Annex C - Equality , Diversity and Inclusion

Measures	Action	Actual	Comments
EDI1.01 Work directly with communities to identify inequality and tackle disadvantage	We will offer support to 104 additional asylum seeking children and young people through the National Transfer Scheme by March 2023	★	Currently (at 31 December 2022) OCC is supporting 110 new arrivals, up from 84 at the last report (30 September 2022).
EDI1.02 Work directly with communities to identify inequality and tackle disadvantage	During 2022/23, we will trial a series of Oxfordshire conversation events that will offer opportunities for residents to hear from and ask questions of members of the Cabinet, including outreach activities to ensure the inclusion of seldom heard groups and those who are digitally excluded	★	The first round of Oxfordshire Conversations, which included a mix of 5 in person events (one per district) and two online events and a young person's sounding board (in person) were postponed out of respect following the death of Her Majesty the Queen. The young person's sounding board (in person) was rescheduled for 15 Oct and we replaced the Oxfordshire Conversations with three online events, to ensure feedback from these can inform the council's business and budget setting process. We offered to answer questions submitted by phone or email for those unable to access the sessions online and proactively offered support with any other accessibility issues.
EDI1.03 Engage with, and support, local community groups and organisations	We will deliver a refreshed online consultation and engagement guidance document by the end of April 2022, including best practice advice on effectively including the digitally excluded, seldom heard and young people in consultation and engagement activity	★	The refreshed guidance was completed in June 2022 and includes these sections. It is a living document, and we will add to it as new information becomes available.
EDI1.04 Work directly with communities to identify inequality and tackle disadvantage	Bid for DfT funding for social prescribing project to support residents into walking and cycling, which will target Black, Asian and Minority Ethnic communities in Oxford city, and focus on residents with mental health issues.	🟠	OCC was unsuccessful in its bid for Department for Transport funding for this project but we are developing a smaller project to test an ebike loan scheme with residents living in deprived areas of East Oxford to support them into cycling. A project steering group has been set up to co-design this project; a launch is planned for Spring 2023
EDI1.05 Work directly with communities to identify inequality and tackle disadvantage	We will develop a lessons learnt project from installing 3 health routes in Banbury, focusing on deprived and Black Asian and Minority Ethnic communities	★	Reports from community insights are currently being compiled and will be completed in Quarter 4 (Jan-Apr 2023)
EDI1.06 Engage with, and support, local community groups and organisations	Developing community insights into healthy weight and physical activity with a focus on inequalities as part of a programme of upstream prevention to tackle persistent health inequalities	★	Community insights work will complete in Quarter 4 and the Health Needs Assessment is due for completion in Q1 2022/4. These will inform any changes that may need to be made to existing services and plans.
EDI2.01 Work with partner organisations to understand diverse needs & create inclusive communities	We will work with our partners to increase the number of early help assessments (EHAs) particularly in areas of relative deprivation. We will double the number of EHAs in the 20% most deprived areas in Oxfordshire in 2022/23	🟠	The Early Help Assessment has been refreshed and is now known as the Strengths & Needs Assessment. Briefings have been rolled out across the partnership. An Early Help Partnership Board is being established by Spring 2023. At 31 December 2022 the number of EHAs in the 20% most deprived areas of Oxfordshire stood at 256, as compared with 294 in the whole of 2021-22.

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EDI2.02 Work with partner organisations to understand diverse needs & create inclusive communities	Working with partners, we will develop a digital inclusion strategy and action plan for Oxfordshire by Summer 2022, which aims to address the barriers preventing people from accessing and adopting digital technology	★	The Digital Inclusion Strategy was approved and signed off at Cabinet in July 2022. The action plan is currently in the process of being formulated. A Digital Inclusion Charter launch event is being planned for 22 February 2023.
EDI2.03 Work with partner organisations to understand diverse needs & create inclusive communities	Establish stronger partnership work with NHS and other partners to address health inequalities via the Oxfordshire Inequalities place board and wider ICS structures	★	A Health Inequalities PlaceBoard has now been formed with NHS and other partners. This board will take a tiered approach in developing a work programme to address some of the key health inequalities in Oxfordshire. Priority thematic areas to address health inequality have been agreed by the board. These are- Cardio-vascular disease, Maternity services, and Screening & Immunisation - and align with work happening in other parts of the Integrated Care System.
EDI2.04 Promote equality, diversity and inclusion through our supply chain & strategic partnerships	Digital Infrastructure Team: Roll-out of Rural Gigabit Connectivity (RGC) project to bring high-speed broadband to rural village halls including staying safe online	★	Additional technical resource now working on this project to install fibre connections at various community and village halls, and provide a service to the residents and organisations using those sites (including Schools, NHS Sites, Museums)
EDI2.05 Work with partner organisations to understand diverse needs & create inclusive communities	The Social Value Project team will work in 2022-23 to monitor implementation of the Social Value Policy and portal tool, and devise how we will report on its use/impact	★	

Measure	Action		
			Summary of tasks completed to date (this financial year) include but are not limited to: · Procurement hub training programme; · Portal tool testing and implementation; · Providing support to procurement staff with upcoming tender projects (particularly trickier projects like frameworks and Dynamic Purchasing Systems (DPSs); · Soft launch with early adopter tender projects going live on the portal tool; · First tender projects closing and being evaluated; · Communications phase preparation (including InSite news article drafting and launch events being booked); · InSite news article published to kick-start the hard launch phase; · First evaluated tenders being awarded and winning supplier's delivery commitments being visible on the portal tool; · A Lunch and Learn session, open to all council staff, was held and recorded (the recording has been made available permanently on the intranet); · A Climate Café session, open to all council staff, was held and recorded (the recording has been made available permanently on the intranet; · Relevant social value guidance, training materials and implementation resources have been made available for general use (all staff) on the intranet, and these have been refreshed 3-4 times to date as the launch phase of the project has developed. Work to support the ongoing implementation, communications and post-launch phases will continue over the winter and spring. Limited amounts of early portal usage data will be available during this time but the first full year's annual report will not be available until after the end of this financial year (we think sometime in April 2023 but the exact date has not yet been confirmed).
EDI3.01 Ensure our information&digital services are accessible for all; incl the digitally excluded	As part of the Digital Presence project we will aim to create a more inclusive digital website, that proudly promote our equality, diversity and inclusion principles and fulfils our legal requirement for accessibility. This will be implemented incrementally from 2022 and fully completed by December 2023.	★	The digital presence project is implementing changes to the Music Service and the council's recruitment web content to make this more engaging. Changes to the Adult Social Care digital content are being redefined following central government's decision to delay the rollout of the social care cap. The project is due to be completed by May 2023.
EDI3.02 Ensure our information&digital services are accessible for all; incl the digitally excluded	We will introduce a clear and consistent policy regarding the translation of our information	★	Through collaboration on the Consultation and Engagement Toolkit, and subsequently through live cases in service teams, we have developed a consistent position on our approach to translation services which we use in advising service teams. The approach not providing translations upfront unless necessary, instead offering empathetic interpretation support when requested will be developed into a policy or guidance note for inclusion in the Toolkit later in the year.

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EDI3.03 Take action to make our buildings accessible to all residents and staff	As part of developing our 'Agile Working Strategy' we will consider how we can make our offices/buildings more accessible for staff and customers	★	The Agile Working Strategy has been approved and we are in the implementation phase now. All our buildings are accessible but improvements are being made, with Knight's Court next and further improvements planned for the next 35 years, dependent on capital funding.
EDI4.01 Better understand service users and their needs by collecting their information & feedback	We will develop and amend the LTCP (including Part 2 and the travel plans work) utilising views from less represented groups through previously targeted engagement. This work will enable the LTCP to be implemented while taking into account the needs of underrepresented groups in Oxfordshire	★	Local Transport Connectivity Plan (LTCP) was adopted as council policy in July 2022. There is ongoing work to develop the area travel strategies and incorporate views from under-represented groups.
EDI4.02 Engage residents, services users & community groups when planning & delivering services	Engage a diverse range of communities in development and delivery of climate action plans	★	We are working with the Climate Action Group project to set the specification for how they will spend additional funding. The two areas where this most closely aligns with EDI are: Community wealth building extending the 'Owned By Oxford' pilot that engaged communities in Blackbird Leys and Barton on climate action, and the work on nature recovery connecting people and nature and how they can engage with those that face barriers to experiencing nature.
EDI4.03 Better understand service users and their needs by collecting their information & feedback	We will work with our partners to better understand and address the reasons for disproportionality of black and mixed heritage children in the youth justice system and report quarterly on the disproportionality action plan	★	Data on disproportionality in relation to stop and search and strip search of children was presented by Thames Valley Police (TVP) to the Youth Justice Board in Sept 2022 and a report was also presented to the Oxfordshire Safeguarding Children Board. The Youth Justice Service Disproportionality Action Plan has been refreshed to reflect the need for a better understanding of the data and the Disproportionality Group has been relaunched, to be chaired by TVP.
EDI4.04 Better understand service users and their needs by collecting their information & feedback	We will better understand and address the reasons for disproportionality of black, Asian and mixed heritage children in children's services and report back on findings to the safeguarding board by December 2022	★	Work has been undertaken to develop the terms of reference to undertake an audit of children's files, in respect of black and minority ethnic children subject to a s.47 investigation and those who have a child protection plan. The audit will take place in March 2023.
EDI4.05 Better understand service users and their needs by collecting their information & feedback	Provide quarterly updates from the Black and mixed heritage disproportionate exclusion task and finish group and implement its findings	★	The group last met on 23 June 2022 and has now concluded its work as a Task and Finish Group. The headline outcome is an improvement in the rates of exclusions and temporary suspensions among Black and mixed heritage students; exact data to be confirmed. Group members continue to act on actions agreed by the group; OCC's Head of Learner Engagement and the Cherwell School representative have been tasked with considering how partners might review and build on the group's work.
EDI4.06 Better understand service users and their needs by collecting their information & feedback	Evaluate reach of smoke free strategy in the most deprived wards of Oxfordshire and adapt the strategic approach accordingly	★	A targeted 'Smoke Free Survey' was undertaken in 21/22 and a further Smoke Free survey is currently being analysed with a view to informing any improvements that could be made to related programmes. A health equity audit will commence in Quarter 1 (Apr-Jun) 2023/24.

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EDI4.07 Plan and deliver services that promote inclusion	The Council has a legal requirement to understand the impact that decisions will have on people with certain protected characteristics through Equalities Impact Assessments. This year we will produce updated guidance and training for all staff about the importance of completing these assessments and where to go to for information	★	Guidance and related forms for Equalities Impact Assessments (EIAs) were updated on the intranet and promoted widely. The majority of advice provided to service teams to date was during the 23-24 Budget process. Teams were supported to undertake light-touch impact assessments where the impacts of savings proposals appeared slight or neutral. Teams were also supported to complete fuller EIA documentation where impacts on particular protected characteristics were considered more likely. Completed EIAs were used as part of internal decision-making about budget proposals, and some savings proposals with full EIAs were subsequently withdrawn. An overarching EIA on the totality of the Budget proposal has been published and one detailed service-level EIA was published as a background paper for the Budget consultation. In Quarter 4 (Jan-Apr) 2023 the EIA process will be included in materials promoting the OCC value "equality and integrity in all we do" as part of our 'Delivering The Future Together' values programme
EDI4.08 Better understand service users and their needs by collecting their information & feedback	In the next twelve months, all Customer Service Centre (CSC) team members should receive dedicated EDI training and we will look to develop a champions network across the Customer Service Centre for colleagues to promote Equality, Diversity and Inclusion	★	We have engaged with our staff networks, who are currently reviewing the existing EDI training and we have liaised with Learning and Development to identify how many courses outside of the mandatory 'Equality in the workplace' have been completed within Customer Service. At present, we are within the define stage to make improvements which will ensure inclusive data will be collected and inform our services. We have identified areas for improvement based on work completed on public website. We have also linked in with wider projects to ascertain how Customer Service can positively change to support the drive for inclusion for customers and provision inclusive services.
EDI4.09 Engage residents, those using services, and community groups, when planning services	We will continue to improve the quality of our services by co-producing with our residents. We have an ambition for as many services as possible to be co-produced in the future.	★	We have updated the co-production handbook and worked with our Team Up Board to develop new opportunities for engagement with different populations groups. As new commissioning programs are set in train the joint commissioning team builds in direct consultation, engagement and co-design activities. We are currently delivering our community capacity funds through OCVA and OCF, ensuring a grass roots approach to asset-based community development.
EDI4.10 Plan and deliver services that promote inclusion	Develop market statements for older people (underway) and long term illness or disability (not yet started)	★	The government has revised the timeline for this work as part of the changes to their Adult Social Care Reform program. We will be publishing our Market Sustainability Plan in March 2023.

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EDI4.11 Better understand service users and their needs by collecting their information & feedback	Our prevention activities are now using a new "Safe and Well "application that captures equality data of the visit, this will assist the service in better evaluate if our prevention activities are targeting underrepresented groups	⭐	We are working towards the launch of our Safe and Well app in early 2023. This is the conduit to us collating EDI data from the visits that we undertake, and the launch of the new version also gives us the platform to train our staff to understand the importance of the data and how it will be used. There are still challenges with collecting equalities monitoring data face-to-face: there is a need to explain why the data is needed and how it will be used, which will result in our vulnerable service users being comfortable providing this data when they understand why. Our current version of the Safe & Well app doesn't allow us to do this with confidence and it's imperative to have confidence in the data and how it is being collected.
EDI4.12 Better understand service users and their needs by collecting their information & feedback	As part of aligning standards with the Oxfordshire Way, we will also utilise information from the Health Information Exchange to enable CSC to feed inclusive data to our systems and across our care pathways/services.	⭐	We have engaged with our staff networks, who are currently reviewing the existing EDI training and we have liaised with Learning and Development to identify how many courses outside of the mandatory 'Equality in the workplace' have been completed within Customer Service. At present, we are within the define stage to make improvements which will ensure inclusive data will be collected and inform our services. We have identified areas for improvement based on work completed on public website. We have also linked in with wider projects to ascertain how Customer Service can positively change to support the drive for inclusion for customers and provision inclusive services. As part of aligning standards with the Oxfordshire Way, we will also utilise information from the Health Information Exchange to enable CSC to feed inclusive data to our systems and across our care pathways/services.
EDI4.13 Better understand service users and their needs by collecting their information & feedback	This year we will aim to map any new customer services journeys or forms to see how we can make the process more inclusive for those with diverse needs and to understand our population demographic	⭐	We have engaged with our staff networks, who are currently reviewing the existing EDI training and we have liaised with Learning and Development to identify how many courses outside of the mandatory 'Equality in the workplace' have been completed within Customer Service. At present, we are within the define stage to make improvements which will ensure inclusive data will be collected and inform our services. We have identified areas for improvement based on work completed on public website. We have also linked in with wider projects to ascertain how Customer Service can positively change to support the drive for inclusion for customers and provision inclusive services.

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EDI5.01 Provide a supportive environment so that all staff can reach their potential	Design and roll out of a Wellbeing Strategy to align with hybrid working and increased recognition of neurodiversity	★	A draft wellbeing strategy has been produced, put together based primarily on management thoughts of what is needed for staff in the organisation. The Thrive survey in October 2022 asked staff questions around their health and wellbeing needs which will be considered by a Working Group. The strategy and action plan will then be completed around Feb 2023. Meanwhile some small changes re. neurodiversity are already taking place e.g. amending the recruitment process to capture IT needs prior to new staff joining OCC.
EDI5.02 Celebrate and promote diversity in our workforce	Develop a clear set of expectations for staff and managers that recognises the importance of staff networks, mentors and champions. This will include recognising the time commitments that come with these roles and that staff taking on these additional responsibilities should be supported by their line mangers to do so	★	Currently being developed – consultation with Networks took place in July. Draft guidance has had comment from OD and HR and has been redrafted to reflect.

The updated guidance will be circulated for further comment before completing the sign off process and been published in quarter 1 2023-24 |
EDI5.03 Provide a supportive environment so that all staff can reach their potential	We will increase the number of accessible apprenticeships/supported apprenticeships in our organisation. We particularly want to encourage younger people from deprived areas, young people leaving care and young people with lower educational outcomes to gain employment	★	Work has begun with local providers and teams within OCC to identify potential candidates and areas where these apprenticeships can be implemented. We are still chasing Education and Skills Funding Agency for a list of providers who deliver supported apprenticeships and the standards they offer
EDI5.04 Provide a supportive environment so that all staff can reach their potential	We will review the support offer we have in place through our Armed Forces Covenant following recent legislation changes and develop an action plan to support our armed forces communities. Part of the recruitment piece for managers.	★	The Armed Forces Covenant Duty came into force on 22 November. OCC promoted and welcomed the duty and reiterated our commitment to the armed forces community in Oxfordshire via internal and external communications. Further internal communication is planned for "The Buzz" in January 2023. Officers and members continued to engage directly with the armed forces community via the Oxfordshire Civilian Military Partnership (CMP). At the 5 October CMP Board meeting inequality of access to housing and health services as a result of military life were the focus of discussion. OCC has since hosted CMP working group meetings on both housing and access to NHS dentists and GPs.
EDI5.05 Provide a supportive environment so that all staff can reach their potential	We will continue to support staff who do not presently have a level 2 skill in English and Maths to achieve these qualifications, with a particular focus on targeting women in the lower pay quartile of the gender pay gap report	★	This is an ongoing action and is now business as usual. Plans are now in place for refresher training in maths and English with core topics being scheduled and advertised. These will go live spring 2023

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EDI5.06 Improve diversity of our organisation at all levels so it's representative of communities	The service will hold positive action "Have a go days" with underrepresented groups to support these groups in joining the Fire and Rescue Service, with a view to increase the diversity of the workforce, which in turn could deliver increased creativity and innovation and will help to ensure that our Prevention and Protection messages have increased reach	★	The service has steadily been diversifying its operational workforce (firefighters and officers) as a result of diverse marketing and messaging. We are running a two year recruitment campaign specifically for our On-call firefighter workforce which focuses on the role of a firefighter within the community and attracting people from our under-represented groups. Each quarter we monitor and review the number of applications received for On-call firefighters from both female and BAME residents. Q3 female applications were 20.51% compared against 25% and 28% for Q1 and Q2. Q3 BAME applications were 5.13% compared against 3% in both Q1 and Q2. This is the first year of monitoring; however we are pleased to see the results, especially for female firefighters. Overall, for all operational staff our female representation is 10.12% which is the first time we've been above 10% in our operational workforce. Unfortunately, we've seen a reduction in our BAME representation in our operational workforce to 1.40% from 1.75% which is attributed to a leaver who was able to secure promotion with another Fire & Rescue Service.
EDI6.01 Provide a supportive environment so that all staff can reach their potential	Develop IT Service Management System solution articles on current provision of software for neurodiversity and accessibility with advice on working with Occupational Health. A project is being initiated to deliver this, with estimated completion by December 2023.	★	The project now has detailed proposals and actions being drafted and consulted on within the council. The OCC staff Neurodiversity Group are trialling a secure text editing and correction tool.
EDI6.02 Celebrate and promote diversity in our workforce	We will roll out phase two of our reciprocal mentoring scheme	●	A temporary pause on the recruitment of an EDI Learning and Development lead has led to a delay in the workshop to define next steps (to be facilitated by Inclusive Employers). Whilst not directly related to this action, the future leaders programme (part of the Delivering The Future Together Programme) is likely to include a development pathway for future leaders with protected characteristics and reciprocal mentoring is envisaged as being part of the programme
EDI6.03 Celebrate and promote diversity in our workforce	We embed EDI into all projects under our Delivering The Future Together values programme	★	EDI considered in the design phase of new projects in phase 3. Ongoing monthly meetings with Inclusion network leads. DTFT champions have dedicated a month to promote Inclusion in the workplace in February 2023.
EDI6.04 Celebrate and promote diversity in our workforce	We are proud of the awards we hold that recognise our commitments to equality and inclusion. This year we will work to establish which are the best employee accreditation schemes for our organisation	●	Initial work to compare accreditation schemes was undertaken in Policy Team in 2022. Staff changes resulted in the work being paused; it will be taken up again in the second half of the year with a view to making recommendations to Steering Group in the first instance.
EDI6.05 Celebrate and promote diversity in our workforce	We are proud to participate in the Stonewall Workplace Equality Index and we will develop an action plan to improve our workplace for LGBTQIA+ employees based on the feedback we have received from our previous submissions	★	The Stonewall Workplace Equality Index, and staff survey, were both completed by officers across the organisation at the end of September 2022. Results will be announced in early 2023

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EDI6.06 Tackle bias and discrimination in all its forms	We have introduced ethnicity pay gap reporting and this year we will develop an action plan that will drive meaningful change in the workplace where we have identified pay disparity gaps.	★	The Gender Pay Gap report and Pay Policy Statement have been produced and are being reviewed at Remuneration Committee on 20th Jan for sign off at full council in February 2023. These are statutory documents which need to be approved before disclosure. Alongside these reports this year, for the first time, we have included the ethnicity pay gap report. Although this later report is not a statutory requirement as with the other two reports, we agreed to take this to Remuneration Committee, but this report will not go to full council. Once these are all signed off we will share findings and agree action plans.
EDI6.08 Improve diversity of our organisation at all levels so it's representative of communities	We will ensure that managers understand the EDI impact of recruitment both in terms of job descriptions, advertising, interview, selection and interview and branding	★	Managers are supported and advised by HR when planning recruitment. Work is ongoing to embed understanding of EDI impacts in that; however we have recognised the need for more training on EDI in recruitment processes and there will be a recruitment model as part of the leadership training that Organisational Development are compiling.
EDI6.09 Provide a supportive environment so that all staff can reach their potential	We commissioned an independent review of our Equality, Diversity and Inclusion approach to training. This year we will work to implement the recommendations from this review.	★	Specifications for the high priority development initiatives identified in the Inclusive Employers review are with EDI training providers to quote. Deadline for quote returns is 20th January. Chosen provider will deliver the high priority programme from April 2023. The high priority initiatives identified as part of the people managers pathway have been included in the essential skills for managers programme (part of the Delivering The Future Together Programme) and will be launched Spring 2023 – all new managers will be invited to attend. EDI Induction for all staff is being improved with a facilitated session as well as e-learning being provided for all new starters. The specification for this session is with EDI training providers to quote in January. All new starters from April 2023 will be invited to attend the facilitated session and it will be automatically added to their learning plan when they start at OCC