Public Health Wales
Annual Workforce Equality Report
Reporting period 1 April 2022 to 31 March 2023

Contents

Executive Summary

Welcome to our Workforce Equality Report. This report is to show how we are working towards meeting our general and specific duties as defined in the public sector equality duty (2011). The report summarises the equality, employment and training data (information) we hold about staff and covers the period 1 April 2022 to 31 March 2023.

The workforce data for this year shows that the diversity mix of the workforce has changed in the following ways since last year's report:

Ethnic minority staff increased from 6.1% to 8.2%

Lesbian, Gay and Bisexual (LGB) staff increased from 4.8% to 5.3%

Disabled staff was level at 6% compared to last year.

Whilst the numbers are going in the right direction for our Ethnic Minority and LGB staff, our numbers have plateaued with regards to our Disabled staff. We need to continue our efforts to ensure we create an inclusive environment where everyone can be themselves and thrive.

This includes:

- Ensuring the way, we recruit staff is fully accessible, flexible, and inclusive and that we advertise posts in a way that attracts diverse talent.
- Continuing to encourage staff to attend and complete appropriate equality training.
- We have one funded placement during this report period through Swansea University grants. We also recruited 5 apprentices with one successful individual considered under the Guaranteed Interview Scheme.
- ESR was adapted to make it easier for staff to update their diversity information. We worked with staff to explain the importance of recording diversity information and how we use this in our work.
- Reviewing and strengthening our approach to impact assessments and making service providers and policymakers aware of the benefits of these assessments.
- Making sure equality is an essential part of our procurement process (how we buy services).

- A better understanding of any pay differences between different groups and taking action to reduce these differences; and
- Continuing to develop an inclusive workplace.

With so many of us having to change our working arrangements in the last few years due to the COVID-19 pandemic, we asked colleagues what works for them and what their ideal future ways of working could look like.

That conversation led to a series of activities aiming to make those dreams a reality, including Work How It Works Best, a twelve-month trial, running from June 2022, of teams collectively deciding how, when and where they work best, considering the needs of the work, the needs and wants of team members and the team as a whole.

This approach is principles-led and empowers teams to work in the ways that are best in their context – considering the needs of their work, the team, and individuals, underpinned by a robust equality and health impact assessment and impact measurement plan.

An evaluation operational group of representatives from across the organisation, including Research & Evaluation SMEs and members of our staff networks, has developed an evaluation approach and plan, aiming to answer core questions and help inform more permanent ways forward.

At the end of quarter one, 73% were 'working how it works best'. This increased to 77% in quarter two (with a further 18% stating they were somewhat 'working how it works best'). The latest evaluation findings show that 86% of colleagues believe they are 'always' or 'usually' working how it works best. Evaluation findings also show that we were realising the benefits for staff groups, including colleagues with a disability and people with children in the household.

This demonstrates several opportunities highlighted in the Equality and Health Impact Assessment and our People Strategy, including sustaining or increasing both job and earning opportunities for people with families and/or caring responsibilities, and reducing the burden of travel on colleagues with disabilities.

Following a successful year-long trial, we are currently transitioning from pilot programme into more established ways of working (by November 2023) to ensure we continue to enable more choice and flexibility for all

employees of Public Health Wales in line with our strategic intent to 'shape work around life.'

1. Introduction

Who we are and what we do

We are Public Health Wales – the national public health organisation for Wales. Our purpose is working together for a healthier Wales.

We are working towards a Wales where people live longer, healthier lives and where everyone has fair and equal access to the things that lead to good health and well-being.

Our [Long Term Strategy (2023-35)](#) sets out our vision for achieving a healthier future for people in Wales by 2035. This Workforce Equality Report explains the work undertaken which helps us deliver our Long Term Strategy.

The purpose of this report is to show that we meet the Public Sector Equality Duty (2011) relating to our general and specific employment duties. It summarises the monitoring information we hold relating to equality and employment for the period 1 April 2022 to 31 March 2023.

The Equality Act 2010 Public Sector Equality Duty (section 149) states that public authorities must acknowledge the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act.
- Treat people who share a protected characteristic and those who do not equally; and
- Encourage good relations between people who share a protected characteristic and those who do not.

This report shows how we are working towards meeting the specific requirements set out in the Public Sector Equality Duty.

2. Challenges in Collecting Information

We have taken the information contained within this report from several sources. These include the Electronic Staff Records (ESR), Trac recruitment system, and our training and human resources information. It

is fair to say that there are challenges in how this information is collected, not just for us but also across the health sector.

The information we have on diversity relies on staff voluntarily reporting it themselves through ESR. We continue to raise awareness of the importance of collecting this information, and the declaration rates are steadily increasing each year. ESR has now been updated to make it easier for employees to record their own information, although further changes are still required to ensure the system can accurately reflect our workforce data. We continue to raise this in national meetings and lobby for change.

3. Being an inclusive employer

We are working hard as an organisation, to make sure that we are inclusive in the services and programmes we provide. As an employer, we aim to be inclusive in relation to how we recruit, retain, and develop our staff. However, the information we have about our employees tells us that although we are making good progress, we still have some way to go to be fully representative. We have a project starting in the Summer of 2022 to look at our Employee Value Proposition, which will assist with our aims to improve the diversity profile of our organisation.

We are pleased to have undertaken an assessment on our race inclusion work and were awarded silver level plus 1 in the Cultural Competence Certification Scheme run by Diverse Cymru. We plan to undertake a further assessment in 2023 to ensure we are continuing to progress.

We are proud of these achievements, which highlight the progress we continue to make as an inclusive employer.

3.1 Employee Health and Wellbeing

Our primary focus remains on ensuring the wellbeing of our staff is a priority, ensuring a holistic approach and this focus is at the heart of

everything we do, and we want to ensure all PHW employees and managers are equipped and enabled to do so.

Access to a range of national mental health resources remains in place, as well as our own tailored resources. Additional signposting information is also available to all staff via our newly launched SharePoint pages. Health promotion events, on a range of topics, have been run in collaboration with staff networks, in support of our aim of enabling everyone to be themselves and give of their best at work.

3.2 Staff Diversity Networks

The period that is covered by this report saw most of the workforce continue to work from home in response to the COVID-19 pandemic. This has had an impact on staff wellbeing and equality, and our staff networks are a huge support mechanism, now more than ever.

Our staff diversity networks continue to develop and grow, and we have seen new members join all networks throughout the year looking for support and to have input into shaping the organisation and the way we work.

Information on our staff diversity networks is available on our recruitment pages and is included in the Welcome and Engage meeting. It is also on our induction video, as well as our website. The profile of the networks is also raised through recognising and celebrating national events.

Ensuring our staff are valued and supported is immensely important in our organisation. Research shows that people perform better when they are respected and able to be themselves at work. Our staff diversity networks help us to drive the inclusive culture we want, and support our organisational values of 'Working together, with trust and respect, to make a difference'. They are involved in all major organisational development work, ensuring that minority voices are heard, and we develop more inclusive and accessible outcomes.

During 2022-23, we have 7 staff diversity networks with the men's network, Chap Chat and the Welsh network, Ymlaen, being launched during this period.

More activity is planned for the networks, with members playing a pivotal role in the implementing actions to support our strategic equality objectives. Each network produced a work plan and had an identified budget, and we're supported by the Diversity and Inclusion Team to deliver against the plans.

We undertook a short survey with our staff network members, asking for their thoughts on what they get out of network membership and were provided with the following feedback:

- *Ability to connect and provide peer to peer support with colleagues from the wider organisation.*
- *Everyone can come to work in a safe, supportive environment.*
- *Feel we have a role in contributing to corporate activity.*
- *I have learned so much through the network and this has helped me be a more supporting ally both in work and at home.*
- *Being part of a non-work-related group and to show support no matter what identity people may be.*
- *This little pocket of similar people is a pleasant relief.*
- *Having a sense of identity that is shared and supported by others is the key thing for me.*
- *Good to have the chance to come together and discuss non-work-related items which are important for my wellbeing.*

3.3 People and Organisational Learning

The Learning and Development Team supports learning and development across the organisation and wider public-health system. They are responsible for creating learning and development opportunities for our staff and work with staff to promote equality and diversity training. Over the last 12 months, we have continued to monitor completion of mandated training and drive-up compliance.

This year, we have enhanced our subscription to Skillboosters, the suite of online learning relating to equality, diversity, and inclusion, through launching the My Skillboosters platform. This has made the resources more accessible to all staff in PHW. The My Skillboosters platform provides a range of short courses and additional resources that explore inclusivity from a variety of perspectives and characteristics, addresses the barriers and challenges faced by minority and marginalised groups in the workplace and beyond, promotes the importance and benefits of being an inclusive organisation and how to create an inclusive working culture where everyone can thrive. These short courses have proved to be very popular and have helped people to gain more knowledge and insight into relevant topics. We have proactively marketed the platform and the resources available through working more closely with our Staff Diversity Networks to explore opportunities to collaborate for example in joining up communications about key events and the learning resources available.

We have also reviewed our PHW Leadership and Management Framework and designed a new formal development offer to pilot; the PHW Management and Leadership Academy has inclusive and compassionate leadership running throughout.

3.3.1 Central Funding For Studies or For Working Towards Public Health Practitioner Registration

We funded 13 people to undertake additional studies. Of these, 31% were male and 69% were female.

In addition, a further 29 people were funded through HEIW post registration / postgraduate education funding made available to PHW. Of these, 7% were male and 97% were female.

We supported 9 people to develop portfolios for their Public Health Practitioner Registration with the UK Public Health Register. Of these, 22% were male and 78% were female.

It is not possible to publish further diversity information due to the low numbers involved.

3.4 Recruitment

The last 12 months has seen assessment and selection move largely back to face-to-face and in person, with exceptions naturally continuing to be made where required. Our organisation has seen several TUPE transfers, most notably with the Local Public Health Teams moving to UHBs and Improvement Cymru joining the NHS Executive.

With unemployment in Wales now the highest it has been for 5 years, the average number of applicants per post has increased over the past few months, but nowhere near the levels to that pre-pandemic.

With the development of dashboards and changes in process, the data and insights now beginning to become available to the organisation upon why people join and why people leave the organisation will help enhance our people promise and enable us to develop the organisation to be one that is seen to be an employer of choice. Initiatives such as WHIWB and more flexible working mean that although the NHS in Wales cannot compete on salaries, we can compete for high calibre candidates based upon our more intrinsic benefits which support wellbeing.

During the period of this report the directorate attended 2 jobs fairs, the second of which was held in November 2022 at Dar-Ul-Isra Mosque, Cardiff where the organisers had over 4,000 ethnic minority registered attendees. The careers fair attracted significant attention in Wales and was reported upon by the ITV Wales news as the biggest ethnic minority supported fair ever.

Our Assessment and Selection training is providing our managers with the key components required to recruit in the current climate where aspects such as bias, values and behaviours are a mainstay of how and why we recruit. With 'culture' now becoming a hot topic of conversation across the organisation and how it will support the delivery of our long-term strategy, recruiting the right people, with the right skills and right attitude is now more important than ever.

Understanding the working population's perspective of our organisation is vital and something we are currently unable to undertake. We have therefore commissioned a piece of work with Arden University who will be

analysing data from those who apply, shortlisted and are offered roles with our organisation – through focus groups and further analysis the findings will enable the organisation to understand population wise who we recruit, who we appeal to, who we don't appeal to and thus develop and refine our approach to attraction meaning we can build interventions to ensure we attract, develop and retain a workforce that truly represents the diverse population.

In January 2022 the organisation embraced the UK Governments Kickstart scheme. Six young people in receipt of Universal Credit were employed on six month paid employment contracts. In addition to the paid placement, individuals undertook meaningful pieces of work, attended day courses with Cardiff and Vale College and attended a day that supported corporate social responsibility. As a conclusion to the scheme, two individuals secured permanent contracts with the organisation and the remaining four went on to further education or external employment.

We continue to embrace the guaranteed interview scheme, and in doing so we recognise the value in schemes that support those within our population who are sometimes disadvantaged when attempting to gain employment. Although the government discontinued the funding for the successful Kickstart scheme that we embraced in 2022, we submitted a robust business case to our Executive Directors and have been successful in securing funding for an internship programme which will be similar to the Kickstart scheme, aimed at young, NEET people, at risk of long-term employment and from disadvantaged backgrounds. We aim to ring-fence the scheme to align with the Welsh Government Action plans. The programme will provide 6 young people with a meaningful paid six-week placement that will enhance their employability skills

3.5 Electronic Staff Record

The Electronic Staff Record (ESR) is the NHS human resources and payroll system used throughout Wales and England. The team responsible for this has continued to provide training to our staff, including reinforcing the importance of recording information about equality ('equality data').

The number of individuals recording information on their protected characteristics has increased considerably over recent years as we have

put more focus onto creating a safe environment where people can be themselves at work.

We have recorded the following improvements to the percentages of staff who declare their protected characteristics:

Protected Characteristic	2021-22 Declaration Rate	2022-23 Declaration Rate
Ethnicity	6.1%	8.2%
Sexual Orientation	4.8%	5.3%
Disability	6%	6%

These figures give a clear indication that people are feeling more confident in telling us their personal information. We will continue to build an inclusive culture so that we can better understand who works for us and ensure everyone is treated fairly and with respect. There are still several improvements to the ESR system that are needed, and we continue to raise these in the national meetings and lobby for change.

3.6 Our Values

Our Being Our Best Behavioural Framework was created following extensive discussion with colleagues across the organisation. It describes how our organisational values of working together with trust and respect to make a difference should show up in our everyday experiences, setting out how we are expected, and how we can expect others, to go about doing what we do. Development of the framework was overseen by a cross-organisational steering group, membership of which included two of our Staff Diversity Network Chairs. Prior to its launch, all Network Chairs were invited to a presentation of the supporting draft toolkit and accompanying resources, in order that feedback and suggestions for additions or amendments from Network colleagues could be incorporated within the final product.

3.7 Pride

We were pleased to be able to attend Swansea Pride and Pride Cymru in Cardiff during Pride month in the Summer. We handed out a high number of branded merchandise which promoted our brand and engaged with the LGBTQ+ community discussing our work at Public Health Wales. After a couple of years of not attending events during Covid-19, it was a valuable opportunity to return to in person events, so we were able to visibly support the diverse LGBTQ+ community in South Wales and provide LGBTQ+ inclusive health information.

3.8 Welsh Language

Though not as intense as the previous years, the pressures of the Coronavirus pandemic were still felt in the organisation throughout 2022–23, coupled as they were with the need to regain momentum with many of our services again. For the Welsh team, this involved trying to identify where there were gaps in awareness, knowledge, and skills, and looking at strategic ways to start to fill them.

Several new initiatives have been introduced over the year to facilitate Welsh communication within the organisation. We continued to post to our dedicated channels on our Teams platforms, for Welsh speakers and learners, enabling peer support and targeted information-sharing. Further to Teams, the organisation has also now utilised Yammer, where the Welsh Language Officers have a presence, and possess the ability to post to the entirety of PHW's staff – rather than the 100 or so members of the Teams channel. NHS Wales wide Yammer pages for Welsh speakers and learners have also been established that PHW staff can access. We also re-established regular drop-in conversation practice sessions for learners, to enable staff to practise their skills in a friendly and informal atmosphere, and introduced a new cohort to the mentoring scheme, which matches fluent speakers with more advanced learners for weekly/fortnightly one-on-one conversations to raise confidence in speaking. We continually update the Welsh section of our staff intranet, directing people to the resources that are available for them and the support that we can offer as an organisation to our Welsh speakers and learners. On St David's Day, we officially launched Ymlaen, PHW's Welsh language staff network. The network welcomes anyone who wants to support the language within PHW.

We also took part in the first ever NHS Wales Eisteddfod alongside the other health boards and trusts and ensured that our staff were aware of the opportunity to compete in the Eisteddfod or to join the awards ceremony.

We were once again able to promote the courses available through the National Centre for Learning Welsh (NCLW) 'Work Welsh' scheme. During the year there were 85 registrations for the online short courses, and 1 member of staff attended a week-long higher-level intensive course at Nant Gwrtheyrn. In relation to year-long courses available via NCLW, which were delivered online during the pandemic, these have since been re-introduced in the classroom as well as being continued online or as hybrid courses, meaning that learners can choose the best learning style for them. Our staff were therefore able to choose from a large variety of days and times to best suit their work timetables; 17 of our staff committed to a year-long course.

As of the end of March 2023, our data shows that 93% of our workforce have recorded their Welsh language skills on our Electronic Service Record, which is higher than last year (90%); the record also shows a mixed picture along the levels of Welsh skill, but a percentage drop in the percentage of our staff who have no Welsh skills at all.

Work during the year 2022–23 has seen PHW consolidate our provision, embed linguistic considerations across our working practices and do more to develop our bilingual culture so all staff feel encouraged and empowered to use their Welsh, whatever level that is. We aim to see further gains in this domain in 2023-24.

3.9 Awareness Raising

We held several talks and awareness raising activities throughout the year. All activities were held online, so they can be accessed by staff across the organisation and included the following:

- Menopause Cafes and awareness sessions
- Islamophobia Awareness Talk
- Wear Purple Montage for International Day of Disabled People

- Imposter Syndrome development sessions
- Domestic Abuse toolkit - Safeguarding, POD, and Women's Network - Lunch and Learn
- Event to mark the International Day for the Elimination of Violence Against Women and 16 Days of Activism – Guest speaker Sara Kirkpatrick from Welsh Women's Aid.
- Transgender Awareness talk
- International Women's Day - Barriers to Equity – Sexism
- Manopause – midlife changes for men
- Bowel cancer awareness talk
- Launched the crafting club with a focus on loneliness as part of Mental Health week in May.
- Porffor Christmas tree decorated with items crafted by the crafting club.

In addition to this, the staff networks had stands in the staff conferences held in the Autumn, providing an opportunity to engage with staff face to face and raise awareness of the work the networks do.

4. Our Workforce

At 31 March 2023, we employed 2,247 staff.
- 1,651 were women and 596 men.
- 450 were aged 30 or under.
- 1,203 were aged between 31 and 50.
- 594 were aged over 50.
- 185 people were from ethnic minority backgrounds and 1,828 from other white backgrounds; 234 did not state their ethnic background.
- 134 people considered themselves to be disabled and 1,762 said they were not disabled; 86 did not declare their disability status and 265 did not respond.
- 115 people identified as lesbian, gay or bisexual, while 1758 identified as heterosexual; 151 did not disclose their sexuality, 10 identified as another sexual orientation or undecided and 213 did not respond.
- 828 people identified as Christian, 568 identified as atheist and 230 people identified as 'Other'. Other faiths represented in the workforce were Buddhism, Hinduism, Islam, Judaism and Sikhism. A total of 548 did not disclose or unspecified their religious belief.

4.1   Gender

Women make up most of our workforce, with 73% female and 27% male employees, as of 31 March 2023. In March 2022, the split was 75% female and 25% male. The information in Figure 1 covers the reporting period 2022–2023. Our separate Gender Pay Gap Report gives more detail on this, and actions taken to address the gender pay gap.

4.1.1 Pay

4.1.2 Staff Group

Table 1: Staff Group by Gender

Staff group	Female	Male
Add Prof Scientific and Technic	*	*
Additional Clinical Services	262	90
Administrative and Clerical	879	306
Allied Health Professionals	78	*
Estates and Ancillary	*	*
Healthcare Scientists	285	126
Medical and Dental	54	52
Nursing and Midwifery Registered	87	12
Grand total	**1651**	**596**

* Denotes numbers below 10. These have not been included to avoid potential identification of individuals

4.1.3 Contract Type and Working Patterns

Working Pattern by Gender

Working Pattern / Gender

	Part Time	Full Time
Male	50	546
Female	541	1110
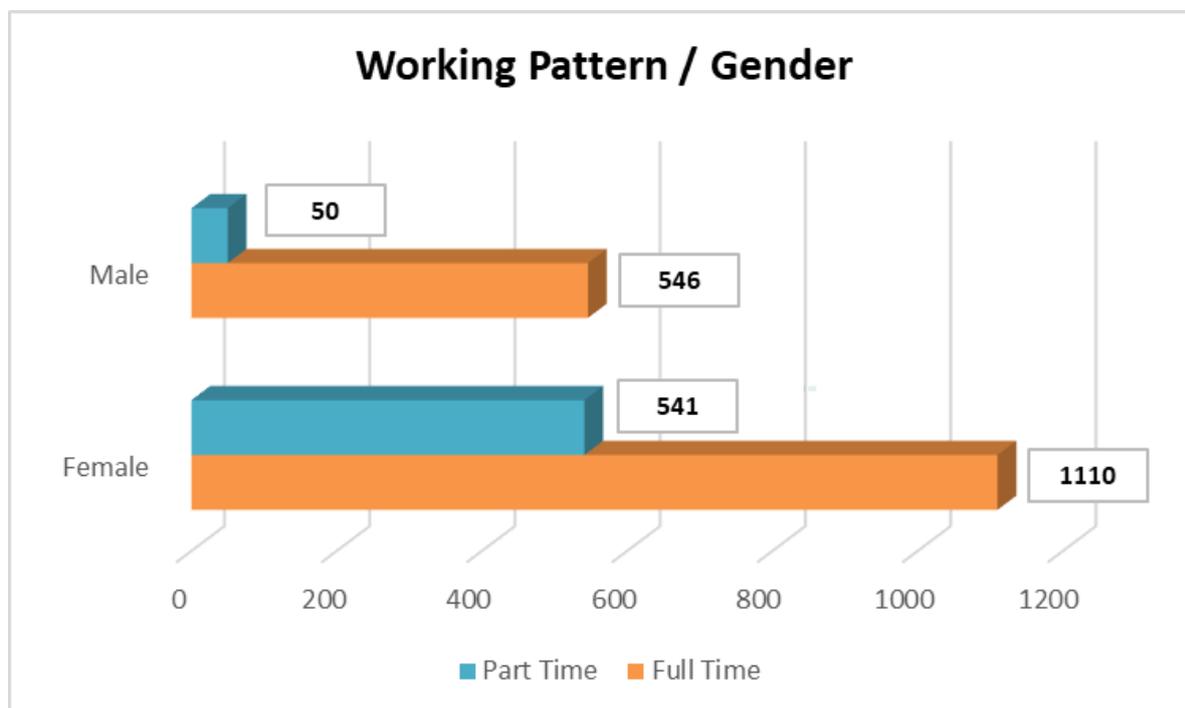
4.2   Ethnicity

Staff ethnicity is recorded on ESR, which relies on staff providing the information themselves. As it is not compulsory for staff to supply these details, we only have a partial picture of our ethnic profile. 234 colleagues chose not to state their ethnicity, down from 328 last year. Although this figure is an improvement on last year, we continue to undertake further work with staff, through ESR training and staff meetings, to explain the importance of providing this information and to encourage staff to do so.

Figure 4 shows the percentage of our staff from different ethnic groups. The groups have been consolidated to show the data; due to small numbers, we are unable to display data for each ethnic group that is represented in the workforce. Table 2 shows how this compares with the Welsh population in the census 2021.

Table 2: Ethnicity – comparison with Welsh population (Census 2021)

Ethnic group	% of workforce	% of Welsh population
White	81%	93.8%
Asian	3%	2.9%
Black / African / Caribbean / Black British	2%	0.9%
Mixed ethnicity	2%	1.6%
Other	1%	0.8%
Unspecified	11%	

Comparing data between our workforce and the Welsh population, we can see how we have very similar proportions on ethnic minority identities, which demonstrates our workforce is becoming more ethnically diverse and therefore more representative of the Welsh population.

The percentage of ethnic minority employees has increased from 6.1% last year to 8.2% this year, which is a positive, but we can continue to grow and make our workforce more diverse through proactive recruitment to attract a wealth of skills, knowledge and expertise that is representative of our local communities.

234 employees didn't state or unspecified their ethnicity, therefore more work needs to be done to encourage these individuals to disclose their data so we can have a true representation of our workforce.

4.3 Disability

We collect information about people with disabilities using several methods, including staff providing the information themselves through ESR, risk assessments, and any reasonable adjustments we make to meet staff requirements. In most cases, providing information is voluntary.

Table 3: Disability – comparison with the Welsh population (Census 21)

	% of workforce	% of Welsh population
No	78%	78.9%
Not declared/prefer not to answer	4%	
Unspecified	12%	
Yes	6%	21.1%

The true number of staff with a disability is not known, as a large proportion of staff (351 people) who gave us disability information fell into the 'Not declared', 'Prefer Not to Say' and 'Unspecified' categories. The percentage of those disclosing their disability has stayed level with last year at 6%. More measures will need to be taken to encourage employees to disclose their disability as well as recruiting more staff with disabilities, so we are reflective of the Welsh population. We will continue to review and improve our recruitment processes to ensure they are inclusive and remove any barriers to provide employment opportunities for people with a disability to ensure we create a diverse workforce and an inclusive culture.

4.4 Age

The age profile of our workforce on 31 March 2022 showed that the largest proportion of staff were aged between 31 and 55 compared to between 36 and 55 in March 2021.

Figure 6: Percentage of staff by age band

% Workforce by Age
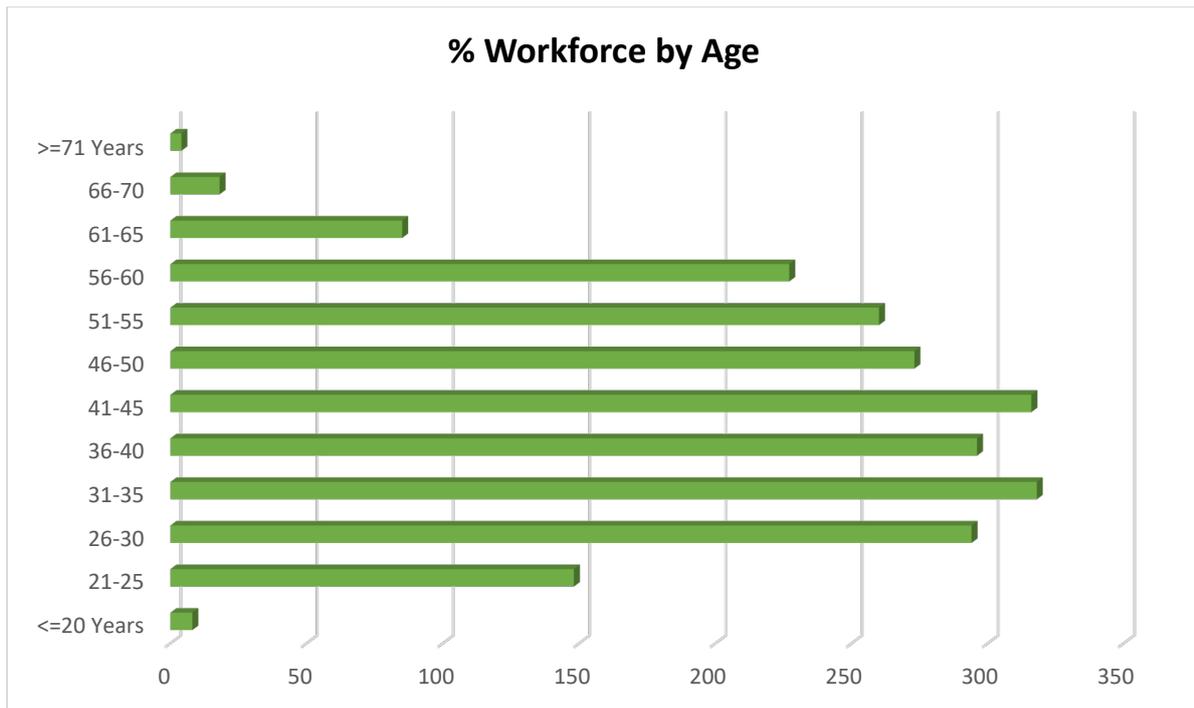
The lowest proportion of staff were in the under 20 and over 66 age groups.

4.5   Religion and Belief

76% of our workforce voluntarily told us their religion or belief through the ESR system. This is a slight increase on last year where 73% of staff gave this information.

Table 4: Religion – comparison with the Welsh population (Census 2021)

Religious belief	Headcount in workforce	% of workforce	% of Welsh population
Atheism	568	25%	46.5%
Buddhism	10	<1%	0.3%
Christianity	828	37%	43.6%
Hinduism	16	<1%	0.4%
Islam	42	2%	2.2%
Judaism	*	<1%	0.1%
Sikhism	*	<1%	0.1%
Not disclosed	326	15%	6.4%
Other	230	10%	0.4%
Unspecified	222	10%	

* Denotes numbers below 10. These have not been included to avoid potential identification of individuals

4.6 Sexual Orientation

Providing information about sexual orientation is voluntary. During 2022-23, 364 members of staff chose not to share or specify this information. Disclosure rates have improved each year, which gives an indication that staff are feeling more confident about being themselves at work.

Table 5: Sexual Orientation – comparison with the Welsh population (census 2021)

Sexual orientation	% of workforce	% of Welsh population
Bisexual	2%	1.2%
Gay or Lesbian	3.1%	1.5%
Heterosexual or Straight	78%	89.4%
Not Disclosed	6.7%	7.6%
Undecided	<1%	
Unspecified	9.5%	

The question on sexual orientation was new for Census 2021. The results in 2021, 0.3% of the population selected a different sexual orientation including, Pansexual, Asexual and Queer.

Most staff (1,758) reported being heterosexual/straight compared to 1,845 people last year. Raising awareness of LGBTQ+ issues is critical to helping us to provide high-quality services for a diverse population. The percentage of LGB staff has increased from 4.8% last year to 5.3% this year.

4.7 Gender Identity

We understand that monitoring the number of transgender employees is highly sensitive – if this information is reported and broken down further, it could put at risk an individual's privacy.

We are committed to making sure our frontline staff (staff who have direct contact with the public) are transgender-aware, and some frontline services have taken positive action to deliver transgender-awareness training to staff.

We do not ask any questions on ESR regarding gender identity. The only options are female or male.

The question on gender identity was new for Census 2021. The 2021 results identified 10,000 people (0.4%) answered 'no', indicating that their gender identity was different to their sex registered at birth. 1,900 people identified as a trans man, 1,900 people identified as a trans woman and 1,500 identified as non-binary. 4,000 people chose not to disclose their gender identity.

4.8   Marriage and civil partnership

On 31 March 2023, 1.2% of our workforce were in civil partnerships and 49% were married.

4.9   Pregnancy and Maternity

Between 1st April 2022 and 31st March 2023, 37 staff (1.6% of the workforce) staff went on Maternity or Adoption Leave, compared to 93 last year.

5   Work Placements

During the past 12 months the organisation took park in the Governments Kickstart scheme where we supported 6 young people, 2 of which we've employed on permanent contracts and 4 of which went on to further education or employment.

We recognised the importance of such a scheme and although the government discontinued the funding, we submitted a robust business case to our Executive Directors and have been successful in securing funding for an internship programme which will be similar to the Kickstart scheme, aimed at young, NEET people, at risk of long-term employment

and from disadvantaged backgrounds. We aim to ring-fence the scheme to align with the Welsh Government Action plans.

The programme will provide 6 young people with a meaningful paid 6-week placement that will enhance their employability skills.

Our agenda of supporting young people has continued in terms of apprentices too. Since August 2022, we have recruited 6 apprentices - one at level 2 Business Admin, two at level 3 Business Admin, one at level 4 Project Management and two at level 6 Data Science Degrees. We are also actively encouraging managers to consider converting suitable vacancies into apprenticeships as part of our approach to workforce planning.

6 Disciplinary and grievance

Public Health Wales manage disciplinary and respect and resolution (supersedes grievance) policies, which ensure colleagues are treated in a fair and consistent way and in a timely manner.

People managers are provided with support from the People and OD Team, throughout formal processes. This ensures consistency and equity.

Training has also been attended by People and OD advisors and assistant in reducing employee harm through the investigation process.

During the reporting period, we have undertaken nine formal disciplinary investigations and have received seven formal grievances relating to our staff or processes. We have also undertaken six facilitated conversations, under the Respect and Resolution Policy. Due to the low numbers, information regarding protected characteristics cannot be disclosed for confidentiality reasons.

7 Leaving Us

When individuals leave the organisation, they are asked to complete a short questionnaire and interview to help us understand the reasons why. Advisers in the People and Organisational Development Directorate assess the information gathered during this process, and

issues arising are further investigated so that we can learn and continuously improve the experience of our employees.

Between 1 April 2022 and 31 March 2023, 495 staff left the organisation. This is an increase on last year's figure of 294. The increase in leavers when compared to the previous year is mainly attributed to the transfer of the Local Public Health Teams to the individual Health Boards.

Of the 495 leavers, 212 were Employee Transfer (TUPE), 200 were Voluntary Resignation, 41 Retired, and 42 left for other reasons, including:

- End of Fixed Term Contract, Dismissal and Death in Service

8 Training

The Learning and Development team supports registration for several learning programmes:

- Statutory and Mandatory Training
- Management and Leadership Development
- High-cost Learning Funding Applications
- Apprenticeship Schemes
- Public Health Practitioner Registration Scheme
- Work Placements
- Personal Development Programme
- Planning for a Positive Retirement
- Wellbeing Training

Some training and development is arranged locally and not reported centrally; however, most registration for training and development is now done via the Oracle Learning Management system – OLM (part of ESR). We do not collect anonymous equality data outside of what is voluntarily entered in ESR.

In January 2023, we upgraded the Skillboosters online training package to include the MySkillBoosters platform add-on service making the learning resources more assessable to all out staff within PHW. The package contains over 55 modules/short training courses covering a range of equality, diversity, and inclusion related topics. These courses offer an in depth look at specific areas and are designed to equip

learners with the knowledge required to undertake their roles in an inclusive way.

As at 31 March 2023, 2,073 staff (93% of our employees) had completed compulsory equality, diversity and human rights training (compared to 89% of our employees at the same time last year).

Statutory and mandatory training is made available in Welsh by NHS Wales Shared Services.

9 Procurement

Procurement (buying goods and services) is a specific duty for Wales. We have contracts with organisations in the public, private and voluntary sectors to provide us with work, goods, and services. Some of these contracts will have more relevance to equality than others. All contracts must adhere to the Code for Ethical Procurement.

During 2022–23 we have continued to work closely with our colleagues in the NHS Wales Shared Services Partnership to identify opportunities to improve equity through the procurement process. This has included enhanced training for our staff on where it is appropriate to score against equality and language considerations; a full standardised set of diversity monitoring questions aligned to the 2021 Census, to be passed to companies contracted by us to deliver engagement activities; and detailed guidance on how to ensure contracted companies comply with the relevant Welsh Language Standards on our behalf.

10 Conclusion

While we have been able to report on the specific requirements set by public sector equality duties, we continue to improve our employment information and business practices in terms of equality, diversity, and inclusion.

As an organisation, we must continue to look at increasing the diversity of our workforce so that we can draw on different expertise and experiences. We developed a set of diversity dashboards for each Directorate, which assists with workforce planning and enables us to see where we need to target recruitment to become more inclusive. This also

helps managers to take ownership for creating a more diverse workforce which reflects the communities we serve. We will make sure our staff continue to develop and, in doing so, have a broad understanding of equality, diversity and human rights which may affect them personally and improve their competency on a professional level. We will also further develop our Equality and Diversity training for all staff, so that it is embedded into our other Learning and Development programmes.

Finally, we must continue to further embed equality, diversity and inclusion as part of our everyday business, so that we consider it in everything we do. Moving forward we will continue to focus on impact and measurement to ensure we are achieving the objectives we set out in our Strategic Equality Plan 2020-2024.

Appendix A: Table shows the percentage of candidates with one or more protected characteristics

Please note that figures less than 10 are shown with an asterisk to avoid individuals being identified. Figures have also been rounded/supressed to one decimal point.

	Answer	All Applications	All in Shortlisting	All in Interview	All in Offer	Appointed
Gender	**Female**	5984 (60.4%)	4063 (58.4%)	1225 (65.1%)	138 (70.8%)	371 (73.6%)
	Male	3867 (39%)	2862 (41.1%)	636 (33.8%)	55 (28.2%)	143 (26.1%)
	I do not wish to disclose	64 (0.6%)	37 (0.5%)	22 (1.2%)	*	*
	Not stated	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Total		**9915 (100%)**	**6962 (100%)**	**1883 (100%)**	**195 (100%)**	**517 (100%)**

Age	Answer	All Applications	All in Shortlisting	All in Interview	All in Offer	Appointed
	Under 20	84 (0.8%)	52 (0.7%)	23 (1.2%)	*	*
	21 - 24	1277 (12.9%)	882 (12.7%)	267 (14.2%)	25 (12.8%)	51 (10.6%)
	26 - 29	2528 (25.5%)	1920 (27.6%)	367 (19.5%)	47 (24.1%)	98 (17.7%)
	31 - 34	2077 (20.9%)	1568 (22.5%)	321 (17%)	28 (14.4%)	92(14.55%)
	36 - 39	1478 (14.9%)	1078 (15.5%)	246 (13.1%)	27 (13.8%)	76 (16.65%)
	41 - 44	954 (9.6%)	632 (9.1%)	202 (10.7%)	17 (8.7%)	77 (21.75%)
	46 - 49	652 (6.6%)	397 (5.7%)	162 (8.6%)	15 (7.7%)	49 (11.35%)
	51 - 54	433 (4.4%)	217 (3.1%)	146 (7.8%)	12 (6.2%)	41 (8%)
	56 - 59	287 (2.9%)	131 (1.9%)	116 (6.2%)	11 (5.6%)	22 (4.6%)
	61 - 64	135 (1.4%)	81 (1.2%)	32 (1.7%)	*	*

		All applications	All in Shortlisting	All in Interview	All in Offer	Appointed
	65+	10 (0.1%)	*	*	*	*
	Not stated	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Total		9915 (100%)	6962 (100%)	1883 (100%)	195 (100%)	517 (100%)

	Answer	All applications	All in Shortlisting	All in Interview	All in Offer	Appointed
Ethnic Origin	WHITE - British	4024 (40.6%)	2100 (30.2%)	1238 (65.7%)	140 (71.8%)	408 (82.4%)
	WHITE - Irish	45 (0.5%)	21 (0.3%)	15 (0.8%)	*	*
	WHITE - Any other white background	372 (3.8%)	244 (3.5%)	82 (4.4%)	12 (6.2%)	24 (3.75%)
	ASIAN or ASIAN BRITISH - Indian	1243 (12.5%)	1088 (15.6%)	84 (4.5%)	*	*
	ASIAN or ASIAN BRITISH - Pakistani	305 (3.1%)	248 (3.6%)	34 (1.8%)	0 (0%)	*
	ASIAN or ASIAN BRITISH - Bangladeshi	118 (1.2%)	81 (1.2%)	27 (1.4%)	*	*

ASIAN or ASIAN BRITISH - Any other Asian background	384 (3.9%)	311 (4.5%)	46 (2.4%)	*	*
BLACK or BLACK BRITISH - Caribbean	57 (0.6%)	36 (0.5%)	13 (0.7%)	*	*
BLACK or BLACK BRITISH - African	2486 (25.1%)	2181 (31.3%)	194 (10.3%)	14 (7.2%)	14 (1.45%)
BLACK or BLACK BRITISH - Any other black background	97 (1%)	78 (1.1%)	17 (0.9%)	0 (0%)	0 (0%)
MIXED - White & Black Caribbean	44 (0.4%)	28 (0.4%)	*	*	*
MIXED - White & Black African	113 (1.1%)	100 (1.4%)	*	0 (0%)	*
MIXED - White & Asian	61 (0.6%)	39 (0.6%)	13 (0.7%)	0 (0%)	*
MIXED - any other mixed background	92 (0.9%)	66 (0.9%)	21 (1.1%)	0 (0%)	*
OTHER ETHNIC GROUP - Chinese	73 (0.7%)	49 (0.7%)	11 (0.6%)	*	*

	OTHER ETHNIC GROUP - Any other ethnic group	231 (2.3%)	183 (2.6%)	36 (1.9%)	*	*
	I do not wish to disclose my ethnic origin	157 (1.6%)	109 (1.6%)	35 (1.9%)	*	*
	MIXED - White & Black Asian	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
	Not stated	13 (0.1%)	0 (0%)	0 (0%)	*	12 (2.5%)
Total		**9915 (100%)**	**6962 (100%)**	**1883 (100%)**	**195 (100%)**	**517 (100%)**

Disability	Answer	All Applications	All in Shortlisting	All in Interview	All in Offer	Appointed
	No	9003 (90.8%)	6436 (92.4%)	1624 (86.2%)	169 (86.7%)	455 (86.1%)
	Yes	735 (7.4%)	436 (6.3%)	207 (11%)	20 (10.3%)	37
	I do not wish to disclose whether or not I have a disability	164 (1.7%)	90 (1.3%)	52 (2.8%)	*	13 (2.6%)
	Not stated	13 (0.1%)	0 (0%)	0 (0%)	*	12 (2.5%)
Total		9915 (100%)	6962 (100%)	1883 (100%)	195 (100%)	517 (100%)

	Answer	All Applications	All in Shortlisting	All in Interview	All in Offer	Appointed
Guaranteed interview scheme	**No**	9464 (95.5%)	6688 (96.1%)	1771 (94.1%)	187 (95.9%)	482 (92.6%)
	Yes	435 (4.4%)	274 (3.9%)	112 (5.9%)	7 (3.6%)	20 (5.8%)
	Not stated	16 (0.2%)	0 (0%)	0 (0%)	*	15 (3.1%)
Total		**9915 (100%)**	**6962 (100%)**	**1883 (100%)**	**195 (100%)**	**517 (100%)**

	Answer	All Applications	All in Shortlisting	All in Interview	All in Offer	Appointed
Disability Description	**None / Not Applicable**	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
	Physical impairment	40 (0.4%)	23 (0.3%)	10 (0.5%)	0 (0%)	*
	Sensory impairment	54 (0.5%)	38 (0.5%)	10 (0.5%)	*	*
	Mental health condition	105 (1.1%)	56 (0.8%)	31 (1.6%)	*	*
	Learning disability/difficulty	198 (2%)	113 (1.6%)	58 (3.1%)	*	11 (2.3%)
	Long-standing illness	216 (2.2%)	127 (1.8%)	69 (3.7%)	*	*
	Other	122 (1.2%)	79 (1.1%)	29 (1.5%)	*	*
	Not stated	9180 (92.6%)	6526 (93.7%)	1676 (89%)	175 (89.7%)	480 (89.9%)
Total		**9915 (100%)**	**6962 (100%)**	**1883 (100%)**	**195 (100%)**	**517 (100%)**

Sexual Orientation	Answer	All Applications	All in Shortlisting	All in Interview	All in Offer	Appointed
	Heterosexual or Straight	8851 (89.3%)	6295 (90.4%)	1627 (86.4%)	170 (87.2%)	437 (84.2%)
	Gay or Lesbian	287 (2.9%)	179 (2.6%)	72 (3.8%)	*	17 (3%)
	Bisexual	263 (2.7%)	166 (2.4%)	65 (3.5%)	*	21 (4.7%)
	Other sexual orientation not listed	34 (0.3%)	21 (0.3%)	11 (0.6%)	0 (0%)	0 (0%)
	Undecided	41 (0.4%)	21 (0.3%)	12 (0.6%)	*	*
	I do not wish to disclose my sexual orientation	426 (4.3%)	280 (4%)	96 (5.1%)	10 (5.1%)	26 (6.5%)
	Not stated	13 (0.1%)	0 (0%)	0 (0%)	*	12 (2.5%)
Total		9915 (100%)	6962 (100%)	1883 (100%)	195 (100%)	517 (100%)

	Answer	All Applications	All in Shortlisting	All in Interview	All in Offer	Appointed
Transgender	**No**	*	0 (0%)	0 (0%)	0 (0%)	*
	Yes	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
	I do not want to answer this question	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
	Not stated	9912 (100%)	6962 (100%)	1883 (100%)	195 (100%)	514 (99.4%)
Total		**9915 (100%)**	**6962 (100%)**	**1883 (100%)**	**195 (100%)**	**517 (100%)**

	Answer	All Applications	All in Shortlisting	All in Interview	All in Offer	Appointed
Marital Status	**Single**	4933 (49.8%)	3509 (50.4%)	923 (49%)	90 (46.2%)	15.7 (39.1%)
	Married	4043 (40.8%)	2903 (41.7%)	712 (37.8%)	74 (37.9%)	218 (47.7%)
	Civil partnership	155 (1.6%)	101 (1.5%)	32 (1.7%)	*	12 (2.5%)
	Legally separated	30 (0.3%)	20 (0.3%)	*	0 (0%)	*
	Divorced	229 (2.3%)	131 (1.9%)	72 (3.8%)	8 (4.1%)	13 (2.6%)
	Widowed	42 (0.4%)	34 (0.5%)	*	*	*
	Other	264 (2.7%)	145 (2.1%)	72 (3.8%)	8 (4.1%)	26 (5.2%)
	I do not wish to disclose this	206 (2.1%)	119 (1.7%)	60 (3.2%)	*	13 (2.6%)
	Not stated	13 (0.1%)	0 (0%)	0 (0%)	*	12 (2.5%)
Total		**9915 (100%)**	**6962 (100%)**	**1883 (100%)**	**195 (100%)**	**517 (100%)**

	Answer	All Applications	All in Shortlisting	All in Interview	All in Offer	Appointed
Religion	Atheism	1592 (16.1%)	854 (12.3%)	477 (25.3%)	56 (28.7%)	159 (29%)
	Buddhism	196 (2%)	164 (2.4%)	23 (1.2%)	*	*
	Christianity	4750 (47.9%)	3594 (51.6%)	718 (38.1%)	73 (37.4%)	192 (32.5%)
	Hinduism	599 (6%)	521 (7.5%)	50 (2.7%)	*	*
	Islam	931 (9.4%)	747 (10.7%)	122 (6.5%)	*	11 (2.3%)
	Jainism	*	*	0 (0%)	0 (0%)	0 (0%)
	Judaism	14 (0.1%)	10 (0.1%)	*	*	0 (0%)
	Sikhism	33 (0.3%)	28 (0.4%)	*	0 (0%)	0 (0%)
	Other	870 (8.8%)	486 (7%)	252 (13.4%)	29 (14.9%)	68 (19.6%)
	I do not wish to disclose my religion/belief	913 (9.2%)	554 (8%)	233 (12.4%)	26 (13.3%)	65 (15.5%)
	Not stated	13 (0.1%)	0 (0%)	0 (0%)	*	12 (2.5%)

		All Applications	All in Shortlisting	All in Interview	All in Offer	Appointed
	Total	**9915 (100%)**	**6962 (100%)**	**1883 (100%)**	**195 (100%)**	**517 (100%)**

	Answer	All Applications	All in Shortlisting	All in Interview	All in Offer	Appointed
Convictions	**Applicant has indicated that they may have convictions etc which should be taken into account**	48 (0.5%)	32 (0.5%)	11 (0.6%)	0 (0%)	3 (0.6%)
	Applicant has indicated that they DO NOT have convictions which should be taken into account	9854 (99.4%)	6930 (99.5%)	1872 (99.4%)	194 (99.5%)	12 (2.5%)
	Not stated	13 (0.1%)	0 (0%)	0 (0%)	1 (0.5%)	12 (2.5%)
Total		**9915 (100%)**	**6962 (100%)**	**1883 (100%)**	**195 (100%)**	**517 (100%)**

	Answer	All Applications	All in Shortlisting	All in Interview	All in Offer	Appointed
Source	**BMJ - British Medical Journal**	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
	BMJ Careers Website	*	0 (0%)	0 (0%)	*	0 (0%)
	British Dental Journal / Career Choice - Journal	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
	British Dental Journal / Career Choice - Web-site	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
	Facebook	43 (0.4%)	24 (0.3%)	12 (0.6%)	*	*
	Global Medical	14 (0.1%)	10 (0.1%)	*	*	0 (0%)
	Google	432 (4.4%)	347 (5%)	53 (2.8%)	0 (0%)	12 (2.5%)
	Guardian Website	*	*	*	0 (0%)	0 (0%)
	HealthJobsUK.com / NursingNetUK.com	996 (10%)	808 (11.6%)	135 (7.2%)	*	18 (3.1%)

Hospital Doctor	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Lancet (The)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
LinkedIn	569 (5.7%)	437 (6.3%)	93 (4.9%)	*	16 (4.2%)
People Exchange Cymru	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Public Health Wales NHS Trust Website or intranet	543 (5.5%)	275 (4%)	163 (8.7%)	23 (11.8%)	60 (10%)
RightJob	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Employer vacancy bulletin	263 (2.7%)	108 (1.6%)	84 (4.5%)	18 (9.2%)	49 (11.4%)
Twitter	43 (0.4%)	26 (0.4%)	10 (0.5%)	*	*
jobs.ac.uk web-site	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
NHS Jobs - nhsjobs.com or nhsjobs.net	4428 (44.7%)	3202 (46%)	829 (44%)	72 (36.9%)	151 (27%)
www.jobs.nhs.uk	*	*	0 (0%)	0 (0%)	0 (0%)
Other	353 (3.6%)	198 (2.8%)	87 (4.6%)	13 (6.7%)	46 (8.6%)
Bio Medical Journal / Gazette	20 (0.2%)	16 (0.2%)	*	0 (0%)	0 (0%)

British Journal of Midwifery	*	*	*	0 (0%)	0 (0%)
Friend or work colleague told me	485 (4.9%)	202 (2.9%)	146 (7.8%)	29 (14.9%)	95 (23.6%)
Guardian Newspaper	*	*	*	0 (0%)	0 (0%)
Health Service Journal (HSJ) Website	76 (0.8%)	56 (0.8%)	17 (0.9%)	1 (0.5%)	1 (0.2%)
Health Service Journal Magazine	*	*	*	0 (0%)	0 (0%)
Indeed	1448 (14.6%)	1112 (16%)	231 (12.3%)	19 (9.7%)	31 (6.95%)
Job Centre	35 (0.4%)	30 (0.4%)	*	0 (0%)	0 (0%)
Job Centre Website	40 (0.4%)	37 (0.5%)	*	0 (0%)	*
Job Fair Stall	*	*	*	*	0 (0%)
Nursing Standard Journal	*	*	*	0 (0%)	0 (0%)
Nursing Times - Journal	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Nursing Times - Website	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)

People Management	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Pharmaceutical Journal	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Pharmaceutical Journal Web-site	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Physiotheraphy Frontline Website	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Physiotherapy Frontline	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
RAD (Radiographers)	*	3 (0%)	0 (0%)	0 (0%)	0 (0%)
RCN Bulletin - paper version	*	*	0 (0%)	0 (0%)	0 (0%)
RCN Bulletinjobs.co.uk - web-site	*	0 (0%)	*	0 (0%)	0 (0%)
Radio advertisement	*	0 (0%)	0 (0%)	0 (0%)	*
Royal College of Midwives (RCM) Bulletin	*	*	0 (0%)	0 (0%)	0 (0%)
Synergy News (Radiography Today)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)

The Diversity Group Jobsite	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
jobsite.co.uk	38 (0.4%)	32 (0.5%)	*	0 (0%)	0 (0%)
staffnurse.com	*	0 (0%)	0 (0%)	0 (0%)	0 (0%)
www.bodma.com web-site	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Not stated	33 (0.3%)	0 (0%)	*	*	27 (5.6%)
Total	**9915 (100%)**	**6962 (100%)**	**1883 (100%)**	**195 (100%)**	**517 (100%)**