

## Monitoring: Part 1

### **Section 6: Monitoring**

This section comprises of 7 questions and examines how the organisation monitors its employees. The questions scrutinise data collection methods, analysis and outcomes. This section is worth 11% of your total score.

**Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.**

**Please ensure that no personally identifiable information is contained in your answers or evidence.**

#### **6.1 Does the organisation gather data on employee sexual orientation on diversity monitoring forms and/or systems?**

**GUIDANCE:** If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

Yes

#### **Copy and paste the question/s you ask and options staff can select:**

All applicants and new starters are encouraged to complete diversity monitoring forms either on their application forms (which is confidential and not seen by recruiting managers) or on the Electronic Staff Record (ESR) once they have been appointed. All employees are recorded on the ESR system (10,600 staff). UHNM also runs Employee Self Service on ESR, this means that staff can change or amend their own details themselves. The options related to sexual orientation are:

- Bisexual
- Gay or Lesbian
- Heterosexual or Straight
- Not Stated (person asked but declined to provide a response)
- Other sexual orientation not listed
- Undecided

## 6.2 Does the organisation gather data on whether employees are trans and/or non-binary on diversity monitoring forms and/or systems?

**GUIDANCE:** If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

No

## Monitoring: Part 2

### 6.3 Does the organisation monitor and analyse from application to appointment the success rate of LGBT applicants? Yes

**GUIDANCE:** This refers to external appointments to the organisation and comparing applicant diversity forms to new starter diversity forms.

### Upload the most recent data showing analysis of application to appointment by sexual orientation and trans identity:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/111493140/ghPdF58TnG/>

### Describe who the analysis is seen by and action taken:

The analysis will be seen by the LGBT+ Staff Network in the first instance to consider what the information is telling us. The Recruitment Manager is part of the network and will be involved in discussions around actions they may be needed. This is then reported to our Equality, Diversity and Inclusion Group as part of update from the LGBT+ Staff Network Chair. Every two years the Trust assesses its performance against the NHS Equality Delivery System, one of the indicators is around 'Fair NHS recruitment and selection processes lead to a more representative workforce at all levels' and this information will be used as evidence at the next EDS event for our staff to assess the organisations performance against this indicator for LGBT+ applicants.

**6.4 Does the organisation monitor and analyse through a HR system, the spread of LGBT people at different pay grades and/or levels?** No

**GUIDANCE:** The system of data collection cannot be through an anonymous staff satisfaction survey.

**6.5 When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of LGBT employees?** Yes

**GUIDANCE:** This can be through collecting diversity data on a staff satisfaction survey.

**Upload the most recent staff satisfaction data:**

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/111493140/rwRkmECJWL/>

## **Describe who the analysis is seen by and action taken:**

UHNM participates in the annual NHS Staff Survey. It undertakes a full survey not a partial survey (i.e. all employees are invited to participate in the survey). The analysis is received by the HR Directorate, and the Workforce Equality Manager takes the breakdown of LGBT satisfaction to the LGBT+ Staff Network for discussion and agreement on any actions required. No specific actions were agreed on the basis of this information this time. During LGBT History Month 2019 we ran an internal LGBT Inclusivity Survey on Survey Monkey, the survey was open for the month of February. This survey was anonymous, but responses could be analysed by gender identity and sexual orientation:

Gender & Gender Identity (can select more than one option):

Male

Female

Transgender

Non Binary

Prefer not to say

Prefer to self describe (free text)

Please describe your Sexual Orientation:

Bisexual

Hetrosexual/Straight

Gay

Lesbian

Other preferred term to describe:

## Monitoring: Part 3

### **6.6 What proportion of employees have answered the monitoring question asked in 6.1?**

**Tick one**

**GUIDANCE:** The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

Under 50%

### **Upload reports or data demonstrating the declaration rate:**

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/111493140/Uaa2UBukXA/>

**Provide a brief description of the report you have uploaded:**

This excel report demonstrates the disclosure of sexual orientation by permanent staff as at 31st March 2019. This indicates that 40% of the workforce have disclosed their sexual orientation. Periodically we send messages via our Electronic Staff Record self service to all staff reminding them to update their personal information and the importance of doing so but recognise that this is a personal choice of individual staff members.

**6.7. What proportion of employees have answered the monitoring question asked in 6.2?**

**Tick one**

**GUIDANCE:** The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

We do not monitor

**The following question is not scored.**

**6.8. Do you analyse differences in staff satisfaction levels between different LGBT identities?**

Yes

**Describe who the analysis is seen by and what action is taken.**

In 2019 as part of LGBT History Month we undertook an internal staff survey of LGBT Inclusivity. We will run this every year going forward. These responses, which are anonymous can be analysed by the LGBT identity the individual selects, from this list:

Gender & Gender Identity (can select more than one option):

Male

Female

Transgender

Non Binary

Prefer not to say

Prefer to self describe (free text)

Please describe your Sexual Orientation:

Bisexual

Hetrosexual/Straight

Gay

Lesbian

Other preferred term to describe: