

Workforce Race Equality Standard

REPORTING TEMPLATE (Revised 2016)



Template for completion

Name of organisation

Date of report: month/year

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

Name and contact details of lead manager compiling this report

Names of commissioners this report has been sent to (complete as applicable)

Name and contact details of co-ordinating commissioner this report has been sent to (complete as applicable)

Unique URL link on which this Report and associated Action Plan will be found

This report has been signed off by on behalf of the Board on (insert name and date)

Report on the WRES indicators

1. Background narrative

a. Any issues of completeness of data

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

2. Total numbers of staff

a. Employed within this organisation at the date of the report

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

Report on the WRES indicators, continued

3. Self reporting

a. The proportion of total staff who 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

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

4. Workforce data

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

Report on the WRES indicators, continued

5. Workforce Race Equality Indicators

Please note that only high level summary points should be provided in the text boxes below – the detail should be contained in accompanying WRES Action Plans.

	Indicator	Data for reporting year	Data for previous year	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
	For each of these four workforce indicators, compare the data for White and BME staff				
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.				
2	Relative likelihood of staff being appointed from shortlisting across all posts.				
3	Relative likelihood of staff entering the formal disciplinary process, as measured by entry into a formal disciplinary investigation. This indicator will be based on data from a two year rolling average of the current year and the previous year.				
4	Relative likelihood of staff accessing non-mandatory training and CPD.				

Report on the WRES indicators, continued

	Indicator	Data for reporting year	Data for previous year	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
	National NHS Staff Survey indicators (or equivalent) For each of the four staff survey indicators, <u>compare the outcomes of the responses for White and BME staff.</u>				
5	KF 25. Percentage of staff experiencing harassment, bullying or abuse from patients, relatives or the public in last 12 months.	White BME	White BME		
6	KF 26. Percentage of staff experiencing harassment, bullying or abuse from staff in last 12 months.	White BME	White BME		
7	KF 21. Percentage believing that trust provides equal opportunities for career progression or promotion.	White BME	White BME		
8	Q17. 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 BME	White BME		
	Board representation indicator For this indicator, <u>compare the difference for White and BME staff.</u>				
9	Percentage difference between the organisations' Board voting membership and its overall workforce.				

Note 1. All provider organisations to whom the NHS Standard Contract applies are required to conduct the NHS Staff Survey. Those organisations that do not undertake the NHS Staff Survey are recommended to do so, or to undertake an equivalent.

Note 2. Please refer to the WRES Technical Guidance for clarification on the precise means for implementing each indicator.

Report on the WRES indicators, continued

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

7. Organisations should produce a detailed WRES 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 WRES indicators. It may also identify the links with other work streams agreed at Board level, such as EDS2. You are asked to attach the WRES Action Plan or provide a link to it.

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and prevent future editing



ACTION PLAN – 2017/18

WORKFORCE RACE EQUALITY STANDARDS

Number	WRES Metrics	Action	Timescale	Lead
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>Review of the recruitment and selection framework and processes to ensure no unintentional discrimination.</p> <p>Regularly reporting and reviewing recruitment and selection outcomes.</p> <p>Explore unconscious bias training.</p> <p>Develop engagement with local community organisations to look at ways of improving representation through recruitment.</p>	March 2018	Deputy Chief Officer and Executive Nurse /HR Business Partner/EDHR Business Partner
2.	Relative likelihood of staff being appointed from shortlisting across all posts.	<p>Review of the recruitment and selection framework and processes to ensure no unintentional discrimination.</p> <p>Regularly reporting and reviewing recruitment and selection outcomes.</p> <p>Explore unconscious bias training.</p>	March 2018	Deputy Chief Officer and Executive Nurse /HR Business Partner
3.	Relative likelihood of staff entering the formal disciplinary process, as measured by entry into a formal	HR Provider to continue to record details of all formal employee relations cases and confidentially capture equality data	March 2018	Deputy Chief Officer and Executive Nurse /

	disciplinary investigation. This indicator will be based on data from a two year rolling average of the current year and the previous year.	attributed to those individuals for annual reporting purposes to the CCG. Key Skills for Managers training will be reviewed and offered to all managers on an ongoing basis to continue to ensure employees are treated fairly.		HR Business Partner/EDHR Business Partner
4.	Relative likelihood of staff accessing non-mandatory training and CPD.	The CCG will review its current non mandatory training processes (those captured via GMSS Learning Management System and internal processes) gain a better understanding and to ensure employees are treated fairly. The CCG will continue to collect and monitor data to ensure continuous improvement.	March 2018	Deputy Chief Officer and Executive Nurse /OD Manager
5.	KF 25. Percentage of staff experiencing harassment, bullying or abuse from patients, relatives or the public in last 12 months.	To undertake internal staff survey. Continual monitoring will be undertaken to identify any staff concerns in this area.	March 2018	Deputy Chief Officer and Executive Nurse /HR Business Partner/ OD Manager
6.	KF 26. Percentage of staff experiencing harassment, bullying or abuse from staff in last 12 months	To undertake internal staff survey. Continual monitoring will be undertaken to identify any staff concerns in this area.	March 2018	Deputy Chief Officer and Executive Nurse /HR Business Partner/ OD Manager/EDHR Business Partner
7.	KF 21 percentage believing the trust (CCG) provides equal opportunities for	To undertake internal staff survey.	March 2018	OD Manager

	career progression or promotion.	Continual monitoring will be undertaken to identify any staff concerns in this area.		
8.	Q17 In the last 12 months have you personally experienced discrimination at work from any of the following? <ul style="list-style-type: none"> • Manager • Team Leader • Other Colleagues 	To undertake internal staff survey. Continual monitoring will be undertaken to identify any staff concerns in this area.	March 2018	Deputy Chief Officer and Executive Nurse /HR Business Partner/ OD Manager/EDHR Business Partners
9.	Percentage difference between the organisations' Board voting membership and its overall workforce	Further work in the context of board members without voting rights. The CCG will continue to review and monitor board representation and that fair processes are in place for the recruitment of board roles.	March 2018	Deputy Chief Officer and Executive Nurse /HR Business Partner HR Business Partner