

Stonewall Workplace Equality Index 2020

THIS DOCUMENT IS FOR REFERENCE PURPOSES ONLY.

All submissions should be made online through Stonewall Submit at: <https://stonewallsubmit.fluidreview.com>

This document shows you all the questions asked and answers/evidence required on the Stonewall Submit portal for the 2020 Workplace Equality Index submission.

For any queries about the Workplace Equality Index, contact memberships@stonewall.org.uk

Section 1: Policies and Benefits

This section comprises of 7 questions and examines the policies and benefits the organisation has in place to support LGBT staff. The questions scrutinise the policy audit process, policy content and communication.

1.1 Does the organisation have an audit process to ensure relevant policies (for example, HR policies) are explicitly inclusive of same-sex couples and use gender neutral language?

GUIDANCE: The audit process should be systematic in its implementation across all relevant policies. Relevant policies include HR policies, for example leave policies.

Yes ✓

No

State when the process last happened (Max 30 words) April 2019

Describe the audit process (Max 500 words)

All policies are routinely reviewed and updated, on average every two years to ensure they are explicitly inclusive of same-sex couples and use gender neutral language. As new HR policies are introduced or existing policies are amended, the policy team, as a matter of good practice will check for inclusive language and amend where necessary. In addition, the HR Equality in the Workplace team systematically checks that policies and processes are equality assured on a regular basis. Policies are checked by the Equality Team on an individual basis when they are being revised, reviewed or updated by the HR Policy Team. All new policies are formally consulted on with staff networks including PRISM, the LGBTI+ network and our XXXXXXX. The Equality in the Workplace Team also regularly sends policies to Stonewall for their feedback.

Describe any previous outcomes of the audit process (Max 500 words).

The Maternity and Adoption Leave Policy was updated in April to incorporate gender neutral language, removing binary gender references wherever possible. The Equality in the Workplace Team obtained Stonewall's views on the policy in its draft stages which were incorporated. An accompanying policy, previously called New & Expectant Mothers Policy has been renamed 'Policy for Pregnant or Nursing Employees'. It has been revised to use non- gendered language, using the umbrella term 'nursing' to cover breastfeeding and chestfeeding. There are specific references to chestfeeding and we have ensured that the policy is inclusive for trans and non-binary parents. All pronouns were updated in line with all of our HR policies (they/their instead of gendered he/she/his/her etc). PRISM were consulted, as were trans and non binary staff. The trans policy has recently been updated, after specific input

from trans staff to make explicit that employees are trusted to know which toilet and changing facilities to use – in line with ACAS best practice.

1.2 Does the organisation have a policy (or policies) which includes the following? Tick all that apply.

GUIDANCE: The policy/policies should clearly state that the organisation will not tolerate discrimination against employees on the grounds of sexual orientation or gender identity and/or trans identity. These may be listed along with other protected characteristics. The policy/policies should also demonstrate, through careful wording, a zero-tolerance approach to homophobic, biphobic and transphobic bullying and harassment. They should explicitly include examples of what homophobia, biphobia and transphobia in the workplace may look like.

- A. Explicit ban on discrimination based on sexual orientation ✓
- B. Explicit ban on discrimination based on gender identity and gender expression ✓
- C. Explicit ban on bullying & harassment based on sexual orientation ✓
- D. Explicit ban on bullying & harassment based gender identity and gender expression ✓
- E. None of the above

Name the policy and paste the relevant policy excerpt (Max 500 words per excerpt).

A. Equality and Diversity Policy; Discipline Policy

Equality and Diversity Policy:

The Equality Act 2010 protects certain groups against discrimination on the grounds of what are known as “protected characteristics”.

These characteristics are race, sex, disability, sexual orientation, gender identity, age, religion or belief (or lack of it), marriage, including same sex marriage, and civil partnership and pregnancy and maternity.

We will not tolerate unjust or unlawful discrimination on the basis of any of these characteristics. Disciplinary action may be taken against any employee who discriminates, bullies, victimises or carries out any form of harassment against another person (internal or external business related contacts) because of a protected characteristic

Discrimination may be conscious and deliberate or it may be unintentional. It may occur through an action which the perpetrator perceives to be in an individual's best interest. The law does not take account of motive but concentrates on the impact of the action.

Stereotyping and prejudice may result in unfair and unlawful discriminatory practices. Therefore, it is important to be aware of our own prejudices and not to act on them. It is equally important to challenge stereotyping and acts of discrimination.

Examples of direct discrimination:

Paul, a senior manager, does not shortlist Angela for promotion to a management role. Angela, who is a lesbian, learns that Paul did this because he believes the team that she applied to manage is homophobic. Paul thought Angela’s sexual orientation would prevent her from gaining the team’s respect and managing them effectively. This is direct sexual orientation discrimination against Angela.

Our Discipline Policy also makes clear WG’s view on discrimination –

6.68 Some examples of serious offences likely to be deemed gross misconduct and liable to result in dismissal include, but are not limited to:

- acts of incitement or actual acts of discrimination on the grounds of gender, sexual orientation, gender reassignment, marriage or civil partnership, race, colour, disability, age, religion or belief, ethnic or national origin or other personal characteristics including same sex marriage;

B. Equality and Diversity Policy; Transitioning Policy; Non Binary Guidance

The Equality Act 2010 protects certain groups against discrimination on the grounds of what are known as “protected characteristics”.

These characteristics are race, sex, disability, sexual orientation, gender identity, age, religion or belief (or lack of it), marriage, including same sex marriage, and civil partnership and pregnancy and maternity.

We will not tolerate unjust or unlawful discrimination on the basis of any of these characteristics. Disciplinary action may be taken against any employee who discriminates, bullies, victimises or carries out any form of harassment against another person (internal or external business related contacts) because of a protected characteristic.

Discrimination may be conscious and deliberate or it may be unintentional. It may occur through an action which the perpetrator perceives to be in an individual's best interest. The law does not take account of motive but concentrates on the impact of the action.

Stereotyping and prejudice may result in unfair and unlawful discriminatory practices. Therefore, it is important to be aware of our own prejudices and not to act on them. It is equally important to challenge stereotyping and acts of discrimination.

Our Transitioning Policy states “The Welsh Government will not tolerate discrimination, intimidation or harassment on the grounds of transitioning and will treat a complaint of discrimination on these grounds seriously. Discrimination, intimidation or harassment on the grounds of transitioning will lead to disciplinary procedures being instigated which may result in action up to and including the dismissal of any employee who is found to have acted in this way.

Discrimination by association or perception is also unlawful under the Equality Act 2010. For more information on discrimination and harassment please see our Dignity at Work Policy.”

Extract from Non-Binary Guide

□ Our Dignity at Work Policy includes gender identity within the list of protected characteristics to ensure that non-binary people do not suffer discrimination, harassment or bullying on account of their gender identity.

We also have resources available on our intranet where further information on discrimination can be found (e.g. Acas and Stonewall).

C. Dignity at Work Policy; Equality and Diversity Policy

Dignity at Work Policy

The Welsh Government aims to provide a safe working environment free from bullying, harassment and intimidation. We recognise that bullying and harassment in the workplace by employees or external contacts is unacceptable behaviour. We adopt a zero tolerance policy in relation to harassment and bullying including sexual harassment and bi-phobic or trans-phobic bullying and harassment. Staff can legitimately raise such issues as grievances. We aim to ensure that the Welsh Government is a place

that all sections of the community view as a place where they want to work, which is safe and healthy and where dignity and diversity are valued and respected.

Harassment of any kind is contrary to the Welsh Government's policy on Equal Opportunities. All employees should be treated equally, whoever they are, whatever their, role, grade or working pattern and/or irrespective of their protected characteristics. Harassment will not be tolerated and, where necessary, will be treated as a disciplinary matter.

'Harassment' in the Policy and these procedures includes bullying of any nature including homophobic, trans-phobic or bi-phobic bullying.

Examples of unacceptable behaviour may include:
This list is not exhaustive

- Homophobic, biphobic or transphobic bullying or harassment:
 - o Homophobic bullying or harassment could include 'outing' someone without their permission
 - o Biphobic bullying or harassment could include telling someone that bisexuality doesn't exist or making comments about the gender of their partner
 - o Transphobic bullying or harassment could include repeatedly challenging someone's gender identity or transition, questioning which facilities they use, mis-gendering or dead naming (calling someone by their birth name after they have changed their name) someone.

Equality and Diversity Policy

The definition of harassment adopted by the Welsh Government is:

'Unwanted conduct affecting the dignity of men and women in the workplace. It may be based on any personal characteristic(s) of the individual and may be persistent or an isolated incident'.

The key point is that the behaviour affects the dignity of men and women. It is unwanted behaviour, which, not encouraged or reciprocated by the recipient or others who are witness to the behaviour, is offensive to them, regardless of whether it was meant to cause offence. Employees who are witness to such behaviour and find it offensive or intimidating may also raise a complaint, even though the behaviour is not directed at them.

Our policy and links to guidance and procedures on harassment is contained in the Dignity at Work policy.

Examples of harassment

Steve is continually being called gay and other related names by a group of employees at work. Homophobic comments have been posted on the staff notice board about him by people from this group. Steve was recently physically pushed to the floor by one member of the group but is too scared to take action. Steve is not gay but heterosexual; furthermore the group knows he isn't gay. This is harassment because of perceived sexual orientation.

D. Dignity at Work Policy and Trans Policy; Non-Binary Guide

Dignity at Work Policy

The Welsh Government aims to provide a safe working environment free from bullying, harassment and intimidation. We recognise that bullying and harassment in the workplace by employees or

external contacts is unacceptable behaviour. We adopt a zero tolerance policy in relation to harassment and bullying including sexual harassment and bi-phobic or trans-phobic bullying and harassment. Staff can legitimately raise such issues as grievances. We aim to ensure that the Welsh Government is a place that all sections of the community view as a place where they want to work, which is safe and healthy and where dignity and diversity are valued and respected.

Harassment of any kind is contrary to the Welsh Government's policy on Equal Opportunities. All employees should be treated equally, whoever they are, whatever their, role, grade or working pattern and/or irrespective of their protected characteristics. Harassment will not be tolerated and, where necessary, will be treated as a disciplinary matter.

'Harassment' in the Policy and these procedures includes bullying of any nature including homophobic, trans-phobic or bi-phobic bullying. The Welsh Government aims to provide a safe working environment free from bullying, harassment and intimidation. We recognise that bullying and harassment in the workplace by employees or external contacts is unacceptable behaviour. We adopt a zero tolerance policy in relation to harassment and bullying including sexual harassment, homophobic, bi-phobic or trans-phobic bullying and harassment. Staff can legitimately raise such issues as grievances. We aim to ensure that the Welsh Government is a place that all sections of the community view as a place where they want to work, which is safe and healthy and where dignity and diversity are valued and respected.

Examples of unacceptable behaviour may include:

This list is not exhaustive

Homophobic, biphobic or transphobic bullying or harassment:

- o Homophobic bullying or harassment could include 'outing' someone without their permission
- o Biphobic bullying or harassment could include telling someone that bisexuality doesn't exist or making comments about the gender of their partner
- o Transphobic bullying or harassment could include repeatedly challenging someone's gender identity or transition, questioning which facilities they use, mis-gendering or dead naming (calling someone by their birth name after they have changed their name) someone.

Our Trans Policy states "The Welsh Government will not tolerate discrimination, intimidation or harassment on the grounds of transitioning and will treat a complaint of discrimination on these grounds seriously. Discrimination, intimidation or harassment on the grounds of transitioning will lead to disciplinary procedures being instigated which may result in action up to and including the dismissal of any employee who is found to have acted in this way."

Extract from Non-Binary Guide

Our Dignity at Work Policy includes gender identity within the list of protected characteristics to ensure that non-binary people do not suffer discrimination, harassment or bullying on account of their gender identity.

1.3 Where the organisation has the following policies, do they explicitly state they are applicable to same-sex couples and use gender neutral language? Tick all that apply.

GUIDANCE: Where applicable, the policies should explicitly state that they apply to same-sex couples (or same-gender or non-heterosexual couples). Alternatively, they should explicitly state that they apply regardless of the gender of an employee's partner. The policies should also avoid unnecessarily gendered language and pronouns, for example, by using the term partner instead of husband or wife (as long as you have previously stated what constitutes a partner).

- A. Adoption policy ✓
- B. Special or Compassionate Leave Policy ✓
- C. Maternity policy ✓
- D. Paternity policy ✓
- E. Shared Parental leave policy ✓
- F. None of the above

Upload the selected policies.

Provide a brief description of the policy/policies you have uploaded (Max 200 words).

A.

Our Maternity and Adoption Leave Policy is uploaded. The Policy states that all our policies are fully inclusive of all staff regardless of age, marriage (including equal/same sex marriage) and civil partnership, disability, sex, sexual orientation, pregnancy and maternity, race, religion or belief, gender identity or gender expression. It also says that whilst every effort has been made to use inclusive language in this policy, please note that in recognition of the laws and regulations surrounding pregnancy rights in the UK and the likely expectations of the majority of our pregnant employees, this document does contain some gendered terms. Where such terms appear in the guidance, they should be taken as applying equally to trans or non-binary parents. This policy is currently being further updated. We are substituting every reference to the word ‘father’ within this policy with ‘father/co-parent’. The revised policy is out for consultation.

Our Special Leave and Shared Parental Leave policies state that all our policies are fully inclusive as above. These policies are currently being updated - substituting references to ‘mother’ with ‘mother/birth parent’ and the word ‘father’ with ‘father/co-parent’. These are also out for consultation.

<https://documents.hf.wales.gov.uk/id:A26581307/document/versions/latest>

B.

<https://documents.hf.wales.gov.uk/id:A26581532/document/versions/latest>

C. Our Maternity and Adoption Leave Policy is uploaded for A. above.

<https://documents.hf.wales.gov.uk/id:A26581307/document/versions/latest>

D.

<https://documents.hf.wales.gov.uk/id:A26581830/document/versions/latest>

E.

<https://documents.hf.wales.gov.uk/id:A26581797/document/versions/latest>

1.4 Does the organisation have a policy (or policies) which support employees who are transitioning?

Yes ✓

No

**Does the policy (or policies) in place to support employees who are transitioning cover the following?
Tick all that apply.**

GUIDANCE: Evidence submitted should demonstrate how information around organisational support for people transitioning is tailored to different employee groups. For guidance on creating a transitioning at work policy, see Stonewall’s resource here.

- A. Work related guidance for an employee who is transitioning ✓
- B. Work related guidance on the process for an employee to change their name and gender marker on workplace systems ✓
- C. Work related guidance for HR staff on how to support an employee who is transitioning ✓
- D. Work related guidance for managers on how to support an employee who is transitioning ✓
- E. Work related guidance for employees on how to support a colleague who is transitioning ✓
- F. None of the above

Upload the selected policies.

<https://documents.hf.wales.gov.uk/id:A26587042/document/versions/latest>

Provide a brief description of the policy/policies you have uploaded (Max 200 words).

The Welsh Government is committed to supporting employees whose gender is other than that assigned at birth. This includes those who have undergone, are undergoing or are proposing to undergo gender reassignment (or part of that process), those intending to or already living in a new gender role, those whose gender is non binary and those who are intersex. Our Transitioning Policy sets out the roles and responsibilities for individuals, managers and HR staff and provides links to resources for further information, reference or support. The policy was drafted in consultation with our XXXXX, our LGBTI+ network, a:gender and Stonewall. The policy also includes a template that can be used by individuals and line managers. The template is optional and can be used as an aide memoire. The Policy and the intranet page that hosts it contain links to useful resources e.g. ACAS and Stonewall Guidance, and trans organisations throughout Wales and the UK. The Policy covers all points A-E.

1.5 Does the organisation have a policy (or policies) in place to support all trans employees, including people with non-binary identities?

Yes ✓

No

Does the policy (or policies) in place to support all trans employees, including people with non-binary identities cover the following? Tick all that apply.

GUIDANCE: Policies submitted should include clear information around how the organisation supports all trans employees, including non-binary people. Guidance on dress code should be offered regardless of whether an organisation has a uniform or dress code policy.

- A. A clear commitment to supporting all trans people, including those with non-binary identities ✓
- B. Information on language, terminology and different trans identities ✓
- C. Guidance on facilities and dress code for trans and non binary people ✓
- D. None of the above

Upload the selected policies.

<https://documents.hf.wales.gov.uk/id:A26587042/document/versions/latest>

<https://documents.hf.wales.gov.uk/id:A26587532/document/versions/latest>

Provide a brief description of the policy/policies you have uploaded (Max 150 words).

Our Transitioning Policy clearly states that Welsh Government is committed to supporting employees whose gender is other than that assigned at birth. This includes those who are non-binary. Points A, B and C are all covered in our Transitioning Policy. We also have a non-binary guide, to provide guidance and support to non-binary staff, their line managers and colleagues. The guide was drafted with input from Stonewall, a:gender and our XXXXX in consultation with non-binary staff, staff networks and trades unions. This guide also covers the points above. In addition, our Gender Neutral Toilets Policy also covers facilities.

Upload for A is Trans Policy – see para 1 page 1. Upload for B is Non-binary Guide – see Annex A.

Upload for C is Non-Binary Guide – see page 3 bullets 3 and 4.

1.6 In the past two years, has the organisation communicated that its policies are LGBT inclusive to all employees?

GUIDANCE: The communication uploaded should demonstrate the organisation has informed employees that policies are LGBT inclusive. This may be on a post on an intranet system, but any file or screenshot must demonstrate the reach of the communication.

Yes

No

Upload a communication from the past two years highlighting the relevant content.

<https://documents.hf.wales.gov.uk/id:A26588356/document/versions/latest>

Provide a brief description of the communication you have uploaded (Max 150 words).

The front page of the People section of our intranet clearly states that all of our policies are fully inclusive of all staff regardless of age, marriage (including equal/same sex marriage) and civil partnership, disability, sex, sexual orientation, pregnancy and maternity, race, religion or belief, or gender identity or gender expression. The wording is prominent at the top of the page. Staff access this page in order to find any corporate information or any of our HR policies. It is therefore seen by all staff who are looking for any corporate information or our HR policies or forms. The screenshot was taken on 18 June 2018 and remains unchanged. We also regularly use communications for events such as LGBT History month and other key dates to reinforce the message to staff that our policies are LGBT inclusive.

The following question is for information gathering purposes only and is not scored.

1.7 Does the organisation provide its employees with private healthcare insurance which is explicitly inclusive of LGBT-specific health needs?

Yes

No

Describe how you ensure that the healthcare insurance is inclusive of all LGBT identities (and in particular, inclusive of trans people). Max 500 words.

We do not provide healthcare insurance to any staff.

Section 2: The Employee Lifecycle

This section comprises of 9 questions and examines the employee lifecycle within the organisation; from attraction and recruitment through to development. The questions scrutinise how you engage and support employees throughout their journey in your workplace.

2.1 When advertising for external appointments, how does the organisation attract LGBT talent? Tick all that apply.

GUIDANCE: This question examines the ways in which you attract external LGBT candidates to apply for roles within your organisation.

- A. Advertise or recruit from LGBT/diversity websites/diversity recruitment fairs and events ✓
- B. Include a statement around valuing diversity, explicitly inclusive of LGBT people in job packs and pages ✓
- C. Supply potential applicants with information about your LGBT employee network group or LGBT inclusion activities ✓
- D. Other ✓
- E. None of the above

Upload evidence for the selected options.

- A. <https://documents.hf.wales.gov.uk/id:A26588685/document/versions/latest>
- B. <https://documents.hf.wales.gov.uk/id:A26588905/document/versions/latest>
- C. <https://documents.hf.wales.gov.uk/id:A26590504/document/versions/latest>
- D. <https://documents.hf.wales.gov.uk/id:A26650579/document/versions/latest>

Describe the evidence uploaded (Max 200 words).

- A. We advertise in Pride Life, Official Publisher of UK Pride Organisers Network Souvenir Magazine and largest LGBT magazine and website in the UK. We have a full page profile, half page editorial and banner on their front page. All state we are an LGBT friendly employer and provide information on our LGBT network. Vacancies are shared on PRISM social media pages and newsletters. We also feature in Stonewall Starting Out and have subscribed to advertise jobs in Stonewall's Proud Employers.
- B. Our recruitment page specifies we are committed to equal opportunities, "We welcome applications from individuals regardless of age, marriage (including equal/same sex marriage) and civil partnership, sexual orientation, sex, gender identity, etc". The page includes the Stonewall Top 100 logo.
- C. Our pre employment pack includes information on our commitment to inclusion, LGBT equality and our LGBT network. This is used for outreach with PRISM literature.
- D. XXX

2.2 What percentage of employees with recruitment responsibilities have been trained on reducing bias and discrimination towards LGBT people in the recruitment cycle? Select the completion rate for the training.

GUIDANCE: The training should reach as many employees who recruit as possible. Training content should explicitly mention examples of discrimination and bias towards LGBT people. Content should also include the steps recruiters can take in eliminating this discrimination and bias. Examples of content you could upload are case studies, e-learning screenshots or PowerPoint presentations.

- A. 76 – 100 per cent ✓

- B. 51 – 75 per cent
- C. 26 – 50 per cent
- D. 1 – 25 per cent
- E. No employees completed training

Describe the department or team who deal with recruitment and how you estimate training completion rates (Max 500 words).

Recruitment is carried out in various ways. Recruitment for individual posts that are not advertised on permanent promotion or externally is carried out by line managers in the business areas. Posts advertised on promotion or externally are chaired by an HR panel chair. HR also lead recruitment programmes for multiple posts (e.g. our apprenticeship scheme). Another HR team has responsibility for recruitment to Senior Civil Service posts. All staff involved in recruitment, whether in HR or in the business areas must undertake our Recruitment and Selection and Unconscious Bias training before they are given a license to access our online recruitment system. We therefore know that all staff involved in the recruitment process have received this training. There is also additional training for HR panel chairs, with a focus on diversity and inclusion. The notes for the trainer include discussing discrimination and bias around sexual orientation and gender identity. 100% of HR Panel Chairs receive this training. They have to complete it before they are able to chair a panel.

In terms of recruitment to the Senior Civil Service, application packs clearly state that we welcome applications from LGBT staff who are currently under-represented in the Senior Civil Service. We display our Stonewall Diversity Champion Logo and Top 100 logo and the pack says:

Diversity and Equality: The Welsh Government is committed to providing services which embrace diversity and which promote equality of opportunity. Our goal is to ensure that these commitments are embedded in our day-to-day working practices with all our customers, colleagues and partners.

To do this we are committed to valuing diversity and celebrating difference within our workforce, with the aim of being an exemplar of diversity and inclusion. We are currently ranked 8th in the UK in the Stonewall Top 100 list of employers, we are a Stonewall Diversity Champion, a Disability Confident Level 3 (Leader) organisation and received gold status from a:gender in 2018. Key to supporting this work and providing peer support are four Board sponsored Staff Networks (Disability Awareness and Support (DAAS); Minority Ethnic Support Network (MESN); PRISM (Lesbian, Gay, Bisexual, Transgender, Intersex +) and Women Together.

Disabled people, those from a BAME background, women and people identifying as LGBTI+ are under-represented in the Welsh Government Senior Civil Service and we actively encourage you to apply if you are from one of these groups.”

We also promote our LGBT network in our Senior Civil Service application packs. Recruiting panel chairs for Senior Civil Service posts are themselves members of the Senior Civil Service who have attended face to face Unconscious Bias training and undertaken the new Panel Chair training.

Describe the format of the training and the content you have uploaded (Max 500 words).

The Recruitment and Selection training is a one day course. If staff are carrying our recruitment which takes place more than 2 years since the training or more than 2 years since they were last involved in recruitment then they are required to undertake a half day refresher course. Prior to undertaking the Recruitment and Selection Training, staff are required to:

- **Complete the APPOINT e-learning**

- Complete the Unconscious Bias e-learning or face-to-face learning
- Familiarise themselves with the Civil Service Commission Recruitment Principles
- Familiarise themselves with the Recruitment Policy
- Familiarise themselves with processes for filling a post as described on the Filling a Post page on the intranet.

The first upload is screenshots from the Recruitment Handbook that is part of the recruitment training and the Panel Chair training. The Panel Chair trainer notes include reference to sexual orientation and gender identity discrimination.

The second upload is the Unconscious Bias training, which is an online training course that is mandatory for all staff that manage staff and recruit. Senior Civil Servants must attend the face to face Unconscious Bias Workshop. The course helps staff to understand what unconscious bias is, and how it affects attitudes, behaviours and decision making. Panel Chair training is a half day face-to-face classroom based training course for HR panel chairs.

Upload training content.

<https://documents.hf.wales.gov.uk/id:A27210406/document/versions/latest>

<https://documents.hf.wales.gov.uk/id:A26807571/document/versions/latest>

2.3 What information does the organisation supply to all new employees (external appointments) when being inducted in to the organisation? Tick all that apply.

GUIDANCE: The senior leader message should explicitly call out LGBT inclusion. The content of all options given can be either in person, online, through a video or post, or on paper.

- A. Explicit message from senior leader on their commitment to LGBT inclusion ✓
- B. Information on the LGBT employee network/allies programme or initiative ✓
- C. Information on LGBT inclusive policies ✓
- D. None of the above

Briefly describe the induction process and at what point the new starter receives the above information (Max 500 words).

All new starters are required to attend our induction training programme. The course is mandatory and line managers are required to ensure that all members of staff have completed it within 3 months of joining the organisation. The programme is a one day, face to face course and contains information on our PRISM network and allies. XXXXX XXXXX talks about LGBT inclusion and our commitment to equality, diversity and inclusion at his welcome talk during induction training. He also mentions his personal commitment to LGBT inclusion as an Ally. His talk also covers information on our Diversity and Inclusion Steering Group (which is attended by the diversity champion for LGBT staff and the PRISM network chairs), our Diversity and Inclusion Action Plan, our policies and how they are inclusive of all groups including LGBT staff and the benefits of a diverse workforce. All the diversity networks, including PRISM, have the opportunity to attend the induction training and share leaflets etc. During their induction period, staff also have to undertake a number of online training courses through Civil Service Learning, including Diversity and Inclusion Training Modules (there are 8 of these). New starters to the Senior Civil Service receive the same key messages from XXXXX XXXXX in a face to face meeting.

Upload evidence for the selected options.

A. <https://documents.hf.wales.gov.uk/id:A26800220/document/versions/latest>

B. <https://documents.hf.wales.gov.uk/id:A26800256/document/versions/latest>

C. <https://documents.hf.wales.gov.uk/id:A26800256/document/versions/latest>

2.4 Does the organisation enable non-binary employees to have their identities recognised on workplace systems?

GUIDANCE: Examples include being able to use the title Mx, the option to choose a gender marker other than male or female and the ability to have a passcard with two forms of gender expression present.

Yes ✓

No

Describe how non-binary identities are recognised on workplace systems (Max 500 words).

We have two workplace systems which recognise non-binary identities. Our online recruitment system, Appoint, gives those registering to use the system the option to choose Mx as a title. This is used for both internal and external recruitment.

Our annual People Survey uses the following gender identity questions:

“What is your gender identity?:

- Male
- Female
- I identify in another way (please specify)
- Cisgender
 - Cisgender Man
 - Cisgender Woman
- Transgender
 - Transgender Man
 - Transgender Woman
- Prefer not to say

As stated in our Non Binary Guidance, “staff are able to request two security passes if they wish, although only one can be active at any time. Staff wishing to do so should contact the Equality in the Workplace Team who will liaise with Facilities and Security.” The security passes have a name and photograph on them, with no reference to gender.

2.5 Does the organisation provide all-employee equality and diversity training which includes the following topics, explicitly covering LGBT people? Tick the completion rate for the training.

GUIDANCE: The training should reach as many employees as possible across your organisation. Training content should explicitly mention LGBT people and cover lesbian, gay, bi and trans in the context of each option selected. Examples of content you could upload are case studies, e-learning screenshots or PowerPoint presentations.

	76–100%	51–75%	26–50%	1–25%	None
A. Organisational policy and legislation	<input type="radio"/>				
B. Language, stereotypes and assumptions	<input type="radio"/>				
C. Challenging inappropriate behaviour	<input type="radio"/>				
D. Routes to reporting bullying and harassment	<input type="radio"/>				

Describe how you estimate completion rates (Max 500 words).

These topics were covered in our Dignity and Respect training. This training is no longer available, but has been attended by approximately 75% of staff. We are able to monitor training attendance through the online booking system, with staff training data linked to our HRIT system, so we are able to monitor attendance of each course. We can run reports on the system by individual staff, by grade, location, by training course, during a particular period etc. Staff are also able to access the Civil Service Learning Portal, which has a Diversity and Inclusion Course, comprising 8 modules that is mandatory for Welsh Government staff to undertake. All training via Civil Service Learning is monitored through a monthly download, we can see which courses have been undertaken online or attended in person by our staff.

Describe the format of the training and the content you have uploaded (Max 500 words).

Points A, B, C and D were covered in our Dignity and Respect training course. The course was a one day, face-to-face classroom based course. The learning outcomes:

- Understand what constitutes Bullying and Harassment
- Appreciate why we have a Dignity at Work Policy
- Realise the impacts of Bullying and Harassment
- Gain an understanding of the context of the Equality Act
- Increase awareness of equality issues and how they relate to Bullying & Harassment and Dignity at Work
- Gain confidence to challenge inappropriate behaviour and language
- Know where to go for further advice and assistance

The powerpoint slides for this course is uploaded at A, C and D.

These points are also covered in the Civil Service Learning Diversity & Inclusion courses which new entrants must undertake as part of their induction training. We also offer online trans awareness through our learning hub and face to face trans awareness training which also touch on these points. Selected screenshots are uploaded at B.

We are currently developing several new training programmes which are relevant – LGBT allies training for senior civil servants and trans awareness sessions which will be delivered initially with an emphasis on our ‘front line’ staff (such as those who work on reception or in our Shared Service Centre. The training is being developed by XXXXX and the Equality in the Workplace Team. The training will be available to book through our Learning Lab platform so that we will be able to monitor attendance rates. More generic but relevant face to face training is also available to book through the Learning Lab - Creating an Inclusive Workplace, Inclusive Leadership and Micro Behaviours.

Upload evidence for selected options.

<https://documents.hf.wales.gov.uk/id:A27237931/document/versions/latest>
<https://documents.hf.wales.gov.uk/id:A26955476/document/versions/latest>

2.6 In the past year, which of the following messages have appeared in internal communications to all employees? Tick all that apply.

GUIDANCE: Communications uploaded should have been sent, or made available to all employees (or as many as geographically possible through the specific communication method). Evidence could include emails and screenshots of intranet posts. IDAHOBiT refers to the International Day Against Homophobia, Biphobia and Transphobia. In your uploaded evidence, make clear who/how many employees the communication reached. Evidence provided for option A. must clearly include all identities within LGBT.

- A. Information about LGBT History Month, Pride, Spirit Day and/or IDAHOBiT ✓
- B. Information about Bi-visibility Day and/or other bi specific events (e.g. Bi Pride events or Bicon) ✓
- C. Information about Transgender Day of Visibility, Transgender Day of Remembrance and/or Trans Pride ✓
- D. Information about the LGBT Employee Network Group and allies activity ✓
- E. None of the above

Upload evidence for selected options.

- A. <https://documents.hf.wales.gov.uk/id:A26655475/document/versions/latest>
- B. <https://documents.hf.wales.gov.uk/id:A26655538/document/versions/latest>
- C. <https://documents.hf.wales.gov.uk/id:A26656126/document/versions/latest>
- D. <https://documents.hf.wales.gov.uk/id:A26656973/document/versions/latest>

2.7 In the past year, which of the following career development opportunities has the organisation specifically communicated to LGBT employees? Tick all that apply.

GUIDANCE: Communications here can either be specific communications to LGBT people through the employee network group OR an all-employee communication making it clear you welcome LGBT employees on the programmes/opportunities.

- A. General leadership and development programmes ✓
- B. LGBT specific leadership/professional development programmes ✓
- C. LGBT specific seminars and conferences ✓
- D. None of the above

Describe the programmes and how these programmes are promoted to LGBT employees (Max 100 words per options).

A. All our leadership and development programmes (and external programmes) are promoted to LGBT staff via our intranet; staff networks; PRISM newsletters and social media; Permanent Secretary's bulletins; HR Business Partners, Equality Leads and Learning and Development Advisers. We have a learning portal, where staff access learning and development opportunities. All programmes are available to all staff regardless of protected characteristic but we take every opportunity to ensure LGBT staff are encouraged to apply for programmes. Our Action Plan commits to encourage staff with under represented protected characteristics to apply for opportunities using positive action, through staff networks.

B. We support LGBT staff on the Cabinet Office Development Programme "Positive Action Pathways" - advertised via the intranet, PRISM and other staff networks, Permanent Secretary's weekly bulletins and our Diversity Champions, Corporate Learning Team, Equality Leads and network of Learning and Development Advisers out in the business areas. In addition, through the same channels, we advertise places regularly on the Stonewall Role Models and Leadership programmes.

C. As a Stonewall Champion, we receive invitations to programmes, conferences, seminars, webinars and workshops. PRISM network members and allies, given their external partnerships, are invited to LGBT conferences and events. These are advertised via PRISM and the intranet. This year we supported places at Dods Group LGBT conferences in London and Manchester - shared through staff

networks and other usual channels. This year, XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. Trans staff are contacted by XXXXX to make them aware of opportunities.

2.8 Does the organisation proactively recognise contributions to the LGBT employee network group(s) during employee performance appraisals?

YES

GUIDANCE: The onus should be on the employer/manager to make explicit that network group activity links in with organisational values and count towards diversity goals. Please note, the recognition doesn't have to be financial, but should be systematic and applied to all performance appraisals, not just those of the network leads.

Describe how contributions are recognized (Max 300 words).

From July 2018, we use a new performance management system – ‘Let’s Talk’ - a ‘real-time, strengths’ based system – as part of our future-proofing programme. The system was developed after close involvement of our staff networks. It is based on regular, coaching style conversations focused on developing people to perform at their best. The system has a simpler performance marking, not linked to promotion potential and we have moved away from a system of having formal objectives against which people report to regularly discussing evolving priorities and how to support performance in meeting those priorities. We have other guidance in place which makes it clear that those with leadership roles in employee networks are supported to carry out these roles (with an acknowledgement of the time commitment which this involves). This is a formal networks’ engagement framework, which includes guidance on staff time spent on network activity. It was developed in consultation with the networks and Trades Union Side. The framework sets out the role of the networks, engagement on HR policies and staffing issues, contributing to the corporate role and ensuring recognition of network members’ contributions.

PRISM members and allies have enhanced access to training, with Committee members attending Stonewall Role Models Training. Opportunities are provided for networking; coaching; mentoring; reverse mentoring members of the Senior Civil Service and sitting on SCS recruitment panels. All members of the Senior Civil Service are required to have a diversity objective: “commit to delivering an element of their department’s, profession’s or function’s D&I strategy or plan”.

The Permanent Secretary has stated that only staff with a positive attitude to equality and diversity will reach leadership positions. Staff are also asked about equality & diversity at interviews.

2.9 Does the organisation identify and act on any LGBT issues raised at exit interviews or on exit surveys?

GUIDANCE: Answers should detail how employees are given opportunities to raise any issues relating to discrimination (homophobia, biphobia and/or transphobia) they may have experienced or become aware of in the organisation. Answers should refer explicitly to LGBT inclusion in exit processes.

Yes ✓
No

Describe the exit interview/survey process and how LGBT issues would be identified or raised (Max 200 words).

There is guidance on the intranet for staff who are leaving, with a checklist for their line managers. The process includes line managers undertaking an exit interview, although not all staff leaving wish to take part in such an interview. For those who do take part, there are questions about any experience of less favourable treatment on the grounds of any protected characteristic, including sexual orientation. The opportunity is also provided to provide comments on equality improvements which could be made in the organisation.

Describe how any issues raised would be acted upon by the organisation (Max 200 words).

Any issues raised would be followed up by the Equality in the Workplace Team in a manner proportionate and appropriate to the allegation or suggested improvement raised and the wishes of the person who raised them. This could include investigation or grievance procedure but could also include changes to policies, procedures, guidance or training, depending on the nature of the issue identified. The focus of the Equality in the Workplace Team would be on learning and improvement from any issues raised but other teams would be involved as appropriate if the exit form were to identify a need for formal action in respect of the specific case.

Section 3: LGBT Employee Network Group

Section redacted under Section 40

This section comprises of 7 questions and examines the activity of your LGBT employee network group. The questions scrutinise its function within the organisation.

Section 4: Allies and Role Models

This section comprises of 9 questions and examines the process of engaging allies and promoting role models. The questions scrutinise how the organisation empowers allies and role models, then the individual actions they take.

Allies

4.1 Does the organisation have a formal programme or initiative to engage all non-LGBT employees to become allies?

GUIDANCE: The programme should be a formal mechanism to engage non-LGBT people with LGBT equality.

- A. Yes, as part of our LGBT employee network group ✓
- B. Yes, a separate allies network group
- C. Yes, through another initiative
- D. No

Describe the allies programme or initiative (Max 500 words).

We have a separate, active Allies network which was originally launched in 2014. The Allies network has grown year upon year and many of these Allies have attended the Stonewall Allies Programme. Our Allies come from all areas of the organisation and are across all grades and locations. Allies play an active role in all of the activities of the network, including organising and attending events. All Allies are included on the PRISM mailing list so receive information on publicity and awareness raising events alongside members of PRISM. The Allies network was relaunched on 1 March 2019 (Zero

Discrimination Day) and is led by two members of staff, XXXXX XXXXX and XXXXX XXXXX, who are supported by another ally who is in the Senior Civil Service, XXXX XXXXX. PRISM ally leads are members of the PRISM Board. The recent relaunch was planned and developed to boost the size and strength of the allies and increase allies' involvement in PRISM activities.

We also have an associates of PRISM network of external members who support our aims and hold combined events with other LGBT+ staff networks. We have Allies staffing stalls at our offices during LGBT significant days/weeks and visibly championing LGBT equality daily with their visible badges, wristbands and email signatures. We support any allies wishing to attend Stonewall Allies training and will be running an internal allies training course for senior and executive band staff in the autumn. We have developed a revised allies welcome pack (uploaded for Q. 4.2A) which gives clear guidance and advice on how to be an ally and the expectations. XXX

Upload a communication advertising the allies programme or initiative.

<https://documents.hf.wales.gov.uk/id:A26789787/document/versions/latest>

4.2 In the past year, has the organisation held internal awareness raising sessions, campaigns or initiatives specifically for allies which cover the following? Tick all that apply.

GUIDANCE: Content/activity should be tailored for non-LGBT people and run through mechanisms that engage allies. Content should cover all LGBT identities (lesbian, gay, bi and trans).

- A. The importance of allies ✓
- B. Discrimination towards LGBT people ✓
- C. Personal stories from LGBT people ✓
- D. Actions they can take to be effective allies ✓
- E. None of the above

Provide a brief description of the content you have uploaded (Max 200 words).
Upload content covering the selected options.

A. PRISM allies held a relaunch event on Zero Discrimination Day (1 March 2019). They also updated and relaunched our PRISM allies pack, which is uploaded.

<https://documents.hf.wales.gov.uk/id:A27096668/document/versions/latest>

B. This will form part of the new LGBT allies training that is currently being developed. The draft agenda is uploaded.

<https://documents.hf.wales.gov.uk/id:A27173665/document/versions/latest>

C. This will form part of the new LGBT allies training that is currently being developed. The draft agenda is for 4.2B above.

D. XXXXX XXXXX has developed 8 Principles of being an Ally which she has shared with PRISM allies and will be using in the allies training currently being developed. Our PRISM pack also includes a link to the A:gender allies guide, which includes actions allies can take. XXXXX's 8 Principles of being an ally is uploaded. This is provided to all allies and will be included in the new allies training we are developing.

<https://documents.hf.wales.gov.uk/id:A27098915/document/versions/latest>

4.3 Does the organisation enable allies to visibly signal their commitment to LGBT equality?

GUIDANCE: Examples include visual signals such as email signatures, badges, lanyards and mugs.

Yes ✓

No

Describe how allies can visibly signal their commitment to LGBT equality (Max 200 words).

All allies (and Welsh Government staff more widely) have been encouraged to signal their commitment to LGBT equality. This includes regular opportunities to attend photo opportunities to. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. We offer allies the opportunity to wear a visible signal of commitment by providing rainbow and trans flag lapel badges and wrist bands which are paid for corporately. Our board and other senior staff have signed the No Bystanders pledge and PRISM network members and allies use the PRISM logo and/or Stonewall logo on their e-mail signatures. PRISM co-Chairs met with XXXXX XXXXX, Diversity Champion for XXXXX in September 2018 to discuss ways to work together better and how XXXXX can support PRISM both practically and financially. XXXXX has funded merchandise and a large WG PRISM flag for Pride events. Our Diversity Champions and other members of the Diversity and Inclusion Steering Group regularly talk about being an ally in their online blogs and divisional newsletters.

4.4 In the past year, which of the following activities have allies engaged in? Tick all that apply.

GUIDANCE: 'Helped organise' here, refers to allies taking an active involvement in the planning and execution of events. It does not mean allies simply turning up to events.

- A. Participated in LGBT network group activities ✓
- B. Helped organise a lesbian, gay and bi equality awareness raising event ✓
- C. Helped organise a trans equality awareness raising event ✓
- D. Recruited other allies ✓
- E. Coached or mentored other allies ✓
- F. Other ✓
- G. None of the above

Describe the activities selected (Max 200 words per option).

A.
Redacted under Section 40

B.
Redacted under Section 40

C.
Redacted under Section 40

D. We relaunched our Allies Network on Zero Discrimination Day (1 March 2019) The event was organised by our new Allies leads and marked the renewed focus and ongoing development of our allies' network. New leaflets were designed along with a new information pack. The Lobby event saw a manned stall for the whole day with members from the network and SCS members taking turns at driving recruitment of Allies raising awareness and engaging with staff. This work was duplicated across the offices and resulted in a good number of new signups for allies but also new members and a new organisation sign up as a friend of PRISM.

E. XXXXX XXXXX has had a 'coffee and chat' with a senior member of staff about signing up as a PRISM ally. PRISM allies offer the opportunity for these informal chats with other allies or those who are interested in becoming an ally or just learning more about LGBT issues. Those allies that are in the Senior Civil Service also of course have the opportunity to be mentored through our Reverse Mentoring Programme. Allies who have been mentors to Senior Civil Servants have taken the opportunity to informally mentor around being an ally.

Our Allies relaunch had a strong focus on mentoring and coaching. Our newly appointed Allies Leads are being coached and mentored in their roles by members of the Senior Civil Service – both of whom are keen to talk about the crucial roles Allies play in our Network. Welcome Pack developed to provide a definition of and information on the role of an Ally, as well as providing links to useful information including coaching, mentoring and support.

F.

Redacted under Section 40

Allies Leads developed a five point plan to energise proactive engagement by PRISM Allies, increasing interaction between our diversity networks and allies groups. This is currently being delivered.

Redacted under Section 40

XXXXX XXXXX shared insights into being an Ally at a PRISM organized event that was shared via video link across Wales.

4.5 Does the organisation support all non-trans employees (including lesbian, gay and bi employees) to become trans allies through training, programmes and/or resources?

GUIDANCE: Examples can include information booklets, programmes or training, but must focus specifically on being an ally to trans people. By non-trans, we mean people who do not identify as trans.

Yes ✓

No

Describe the training, programmes and/or resources (Max 500 words).

XXXXX XXXXX, has run training sessions throughout our offices during the last few years. XXXXX's sessionsShe talks of how staff can be allies, and where staff can find further information and resources. We have links to all of Stonewall's trans and allies resources on our intranet. Trans allies including Diversity Champions and HR staff have also attended, to talk about how staff can be allies and to talk through our trans policy. XXXXX is a high profile role model and has also featured PRISM newsletters and social media, which is targeted at allies as well as members. The sessions are advertised via the intranet, the Permanent Secretary's weekly bulletin, PRISM newsletter and social media and through our diversity champions and learning and development advisers. Communications made it clear that the sessions were open to all staff. We also offer trans awareness online sessions, and these also refer staff to further external resources. XXXXX is currently working with XXXXX XXXXX, Equality in the Workplace Team to develop new trans awareness training for front line staff. They are also developing an internal Allies Programme which will cover being a trans ally as well as LGB ally. It is anticipated that this will be rolled out in the autumn.

LGBT Role Models

4.6 Does the organisation support LGBT employees at all levels to become visible role models through training, programmes and/or resources?

GUIDANCE: Examples can include role model and information booklets, programmes or training, but must focus specifically on steps LGBT people can take to become active role models.

Yes
No

Describe the training, programmes and/or resources (Max 500 words).

Many of our LGBT staff have undertaken the Stonewall Role Models training programme. We always publicise this training to our staff when we are aware that it is running and as a Stonewall Diversity Champion we highlight that our staff can attend the training at a reduced rate. In addition, we have resources available for our LGBT staff who wish to become role models. XXXXX XXXXX has attended the Stonewall Bi Role Models Programme this year. We have copies of all Stonewall Workplace Guides, including on Role Models, available in our libraries and available digitally via our intranet. PRISM role models also support those who wish to become role models. Co-Chairs XXXXX XXXXX and XXXXX XXXXX are also XXXX XXXX. XXXXX XXXXX has also been shortlisted for the XXXXX Award at this year's XXXXX Awards. We have also piloted a new format for role model case studies, to replace our annual Superstars Campaign.

4.7 In the past year, have any visible LGBT role models at board level from the organisation been profiled?

GUIDANCE: For information about what is meant by board level, see here. Within the profiling opportunity, the person's sexual orientation, gender identity and/or trans identity must be clear. It should not be left up to the reader or viewer to make assumptions.

Yes
No

Submit evidence where you have profiled the person/s in the last year.

4.8 In the past year, have any visible LGBT role models at senior management level from the organisation been profiled? Tick all that apply.

GUIDANCE: For information about what is meant by senior management level, see here. Within the profiling opportunity, the person's sexual orientation, gender identity and/or trans identity must be clear. It should not be left up to the reader or viewer to make assumptions.

- A. Lesbian
- B. Gay
- C. Bi
- D. Trans
- E. None of the above

Submit evidence where you have profiled the person/s in the last year (For each option selected).

4.9 In the past 18 months, has the organisation profiled visible role models from the following communities? Tick all that apply.

GUIDANCE: Within the profiling opportunity, the person's identity must be clear. It should not be left up to the reader or viewer to make assumptions.

- A. Gay people or lesbians ✓
- B. Bi people ✓
- C. Binary trans people (e.g. trans men and trans women) ✓
- D. Non-binary people (e.g. genderfluid and genderqueer people)
- E. Older LGBT people (aged 50 or over) ✓
- F. Young LGBT people (aged 25 or under) ✓
- G. Disabled LGBT people (excluding disability related to mental health)
- H. BAME LGBT people ✓
- I. LGBT people of faith ✓
- J. LGBT people being open about their mental health (including disability related to mental health) or wellbeing challenges ✓
- K. LGBT parents
- L. None of the above

- A. <https://documents.hf.wales.gov.uk/id:A27041203/document/versions/latest>
- B. <https://documents.hf.wales.gov.uk/id:A27221545/document/versions/latest>
- C. <https://documents.hf.wales.gov.uk/id:A27041282/document/versions/latest>
- D.
- E. <https://documents.hf.wales.gov.uk/id:A27041362/document/versions/latest>
- F. <https://documents.hf.wales.gov.uk/id:A27221031/document/versions/latest>
- G. <https://documents.hf.wales.gov.uk/id:A27220822/document/versions/latest>
- H. <https://documents.hf.wales.gov.uk/id:A27041931/document/versions/latest>
- I. <https://documents.hf.wales.gov.uk/id:A27220706/document/versions/latest>
- J. <https://documents.hf.wales.gov.uk/id:A27222135/document/versions/latest>
- K.

Submit evidence where you have profiled the person/s in the last 18 months (For each option selected).

The following questions are not scored.

4.10 Does the organisation support all non-bi employees (including lesbian and gay employees) to become bi allies through training, programmes and/or resources?

GUIDANCE: Examples can include information booklets, programmes or training, but must focus specifically on being an ally to bi people.

- Yes ✓
- No

Describe the training, programmes and/or resources (Max 500 words).

In the previous few years, we have run Stonewall Allies training for staff, which covers being an ally to LGBT people – including bisexual. This year, due to budget restrictions, we (PRISM and Equality in the Workplace Team) are developing our own in house allies programme which will roll out in the autumn. This will also cover being a bi ally. As previously mentioned, we have Stonewall resources available through our intranet and in our libraries.

4.11 Does the organisation enable allies to visibly signal their commitment to bi and trans equality? Tick all that apply.

GUIDANCE: Examples include visual signals such as email signatures, badges, lanyards and mugs. These could display the bi and trans flags, or other symbols of support.

- A. Bi equality ✓
- B. Trans equality ✓

Section 5: Senior Leadership

This section comprises of 4 questions and examines how the organisation engages senior leaders. The questions scrutinise how the organisation empowers senior leaders at different levels, then the individual actions they take.

Board level staff

5.1 How does the organisation support board level employees to understand the issues that affect LGBT people? Tick all that apply.

GUIDANCE: The support given should be systematic in its implementation.

- A. Reverse mentoring opportunities for board level employees ✓
- B. Promote LGBT specific conferences or seminars to the board level employees ✓
- C. Other ✓
- D. None of the above

Describe each option selected (Max 200 words per option)

A. We have a Reverse Mentoring Scheme, now in its third successful year. XXXXX XXXXX and the Senior Board Sponsor for PRISM, XXXXX XXXXX are reverse mentored by LGBT+ members of staff. This allows them to gain a personal understanding of the experiences and issues their mentors face. Mentoring agreements are signed at the outset, with meetings taking place generally every month and the reverse mentoring relationship lasting for a minimum of six months. Feedback from both reverse mentors and mentees has been extremely positive and the number of senior staff being reverse mentored is rising each year.

B. The Board are informed of LGBT specific events (both in the organisation and external) during our regular diversity and inclusion updates to them in Board meetings. In addition, they are informed of events and training via email in between Board meetings. XXXXX XXXXX, XXXXX XXXXX, and XXXXX XXXXX have all attended such events. XXXXX XXXXX also raises awareness of particular events at our Business Group meetings. Board members are PRISM allies and so are on the PRISM mailing list, so they receive the weekly round ups which include upcoming events. XXXXX XXXXX, as LGBT Champion, attends UK Civil Service LGBT Champions quarterly meetings when he is able (or has sent a deputy). He also receives invitations to LGBT specific conferences and events in his role as LGBT Champion from the Cabinet Office.

C. The Board met with PRISM co-Chairs at their Board meeting in September 2018. Board members invited them to discuss the network's hot topics, current issues, progress and 'Big Ask' and to hear how the Board can support the network specifically and LGBT+ staff generally.

5.2 In the past year, which of the following activities have members of the board engaged in? Tick all that apply.

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

- A. Communicated a strong message on sexual orientation equality ✓
- B. Communicated a strong message on trans equality ✓
- C. Met regularly with the LGBT employee network group ✓
- D. Reviewed top line LGBT monitoring reports and actions ✓
- E. Spoken at an internal LGBT event ✓
- F. Spoken at an external LGBT event ✓
- G. Engaged with senior management to discuss LGBT equality ✓
- H. Reviewed and/or approved an LGBT inclusion strategy ✓
- I. Attended an external LGBT event, for example Pride ✓
- J. Other ✓
- K. None of the above

Describe each option selected (Max 200 words per option).

Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

A. XXXXX XXXXX and XXXXX XXXXX have both attended many PRISM network events throughout the year, talking about their commitment to LGBT equality. XXXXX said “I was delighted to attend the recent XXXXX event with XXXXX, PRISM members and allies, flying the flag and raising awareness, both inside and outside the organisation. I believe that demonstrating my support to the LGBTI+ agenda as an ally sets an example which I hope everyone else will follow.”

Redact under Section 40

B. XXXXX XXXXX issued a message on our intranet on XXXX in the run up to XXXXX entitled “Celebrate and Support our Trans Family”. XXXXX talked about us flying the trans flag and asked staff to support the events running in our offices for XXXXX and XXXXX. XXXXX said “I am delighted to celebrate XXXXX alongside our LGBT+ colleagues. I am reminded once again of how essential diversity and inclusion is to a thriving and successful organisation. I am passionate about making the organisation a safe and welcoming place to work for all, and encourage all of us to take this opportunity to listen, to learn and to engage with the stories of transgender people. Hearing and understanding makes us better friends, allies, and colleagues, and better able to serve the diverse communities of Wales.”

C. XXXXX XXXXX Senior Sponsor for PRISM meets regularly with the PRISM co-chairs. PRISM co-chairs attend our Diversity and Inclusion Steering Group meetings, which convene quarterly, chaired by our Board Equality Champion XXXXX XXXXX. XXXXX XXXXX also attends the meetings, diary permitting. XXXXX XXXXX, XXXXX XXXXX and XXXXX XXXX support the network when they have stands in our foyers, attending and speaking at these and other network events. XXXXX XXXXX meets regularly with PRISM in her role as Future Proofing Senior Responsible Officer, consulting with them on change initiatives.

D. A diversity and inclusion update is a regular standing item on the Board agenda. The Board considers our Diversity & Inclusion Action Plan, and updates, as well as our Staff Survey results and the results from the Stonewall Survey. The Board also sees our monthly monitoring report (our Diversity Dashboard) which is a regular agenda item in our quarterly equality and diversity updates. The Board has received feedback on the reverse mentoring programme, our Future Proofing

Programme and Dignity & Respect Campaign and discusses how to take these areas forward. All of these include an LGBT equality angle. The Board has also supported our diversity declaration campaign, which we continue to run periodically throughout the year. This includes data across all protected characteristics, including sexual orientation and gender identity.

E. XXXXX XXXXX and XXXXX XXXXX PRISM Senior Sponsor have both regularly attended and spoken at PRISM network events throughout the year, including photo shoots. XXXXX spoke at the 'Senior Sponsor Speaks' event in XXXXX on XXXXX. XXXXX spoke at our XXXXX event in XXXXX on XXXXX. Senior PRISM Sponsor XXXXX XXXXX spoke to all members of Network to outline role of senior sponsor, what he feels is expected of him, and from Network. XXXXX believes it is fundamental that leaders in organisations display inclusive behaviours and lead by example, building diverse teams and shaping organisational culture. We need to ensure that the organisation is a safe, inclusive and diverse environment that encourages a culture of respect and equality for all, to ensure that everyone can be free

F.
Redacted under Section 40

G. Our Board Equality and Diversity Champion chairs our Diversity and Inclusion Steering Group and our Diversity Champions are members. The Diversity Champions are members of the Senior Civil Service and agenda items cover all diversity strands including LGBT equality. Our Corporate Services Director has written to all Senior Civil Servants about the requirement for them to have a Diversity Objective, about reverse mentoring opportunities and being an ally (or member) of our staff networks. Diversity Champions cascade this back to their senior management teams in their Business Areas. Our Board Equality Champion also meets regularly with the Director who is Diversity Champion for PRISM to specifically discuss LGBT equality issues.

H. Our Diversity and Inclusion Action Plan covers the period 2016-2020 and covers all our objectives, targets and actions across all diversity strands – including LGBT inclusion. We provide the Board with a regular update on the progress of the Action Plan. XXXXX XXXXX provides the Board with regular updates from Diversity & Inclusion Steering Group meetings, updates on progress, network updates (which include PRISM) and diversity and inclusion issues generally.

I.
Redacted under Section 40

J. XXXXX XXXXX Diversity Champion, held an away day, open to all staff, focused on the sexual orientation within the respect agenda. XXXXX XXXXX spoke in the morning about matters relating to mental health and sexual orientation.

Senior Management level staff

5.3 How does the organisation support senior management to understand the issues that affect LGBT people? Tick all that apply.

GUIDANCE: The support given should be systematic in its implementation.

- A. Reverse mentoring opportunities for senior management level employees ✓
- B. Promote LGBT specific conferences or seminars to senior management level employees ✓
- C. Other
- D. None of the above

Describe each option selected (Max 200 words).

A. We are now in the third year of our successful Reverse Mentoring Programme which is open to all members of the Senior Civil Service. The programme has been advertised to the Senior Civil Service on the intranet, via our Permanent Secretary's weekly bulletins, through direct emails from the XXXXX and XXXXX and to reverse mentors via the intranet, weekly bulletins and through the staff networks.

B. Both the Equality in the Workplace Team and the PRISM network share events with senior staff. There are a number of mechanisms that are used – the intranet, direct emails from PRISM/EinTW Team, the Corporate Services Director, Diversity Champions, Learning & Development Team, Permanent Secretary's staff bulletins etc. PRISM also uses social media and display posters in our offices. Many of our Senior Civil Service are PRISM allies and so are on the PRISM mailing list. Senior Civil Service staff who are members of PRISM or PRISM allies also promote events to their peers.

C. The Board met with PRISM co-Chairs at their Board meeting in September 2018. Board members invited them to discuss the network's hot topics, current issues, progress and 'Big Ask' and to hear how the Board can support the network specifically and LGBT+ staff generally. The Head of the Equality in the Workplace Team regularly attends Heads of Diversity meetings at the Cabinet Office, which are attended by all Heads of Diversity in the home Civil Service. She then cascades updates back to the Board Equality & Diversity Champion and Diversity Champions. XXXXX XXXXX, PRISM Senior Sponsor is a member of the UK Civil Service LGBT Champions Group and attends or sends a deputy when he can.

5.4 In the past year, which of the following activities have senior management engaged in? Tick all that apply.

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

- A. Communicated a strong message on sexual orientation equality ✓
- B. Communicated a strong message on trans equality ✓
- C. Met regularly with the LGBT employee network group ✓
- D. Reviewed top line LGBT monitoring reports and actions ✓
- E. Spoken at an internal LGBT event ✓
- F. Spoken at an external LGBT event ✓
- G. Engaged with the board to discuss LGBT equality ✓
- H. Reviewed and/or approved an LGBT inclusion strategy ✓
- I. Attended an external LGBT event, for example Pride ✓
- J. Mentored or coached other senior leaders
- K. Other ✓
- L. None of the above

**A.
Redacted under Section 40**

B. XXXXX email to staff, referred to above, also talked about XXXXX and the risk of discrimination and abuse for non-CIS gender friends, family members and colleagues. The email also mentioned that many WG staff were supporting trans and non-binary people at events taking place for XXXXX.

C. All Diversity Champions meet with PRISM co-chairs regularly as part of the Diversity & Inclusion Steering Group. In addition, XXXXX XXXXX PRISM ally has met with individual network members

periodically throughout the year and has also attended a number of their events. XXXXX XXXXX, Diversity Champion for XXXXX supports XXXXX XXXXX in his role as PRISM Senior Sponsor, so both of these meet the PRISM co Chairs regularly, separately outside of the Diversity & Inclusion Steering Group.

D. Diversity Champions, as part of the Diversity and Inclusion Steering Group, developed our Diversity & Inclusion Action Plan for 2017-2020 and regularly review progress against actions at their meetings. They review the Diversity and Inclusion Board papers prior to going to the Board and review our Annual Equality Report. All of these include LGBT equality and inclusion (sexual orientation and gender identity). They review the demographic report from our Annual People Survey and from recruitment, promotion and exit schemes, from an equality perspective to ensure that LGBT staff are treated fairly. A recent agenda item was reviewing all Senior Civil Service recruitment over the previous two year period, at each stage of the process to evaluate the equality implications on protected characteristics including sexual orientation. Trans data was not included in the SCS recruitment data as the numbers are too small to disclose.

E. XXXXX XXXXX, member of the SCS and senior supporter of our Allies Leads, introduced a PRISM event on XXXXX. At the event, we welcomed XXXXX XXXXX as a speaker, talking about her life as a transitioned woman, and passionate advocate for increasing the number of female XXXXX. XXXXX XXXXX also attended this event. XXXXX XXXXX, Deputy Director for XXXXX and XXXXX XXXXX, Director XXXXX spoke at an event in our XXXXX office on XXXXX, talking about how they consider LGBT+ as part of their workforce planning.

F. Senior Sponsor XXXXX XXXXX spoke at the March Meeting of the UK Pride in Public Sector Group. XXXXX is a Board member and a member of our Senior Civil Service. He led a discussion on his career and his role as senior sponsor of PRISM and why it is important to him. Pride in Public Sector, of which PRISM are an active member, are a consortium of LGBT+ staff networks from organisations across the public sector who have come together to deliver a shared vision. Led by XXXXX XXXXX, a strong advocate of PRISM, their mission is collaborating to strengthen our networks, supporting the LGBT+ individuals throughout our workforce, influencing policy and processes, improving our workplace cultures, and using our role in public life to inspire society.

G. Diversity Champions did this as part of the Diversity and Inclusion Steering Group. They contributed agenda items to the quarterly Equality & Diversity Board paper, including items such as the Action Plan, Stonewall WEI progress and feedback, a gender submission and feedback and People Survey results. The Board has been updated on the equality and diversity aspects of recruitment, promotion and exit schemes, performance management and progress on gender neutral toilets. The Diversity Champions also engage with Board members at PRISM events. At the September Board meeting, Diversity Champions attended to discuss LGBT equality with Board members and PRISM representatives.

H. LGBT inclusion is part of the Diversity and Inclusion Action Plan 2017-2020 which covers all our objectives, actions and targets across all diversity strands. The Diversity & Inclusion Steering Group, which contains a number of senior leaders developed the Plan and review progress against it at each meeting. The Board receives an update twice a year on equality and diversity which includes LGBT inclusion.

I.
Redacted under Section 40

J.

K.
Redacted under section 40

Describe each option selected (Max 200 words per option).
Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

XXXXX XXXXX Director XXXXX
XXXXX XXXXX, Director General, XXXXX
XXXXX XXXXX, Chief Inspector, XXXXX
XXXXX XXXXX, Deputy Director, XXXXX
XXXXX XXXXX, Deputy Director, XXXXX
XXXXX XXXXX, Director, XXXXX
XXXXX XXXXX, Deputy Director, XXXXX

Section 6: Monitoring

This section comprises of 7 questions and examines how the organisation monitors its employees. The questions scrutinise data collection methods, analysis and outcomes.

Please ensure that no personally identifiable information is contained in your answers or evidence.

6.1 Does the organisation gather data on employee sexual orientation on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

Yes ✓
No

Copy and paste the question/s you ask and options staff can select (Max 500 words).

HR IT Self Service System: Sexual Orientation:

- **Bisexual**
- **Gay man**
- **Gay woman/lesbian**
- **Heterosexual/straight**
- **Other sexual orientation**
- **Prefer not to say**

The HRIT Self Service system is the main IT system that is used to obtain and report on staff data. All staff data is recorded on this system. Staff have access to the front end of the system. It is used by staff to both edit and/or access personal information such as their training record, sickness absence record, performance markings etc. There is a section containing personal information and a diversity monitoring form, which staff self complete. The diversity data can be edited by the individual at any time.

This is the system that is used for all of our staff data and reporting e.g. our diversity dashboard and our annual Employer Equality Report. Our HRIT team are able to run reports to capture the diversity data.

Appoint recruitment system: What is your sexual orientation?

Select:

- Bisexual
- Gay man
- Gay woman/lesbian
- Heterosexual/straight
- Other
- Prefer not to say

Appoint is our online recruitment system which is used for both internal and external Welsh Government jobs. People applying for posts need to register on the Appoint System – this applies whether they already work in Welsh Government or not. The diversity questions are at the first stage of the account registration process.

Our annual People Survey lists the below options for sexual orientation:

- Bisexual
- Gay
- Heterosexual
- Lesbian
- Other

6.2 Does the organisation gather data on whether employees are trans and/or non-binary on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

Yes ✓

No

Copy and paste the question/s you ask and options staff can select (Max 500 words).

The HRIT Self Service system that we use asks:

Gender Identity:

- Different to gender assigned at birth
- Prefer not to say
- Same as gender assigned at birth

The HRIT Self Service System is the main IT system that is used to obtain and report on staff data. All staff data is recorded on this system.

The system currently does not have non-binary gender options. We are not currently able to add questions to this system. The developers are no longer undertaking any bespoke/custom work for system customers. When we are due to procure a new HRIT system we will have the opportunity to ensure that we monitor non-binary identities.

Appoint, our online recruitment system asks:

Is your gender identity the same as the gender you were born with?

Our People Survey uses the following categories:

Sex

- Male
- Female
- I identify in another way

Gender

- Cis gender
- o Cisgender man
- o Cisgender woman

- Transgender
- Transgender man
- Transgender woman

6.3 Does the organisation monitor and analyse from application to appointment the success rate of LGBT applicants?

GUIDANCE: This refers to external appointments to the organisation and comparing applicant diversity forms to new starter diversity forms.

Yes ✓
No

Upload the most recent data showing analysis of application to appointment by sexual orientation and trans identity.

<https://documents.hf.wales.gov.uk/id:A26715381/document/versions/latest>

Describe who the analysis is seen by and action taken (Max 500 words).

Applicants are asked to complete a monitoring form as part of the job application process. This information is monitored by our resourcing team. We publish our employment data each year in our Employer Equality Report (this is the data uploaded above.) In addition, monitoring reports are regularly requested for scrutiny by the Diversity and Inclusion Steering Group. Any potential issues that would be picked up would be put to the Steering Group for consideration. Any potential actions that the Group consider necessary would be included in the Diversity and Inclusion Action Plan.

6.4 Does the organisation monitor and analyse through a HR system, the spread of LGBT people at different pay grades and/or levels?

GUIDANCE: The system of data collection cannot be through an anonymous staff satisfaction survey. Upload the most recent data showing analysis of pay levels and grades.

Yes ✓
No

Describe who the analysis is seen by and action taken (Max 500 words).

Our monthly diversity dashboard monitoring report contains a separate annex showing the diversity data of staff in the Senior Civil Service and the two feeder grades below the SCS (Grade 6 and Grade 7/Executive Bands). This is analyzed as part of the monitoring and analysis of our monthly dashboard by the Equality in the Workplace Team Board Equality Champion and by the Diversity & Inclusion Steering Group at each quarterly meeting. (The data does not separate the LGB categories because the numbers are too small to disclose). The uploaded Dashboard Annex has had all the diversity data removed but the blank version shows you what we monitor each month.) Periodically we also look at the spread of LGB staff at all grades, when LGBT equality is on the agenda for our Diversity & Inclusion Steering Group meetings. Again, a redacted version of this is uploaded. In our annual Employer Equality Report, we also publish data on LGBT staff in the organisation. The Diversity & Inclusion Steering Group have also looked at recruitment in the Senior Civil Service periodically. There have been papers and data on the numbers of LGB staff applying for posts in the Senior Civil Service and drop out and success at each stage of the process.

<https://documents.hf.wales.gov.uk/id:A27224584/document/versions/latest>

6.5 When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of LGBT employees?

GUIDANCE: This can be through collecting diversity data on a staff satisfaction survey.

Yes ✓
No

Upload the most recent staff satisfaction data.

<https://documents.hf.wales.gov.uk/id:A26715795/document/versions/latest>

Describe who the analysis is seen by and action taken (Max 500 words).

The People Survey analysis is produced and published each year. Our social researchers, HR analysts and Engagement and Innovation team closely monitor the survey results and engagement levels of staff across the protected characteristics, including LGB and trans staff (and other demographics e.g. grade; location; working pattern; caring responsibilities). Our researchers produce a demographic report which goes to our Board, our Diversity and Inclusion Steering Group and Senior Staff, who develop Action Plans (both local and organisation wide) to address any issues raised. The results also go to our staff networks, so the results on LGBT staff go to PRISM. The People Survey results are taken into consideration in the development of any new policies, strategies or corporate initiatives and inform the contents of our Diversity and Inclusion Action Plan. We are not able to share the demographic report as the information is sensitive management information which we would not share outside of the organisation, but it is produced, reviewed and acted upon each year. High level highlights are published in our annual Employer Equality Report. A screenshot showing this in the Employer Equality Report is uploaded.

Cabinet Office also publishes Department wide results of the People Survey, and scores from demographic groups across the Civil Service. Welsh Government results are also included in these.

6.6 What proportion of employees have answered the monitoring question asked in 6.1? Tick one.

GUIDANCE: The proportion should not include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

- 90-100%
- 80-89% ✓
- 70-79%
- 60-69%
- 50-59%
- Under 50%
- We do not monitor

Upload reports or data demonstrating the declaration rate.

<https://documents.hf.wales.gov.uk/id:A26793017/document/versions/latest>

Provide a brief description of the report you have uploaded (Max 200 words).

Uploaded is a snapshot from the monthly monitoring information (Diversity Dashboard) that our HR Information Team produces for us. Each month the information goes to our Board Equality Champion

and is an item on the agenda at every Diversity & Inclusion Steering Group meeting and at the Equality & Diversity updates to the Board. This snapshot is from the monitoring report that was produced from a report run through our HRIT system as at 30 June 2019. This shows that 84.7% of staff have declared their sexual orientation.

6.7 What proportion of employees have answered the monitoring question asked in 6.2? Tick one.

GUIDANCE: The proportion should not include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

90-100%

80-89%

70-79%

60-69%

50-59%

Under 50%

We do not monitor

Upload reports or data demonstrating the declaration rate.

<https://documents.hf.wales.gov.uk/id:A26793017/document/versions/latest>

Provide a brief description of the report you have uploaded (Max 200 words).

The same document as for Question 6.6 is uploaded – our monthly monitoring information (Diversity Dashboard) for June 2019. This shows that 33.2% of staff have answered the ‘same gender at birth’ question.

The following question is not scored.

6.8 Do you analyse differences in staff satisfaction levels between different LGBT identities?

Yes

No

Describe who the analysis is seen by and what action is taken (Max 500 words).

We currently analyse differences in staff satisfaction levels between staff who tick the ‘heterosexual’ option and staff that tick any other sexual orientation option (Bisexual; Gay; Heterosexual; Lesbian; Other). We do not analyze the trans data as the numbers are too small to disclose. We do not currently analyse the LGBO categories separately – again the numbers would be too small.

Section 7: Procurement

This section comprises of 4 questions and examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure LGBT inclusive suppliers are procured and held to account.

7.1 Does the organisation train or give guidance to the person/team responsible for procurement around diversity and inclusion outcomes, inclusive of LGBT equality?

GUIDANCE: Examples can include information booklets, programmes or training, but must explicitly mention LGBT equality in relation to procuring services.

Yes ✓
No

Describe the role or team responsible for procurement (Max 200 words).

Corporate Procurement Services and Commercial Procurement ICT are part of the Welsh Government's Commercial & Procurement Directorate. They are responsible for developing the Welsh Government's own procurement strategy, policies and procedures and advising buyers and contract managers in our business areas. They support all Welsh Government tendering opportunities above £25,000 and ensure that they are advertised through www.sell2wales.gov.uk. The teams ensure all procurement is-

- ethical, accountable and compliant with procedural, legal and international obligations
- committed to the principles of the Wales Procurement Policy Statement
- focused on achieving best value for money for the Welsh

considered and standardised to help simplify bidding for potential suppliers

Value Wales & the National Procurement Service for Wales are also part of the Welsh Government's Commercial & Procurement Directorate. Value Wales is responsible for shaping policy, monitoring practice, developing the procurement profession, and compliance with EU regulations and set out the procurement practices and actions required of all public sector organisations in Wales. The National Procurement Service procure and managing a programme of collaborative goods and services contracts for use by the Welsh Public Sector.

Describe the diversity and inclusion training or guidance they receive (Max 500 words).

The Equality in the Workplace team has worked closely with Corporate Procurement, Commercial ICT, the National Procurement Service and Value Wales in recent years to review and update the equality and diversity requirements within our procurement processes and continues to do so. The Equality in the Workplace team developed a presentation on the value of encouraging our suppliers to demonstrate a commitment to equality and diversity and delivered it to all the teams involved in procurement to see how their procurement processes could be strengthened (including in relation to gender identity and sexual orientation equality). As a result, a new paragraph was inserted into procurement documents, which encourages anyone bidding for a contract to be committed to the equal opportunities agenda and challenge discrimination relating to all the protected characteristics, with specific references to including gender identity and sexual orientation.

Any organisation which bids for a contract are encouraged to demonstrate their compliance with equality legislation and must not unlawfully discriminate against anyone with a protected characteristic, including sexual orientation and gender identity. Contract Managers are issued with guidance, produced by the Equality and Human Rights Commission, explaining how public authorities may approach the task of ensuring that they comply with the public sector equality duty (PSED) obligations at different stages of the procurement cycle, and issues that need to be considered at each stage.

7.2 Before awarding a contract, does the organisation scrutinise the following in the tender process? Tick all that apply.

GUIDANCE: Although it would be best practice, these criteria do not need to be deciding factors when awarding contracts. They should however still be scrutinised and appropriate action taken if the contract is awarded.

- A. Whether the potential supplier has a policy which explicitly bans discrimination/bullying and harassment based on sexual orientation or gender identity ✓
- B. Whether the potential supplier has equality training which is explicitly inclusive of sexual orientation and gender identity ✓
- C. None of the above

Describe the options selected below (Max 500 words per option).

A.

Potential suppliers are required to complete the Supplier Qualification Database before tendering. This database contains a section on equality and diversity which covers sexual orientation and gender identity. A series of questions are asked in order to gain an understanding of a supplier's inclusive practices. Potential suppliers are asked for details of any discrimination cases, details of their equality policies and training (including on bullying and harassment). In addition, our standard terms and conditions of contract contain a section on discrimination, equality and human rights. Staff procuring the goods or services will scrutinise the suppliers' responses at the outset of the procurement process. Suggested minimum areas to test, contained in our procurement templates are:

- **Identify key areas where equality legislation is relevant.**
- **Ask the supplier how they comply with legislative requirements e.g. minimum wage, statutory rest periods/ breaks, equality of opportunity regardless of race, religion, language, disability, age, gender, gender identity, sexual orientation etc**
- **Ensure that the specification addresses service delivery issues for different end-users, e.g. disabled people, people with different cultural backgrounds**
- **Require the service provider to detail exactly how they intend to manage equality issues in delivering the contract, e.g. provision of training for their staff**

- **Use SQUID (Supplier Qualification Information Database) which covers Equality in the question set and ensures compliance with legislation**
- **For contracts involving social care & commissioning refer to the Social Care Route Planner (PRP) at <http://prp.wales.gov.uk/planners/social/>**

- **For all other contracts access the General Goods & Services Procurement Route Planner (PRP) at above link for information on: - Equality Act 2010, specific public sector duty and associated guidance; - Welsh Language Measure 2011 & Welsh Language Board's guidance "Contracting out Public Service Contracts and the Welsh Language";**

Welsh Government is a signatory to the Code of Practice for Ethical Employment in Supply Chains and encourages all suppliers to Welsh Government to sign up to the code.

B. Equality training is scrutinised as for equality policies - same as for A above

7.3 Once a contract is awarded, how does the organisation hold the supplier to account?

Tick all that apply

GUIDANCE: The slot in supplier monitoring meetings does not have to be specifically for LGBT related issues, but should be inclusive of them.

- A. Include a broad diversity and inclusion slot in contract monitoring meetings inclusive of LGBT issues ✓

- B. Monitor and analyse LGBT related feedback on supplier ✓
- C. None of the above

Describe the options selected below (Max 500 words per option).

A. Contract Managers ensure that equality; diversity and inclusion issues and outcomes are a standing agenda item at contract monitoring meetings. Sexual orientation and gender identity equality are included in this. Last year, the Equality in the Workplace team delivered training to our Community of Practice of Contract Managers to reinforce and embed the equality and diversity requirements and ensure that they are monitored regularly.

B. For contracts relating to customer services, the contractors are required to monitor and evaluate their feedback from service users, which would be regularly reviewed during contract management meetings. Any complaints raised would be reported to the appropriate contract manager who would take appropriate action.

7.4 In the past year, how has the organisation engaged or collaborated with its suppliers? Tick all that apply. Tick all that apply.

GUIDANCE: Joint LGBT diversity and inclusion training can also include sharing training with your suppliers.

- A. Joint LGBT diversity and inclusion training ✓
- B. Invite suppliers' employees to take part in LGBT employee network group events ✓
- C. Joint community outreach projects targeting LGBT people
- D. Share best practice and policy around LGBT inclusion
- E. None of the above

Describe the options selected below (Max 500 words per option).

A. Whilst we have not run any joint diversity and inclusion training within the last 12 months, the trans inclusion training that we are currently developing will be available to the contractors that are on site in our offices (security staff, reception staff and catering staff. Procurement staff are able to use the training materials that we developed in 2017 to advise contractors. The training materials specifically cover:

- **Monitoring and evaluating feedback from service users**
- **Supporting LGBT people in the workplace and encouraging non LGBT people to become allies**
- **Community outreach projects which support LGBT people**
- **Ensuring policies are in place to support trans people**
- **Stonewall Cymru are a useful source of information and resources for organisations trying to be more LGBT inclusive. Businesses could consider providing training**
- **Using the Index to benchmark progress.**
- **Ensuring you have policies in place if a member of your business wants to transition to a different gender.**
- **Understanding the perspectives of lesbian, gay, bisexual, non binary and trans people.**
- **Encouraging people to be themselves in the workplace will result in more creative and cost effective businesses – business benefits of inclusion**

B. All Welsh Government on-site contractors are invited to be Friends of PRISM and/or Allies. PRISM leaflets and posters are in the reception areas and coffee bars in our offices, so contractors who can not access our intranet are still made aware of the network and can be added to the mailing list and

attend events or be involved. A number of on-site contractors from different organisations are PRISM members and spread the word among staff within their organisations. PRISM also actively uses social media, for example Facebook, to link up with associate members in other organisations, including our suppliers.

C.

D. A number of our on site contractors participate in PRISM activities in a number of our offices. PRISM regularly issues their “Coming Out” leaflets and contractors have contributed to our regular Superstars Campaign. We have Stonewall Resources in our reception/waiting areas and library and posters in the kitchen areas.

Section 8: Community Engagement

This section comprises of 4 questions and examines the outreach activity of the organisation. The questions scrutinise how the organisation demonstrates its commitment to the wider community and the positive impact it has.

8.1 In the past year, has the organisation utilised its social media accounts and online presence to demonstrate its commitment to LGBT equality?

GUIDANCE: The social media accounts here should be the ones with the widest reach. This question examines how you demonstrate to the largest possible audience that your organisation is committed to LGBT equality. The two social media posts uploaded (for example tweets), should be across a year and not concentrated on one event. The evidence can be an LGBT employee network group being re-posted by an account with bigger reach.

Yes ✓
No

Describe the activity (Max 500 words).

The organisation regularly uses its social media accounts to demonstrate its support to LGBT equality. We have used the main WG channel (Facebook and Twitter) for recognising LGBT History Month, Transgender Day of Remembrance, Transgender Day of Visibility, Bivisibility Day, IDAHOBIT Day, National Coming Out Day and during Pride season. We always use social media on the dates that we fly the rainbow or trans flag from our offices. As well as the main WG account marking these dates, Welsh Government Ministers (First Minister, Minister for Education, Minister for Health and Deputy Minister & Chief Whip) have all communicated LGBT+ support via their portfolio social media accounts. These are often retweeted by the Welsh Government main account.

XXXXXXXXXXXXXXXXXXXX which we use to engage with our partners and LGBT communities, to share the work that the Welsh Government is doing to promote LGBT equality. We use this to publicise all our PRISM news, to share our aims and values, to promote membership and events – and publicise the work of other LGBT individuals and organisations.

PRISM Board members are also extremely active on their XXXXXXXXXXXXXXX including Facebook, Twitter and Instagram. They use these pages to continually promote PRISM by retweeting and reposting Ministerial, Welsh Government and Network information.

XXXXX XXXXX tweeted on 20 August about the Home Office announcement that they would commission a review to investigate the way claims based on religious grounds and LGBT+ are assessed. Details of this review and a commitment to include those with lived experiences would be welcomed from @ukhomeoffice. The Welsh Government considers that empathy and religious literacy is crucial when considering complex cases, including that of XXXX XXXXX.

Upload two screenshots of social media activity.

<https://documents.hf.wales.gov.uk/id:A26793631/document/versions/published>

<https://documents.hf.wales.gov.uk/id:A26793677/document/versions/published>

8.2 Which of the following outreach activities has the organisation taken part in the last year? Tick all that apply. Tick all that apply

GUIDANCE: Sponsored or supported can include in-kind gifts and donations, for example providing a meeting room for a group, and doesn't have to be directly financial (i.e. giving money). The support of a campaign to tackle homophobia, biphobia and transphobia needs to be externally facing and not an internal awareness raising event.

- A. Sponsored or supported LGB community group/s ✓
- B. Sponsored or supported trans community group/s ✓
- C. Sponsored or supported LGB community event/s ✓
- D. Sponsored or supported trans community events ✓
- E. Supported campaign/s to tackle hate crime or homophobic, biphobic and transphobic bullying ✓
- F. None of the above

Describe each option selected (Max 250 words per option).

A. The Welsh Government provides Equality and Inclusion Grant funding (2017-2020) to Stonewall Cymru to deliver a range of projects to provide improvements in the well-being, socio-economic potential, fair treatment and community safety of Wales' LGBT citizens and allies through:

- **Engaging with LGBT communities;**
- **Empowering LGBT people and allies;**
- **Amplifying LGBT voices;**
- **Strengthening advice, information and advocacy services;**
- **Transforming learning environments;**
- **Representing LGBT people.**

The project also includes the continuation of the Stonewall Cymru Information Service. A new collaboration with IRIS Prize Outreach Ltd has produced an online resource library of peer produced films and lesson plans.

All the activities are underpinned by the theme of accessibility, empowerment and an ambition to reach a wide diversity of people including Black, Asian and Minority Ethnic (BAME) people, disabled people, people of all ages, of all socio-economic groups and especially those LGBT voices seldom heard.

B. Through the Equality and Inclusion Grant funding to Stonewall Cymru, we now fund the addition of a dedicated XXXXXXXXXXXXX to the Stonewall Cymru team.

Action Plan to advance equality for transgender people

The Welsh Government’s Action Plan to advance equality for transgender people was published in March 2016 and contained cross-Government actions to tackle barriers to equality for trans people, with the intention of making specific improvements to the lives of trans people. A key area of the Action Plan focused on the need for improved gender identity provision in Wales. We will need to consider changes to the action plan following the UK Government Gender Recognition Act consultation.

Welsh Gender Service

The new Welsh Gender Service will start seeing patients in September 2019. The new service will consist of a multi-disciplinary Welsh Gender Team, Local Gender Teams in each health board and Directed Enhanced Service to improve support in primary care.

The Welsh Gender Team will begin a period of engagement in July and August with key stakeholders and the All Wales Gender Identity Partnership Board, to ensure that the service meets the needs of our trans community.

C. In the last year, the Welsh Government provided £21,121.72 to Pride Cymru to be used for creative and design work to market their 2019 main event on 23-25 August which promotes the importance of LGBT+ rights in the community. Pride Cymru seek to work within all areas of the LGBT+ community in Wales and run a programme of projects aimed at supporting the LGBT+ community, and develop links with the wider community. The intention is to increase understanding and respect for all which will lead to a reduction in hate crime.

The Welsh Government provides funding to the Iris Prize Festival which has established itself as a key event in the promotion of LGBT film making in the UK. The prize awarded offers the winner the chance to produce a new short film. The event has received Welsh Government grants amounting to £120,000 from the Major Events Unit. This figure is made up of a £60,000 grant over three years 2012-2014 and a £60,000 grant over three years 2014-16. This funding has helped to support the marketing and staging of the Festival, including the creation of two full time equivalent posts. Over the six years the event has grown from attracting around 5,000 visitors in 2012 to 8,200 visitors in 2016, with 66% coming from outside Wales, and generating around £500,000 of net additional spending into the Welsh economy. Iris has become an international event, which is Welsh in nature and enhances the image and cultural identity of Wales.

D.

Redacted under Section 40

Through the Equality and Inclusion Fund, Stonewall has established a new XXXXXXXXXXXXXXXX who has met with four youth groups since taking post, to set up focus groups in North Wales and Swansea to feed into a briefing paper to help Stonewall to work more effectively with trans young people. They have also engaged with the Trans Ageing and Social Care Report Research Group to support their work studying the experiences of older trans people in Wales.

The Welsh Government / PRISM will organise the XXXXXXXXXXXXXXXX. XXXXX XXXXX and XXXXX XXXXX filmed a message of support to Prism via social media. It is important for us to show our commitment to attending events with a strong focus on trans awareness and equality to both our internal staff members, and also to the wider community.

E. Through our “Tackling Hate Crimes and Incidents: A Framework for Action” strategy tackles hate crimes, we work with partners on prevention, supporting victims and improving the multi-agency response. The First Minister’s manifesto includes the commitment to urge the UK Government to recognise LGBT+ hate crime as an aggravated offence in line with race and faith hate crimes. XXXXX XXXXX wrote to the Home Office on 17 July 2019 to press the UK Government on this matter.

We fund Victim Support Cymru to operate the National Hate Crime Report and Support Centre. This has created a reporting system across Wales providing an initial point of contact for all victims and provides advocacy, support and signposting.

This summer, XXXXX XXXXX has agreed to sign a pledge to support ‘Agrespect’. Agrespect is an organisation that represents the LGBT+ communities working in agriculture. Agrespect is currently a small organisation covering rural parts of England. It is working to establish itself in Wales to promote diversity and inclusion in the countryside.

8.3 In the past year, have you collaborated with other organisations in your region or sector on an initiative to promote LGBT equality in the wider community?

GUIDANCE: The initiative can be a one-off or on-going project.

Yes

No

Name the organisation/s you collaborated with (Max 200 words).

Describe the collaboration or initiative (Max 500 words).

Describe the impact of the collaboration or initiative (Max 500 words).

XXXXXXXXXXXXXXXXXXXX

The agenda featured an international selection of speakers including activists, academics, artists and community champions who focused on the current and historic experience of LGBTQI XXXXX and the future possibilities for improving opportunity and equality across our communities. A press notice was issued to promote the event. XXXXX also tweeted about the event on social media.

8.4 Has your organisation done any further work in the past year to promote LGBT equality in the wider community?

GUIDANCE: Activity here should be additional to anything already mentioned in the submission.

Yes

No

Describe the activity and impact (Max 500 words)

Community Engagement

Through the Equality and Inclusion Grant fund, Stonewall has engaged with more than 1,955 people as part of their community engagement work. This includes running an Equality and Diversity event with a group of ten young people at Coleg y Cymoedd and attending Swansea Pride, Bi Fest and the Urdd Eisteddfod.

New Curriculum for Wales 2022

We have proposed that Relationships and Sexuality Education (RSE) will be statutory for learners age 3-16. We fully expect that schools will be teaching RSE that is inclusive of LGBTQ+ learners. Statutory Guidance will be published as to what should be included in different areas for the new curriculum. In developing the new curriculum, representatives from Stonewall Cymru and Pride Cymru have been fully consulted. The draft Curriculum for Wales 2022 was made available for stakeholders for feedback on 30 April and closed on 19 July. The results of that feedback are being considered.

Since July 2017, the Welsh Government has funded the provision of pre-exposure prophylaxis (PrEP) to prevent HIV in high-risk MSM. PrEP is being provided through NHS Wales to all those who are clinically indicated as part of a three-year monitoring study in order to evaluate the drug's effectiveness.

XXXXX has also introduced Statutory Guidance to make school uniforms more affordable, accessible and gender-neutral. XXXXX said "We should not be enforcing outdated ideas of what clothes are suitable for their gender, especially if it makes them wear something they feel uncomfortable wearing. "This new guidance makes clear that school uniform policies should not dictate items of clothing based on gender."

The following question is not scored.

8.5 In the past year, has the organisation utilised its social media accounts to demonstrate its commitment to bi and trans equality?

GUIDANCE: The social media accounts here should be the ones with the widest reach. This question examines how you demonstrate to the largest possible audience that your organisation is committed to LGBT equality. The evidence can be an LGBT employee network group being re-posted by an account with bigger reach.

- A. Bi equality ✓
- B. Trans equality ✓

Upload screenshots of social media activity.

- A. <https://documents.hf.wales.gov.uk/id:A26903669/document/versions/published>
- B. <https://documents.hf.wales.gov.uk/id:A26795742/document/versions/published>

Section 9: Clients, Customers and Service Users

This section comprises of between 3-5 questions and examines how the organisation engages with clients, customers, services users or partners. In order to begin this section, choose which sector best describes the organisation below.

Please choose the option that best describes your organisation:

- A. Public or third sector with service users
- B. Public or third sector non-service provision ✓
- C. Private sector with customers
- D. Private sector with clients

Public or third sector with non-service provision

9B.1 In the past year, has the organisation promoted LGBT equality and diversity in its sector?

GUIDANCE: This can include at network-of-network forums and other D&I; initiatives and events.

Yes ✓
No

Describe how the organisation has promoted LGBT equality in its sector (Max 500 words).

We have held sessions promoting trans inclusion at XXXXXXXXXXXXXXXXXXXX. The Equality in the Workplace Team are members of the UK Civil Service Heads of Equality network and the Welsh Public Sector Equality Network, working together to share best practice. XXXXX XXXXX in the Equality in the Workplace Team advised the Wales Local Government Association on the LGBT dates that we fly the rainbow or trans flags and advised them on the process that we use so that local government organisations can do the same.

9B.2 In the past year, has the organisation encouraged partners to take part in diversity programmes or assessments?

GUIDANCE: 'Partners' here refer to other organisations which are not suppliers which the organisation might collaborate with.

Yes ✓
No

Describe how the organisation has encouraged partners to take part in diversity programmes and initiatives (Max 500 words).

The Equality in the Workplace Team are members of the UK Civil Service Heads of Equality network and the Welsh Public Sector Equality Network, working together to share best practice. The head of the team has used these networks to promote being a Stonewall Diversity Champion and taking part in the Stonewall Equality Index (and other equality benchmarkings). XXXXX XXXXX, Equality in the Workplace Team attended a UK Civil Service Heads of Diversity Workshop to encourage other Civil Service Departments to sign up as a Stonewall Champion and take part in the WEI. The Equality in the Workplace Team has shared policies with other organisations, including Scottish Government, that have contacted us either via Stonewall or directly after seeing our place in the Top 100 rankings. XXXXX XXXXX, Equality in the Workplace Team has given advice to staff in Dept of Transport, UK Civil Service Fast Stream and Driver and Vehicle Standards Agency on both the Stonewall WEI and our transitioning policy. She has also just agreed to be contacted by the Northern Ireland Office for the same purpose.

The PRISM network is an active member of the UK Civil Service Rainbow alliance, sharing best practice and events. XXXXXXXXXXXXXXXXXXXXXXXX

Our London office hosted the UK Civil Service LGBT network meeting on 6 September 2018.

9B.3 In the past year, has the organisation invited partners to take part in in-house LGBT initiatives or events?

GUIDANCE: The events or initiatives should be organised and held by the organisation.

Yes
No

Describe how the organisation has invited partners to take part in in-house initiatives (Max 500 words).

Friends of PRISM are invited to all PRISM events. Members are from other organisations across Wales.

Section 10: Additional work

This section is your opportunity to tell us about any additional work the organisation has carried out over the past year.

10.1 Has the organisation done any further work in the past year to improve the working environment for LGBT staff?

GUIDANCE: The activity detailed here should not have been mentioned anywhere else in the submission.

Yes ✓

No

Describe the activity and impact (Max 500 words).

We launched our Non- Binary Guide for staff in December 2018. The guide explains what Welsh Government is doing as an employer to support non-binary staff, how staff can support their non-binary colleagues and provides general guidance to Welsh Government staff on supporting non-binary stakeholders or service users.

Our staff network chairs are allowed 20% time on network activities and the networks have corporate support and funding. This was agreed in the staff networks engagement framework that we introduced this year.

In July this year, PRISM were made aware that some staff were unable to access some LGBT websites due to Welsh Government ICT filtering and security. As soon as this was raised, PRISM co-Chair and XXXXX XXXXX XXXXX contacted our ICT Services to find out why this was happening and to ensure that it was resolved. ICT Services advised that some websites had mistakenly been put into an incorrect category which meant that access was blocked. As soon as XXXXX raised this with ICT, they altered the categories almost immediately, to ensure that all staff could access such sites directly, without having to make a request.

After signing up as a Stonewall Global Diversity Champion earlier this year, we have put Stonewall's Global Briefings on our intranet.

Our Let's Talk Respect Campaign was launched in May, and includes the set up of a 24 hours a day confidential 'unwelcome behaviour' support hotline; the appointment of two Senior Respect Champions, a guide on dealing with unwelcome behaviour and the update of our Dignity & Respect Policy. The unwelcome behaviour guide mentions sexual orientation and updates to the Policy included ensuring that there are specific references to homophobic, biphobic and transphobic bullying and harassment.