Workforce Race Equality Standard
REPORTING TEMPLATE

Template for completion

Name of provider organization

NEL Commissioning Support Unit (NEL CSU)

Name and title of Board lead for the Workforce Race Equality Standard

Anne Whateley, - Director of Strategy, Business Development and Workforce

Name and contact details of lead manager compiling this report

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Names of commissioners this report has been sent to

NHS England

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

NHS England

Unique URL link on which this report will be found (to be added after submission)

This report has been signed off by Anne Whateley on behalf of the Executive Team on 30th November 2015

Publications Gateway Reference Number: 03496
Report on the WRES indicators, continued

1. Background narrative
   a. Any issues of completeness of data

   Whilst we have been able to provide responses for most of the required indicators, the collation of data for this report has helped us to identify some areas for improvement in particular indicators 1,2 and 4 where there was a high percentage of 'not stated' or undefined information. For indicators 5 and 6 we have been unable to respond due to the fact that the CSU has not completed the National Staff Survey, however we have chosen to complete this for 2015. For indicators 7 and 8 we have used responses from our internal temperature check which asked similar questions. Data for indicators 1,2,3,4 and 9 has been downloaded from the electronic staff record (ESR), which holds personal data for all current CSU employees.

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

   This is NEL CSU’s first year of reporting on the WRES Standard. Some data was not available in previous years. Systems will be in place to regularly collect this information from this point on.

2. Total numbers of staff
   a. Employed within this organisation at the date of the report

   As of the 30 August 2015, there were 971 permanent members of staff working for NEL CSU

   b. Proportion of BME staff employed within this organisation at the date of the report

   As of the 30 August 2015, there were 23.27% (226) BME staff working for NEL CSU

3. Self-reporting
   a. The proportion of total staff who have self-reported their ethnicity

   84.45% of staff have self-reported their ethnicity.
b. Have any steps been taken in the last reporting period to improve the level of self-reporting by ethnicity

NEL CSU recently undertook an ESR data validation exercise to improve the equality and diversity information of staff data held on the system. Self-reporting is part of the “new starter” process and in addition, we will be producing annual equality.

c. Are any steps planned during the current reporting period to improve the level of self-reporting by ethnicity

There are currently 151 (15.55%) staff who have 'Not Stated' their ethnicity. The CSU can approach them to ask whether they wish to provide this information aiming to achieve 100% compliance.

4. Workforce data

a. What period does the organisation’s workforce data refer to?

The workforce data was extracted on 30 August 2015. Training/CPD data represents courses undertaken between 1st April 2013 and 30th August 2015. The staff temperature check results are from June 2015.
### 5. Workforce Race Equality Indicators

For ease of analysis, as a guide we suggest a maximum of 150 words per indicator.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Data for reporting year</th>
<th>Data for previous year</th>
<th>Narrative – the implications of the data and any additional background explanatory narrative</th>
<th>Action taken and planned including e.g. does the indicator link to EDS2 evidence and/or a corporate Equality Objective</th>
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<tbody>
<tr>
<td>For each of these four workforce indicators, the Standard compares the metrics for White and BME staff.</td>
<td>Overall 39.75% of staff are employed in bands 8-9 and VSM positions (386 out of 971 staff are in bands 8-9 and VSM)</td>
<td>Not applicable - first reporting period.</td>
<td>An initial examination of the CSU's workforce across all bands shows 386 employees are in bands 8, 9 and VSM roles. 78 BME staff were in Bands 8 - 9. All except 1 of these staff members were occupying band 8A, 8B, 8C and 8D roles, with 1 person in a band 9 position.</td>
<td>Staff Data Validation undertaken recently has helped to improve staff diversity data held on ESR. The CSU is committed to ensuring equality of access to senior positions. As part of our strategic approach to address equality in career development and wider equality issues facing staff from BME backgrounds, we have set up the All Forum and identified three priorities: 1. Modelling great behaviours 2. Celebrating diversity 3. Targeted career support for staff. Through this we would expect to see an increase in the number of BME staff.</td>
</tr>
</tbody>
</table>
|   | Relative likelihood of BME staff being appointed from shortlisting compared to that of White staff being appointed from shortlisting across all posts. | BME: 12.52%  
White: 26.80% | Please note that the NHS recruitment systems hold applicant data for a maximum of 13 months before it is auto-deleted; this is in line with the DPA. Therefore it is not possible to provide data against this indicator for 2013/14. In 2014-15 the total numbers of shortlisted applicants were 1556. 791 (51%) were White compared to 775 (49%) of BME applicants. Out of the 791 that were shortlisted, 212 (26.80%) were appointed from White backgrounds. Out of the 775 BME shortlisted applicants 97 (12.52%) were appointed.  
NEL CSU continually review the recruitment practice to see if improvements can be made. The CSU has put in a range of measures to avoid unconscious bias in the recruitment process. For example:  
- Personal details including names and ethnic background are removed until after shortlisting stage. |
|---|---|---|---|
| 3 | Relative likelihood of BME staff entering the formal disciplinary process, compared to that of White staff entering the formal disciplinary process, as measured by entry into a formal disciplinary investigation*  
*Note: this indicator will be based on data from a two year rolling average of the current year and the previous year. | BME: 12.5%  
White: 87.5% | April 2013 to June 2015  
12.5% of formal disciplinary cases, recorded since the inception of NEL CSU relate to BME staff compared to 87.5% relating to White staff members.  
Internal Management Development Academy introduced to ensure there is effective performance management of staff.  
HR Business Partner support available  
Clear policies and guidance in place |
| **4** | Relative likelihood of BME staff accessing non-mandatory training and CPD as compared to White staff | April 2013 – June 2015 of all training accessed | BME: 18.3%  
White: 62.4%  
Undefined: 19.3% | Since April 2013 (beginning of NEL CSU) 18.3% of CPD/Training activity relates to BME staff and 62.4% White staff and 19.3% was undefined / not stated.  
NEL CSU has a clear performance management cycle that includes appraisal, objective setting and personal development planning. All staff have the opportunity to apply for non-mandatory training. The training policy and application form is freely available on our intranet. Courses have to be relevant to job role and signed off by the line manager and/or director prior to submission to the training team. We do not currently report on any requests that are refused by the line manager/director as these will not come to the training team. However an individual can discuss this further with the Head of People Development if required.  
The BSA Further Education & Continuing Professional Development Policy states:  
In applying this policy, the Organisation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic. |
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<td><strong>For each of these four staff survey indicators, the Standard compares the metrics for each survey question response for White and BME staff.</strong></td>
<td>NEL CSU recently conducted a staff temperature check survey in June 2015. The CSU will take part in the annual NHS National Staff Survey during 2015 (not previously undertaken).</td>
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<td>5 KF 18. Percentage of staff experiencing harassment, bullying or abuse from patients, relatives or the public in last 12 months</td>
<td>No Data Available</td>
<td>No Data Available</td>
<td>The CSU will complete the annual NHS National Staff Survey during 2015. How staff interpret this question may be ambiguous. Most staff within the CSU do not come into contact with patients, relatives or the public.</td>
<td>Results will be reviewed in March 2016 and action plans produced to address any concerns</td>
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<td>6 KF 19. Percentage of staff experiencing harassment, bullying or abuse from staff in last 12 months</td>
<td>No Data Available</td>
<td>No Data Available</td>
<td>The CSU will complete the annual NHS National Staff Survey during 2015</td>
<td>Results will be reviewed in March 2016 and action plans produced to address any concerns</td>
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<td>7 KF 27. Percentage believing that trust provides equal opportunities for career progression or promotion</td>
<td>White: 96% (of those completed) BME: 87% (of those completed) Not stated: 83% (of those completed)</td>
<td>No Date Available</td>
<td>The temperature check survey reflected that the CSU is an equal opportunities employer with 92% of staff having agreed or strongly agreed with this statement.</td>
<td>The analysis will be compared against our National Staff Survey, once the results are available.</td>
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</table>
|   | Q23. In the last 12 months have you personally experienced discrimination at work from any of the following? b) Manager/team leader or other colleagues | White: 17 staff  
BME: 10 staff  
Not Stated: 12 staff | The temperature check asked the following question. ‘Do you believe that the CSU discriminates against employees (depending on race, religion, age, gender etc.)?  
414 (73%) of the 561 staff who completed the survey agreed or strongly agreed that they didn’t believe there was discrimination.  
39 staff stated that they believe that the CSU discriminates against employees (depending on race, religion, age, gender etc.) | The analysis will be compared against our National Staff Survey results when available. |
|---|---|---|---|---|
|   | 2015, the board’s ethnicity is recorded as follows:  
BME: 0  
White: 8 | NEL CSU does not have a formal Board, being part of NHSE’s governance structure – we have therefore used our Executive Team to respond to this.  
There are currently no BME staff represented on the Executive Team. | The Executive Team is accountable for a systematic approach to inclusive leadership development.  
- Consider positive action to encourage diverse applicants  
- Be mindful of lack of diversity at senior level  
As part of the CSU’s Workforce Strategy it is committed to supporting BME staff to access relevant national leadership programmes to equip them with the skills to work at Director/Executive level. | Does the Board meet the requirement on Board membership in 9? |
6. *Are there any other factors or data which should be taken into consideration in assessing progress?* Please bear in mind any such information, action taken and planned may be subject to scrutiny by the coordinating Commissioner or by regulators when inspecting against the “well led domain.”

In addition to this WRES submission, our detailed equality information on NEL CSU’s workforce is available on our internet. Progress is monitored by our Corporate Management Team (CMT) to ensure comprehensive monitoring and reporting.

All NEL CSU staff have been invited to complete the National NHS Staff Survey for the first time in 2015.

7. *If the organisation has a more detailed Plan agreed by its Board for addressing these and related issues you are asked to attach it or provide a link to it. Such a plan would normally elaborate on the steps summarised in section 5 above setting out the next steps with milestones for expected progress against the metrics. It may also identify the links with other work streams agreed at Board level such as EDS2.*

Set out in our Equality and Diversity Policy and as part of our commitment to deliver high quality services, we embed equality and human rights in everything that we do. (See Policy attached for reference).

We have recently created the 'All Forum' that reviews equality and diversity throughout the organisation and considers actions on how to address any areas of concern. Attendees are self-nominated and a number of these representatives have chosen to become E&D champions. A union representative attends the All Forum.

All staff are required to complete mandatory E&D training and it is also covered on our induction session. Our internal Management Development Academy includes an inclusion session in the first core module and an additional optional E&D module.