

## Workforce Equality and Diversity Report 2016/17

The Trust values its diverse current and prospective workforce and aims to develop a workplace which is representative of the communities that we serve. We recognise the values of creativity, innovation and patient-centred care through working with and embracing differences. The Trust is supported through its Equality & Inclusion programme in ensuring that it has in place fair and inclusive practices which impact upon staff.

The Trust strives to maintain accurate and current data about its workforce, in line with Data Protection legislation, to ensure strategic priorities and decisions affecting the workforce are based on accurate reporting and data.

The Trust aims to understand the diversity and demographic structure of its staff and service users/carers so that it can work towards identifying and eliminating barriers and discrimination in the workplace.

In line with the Public Sector Equality Duty requirements, the following workforce equality monitoring data provides detailed reporting and analysis on a number of key organisational functions to provide an overall audit of the workforce profile for the 2016/17 operating years. The workforce data is based on staff in post as at June 2017. Staff survey information is based on the 2016 NHS Staff Survey analysis. Population data is based on the 2011 Census. Where possible, data has been compared to that produced for the previous financial year.

The Workforce Equality and Diversity Report will consider the following 5 key areas;

- Meeting the Public Sector Equality Duty
- Staff profile
- Leavers
- Promotions
- Employee Relations
- Recruitment
- Progress against the national Workforce Race Equality Standard metrics

### 1. Meeting the Public Sector Equality Duty (PSED)

This report is focused on the workforce.

The general duty of the PSED requires that the Trust:

- Eliminates unlawful discrimination, harassment and victimisation
- Advances equality of opportunity between people who share a protected characteristic and those who do not; and
- Fosters good relations between people who share a protected characteristic and those who do not

### Current Activity

**Ethnicity-** We completed the Next Steps pilot programme in May 2017 with funding from the Leadership Academy . This twelve month pilot aimed to provide a cohort of 8 unemployed or underemployed graduates with a bespoke leadership and project management development

programme within the Trust. Trainees undertook project management roles within both Care Groups and Corporate Services. The programme aimed to provide the trainees with the knowledge and experience to secure employment within the NHS and to inform organisational leadership and cultural competence approaches through collaborative learning.

Since the completion of the programme in May 2017, seven of the trainees have secured employment, six within the NHS including one within the Trust within the Continuous Improvement Team. The external evaluation of the programme will be completed in August 2017 and the learning shared to inform leadership development and future vocational support programmes within the Trust.

**Disability-** In 2016/17 scoping work was undertaken to identify and develop a model to increase employment opportunities for people with learning disabilities within the Trust. We are currently in the process of developing a twelve month Group Internship Programme which will commence in January 2018. This will provide a cohort of up to eight students with a twelve month supported internship programme within the Trust, with the aim that they will gain the experience to secure employment either within the Trust or with local employers.

## 2. Staff profile

The Trust's aspiration is to have a workforce which reflects the communities it serves.

To provide a baseline, pages 6 to 17 within Appendix A of this report presents detailed analysis for both our substantive and flexible (bank) workforce against the Leeds 2011 Census Data and by care group/directorate.

Analysis against the 2015/16 workforce figures for our substantive staff identifies:

- **Gender-** In line with NHS workforce figures nationally there is an under-representation of men within the workforce. The Leeds 2011 Census figures show a population split of 51% female and 49% male. The number of males and females remains static with females representing 72% and males 28% of the workforce.
- **Age-** Representation continues to remain highest amongst the 46-55 age groups, however the largest decrease (-0.6%) is evident in the 41-45 year old categories when compared with 2015-16. The representation within the 16-30 year old age groups remains static when compared to 2015/16. The age group analysis across all services illustrates an almost equal distribution of age groups across both Care Groups and Corporate Services.
- **Ethnicity-** The number of staff who are from Black and Minority Ethnic (BME) communities remains static with 15.2% BME. This is above the Leeds Census figure of 14.9%. It should be noted that by pay band and job role there is an under-representation of BME staff when compared to the overall workforce across a number of areas, predominantly for more senior roles at Band 5 and above.
- **Disability-** 5.4% of the workforce declared a disability or long-term health condition this is a 0.3% increase. This below the Leeds Census figure of 16.7%, but it should be noted that this figure is for the population of Leeds and not just for working age adults.
- **Sexual Orientation-** 3.7% of the workforce have declared that they are either lesbian, gay or bisexual (LGB) this is 0.2% increase. There are no accurate population comparison figures but this figure is lower than the national estimation supplied by Stonewall of 5% to 7%

### **3. Leavers**

A total of 327 substantive staff left the Trust in 2016/17, further details can be accessed at page 18 within Appendix B of this report.

Analysis has identified that there were no significant differences for leaving rates by gender, disability, ethnicity, sexual orientation and religion or belief.

The most frequent departures occurred within the Agenda for Change Band 5 at 22.7%, followed by Band 3 at 18.7% and Band 6 at 14.7%. This trend is similar to that of the 2015-16 reporting, however the highest rate of leavers during that period was from Band 3 (22.4%), Band 5 (19.6% and Band 6 (18.4%).

The highest distribution of leavers: 42.6% were from the 26-40 years age categories, followed closely by 12% of leavers falling in the 21-25 years groups. In 2015/16 the highest proportion of leavers were aged within the 46-60 years age groups at 41.6%.

### **4. Promotions**

A total of 46 members of staff were promoted during 2016/17, further details can be accessed at page 19 within Appendix C of this report.

Analysis has identified that although the gender make-up of the Trust is 72.1% female and 27.9% male that 65% of those promoted were women and 35% male. Based on these findings therefore, men are 1.4 times more likely to be promoted than women.

In terms of ethnic profiling, 91.3% of those promoted identified as White which is 6.7% higher than the overall White workforce population.

The highest percentage of promotions occurred at Agenda for Change Band 6 at 45% and that 50% of staff promoted were from within the nursing and midwifery staff groups.

### **4. Employee Relations**

This report focuses on grievance and disciplinary cases, further details for both our substantive and flexible (bank) workforce can be accessed from page 20-25 within Appendices D and E of this report.

#### **Grievance Cases**

Analysis against the 2015/16 workforce figures for our substantive staff identifies that there has been an increase in the number of grievance cases from 13 in 2015/16 to 40 in 2016/17. Further analysis will be undertaken to identify any specific themes or reasons for the increase.

The 2016/17 data shows that:

- 7.5% of grievances were from staff who had declared a disability. This is higher than the existing substantive reported disabled staff figure of 5.4%
- 21% of grievances were taken further by BME staff which illustrates a disproportionality in terms of BME substantive staff representation at 15.2%

#### **Disciplinary Cases**

Conversely analysis against the 2015/16 workforce figures for our substantive staff identified that there has been a 9.2% reduction in the number of disciplinary cases from 129 in 2015/16 down to 119 in 2016/17.

The 2016/17 data shows over-representation within the following areas:

- **Gender**- 47.9% of substantive and 52.3% of Bank staff involved are male when compared to the Trust's overall gender profile of 72.1% female and 27.9% male (*substantive*) and 63.3% female and 36.7% male (*Bank*) staff,
- **Ethnicity**- 17.6% of substantive staff identified as BME and 75% of all Bank staff under disciplinary investigations identified as BME.

## 5. Recruitment

Further recruitment conversion data can be accessed at pages 26 to 28 within Appendix F of this report.

There were a total of 7937 applications submitted for Trust positions during this year resulting in 283 overall appointments which illustrates an average of 28 applications per vacancy.

The 2016/17 data shows the following:

- **Ethnicity**- 19.3% of those appointed identified as BME which is a 6.6% increase from 2015/16.
- **Disability**- 6.3% of applicants declared a disability and 7.1% of all appointments identified as disabled. This is higher than the percentage of staff who have a recorded disability or long-term condition via the staff records system ESR.
- **Gender**- There were over twice as many female applicants than male and with 78.1% of those appointed female in comparison to 21.9% male.

## 6. Progress against the national Workforce Race Equality Standard

Comparative WRES data against the nine metrics within the standard can be accessed at pages 29 to 30 within appendix G of this report.

The Workforce Race Equality Standard (WRES) was introduced across the NHS from April 2015 to ensure that employees from BME backgrounds have equal access to career opportunities and receive fair treatment within the workplace.

A WRES action plan has been developed through staff engagement in 2015/16 with focus on recruitment and career progression; access to training and development; talent management and culture and communication.

Comparative analysis against the 2015/16 WRES data identified the following :

### Areas that have improved

- Metric 6- Staff Survey question- Percentage of BME staff experiencing harassment, bullying or abuse from staff in the last 12 months
- Metric 7- Staff Survey question- Percentage of BME staff believing that the trust provides equal opportunities for career progression or promotion
- Metric 8- Staff Survey question- Percentage of BME staff who personally experienced discrimination at work from a manager/team leader or other colleague

### Areas for further development

- Metric 1- Representation of BME staff within specific Agenda for Change pay bands particularly at more senior band 7 and above.

- Metric 2- Relative likelihood of BME staff being appointed from shortlisting across all posts
- Metric 3- Likelihood of BME staff entering the formal disciplinary process
- Metric 4- Relative likelihood of BME staff accessing non-mandatory training and CPD
- Metric 5- Staff Survey question- Percentage of staff experiencing bullying, harassment or abuse from patients, relatives or the public in the last 12 months
- Metric 9- Percentage difference between the organisation's Board membership and its overall workforce

## 1. Staff Profile

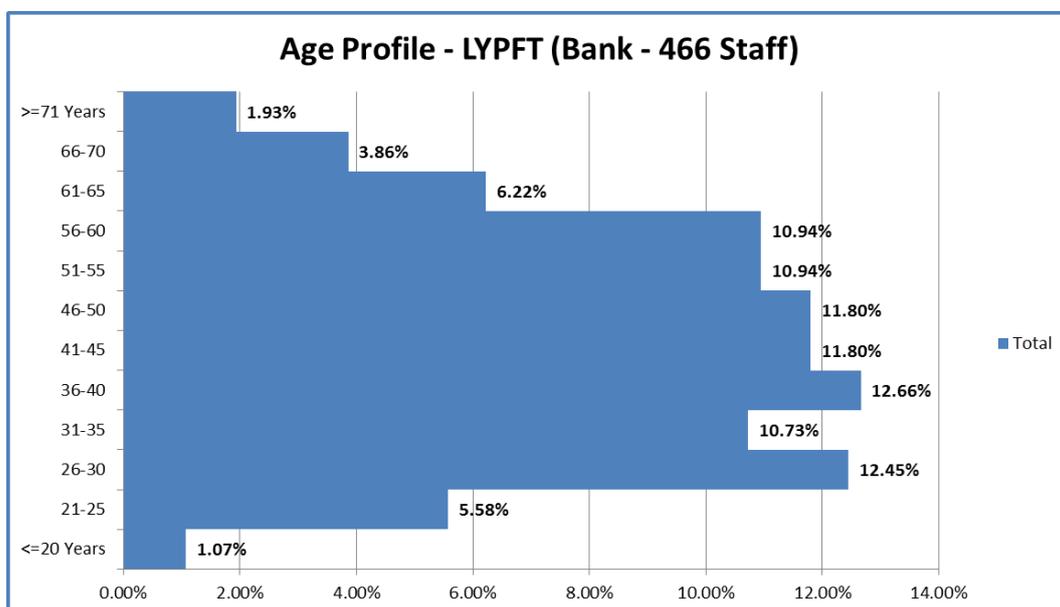
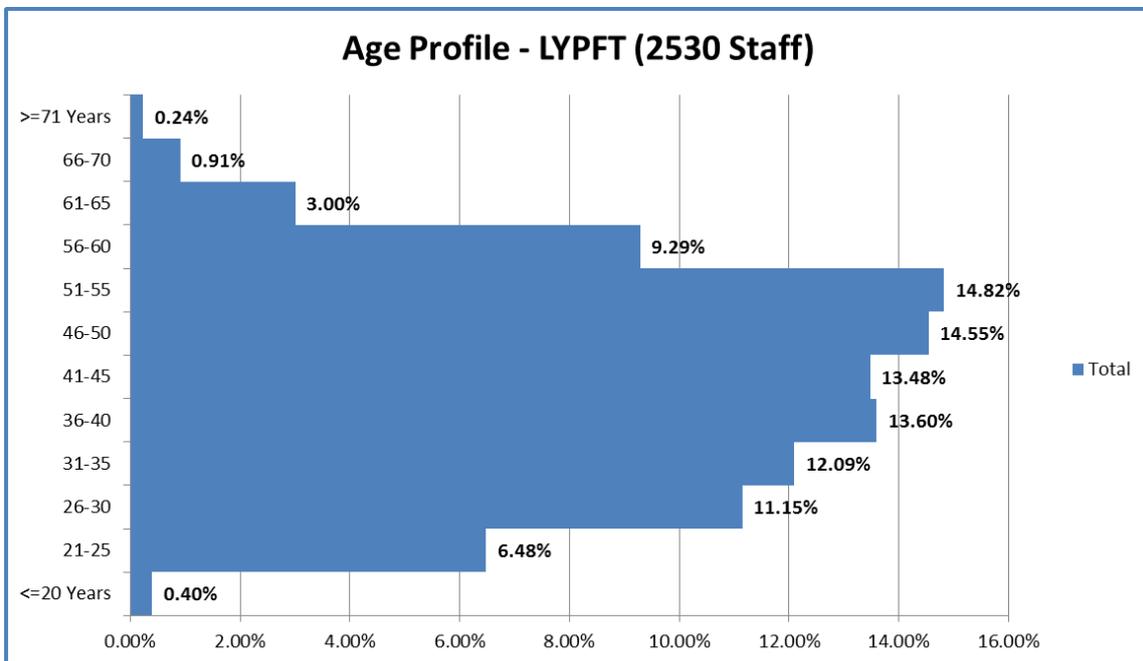
<b>GENDER</b>	<b>Substantive % 31/3/17</b>	<b>Bank % 31/3/17</b>	<b>Leeds population Census 2011 %</b>
Female	<b>72.1</b>	<b>63.3</b>	<b>51</b>
Male	<b>27.9</b>	<b>36.7</b>	<b>49</b>
<b>AGE</b>	<b>Substantive % 31/3/17</b>	<b>Bank % 31/3/17</b>	<b>Leeds population Census 2011 %</b>
<=20 years	0.4	1.1	Data Not Comparable
21-25	6.5	5.6	
26-30	11.2	12.4	
31-35	12.1	10.7	
36-40	13.6	12.7	
41-45	13.5	11.8	
46-50	14.6	11.8	
51-55	14.9	10.9	
56-60	9.3	10.9	
61-65	3.0	6.2	
66-70	0.9	3.9	
>=71 years	0.2	1.9	
<b>DISABILITY</b>	<b>Substantive % 31/3/17</b>	<b>Bank % 31/3/17</b>	<b>Leeds population Census 2011 %</b>
Yes	5.4	3.7	Day to day activities limited a lot/little: 16.7%
No	84.4	84.8	
Not Stated	10.2	11.5	
<b>ETHNICITY</b>	<b>% on 31/3/17</b>	<b>Bank % 31/3/17</b>	<b>Leeds population Census 2011 %</b>
White	84.3	<b>50.2</b>	<b>85.1</b>
Mixed ethnicity	<b>2.1</b>	<b>3.2</b>	<b>2.6</b>
Asian	<b>5.8</b>	<b>6.9</b>	<b>7.7</b>
Black	<b>6.9</b>	<b>36.1</b>	<b>3.5</b>
Other	<b>0.4</b>	<b>0.4</b>	<b>1.1</b>
Not Stated	0.6	3.2	-
<b>RELIGION OR BELIEF</b>	<b>% on 31/3/17</b>	<b>Bank % 31/3/17</b>	<b>Leeds population Census 2011 %</b>
Atheism	15.2	9.0	28.2
Buddhism	0.3	0.9	0.4
Christianity	46.1	52.8	55.9
Hinduism	1.2	0.4	0.9
Islam	2.5	3.2	5.4
Jainism	-	0.2	
Judaism	0.3	0.9	0.9
Sikhism	0.7	1.9	1.2
Not Disclosed	23.6	26.4	6.7

Other	10.1	4.3	0.3
<b>SEXUAL ORIENTATION</b>	<b>% on 31/3/17</b>	<b>Bank % 31/3/17</b>	<b>UK Demographics (Stonewall) %</b>
Heterosexual	77.1	77.2	93-95
Lesbian, Gay or Bisexual	<b>3.7</b>	<b>3.7</b>	<b>5-7</b>
Prefer not to say	19.2	19.1	

**Gender:**

There is negative disproportionality in 2016-17 for the number of males:females within the Trust when compared local census data.

**Age:**



Substantive workforce representation continues to remain highest amongst the 46-55 age groups, however the largest decrease (-0.6%) is evident in the 41-45 year old categories when compared with 2015-16.

However the highest proportion of Bank staff are aged between 36-40 years. Staff in the 61- >=71 years categories highlights that Bank staff representation in these ranges is 12% compared with only 4.15% of substantive staff which also translates as Bank staff are 3.5 times more likely to be working aged 61 - >=75years than substantive staff.

### **Disability:**

There is 0.3% positive growth of staff with a disability within the Trust during 2016-17 compared with the previous financial year, however there is still negative disproportionality where it seeks to represent disabled communities in Leeds in both Substantive and Bank staff.

### **Ethnicity:**

When compared with the Census 2011, the Trust is largely representative of the White population of Leeds with 84.3% of the substantive workforce identifying as White (this includes White Irish and White Other Background). 15.2% of the current Trust workforce identify as BME.

Over the last two financial years, there continues to be an under-representation of Asian communities in the workforce when compared with the Census figures of 7.7%. There is also a slight under-representation of Mixed ethnic groups in the Trust.

In terms of Bank staff representation, 50.2% of the Bank workforce identify as White, 36.1% from Black communities and 10.5% from Asian or other minority groups.

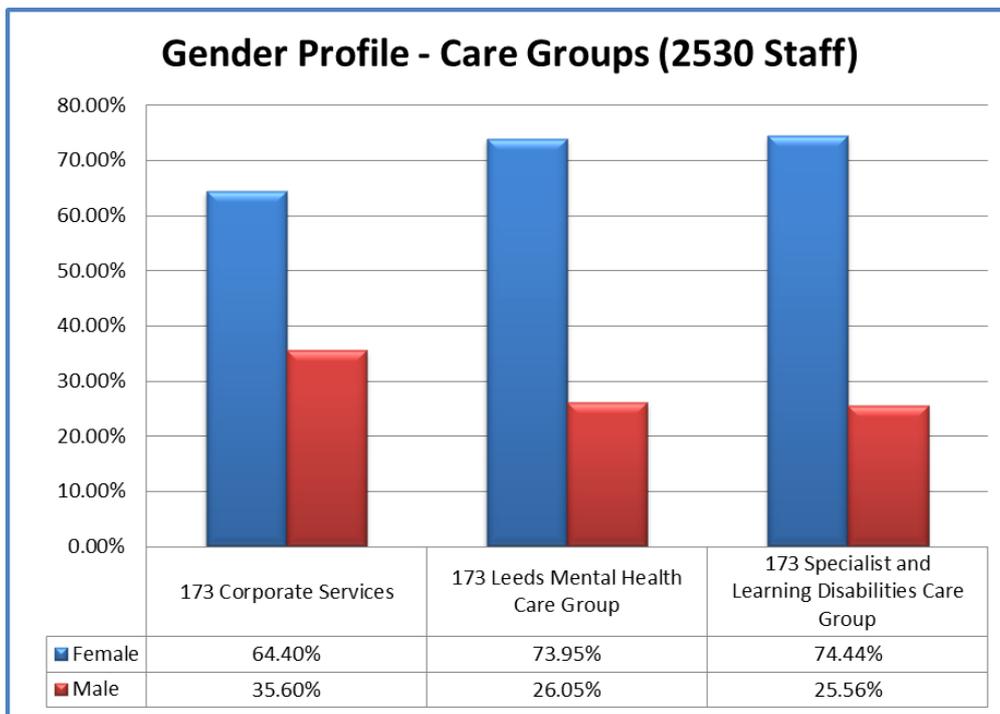
### **Religion or Belief:**

There is an under-representation of most religion or spiritual beliefs within the Trust when compared to the local Census, however this is not the case with Hinduism which is positively representative at 1.2% compared with the Census at 0.9%.

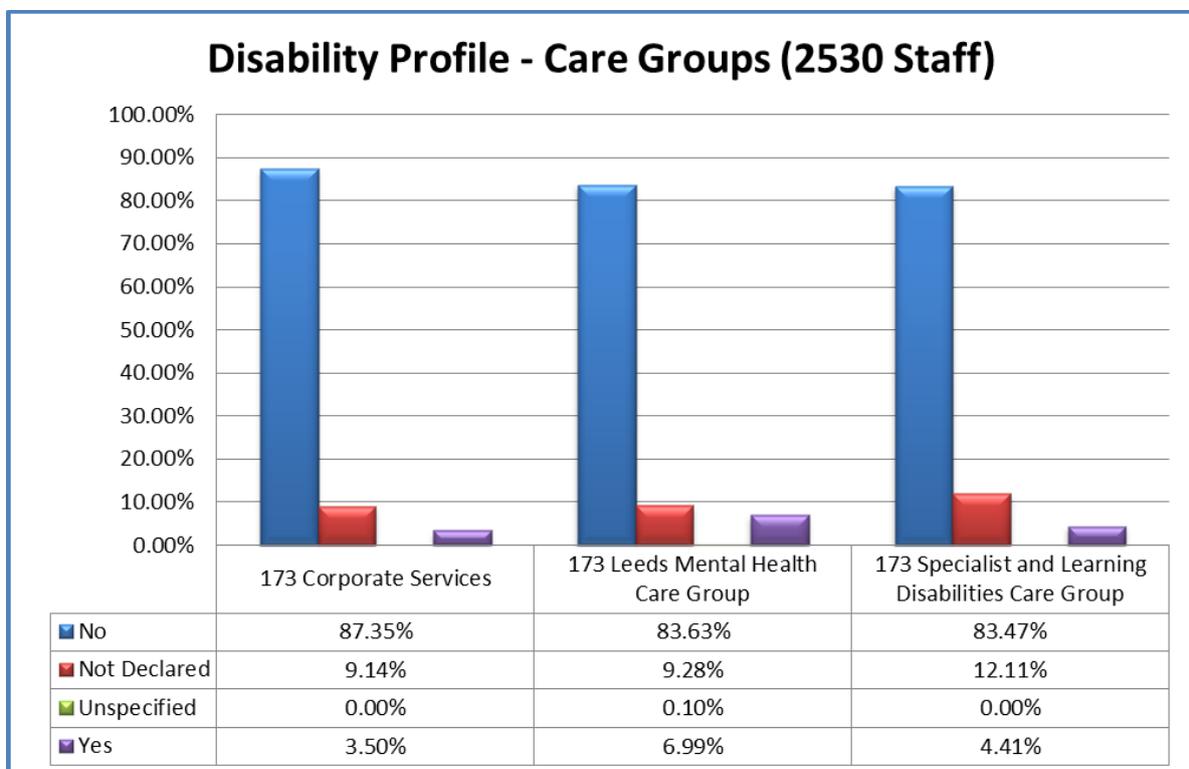
### **Sexual Orientation:**

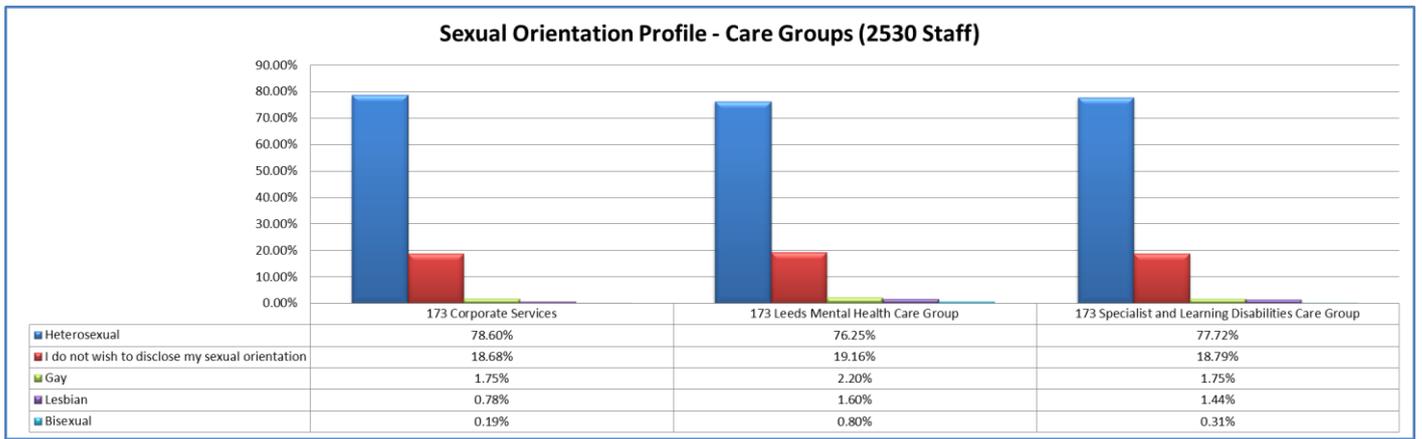
3.7% of the workforce (both Substantive and Bank staff) have declared their sexual orientation as either lesbian, gay or bisexual which, although is lower than the national estimation supplied by Stonewall (5-7%), shows a 0.2% positive increase when compared the 2016 workforce data.

## Analysis by Care Groups

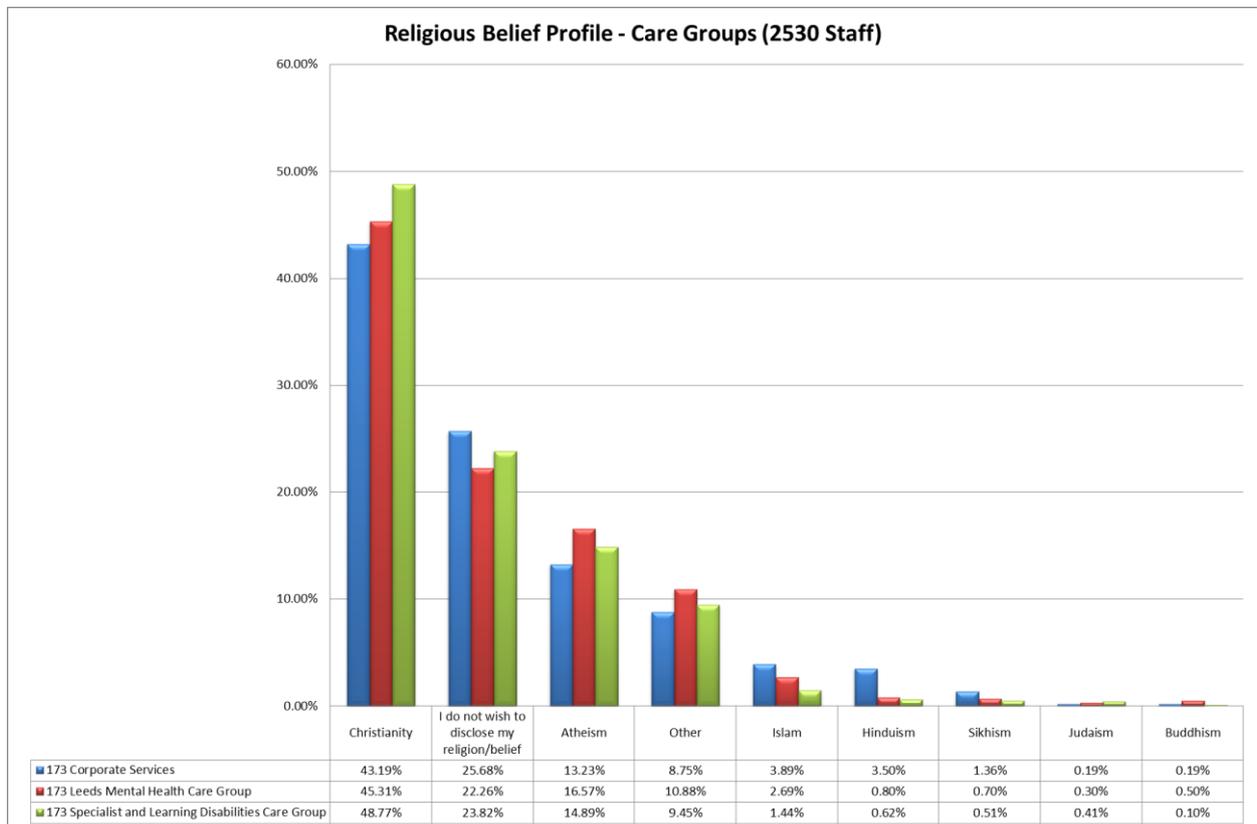


When compared with the local census 2011, which somewhat represents a 50:50 split between males and females in Leeds, there is significant under representation of men in the Trust and more so in the clinical care groups.

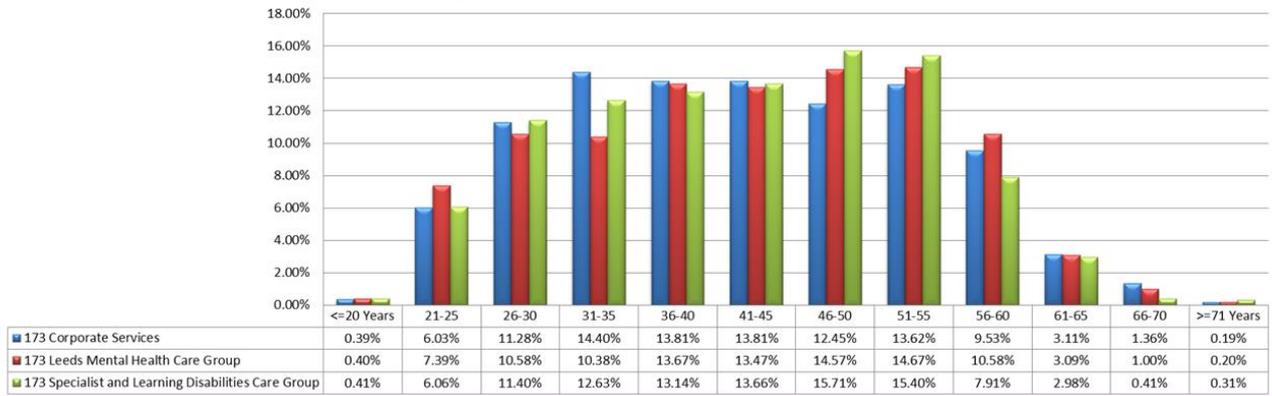




As illustrated in the Trust overall profile, there is an under representation of LGB groups within the Trust workforce. The highest representation of this group is in the Leeds Care Group (4.6%), followed by Specialist and LD Care Group (3.4%) and Corporate Services (2.8%).

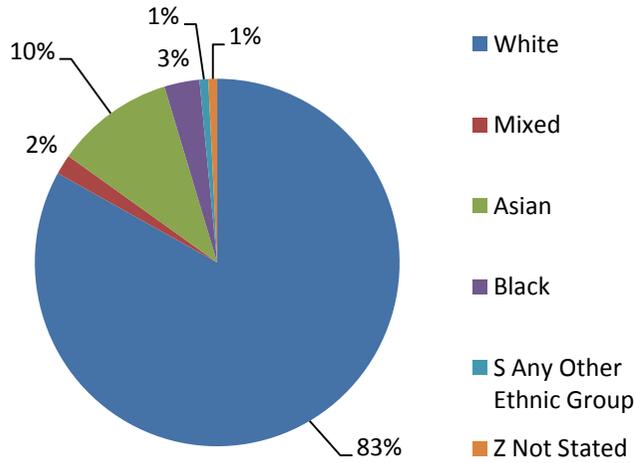


**Age Profile - Care Groups (2530 Staff)**

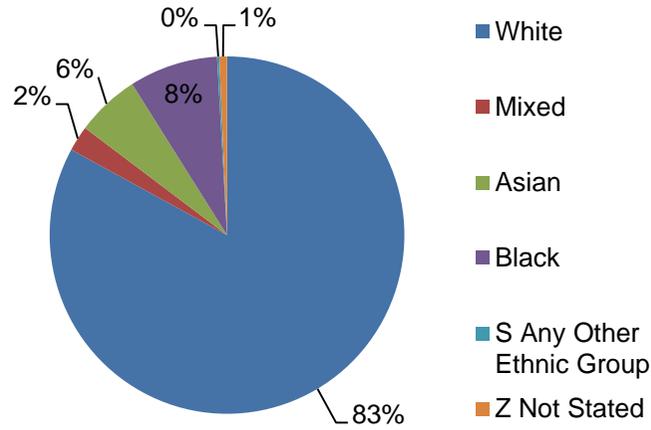


The Age Profile analysis across all Care Groups illustrates an almost equal distribution of age groups across both Care Groups and Corporate Services.

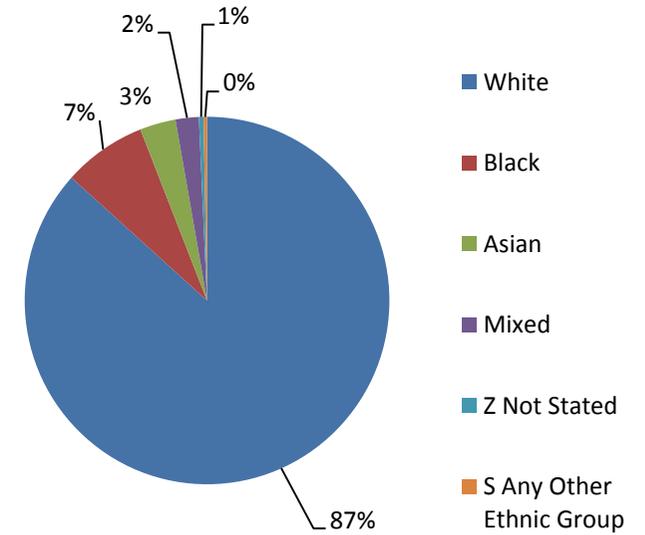
### Corporate Services Ethnicity Breakdown



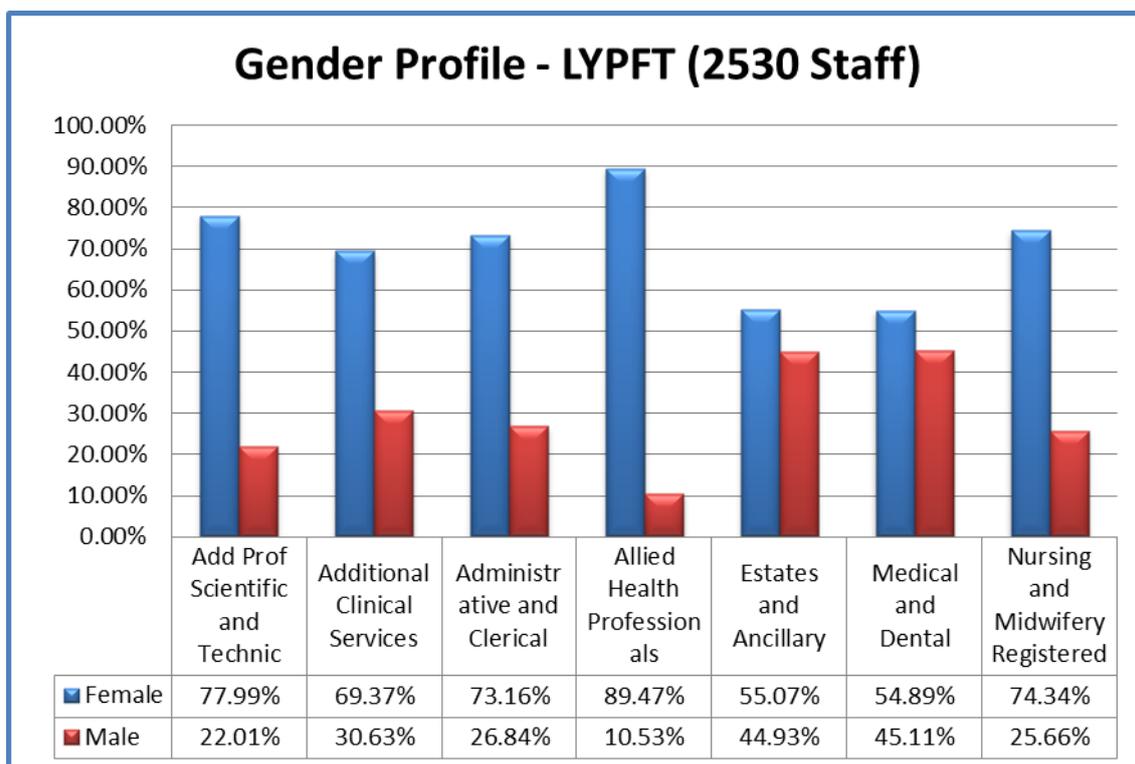
### Leeds Care Group Ethnicity Breakdown



### SS/LD Care Group Ethnicity Breakdown



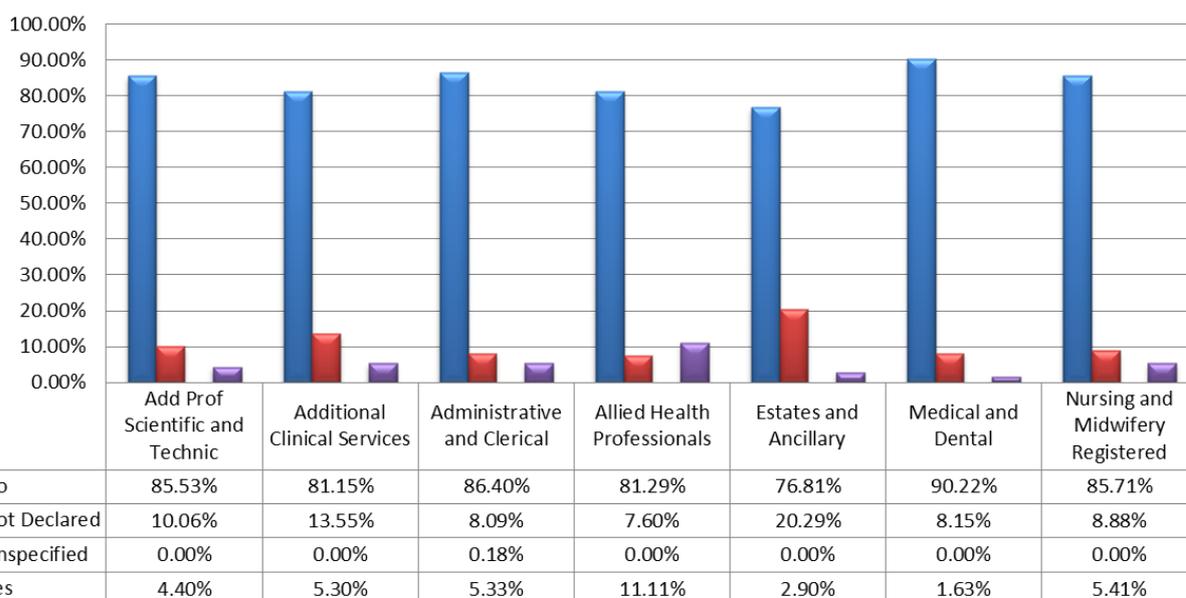
## Analysis by Staff Groups



### Gender:

Although the Trust overall gender profile reflects a 75:25 representation of females to males, disaggregation by staff groups provides further disparity. Only 10.5% of Allied Health Professionals in the Trust are male compared with 89.5% female staff. However, representation in Medical and Dental is more reflective of the local census figures with 54.9% female and 45.1% male staff. This is also the case in Estates and Ancillary with 55.1% female and 44.9% male. The remaining staff groups – Add Prof Scientific and Technical, Additional Clinical Services, Admin & Clerical and Nursing/Midwifery are more indicative of the overall Trust representation split of around 3:1 female to male.

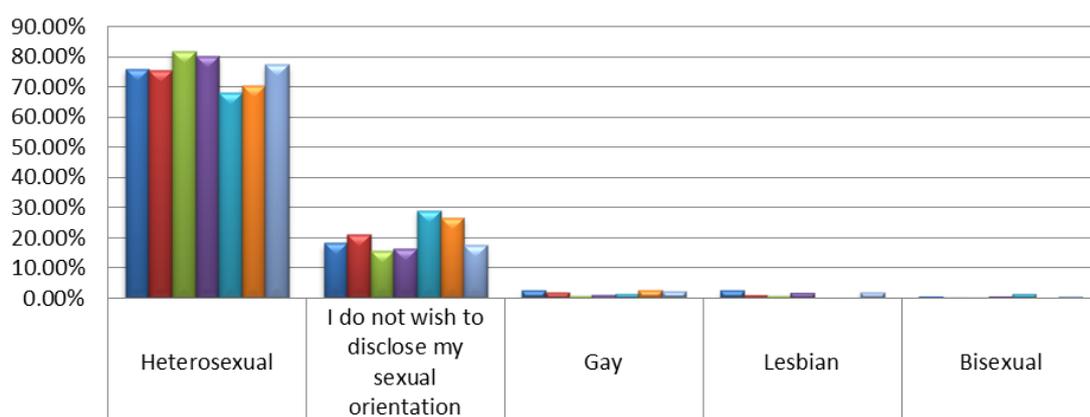
### Disability Profile - LYPFT (2530 Staff)



### Disability:

The Allied Health Professionals staff group hosts the highest number of staff within the Trust who have declared a disability at 11.1%. The Add Prof Scientific and Technical, Add Clinical Services, Admin and Clerical and Nursing and Midwifery collective have an average of around 5.1% staff with a disability in post. Data for Estates and Ancillary illustrates 2.9% of disabled staff, however 20.3% of staff within this group have not declared whether they have a disability and is the highest percentage for 'undeclared' across all staff groups. 1.63% of Medical and Dental staff have declared a disability.

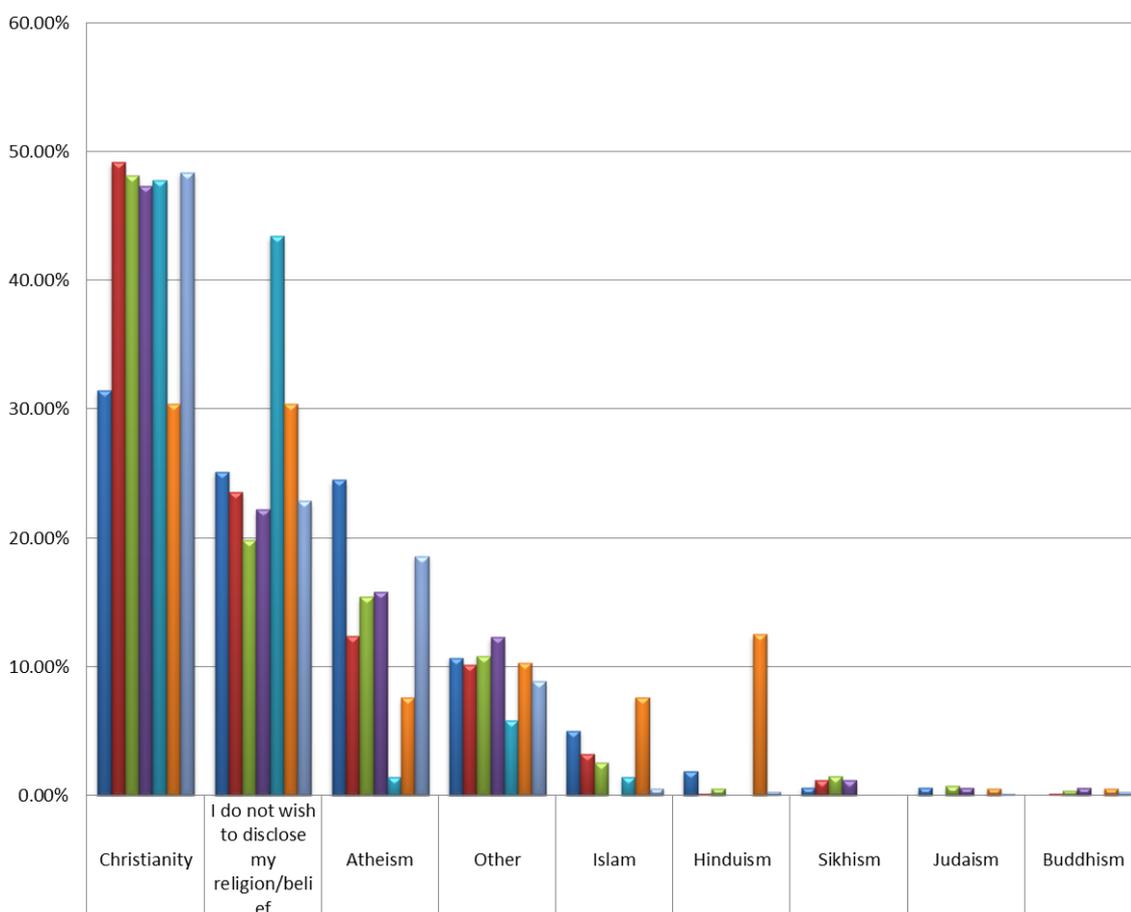
### Sexual Profile - LYPFT (2530 Staff)



## Sexual Orientation:

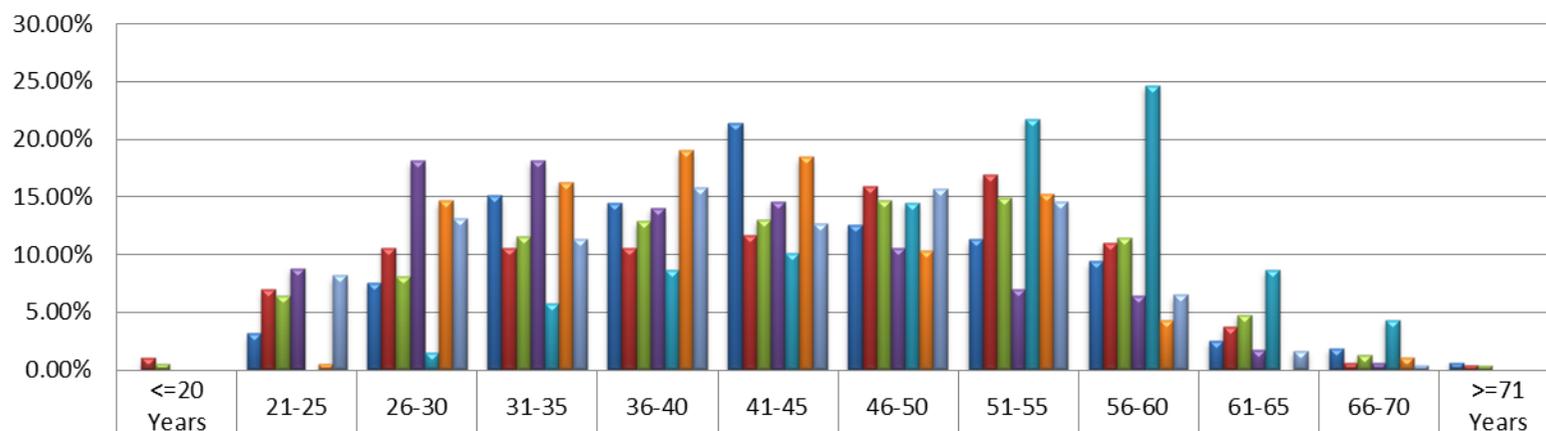
The staff groups most representative of LGB groups are Add Prof Scientific and Technical Nursing and Midwifery with respective figures of 5.7% and 5.0% which reflect the current national estimate provided by Stonewall (5-7%). Least LGB representation is from within the Admin and Clerical (2.2%), Medical and Dental (2.7%) and Estates and Ancillary (2.9%) groups.

**Religious Belief Profile - Staff Groups (2530 Staff)**



Religious Belief	Add Prof Scientific and Technic	Additional Clinical Services	Administrative and Clerical	Allied Health Professionals	Estates and Ancillary	Medical and Dental	Nursing and Midwifery Registered
Christianity	31.45%	49.19%	48.16%	47.37%	47.83%	30.43%	48.40%
I do not wish to disclose my religion/belief	25.16%	23.56%	19.85%	22.22%	43.48%	30.43%	22.88%
Atheism	24.53%	12.37%	15.44%	15.79%	1.45%	7.61%	18.59%
Other	10.69%	10.16%	10.85%	12.28%	5.80%	10.33%	8.88%
Islam	5.03%	3.24%	2.57%	0.00%	1.45%	7.61%	0.55%
Hinduism	1.89%	0.15%	0.55%	0.00%	0.00%	12.50%	0.28%
Sikhism	0.63%	1.18%	1.47%	1.17%	0.00%	0.00%	0.00%
Judaism	0.63%	0.00%	0.74%	0.58%	0.00%	0.54%	0.14%
Buddhism	0.00%	0.15%	0.37%	0.58%	0.00%	0.54%	0.28%

## Age Profile - Staff Groups (2530 Staff)



	<=20 Years	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	>=71 Years
Add Prof Scientific and Technic	0.00%	3.14%	7.55%	15.09%	14.47%	21.38%	12.58%	11.32%	9.43%	2.52%	1.89%	0.63%
Additional Clinical Services	1.03%	6.92%	10.60%	10.60%	10.60%	11.63%	15.91%	16.94%	11.05%	3.68%	0.59%	0.44%
Administrative and Clerical	0.55%	6.43%	8.09%	11.58%	12.87%	13.05%	14.71%	14.89%	11.40%	4.78%	1.29%	0.37%
Allied Health Professionals	0.00%	8.77%	18.13%	18.13%	14.04%	14.62%	10.53%	7.02%	6.43%	1.75%	0.58%	0.00%
Estates and Ancillary	0.00%	0.00%	1.45%	5.80%	8.70%	10.14%	14.49%	21.74%	24.64%	8.70%	4.35%	0.00%
Medical and Dental	0.00%	0.54%	14.67%	16.30%	19.02%	18.48%	10.33%	15.22%	4.35%	0.00%	1.09%	0.00%
Nursing and Midwifery Registered	0.00%	8.18%	13.18%	11.37%	15.81%	12.62%	15.67%	14.56%	6.52%	1.66%	0.42%	0.00%

### Age:

The highest proportion of staff in ages 31-55 across groups, however the Estates and Facilities staff group has the highest overall representation of staff aged 56-60years at nearly 25% and the lowest prevalence of staff aged 36 or below in comparison to all other staff groups.

The highest proportion of staff aged 26 and below are in the Allied Health Professionals (AHP) staff group (26.9%), followed by Nursing and Midwifery at 21.36%. As described previously, the lowest proportion of staff from these age categories work in Estates and Ancillary at 1.45%.

## Ethnicity:

The table below illustrates the ethnic profile across Trust staff groups.

The highest representation of BME staff is within the Medical and Dental staff group with 39.1% of this population identifying as BME (when compared with the Leeds census as 14.9%). Following this, the Additional Clinical Service staff group has a workforce of 17.8% BME, followed by Nursing and Midwifery with 12.8%.

The staff groups with the least BME representation include: Allied Health Professionals: 5.3%, Estates and Ancillary: 8.7%, Admin and Clerical: 11.4% and Add Prof Scientific and Technical: 11.9%.

Although 3.5% of the Leeds population identify as Black or Black British, across all Trust staff groups there is a very positive representation of these communities and with some staff groups illustrating much higher representation than the local census: Additional Clinical Services: 10%, Estates and Ancillary: 5.8%, Medical and Dental: 5.4%, Nursing and Midwifery: 8.9%.

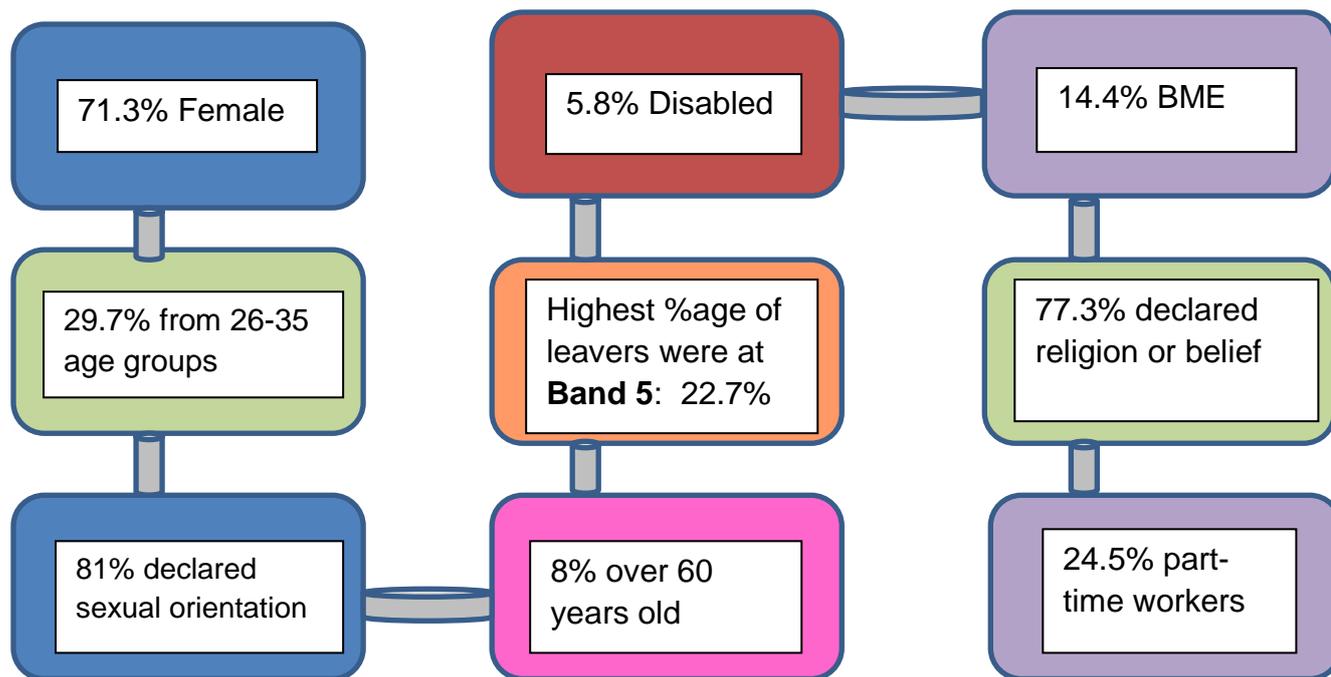
This also applies to representation of Asian communities in the Add Prof Scientific and Technical: 8.2% and Medical and Dental: 31% staff groups (when compared with the local census of 7.7%). However there continues to be an under-representation of Asian communities in: Additional Clinical Services: 4.9%, Admin and Clerical: 5.7% and specifically more so in: Allied Health Professionals: 1.2%, Estates and Ancillary: 0% and Nursing and Midwifery: 1.4%.

There is a consistent under-representation of Mixed and Other ethnicities across all staff groups except Estates and Ancillary (2.9%).

Staff Group	White	Mixed	Asian	Black	S Any Other	Z Not Stated	Grand Total
Add Prof Scientific and Technic	87.42%	0.63%	8.18%	3.14%	0.00%	0.63%	100.00%
Additional Clinical Services	81.59%	2.36%	4.86%	10.01%	0.59%	0.59%	100.00%
Administrative and Clerical	88.24%	1.84%	5.70%	3.31%	0.55%	0.37%	100.00%
Allied Health Professionals	94.74%	2.34%	1.17%	1.75%	0.00%	0.00%	100.00%
Estates and Ancillary	91.30%	2.90%	0.00%	5.80%	0.00%	0.00%	100.00%
Medical and Dental	60.33%	1.09%	30.98%	5.43%	1.63%	0.54%	100.00%
Nursing and Midwifery Registered	86.27%	2.36%	1.39%	8.88%	0.14%	0.97%	100.00%
<b>Grand Total</b>	<b>84.33%</b>	<b>2.06%</b>	<b>5.78%</b>	<b>6.81%</b>	<b>0.44%</b>	<b>0.59%</b>	<b>100.00%</b>

## Leavers

Headline data:



The total headcount of all leavers during the reporting period was 327.

There were no significant differences for leaving rates by gender, disability, ethnicity, sexual orientation and religion.

The most frequent departures occurred within the Agenda for Change **Band 5** at 22.7%, followed by **Band 3** at 18.7% and **Band 6** at 14.7%. This trend is somewhat similar to that of the 2015-16 reporting, however the highest rate of leavers during that period was from Band 3 (22.4%), Band 5 (19.6% and Band 6 (18.4%).

It must be noted that the highest distribution of leavers: **42.6%** were from the **26-40** years age categories, followed closely by 12% of leavers falling in the 21-25 years groups. This is an interesting observation when compared to the 2015-16 data whereby the highest proportion of leavers were aged within the **46-60** years age groups at **41.6%**.

## Promotions

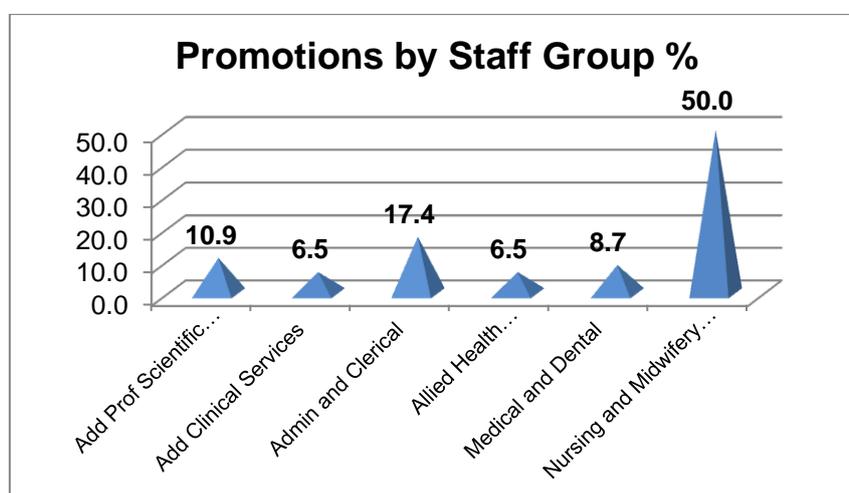
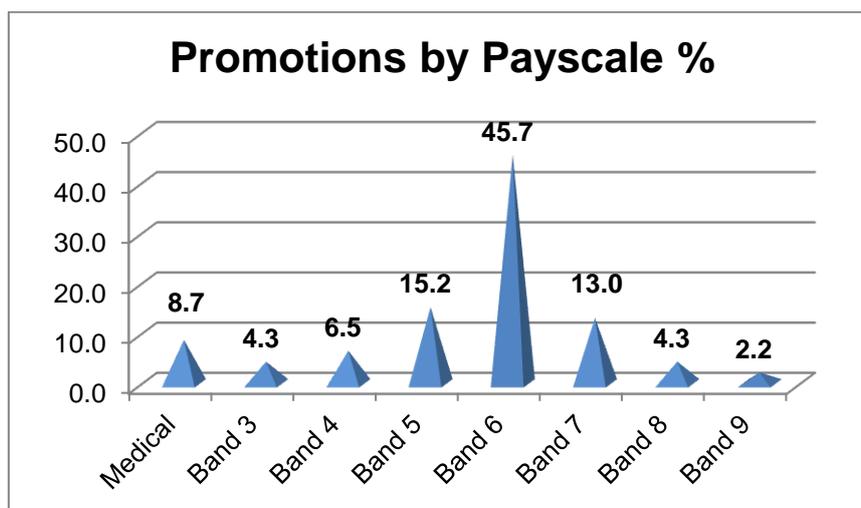
Information on promotions was analysed and illustrates that there were 46 promotions during the 2016/17 reporting period.

Although the gender make-up of the Trust is 72.1% female and 27.9% male, 65% of those promoted were women and 35% male. Based on these findings therefore, it must be noted that men are 1.4x (times) more likely to be promoted than women.

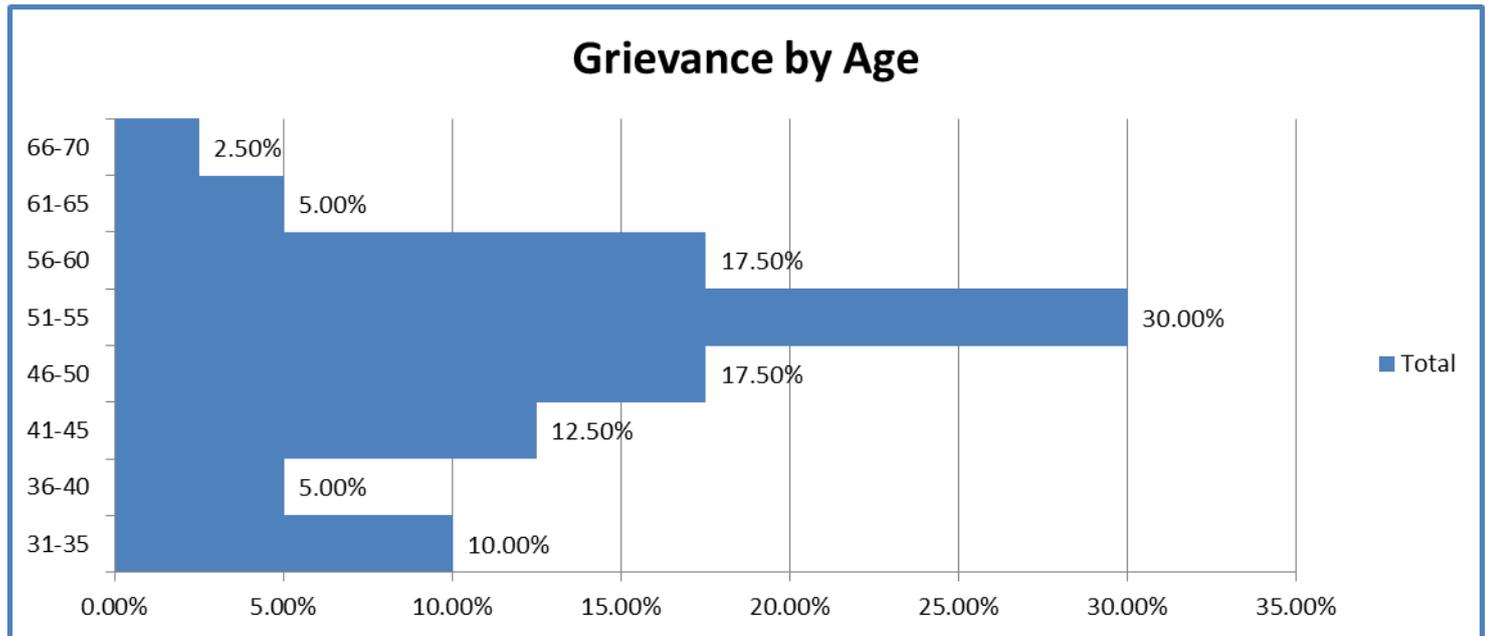
In terms of ethnic profiling, 91.3% of those promoted identified as White which is 6.7% higher than the overall White workforce population.

6.5% of promotions applied to staff who identified as Asian which is slightly higher than the overall Asian workforce demographic of 5.8%. However, only 2.2% of promotions applied to staff from Black backgrounds whereas 6.9% make up the total Trust workforce. This represents an inverse composition when compared with the 2015-2016 reporting period which illustrated a higher representation of staff from Black communities (7.4%) promoted than Asian (1.8%).

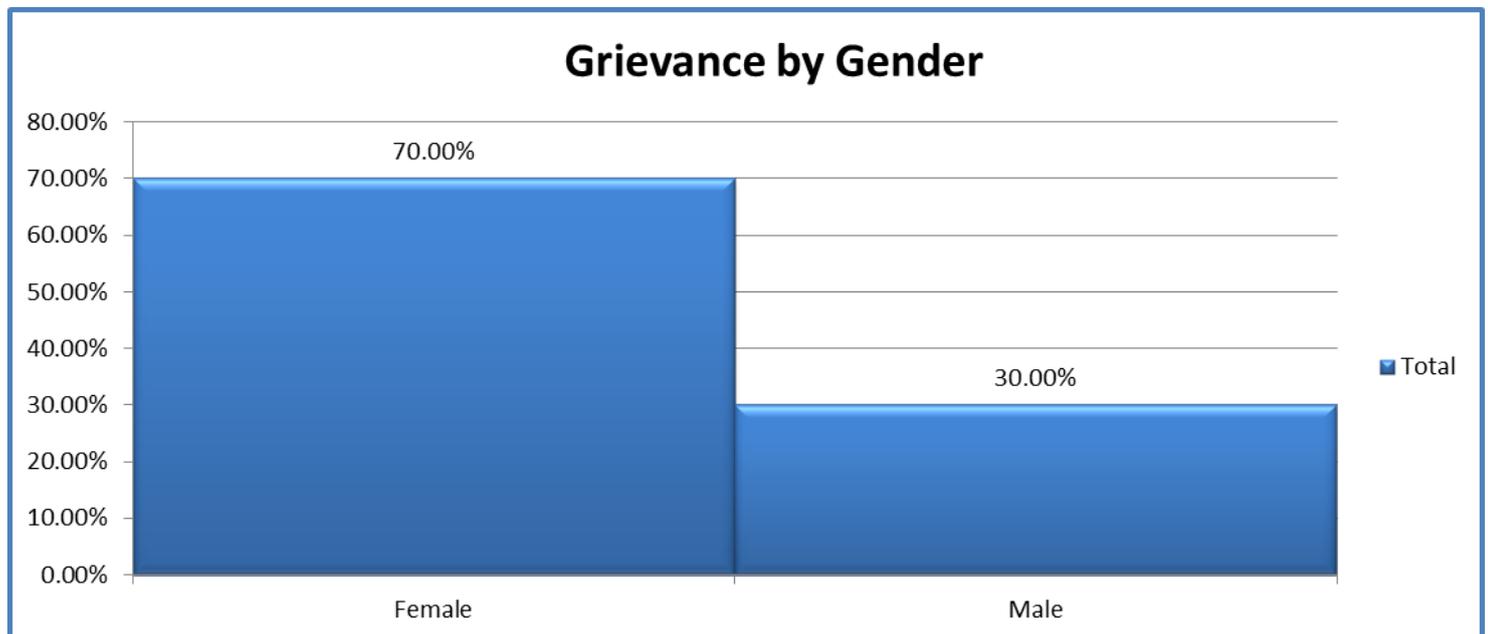
The following charts illustrate that the highest percentage of promotions occurred at Agenda for Change Band 6 and 50% of staff promoted were from within the nursing and midwifery staff groups.

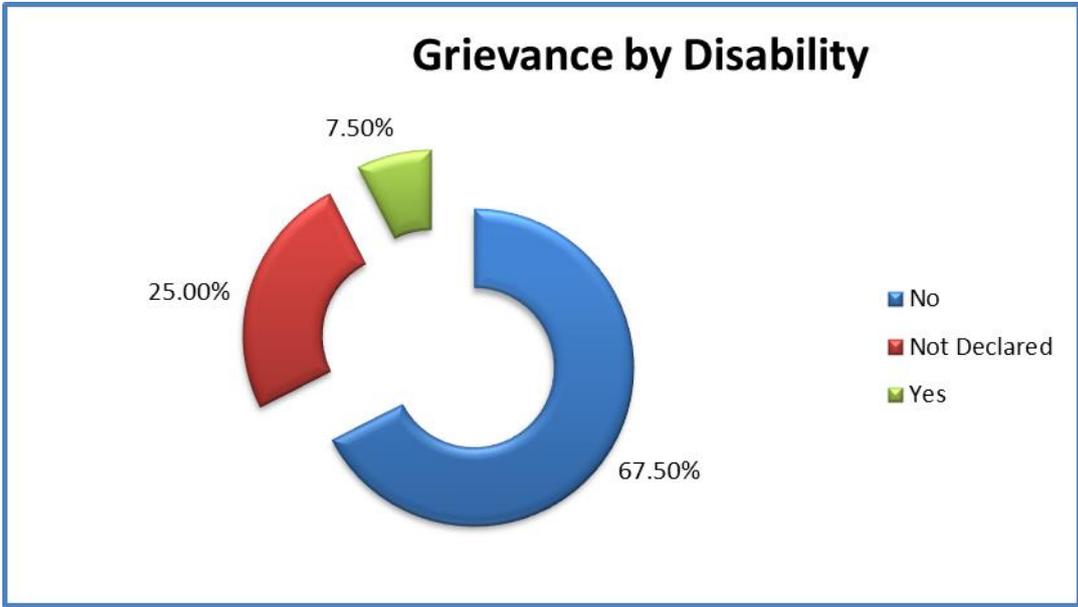


## Grievances

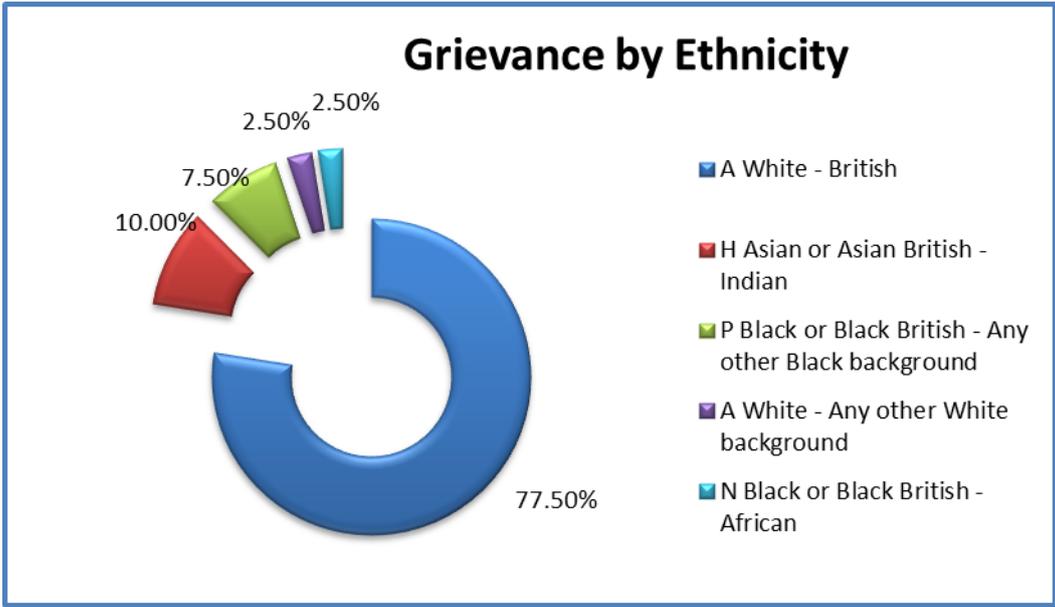


The highest number of grievances during 2016/17 were from staff within the 51-55 years age groups at 30%.

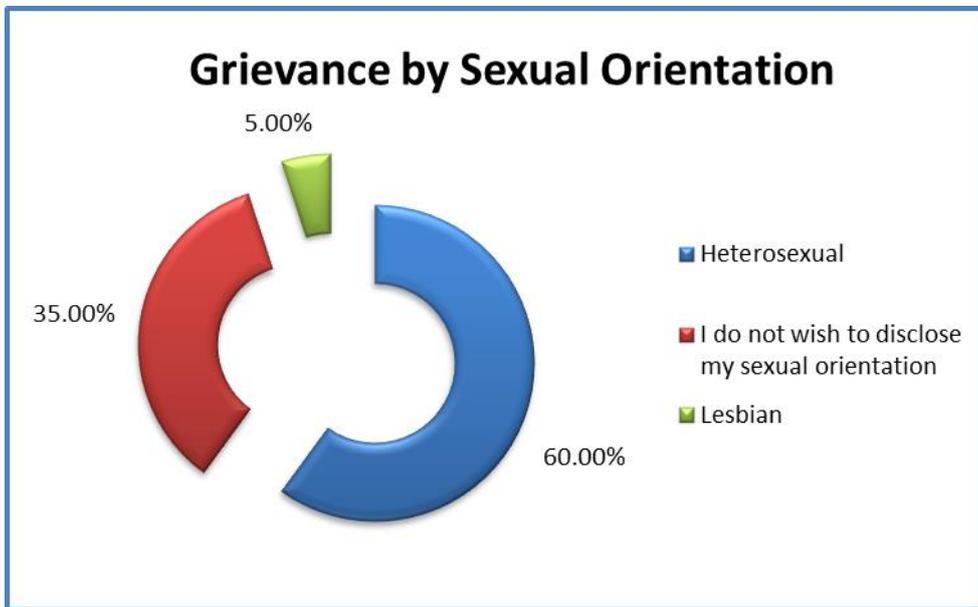




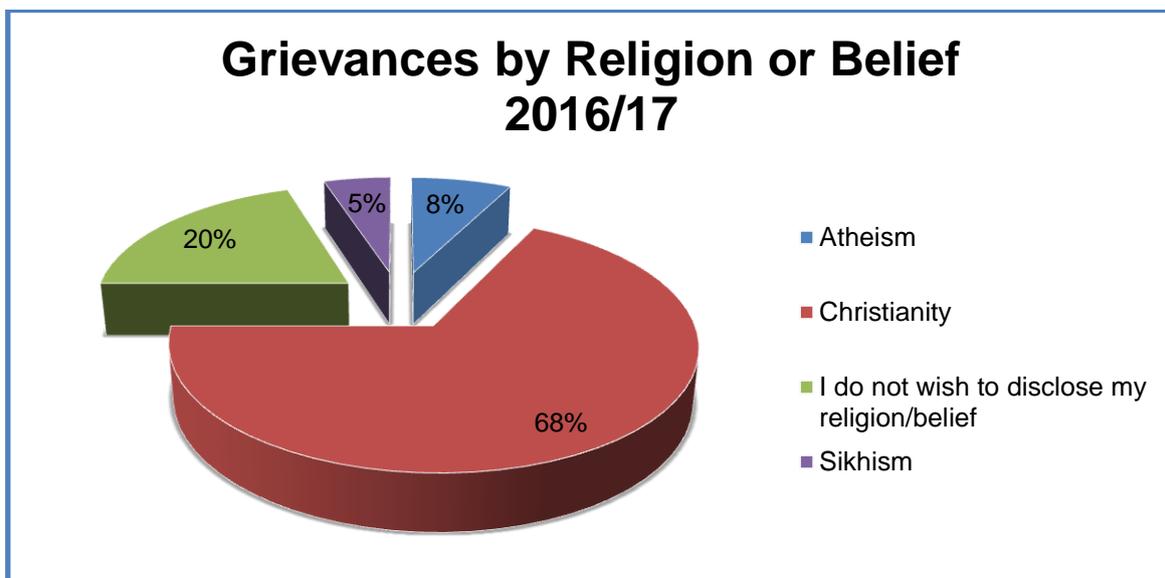
7.5% of grievances were from staff who had declared a disability. This is higher than the existing substantive disabled staff figure of 5.4%



21% of grievances were taken further by BME staff which illustrates a disproportionality in terms of BME substantive staff representation at 15.2%



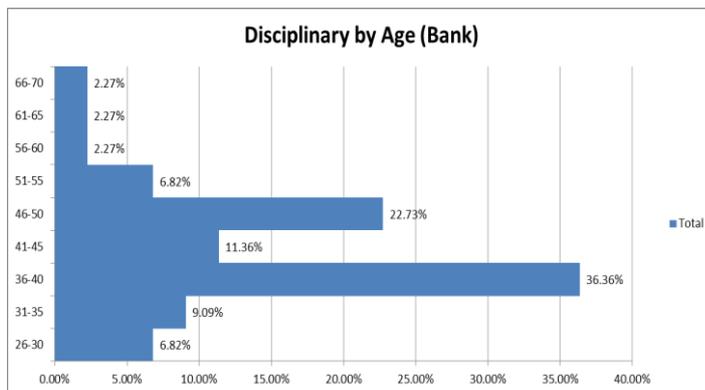
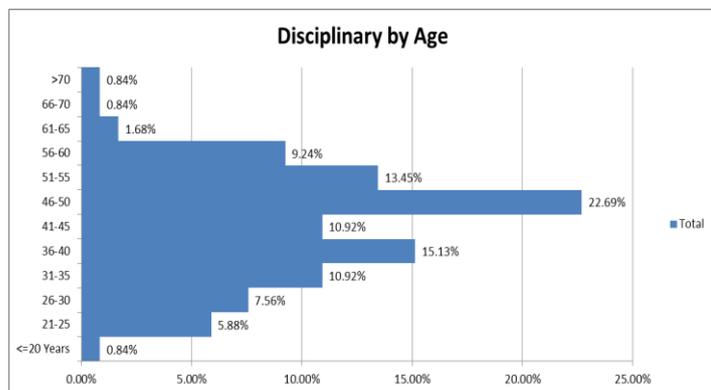
The overall Trust profile of substantive LGB staff is positioned at 3.7%, however 5% of grievances during this reporting period were from LGB staff, highlighting a slight over-representation.



## Disciplinary

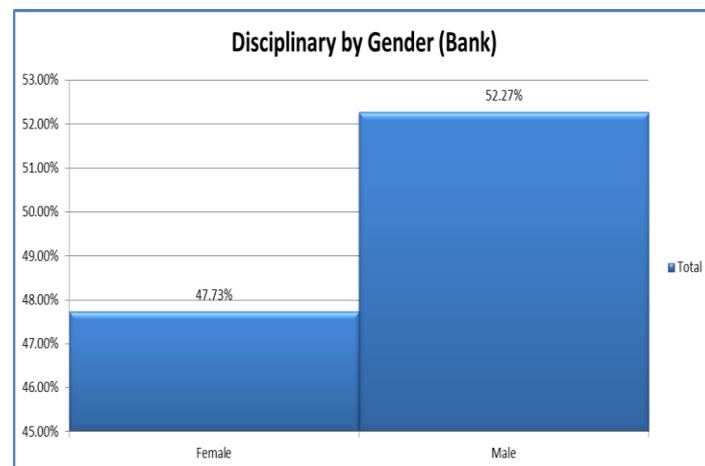
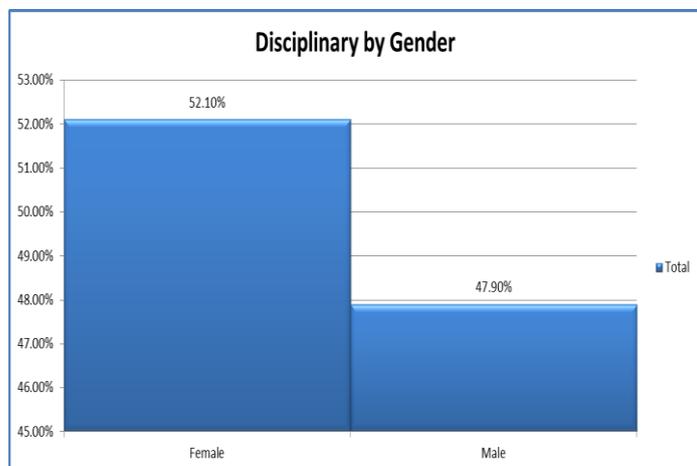
The following analysis compares disciplinary activity in both substantive and Bank staff. During 2016/17 there were 119 cases of disciplinary in substantive staff groups and 44 cases involving Bank staff. For this financial year alone, this equates to Bank staff being **2 times** more likely to be subject to disciplinary action than substantive staff.

### Age



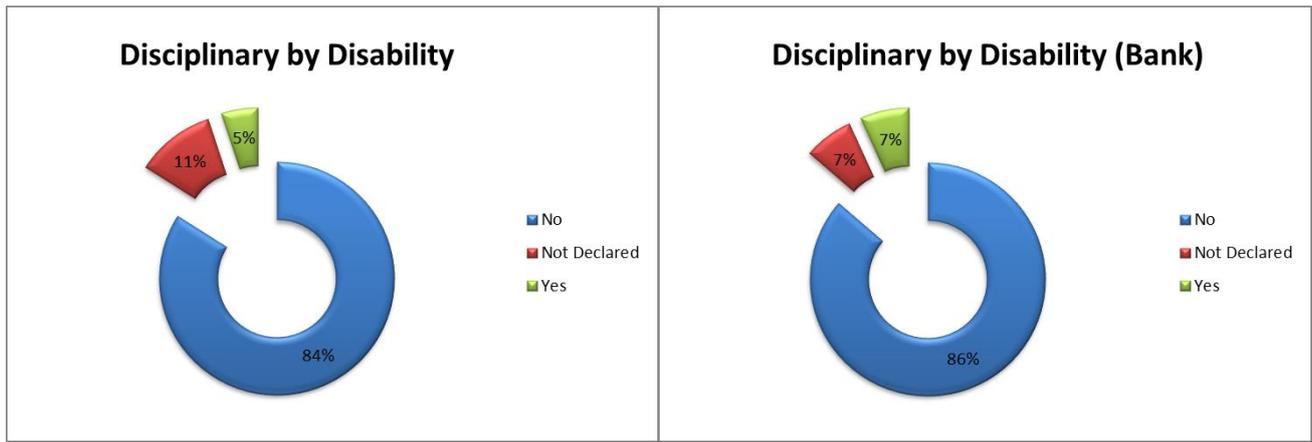
The highest number of disciplinarys in substantive staff included staff from the 46-50years age group at 22.7%, however for Bank staff, the highest prevalence was in the 36-40year ages at 36.4% with the second highest category then being 46-50years at 22.7%.

### Gender



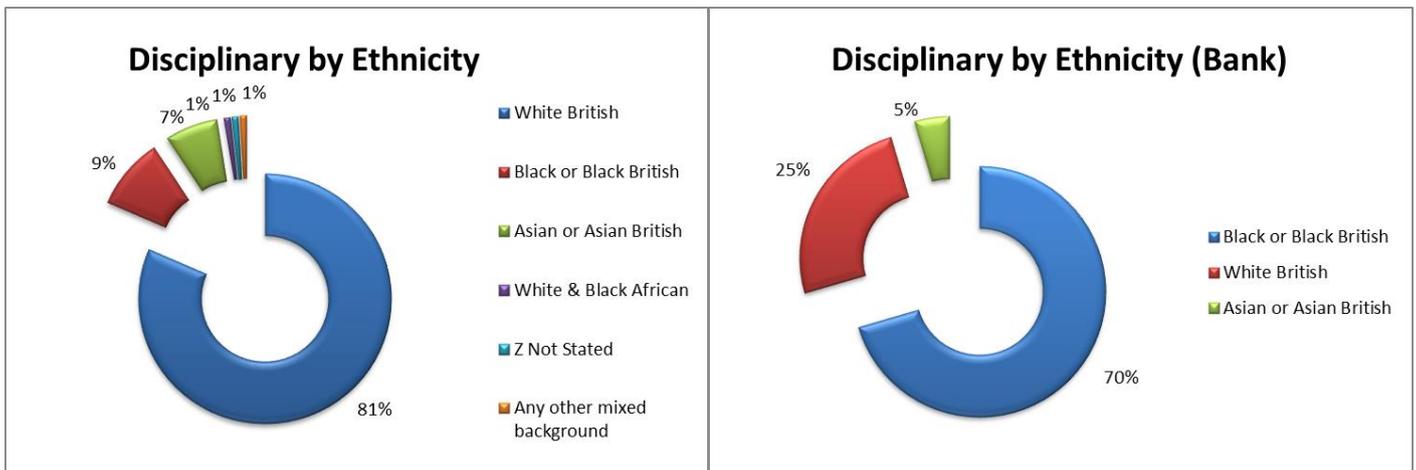
Given the Trust's overall gender profile of 72.1% female and 27.9% male (*substantive*) and 63.3% female and 36.7% male (*Bank*) staff, there is an over-representation of male staff in disciplinarys whereby **47.9% of substantive** and **52.3% of Bank** staff involved are male.

## Disability



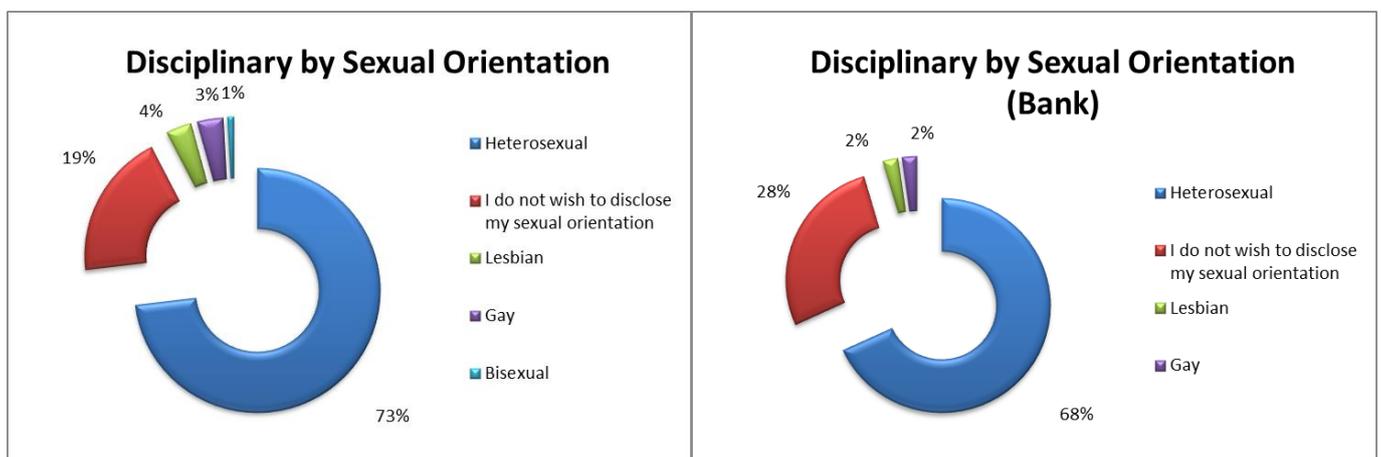
5% of substantive staff and 6.8% of Bank staff who were subject to disciplinary processes declared a disability.

## Ethnicity



The ethnicity data for substantive and Bank staff highlighted significant differences. **17.6%** of substantive staff subject to disciplinary proceedings were from a BME background, however **75%** of all Bank staff under disciplinary investigations identified as BME.

## Sexual Orientation



7.56% of substantive staff in disciplinary identified as LGB (lesbian, gay or bisexual) which is over **double** the figure that are representative of the overall substantive workforce population. 4.54% of Bank staff in disciplinary identified as LGB which is again slightly more than the overall Bank workforce representation.

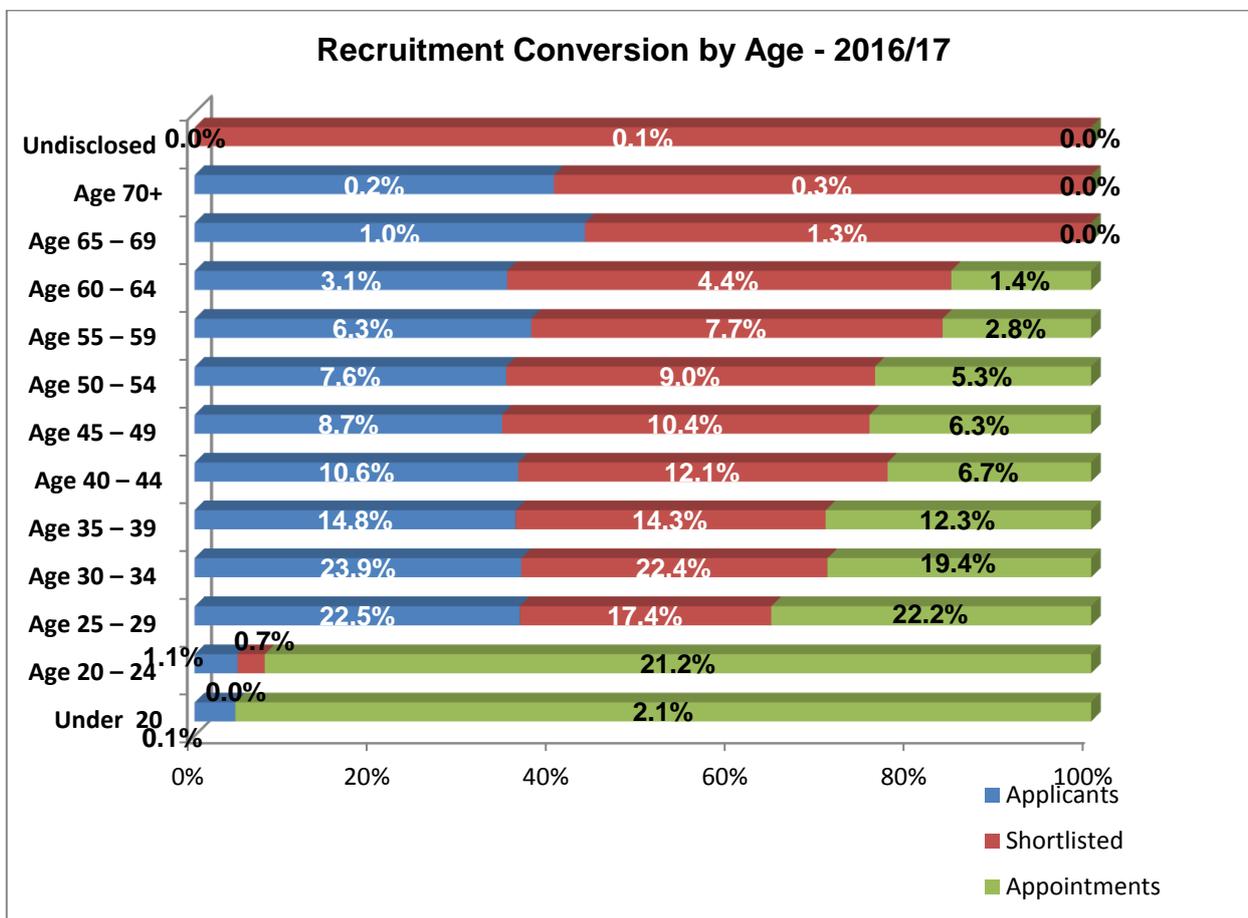
### Religion or Belief

	<b>Substantive</b>	<b>Bank</b>
Atheism	13.5%	6.8%
Christianity	42.0%	70.5%
Islam	4.2%	2.3%
Sikhism		2.3%
Other	11.8%	2.3%
Undisclosed	28.5%	15.8%
	<b>100%</b>	<b>100%</b>

## Recruitment Conversion Data

The following analysis illustrates recruitment conversion of job applications, shortlists and appointments received to the Trust during 2016/17 by demographic groups.

There were a total of 7937 applications submitted for Trust positions during this year resulting in 283 overall appointments which illustrates an average of 28 applications per vacancy.

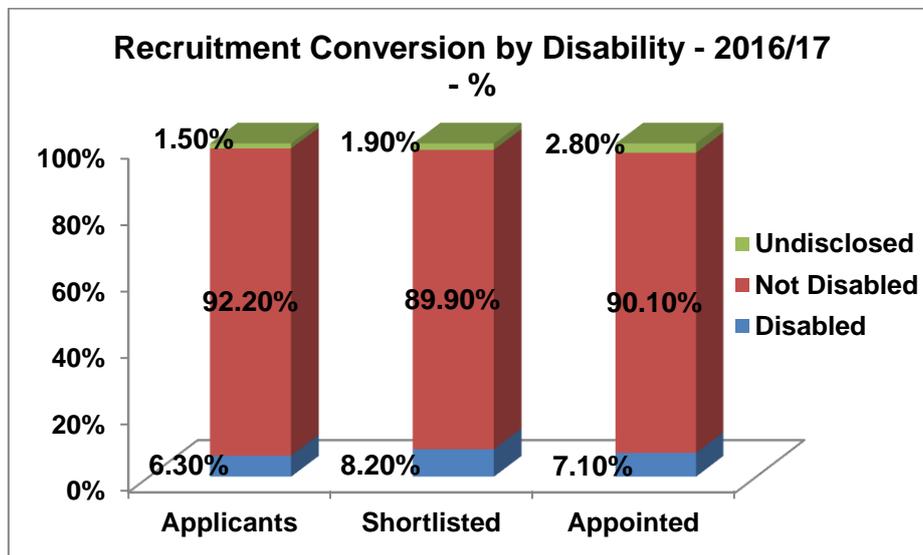


The highest percentage of applicants were aged **25-34** years and equated to **46.4%** of overall applications. This resulted in 41.6% of those appointed falling within these age groups.

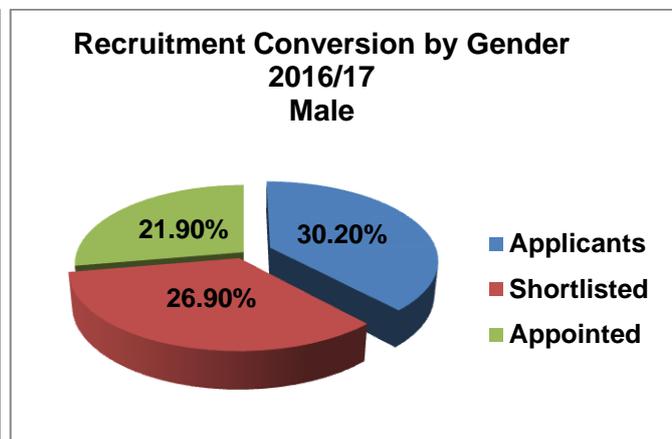
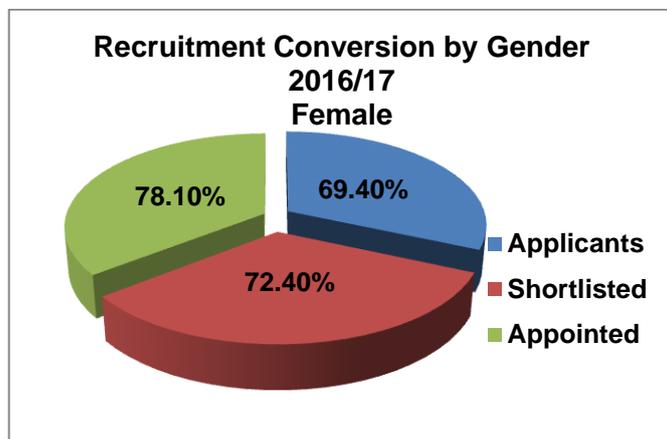
Although only 1.1% of applications were received from individuals aged 20-24 years, **1 in 5** of those actually appointed (**21.2%**) were from these age groups and there is also a 5.7% increase from the previous 2015-16 reporting period.

The highest percentage of appointments to the Trust include individuals who are in the **20-39 years** age categories amounting to **75.1%** of all appointments and illustrates a +5.8% increase year on year.

However there is a decrease of -8.5% of appointed individuals from age ranges 40-59 who constitute 21.1% of all appointees during the 2016-17 period when compared with the 2015-16 period when this figure was 29.6%. **The data also highlights that whereas around 1 in 3 (33.2%) of all applicants were aged between 40-59, only 1 in 5 (21.1%) were actually appointed.**



6.3% of applicants to the Trust declared a disability and 7.1% of all appointments identified as disabled. In the 2011 census, 16.8% of the Leeds population indicated they had a long term illness, health problem or disability.

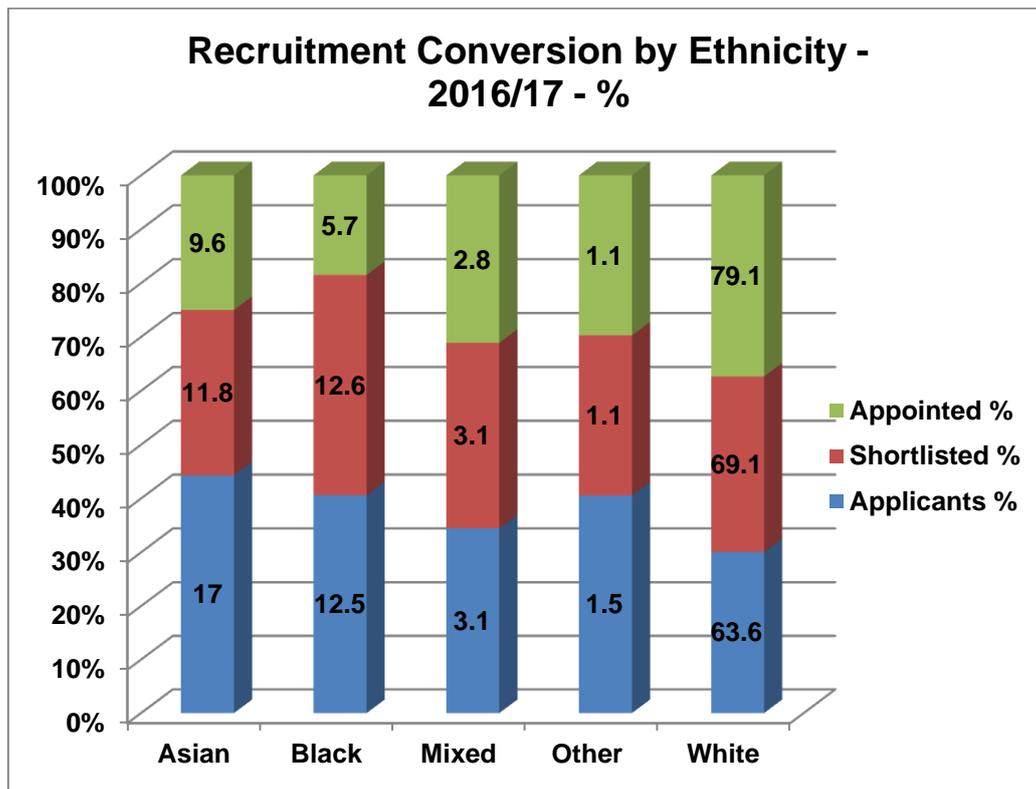


During this period there were over 2 times more female applicants than male. 78.1% of those appointed were female in comparison to 21.9% male.

### Religion or Belief

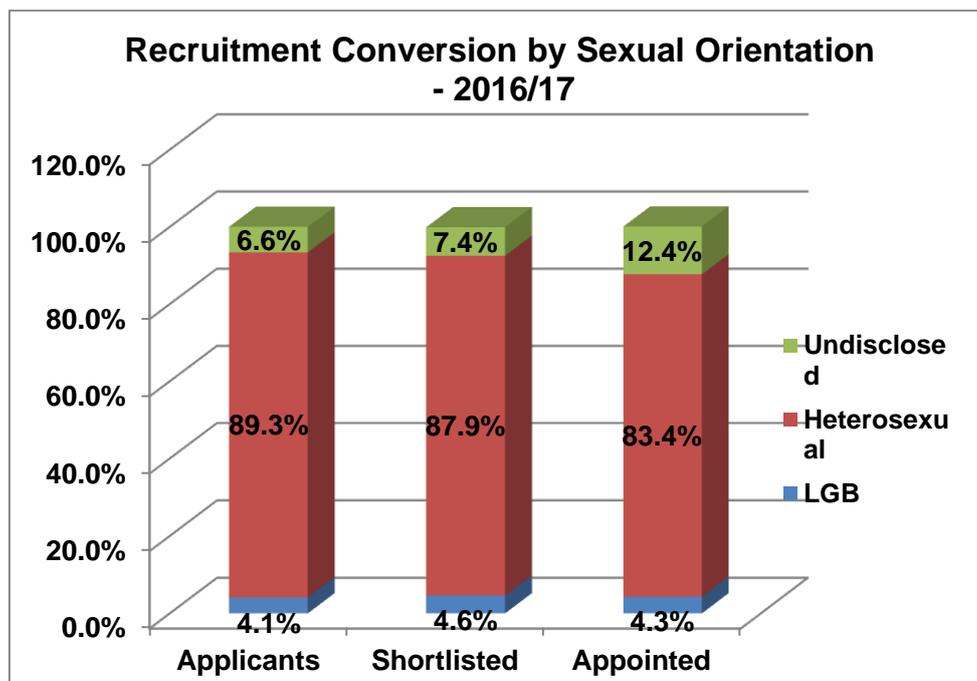
Religion or Belief	Applicants	Shortlisted	Appointments
Atheism	17.6%	19.0%	24.7%
Buddhism	0.7%	0.8%	0.4%
Christianity	43.4%	44.5%	32.5%
Hinduism	1.8%	1.4%	2.1%
Islam	12.0%	8.1%	4.9%
Judaism	0.3%	0.4%	0.0%
Sikhism	1.6%	1.4%	1.4%
Other	11.5%	11.9%	14.2%
Undisclosed	11.1%	12.5%	19.8%
Total	100%	100%	100%

Applications are received from a wide range of faith and belief backgrounds.



34.1% of all applications and 28.7% of all those shortlisted were from Black Minority Ethnic (BME) communities during 2016/17.

19.3% of those appointed were from BME backgrounds which is a 6.6% increase from the previous financial years (2015/16).



4.1% of applicants identified as lesbian, gay or bisexual (LGB) and 4.5% of overall appointments were from LGB communities.

## Workforce Race Equality Standard (WRES)

Indicator	Description	2016/17 Result
1	Percentage of staff in each of the AfC Bands 1-9 or Medical and Dental subgroups and VSM (including executive Board members) compared with the percentage of staff in the overall workforce	<p><b>See table below.</b></p> <p>Note: 15.2% of BME staff overall Trust figure.</p> <p>The data below indicates an <b>under-representation</b> of BME staff in:  <b>Clinical Bands 4,6,7,8a,8b,8c</b>  <b>Non Clinical Bands: 1,3,4,5,6,7,8a,8b,8d</b></p>

Clinical			
Banding	BME	White	Ethnicity Not Stated
Band 2	33.3%	66.7%	
Band 3	18.9%	80.6%	0.5%
Band 4	<b>14.5%</b>	85.5%	
Band 5	16.4%	82.8%	0.8%
Band 6	<b>9.7%</b>	89.6%	0.7%
Band 7	<b>7.0%</b>	91.1%	1.9%
Band 8a	<b>6.0%</b>	94.0%	
Band 8b	<b>10.0%</b>	90.0%	
Band 8c	<b>11.8%</b>	88.2%	
Band 8d	28.6%	71.4%	
Band 9	0.0%	100.0%	
VSM	0.0%	100.0%	
Medical & Dental Consultant	36.4%	62.6%	0.9%
Medical & Dental Non-Consultant Career Grade	35.1%	64.9%	
Medical & Dental Trainee Grades	57.9%	42.1%	
MS02	42.9%	57.1%	
MS04	100.0%	0.0%	
MS05	33.3%	66.7%	
MT03	33.3%	66.7%	
MT04	50.0%	50.0%	
NQ00	0.0%	100.0%	
RQ00	33.3%	66.7%	

Non- Clinical			
Banding	BME	White	Ethnicity Not Stated
Band 1	<b>10.5%</b>	89.5%	
Band 2	17.7%	81.3%	1.0%
Band 3	<b>13.0%</b>	87.0%	
Band 4	<b>9.6%</b>	90.4%	
Band 5	<b>6.5%</b>	93.5%	
Band 6	<b>10.7%</b>	88.0%	1.3%
Band 7	<b>4.3%</b>	95.7%	
Band 8a	<b>6.1%</b>	93.9%	
Band 8b	<b>12.5%</b>	87.5%	
Band 8c	0.0%	100.0%	

Band 8d	14.3%	85.7%	
VSM	0.0%	100.0%	
CQ00	0.0%	100.0%	
WQ00	0.0%	100.0%	

Indicator	Description	2016/17 Result	2015/16 Result	Comments
2	Relative likelihood of (white:BME) staff being appointed from shortlisting across all posts	1.7 times greater	1.5 times greater	0.2% increase
3	Relative likelihood of staff entering the formal disciplinary process, as measured by entry into a formal disciplinary investigation (This indicator will be based on data from the most recent two-year rolling average)	BME staff 1.4 times more likely to enter disciplinary process	1.3 times more likely	0.1% increase
4	Relative likelihood of staff accessing non-mandatory training and CPD	White staff 0.84 times more likely than BME	White staff 1.27 times more likely than BME	0.4% decrease of likelihood
	National NHS Staff Survey indicators (or equivalent) For each of the four staff survey indicators, compare the outcomes of the responses for white and BME staff			<i>Red arrows = negative change of direction</i>
5	KF 25. Percentage of staff experiencing harassment, bullying or abuse from patients, relatives or the public in last 12 months	BME 40.3%	BME 39%	1.3% ↑
		White 31.1%	White 32%	-0.9% ↓
6	KF 26. Percentage of staff experiencing harassment, bullying or abuse from staff in last 12 months	BME 17.4%	BME 24%	-6.6% ↓
		White 21.9%	White 21%	0.9% ↑
7	KF 21. Percentage believing that trust provides equal opportunities for career progression or promotion	BME 77.9%	BME 67%	10.9% ↑
		White 89.2%	White 90%	-0.8% ↓
8	Q17. In the last 12 months have you personally experienced discrimination at work from any of the following? b) Manager/team leader or other colleagues	BME 7.8%	BME 14%	-6.2% ↑
		White 5.9%	White 6%	-0.1% ↑
	Board representation indicator For this indicator, compare the difference for white and BME staff			
9	Percentage difference between the organisations' Board membership and its overall workforce disaggregated: • By voting membership of the Board • By executive membership of the Board	BME -7.4%	BME -7.1%	
		White 8.0%	White 7.7%	