

Monitoring & Reporting Workplace Diversity

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WHAT WE WILL COVER

- Know what and how to monitor and report step by step, from basics through to implementation
- Begin to plan effective diversity monitoring and reporting for the business
- Check effectiveness of existing monitoring and reporting practices
- Consider how to link monitoring to business specific goals
- Be clear on legal requirements
- Links to good practice case studies

The requesting and collection of data from individuals about their [protected] characteristics, then the analysis of that data and integration into company decision-making.

- To monitor effectiveness of company policies (e.g. EDI policy) and procedures (of HR)
- To understand make-up of the workforce so actions can be taken to address their needs - and therefore promote inclusion
- To understand and benchmark the diversity of people applying for jobs and being recruited into the business – so actions can be taken to widen the candidate pool, if necessary
- To understand the progress of people with different protected characteristics through the business – and contribute to meeting the requirement of the Equality Act 2010 to prevent discrimination

Your current position on monitoring

- Why?
- What?
- Key Issues



- **Equality Act 2010:** illegal to discriminate, victimise or harass
- Gender pay reporting legislation - employers with 250 or more employees to publish annually the pay gap between male and female employees
- May be required by public sector partners to input data to support their public sector equality duties



- Employers with more than 10 employees, each working 16 or more hours per week, must monitor community background composition and sex of job applicants and employees
- Submit information to the Equality Commission yearly
- Review for equality every three years

www.equalityni.org

- Anonymise data where possible
- Under **General Data Protection Regulation (GDPR)**, employers will be able to gather and analyse information about employees for **equality** monitoring purposes
 - ✓ provided that they have a legal basis for the processing
 - ✓ and, where applicable, the rules relating to processing special categories of personal **data** are met.



Monitoring - What and How: Step by Step

Protected Characteristics

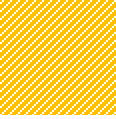
- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and maternity
- Race
- Religion and Belief
- Sex
- Sexual Orientation



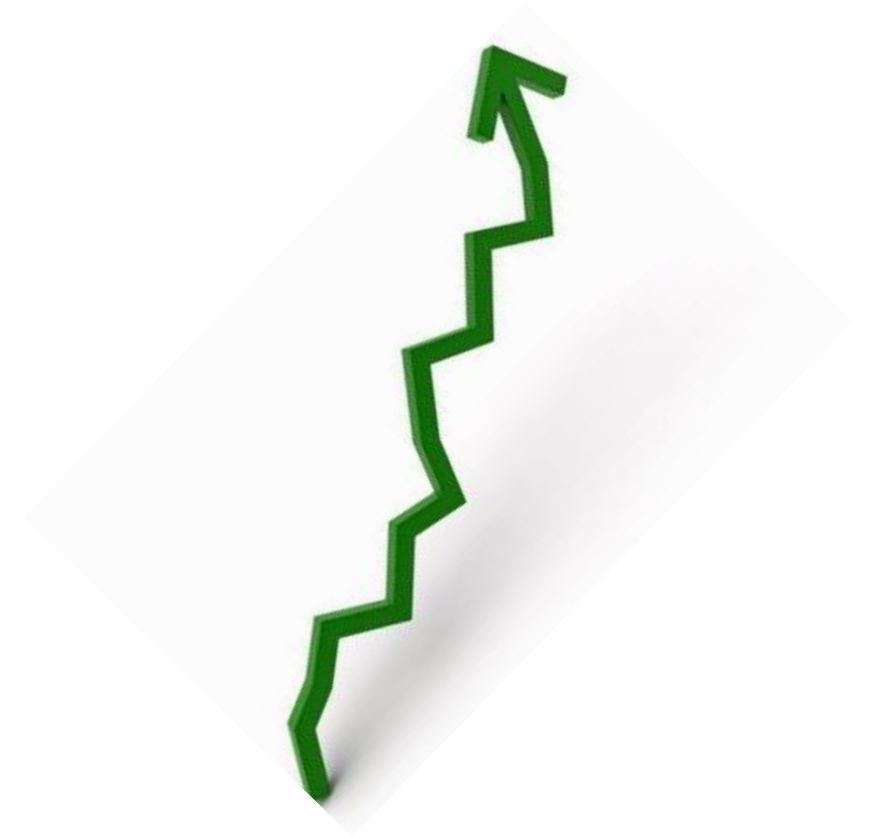
Optional Measures for Inclusion

- Caring responsibilities and returnships (including parents /carers re-entering the industry)
- Employment status
- Socio-economic background
- Flexible working / Full time / Part time





- Organisational Culture - how it supports openness and acceptance of difference?
- Demonstrable support from leaders
- Engage; communicate intent - prepare the ground



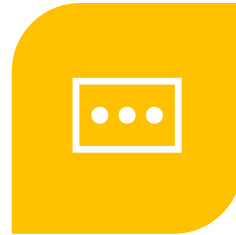
FIR Case Study: Keir Highways - increasing disclosure

- Campaigns to spotlight role models, demystify disability in the workplace, and create a supportive environment
- Inclusion week: provide case studies and profiles of people within the business with disabilities to raise profile and give people examples they could relate to
- Communications - Toolbox Talk ,Posters and Case Studies
- Supported Learning Internships
- Disability Forum / Disability Confident Journey
- Leadership - demonstrable buy in

Involve stakeholders



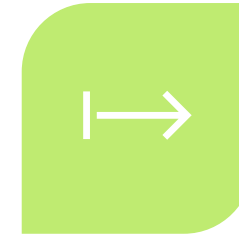
ALL STAFF



LINE MANAGERS



SENIOR
MANAGEMENT



TRADE UNIONS



STAFF SUPPORT
NETWORK
GROUPS



INTERNAL
COMMUNICATION
SPECIALISTS



OTHER STAKEHOLDERS
THAT COULD IMPACT ON
THE SUCCESS OF THE
INITIATIVE



Communicating
intent



Distribution
methods



Follow up



Confidentiality

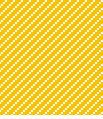
FIR Case Study : Network Rail MMP

What monitoring will help you measure

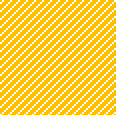
- What do you want to achieve with your D&I initiatives?
- How will you know when you have reached your objectives?
- What data points (quantitative and qualitative) will support the above?
- What do you already know?
- Where are your 'pressure points' or areas of concern within your organisation?
- What additional insights are required?
- Which insights create a stronger business case for D&I?

- Staff surveys
- Focus groups
- Interviews
- Participation
- Promotion
- Networks





- Start with what you can manage
- Align measurements to business priorities
- Be clear on which data will evidence this
- Build on this as part of long term D&I planning



- Publications internal & external
- Annual report
- Social Media
- Marketing
- Promotion
- Networks





Action Plan

Thank you