

Combined CCG Staff Workforce Diversity Review 2020

Contents

Executive Summary	2
Legislation	2
Demographics of Staffordshire and Stoke on Trent and CCGs Workforce.....	2
Staffordshire CCGs Divisional Profile	2
Data analysis.....	3
Summary of Key Findings and Profiles by Protected Characteristic.....	4
Profile by Age.....	5
CCGs to launch Apprenticeship Scheme	5
Profile by Disability.....	6
Profile by Gender Re-Assignment.....	7
Profile by Marriage and Civil Partnerships	7
Workforce Profile by Race	7
Profile by Religion and Belief	9
Workforce Profile by Sex (Female or Male).....	9
Profile by Sexual Orientation	10
Workforce Profile by Full Time and Part-Time Status	10
CCG Workforce Strategies for 2020.....	10
Back to the Future.....	10
Workforce Training and Development Activity.....	11
CCG Staff Support; Networks, Groups, Champions and Guardians	11
System wide Staffordshire and Stoke on Trent.....	11
National Equality Monitoring Standard.....	12
Unified Information Standard by reference to protected characteristics (UISPC).....	12
Appendix 1	13
Staffordshire and Stoke on Trent CCGs 2020 Equality Action Plan (workforce diversity related actions).....	13

Executive Summary

2020 will be the third year that the Staffordshire and Stoke on Trent CCGs have produced and published a combined workforce diversity report. This report will help to identify key areas for consideration and discussion across a range of workforce support groups including Staff Network Groups, Staff Engagement Group (SEG) Trade Unions and Communication Engagement Equality Employment Committee, our partners, provide.

The COVID-19 pandemic has placed unprecedented demands on health and care staff across all settings and disciplines. It has also magnified longstanding problems and disparities within the workplace and within society as a whole.

This has brought about a renewed focus, creating a great deal of positive action across the sector to support staff, which now needs to become business as usual. It recognises that our leaders need to continue to ensure that staff are at centre stage of all decision-making and that deep-rooted problems with inequality and discrimination in our workplaces are addressed.

As we move towards an ICS ICP system there are also opportunities to look at staff support engagement and equality of opportunity from a system wide perspective.

Legislation

The principle equality legislation in term of Workforce Equality is the 2010 Equality Acts Public Sector Equality Duty (PSED) and its 3 Aims

- Eliminate any form of illegal discrimination
- Advance equality of opportunity
- Foster good relations

Further details relating to the 2010 Equality Act can found here; [Equality and Human Rights Commission Equality Act Guidance Page](#)

Demographics of Staffordshire and Stoke on Trent and CCGs Workforce

According to the 2011 Census around 6% of people (54,700) across Staffordshire are from a Black, Asian Minority Ethnic background (BAME). Stoke on Trent BAME population is estimated to be 13.6% of its total population (33,800). Staffordshire and Stoke on Trent combined average BAME population is equal to 9.8% 6% of people across Staffordshire are from a BAME background. However, this varies across the locality for example, 2.5% of the population in Staffordshire Moorlands are from a BAME background, compared to 13.8% in East Staffordshire and 13.6% in Stoke-on-Trent.

Staffordshire CCGs Divisional Profile

Staffordshire and Stoke on Trent CCGs are currently positioned within one of three Divisional Areas:

- North – North Staffordshire and Stoke on Trent CCGs
- South East – East Staffordshire - Seisdon Peninsula and East Staffordshire CCGs
- South West – Cannock Chase and Stafford and Surrounds CCGs

Discussions will take place throughout 2020/21 to identify ways to deliver on our statutory/mandatory obligations and how we report on the diversity of the Staffordshire and Stoke on Trent CCGs workforce in the future while considering and understanding demographic differences.

Data analysis

An analysis of the data will help to assess or identify any disparity between levels of representation within the CCGs, measured against regional/local demographics. Where any such disparities exist, the CCGs will work to ensure effective measures are in place. Relevant and proportionate measure along with reasonable will address gaps in data, adverse staff experience in the workplace (based on a protected characteristic), or any other issues resulting from under representation.

The broad data shows that overall Staffordshire CCGs combined workforce is positively representative across most characteristics, however, there are variations which will require discussion, consideration, and possible action. This will be achieved with consideration to the local demographic variations across Staffordshire and Stoke on Trent

CCGs are often made up of relatively small staff teams, this can be problematic when assuring against any personal data breaches, also, with small numbers how percentages can substantially alter the demographics of a workforce.

To be able to produce staff data the CCGs have replaced staff numbers with percentages as to make it difficult to identify any individual staff member with a specific protected characteristic.

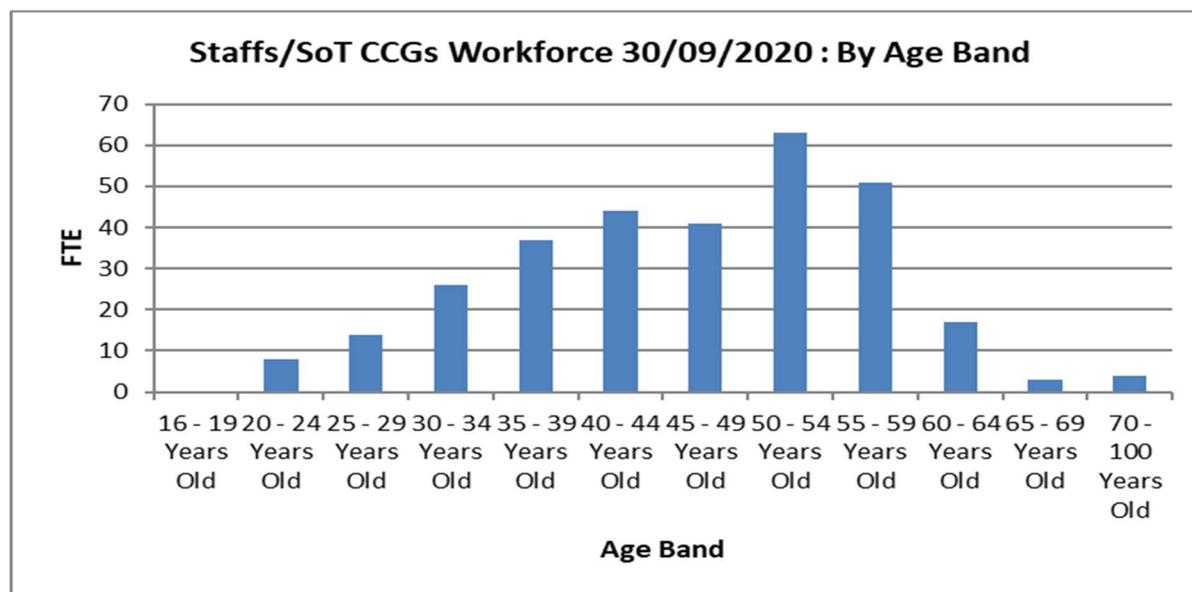
The tables and information provided within this report (unless otherwise stated) derive from the CCGS Workforce Data captured as of 30th September 2020 with a workforce of 308. Figures are rounded up to one decimal place.

Summary of Key Findings and Profiles by Protected Characteristic

Protected Characteristic	Narrative	Suggested Actions
Age – 16-19 yrs.	The 16-19 yrs. age group is disproportionately under-represented	Monitor the launch and progress of the CCGs Apprenticeship programme
Disability	Disability disclosure rates are improving, though figures are not representative of the working disability population. A system wide staff network group has been launched.	Raise this as an issue at the disability system wide network group.
Gender - Re-assignment Data Gap	No National agreement on the collection of data or what question/s to ask	System wide Staff LGBT+ Network is now up and running. A Unified Information Standard Protected Characteristics Std is currently being considered by DHSC
Marriage & Civil Partnership	No identifiable issues as of November 2020	No action required for unless interventions are required
Pregnancy and Maternity	No identifiable issues as of November 2020	No action required for unless interventions are required
Race	Across broad ethnic profile, Staffordshire CCGs combined workforce is positively representative. However, there are variations in BAME representation at board voter and board executive levels. A system wide staff network group has been launched.	There are outstanding action points specific to Race equality within the 2020 Equality Action Plan. Carry over any unmet actions. To discuss under representation at senior level as a system wide issue through the system wide staff network.
Religion and Belief	Consideration and/or clarification to reasonable adjustment measures in place in relation to areas for prayer.	Review the CCGs combined equality and diversity and the flexible working policy.
Part time – Full Time	No identifiable issues as of November 2020	No action required for unless interventions are required
Sex	Overall female staff are disproportionately overrepresented. However, this is not the picture within some senior roles.	CCG to produce Preparatory Report for internal use to establish future Gender Pay Gap Reporting. Gender Pay Gap Report produced awaiting presentation to CEEE and publishing requirements.
Sexual Orientation *(LGBT) Data Gaps	Though non-disclosure remains high, in 2019 there was nearly a 3.5% decrease in number of Staff not declaring their sexual orientation	System wide LGBT+ staff network launched and is up and running. Reduction in disclosure to be addressed as an issue at system wide level.

Profile by Age

Overall Staffordshire and Stoke-on-Trent has a relatively high concentration of people in the older age groups. The mid-year population estimates for 2015 show that almost 40% of Staffordshire and Stoke-on-Trent's population were aged 50 or over, compared to only 36% for England. The number of people aged 65 and over in Staffordshire and Stoke-on-Trent is also higher than the England figure (20% compared with 18%).



Year	Under 25	25 - 34	35 - 44	45 - 54	55 - 64	65+
2018	2.2%	13.7%	26.8%	31.5%	23.1%	2.9%
2019	3.1%	12.7%	29.9%	30.9%	20.7%	2.9%
2020	2.6%	13%	26.3%	33.8%	22.8%	2.3%

The workforce dynamics of a Clinical Commissioning Groups (CCGs) differ when compared too NHS Provider Trusts. There are proportionately higher numbers of senior non-clinical positions. This may be one reason while there are lower numbers of staff in the 25-34 and lower age range. There were no staff between the age of 16-19 years.

CCGs to launch Apprenticeship Scheme

It has been recognised that the CCGs do not employ any staff in the age bracket 16-19 and this is something that has been under review to understand how we can attract younger people to work for the CCGs

Through an introduction meeting with the new internal auditors RSM it was established that they had significant specialist experience in supporting organisations with Apprenticeships, including training sessions on introductions and an apprenticeship route map.

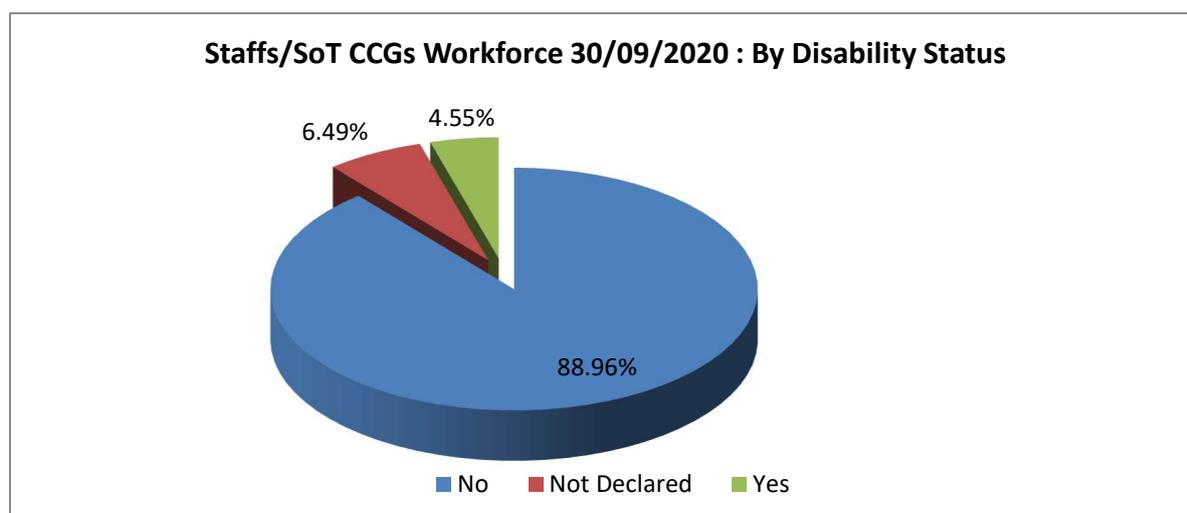
CCGs have agreed the funding for this programme and understand the huge benefits of recruiting and developing local young talent.

Further updates will be provided in the CCG Public Sector Equality Duty Annual report which will be published in March 2021

Profile by Disability

A person has a disability if they have a physical, sensory, or mental health impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

There are currently 31,322 people who have disclosed and identified as disabled and employed in the NHS, which represents 2.6 per cent of the workforce



Workforce by Disability	No	Not declared	Yes	Undefined
Year				
2018	86.3%	10.3%	3.1%	0.3%
2019	88.%	8%	3.7%	0.3%
2020	89%	6.5%	4.6%	0%

The tables above show a slight, yet positive year on year increase in the number of Staff declaring a disability over the last three years.

One of several reasons is that staff feel by disclosing their disability, it may have a detrimental impact on future promotion, their current job, or how they may be perceived by their peers.

2020 % Pay Band by Disability

Disability Status	Pay Band				Grand Total
	Band 1 - 4	Band 5 - 7	Band 8a - 9	Non-AfC	
No	9.4%	28.6%	33.1%	17.9%	89%
Not Declared	0.3%	1.6%	2.3%	2.3%	6.5%
Yes	0.7%	2%	1.6%	0.3%	4.6%
Grand Total	10.4%	32.1%	37%	20.5%	100.00%

The table above shows the percentage of staff who have currently identified as having a disability are represented across broad AfC pay bands.

Profile by Gender Re-Assignment

In the UK, it is estimated that one in 4,000 people are receiving medical help for gender dysphoria. This equates to around 280 people in Staffordshire and Stoke-on-Trent. However, there may be many more people who have yet to seek support. On average, men are diagnosed with gender dysphoria, five times more often than women.

Due to small staff numbers the CCGs do not currently provide data on this characteristic. Also there is no National agreement on the collection of data or even what questions should be asked, however, in demonstrating due regard to the 3 aims of the PSED the CCGs should ensure parity is given through the employment recruitment process and subsequent employee journey via HR/OD policies.

Profile by Marriage and Civil Partnerships

2011 census identified that in Stoke on Trent; 42.6% of people are married, 12.7% cohabit with a member of the opposite sex. 0.8% live with a partner of the same sex, 26.3% are single and have never married or been in registered same sex partnership, 9.5% are separated or divorced.

Data from the 2011 Census provide information on marital and civil partnership status at a local level. Around 50% of Staffordshire and Stoke-on-Trent’s population are married or in a registered same-sex civil partnership (Table 5). Of these around 1,300 people were in a registered same-sex civil partnership making up around 0.1% of the population.

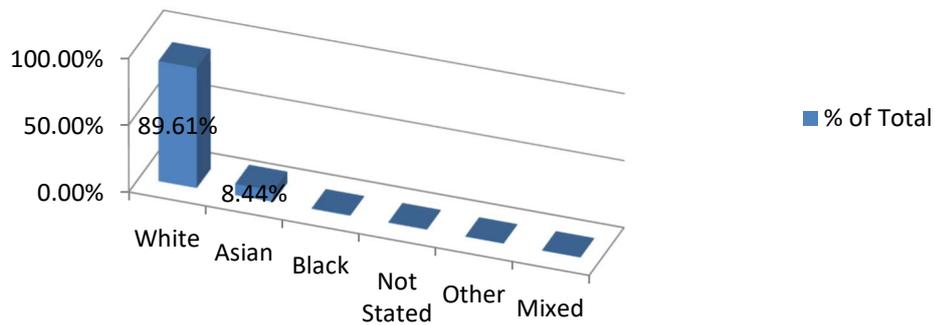
Workforce by Marital Status							
Year	Married	Single	Unknown	Divorced	Legally Separated	Widowed	Civil Partnership
2018	66.8	16.1%	9.9%	6.6 %	0.8%	0.2%	0.3%
2019	64.6%	19.8%	7.1%	7.1%	0.9%	0.3%	0.3%
2020	63%	21.1%	7.5%	6.8%	1%	0.3%	0.3%

Staff continue to appear comfortable in disclosing information around this protected characteristic.

Workforce Profile by Race

The proportion of the population from Black Asian minority ethnic groups in Staffordshire is approximately 6.4% which is significantly lower than the West Midlands region of 20.8% and the national figure of 20.2%. However, the percentage of Black Asian Minority Ethnic (BAME) people varies across Staffordshire for example BAME communities in East Staffordshire represent 13.8% of the local population and in Stoke on Trent 13.6% respectively.

Staffs/SoT CCGs Workforce 30/09/2020 : By Ethnicity



	White	Asian	Black	Not Stated	Other	Mixed
■ % of Total	89.61%	8.44%	0.65%	0.65%	0.32%	0.32%

Year	White	Asian	Black	Mixed	Other	Not Stated
2018	88.5%	9%	0.6%	0.6%	0.3%	0.9%
2019	88.9%	8%	0.9%	0.6%	0.3%	0.6%
2020	89.6%	8.4%	0.7%	0.3%	0.3%	0.7%

Table 6 Pay Band by Ethnicity

Ethnic Origin	Band 1 - 4	Band 5 - 7	Band 8a - 9	Non-AfC	Grand Total
White British/Mixed British	10.1%	30.2%	31.2%	14.0%	85.4%
Asian Indian/Brit Indian	0.0%	0.0%	2.3%	3.9%	6.17%
White Other	0.0%	1.3%	1.3%	0.7%	3.25%
Asian Pakistani/Brit Pak	0.0%	0.3%	0.0%	1.3%	1.62%
White Irish	0.0%	0.0%	0.7%	0.3%	0.97%
Asian Other	0.0%	0.0%	0.3%	0.3%	0.65%
Black African	0.0%	0.0%	0.7%	0.0%	0.65%
Not Stated	0.3%	0.3%	0.0%	0.0%	0.65%
Other Stated Origin	0.0%	0.0%	0.3%	0.0%	0.32%
Mixed White/Asian	0.0%	0.0%	0.3%	0.0%	0.32%
Grand Total	10.4%	32.1%	37.0%	20.5%	100.00 %

The CCGs publish an annual report on their respective websites and send staff data to NHS England through the [Workforce Race Equality Standard](#) which is a mandated tool designed specifically to identify and address (through action planning) any Race related inequalities in the workplace. For more information on this protected characteristic, please visit anyone of the CCGs websites to view the Workforce Race Equality Standard Report which includes actions taken by the CCGs to address any inequalities.

Profile by Religion and Belief

The 2011 Census found Christianity to be the majority religious affiliation in Staffordshire and Stoke-on-Trent.

Over the last decade this proportion has dropped, with significant increases in people stating they had no religious affiliation over the same period 24.9%. Muslims are the next biggest religious group.

Table 7 Workforce by Religion or Belief								
Year	Christian	Did Not Disclose	Atheism	Other	Islam	Buddhism	Sikhism	Hinduism
2018	42.2%	40.6%	8.8%	5%	1.6%	0.6%	0.3%	0.9%
2019	43.5%	36.1%	9.9%	6.8%	1.5%	0.6%	0.3%	0.9%
2020	42.5%	37.7%	10.4%	6.8%	0.7%	0.3%	0.7%	1%

Christianity is the religion that most CCG staff associate with 42.19%. Staffordshire and Stoke on Trent combined CCG staff who did not state or did not wish to disclose their Religion or Beliefs totalled 40.63.% which is significantly high.

Workforce Profile by Sex (Female or Male)

The NHS is one of the few sectors that is disproportionately occupied by women. However, inequalities can still exist within a working environment which is occupied mainly by females, examples include gender pay gap and women's representation at board level

Table 8 Workforce by Sex		
Year	Female	Male
2018	73%	27%
2019	74.7%	25.3%
2020	75.7%	24.4%

The Non AfC pay structure is the only pay grade where males 10.71% excel compared to female colleagues 9.7%. Apply the general principle that female staff representation is 75% of the whole workforce, you would expect this figure to be reflected in the Non-AfC pay Band. This may contribute to the current Gender Pay Gap where for example the difference in the average hourly rate between males and females in £12.12.

Profile by Sexual Orientation

This another protected characteristic where historically staff have had a tendency not to disclose their sexual orientation for example one Staffordshire CCG region showing 68% of staff not wishing to disclose this information. Further investigation and analysis may better help the CCGs to understand this.

There is no hard data on the number of lesbians, gay men and bisexuals in the UK as no national census has ever asked people to define their sexuality. The official government figure is 5-7% of the population which Stonewall, the lesbian, gay and bisexual charity, feels is a reasonable estimate.

2020 % Headcount by Pay Band

Sex (Gender)	Band 1 - 4	Band 5 - 7	Band 8a - 9	Non-AfC	Grand Total
Female	8.1%	29.2%	28.6%	9.7%	75.7%
Male	2.3%	2.92%	8.44%	10.71%	24.4%
Grand Total	10.4%	32.1%	37.0%	20.5%	100.00%

Table 7 Workforce by Sexual Orientation/Transgender				
Year	heterosexual or Straight	Asked but not Stated	*LGBT	Other/Undefined
2018	63.4%	35%	1.3%	0.3%
2019	66.7%	31.5%	1.6%	0.3%
2020	65.3%	33.1%	1.6%	0%

*LGBT – Lesbian, Gay, Bisexual Transgender

Workforce Profile by Full Time and Part-Time Status

Not only does part-time work tend to be under-valued at the organisational level, but it can also serve to maintain traditional gendered patterns of responsibility for domestic work and childcare and caring responsibilities.

Table 8 Workforce by Full or Part Time Status		
Year	Full Time	Part Time
2018	50.2%	49.8%
2019	64.2%	35.8%
2020	65.3%	34.7%

It is essential that all staff are included in workforce audits and development. Part-time staff can be excluded from attending meetings, training or staff events solely based on their part-time status. Consideration should be also given to this characteristic as most part-time staff are usually women.

CCG Workforce Strategies for 2020

Back to the Future

The Back to the future programme has been developed by the CCGs

Workforce Training and Development Activity

As of November 2020 the compliance figure for CCG staff completing their mandatory equality online training (3 Years) was 79.4% which is a slight improvement against last check in January 2020 of 78.9%.

In addition to staff mandatory equality and inclusion training staff:

- All new Staff receive an Equality and Inclusion Induction Session
- 4 x Online Health Inequality Awareness Sessions
- 1 x Online Lunch and Learn Session delivered to the Safeguarding Team
- One to One Equality Impact Assessment/U-Assure Sessions

Additional Mandatory Training Requirement – all CCG staff – Invisible Disabilities December 2020/January 2021

As the CCGs to continue improve how we commission services we listen to families, carers and service users and receive valuable feedback. One element of feedback included concern about the lack of awareness of autism amongst CCG staff. Training is an invaluable resource in helping the CCGs to work more effectively alongside our patients and their families as our improvement journey continues.

As a result of this feedback the CCGs have agreed that ALL staff will now be required to undertake a short mandatory training session on Invisible Disabilities (including but not limited to autism).

For staff directly involved in autism services, the CCGs are also making arrangements for a more detailed session to be provided once the hidden disabilities training has been completed.

CCG Staff Support; Networks, Groups, Champions and Guardians

- CCG BAME Staff Support Group
- CCG Shielding – Vulnerable – Living Alone Support Group
- CCG Carers Support Group
- Freedom to speak up Guardian announced - Heather Johnstone
- Wellbeing Guardian announced – Lay Member Anne Heckels
- Mental Health First Aiders - There are several staff who are trained as advocates for good mental health and able to spot signs of mental ill health.

System wide Staffordshire and Stoke on Trent

The North Midlands Equality Leads Network Group delivered the first Joint Staffordshire and Stoke on Trent BAME Staff Network to coincide with Octobers Black History Month. LGBT+ and Disability Networks are being proposed across Staffordshire and Stoke on Trent

National Equality Monitoring Standard

Unified Information Standard by reference to protected characteristics (UISPC)

NHS England recently led a widespread engagement programme with stakeholders' and the commissioning of a literature and evidence review by a UK university. Its purpose was to clearly articulate whether key evidence supported or did not support gathering equality data by reference to each of the nine main protected characteristics.

Main recommendations is for a data standard applying to the whole NHS in England for both patients and workforce data collections.

- Recommendations are now with the Department of Health and Social Care (DHSC) for consideration.
- One or more Standards could be agreed – Big Bang or 'Phased implementation? E.g. Protected groups identified as high risk through Covid-19 Age Race Sex
- Any Standard will be reflected in the National Workforce Data (NWD) Set
- No decision yet made by DHSC on implementation or timeframe
- National and regional communication about any changes to the Electronic Staff Records (ESR) resulting from UISPC will be communicated via the ESR Hub: <https://my.esr.nhs.uk> and through regional teams
- Any issues not governed by the Standard/s can then be addressed by NWD or ESR Users/Central Team.

Appendix 1

Staffordshire and Stoke on Trent CCGs 2020 Equality Action Plan (workforce diversity related actions)

2020 Staffordshire and Stoke on Trent E&I/HR Action Plan	Update	Status
The CEEE Committee to oversee the development of Staff E&I/HR action plan, which will reflect equality issues raised in 2019. Staff (E&I) Action Group to produce 2020 action plan and present to CEEE Committee for approval.	Staff (E&I/HR) Action Group set up May 2020	Complete
Staff E&I/HR Action Plan to be ratified by Governing Bodies	Action Ratified June 2020	Complete
3. Check if NHS jobs website or local include "Mx" in the "Personal Title" drop down menu as an option and if applicants can request to receive messages via text	NHS Jobs website check 02/03/2020 contains Mx. You can request to receive communication via text. Regional/Local sites/documentation to be checked.	Complete
4. Support to BAME Workforce Recognise and minimise the additional risks to staff from the BAME community	<ul style="list-style-type: none"> • Targeted risk assessment to staff self-identified from the BAME community. • BAME virtual support group with the option of links to wider system support group. • Mutual aid to provider front line BAME staff by providing deployment opportunities • Developing support for Freedom to Speak up in Primary Care 	Complete Complete Complete
5. SEG should be representative of all of our workforce	If none of the SEG reps from the Directorates are from a BAME background an additional rep from the BAME support group will be invited.	Complete
6. Review internal recruitment process against best practice. Check with local providers for good practice initiatives	CL working with system partners to establish best practice and review current recruitment processes CCGs to look at application process for schemes that support the recruitment of staff with specific characteristics, e.g. two tick scheme (which is now been replaced by Disability Confident)	In progress

7. Add an equality statement to our recruitment notices.	Statement developed for approval The CCG actively encourages applications from members of our Black, Asian and Minority Ethnic communities and from people with a disability. These groups are under-represented in our organisation, and it's important to us that our workforce reflects the diversity of our communities as much as possible.	Complete
8. Incorporate "Equality" agenda item section into each Staff away days. SEG or CEEE to select topic. E.g. training, appropriate behaviour in the workplace and awareness raising consolidate definition to bullying	Equality agenda items now included in staff away days.	Complete
9. Prepare campaign for Anti-Bullying Week 16th - 20th November 2020	Following on from discussions in the CCG BAME support group we have developed a zero tolerance poster to put an end to abuse and harassment in our workforce. This includes all types of bullying, which will not be tolerated.	Complete
10. Incorporate Equality and inclusion awareness section into the induction. To include bullying and accessible information and services.	Up to September 2020 87% of all new starters have received E&I Induction training. Mandatory quarterly E&I Induction sessions will continue from this point for all new staff	Complete
11. Promote CCG's Profile and Career Opportunities within Schools and Colleges.	00/07/20 link into system plan for work experience Approach will need to be digital and involve Comms team. Update in August 2020 CCGs are supporting a work placement during March for a third year Media, Communications and Culture student at Keele University, as part of her final year	Complete
12. Open shadowing opportunities within the CCG's considering Age (young people), Disability and Race.	09/07/2020 Proposal to be developed to present to August CEEE Approach will need to be digital and involve Comms team. CCG's are supporting a placement across the system for a graduate trainee scheme	In progress
13. Positive action initiative to recruit Lay Member. Considering Race, Disability and Age.	09/07/2020 Proposal to August CEEE Identify potential organisations that will promote opportunities to people	In progress

	<p>representing Protected Characteristic Groups</p> <p>Develop Comms Package</p> <p>Set up shadowing opportunities</p> <p>Opportunities to be reviewed as the CCGs merge on 01 October 2021</p>	
14. Monitor inequalities within our organisation	<p>WRES Templates and Report published.</p> <p>Workforce Diversity Profile Report 2019-20 data published on CCG</p> <p>Gender pay gap monitoring in place initial report produced covering a 2 year period.</p> <p>Ethnicity pay gap monitoring to be introduced - CCG committed to taking part in monitoring when details are released.</p>	Complete
15. Provide opportunities for staff support	<p>CCG BAME Staff Support Group</p> <p>CCG Shielding – Vulnerable – Living Alone Support Group</p> <p>CCG Carers Support Group</p> <p>CCG Home-schooling Support Group</p> <p>Freedom to speak up Guardian</p> <p>Wellbeing Guardian announced – Lay Member Anne Heckels</p> <p>Mental Health First Aiders - There are several staff who are trained as advocates for good mental health and able to spot signs of mental ill health.</p> <p>Chosen by NHSE/I as a national case study on Health and Wellbeing, which will form part of a Leadership package.</p> <p>Four members of staff, of various backgrounds are now in “Talking heads” video.</p> <p>Submitted the work completed regarding Wellbeing for a Health-hero award through Education England.</p> <p>Mandatory invisible disabilities training.</p> <p>Adapted induction process for new CCG staff. New virtual process launched. To include E&I induction training.</p>	Complete

**Report Produced by Midlands and Lancashire CSU, Equality & Inclusion Team
December 2020**