

## Public Health Wales - Strategic Equality Action Plan

### Strategic Equality Plan and Objectives 2020 - 2024 - Year 3

Objective	Lead	Strategy/Policy Link	Actions	Completion Date	Indicators
<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, and all Public Health Wales 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)	Continue to roll out and deliver training to all staff and review take up rates	Mar-23	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	01/03/2023	Training completion rates
1.3 Arrange a minimum of 7 awareness raising events to promote the message and understanding	Diversity and Inclusion Manager/Diversity Network Chairs	People Strategy	Carers Week events (x3) Can I Call You that? (x2) Diversity on Boards Menopause Trans Awareness Islamophobia Bystander Imposter Syndrome (x2)	June 2022 June 2022 May 2022 September 2022 November 2022 July 2022 September 2022 and March 2023	Feedback/Evaluation Forms Calendar Published Comms Plan Intranet Stories

1.4 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 Investigate new campaign to keep the focus on this	Jun-22	Comms Plan Campaign information Feedback forms
1.5 Publish Training data	Diversity and Inclusion Manager/HR Information Manager	PSED (2011)	Include data in Annual Equality Report for 01/04/2021 - 31/03/2022	Mar-23	Annual Equality Report information
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-22	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-23	Workforce Diversity Statistics
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-23	Recruitment statistics

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	Review the Workplacement Scheme Continue to roll out and expand placements	Mar-23	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-23	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	Mar-23	Training Developed  Application and recruitment Statistics
2.6 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	Review Coaches and Mentors list  Meet a mentor sessions for the Networks	Dec-22	List of Coaches and Mentors available and number of people who have already been matched
2.7 Run Career Development Workshops for the Networks	Diversity and Inclusion Manager /L&D Manager	People Strategy	Work with networks to review existing content and develop further		
				Mar-23	Number of Career Development Days Held Evaluation data
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-22	Stonewall Feedback and position
2.9 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 2022  October 2022 Mar 2022	Objectives/appraisal forms
<b>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 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) Gender Pay Gap Reporting Regulations 2017	Produce annual Pay Gap Report	31/03/2023	Report produced

3.2 Further investigate and act on glass ceiling issues for certain groups	Diversity and Inclusion Manager	PSED 2011 (Specific Duties)	Career Development Day for the Networks	Oct-22	Number of Career Development Days Held Evaluation data
3.3 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-23	Report produced
<b>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</b>					
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-23	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	Mar-23	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-23	Evidence from Engagement Events  Evidence from EQIA  Evidence from action plans  <del>Evidence from project plans</del>
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-22	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-23	
5.2 Once for Wales Workplan to be refreshed with other NHS organisations to define the work to be undertaken jointly	engagement and Collaboration Team	PSED (2011)	Plan updated and published	Jul-22	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-23	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-23	Data on feedback and comments received

RAG Status	Progress
nination, bullying, harassment and victimisation. All staff	
	Skill Boosters programme in place and meeting scheduled to plan how to integrate with the wider L&D programme for all staff
	As above. WEND events were paused during the Pandemic and have been under review and refresh. Individuals are made aware of Skill boosters Unconscious Bias training available
	11 events were held in total over the year. Budget provided to cover these on a recurring basis and led by the Networks

	<p>work has been completed as part of the wellbeing Survey to look at developing a Behaviors Framework. We have also implemented the Civica system which monitors complaints as well as HR People Support who monitor grievances. These are reported in the Workforce Equality Report. There are no D&amp;I related grievances in the system. Presentations on Being our Best have been given to the networks in their regular meetings</p>
	<p>Training data has been included in the Workforce Equality Report for the first time this year. Unfortunately, the only data that can be retrieved are for high cost learning funding and we can only analyse by Sex due to the small numbers involved (37).</p>
	<p>This is available on the new Intranet Pages</p>
<p><b>staff employed by Public Health Wales to more</b></p>	
	<p>Declaration rates and numbers of staff from under-represented groups have increased this year. We are now represented or over represented for LGB and BAME staff but under-represented for disability. A piece of work has started to develop our EVP which will include a research piece from Arden university which will help us to better understand how to attract and retain staff from more diverse backgrounds.</p> <p>We have also worked closely with Arden University on a project to better understand what would make us attractive as an employer to minority groups and communities to help inform our recruitment going forward</p>
	<p>Matt?</p>

	We have welcomed a cohort of 7 Kickstart placements this year and are working on additional placement schemes and apprenticeships for September
	The networks have doubled over the past 2 years and now include around 250 in total
	We held an event in May which included our networks and Board members, talking about what is involved with public Appointments, and the importance of diversity. We have also promoted the WG Near ready Leadership programme amongst our networks
	The mentoring scheme previously launched is still running but needs a refresh which is planned for November 2022
	Imposter Syndrome presentations given in August and January. Network members have had access to mentoring and coaching schemes, and also use their budgets to attend conferences to assist with professional development. Spaces ringfenced on Management and Leadership development programme for under-represented groups
	We will not be taking part in the Stonewall WEI in 2022 due to staff shortages and other priorities. We have met with Stonewall and will be taking some time to implement the feedback they have given us from the last submission.
	This was not progressed
<b>endeavour to halve the pay gaps for Gender, Ethnicity</b>	
	GPG project in partnership with IDR started in June 2022



The staff networks have been involved with the discussions around Future Ways of Working, and Work How it Works Best, and have been actively encouraging members to complete the evaluation which has been reported back to the Exec Team and PODCOM so that the differential impacts on minority groups can be understood. As a result, this has helped with the decision to move this work from the pilot phase into business as usual

Published in January 2023

ng to the different and changing needs of our Service

Engagement and Collaboration Team continue to work closely with the All Wales Sensory Loss group and have produced a range of information in accessible formats

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	Facilities have held workshops to understand inclusive design in the remodelling of the CQ2 work space. A quiet area has been created on the 4th floor at the request of our Networks.
	As above.
will actively use their insights to inform and direct our	
	Work has been undertaken as part of the web discovery project and also work with the Sensory Loss Group to ensure more accessible information is available in a range of formats
	This has not progressed due to changes of staff in the Engagement and Collaboration Team
	This has been updated in line with the implementation of the Socio-economic Duty. The Once for Wales approach has been delayed as Audit Wales are now looking at this as a Welsh Public Sector piece of work
	Civica has been rolled out to record these