

## WORKFORCE DISABILITY EQUALITY STANDARD REPORTING TEMPLATE

# Workforce Disability Equality Standard

<b>Name of organisation:</b>	Hull University Teaching Hospital NHS Trust
<b>Date of report:</b>	March 2020
<b>Name and title of Board lead for the Workforce Disability Equality Standard:</b>	Teresa Cope, Chief Operating Officer
<b>Name of lead compiling this report:</b>	Liz Dearing, HR Manager
<b>Names of commissioners this report has been sent to:</b>	Hull Clinical Commissioning Group, East Riding of Yorkshire Clinical Commissioning Group
<b>Name of co-ordinating commissioner this report has been sent to:</b>	Hull Clinical Commissioning Group
<b>Unique URL link on which this report and associated Action Plan will be found:</b>	<a href="http://www.hey.nhs.uk">www.hey.nhs.uk</a>
<b>This report has been signed off by on behalf of the Board on (insert name and date):</b>	Chris Long, Chief Executive

## 1. Background Narrative

**Any issues of completeness of data:** The data has been collected from the Trust's Electronic Staff Record (ESR) however 36.63% of the workforce have not declared as disabled or non-disabled, which represents 3,503 of the total workforce.

## 2. Total Numbers of Staff

**Total number of staff employed within the Trust at the date of the report:** 9,562

**Proportion of disabled staff employed within the Trust at the date of the report:** 2.19% of the total staff employed as self-declared through ESR.

## 3. Self-Reporting

**The proportion of total staff who have self-reported disabled/non-disabled:** 63.37%

**Have any steps been taken to increase declaration rates?** All new starters to the organisation are asked to complete an equality monitoring form and their details are recorded on ESR. Existing staff continue to be reminded to check their personal details and update their ESR entry where appropriate.

**Are any steps planned during the current reporting period to improve the level of self-reporting?** To improve the quality of data stored within ESR, ESR Self Service continues to be rolled out, highlighting to staff that they can update their personal information, including ethnicity, marital/partnership status and disability status.

## 4. Workforce Data

**What period does the organisation's workforce data refer to:** Staff in post at 31 March 2020 and activity during the financial year 2019/20.

## 5. Workforce Disability Equality Indicators

	Indicator	Data for reporting year 2019/20	Data for previous year 2018/19	Narrative – the implications of the data and any additional background explanatory narrative	Action taken and planned including e.g. does the indicator link to EDS2 evidence and/or a corporate Equality Objective																								
1	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.	<p>See Appendix 2 for breakdown by pay banding (From ESR).</p> <p>Where disability is known for 31 March 2020:</p> <table border="1"> <tr> <td>Non-clinical workforce (Non-disabled) =</td> <td>12.98%</td> <td>Non-clinical workforce (Non-disabled) =</td> <td>13.25%</td> </tr> <tr> <td>Non-clinical workforce (Disabled) =</td> <td>0.53%</td> <td>Non-clinical workforce (Disabled) =</td> <td>0.59%</td> </tr> <tr> <td>Clinical workforce (non-medical Non-disabled) =</td> <td>36.67%</td> <td>Clinical workforce (non-medical Non-disabled) =</td> <td>33.01%</td> </tr> <tr> <td>Clinical workforce (non-medical Disabled) =</td> <td>1.44%</td> <td>Clinical workforce (non-medical Disabled) =</td> <td>1.20%</td> </tr> <tr> <td>Clinical workforce (medical and dental non-disabled) =</td> <td>11.54%</td> <td>Clinical workforce (medical and dental Non-disabled) =</td> <td>9.72%</td> </tr> <tr> <td>Clinical workforce (medical and dental Disabled) =</td> <td>0.21%</td> <td>Clinical workforce (medical and dental Disabled) =</td> <td>0.16%</td> </tr> </table>	Non-clinical workforce (Non-disabled) =	12.98%	Non-clinical workforce (Non-disabled) =	13.25%	Non-clinical workforce (Disabled) =	0.53%	Non-clinical workforce (Disabled) =	0.59%	Clinical workforce (non-medical Non-disabled) =	36.67%	Clinical workforce (non-medical Non-disabled) =	33.01%	Clinical workforce (non-medical Disabled) =	1.44%	Clinical workforce (non-medical Disabled) =	1.20%	Clinical workforce (medical and dental non-disabled) =	11.54%	Clinical workforce (medical and dental Non-disabled) =	9.72%	Clinical workforce (medical and dental Disabled) =	0.21%	Clinical workforce (medical and dental Disabled) =	0.16%		<p>In total 63.38% of Trust staff declared themselves as disabled or non-disabled. The highest percentage of disabled employees are within the clinical workforce (non-medical) whilst the lowest percentage of disabled employees are within the clinical workforce (medical and dental)</p>	<p>Please see action plan.</p> <p>Actions link to EDS2 goals and the Trust Equality Objectives.</p>
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2	Relative likelihood of Non-disabled staff being appointed compared to disabled applicants from shortlisting across all posts.	<p>Non-disabled: 0.22          Disabled: 0.16          Relative likelihood: 1.41</p>	<p>Non-disabled: 0.21          Disabled: 0.14          Relative likelihood: 1.49</p>	<p>The data shows that Non-disabled staff are more likely than Disabled staff to be appointed from shortlisting.</p>	<p>Please see action plan.</p> <p>Actions link to EDS2 goals and the Trust Equality Objectives.</p>																								

Appendix 1

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3	Relative likelihood of Disabled staff entering the formal capability process compared to Non-disabled staff. This indicator will be based on data from a two year rolling average of the current year and the previous year.	Disabled: 0.00 Non-disabled: 0.00 Relative likelihood: 4.00	Disabled: 0.01 Non-disabled: 0.00 Relative likelihood: 1.67	The numbers of staff entering the formal capability process are low, the relative likelihood of entering the formal capability process is nil for both Disabled and Non-Disabled staff.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
4 a) i	Percentage of staff experiencing harassment, bullying or abuse from patients, relatives or the public in last 12 months.	Non-disabled: 23.9% Disabled: 27.0% (From Staff Survey December 2019)	Non-disabled: 23.5% Disabled: 32.2% (From Staff Survey December 2018)	The percentage of disabled staff experiencing harassment, bullying or abuse from patients, relatives or the public has decreased.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
4 a) ii	Percentage of staff experiencing harassment, bullying or abuse from managers in last 12 months.	Non-disabled: 11.9% Disabled: 20.0% (From Staff Survey December 2019)	Non-disabled: 12.8% Disabled: 24.6% (From Staff Survey December 2018)	The percentage of Disabled staff experiencing harassment, bullying or abuse from managers has decreased.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
4 a) iii	Percentage of staff experiencing harassment, bullying or abuse from other colleagues in last 12 months.	Non-disabled: 17.8% Disabled: 29.7% (From Staff Survey December 2019)	Non-disabled: 19.8% Disabled: 30.8% (From Staff Survey December 2018)	The percentage of Non-disabled and Disabled staff experiencing harassment, bullying or abuse from other colleagues has decreased.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
4b	Percentage of staff that the last time they experienced harassment, bullying or abuse at work, they or a colleague reported it in the last 12 months.	Non-disabled: 40.8% Disabled: 41.1% (From Staff Survey December 2019)	Non-disabled: 42.1% Disabled: 40.6% (From Staff Survey December 2018)	The percentage of Disabled staff reporting harassment, bullying or abuse at work has increased.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
5	Percentage of staff	Non-disabled: 89.2%	Non-disabled: 90.5%	The percentage of Disabled	Please see action plan.

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	believing the Trust provides equal opportunities for career progression or promotion.	Disabled: 79.4% (From Staff Survey December 2019)	Disabled: 82.1% (From Staff Survey December 2018)	staff believing the Trust provides equal opportunities for career progression or promotion has decreased.	Actions link to EDS2 goals and the Trust Equality Objectives.
6	Percentage of staff saying they have felt pressure from their manager to come to work, despite not feeling well enough to perform their duties.	Non-disabled: 21.8% Disabled: 29.2% (From Staff Survey December 2019)	Non-disabled: 22.9% Disabled: 32.9% (From Staff Survey December 2018)	The Percentage of Disabled staff saying they have felt pressure from their manager to come to work, despite not feeling well enough to perform their duties has decreased .	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
7	Percentage of staff saying they are satisfied with the extent to which their organisation values their work.	Non-disabled: 50.2% Disabled: 36.9% (From Staff Survey December 2019)	Non-disabled: 51.7% Disabled: 35.0% (From Staff Survey December 2018)	The percentage of Disabled staff saying they are satisfied with the extent to which their organisations values their work has increased.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
8	Percentage of Disabled staff saying their employer has made adequate adjustment(s) to enable them to carry out their work.	74.3% (From Staff Survey December 2019)	75.7% (From Staff Survey December 2018)	The percentage of Disabled staff saying their employer has made adequate adjustment(s) to enable them to carry out their work has decreased.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
9a	Staff engagement score for Disabled staff, compared to Non-disabled staff and the overall score for the organisation.	Non-disabled staff: 7.1 Disabled: 6.6 Organisation: 7.0 (From Staff Survey December 2019)	Non-disabled staff: 7.2 Disabled: 6.6 Organisation: 7.0 (From Staff Survey December 2018)	The staff engagement score for Disabled staff continues to be lower than for Non-disabled staff.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
9b	Has the Trust taken action to facilitate the voices of Disabled staff in the organisation to be heard?	No	Yes	The feasibility of an on-line forum has been explored and further discussions will include IT services. Whilst some indicators have	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.

Appendix 1

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				shown improvement it is acknowledged that the experience of the Trust's disabled staff is a challenge and requires improvement.	
10	Percentage difference between the organisation's Board voting membership and its organisation's overall workforce.	-2.0%	-2.0%	Considering the percentage of staff who have self-reported as Non-disabled and the percentage of staff who have self-reported as Disabled the disaggregated percentage difference would be expected to be very low. The Trust acknowledges that, in respect of disability, the Board is not representative of the population it serves. Within Hull and East Riding the disabled population is 19%.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.

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

None

**7. Organisations should produce a detailed WDES Action Plan, agreed by its Board. Such a Plan would normally elaborate on the actions summarised in section 5, 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 attach the WDES Action Plan or provide a link to it.**

The Draft WDES Action plan is attached.

					Snapshot of data as at 31st MARCH 2020							
METRIC	INDICATOR	DATA ITEM	MEASURE	Disabled staff		Non-disabled staff		Disability Unknown or Null		Overall		
				# DISABLED	% DISABLED	# NON-DISABLED	% NON-DISABLED	# UNKNOWN/NULL	% UNKNOWN/NULL	TOTAL		
1	Percentage of staff in AfC paybands or medical and dental subgroups and very senior managers (including Executive Board members) compared with the percentage of staff in the overall workforce.	<b>1a) Non Clinical Staff</b>										
		1	Under Band 1	Headcount	1	5.0%	18	90.0%	1	5.0%	20	
		2	Bands 1	Headcount	1	2.2%	27	58.7%	18	39.1%	46	
		3	Bands 2	Headcount	23	2.4%	584	60.6%	357	37.0%	964	
		4	Bands 3	Headcount	12	2.7%	237	52.7%	201	44.7%	450	
		5	Bands 4	Headcount	4	2.1%	109	56.2%	81	41.8%	194	
		6	Bands 5	Headcount	4	2.4%	94	57.3%	66	40.2%	164	
		7	Bands 6	Headcount	0	0.0%	51	51.5%	48	48.5%	99	
		8	Bands 7	Headcount	2	2.2%	50	56.2%	37	41.6%	89	
		9	Bands 8a	Headcount	1	1.7%	30	50.8%	28	47.5%	59	
		10	Bands 8b	Headcount	3	6.4%	17	36.2%	27	57.4%	47	
		11	Bands 8c	Headcount	0	0.0%	9	45.0%	11	55.0%	20	
		12	Bands 8d	Headcount	0	0.0%	4	50.0%	4	50.0%	8	
		13	Bands 9	Headcount	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	
		14	VSM	Headcount	0	0.0%	11	50.0%	11	50.0%	22	
		15	Other	Headcount	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	
				<b>1b) Clinical Staff</b>								
		20	Under Band 1	Headcount	3	6.25%	43	89.58%	2	4.17%	48	
		21	Bands 1	Headcount	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	
		22	Bands 2	Headcount	31	2.23%	931	67.03%	427	30.74%	1389	
		23	Bands 3	Headcount	10	1.76%	287	50.44%	272	47.80%	569	
		24	Bands 4	Headcount	3	1.56%	106	55.21%	83	43.23%	192	
		25	Bands 5	Headcount	57	2.99%	1265	66.33%	585	30.68%	1907	
		26	Bands 6	Headcount	19	1.88%	538	53.21%	454	44.91%	1011	
		27	Bands 7	Headcount	12	1.88%	255	40.03%	370	58.08%	637	
		28	Bands 8a	Headcount	2	1.35%	58	39.19%	88	59.46%	148	
		29	Bands 8b	Headcount	1	1.92%	12	23.08%	39	75.00%	52	
		30	Bands 8c	Headcount	0	0.00%	7	30.43%	16	69.57%	23	
		31	Bands 8d	Headcount	0	0.00%	2	50.00%	2	50.00%	4	
		32	Bands 9	Headcount	0	0.00%	1	33.33%	2	66.67%	3	
		33	VSM	Headcount	0	0.00%	1	12.50%	7	87.50%	8	
		34	Medical & Dental Staff, Consultants	Headcount	2	0.40%	294	58.92%	203	40.68%	499	
		35	Medical & Dental Staff, Non-Consultants career grade	Headcount	1	1.35%	51	68.92%	22	29.73%	74	
		36	Medical & Dental Staff, Medical and dental trainee grades	Headcount	17	2.08%	758	92.89%	41	5.02%	816	
		37	Other	Headcount	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	
		10	Percentage difference between the organisation's Board voting membership and its organisation's overall workforce, disaggregated:  • By Voting membership of the Board  • By Executive membership of the Board  This is a snapshot as of at 31st March 2020.	54	Total Board members	Headcount	0		0		14	14
				55	of which: Voting Board members	Headcount	0		0		11	11
56	: Non Voting Board members			Auto-Calculated	0		0		3	3		
57	Total Board members			Auto-Calculated	0		0		14	14		
58	of which: Exec Board members			Headcount	0		0		5	5		
59	: Non Executive Board members			Auto-Calculated	0		0		9	9		
60	Number of staff in overall workforce			Auto-Calculated	209		5850		3503	9562		
61	Total Board members - % by Disability			Auto-Calculated		0%		0%		100%		
62	Voting Board Member - % by Disability			Auto-Calculated		0%		0%		100%		
63	Non Voting Board Member - % by Disability			Auto-Calculated		0.00%		0%		100%		
64	Executive Board Member - % by Disability			Auto-Calculated								
65	Non Executive Board Member - % by Disability			Auto-Calculated		0%		0%		100%		
66	Overall workforce - % by Disability			Auto-Calculated		2%		61%		37%		
67	Difference (Total Board - Overall workforce )	Auto-Calculated		-2%		-61%		63%				
68	Difference (Voting membership - Overall Workforce)	Auto-Calculated		-2%		-61%		63%				
69	Difference (Executive membership - Overall Workforce)	Auto-Calculated										

**WORKFORCE DISABILITY EQUALITY STANDARD ACTION PLAN 2020/2021**

The Action Plan has been developed, based on the 2019/20 WDES technical data results, to help close the gaps in workplace experience between Disabled and Non-disabled staff.

Action	Metric	Delivery Timescale	Lead Responsibility
Explore establishing a Disability network.	All	January 2020	Head of HR Services/Head of Workforce
Renew Disability Confident Scheme.	1, 2	October 2020	Head of HR Services
Review Great Leaders Bitesize programme – ensure equality, diversity & inclusion is incorporated to enable and empower staff to be consistently conscious and fair in all decision making.	All	January 2020	Head of OD/Head of Education
Review the Reasonable Adjustment process and raise awareness and knowledge.	5, 6, 7, 8, 9a	December 2020	Head of Workforce
Continue to encourage staff to complete/update personal details on ESR.	All	November 2020	Workforce Planning, Intelligence & ESR Systems Manager
Develop and launch a Differently-Abled Passport	4, 5, 6, 7, 8, 9a, 9b	December 2020	Head of Workforce