

Meeting the general equality duty

Education, Learning & Development Department Annual Report 2019

Which of the three aims is this information relevant to?

- Eliminate unlawful discrimination, harassment and victimisation and 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 regards to advancing equality?

Training our staff in equality and diversity (E&D) helps build knowledge and understanding. It helps increase cultural awareness and promotes valuing difference; this is an important element, key to the successful delivery of good quality patient care. Recruiting managers also benefit from this training. Importantly, it raises awareness of the benefits of embedding E&D as part of our core business.

Embedding equality as part of other training will help to ensure our services are appropriate and promote equality.

Carrying out equality monitoring on our training information, we can look at staff receiving training by protected characteristic group. This helps us to make sure all staff are given opportunity to access the relevant training and take the appropriate action to address any inequalities identified.

Introduction

Equality is about creating a fairer society where everyone has the opportunity to fulfil their potential. Diversity is about recognising and valuing difference in its broadest sense. Human rights are the legal rights and freedoms that individuals can expect to enjoy, can exercise and are based on the core principals such as dignity, fairness, equality, respect and autonomy.

Equality and diversity and human rights are entirely relevant to day-to-day life and provide the framework which protects the freedom for individuals to control his/her own life, prevent discrimination and set expectations for enabling fair and equal services to and from public authorities.

The healthcare sector has a responsibility to ensure delivery of services and workforce management which fully demonstrate and reflect the principals of equality, diversity and human rights. It is through active and effective understanding of equality, diversity and human rights that the health sector will be able to recruit and retain a workforce that is more reflective of and sensitive to the population it seeks to serve.

Total Trust Workforce Profile

The information below shows our staff in post. The overall total number of staff as at 31 March 2019 was 6,087. The table below shows breakdown by staff groups.

Workforce profile as at 31 March 2019:

Staff Group	Headcount
Add Prof Scientific & Technical	206
Admin & Clerical	1100
Allied Health Professionals	535
Healthcare Assistants	662
Healthcare Scientists	140
Managers	164
Medical	681
Nursing	1861
Support	738
Total	6,087

Gender Split

This chart represents 4,932 female staff and 1,155 male staff. The split last year was 82% female and 18% male.

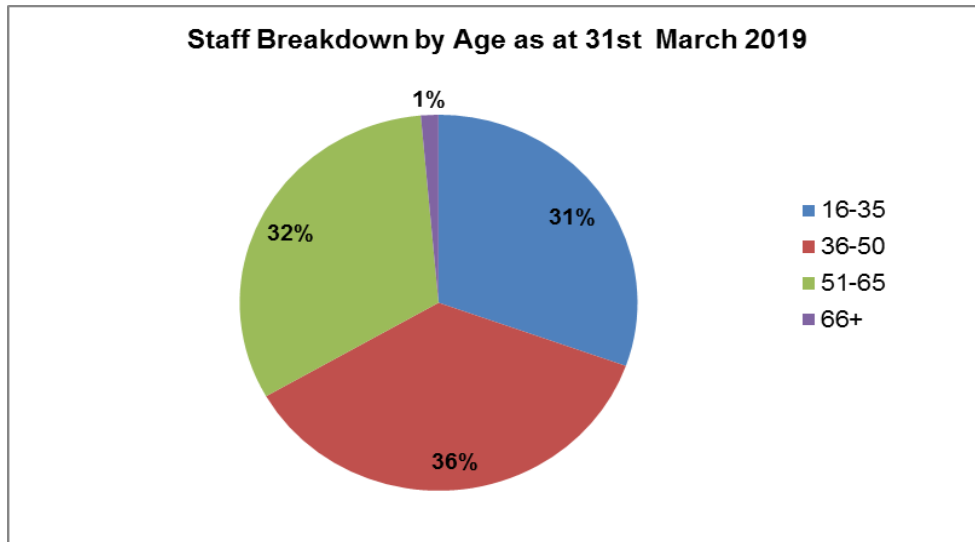
Staff Group	Gender	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9	Non-AfC	Total Headcount
Add Prof Scientific & Technical	Female	-	-	-	15	25	42	20	43	2	-	147
	Male	-	-	-	2	7	28	8	13	1	-	59
Admin & Clerical	Female	-	259	231	256	95	58	13	4	-	1	917
	Male	-	35	28	37	34	30	10	7	-	2	183
Allied Health Professionals	Female	-	-	-	-	61	208	162	51	-	-	482
	Male	-	-	-	-	12	24	9	6	-	2	53
Healthcare Assistants	Female	-	363	166	19	-	-	-	-	-	-	548
	Male	-	93	19	2	-	-	-	-	-	-	114
Healthcare Scientists	Female	-	-	-	-	27	30	34	9	-	-	100
	Male	-	-	-	-	14	11	6	8	1	-	40
Managers	Female	-	-	-	-	-	6	38	46	6	4	100
	Male	-	-	-	-	-	1	10	45	5	3	64
Medical	Female	-	-	-	-	-	-	-	-	-	310	310
	Male	-	-	-	-	-	-	-	-	-	371	371
Nursing	Female	-	-	-	-	650	660	325	82	-	6	1,723
	Male	-	-	-	-	77	36	21	4	-	-	138
Support	Female	1	189	120	242	7	5	-	-	-	41	605
	Male	17	47	29	33	3	-	-	-	-	4	133
	Total Female	1	811	517	532	865	1,009	592	235	8	362	4,932
	Total Male	17	175	76	74	147	130	64	83	7	382	1,155
	Grand Total	18	986	593	606	1,012	1,139	656	318	15	744	6,087

Note: AfC = Agenda for Change

Age

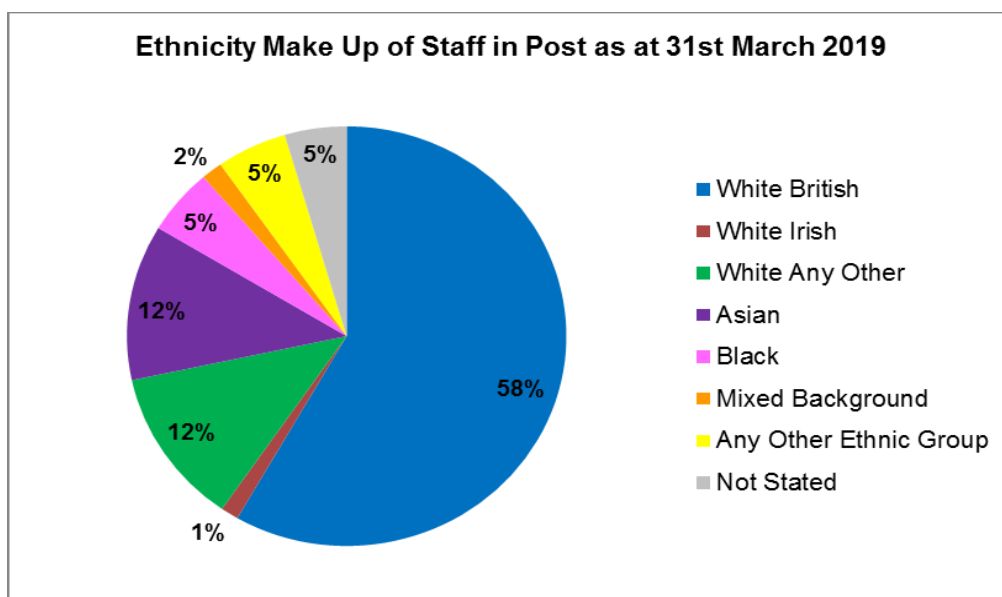
Staff breakdown by age

This % split compared to last year remained the same.



Ethnicity make up of staff in post

The graph below shows the ethnicity make up of staff in post as at 31 March 2019. 24% of staff declares themselves to be of BME background; this is an increase of 1% compared with the data from 31 March 2018, with a 1% increase in mixed background staff. 14% of the population of Buckinghamshire declares themselves as being of a BME background.

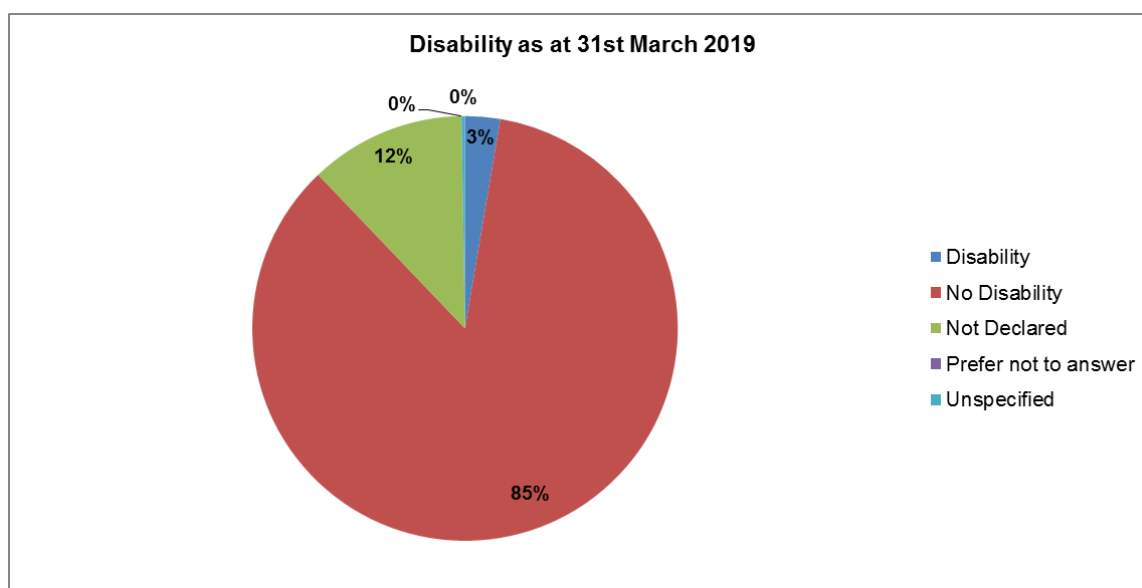


A breakdown of staff banding by ethnicity:

	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9	Non-AfC	Total
White - British	13	547	391	373	492	741	475	207	13	296	3548
White - Irish	1	6	6	4	9	23	9	10	-	12	80
White - Any other White Background	1	118	72	114	138	108	64	30	-	87	732
Asian or Asian British - Bangladeshi	-	4	2	1	1	2	1	-	-	8	19
Asian or Asian British - Pakistani	2	39	25	11	23	22	11	10	-	43	186
Asian or Asian British - Any other Asian background	-	84	20	35	88	78	27	27	2	164	525
Black or Black British - African	1	17	10	7	56	33	12	3	-	24	163
Black or Black British - Caribbean	-	24	11	11	26	12	7	2	-	3	96
Black or Black British - Any other Black background	-	10	4	3	16	11	5	-	-	1	50
Mixed - White & Asian	-	3	2	1	2	3	-	1	-	5	17
Mixed - White & Black African	-	7	3	-	4	1	-	-	-	1	16
Mixed - White & Black Caribbean	-	10	5	1	3	2	1	-	-	2	24
Mixed - Any other mixed background	-	5	4	1	3	5	2	5	-	13	38
Chinese	-	2	3	1	5	5	2	4	-	20	42
Any Other Ethnic Group	-	68	11	12	82	47	19	5	-	30	274
Not Stated	-	42	24	31	64	46	21	14	-	35	277
Total	18	986	593	606	1012	1139	656	318	15	744	6087

In addition, further details will be made available through the Trust's Workforce Race Equality System.

Disability



Staff banding by disability as at 31 March 2019

	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9	Non-AfC	Headcount
Disability	1	29	22	14	21	42	14	6	-	13	162
No Disability	16	842	501	504	871	996	584	275	14	584	5187
Not Declared	1	113	70	88	119	101	58	37	1	133	721
Prefer Not to Answer	-	-	-	-	-	-	-	-	-	1	1
Unspecified	-	2	-	-	1	-	-	-	-	13	16
Total	18	986	593	606	1012	1139	656	318	15	744	6087

As at 31 March 2019, there were 34 more staff who had declared a disability compared to the same time last year. The percentage of staff declaring a disability was 3%, up by 1% compared to last year.

Statutory and Mandatory Training

As at 31 March 2018 there were 6,087 (headcount) staff in post, of which 6,032 (99%- a 2% increase from the previous year) of staff have accessed statutory training either via e-learning and/or face-to-face sessions, an improvement from the previous year. Statutory training is a requirement for all staff to complete and there is consistent access to the training by staff from all protected characteristics. Uptake of this training is closely monitored with monthly reports to the Trust Board.

Equality, Diversity & Human Rights Training

This training is aimed at all members of staff and is accessed either via e-learning or face-to-face sessions and has been designed to explore attitudes, values and aims along with focus on our responsibility under the Equality Act 2010.

E- Learning Equality and Diversity Training Sessions

As at 31st March 2019, 5,641 staff members of the current workforce were compliant in Equality and Diversity e-learning (95% of the current workforce); this is an increase of overall compliance of 8% from the previous year. This course and content is aligned to and supported by the National Skills Training Framework and can be accessed at www.skillsforhealth.org.

Year	Equality & Diversity E-learning completed in year
April 2012 – March 2013	371
April 2013 – March 2014	2444
April 2014 – March 2015	1574
April 2015 – March 2016	2379
April 2016 – March 2017	2637
April 2017 – March 2018	2650
April 2018 – March 2019	2239

This e-learning is currently statutory for all occupational groups within the Trust with a training frequency of every 3 years.

Face to Face Training - Equality and Diversity

There have been several face to face training sessions for Equality and Diversity training delivered by an equality and diversity practitioner which more in depth sessions than the online learning. There have been no specific face to face equality impact assessments training sessions during this period, however, sessions have taken place previously.

Using the blended approach to learning enables the Trust to accomplish greater levels of inclusivity in its equality and diversity training. Face to face sessions are welcomed and enable a cross fertilisation of experience, ideas and learning.

Learning Disability Awareness Training

Learning Disability training has continued to be delivered across the Trust during 2018-9 and is in its eleventh year. It is delivered by the learning disability specialist team and covers patient stories and experiences. The session also includes information from national reports about healthcare needs and legislation requirements. It aims to raise awareness of staff, help break down barriers and increase understanding with more knowledge and awareness on how to deliver a more effective service to patients with learning disabilities. In 2017 this was introduced into Corporate Induction for clinical staff, and to date 2365 have benefited from this course offering.

Vocational Education - AfC Bands 1 to 4

Bands 1 to 4 cover a diverse mix of job roles, a mix of clinical, support staff and admin & clerical staff. All Healthcare Assistants (HCAs) are offered a Level 3 apprenticeship qualification. This initiative is in response to the Government's strategy on apprenticeships and the introduction of the apprenticeship levy.

Each new HCA recruit receives the following during their induction to the HCA Development Pathway

- Induction Programme
 - 5-day Basic Care Induction completed following Corporate Induction.
 - Core Competencies and Care certificate completed within first 3-4 months of employment.
- Development Programme
 - 6 day Development Programme completed within 18 months of employment.
 - Level 3 Health & Social Care qualification completed within 2 years of employment.

The development programme focuses on the delivery of patient care with sessions on 'Patient Experience', Equality & Diversity, 'How culture, diversity, religion & spirituality affect the care we deliver', and 'supporting patient centred thinking and planning'.

HCA Development Pathway	
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Age	Sum of Head Count
18-30	196
31-45	297
Over 45	184
Not Declared	0
Grand Total	677

Gender	Sum of Head Count
Female	562
Male	116
Not Declared	0
Grand Total	677

Ethnicity	Sum of Head Count
White – British	325
White - Any other White background	96
Black	47
Asian	93
Any Other Ethnic Group	71
Not Declared	45
Grand Total	677

Disability	Sum of Head Count
Disabled	13
No Disability	581
Not Declared	83
Grand Total	677

Learning Beyond Registration: Bands 5 and above

This training is largely outsourced to external providers, mainly local universities and colleges who also undertake their own equality impact assessments. Funding is available for any Trust staff member to apply as highlighted in divisional training needs analysis. These courses relate to Continued Professional Development (CDP) and are of differing durations. In the last financial year, funding was allocated to 285 applications and the data on the breakdown of that figure is below. These courses frequently have a clinical theme, and are reflective to the needs of the organisation, particular staff groups or departments. Increasingly, specific bespoke modules are being made available in house.

Utilisation of Funding

Ethnicity	Count of Employee No.
White/British	154
White -Any Other	39
Black	10
Asian	35
Any Other Ethnic Group	23
Not Stated	24
Grand Total	285

The proportion of BME staff accessing this training is broadly reflective of the Trust workforce demographic. The proportion of white staff accessing this training is broadly in line with the Trust's profile

Gender	Count of Employee No.
Female	262
Male	23
Not Declared	0
Grand Total	285

Disability	Count of Employee No.
Yes	3
No	255
Not Declared	27
Grand Total	285

Age	Count of Employee No.
18-30	69
30-45	111
Over 45	90
Not Declared	15
Grand Total	285

Apprenticeships

In 2018/19 the Trust utilised the apprenticeship levy to fund 177 new start apprenticeships in BHT. The apprenticeship levy funding is being utilised to grow our own workforce by addressing areas of workforce shortage. The primary focus for apprenticeships in BHT in 2018/19 has been upon the development of the nursing. The apprenticeship 'Earn and Learn' route is supporting the development of registered nurses from our own Band 1-4 workforce to facilitate nursing staff recruitment and retention.

Ethnicity	Count of Employee No.
White/British	108
White -Any Other	22
Black	14
Asian	13
Any Other Ethnic Group	14
Not Stated	6
Grand Total	177

Gender	Count of Employee No.
Female	139
Male	38
Not Declared	0
Grand Total	177

Disability	Count of Employee No.
Yes	9
No	149
Not Declared	19
Grand Total	177

Age	Count of Employee No.
18-30	39
30-45	86
Over 45	52
Not Declared	0
Grand Total	177

Equality and Diversity Monitoring for Leadership

The ELD Team will plan, commission and where appropriate, deliver, a range of learning and development opportunities to support the development of leaders and managers across the organisation. The development opportunities will be a combination of targeted learning events and open-access events to which all staff will be invited. It is anticipated that leaders and managers will identify the specific knowledge, skills and competencies required for their role with their line manager during appraisal and one-to-one meetings. Appropriate education, learning and development activities will then be planned to enable staff to reach

their full potential and to make a meaningful and recognised contribution to the organisation's goals.

A new Leadership Programme (The 3 Peaks) has now been developed to support all levels of management within the Trust. The 3 Peaks, along with leadership and management apprenticeships, will enable managers to receive timely training at the right time in their career.

Management & Supervision Courses:

Introduction to Line Management	
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Age	Sum of Head Count
18-30	12
31-45	40
Over 45	45
Not Declared	0
Grand Total	97

Gender	Sum of Head Count
Female	85
Male	12
Not Declared	0
Grand Total	97

Ethnicity	Sum of Head Count
White – British	63
White - Any other White background	9
Black	4
Asian	14
Any Other Ethnic Group	6
Not Declared	1
Grand Total	97

Disability	Sum of Head Count
Disabled	2
No Disability	77
Not Declared	18
Grand Total	97

Coaching to Promote Positive Behaviors	
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Age	Sum of Head Count
18 – 30	11
31 – 45	53
Over 45	42
Not Declared	0
Grand Total	106

Gender	Sum of Head Count
Female	93
Male	13
Not Declared	0
Grand Total	106

Ethnicity	Sum of Head Count
White - British	72
White - Any other White background	13
Black	3
Asian	6
Any Other Ethnic Group	10
Not Declared	2
Grand Total	106

Disability	Sum of Head Count
Disabled	5
No Disability	77
Not Declared	24
Grand Total	106

Leadership Pathway/Senior Leaders Programme	
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Age	Sum of Head Count
18 - 30	2
31 - 45	24
Over 45	29
Not Declared	0
Grand Total	55

Gender	Sum of Head Count
Female	42
Male	13
Not Declared	0
Grand Total	55

Ethnicity	Sum of Head Count
White - British	34
White - Any other White background	4
Black	1
Asian	10
Any Other Ethnic Group	2
Not Declared	4
Grand Total	55

Disability	Sum of Head Count
Disabled	0
No Disability	44
Not Declared	11
Grand Total	55

National Learning Management System

Buckinghamshire Healthcare NHS Trust implemented the National Learning Management System (NLMS) on 7 April 2014. This system has a directly connected interface into Electronic Staffing Records (ESR). ESR has the potential capability to manage and monitor the career of all employees by maintaining records of training competencies, qualifications, experience and appraisals as they are defined locally and by national requirements for example by a professional regulatory body. Completed competencies can also be matched against the core skills training framework, national occupational standards and national workforce competencies. It is hoped that in the future it will be able to monitor career progression against any of the equality and diversity protected characteristics to maintain a fair and equitable career pathway for all employees and highlight any possibly deviations. This data could then be utilised when performing equality impact assessments for future provision planning.