

# Employment Information

## What do we have to do?

The Equality Act 2010 is about treating everyone in a fair way. We have to tell you how we collect and use information to ensure that we are treating people fairly at work.

We have to publish employment information every year for the groups of staff who are protected under the Equality Act from being treated less favourably than other people due to their age, disability, gender, race, religion or belief, sexual orientation, gender reassignment, marital or civil partnership status or being pregnant.

## What have we published?

The attached tables have been produced in the open data spreadsheet format requested by Welsh Government. The tables present data sourced from the Health Board's Electronic Staff Record (ESR) database for the total Swansea Bay University Health Board workforce in 2021/2022. The data provides a profile and analysis of:

- Staff employed by us as at 31 March 2022
- Staff involved in grievance procedures and staff subject to disciplinary procedures
- Staff who have left our employment
- Male and female staffing breakdown by job, grade, pay, contract type and working pattern.

There has been an improvement in the overall completion rates of workforce equality data over the past year. Further collaborative work needs to be undertaken to improve data quality. This will include working with staff to explain the importance of recording diversity information and how we use this in our work.

The improvement of workforce data quality is a priority within Swansea Bay's Anti-Racist Wales Workforce Action Plan. This action has a target date of September 2023. It will assist with preparing for the introduction of the Welsh Government Workforce Race Equality Standard (WRES) for Health and Social Care.

Progress will be monitored six monthly via the Equality Strategy Group (to be established by the Directorate of Insight, Communications and Engagement), Management Board and annually by Workforce & OD Committee, Board and by Welsh Government.

## What are the key messages?

### Staff Profile

- Table 1 shows the staff in post figures as at 31 March 2022.
- The data shows that our largest staff group is registered nurses and midwives (30%) followed by additional clinical services staff (21%) and administrative and clerical staff (20%).

### Gender

- Table 2 gives the gender breakdown by staff group. Our high proportion of female workers (77%) is typical of NHS organisations reflecting the makeup of people entering healthcare professions.

### Age

- Table 3 describes the age profile of Swansea Bay UHB staff.
- The data shows our healthcare workforce is getting older with the 51 to 55 age group being the largest (15%) followed closely by the 46 to 50 age group (13%).
- In terms of the overall staff profile, 49% of the workforce is aged over 45 years and just over 20% is aged over 56 years.
- Further analysis is needed to understand the skills and experience due to be lost for individual staff groups and succession plan how these gaps will be filled.

## **Disability**

- Table 4 shows that there is an incomplete data set for our staff identifying themselves as disabled or non-disabled with 33% of data not available. This means that it is not possible to draw any conclusions about the profile of staff who have a disability.

## **Ethnicity**

- As at 31 March 2022, 81% of employees had disclosed their ethnicity.
- Improvement work will be undertaken to encourage staff to check and update their ethnicity on the Electronic Staff Record (ESR) either online or via the ESR app.

## **Marriage and Civil Partnership**

- Table 6 shows that 'Single' and 'Married' make up the bulk of all marital / civil partnership statuses, accounting for 35% and 50% respectively of our workforce.

## **Religion**

- Information about religion is not recorded consistently. Table 7 shows that this data is not recorded for 27% of staff on the electronic staff record system.

## **Sexual Orientation**

- Information about sexual orientation is not recorded consistently. Table 8 shows that this data is not recorded for 28% of staff on the electronic staff record system.

## **Pregnancy and Maternity**

- There were 279 members of staff (2%) on maternity or adoption leave as at 31 March 2022.
- There were 32 members of staff on a career break (0.2%) at this time.

## Gender Reassignment

- We do not ask staff whether they are considering, undergoing or have undergone gender reassignment so there is no estimate of this staff group.

## Working Pattern

- A higher proportion of our male staff work full-time (84%) compared to our female staff (54%) as shown within Table 9.
- Estates and Ancillary workers have the highest proportion of female staff working part-time (81%). Other staff groups with a high proportion of female staff working part-time are Additional Clinical Services (54%), Administrative and Clerical (42%), Nursing and Midwifery Registered (42%) and Allied Health Professionals (38%).
- A higher percentage of female medical and dental staff are working part-time (36%) compared to male medical and dental staff (11%) as at 31 March 2022.
- A higher proportion of permanent staff are in full-time employment with us (61%) than part-time work (39%). This is similar for staff on fixed term temporary contracts with 55% working full time hours.
- The total number of staff on fixed term temporary contracts decreased from 1,579 as at 31 March 2021 to 1,445 as at 31 March 2022. The proportion working part-time on these type of contracts increased from 39% to 45% over this time period. The changes reflect the nature of the recruitment practices during the Covid-19 pandemic.

## Pay

- Table 12 shows that the average full time basic pay is higher for male than female staff across all staff groups with the exception of Additional Clinical Services.

- Administrative and Clerical, Healthcare Scientists, Additional Professional, Scientific and Technical staff, and Medical and Dental are the staff groups where there are the highest pay differences between male and female staff working full-time.
- The average part-time basic salary is higher for female than male staff across the majority of staff groups. The exceptions are Additional Clinical Services and Estates and Ancillary staff.
- The gender breakdown of the workforce by pay band in Table 13 shows that the proportion of male employees increases in senior medical roles.

## Leavers

- The total number of staff leaving the Health Board increased from 1446 during 2020/21 to 1789 in 2021/22. This 23.7% increase in leavers is partly due to the ending of fixed term contracts for staff employed during pandemic.
- Over the autumn of 2022, Health Board managers believed turnover appeared to have risen consistently and reached a point where an analysis was requested for clarity.
- Our Workforce Data Analyst Team compiled a report in November 2022 to analyse the turnover of Swansea Bay University Health Board. The report seeks to understand the reasons for the recent upturn in turnover and whether any action or intervention by the Health Board could reduce this figure.
- The Turnover Report identified that the majority of staff groups experienced their highest turnover percentage during 2021/2022. There were significant increases with some staff groups annual turnover rates for 2021/2022 compared to the previous year. This was particularly for Allied Health Professionals, Nursing and Midwifery Registered, Administrative and Clerical and Additional Clinical Services.
- Swansea Bay University Health Board established a Recruitment and Retention Development Group in 2022. This work is a high priority as recruiting and retaining our staff are two of the most important factors for the delivery of care.

- The Recruitment and Retention Development Group have identified that they will focus their efforts first on the following key areas:
  - Mentorship/buddy system for new starters
  - Stay interviews linked to performance appraisal and development reviews
  - Work with managers to help them understand their contribution to staff experience and the retention of our people.
  - Flexible working within the nursing/clinical areas.
- Table 14 shows the total number of staff leaving by age band as a proportion of all leavers.
- The 21 – 35 age group account for 38.8% of all leavers in 2021/22. This is an increase from 35.8% in 2020/2021. Staff over the age of 50 account for 40.8% of all leavers. This is similar to 42% in the previous year.
- The Turnover Report identified that retirement contributed approximately a quarter of all leavers in 2021/2022. There were significant increases in retirement age leaver activity across most staff groups.
- Male staff have a higher turnover rate compared to female staff as they account for 23% of the workforce but 28.7% of leavers.
- It is not possible to draw any conclusions about ethnicity, disability or sexual orientation due to the incomplete data set.

### **Application of Grievance and Disciplinary Procedures**

- Data is only available on the gender of the staff for reporting purposes. 34 disciplinary cases were either resolved informally/no case to answer at the Initial Assessment stage. 5 were referred to an alternative policy e.g. Capability Policy.
- Information cannot be disclosed about other protected characteristics for confidentiality reasons due to the low figures.