

EDI – Including everyone progress report Quarter two

Key points Summary

The results are overwhelmingly positive with only 4 out of 41 measures failing to achieve their targets and of those 3 of them narrowly missed. The only measure EDI 6.02 “We will roll out phase two of our reciprocal mentoring scheme”, the second cohort missed its deadline of summer 2022.

Measure	Action	Status	Equalities Commentary
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	●	OCC welcomed 80 new arrivals from Oct 21-Sep 22, however, 38 young people left the scheme having turned 18yrs. The older cohort of children presenting results in a high turnover and presents a challenge in reaching our target.
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) has been rescheduled for 15 Oct and we have replaced the Oxfordshire Conversations with three online events, to ensure feedback from these can inform the council's business and budget setting process. We are offering to answer questions submitted by phone or email for those unable to access the sessions online and are proactively offering 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 e-bike loan scheme with residents living in deprived areas of East Oxford to support them into cycling.
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	★	Feedback on the Banbury health routes will be gathered as part of the community health profiles which are currently being commissioned by Public Health.
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	★	Reports from community insight into healthy weight are being analysed and are both place and theme based. These will be incorporated into the healthy weight needs assessment, local community profiles and findings shared with providers to learn from and develop services.

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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. Roll out in Autumn 2022. Partner agencies have been invited to present their commitment to deliver against the increase in SNA's to the Children's Trust Board in Nov 2022.
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 has been approved and signed off by Cabinet in July 2022. Work is ongoing to produce an OCC action plan, and charter with partners.
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 Place-Board 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. More detailed updates will be available as this work develops.
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	★	22 sites delivered by project so far with a further 25 sites due in Q2 22/23. Build and delivery progressing well and orders are now being placed to bring sites into service.
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	★	Summary tasks completed to date (this financial year) include but are not limited to: Procurement hub training programme, Portal testing and implementation, Providing support to procurement staff with upcoming tender projects (particularly tricker projects like frameworks and DPSs), Soft launch with early adopter tender projects going live on the portal, first tender projects closing and being evaluated, Communications phase preparation (including InSite news article drafting and launch events being booked). Work to support the ongoing implementation and communications phase. Will continue over the autumn/winter and early 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 has identified three pilot projects to demonstrate the refreshed approach to an inclusive digital website. These are for Adult Social Care Reform communications, Recruitment and the Music Service. The outline of digital content needs to be agreed with stakeholders. Following these pilots, this new approach will then become the operational model for ongoing content changes.
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 up-front 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 2022-23.
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 3-5 years, dependent on capital funding.
	We will develop and amend the LTCP (including Part 2 and the area strategy 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 under-represented groups in Oxfordshire	★	LTCP adopted as council policy in July 2022

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ED14.02 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.
ED14.03 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 TVP to the Youth Justice Board in Sept 2022 and a report was also presented to the OSCB. Further detail re the data has been requested for the Dec YJB.
ED14.04 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 is progressing and is on schedule to be reported to the Safeguarding Board in December 2022.
ED14.05 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 in future.
ED14.06 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 survey has been commissioned for 22/23 to gain insight from local residents in the most deprived wards on the actions from the smoke free strategy. In addition service user views are collected by the smoking cessation service provider and a health equity audit is planned.
ED14.07 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 were updated on the intranet and promoted widely, particularly as part of Budget and Business Planning 2023-24 activities. Advice and assistance has been given to service leads on request. Further promotion of the guidance, forms and training will be made throughout the year to increase understanding and uptake.
ED14.08 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.
ED14.09 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 developed a forward plan to ensure that we continue to improve the quality of our services by co-producing with our residents. We have done this by supporting the commissioning managers and leads to have the resources to build on our ambitions.
ED14.10 Plan and deliver services that promote inclusion	Develop market statements for older people (underway) and long-term illness or disability (not yet started)	★	The market statements are both underway and we are working on our market shaping and development work. We will be publishing a revised Market Position Statement but this will be timed alongside the national requirement for a Market Sustainability Plan as part of Adult Social Care Reform. This work is currently being validated by Department of Health and Social Care prior to publication.

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ED14.11 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	★	having standardised equalities monitoring questions across OCC is important so that questions can be asked in the most appropriate way. There are still challenges with collecting equalities monitoring data face-to- face, there is a need to explain why the data 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 the why. Equally, staff need to feel confident to ask these questions and be able to explain confidently how the data will be used. This will be a core focus on this when we launch our new Safe and Well app v2.0 in early 2023
ED14.12 Better understand service users and their needs by collecting their information & feedback	We will align standards with the Oxfordshire Way principles to enable the Customer Service Centre to feed inclusive data to our systems and across services within the Council	★	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.
ED14.13 Better understand service users and their needs by collecting their information & feedback	This year we will aim to map any new customer 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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ED15.01 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 (due out on Monday 10 October) is asking 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.
ED15.02 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 managers to do so	★	Currently being developed – consultation with networks took place in July. Draft guidance is going through comment and sign off process with various stakeholders including HR / OD and networks.
ED15.03 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	★	Request with the Technical Support team in the ESFA to provide a full list of approved Supported Apprenticeship Providers. Work has also begun with local providers and teams within OCC to identify potential candidates and areas where these apprenticeships can be implemented
ED15.04 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.	★	We continue to promote and engage on the Armed Forces Covenant with SLT and ELT, and with the Oxfordshire Civilian Military Partnership which we arrange and Chair. Actions resulting from this engagement support the three pillars of the Covenant - education, healthcare and housing as well as recruitment, communications and wider activities to address inequalities resulting from service life.
ED15.05 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	★	Communications have continued to go out throughout OCC and HRBP's are now involved to start communicating/ assessing roles/ candidates where English and Maths can be provided. A "refresher" course is also in the process of being reviewed/ implemented.
ED15.06 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 as a result of diverse marketing and messaging. Female representation is now at 9.64% vs 7.99% two years ago and improvements have also been seen in BAME and LGBTIQ+ representation. The service has run one positive action day aimed at women this financial year with a second having to be cancelled due to competing internal priorities (On-Call firefighter recruitment and fire appliance crewing over the Jubilee period). A third positive action day is set for the November 2022. In 2023 the service is due to undertake recruitment for Wholetime Duty System conditioned firefighters which provides a great platform to make further strides due to the wide area that we can recruit from compared to our more frequent On- Call recruitment in Oxfordshire's market towns and villages.

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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.	★	Project now in progress to deliver changes to IT information and processes to make this easier for staff. Initial introductory and fact-finding meetings held with key stakeholders, including early engagement with the OCC Neurodiversity staff network. Review of existing assistive tools and processes underway. Proposed processes are being drafted.
EDI6.02 Celebrate and promote diversity in our workforce	We will roll out phase two of our reciprocal mentoring scheme	▲	Recommendations received from Inclusive Employers. Next steps to report findings to REACH network and Steering Group and to set up a facilitated discussion with mentors and mentees from cohort #1 to assess what went well and where improvements could be made plus understand individual objectives, the objectives of the REACH network and objectives of the organisation. A second cohort provider will be commissioned quarter 3. Original timeframe for cohort #2 was summer 2022
EDI6.03 Celebrate and promote diversity in our workforce	We embed EDI into all DTFT projects	★	EDI considered in design phase of all projects Monthly meetings with inclusion network leads to discuss projects / programme - ongoing.
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 earlier 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 Council completed its submission to this years' index at the end of September, results will be announced in early 2023
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 pay gap report will be run October 2022 with anew action plan arising. The findings from the report will be discussed with the REACH Network and the Steering Group
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.	★	Inclusive Employers commissioned to make recommendations around training. Draft report received. Recommendations are to develop 3 pathways - All staff, All managers and all leaders. Specific sessions and learning outcomes have been developed and prioritized high, medium and low. The recommendations for managers have been encompassed into the new managers induction - core programme. the findings and recommendations are due to be presented to Claire Taylor on 10th October and the Steering Group on 12th October. The recommendations paper and the implementation plan will be shared with the networks