

## Inclusive Communities

### EDI1.01 Engage with, and support local community groups and organisations

Action	Owner	Actual	Comments
EDI1.01.01 Evaluate the quality of council's existing relationships with community groups and organisations which further the Council's commitment to equality, diversity and inclusion	Jon Wild	Delivering to plan	All Council network and partnerships have EDI as an ongoing agenda item, working with all partners to identify groups and organisations who may not be a current partner. Promotion of networks and partnerships are advertised via the website and community partnerships and encourage groups to contact the council to become an active partner in the future.
EDI1.01.02 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	Jon Wild	Delivering to plan	All Council events and networks are open and accessible for all, we work with a multi agency approach to continue to make contacts with new groups and organisations delivering opportunities in a wide range of settings to support the needs of the whole district.
EDI1.01.03 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	Claire Cox	Delivering to plan	We are pulling together a plan to launch this request to staff. In addition to this, we have liaised with Communities who are looking to pull together information from trusted partners in the community and voluntary sector that could assist our staff if required.

### EDI1.02 Promote inclusive behaviour with residents and service users

Action	Owner	Actual	Comments
EDI1.02.01 Promote externally the Council's work to promote inclusivity	Julian Cotton	Delivering to plan	We continue to highlight and link to EDI-related themes and awareness weeks. An example is explaining how disabled people are catered for and can vote at the general election. We highlighted 'period equality for all' and the fact we offer grant funding to community groups to provide free sanitary products. We flagged Eid Mubarak and other relevant EDI themes too. We celebrated Pride particularly in our internal communication channels. If communications is aware of positive news we will look to issue stories using press releases and social media to highlight our work.

Action	Owner	Actual	Comments
EDI1.02.02 Add additional pro-forma text on accessibility to the committee meetings pages of the council's website and agenda reports pack	Natasha Clark	Delivering to plan	The 'access to meetings' paragraph on all PDF agenda packs has been amended to advise those with special requirements to contact the named Committee officer in advance of the meeting. Further amendments to individual Committee pages will be made in due course.
EDI1.03 Work directly with communities to identify inequality and tackle disadvantage			
Action	Owner	Actual	Comments
EDI1.03.01 Work with partners to promote an ethnically diverse representation at our voluntary sector forum	Nicola Riley	Slightly behind schedule	Invitations to the voluntary sector forum will be widened in an effort to hold a more representative event
EDI1.04 Promote equality, diversity & inclusion through our supply chain and strategic partnerships			
Action	Owner	Actual	Comments
EDI1.4.01 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	Procurement and Contract procedures take into account the Equality Act 2010
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	Slightly behind schedule	Initial discussions with some partners has highlighted the costs and challenges associated with young people undertaking volunteer activity. The next step is to explore how this can be best supported with input from schools.
EDI1.05.02 Raise awareness of the role of a councillor from an EDI perspective within political leaders	Shiraz Sheikh	Delivering to plan	We delivered EDI training less than a year ago and also plan to deliver a refresher.

Action	Owner	Actual	Comments
EDI1.05.03 Raise awareness of the role of councillors and routes to be becoming a councillor targeted at underrepresented group	<ul style="list-style-type: none"> <li>■ Natasha Clark</li> <li>■ Nicola Riley</li> </ul>	Slightly behind schedule	During Q1 training has been delivered to new members, however specific work to raise awareness across Members has been delayed due to general elections during this period.

EDI1.06 Work with all partner organisations to understand diverse needs & create incl. communities

Action	Owner	Actual	Comments
EDI1.06.01 Implement the recommendations proposed by the strategic review of partnerships	Nicola Riley	Slightly behind schedule	The review recommended that EDi actions be incorporated into Terms of reference and service level agreements where CDC was the lead organisation.

## 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	First draft completed waiting for review and senior management approval.
ED12.01.02 Complete an Equalities Impact Assessment on the website (including the terms and conditions)	Celia Prado-Teeling	Delivering to plan	Corporate team is working on the EDI audit framework in parallel of commencing a review on the website accessibility (content and technical features).

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

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	Delivering to plan	Activity scheduled to start later in 24/25
ED12.02.02 Consider and if appropriate, implement the recommendations of the access audit	Mona Walsh	Delivering to plan	Activity scheduled to start later in 24/25

### 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	Analysis of the review is on the way as part of EDI audit of services. Actions to be implemented will be established during Q2 and Q3.

## 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	Final draft of the consultation and engagement strategy is ready for senior management review. Officers are waiting for the working group to be established to add the item to the forward plan.
EDI2.04.02 Review and update the accessibility section of the website and consider if its prominence can be raised	Julian Cotton	Delivering to plan	We regularly look at webpage content and we are reviewing this section <a href="https://www.cherwell.gov.uk/info/5/your-council/353/accessibility">https://www.cherwell.gov.uk/info/5/your-council/353/accessibility</a> . It does come up as the top search item when you search "accessibility" which is positive. The link to this section appears on the bottom of all council webpages so is prominent to web visitors who want to know more or who need it. A screen reader should pick this up.

## 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	As a first step an Equality Diversity and Inclusion Policy audit is being developed, due to be reviewed and approved by senior management during the summer, to provide framework for this project.

## 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	Quarterly workforce statistics are provided to Personnel Committee on a quarterly basis, which includes annual comparisons at year end. The report provides EDI data on our workforce by grade. We do not break this down by department as some departments are small and we do not want to breach GDPR.

### 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	This is on our radar for the 24/25 annual report, and we will liaise with the Performance and Insight team at the relevant point to help include an appropriate update.

### 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 have a new communications coordinator who is assisting with in internal communications and supporting HR by highlighting development support. We are regularly raising training opportunities and flagging up the systems we have in place for staff to gain new skills such as Bookboon. We also use the Intranet via the events section or news carousel to highlight new items.
EDI 3.03.02 Conduct an access audit on Castle Quay and other major council buildings (internal)	Mona Walsh	Delivering to plan	Activity scheduled to start later in 24/25

### EDI3.04 Identify and tackle discrimination in all its forms

Action	Owner	Actual	Comments
EDI3.04.01 Complete the review and approval by Personnel Committee of the remaining HR policies	Claire Cox	Delivering to plan	We are continuing with our refresh of all HR Policies, and where required, devising new ones. Our policies are now all on a 3-year rolling refresh programme.

### EDI3.05 Provide managers with the skills to support employees with different needs

Action	Owner	Actual	Comments
EDI3.05.01 Integrate additional inclusion training for manager into the mandatory e-learning suite	Teresa Reed	Delivering to plan	All staff are required to complete EDI e-learning, we are exploring other options for managers on inclusion training.

### EDI3.06 Train our staff to identify and avoid unconscious bias and deliver inclusive services.

Action	Owner	Actual	Comments
EDI3.06.01 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	We have rolled out management recruitment training which includes a section on unconscious bias. We are running these session in a regular basis to ensure all managers are trained. All staff are required to complete EDI e-learning, we are exploring other options for managers on inclusion training.