

**Network Requests to Board 2023 - 24**

Number	Network	Date to Board	Request	Deadline	RAG	Lead	Exec Lead	Progress
1	REACH	28/09/2023	Diversity on Recruitment Panels	Completed	Green	Resourcing Team	Huw George	We have recruited 23 diverse employees to the Diverse Recruitment Panel initiative. They have attended training sessions such as Strengthening ED&I in Our Recruitment Practices, The Importance of Reducing Bias, How to Shortlist, Conducting Effective Interviews and Mock Interview Sessions. From April 2025 onwards the Resourcing Team will communicate the Diverse Recruitment Panels initiative via email to anyone with a Trac manager account, with details on how they can access panel members.
2	REACH	28/09/2023	Paid ethnic minority work placements	Ongoing	Yellow	Resourcing Team	Huw George	In March 2025, it was confirmed there would be £100k allocated to an entry level apprenticeship programme for 2025/26. The Resourcing Team will work with each Directorate to develop the programme targeted at minority ethnic people. In addition to this, after several meetings with Ethnic Minorities and Youth Support Team (EYST), from April 2025 we will begin a partnership with them to which will involve 3 face-to-face workshop events in Newport, Swansea and Cardiff to support diverse communities on our job roles, application process and interview techniques.
3	REACH	28/09/2023	Racial Awareness training for Senior Managers /All Staff online / All Staff on panels classroom session (June 2022)/All staff Classroom (2022-23)	Completed	Green	L&D Team	Huw George	We have been promoting Skill Boosters for over a year to all our staff including managers. Vinci Works was launched Feb 2025 and we will be able to access analytics in the near future to understand take up of each programme. Statutory and Mandatory Anti-Racist training was launched in November 2024 and all staff are required to complete it. Our REACH network news stories, initiatives and awareness raising sessions will continue to be promoted through Board Unit and PAs to encourage Execs and Board to attend and learn more about diverse groups in our organisation. We will also be launching a Board comms calendar in April 2025 so senior leaders in the organisation can access all details on network awareness raising events and network meetings.
4	REACH	28/09/2023	Minority Ethnic Development Programme	Completed	Green	L&D Team/Leadership and Org Development Team	Huw George	The Leadership and Management Academy began in Jan 2025 and the 3 year programme aims to empower line managers to create environments where people can thrive. There is a systematic approach to the Leadership and Management Framework and by connecting with engaged, optimistic, and reflective leaders, participants will experience stimulating and thought-provoking activities. The academy will provide a safe, supportive space to test new ways of working and contribute to positive change across Public Health Wales and HiCO are facilitating the academy. There will be 4 cohorts of 25 people in year 1, 2 and 3 and total employees over the 3 years will be 300 staff. The make up of each cohort will be monitored to ensure that there is a diverse group of attendees and that we develop diverse talent pipelines. Between Feb and April 2024, our Leading with Impact programme targeted ethnic minority managers and leaders and 5% ethnic minority employees attended the programme. As we develop our coaching and mentoring provision opportunities will be promoted to all our staff network groups.
7	Enfys	28/09/2023	New Executive Sponsor	Completed	Green	Jim McManus	Jim McManus	Appointed in the Board meeting on the 28/09/2023.
8	Enfys	28/09/2023	Board members to attend external LGBTQ+ events	Completed	Green	Enfys	Jim McManus	Ongoing - Jim McManus attended the Alun Saunders session for LGBTQ+ History Month. Tracey Cooper attended Pride. Awareness raising sessions will be promoted through PAs to encourage Execs and Board to attend to learn more. We will also be launching a Board comms calendar in April 2025 so senior leaders in the organisation can access all details on network awareness raising events and network meetings. Our Chair, Pippa Britton, has attended several network events since joining us in December 2024.
9	Enfys	28/09/2023	Board members to support and attend internal LGBTQ+ events	Completed	Green	Enfys	Jim McManus	Enfys/Ymlaen LGBT History Month event on 27th Feb, 12-1pm - Jim to invite the Board. Jim wrote a story for Pride 2024 news article. Awareness raising sessions will be promoted through PAs to encourage Execs and Board to attend to learn more
10	Enfys	28/09/2023	Reverse Mentoring Scheme	Ongoing	Green	Leadership and Org Development Team/Enfys	Jim McManus	Reverse Mentoring guidance created and promoted with Enfys network members and all employees through a news article in Sept 2024. Two Execs and two LGBTQ+ employees have signed up to the programme which is being supported by our Enfys co-chairs. Delayed start to the partnership but should be starting in April 2025.
11	We Care	30/11/2023	Carers Policy	Completed	Green	We Care Network/POD	Paul Veysey	Carer's Policy was launched Nov 2024

12	We Care	30/11/2023	Dedicated comms resource	Completed		Comms Team/EE Team	Paul Veysey	A comms process flow chart has been promoted to all co-chairs to support them with their activities. Network email addresses have been created for all co-chairs to ease traffic in personal emails. Weekly round up emails are sent to co-chairs with updates from the week which are disseminated to network members. We have received positive feedback about both of these. We will also be launching a Board comms calendar in April 2025 so senior leaders in the organisation can access all details on network awareness raising events and network meetings.
13	We Care	30/11/2023	Promote Workplace Passport to all staff	Completed		All Networks	Paul Veysey	The workplace passport has been promoted to staff on the We Care and Porffor intranet pages as well as communciated in a news article. We also signpost to this in the PHW Carers' Policy.
14	We Care	30/11/2023	POD to investigate experiences of carers working in PHW and put in place remedies to the issues this uncovers	Ongoing		EE Team/network chairs/Research and Development Directorate	Paul Veysey	Between November 2024 and January 2025, we launched an EDI Survey with specific questions on disability, caring responsibilities and neurodiversity so we could understand the experiences of our staff and develop initiatives to support them in the workplace.
15	PORFFOR	30/11/2023	Promote reasonable adjustments in PHW	Completed		EE Team/Porffor	Iain Bell	Reasonable Adjustments page and news article launched in Feb 2024 which includes all relevant information for staff including promoting the Workplace Passport. We attracted 96 responses on the EDI survey and are currently identifying actions to take forward from the feedback received, including a possible Reasonable Adjustments Policy.
16	PORFFOR	30/11/2023	Accessibility - create best practice and roll out across PHW	Ongoing		Comms Team	Iain Bell	Porffor and Neurodiversity sub-group co-chairs have met with comms regarding accessibility but further meeting needed to discuss email signatures, our website, PowerPoint presentations and to create guidance on how to make it inclusive. Co-chairs are also linked in with leads on the website re-vamp.
17	PORFFOR	30/11/2023	Enusre Recruitment processes are equitable	Completed		Resourcing Team	Iain Bell	<p>We have recruited 23 diverse employees to the Diverse Recruitment Panel initiative. They have attended training sessions such as Strengthening ED&amp;I in Our Recruitment Practices, The Importance of Reducing Bias, How to Shortlist, Conducting Effective Interviews and Mock Interview Sessions. From April 2025 onwards the Resourcing Team will communicate the Diverse Recruitment Panels initiative via email to anyone with a Trac manager account, with details on how they can access panel members.</p> <p>There is Guidance on our Recruitment toolkit on SharePoint regarding reasonable adjustments and examples are given to support managers and interview panels to ensure the process is equitable for all and included in the Recruitment and Selection policy.</p> <p>The NICE job application form has been used as a best practice example by the Resourcing Team and it has been sent to managers for feedback which was positive. It was considered at the Recruitment Modernisation Programme Board and in May 2024 the all NHS Wales employers agreed that the application should be adopted.</p> <p>Things to note:</p> <p>The application will need to be adapted for NHS Wales, including bilingual functionality. There will be a cost to this, plus an ongoing maintenance cost. NWSSP are currently liaising with Trac to establish costs and will then seek funding approval.</p> <p>When the new application is available, managers will have a choice of this style or the previous style.</p> <p>It should be noted that managers will need to carefully select the criteria they take from the Person Specification – too many criteria will make the application too long and could deter applicants. We will look to set a maximum number of criteria through a focus group once we have definite confirmation on the application being implemented.</p> <p>The new JD template will help with selecting suitable criteria, as the new style JDs are much more concise (maximum of 4 pages including the Person Spec). Due to the volume of Job Descriptions currently in existence, transferring old JDs onto the new template has to be a phased approach.</p> <p>However, we are in the process of creating generic job descriptions for Admin and Clerical, Data Science, Research and Evaluators, Programme and Project roles. Microbiology JDs will also be included once the aforementioned job families are nearing completion. These job families include most of our high-volume recruitment.</p>

								<p>Progress for item 17 Continued: Benefits: For managers, shortlisting will be easier as each section can be scored, rather than having to find the relevant information in a supporting statement.</p> <p>For applicants, completion of the application will be more focussed and guided. We often find that applicants spend very little time on the supporting statement, not realising that managers rely on the supporting statement to shortlist. On our recruitment and selection SharePoint pages, there are examples of reasonable adjustments that can support managers and recruitment panels. Recruitment and Selection Policy is currently being updated (June 2024). External careers pages to be updated to include information about our EDI initiatives and reasonable adjustments processes. In July 2025, the new style TRAC Application form was launched and it supports applicants to focus their evidence specifically on meeting the role requirements and how to make their submission more relevant and concise. Positive feedback from managers.</p>
19	YMLAEN	25/01/2024	Be supportive and lead by example. Help us normalise the language and embed a culture which embraces Welsh language and culture.	Completed		Facilities / WL Team / Ymlaen	Meng Khaw	We have a buddy and mentor system which is being run by the Welsh language team. The reason for the inclusion of the buddy element was to try to negate any back-log of mentees, as we found that mentees would often outnumber the number of mentors available. The buddy component allows people of similar levels to pair up with one another. The schemes are continuous, with pairs able to meet for however long that they see the benefits for. Welsh week in March 2025 offered staff an in person opportunity to engage with the Welsh language.
20	YMLAEN	25/01/2024	Promote our meetings and events, and attend 2 meetings a year (Board member), one guest speaker event (board member to attend) and one networking event.	Completed		Ymlaen	Meng Khaw	Between 2024 and 2025 the Ymlaen Network have hosted a variety of events with external speakers to promote the Welsh language and supports employees with their learning. All sessions have been promoted to all staff and senior leaders.
21	YMLAEN	25/01/2024	Encourage staff and colleagues to improve their Welsh language skills, whether that be to level 1, 2 or above.	Completed		WL Team/Ymlaen	Meng Khaw	<p>If a staff member is a beginner and wants to learn Welsh, there are taster sessions available. If staff know a little Welsh, they can find a course to support their Learning. The organisation will fund the opportunity for staff to attend course to further their learning. There are plenty of opportunities to use and practice your Cymraeg skills at work too. Here are some of these:</p> <ul style="list-style-type: none"> <li>Join our Welsh language staff network, Ymlaen</li> <li>Join our informal weekly Cymraeg chat session on Teams every Tuesday lunchtime</li> <li>Be a part of our Buddy or Mentor scheme: Welsh language Buddy and Mentor Scheme (sharepoint.com)</li> <li>Join our Cymraeg and Dysgu Cymraeg Teams channels and join the NHS Wales Dysgu Cymraeg Yammer group</li> <li>Read our Monthly Welsh Language newsletter</li> </ul> <p>Staff training - Public Health Wales continued to promote learning Welsh during this time via the National Centre for Learning Welsh (NCLW) 'Work Welsh' scheme. All employees are encouraged to complete the online courses offered by the NCLW in work time or in their own time. During 2023-24, 72 staff members registered for courses offered by the NCLW, evidencing a slight decline from 85 the previous year. There has been a healthy enthusiasm to learn Welsh within the organisation. Even though there has been a slight decrease from the 85 registrations that the organisation saw in 2022-2023, there is still an encouraging call for these types of courses.</p> <p>PHW, via colleagues at Nant Gwrtheyrn, offer courses both virtually and in-person. The 'Defnyddio Cymraeg Gwaith' courses ran by Nant Gwrtheyrn help individuals upskill their ability to use their Welsh at work.</p> <p>During the 2023-2024 financial year, 6 employees attended courses to improve their skills.</p> <p>Bangor University also provide services on PHW's behalf for staff in north Wales. The exact data is reliant on people to self-declare their employer, therefore the number of PHW staff which have enrolled onto the courses is anticipated to be greater than that recorded. 3 PHW employees have been confirmed to take part in the course offered during 2023-24. A similar scheme is run in the south by Cardiff University. 10 PHW employees successfully enrolled onto the courses. In addition to the above, we have a further 10 employees studying via suppliers such as Dysgu Cymraeg Y Fro, Dysgu Cymraeg Morgannwg and Dysgu Cymraeg Ceredigion-Powys-Sir Gâr, to name a few.</p>

							<p>Progress for item 21 continued:</p> <p>Learn Welsh Confidence Building Courses - in collaboration with Learn Welsh, during 2023-24, the course targets speaking skills of those at Foundation level or above and 45 members of staff took part. The courses are billed to be incredibly flexible, endeavouring to tailor the offerings as well as possible to the varying learning styles of our members of staff. Coleg Cambria is the provider.</p> <p>Moreover, in tandem with the overarching aims of our Clinical Consultation Plan, an offering geared towards teams mentioned in the plan is also in development. Primarily relating to our Screening departments, the ambition of this piece is to upskill staff's level of Welsh – whatever their current level may be. These gains, be they great, or marginal, will enable us as an organisation to provide better services to our users in the future.</p> <p>Within PHW - we offer an informal conversation practice every Tuesday lunch-time, over MS Teams. This is open to staff regardless of Welsh language level. Moreover, we also offer a mentorship scheme, where we pair confident, with less confident speakers or learners. We currently have 6 pairs matched in our 2024 cohort. We have recently crowned our inaugural Welsh Language Learner of the Year, during our Welsh Language Week of celebrations leading up to St David's Day itself. To give an indication of our winner's success in the learning field, we have recommended them to apply for Learner of the Year competition at the National Eisteddfod. Our Welsh language network, Ymlaen, also provide a space for learners to improve their Welsh skills. The network is open to confident speakers, learners and allies alike. They meet and engage with members quarterly, utilising a bilingual approach to their meetings, be as inclusive as possible.</p> <p>We will continue to promote all Welsh training opportunities available to our staff over the next year and support staff to find the right course for them, as needed. Our ability to cascade information is further bolstered due to Ymlaen now boasting a healthy number of members, who we can contact via an up-to-date distribution list.</p>	
22	WOMEN'S	31/07/2024	Board to recommend/put in touch with inspirational women in the Board Members' networks, to support mentorship and be guest speakers at events	Completed		Women's	Claire Birchall	Some Executive Leaders have made some helpful suggestions and the co-chairs will look at these for guest speaker slots in 2025/26. There have also been some suggestions from Network members too.
23	WOMEN'S	31/07/2024	Agree a small number of ring fenced places for leadership development for women leaders	Completed		Women's	Claire Birchall	The Leadership and Management Academy began in Jan 2025 and the 3 year programme aims to empower line managers to create environments where people can thrive. There is a systematic approach to the Leadership and Management Framework and by connecting with engaged, optimistic, and reflective leaders, participants will experience stimulating and thought-provoking activities. The academy will provide a safe, supportive space to test new ways of working and contribute to positive change across Public Health Wales and HiCO are facilitating the academy. There will be 4 cohorts of 25 people in year 1, 2 and 3 and total employees over the 3 years will be 300 staff. We have reviewed the diversity data of our leaders and managers, and we will ringfence a minimum of 20% (5 people) of each cohort, per year to be diverse. As we develop our coaching and mentoring provision opportunities will be promoted to all our staff network groups
24	WOMEN'S	31/07/2024	Involve the Women's Network in discussions to agree approach to tackling Gender Pay Gap	Ongoing		Women's	Claire Birchall	The co-chairs will work with the relevant teams to build an understanding of what contributes to the gender pay gap. Co-chairs will research whether there are any organisations who have already identified the root cause of their GPG and how they have addressed this.
25	WOMEN'S	31/07/2024	In Person Meeting	Ongoing		Women's	Claire Birchall	Co-chairs will arrange an in person meeting for Spring/Summer
26	WOMEN'S	31/07/2024	Intersectional Events	Completed		Women's	Claire Birchall	Intersectional events with the Women's Network with our other networks have been held during 2024 and this will continue through 2025/26.

27	WOMEN'S	31/07/2024	Pregnancy/Return to work	Ongoing		Women's	Claire Birchall	This was requested by the Board. PHW have comprehensive Family Leave guidance on the POD pages, which covers maternity, adoption, surrogacy and new parent support. In particular, the Board has asked the network to look at new parents returning to work and the support on offer. It is timely to review the guidance available and use the opportunity for the network to identify any good practice and areas for improvement. Network chairs have asked their members if they are willing to share experiences with the network/org and if they'd like to be involved in the work going forwards. The hope is to establish the appetite for this work with potential to establish a sub group along the lines of the work around Pregnancy Loss. There has been a lot of interest from members who are interested in volunteering to support this work. Members have also requested we extend this to include baby loss too.
28	WOMEN'S	31/07/2024	Board members too attend Women's Network events	Completed		Women's	Claire Birchall	We will be launching a Board comms calendar in April 2025 so senior leaders in the organisation can access all details on network awareness raising events and network meetings. We have also agreed with the Board Business Unit that they will share the appointments for event with Board members.
29	WOMEN'S	31/07/2024	Support to develop a Women's Mentoring scheme - ties into objectives 22 & 4	Ongoing		Women's	Claire Birchall	A mentoring scheme is being trialled in Ops and Finance that the Women's network are hoping to linking in with. The network will be looking for volunteers interested in becoming mentors and mentees. The co-chairs have met with the Mentoring lead to discuss the use of Mentoring materials from the current pilot. MS Forms form has been drafted and ready to circulate to members to gather info on volunteers for Mentors and Mentees and work will begin from April onwards on matching relevant people for the programme.
30	WOMEN'S	31/07/2024	Consider an organisational presence (stand) at the Everywoman Festival 2025	Completed		Women's	Claire Birchall	Exec sponsor, Claire Birchall, keen for to have a presence at the Everywoman Festival however after discussions is it unlikely an organisational position will be agreed before Everywoman Festival (June 2025) so in the interim, we plan to allocate £300 in our budget to sponsor members to attend and feedback. Comms and Engagement have agreed to escalate to Execs a need for clarity over who is responsible for coordination of corporate attendance at events, as neither believe it appropriate to sit with their teams.
31	WOMEN'S	31/07/2024	Entuse and encourage colleagues to join the Women's Network	Completed		Women's	Claire Birchall	The network has been promoted in the AGM, new starter days, f2f staff conferences, through intersectional activities with other networks and news articles.