

Application: Dorset Council

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Workplace Equality Index Criteria Consultancy Sessions

Summary

ID: 0000000220

Status: Pre-meeting review complete

Last submitted: 24 Nov 2020 04:12 PM (UTC)

Privacy statement

Completed 29 Sep 2020

Form for "Privacy statement"

This is my form.

Please read the following very carefully. It sets out how Stonewall will use the information you submit.

This privacy statement sets out how Stonewall uses and protects any information that you give Stonewall when you use this website.

Stonewall is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Stonewall may change this statement from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This statement is effective from 24/08/2020.

Stonewall agree to comply with any applicable legislation relating to data protection or privacy of individuals, the "Regulation" (which means Regulation (EU) 2016/679 of the European Parliament and the Council ("General Data Protection Regulation") and its national implementing laws, as well as any applicable laws or regulations on cyber security ("Data Protection Laws").

What we ask you to submit

Whilst registering and completing a submission, we may ask you to submit the following information:

- Names and job titles

- Contact information including email address
- Demographic information such as postcodes
- Information and files as supporting evidence for submissions such as:
 - Policies
 - Communications
 - Screenshots of intranet posts
 - Descriptions of processes and ways of working
 - Examples of training
 - Case studies
 - *Schools/Colleges only*: photographs (see additional information below)
 - *Schools/Colleges only*: screenshots of school procedures/systems, e.g. SIMS
 - *Schools/Colleges only*: minutes/agendas from Governing Body meetings

Please note that whilst completing your submission you may be asked to provide pieces of evidence which include personal details, such as profiles of individuals. It is your responsibility to ensure you have the permission of the individual to share this information with Stonewall. Schools and Colleges should not submit details that can identify individual children.

Schools & Colleges - Photograph Permissions

- It is the responsibility of the school or college to ensure that they have parental permission before submitting a photograph of children as part of their supporting evidence.
- Any photographs submitted will not be used by Stonewall for any purpose other than scoring the School or College Champion Award application, without express written permission from the school.

What we do with the information you submit

Stonewall may use the information you submit for the following purposes related to the Workplace Equality Index and to further LGBT equality and inclusion in the workplace:

- Stonewall will use the information you submit to review, score and rank your organisation in comparison to other entrants.
- The information supplied is confidential between Stonewall and the applicant/organisation.
- Any ranks outside of the Top 100 will remain confidential between Stonewall and the applicant/organisation.
- Any scoring or comments made on the submission is confidential between Stonewall and the applicant/organisation, except for purposes outlined below.
- Aggregated scores, information and data may be used to identify national, regional and sector trends and patterns of work. This information may be published in Stonewall resources. Where

individual organisations or individuals are named, permission to do so will be sought.

- Individual practice, where deemed good practice by Stonewall, may be shared with other organisations either directly through Stonewall Account Managers, or within resources produced by Stonewall. Before any practice is shared, permission will be sought from the organisation in question.
- Demographic data about your organisation, for example number of employees, will be used for internal record keeping and to improve our offers and services.

Stonewall may use the information you submit for the following purposes related to the School and College Champion Awards and to further LGBT equality and inclusion in schools and colleges:

- Stonewall will use the information you submit to review your school or college against the criteria for the School or College Award for which you are applying.
- The information supplied is confidential between Stonewall and the school or college.
- Any scoring or comments made on the submission are confidential between Stonewall and the school or college, except for purposes outlined below:
- Individual practice, where deemed good practice by Stonewall, may be shared with other schools or colleges either directly by the Stonewall Education Team, or within resources produced by Stonewall. Before any practice is shared, permission will be sought from the school or college in question.
- Demographic data about your school or college, for example whether you are a primary or secondary school, will be used for internal record keeping and to improve our offers and services.

Stonewall may use the information you submit for the following purposes related to the CYPs Award and to further LGBT equality and inclusion:

- Stonewall will use the information you submit to review, score and rank your organisation in comparison to other entrants
- The information supplied is confidential between Stonewall and the applicant/organisation.
- Any scoring or comments made on the submission is confidential between Stonewall and the applicant/organisation, except for purposes outlined below.
- Information and data may be used to identify national and regional patterns of work. This information may be published in Stonewall resources. Where individual organisations or individuals are named, permission to do so will be sought
- Individual practice, where deemed good practice by Stonewall, may be shared with other organisations either directly through Stonewall Account Managers, or within resources produced by Stonewall. Before any practice is shared, permission will be sought from the organisation in question

- Demographic data about your organisation will be used for internal record keeping and to improve our offers and services

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal and organisational information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Laws. Please visit our wider [Privacy Policy](#) under 'Your Rights' to see how to do this.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address or:

- memberships@stonewall.org.uk for queries related to the Workplace Equality Index or Global Workplace Equality Index
- education@stonewall.org.uk for queries related to School Champion Awards and College Champion Awards
- cyps@stonewall.org.uk for queries related to CYPs Champion Awards

We will promptly correct any information found to be incorrect.

Survey Monkey Apply data protection and privacy

This site has been built and is managed using Survey Monkey Apply, an online application system.

You can find the Survey Monkey Apply privacy statement [here](#).

You can find the Survey Monkey Apply security statement [here](#).

Stonewall privacy policy

You can find the main Stonewall privacy policy [here](#).

Please tick here to show us you've read and understood the Stonewall data protection and privacy policy.

I've read and understood the data protection and privacy policy

About your organisation

Completed 29 Sep 2020

Form for "About your organisation"

This is my form.

By completing this form, you are expressing an interest in a Workplace Equality Index criteria consultancy session.

The information collected below will help us arrange your meeting and provide you with the most appropriate feedback.

Name of organisation

Dorset Council

Which sector best fits your organisation?

Local government

Which part of the UK is your organisation headquartered in?

South West

What is the postcode of your UK headquarters?

DT1 1XJ

Which of the following parts of the UK does your organisation have offices, premises or branches in?

Responses Selected:

South West

The following questions are optional and will help us arrange your meeting.

Are there any weeks between now and 18 December that won't be possible for your meeting?

26-30 October 2020

Which areas would you like to focus on in your meeting?

You can select up to three areas. This is optional and you can change your selection when you submit your pre-meeting work.

Responses Selected:

Option 8: LGBT employee network group

Option 10: Leadership

Option 11: Monitoring

Pre-meeting task

Completed 24 Nov 2020

In your criteria consultancy session, a member of the Stonewall team will provide detailed feedback on up to three areas of your work.

Here you can select those three areas and provide information about your work so far to meet the relevant Workplace Equality Index criteria.

Please submit this work at least two weeks before your session.

Form for "Pre-meeting task"

This is my form.

The information collected below will help us direct you to the correct criteria and provide you with the most appropriate feedback. Parts of this form are automatically populated from your expression of interest.

Name of organisation: Dorset Council

Which sector best fits your organisation: Local government

Which part of the UK is your organisation headquartered in: South West

What is the postcode of your UK headquarters: DT1 1XJ

Which of the following parts of the UK does your organisation have offices, premises or branches in: South West

How many employees does the organisation have in the UK?

4704

Does your organisation have apprenticeships in the UK?

Yes

How many apprentices does your organisation have in the UK?

114

Does your organisation have volunteers in the UK?

No

Do you provide private healthcare insurance to your UK employees?

No

The following questions are optional. They will help us provide the best advice we can and develop better guidance for all the employers we support.

What HR system does your organisation use?

SAP

What are your D&I training platform(s) (if applicable)?

Thrive

Please select up to three areas of work:

Responses Selected:

Option 9: Empowering individuals

Option 10: Leadership

Option 11: Monitoring

Option 9: Empowering individuals

4.1 Does the organisation support LGBT employees at all levels to become change makers through training, programmes and/or resources?

Guidance:

- Examples of support can include resources, programmes or training.
- The support must focus specifically on steps LGBT people can take to become active role models or change makers in your organisation.

Yes

Describe the training, programmes and/or resources (max. 500 words).

LGBT+ employees regularly submit blogs, which are posted on our employee intranet page, this often relate either to LGBT+ awareness events or other events such as Black History Month, Mental Health Awareness. LGBT+ employees also suggest training resources such as TED Talks, You Tube films, books, films etc for regular learning articles which appear on our intranet. A recent example includes an article on 'Learn to be an ally' for National Inclusion Week which included a number of learning resources including trans awareness training and 3 ways to be a better ally in the workplace.

4.2 In the past year, has the organisation shared the workplace experiences of LGBT people with the following identities? Tick all that apply.

Guidance:

- This should be an internal communication, such as an all-employee email or blog post.
- Within the content, the person's identity must be clear. It should not be left up to the reader or viewer to make assumptions.
- Stonewall uses umbrella terms and we recognise that language and identities are personal. If an employee uses a term that isn't listed below, you should be led by them on which (if any) option they feel comfortable being included within.
- Best practice is to share the experiences of internal employees. However, you should take care to ensure that no pressure is put on LGBT employees to be visible in this way. If employees do not want to share their experiences, you can share the workplace experiences of employees outside your organisation, for example from the wider sector.
- Marks will not be awarded in this question where the experiences of celebrities are shared.

Responses Selected:

B. Bi people

D. Gay or lesbian people

Submit evidence of each selected option, with each option clearly labelled in the file name.

[OneDrive 2020-11-23.zip](#)

Filename: OneDrive 2020-11-23.zip **Size:** 1.7 MB

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

(No response)

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

18 Sep 2020

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

(No response)

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

15 May 2020

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

(No response)

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

(No response)

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

(No response)

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

(No response)

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

(No response)

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

(No response)

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

(No response)

L: Provide the date on which this was shared internally.

(No response)

M: Provide the date on which this was shared internally.

(No response)

4.3 Does the organisation have a formal programme or initiative to engage all non-LGBT employees to become LGBT allies? Select one option.

Guidance:

- The programme should be a formal mechanism to engage non-LGBT people with LGBT equality.
- This can include allies receiving a visible signal of their commitment to LGBT equality, but this must be conditional on employees participating in a programme and/or receiving training.
- The programme should include internal awareness-raising sessions or training specifically for allies. This should cover the importance of allies and actions that individuals can take to be effective allies.
- To be awarded marks, this programme must be more in-depth than a one-off internal communication or event (as awarded for in sections 2 and 3).

C. Yes, through another initiative

Describe the allies programme or initiative (max. 500 words).

The council is developing an Equality Champions Programme, this will include diversity allies and role models. The purpose of this programme is to:

- establish a culture where employees feel they belong and can be themselves in the workplace without being subjected to micro-aggressions, harassment or prejudice
- provide equality of opportunity and inclusion in the workplace regardless of an individual's protected characteristic
- encourage conversations about diversity and inclusion and challenge inappropriate language and banter
- promote and support diverse and inclusive initiatives and events
- normalise diversity and inclusion
- support the council in progressing the equality and diversity agenda

The programme is broken down into three parts:

- Equality Champions
- Role Models
- Allies

All three parts of the programme are about encouraging employees including members of the Corporate and Senior Leadership Team to become equality champions, role models and allies. Equality champions will help to deliver the council's equality, diversity and inclusion agenda, supporting specific pieces of work such equality impact assessments, awareness weeks, and equality and diversity work in directorates. Role models will come in time and are about representing identities that are not the mainstream and being visible, this will be done through sharing their story, being the voice of lived experience and reminding people of their goals and aspirations. Allies are supporters and advocates, standing with role models to develop a more inclusive culture for all employees. Allies will be visible, encourage conversations, call out banter and encourage those less heard to be heard. A similar role to equality champions but more informal.

This programme is being launched in early 2021.

Upload a communication advertising the allies programme or initiative.

[2020-10-28 SLT all email equality champions.msg](#)

Filename: 2020-10-28 SLT all email equality champions.msg **Size:** 206.8 kB

4.4 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.
- This must focus specifically on being an ally to bi people and include specific actions employees can take.
- This should be more in-depth than a one-off internal communication (as awarded for in sections 2 and 3).

No

Describe the training, programmes and/or resources (max. 500 words).

(No response)

Upload any written content, such as training slides or resources.

4.5 Does the organisation support all cis 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.
- This must focus specifically on being an ally to trans people and include specific actions employees can take.
- This must include specific content on being an ally to non-binary people.
- This should be more in-depth than a one-off internal communication or event (as awarded for in sections 2 and 3).

No

Describe the training, programmes and/or resources (max. 500 words).

(No response)

Upload any written content, such as training slides or resources.

4.6 Does the organisation support all employees (including LGBT employees) to become allies to other marginalised LGBT communities through training, programmes and/or resources?

Guidance:

- This should focus on identities other than bi or trans identities. For example, the support could focus on becoming an ally to groups experience multiple marginalisation, such as LGBT people of faith.
- This should be more in-depth than a one-off internal communication or event (as awarded for in sections 2 and 3).
- This should include specific actions employees can take.

No

Describe the training, programmes and/or resources (max. 500 words).

(No response)

Upload any written content, such as training slides or resources.

4.7 Does the organisation have measures in place to ensure that your work to empower individuals reaches employees in all locations?

Guidance:

- This should be consistent work to ensure activity can reach all employees. This might include:
 - Ensuring you share the stories of LGBT people from all the regions or UK nations you operate in.
 - Ensuring your allies programmes and resources are available in all your locations and/or digitally.
- You should consider dispersed workforces (for example those in retail stores or without regular access to IT), employees who work from home, employees in urban/rural settings, and employees across all UK nations that you operate in.
- If you only have one location or building, you should consider the needs of employees who work remotely or away from desks.
- You should provide at least two examples of measures you have in place.

Yes

Describe at least two measures in place and how they are formalised (max. 500 words).

At Dorset Council we have a number of employees who do not have direct access to information via an email, this will be because of their role such as passenger assistants, road crossing patrol, highways operatives and waste operatives. In October 2020 we developed the 'Need to Know' newsletter which is delivered in a paper format or via a personal email to employees. The newsletter includes a number of articles that appear on the intranet news, so will eventually include articles around awareness weeks, copies of blogs etc. The newsletter is produced on a monthly basis. In addition, a working group has been developed to look at how we communicate and interact with these individuals. We are also in the process of developing diversity allies and role models programme, this will be launched in February 2021 and is around encouraging people to become equality champions, allies and role models. This will be shared with employees who do not have direct access to information.

Springboard and Navigator programmes, both of these programmes are designed for employees in non-management grades. The aim of the programmes is to support personal development around the following topics:

- assertive behaviour
- improving effectiveness at work
- balancing home and work
- presenting the best You
- networking
- taking control over negative thoughts and feelings
- problem solving

The Springboard programme is for women and the Navigator programme is for men but both programmes welcome trans, gender-fluid and non-binary individuals, as the programme is self-nominating, it is up to the individual to choose the appropriate programme for them. Both programmes run twice a year, the only requirement is that the employee has line management agreement to be released from work and is able to every session.

Option 10: Leadership

5.1 How does the organisation support board and senior management employees to understand the issues that affect LGBT people? Tick all that apply.

Guidance:

- The support should be consistently provided, not on an ad hoc basis.
- Each option should be available to multiple senior leaders, not just one senior champion.
- A – this is a formal process whereby senior employees are mentored on LGBT issues by more junior LGBT employees.

Responses Selected:

G. None of the above

Describe each option selected (max. 200 words per option)

(No response)

5.2 In the past year, which of the following activities have members of the board and/or senior management engaged in? Tick all that apply.

Guidance:

- These activities should be carried out by a range of leaders.
- E – this will only be awarded if you received points for questions 6.4, 6.5 or 6.6.
- F – this should be periodic, not ad hoc.
- G and H – your description should include how the speech had specific messages of bi, non-binary and trans equality.
- H – this can be a sector-facing or community-facing event.

Responses Selected:

A. Communicated a strong message on LGBT equality

D. Reviewed and/or approved an LGBT inclusion strategy

Describe each option selected (max. 200 words per option). Please include specific dates or time periods.

A:

As part of communicating with all employees, the Senior Leadership Team undertake regular VLOGs. To celebrate LGBTQ+ History Month, our Chief Executive spoke in the 4 February VLOG. The text included the following:

'As part of our celebrations the rainbow flag is flying proudly at 3 key offices for 2 weeks. 'It is an opportunity to increase the visibility of it's an opportunity to increase the visibility of LGBT+ people, their history, experiences and culture. Look out for Aidan Badder's blog and also an LGBT+ Awareness Course being run by Space Youth Project on the 24 February and some bitesize learning on transgender history, culture and science on the 18 February.

All of this helps us to be a Stonewall Diversity Champion, Dorset Council submitted to the Workplace Equality Index for the first time, this index demonstrates our commitment to the LGBT+ community and that we want to be an inclusive place to work. This year Newcastle City Council made history by being the first local authority to claim the top spot in the Index. (We ranked 316 out of 503)'.

D:

Although it is not an LGBT Inclusion strategy specifically, the council has developed a draft equality, diversity and inclusion strategy and during October and November a consultation took place to gather views both internally and externally on the document and action plan. this was for consultation. A press release re: the strategy was published both internally externally and included the following comments from Councillor Wharf, Deputy Leader and also member lead for equality, diversity and inclusion
"Dorset Council is a relatively new organisation and while we have worked hard on various aspects of equality and inclusion, we also know we lack a coherent strategy and vision.

"We want to develop and support a diverse workforce which uses accreditations like Disability Confident, Stonewall and Mindful Employer which will allow us to become an employer of choice and an organisation which is a role model for others.

"This draft Equality, Diversity and Inclusion Strategy is a very important step for us which shows commitment to providing a supportive environment for our employees, residents and visitors which is free from discrimination, as well as taking more action on the matter.

"We need to re-energise the conversation around equality and inclusion and sharpen our focus on what it means in Dorset, and what we must do as a council to respond."

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.

Matt Prosser - Chief Executive of Dorset Council

Peter Wharf - Deputy Leader of Dorset Council

5.3 Does the organisation have measures in place to ensure that senior leader activity reaches employees in all locations?

Guidance:

- This should be consistent work to ensure activity can reach all employees.
- This might include:
 - Ensuring activities are carried out by senior leaders in all regions or UK nations that you operate in.
 - Ensuring that speeches at internal LGBT events are recorded and distributed digitally.
 - Ensuring that senior leader messages are written as well as verbal.
- You should consider dispersed workforces (for example those in retail stores or without regular access to IT), employees who work from home, and employees across all UK nations that you operate in.
- If you only have one location or building, you should consider the needs of employees who work remotely or away from desks.
- You should provide at least two examples of measures you have in place.

Yes

Describe at least two measures in place and how they are formalised (max. 500 words).

At Dorset Council we have a number of employees who do not have direct access to information via an email, this will be because of their role such as passenger assistants, road crossing patrol, highways operatives and waste operatives. In October 2020 we developed the 'Need to Know' newsletter which is delivered in a paper format or via a personal email to employees. The newsletter includes a number of articles that appear on the intranet news, so will eventually include articles around awareness weeks, copies of blogs etc. The newsletter is produced on a monthly basis and includes messages from the Senior Leadership Team.. In addition, a working group has been developed to look at how we communicate and interact with these individuals.

The Employee Forum was launched in 2018 prior to the formation of Dorset Council and was/is a way of engaging with employees. The forum is an opportunity for employees to contribute to, and feedback on, current key projects and initiatives. The forum meets at least quarterly and is a mixture of office-based employees and remote workers, so a variety of views are given. Members of the Senior Leadership Team regular attend the forum. Events are held either as face-to-face or virtual, and employees do not need to have Dorset Council email to join. Topics covered in the forum include Behaviours, workplace travel plan and future ways of working.

'Ask us anything' Due to COVID-19 the majority of employees at Dorset Council are working from home. 'Ask us anything' is an employee engagement forum and opportunity to hear updates from Senior Leadership Team and ask questions, developed as a response to keeping in touch with employees during lockdown. The sessions can be watched live and are recorded, anyone unable to watch live has a link sent to them, where they can watch at a more suitable time. The events take place every 2/3 months via Teams.

5.4 Does the organisation require all senior leaders and line managers to meet an inclusion-based competency on recruitment?

Guidance:

- This should be a standard competency in all job descriptions and/or a mandatory question in all interviews.
- This does not need to just be one standard question – you can provide a range of competencies and/or interview questions for the recruiting team to choose from.
- This should include internal promotions as well as external appointments.
- This does not need to be LGBT specific.

Yes

Copy and paste the standard competency or interview question wording.

Key responsibilities

Corporate Responsibilities:

- Ensuring the organisation's commitment to equality of opportunity, valuing diversity and promoting equal access to services for the public, employees and members is achieved within a culture of fairness and respect.
- Observing the requirements of all relevant legislation, including equalities, freedom of information, data protection, public interest disclosures and bribery.

Describe how inclusion-based competencies are implemented across all roles (max. 200 words).

Dorset Council has developed a behaviours framework. Behaviours are the attitudes and approaches that employees bring to work and can include:

- how we do things
- what we say and how we say it
- how we treat people
- how we expect to be treated

Our behaviour framework sets clear expectations of what the council expects from all employees and are:

- respect (we are aware of our impact on others, we treat people fairly and high expectations of ourselves and others, and value differences in approaches and opinions)
- responsibility (we act with integrity, we are honest and we don't attribute blame when something goes wrong, we are part of the solution)
- recognition (we appreciate and value the contribution of individuals and teams for work well done. We lead by taking time to provide feedback and share lessons learned and achievements to support the organisation's development).
- collaboration (we work with colleagues, residents and partners to achieve the best possible outcomes, we feel confident to share ideas, listen and respect other points of view).

The behaviours are a key part of performance management (My ROADmap) and also shape:

- job descriptions
- recruitment and selection
- learning and development programmes
- leadership and management discussions

5.5 Does the organisation require all senior leaders and line managers to have an inclusion-based objective?

Guidance:

- This should be a standard practice across all performance appraisal structures and documents.
- You do not need to provide template wording, but best practice is to provide a range of objectives senior leaders and line managers might consider based on their roles.
- This does not need to be LGBT specific.

Yes

Describe how inclusion-based objectives are implemented across all roles (max. 500 words).

My ROAD map is our performance development framework that allows all employees including senior leaders and line managers to agree objectives with their line manager. The framework also allows employees a space to record achievements and seek feedback from colleagues and peers. My ROAD map is about employees and line managers having regular conversations and covers the following areas:

- My objectives (employees propose objectives and share with line manager, objectives do not have to be long, it could relate to something specific)
- My career (to think about career aspirations)
- My learning (focuses on training and development)
- My achievements (being recognised for good work and where employees can pieces of work they are proud of e.g. blogs, employee networks etc)
- My behaviours (how employees are demonstrating our behaviour framework - responsibility, respect, recognition and collaboration)
- My feedback (where employees can seek feedback from colleagues they work with and see the feedback given)

Option 11: Monitoring

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 through diversity monitoring forms and/or systems?

Guidance:

- The question wording should be in line with latest good practice. Please speak to your account manager if you are unsure of this.
- You should use the same good practice question wording across all the touchpoints where it collects this data. Please state in your description if different question wording is used elsewhere.

Yes

Copy and paste the question you ask and the options employees can select (max. 500 words).

Diversity monitoring is collected through our SAP system, there are number of boxes employees can complete under the section additional personal data.

For sexual orientation, we have the following:

Sexual orientation: choose one of the following options:

- Bisexual
- Declined
- Heterosexual
- Lesbian/Gay
- Other
- Prefer not to say

On our recruitment pages when applying for a post, an employee is asked the following question:

Sexual orientation:

- Heterosexual
- Prefer not to say
- Gay/Lesbian
- Bisexual
- Other

If yes, what proportion of employees have answered this question on your HR system?

Guidance:

- This should be from an HR system, not an anonymous staff survey.
- The proportion should not include those who prefer not to say.

Under 50%

Upload an analysis report demonstrating the declaration rate. Note that this must not contain individual responses.

[Dorset Council Employee Diversity Data.docx](#)

Filename: Dorset Council Employee Diversity Data.docx **Size:** 31.6 kB

Provide a brief description of the report you have uploaded (max. 200 words).

The data in the attached document was collected at two different times. The data for age, disability, ethnicity and gender were all collected as at 31 October 2019. The data for sexual orientation and religion/belief was as part of an Equality Impact Assessment completed in August 2019. It relates to all employees of Dorset Council, however, employees at Dorset Council came from six legacy councils which had different HR payroll systems, considerable time has been spent moving employees onto one system (SAP). As such the data collected is taken from two HR Payroll systems SAP and ResourceLink which ask slightly different questions.

6.2 Does the organisation gather data on employee gender, inclusive of non-binary identities, through diversity monitoring forms and/or systems?

Guidance:

- The question wording should be in line with latest good practice. Please speak to your account manager if you are unsure of this.
- You should use the same good practice question wording across all the touchpoints where it collects this data. Please state in your description if different question wording is used elsewhere.

Yes

Copy and paste the question you ask and the options employees can select (max. 500 words).

We collect gender data, however it is linked to payroll and the collection of data for HMRC, so only includes the question male or female.

On our recruitment pages when applying for a post, an employee is asked the following question:

Gender:

- male
- female
- prefer not to say
- transgender

If yes, what proportion of employees have answered this question on your HR system?

Guidance:

- This should be from an HR system, not an anonymous staff survey.
- The proportion should not include those who prefer not to say.

We do not monitor

Upload an analysis report demonstrating the declaration rate. Note that this must not contain individual responses.

Provide a brief description of the report you have uploaded (max. 200 words).

(No response)

6.3 Does the organisation gather data on employee trans status through diversity monitoring forms and/or systems?

Guidance:

- The question wording should be in line with latest good practice. Please speak to your account manager if you are unsure of this.
- You should use the same good practice question wording across all the touchpoints where it collects this data. Please state in your description if different question wording is used elsewhere.

No

Copy and paste the question you ask and the options employees can select (max. 500 words).

(No response)

If yes, what proportion of employees have answered this question on your HR system?

Guidance:

- This should be from an HR system, not an anonymous staff survey.
- The proportion should not include those who prefer not to say.

We do not monitor

Upload an analysis report demonstrating the declaration rate. Note that this must not contain individual responses.

Provide a brief description of the report you have uploaded (max. 200 words).

(No response)

6.4 Does the organisation monitor and analyse success rates from application to appointment across the following characteristics? Tick all that apply.

Guidance:

- This refers to external appointments to the organisation.
- You should compare applicant diversity forms to new starter diversity forms.
- Analysis should have taken place in the past two years.
- A – note that you will only be eligible for marks if you have been awarded marks in 6.1.
- B – note that you will only be eligible for marks if you have been awarded marks in 6.2.
- C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

Responses Selected:

D. None of the above

A – upload the most recent report showing analysis by sexual orientation.

Note that this must not contain individual or personally identifiable data.

B – upload the most recent report showing analysis by gender.

Note that this must not contain individual or personally identifiable data.

C – upload the most recent report showing analysis by trans status.

Note that this must not contain individual or personally identifiable data.

Describe who the analysis was seen by and what action was taken (max. 500 words).

(No response)

6.5 Does the organisation monitor and analyse the number of employees at different pay grades across the following characteristics? Tick all that apply.

Guidance:

- This can be analysis looking at pay grades, pay rates and/or seniority levels.
- The data should be collected through your HR system, rather than an anonymous staff survey.
- Analysis should have taken place in the past two years.
- A – note that you will only be eligible for marks if you have been awarded marks in 6.1.
- B – note that you will only be eligible for marks if you have been awarded marks in 6.2.
- C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

Responses Selected:

D. None of the above

A – upload the most recent report showing analysis by sexual orientation.

Note that this must not contain individual or personally identifiable data.

B – upload the most recent report showing analysis by gender.

Note that this must not contain individual or personally identifiable data.

C – upload the most recent report showing analysis by trans status.

Note that this must not contain individual or personally identifiable data.

Describe who the analysis was seen by and what action was taken (max. 500 words).

(No response)

6.6 When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of employees by the following characteristics? Tick all that apply.

Guidance:

- This can be done by collecting diversity data on a staff satisfaction survey.
- Analysis should have taken place in the past two years.
- A – note that you will only be eligible for marks if you have been awarded marks in 6.1.
- B – note that you will only be eligible for marks if you have been awarded marks in 6.2.
- C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

Responses Selected:

D. None of the above

A – upload the most recent report showing analysis by sexual orientation.

Note that this must not contain individual or personally identifiable data.

B – upload the most recent report showing analysis by gender.

Note that this must not contain individual or personally identifiable data.

C – upload the most recent report showing analysis by trans status.

Note that this must not contain individual or personally identifiable data.

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

(No response)

6.7 Which of the following activities has the organisation carried out in the last year to improve confidence in LGBT monitoring and boost declaration rates? Tick all that apply.

Guidance:

- A, B and C – communications must be available to all employees, not just your LGBT employee network group.
- D and E – definitions can be included within the questions themselves, with a link to a glossary, or within communications promoting the monitoring exercise.
- Evidence could include screenshots of the relevant communications or monitoring questions.

Responses Selected:

F. None of the above

Upload evidence for each option.

Provide a brief description of each communication and how it was shared with employees (max. 200 words per option). Please include specific dates or time periods.

(No response)

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

6.8 For apprenticeships, does the organisation monitor and analyse success rates from application to appointment across the following characteristics? Tick all that apply.

Guidance:

- You should compare applicant diversity forms to new starter diversity forms.
- Analysis should have taken place in the past two years.
- A – note that you will only be eligible for marks if you have been awarded marks in 6.1.
- B – note that you will only be eligible for marks if you have been awarded marks in 6.2.
- C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

Responses Selected:

D. None of the above

A - upload the most recent report showing analysis by sexual orientation.

Note that this must not contain individual or personally identifiable data.

B - upload the most recent report showing analysis by gender.

Note that this must not contain individual or personally identifiable data.

C - upload the most recent report showing analysis by trans status.

Note that this must not contain individual or personally identifiable data.

Describe who the analysis was seen by and what action was taken (max. 500 words).

(No response)