



HEALTHCARE SAFETY
INVESTIGATION BRANCH

WWW.HSIB.ORG.UK

Equality in Our Workforce

Report 2019-2020

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(This report reflects our second Equality in our Workforce Report as an aggregate of data for those appointed for fiscal years 2019-2020. It also includes the outturn position at end of March 2020 for the whole of the Healthcare Safety Investigation Branch workforce)

Note

This is the second Healthcare Safety Investigation Branch (HSIB) report on the Equality of the HSIB workforce relating to the appointment of 73 HSIB staff in the fiscal year period of 2019-2020. HSIB is hosted by NHS England/ NHS Improvement (NHSE/I) which is responsible for HSIB staff recruitment processes. The data in this report was received from NHSE/I and is presented for joiners in 2019-2020. It is not adjusted for leavers.

The Equality Workforce Report is produced in line with our Strategic Goal 5: To support and uphold equality across all our work areas, ensuring equitable and fair treatment, access and opportunity. Reviewing the staff intake from one year to the next against protected characteristics enables us to understand any improvements we have made to the diversity of the organisation and where we need to do more work to improve our profile.

This report also includes an Appendix 2 of the outturn for the whole organisation by protected characteristics as at end of March 2020. This format will be repeated after receipt of data for the fiscal year 20-21.

About HSIB

We conduct independent investigations of patient safety concerns in NHS-funded care across England. The safety recommendations we make aim to improve healthcare systems and processes in order to reduce risk and improve safety.

HSIB is funded by the Department of Health & Social Care and hosted by NHS England and NHS Improvement. We hope that when parliamentary time allows, we will be established as an independent public body.

About this report

1.1 Reporting period

This report provides information about equality in HSIB's workforce for the recruitment period of 2019-2020. The data has been provided by NHS Improvement for the period 2019-2020. A full breakdown of data is provided in Appendix 1.

We are sharing this information to comply with the public sector equality duty which requires us to publish information relating to people who share a relevant protected characteristic.

1.2 The public sector equality duty

The public sector equality duty makes it unlawful to discriminate against people who share a protected characteristic. Our employment monitoring will enable us to act to remove any potential for discrimination, promote equality and foster good relations between people of different backgrounds.

Protected characteristics covered by the Equality Act 2010 are:

- age
- disability
- gender reassignment



- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation.

HSIB workforce profile

2.1 Overview

This is the second HSIB review of its workforce for a one year period (2019-2020) by protected characteristics, except for marital status and gender reassignment. The report reviews the data on joiners for 2019-20 by protected characteristic to understand any relative improvement on the previous year. This continued practice will enable us to identify improvements needed and issues affecting any of the protected characteristics in our workforce. Marital status has not been included in the reporting.

The headcount of staff joining HSIB for the year 2019-2020 was 73 at 31 March 2020 as compared with 174 the previous year. Our workforce comprises staff who are permanent, seconded or are on fixed term contracts. The data in this report is drawn from recruitment data and so does not include temporary staff in place via agencies or staff that were in post prior to 1 April 2019.

The majority of workers are agile nationally with mostly corporate services staff being office based in Farnborough but with the flexibility of being able to work from home occasionally. There is a requirement for staff to be agile and travel to different NHS and other sites to undertake their roles and this is particularly the case for the maternity programme. During Covid-19 lockdown, March 2020 onwards, the categorisation of homeworkers and office-based workers ceased to be rigidly understood since nearly all staff were unable to attend the Farnborough office or undertake travel to Trusts.

Equality in our workforce

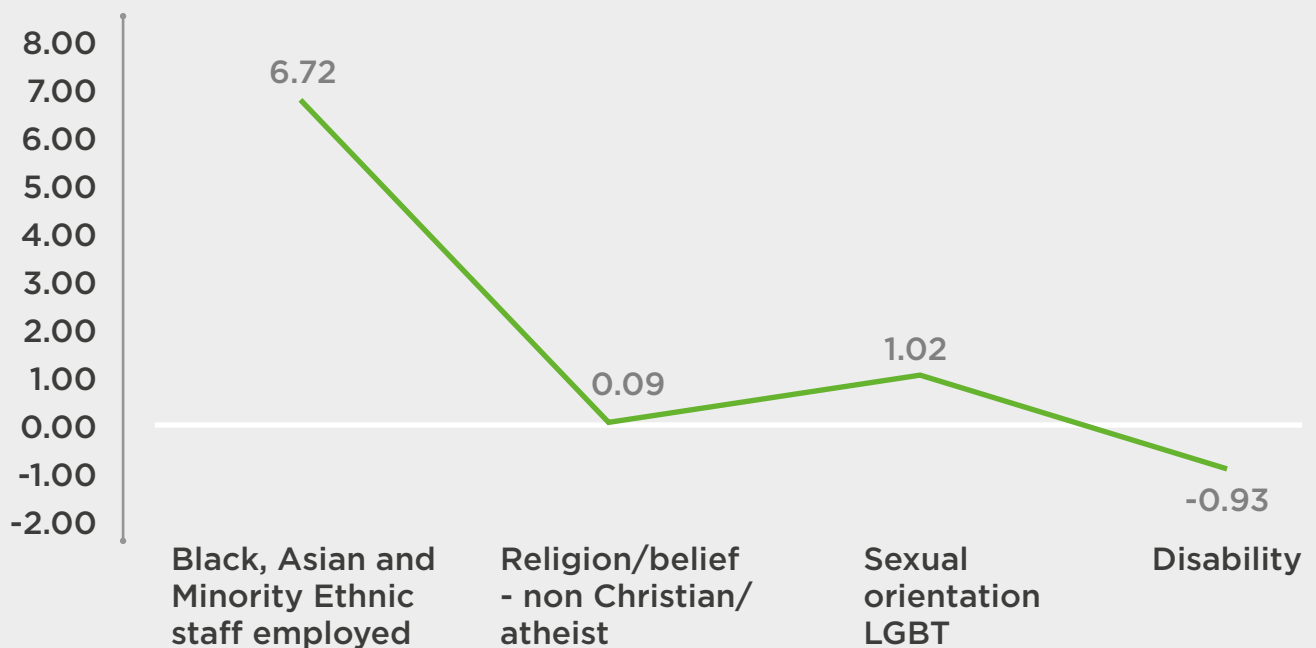
Staff are able to provide information on their protected characteristics at the time of recruitment. However, it is often the case that they do not wish to disclose information on certain protected characteristics. HSIB has been encouraging staff to enter their protected characteristics on the electronic system post recruitment but it needs to look further at why people would feel reluctant to do so pre-recruitment. This will involve examining our recruitment processes and how the organisation is understood externally from its website prompting the question: “**Is this somewhere where I would fit in?**” Our work with EDI Champions will look at some of these aspects.



Summary of trends relative to the previous year albeit on a lower intake:

Protected characteristics	2018/19	%	2019/20	%	Difference in % 2018/19 - 2019/20	Improvement/ Decline relative to previous year
Staff employed under protect characteristics	174		73			↑
Black, Asian and Minority Ethnic staff employed	5	2.87	7	9.59	6.72	↑
Religion/ belief - non Christian/ atheist	7	4.02	3	4.11	0.09	↑
Sexual orientation LGBT	3	1.72	2	2.74	1.02	↑
Disability	4	2.30	1	1.37	-0.93	↓

Difference in % 2018/19 - 2019/20



2.2 Information on 2019-20 intake: By Age and Band

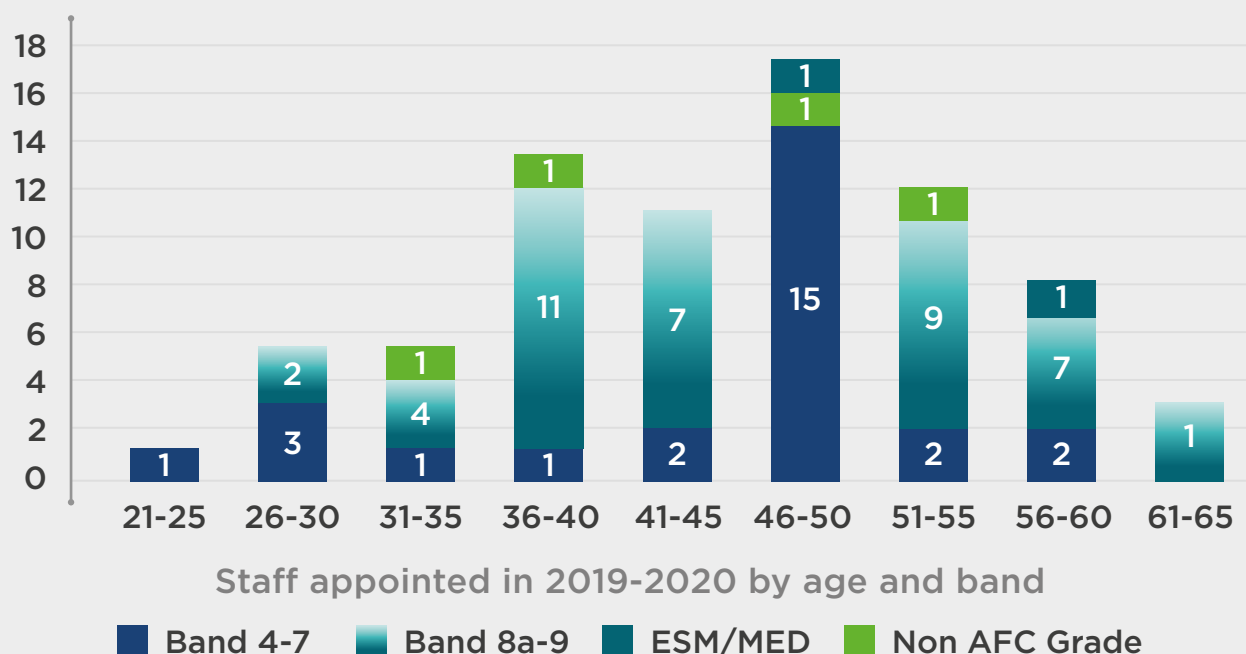
In 2019-20 our workforce shows a relatively high number of staff in the age bracket of 41-50 years (26) and 51-65 years (21) which equates in total to 64.4% of those recruited. The highest number of staff are employed on AfC 8 bands (middle management and specialist) roles. There are six in the youngest category aged between 26 to 30 years, representing 8.2% of those recruited on occupying entry and professional entry level roles.

Our staff are split across five Agenda for Change bands (5-9) in 2019-20 as a grouping comprising Executives and Senior Managers (ESM) and Clinical Advisors. The roles within bands 8 and above relate typically to: Executives; some members of Operational Management:

Of the 73 appointed 55 are in bands 8a-9.

Table 1 - Band and Age for intake of 73 in 2019-20

Headcount by age by band for intake of 73 in 2019-2020



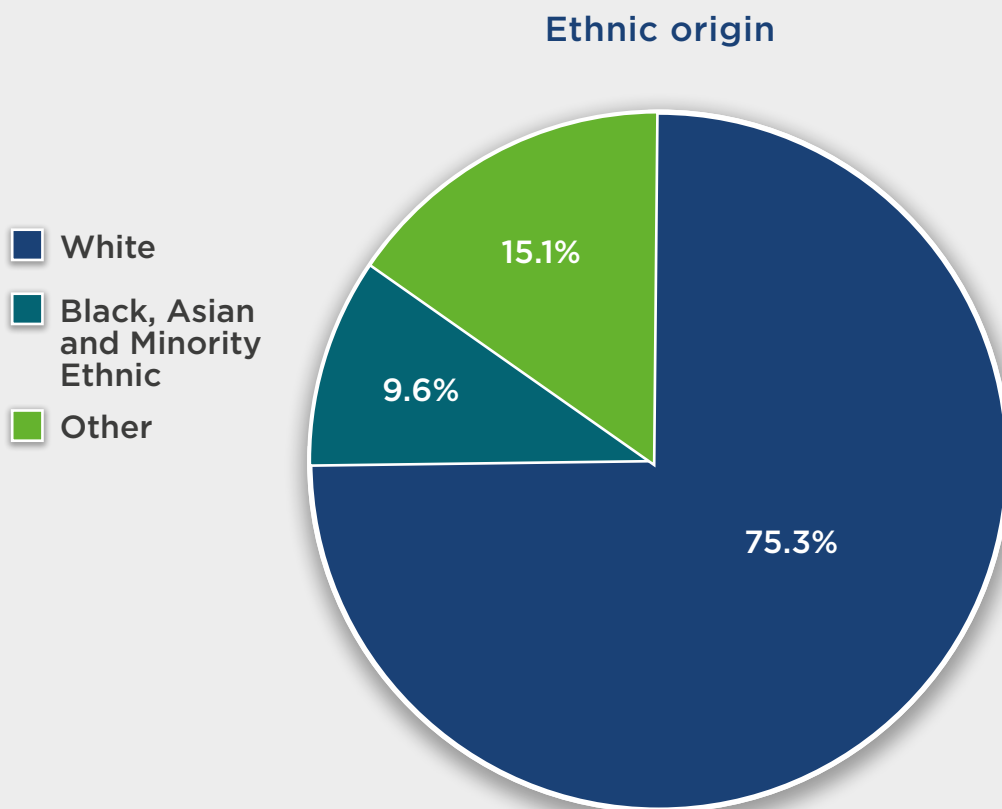
2.3 Ethnicity

A total of 7 employees declared themselves as Black, Asian and Minority Ethnic representing 9.6% of the recruited workforce with 55 employees declaring as White representing 75.3%. It is to note that 15.1% of staff have chosen not to select according to the choices given at the recruitment stage which were limited to Black, Asian and Minority Ethnic or White. There is increasing

controversy about the acronym Black, Asian and Minority Ethnic with some communities feeling that this does not express how they wish to describe themselves.

Although the ratios have improved significantly relative to the previous year, more focus is needed to increase the percentage of Black, Asian and Minority Ethnic intake and develop the Black, Asian and Minority Ethnic talent pipeline.

Table 2 - Ethnicity in the workforce by AfC Band for 2019-2020
(“Other” can either designate choices not listed or not disclosed)

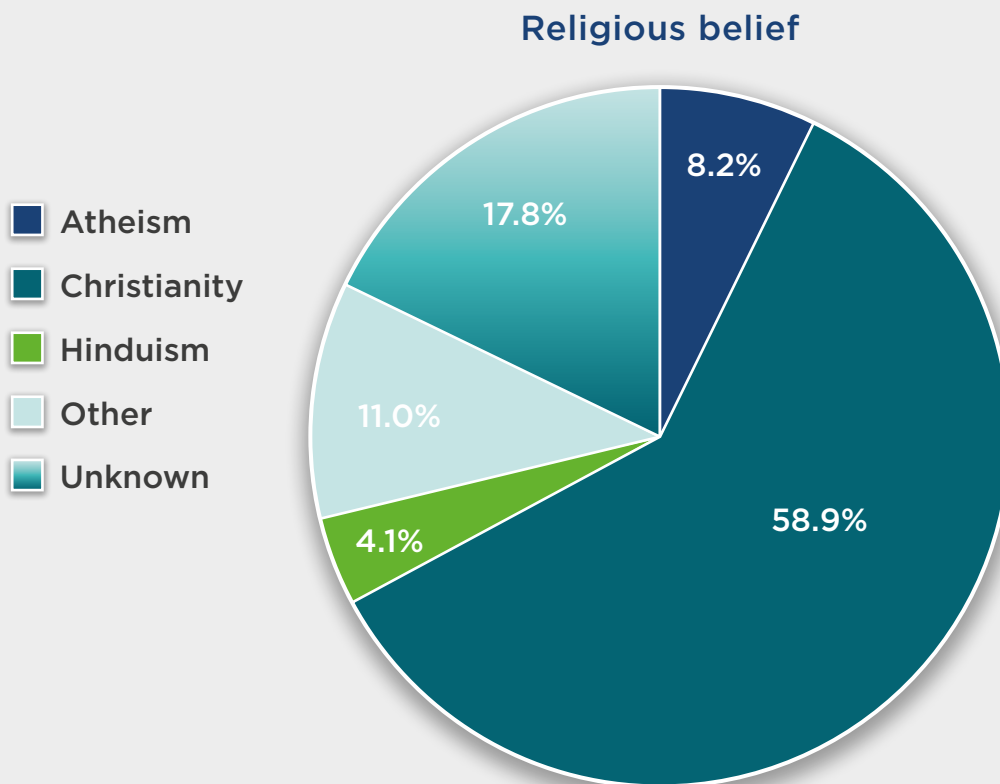


2.4 Religion and belief

The options for selection in this category are: Atheism, Buddhism, Christianity, Hinduism, Islam, Jainism, Judaism, Sikhism, “ I do not wish to disclose my religion/belief”; and Other. The category of Other was selected by 11% of staff for their belief which may mean other religions/beliefs are not listed as a choice whilst 17.8% have selected the Unknown category. This category accounts for those who either did not wish to disclose or left the field blank.

Christianity is the most commonly declared religion 58.9%, atheism accounts for 8.2% whilst Hinduism is 4.1% . It has been commented that some people may not know what atheism is and “no religious belief” may be more appropriate but atheism is a standard across the NHS and in the NHSE/I data collection.

Table 3 - Religion or belief declared by joiners in 2019-2020

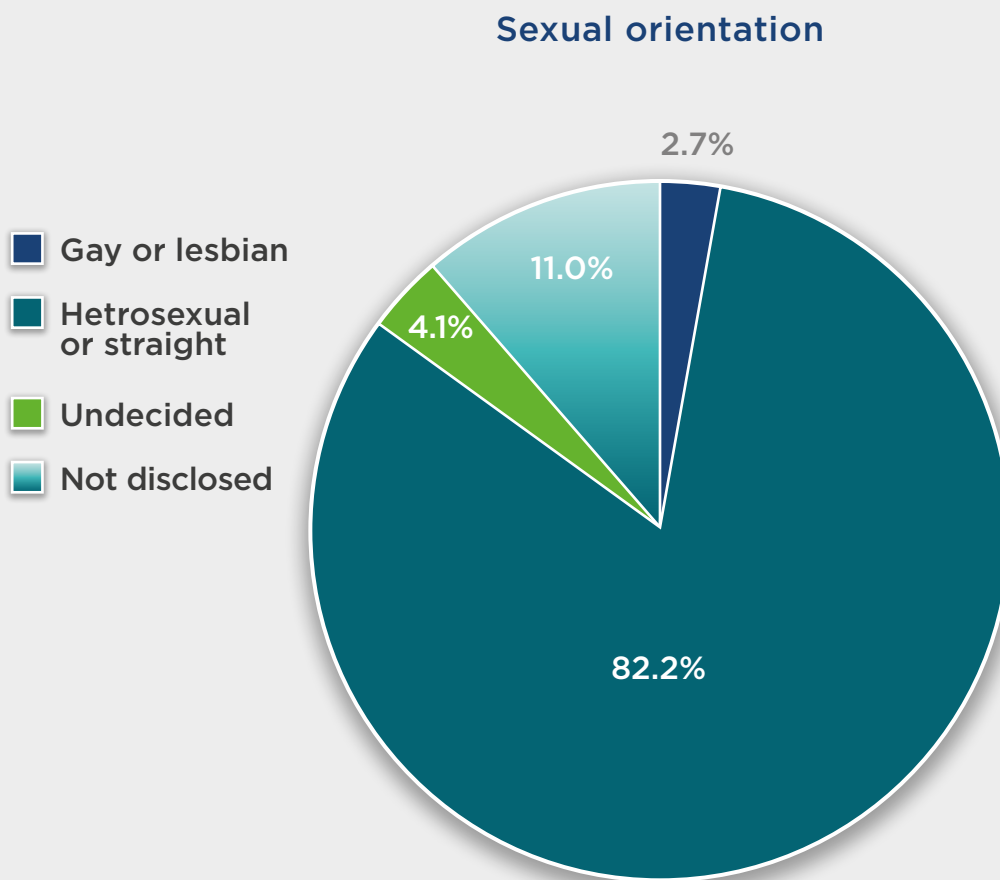


2.5 Sexual orientation for joiners in 2019-20

The workforce identifies as 82.2% heterosexual or straight. Two people have identified as Gay or Lesbian. The percentage of gay or lesbian staff are 2.7%. It remains concerning that a high percentage (11.0%) have chosen not to disclose their sexual orientation. The “undecided” percentage is 4.1% (see transgender section)

The options people can select are: bisexual, gay or lesbian, heterosexual or straight, not stated (people declined to give a response), other sexual orientation not listed, undecided.

Table 4 - Sexual Orientation declared by joiners 2019-20



2.6 Sex

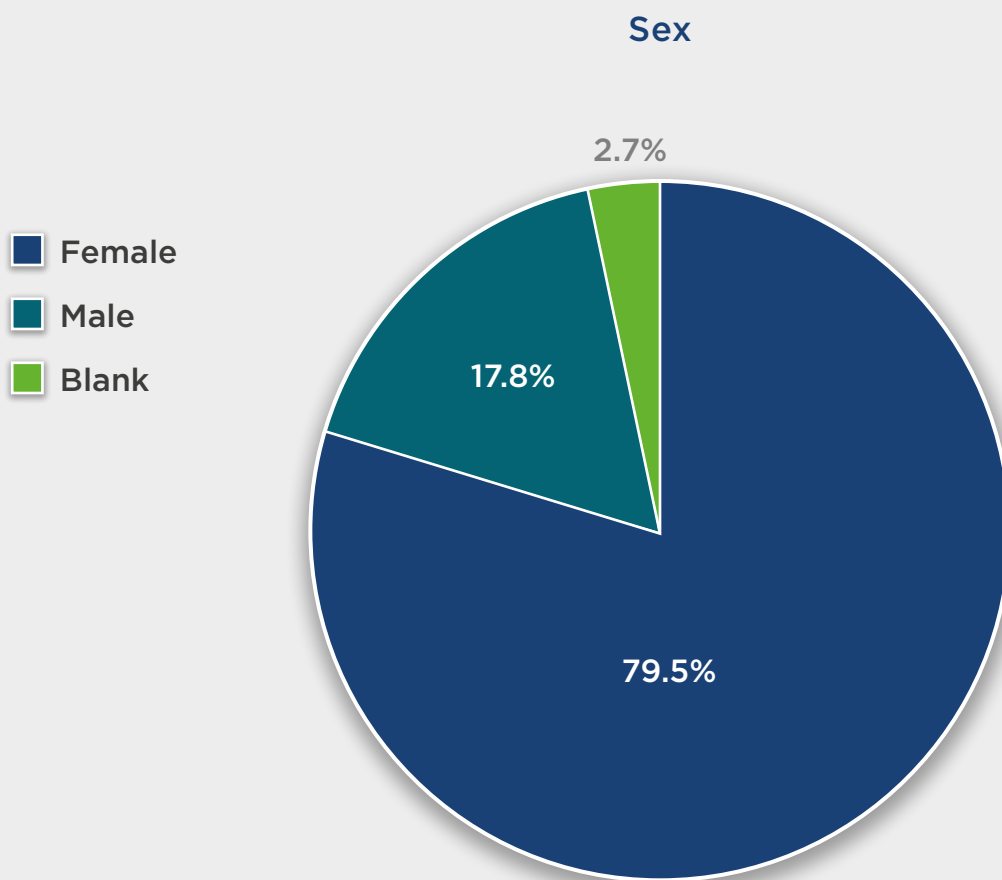
HSIB runs a large maternity programme. Statistically, it remains true that there is a high probability that females are and will be recruited to this programme given the type of experience required. The workforce recruited in 2019-20 included 46 staff assigned to the maternity programme and identifies as 79.5% female and 17.8% male which is a relative improvement on the 13.18% male intake

of the previous year. Blank equals an unknown categorisation – where people did not complete the option.

2.7 Transgender (Gender Reassignment)

There is not an option for “Transgender” on ESR (the NHS reporting system) at the moment, and therefore we cannot report on it. It is something that is being discussed and will probably be included in the future.

Table 5 – Sex by joiners 2019-2020



2.8 Disability

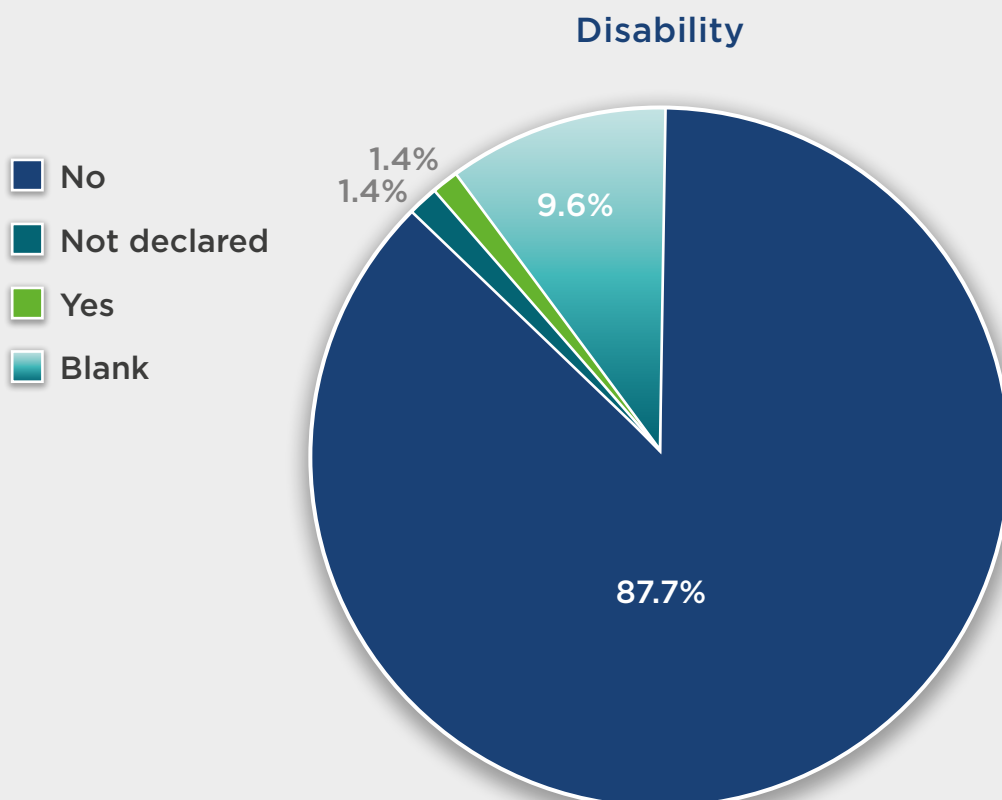
One employee declared a disability. The non declared and “blank” box accounted for 11.0% of the 2019-2020 intake. It is important to remember that anyone may become disabled temporarily, medium or long term during the course of their employment and necessary adjustments should be made with line managers needing to exercise awareness and flexibility.

Raising the profile of awareness of disability, visible or not, is an area HSIB will focus on and has already begun work on achieving the different levels of the Disability Confident Employer scheme. Individuals who declared a disability when recruited or subsequently must have line manager support to ensure adjustments are in

place. Awareness of how a disability should be taken into account includes the format of meetings, training and other interactions.

During Covid 19, the organisation recognised the value early on of collating and promoting a significant number of wellbeing and mental health awareness resources across the organisation. (Disability includes mental health disability). This began in February 2019 and continues with a number of staff focussing specifically on wellbeing support. It was recognised that working from home was not favoured by all since they missed the face to face aspect of the office and interactions. Staff offered their time to engage with others via an open invitation and the frequency of invites for the coffee carousel scheme was increased.

Table 6 - Disability for Joiners 2019-2020



2.9 Pregnancy and maternity

In the year ending 31 March 2020, 7 employees were on maternity leave at some point during the year all occupying middle management roles/specialist roles. These staff members were not recruited during the timeframe of this report.

2.10 Applicants for employment

During 2019-2020 we recruited 73 people to HSIB as compared with 174 in the previous year.

2.11 Employee survey

HSIB has undertaken a staff survey in June 2019 following a formal procurement of the provider which was awarded a contract for two years with the second survey being rolled out in October 2020. The level of engagement for the first survey was high at 91%.

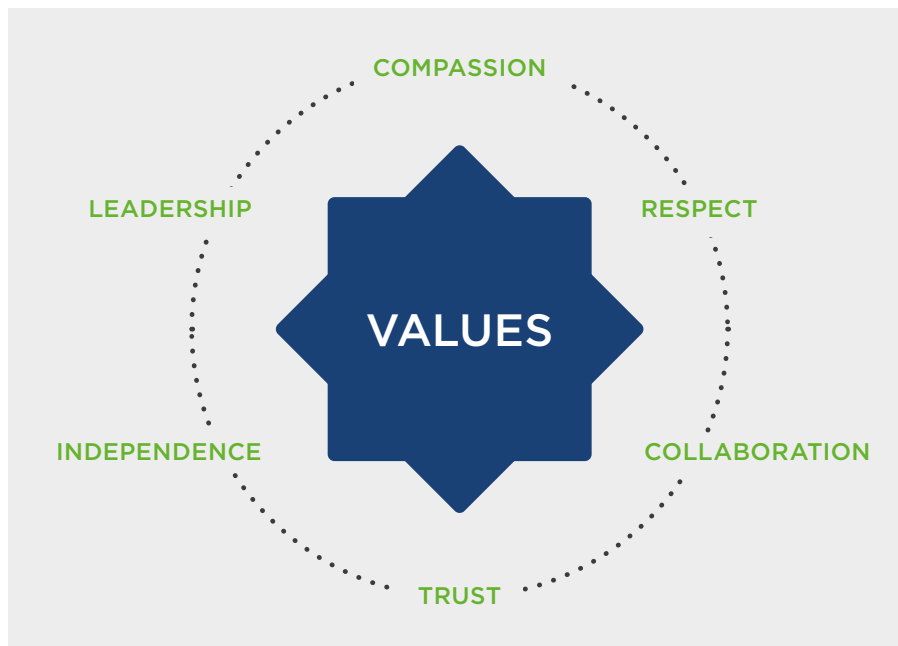
Staff survey action groups were set up to determine actions to address results and themes from the staff survey. The staff survey 2019 has been published on the HSIB website:

https://www.hsib.org.uk/documents/144/HSIB_Staff_Survey_Your_Voice_Matters_questions_and_responses.pdf

Our Equality Report 2019-2020

HSIB's business, including the relationships we create internally and with our stakeholders, our approach to work and the decisions we take should all be built on the values we have agreed. These values are also enshrined in the NHS Constitution which we abide by as a publicly funded body.





Definitions

We define:

- **“Equality”** as creating fair circumstances where everyone can fulfil their role and reach their potential. This means removing barriers, eliminating discrimination and ensuring equal opportunities and access for all groups and identities.
- **“Diversity”** as being about differences. Our organisation is committed to promoting a culture that actively values differences. Each person is an individual with visible and non-visible differences.
- **“Inclusion”** as a culture where everyone respects and accepts differences, and everyone can feel valued for their contributions and be themselves at work without needing to hide aspects of their identity out of fear. A safe and inclusive culture enhances the way we all work.

Reflecting the society we serve

We aim to represent the diversity of the communities we serve. This means we expect our workforce to reflect the wider population in terms of demographics. We want to attract and retain a wide range of staff who identify across the protected characteristics in the same proportion as the wider population of England.

This is an ongoing ambition that signals the desire to remove barriers for different groups, and improve our reach into different communities. A diverse workforce helps us understand and stay in touch with issues that are relevant to diverse populations, and create responsiveness in the healthcare system at the level of governance, leadership, support, policy-making, regulation and commissioning.

Employment can be considered as a health outcome. This means that staying in employment, and having a good experience at work, can help people be healthier. We need to consider our

equality report from the perspectives of equal opportunity, access and support for all groups and identities.

We want to be an inclusive organisation committed to providing equal opportunities throughout employment. This begins during the design of inclusive, accessible jobs, and covers recruitment, induction, learning and development, day-to-day work, travel for work and moving on. Crucially, it is important to recognise that some people and groups face barriers that others do not. Ensuring equal opportunity and access may mean taking extra steps to remove barriers and enable full participation.

What does the data in our equality report 2019-20 tell us:

HSIB can still be considered as a young organisation and data recording on recruitment is received from the host organisation, NHSE/I until such time as HSIB becomes a statutory body. Analysing our data to see where we can improve is an incremental process begun in 2018-2019.

The data we have for one-year's recruitment 2019-2020 gives some clear indications of areas where we can focus across protected characteristics and the summary highlights where there is some improvement and identifies areas of focus.

Statements below relate to data on protected characteristics excluding marital status, transgender or maternity.

- **Ethnicity** – our workforce continues to be significantly underrepresented

for Black, Asian and Minority Ethnic staff. As a national organisation reflecting the communities we serve, this demographic needs significant attention with appropriate and feasible targets set. Those choosing not to declare are 15.1% of the workforce in 2019-20 which is a concern to address. The EDI strategy (2021-23) will need to reflect some feasible and measurable targets in this area. There is an improvement of ethnicity uptake of 6% relative to 2018-2019 but there is more work needed to address this area. The Office of National Statistics (2011 ONS census) states that the UK population of Black, Asian and Minority Ethnic is 14%. This breaks down as Asian ethnic groups making up the largest percentage (7.5%) followed by Black ethnic groups (3.3%), Mixed/multiple ethnic groups (2.2%) and other ethnic groups (1%)

The 2016 Workforce Race Equality Standards (WRES) report indicated that the proportion of Black, Asian and Minority Ethnic staff in the NHS is 17.7%. The proportion of Black, Asian and Minority Ethnic clinical very senior managers (VSM) is 7.9% (compared to 6.8% of Black, Asian and Minority Ethnic). NHSE/I has set a target of increasing its Black, Asian and Minority Ethnic workforce to be 19% of the total by band by 2025.

- **Sex** – while it is expected that the workforce is likely to be over-represented by females at most levels due to its maternity programme, Nevertheless, midwifery expertise is not an absolute requisite for the appointments and there is scope to



work towards balancing the gender demographic.

- **Age** – the data shows how the workforce is clustered in the ranges of 41-65 with a high percentage of 64.4% in the range of 41-65 which is indicative of the need for talent management and succession planning especially given the high numbers in senior pay grades.
- **Disability** – 1.4% of the intake declared a disability and we need to understand any adjustments necessary which could be affecting recruitment or wellbeing of anyone who declares a disability. This will include awareness raising of non-visible disability among line managers including around neurodiversity.
- **Sexual Orientation** – two people have declared as non-heterosexual staff and we also need to understand any reasons for the number of those (11) who chose not to declare or are undecided. Vigilance of any discriminatory behaviour is important as for any other protected characteristic.
- **Religion** – numbers of non-Christian/Atheist staff are small at 4.1%. There is a fairly wide choice of religions to select from but 28.8% still have not declared or answered any of these categories. It may be that a particular belief system was not available for selection. In 2018-2019, 3 staff with different religions/beliefs other than Christianity or Atheism were declared. In the 2019-2020 intake only Hinduism has been selected.

Reporting from the Equality Workforce Report 2019 – what we wanted to improve and whether we achieved this

Recruitment – the previous actions continue with incremental improvements made wherever possible:

- Staff continue to recruit “blindly” via the NHSE/I Trac system which shows no names or easily identifiable information related to certain protected characteristics. The NHS has recognised, however, that more will need to be done in the NHS to increase the “blind” aspect of application forms.
- We have included statements in our advertising about wishing to attract applicants from diverse backgrounds
- We continue advertising on twitter which has a national/international reach
- For recruitment panels we have begun to include at least one protected characteristic on a panel especially for senior appointments – see below on EDI Champions
- We use competency based interview questions to explore candidates’ behaviours and value base
- EDI interview question – the format of this question has been under review
- To promote inclusivity of staff input to recruitment, we continue to set up stakeholder meetings with applicants (senior posts) and although this input is not scored, their considerations have been heard.



Areas we agreed to progress from the Equality Workforce Report 2019

Actions proposed	Progress
Visibility of statements on attracting diversity to our workforce	<p>We continue to look for ways to attract diversity via the content on our website and in our adverts. Although NHSE/I hold disability confident employer status as our host organisation, we are readying to achieve levels of disability confident employer status for HSIB for when it becomes a statutory body. Level 2 requirements are being reviewed and the logo for disability confident employer (Level 1 achieved) is displayed wherever possible.</p> <p>We want to be an employer of choice with clear commitment to equality and diversity. We have content on our website about Equality and Diversity and the Equality Workforce report 2018-2019 has been published. The diversity in our Citizens' Partnership is visible on our website.</p>



Areas we agreed to progress from the Equality Workforce Report 2019

Actions proposed	Progress
<p>Training on Unconscious Bias</p> <ul style="list-style-type: none">Institute a rolling programme of training around Equality, Diversity and Inclusion using external trainers as well as collaboration with NHSE/I.	<p>HSIB is pursuing a programme of Cultural Intelligence as a more holistic approach to equality and diversity training and more suited to HSIB's needs. In 2019-2020, HSIB undertook cultural intelligence training for its Executives (a Masterclass on Leading Inclusively with Cultural Intelligence) which included individual assessments. In March 2020, it had organised a face to face workshop for senior staff across the organisation but due to Covid 19 this had to be converted to two virtual sessions which were delayed to 2020-21. The intention was then to undertake a Train the Trainer session for further roll out in 2020-21. The training enables our staff to be equipped with the latest support in understanding and working within its own micro cultures as well as across different cultures in engagement with families.</p> <p>Unconscious bias was included in a limited way in line manager training. There is recognition from research that training in this area does little to change behaviours or decision-making. The civil service is currently reviewing what training could replace this including for public sector organisations so this is under review.</p>



Areas we agreed to progress from the Equality Workforce Report 2019

Actions proposed	Progress
Increase and monitor the inclusion of equality and diversity in recruitment panels	Recruiting managers are continuously reminded to ensure recruitment panels include diversity. The use of ED representatives from NHSE/I was explored but there was a review of how that operated and HSIB could not access this support. Nevertheless, HSIB has worked to ensure recruitment panels include diversity with at least more than one protected characteristic. HSIB has a group of EDI Champions in place (see below) and recruitment from shortlisting stage is an area of focus for their work and involvement.
Give employees the option of updating their personal details via a self-service option on ESR as being promoted by NHSE/I.	Staff have been reminded through the SWAY weekly bulletins to all staff that they can update their personal details on ESR and this helps to determine any particular needs after review by HR.



Areas we agreed to progress from the Equality Workforce Report 2019

Actions proposed	Progress
<p>Talent and Succession Management - Programme (Strategic) Consider a positive action programme to target and sponsor talented Black, Asian and Minority Ethnic staff into more senior roles.</p> <p>Consider, in line with A Model Employer (NHSE/I 2019) the setting of an aspirational target for Black, Asian and Minority Ethnic recruitment</p>	<p>HSIB has prioritised the development of an Organisational Development Strategy (20-22) which references the implementation of different interventions and growth models ie coaching, mentoring, reverse mentoring, mediation, facilitated conversations within the organisation and develop an inclusive, healthy and compassionate culture. staff/team capacity and priorities, through workforce planning, recruitment and retention. The EDI strategy under revision will also consider target setting for Black, Asian and Minority Ethnic recruitment.</p> <p>Matrix working between HR and the Head of EDI continues.</p>
<p>Consider the benefits for all staff of having a mentoring programme and a diversity based reverse mentoring programme.</p>	<p>As above. HSIB will also benefit from developments in NHSE/I around reverse mentoring based on diversity.</p>
<p>Consider and explore with NHS Apprenticeship Programme whether is scope to use apprentices in the organisation.</p>	<p>This will be considered in the longer term according to capacity to manage this type of programme.</p>



Areas we agreed to progress from the Equality Workforce Report 2019

Actions proposed	Progress
<p>Use the Staff Engagement Group to understand any underlying issues which might affect attraction of certain communities, particularly disabled applicants</p>	<p>The Staff Engagement Group benefits from the membership of HR and is an open, safe forum for staff to raise concerns with regard to attraction of applicants with protected characteristics. It has a significant focus on health and wellbeing and raising awareness.</p> <p>The Staff Surveys included questions about equality and diversity. The Staff Engagement Group will support action plans and the EDI champions will also review areas around equality and diversity.</p>
<p>Consider ways to improve levels of non-declaration for some protected characteristics.</p>	<p>EDI Champions are keen to be visible externally via the website and reinforce HSIB's commitment to having a diverse workforce. They will be looking at ways to ensure people would feel secure about declarations, pre and post recruitment.</p>
<p>Provide a breakdown of leavers by protected characteristics for the 2019/2020 equality report.</p>	<p>This is ongoing work and not available for this report. Data collection for all staff is necessary to ensure accuracy of reporting. An update will be given in the 20-21 Equality Workforce Report.</p>

Areas we agreed to progress from the Equality Workforce Report 2019

Actions proposed	Progress
Understand future proofing requirements around data eg a potential reporting requirement on ethnicity pay gap.	HSIB is monitoring developments and any guidance on preparing for a possible ethnicity pay gap requirement. The government consultation closed in January 2019 but a response is still awaited – a government website check on January 2021 does not indicate a date for the response.
Maximise the benefits from our membership of the Employers Network for Equality and Inclusion (enei) – their resources, training, events and ensure these are widely disseminated.	The resources and events are disseminated regularly via SWAY. Staff are encouraged to report back on these and share presentations. These cover a range of areas around protected characteristics and include expert speakers – Valuing Neurodiversity was a highly rated webinar.



Areas we agreed to progress from the Equality Workforce Report 2019

Actions proposed	Progress
<p>Equality Diversity Champions – invite a small number of staff across the organisation to be EDI champions</p>	<p>The Head of EDI worked with NHSE/I on the model for setting up EDI Champions and streamlined this for HSIB. NHSE/I recommended that Executive Sponsorship was key to success. HSIB benefits from the support and drive of the Director of Corporate Services as the sponsor for all EDI activities. Expressions of interest were sent out and a small group (7) of EDI Champions were in place in 2019-20. This number is expected to increase in 2020-21 with a focus on harnessing the passion of these individuals for EDI engagement across the organisation. The group’s priority was to draft Terms of Reference and start discussing its workprogramme. Visibility of the group was key via the website and internally to demonstrate commitment to the EDI agenda.</p>
<p>An exit interviews process being delivered in 2019 will enable HSIB to gain feedback from leavers in order to improve aspects of working within HSIB, better retain employees. Face to face engagement with Human resources and senior or line managers are one opportunity as well as the possibility of completing questionnaires anonymously and considering themes.</p>	<p>There is a leaver’s exit questionnaire and policy in place. Line managers are asked to remind staff about undertaking this exercise. If completed these are shared with HR to learn from/ share learning or comments shared about issues with HR to raise with identified staff.</p>



Areas we agreed to progress from the Equality Workforce Report 2019

Actions proposed

Progress

What more could we do in 20-21 and 21-22?

Progress against the following steps will be reported on in the 20-21 Equality Workforce Report.

Role of EDI Champions

EDI Champions' network and remit will gradually increase through supporting the organisation by contributing suggestions, enthusiasm and motivation among staff for the EDI agenda. EDI Champions will support the Head of Equality and Diversity to provide us with greater engagement in this area and share views on where improvements around EDI could be reflected across all parts of the business. They will highlight areas where the EDI agenda is not being observed.

Involvement in recruitment to the group will ramp up as it develops its work programme. Raising awareness of the workforce around protected characteristics is a core focus and will link with notable dates eg World Autism Day 2 April. Awareness raising helps to protect retention of staff and publicising such efforts may increase applications from other protected characteristics.



Areas we agreed to progress from the Equality Workforce Report 2019

Actions proposed	Progress
Use of Citizens' Partnership	The establishment of a Citizens' Partnership was approved by HSIB and endorsed by its Advisory Panel in 19-20. A Chair was appointed in March 20. The draft Terms of Reference and the intent for the Citizens' Partnership included a focus on protected characteristics. Expertise in the group will ensure HSIB retains a focus on ED and the external lens will look at accessibility of our materials, website and equality questions in investigations. This work demonstrates externally the commitment to the EDI agenda.
Cultural Intelligence	Roll out of cultural intelligence via a Train the Trainer model will take place for those who have not yet received this. It will be assessed and ways to measure impact will be considered.
Line Management training	Line Management training will provide the essential skills of managing teams at HSIB, which will include ensuring that staff in protected characteristic categories have their needs recognised and supported.



Areas we agreed to progress from the Equality Workforce Report 2019

Actions proposed	Progress
Cultural Pillars - Values	Workshops will be undertaken across HSIB which will focus on the values of the organisation and fulfil an important element of the organisational development strategy.
Work in Confidence	A work in confidence external portal was put in place in 2019 to enable staff to post messages anonymously of areas of concern and suggestions for improvement. The process for responding to these was being refined and reports were made to the Executives including on the themes from these. There is further scope to consider how this system is of benefit for staff. A Freedom to Speak up Guardian process was also being considered as a way to respond to the staff survey 2019. Updates will follow in the 20-21 Equality Workforce report.
Recruitment	We have encouraged staff to update their employment records for declarations on disability, religion/belief, and ethnicity. This will help us to understand any support required. We will finalise a process for examining any EDI aspects from exit interviews which could have been addressed but were not raised. This includes the possibility of sending in information anonymously, as well as after someone has left the organisation.



Areas we agreed to progress from the Equality Workforce Report 2019

Actions proposed	Progress
Recruitment	<p>We have ensured our candidate interview format has been updated so that interview panels must include at least one person of different sex and/or ethnicity. There will be more rigour to ensure interview questions around ED are included and that job descriptions include a section on ED so interviewers are encouraged to keep equal opportunities and equality and diversity at the forefront of their and candidates' thinking. Interview processes now include a stakeholder session across a range of staff representation to ensure wide feedback.</p>
Recruitment	<p>We have set up a process to analyse shortlisting by protected characteristics against actual appointments. Although, we operate 'blind' recruitment, any possibility of unconscious bias needs to be ruled out via increased training.</p> <p>In future, roles will not be advertised until the recruiting manager states which EDI representative (EDI Champion) will be on the shortlisting/recruitment process. This is achieved via an amendment to the authorisation form.</p> <p>Involvement of EDI Champions or panellists with protected characteristics will be documented for audit.</p>
Inductions	<p>Staff inductions will reinforce messages about declaration of protected characteristics. An opportunity in this space will ensure those needing adjustments have these actioned in a timely way.</p>

Areas we agreed to progress from the Equality Workforce Report 2019

Actions proposed	Progress
Training for EDI Champions in recruitment	HR will provide training to EDI Champions in recruitment. This is in addition to regular training in recruitment for line managers.
Supporting wellbeing	NHSE/I wellbeing resources and ones suggested by staff will continue to be promoted via SWAY with access on the HSIB intranet.
TRiM (Trauma Incident Management)	This training initiative has been launched to support staff resilience and reduce the potential for mental health issues. Check in opportunities for staff wellbeing will be activated throughout 2021-22. TRiM will be a discrete workstream of a newly branded Staff and Welfare Group which will also include health and wellbeing workstream.



Appendix 1

Data Tables for Workforce appointments for fiscal year 2019-2020 only

Age

Age Band	Headcount	% Headcount
26-30	6	8.2%
31-35	5	6.8%
36-40	13	17.8%
41-45	9	12.3%
46-50	17	23.3%
51-55	11	15.1%
56-60	7	9.6%
61-65	3	4.1%
Blank	2	2.7%
Total	73	

	Band 4 - 7	Band 8a - 9	ESM/MED	Non AFC Grade	Total
21-25	1				1
26-30	3	2			5
31-35	1	3		1	5
36-40	1	11		1	13
41-45	2	7			9
46-50		15	1	1	17
51-55	2	9		1	12
56-60	2	5	1		8
61-65		3			3
Total	12	55	2	4	73

Sex

Sex	Headcount	% Headcount
Female	58	79.5%
Male	13	17.8%
Blank	2	2.7%
Total	73	



Sexual Orientation

Sexual Orientation	Headcount	% Headcount
Gay or Lesbian	2	2.7%
Heterosexual or Straight	60	82.2%
Undecided	3	4.1%
Not Disclosed	8	11.0%
Total	73	

Religion/belief

Religious Belief	Headcount	% Headcount
Atheism	6	8.2%
Christianity	43	58.9%
Hinduism	3	4.1%
Other	8	11.0%
Unknown	13	17.8%
Total	73	

Disability

Disability	Headcount	% Headcount
No	64	87.7%
Not Declared	1	1.4%
Yes	1	1.4%
Blank	7	9.6%
Total	73	

Ethnicity

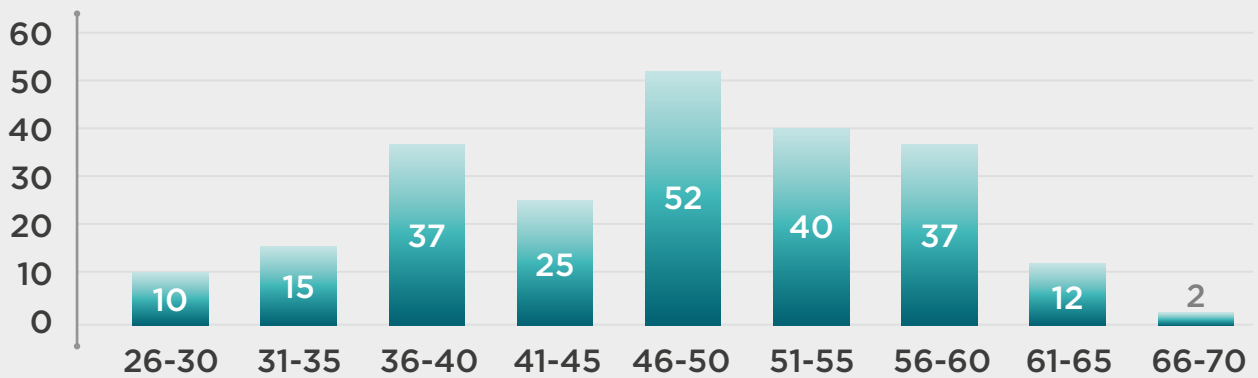
Ethnic Origin	Headcount	% Headcount
White	55	75.3%
Black Asian and Minority Ethnic	7	9.6%
Other	11	15.1%
Total	73	



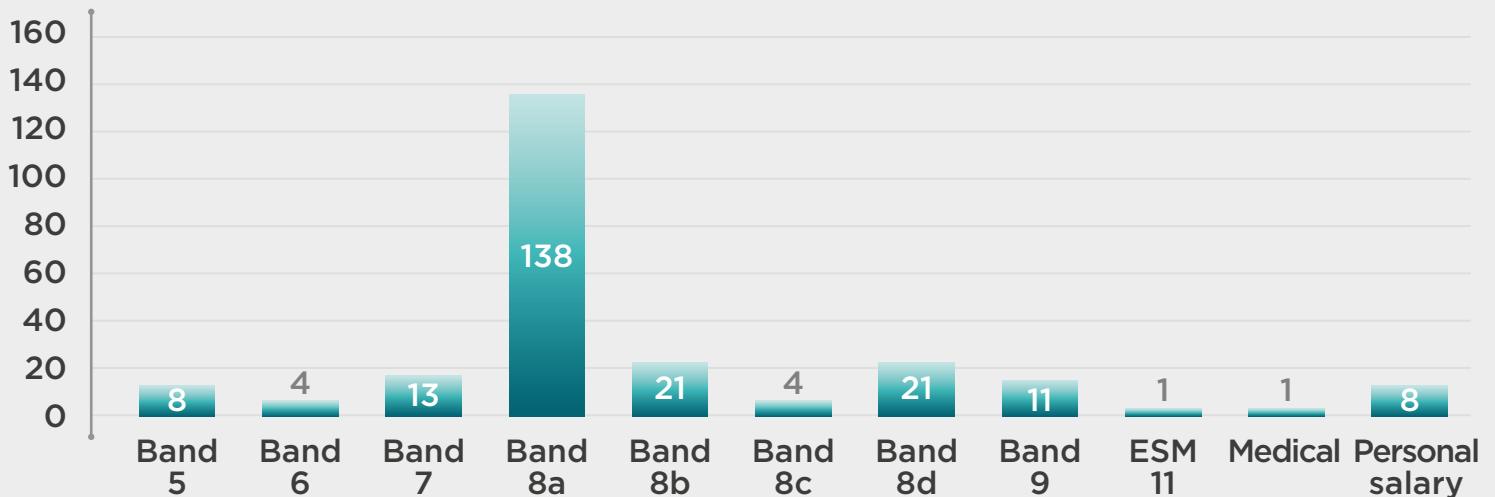
Appendix 2

Outturn March 2020 - This data represents the 230 staff on HSIB records at 31 March 2020.

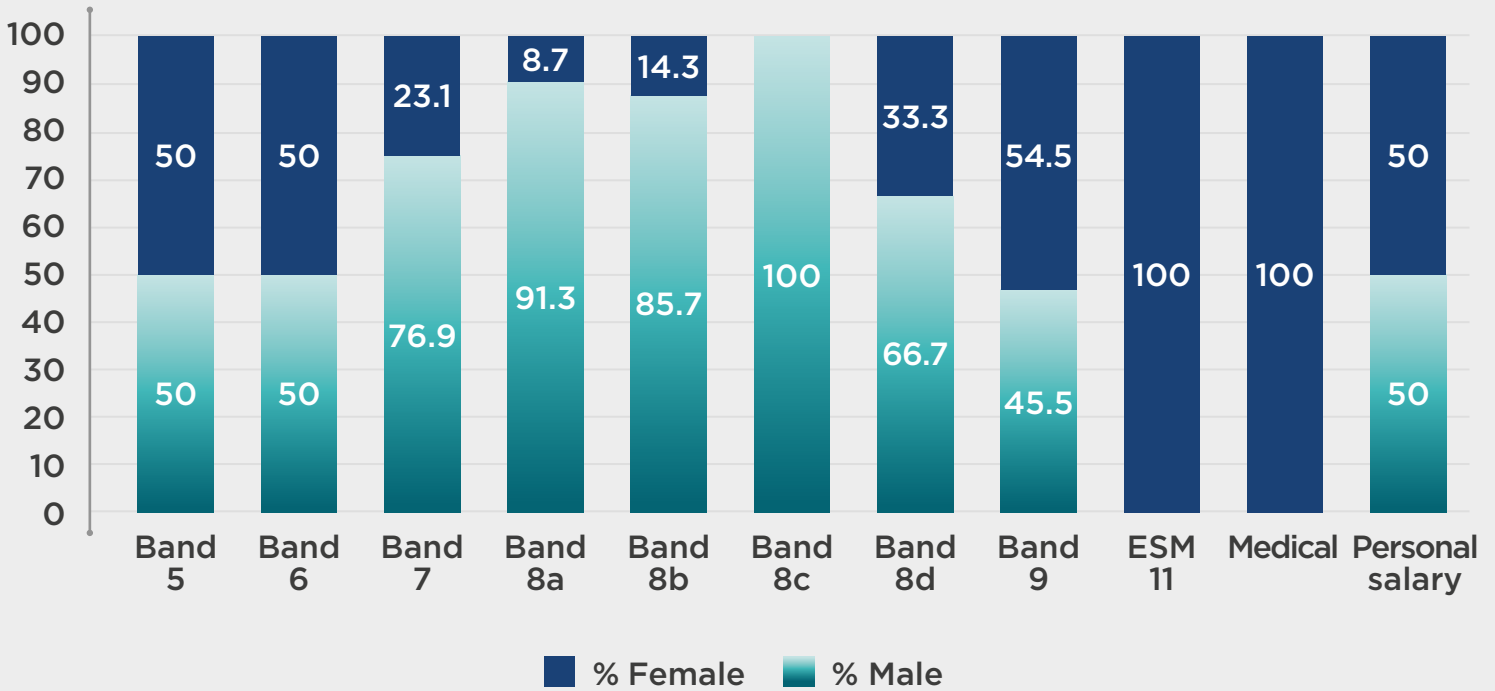
Age distribution



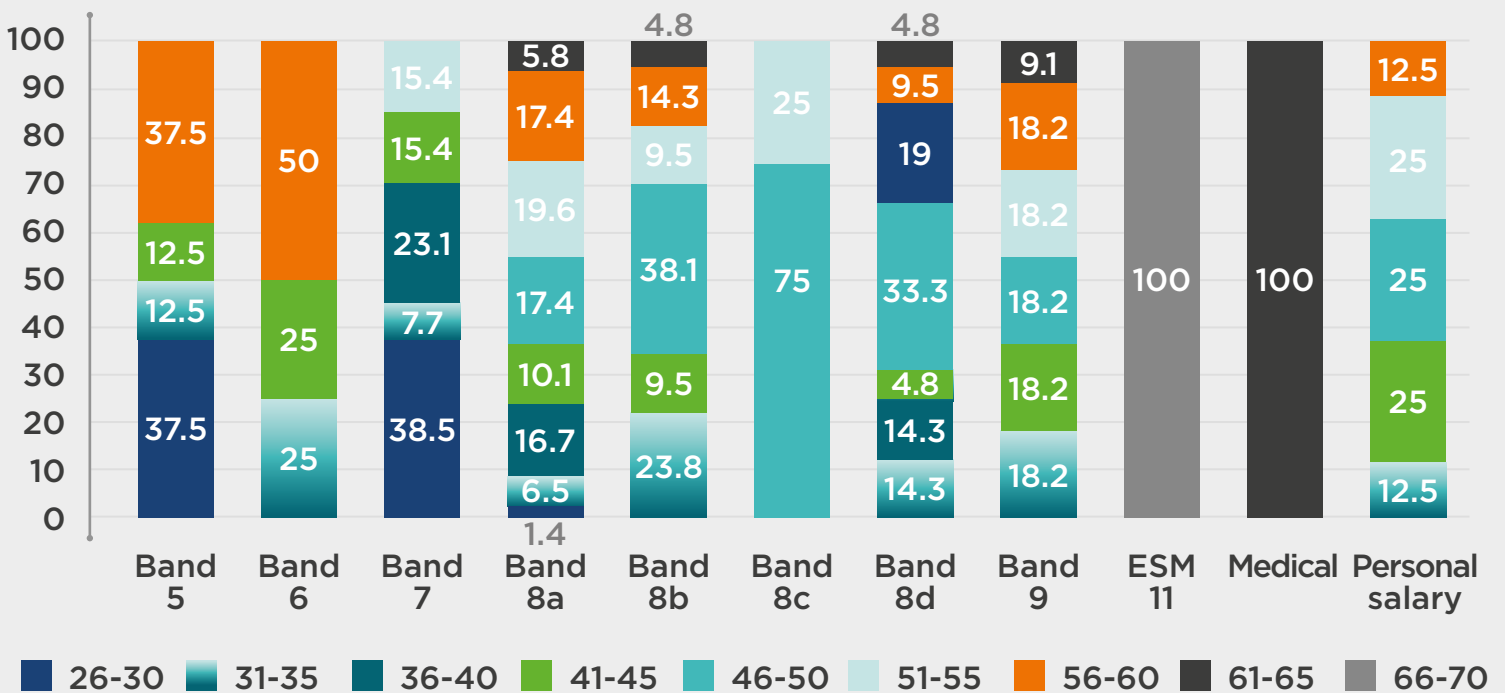
Staff per payband



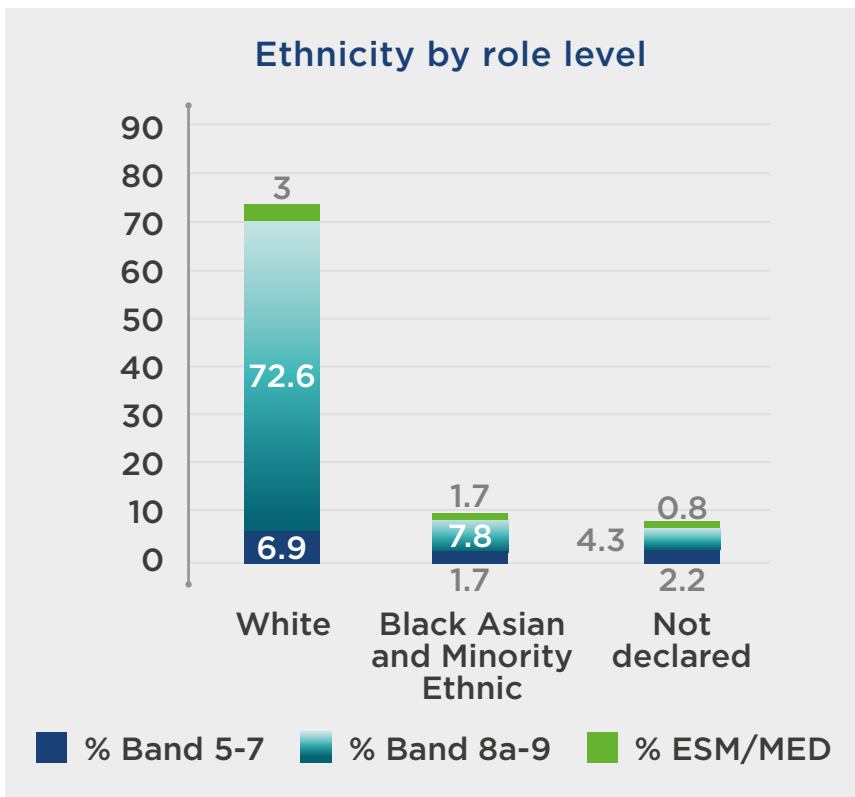
Gender per payband



Age distribution per payband

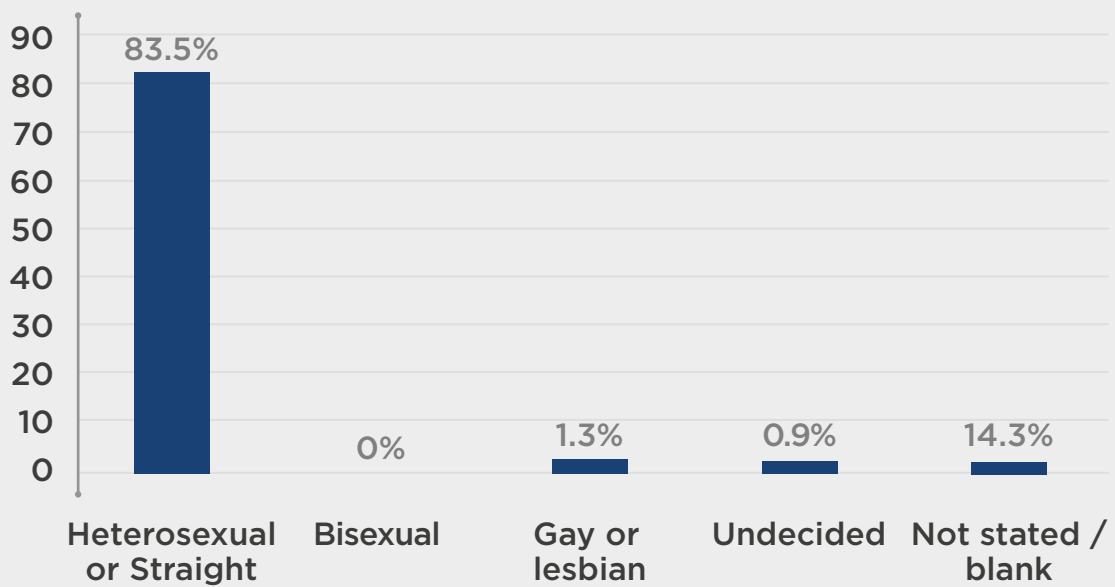


Ethnicity by role level	White		Black, Asian and Minority Ethnic		Not declared		Total	
	Heads	% of Heads	Heads	% of Heads	Heads	% of Heads	Heads	% of Heads
Band 5-7	16	6.96%	4	1.74%	5	2.17%	25	10.87%
Band 8a-9	167	72.61%	18	7.83%	10	4.35%	195	84.78%
ESM/MED	7	3.04%	1	0.43%	2	0.87%	10	4.35%
Total	190	82.61%	23	10%	17	7.39%	230	



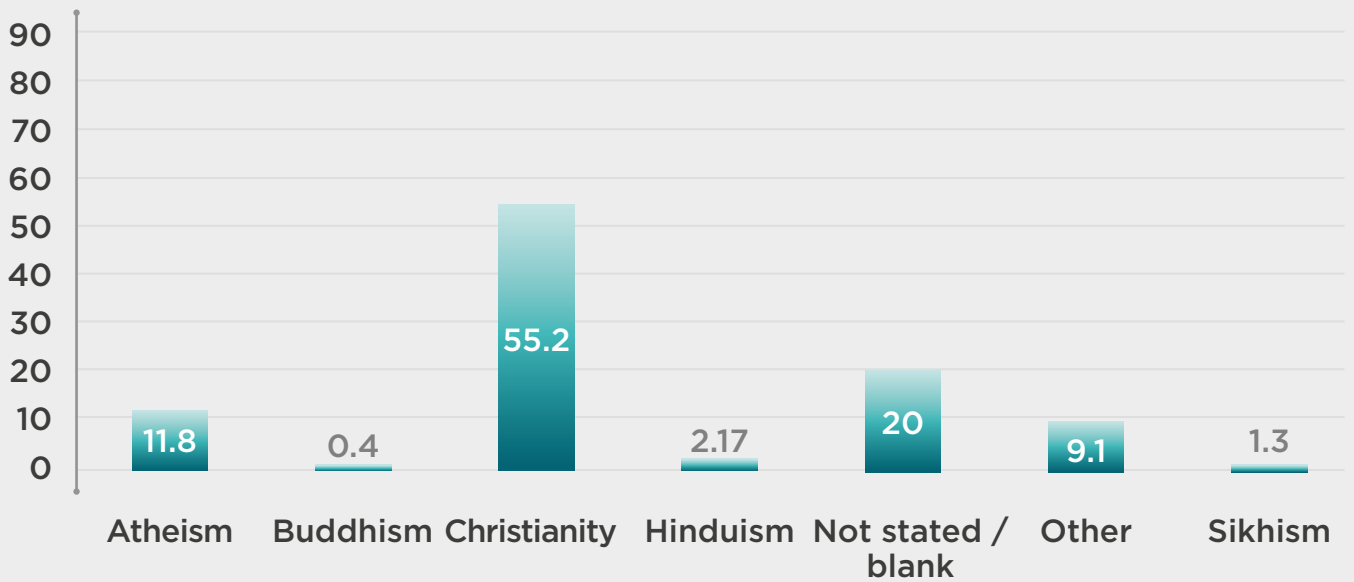
Sexual Orientation	Headcount	% Headcount
Heterosexual or Straight	192	83.48%
Bisexual	0	0%
Gay or lesbian	3	1.3%
Undecided	2	0.87%
Not stated / blank	33	14.35%
Total	230	

Sexual orientation



Religious Belief	Headcount	% Headcount
Atheism	27	11.8%
Buddhism	1	0.4%
Christianity	127	55.2%
Hinduism	5	2.1%
Not Declared / blank	46	20%
Other	21	9.1%
Sikhism	3	1.3%
Total	230	

Religion and belief



Disability

Disability	% Headcount
Yes	0.6%
No	88.2%
Unknown	11.2%

