Application: Welsh Government

Workplace Equality Index (2023)

Summary

ID: WEI23-0417344567
Last submitted: 29 Sep 2022 10:41 AM (UTC)

Data protection & privacy statement

Completed - 13 Sep 2022

Data protection & privacy statement

You will need to agree to the data protection & privacy statement to continue with the rest of your application.

Data protection and privacy statement

This privacy statement sets out how Stonewall uses and protects any information that you give Stonewall when you use this website.

Stonewall is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Stonewall may change this statement from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This statement is effective from 15/06/2021.

Stonewell agree to comply the with any applicable legislation relating to data protection or privacy of individuals, the "Regulation" (which means Regulation (EU) 2016/679 of the European Parliament and the Council ("General Data Protection Regulation") and its national implementing laws, as well as any applicable laws or regulations on cyber security ("Data Protection Laws").

Data controller and processors

Stonewall Equality Ltd acts as Data Controller for all data processed for the Workplace Equality Index, Global Workplace Equality Index, Schools and College Awards and CYPS Awards. We use SMApply as a third-party data processor for the purposes of secure storage and have appropriate contracts and procurement checks in place to ensure they both comply with our terms set as Controller as well as all relevant data protection laws.

What we ask you to submit

Whilst registering and completing a submission, we may ask you to submit the following information:

- Names and job titles of submitters and collaborators
- Contact information including email address of submitters and collaborators
- Information about your organisation, such as postcodes and sector
- Information and files as supporting evidence for submissions such as:-
  - Policies
  - Communications
  - Screenshots of intranet posts
  - Descriptions of processes and ways of working
  - Examples of training
  - Case studies
  - Schools/Colleges only: photographs (see additional information below)
  - Schools/Colleges only: screenshots of school procedures/systems, e.g. SIMS
  - Schools/Colleges only: minutes/agendas from Governing Body meetings

Our lawful basis for processing the names, job titles, and contact information of submitters and collaborators is contractual.

Please note that whilst completing your submission you may be asked to provide pieces of evidence that reference individuals, such as personal profiles. Wherever possible you should redact personal data from this evidence, for example by covering names and photographs. If you do need to share personal details (for example for an individual award nomination), it is your responsibility to ensure you have the permission of the individual to share this information with Stonewall. We are relying on third party consent to process this data, so it is imperative that you receive explicit permission. Schools and Colleges should never submit details that can identify individual children.

What we do with the information you submit

Stonewall may use the information you submit for the following purposes related to the Workplace Equality Index and to further LGBT equality and inclusion in the workplace:

- Stonewall will use the information you submit to review, score and rank your organisation in comparison to other entrants.
- The information supplied is confidential between Stonewall and the applicant/organisation.
- Any ranks outside of the Top 100 will remain confidential between Stonewall and the applicant/organisation.
- Any scoring or comments made on the submission is confidential between Stonewall and the applicant/organisation, except for purposes outlined below.
- Aggregated scores, information and data may be used to identify national, regional and sector trends and patterns of work. This information may be published in Stonewall resources or publications. Where individual organisations or individuals are named, permission to do so will be sought.
- Individual practice, where deemed good practice by Stonewall, may be shared with other organisations either directly through Stonewall Account Managers, or within resources produced by Stonewall. Before any practice is shared, permission will be sought from the organisation in question.
- Demographic data about your organisation, for example number of employees, will be used for internal record keeping, aggregated analysis that may be published, and to improve our offers and services.

Stonewall may use the information you submit for the following purposes related to the School and College Champion Awards and to further LGBT equality and inclusion in schools and colleges:

- Stonewall will use the information you submit to review your school or college against the criteria for the School or College Award for which you are applying./li>
- The information supplied is confidential between Stonewall and the school or college.
- Any scoring or comments made on the submission are confidential between Stonewall and the school or college, except for purposes outlined below:
  - Individual practice, where deemed good practice by Stonewall, may be shared with other schools or colleges either directly by the Stonewall Education Team, or within resources produced by Stonewall. Before any practice is shared, permission will be sought from the school or college in question.
  - Demographic data about your school or college, for example whether you are a primary or secondary school, will be used for internal record keeping and to improve our offers and services.

Stonewall may use the information you submit for the following purposes related to the CYPS Award and to further LGBT equality and inclusion:

- Stonewall will use the information you submit to review, score and rank your organisation in comparison to other entrants

- The information supplied is confidential between Stonewall and the applicant/organisation.
- Any scoring or comments made on the submission is confidential between Stonewall and the applicant/organisation, except for purposes outlined below.
- Information and data may be used to identify national and regional patterns of work. This information may be published in Stonewall resources. Where individual organisations or individuals are named, permission to do so will be sought
- Individual practice, where deemed good practice by Stonewall, may be shared with other organisations either directly through Stonewall Account Managers, or within resources produced by Stonewall. Before any practice is shared, permission will be sought from the organisation in question
- Demographic data about your organisation will be used for internal record keeping and to improve our offers and services

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Data retention and access

For the Workplace Equality Index and Global Workplace Equality Index, we will endeavour to hold and provide access to your submissions on Stonewall Submit for four years after the submission deadline. However, it is your responsibility to retain an internal copy of your submission. After 4 years, your submission will be deleted from our systems.

For Education and Youth awards, we will delete your submission from our systems once your result has been returned to you. It is your responsibility to retain an internal copy of your submission.

When individuals change roles or leave an organisation, we will transfer submission access to verified new contacts at the organisation.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal and organisational information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Laws. Please visit our wider Privacy Policy under 'Your Rights' to see how to do this.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address or:

- memberships@stonewall.org.uk for queries related to the Workplace Equality Index or Global Workplace Equality Index
- education@stonewall.org.uk for queries related to School Champion Awards and College Champion Awards
- cyps@stonewall.org.uk for queries related to CYPS Champion Awards

We will promptly correct any information found to be incorrect.

Survey Monkey Apply data protection and privacy

This site has been built and is managed using Survey Monkey Apply, an online application system.

You can find the Survey Monkey Apply privacy statement here.

You can find the Survey Monkey Apply security statement here.

Stonewall privacy policy

You can find the main Stonewall privacy policy here.

Tick here to show us you've read and understood the Stonewall data protection and privacy policy.

I've read and understood the data protection and privacy policy

About your organisation

Completed - 13 Sep 2022

About your organisation

You will need to tell us a bit about your organisation.

About your organisation

How should we refer to your organisation?

We need to know so that, if your organisation is in the Top 100, we can celebrate your achievement.

What is your organisation's name?

This is the name that will be used in the Top 100 Employers report and associated publications if your organisation receives an award.

This doesn't have to be your organisation's full legal name.

You should use the most recognisable public-facing name for your organisation.

Welsh Government

When we refer to 'Welsh Government' in a sentence, what should we say?

For example, Universities often include 'the' before their name

The Welsh Government

What sort of work do you do?

We need to know so that we can provide you with analysis of your results in comparison to similar organisations, and celebrate the achievements of a range of Top 100 award winners in all parts of the UK economy.

Which of the following best describes your sector type?

Public

Which sector best fits your organisation?

Government & Regulators

Where are you based?

We need to know so that we can provide you with analysis of your results in comparison to similar organisations, and celebrate the achievements of some of our Top 100 entrants in all parts of the UK.

Where is your organisation headquartered?

Which part of the UK is your organisation headquartered in?

Wales: South East Wales

What is the UK postcode of your organisation's headquarters?

You can use the Royal Mail postcode finder: https://www.royalmail.com/find-a-postcode

Postcode	CF10 3NQ
Our headquarters do not have a UK postcode	✖

Which of the following parts of the UK does your organisation have offices, premises or branches in?

When we refer to offices, branches, or premises, we are not referring to the locations where staff work from home.

Responses Selected:

England: South West
Wales: Mid Wales
Wales: North Wales
Wales: South East Wales
Wales: South West Wales
Outside of the United Kingdom

How many staff do you employ in the UK?

We need to know so that we can provide you with analysis of your results in comparison to similar organisations.

How precise a number are able to provide of the number of staff you employ in the UK?

We can offer an rounded estimate, correct within 5%

How many staff do you employ in the UK?

6000

Eligibility for Scottish, Northern Ireland and Welsh Employer of the Year awards

Entrants who are headquarted in or operate in Scotland, Northern Ireland or Wales are eligible for our employer of the year awards. Three awards are given: one for an employer in Scotland, one for an employer in Northern Ireland, and one for an employer in Wales.

If your organisation achieves Top 100 status, you are automatically eligible for the employer of the year awards.

We sometimes offer these prestigious awards to employers who aren't listed in the Top 100. We need to know if you want to be eligible for employer of the year awards even if you don't achieve Top 100 status.

Would you like your organisation to be eligible for an employer of the year award even if you are not in the Top 100?

No, we would only want to be awarded an employer of the year award if we were in the Top 100

Staff Feedback Questionnaire

Completed - 15 Nov 2022

Staff Feedback Questionnaire

This section allows you to generate a unique URL for our Staff Feedback Questionnaire. The Staff Feedback Questionnaire is a part of the Workplace Equality Index. We will anonymously capture the experiences, attitudes and skills of both your LGBTQ+ and non-LGBTQ+ staff.

We generate URLs twice a week for entrants who request them. Once we have generated the URL, we will send it to the lead applicant on your submission. You will then need to send it to all of your staff.

The survey will be open from the 25th of July until the 25th of November, which is after the employer submission deadline of the 20th of September. Applicants who start their submissions early may have to wait a while before we start to distribute URLs.

Entering the Staff Feedback Questionnaire

Would you like us to generate a unique URL, so that you can participate in the Staff Feedback Questionnaire this year?

Yes, as soon as you're able to

How would you like your organisation's name to appear to your staff on your staff feedback questionnaire response forms?

If you have completed the 'about your organisation' section, you will have told us your organisation's name.

We know that some organisations use a different name internally as opposed to their public-facing brand.

The name of your organisation will appear at the top of the survey page when your staff open the link. We do this so that they understand that whilst their responses are anonymous, they are feeding back about your organisation and to your organisation.

If you haven't completed the 'about your organisation' section, and you select the top option here, you'll need to the 'about your organisation' section and fill out the parts about your organisation's name.

The same as our external-facing name and brand

Would you like us to generate a copy of your staff feedback questionnaire forms in Welsh?

Yes

What is your organisation's Welsh languague name?

Most of our entrants who distribute the staff feedback questionnaire link in Welsh, use the Welsh name for their organisation.

You may choose to use your English name.

Llywodraeth Cymru

<u>Sharing the Staff Feedback Questionnaire with all of your staff</u>

This page is for submitting evidence that you have sent the staff feedback questionnaire to all UK-based staff at your organisation

If you've only just requested your link, we understand you won't have received it yet!

You can just hit save and continue, and you'll be able to come back to this page and fill in the rest later.

You don't have to hit 'submit' to receive your link. All we need is your agreement to take part, and your organisation's name, either from the 'About your organisation' page or from the previous page. If you've provided those details, sit tight, and we'll get the link to you.

Has the staff feedback questionnaire been sent to all staff at your organisation?

Guidance:

- This should include all the staff you can reach digitally to complete the questionnaire.
- Evidence could include a screenshot of an intranet post or internal email.
- You must share the survey with all staff, not just, for example, your LGBTQ+ Employee Network Group members.
- This question is worth 2 of 20 points available for the staff feedback questionnaire.

Yes

Upload an all-staff communication promoting the questionnaire.

[Welsh Gov_Front page WG intranet - advertising Stonewall SFQ - Nov 2022.docx](#)

Filename: Welsh Gov_Front page WG intranet - advertising Stonewall SFQ - Nov 2022.docx **Size:** 2.2 MB

Section 1: Policies and benefits

Completed - 27 Sep 2022

Section 1: Policies and benefits

This section examines the policies and benefits the organisation has in place to support LGBTQ+ staff. The questions scrutinise the policy feedback process, policy content and provision of specific support.

1.1 Does the organisation have a process to ensure all employees can feedback on the inclusiveness of relevant policies (for example, HR policies)?

What we're looking for:

- A process that's open to all employees and applies across all relevant policies. Relevant policies include HR policies, for example leave policies.
- If feedback does not trigger immediate reviews, regular, periodic policy reviews that consider the feedback.

Yes

Describe the process, how it is communicated, and what action the feedback triggers (max. 500 words).

The Welsh Government adopts an inclusive approach to policy and guidance development and recognises that equality of opportunity must be embedded through all employment policies, processes, guidance and procedures, for example, recruitment, performance management and promotion. All of our HR policies include the line "If you have any feedback on the inclusivity of this policy, please email the Equality in the Workplace Team". Whenever we develop or revise our policies, guidance and relevant processes, we consider the impact on various groups of employees and prospective job applicants and take action where we believe they may produce a disproportionate or differential impact on any group. If differential impacts are revealed, we consider measures to remove or reduce negative impacts and maximise opportunities to promote equality. To help us do this, we engage with a diverse group of stakeholders across the organisation including our staff networks and we work in social partnership with our 3 recognised trade unions. All HR policies, processes and workforce related strategies are formally consulted on with our Trade Unions prior to introduction or substantive revision. Each Trade Union has a nominated Equality, Diversity and Inclusion Lead. In addition, we formally engage with our staff diversity networks, allowing them to not only feedback on any draft HR policies, processes, strategies etc, but to also input into the Equality Impact Assessments undertaken on them. Alll staff can provide feedback at any time to the relevant policy owner (usually the HR Policy Team or HR Strategy, Organisational Development and Engagement Division), or the Equality in the Workplace Team if they feel that a policy is discriminatory or not inclusive. All feedback received this way is taken into account. We aim to review our HR policies every 2 years, though this this depends on workload and external influences such as a change in employment law. We are quick to respond to legislative changes or feedback from HR teams/staff though.The HR Equality in the Workplace team also systematically checks that policies and processes are equality assured. When we are developing major organisational strategies that will have a fundamental impact on all staff (e.g. our Workforce Equality, Diversity & Inclusion Strategy) we publish them on the intranet at an early stage giving all staff the opportunity to give their views. In addition, we have held Let's Talk events where all staff can (via Microsoft Teams) hear about such strategies from senior leaders, with the opportunity to both ask questions and give feedback. We have also held sessions specifically for staff network chairs. Where we have planned to introduce substantial changes to policies or processes that are likely to impact staff, we invite our staff networks to workshops where we introduce our suggested new policy/process, explain the rationale and networks have the opportunity to feedback their views. Our Organisational Development & Engagement division have done this for our Future Workforce, Workplace & Digital Strategies. Colleagues in HR Delivery have also done this for changes to recruitment & promotion processes.

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

The outcome of the process is that LGBT+ colleagues have an opportunity to input into inclusive policy making either via their union or their network. We haven't had any feedback on any of our HR policies not being inclusive of LGBT+ colleagues. We have however acted immediately when a trans member of staff informed us that the Transitioning Policy contained incorrect information regarding the process related to informing Civil Service Pensions when you have obtained a Gender Recognition Certificate. The CSP process had changed, to allow for a scanned copy of the GRC to be emailed to them without the requirement for a hard copy. As soon as we became aware, we immediately revised the text in the policy and informed colleagues in our Pensions Team so that they were made aware and could update their desk instructions.

1.2 Does the organisation have a policy (or policies) that includes the following?

What we're looking for:

- A and B – a policy or policies clearly stating that the organisation will not tolerate discrimination, bullying or harassment against employees on the basis of the Equality Act 2010 protected characteristics of sexual orientation or gender reassignment. These may be listed along with other protected characteristics.
- B – a statement that includes 'gender identity and expression' as well as the protected characteristic of gender reassignment.

Tick all that apply.

Responses Selected:

A. Explicit ban on discrimination, bullying and harassment based on sexual orientation

B. Explicit ban on discrimination, bullying and harassment based on gender identity and gender expression

C. An example of biphobic bullying or harassment

D. An example of homophobic bullying or harassment

E. An example of transphobic bullying or harassment

F. Clear information about how to report an incident and how complaints are handled

Upload the selected policies with the relevant sections highlighted.

[1.2 HR Equality Diversity and Inclusion Policy - Final Published - March 2021.docx](#)

Filename: 1.2 HR Equality Diversity and Inclusion Policy - Final Published - March 2021.docx **Size:** 61.5 kB

[1.2 HR Policy - Dignity at Work Policy - March 2021.doc](#)

Filename: 1.2 HR Policy - Dignity at Work Policy - March 2021.doc **Size:** 1.3 MB

[1.2 HR Policy - Transitioning (Transgender) Policy.doc](#)

Filename: 1.2 HR Policy - Transitioning (Transgender) Policy.doc **Size:** 186.9 kB

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

A. Equality, Diversity and Inclusion Policy Para 6.1 contains an explicit ban on bullying and harassment based on protected characteristics. Para 1.4 lists the protected characteristics including sexual orientation.
Dignity at Work Policy Annex A Para 1.1 also includes ban on discrimination, bullying and harassment and our zer tolerance approach.

B. Equality, Diversity & Inclusion Policy; Dignity at Work Policy – extracts as for A. above. Transitioning Policy, para 3.4.1 also covers discrimination etc based on gender identity.

C. Dignity at Work Policy Pages 19 & 20 includes examples of homophobic, biphobic and transphobic bullying or harassment:
D. As for C above.
E. As for C above

F. Dignity at Work Policy sets out our processes for dealing with unwanted behaviour, bullying and harassment, both via the informal and formal routes. The Annexes contain a flowchart on how we deal with Dignity at Work complaints, and set out the roles and responsibilities of all involved. Annexes F & G set out what an individual needs to do to report an incident and how it will be handled.

1.3 Where the organisation has the following family and leave policies, do they use inclusive language and explicitly state that they are applicable regardless of gender and sexual orientation?

What we're looking for:

- Policies explicitly stating that they apply regardless of the employee or the employee's partner's gender.
- Policies using gender-neutral or gender-inclusive language throughout to make it clearer that relevant LGBTQ+ employees are covered.

Tick all that apply.

Responses Selected:

A. Adoption Policy

B. Special or Compassionate Leave Policy

C. Maternity Policy

D. Paternity Policy

E. Shared Parental Leave Policy

Upload the selected policies.

[1.3A and C HR Policy - Maternity and Adoption Leave Policy and Guidance - October 2021.docx](#)

Filename: 1.3A and C HR Policy - Maternity and Adoption Leave Policy and Guidance - October 2021.docx **Size:** 82.8 kB

[1.3B HR Policy - Special Leave Policy - English - June 2021.doc](#)

Filename: 1.3B HR Policy - Special Leave Policy - English - June 2021.doc **Size:** 219.6 kB

[1.3D HR Policy - Paternity_Co-Parental Leave Policy and Guidance - English - October 2020.docx](#)

Filename: 1.3D HR Policy - Paternity_Co-Parental Leave Policy and Guidance - English - October 2020.docx **Size:** 48.8 kB

[1.3E HR Policy - Shared Parental Leave Policy and Guidance - English - July 2021.docx](#)

Filename: 1.3E HR Policy - Shared Parental Leave Policy and Guidance - English - July 2021.docx **Size:** 56.1 kB

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

A. Maternity & Adoption Leave Policy Para 2 explains our suite of family policies "allow fathers/co-parents or partners to have a more active role in childcare". It notes that it may include some gendered terms, but that where they appear, they should be taken as applying equally to trans or non-binary parents." (Para 6) The policy uses the term "partner" throughout.

B. Special Leave Policy makes clear that where special leave is sought for family care or bereavement, the policy makes clear that it applies equally to those in a same sex marriage, civil partnership, cohabitation or close relationship. It uses non gendered terms e.g. spouse, partner, sibling, child.

C Maternity & Adoption Leave Policy As for 1.3A above

D Paternity/Co-parental Leave Policy The policy is named Paternity/Co Parental Leave and explicitly states that it covers co-parents, fathers and adoptive co-parents and that it applies to those in same sex relationships. It says that it applies equally regardless of sexual orientation and gender identity or expression.

E Shared Parental Leave Policy The policy uses gender neutral terms. It uses the same statement for gender neutral as the Maternity/Adoption Leave policy. It uses the terms partner and co-parent throughout.

1.4 Does the organisation have a trans inclusion policy that covers the following?

What we're looking for:

- A policy containing information about the inclusion of all trans employees, regardless of whether they are currently transitioning.
- C – inclusive guidance that all trans employees can use the facilities that align with their lived gender and explaining your commitment to introducing gender-neutral facilities, if not already widely available.
- D – guidance on dress code offered regardless of whether you have a uniform or dress code policy. Guidance making clear that all employees, including trans and non-binary employees, are encouraged to wear the uniform or dress that they feel most comfortable in. Provision for gender fluid employees to have multiple uniforms.

Tick all that apply.

Responses Selected:

A. A clear commitment to supporting all trans people, including those with non-binary identities
B. Information on language, terminology and trans identities, including non-binary identities
C. Guidance on facilities for trans employees, including non-binary employees
D. Guidance on dress code for trans employees, including non-binary employees
E. A clear commitment to confidentiality and data protection for trans staff

Upload the selected policies.

1.4 HR Policy - Transitioning (Transgender) Policy.doc

Filename: 1.4 HR Policy - Transitioning (Transgender) Policy.doc **Size:** 187.4 kB

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

We are 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 a transition (or part of that process), those intending to or already living in a new gender role, those whose are non binary and 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 2017) in consultation with our Trans Champion, our LGBTI+ network, a:gender and Stonewall. The policy also includes an optional template for individuals and line managers. The Policy covers all points A-E. For D, we don't have a dress code, but there is some info on if staff have to wear a uniform.

1.5 Does the organisation have a policy (or policies) to support employees who are transitioning that covers the following?

What we're looking for:

- Guidance contained within a trans inclusion policy, separate guidance alongside a trans inclusion policy, or guidance in a stand-alone transitioning at work policy.
- Explicit non-binary inclusion.
- A and C – a commitment that the employee will be allowed the time off that they need for transition-related treatments or appointments and that any leave will be recorded separately to sick leave.

Tick all that apply.

Responses Selected:

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 around data protection and confidentiality

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

Upload the selected policies.

[1.5 A-E HR Policy - Transitioning (Transgender) Policy.doc](#)

Filename: 1.5 A-E HR Policy - Transitioning (Transgender) Policy.doc **Size:** 186.9 kB

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

Our Transitioning Policy sets out roles and responsibilities for individuals, line managers and various part of our HR department.

For A, the policy provides guidance around changing your name and pronoun, taking special leave, using the right facilities, an optional template planning all the necessary actions needed to transition in the workplace.

B is also covered in the policy, where it states that the Corporate Shared Service Centre will support the individual in respect to making changes to personnel records e.g. name and title

C The Policy states in each of the roles & responsibilities that each must follow the guidance on maintaining confidentiality of individuals undergoing transitioning.

D The Policy sets out the expectations for line managers, and the optional template also provides a handy guide on the support that they should offer their employee. It also signposts where they can seek additional support if required (HR Case Advisory Team, HR Business Partners, PRISM and external organisations.

E The Policy can be used by all employees who are friends/colleagues of someone who is transitioning in the workplace.

1.6 Does the organisation have a formal commitment to introduce gender-neutral facilities in all its buildings?

What we're looking for:

- If gender-neutral facilities are not already available in all buildings, a formal commitment to introduce some gender-neutral facilities in any new builds or to include some gender-neutral facilities as a requirement of any new leases.
- A commitment that's signed off by senior leaders and published internally.
- Provision of gender-neutral facilities that's in addition to accessible facilities.

Yes

Provide a brief description of the organisation's current provision, its commitment to introducing gender-neutral facilities and how this has been formalised (max. 500 words).

We have a "Gender Neutral and Accessible Toilets Policy" which states:

"3.2. Gender neutral toilets meet the needs of people who feel uncomfortable using gender specific toilets and can be used by everyone, whether they identify as male, female or non binary.

3.5 Since the policy was introduced in 2017 we have explained to staff that gender specific multi user toilets will continue to be used in offices and we trust staff to decide which gender specific toilet is suitable for them. Our Transitioning Policy guidelines state 'Employees undergoing transitioning should use the facilities of their acquired gender from the first day that they present in that gender. Employees cannot be asked to use alternative facilities, such as the 'accessible toilet.'"

We have a growing number of gender neutral facilities in our four main offices, all of which are in addition to our accessible facilities:

Aberystwyth 18; Llandudno Junction 4; Merthyr 0 but will install at least 1 in the 2022/23 financial year; Cathays Park 5 with a further 3 by June 2023.

In addition we have gender neutral shower facilities and will be adding further gender neutral showers at our largest office, Cathays Park by June 2023

1.7 Does the organisation provide its employees with private healthcare insurance?

Your answer will direct you to the correct question for 1.7.

No

1.7 In the last three years, has the organisation scrutinised and developed the LGBTQ+ inclusivity of its mental health support provision?

What we're looking for:

- At least one action you've taken in the last three years.
- Provision could include your employee assistance programme, affiliated counselling services or internal mental health first aiders.
- Scrutiny should be specific, such as asking about a provider's LGBTQ-specific training for frontline employees.

Yes

Describe how you scrutinised the provision and what the actions were. Please provide specific dates or time periods within the last three years (max. 300 words).

We use 3 external organisations to provide our Employee Assistance Programme (EAP); Occupational Health Services and Cognitive Behavioural therapy (CBT).

Our contract manager meets regularly with each to review the contract and services provided. Equality, diversity & inclusion is a regular topic of discussion. Their ED&I policies have been scrutinized, so too their E&D training provision. Each organization has been asked for updates on LGBT+ inclusion in their service provision (in March 2022).

Employee Assistance Programme (EAP) is provided by ██████. They take ED&I extremely seriously. Welsh Government staff meet regularly with our EAP providers at ████████ and a meeting on 21 April 2021 to ████ ████████ Employee Assistance Programs included discussions on E&D, including LGBT+ specific training.

Our Occupational Heath service is provided by ████████████████. They are committed to equality and diversity for all characteristics both internally and for all that they engage with. All staff undergo equality and diversity training as part of their induction, which covers all aspects LGBTQ equality and inclusion. This training is repeated every 3 years. The company also reviews its equality and diversity policy annually. Their clinicians have all completed up to date accredited first aid for mental health training which addresses mental health issues specific to the LGBTQ community.

████ provides our CBT. As an organization, they are committed to championing the rights of all people because they are often a safe place for people to bring their vulnerabilities and struggles. Their role is to promote mental health and to support all people with psychological, emotional and mental health issues no matter the reason. ████ is committed to supporting the mental health of all individuals and to make it clear that they will not collude with or support any behaviour or attitude which disrespects any other person.

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

1.8 Has the organisation reviewed other policies to ensure they are LGBTQ+ inclusive?

What we're looking for:

- This might include menopause or andropause policies.
- This might also include domestic abuse policies.

Yes

Upload the policies.

1.8 HR Policy - Domestic Abuse - October 2018.doc

Filename: 1.8 HR Policy - Domestic Abuse - October 2018.doc **Size:** 174.1 kB

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

All new HR policies are equality impact assessed for their impact on protected groups, including LGBT+. Staff networks are invited to feedback on them. The Domestic Abuse, Violence Against Women and Sexual Violence Policy (uploaded) is from 2018. The policy explicitly states that whilst domestic violence is more common against women than men, this policy applies equally to male and female employees. The policy equality statement contains our usual paragraph on applying to all equally, regardless of sexual orientation, gender identity or expression and to feedback on the inclusivity of the policy you can email the Equality in the Workplace Team. Section 5 covers taking into account different needs and intersectionality. The policy recognises that employees' experiences of domestic abuse and/or violence may be very different. Whilst the experience bears many similarities between groups, there are also some specific issues that may affect different groups, including trans and gay employees.

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

1.9 Are the organisation's compassionate and/or special leave policies inclusive of employees' most important relationships, regardless of biological or legal status?

What we're looking for:

- LGBTQ-inclusive examples of expansive compassionate and special leave policies. This might include:
  - Clarity that employees are entitled to the same leave when it relates to their loved ones/chosen family/close support networks as when it relates to their biological or legal family members.
  - Special leave policies that explicitly include provision to support someone through transition, for example accompanying them to medical appointments.
- Chosen families are people who an employee considers to be family, but who have no legal or biological connection to them.
- Chosen families, loved ones and close support networks can be particularly significant to those who are estranged from their families, an issue that disproportionately affects LGBTQ+ people.

Yes

Copy and paste the relevant sections of your policies.

Special Leave Policy 6.2.2 The nature of the relationship of the sick or deceased relative or dependant will be a major consideration and in most cases the relative will be closely related to the officer by blood, same or different sex marriage or civil partnership. The definition of closely related does not normally include aunts, uncles or cousins or spouse/partner's grandparents. Paid special leave would not normally be available to attend the funeral of a friend, colleague or a distant relative. The granting of special leave need not, however, be confined only to cases where a relative by blood, same or different sex marriage or civil partnership is involved, since equal distress may be suffered in other circumstances where, for example, a stable relationship exists, especially between two individuals who reside together though they are related neither by same or different sex marriage or civil partnership nor blood.

Carers' Policy

1.3 The Social Services and Well-being (Wales) Act 2014 defines a carer as someone who "provides or intends to provide care for an adult or disabled child". This can mean a person who provides care for a relative, friend or neighbour (a 'dependant') who cannot cope without their support because of, for example:

• older age;

• physical or learning impairments;

• serious illness (both physical and mental); or

• drug/alcohol misuse.

1.4 It does not include anyone who provides care on a paid basis, e.g. a domiciliary care worker, or as a professional volunteer.

1.5 Our policy also includes in this definition carers who provide support during the transition phase of gender reassignment.

1.6 The type of care being provided can include emotional support and/or practical help with tasks such as shopping, housework, managing medication or personal care.

Who is a Dependant?

1.7 For the purposes of this policy a 'dependant' could be:

• a spouse or partner, including same sex husband or wife, partner or civil partner;

• a parent;

• a disabled or seriously ill child;

• someone who lives in the same household as the carer (other than an employee, tenant, lodger or a boarder) e.g. an elderly relative living with the family; or

• anyone else who reasonably relies on the carer either for assistance or to make care arrangements in the event of illness or injury e.g. a neighbour.

Section 2: The employee lifecycle

Section 2: The employee lifecycle

This section examines the employee lifecycle within the organisation, starting with recruitment practices and finishing with exit processes. The questions scrutinise how the organisation engages and supports employees throughout their journey in the workplace.

2.1 When advertising for external appointments, how does the organisation attract LGBTQ+ talent?

What we're looking for:

- Actions that are not limited to HR or Diversity & Inclusion related roles.
- A – activity that has taken place in the past year. This can include taking recruitment materials to Pride events.
- B –screenshots of a job pack or job page from the last year.
- C – this can be a link to a webpage.

Tick all that apply.

Responses Selected:

A. Advertising on or recruiting from LGBTQ+ or diversity websites, fairs and events

B. Include a statement around valuing diversity, explicitly inclusive of LGBTQ+ people in job packs and pages

C. Include information about your LGBTQ+ employee network group or LGBTQ+ inclusion activities in all job packs and pages

Upload evidence for the selected options.

2.1A Screenshots PRISM at Pride Cymru and job advert email to staff networks.docx

Filename: 2.1A Screenshots PRISM at Pride Cymru and job advert email to staff networks.docx **Size:** 4.2 MB

2.1B Screenshot WG Website Jobs Page.docx

Filename: 2.1B Screenshot WG Website Jobs Page.docx **Size:** 401.0 kB

2.1C Screenshots Chief Operating Office job ad and job pack - Feb 2022.docx

Filename: 2.1C Screenshots Chief Operating Office job ad and job pack - Feb 2022.docx **Size:** 1.3 MB

Describe the evidence uploaded (max. 200 words).

A. PRISM members and allies attended Pride Cymru, an opportunity for outreach to show that we're an LGBT+ inclusive employer with an active LGBT+ staff network. All job adverts are shared with PRISM who share with members, allies and extensive external contacts. Uploaded are screenshots of PRISM and allies at Pride Cymru, and an email from an HR Business Partner to our staff networks to advise them of a job vacancy. We have recently signed up to advertise some jobs in the Stonewall Proud Employers publication and will use this when we next undertake a large corporate recruitment exercise

B. All job adverts are published on our website, which states "We welcome and encourage applications from everyone, including groups currently underrepresented in our workforce such as people from a Black, Asian and Minority Ethnic people, LGBT+ people and disabled people." It also contains the Stonewall logos. A screenshot of our jobs page is uploaded.

C. PRISM is mentioned on our jobs page (uploaded for B above) and in job packs. The uploaded document contains screenshots from a job advert and job pack which include information on PRISM, says that we are a Stonewall Diversity Champion and includes the Stonewall logos.

2.2 Does the organisation provide guidance or training for all employees with recruitment responsibilities on how to carry out inclusive recruitment?

What we're looking for:

- Guidance or training that is specific to recruitment and includes LGBTQ+ content.
- Content that is provided to all employees involved in recruitment, not just HR teams.
- Good practice would be a checklist of inclusive practices that recruiters complete when they carry out a recruitment round. This might include, for example, sharing their pronouns at the start of an interview, if they feel comfortable doing so.

Yes

Upload evidence of guidance or training.

2.2 Screenshots Selected Recruitment Training and Panel Chair Training.docx

Filename: 2.2 Screenshots Selected Recruitment Training and Panel Chair Training.docx **Size:** 4.7 MB

Describe the format of the guidance or training and the content you have uploaded (max. 500 words).

All colleagues who form part of interview panels, as panel members or panel chairs, must complete the Recruitment & Selection Training. As part of this programme there is a section on Diversity in Recruitment. This covers the Equality Act, discrimination and types of biases. Within Welsh Government we have a newly formed team 'Diversity in Recruitment Team'. This team oversees that a diverse range of candidates are encouraged to apply for vacancies within the organization as well as internal vacancies. To ensure that all these minority groups are not discriminated against in any way during the recruitment process, this is built into the recruitment training. Additionally, all independent HR Recruitment Panel Chairs have received training which included LGBT+ issues about gender pro-nouns, not misgendering candidates, making assumptions about personal lives etc. The session also covered the Equality Act and the Protected Characteristics including gender reassignment, sex and sexual orientation. There were discussions on how these elements of protected characteristics can present themselves at interview. Uploaded are selected screenshots from the Panel Chair training workbook on LGBT+ inclusion, bias and ED&I and selected slides form the Recruitment and Selection training slides and workbook.

2.3 What information does the organisation supply to all new employees (external appointments) when being inducted into the organisation?

What we're looking for:

- Content for all options can be supplied in person, online (through a video or post), or on paper.
- A – messages that explicitly reference LGBTQ+ inclusion, including bi, non-binary and trans inclusion.
- C – relevant policies are those covered in Section 1.

Tick all that apply.

Responses Selected:

A. Explicit message on the organisation's commitment to LGBTQ+ inclusion

B. Information on the LGBTQ+ employee network or allies programme/initiative

C. Information on relevant policies and the organisation's commitment to ensuring they are LGBTQ-inclusive

Upload evidence of the selected policies.

[2.3 Screenshot - Learning Lab - Induction Programme - Staff Networks Session.docx](#)

Filename: 2.3 Screenshot - Learning Lab - Induction Programme - Staff Networks Session.docx **Size:** 1.3 MB

[2.3 Screenshots WG Welcome Pack.docx](#)

Filename: 2.3 Screenshots WG Welcome Pack.docx **Size:** 1.0 MB

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. Since the Covid pandemic, we have adapted our induction programme which is now done virtually via Microsoft Teams. New starters are given an Induction Pack on their first day of employment, which supports them through the first 3 months. The pack contains useful links and information as well as the training that needs to be undertaken. The Induction training includes a session on the Equality Act 2010, the Public Sector Equality Duty and E,D & I generally; including our EDI Workforce Strategy, targets and commitment to LGBT+ inclusion. A member of our HR Policy team also attends, giving a 30 min session on our HR Policies, which includes stressing that they are all inclusive across all the protected characteristics, including LGBT+. Our staff networks offer a separate induction session to inform new joiners about their existence, what they do and how to join (as a member or an ally). PRISM, the LGBT+ network is explicitly mentioned in the introduction to the training.

In addition to the regular 'offer' for all staff on joining, new members of the SCS have a meeting with the Board Equality Champion and a member of the Equality in the Workplace Team which includes information on our commitment to LGBT+ inclusion and information on the PRISM network and its senior champion.

Uploaded is a screenshot showing the Staff Networks Induction Session on the Learning Lab and screenshots from our Induction/Welcome Pack.

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

What we're looking for:

- Two or more examples of mechanisms that support non-binary identities to be recognised on workplace systems.
- Examples could include the option to choose a gender marker other than male or female and being able to use gender-neutral titles, such as Mx.
- Alternatively, you could consider removing gender markers and titles from your systems altogether.
- You will receive more marks if at least one example is specific to gender fluid people, for example the ability to have multiple passcards with different forms of gender expression or linked email accounts/intranet accounts with different names and photos.

Yes

Describe how non-binary identities are recognised on workplace systems, including at least two examples (max. 500 words).

Whilst our current HR Self Service system only has binary genders, we are ensuring that there are still actions that we can take to support our non-binary/gender variant colleagues:

1. Gender fluid staff can request 2 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 titles or gender.

2. Our recruitment system, Appoint, provides the option for employees/job applicants to use the gender-neutral title Mx, other options include e.g. Mr/Mrs/Ms/Prof/Dr/Sir.

3. Our Business Directory has a free-text field for titles so staff can choose the title they want to use (or not use a title at all). They do this via on online 'Change of Name' request form.

2.5 Does the organisation provide all-employee training on compliance with its discrimination, bullying and harassment policies, including the following:

What we're looking for:

- Training that reaches as many employees as possible across your organisation.
- Training content that explicitly mentions LGBTQ+ people and covers 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.
- Training can be provided in-person or digitally.

A. Organisational policy and legislation	1-25%
B. Examples of biphobic, homophobic and transphobic discrimination, bullying and harassment	1-25%
C. Examples of discrimination, bullying and harassment on the basis of multiple identities	1-25%
D. How to challenge biphobic, homophobic and transphobic discrimination, bullying and harassment	1-25%
E. How to report biphobic, homophobic and transphobic discrimination, bullying and harassment	1-25%
F. A clear route for feeding back on the inclusion or representation of employees' identities in the training	1-25%

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

Attendance at sessions are recorded on the Learning Lab Management Information System (MIS) if the sessions are run and advertised centrally. On occasions programmes and awareness sessions are delivered for individual teams at team meetings, divisional away days and for leadership teams. These are not recorded on the MIS. Key messages are also communicated via our staff intranet – for example last year for the verdict on Dr Gary Jenkins' Murder trial a message was issued to all staff about homophobic hate crime and that we have a zero tolerance, it signposted colleagues to support and guidance if they have experienced homophobic, biphobic and transphobic behaviour. The intranet also contains information covering many of these points, providing advice and signposting.

Current training completion rates are low as these courses are new and we have only run a handful so far. We have however scheduled in many more running throughout the next couple of years to enable more staff to undertake the training.

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

There is a new portfolio of training which covers all aspects of bullying and harassment, Dignity and respect at work and HR Policies from an intersectional perspective. This training is on our learning lab and is open to all members of staff at all grades, and are currently 3hr sessions delivered virtually. The modules we have are:

Safe Space Conversations: To increase understanding of the value and role of creating safe spaces for psychological safety and build confidence to recognise barriers, situations and develop ways to deal with it. To help equip Welsh Government staff to recognise their role in making the organisation psychologically safe, and for managers to take responsibility for leading the change.

Identifying and Challenging Discriminatory Behaviour - To increase understanding of the why we need to Call it Out and build confidence to challenge inappropriate language and behaviour. To help equip Welsh Government staff to recognise their role in making the organisation free from discrimination and aggression, and for managers to take responsibility for leading the change.

Identifying and Understanding Microaggressions - To increase understanding of the damage microaggressions create, building the confidence to recognise barriers, situations and develop ways to deal with it. To encourage active bystander intervention in the workplace to minimise micro aggression. To help equip Welsh Government staff to recognise their role in making the organisation free from discrimination and aggression, and for managers to take responsibility for leading the change.

Inclusive Workplaces - To increase understanding of discrimination and the effects of discrimination and build confidence to recognise the benefits of an inclusive workplace. To help equip Welsh Government staff to recognise their role in making the organisation an inclusive workplace, and for managers to take responsibility for leading the change.

All the above modules focus on intersectionality including LGBT+ issues and potential situations that line managers, teams and colleagues may be faced with. All case studies used are intersectional examples. The courses also cover how to report unwelcome behaviour and advice, guidance and support is covered in these sessions.

Uploaded is our Anti Discrimination booklet that accompanies the new EDI programme, together with a case study from the social model of disability course. The case study uses a disabled, non-binary example.

Upload evidence for selected options.

2.5 Anti-Discrimination Workbook (1).docx

Filename: 2.5 Anti-Discrimination Workbook (1).docx **Size:** 330.5 kB

2.5 Social Model of Disability Training Materials - Case Study.docx

Filename: 2.5 Social Model of Disability Training Materials - Case Study.docx **Size:** 167.5 kB

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

What we're looking for:

- Communications that have been sent or made available to all employees (or as many as geographically possible through the specific communication method). In your uploaded evidence, please make clear who/how many employees the communication reached.
- Evidence could include emails and screenshots of intranet posts.
- A – communications can focus on specific awareness days/events, such as LGBTQ+ History Month, Pride and/or IDAHOBLIT (International Day Against Homophobia, Biphobia, Lesbophobia and Transphobia).
- B – communications can focus on specific awareness days/events, such as Bi Visibility Day and/or Pan Visibility Day.
- C – communications can focus on specific awareness days/events, such as Trans Day of Visibility, Trans Day of Remembrance and/or Trans Pride.
- D – communications can focus on specific awareness days/events, such as Non-Binary People's Day.

Tick all that apply.

Responses Selected:

A. Information about LGBTQ+ identities and experiences

B. Information about bi identities and experiences

C. Information about trans identities and experiences

D. Information about non-binary identities and experiences

E. Information about the LGBTQ+ Employee Network Group and/or allies activity

F. Information about LGBTQ-inclusive policies

G. Information about the importance of pronouns and pronoun introductions

Upload evidence for selected options.

[2.6A Screenshots WG Intranet and Perm Sec Bulletin to all staff - IDAHOBIT - May 2022.docx](#)

Filename: 2.6A Screenshots WG Intranet and Perm Sec Bulletin to all staff - IDAHOBIT - May 2022.docx **Size:** 1.3 MB

[2.6B Screenshots WG Intranet and Perm Sec Bulletin Bivisibility Day 2022.docx](#)

Filename: 2.6B Screenshots WG Intranet and Perm Sec Bulletin Bivisibility Day 2022.docx **Size:** 2.9 MB

[2.6C Screenshots WG Intranet and Perm Sec Bulletin to all staff - Trans Day of Visibility - March 2022.docx](#)

Filename: 2.6C Screenshots WG Intranet and Perm Sec Bulletin to all staff - Trans Day of Visibility - March 2022.docx **Size:** 1.4 MB

[2.6D Screenshots WG Intranet - International Non-Binary People Day.docx](#)

Filename: 2.6D Screenshots WG Intranet - International Non-Binary People Day.docx **Size:** 1.3 MB

[2.6E Screenshots WG Intranet - PRISM Network - June 2022.docx](#)

Filename: 2.6E Screenshots WG Intranet - PRISM Network - June 2022.docx **Size:** 972.9 kB

[2.6F Screenshot WG Intranet - 14 July 2022.docx](#)

Filename: 2.6F Screenshot WG Intranet - 14 July 2022.docx **Size:** 295.0 kB

[2.6G Screenshots Perm Sec Bulletin and Intranet - Personal Pronouns - June 2022.docx](#)

Filename: 2.6G Screenshots Perm Sec Bulletin and Intranet - Personal Pronouns - June 2022.docx **Size:** 1.4 MB

Provide date for option A.

17 May 2022

Provide date for option B.

23 Sep 2022

Provide date for option C.

1 Apr 2022

Provide date for option D.

14 Jul 2022

Provide date for option E.

10 Jun 2022

Provide date for option F.

14 Jul 2022

Provide date for option G.

17 Jun 2022

2.7 Does the organisation proactively recognise contributions to LGBTQ+ inclusion activity during employee performance appraisals?

What we're looking for:

- An onus on the employer/manager to make clear that contributions to LGBTQ+ inclusion (such as network group activity) align with organisational values and count towards diversity and inclusion objectives.
- A systematic approach that is applied to all performance appraisals, not just those of the network leads.
- Recognition doesn't have to be financial.

Yes

Describe how contributions are recognised (max. 300 words).

Our performance management system – 'Let's Talk' - is a 'real-time, strengths' based system, 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 entitlement to time to perform those roles and acknowledgement of the corporate contribution). 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 our trade unions. 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 opportunities such as attending Stonewall Role Models Training; networking; coaching; mentoring; reverse mentoring members of the Senior Civil Service, sitting on SCS recruitment panels and developing/attending pilot training programmes.These opportunities are all recognised in our performance management process.

2.8 Does the organisation identify and act on any LGBTQ+ inclusion issues raised at exit interviews or on exit surveys?

What we're looking for:

- Detail about how all 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.
- A clear process by which issues are referred and acted on by the organisation.
- This can be part of a wider question about diversity and inclusion at the organisation.

Yes

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

There is guidance on the intranet for staff who are leaving, together with a checklist for their line managers. The process includes line managers undertaking an exit interview, using a template form - 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 and gender identity/expression. The opportunity is also provided to provide comments on equality, diversity & inclusion improvements which could be made in the organisation.

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

If any claims are made of discrimination, the exit interview form is sent on the the Equality in the Workplace Team. The 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 others teams would be involved as appropriate if the exit form were to identify a need for formal action in respect of the specific case.

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

2.9 Does the organisation have a mental health or wellbeing strategy that explicitly addresses the needs of LGBTQ+ people?

What we're looking for:

- A strategy that addresses the specific needs of people from all LGBTQ+ communities.

No

Upload your mental health or wellbeing strategy.

Describe how this was developed and any actions that have come from it (max. 500 words).

(No response)

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

2.10 When advertising for its apprenticeships, does the organisation run initiatives to specifically attract LGBTQ+ job seekers?

What we're looking for:

- This might include LGBTQ-specific content in recruitment materials or advertising at LGBTQ-specific events.
- If you do not offer apprenticeships, select 'no'.

Yes

Describe the initiatives (max. 500 words).

When doing outreach for and advertising our apprentice programme, we share these with PRISM, who share wider with their external LGBT+ networks (as we do for all recruitment schemes/job ads). We use social media, ensuring the images that we use are diverse, showcasing diverse current/previous apprentices from various protected groups and backgrounds. We explicitly state that we are aiming to be a diverse organization and particularly welcome applications from underrepresented groups, including the LGBT+ community. For our latest apprentice scheme, former apprentices from diverse backgrounds attended our information sessions in person and talked about their experience as an apprentice within Welsh Government. The apprentice page of our website includes various case study videos where diverse current apprentices talk about their experiences of working in the organisation. Apprentice sessions – and all outreach materials also refer to our staff networks, including PRISM.

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

2.11 In the past year, which of the following messages have appeared in internal communications to all employees?

What we're looking for:

- This question follows the same format as 2.6 but is unscored.
- Communications can focus on specific awareness days/events, such as International Asexuality Day.
- Ace and aro spectrum is an umbrella term used to describe the wide group of people who experience a lack of, varying, or occasional experiences of romantic and/or sexual attraction, including a lack of attraction. People who identify under these umbrella terms may describe themselves using one or more of a wide variety of terms, including, but not limited to, asexual, ace, aromantic, aro, demi, grey, and abro. People may also use terms such as gay, bi, lesbian, straight and queer in conjunction with ace and aro to explain the direction of romantic or sexual attraction if and when they experience it.

No Responses Selected

Upload evidence for the selected option.

Provide the date on which this was shared internally.

(No response)

Section 3: LGBTQ+ employee network group

Completed - 28 Sep 2022

Section 3: LGBTQ+ employee network group

This section examines the work of your LGBTQ+ employee network group. The questions scrutinise the support the group is given by the organisation, its commitment to inclusivity, and the activities it carries out.

3.1 Does the organisation have an LGBTQ+ employee network group for LGBTQ+ employees?

What we're looking for:

- A – this option scores maximum marks for this question.
- B and C – these options score lower marks for this question.

Select one option.

████████████████████████████

Option A and B: Upload the group's term of reference.

██████████████████████

Filename: 3.1 PRISM Constitution.docx **Size:** 28.4 kB

Option C: Describe the formal agreement and your organisation's role in the network (max. 500 words).

(No response)

3.2 In the past year, has the organisation supported the work of the LGBTQ+ employee network group in the following ways?

What we're looking for:

- C – time that is formally agreed.
- D – training to develop practical skills relevant to the role of the network group, for example peer support, mentoring or conflict resolution.
- E – general or LGBTQ-specific programmes that are communicated to members through the employee network group.

Tick all that apply.

Responses Selected:

████████████████████

Describe the support provided and how it is communicated to the network (max. 200 words per option).

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3.3 In the past year, which of the following activities has the LGBTQ+ employee network group undertaken to improve its inclusivity?

What we're looking for:

- C – reference to specific marginalised or underrepresented groups (for example, trans people or LGBTQ+ people of colour).
- D – this could be a physical or digital space, for example a meet-up for LGBTQ+ people of faith or a closed bi digital group on your intranet.

Tick all that apply.

Responses Selected:

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███

Describe the activities you have undertaken (max. 200 words per option).

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3.4 Does the LGBTQ+ employee network group have a formal strategy to ensure it is inclusive of and accessible to marginalised or underrepresented LGBTQ+ groups?

What we're looking for:

- Strategies that focus on the inclusion of at least three specific marginalised or underrepresented LGBTQ+ groups. This might include (but is not limited to):
    - BAME LGBTQ+ people / LGBTQ+ People of Colour
    - Bi people
    - LGBTQ+ carers
    - LGBTQ+ people of faith
    - LGBTQ+ parents
    - LGBTQ+ people with accessibility needs
    - Non-binary people
    - Older LGBTQ+ people
    - Trans people
    - Ace and aro spectrum people
- A description of how you identified which marginalised or underrepresented groups to focus your strategy on. This might include insights from:
    - LGBTQ+ network group membership and event attendance
    - LGBTQ+ network group satisfaction surveys
    - Employee satisfaction surveys
    - WEI Staff Feedback Questionnaire report
    - Sectoral, regional or national research
- Any actions the network group has taken so far and has committed to take in the future. These might include (but are not limited to):
    - Introducing an inclusion rep
    - Holding events within working hours
    - Holding regular alcohol-free social events
    - Holding events at accessible venues
    - Avoiding holding events at the same time as religious festivals/holy days
- Actions that go beyond those referenced in 3.3

Upload your strategy document.

██

Filename: 3.4 2022-09-23 PRISM Strategy For Increasing Diversity Within The Network.docx **Size:** 20.1 kB

Describe how the strategy was formulated, actions the network has taken so far and outcomes so far (max. 500 words).

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3.5 Which of the following support activities does the LGBTQ+ employee network group undertake?

What we're looking for:

- A and B – support for individuals that is available and advertised to all staff.
- A – this could be on an individual basis and/or through a closed digital group for LGBTQ+ employees.
- C – consultations that relate to policies that impact upon employee welfare (for example, reviewing an updated adoption policy).

Tick all that apply.

Responses Selected:

<table>
<tr><td>███████████████████████████████</td></tr>
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Describe the options selected (max. 200 words per option).

[redacted]

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3.6 In the past year, which of the following activities has the LGBTQ+ employee network group undertaken?

What we're looking for:

- Activities that are carried out by the LGBTQ+ employee network group or by other parts of the organisation (for example, the diversity and inclusion team) in consultation with the network group.
- 'Awareness raising events' refers to activities that serve to educate or inform the wider organisation, for example panel discussions, lunch and learns, or stalls during diversity events.
- Events can be physical or digital.
- G – this could either be a specific programme run by the network or alternatively an organisation-wide programme that proactively incorporates LGBTQ+ mentoring.

Tick all that apply.

Responses Selected:

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Describe the activities selected and when they occurred (max. 200 words per option).

Please provide specific dates or time periods within the last year.

3.7 In the past year, has the LGBTQ+ network group held campaigns, initiatives, seminars or events engaging with the intersection of LGBTQ+ and other diversity strands?

What we're looking for:

- Up to three examples from the last year.
- Examples that look at the experiences of specific marginalised or underrepresented groups, which could include (but is not limited to):
    - BAME LGBTQ+ people / LGBTQ+ People of Colour
    - LGBTQ+ parents or families
    - LGBTQ+ people with accessibility needs, for example including LGBTQ+ disabled people and LGBTQ+ neurodivergent people
    - LGBTQ+ people with experience of mental ill health
    - LGBTQ+ people with experience of poverty or homelessness
    - LGBTQ+ people of faith
    - LGBTQ+ women
    - Older LGBTQ+ people
- The reasoning for why you chose to focus on the experiences of these groups. For example, this might be because of a gap in your previous work.
- Good practice is for at least two of the groups to be different to those included in your organisation's previous submission.
- These activities can be carried out in collaboration with other employee network groups.
- If not carried out by the LGBTQ+ employee network group, these activities can be led by other parts of the organisation (for example, the faith employee network group might run an event on being an LGBTQ+ person of faith).
- Seminars and events can be physical or digital.
- 'Initiatives' and 'campaigns' here refer to specific programmes or projects, for example a series of events, videos or blogs.

Select one option.

Describe the campaigns, initiatives, seminars or events and when they occurred (max. 500 words).

Please provide specific dates or time periods within the last year.

3.8 Does the LGBTQ+ employee network group have measures in place to ensure that activity reaches employees in all locations?

What we're looking for:

- Formalised, consistent work to ensure activity can reach all employees. This might include a commitment in your terms of reference to hold a percentage of your events online or run activities in different regions.
- Consideration of dispersed workforces (for example those in retail stores or without regular access to IT), employees who work from home, and employees across all UK nations that you operate in.
- If you only have one location or building, consideration of the needs of employees who work remotely or away from desks.
- At least two examples of measures you have in place.

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Describe at least two measures in place and how they are formalized (max. 500 words).

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Section 4: Empowering individuals

Completed - 29 Sep 2022

Section 4: Empowering individuals

This section examines the process of engaging individuals to create an LGBTQ+ inclusive culture at the organisation. The questions scrutinise how the organisation empowers LGBTQ+ and non-LGBTQ+ employees to step up as change makers and allies.

Does the organisation support LGBTQ+ employees at all levels to become change makers through training, programmes and/or resources?

What we're looking for:

- Support that focusses specifically on steps LGBTQ+ people can take to become active role models or change makers in your organisation.
- This could include resources, programmes or training.

Yes

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

Many of our LGBT+ staff are reverse mentors. Reverse mentors share their lived experience, and the challenges and barriers they face as someone from an underrepresented group, both in their working and personal life. They reverse mentor our most senior staff, in a mutually beneficial relationship. Reverse mentors:

• Provide a perspective of someone who has experienced different challenges and barriers in their working and personal lives.

• Share ideas on new ways of working, and how their life experiences can influence policies.

• Actively seek out and discuss their differences and the gaps between their perspectives and experiences.

• Help the mentee identify areas of improvement to support personal and career development.

• Act as a confidential sounding board for thoughts and ideas and problem solving for their mentees.

All reverse mentors receive training and full guidance (and ongoing support if required).

Our Shadow Board is another opportunity to be a change maker in the organsiation. We ensure that the 12 Shadow Board members are from diverse backgrounds and underrepresented groups, including LGBT+. The recruitment panel which selected the Board included a gay woman. The Shadow Board is a very high profile opportunity, which is part of our commitment to improve the diversity of our decision making fora. It meets two days before the Board, and then the Chair of the Shadow Board attends Board to feedback the Shadow Board's views on every item. This means that Board itself is challenged in its thinking by a group of people who reflect the diversity of our organisation. Shadow Board members undertake a comprehensive programme of training & development opportunities, including:

• Anti-Racism Awareness

• Finance Overview - Board Papers (including Key Performance Indicators)

• General Overview - Handling Board Papers & Board Etiquette - Board Papers (including overview of Workforce, Workplace and Digital Strategy)

• Programme for Government

• Corporate Risk Register

• Social Model of Disability

Shadow Board members are matched with a member of the Board, in a mutual mentoring relationship and are signposted to other resources – the E,D&I courses on our Learning Lab, TED Talks and reading materials.

PRISM members have many opportunities to be change makers – both through formal opportunities e.g. being Co-Chair, Champion or other active network member; a Network Diversity Champion; or by writing a blog, supporting LGBT+ colleagues or having a cuppa with new allies. PRISM members also have the opportunity to work with corporate services when we are developing new policies, processes and training & development programmes,

particularly in the EDI sphere, where we want to have feedback from individuals with lived experience. PRISM members have been encouraged to sign up to sit on recruitment panels and Staff Engagement Exercises which we run for Senior Civil Service recruitment – full training is provided for these opportunities.

4.2 In the past year, has the organisation shared the workplace experiences of LGBTQ+ people with the following identities?

What we're looking for:

- An internal, all-staff communication, such as an all-employee email or blog post.
- Content that makes clear the person's identity and that doesn't leave the reader or viewer to make assumptions.
- Stonewall uses umbrella terms and we recognise that language and identities are personal. If an employee doesn't identify with a term listed below, be led by them on which option they feel comfortable being included within.
- Good practice is to share the experiences of internal employees. However, we would recommend ensuring that no pressure is put on LGBTQ+ employees to be visible in this way. If employees do not want to share their experiences, you could share the workplace experiences of employees outside your organisation, for example from the wider sector.
- Marks will not be awarded in this question where the experiences of celebrities are shared.

Tick all that apply.

Responses Selected:

B. Bi people
D. Gay or lesbian people
F. LGBTQ+ people aged 50 or older
K. LGBTQ+ people who are parents
L. LGBTQ+ people with accessibility needs (excluding accessibility needs relating to mental health)

A. Submit evidence of sharing these experiences in the last year.

A: Provide the date on which this was shared internally.

(No response)

B. Submit evidence of sharing these experiences in the last year.

[4.2B Screenshots - Bi champion article - 23 Sept 2022.docx](#)

Filename: 4.2B Screenshots - Bi champion article - 23 Sept 2022.docx **Size:** 857.4 kB

B: Provide the date on which this was shared internally.

23 Sep 2022

C. Submit evidence of sharing these experiences in the last year.

C: Provide the date on which this was shared internally.

(No response)

D. Submit evidence of sharing these experiences in the last year.

[4.2D and F Screenshots WG Intranet LGBT History Month - PRISM.docx](#)

Filename: 4.2D and F Screenshots WG Intranet LGBT History Month - PRISM.docx **Size:** 2.7 MB

D: Provide the date on which this was shared internally.

25 Feb 2022

E. Submit evidence of sharing these experiences in the last year.

E: Provide the date on which this was shared internally.

(No response)

F. Submit evidence of sharing these experiences in the last year.

[4.2F and K Screenshots WG intranet.docx](#)

Filename: 4.2F and K Screenshots WG intranet.docx **Size:** 1.4 MB

F: Provide the date on which this was shared internally.

11 Mar 2022

G. Submit evidence of sharing these experiences in the last year.

G: Provide the date on which this was shared internally.

(No response)

H. Submit evidence of sharing these experiences in the last year.

H: Provide the date on which this was shared internally.

(No response)

I. Submit evidence of sharing these experiences in the last year.

I: Provide the date on which this was shared internally.

(No response)

J. Submit evidence of sharing these experiences in the last year.

J: Provide the date on which this was shared internally.

(No response)

K. Submit evidence of sharing these experiences in the last year.

[4.2K and L Screenshot WG Intranet - LGBT Adoption - LGBT History Month - Feb 2022.docx](#)

Filename: 4.2K and L Screenshot WG Intranet - LGBT Adoption - LGBT History Month - Feb 2022.docx **Size:** 2.3 MB

K: Provide the date on which this was shared internally.

18 Feb 2022

L. Submit evidence of sharing these experiences in the last year.

[4.2K and L Screenshot WG Intranet - LGBT Adoption - LGBT History Month - Feb 2022.docx](#)

Filename: 4.2K and L Screenshot WG Intranet - LGBT Adoption - LGBT History Month - Feb 2022.docx **Size:** 2.3 MB

L: Provide the date on which this was shared internally.

18 Feb 2022

M. Submit evidence of sharing these experiences in the last year.

M: Provide the date on which this was shared internally.

(No response)

4.3 Does the organisation have a formal programme or initiative to engage all non-LGBTQ+ employees to become LGBTQ+ allies?

What we're looking for:

- A formal mechanism to engage non-LGBTQ+ people with LGBTQ+ equality.
- This could include allies receiving a visible signal of their commitment to LGBTQ+ equality, where this is conditional on employees participating in a programme and/or receiving training.
- Internal awareness-raising sessions or training specifically for allies that covers the importance of allies and actions that individuals can take to be effective allies.
- Programmes or initiatives that go beyond a one-off internal communication or event (as awarded for in sections 2 and 3).

Select one option.

A. Yes, as part of our LGBTQ+ employee network group

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

We have a separate, active Allies network which was originally launched in 2014 and relaunched in 2019. 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 is led by two members of staff, supported by another ally who is in the Senior Civil Service, ▇▇▇▇▇▇▇ PRISM ally leads are members of the PRISM Board.

We have Allies supporting the network in a number of ways - arranging events, managing comms, administering the mailbox,etc. We support any allies wishing to attend Stonewall Allies training and have an allies welcome pack which gives clear guidance and advice on how to be an ally and the expectations. We also have '8 Principles of being an Ally', developed bu our former trans champion. Many allies attended Pride Cymru in August, including Welsh Government Ministers and members of our Senior Civil Service.

We also have an associates of PRISM network of external members who support our aims and hold combined events with other LGBT+ staff networks

Upload a communication advertising the allies programme or initiative.

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

What we're looking for:

- Examples can include information booklets, programmes or training.
- Training, programmes and/or resources that focus specifically on being an ally to bi people and include specific actions employees can take.
- More than a one-off internal communication or event (as awarded for in sections 2 and 3).

Yes

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

We don't currently have a formal training programme for employees to be bi allies, however we proactively encourage staff to be bi (and LGT) allies in a number of ways: When marking LGBT+ dates in our internal comms; in PRISM comms; during staff induction; in online blogs. These (and the PRISM and HR intanet pages) also include links to resources – the UK civil service blog on being an ally; Civil Service LGBT+ Staff Network Bi Sexuality Guide; our own 8 Principles of Being an Ally and links to Stonewall resources. (Uploaded is the UK Civil Service LGBT+ Network Bisexuality Guide.) The organization includes a session from the diversity networks as part of its induction and employees are given information about how to be an ally. We have recently procured a framework of training providers to develop and deliver a number of EDI courses for Welsh Government staff. We will be going out to tender again later this year to procure training providers to design and deliver a further suite of EDI courses, which will include a specific LGBT+ inclusion and allyship course.

Upload any written content, such as training slides or resources.

[4.4 Civil Service LGBT Network - bisexuality fact sheet.pdf](#)

Filename: 4.4 Civil Service LGBT Network - bisexuality fact sheet.pdf **Size:** 159.7 kB

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

What we're looking for:

- Examples can include information booklets, programmes or training.
- Training, programmes and/or resources that focus specifically on being an ally to trans people and include specific actions employees can take.
- Specific content on being an ally to non-binary people.
- More than a one-off internal communication or event (as awarded for in sections 2 and 3).

Yes

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

We don't currently have a formal training programme for trans allies (we were in the process of designing sessions with Stonewall just before the pandemic happened). We have recently procured a framework of training providers to develop and deliver a number of EDI courses for Welsh Government staff. We will be going out to tender again later this year to procure training providers to design and deliver a further suite of EDI courses, which will include a specific LGBT+ inclusion and allyship course.

We have developed, in conjunction with PRISM members, both a Guide to Supporting Non-binary People and a Guide to Personal Pronouns. The Personal Pronouns Guide was published in June 2022 and the Supporting Non-binary People Guide (originally published in 2018) is currently being updated. Both of these provide useful hints and tips for supporting trans and non-binary colleagues. We also have PRISM's '8 Principles of Being an Ally' and a Guide to Being an Ally that is part of the staff networks induction session.

Upload any written content, such as training slides or resources.

4.5 Embedded docs- Guides to being an ally non-binary and pronouns guides.docx

Filename: 4.5 Embedded docs- Guides to being an ally non-binary and pronouns guides.docx **Size:** 268.1 kB

4.6 Does the organisation support all employees (including LGBTQ+ employees) to become allies to other marginalised LGBTQ+ communities through training, programmes and/or resources?

What we're looking for:

- Training, programmes and/or resources that focus on identities other than bi or trans identities. For example, the support could focus on becoming an ally to groups experience multiple marginalisation, such as LGBTQ+ people of faith.
- More than a one-off internal communication or event (as awarded for in sections 2 and 3).
- Specific actions employees can take.

No

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

(No response)

Upload any written content, such as training slides or resources.

4.7 Does the organisation have measures in place to ensure that your work to empower individuals reaches employees in all locations?

What we're looking for:

- Consistent work to ensure activity can reach all employees.
- This might include:
    - Ensuring you share the stories of LGBTQ+ people from all the regions or UK nations you operate in.
    - Ensuring your allies programmes and resources are available in all your locations and/or digitally.
- Consideration of dispersed workforces (for example those in retail stores or without regular access to IT), employees who work from home, employees in urban/rural settings, and employees across all UK nations that you operate in.
- If you only have one location or building, consideration of the needs of employees who work remotely or away from desks.
- At least two examples of measures you have in place.

Yes

Describe at least two measures in place and how they are formalised (max. 500 words).

Communications within the organisation is done mostly through the intranet. Since the pandemic, the majority of our staff are working from home and our ways of working and remaining connected have altered hugely over the last few years. Our Organisational Development & Engagement Division (which includes our News Team) run articles everyday on our intranet, with links to blogs, intranet pages and relevant resources. We've long had a dispersed workforce, but now more so than ever before with nearly all staff working remotely for at least part of the week.

In addition, all staff are emailed a bulletin every Friday, giving the headlines of what has been news/intranet additions during that week, with links to further information. So the blogs written by LGBT+ staff are clearly displayed in the Blogs part of our intranet, highlighted on the home page and included in the weekly round up email.

Our Learning & Development offering is also available to everyone remotely, via our Learning Lab. All the new EDI& courses that we are developing and rolling out this year are available via Microsoft Teams (and may also be available via face-to-face in the future if the demand is there). The Learning Lab also links to other courses, learning opportunities and resources, e.g. TED talks, Civil Service Learning.

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

4.8 In the past year, has the organisation shared the workplace experiences of LGBTQ+ people with the following identities?

What we're looking for:

- This question follows the same format as 4.2 but is unscored.

No Responses Selected

Upload evidence of sharing these experiences in the last year.

Provide the date on which this was shared internally.

(No response)

Section 5: Leadership

Section 5: Leadership

This section examines how the organisation engages senior leaders and line managers in their responsibility to set an LGBTQ-inclusive culture. The questions scrutinise how the organisation empowers senior leaders, the individual actions senior leaders take, and how all line managers are encouraged to recognise LGBTQ+ inclusion as key to their role.

5.1 In the past year, how has the organisation supported board and senior management employees to understand the issues that affect LGBTQ+ people?

What we're looking for:

- Support that's consistently provided, not on an ad hoc basis.
- Options that are available to multiple senior leaders, not just one senior champion.
- A – this is a formal process whereby senior employees are mentored on LGBTQ+ issues by more junior LGBTQ+ employees.
- Conferences and seminars can be physical or digital.

Tick all that apply.

Responses Selected:

A. Reverse mentoring opportunities
B. Mentoring or coaching opportunities with other senior leaders
C. LGBTQ-specific conferences and seminars

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

A. We have a Reverse Mentoring Scheme, now in its fifth successful year. All members of our Senior Civil Service and staff at the grade below (Grade 6) are invited to take part in the programme. Our previous Permanent Secretary and the Senior Board Sponsor for PRISM, ▮▮▮▮▮▮▮▮ were reverse mentored by LGBT+ members of staff. This allowed 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. There is a cross civil service LGBT+ Mentoring Scheme that is open to all civil servants in the UK which we advertise on our intranet and via PRISM and we encourage our LGBT+ colleagues to participate in – at all grades.

C. 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. 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.

5.2 In the past year, which of the following activities have members of the board and/or senior management engaged in?

What we're looking for:

- Activities that are carried out by a range of leaders.
- D – this can include organisational LGBTQ+ inclusion strategies and LGBTQ+ staff network strategies
- E – this will only be awarded if you received points for questions 6.4, 6.5 or 6.6.
- F – period, rather than ad hoc, meetings.
- G and H – description of how the speech had specific messages of bi, non-binary and trans equality.
- G and H – events can be physical or digital.
- H – this can be a sector-facing or community-facing event.

Tick all that apply.

Responses Selected:

A. Communicated a strong message on LGBTQ+ equality

C. Communicated a strong message on trans equality, explicitly including non-binary equality

D. Reviewed and/or approved an LGBTQ+ inclusion strategy

E. Reviewed top line LGBTQ+ monitoring reports and actions

F. Met periodically with the LGBTQ+ employee network group

H. Spoken at an external LGBTQ+ event

I. Attended an external LGBTQ+ event, for example Pride

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

Please include specific dates or time periods.

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 On 8 February 2022, our Permanent Secretary, ▮▮▮▮▮▮▮▮ sent a message to all staff, published on our intranet following the conviction of the murderers of the homophobic murder of Dr Gary Jenkins in Bute Park, Cardiff. The Permanent Secretary very strongly iterated his shock and disgust at LGBT+ hate crime and intolerance. He told of his support for all LGBT+ colleagues, emphasized that hate, intolerance, discrimination, bullying and/or harassment is not acceptable and won't be tolerated. He also reminded LGBT+ colleagues of the avenues of support that are available to them. On 7 February 2022, our Minister for Social Justice and Deputy Minister for Social Partnership made a joint public statement also condemning the murder and setting out the Welsh Government's commitment to LGBT+ equality and inclusion.

C The WG draft LGBTQ+ Action Plan was out for consulation during the period 28 July 2021 to 22 October 2021. Introduced by the First Minister, Minister for Social Justice and the Deputy Minister for Social Partnership, it includes a number of actions around recognizing non-binary identities – both in society and in policy/service delivery. The Deputy Minister for Social Partnership made a public statement on 1 April 2022, condemning the UK Government's refusal to ban trans conversion therapy. In addition, in a statement to the Senedd on 21 June 2022, the same Minister talked of LGBT+ equality and inclusion, including WG support for trans pupils and NHS Wales gender services for trans people.

D The LGBTQ+ Action Plan was drafted by WG officials in conjunction with stakeholders. The draft Plan was reviewed by WG senior staff, the Board as well as Welsh Government ministers. They will also have reviewed and considered the responses to the consultation. Welsh Government officials have reviewed over 1,300 responses and engaged with stakeholders to produce a revised plan. The final Plan is expected to be published between December 2022 and February 2023. The Deputy Minister for Social Partnership wrote an article for the National publication on LGBT+ equality and trans rights, published on 25 February 2022.

E The Board Equality Champion reviews the Employer Equality Report before publication, which includes data on LGBT+ employees and job applicants. The last report was reviewed for a short period, then cleared by the Board Equality Champion on 25 February 2022. The Diversity & Inclusion Steering Group reviews the latest diversity dashboard at each meeting, which shows the LGB make-up of the workforce. (Trans numbers are currently too small to capture here.) During the last year, DISG have met on 5 occasions – 14 September 2022; 12 May 2022; 9 February 2022; 11 November 2021; 2 September 2021.

F The Board Equality Champion and our Diversity Champions (both Group and Network Diversity Champions) are

all senior staff and meet PRISM chairs/co-chairs quarterly at the Diversity & Inclusion Steering Group (dates listed above).

H The Minister for Education & the Welsh Language and the Deputy Minister for Social Partnership both spoke at the PinkNews Summer Reception event in Cardiff on 11 July 2022. The Deputy Minister for Social Partnership also spoke at a reception in the Senedd on World Aids Day (1 December 2021).

I A number of PRISM members and allies attended Pride Cymru in Cardiff over the Bank Holiday weekend in Augst 2022. Senior attendees included Mark Drakeford, the First Minister; Hannah Blythyn, Deputy Minister for Social Partnership (and PRISM member) and ██████████████████████████████████████ and PRISM Senior Sponsor.

Mark Drakeford, First Minister

Hannah Blythyn, Deputy Minister for Social Partnership

Jeremy Miles, Minister for Education and Welsh Language

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Please upload screenshots of communications, if applicable.

5.2 Screenshots Deputy Minister article for the National Feb 2022.docx

Filename: 5.2 Screenshots Deputy Minister article for the National Feb 2022.docx **Size:** 3.4 MB

5.2 Screenshot WG Intranet Perm Sec Message re LGBT Hate Crime Feb 2022.docx

Filename: 5.2 Screenshot WG Intranet Perm Sec Message re LGBT Hate Crime Feb 2022.docx **Size:** 1.5 MB

5.2 Screenshot First Minister at Pride Cymru.docx

Filename: 5.2 Screenshot First Minister at Pride Cymru.docx **Size:** 818.7 kB

5.2 Screenshot Deputy Minister statement LGBTQ Action Plan - June 2022.docx

Filename: 5.2 Screenshot Deputy Minister statement LGBTQ Action Plan - June 2022.docx **Size:** 1.5 MB

5.2 Screenshot WG intranet - DISG membership.docx

Filename: 5.2 Screenshot WG intranet - DISG membership.docx **Size:** 263.4 kB

5.3 Does the organisation have measures in place to ensure that senior leader activity reaches employees in all locations?

What we're looking for:

- Consistent work to ensure activity can reach all employees.
- This might include:
  - Ensuring activities are carried out by senior leaders in all regions or UK nations that you operate in.
  - Ensuring that speeches at internal LGBTQ+ events are recorded and distributed digitally.
  - Ensuring that senior leader messages are written as well as verbal.
- Consideration of dispersed workforces (for example those in retail stores or without regular access to IT), employees who work from home, and employees across all UK nations that you operate in.
- If you only have one location or building, consideration of the needs of employees who work remotely or away from desks.
- At least two examples of measures you have in place.

Yes

Describe at least two measures in place and how they are formalised (max. 500 words).

Our Senior Leaders regularly hold all staff Let's Talk live events via Microsoft Teams. Since the pandemic there have been many of these, all well attended and covering various topics. For those unable to attend live, the session are recorded and can be viewed when convenient. Topics have included Covid, Smart Working, Wellbeing, Climate Change, Race and Equality, Diversity & Inclusion, which also had the staff network co-chairs as speakers/panel members. These sessions give all staff the opportunity to hear about the issues and to ask questions or provide feedback. This can be done anonymously giving staff the freedom and safety to be honest.

Our intranet also gives us the opportunity to share what both our Ministers and Senior Leaders have been/are doing. The front page of the intranet has rolling banners that you can click on to take you to that story. We have shared here pictures of our Ministers and a Director General at Pride Cymru with PRISM and allies. These are also flagged up in the weekly all staff Permanent Secretary email every Friday.

5.4 Does the organisation require all senior leaders and line managers to meet an inclusion-based competency on recruitment?

What we're looking for:

- A standard competency in all job descriptions and/or a mandatory question in all interviews.
- This does not need to just be one standard question – you could provide a range of competencies and/or interview questions for the recruiting team to choose from.
- Inclusion of internal promotions as well as external appointments.
- This does not need to be LGBTQ+ specific.

A. Yes, all senior leaders and line managers

Copy and paste the standard competency or interview question wording.

There is not a single standard competency or behaviour interview question relating to equality, diversity & inclusion, but it is in our recruitment guidance that such a question must be asked at each interview. Our recruitment guidance on sifting and assessing candidates includes:
"Equality and Diversity – In preparing the interview questions, to support the value of equality and diversity, at least one follow up question (a supplementary question) ought to make reference to a candidate's approach to this. For example, this could be exploring how a candidate has respected equality and diversity practices, promoted diversity and inclusion or considered the impact of others from protected groups when planning or delivering a piece of work."

In addition, our Recruitment Policy says:
"All interview candidates, whether applying for a post advertised externally or internally, will be asked at least one question related to equality, diversity and inclusion at interview."

Describe how inclusion-based competencies are implemented across all roles (max. 200 words).

We have moved from competency based recruitment and now use the Civil Service Success Profiles tool. This assesses candidates/employees against Behaviours; Strengths; Ability; Experience and Technical (not all will be tested/necessary in every role – although Strengths & Behaviours are.) The Behaviours include Leadership – the definition of which includes "Value difference, diversity and inclusion, ensuring fairness and opportunity for all". The Working Together Behaviour includes forming relationships and working with people from a diverse range of backgrounds and the Managing a Quality Service also includes taking account of diverse needs.

The Success Profiles Tool provides examples of each of the 9 Behaviours and the expectations at each grade. These make it clear what Leadership looks like at every level. For the most junior grade, Leadership means 'acting in a fair, considerate, inclusive way', with more senior grade staff needing to demonstrate 'creating an inclusive environment where diversity is valued and there is equality of opportunity for all'.

As well as testing these behaviours at interviews and promotion gateways, line managers have these conversations with their staff during their regular 'check-ins' (performance, wellbeing & development review conversations).

5.5 Does the organisation require all senior leaders and line managers to have an inclusion-based objective?

What we're looking for:

- A standard practice across all performance appraisal structures and documents.
- A range of objectives senior leaders and line managers might consider based on their roles. This could include template wording.
- This does not need to be LGBTQ+ specific.

A. Yes, all senior leaders and line managers

Describe how inclusion-based objectives are implemented across all roles (max. 500 words).

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".

As mentioned above, whilst those below the Senior Civil Service no longer have formal objectives, the regular 'check- in' conversations cover priorities, performance, development, strengths and wellbeing. As part of these conversations individuals are asked how they model the behaviours set out in our Leadership Expectations, which includes championing equality, diversity & inclusion.

Section 6: Monitoring

Section 6: Monitoring

This section examines how the organisation uses monitoring to understand the representation and experiences of its LGBTQ+ employees. The questions scrutinise data collection methods, analysis and outcomes.

Please ensure that no personally identifiable information is contained in your answers or evidence, e.g. names, job titles (where a single person or small number of people share the same job title), and job grades (where a single person or small number of people share the same grade).

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

What we're looking for:

- Question wording that is in line with latest good practice. Please speak to your account manager if you are unsure of this.
- The same good practice question wording across all diversity monitoring forms and systems. Please state in your description if different question wording is used elsewhere.

Yes

Copy and paste the question you ask and the options employees can select (max. 500 words).

Sexual Orientation:

Bisexual

Gay Man

Gay Woman/Lesbian

Heterosexual/Straight

Other Sexual Orientation

Prefer Not to Say

This is used on our HR IT Management Information System and our Recruitment System. It just has the heading (Sexual Orientation), with the above options via a drop down box.

What proportion of employees have answered this question on your HR system?

What we're looking for:

- Data from an HR system, not an anonymous staff survey.
- Proportions that do not include those who prefer not to say.

80-89%

Upload an analysis report demonstrating the declaration rate. Note that this must not contain individual responses or personally identifiable data.

6.1 Screenshot Redacted Diversity Dashboard (April 2022).docx

Filename: 6.1 Screenshot Redacted Diversity Dashboard (April 2022).docx **Size:** 51.0 kB

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

Uploaded is a (redacted) screenshot of our Diversity Dashboard from April 2022 (we currently run the reports on a quarterly basis). This shows that 14.5% of our staff have either not declared their sexual orientation or have ticked the 'prefer not to say option'. The report is created by the data on our HR Management Information System, which staff self complete.

Check to confirm that no individuals could be identified from this evidence, either directly or by implication.

When we say 'individuals can be identified directly', we mean by unique identifier. For example, a name, employee identification number or code, or an email address.

When we say 'individuals can be identified by implication', we means that the data is grouped in a way that could allow individual staff to be identified. For example, if data were grouped by job title, which included job titles only held by one staff member.

Responses Selected:

No individuals can be identified

6.2 Does the organisation gather data on employee gender, inclusive of non-binary identities, through diversity monitoring forms and/or systems?

What we're looking for:

- Question wording that is in line with latest good practice. Please speak to your account manager if you are unsure of this.
- The same good practice question wording across all diversity monitoring forms and systems. Please state in your description if different question wording is used elsewhere.

Yes

Copy and paste the question you ask and the options employees can select (max. 500 words).

We are not currently able to capture non-binary identities specifically, but at present our HRIT system does give staff the option of completing the "Same Gender as at Birth?" question. The answer options are yes/no/prefer not to say.

What proportion of employees have answered this question on your HR system?

What we're looking for:

- Data from an HR system, not an anonymous staff survey.
- Proportions that do not include those who prefer not to say.

Under 50%

Upload an analysis report demonstrating the declaration rate. Note that this must not contain individual responses or personally identifiable data.

6.2 and 6.3 Screenshot Diversity Dashboard Extract (April 2022).docx

Filename: 6.2 and 6.3 Screenshot Diversity Dashboard Extract (April 2022).docx **Size:** 23.3 kB

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

Uploaded is a screenshot of an extract from our quarterly diversity dashboard (April 2022). This shows that 43.6% of staff have declared. 1.9% have ticked prefer not to say and the remaining 54.5% have not ticked any option.

Check to confirm that no individuals could be identified from this evidence, either directly or by implication.

When we say 'individuals can be identified directly', we mean by unique identifier. For example, a name, employee identification number or code, or an email address.

When we say 'individuals can be identified by implication', we means that the data is grouped in a way that could allow individual staff to be identified. For example, if data were grouped by job title, which included job titles only held by one staff member.

Responses Selected:

No individuals can be identified

6.3 Does the organisation gather data on employee trans status through diversity monitoring forms and/or systems?

What we're looking for:

- Question wording that is in line with latest good practice. Please speak to your account manager if you are unsure of this.
- The same good practice question wording across all diversity monitoring forms and systems. Please state in your description if different question wording is used elsewhere.

Yes

Copy and paste the question you ask and the options employees can select (max. 500 words).

Gender Identity:

• Different to gender assigned at birth

• Prefer not to say

• Same as gender assigned at birth

What proportion of employees have answered this question on your HR system?

What we're looking for:

- Data from an HR system, not an anonymous staff survey.
- Proportions that do not include those who prefer not to say.

Under 50%

Upload an analysis report demonstrating the declaration rate. Note that this must not contain individual responses.

6.2 and 6.3 Screenshot Diversity Dashboard Extract (April 2022).docx

Filename: 6.2 and 6.3 Screenshot Diversity Dashboard Extract (April 2022).docx **Size:** 23.3 kB

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

Uploaded is a screenshot of an extract from our quarterly diversity dashboard (April 2022). (Same as uploaded for 6.2.) The report is run from data recorded on our HR IT system. This shows that 43.6% of staff have declared. 1.9% have ticked prefer not to say and the remaining 54.5% have not ticked any option.

Check to confirm that no individuals could be identified from this evidence, either directly or by implication.

When we say 'individuals can be identified directly', we mean by unique identifier. For example, a name, employee identification number or code, or an email address.

When we say 'individuals can be identified by implication', we means that the data is grouped in a way that could allow individual staff to be identified. For example, if data were grouped by job title, which included job titles only held by one staff member.

Responses Selected:

No individuals can be identified

6.4 Does the organisation monitor and analyse success rates from application to appointment across the following characteristics?

What we're looking for:

- Analysis of external appointments to the organisation.
- Comparisons of applicant diversity forms to new starter diversity forms.
- Analysis that has taken place in the past two years.
- A – note that you will only be eligible for marks if you have been awarded marks in 6.1.
- B – note that you will only be eligible for marks if you have been awarded marks in 6.2.
- C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

Tick all that apply.

Responses Selected:

| A. Sexual orientation |
| B. Gender |
| C. Trans status |

A: Upload the most recent report showing analysis by sexual orientation.

Note that these must not contain individual responses or personally identifiable data.

[6.4A Screenshots from Annual Employer Equality Report and KAS Gateway Analysis (Redacted).docx](#)

Filename: 6.4A Screenshots from Annual Employer Equality Report and KAS Gateway Analysis (Redacted).docx

Size: 444.9 kB

B: Upload the most recent report showing analysis by gender.

Note that these must not contain individual responses or personally identifiable data.

[6.4B Screenshots WG Annual Employer Equality Report and KAS Gateways Equality Analysis (redacted).docx](#)

Filename: 6.4B Screenshots WG Annual Employer Equality Report and KAS Gateways Equality Analysis (redacted).docx **Size:** 687.1 kB

C: Upload the most recent report showing analysis by trans status.

Note that these must not contain individual responses or personally identifiable data.

6.4C Screenshots Annual Employer Equality Report.docx

Filename: 6.4C Screenshots Annual Employer Equality Report.docx **Size:** 384.2 kB

Check to confirm that no individuals could be identified from this evidence, either directly or by implication.

When we say 'individuals can be identified directly', we mean by unique identifier. For example, a name, employee identification number or code, or an email address.

When we say 'individuals can be identified by implication', we means that the data is grouped in a way that could allow individual staff to be identified. For example, if data were grouped by job title, which included job titles only held by one staff member.

Responses Selected:

No individuals can be identified

Describe who the analysis was seen by and what action was taken (max. 500 words).

A. This data is published in our Annual Employer Equality Report and these are where the uploaded reports are taken from. We also undertake additional analysis when we are running large corporate exercises, e.g. a large external recruitment sheme like apprentices or our internal promotion gateways. The analysis is done by colleagues in our Corporate Research & Analysis services division and is reviewed by our Diversity & Inclusion Steering Group, Executive Committee and colleagues in HR. Also included is a screenshot of analysis (redacted) that was done on our promotion gateways. There was a full equalitities analysis undertaken by colleagues in our Corporate Research & Analysis team, who presented the analysis to our Diversity & Inclusion Steering Group. The analysis included 4 slides on minority sexual orientation applicants, comparing with majority sexual orientation staff and all staff, tracking progress at each stage of the process. These slides cannot be shared, but I include the final slide (with data redacted) showing the equality groups that were analysed.

B. The analysis by gender/sex is as for A above – our Annual Employer Equality Report and the Gateways Analysis presented to DISG (redacted). Our Annual Employer Equality Report includes a paragraph on non-binary and gender fluid identities- recognizing that we can't capture these as yet, but recognizing that they are valid and that we hope to be able to do so in the future.

C. Again this is published in our Annual Employer Equality Report – screenshots uploaded. We were not able to undertake analysis on trans staff applying for the gateways due to the small numbers involved.

If there were any concerns flagged up, this would be put to the Diversity & Inclusion Steering Group for consideration and advice. If it was felt that any policies or processes around our recruitment and promotion processes/policies were discriminatory or had unintended impacts on a particular group, we would take action to remedy, involving HR colleagues, our staff networks and trade unions.

6.5 Does the organisation monitor and analyse the number of employees at different pay grades across the following characteristics?

What we're looking for:

- Analysis looking at pay grades, pay rates and/or seniority levels.
- Data collected through your HR system, rather than an anonymous staff survey.
- Analysis that has taken place in the past two years.
- A – note that you will only be eligible for marks if you have been awarded marks in 6.1.
- B – note that you will only be eligible for marks if you have been awarded marks in 6.2.
- C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

Tick all that apply.

Responses Selected:

A. Sexual orientation

B. Gender

A: Upload the most recent report showing analysis by sexual orientation.

Note that these must not contain individual responses or personally identifiable data.

[Copy of 6.5A and B Redacted Copy of 2022.04.30 - SCS Feeder Grade Diversity - OFFICIAL SENSITIVE.xlsx](#)

Filename: Copy of 6.5A and B Redacted Copy of 2022.04.30 - SCS Feeder Grade Diversity - OFFICIAL SENSITIVE.xlsx **Size:** 22.8 kB

B: Upload the most recent report showing analysis by gender.

Note that these must not contain individual responses or personally identifiable data.

[Copy of 6.5A and B Redacted Copy of 2022.04.30 - SCS Feeder Grade Diversity - OFFICIAL SENSITIVE.xlsx](#)

Filename: Copy of 6.5A and B Redacted Copy of 2022.04.30 - SCS Feeder Grade Diversity - OFFICIAL SENSITIVE.xlsx **Size:** 22.8 kB

C: Upload the most recent report showing analysis by trans status.

Note that these must not contain individual responses or personally identifiable data.

Check to confirm that no individuals could be identified from this evidence, either directly or by implication.

When we say 'individuals can be identified directly', we mean by unique identifier. For example, a name, employee identification number or code, or an email address.

When we say 'individuals can be identified by implication', we means that the data is grouped in a way that could allow individual staff to be identified. For example, if data were grouped by job title, which included job titles only held by one staff member.

Responses Selected:

No individuals can be identified

Describe who the analysis was seen by and what action was taken (max. 500 words).

Our diversity dashboard monitoring report (taken from data held on our HRIT system) contains a separate annex showing the diversity data of staff in the Senior Civil Service and the two feeder grades below the SCS (Grades 6 and 7). This is analysed as part of our regular monitoring and analysis by the Equality in the Workplace Team & Board Equality Champion. (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 quarter.) 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. The annex shows the sexual orientation of staff in those grades and the sex/gender (though only binary options). It doesn't contain data on trans staff due to small numbers. We withhold small numbers where it might be possible to identify individuals.

6.6 When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of employees by the following characteristics?

What we're looking for:

- Diversity data collected on a staff satisfaction survey.
- Data collection and analysis that have taken place in the past two years.
- A – note that you will only be eligible for marks if you have been awarded marks in 6.1.
- B – note that you will only be eligible for marks if you have been awarded marks in 6.2.
- C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

Tick all that apply.

Responses Selected:

A. Sexual orientation
B. Gender
C. Trans status

A: Upload the most recent report showing analysis by sexual orientation.

Note that these must not contain individual responses or personally identifiable data.

[6.6A Screenshot EER - People Survey - Sexual Orientation.docx](#)

Filename: 6.6A Screenshot EER - People Survey - Sexual Orientation.docx **Size:** 517.4 kB

B: Upload the most recent report showing analysis by gender.

Note that these must not contain individual responses or personally identifiable data.

[6.6B Screenshot People Survey Analysis.docx](#)

Filename: 6.6B Screenshot People Survey Analysis.docx **Size:** 226.4 kB

C: Upload the most recent report showing analysis by trans status.

Note that these must not contain individual responses or personally identifiable data.

Check to confirm that no individuals could be identified from this evidence, either directly or by implication.

When we say 'individuals can be identified directly', we mean by unique identifier. For example, a name, employee identification number or code, or an email address.

When we say 'individuals can be identified by implication', we means that the data is grouped in a way that could allow individual staff to be identified. For example, if data were grouped by job title, which included job titles only held by one staff member.

Responses Selected:

No individuals can be identified

Describe who the analysis was seen by and what action was taken (max. 500 words).

The People Survey analysis is produced and published each year. Our social researchers, HR analysts and Organisational Development & Engagement division closely monitor the survey results and engagement levels of staff across the protected characteristics, including LGB and trans staff (and other demographics e.g. department/division; grade; location; working pattern; caring responsibilities). Our researchers produce a demographic report which goes to our Board, Executive Committee and Diversity and Inclusion Steering Group. This year, for the first time, we have published the full People Survey Equalities Analysis on our intranet for all staff to see. Senior staff are required to hold sessions with their staff to develop Action Plans (both local and organisation wide) to address any issues raised. The results also go to our staff networks. 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 Workforce Equality, Diversity and Inclusion Strategies and accompanying annual plans. We are not able to share the demographic report as the information is sensitive management information which we do 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. We were not able to publish any analysis on trans staff due to low numbers.

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

6.7 Which of the following activities has the organisation carried out in the last year to improve confidence in LGBTQ+ monitoring and boost declaration rates?

What we're looking for:

- A, B and C – communications that are available to all employees, not just your LGBTQ+ employee network group.
- D and E – definitions that are included within the questions themselves, with a link to a glossary, or within communications promoting the monitoring exercise.
- Evidence could include screenshots of the relevant communications or monitoring questions.

Tick all that apply.

Responses Selected:

A. Communicated why LGBTQ+ monitoring matters

B. Provided information about confidentiality and data security

Upload evidence for each option.

[6.7A Screenshots Prefer not to say news article and HR Intranet Page linking to WIGTDWY.docx](#)

Filename: 6.7A Screenshots Prefer not to say news article and HR Intranet Page linking to WIGTDWY.docx **Size:** 680.2 kB

[6.7B Screenshots WG Intranet HR Data.docx](#)

Filename: 6.7B Screenshots WG Intranet HR Data.docx **Size:** 609.3 kB

Provide a brief description of the communication and how it was shared with employees (max. 200 words).

Please include specific dates or time periods.

A. Our Workforce EDI strategy includes an action to improve declaration rates across all protected characteristics. From time to time we run articles reminding staff why we collect data, who can see it, how they can update it etc. In September 2021, we ran a news article on our intranet explaining why we collect diversity data. We ran an anonymous survey to obtain employees' views – are we asking the right questions, why do some not answer or prefer not to say. Uploaded is a screenshot of the article that was sent to our internal news team for publication. The supporting information links to the HR Information intranet page which includes a link to Stonewalls' What's it got to do with you guide (in uploaded document.)
B. We reviewed and revised our Privacy Notice for diversity data held on our HRIT system in March 2021, which we promoted at the time. This included information on confidentiality, UKGDPR, data security etc. This information can also be found on our intranet. A screenshot of this page is uploaded.

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

6.8 For apprenticeships, does the organisation monitor and analyse success rates from application to appointment across the following characteristics?

What we're looking for:

- Comparison of applicant diversity forms to new starter diversity forms.
- Analysis that has taken place in the past two years.

Tick all that apply.

Responses Selected:

A. Sexual orientation

B. Gender

C. Trans status

A: Upload the most recent report showing analysis by sexual orientation.

Note that these must not contain individual data.

[6.8A Screenshot Redacted Report on apprentice scheme 2020-21 - Sexual orientation.docx](#)

Filename: 6.8A Screenshot Redacted Report on apprentice scheme 2020-21 - Sexual orientation.docx **Size:** 136.4 kB

B: Upload the most recent report showing analysis by gender.

Note that these must not contain individual data.

[6.8B Screenshot apprentices report to DISG - Gender (REDACTED).docx](#)

Filename: 6.8B Screenshot apprentices report to DISG - Gender (REDACTED).docx **Size:** 150.7 kB

C: Upload the most recent report showing analysis by trans status.

Note that these must not contain individual data.

Check to confirm that no individuals could be identified from this evidence, either directly or by implication.

When we say 'individuals can be identified directly', we mean by unique identifier. For example, a name, employee identification number or code, or an email address.

When we say 'individuals can be identified by implication', we means that the data is grouped in a way that could allow individual staff to be identified. For example, if data were grouped by job title, which included job titles only held by one staff member.

Responses Selected:

No individuals can be identified

Describe who the analysis was seen by and what action was taken (max. 500 words).

This analysis was seen by HR colleagues working in recruitment, outreach and equality and the Diversity & Inclusion Steering Group. It follows the success rate of various protected groups (including minority sexual orientation) at each stage of the process, from application though to sift and interview. This provides DISG the opportunity to interrogate the data and look for any concerning discrepancies for any of these groups – either in attracting them to apply in the first instance or if there were evidence of any unintended impacts or discrimination. Our apprentice schemes have been very successful in both attracting and recruiting from diverse groups and to date no concerns have been made that require any action.

Section 7: Supply chains

Completed - 29 Sep 2022

Section 7: Supply chains

This section examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure suppliers are LGBTQ-inclusive, from tendering new suppliers to monitoring current contracts.

7.1 Before awarding a contract, does the organisation scrutinise the following in the tender process?

What we're looking for:

- An explanation of how contracts are prioritised systematically, if scrutiny is limited to more major contracts.
- Description of how the procurement team is trained to scrutinise each of these areas.

Tick all that apply.

Responses Selected:

A. Whether the potential supplier has a policy that explicitly bans discrimination, bullying and harassment based on sexual orientation and gender identity

B. Whether the potential supplier monitors incidents of bullying and harassment based on sexual orientation and gender identity

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

A. Our standard contracts specification currently states:

EQUALITY AND DIVERSITY

No one should be denied opportunities because of their race, ethnicity, disability, gender, sexual orientation, age or religion. The Welsh Government, in its statutory duty to promote equality has led to the development of a distinctive equality agenda in Wales. This drives all our strategic policies and ensures that our practices reflect an equality of opportunity.

Bidders must therefore comply with legal duties as a minimum to ensure non-discrimination.

The Bidder is referred to Condition 28 (Discrimination and Equality) of the Welsh Government's Standard Conditions of Contract for Services.

Ethical Employment

The Client is committed to ensuring that fair and transparent employment practices are in place throughout the supply chain for the Services. The Client's policy in relation to Ethical Employment Practices in Welsh Government Supply Chains is attached below. The Client will work with the successful Bidder to monitor and to ensure that fair employment practices are in operation.

https://gov.wales/ethical-employment-supply-chains-code-practice

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Describe how teams with procurement responsibilities are trained on these requirements (max. 200 words).

(No response)

7.2 When a potential supplier does not meet LGBTQ+ inclusion scrutiny, how does the organisation respond?

What we're looking for:

- An explanation of how contracts are prioritised systematically, if scrutiny is limited to more major contracts.
- Options A and B are worth an equal number of points.
- A and B – clear and consistent criteria for when either of these steps will be taken.

Select one option.

A. By not awarding the contract

Describe how this decision is reached (max. 500 words).

For contracts over £25k that come via our Corporate Procurement Service (CPS), if a supplier was found to have breached legislation they would not proceed past qualification stage unless they could evidence sufficient action to have self-cleaned (addressed all breaches), so they would not get to tender for our contracts. If we were already in contract then Condition 28 of our T&Cs would apply:

28. DISCRIMINATION AND EQUALITY

The Supplier shall ensure that it complies with all relevant requirements of all current equalities Legislation, regulations and duties including but not limited to the Equality Act 2010 and all other similar Legislation ("Equality Legislation") in force from time to time together with any guidance or codes of practice issued by the Equality and Human Rights Commission and shall in addition discharge its obligations under this Contract and provide the Services in a manner consistent with the Client's equalities policies.

The Supplier shall not unlawfully discriminate within the meaning and scope of any law, enactment, order or regulation relating to discrimination (whether in age, race, gender, religion, disability, sexual orientation or otherwise) in employment.

The Supplier shall provide any information reasonably requested by the Client in respect of such Equality Legislation in so far as it relates to the performance of this Contract.
The Supplier shall take all reasonable steps to secure the observance of this Condition 28 by all Supplier's Personnel in performance of this Contract.
The Supplier shall provide such information as the Client may from time to time request on the Supplier's supply chain for the goods and Services provided in connection with this Contract.

If the supplier was found to have breach condition 28 then we would consider appropriate action, which could be self-cleaning or terminating the contract

Option B only: describe how the requirement is enforced (max. 500 words).

(No response)

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

What we're looking for:

- An explanation of how contracts are prioritised systematically, if scrutiny is limited to more major contracts.
- A – inclusion of LGBTQ-related issues, or a specific focus on them.
- B – monitoring of internal or external feedback, depending on the nature of the supplier. For example, if they employ your frontline staff, involving monitoring service user feedback and complaints.

Tick all that apply.

Responses Selected:

A. Include a broad diversity and inclusion slot in contract monitoring meetings, inclusive of LGBTQ+ issues

B. Monitor and analyse LGBTQ-related feedback on supplier

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

A. Contract managers are required to have Equality, Diversity & Inclusion on the agenda at regular contract management meetings.

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?

What we're looking for:

- A – developing and running training together, or sharing your existing training with the supplier.
- B – for major contracts, this could include inviting procured staff to join your LGBTQ+ employee network group.
- C – specific advice that you have given, for example a consultancy session with your Diversity & Inclusion team on setting up an LGBTQ+ employee network group. This could also include period roundtables with your major suppliers on specific topics.

Tick all that apply.

Responses Selected:

D. None of the above

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

Please include specific dates or time periods.

(No response)

Section 8: External engagement and service delivery

Completed - 29 Sep 2022

Section 8: External engagement and service delivery

This section comprises of three parts.

- Part 1 (Community Engagement) examines the outreach activity of the organisation and how it supports wider LGBTQ+ communities.
- Part 2 (Sector Engagement) examines how the organisation promotes LGBTQ+ equality to other organisations in its sector.
- Part 3 (Service Delivery) examines how the organisation ensures it meets the needs of its service users or customers.

To move onto the next part, you will need to put in an answer for all the questions in the part you're currently working on. If you are unsure of your answer to any of these questions, please select a provisional answer and save your progress. You can then go back and substitute your answer for a different one at a later date.

Section 8

Please choose the option that describes your organisation:

- Option 1: Organisation with individual service users, customers, members, or audience members.

You will complete all questions from 8.1 to 8.12.

- Option 2: Organisation without individual service users, customers, members or audience members.

You will only complete questions 8.1 to 8.4. Note that scores available will be weighted to be equal to option 1.

If you are unsure which option to select, email Stonewall to ask.

Option 2: community and sector engagement only

Part 1 (Community Engagement)

Part 1: Community engagement

This part examines the outreach activity of the organisation and how it supports wider LGBTQ+ communities.

Question 8.1

In the past year, have you supported LGBTQ+ community groups in the following ways?

What we're looking for:

- Financial or substantive in-kind support given or contributed towards by your organisation (rather than by your LGBTQ+ employee network group) to external LGBTQ+, bi-specific, trans-specific and intersectional groups or initiatives.
- Initiatives can be specific to a community, even if they are led by a group that have a broader remit to serve a wider set of communities.

No Responses Selected

How many of initiatives or groups would you like to describe?

You can describe up to fifteen inititatives or groups that you supported.

(No response)

Describe the intiatives or groups that you supported.

What we're looking for:

- Financial or substantive in-kind support given or contributed towards by your organisation (rather than by your LGBTQ+ employee network group) to external LGBTQ+, bi-specific, trans-specific and intersectional groups or initiatives.
- Initiatives can be specific to a community, even if they are led by a group that have a broader remit to serve a wider set of communities.
- Evidence that demonstrates the depth of support by grade. Where the evidence is ambiguous you will be awarded for grade one support.

Evidence for this question could look like:

- A description of a partnership that you've worked on with another organisation.
- Tell us which organisation you worked with, and a brief description of the sorts of work they do.
- State what you provided them with, either financial resources or in-kind support.
- Explain what they did with the support you gave.
- Describe some specific impacts of the support for LGBTQ+ people.
- You can describe up to fifteen initiatives. You may want to describe more than one initiative per grade/identity strand.

What we mean by:

- Length of support: how long your partnership lasted.
    - A one-off partnership could be a single day of volunteering, or a donation to a cause.
    - A partnership less than a year involves multiple touch-points over time, providing sustained resources over a period time.
    - A partnership a year or longer could be a partnership with a defined length, or an indefinite partnership.
- Forms of support: number of types of support offered. If you've offered mutliple instances of the same type of support (such as mutliple days of volunteering), this would count as one form of support. Forms of support could include:
    - Expertise, such as pro-bono consultation
    - Financial support
    - In-kind resources, such as use of facilities

- Volunteering time

	Length of support	Forms of support	Is this a bi-specific initiative?	Is this a trans-specific initiative?	Is this an intersectional initiative?	Description of Initiative or Support
Initiative one			✖	✖	✖	
Initiative two			✖	✖	✖	
Initiative three			✖	✖	✖	
Initiative four			✖	✖	✖	
Initiative five			✖	✖	✖	
Initiative six			✖	✖	✖	
Initiative seven			✖	✖	✖	
Initiative eight			✖	✖	✖	
Initiative nine			✖	✖	✖	
Initiative ten			✖	✖	✖	
Initiative eleven			✖	✖	✖	
Initiative twelve			✖	✖	✖	
Initiative thirteen			✖	✖	✖	
Initiative fourteen			✖	✖	✖	
Initiative fifteen			✖	✖	✖	

When we review this question, we will look at the forms and length of support to sort your support into grades, from one to three. Where your support meets a higher grade of support, you will be awarded more marks.

Grade	Length of support	Forms of support
One	One-off or sustained	One or more
Two	One year or longer	One or more
Three	One year or longer	Two or more

Describe each option selected (max. 500 words per option).

Please include specific dates or time periods.

We have announced a support package for Prides across Wales, to embed support for the organisation and helping to develop grassroots events for LGBT+ equality and inclusion right across the country. The announcement was made by the Deputy Minister for Social Partnership last June - The Welsh Government announces new support package for Pride as part of ambitious plans to make Wales the most LGBTQ+ friendly nation Europe | GOV.WALES

We have supported Pride in the past, but have now put the support on a firmer footing, to help with long-term planning and sustainability, not just for a single event but in recognising the role Pride plays as a grassroots movement. We made £25k of new funding available for Pride Cymru last year (2021) and have now embedded this support. We have also established a Wales-wide Pride Fund to support grassroots events across the country. We will support smaller movements to thrive and help ensure that every LGBTQ+ person can take part in what Prides have to offer.

Our Equality and Inclusion Funding Programme funds organisations to provide support to individuals and communities across Wales in relation to gender, disability, Gypsies, Roma and Travellers, refugees and asylum seekers, sexual orientation and gender identity, race and hate crime. Our aim is to provide support and service for diverse communities and key groups through representative organisations with appropriate expertise. Through this we have been grant funding Stonewall Cymru for many years. A successor programme is being co-designed with external partners so that it can best meet the needs of those providing and receiving its support while also helping to deliver the discreet objectives set out in our equality action plans for disability, gender, race, and LGBTQ+.

8.2 In the past year, has the organisation utilised its social media accounts and online presence to demonstrate support of the following?

What we're looking for:

- How you demonstrate to the largest possible audience that your organisation is committed to LGBTQ+ equality.
- Use of your social media accounts with the widest reach.
- This can be the LGBTQ+ employee network group being re-posted by an account with bigger reach.

Tick all that apply.

Responses Selected:

A. LGBTQ+ equality

B. Bi equality

D. Trans equality

A: Upload screenshots of social media activity.

8.2A Screenshot WG Twitter LGBT History Month Feb 2022.docx

Filename: 8.2A Screenshot WG Twitter LGBT History Month Feb 2022.docx **Size:** 3.6 MB

A: Provide the date of this activity.

31 Jan 2022

B: Upload screenshots of social media activity.

8.2B Screenshot WG Twitter - Bivisibility Day 2022.docx

Filename: 8.2B Screenshot WG Twitter - Bivisibility Day 2022.docx **Size:** 554.4 kB

B: Provide the date of this activity.

23 Sep 2022

C: Upload screenshots of social media activity.

C: Provide the date of this activity.

(No response)

D: Upload screenshots of social media activity.

[8.2D Screenshot WG Twitter - Trans Day of Visibility - March 2022.docx](#)

Filename: 8.2D Screenshot WG Twitter - Trans Day of Visibility - March 2022.docx **Size:** 2.0 MB

D: Provide the date of this activity.

31 Mar 2022

8.3 In the past year, has the organisation supported LGBTQ+ equality campaigns?

What we're looking for:

- An external equality campaign and support from your organisation that reaches beyond social media and internal awareness-raising activities.
- Examples might include promoting an anti-HBT (homophobic, biphobic and transphobic) bullying campaign or taking part in the Rainbow Laces campaign.

Yes

Describe how the organisation has support LGBTQ+ equality campaigns (max. 500 words). Please include specific dates or time periods.

Hate Hurts Wales

Our 'Hate Hurts Wales' campaign to raise awareness of hate crime, has been running since the summer of 2021. The ongoing campaign has been running on our social media channels and national broadcasting – TV, radio and streaming services. Promotional materials used in the campaign include films portraying both sexual orientation hate crime and transphobic hate crime. The publication of our draft LGBTQ+ Action Plan sets out our aims to be the most LGBTQ+ friendly nation in Europe. A significant part of this plan is aimed at tackling and preventing hate crime and in February 2022, we increased the LGBTQ+ focus on our Hate Hurts Wales campaign.

LGBTQ+ Action Plan

We convened an Independent LGBTQ+ Expert Panel to develop recommendations for a draft LGBTQ+ Action Plan. The Panel consisted of a number of community and LGBTQ+ group leaders from across Wales, providing independent expertise and experience. We commissioned Stonewall Cymru to author and publish a survey in summer 2020, to capture statistics on LGBTQ+ people in Wales's experiences. This survey also included the opportunity to capture individuals' recommendations for a future LGBTQ+ Action Plan. These suggestions have been reflected, and in some cases included directly, into the Expert Panel's recommendations. The survey was promoted on a number of social media channels from organisations across Wales (encompassing both LGBTQ+ and non-LGBTQ+ organisations). The survey received 532 responses. The LGBTQ+ Action Plan was out for consultation during the period 28 July 2021- 22 October 2021 and responses are currently being considered. We will publish the final LGBTQ+ Action Plan in the Autumn.

PRIDE attendances
We used LinkedIn to raise awareness of LGBT+ inclusion. We ran one article in advance of the weekend showing the Welsh Government flying the Progress flag. We ran another article on Pride itself wishing everyone a happy Pride with a photo of First Minister Mark Drakeford with a rainbow flag and two articles looking back on Pride including a filmed interview with First Minister Mark Drakeford 'proud to be back with Pride'.

Wales Online Pinc List

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Part 2 (Sector Engagement)

Part 2: Sector engagement

This part examines how the organisation promotes LGBTQ+ equality to other organisations in its sector.

8.4 In the past year, has the organisation promoted LGBTQ+ equality in its sector?

What we're looking for:

- Co-organising sector network activity, and/or other Diversity and Inclusion initiatives and events within your sector.

Yes

Describe how the organisation has promoted LGBTQ+ equality in its sector (max. 500 words).

Please include specific dates or time periods.

We have been embedding LGBT+ rights throughout the year in all that we do. They are embedded in our programme for government, co-operation agreement and LGBTQ+ Action Plan.

We are supporting Pride organisations throughout Wales, including funding at grass roots level. We are enabling more inclusive education, providing national guidance for schools by the end of this year to help them support trans pupils. This is part of our whole-school approach to relationships and sexuality education. Our support has enabled Stonewall Cymru and Peniarth to translate into Welsh two books on LGBTQ+ families, ensuring classrooms have access to inclusive literature.

Progress has been made in health, through the HIV action plan for Wales, published for consultation on 14 June 2022. The plan aims to reach the target of zero new HIV transmissions by 2030, to tackle stigma and improve the quality of life of people living with HIV. We continue to develop our gender service in Wales, reporting shorter waiting times for first assessment than England and are committed to reducing waiting times further. We are also committed to improving the pathway for trans young people in Wales. The Welsh Health Specialised Services Committee, responsible for the service, will look at available evidence to further define the clinical service model for the future, and community voices will be front and centre to this work.

We are seeking to devolve additional powers to improve lives and protect trans people. We are undertaking complex work, seeking legal advice to determine all the levers we have for a trans conversion therapy ban in Wales, developing a campaign to raise awareness of support services and plans to establish a working group of experts are under way.

Our commitment to support LGBTQ+ people seeking sanctuary in Wales has been shown this year – our Deputy Minister for Social Partnership wrote to the UK Government (1 April 2022) condemning their u-turn on banning trans conversion therapy.

Our Minister for Social Justice wrote (with Scottish Government) to UK Government expressing horror at plans to send asylum seekers to Rwanda, which could place LGBTQ+ people at risk. Our First Minister also described the policy as cruel and inhumane, in contrast to Wales' position as a nation of sanctuary. (July 2022)

On 7 February 2022, the Minister for Social Justice and the Deputy Minister for Social Partnership released a statement on LGBT+ hate crime and how we intend to become the most LGBTQ+ friendly nation in Europe - by working with our partners, commnities and the police to ensure that we are safe, and free to live our lives without

ignorance, abuse and hate.

We commissioned and published evidence on the impact of the COVID-19 pandemic and restrictions on LGBTQ+ communities - conducted as part of the Wales COVID-19
Evidence Centre Work Programme. This was done at the suggestion of our Equality, Inclusion and Human Rights Branch. The report was published in March 2022, and a symposium held in September 2022 to discuss the findings and evidence.

Additional awards

Incomplete

Additional awards

The following awards will be given to outstanding individuals and network groups who have contributed significantly to LGBTQ+ equality, both within their workplace and the wider community.

The nominations are longlisted by Stonewall's Workplace team and then shortlisted and awarded by an internal Stonewall panel. Award winners are profiled in Stonewall's Top 100 Employers publications.

Individuals and network groups can still receive an award even if their organisation doesn't achieve a Top 100 ranking or Gold/Silver/Bronze Employer award.

1. Changemaker of the Year

This year we will be celebrating a group of Changemakers of the Year. We want to hear about individuals who have gone above and beyond to create workplaces and communities where every LGBTQ+ person can reach their potential.

This award is open to LGBTQ+ and non-LGBTQ+ individuals.

Your nomination could be:

• An LGBTQ+ network chair who's championed inclusivity in the network and organised a series of events about being an LGBTQ+ person of faith.

• A gay network member who's developed and delivered training on how to be a bi ally.

• A non-LGBTQ+ ally who has proactively embedded trans inclusion in the service they manage.

• A non-binary senior champion who's supported the growth of the network group and shared their experiences at events.

If you would like to nominate an individual for a Changemaker award, please tell us about the great work they've done over the past year. You can complete up to three nominations below. You should tell us how the individual has contributed significantly to LGBTQ+ equality in your workplace and/or the wider community.

It is your responsibility to ensure you have the explicit permission of the individual to share any personal information with Stonewall.

If one of your nominees is chosen by our awards panel, we will work with them to explore their identity and achievements fully for their public profile. None of the nomination information will not be published without their consent.

Changemaker nomination 1 (max. 600 words)

(No response)

Changemaker nomination 2 (max. 600 words)

(No response)

Changemaker nomination 3 (max. 600 words)

(No response)

2. Network Group of the Year

Our second award will be for the Network Group of the Year. We want to hear about network groups that have:

• Held innovative awareness-raising events

• Worked to make their activities inclusive of and accessible to all LGBTQ+ colleagues

• Supported the organisation to go further on its LGBTQ+ inclusion journey

If you would like to nominate your network group for this award, please tell us about the great work they've done over the past year.

Please reference work which may have already been documented in the LGBT Employee Network Group section.

Network Group nomination (max. 1000 words)

(No response)