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HEALTH AND SAFETY EXECUTIVE

External Diversity Progress Report 2006 – 07

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Issue

1. Progress report on **external diversity priorities** of HSE's Diversity Action Plan.

Timing

2. Routine.

Recommendation

3. That the Board notes the progress made (paras 5 to 7 and Annex 1) and encourages sensible and proportionate use of the diversity impact assessment tool.

Background

4. This is the second annual report on **external** diversity. The Board considered the first report, on both internal and external diversity, in July 2006 (B/06/56) and received a second annual report on **internal** diversity in February 2007 (B/07/28).

5. The Diversity Steering Group (DSG), chaired by Vivienne Dews, drives progress on the Board's Diversity Vision through its focus on priorities. In April, the DSG agreed the attached summary report on 2006/07 external diversity objectives (Annex 1) which included the following highlights:

- i. **Fulfilling our statutory requirements** through (a) timely publication of new Equality Schemes for Disability and Gender, setting out clear and challenging priorities intended to make a difference; (b) progress with existing Race Equality Scheme priorities and (c) DSG agreement to new, 2007 Race priorities.
- ii. **Raised awareness of the Board's Vision** through its endorsement by the then, new, Chief Executive; intranet publication of Board Member achievements; the summer diversity Exchange Briefings and Black History events in London and Bootle. Whilst this activity was as much internal as external facing, promoting staff understanding is key to mainstreaming and delivery of the external agenda.
- iii. Launching a **new communications toolkit and translation framework giving practical help** to key colleagues including Communications staff and Account Managers. [An A4 aide-memoir for all staff will be published shortly]. These

tools provide staff with authoritative guidance to identify which diverse audiences are important and how best to engage them. For example, our Agriculture & Food Sector is developing training material for potato harvesters in partnership with the British Potato Council. The toolkit has informed decisions about targeted translation into 6 languages and engaging the business community about how best to promote key messages.

- iv. Launching the **Diversity Impact Assessment Tool** following piloting and refinement. A communications drive to promote the Tool is imminent.
- v. **Commission endorsement** of the joint HSC/DRC **statement on overarching principles of health and safety risk management and disability**. Guidance to underpin this statement is under development with publication due in September 2007.
- vi. **Operational initiatives** include improving our understanding of stakeholder cultural needs and means of reaching out to minority groups; building stronger links with both regulatory partners and external stakeholders; and promoting the use of our interpretation services, notably in relation to migrant workers. The DSG discussed a detailed Race Equality Scheme progress report at its April meeting.

Argument

6. Progress has been broadly acceptable: the Exchange Briefing and Black History Events helped re-establish impetus, providing opportunities to share research and operational experience as well as shaping future priorities.

7. The main focus of the 2006/7 External Diversity Action Plan was on product delivery, notably the Diversity Impact Assessment Tool, Communications Toolkit (following collaboration with the Central Office of Information) and the Equality Schemes. The challenge for 2007/8 is to secure real-world outcomes for these processes by mainstreaming them into policy-making, communications and operational activity.

8. The Exchange Briefing indicated that staff would like a greater steer from the Board in putting its vision into practice. Board support for the use of these products, proportionate to the occasion, would give that steer.

9. External priorities for 2007/08 include:

- **a sustained communications push to embed new processes and practices**, notably the Diversity Action Plan (incorporating Equality Scheme priorities), Communications Toolkit and the diversity impact assessment (DIA) tool. Early deliverables are the application of the impact assessment tool to a Fit3 workplace transport campaign and to the strategy for engaging SME's. Of course, internal impact assessment is also required and the tool is being applied to the 'How and Where We Work' project;
- **developing our intranet to share research findings and good practice** particularly from the field, to ensure staff access to up-to-date information on services available and how to access them;
- **developing the joint HSE/DRC guidance** on disability sensitivity in health and safety risk management;
- organising the requested **HSC seminar** on diversity.

10. Embedding diversity impact assessment is key to mainstreaming and, given its statutory nature, is most likely to exercise Directorates and their staff. The Communications toolkit will help and diversity-sensitive staff won't have difficulty considering equality implications. As staff awareness grows, so will the ease of diversity impact assessment and much new work will only require a simple screening process. Appropriate corporate support will help: eg targeted training is already in hand.

Consultation

11. The diversity progress report was approved by the DSG, which has TU and staff network membership.

Presentation

12. Internal only. Publicity on Diversity progress will be via Express, e-express, and the diversity intranet pages.

Costs and Benefits

13. The key benefits are compliance with statutory obligations and mainstreaming diversity in our day-to-day work. This is to ensure the diverse society we serve has equitable access to the regulatory protection we seek to provide, and service delivery is diversity-sensitive. As stated in the HSE Board's vision, our ability to improve health and safety outcomes depends on protecting all people's health and safety in the workplace, whatever their background and outlook on life – it's a business imperative for us. The wider benefits are in relation to our public accountability, public confidence and our image.

14. There are no costs to business and stakeholders beyond optional participation in consultation.

Financial/Resource Implications for HSE

15. The cost to the External Diversity Team progressing this work in 2006/07 was approximately £165K (see para 7) and the cost to the team is anticipated being roughly similar for 2007/8, which has been planned for.

16. It is difficult to quantify the costs of external diversity impact assessment as this is essentially an extension of good practice in policy development. In mainstreaming the diversity agenda, diversity impact assessment will be gradually woven into the generic impact assessment (IA) processes, customary to policy development/review and aligned with BRE guidance. Staff awareness will therefore have a bearing (see para 10). The recent experience of applying diversity impact assessment to a Fit3 workplace transport campaign was that the work took 2 days maximum.

17. It is, however, recognised that costs in major new projects like the Workplace Health Connect roll-out could be proportionately more. Such projects with an obvious diversity dimension would require a costed business case for Board approval, which would include diversity impact assessment costs.

Action

18. Board members are asked to note progress (paras 5 to 7 and Annex 1) and find ways to encourage their staff to mainstream diversity impact assessment.

Overarching

<p>Raise awareness amongst staff of the business benefits of diversity; the Board’s Vision for diversity; and the need for further progress in HSE.</p>	
<p>Action1. Mechanisms in place to publicise and drive the Vision</p>	<p style="text-align: center;">Progress</p> <p>Good progress on publicising vision. A range of actions from articles in Express & publishing Board Member personal achievements to high level engagement in the Exchange Briefing.</p> <p>A comprehensive External Diversity Team (EDT) communications plan detailing further work for year. E.g. workshops, improvements to intranet site including good practice examples and key research messages, internal publicity in e-Express and Express.</p> <p>Communication toolkit incorporating translation framework launched November 2006 and placed on intranet.</p>

External diversity

<p>Build – and make better use of – the evidence base in our policies and operations, for example on stress and ethnicity and on differential patterns on ill- health among different ethnic groups.</p>	
<p>Action 2. Workshops, intranet and web to publicise emerging information from research and stakeholder engagement.</p>	<p style="text-align: center;">Progress</p> <p>Joint EDT/HR/Comms project underway to revamp diversity intranet site and new HSE webpages. Site to include research summaries, key messages and other useful links. Test pages currently under construction by CDS.</p> <p>Joined forces with MAGNET, as part of Black History Month, to present race research and operational information to HSE staff. Events held in London (31 Oct) and Bootle (1 Nov). Positive feedback is shaping this year's proposals.</p> <p>HSL Literature Searches/Academic Reviews have been completed on religion, culture and beliefs, young workers, older workers and gender. EDT to review HSL work and decide on further action.</p>

Design interventions to take account of different needs and impact on particular groups (such as older workers) and so improve health and safety outcomes.	
Action 3. Diversity Impact Assessment tool and pilots.	<p>Progress Discharged. Tool published December 2006 with interactive version live in April 2007. Communications drive to promote tool has commenced.</p> <p>EDT has provided briefings/advice to support staff.</p>
Action 4: New joint Disability Rights Commission (DRC)/ HSE guidance on disability.	<p>Stage 1 discharged. Joint statement endorsed by HSC in January 2007 is live on HSE website and dispatched by DRC on targeted e-mail bulletin in March 2007.</p> <p>Stage 2: development of suite of joint DRC/HSE guidance on risk assessment and disability underway. [Publication target date September 2007.]</p>

Reach out to people/ organisations with particular understanding of diversity, to improve our policies and delivery (e.g. how best to influence ethnic minority owned/managed businesses) and to ensure our advice and information is widely accessible (e.g. for migrant workers)	
Action 5: Follow up COI research on communicating with diverse groups. In particular, produce a Communications Toolkit, translation framework and aide - memoire	<p>Progress Discharged. Communication Toolkit incorporating language framework presented to Comms partners. Communications Toolkit is live. Examples of its use:</p> <ul style="list-style-type: none"> • Agriculture & Food Sector/ British Potato Council partnership • Textile BME project (under development) <p>An A4 aide-memoir for all staff developed [to be published in May 2007].</p>

Fulfilling our statutory requirements: Equality Schemes	
Action: Development of a scheme for Disability and Gender	<p>Progress Discharged. Schemes published on intranet and HSE website 4 December 2006. Equality Scheme Working Group disbanded.</p> <p>Actions incorporated in overall Diversity Action Plan 2007. Progress to be monitored and reviewed by DSG.</p>