

Public Health Wales - Strategic Equality Action Plan

Strategic Equality Plan and Objectives 2020 - 2024 - Year 4

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, 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.					
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-24	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	01/03/2024	Training completion rates
1.3 Publish Training data	Diversity and Inclusion Manager/HR Information Manager	PSED (2011)	Include data in Annual Equality Report for 01/04/2022 - 31/03/2023	01/03/2024	Annual Equality Report information
1.4 Arrange a minimum of 8 awareness raising events to promote the message and understanding	Diversity and Inclusion Manager/Diversity Network Chairs		IDAHOBIT Event Black History Month Event Diversity and Inclusion Week International Women's Day	May 2023 October 2023 Jan 2024 8/3/2024	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	Report rates of bullying and Harassment Record in Annual Equality Report	Jun-23	HR Stats Annual Equality Report
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-23	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 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-24	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-24	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-24	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-24	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 servce in public appointments	Mar-24	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-23	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-24	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-23	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 2023 October 2023 Mar 2024	Objectives/appraisal forms

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 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) Gender Pay Gap Reporting Regulations 2017	Produce annual Pay Gap Report	31/03/2024	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-23	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-24	Report produced

Strategic Equality Objective 4: - Access to services and our environment: Public Health Wales will ensure our services are accessible and capable of respondi

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-24	Number of people trained Guidance document for Accessibility Standards
4.2 Develop collaboratively an action plan to eliminate any gaps around equality data	Programme Leads ELG Engagement Lead Screening Engagement Lead D&I Manager	WG Equality Objectives 2016 - 2020 Obj 3	Develop a rolling action plan to close the gaps in the organisations collection of equality data Review progress against the action plan at People & OD committee	Mar-24	Action Plan and Progress Updates
4.3 Analyse data to inform and target interventions to improve and report on outcomes	Business Leads	PSED 2011 (Specific Duties)	Task and Finish Group to analyse data identify systems and processes for data collection	Mar-24	Meeting minutes System information Guidance documents
4.4 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-23	Number of Staff trained in ESR Declaration Rates Inclusion of equality monitoring in appraisals Evidence of training guides Evidence of supporting resources

4.5 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-24	Evidence from Engagement Events Evidence from EQIA Evidence from action plans Evidence from project plans
4.6 Adapt current facilities to remove barriers to access	Facilities Manager		Accessibility Audits for all properties	Dec-24	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-24	
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-23	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-24	Copy of updated form and guidance
5.4 Submit the draft SEP to Executive Team Meeting, POD Committee and PHW Board for approval	Diversity and Inclusion Manager	Equality Act 2010 PSED 2011 (Specific Duties)	Submit the draft SEP through the PHW formal approval process	Sep-23	Draft SEP Meeting minutes
5.5 Prepare the SEP in an accessible format and develop a supporting communication plan in readiness for publishing	Diversity and Inclusion Manager	Equality Act 2010 PSED 2011 (Specific Duties)	Comission accessible suppliers to prepare the accessible versions of the approved SEP	Feb-24	Copy of SEP in accessible formats

5.6 Publish the revised approved SEP	Diversity and Inclusion Manager	Equality Act 2010 PSED 2011 (Specific Duties)	Publish the 2020 - 2024 SEP	Mar-24	Final SEP Internet/Intranet pages
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RAG Status	Progress
nination, bullying, harassment and victimisation. All staff	

e staff employed by Public Health Wales to more accurately	

endeavour to halve the pay gaps for Gender, Ethnicity and	
ng to the different and changing needs of our Service	

will actively use their insights to inform and direct our work.	

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