

## WORKFORCE RACE EQUALITY STANDARD REPORT 2017

Date of report: month/year:	May 2017
Name of organisation:	Dorset Clinical Commissioning Group
Name and title of Board lead for the Workforce Race Equality Standard:	Elaine Spencer, Registered Nurse Member
Name and contact details of lead manager compiling this report:	Kerry Scullion, Workforce Lead
Unique URL link on which this report will be found (to be added after submission):	N/A report will not be published due to the small numbers included and potential to identify staff members.
This report has been signed off by on behalf of the Board on (insert name and date):	

### 1. Background narrative

- a. Any issues of completeness of data

The data is drawn from the most recent ESR report, NHS Staff Survey, internal workforce records and NHS Jobs application data. Accurate data was available against all measures with the exception of staff survey results as detailed below.

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

The data within section 5, indicators 5-8 relate to the staff survey. In previous years NHS Dorset CCG had adapted the national survey questions to closer reflect local themes. For this reporting year the organisation chose to adopt the national process provided by Picker to enable benchmarking against other NHS organisations. Due to the size of the organisation and the small numbers of BME staff employed, raw data is unavailable as this could identify individual staff members.

### 2. Total numbers of staff

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

328

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

2.74%

### 3. Self-reporting

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

98.78%

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- b. Have any steps been taken in the last reporting period to improve the level of self-reporting by ethnicity

Last year, the self-reporting was 99.67% and therefore remedial action to improve reporting rates was not required.

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

Reporting rates are comparable to last year's and therefore remedial action is not required.

**4. Workforce data**

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

April 2016 to May 2017

**APPENDIX 1:**

	Indicator	Data for 2017	Data for 2016	Data Implications	Action taken or planned																																																																								
<b>For each of the following four workforce indicators, the standard compares the metrics for White and BME staff.</b>																																																																													
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	<p>The total percentage of BME staff as at 5 May 2017 in the CCG is 2.74%. See below the breakdown of BME staff by pay scale.</p> <table border="1" data-bbox="302 518 795 997"> <thead> <tr> <th>Band</th> <th>BME % (numbers)</th> <th>White % (numbers)</th> </tr> </thead> <tbody> <tr><td>2</td><td>20.00 (1)</td><td>80.00 (4)</td></tr> <tr><td>3</td><td>7.14 (2)</td><td>92.86 (26)</td></tr> <tr><td>4</td><td>2.33 (1)</td><td>97.67 (43)</td></tr> <tr><td>5</td><td>4.35 (2)</td><td>95.65 (44)</td></tr> <tr><td>6</td><td>3.28 (2)</td><td>96.72 (59)</td></tr> <tr><td>7</td><td>0</td><td>100.00 (46)</td></tr> <tr><td>8a</td><td>0</td><td>100.00 (36)</td></tr> <tr><td>8b</td><td>3.23 (1)</td><td>96.77 (30)</td></tr> <tr><td>8c</td><td>0</td><td>100.00 (13)</td></tr> <tr><td>8d</td><td>0</td><td>100.00 (9)</td></tr> <tr><td>Executive VSM</td><td>0</td><td>100.00 (6)</td></tr> </tbody> </table>	Band	BME % (numbers)	White % (numbers)	2	20.00 (1)	80.00 (4)	3	7.14 (2)	92.86 (26)	4	2.33 (1)	97.67 (43)	5	4.35 (2)	95.65 (44)	6	3.28 (2)	96.72 (59)	7	0	100.00 (46)	8a	0	100.00 (36)	8b	3.23 (1)	96.77 (30)	8c	0	100.00 (13)	8d	0	100.00 (9)	Executive VSM	0	100.00 (6)	<p>The total percentage of BME staff as at 31 March 2016 in the CCG is 2.11%. See below the breakdown of BME staff by pay scale.</p> <table border="1" data-bbox="851 518 1344 997"> <thead> <tr> <th>Band</th> <th>BME % (numbers)</th> <th>White % (numbers)</th> </tr> </thead> <tbody> <tr><td>2</td><td>0</td><td>100.00 (3)</td></tr> <tr><td>3</td><td>3.85 (1)</td><td>96.15 (25)</td></tr> <tr><td>4</td><td>2.27 (1)</td><td>97.73 (43)</td></tr> <tr><td>5</td><td>0</td><td>100.00 (21)</td></tr> <tr><td>6</td><td>3.51 (2)</td><td>96.49 (55)</td></tr> <tr><td>7</td><td>0</td><td>100.00 (43)</td></tr> <tr><td>8a</td><td>0</td><td>100.00 (30)</td></tr> <tr><td>8b</td><td>3.13 (1)</td><td>96.88 (31)</td></tr> <tr><td>8c</td><td>6.67 (1)</td><td>93.33 (14)</td></tr> <tr><td>8d</td><td>0</td><td>100.00 (8)</td></tr> <tr><td>Executive VSM</td><td>0</td><td>100.00 (6)</td></tr> </tbody> </table>	Band	BME % (numbers)	White % (numbers)	2	0	100.00 (3)	3	3.85 (1)	96.15 (25)	4	2.27 (1)	97.73 (43)	5	0	100.00 (21)	6	3.51 (2)	96.49 (55)	7	0	100.00 (43)	8a	0	100.00 (30)	8b	3.13 (1)	96.88 (31)	8c	6.67 (1)	93.33 (14)	8d	0	100.00 (8)	Executive VSM	0	100.00 (6)	<p>The data shows an even distribution of BME staff across bands 2-7, reflecting the percentage of BME staff in the organisation.</p> <p>The data also shows a trend to recruit more band 5 positions; notable in the service delivery directorate.</p> <p>The distribution of BME staff in senior roles has not increased since 2016.</p>	<p>Job opportunities continue to be made accessible to applicants regardless of their protected characteristic (s). This includes members of the BME community. The CCG is committed to ensuring everyone has a fair opportunity for career progression within the organisation.</p> <p>Actions planned:</p> <ul style="list-style-type: none"> <li>• Analyse exit interviews from BME staff and information from 3 yearly meetings with BME staff.</li> <li>• Analyse NHS job applications for senior posts to understand percentage of BME applicants vs. appointments.</li> <li>• Connect more with organisations to promote vacancies; we currently link with DREC regarding Governing Body (GB) roles however this could be expanded across all senior positions.</li> </ul>
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2	Relative likelihood of BME staff being appointed from shortlisting compared to that of White staff being appointed from shortlisting across all posts.	38.53% of white applicants are shortlisted compared to 17.51% of BME applicants.	29.79% of white applicants are shortlisted compared to 14.05% of BME applicants.	The percentage of BME applicants that have been shortlisted this year has increased by 3.46% in comparison to 2016, however white applicants increased by a greater percentage at 8.74%.	<p>Shortlisting is through NHS jobs. The shortlisting panel only receive information on the individual's employment and training history and references. The shortlisting is conducted by at least two people.</p> <p>NHS Dorset CCG has bespoke recruitment training which includes how to shortlist, interview and select staff.</p> <p>In partnership with the communications team, the workforce team have provided training on 'Unconscious Bias' awareness as part of the managers' essentials programme.</p> <p>Actions planned:</p> <ul style="list-style-type: none"> <li>Analyse NHS job applications for senior posts to understand percentage of BME applicants vs. appointments.</li> <li>Connect more with organisations to promote vacancies; we currently link with DREC as a community partner regarding GB roles however this could be expanded across all senior positions.</li> </ul>

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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*	Over the last two years formal disciplinary cases have involved white staff on 89.47% of occasions and BME staff on 10.53%. This compares to our staffing base which is 97.26% white and 2.74% BME.	Over the last two years formal disciplinary cases have involved white staff on 92.5% of occasions and BME staff on 7.5%. This compares to our staffing base which is 97.89% white and 2.11% BME.	The number of formal disciplinary cases does reflect the staff BME split. It is also important to note that due to the low percentage of BME staff one or more BME employees impacts the percentage disproportionately.	<p>The CCG have a Conduct and Capability Policy which applies to all staff. The workforce team will continue to monitor the incidences of BME formal cases to ensure action is appropriate and unbiased.</p> <p>Staff are invited to be supported at this meeting and all cases are dealt with by the line manager. An independent and/ or more senior person may be required, for example for appeals or as the individual progresses through the policy.</p> <p>All staff have access to a range of support mechanisms including their union, workforce and the Employee Assistance Programme.</p>
4	Relative likelihood of BME staff accessing non-mandatory training and CPD as compared to White staff	2.1% of the opportunities for staff to undertake non-mandatory training and CPD were taken up by BME staff and this is broadly in line with our BME staff population of 2.74%.	1.6% of the opportunities for staff to undertake non-mandatory training and CPD were taken up by BME staff and this is broadly in line with our BME staff population of 2.11%.	This is in line with the percentage of BME staff in the organisation.	Training is accessible to all members of staff in the organisation.

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<p><b>For each of the following four staff survey indicators, the Standard compares the metrics for each survey question response for White and BME staff.</b></p>					
5	<p>KF 18. Percentage of staff experiencing harassment, bullying or abuse from patients, relatives or the public in last 12 months</p>	<p>White 14% BME - not available</p> <p>The percentage above represents staff who have experienced harassment, bullying or abuse from <b>patients, relatives or the public</b> in last 12 months.</p> <p>We have used the data directly from the National NHS Staff Survey report provided by Picker. This report states that ‘in order to preserve the anonymity of individual staff, a score is replaced with a dash if the staff group in question contributed fewer than 11 responses to that score’.</p>	<p>White 13.76 % BME 16.67 %</p> <p>The percentage above represents staff who have experienced harassment, bullying or abuse from patients, relatives or the public in last 12 months</p>	<p>Whilst we are not able to report on the percentage of BME staff who may have experienced harassment, bullying or abuse from this group in the last 12 months, as an organisation our commitment is to ensure the right support is in place for staff and that they are working in a safe environment.</p>	<p>The CCG is committed to ensuring everyone is supported in their role and works in a safe environment.</p> <p>The CCG has a clear process for staff to report their concerns, and managers are encouraged to create the right environment to enable staff to be able to do this. Staff can also report matters directly to their union, workforce, or via Our Voice Our Forum.</p> <p>Staff also have access to additional support including the CCG’s peer “buddy” system and the Employee Assistance Programme.</p> <p>Action planned:</p> <ul style="list-style-type: none"> <li>• Conduct an anonymous survey to all staff to gain their feedback to inform a Director led action plan.</li> </ul>

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6	KF 19. Percentage of staff experiencing harassment, bullying or abuse from staff in last 12 months	<p>White 20% BME - not available</p> <p>The percentage above represents staff who have experienced harassment, bullying or abuse from <b>other staff</b> in last 12 months</p> <p>We have used the data directly from the National NHS Staff Survey report provided by Picker. This report states that ‘in order to preserve the anonymity of individual staff, a score is replaced with a dash if the staff group in question contributed fewer than 11 responses to that score’.</p>	<p>White 25.23% BME 0.00%</p> <p>The percentage above represents staff who have experienced harassment, bullying or abuse from staff in last 12 months</p>	<p>Whilst we are not able to report on the percentage of BME staff who may have experienced harassment, bullying or abuse from this group in the last 12 months, as an organisation our commitment is to ensure the right support is in place for staff and that they are working in a safe environment.</p>	<p>The CCG is committed to ensuring everyone is supported in their role and works in a safe environment.</p> <p>The CCG has a clear process for staff to report their concerns, and managers are encouraged to create the right environment to enable staff to be able to do this. Staff can also report matters directly to their union, workforce, or via Our Voice Our Forum.</p> <p>Staff also have access to additional support including the CCG’s peer “buddy” system and the Employee Assistance Programme.</p> <p>Action planned:</p> <ul style="list-style-type: none"> <li>Conduct an anonymous survey to all staff to gain their feedback to inform a Director led action plan.</li> </ul>

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7	KF 27. Percentage believing that trust provides equal opportunities for career progression or promotion	<p>White 83% BME - not available</p> <p>The percentage above represents the Percentage believing that trust provides equal opportunities for career progression or promotion</p> <p>We have used the data directly from the National NHS Staff Survey report provided by Picker. This report states that 'in order to preserve the anonymity of individual staff, a score is replaced with a dash if the staff group in question contributed fewer than 11 responses to that score'.</p>	<p>White 88.07% BME 83.33%</p> <p>The percentage above represents the Percentage believing that trust provides equal opportunities for career progression or promotion</p>	<p>Whilst we are not able to report on the percentage of BME staff for 2017, 2016 has provided a positive response to this question.</p>	<p>The CCG is committed to ensuring everyone has a fair opportunity for career progression within the organisation.</p> <p>Actions planned:</p> <ul style="list-style-type: none"> <li>Analyse NHS job applications for all posts to understand percentage of BME applicants vs. appointments.</li> </ul> <p>The CCG continues to support job applications from under-represented groups</p>

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8	Q23. In the last 12 months have you personally experienced discrimination at work from any of the following: Manager/team leader or other colleagues?	<p>White 7% BME - not available</p> <p>The percentage above represents figures for staff around experiencing discrimination from managers and or team leaders.</p> <p>We have used the data directly from the National NHS Staff Survey report provided by Picker. This report states that ‘in order to preserve the anonymity of individual staff, a score is replaced with a dash if the staff group in question contributed fewer than 11 responses to that score’.</p>	<p>White 6.88% BME 0.00%</p> <p>The percentage above represents figures for staff around experiencing discrimination from managers and or team leaders.</p>	<p>Whilst we are not able to report on the percentage of BME staff who may have experienced discrimination in the last 12 months, as an organisation our approach is to ensure the right support is in place for staff and that they are working in a safe environment.</p>	<p>The CCG is committed to ensuring everyone is supported in their role and works in a safe environment.</p> <p>The CCG has a clear process for staff to report their concerns, and managers are encouraged to create the right environment to enable staff to be able to do this. Staff can also report matters directly to their union, workforce, or via Our Voice Our Forum.</p> <p>Staff also have access to additional support including the CCG’s peer “buddy” system and the Employee Assistance Programme.</p>
<p><b>Board representation indicator</b> For this indicator, compare the difference for White and BME staff.</p>					
9	Percentage difference between the organisations’ Board voting membership and its overall	<p>The BME representation on our Governing body is 5.26% which is higher than the overall workforce.</p>	<p>The BME representation on our Governing body is 2.11% lower than the overall workforce.</p>		<p>The CCG is committed to reflecting the diversity of the community and advertises widely to secure applications for Governing Body positions.</p> <p>The CCG will continue to advertise vacancies widely including distribution to BME groups via Dorset’s community partners.</p>