Tuwhera Kia Piri Tahi, Kia Toipoto | Combining Diversity and Inclusion and Kia Toipoto Plans

September 2023

Te kupu whakataki | Introduction

As stewards for diversity and inclusion in the Public Service, Te Kawa Mataaho and Papa Pounamu expect Public Service agencies to publish diversity and inclusion plans. Agencies are also required to publish annual Kia Toipoto action plans to meet the Te Pono | Transparency milestone of Kia Toipoto.

Te Kawa Mataaho supports agencies choosing to create one combined Diversity and Inclusion(D&I) and Kia Toipoto plan.

Combined plans can help identify, build and strengthen connections between Papa Pounamu and Kia Toipoto and help your agency to close pay gaps, create fairer workplaces and improve your diversity and inclusion outcomes.

This document is an overview of what combined plans should include. It is the first step to streamlining reporting on Papa Pounamu and Kia Toipoto. The Kia Toipoto and D&I reporting requirements have not changed.

We plan to further consolidate reporting on complementary work programmes. For example, we are working towards agencies being able to link to their D&I plans (or combined plans) from their annual reports in 2024, to reduce duplication in reporting.

If your agency would like to develop a combined plan this year, we can support you. Email us at DEIPlans@publicservice.govt.nz. Your combined plan will need to be published by 15 November 2023 (the Kia Toipoto publication deadline).

In 2022, IR developed a good combined plan, which you can find here on the IR website.

Ngā mihi nui,

Diversity and Inclusion Team and Equal Pay Taskforce
Te Kawa Mataaho Public Service Commission

Ngā kōrero o roto | Content overview

This is an overview of the main sections in combined plans.

1. Organisation overview, context and commitment

2. Data

3. Narrative – what the data is telling you

4. Progress to date

5. Future plans

6. Links to other work programmes

D&I plans respond to the five Papa Pounmau priorities [here](#) on the Te Kawa Mataaho website.

Key reporting requirements for Kia Toipoto are unchanged and are in our Guidance: Public Service Agency Pay Gaps Action Plans 2022 [here](#) on the Te Kawa Mataaho website.

Tā te whakahaere matawhānui, manawanui hoki | Organisation overview, context and commitment

This section could include:

- Your vision for Papa Pounamu and Kia Toipoto and outcomes
- Your commitment to implementing Papa Pounamu and Kia Toipoto
- Your organisation's context, relevant to D&I and Kia Toipoto
- How your workforce reflects or relates to your kaupapa | purpose
- Broad overview of your key D&I and Kia Toipoto initiatives or progress to date
- D&I-related self-assessments e.g., Global Diversity Equity and Inclusion Benchmark.

Include how your organisation developed your plan with unions, women, Māori, Pacific and ethnic employees and tāngata whaikaha Māori (Māori disabled people), disabled people, and members of Rainbow communities.

Te raraunga | Data

Include the following data.

Representation data

Include the proportion of women, Māori and tāngata whaikaha Māori, Pacific, ethnic and disabled employees and members of Rainbow communities in your workforce and leadership, to the extent that you have the data.

[Te Taunaki results](#) for your agency may provide data on religion, languages spoken, and indicative mental health.

Pay and pay gaps

If you have at least 20 people in each comparison group, include:

- agency-wide gender, Māori, Pacific and ethnic pay gaps by mean and median calculation

- other and more detailed pay gaps, if they are relevant to your analysis and narrative, e.g., by level of management or in leadership.

For groups of fewer than 20 employees consider including aggregated pay information, e.g., non-European pay gaps or representation.

Average salary by gender and ethnicity

For each group with at least 20 employees, present the average pay of each ethnic/gender group in a graph, such as [this one](#) published annually by Te Kawa Mataaho.

Understanding the data

To support understanding, include**:**

- data definitions e.g., for employee, leader
- the total number of employees in your organisation
- ethnicity disclosure rate.

See the measurement guidance [here](#) or contact EqualPay@publicservice.govt.nz with queries.

Te roanga o te kōrero | Narrative

Include a narrative that connects your data, analysis, and actions. Include:

- **Differences** in pay gaps, representation, and/or occupations for different groups.

- **Trends** over time in pay gaps and representation.

- **Qualitative information**, feedback or input you have from unions and employees. This could include findings from engagement surveys and Te Taunaki responses for different group, e.g., for well-being at work.

- Your **insights** about inequities or differences in workplace outcomes for women, Māori, Pacific and ethnic employees, tāngata whaikaha Māori, disabled people, members of Rainbow communities, and if possible, any intersectional analyses.

- Your **analysis** of what is driving your pay gaps, any under-representation, and if any identified inequities, or experiences of exclusion.

- The **links** between your data analysis, and your priorities and planned actions.

Pae Tata, Pae Tawhiti | Progress to Date and Future Plans

Include your progress to date and future plans for the [Papa Pounamu](#) priority areas and the [Kia Toipoto](#) focus areas and milestones. There is a lot of overlap in these areas.

For Papa Pounamu, ensure you include:

- how you will build on progress you've already made in the [Papa Pounamu](#) priority areas and are planning for the long-term

- how you will align the Papa Pounamu priority areas with other related work programmes, and
- identify organisation-specific diversity and inclusion issues and the progress you are making.

For Kia Toipoto, your annual Kia Toipoto action plans are iterative. 2023 plans will update and build on your previous plans.

The Kia Toipoto action plan guidance for agencies is unchanged from 2022 and following this will ensure you meet the Kia Toipoto requirements.

Ensure your combined plan reflects these Kia Toipoto outcomes, that Māori:

- Have career paths that empower them to achieve their career aspirations.
- Are influential at all levels of the workplace.
- Participate in action and monitoring.
- Enhance workplace practices and the mana of Māori and others.

Ensure your combined plan reflects these Kia Toipoto commitments to Māori, that agencies:

- Work purposefully and with good intentions to achieve equitable pay for Māori.
- Include data and actions to achieve equitable outcomes for Māori in action plans.
- Celebrate tikanga, kawa and matāuranga Māori, and taonga such as te reo Māori.

He hononga | Links

The mahi you are doing to address diversity and inclusion as part of Papa Pounamu, and to close gender and ethnic pay gaps and create fairer workplaces under Kia Toipoto, is linked to other programmes focused on strengthening the Public Service.

These programmes work together to create workplaces where everyone feels valued and safe and there is an environment of trust, respect and open communication. They include but are not limited to:

- Exemplar Employment Relations
- Whāinga Amorangi
- Positive Workplace Cultures
- He Aratohu
- Lead Toolkit for employing disabled people
- Te Pae Aramahi | Development Boards
- Pay equity

Please acknowledge and link to related work programmes where appropriate in your plan, to increase understanding of the breadth of the work you are doing. (There is no need to double report though).

Publish your plan

Publish your plan on your agency website and your intranet by 15 November 2023.

Send a link to your published plan to DEIPlans@publicservice.govt.nz.

Note: Public Service agencies have signed up to the Accessibility Charter which requires information to be available in HTML as well as other accessible formats.