



Name of provider	Seldoc
Name and title of Board lead for the Workforce Race Equality Standard	Derek Witt, Director of Operations
Name and contact details of lead manager compiling this report	Sandra Ketter. Human Resources Manager
Names of commissioners this report has been sent to	NHS Sutton CCG ,Mike Conlon
Name and contact details of co-ordinating commissioner this report has been sent to	NHS Sutton CCG ,Mike Conlon
Unique URL link on which this report will be found (to be added after submission)	http://www.seldoc.co.uk/seldoc
This report has been signed off by on behalf of the Board on (insert name and date)	Derek Witt

1. Background narrative

a. Any issues of completeness of data	Not all indicators are relevant to Seldoc and these have been identified within the report. We have agreed that this year's staff survey will use the relevant WRES questions from the NHS staff survey to closer align to the exact wording on these indicators which will enable better comparisons with other organisations in future.
b. Any matters relating to reliability of comparisons with previous years	We introduced a new HR database in December 2013 and still building on the information that is inputted to try and ensure that employee data is as accurate as possible.



2. Total numbers of staff

a. Employed within this organisation at the date of the report	103
b. Proportion of BME staff employed within this organisation at the date of the report	64%

3. Self-reporting

a. The proportion of total staff who have self-reported their ethnicity	92%
b. Have any steps been taken in the last reporting period to improve the level of self-reporting by ethnicity	No
c. Are any steps planned during the current reporting period to improve the level of self-reporting by ethnicity	Yes: staff will be invited and encouraged to update their records during the next 12 months as part of an upgrade of the HR records system and we will invest in self service capability to enable individuals to maintained their information

4. Workforce data

a. What period does the organisation's workforce data refer to?	Data accurate as of 01 July 2015
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	Indicator	Date for reporting year	Data for previous year	Narrative – the implications of the data and any additional background explanatory narrative	Action taken and planned including e.g. does the indicator link to EDS2 evidence and/or a corporate Equality Objective
	For each of these four workforce indicators, the Standard compares the metrics for White and BME staff				
1	1 Percentage of BME staff in Bands 8-9, VSM (including executive Board members and senior medical staff) compared with the percentage of BME staff in the overall workforce	White: 50% BME:50%	White: 50% BME:50%	Please note that Seldoc does not use NHS bandings. For the purposes of this report we have used 1-7 pay grades.	We know that our overall BME workforce stands at 64%, of which 0.11% is in a Grade 7 and above. We are introducing a succession plan to develop staff in lower grades.
2	Relative likelihood of BME staff being appointed from shortlisting compared to that of White staff being appointed from shortlisting across all posts	White:0.2% BME: 0.20%	White:0.2% BME: 0.20%		

3	Relative likelihood of BME staff entering the formal disciplinary process, compared to that of White staff entering the formal disciplinary process, as measured by entry into a formal disciplinary investigation* *Note: this indicator will be based on data from a two year rolling average of the current year and the previous year	White: 0 BME: 0.12%	White: 0 BME: 0.12%	It should be noted that there were only 8 disciplinary cases overall, all of which involved BME staff. Our BME staff percentage are higher than the white staff percentage therefore it will affect the overall number for the indicator.	
4	Relative likelihood of BME staff accessing non-mandatory training and CPD as compared to White staff	White: 0.11% BME: 0.15%	White: 0.11% BME: 0.15%		Annual appraisals have been introduced for all staff including development plans.

	Indicator	Date for reporting year	Data for previous year	Narrative – the implications of the data and any additional background explanatory narrative	Action taken and planned including e.g. does the indicator link to EDS2 evidence and/or a corporate Equality Objective
	For each of these four staff survey indicators, the Standard compares the metrics for each survey question response for White and BME staff.				
5	KF 18. Percentage of staff experiencing harassment, bullying or abuse from patients, relatives or the public in last 12 months	N/A	N/A	Indicator was not included in previous Seldoc staff surveys.	We are updating our 2015/16 staff survey to ask Seldoc staff whether they have experienced harassment, bullying or abuse from people other than Seldoc staff. We have also introduced a Zero Tolerance policy.
6	KF 19. Percentage of staff experiencing harassment, bullying or abuse from staff in last 12 months	N/A	N/A	Indicator was not included in previous Seldoc staff surveys. We have an Anti Harassment & Bullying	

				Policy at Seldoc and will be introducing a dignity at work scheme.	
7	KF 27. Percentage believing that trust provides equal opportunities for career progression or promotion	N/A	N/A	Indicator was not included in previous Seldoc staff surveys.	
8	Q23. In the last 12 months have you personally experienced discrimination at work from any of the following? b) Manager/team leader or other colleagues	N/A	N/A	Indicator was not included in previous Seldoc staff surveys.	Overall employee engagement levels in Seldoc are consistent across both BME and white staff. We have plans for Management & Leadership programmes. Coaching will also support improvement outcomes for all groups.
	Does the Board meet the requirement on Board membership in 9?	Yes			
9	Boards are expected to be broadly representative of the population they serve	Yes White: 50% BME:50%			



6. Are there any other factors or data which should be taken into consideration in assessing progress? Please bear in mind any such information, action taken and planned may be subject to scrutiny by the Co-ordinating Commissioner or by regulators when inspecting against the “well led domain.

Seldoc will be creating equality objectives for 2015-2017; We will also have a Dignity at Work scheme as part of our zero tolerance approach to bullying and harassment in the workplace. We have a mandatory training for all staff on equality and diversity throughout 2015/16.

7. If the organisation has a more detailed Plan agreed by its Board for addressing these and related issues you are asked to attach it or provide a link to it. Such a plan would normally elaborate on the steps summarised in section 5 above setting out the next steps with milestones for expected progress against the metrics. It may also identify the links with other work streams agreed at Board level such as EDS2.

Seldoc will be creating equality objectives for 2015-2017 and once these are finalised we will have a more detailed plan which will be agreed by the board. This will help to promote equality, diversity and inclusion in our work. We are working towards having no difference in the employment outcomes for our staff or potential recruits because of age, disability, ethnicity, gender, gender reassignment, religion or belief or sexual orientation.

Calculating the indicator

Descriptor	Indicator
Number of BME staff in Board	6
Total number of staff in board	12
Percentage of BME staff in Board	50%
Number of BME staff in overall workforce	66
Total number of staff	103
Percentage of BME staff in overall workforce	64%

Calculating the indicator – short listing

Descriptor	White	BME
Number of shortlisted applicants	15	24
Number appointed from short listing	3	5
Ratio short listing/appointed	0.2%	0.20%

Likelihood Of white staff being appointed from short listing $(3/15) = 0.2\%$

Likelihood of BME staff being appointed from short listing $(0.2/0.20)= 1$

Relative likelihood of white staff being appointed from shortlisted compared to BME staff $(0.2/1)$ is therefore 0.2.

Calculating the indicator – Disciplinary

Descriptor	White	BME
Number of staff in workforce	35	66
Number of staff entering the formal disciplinary process	0	8
Likelihood of entering formal disciplinary process	N/A	0.12%

Likelihood of white staff entering the formal disciplinary process = N/A

Likelihood of BME staff entering the formal disciplinary process = 0.12%

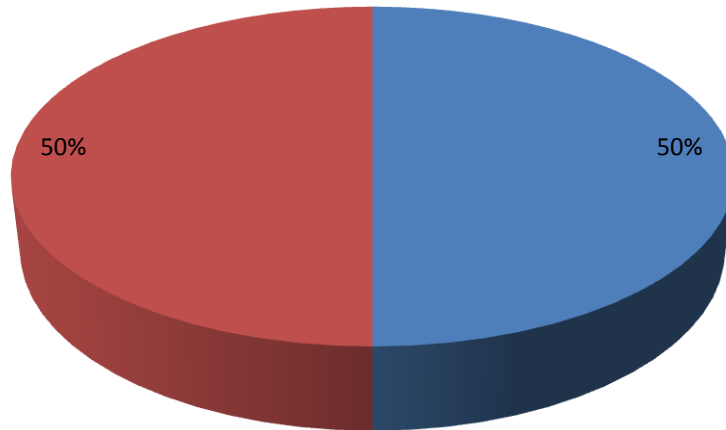
Calculating the indicator – non mandatory training

Descriptor	White	BME
Number of staff in workforce	35	66
Number of staff accessing non mandatory training and CPD	4	11
Likelihood of staff accessing non- mandatory training and CPD	0.11%	0.16%

Likelihood of white staff accessing non-mandatory training and CPD is 0.11%

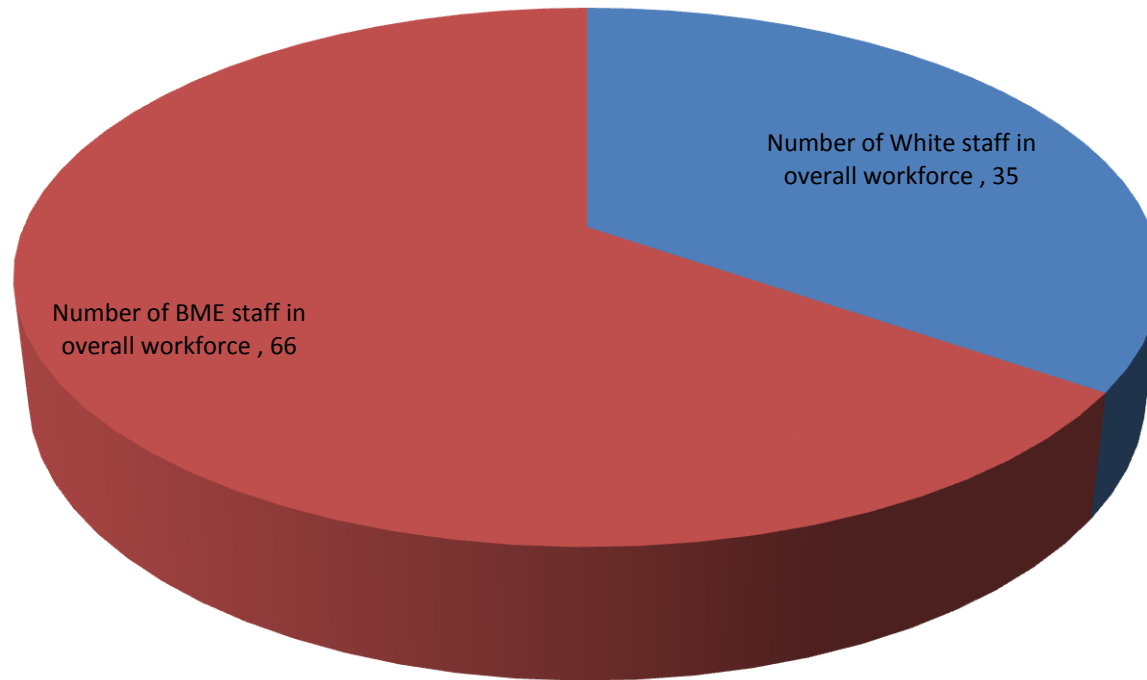
Percentage of BME and White staff within the Executive Board members

■ Number of white staff in the Board ■ Number of BME staff in Board



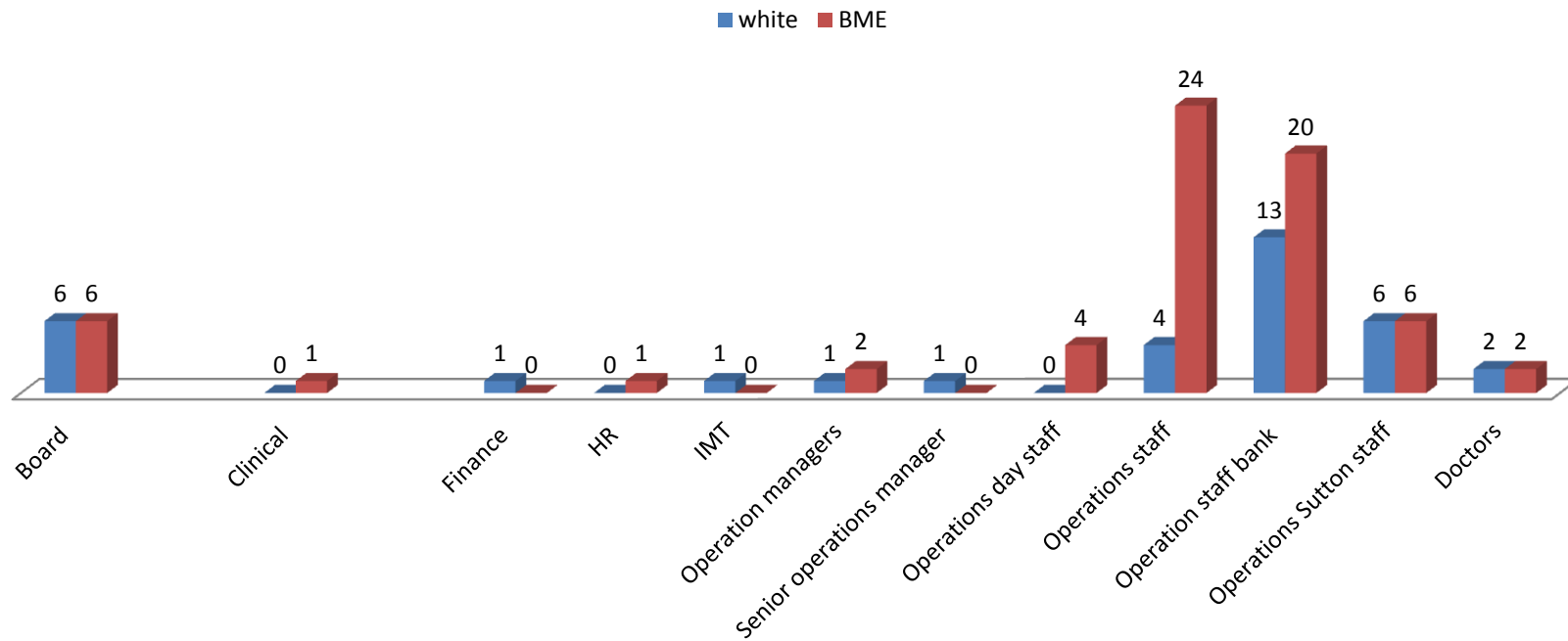
Graphs shows the percentage of BME and White staff within Seldoc Executive Board Member

Number of BME and White staff within the Seldoc



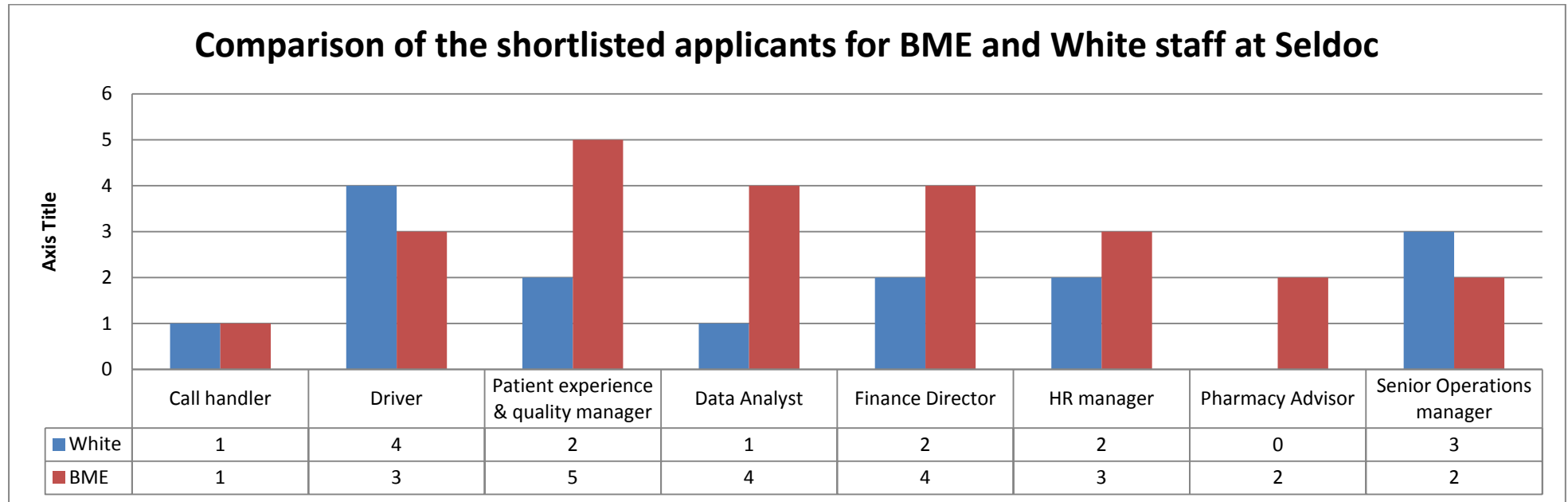
Graphs shows the number of BME and White staff within the workforce

BME and white staff in the organisational groups

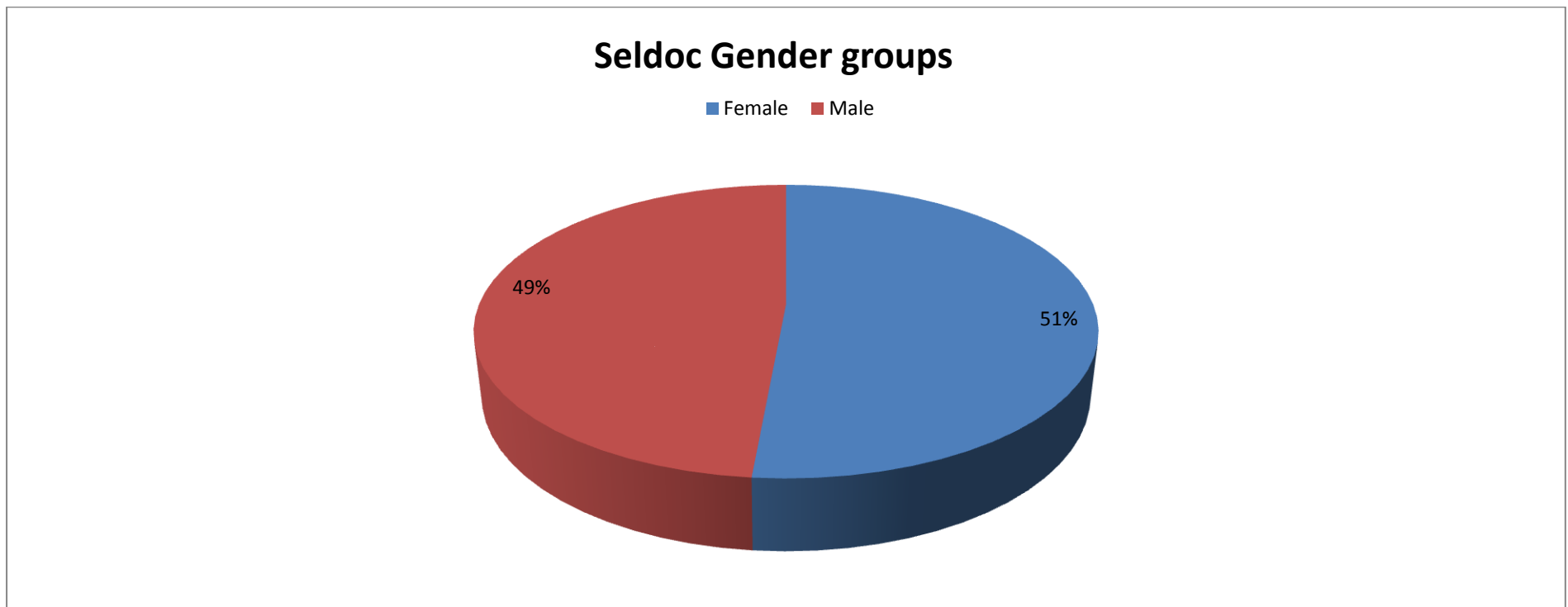


Graphs show the number of BME and White staff within

the organisational group.



Graphs show the comparison of the shortlisted applicants for BME and white staff at Seldoc



Graphs show the Seldoc breakdown in gender groups, 51% of our overall staff is female, whilst 49% are male.

