



## **NHS Shetland Equality and Diversity Workforce Monitoring Report 2022/23**

**April 2023**

This report is also available in large print and other formats and languages, upon request. Please call NHS Shetland on (01595) 743060 or email: [shb.nhs.uk/contactus.asp](mailto:shb.nhs.uk/contactus.asp)

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## **1. Introduction**

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into force on the 27<sup>th</sup> May 2012. This requires public bodies such as NHS Shetland to produce an Annual 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.

## **2. Gathering Workforce Information**

Year on year, NHS Shetland attempts to expand the data available in this report, the 2022/23 report continues this trend. We will continue to develop this report to try to exceed compliance. For this Report, we have supplemented the figures shown in percentages, with more actual numbers in most categories. We have also included relevant comparators, where these are available.

Where numbers in a category/table are small, some figures have been rounded to one decimal place or expressed as ‘less than five’, to reduce the risk of individuals being identified inadvertently.

If a potential issue is highlighted by the report, we are able to cross reference source material to analyse specific areas in greater depth, so this can be looked into promptly.

Staff have the legal right not to disclose information about their protected characteristics, if they so choose. Any information staff supply is on a purely voluntary basis. The completeness of our information varies, protected characteristics by characteristic.

The average percentage of data held per 'protected characteristic' is 96%. The average percentage of applicants disclosing 'protected characteristic' data recruitment application in 2022/23 is 98%

Summary provided below in Table 1 & 2.

Table 1: Percentage Protected Characteristic Data Disclosed

<b>Workforce Protected Characteristic</b>	<b>% Data Disclosed</b>
Race	96%
Disability	97%
Sex (male or female)	100%
Religion or faith	87%
Sexual orientation	88%
Gender reassignment	96%
Age	100%
Pregnancy and maternity	100%
Marriage and civil partnership	100%

Table 2: Percentage Protected Characteristic Data Disclosed during Recruitment 2022/23

<b>Recruitment Data: Protected Characteristic 2022/23</b>	<b>% Data</b>
Race	99%
Disability	97%
Sex (male or female)	99%
Religion or faith	95%
Sexual orientation	97%
Gender reassignment	Not captured
Age	99%
Pregnancy and maternity	Not captured
Marriage and civil partnership	Not captured

### 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.

- 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 post as at 31<sup>st</sup> March 2023 was **827**. This figure is for substantive employed staff and does not include staff on Bank Contracts or Locum Contracts. This figure compares to 889 for March 2022.

## 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 through national and international campaigns. 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 61% of NHS Shetland staff being in this category. This shows that the ethnic makeup of the NHS Shetland workforce is far more diverse than the general local population.

Table 3: The overall published population figures for Shetland are:

Area	Census 2011 Population	Mid-2021 Estimate*	+/- Difference
Shetland	23,167	22,940	- 227

\*Source, National Records of Scotland Mid-2021 Population Estimates.

The table below shows the ethnic makeup of the NHS Shetland employees. Given the small numbers involved, it is hard to draw any firm conclusions, however, the figures do indicate that NHS Shetland workforce is broadly representative of the local community. Applicants appointed to vacancies are also broadly reflective of the population profile.

Table 4: Ethnic makeup of staff in Post as at 31<sup>st</sup> March 2023

NOTE: These figures do not include doctors and dentists in training who are recruited and employed elsewhere and on placement to NHS Shetland on a rotational basis.

Categories	Number	%
African - African, African Scottish or African British	<5	
African - Other	<5	
Asian - Chinese, Chinese Scottish or Chinese British	<5	
Asian - Indian, Indian Scottish or Indian British	<5	
Asian – Other	7	0.82%
Caribbean or Black - Caribbean, Caribbean Scottish or Caribbean British	<5	
Don't Know	<5	
Mixed or Multiple Ethnic Group	6	0.70%
Other Ethnic Group - Arab, Arab Scottish or Arab British	<5	0.12%
Other Ethnic Group – Other	<5	
Prefer not to say	36	4.21%
White – Irish	6	0.70%
White – Other	48	5.61%
White - Other British	210	24.53%
White – Polish	7	0.12%
White – Scottish	524	61.21%

**(ii) The ethnicity of applications for posts, short listed candidates and people recruited**

- During 2022/23 NHS Shetland received 1,694 applications.
- Only 8.38% of applications met the essential criteria to be shortlisted for interview, of which 62% of candidates were successful and received an offer of employment.
- Candidates with an African ethnicity were the biggest single group, submitting 911 or 53% of all applications. However less than 1% of applications met the essential shortlisting criteria.
- Candidates with an Asian ethnicity submitted 418 applications or 24% of all applications. Of the candidates shortlisted for interview 30% received an offer of employment.
- Candidates with a white ethnicity submitted 276 applications or 16% of all applications. Of the candidates shortlisted for interview 67% received an offer of employment.

Structured recruitment and selection procedures are in place that reflect national policy, when applied consistently and fairly should prevent discrimination.

Table 5: The ethnicity of applicants for posts, short listed candidates and candidates recruited

Category	Applied	Shortlisted	Recruited
African - African, African Scottish or African British	380	<5	0
African – Other	531	<5	0
Asian - Bangladeshi, Bangladeshi Scottish or Bangladeshi British	13	0	0
Asian - Chinese, Chinese Scottish or Chinese British	9	<5	<5
Asian - Indian, Indian Scottish or Indian British	165	<5	<5
Asian – Other	40	<5	<5
Asian - Pakistani, Pakistani Scottish or Pakistani British	191	0	0
Caribbean or Black - Black, Black Scottish or Black British	<5	0	0
Caribbean or Black – Other	<5	0	0
Mixed or Multiple Ethnic Group	9	<5	0
Other Ethnic Group - Arab, Arab Scottish or Arab British	40	0	0
Other Ethnic Group – Other	21	0	0
Prefer Not to Say	17	<5	<5
White – Irish	<5	<5	<5
White – Other	49	9	7
White - Other British	64	32	19
White – Polish	8	<5	<5
White – Scottish	153	80	56
<b>TOTAL</b>	<b>1694</b>	<b>142</b>	<b>88</b>
<b>Completion rate of equality and diversity questionnaire</b>	<b>99%</b>		

### Changes to Recruitment

The UK left the European Union (EU) transitional arrangements on 31<sup>st</sup> December 2020. EU nationals wishing to work in the UK must now obtain a Visa. The Visa system for EU nationals or the ability of the UK employers to recruit more freely from out with the EU.

NHS Shetland implemented a new on line Recruitment system (Job Train). This has provided a higher number of on line applicants from overseas and increased applicants from an ethnic minority background. The recruitment data shows overall a significant increase in applications received but a reduction in both applicants shortlisted and successful appointments made than the previous year. 5.2% of all applications translated into successful appointments.

Candidates with African ethnicity appear to be underrepresented at the shortlisting stage. Further exploration indicates a high proportion of applications are received as soon as the advert goes live. As you can see very few of these applications meet the essential criteria for shortlisting. This trend appears to be consistent with other boards, therefore the providers of NHS Scotland's national recruitment system, Jobtrain, are investigating the possible use of automated systems which submit applications on behalf of candidates as vacancies are posted on line. It is expected that the number of applications received will remain high until the investigation is concluded.

We are also cognisant that many of the vacancies advertised require a specific professional registration membership or evidence that applicant is working towards this.

A structured shortlisting and interview process is in place to evidence selection decisions are fair and free from racial discrimination.

Since the implementation of Job Train, there has been an increase in offers of employment to applicants from overseas requiring sponsorship to work in the UK. 6 certificate of sponsorships have been awarded in 2022/23. International recruitment campaigns are planned to continue into 2023/24.

### **(iii) The ethnicity of staff promoted in 2022/23**

34 staff were promoted in 2022/23. The ethnicity profile of staff promoted is broadly representative of the workforce, with the highest proportion (79%) white Scottish.

### **(iv) The ethnicity of staff applying for training and receiving training 2022/23**

This is not currently monitored. All training records are currently held in TURAS. The training and management system does not currently integrate across to eESS the Human Resource system or enable collection of Equality and Diversity monitoring information directly to assist in collection of this data. .

## **6. Disability**

### **(i) Staff who identify with having a medical condition**

Table 6: The number of NHS Shetland employees who identify with having a medical condition in the last 12 months

<b>Response</b>	<b>2022/23 Total</b>	<b>% Response</b>
Yes	43	5%
No	788	92%
Prefer not to say	25	3%
<b>Completion rate</b>		<b>97%</b>

- The table shows that 5% of NHS Shetland staff identify as having a medical condition in lasting 12 months.



**(ii) The disability status of applicants for posts, short listed candidates and people recruited is shown in 2022/23**

Table 7: The disability status of applicants for posts, short listed candidates and people recruited

Response to the question: are you disabled?	Applicants	Shortlisted	Recruited
No	1642	124	77
Yes	51	17	11
Prefer not to answer Completion rate 99.9 %	1	1	0
% Y Disability status	3.01%	12%	12%

Overall applications 3% responded yes to disability status. The percentage shortlisted for interview and recruited are roughly the same. This is an indicator that the structured shortlisting and interview processes in place are applied fairly and free from disability discrimination.

**(iii) Disability status of Staff who have promotion in 2022/23**

Less than 5% of the staff promoted identified as having a medical condition in the last 12 months.

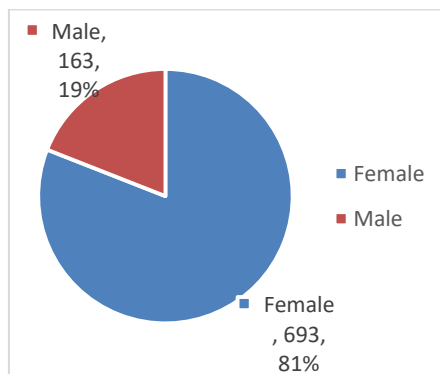
**(i) Disability status of staff applying for training and receiving training**

This is not currently monitored. All training records are currently held in TURAS. The training and management system does not currently integrate across to eESS the Human Resource system or enable collection of Equality and Diversity monitoring information directly to assist in collection of this data. .

**7. Sex (male or female)**

In Shetland, the ratio of male:female population is roughly equal 50.37:49.3 ([Shetland Islands \(Council Area, Scotland, United Kingdom\) - Population Statistics, Charts, Map and Location \(citypopulation.de\)](http://Shetland Islands (Council Area, Scotland, United Kingdom) - Population Statistics, Charts, Map and Location (citypopulation.de)))

NHS Shetland has 856 substantive staff comprising 693 females (81%) and 163 males (19%).



There is no intentional occupational segregation in NHS Shetland, nor has there been any gender bias identified in the filling of posts. NHS Shetland is careful to promote all healthcare posts as being equally open to both males and females. 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) where the workforce is predominately female.

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 depicts both male and female staff in these roles and projects a very positive image of both male and female Nurses and AHP's.

**(ii) The sex of staff who were promoted in 2022/23**

Staff promoted in 2022/23 were split 88% female : 12% male

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

This is not currently monitored. All training records are currently held in TURAS. The training and management system does not currently integrate across to eESS the Human Resource system or enable collection of Equality and Diversity monitoring information directly to assist in collection of this data. .

**(iv) Recruitment data**

Table 8: The sex of applicants for posts, short listed candidates and people recruited.

<b>SEX</b>	<b>Applied</b>	<b>Shortlisted</b>	<b>Recruited</b>
Female	1026	113	74
Male	662	27	14
prefer not to say	6	2	0
<b>Total</b>	<b>1694</b>	<b>142</b>	<b>88</b>

Consistent with past trends there are a smaller number of male applicants 39% than female 61%. Further scrutiny shows the gap between male and female applicants shortlisted is 4% male / 11% female. Applicants that translate to a successful appointment, reduces the gap with 52% male and 65% female. This would indicate structured process to be fair and free from gender bias.

## (v) Senior posts within NHS Shetland as at 31st March 2023

There are 45 staff on senior grades of Band 8A and above, (including Executive Hay Grade) comprising 32 females and 13 males (a ratio 71:29). These figures are roughly representative of the numbers of female and male employees within NHS Shetland and on closer scrutiny confirms distribution of more female managers within Nursing. This would indicate that recruitment procedures for senior manager posts within NHS Shetland are fair and free from any gender bias. The Gender pay gap report 2023 shows an overall pay gap of 27.29%, however on further review they were as a result of certain anomalies related to terms and conditions rather than any trend or bias identified.

## (vi) Board Members

As at 31 March 2023 NHS Shetland Health Board comprised 16 people. The gender make up at this time was 9 females and 7 males. There are no vacant post.

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 6 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. Therefore NHS Shetland meets the requirement and is fully compliant. There are four non-executive members posts for specific appointments who are not included in this figure. Currently these posts have two male and two female Non-Executive Board members.

## 8. Religion or Faith.

### (i) The religion or faith make up of NHS Shetland workforce

Table 9: The religious/faith makeup of the NHS Shetland Workforce in 2021/23

Religion / Faith	Count	% of workforce	Census 2011 results Shetland
Buddhist	<5	<0.58%	
Christian - Other	144	16.82%	10.60%
Church of Scotland	of12	13.08%	29.90%
Don't Know	5	0.58%	
Hindu	<5	<0.58%	
Jewish	<5	<0.58%	
Muslim	<5	<0.58%	0.40%
No Religion	413	48.25%	45.40%
Other	23	2.69%	1.10%
Prefer not to say	104	12.15%	8.50%
Roman Catholic	45	5.26%	4.10%

Data is shown as a comparator against the census data for the local community Shetland  
The information indicates:

- 2.15% of respondents “preferred not to say”, 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.
- 48.25% 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 13.08%. 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.

**(ii) The religion or faith of staff promoted in 2022/23.**

Table 10: Promoted staff by faith / religion

Religion / Faith	Count
Christian - Other	6
Church of Scotland	5
No Religion	19
Other	<5
Prefer not to say	<5
Roman Catholic	<5
<b>Grand Total</b>	<b>34</b>

The data shown is broadly reflective of the workforce profile.

**(iii) The religion/faith of staff applying for training and receiving training.**

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This information is not currently recorded. All training records are currently held in TURAS. The training and management system does not currently integrate across to eESS the Human Resource system or enable collection of Equality and Diversity monitoring information directly to assist in collection of this data. .

**(iv) Religion or faith of applicants for posts, short listed candidates and recruited / appointed 2022/23**

Table: 11- Recruitment applicants by faith / religion

Religion / Faith	Applied	Shortlisted	Recruited
Buddhist	17	<5	<5
Christian - Other	787	28	17
Church of Scotland	20	6	5
Don't Know	9	<5	<5
Hindu	110	<5	<5
Jewish	<5	0	0
Muslim	365	<5	0
No Religion	170	72	49
Other	17	5	<5
Prefer not to say	49	18	10
Roman Catholic	148	5	<5
Sikh	<5	0	0
<b>Grand Total</b>	<b>1694</b>	<b>142</b>	<b>88</b>

The data shows an overall increase in applicants but a reduction in both applicants shortlisted and successful appointments made than the previous year. 5.2% of all applicants translated into successful appointments.

Data is comparable to census data in that NHS Shetland attracts a diverse range of applicants but over 50% applicants identified with a Christian faith and 29% who identified with other Religions / Faith, 10% no religion and 4% did not respond or did not know.

The information suggests that the shortlisting and interview processes in place are fair and free from religious or faith discrimination.

## 9. Sexual Orientation

### (i) Sexual orientation of the NHS Shetland workforce as at 31/3/2023

Table 12: Sexual Orientation breakdown NHS Shetland workforce

Sexual Orientation	Total
Bisexual	12
Don't Know	<5
Gay	4
Gay/Lesbian	<5
Heterosexual	725
Lesbian	<5
Other	<5
Prefer not to say	105

NHS Shetland workforce is diverse in respect of sexual orientation, the largest proportion identifying as heterosexual. Approximately 13% of staff preferred not to answer but there

was nothing to indicate that NHS Shetland's recruitment and retention processes discriminated on the grounds of sexual orientation so this may reduce in time as only 5% of new appointments preferred not to state.

There is no 2011 Census information on sexual orientation for us to use as a comparator to the local population.

**(ii) The sexual orientation of staff promoted during 2022/23**

Table 13: Promoted staff by sexual orientation

Sexual Orientation	Count
Heterosexual	31
Other	<5
Prefer not to say	<5
<b>Grand Total</b>	<b>34</b>

**(iii) The sexual orientation of recruitment applicants short listed candidates and people recruited**

Table 14: Sexual orientation of recruitment applicants

Sexual Orientation	Applied	Shortlisted	Recruited
Bi-sexual	46	<5	<5
Gay/Lesbian	10	<5	<5
Heterosexual/Straight	1547	122	80
Other	26	<5	<5
Prefer not to say	57	10	5
Don't Know	8	<5	0
<b>Total</b>	<b>1694</b>	<b>142</b>	<b>88</b>

Candidates were shortlisted from each sexual orientation category presented. The number of short listed candidates and people recruited appears proportionate with overall success rate of approximately 5%. This indicates that shortlisting processes and interview processes are fair and free from discrimination on the basis of sexual orientation.

**(iv) The sexual orientation of staff applying for training and receiving training.**

All training records are currently held in TURAS. The training and management system does not currently integrate across to eESS the Human Resource system or enable collection of Equality and Diversity monitoring information directly to assist in collection of this data. .

## 10. Gender Reassignment

### (i) Gender Reassignment profile of NHS Shetland Workforce

Table 15: Gender Reassignment workforce profile data

Gender Reassignment	Number
No	822
Prefer not to say	33
Yes	<5

## 11. Age

### (i) Age profile of the NHS Shetland Workforce 2022/23

The table below shows the age profile of the NHS Shetland workforce, as at 31<sup>st</sup> March 2023. The Mid-Year 2015 population estimate from the General Registrar for Scotland is shown as a comparator.

Table 16: Age profile of the NHS Shetland Workforce in 2022/23

Age Range	Total	% WF	2011 Census population of Shetland
Under 20	5	0.58%	24.30%
20 - 24	32	3.74%	5.60%
25 - 29	80	9.35%	5.40%
30 - 34	111	12.97%	
35 - 39	87	10.16%	
40 - 44	104	12.15%	19.90%
45 - 49	87	10.16%	
50 - 54	129	15.07%	
55 - 59	112	13.08%	21.80%
60 - 64	84	9.81%	22.90%

65 +	25	2.92%	
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The figures indicate:

- 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. Further work is required to develop more apprenticeship roles to attract school leavers.
- Compared to the Census figures, NHS Shetland has a 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.
- 25.82% of staff are over 55 years or over. This will continue to pose a risk/challenge for the future should large numbers of experienced staff decide to retire at the same time.

**(ii) The age profile of recruitment applicants for posts, short listed candidates and people recruited**

Table 17: The age profile of recruitment applicants

Age Range	Applications	Shortlisted	Recruited
<20	13	2	<5
20-24	156	14	8
25-29	657	36	12
30-34	403	22	12
35-39	210	15	12
40-44	114	11	8
45-49	68	17	13
50-54	35	10	10
55-59	17	6	6
60-64	10	5	4
>=65	0	0	0
Not Recorded	11	4	2
<b>Grand Total</b>	<b>1694</b>	<b>142</b>	<b>88</b>

The data shows that NHS Shetland attracts a diverse age range of applicants to vacancies that would support fair recruitment practices. To date there has not been any targeted



recruitment to support adjustment to the ageing profile of the workforce.

### (iii) The age profile for promotions in 2022/23

Table 18: Promotions by age profile

Age profile	Total	Percentage
20 - 24	<5	
25 - 29	<5	
30 - 34	6	17.65%
35 - 39	5	14.71%
40 - 44	11	32.35%
45 - 49	<5	
50 - 54	<5	
55 - 59	<5	
60 - 64	<5	
<b>Grand Total</b>	<b>34</b>	

### (iv) The age profile for staff receiving training.

This information is not currently recorded. All training records are currently held in TURAS. The training and management system does not currently integrate across to eESS the Human Resource system or enable collection of Equality and Diversity monitoring information directly to assist in collection of this data. .

## 12. Pregnancy and Maternity

During 2022/23, 30 staff from across the organisation were on maternity, an increase of 30% on the previous year. During 2022/23, 24 staff on maternity leave returned to work following completion of maternity leave demonstrating 100% return to work in some capacity.

The return to work rate reflects perhaps

- the commitment of staff
- the opportunities offered by NHS Shetland for flexible or part-time working
- The high cost of living and accommodation on Shetland

## 13. Marriage and Civil Partnership

### (i) Information on the marital status of NHS Shetland workforce

Table 19: The marital status of NHS Shetland Staff 2022/23

Marital Status	Numbers	NHS Shetland %	2011 Census %
Not known	-	-	-
Civil Partnership	<5	-	-
Divorced/separated	68	7.94%	10.7%

Married		468	54.67%	49.7%
Single		314	36.68%	32.8%
Widowed		5	0.58%	6.8%

The table shows:

- Information from the 2011 Census for Shetland is shown as a comparator.
- 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.
- The figures indicate that there is no discrimination by NHS Shetland on the grounds of marital status in our recruitment or retention processes.

(ii) **The marital status of staff promoted during 2021/22**

Table 20: Promotions by marital status

Marital Status	Count
Divorced	<5
Married	15
Single	15
<b>Grand Total</b>	<b>34</b>

(iii) **The marital status of staff receiving training.**

This information is not currently recorded. All training records are currently held in TURAS. The training and management system does not currently integrate across to eESS the Human Resource system or enable collection of Equality and Diversity monitoring information directly to assist in collection of this data. .

## 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 (including NHS Shetland).

## **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 June 2021. This contains an Equal Pay Statement and is available on the NHS Shetland website at:

<https://www.shb.scot.nhs.uk/board/equality/EqualPayMonitoring-June2021.pdf>

## **16. Publishing the report**

The NHS Shetland Workforce Monitoring Report 2022/23 will be shared with NHS Shetland Staff Governance Committee and Area Partnership Forum. Thereafter, circulated electronically within NHS Shetland and posted on the NHS Shetland website so it will be accessible to staff, partner agencies and the wider community of Shetland.

All comments received will be carefully considered. Comments in any language or format can be made:

By email to: [shb.nhs.uk/contactus.asp](mailto: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**

Compiled on behalf of NHS Shetland by Lorraine Allinson, HR Services Manager, NHS Shetland. April 2023

Thank you to:

Laura Pottinger, Senior HR Advisor (Systems) for workforce data reports

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