

Inclusive Communities

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

Action	Owner	Actual	Comments
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	Jon Wild	Delivering to plan	Proactively working with all community groups to engage them with opportunities and support from CDC, promoting opportunities to all to join forums and networks the council deliver. Opportunities are also promoted on the website and through all our communication channels.
ED11.01.02 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	Proactively working with all community groups and partners, using networks and partnerships to engage new groups and promote opportunities and support the council offers. Information held on the website on how new groups can get involved in forums and access support services and grants.
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	Claire Cox	Delivering to plan	We are continue to work on 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.

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	This is ongoing. An example is our promotion of Black History Month with an opinion piece from the Council Chair and a display at Castle Quay
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	Delivering to plan	No change to previous quarter as completed in Q1

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	Forum was held on the 4th of September and despite increasing the circulation list and invitations, there was little take up from the expanded group. More work needs to be done to improve diversity of attendance at next years forum.

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	Very 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.
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	This is a work in progress, to be discussed by the EDI working group

ED11.06 Work with all partner organisations to understand diverse needs & create incl. communities

Action	Owner	Actual	Comments
ED11.06.01 Implement the recommendations proposed by the strategic review of partnerships	Nicola Riley	Delivering to plan	The review recommended that EDI actions be incorporated into Terms of reference and service level agreements where CDC was the lead organisation has been achieved.

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	This will be picked up as part of the new policy which is currently under review
ED12.01.02 Complete an Equalities Impact Assessment on the website (including the terms and conditions)	Celia Prado-Teeling	Delivering to plan	As this was handed over to communications recently (during Q2 and the summer), we have a first draft that needs some additional input from other areas, such as IT and the performance team. We will continue to work on this assessment to complete it.

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	Delivering to plan	Work underway but not yet complete. Will be complete within overall timeline.
ED12.02.02 Consider and if appropriate, implement the recommendations of the access audit	Mona Walsh	Delivering to plan	Review in ED12.02.01 will determine recommendations and implementation needed.

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 are being gather and will be implemented during this and the next financial year.

ED12.04 Engage residents, those using services and community groups when planning services

Action	Owner	Actual	Comments
ED12.04.01 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	The draft is under review and will be included in the EDI work forward plan, when calendar of meetings is established

ED12.05 Plan and deliver services that promote inclusion

Action	Owner	Actual	Comments
ED12.05.01 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	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	This is ongoing as we highlight training, events and opportunities for staff development using our internal comms channels.
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, in a wider piece of work around management training requirements.

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.