The Equality, Diversity & Inclusion Committee	**Agenda item xx** Protective Marking: OFFICIAL – SENSITIVE - GOVERNANCE	The Pensions Regulator

Meeting date:	**21 November 2023**
Title of report:	**EDI Calendar 2024: Paper 1 - Identification of key topics**
Author:	[redacted]
Director sponsor:	[redacted]
Purpose of report:	**For Decision**

1. Summary

1.1 This cover paper sets out the background to the EDI calendar, the approach taken to identify the overall EDI calendar of events for 2024, and key corporate EDI topics to upskill people managers and colleagues on in 2024, with a focus on religion and belief.

1.2 The Head of People Partnering is asked to:

a) Agree recommendations for the overall EDI calendar of events in 2024.

b) Agree recommendations for the key EDI topics to upskill people managers and colleagues on in 2024, with a focus on religion and belief.

2. Background

2.1 The EDI and Internal Comms team introduced an internal EDI events calendar in April 2023.

2.2 The calendar highlights key awareness events which we mark and celebrate at throughout the year to help us create an inclusive culture. It is not intended to be an exhaustive list but highlights key EDI awareness days, week, months and events which the EDI team, Internal comms team and Diversity Networks have identified to mark.

2.3 The current calendar runs from April to December 2023.

2.4 In 2024 we aim to build on our existing internal EDI calendar by adopting a more targeted approach designed to upskill people managers and colleagues on key EDI topics through variety of communications channels including Atlas, People Manager briefings sessions and Directorate stand-ups, as appropriate, with a focus on religion and belief.

3. Overall EDI Calendar 2024 topics

3.1 Approach taken to identify key EDI topics for 2024:

3.2 There are numerous awareness days and EDI calendars. To inform this piece of work I used the Inclusive Employers' Inclusion & Diversity Awareness Days calendar as the key source of information to map out all the external EDI awareness day over the course of 2024. Currently a total of 225 events on the map.

3.3 From this map I have put forward recommendations with rationale for key EDI awareness events to mark in 2024, which take into account the key design principles below.

3.4 Key design principles:

a) The content needs to balance a wide range of EDI topics to reflect the

(i) Protected characteristics.

(ii) EDI Strategy targets to improve diversity declaration rates and for disability, minority ethnic and LGBT+ representation.

(iii) Year 3 EDI Strategy four new areas of focus: Religion and belief, social mobility, age, and neurodiversity.

(iv) Diversity Network plans (Note plans for Balance Network, Time to Change Champions and Women's Network – add two further placeholders, and add two cross network/meet the network events)

b) The need to maximise impact, avoid oversaturation and EDI fatigue through a maximum of 2-3 key EDI events per month.

c) Resourcing capacity of the EDI team and Internal comms team.

3.5 It is worth noting that the calendar includes regular EDI quarterly progress reports and annual Diversity Pay Gap reports as an 'event' as it requires resource from the internal comms team, but does not capture wider EDI communications in the pipeline such as PSED, or a disability story telling campaign planned for Q2 2024-25.

3.6 Recommendations:

a) **The Head of People Partnering is asked to agree recommendations for the overall EDI calendar of events in 2024 attached here:** EDI calendar 2024 - recommendations for key topics.xlsx (Note: the document can be filtered by quarter, month, theme, recommendations – yes/no, and lead. To see the recommendations please filter first by quarter or month and then by recommendations – yes/no.)

4. Key EDI topics to upskill people managers and colleagues on in 2024, with a focus on religion and belief

4.1 Approach taken to identify the key awareness days for religion and belief:

4.2 The Census 2021 identifies six main religions in the UK: Christian, Buddhist, Hindu, Jewish, Islamic and Sikh.

4.3 TPR workforce diversity data shows that we have representation across all of these religions.

4.4 The EDI calendar aims to upskill people managers and colleagues on the most significant religious event for each of these six main religious in 2024 which have been identified by Inclusive Employers as:

a) **Islamic/Muslim: Ramadan** (10 March - 8 April) (maintained)

b) **Sikh: Vaisakhi** (13 April) (new)

c) **Buddhism: Wesak, Vesak or Visakah Puja (Buddha Day)** (23 May) (new)

d) **Jewish: Rosh Hashanah (Jewish New Year)** (2-4 October) (new)

e) **Hindu: Diwali** (1 November) (maintained)

f) **Christian: Christmas Day** (25 December) (new)

4.5 Upskilling on each of these events would be delivered through the full communications package:

a) A People Manager guide

b) A People Manager briefing – delivered a month in advance of the event to provide guidance on how People Managers can support colleagues and the practical issues people managers need to consider and respond to.

c) Directorate stand-up presentation– this would be a PowerPoint slide deck to be delivered by Directors/Heads of at their Directorate Stand-ups.

d) An Atlas article for all colleagues

1.2 We have also recommended recognition of **Holocaust Memorial Day** in January 2024 to be promoted via an Atlas article for all staff.

1.3 Appendix 1 sets out how this work be delivered in practice.

4.6 Recommendations:

a) **The Head of People Partnering is asked to agree recommendations the key EDI topics focused on religion and belief, to upskill people managers and colleagues on in 2024.**

5. Next steps

5.1 By w/c 4 December 2023

a) Design the template where we will capture each topic, talking points for people managers and where to go for further information and arrange a meeting to discuss template with Head of People Partnering and Service. (Paper 2)

b) Prepare forward look, next quarter plans (topics) and materials and share with Head of People Partnering and Service and arrange a meeting to discuss with Head of People Partnering and Service. (Paper 3)

c) Once 5.1 and 5.2 approved take forward look, next quarter plans (topics) and materials to PDMC for information. (Paper 4)

Appendix 1

Religious event	**Date**	**People managers - guide and briefing delivery date**	**All colleagues - Atlas article for and Directorate stand up briefing delivery date**
Islamic/Muslim: Ramadan (maintained)	10 March - 8 April	**February**	**March**
Sikh: Vaisakhi (new)	13 April	**March**	**April**
Buddhism: Wesak, Vesak or Visakah Puja (Buddha Day) (new)	(23 May)	**April**	**May**
Jewish: Rosh Hashanah (Jewish New Year) (new)	2-4 October	**September**	**October**
Hindu: Diwali (maintained)	1 November	**October**	**November**
Christian: Christmas Day (new)	25 December	**November**	**December**

The Equality, Diversity & Inclusion Committee	**Agenda item xx** Protective Marking: OFFICIAL – SENSITIVE - GOVERNANCE	The Pensions Regulator

Meeting date:	**21 November 2023**
Title of report:	**EDI Calendar 2024: Paper 2: Communication material templates**
Author:	[redacted]
Director sponsor:	[redacted]
Purpose of report:	**For Decision**

1. Summary

1.1 This cover paper sets out the communications approach and templates design to promote the EDI talking points for people managers and colleagues where to go for further information for each key topics.

1.2 The Head of People Partnering is asked to provide a steer / approve the following templates:

a) People Manager bitesize guide

b) Directorate stand-up briefing presentation

c) Atlas article for all colleagues

2. Background

2.1 In 2024 we aim to build on our existing internal EDI calendar by adopting a more targeted approach designed to upskill people managers and colleagues on key EDI topics through variety of communications channels including Atlas, People Manager briefings sessions and Directorate stand-ups, as appropriate, with a focus on religion and belief.

3. Communications approach

3.1 People Manager bitesize guide

a) The People Manager's bitesize guide will be by a PowerPoint document which provides a summary of what the event is, when, and why it is important, and provides guidance on how people managers can support colleagues and the practical issues people managers need to consider and respond to. (Note this can be done as a 2 Word document if preferred.)

b) The People Manager's guide will be delivered through an EDI Talking points item at the People Manager briefing sessions the month before the event.

c) The People Manager guide would be emailed to all People Managers after the People manager briefing and added to the EDI hub resources page for future reference.

3.2 Directorate Stand up briefing presentation

3.3 Directorate stand-up communications would comprise a short-slide deck and script for Directors to deliver at their Directorate stand-ups.

3.4 Atlas article for all colleagues

3.5 All colleague communications would be delivered through an Atlas Article to be published on Atlas on the day of the event and then be added to the EDI Hub / News and Events page for future reference.

4. Recommendations:

4.1 The Head of People Partnering is asked to provide a steer / approve the communication templates below:

a) People Manager bitesize guide: TEMPLATE - EDI calendar - People Managers guide.pptx (note this can be done as a Word document if preferred: TEMPLATE - EDI calendar - People managers guide.docx)

b) Directorate stand up briefing presentation: TEMPLATE - EDI calendar - Directorate standup briefing presentation.pptx

c) Atlas article for all colleagues: TEMPLATE - EDI calendar - Atlas article for all colleagues.docx

5. Next steps

5.1 Prepare forward look, next quarter plans (topics) and materials and share with Head of People Partnering and Service.

5.2 Take forward look, next quarter plans (topics) and materials to PDMC for information.

EDI Calendar 2024 – template email to Diversity Network Co-Chairs:

Email header: EDI calendar 2024 – Diversity Network events

To: Diversity Network Co-chairs

CC: EDI lead; Internal Comms

Date: 15 November 2023

Message:

Hi all,

As you will be aware the EDI and Internal comms team are in the process of developing the internal EDI events calendar for 2024.

I'm getting in contact to ask you to confirm the key awareness events you would like to build into the internal EDI events calendar for 2024 - this includes your individual network and cross-network events.

We've added this as an agenda item at our next Diversity Network and People Team meeting on the 28 November 2023 however, if you are able to confirm your plans ahead of the meeting that would really help us with our planning.

Action for you:

1. **Individual network events:**

I will email you a list of the key awareness events your individual network promoted in 2023 and ask you to confirm your plans for 2024.

2. **Cross network events:**

Ahead of the meeting please can you discuss and agree whether you would like to run a cross-network event/s in 2024. If you would like to run another event/s and please can you suggest when you would like to do this.

Just a reminder that in 2023 the networks held the two cross-network events below:

- January – Get to know the Network event
- September – Cross Diversity Network drop-in session with members of SLT (delivered as part of National Inclusion Week)

Many thanks,

EDI Calendar 2024 – template email to Diversity Network Co-Chairs about individual network events:

Email header: EDI calendar 2024 – Balance Family Network events

To: Balance Family Network Co-chairs

Date: 15 November 2023

Message:

Hi [redacted] and [redacted]

Following on from my email regarding the EDI calendar 2024 sent to all the Diversity Network Chairs today, I'm getting in contact to ask you to confirm the key awareness events that the Balance Network would like to recognise in 2024.

As mentioned in my email we've added this as an agenda item at our next Diversity Network and People Team meeting on the 28 November 2023 however, if you are able to confirm your plans ahead of this meeting that would help us with our planning.

Balance Network events 2024

I've outlined below the key awareness days which Balance Network recognised in 2023. Please can you confirm if you plan to recognise these again in 2024:

Month	Date 2024	Event
Mar-24	10 March 2024	**Mother's Day**
Sep-24	16 to 22 September 2024	**World Childless Week**
Oct-24	9 to 15 October 2024	**Baby Loss Awareness Week**

Many thanks,

Email header: EDI calendar 2024 – Disability Network events

To: Disability Network Co-chairs

Date: 15 November 2023

Message:

Hi [redacted] and [redacted]

Following on from my email regarding the EDI calendar 2024 sent to all the Diversity Network Chairs today, I'm getting in contact to ask you to confirm the key awareness events that the Balance Network would like to recognise in 2024.

As mentioned in my email we've added this as an agenda item at our next Diversity Network and People Team meeting on the 28 November 2023 however, if you are able to confirm your plans ahead of this meeting that would help us with our planning.

Disability Network events 2024

I've outlined below the key awareness days which Disability Network recognised in 2023. Please can you confirm if you plan to recognise these again in 2024:

Month	Date 2024	Event
Dec-24	03 December 2023	**International Day of Persons with Disabilities**

Many thanks,

Email header: EDI calendar 2024 – Me Network events

To: Me Network Co-chairs

Date: 15 November 2023

Message:

Hi [redacted] and [redacted]

Following on from my email regarding the EDI calendar 2024 sent to all the Diversity Network Chairs today, I'm getting in contact to ask you to confirm the key awareness events that the Me Network would like to recognise in 2024.

As mentioned in my email we've added this as an agenda item at our next Diversity Network and People Team meeting on the 28 November 2023 however, if you are able to confirm your plans ahead of this meeting that would help us with our planning.

Me Network events 2024

I've outlined below the key awareness days which Me Network recognised in 2023. Please can you confirm if you plan to recognise these again in 2024:

Month	Date 2024	Event
Feb-24	08 February 2024	**Chinese New Year**
Mar-24	10 March to 8 April 2024	**Ramadan**
Aug-24	18 July to 17 August	**South Asian Heritage month**
Oct-24	01 to 31 October 2024	**Black History Month**
Nov-24	31 November 2024	**Diwali**

Many thanks,

Email header: EDI calendar 2024 – Proud Network events

To: Proud Network Co-chairs

Date: 15 November 2023

Message:

Hi [redacted]

Following on from my email regarding the EDI calendar 2024 sent to all the Diversity Network Chairs today, I'm getting in contact to ask you to confirm the key awareness events that the Proud Network would like to recognise in 2024.

As mentioned in my email we've added this as an agenda item at our next Diversity Network and People Team meeting on the 28 November 2023 however, if you are able to confirm your plans ahead of this meeting that would help us with our planning.

Proud Network events 2024

I've outlined below the key awareness days which Proud Network recognised in 2023. Please can you confirm if you plan to recognise these again in 2024:

Month	Date 2024	Event
Feb-24	01 to 29 February 2024	**LGBT History month**
Jun-24	01 to 30 June 2024	**Pride Month**
Aug-24	02 to 04 August 2024	**Brighton Pride**

Many thanks,

Email header: EDI calendar 2024 – Time to Change Champions events

To: Time to Change Champion Co-chairs

Date: 15 November 2023

Message:

Hi [redacted] and [redacted]

Following on from my email regarding the EDI calendar 2024 sent to all the Diversity Network Chairs today, I'm getting in contact to ask you to confirm the key awareness events that the Time to Change Champions would like to recognise in 2024.

As mentioned in my email we've added this as an agenda item at our next Diversity Network and People Team meeting on the 28 November 2023 however, if you are able to confirm your plans ahead of this meeting that would help us with our planning.

Time to Change Champions events 2024

I've outlined below the key awareness days which Time to Change Champions recognised in 2023. Please can you confirm if you plan to recognise these again in 2024:

Month	Date 2024	Event
Jan-24	15 January 2024	**Blue Monday**
Feb-24	01 February 2024	**Time to talk day**
May-24	13-19 May 2024	**Mental Health awareness week**
Oct-24	10 October 2024	**World Mental Health Day**

Many thanks,

Email header: EDI calendar 2024 – Women's Network events

To: Women's Network Co-chairs

Date: 15 November 2023

Message:

Hi [redacted] and [redacted]

Following on from my email regarding the EDI calendar 2024 sent to all the Diversity Network Chairs today, I'm getting in contact to ask you to confirm the key awareness events that the Women's Network would like to recognise in 2024.

As mentioned in my email we've added this as an agenda item at our next Diversity Network and People Team meeting on the 28 November 2023 however, if you are able to confirm your plans ahead of this meeting that would help us with our planning.

Women's Network events 2024

I've outlined below the key awareness days which Women's Network recognised in 2023. Please can you confirm if you plan to recognise these again in 2024:

Month	Date 2024	Event
Mar-24	08 March 2024	**International Women's Day**
Nov-24	19 November 2024	**International Men's Day**

Many thanks,

Internal EDI events calendar 2024 proposals

TPR has in place an EDI calendar. The calendar highlights key events and awareness days which we mark and celebrate at throughout the year to help us create an inclusive culture. It is not intended to be an exhaustive list but highlights key EDI awareness days, week, months and events which the EDI team and Diversity Networks have identified to mark.

The current calendar runs from April to December 2023.

Approach for 2024

In 2024 we aim to build on our existing internal EDI calendar by adopting a more targeted approach designed to upskill people managers and colleagues on key EDI topics through variety of methods including Atlas, People Manager briefings sessions and Directorate stand-ups, as appropriate.

To do this we will:

- Identify key corporate EDI topics to upskill people managers and colleagues on in 2024 working in collaboration with the People Directorate Management Committee, with a focus on religion and belief, carers, age and neurodiversity.
- Develop a guide for people managers and colleagues to underpin key EDI topics identified which outlines what the event is, when it is, why it is important, how to celebrate and support colleagues.
- Communicate the guide for people managers and employees through a variety of channels including Atlas, People Manager briefings sessions and Directorate stand ups as appropriate.
- Create an EDI resources page to host the guide for people managers and colleagues.
- Develop a wider calendar on religion and belief for the recruitment team to build into their plans.

Deliverables/Products:

1. Internal EDI events calendar for 2024 (with all planned corporate EDI and Diversity Network events which will be published on Atlas)
2. Internal EDI event calendar 2024 communications plan for EDI team and Internal comms team outlining key corporate EDI topics to upskill people managers and colleagues on in 2024.
3. EDI topic guides for people managers and colleagues
4. EDI hub - Resources page
5. Calendar on religion and belief for the recruitment team.

EDI Steering Committee meeting AGENDA

Meeting: 9 December 2024, 10:00-12:00hrs, hybrid via Teams and Room 2W:10 Hazel

No.	Time	Item	Item Lead	Paper	Purpose
1	10:00	[redacted] (10 mins)	Chair	N	Information
		[redacted]	Chair	N	Decision
		[redacted]	Chair	Y	Decision
2	10:10	[redacted]	Chair	Y Y	Information \ Steer
3	10:30	[redacted])	[redacted]	N	Information
4	10:45	[redacted]	[redacted]	Y	Decision
5	11:00	**EDI calendar review** (15 mins)	[redacted]	Y	Information
6	11:15	[redacted]	[redacted]	N	Information
7	11:30	[redacted]	[redacted]	N	Discussion
8	11:55	[redacted]	Chair	N	Information
	12:00	PWC Redacted Jan 25			

Attendees

Chair:	Paul Neville	PN	EDI Committee Co-Chair
Members:	[redacted]	[redacted]	EDI Lead / Owner of Strategic Aim 1
	[redacted]	[redacted]	Director of People and Culture
	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]
Attendees:	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]
In attendance:	[redacted]	[redacted]	[redacted]
	[redacted]		[redacted]
	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]

	[redacted]	[redacted]	[redacted]

Apologies:

Members:			
Attendees:	[redacted]	[redacted]	[redacted]

EDI Steering Committee meeting MINUTES

Monday 9 December 2024, 10:00-12:00hrs, hybrid via Teams and Room 2W:10 Hazel

Attendees

Chair:	Paul Neville	PN	EDI Committee Co-Chair
Members:	[redacted]	[redacted]	[redacted]
In attendance:	[redacted]	[redacted]	[redacted]

Apologies:

Members:	[redacted]	[redacted]	[redacted]
Attendees:	[redacted]	[redacted]	[redacted]

[redacted]

5. EDI calendar review

5.1. [redacted] provided a summary of the slides: EDI Steering Committee PAPER - Dec 2024 - EDI calendar review .pptx

5.2. PN advised [redacted] that the committee had agreed to deliver a quarterly blog saying what the committee has been talking about and asked [redacted] to diarise this. **[Action ID 49].**

5.3. Comments from the group:

a) [redacted] said the less is more approach was good. Another issue identified is for alignment between networks to be better.

b) [redacted] said the calendar feels static and there are a lot of events that require collaboration. Events delivered in collaboration often have the best attendance and best uptake. We need a shared channel and calendar that we can keep live and all be owners of it so it doesn't fall onto just [redacted]. PN said there was a clash recently between DDaT away day and Me Network event which he would like to have attended and it would have been good to have advance notification of the event. There was an action for [redacted] to look into SharePoint and there may be an opportunity to take this forward soon.

c) [redacted] said we engage with the networks on a quarterly basis to identify what events we have coming up, but we don't get much engagement which makes it hard to plan ahead and avoid clashes with other events. [redacted] tries hard to be responsive when he gets a last-minute request to accommodate it, but it makes it hard as it is quite soon before event which does not give the time or space to do the strategic planning needed. The first issue is what would be the best way to make sure that we can have those forward plans to get that overview to help us ensure there are no clashes, the support is available, and the events have the desired impact. These are what we trying to avoid through this planning ahead approach.

d) [redacted] said it was also about setting expectations upfront around internal communications processes and timelines of 2-3 weeks before an event for communications reviews the content and sense check with the EDI team. PN said this sounded fair. [redacted] said people not always aware of processes as they aren't laid out anywhere. [redacted] asked if there was value in setting up new regular touchstone meetings to discuss what is coming out in next month.

e) PN asked [redacted] to attend this meeting once a quarter to discuss EDI calendar plans. **[Action ID 51]**. [redacted] to work together to create a dynamic EDI calendar. **[Action ID 52]**

[redacted]

[redacted]

Equality, Diversity Inclusion

TEMPLATE: Internal EDI events calendar 2024 – ATLAS ARTICLE FOR ALL COLLEAGUES

User guidance: please read and delete before publication.

This template is to be used by the EDI team and Internal Comms team to upskill all colleagues on key EDI events in a consistent way.

Golden rules:

- The guide should not exceed 2 pages.
- Read the guidance notes highlighted in yellow for each section and delete when incorporated.
- Complete all the headings for each EDI event.

[Header: Insert title of EDI event]

What is [insert title of EDI event]?

[Guidance: Introduce the EDI event by explaining what the event is]

When is it?

[Guidance: Explain when the EDI is]

Why is it important?

[Guidance: Explain why the EDI is important]

How is it celebrated?

[Guidance: Provide information on how the EDI event is celebrated]

What can you do to support colleagues?

[Guidance: provide information on how People Managers can support colleagues and the practical issues people managers need to consider and respond to eg flexibility to provide accommodations such as requests for time off, a change in working hours, the need to pray through the day.]

What further information and support is available for colleagues?

The following sources of internal and external support are available to support all colleagues:

[Provide links to the sources of internal and external support available for colleagues, for example what:

- People team policy or guidance
- Learning and development

- Positive and Inclusive Behaviours toolkit resources
- Internal events
- Diversity Networks
- Colleague stories
- External information (eg TPR EDI memberships or external websites)

are available if they would like to find out more that they can either:

- Read:
- Watch:
- Listen:]

Equality, Diversity Inclusion

TEMPLATE: INTERNAL EDI EVENTS CALENDAR 2024 – PEOPLE MANAGERS GUIDE

USER GUIDANCE: please read and delete before publication.

This template is to be used by the EDI team and Internal Comms team to upskill people managers on key EDI events in a consistent way.

Golden rules:

- The guide should not exceed 2 pages.
- Read the guidance notes highlighted in yellow for each section and delete when incorporated.
- Complete all the headings for each EDI event.

EDI talking points: A People Manager's bitesize guide to [insert title of EDI event]

What is [insert title of EDI event]?

[Guidance: Introduce the EDI event by explaining what the event is]

When is it?

[Guidance: Explain when the EDI is]

Why is it important?

[Guidance: Explain why the EDI is important]

How is it celebrated?

[Guidance: Provide information on how the EDI event is celebrated]

What can People Managers do to support colleagues?

[Guidance: provide information on how People Managers can support colleagues and the practical issues people managers need to consider and respond to eg flexibility to provide accommodations such as requests for time off, a change in working hours, the need to pray through the day.]

What further information and support is available for people managers?

The following sources of internal and external support are available to support people managers:

[Provide links to the sources of internal and external support available for people managers, , for example what:

- People team policy or guidance

- Learning and development
- Positive and Inclusive Behaviours toolkit resources
- Internal events
- Diversity Networks
- Colleague stories
- External information (eg TPR EDI memberships or external websites)

are available if they would like to find out more that they can either:

- Read:
- Watch:
- Listen:]

What further information and support is available for colleagues?

The following sources of internal and external support are available to support all colleagues:

[Provide links to the sources of internal and external support available for colleagues, for example what:

- People team policy or guidance
- Learning and development
- Positive and Inclusive Behaviours toolkit resources
- Internal events
- Diversity Networks
- Colleague stories
- External information (eg TPR EDI memberships or external websites)

are available if they would like to find out more that they can either:

- Read:
- Watch:
- Listen:]