

Workforce Race Equality Standard (WRES)

1. Name of organisation:

NHS Wakefield CCG

2. Date of report:

Month: August

Year: 2020

3. Name and title of Board lead for the Workforce Race Equality Standard:

Ruth Unwin - Director of Corporate Affairs

4. Name and contact details of lead manager compiling this report:

Sarah Mackenzie-Cooper – Equality and Diversity Manager

s.mackenzie-cooper@nhs.net

Jessica Wilson – HR and OD Manager

Jessica.wilson6@nhs.net

5. Names of commissioners this report has been sent to:

NA

6. Name and contact of coordinating commissioner this report has been sent to:

NA

7. This report has been signed off on behalf of the board on:

Date:

Name:

Background narrative

8. Any issues of completeness of data?

None identified

9. Any matters relating to reliability of comparisons with previous years?

None identified

10. Total number of staff employed within this organisation at the date of the report:

There were 216 directly employed staff on 31 March 2020.

11. Proportion of BME staff employed within this organisation at the date of the report:

7.6% BME staff. This compares with a Wakefield BME population of 4.5% (excluding all 'White' categories: White British, Irish, Gypsy or Irish Traveller and Other White). The 7.6% is calculated using staff data with known ethnicity.

12. The proportion of total staff that have self-reported their ethnicity:

98.1% self-reported their ethnicity.

13. Have any steps been taken in the last reporting period to improve the level of self-reporting by ethnicity?

Employees have direct access to their personal information on the Electronic Staff Record via Employee Self Service and have been encouraged to update their personal information.

14. Are any steps planned during the current reporting period to improve the level of self-reporting by ethnicity?

Staff will be encouraged to update their personal information on the Electronic Staff Record via Employee Self Service

Workforce data

15. What period does the organisation's workforce data refer to?

For metrics 1 and 9 the data relates to a snap shot of the workforce on 31st March 2020.

Workforce race equality indicators

For each of these workforce indicators, compare the data for White and BME staff.

16. **Percentage of staff in each of the AfC Bands 1-9 and VSM (including executive Board members) compared with the percentage of staff in the overall workforce. Organisations should undertake this calculation separately for non-clinical and for clinical staff.**

Data for Reporting Year:

Clinical %

Pay band	BME	White	Not stated
2-7	10%	90%	0%
8a+	13.6%	72.7%	13.6%

Non-clinical %

Pay band	BME	White	Not stated
2-7	7.7%	92.3%	0%
8a+	4.3%	94.3%	1.4%

Overall workforce %

BME: 7.4%

White: 91.2%

Not stated: 1.9%

Data for Previous Year:

Band 2 – 33.3%

Band 3 – 30.8%

Band 4 – 0%

Band 5 – 0%

Band 6 – 17.4%

Band 7 – 0%

Band 8a – 4.8%

Band 8b – 0%

Band 8c – 10%

Band 9 – 0%

VSM – 0%

The percentage of BME staff is as follows in each of the AfC Bands (Clinical)

Band 2 – 0%

Band 3 – 0%

Band 4 – 0%

Band 5 – 0%

Band 6 – 15.4%

Band 7 – 20%

Band 8b – 50%

Band 9 – 0%

VSM – 0%

The proportion of BME staff employed within this organisation is 10.67%

The implications of the data and any additional background explanatory narrative.

The percentage of BME staff has reduced compared to last year, by 3%. Last year 211 staff were employed, this 216 so a small increase.

Due to the style of reporting the data is not directly comparable by band year on year; this is reported differently to ensure staff cannot be identified.

For clinical staff the data is reasonably comparable, with over 10% of staff ethnicity not known. For non-clinical staff the picture is different with fewer BME staff paid at the higher bands.

Action taken and planned including e.g. does the indicator link to EDS2 evidence and/or a corporate Equality Objective

An action plan has been developed this outlines actions to address each metric and also incorporates organisational actions from the NHS People Plan 2020/21 and the ICS BAME Network see Appendix A.

17. Relative likelihood of staff being appointed from shortlisting across all posts.

Data for Reporting Year:

3 BME applicants were appointed from 7 shortlisted candidates compared to 40 White applicants from 88 shortlisted candidates.

Relative likelihood of white staff being appointed from shortlisting compared to BME staff is 1.05 times greater.

Data for Previous Year:

Likelihood of White staff being appointed from shortlisting = 0.52

Likelihood of BME staff being appointed from shortlisting = 0.5

Relative likelihood of white staff being appointed from shortlisting compared to BME staff (White number divide by BME number) is therefore 1.04 times greater. This outcome shows that both groups have a similar likelihood of appointment.

The implications of the data and any additional background explanatory narrative.

The results show there are limited recruitment outcome differences over the two years. It is notable however how many fewer BME candidates were shortlisted 7 compared to 88 white applicants, although the outcomes were comparable.

Action taken and planned including e.g. does the indicator link to EDS2 evidence and/or a corporate Equality Objective.

NHS Wakefield CCG conduct Line Manager Essentials training which is a mandatory requirement for line managers. Recruitment and Selection Training for recruiting managers was conducted in 2019 with sessions planned for 2020/2021.

- 18. 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 a two-year rolling average of the current year and the previous year.**

Data for Reporting Year:

There were no formal disciplinary processes undertaken within the period.

Data for Previous Year:

There was one formal disciplinary process within the period. This employee was not from a BME background.

The implications of the data and any additional background explanatory narrative.

Only 1 member of staff has been through formal discipline processes in the past 3 years. CCGs are small organisations.

Action taken and planned including e.g. does the indicator link to EDS2 evidence and/or a corporate Equality Objective.

The CCG will continue to monitor employee relations cases and any formal disciplinary action including the equality data of employees

19. Relative likelihood of staff accessing non-mandatory training and CPD

Data for reporting year:

10 BME staff accessed non-mandatory training and CPD

56 White staff accessed non-mandatory training and CPD

Relative likelihood of white staff accessing non-mandatory training and CPD compared to BME staff is 0.46 times less.

Data for previous year:

It was not possible to calculate this indicator in line with the technical guidance.

The staff survey was reviewed for feedback and the CCG's response rate has improved in terms of quality of information. However, it was not possible to report on any differences for BME and White staff because the data for the survey indicator has been suppressed due to the small number of responses.

The implications of the data and any additional background explanatory narrative.

The data shows BME employees are more likely to access non-mandatory training.

Action taken and planned including e.g. does the indicator link to EDS2 evidence and/or a corporate Equality Objective.

The CCG will continue to monitor the completion of PDRs for all staff and collate any formal learning and development requests that come out of these reviews to include equality monitoring information.

National NHS Staff Survey Indicators

For each of the four staff survey indicators, compare the outcomes of the responses for White and BME staff.

There were too few BME staff respondents to the NHS staff survey to be able to report the results; this was also the position last year. 160 staff completed the staff survey (89%) of which 5.7% were from BAME backgrounds.

20. KF 25. Percentage of staff experiencing harassment, bullying or abuse from patients, relatives or the public in last 12 months.

Data for reporting year:

No data provided for BME staff due to low numbers

Data for previous year:

No data provided for BME staff due to low numbers

21. KF 26. Percentage of staff experiencing harassment, bullying or abuse from staff in last 12 months

Data for reporting year:

No data provided for BME staff due to low numbers.

Data for previous year:

No data provided for BME staff due to low numbers.

22. KF 21. Percentage believing that trust provides equal opportunities for career progression or promotion

Data for reporting year:

No data provided for BME staff due to low numbers.

Data for previous year:

No data provided for BME staff due to low numbers.

23. In the last 12 months have you personally experienced discrimination at work from any of the following? b) Manager/team leader or other colleagues

Data for reporting year:

No data provided for BME staff due to low numbers.

The number of staff who reported discrimination was very small, a follow up question asked 'on which grounds have you experienced discrimination' for 'ethnicity' the results were 21%, however it cannot be concluded that these were all BME staff.

Data for previous year:

No data provided for BME staff due to low numbers.

The implications of the data and any additional background explanatory narrative.

There is no evidence for these metrics due to low number of BME staff responding to the staff survey.

Action taken and planned including e.g. does the indicator link to EDS2 evidence and/or a corporate Equality Objective

NHS Wakefield CCG have developed and are currently delivering a 'Bullying and Harassment Prevention' training session, supported by the Executive Team, to all employees which includes the following:

- What is bullying and how to recognise it
- What is harassment and how to recognise it

- Equality and Diversity and the protected characteristics
- Processes and Procedures
- Informal and Formal resolution

The CCG has also recruited 11 Workplace Behaviour Ambassadors in 2020 to support positive behaviours and to be able to signpost employees to support.

The CCG will continue to promote their Mental Health First Aiders and the support that they can offer.

The CCGs Dignity at Work Policy (Prevention of Bullying and Harassment) was reviewed in 2019 to encourage employees to act on inappropriate behaviour at the earliest opportunity. This has been done in conjunction with Trade Union Representatives and the Staff Forum and will be actively promoted to all staff.

The Chief Officer has met with BME staff to initiate a dialogue and is pursuing reverse mentorship from a BME colleague. Following these conversations a BAME Staff Network has been established.

24. Percentage difference between the organisations' Board voting membership and its overall workforce

Data for reporting year:

Governing Body BME representation is 10%

Overall workforce BME representation is 7.4%

The difference in representation is 2.6%

Data for previous year:

The Governing Body has 5.88% of BME staff compared to 10.42% of the overall workforce.

The implications of the data and any additional background explanatory narrative.

The Governing Body has a representative level of BME staff when compared to the census 2011 data.

Action taken and planned including e.g. does the indicator link to EDS2 evidence and/or a corporate Equality Objective.

The CCG ensures that any recruitment campaigns for Lay members and members of the Governing Body are conducted in line with the CCGs open and transparent Recruitment and Selection process, outlined in the CCGs Policy.

25. Are there any other factors or data which should be taken into consideration in assessing progress?

The WRES Action Plan for 2020/21 mirrors actions and commitments identified on the Staff Survey Action Plan, the NHS People Plan and ICS BAME Network plan. The plan is attached at Appendix A.

Appendix A

Workforce Race Equality Standard (WRES) Action Plan – September 2020

Area	ACTION	TIMESCALE
Corporate Actions	Communicate the WRES action plan across the organisation.	September 2020
	Publish WRES report and action plan on the CCG and ICS websites	September 2020
	Biannually report against WRES progress to the Senior Leadership Team	February 2020/ August 2021
	<p>Continue to deliver 'Bullying and Harassment Prevention' training to all staff, supported by the Executive Team, to include the following:</p> <ul style="list-style-type: none"> • What is bullying and how to recognise it • What is harassment and how to recognise it • Equality and Diversity and the protected characteristics • Processes and Procedures • Informal and Formal resolution. <p>Review the effectiveness of the training, making improvements to ensure it is as reflective and</p>	September 2020

Area	ACTION	TIMESCALE
	interactive as possible to achieve the best possible learning outcomes from the sessions.	
Corporate Actions	Deliver face-to-face equality and diversity training	3 sessions by March 2021
	Deliver face-to-face unconscious bias training	March 2021
	Chief Officer to undertake reciprocal mentoring with a BAME employee	October 2020
	Work in partnership with the Governing Body BAME Workforce Champion to ensure that the action plan is delivered	Ongoing
Recruitment and Selection	<p>Ensure that Values Based Recruitment (VBR) is embedded within the organisation:</p> <ul style="list-style-type: none"> • Actively promoting VBR as part of HR training sessions • Ensure the VBR guide is shared with all recruiting managers at the point of shortlisting • Support managers with interview processes including VBR techniques as required 	Ongoing
	Deliver mandatory recruitment and selection training for recruiting managers. This training will include:	Ongoing

Area	ACTION	TIMESCALE
	<ul style="list-style-type: none"> • Fair recruitment and selection processes in line with legislation and organisational policy • Safe recruitment • Values Based Recruitment • Equality and Diversity 	
Recruitment and Selection	Review recruitment and promotion practices and develop and monitor robust recruitment and audit processes.	March 2021
	Undertake career aspirational activity and provide opportunities for participation in talent management, secondment and career progression opportunities for BAME employees.	Ongoing
	Representatives from the BAME network are involved in the recruitment and selection of all senior leadership level posts (Band 8c and above) This will involve inclusion in the whole process from designing job description to being on	November 2021

Area	ACTION	TIMESCALE
	interview panels	
Employee Experience	Continue to deliver 'Line Management Essentials' training.	Ongoing
	Ensure that any concerns raised with regard to equality and diversity are managed and addressed appropriately, fairly and effectively.	Ongoing
	<p>Support and encourage engagement and involvement in the BAME Staff Network that meets on a bi-monthly basis.</p> <p>A representative from the BAME Staff Network will be invited on a regular basis to the Senior Leadership Team Meeting to provide feedback.</p>	Ongoing
	Participate in the WY&H BAME Network campaign promoting and championing positive BAME role models in senior leadership roles.	Ongoing
	Create an inclusion and diversity category in the staff awards	March 2021

Area	ACTION	TIMESCALE
Employee Experience	Chief officer to continue to provide listening sessions with the BAME workforce	Ongoing
	Ensure that individual employee wellbeing risk assessments are updated to reflect any changes to personal circumstances and working arrangements	Ongoing