

**Public Health Wales - Strategic Equality Action Plan**

**Strategic Equality Plan and Objectives 2020 - 2024 Year 2 (Apr 2021-Mar 2022)**

Objective	Lead	Strategy/Policy	Actions	Completion	Indicators	RAG Status	Progress
<b>Strategic Equality Objective 1 - Understand and advocate for diversity: Public Health Wales will be a Public Health Wales will be a workplace free from discrimination, bullying, harassment and victimisation. All staff will be able to advocate for inclusion and diversity in the course of their work, and articulate the value diversity brings to Public Health Wales.</b>							
1.1 Continue to roll out Equality and Diversity Training for all staff	Diversity and Inclusion Manager	PSED (2011) People Strategy	Continue to roll out training to staff Review and amend training in line with feedback received	Mar-22	Training completion rates		SkillsBoosters training package was purchased in July 2021 which offers over 50 D&I related courses and is available to all staff. Feedback has been positive and further plans to promote these courses will take place over the coming months. Inclusive Leadership training has been developed and 20 sessions arranged between Jan-Mar 2022 for all staff at Band 8a and above in the first instance. The next tranche will be for Bands 5-7 (subject to funding) and will be rolled out in the next Financial year
1.2 Unconscious Bias Training to be given to all new staff as part of WEND, and all other staff through the	Learning and Development Manager	PSED (2011) People Strategy	Continue to roll out training to staff Review and amend training in line with feedback received	01/03/2022	Training completion rates		As above. Unconscious Bias is a module offered within the Skillsboosters package and will also be included in the Inclusive Leadership course. We will also cover the concept
1.3 Publish Training data	Diversity and Inclusion Manager/HR Information Manager	PSED (2011) People Strategy	Include data in Annual Equality Report for 01/04/2020 - 31/03/2021	Mar-22	Annual Equality Report		Due to other pressures, it has not been possible to generate a report for training data yet but this has been discussed with the HR Information Manager and will be included in the workforce report for 2021-22 which will be published towards the end of

1.4 Arrange a minimum of 6 awareness raising events to promote the message and understanding	Diversity and Inclusion Manager/Diversity Network Chairs	People Strategy	IDAHOBIT Event Black History Month Event Diversity and Inclusion Week	May 2021 October 2021 Jan 2022	Feedback/Evaluation Forms Calendar Published Comms Plan Intranet Stories		For this financial year we have run the following sessions: Fighting with Pride - May 2021 Generational Insights - June 2021 Cindy Ikie Black History Month talk - October 2021 Islamaphobia Awareness - November 2021 Trans and Autism talk with Morgan Clark - November 2021 Menopause Workshops and cafes x 3 - October 2021 Dan Biddle - International Day of Disabled People - Dec 2021 Domestic Violence against Women and Call it Out campaign launched April 2021 which included News Stories, reporting routes for bullying and harassment and Staff Facebook posts. Resources will be added to the new Intranet site when ready. Healthy Working Relationships programme was launched in May 2021 across the NHS which takes a more
1.5 Monitor and investigate grievances and concerns relating to Diversity and Inclusion	HR Managers/Staff Engagement Manager	Dignity at Work Po	Evaluate and refresh Call it Out Campaign on Bullying and Harrassment	Jun-21	Comms for Call it out campaign Action Point stats Staff Survey scores		Calendar will be published on new Intranet site when site is available. Comms planning is underway with all Staff Networks and a planning tool has been developed and rolled out in November 2021
1.6 Produce an annual calendar, with regular awareness raising events such as an Annual Diversity and	Diversity and Inclusion Manager Network Chairs	PSED (2011) People Strategy	Finalise calendar Comms Plan for events Publish calendar on Diversity and Inclusion Week Evaluation of	Apr-21	Calendar Published Comms Plan		

**Strategic Equality Objective 2: Attract, recruit, retain, and develop our staff. We will improve the recruitment, retention, progression and development of the staff employed by Public Health Wales to more accurately reflect the communities we serve**

**We will enable the organisation to become an inclusive employer of choice.**

**All staff will feel valued, supported and respected**

2.1 Actively recruit a diverse workforce by advertising in communities where we seek better representation, through careers fairs and publications	Recruitment Manager/Placements Manager	Equality Act 2010 PHW People Strategy Annual Equality Report	Identify and produce list of Careers Fairs and events Work with schools and organisations to further promote PHW Link with professional bodies	Mar-22	Workforce Diversity Statistics List of Careers fairs attended		Recruitment review to be built in with the Business Process reviwework which started in November 2021. Staff Networks will be consulted on design and implementation. Arrangements implemented in November to partner with Fyne Times who will advertise 2-3 jobs per week for us until end March
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2.2 Implement recruitment policies that support diverse applications	Recruitment Manager	People Strategy	Further review and evaluation of recruitment process to ensure it is as inclusive as possible	Mar-22	Recruitment Statistics		As above.
2.3 Review arrangements for work experience, apprenticeships and paid intern placements to	Recruitment Manager & Placements Manager	People Strategy	Review the Workplacement Scheme Continue to roll out and expand placements	Mar-22	Feedback from placements Number of people by Protected		Arrangements in place for 15 Kickstart placements to join from January for 6 month paid placements of 25 hours per week. 60% ringfenced for people from under-represented groups
2.4 Continue to actively engage with, promote support and grow the staff diversity networks	Diversity and Inclusion Manager / Network Chairs/ Network Sponsors	Staff Survey PSED (2011)	Regular meetings and agreed workplan to be set up	Mar-22	Meetings schedule  Published workplan  Staff Survey engagement scores		Each Staff Network has had an opportunity to present to the Board this year, with an Action Plan developed consisting of their requests. This has raised the profile and membership of each of the 5 networks has grown significantly. Each Network now has their own Teams channel and remote meetings has enabled staff across all sites to join. The Networks will be piloting the use of Yammer for
2.5 Improve the diversity of people on Boards and in decision making roles	Diversity and Inclusion Manager  PHW Executive Team	People Strategy	Review available training and provide development opportunities for prospective Board Members on the skills required to service in public	Dec-21	Training Developed  Application and recruitment Statistics		NED recruitment opened in November. The advert was shared with Third Sector contacts from under-represented communities
2.6 Submit a portfolio of evidence for assessment under the Cultural Competence Certification Scheme run by Diverse Cymru	Diversity and Inclusion Manager	People Strategy	Review and update existing evidence Meet with Charles Willie and Suzanne Duval to progress and identify gaps	01/09/2021	Certificate of Assessment		This has been completed and we were awarded Silver Status in October 2021. We are one of only two NHS organisations who have participated in this scheme which has been endorsed by the First Minister and will be rolled out across the NHS. We started working towards Gold standard in
2.7 Continue to promote a coaching and mentoring scheme to enable staff from under-represented groups to reach their full potential	Organisational Development Manager	People Strategy	Identify Coaches and Mentors and set up a list  Meet a mentor sessions for the Networks	01/12/2022	List of Coaches and Mentors available and number of people who have already		A mentoring Scheme was launched in January for Network members only, then widened for all staff from under-represented groups. There are currently 15 people paired up and a campaign to recruit more people will take place in
2.8 Annual Stonewall Workplace Equality Index Submission	Diversity and Inclusion Manager	People Strategy	Gather evidence write submission Ensure areas for development from previous year's submission are	Sep-21	Stonewall Feedback and position		We participated in the Stonewall Workplace Equality Index, and submitted our portfolio of evidence in October 2021. Results expected in January 2021.

2.9 Improve declaration rates on the Electronic Staff Record	Diversity and Inclusion Manager/HR Information Manager	People Strategy	Campaign to encourage people to update their personal information	Sep-21	Declaration Rates report		We have posted several Intranet articles and Facebook posts around the importance of declaring personal information, and the rates for all protected characteristics are now between 80 - 86% (up around 10% on last year). ESR has recently been updated to make reporting easier so we expect to see these rates improve
2.10 All board Members to have an annual equality objective	PHW Chair Chief Executive Officer Head of Corporate Governance	PSED (2011)	Hold meetings with Board members to identify and agree objective Monitor progress at Mid and End Year Evaluate outcome	Apr 2021 October 2021 Mar 2022	Objectives/appraisal forms		All Board members now have a standard objective which relates to equality
2.11 Run Career Development Workshops for the Networks	Diversity and Inclusion Manager /L&D Manager	People Strategy	Work with networks to review	Mar-22	Number of Career Development Days Held Evaluation data		We have not been able to progress these workshops as planned, due to the pandemic. We are currently working with each network to ascertain development priorities for 2022
<b>Strategic Equality Objective 3: -.Fair Pay: Public Health Wales will be a fair employer, and will identify our pay gaps for each protected characteristic. We will endeavour to halve the pay gaps for Gender, Ethnicity and Disability within the next four years.</b>							
3.1 Identify, report and address the reasons for any pay gaps	People & OD Systems Development Manager	PSED 2011 (Specific Duties)	Produce annual Pay Gap Report	31/03/2022	Report produced		Analysis has been undertaken on our Gender Pay Gap and an action plan drawn up to address. This was reviewed by the Execs in November and rescheduled in January 2022
3.2 Ensure consistent and fair application of the flexible working policy	People Team	Flexible Working Policy?	Review previous findings of Flexible Working Audit Rerun survey to ensure consistency of approach	Oct-21	Evaluation report Survey responses		Flexible Working has been looked at in conjunction with the Work Where it Works Best pilot, which all Networks were able to provide input into. The results will be formally evaluated and presented to the Exec Team and Board. The principles were signed off
3.3 Further investigate and act on glass ceiling issues for certain groups	Diversity and Inclusion Manager	People Strategy	Career Development Day for the Networks	Oct-21	Number of Career Development Days Held Evaluation data		We have not been able to progress these workshops as planned, due to the pandemic. We are currently working with each network to ascertain development priorities for 2022
3.4 Produce an Annual report of the Gender Pay Gap, progress made and	Diversity and Inclusion Manager	PSED 2011 (Specific Duties) Gender Pay Gap Reporting	Produce annual Pay Gap Report	Mar-22	Report produced		Gender Pay Gap report produced and rescheduled for approval by Execs and PODCOM in January 2022
<b>Strategic Equality Objective 4: - Access to services and our environment: Public Health Wales will ensure our services are accessible and capable of</b>							



4.1 Work with individuals/organisations from the sensory loss community to embed the All Wales Standards for Accessible Communication and Information, including	SUE Lead/Diversity and Inclusion Manager	PSED 2011 (Specific Duties)	Work with stakeholder group and agencies to review and develop resources and information Provide Deaf awareness training for front line staff as a minimum and BSL training for front line staff who wish to further their	Mar-22	Number of people trained Guidance document for Accessibility Standards		Work on this is now restarting following return from staff full-time mobilisation.
4.2 Encourage staff to complete ESR to ensure the organisation has up to date equality information about its workforce	People and Organisational Development Directorate	PSED 2011 (Specific Duties)	Provide training for staff throughout the organisation on ESR which includes information of equality monitoring.  Provide staff with suitable training guides to ensure they are able to complete the equality monitoring facility when using the ESR self service.  Distribute "What's it got to do with you?"leaflets on the importance of equality monitoring for staff and a poster campaign to encourage staff to update their details, put links to resources on the Intranet  Consider reinforcing the	Dec-21	Number of Staff trained in ESR  Declaration Rates  Inclusion of equality monitoring in appraisals  Evidence of training guides  Evidence of supporting resources		We have posted several Intranet articles and Facebook posts around the importance of declaring personal information, and the rates for all protected characteristics are now between 80 - 86% (up around 10% on last year). ESR has recently been updated to make reporting easier so we expect to see these rates improve further in the coming months.
4.3 Work with stakeholders to ensure inclusive design principles for all new premises	Strategic Programmes Manager	All Wales Standards for Accessible Communication, 2013	Regular meetings with Programme Board Equality Impact Assessments on all plans	Mar-22	Evidence from Engagement Events  Evidence from EQIA  Evidence from		The Staff Women's Network has appointed a sub-group to look at women's safety, and they will be undergoing an audit of our facilities to look at women's safety to, at and from the workplace.
4.4 Adapt current facilities to remove barriers to access	Facilities Manager	All Wales Standards for Accessible Communication, 2013	Accessibility Audits for all properties	Dec-21	Evidence of audits		All new/modernised sites are being reviewed for accessibility. All new sites will have stoma-friendly accessible toilets, and facilities/estates are working on improving our existing sites. A new Health & Safety training package has been purchased to ensure

**Strategic Equality Objective 5: Listening, learning and responding: We will be an organisation who listens to individuals and under-represented groups, and**

<p>5.1 Review existing Health information for service users identified in the “Is Wales Fairer?” Report who experience difficulties in accessing our services, and take action on the findings</p>	<p>SUE Lead/Diversity and Inclusion Manager Equality Champions</p>	<p>Is Wales Fairer? Report 2018</p>	<p>Work with agencies who represent minority groups, and undertake outreach with 3rd sector organisations, to ensure they are receiving information on our services</p>	<p>Mar-22</p>	<p>Updated Health Information Action Plan</p>		<p>work currently under way to review public facing engagement and develop guidance around diversity monitoring and Welsh Language provision. A paper will be presented to BET in January 2022 to provide information on the findings of the review following which guidance will be developed and a standardised set of Diversity Monitoring Questions agreed. A number of areas of the organisation have responded to the circumstances of the pandemic to reflect, engage and learn from communities about the best way to communicate key health information. These provide strong foundations for further improvements across the organisation. For example: The Communications team has collaborated with community-based organisations such as EYST to help to improve access to information i.e. Whatsapp Community Messaging, coproducing social media content. Joint webinars with healthcare professionals, particularly from the Vaccine Preventable Diseases</p>
<p>5.2 Once for Wales Workplan to be refreshed with other NHS organisations to define the work to be undertaken jointly</p>	<p>Diversity and Inclusion Manager in collaboration with other NHS Leads</p>	<p>PSED (2011)</p>	<p>Plan updated and published</p>	<p>Jul-21</p>	<p>Copy of the Published plan</p>		<p>process of a Once for Wales Workplan were defined pre-pandemic and initial work started on the development of a standard Equality Impact Assessment template and process. However, capacity across NHS organisations to collaborate on a Once for Wales workplan has been reduced due to the demands of the pandemic. In addition, work has been required to review the priorities identified to ensure they</p>
<p>5.3 Review and further embed the Equality Impact Assessment process</p>	<p>Diversity and Inclusion Manager in collaboration with other NHS Leads</p>	<p>PSED (2011)</p>	<p>Work in partnership with other Health Boards and Trusts, and WG to review and evaluate robust Equality Impact Assessment process and provide training for staff on it's use</p>	<p>Mar-22</p>	<p>Copy of updated form and guidance</p>		<p>Training now available on the background to EQIAs and basic training on undertaking them. This needs more time to embed and the Inclusive Leadership training should assist with this.</p>

5.4 Increase in positive feedback received from service users from a diverse background	SUE Lead	PSED (2011)	Identify a base line Identify a monitoring process	Mar-22	Data on feedback and comments received		Steps are being taken to increase the levels of all types of feedback received from service users of a diverse background. The procurement of a single experience and feedback software system has been approved. This is a significant moment in the organisational development and during Q4 the implementation of the system will begin and will substantially lead to an increase in all forms of feedback. It will also strengthen our ability to track trends in positive feedback received. However, implementation of the new system is likely to require a phased approach and may not be fully
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