

Workforce Disability Equality Standard (WDES) 2019 Reporting

1. Name of organisation

Northampton General Hospital NHS Trust

2. Date of report

August 2019

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

Janine Brennan, Director of Workforce & Transformation

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

Sarah Kinsella, Corporate HR Officer, sarah.kinsella@ngh.nhs.uk

5. Names of commissioners this report has been sent to

NHS Nene Clinical Commissioning Group & NHS Corby Clinical Commissioning Group

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

CCGs Quality Teams

7. Unique URL link on which this Report and associated Action Plan will be found

<http://www.northamptongeneral.nhs.uk/About/Policies-Reports-and-strategies/Equality-and-diversity-information/Equality-Diversity-Human-Rights.aspx>

8. This report has been signed off by on behalf of the board on

Date: 12 August 2019

Name: Janine Brennan, Director of Workforce & Transformation

Background narrative

9. Any issues of completeness of data

The Trust collects disability data through the completion of job applications by candidates via NHS Jobs2 which, for successful candidates, is then uploaded to ESR. The Trust is therefore reliant on applicants completing these elements of the application form.

The data for the period that this report covers shows that 20.5% of Trust employees have not stated or have a null/unknown entry on ESR

10. Any matters relating to reliability of comparisons with previous years

This is the first year that this data has been collected.

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

5118

12. Proportion of disabled staff employed within this organisation at the date of the report?

3.05%

13. The proportion of total staff who have self-reported their disability status?

79.41%

14. Have any steps been taken in the last reporting period to improve the level of self reporting for disability status?

The Trust's Workforce Information Team have not undertaken any large scale data cleansing exercises since the last reporting period, however they do undertake further investigations regarding individual employee records, where possible, to prevent any null entries on ESR. If the Trust is provided with information regarding errors on ESR they are also investigated and rectified.

15. Are any steps planned during the current reporting period to improve the level of self reporting by disability status?

In addition to the above, the Trust's Workforce Information Team is starting to implement basic self-service across the organisation and this will enable staff to update their own personal details on ESR. This will enable staff to view their disability entry and we will be encouraging staff to be proactive in contacting Workforce Information to organise for the correct data to be entered if their record is showing a null or not stated entry. Self-service is currently available to a limited number of staff.

Workforce data

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

1 April 2018 to 31 March 2019

Workforce Disability Equality Indicators

For each of these workforce indicators, compare the data for Disabled and Non-Disabled staff.

17. 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:

Overall Workforce (5118)

- Disabled 3.05% (156)
- Non-Disabled 76.36% (39.08)
- Not Stated 20.59% (1054)

	Overall Workforce 5118 staff			Non-Clinical Workforce 31.18% (1596) of Trust Workforce			Clinical Workforce 68.82% (3522) of Trust Workforce		
	Disabled	Non-Disabled	Not Stated	Disabled	Non-Disabled	Not Stated	Disabled	Non-Disabled	Not Stated
Band 1	0.20%	4.79%	1.95%	0.20%	4.79%	1.95	0.00%	0.00%	0.00%
Band 2	0.72%	15.67%	2.60%	0.31%	5.74%	1.31	0.41%	9.93%	1.29%
Band 3	0.23%	6.82%	1.64%	0.16%	4.14%	0.94	0.08%	2.68%	0.70%
Band 4	0.29%	6.14%	1.41%	0.27%	4.06%	0.92	0.02%	2.07%	0.49%
Band 5	0.66%	16.16%	4.06%	0.06%	1.78%	0.37	0.61%	13.38%	3.69%
Band 6	0.55%	10.71%	2.21%	0.02%	0.61%	0.14	0.53%	10.10%	2.07%
Band 7	0.20%	6.37%	2.33%	0.02%	1.23%	0.25	0.18%	5.14%	2.07%
Band 8a	0.04%	2.15%	0.57%	0.02%	0.70%	0.21	0.02%	1.45%	0.35%
Band 8b	0.00%	0.64%	0.20%	0.00%	0.33%	0.08	0.00%	0.31%	0.12%
Band 8c	0.04%	0.25%	0.06%	0.02%	0.08%	0.02	0.02%	0.18%	0.04%
Band 8d	0.00%	0.04%	0.04%	0.00%	0.02%	0.00	0.00%	0.02%	0.04%
Band 9	0.00%	0.00%	0.00%	0.00%	0.00%	0.00	0.00%	0.00%	0.00%
VSM	0.00%	0.10%	0.06%	0.00%	0.06%	0.06	0.00%	0.04%	0.00%
Other	0.00%	0.00%	0.00%	0.00%	0.27%	0.04%	0.00%	0.00%	0.00%
Consultants	0.04%	2.72%	1.84%				0.04%	2.72%	1.84%
Career Grade Doctors	0.02%	1.45%	0.66%				0.02%	1.45%	0.66%
Junior Doctors	0.06%	3.05%	0.94%				0.06%	3.05%	0.94%
Other Medical Staff	0.00%	0.31%	0.04%				0.00%	0.04%	0.00%
Total	3.05%	76.36%	20.59%	1.07%	23.82%	6.29%	1.97%	52.54%	14.30%

Data for previous year:

Not applicable

The implications of the data and any additional background explanatory narrative

20.59 % of the overall workforce have a null or not stated entry for their disability status on ESR (Electronic Staff Record).

The 2011 Northampton Census reported 7.2% of the population had their “*day to day activities limited a lot*” due to their health.

The workforce reporting the greatest number of disabled staff is the clinical workforce at 1.97% compared to 1.07% for the non-clinical workforce.

Within the clinical workforce, Band 5 has the highest number of disabled staff at 0.61%, followed by Band 6 at 0.53%. The Trust employs very few staff in bands 8c, 8d and 9 and Very Senior Managers and at the time of the report has one disabled member of staff in these bands/grades in the clinical workforce. In our medical and dental workforce there are 5 disabled members of staff across our consultant, career grade and trainee workforce.

Within the non-clinical workforce, Band 2 has the highest number of disabled staff at 0.31%, followed by Band 4 at 0.27%. The Trust employs very few staff in bands 8c, 8d and 9 or Very Senior Managers and at the time of the report has one disabled member of staff in in these bands/grades in the non-clinical workforce.

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

The Trust is currently working with an external organisation to pilot alternative recruitment techniques to work towards removing unconscious bias during the selection process. Focus groups for staff with protected characteristics have been organised to get staff views on working at the Trust. The information gathered from these groups will be analysed to see what improvements we can make for our staff to ensure that we are an inclusive workplace, for all staff regardless of their protected characteristics. This supports the Trust's equality objective of a representative and supported workforce and inclusive leadership.

Through our Trustwide staff bulletin we regularly ask staff to let us know if they are disabled, or have become disabled since starting employment so that appropriate support can be discussed and reasonable adjustments put into place, if required, as per our Supporting and Managing Workforce Sickness Absence Policy and our Employment of People with a Disability Policy.

18. Relative likelihood of Disabled staff completed to Non-Disabled staff being appointed from shortlisting across all posts.

Data for reporting year:

1.23 relative likelihood of non-disabled staff being appointed from shortlisting compared to disabled staff

Data for previous year:

Not applicable

The implications of the data and any additional background explanatory narrative

Of the individuals shortlisted 89 did not disclose their disability status. Of the individuals appointed 21 did not disclose their disability status.

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

As previously referred to, the Trust has been working with an external organisation to pilot alternative recruitment techniques to work towards removing unconscious bias during the selection process. Recruitment training for managers, which includes a session on equality awareness, protected characteristics and values based recruitment, has continued during 2018/2019, in line with the Trust's equality objective of a representative and supported workforce and inclusive leadership.

The Trust is signed up to the Disability Confident Scheme and has been assessed at level 2. The Trust also uses the Guaranteed Interview Scheme, as per our Recruitment, Selection and Retention Policy and our Employment of People with a Disability Policy.

19. Relative likelihood of Disabled staff compared to Non-Disabled staff entering the formal capability process, as measured by entry into the formal capability procedure. 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:

0.00 relative likelihood of disabled staff entering the formal capability process compared with non-disabled staff.

Data for previous year:

Not applicable

The implications of the data and any additional background explanatory narrative

No disabled staff have entered the formal capability process.

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

The Trust regularly monitors equality data in relation to performance management activity to ensure there is fairness and equity regardless of disability and this is provided to the Trusts Equality and Diversity Staff Group in line with the Trust's equality objective of a representative and supported workforce.

National NHS Staff Survey indicators (or equivalent).

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

Data for reporting year:

Disabled **39%**

Non- Disabled **30.2%**

Data for previous year:

Disabled **Not applicable**

Non-Disabled **Not applicable**

The implications of the data and any additional background explanatory narrative

Comparatively 8.8% more disabled staff than non-disabled staff have experienced this type of harassment, bullying or abuse.

For the Trust's overall Staff Survey results there was a deterioration of 4.6% for this question, from the previous year and the Trust was worse than the national average.

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

A working group has been established to consider inappropriate behaviours directed at staff by patients, relatives or the public supported by the Trust's Protecting Staff Against Violence, Aggression, Discrimination and Harassment Policy. This is in line with the Trust's equality objective of a representative and supported workforce.

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

Data for reporting year:

Disabled **23.5%**

Non-Disabled **16.1%**

Data for previous year:

Disabled **Not applicable**

Non-Disabled **Not applicable**

The implications of the data and any additional background explanatory narrative

Comparatively 7.4% more disabled staff than non-disabled staff have experienced this type of harassment, bullying or abuse.

For the Trust's overall Staff Survey results there was a deterioration of 0.1% for this question from the previous year. The Trust was worse than the national average, however this was expected due to the work that has been taking place as part of the Respect and Support Campaign, which was launched in June 2018 and has raised the awareness of bullying and harassment to staff.

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

The Respect and Support Campaign, will equip staff with the skills and knowledge to recognise and challenge inappropriate behaviours from managers supported by the Bullying, Harassment and Victimisation Policy. This is in line with the Trust's equality objective of a representative and supported workforce.

22. Percentage of staff experiencing harassment, bullying or abuse from staff in last 12 months

Data for reporting year:

Disabled 31.8%

Non-Disabled 22.4%

Data for previous year:

Disabled Not applicable

Non-Disabled Not applicable

The implications of the data and any additional background explanatory narrative

Comparatively 9.4% more disabled staff than non-disabled staff have experienced this type of harassment, bullying or abuse.

For the Trust's overall Staff Survey results there was a deterioration of 4.4% for this question from the previous year. The Trust was worse than the national average, however this was expected due to the work that has been taking place as part of the Respect and Support Campaign, which has raised the awareness of bullying and harassment to staff.

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

The Trust's Respect and Support Campaign will equip staff with the skills and knowledge to recognise and challenge inappropriate behaviours from staff supported by the Bullying, Harassment and Victimisation Policy. This is in line with the Trust's equality objective of a representative and supported workforce.

23. Percentage of staff saying that the last time they experiencing harassment, bullying or abuse at work, they or a colleague reported it in last 12 months

Data for reporting year:

Disabled 43.5%

Non-Disabled 44.8%

Data for previous year:

Disabled Not applicable

Non-Disabled Not applicable

The implications of the data and any additional background explanatory narrative

Comparatively 1.3% less disabled staff than non-disabled staff have reported this type of harassment, bullying or abuse.

For the Trust's overall Staff Survey results there was an improvement of 2% for this question from the previous year. The Trust was just slightly worse than the national average.

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

The Trust's Respect and Support Campaign will equip staff with the skills and knowledge to recognise and challenge inappropriate behaviours from staff supported by the Bullying, Harassment and Victimisation Policy. The campaign also advocates reporting it and is providing different tools to support this such as the Respect and Support Information Hotline. This is in line with the Trust's equality objective of a representative and supported workforce.

24. Percentage believing that trust provides equal opportunities for career progression or promotion

Data for reporting year:

Disabled 77.6%

Non-Disabled 85.2%

Data for previous year:

Disabled Not applicable

Non-Disabled Not applicable

The implications of the data and any additional background explanatory narrative

Comparatively 7.6% less disabled staff than non-disabled staff believe the Trust provides equal opportunities for career progression or promotion.

For the Trust's overall Staff Survey results there was a deterioration of 2.5% for this question, from the previous year and the Trust was slightly worse than the national average.

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

As previously referred to, the Trust has been working with an external organisation to pilot alternative recruitment techniques to work towards removing unconscious bias during the selection process. The Trust will also undertake analysis on the numbers of disabled staff promoted compared to non-disabled staff to share with key members of the HR/E&D Team so that they can consider ways to reduce the gap. This is in line with the Trust's equality objective of a representative and supported workforce and inclusive leadership.

25. Percentage of staff saying that they have felt pressure from their manager to come to work, despite not feeling well enough to perform their duties.

Data for reporting year:

Disabled 37.0%

Non-Disabled 27.2%

Data for previous year:

Disabled Not applicable

Non-Disabled Not applicable

The implications of the data and any additional background explanatory narrative

Comparatively 9.8% more disabled staff than non-disabled staff said they have felt pressure to come to work despite not feeling well enough to perform their duties.

For the Trust's overall Staff Survey results there was a deterioration of 2.2% for this question, from the previous year and the Trust was worse than the national average.

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

The Trust has a health and wellbeing strategy co-ordinated by a dedicated member of staff to promote better physical and mental wellbeing through different schemes and initiatives. Information for managers about staff sickness/absence due to a disability is provided through our Supporting and Managing Workforce Sickness Absence Policy and our Employment of People with a Disability Policy. This is in line with the Trust's equality objective of a representative and supported workforce.

26. Percentage of disabled staff saying that their employer has made adequate adjustments to enable them to carry out their work.

Data for reporting year:

Disabled **75.9%**

Data for previous year:

Disabled **Not applicable**

The implications of the data and any additional background explanatory narrative

For the Trust's overall Staff Survey results there was an improvement of 7.5% for this question, from the previous year and the Trust was above the national average.

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

Training has taken place with managers over the last 12-18 months on supporting and managing sickness absence and this includes making reasonable adjustments for disabled staff, supported by the Trust's Employing People with a Disability Policy. This is in line with the Trust's equality objective of a representative and supported workforce.

27. Staff Engagement score for disabled staff compared to non-disabled staff and the overall engagement score for the organisation.

Data for reporting year:

Disabled **6.7**

Non-Disabled **7.2**

Overall Trust score **7.1**

Data for previous year:

Disabled **Not applicable**

Non-Disabled **Not applicable**

Overall Trust score **Not applicable**

The implications of the data and any additional background explanatory narrative

Comparatively disabled staff are 0.5 less engaged than non-disabled staff.

For the Trust's overall Staff Survey staff engagement result was 7.1 which is unchanged from the previous year and the Trust was slightly above the national average.

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

Focus groups for staff with protected characteristics have been organised to get staff views on working at the Trust. The information gathered from these groups will be analysed to see what improvements we can make for our staff to ensure that we are an inclusive workplace, for all staff regardless of their protected characteristics. This supports the Trust's equality objective of a representative and supported workforce and inclusive leadership.

Board representation indicator

For this indicator, compare the difference for disabled and non-disabled staff.

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

Data for reporting year:

Disabled -3%

Non-Disabled -16%

Data for previous year:

Disabled Not applicable

Non-Disabled Not applicable

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

There are a number of Trust Board members who have an unknown, null or not stated entry on ESR, which may account for the -16% result for the difference against non-disabled staff. The -3% for disabled staff shows that the Trust Board does not represent the disability status of the overall workforce.

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

For Executive Director recruitment the Trust uses recruitment agencies to source candidates and often equality data is not collected at this stage. The Trust will undertake an exercise to collect the protected characteristics from the Executive Team in line with the Trust's equality objective of inclusive leadership.

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

The Trust has an Equality and Diversity Strategy (2016-2019) together with an Equality and Diversity Staff Group. Through the groups Terms of Reference there is a nominated equality representative for each division and the understanding of the role of the Divisional Representative has developed further during 2018/2019, but engagement of these roles is difficult due to clinical pressures. Each Division is provided with equality and diversity data for their areas to analyse and identify any areas for improvement and supporting objectives to be set, at a Divisional level. These objectives are reviewed on an annual basis.

30. Organisations should produce a detailed WDES action plan, agreed by its board. It is good practice for this action plan to be published on the organisation's website, alongside their WDES data. Such a plan would elaborate on the actions summarised in this report, setting out the next steps with milestones for expected progress against the WDES indicators. It may also identify the links with other work streams agreed at board level, such as EDS2. You are asked to provide a link to your WDES action plan in the space below.

The Trust will be incorporating the WDES actions into its Equality Objectives Four Year Plan for 2016 – 2020, which was approved by the Trust Board in 2016 and reviewed in 2018. A copy of this can be found in the Equality and Diversity section of the Trusts website via:

<http://www.northamptongeneral.nhs.uk/About/Policies-Reports-and-strategies/Equality-and-diversity-information/Equality-Diversity-Human-Rights.aspx>

Progress reports against the objectives are provided to the Trust's Equality and Diversity Staff Group on a quarterly basis and equality and diversity reports/updates are provided to the Trust's Workforce Committee, which is a subgroup of the Trust Board, on a 6 monthly basis.