

Strategic Equality Plan 2015/16 – 6 Month Summary Update

NRW B B 57.15 Annex 1

1. Good for knowledge

We collect and evaluate data and evidence, ensuring that it is free from bias, and using equality data to identify different needs and experiences of people from protected characteristic groups. We make decisions, subjected to equality impact assessments, on our plans, policies and processes that are based on our data and evidence.

	Action area	Detailed Actions	Responsible person/ directorates	What success looks like	Target / Review date	6 month update
1.1	Data collection	We will collect and use data from our staff and service users by a variety of methods including surveys and monitoring ensuring that means of collection are both bilingual and also relevant to local equality groups We will evaluate the data collected to identify differing equality needs and to help inform our decisions and services	All directorates and project managers	Natural Resources Wales holds equality data on our service users, visitors and staff which will be evaluated to assist those who make key decisions which may impact upon protected characteristic groups Staff understand how their information is protected and are confident to self-disclose their diversity information to the organisation	Review annually by March each year	On target People's Survey results are in and communications have been sent out around self-disclosure
1.2	Annual reporting	We will gather relevant information for our annual report throughout the year	Senior Equality Advisor	We will publish our Equality Annual Report and meet the	To be published each year in line with our	On target Data collection on MyNRW launched

	Action area	Detailed Actions	Responsible person/ directorates	What success looks like	Target / Review date	6 month update
		initially from existing sources but moving to our new HR system (MyNRW) to provide more reliable data in 2016		requirements of the specific duty Staff self-disclosure will always remain confidential but general statistics will be published as part of our annual report	Corporate Plan reporting cycle	early October
1.3	Equality impact assessments	We will complete and centrally capture potential impacts on equality to ensure our actions are fair and inclusive We use the results from our assessments to shape what we do and how we deliver	All directorates and project managers	Our website contains signposts to copies of our equality impact assessments that have been carried out We use equality impact assessments to inform our decision making	Review annually by March each year	On target EqIAs are being submitted as expected
1.4	Working in partnership	We work in partnership with other organisations such as Diverse Cymru, Stonewall Cymru and the Equality and Human Rights Commission to ensure our decision making is based on best practice	Senior Equality Advisor	We have healthy and informative relationships with partner organisations to which we listen and learn from best practice The contact details we hold are available to the wider organisation to ensure consistency when working together	Ongoing	On target Relationships have developed with a wide range of organisations
1.5	Engagement	We will engage with protected characteristic groups by means of consultation when we are	Equality Impact Assessment authors	Our policies, plans and projects are widely consulted upon where relevant and we consider	As policies, plans and projects are developed or	Ongoing

	Action area	Detailed Actions	Responsible person/ directorates	What success looks like	Target / Review date	6 month update
		developing or reviewing policies, plans or projects		others opinions	reviewed	

2. Good for the Environment

We help all of the people of Wales and visitors to Wales, taking into account the differing needs of people with different protected characteristics, to understand the benefits of a good environment and to actively promote the use of the natural resources of Wales.

	Action area	Detailed Actions	Responsible person/ directorates	What success looks like	Target / Review date	6 month update
2.1	Engagement	We will identify both national and local protected characteristic groups to engage with. We will build relationships with the above groups to identify what local needs are and any barriers faced. We will provide clear information based on our findings, tailored to the needs of different groups	All Directorates (Place based team leads)	We deliver information to protected characteristic groups using Plain English and Cymraeg Clir as standard in addition to providing appropriate information in community languages and accessible formats Groups benefit from the natural resources of Wales regardless of background or protected characteristic	Review annually in March each year	Ongoing We are delivering our information to different groups in different ways. E.g. Large print flood risk awareness booklets, Easy-read SEP
2.2	Access	We will understand where barriers exist to protected characteristic groups and improve accessibility of our sites and services We will ask local groups and	All Directorates (Place based team leads)	Our sites and services are accessible to as many people as possible and any remaining barriers are identified and investigated and reasons as to why some	Review annually in March each year	On target We are continuing to engage with groups such as PDSL at Cors Y Llyn

	Action area	Detailed Actions	Responsible person/ directorates	What success looks like	Target / Review date	6 month update
		communities what these barriers are when consulting on plans and projects which can effect the people of Wales We take consultation responses into consideration when deciding our future plans		barriers may not be mitigated will be clearly explained		
2.3	Awareness Raising	We will identify the equality training needed for our staff and Board Identify the target audience for the training Develop a communication plan Deliver equality training courses as identified in the training plan We will use opportunities through the transformation agenda (Roadmap) to raise awareness across our staff of how our actions can positively impact our customers	Learning and Development, Senior Equality Advisor, Communications Team, Line Managers and staff	Appropriate training is communicated, courses are booked and attended and the learning is put into action Our staff have a clear understanding of why equality training is important Outcomes for protected characteristic groups are better because our staff are better and we think about the future when we make decisions today	Training needs are identified and a training plan is developed by March 2016 Courses are booked and attended as identified on an ongoing basis	Ongoing Board training is currently on hold but teams have been identified and trained as appropriate

3. Good for people

We understand how communities access the services we provide and any barriers our customers face. We will engage with individuals and user groups to make sure our plans and services are suitable, understood and needed as well as addressing any barriers and inequalities identified.

	Action area	Detailed Actions	Responsible person/ directorates	What success looks like	Target / Review date	6 month update
3.1	Removal of barriers	We will proactively engage with protected characteristic groups across Wales in order to identify and remove inequalities We will seek methods to reach the harder to contact community groups and forge relationships to enable two-way dialogue and make sure communities have a say in what we d	All Directorates (Place based team leads) and Senior Equality Advisor	Diverse groups know about the work, facilities and opportunities of Natural Resources Wales and how they can get involved We are as inclusive as possible and cater for a wide range of people and provide opportunities for the communities we serve.	Ongoing	Ongoing
3.2	Taking an active role in society	We will raise awareness of equality and diversity both internally and externally by developing a plan to celebrate key E&D culture events	All directorates, Senior Equality Advisor and Staff Networks	Equality and diversity is openly discussed throughout our internal and external communications and Natural Resources Wales is known to take equality and diversity seriously	Ongoing	Ongoing An example is the LGBT+ Network raising awareness of Bisexual Visibility Day on the 23rd September
3.3	Communication	Externally we communicate in a wide range of formats and in a variety of places to	All directorates and Staff Networks	The messages we send out are received clearly, contain relevant	Ongoing	Ongoing

		send out relevant messages Internally we update staff using intranet, Yammer, Staff Networks and internal bulletins or briefings		information and sent timely Our staff are informed on equality and diversity issues and feel confident to participate in discussions		
3.4	How we communicate	We will ensure that our communications spokespeople represent the diversity of the organisation.	External Relations and Communications	The people of Wales can identify with those who communicate organisational messages We have established a way of recording this data and do so	Ongoing	Ongoing
3.5	Equality Impact Assessments	Relevant policies and decisions will have undergone an Equality Impact Assessment and are fair and inclusive	Policy Authors and Project Managers	We understand the potential impact of our decisions on different groups of people We mitigate where possible any negative impacts in addition to implementing positive impacts where possible	As policies, plans and projects are developed or reviewed	On target EqIAs are being submitted as expected
3.6	Partnership delivery	Partnership delivery and funding programmes will require the positive E&D impacts of delivery to be specified and recognised at application/project specification stage	Project Managers	Natural Resources Wales funded projects and partnership delivery programmes will report on E&D measures delivered as set out at bidding and proposal stage	As policies, plans and projects are developed or reviewed	Ongoing

4. Good for business

We set clear standards and expectations in both our service delivery and procurement that enable and drive equality of opportunity, access and service. We ensure we perform to these standards and check they are embedded in all that we do.

	Action area	Detailed Actions	Responsible person/ directorates	What success looks like	Target / Review date	6 month update
4.1	Embedding equality	Equality and diversity objectives will be embedded within our Business Plan and Directorate Delivery Plans We will report progress through corporate performance reporting procedures We will identify leaders as role models and/or mentors for others and support them to play an active part in encouraging others	All staff Equality and Diversity Forum	Our equality objectives are the responsibility of all and they help the organisation to deliver a service we are proud of Everybody sees equality and diversity as their responsibility and takes action'	Annually upon Business Plan and Directorate Delivery Plan review	Ongoing
4.2	Procurement	We ask organisations to provide examples of how they have worked to promote equality. When comparing organisations we take into account differences in equality standards	Finance	The new NRW Procurement Governance framework will be embedded during 2015/16. This will be aligned to the Procurement Policy Statement for Wales, which enables, and provides tools for, public bodies to promote and	Embed framework during 2015/2016 Ongoing	Ongoing The new NRW Procurement Governance framework is being drafted

	Action area	Detailed Actions	Responsible person/ directorates	What success looks like	Target / Review date	6 month update
				undertake the activities described		
4.3	Equality Impact Assessments	Relevant policies and decisions will have undergone Equality Impact Assessment and outcomes are fair and inclusive We will apply consistently our decisions across different protected characteristic groups when we are developing or reviewing policies, functions or services relevant to equality	Impact assessment authors	Our policies, functions and services do not disadvantage people and any positive opportunities are pursued	Upon development or review of policies, functions or services	On target EqIAs are being submitted as expected
4.4	Natural Resource Management	Natural Resource Management will identify and target cross-functional services for communities in Wales	Strategic Environment Planning Manager (Water & Environment)	We know and understand where ecosystem services can deliver improved outcomes for protected characteristics and greater efficiency for Natural Resources Wales	Review annually in March each year	Ongoing but requires more focus

5. Good organisation

We aspire for our workforce to be more representative of the protected characteristics, and to develop a working culture where people feel able to be themselves at work and are both valued and respected.

	Action area	Detailed Actions	Responsible person/ directorates	What success looks like	Target / Review date	6 month update
5.1	Embedding equality	Action plans are developed to address equality key priority areas within each directorate	Directorate Leadership Team members	We have Directorate Delivery Plans in place which deliver our purpose and vision and help our staff reflect our desired values, diversity and culture	Review annually in March each year	On target Teams have been identified and trained as appropriate and EqIA guidance is being reviewed
5.2	Leadership	We will identify relevant training opportunities and discuss options with the Executive Team We will deliver diversity training the identified training to senior managers We will deliver Equality Impact Assessment training for our Leadership Team and others involved with project, plan or policy design and monitoring of outcomes	Senior Equality Advisor, Executive Team and Learning & Development Senior Equality Advisor, Leadership Team and Learning & Development	Our leaders are trained in equality and confident to carry out their responsibilities Our leaders are trained to conduct Equality Impact Assessments and pay due regard to equality in all that they do as business as usual	Delivered as detailed in the training plan	Ongoing

	Action area	Detailed Actions	Responsible person/ directorates	What success looks like	Target / Review date	6 month update
5.3	Policy development and review	We will ensure that equality and diversity is embedded within the policy review cycle and project management processes	Policy development team and Senior Equality Advisor	Equality considerations are embedded within our business planning and reporting cycle and demonstrates a positive impact on outcomes	As policies are developed and reviewed	On target Our last corporate scorecard update had one amber item which was self-disclosure which has since been launched
5.4	Recruitment	We will monitor equality information for internal and external candidates We will review applicant equality information to identify potential barriers	Business Support Service Senior Equality Advisor	Natural Resources Wales is an exemplar employer which seeks to recruit to represent the people we serve across all protected characteristics	Ongoing and we will include others such as volunteers once that policy is developed	Ongoing E&D is currently involved with the recruitment project
5.5	Benchmarking	We continue to make submissions to the Stonewall Cymru Workplace Equality Index We will seek new opportunities to benchmark ourselves against other public and private sector organisations	LGBT Staff Network and Senior Equality Advisor Staff Networks and Senior Equality Advisor	Natural Resources Wales demonstrates itself as an employer of choice	In line with benchmarking deadlines	Complete Our 2016 entry was submitted on the 3 rd September
5.6	Staff Networks	We continue to work in partnership with and support our existing staff network groups Encourage and enable more staff networks to develop	Senior Equality Advisor and Staff Networks Senior Equality Advisor	Natural Resources Wales actively works with our staff networks and listens to their advice as a critical friend and acts upon that advice	Ongoing	Ongoing Much work has gone on in developing our staff networks which are now 5 in number

Equality, diversity and inclusion policy

Statement

In this modern age, Wales is a multicultural society. There are people of different nationalities and ethnicities who use many languages. There are also geographical variances such as the everyday use of the Welsh language in different parts of Wales. We must all strive to recognise these variances in order to serve our communities well, and value differences and cultural identities amongst our staff.

We believe that diversity is as important to the workplace as it is in the natural environment. Diversity in this context means both visual and non-visual differences of background, socio-economic group, personality and work-style, as much as the more overt differences of the nine protected characteristics listed in the Equality Act 2010:

- age
- disability
- gender reassignment
- marriage & civil partnership
- pregnancy & maternity
- race
- religion or belief
- sex (gender)
- sexual orientation

We will develop an organisation where all employees are actively supported in giving their best contribution to the work of Natural Resources Wales. Developing a culture where we respect the views of others and treat others as we would expect to be treated ourselves and value differing skills and abilities.

Purpose

This policy sets out how we will treat all partners, employees, prospective employees, contractors, visitors, clients and suppliers.

Compliance

This policy meets the business and operational needs of Natural Resources Wales. It also complies with the Equality Act 2010 with particular reference to the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.

We must, in the exercise of our functions, have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Scope

This policy applies to all who work for Natural Resources Wales including those designated as casual, temporary, agency, apprentices and volunteers. Whilst not exhaustive, it applies to recruitment and selection, terms and conditions of employment including pay, promotion, training and every other aspect of employment. It also applies to our relationships with our visitors, clients and suppliers.

Key principles

- We will comply with the general and specific public sector equality duties under the Equality Act 2010 and will publish our approach and objectives. We will also publish our progress against these objectives.
- In the work that we do we will recognise the benefits of human rights and equality in both people's individual lives and also their communities. We will understand multicultural facets and will support individuals to pursue, preserve and celebrate cultural differences.
- We recognise the benefits of having a diverse workforce and we will strive for fairness and equality of opportunity in all areas of employment, identifying and removing barriers that prevent any employee from progressing and developing their potential. We will support and encourage employee networks to provide peer group support.
- We will ensure that the service we provide to our customers, communities and partners is free from discrimination. We endeavour to ensure our services are accessible to all and that the diverse needs of our customers are understood and met wherever reasonably possible. We will work to reach out to groups to ensure that there is a mutual understanding of our respective needs and requirements.
- Equality, diversity and inclusion will be taken into account and reflected in our procurement of goods, facilities and services. Contractors, partners and suppliers who deliver services on our behalf will share our aspirations for diversity and will be expected to comply with our Equality, Diversity and Inclusion Policy.
- We will encourage all employees to self-disclose their diversity details on our finance and HR system. We will use this aggregated information to understand any adjustments we need to make in the workplace and to our policies. The information will be used to update our Board and Executives on our progress towards achieving our Public Sector Equality Duty objectives.
- Monitoring is an integral part of our Equality, Diversity and Inclusion Policy. We will take all reasonable steps to ensure we comply with the law regarding equality analyses. Data on the composition of the workforce will form the baseline data to be reviewed on a regular basis and reported to the Board each year. We will develop appropriate measures to enable us to evaluate progress and stimulate policy development in existing and new areas.
- We will offer work arrangements that help to meet the needs of the diverse workforce, for example in balancing family and work obligations or managing disability issues.

Roles and Responsibilities

The Executive Director Organisational Development and People Management has overall responsibility for the application of the Equality, Diversity and Inclusion Policy across the organisation. However, all employees have a legal duty not to discriminate against other staff members, potential employees, clients and suppliers. All staff are expected to promote the spirit of the equality, diversity and inclusion policy to the full.

All employees of Natural Resources Wales must take individual responsibility to ensure they comply with this policy and treat everyone with whom we interact, with respect, dignity and in a fair and inclusive way.

Any breach or alleged breach of this policy will be taken seriously, investigated fully and may result in action under one or more of our harassment, disciplinary or grievance procedures. In serious cases such behaviour may constitute gross misconduct and may result in dismissal.

Managers and Team Leaders are responsible for ensuring that our people understand the relevance of diversity to them and the behaviour we expect from everyone.

Other relevant information

If you are unhappy with the way you have been treated, you should firstly approach the individual or relevant manager and explain your concerns to them. If you remain unhappy you should:

As a member of staff, raise your concerns using either:

- the [Grievance Procedure](#)
- the Bullying and Harassment Procedure. (To be published)

As a customer or member of the public, highlight your concern using:

- the [complaints procedure](#)

Behaviour by our employees that contravenes this Policy will be dealt with under:

- the [Managing Misconduct Procedure](#)

Other sources of information

[Code of Conduct](#) - the standards and behaviours expected from staff

[Roadmap](#) – our journey with our embedded values

[Equality and Human Rights Commission](#) – our regulator in Wales

[ACAS Equality Guides](#) – guides to dealing with discrimination

[ACAS Discipline and Grievances at Work](#) - guides to dealing with discrimination

Transsexual Policy (To be published) - specific information on gender identity

Our Equalities Senior Advisor, members of the Equality and Diversity Forum or NRW's trade union representatives are also available for further advice as necessary.

Equality, diversity and inclusion

We are committed to a policy of equality and diversity, the aim of which is to ensure that no employee receives less favourable treatment on the grounds of their age, disability, gender reassignment, being married or in a civil partnership, pregnancy, race, gender, sexual orientation or religion, belief or non-belief.

An Equality Impact Assessment has not been produced for this policy as it sets out key behaviours and expectations on staff conducting these assessments.

Contact

This policy is owned by Organisational Development and People management.
Developed and agreed in partnership with the representing Trade Unions.

Approval

Approved by the Equality and Diversity Forum, Executive Team and the Board.

Version

First published (date).

For first review in 12 months' time and then every two years. Amendments will be made sooner where a relevant change in legislation or business requirement occurs and following discussions with the representing Trade Unions.

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