

Item	Number	Title	Theme	Date	Owner	Outcomes (what will change)	Success criteria (how do we know we've achieved it)
Goal		Explore ways to collect diversity data. This will help us understand where there are barriers and biases that have resulted in some groups being under-represented.					
Objective	1	Develop a clear picture of the diversity of our staff, public contributors and people taking part in our research (where this is possible) so that we can understand and address barriers and biases that have resulted in some groups being under-represented	Workforce			We can understand which groups are under-represented and test ways of addressing this. We have more diversity in our staff, our public contributors and people taking part in our research.	We have tested the feasibility of collecting diversity metrics for all groups and have identified appropriate comparator groups. We have identified areas of underrepresentation and tested initiatives for improving diversity. Report aggregated data and share lessons learned with partners and stakeholders.
Action	1.1	Work with partner organisations to find a way to collect diversity data for BRC/CRF staff	Workforce	Apr-24	BRC EDI Group and CRF Manager	We will be able to collect diversity data for our staff	We have a way of collecting and storing data which meets all the legal requirements and is acceptable to staff
Action	1.2	Collect diversity data for all BRC and CRF staff and review it to identify which groups are underrepresented in our staff. Develop actions to address gaps.	Workforce	Dec-24	BRC COO and CRF Manager	We will have evidence to underpin which actions to take	We have collected enough demographic data to have a baseline and have identified which groups are underrepresented. Actions are developed once we know which groups are underrepresented.
Action	1.3	Publish the data about the diversity of our staff if this is possible and we have the right permissions	Workforce	Dec-24	BRC and CRF commts team	Greater transparency and accountability about our EDI work	Data is published on our website, ensuring transparency and accountability
Action	1.4	Monitor staff diversity regularly	PPIE	Regularly at intervals to be decided by BRC EDI group	BRC COO and CRF Manager	We will be able to monitor whether actions are effective	We routinely collect and monitor staff data, which allows us to see trends and monitor whether actions are successful.
Action	1.5	Find a way to collect diversity data for public contributors in BRC/CRF Public Advisory Group	PPIE	Apr-24	PHWE	We will be able to collect diversity data for our public contributors	We have a way of collecting and storing data which meets all the legal requirements and is acceptable to public contributors
Action	1.6	Collect diversity data for public contributors in the BRC/CRF Public Advisory Group and Young Peoples Advisory Group. Review this initial data to identify which groups are underrepresented and develop actions to address these gaps.	PPIE	Dec-24	PHWE	We will have evidence to underpin which actions to take	We have collected enough demographic data to have a baseline and have identified which groups are underrepresented. Actions are developed once we know which groups are underrepresented.
Action	1.7	Publish the data about the diversity of the public contributors in our PAG and YPAG on our website, where this is possible and we have the right permissions	PPIE	Dec-24	BRC and CRF commts team	Greater transparency and accountability about our EDI work	Data is published on our website, ensuring transparency and accountability
Action	1.8	Monitor diversity of public contributors in PAG and YPAG at regular intervals	Research conduct	Regularly at intervals to be decided by BRC EDI group	PHWE	We will be able to monitor whether actions are effective	We routinely collect and monitor data on public contributors, which allows us to see trends and monitor whether actions are successful.
Action	1.9	Undertake a pilot project to develop a method for collecting diversity data (all legally protected characteristics) from research participants in the CRF. Base questionnaire on NIHR diversity data question set. Local focus groups used to inform appropriateness and acceptability of the information document and methods.	Research conduct	Aug-23	Bristol Health Partners (BHP) project manager	We will be able to collect diversity data for people taking part in research in the CRF	We have a method of collecting and storing data which meets all the legal requirements and is acceptable to research participants
Action	1.10	Pilot the diversity project with CRF participants for 4 months	Research conduct	Jan-24	BHP project manager and CRF manager	We will know whether the method works in practice. We will have evidence to underpin which actions to take.	We have pilot data from research participants.
Action	1.11	Report on pilot, adapt methods as necessary and apply for further funding to extend the project to phase 2, which seeks to collect diversity data from all research participants in the trust.	Research conduct	May-24	BHP project manager and UHBW R&D department	We will have evidence of which groups are under represented in the Trust's research and to underpin which actions to take.	We have been awarded further funding to develop this work.
Goal		Encourage more diverse people to work with and for us.					
Objective	2	Run a series of schemes aimed at encouraging people from under-represented backgrounds to consider a career in biomedical research. NB this sits in our Training Strategy	Workforce		BRC Training and Development Forum	More people from under-represented backgrounds experience biomedical research. We understand which schemes are useful for building a more diverse workforce for the future.	We have run at least one scheme by December 2027 and reviewed how effective it was
Action	2.1	Survey which widening participation schemes are available within partner organisations to people at the pre-doctoral stage. Identify which might help us target groups identified as being under-represented in the staff data of the BRC and wider University. Decide which schemes to implement.	Workforce	Dec-24	BRC Training and Development Forum	We have a good picture of the schemes that are in place and can identify which might be most appropriate given our staff demographics.	Report to BRC Training and Development Forum outlining schemes in place in partner organisations that we could use
Action	2.2	Put in place selected schemes. Develop processes for monitoring and assessing these schemes, and identify barriers and facilitators to moving to doctoral training.	Workforce	Dec-25	BRC Training and Development Forum	We run schemes which target particular protected characteristics and have a way of monitoring how successful they are at doing this.	BRC Training and Development Forum has identified a scheme and how they will assess if it has been a success. Scheme has been implemented.
Action	2.3	Review effectiveness of the schemes selected and share findings with appropriate groups.		Dec-27	BRC Training and Development Forum	We can understand which schemes have been effective at widening participation.	BRC Training and Development Forum have produced a report reviewing the scheme(s) used.
Objective	3	Expand the BRC Research Ambassador scheme in which we appoint and train community leaders who are paid to act as a 'bridge' between the health research community and underserved communities.	PPIE		PHWE and diverse Research Engagement Network	We develop lasting and meaningful relationships with under-represented groups with whom we can co-produce research which addresses their needs.	The scheme has been evaluated by the diverse Research Engagement Network and lessons learned shared with stakeholders.
Action	3.1	Working across the local NHS infrastructure appoint a new set of Research Ambassadors who will act as a 'bridge' between the health research community and underserved communities.	PPIE	Apr-24	PHWE and diverse Research Engagement Network	We have appointed ambassadors who can link with communities who we believe are underrepresented in our research.	At least 2 ambassadors have been appointed and trained in facilitation and leadership skills.
Action	3.2	Use Ambassadors to help people from under-served communities contribute to BRC and CRF-related research questions.	PPIE	Apr-25	PHWE and diverse Research Engagement Network	We have greater engagement with under served communities	Ambassadors have facilitated a number of workshops or other groups to explore issues related to BRC or CRF research.
Action	3.3	Review the Research Ambassador scheme to understand if it has developed better relationships with communities, has had impact on the research we carry out and has been a positive experience for the Ambassadors. Share our findings with partners and more widely.	PPIE	Nov-25	PHWE and diverse Research Engagement Network	We have developed relationships with community groups reflecting groups previously under served by BRC and CRF research.	We have collected examples of the impact of the PPI work the research ambassadors have done. We have carried out equality impact assessments of the processes we used to appoint and work with the ambassadors. We have shared our findings with stakeholders.
Goal		Make sure all the processes and policies we use improve EDI and don't discriminate.					
Objective	4	Put in place inclusive recruitment processes for appointing BRC PhD students, to reduce barriers for under-represented groups where possible.	Workforce		BRC Training and Development Forum	We reduce barriers for under-represented groups to apply for or be awarded a doctoral studentship, leading to a more diverse workforce in the future.	We have trialled at least 2 actions aimed at reducing barriers for under-represented groups when applying for PhD studentships. We have shared our findings with stakeholders.
Action	4.1	Carry out a review of best practice across other PhD programmes in the region, to understand what they do to reduce barriers for candidates. Decide which measures to use for recruiting BRC PhD students.	Workforce	Jan-23	BRC Training and Development Forum	We have reduced barriers to applying for a PhD studentship for groups typically underrepresented at Bristol.	We have identified at last 2 actions to trial and decided how to judge if they have been successful
Action	4.2	Put in place the actions decided from the review	Workforce	Mar-23	BRC Training and Development Forum	A more equitable PhD application process	We have used the actions identified in the recruitment process and identified how we can judge whether they were useful or not.
Action	4.3	Review how effective the actions were against the success criteria.	Workforce	Apr-24	BRC Training and Development Forum	Evidence to support development of future PhD programmes	We have noted what went well and what wasn't successful and created a lessons learned document for the future.
Objective	5	Provide guidance for BRC/CRF staff on how they can involve more diverse groups in their PPIE and how they can feed back the outcomes of their research.	PPIE	Nov-24	PHWE	We have more diverse public voices contributing to our research, which will make our research more relevant to the needs of under-represented groups	Guidance provided to BRC and CRF staff and published on our website

Objective	6	Review CRF and BRC processes for setting up and monitoring research projects to see where they could explicitly consider and monitor EDI.	Research conduct	Nov-24	BRC EDI Group and CRF Senior Management and P	EDI issues are regularly discussed when planning, funding and monitoring research. Our research is more inclusive and better addresses the needs of under-represented groups.	We have revised processes which highlight issues of EDI
Action	6.1	Review project approval forms to ask how the research will address issues of EDI, in terms of PPIE, research participants, or nature of research.	Research conduct	Nov-23	BRC COO and CRF Manager	Researchers consider issues of EDI when planning and carrying out their research, leading to more inclusive research.	We have new project approval forms with questions about EDI, which are considered by the project approval groups
Action	6.2	Investigate feasibility of monitoring diversity data for applicants to BRC Directors Fund. If feasible without reidentification, report data to BRC Executive Group on an annual basis.	Research conduct	Nov-24	BRC COO	We can identify and address biases in award processes for internal funding.	We monitor success rates for internal research funding schemes, allowing us to identify and address biases in the award process.
Goal		Encourage inclusive attitudes and behaviours.					
Objective	7	Review research culture in the BRC and identify actions for improvement. NB this sits in our training strategy.	Workforce		BRC Training and Development Forum	We will have a more inclusive and positive research culture, in which all are valued and feel supported.	We have trialled and evaluated some measures to improve research culture
Action	7.1	Identify the best way to review research culture in the BRC (e.g. survey, workshop) and use this to do an assessment, and to identify areas for development and success measures for those.	Workforce	Sep-23	BRC Training and Development Forum	Staff are included in shaping the vision for the BRC as an equitable place to work, with a positive research culture	We have identified aspects of research culture that staff would like to change. These may be directly related to EDI or might be indirectly related, for example around reducing bureaucracy leading to a better work-life balance. We have decided on actions to take to make these changes and agreed how we will measure if they have been successful.
Action	7.2	Implement actions arising from research culture assessment.	Workforce	Sep-24	BRC Training and Development Forum	Staff feel empowered to make changes to their working environment	We will have put in place the changes agreed and be monitoring if they are successful.
Action	7.3	Repeat research culture assessment, collating examples of what has improved (and how), and areas for continued development.	Workforce	Dec-24	BRC Training and Development Forum	We have a more inclusive and positive research culture.	We will see examples of positive change. We will share what we learn with partners.
Objective	8	Ensure all BRC and CRF staff have access to appropriate training in EDI.	Workforce		BRC EDI Group and CRF Senior Management and P	Colleagues are equipped and confident to actively challenge discrimination and promote inclusion.	There is a catalogue of EDI resources available to staff, which meets their training needs.
Action	8.1	Review which courses are available across all partners and create a list of resources for staff. Signpost staff to appropriate courses. If additional courses are required, agree a plan for delivery.	Workforce	Apr-24	BRC EDI Group	The importance of EDI training is highlighted to all colleagues and there are a range of appropriate courses available.	We have a catalogue of courses available to staff.
Action	8.2	Devise a way to monitor effectiveness of EDI training plans	Workforce	Dec-26	BRC EDI Group and CRF Senior Management and P	Continuous improvement of our EDI training.	We have a method for monitoring the effectiveness of EDI training, which might include focus groups, surveys, course outcome data.
Objective	9	Use the NIHR Race Equality Framework to assess racial competence within the BRC and identify how to improve.	PPIE		BRC EDI Group	We develop competence in diversity amongst BRC staff. NB The NIHR Race Equality Framework provides a way of assessing racial competence in researchers involved in public involvement. This is the first such framework that exists. Racial equality is one of many areas which we consider important to consider, we hope that using the framework will be a first step towards wider competence in diversity.	We have identified and addressed gaps in staff racial competence
Action	9.1	Use the NIHR Race Equality Framework to assess racial competence within the BRC. Commission an internal working group to complete the assessment and identify gaps in current practice.	PPIE	Nov-24	BRC EDI Group	We understand gaps in knowledge and competence amongst BRC staff	The findings of the working group are reported to BRC Management Group
Action	9.2	Develop and deliver an action plan to address findings from working group.	PPIE	Nov-26	BRC EDI Group	We have a workforce who are more racially competent	We have completed the actions on the action plan.
Goal		Work with our partners and other groups to extend the reach and impact of our EDI plan.					
Objective	10	Organise formal opportunities to discuss and share best practice in EDI across the NIHR, and other partners and groups.	All themes		BRC EDI Group	We increase our competence in EDI	We have organised formal opportunities for sharing best practice
Action	10.1	With partners in Bristol, explore ways that EDI could be improved in pre-award processes. Hold workshops for stakeholders to map processes and identify where discrimination might occur. Hold a symposium to consider ways to improve processes and mitigate issues. Share the findings with stakeholders.	Research conduct	Nov-23	BRC COO	We have a deeper understanding of how pre-award processes discriminate against under-represented groups and have suggestions on how these issues might be mitigated	We have held events with stakeholders to consult and to generate ideas. We have produced recommendations which are shared with stakeholders.
Action	10.2	Organise a cross-BRC event to share best practice in EDI	All themes	Nov-25	BRC EDI Group	BRCs learn from each other and from stakeholders, improving the quality of EDI work across the group	An event is held which is attended by >50% of BRCs. A report from the conference is shared across infrastructure and stakeholders.
Objective	11	Identify a network of groups (e.g. community groups or staff networks) that are willing to provide input to our EDI strategy and action plan.	All themes	Nov-25	BRC EDI Group	Our EDI work is shaped by a more diverse range of voices	We have identified groups who are willing to provide input where needed. We have agreed terms of reference for how we engage with these groups, to ensure they are not overburdened.