

Inclusive Communities

ED11.01 Engage with, and support local community groups and organisations

Action	Owner	Actual	Comments
<p>ED11.01.01 Evaluate the quality of council's existing relationships with community groups and organisations which further the Council's commitment to equality, diversity and inclusion</p>	<p>Jon Wild</p>	<p>Delivering to plan</p>	<p>Continue to engage and support all community groups, through current forums and networks and voluntary sector support resources. We are currently looking at the structure of our current annual volunteer forum to pick up specific themes to help us engage with all groups at all levels. All forums and networks are promoted on our website so that all groups in the district can engage and get the councils support as well as working with our community centre's and residents associations to promote the opportunities we offer to support current and new groups of any size.</p>
<p>ED1.01.02 Establish new relationships with community groups focused on ethnicity or national identity with priority given to those with the largest number of members in need in the district</p>	<p>Jon Wild</p>	<p>Delivering to plan</p>	<p>Continue to engage and support all community groups, through current forums and networks and voluntary sector support resources. We are currently looking at the structure of our current annual volunteer forum to pick up specific themes to help us engage with all groups at all levels. All forums and networks are promoted on our website so that all groups in the district can engage and get the councils support as well as working with our community centre's and residents associations to promote the opportunities we offer to support current and new groups of any size.</p>
<p>ED11.01.03 Establish a Language Bank where Cherwell staff proficient in community languages can opt-in to assist with outreach efforts to further the Council's EDI objectives</p>	<p>Claire Cox</p>	<p>Delivering to plan</p>	<p>In November 2024, we communicated with staff that we are building a language bank and provided a link to a survey that asked a number of questions around languages and proficiency levels, including British sign language. To date we have had 14 responses with 15 different languages covered. We have not yet identified any staff fluent in British sign language but will continue to promote the language bank to existing staff and new starters in the hope of further building on volunteers to call upon should a need arise.</p>

ED11.02 Promote inclusive behaviour with residents and service users

Action	Owner	Actual	Comments
ED11.02.01 Promote externally the Council's work to promote inclusivity	Julian Cotton	Delivering to plan	We regularly showcase our support for inclusivity online. We did extensive work on Black History Month and we tap into themed awareness weeks and months to show support for all residents.
ED11.02.02 Add additional pro-forma text on accessibility to the committee meetings pages of the council's website and agenda reports pack	Natasha Clark	Ahead of schedule	Complete in Q1.

ED11.03 Work directly with communities to identify inequality and tackle disadvantage

Action	Owner	Actual	Comments
ED11.03.01 Work with partners to promote an ethnically diverse representation at our voluntary sector forum	Nicola Riley	Delivering to plan	Actively promoting and engaging with ethnically diverse groups to attend Volunteer Forum. This has been facilitated through network partnerships such as Brighter Futures and Healthy Bicester along with Ward Profile Community Insight work by highlighting future events, resident engagement and ensuring that representation is inclusive and accessible to all residents.

ED11.04 Promote equality, diversity & inclusion through our supply chain and strategic partnerships

Action	Owner	Actual	Comments
ED11.4.01 Make sure EDI implications and clauses are included in all our procurement processes as stated in our contracts and evaluation process guidelines	Shiraz Sheikh	Delivering to plan	This is complete

EDI1.05 Promote and encourage inclusive behaviour for future generations

Action	Owner	Actual	Comments
EDI1.05.01 Collaborate with partner organisations to involve young people in volunteering activities and engage with them to undertake active participation in their local communities	Nicola Riley	Delivering to plan	Volunteer forum will be a standalone event separating away from Seniors Forum in 2025 This will enable the Wellbeing team to target young people through links into schools and through quarterly head teacher meetings with volunteering as an agenda item. Also targeted work through Brighter Futures Partnership to facilitate community organisations increasing
EDI1.05.02 Raise awareness of the role of a councillor from an EDI perspective within political leaders	Shiraz Sheikh	Delivering to plan	Shahin Ismail, Deputy MO and Claire Cox, HR AD delivered EDI training to members on 12 December 2024.
EDI1.05.03 Raise awareness of the role of councillors and routes to be becoming a councillor targeted at underrepresented group	Natasha Clark Nicola Riley	Delivering to plan	There are no district council elections in 2025. Elections to Oxfordshire County Council are scheduled in May 2025 and OCC is therefore responsible for communication activity in respect of these elections.

Inclusive Services

ED12.01 Ensure information, website and digital services are accessible to all incl. digitally excl

Action	Owner	Actual	Comments
ED12.01.01 Agree, implement, and publicise the new translations and alternative formats policy	Celia Prado-Teeling	Delivering to plan	The policy has been drafted, implementation plans are in progress.
ED12.01.02 Complete an Equalities Impact Assessment on the website (including the terms and conditions)	Celia Prado-Teeling	Delivering to plan	We are finalising the draft assessment report with a couple of questions that need input from the IT team.

ED12.02 Take action to make our buildings accessible to all residents

Action	Owner	Actual	Comments
ED12.02.01 Conduct an access audit on Castle Quay and other major council buildings, unless up to date audits are already available	Mona Walsh	Slightly behind schedule	Awaiting confirmation of existence/status of reports for Castle Quay and other major CDC owned assets. If none exist will commission/prepare audits by end Mar 2025. Activity delayed due to capacity issues within Property team.
ED12.02.02 Consider and if appropriate, implement the recommendations of the access audit	Mona Walsh	Slightly behind schedule	Will review access audit findings (see ED12.02.01 above) and if appropriate plan for implementation of recommendations during 2nd quarter 2025/26. Activity delayed due to capacity issues within Property team.

ED12.03 Better understand those using services & their needs by collecting information & feedback

Action	Owner	Actual	Comments
ED12.03.01 Implement the recommendations of the review of data from customer contact	Celia Prado-Teeling	Delivering to plan	Recommendations will be implemented as part of the transformation programme, during this and the next financial year

EDI2.04 Engage residents, those using services and community groups when planning services

Action	Owner	Actual	Comments
EDI2.04.01 When officer review is completed, bring the draft consultation and engagement framework to Equality, Diversity & Inclusion working group for consideration	Celia Prado-Teeling	Delivering to plan	Draft is being amended and will be circulated as soon as final version is completed.

EDI2.05 Plan and deliver services that promote inclusion

Action	Owner	Actual	Comments
EDI2.05.01 Complete an Equalities Impact Assessments on all services and contracts	Celia Prado-Teeling	Delivering to plan	Work is progressing well, making sure all new policies, activities and proposals have the correspondent Equalities Impact Assessment.

Inclusive Workplaces

EDI3.01 Improve diversity of our organisation at all levels to be representative of our communities

Action	Owner	Actual	Comments
EDI3.01.01 Introduce a yearly report to Personnel Committee, which splits the demographic information on the Council's workforce by grade and department	Claire Cox	Delivering to plan	Workforce Statistics continue to be provided to Personnel Committee on a quarterly basis, outlining quarterly turnover and sickness absence rates, starters and leavers information, agency usage, and demographics by grade and department with additional statistics provided at the financial year end.

EDI3.02 Celebrate and promote diversity in our workforce

Action	Owner	Actual	Comments
EDI 3.02.01 Within the annual report referenced in EDI3.01, include a short update on networks & virtual social groups for employees interested in particular causes	Julian Cotton	Delivering to plan	The performance team (Celia) intended to include a reference in the annual report as it's their publication.

EDI3.03 Provide a supportive environment so all staff can reach their potential

Action	Owner	Actual	Comments
EDI3.03.01 Deliver new communication plan which promotes development opportunities for the Council's workforce	Julian Cotton	Delivering to plan	We continue to promote training and opportunities to staff liaising with HR. Updates go in the weekly Sway update and on Viva Engage. Sometimes emails and staff briefings are used to highlight them, too.
EDI 3.03.02 Conduct an access audit on Castle Quay and other major council buildings (internal)	Mona Walsh	Slightly behind schedule	Awaiting confirmation of existence/status of reports for Castle Quay and other major CDC owned assets. If none exist will commission/prepare audits by end Mar 2025. Activity delayed due to capacity issues within Property team.

ED13.04 Identify and tackle discrimination in all its forms

Action	Owner	Actual	Comments
ED13.04.01 Complete the review and approval by Personnel Committee of the remaining HR policies	Claire Cox	Delivering to plan	As at December 2024, we have 2 policies outstanding for review which are Overtime and Induction. The Induction policy and process are currently undergoing a significant review with a view to improvement. The overtime policy will be updated and consulted upon in January 2025, and subject to the outcome of consultation will be provided to February's Personnel Committee for review and approval. It is hoped the Induction policy will follow the same trajectory but work is still underway on the review. If this does not go to February's Personnel Committee then it will go to the next one.

ED13.05 Provide managers with the skills to support employees with different needs

Action	Owner	Actual	Comments
ED13.05.01 Integrate additional inclusion training for manager into the mandatory e-learning suite	Teresa Reed	Delivering to plan	Managers are required to complete mandatory e-learning in both EDI and Recruitment.

ED13.06 Train our staff to identify and avoid unconscious bias and deliver inclusive services.

Action	Owner	Actual	Comments
ED13.06.01 Provide an update on the roll out of unconscious bias training & to what extent the Council has been able to gauge its effectiveness	Teresa Reed	Delivering to plan	HR run regular Recruitment Training sessions with managers where unconscious bias is covered in detail.