

The Employee Lifecycle: Part 1

Section 2: The Employee Lifecycle

This section comprises of 9 questions and examines the employee lifecycle within the organisation; from attraction and recruitment through to development. The questions scrutinise how you engage and support employees throughout their journey in your workplace. This section is worth 13.5% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

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

Tick all that apply

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

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

Describe the evidence uploaded:

A values statement is attached to all vacancies on NHS Jobs. We also now include Values within all Medical Job descriptions and Person Specifications and all newly reviewed Job descriptions and person specifications to go live to advert, with a view to all job descriptions and person specifications being covered over time. The Stonewall Diversity Champions Logo is displayed on our online recruitment literature under our “Working For Us” webpage

We are currently in the process of developing a campaign to align with the Hywel Dda ‘This is Me’ conference (held in July 2019), entitled “I am..” to be launched in Autumn 2019 as part of our Values campaign. This will include staff members from diverse backgrounds from all staff groups who wish to publically make a statement about who they are and who they can be within the workplace and act as a role model for others by highlighting their protected characteristics, job roles and personal experiences. We have received an encouraging amount of volunteers to date. One of our recent recruitment film featured one of our Registered Nurses and her wife talking about her experience of working within Hywel Dda University Health Board.

Upload evidence for option B

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/110343792/GEtvDDqsds/>

2.2 What percentage of employees with recruitment responsibilities have been trained on reducing bias and discrimination towards LGBT people in the recruitment cycle?

Select the completion rate for the training

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

A. 76 – 100 per cent

<p>Describe the department or team who deal with recruitment and how you estimate training completion rates:</p>	<p>NHS Recruitment is outsourced to shared services on a national basis for General Recruitment. We also have an in-house Resourcing Team as part of the Workforce & Organisational Development Team who deal with all Medical Recruitment as well as Bank recruitment for the Health Board. NHS Centre for Equality and Human Rights Treat Me Fairly E-learning package is mandatory for all NHS staff and is completed at Induction and 3 yearly refresher intervals. Completion rates for mandatory e-learning packages are electronically recorded. No specifically targeted training around LGB&T issues is offered, but LGB&T issues are included in general equality and diversity awareness training sessions at Management Passport sessions and other bespoke sessions. Scenarios are discussed and examples given. These can vary in each session according to particular groups. Equality and Diversity e-learning through NHS CEHR "Treat Me Fairly" is mandatory training for all staff and currently shows 82.5% compliance. See attached evidence. In addition a significant proportion of our staff will have received professional training before gaining employment with us (Medical and Dental, Nursing and Midwifery, Medical Professionals e.g. Physiotherapists, Radiographer, Occupational Therapists etc. including equality and diversity training around LGB&T. These groups comprise approximately 45% of our staff. Additionally, Senior Level staff and Executives (approximately 11%) will also have received equality and diversity through the course of their careers.</p> <p>Our recruitment team this year received a bespoke training session from our E&D Team. 4 members of the team (20 in team) also attended the "This is Me" Conference in July 2019. The recruitment team (made up of medical recruitment, general resourcing and recruitment campaigns) has 20 staff.</p>
<p>Describe the format of the training and the content you have uploaded:</p>	<p>Hywel Dda University Health Board Management Passport Equality and Diversity Session - PowerPoint Presentation and Scenario Portfolio. The Management Passport session aims to identify legal responsibilities around equality and diversity, raise awareness of the importance of being an inclusive leader, describe the characteristics and identify skills that are required as a positive role model. In addition, it gives participants the opportunity to explore how they might address scenarios they may encounter in the workplace and to discuss how they can translate Hywel Dda University Health Board values into practice.</p>

Upload training content

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/110343792/h1tvMiQ5M4/>

Upload training content

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/110343792/wuN2g8ufXd/>

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

Tick all that apply

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

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

C. Information on LGBT inclusive policies

Briefly describe the induction process and at what point the new starter receives the above information:

The Induction process includes a series of Mandatory Training E-learning packages (including NHS Centre for Equality and Human Rights E-learning package and a classroom based week long course with sessions from a variety of speakers including Chief Executive, Human Resources and Equality and Diversity including issues around equality and diversity, staff wellbeing and bringing UHB values to life - incorporating references to relevant HR policies as appropriate. Employees are also given a Handbook including information for future reference. This information is delivered on the first day - copy of Day 1 of Induction Programme uploaded as evidence for Option C.

Upload evidence for option B

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/110343792/DzvvlFnvsE/>

Upload evidence for option C

please be aware only **one** file is allowed per answer

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The Employee Lifecycle: Part 2

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

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

No

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

Tick the completion rate for the training

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

A. Organisational policy and legislation	76-100%
B. Language, stereotypes and assumptions	76-100%
C. Challenging inappropriate behaviour	76-100%
D. Routes to reporting bullying and harassment	76-100%

Describe how you estimate completion rates:	2.5 ABCD - NHS Centre for Equality and Human Rights "Treat Me Fairly" e-learning package is mandatory training for all NHS staff and is included in the HDUHB Induction programme for new staff and three yearly as refresher training for existing staff. Completion rates for mandatory e-learning packages are electronically recorded. No specifically targeted training around LGB&T issues is offered, but LGB&T issues are included in general equality and diversity awareness training sessions at Management Passport Programme (including Management Passport sessions for new/aspiring managers and Management Passport Plus sessions for existing managers) and additional bespoke sessions delivered on request. Scenarios are discussed and examples given. These can vary in each session according to particular groups. Equality and Diversity e-learning through NHS CEHR "Treat Me Fairly" is mandatory training for all staff and currently shows 82.5% compliance. In addition a significant proportion of our staff will have received professional training before gaining employment with us (Medical and Dental, Nursing and Midwifery, Medical
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	<p>Professionals eg. Physiotherapists, Radiographer, Occupational Therapists etc. including equality and diversity training around LGB&T. These groups comprise approximately 45% of our staff. Additionally, Senior Level staff and Executives (approximately 11%) will also have received equality and diversity through the course of their careers. Training is offered on in-house Managers Passport programme, NHS "Treat me Fairly" e-learning package for managers and supervisors who have responsibility for recruiting staff. Bespoke in-house training can also be arranged for any teams on request. Staff within the All Wales. Resourcing (recruitment) teams can access to training / advice.</p>
Describe the format of the training and the content you have uploaded:	<p>NHS Centre for Equality and Human Rights E-Learning package "Treat me Fairly" and PowerPoint presentations for Induction and Management Passport programmes including opportunities for interactive discussions. Building on the Management Passport session previously referenced, the Management Passport Plus session aims to, raise awareness of the importance of a diverse and inclusive workforce, legal responsibilities (including around Equality Impact Assessment), and how legislation helps to protect staff and service users. Also, within the sessions, there are opportunities for discussion around mainstreaming, providing employment opportunities and responsive accessible services for patients and employees</p> <p>The organisational values and the associated behaviours framework are communicated to all new colleagues. The underpinning behavioural framework for HDUHB identified Values,(which include fairness, dignity and respect) states that "Everyone counts and people are treated in a way that is right and reasonable" The framework also states that colleagues are expected to "respect people as individuals and are considerate" whilst leaders are expected to "role model for an inclusive workplace, respecting colleagues and partners and create a culture of diversity</p> <p>"http://www.wales.nhs.uk/sitesplus/862/page/86935</p>

Upload evidence for option A

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/110343792/IH0WVbd3pM/>

Upload evidence for option B

please be aware only **one** file is allowed per answer

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Upload evidence for option C

please be aware only **one** file is allowed per answer

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Upload evidence for option D

please be aware only **one** file is allowed per answer

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

Tick all that apply

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

D. Information about the LGBT Employee Network Group and allies activity

Upload evidence for option D

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/110343792/8EdDnq45bu/>

Provide date for option A (No response)

Provide date for option B (No response)

Provide date for option C (No response)

Provide date for option D 23/07/2019

The Employee Lifecycle: Part 3

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

Tick all that apply

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

- A. General leadership and development programmes
- B. LGBT specific leadership/professional development programmes

A. Describe the programmes and how these programmes are promoted to LGBT employees:	All training is open to all staff as appropriate and advertised in Hywel Dda University Health Board's Learning and Development Prospectus, including general leadership and development programmes. The Managers Passport and Passport Plus are available for all leaders within the organization to complete. The programmes are promoted to all colleagues through the staff intranet pages. The Learning and Development team also take requests from line managers to include attendees if the programme has been identified at PADR as being relevant to that colleagues career progression.
B. Describe the programmes and how these programmes are promoted to LGBT employees:	Stonewall Role Models programme and Allies Programme have been advertised to staff through global emails and circulated to staff network members.

A. Provide a date on which these opportunities were communicated (No response)

B. Provide a date on which these opportunities were communicated 16/07/2019

C. Provide a date on which these opportunities were communicated (No response)

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

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

Yes

Describe how contributions are recognised:

Personal Annual Development Reviews (PADR) include a section providing an opportunity to discuss what contributions staff have made to advancing equality and promoting inclusivity in their respective roles. The PADR process is based around HDUHB's Values Framework, which was developed through engagement with staff. Staff have the opportunity to discuss how they have put the values into practice in their day to day duties. It will include questions around how colleagues have behaved during the previous 12 months and whether they are living the values, including fairness, respect and dignity. Leaders are expected to “build a culture of diversity” and this would be an aspect that would be discussed at the annual PADR. This is supported by the NHS Knowledge and Skills Framework, which has Equality and Diversity as a Core Dimension. Link to PADR Guide for Managers and Staff

<http://howis.wales.nhs.uk/sitesplus/862/document/439470>.

Link to guide on PADR documentation <http://howis.wales.nhs.uk/sitesplus/862/page/70051>

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

GUIDANCE: Examples include giving employees an opportunity to raise any issues relating to discrimination they may have experienced in the organisation.

Yes

<p>Describe the exit interview/survey process and how LGBT issues would be identified or raised:</p>	<p>Colleagues have the opportunity to complete the questionnaire with their line manager, member of HR or OD or can complete it online. There are specific questions relating to:</p> <ul style="list-style-type: none"> • equality and diversity • the colleagues needs as an individual employee • Organisational values <p>Link to Exit interview questionnaire:- http://howis.wales.nhs.uk/sitesplus/862/page/43504</p>
<p>Describe how any issues raised would be acted upon by the organisation:</p>	<p>All issues raised are collated and a quarterly report is completed for the Health Board's bullying and Harassment Steering Group and Workforce and OD sub committee. There is a LGBT network representative and a Senior Equality and Diversity Officer on Bullying and Harassment Steering Group. Responses to Exit Interview questionnaires are treated in the strictest confidence, In incidences of concern, such as any issues around discrimination, bullying and harassment, would be disclosed to and discussed with relevant parties and appropriate action taken, but names would not be disclosed.</p>