



FAIRFIELD INDEPENDENT HOSPITAL

EQUALITY DIVERSITY AND HUMAN RIGHTS REPORT 2017/18

1. Introduction

The hospital has a statutory responsibility to publish an annual equalities report, which provides information about the work we are doing. This report details the equality and diversity themes and analysis for staff, patient services for 2017/18. Some elements of the report are mandatory, and this applies particularly to the workforce data. It should be noted that data is not routinely collected for some sections of this report as indicated.

1.1 Equality legislation

The Equality Act 2010 came into force on 1 October 2010 and amalgamates all previous equalities legislation into one Act.

The Public Sector Equality Duty (PSED) came into force on 5 April 2011. It supports good decision-making by ensuring the hospital considers how people who have protected characteristics will be affected by our activities, helping us to deliver policies and services which are efficient and effective; accessible to all; and which meet different people's needs. We will seek to meet the aims of the PSED through:

Eliminating unlawful discrimination, harassment, victimisation, and any other conduct prohibited by the Equality Act;

- Advancing equality of opportunity between people who share a protected characteristic and people who do not share it;
- Fostering good relations between people who share a protected characteristic and people who do not share it.

For clarification, the protected characteristics covered by the PSED are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership (but only in respect of eliminating unlawful discrimination)
- Pregnancy and maternity
- Race (this includes ethnic or national origins, colour or nationality)
- Religion or belief (this includes lack of belief)
- Gender
- Sexual orientation

1.2 Introduction to Fairfield Independent Hospital

We offer a range of general and acute hospital services including :

- Acute elective surgery and medical treatments such as day and inpatient surgery and endoscopy, outpatients services.
- Comprehensive diagnostic services including pathology and imaging services.
- A wide range of therapy services including • Education, training and research.
- Corporate and support services.

1.3 Data sources and general reporting principles

The data used in this report is sourced from the Electronic Staff Record (ESR), Staff Survey and Patient Administration System (PAS).

2. Equality objectives progress

The hospital set objectives in order to meet its obligations under the Equality Act and some progress was made during the year. A brief account of progress made in year against each objective is provided below

16/17 objectives

- **Improve equality data collection (staff) and usage across all protected characteristics**
A new electronic staff record system has been purchased and installed. This system will enable accurate recording and monitoring - The system was implemented but it is under review, as data collection is proving problematic.
- **Continue to develop and promote an organisational culture that support the principles of equality.**
Robust induction programme for staff to ensure that the principles of EDHR are at the core of the organisation. - Underway and ongoing via induction and staff training.

17/18 Objectives

- **Continue to support and promote a culture that is inclusive**
Support the ongoing implementation of the Accessible Information Standard.
- **Robust EQIA**
To continue to carry out Equality Impact Analysis (Assessments) for policies, procedures and service strategies.

3. Workforce profile

The headcount of employed staff at the Hospital as at 31.03.2018 was 194. For the purposes of this report, the white category incorporates staff that identify as White British, White Irish and any Other White Background. The BME includes staff who identify themselves as Asian, Mixed, Black and Other.

3.1 Workforce by ethnicity

98% of the workforce identify as white and 2 % as BME (figures have been rounded)

3.2 Workforce by age

Age Ranges (years)	Total
<20	1
20-29	24
30-39	20
40-49	42
50-59	69
60-69	34
70-80	4
Grand Total	194

3.3 Workforce by staff group

Staff Groups	Total
Admin and Clerical	62
Allied Health Professional	8
Estates and Ancillary	32
Nursing - Non-Registered	34
Nursing – Registered	58
Grand Total	194

3.4 Workforce by disability

Less than 1% of the workforce have identified themselves to the organisation as being disabled. As an organisation we feel this figure might be higher so the organisation is actively encouraging disabled employees to report their disability.

3.5 Workforce by gender (declared)

Gender	Total
Female	144
Male	50
Grand Total	194

3.6 Workforce by religion and belief.

The majority of staff have chosen not to disclose their religion or belief making it difficult to draw any meaningful conclusions from this data set.

3.7 Workforce by sexual orientation.

The majority of staff have not disclosed their sexual orientation making it difficult to draw any meaningful conclusions from this data set. The data has been suppressed due to low numbers

3.8 Workforce by length of service

Length of Service years	Total
0-4	87
5-9	42
10-14	19
15-19	28
20-24	10
25-29	4
30-35	2
>35	2
Grand Total	194

4. Recruitment activity

In the last year, 70 applications have been made to the Hospital for employment. The overall ethnic profile of the organisation follows that of the local demographic for the local area. Whilst the hospital offers services to a wide catchment area, the majority of hospital staff live locally and the hospital is one of the largest non-public sector employers in the area.

4.1 Recruitment by ethnicity

The highest percentage of applications were from white candidates 93% with 2.3 % from Black British , 1.5% from Asian, Asian British or other Asian and the rest of the applicants were made up from other ethnic groups. The successful candidates that were recruited following this pattern in terms of ethnicity.

4.2 Recruitment by age

The organisation did not commence collection until part way through the reporting period.

4.3 Recruitment by disability

1.4% of applicants over the last year declared themselves as disabled and 8.6% of applicants did not wish to disclose. The hospital has links with a number of local organisations to provide job opportunities for disabled people and is totally committed to continue to adjust the workplace to accommodate disabled employees.

4.4 Recruitment by gender

The hospital has recruited a higher number of males than females and the profile shown on P4 reflects this.

4.5 Recruitment by sexual orientation

77% of applicants over the last year have declared themselves as heterosexual where a disclosure has been made.

4.6 Recruitment by religion or belief

Applicants from a Christian background made up 76% of all applications: where a disclosure has been made. Staff can decide if they wish to disclose their religion or belief.

5. Flexible working.

The hospital has various forms of flexible working arrangements in place for the staff who it directly employs. The majority of requests are managed at department level...

6. Female workforce taking maternity leave

In the last 12 months, 3 staff took maternity leave. The organisation has in all cases offered reduced contracted hours to support work life balance for these employees.

The hospital has also offered paternity leave to fathers.

7. Employee relations cases

In the last 12 months, there have been no employee relations cases.

8. Equality and diversity training.

All staff undergo Equality and Diversity training at induction. Overall, across all staff groups our Equality and Diversity Training stands at 99%.

9. Staff Survey

The results from our 2017 staff survey were very encouraging. There was a slight fall in the number of respondents from 60% to 55%. 87% of those who responded would recommend FIH as a place to work.

In the 2017 survey, 31% of staff who responded said that they felt they had been discriminated against. These results gave serious concern for the Executive and the Board. A subsequent survey was carried out in Feb 2018 specifically around discrimination. In total, 98 staff responded. Of those 98 staff, 3 said they felt they had been discriminated against. 2 felt it was because of age and 1 did not indicate. There were no further comments on the survey sheet to provide any more detail.

The overall response rate for the second specific survey was 58% and of those 3% of staff stated, they felt a manager or colleague had discriminated against them. These results are very different to the full staff survey results and reflect a different picture than that of the full survey.

However, we are not complacent over this issue and we will take some further actions, which will include more training and discussion with managers regarding discrimination in the workplace with a special focus on working with an older workforce. Review the staff survey and see how we can make the answers to the questions more straightforward. This may mean that the results analysis will be different and that we may have to commence a slightly different trend analysis going forward.

10. Leavers

During the year up to 31.03.2018, 22 staff left the organisation

- 3 staff retired
- 3 staff left on medical grounds
- 16 staff let to take up positions elsewhere

11. Patient profile

The age profile of the patients attending the hospital in 17/18 is shown below

Age band years	% patients
16-24	5
25-34	12
35-44	17
45-54	22
55-64	16
65-74	17
75-84	9
85+	2

The ethnicity profile for the same period is shown below

White	98.5%
Mixed	0.4%
Asian/Asian British	0.5%
Black/African/Caribbean/Black British	0.3%
Other	0.3%

12. Complaints

The Table below shows the declared ethnic makeup of complainants to the hospital over the last 12 months

Ethnic Group	Number of complaints
White	10
Mixed	
Asian/Asian British	
Black/African/Caribbean/Black British	
Other	
Not declared	6
TOTAL NUMBER OF COMPLAINTS	16

13. Friends and Family Test— responses

The hospital has been participating in the Friends and Family Test for patients for a number of years.

The responses have increased year on year and we are pleased that report many of our patients take the time to respond and are very positive about their experience.

The results for both inpatients and outpatients are shown below:

Inpatient full year average 17/18

Ave Total number returned per month	Extremely likely	Likely	Neither likely nor unlikely. Ex un likely Don't Know
197	93.5%	5.5%	.5%

Outpatient full year average 17/18

Ave Total number returned per month	Extremely likely	Likely	Neither likely nor unlikely. Ex un likely Don't Know
174	85%	14%	.1%

14. Summary of actions

Workforce

- We will look to provide more training for managers on the effects of bullying and harassment in the workplace. This will include training on MH
- We will continue to work with our occupational health team to support staff with disabilities and long-term conditions. Offering flexible working arrangements wherever possible and raising further awareness of making reasonable adjustments for staff.

Patients

- We will monitor our compliance with AIS to ensure that we are meeting the requirements but more importantly meeting the needs of patients who chose to use our Hospital. .
- We will continue to review how we can capture and improve our data quality processes.

15. Conclusion

The hospital has met its statutory obligations to monitor and report on workforce and patient equality and diversity and provide assurances that actions are being taken to address any shortfalls.