



Report Cover Sheet

Report to:	Board of Directors	
Date of the Meeting:	25 September 2019	
Agenda Item:	P1/187/19	
Title:	Workforce Race Equality Standard (WRES) Action Plan and Data	
Report prepared by:	Linda M Morris, Equality, Diversity & Inclusion Lead	
Executive Lead:	Jayne Shaw, Director of Workforce and OD	
Status of the Report:	Public	Private
	X	

Paper previously considered by:	Paper sent to WOD Committee members for virtual approval 16.08.19, to meet deadline for Quality Committee and Trust Board. Approved 22.08.19 Paper presented at Quality Committee 11.09.19
Date & Decision:	Approved by Quality Committee 11.09.19

Purpose of the Paper/Key Points for Discussion:	The WRES is a mandatory standard required by NHS England to monitor workforce race data and action plans to demonstrate the Trust's commitment to Equality, Diversity & Inclusion for all. This document requires approval from WOD, Quality Committee and The Trust Board. It must be published on the Trust Webpage no later than 30 th September 2019.
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Action Required:	Discuss	
	Approve	X
	For Information/Noting	

Next steps required	Submit to Trust Board for final approval and publication
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The paper links to the following strategic priorities (please tick)

Deliver outstanding care locally		Collaborative system leadership to deliver better patient care	X
Retain and develop outstanding staff	X	Be enterprising	
Invest in research & innovation to deliver excellent patient care in the future		Maintain excellent quality, operational and financial performance	

The paper relates to the following Board Assurance Framework (BAF) Risks

BAF Risk	Please Tick
1. If we do not optimise quality outcomes we will not be able to provide outstanding care	
2. If we do not prioritise the costs of the delivering the Transforming Cancer Care Programme we will not be able to maintain our long-term financial strength and make appropriate strategic investments.	
3. If we do not have the right infrastructure (estate, communication & engagement, information and technology) we will be unable to deliver care close to home.	
4. If we do not have the right innovative workforce solutions including education and development, we will not have the right skills, in the right place, at the right time to deliver the outstanding care.	X
5. If we do not have an organisational culture that promotes positive staff engagement and excellent health and well-being we will not be able to retain and attract the right workforce.	X
6. If we fail to implement and optimise digital technology we will not deliver optimal patient outcomes and operational effectiveness.	
7. If we fail to position the organisation as a credible research partner we will limit patient access to clinical trials and affect our reputation as a specialist centre delivering excellent patient care in the future.	
8. If we do not retain system-side leadership, for example, SRO for Cancer Alliance and influence the National Cancer Policy, we will not have the right influence on the strategic direction to deliver outstanding cancer services for the population of Cheshire & Merseyside.	
9. If we do not support and invest in entrepreneurial ideas and adapt to changes in national priorities and market conditions we will stifle innovative cancer services for the future.	
10. If we do not continually support, lead and prioritise improved quality, operational and financial performance, we will not provide safe, efficient and effective cancer services.	

Equality & Diversity Impact Assessment		
Are there concerns that the policy/service could have an adverse impact on:	YES	NO
Age		No
Disability		No
Gender		No
Race		No
Sexual Orientation		No
Gender Reassignment		No
Religion/Belief		No
Pregnancy and Maternity		No

If YES to one or more of the above please add further detail and identify if a full impact assessment is required.

Workforce Race Equality Standard (WRES) Indicators Action Plan 2019 – 2021

Workforce & Organisational Development (WOD)

Workforce: For each of the four workforce indicators, the Standard compares the metrics for White and BAME staff.				
	Actions	Timescale	Workforce Leads	Progress/ Update
1. Percentage of staff in each of the AfC 1-9 OR Medical and Dental sub groups and Very Senior Managers (VSM) (including Executive Board members) compared with the percentage of staff in the overall workforce.	<ul style="list-style-type: none"> Identify staff who's disability is not recorded and invite them to record, reinforcing the importance of data collection. Develop appropriate communication to raise awareness of the importance of self-recording disability and the Trusts legal obligation in reporting mandatory information. 	Sept 2019	WOD Information Manager Trust EDI Lead	
2. Relative likelihood of staff being appointed from shortlisting across all posts	<ul style="list-style-type: none"> Review annual recruitment training for managers to ensure Equality, Diversity & Inclusion (EDI) content is reflected. Review recruitment data to analyse all stages of the recruitment process for potential barriers to those from diverse backgrounds Undertake a new Equality Impact Assessment on the Recruitment Policy 	April 2020 Dec 2019 Oct 2019	Workforce Resourcing Manager	

Workforce Race Equality Standard (WRES) Indicators Action Plan 2019 – 2021

Workforce & Organisational Development (WOD)

3. Relative likelihood of staff entering the formal disciplinary process, as measured by entry into a formal disciplinary investigation.	<ul style="list-style-type: none"> • Record and monitor current. • Report Employee Relations activity by protected characteristics bi-annually to Workforce Equality, Diversity & Inclusion Group. • Identify trends to be shared with line managers and appropriate action/interventions are in place • Report actions/interventions bi-annually to Workforce Equality, Diversity & Inclusion Group 	Sept 2019 April 2020 Dec 2019 April 2020	WOD Business Partners	
4. Relative likelihood of staff accessing non-mandatory and CPD Training	<ul style="list-style-type: none"> • Review processes for capturing the BAME data for staff applying and attending all non-mandatory training. • Report action/interventions bi-annually to Workforce Equality, Diversity & Inclusion Group. 	Dec 2019 April 2020	Learning & Development	
Staff Survey: For each of these four staff survey indicators, the Standard compares the metrics for each survey question response for White and BME staff				
5. Percentage of staff experiencing harassment, bullying or abuse from patients, relatives or the public in last 12 months	<ul style="list-style-type: none"> • Record cases and reported data and report bi-annually to Workforce Equality, Diversity & Inclusion Group. • Review staff survey data for incidences of bullying for white staff and BME staff to identify differences and consequent actions required. 	April 2020 Feb 2020	Workforce EDI Lead	

Workforce Race Equality Standard (WRES) Indicators Action Plan 2019 – 2021

Workforce & Organisational Development (WOD)

6. Percentage of staff experiencing harassment, bullying or abuse from staff in last 12 months.	<ul style="list-style-type: none"> • Review effectiveness of the “Promote the Respect For Each Other Champions” Group • Record case and reported data and report bi-annually to Workforce Equality, Diversity & Inclusion Group. • Include Bullying & Harassment awareness training to managers as part of core management training programme 	Dec 2019 April 2020 Dec 2019	Workforce EDI Lead Workforce EDI Lead WOD Business Partners	
7. Percentage of staff believing that the Trust provides equal opportunities for career progression and promotion	<ul style="list-style-type: none"> • Utilise Staff Survey results to identify staff experience of equal opportunities and develop any action plans as necessary • Report data annually to Workforce Equality, Diversity & Inclusion Group 	Feb 2020 April 2020	WOD EDI Lead/ OD Practitioner Workforce EDI Lead	
8. In the last 12 months have you personally experienced discrimination at work from any of the following?	<ul style="list-style-type: none"> • Through training and communication channels, raise awareness with staff Trustwide regarding the meaning of discrimination, its impact and consequences on personal health and wellbeing. • Establish a Trust Black and Minority Ethnic (BAME) staff network 	Dec 2019 Nov 2019	L&D/WOD Business Partners Trust EDI Lead	

Workforce Race Equality Standard (WRES) Indicators Action Plan 2019 – 2021

Workforce & Organisational Development (WOD)

Management, team leader or other colleagues.	<ul style="list-style-type: none"> • Explore opportunities to engage with BAME staff networks with other Merseyside and Wirral Trusts • Identify external relationships with BAME organisations, local Community Groups, schools universities etc.: both in Liverpool and on the Wirral to promote employment and career opportunities at all levels. 	Dec 2019	Trust EDI Lead	
		Dec 2019	Trust EDI Lead	
4.3 Trust Board: This indicator compares the difference for white and BME staff.				
9. Percentage difference between the organisations' Board voting membership and its overall workforce NOTE: Only voting members of the Board are included in this indicator	<ul style="list-style-type: none"> • Through a self-recording exercise capture and record data for analysis 	Oct 2019	EDI Lead	



Workforce Race Equality Standards annual collection

as at March-2019

For any technical queries or additional clarification relating to the collection please contact:

For any queries or additional clarification relating to submissions please contact: data.collections@nhs.net

Workforce Race Equality Standards

Validations

Please correct all issues listed within the table below. If the issues are not corrected then the pro forma will fail the validation stage in SDCS.

Trust - Frontsheet

Please complete all yellow answer cells on the 'Data for submission' tab. The 'Validation and Data Checks' tab can be used to identify which cells still need to be answered.

Submission Template

Workforce Race Equality Standards 2018/19 template

	Answer Required
	Auto Populated
	N/A

INDICATOR	DATA ITEM	MEASURE	31st MARCH 2018						31st MARCH 2019						Notes	
			WHITE		BME		ETHNICITY UNKNOWN/NULL		WHITE		BME		ETHNICITY UNKNOWN/NULL			
			ESR figures	Verified figures	ESR figures	Verified figures	ESR figures	Verified figures	ESR figures	Verified figures	ESR figures	Verified figures	ESR figures	Verified figures		
1	1a) Non Clinical workforce															
	1	Under Band 1	Headcount	0	0	0	0	0	0	0	0	0	0	0	0	
	2	Band 1	Headcount	0	0	0	0	0	0	0	0	0	0	0	0	
	3	Band 2	Headcount	56	56	0	0	1	1	86	86	2	2	1	1	
	4	Band 3	Headcount	79	79	1	1	9	9	78	78	0	0	2	2	
	5	Band 4	Headcount	86	86	3	3	4	4	97	97	1	1	3	3	
	6	Band 5	Headcount	45	45	3	3	0	0	45	45	1	1	0	0	
	7	Band 6	Headcount	38	38	2	2	4	4	40	40	2	2	4	4	
	8	Band 7	Headcount	36	36	0	0	5	5	36	36	1	1	3	3	
	9	Band 8A	Headcount	25	25	1	1	2	2	24	24	1	1	2	2	
	10	Band 8B	Headcount	6	6	0	0	2	2	6	6	0	0	2	2	
	11	Band 8C	Headcount	7	7	0	0	0	0	7	7	0	0	0	0	
	12	Band 8D	Headcount	8	8	0	0	0	0	9	9	0	0	0	0	
	13	Band 9	Headcount	0	0	0	0	0	0	0	0	0	0	0	0	
	14	VSM	Headcount	7	7	0	0	0	0	4	4	0	0	0	0	
		1b) Clinical workforce of which Non Medical														
	15	Under Band 1	Headcount	0	0	0	0	0	0	0	0	0	0	0	0	
	16	Band 1	Headcount	0	0	0	0	0	0	0	0	0	0	0	0	
	17	Band 2	Headcount	78	78	1	1	6	6	62	62	1	1	0	0	
	18	Band 3	Headcount	76	76	2	2	2	2	87	87	3	3	2	2	
	19	Band 4	Headcount	11	11	1	1	0	0	11	11	1	1	0	0	
	20	Band 5	Headcount	164	164	11	11	11	11	159	159	9	9	4	4	
	21	Band 6	Headcount	157	157	2	2	5	5	177	177	3	3	3	3	
	22	Band 7	Headcount	138	138	2	2	6	6	150	150	2	2	6	6	
	23	Band 8A	Headcount	54	54	0	0	6	6	65	65	2	2	5	5	
	24	Band 8B	Headcount	13	13	0	0	1	1	19	19	0	0	0	0	
	25	Band 8C	Headcount	2	2	0	0	1	1	3	3	2	2	1	1	
	26	Band 8D	Headcount	4	4	0	0	0	0	4	4	0	0	0	0	
	27	Band 9	Headcount	1	1	0	0	0	0	2	2	0	0	0	0	
	28	VSM	Headcount	0	0	0	0	0	0	0	0	1	1	0	0	
		Of which Medical & Dental														
	29	Consultants	Headcount	30	30	22	22	4	4	33	33	21	21	3	3	
	30	of which Senior medical manager	Headcount		0		0		0		0		0		0	
31	Non-consultant career grade	Headcount	2	2	4	4	0	0	4	4	4	4	0	0		
32	Trainee grades	Headcount	4	4	2	2	0	0	3	3	1	1	0	0		
33	Other	Headcount	7	7	0	0	4	4	6	6	0	0	0	0		
2	Relative likelihood of staff being appointed from shortlisting across all posts															
	34	Number of shortlisted applicants	Headcount		993		106		24		1012		70		21	
	35	Number appointed from shortlisting	Headcount		233		11		9		235		12		16	
	36	Relative likelihood of appointment from shortlisting	Auto calculated		0.2346424975		0.1037735849		0.3750000000		0.2322134387		0.1714285714		0.7619047619	
37	Relative likelihood of White staff being appointed from shortlisting compared to BME staff	Auto calculated		2.26						1.35						
3	Relative likelihood of staff entering the formal disciplinary process, as measured by entry into a formal disciplinary investigation															
	38	Number of staff in workforce	Auto calculated		1134		57		73		1217		58		41	
	39	Number of staff entering the formal disciplinary process	Headcount		7		2		0		11		0		0	
	40	Likelihood of staff entering the formal disciplinary process	Auto calculated		0.0061728395		0.0350877193		0.0000000000		0.0090386196		0.0000000000		0.0000000000	
41	Relative likelihood of BME staff entering the formal disciplinary process compared to White staff	Auto calculated				5.68						0.00				

Note: This indicator will be based on data

Submission Template

Workforce Race Equality Standards 2018/19 template

	Answer Required
	Auto Populated
	N/A

INDICATOR	DATA ITEM	MEASURE	31st MARCH 2018			31st MARCH 2019			Notes		
			WHITE	BME	ETHNICITY UNKNOWN/NULL	WHITE	BME	ETHNICITY UNKNOWN/NULL			
4	Relative likelihood of staff accessing non-mandatory training and CPD	42	Number of staff in workforce	Auto calculated	1134	57	73	1217	58	41	
		43	Number of staff accessing non-mandatory training and CPD:	Headcount	415	11	1	684	21	16	
		44	Likelihood of staff accessing non-mandatory training and CPD	Auto calculated	0.3659611993	0.1929824561	0.0136986301	0.5620377979	0.3620689655	0.3902439024	
		45	Relative likelihood of White staff accessing non-mandatory training and CPD compared to BME staff	Auto calculated	1.90			1.55			
5	Percentage of staff experiencing harassment, bullying	46	% of staff experiencing harassment, bullying or abuse from patients, relatives or the public in last 12 months	Percentage	16	16		13	24		
6	Percentage of staff experiencing harassment, bullying	47	% of staff experiencing harassment, bullying or abuse from staff in last 12 months	Percentage	24	16		23	20		
7	Percentage believing that trust provides equal opportunities for career progression or promotion	48	% staff believing that trust provides equal opportunities for career progression or promotion	Percentage	89	96		86	81		
8	Percentage of staff who have personally experienced discrimination at work from any of the	49	% staff personally experienced discrimination at work from Manager/team leader or other colleague	Percentage	5	3		6	12		
9	Percentage difference between the organisations' Board voting membership and its overall workforce Note: Only voting members of the Board should be included when considering this indicator	50	Total Board members	Headcount	10	2	0	10	2	0	
		51	of which: Voting Board members	Headcount	1	2	0	1	2	0	
		52	: Non Voting Board members	Auto calculated	9	0	0	9	0	0	
		53	Total Board members	Auto calculated	10	2	0	10	2	0	
		54	of which: Exec Board members	Headcount	6	2	0	6	0	0	
		55	: Non Executive Board members	Auto calculated	4	0	0	4	2	0	
		56	Number of staff in overall workforce	Auto calculated	1134	57	73	1217	58	41	
		57	Total Board members - % by Ethnicity	Auto calculated	83.3%	16.7%	0.0%	83.3%	16.7%	0.0%	
		58	Voting Board Member - % by Ethnicity	Auto calculated	33.3%	66.7%	0.0%	33.3%	66.7%	0.0%	
		59	Non Voting Board Member - % by Ethnicity	Auto calculated	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	
		60	Executive Board Member - % by Ethnicity	Auto calculated	75.0%	25.0%	0.0%	100.0%	0.0%	0.0%	
		61	Non Executive Board Member - % by Ethnicity	Auto calculated	100.0%	0.0%	0.0%	66.7%	33.3%	0.0%	
		62	Overall workforce - % by Ethnicity	Auto calculated	89.7%	4.5%	5.8%	92.5%	4.4%	3.1%	
63	Difference (Total Board -Overall workforce)	Auto calculated	-6.4%	12.2%	-5.8%	-9.1%	12.3%	-3.1%			

SubmissionTemplate

Workforce Race Equality Standards 2018/19 template

INDICATOR	DATA ITEM	MEASURE	31st MARCH 2018						31st MARCH 2019						Notes	
			WHITE		BME		ETHNICITY UNKNOWN/NULL		WHITE		BME		ETHNICITY UNKNOWN/NULL			
			ESR figures	Verified figures	ESR figures	Verified figures	ESR figures	Verified figures	ESR figures	Verified figures	ESR figures	Verified figures	ESR figures	Verified figures		
1	Percentage of staff in each of the AIC Bands 1-9 OR Medical and Dental subgroups and VSM (including executive Board members) compared with the percentage of staff in the overall workforce	1a) Non Clinical workforce														
		Under Band 1	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 1	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 2	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 3	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 4	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 5	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 6	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 7	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 8A	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 8B	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 8C	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 8D	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 9	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		VSM	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		1b) Clinical workforce														
		Of which Non Medical														
		Under Band 1	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 1	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 2	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 3	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 4	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 5	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 6	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 7	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 8A	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 8B	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 8C	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 8D	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Band 9	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		VSM	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
		Of which Medical & Dental														
		Consultants	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
Of which Senior medical manager	Headcount															
Non-consultant career grade	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK			
Trainee grades	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK			
Other	Headcount	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK			
2	Relative likelihood of staff being appointed from shortlisting across all posts	34	Number of shortlisted applicants:													
		Headcount		OK		OK		OK		Good		Good		OK		
		35	Number appointed from shortlisting:		OK		OK		OK		Good		Good		OK	
		Headcount		OK		OK		OK		Good		Good		OK		
36	Relative likelihood of shortlisting/appointed:	Auto calculated														
37	Relative likelihood of White staff being appointed from shortlisting compared to BME staff:	Auto calculated		OK												
3	Relative likelihood of 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	38	Number of staff in workforce:		OK		OK		OK		Good		Good		Good	
		Headcount		OK		OK		OK		Good		Good		Good		
		39	Number of staff entering the formal disciplinary process:		OK		OK		OK		Good		Good		Good	
		Headcount		OK		OK		OK		Good		Good		Good		
40	Likelihood of staff entering the formal disciplinary process:	Auto calculated		OK		OK		OK								
41	Relative likelihood of BME staff entering the formal disciplinary process compared to White staff:	Auto calculated				OK										

