



NHS Shetland Equality and Diversity Workforce Monitoring Report 2020/21

April 2021

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NHS Shetland Equality and Diversity Workforce Monitoring Report 2020/21

1. Introduction

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into force on the 27th May 2012. This requires public bodies such as NHS Shetland to produce an Annual Equality and diversity Workforce Monitoring Report covering all 9 of the “protected characteristics”, as defined in the Equality Act 2010. The 9 “protected characteristics” are:

- Race
- Disability
- Sex (male or female)
- Religion or belief
- Sexual orientation
- Gender reassignment
- Age
- Pregnancy and maternity
- Marriage and civil partnership

The Regulations require that the Workforce Report must include details of:

- The number of staff and their relevant protected characteristics
- Information on the recruitment, development and retention of employees, in terms of their protected characteristics.
- Details of the progress the public body has made to gather and use the above information to enable it to better perform the equality duty.

This is the NHS Shetland Workforce Monitoring Report for 2020/21.

2. Gathering workforce information

NHS Shetland is committed to developing and improving the Annual Workforce Report year by year by developing local data collection systems for information which we were previously not required to collect.

If a potential issue is highlighted by the Report, we are able to cross reference source material where available, to analyse specific areas in greater depth.

Staff have the legal right not to disclose information about their protected characteristics if they so choose. Any information staff supplied is on a purely voluntary basis. However, NHS Shetland now has information for approximately 95% of our staff.

3. Using the workforce report

The report will:

- Demonstrate the willingness of NHS Shetland to comply with the requirements of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended.
- Enable the NHS Shetland Health Board and others, to gauge whether NHS Shetland employees and prospective employees are being treated fairly. Any anomalies or inconsistencies highlighted by the report are looked into and any appropriate follow up action taken.
- Give reassurance to NHS Shetland staff that they are working in an environment free from prejudice or discrimination.
- Give the population of Shetland and any prospective employees, reassurance that NHS Shetland treats its staff in a fair and equitable manner.
- Enable external monitoring bodies such as the Equality and Human Rights Commission for Scotland and the Scottish Human Rights Commission to monitor our compliance with current equality and diversity legislation and good practice guidelines.

4. Number of staff in post

The number of NHS Shetland staff in substantive posts as at 31st March 2021 was 848 (674.5 Whole time Equivalent) and includes staff in the GP Hub. There were 315 Bank Staff, a total of 1,163. The 848 figure includes GP Hub staff that are included in permanent staff but not counted in overall monthly reported figures, this also includes Non-Executive Directors.

5. Race

(i) The ethnic origins of staff in post

There are people with valuable skills relevant to healthcare who can be recruited locally. However, some specialist skills require NHS Shetland to recruit world-wide. Accordingly, there will never be an exact correlation between the ethnic make-up of the population of Shetland and the ethnic make-up of the NHS Shetland workforce.

The 2011 Census showed that the 81% of the population of Shetland were in the “White Scottish” Census category, compared to only 60% of NHS Shetland staff being in this category. This shows that the ethnic makeup of NHS Shetland is far more diverse than the general population. The overall population figures for Shetland are:

Area	Census 2011 Population	Mid-2020 Estimate*	+/- Difference
Shetland	23,167	22,920	- 247

*Source, National Records of Scotland April 2020 estimated population of Shetland.

Table One below shows the ethnicity of the NHS Shetland substantive workforce, excluding Bank Staff. Given the small numbers involved, it is hard to draw any firm conclusions, however, the figures do indicate that NHS Shetland recruitment and retention processes are fair and free from discrimination.

Table One: The ethnic makeup of staff in Post as at 31st March 2021

Staff in Post s at 31 st March 2021		
2011 Census categories	Number	%
A White		

Scottish	509	60%
Other British	211	25%
Irish	6	0.7%
Gypsy/Traveller	0	0%
Polish	6	0.7%
Other white ethnic group	55	6.5%
B Mixed or multiple ethnic groups		
Any mixed or multiple ethnic groups	6	0.7%
C Asian, Asian Scottish or Asian British		
Pakistani, Pakistani Scottish or Pakistani British	0	0%
Indian, Indian Scottish or Indian British	Less than 5	0.5%
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	Less than 5	0.1%
Chinese, Chinese Scottish or Chinese British	Less than 5	0.1%
Other Asian	6	0.7%
D African		
African, African Scottish or African British	Less than 5	0.1%
Other	Less than 5	0.35%
E Caribbean or Black		
Caribbean, Caribbean Scottish or Caribbean British	0	0%
Black, Black Scottish or Black British		
Other	0	0%
F Other ethnic group		
Arab, Arab Scottish or Arab British	Less than 5	0.1%
Other	Less than 5	0.1%
Don't know	Less than 5	0.1%

G Prefer not to answer	36	4.25%
Total	848	100%

These figures do not include doctors and dentists in training who are recruited by NHS Grampian for the North of Scotland.

(ii) Applications for posts

- During 2020/21 NHS Shetland received 1,441 applications.
- Candidates with a Scottish ethnicity were the biggest single group, submitting 593 or 41.15% of all applications. This was an increase on 2018/19 when 38.13% of applications came from candidates with a Scottish ethnicity.

(ii) Shortlisted candidates

- There were 621 candidates shortlisted in 2020/21.
- No information about the ethnic origins of candidates, nor any other information about their protected characteristics, is made available to appointing managers.

(iii) Candidates offered posts during 2020/21

- 226 offers of employment were made.

The ethnic origins of people submitting applications, short listed candidates and candidates offered posts by NHS Shetland during 2020/21 are shown in Table two below.

Table Two: The ethnic origins of people submitting applications, short listed candidates and candidates offered posts by NHS Shetland during 2020/21

2011 Census Categories	No. of applications	Ethnicity of applicants as a % of total	Nos. shortlisted	% short listed	Candidates offered posts in 2020/21	
	Number	Percentage	Number	Percentage	Number	Percentage
a) White						
Scottish	593	41.15%	322	51.85%	149	65.93%
Other British	310	21.51%	165	26.57%	51	22.57%
Irish	10	0.69%	5	0.8%	Less than 5	0.44%
Gypsy/Traveller	-	-	-	-	-	-
Polish	-	-	-	-	-	-
Other white ethnic group	168	11.66%	48	7.73%	12	5.31%
B Mixed or multiple ethnic groups						
Any mixed or multiple ethnic groups	41	2.85%	15	2.42%	Less than 5	0.88%
C Asian, Asian Scottish or Asian British						
Pakistani, Pakistani Scottish or Pakistani British	53	3.68%	9	1.45%	0	0%
Indian, Indian Scottish or Indian British	54	3.75%	7	1.13%	0	0%
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	14	0.97%	5	0.81%	0	0%
Chinese, Chinese Scottish or Chinese British	Less than 5	0.28%	Less than 5	0.16%	0	0%
Other Asian	41	2.85%	7	1.13%	Less than 5	1.33%

D African							
African, African Scottish or African British	63	4.37%	12	1.93%	0	0%	
Other							
E Caribbean or Black							
Caribbean, Caribbean Scottish or Caribbean British	-	-	-	-	-	-	
Black, Black Scottish or Black British	Less than 5	0.14%	0	0%	0	0%	
Other Black background	18	1.25%	Less than 5	0.32%	0	0%	
F Other ethnic group							
Arab, Arab Scottish or Arab British	0	0%	-	-	-	-	
Other	25	1.73%	Less than 5	0.64%	0	0%	
Don't know	-	-	-	-	-	-	
G Prefer not to answer	45	3.12%	19	3.06%	8	3.54%	
Total	1,441	100%	621	100%	226	100%	

These figures do not include doctors and dentists in training who are recruited by NHS Grampian for the North of Scotland.

Changes to Recruitment from outwith the European Union

The UK left the European Union (EU) transitional arrangements on 31st December 2020. EU nationals wishing to work in the UK must now obtain a Visa. At present, it is too early to tell if the Visa system for EU nationals or the ability of the UK employers to recruit more freely from outwith the EU, has had an impact on recruitment trends.

(iii) Staff promoted in 2020/21

31 staff were promoted in 2020/21.

(iv) The ethnicity of staff promoted in 2020/21

This information is not shown because it may identify individuals.

(iv) The ethnicity of staff applying for training and receiving training

This information is not currently recorded. However, once the eESS training and management system is fully operational we will be able to collect this information.

6. Disability

Table Three below shows Information on the number of NHS Shetland staff who have has a medical condition in the last 12 months:

Table Three: the number of NHS Shetland staff who had a medical condition in 2020/21

Response	2020/21 Total	%
Yes	50	5.9%
No	767	90.4%
Prefer not to say	31	3.7%
Total	848	100%

The table shows that 5.9% of NHS Shetland staff indicated that they had a medical condition during 2020/21.

Table Four: Applicants, Shortlisted Candidates and those offered Posts who identified themselves as having a disability

Response to question, are you disabled?	Applications	Shortlisted	Offered Posts
No	1321	555	204
Yes	120	66	22
Prefer not to answer	0	0	0
Total	1441	621	226

The figures show that during 2020/21, NHS Shetland recruited 22 applicants who identified themselves as having a disability. This is an extremely positive indication the NHS Shetland recruitment and selection processes are fair and free from disability discrimination.

Staff who had a medical condition in 2020/21 who were promoted

This information is not shown because it may identify individuals.

Staff who have had a medical condition in 2020/21 who applied for training and numbers who actually attended

This information is not currently recorded. However, once the eESS training and management system is fully operational we will be able to collect this information.

7. Sex (male or female)

On Shetland, the 2011 Census showed that there are roughly an equal numbers of females and males. NHS Shetland has 848 staff comprising 665 females (78.4%) and 183 males (21.6%). The figures show that there has been a small trend towards improving the female to male balance. In 2018/19, the split was females (82.1%) and males (17.9%). However, traditionally, most members of the nursing and Allied Health Professions have been female, which means that all Health Boards in Scotland have a much higher proportion of female staff to male staff.

There is no intentional occupational segregation in NHS Shetland, nor is there any gender bias in the filling of posts. NHS Shetland is careful to promote all healthcare posts as being open to both males and females equally. All NHS Shetland staff appointments are made on merit, free from any gender bias. However, there are still historical issues to be addressed, especially in the field of Nursing and Allied Health Professions (AHP).

Traditionally, nursing and AHP professions have attracted far more females than males to train for these professions. Nursing is the biggest single occupation group in the NHS by far, hence, all Health Boards in Scotland have a much higher proportion of female staff to male staff.

The majority of female staff are concentrated in the nursing and AHP professions. NHS Shetland is working hard to promote all NHS jobs to both males and females equally. The Universities are also playing their part to encourage more males to train for nursing or AHP careers.

NHS Shetland is careful in all of our advertising material for nursing and AHP posts to avoid sexual stereotyping. Our recruitment literature shows an equal number of male and female staff in these roles and projects a very positive image of both male and female nurses and AHP's.

(i) The sex of Applicant, Shortlisted candidates and those offered posts in 2020/21

	Applicants	Shortlisted	Offered Posts
Female	933	443	172
Male	487	168	51
Prefer not to answer	21	10	Less than 5
Total	1,441	621	226

The numbers being shortlisted and offered posts are roughly pro rata to the number of applications from each sex. This indicated that shortlisting and the offering of posts is free from any sex discrimination.

(ii) The sex of staff who were promoted in 2020/21

This information is not shown because it may identify individuals.

(iii) The sex of staff applying for training and receiving training

This information is not currently recorded. However, once the eESS training and management system is fully operational we will be able to collect this information.

(iv) Senior posts within NHS Shetland as at 31st March 2021

Senior Managers

There are 40 staff on senior grades of Band 8A to 8D, comprising 27 females and 13 males. These figures are roughly pro rata the numbers of female and

male employees within NHS Shetland and indicate that recruitment procedures for senior manager posts within NHS Shetland are fair and free from any gender bias.

Compliance with the Gender Representation on Public Boards (Scotland) Act 2018

Health Board members

As at 31 March 2021 NHS Shetland Health Board comprised 15 people. The gender make up at this time was 8 females and 7 males.

The Gender Representation on Public Boards (2018) Act (GRPB) requires public bodies to report on meeting the requirements of the Act. The requirement is to make progress towards having 50% female non-executive Board members (excluding stakeholder members).

There are 7 NHS Shetland non-executive Board members that form the basis of the gender representation calculation. There are three male and three female Non-Executive Board members

8. Religion or faith

The religion/faith make up of the NHS Shetland workforce is shown below in Table Four. The religion or belief make up of people on Shetland mirrors closely the overall Scottish pattern. The figures are:

Table Five: The religious/faith make up of the NHS Shetland Workforce in 2020/21

Religion or faith	Number	% of workforce	2011 Census main results for Shetland
Buddhist	Less than 5	0.35%	-
Christian - Church of Scotland	118	13.92%	29.9%
Christian - Roman Catholic	48	5.66%	4.1%
Hindu	Less than 5	0.35%	-
Jewish	Less than 5	0.35%	-
Muslim	Less than 5	0.24%	0.4%
Other Christian	136	16.04%	10.6%
Sikh	-	-	-
Other	19	2.24%	1.1%

No religion	391	46.11%	45.4%
Declined to comment	120	14.15%	8.5%
Not known	5	0.59%	-
Total	848	100%	

These figures show that:

- 14.15% of respondents “Declined to comment”. This is higher figure than the 8.5% of people in Shetland who declined to comment in the 2011 Census. However, people may have felt legally obliged to answer the Census question.
- 46.11% of staff indicated that they had no religion, this is similar to the 2011 Census result.
- Of the religions, the Church of Scotland has the largest number of staff followers at 13.92%. The comparative figure for Shetland is 29.9%.
- These figures show that the NHS Shetland workforce is slightly more religiously diverse than the general population of Shetland.
- The figures indicate that NHS Shetland recruitment and retention policies are free from discrimination on the grounds of religion or faith or a lack of religion or faith.

(i) The religion or faith of staff promoted in 2020/21

This information is not shown because it may identify individuals.

(ii) The religion/faith of staff applying for training and receiving training

This information is not currently recorded. However, once the eESS training and management system is fully operational we will be able to collect this information.

9. Sexual orientation

The sexual orientation of the NHS Shetland workforce is shown in Table Five below:

**Table Six: The sexual orientation of the NHS Shetland Workforce
In 2020/21**

Bisexual	10
Don't Know	Less than 5
Gay	5
Heterosexual	708
Lesbian	Less than 5
Other	Less than 5
Prefer not to say	119
Total	848

From the above, it can be seen that NHS Shetland recruitment and retention processes are free from discrimination on the grounds of sexual orientation.

There is no 2011 Census information on sexual orientation for us to use as a comparator. A pre-Census pilot questionnaire issued in 2006 by the General Registrar for Scotland, received a very low response rate for questions on sexual orientation. Accordingly, the General Registrar decided not to include sexual orientation questions in the 2011 Census questionnaire.

(i) The sexual orientation of staff promoted during 2020/21

This information is not shown because it may identify individuals.

(ii) The Sexual orientation of applicants for posts in NHS Shetland during 2018/19

The figures are shown in Table Six below

Table Six: The sexual orientation of applicants, for posts in NHS Shetland in 2020/21

Sexual orientation	Applications	Short listed	Offered posts
Bisexual	59	23	7
Prefer not to answer	106	46	18
Gay/Lesbian	38	12	2
Heterosexual	1,228	537	197
Other	10	Less than 5	Less than 5
Total	1441	621	226

The figures are roughly pro rata at the shortlisting and offered posts stage, which indicates that appointment processes are fair and free from any sexual orientation bias.

The fact that 92.64% of applicants are happy to share their sexual orientation indicates that NHS Shetland is viewed by applicants as an organisation free from any sexual orientation bias.

(iii) The sexual orientation of staff applying for training and receiving training

This information is not currently recorded. However, once the eESS training and management system is fully operational we will be able to collect this information.

10. Gender reassignment

Until 2019/20, the Scotland-wide central application system which feeds into the National Scottish Workforce Standard System (SWISS), did not give staff the option of indicating that they were Trans or were contemplating gender reassignment. Staff who were Trans were included in the sexual orientation “Other” category, accordingly, no specific data was available.

From 2020/21 onwards this option is now available, this is a most welcome development. The figures are:

Question: are you trans?	Number
Yes	Less than 5
No	809
Prefer not to say	38
Total	848

11. Age

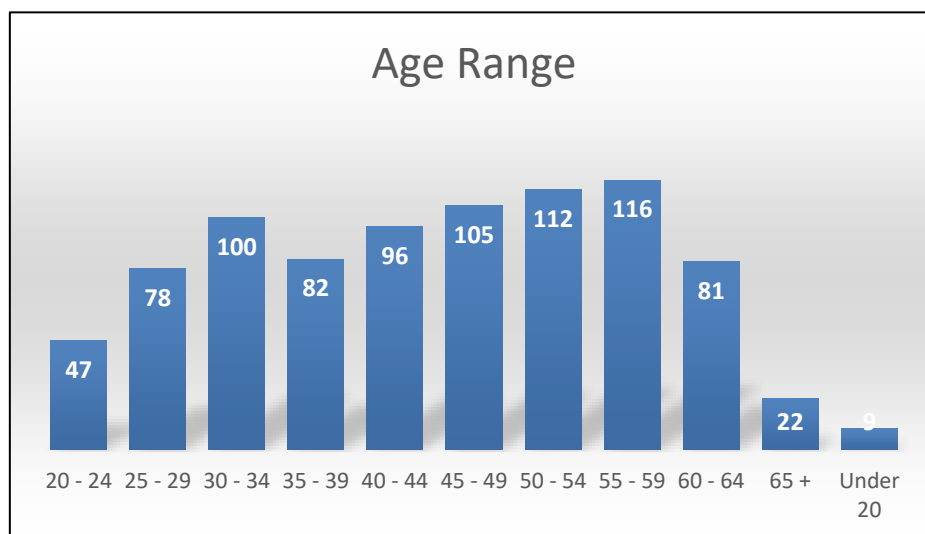
Below in Table Seven is an age profile of the NHS Shetland workforce, as at 31st March 2021. The figures from the 2011 Scottish Census are shown as a comparator.

Table Seven: Age profile of the NHS Shetland Workforce in 2020/21

Age Group	Numbers in post as at 31/3/2021	NHS Shetland %	2011 Census Population of Shetland %
1 - 19 years	9	1.1%%	24.3%

20 – 24 years	47	5.54%	5.6%
25 – 29 years	78	9.2%	5.4%
30 - 44 years	278	32,8%	19.9%
45 – 59 years	333	39.27%	21.8%
60+	103	12.15%	22.9%
Total	848	100%	100%

This information in graph format below shows the pattern more clearly.



- NHS Shetland has a relatively small percentage of staff aged 19 years and under. This is due to a number of factors such as age restrictions for people under the age of 18 working in clinical areas and Health and Safety compliance requirements.
- Compared to the Census figures, NHS Shetland has a much higher percentage of staff in the 30-44 and 45-59 age ranges. This perhaps reflects the fact that many staff such as doctors, nurses and Allied Health Professionals train for a number of years to qualify then build up their knowledge and experience. Staff then wish to apply this knowledge for as long as possible. Hence the concentration of staff in these two age ranges.

Promotions shown by age

This information is not shown because it may identify individuals.

12. Pregnancy and maternity

During 2020/21, 24 applications for maternity leave were made by staff. Of the 24, all 24 chose the “return to work” option.

The high cost of living and accommodation on Shetland could be an influencing factor in the number of female staff returning to work. Other factors could be the opportunities offered by NHS Shetland for flexible or part-time working.

13. Marriage and civil partnership

Information on the marital status of NHS Shetland staff is shown in Table Eight below. Information from the 2011 Census for Shetland is shown as a comparator.

Table Eight: The marital status of NHS Shetland Staff 2020/21

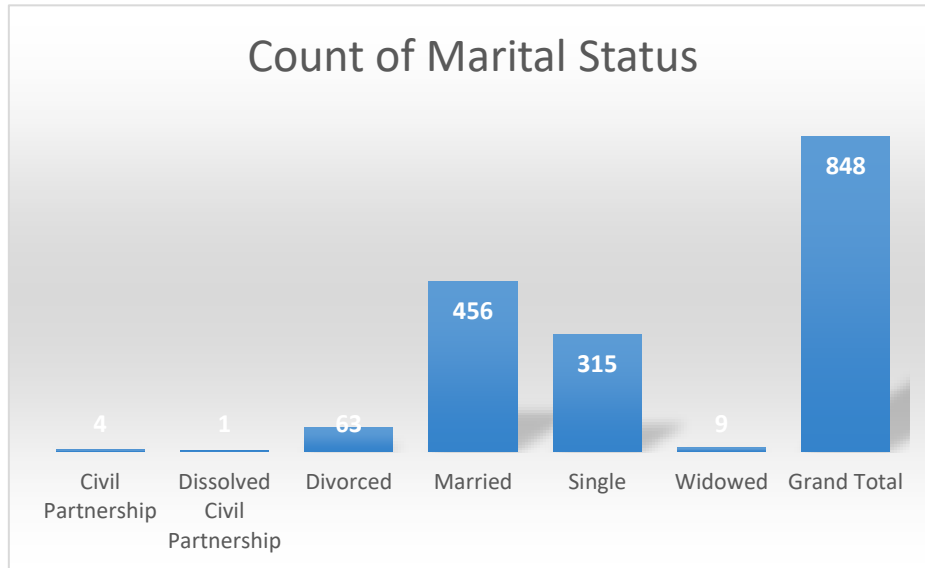
Marital Status	Numbers	NHS Shetland %	2011 Census %
Not known	-	-	-
Civil Partnership	Less than 5	0.47%	-
Dissolved civil partnership	Less than 5	0.12%	-
Divorced/separated	63	7.43%	10.7%
Married	456	53.77%	49.7%
Single	315	37.15%	32.8%
Widowed	9	1.06%	6.8%
Total	848	100%	100%

The table shows:

- Divorced/separated rates are lower for NHS Shetland staff than for the Shetland population generally.
- Pro rata, more NHS Shetland staff are married than in the Shetland population generally.
- There is a big difference in the number of NHS Shetland staff widowed compared to the Census figures. This is explained by the fact that most NHS Shetland staff retire at or around 65. It is above this age band that mortality usually increases significantly.

- The figures indicate that there is no discrimination by NHS Shetland on the grounds of marital status in our recruitment or retention processes.

The marital status information is also shown below in graph format:



(i) The marital status of staff promoted during 2020/21

This information is not shown because it may identify individuals.

14. Staff performance and assessment

Knowledge and Skills Framework (KSF)

KSF has been implemented for all NHS Shetland staff, excluding medical and dental staff for whom separate arrangements apply. There is an ongoing cycle of review, planning, development and evaluation which links organisational and individual development needs; this is a commitment to the development of everyone who works in the NHS. KSF outlines are developed for all posts which detail the knowledge and skills required for the post covering six mandatory core dimensions of:

- Communication
- Personal and People Development
- Health, Safety and Security
- Service Improvement
- Quality

- Equality and Diversity
-

In addition, there will be specific dimensions which reflect the key activities of each post. There are two “gateways”. The Foundation Gateway within one year, 6 months for Band 5 posts, of appointment to the bands will check that the employee can meet the basic demands of their post. The Second Gateway will confirm that the employee is applying their knowledge and skills to consistently meet the full demands of their post. As yet, the gateways are not active across Scotland.

15. Equal Pay Statement

In compliance with the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, NHS Shetland produced an Equal Pay Monitoring Report in April 2019. This contains an Equal Pay Statement and is available on the NHS Shetland website on the publications page at:

<https://www.shb.scot.nhs.uk/board/eq-publications.asp>

16. Publicising the report

The NHS Shetland Workforce Monitoring Report 2020/21 will first go to the appropriate NHS Shetland Committee. Thereafter, it will be widely circulated electronically within NHS Shetland and posted on the NHS Shetland website so it will be accessible to partner agencies and the wider community of Shetland.

Comments on the Workforce Monitoring Report will be warmly welcomed. All comments received will be carefully considered. Comments in any language or format can be made:

By email to: shb.nhs.uk/contactus.asp

By post to:
Feedback Service,
NHS Shetland Board Headquarters,
Upper Floor Montfield,
Burgh Road,
Lerwick
ZE1 0LA

By telephone to: 01595 743060

17. Compilation of the Report: acknowledgements

Very special mentions are due to Lorraine Allinson HR Services Manager, Laura Pottinger HR Advisor (Systems) and Sian Gaffney HR Co-ordinator who put in many hours of work collecting information and helping in the compilation.

Compiled on behalf of NHS Shetland by Nigel Firth, Equality and Diversity Manager, NHS Grampian and NHS Shetland, April 2021.