

Workforce Diversity Annual Report

1 January 2019 – 31 December 2019

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 Officer on 01803 656705.

Contents

1. Introduction.....	3
2. Workforce Profile.....	3
3. Workforce Diversity Data: An Overview.....	6
3.1 Gender.....	6
3.2 Age.....	8
3.3 Ethnicity.....	11
3.4 Disability.....	14
3.5 Religion & Belief.....	18
3.6 Sexual Orientation.....	20
4 Data Source.....	22
5 Upcoming Year Plan.....	22
6 References.....	24
7. Action Plans.....	24

1. Introduction

Torbay and South Devon NHS Foundation Trust is an Integrated Care Organisation providing acute health care services from Torbay Hospital, community health services and adult social care. The Trust runs Torbay Hospital, and community hospitals that provides health and social care in Dawlish, Totnes, Torbay, Newton Abbot and the surrounding area.

We see over 350,000 face-to-face contacts with patients in their homes and communities each year and see over 100,000 people in our A&E /MIU departments annually. We serve a resident population of approximately 300,000 people, plus about 100,000 visitors at any one time during the summer holiday season.

We employ 6,520 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 647 volunteers across both Acute and Community Services who make a difference each and every day to the people we care for.

Our Commitment

Our vision as an Integrated Care Organisation will be to support everyone in living well and ageing well. Where we are all supported and empowered to be well and independent for as long as possible, to be able to manage our own health and wellbeing, in our own homes. When we require further care we will have a choice about how our needs are met, taking into consideration what matters to you and 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.

General Data Protection Regulation

The General Data Protection Regulation (GDPR)2016 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 (*).

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

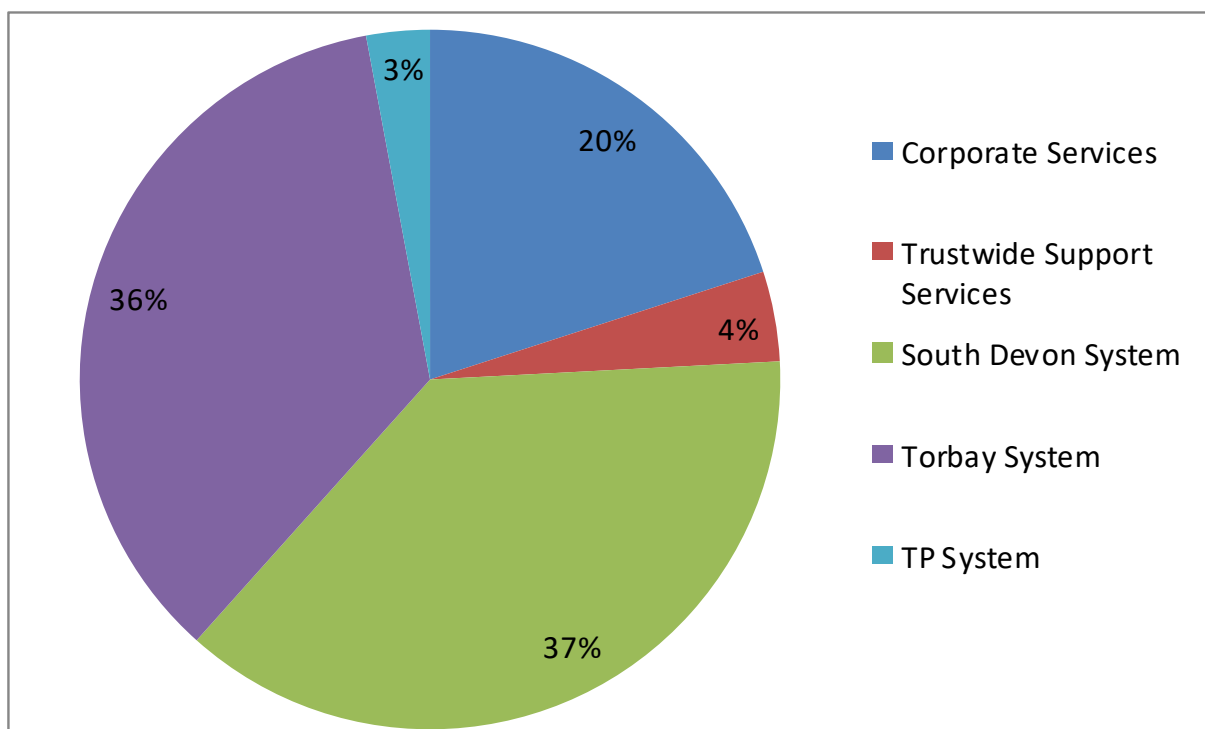
2. Workforce Profile

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

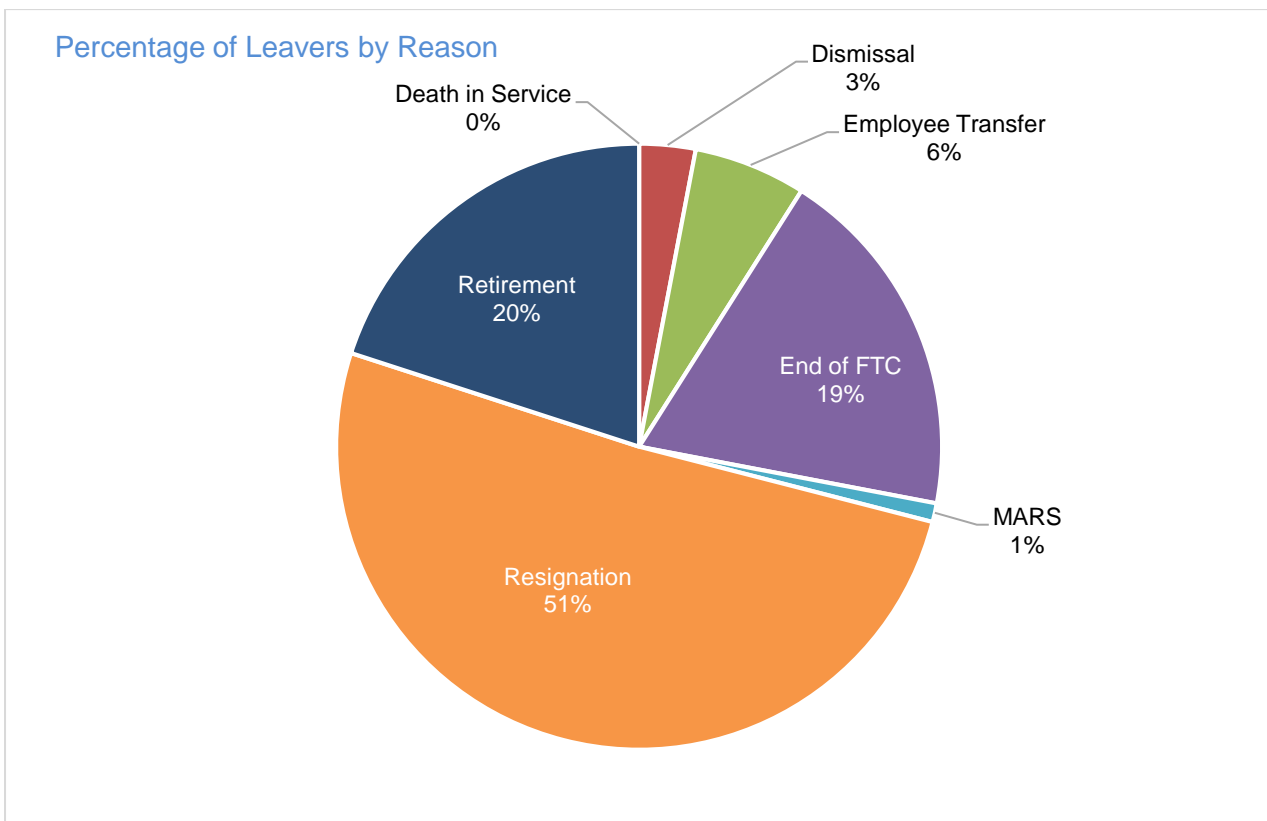
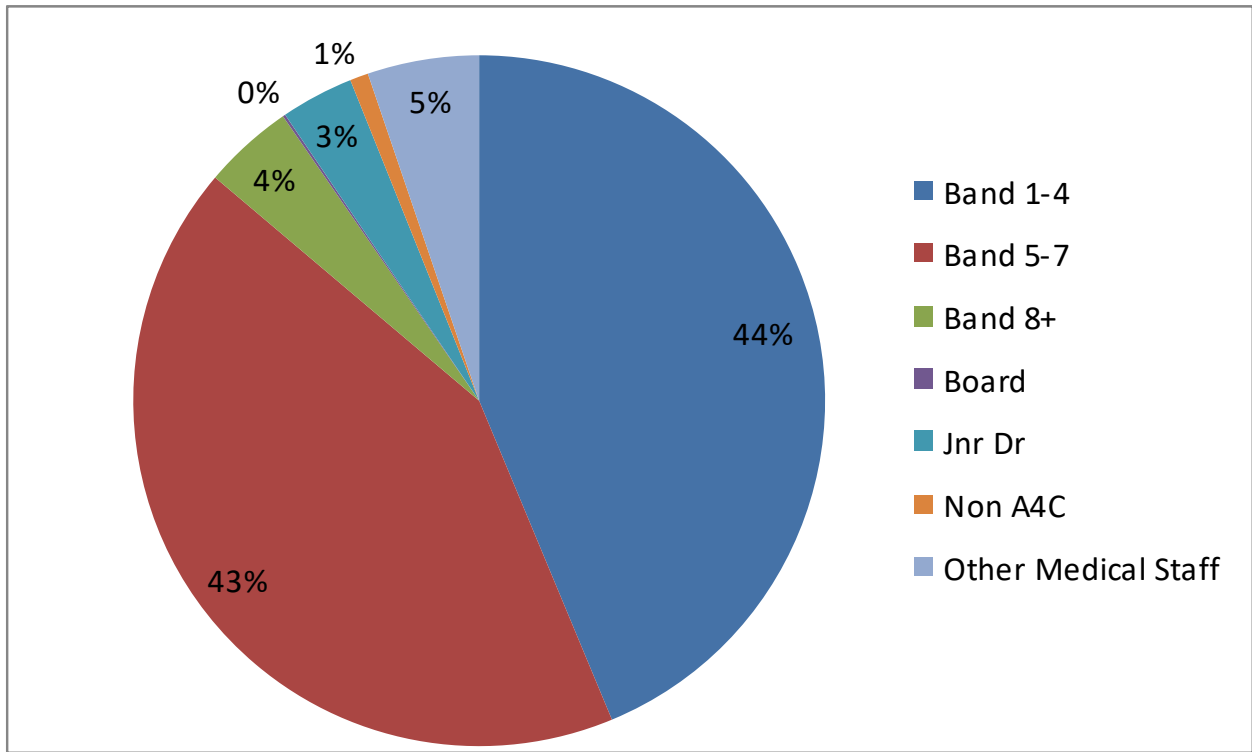
required to advance equality. On the 31st December 2019 the Trust employed 6,520 members of staff. Figure 1 shows the proportion of employees by division. Figure 2 shows the proportion of staff by pay band.

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

Total percentage of staff employed by division



Total percentage of staff employed by pay band

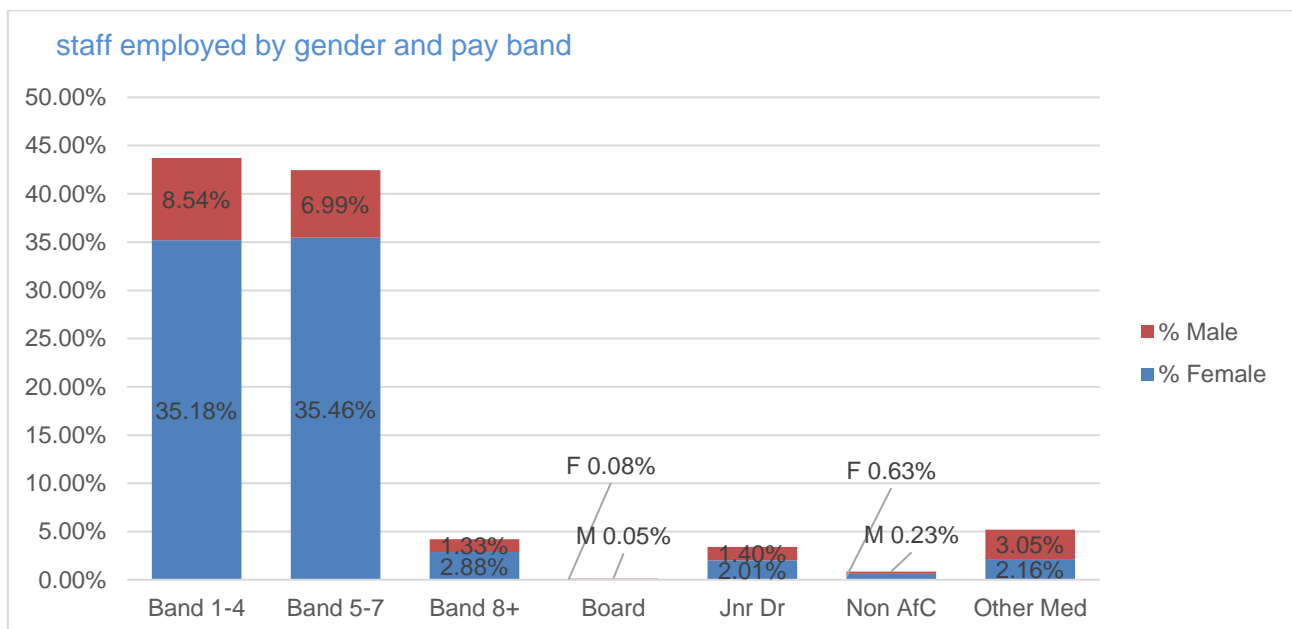
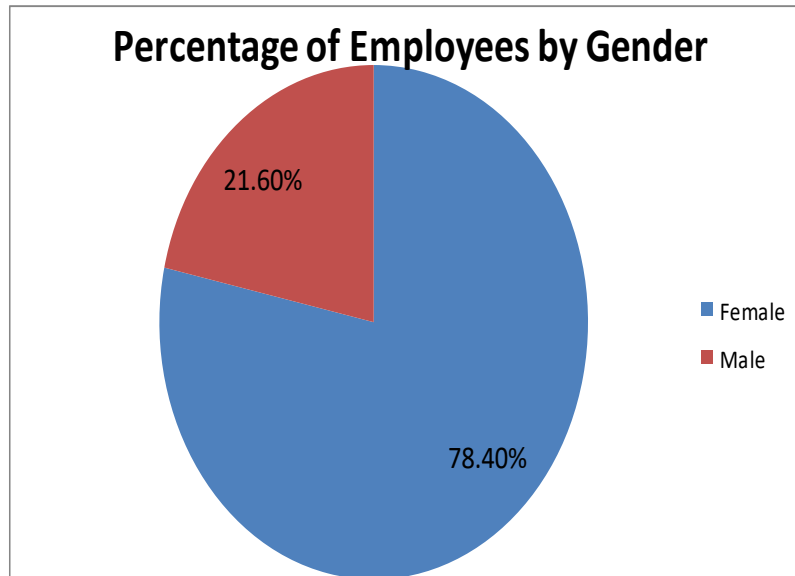


3 Workforce Diversity Data: An Overview

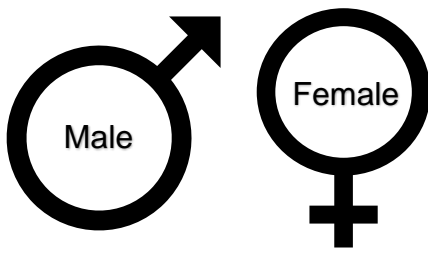
3.1 Gender

The Trust employs 5112 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 males make up under a quarter of all employees.

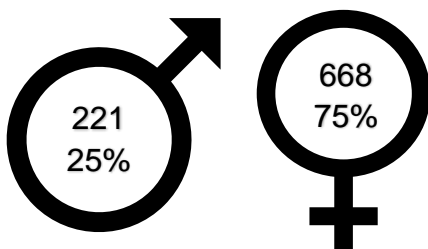
On the contrary, a greater number of males hold Senior Medical Staff positions which equates to approximately 0.89%.



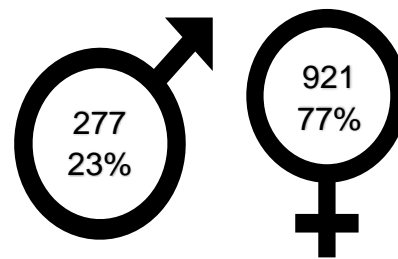
Key



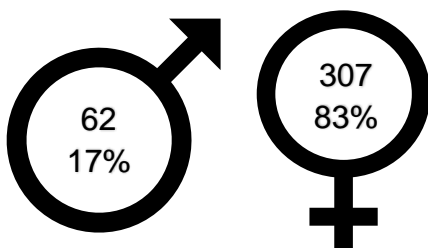
Total Number of Leavers by Gender



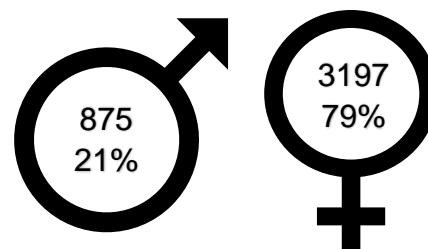
Percentage of Starters by Gender



Percentage of Internal Promotions by Gender



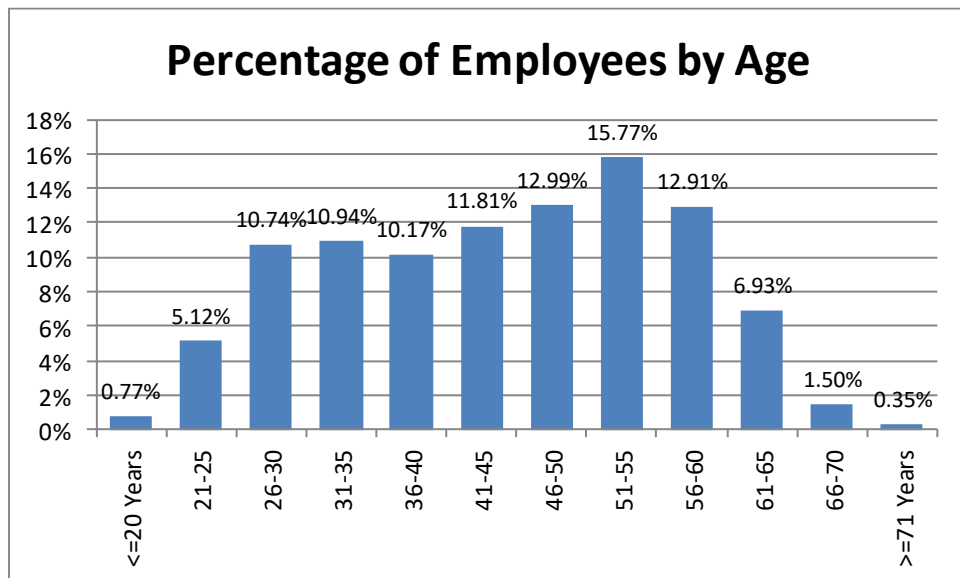
Percentage of Appraisals by Gender



3.2 Age

The average population age in the UK is 40, compared to 44 in South Devon (Devon Census 2011). This is reflective within the Trust with 54% of the workforce aged between 41 and 60 years of age. Staff aged under

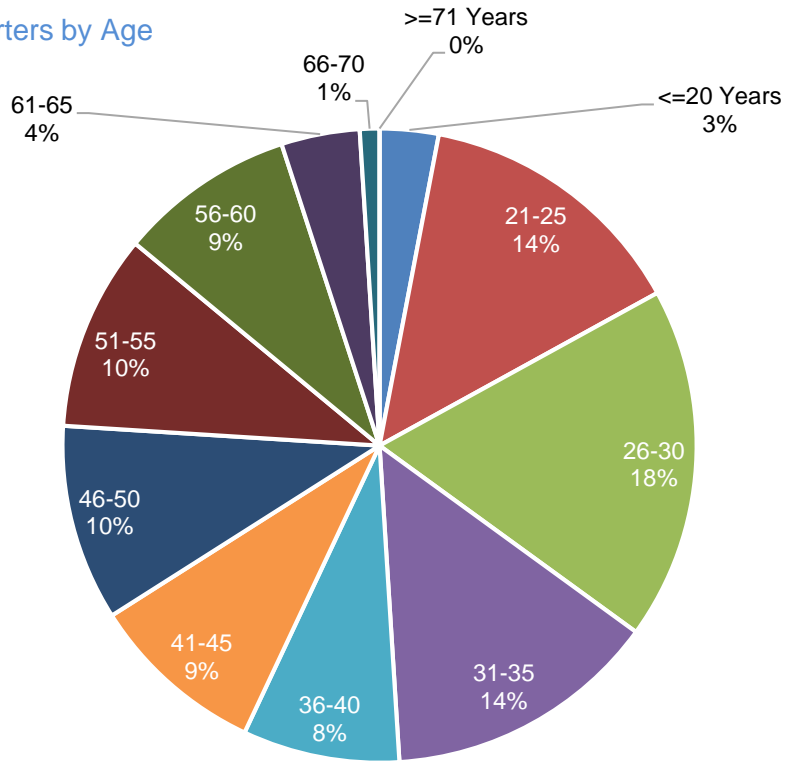
20 or over 60 represent 9% of the workforce. Staff aged 16 – 20 are working predominantly in pay bands 1 – 4. The majority of staff in senior management positions (band 8a and above) are aged 41 – 60



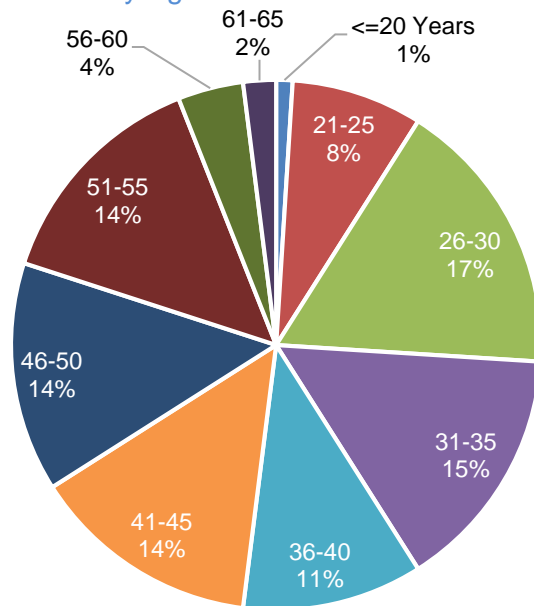
Total Number of staff Employed by Age at each pay band

Age Band	Band 1-4		Band 5-7		Band 8+		Board		Int Dr		Other Medical Staff		Non AAC		Grand Total	
	HC	%	HC	%	HC	%	HC	%	HC	%	HC	%	HC	%	HC	%
<=20 Years	49	0.75%		0.00%		0.00%		0.00%		0.00%		0.00%	*	0.02%	50	0.77%
21-25	174	2.67%	106	1.63%		0.00%		0.00%	51	0.78%	*	0.02%	*	0.03%	334	5.12%
26-30	277	4.25%	297	4.56%	*	0.06%		0.00%	81	1.24%	33	0.51%	*	0.12%	700	10.74%
31-35	282	4.33%	322	4.94%	12	0.18%		0.00%	57	0.87%	34	0.52%	*	0.09%	713	10.94%
36-40	243	3.73%	328	5.03%	24	0.37%		0.00%	22	0.34%	38	0.58%	*	0.12%	663	10.17%
41-45	271	4.16%	373	5.72%	42	0.64%	*	0.02%	*	0.12%	69	1.06%	*	0.09%	770	11.81%
46-50	333	5.11%	392	6.01%	51	0.78%	*	0.02%	*	0.03%	59	0.90%	*	0.14%	847	12.99%
51-55	428	6.56%	448	6.87%	85	1.30%	*	0.06%	*	0.02%	53	0.81%	*	0.14%	1028	15.77%
56-60	415	6.37%	336	5.15%	44	0.67%	*	0.03%		0.00%	41	0.63%	*	0.06%	842	12.91%
61-65	286	4.39%	143	2.19%	10	0.15%		0.00%		0.00%	10	0.15%	*	0.05%	452	6.93%
66-70	76	1.17%	20	0.31%	*	0.02%		0.00%		0.00%	*	0.02%		0.00%	98	1.50%
>=71 Years	17	0.26%	*	0.05%	*	0.03%		0.00%		0.00%	*	0.02%		0.00%	23	0.35%
Grand Total	2851	43.73%	2768	42.45%	275	4.22%	*	0.12%	222	3.40%	340	5.21%	56	0.86%	6520	100.00%

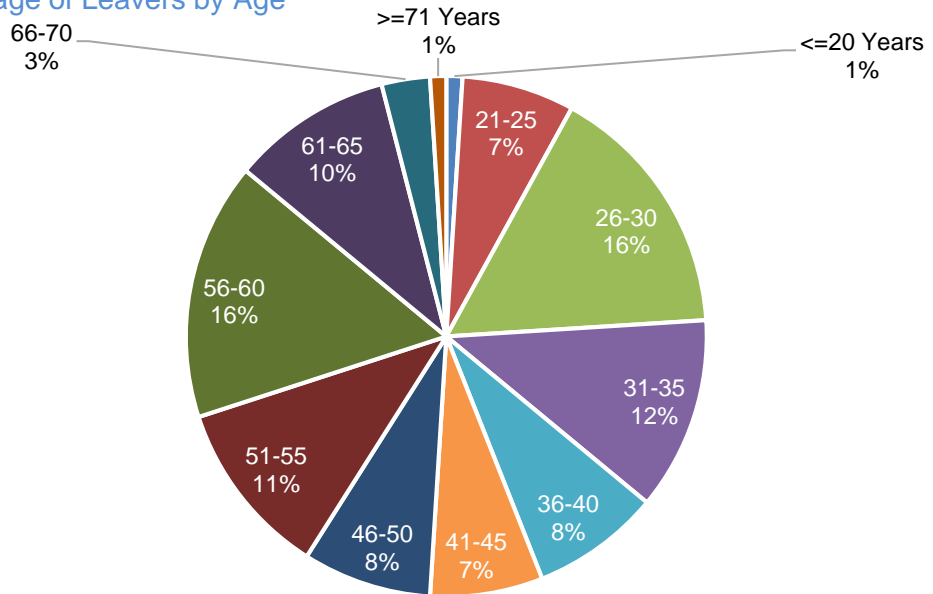
Percentage of Starters by Age



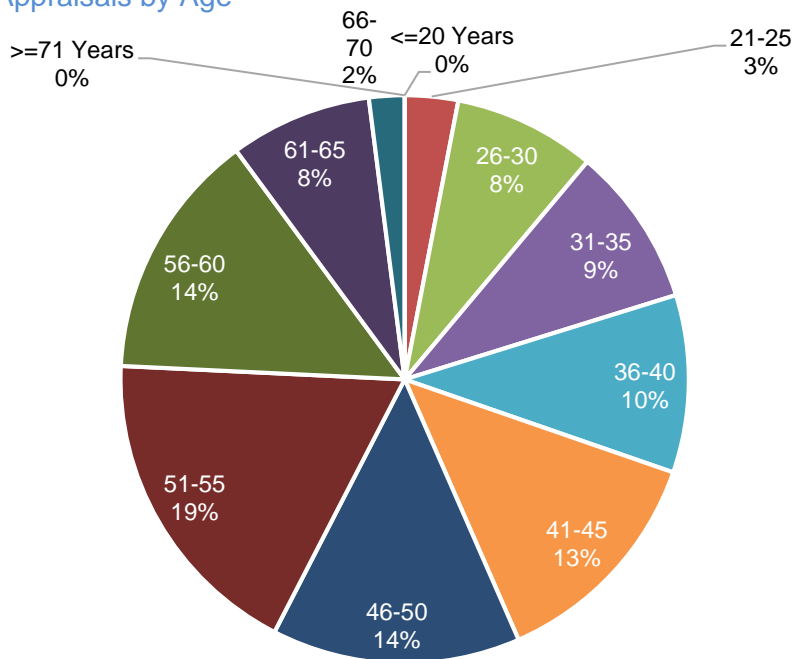
Percentage of Internal Promotions by Age



Percentage of Leavers by Age



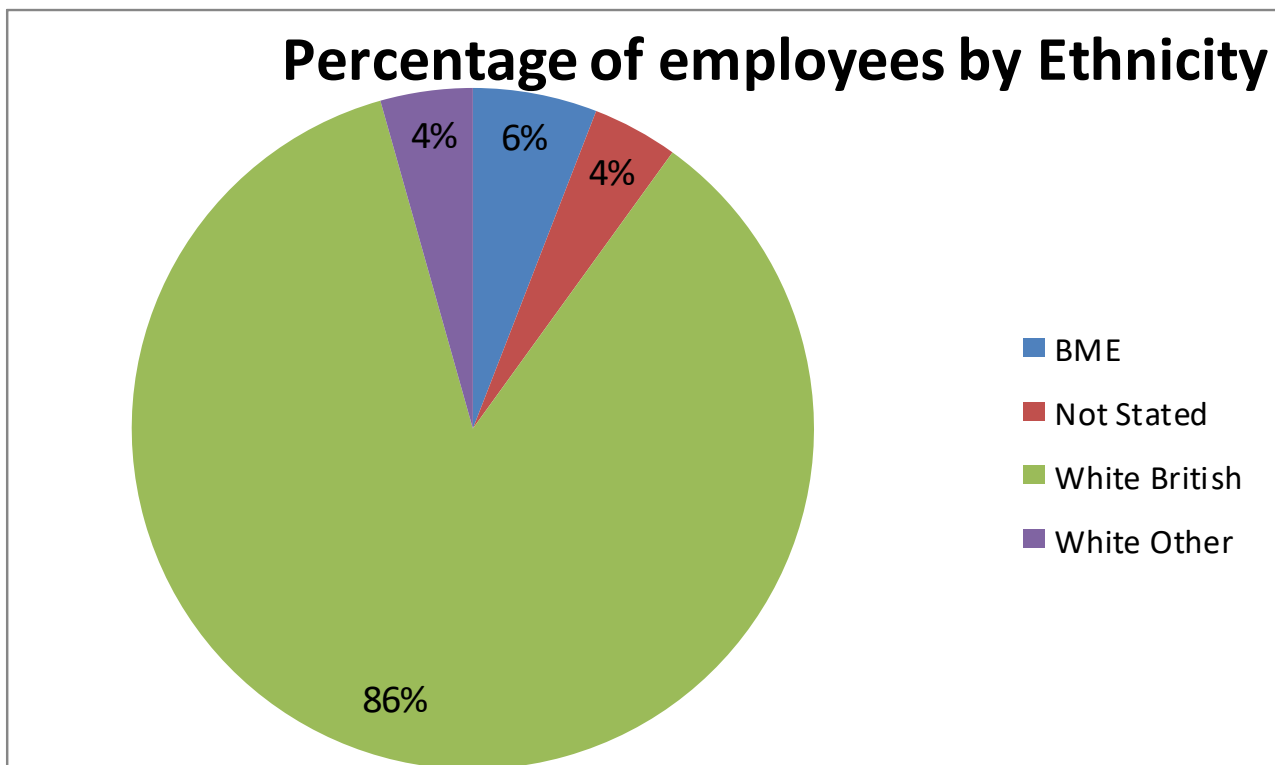
Percentage of Appraisals by Age



3.3 Ethnicity

The majority of staff identify themselves as White British and constitute over 86% of the total workforce. Black Minority Ethnic (BME) make up 6% of the workforce and the majority are working at bands 1 -7 (evidence can be seen in Appendix 1). As part of the Model Employer which is an initiative from the Workforce Race Equality Standards team we are required to encourage and increase our BME staff into leadership roles. How we intend to do this is stated in our WRES action plan, which can be found on the Torbay and South Devon website. The number of staff that have not disclosed their ethnicity is 4% of the workforce. This is an increase from 2018 when only 1.75% did not disclose. Work is underway to encourage staff to fill in their equality monitoring information. It is also worth noting that there has been a reduction in staff declaring they are white other from 4.22% in 2018 to 4% in 2019.

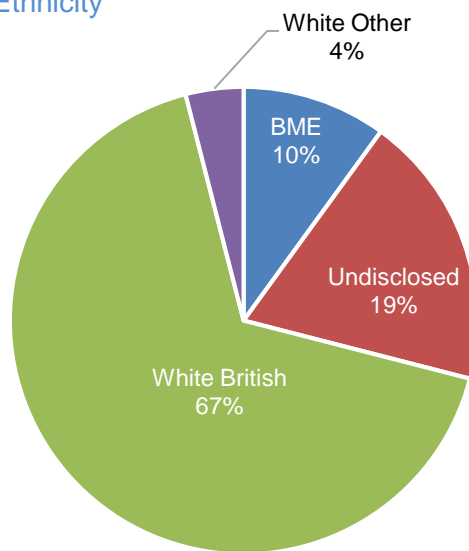
According to the Devon Census 2011, Devon has a resident ethnic minority population of circa 5%. The number of BME staff currently employed by the Trust is 6% which is 1% above the representative of the local population. However, in senior (non-medical) positions, the level of BME representation is considerably lower at less than 1%.



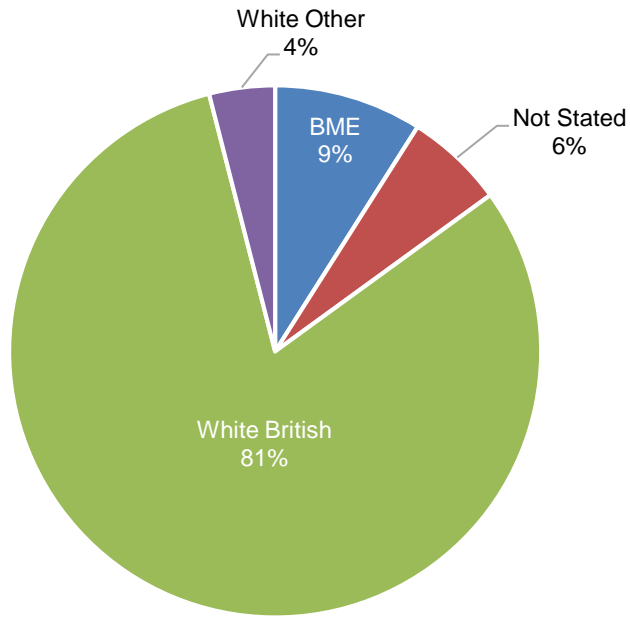
Total Number of staff Employed by Ethnicity at each pay band

Band	BME		Not Stated		White British		White Other		Grand Total	
	HC	%	HC	%	HC	%	HC	%	HC	%
Band 1-4	101	1.55%	58	0.89%	2593	39.77%	99	1.52%	2851	43.73%
Band 5-7	167	2.56%	130	1.99%	2333	35.78%	138	2.12%	2768	42.45%
Band 8+	4	0.06%	18	0.28%	246	3.77%	*	0.11%	275	4.22%
Board	*	0.00%	*	0.02%	*	0.11%	*	0.00%	*	0.12%
Jnr Dr	43	0.66%	13	0.20%	160	2.45%	6	0.09%	222	3.40%
Other Medical Staff	67	1.03%	*	0.06%	233	3.57%	36	0.55%	340	5.21%
Non A4C	*	0.03%	41	0.63%	13	0.20%	*	0.00%	56	0.86%
Grand Total	384	5.89%	265	4.06%	5585	85.66%	286	4.39%	6520	100.00%

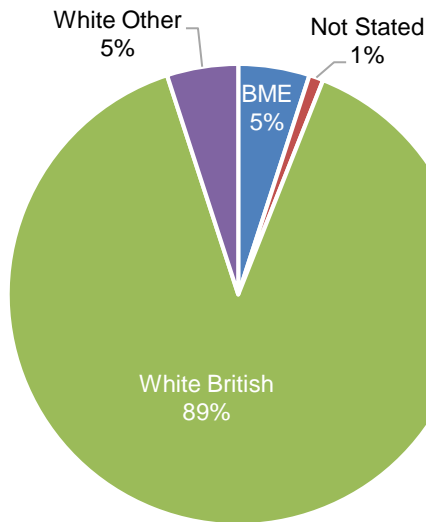
Percentage of Starters by Ethnicity



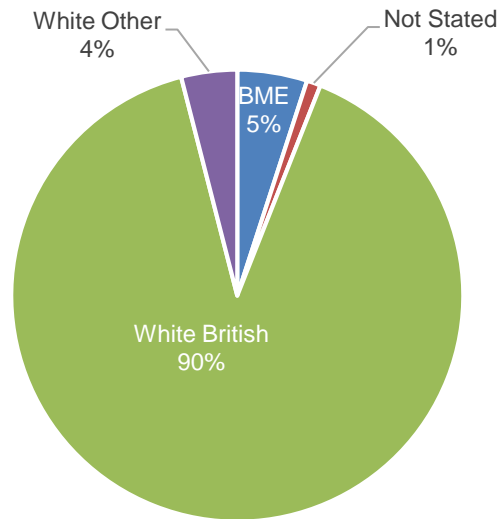
Percentage of Leavers by Ethnicity



Percentage of Internal Promotions by Ethnicity



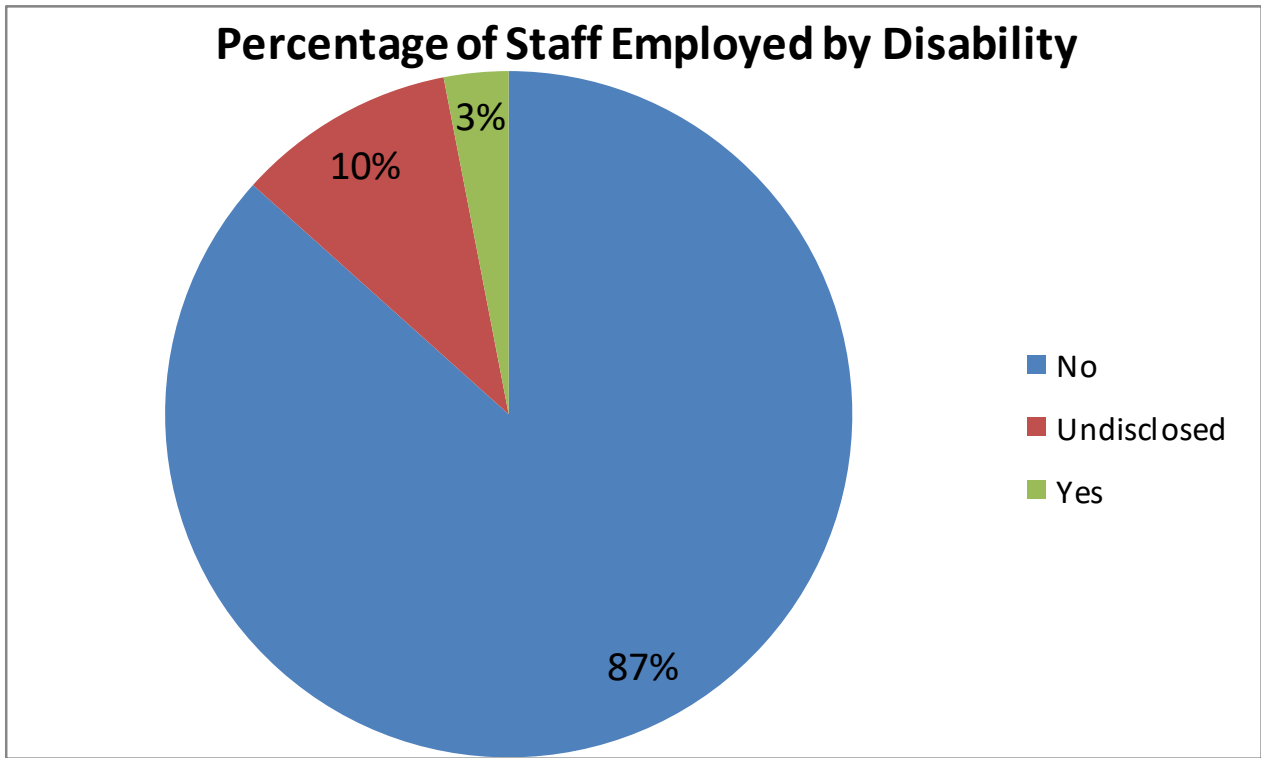
Percentage of Appraisals by Ethnicity



3.4 Disability

3% (196 staff) declared themselves as having a disability and 10% did not declare this information. In the UK, there are 13.3 million disabled people and 3.5 million are employed. (Disabled Living Foundation 2018). This reflects significant under-representation and high levels of non-disclosure which must be addressed. Of those who declared a disability, nearly 90% are currently working within roles Band 1-7 (97 staff in band 1-4 and 87 staff in band 5-7). The remaining are working in senior medical roles or band 8 and above. The introduction of the Workplace Equality Disability Standards in 2019 will require us to report annually on disability equality and to produce an action plan to address differences between disabled and non-disabled staff. The metrics will focus on areas where evidence shows that outcomes for disabled staff are poorer when compared to those of non-disabled colleagues. Our action plan for this year focussed on creating a Disability Forum who would inform the action plan. The focus will be on why people don't disclose and on producing a reasonable adjustment policy to inform all staff of the need to consider reasonable adjustments for staff who have a disability and those with long term conditions. This will enable our staff to stay in work longer thus upholding the ethos of the Integrated Care Organisations intentions. Staff from the Disability focus group have been proactive in raising awareness and have taken part in a film to highlight the need to consider reasonable adjustments. The Trust has signed up to and is now part of the Disability Confident Scheme.

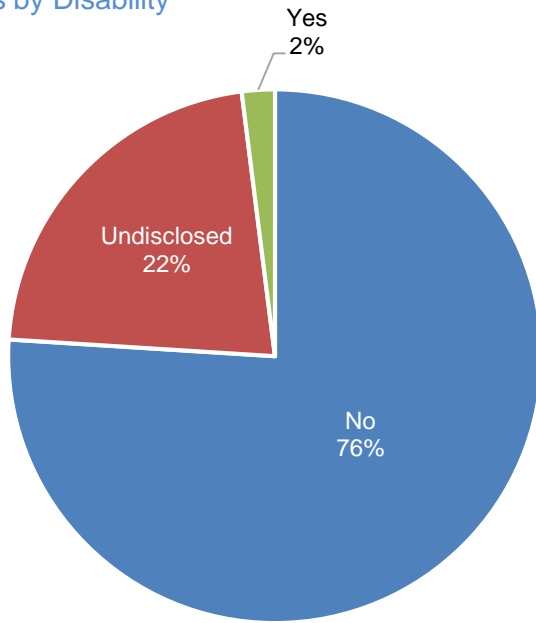
Percentage of Staff Employed by Disability



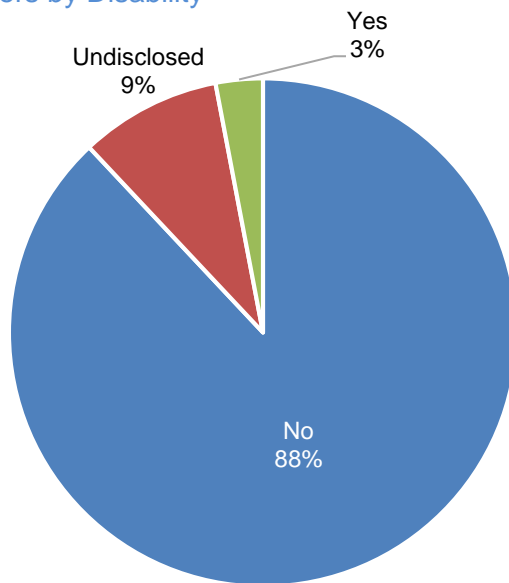
Total Number of staff Employed by Disability at each pay band

Band	No		Not Declared		Unspecified		Yes		Grand Total	
	HC	%	HC	%	HC	%	HC	%	HC	%
Band 1-4	2519	38.63%	213	3.27%	22	0.34%	97	1.49%	2851	43.73%
Band 5-7	2375	36.43%	284	4.36%	22	0.34%	87	1.33%	2768	42.45%
Band 8+	229	3.51%	32	0.49%	5	0.08%	9	0.14%	275	4.22%
Board	*	0.12%	*	0.00%	*	0.00%	*	0.00%	*	0.12%
Jnr Dr	216	3.31%	*	0.06%	*	0.00%	*	0.03%	222	3.40%
Non A4C	11	0.17%	45	0.69%	*	0.00%	*	0.00%	56	0.86%
Other Medical Staff	291	4.46%	45	0.69%	*	0.02%	*	0.05%	340	5.21%
Grand Total	5649	86.64%	623	9.56%	50	0.77%	198	3.04%	6520	100.00%

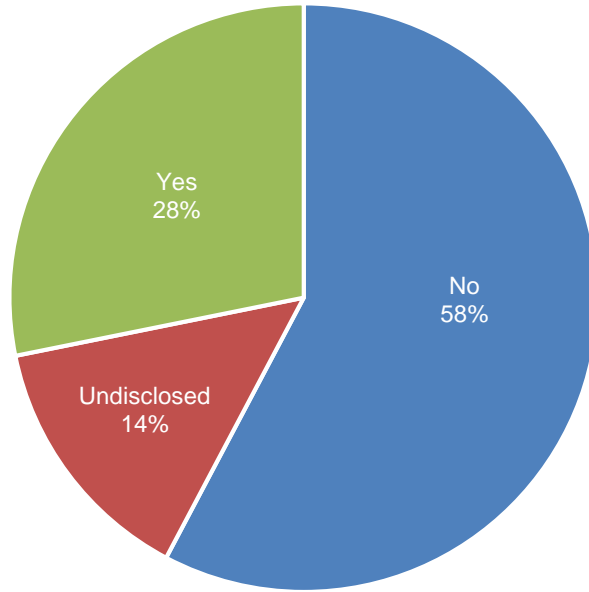
Percentage of Starters by Disability



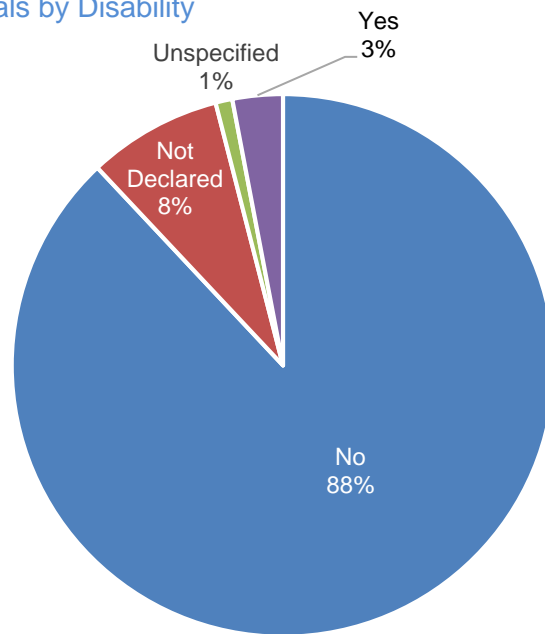
Percentage of Leavers by Disability



Percentage of Internal Promotions by Disability

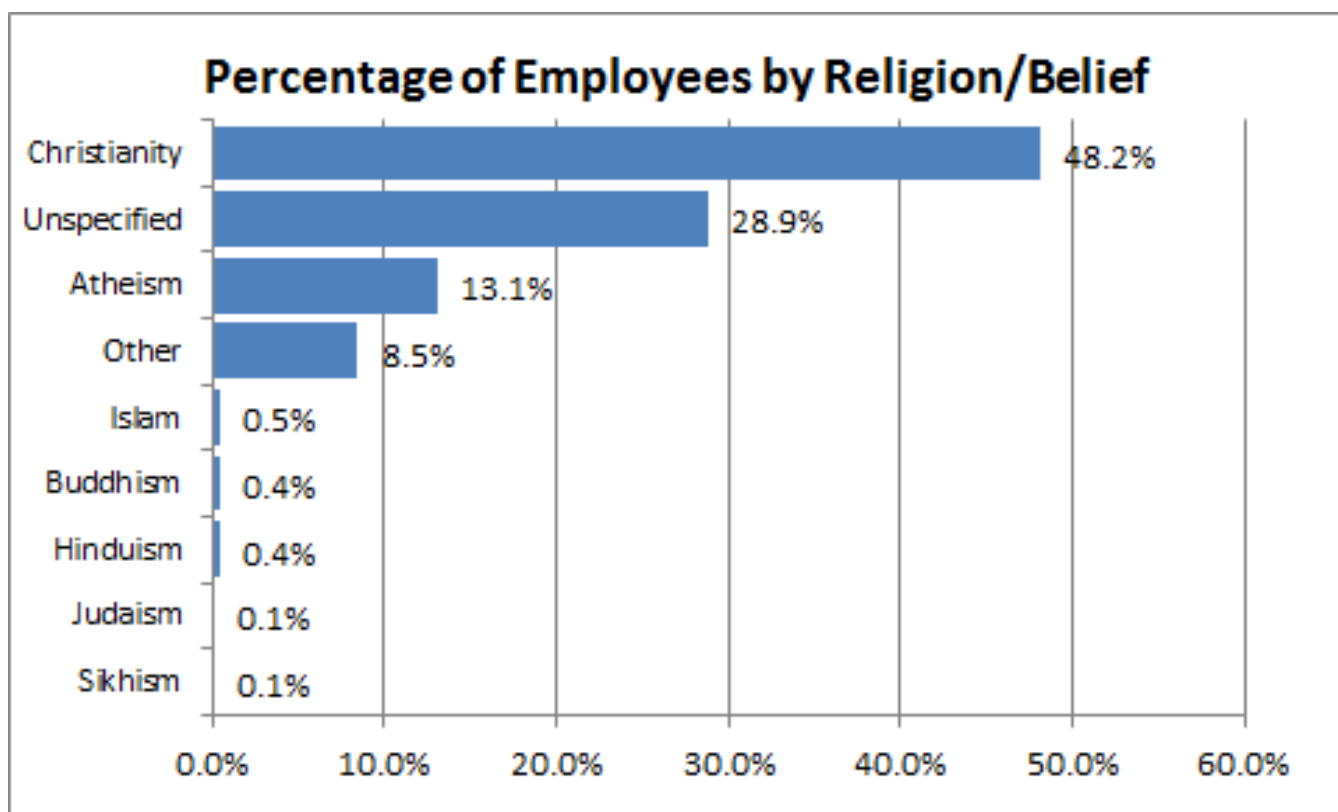


Percentage of Appraisals by Disability

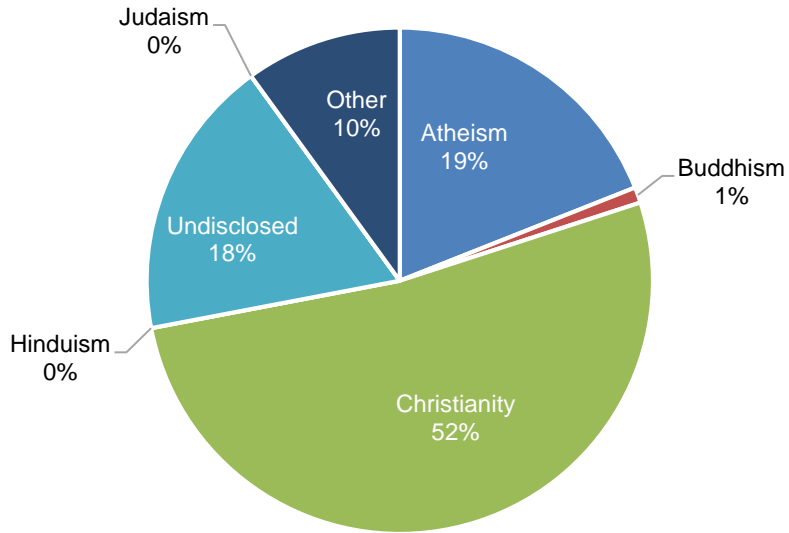


3.5 Religion and Belief

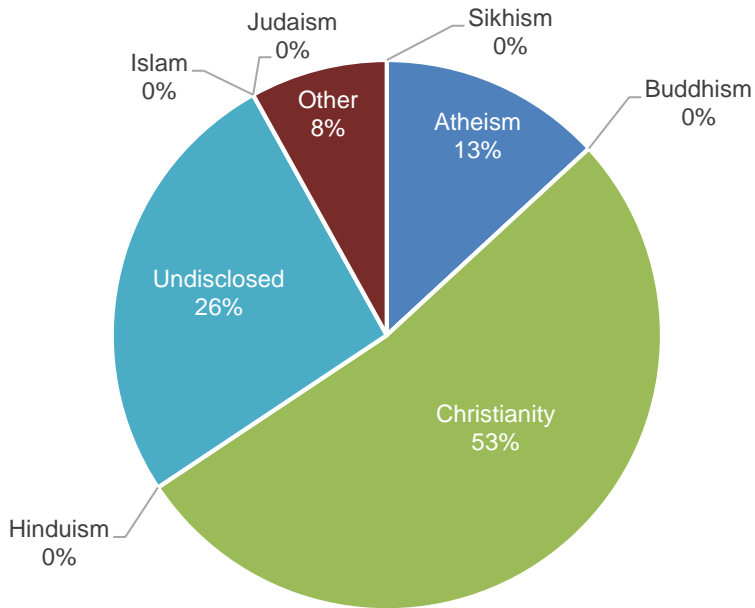
Nearly half of the workforce identifies themselves as being Christian and almost 30% of staff did not disclose. Nearly 8.5% of the workforce declared other religions or beliefs. In general, the workforce is representative of the regional population in regards to religion and belief demographics with the exception of Islam which is underrepresented (1% in Devon Census 2011).



Percentage of Internal Promotions by (non) Religion/Belief



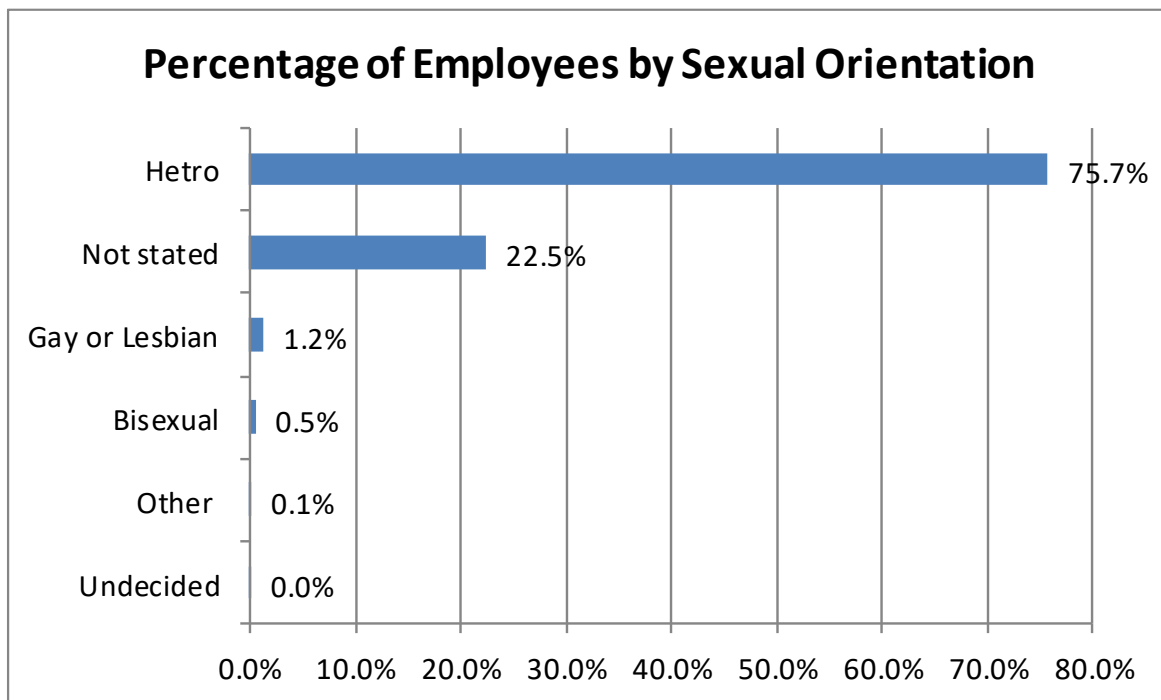
Percentage of Appraisals by (non) Religion/Belief



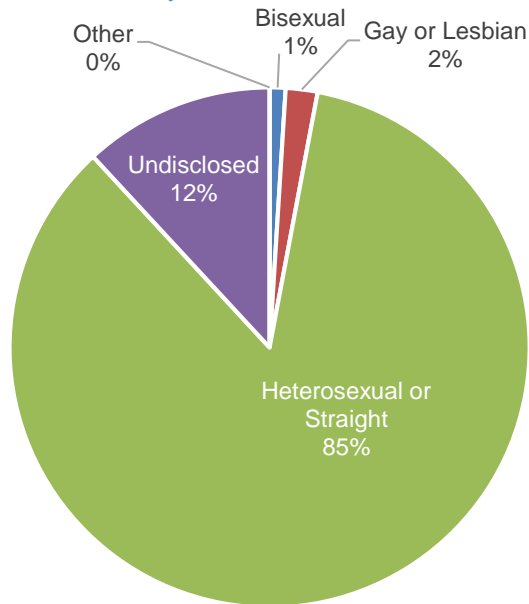
3.6 Sexual Orientation

The number of staff who declared themselves as being Lesbian, Gay or Bisexual (LGB) is less than 2%. Over 76% declared themselves as heterosexual / straight. The number of staff who did not declare this information is 22.5%. There is a slight rise this year as 2018 saw 21% non -disclosure. The Trust recognises that monitoring non -disclosure against all characteristics is essential and there is a need to understand why staff do not share this information.

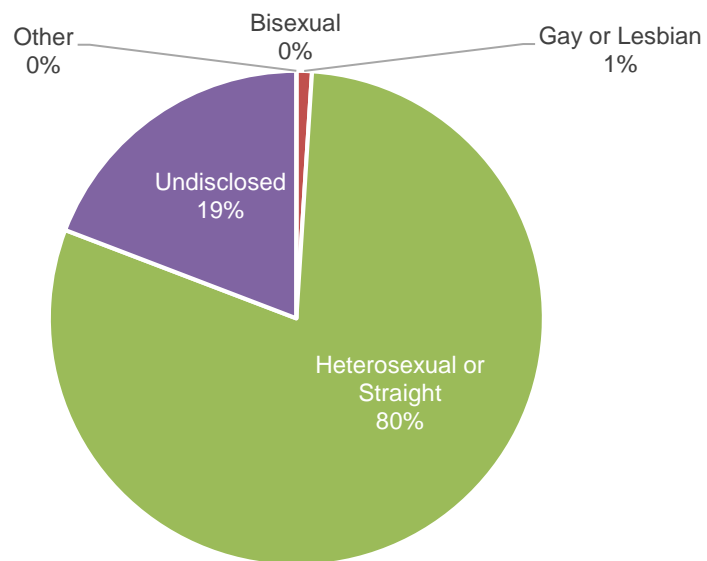
Stonewall, the organisation working for equality for lesbian, gay and bisexual people, estimates that the percentage of LGB people in the UK is 5-7 %. Therefore, LGBT employees are either underrepresented at the Trust or they are hidden in the undefined category.



Percentage of Internal Promotions by Sexual Orientation



Percentage of Appraisals 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 31st December 2019. There were 6,520 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 (29%) reported in 2018 as (23%) Sexual Orientation (22.5%), reported in 2018 as (21%) and Disability (10%), this stayed the same as 2018. The Trust is aware that it does need to continue to stress the importance of equality monitoring and create an environment where staff are able to be themselves and share what is important to them.

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 Equality Business Forum was founded in 2015 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 is specifically responsible for overseeing the implementation and development of the Trust's workforce equalities agenda. 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, developing and implementing practical solutions to improve in this area.

Key considerations for the year ahead are to focus on our ageing workforce. The data in (figure 3) shows that 54%, 2018 (55%) of our workforce are between 41-60 years. There is still a genuine risk that many of our staff will leave in quick succession taking with them unquantifiable levels of experience, organisational history and potentially leaving significant gaps in service provision that could have an impact on the organisation. We need to ensure that our workforce plans and succession planning is in place and make strides to being creative about how we can use such things as the apprenticeship levy as a pro-active way of designing roles for the future.

Another area requiring work is our high non-disclosure rates in Religion/Ethnicity/Sexual Orientation. Disability has remained constant at 10% non-disclosure this year. Understanding why people decide not to disclose this information, creating an environment where people feel able to bring their whole self to work and encouraging staff to update their personal records with this information.

This age group are sometimes referred to as the "sandwich generation". By this it is meant they could be caring for ageing relatives, looking after grandchildren along with possibly coping with health concerns and working. Therefore, an area of focus will be how do we as an organisation create a supportive, flexible environment to ensuring that members of staff feel able to manage their work and life in a productive way. With this in mind we have designed a Carer's Strategy which had been informed by the feedback during Carers Week. It focussed on the need for some flexibility, a desire to undertake carer's assessment during working hours and the ability to take and make personal calls during working hours. This was shared with all managers and is now available for staff to access. In addition, the Reasonable Adjustment Policy will be introduced in March 2020.

Monitoring requests for flexible working, and reasonable adjustments and completing the new Workforce Disability Standards (August 2019) will help to focus on areas such as coming into work when you are unwell, have reasonable adjustments been made, sickness, harassment, equal opportunities. This would link into the wellbeing agenda and give staff the support they need to be able to work for longer.

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 in August 2019 the introduction of 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.

6 References

[Devon Census 2011](#)

[Disabled Living Foundation](#)

[GOV.UK](#)

7 Actions Plans

[Diversity and Inclusion Plan](#)

