

PARTICIPANT INFORMATION SHEET

Workforce Race Equality Standard (WRES)

What is this project about?

This engagement project aims to develop an understanding of workforce race equality at XXX

Why have you been approached?

We are interested to hear your views and experiences as a member of this organization and your feedback will be used to co-design EDI improvement priorities.

How will this project help improve services?

This project will give you the opportunity to:

- Tell us about your experience as a member of the organization.
- Help to improve equality and diversity in everything we do.

What will taking part involve?

You will be asked to participate in a face-to-face interview (1 hour) or a focus group (2 hours)

What will happen to the information you provide?

All information will be treated anonymously and with the strictest confidence. Information will be stored securely and destroyed upon completion of the project.

No person will be identified in the final report.

What will happen if I do not want to take part?

There is no obligation to take part. If you do agree to take part and change your mind, you are free to withdraw at any time.

Who will the results be made available to?

The report of the findings from this service evaluation will be made available to the Director of Human Resources and Organisational Development and to you, as a participant.

What do I do if I need further information?

Please contact XXX

Thank you for taking time to read this information sheet

INTERVIEW SCHEDULE

QUESTIONS FOR WORKFORCE FOCUS GROUP OR SPECIFIC DROP IN SESSION

Introduction	<ul style="list-style-type: none"> • Thank you for your participation in this important discussion on equality and diversity in our organisation • We are interested in transforming equality outcomes for all underpinned by co-designing improvement priorities across the employee journey. • Your HWB is important and I can clarify/sign post you to services inside and outside the organisation as required. • Confidentiality and its limits • Timing/ structure points 	Notes:
Opening question	<ul style="list-style-type: none"> • What does the word 'Organisational Culture' mean to you? • How would you describe the organisational culture? • What's it like working in this organisation for you? What are we doing well? What do we need to do better? • What do you believe to be the key things that impact on the experience of minority ethnic staff working in this organisation? 	
Career progression	<ul style="list-style-type: none"> • When did you start working for the organisation? Can you describe your experience of the recruitment and selection process? What did we do well? What can we do better? • Tell us about your experience of applying for promotion within the organisation? • If you have not applied for a promotion with the organisation, do you feel its inclusive? • What do other minority ethnic staff say about 	

	<p>applying for promotions in the organisation?</p> <ul style="list-style-type: none"> • How does the organisation encourage staff from underrepresented groups to apply for promotion? • Have you received the support you need to feel encouraged and motivated to apply for promotions within the organisation? • Do you feel your career progression has ever been limited by others or the organisation? If so, how? 	
Treatment of staff and access to development opportunities	<ul style="list-style-type: none"> • What is your experience of how concerns from staff are dealt with by management, for example concerns about staff experience and issues relating to equality and diversity? • What is your experience of the support that you need to do your role – for example access to non-mandatory training and CPD? Are there any differences between different staff in accessing this? • What are your views on staff achievement awards? Are all staff proportionately represented? • What are your views of leadership development programmes? Are staff proportionately represented? • What is your experience or your observations of the way the organisation handles disciplinary and grievance issues? • What do other black and minority ethnic staff say about how they are treated at work? 	
Bullying and harassment	<ul style="list-style-type: none"> • Have you personally observed or experienced bullying and harassment. Do you feel comfortable talking about this today with me? • What is the support like for people who have experienced bullying or harassment? • Would you be confident to raise issues of 	

	bullying and harassment/ if not, why not?	
Support for minority ethnic staff	<ul style="list-style-type: none"> • Where would you go if you felt that you had experienced discrimination from any source (inside or outside the organisation?) • Are there any specific support groups or support mechanisms for minority ethnic staff in this organisation? • What do you think about health and wellbeing support available for staff in this organisation who have experienced discrimination? 	
Wider WRES Question	<p>How could the trust improve:</p> <ul style="list-style-type: none"> • career progression for BME staff • percentage of BME staff in bands 8-9 (including Trust Board) • recruitment and selection of BME staff • reduce the involvement of BME staff subject to a disciplinary • improve BME staff accessing non-mandatory training and CPD • minimise the experience of harassment, bullying, abuse or and/or discrimination from patients 	
Closing question	<ul style="list-style-type: none"> • Is there anything else that you want to raise about race equality for minority ethnic staff in the organisation? Is there anything you want to raise about race equality for patients using the Trust? 	

Thank you for giving us your time and views