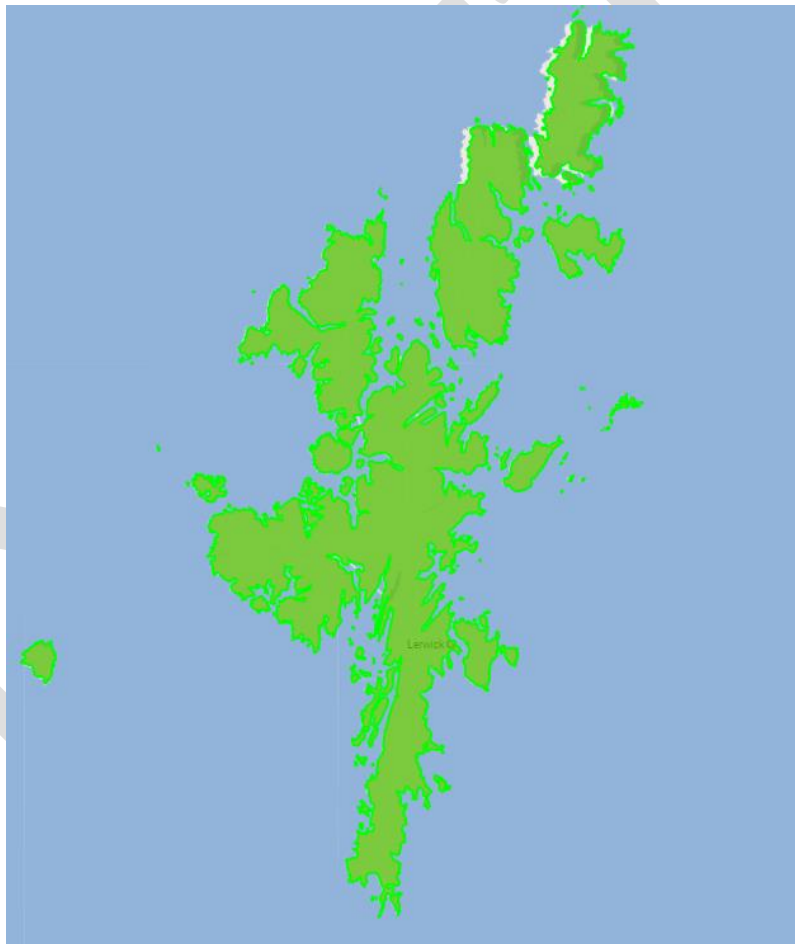


**NHS Shetland Equality and Diversity Workforce Monitoring
Report
April 2023/24**



This report is also available in large print and other formats and languages, upon request. Please call NHS Shetland on (01595) 743060 or email: shb.nhs.uk/contactus.asp

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NHS Shetland Equality and Diversity Workforce Monitoring Report 2023/4

1. Introduction

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into force on the 27th May 2012. This requires public bodies such as NHS Shetland to produce an Annual Workforce Monitoring Report covering all 9 of the “protected characteristics”, as defined in the Equality Act 2010. The 9 “protected characteristics” are:

- Race
- Disability
- Sex (male or female)
- Religion or belief
- Sexual orientation
- Gender reassignment
- Age
- Pregnancy and maternity
- Marriage and civil partnership

The Regulations require that the Workforce Report must include details of:

- The number of staff and their relevant protected characteristics
- Information on the recruitment, development and retention of employees, in terms of their protected characteristics.
- Details of the progress the public body has made to gather and use the above information to enable it to better perform the equality duty.

2. Gathering Workforce Information

(i) Specific duties required in relation to personal information

Public authorities in England, Scotland and Wales are legally required to publish equality information under the specific equality duties. Data about people and their protected characteristics (also called “equality monitoring”) are shared and reported to build an evidence based compliance with the public sector equality duties (PSED) and to meet the specific duties.

Collecting and analysing equality information is an important way to develop an understanding how policies and practices affect those with particular protected characteristics. Public authorities should always use a proportionate approach to collecting personal information. NHS Shetland attempts to expand the data available in this report. We will continue to develop this report to try to exceed compliance.

(ii) Staff Engagement Form

Employees of NHS Shetland complete a Staff Engagement Form at the start of their employment which serves a dual purpose of (1) ensuring staff will be paid correctly and (2) collect information required for the workforce information repository.

The national database is used to support workforce planning within NHS Scotland and ensures that NHS Shetland meet or exceed our legal requirements in respect of equality and diversity monitoring. This information is held confidentially and used only for purposes of equality monitoring to ensure no group of staff are discriminated against or disadvantaged.

Staff have the legal right not to disclose information about their protected characteristics, if they so choose. Any information staff supply is on a purely voluntary basis. The completeness of our information varies, protected characteristic.' Where numbers in a category/table are small, some figures have been rounded to one decimal place or expressed as 'less than five', to reduce the risk of individuals being identified inadvertently.

The diversity data collected continues to improve from workforce and recruitment systems year to year. Disclosure of protected characteristic information is shown as slightly more during the recruitment procedure compared with disclosure of the same information on staff engagement forms during the on boarding process.

Table 1: Percentage Protected Characteristic Data Disclosed by workforce 2023-24

Workforce Protected Characteristic	% Data Completion Employees	Previous report 2023	% Data Completion Bank Workers
Race	97%	96%	94%
Disability	97%	97%	96%
Sex (male or female)	100	100%	94%
Religion or faith	88%	87%	89%
Sexual orientation	88%	88%	85%
Gender reassignment	100%	96%	94%
Age	100%	100%	100%
Marriage and civil partnership	100%	100%	100%

Pregnancy & Maternity	n/a	n/a	n/a
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Table 2: Percentage Protected Characteristic Data Disclosed during Recruitment in 2023

Protected Characteristic	Recruitment % Completion Rates 2023/24	Previous year 2022/23
Race / Ethnicity	99%	99%
Disability	100%	97%
Sex (male or female)	100%	99%
Religion or faith	100%	95%
Sexual orientation	100%	97%
Gender reassignment	98%	n/a
Age	100%	99%
Pregnancy and maternity	n/a	n/a
Marriage and civil partnership	n/a	n/a

3. Using the Workforce Report

The report will:

- Demonstrate the willingness of NHS Shetland to comply with the requirements of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.
- Enable the NHS Shetland Health Board and others, to gauge whether NHS Shetland employees and prospective employees are being treated fairly. Any anomalies or inconsistencies highlighted by the report are looked into and any appropriate follow up action taken.
- Give reassurance to NHS Shetland staff that they are working in an environment that wants to be free from prejudice or discrimination.
- Give the population of Shetland and any prospective employees, reassurance that NHS Shetland treats its staff in a fair and equitable manner.
- Enable external monitoring bodies such as the Equality and Human Rights Commission for Scotland and the Scottish Human Rights Commission to monitor our compliance with current equality and diversity legislation and good practice guidelines.

4. Workforce (Staff in Post) / Population Statistics

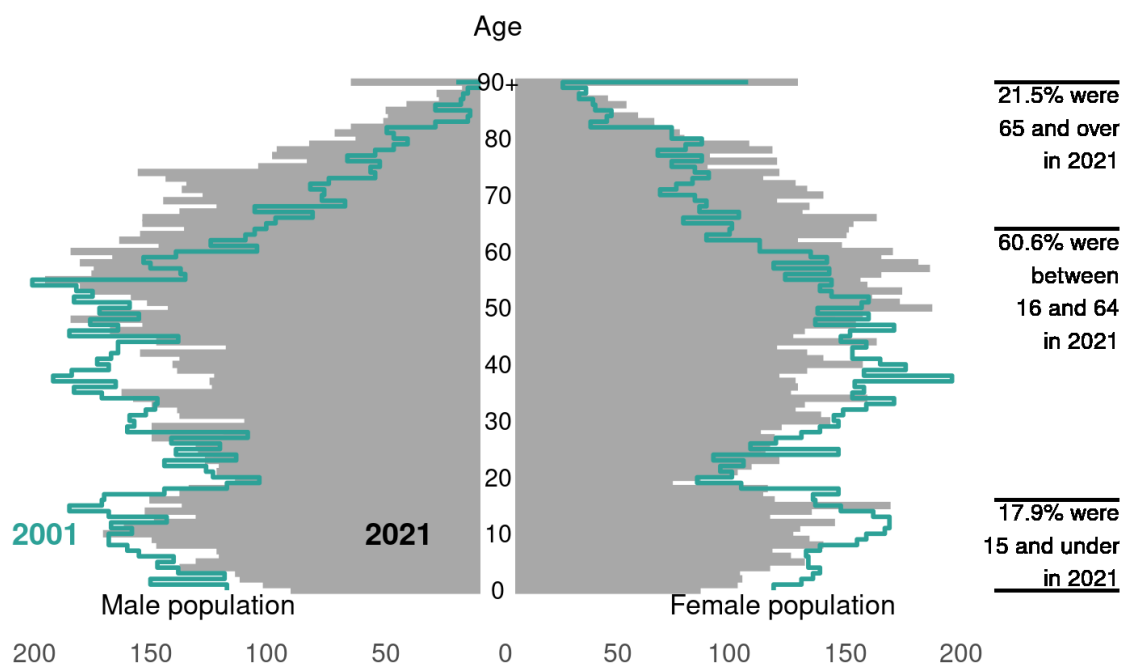
As one of the larger local employers population statistics have an influence on recruitment and retention of our core workforce and the utilisation of supplementary staff from on / off island.

Shetland Population Statistics

At the time of writing this report, the Scottish Census findings were not yet fully published therefore reference is continued to be made to 2011 data where no update was available at the time of writing. The following data is taken from Mid 2021 Population Estimates.

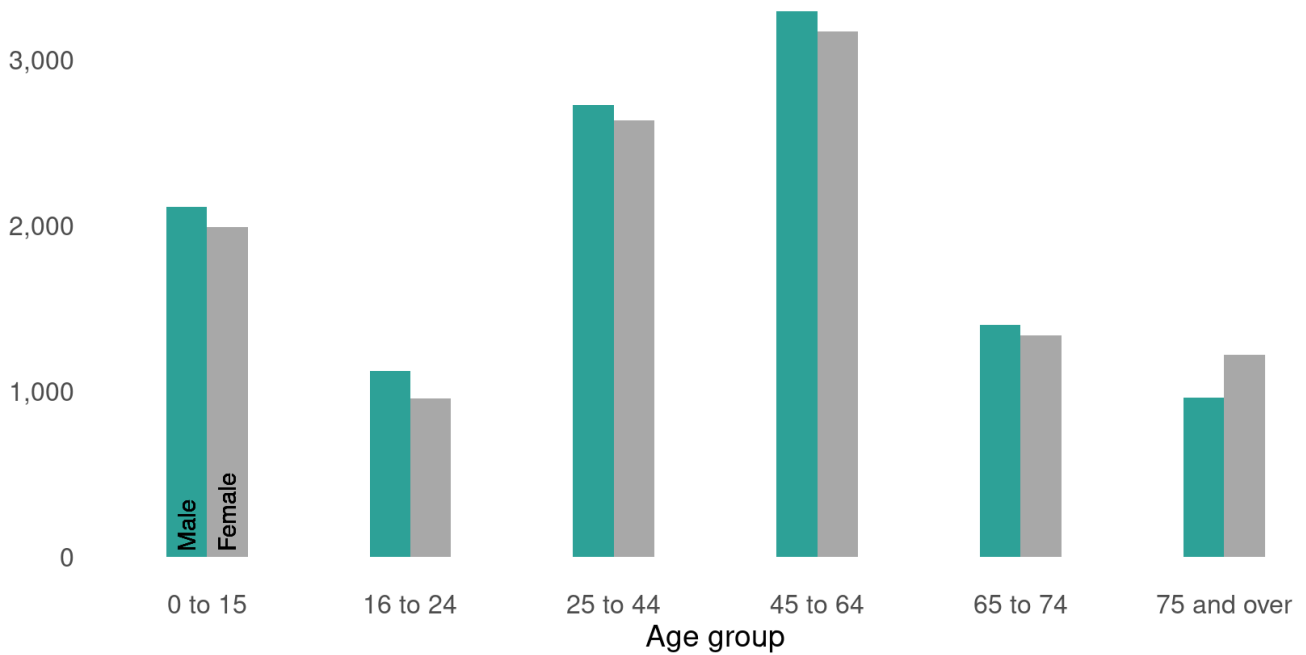
<https://www.nrscotland.gov.uk/files/statistics/council-area-data-sheets/shetland-islands-council-profile.html>

Shetland Islands
Population profile, 2001 and 2021



On 30 June 2021, the population of Shetland was 22,940. This shows an increase of 0.3% from 22,870 in 2020. In 2021, there were fewer females (49.3%) than males (50.7%) living in Shetland. In contrast there were more females (51.2%) than males (48.8%) living in Scotland overall.

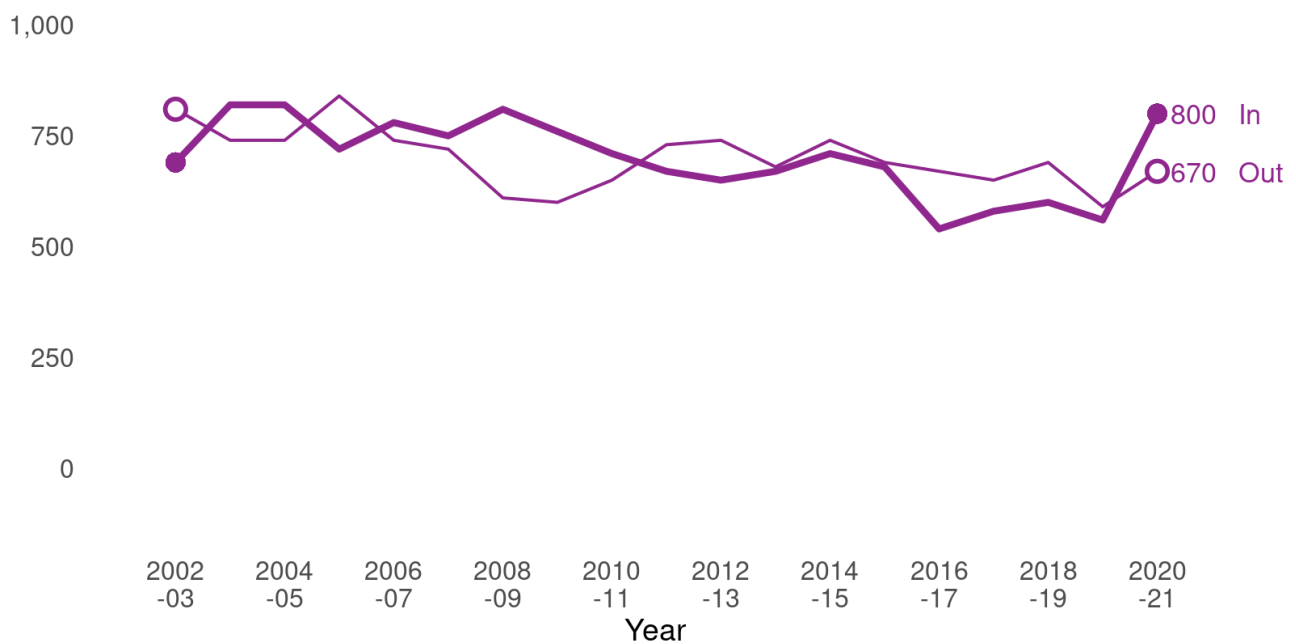
Shetland Islands
Population by age group by sex, 2021



In 2021, the 45 to 64 age group was the largest in Shetland in 2021, with a population of 6,465. In contrast, the 16 to 24 age group was the smallest, with a population of 2,083. During 2021, there were more females than males living in Shetland in 1 out of 6 age groups (75 and older). Between 2001 and 2021, the 0 to 15 age group saw the largest percentage decrease -14.2% compared with -6% for Scotland. The 65 to 74 age group saw the largest percentage increase +69.9%, compared with +25.4% for Scotland.

Source: [Sub-National Population Projections](#) (2018-based)

Shetland Islands
Total in and out migration, 2002-03 to 2020-21*



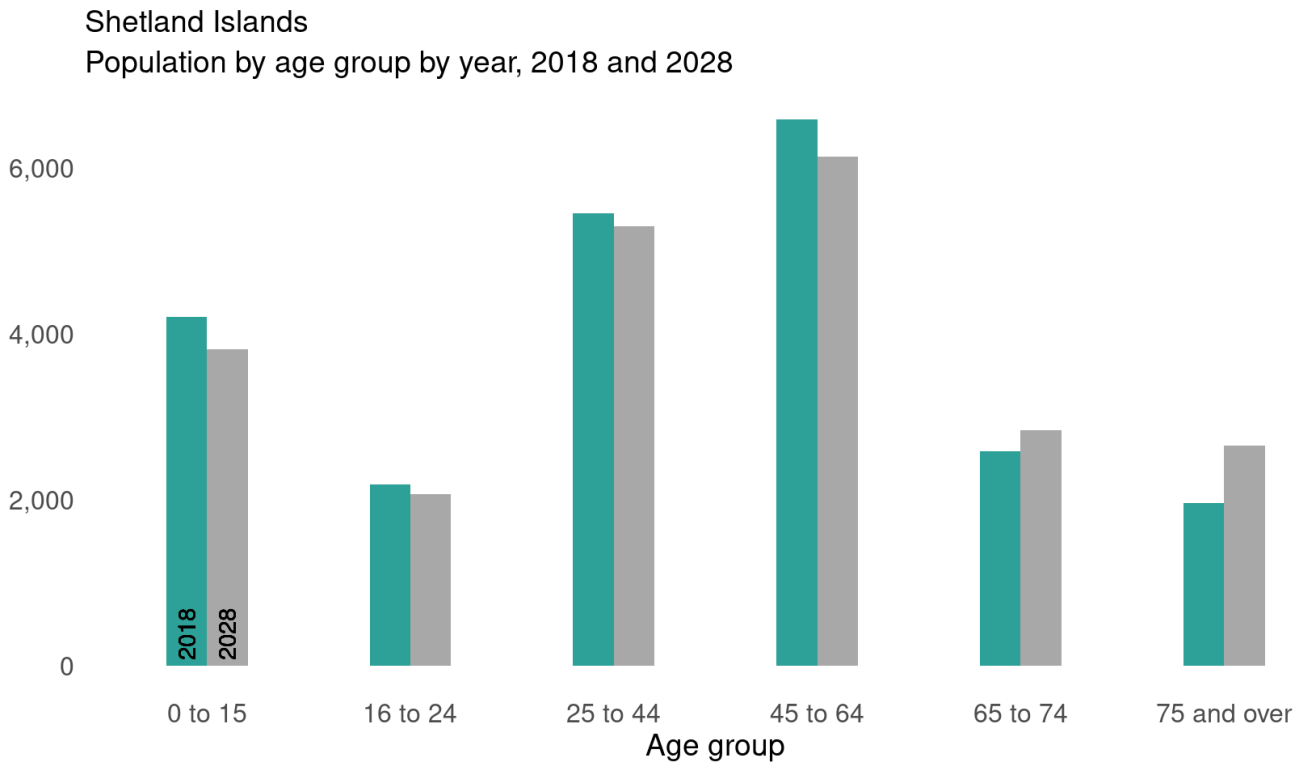
Shetland net migration rate increased from -1.4 people per 1000 population in 2019-20 to 5.4 in 2020-21 compared with Scotland which increased from 3.1 to 5.1.

In the period 2020-21:

- In-migration in Shetland was 800, a 42.9% increase from 560 in 2019-20.
- Out-migration in Shetland was 670, which is a 13.6% increase from 590 in 2019-20.
- Net migration was higher for males (64) than for females (59).
- The age group with the highest level of total net migration was 20 to 24 (29).
- The age group with the lowest level of net migration was 15 to 19 (-35).

Shetland Population Projections

Between 2018 and 2028, the population of Shetland Islands is projected to decrease from 22,990 to 22,824. This is a decrease of 0.7%, which compares to a projected increase of 1.8% for Scotland as a whole. The 0 to 15 age group is projected to see the largest percentage decrease (-9.2%) and the 75 and over age group is projected to see the largest percentage increase (+35.1%). In terms of size, however, 45 to 64 is projected to remain the largest age group.



Challenges

Demographics and cost of living will continue to provide challenges for recruitment and retention which will shape the diversity of NHS Shetland's future workforce profile. We will be working towards the publication of a 3 year workforce plan for 2025 – 2028.

5. Race

(i) Ethnicity of Staff in Post

There are people with valuable skills relevant to healthcare who can be recruited locally. However, some specialist skills require NHS Shetland to recruit through national and international campaigns. Accordingly, there will

never be an exact correlation between the ethnic make-up of the population of Shetland and the ethnic make-up of the NHS Shetland workforce.

Table 4: Ethnicity Employees and Bank Workers at 31st December 2023

Ethnicity	Employees Count	% Employees	Bank Count	% Bank
African – Other	<5	<5	<5	<5
Asian - Chinese, Chinese Scottish or Chinese British	<5	<5	<5	<5
Asian - Indian, Indian Scottish or Indian British	6	1%	<5	<5
Asian – Other	9	1%	14	7%
Asian - Pakistani, Pakistani Scottish or Pakistani British	< 5	<5	<5	<5
Don't Know	<5	<5	<5	<5
Mixed or Multiple Ethnic Group	6	1%	<5	<5
Other Ethnic Group - Arab, Arab Scottish or Arab British	<5	<5	<5	<5
Other Ethnic Group – Other	<5	<5	<5	<5
Prefer not to say	29	3%	11	6%
White – Irish	8	1%	<5	<5
White – Other	46	5%	7	4%
White - Other British	201	23%	52	27%
White – Polish	9	1%	<5	<5
White – Scottish	544	63%	99	51%

NOTE: These figures do not include doctors and dentists in training who are recruited and employed elsewhere and on placement to NHS Shetland on a rotational basis.

The ethnicity of Bank worker's shows a broadly similar pattern to the employees' profile, with highest proportion identifying as white Scottish. However the Bank workers profile shows a higher percentage of staff identifying from Asian - Other ethnicity group; plus a higher percentage of 'prefer not to say category'.

The 2011 Census showed that the 81% of the population of Shetland were in the "White Scottish" Census category, this would suggest that NHS Shetland workforce is broadly representative of the local population profile statistics from 2011. Given the small numbers involved and the timespan it is hard to draw any firm conclusions.

(ii) Recruitment Procedures Ethnicity Summary

Table 5: Recruitment Ethnicity Summary

Ethnicity Group	Applied	Shortlisted	Recruited
African - African, African Scottish or African British	993	52	5
African – Other	1399	36	2
Asian - Bangladeshi, Bangladeshi Scottish or Bangladeshi British	16	1	0

Asian - Chinese, Chinese Scottish or Chinese British	7	3	1
Asian - Indian, Indian Scottish or Indian British	339	25	8
Asian – Other	116	16	3
Asian - Pakistani, Pakistani Scottish or Pakistani British	185	2	1
Caribbean or Black - Black, Black Scottish or Black British	12	0	0
Caribbean or Black - Caribbean, Caribbean Scottish or Caribbean British	1	0	0
Caribbean or Black – Other	5	1	0
Mixed or Multiple Ethnic Group	15	3	0
Other Ethnic Group - Arab, Arab Scottish or Arab British	27	0	0
Other Ethnic Group - Other	63	2	1
White – Irish	11	9	4
White – Other	96	39	13
White - Other British	156	99	52
White – Polish	14	9	5
White - Scottish	305	208	109
Prefer not to say	26	6	2
Grand Total 2023	3786	511	206

- Candidates identifying as white submitted (582) 15% of all applications received; 63% of applicants met the essential shortlisting criteria, of which following interview 50% received an offer of employment.
- Candidates identifying as African, Asian, Caribbean, mixed or other Ethnic group submitted (3178) 84% of all applications received. Only 4% of these applications met the essential shortlisting criteria, of which following interview 15% received an employment offer.
- Less than 1% of all applicants received, declined to disclose ethnicity

Candidates from an African and Asian ethnic background appear to be disproportionately underrepresented at the shortlisting stage. Further exploration shows very few of these applications are satisfactorily completed, with insufficient contact information or detail to meet the essential criteria for shortlisting. This trend appears to be consistent with last year's findings and with other boards using NHS Scotland's national recruitment system, Jobtrain. Further investigation continues into the possible use of automated systems which submit applications on behalf of candidates. It is expected that the number of applications received will remain high until the investigation is concluded.

NHS Shetland have a structured shortlisting and interview process in place in order to evidence selection decisions are fair and free from racial discrimination. We are also cognisant that many of the vacancies advertised require a specific professional registration membership or evidence that applicant is working towards this. We continue to be inclusive in our approach to applicants who are successfully shortlisted in local, national and international recruitment campaigns

During 2023/24, 6 staff required a work permit and 6 staff were supported by a certificate of sponsorship. Further International recruitment campaigns are planned to continue into 2024/25

(iv) The ethnicity of staff applying for training and receiving training 2023/24

This is not currently monitored. All training records are currently held in TURAS. The training and management system does not currently integrate across to eESS the Human Resource system or enable collection of Equality and Diversity monitoring information directly to assist in collection of this data. .

6. Disability

(i) Staff who identify with having disability

Table 6: The number of NHS Shetland Employees / Bank Workers who identify with having a medical condition lasting 12 months or more

Disability Declaration	Employees Count	Employees % Response	Bank Count	Bank % Response
No	801	92.60%	181	93.30%
Prefer not to say	22	2.54%	7	3.61%
Yes	42	4.86%	6	3.09%
Total	865		194	
Completion rate		97.46%		96.39%

- Approximately 5% of NHS Shetland employees and just below 3% of Bank Workers identify as having a medical condition lasting 12 months or more that may be considered to be a disability.
- 3-4% preferred not to respond to this question

(ii) Recruitment Data

Table 7: The disability status of applicants for posts, short listed candidates and people recruited

Disability status	Applied	Shortlisted	Recruited
No	3671	451	180
Yes	114	60	26
Not Provided	1	0	0
Grand Total	3786	511	206
Percentage Yes responses	3%	12%	13%

Applicants identifying as having a disability/long term condition were

- Were only 3% of the total applicants
- 12 % of applicants were shortlisted for interview
- 13% were successfully recruited

This is an indicator that the structured shortlisting and interview processes in place are applied fairly and free from disability discrimination. We have undertaken a joint piece of work locally to develop a British Sign Language Plan 2024-2030 for Shetland, this will be

published 6 May 2024.

(iii) Disability status of Staff who have promotion in 2023/ 24

Less than 5 of the staff promoted identified as having a medical condition in the last 12 months.

(i) Disability status of staff applying for training and receiving training

This is not currently monitored. All training records are currently held in TURAS. The training and management system does not currently integrate across to eESS the Human Resource system or enable collection of Equality and Diversity monitoring information directly to assist in collection of this data. .

7. Sex (Male or Female)

(i) Sex of staff profile

NHS Shetland has:

- Male 18.84% (163): Female 81.16% (702)
- 194 Bank Workers comprising of Male 31%(61): Female 69%(133)

In Shetland population is approximately 22900. The ratio of male: female population is 50.07: 49.3
[Shetland Islands \(Council Area, Scotland, United Kingdom\) - Population Statistics, Charts, Map and Location \(citypopulation.de\)](#)

There is no intentional occupational segregation in NHS Shetland, nor has there been any intentional gender bias identified in the filling of posts. NHS Shetland is careful to promote all healthcare posts as being equally open to both males and females. All NHS Shetland staff appointments are made on merit, free from any gender bias. However, we recognize that there are still historical issues to be addressed, especially in the field of Nursing and Allied Health Professions (AHP) where the workforce is predominately female.

Traditionally, Nursing and AHP professions have attracted far more females than males to train for these professions. Nursing is the biggest single occupation group in the NHS by far, hence, all Health Boards in Scotland have a much higher proportion of female staff to male staff. The majority of female staff are concentrated in the Nursing and AHP professions. NHS Shetland is working hard to promote all NHS jobs to both males and females equally. The Universities are also playing their part to encourage more males to train for nursing or AHP careers.

NHS Shetland is careful in all of our advertising material for nursing and AHP posts to avoid sexual stereotyping. Our recruitment literature depicts both male and female staff in these roles and projects a very positive image of both male and female Nurses and AHP's. Recruitment and selection training includes raising awareness of pitfalls of individual bias and provides guidance to recognize and help eliminate in selection processes

(ii) The sex / age profile for Internal Promotions

Across 2023 there were 22 internal promotions. These were split 86% female:14% male which is broadly comparable to the workforce profile The age ranges for staff receiving an internal promotion covered 25 to 64. The data suggests that internal promotions are not restricted by sex or age.

Table 20: Promotions by age / sex

Age	Male	Female
25-29	4.55%	13.64%
30-34	0.00%	18.18%
35-39	0.00%	18.18%
40-44	0.00%	18.18%
50-54	4.55%	4.55%
55-59	4.55%	9.09%
60-64	0.00%	4.55%

(iii) The sex of staff applying for training and receiving training

This is not currently monitored. All training records are currently held in TURAS. The training and management system does not currently integrate across to eESS the Human Resource system or enable collection of Equality and Diversity monitoring information directly to assist in collection of this data. .

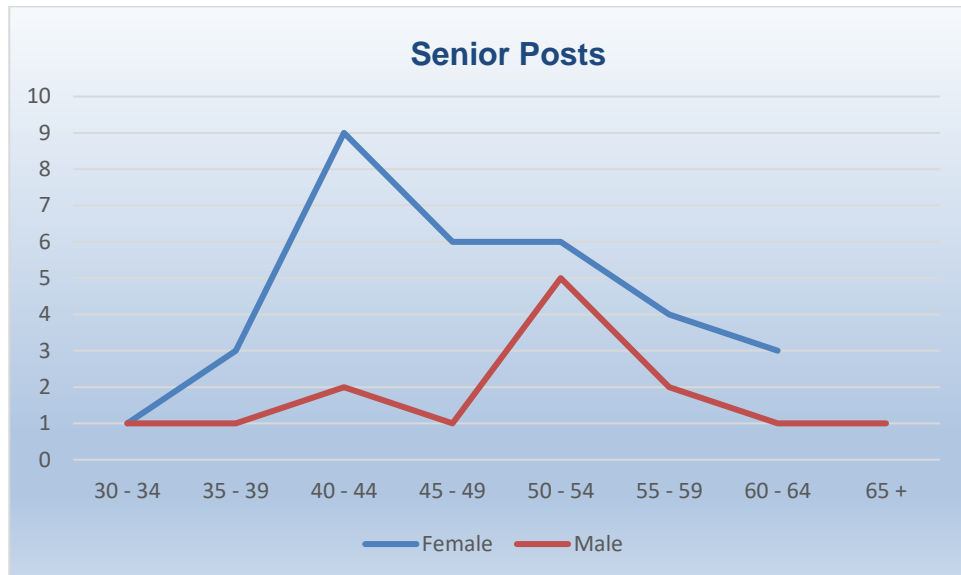
(iv) Recruitment Profile

Table 8: The sex of applicants for posts, short listed candidates and people recruited.

SEX	Applications	Shortlisted	Recruited	Applications	Shortlisted	Recruited
Female	2385	361	164	63%	15%	45%
Male	1384	145	41	37%	10%	28%
Prefer not to say?	<5	<5	<5	<5	<5	<5
Total	3770	507	205		13.45%	40.43%

- Consistent with past trends there are a smaller number of male applicants 37% than female applicants 63%.
- Applicants shortlisted are also lower: Male 11% / Female 15%.
- The overarching success rate of Male : Female applicants being appointed during this time is a ratio of 1:4

(v) Senior Posts within NHS Shetland



At 31 December 2023 there were 46 employees on senior grades (AFC Band 8A and above or Executive Hay Grade). This comprised of 32 female and 14 male (a ratio 70:30). These figures are broadly representative of the overall employees profile within NHS Shetland.

The Gender pay gap report 2023 shows an overall pay gap of 27.29%, however on further review they were as a result of certain anomalies related to terms and conditions rather than any trend or bias identified.

(vi) Board Members

As at 31 March 2024 NHS Shetland has 16 Board Members. Non-Executive Members of the Board generally have other employment but they receive some remuneration for activities relating to their NHS Board duties. The Executive Members are all senior managers.. The gender make up at this time were 9 female and 7 male. Currently there are no vacant posts.

The Gender Representation on Public Boards (2018) Act (GRPB) requires public bodies to report on meeting the requirements of the Act. The requirement is to make progress towards having 50% female non-executive Board members (excluding stakeholder members).

There are 6 NHS Shetland non-executive Board members that form the basis of the gender representation calculation. There are three male and three female Non-Executive Board members plus a male Chair and a female Vice Chair. Therefore NHS Shetland meets the requirement and is fully compliant.

8. Religion or Faith.

(i) Religion or Faith profile of NHS Shetland workforce

Table 9: The religion/faith profile of Employees and Bank Workers 2023

Religion	Count Employees	% response	Count Bank	% Response	Census 2011
Buddhist	6	1%	1	1%	
Christian - Other	141	16%	31	16%	10.60%

Church of Scotland	117	14%	21	11%	29.90%
Don't Know	6	1%	0	0	
Hindu	5	1%	13	7%	
Jewish	2	0%	0	0	
Muslim	2	0%	2	1%	0.40%
No Religion	424	49%	88	45%	45.40%
Other	22	3%	6	3%	1.10%
Prefer not to say	94	11%	21	11%	8.50%
Roman Catholic	45	5%	11	6%	4.10%
Sikh	1	0%	0	0	
Grand Total	865		194		
Completion rate	88.44%		89.18%		

The data compares the workforce against the Census data collected in 2011. The information indicates:

- 11% of employees and 11% of Bank workers selected “preferred not to say”, this is higher than the 8.5% shown from the local population census data for Shetland in 2011.
- 49% of Employees and 45% of Bank Workers indicated that they had no religion, this is Broadly representative of the 2011 Census result of the local community profile.
- Church of Scotland was the selected religion representative of 30% of the local respondents to the Census in 2011. In December 2023 only 14% of Employees and 11 % Bank Workers indicated they identified with Church of Scotland religion.
- The completion rate for Faith and Religion is one of the lowest responses gathered through the workforce diversity monitoring procedures

(ii) Recruitment Process: Faith and Religion

Table: 10- Recruitment applicants by faith / religion

Religion / Faith	Applied	Shortlisted	Appointed	% of applicants (by faith) appointed
Buddhist	29	11	4	13.79%
Christian - Other	2054	123	38	1.85%
Church of Scotland	58	28	9	15.52%
Don't Know	22	8	1	4.55%
Hindu	175	16	5	2.86%
Jewish	0	0	0	0.00%
Muslim	509	17	1	0.20%
No Religion	395	234	119	30.13%
Other	21	7	3	14.29%

Prefer not to say	90	35	13	14.44%
Roman Catholic	428	31	12	2.80%
Sikh	5	1	1	20.00%
Grand Total	3786	511	206	5.44%

- Data is comparable to census data in that NHS Shetland attracts a diverse range of applicants.
- Over 54% of applicants identified with a Christian faith
- 19% identified with other Religions / Faith,
- 10% no religion and 4% did not respond or did not disclose.

In respect of outcomes the information variation on appointment suggests that recruitment processes are free from religious or faith related discrimination.

(iii) The religion/faith of staff applying for training and receiving training. T

This information is not currently recorded. All training records are currently held in TURAS. The training and management system does not currently integrate across to eESS the Human Resource system or enable collection of Equality and Diversity monitoring information directly to assist in collection of this data. .

9. Sexual Orientation

(i) Sexual orientation of the NHS Shetland workforce as at 31 December 2023

Table 12: Sexual Orientation profile NHS Shetland workforce

Sexual Orientation	Employees Count	Employees %	Bank Count	Bank %
Bisexual	14	2%	<5	<5
Don't Know	<5	<5	<5	
Gay	<5	<5	<5	<5
Gay/Lesbian	5	1%	<5	<5
Heterosexual	732	85%	158	81%
Lesbian	<5	<5	<5	
Other	<5	<5	<5	
Prefer not to say	104	12%	30	16%
Grand Total	865		194	

- The information demonstrates diversity in respect of sexual orientation across the workforce, with a largest proportion identifying as heterosexual
- Approximately 13% of the workforce measured, selected 'prefer not to say'

- Sexual orientation was one of the lowest response rates
- There was nothing to indicate that NHS Shetland's recruitment and retention processes discriminated on the grounds of sexual orientation so this may level up as only 8% of new appointments recruited preferred not to state and response rate was at 96%
- There is no 2011 Census information on sexual orientation for us to use as a comparator to the local population.

(i) **Sexual Orientation: Recruitment Procedures**

Table 14: Sexual orientation of recruitment applicants

Sexual Orientation	Applied	Shortlisted	Recruited	% Applicants Appointed
Bi-sexual	113	25	17	15.04%
Gay/Lesbian	27	14	7	25.93%
Heterosexual/Straight	3412	427	164	4.81%
Other	47	5	3	6.38%
Prefer not to say	166	35	13	7.83%
Don't Know	21	5	2	9.52%
Total	3786	511	206	5.44%

- Candidates were shortlisted and appointed from each sexual orientation category monitored.
- The number of short listed candidates, to those recruited, appear proportionately higher for those identifying as Bi-Sexual and Gay / Lesbian, compared with the overall success rate approximately 5%.
- This suggests that shortlisting processes and interview processes appear fair and free from discrimination on the basis of sexual orientation.

(ii) **The sexual orientation of staff applying for training and receiving training.**

All training records are currently held in TURAS. The training and management system does not currently integrate across to eESS the Human Resource system or enable collection of Equality and Diversity monitoring information directly to assist in collection of this data. .

10. Gender Reassignment

(i) **Gender Reassignment profile of NHS Shetland Workforce**

Table 16: Gender Reassignment workforce profile data – Employees and Bank Workers

Gender Reassignment	Employees Count	%	Bank Count	%
No	834	96.42%	182	93.81%
Prefer not to say	30	3.47%	11	5.67%
Yes	<5	<1%	<5	<5
Grand Total	865		194	

Table 17; Gender Reassignment Recruitment Monitoring

Gender Reassignment	Not Shortlisted	Shortlisted	Hired
No	3212	299	205
Yes	10	<5	<5
(blank)	23	<5	<5
Prefer not to say	30	<5	<5
Grand Total	3275	305	

11. Age

(vii) Age profile of the NHS Shetland Workforce 2023

Table 18: Age profile of the NHS Shetland Employees and Bank Workers, 31 December 2023

Age Range	Count Employees	% Employees	Count Bank	% Bank
20 - 24	21	2.43%	27	13.92%
25 - 29	81	9.36%	12	6.19%
30 - 34	118	13.64%	16	8.25%
35 - 39	92	10.64%	11	5.67%
40 - 44	103	11.91%	8	4.12%
45 - 49	83	9.60%	21	10.82%
50 - 54	125	14.45%	15	7.73%
55 - 59	115	13.29%	22	11.34%
60 - 64	89	10.29%	24	12.37%
65 +	33	3.82%	29	14.95%
Under 20	5	0.58%	9	4.64%
Grand Total	865		194	

- The age profile for under 25 years old has improved on previous years. The Bank Workers data reinforces this, evidencing the increase of students. We have been working with local networks ' Developing the Young Workforce and local schools across the year to promote NHS Careers, so that we can better understand interests and align development of opportunities which will aim to attract and increase local supply of skills to support the future workforce design.
- The data shows 42% of Employees and 51% of Bank Workers are aged 50 years or over. This indicates that there is large vacancy gap to fill as staff make retirement choices across the next 5-10 years. This emphasises the need for focus on developing supply and retention options. The Retire and Return policy and hybrid working arrangements will help provide

opportunities to retain and support the cascade of knowledge, skills and experience.

(viii) Age Profile: Recruitment Procedures

Table 19: The age profile of recruitment applicants

Age Range	Applied	Shortlisted	Recruited	% App Appointed
<20	31	8	14	45%
20-24	362	30	16	4%
25-29	1266	56	36	3%
30-34	884	55	31	4%
35-39	555	43	33	6%
40-44	329	30	22	7%
45-49	168	29	13	8%
50-54	85	15	18	21%
55-59	54	18	15	28%
60-64	29	15	5	17%
>=65	2	0	0	0%
Not Recorded	21	6	3	14%
Grand Total	3786	305	206	5%

- The findings suggest that NHS Shetland attracts a diverse age range of applicants to vacancies that would support fair recruitment practices free of age discrimination.

(ix) The age profile for staff receiving training.

This information is not currently recorded. All training records are currently held in TURAS. The training and management system does not currently integrate across to eESS the Human Resource system or enable collection of Equality and Diversity monitoring information directly to assist in collection of this data. .

12. Pregnancy and Maternity

During 202/24, 25 staff from across the organisation started maternity leave, and 30 staff returned to work following completion of maternity leave; only one staff member did not return.

The return to work rate reflects perhaps

- the commitment of staff
- the opportunities offered by NHS Shetland for flexible or part-time working
- The high cost of living and accommodation on Shetland

13. Marriage and Civil Partnership

(i) Information on the marital status of NHS Shetland workforce

Table 21: The marital status of NHS Shetland Staff 31st December 2023

Marital Status	Employees Count	Employees %	Bank Count	Bank %	Census 2011 %
Civil Partnership	<5	<2%	<5	< 2%	-
Divorced/ Separated	68	7.86%	11	5.67%	10.7%
Married	479	55.38%	94	48.45%	49.7%
Single	309	35.72%	85	43.81%	32.8%
Widowed	5	1%	<5	<2%	6.8%
Not Known	-	-	-	-	-
Grand Total	865		194		

- Divorced/separated rates are generally lower for NHS Shetland staff than the Shetland population in 2011.
- Proportionately, more NHS Shetland staff are married than the percentage of the general local population in 2011.
- There were no civil partnerships recorded in the Census data for 2011. (The Civil Partnership Act 2004 ('the CPA 2004') came into force on 5th December 2005).
- The figures are broadly representative of the local population and suggest that there is no discrimination on the grounds of marital status in procedures

(ii) The marital status of staff promoted during 2023/24

Table 22: Promotions by marital status

Marital Status	Promotions
Civil partnership	<5
Divorced	<5
Married	11
Single	9
Grand Total	22

(iii) The marital status of staff receiving training.

This information is not currently recorded. All training records are currently held in TURAS. The training and management system does not currently integrate across to eESS the Human Resource system or enable collection of Equality and Diversity monitoring information directly to assist in collection of this data. .

14. Staff Performance and Assessment

Knowledge and Skills Framework (KSF)

KSF has been implemented for all NHS Shetland staff, excluding medical and dental staff for whom separate arrangements apply. There is an ongoing cycle of review, planning, development and evaluation which links organisational and individual development needs; this is a commitment to the development of everyone who works in the NHS. KSF outlines are developed for all posts which detail the knowledge and skills required for the post covering six mandatory core dimensions of:

- Communication
- Personal and People Development
- Health, Safety and Security
- Service Improvement
- Quality
- Equality and Diversity

In addition, there will be specific dimensions which reflect the key activities of each post. There are two “gateways”. The Foundation Gateway within one year, 6 months for Band 5 posts, of appointment to the bands will check that the employee can meet the basic demands of their post. The Second Gateway will confirm that the employee is applying their knowledge and skills to consistently meet the full demands of their post. As yet, the gateways are not active across Scotland (including NHS Shetland).

15. Equal Pay Statement

In compliance with the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, NHS Shetland produced an Equal Pay Monitoring Report in June 2021. This contains an Equal Pay Statement and is available on the NHS Shetland website at:

<https://www.shb.scot.nhs.uk/board/equality/EqualPayMonitoring-June2021.pdf>

16. Publishing the Report

The NHS Shetland Workforce Monitoring Report 2024 will be shared with NHS Shetland Staff Governance Committee and Area Partnership Forum. Thereafter, circulated electronically within NHS Shetland and posted on the NHS Shetland website so it will be accessible to staff, partner agencies and the wider community of Shetland.

All comments received will be carefully considered. Comments in any language or format can be made:

By email to: shb.nhs.uk/contactus.asp

By post to:

Feedback Service,
NHS Shetland Board Headquarters,
Upper Floor Montfield,
Burgh Road,
Lerwick
ZE1 0LA

By telephone to: 01595 743060

17. Compilation of the Report: acknowledgements

Compiled on behalf of NHS Shetland by Lorraine Allinson, HR/OH Services Manager, NHS Shetland. April 2024

Thank you to:

Laura Pottinger, HR Systems / Recruitment Manager for workforce data reports

Kari Wright HR Co-ordinator for the recruitment information

Corporate Services, Public Health and Finance Teams for respective information

DRAFT