

## Equality and Diversity in University Hospitals Bristol NHS Foundation Trust

### Annual Report 2012 - 2013

#### 1. Statement of approach to equality and diversity

The Trust is committed to eliminating discrimination, promoting equality of opportunity, and providing an environment which is inclusive for patients, carers, visitors and staff. We aim to provide equality of access to services and to deliver healthcare, teaching, and research which are sensitive to the needs of the individual and communities, and we are committed to providing equal access to employment opportunities and an excellent employment experience for all.

The Trust Board of Directors is accountable for ensuring that the Trust's commitment to equality and diversity is implemented at all levels of the organisation and that all business is carried out in accordance with the values of the organisation. The Board monitors the implementation of its equality and diversity work as part of its annual cycle of Board reporting and the Board Assurance Framework.

The Director of Workforce and Organisational Development is the nominated lead director for equality and diversity on the Trust Board and is the chair of the Trust's Equality and Diversity/Health and Well-Being Group.

Implementation of the Equality Act 2010 and the Public Sector Equality Duty associated with the Act, form the foundation of equality and diversity activities in the Trust.

The Public Sector Equality Duty requires the Trust to have due regard to the need to:

- eliminate discrimination, harassment and victimisation;
- advance equality of opportunity between people who share a characteristic and those who do not; and,
- foster good relations between people who share a characteristic and those who do not.

The Trust uses the NHS Equality Delivery System (see Appendix B) as the principal means of fulfilling the Public Sector Equality Duty. The Trust's Equality and Diversity Report (Specific Duty) profiling our staff and patients has been revised to reflect information as at January 2013; the publication of the Trust's Equality Objectives as required for statutory compliance with the Act. Whilst further information is available on the Trust's website, some of the key findings in the 2013 report on Trust staff are identified in this report as follows:

- Only 9% of Trust staff are aged under 25 compared to 11% in 2011/12 with 23.5% over 50 years old;
- Just over 3% of staff reported a disability;
- 22% of Trust staff are from a Black or minority ethnic background;
- Black or minority ethnic staff are under-represented in higher pay bands; and,
- Just 1.3 % of staff identify as lesbian, gay or bisexual, although the national average is around 5%.

#### 2. Protected characteristics

The Duty covers nine protected characteristics as defined in the Equality Act. These are: Age, Disability, Gender, Gender re-assignment (transgender), Pregnancy and Maternity, Race, Religion or belief, Sexual orientation and Marriage and Civil partnership. The Trust has reported on our data and monitoring of patients and staff and identified where there are gaps in our knowledge.

### **3. Training on the Equality Act**

Training for managers on the Equality Act took place during 2011/12 and with further training planned in 2013 for all new managers.

Information about the Equality Act and wider principles of Equality and Diversity are being included in the revised Trust Values training sessions.

### **4. The NHS Equality Delivery System**

The Trust continues to implement the NHS Equality Delivery System. Evidence of the organisation's performance across the 18 outcomes of the Equality Delivery System has been collected from a range of sources. Evidence collated to support the Trust's declarations of compliance with the Care Quality Commissions Outcomes—has been useful in demonstrating compliance elements of the Equality Delivery System, as has the Trust's Quality Report. Commitments made by the Trust to the principles of the NHS Constitution are also relevant and have been cited where appropriate.

The Trust has continued previous engagement work with five other local NHS trusts to ensure a co-ordinated and effective use of time and support from a range of individuals and stakeholders, including local involvement networks and voluntary sector organisations representing people from protected groups.

The Patient and Public Involvement officer has run various engagement events including groups on patient access, maternity services, and working with our specialist nurses on dementia care and learning disabilities.

### **5. Equality objectives and statement of compliance with publication duties**

The Trust's overall objectives are set out below:

We become an acknowledged regional leader in equality and diversity outcomes both for our patients and staff. (This includes specific commitments to staff training, to patient satisfaction levels and to mitigating differential experiences reported in healthcare);

We become a national exemplar for the NHS Equality Delivery System. (This is a commitment to make the Scheme work for the benefit of all the Trust's patients and staff).

### **6. Action plans and timeframes to address any shortfalls**

A review of the outcomes from the Trust's Equality Delivery System is being conducted as at the time of this report. Any outcomes requiring specific objectives will be presented to the Equality and Diversity/Health and Well Being Group for approval and future monitoring.

### **7. Analysis of Staff – Diversity profile**

See Appendix A for staff in post diversity profile as at January 2013.

As at January 2013, the split between male and female staff is 24% and 76% respectively. This figure has not changed from last year.

The number of black and minority ethnic staff working in the Trust is 22% (this figure includes White Irish and White Other backgrounds).

254 staff declared themselves as having a disability as at January 2013, compared to 234 in the previous year. This figure has increased significantly through the Trust encouraging staff to declare any disability or impairment. This equates to 3.2% of the workforce compared to 2.9% in the previous year.

The number of staff employed in the age group of 16-25 is 719, an increase of 17 from the previous year. This group of staff represents 9% of the workforce.

The number of staff aged 56 years or above has increased very slightly from 981 to 987.

## **8. Priorities, monitoring arrangements and targets**

Equality Impact Assessments are used for new services and service re-designs and demonstrates the changing needs of the local community.

The management of Trust staff is supported by key performance indicators that are reported to the Board every month. Key indicators include vacancy and turnover rates, sickness absence rates, appraisal compliance rates, mandatory and statutory training rates and bank and agency usage.

The indicators are analysed and the results are used to ensure compliance with national targets and local action plans.

All new staff undertake online equality and diversity training as part of the induction programme and the aim is to increase coverage year-on-year and to develop further training programmes for managers. The Trust has developed a task and finish group which has been working in a number of areas around tackling harassment and bullying (see statement of approach to staff engagement).

The Trust understands its obligations to ensure that people with disabilities are given equal opportunity to enter into employment and progress wherever possible. Recruitment procedures have been aligned with the Equality Act's requirements for good practice for pre-application health checks permitted in the Equality Act.

The Trust complies with the "Positive about Disabled People" scheme. This scheme commits the Trust to interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their skills, experience and knowledge. All staff must adhere to the Trust Equal Opportunities in Employment policy and Recruitment policy.

The Trust takes steps through its Redeployment Policy to enable employees to remain in employment wherever possible. This includes working closely with the Occupational Health Department, Human Resources and external agencies such as Access to Work.

The Trust has established three staff forums: for black and minority ethnic staff; staff with disabilities and lesbian, gay, bisexual and transgender staff, enabling staff from these groups to raise issues among peers and to contribute to Trust policy.

The Trust is developing its career pathways and succession planning processes as part of the Teaching and Learning strategy to ensure transparency and equity of opportunity for all. It is a requirement that all staff are appraised annually.

A range of communication channels are used to inform employees of matters of concern to them. This includes information on the Trust intranet, a weekly e-bulletin Newsbeat and information in the staff magazine Voices, as well as information in payslips.

The Trust works in partnership with its Trades Union colleagues and staff side representatives. Equality and Diversity issues can be raised at any point but notably the Industrial Relations Group regularly reviews equality data and all Trust Employment policies are agreed in partnership and impact assessed.

**Summary of performance – workforce statistics:  
Staff in post diversity profile (data point January 2013)**

Gender	January 2013	
	Total	%
Male	1,916	23.95%
Female	6,085	76.05%
<b>TOTAL</b>	<b>8,001</b>	<b>100.00%</b>

Ethnicity	January 2013	
	Total	%
<b>A - White - British</b>	6231	77.88%
<b>B - White - Irish</b>	96	1.20%
<b>C - White - Any other White background</b>	415	5.19%
<b>D - Mixed - White &amp; Black Caribbean</b>	27	0.34%
<b>E - Mixed - White &amp; Black African</b>	15	0.19%
<b>F - Mixed - White &amp; Asian</b>	26	0.32%
<b>G - Mixed - Any other mixed background</b>	54	0.67%
<b>H - Asian or Asian British - Indian</b>	353	4.41%
<b>J - Asian or Asian British - Pakistani</b>	37	0.46%
<b>K - Asian or Asian British - Bangladeshi</b>	6	0.07%
<b>L - Asian or Asian British - Any other Asian background</b>	100	1.25%
<b>M - Black or Black British - Caribbean</b>	125	1.56%
<b>N - Black or Black British - African</b>	225	2.81%
<b>P - Black or Black British - Any other Black background</b>	58	0.72%
<b>R - Chinese</b>	51	0.64%
<b>S - Any Other Ethnic Group</b>	173	2.16%
<b>Z - Not Stated</b>	9	0.11%
<b>TOTAL</b>	<b>8001</b>	<b>100.00%</b>

Disability	January 2013	
	Total	%
No	7527	94.08%
Not Declared	220	2.75%
Yes	254	3.17%
<b>Total</b>	<b>8001</b>	<b>100.00%</b>

Age Profile	January 2013	
	Total	%
16 – 20	58	0.72%
21 – 25	661	8.26%
26 – 30	1099	13.74%
31 – 35	1222	15.27%
36 – 40	1073	13.41%
41-45	990	12.37%
46 – 50	1021	12.76%
51 – 55	890	11.12%
56 – 60	663	8.29%
61 – 65	265	3.31%
Age over 65	59	0.74%
<b>Total</b>	<b>8001</b>	<b>100.00%</b>

Religious Belief	January 2013	
	Total	%
Atheism	785	9.81%
Buddhism	38	0.47%
Christianity	3332	41.64%
Hinduism	82	1.02%
I do not wish to disclose my religion/belief	3173	39.66%
Islam	130	1.62%
Jainism	3	0.04%
Judaism	8	0.10%
Other	437	5.46%
Sikhism	13	0.16%
<b>TOTAL</b>	<b>8001</b>	<b>100.00%</b>

Sexual Orientation	January 2013	
	Total	%
<b>Bisexual</b>	30	0.37%
<b>Gay</b>	42	0.52%
<b>Heterosexual</b>	4793	59.91%
<b>I do not wish to disclose my sexual orientation</b>	3103	38.78%
<b>Lesbian</b>	33	0.41%
<b>TOTAL</b>	<b>8001</b>	<b>100.00%</b>