

Public Health Wales - Strategic Equality Action Plan

Strategic Equality Plan and Objectives 2020 - 2024 - Year 1

Objective	Lead	Strategy/Policy Link	Actions	Completion Date	Indicators
<p>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. 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</p>					
<p>1.1 Develop Equality and Diversity Training for all staff and begin roll-out via Directorate days and Team Meetings</p>	<p>Diversity and Inclusion Manager</p>	<p>PSED (2011) People Strategy</p>	<p>Develop a training package</p>	<p>Mar-21</p>	<p>Training completion rates Training available</p>
<p>1.2 Unconscious Bias Training to be given to all new staff as part of WEND, and all other staff through the Equality and Diversity Training package</p>	<p>Diversity and Inclusion Manager/Learning and Development Manager</p>	<p>PSED (2011) People Strategy</p>	<p>Create some visuals for WEND Use "Values" slot to raise Unconscious bias Build unconscious bias into E&D training</p>	<p>01/03/2021</p>	<p>Training completion rates</p>
<p>1.3 Produce an annual calendar, with regular awareness raising events such as an Annual Diversity and Inclusion Week and Understanding our Communities sessions</p>	<p>Diversity and Inclusion Manager Network Chairs</p>	<p>PSED (2011) People Strategy</p>	<p>Finalise calendar Comms Plan for events Publish calendar on Diversity and Inclusion Week Evaluation of events/stories on how learning has been used</p>	<p>30/09/2020</p>	<p>Calendar Published Comms Plan</p>

1.4 Arrange a minimum of 4 awareness raising events to promote the message and understanding	Diversity and Inclusion Manager/Diversity Network Chairs	People Strategy	<p>IDAHOBIT Event</p> <p>Black History Month Event to include anti racism seminar</p> <p>Diversity and Inclusion Week</p> <p>Comms Plan</p> <p>Suggested ideas for people to get involved in other ways</p> <p>Look at alternative comms methods eg You Tube for showing speaking events</p> <p>Update homescreen to support events</p> <p>Develop a checklist for comms before events</p>	<p>May 2020</p> <p>October 2020</p> <p>Jan 2021</p>	<p>Feedback/Evaluation Forms</p> <p>Calendar Published</p> <p>Comms Plan</p> <p>Intranet Stories</p>
1.5 Publish Training data	Diversity and Inclusion Manager/HR Information Manager	PSED (2011)	<p>Include data in Annual Equality Report for 01/04/2019 - 31/03/2020</p> <p>Find out how existing data is captured</p> <p>Look at ESR functionality</p>	<p>Mar-21</p>	ESR Report
1.6 Monitor and investigate grievances and concerns relating to Diversity and Inclusion	HR Managers/Staff Engagement Manager	Dignity at Work Policy Raising Concerns Policy	<p>Call it Out Campaign on Bullying and Harrassment</p> <p>Create a process for recording and acting on concerns raised</p> <p>identify routes for hearing concerns</p>	<p>Apr-20</p>	<p>Comms for Call it out campaign</p> <p>Action Point stats</p> <p>Staff Survey scores</p>

Strategic Equality Objective 2: Attract, recruit, retain, and develop our staff. We will improve the recruitment, retention, progression and development of the 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	Exec Directors/Recruiting Managers	Equality Act 2010 PHW People Strategy Annual Equality Report	Update Come and Work for us information to be more diverse, photo and wording to be updated Speak to schools and universities about jobs on offer/skills sets Look at our "branding" as an organisation that welcomes diversity Link with professional bodies Look at linking with Career Wales to get into schools Schedule of Career Fairs and group of volunteers to attend Tap into staff networks to assist with outreach in community groups and reach more diverse talent	Mar-21	Workforce Diversity Statistics
2.2 Implement recruitment policies that support diverse applications	Recruitment Manager/Business Process improvement workstream	People Strategy	Undertake Review of recruitment process to ensure it has a D&I focus Ensure all job adverts carry a statement about welcoming applications from people from diverse backgrounds	Mar-21	Updated Recruitment Policy and guidance Random sample of job adverts
2.3 Make better use of work experience, apprenticeships and paid intern placements to support our aim of a more diverse workforce	Recruitment Manager & Placements Manager	People Strategy Workforce Plan	Introduce a Workplacement Scheme with a minimum of 2 placements per year	Launch in April then ongoing over the course of the plan	Our approach to Young People document Workplacements guidance
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 Discuss how the organisation can support network members professionally Set up a mentoring program for marginalised groups Comms plan	Mar-21	Meetings schedule Published workplan Staff Survey engagement scores

2.5 Investigate and explore opportunities to improve the diversity of people on Boards and in decision making roles	Diversity and Inclusion Manager PHW Executive Team Engagement Lead QNAPS	People Strategy	Work with Academi Wales to develop opportunities for prospective Board Members on the skills required to service in public appointments Work with PHW Board to identify opportunities and possible shadowing opportunities Obtain feedback from previous and potential candidates to improve process	Dec-20	Training Developed Application and recruitment Statistics
2.6 Submit a portfolio of evidence for assessment under the BAME Inclusion Sceme run by Diverse Cymru	Diversity and Inclusion Manager	People Strategy	Submit evidence for external accreditation	01/04/2020	Certificate of Assessment
2.7 Introduce a coaching and mentoring scheme to enable staff from the five staff network groups (Women, Carers,LGBT+, BAME and Disabled staff) 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	Mar-21	Published list of Coaches and Mentors
2.8 Review and update the Exit Interview Process	People Team	People Strategy	Identify barriers and issues with current process Review process and update in line with feedback Pilot new process	01/09/2020	Revised procedure on Intranet Updated forms
2.9 Design and implement Career Development Workshops for the Networks	Diversity and Inclusion Manager /L&D Manager	People Strategy	Work with networks to develop content	Dec-20	Scheduled Careers Day Comms plan Feedback forms from delegates
2.10 Improve declaration rates on the Electronic Staff Record	Diversity and Inclusion Manager/HR Information Manager	People Strategy Annual Equality Report	Campaign to encourage people to update their personal information Annual Personal details review positive examples shared Liaise with ELG for once for Wales solution	Mar-21	Declaration rates on ESR Improved figures reported in Annual Equality Report Paper to BET for approval to go ahead with Personal data review
2.11 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 addressed	Sep-20	Stonewall Feedback and position

2.12 All board Members to have an annual equality objective	PHW Chaire 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 2020 October 2020 Mar 2021	Objectives/appraisal forms
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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 Ethnicity and Disability within the next four years.

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 Investigate specific issues for different staff groups, including Black Staff, Asian Staff and other minority ethnic staff	31/03/2021	Report produced
3.2 Ensure consistent and fair application of the flexible working policy	People Team	Flexible Working Policy	Undertake a Flexible Working Audit Action plan to be developed based on findings of audit Using role models from marginalised groups to promote flexible working benefits	Dec-20	Outcome of survey Paper with recommended actions to BET
3.3 Further investigate and act on glass ceiling issues for certain groups	Diversity and Inclusion Manager	PSED (2011)	Career Development Day for the Networks which includes matching with a mentor for individuals from marginalised groups	Dec-20	Scheduled Careers Day Comms plan Feedback forms from delegates
3.4 Produce an Annual report of the Gender Pay Gap, progress made and plans to address it	Diversity and Inclusion Manager	PSED 2011 (Specific Duties) Gender Pay Gap Reporting Regulations	Produce annual Pay Gap Report	Mar-21	Report produced

Strategic Equality Objective 4: - Access to services and our environment: Public Health Wales will ensure our services are accessible and capable of responding to the needs of Service Users/citizens. We will work to reduce physical and other barriers from our places of work and practice

4.1 Work with individuals/organisations from the sensory loss community to embed the All Wales Standards for Accessible Communication and Information, including online services/programs	Engagement Lead/SUE Lead	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 learning Review existing Framework and guidance Issue clear guidance on accessible public information development	Junaid - timescales please?	Guidance produced on Sensory Loss standards Number of people undertaking BSL training
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<p>4.2 Identify a consistent approach to Diversity Monitoring of Citizens/Customers</p>	<p>Engagement Lead Nursing and Allied Health Professional Directorate</p> <p>Programme Leads</p>	<p>PSED 2011 (Specific Duties)</p>	<p>Review best practice approaches to diversity monitoring</p> <p>Engage with directorate leads to consider a consistent approach to diversity monitoring</p> <p>Understand how systems are being developed within the organisation and agree a corporate approach develop a set of key questions</p> <p>Agree an approach to equality monitoring</p>	<p>March 2021</p> <p>Sept 2020</p> <p>Sept 2020</p>	<p>Evidence of meetings and action notes</p> <p>Evidence of best practice examples</p> <p>Evidence of equality monitoring plan</p> <p>Evidence of equality monitoring forms/questions</p>
<p>4.3 Encourage staff to complete ESR to ensure the organisation has up to date equality information about its workforce</p>	<p>People and Organisational Development Directorate</p>	<p>PSED 2011 (Specific Duties)</p>	<p>Provide training for staff throughout the organisation on ESR which includes information of equality monitoring.</p> <p>Provide staff with suitable training guides to ensure they are able to complete the equality monitoring facility when using the ESR self service.</p> <p>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</p> <p>Consider reinforcing the importance of equality monitoring in annual appraisals</p>	<p>Mar 2021</p> <p>Mar 2021</p>	<p>Number of Staff trained in ESR Declaration Rates</p> <p>Inclusion of equality monitoring in appraisals</p> <p>Evidence of training guides</p> <p>Evidence of supporting resources</p>

4.4 Work with stakeholders to ensure inclusive design principles for all new premises	Head of Estates	All Wales Standards for Accessible Communication, 2013 Planning for inclusive access in Wales - Toolkit 2010	Identify an Equality Champion for Facilities	Apr-20	Evidence from Engagement Events Evidence from action plans Evidence from project plans
4.5 Adapt current facilities to remove barriers to access	Head of Estates / Disability Network		Accessibility Audits to be undertaken in all locations Lessons Learned evaluations to be	Dec-20	Evidence of audits

Strategic Equality Objective 5: Listening, learning and responding: We will be an organisation who listens to individuals and under-represented groups, and v direct our work.

5.1 Review existing public information resources for service users who experience difficulties in accessing our services, and take action on the findings	Equality Champions - All Directorates	Is Wales Fairer? Report 2018 HEAR Study Travelling Ahead Elderly Strategy Sensory Loss/Accessibility Standards	Work with agencies who represent minority groups, and undertake outreach with 3rd sector organisations, to ensure they are receiving information on our services Review up to date information available and include in action plan Link with approach to engagement	Mar-21	Updated information Details of publications that have been reviewed
5.2 Once for Wales Workplan to be developed with other NHS organisations to define the work to be undertaken jointly	Engagement and Collaboration Manager	NHS organisations individual SEPs	Plan developed and published	Sep-20	Copy of the Published plan

5.3 Strengthen and further embed the Equality Impact Assessment process	Diversity & Inclusion Manager Equality Champions SUE Lead	EQIA Hub PSED (2011)	Work in partnership with other Health Boards and Trusts, and WG to develop a robust Equality Impact Assessment process and provide training for staff on it's use task and Finish groups within PHW to further refine	Mar-21	Copy of updated form and guidance
5.4 Increase feedback received from service users from a diverse background	Engagement and Collaboration Manager	Our Engagement Approach	Identify a base line Identify a monitoring process Investigage and research possible electronic system	01/10/2020 Dec 2020	Feedback received

RAG Status	Progress
Discrimination, bullying, harassment and in Wales.	
	<p>Training materials developed and out for peer review Apr 2020</p>
	<p>Included in E&D training mentioned above. WEND events currently on hold due to Covid-19</p>
	<p>Calendar developed and has been reviewed and updated by the Staff Networks. Added to the Intranet 20/4/2020</p>

	<p>Planned May events are likely to be cancelled due to Covid-19. black History Month and D&I week are still going ahead.</p>
	<p>Initial discussion held with ESR Data Manager and is feasible.</p>
	<p>Delay in launching the Call it Out Campaign due to Covid-19</p>
<p>staff employed by Public Health Wales to</p>	

	<p>Working for us Cover page now updated</p> <p>Work has started by looking at our branding and the launch of our People Strategy.</p> <p>We also advertise in the Fyne Times in May and October</p> <p>Supported Virtual Pride</p> <p>Letter designed and distributed to networks to encourage sharing in the communities</p>
	<p>delay due to Covid-19</p> <p>One internship completed as part of Project Search, and the individual was subsequently successful in obtaining a permanent job within Screening Division.</p>
	<p>Network support ongoing during the Covid-19 response, with targeted support and guidance drafted and issued.</p> <p>BAME Network Talk with Tracey - August 2020</p> <p>Monthly Chairs Meetings</p> <p>Mentoring discussions</p> <p>Resources on Staff Intranet Page</p>

	Initial discussions have taken place with Academi Wales but unable to further progress at this stage due to Covid-19
	Evidence is ready except for training for POD Staff which was scheduled in March, but was cancelled due to Covid-19 work. Now rescheduled for late Sept/Oct
	This information is being gathered by the Assistant WODD for Covid-19 support but can also be used to set up this network going forward
	Information on personal data is now included in the Equality and Diversity training
	Evidence gathering is in progress but somewhat limited due to Covid-19 Stonewall have postponed their WEI benchmarking exercise for 2021 and will resume the 2022 index next June

	This has been delayed due to Covid-19 but will start for the reporting year 2021 - 22
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endeavour to halve the pay gaps for Gender,	
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	GPG report to be presented to BET & Board Nov 2020
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	Ruth Tofton has produced a survey and will be analysing results Need to look at post Covid arrangements
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	December BET Meeting for approval
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	Information on personal data is now included in the Equality and Diversity training

	<p>unable to identify an Equality Champion from Estates due to covid-19. Cath Thomas has now agreed to attend all future Disability Network Group Meetings</p>
	<p>Accessibility Audit template has been drawn up in collaboration with H&S Manager</p>
<p>will actively use their insights to inform and</p>	
	<p>bi-annual reports are sent to WG to confirm compliance with this. We also have an Accessible Standards Action Plan which we are adhering to. Work was also undertaken in partnership with 3rd Sector organisations and agencies to ensure that information on Covid-19 was available, adapted and disseminated for Seldom heard groups</p>
	<p>Initial discussion and identification of top priorities has taken place. Engagement Manager to take forward into plan</p>

	Identified as part of the priorities for the ELG