

## Workforce Race Equality Standard (WRES) 2020

1. **Name of organisation:**  
NHS Sheffield Clinical Commissioning Group (CCG)
2. **Date of report:**  
Month: August  
Year: 2020
3. **Name and title of Board lead for the Workforce Race Equality Standard:**  
Lesley Smith, Accountable Officer
4. **Name and contact details of lead manager compiling this report:**  
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### **BACKGROUND NARRATIVE**

5. **Issues of completeness of data?**  
NA
6. **Matters relating to reliability of comparisons with previous years?**  
NHS Sheffield CCG did not participate in the national NHS Staff Survey in 2019 but instead commissioned a bespoke survey in early 2020, the results of which have been collated and used to update the WRES report and associated action plan.
7. **Total number of staff employed within this organisation at the date of the report:**  
There are 345 directly employed staff as at 31<sup>st</sup> March 2020 (including those staff that are 'hosted' by the CCG on behalf for the ICS').
8. **Proportion of BAME staff employed within this organisation at the date of the report:**  
The proportion of BAME staff employed within the organisation is 8.7%
9. **The proportion of total staff that have self-reported their ethnicity:**  
97.39%
10. **Have any steps been taken in the last reporting period to improve the level of self-reporting by ethnicity?**  
Employees have direct access to their personal information on the Electronic Staff Record via Employee Self Service and are encouraged to update their personal information.

### **WORKFORCE DATA**

11. **What period does the organisation's workforce data refer to?**  
As at 31<sup>st</sup> March 2020

### **WORKFORCE RACE EQUALITY INDICATORS**

**For each of these workforce indicators, compare the data for White and BAME staff.**

12. **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.**

#### **Data For Reporting Year:**

The percentage for BAME staff is as follows in each of the AfC Bands (Non-clinical):

Band 2 – 16.7%  
Band 3 – 14.8%  
Band 4 – 33.3%  
Band 5 – 0.0%  
Band 6 – 0.0%  
Band 7 – 5.89%  
Band 8a – 0.0%  
Band 8b – 0.0%  
Band 8c – 0.0%  
Band 8d – 0.0%  
VSM – 0.0%  
Personal/ad hoc salary – 11.1%

The percentage of BAME staff is as follows in each of the AfC Bands (Clinical)

Band 2 – NA  
Band 3 – NA  
Band 4 – NA  
Band 5 – 33.3%  
Band 6 – 5.0%  
Band 7 – 9.5%  
Band 8a plus– 0.0%  
VSM – 0.0%  
Medical and Dental – 16%  
Personal/ad hoc salary – 0.0%

The proportion of BAME staff employed within the organisation is 8.7%

#### **Data For Previous Year:**

The percentage for BAME staff is as follows in each of the AfC Bands (Non-clinical):

Band 2 – 14.3%  
Band 3 – 11.1%  
Band 4 – 17.6%

Band 5 – 0.0%  
Band 6 – 4.8%  
Band 7 – 3.1%  
Band 8a plus – 7.7%

The percentage of BAME staff is as follows in each of the AfC Bands (Clinical)

Band 2 – 0.0%  
Band 3 – 0.0%  
Band 4 – 0.0%  
Band 5 – 27.3%  
Band 6 – 5.3%  
Band 7 – 10%  
Band 8a plus – 14.8%  
Medical and Dental – 21.4%  
Personal/ad hoc salary – 9.1%

The proportion of BAME staff employed within the organisation was 7.6%

**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.**

8.7% of NHS Sheffield CCG staff are from a BAME background.

**Action taken and planned including e.g. does the indicator link to EDS2 evidence and/or a corporate Equality Objective**

Please see Appendix A.

**13. Relative likelihood of staff being appointed from shortlisting across all posts.**

**Data For Reporting Year:**

For the period 1st April 2019 – 31st March 2020:

- Likelihood of White staff being appointed from shortlisting = 0.55
- Likelihood of BAME staff being appointed from shortlisting = 0.38
- Relative likelihood of white staff being appointed from shortlisting compared to BAME staff (White number divide by BAME number) is therefore 1.45 times greater.

**Data For Previous Year:**

For the period 1st April 2018 – 31st March 2019:

- Likelihood of White staff being appointed from shortlisting = 0.50
- Likelihood of BAME staff being appointed from shortlisting = 0.35
- Relative likelihood of white staff being appointed from shortlisting compared to BAME staff (White number divide by BAME number) is therefore 1.42 times greater.

**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.**

NHS Sheffield CCG will continue to deliver Recruitment and Selection Training throughout 2020 / 2021, with the advice that at least 1 member of each interview panel has attended the training.

- 14. 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.**

**Data For Reporting Year:**

There were 0 formal disciplinary processes within the period.

**Data For Previous Year:**

There were three formal disciplinary process within the period, involving two employees. Neither employee was from a BAME background therefore the likelihood of white staff entering the disciplinary process is higher than BAME.

**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.**

The CCG will continue to monitor employee relations cases and subsequent formal disciplinary action and equality data of those employees involved in the process.

- 15. Relative likelihood of staff accessing non-mandatory training and CPD Data for reporting year:**

93.58% of staff received E&D training in the period. No further data was collated in ESR.

26.6% of BAME staff (8 people) and 31.75% of white staff (100 people) accessed non-mandatory training during 2019/20.

**Data for previous year:**

There is no record of staff accessing non-mandatory training but the following data is taken from the Staff Survey 2018:

- 85% of staff reported having a development review in last 12 months compared to 87% nationally
- 91% stated appraisal helped agree clear objectives for their work compared to 93% nationally
- 82% agreed appraisal identified training, learning or development needs compared to 81% nationally
- 86.7% staff had up to date E&D training in the period.

No breakdown provided for BAME staff due to low numbers.

**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.**

The CCG will continue to monitor the completion of PDRs for all staff and ensure the collation of this data in ESR for 2020 / 2021. The CCG will also look to collate information relating to non-mandatory training accessed by staff via the Learning and Development Request Form.

Please note that as the CCG did not take part in the National NHS Staff Survey in 2019 and instead undertook a bespoke survey in early 2020, the survey questions we have based the evidence for this indicator have changed slightly from the previous year so we are unable to provide any further comparison. We will be undertaking a bespoke survey again in 2021 and will therefore be able to provide comparisons in our 2021 WRES report.

**NATIONAL NHS STAFF SURVEY INDICATORS (or equivalent).**

**For each of the four staff survey indicators, compare the outcomes of the responses for White and BAME staff.**

**16. KF 25. Percentage of staff experiencing harassment, bullying or abuse from patients, relatives or the public in last 12 months.**

**Data for reporting year:**

68% of staff have not directly experienced or witnessed bullying and/or harassment at work in the last 12 months.

Of the staff that have directly experienced or witnessed bullying and/or harassment, 2% of staff stated that this was from a member of the public.

That 2% is broken down as follows:

Background	No. of staff	% response from within group
White	1	3%
BAME	0	0%

**Data for previous year:**

For the previous year 89% of staff had not experienced harassment, bullying or abuse in last 12 months compared to 92% for CCGs nationally. 90% of staff had not experienced harassment, bullying or abuse in last 12 months compared to 91% for CCGs nationally. No breakdown provided for BAME staff due to low numbers.

**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.**

NHS Sheffield CCG have developed and continue to deliver 'Bullying and Harassment Prevention' training session, supported by the Executive

Team, to all employees which includes the following:

- What is bullying and how to recognise it
- What is harassment and how to recognise it
- Equality and Diversity and the protected characteristics
- Processes and Procedures
- Informal and Formal resolution

The Staff Forum within the CCG will continue to promote the Mental Health First Aiders within the organisation and the support that they can offer to employees that may need it at any time.

The CCG's Dignity at Work Policy (Prevention of Bullying and Harassment) will be reviewed in 2020 in conjunction with Trade Union Representatives and the Staff Forum and will be actively promoted to all staff.

**21. KF 26. Percentage of staff experiencing harassment, bullying or abuse from staff in last 12 months**

**Data for reporting year:**

68% of staff have not directly experienced or witnessed bullying and/or harassment at work in the last 12 months.

Of the staff that have experienced or witnessed bullying and / or harassment, 91% of staff stated that this was from someone who works at the CCG's 722 offices

The 91% is broken down as follows:

Background	No. of staff	% response from within group
White	33	92%
BAME	4	80%

The National Staff Survey 2019 average results for comparison are below:

- 13.8% of staff have personally experienced harassment, bullying or abuse at work from other colleagues
- 12.7% of staff have personally experienced harassment, bullying or abuse at work from managers

**Data for previous year:**

For last year 85% of staff had not experienced harassment, bullying or abuse in last 12 months from managers compared to 89% for CCGs nationally. 86% of staff had not experienced harassment, bullying or abuse in last 12 months from other colleagues compared to 89% for CCGs nationally.

90% of staff had not experienced harassment, bullying or abuse in last 12 months from managers compared to 90% for CCGs nationally. No breakdown provided for BAME staff due to low numbers.

87% of staff had not experienced harassment, bullying or abuse in last 12 months from other colleagues compared to 90% for CCGs

**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.**

The CCG currently delivers a 'Bullying and Harassment Prevention' training session, supported by the Executive Team, to all employees 2019 / 2020 which include the following:

- What is bullying and how to recognise it
- What is harassment and how to recognise it
- Equality and Diversity and the protected characteristics
- Processes and Procedures
- Informal and Formal resolution

The CCG's Dignity at Work Policy (Prevention of Bullying and Harassment) will be reviewed in 2020 in conjunction with Trade Union Representatives and the Staff Forum and will be actively promoted to all staff.

**22. KF 21. Percentage believing that trust provides equal opportunities for career progression or promotion**

**Data for reporting year:**

32% of staff disagree that the CCG acts fairly with regards to career progression or promotion.

The 32% is broken down as follows:

Background	No. of staff	% response from within group
White	44	29%
BAME	5	36%

**Data for previous year:**

For last year 88% of staff believed the CCG acted fairly with regards to career progression compared to 88% nationally. 86% of staff believed the CCG acted fairly with regards to career progression compared to 88% nationally. No breakdown was provided for BAME staff due to low numbers.

**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.**

The CCG will continue to engage in staff focus groups to understand whether there is an interest amongst staff to create staff networks.

**23. In the last 12 months have you personally experienced discrimination at work from any of the following? b) Manager/team leader or other colleagues**

Very few respondents have personally experienced discrimination at work in the past 12 months with no form of discrimination exceeding 2%. The most

common type of discrimination that employees had experienced were related to age, gender, or disability (all 2%).

Of the staff that stated they had experienced discrimination at work the results were as follows:

Grounds for discrimination	Background: White		Background: BAME	
	No. of staff	% response from within group	No. of staff	% response from within group
Ethnicity	0	0%	1	7%
Religion or belief	0	0%	1	7%

**Data for previous year:**

93% of staff had not personally experienced discrimination at work compared to 94% nationally. No breakdown provided for BAME staff due to low numbers.

**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.**

The CCG will continue to actively promote the range of policies and procedures that the organisation have to support staff that may feel discriminated against, including the Bullying and Harassment Prevention and Grievance Policy.

One to one meetings are promoted as part of staff local induction; line management training programmes and the PDR process as an opportunity for staff to address any concerns they may have with their line manager in an informal setting, where appropriate.

The CCG has an open and transparent Recruitment and Selection process, outlined in the CCG's Policy and Training sessions including Recruitment and Selection Training are planned for 2020 / 2021.

**24. Percentage difference between the organisations' Board voting membership and its overall workforce**

**Data for reporting year:**

The Governing Body has 12% of BAME staff compared to 8.7% of the overall workforce.

**Data for previous year:**

The Governing Body has 11.8% of BAME staff compared to 7.6% of the overall workforce.

**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.**



The CCG ensures that any recruitment campaigns for Lay members and members of the Governing Body are conducted in line with the CCG's open and transparent Recruitment and Selection process, outlined in the CCGs Policy.

## WRES Action Plan – August 2020

WRES INDICATOR	ACTION	TIMESCALE
All	Communicate the WRES action plan across the organisation.	October 2020
All	To focus on BAME awareness for staff including celebrating Black History Month and cultural festivals, sharing details of these and staff stories via our usual communication channels	June 2021
All	Develop / support our staff to attend local BAME staff network groups	June 2021
All	Introduce new staff and continue to support the concept of 'reverse mentoring' within the CCG, bringing together staff from different backgrounds and roles / departments to offer alternative view points	June 2021
Indicator 1 & 2	<p>Continue to ensure that Values Based Recruitment (VBR) Techniques are embedded within the organisation:</p> <ul style="list-style-type: none"> <li>• Actively promoting VBR as part of HR training sessions where appropriate</li> <li>• Ensure the VBR guide is shared with all recruiting managers at the point of shortlisting</li> <li>• Support managers with interview processes including VBR techniques as required</li> </ul>	June 2021
Indicator 1, 2, 3, 4 & 7	<p>Continue to deliver 'Line Management Essentials' training to include principles of fair Recruitment and Selection:</p> <ul style="list-style-type: none"> <li>• Fair recruitment and selection processes in line with legislation and organisational policy</li> <li>• Safe recruitment</li> <li>• Values Based Recruitment</li> <li>• Equality, Diversity and Inclusion</li> </ul>	June 2021

<b>Indicator 8</b>	Continue to ensure that any concerns raised with regard to equality, diversity and inclusion are managed and addressed appropriately, fairly and effectively.	June 2021
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