**Appendix 1**

**E & D Monitoring Data Set**

This data will be collated and analysed and reported to the Equality and Diversity Sub-Committee and the board and the equalities indicators published on the Trust website and referenced in the annual report.

* 1. Workforce Profile Data Sets
     + Workforce Profile – broken down by monitoring sets in to % of headcount employed
       - Ethnicity
       - Occupational Group
       - Age
       - Gender
       - Disability
       - Religion or Belief
       - Sexual Orientation
       - Carer Status
       - Full-time/Part-time status
       - Transgender
       - Marital status
       - Pregnancy Maternity
     + Actions and Targets will be set to increase representation against the local community demography and national targets in the Vital Connection.
  2. Recruitment Outcomes
* broken down by recruitment episode in to the equality indicators as in 1.1 and by occupational group
* Applicants
* Short Listed
* Appointed
  1. Applicants for promotion
* broken down in to the equality indicators as in 1.1
* Applicants
* Short Listed
* Appointed

Information for all of the following should be broken down by:

* + - Gender
    - Disability
    - Ethnic origin
    - Full-Time/Part-time
    - Occupation
    - LOS with employer
    - Age
    - Religion or belief
    - Sexual orientation
    - Carer status
    - Transgender
    - Marital status
    - Pregnancy/Maternity
  1. Training and development plans
* Staff having group or individual training plans as % of total headcount employed.
* Applicants for and in receipt of training
  1. Case Management
* Ratio of cases of formal disciplinary action to total headcount employed.
* Ratio of grievance cases (brought by staff/brought against staff) to total headcount employed.
* Ratio of recorded claims of bullying/harassment to total headcount employed.

1.6 Sickness absence

The amount of time lost through absence as a proportion of the staff time available together with reasons for the absence. This should not cover disability related absence, maternity leave, carers leave, or any periods of absence agreed under family friendly/flexible working policies but should include all unauthorised absence from work and long term sickness.

* 1. Violence

Ratio of violent incidents to total number of employees, measured over the course of the year.

* 1. Staff turnover

Number of leavers in 12 months as % of total headcount of staff in post at the end of the reporting year.

* 1. Flexible Working

Number of staff returning at the same level after maternity leave of 12 months as % of staff taking maternity leave.

% of staff from professional groups working part-time.

Applicants for Flexible Working.

Applicants for Special Leave

Applicants for Paternity Leave

Career Breaks