



**GIG**  
CYMRU  
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WALES

Bwrdd Iechyd Prifysgol  
Hywel Dda  
University Health Board

## **Workforce Equality Annual Report**

**Reporting Period 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020**

## INTRODUCTION

The Health Board has developed a Workforce, Organisational Development and Education Strategy for the 10 year period 2020 – 2030. This strategy confirms our intention to establish the Health Board as an inclusive organisation. Inclusiveness means making sure all our people's voices are heard and valued, ensuring equal access to opportunities and resources for people who might otherwise be excluded or marginalised. This will not only help us to attract and retain the best people to form our workforce, but it will also help us to provide better services making us a great place to work. We need to move beyond ensuring equality to promoting diversity, which, ultimately, is about how we build our organisation with talented individuals from a wide range of backgrounds.

On the 4<sup>th</sup> July 2019, the Health Board held its first ever conference for staff, in collaboration with Swansea Bay University Health Board, themed around diversity and inclusion in the workplace. The purpose of the Conference was to raise awareness of the diversity of staff to illustrate the benefits of a diverse workforce and the importance of breaking down barriers and supporting staff to be the best they can. The Conference signalled the direction of travel for the Health Board to strengthen its commitment to equality, diversity and inclusion.

Our Workforce Equality Annual Report provides us with an opportunity to review our statistical data to help identify aims and positive actions we may wish to initiate to support members of our workforce in accordance with their protected characteristics. This report will help give an illustration of “life in Hywel Dda” across the protected groups and a strong foundation to build on next year and beyond. It demonstrates a step forward in the way the Health Board is thinking about and addressing equality and diversity issues.

Aims and positive actions will be undertaken over time and not necessarily within the space of the forthcoming year. Training and awareness raising in the areas of equality, diversity and inclusion will be a key aim including increasing our compliance rate of on-line mandatory training.

In addition to a focus on the protected characteristic groups, we have included an analysis of Welsh Language Skills of our workforce. An aim of our Bilingual Skills strategy is to facilitate staff to use the Welsh language within the workplace. Following the introduction of the Welsh Language Standards (No. 7) 2018 Regulations there is a significant increase in the expectation for the right of staff to receive services within our internal administrative arrangements through the medium of Welsh.

We want all our employees, no matter what their identity, culture or background to have the best possible employment experience in Hywel Dda. The analysis of robust information on our workforce profile, as a minimum on an annual basis, is key to moving this important agenda forward.

The information recorded and reported in the report was extracted from data held on the Electronic Staffing Record's Business Intelligence (ESRBI reporting database) for the period to 31<sup>st</sup> March 2020. Employees are encouraged to use ESR Self Service to aid in the collection of more complete and accurate information. It is acknowledged that staff reserve the right to decline the opportunity to complete equality data monitoring information, and while efforts are made to encourage completion, this will not be made compulsory. Therefore, we

know, that particularly for sensitive personal information, our figures may not reflect the full demographic picture of our workforce.

In order to assess the percentages reported during this period the Health Board comparator percentages for the period of 31<sup>st</sup> March 2019 were also used. When undertaking the comparisons it should also be noted, that due to the change in Headcount between both periods this will show an impact on the statistics of the protected characteristics. The headcount as at the 31<sup>st</sup> March 2020 was 11,586 compared to 11,006 as at 31<sup>st</sup> March 2019. This is an increase in the headcount of 580 employees. Headcount is the total number of staff engaged as employees and workers by the Health Board which includes Bank and Locum.

For population comparator purposes information has been taken from the Office of National Statistics, (ONS) Census 2011. Demographics for the Hywel Dda region are available on the ONS website ([www.ons.gov.uk](http://www.ons.gov.uk)) and the information shown in the main body of this report provides a comparison of protected characteristics based on the results of the 2011 Census.

The following statistical information is presented according to each protected characteristic. A narrative summary of conclusions drawn from the statistical information is also provided. Together, this provides an illustration of the staff experience within Hywel Dda UHB by protected group.

The Health Board is aware that further work is required to analyse the impact of intersectionality across multiple protected groups i.e. how the statistics compare (and therefore how experiences may differ) between, for example, white, gay men and BAME gay men, or disabled female employees compared to male disabled employees etc.

It should be noted, that for comparator purposes with the population of the Hywel Dda area, a number of appointments are made from outside the Hywel Dda area (including overseas) making it more challenging to draw conclusions on the profile of our own workforce to the profile of the general population in the area.

## 1.0 AGE

**The following section provides a summary of conclusions drawn from analysis of statistics in relation to age, together with an outline of intended aims and future positive action.**

### **Conclusions following the analysis of data:**

- Compared to 31<sup>st</sup> March 2019 the percentage of staff identifying within the age profile for the ages of 54 and below has decreased by 0.26% at 31<sup>st</sup> March 2020.
- Age profiles for the ages of 55 and above has increased by 0.26% for the period.
- The mean annual salary is at its lowest for the under 20 years age bracket. This is to be expected as younger members of the workforce commence their careers on the lower pay bands.

- The % of posts offered to candidates above 60 is lower than the younger age groups. However, 109 offers of employment were made to candidates over 60.
- The age profile of those leaving the employment of Hywel Dda does not align to the workforce profile. For example 16.65% of leavers were from the 25-29 age bracket compared to 10.34% of the workforce being in this age bracket. 6.66% of leavers were from the 45-59 age bracket compared to 13.50% of the workforce being in this age bracket. 17.07% of leavers were from the 55-59 age bracket compared to 12.10% of the workforce being in this age bracket. Further analysis is needed to review exit interview information to identify reasons for leaving in these specific age ranges.
- Around 29% of leavers are in the age bracket 16-34, 33% are in the age bracket 35-49, 31% are in the age bracket 50-64 and 7% in the age of 60 and above.
- Training days accessed broadly aligns to the workforce profile with the exception of age brackets 60 years and above.
- In relation to age, the majority of grievances were submitted by those aged 45 to 49 (23.15%). This is different from the previous year where the majority of grievances came from those aged under 35 (30.43%). It is also significantly higher than the workforce profile, as 13.5% of Health Board employees are aged 45 to 49. When combined, 37.03% of all grievances came from those aged 50 to 59. This is significantly higher than last year (20.28%), but is not as high as in 2017/18 when 47% of all grievances were raised by staff members in this age group.
- Those employees aged 45 to 49 also account for the highest proportion of disciplinary cases by age group (23 cases). This has nearly doubled from the year previous (12 cases). Similarly, disciplinary proceedings for those aged 35 to 39 has more than doubled from 8 cases last year to 17 cases, while cases for those aged 55 to 59 has more than tripled (5 cases to 17 cases). This can be explained by the rise in the number of disciplinary cases for this year.

#### **Future positive aims and actions:**

- Improve how we attract, recruit and retain talent from a range of age groups.
- Further analysis is needed to review exit interview information to identify reasons for leaving in specific age ranges which do not align to the workforce profile.
- Ensure there is equal access to training and development opportunities for employees in the older age brackets.
- Promote the Health Board's Retire and Return Policy.
- Continue with the introduction of Apprentice posts.
- Deliver 'values based recruitment' training to include guidance on the Age Discrimination principles and use of discriminatory words in job descriptions and person specifications.

- Identify the characteristics of work that are important to people aged 50 and over and explore actions the health board can take to attract and retain older workers.
- Identify the characteristics of work that are important to people aged 24 and under and explore actions the health board can take to attract and retain young workers.

## 1.1 Headcount

	Headcount	%
16 to 24	959	8.27%
25 to 29	1,198	10.34%
30 to 34	1,330	11.48%
35 to 39	1,238	10.69%
40 to 44	1,262	10.88%
45 to 49	1,564	13.50%
50 to 54	1,647	14.22%
55 to 59	1,402	12.10%
60 to 64	739	6.38%
65 to 69	178	1.54%
70 and over	70	0.60%
<b>Total</b>	<b>11,596</b>	<b>100%</b>

## 1.2 Analysis of Pay

Staff Group	<=20 Years	21-25	26-30	31-35	36-40	41-45
Add Prof Scientific and Technic	£0	£29,363	£36,922	£37,344	£39,917	£39,603
Additional Clinical Services	£11,092	£18,265	£18,339	£19,329	£19,674	£19,703
Administrative and Clerical	£16,118	£18,435	£21,574	£23,708	£29,259	£30,086
Allied Health Professionals	£0	£27,042	£30,921	£34,722	£38,185	£39,890
Estates and Ancillary	£17,654	£17,732	£18,393	£19,546	£20,545	£19,273
Healthcare Scientists	£0	£26,070	£30,884	£33,962	£39,844	£38,137
Medical and Dental	£0	£26,952	£33,289	£46,986	£66,670	£80,716
Nursing and Midwifery Registered	£0	£25,335	£27,545	£30,272	£32,612	£33,790
Students	£0	£0	£0	£0	£0	£0
<b>Total</b>	<b>£13,974</b>	<b>£22,159</b>	<b>£25,584</b>	<b>£28,457</b>	<b>£32,122</b>	<b>£35,579</b>

Staff Group	46-50	51-55	56-60	61-65	66-70	>=71 Years	Grand Total
Add Prof Scientific and Technic	£42,745	£44,878	£44,375	£43,363	£43,046	£37,340	£39,537
Additional Clinical Services	£20,497	£20,289	£20,412	£20,399	£20,160	£20,478	£19,443
Administrative and Clerical	£31,583	£28,957	£28,656	£25,361	£22,410	£24,420	£27,694
Allied Health Professionals	£39,598	£45,807	£42,814	£46,081	£42,402	£37,267	£37,528
Estates and Ancillary	£19,590	£19,236	£20,028	£20,205	£19,533	£18,909	£19,478
Healthcare Scientists	£40,466	£41,754	£43,088	£40,520	£46,206	£0	£38,098
Medical and Dental	£85,499	£90,048	£91,399	£92,694	£96,346	£94,909	£68,191
Nursing and Midwifery Registered	£35,136	£37,462	£3,596	£36,030	£36,188	£64,723	£33,606
Students	£0	£0	£0	£0	£0	£0	£18,067
<b>Total</b>	<b>£34,932</b>	<b>£34,233</b>	<b>£33,758</b>	<b>£35,049</b>	<b>£35,049</b>	<b>£41,984</b>	<b>£31,569</b>

The above table shows analysis of pay using mean annual salary as the basis and the figures shown are those for March 2020.

### 1.3 Recruitment

Report Category	Applications		Shortlisted		Offered	
	HDUHB Totals	HDUHB %	HDUHB Totals	HDUHB %	HDUHB Totals	HDUHB %
Total applications reported on	30,655	100.0%	10,287	100.0%	3,879	100%
Age Under 20	1,560	5.1%	645	6.3%	364	9.4%
Age 20-24	4,560	14.9%	1,412	13.7%	592	15.3%
Age 25-29	6,774	22.0%	1,687	16.4%	631	16.2%
Age 30-34	4,964	16.2%	1,424	13.8%	517	13.3%
Age 35-39	3,243	10.6%	1,116	10.8%	405	10.4%
Age 40-44	2,531	8.3%	1,006	9.8%	359	9.3%
Age 45-49	2,585	8.4%	1,077	10.5%	362	9.3%
Age 50-54	2,326	7.6%	988	9.6%	312	8.0%
Age 55-59	1,439	4.7%	646	6.3%	223	5.7%
Age 60-64	585	1.9%	243	2.4%	92	2.4%
Age 65-69	77	0.3%	33	0.3%	17	0.4%
Age 70+	0	0.0%	0	0.0%	0	0.0%
Undisclosed	11	0.0%	10	0.1%	5	0.1%

## 1.4 Leavers

	Headcount	%
Under 25	86	8.95%
25 to 29	160	16.65%
30 to 34	81	8.43%
35 to 39	75	7.80%
40 to 44	73	7.60%
45 to 49	64	6.66%
50 to 54	94	9.78%
55 to 59	164	17.07%
60 to 64	127	13.22%
65 to 69	31	3.23%
70 and over	6	0.62%
<b>Total</b>	<b>961</b>	<b>100%</b>

## 1.5 Training Attendance

	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	Over 65	Total
Attendance/Courses Completed	2,549	6,874	8,173	7,350	6,569	7,212	8,295	8,024	6,841	2,943	728	65,558

## 1.6 Grievance Procedures

H DUHB Headcount by Age		
	Headcount	%
Under 35	19	17.59%
35 – 39	9	8.33%
40 – 44	8	7.41%
45 – 49	25	23.15%
50 – 55	21	19.44%
55 – 59	19	17.59%
60 and over	7	6.48%
<b>Total</b>	<b>108</b>	<b>100%</b>

## 1.7 Disciplinary Procedures

HDUHB Headcount by Age		
	Headcount	%
Under 25	5	4.13%
25 to 29	12	9.92%
30 to 34	13	10.74%
35 to 39	17	14.05%
40 to 44	15	12.40%
45 to 49	23	19.01%
50 to 54	12	9.92%
55 to 59	17	14.05%
60 and over	7	5.79%
Total	121	100%

## 2.0 DISABILITY

The following section provides a summary of conclusions drawn from analysis of statistics in relation to disability, together with an outline of intended aims and future positive action.

### Conclusions following the analysis of data:

- Compared to 31<sup>st</sup> March 2019 the percentage of staff identifying as not disabled has increased by 4.59% by 31<sup>st</sup> March 2020.
- The percentage of staff identifying as having a disability has also increased in the reporting period by 1.01%. As at 31 March 2020, 2.68% of staff identified as having a disability.
- The percentage of staff preferring not to answer has increased by 0.01%.
- Those staff whose records are not recorded on ESR has fallen by 5.61%.
- 23% of the Hywel Dda population have a limiting long term illness or disability. This compares to 2.68% of the workforce. 29% of the workforce are not recorded on ESR which makes drawing a conclusion on the data more difficult.
- The mean average salary of those recorded as not disabled is £30,401 compared to £27,263 for those who are disabled.
- Of a total 30,655 applications submitted for vacancies 3.5% of candidates declared themselves as having a disability. 3.2% of those were offered employment. This indicates that many of the candidates identifying as disabled were offered posts. 1.6% chose not to disclose whether they had a disability or not at the time of application.
- 2.08% of those leaving the Health Board had a disability compared to 2.68% of the workforce identifying as having a disability. This indicates that the proportion of



disabled employees leaving the Health Board is lower than the percentage of disabled employees within the Health Board.

- 0.01% of the workforce identifying as having a disability attended training courses compared to 2.68% of the workforce identifying as having a disability.
- Staff with disabilities make up 5.56% of all grievances. This is a significant increase from the previous year (1.45%) and is more than double when compared to the workforce identifying as having a disability (2.68%).
- Although the number of staff with disabilities who are subject to disciplinary proceedings has increased from 1 case to 3 cases this year, the percentage (2.48%) remains in line with the Health Board profile (2.68%).

#### **Future aims and positive actions:**

- Achieve the “The Disability Confident” Level 2 badge which will promote an inclusive working environment and demonstrate that the Health Board recognises the skills and qualities each individual can bring to our Health Board.
- Improve how we attract, recruit and retain disabled workers by seeking specialist advice on best practice.
- Ensure there is equal access to training and development opportunities for employees identifying as having a disability in order to improve opportunities for career progression within the Health Board, and thereby potentially increasing the diversity of our staff at managerial and executive level.
- Commence work on ‘Alternative talent pools’ ensuring that the Health Board thinks about the obstacles that many people face in entering or returning to the world of work.
- Create ‘Paid jobs’ for people with learning disabilities following Board support for the vision set out in “My Charter – People with learning disabilities want the same things as everyone wants”.
- Produce a Disability Pay Gap report to identify disparities and help us work towards mitigating or eliminating them.
- Decrease the % of unknown/unspecified records on ESR.
- Decrease the % of staff choosing not to disclose information on ESR.
- Deliver management training sessions on ‘managing attendance at work’ to include guidance on reasonable adjustments for disabled employees and those who may acquire a disability during the course of their employment. In order to ensure fair and equitable treatment and retain staff within employment for as long as they would wish to remain.

- Deliver 'values based recruitment' training to include guidance on the 'Disability Confident' principles and use of discriminatory words in job descriptions and person specifications.
- Deliver Disability Awareness training sessions run by people with lived experience and specifically highlighting staff experience, This training would be aimed at enabling staff at all levels to understand the barriers disabled people face at work and how they can contribute to creating an inclusive working environment for disabled colleagues.
- Develop a portfolio of positive staff experiences, provided by disabled staff for use in recruitment campaigns in order to encourage more applications from disabled people.

## 2.1 Headcount

	Headcount	%
Disabled	310	2.68%
Not Disabled	7,942	68.54%
Prefer Not To Answer	2	0.02%
Not Recorded on ESR	3,332	28.76%
<b>Total</b>	<b>11,586</b>	<b>100%</b>

## 2.2 Pay by Staff Group

Staff Group	Not Disabled	Prefer Not To Answer	Not Recorded on ESR	Yes	Total
Add Prof Scientific and Technic	£39,393	£0	£39,596	£39,691	£39,537
Additional Clinical Services	£18,824	£0	£20,586	£18,970	£19,443
Administrative and Clerical	£26,975	£18,813	£29,621	£24,206	£27,694
Allied Health Professionals	£35,854	£0	£37,695	£35,210	£37,528
Estates and Ancillary	£18,872	£0	£19,278	£18,930	£19,478
Healthcare Scientists	£35,573	£0	£38,702	£30,892	£38,098
Medical and Dental	£60,258	£0	£82,034	£48,145	£68,191
Nursing and Midwifery Registered	£32,653	£0	£35,983	£30,934	£33,606
Students	£18,067	£0	£0	£0	£18,067
<b>Total</b>	<b>£30,401</b>	<b>£18,813</b>	<b>£33,791</b>	<b>£27,263</b>	<b>£31,569</b>

The above table shows analysis of pay using mean annual salary as the basis and the figures shown are those for March 2020.

## 2.3 Recruitment

Report Category	Applications		Shortlisted		Offered	
	Totals	%	Totals	%	Totals	%
Total applications reported on	30,655	100.0%	10,287	100.0%	3,879	100%
Disability: Yes	1067	3.5%	394	3.8%	125	3.2%
Disability: No	29103	94.9%	9,669	94.0%	3,635	93.7%
Disability: Undisclosed	485	1.6%	224	2.2%	119	3.1%

## 2.4 Leavers

	Headcount	%
Disabled	20	2.08%
Not Disabled	626	65.15%
Not Recorded on ESR	315	32.78%
Total	961	100%

## 2.5 Training Attendance

	Disabled	Not Disabled	Not Recorded on ESR	Prefer Not To Answer	Total
Attendance/Courses Completed	777	32,423	33,350	8	65,558

## 2.6 Staff Involved in Grievance

	Headcount	%
Yes	6	5.56%
No	58	53.70%
Not Recorded on ESR	44	40.74%
Total	108	100%

## 2.7 Staff Involved in Disciplinary Procedures

	Headcount	%
Yes	3	2.61%
No	80	66.21%
Not Recorded on ESR	38	31.40%
Total	121	100%

## 3.0 ETHNICITY

The following section provides a summary of conclusions drawn from analysis of statistics in relation to race, together with an outline of intended aims and future positive action.

### Conclusions following the analysis of data:

- Compared to 31<sup>st</sup> March 2019 the percentage of staff identifying as White has risen by 1.98% by 31<sup>st</sup> March 2020.
- The percentage of staff identifying as Black or Black British has increased between the reporting periods by 0.23%.
- The percentage of staff identifying as Asian or Asian British rates decreased by 0.23%.
- The percentage of staff identifying as having Mixed ethnicity has decreased by 0.01% for the same period.
- The percentage of staff identifying as from Any Other Ethnic Group has fallen by 0.04%.
- Those staff whose records are not recorded on ESR has decreased 1.93%. 819 employees do not have their ethnicity recorded which makes data analysis and comparisons less accurate.
- Around 98% of the Hywel Dda population are from a white background and 2% from a other backgrounds. 86% of our employees have recorded their ethnicity as White.
- The mean annual salary is higher for other ethnic minority groups when compared to White, this is due to 51% of staff (395 of the 777) in the other ethnic minority groups are on the other/ medical pay scales compared to 5% of White staff. 46% of white staff are on bands 2 to 4 compared to 20% of staff in other ethnic minority groups.
- A higher proportion of candidates who are White are offered employment when compared to the % of candidates who apply from other ethnic minority groups.

- A slightly higher proportion of employees who are from ethnic minority groups left the employment of the Health Board when compared to the profile of the workforce.
- The proportion of employees who are White who attended training (84%) broadly compares to the workforce profile (86%).
- For the sixth consecutive year of this report, White ethnicity continues to make up the largest proportion of employees raising grievances within the Health Board (79.62%). This is a significant decrease from the previous year (91.30%) and is lower than the Health Board profile of 86.22%. Asian staff members account for 5.56% of all grievances raised during the reporting period, which is slightly higher than the Health Board profile of 3.92%, but is not surprising given that this is the second largest known ethnic group of Hywel Dda employees.
- White ethnicity makes up 81.82% of those subject to disciplinary proceedings, which is similar to the previous year's figure of 82.56%. Black, Asian and Mixed ethnicity staff members account for 6 disciplinary cases this year. Previously no individuals from these ethnic groups were involved in disciplinary proceedings.

#### **Future aims and positive actions:**

- Through a BAME Advisory Group reporting to the Board, develop a programme of work to ensure that BAME staff have an opportunity to influence the decisions of the health board and to assist the health board to become a BAME inclusive employer. Ensure the work of the Group is promoted via the Intranet.
- Encourage involvement in the work of the Advisory group by recruiting new members, aiming to ensure representation from all our staff groups and counties.
- Introduce a new 'buddy' scheme for staff arriving to work in the Health Board from overseas.
- Ensure analysis of survey data in relation to BAME staff is brought to the attention of the Advisory Board for review and action planning.
- Improve how we attract, recruit and retain individuals from ethnic minority groups, particularly into posts and grades where they are under-represented.
- Ensure there is equal access to training and development opportunities for employees from ethnic minority groups to assist with career progression within the Health Board and increase the diversity of BAME staff in managerial and executive posts.
- Produce an Ethnicity Pay Gap report to identify disparities and help us work towards mitigating or eliminating them.
- Decrease the % of unknown/unspecified records on ESR.
- Decrease the % of staff choosing not to disclose information on ESR.

- Deliver 'values based recruitment' training to include guidance on the equality principles and use of discriminatory words in job descriptions and person specifications.
- Deliver BAME Cultural Competency training to staff at all levels conducted by people with lived experiences.

### 3.1 Headcount

H DUHB Headcount by Ethnicity		
	Headcount	%
White	9,990	86.22%
Black or Black British	105	0.91%
Asian or Asian British	454	3.92%
Mixed	56	0.48%
Any Other Ethnic Group	162	1.40%
Not Recorded on ESR	819	7.07%
<b>Total</b>	<b>11,586</b>	<b>100%</b>

### 3.2 Analysis of Pay

Staff Group	White	Black or Black British	Asian or Asian British	Mixed	Any Other Ethnic Group	Not Recorded on ESR	Grand Total
Add Prof Scientific and Technic	£39,726	£0	£27,527	£21,819	£36,532	£38,827	£39,537
Additional Clinical Services	£18,960	£17,884	£18,365	£16,607	£18,912	£20,945	£19,443
Administrative and Clerical	£27,603	£20,639	£23,169	£30,891	£20,520	£25,386	£27,694
Allied Health Professionals	£37,091	£31,112	£38,993	£54,394	£34,839	£44,305	£37,528
Estates and Ancillary	£19,558	£17,652	£18,054	£18,194	£18,278	£19,595	£19,478
Healthcare Scientists	£38,140	£30,962	£33,112	£30,401	£32,525	£43,061	£38,098
Medical and Dental	£71,951	£57,159	£69,697	£60,387	£69,943	£67,806	£68,191
Nursing and Midwifery Registered	£33,469	£29,709	£30,635	£32,059	£31,227	£38,166	£33,606
Students	£18,067	£0	£0	£0	£0	£0	£18,067
<b>Total</b>	<b>£29,887</b>	<b>£45,536</b>	<b>£50,828</b>	<b>£35,431</b>	<b>£43,170</b>	<b>£33,972</b>	<b>£31,569</b>

The above table shows analysis of pay using mean annual salary as the basis and the figures shown are those for March 2020.

### 3.3 Analysis by Applications

		Applications		Shortlisted		Offered	
	Report Category	HDUHB Totals	HDUHB %	HDUHB Totals	HDUHB %	HDUHB Totals	HDUHB %
	Total applications reported on	30,655	100.0%	10,287	100.0%	3,879	100%
Ethnicity	WHITE - British	22,019	71.9%	8,587	83.6%	3,392	87.5%
	WHITE – Irish	105	0.3%	42	0.4%	17	0.4%
	WHITE – Any other white background	1,186	3.9%	317	3.1%	99	2.6%
	ASIAN or ASIAN BRITISH – Indian	1,220	4.0%	237	2.3%	52	1.3%
	ASIAN or ASIAN BRITISH - Pakistani	1,019	3.3%	161	1.6%	36	0.9%
	ASIAN or ASIAN BRITISH – Bangladeshi	281	0.9%	50	0.5%	10	0.3%
	ASIAN or ASIAN BRITISH – Any other Asian background	605	2.0%	124	1.2%	38	1.0%
	MIXED – White & Black Caribbean	63	0.2%	15	0.1%	0	0.0%
	MIXED – White & Black African	520	1.7%	76	0.7%	17	0.4%
	MIXED – White & Asian	68	0.2%	14	0.1%	6	0.2%
	MIXED – Any other mixed background	171	0.6%	31	0.3%	10	0.3%
	BLACK or BLACK BRITISH – Caribbean	68	0.2%	23	0.2%	10	0.3%
	BLACK or BLACK BRITISH – African	1,746	5.7%	234	2.3%	53	1.4%
	BLACK or BLACK BRITISH – Any other black background	70	0.2%	11	0.1%	0	0.0%
	OTHER ETHNIC GROUP – Chinese	75	0.2%	14	0.1%	8	0.2%
	OTHER ETHNIC GROUP – Any other ethnic group	1,002	3.3%	176	1.7%	31	0.8%
	Undisclosed	437	1.4%	175	1.7%	95	2.4%

### 3.4 Analysis by Leavers

HDUHB Leavers by Ethnicity		
	Headcount	%
White	709	73.78%
Black or Black British	15	1.56%
Asian or Asian British	80	8.32%
Mixed	9	0.94%
Chinese	3	0.31%
Any Other Ethnic Group	22	2.29%
Not Recorded on ESR	123	12.80%
Total	961	100%

### 3.5 Training Attendance

Total	Not Recorded on ESR	Any Other Ethnic Group	Chinese Black or Black British - Any Other Black Background	Black or Black British - African	Black or Black British - Caribbean	Asian or Asian British - Any Other Asian Background	Asian or Asian British - Bangladeshi	Asian or Asian British - Pakistani	Asian or Asian British - Indian	Mixed - any other mixed background	Mixed White & Asian	Mixed White & Black African	Mixed White & Black Caribbean	White	Attendance/ Courses Completed
65,558	4,815	1,195	91	610	128	694	57	491	1,582	73	92	121	41	55,127	

### 3.6 Grievance Procedures

H DUHB Headcount by Ethnicity		
	Headcount	%
White	86	79.62%
Asian or Asian British	6	5.56%
Black or Black British	1	0.93%
Any Other Ethnic Group	2	1.85%
Not Recorded on ESR	13	12.04%
<b>Total</b>	<b>108</b>	<b>100%</b>

### 3.7 Disciplinary Procedures

H DUHB Headcount by Ethnicity		
	Headcount	%
White	99	81.82%
Black or Black British	1	0.83%
Asian or Asian British	4	3.31%
Mixed	1	0.83%
Any Other Ethnic Group	7	5.79%
Not Recorded on ESR	9	7.44%
<b>Total</b>	<b>121</b>	<b>100%</b>



**The following section provides a summary of conclusions drawn from analysis of statistics in relation to gender, together with an outline of intended aims and future positive action.**

**Conclusions following the analysis of data:**

- Compared to the 31<sup>st</sup> March 2019 the percentage of employees identifying as male has risen by 0.19% by 31<sup>st</sup> March 2020.
- The percentage of staff identifying as female has decreased by 0.19% for the reporting period.
- Around 50% of the Hywel Dda population are male and 50% female. This is significantly different from the Health Board profile of 78% of the workforce being female and 22% male. However, the Health Board profile mirrors the national trend of the majority of the NHS workforce being female.
- Around 80% of females have a permanent contract compared to 20% of males. This is in line with the workforce profile.
- 48% of staff are part time, 87% of the staff working part time are females compared to 13% of males.
- The mean average salary of males is £38,006 compared to £29,594 for females. The most significant variances are in the Medical and Dental and Admin and Clerical staff groups.
- Of a total 30,655 applications submitted for vacancies 32.6% were from male candidates compared to 67.2% from females. 27.1% of males were offered employment compared to 72.5% of females. This shows that females were disproportionately offered posts in comparison to males in relation to the respective percentages of applications.
- 71.28% of those leaving the Health Board were female compared to 78% of the workforce being female. 28.72% of those leaving were male compared to 22% of the workforce being male. This broadly aligns to the workforce profile.
- 79% of females attended training courses compared to 21% of males. This broadly aligns to the workforce profile.
- The Medical and Dental staff group is the only staff group where there are more males employed than females.
- The number of males involved in grievances continues to be disproportionately higher than the Health Board profile for the third consecutive year. Males make up 22.3% of

the workforce, yet the number of males involved in grievances represents 31.48% of all cases. Consequently, at 68.52% the number of females involved in grievances remains lower than the Health Board profile of 77.7%.

- Male involvement in disciplinary proceedings has significantly increased to 43.8% from 20.93% the previous year. This is disproportionately higher when compared to the Health Board workforce, which is 22.3% male, and has therefore almost doubled.

#### **Future aims and positive actions:**

- Improve how we attract, recruit and retain male employees and work towards increasing the percentages of males and females in “non-traditional” posts in order to challenge stereotyping and help reduce inequalities.
- Improve how we promote flexible working options including part time working for male employees.
- Produce a Gender Pay Gap report to identify disparities and help us work towards mitigating or eliminating them. Specifically addressing potential issues in the Medical and Dental and Admin and Clerical staff groups.
- Review employee relations cases for trends involving male employees to identify any future action which may need to be taken.

#### **4.1 Headcount**

	Headcount	%
<b>Female</b>	9,002	77.70%
<b>Male</b>	2,584	22.30%
<b>Total</b>	<b>11,586</b>	<b>100%</b>

	FTE	%
<b>Female</b>	6,813.93	76.51%
<b>Male</b>	2,091.71	23.49%
<b>Total</b>	<b>8,905.64</b>	<b>100%</b>

Staff Group			
	Female	Male	Total
	Headcount	Headcount	Headcount
<b>Professional Scientific and Technical</b>	268	134	<b>402</b>
<b>Additional Clinical Services</b>	2,300	416	<b>2,716</b>
<b>Administrative and Clerical</b>	1,645	332	<b>1,977</b>
<b>Allied Health Professionals</b>	546	110	<b>656</b>

<b>Estates and Ancillary</b>	630	568	<b>1,198</b>
<b>Healthcare Scientists</b>	109	84	<b>193</b>
<b>Medical and Dental</b>	358	686	<b>1,044</b>
<b>Nursing and Midwifery Registered</b>	3,145	254	<b>3,39</b>
<b>Students</b>	1	-	<b>1</b>
<b>Total</b>	<b>9,002</b>	<b>2,584</b>	<b>11,586</b>

## 4.2 Pay by Staff Group

<b>Staff Group</b>	<b>Female</b>	<b>Male</b>
<b>Add Prof Scientific and Technic</b>	£39,362	£39,886
<b>Additional Clinical Services</b>	£19,337	£19,901
<b>Administrative and Clerical</b>	£26,105	£34,811
<b>Allied Health Professionals</b>	£37,290	£38,626
<b>Estates and Ancillary</b>	£18,527	£20,309
<b>Healthcare Scientists</b>	£38,747	£37,327
<b>Medical and Dental</b>	£63,505	£70,481
<b>Nursing and Midwifery Registered</b>	£33,549	£34,236
<b>Students</b>	£18,067	£0
<b>Total</b>	<b>£29,594</b>	<b>£38,006</b>

The above table shows analysis of pay using mean annual salary as the basis and the figures shown are those for March 2020.

<b>Grade/Pay band</b>			
	<b>Female</b>	<b>Male</b>	<b>Total</b>
	<b>Headcount</b>	<b>Headcount</b>	<b>Headcount</b>
<b>Band 1</b>	20	20	<b>40</b>
<b>Band 2</b>	2,295	648	<b>2,943</b>
<b>Band 3</b>	1,052	265	<b>1,317</b>
<b>Band 4</b>	693	112	<b>805</b>
<b>Band 5</b>	1,831	234	<b>2,065</b>
<b>Band 6</b>	1,520	273	<b>1,793</b>
<b>Band 7</b>	755	171	<b>926</b>
<b>Band 8a</b>	238	84	<b>322</b>

Band 8b	82	34	116
Band 8c	54	15	69
Band 8d	19	9	28
Band 9	5	8	13
Consultants	84	222	306
Specialty Doctors	66	117	183
Other Doctors in Training	142	232	374
Hospital Practitioners & Clinical Assistants	3	7	10
Other Medical and Dental Staff	57	101	158
Other	86	32	118
<b>Total</b>	<b>9,002</b>	<b>2,584</b>	<b>11,586</b>

#### 4.3 Contract Type and Working Pattern

Contract Type			
	Female	Male	Total
Assignment category	Headcount	Headcount	Headcount
Permanent	7,592	1,929	9,521
Fixed Term Temp	487	306	793
Locum	80	152	232
Non-Exec Director/Chair	4	7	11
Bank	839	190	1,029
<b>Total</b>	<b>9,002</b>	<b>2,584</b>	<b>11,586</b>

Working Pattern			
	Female	Male	Total
Employee Category	Headcount	Headcount	Headcount
Full Time	4,192	1,846	6,038
Part Time	4,810	738	5,548
<b>Total</b>	<b>9,002</b>	<b>2,584</b>	<b>11,586</b>

#### 4.4 Recruitment

		Applications		Shortlisted		Offered	
	Report Category	HDUHB Totals	HDUHB %	HDUHB Totals	HDUHB %	HDUHB Totals	HDUHB %
	Total applications reported on	30,655	100.0%	10,287	100.0%	3,879	100%
Gender	Male	9,999	32.6%	2,844	27.6%	1,053	27.1%
	Female	20,589	67.2%	7,414	72.1%	2,810	72.5%
	Undisclosed	67	0.2%	29	0.3%	16	0.4%

#### 4.5 Leavers

	Headcount	%
Female	685	71.28%
Male	276	28.72%
Total	961	100%

#### 4.6 Training Attendance

	Female	Male	Total
Attendance/Courses Completed	52,078	13,480	65,558

#### 4.7 Grievance Procedures

	Headcount	%
Female	74	68.52%
Male	34	31.48%
Total	108	100%

#### 4.8 Disciplinary Procedures

	Headcount	%
Female	68	56.20%
Male	53	43.80%
Total	121	100%

**The following section provides a summary of conclusions drawn from analysis of statistics in relation to marriage and civil partnership, together with an outline of intended aims and future positive action.**

**Conclusions following the analysis of data:**

- Compared to 31<sup>st</sup> March 2019 the percentage of staff detailing marital status information has increased by 0.73% by 31<sup>st</sup> March 2020.
- Those staff whose records are not recorded on ESR has decreased by 0.58% for the period.
- The mean average salary of those identifying themselves as married is slightly higher than the other categories.
- The marital status of employees leaving during the year broadly aligns to the workforce profile.

The percentage of married employees involved in grievance procedures has decreased from 60.87% to 50.93% this year, despite the headcount increasing from 42 employees to 55 employees. This is equally the case for widowed staff members, which accounted for 7.25% of grievance cases last year (1 person), however this has decreased to 1.85% this year, despite the headcount increasing to 2 people. This can be explained by the increase in the number of people involved in grievances this year (69 people to 108 people). The number of single staff members involved in grievances has risen from 20.29% last year to 32.41% this year, which is now in line with the percentage of single people working within the Health Board (31.37%). The number of divorced staff members involved in grievance cases has decreased to 8.33% from 10.14% last year.

- The number of staff who are married or in a civil partnership involved in disciplinary proceedings has increased for the third year to 48.76%. Last year it was 41.86% and in 2017/18 it was 36.14%. The number of divorced and legally separated employees involved in disciplinary proceedings remains similar to the previous year (15 cases). Widowed staff involved in disciplinary proceedings makes up 1 case. The number of those who have not recorded a marital status has increased by 300% (2 cases to 8 cases).

**Future positive actions:**

- Decrease the % of unknown/unspecified records on ESR.
- Ensure that relevant policies are applicable to same sex couples and are advertised to staff as such.
- Ensure that relevant training provided is inclusive of same sex couples.

## 5.1 Headcount

	Headcount	%
Married	6,110	52.74%
Civil Partnership	167	1.44%
Divorced	857	7.40%
Legally Separated	104	0.90%
Single	3,635	31.37%
Widowed	132	1.14%
Not Recorded on ESR	581	5.01%
<b>Total</b>	<b>11,586</b>	<b>100%</b>

## 5.2 Pay by Staff Group

Staff Group	Civil Partnership	Divorced	Legally Separated	Married	Single	Not Recorded on ESR	Widowed	Total
Add Prof Scientific and Technic	£34,642	£34,715	£32,613	£41,462	£37,736	£40,794	£43,238	£39,537
Additional Clinical Services	£19,326	£20,016	£19,437	£20,051	£18,463	£20,733	£19,360	£19,443
Administrative and Clerical	£26,472	£28,519	£33,214	£28,661	£24,532	£30,975	£26,208	£27,694
Allied Health Professionals	£37,848	£46,562	£47,686	£39,446	£32,956	£40,260	£37,913	£37,528
Estates and Ancillary	£19,158	£19,113	£20,297	£20,017	£18,689	£20,016	£18,577	£19,478
Healthcare Scientists	£40,937	£35,485	£0	£39,852	£35,383	£36,537	£30,112	£38,098
Medical and Dental	£92,278	£87,931	£109,143	£133,252	£45,131	£72,238	£89,301	£68,191
Nursing and Midwifery Registered	£30,437	£35,233	£32,984	£34,976	£30,252	£33,320	£34,048	£33,606
Students	£0	£0	£0	£18,067	£0	£0	£0	£18,067
<b>Total</b>	<b>£27,666</b>	<b>£30,822</b>	<b>£29,197</b>	<b>£34,251</b>	<b>£26,912</b>	<b>£34,812</b>	<b>£29,262</b>	<b>£31,569</b>

The above table shows analysis of pay using mean annual salary as the basis and the figures shown are those for March 2020.

### 5.3 Leavers

	Headcount	%
Married	504	52.45%
Civil Partnership	6	0.62%
Single	309	32.15%
Divorced	64	6.66%
Legally Separated	5	0.52%
Widowed	16	1.66%
Not Recorded on ESR	57	5.93%
<b>Total</b>	<b>961</b>	<b>100%</b>

### 5.4 Grievance Procedures

	Headcount	%
Married	55	50.93%
Divorced	9	8.33%
Single	35	32.41%
Not Recorded on ESR	7	6.48%
Widowed	2	1.85%
<b>Total</b>	<b>108</b>	<b>100%</b>

### 5.5 Disciplinary Procedures

HDUHB Headcount by Marital Status		
	Headcount	%
Married	58	47.93%
Civil Partnership	1	0.83%
Divorced	11	9.09%
Legally Separated	4	3.31%
Single	38	31.40%
Widowed	1	0.83%
Not Recorded on ESR	8	6.61%
<b>Total</b>	<b>121</b>	<b>100%</b>



## 6.0 MATERNITY AND ADOPTION (Pregnancy and Maternity)

The following section provides a summary of conclusions drawn from analysis of statistics in relation to Pregnancy and Maternity, with an outline of intended aims and future positive action. It should be noted that pregnancy cannot be recorded on the ESR system until a member of staff informs the Health Board accordingly.

### Conclusions following the analysis of data:

- Compared to 31<sup>st</sup> March 2019 the percentage of employees on leave due to maternity and adoption showed an increase at 31<sup>st</sup> March 2020 as 0.05%.
- Only one individual out of 463 left following a period of maternity or adoption leave.
- There were no employees on maternity or adoption leave involved in grievance or disciplinary procedures during the reporting period.

### Future aims and positive actions:

- Improve how we retain employees following periods of maternity or adoption leave.
- Promote flexible working options for those returning from maternity or adoption leave.
- Ensure that all pregnant staff and those on or returning from maternity or adoption leave have equal access to training opportunities and to opportunities for career progression, irrespective of any additional protected characteristics.

## 6.1 Headcount

H DUHB Headcount by Pregnancy & Maternity/Adoption Leave		
	Headcount	%
Maternity & Adoption	463	4.00%

## 6.2 Leavers

H DUHB Leavers by Pregnancy & Maternity/Adoption Leave		
	Headcount	%
Staff on Maternity & Adoption Leave	1	0.10%

**The following section provides a summary of conclusions drawn from analysis of statistics in relation to religion and belief, including no belief, together with an outline of intended aims and future positive action.**

**Conclusions following the analysis of data:**

- Compared to 31<sup>st</sup> March 2019 the percentage of staff identifying as having a specific religion or belief has risen by 3.90% as at 31<sup>st</sup> March 2020.
- The percentage of staff identifying as having other religious belief has also risen by 0.81% for the reporting period.
- The percentage of staff choosing not to disclose this information has fallen by 0.21%.
- Those staff whose records are not recorded on ESR has fallen by 4.49%. 2,308 employees do not have their religious belief recorded on ESR which makes data analysis more challenging and less accurate in drawing conclusions.
- Around 60% of the Hywel Dda population are Christian, 2% would be of other religion, around 30% would have no religion and 9% would prefer not to state their religion. Compared to the workforce profile of Hywel Dda, around 40% are Christian, 21% would be of other religion, around 20% preferred not to say. 20% of the workforce are not recorded on ESR which makes drawing a conclusion on the data more difficult.
- Out of the 138 staff that have the religious belief of Islam or Hinduism 107 are in the Medical & Dental staff group.
- 46% of candidates offered employment recorded their religious belief as Christianity. This compares to 60% of the Hywel Dda population. It is important to note that we do appoint several new employees from outside the Hywel Dda population and overseas.
- For the third consecutive year there has been no grievances submitted by those who identify as Buddhist, Hindu, Muslim, Jewish or Sikh. This is unsurprising given that these religions make up a small proportion of the workforce - 1.69% when combined.
- The percentage of those submitting grievances who identify as Christian has slightly increased from 33.33% last year to 39.81% this year, but remains in line with the profile of the Health Board (39.94%). Due to the overall increase of staff involved in grievances for this period, this equates to an increase of 23 individuals in 2018/19 to 43 individuals this year. Similarly, the percentage of Atheists submitting grievances has decreased from 15.94% last year to 8.33% this year. However in terms of headcount, this is a decrease from 11 people to 9 people.
- Christians continue to remain by far, the largest group of those with an identified religion who are subject to disciplinary proceedings at 40.5%. This is in line with the profile of the Health Board which is 39.94% Christian. Buddhists and Hindus make up 2.48% of all disciplinary cases for this year. This is double the percentage of Buddhists

and Hindus within the Health Board (1.2% combined). There were no disciplinary cases for those whose religion is Islam, Judaism or Sikhism.

#### **Future positive actions:**

- Improve how we attract, recruit and retain employees with a wide range of religious beliefs.
- Decrease the % of unknown/unspecified records on ESR.
- Decrease the % of staff choosing not to disclose information on ESR.
- Celebrate the diversity of health board staff and raise awareness of different faiths by producing a Faith, Diversity and Inclusion Calendar for circulation to each member of staff.
- Continue to provide support for staff of all faiths and none through the Health Board's Chaplaincy Service

### **7.1 Headcount**

	Headcount	%
<b>Atheism</b>	1,281	11.06%
<b>Buddhism</b>	50	0.43%
<b>Christianity</b>	4,627	39.94%
<b>Hinduism</b>	57	0.49%
<b>Islam</b>	81	0.70%
<b>Judaism</b>	5	0.04%
<b>Sikhism</b>	4	0.03%
<b>Other</b>	971	8.38%
<b>I Do Not wish To Disclose My Religion/Belief</b>	2,202	19.01%
<b>Not Recorded on ESR</b>	2,308	19.92%
<b>Total</b>	<b>11,586</b>	<b>100%</b>

## 7.2 Pay by Staff Group

Staff Group	Atheism	Buddhism	Christianity	Hinduism	I do not wish to disclose my religion/belief	Islam
Add Prof Scientific and Technic	£37,620	£37,570	£40,855	£0	£40,087	£32,791
Additional Clinical Services	£18,396	£18,912	£19,054	£0	£19,465	£0
Administrative and Clerical	£27,303	£20,846	£27,278	£21,468	£26,968	£18,444
Allied Health Professionals	£34,278	£0	£36,776	£30,401	£35,898	£33,993
Estates and Ancillary	£18,917	£18,318	£19,290	£17,652	£18,932	£18,193
Healthcare Scientists	£33,506	£0	£38,898	£30,733	£37,002	£24,214
Medical and Dental	£70,680	£69,556	£71,169	£77,864	£57,251	£60,706
Nursing and Midwifery Registered	£30,903	£31,883	£33,522	£30,347	£34,001	£31,267
Students	£0	£0	£18,067	£0	£0	£0
<b>Total</b>	<b>£27,596</b>	<b>£40,547</b>	<b>£29,606</b>	<b>£64,953</b>	<b>£35,336</b>	<b>£54,143</b>

Staff Group	Jainism	Judaism	Other	Sikhism	Not Recorded on ESR	Grand Total
Add Prof Scientific and Technic	£0	£37,267	£34,519	£0	£40,048	£39,537
Additional Clinical Services	£0	£0	£19,082	£0	£21,054	£19,4421
Administrative and Clerical	£17,652	£58,148	£24,339	£37,570	£30,432	£27,694
Allied Health Professionals	£0	£46,331	£24,418	£0	£42,553	£37,528
Estates and Ancillary	£0	£0	£19,331	£0	£19,987	£19,478
Healthcare Scientists	£0	£0	£33,231	£0	£41,038	£38,098
Medical and Dental	£73,407	£0	£77,024	£43,649	£93,790	£68,191
Nursing and Midwifery Registered	£30,112	£26,270	£32,209	£0	£36,399	£33,606
Students	£0	£0	£0	£0	£0	£18,067
<b>Total</b>	<b>£49,022</b>	<b>£39,576</b>	<b>£27,103</b>	<b>£42,129</b>	<b>£34,259</b>	<b>£31,569</b>

The table above shows analysis of pay using mean annual salary as the basis and the figures shown are those for March 2020.

### 7.3 Recruitment

	Report Category	Applications		Shortlisted		Offered	
		HDUHB Totals	HDUHB %	HDUHB Totals	HDUHB %	HDUHB Totals	HDUHB %
	Total applications reported on	30,655	100.0%	10,287	100.0%	3,879	100%
Religion or Belief	Atheism	5,788	18.9%	2,187	21.3%	904	23.3%
	Buddhism	379	1.2%	98	1.0%	31	0.8%
	Christianity	13,425	43.8%	4,801	46.6%	1,786	46.1%
	Hinduism	699	2.3%	109	1.1%	26	0.7%
	Islam	3,069	10.0%	488	4.7%	94	2.4%
	Jainism	27	0.1%	5	0.0%	0	0.0%
	Judaism	11	0.0%	6	0.1%	0	0.0%
	Sikhism	46	0.2%	7	0.1%	0	0.0%
	Other	3,678	12.0%	1,267	12.3%	482	12.4%
	Undisclosed	3,533	11.5%	1,319	12.8%	553	14.3%

### 7.4 Analysis by Leavers

HDUHB Leavers by Religion or Belief		
	Headcount	%
Atheism	87	9.05%
Buddhism	5	0.52%
Christianity	281	29.24%
Hinduism	9	0.94%
Islam	18	1.87%
Other	62	6.45%
Judaism	1	0.10%
I Do Not Wish To Disclose My Religion/Belief	289	30.07%
Not Recorded on ESR	209	21.75%
Total	961	100%

## 7.5 Training Attendance

	Atheism	Buddhism	Christianity	Hinduism	Islam	Judaism	Jainism	Sikhism	I Do Not Wish To Disclose My Religion/Belief	Other	Not Recorded on ESR	Total
Attendance/Courses Completed	9,029	357	26,654	485	806	51	45	25	12,917	6,154	9,035	65,558

## 7.6 Grievance Procedures

H DUHB Headcount by Religion		
	Headcount	%
Atheism	9	8.33%
Christianity	43	39.81%
Other	4	3.70%
I Do Not Wish To Disclose My Religion/Belief	19	17.59%
Not Recorded on ESR	33	30.56%
Total	108	100%

## 7.7 Disciplinary Procedures

H DUHB Headcount by Religion		
	Headcount	%
Atheism	15	12.40%
Christianity	49	40.50%
Buddhism	2	1.65%
Hinduism	1	0.83%
Other	12	9.92%
I Do Not Wish To Disclose My Religion/Belief	23	19.01%
Not Recorded on ESR	19	15.70%
Total	121	100%

## 8.0 SEXUAL ORIENTATION

The following section provides a summary of conclusions drawn from analysis of statistics in relation to sexual orientation, together with an outline of intended aims and future positive action.

## Conclusions following the analysis of data:

- Compared to the 31<sup>st</sup> March 2019, the percentage of staff identifying as bisexual has increased by 0.11%. The percentage of staff identifying as gay or lesbian has also increased by 0.24% as at 31<sup>st</sup> March 2020.
- 
- The percentage of staff identifying as heterosexual or straight has increased by 4.98% for the reporting period.
- The percentage of staff choosing not to disclose this information has decreased by 0.91%.
- Those staff whose records are not recorded on ESR has fallen by 4.46%.
- Around 7% of the Hywel Dda population would be lesbian, gay or bisexual. This compares to 1.52% of the workforce. 20% of the workforce are not recorded on ESR which makes drawing a conclusion on the data more difficult.
- The mean average salary of those identifying themselves as lesbian, gay or bisexual is £29,119 compared to £29,552 for those identifying themselves as heterosexual or straight.
- Of a total 30,655 applications submitted for vacancies 3.3% of candidates identified themselves as lesbian, gay or bisexual.(LGB) 3.8% of those were offered employment. This indicates that the majority of applicants identifying as LGB were offered posts. 3.3% chose not to disclose their sexual orientation at the time of application.
- 1.45% of those leaving the Health Board identified themselves as lesbian, gay or bisexual compared to 1.52% of the workforce identifying themselves as lesbian, gay or bisexual. This indicates that the proportion of employees who identify as lesbian, gay or bisexual leaving the Health Board is lower than the percentage within the workforce.
- 2.13% of the workforce identifying themselves as lesbian, gay or bisexual attended training courses compared to 1.52% of the workforce identifying themselves as lesbian, gay or bisexual. This indicates that there is a slightly higher proportion accessing training when compared to the workforce profile.
- Heterosexuals continue to make up the largest proportion of all grievances raised and the number of heterosexual and gay or lesbian employees involved in grievances (52.78% and 1.85% respectively), remains broadly similar to the previous year.
- Heterosexual staff members make up the majority of all disciplinary cases (69.42%). This is similar to the year before (70.93%) but slightly above the Health Board profile of 65.27%.
- The number of gay or lesbian staff members that have gone through disciplinary proceedings has decreased from 3 cases to 2 cases.

## Future aims and positive actions:

- Continue to support the Health Board's LGBTQ+ Staff Network (Enfys) by providing administrative and financial resources and helping to raise awareness interally and externally through the Health Board's communication channels.
- Continue to subscribe to the Stonewall Cymru Diversity Champions Programme, facilitating access for LGB&T staff to specialist personal development training and to awareness raising training for all staff.
- Continue to complete an annual submission for Stonewall Cymru's Workplace Equality Index in order to help measure progress towards becoming and LGBT inclusive employer and to improve employment policies and practices.
- Improve how we attract, recruit and retain individuals identifying themselves as lesbian, gay or bisexual by seeking advice on best practice from our LGBTQ+ Network and Stonewall
- Ensure there is equal access to training and development opportunities for employees identifying themselves as lesbian, gay or bisexual in order to improve opportunities for career progression within the Health Board, and thereby potentially increasing the diversity of our staff at managerial and executive level.
- Deliver LGBTQ+ Awareness raising training for staff at all levels, provided by people with lived experience
- Decrease the % of unknown/unspecified records on ESR.
- Decrease the % of staff choosing not to disclose information on ESR.

### 8.1 Headcount

	Headcount	%
Heterosexual or Straight	7,562	65.27%
Gay or Lesbian	123	1.06%
Undecided	4	0.03%
Bisexual	53	0.46%
Other Sexual Orientation Not Listed	3	0.03%
Not Stated – Person Asked But Declined To Provide A Response	1,516	13.08%
Not Recorded on ESR	2,325	20.07%
Total	11,586	100%



## 8.2 Pay by Staff Group

Staff Group	Bisexual	Gay or Lesbian	Heterosexual or Straight	Not stated (person asked but declined to provide a response)
Add Prof Scientific and Technic	£46,331	£33,834	£39,552	£39,291
Additional Clinical Services	£16,114	£18,723	£18,992	£19,824
Administrative and Clerical	£23,519	£32,503	£26,615	£28,366
Allied Health Professionals	£44,606	£54,432	£35,905	£35,703
Estates and Ancillary	£18,717	£18,140	£19,195	£19,051
Healthcare Scientists	£31,463	£46,997	£35,738	£37,640
Medical and Dental	£79,712	£84,339	£70,16	£56,124
Nursing and Midwifery Registered	£29,712	£29,636	£32,975	£34,754
Students	£0	£ 0	£18,067	£0
<b>Total</b>	<b>£29,573</b>	<b>£28,924</b>	<b>£29,552</b>	<b>£39,143</b>

Staff Group	Other Sexual Orientation Not Listed	Undecided	Not Recorded on ESR	Total
Add Prof Scientific and Technic	£0	£0	£39,649	£39,537
Additional Clinical Services	£18,891	£0	£21,046	£19,443
Administrative and Clerical	£0	£19,211	£30,373	£27,694
Allied Health Professionals	£0	£0	£42,714	£37,528
Estates and Ancillary	£0	£0	£19,989	£19,478
Healthcare Scientists	£0	£0	£41,292	£38,098
Medical and Dental	£0	£0	£93,708	£68,191
Nursing and Midwifery Registered	£30,401	£37,570	£36,448	£33,606
Students	£0	£0	£0	£18,067
<b>Total</b>	<b>£23,318</b>	<b>£24,895</b>	<b>£34,319</b>	<b>£31,569</b>

The above table shows analysis of pay using mean annual salary as the basis and the figures shown are those for March 2020.

## 8.3 Recruitment

	Report Category	Applications		Shortlisted		Offered	
		HDUHB Totals	HDUHB %	HDUHB Totals	HDUHB %	HDUHB Totals	HDUHB %
	Total applications reported on	30,655	100.0%	10,287	100.0%	3,879	100%
Sexual Orientation	Lesbian	576	1.9%	203	2.0%	95	2.4%
	Gay	53	0.2%	15	0.1%	7	0.2%
	Bisexual	377	1.2%	127	1.2%	45	1.2%
	Heterosexual	28,641	93.4%	9,535	92.7%	3,551	91.5%
	Undisclosed	1,008	3.3%	407	4.0%	181	4.7%

## 8.4 Leavers

	Headcount	%
Heterosexual or Straight	485	50.47%
Gay or Lesbian	8	0.83%
Bisexual	6	0.62%
Not Stated – Person Asked But Declined To Provide An Answer	249	25.91%
Not Recorded on ESR	212	22.06%
Other Sexual Orientation Not Listed	1	0.10%
<b>Total</b>	<b>961</b>	<b>100%</b>

## 8.5 Training Attendance

	Bisexual	Gay or Lesbian	Heterosexual or Straight	Undecided	Person Asked But Declined To Provide a Response	Not Recorded on ESR	Orientation Not Listed	Total
Attendance/Courses Completed	486	913	46,350	52	8,582	9,123	52	65,558

## 8.6 Grievance Procedures

	Headcount	%
Heterosexual or Straight	57	52.78%
Gay or Lesbian	2	1.85%
Not Stated – Person Asked But Declined To Provide A Response	16	14.81%
Not Recorded on ESR	33	30.56%
<b>Total</b>	<b>108</b>	<b>100%</b>

## 8.7 Disciplinary Procedures

	Headcount	%
Heterosexual or Straight	84	69.42%
Gay or Lesbian	2	1.65%
Not Stated – Person Asked But Declined To Provide A Response	17	14.05%
Not Recorded on ESR	18	14.88%
<b>Total</b>	<b>121</b>	<b>100%</b>

The following section provides a summary of conclusions drawn from analysis of statistics in relation to Welsh Language together with an outline of intended aims and future positive action.

#### Conclusions following the analysis of data:

- Those staff whose Welsh Language Skills are not recorded on ESR is 11% (1392 employees). This makes data analysis and comparisons less accurate. Significant progress had been made to increase the number of employees whose skills had been recorded but the position has deteriorated since the mass exercise to recruit employees at the end of March 2020 due to Covid-19 service demands.
- 26% of the workforce have skills at Intermediate level or higher. 31% of the workforce have no skills. The Welsh Language Use Survey 2018 reported that 46% of the population in Hywel Dda were able to speak Welsh.

#### Future aims and positive actions:

- Increase the number of adverts for posts where the ability to speak Welsh is Essential.
- Decrease the % of unknown/unspecified records on ESR.
- Deliver management training sessions on the Welsh Language Standards.
- Further analysis of data associated with leavers, training attendance, pay, employee relations procedures for employees who are Welsh speakers.
- Ensure that the Health Board promotes compliance with the Welsh Language Standards in the delivery of its internal administration to employees.
- Launch the updated Bilingual Skills Strategy.

Staff Group	0 - No Skills	1 - Entry	2 - Foundation	3 - Intermediate	4 - Higher	5 - Proficiency	Not recorded on ESR	Grand Total
Add Prof Scientific and Technic	110	90	36	21	39	78	16	390
Additional Clinical Services	915	726	299	271	279	382	354	3,226
Administrative and Clerical	578	606	209	189	168	166	73	1,989
Allied Health Professionals	200	180	70	42	62	90	21	665
Estates and Ancillary	443	286	114	102	103	203	268	1,519
Healthcare Scientists	55	46	16	13	30	30	5	195
Medical and Dental	368	80	22	12	6	21	444	953
Nursing and Midwifery Registered	1,234	756	320	250	267	415	171	3,413
Students	12	15	5	9	2	8	40	91
<b>Grand Total</b>	<b>3,915</b>	<b>2,785</b>	<b>1,091</b>	<b>909</b>	<b>956</b>	<b>1,393</b>	<b>1,392</b>	<b>12,441</b>
<b>%</b>	<b>31%</b>	<b>22%</b>	<b>9%</b>	<b>7%</b>	<b>8%</b>	<b>11%</b>	<b>11%</b>	<b>100%</b>

