Application: Wales Audit Office 2020

Section 1: Employee Policy

Completed   16 Mar 2020

Workplace Equality Index submission

<u>Policies and Benefits: Part 1</u>

Section 1: Policies and Benefits

This section comprises of 7 questions and examines the policies and benefits the organisation has in place to support LGBT staff. The questions scrutinise policy audit process, policy content and communication. This section is worth 7.5% 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.

1.1 Does the organisation have an audit process to ensure relevant policies (for example, HR policies) are explicitly inclusive of same-sex couples and use gender neutral language?

GUIDANCE: The audit process should be systematic in its implementation across all relevant policies. Relevant policies include HR policies, for example leave policies.

Yes

Please describe the audit process:

State when the process last happened:	All policies and procedures developed within the

	Wales Audit Office are subject to an Equality Impact Assessment Process. The most recent policy reviewed was Gender Identity and Transitioning June 2018.
Describe the audit process:	All corporate policies must have an Equality Impact Assessment (EqIA) completed on them, when they are draft. The policy author engages with our independent Law and Ethics Team to undertake the EqIA. A member of that team is responsible for assessing the regulatory requirements and commenting on the policy's fitness for purpose in equality impact terms. A standard part of an EqIA, is ensuring inclusion of gender neutral language. The EqIA process consults with the WAO's Equality Interest Group, which represents staff interests in terms of the protected characteristics. The WAO ensures that all policies are written in a gender neutral format. A review of our employee handbook will take place within the next year and this will support the principles that the WAO applies to create a gender neutral working environment where the emphasis is on the performance of competencies to deliver within roles. Wales Audit Office will seek advice from Stonewall in the re-development of the handbook. The WAO updated the People Strategy during 2018/19 which has helped to focus upon creating an inclusive culture. Events such as Caffi Culture have embedded the culture and values which have been developed as a result of the Culture development workshops. As part of this process staff were asked to help create the values and behaviours of the organisation through discussion and interactive events. This had an implicit outcome of engaging staff and allowing staff to share thoughts in a safe environment.

WAO engaged Stonewall to deliver gender neutral language training on 20 November 2018; this was for a key group of stakeholders involved in policy development and EqIA review to ensure consistency in approach to policy and implementation of processes. |

Describe any previous outcomes of the audit process:	The extensive consultation process along with the Equality Impact Assessment takes into consideration a range of views, as well as expert guidance to ensure the policy is relevant to the particular subject matter whilst being considerate of its impact upon all people. The Gender Identity and Transitioning Policy which has been developed in 2018 has been reviewed by the Wales Audit Office Equality Steering Group and changes that have been made are outlined below: distinguishing between what is policy and guidance to help improve accessibility for staff. a review of language to ensure the policy has similar terms in regard to leave as other protected characteristics, whilst recognising the need for flexibility as individual circumstances will differ. We have not had any issues in recent years where an Equality Impact Assessment identified that a policy was not explicitly inclusive of same sex couples or did not use gender neutral language. We ensure that these factors are taken into full regard during policy development, prior to Equality Impact Assessment.

1.2 Does the organisation have a policy (or policies) which includes the following?

Tick all that apply

GUIDANCE: The policy/policies should clearly state that the organisation will not tolerate discrimination against employees on the grounds of sexual orientation, gender identity and/or trans identity. These may be listed along with other protected characteristics. The policy/policies should also demonstrate, through careful wording, a zero-tolerance approach to homophobic, biphobic and transphobic bullying and harassment. They should explicitly include examples of what homophobia, biphobia and transphobia in the workplace may look like.

Responses Selected:

A. Explicit ban on discrimination based on sexual orientation
B. Explicit ban on discrimination based on gender identity and gender expression
C. Explicit ban on bullying & harassment based on sexual orientation
D. Explicit ban on bullying & harassment based gender identity and gender expression

Name the policy and paste the relevant policy excerpt:

	Policy	Excerpt
A. Explicit ban on discrimination based on sexual orientation	Dignity at work policy	The Wales Audit Office is responsible for ensuring that its employees are protected from unlawful harassment or bullying or discrimination in the course of their work on grounds of sex (gender), sexual orientation, marital or civil partnership status, gender reassignment, race (which includes ethnic or national origin, colour and nationality), religion or belief, disability, age or pregnancy or maternity status or any other personal characteristic of the

		individual.
B. Explicit ban on discrimination based on gender identity and gender expression	Dignity at work policy	The Wales Audit Office is responsible for ensuring that its employees are protected from unlawful harassment or bullying or discrimination in the course of their work on grounds of sex (gender), sexual orientation, marital or civil partnership status, gender reassignment, race (which includes ethnic or national origin, colour and nationality), religion or belief, disability, age or pregnancy or maternity status or any other personal characteristic of the individual.
		The Wales Audit Office is responsible for ensuring that its employees are protected from unlawful harassment or bullying or discrimination in the course of their work on grounds of sex (gender), sexual orientation, marital or civil partnership status, gender reassignment, race (which includes ethnic or national origin, colour and nationality), religion or belief, disability, age or pregnancy or maternity status or any other personal characteristic of the individual. Definitions Harassment and bullying may be occurring in circumstances that are not readily visible to managers. The symptoms of bullying and harassment for an organisation include: absenteeism, underperformance and high staff turnover. It is often difficult to distinguish

		between bullying and harassment, and therefore employees who wish to submit a complaint need not attempt to distinguish between the two. Nevertheless, the definitions given below may help employees understand what kinds of behaviour might justifiably lead to a complaint. Harassment is any unwanted physical, verbal or non-verbal conduct which has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment may be persistent or an isolated incident. Harassment is determined by the impact on the recipient and not the intention of the harasser. What is acceptable to one individual may not be acceptable to another. A single incident of unwanted or offensive behaviour to one individual can amount to harassment.
C. Explicit ban on bullying & harassment based on sexual orientation	Dignity at work policy	Harassment may be perpetrated by one or more employees against an individual or a group of employees. Examples of harassment include: • Unwanted conduct or conduct that has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment on the grounds of their sex, race, sexual orientation, disability, religion or age or any other personal characteristic of the individual.

		• Sending (by any means) written or visual materials of a sexual nature which may cause offence to an employee. The display of pictures, objects or written materials that may be considered pornographic or offensive to particular ethnic or religious groups. • Insensitive/inappropriate jokes or pranks. • Lewd comments or offensive remarks on appearance or dress. • Speculation about another's private life or sexuality. • Offensive or intimidating comments. • Shunning an employee, for example, by deliberately excluding them from conversation. • Unwanted physical contact, ranging from touching or brushing against another employee's body to assault, or coercing sexual relations. • Promises of special treatment in return for, or threats for the refusal of, sexual favours. • Requests for sexual favours, unwelcome sexual advances or offensive flirtations. • Continual pressure for social activity outside the workplace after it has been made clear that such suggestions are unwelcome.
		The Wales Audit Office is responsible for ensuring that its employees are protected from unlawful harassment or bullying or discrimination in the course of their work on grounds of sex

(gender), sexual orientation, marital or civil partnership status, gender reassignment, race (which includes ethnic or national origin, colour and nationality), religion or belief, disability, age or pregnancy or maternity status or any other personal characteristic of the individual.

Bullying means offensive, intimidating, malicious or insulting behaviour which, through the abuse or misuse of power, makes the recipient feel vulnerable, upset, humiliated or threatened. Power includes both personal strength and the power to coerce others through fear or intimidation. Bullying is a form of harassment and can undermine an individual's self-confidence, competence and self-esteem. As with harassment, bullying can take the form of physical, verbal and non-verbal conduct, and can be intentional or unintentional. Bullying does not include legitimate and constructive criticism of an employee's performance or behaviour, or reasonable requests made of employees in the course of their employment.

Bullying may be persistent or a serious isolated incident in some cases. Bullying may be perpetrated by one or more employees against an individual or a group of employees.

All employees should think about whether their actions might be considered to be bullying.

D. Explicit ban on bullying & harassment based gender identity and gender expression	Dignity at work policy	Examples of bullying can include: • offensive or insulting behaviour which makes an individual feel threatened, or taken advantage of; • exclusion; • victimisation; • unfair treatment; • overbearing supervision (including the excessive or unreasonable use of electronic or other media); • physical or psychological threats; • ridiculing, demeaning, humiliating or unwarranted criticism of an employee; • deliberately undermining an employee by overloading with work and constant criticism; • inappropriate and/or derogatory remarks about an employee's performance; • making threats about job security or terms and conditions of employment without foundation; • shouting at colleagues in public or private; • unreasonably withholding information, removing areas of responsibility or allocating inappropriate tasks which are outside the scope of an employee's job (for example, substituting responsible tasks with menial or trivial ones); • unreasonably excluding colleagues from meetings or communications; • spreading malicious rumours; • unreasonably blocking training or promotion opportunities; • setting impossible deadlines; • setting unachievable

| | | objectives; and
• undermining an employee's authority or dignity.
This list is not exhaustive and other behaviour may constitute bullying.
It is unacceptable to condone bullying behaviour under the guise of a particular management style. Effective management obtains results whilst ensuring that employees are treated with dignity and respect.
The WAO will not tolerate harassment, bullying, or victimisation on the grounds of transitioning and will treat a complaint of discrimination on these grounds seriously. Such inappropriate behaviour will lead to disciplinary procedures being instigated that may result in action up to and including dismissal.
Whilst some colleagues/clients may ask inappropriate questions due to a lack of knowledge, the WAO will not tolerate discrimination, harassment or victimisation on the grounds of transitioning and will treat complaints seriously.) |
|---|---|---|

1.3 Where the organisation has the following policies, do they explicitly state they are applicable to same-sex couples and use gender neutral language?

Tick all that apply

GUIDANCE: Where applicable, the policies should explicitly state that they apply to same-sex couples (or same-gender or non-heterosexual couples). Alternatively, they should explicitly state that they apply regardless of the gender of an employee's partner. The policies should avoid unnecessarily gendered language and pronouns, for example, by using the term 'partner' instead of 'husband' or 'wife' (as long as you have previously stated what constitutes a partner). It should be clear that parental leave policies apply to all employees, regardless of gender.

Responses Selected:

A. Adoption policy

B. Special or Compassionate Leave Policy

C. Maternity policy

D. Paternity policy

E. Shared Parental leave policy

Provide a brief description of the policy/policies you have uploaded:

Staff handbook undergoing review, stating: 88 In addition to the statutory maternity, adoption, shared parental leave (SPL), paternity and parental regulations, no employee who wishes to take maternity, adoption, shared parental, paternity and/or parental leave will be discriminated against (inadvertently or otherwise) in any way. Under the Equality Act 2010 there are nine protected characteristics, of which gender, sexual orientation, pregnancy and maternity are included. The WAO must handle all leave requests fairly and consistently, and must keep a record of all requests received.

Extract of shared parental leave policy: 98 Shared parental leave (SPL) is available to all non/birth parents who wish to share caring responsibilities following the birth/placement of their child. 99 SPL can only be used by two people:

• The pregnant employee/primary adopter/parental order parent; and

• their partner – either the biological birth parent, husband or wife, joint adopter,

civil partner or partner of the child's birth parent/primary adopter.

Paternity Leave policy: 108 Paternity leave enables a co-parent to take paid leave to assist at the birth or after the birth (or adoption) of their child. Details are provided in Appendix 1. We avoid using avoid unnecessarily gendered language and pronouns in our policies.

A. Upload the adoption policy

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

Employee_Handbook (updated Sept 2019) final

Filename: Employee_Handbook (updated Sept 2019) final **Size:** 408.0 kB

B. Upload the special or compassionate leave policy

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Employee_Handbook (updated Sept 2019) final

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C. Upload the maternity policy

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

[Employee Handbook (updated Sept 2019) final](#)

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D. Upload the paternity policy

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E. Upload the shared parental leave policy

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Filename: Employee Handbook (updated Sept 2019) final **Size:** 408.0 kB

Policies and Benefits: Part 2

Next Steps

1.4 Does the organisation have a policy (or policies) which support employees who are transitioning?

Yes

Does the policy (or policies) in place to support employees who are transitioning cover the following?

Tick all that apply

GUIDANCE: Evidence submitted should demonstrate how information around organisational support for people transitioning is tailored to different employee groups. For guidance on creating a transitioning at work policy, see Stonewall's resource [here](#).

Responses Selected:

A. Work related guidance for an employee who is transitioning
B. Work related guidance on the process for an employee to change their name and gender marker on workplace systems
C. Work related guidance for HR staff on how to support an employee who is transitioning
D. Work related guidance for managers on how to support an employee who is transitioning
E. Work related guidance for employees on how to support a colleague who is transitioning

Provide a brief description of the policy/policies you have uploaded:

As part of our commitment to embrace diversity we support employees whose gender identity is other than that assigned at birth. This includes those who have undergone, are undergoing, or are proposing to undergo gender reassignment/ transitioning (or part of that process), those intending to or already living in a new gender role, those whose gender is non-binary and those who are intersex. The policy attached was developed in consultation with Stonewall, WAO Equality Steering and Interest Groups, Trade Union Partners and WAO staff network groups.

A. Upload guidance for members of staff

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

[gender_identity_and_transitioning_policy_final](#)

Filename: gender identity and transitioning policy final **Size:** 571.5 kB

B. Upload guidance for making changes on systems

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

[gender_identity_and_transitioning_policy_final](#)

Filename: gender identity and transitioning policy final **Size:** 571.5 kB

C. Upload guidance for HR staff

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

[gender_identity_and_transitioning_policy_final](#)

Filename: gender identity and transitioning policy final **Size:** 571.5 kB

D. Upload guidance for managers

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

[gender_identity_and_transitioning_policy_final](#)

Filename: gender identity and transitioning policy final **Size:** 571.5 kB

E. Upload guidance for colleagues

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Filename: gender identity and transitioning policy final **Size:** 571.5 kB

1.5 Does the organisation have a policy (or policies) in place to support all trans employees, including people with non-binary identities?

Yes

Does the policy (or policies) in place to support all trans employees, including people with non-binary identities cover the following?

Tick all that apply

GUIDANCE: Policies submitted should include clear information around how the organisation supports all trans employees, including non-binary people. Guidance on dress code should be offered regardless of whether an organisation has a uniform or dress code policy.

Responses Selected:

A. A clear commitment to supporting all trans people, including those with non-binary identities

B. Information on language, terminology and different trans identities

C. Guidance on facilities and dress code for non-binary people

Provide a brief description of the policy/policies you have uploaded:

WAO hosted a Stonewall Trans Resource Seminar which demonstrates the organisations commitment and inclusive working environment.

As part of our commitment to embrace diversity we support employees whose gender identity is other than that assigned at birth. This includes those who have undergone, are undergoing, or are proposing to undergo gender reassignment/ transitioning (or part of that process), those intending to or already living in a new gender role, those whose gender is non-binary and those who are intersex. The policy attached was developed and consulted in conjunction with Stonewall, WAO Equality Steering and Interest Groups, Trade Union Partners and WAO staff network groups.

Upload the policy and highlight content relevant to option A

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

[gender_identity_and_transitioning_policy_final](#)

Filename: gender identity and transitioning policy final **Size:** 571.5 kB

Upload the policy and highlight content relevant to option B

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

[gender_identity_and_transitioning_policy_final](#)

Filename: gender identity and transitioning policy final **Size:** 571.5 kB

Upload the policy and highlight content relevant to option C

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

[gender_identity_and_transitioning_policy_final](#)

Filename: gender identity and transitioning policy final **Size:** 571.5 kB

1.6 In the past two years, has the organisation communicated that its policies are LGBT inclusive to all employees?

GUIDANCE: The communication uploaded should demonstrate the organisation has informed employees that policies are LGBT inclusive. This may be on a post on an intranet system, but any file or screenshot must demonstrate the reach of the communication.

Yes

Provide a brief description of the communication you have uploaded:

Our policies are communicated to all staff on our staff intranet (The Hub) with periodic updates which advise staff that our policies are LGBT+ inclusive and as part of LGBT+ History Month. Similarly, our fully inclusive approach was communicated in a message on our intranet from ███████████████ ████████ regarding our inclusive working environment who said "If anyone hasn't had the chance to do so yet, I'd encourage you to complete the Stonewall feedback questionnaire (link to intranet provided to staff). I assure you it won't take any more than 5 minutes! Our policies and procedures are already designed to be LGBT inclusive, and any feedback we get will help us to make them even better, as we continue to make WAO a GREAT place to work. "

Upload a communication from the past two years highlighting the relevant content:

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

[q1.6](q1.6)

Filename: q1.6 Size: 419.0 kB

Provide the date that the communication was shared.

19 Aug 2019

The following question is for information gathering purposes only and is not scored.

1.7 Does the organisation provide its employees with private healthcare insurance which is explicitly inclusive of LGBT-specific health needs?

No

Section 2: The Employee Lifecycle

Completed   16 Mar 2020

Workplace Equality Index Application

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.

Responses Selected:

A. Advertise or recruit from LGBT/diversity websites/diversity recruitment fairs and events

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

C. Supply potential applicants with information about your LGBT employee network group or LGBT inclusion activities

Describe the evidence uploaded:

The Section 2 evidence file attached contains evidence for 2.1a, b and c.

Jobs are advertised through the Stonewall online job board and all recruitment material is linked to our website where a statement of diversity can be found, along with our Strategic Equality Plan. Job descriptions are written in a gender neutral format. Job adverts are widely advertised across a variety of media and social networks.

Our 'working for us' website page states our commitment to equality and diversity and provides information on our staff network and the importance of LGBT inclusion, including a link to a blog by our ███████████████.

Upload evidence for option A

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

Section2evidencefile.docx12019.docx (1)

Filename: Section2evidencefile.docx12019.docx (1) **Size:** 4.5 MB

Upload evidence for option B

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

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Filename: Section2evidencefile.docx12019.docx (1) **Size:** 4.5 MB

Upload evidence for option C

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

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Filename: Section2evidencefile.docx12019.docx (1) **Size:** 4.5 MB

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

Describe the department or team who deal with recruitment and how you estimate training completion rates:	The HR team deal with recruitment centrally. They work with directors and managers from across the organisation to carry out recruitment processes, including sift processes and interviews. The HR team have received specific training on eliminating discrimination and bias during recruitment.

| | Training completion rates are monitored by the administration function of the training 'portal'. which allows HR to upload new starters and review completion rates for each part of the organisation on a regular basis. This helps to ensure that the training is completed within the period given for the organisational induction.

Other staff involved in recruitment are able to receive specific training and/or a refresher on the e-learning module. Some of these needs are highlighted through discussion with line managers about the personal development plans of members of their staff.

When a specific training course is provided on recruitment and equality issues, it is usually classroom based. It is readily available as part of our overall training programme which any staff member is entitled to access. Completion rates are monitored by HR through the registration and subsequent attendance process. |
|---|---|
| Describe the format of the training and the content you have uploaded: | The Equality and Diversity e-learning package includes training on a range of protected characteristics. It includes a specific section on recruitment, which focuses on eliminating discrimination and bias in the recruitment process.

The training was sourced by the HR team of the WAO. It was tailored, and is delivered, in collaboration with other inspectorate bodies (Health Inspectorate Wales, Care and Social Standards Inspectorate in Wales as well as Estyn). The training is designed to fit an audit and inspection context.

Completion of the e-learning package is a mandatory requirement for all staff. A further programme of training is being planned to focus specifically on living our values and behaviours as well as refreshing the Equalities Inclusion module used at induction. All new starters complete the training as part of their induction. The format allows staff across a diverse range of locations and |

in other organisations to complete the training at a convenient for them. They can bookmark their progress so that they can complete the module in more than one sitting. Their knowledge and understanding is tested at the end of each section.

Work is currently being undertaken to source unconscious bias and unconscious gender bias training for all staff before wider roll out of the programme. A pilot has already been conducted with a small cohort of staff.

Upload training content

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

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Upload training content

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

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Filename: Section2evidencefile.docx12019.docx (1) **Size:** 4.5 MB

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.

Responses Selected:

A. Explicit message from senior leader on their commitment to LGBT inclusion

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:

All external new starters attend a comprehensive corporate induction programme, which includes a session on equality and diversity by ██████████████████████ (Equality Lead). The session provides information about the WAO's commitment to equality and diversity, including our commitment to LGBT inclusion within the workplace e.g. through the WAO's provision of a corporate Equality Steering Group which includes LGBT+ staff. Further information is provided about our staff-side Equality Interest Group which includes ████████████████. The Group is involved in, amongst other things, assessing all new policies and procedures (and those for review) to ensure equity and fairness for all protected characteristics.

Information is given so that new starters are made aware of the equality and diversity policies and procedures, together with signposting information to their locations on the intranet. A demonstration of the system is given and along with a list of links to each relevant policy.

During the session, new starters are made aware of the LGBT+ employee network (Spectrum) which has a senior leader champion at director level. New starters are provided with information from both HR and the Communications Team about how they can join the Spectrum group and or a member of the internal social media platform (YAMMER) where issues on LGBT+ and wider equality issues are shared. They are encouraged to become members of these groups as either a member or an ally. The types of information available and the activities they can take part in are explained and demonstrated; such as the offering of support on LGBT+ issues and a community for everyone at the WAO, whether or not individuals self-define as LGBT+ or not. The group is open to all employees across the WAO. The group takes action to raise awareness of LGBT+ issues, and acts to contribute more widely to work and life at the WAO. It also holds social events through the year, which are a great opportunity to meet informally with other LGBT+ colleagues.

A comprehensive equality and diversity e-learning module is a mandated training activity for all new staff with refresher training given periodically to all staff. The new starter is informed of the date when this should be completed; that failure to complete the module results in a reminder email and final escalation to the line manager.

Our status as a Stonewall Diversity Champion is promoted to all new starters.

Upload evidence for option A

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Filename: Section2evidencefile.docx12019.docx (1) **Size:** 4.5 MB

Upload evidence for option B

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Filename: Section2evidencefile.docx12019.docx (1) **Size:** 4.5 MB

Upload evidence for option C

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Filename: Section2evidencefile.docx12019.docx (1) **Size:** 4.5 MB

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.

Yes

Describe how non-binary identities are recognised on workplace systems:

Staff are able to access the Employee Self Service Portal and change their personal information at any time.

Screen prints are attached in Section 2 evidence file - an individual is asked to state their identity at birth and how they would describe themselves now. The choices are: female, male, non-binary, in another way, prefer not to say.

Our HR system allows staff and job applicants to select their preferred prefix of Miss, Mrs, Ms, Mr, Mx, Canon, Professor, and Dr

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:	Completion rates are monitored by the administration function of the training portal which allows HR to upload new starters and review completion rates on a regular basis to ensure the training is completed within the period given for the organisational induction.
Describe the format of the training and the content you have uploaded:	The Equality and Diversity e-learning package has content on a range of protected characteristics as well as each of the above criteria. It includes a section for managers which focuses on eliminating discrimination and bias in our recruitment processes. It is a mandatory requirement that any person joining the Wales Audit Office must complete the E-learning package. As such, all new starters must complete the E-learning package as part of their induction programme. The online format of the e-learning means that staff across a diverse range of locations (as well as in other inspectorates) are able to complete the training at a time that is convenient for them. A further programme of training is being planned to focus specifically on unconscious bias.

Upload evidence for option A

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Filename: Section2evidencefile.docx12019.docx (1) **Size:** 4.5 MB

Upload evidence for option B

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Filename: Section2evidencefile.docx12019.docx (1) **Size:** 4.5 MB

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.

Responses Selected:

A. Information about LGBT History Month, Pride, Spirit Day and/or IDAHoBiT

C. Information about Transgender Day of Visibility, Transgender Day of Remembrance and/or Trans Pride

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

Upload evidence for option A

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

Section2evidencefile.docx12019.docx (1)

Filename: Section2evidencefile.docx12019.docx (1) **Size:** 4.5 MB

Upload evidence for option C

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

Section2evidencefile.docx12019.docx (1)

Filename: Section2evidencefile.docx12019.docx (1) **Size:** 4.5 MB

Upload evidence for option D

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

Section2evidencefile.docx12019.docx (1)

Filename: Section2evidencefile.docx12019.docx (1) **Size:** 4.5 MB

Provide date for option A

23 Aug 2019

Provide date for option B

(No response)

Provide date for option C

17 May 2019

Provide date for option D

29 May 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.

Responses Selected:

A. General leadership and development programmes

B. LGBT specific leadership/professional development programmes

C. LGBT specific seminars and conferences

A. Describe the programmes and how these programmes are promoted to LGBT employees:	A training programme is available to all staff for them to book themselves onto courses via the self service system. Spectrum also promotes career development opportunities widely across the organisation on a regular basis. Communication of Stonewall training for role models and allies was via the main news story of the HUB (our staff intranet). We circulate training opportunities and the newsletters from other staff networks (eg. ▮▮▮▮▮▮▮▮ PRISM LGBT+ network) to Spectrum members.
B. Describe the programmes and how these programmes are promoted to LGBT employees:	The Stonewall leadership programme was specifically offered to two senior members of staff. The programmes aims, objectives, and the application process were sent via a personalised email to the staff members for their private consideration, encouraging them to attend in order to establish practical ways of bringing about cultural change within the organisation and to take practical steps towards a more inclusive workplace. The attendees during 2018 have disseminated their learning at internal events throughout the year, to encourage staff to attend in future years. A standard item on the Spectrum Group agenda is sharing learning and outcomes.
C. Describe the programmes and how these programmes are promoted to LGBT employees:	Five staff attended the annual Stonewall Workplace Conference in Cardiff. Four colleagues wrote a blog about their experience and learning from the conference and this was shared on the intranet. In addition, another colleague attended the Stonewall Workplace Conference in London in April and as part of this took part in the Leadership modules, again sharing his experience on the Spectrum Yammer group that is open to all members of staff. Five members of staff have also attended the Stonewall role module course, have shared their experiences, and act as role modules promoting LGBT+ issues throughout the organisation.

A. Provide a date on which these opportunities were communicated

21 May 2019

B. Provide a date on which these opportunities were communicated

24 Sep 2018

C. Provide a date on which these opportunities were communicated

24 Sep 2018

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:

Performance appraisals take place annually and managers are trained on their completion and creation of staff personal development plans. Some recognition is given as part of this process to individual participation in the LGBT+ employee network. However, we recognise that we need to do more to recognise the work that staff do in this respect as part of their individual annual appraisal.

We have introduced organisational values and behaviours to create a GREAT (Genuine, Respectful, Energetic, Adaptable and Trustworthy) workplace. They provide an ongoing context in which line managers can support staff so that they are able to demonstrate these values and behaviours through their individual roles. They also provide a specific context for greater recognition of the work that staff do in relation to the LGBT+ employee network.

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

Describe the exit interview/survey process and how LGBT issues would be identified or raised:	HR meets with each leaver to explore the reasons for leaving and it is an opportunity for individuals to raise incidents of discrimination. LGBT issues could be identified or raised as a regular part of the performance appraisal catch ups. If staff wanted to raise an issue it is asked on a regular basis throughout their employment with the Wales Audit Office. An example of the questions asked by the organisation to drive improvement is: Did the organisation provide you with adequate support throughout your employment: If not, what support arrangements do you think would have been beneficial:
Describe how any issues raised would be acted upon by the organisation:	Any issue of bullying or discrimination is taken very seriously and investigated in line with the Dignity at Work Policy and the employee handbook. Staff have Allies as part of the Equality Steering Group through which issues can be raised on an individual or confidential basis. We regularly undertake staff surveys, none of which have identified issues for LGBT staff.

Section 3: LGBT Staff Network Group

Completed   16 Mar 2020

Workplace Equality Index Application

Section 3: LGBT Employee Network Group

This section comprises of 7 questions and examines the activity of your LGBT employee network group. The questions scrutinise its function within the organisation. This section is worth 11% 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.

3.1 Does the organisation have an LGBT employee network group for LGBT employees?

A. Yes, with a defined role and terms of reference

Upload the LGBT employee network group's terms of reference:

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

Spectrum Group Terms of Reference 2018

Filename: Spectrum Group Terms of Reference 2018 **Size:** 14.8 kB

ENG: Part 2

3.2 Does the LGBT employee network group have clearly defined yearly objectives?

GUIDANCE: Examples could include holding a certain number of events or campaigns, engaging with different groups of staff across the organisation and collaborating with other organisation's network groups.

No

3.3 Which of the following support activities does the LGBT employee network group facilitate?

Tick all that apply

GUIDANCE: The individual support the network offers should be available and advertised to all staff. Consultation on internal policies and practices should be considered as policies which impact upon employee welfare, for example, reviewing an updated adoption policy. Consultation on the organisations broader work refers to organisational outcomes, for example being consulted on a LGBT media marketing campaign.

Responses Selected:

A. Provide confidential support to all employees on LGBT issues

B. Provide support to enable employees to report homophobic, biphobic and transphobic bullying and harassment

C. Have been consulted on improving internal policies and practices

D. Have been consulted on business development, organisational priorities and/or the organisation broader work

Describe the options selected:

A. Describe the confidential support the group offers and how this is communicated to all staff:	We advertise on our workplace social media, Yammer, that we are a group who offer support to everyone regardless of if they self define as part of the LGBT+ community or not. On it we say:

"If you have any queries or would like to know more, you can email the chair or vice-chair in complete confidence at ██████@audit.wales. Only the chair and vice-chair have access to the mailbox and will subsequently delete any communications if requested. In addition you can contact them in person or by phone. They also provide confidential informal support with regard to homophobic, biphobic and transphobic bullying and harassment.

Please feel free to join our Yammer group. If you don't identify as LGBT+ yourself, joining is a great way to show support for LGBT+ colleagues as an ally and friend."

B. Describe how the group offers support to enable employees to report homophobic, biphobic and transphobic bullying and harassment and how this is communicated to all staff:	The LGBT+ network chair can provide confidential support in relation to these issues and signpost to relevant services that can help through the confidential network email. A statement in the network's online group page communicates this arrangement to all staff. We participate in the Civil Service People Survey which provides the opportunity for staff to anonymously indicate whether they have personally experienced discrimination at work over the last 12 months, and to indicate on what grounds this discrimination took place with 'sexual orientation' and 'gender reassignment or perceived gender' as available options to select (see survey attachment in section 6). The network actively encourages members to take part in the survey.
C. Describe the consultation process and outcome:	The Chair of Spectrum, the LGBT Network is invited to sit on Pawb, the equality interest group. One of the key responsibilities is to scrutinise new policies, and amended policies to ensure they are appropriate. As new or amended policies are brought to Pawb for consultation, if the chair believes there may be an impact on LGBT people within a policy, it is highlighted to the network for discussion with recommendations being considered within the Equality Impact Assessment.

D. Describe the consultation process and outcome:	The Chair of Spectrum, the LGBT Network is invited to sit on Pawb, the equality interest group. This group, as staff representatives, influences and provides guidance to the Executive Leadership Team.

The work of the Pawb this year has comprised being discussing the Strategic Equality Plan's objectives and performance indicators. |

ENG: Part 3

3.4 In the past year, which of the following activities has the LGBT employee network group undertaken?

Tick all that apply

GUIDANCE: 'Awareness raising events' here refers to activities which serve to educate or inform the wider organisation about different sexual orientation, gender identity and/or trans issues, for example panel discussions, lunch and learns or stalls during diversity events. 'Mentoring or coaching programme' here refers to either a specific programme run by the network, or alternatively an organisation wide programme which proactively incorporates LGBT mentoring with the aid of (and driven by) the network group. 'Reverse mentoring' here refers to a formal process whereby senior employees are reversed mentored by more junior LGBT employees.

Responses Selected:

C. Trans equality awareness raising event
D. Collaborated with other LGBT network groups
E. Collaborated with other internal network groups

Describe the activities selected and when they occurred. Please provide specific dates or time periods within the last year.

C. Trans equality awareness raising event	Following a South Wales LGBT Networks Forum meeting at WAO on 21 September 2018 we held a trans awareness event with staff. We invited ███ ████████████████████████ to discuss the Gender Recognition Act consultation and how it is to be trans ████████████████████████████ █████ . We also invited members of the South Wales Forum to stay around following the meeting to listen to the talk.
D. Collaborated with other LGBT network groups	We are a member of Public Pride, a network of networks within the public sector across the UK and regularly attend meetings to discuss national initiatives and campaigns along with roughly 40 other public sector organisations. We have been a part of setting up a new South Wales networks group with bodies from different sectors but within the South Wales region. We hosted the third meeting at the Wales Audit Office where we invited Stonewall to give a presentation on the Gender Recognition Act consultation. We have active links with OUTNAW, the LGBT+ network group for the National Assembly for Wales, for advice and activities.
E. Collaborated with other internal network groups	We worked with the WAO's women network to promote and hold an event with ██████████ ████████████████ around being a trans ████ ████████████████ and to discuss the gender recognition act consultation.

3.5 In the past two years, has the LGBT employee network group held campaigns, initiatives, seminars or events engaging with the following diversity strands?

Tick all that apply

GUIDANCE: 'Initiatives' and 'campaigns' here refer to specific programmes or projects – online or offline – undertaken to achieve LGBT specific aims in the near-term. For example, creating a series of blog posts during LGBT History Month to highlight homophobia, biphobia and transphobia in sport.

Examples include raising awareness of the specific mental health challenges faced by LGBT people during mental health awareness week and profiling prominent trans women on International Women's Day.

This question is looking at how your network group engages with the intersections between LGBT identities and other diversity strands, work on LGBT identities that does not clearly engage one of these other diversity strands will not be accepted for this question.

Please provide specific dates or time periods within the last two years.

Responses Selected:

B. BAME
C. Disability (excluding disability related to mental health)
D. Women
F. Mental health (including disability related to mental health)

Describe the campaigns, initiatives, seminars or events and when they occurred:

B. BAME	In the lead up to the 2018 trans-visibility day a series of blogs were published. Following from the 2018 Stonewall Cymru Workplace conference, it was decided that a major theme of the blogs would be trans people of colour highlighting Munroe Bergdorf.
C. Disability	As part of the 2018 Pride Month, Deaf Direct published a video teaching LGBT related words in BSL. This was shared and staff were encouraged to try some of the words around the office.
D. Gender	Spectrum maintains active links with the WAOmen's network, and jointly hosted an external speaker on trans issues and the gender recognition act in September 20108. Spectrum is also working with the WAOmen's network to help them translate its experience with the WEI so that they can develop their own work plan going forward.
F. Mental Health	Following 2017's Stonewall Cymru Conference, a series of internal blog posts were shared by attendees on what they took from the event throughout the end of 2017 and into 2018. One of the major themes was mental health following one of the conference's sessions. This discussed ways the organisation and individuals can help with mental health.

ENG: Part 4

3.6 In the past year, what initiatives has the LGBT employee network group undertaken to ensure the membership is as diverse as possible?

Tick all that apply

GUIDANCE: Examples provided should clearly demonstrate that the LGBT employee network group is driven in ensuring the membership is representative of many different types of people.

Responses Selected:

A. Implemented a formal mechanism or process to ensure bi and trans issues are covered and engaged with █████████████████████

B. Promoted the LGBT employee network group as being open to all employees and inclusive of LGBT people with multiple identities (for example, BAME LGBT people or LGBT people with experience of mental health problems)

C. Reviewed and evaluated past and future activity to remove barriers to engagement from LGBT people with multiple identities

Describe the initiatives selected and when they took place or were implemented. Please include specific dates or time periods.

A. Implemented a formal mechanism or process to ensure bi and trans issues are covered and engaged with (for example, bi or trans reps)	� ▇ from the ▇ ▇ is our formal trans role model and came to speak in a lunch and learn in the office. ▇ has had several meetings with the group to advise us on our new gender identity policy as well. Due to the fact we have no visible trans role model internally within the organisation, ▇ ▇ for a visible role model. To ensure we have different characteristics represented as contacts on the confidential Spectrum mailbox, ▇ ▇
B. Promoted the LGBT employee network group as being open to all employees and inclusive of LGBT people with multiple identities	Our workplace social media, Yammer advertises that Spectrum is an open group that anyone and everyone, regardless of how they self identify, can take part in its activities. Whenever any communication is shared by the network to staff advertising any events and activities, we take great care in the language used so that we do not exclude anyone, and that we remind that the activities is open to all.
C. Reviewed and evaluated past and future activity to remove barriers to engagement from LGBT people with multiple identities	Reviewing and evaluating events is now a regular agenda item for the network to discuss. When creating the following year's calendar of events, we evaluate the last year's events to endure we look at different issues and that we consider any barriers that individuals may face to attend events.

3.7 Has the LGBT employee network group undertaken any additional work in the past year to advance LGBT equality in both your organisation and the wider community?

GUIDANCE: The work detailed here should be additional to the work already covered in other questions.

No

The following question is not scored.

3.8 Does the LGBT employee network group's terms of reference state that the group is inclusive of bi and trans people? Tick all that apply.

No Responses Selected

Section 4: Allies and Role Models

Completed 16 Mar 2020

Workplace Equality Index Application

Allies and Role Models: Part 1

Section 4: Allies and Role Models

This section comprises of 9 questions and examines the process of engaging allies and promoting role models. The questions scrutinise how the organisation empowers allies and role models, then the individual actions they take. This section is worth 11% 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.

Allies

4.1 Does the organisation have a formal programme or initiative to engage all non-LGBT employees to become allies?

GUIDANCE: The programme should be a formal mechanism to engage non-LGBT people with LGBT equality.

B. Yes, a separate allies network group

Describe the allies programme or initiative:

We launched an Equality Champions and Allies Charter in August 2018 to aid understanding of the differing terms and set about actively encouraging staff to be recognised in those ways. Members of our Board, our Executive Leadership Team and our Equality Interest Group have all volunteered to be Equality Champions. All other members of staff are encouraged to sign up to being an Equality Ally. We state clearly:

An Equality Champion is someone who has a strong belief in equality and diversity and embraces it as an essential part of the WAO being a GREAT place to work.

An Equality Ally is someone who wants to show their support for equality and diversity in the workplace, helping WAO to be a GREAT place to work.

We have a staff intranet page with this information available to all.

We have two senior level champions for Equality and Diversity: ▮▮▮▮▮▮▮▮▮▮ ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ ▮▮▮▮▮▮

We include an open invitation to allies on the Spectrum (LGBT staff network) internal network page (see ATTACHMENT).

As part of their induction, all new starters are encouraged to consider joining or becoming an ally of our staff LGBT+ network, Spectrum.

We have secured the support of ▮▮▮▮▮▮▮▮▮▮▮▮▮▮, to act as a transgender role model for the WAO and ▮▮ has presented a lunch and learn session for us.

The Chair of our Equality Interest Group created a presentation for all staff meetings and attended meetings across our offices in Wales in Spring 2019, so as to promote the allies programme and our commitment to diversity and inclusion.

Upload a communication advertising the allies programme or initiative:

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

[████████ launches diversity champions and allies charter](#)

Filename: ████████ launches diversity champions and allies charter **Size:** 775.2 kB

4.2 In the past year, has the organisation held internal awareness raising sessions, campaigns or initiatives specifically for allies which cover the following?

Tick all that apply

GUIDANCE: Content/activity should be tailored for non-LGBT people and run through mechanisms that engage allies. Content should cover all LGBT identities (lesbian, gay, bi and trans).

Responses Selected:

A. The importance of allies
B. Discrimination towards LGBT people
C. Personal stories from LGBT people
D. Actions they can take to be effective allies

Provide a brief description of the content you have uploaded:

A) The presentation delivered to teams from our Chair of Equality Interest Group, ████████

B) a staff intranet post by one of our Spectrum members about homophobic abuse

C) Transgender personal story by our appointed role model, ████████

D) Actions to be an effective ally

Extracts of messages published on our Spectrum Yammer page for allies.

Upload content covering option A:

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

[2019 Being the best you can be](#)

Filename: 2019 Being the best you can be **Size:** 1.1 MB

Upload content covering option B:

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

[Q4.2b 2019](#)

Filename: Q4.2b 2019 **Size:** 62.2 kB

Upload content covering option C:

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

[Personal Story from ▮▮▮▮▮▮ - Q4.2.c 2019](#)

Filename: Personal Story from ▮▮▮▮▮▮ Q4.2.c 2019 **Size:** 60.7 kB

Upload content covering option D:

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

[champions-and-allies charter](#)

Filename: champions-and-allies charter **Size:** 133.8 kB

Provide a date for Option A:

1 Apr 2019

Provide a date for Option B:

1 Feb 2019

Provide a date for Option C:

7 Mar 2019

Provide a date for Option D:

31 Aug 2018

4.3 Does the organisation enable allies to visibly signal their commitment to LGBT equality?

GUIDANCE: Examples include visual signals such as email signatures, badges, lanyards and mugs.

Yes

Describe how allies can visibly signal their commitment to LGBT equality:

LGBT+ allies currently signal their commitment to LGBT+ equality by signing up as members of our LGBT+ network (Spectrum) staff Yammer group and taking an active part in network activities - e.g. attending the Spectrum Eurovision Quiz and 'liking' posts on our staff intranet.

Our staff intranet says:

Spectrum

We are the LGBT+ network. Every year we hold different lunch and learn events on different topics. Previously, we've discussed being transgender, faith and sexuality, and gender identity. We also hold social events with the annual Eurovision quiz and going to Pride Cymru every year. Our Spectrum group on Yammer has discussions and links to interesting news and updates, so please sign up and join the conversation.

Allies and Role Models: Part 2

Allies

4.4 In the past year, which of the following activities have allies engaged in?

Tick all that apply

GUIDANCE: 'Helped organise' here, refers to allies taking an active involvement in the planning and execution of events. It does not mean allies simply turning up to events.

Responses Selected:

A. Participated in LGBT network group activities
B. Helped organise a lesbian, gay and bi equality awareness raising event
C. Helped organise a trans equality awareness raising event
D. Recruited other allies
E. Coached or mentored other allies
F. Other

Describe the activities selected. Please include specific dates or time periods.

A. Participated in LGBT network group activities	We are active members of the South Wales LGBT government bodies' Chairs group and have hosted a meeting of the group in our offices.
B. Helped organise a lesbian, gay and bi equality awareness raising event	Our Spectrum group runs an annual Eurovision Quiz in partnership with allies in the office, and open to all staff. Great fun is always had!
C. Helped organise a trans equality awareness raising event	███████ is our Transgender role model and spoke at a staff lunch and learn event last September. ███ ████████████████████████ ████ session was very well received and she blogged on our staff intranet post-event.

	Also, in July 2019 we launched our Gender Identity and Transitioning Policy - a first for us at the WAO. We publicised this on our staff intranet.
D. Recruited other allies	Our staff allies have actively encouraged colleagues to join our Spectrum network as non-LGBT+ allies, and to signify this by subscribing to our Spectrum Yammer group information, announcements and to participate in the dialogue of that group.
E. Coached or mentored other allies	Our non-executive board member equality ally, and ████ ██████████, have acted as coach and mentor to each other, as they have engaged regularly on a range of LGBT+ issues that have informed discussion and action in a range of settings including: 1. Key issues around the diversity and inclusion agenda. 2. Development and delivery of lunch and learn sessions 3. Development and delivery of blogs to staff 4. Agreement of approach to raising equality issues at Board meetings, both formally and informally
F. Other	Our ████████ board member equality ally delivered a lunch a learn session covering the importance of diversity and inclusion in the workplace. We were delighted to launch our new Gender Identity and Transitioning Policy in July 2019 after extensive engagement with our Transgender role model, ██████, our Equality Interest Group, and our unions and senior leadership team.

4.5 Does the organisation support all non-trans employees (including lesbian, gay and bi employees) to become trans allies through training, programmes and/or resources?

GUIDANCE: Examples can include information booklets, programmes or training, but must focus specifically on being an ally to trans people. By non-trans, we mean people who do not identify as trans.

Yes

Describe the training, programmes and/or resources:

The organisation and our Spectrum network encourage all non-trans employees to become trans allies. We ran a very successful and well attended learning session around gender identity awareness in early 2017 and again in September 2018 and have recently launched a new Gender Identity and Transitioning Policy.

We encourage staff to read the Stonewall guidance document 'First steps to trans inclusion', by announcing it on our internal website and providing links to the document. We are also using the other Stonewall guides in this series to help inform the work we have commenced to develop our own policy framework for sexual and gender identity, and to refresh our staff equality training arrangements.

Allies and Role Models: Part 3

LGBT Role Models

4.6 Does the organisation support LGBT employees at all levels to become visible role models through training, programmes and/or resources?

GUIDANCE: Examples can include role model and information booklets, programmes or training, but must focus specifically on steps LGBT people can take to become active role models.

Yes

Describe the training, programmes and/or resources:

The WAO actively encourages LGBT+ employees to become role models. Staff who have subsequently expressed an interest are supported to attend Stonewall role model training. We now have █ role models who have been trained.

We also provide links on our intranet where staff can find the Stonewall employee resource document on role models, and we have announced and widely promote our support for staff to become role models

4.7 In the past year, have any visible LGBT role models at board level from the organisation been profiled?

GUIDANCE: For information about what is meant by board level, see here. Within the profiling opportunity, the person's sexual orientation, gender identity and/or trans identity must be clear. It should not be left up to the reader or viewer to make assumptions.

█

Provide the date on which this profile was shared.

(No response)

4.8 In the past year, have any visible LGBT role models at senior management level from the organisation been profiled?

Tick all that apply

GUIDANCE: For information about what is meant by senior management level, see here. Within the profiling opportunity, the person's sexual orientation, gender identity and/or trans identity must be clear. It should not be left up to the reader or viewer to make assumptions.

Responses Selected:

B. Submit evidence where you have profiled the person/s in the last year:

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

Web profile

Filename: Web profile **Size:** 24.4 kB

A. Provide the date on which this profile was shared:

(No response)

B. Provide the date on which this profile was shared:

8 Aug 2019

C. Provide the date on which this profile was shared:

(No response)

D. Provide the date on which this profile was shared:

(No response)

Allies and Role Models: Part 4

LGBT Role Models

4.9 In the past 18 months, has the organisation profiled visible role models from the following communities? Tick all that apply.

Tick all that apply

GUIDANCE: Within the profiling opportunity, the person's identity must be clear. It should not be left up to the reader or viewer to make assumptions.

Responses Selected:

Evidence:

A. Submit evidence where you have profiled the person/s in the last 18 months:

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

[Role profiling over past 18 months Sept 19](#)

Filename: Role profiling over past 18 months Sept 19 **Size:** 715.5 kB

C. Submit evidence where you have profiled the person/s in the last 18 months:

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

[Personal Story ▇▇▇▇▇▇ - Q4.2.c 2019](#)

Filename: Personal Story ▇▇▇▇▇ - Q4.2.c 2019 **Size:** 60.7 kB

H. Submit evidence where you have profiled the person/s in the last 18 months:

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

[Role profiling over past 18 months Sept 19](#)

Filename: Role profiling over past 18 months Sept 19 **Size:** 715.5 kB

K. Submit evidence where you have profiled the person/s in the last 18 months:

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

[Role profiling over past 18 months Sept 19](#)

Filename: Role profiling over past 18 months Sept 19 **Size:** 715.5 kB

Dates:

A. Provide the date on which this profile was shared:

13 Jun 2019

B. Provide the date on which this profile was shared:

(No response)

C. Provide the date on which this profile was shared:

11 Mar 2019

D. Provide the date on which this profile was shared:

(No response)

E. Provide the date on which this profile was shared:

(No response)

F. Provide the date on which this profile was shared:

(No response)

G. Provide the date on which this profile was shared:

(No response)

H. Provide the date on which this profile was shared:

13 May 2019

I. Provide the date on which this profile was shared:

(No response)

J. Provide the date on which this profile was shared:

(No response)

K. Provide the date on which this profile was shared:

9 Aug 2019

Allies and Role Models: Part 5

The following question is not scored.

4.10 Does the organisation support all non-bi employees (including lesbian and gay employees) to become bi allies through training, programmes and/or resources?

GUIDANCE: Examples can include information booklets, programmes or training, but must focus specifically on being an ally to bi people.

No

Describe the training, programmes and/or resources:

Type here...

The following question is not scored.

4.11 Does the organisation enable allies to visibly signal their commitment to bi and trans equality? Tick all that apply.

GUIDANCE: Examples include visual signals such as email signatures, badges, lanyards and mugs. These could display the bi and trans flags, or other symbols of support.

Responses Selected:

Bi equality
Trans equality

Section 5: Senior Leadership

Completed   16 Mar 2020

Workplace Equality Index Application

Senior Leadership: Part 1

C   ti   5 C   i   l   d   hi

Section 5: Senior Leadership

This section comprises of 4 questions and examines how the organisation engages senior leaders. The questions scrutinise how the organisation empowers senior leaders at different levels, then the individual actions they take. This section is worth 8.5% of your total score.

Within this section, senior leaders are split between two levels - board level and senior management. For more information about how we use these two terms, please see here.

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.

Board level staff

5.1 How does the organisation support board level employees to understand the issues that affect LGBT people?

Tick all that apply

GUIDANCE: The support given should be systematic in its implementation.

Responses Selected:

A. Reverse mentoring opportunities for board level employees
B. Promote LGBT specific conferences or seminars to the board level employees
C. Other

Describe each option selected:

A. Reverse mentoring opportunities for board level employees	Our reverse mentoring programme, initiated by the ▮▮▮▮▮▮▮▮▮▮▮ has been in place for over a year, offering offering opportunities to all Board members, of whom 3 (out of 9) are now equality champions. Invitation for expressions of interest drew on Stonewall's guidance which described reverse mentoring as: "Employers are

	increasingly drawing on the experiences of lesbian, gay and bisexual staff to help educate other staff members about the issues affecting lesbian, gay and bisexual people in the workplace." The invitation provided examples from both Aviva and Accenture to illustrate the benefits of the scheme. The Accenture example was summarised as "A number of Accenture's Managing Directors have been reverse mentored by members of the lesbian, gay, bisexual and trans staff network. This has provided senior leaders with an opportunity to ask questions they may not normally feel comfortable asking in public and has given them a more intimate insight into the challenges and experiences of lesbian, gay, bisexual and trans staff at Accenture." One of our 9 Board members (one non-executive), who is an equality champion, is a member of the Scheme.
B. Promote LGBT specific conferences or seminars to the board level employees	The ▮▮▮▮▮ Board member ▮▮▮▮▮ ▮▮▮▮▮ blogged about his role as a trans Ally in September, saying that: "You may be much like me, in that until very recently, I knew very little about trans issues, other than stuff I'd heard about in passing (people often referring to trans issues as "a phase, made up or a fad") or on the TV." He added some "alarming and disturbing facts" he picked up during the training, including that over half of trans people (51%) have hidden their identity at work for fear of discrimination. The blog went on to say that "WAO really is GREAT place to work, and I'd hate to think that any of my colleagues and friends faced these sorts of issues and fears". He finished by saying: "For me, it's all about understanding and respect and that trans people are "just people trying to live life the best they can like we all do and we ALL deserve that". And you can also have a look at the consultation on the Gender Recognition Act which has the potential to remove many of the challenges facing trans people."

C. Other	The nominated Board member attended the Iris Forum held at Screen 14, 4th Floor, Cineworld, Cardiff on 9 October to watch a selection of the latest films and then took part in a debate immediately afterwards.

5.2 In the past year, which of the following activities have members of the board engaged in?

Tick all that apply

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

Responses Selected:

A. Communicated a strong message on sexual orientation equality

B. Communicated a strong message on trans equality

C. Met regularly with the LGBT employee network group

D. Reviewed top line LGBT monitoring reports and actions

E. Spoken at an internal LGBT event

F. Spoken at an external LGBT event

G. Engaged with senior management to discuss LGBT equality

H. Reviewed and/or approved an LGBT inclusion strategy

I. Attended an external LGBT event, for example Pride

J. Other

Describe each option selected. Please include specific dates or time periods.

A. Communicated a strong message on sexual orientation equality	In March 2019, the ████████████████████ posted a blog on our intranet, celebrating LGBT history month:

	1. "We've just been ranked at 131/445 participating organisations across the UK for the Stonewall Workplace Equality Index 2019. This really is a GREAT result! Thanks to the work of Spectrum (our LGBT+ staff network), our Equality Interest Group (EIG) and HR for promoting LGBT+ awareness. Thanks too to you all for ensuring we are a welcoming and inclusive place to work, where people can be themselves. 2. Stonewall's staring out guide - WAO is a (Government) Diversity Champion in the Stonewall Starting Out Guide, a career guide for LGBT students, graduates and jobseekers, and outlines how important LBGT+ inclusion is for innovation, development and staff wellbeing." ███████████ one of our Board Diversity Champions, blogged to say: "It's essential that we are, and show ourselves to be, a diverse and inclusive place to work. Being listed in this guide sends a very powerful message to potential job applicants, saying they can be themselves here at the Wales Audit Office. This is just one of a number of initiatives underway to ensure inclusion for people from all backgrounds".
B. Communicated a strong message on trans equality	The ████████████████████ blogged in March 2019 that "we were delighted to welcome ████████ for a Lunch and Learn on transgender awareness last November. ████ is our trans role model who works ████████████████. I'd heard ███ speaking previously at the Stonewall Cymru conference, and ███ explained the different terms used and what they mean in the trans community. ████ explanations helped take the fear away from terms that were that familiar to us. It was profound hearing how ████ identified as ████████████████████████ He added that "One colleague thanked ███, saying: "Thank you so much for visiting WAO to discuss gender identity. Your honesty and open approach allowed me to learn so much about an unfamiliar area and realise some of the challenges faced by the transgender community. It felt like

	there was still so much more to discuss and I hope we are lucky enough for you to visit us again in the future". Being more aware of all aspects of diversity and inclusion is what helps to make the WAO a GREAT place to work."
C. Met regularly with the LGBT staff network group	In May 2019, the ▮▮▮▮ Board member attended the annual Spectrum Eurovision event (for which ALL members of the Senior Leadership Team provided prizes) and quiz. He meets regularly with members of the Spectrum network. The ▮▮▮▮ Board equality ally ▮ ▮▮▮▮ attended the Spectrum network in Autumn 2018.
D. Reviewed top line LGBT monitoring reports and actions	The Board considers and approves the WAO's Annual Equality Report each year before it is published. The latest report has approved on 24 July, and published in August. It includes a range of reports, achievements and further plans. It includes for the third time the results of a full equal pay audit, and has identified no pay gap for LGBT staff. The report highlights that for those employees that completed our diversity monitoring form, ▮▮ identified their sexual orientation as lesbian, gay or bisexual (higher than those in published statistics for the Civil Service and for the wider population), with a further 5.0% choosing the option 'prefer not to say'. The corresponding figures for job applicants over the last three years were ▮▮▮▮ respectively. As Chair of the ESG, the ▮▮▮▮ Board member has been instrumental in encouraging staff to provide data in confidence to help us better understand the issues and challenges facing LGBT+ staff, and to take effective action to help and support them. 92% of staff (up from 86% last year) have now completed diversity monitoring information at the WAO.
E. Spoken at an internal LGBT event	▮▮▮▮ Board member, spoke at one of our Spectrum meetings in Autumn

	2019.
F. Spoken at an external LGBT event	On November, 15th 2018, Stonewall held their 'Inclusive Service Delivery programme' event at our offices in Cardiff, and the nominated Board member hosted the session.
G. Engaged with senior management to discuss LGBT equality	The nominated Board member has engaged with the Management Committee on both the annual equality progress report and on a strategic discussion to explore the strategic approach to diversity and equality. The annual report highlights that: 1. Our People Strategy includes a priority to increase the diversity of our workforce, and that during the past year we launched an updated Equality and Diversity Policy which raises awareness of where unconscious bias might influence our decisions; ran a gender-neutral language training session, hosted by Stonewall Cymru, for HR staff and Equality Champions; and maintained our place in the top 150 of the Stonewall Workforce Equality Index with a ranking at 131/445 organisations. 2. In 2018-19 we issued an Equality Champions and Allies Charter, and champions proactively attend team meetings across the organisation to provide updates on key matters and engage staff in understanding their importance to delivering our overall ambitions. The ▮▮▮▮▮▮ received the report of a transformation team in June 2019, designed to examine the ways in which we work. This included a review of our facilities and estates, and identified opportunities to support LGBT staff e.g. availability of toilets for all as part of forthcoming office moves.
H. Reviewed and/or approved an LGBT inclusion action plan	In April 2018, the ▮▮▮▮ Board member lead the development and approval of the WAO and AGW's latest Strategic Equality Plan. .

	It sets out 9 objectives to promote equality, eliminate discrimination and foster good relations, and includes a commitment that "in the first 12 months of this Plan, we will work with the Chairs of our staff women's and LGBT networks to determine and provide appropriate levels of support". The ▮▮▮▮▮▮▮▮ Board member took part in a video to promote the Plan to staff which is posted on our intranet. The ▮▮▮▮▮▮▮▮ has also initiated a strategic transformation programme examining the ways in which we work. This included a review of our facilities and estates, and will look at opportunities to support LGBT staff e.g. availability of toilets for all as part of forthcoming office moves.
I. Attended an external LGBT event, for example Pride	The ▮▮▮▮▮▮▮▮ Board member attended an Iris Forum at Cineworld Cardiff in October 2019, taking part in a debate following a showing of several short films.
J. Other	A Board strategic discussion with members of the Executive Leadership Team on diversity and equality scheduled was held in July 2019, and will inform both strategic direction and prioritisation of work over the coming year.

Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

	Name	Job title
Person 1	████████	██████████
Person 2	██████	██████████
Person 3	████	██████████
Person 4	██████	██████████
Person 5		

Senior Leadership: Part 2

Senior Management level staff

5.3 How does the organisation support senior management to understand the issues that affect LGBT people?

Tick all that apply

GUIDANCE: The support given should be systematic in its implementation.

Responses Selected:

A. Reverse mentoring opportunities for senior management level employees
B. Promote LGBT specific conferences or seminars to senior management level employees
C. Other

Describe each option selected:

A. Reverse mentoring opportunities for senior	Our reverse mentoring programme, initiated by the ████████████████ has been in place for

management level employees	over a year, offering opportunities to all Senior Leadership Team members. Invitation for expressions of interest drew on Stonewall's guidance: "Employers are increasingly drawing on the experiences of lesbian, gay and bisexual staff to help educate other staff members about the issues affecting lesbian, gay and bisexual people in the workplace." The invitation provided examples from both Aviva and Accenture to illustrate the benefits of the scheme with the example that"A number of Accenture's Managing Directors have been reverse mentored by members of the lesbian, gay, bisexual and trans staff network. This has provided senior leaders with an opportunity to ask questions they may not normally feel comfortable asking in public and has given them a more intimate insight into the challenges and experiences of lesbian, gay, bisexual and trans staff at Accenture." The ▆▆▆▆▆▆▆▆▆▆▆▆ is a member of the scheme. The approach has been endorsed by the Board, with ▆▆▆▆▆▆ Board member and diversity champion ▆▆▆▆▆ commenting that reverse mentoring is, in his experience, once of the most valuable tools for both mentor and mentee.
B. Promote LGBT specific conferences or seminars to senior management level employees	The ▆▆▆▆▆▆▆▆▆ Prism staff network newsletters are shared with the ▆▆▆▆▆ ▆▆▆▆▆▆▆▆▆▆▆
C. Other	The Chair of the Equality Interest Group, ▆▆ and Chair of Spectrum Network ▆▆ regularly meet with the ▆▆▆▆▆ ▆▆▆▆▆▆▆▆▆ to discuss LGBT+ specific matters and the wider equality agenda. Discussions cover issues affecting LGBT+ people and their impact, as well as opportunities to address those issues through the work of WAO's Equality Steering Group, Equality Interest Group and the decisions of the Management Committee and Board. For example, these have included the

	development of a gender identity policy, feedback from allies networks, training opportunities, coming out at work experiences, and attending Cardiff Pride for the third time this year.

5.4 In the past year, which of the following activities have senior management engaged in? Tick all that apply.

Tick all that apply

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

Responses Selected:

A. Communicated a strong message on sexual orientation equality
B. Communicated a strong message on trans equality
C. Met regularly with the LGBT employee network group
D. Reviewed top line LGBT monitoring reports and actions
E. Spoken at an internal LGBT event
G. Engaged with the board to discuss LGBT equality
I. Attended an external LGBT event, for example Pride
J. Mentored or coached other senior leaders

Describe each option selected. Please include specific dates or time periods.

A. Communicated a strong message on sexual orientation equality	The ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ has blogged (March 2019) about the following in the context of LGBT history month the previous month: • Being ranked at 131/445 participating organisations across the UK. • Being listed in Stonewall's staring out guide, a career guide for LGBT students, graduates and

	jobseekers, and outlines how important LBGT+ inclusion is for innovation, development and staff wellbeing."
B. Communicated a strong message on trans equality	One Director has attended the Stonewall LGBT Role Model trans equality training. Directors blog about their attendance at conferences/seminars on our staff intranet, and the ███████████ ██████ was pictured on our intranet in a blog about our Trans Role Model ██████ The ██████████████████████, following his blog on his role as a trans ally, reported that he had changed our diversity monitoring questionnaire and in accordance with guidance from the equality charity Stonewall, so that we now also include the question 'Do you identify as trans?'
C. Met regularly with the LGBT staff network group	The ████████████████ is a member of Spectrum (WAO LGBT employee network). The ██████████████████████ regularly meets with the Chair of our LGBT+ staff network, Spectrum. Discussions cover work programmes, events such as lunch and learn, joint working meetings, priority areas, training, stonewall champions accreditation and the WEI. Spectrum events are also well attended - such as the Eurovision Quiz (where several Directors attended).
D. Reviewed top line LGBT monitoring reports and actions	Management Committee (WAO senior directors and Chief Executive/AGW) has considered the annual equality progress report, informed by a strategic discussion to explore the strategic approach to diversity and equality. The annual report highlights: a. colleagues across the Wales Audit Office reporting in our staff survey that they feel positive about the organisation respecting individual differences (81% positive response) and feel treated with respect by the people they work with (89% positive); b. taken further steps to encourage staff to complete our confidential diversity monitoring questionnaire (86% of staff have now completed the questionnaire);

	c. moved from 251st out of 430 employers in 2017 to 110th out of 434 employers in 2018 on the the Stonewall Workplace Equality Index; and d. increasing staff awareness of a range of equality and human rights issues through ongoing dissemination of information relating to a 'diversity calendar' of internationally recognised events, with support from the LGBT staff networks. The Equality Steering Group is chaired by the ███████████████████████ and has three other Directors as members. Its role is to deliver the commitments set out WAO's Strategic Equality Plan, which includes specific actions on LGBT+. For example, joining Stonewall's Diversity Champion Programme.
E. Spoken at an internal LGBT event	The ████████████████████ hosted the Spectrum Eurovision Quiz, that was attended by several fellow directors as well as around 50 members of staff (20% of organisation).
G. Engaged with the board to discuss LGBT equality	The ████████████████ has engaged on a regular basis with Board members to discuss and promote LGBT equality, including initiating a formal reverse mentoring programme, of which 2 out of 9 Board members are members, and published an allies and champions charter. This makes reference to their role: • role models and strong advocates for equality and diversity • create and grasp opportunities to promote equality and diversity in the workplace and through the work of the WAO • supported by the WAO to develop their understanding of equality and diversity • share improvement ideas with management and flag any potential issues • act as confidential sounding boards for anyone who wants to talk about equality and diversity issues • prepared to call out inappropriate behaviours.

	He has also engaged with the Board on our people Strategy Delivery Plan which includes commitments to "harness the richness of diversity, valuing different contributions and experiences; treating each other respectfully in a safe environment is one of our core behaviours" and "determine which equality accreditations to secure/build on in order to promote an inclusive workplace and access specialist support, including achieving Stonewall Index Top 100 Employers placement and Disability Confident status".
I. Attended an external LGBT event, for example Pride	The ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ and the ▮▮▮▮▮▮ ▮▮▮▮▮▮▮▮▮▮▮▮▮ approved the funding of a WAO banner for use at the 2018 Pride March in Cardiff on 25 August, and which will be used again at this year's event during August Bank Holiday. We plan again to have a strong WAO presence at Pride, signalling the organisation's strong commitment to LGBT equality and inclusion. The ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ has attended the following events: a. IRIS forum in Cardiff in October 2019 b. Trans Ally training in July 2018
J. Mentored or coached other senior leaders	▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ has informally mentored the ▮▮▮▮▮▮▮▮▮▮▮▮ on LGBT+ awareness and ▮▮▮▮▮▮▮▮▮▮ This has supported ▮▮▮▮▮▮ in his role as Board Equality Champion and Chair of the Equality Steering Group. The ▮▮▮▮▮▮▮▮▮▮ has continued to run a formal programme aimed at all members of the Senior Leadership Team.

Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

	Name	Job title
Person 1	███████████	██████████
Person 2	██████	███████████████
Person 3	███████	██████████
Person 4	███████	██████████
Person 5	██████	████████████

Section 6: Monitoring

Completed 16 Mar 2020

Workplace Equality Index Application

Monitoring: Part 1

Section 6: Monitoring

This section comprises of 7 questions and examines how the organisation monitors its employees. The questions scrutinise data collection methods, analysis and outcomes. This section is worth 11% 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.

Please ensure that no personally identifiable information is contained in your answers or evidence.

6.1 Does the organisation gather data on employee sexual orientation on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

Yes

Copy and paste the question/s you ask and options staff can select:

What is your sexual orientation?

- Bisexual

- Gay/lesbian

- Heterosexual/straight

- I prefer to use a different term

- Prefer not to say

If you prefer to use your own term, please provide this here:

This question is used on both our e-recruitment and 'employee self service' HR systems, and data can be securely transferred from one to the other when applicants are successful.

6.2 Does the organisation gather data on whether employees are trans and/or non-binary on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

Yes

Copy and paste the question/s you ask and options staff can select:

Which term best describes your gender?

- Female

- I prefer to use my own term

- Male

- Prefer not to say

If you prefer to use a different term, please provide this here:

Do you identify as trans?

- No

- Yes

- Prefer not to say

These questions are used on both our e-recruitment and 'employee self service' HR systems, and data can be securely transferred from one to the other when applicants are successful.

Monitoring: Part 2

6.3 Does the organisation monitor and analyse from application to appointment the success rate of LGBT applicants?

GUIDANCE: This refers to external appointments to the organisation and comparing applicant diversity forms to new starter diversity forms.

Yes

Upload the most recent data showing analysis of application to appointment by sexual orientation and trans identity:

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

equality-report-2018-19-eng_1

Filename: equality-report-2018-19-eng 1 **Size:** 0 Bytes

Describe who the analysis is seen by and action taken:

We have uploaded our published Equality Report for 2018-19. The section entitled 'Workforce diversity and pay gaps' and Appendix 2 of the Report provide our employment information for the year analysed by equality characteristics. This includes data and analysis on the number and success of job applicants during the three-year period 2016-17 to 2018-19 by disclosed sexual orientation (pages 20 and 35) and gender identity categories (pages 17, 18 and 31). Our applicant success data is split into the proportion of applicants that progressed to interview and the proportion that were successful in being appointed. In addition, a bar chart showing, for the last three years, the proportion of job applicants that share certain equality characteristics that were invited to interview or assessment centre and that were successfully appointed, is included on page 25.

As outlined on page 18 of the Report, in our diversity monitoring questionnaire we also include the question 'Do you identify as trans?', but no figures can be provided in the Report in respect of responses to this question without risking unfair processing of personal information through deduction.

The analysis was seen initially by our Equality Interest Group and Executive Leadership Team, prior to the Report being considered for approval by the Auditor General and the Board. On 24 July 2019, the Board approved the Report and held a strategic discussion on workforce diversity, during which it was noted that a key Report recommendation was that we need to explore why job applicants that share certain equality characteristics are notably less successful than others. This included acknowledgement that a significantly lower proportion of job applicants who identified themselves as lesbian/gay, bisexual or said that they prefer to use a different term were invited to interview (18.2%) when compared to applicants who identified themselves as heterosexual/straight (25.6%). The Board agreed that further work was needed to articulate the business benefits of a more diverse workforce, and to identify any barriers to recruiting and retaining those from under-represented groups, including any unconscious bias in assessment processes. Consequently, the analysis will now inform the work of our People Strategy delivery groups. The Report has also been shared with our LGBT+ Staff Network, Spectrum.

The Report has subsequently been published on our external website and awareness raised among staff via our intranet pages. The National Assembly for Wales' Finance Committee may review the findings of our Report later in the year - last year discussion of our equivalent Report featured in their report on the Annual Scrutiny of the Wales Audit Office and Auditor General for Wales - see
http://www.assembly.wales/laid%20documents/cr-ld11860/cr-ld11860-e.pdf

6.4 Does the organisation monitor and analyse through a HR system, the spread of LGBT people at different pay grades and/or levels?

GUIDANCE: The system of data collection cannot be through an anonymous staff satisfaction survey.

Yes

Upload the most recent data showing analysis of pay levels and grades:

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

equality-report-2018-19-eng_1

Filename: equality-report-2018-19-eng_1 **Size:** 1.5 MB

Describe who the analysis is seen by and action taken:

For 6.3 we uploaded our draft Equality Report for 2018-19 . The section entitled 'Workforce diversity and pay gaps' and Appendix 2 of the Report provide our employment information for the year analysed by equality characteristics. This includes the proportion of staff that share sexual orientation (pages 20 and 36) and gender identity characteristics (pages 17, 18 and 31) that were employed in different pay band groups and by quartile pay bands as of 31 March 2019, using a similar reporting format to that required by The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. In addition, a line chart showing Wales Audit Office pay gaps for certain protected characteristics as of 31 March each year for the last four years, including sexual orientation, is included on page 23.

As outlined on page 18 of the Report, in our diversity monitoring questionnaire we also include the question 'Do you identify as trans?', but no figures can be provided in the Report in respect of responses to this question without risking unfair processing of personal information through deduction.

The analysis was seen initially by our Equality Interest Group and Executive Leadership Team, prior to the Report being considered for approval by the Auditor General and the Board. On 24 July 2019, the Board approved the Report and noted that no significant pay differences were identified within individual Wales Audit Office pay bands for any equality characteristic in our analysis of employment information, and that the Wales Audit Office did not have a significant overall pay gap with regards to the protected characteristic of sexual orientation.

The Report has subsequently been published on our external website and awareness raised among staff via our intranet pages. The National Assembly for Wales' Finance Committee may review the findings of our Report later in the year - last year discussion of our equivalent Report featured in their report on the Annual Scrutiny of the Wales Audit Office and Auditor General for Wales - see
http://www.assembly.wales/laid%20documents/cr-ld11860/cr-ld11860-e.pdf

6.5 When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of LGBT employees?

GUIDANCE: This can be through collecting diversity data on a staff satisfaction survey.

Yes

Upload the most recent staff satisfaction data:

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

[People Survey demographics tool screenshots sexual orientation](#)

Filename: People Survey demographics tool screenshots sexual orientation **Size:** 2.1 MB

Describe who the analysis is seen by and action taken:

Since October 2017, the Wales Audit Office has run an annual staff survey using the same core questionnaire used in the Civil Service People Survey (CSPS). The survey includes a suite of diversity monitoring questions including on gender identity and sexual orientation. 77% of staff completed the survey in October 2018. Alongside overall summary reports which are published on our intranet, an online reporting tool enables detailed analysis of survey results by demographic categories to be undertaken.

The attached file includes screenshots of the survey data broken down by sexual orientation category via the online tool. Unfortunately, in our 2018 survey a meaningful analysis of the data by sexual orientation category (or in relation to trans) was not possible as the reporting tool protects data where demographic groupings are below a minimum data threshold of ▮ individuals, to prevent unfair processing of personal information through deduction.

However, notable related outcomes from the survey were:
- 87% of staff feel treated with respect by the people they work with;
- 82% of staff feel that the organisation respects individual differences (eg cultures, working styles, backgrounds, ideas,
etc);
- 81% of staff feel the organisation is committed to creating a diverse and inclusive workplace; and
- 72% of staff agree there is real commitment at the Wales Audit Office to continuing to improve performance on equality and diversity
- No colleagues reported that, during the past 12 months, they felt they had personally experienced discrimination at work on grounds of sexual orientation or gender reassignment or perceived gender

The outcomes of the survey have been considered by our Executive Leadership Team and Board, alongside more specific entities like our Equality Interest Group, Culture Development Group and Staff LGBT+ Network, and have served to inform the development of our People Strategy and associated Delivery Plan. We will be running the same survey again in October 2019 to gain further information on year-on-year progress, and will be making efforts to encourage a higher response rate which will hopefully enable us to undertake a more detailed analysis of the data by sexual orientation category.

Monitoring: Part 3

6.6 What proportion of employees have answered the monitoring question asked in 6.1?

Tick one

GUIDANCE: The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

80-89%

Upload reports or data demonstrating the declaration rate:

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

equality-report-2018-19-eng_1

Filename: equality-report-2018-19-eng_1 **Size:** 1.5 MB

Provide a brief description of the report you have uploaded:

We have uploaded our published Equality Report for 2018-19. Appendix 2 of the Report provides our employment information for the year analysed by equality characteristics, including the number of persons employed as of 31 March 2019 by disclosed sexual orientation category (page 35). The response rate of 91% for employees in the footnote includes 'prefer not to say' responses - this then reduces to 86% when those responses are removed. The figures in the tables for numbers of persons have been rounded to the nearest ███, and where the number is fewer than five (except where zero), the number is indicated by an asterisk '*'. This is to prevent unfair processing of personal information through deduction.

6.7. What proportion of employees have answered the monitoring question asked in 6.2?

Tick one

GUIDANCE: The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

90-100%

Upload reports or data demonstrating the declaration rate:

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

[equality-report-2018-19-eng 1](equality-report-2018-19-eng_1)

Filename: equality-report-2018-19-eng 1 **Size:** 1.5 MB

Provide a brief description of the report you have uploaded:

We have uploaded our Equality Report for 2018-19. Appendix 2 of the Report provides our employment information for the year analysed by protected and related characteristic, including the number of persons employed as of 31 March 2019 by disclosed gender identity category (page 31). The response rate of 92% for employees in the footnote includes 'prefer not to say' responses - this then reduces to 90% when those responses are removed. The figures in the tables for numbers of persons have been rounded to the nearest ten, and where the number is fewer than ███████████████ the number is indicated by an asterisk '*'.

In our diversity monitoring questionnaire, we also include the question 'Do you identify as trans?' While no figures can be provided in the Report in respect of responses to this question without risking unfair processing of personal information through deduction, the response rate was the same as that for the gender identity question.

The following question is not scored.

6.8. Do you analyse differences in staff satisfaction levels between different LGBT identities?

Yes

Describe who the analysis is seen by and what action is taken.

Yes, as described previously, we have reporting functionality on our annual People Survey reporting tool which enables us to do this, both for combined or individual LGBT identities. However, we are currently unable to draw a meaningful analysis due to numbers being below the protected threshold of ▇ individuals which prevents unfair processing of information and identification of individuals through deduction.

Section 7: Procurement

Completed 16 Mar 2020

Workplace Equality Index Application

Procurement: Part 1

Section 7: Procurement

This section comprises of 4 questions and examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure LGBT inclusive suppliers are procured and held to account. This section is worth 9% 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.

7.1 Does the organisation train or give guidance to the person/team responsible for procurement around diversity and inclusion outcomes, inclusive of LGBT equality?

GUIDANCE: Examples can include information booklets, programmes or training, but must explicitly mention LGBT equality in relation to procuring services.

Yes

Describe the role or team responsible for procurement:	The WAO has a full time ███████████, reporting to █████████████████, who is responsible for all aspects of all low-high value, low-medium risk procurement activity. The ████████████████ is a member of the Chartered Institute of Procurement and Supply (CIPS) and currently has Chartered Status. All strategic and high-risk procurement activity is led by ████████████████.
Describe the diversity and inclusion training or guidance they receive:	████████████████ and the ████████████ have both completed the WAO's formal corporate diversity and inclusion training. Both routinely attend internal sessions to raise awareness of diversity and inclusion issues, including LGBT+ issues. The ██████████████████ met with ████ ████████ when ██ visited the WAO in 2017, to discuss gender identity and transitioning in the workplace. The ████████████ and ████████ ████████████ are supported by the Equality Steering Group, the WAO's corporate steering group on diversity and inclusion, and by the Equality Interest Group. Both the ████████████████ and the ████████████ have demonstrated a commitment to further, independent development and learning with regards to diversity and inclusion in procurement by seeking further training and guidance by contacting Stonewell directly for information. Both have read the relevant resources readily available on the Stonewall website

(Procurement: Embedding Lesbian, Gay and Bisexual Equality in the Supply Chain and Simmons & Simmons: Embedding LGBT Equality into Procurement Practices and Supply Chain Management) and have read the Equality and Human Rights Commission guidance (Buying Better Outcomes, Mainstreaming Equality Considerations in Procurement) which is specifically focused on embedding equality and diversity within procurement in public services, as suggested by Stonewall.

The ▮▮▮▮▮▮▮▮▮▮ attended the Stonewall LBGT Inclusivity in Procurement webinar on 21st May 2019 and has subsequently revisited the resource provided to attendees.

As recruiters, both the ▮▮▮▮▮▮▮▮ and the ▮▮▮▮▮▮▮▮▮▮ ▮▮▮▮▮▮ have completed mandatory Unconscious Bias training.

7.2 Before awarding a contract, does the organisation scrutinise the following in the tender process?

Tick all that apply

GUIDANCE: Although it would be best practice, these criteria do not need to be deciding factors when awarding contracts. They should however still be scrutinised and appropriate action taken if the contract is awarded.

Responses Selected:

A. Whether the potential supplier has a policy which explicitly bans discrimination/bullying and harassment based on sexual orientation or gender identity

B. Whether the potential supplier has equality training which is explicitly inclusive of sexual orientation and gender identity

Describe the options selected below:

A. Describe how the organisation scrutinises the	As a minimum, all WAO procurements requires suppliers to respond to the following questions in

potential suppliers' policies:	order for their submissions to be considered compliant: • Does your organisation have a written equal opportunities policy, to avoid discrimination? Yes/No • Does your organisation undertake inclusivity training, to avoid discrimination? Yes/No • Does your organisation have a Code of Conduct or Code of Ethics? Yes/No These questions are unscored and are for information only but provide an insight into the suppliers and act as an indicator for potential risk. The questions can, and have been, amended for individual procurements to enquire further regarding equal opportunities, diversity and inclusion. An example is from the recently tendered Design and Delivery of the WAO 2019 People Survey procurement which expanded on the list of questions to include: • Consider Clause 28 (General Equality Duties) of the standard WAO Terms and Conditions: Are there any other ways of note that your organisation supports the WAO's GED requirements? Yes/No, if 'Yes' provide details Following the 2019 WEI Client Report meeting the list of questions demonstrated above was amended based on recommendations from ██ ███ The revised questions are currently being used for procurements identified as most relevant and now require the suppliers to provide copies of their policy documentation, as shown below: • Does your organisation have a written equal opportunities policy, to avoid discrimination? Yes/No, if 'Yes' provide a copy • Does your organisation undertake inclusivity training, to avoid discrimination? Yes/No, if 'Yes' provide details • Does your organisation have a Code of Conduct or Code of Ethics? Yes/No, if 'Yes' provide a copy Again, these questions are unscored and are for information only. The intention is that documents received will be compared and considered against the WAO policy documents. Should the suppliers' policies highlight any risks or deficiencies they will

be given copies of the relevant WAO documentation and will be required to adhere to WAO standards for the duration of the agreement. To help support the new process outlined above, the WAO have created a Procurement Equality Checklist tool to be used prior to any procurement activity to help identify whether equality, diversity and inclusion are relevant considerations for said procurement. The checklist tool will be used to determine whether further scored questions should be utilised as part of the procurement award criteria.

The checklist was used for the recent WAO Employee Assistance Programme; using the checklist tool, it was decided that a scored quality question was required, alongside the standard unscored questions, to ensure that responding suppliers were properly vetted on their equality and diversity policies and procedures. The question was worth 5% of the quality element and was worded as follows:

Detail how your organisation would support the WAO with equality inclusion throughout the provision of the EAP service. Include reference to any strategies and policies you have in place regarding diversity, equality and inclusion (in-line with the Equality Act 2010).

The intention is to continue to apply the checklist to all procurements going forward.

| B. Describe how the organisation scrutinises potential suppliers' equality training: | Following the 2019 WEI Client Report meeting the list of questions demonstrated above was amended based on recommendations from ▮▮▮▮ ▮▮▮▮ The revised questions are currently being used for procurements identified as most relevant and now require the suppliers to provide copies of their policy documentation, as shown below:
• Does your organisation have a written equal opportunities policy, to avoid discrimination? Yes/No, if 'Yes' provide a copy
• Does your organisation undertake inclusivity training, to avoid discrimination? Yes/No, if 'Yes' provide details
• Does your organisation have a Code of Conduct or Code of Ethics? Yes/No, if 'Yes' provide a copy |

Again, these questions are unscored and are for information only. The intention is that documents received will be compared and considered against the WAO policy documents. Should the suppliers' policies highlight any risks or deficiencies they will be given copies of the relevant WAO documentation and will be required to adhere to WAO standards for the duration of the agreement.

Procurement: Part 2

7.3 Once a contract is awarded, how does the organisation hold the supplier to account?

Tick all that apply

GUIDANCE: The slot in supplier monitoring meetings does not have to be specifically for LGBT related issues, but should be inclusive of them.

Responses Selected:

A. Include a broad diversity and inclusion slot in contract monitoring meetings inclusive of LGBT issues

Describe the options selected below:

A. Describe how D&I outcomes are included within contract monitoring meetings:	The largest suppliers to the WAO must attend regular (typically quarterly) contract review meetings and, as part of these meetings, provide a report on whether they have complied with the General Equality Duty. This report is then reviewed at the next supplier meeting and any issues are discussed in full and reported on during that quarter.

7.4 In the past year, how has the organisation engaged or collaborated with its suppliers? Tick all that apply.

Tick all that apply

GUIDANCE: Joint LGBT diversity and inclusion training can also include sharing training with your suppliers.

Responses Selected:

B. Invite suppliers' employees to take part in LGBT employee network group events

Describe the options selected below. Please include specific dates or time periods.

B. Describe the invitation to suppliers' employees to take part in network group activity:	Agency workers and contractors are invited to be a part of the network with one agnecy worker being an active member of the group, attending meetings, events and supporting the organisation of events.

Section 8: Community Engagement

Completed 16 Mar 2020

Workplace Equality Index Application

Community Engagement: Part 1

Section 8: Community Engagement

This section comprises of 4 questions and examines the outreach activity of the organisation. The questions scrutinise how the organisation demonstrates its commitment to the wider community and the positive impact it has. This section is worth 10% 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.

8.1 In the past year, has the organisation utilised its social media accounts and online presence to demonstrate its commitment to LGBT equality?

GUIDANCE: The social media accounts here should be the ones with the widest reach. This question examines how you demonstrate to the largest possible audience that your organisation is committed to LGBT equality.

Please upload evidence of two seperate social media posts. The two social media posts uploaded (for example tweets), should be across a year and not concentrated on one event. The evidence can be an LGBT employee network group being re-posted by an account with bigger reach.

Yes

Describe the activity:

During Pride month we update our logo on Twitter and LinkedIn to one with a rainbow flag background and we've been tweeting a lot about our Equality Report and the importance of diversity and inclusion to the WAO and our participation in the Workplace Equality Index.

Upload a screenshot of social media activity:

Social media activity - WAO

Filename: Social media activity - WAO **Size:** 3.5 MB

Upload a screenshot of social media activity:

Stonewall statement

Filename: Stonewall statement **Size:** 61.0 kB

Provide the date of the activity:

1 Aug 2019

Provide the date of the activity:

24 Aug 2019

8.2 Which of the following outreach activities has the organisation taken part in the last year? Tick all that apply.

Tick all that apply

GUIDANCE: Sponsored or supported can include in-kind gifts and donations, for example providing a meeting room for a group, and doesn't have to be directly financial (i.e. giving money). The support of a campaign to tackle homophobia, biphobia and transphobia needs to be externally facing and not an internal awareness raising event.

Responses Selected:

F. None of the above

Community Engagement: Part 2

8.3 In the past year, have you collaborated with other organisations in your region or sector on an initiative to promote LGBT equality in the wider community?

GUIDANCE: The initiative can be a one-off or on-going project.

Yes

Complete the following. Please include specific dates or time periods.

Name the organisation/s you collaborated with:	South Wales LGBT Network Chairs Forum
Describe the collaboration or initiative:	Hosting a meeting. Active contribution to discussion items. Influencing the arrangements for Pride 2019. Promotion of the consultation on reforming the Gender Recognition Act.
Describe the impact of the collaboration or initiative:	We have been abe to share our policies and thinking and learn from the various organisations in the network. Also creating a stronger collective voice than working in isolation can achieve.

8.4 Has your organisation done any further work in the past year to promote LGBT equality in the wider community?

GUIDANCE: Activity here should be additional to anything already mentioned in the submission. Please include specific dates or time periods.

Yes

Describe the activity and impact:

Colleagues attend Cardiff Pride to show our corporate support to the LGBT community in Wales.

Our ██████████ promoted Wales's first BAME Pride.

We share networking opportunities with the office of the Wellbeing of Future Generations Commissioner.

The following question is not scored.

8.5 In the past year, has the organisation utilised its social media accounts to demonstrate its commitment to bi and trans equality?

GUIDANCE: The social media accounts here should be the ones with the widest reach. This question examines how you demonstrate to the largest possible audience that your organisation is committed to LGBT equality. The evidence can be an LGBT employee network group being re-posted by an account with bigger reach.

No Responses Selected

A. Upload a screenshot of social media activity:

Filename: Size: 0 Bytes

B. Upload a screenshot of social media activity:

Filename: Size: 0 Bytes

Provide the date of the activity:

(No response)

Provide the date of the activity:

(No response)

Section 9: Clients, Customers and Service Users

Completed 16 Mar 2020

Workplace Equality Index Application

Routing question Section 9

Section 9: Clients, Customers and Service Users

This section comprises of between 3-5 questions and examines how the organisation engages with clients, customers, services users or partners. This section is worth 8.5% of your total score.

In order to begin this section, choose which sector best describes the organisation below.

Please choose the option that best describes your organisation:

B. Public or third sector non-service provision

Clients, Customers and Service Users: PS NSP

Public or third sector with non-service provision

9B.1 In the past year, has the organisation promoted LGBT equality and diversity in its sector?

GUIDANCE: This can include at network-of-network forums and other D&I initiatives and events.

Yes

Describe how the organisation has promoted LGBT equality in its sector. Please include specific dates or time periods.

We are a member of the LGBT+ network Public Sector Consortium and are a member of the South Wales Public Sector LGBT+ Chairs of Staff Networks group, being a forum for promoting organisational activities and sharing good practice.

We have shown leadership to other public sector organisations through our Stonewall Workforce Equality Index placement promoting the WAO as a diverse and inclusive place to work.

We have had discussions with Audit Scotland about raising LGBT+ awareness for its staff, with a view to creating its own staff network.

9B.2 In the past year, has the organisation encouraged partners to take part in diversity programmes or assessments?

GUIDANCE: 'Partners' here refer to other organisations which are not suppliers which the organisation might collaborate with.

Yes

Describe how the organisation has encouraged partners to take part in diversity programmes and initiatives. Please include specific dates or time periods.

We've had conversations with Audit Scotland, promoting the benefits of the Stonewall Workplace Equality Index.

9B.3 In the past year, has the organisation invited partners to take part in in-house LGBT initiatives or events?

GUIDANCE: The events or initiatives should be organised and held by the organisation.

No

Section 10: Additional Work

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Workplace Equality Index Application

Section 10

Section 10: Additional work

This section is your opportunity to tell us about any additional work the organisation has carried out over the past year. This section is worth 1% of your total score.

10.1 Has the organisation done any further work in the past year to improve the working environment for LGBT staff?

GUIDANCE: The activity detailed here should **not** have been mentioned anywhere else in the submission. The activity should relate to the UK, rather than global operations; please see the Global Equality Index to showcase global work.

Yes

Describe the activity and impact. Please include specific dates or time periods.

Considered the feedback from our WEI submission from 2018.

Launched a Gender Identity and Transitioning Policy.

Promoted Lesbian Visibility Day on 26 April.

Promoted Alan Turing as part of our awareness raising of our Data Analytics project, in LGBT+ History Month.

Promoted Stonewall's rainbow laces campaign.

We have worked to ensure our translated policies use gender-neutral language by reviewing policies, having discussions with Stonewall Cymru and adapting policies when needed. This is because of implications with mutations and masculine and feminine words, especially when using numbers. We have also been approached by Public Health Wales to aid them in ensuring their translated policies use gender-neutral language as well.

Staff Feedback Survey

Has your organisation circulated the Staff Feedback Survey?

The Staff Feedback Survey is worth 10% of points in the Workplace Equality Index.

The survey can be found at **www.stonewall.org.uk/index-survey-2020** and closes on Friday 1 November.

Your colleagues will need your organisation's 4-digit code in order to access the survey. If you do not have this code, contact memberships@stonewall.org.uk.

Optional Awards

Individual awards

The following awards will be given to outstanding individuals, network groups and organisations who have contributed significantly to LGBT equality, both within their workplace and the wider community.

The nominations are longlisted by the Membership Programmes team and then shortlisted and awarded by an internal Stonewall panel.

Award winners are profiled in Stonewall's Top 100 Employers publication.

You can still be named as an award winner if your organisation does not reach the Top 100 list.

For individual awards, please ensure you have the person's permission to share their details before completing and submitting the nominations.

Role Models of the Year

If you would like to nominate an individual(s) for one or more of the role model awards, please select from the below options and tell us about the great work they've done over the past year.

Guidance: You should tell us how the individuals have contributed significantly to LGBT equality in both your workplace and the wider community.

Please note that we use the below terms as umbrella terms for many different identities (See the [Stonewall glossary](#)).

You should ensure the nominated individual is comfortable being identified with the specific term selected. For example, if someone is pansexual, making sure they're comfortable receiving the award and being profiled as Bi Role Model of the Year.

We will work with them to explore their identity fully within their profile in the Top 100 Employers publication.

No Responses Selected

Ally of the Year

If you would like to nominate an individual for the ally award, please tell us about the great work they've done over the past year.

Guidance: You should tell us how the individual has contributed significantly to LGBT equality in both your workplace and the wider community.

Please note this category can also include allies within the LGBT community. For example, a lesbian women who has shown fantastic allyship to the trans community.

(No response)

Senior Champion of the Year

If you would like to nominate an individual for the senior champion award, please tell us about the great work they've done over the past year.

Guidance: You should tell us how the individual has contributed significantly to LGBT equality in both your workplace and the wider community.

Please note the senior champion does not need to identify as LGBT.

(No response)

Employee Network Group of the Year

If you would like to nominate your organisation's network group, please tell us about the great work it's carried out over the past year.

Guidance: You should tell us how the network group has contributed significantly to LGBT equality in both your workplace and the wider community.

Please note you may reference work which has already been documented in the LGBT Employee Network Group section.

(No response)

Bi-Inclusive Workplace of the Year

If you would like to nominate your workplace for the Bi-Inclusive Workplace of the Year award, please tell us about the great work you've done over the past year.

Guidance: This is an opportunity to demonstrate that your organisation is leading the way as a bi-inclusive workplace.

Please note you may reference work which has already been documented.

(No response)

Logo

Completed   16 Mar 2020

[Logo](#)

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