# NIHR Cambridge BRC / NIHR Cambridge CRF Joint EDI Action Plan

|  | **Specific Actions** | **Measure/reporting** | **Responsible** | **Timescale** |
| --- | --- | --- | --- | --- |
| 1.1 | 1) Assess, summarise and share available data on demographics of relevant staff groups and post holders  | Summary report annually to Exec and hospital board, shared with steering committee | BRC & CRF Execs, EDI lead  | Short term (1 – 2 years)  |
|  | 2) Development of recruitment policies for leadership roles at BRC level   | Qualitative feedback after recruitment | BRC & CRF Executive   | Medium term (3 - 5 years)   |
|  | 3) CRF will continue to comply with CUH EDI recruitment policy for posts above Band 8a | Mandatory reporting | CRF Manager | Ongoing |
|  | 4) Annual conference on research culture and inclusion hosted with campus partners | Number of attendees, number of organisations attending, post-conference report and recommendations | BRC EDI manager, inclusive research lead | Short term (1 – 2 years), ongoing |
| 1.2 | 1) Initiate or maintain EDI as a standing agenda item across BRC/CRF committees, record and share findings | Initial audit of meetings, repeated annually | BRC Exec, CRF Management Committee, co-opted members, theme leads  | Short term (1 – 2 years)  |
|  | 2) Investigate opportunities within BRC, CRF and R&D research structures (eg. research support, funding applications, training, governance materials) to highlight EDI obligations and promote best practice (such as use of Equality Impact Assessments) | Summary report of opportunities and changes, audit of outcomes, feedback from staff | BRC manager, CRF operations lead, R&D governance, capacity building lead  | Medium term (3 – 5 years)  |
| 2.1 | 1) Develop and evaluate mechanisms to collect demographic information about applicants and awardees  | Staff and trainee feedback survey, annual review of data | BRC Capacity building lead  | Medium-term (2 - 3 years)  |
|  | 2) Collect information about fellowship application and completion experiences to understand barriers to application, acceptance, and completion  | Qualitative feedback from applicants, trainees, annual report to BRC director | BRC Capacity building lead  | Medium term (2 – 3 years)  |
|  | 3) Track progression of funding recipients in their careers  | Annual summary, shared with Exec, case studies shared | BRC Capacity building lead | Long term (3 – 5 years) |
|  | 4) Implementation of the CRF workforce development plan will be monitored and reported to identify and address barriers to development opportunities and career progression  | Staff feedback survey | CRF Education Lead | Medium term (2 – 3 years) |
| 2.2 | 1) Survey of EDI training needs and awareness and perception of currently available resources  | Survey of researchers, participants and public contributors, review of feedback | BRC Inclusive research lead, BRC EDI lead | Short term (1 – 2 years) |
|  | 2) Collate, highlight and/or commission appropriate and relevant EDI and cultural competence training for researchers and affiliated staff | Create resource of available training | BRC Inclusive research lead, BRC capacity building lead | Medium term (2 – 3 years) |
|  | 3) Track training compliance and share findings | Annual reports of compliance to BRC director, findings shared at BRC steering committee | Capacity building lead, BRC manager, CRF manager | Long term (3-5 years) |
| 3.1 | 1) Work to improve the demographic data we collect on research participants and public contributors | Surveys and workshops with stakeholders, response to NIHR and other national findings | Research governance team, PPI lead, PPI champions | Long term (3 - 5 years) |
|  | 2) The CRF will continue to collect CRF participant data (gender, age, ethnicity and postcode) and will expanding data collection of other protected characteristics when national systems wide guidance is agreed  | Summary report of findings | CRF PPI Lead | Long term (3 - 5 years) |
|  | 3) The CRF Participant Experience Survey (service evaluation) will be refreshed to include optional disclosure of anonymised expanded protected characteristics | Summary report of findings | CRF PPI Lead | Short term (1-2 years) |
|  | 4) The CRF will continue to collect study EDI recruitment plans at study approval  | Summary report of findings | CRF PPI Lead | Short term (1-2 years) |
|  | 5) Identify and share barriers to and enablers of participation and involvement in local and regional research | Workshops to identify workable collection plan, annual report and sharing of findings | BRC Inclusive research lead, BRC PPI lead, CRF PPI Lead | Long term (3 - 5 years) |
| 3.2 | 1) All BRC themes and CRF to lead on a regionally-delivered REACH Roadshow of a relevant health issue for a relevant population | Qualitative feedback from attendees, case study written up and findings shared with PPI champions | Theme leads, BRC and CRF PPI champions, BRC & CRF PPI Leads, BRC Inclusive Research Lead | Medium term (2 – 3 years) |
|  | 2) All BRC themes to have at least one patient- or community-led or identified research project | Annual report, qualitative feedback from participants | BRC Theme leads, BRC PPI champions, BRC PPI Lead, Inclusive Research Lead | Long term (3 – 5 years) |
|  | 3) The CRF will expand existing collaborations with Traveller communities to understand and act on barriers to research involvement and participation  | Collation of findings | CRF PPI Lead | Short – long term  |
|  | 4) Annual community research inclusion ‘event’ to highlight and champion best practices in inclusive participation and involvement in research | Qualitative feedback post event, summary report of findings and recommendations, number and diversity of attendees | BRC PPI Lead, BRC Inclusive research lead | Short term, ongoing |