



## Brighton and Hove Integrated Care Service

### Equality and Diversity Performance Review

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#### 1. Purpose of this paper

To update the Board on the Annual Equality Objectives Report for the period 1 August 2012 through to 31 July 2013, regarding equality and diversity within BICS and our services. Data has been gathered from the following:

Gateway Survey, MSK Survey, Derm Survey, Gynae Service, Eye Service, Wellbeing Service, BICS Staff 2013 (taken from Sage HR), Brighton and Hove Census Data 2001 and finally our external recruitment company.

#### 2. Why we carried out this work

The Board has overall responsibility for the delivery of the Equality Objectives. As a public sector service we are required to:

- Publish equality objectives every four years
- Publish information annually to demonstrate our compliance with the Equality Act 2010 [www.legislation.gov.uk](http://www.legislation.gov.uk) which imposes specific duty on public bodies

#### 3. How we carried out this review

As with previous years, we have used the Brighton and Hove census data. Unfortunately the census data for 2011 is yet to be published, so we have had to continue to use the 2001 data.

We then compared this data against our own patient data. This patient data is gathered continually through the Gateway, MSK and Dermatology patient surveys which are now on Survey Monkey which means the data can be viewed at any time. Further, we have been able to pull data from the Eyes, Gynae and Wellbeing services from patients seen within these services.

Finally, HR now use "Sage HR" which contains employee data. Using this software we have been able to pull gender and age data to include in this annual report.

We then collated our own BICS recruitment monitoring data which HR capture from direct job applicants and we also include, from our external recruitment agency, data which they provided us with regarding the candidates they referred onto us. Therefore, comparing all of this data against the census data gives us a very good insight into the make-up of our gateway patients, different patients within different services, staff and potential staff. This allows us to identify if we have any issues relating to equality and diversity within these areas.

Six graphs are included in this report illustrating the comparative results of these sources in terms of disability, ethnicity, religion, gender, sexuality and age.

#### 4. Equality

A recent request by the CCG for details of how we carry out Equality Assessment and Analysis on our policies, procedures, protocols, strategies etc. has required a review of our Equality Assessment process for all of these types of documents. Previously all of these types of documents included a simple “Equality Assessment”. Now we need to ensure that in addition to this we also have an “Analysis Tool” in place for use, if required. Both documents can be found linked below with summaries of their use:

- [Equality Assessment Tool](#) - is designed to help the document owner/author to consider and assess the impact of each procedural document and must be completed by the owner/author. The Equality Assessment Tool makes up part of the BICS Policy Template.
- [Equality Analysis Tool](#) - Once the Equality Assessment is completed, the findings will establish if further Equality work is required. If the scores show that a full Equality Analysis needs to be undertaken, then the Equality Analysis Tool should be used and the findings taken with the “document” for ratification. A link to the Equality Analysis should be included with the “document” for easy access.

Failure to conduct impact assessments results in failure to meet the requirements in legislation and could result in steps being undertaken against the organisation by the Healthcare Commission or the Equality and Human Rights Commission. These bodies have powers of enforcement. Continued failure to comply can lead to financial and criminal charges being made against the organisation.

We can confirm to date we have not needed to use the “Equality Analysis Tool”, nor is it likely it will ever be required, but nonetheless, we needed to review our current process to ensure we have the required procedure in place. Full details can be found in the BICS Guidance for the Development of Procedural Documents.

Finally, the CCG has requested we report to them on a monthly basis stats for staff training which includes Equality and Diversity training.

#### 5. Results

##### Gender

We have 2 years of data from the Gateway, MSK and Derm Surveys and BICS job Applicants and Recruitment Company applicants. We have new data from the Eyes, Gynae and Wellbeing services and now using Sage HR, we are able to pull data on BICS staff.

Findings show that statistically the Wellbeing service sees only 40% of males which is 8% less than the general population. Further, we had more males applying for roles directly with BICS in 2012 than 2013. BICS staff gender split is similar to the census population. Recruitment companies tend to refer on more female applicants than males, this has been reflected in the last two years of data.

##### Age

We have 2 years of data from the Gateway, MSK and Derm Surveys and BICS job Applicants and Recruitment Company applicants. We have new data from the Eyes,

Gynae and Wellbeing services and now using Sage HR, we are able to pull data on BICS staff.

Findings show there has been an increase in 15-24 year old applicants applying for roles directly with BICS from 2012 – 2013 and a similar decrease in 25-34 year olds over the same period.

### **Ethnicity**

We have 2 years of data from the Gateway, MSK and Derm Surveys and BICS job Applicants and Recruitment Company applicants. We have new data from the Wellbeing service.

Review has revealed a significant drop in “mixed” applicants and an increase in “white” from 2012 to 2013. We would recommend a review of the “monitoring” form used to collate this data to ensure there is no confusion with categories clearly labelled.

### **Religion**

We have 2 years of data from the Gateway, MSK and Derm Surveys and BICS job Applicants. There does not appear to be anything significant to report.

### **Disability**

This is new data for the period 1 August 2012 – 31 July 2013, so nothing to compare it with. The data is from Gateway, MSK and Derm Surveys, BICS job applicants and B&H Census Data 2001 and also the Wellbeing service. It is interesting to note that the Wellbeing service shows the highest level of disability.

### **Sexuality**

This is new data for the period 1 August 2012 – 31 July 2013, so nothing to compare it with. The data is from Gateway, MSK and Derm Surveys, the Wellbeing service and BICS job applicants. There does not appear to be anything significant to report, although BICS job applicants show a greater mix of sexuality than survey data.

### **Summary of findings and recommendations**

The data available this year shows a rich diversity of patients using the services and staff working within BICS.

Further, it shows diversity of candidates applying for jobs at BICS and supplied through agencies; which raises the question “without knowing the diversity of our BICS staff, it is difficult to know if any of our recruitment processes have an adverse effect on who we actually recruit”.

With this in mind, it is recommended we focus, where possible on ensuring gender balance at the time of shortlisting and interviewing.

Current data does not indicate that our processes are inequitable, but it would be preferable if we could be assured of this.

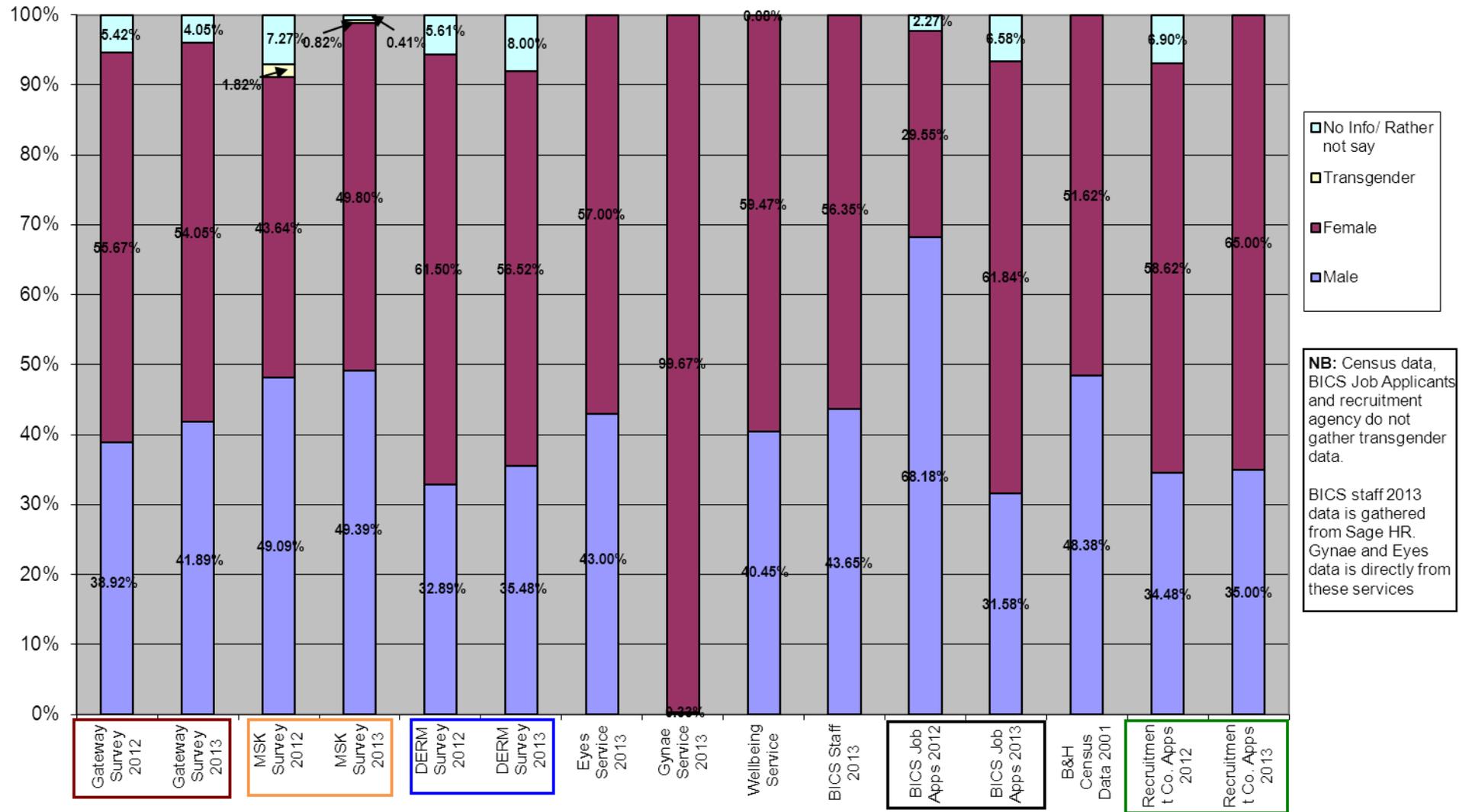
Finally due to the volume of patients seen within the Wellbeing service, it would be helpful if it would be possible to obtain data on Religion, so we can assure ourselves we are accommodating this characteristic.

Again, as in previous years we are reassured by these findings and wished to share them with the Board.

Author Janet Syder

Date: 24 September 2013

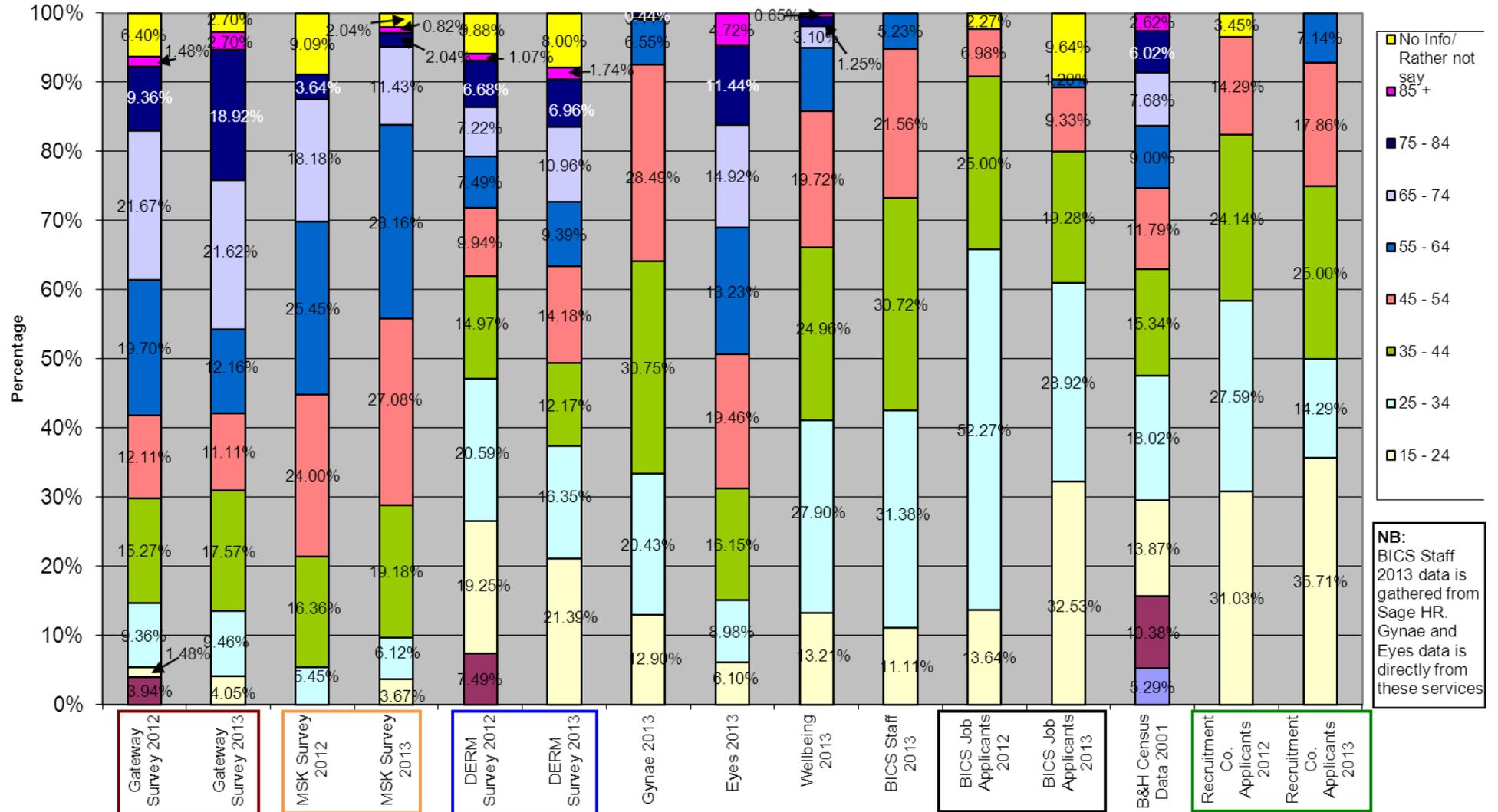
### Equality and Diversity Assessment - GENDER Comparison Snapshot: 1 August 2012 - 31 July 2013



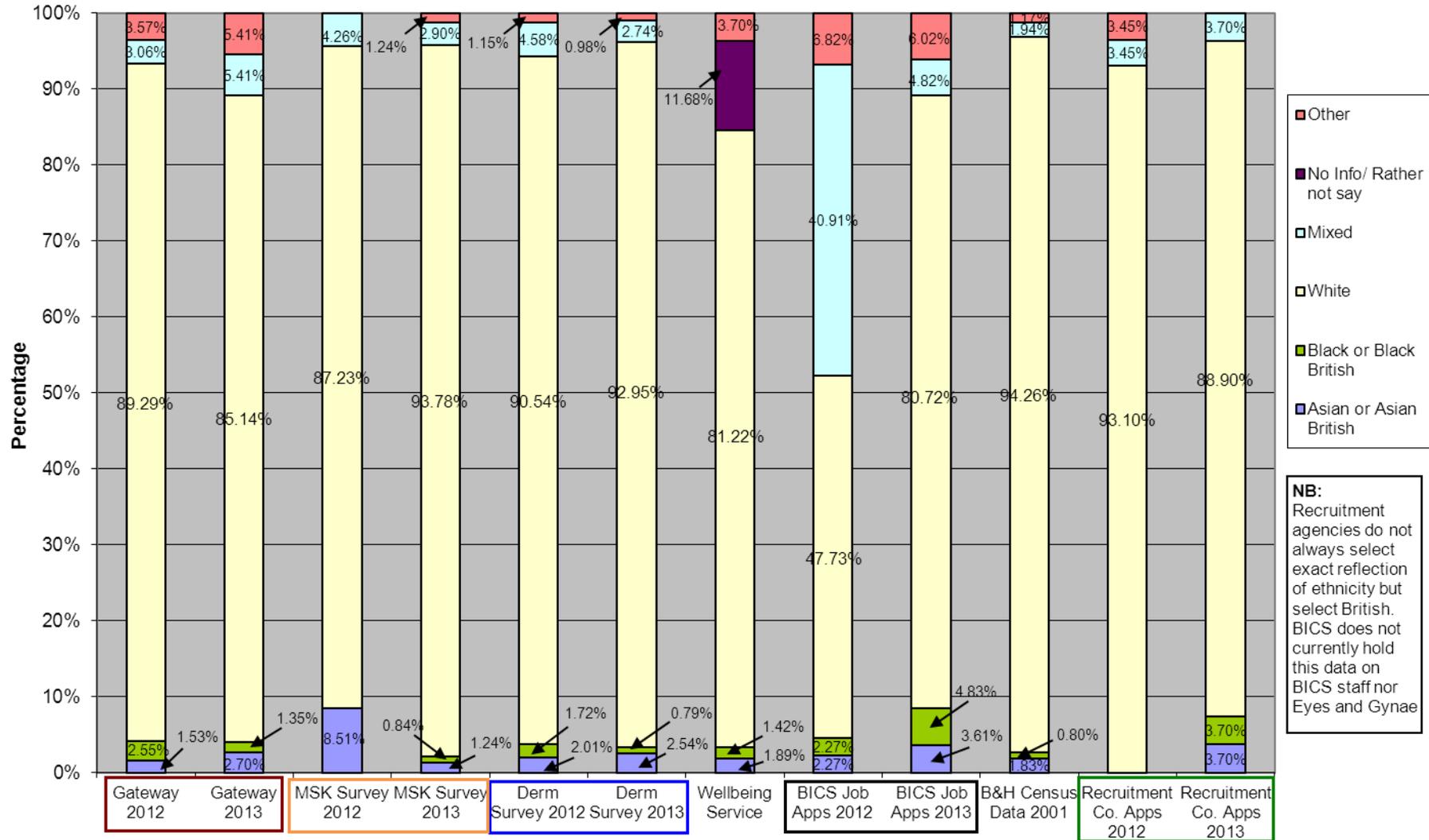
No Info/ Rather not say  
 Transgender  
 Female  
 Male

**NB:** Census data, BICS Job Applicants and recruitment agency do not gather transgender data.  
  
 BICS staff 2013 data is gathered from Sage HR. Gynae and Eyes data is directly from these services

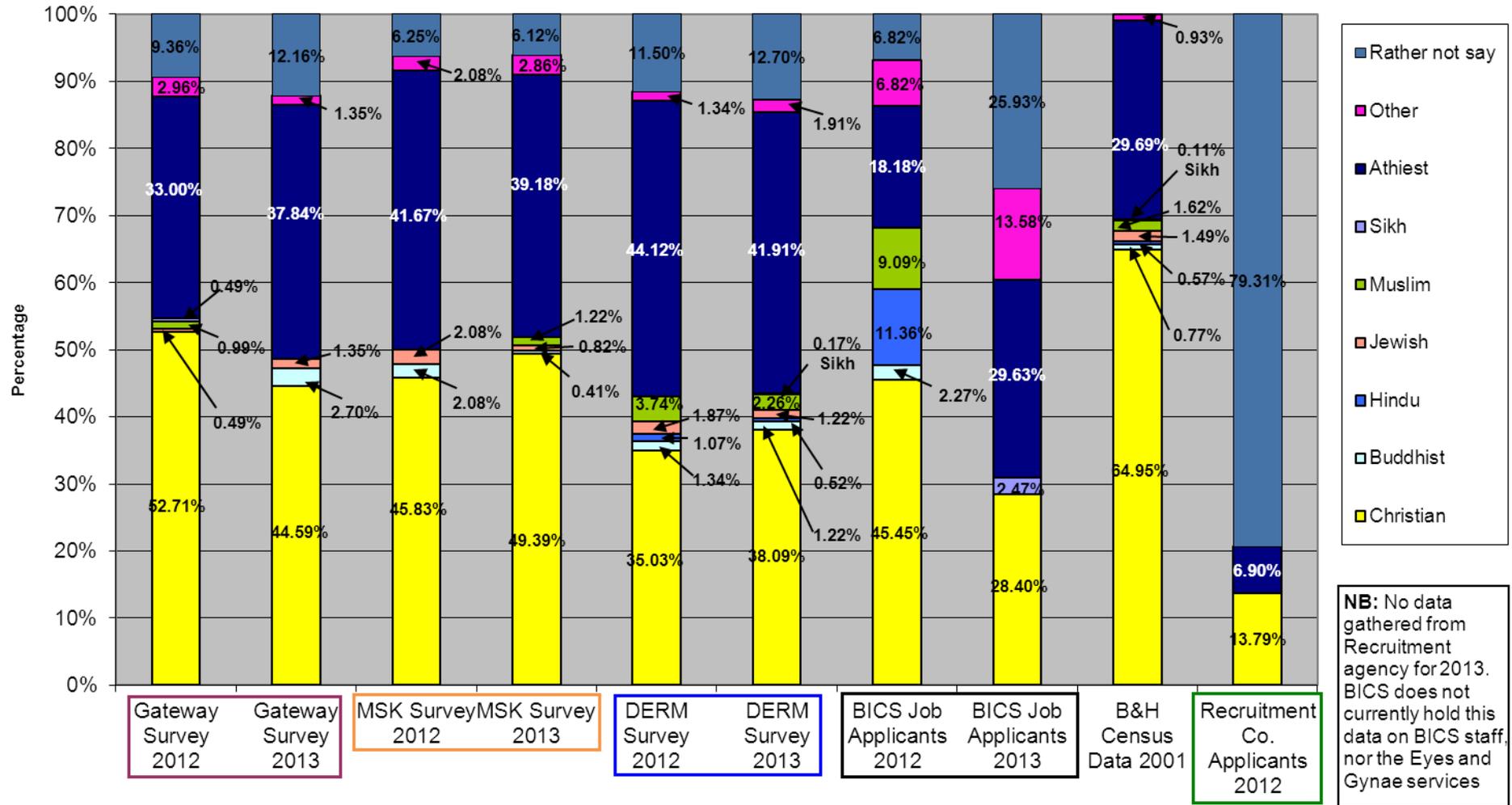
### Equality and Diversity Assessment - AGE Comparison Snapshot: 1 August 2012- 31 July 2013



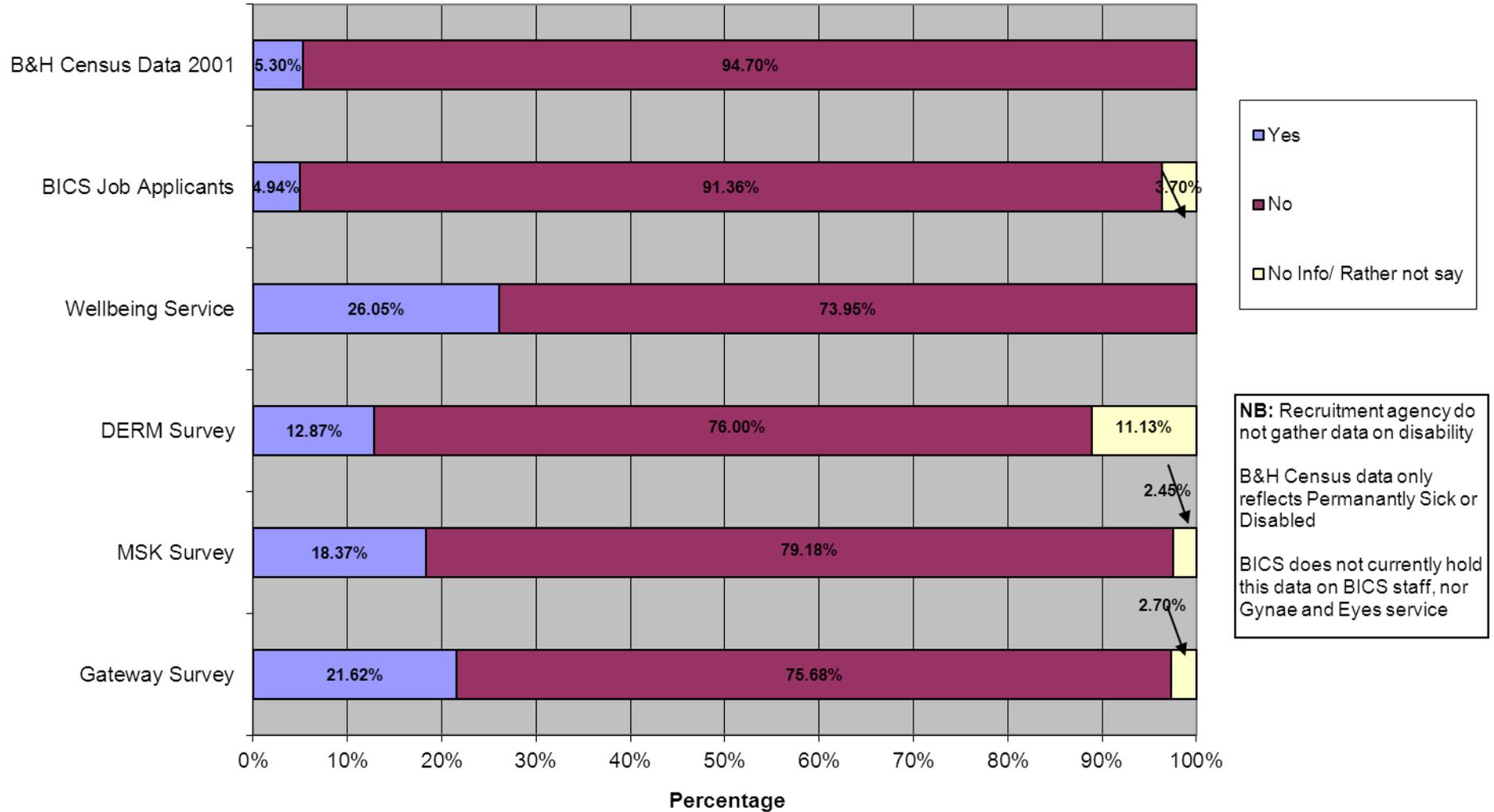
### Equality and Diversity Assessment - ETHNICITY Comparison Snapshot: 1 August 2012 - 31 July 2013



### Equality and Diversity Assessment - RELIGION Comparison Snap shot: 1 August 2012- 31 July 2013



### Equality and Diversity Assessment - DISABILITY Period: 1 August 2012 - 31 July 2013



**Equality and Diversity Assessment - SEXUALITY**  
 Period: 1 August 2012 - 31 July 2013

