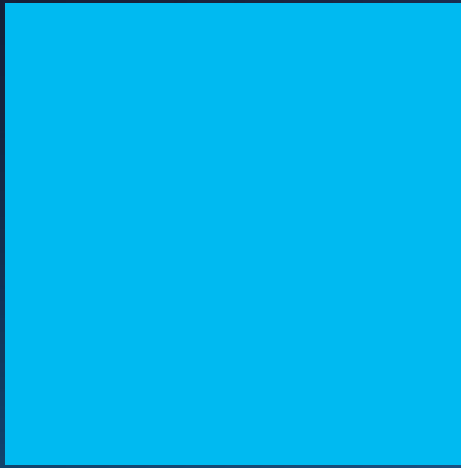




Equality, Diversity and Inclusion

Annual Report
2023/24



Everyone is welcome



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A message from Darren Lowe,
Managing Director

This year has been an exciting year in relation to Equality, Diversity and Inclusion (EDI) at Crescent Purchasing Consortium, with the development and launch of our 5-year Equality, Diversity and Inclusion Strategy.

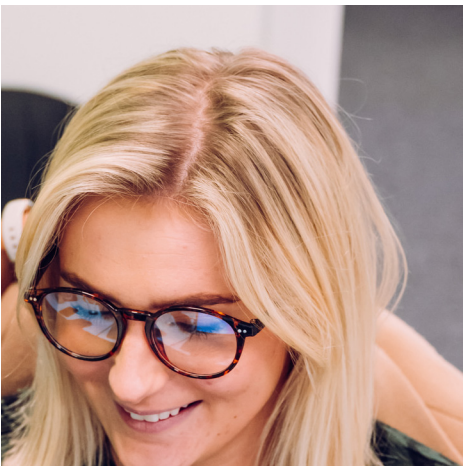
I am proud to have been involved in its development which included collaboration with the EDI Working Group. As a group, we have identified three areas of strategic focus and objectives that will drive our EDI action plan. We have made an excellent start in laying the foundations of the new strategy and have begun to work through a number of actions. This has highlighted the importance of sharing equality monitoring data to increase knowledge and awareness and how we need to fully understand the diverse needs of our workforce to make more informed decisions.

We know that creating a supportive culture is key in our approach to EDI activity, which is why, this year, we have created the Men’s and Women’s Support Networks and we have plans to set up a Carers Support Network shortly. We have been accredited with the Disability Confident Employer and we have implemented more flexible and inclusive ways of working through our Hybrid and Flexible Working processes and Family Friendly policy.

Figures from our recent employee survey suggests that CPC is doing a great job in being inclusive, however we still have a considerable way to go to meet the objectives of our 5-year EDI strategy, and I do not underestimate the scale of the task. However, this year we have demonstrated positive progress and have clearly identified our areas of focus to move beyond compliance and forward in progressing our EDI agenda. I’m pleased to share this report, which provides an update on the EDI activities undertaken within the last 12 months, and I am excited for our progress under the new strategy in future years.



Darren Lowe
MANAGING DIRECTOR



As a not-for-profit organisation, CPC has specific legal responsibilities we are required to meet to ensure compliance. The Equality Act 2010 tackles discrimination and inequality based on the nine protected characteristics.

These are:

- Race
- Religion and Belief
- Pregnancy and Maternity
- Sex
- Age
- Sexual Orientation
- Gender Reassignment
- Disability
- Marriage and Civil Partnership



We also have a requirement to have due regard for eliminating unlawful discrimination, harassment, and victimisation. Ensuring we advance equality of opportunity and good relations between those who have a protected characteristic and those who don’t.

There is a further responsibility for CPC as an organisation to support our ongoing commitment to fostering a values-based culture focused on diversity, inclusivity, wellbeing and positive engagement. To help track our progress, CPC will provide an annual Equality Diversity and Inclusion Report. Therefore, while we refer to the protected characteristics as defined in the Equality Act 2010, the actions set out here are intended to positively impact groups and individuals beyond these terms and definitions.

We care about equality, diversity and inclusion, not only because we feel we have to, but because it’s the right thing to do. It will allow us to support all CPC employees and all external stakeholders. It will also mean that all the work we do, and hope to do in the future, considers everyone and their experiences and challenges, and removes barriers for them. We’ll continue to listen to our employees and welcome everyone’s feedback. We acknowledge that, while we continue to make progress, we still have work to do.

Our priorities

One of the main things that the EDI Working Group wanted to achieve was launching a 5-year EDI strategy plan. An effective EDI strategy fosters innovation by bringing together diverse perspectives and ideas. Within the strategy, we wanted to develop clear priorities that align with CPC’s values and long-term goals with initiatives and activities to be delivered yearly.

Leadership

We aim to be led by a diverse and inclusive Board, Leadership and Management Team. They will lead by example in creating a sense of belonging for employees, so they are empowered to do their best.

Our aspirations

- Have at least 45% of women representation across management.
- Have at least 25% of diversity representation across management.
- Have at least 45% of women within the Board of Trustees.
- Have at least 25% of diversity within the Board of Trustees.



Awareness

A commitment from the Group to provide training to all employees to develop their knowledge and awareness in all areas of EDI. Encouraging employees to take ownership of their role in equality, diversity and inclusion.

Our aspirations

- Score 95% in our justice and awareness section on our annual employee survey.
- Mandatory annual EDI training for all employees.



Representation

We will ensure we are attracting talent from diverse backgrounds and constantly review our recruitment practices to ensure they are inclusive and accessible to all. Thus, creating a diverse and inclusive workforce where there is a fair and equal representation across all employees.

Our aspirations

- Have a representation of at least 45% women of our workforce.
- Have a representation of 25% of a diverse workforce.



Our roles in delivering the strategy

BOARD OF TRUSTEES

Through governance, reporting and accountability.

LEADERSHIP TEAM

Strategic leadership and creating supportive culture.

MANAGEMENT TEAM

Assist in delivering the strategy and encouragement and accountability for their teams.

EDI ADVOCATES

Create and take the lead on initiatives within the strategy.

ALL EMPLOYEES

Embrace and embed EDI across CPC.



Accreditations



CPC is proud to hold multiple accreditations which reinforce our commitment to EDI.

We have achieved Level 1 Disability Confident Employer. As part of this accreditation, we have committed to ensuring our recruitment process is inclusive and accessible, as well as communicating and advertising vacancies through a range of channels. Anticipate and provide reasonable adjustments as required and support any existing employees who acquire a disability or long-term health condition, enabling them to stay in work.

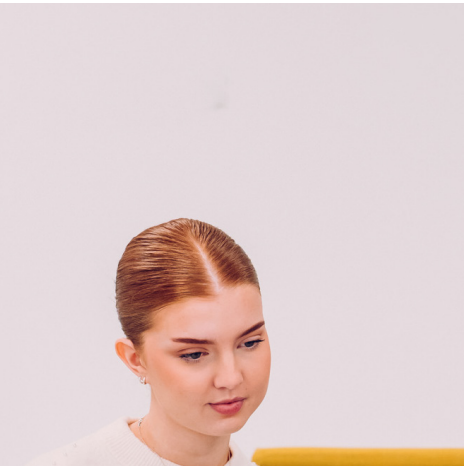
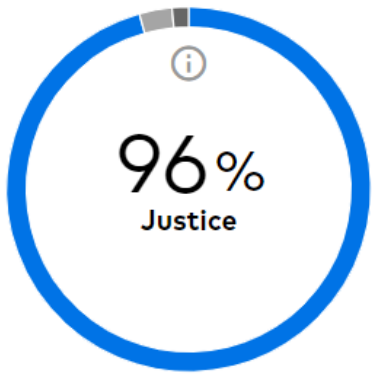
CPC have also signed the menopause pledge this year and by signing this pledge we have committed to:

- Recognising that the menopause can be an issue in the workplace and women need support.
- Talking openly, positively and respectfully about the menopause.
- Actively supporting and informing your employees affected by the menopause.

We have also won Best Workplaces for Women for a second year and in doing so have shown we are strategically committed to promoting women into leadership positions, setting representation goals and tackling discrimination.



Annual Employee Survey

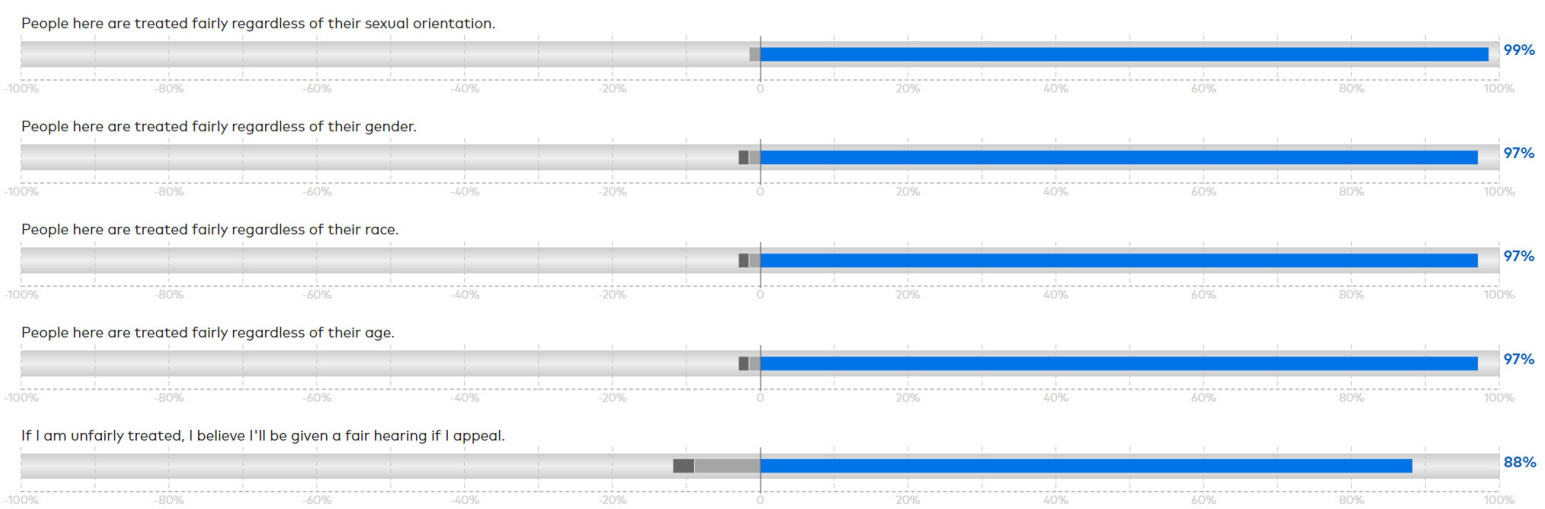


Every year we ask our employees to complete an annual employee survey through Great Place to Work (GPTW).

Within this survey, we ask our employees to complete EDI related questions and use this to highlight the collective voice of CPC's employees.

This feedback is also instrumental in shaping the Working Group's action plans, revealing key areas for improvement, and strengthening our inclusive culture.

Below are the results from 2024's employee survey:



As shown, CPC have scored well in all of these sections, which is a great reflection on the initiatives and EDI focused actions that have occurred this year. However, there is always room for improvement, and it is important that we continue to deliver, and take an active role in ending all forms of discrimination, role-modelling inclusive behaviours and creating an environment in which our workforce feel safe and empowered. But everybody has a role to play in supporting, encouraging and promoting inclusion and if we can do this then the end goal would be to achieve 100% in the justice section of our annual survey.

Monitoring and reporting our EDI data informs our people-led approach to equality and inclusion, and we strive to ensure our Board, management and employee populations reflect and are representative of society as a whole.

These reporting categories introduced in 2024 are the baseline for future monitoring. The below statistics are as of 31st July 2024.

Number of employees by gender

Total	Women	Men	Other
85	55.3%	44.7%	0%

Number of employees by ethnicity

Total	White British	Minorities	Not Specified
85	76.5%	17.6%	5.9%

Number of employees by age

Total	25 or younger	26 to 34	35 to 44	45 to 54	55+
85	2.35%	29.41%	28.24%	21.18%	18.82%

Number of employees by disability

Total	Disability	No Disability	Unknown
85	11.76%	78.82%	9.42%

Board of Directors Representation

Total	Women	Minorities
9	33.33%	11.11%

Management Representation

Total	Women	Minorities
24	50%	12.5%

Employees Representation

Total	Women	Minorities
61	57.37%	21.31%

Gender Pay Gap Reporting

Although not a legal requirement, CPC is committed to reporting our gender pay gap, which is calculated by comparing the average pay of men and women employees in an organisation, regardless of the roles they do.

- Figures will show either a positive or negative percentage.
- A positive percentage shows that women have lower pay on average than men.
- A negative percentage shows that men have lower pay than women.
- A zero percentage shows that there is equal pay between men and women.

As at the end of July 2024 , there is a 0.75% gender pay gap between male and female employees, in favour of men. There is also a 1.2% gender pay gap between male and females in management roles (not including the Managing Director). This is a great representation of equality within CPC as our small gap remains much lower than the current UK pay gap of 14.3%.

Pay transparency, which provides people with the information to assess the fairness of the way in which pay is allocated, helps to illuminate the structural drivers of inequality, such as occupational segregation or the unequal distribution of family responsibilities. It also prompts us as employers to examine the structural or cultural barriers within CPC that may be contributing to the pay gap and, ideally, tackle them. In other words, addressing the factors that are creating a ‘glass ceiling’, preventing women from progressing to the most senior roles.

Although our statistics don’t show any concerns, it is important as an organisation we remain vigilant in being fair and inclusive and will use this data as the baseline for future monitoring. As we continue to grow as an organisation, we aspire to report on all potential pay gaps, such as anyone with a protected characteristic.



Employee support networks

The Equality, Diversity and Inclusion Working Group was set up with the intention to review CPC's current practices and establish a 12-month engagement plan for agreed actions and improvements.

The EDI Working Group is made up of EDI advocates who are employees who are passionate about EDI values and want to see CPC achieve the culture change we aspire to. The EDI advocates wanted to develop a collaborative approach to developing solutions that work for everyone. Whilst the EDI Working Group was set up to achieve actions and work towards a strategy, our employee support networks provide supportive forums and safe spaces for colleagues to share their experiences. Run by our employees in their own time, they work together to help one another and provide support and guidance, whenever they can.

The Women's Support Network

The Women's Support Network was set up to connect women from all different teams within CPC, to share experiences and increase connections. This has been a great way to empower the female employees across CPC and build up stronger peer to peer support and confidence amongst employees. As well as being a safe place for women to talk about the issues that mean most to them at work such as how to navigate work-life balance, flexible working and women's health. So far, the Womens Support Network have set up discussions on women's health, provided by Westfield Health and signed up for the Menopause Pledge.

The Men's Support Network

The Men's Support Network was recently set up with similar intentions as the Women's, with the view for the male employees to get together (in person and virtually) to support one another. They have helped create connections and created discussions and support during National Men's Health Week.

Going forward there are plans for further networking groups to be set up, such as the Carers Support Network which is being launched shortly. As the Charity continues to grow and evolve, we would love to establish more networking groups to help support and empower all our employees.



The Equality, Diversity and Inclusion Working Group

The Equality, Diversity and Inclusion Working Group Advocates are:



CHAIR, Lisa O'Shea
CONTRACTS MANAGER

If you would like to join the EDI Working Group and help contribute to making CPC as inclusive and supportive as possible, please reach out to Helena Fearnley-Brown for more information on joining.



Eric Layton
PROCUREMENT CONSULTANT



Helena Fearnley-Brown
PEOPLE ADVISOR



Darren Lowe
MANAGING DIRECTOR



Mon-Yee Ackers
MANAGEMENT ACCOUNTANT

Achievements over the past year



Over the past year the EDI Working Group have developed an engagement calendar and worked together to accomplish something each month and below is a summary of some of our achievements:

- In August 2023, the Women’s Support Network was launched that was created to allow for an open discussion on women in the workplace and menopause. Since the launch of the support network, training with Westfield Health has taken place that focused on work life balance, productivity, flexible working and accepting our responsibilities and a webinar on women’s health.
- A number of training sessions were organised such as a Financial Wellbeing webinar by HSBC that discussed making the most of your money for our employees.
- During ‘National Inclusion Week’ we asked employees what they would like to see the Working Group focus on. We also promoted the internal EDI training page and webinars that focused on burnout and engagement with diverse populations and challenging anti-wokeism.
- We published an article on anti-racism following one of the EDI advocates attending a training session.
- During Pension Awareness Week, we promoted a number of webinars hosted by West Yorkshire Pension Fund.
- During Black History Month, we asked employees to share their personal experiences and published information on external resources employees can reach out to. We also purchased educational posters from BHM and decorated Head Office with them and published them on the intranet for our remote workers.
- To celebrate ADHD Awareness Month, a member of the Working Group wrote a personal article on recently being diagnosed with ADHD and the process she went through. We also shared resources for line managers on working with neurodivergent employees and posted several workshops for carers of young people that provide up to date advice and guidance on how best to support young people.
- On Menopause Awareness Day, the Woman’s Support Network wrote an article on supporting colleagues through menopause.
- In November, we acknowledged Islamophobia Awareness Day through an EDI advocate writing an article on their personal experiences with this and how others can be more inclusive.
- We also celebrated Diwali with an employee writing an article on how they celebrate Diwali and any answers to frequently asked questions others may have.
- During National Day of Disabilities, as an EDI Working Group, we focused on hidden disabilities and

Achievements over the past year

different examples of hidden disabilities and how we can be more inclusive to hidden disabilities.

- Carers First hosted a webinar that focused on carers and how to manage employees who are carers. A lot of employees and managers attended this webinar and thought it was very beneficial.
- In May 2024, a Men’s Support Network was set up with similar intentions to the Women’s Support Network, to allow for an open discussion on men in the workplace and since setting up they promoted Men’s Health Week and created discussions and training on men’s health.
- CPC introduced a Family Friendly policy which includes information on how working parents can balance their home-life and work life and showed CPC are committed to supporting a positive work-life balance for all employees and recognise that time with children is important. The new policy also sets out CPC’s commitment to supporting carers to combine work with care and how CPC and line managers can support and provide reasonable adjustments to employees balancing work and caring.
- As well as promoting EDI internally and creating an inclusive culture for our employees, it was important for the EDI Working Group that we can help charities who do amazing work. Therefore, CPC have donated £1000 towards EDI charities and the Working Group chose the following 3 charities to split the money between:

1. [Just Like Us](#) – The LGBT+ young people’s charity. Growing up LGBT+ is still unacceptably tough. Founded in 2016, Just Like Us work with schools and young people across the UK to change this. School Diversity Week is their annual, UK-wide celebration of LGBT+ equality in primary schools, secondary schools and colleges. Their free LGBT+ inclusive educational resources help make schools safer, happier and more welcoming places for all young people. They also run school talks, a student-led Pride Groups programme, and their Ambassador Programme trains LGBT+ 18 to 25 year old to speak in schools about allyship.
2. [Scope](#) – Scope is a disability equality charity in England and Wales. They provide practical information and emotional support when it’s most needed and they campaign relentlessly to create a fairer society.
3. [Race Equality Foundation](#) – REF are a national charity tackling racial inequality in public services to improve the lives of Black, Asian and minority ethnic communities. They believe that everyone should be provided with the opportunities to flourish.



Although this report highlights the great work that has been done there is still much to do in advancing and embedding EDI throughout CPC.

To continue to enhance the impact of our initiatives, over the coming year we will focus on the EDI strategy and working towards the priorities that have been set. To help achieve this we have planned:

Leadership

- Inclusive Leadership training for all managers that aims to provide a consistency of knowledge and understanding across CPC in relation to Diversity and Inclusion. Including comprehension of language and terminology, specific concepts around bias and communication and legislation and compliance with expected appropriate behaviours.

Awareness

- We have recently invested in a new EDI platform provided by ENEI where all our employees will have access to it whenever they want. The new platform includes, online resources covering all aspects of EDI in the form of case studies, employer guides, guidance and toolkits, research and reports and access to a full EDI calendar. It also promotes a calendar of online events covering webinars, roundtables and interviews and access to an online, on demand video library that hosts weekly webinars covering all aspects of EDI.
- The Working Group will establish a 12-month engagement plan for 24/25.
- Introduce EDI training as part of the onboarding process for new starters whereby they have to attend an EDI webinar during their induction week.
- Utilising the new platform, assign EDI training for all employees annually.

Representation

- The new platform also offers us the opportunity to promote all our vacancies on their EDI job board and social media channels.
- Donate to EDI focused charities, with the input and suggestions from employees across CPC.
- Work towards achieving Level 2 of the Disability Confident Employer.
- Ensure key progress in embedding an inclusive recruitment process which is equitable and fair, supporting our vision to diversify our workforce, a key part of our EDI strategy.

We also will be completing a Talent Inclusion and Diversity Evaluation (TIDE) which is a diversity and inclusion self-assessment evaluation and benchmarking tool. TIDE will measure CPC’s approach and progress on EDI across eight areas:

1. The workforce
2. Strategy and plan
3. Leadership and accountability
4. Recruitment and attraction
5. Training and development
6. Other employment practices
7. Communication and engagement
8. Procurement

The TIDE system will generate a score and a personalised feedback report. The report will show how CPC’s score was built up and how higher scores can be achieved. The Working Group will evaluate this report and utilise its feedback to help generate a 12-month plan on achieving these recommendations.



As we conclude this year's Equality, Diversity, and Inclusion Annual Report, on behalf of GLT and the Board, we extend our deepest gratitude to everyone who has contributed to these initiatives.

Everyone’s dedication and commitment have been the driving force behind our progress.

Looking ahead, we remain steadfast in our mission to foster an environment where diversity is not just respected but embraced as a source of strength and innovation.

We are excited for the opportunities that lie ahead and are committed to continuing our journey and progressing with our EDI strategy and long-term goals.

Thank you to everyone for being an integral part of our EDI efforts. Together, we will keep striving for excellence and equality in all that we do.



