

Appendix 5 - EDI Action plans End of year 2023_24

Inclusive Communities				
Commitment	Action	Owner	Status	Comments
EDI 1.01 Engage with, and support local community groups and organisations	1.01.01 Review existing relations with community groups and organisations to ensure they remain effective in being able to listen, learn and understand the barriers facing our underrepresented communities and, if applicable, identify which connections need building or renewing.	Wild, Jon	Ongoing	The EIA will need to be concluded in Q1 24/25
	1.01.02 Review the process for gathering equality data on the district to ensure we have an accurate picture of our underrepresented communities and identify any gaps which require filling. This will enable us to continually direct our resources where they are needed most.	Prado-Teeling, Celia	Ongoing	This is a continuous piece of work, more complex than what was envisioned when the action was proposed, the Performance & Insight Team is working across services to make sure all data gathered is reviewed, as part of the EIA internal audit proposed in the 24-25 EDI action plans
And EDI 1.02 Promote inclusive behaviour with residents and service users	1.02.01 Raise awareness of the standards we expect from ourselves and others by publicising our EDI principles, commitments, and policies.	Cotton, Julian	Ongoing	We now have a communications coordinator in place and part of their remit is to support EDI awareness internally and externally where appropriate.
	1.02.02 Develop and agree a policy for supporting national events that further our corporate priorities and reflect the diversity of our communities	Cotton, Julian	Ongoing	We have a list of important events, and our communications coordinator will be highlighting these throughout the year. An example is how we recognised Ramadan.
EDI 1.03 Work directly with communities to identify inequality and tackle disadvantage	1.03.01 Following on from the Wellbeing Strategy, review our community development scheme to ensure it remains effective in creating community cohesion and tackling inequality and, if appropriate, identify potential improvements	Wild, Jon	Completed	Q4 Action plan developed as a result of our Wellbeing service plan which will be delivered in 2024/25
EDI 1.04 Promote equality, diversity and inclusion through our supply chain and strategic partnerships	1.04.03 Review the processes in place for considering the EDI implications partnership plans to identify if there is scope for them to be strengthened	Riley, Nicola	Completed	All grant payments now require clear EDI policies in place by the grant recipient.

EDI 1.05 Promote and encourage inclusive behaviour for future generations	1.05.01 Review our outreach to different community groups on EDI matters, including how to engage young people in the process, and identify areas where there is scope for improvement	Wild, Jon	Ongoing	Continuing to make positive connections to new groups / organisations through our community networks and forums. This will continue as a live action.
EDI 1.06 Work with all partner organisations to understand diverse needs and create inclusive communities	1.06.01 Review the membership and effectiveness of our strategic partnerships and identify areas where they might require different resources, plans and processes in order to identify and tackle the issues and barriers affecting and concerning our communities	Riley, Nicola	Ongoing	This is an ongoing piece of work, which will be undertaken in Q1 2024-25

Inclusive Services				
Commitments	Action	Owner	Status	Comments
EDI 2.01 Ensure information, website and digital services are accessible to all incl. digitally excluded	2.01.01 Review all our digital services to identify any improvements needed to address any accessibility or inclusivity issues	Cotton, Julian	Ongoing	We continue to support and advise teams about accessibility. One example is encouraging a clause to be inserted during procurement which states any public reports suppliers complete on our behalf reflect accessibility guidance. We plan to do more to promote accessibility good practice through internal communications. Communications campaigns consider the intended audience and how to reach them within agreed budgets.
	2.01.02 Introduce a guide and training module for staff on writing clearly, in plain English and with the audience and accessibility rules in mind	Cotton, Julian / Reed, Teresa	Completed	We have a communications strategy. At its heart is friendly, authentic and need-based communications. Being easy to understand is an important element.
EDI 2.02 Take action to make our buildings accessible to all residents and staff	2.02.01 Include delivering against our commitment of accessible council buildings now and in the future as an objective in our emerging Property Strategy	Walsh, Mona	Completed	The Property Strategy was approved on 4 March 2024. The Strategy confirms management of assets and decision making will be wide ranging and comprehensive. This will include taking action to make our buildings accessible to residents and staff.

EDI 2.05 Plan and deliver services that promote inclusion	2.05.03 Ensure staff have received up-to-date EDI training	Reed, Teresa	Completed	EDI training is now fully integrated into the training suite delivered via the I-Hasco online training platform. Staff must complete the appropriate modules biennially
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Inclusive Workforce				
Commitment	Action	Owner	Status	Comments
EDI 3.01 - Improve the diversity of our organisation at all levels to be representative of our communities	3.01.01 Identify additional ways to recruit new staff and promote our job opportunities so that they are brought to the attention of all members of local communities	Blunsden, Susan	Completed	We have attended job fairs across the district, which were well attended, including the Careers and Apprenticeship fair at Banbury College, Banbury Town Council Job fair in conjunction with the Economic Growth Team, which promoted Cherwell's job opportunities to a variety of residents, including a large presence of diverse minority groups. This activity will continue as part of our Business as usual during the new financial year
	3.01.03 Split out the workforce statistics used for the comparison with the demographics of the district by grade and department	Prado-Teeling, Celia	Completed	This activity was completed and reported on Q3, the action will be carried out as a business-as-usual activity for the next financial year.
EDI 3.02 – Celebrate and promote diversity in our workforce	3.02.01 Promote Viva Engage as a means for employees to set up virtual social groups or employee networks for causes that are important to them. Invite employees to set up such groups and provide a commitment that the council will engage with them if requested	Cox, Claire	Completed	This is now business as usual; we continue to celebrate and promote diversity within our workforce, during quarter 4 we had the first meeting of the Neurodiversity group in January 2024, we produced a guide for Officers and Managers regarding Ramadan awareness, and marked neurodiversity week, including sharing information and links for staff training.
	3.02.02 Continue to recognise, acknowledge and celebrate diversity via the Chief Executive's weekly updates and other similar channels	Cotton, Julian	Ongoing	With a new chief executive, the weekly staff updates have changed to updates from the communications team. Our communications coordinator is highlighting diversity linked to the relevant national events etc.

<p>EDI 3.03 - Provide a supportive environment so all staff can reach their potential</p>	<p>3.03.02 Develop and agree a comms plan for promoting the development opportunities</p>	<p>Cotton, Julian</p>	<p>Ongoing</p>	<p>The communications coordinator's work will help showcase development and training in our communications, with the guidance and necessary support of HR. An initial plan was shared with HR.</p>
<p>EDI 3.04 -Identify and tackle discrimination in all its forms</p>	<p>3.04.01 Review the processes in place for investigating and taking necessary action in response to potential issues of discrimination being brought to HR's attention</p>	<p>Blunsden, Susan</p>	<p>Completed</p>	<p>As part of our business as usual, we continue to ensure relevant policies and procedures are adhered to when investigating of any issues with potential discrimination that are brought to HR's attention. Our policies have been updated during 2023-24 in line with the guidance from our EDI framework.</p>