in this area.

The data obtained in this report will be used in collaboration with other Equality Standards such as the Equality Delivery System (EDS), the Workplace Race Equality Standard (WRES) and the pending Workplace Disability Equality Standard (WDES). Specifically, these Standards aim to identify and subsequently address the barriers which exist for many minority staff leading to poorer experiences of the workplace. Furthermore, consideration must be afforded to the demographics of the Trust Board and staff in senior positions in relation to representation. The Trust aims to develop talent management programmes which will support the progression of diverse groups of staff to be successful in obtaining senior management positions. This work will be supported by the EDS goal 4: Inclusive Leadership.

## **6. References**

Devon Census 2011

[Disabled Living Foundation](#)

[GOV.UK](#)

## **7. Actions Plans**

Diversity and Inclusion Plan

## 8. Appendix 1: Full Workforce Diversity Data

The Trust adheres to the good practice guidance issued for equality monitoring by the Equality and Human Rights Commission (EHRC) in respect to omitting data items of 10 units or less. This is to ensure individuals cannot be identified. Data that represents small numbers of staff are indicated in the report by an asterisk (\*).

**NB:** HC refers to the total headcount within the Trust

### 7.1 Total Number of Staff Employed by Each Division

Division	HC	
Charitable Funds Division	32	1%
Community Services Division	928	15%
Corporate Services Division	871	14%
Estates & Facilities Management Division	534	9%
Hospital Services Division	319	5%
Independent Sector Division	69	1%
Internal Audit Division	13	0%
Medical Services Division	1058	17%
Pharmacy (SDH Dev)	7	0%
Pharmacy Manufacturing Division	148	2%
Research & Development Division	41	1%
Surgical Services Division	1192	19%
Women's, Children's & Diagnostics Division	1000	16%
<b>Grand Total</b>	<b>6212</b>	<b>100%</b>

### 7.2 Total Number of Staff Employed by Gender at each pay band

Pay Band	Female		Male		Total HC	Total %
	HC	%	HC	%		
Band 1-4	2270	36.54%	558	8.98%	2828	45.52%
Band 5-7	2203	35.46%	442	7.12%	2645	42.58%
Band 8+	160	2.58%	85	1.37%	245	3.94%
Junior Doctors	93	1.50%	69	1.11%	162	2.61%
Senior Medical Staff	139	2.24%	185	2.98%	324	5.22%
Trust Board	3	0.05%	5	0.08%	8	0.13%
<b>Grand Total</b>	<b>4868</b>	<b>78%</b>	<b>1344</b>	<b>22%</b>	<b>6212</b>	<b>100%</b>

### 7.3 Total Number of staff Employed by Age at each pay band

Age Band	Band 1-4		Band 5-7		Band 8+		Junior Doctors		Senior Medical		Trust Board		Total HC	
	HC	%	HC	%	HC	%	HC	%	HC	%	HC	%	HC	%
16-20	60	1%		0%		0%		0%		0%		0%	60	1%
21-30	495	8%	368	6%	3	0%	95	2%	35	1%		0%	996	16%
31-40	478	8%	606	10%	34	1%	61	1%	65	1%		0%	1244	20%
41-50	649	10%	774	12%	99	2%	6	0%	113	2%		0%	1641	26%
51-60	864	14%	761	12%	96	2%		0%	96	2%	5	0%	1822	29%
60+	282	5%	136	2%	13	0%		0%	15	0%	3	0%	449	7%
<b>Grand Total</b>	<b>2828</b>	<b>46%</b>	<b>2645</b>	<b>43%</b>	<b>245</b>	<b>4%</b>	<b>162</b>	<b>3%</b>	<b>324</b>	<b>5%</b>	<b>8</b>	<b>0%</b>	<b>6212</b>	<b>100%</b>

#### 7.4 Total Number of staff Employed by Ethnicity at each pay band

Ethnicity Agenda for Change Band	BME		White Non British		White British		Not Stated	
	HC	%	HC	%	HC	%	HC	%
Band 1-4	73	1%	33	1%	2687	43%	35	1%
Band 5-7	116	2%	62	1%	2426	39%	41	1%
Band 8a plus	4	0%	2	0%	234	4%	5	0%
Junior Doctors	23	0%	2	0%	119	2%	18	0%
Senior Medical Staff	55	1%	11	0%	246	4%	12	0%
Trust Board		0%		0%	8	0%		0%
<b>Grand Total</b>	<b>271</b>	<b>4%</b>	<b>110</b>	<b>2%</b>	<b>5720</b>	<b>92%</b>	<b>111</b>	<b>2%</b>

#### 7.5 Total Number of staff Employed by Disability at each pay band

Disability Agenda for Change Band	No		Not Declared		Yes	
	HC	%	HC	%	HC	%
Band 1-4	2452	39%	291	5%	85	1%
Band 5-7	2286	37%	279	4%	80	1%
Band 8a plus	218	4%	22	0%	5	0%
Junior Doctors	155	2%	7	0%		0%
Senior Medical Staff	252	4%	68	1%	4	0%
Trust Board	6	0%	2	0%		0%
<b>Grand Total</b>	<b>5369</b>	<b>86%</b>	<b>669</b>	<b>11%</b>	<b>174</b>	<b>3%</b>

#### 7.6 Total Number of Staff Employed by (non) Religion/ Belief

Religious Belief	HC	%
Atheism	646	10.40%
Buddhism	24	0.39%
Christianity	3046	49.03%
Hinduism	18	0.29%
Islam	15	0.24%
Judaism	4	0.06%
Other	469	7.55%
Sikhism	4	0.06%
Undisclosed	1986	31.97%
<b>Grand Total</b>	<b>6212</b>	<b>100.00%</b>

#### 7.7 Total Number of Staff Employed by Sexual Orientation

Sexual Orientation	HC	%
Bisexual	18	0.29%
Gay	30	0.48%
Heterosexual	4548	73.21%
Lesbian	34	0.55%
Undisclosed	1582	25.47%
<b>Grand Total</b>	<b>6212</b>	<b>100.00%</b>

## Leavers Data

### 7.8 Total Number of Leavers by Age

Age Band	HC	%
16 - 20	19	2%
21 - 30	239	26%
31 - 40	172	19%
41 - 50	141	16%
51 - 60	220	24%
60 +	118	13%
<b>Grand Total</b>	<b>909</b>	<b>100.00%</b>

### 7.9 Total Number of Leavers by Gender

Gender	HC	%
Female	705	78%
Male	204	22%
<b>Grand Total</b>	<b>909</b>	<b>100.00%</b>

### 8.0 Total Number of Leavers by Ethnicity

Ethnicity	HC	%
BME	56	6%
Undisclosed	25	3%
White British	802	88%
White Not British	26	3%
<b>Grand Total</b>	<b>909</b>	<b>100.00%</b>

### 8.1 Total Number of Leavers by Disability

Disability	HC	%
Disabled	33	4%
Not Disabled	787	87%
Undisclosed	89	10%
<b>Grand Total</b>	<b>909</b>	<b>100.00%</b>

### 8.2 Total Number of Leavers by Reason

Leaving Reason	HC	%
Death in Service	5	1%
Dismissal	28	3%
Employee Transfer	24	3%
End of Fixed Term Contract	162	18%
MARS	21	2%
Other	2	0%
Pregnancy	1	0%
Redundancy	7	1%
Resignation	491	54%
Retirement	168	18%
<b>Grand Total</b>	<b>909</b>	<b>100.00%</b>

## Starters Data

### 8.3 Total Number of Starters by Age

Age Band	HC	%
16-20	47	5%
21-30	370	37%
31-40	204	20%
41-50	197	19%
51-60	146	14%
60+	47	5%
<b>Grand Total</b>	<b>1011</b>	<b>100.00%</b>

### 8.4 Total Number of Starters by Gender

Gender	HC	%
Female	759	75%
Male	252	25%
<b>Grand Total</b>	<b>1011</b>	<b>100.00%</b>

### 8.5 Total Number of Starters by Ethnicity

Ethnicity	HC	%
BME	69	7%
Undisclosed	28	3%
White British	880	87%
White Not British	34	3%
<b>Grand Total</b>	<b>1011</b>	<b>100.00%</b>

### 8.6 Total Number of Starters by Disability

Disability	HC	%
Disabled	33	3%
Not Disabled	955	94%
Undisclosed	23	2%
<b>Grand Total</b>	<b>1011</b>	<b>100.00%</b>

## Internal Promotions

### 8.7 Total Number of Internal Promotions by Age

Age Band	HC	%
16-20	5	1%
21-30	103	28%
31-40	101	27%
41-50	92	25%
51-60	69	19%
60+	2	1%
<b>Grand Total</b>	<b>372</b>	<b>100.00%</b>

### 8.8 Total Number of Internal Promotions by Gender

Gender	HC	%
Female	292	78%
Male	80	22%
<b>Grand Total</b>	<b>372</b>	<b>100.00%</b>

### 8.9 Total Number Internal Promotions by Ethnicity

Ethnic	HC	%
BME	8	2%
Undisclosed	11	3%
White British	346	93%
White Not British	7	2%
<b>Grand Total</b>	<b>372</b>	<b>100.00%</b>

### 9.0 Total Number of Internal Promotions by (non) Religion/ Belief

Religious	HC	%
Atheism	54	15%
Buddhism	1	0%
Christianity	205	55%
Other	50	13%
Undisclosed	62	17%
<b>Grand Total</b>	<b>372</b>	<b>100.00%</b>

### 9.1 Total Number of Internal Promotions by Sexual Orientation

Sexual Orientation	HC	%
Bisexual	1	0%
Gay	2	1%
Heterosexual	323	87%
Lesbian	2	1%
Undisclosed	44	12%
<b>Grand Total</b>	<b>372</b>	<b>100.00%</b>

### 9.2 Total Number of Internal Promotions by Disability

Disability	HC	%
Disabled	8	2%
Not Disabled	353	95%
Undisclosed	11	3%
<b>Grand Total</b>	<b>372</b>	<b>100.00%</b>

## Appraisals

### 9.3 Total Number of Appraisals by Age

Age Band	HC	%
16-20	18	0%
21-30	504	12%
31-40	825	19%
41-50	1221	29%
51-60	1378	32%
60+	324	8%
<b>Grand Total</b>	<b>4270</b>	<b>100.00%</b>

### 9.4 Total Number of Appraisals by Gender

Gender	HC	%
Female	3397	80%
Male	873	20%
<b>Grand Total</b>	<b>4270</b>	<b>100.00%</b>

### 9.5 Total Number of Appraisals by Ethnicity

Ethnicity	HC	%
BME	183	4%
Undisclosed	71	2%
White British	3947	92%
White Not British	69	2%
<b>Grand Total</b>	<b>4270</b>	<b>100.00%</b>

### 9.6 Total Number of Appraisals by (non) Religion/ Belief

Religious	HC	%
Atheism	424	10%
Buddhism	18	0%
Christianity	2210	52%
Hinduism	13	0%
Islam	10	0%
Judaism	2	0%
Other	324	8%
Sikhism	3	0%
Undisclosed	1266	30%
<b>Grand Total</b>	<b>4270</b>	<b>100.00%</b>

### 9.7 Total Number of Appraisals by Disability

Disability	HC	%
Disabled	118	3%
Not Disabled	3626	85%
Undisclosed	526	12%
<b>Grand Total</b>	<b>4270</b>	<b>100.00%</b>

### 9.8 Total Number of Appraisals by Sexual Orientation

Sexual Orientation	HC	%
Bisexual	13	0%
Gay	25	1%
Heterosexual	3198	75%
Lesbian	20	0%
Undisclosed	1014	24%
<b>Grand Total</b>	<b>4270</b>	<b>100.00%</b>