

## Workforce equality and diversity profile 2017

### 1. Introduction

This is the workforce equality and diversity profile for West Hampshire Clinical Commissioning Group (CCG).

The CCG is making this information available to help us meet the specific public sector equality duty. This law, part of the [Equality Act 2010](#)<sup>1</sup>, says that the CCG must publish equalities information by the 30 March each year.

### 2. Gathering details about staff diversity

The CCG's ability to demonstrate fairness in our employment practices depends on having accurate and comprehensive data about the diversity of our employees.

In 2013 we found significant gaps in this information, and that the Electronic Staff Record system used by the CCG (and most other NHS organisations) only allows us to capture the age, disability status, gender, ethnicity, religious belief and sexual orientation of staff. This represents six out of the nine protected characteristics defined in the Equality Act 2010.

Over the last four years the CCG has worked to close these gaps. The progress we have made on this is shown below:

Staff characteristic	Baseline October 2013	Progress December 2014	Progress December 2015	Progress December 2016	December 2017
Age	100% defined	100% defined	100% defined	100% defined	100% defined
Gender	100% defined	100% defined	100% defined	100% defined	100% defined
Ethnicity	28% defined	75% defined	89% defined	94% defined	95% defined

<sup>1</sup> Her Majesty's Stationery Office (2010) Equality Act 2010 London: HMSO

<b>Disability</b>	<b>0% defined</b>	<b>32% defined</b> (Prefer not to say: 20%)	<b>74% defined</b> (Prefer not to say: 21%)	<b>80% defined</b> (Prefer not to say: 16%)	<b>80% defined</b> (Prefer not to say: 11%)
<b>Religion or belief</b>	<b>0% defined</b> (Prefer not to say: 47%)	<b>21% defined</b> (Prefer not to say: 33%)	<b>50% defined</b> (Prefer not to say: 48%)	<b>57% defined</b> (Prefer not to say: 40%)	<b>64% defined</b> (Prefer not to say: 31%)
<b>Sexual orientation</b>	<b>0% defined</b> (Prefer not to say: 47%)	<b>1% defined</b> (Prefer not to say: 39%)	<b>46% defined</b> (Prefer not to say: 52%)	<b>55% defined</b> (Prefer not to say: 42%)	<b>63% defined</b> (Prefer not to say: 32%)

**Note:** Data quality is a measure of the proportion of staff who have told us about (or defined) their protected characteristics. The proportion of staff who stated 'Prefer not to say' rather than define a particular characteristic is shown separately.

NHS England's mandatory requirement for the CCG to report against the NHS Workforce Race Equality Standard (WRES) has helped us focus on improving the data about staff ethnic background over the last two years. In 2018/19 the introduction of the NHS Workforce Disability Equality Standard (WDES) will have a similar impact.

### 3. West Hampshire CCG staff equality and diversity profile

The information we hold about the characteristics of CCG staff has been used to develop a workforce profile. This shows staff diversity on a snapshot date of the 31 December 2017, when we had 275 employees.

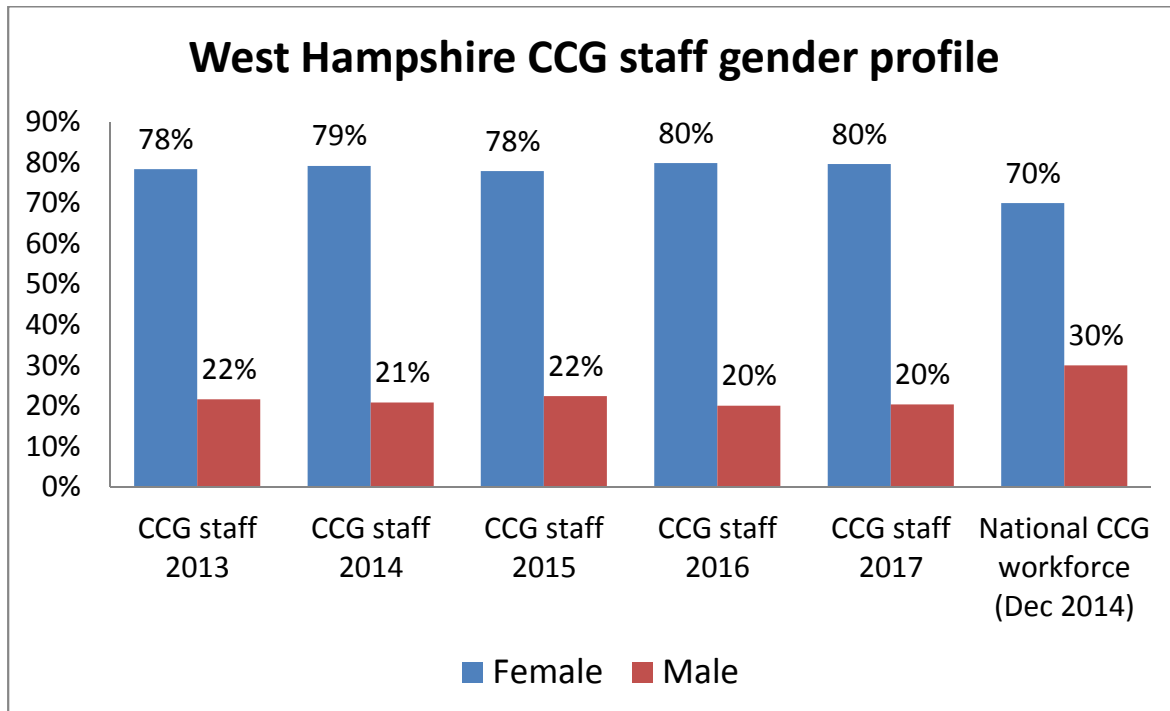
We have produced a diversity profile each year since 2013, which allows us to track changes over time. For comparison we have also included information about the characteristics of the national CCG workforce<sup>2</sup>, and the diversity of the [local population](#) from the 2011 Census<sup>3</sup>.

The profile is used to inform decisions about our employment practices, and monitor the effectiveness of our workforce policies and guidelines.

<sup>2</sup> NHS England (2014) Clinical Commissioning Group Workforce Equality and Diversity Profile

<sup>3</sup> Office for National Statistics 2011 Census

#### 4. Staff gender profile



**Note:** Snapshot date in 2013 was 31 October. From 2014 onwards snapshot date was 31 December each year.

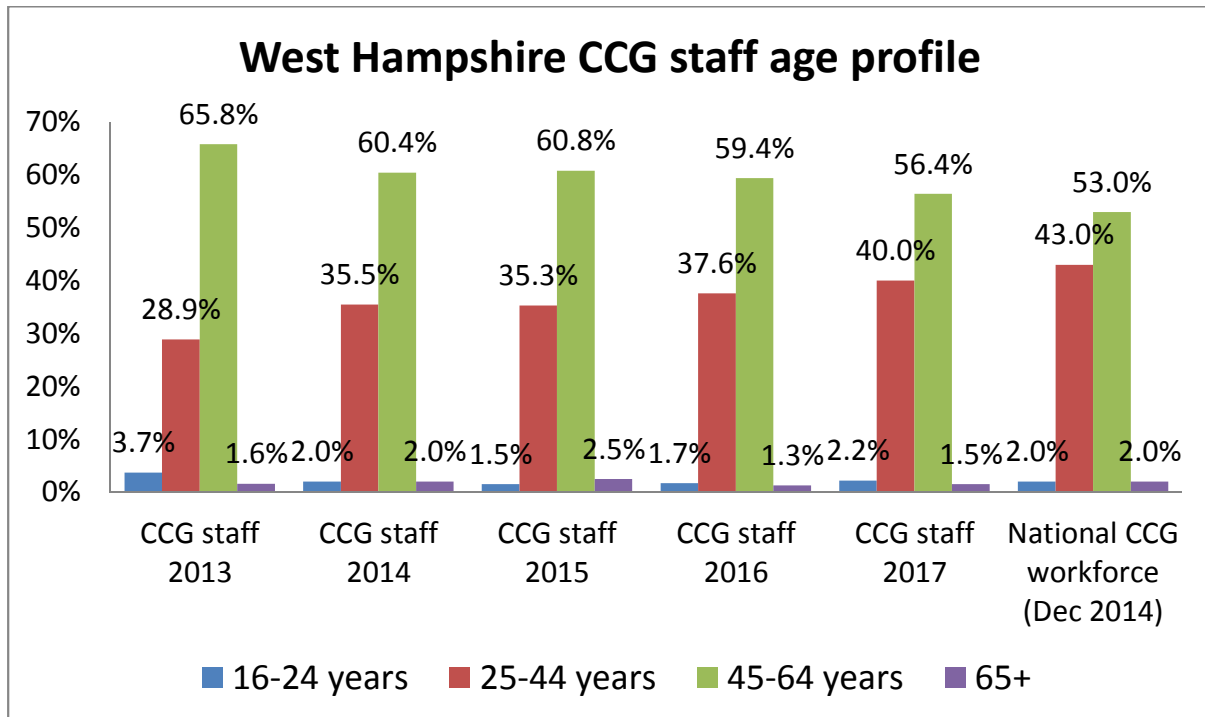
The staff gender profile tells us that:

- The majority of CCG employees are women (80% or 219 individuals)
- Just 20% of staff (56 individuals) are men
- The CCG employs a higher proportion of women (80%) compared to the national CCG workforce (70%)
- The higher proportion of female staff reflects the trend across the NHS in England where 77% are women and 23% are men<sup>4</sup>
- The proportion of female to male staff in the CCG workforce has remained about the same over the last 5 years
- At the senior management level there are more men. Out of the 15 directly employed CCG Board members (includes voting and non-voting Board members), 9 are women (60%) and 6 are men (40%). Note: The pattern across the NHS in England is that 54% of very senior manager roles are held by men<sup>5</sup>
- Unusually West Hampshire CCG has a female Chair and Chief Officer.

<sup>4</sup> NHS Employers (2017) Infographic: Gender in the NHS

<sup>5</sup> Health and Social Care Information Centre (2016) Statistical Change Notice relating to NHS Hospital and Community Health Service in England workforce statistics

## 5. Staff age profile

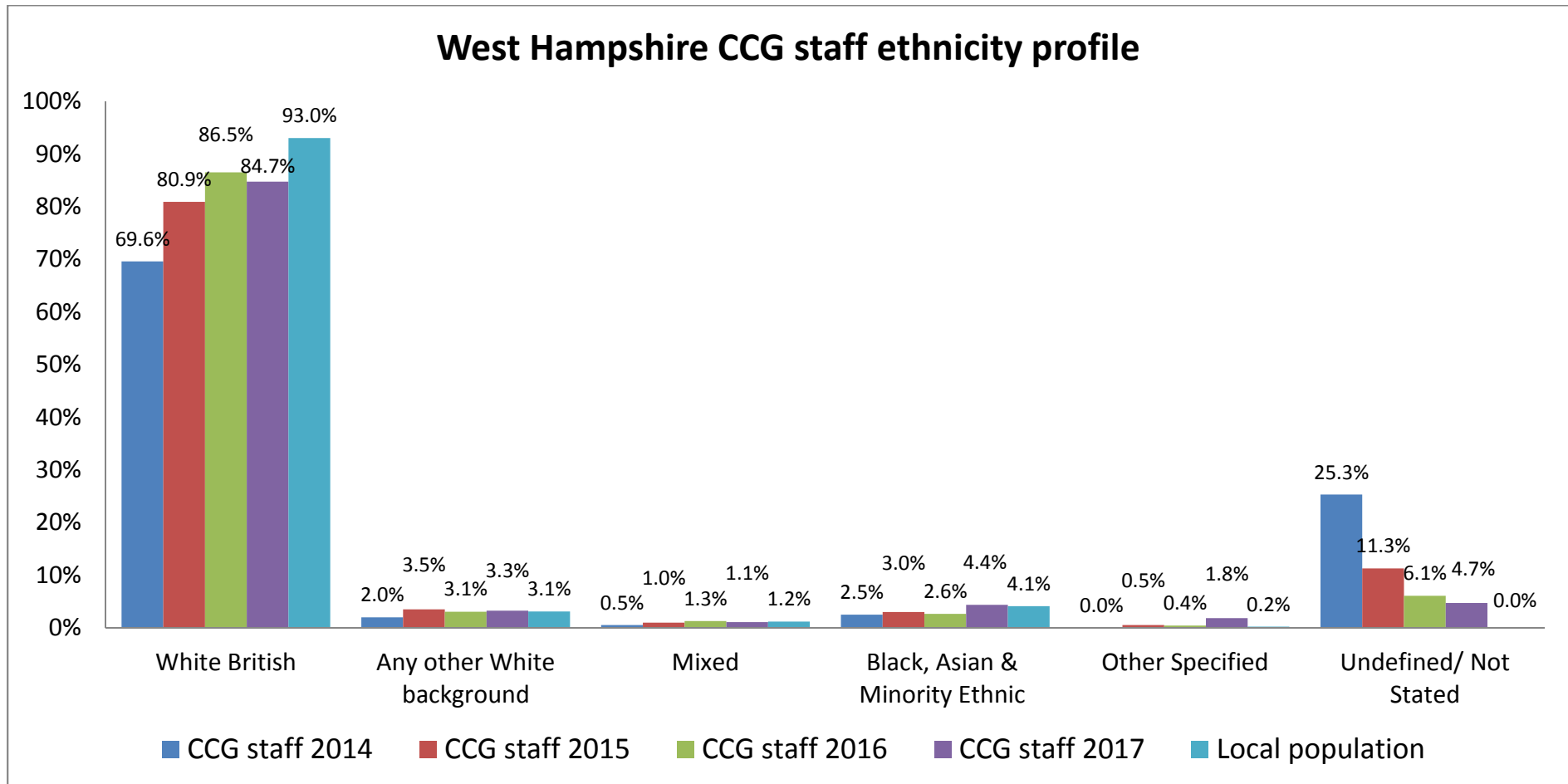


**Note:** Snapshot date in 2013 was 31 October. From 2014 onwards, the snapshot date was 31 December each year.

The staff age profile tells us that:

- Over the last 12 months the proportion of staff aged 45-64 years has again fallen slightly, continuing the downward trend for this age group since 2013
- However, the CCG workforce remains older than average with the greatest proportion of staff in the 45 to 64 year old age group (56.4% or 155 individuals). This is a slightly larger proportion when compared to the national CCG workforce where 53% of staff are aged 45 to 64
- West Hampshire CCG has a smaller proportion of staff in the 25 to 44 age group at 40% (110 individuals)
- Since 2013 the proportion of younger staff has increased year on year so that by December 2017 the percentage of staff aged 25 to 44 years is close to that of the CCG workforce across England
- The increasing proportion of younger staff will help the CCG with succession planning as older employees approach retirement (6.2% of staff are aged 61 to 65 years)
- The CCG has very small numbers of staff in both the under 24 and over 65 year old age groups. This is similar to the national CCG workforce profile.

## 6. Staff ethnic background profile

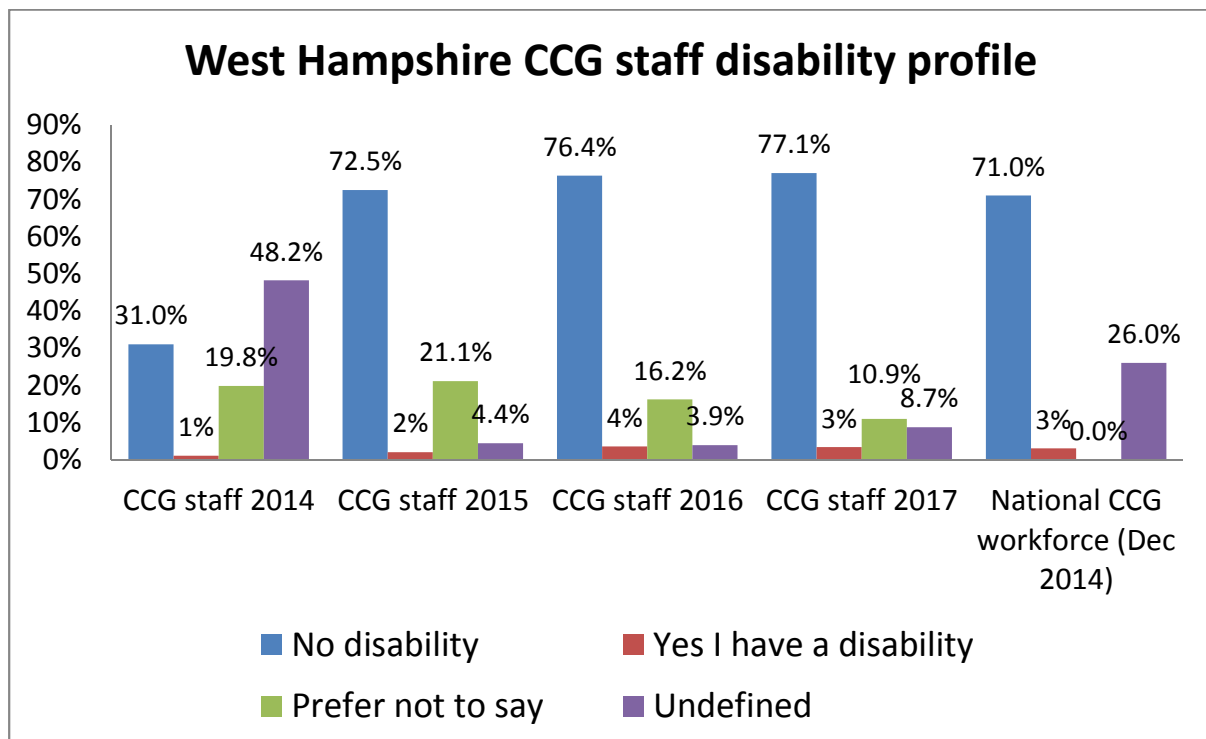


**Note:** No data available in 2013. Snapshot date is the 31 December each year. Local population data is from ONS 2011 Census.

The staff ethnic background profile tells us that:

- Comparing the 2017 staff ethnicity data with that for 2014 and 2015 is problematic because of the relatively high proportion of ‘Undefined/ not stated’ records in these years
- Our efforts to improve data quality have reduced the proportion of undefined records for ethnicity from 66% in 2013 to 4.7% in December 2017. This improvement has been supported by the introduction of mandatory reporting against the NHS Workforce Race Equality Standard (WRES)<sup>6</sup>
- In December 2017 the proportion of staff from ‘Mixed’ ethnic backgrounds, ‘Black, Asian and Minority Ethnic’ (BAME) and ‘Other ethnicities’ reflected the local population for the first time
- Within the BAME group, employees have backgrounds from Asian and Asian British 1.8%, Black or Black British Caribbean 0.4%, and Black or Black British African 2.2%. Previously these groups were under-represented in the workforce
- BAME employees remain under-represented in more senior roles.

## 7. Staff disability profile



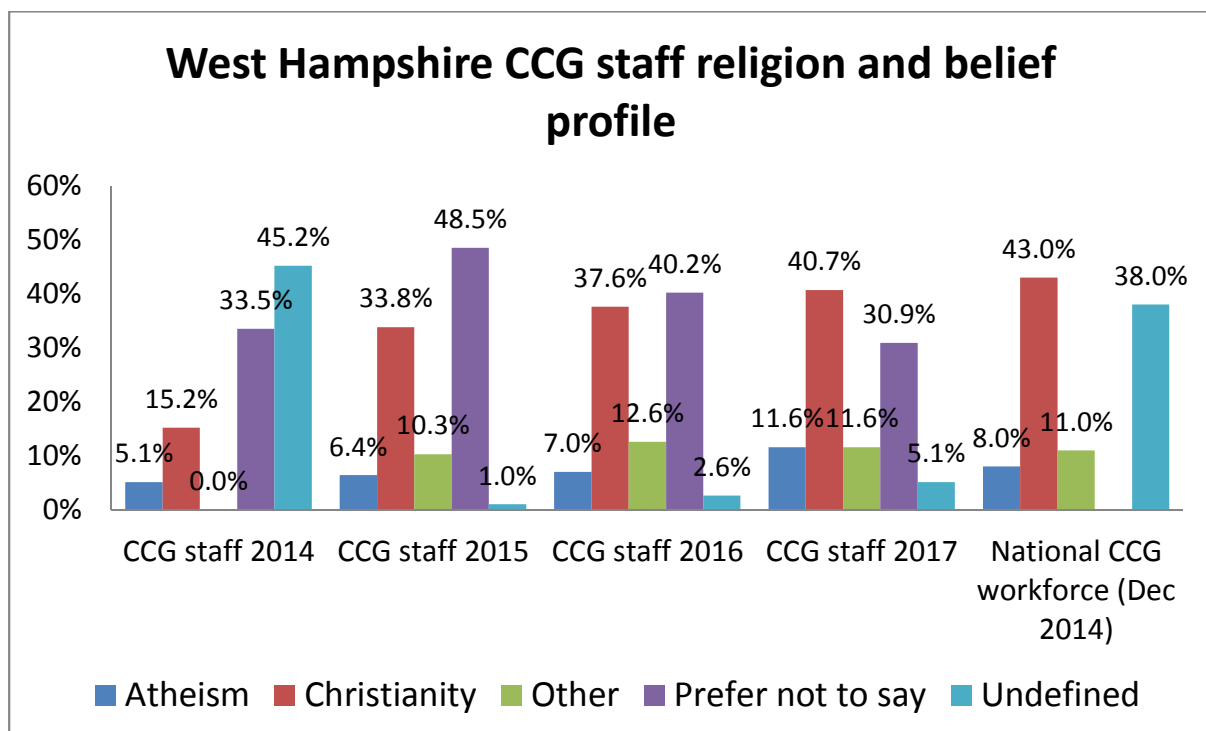
**Note:** Data not available in 2013. Snapshot date is the 31 December each year.

<sup>6</sup> NHS England [NHS Workforce Race Equality Standard](#)

The staff disability profile tells us that:

- Our efforts to improve the quality of information we hold about levels of staff disability have reduced the proportion of undefined records from 48.2% in 2014 to 8.7% in 2017 (against 2013 baseline of 100% undefined)
- NHS England combines data for 'Prefer not to say' and 'Undefined' records. If we do the same, then CCG data quality for disability is 19.6%, which is better than that seen nationally at 26%
- 10.9% of employees still prefer not to tell us whether they have a disability or not. Although this has improved each year since 2014, we need to take further action to reduce this. This is important in 2018/19 as mandatory reporting will be introduced with the implementation of the NHS Workforce Disability Equality Standard (WDES)
- The proportion of CCG employees who are not disabled compared to those who are, is similar to the CCG workforce across England
- For comparison, the [2011 Census](#) found that across west Hampshire:
  - 84% of people said they do not have a disability
  - 9.5% of people's day-to-day activities are limited a little by a disability
  - 7% of people's day-to-day activities are limited a lot by a disability or long-term health condition.

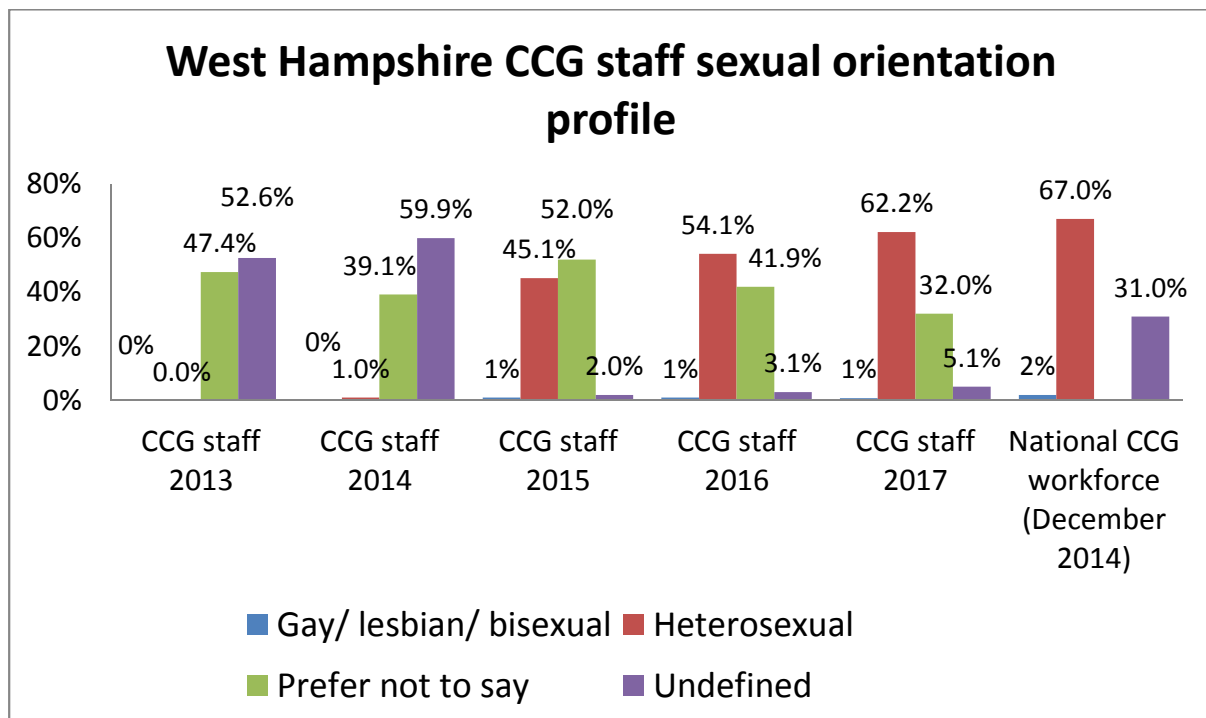
## 8. Staff religion or belief profile



The staff religion or belief profile tells us that:

- Year on year the quality of information we hold about the religion or belief of employees has improved. However a high proportion of staff (30.9% or 85 individuals) still choose not to tell us their religion or belief
- Across the national CCG workforce, undisclosed records amount to 38% (prefer not to say and undefined combined). The CCGs data position is similar at 36% undisclosed. This limits the usefulness of our workforce data about religious belief
- Amongst CCG employees the 'Other' religious belief can be broken down a little further:
  - Buddhism 0.4% of staff
  - Hinduism 0.7%
  - Other 10.5%
- For comparison the [2011 Census data](#) for west Hampshire shows that
  - Christianity is the largest religion in this area at 61.4%
  - Islam is the next biggest at 0.5%
  - Followed by Hindu 0.4% and Other 0.4%
  - 26.6% of the local population said they had no religion
- The CCG needs to continue to encourage staff to disclose their religious belief so we can be sensitive to individual needs where possible.

## 9. Staff sexual orientation profile





The staff sexual orientation profile tells us that:

- Year on year the quality of data we hold about staff sexual orientation has improved. The proportion of staff that ‘Prefer not to say’ however remains high at 32%. This masks the actual diversity of sexual orientations amongst CCG employees, and limits the usefulness of this data
- An indication of the likely representation of sexual orientation amongst the CCG workforce is provided by data about the UK population from the [Office of National Statistics](#)<sup>7</sup>:
  - Lesbian or gay 1.1%
  - Bisexual 0.4%
  - Heterosexual 93.5%
- The CCG needs to encourage staff to disclose their sexual orientation and continue to promote an inclusive work environment where everyone feels valued.

#### 10. Working pattern of CCG staff

We have also looked at the diversity of staff working full-time and part-time. This information shows that:

- 62.2% of employees work full-time (171 individuals). This is up slightly on 2016 when full-time staff made up 60% of all employees
- 37.8% of employees work part-time (104 individuals), down slightly from 40% in 2016.

#### Working pattern by age group

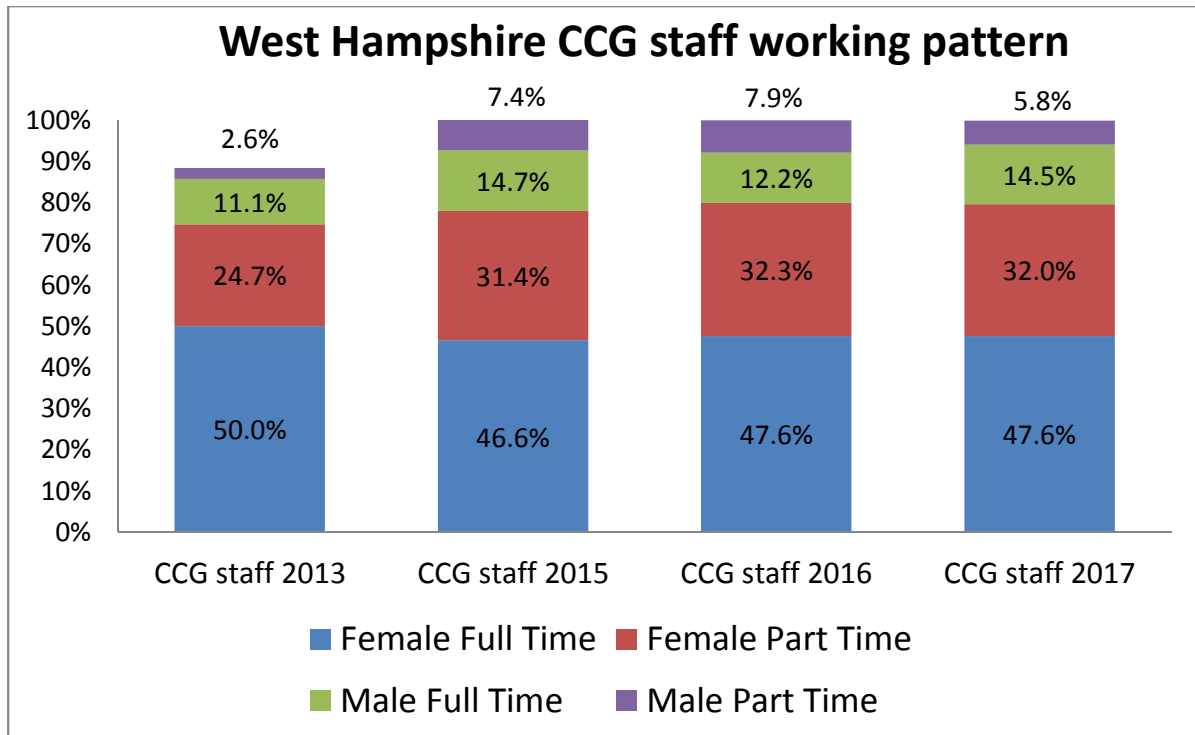
	Age Group	December 2014	December 2015	December 2016	December 2017
<b>Full-time</b>	16-24	2.1%	1.5%	1.3%	2.2%
	25-44	17.9%	17.6%	20.5%	22.9%
	45-64	40%	40.2%	37.1%	36.7%
	65+	1.1%	2%	0.9%	0.4%
<b>Part-time</b>	16-24	0%	0%	0.4%	0%
	25-44	8.4%	17.6%	17%	17.1%
	45-64	18.9%	20.6%	22.3%	19.6%
	65+	0%	0.5%	0.4%	1.1%

- Since 2014 the proportion of 25 to 44 year old staff working full-time has increased, whilst the proportion of 45 to 64 year olds working full-time has fallen. In December 2017, 63 individuals aged 25 to 44 worked full-time and 101 individuals aged 45 to 64 worked full-time

<sup>7</sup> Office for National Statistics (March 2014) 2012 Integrated Household Survey

- The proportion of staff working part-time in both the 24 to 44 and 45 to 64 year age groups has remained relatively stable since 2015. There has been a small fall in older staff working part-time between 2016 and 2017.

### Working pattern by gender



**Note:** Part-time means working 30 hours or less a week

- The most significant change in the working patterns of female and male staff occurred between 2013 and 2015. Since then there has been little change
- Between 2016 and 2017 there has been:
  - A small decrease in the proportion of men who work part-time (down to 5.8% or 16 individuals from 7.9% or 18 individuals in 2016)
  - And an increase in male full-time staff (up to 14.5% or 40 individuals from 12.2% or 28 individuals in 2016).

### Working pattern by staff ethnic background

	<b>Ethnic background</b>	<b>December 2016</b>	<b>December 2017</b>
<b>Full-time</b>	White British	53.3%	52%
	White other	1.3%	2.2%
	Mixed	0.4%	0.4%
	Black, Asian and Minority Ethnic	1.3%	2.6%
	Other	0.4%	1.8%
	Not stated	3%	3.3%
	<b>Part-time</b>	White British	33.2%
White other		1.7%	1.2%
Mixed		0.9%	0.8%
Black, Asian and Minority Ethnic		1.3%	1.5%
Other		0%	0%
Not stated		3%	1.8%

- We are not able to make reliable comparisons with data for 2014 and 2015 due to the high number of 'Undefined' records in these years
- As more staff work full-time (62%) than part-time (38%), and the majority of employees are from 'White British' backgrounds, there is a greater proportion of 'White British' employees working full-time than part-time
- 4.8% of staff from 'Mixed', 'Black, Asian and Minority Ethnic' and 'Other' ethnic backgrounds work full-time (increase compared to December 2016)
- 2.3% of staff from 'Mixed', 'Black, Asian and Minority Ethnic' and 'Other' ethnic backgrounds work part-time (unchanged since December 2016).

### 11. West Hampshire CCG Board diversity profile

Over recent years there has been increasing focus on diversity at very senior management (VSM) levels across the NHS. This has included mandatory reporting of Board ethnic diversity as part of the NHS Workforce Race Equality Standard since 2015.

For the last 4 years the CCG has been gathering information about the diversity of Board members, and this is shown in the table below.

**Note:** The profile is based on Board membership (voting and non-voting members) on 31 December each year, and includes only those Board members directly employed by the CCG.

**West Hampshire CCG Board member diversity profile 2014 to 2017**

	2014	2015	2016	2017
<b>Gender</b>				
Female	43%	50%	65%	60%
Male	57%	50%	35%	40%
<b>Age group</b>				
16-24	0%	0%	0%	0%
25-44	7%	7%	20%	13%
45-64	93%	93%	80%	87%
65+	0%	0%	0%	0%
<b>Ethnic background</b>				
White British	64%	93%	95%	86%
Any other White background	0%	0%	0%	0%
Mixed ethnicity	0%	7%	5%	7%
Black, Asian and Minority Ethnic	0%	0%	0%	0%
Other specified	0%	0%	0%	0%
Undefined/ not stated	36%	0%	0%	7%
<b>Disability</b>				
No disability	43%	79%	75%	74%
Yes I have a disability	0%	0%	0%	0%
Prefer not to say	0%	21%	20%	13%
Undefined	57%	0%	5%	13%
<b>Religion or belief</b>				
Atheism	14%	7%	10%	13%
Christianity	14%	29%	20%	20%
Other	0%	14%	10%	0%
Prefer not to say	50%	50%	55%	53%
Undefined	22%	0%	5%	7%
<b>Sexual orientation</b>				
Gay, lesbian, bisexual, other	0%	0%	0%	0%
Heterosexual	0%	43%	50%	40%
Prefer not to say	57%	57%	50%	53%
Undefined	43%	0%	0%	7%

- The CCG Board is older than average, which reflects the required level of experience
- There are more women (60%) than men (40%) on the CCG Board. This is unusual compared to other CCGs, and the NHS overall, where 54% of very senior manager roles are held by men

- The ethnicity of Board members is less diverse than the local population with no individuals from a BAME background
- The CCG Board disability, religion or belief and sexual orientation profiles have a large proportion of 'Prefer not to say' and 'Undefined' records making analysis difficult
- Further work is needed to encourage Board members to disclose their protected characteristics.

## 12. Diversity in recruitment

The CCG is committed to fair recruitment practices and aims to have an increasingly diverse workforce that reflects the local population. To help us achieve this, the CCG monitors anonymous data about the diversity of people that apply for jobs we advertise, those short listed for interview, and those who are recruited.

Comparing these three sets of information enables us to identify patterns in recruitment decisions made by CCG managers. Research has shown that unconscious bias (where recruitment decisions are unwittingly influenced by stereotypes and prejudice), can lead to a more homogeneous workforce. To help guard against this the CCG's short listing process uses anonymised application forms.

### Age group and recruitment

	<b>Applicants 2017</b>	<b>Short listed 2017</b>	<b>Starters 2017</b>
<b>16-24</b>	9.1%	5.1%	6.5%
<b>25-34</b>	26.3%	19.4%	18.5%
<b>35-44</b>	25.1%	30.9%	29.4%
<b>45-54</b>	25.4%	29.8%	33.7%
<b>55-64</b>	13.2%	14.4%	12.0%
<b>65+</b>	0.7%	0.7%	0%

- In 2017 applicants aged 25 to 34 years were less likely to be short listed for interview and recruited. This may reflect the larger proportion of middle management roles at the CCG
- 45 to 54 year old applicants were the most likely to be recruited.

**Gender and recruitment**

	<b>Applicants 2017</b>	<b>Short listed 2017</b>	<b>Starters 2017</b>
<b>Female</b>	71.9%	77.2%	75.0%
<b>Male</b>	27.4%	22.1%	25.0%
<b>Undisclosed</b>	0.7%	0.7%	0%

- Applications from women far exceed those from men
- The relative likelihood of women being appointed from shortlisting is 0.86 less likely than men.

**Disability and recruitment**

	<b>Applicants 2017</b>	<b>Short listed 2017</b>	<b>Starters 2017</b>
<b>No disability</b>	90.7%	90.1%	77.2%
<b>Yes I have a disability</b>	7.1%	7.6%	4.3%
<b>Undisclosed</b>	2.2%	2.3%	18.5%

- The data suggests that applicants with a disability may be less likely to be successful at interview; however, the high proportion of 'Undisclosed' records amongst starters makes comparison unreliable.

**Ethnic background and recruitment**

	<b>Applicants 2017</b>	<b>Short listed 2017</b>	<b>Starters 2017</b>
<b>White British</b>	72.5%	79.5%	83.7%
<b>White other</b>	5.9%	5.4%	5.4%
<b>BAME</b>	19.1%	12.9%	8.7%
<b>Undisclosed</b>	2.5%	2.1%	2.2%

- BAME applicants are over-represented amongst applicants compared to the local population
- Relative likelihood - 'White' applicants are 1.57 times more likely to be appointed from short listing than BAME applicants.

**Religion or belief and recruitment**

	<b>Applicants 2017</b>	<b>Short listed 2017</b>	<b>Starters 2017</b>
<b>Atheism</b>	17.8%	19.8%	19.6%
<b>Buddhism</b>	0.4%	0.5%	0%
<b>Christianity</b>	48.1%	50.1%	46.7%
<b>Hinduism</b>	2.2%	0.7%	1.1%
<b>Islam</b>	2.8%	1.1%	0%
<b>Judaism</b>	0.2%	0.3%	0%
<b>Sikhism</b>	2.1%	1.0%	0%
<b>Other</b>	11.4%	11.1%	12%
<b>Undisclosed</b>	14.9%	15.4%	6.5%

- The data gives an indication of the religious diversity of applicants and new starters, but the relatively high proportion of 'Undisclosed' records limits analysis.

**Sexual orientation and recruitment**

	<b>Applicants 2017</b>	<b>Short listed 2017</b>	<b>Starters 2017</b>
<b>Lesbian, Gay, Bisexual (LGB)</b>	2.9%	2%	1.1%
<b>Heterosexual</b>	89.7%	90.2%	82.6%
<b>Undisclosed</b>	7.4%	7.8%	16.3%

- Positively, the data indicates that LGB people are slightly over-represented amongst applicants compared to the population.

### 13. Overview of West Hampshire CCG workforce diversity 2013 to 2017

	2013	2014	2015	2016	2017	Comparator
<b>Gender</b>						<b>National CCG workforce</b>
Female	78%	79%	78%	80%	80%	70%
Male	22%	21%	22%	20%	20%	30%
<b>Age group</b>						<b>National CCG workforce</b>
16-24	3.7%	2%	1.5%	1.7%	2.2%	2%
25-44	28.9%	35.5%	35.3%	37.6%	40%	43%
45-64	65.8%	60.4%	60.8%	59.4%	56.4%	53%
65+	1.6%	2%	2.5%	1.3%	1.5%	2%
<b>Ethnic background</b>						<b>Local population</b>
White British	-	69.6%	80.9%	86.5%	84.7%	93%
Any other White background	-	2%	3.5%	3.1%	3.3%	3.1%
Mixed ethnicity	-	0.5%	1%	1%	1%	1.2%
Black, Asian and Minority Ethnic	-	2.5%	3%	3%	4%	4.1%
Other specified	-	0%	0.5%	0.4%	1.8%	0.2%
Undefined/not stated	-	25.3%	11.3%	6.1%	4.7%	0%
<b>Disability</b>						<b>National CCG workforce</b>
No disability	-	31%	72.5%	76.4%	77.1%	71%
Yes I have a disability	-	1%	2%	4%	3%	3%
Prefer not to say	-	19.8%	21.1%	16.2%	10.9%	0%
Undefined	-	48.2%	4.4%	3.9%	8.7%	26%*
<b>Religion or belief</b>						<b>National CCG workforce</b>
Atheism	-	5.1%	6.4%	7%	11.6%	8%
Christianity	-	15.2%	33.8%	37.6%	40.7%	43%
Other	-	0%	10.3%	12.6%	11.6%	11%
Prefer not to say	-	33.5%	48.5%	40.2%	30.9%	-
Undefined	-	45.2%	1%	3%	5%	38%*
						<b>National CCG</b>



	2013	2014	2015	2016	2017	Comparator
<b>Sexual orientation</b>						<b>workforce</b>
Gay, lesbian, bisexual, other	0%	0%	1%	1%	0.8%	2%
Heterosexual	0%	1%	45.1%	54.1%	62.2%	67%
Prefer not to say	47.4%	39.1%	52%	42%	32%	-
Undefined	52.6%	59.9%	2%	3%	5.1%	31%*

**Note:** \* NHS England combine 'Prefer not to say' and 'Undefined' so the information is not available separately.

#### 14. Questions and ideas

West Hampshire CCG welcomes your comments, questions and ideas about our equalities work.

Please contact the Equality and Diversity Manager:

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Telephone: 023 8062 2821

**ENDS**