

From: Hein Scheffer – Director of Workforce

Date: 9 November, 2020

Ref: **Black, Asian and Minority Ethnic (BAME) Employees: Survey and Consultation**

The consultation exercise will be conducted between November and December 2020, and will be comprise three stages:

Stage 1

All Black, Asian and Minority Ethnic (BAME) CCG employees will be given the opportunity to complete a short on line Equality and Diversity survey which has been developed by our external specialist partner organisation - McKenzie LLP. The survey, will be completed anonymously and in the strictest of confidence. They will be returned directly to McKenzie who will summarise the results and compile a report all in an anonymised format back to the CCG.

Stage 2

All BAME CCG employees will be given the option to undertake a short confidential telephone interview with a McKenzie diversity consultant to detail their own personal experiences of working in the CCG as a BAME employee. Once again, a summary of anonymised comments will be presented back to the CCG.

Stage 3

All BAME CCG employees will be invited to attend a short, informal Zoom ‘buzz group’ to discuss their personal experiences (from BAME perspectives) of working in the CCG. An anonymised summary of all discussions held and key points raised during these buzz groups will

be included in the report to the CCG to explain the lived experience of BAME staff alongside the statistical data from the survey.

Please note, participation in all of the above three activities is entirely voluntary and the CCG will not know ultimately who has or has not participated. However, I take this opportunity to stress that we are investing time, resources and expertise in a genuine attempt to understand what the issues are and how we might resolve these. For that reason, we do hope as many of our BAME employees will take part in one or more the planned consultation activities.

Finally, below are a list of common questions and answers we believe people may have regarding this consultation exercise.

When will the survey open and close?

We will send BAME staff the link to the survey, which is hosted on the McKenzie website to ensure confidentiality, in the week commencing 16 November 2020. The survey will be open for 2 weeks.

Do I have to take part ?

No. As previously stated, participation is entirely voluntary. However, if you do decide to take part, you may complete one, two or all three of the activities listed overleaf.

Who is the external specialist consultancy ?

Following a short procurement exercise, we selected McKenzie LLP. Formed in 1996, McKenzie specialise exclusively within the areas of Equality, Inclusion and Dignity at Work. They also have considerable healthcare and NHS experience. For more information, please visit www.diversitymckenzie.co.uk

We selected an external specialist for two reasons:

1: To provide us with expertise and guidance in this area

2: To provide you with a completely anonymous and external route of consultation - allowing you to speak entirely freely about your views and experiences of working as a BAME employee in the CCG.

Is the process anonymous ?

Yes. The stage one questionnaire is completed on line where you are not required to enter your name or department. No other I.T. data (including details about your computer) are returned to McKenzie. Therefore all data is truly collected in an anonymous format.

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