



Senedd Cymru
Welsh Parliament



Our plan for action in the Senedd Commission



About diversity and inclusion



Diversity

This means understanding that people are different and have different needs.



Inclusion

This means making sure everyone's voice is heard and everyone feels listened to and valued.



Equality

Equality is another word we use. It means everyone should be treated fairly and have the best chance to do well in life.



When we say inclusion in this booklet we mean thinking about equality, diversity and including people.

About our plan



We are the Senedd Commission. We say Senedd like this: **sen-eth**.

We support the Welsh Parliament. The Welsh Parliament is also called the **Senedd**.



We make sure the Senedd has enough staff and services to work properly.



We have a plan that helps us include diversity and inclusion in everything we do.



We need to update our plan. We want to be really good at diversity and inclusion.



We have spoken to lots of people. They have helped us decide what things we need to work on.



For each of the 4 areas we want to work on we tell you:

- what we want to do
- and**
- how we will make it happen

Area 1 - How we can think about inclusion in everything we do

The Senedd Commission is a large organisation. We need to make sure all our staff know that inclusion is very important.



We must think about how it affects people in all of the work we do.



1. What we want to do:

- update our plan for diversity and inclusion



- make sure all our policies and plans say the same thing about diversity and inclusion



How we will make this happen:

- make sure everyone knows who is responsible for doing the work



- look at all of the different things we need to do for inclusion. We will make sure we are not all doing the same work

2. What we want to do:

In the Senedd Commission there are different groups who make sure we:



- treat everyone fairly



- talk to lots of different people and ask what they think



- look after staff and their rights



We will make sure that all these groups work together.



They will make sure the Welsh Parliament includes diversity and inclusion properly in everything it does.

How we will make this happen:



- set up a group called a Diversity and Inclusion Board. The Board will have people from all of our different areas and groups.



They will work together to check everyone is following this plan.



3. What we want to do:

- work together with experts and other organisations



- include people from lots of different groups and backgrounds



For example:

- Black, ethnic minority and Asian communities



- people with disabilities



- Lesbian, Gay or Transgender communities



We already have a certificate that says we are good at employing disabled people.



We want to become a leader now. This is the next level up from the certificate we already have.

How we will make this happen:



- work with other organisations to keep up to date on the best ways to do inclusion in the Senedd Commission

4. What we want to do:



- support all staff to look at inclusion when they write new policies or plans and do activities



- give advice to staff on how to check what affect their work will have on different people.

This is called an **equality impact assessment**.

How we will make this happen:



- look at what plans, activities and policies will happen this year. We will make sure staff do an equality impact assessment first



5. What we want to do:

- write a report every year about how well our plan is working. The report will say if we have done the things we said we would

How we will make this happen:

- find out from all our different teams what has worked well
- look at information about the mix of people who work for us and how much they are paid



6. What we want to do:

- make a plan to collect personal characteristics about our staff.

This means things like their:

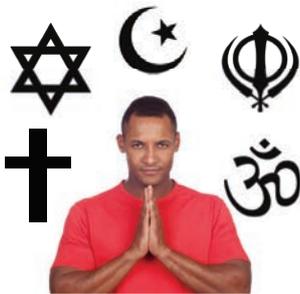
- age



- race



- religion



- gender and sexuality



- disability





How we will make this happen:

- collect information about personal characteristics in a better way



- if we find that we are doing anything in an unfair way we will change it.

For example, paying someone more than someone else for a similar job.



7. What we want to do:

- think about diversity and inclusion when we buy goods and services

How we will make this happen:

- look at how we can support staff to check we are buying things from different places



Area 2 - Good leadership



All our staff are responsible for diversity and inclusion in the Senedd Commission.

1. What we want to do:

- make senior managers responsible for supporting diversity and inclusion in their teams and projects



How we will make this happen:

- set up Equality Champions to speak out for fairness at work.

The Equality Champions will be part of the Diversity and Inclusion Board.



- give more inclusion training to senior managers





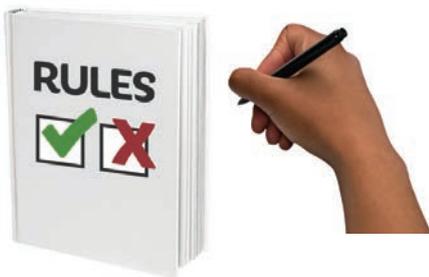
2. What we want to do:

- give all new staff training on diversity and inclusion. We will give other staff refresher training every few years



How we will make this happen:

- find different and better ways to give training to new staff. For example, using videos



3. What we want to do:

- write some rules about how people should behave at work



How we will make this happen:

- use these rules to help us employ the right people and keep the right people working for us

Area 3 - Our staff



We are a fair employer that supports our staff to be the best they can be.

1. What we want to do:



- look at the people we have working for us. We want to make sure we have staff from lots of different communities in Wales



- make sure our job adverts attract more people from different groups and backgrounds

How we will make this happen:



- make sure our managers and bosses are a good mix of groups and backgrounds



- look at what makes things hard for people when they work for us. We will challenge anything that is unfair



- work in the best way when we employ new staff



- give more chances for staff to get some of the top jobs



- have more apprentice jobs for young people

2. What we want to do:



- look at what makes things hard for people when they apply for a job with us. For example, people from ethnic minorities and disabled people.



We will use this information to make things better and stop any barriers.

How we will make this happen:



- collect information about who applies for our jobs
- ask people about their experience. People who:
 - have applied for a job with us
 - or
 - already have a job with us



3. What we want to do:



- have better ways of interviewing and training new staff. Look at more ways to interview online

How we will make this happen:



- find different ways to tell people about our jobs. This might be online or on social media



- train managers about employing new staff



- make sure we have a good mix of people doing the interviews



- make sure our staff can work in different ways. This might include working at home and online

4. What we want to do:



- We know in the past women and people from ethnic minorities have been paid less than other people.

We will make sure we are paying people the same for similar jobs.



How we will make this happen:



- employ a mix of people from different groups and backgrounds



- check how much pay our staff get. We will make sure everyone's pay is fair for the job they are doing



5. What we want to do:

- give people who already work for us chances to get better or different jobs with us

How we will make this happen:



- give people chances to try different jobs in our organisation for a short time. This will help them learn new skills



- give people more training and support to try new things

Area 4 - Make sure everyone can use and get involved in the work of our Parliament



We want to make sure the Welsh Parliament is welcoming and open to everyone.

1. What we want to do:



- talk more to our local communities. Find out what they need and what makes services hard to use



- have more people want to come and work with us. Especially people from groups who are hard to reach



How we will make this happen:

- collect information about people's backgrounds



- think about how our services, events or activities will affect different people.

We will make sure we do an equality impact assessment for every event.

2. What we want to do:

- Our Members Business Support Service gives support to people in the Welsh Parliament.



The Service will help Members to understand inclusion when they employ new staff and give services.



If you want to know more about our plan for Diversity and Inclusion please contact us.



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