Workforce Race Equality Standard

REPORTING TEMPLATE (Revised 2016)

Template for completion

Name of organisation

NHS West Lancashire Clinical Commissioning Group (CCG)

Date of report: month/year

August 2019

Name and title of Board lead for the Workforce Race Equality Standard

Paul Kingan, Chief Finance Officer

Name and contact details of lead manager compiling this report

Travis Peters, Equality and Inclusion Business Partner, NHS Midlands and Lancashire Commissioning Support Unit

Names of commissioners this report has been sent to (complete as applicable)

NHS West Lancashire CCG is the commissioner

Name and contact details of co-ordinating commissioner this report has been sent to (complete as applicable)

NHS West Lancashire CCG is the commissioner

Unique URL link on which this Report and associated Action Plan will be found

http://www.westlancashireccg.nhs.uk/about-us/equality-and-inclusion/

This report has been signed off by on behalf of the Board on (insert name and date)

West Lancashire CCG - Governing Body - 2019

Publications Gateway Reference Number: 05067

Report on the WRES indicators

1. Background narrative

a. Any issues of completeness of data

NHS West Lancashire CCG has recruited a significant number of new staff since their 2018 WRES Report was published leading to a significant increase in the workforce. The CCG has 93.75% of staff reporting their ethincity, which means only 6.25% of staff are not declaring their ethnicity status. The rate of self-reporting has increased slightly compared to 2018 WRES data. This data is captured when an employee joins the organisation and the data is then held on the Electronic Staff Records (ESR) System, this system is managed by the Human Resources Team, NHS Midlands and Lancashire Commissioning Support Unit.

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

The number of staff employed by the CCG has gone up by 30%.

2. Total numbers of staff

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

64

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

6.25%

3. Self reporting

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

93.75%

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

See answer to 3 c.

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

The CCG collates Equality Monitoring information from employees at the application stage of the recruitment process, this means that the equality monitoring data is not seen by the line manager of the employee. It is anticipated that by excluding the line manager from viewing this information, staff will feel more comfortable in disclosing equality monitoring information for the protected characteristics of race/ethnicity, disability and sexual orientation. The Human Resources Team, MLCSU will update the ESR System for every new employee. Staff will be reminded of the self reporting function on ESR and encouraged to update their personal details on a regular basis.

4. Workforce data

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

The data relates to staff in post as of 31/03/2019 and recruitment activity between 01/04/2018 and 31/03/2019.

5. Workforce Race Equality Indicators

Please note that only high level summary points should be provided in the text boxes below – the detail should be contained in accompanying WRES Action Plans.

	Indicator	Data for reporting year	Data for previous year	Narrative – 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
	For each of these four workforce indicators, compare the data for White and BME staff				
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. Organisations should undertake this calculation separately for non-clinical and for clinical staff.	White - 87.5% BME - 6.25% Not specified - 6.25%	White - 80% BME - 9% Not specified - 11%	Due to the low number of staff at West Lancashire CCG - we cannot publish the data for each AfC Bands 1 to 9. The overall proportion of BME staff has decreased since 2018. However, this is due to recent recruitment resulting in a 30% increase in staff numbers. The actual number of BME staff	The CCG analyse this data internally on an annual basis.
2	Relative likelihood of staff being appointed from shortlisting across all posts.	White - 23.68% BME - 0.00% - no new BME employees in the reporting period.	See narrative	Due to there being no new BME employees during the current reporting period, we are unable to compare the data for White and BME staff. In 2018, due to the low number of recruitment appointment taking place in the organisation, the CCG could not disclose this information as the data may have identified staff who were new to	The CCG analysed this data internally on an annual basis. The CCG uses a recruitment system called TRAC, it is anticipated that the new TRAC System will reach as broader range of applicants as the system advertises jobs on a range of job agencies including NHS Jobs.
3	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.	0% White 0% BME	0% White 0% BME	There have been no formal disciplinaries during the two year rolling period..	Equality Objective 3 and EDS Goal 3 - A representative and supported workforce
4	Relative likelihood of staff accessing non-mandatory training and CPD.	The CCG does not routinely collect this data.	The CCG does not routinely collect this data.	NHS West Lancashire CCG encourages the learning and development of all our employees to ensure that they have the knowledge and skills to perform in their current role and are developing their knowledge and skills to perform in future potential roles. Learning and development needs are identified at invidual 1 2 1 meetings and appraisals	Equality Objective 3 and EDS Goal 3 - A represented and supported workforce, the CCG collate this data to support this EDS goal to show evidence of staff receiving development opportunities.

Report on the WRES indicators, continued

	Indicator	Data for reporting year	Data for previous year	Narrative – 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
	National NHS Staff Survey indicators (or equivalent) For each of the four staff survey indicators, compare the outcomes of the responses for White and BME staff.				
5	KF 25. Percentage of staff experiencing harassment, bullying or abuse from patients, relatives or the public in last 12 months.	White 0% BME 0%	White 0% BME 0%	The CCG does not utilise the NHS National Staff Survey, however the CCG undertook a staff survey in late 2017 and the staff survey did not identify any staff experiencing harassment, bullying or abuse from patients, relatives or the	Equality Objective 3 and EDS Goal 3: A represented and supported workforce.
6	KF 26. Percentage of staff experiencing harassment, bullying or abuse from staff in last 12 months.	White 0% BME 0%	White 0% BME 0%	The CCG does not utilise the NHS staff national staff survey, however the CCG undertook a staff survey in late 2017 and the staff survey did not identify any staff experiencing harassment, bullying or abuse from staff in the last 12 months.	Equality Objective 3 and EDS Goal 3: A represented and supported workforce.
7	KF 21. Percentage believing that trust provides equal opportunities for career progression or promotion.	White 0% BME 0%	White 0% BME 0%	The CCG utilises the NHS Agenda for Change payscales for all staff.	Equality Objective 3 and EDS Goal 3: A represented and supported workforce.
8	Q17. In the last 12 months have you personally experienced discrimination at work from any of the following? b) Manager/team leader or other colleagues	White 0% BME 0%	White 0% BME 0%	There have not been any reports of staff personally experiencing discrimination in the last 12 months.	Equality Objective 3 and EDS Goal 3: A represented and supported workforce.
	Board representation indicator For this indicator, compare the difference for White and BME staff.				
9	Percentage difference between the organisations' Board voting membership and its overall workforce.	Difference between BME voting membership and overall workforce:	Detailed breakdown unavailable.	2011 Census Data indicates a combined BME population for West Lancashire at just over 2%.	Equality Objective 4 and EDS Goal 4: Inclusive Leadership, in 2017 the CCG received a grade of Achieving from staff for the EDS Goal 4.

Note 1. All provider organisations to whom the NHS Standard Contract applies are required to conduct the NHS Staff Survey. Those organisations that do not undertake the NHS Staff Survey are recommended to do so, or to undertake an equivalent.

Note 2. Please refer to the WRES Technical Guidance for clarification on the precise means for implementing each indicator.

6. Are there any other factors or data which should be taken into consideration in assessing progress?

The CCG has analysed all WRES data and the progress against its 2018/2019 action plan by using a consistent and robust process to ensure 'due regard' to race equality. However, the data in all nine indicators should be considered with caution as a small change in the numbers of staff can create a disproportionate variance in the percentages because of the CCG's small organisation size. This is reflected in the apparent decrease in BME employees in the overall workforce in 2019 due to increased levels of recruitment across the organisation.

The CCG uses a recruitment system called TRAC which means that job adverts will be advertised through more recruitment channels rather than just with the NHS Jobs website. This may improve on the number of people who apply for any jobs advertised with the CCG, and also attract a wider range of people from different ethnic backgrounds. The system also means that recruiting managers will not have access to

7. Organisations should produce a detailed WRES Action Plan, agreed by its Board. Such a Plan would normally elaborate on the actions summarised in section 5, setting out the next steps with milestones for expected progress against the WRES indicators. It may also identify the links with other work streams agreed at Board level, such as EDS2. You are asked to attach the WRES Action Plan or provide a link to it.

The CCG has shown good progress in recording data for the WRES since its introduction in 2015. The CCG will continue to utilise internal Staff Survey outcomes Bi-Yearly to support the WRES by including questions that allow the CCG to collect data relating to WRES Indicators 5-8.

The CCG will continue to align the work for the WRES linking in with the Equality Delivery System Goal 3 - A Representative and Supported Workforce and Goal 4 - Inclusive Leadership and also the CCG's Equality Objectives.

Summary of action plan following the WRES:

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