

 <p> GIG CYMRU NHS WALES </p> <p> Iechyd Cyhoeddus Cymru Public Health Wales </p>	<p> Name of Meeting People and Organisational Development Committee Date of Meeting 21 October 2024 Agenda item: 10 </p>
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<h2 style="text-align: center;">NHS Executive – PODC Bi-annual Assurance Report</h2>	
<p>Report Sponsors:</p>	<p>Claire Green, National Director Financial Planning & Delivery/Responsible Officer Iain Hardcastle, Interim Director of Planning Samantha Morgan, Assistant Director POD</p>
<p>Report Authors:</p>	<p>Vivienne Thorngate, POD Partner Phillipa Ioannides, Assistant POD Partner Rosemary Fletcher, NHS Exec Project Team</p>
<p>Approval/Scrutiny route:</p>	<p>Approval/scrutiny for the NHS Executive is via the Senior Leadership Team (SLT). The draft report was received and approved at SLT Business Meeting on 12th September 2024</p>

<p>Purpose</p>
<p>The purpose of this report is to provide a bi-annual assurance report to the People and OD Committee (PODC), on the relevant governance compliance areas as outlined in the NHS Executive Assurance Schedule.</p> <p>This report provides assurance on the following areas:</p> <p>For the period 1 April 2024 to 31 August 2024:</p> <ul style="list-style-type: none"> • Equality, Diversity and Inclusion (Bi-Annually) • Welsh Language (Bi-Annually)



Recommendation:

APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>
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The Committee is asked to:

- Take **assurance** of the report as evidence of compliance for the period 1 April 2024 to 31 August 2024.

Link to Public Health Wales [Strategic Plan](#)

Public Health Wales is the Host Organisation for the NHS Wales Executive (‘the Hosted Unit’). The *Hosting Agreement (‘the Agreement’) between Public Health Wales (PHW) NHS Trust and The Welsh Ministers* was approved by the PHW Board on 26th January 2023 and took effect from the launch of the NHS Wales Executive on 1st April 2023.

The Agreement remains extant and, to take account of variations to the Agreement, an Addendum was approved by the PHW Board on 28th March 2024.

PHW is not responsible or accountable for setting the direction for, or the work programme of, the Hosted Unit or for the delivery/quality or management of work undertaken by the Hosted Unit on behalf of Welsh Government.

Summary impact analysis

Equality and Health Impact Assessment	A specific Equality and Health Impact Assessment (EHIA) is not required to support this report.
Risk and Assurance	This report provides assurance on the implementation of the relevant policy and procedures within the NHS EXECUTIVE, ensuring good governance is maintained.
Health and Social Care (Quality and Engagement) (Wales) Act	This paper supports the Quality themes.
Financial implications	There are no financial implications as a result of this report.
People implications	The themes of this assurance report relate to staff and stakeholders.



1. Purpose / situation

The purpose of this report is to provide a bi-annual assurance report to the People and Organisational Development Committee (PODC), on the relevant governance compliance areas as outlined in the NHS Executive Assurance Schedule.

This report provides assurance on the following areas:

For the period 1 April 2024 to 31 August 2024:

- **Equality, Diversity and Inclusion (Bi-Annually)**
- **Welsh Language (Bi-Annually)**

This is the first assurance report from the NHS Executive to the PODC. Detail of the provision of services under the Hosting Agreement, as set out in the POD hosting service schedule, will be reported separately to the PODC by Public Health Wales.

2. Equality, Diversity and Inclusion

In line with the NHS Executive Assurance Map, the NHS Executive is required to report to the Committee on a bi-annual basis for assurance on the arrangements in place to ensure compliance with the Equality, Diversity and Inclusion requirements.

The form of the NHS Executive is a hybrid model with Welsh Government. Other key partners to the NHS Executive include health boards, special health authorities and trusts. Also, the wider system of local authorities, third sector organisations, industry, patients and the public.

The NHS Executive’s work plans for 2024/25 are captured in its response to the Remit Letter from Welsh Government’s Health, Social Care and Early Years Group. This confirms that the NHS Executive will engage and work with key delivery partners and stakeholders, at many levels, to successfully deliver on the priority areas. The response to the Remit Letter is supported by individual plans for each directorate and which include specific references to engagement, collaboration and co-production as relevant to the work of directorates.

Work in progress is the development of a Communications and Engagement Strategy for the NHS Executive. This will take account of the public sector equality general duty and the specific duties, which are set out in the *Equality Act 2010 (Statutory Duties)* and the *(Wales) Regulations 2011*. The Communications and Engagement Strategy will sit alongside work to develop a longer-term strategy for the NHS Executive which will also take account of all relevant legislative requirements, including those of the *Equality Act 2010*.

Workforce Data

Workforce data is essential in monitoring Equality, Diversity, and Inclusion (EDI) because it provides a clear understanding of the NHS Executive demographic makeup, helps identify representation gaps, and tracks progress over time. By analysing this data, we seek to ensure compliance with legal requirements, inform policy development, and enhance employee engagement. Additionally, workforce data supports accountability and transparency in EDI efforts, ultimately contributing to a more inclusive workplace and improved business performance.

The workforce data specific to the NHS Executive (see Appendix 1) indicates the following diversity mix:

	NHS Executive	PHW
Disabled	6%	7.2%
Ethnic Minority	4.5%	8.8%
Lesbian, Gay, and Bisexual (LGB)	5%	5.4%

Targeted initiatives to strengthen Equality, Diversity, and Inclusion

We continue our efforts to ensure we create an inclusive environment where everyone can be themselves and thrive.

This includes:

- Developing recruitment guidelines to ensure the way we recruit staff is fully accessible, flexible, and inclusive and that we advertise posts in a way that attracts diverse talent.
- Introducing an NHS Executive corporate induction which includes an overview of the Diversity Networks in place and how to access them. Our induction programme also provides information and signposting on speaking up safely, to ensure any concerns are addressed appropriately.
- Widely publicising learning and development opportunities and continuing to encourage staff to attend and complete appropriate equality training.
- Reviewing compliance with statutory and mandatory training in monthly SLT team meetings
- Coaching and training for staff to educate and enable easier updating of EDI information in ESR. We also took time to explain why this is important and how the data is used.
- Reviewing and strengthening our approach to impact assessments and making service providers and policymakers aware of the benefits of these assessments.
- Using data to gain a better understanding of any pay differences between different groups and taking action to reduce these differences; and
- Continuing to develop an inclusive workplace through our Organisational Development Plan
- We have been working with PHW to establish an NHS Executive dashboard, which will be used to create insights and inform strategy. Key information from the dashboard will be used to inform SLT reports, and information shared with Welsh Government Executive Director Team (Health Social Care and Early Years Group)
- Working with colleagues across the organisation to develop a values and behaviour framework, which will support the embedding of inclusive behaviour across the employment lifecycle.
- Establishing baseline data via a staff engagement survey to track improvement on levels of engagement.
- Delivery of nine 'Welcome Connect and Engage' sessions to ensure colleagues feel a sense of connection to each other and to our purpose.

3. Welsh Language

In line with the NHS Executive Assurance Schedule, the NHS Executive is required to report to the Committee on a bi-annual basis for assurance on the arrangements in place.



The Welsh Language declarations by NHS Executive staff as of August 2024 are:

Competence Name	Compliance %
NHS LANG Listening/Speaking Welsh	98.33%
NHS LANG Reading Welsh	98.33%
NHS LANG Writing Welsh	98.33%

Competence Name	Compliance %
NHS LANG Welsh Language Awareness - 3 Years	97.61%

- The NHS Executive must comply with Welsh Language Standards and follow the policies, procedures and guidance offered by PHW’s Welsh Language Team. Staff have access to the Welsh Language Hwb intranet pages for advice, support and guidance. All information relating to Welsh language developments is shared by PHW with the NHS Executive via the NHS Executive’s Welsh Language Coordinator.
- The NHS Executive has a Welsh Language Standards Action Plan, which is used to monitor compliance with the Welsh Language Standards annually and information from this is fed into the PHW Annual Report on the Welsh Language Standards and the annual update on the *More Than Just Words* 5-year Action Plan.
- Compliance with the Welsh Language Standards is monitored across PHW by the PHW Welsh Language Manager, and review of compliance within the NHS Executive is coordinated by our Welsh Language Coordinator who sits on the PHW Welsh Language Group.
- The PHW Welsh Language Team will support the NHS Executive to fill any identified gaps in compliance and to put processes in place to improve.
- The PHW Welsh language team, via the Welsh Language Group, plays a central role in ensuring advice is shared within the NHS Wales Executive and facilitates opportunities for staff to ensure understanding of the requirements under the Welsh Language Standards.
- The NHS Executive’s Welsh Language Co-ordinator attends the cyfarfodydd Swyddogion Iaith meetings and meets with the PHW Welsh Language Manager every month to discuss any issues or queries. The Welsh Language Co-ordinator is also part of the Ymlaen network at PHW, the aim of which is to increase the use of the Welsh language within PHW and the NHS Wales Executive.



Complaints

The process for managing complaints is tailored to the circumstances.

For the reporting period, one complaint was received. This required a meeting between the PHW Welsh Language Manager, the NHS Executive Welsh Language Coordinator, the Welsh Government Welsh Language Team and the Welsh Language Commissioner. The complaint was resolved. It was agreed that PHW and the NHS Wales Executive would circulate information about '*More than just words*' to reiterate the importance of this Welsh Government policy to staff. Following this, the NHS Wales Executive will aim to imbed '*More than just words*' into documents that it produces.



4. Conclusion

This report outlines the progress the NHS Wales Executive is making in meeting the requirements outlined in the areas reported. Whilst continuing to develop under the Hosting Agreement, the NHS Executive has established a strong foundation in governance, compliance, and inclusive practices.

There is a clear commitment to foster an inclusive environment, enhance Welsh language compliance, and address any equality, diversity, and inclusion challenges.

Our aim is to ensure ongoing efforts to refine ways of working and integrate best practices across the NHS Executive, reflecting a proactive approach to continuous improvement. We are confident that as the NHS Executive continues to evolve, these foundational practices will only strengthen, further embedding compliance and inclusive values into our culture.

5. Recommendation

The Committee is asked to:

- Take **assurance** of the report as evidence of compliance for the period 1 April 2024 to 31 August 2024.



Appendix 1

Data as of August 2024

Disability

Disability	Headcount	%
No	316	74.88
Not Declared/Prefer Not to Answer	9	2.13
Unknown	71	16.82
Yes	26	6.16
Grand Total	422	100.00

Ethnicity

Ethnic Group	Headcount	%
A White - British	331	78.44
BME	19	4.50
Unknown	65	15.40
Not Declared/Prefer Not to Answer	7	1.66
Grand Total	422	100.00

Sexual Orientation

Sexual Orientation	Headcount	%
Bisexual	5	1.18
Gay or Lesbian	14	3.32
Heterosexual or Straight	308	72.99
Not Declared/Prefer Not to Answer	23	5.45
Other sexual orientation not listed	1	0.24
Unknown	71	16.82
Grand Total	422	100.00



Age Band

Age Band	Headcount	%
<=20 Years	1	0.24
21-25	17	4.03
26-30	40	9.48
31-35	49	11.61
36-40	70	16.59
41-45	67	15.88
46-50	46	10.90
51-55	51	12.09
56-60	53	12.56
61-65	23	5.45
66-70	3	0.71
>=71 Years	2	0.47
Grand Total	422	100.00

Gender

Gender	Headcount	%
Female	290	68.7
Male	132	31.3
Grand Total	422	100.0

Employee Category / Gender

	Female%	Male%
Part Time	10.90	3.55
Full Time	57.82	27.73

Religion

Religious Belief	Headcount	%
Atheism	104	24.64
Christianity	134	31.75
Hinduism	2	0.47
Islam	4	0.95
Judaism	1	0.24
Not Declared/Prefer Not to Answer	61	14.45
Other	44	10.43
Unknown	72	17.06
Grand Total	422	100.00



Marital Status

Marital Status	Headcount	%
Civil Partnership	9	2.13
Divorced	25	5.92
Legally Separated	2	0.47
Married	227	53.79
Single	122	28.91
Unknown	31	7.35
Widowed	6	1.42
Grand Total	422	100.00