

Progression Framework

Data

This resource aims to provide insight and signposting on improving your diversity data collection and monitoring.

We aimed to collate information into sections for organisations that feel they are at different levels of maturity in relation to diversity data collection. It is expected that this is progressive and any organisation positioning themselves at one level will have considered and addressed the information for the earlier stage(s).

	Level 1 - Initiating	Level 2 - Developing	Level 3- Engaging	Level 4 - Transforming
Summary of stage	Case for change is emerging, data and insights just being gathered, action tends to be informal, isolated, bottom-up, one-offs	Case for change is clear, quantitative data gathered, responsibility and accountability being formalised, guidelines being developed, activity being launched, connections being made	Case for change is well established, qualitative data being gathered and shared, sustained senior level support in place, skills and capabilities being built, activity catching on, high levels of collaboration, clear signs of change	The approach to change is focused on transforming the culture and systems of the organisation. Complex qualitative and quantitative data is being routinely gathered and shared, high levels of dialogue, collaboration and learning, clear evidence of change in individual behaviour and organisational culture
Insights Justifying data collection, gaining further engagement, using the data	<ul style="list-style-type: none"> Gain support from leadership in collecting diversity data – understanding the diversity of your current workforce and/or membership, 	<ul style="list-style-type: none"> Work with in-house data protection team or get expert advice Consider using anonymised one-off surveys to collect diversity data if collecting the process into HR or member systems is not possible 	<ul style="list-style-type: none"> Further develop trust in the reporting of diversity data – clearly explain how data will be collected, stored, used and why; what are the impacts of your diversity data collection so far, 	<ul style="list-style-type: none"> Continue to review, improve and revise, diversity data collection processes Pay particular attention to the global cultural differences, legal and data protection implications Monitor trends over time

	<p>making evidence-led decisions</p> <ul style="list-style-type: none"> ● Consider setting up a diverse working group to agree the best method of diversity data collection for your organisation Communicate internally the need for change 	<ul style="list-style-type: none"> ● Consider the language used within your data collection, is it inclusive, does it focus on 'majority' groups first? ● Always provide a prefer not to say option ● Consider whether to provide an option to opt-out of the whole survey ● Consider providing the option to answer the diversity survey at another time/ save and continue later ● Analyse and monitor the data collected, use it to inform decision-making ● Consider how best to collate and report your data 	<p>what actions have been implemented as a result; ask about the levels of comfort in providing the data; ask what might make people more comfortable in providing the data</p> <ul style="list-style-type: none"> ● Avoid using 'other' in minority options – this has the potential to offend and make people feel 'othered' and/or part of a minority ● Prefer to self describe can be used on platforms that allow a free text box ● Consider how best to include data capture in day-to-day systems already used by the organisation 	<ul style="list-style-type: none"> ● Share and discuss overall learnings on diversity data collection with partner organisations
<p>Signposting to resources</p>	<ul style="list-style-type: none"> ▪ https://sciencecouncil.org/web/wp-content/uploads/2018/07/SCIENCE-COUNCIL-DIVERSITY-MONITORING- 		<ul style="list-style-type: none"> ● https://edisgroup.org/wp-content/uploads/2021/05/Diversity-data-collection-engagement-tips-V1-1.pdf 	

	<p>GUIDELINES-2019-1.docx</p> <ul style="list-style-type: none">▪ https://edisgroup.org/wp-content/uploads/2021/01/Diversity-and-Inclusion-Survey-DAISY-question-guidance-v1.pdf▪ Diversity data collection - PwC UK▪ Diversity data collection in scholarly publishing (rsc.org)		<ul style="list-style-type: none">• https://edisgroup.org/wp-content/uploads/2021/01/Diversity-and-Inclusion-Survey-DAISY-question-guidance-v2.pdf• rsc-diversity-data-report-2020.pdf	
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