



**Equality and Diversity
Workforce Data Report
2017**

All public sector organisations, including health boards, are required to comply with the Equality Act 2010. Integrated into the Act is the Public Sector Equality Duty (PSED) which came into force in April 2011. The PSED requires public bodies to have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act
- Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not
- Foster good relations between those who share a protected characteristic and those who do not

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into force in May 2012. One of the specific duties is the requirement for organisations to gather and publish an annual report, breaking down their workforce by each of the 9 'protected characteristics' which are:

- Age
- Disability
- Gender
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion and Belief
- Sexual Orientation

Another of the requirements under the Specific Duties legislation is to mainstream the equality duty which means that equality should be integrated into the day to day, core business of an authority. A range of data and evidence (for example on recruitment, pay, grievances and disciplinary action) on staff, broken down by protected characteristic is crucial to being able to meet the Public Sector Equality Duty. Equality monitoring information lets us identify how people experience employment within NHS Dumfries and Galloway, based on their protected characteristics, and in turn set actions to tackle any inequality evidenced within the data.

This report contains some of the high level observations for each protected characteristic. The report meets NHS Dumfries and Galloway's statutory obligation, under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, to publish information annually relating to the diversity profile of our workforce and an analysis of equality and diversity in recruitment, retention, development and training.

The 2016 Workforce Data report included figures from the 2015 national NHS Staff Survey. There has not been a national Staff Survey during the course of 2016-17 so there are no figures for comparison contained within this report.



1. Staff in Post

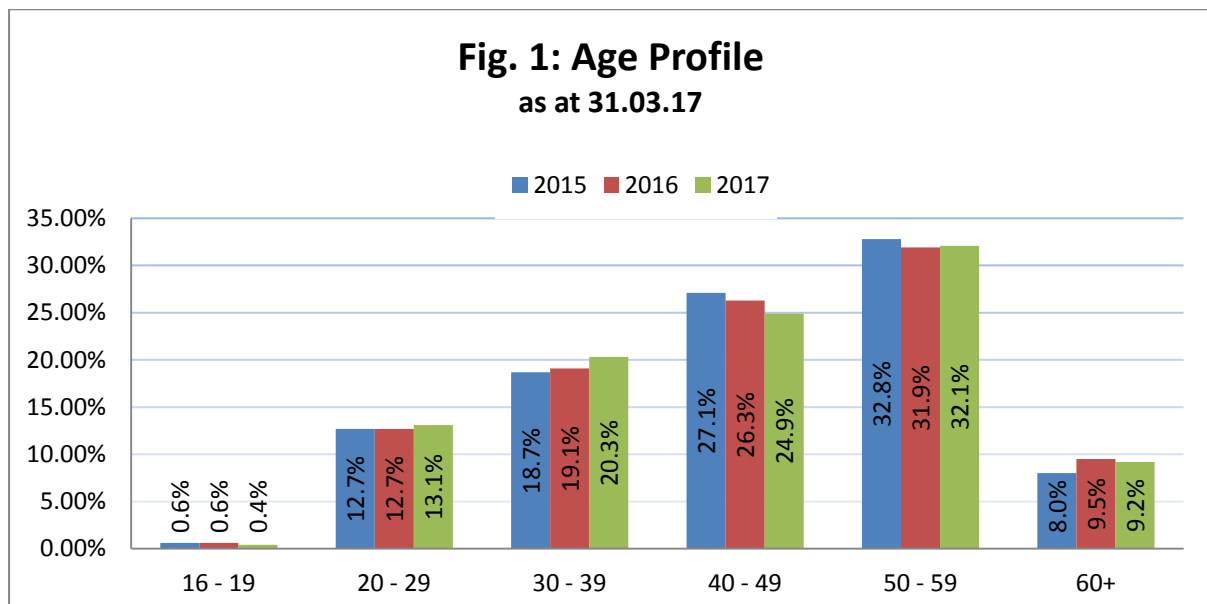
The tables contained within this section show the numbers of staff in post, broken down by protected characteristic as at 31 March 2017. The numbers of staff in post are shown as a percentage of the overall workforce.

1.1 Age

As at 31st March 2017, the largest proportion of the NHS Dumfries and Galloway (NHS D&G) workforce was in the 50-59 age range (32.1%), followed by the 40-49 age range (24.9%).

Locally Dumfries and Galloway has an aging population. In the 2011 Census, the highest proportion (22.4%) of the local population were in the 45-59 age range, followed by the 19.6% within the 60-74 age range.

The aging workforce presents a challenge. There is potential for NHS D&G to lose more experienced members of staff in the forthcoming years due to retirement. However, the desire, or requirement for people to work until they are older also presents a challenge, particularly in services with a significant physical component. The Board has recognised these challenges and has committed to recruiting and developing more young people through the 'Developing the Young Workforce' Plan. The NHS D&G Equality Outcomes 2017 – 2021 include an outcome which states that *'More young people and disabled people will be successfully supported to access workplace opportunities, reducing barriers, so they feel part of the working community'*.



1.2 Gender

As at 31st March 2017, the breakdown of the NHS D&G workforce was 82.1% female and 17.9% male. Figure 2 shows that there are a majority of females within most of the pay bands, with the exception of Band 9 and Non Agenda for Change/Not Known Band, which includes medical staff.

As shown in Figure 3, 63% of female staff work part time compared to 28% of male staff.

In April 2017, NHS D&G published its Equal Pay Statement which contains a detailed breakdown of the gender pay gap and occupational segregation analysis by gender. This report can be found [here](#).

NHS Dumfries and Galloway strives support a healthy work/life balance through various policies, in particular the Special Leave Policy and the Flexible Working Policy. The Board has also been successful in gaining Carer Positive 'Engaged' status and work is being undertaken to gain 'established' status.

In terms of parental leave taken in 2016/17, 87% of leave was taken by females compared with 13% taken by males.

Fig. 2: Gender Profile by Grade

as at 31.03.17

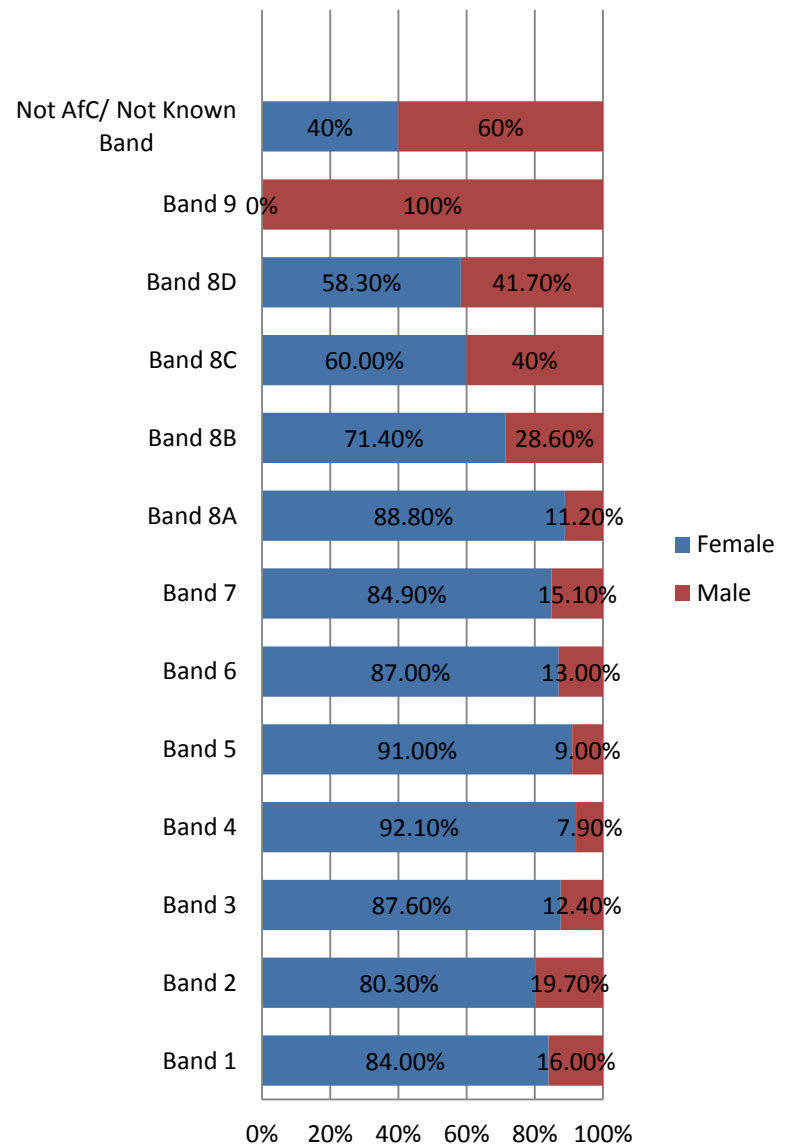
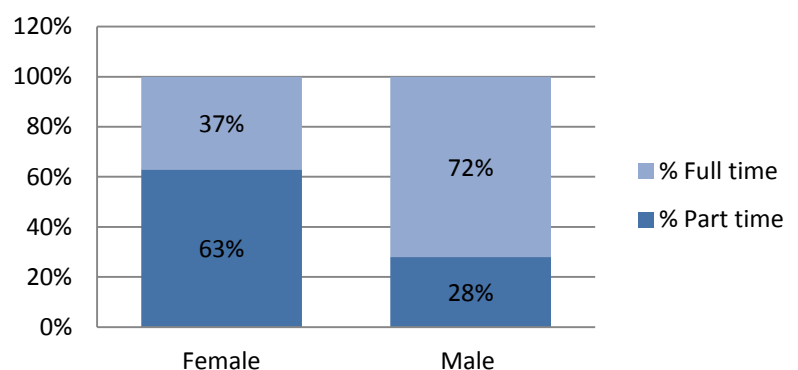
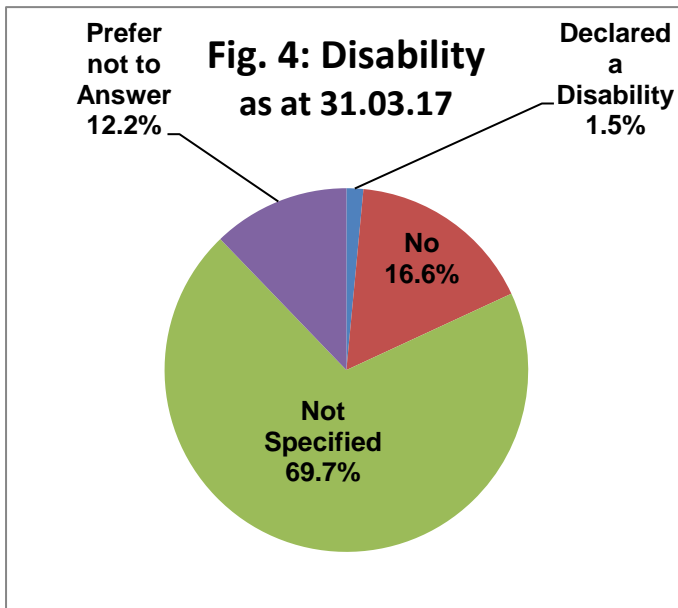


Fig. 3 Gender Profile by Working Hours

as at 31.03.17



1.3 Disability

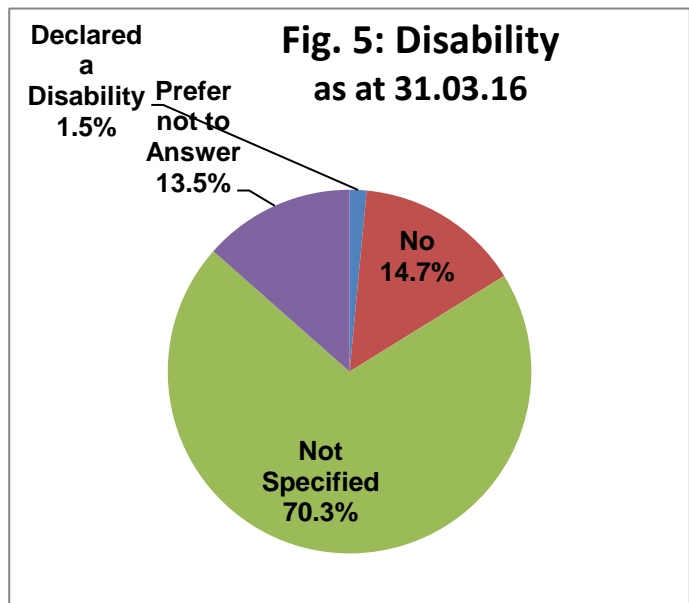


As at 31 March 2017, disability status was known for 18.1% of the workforce. 12.2% of staff had opted not to answer this question and on 69.7% of staff records this question was left blank. Figure 4 and Figure 5 show the percentage of staff responses to this question in 2017 and 2016. The percentage of staff that have opted not to answer this question or have left it blank has reduced, and the number of staff who have selected no disability has increased.

Work must continue within the Board to encourage staff to complete all of their equalities information and ensure that it is kept up to date and accurate. Staff must be reassured at the same time that their information will keep confidential.

NHS D&G have recognised both from previous Workforce Equality Data Reports, as well as other local and national evidence, that there was a need to set one of the Board equality outcomes on disabled people in the workplace. The 2017 – 2021 Equality Outcomes include an outcome which states that *‘More young people and disabled people will be successfully supported to access workplace opportunities, reducing barriers, so they feel part of the working community’*. The Board is currently holds the Disability Confident Level 2 award which replaces the previous ‘Positive about Disabled People Scheme’ and work will be undertaken in 2018 to work towards Level 3.

The NHS D&G Equal Pay Statement 2017 also includes some narrative on the analysis of the occupational segregation in relation to disability. This report can be found [here](#).



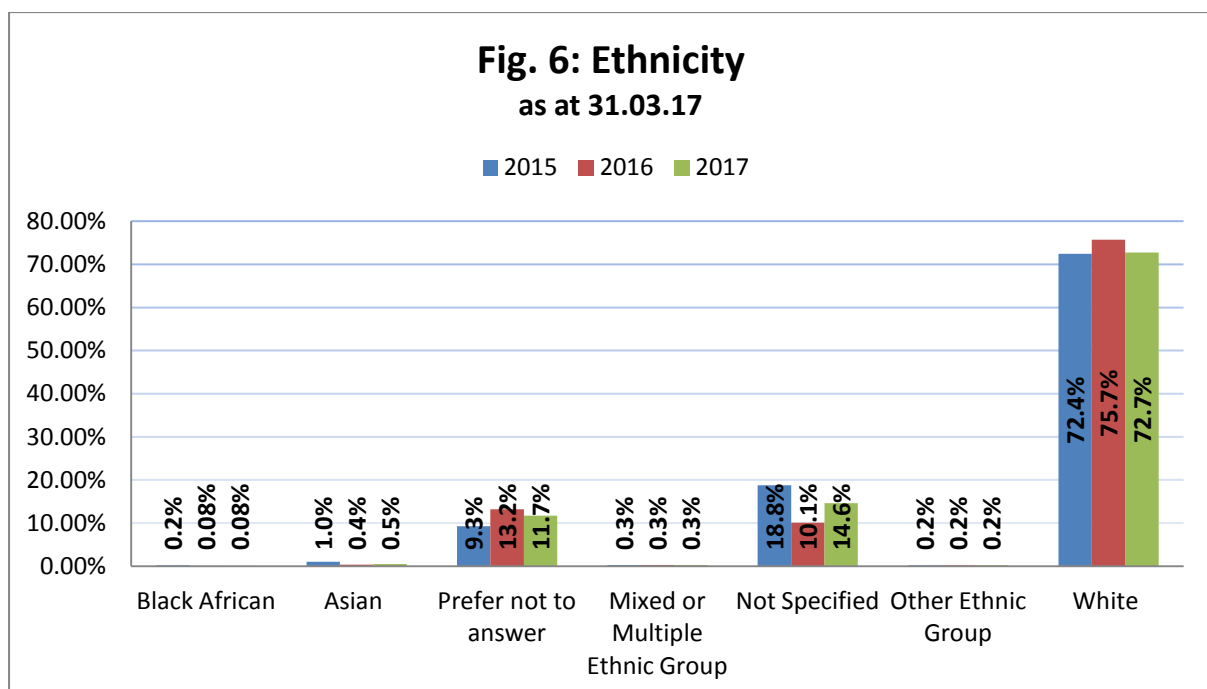
1.4 Ethnicity

As at 31st March 2017, the NHS D&G workforce is predominately white (72.7%). 14.6% of the workforce have not specified their ethnicity within their staff record and 11.7% had opted not to answer. There is therefore no data available on 26.3% of the workforce. The remaining staff are split between the other ethnic groups.

The 2011 Scottish Census indicated that 98.8% of the local population identified as White and that 1.2% of the local population identified as Asian, or 'Other Ethnic' group. This compares to 1.08% of staff in post that have identified as Black or Ethnic Minority.

The NHS D&G Equal Pay Statement 2017 also includes some narrative on the analysis of the occupational segregation in relation to ethnicity. This report can be found [here](#).

Please note that the ethnic groups in Figure 6 have been combined for the purposes of reporting and the small numbers contained within some of the categories.

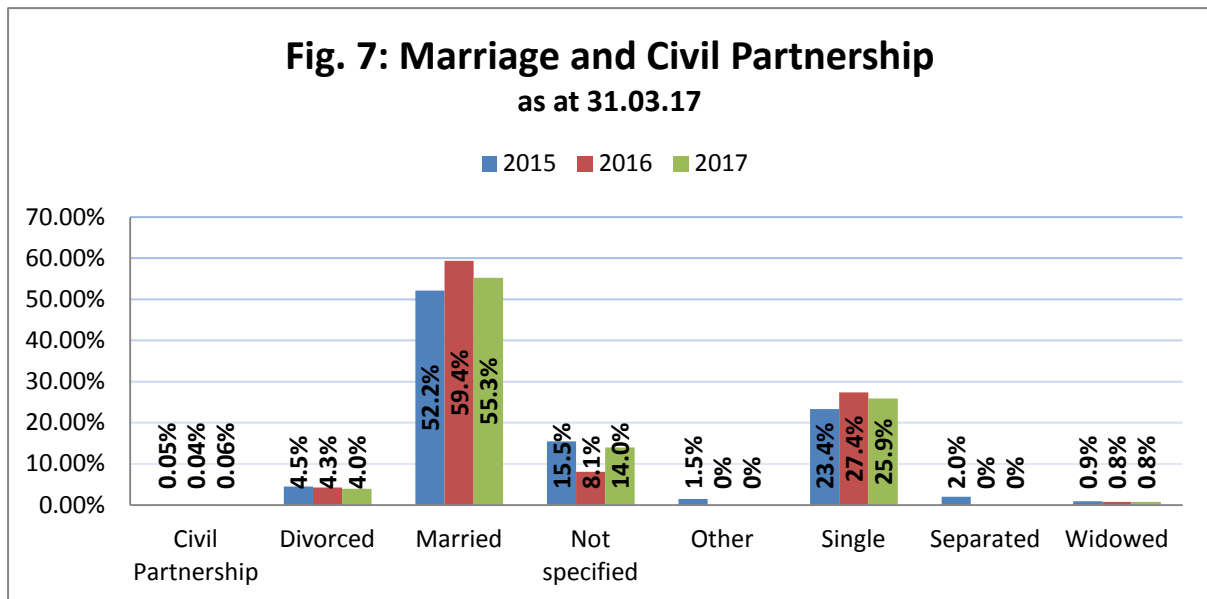


1.5 Marriage and Civil Partnership

As at 31st March 2017, 55.4% of the workforce were either married or in a civil partnership. This broadly reflects the 2011 Census which indicated that 51.4% of local people were either married or in a civil partnership.

Best practice guidance on equality monitoring indicates that marriage and civil partnership should be included as it is a protected characteristic under the Equality

Act 2010, in respect of the requirement to have due regard to the need to eliminate discrimination.

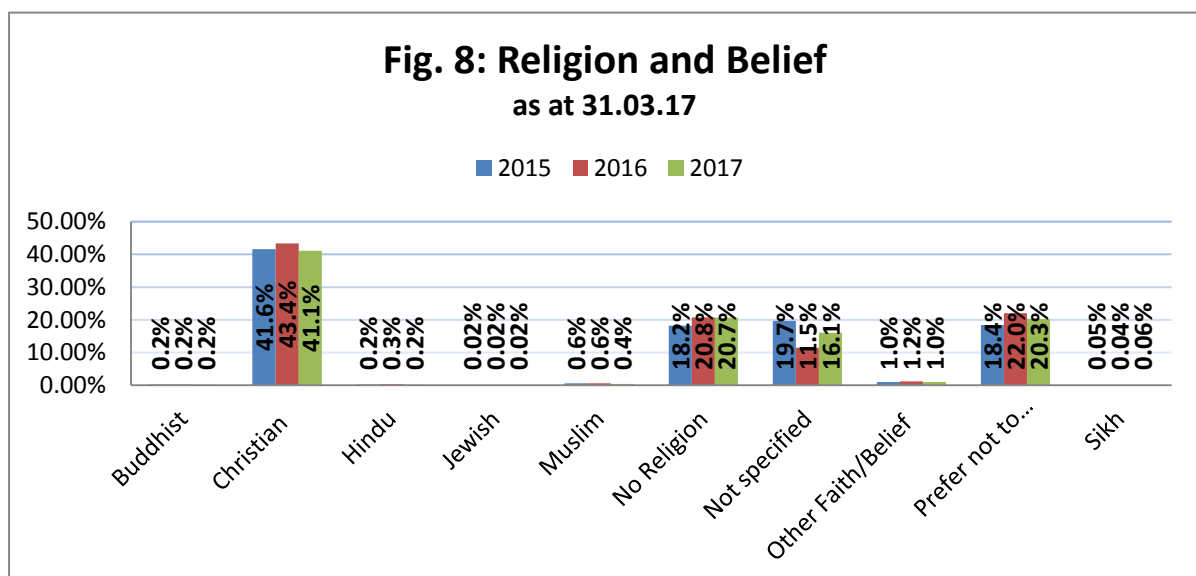


1.6 Religion and Belief

As at 31st March 2017, 41.1% of the workforce identified as being of a Christian Faith. This was followed by 20.7% who indicated that they have no religion or belief and 20.3% who opted not to say. Overall we have no information on 36.4% of the workforce because they have opted not to say or have left this question blank. All other specific religions have relatively smaller numbers, making up around 1.9% of the workforce.

The 2011 Scottish Census indicated that around 56.3% of local people identified as being of Christian faith, 34.6% indicated no religion and 1.1% indicating that they are of another religion or belief.

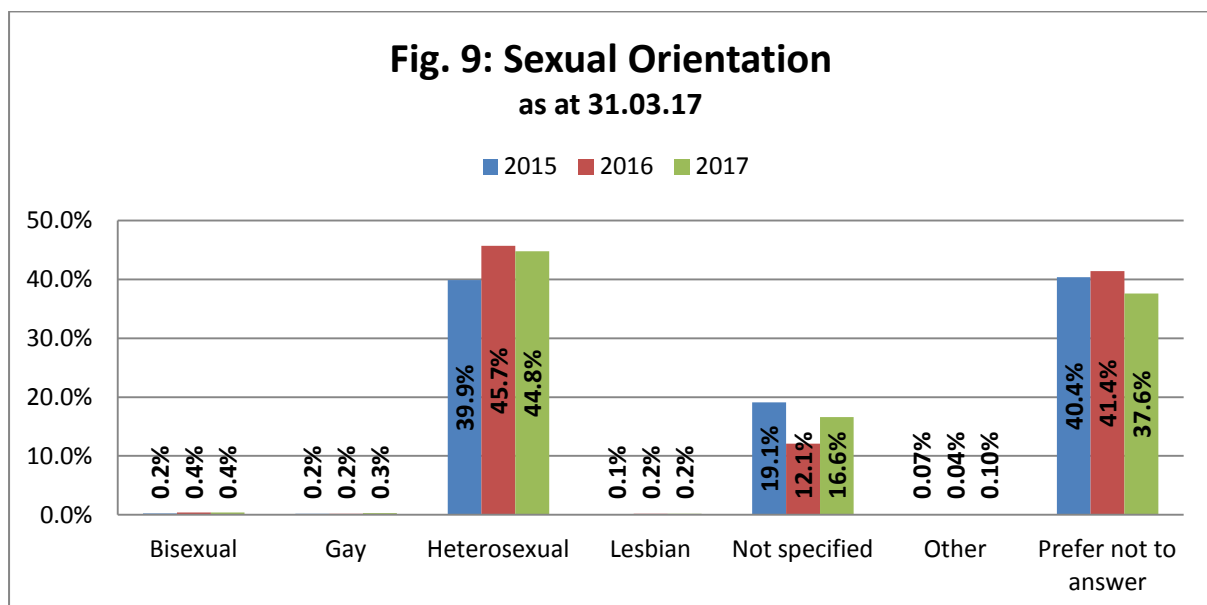
Please note that some of the religion and belief groups in Figure 8 have been combined for the purposes of reporting and the numbers contained within some of the categories.



1.7 Sexual Orientation

As at 31st March 2017, 44.8% of the workforce identified as heterosexual. There is no data available on 54.2% of the workforce. There is no 'official' figure in terms of the number of Lesbian, Gay, Bisexual (LGB) people in Scotland. A local study carried out by LGBT Youth in 2016 suggested that around 7.8% of young people in the local population identified as being LGB and being 'out'. A Yougov survey carried out in 2015 indicated that 54% of young people aged 18-24 did not identify as totally heterosexual. Other national studies suggest this figure is anywhere between 1% and 10% of the population.

NHS D&G have committed to LGBT equality within the 2017-2021 Equality Outcomes. Outcome 3 states that *'All people, no matter their sexuality, gender or sexual expression will experience less unfair treatment'*. One of the specific actions sitting under this outcome is that the Board will submit to the Stonewall Workplace Equality Index 2018. Following on from this, Stonewall will work with the Board to develop an action plan to increase LGBT visibility and equality across both the workforce and the local services.



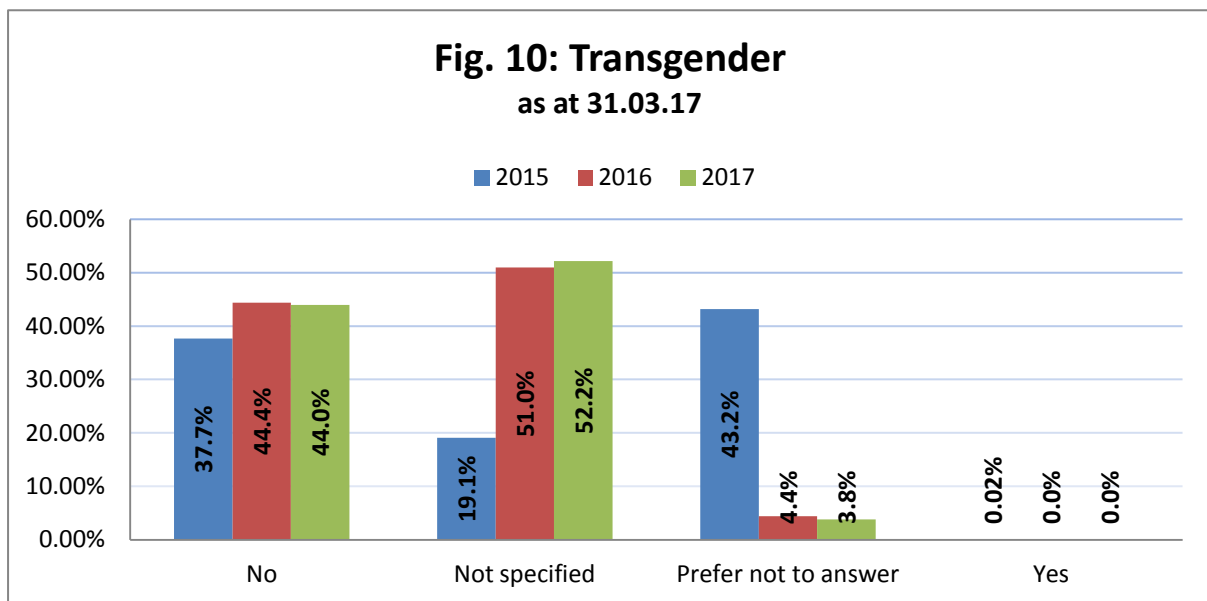
1.8 Transgender

As at 31 March 2017, 0% of the NHS D&G workforce indicated that they have previously, are in the process of, or are planning to undergo gender reassignment. There is no available data on over half of the workforce (56%) and 44% of staff have answered no.

There is limited accurate information on the number of people in Scotland that have transitioned gender. It is known, however, through research that most transgender employees are not 'out' as trans to their workplace colleagues and managers.

NHS D&G developed a Transgender and Gender Neutral Policy for staff in 2016. This policy sets out the Board’s responsibilities as employers of transgender people, as well as those who identify as gender non-binary or gender neutral. The policy gives a clear message that discrimination will not be tolerated towards transgender members of staff and that members of staff should be treated with dignity and respect regardless of the their gender identity.

The 2017 – 2021 Equality Outcomes also include an outcome which states that ‘*All people, no matter their sexuality, gender or sexual expression will experience less unfair treatment*’.



2. Recruitment

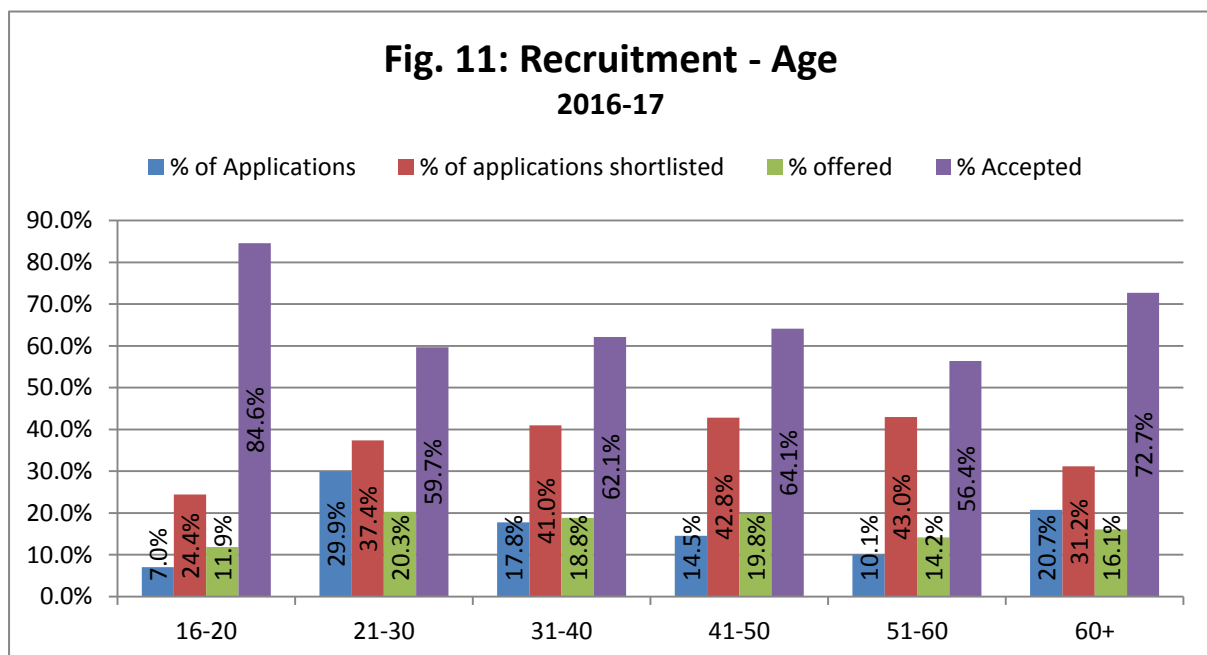
NHS Dumfries and Galloway have a Recruitment and Selection Policy setting out its principles in recruitment and selecting new staff in order to:

- Comply with legal requirements and best practice
- Provide a consistent and equitable approach to recruitment
- Ensure NHS Dumfries and Galloway employs individuals with the necessary skills, qualifications and experience at all levels of the organisation to provide the highest possible quality of care to patients and clients
- Ensure that all those involved with recruitment reflect positively the image of the organisation
- Ensure that all internal and external candidates have had all pre-employment checks completed before commencing employment

The Recruitment and Selection Policy and Procedures are underpinned by the values of fairness and equality of opportunity. They aim to be transparent and to reflect the diversity of the local population.

2.1 Age

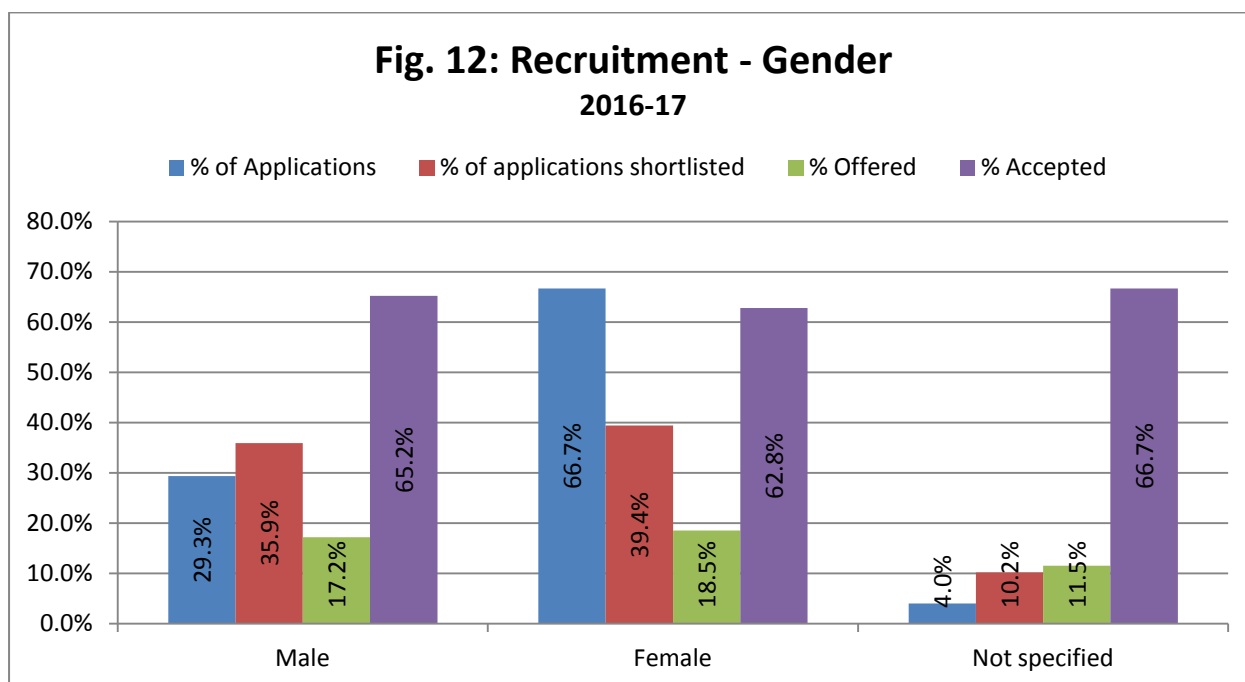
The majority of applications received in 2016-17 were from the 21-30 age group (29.9%) followed by the age 60+ group (20.7%). This shows a slight increase from 2015-16 where the numbers were 28.8% and 20.3% respectively. The percentage of applicants shortlisted was highest in the 51-60 age group (43%) followed by the 41-50 age group (42.8%). In terms of those being offered a post following interview, the 21-30 age group offered a post to 20.3% of those interviewed, followed by the 41-50 age group where 19.8% were offered a post following interview.



2.2 Gender

Recruitment data for 2016-17 showed that 66.7% of applications received were from females. This is significantly above the reported census population of 51.5%.

Of the applications received from females, 39.4% of these are shortlisted compared with 35.9% of the applications received from males. 18.5% of shortlisted females are then offered a post compared with 17.2% of males, yet when it comes to accepting a post, 62.8% of females accept, compared with 65.2% of males.



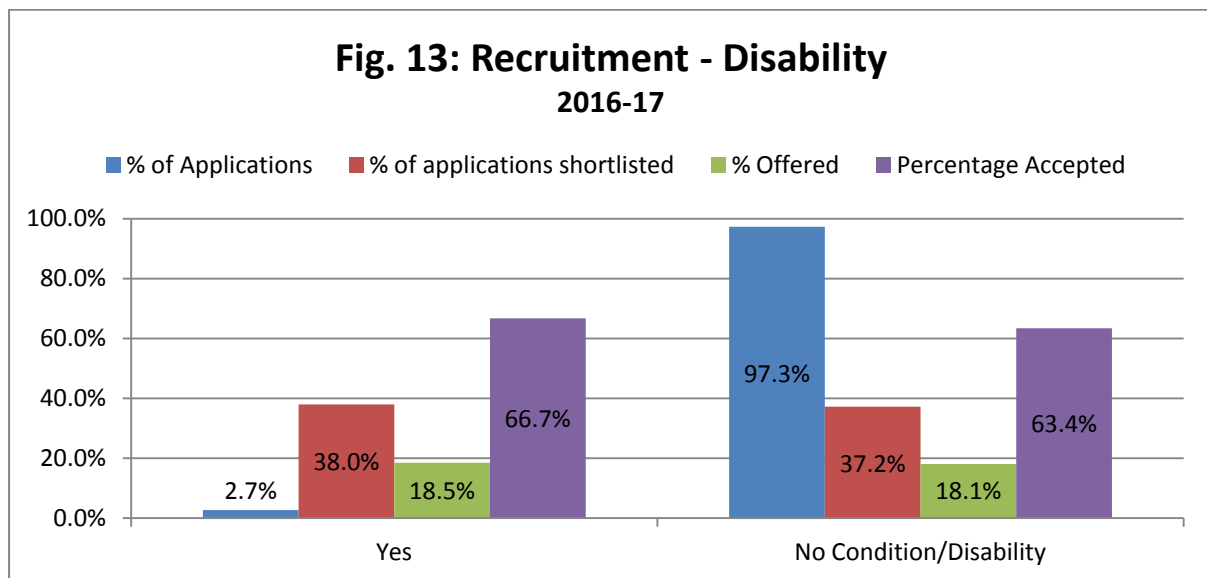
2.3 Disability

The number of applications reporting a disability in 2016-17 was 2.7% despite around 19% of people of working age in Scotland being disabled¹. The number of applications shortlisted as a percentage of applications received is around the same for those who have indicated a disability and those who have not. 38% of the applications received from those indicating a disability were shortlisted for interview compared with 37.2% of those who indicated that they did not have a disability. This pattern broadly continues when considering those being offered a post (18.5% vs 18.1%) and those accepting a post (66.7% vs 63.4%).

NHS D&G have been awarded Disability Confident Level 2 'Employer' status. Work will commence in 2018 to work towards Level 3 'Leader' status. It is hoped that as the organisation is increasingly seen as Disability Confident, it will encourage a greater number of applications from disabled people. In addition, disabled

¹ <http://www.gov.scot/Topics/People/Equality/disability>

candidates who meet all of the essential criteria for posts are offered the chance to be guaranteed an interview if they wish to be considered under the 'Job Interview Guarantee Scheme'.



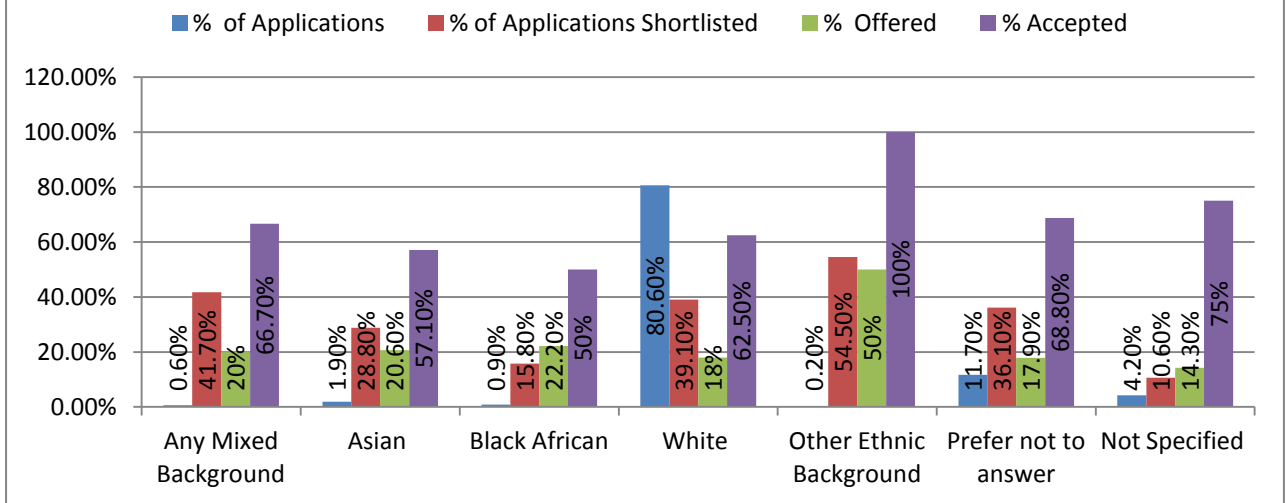
2.4 Ethnicity

Within the 2011 Scottish Census, 80% of the local population identified as White Scottish with a further 18.5% identifying as White within other categories. This is broadly reflected in the number of applications received by the Board. In 2016-17, 80.6% of all applicants identified as 'White'. There is no information available on the ethnicity of 15.9% of applicants as they either have selected that they would prefer not to answer this question, or have not specified an ethnicity. 1.9% of applicants identified as 'Asian' which is higher than the local Census figure of 0.7% the remaining categories total 1.7% which is again higher than the Census figure relating to other ethnic groups (1.5%).

In terms of success at short listing stage, the most successful group was the 'Other Ethnic Background' group with 54.5% of applications being shortlisted, 50% of the shortlisted candidates in this category then went on to be offered a post however, the small numbers of initial applications received from people not identifying as 'White' must be taken into account.

Some of the ethnicity categories contained within Figure 14 have been combined for reporting purposes.

**Fig. 14 Recruitment - Ethnicity
2016-17**



2.5 Religion and Belief

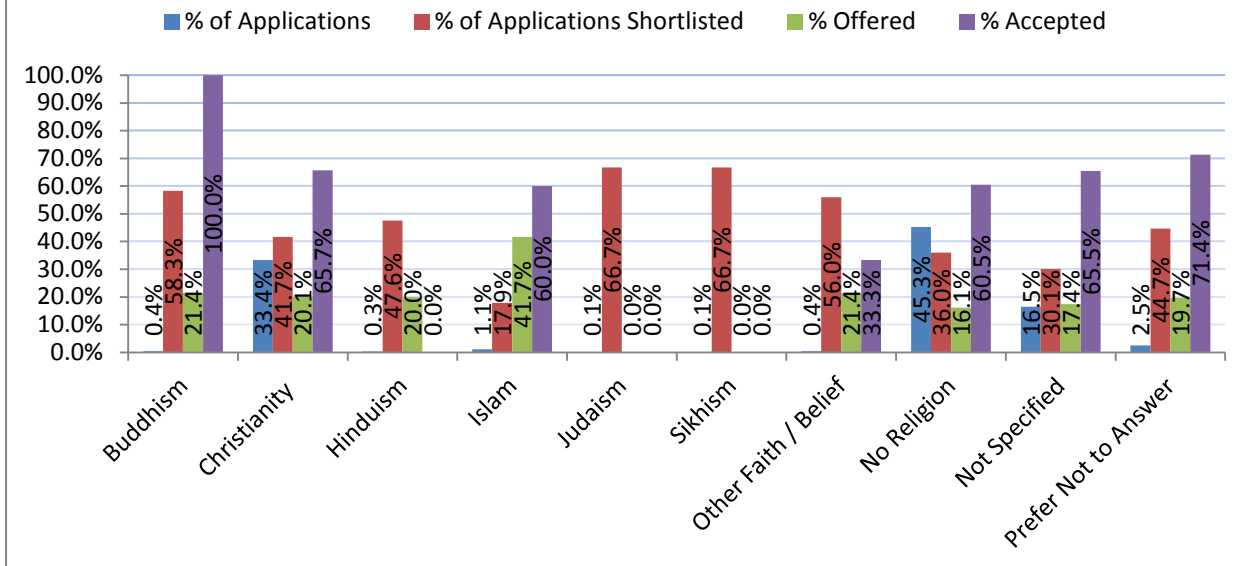
In 2016-17, the largest applicant group was from those identifying as having 'no religion' (45.3%). This is higher than the census figure which indicates that 34.6% of local people indicated that they have no religion. There is no information on a further 19% of applicants as they either have selected that they would prefer not to answer this question, or have not specified their religion or belief.

In terms of the various religions, those applicants identifying as Christian make up 33.4% of applications which is considerably lower than the census figure of 56.3%. In terms of other religions, NHS D&G attracted applications from a slightly more diverse pool of applicants compared to the Census population. This is followed by Islam (1.1%), Buddhism (0.4%), other faith/belief (0.4%), Hinduism (0.3%), Judaism (0.1%) and Sikhism (0.1%). People identifying as these religions make up 1.1% of the local population compared with 2.4% of applicants.

In terms of success in being shortlisted following application, the most successful applicant groups were Judaism and Sikhism where each group had 66.7% of applicants shortlisted for interview. This was followed by Buddhism (58.3%), other faith/belief (56%) and Hinduism (47.6%). In terms of being offered a post, the most successful group were those identifying as Muslim, where 41.7% of those interviewed were offered a post. The least successful were Judaism and Sikhism where 0% of those interviewed were offered a post.

It should be noted that the small applicant numbers within these groups must be taken into account and that some of the categories contained within Figure 15 have been combined for reporting purposes.

**Fig. 15 Recruitment - Religion and Belief
2016-17**



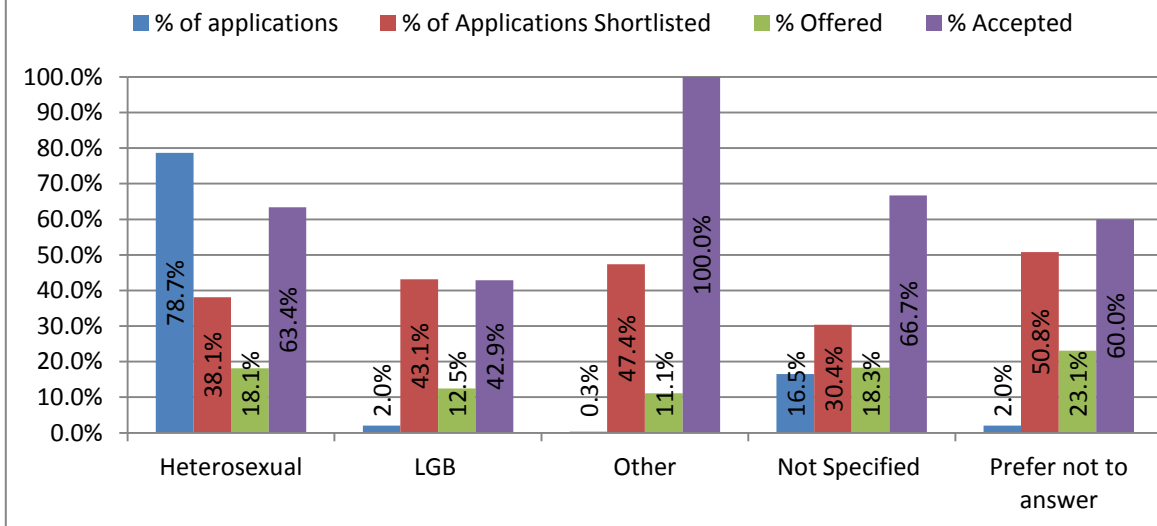
2.6 Sexual Orientation

In 2016-17, the largest applicant group was from those identifying as heterosexual (78.7%). There is no information on a further 18.5% of applicants as they either have selected that they would prefer not to answer this question, or have not specified their sexual orientation. 2.3% of applicants have identified as lesbian, gay or bisexual (LGB) or 'other'. National estimates on the numbers of LGB people in the population can vary anywhere between 1% and 10% of the population. Local research carried out in 2016 by LGBT Youth estimated that around 7.8% of young people identified as LGB and were 'out'.

The most successful applicant group shortlisted following application is those that opted not to answer the question on sexual orientation (50.8%), followed by 'other' (47.4%). Of those applicants identifying as LGB, 43.1% were shortlisted compared with 38.1% of the applicants that identified as heterosexual. However, when it came to being offered a post, those 18.1% of those identifying as heterosexual were offered a post compared with 12.5% of LGB people. The small applicant numbers of some of the categories must be taken into account.

NHS Dumfries and Galloway have undertaken to work with Stonewall on an LGBT action plan in 2018. This work will include promoting NHS Dumfries and Galloway as an inclusive workplace for all, regardless of sexual orientation.

**Fig. 16 Recruitment - Sexual Orientation
2016-17**



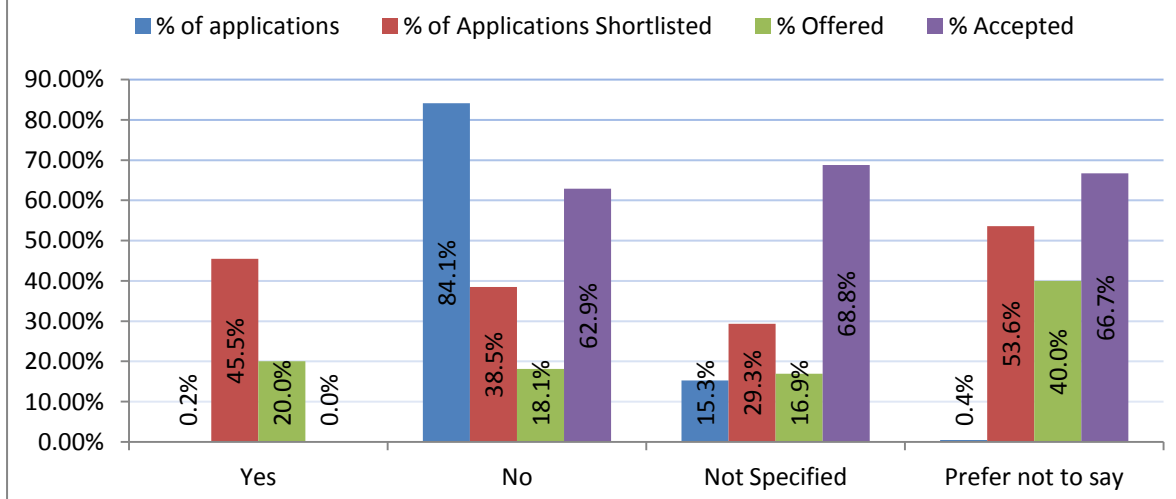
2.7 Transgender

In 2016-17, the largest applicant group was from those identifying as not being transgender (84.1%). There is no information on a further 15.7% of applicants as they either have selected that they would prefer not to answer this question, or have left this question unanswered. 0.2% of applicants have identified as transgender. There are no official estimates on the number of transgender people in the UK.

The small numbers of transgender applicants make it difficult to draw any conclusions on the recruitment process; however 45.5% of applicants have been shortlisted with 20% being offered a post. This is compared with 38.5% of applicants who have identified as not transgender being shortlisted for interview for a post and 18.1% being offered a post.

NHS D&G have undertaken to work with Stonewall on an LGBT action plan in 2018. This work will include promoting NHS Dumfries and Galloway as an inclusive workplace for all, regardless of gender identity.

**Fig. 17 Recruitment - Transgender
2016-17**



3. Non Mandatory Training Attended

This section shows the numbers of staff who have recorded attendance at non-mandatory training between 1 April 2016 and 31 March 2017, broken down by protected characteristic.

It should be noted that many staff take part in training which is not recorded on the NHS D&G training data. This data also does not include those staff are funded/part funded to undertake continuing education leading to formal qualifications.

Fig 18: Training Attended - Age
2016-17

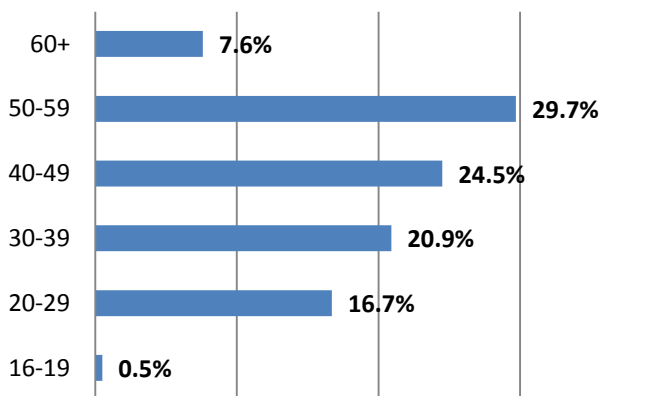


Fig. 19: Training Attended - Disability
2016-17

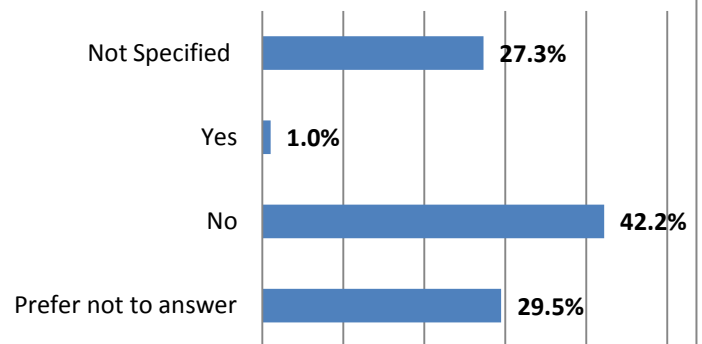


Fig. 20: Training Attended - Gender
2016-17

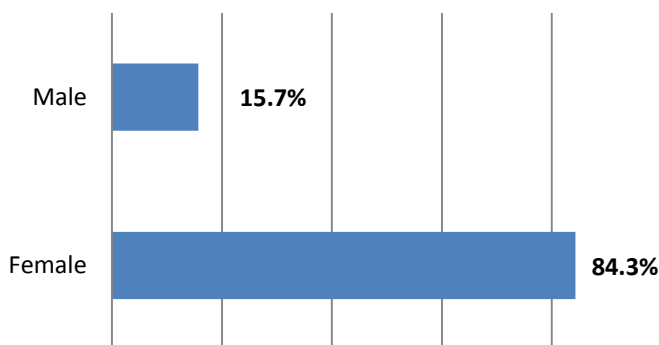


Fig. 21: Training Attended - Ethnicity
2016-17

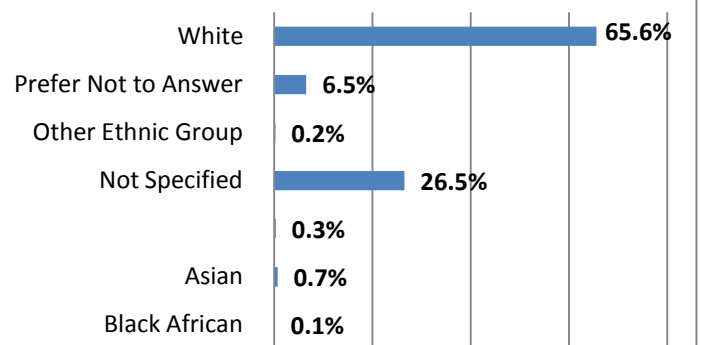


Fig.22: Training Attended - Marital Status 2016-17

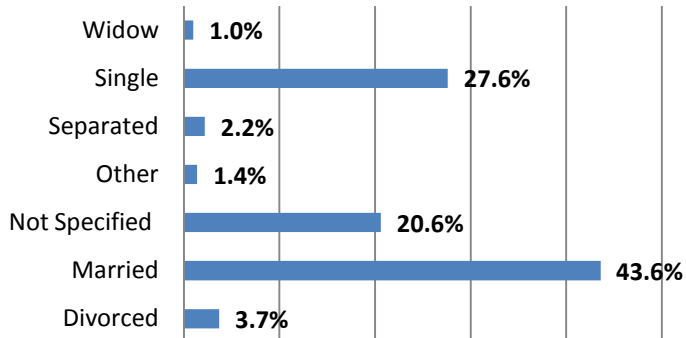


Fig. 23: Training Attended - Religion and Belief 2016-17

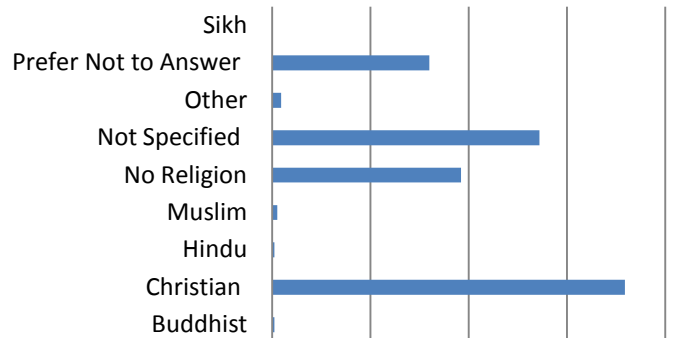


Fig. 24: Training Attended - Sexual Orientation 2016-17

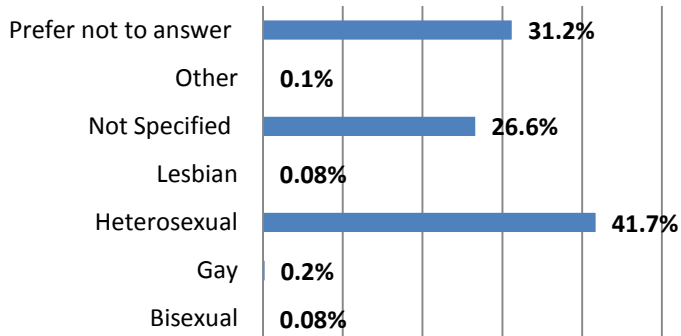
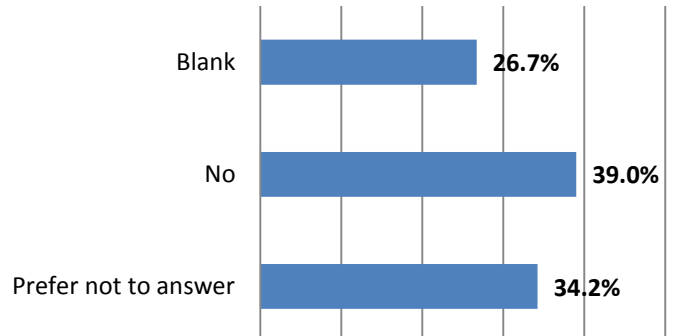


Fig. 25: Training Attended - Gender Reassignment 2016-17



4. Disciplinary Cases

Figure 26 to Figure 33 show the breakdown of disciplinary cases in 2016/17 by protected characteristic. All disciplinary cases are individually monitored to establish the nature of the case and whether or not the detail involves any of the protected characteristics.

Fig.26: Age

■ 16 - 19 ■ 20 - 29 ■ 30 - 39 ■ 40 - 49 ■ 50 - 59 ■ 60+

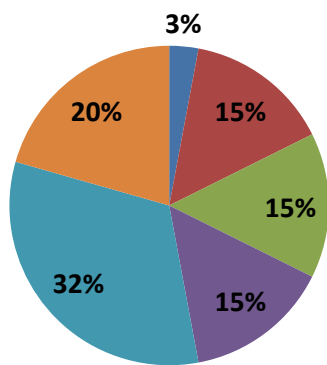


Fig. 27: Disability

■ Declined to Comment ■ No ■ Yes ■ Not Specified

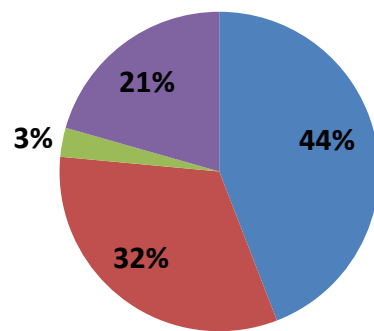


Fig. 28: Gender

■ Female ■ Male

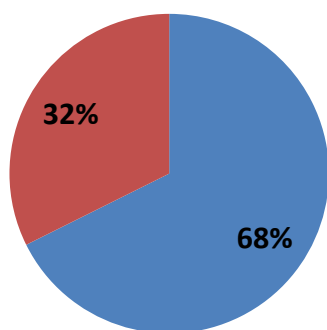


Fig. 29: Ethnicity

■ Asian ■ Prefer not to answer
■ White - Other ■ Not Specified

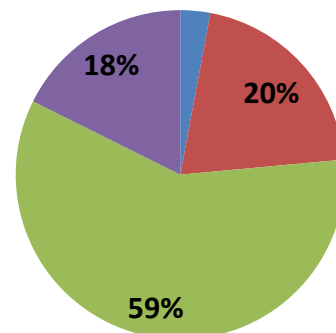


Fig. 30: Marriage and Civil Partnership

■ Divorced ■ Married ■ Single
■ Separated ■ Not Specified

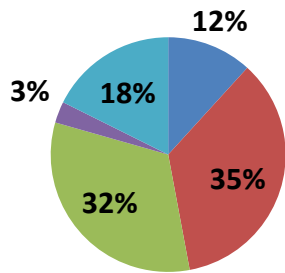


Fig. 31: Religion and Belief

■ Buddhist ■ Christian
■ Prefer not to answer ■ No Religion
■ Not specified

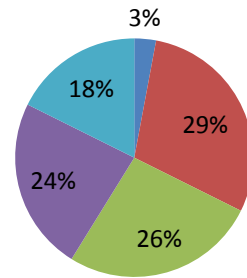


Fig. 32: Sexual Orientation

■ Prefer not to answer ■ Gay
■ Heterosexual ■ Not Specified

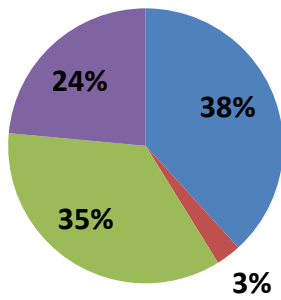
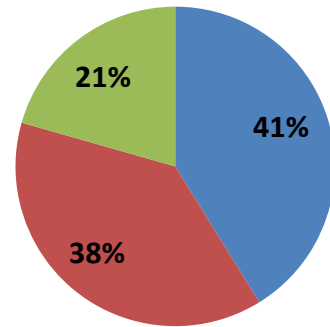


Fig. 33: Transgender

■ Declined to Comment ■ No ■ Not Specified



5. Grievance Cases

Figure 34 to Figure 41 show the breakdown of grievance cases in 2016/17 by protected characteristic. All grievance cases are individually monitored to establish the nature of the case and whether or not the detail involves any of the protected characteristics.

Fig.34: Age

■ 20-29 ■ 30-39 ■ 40-49 ■ 50-59

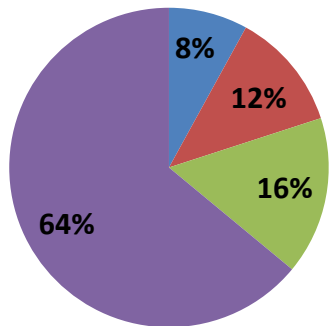


Fig.35: Disability

■ Prefer Not to Answer ■ No ■ Yes ■ Not Specified

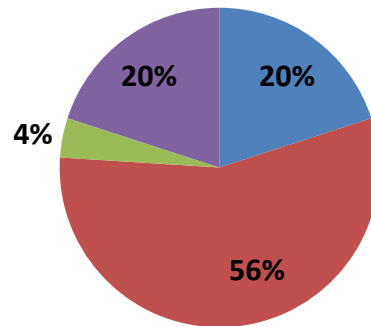


Fig. 36: Gender

■ Female ■ Male

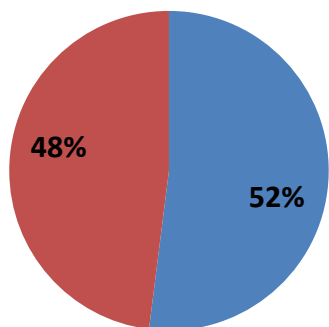


Fig.37: Ethnicity

■ Prefer Not to Answer ■ White - Other
■ White - Other British ■ White - Scottish
■ Not Specified

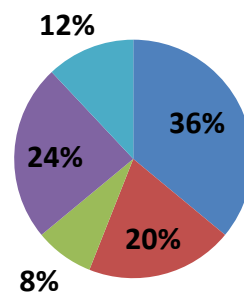


Fig. 38: Marriage and Civil Partnership

■ Divorced ■ Married ■ Other ■ Single

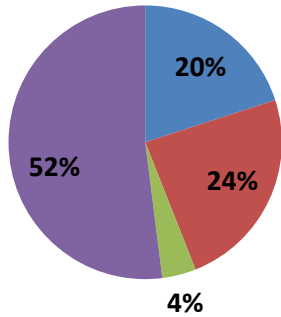


Fig.39: Religion and Belief

■ Christian - Other ■ Church of Scotland
■ Prefer Not To Answer ■ No Religion
■ Other ■ Roman Catholic
■ Not Specified

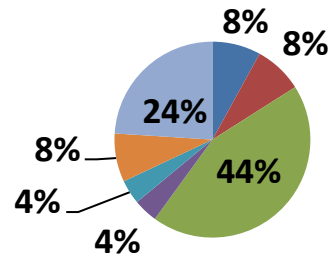


Fig.40: Sexual Orientation

■ Prefer not to answer ■ Heterosexual
■ Not Specified

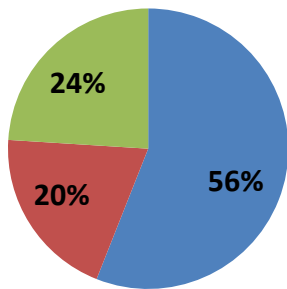
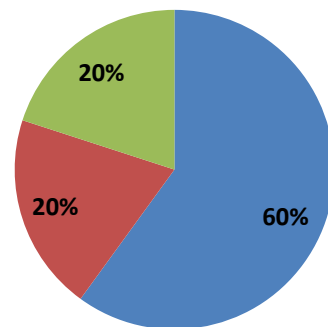


Fig.41: Transgender

■ Prefer Not to Answer ■ No ■ Not Specified



6. Organisational Change

Figure 42 to Figure 47 show the staff who were subject to the organisational change process in 2016/17 broken down by protected characteristic.

Fig.42: Age

■ 20-29 ■ 30-39 ■ 40-49 ■ 50-59 ■ 60+

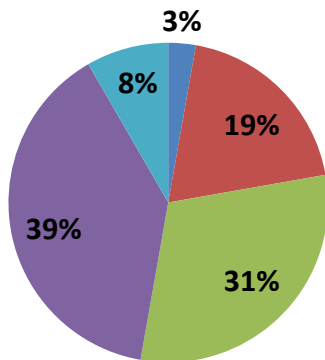


Fig.43: Disability

■ Prefer Not to Answer ■ No ■ Yes ■ Not Specified

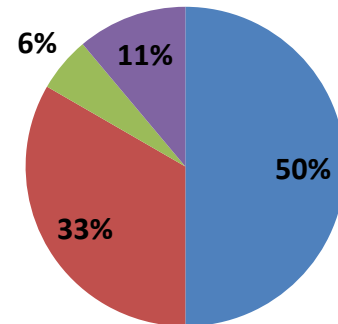


Fig.44: Gender

■ Female ■ Male

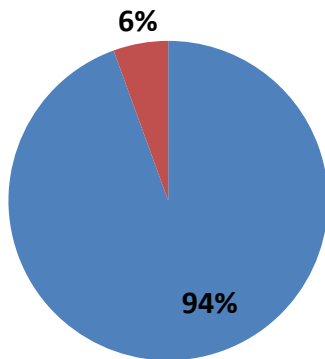


Fig.45: Ethnicity

■ Prefer Not to Answer ■ White - Other
■ White - Other British ■ White - Scottish
■ Not Specified

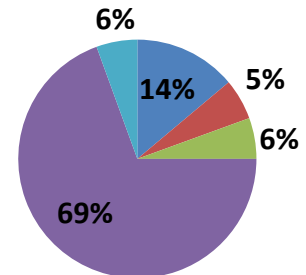


Fig.46: Marriage and Civil Partnership

■ Divorced ■ Married ■ Other ■ Single

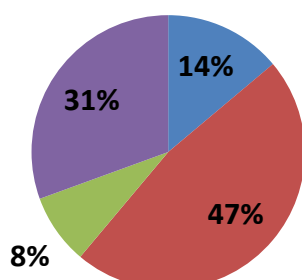
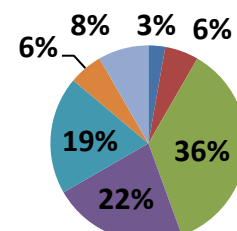


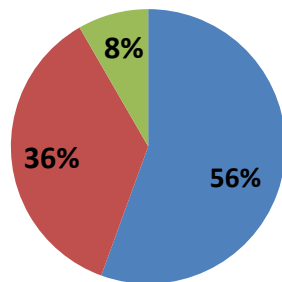
Fig.47: Religion and Belief

■ Buddhist ■ Christian - Other
■ Church of Scotland ■ Prefer Not to Answer
■ No Religion ■ Roman Catholic
■ Not Specified



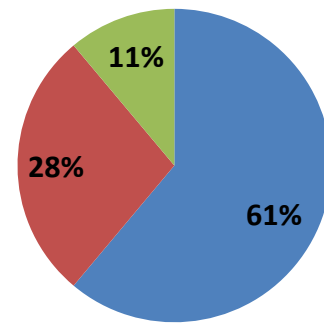
Sexual Orientation

■ Prefer Not to Answer ■ Heterosexual
■ Not Specified



Gender Reassignment

■ Prefer Not to Answer ■ No ■ Not Specified



7. Conclusion

Data on the current workforce within NHS D&G is fairly robust in terms of age and gender, acknowledging that there is only the option to select 'male' or 'female' and with no option for another/other gender. This accurate data can assist the board to plan the workforce of the future and attempt to make sure that our workforce reflects the population within the local community.

Data on the protected characteristics of ethnicity, disability, religion and belief and sexual orientation continues to be limited, due to the numbers of staff leaving questions unanswered or stating that they would prefer not to answer. Work must continue to increase awareness throughout the workforce of the benefits of disclosing protected characteristic data as well as reassuring staff that this information is kept confidential. Appropriate and meaningful data on pregnancy and maternity must also be considered within future reports.

NHS D&G has acknowledged the work required on equality and diversity monitoring through the Board equality outcomes and has set actions to try to overcome some of the limitations on the available data. It is hoped that through time, staff will be more comfortable sharing this data, and have a greater understanding of why this is crucial in order to ensure that we are providing an equal service for all of our workforce. There is ongoing national work to support and encourage staff members to share this information with us.

Natural staff turnover will continue to result in greater equality data building over time as all new staff are asked to update their details during the induction process, but it could take a number of years to collect data for all staff. Staff currently have the option to log into our HR system and complete their equality details at any time but this is something which we will be continuing to promote now that all staff have access to the Electronic Employee Support System (EESS). This will hopefully, over time, allow us to report more accurately on some of the equality information, coupled with the work currently underway to derive all reports from the national workforce system. The data collected within this report will be used as the Board equality outcomes are implemented and then reviewed to track if and where progress is being made.

The NHS Scotland Staff Dignity at Work survey is to be released in November 2017. This survey will include questions on discrimination and bullying and harassment and the results from this once published will be considered within future workforce equality data reports.