People Committee – November 2023:

Agenda item:	2.7
Presented by:	Ogechi Emeadi, director of people, OD and communications
Prepared by:	Nathaniel Williams, people information and systems lead; Monika Kalyan, head of equality, diversity and inclusion
Date prepared:	10 November 2023
Subject:	Annual Equality Report 2022 - 2023

Purpose:	**Approval**		**Decision**	x	**Information**		**Assurance**	x

Key issues: please don't expand this cell; additional information should be included in the main body of the report	The Equality Report 2022 - 2023 provides assurance that the Trust is meeting its statutory duties under the Equality Act 2010. The report outlines the progress made towards delivering the Trust's annual equality objectives, provides a snapshot of staff diversity data as at 31 March 2023, and highlights the breadth of equality, diversity and inclusion activity taking place across the Trust. Assurance is also provided that there are robust processes in place to ensure we continually improve our compliance with the Equality Delivery System, Gender Pay Gap reporting Workforce Race Equality Standard, and Workforce Disability Standard.
Recommendation:	People Committee is asked to: • Note and approve the contents of this report • Endorse further progress on the Trust's EDI actions; • Consider how best we can continue to demonstrate support and leadership for improving equality, diversity and inclusion related events

Trust strategic objectives: please indicate which of the five Ps is relevant to the subject of the report	**Patients**	**People**	**Performance**	**Places**	**Pounds**
	x	x	x	x	x

Previously considered by:	
Risk / links with the BAF:	Robust performance in relation to equality, diversity and inclusion helps mitigate against risks of service/policy gaps that put protected groups at a disadvantage.
Legislation, regulatory, equality, diversity and dignity implications:	Compliance with the Equality Act 2010 Public Sector Equality Duty CQC Well Led Framework Equality Delivery System

Appendices:	Appendix 1 Workforce information (workforce and recruitment data; patient demographics for the report period; employee relations cases; non-mandatory training and CPD)

Annual Equality Report 2022- 2023

1.0   Purpose and background to the report

The Princess Alexandra Hospital NHS Trust (PAHT) publishes diversity data at least annually (a statutory requirement) as an enabler to meeting its general and specific duties under the under the Equality Act 2010.

The Trust has a general Public Sector Equality Duty (PSED) to:
- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The Trust also has specific duties under the Equality Act 2010 to:
- Publish equality information at least once a year to show how we have complied with the equality duty;
- Prepare and publish equality objectives at least every 4 years.

The general duty applies to the protected characteristics set out under Section 4 of the Equality Act 2010:
- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief (including no belief)
- Sex
- Sexual orientation

2.0   Introduction

We are committed to equality, diversity, and inclusion (EDI) because we are passionate about this, it is what we want to do and is the right thing to do for the benefit of our staff, patients, visitors, service users and the community that we serve. In the course of this, it helps us to comply with our legal and statutory obligations, for example, through the Workforce Race Equality Standard (WRES), Disability Equality Standard (WDES), the Gender Pay Gap reporting and the NHS Equality Delivery System (EDS). Reports containing equality information and objectives for 2023/24 developed in partnership with staff and patients stakeholders and agreed by the Equality, diversity and inclusion steering group can be found on our public website https://www.pah.nhs.uk/equality-and-diversity

Our ambition is that every person who comes through our doors, feels safe, free from fear of discrimination and where they are their authentic selves, able to access our services freely and safely, for the right treatment at the right time.

This annual equality report is a valuable reflection of our commitment to our vision and achievements against this, and our programme of work as we look forward to continuing to make a difference to the lives our people, our patients, and our community.

3.0 Our Equality Objectives for April 2023 to March 2024

We set out interim equality objectives in February 2023 for 2023/24 outline below.

- Ensure that our services promote and improve the health and wellbeing of staff, volunteers, patients, and visitors
- Ensure all future and current staff and volunteers are supported to make the most of their skills and talents
- Create a more inclusive culture where all staff, volunteers, patients and visitors feel engaged
- Engage with our senior leaders to ensure that equality and inclusion is a central trait of the organisation
- Champion the concept of zero tolerance to the fear of violence, abuse, harassment and intolerance
- Champion and enable all of our staff, volunteers, patients, and visitors to have the freedom to speak up
- Encourage our partner organisations and suppliers to acknowledge and support our commitment to diversity as a core value
- Engage with more of our diverse communities to effectively inform, develop and deliver our strategies, services and initiatives
- Services will be accessible to more people, with consistent quality that meets the needs of all staff, volunteers, patients, and visitors
- Ensure that all staff, volunteers, patients, and visitors will have access to the information they need to make the most of the services provided at PAHT
- Improve the accessibility of our infrastructure to enable everyone to access PAHT (physically, emotionally, developmentally, and virtually)

Going forward for 2024/25, we plan to develop a set of new SMART objectives with our stakeholders as part of the annual Equality Delivery System process. Consultation and engagement with staff side and staff networks will take place on 28, November and with Patient Panel on 18, December 2023.

We are committed to improving the quality and extend our data and information in relation to protected characteristics and this will inform the development of equality objectives.

4.0 Key activity during 2022 – 2023

Outlined below some of the key successes the Trust has made in the last 12 months on EDI.

Widening participation	Training	Staff networks	Culture and belonging
We continue to support Inclusion Champions on all	EDI awareness as part of corporate induction which is	The Race Equality & Cultural Heritage (REACH) rebranded and relaunched with	Signed up to UNISON Antiracism Charter

interview panels AfC band 8a and above. Collaboration with ICS to implement Inclusive career development programme for Black and Minority Ethnic (BME) and disabled staff at AfC bands 2 to 4. Work underway with Project Search to support employment opportunities for young adults with a learning disability or autism spectrum conditions, or both. Achieved Disability Confident Level 2 Employer status. Work with the ICS on our Menopause friendly employer status Participation in International nurses' welcome event	undertaken by all new staff. Launch of Ready to Manage Inclusive management training. Main purpose is to provide managers with the skills and knowledge to manage in an equitable and inclusive way Roll out of Inclusive recruitment training for hiring managers Disability training for staff in the People department covering legal principles and ways to promote disability inclusion. LGBTQ+ training sessions held to explore ways to be more inclusive in service delivery.	leadership development support for its leaders. REACH Cultural Festival success. Over 350 people attended. REACH series of events in person and online to mark Black History Month. Diwali event Marked National Day for Staff Networks with session on finding your voice and being heard. LGBTQ+ drop-in support sessions Launch of short video on registering as disabled shared with all staff. https://youtu.be/1Jxembcjx-0	Implemented NHS Rainbow Badge scheme Joined the Stonewall Diversity Champion programme Established Disability Champions Diversity goal /objective embedded in appraisal framework Schwartz Rounds with a focus on neurodiversity, race and menopause Marked the following diversity days with social media posts and additional internal communications: World Mental Health Day; Inclusion Week; International Day for the Remembrance of the Slave Trade and its Abolition; Black History Month; Pride Month and Eid ul-Adha

5.0   Learning and development

The Trust has rolled out different types of training ranging from EDI awareness as part of corporate induction, inclusive management training for managers and bespoke disability training for colleagues working in the People department all aimed at building understanding and embedding a culture of equality, diversity and inclusion across the Trust.

6.0   Equality impact assessments

Equality Impact Assessments (EqIAs) are an anticipatory process that support the Trust to predict possible issues, and take appropriate action such as removing or mitigating any negative impacts, where possible, and maximising any potential for positive impact. An EIA assesses against our legal duties and ensures that the impact is assessed in a structured and robust way, which can be evidenced if challenged. EqIAs apply to change to services or policy.

7.0   Freedom to Speak Up (FTSU)

The Trust provides various ways in which staff can speak up and raise their concerns within the Trust which includes.

- Datix / incident reporting
- Line management and team leader channels
- Trades unions
- People Team
- Occupational health
- Chaplaincy
- Staff support
- Staff networks
- Speak Up, Health and Wellbeing Champions (who offer signposting and general support)

PAHT continues to strengthen its commitment to this important work and has increased the number of guardians. The lead FTSU Guardian attends staff network meetings and is a key member of the EDI steering group.

8.0   Health and wellbeing

Staff health and wellbeing continues to be important area of focus for the Trust. The health and wellbeing of our people is a priority for us, and this reflects the national NHS priorities set in the NHS People Promise. Our objective is for our staff to understand what health and wellbeing at work means and to ensure that they feel supported and have choices to improve or maintain it.

Staff are supported in their psychological and physical health and wellbeing. The Trust provides a staff support service which offers 1-2-1 confidential psychological support to work and/or personal related issues.

9.0   Staff networks

The Trust currently has three staff networks, which are the Disability and Wellbeing Network (DAWN), the Race Equality & Cultural Heritage (REACH) staff network and the LGBTQ+ staff network. The REACH has been going from strength to strength. The network is committed to creating an inclusive working environment where individuals from a Black and minority ethnic (BME) background are supported and valued in the workplace. The network is a safe place for people to discuss the issues they face and share experiences.

The DAWN has been operating for just over 1 year and formed in response to feedback from staff and review of staff survey findings. The purpose of the network is to be an independent and effective voice for staff with long term health conditions and disabilities and to ensure that the organisation recognises and responds to the needs of all its staff, thereby increasing staff morale and improving the patient experience.

The LGBTQ+ staff network has been re-established 6 months ago and is running virtually. The network has invited members of the LGBTQ+ community to meetings to share learning and as an opportunity to inform trust policies and practices. The network is linked in with the East of England LGBTQ+ network.
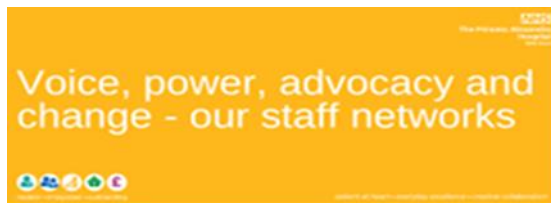
10.0 Workforce Race and Disability Equality Standard and Gender Pay Gap reporting

The national data submissions for the Workforce Race Equality Standard, and the Workforce Disability Standard have been reviewed and an action plan has been developed in response to the finding. The annual Gender Pay Gap audit has been published. Reports can be viewed at the link below: https://www.pah.nhs.uk/equality-and-diversity

11.0 Equality Delivery System

The Equality Delivery System (EDS) is designed to help NHS providers improve the services we provide for our local communities and provide better working environments, free from discrimination, for the whose who work in the NHS thereby helping to meet the requirements of the Equality Act 2010. Since April 2014, EDS has been mandated in the NHS Standard Contract and is cited as a key implementation requirement.

The PAHT embraces reporting used each year to provide an independent assessment of the organisation's progress against the 3 EDS domains. Our 2022 report is available on our website https://www.pah.nhs.uk/equality-and-diversity
Consultation and engagement with staff side and staff networks will take place on 28, November and with Patient Panel on 18, December 2023.

12.0 Equality, diversity and inclusion strategy

On 5 October, our Trust Board approved our new EDI strategy, setting out our vision, principles, goals and focus areas for the next seven years, as well as our journey to this point.

An EDI Delivery Group has been established to drive forward strategic priorities for EDI across clinical divisional and corporate departments. Each division and department have been tasked with:
- Cascade of briefing throughout each level of management/supervision until all teams have received a team brief
- Review of clinical strategies, care models and delivery plans with an EDI lens
- Define objectives, determine outcomes and list actions that are needed for 2024/25 as part of established business planning process

13.0 Partnerships and networking

The Trust actively participates in the ICS-wide EDI network. Strong relationships have been developed with the other participants in the ICS and PAHT is working collaboratively on a number of diversity initiatives including recruitment, leadership development, and anti-racism awareness.

14.0 Governance

The Trust's Equality, diversity and inclusion steering group consists of a diverse range of representation from teams and departments across the Trust. The main aim of the group is to help shape the organisation's strategies and policies to improve the experience of staff and patients with protected characteristics.

The steering group meets on a bimonthly basis and regularly reports progress to the People committee, as a sub-committee of the board, to ensure visibility and scrutiny of all interventions.

The People committee receives regular assurance that the Trust is meetings its statutory and regulatory requirements.
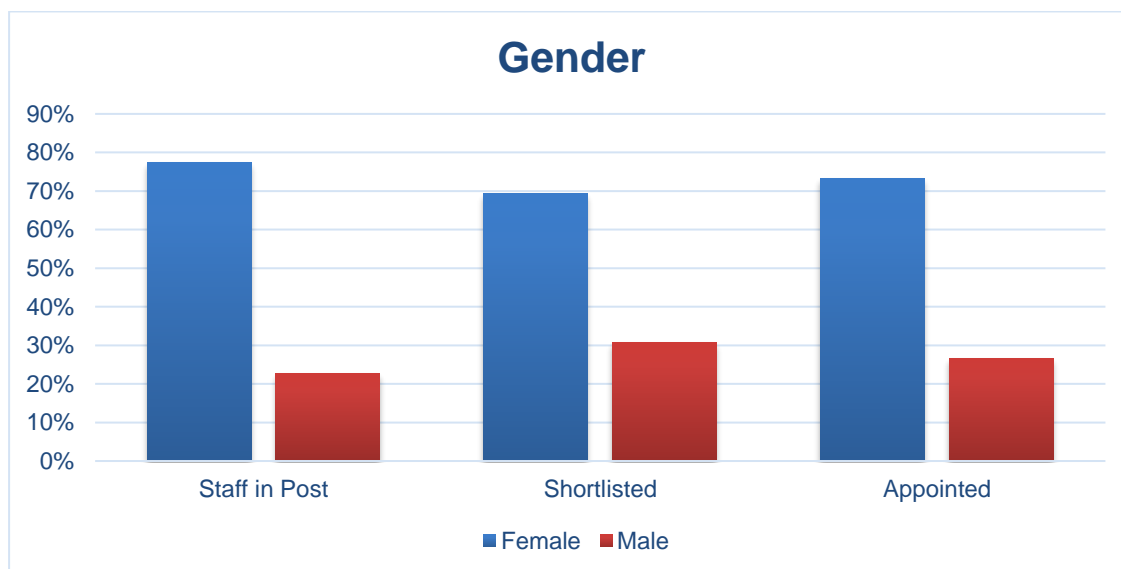
Recommendation

The Committee is asked to receive and note this report.

Appendix 1 - Workforce information

Data in this report is as at March 2023

**Workforce and recruitment data**

Gender

The Trust workforce is 77% female and 23% male. Whilst this is not comparative to the local population of Hertfordshire and Essex, it is comparative to the rest of the NHS, in which the majority of employees are female.

The proportion of male applicants versus female applicants is broadly representative of the current Trust profile.

Age band
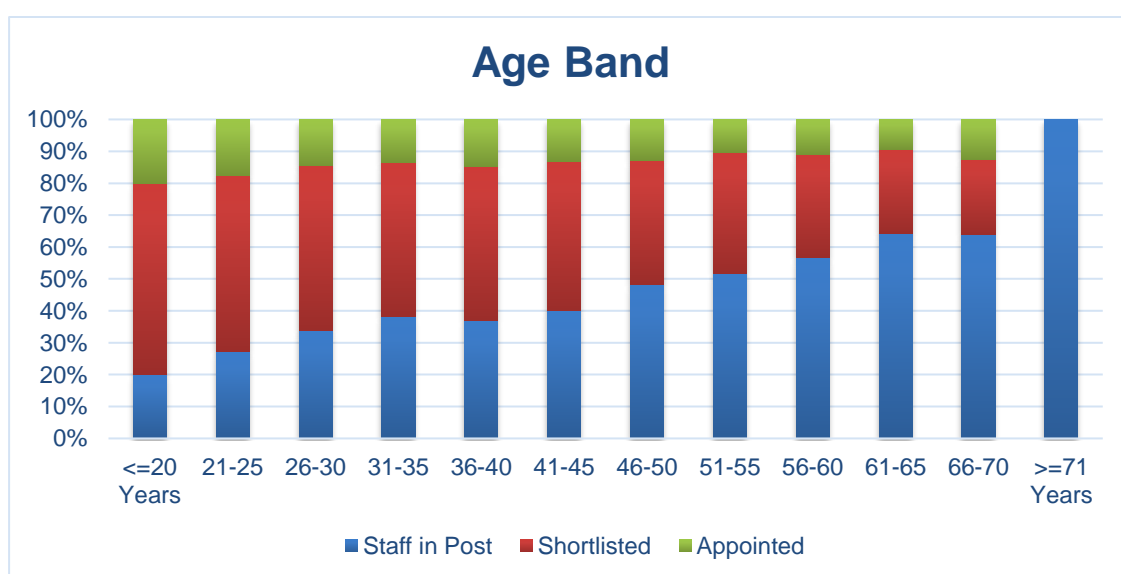
The Trust employs staff across all age bands, with a significantly reduced number of employees aged less than 20 years old (26) and aged over 71 (12).

The smaller number of staff aged less than 20 could correlate to having a minimum entry age into some professions due to health and safety restrictions, and a large proportion of the population in this age band still being in full-time education. The 31-35 is the largest age band (648) followed by the 26-30 group (545).

Ethnicity

Ethnicity

The current ethnic make-up of the workforce is 57% White and 39% Black and minority ethnic (BME).

The Trust has a range of robust selection methods that focus on strict objective criteria such as skills, knowledge, behaviour and values which inform decision makers regarding selection of candidates. Managers are taught, through advanced recruitment and selection training, the importance of using objective criteria and reasoning.

Disability
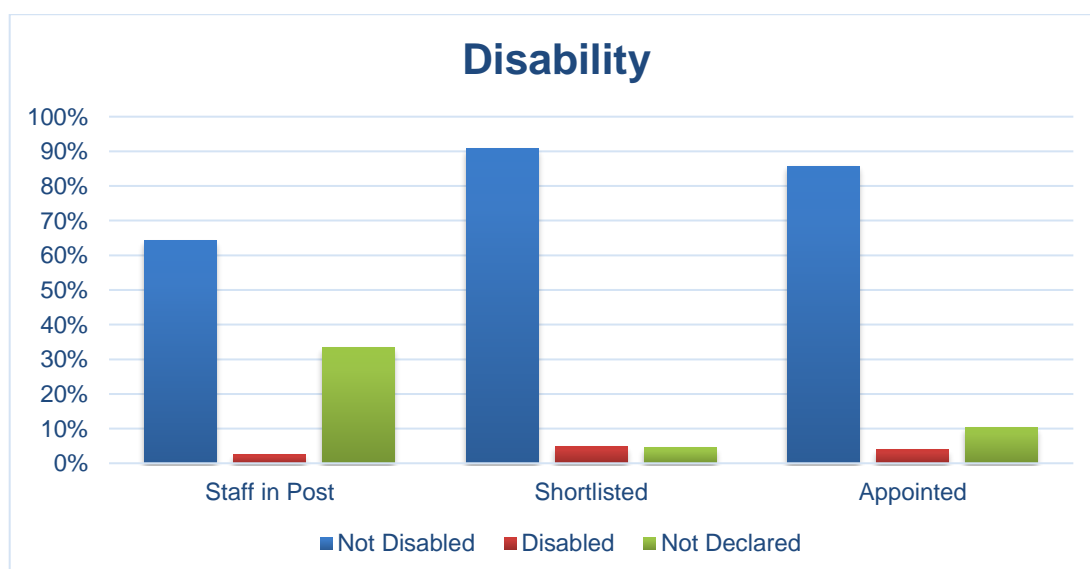
Disability

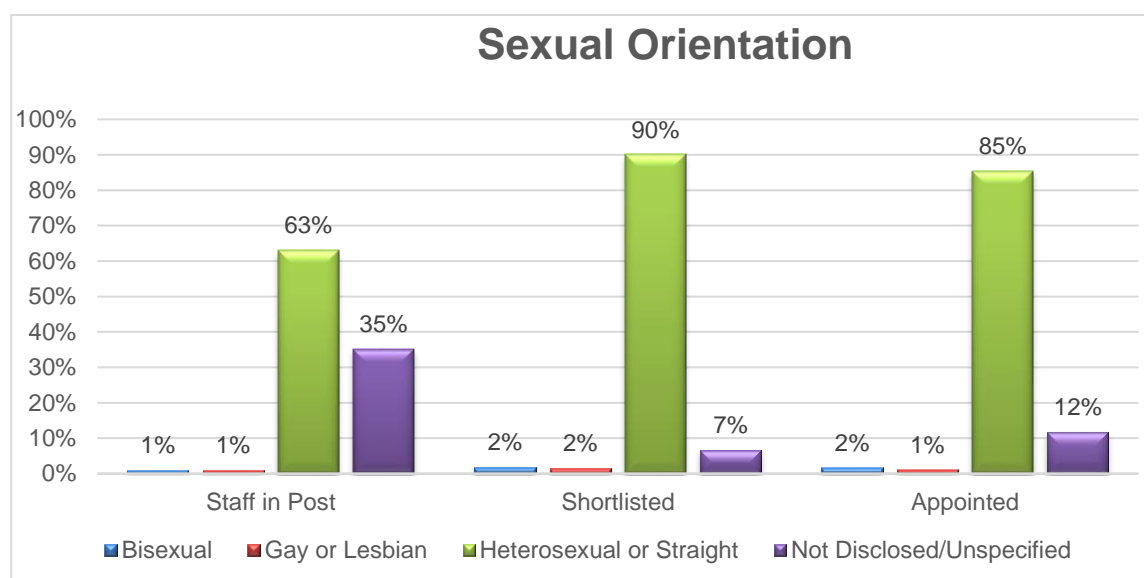2% of the workforce recoded as disabled and 64% not disabled with 33% of staff not declared.

The figures below show the proportion of applicants with a declared disability and their progress through the recruitment system.
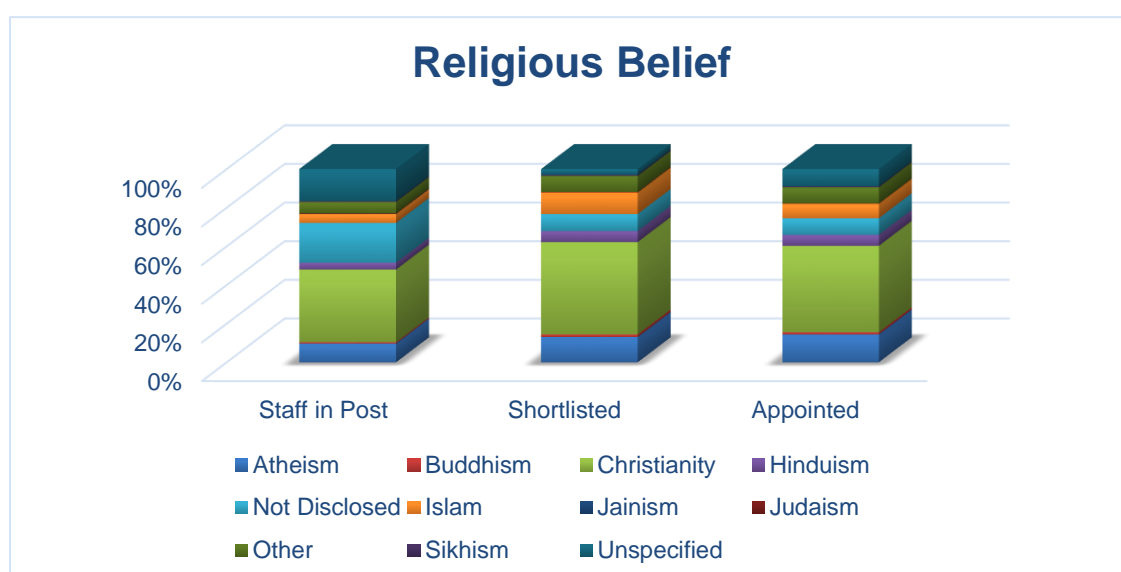
Where an applicant has a stated disability and meets the criteria for the role they are guaranteed an interview. The Trust has signed up to the Government's Disability Confident Scheme, and is currently on tier 2 of this scheme as a Disability Confident Employer. Tier 3 is the highest level of the scheme and is something which the Trust is working towards.

Sexual orientation

Sexual Orientation

	Staff in Post	Shortlisted	Appointed
Bisexual	1%	2%	2%
Gay or Lesbian	1%	2%	1%
Heterosexual or Straight	63%	90%	85%
Not Disclosed/Unspecified	35%	7%	12%

Within the overall staff population, 2% identify as gay, lesbian or bisexual, and 63% identify as heterosexual. 35% not declared (804).

Religious belief

Religious Belief

Legend: Atheism, Buddhism, Christianity, Hinduism, Not Disclosed, Islam, Jainism, Judaism, Other, Sikhism, Unspecified
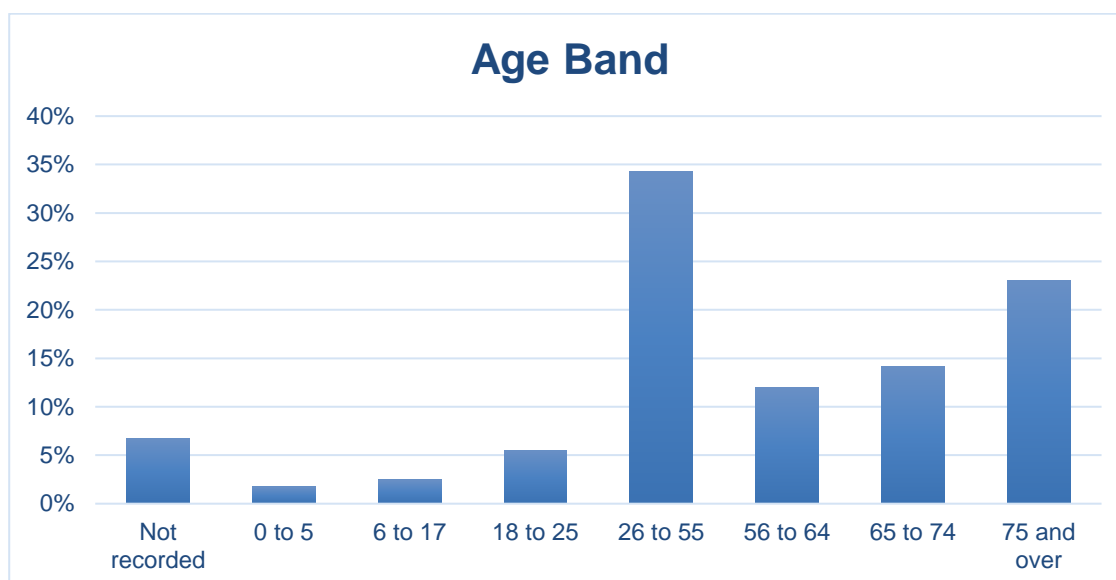
Christian staff make of the largest category in the Trust. 1470 members of staff have identified themselves as Christian. Atheism, or the lack of a religious belief, is the second largest category in the Trust (378). 804 Trust employees have not disclosed their religious beliefs.

Inpatient demographics for the report period

Our patients by age

Age Band

Our patients by gender

Gender

■ Male ■ Female

modern • integrated • outstanding

patient at heart • everyday excellence • creative collaboration
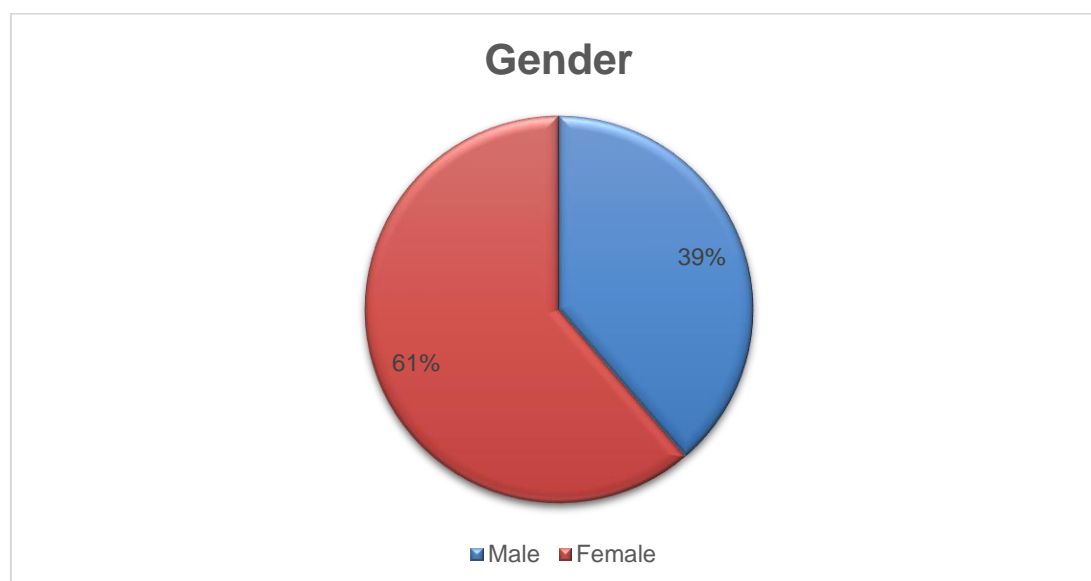
Our patients by ethnicity

Our Patient by Ethnicity

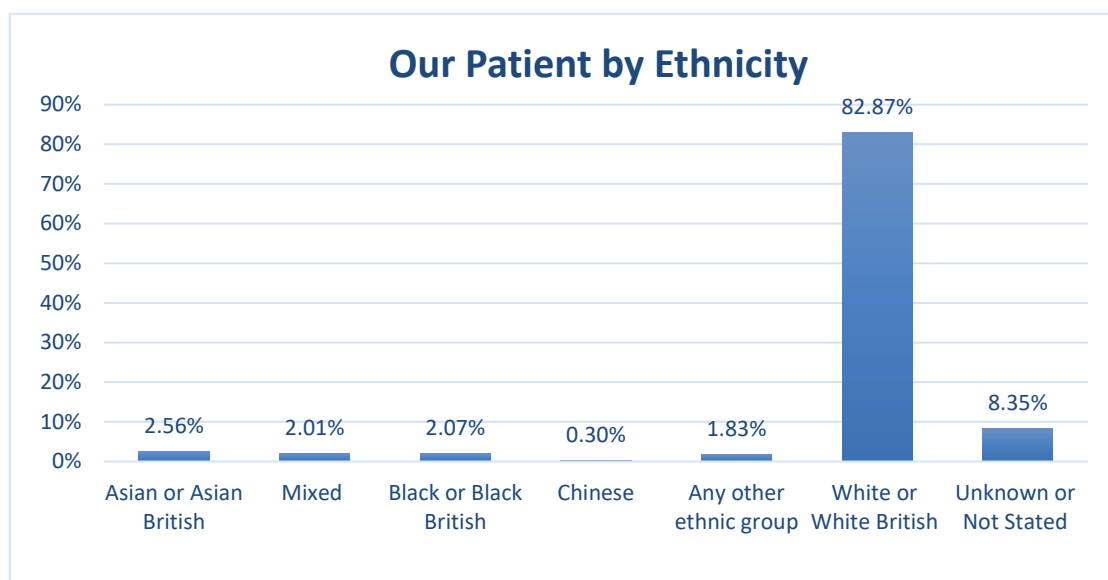| Ethnicity	Percentage
Asian or Asian British	2.56%
Mixed	2.01%
Black or Black British	2.07%
Chinese	0.30%
Any other ethnic group	1.83%
White or White British	82.87%
Unknown or Not Stated	8.35%

Employee Relations Cases (ER)

ER Cases 1 April 2022 – 31 March 2023

The following data analyses the total number of staff entering a formal employee relations process from April 2022 to March 2023 broken down by ethnicity, gender, disability and age group.

All ER case types

Case Type	Closed	Live	Total	% of Total Cases
Capability III – Health	12	2	14	12.96%
Dignity at Work	7	2	9	8.33%
Disciplinary	36	1	37	34.26%
ET	1		1	0.93%
Flexible Working	1		1	0.93%
Grievance	21	1	22	20.37%
Performance Management	2	2	4	3.70%
Probation	20		20	18.52%
Grand Total	**100**	**8**	**108**	**100%**

All ER case types by ethnicity

Ethnicity	Closed	Live	Total	% of Total Cases
White	68	7	75	69.44%
BME	29	1	30	27.78%

Not Stated	3		3	2.78%
Grand Total	**100**	**8**	**108**	**100%**

All ER case types by disability

Disability	Closed	Live	Total	% of Total Cases
Disabled	5	1	6	5.56%
Not Declared	26	2	28	25.93%
Not Disabled	69	5	74	68.52%
Grand Total	**100**	**8**	**108**	**100%**

Support is provided to all staff entering into a formal ER process, including staff identifying with a disability. Measures such as OH support, health assessments, reasonable adjustments are explored with staff. The overall % of staff identifying as disabled will be impacted by any staff who have "Not Declared" but would be identified as having a disability.

All ER case types by gender

Gender	Closed	Live	Total	% of Total Cases
Female	56	8	64	59.26%
Male	44		44	40.74%
Grand Total	**100**	**8**	**108**	**100%**

All ER case types by age range

Age Band	Closed	Live	Total	% of Total Cases
21-25	3		3	2.78%
26-30	12		12	11.11%
31-35	15	2	17	15.74%
36-40	11	1	12	11.11%
41-45	4	2	6	5.56%
46-50	21	2	23	21.30%
51-55	11	1	12	11.11%
56-60	7		7	6.48%

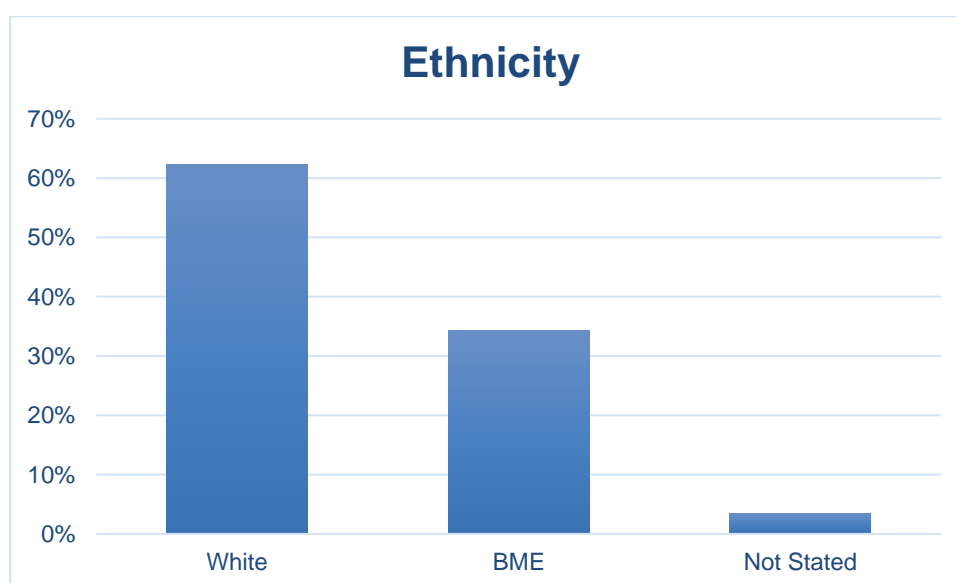|				
61-65	13		13	12.04%
66-70	3		3	2.78%
Grand Total	**100**	**8**	**108**	**100%**

Non-mandatory training and continuing professional development (CPD)

The analysis shows a snapshot of staff that have undertaken non-mandatory training and CPD in 2022/23.
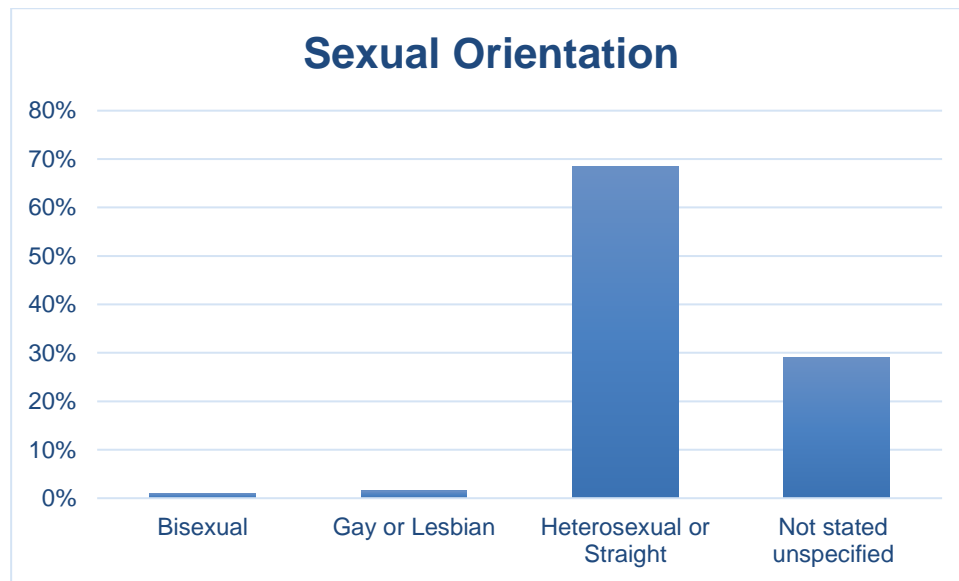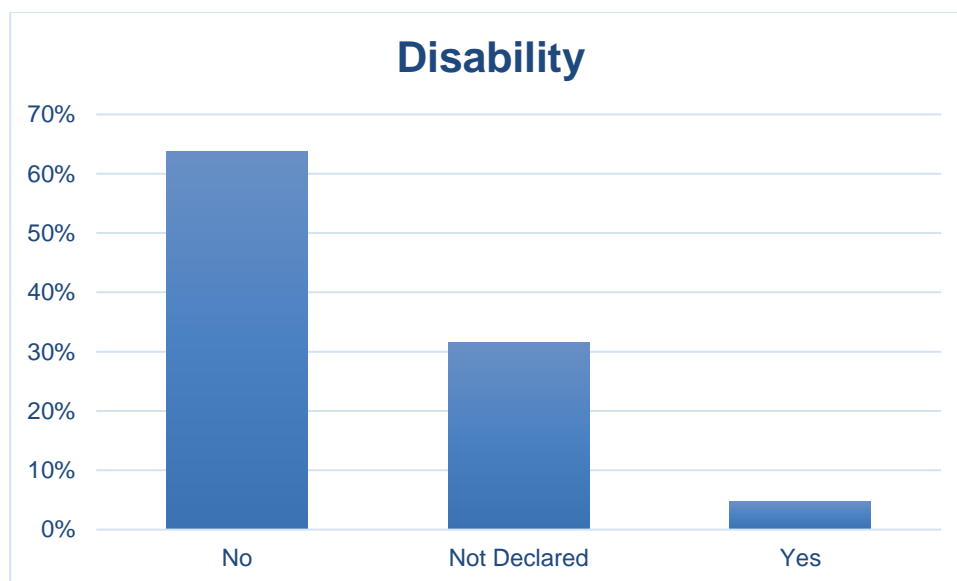
Non-mandatory training and CPD by gender
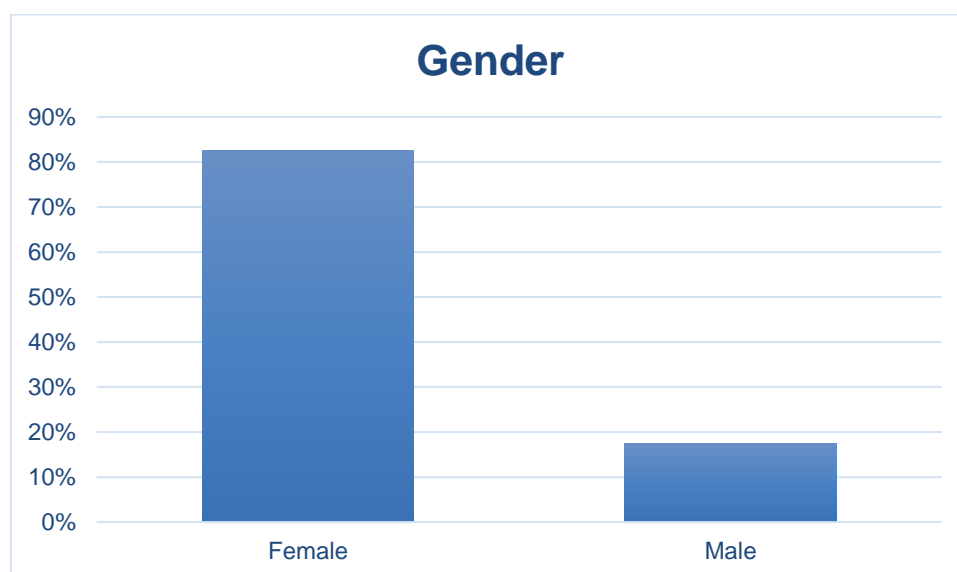
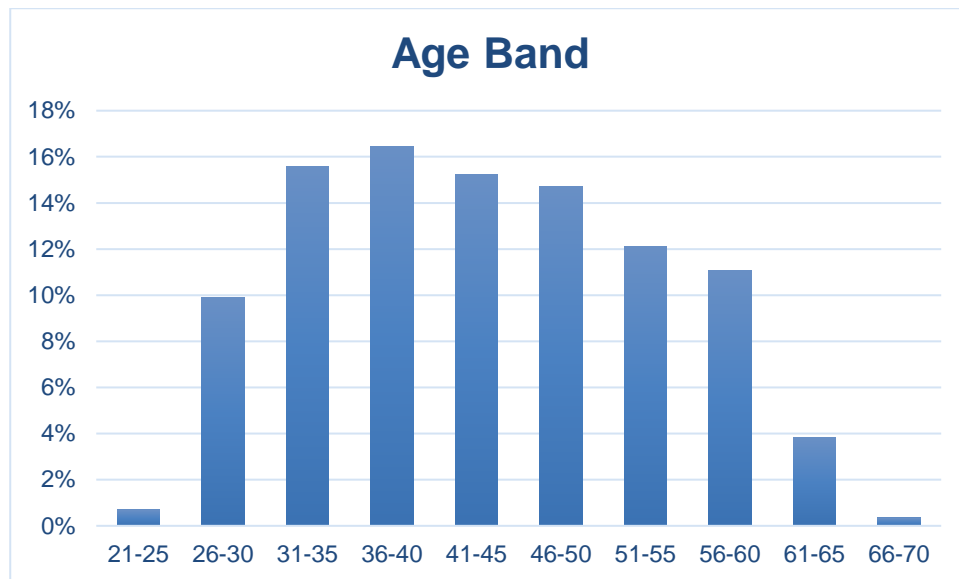### Non-mandatory training and CPD by ethnicity

Non-mandatory training and CPD by sexual orientation

Sexual Orientation

Non-mandatory training and CPD by disability

Disability

Non-mandatory training and CPD by age band

Age Band

Age Band	Percentage
21-25	~0.7%
26-30	~9.9%
31-35	~15.6%
36-40	~16.5%
41-45	~15.3%
46-50	~14.8%
51-55	~12.1%
56-60	~11.1%
61-65	~3.9%
66-70	~0.4%

Staff have many opportunities in the Trust to continue personal and professional development. There are several streams which support education and training provision enabling staff to continue their personal development as well as supporting those staff seeking to develop a clinical career in the Trust.

Author: Nathaniel Williams, people information and systems lead

Date: 10 November 2023

modern • integrated • outstanding

patient at heart • everyday excellence • creative collaboration