

Public Health Wales - Strategic Equality Action Plan

Strategic Equality Plan and Objectives 2020 - 2024 Year 2

Objective	Lead	Strategy/Policy Link	Actions	Completion Date	Indicators
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 Wales.					
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
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	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
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
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

1.5 Monitor and investigate grievances and concerns relating to Diversity and Inclusion	HR Managers/Staff Engagement Manager	Dignity at Work Policy	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
1.6 Produce an annual calendar, with regular awareness raising events such as an Annual Diversity and Inclusion Week and Understanding our Communities sessions	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 events/stories on how learning has been used	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 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
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
2.3 Review arrangements for work experience, apprenticeships and paid intern placements to support our aim of a more diverse workforce	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 Characteristic placed
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

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 Baord Members on the skills required to service in public appointments	Dec-21	Training Developed Application and recruitment Statistics
2.6 Submit an updated portfolio of evidence for re-assessment under the BAME Inclusion Sceme 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 identfy gaps	01/09/2021	Certificate of Assessment
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 been matched
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 addressed	Sep-21	Stonewall Feedback and position
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
2.10 All board Members to have an annual equality objective	PHW Chaire Chief Executive Officer Head of Corporate Governance	PSSED (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
2.11 Run Career Development Workshops for the Networks	Diversity and Inclusion Manager /L&D Manager	People Strategy	Work with networks to review exis	Mar-22	Number of Career Development Days Held Evaluation data
Strategic Equality Objective 3: -.Fair Pay: Public Health Wales will be a fair employer, and will idenitfy 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	PSSED 2011 (Specific Duties)	Produce annual Pay Gap Report	31/03/2022	Report produced
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

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
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-22	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 all					
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	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 learning	Mar-22	Number of people trained Guidance document for Accessibility Standards
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 importance of equality monitoring in annual appraisals	Dec-21	Number of Staff trained in ESR Declaration Rates Inclusion of equality monitoring in appraisals Evidence of training guides Evidence of supporting resources

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 action plans Evidence from project plans
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

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

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	SUE Lead/Diversity and Inclusion Manager Equality Champions	Is Wales Fairer? Report 2018	Work with agencies who represent minority groups, and undertake outreach with 3rd sector organisations, to ensure they are receiving information on our services	Mar-22	Updated Health Information Action Plan
5.2 Once for Wales Workplan to be refreshed with other NHS organisations to define the work to be undertaken jointly	Diversity and Inclusion Manager in collaboration with other NHS Leads	PSED (2011)	Plan updated and published	Jul-21	Copy of the Published plan
5.3 Review and further embed the Equality Impact Assessment process	Diversity and Inclusion Manager in collaboration with other NHS Leads	PSED (2011)	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	Mar-22	Copy of updated form and guidance
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

RAG Status	Progress
mination, bullying, harassment and victimisation.	

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endeavour to halve the pay gaps for Gender,	

ng to the different and changing needs of our	

will actively use their insights to inform and direct	