

# Meeting the general equality duty

## Title: Recruitment

### Which of the three aims is this information relevant to?

Eliminate unlawful discrimination, harassment & victimisation & other conduct prohibited by the Act.

Advance equality of opportunity between people who share a protected characteristic and those who do not.

Foster good relations between people who share a protected characteristic and those who do not.

### How does this information help us to show we are paying due regard to advancing equality?

By looking at our demographic profile we are able to analyse our recruitment figures, in particular considering applications from individuals with protected characteristics. If figures show any disproportionality, then action can be taken to identify and then address any possible inequalities or patterns of discrimination.

## **Any other comments/actions**

Buckinghamshire Healthcare NHS Trust employs some 5,700 staff across a range of professions including medical staff, nursing staff, allied health professionals and administrative staff.

We want the best people to work for our organisation and we will achieve this by:

- Recruiting and retaining the best possible talent
- Promoting diversity, equality of access and opportunity
- Promoting the Trust as an employer
- Ensuring the best people with the right skills are available to meet the needs of patients and the organisation through intelligent workforce planning

This report relates to recruitment between **1<sup>st</sup> January and 31<sup>st</sup> December 2013**. During this period a total number of 17,751 applications were received by the Trust, 3931 number of individuals shortlisted and 722 number of individuals appointed. In comparison to the period April to December 2012, the number of applicants shortlisted is in line with what would be expected from the numbers of individuals appointed. This indicates an improvement in the use of the recruitment system.

This report relates to all staff except junior doctors, who are employed regionally through the Oxford Deanery.

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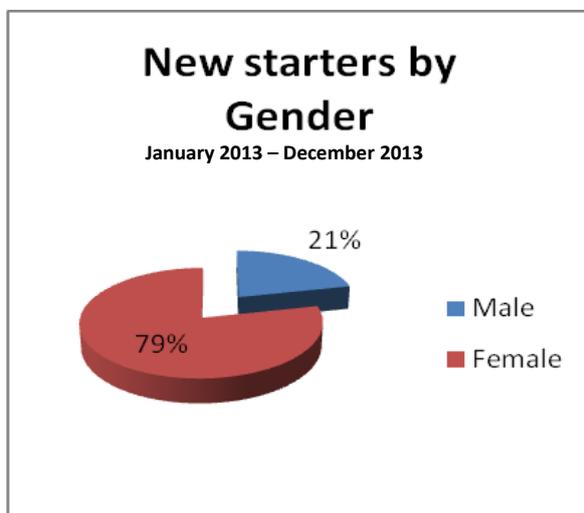
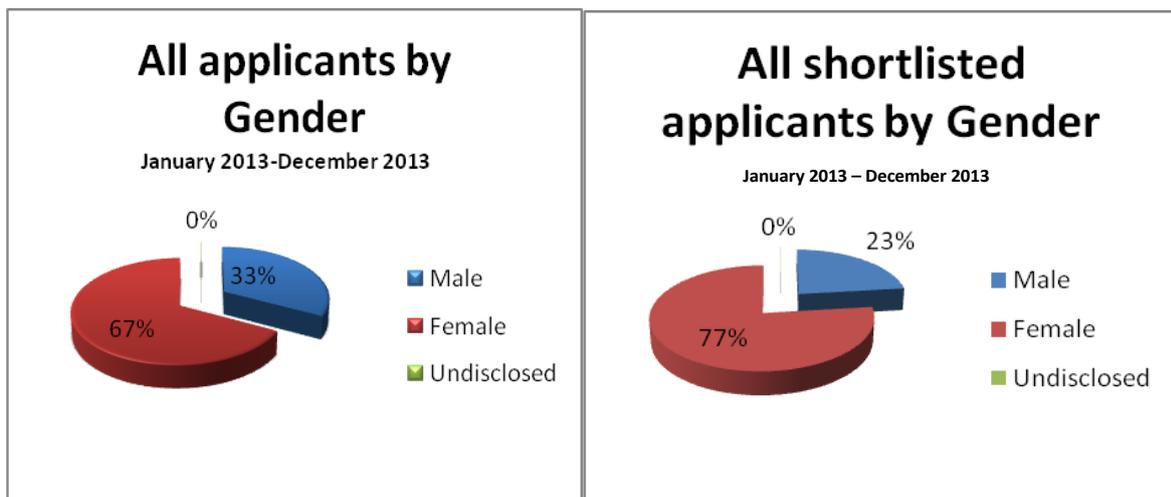
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## Recruitment by Gender

11,926 women and 5,806 men – 67% and 33% respectively – applied for posts in the Trust. The data shows that the proportion of men decreases at each stage of the recruitment process, with those appointed being 79% women and 21% of men. This is an increase of 4% in male appointees when compared with the period April to December 2012.

For all permanent employees, the proportion of male and female staff (as at 31 December 2012) was 16% male, 84% female. This is consistent with trends across the whole of the NHS and previously reported.

Further analysis and a review of appointments will be carried out to provide assurance that the correct recruitment processes have been followed and that all stages were fair and equitable.



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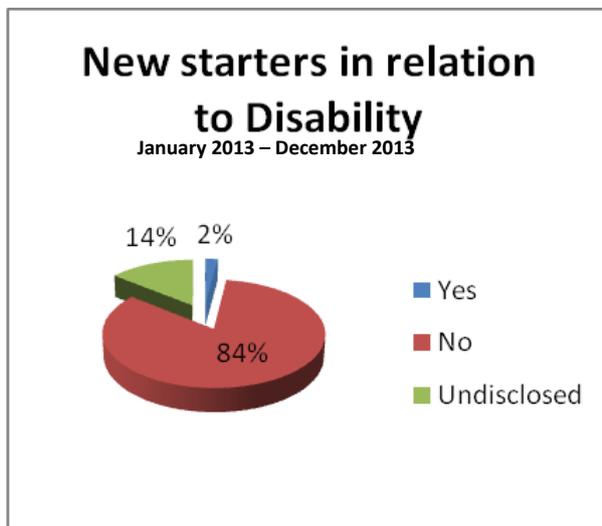
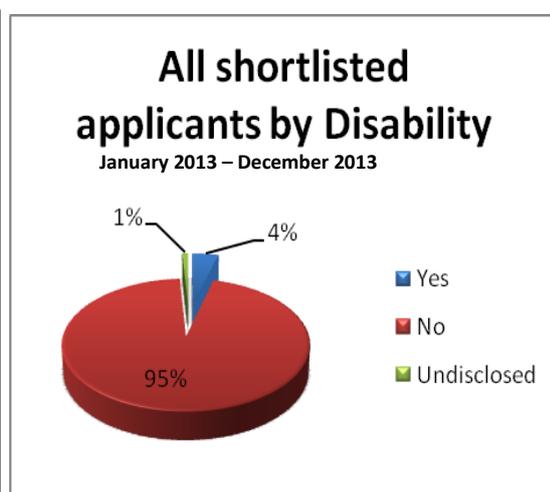
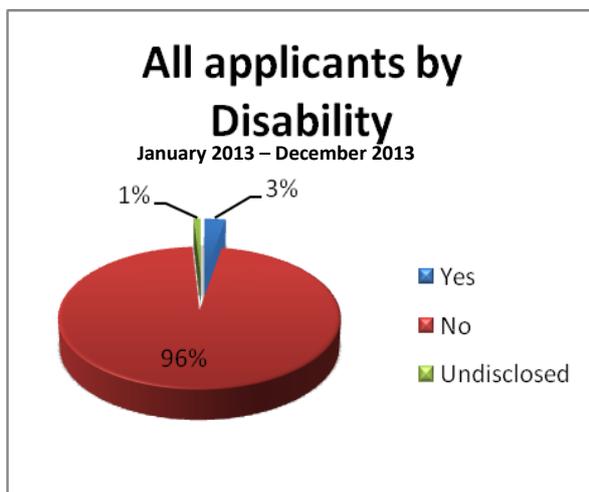
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## Recruitment By Disability

We continue to looking at innovative ways to develop our candidate attraction strategy. Work is ongoing to attract more applicants with a disability in line with our commitment under the 'Positive about Disabled People' two tick symbol, the equality delivery system, the Equality Act (2010), employment law & good practice in recruitment.

In comparison to the previous year (April to December 2012), the proportion of candidates declaring a disability at application and shortlisting stage was the same; however, there was a slight decrease in the proportion of candidates appointed (from 3% to 2%).

For all permanent employees, the proportion of staff declaring that they had a disability (as at 31 December 2012) was 2%. Further analysis and a review of appointments will be carried out to provide assurance that the correct recruitment processes have been followed and that all stages were fair and equitable.



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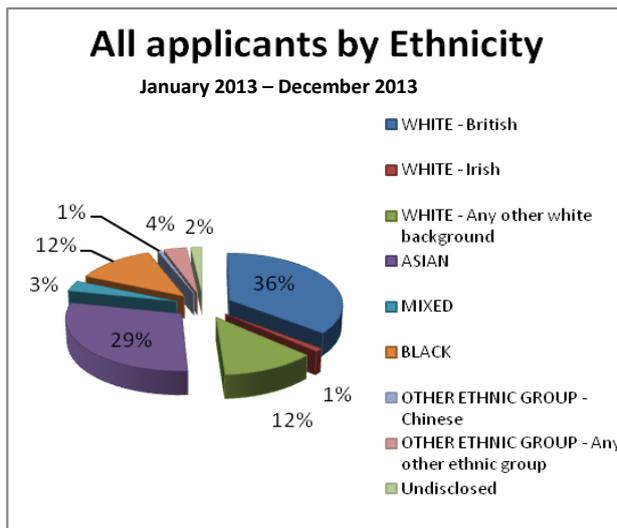
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## Recruitment by Ethnicity

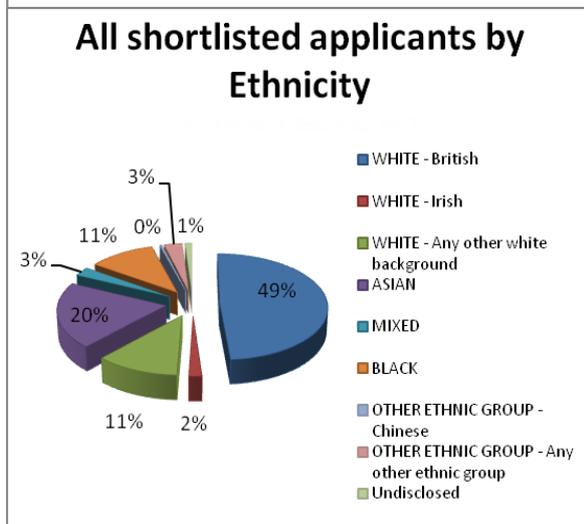
The Trust continues to seek innovative ways to attract BME into the trust by exploring a new candidate attraction strategy.

The figures below indicate that the proportion of “non-white” staff decreases at each stage of the recruitment process. The proportion of “non-white” staff appointed during this process is in line with the proportion of non-white staff in post as at 31 December 2012. The proportion of non-white staff appointed increased by 3% when compared to the period April to December 2012.

Further analysis and a review will be carried out on the statistics below to provide assurance that the correct processes have been followed and that processes were fair and equitable.



January 2013 – December 2013

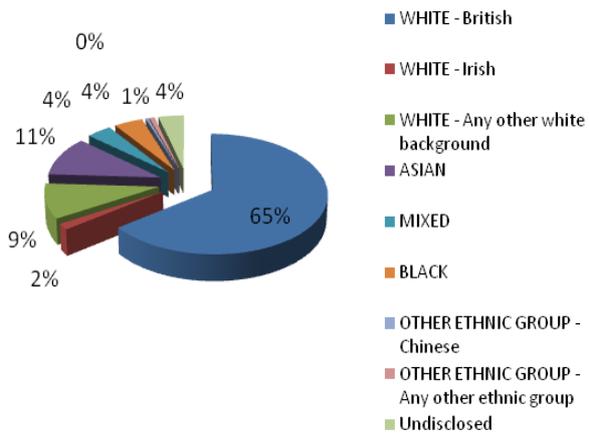


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## New starters by Ethnicity

January 2013 – December 2013



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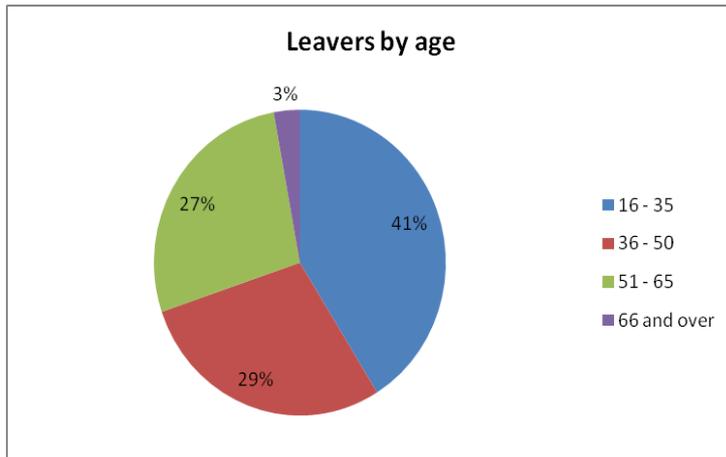
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### Analysis of leavers

Retention of staff is a key issue and we want to ensure we retain the best staff. During the period January to December 2013 a total of 834 staff left the organisation. An analysis of leavers over this period has therefore been carried out and is summarised below.

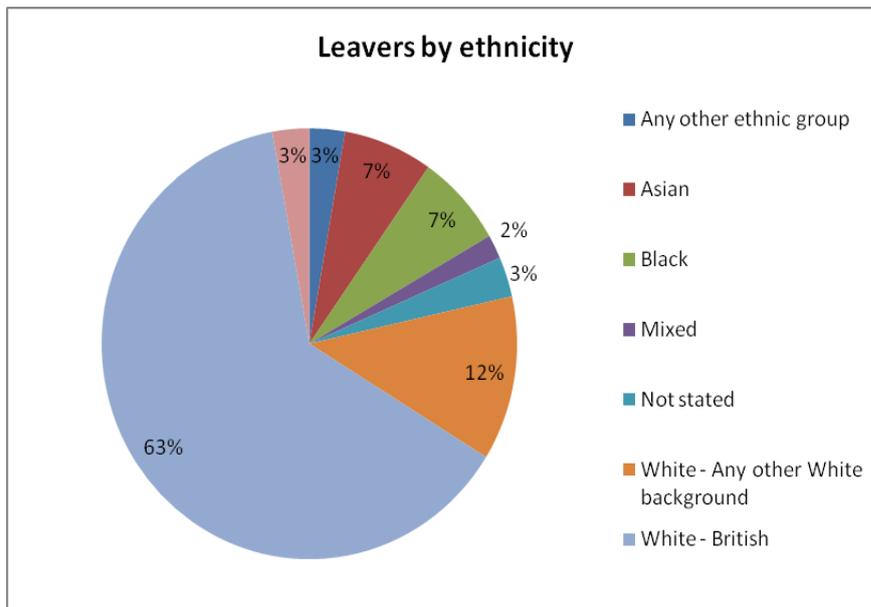
### Leavers by Age

During the period January – December 2013, the age group with the highest proportion of leavers was staff aged between 16 and 35, a similar proportion as seen in the period April to December 2012 which showed 39%. As at December 2012 this age group represented 30% of our workforce. Further analysis of leavers will be carried out to investigate further the reasons for staff leaving.



### Leavers by ethnicity

Of the total of leavers during January to December 2013, 75% were “white” and 22% non-white, reflecting the ethnic make-up of all staff at the start of this period; it also shows no change from the previous reporting period of April to December 2012.



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### Leavers by Gender

14% of leavers were male and 86% of leavers were female. This broadly reflects the composition of the workforce (staff in post) as at December 2012, which was 16% male and 84% female.

### Leavers in relation to Disability

2% of leavers stated that they had a disability compared to 1% the previous year. The percentage of leavers for which there is no disability information is 51%; a reduction from 69% in the previous year indicating an improvement in data completeness.

