Application: Oxfordshire County Council

[redacted]
Workplace Equality Index 2022

Summary

[redacted]
Last submitted: 8 Oct 2021 03:39 PM (UTC)

Data protection and privacy statement

Completed 23 Sep 2021

Form for "Data protection and privacy statement"

This is my form.

Before starting your Workplace Equality Index submission, please read the following very carefully.

It sets out how Stonewall will use the information you submit.

Please note that we have updated our privacy policy. We now ask, wherever possible, that you redact personal data from your evidence.

Data protection and privacy statement

This privacy statement sets out how Stonewall uses and protects any information that you give Stonewall when you use this website.

Stonewall is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Stonewall may change this statement from time to time by updating this page. You should

check this page from time to time to ensure that you are happy with any changes. This statement is effective from 15/06/2021.

Stonewell agree to comply the with any applicable legislation relating to data protection or privacy of individuals, the "Regulation" (which means Regulation (EU) 2016/679 of the European Parliament and the Council ("General Data Protection Regulation") and its national implementing laws, as well as any applicable laws or regulations on cyber security ("Data Protection Laws").

Data controller and processors

Stonewall Equality Ltd acts as Data Controller for all data processed for the Workplace Equality Index, Global Workplace Equality Index, Schools and College Awards and CYPS Awards. We use SMApply as a third-party data processor for the purposes of secure storage and have appropriate contracts and procurement checks in place to ensure they both comply with our terms set as Controller as well as all relevant data protection laws.

What we ask you to submit

Whilst registering and completing a submission, we may ask you to submit the following information:

• Names and job titles of submitters and collaborators
• Contact information including email address of submitters and collaborators
• Information about your organisation, such as postcodes and sector
• Information and files as supporting evidence for submissions such as:
- Policies
- Communications
- Screenshots of intranet posts
- Descriptions of processes and ways of working
- Examples of training
- Case studies
- Schools/Colleges only: photographs (see additional information below)
- Schools/Colleges only: screenshots of school procedures/systems, e.g. SIMS
- Schools/Colleges only: minutes/agendas from Governing Body meetings

Our lawful basis for processing the names, job titles, and contact information of submitters and collaborators is contractual.

Please note that whilst completing your submission you may be asked to provide pieces of evidence that reference individuals, such as personal profiles. Wherever possible you should redact personal data from this evidence, for example by covering names and photographs. If you do need to share personal details (for example for an individual award nomination), it is your responsibility to ensure you have the permission of the individual to share this information with Stonewall. We are relying on third party consent to process this data, so it is imperative that you receive explicit permission. Schools and Colleges should never submit details that can identify individual children.

What we do with the information you submit

Stonewall may use the information you submit for the following purposes related to the Workplace Equality Index and to further LGBT equality and inclusion in the workplace:

- **Stonewall will use the information you submit to review, score and rank your organisation in comparison to other entrants.**
- **The information supplied is confidential between Stonewall and the applicant/organisation.**
- **Any ranks outside of the Top 100 will remain confidential between Stonewall and the applicant/organisation.**
- **Any scoring or comments made on the submission is confidential between Stonewall and the applicant/organisation, except for purposes outlined below.**
- **Aggregated scores, information and data may be used to identify national, regional and sector trends and patterns of work. This information may be published in Stonewall resources or publications. Where individual organisations or individuals are named, permission to do so will be sought.**
- **Individual practice, where deemed good practice by Stonewall, may be shared with other organisations either directly through Stonewall Account Managers, or within resources produced by Stonewall. Before any practice is shared, permission will be sought from the organisation in question.**
- **Demographic data about your organisation, for example number of employees, will be used for internal record keeping, aggregated analysis that may be published, and to improve our offers and services.**

Stonewall may use the information you submit for the following purposes related to the School and College Champion Awards and to further LGBT equality and inclusion in schools and colleges:

• Stonewall will use the information you submit to review your school or college against the criteria for the School or College Award for which you are applying.
• The information supplied is confidential between Stonewall and the school or college.
• Any scoring or comments made on the submission are confidential between Stonewall and the school or college, except for purposes outlined below:
- Individual practice, where deemed good practice by Stonewall, may be shared with other schools or colleges either directly by the Stonewall Education Team, or within resources produced by Stonewall. Before any practice is shared, permission will be sought from the school or college in question.
- Demographic data about your school or college, for example whether you are a primary or secondary school, will be used for internal record keeping and to improve our offers and services.

Stonewall may use the information you submit for the following purposes related to the CYPS Award and to further LGBT equality and inclusion:

• Stonewall will use the information you submit to review, score and rank your organisation in comparison to other entrants
• The information supplied is confidential between Stonewall and the applicant/organisation.
• Any scoring or comments made on the submission is confidential between Stonewall and the applicant/organisation, except for purposes outlined below.
• Information and data may be used to identify national and regional patterns of work. This information may be published in Stonewall resources. Where individual organisations or individuals are named, permission to do so will be sought
• Individual practice, where deemed good practice by Stonewall, may be shared with other organisations either directly through Stonewall Account Managers, or within resources produced by Stonewall. Before any practice is shared, permission will be sought from the organisation in question
• Demographic data about your organisation will be used for internal record keeping and to improve our offers and services

We are committed to ensuring that your information is secure. In order to prevent

unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Data retention and access

For the Workplace Equality Index and Global Workplace Equality Index, we will endeavour to hold and provide access to your submissions on Stonewall Submit for four years after the submission deadline. However, it is your responsibility to retain an internal copy of your submission. After 4 years, your submission will be deleted from our systems.

For Education and Youth awards, we will delete your submission from our systems once your result has been returned to you. It is your responsibility to retain an internal copy of your submission.

When individuals change roles or leave an organisation, we will transfer submission access to verified new contacts at the organisation.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal and organisational information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Laws. Please visit our wider Privacy Policy under ‘Your Rights’ to see how to do this.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address or:

• memberships@stonewall.org.uk for queries related to the Workplace Equality Index or Global Workplace Equality Index

• education@stonewall.org.uk for queries related to School Champion Awards and College Champion Awards

• cyps@stonewall.org.uk for queries related to CYPS Champion Awards

We will promptly correct any information found to be incorrect.

Survey Monkey Apply data protection and privacy

This site has been built and is managed using Survey Monkey Apply, an online application system.

You can find the Survey Monkey Apply privacy statement here.

You can find the Survey Monkey Apply security statement here.

Stonewall privacy policy

You can find the main Stonewall privacy policy here.

Please tick here to show us you've read and understood the Stonewall data protection and privacy policy.

I've read and understood the data protection and privacy policy

About your organisation

Completed 23 Sep 2021

Form for "About your organisation"

This is my form.

Organisation name

Please note: this is the name that will be used in the Top 100 Employers report and associated publications if your organisation receives an award.

Oxfordshire County Council

Which of the following best describes your sector type?

Public

Which sector best fits your organisation?

Government & Regulators

Which part of the UK is your organisation headquartered in?

England: South East

What is the postcode of your organisation's UK headquarters?

OX1 1ND

Which of the following parts of the UK does your organisation have offices, premises or branches in?

Responses Selected:

England: South East

How many employees does your organisation have in the UK?

5000

Does your organisation have apprenticeships in the UK?

Yes

How many apprentices does your organisation have in the UK?

160

Does your organisation have volunteers in the UK?

No

Section 1: Policies and benefits

Completed 5 Oct 2021

Form for "Section 1: Policies and benefits"

This is my form.

Section 1: Policies and benefits

This section examines the policies and benefits the organisation has in place to support LGBT staff. The questions scrutinise the policy feedback process, policy content and provision of specific support.

1.1 Does the organisation have a process to ensure all employees can feedback on the inclusiveness of relevant policies (for example, HR policies)?

Guidance:

• This should be open to all employees and across all relevant policies.

• Relevant policies include HR policies, for example leave policies.

• If feedback does not trigger immediate reviews, there must be regular, periodic policy reviews that consider the feedback.

Yes

Describe the process, how it is communicated, and what action the feedback triggers (max. 500 words).

The council consults trade unions, who represent all staff, on all HR policies when they are reviewed. Staff inclusion groups are also given the opportunity to feedback on relevant policies as they are reviewed.

Describe any previous outcomes of the process (max. 500 words).

In January 2021, following feedback from staff, we renamed our Dignity at Work policy to Anti-Bullying, Harassment and Discrimination policy. The LGBTIQ+ staff network, BAME staff network, and Disability staff network were asked for feedback on the revised Anti-Bullying, Harassment and Discrimination policy and amendments made to ensure that the process of how to report harassment or discrimination was made clear.

We also asked Stonewall for their feedback on the revised policy and included gender identity and gender expression in our policy.

When reviewing this policy we explicitly included 'making homophobic, biphobic or transphobic threats' under examples of unacceptable behaviour and strengthened the statement around our zero tolerance approach towards bullying and harassment on the grounds of age, race, disability, sex, sexual orientation, gender identity, gender expression or religion and belief.

Outcomes of our auditing in the past 12-24 months also include:
- our trans guidance;
- seeking to be gender neutral across all policies regardless of whether they're specifically HR or LGBT+ policies;
- inputting to the forthcoming review of our Officer Code of Conduct (held by Corporate Governance) around gender neutral terms and explicit forms of discrimination,
harassment and bullying;
- and inputting to our ongoing review of our Constitution (a formal legalistic document held by Democratic Services) again around gender neutral terms.

1.2 Does the organisation have a policy (or policies) that includes the following? Tick all that apply.

Guidance:

• The policy (or policies) should clearly state that the organisation will not tolerate discrimination, bullying or harassment against employees on the grounds of sexual orientation or gender identity and/or trans identity.

• These may be listed along with other protected characteristics.

Responses Selected:

A. Explicit ban on discrimination, bullying and harassment based on sexual orientation (bronze award requirement)
B. Explicit ban on discrimination, bullying and harassment based on gender identity and gender expression (bronze award requirement)
C. An example of biphobic bullying or harassment
D. An example of homophobic bullying or harassment
E. An example of transphobic bullying or harassment
F. Clear information about how to report an incident and how complaints are handled

Upload the selected policies with the relevant sections highlighted.

ANTI-BULLYING HARASSMENT AND DISCRIMINATION POLICY Final January 2021.pdf

Filename: ANTI-BULLYING HARASSMENT AND DISCRIMINATION POLICY Final January 2021.pdf **Size:** 400.9 kB

Provide a brief description of the policy/policies you have uploaded (max. 200 words).

The council's Anti-Bullying, Harassment and Discrimination policy has been uploaded.

1.3 Where the organisation has the following family and leave policies, do they use gender-neutral language and explicitly state that they are applicable regardless of gender? Tick all that apply.

Guidance:

• The policies should explicitly state that they apply regardless of the employee or the employee's partner's gender.

• The policies should avoid gendered language and pronouns, for example, by using the term 'partner' instead of 'husband' or 'wife'.

Responses Selected:

A. Adoption Policy
B. Special or Compassionate Leave Policy
C. Maternity Policy
D. Paternity Policy
E. Shared Parental Leave Policy

Upload the selected policies.

Adoption Leave and Pay Scheme - October 2019.pdf

Filename: Adoption Leave and Pay Scheme - October 2019.pdf **Size:** 205.1 kB

Maternity Scheme - October 2019.pdf

Filename: Maternity Scheme - October 2019.pdf **Size:** 214.8 kB

Paternity Scheme - October 2019 .pdf

Filename: Paternity Scheme - October 2019 .pdf **Size:** 139.4 kB

Shared Parental Leave Policy April 2015 (amended Nov 20).pdf

Filename: Shared Parental Leave Policy April 2015 (amended Nov 20).pdf **Size:** 206.6 kB

Emergency Leave Scheme March 2016.pdf

Filename: Emergency Leave Scheme March 2016.pdf **Size:** 79.1 kB

Provide a brief description of the policy/policies you have uploaded (max. 200 words).

We have uploaded the Maternity policy, Adoption policy, Paternity policy and Shared Parental Leave policy. We have policies on Emergency leave and Special leave - we have uploaded the Emergency leave policy as this covers compassionate leave. The policy does not explicitly state that it applies to same sex couples but that it is available to ALL employees and uses gender neutral language. It also lists 'partner' and 'civil partner' under close relatives.

1.4 Does the organisation have a trans inclusion policy that covers the following?

Guidance:
• This policy should contain information about the inclusion of all trans employees, regardless of whether they are currently transitioning.
• C – guidance must make clear that all trans employees can use the facilities (e.g. toilets, changing rooms) they feel most comfortable using and should explain your commitment to introducing gender-neutral facilities, if not already widely available.
• D – guidance on dress code should be offered regardless of whether you have a uniform or dress code policy. This should make clear that all employees, including trans and non-binary employees, are encouraged to wear the uniform or dress that they feel most comfortable in. If you provide a uniform, this should include provision for gender fluid employees to have multiple uniforms.

Responses Selected:

A. A clear commitment to supporting all trans people, including those with non-binary identities
B. Information on language, terminology and trans identities, including non-binary identities
C. Guidance on facilities for trans employees, including non-binary employees
D. Guidance on dress code for trans employees, including non-binary employees
E. A clear commitment to confidentiality and data protection for trans staff

Upload the selected policies.

Transgender_staff-guidanceformanagers.pdf

Filename: Transgender_staff-guidanceformanagers.pdf **Size:** 284.7 kB

Provide a brief description of the policy/policies you have uploaded (max. 200 words).

The attached guidance is available to staff and managers from our intranet and includes practical advice and suggestions for employees and managers in the recruitment and retention of transgender staff based on guidance from the Government Equalities Office and ACAS.

1.5 Does the organisation have a policy (or policies) to support employees who are transitioning that covers the following? Tick all that apply.

Guidance:
• This could be contained within a trans inclusion policy, could be supportive guidance to a trans inclusion policy, or could be in a stand-alone transitioning at work policy.
• This should be explicitly non-binary inclusive.
• A and C – these should include a commitment that the employee will be allowed the time off that they need for transition-related treatments or appointments and that any leave will be recorded separately to sick leave.

Responses Selected:

A. Work related guidance for an employee who is transitioning (bronze award requirement)
B. Work related guidance on the process for an employee to change their name and gender marker on workplace systems
C. Work related guidance around data protection and confidentiality
D. Work related guidance for managers on how to support an employee who is transitioning (bronze award requirement)

Upload the selected policies.

Transgender_staff-guidanceformanagers.pdf

Filename: Transgender_staff-guidanceformanagers.pdf **Size:** 284.7 kB

Provide a brief description of the policy/policies you have uploaded (max. 200 words).

The attached guidance is available to staff and managers from our intranet and includes practical advice and suggestions for employees and managers in the recruitment and retention of transgender staff based on guidance from the Government Equalities Office and ACAS.

1.6 Does the organisation have a formal commitment to introduce gender-neutral facilities in all its buildings?

Guidance:

• If gender-neutral facilities are not already available in all buildings, this should be a formal commitment to introduce gender-neutral facilities in any new builds or to gender-neutral facilities being a requirement of any new leases.

• This should be a commitment that’s signed off by senior leaders and published internally.

• Provision of gender-neutral facilities should be in addition to accessible facilities.

No

1.7 Does your organisation provide healthcare insurance to your UK employees?

Your answer will direct you to the correct question for 1.7.

No

1.7 In the last three years, has the organisation scrutinised and developed the LGBT inclusivity of its mental health support provision?

Guidance:

• Provision could include your employee assistance programme, affiliated counselling services or internal mental health first aiders.

• Scrutiny should be specific, such as asking about a provider's LGBT-specific training for frontline employees.

• This should include at least one action you've taken in the last three years.

Yes

Describe how you scrutinised the provision and what the actions were. Please provide specific dates or time periods within the last three years (max. 300 words).

As part of agreeing the contract with our new employee assistance programme (EAP) we discussed whether they were a Stonewall Diversity Champion, which they were. Representatives from the EAP have attended open meetings of our LGBTIQ+ network to provide signposting and present and discuss what provision is available and how it seeks to be inclusive. Additionally, following feedback from staff, we have confirmed with the supplier that employees can request to speak to advisors who are specifically trained in aspects including LGBT+ related issues/trauma. We have also provided feedback and worked with the supplier to improve trans and non-binary inclusion, with pronouns and aural awareness. Members of our staff network have met our EAP supplier and provided presentations and training to our Occupational Health supplier.

The following question is for information gathering purposes only and is not scored.

1.8 Has the organisation reviewed other policies to ensure they are LGBT inclusive?

Guidance:

• This might include menopause or andropause policies.

• This might also include domestic abuse policies.

Yes

Upload the selected policies.

Provide a brief description of the policy/policies you have uploaded (max. 200 words).

The staff networks are consulted on policies as part of the organisations commitment to involve their voices and experiences; and as part of the networks support to the business. For example in Community Safety Services we have recently reviewed the Emergency Leave policy and Flexible Working policy. The staff networks were involved in reviewing the new council Anti-Bullying and Harassment policy.

The following question is for information gathering purposes only and is not scored.

1.9 Are the organisation's compassionate and/or special leave policies inclusive of loved ones/chosen families/close support networks and supporting someone through transition?

Guidance:

• Chosen families are people who an employee considers to be family, but who have no legal or biological connection to them.

• Chosen families, loved ones and close support networks can be particularly significant to those who are estranged from their families, an issue that disproportionately affects LGBT people.

• Policies should be clear that employees are entitled to the same leave when it relates to their loved ones/chosen family/close support networks as when it relates to their biological or legal family members.

• Special leave policies should explicitly include provision to support someone through transition, for example accompanying them to medical appointments.

No

Section 2: The employee lifecycle

Completed 5 Oct 2021

Form for "Section 2: The employee lifecycle"

This is my form.

Section 2: The employee lifecycle

This section examines the employee lifecycle within the organisation, starting with recruitment practices and finishing with exit processes. The questions scrutinise how the organisation engages and supports employees throughout their journey in the workplace.

2.1 When advertising for external appointments, how does the organisation attract LGBT talent? Tick all that apply.

Guidance:
• These actions should not be limited to HR or Diversity & Inclusion related roles.
• A – this can include taking recruitment materials to Pride events and should have taken place in the last year.
• B – evidence should include screenshots of a job pack or job page from the last year.
• C – this can be a link to a webpage.

Responses Selected:

A. Advertising on or recruiting from LGBT or diversity websites, fairs and events
B. Include a statement around valuing diversity, explicitly inclusive of LGBT people in job packs and pages (bronze award requirement)
C. Include information about your LGBT employee network group or LGBT inclusion activities in all job packs and pages

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Upload evidence for the selected options.

Evidence for 2.1 (B).docx

Filename: Evidence for 2.1 (B).docx **Size:** 167.8 kB

Evidence for 2.1 (C).docx

Filename: Evidence for 2.1 (C).docx **Size:** 358.2 kB

3581823309-OFRS wrap truck.JPG

Filename: 3581823309-OFRS wrap truck.JPG **Size:** 325.0 kB

Describe the evidence uploaded (max. 200 words).

A- attendance at Oxford Pride, Bicester Pride, Witney Pride taking our Fire Recruitment appliance and banners and council recruitment materials; and taking diversity branded materials to recruitment fairs and wearing our rainbow lanyards; attending careers fairs for young people.

B - Screen shot attached showing the following statement appears on our adverts that can be viewed here: https://www.oxfordshire.gov.uk/council/working-oxfordshire-county-council/latest-job-vacancies

Our commitment to equality, diversity and inclusion:

At Oxfordshire County Council we are proud of our diverse workforce. Everyone is accepted for who they are, regardless of age, disability, gender identity, marital status, race, faith or belief, sexual orientation, socioeconomic background, and whether you're pregnant or on family leave. We have a number of staff network groups which provide peer support and safe spaces for staff.

C - Screen shot attached from our Fairness and Equality at Work webpage, which provides information about the LGBTIQ+ staff inclusion network. This is linked from our jobs pages: https://www.oxfordshire.gov.uk/council/working-oxfordshire-county-council/fairness-and-equality-work

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2.2 Does the organisation provide guidance or training for all employees with recruitment responsibilities on how to carry out inclusive recruitment?

Guidance:

• This should be specific to recruitment and include LGBT content.

• This should be provided to all employees involved in recruitment, not just HR teams.

• Best practice would be a checklist of inclusive practices that recruiters complete when they carry out a recruitment round. This might include, for example, sharing their pronouns at the start of an interview, if they feel comfortable doing so.

Yes

Upload evidence of guidance or training.

2.2 intranet guidance recruitment.docx

Filename: 2.2 intranet guidance recruitment.docx **Size:** 447.5 kB

Describe the format of the guidance and the content you have uploaded (max. 500 words).

Equality in the Workplace is our mandatory e-learning for all staff.
Additionally, recruiting managers must complete Recruitment and Selection e-learning.
Managers can also attend the "Diversity in People Management" full day course which discusses all protected characteristics, Public Sector Equality Duty, unconscious bias
and specifically discusses LGBT+ and does a scenario on trans employee transitioning.

We have attached a file of screenshots from our e-learning package covering the recruitment elements, screenshots from our intranet guidance, instructions and training covering recruitment. We also have a recruitment with diversity and inclusion course which is mandatory for all managers.

2.3 What information does the organisation supply to all new employees (external appointments) when being inducted into the organisation? Tick all that apply.

Guidance:

• Content for all options can be supplied in person, online (through a video or post), or on paper.

• A – the message should explicitly refer to LGBT inclusion, including bi, non-binary and trans inclusion.

• C – relevant policies are those covered in Section 1.

Responses Selected:

A. Explicit message on the organisation’s commitment to LGBT inclusion (bronze award requirement)
B. Information on the LGBT employee network or allies programme/initiative
C. Information on relevant policies and the organisation’s commitment to ensuring they are LGBT inclusive

Upload evidence for the selected options.

induction-checklist-and-probation-performance-review-record.docx

Filename: induction-checklist-and-probation-performance-review-record.docx **Size:** 104.4 kB

Briefly describe the induction process and at what point the new starter receives the above information (max. 500 words).

All new employees are asked to read the mandatory Anti Bullying, Harassment and Discrimination policy as part of the induction process. All policies are on the council's intranet and these are signposted from the Induction Checklist.
All new employees are also asked to complete the mandatory Equality in the Workplace e-learning course and Dignity at Work e-learning course.
All new employees are also asked to attend corporate induction session which includes a presentation on our equalities framework 'Including Everyone' covering our commitment to equalities and inclusion, in partnership with CDC, how the framework came about and signposts to our Staff Inclusion networks and our new values and behaviours.

Community Safety Services also have a diversity e-learning package which new starters (and all staff periodically) are asked to complete and mark completion in RedKite performance management tool.

Evidence:

C: See page 7, 9 and 10 of attached Induction Checklist.

2.4 Does the organisation enable non-binary employees to have their identities recognised on all employee-facing workplace systems?

Guidance:
• Examples include the option to choose a gender marker other than male or female and being able to use gender-neutral titles, such as Mx.
• Alternatively, you could consider removing gender markers and titles from your systems altogether.
• You will receive more marks if at least one example is specific to gender fluid people, for example the ability to have multiple passcards with different forms of gender expression.

Yes

Describe how non-binary identities are recognised on workplace systems, including at least two examples (max. 500 words).

Employees are able to select Mx as their title on employee self-service.

Employees can also choose their own gender identity on the employee self service, system.

The facilities management team can also add the employee's choice of title, such as Mx, to their staff ID badges, or provide two ID badges to show different gender expressions if an employee so wishes.

We are presently working with Microsoft to enable non-binary identities and pronouns for all staff in our Active Directory, our email exchange, and MS Teams.

2.5 Does the organisation provide all-employee training on compliance with its discrimination, bullying and harassment policies, including the following:

Guidance:

• The training should reach as many employees as possible across your organisation.

• Training content should explicitly mention LGBT people and cover lesbian, gay, bi and trans in the context of each option selected.

• Examples of content you could upload are case studies, e-learning screenshots or PowerPoint presentations.

• Training can be provided in-person or digitally.

A. Organisational policy and legislation (bronze award requirement)	51-75%
B. Examples of biphobic, homophobic and transphobic discrimination, bullying and harassment	51-75%
C. Examples of discrimination, bullying and harassment on the basis of multiple identities	51-75%
D. How to challenge biphobic, homophobic and transphobic discrimination, bullying and harassment	51-75%
E. How to report biphobic, homophobic and transphobic discrimination, bullying and harassment	51-75%
F. A clear route for feeding back on the inclusion or representation of employees’ identities in the training	51-75%

Describe how you estimate completion rates (max. 500 words).

All staff are required to complete the e-learning on Equality in the Workplace.

E-learning completion is assessed by reviewing staff training records for completion within our Learning Zone system.

Describe the format of the training and the content you have uploaded (max. 500 words).

Equality in the Workplace is e-learning for all staff.
Dignity at Work is e-learning for all staff.
Equality Act 2010 e-learning package (new).
Trans Awareness e-learning package (new).

We have attached a file of screenshots from our e-learning packages, intranet and Anti-Bullying, Harassment and Discrimination policy covering the following: examples of discrimination, how to challenge discrimination, how to report discrimination and our organisational policy.

Upload evidence for selected options.

2.5A Evidence of e-learning - Equality in the Workplace.docx

Filename: 2.5A Evidence of e-learning - Equality in the Workplace.docx **Size:** 15.1 MB

2.5B Training reporting.docx

Filename: 2.5B Training reporting.docx **Size:** 6.6 MB

2.6 In the past year, which of the following messages have appeared in internal communications to all employees? Tick all that apply.

Guidance:

• Communications uploaded should have been sent or made available to all employees (or as many as geographically possible through the specific communication method). In your uploaded evidence, make clear who/how many employees the communication reached.

• Evidence could include emails and screenshots of intranet posts.

• A – communications can focus on specific awareness days/events, such as LGBT History Month, Pride and/or IDAHOBIT (International Day Against Homophobia, Biphobia and Transphobia).

• B – communications can focus on specific awareness days/events, such as Bi Visibility Day and/or Pan Visibility Day.

• C – communications can focus on specific awareness days/events, such as Trans Day of Visibility, Trans Day of Remembrance and/or Trans Pride.

• D – communications can focus on specific awareness days/events, such as Non-Binary People’s Day.

• A, B, C and D – you are required to meet at least one of these criteria to receive a bronze award.

Responses Selected:

A. Information about LGBT identities and experiences (bronze award requirement)
B. Information about bi identities and experiences (bronze award requirement)
C. Information about trans identities and experiences (bronze award requirement)
D. Information about non-binary identities and experiences (bronze award requirement)
E. Information about the LGBT Employee Network Group and/or allies activity
F. Information about LGBT-inclusive policies
G. Information about the importance of pronouns and pronoun introductions

Upload evidence for selected options.

OCC_Intranet - Welcome to LGBT History Month.pdf

Filename: OCC_Intranet - Welcome to LGBT History Month.pdf **Size:** 257.0 kB

Bi Vis 2021 Submission.pdf

Filename: Bi Vis 2021 Submission.pdf **Size:** 193.2 kB

Trans Vis 2021 submission.pdf

Filename: Trans Vis 2021 submission.pdf **Size:** 203.1 kB

Trans Vis 2021 submission.pdf

Filename: Trans Vis 2021 submission.pdf **Size:** 203.1 kB

LGBT Network Staff Mag 2021 Submission.JPG

Filename: LGBT Network Staff Mag 2021 Submission.JPG **Size:** 133.4 kB

OCC_Intranet - How to report bullying harassment and discrimination.pdf

Filename: OCC_Intranet - How to report bullying harassment and discrimination.pdf **Size:** 153.9 kB

Provide date for option A:

1 Feb 2021

Provide date for option B:

21 Feb 2020

Provide date for option C:

20 Feb 2020

Provide date for option D:

20 Feb 2020

Provide date for option E:

8 Jun 2020

Provide date for option F:

4 Feb 2021

Provide date for option G:

20 Feb 2020

2.7 Does the organisation proactively recognise contributions to LGBT inclusion activity during employee performance appraisals?

Guidance:
• The onus should be on the employer/manager to make clear that contributions to LGBT inclusion (such as network group activity) align with organisational values and count towards diversity and inclusion objectives.
• This should be systematic and applied to all performance appraisals, not just those of the network leads.
• Recognition doesn't have to be financial.

Yes

Describe how contributions are recognised (max. 300 words).

'Equality and Integrity' is one of five values that we have agreed this year. These values will be an intrinsic part of all conversations within our 12:3:2 framework (12 one-to-ones, 3 meetings to discuss performance and 2 team meetings). The one-to-ones and performance meetings allow for celebrating contributions to staff inclusion networks.

2.8 Does the organisation identify and act on any LGBT inclusion issues raised at exit interviews or on exit surveys?

Guidance:

• This can be part of a wider question about diversity and inclusion at the organisation.

• Answers should detail how all employees are given opportunities to raise any issues relating to discrimination (homophobia, biphobia and/or transphobia) they may have experienced or become aware of in the organisation.

• There should be a clear process by which issues are referred and acted on by the organisation.

Yes

Describe the exit interview/survey process and how LGBT issues would be identified or raised (max. 200 words).

Exit interviews are an important way for us to understand people's reasons for leaving and to know more about their experience of working for the council.
When someone leaves they are asked to compete an online exit interview questionnaire. Alternatively they can meet with their manager to talk through the questionnaire or they
can ask to meet another manager or speak with someone from HR.
Completed exit interview questionnaires are sent to the directorate's HR Business Partner, who will share the information with the appropriate manager/s. They will do this
either before or after the employees leaves, depending on
their wishes. Any issues, including any LGBT inclusion issues, will be acted upon at this stage.
If the employee discloses serious issues about the council's operations in their exit interview, they will be investigated under the council's whistleblowing policy. If they raise
complaints about their own employment, they will need to make it clear whether they want them dealt with formally under the council's Resolving Grievances procedure.

Describe how any issues raised would be acted upon by the organisation (max. 200 words).

The HR Business partner would discuss the issues with the appropriate manager(s). Depending on the issues raised, an investigation may take place under the Resolving Grievances procedure

The following question is for information gathering purposes only and is not scored.

2.9 Does the organisation have a mental health or wellbeing strategy that explicitly addresses the needs of LGBT people?

Guidance:

• This should address the specific needs of lesbian, gay, bi and trans people.

No

The following question is for information gathering purposes only and is not scored.

2.10 When advertising for its apprenticeships, does the organisation run initiatives to specifically attract LGBT job seekers?

Guidance:

• Please only answer this question if the organisations has apprenticeships in the UK

• This might include LGBT-specific content in recruitment materials or advertising at LGBT-specific events.

No

Section 3: LGBT employee network group

Completed 5 Oct 2021

Form for "Section 3: LGBT employee network group"

This is my form.

Section 3: LGBT employee network group

This section examines the work of your LGBT employee network group. The questions scrutinise the support the group is given by the organisation, its commitment to inclusivity, and the activities it carries out.

3.1 Does the organisation have an LGBT employee network group for LGBT employees? Select one option.

Guidance:

• A – this option scores maximum marks for this question.

• B and C – these options score lower marks for this question.

• A, B and C – you are required to meet one of these criteria to receive a bronze award.

A. Yes, with a defined role and terms of reference (bronze award requirement)

Upload the group's terms of reference.

OCC LGBT Network ToR - V6.docx

Filename: OCC LGBT Network ToR - V6.docx **Size:** 82.5 kB

3.2 In the past year, has the organisation supported the work of the LGBT employee network group in the following ways? Tick all that apply.

Guidance:
• C – time should be formally agreed.
• D – this should develop practical skills relevant to the role of the network group, for example peer support, mentoring or conflict resolution.
• E – these can be general or LGBT-specific programmes and should be communicated to members through the employee network group.

Responses Selected:

B. Provided a formal senior champion
D. Facilitated network members' participation in skills training
F. Facilitated network members' participation in external LGBT-specific seminars and conferences

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Describe the support provided and how it is communicated to the network (max. 200 words per option).

B) Director for Customers and Organisational Development is overall lead for EDI, chairs the EDI steering group which the network has a seat on and has acted as a key note speaker for events. Deputy Chief Fire Officer is the champion for Pride and the Data Protection Officer is the champion for inclusive data.
D and F) HR and OD have provided budgets to attend both online webinars and participated in events with partners e.g. Thames Valley Fire and Rescue and Oxford University Hospitals Trust. A formal support offer for all staff networks is currently being developed that will cover a formal time commitment, budget and agreed training opportunities.

3.3 In the past year, which of the following activities has the LGBT employee network group undertaken to improve its inclusivity? Tick all that apply.

Guidance:

• C – this should reference specific marginalised or underrepresented groups (for example, trans people or LGBT people of colour).

• D – this could be a physical or digital space, for example a meet-up for LGBT people of faith or a closed bi digital group on your intranet.

Responses Selected:

A. Implemented a formal mechanism to ensure bi issues are engaged with (for example, bi reps)
B. Implemented a formal mechanism to ensure trans issues are engaged with (for example, trans reps)
C. Promoted itself as being open to all and inclusive of marginalised and underrepresented LGBT groups
D. Introduced specific spaces for marginalised and underrepresented LGBT groups

Describe the activities you have undertaken (max. 200 words per option).

A) We have a bi rep on the network steering group who leads on promoting bi visibility day

B) We have a trans and non-binary rep [redacted]

C) The full name of the network is the Lesbian, Gay, Bi, Trans, Intersex, Queer/Questioning, Ace, Allies and plus. This was specifically done because we wanted to be inclusive of trans, intersex and ace communities

D) We have held a closed virtual sessions with the LGBTIQ+ Network and the Christian Network to create a safe space for LGBT+ people of faith, we have also held a closed session with our Neurodiversity and Wellness group so that LGBTIQ+ and/or neurodiverse staff can have shared discussions.

3.4 Does the LGBT employee network group have a formal strategy to ensure it is inclusive of and accessible to marginalised or underrepresented LGBT groups?

Guidance:

• Your strategy should focus on the inclusion of at least three specific marginalised or underrepresented LGBT groups. This might include (but is not limited to):

- BAME LGBT people / LGBT People of Colour
- Bi people

- LGBT carers
- LGBT people of faith
- LGBT parents
- LGBT people with accessibility needs
- Non-binary people
- Older LGBT people
- Trans people

• Your description should include how you identified which marginalised or underrepresented groups to focus your strategy on. This might include insights from:
- LGBT network group membership and event attendance
- LGBT network group satisfaction surveys
- Employee satisfaction surveys
- WEI Staff Feedback Questionnaire report
- Sectoral, regional or national research

• Your description should include actions the network group has taken so far and has committed to take in the future. These might include (but are not limited to):
- Introducing an inclusion rep
- Holding events within working hours
- Holding regular alcohol-free social events
- Holding events at accessible venues
- Avoiding holding events at the same time as religious festivals/holy days

• Actions can include, but must go beyond, those referenced in 3.3

Yes

Upload your strategy document.

Events and anniversaries calendar.xlsx

Filename: Events and anniversaries calendar.xlsx **Size:** 28.3 kB

Describe how the strategy was formulated, actions the network has taken so far and outcomes so far (max. 500 words).

The Council has developed an overarching 'Inclusion Calendar' for the year (which is attached). Within that there are key targeted events for a range of EDI subjects but specific to LGBT it includes LGBT History Month, Pride Month, IDAHOBIT, Bi Visibility Day, Trans Day of Remembrance and National Inclusion Week. Staff in Comms and Marketing co-produce materials for each of the days with staff networks.

The key actions that the network has focused on this past year have been: promoting LGBT identities and neurodiversity as part of the 'Mind, Body and Spirit' theme for LGBT History Month with a lunch and learn with the neurodiversity and wellness group. Highlighting LGBT health inequalities during Pride month via an interview with the Director of Public Health and the Chair of Oxford Pride. A collaborative workshop with our BAME Network about what inclusion means to us in the workplace for national inclusion week.

Outcomes: For LGBT History Month we held an open virtual session for all staff where circa 100 people attended, we also saw an 82% increase in traffic to our internal webpages.

For Pride: we were able to showcase how our libraries, drug and alcohol, adoption and community safety services are inclusive of LGBT communities plus participated in a virtual pride event that was viewed by over 2,000 people.

Inclusion Week: The open webinar session was attended by circa 70 people including senior managers and helped to highlight intersectionality across the organisation.

3.5 Which of the following support activities does the LGBT employee network group undertake? Tick all that apply.

Guidance:

• A and B – support for individuals should be available and advertised to all staff.

• A – this could be on an individual basis and/or through a closed digital group for LGBT employees.

• C – this should relate to policies that impact upon employee welfare (for example, reviewing an updated adoption policy).

Responses Selected:

A. Provide confidential support to all employees on LGBT issues
B. Provide support to enable employees to report homophobic, biphobic and transphobic bullying and harassment
C. Consultation on improving internal policies and practices

Describe the options selected (max. 200 words per option).

A) and B) - We advertise in our terms of reference and on our intranet page that we can provide a safe space and confidential support to employees about LGBT+ issues. We have signposted in our Teams channel and during our virtual meetings the Council's new 'Zero Tolerance' policy and to our Employee Assistance Programme who we have worked with to make sure they are LGBT+ inclusive.
C) We have formally inputted into a review of the council's e-learning, zero tolerance/bullying policies, we have also provided feedback to our Registrars service about how to make registering births more inclusive of same-sex couples

3.6 In the past year, which of the following activities has the LGBT employee network group undertaken? Tick all that apply.

Guidance:

• If not carried out by the LGBT employee network group, these activities can be carried out by other parts of the organisation (for example, the diversity and inclusion team). However, this must at least be in consultation with the network group.

• ‘Awareness raising events’ refers to activities that serve to educate or inform the wider organisation, for example panel discussions, lunch and learns, or stalls during diversity events.

• Events can be physical or digital.

• G – this could either be a specific programme run by the network or alternatively an organisation-wide programme that proactively incorporates LGBT mentoring.

Responses Selected:

A. Social networking event for members
B. LGBT equality awareness-raising event
C. Bi equality awareness-raising event
D. Non-binary equality awareness-raising event
E. Trans equality awareness-raising event
F. Collaborated with other LGBT network groups
G. Mentoring or coaching programme

Describe the activities selected and when they occurred (max. 200 words per option). Please provide specific dates or time periods within the last year.

A) For Pride Month (June 2021) we organised three socially distanced post-work walks to coincide with local pride events in Witney, Oxford and Abingdon.
B) Rainbow lounge (2 Oct 2020) - Open virtual meeting for all staff covering: LGBT identities, role of the network, why allies are important, practical steps to be inclusive of LGBT+ communities and why visibility is important
C) Bi visibility - For Bi-Visibility Day 2020 (23 Sept) we recorded a podcast with our account manager [redacted] and network Chair discussing bi identities and bi erasure that was shared across our organisation.
D) For LGBT History Month on 24 Feb 2021 we hosted a virtual network event with a local academic to discuss non-binary representation in film
E) Trans Day of Remembrance - 20 Nov 2020. Open virtual meeting to all staff covering: What is trans awareness week and trans day of remembrance, personal experiences of trans, gender diverse staff and allies, commemorating TDOR and how to create trans and non-binary inclusive workplaces and services.
F) Five Shires Webinar Series for Warwickshire Virtual Pride (Warwickshire, Gloucestershire, Oxfordshire, Berkshire and Buckinghamshire LGBT Networks). We delivered three webinars over August 2020. Our contribution was a discussion about trans awareness and inclusion on 19 Aug, featuring a discussion with the Chief Fire Officer and trans/non-binary reps from Oxfordshire, Bucks and Warwickshire.
G) Through the Council EDI Steering Group in Feb 2021, the network has been involved in scoping a pilot project for a reverse mentoring project that is currently being piloted with the BAME Network with a view to extending this to LGBT+ colleagues once the project has been evaluated.

3.7 In the past year, has the LGBT network group held campaigns, initiatives, seminars or events engaging with the intersection of LGBT and other diversity strands? Select one option.

Guidance:

• You will be awarded for up to three examples from the last year. These should each look at the experiences of specific marginalised or underrepresented groups, which could include (but is not limited to):

- BAME LGBT people / LGBT People of Colour
- LGBT parents or families
- LGBT people with accessibility needs, for example including LGBT disabled people and LGBT neurodivergent people
- LGBT people with experience of mental ill health
- LGBT people with experience of poverty or homelessness
- LGBT people of faith
- LGBT women
- Older LGBT people

• You should explain why you chose to focus on the experiences of these groups. For example, this might be because of a gap in your previous work.

• (From the 2023 Workplace Equality Index) At least two of the groups should be different to your organisation’s previous submission.

• These activities can be carried out in collaboration with other employee network groups.

• If not carried out by the LGBT employee network group, these activities can be led by other parts of the organisation (for example, the faith employee network group might run an event on being an LGBT person of faith).

• Seminars and events can be physical or digital.

• ‘Initiatives’ and 'campaigns' here refer to specific programmes or projects, for example a series of events, videos or blogs.

Yes, three examples

Describe the campaigns, initiatives, seminars or events and when they occurred (max. 500 words). Please provide specific dates or time periods within the last year.

A) LGBT+ Families: Our adoption and fostering service produced a Q&A style blog on 24th March 2020 about LGBT+ families and the adopt/fostering process. This was an area of priority activity as the fostering service want to encourage more families, particularly LGBT+ people to consider fostering or adoption.

B) LGBT+ people of faith. A virtual lunch and learn session was hosted on 10 Feb 2021 with the Christian Network to discuss LGBT and Christianity. This event was a priority area as the Christian network was newly formed in 2020 and were keen to highlight that it was inclusive of LGBT+ identities.

C) LGBT and neurodiversity: 'Bringing your whole self to work' seminar with the neurodiversity network. LGBT History Month had highlighted research from the University of Cambridge that there is a strong cross-over between LGBT+ and neurodiversity. We sought to explore this in more detail with a seminar 20 August 2021 between both networks. We discussed why it is important to bring your whole self to work, the barriers that exist for those who are often perceived as 'different' and how to overcome these.

3.8 Does the LGBT employee network group have measures in place to ensure that activity reaches employees in all locations?

Guidance:
• This should be formalised, consistent work to ensure activity can reach all employees. This might include a commitment in your terms of reference to hold a percentage of your events online or run activities in different regions.
• You should consider dispersed workforces (for example those in retail stores or without regular access to IT), employees who work from home, and employees across all UK nations that you operate in.
• If you only have one location or building, you should consider the needs of employees who work remotely or away from desks.
• You should provide at least two examples of measures you have in place.

Yes

Describe at least two measures in place and how they are formalized (max. 500 words).

1) We have decided to keep monthly network meetings online after sending a questionnaire out to the network who said this would be better for employees at different locations to keep meetings online. We also agreed a preferred date/time together with members.
2) When we have held physical social events we make a conscious effort to hold this in different towns in the county to allow people from all locations to join along with those who do not have regular access to the internet and allows us to meet with the local LGBT+ community.

Section 4: Empowering individuals

Completed 5 Oct 2021

Form for "Section 4: Empowering individuals"

This is my form.

Section 4: Empowering individuals

This section examines the process of engaging individuals to create an LGBT inclusive culture at the organisation. The questions scrutinise how the organisation empowers LGBT and non-LGBT employees to step up as change makers and allies.

4.1 Does the organisation support LGBT employees at all levels to become change makers through training, programmes and/or resources?

Guidance:
• Examples of support can include resources, programmes or training.
• The support must focus specifically on steps LGBT people can take to become active role models or change makers in your organisation.

Yes

Describe the training, programmes and/or resources (max. 500 words).

The EDI Steering Group was setup in 2020 to develop and monitor a new EDI strategy. The organisation were keen to ensure that all staff networks were represented on the steering group to provide a direct link to senior leaders to facilitate change in the organisation. The group meets on a monthly basis and all networks (including LGBTIQ+) have the opportunity to raise issues of concern for action and to create change. An example of this change would be the piloting of reverse mentoring, and the move to create more inclusive prefixes and descriptors in our Social Care software, LiquidLogic.

4.2 In the past year, has the organisation shared the workplace experiences of LGBT people with the following identities? Tick all that apply.

Guidance:

• This should be an internal communication, such as an all-employee email or blog post.

• Within the content, the person's identity must be clear. It should not be left up to the reader or viewer to make assumptions.

• Stonewall uses umbrella terms and we recognise that language and identities are personal. If an employee doesn’t identify with a term listed below, you should be led by them on which option they feel comfortable being included within.

• Best practice is to share the experiences of internal employees. However, you should take care to ensure that no pressure is put on LGBT employees to be visible in this way. If employees do not want to share their experiences, you can share the workplace experiences of employees outside your organisation, for example from the wider sector.

• Marks will not be awarded in this question where the experiences of celebrities are shared.

Responses Selected:

A. BAME LGBT people / LGBT People of Colour
B. Bi people
C. Binary trans people (e.g. trans men and trans women)
D. Gay or lesbian people
E. LGBT people aged 25 or younger.
F. LGBT people aged 50 or older.
G. LGBT people at board level
H. LGBT people at senior management level
I. LGBT people being open about their mental health challenges (including disability relating to mental health)
K. LGBT people who are parents
L. LGBT people with accessibility needs (excluding accessibility needs relating to mental health)
M. Non-binary people (e.g. genderfluid or genderqueer people)

A: Submit evidence of sharing these experiences in the last year.

BAME Podcast 2020.JPG

Filename: BAME Podcast 2020.JPG **Size:** 88.6 kB

B: Submit evidence of sharing these experiences in the last year.

Bi Vis 2020 Podcast.JPG

Filename: Bi Vis 2020 Podcast.JPG **Size:** 75.5 kB

C: Submit evidence of sharing these experiences in the last year.

Binary Trans Aug 2020 Podcast.JPG

Filename: Binary Trans Aug 2020 Podcast.JPG **Size:** 91.2 kB

D: Submit evidence of sharing these experiences in the last year.

LDoV 60s With.docx

Filename: LDoV 60s With.docx **Size:** 944.0 kB

E: Submit evidence of sharing these experiences in the last year.

FW_ Stonewall.pdf

Filename: FW_ Stonewall.pdf **Size:** 914.2 kB

F: Submit evidence of sharing these experiences in the last year.

Silver Rainbow 2019.pdf

Filename: Silver Rainbow 2019.pdf **Size:** 197.7 kB

G: Submit evidence of sharing these experiences in the last year.

Councillor Inclusion Day 2019.pdf

Filename: Councillor Inclusion Day 2019.pdf **Size:** 180.5 kB

H: Submit evidence of sharing these experiences in the last year.

Senior Leader Jul 2020.pdf

Filename: Senior Leader Jul 2020.pdf **Size:** 135.7 kB

I: Submit evidence of sharing these experiences in the last year.

L is for Lesbian blogpost FINAL.docx

Filename: L is for Lesbian blogpost FINAL.docx **Size:** 26.1 kB

K: Submit evidence of sharing these experiences in the last year.

LGBT Families Mar 2020.pdf

Filename: LGBT Families Mar 2020.pdf **Size:** 175.7 kB

L: Submit evidence of sharing these experiences in the last year.

World Aids Day 2020.pdf

Filename: World Aids Day 2020.pdf **Size:** 102.0 kB

M: Submit evidence of sharing these experiences in the last year.

Non Binary Aug 2020.pdf

Filename: Non Binary Aug 2020.pdf **Size:** 217.8 kB

A: Provide the date on which this was shared internally.

20 Nov 2020

B: Provide the date on which this was shared internally.

22 Sep 2020

C: Provide the date on which this was shared internally.

10 Aug 2020

D: Provide the date on which this was shared internally.

26 Apr 2021

E: Provide the date on which this was shared internally.

10 Mar 2021

F: Provide the date on which this was shared internally.

23 Sep 2019

G: Provide the date on which this was shared internally.

23 Sep 2019

H: Provide the date on which this was shared internally.

20 Jul 2020

I: Provide the date on which this was shared internally.

3 Feb 2020

K: Provide the date on which this was shared internally.

24 Mar 2020

L: Provide the date on which this was shared internally.

1 Dec 2020

M: Provide the date on which this was shared internally.

19 Aug 2020

4.3 Does the organisation have a formal programme or initiative to engage all non-LGBT employees to become LGBT allies? Select one option.

Guidance

• The programme should be a formal mechanism to engage non-LGBT people with LGBT equality.

• This can include allies receiving a visible signal of their commitment to LGBT equality, but this must be conditional on employees participating in a programme and/or receiving training.

• The programme should include internal awareness-raising sessions or training specifically for allies. This should cover the importance of allies and actions that individuals can take to be effective allies.

• To be awarded marks, this programme must be more in-depth than a one-off internal communication or event (as awarded for in sections 2 and 3).

A. Yes, as part of our LGBT employee network group

Describe the allies programme or initiative (max. 500 words).

LGBT+ allies are actively encouraged to join the network as part of our terms of reference and on our intranet page. The Council's joint EDI Steering Group was setup in 2020 which brings together Senior Leaders, HR/OD, Policy and Network Chairs and every month the Network updates the board on activities of the networks and how allies can support the network. Allies were actively encouraged to join in the June edition of our staff magazine.

A structured and formal allies programme is currently being developed via a pilot scheme in our Children, Education and Families Directorate.

Upload a communication advertising the allies programme or initiative.

Buzz June2021Allies.pdf

Filename: Buzz June2021Allies.pdf **Size:** 2.2 MB

4.4 Does the organisation support all non-bi employees (including lesbian and gay employees) to become bi allies through training, programmes and/or resources?

Guidance:

- Examples can include information booklets, programmes or training.
- This must focus specifically on being an ally to bi people and include specific actions employees can take.
- This should be more in-depth than a one-off internal communication (as awarded for in sections 2 and 3).

No

4.5 Does the organisation support all cis employees (including lesbian, gay and bi employees) to become trans allies through training, programmes and/or resources?

Guidance:

• Examples can include information booklets, programmes or training.

• This must focus specifically on being an ally to trans people and include specific actions employees can take.

• This must include specific content on being an ally to non-binary people.

• This should be more in-depth than a one-off internal communication or event (as awarded for in sections 2 and 3).

No

4.6 Does the organisation support all employees (including LGBT employees) to become allies to other marginalised LGBT communities through training, programmes and/or resources?

Guidance:

• This should focus on identities other than bi or trans identities. For example, the support could focus on becoming an ally to groups experience multiple marginalisation, such as LGBT people of faith.

• This should be more in-depth than a one-off internal communication or event (as awarded for in sections 2 and 3).

• This should include specific actions employees can take.

No

4.7 Does the organisation have measures in place to ensure that your work to empower individuals reaches employees in all locations?

Guidance:

• This should be consistent work to ensure activity can reach all employees.

• This might include:

- Ensuring you share the stories of LGBT people from all the regions or UK nations you operate in.

- Ensuring your allies programmes and resources are available in all your locations and/or digitally.

You should consider dispersed workforces (for example those in retail stores or without regular access to IT), employees who work from home, employees in urban/rural settings, and employees across all UK nations that you operate in.

• If you only have one location or building, you should consider the needs of employees who work remotely or away from desks.

• You should provide at least two examples of measures you have in place.

Yes

Describe at least two measures in place and how they are formalised (max. 500 words).

1) All Podcasts have been uploaded to the intranet and staff are regularly signposted to these. The videos include captions for those who need them.

2) For colleagues who work away from desks, we have scheduled face-to-face events during the summer months (complying with Covid restrictions) so that employees who do not have regular web access can still learn and be empowered to become better allies.

Section 5: Leadership

Completed 5 Oct 2021

Form for "Section 5: Leadership"

This is my form.

Section 5: Leadership

This section examines how the organisation engages senior leaders and line managers in their responsibility to set an LGBT-inclusive culture. The questions scrutinise how the organisation empowers senior leaders, the individual actions senior leaders take, and how all line managers are encouraged to recognise LGBT inclusion as key to their role.

5.1 In the past year, how has the organisation supported board and senior management employees to understand the issues that affect LGBT people? Tick all that apply.

Guidance:

• The support should be consistently provided, not on an ad hoc basis.

• Each option should be available to multiple senior leaders, not just one senior champion.

• A – this is a formal process whereby senior employees are mentored on LGBT issues by more junior LGBT employees.

• Conferences and seminars can be physical or digital.

Responses Selected:

C. LGBT-specific conferences and seminars
D. Bi-specific conferences and seminars
E. Non-binary specific conferences and seminars
F. Trans-specific conferences and seminars

Describe each option selected (max. 200 words per option)

C) The Stonewall newsletter and training opportunities are routinely shared with Senior Leaders. Senior Leaders attended Embracing Difference Together with Kent FRS and/or Intersectionality 101 with Ernst Young and Lloyds (3 Feb 21), LGBT Advice to the Government Equalities Office (11 Feb 21), Cheshire's Proud to Provide virtual conference (19 Nov 2020).
D) On 23 September 2019 we created and hosted 'In:visible' specifically on Bi Visibility Day, all senior leaders were invited to attend and heard from an invited speaker about their research into bi-phobia and the impact that this has on people who identify as bi.
E) Senior Leaders were invited to attend the 'Let's Talk Labels' online seminar at Pitt Rivers Museum (24 Feb 21) which talked about the Museum's project 'Labelling Matters' highlighting identities beyond the binary.
F) Senior Leaders attended the International Women's Day Virtual event on 8 March 2021 hosted by Yorkshire and Humberside FRS which included seminars from a trans fire fighter discussing their experience of transitioning in the workplace. Senior Leaders also attended North Yorkshire's Intersectionality Conference on 18th June 2020 which included seminars about trans, intersex and non-binary identities.

5.2 In the past year, which of the following activities have members of the board and/or senior management engaged in? Tick all that apply.

Guidance:

• These activities should be carried out by a range of leaders.

• E – this will only be awarded if you received points for questions 6.4, 6.5 or 6.6.

• F – this should be periodic, not ad hoc.

• G and H – your description should include how the speech had specific messages of bi, non-binary and trans equality.

• G and H – events can be physical or digital.

• H – this can be a sector-facing or community-facing event.

Responses Selected:

A. Communicated a strong message on LGBT equality
B. Communicated a strong message on bi equality
C. Communicated a strong message on trans equality, explicitly including non-binary equality
D. Reviewed and/or approved an LGBT inclusion strategy
E. Reviewed top line LGBT monitoring reports and actions
F. Met periodically with the LGBT employee network group
G. Spoken at an internal LGBT event
H. Spoken at an external LGBT event
I. Attended an external LGBT event, for example Pride

A. Describe the communication and who it was delivered to (max. 200 words). Please include the job title of the senior leader, as well as specific dates or time periods.

On 27 May 2021 the Chief Executive sent an all staff newsletter which prominently featured that June was pride month and that the council was proud to be an LGBT inclusive employer. It went on to state that pride month is important to provide information, education about the LGBT community and to celebrate diversity. The Chief Fire Officer issued a press statement on 21 April 2021 which reaffirms our diversity commitment for Oxfordshire Fire and Rescue Service: https://news.oxfordshire.gov.uk/chief-fire-officer-diversity-commitment/

B. Describe the communication and who it was delivered to (max. 200 words). Please include the job title of the senior leader, as well as specific dates or time periods.

23 September 2019, our Chief Executive, Corporate Director for Customer and Organisational Development, Public Health Consultant and Cabinet Member for Local Communities and Equalities talked about what inclusion meant to them and posed for photos with the bi flag as part of the In:Visible conference. A full write up can be found here: https://sway.office.com/aVo7e1vCzctlKDwL

C. Describe the communication and who it was delivered to (max. 200 words). Please include the job title of the senior leader, as well as specific dates or time periods.

As an organisation we communicate a strong message on trans and non-binary inclusion with our education and young people work - we are a Stonewall Education Champion "Gold Award" winner.
On trans/non-binary dates, in line with our Inclusion Calendar, we display the trans and non-binary flags, along with an explicit message of trans inclusion in our Chief Exec message. This year we used trans avatars to our social media accounts.

[redacted]

D. Describe the senior leader's involvement in this (max. 200 words). Please include the job title of the senior leader, as well as specific dates or time periods.

On 13 October 2020 the Council's Cabinet approved our new Equality, Diversity and Inclusion Policy an annual action plan. The action plan contains LGBT+ related actions including a commitment to improve our position in the Stonewall Work Place Equality Index, developing a corporate offer for staff networks including the LGBTIQ+ staff network and celebrating different inclusions occasions throughout the year including those related to the LGBT+ community. The Cabinet papers can be found on our website: https://mycouncil.oxfordshire.gov.uk/ieListDocuments.aspx?CId=115&MId=5926&Ver=4

E. Describe the senior leader's involvement in this (max. 200 words). Please include the job title of the senior leader, as well as specific dates or time periods.

The action plan referred to in D is monitored by Cabinet on a quarterly basis, with the first report being considered on 20 July 2021, the next quarterly report is due on 19 October 2021.

F. Describe the nature of these meetings and how often they took place (max. 200 words). Please include the job title of the senior leader, as well as specific dates or time periods.

The EDI Steering Group is Chaired by the Corporate Director Customers and Organisational Development and has the following senior leader representation: Director Children's Services, Deputy Director Children's Social Care, Deputy Director Safeguarding, Deputy Director Adult Social Care, HR Director, Director Communications, Strategy and Insight, Chief Fire Officer and Head of Legal Services as core members. The Chair of the LGBTIQ+ network sits on this group and it meets on a monthly basis.

G. Describe the event and the senior leader's message (max. 200 words). Please include job titles, as well as specific dates or time periods.

The Corporate Director for Customers and Organisational Development introduced our joint LGBT+ and BAME Staff Network event for National Inclusion Week on 30th September 2021. She highlighted the importance of everyone being able to bring their whole self to work and why she is proud to be an LGBT+ ally.

H. Describe the event and the senior leader's message (max. 200 words). Please include job titles, as well as specific dates or time periods.

The Chief Fire Officer chaired a panel about spoke about the importance of trans awareness and trans inclusion for Warwickshire's virtual pride event on 19 August 2020[redacted]

I. Describe the event (max. 200 words). Please include job titles, as well as specific dates or time periods.

On 1 July 2021 the Director of Public Health attended Oxford Virtual Pride by participating in an interview with the Chair of Oxford Pride to discuss health inequalities in the LGBT+ community and why pride still matters.

Please upload screenshots of communications, if applicable

Chief Exec email May 2021.JPG

Filename: Chief Exec email May 2021.JPG **Size:** 83.6 kB

5.3 Does the organisation have measures in place to ensure that senior leader activity reaches employees in all locations?

Guidance:

• This should be consistent work to ensure activity can reach all employees.

• This might include:

- Ensuring activities are carried out by senior leaders in all regions or UK nations that you operate in.
- Ensuring that speeches at internal LGBT events are recorded and distributed digitally.
- Ensuring that senior leader messages are written as well as verbal.

• You should consider dispersed workforces (for example those in retail stores or without regular access to IT), employees who work from home, and employees across all UK nations that you operate in.

• If you only have one location or building, you should consider the needs of employees who work remotely or away from desks.

• You should provide at least two examples of measures you have in place.

Yes

Describe at least two measures in place and how they are formalised (max. 500 words).

1) Weekly email to all employees from the Chief Executive
2) Weekly Managers Briefing are sent and managers should cascade messages to all employees via team meetings, particularly if employees are not regularly at computers

---

5.4 Does the organisation require all senior leaders and line managers to meet an inclusion-based competency on recruitment?

Guidance:
• This should be a standard competency in all job descriptions and/or a mandatory question in all interviews.
• This does not need to just be one standard question – you can provide a range of competencies and/or interview questions for the recruiting team to choose from.
• This should include internal promotions as well as external appointments.
• This does not need to be LGBT specific.

A. Yes, all senior leaders and line managers

Copy and paste the standard competency or interview question wording.

Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of service: assessed on applications and interview.

Describe how inclusion-based competencies are implemented across all roles (max. 200 words).

'Equality and Integrity in all we do' is one of our new values. Value: We embrace equality, diversity and inclusion; valuing the difference in others. All staff must demonstrate that they always act with integrity, working in honest, ethical and supportive ways, building effective relationships; we trust each other to do what we promise. Under this value all staff will need to show how they have taken action to reduce inequality and embrace diversity and inclusion.

5.5 Does the organisation require all senior leaders and line managers to have an inclusion-based objective?

Guidance:

• This should be a standard practice across all performance appraisal structures and documents.

• You do not need to provide template wording, but best practice is to provide a range of objectives senior leaders and line managers might consider based on their roles.

• This does not need to be LGBT specific.

A. Yes, all senior leaders and line managers

Describe how inclusion-based objectives are implemented across all roles (max. 500 words).

The same value mentioned above has specific behaviours for managers including: All mangers will role model the mindsets, attitudes and behaviours, make it their business to understand others to build even better relationships, explain decisions and the reasons for change and treat teams and individuals fairly and equally. Managers will not ignore discriminatory behaviour, neglect speaking to their team on a regular basis and will not allow unrealistic expectations and priorities to go unchallenged.

Section 6: Monitoring

Completed 5 Oct 2021

Form for "Section 6: Monitoring"

This is my form.

Section 6: Monitoring

This section examines how the organisation uses monitoring to understand the representation and experiences of its LGBT employees. The questions scrutinise data collection methods, analysis and outcomes.

Please ensure that no personally identifiable information is contained in your answers or evidence.

6.1 Does the organisation gather data on employee sexual orientation through diversity monitoring forms and/or systems?

Guidance:

• The question wording should be in line with latest good practice. Please speak to your account manager if you are unsure of this.

• You should use the same good practice question wording across all diversity monitoring forms and systems. Please state in your description if different question wording is used elsewhere.

Yes

Copy and paste the question you ask and the options employees can select (max. 500 words).

Bisexual

Gay man

Gay woman / Lesbian

Heterosexual (Straight)

Other

Prefer not to say

What proportion of employees have answered this question on your HR system?

Guidance:

• This should be from an HR system, not an anonymous staff survey.

• The proportion should not include those who prefer not to say.

50-59%

Upload an analysis report demonstrating the declaration rate.

Note that this must not contain individual responses or personally identifiable data.

6.1. Extract from Annual Equality in Employment report 2021.docx

Filename: 6.1. Extract from Annual Equality in Employment report 2021.docx Size: 17.2 kB

Provide a brief description of the report you have uploaded (max. 200 words).

Extract from annual Workforce Diversity report - this is the latest report based on data as at 31 March 2021.

6.2 Does the organisation gather data on employee gender, inclusive of non-binary identities, through diversity monitoring forms and/or systems?

Guidance:

• The question wording should be in line with latest good practice. Please speak to your account manager if you are unsure of this.

• You should use the same good practice question wording across all diversity monitoring forms and systems. Please state in your description if different question wording is used elsewhere.

Yes

Copy and paste the question you ask and the options employees can select (max. 500 words).

On Employee Self service under Gender Identity employees can select the following or leave blank:

Gender Neutral
Intersex
Non-Binary or choose to identify another way
Transgender F-M
Transgender M-F

A corporate wide project is underway to review monitoring questions and ensure consistency across all diversity monitoring forms used in the council.

What proportion of employees have answered this question on your HR system?

Guidance:

• This should be from an HR system, not an anonymous staff survey.

• The proportion should not include those who prefer not to say.

Under 50%

Upload an analysis report demonstrating the declaration rate.

Note that this must not contain individual responses or personally identifiable data.

Provide a brief description of the report you have uploaded (max. 200 words).

A report has not been provided as the declaration rate is low and individuals may be able to be identified.
(It should be noted that the question is solely about non-cis identities and cis is not an option - therefore the majority of the workforce "leave blank" and do not answer/amend this drop-down in their profile as it does not apply to them. If we added an option for cis, the % may be higher.)

6.3 Does the organisation gather data on employee trans status through diversity monitoring forms and/or systems?

Guidance:

• The question wording should be in line with latest good practice. Please speak to your account manager if you are unsure of this.

• You should use the same good practice question wording across all diversity monitoring forms and systems. Please state in your description if different question wording is used elsewhere.

Yes

Copy and paste the question you ask and the options employees can select (max. 500 words).

On Employee Self service under Gender Identity employees can select the following or leave blank:

Gender Neutral
Intersex
Non-Binary or choose to identify another way
Transgender F-M
Transgender M-F

A corporate wide project is underway to review monitoring questions and ensure consistency across all diversity monitoring forms used in the council.

What proportion of employees have answered this question on your HR system?

Guidance:

- This should be from an HR system, not an anonymous staff survey.
- The proportion should not include those who prefer not to say.

Under 50%

Upload an analysis report demonstrating the declaration rate.

Note that this must not contain individual responses or personally identifiable data.

Provide a brief description of the report you have uploaded (max. 200 words).

A report has not been provided as the declaration rate is low and individuals may be able to be identified.
(It should be noted that the question is solely about non-cis identities and cis is not an option - therefore the majority of the workforce "leave blank" and do not answer/amend this drop-down in their profile as it does not apply to them. If we added an option for cis, the % may be higher.)

6.4 Does the organisation monitor and analyse success rates from application to appointment across the following characteristics? Tick all that apply.

Guidance:

- This refers to external appointments to the organisation.
- You should compare applicant diversity forms to new starter diversity forms.
- Analysis should have taken place in the past two years.
- A – note that you will only be eligible for marks if you have been awarded marks in 6.1.
- B – note that you will only be eligible for marks if you have been awarded marks in 6.2.
- C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

Responses Selected:

A. Sexual orientation

B. Gender

A: Upload the most recent report showing analysis by sexual orientation.

Note that this must not contain individual responses or personally identifiable data.

Evidence for 6.4. Extract from Workforce Diversity report 2020-21.docx

Filename: Evidence for 6.4. Extract from Workforce Diversity report 2020-21.docx Size: 23.2 kB

B: Upload the most recent report showing analysis by gender.

Note that this must not contain individual responses or personally identifiable data.

Evidence for 6.4. Extract from Workforce Diversity report 2020-21.docx

Filename: Evidence for 6.4. Extract from Workforce Diversity report 2020-21.docx Size: 23.2 kB

Describe who the analysis was seen by and what action was taken (max. 500 words).

Attached are extracts from the latest Workforce diversity report 2020/21.

The data shows the number and percentage of applications by protected characteristic for sexual orientation and gender. We monitor sexual orientation but not trans identity at the moment. It then shows the percentage of each group who were shortlisted and appointed. The report is analysed and discussed internally by HR and the equality group. Where any potential issues are identified these will be looked in to further and where an action is identified, this form part of the councils equality and inclusion action plan.

The report is available to all staff and is published on the public website here: https://www.oxfordshire.gov.uk/council/working-oxfordshire-county-council/fairness-and-equality-work

6.5 Does the organisation monitor and analyse the number of employees at different pay grades across the following characteristics? Tick all that apply.

Guidance:

- This can be analysis looking at pay grades, pay rates and/or seniority levels.
- The data should be collected through your HR system, rather than an anonymous staff survey.
- Analysis should have taken place in the past two years.
- A – note that you will only be eligible for marks if you have been awarded marks in 6.1.
- B – note that you will only be eligible for marks if you have been awarded marks in 6.2.
- C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

Responses Selected:

B. Gender

B: Upload the most recent report showing analysis by gender.

Note that this must not contain individual responses or personally identifiable data.

Evidence for 6.5 Extract from Workforce Diversity report 2020 21.docx

Filename: Evidence for 6.5 Extract from Workforce Diversity report 2020 21.docx Size: 17.8 kB

Describe who the analysis was seen by and what action was taken (max. 500 words).

We monitor gender by salary bands but we don't currently monitor sexual orientation or trans status by salary as we have low declaration rates for these protected characteristics. This data is analysed by HR and the Equality group and any issues are identified and included in the councils equality and inclusion action plan

6.6 When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of employees by the following characteristics? Tick all that apply.

Guidance:

- This can be done by collecting diversity data on a staff satisfaction survey.
- Data collection and analysis should have taken place in the past two years.
- A – note that you will only be eligible for marks if you have been awarded marks in 6.1.
- B – note that you will only be eligible for marks if you have been awarded marks in 6.2.
- C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

Responses Selected:

A. Sexual orientation

B. Gender

A: Upload the most recent report showing analysis by sexual orientation.

Note that this must not contain individual responses or personally identifiable data.

6.6 Staff survey and stonewall survey results.docx

Filename: 6.6 Staff survey and stonewall survey results.docx Size: 405.3 kB

B: Upload the most recent report showing analysis by gender.

Note that this must not contain individual responses or personally identifiable data.

Describe who the analysis was seen by and what action was taken (max. 500 words).

We ask monitoring questions on protected characteristics in each staff survey. We ask them to indicate their sexual orientation with the options of: Heterosexual or straight / Gay or lesbian / Bisexual / Prefer not to say.
1) Attached are the results of the last staff survey in March 2016. This analysis is seen by HR and OD and presented to Senior Managers (Corporate Leadership Team) and also seen by Councillors. The results were also published on the intranet.
2) Also attached on the same document is the results of the last stonewall survey undertaken in October 2019. These results were analysed by HR and helped to inform next steps in our equality and inclusion action plan.

6.7 Which of the following activities has the organisation carried out in the last year to improve confidence in LGBT monitoring and boost declaration rates? Tick all that apply.

Guidance:
• A, B and C – communications must be available to all employees, not just your LGBT employee network group.
• D and E – definitions can be included within the questions themselves, with a link to a glossary, or within communications promoting the monitoring exercise.
• Evidence could include screenshots of the relevant communications or monitoring questions.

Responses Selected:

B. Provided information about confidentiality and data security

C. Communicated how previous monitoring exercises have led to improvements

Upload evidence for each option.

Provide a brief description of the communication and how it was shared with employees (max. 200 words). Please include specific dates or time periods.

Communications was shared with all staff asking them to check and update their personal data including all diversity data. Although this didn't explicitly mention LBGT+ monitoring, it explained why we ask for equalities monitoring information, why monitoring matters and how it improves our data. This has been evidenced in Yammer posts about new identity options available in our HR system.
In Community Safety we released Yammer posts and used Inclusion Group to discuss why diversity monitoring, including explicitly LGBT+ monitoring and ethnicity monitoring, matter in Home Community Safety and Fire Safety.

The following question is for information gathering purposes only and is not scored.

6.8 For apprenticeships, does the organisation monitor and analyse success rates from application to appointment across the following characteristics? Tick all that apply.

Guidance:

- Please only answer this question if the organisations has apprenticeships in the UK
- You should compare applicant diversity forms to new starter diversity forms.
- Analysis should have taken place in the past two years.
- A – note that you will only be eligible for marks if you have been awarded marks in 6.1.
- B – note that you will only be eligible for marks if you have been awarded marks in 6.2.
- C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

Responses Selected:

A. Sexual orientation

B. Gender

A: Upload the most recent report showing analysis by sexual orientation.

Note that this must not contain individual responses or personally identifiable data.

B: Upload the most recent report showing analysis by gender.

Note that this must not contain individual responses or personally identifiable data.

Describe who the analysis was seen by and what action was taken (max. 500 words).

Recruitment to apprenticeships are reported as part of our overall recruitment activity for the year as they use the same process and recruitment system as for other roles. Again, the numbers identifying sexual orientation would be too small, suppressed data.

Section 7: Supply chains

Completed - 5 Oct 2021

Form for "Section 7: Supply chains"

This is my form.

Section 7: Supply chains

This section examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure suppliers are LGBT-inclusive, from tendering new suppliers to monitoring current contracts.

7.1 Before awarding a contract, does the organisation scrutinise the following in the tender process? Tick all that apply.

Guidance:
• This can be limited to more major contracts, but you must explain how contracts are prioritised systematically.
• The description should include how the procurement team is trained to scrutinise each of these areas.

Responses Selected:

A. Whether the potential supplier has a policy that explicitly bans discrimination, bullying and harassment based on sexual orientation and gender identity
B. Whether the potential supplier monitors incidents of bullying and harassment based on sexual orientation and gender identity

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Describe the selected options below (max. 500 words per option).

The Council's tendering templates ask potential suppliers whether they have an equality and diversity policy that prevents unlawful discrimination against protected characteristics including gender reassignment and gender identity and sexual orientation. We will require details of any documents which explain the bidder's policies in respect of recruitment, selection, remuneration, training and promotion. We would also ask suppliers to provide details of any complaints procedures or harassment policies and guidelines and there should be clear evidence that the bidder's approach of policy is mentioned in any material it uses to promote itself and also in recruitment materials.

Describe how teams with procurement responsibilities are trained on these requirements (max. 200 words).

All staff with procurement responsibilities have training on public sector equality duty which covers an introduction to equality guidance and what it is, how this applies to contract management and where to go for further support. In our council, "procurement responsibilities" is very broad, ranging from actual procurement officers, contract managers, category managers, commissioners, brokerage officers (procuring social care frameworks or singular deliveries) and service managers - across the piece, all have equality awareness raising and training, including LGBT+.

7.2 When a potential supplier does not meet LGBT inclusion scrutiny, how does the organisation respond? Select one option.

Guidance:

• This can be limited to more major contracts, but you must explain how contracts are prioritised systematically.

• Options A and B are worth an equal number of points.

• A and B – there should be clear and consistent criteria for when either of these steps will be taken.

A. By not awarding the contract

Describe how this decision is reached (max. 500 words).

The need to have an equalities and inclusion policy is a pass or fail measure on all tendering documents. In the case of small social care provider contracts B may also apply, if the need for that specific care package is so great that it is a risk to decline. In some cases, e.g. where an LGBT individual is to be cared for, a specific care package will be sourced and procured.

7.3 Once a contract is awarded, how does the organisation hold the supplier to account? Tick all that apply.

Guidance:

• This can be limited to more major contracts, but you must explain how contracts are prioritised systematically.

• A – this does not have to be specifically for LGBT related issues but should be inclusive of them.

• B – this might be internal or external, depending on the nature of the supplier. For example, if they employ your frontline staff, this should involve monitoring service user feedback and complaints.

Responses Selected:

A. Include a broad diversity and inclusion slot in contract monitoring meetings, inclusive of LGBT issues

B. Monitor and analyse LGBT-related feedback on supplier

Describe the selected options below (max. 500 words per option).

A - Equality, Diversity and Inclusion monitoring is a standing agenda item in contract management meetings. We are currently in the process of implementing a Social Value Policy which will include specific requirements for suppliers working on the council's behalf to address our equalities, diversity and inclusion aims and our climate commitments.

B - We also monitor any LGBT-related feedback on our care providers, one of our biggest supply chains as we manage the social care market in our Authority. We also monitor any LGBT-related feedback across our own front-facing workforce, from libraries to customer service to social care to Fire Service, all of which are areas where we do not use a supplier. We also monitor any feedback on our agency contracts. One area we need to focus on is our highways and hard/soft facilities and engineering supply chain.

7.4 In the past year, how has the organisation engaged or collaborated with its suppliers? Tick all that apply.

Guidance:

• A – this can developing and running training together, or sharing your existing training with the supplier.

• B – for major contracts, this could include inviting procured staff to join your LGBT employee network group.

• C – this should be specific advice that you have given, for example a consultancy session with your Diversity & Inclusion team on setting up an LGBT employee network group. This could also include period roundtables with your major suppliers on specific topics.

Responses Selected:

A. Held joint LGBT diversity and inclusion training
B. Invited suppliers' employees to take part in LGBT employee network group events
C. Advised on LGBT inclusion initiatives

Describe the selected options below (max. 300 words per option). Please include specific dates or time periods.

A) 24 September 2020 and 24 September 2019: Hosted two training events with our occupational health provider. Training highlighted different pronouns, barriers to creating inclusive workplaces and the impact on mental health

B) 20 November 2020: Major supplier for employee assistance programme attended our 'Rainbow Lounge' network event, met network members and discussed LGBT, specifically trans, in their service provision. Our supplier Oxford Health which supplies mental health, social care and occupational therapy attended our IDAHOBIT rainbow lounge (17 May 2021) to meet network members and discussed the impact of discrimination on LGBT mental health.

We also held a collaborative awareness session with our Alcohol & Drug rehabilitation provider, Turning Point; and with our Smoking Cessation provider, ICE Creates.

We are also now collaborating with our partner authority Cherwell District Council, holding joint diversity and inclusion session, inviting their employees into our LGBT+ network and events, and advising on LGBT inclusion initiatives, including in their leisure function and housing pathways.

Section 8: External engagement and service delivery

Completed - 5 Oct 2021

Form for "Section 8: External engagement and service delivery

This is my form.

Section 8: External engagement and service delivery

This section comprises of three parts:
• Part 1 (Community Engagement) examines the outreach activity of the organisation and how it supports wider LGBT communities.
• Part 2 (Sector Engagement) examines how the organisation promotes LGBT equality to other organisations in its sector.
• Part 3 (Service Delivery) examines how the organisation ensures it meets the needs of its service users or customers.

Organisations that have individual service users, customers, members or audience members must complete all parts. Organisations that don't will only complete parts 1 and 2. Scores are weighted so that the same number of points is available for both groups of organisations.

Does your organisation have individual service users, customers, members or audience members?

If you aren't sure, please speak to your account manager or email memberships@stonewall.org.uk.

Yes

Part 1: Community engagement

8.1 In the past year, has the organisation supported LGBT community groups in the following ways? Tick all that apply.

Guidance:
• An LGBT community group could include LGBT Pride organisations, LGBT equality charities, LGBT youth groups or grassroots LGBT networks.
• Your support can be in collaboration with other employers in your sector or region, but you must evidence the role of your organisation.
• Your support can be led by any part of your organisation, including your LGBT employee network group.
• Your support can be directly financial (e.g. event sponsorship) or in-kind (e.g. your digital team

developing a group’s website)

• For B, C and D, you can evidence supporting a specific initiative within a wider LGBT group (for example, for B, funding a bi-specific strand of an LGBT Pride event).

• D – this should be a group or initiative engaging with LGBT communities that experience multiple forms of marginalisation, for example LGBT people of colour, LGBT disabled people or older LGBT people.

• More marks are awarded for higher grades of work. You will be given marks for the highest awarded grade for each sub-question (A, B, C, D), but you should provide evidence for all applicable grades.

• Example of grade 1: Providing space for a group’s event

• Example of grade 2: Funding a local Pride’s series of events throughout one year, or developing a group’s website for multiple years

• Example of grade 3: Supporting a group’s programme of activity for three years, including sponsorship, skill sharing and providing event space

	Grade 1: One-off financial/in-kind support	Grade 2: Support for one year or support of one kind for more than a year	Grade 3: Partnership of a year or more with multiple forms of support, supporting a group’s long-term sustainability	None
A. LGBT group or initiative	✔	✔	✔	✖
B. Bi-specific group or initiative	✖	✖	✖	✔
C. Trans-specific group or initiative	✔	✔	✖	✖
D. Intersectional group or initiative	✖	✖	✖	✔

Describe each option selected (max. 300 words per option). Please include specific dates or time periods.

A - our support and sponsorship to Oxford Pride has grown over a period of years, to this year 2021 being Platinum headline sponsor of Pride for the year, with £2000+ funding. Additionally, councillor priority funding goes to Pride organisations and events across Oxfordshire; and we provide meeting space, event space, and event planning support free of charge to Pride organisations and LGBT+ groups such as Topaz. In this way we have supported Oxford Pride, Witney Pride and Banbury Pride with funds and space and expertise. We have also supported theatre, music and arts projects; young people projects; mental health and sexual health projects, including work with Terrence Higgins Trust and with Turning Point focused on LGBT inclusion. Examples include grants to Topaz youth group and Ark-T theatre, and for diversity and inclusion training to local AgeUK and Mind projects, and to Restore mental health.

[redacted]

8.2 In the past year, has the organisation utilised its social media accounts and online presence to demonstrate support of the following? Tick all that apply.

Guidance:

• This question examines how you demonstrate to the largest possible audience that your organisation is committed to LGBT equality. The social media accounts here should be the ones with the widest reach.

• This can be the LGBT employee network group being re-posted by an account with bigger reach.

Responses Selected:

A. LGBT equality

B. Bi equality

D. Trans equality

A: Upload screenshots of social media activity.

2020LGBTHM_Soc_Media.pdf

Filename: 2020LGBTHM_Soc_Media.pdf **Size:** 480.4 kB

B: Upload screenshots of social media activity.

BiVis230919Twitter.JPG

Filename: BiVis230919Twitter.JPG **Size:** 65.7 kB

D: Upload screenshots of social media activity.

A: Provide the date of this activity.

3 Feb 2020

B: Provide the date of this activity.

23 Sep 2019

D: Provide the date of this activity.

31 Mar 2020

8.3 In the past year, has the organisation supported LGBT equality campaigns?

Guidance:

• This must be an external equality campaign and your support must reach beyond social media and internal awareness-raising activities.

• Examples might include promoting an anti-HBT (homophobic, biphobic and transphobic) bullying campaign or taking part in the Rainbow Laces campaign.

Yes

Describe how the organisation has support LGBT equality campaigns (max. 500 words). Please include specific dates or time periods.

We have supported anti-HBT bullying in schools via our Learner Engagement Team. We have provided resources to parents on different types of bullying and provide free training to schools about LGBT inclusion though this service. We held an external conference on 3 February 2020. Conference aim:■To ensure professionals working in (and with) schools are well informed and confident in meeting the needs of LGBT+, non-binary and gender questioning children, young people and families. Objectives: ■To ensure professionals working in (and with) schools are well informed of statutory requirements and latest guidance on working with LGBT+, non-binary and gender questioning children, young people and families. To provide professionals working in (and with) schools with the opportunity to network and share good practice regarding their work with LGBT+, non-binary and gender questioning children, young people and families.https://www.oxfordshire.gov.uk/residents/children-education-and-families/keeping-children-and-young-people-safe/bullying

Part 2: Sector engagement

8.4 In the past year, has the organisation promoted LGBT equality in its sector?

Guidance:

• This can include co-organising sector network activity, as well as other Diversity and Inclusion initiatives and events.

Yes

Describe how the organisation has promoted LGBT equality in its sector (max. 500 words). Please include specific dates or time periods.

Through our partnership with Cherwell District Council, we have created a joint Equality, Diversity and Inclusion Framework across both councils and opened our staff networks up to be joint across both councils in October 2020. We have co-organised events on a Thames Valley wide level with our Fire Service colleagues, most recently for National Inclusion Week 2021 (September 2021) where we created a video explaining the benefit and importance of working in partnership with other public sector networks. We have also collaborated with Thames Valley Police LAGLOs (Lesbian and Gay Liaison Officers) as part of Witney Pride (May 2021). We have also been working with PWC, who have been acting as consultants to the Council, on 25 September 2019 where we had an intersectionality collaboration event between both LGBT networks and the PWC BAME network to explore how we can incorporate inclusion into the service design work they develop with local authorities. [redacted]

Part 3: Sector delivery

8.5 In the past year, has the organisation examined service user or customer journeys to ensure there are no barriers to LGBT people accessing products or services?

Guidance:

• This should be a formal mapping process of the touch points between the service user/customer and the service/product.

• This should look at a different service user or customer journey to previous submissions within this or the last cycle, for example examining a different area of the business.

Yes

Describe the process by which you examined the customer journey (max. 500 words). Please include specific dates or time periods.

Following customer feedback, our Registration Service asked the network to review their webpages to see if they were inclusive of same-sex families and/or gender diverse parents. The network found that booking forms and terminology was gendered and an assumption that couples registering a birth would be heterosexual and binary gendered.

Describe the outcome and impact (max. 500 words). Please include specific dates or time periods.

As a result of feedback from the network, the webpages and booking forms have been redesigned to mention parent rather than assuming the gender identity of parents.

8.6 Does the organisation collect LGBT monitoring information on service users or customers for the following analysis? Tick all that apply.

Guidance:

• You should demonstrate how you collect the data and how it is analysed.

• This should break down the experiences of service users and customers by sexual orientation, gender and trans status.

Responses Selected:

A. Assessing whether LGBT people are accessing your services

B. Assessing the satisfaction of your LGBT service users in comparison to other groups

Copy and paste the questions you ask and the options service users/customers can select (max. 500 words).

How likely are you to recommend the Safe and Well visit to friends and family?

Likert:

• Highly unlikely

• Unlikely

• Maybe

• Likely

• Highly likely

Which of the following do you think best describes this service visit?

Likert:

• Very helpful

• Helpful

• not very helpful

• not helpful at all

Please enter your date of birth:

Date selector

What best describes your gender?

Select one:

• Female/Woman

• Male/Man

• Genderqueer/Gender nonconforming

• Prefer to self-describe

• Prefer not to say

If "Prefer to self-describe" chosen, please describe below:

Free text

Do you identify as trans?

Select one:

• Yes

• No

• Prefer not to say

What best describes your sexual orientation?

Select one:

• Bi

• Heterosexual/Straight

• Gay Man

• Gay Woman/Lesbian

- Prefer to self-describe
- Prefer not to say

If "Prefer to self-describe" chosen, please describe below:

Free text

What best describes your ethnicity?

Select one:

- Arab
- Asian or Asian British - Indian
- Asian or Asian British - Pakistani
- Asian or Asian British - Bangladeshi
- Asian or Asian British - Chinese
- Asian or Asian British - Other
- Black or Black British - Caribbean
- Black or Black British - African
- Black or Black British - Other
- Mixed - White and Black Caribbean
- Mixed - White and Black African
- Mixed - White and Asian
- Mixed - Other
- White British
- White Irish
- White Other
- White Gypsy/Roma
- White traveller of Irish heritage
- Other
- Prefer not to say

If "Other" chosen, please describe below:

Free text

What best describes your religion?

Select one:

- Buddhist
- Christian

- Hindu
- Jewish
- Muslim
- Sikh
- None
- Other
- Prefer not to say

If "Other" chosen, please describe below:

Free text

Would you consider yourself to have an impairment or disability?

Select one:

- Yes
- No

Describe the process of collecting and analysing the data (max. 500 words).

During a community visit the customer/service user is handed the corporate tablet device and invited to complete the monitoring form, or alternatively to answer the questions verbally with the member of staff operating the tablet. This monitoring form is captured separately of the 'Safe and Well' questionnaire and is uploaded to create a demographic aggregate of monitoring returns, which are broken down by age ranges, ethnic groups, sexual orientation, gender identities, and within that a specific view of trans inclusion, to analyse whether these characteristics have accessed the service and felt comfortable to disclose their identities. The results are analysed for feedback and commentary on quality and inclusivity of the service provided. The data is also analysed for intersectionality's e.g. LGBT students or older LGBT people. These results are referenced against the service so that we understand e.g. how an older person who identifies might suffer social isolation. Onward referrals to social care or other council services can then be made if needed.

(NB: The upload for A covers both A and B.)

A: Upload an analysis report from last three years.

Equalities Monitoring FRS CFFM presentation.pptx

Filename: Equalities Monitoring FRS CFFM presentation.pptx **Size:** 2.8 MB

B: Upload an analysis report from last three years.

8.7 Does the organisation systematically monitor LGBT-related complaints made by service users or customers?

Guidance:

• You should demonstrate how the complaints process is communicated, how you collect the data and how it is analysed.

No

8.8 Does the organisation enable non-binary service users or customers to have their identities recognised on all systems?

Guidance:

• This might include providing gender options other than male and female and providing gender-neutral title options, such as Mx.

• You will only receive a mark for gender-neutral title options if you collect no other gender marker data.

Yes

Describe how non-binary identities are recognised on systems (max. 500 words).

To apply for parking permits, Blue Badges, bus passes we have actively removed the need to supply a title or a gender marker, instead we ask people to provide their name only. For job applications, Mx is included as a title option.

8.9 Has the organisation consulted with LGBT service users or customers in the past year to tailor services or products to their needs?

Guidance:

• The consultation should have involved lesbian, gay, bi and trans (including non-binary) service users or customers.

No

8.10 What percentage of frontline employees have been trained on the needs of LGBT service users or customers? Select the completion rate for the training.

Guidance:

• The training should reach as many frontline employees as possible and be specific to the services they are providing.

• Content should also include the steps frontline employees can take to eliminate discrimination and ensure LGBT service user and customer needs are met.

• Content should explicitly cover lesbian, gay, bi and trans (including non-binary) identities.

• Examples of content you could upload are case studies, e-learning screenshots or PowerPoint presentations.

B. 51 - 75 per cent

Describe how you estimate completion rates (max. 500 words).

Corporate e-learning is mandatory with a 76-100% rate. Additional e-learning has uptake around 50%. In-person training is delivered to certain teams as mandatory. Other non-mandatory in-person and online training can be booked on to by staff or managers. Workshop training is delivered to frontline teams with an expectation of mandatory attendance, e.g. in customer service or child safeguarding. Uptake of all corporate learning is monitored through our learning development platform Success Factors.

Describe the format of the training and the content you have uploaded (max. 500 words).

We have mandatory and non-mandatory e-learning covering LGBT+ awareness, specific trans awareness, domestic abuse including LGBT, safeguarding including LGBT

Upload the training content.

Frontline Training.pdf

Filename: Frontline Training.pdf **Size:** 144.8 kB

8.11 Does the organisation have a public-facing policy that bans biphobic, homophobic and transphobic discrimination in its services?

Guidance:

• The policy should clearly state that you will not tolerate discrimination, bullying or harassment on the grounds of sexual orientation or gender identity and/or trans identity. These may be listed along with other protected characteristics.

• The policy should cover incidents towards service users from employees, towards employees from service users, and between service users.

• The policy should include clear information about how to report an incident and how complaints are handled.

• The policy does not need to be published as a formal document and could, for example, be displayed on your website.

No

8.12 In the past year, has the organisation communicated or promoted its services or products as being explicitly LGBT inclusive?

Guidance:

• The communication can be digital or physical.

Yes

Describe the reach of the communication (max. 500 words). Please include specific dates or time periods.

On 5th June 2021 we were headline sponsors of Oxford Virtual Pride which was a 12 hour video stream of different LGBT+ focused community events. As sponsors, we were able to advertise our libraries, drug and alcohol, sexual health, fostering and community safety services with pictorial adverts that ran throughout the day. We also had an A4 advertising page in the online guide which is attached. The event was streamed on the Oxford Pride Facebook page and Youtube channel simultaneously and available to anyone to view. A copy of the online guide can be found here: https://www.flipsnack.com/oxfordpride21/oxford-pride-virtual-pride-guide-2021.html

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Upload an example communication.

05393 Oxford Pride A4 Ad FINAL.png

Filename: 05393 Oxford Pride A4 Ad FINAL.png **Size:** 1.6 MB

Staff feedback questionnaire

Completed - 15 Oct 2021

Form for "Staff feedback questionnaire"

This is my form.

Staff feedback questionnaire

The Staff Feedback Questionnaire examines the experiences of UK-based employees in your workplace. In the survey, we ask your employees about key indicators of inclusion in your workplace. We use this to understand your LGBTQ+ and non-LGBTQ+ employees' experiences and opinions.

The questionnaire is worth 20 (10%) of the total available points for your submission. 2 marks will be awarded if you provide evidence that you've send the questionnaire to all staff before the main submission deadline of 5 October 2021. The remaining 18 points are determined by the responses of your employees.

The questionnaire is open until midnight GMT 5 November 2021 and you can circulate it with staff at any time. We would recommend organising a 3-week survey campaign to maximise the number of responses you get. Diversity Champions receive an in-depth analysis report of their staff's feedback. The more staff who respond to the survey, the more useful, detailed and representative this analysis will be for your organisation.

Please contact your account manager or memberships@stonewall.org.uk for your organisation's unique questionnaire link.

Has the staff feedback questionnaire been sent to all staff at your organisation?

Guidance:
• This should include all the staff you can reach digitally to complete the questionnaire.
• Evidence could include a screenshot of an intranet post or internal email.
• You must share the survey with all staff, not just, for example, your LGBT Employee Network Group members.
• This question is worth 2 of 20 points available for the staff feedback questionnaire.

Yes

Upload an all-staff communication promoting the questionnaire.

Staff Feedback Questionnaire Oct 21.JPG

Filename: Staff Feedback Questionnaire Oct 21.JPG **Size:** 111.7 kB

Additional awards

Completed - 8 Oct 2021

Form for "Additional awards"

This is my form.

Additional awards (optional)

The following awards will be given to outstanding individuals and network groups who have contributed significantly to LGBTQ+ equality, both within their workplace and the wider community.

The nominations are longlisted by Stonewall’s Workplace team and then shortlisted and awarded by an internal Stonewall panel. Award winners are profiled in Stonewall’s Top 100 Employers publications.

Individuals and network groups can still receive an award even if their organisation doesn’t achieve a Top 100 ranking or Gold/Silver/Bronze Employer award.

1. Change Maker of the Year

This year we will be celebrating a group of Changemakers of the Year. We want to hear about individuals who have gone above and beyond to create workplaces and communities where every LGBTQ+ person can reach their potential.

This award is open to LGBTQ+ and non-LGBTQ+ individuals.

Your nomination could be:
• An LGBTQ+ network chair who's championed inclusivity in the network and organised a series of events about being an LGBTQ+ person of faith.
• A gay network member who's developed and delivered training on how to be a bi ally.
• A non-LGBTQ+ ally who has proactively embedded trans inclusion in the service they manage.
• A non-binary senior champion who's supported the growth of the network group and shared their experiences at events.

If you would like to nominate an individual for a Change Maker award, please tell us about the great work they've done over the past year. You can complete up to three nominations below. You should tell us how the individual has contributed significantly to LGBTQ+ equality in your workplace and/or the wider community.

It is your responsibility to ensure you have the explicit permission of the individual to share any personal information with Stonewall.

If one of your nominees is chosen by our awards panel, we will work with them to explore their identity and achievements fully for their public profile. None of the nomination information will not be published without their consent.

Change Maker nomination 1 (max. 600 words)

[redacted]

[redacted]

Change Maker nomination 2 (max. 600 words)

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Change Maker nomination 3 (max. 600 words)

[redacted]

2. Network Group of the Year

Our second award will be for the Network Group of the Year. We want to hear about network groups that have:

• Provided consistent support to colleagues throughout the COVID-19 pandemic
• Held innovative awareness-raising events
• Worked to make their activities inclusive of and accessible to all LGBTQ+ colleagues
• Supported the organisation to go further on its LGBTQ+ inclusion journey

If you would like to nominate your network group for this award, please tell us about the great work they've done over the past year.

Please reference work which may have already been documented in the LGBT Employee Network Group section.

Network Group nomination (max. 1000 words)

(No response)

Please tick here to confirm that any nominated individual(s) have given explicit permission to share the personal information contained in this section with Stonewall.

I confirm that the individual(s) have given explicit permission

OXFORDSHIRE COUNTY COUNCIL

ANTI-BULLYING, HARASSMENT AND DISCRIMINATION POLICY

1. PURPOSE

The Council is committed to providing a safe, inclusive, healthy and productive working environment, free from harassment, bullying, victimisation and any behaviour that makes people feel excluded, offended, humiliated or intimidated. This policy will enable employees to be treated with dignity and respect and to be encouraged to meet their full potential.

This policy provides a framework to help prevent bullying, harassment and discrimination by an employee (or employees) and explains the procedure that should be followed by employees and managers when incidents occur.

The Council has a zero-tolerance approach to discrimination on the grounds of age, race, disability, sex, sexual orientation, gender identity, gender expression, religion or belief, marriage or civil partnership or pregnancy and maternity.

Racism is prejudice, discrimination, or antagonism directed against someone of a different race. Race means being part of a group of people who are identified by their nationality, citizenship, colour, national or ethnic origins.

A separate policy applies to bullying, harassment and discrimination that occurs from members of the public, clients or pupils as a result of an employee carrying out their role. See Zero-Tolerance: Violent, Abusive and Threatening Behaviour policy to seek guidance regarding processes in place and refer to the Health and Safety intranet pages.

2. SCOPE

2.1 This policy applies to everyone working for the Council including workers classed as agency staff and consultants, whether working from Council premises or from other locations. It also covers design of, and attendance at, work-related social events.

Every employee and worker must:

- uphold the Council's values;
- treat colleagues, Councillors and customers with dignity and respect;
  be aware of the effect that their own behaviour can have on others;
- create a work environment where bullying, harassment and discrimination is not tolerated;

- support colleagues if they experience bullying, harassment or singling out;
- challenge inappropriate behaviour and if this is difficult speak to a manager, a HR Business Adviser, or a union representative;
- set a positive example to others;
- consider language and attitudes and think before making personal comments to or about others;
- co-operate with any investigation undertaken by the Council regarding allegations of bullying and harassment;
- take personal responsibility for ensuring their knowledge and skills on equality and diversity issues are kept up to date;
- inform their line manager if they suspect that unfair discrimination, harassment or victimisation is taking place within the organisation.

2.2 Policy Breach

2.2.1 The Council has a zero-tolerance policy towards bullying, harassment and discrimination. Where bullying, harassment or discrimination is found to have taken place, disciplinary action will be taken, the outcome of which may include dismissal or termination of contract. The Council's Disciplinary Procedure cites harassment and other offences against human dignity such as assault and threatening behaviour at work as examples of behaviour which may constitute misconduct or gross misconduct.

2.2.2 All complaints of bullying, harassment and discrimination are taken seriously and handled sensitively and discreetly. Managers will take prompt action to investigate and respond to allegations. Where bullying, harassment or discrimination is found to have taken place, appropriate disciplinary action will be taken as in 2.2.1 above.

2.2.3 Everyone should be able to work without the fear of receiving mischievous or malicious allegations and anyone found to be making a deliberately false or vexatious complaint will be subject to appropriate disciplinary action in relation to the allegations which could result in dismissal/contract termination.

3. THE LAW AND DEFINITIONS OF BULLYING, HARASSMENT AND DISCRIMINATON

3.1 Bullying and harassment are terms used interchangeably and cover a range of behaviours that undermine the right of others to be treated with dignity. Both the Council and individual employees or workers can be held liable for unlawful discrimination, harassment or bullying.

3.2 Bullying is*: 'offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient'.* Source: Advisory, Conciliation and Arbitration Service (ACAS)

3.3 Harassment is: *'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'*. Source: Equality Act 2010.

3.3.1 Sexual harassment is also unlawful under the Equality Act 2010. Sexual Harassment occurs when a person engages in unwanted conduct of a sexual nature that has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. This includes verbal, non-verbal or physical conduct including unwelcome sexual advances, touching, forms of sexual assault, sexual jokes, displaying pornographic photographs or drawings or sending emails with material of a sexual nature.

3.3.2 Another type of harassment occurs when an employee or worker is treated less favourably because that employee or worker submitted to, or rejected unwanted conduct of a sexual nature, or unwanted conduct which is related to sex or to gender identity, and the unwanted conduct creates for them any of the circumstances defined in paragraph 3.3.

3.3.3 There is also legal protection against harassment on the basis of an individual's membership or non-membership of a trade union.

3.4 Discrimination is: '*treating a person unfairly because of who they are or because they possess certain characteristics.'*
Source: EOC.org.uk

3.4.1 There are nine protected characteristics stated in the Equality Act 2010: age; disability; race; religion & belief; gender reassignment; sex, sexual orientation, pregnancy and maternity and marriage and civil partnership.
Although the legislation refers to gender reassignment, the council recognises it is considered best practice to use the terms gender identity and gender expression.

3.4.2 Discrimination is to show favour, prejudice or bias for or against a person on any arbitrary grounds, for example on the basis of race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age disability, religion, HIV status, conscience, beliefs, political persuasion. It can take the form of exclusion from recruitment, promotion or training opportunities, less favourable working conditions or terms of employment e.g. less overtime or shift work and even unlawful contract termination.

Annex A sets out the definitions of the different types of discrimination.

3.5 Victimisation is where an employee is subject to a detriment because they have brought proceedings, given evidence or information in connection with proceedings or made an allegation (whether or not express) that another person has done something in breach of the Equality Act.

4. BEHAVIOURS THAT COULD BE REGARDED AS BULLYING, HARASSMENT OR DISCRIMINATION

Bullying, harassment and discrimination are not always verbal and face to face, but can involve written communications or visual images, such as pictures of a sexual nature or embarrassing photographs sent by text, instant messaging, email or posts on social media (e.g. Facebook, Twitter, Instagram).

Bullying and harassment may involve single or repeated incidents, ranging from extreme forms of intimidating behaviour, such as physical violence, to more subtle forms such as ignoring someone. It can occur with or without witnesses.

4.1 Examples of Unacceptable Behaviour

The following list includes examples of unacceptable behaviour from an employee, but is not exhaustive:

- personal insults to, or about, colleagues, customers or service users (particularly on the grounds of age, race, sex, disability, sexual orientation, gender identity, gender expression and religion or belief);
- physical aggression, violence or intimidation;
- practical jokes which embarrass or humiliate;
- engaging in banter or making jokes which are degrading or make people feel excluded, verbal abuse including personal insults, inappropriate stereotyping, offensive comments, taunts, threats, malicious gossip or innuendo;
- making racist threats;
- making homophobic, biphobic or transphobic insults and threats;
- outing an individual as LGBT+ (Lesbian Gay Bisexual or Trans) without their consent;
- gossip or speculation about someone's sexual orientation, gender identity or gender expression;
- making unnecessary and/or degrading references to an individual's sexual orientation or gender identity;
- repeatedly refusing to address a trans person by their name and correct gender pronoun;
- abuse of an individual's right to personal privacy, for example, intrusion into another employee's personal property or into their private life (this may also be a breach of the General Data Protection Regulations);
- deliberate isolation or non-cooperation and exclusion from normal social or professional contact in the workplace;
- sexual advances – assault, touching, standing too close, the display of offensive materials, making decisions on the basis of sexual advances being accepted or rejected;
- personal intrusion from pestering, spying and stalking.

5. MANAGEMENT RESPONSIBLITIES

It is the responsibility of all managers to behave in accordance with this policy and set an example to others.

Managers must encourage an inclusive atmosphere whereby staff feel able to talk to them about problems or concerns; where everyone is treated with dignity and respect and where any form of bullying, harassment or discrimination is not tolerated. Managers must prevent harassment, bullying and discrimination wherever possible and take immediate action once it is identified. Where managers receive a report of unacceptable behaviour or observe it at first-hand they have a responsibility to take immediate steps to address the matter, whether or not a formal complaint has been made.

Managers must also:

- provide a good example of appropriate behaviour.
- be alert to the possibility of bullying, harassment or discrimination.
- attend mandatory management training on equality and diversity issues.
- act promptly to correct behaviour which could cause offence or be seen to contravene this policy.
- make sure all new employees and workers are aware of expected standards of behaviour and reinforce this at regular intervals e.g. at team meetings and one to ones
- make sure new joiners and all employees take up learning and development opportunities to refresh their understanding of equality and diversity issues.
- record any incidents of harassment, bullying or discrimination and the outcomes of any action or investigations
- treat all cases of harassment, bullying and discrimination sensitively and with appropriate confidentiality and seek advice from an HR Adviser where appropriate.

5.1 <u>Legitimate Management Actions</u>

Management at times are required to make unpopular decisions that affect people's jobs and ways of working and speak to employees or workers about their performance and expected standards. This does not constitute bullying, harassment or discrimination. However, management must carry out these functions fairly, consistently and in a professional manner.

In order to carry out a managerial role it is necessary for managers to:

- issue instructions to employees/workers
- set work-related targets and objectives and monitor achievement
- set standards of workplace performance and monitor compliance with these
- address unacceptable performance or behaviour

Due to the serious effects of bullying, harassment and discrimination, management may need to continue with, or conduct, an investigation or disciplinary process even when an allegation is withdrawn by an employee/worker, OR the employee/worker declines to make a formal complaint. This would support the Council's zero tolerance towards any bullying, harassment or discrimination in the workplace.

5.2 Unacceptable Behaviour by Managers

The following are examples of unacceptable behaviour which could be carried out by managers, or anyone with direct line management or supervisory responsibility:

- humiliation, for example reprimanding an employee/worker in front of others;
- singling out an employee/worker, for example for unjustified criticism;
- intimidation, for example aggressive behaviour or threats directed at an employee/worker;
- persistently placing excessive demands on employees/workers, setting unrealistic work targets or objectives and/or changing targets or objectives without good reason;
- asking employees/workers to perform inappropriate tasks which are outside the remit of the job, for example personal errands;
- deliberately undermining an employee / worker or subjecting them to constant criticism;
- preventing individuals progressing by intentionally blocking promotion or training opportunities;
- making threats or comments about job security without foundation;
- disclosing an employee's or workers' sexual orientation or trans status without their consent;
- assigning employees/workers different tasks based on their protected characteristic.

6. RAISING A CONCERN

It is hoped that most issues and concerns can be resolved at an informal stage. However, this is not always possible, so a formal approach is also outlined in this policy.

6.1 Informal approach

Sometimes people make genuine mistakes and/or might not be aware their behaviour is unwelcome or offensive. In the first instance, if the employee/worker feels able to speak to the individual(s) at the time of the incident they should make it clear that they find their behaviour offensive and unwelcome and ask for it to stop.

Letting the individual(s) know their behaviour is unwelcome or offensive, either directly or with the help of a third party, will not only give them the opportunity to stop but to become more aware of any unconscious bias or prejudices they may have.

If the employee/worker finds it difficult to speak to the individual(s) directly, they could approach them in conjunction with the support of their line manager, an HR Business Adviser or a trade union representative.

The employee/worker may find it helpful to keep a diary of all incidents, a record of dates and times and the names of any witnesses etc. in order to facilitate early discussions.

Where the complaint is about the employee's/workers' line manager or the employee/worker does not believe it is appropriate for the line manager to deal with the complaint, then the matter should be raised through the HR Advice Desk to get help and support from an HR Business Adviser.

At any part of the informal approach an employee/worker can speak confidentially to an HR Business Adviser about their concerns or any of the following people to discuss the options available to resolve the matter:

- line manager
- any manager in the Council
- a trade union representative
- the Employee Assistance Programme

In some cases, the offensive behaviour or comments may not be directed personally to an employee worker, but they may still find them offensive. For example, they may overhear a team member make derogatory or discriminatory comments to or about someone else. In such instances the employee should speak to the individual(s) if they feel able to or raise their concern with their line manager.

If the particular case is concerning wider council practices and is in the public interest this should be raised under the Whistleblowing Policy.

6.2 Mediation

In some cases, a trained, impartial mediator may be able to help parties talk through the issues and agree a way of resolving the matter and restoring working relations. This can help avoid the need for more formal procedures.

Mediators do not make judgments or determine outcomes - they ask questions that help uncover underlying problems, assist the parties to understand each other's point of view and help them look at options for resolving their dispute.

Trained mediators can be accessed by contacting the Employee Assistance Programme or HR Advice Desk who will also contact an HR Business Adviser for support through the process.

7. FORMAL APPROACH

Should the informal approach fail to stop the harassment, bullying or discrimination, or if you believe the situation is still unresolved, OR so serious as to warrant immediate formal action, an employee/worker can make a formal complaint using the Council's formal grievance procedure Resolving Grievances.

Employees/workers should complete the grievance form and indicate whether the complaint is regarding bullying or harassment or discrimination in relation to a protected characteristic. It may be that more than one breach of policy is relevant. The form and any supporting information and evidence should be returned to the line manager and the HR Advice Desk who will contact the HR Business Adviser for support. This written statement will form the basis of the grievance meeting and any investigations and will only be shared with relevant parties.

Where the complaint is about the line manager of the employee/worker OR the employee/worker does not believe it is appropriate for the line manager to deal with the complaint, then the grievance form should be returned directly to the HR Advice Desk who will contact the HR Business Adviser to provide support and guidance.

In all the above matters further help and guidance can also be sought from a trade union representative or an HR Business Adviser.

8. CONFIDENTIALITY

Complaints must be treated confidentially and not discussed with anyone who is not involved in the procedures. Steps should be taken to ensure confidentiality and fairness to all parties. No-one will be victimised as a result of making a complaint or being subject to a complaint of bullying, harassment or discrimination. Any employee who fails to adhere to confidentiality or who victimises another individual will be subject to disciplinary procedures.

9. BULLYING, HARASSMENT OR DISCRIMINATION BY MEMBERS OF THE PUBLIC CLIENTS OR PUPILS

The Council has a duty to protect the health, safety and welfare of their employees/workers and will not tolerate bullying, harassment or discrimination towards employees or workers from members of the public, clients or pupils.

Employees/workers must speak to their line manager immediately if they experience offensive or unwelcome behaviour from a member of the public, clients or pupils, as a result of carrying out their role on behalf of the Council.

All incidents will be investigated in line with the Zero Tolerance: Violent, Abusive and Threatening Behaviour policy. Advice can also be sought from the HR Advice Desk or Health and Safety Team.

Managers must ensure that the incident has been reported on the Health and Safety online system.

10. BULLYING, HARASSMENT AND DISCRIMINATION BY TRADE UNION OFFICIALS OR REPRESENTATIVES

Trade unions recognised by the Council take bullying, harassment and discrimination seriously. An employee/worker who is being bullied or harassed by a trade union official should bring this to the attention of an appropriate officer in the local branch and notify an HR Business Adviser via the HR Advice Desk.

11. BULLYING, HARASSMENT, OR DISCRIMINATION BY COUNCILLORS

Councillors are expected to treat Council employees/workers with dignity and respect, see Member Code of Conduct . Anyone with a complaint of bullying, harassment or discrimination against a Councillor should discuss this with their line manager or an HR Business Adviser. After discussion the relevant Director may need to be involved in dealing with the complaint. The Director may address the individual Councillor and/or Party Group Leader and under the Council's Constitution is responsible for informing the Chief Executive and Monitoring Officer if the Party Group Leader becomes involved. In this event, the employee/worker would be fully supported and kept informed of the progress and outcome of their complaint.

12. SUPPORT FOR EMPLOYEES

Allegations of bullying, harassment or discrimination can be upsetting for all parties and management have a responsibility for making sure everyone receives appropriate support.

Guidance and counselling can be offered by the Employee Assistance Programme to people whose behaviour is unacceptable, as well as those affected by the unacceptable behaviour.

Employees/workers who are a member of a trade union may wish to contact their representative for support or seek advice from the organisations in paragraph 12.1.

12.1 Other Sources of Information and advice

- Unison: Email: unisox@xxxxxxxxxxx.xxx.xx
- ACAS (Advisory, Conciliation and Arbitration Service) www.acas.org.uk
- Equal Opportunities Commission www.eoc.org.uk
- Equality and Human Rights Commission: www.equalityhumanrights.com
- Stonewall: www.stonewall.org.uk

13. EQUALITY MONITORING AND ACCESSIBILITY

If any aspect of this procedure causes difficulty on account of any disability that you or your companion/representative may have, or if you need assistance because English is not your first language, you should raise this with your manager or the HR Advice Desk.

The Council confidentially monitors complaints of bullying, harassment and discrimination to ensure this policy is operated fairly and consistently. Data is also used from staff surveys to gauge whether bullying, harassment or discrimination is prevalent and whether respondents feel it is dealt with appropriately. Individuals are not identified through this monitoring.

14. RELATED POLICIES

- Resolving Grievances
- Zero-Tolerance: Violent, Abusive and Threatening Behaviour
- Disciplinary Procedure

Related policies can be found on the intranet under HR > Staff > HR Policies.

Related training can be found on Learning Zone.

EQUALITY & DIVERSITY IMPACT MEASURE

This policy has been subject to an Equality Impact Assessment in accordance with the Council's Equality, Diversity and Inclusion Framework and is not considered to unduly impact upon any protected group. The Council will regularly monitor and review the impact of this procedure.

VARIATION OF PROCEDURES	
This procedure is not contractual, and it may be varied by the Council from time to time. Examples of variation include the need to comply with new legislation or best practice guidance. Should the Council decide not to apply the procedure, either in its entirety or in part, that will not amount to a breach of contract. Changes to the procedure will be made in line with the relevant consultation process and through raising employee awareness.	
VERSION CONTROL	
Date approved and published:	January 2021 (Version 1.0)
Date to review policy:	January 2023 (unless subject to legislative change)

Annex A - Definitions of unlawful discrimination

Direct discrimination occurs when a person treats another less favourably than they treat or would treat others because of a protected characteristic. For example, in recruitment, promotion or advancement decisions, access to training, selection for redundancy.

This includes discrimination by **perception** when an individual is treated less favourably because others mistakenly think they possess one of the protected characteristics.

It also includes **'Associative'** discrimination where someone is treated less favourably because they associate with another person who possesses one of the protected characteristics.

Indirect discrimination may occur when a working condition, practice or rule is applied which puts workers sharing a protected characteristic at a disadvantage. Conditions disadvantaging particular groups will be unlawful, unless they can be objectively justified for business reasons and there is no other practical way of achieving it.

Positive action

Positive action is not the same as positive discrimination which is unlawful.

Positive action is permitted under the law, allowing employers to take certain steps to improve work opportunities for people who share a protected characteristic.

The council monitor the composition of the local labour market and our workforce, and where there is evidence for the need to improve equality of opportunity for certain groups sharing a protected characteristic, we may decide to take positive steps to address this in accordance with the legal criteria.

OXFORDSHIRE COUNTY COUNCIL

Adoption Leave and Pay Scheme

Who does this scheme apply to? 2

Exceptions 2

Time off to attend adoption meetings 2

Adoption Leave eligibility and entitlement 2

Adoption Leave entitlement 2

Adoption Pay entitlement 3

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Giving notice to take adoption leave 5

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Terms and conditions of employment 5

Annual Leave 6

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Keeping in touch days 6

Returning to work 7

Changing the return to work date 7

Right to request flexible working 7

Child Care Voucher Scheme 7

Review of policy 8

Other related policies and sources of information 8

Other related policies - click here 8

Who does this scheme apply to?

1. This scheme applies to all eligible employees of the council, regardless of length of service, apart from school employees who have their own scheme.

2. Adoption leave is available to:

   - individuals adopting a child or having a child through a surrogacy arrangement or;
   - one member of a couple where a couple adopt jointly (the couple must choose which partner takes adoption leave). This includes same sex couples, or couples regardless of their gender.

Exceptions

3. Employees don't qualify for Statutory Adoption Leave or Pay if they:

   - arrange a private adoption
   - become a special guardian or kinship carer
   - adopt a family member or stepchild.

Time off to attend adoption meetings

4. Potential adopters will be required to attend a number of assessment and matching appointments with the adoption agency. Paid time off is given to employees to attend up to five adoption appointments.

5. Employees should give their line manager as much notice as possible and may be required to provide evidence of appointments.

6. Where additional time off is needed and appointments cannot be made outside of normal working hours, managers have discretion to agree to reasonable time off but may ask employees to make up the time.

Adoption Leave eligibility and entitlement

7. To qualify for adoption leave, an employee must:

   - be newly matched with a child for adoption by an adoption agency
   - give the correct notice to their manager
   - provide proof of the adoption or surrogacy

Adoption Leave entitlement

8. Qualifying employees are entitled to up to 52 weeks' statutory adoption leave made up of:

- Ordinary Adoption Leave - first 26 weeks
- Additional Adoption Leave - last 26 weeks

9. Only one period of leave can be taken, irrespective of whether more than one child is placed for adoption as part of the same arrangement.

10. Couples adopting a child can choose which parent takes adoption leave; the other parent may be able to take:

    1. Paternity Leave - one or two weeks paid leave and unpaid leave is also available for eligible partners.

    2. Shared Parental Leave - allows eligible adoptive parents to share the care of the child in the first year, taking time off together or separately.

    3. Parental leave - four weeks unpaid leave each year (up to 18 weeks in total) is available for each adopted child, up to their 18th birthday.

Adoption Pay entitlement

11. Pay for up to 39 weeks may be available to employees depending on certain eligibility criteria being met. Adoption pay may include:

    - Statutory Adoption Pay (SAP)
    - Oxfordshire County Council's Occupational Adoption Pay

Statutory Adoption Pay

12. To qualify for Statutory Adoption Pay (SAP) employees must:

    - be newly matched with a child for adoption by an adoption agency
    - have worked continuously for **Oxfordshire County Council** for 26 weeks ending with the week in which they are notified of being matched with a child for adoption
    - give the correct notice to their manager
    - provide proof of the adoption or surrogacy
    - earn on average at least £118 a week (before tax)

13. Statutory Adoption Pay is payable for 39 weeks and is paid by the council to the employee on their normal pay day each month. The weekly amount is 90% of the employee's average weekly earnings for the first six weeks, followed by a flat rate amount set by the government each year, or 90% of the employee's average weekly earnings (whichever is lower). Tax and National Insurance is deducted.

Overseas adoptions

14. To qualify for both Adoption Leave and Pay, the conditions are the same as above except employees must:

- have worked continuously for Oxfordshire County Council for at least 26 weeks by the time they get their 'official notification'*
- sign form SC6* if they are adopting a child with their partner.

*Official notification is permission from a UK authority that the employee can adopt from abroad. Form SC6 - adopting a child from abroad confirms the employee is not taking paternity leave or pay.

Surrogacy arrangements

15. To qualify for Statutory Adoption Pay you must:

- have been continuously employed by your employer for at least 26 weeks by the 15th week before the baby's due
- intend to apply for a parental order
- expect the order to be granted (for example because you do not have any convictions involving children, and the birth mother or father agree to the arrangement)

16. All the other conditions for qualifying for pay and leave are the same as for adoptive parents.

Occupational Adoption Pay

17. Employees who have worked for **local government** continuously for 6 months or more by the week they are matched with a child, qualify for Occupational Adoption Pay.

18. An additional 12 weeks half pay is payable to employees who return from Adoption Leave to **local government employment** (not necessarily with OCC) for at least three months on a continuous contract. If this condition is not met, and an employee has received this payment, they will be required to repay the 12 weeks half pay, unless exceptional circumstances apply.

19. If employees are undecided about returning, they can opt to be paid this as a lump sum if they return to work.

20. If half pay plus Statutory Adoption Pay is more than the employee's normal pay, it will be reduced accordingly.

21. Once entitlement to adoption pay is exhausted any remaining adoption leave taken is unpaid.

22. Where an employee works variable hours each week, adoption pay will be calculated using the average pay earned in the 12 weeks preceding the date on which the last complete week ended. This will exclude any week in which no pay was earned.

Giving notice to take adoption leave

23. Adoption leave can start on any day of the week, either:

- from the date of placement (date the child starts living with the employee)
- for UK adoptions - up to 14 days before the placement date
- for overseas adoptions - when the child arrives in the UK or within 28 days of this date
- the day the child's born or the day after (if you've used a surrogate to have a child)

24. If the placement is delayed after the employee has started their adoption leave, they cannot stop the leave and start it again at a later date. Employees should ensure the placement will be going ahead, on the date agreed, before they start their adoption leave.

25. To help managers plan appropriate cover arrangements, employees must let their manager know as early as possible about their intention to adopt and advise them of potential timescales.

26. Within seven days of being matched with a child, the employee must give formal notice of adoption leave by following the steps set out here to apply for adoption leave. The employee will receive written confirmation within 28 days, confirming the date adoption leave will start and end and their entitlement to adoption pay.

27. If you use a surrogate to have a baby, tell your manager the due date and when you want to start your leave at least 15 weeks before the expected week of birth.

28. Employees can change the start date of their adoption leave if they need to by giving their line manager 28 days' notice, if possible.

Employment rights during adoption leave

Terms and conditions of employment

29. Employees taking adoption leave have the right to return to the job in which they were employed, under their original contract of employment and on terms and

conditions no less favourable than those which would have applied, had they not been absent.

30. Where this is not practicable, by reason of redundancy, the employee is entitled to be offered a suitable alternative vacancy, where one exists.

Annual Leave

31. Employees on adoption leave will continue to accrue annual leave and should plan to take this by the end of the leave year. If this is not possible, they may carry forward any remaining annual leave entitlement.

32. Many employees choose to use annual leave to extend their paid time off when paid adoption leave ends.

33. Any bank holidays, that fall on an employee's normal working days while on adoption leave, can be taken in a single block, at the end of their adoption leave, before returning to work. For part time staff the number of hours normally worked on those days, will be payable. No pay in lieu of days owed is payable.

Pension

34. Pension contributions continue during paid periods of adoption leave. For members of the Local Government Pension Scheme who take a period of unpaid adoption leave, pension contributions are optional. Information and interactive tools showing costs of buying lost pension can be found on *www.lgpsmember.org*. (See the section '*How is your pension affected if you are away from work*).
To obtain a quote raise an IBC enquiry on Employee Self Service via this path: My enquiry > My Employment > Pensions > Increasing your retirement benefit.

Keeping in touch days

35. Employees and managers should keep in touch during adoption leave and agree at the outset how best to do this. Managers can make a reasonable amount of contact with employees, for example to let them know about changes at work, job vacancies, training opportunities or team events. Employees can be invited to work events but are under no obligation to attend.

36. Employees on adoption leave will be kept informed and consulted about any organisational changes affecting their job.

37. Employees can work up to 10 days during their adoption leave. These days are called 'Keeping in Touch days' (KIT days). KIT days are optional - both the employee and manager need to agree to them.

38. KIT days can be used for employees to work or attend events such as training.

39. The employee is entitled to be paid for the work they do on KIT days. This is usually paid at their normal rate of pay. The type of work and pay should be agreed before the employee comes into work. Employees should complete a kit day claim form.

40. A part day worked is counted as one KIT day, but the employee is only paid for the hours worked.

41. The employee's right to adoption leave and pay isn't affected by KIT days.

42. KIT days can be used as single days or in blocks. If the employee works more than 10 days, it will affect their entitlement to statutory adoption pay.

Returning to work

Changing the return to work date

43. Employees will be expected back at work on the date they have given. If a date was not given, it will be assumed that the maximum leave entitlement is being taken.

44. Employees must give their manager at least eight weeks' notice if they want to change their return to work date. The employee's return to work may need to be postponed by up to eight weeks, if this notice is not given.

45. If an employee decides not to return to work, they should resign in writing in the normal way, giving the amount of notice specified in their contract of employment.

    If an employee returns to work before exhausting their full entitlement to statutory adoption pay or leave, their partner may be eligible for Shared Parental Leave/Pay.

Right to request flexible working

46. All employees have the right to request flexible working and managers will give careful consideration to all requests, ensuring that the needs and priorities of the organisation can be met before agreeing to any new arrangements. See Flexible Working Policy.

Child Care Voucher Scheme

47. The council participates in a childcare voucher scheme with the provider Edenred. This scheme allows childcare vouchers to be paid from the employee's salary, before tax and national insurance deductions. The scheme was closed to new entrants on 4th October 2018, but parents already registered by this date are able to continue

using it for as long as their employer offers it or until they leave the scheme. For more information go to www.childcarevouchers.co.uk

Review of policy

We check our policies regularly to make sure they are up to date. The latest version can be accessed from the intranet.

If you have any questions about this policy contact the HR team.

Published: October 2019

Other related policies and sources of information

Other related policies - click here

- Adoption leave and Pay intranet pages
- Shared parental Leave policy
- Paternity Leave policy
- Parental Leave policy
- Flexible Working Time Policy
- Oxfordshire Family Information Service (OxonFIS)

OXFORDSHIRE COUNTY COUNCIL

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Who does this scheme apply to?

1. This scheme applies to all pregnant employees of the council, apart from school employees who have their own scheme.

Working while pregnant

Health and Safety

2. Employees should inform their manager as soon as possible to let them know they are pregnant. Managers must carry out a risk assessment and this should be kept under review throughout the pregnancy and on return to work after the birth. The assessment should include agreeing timing and frequency of breaks and identifying somewhere for the pregnant employee to rest, if required.

3. Most council jobs do not present a risk to pregnant employees or their babies. However, special care must be taken when a job involves manual handling, a high level of physical activity, night work or contact with hazardous substances.

Time off for ante-natal appointments

4. All pregnant employees have the right to paid time off for their ante-natal care. Managers may ask to see an appointment card or other evidence of appointments.

Sickness absence

5. Sickness absence that is pregnancy related must be reported in the usual way, but will not be counted for the purpose of monitoring sickness absence under the council's Managing and Monitoring Sickness Absence Policy.

6. If employees become ill while they are pregnant they will be entitled to sick pay in the normal way. However, if they are absent from work after the beginning of the fourth week before the week in which the baby is due, and the reason is related to their pregnancy, maternity leave will normally be considered to have started at that point.

Maternity Leave

The amount of maternity leave available:

7. Employees are entitled to 52 weeks' statutory maternity leave, regardless of their length of service. Maternity leave is made up of:

   - Ordinary Maternity Leave - first 26 weeks
   - Additional Maternity Leave - last 26 weeks

8. Additional Maternity Leave must follow straight after Ordinary Maternity Leave with no gap between the two types of leave.

9. Employees don't have to take 52 weeks maternity leave, but it is compulsory for them to take two weeks' leave after the baby is born.

10. Employees are not entitled to Statutory Maternity Leave if they have a child through surrogacy but may be eligible for Adoption Leave.

Shared Parental Leave

11. Employees can (subject to eligibility) choose to bring their maternity leave to an end early and create Shared Parental Leave to enable them to share the care of their baby with their partner.

Start date for maternity leave and early births

12. The earliest maternity leave can start is 11 weeks before the expected week of childbirth. This means employees have a total of 63 weeks maternity leave available to them - up to 11 weeks before the expected date of childbirth and up to 52 weeks after.

13. If they are medically fit to do so, employees can choose to carry on working up until the date the baby is due (the date given by the GP or midwife on the MAT B1 certificate).

14. Maternity leave will also start:

- the day after the birth if the baby is early
- automatically if the employees is off work for a pregnancy-related illness in the four weeks before the week (Sunday to Saturday) that their baby is due.

Maternity Pay

15. Pay for up to 39 weeks of maternity leave may be available to employees depending on certain eligibility criteria and can include:

a) Statutory Maternity Pay (SMP) or Maternity Allowance
b) Oxfordshire County Council's Occupational Maternity Pay

16. If entitled, the first six weeks of maternity leave are earnings related and the employee will receive 90% of their normal pay. Any SMP they are entitled to, will be offset against this – in other words they will not receive both.

Statutory Maternity Pay (SMP)

17. To qualify for SMP employees must:

- earn on average at least £118 a week

- have worked for the council continuously for at least 26 weeks up to the 15th week before the expected week of childbirth
- give the required notice to their manager
- provide a MAT B1 certificate giving proof of their pregnancy

18. SMP is paid for up to 39 weeks. Employees get:

- 90% of their average weekly earnings (before tax) for the first six weeks
- Flat rate SMP or 90% of their average weekly earnings (whichever is lower) for the next 33 weeks

Maternity Allowance (MA)

19. If an employee does not qualify for SMP, they can claim Maternity Allowance. Maternity Allowance is paid at a flat rate (or 90% of average weekly earnings if this is less) for 39 weeks.

20. The employee will be notified if they are not entitled to SMP and will be sent a SMP1 form for the employee to claim Maternity Allowance from Job Centre Plus.

Oxfordshire County Council's Occupational Maternity Pay

21. An additional 12 weeks half pay is available to eligible employees. To qualify employees must:

    - have completed 6 months continuous **local government service** by the beginning of the 11th week before the week in which the baby is due

    - return from maternity leave to **local government employment** (not necessarily with OCC) for at least three months on a continuous contract. If this condition is not met, and employees have received this payment, they will be required to repay the 12 weeks half pay, unless exceptional circumstances apply.

22. The 12 weeks half pay will be paid monthly, directly after the first six weeks of maternity leave (when 90% of normal pay is paid). If employees are undecided about coming back to work, they can opt for this to be paid as a lump sum if they do return.

23. If half pay plus SMP entitlement is more than the employee's normal pay, it will be reduced accordingly.

Payment of maternity pay

24. Maternity pay including statutory maternity payments is paid by the council in the same way as an employee's salary on a monthly basis. Tax and National Insurance is deducted.

25. Maternity pay will start on the same day that the employee has chosen to start their maternity leave or:

- automatically if the employee is off work for a pregnancy-related illness in the four weeks before the week that their baby is due or
- the day following the birth if this is earlier than the date notified by the employee.

26. Once entitlement to maternity pay is exhausted (usually after 39 weeks), maternity leave is unpaid.

27. Where an employee works variable hours each week, maternity pay will be calculated using the average pay earned in the 12 weeks preceding the date on which the last complete week ended. This will exclude any week in which no pay was earned.

Giving notice to take maternity leave

28. At least 15 weeks before the baby is due, employees must notify their manager of the date their baby is due and when they want to start their maternity leave. Maternity leave can start any day of the week. Employees can change their mind about the date they want their maternity leave to start, but must give their manager 28 days' notice of the revised date.

29. Employees must follow the steps set out here to apply for maternity leave and complete the form in the self-service system. The employee will receive written confirmation within 28 days, confirming the date maternity leave will start and end and their entitlement to maternity pay.

30. Employees are asked to give an indication of the date they intend to return to work. This helps the manager plan cover arrangements. If no return date is given by the employee, it will be assumed that they intend to take their maximum leave entitlement and this will be confirmed to them in writing.

Early births, still-births and the death of a baby

31. Employees can still get Statutory Maternity Leave and SMP if their baby:

- is born early
- is stillborn after the start of their 24th week of pregnancy
- dies after being born.

Employment rights when on maternity leave

Terms and conditions of employment

32. Employees taking maternity leave have the right to return to the job in which they were employed, under their original contract of employment and on terms and conditions no less favourable than those which would have applied, had they not been absent.

33. Where this is not practicable, by reason of redundancy, the employee is entitled to be offered a suitable alternative vacancy, where one exists.

Keeping in touch days

34. Employees and managers should remain in regular contact during maternity leave and agree at the outset how best to do this. Managers can make a reasonable amount of contact with employees, for example to let them know about changes at work, job vacancies, training opportunities or team events. Employees can be invited to work events but are under no obligation to attend.

35. Employees on maternity leave will be kept informed and consulted about any organisational changes affecting their job.

36. Employees can work up to 10 days during their maternity leave (but not within the first two weeks after the birth). These days are called ‘Keeping in Touch days’ (KIT days). KIT days are optional - both the employee and manager need to agree to them.

37. KIT days can be used for employees to work or attend events such as training.

38. The employee is entitled to be paid for the work they do on KIT days. This is usually paid at their normal rate of pay. The type of work and pay should be agreed before the employee comes into work. Employees should complete a kit day claim form.

39. A part day worked is counted as one KIT day but the employee is only paid for the hours worked.

40. The employee’s right to maternity leave and maternity pay is not affected by KIT days.

41. KIT days can be used as a single days or in blocks. If the employee continues to work once the 10 KIT days have been used, it will affect their entitlement to statutory maternity pay.

Annual leave and bank holidays

42. Employees continue to build up holiday entitlement while on maternity leave and can take any holiday they've built up before or after their maternity leave. Many employees choose to use annual leave to extend their paid time off when paid maternity leave ends.

43. Any bank holidays, that fall on an employee's normal working days during maternity leave, can be taken as paid leave, in a single block, at the end of their maternity leave before returning to work. For part time staff the number of hours normally worked on those days, will be payable.

44. No pay in lieu of days owed is payable.

Pension

45. Pension contributions continue during paid periods of Maternity Leave. For members of the Local Government Pension Scheme who take a period of unpaid Maternity Leave, pension contributions are optional. Information and interactive tools showing costs of buying lost pension can be found on *www.lgpsmember.org*. (See the section '*How is your pension affected if you are away from work*).
To obtain a quote raise an IBC enquiry on Employee Self Service via this path: My enquiry > My Employment > Pensions > Increasing your retirement benefit.

Returning to work

Changing the return to work date

46. Employees will be expected back at work on the date they have given. If a date was not given, it will be assumed that the maximum leave entitlement is being taken.

47. Employees must give their manager at least eight weeks' notice if they want to change their return to work date. If this notice period is not given, their return may need to be delayed by up to eight weeks.

48. If an employee returns to work before exhausting their full entitlement to statutory maternity pay or leave, their partner may be eligible for Shared Parental Leave/Pay.

49. If an employee decides not to return to work, they should resign in writing in the normal way, giving at least the amount of notice specified in their contract of employment.

Right to request flexible working

50. While there is no obligation to agree to requests for flexible working, council managers will carefully consider all requests, ensuring that the needs of the

organisation can be met before agreeing to any new arrangements. See Flexible Working Policy.

Health and Safety for new and breastfeeding mothers

51. A new mother is defined as someone who has given birth within the last six months or who is breastfeeding.

52. Managers must revisit the risk assessment when an employee returns to work following maternity leave.

53. There is a legal requirement to provide somewhere for breastfeeding employees to rest.

Child Care Voucher Scheme

54. The council participates in a childcare voucher scheme with the provider Edenred. This scheme allows childcare vouchers to be paid from the employee's salary, before tax and national insurance deductions. The scheme was closed to new entrants on 4th October 2018 but parents already registered by this date are able to continue using it for as long as their employer offers it or until they leave the scheme. For more information go to www.childcarevouchers.co.uk.

Review of policy

We check our policies regularly to make sure they are up to date. The latest version can be accessed from the intranet.

If you have any questions about this policy contact the HR team.

Published: October 2019

Other related policies and sources of information

For other related HR policies - click here

- Maternity leave and pay for employees intranet pages
- Oxfordshire Family Information Service (OxonFIS)
- Flexible Working Time Policy
- Shared Parental Leave policy

Annex 1 - Quick look up table for Maternity Pay entitlement

Qualifying length of service **EWC – Expected week of childbirth*	**Pay you are eligible for:** *Maternity pay is paid monthly in the same way as your salary. Tax and national insurance contributions will be deducted.*
I will have less than 6 months continuous local government service by the beginning of the 11th week before the EWC*	You are not eligible for maternity pay under the council's maternity scheme or Statutory Maternity Pay (SMP). You may be able to claim Maternity Allowance - GOV.UK. The payroll team will notify you and send you a claim form.
I will have worked for Oxfordshire County Council (and/or in other local government employment) continuously for at least 6 months by beginning of the 11th week before the EWC*	You qualify for Oxfordshire County Council's maternity pay: ▪ 90% of your normal weekly pay for the first 6 weeks of maternity leave ▪ half pay for the following 12 weeks, if you intend to return to work for at least three months after maternity leave Maternity leave is unpaid after 39 weeks.
I will have worked for Oxfordshire County Council for at least 26 weeks by the beginning of the 15th week before the EWC*	You are eligible for Statutory Maternity Pay (SMP), as long as your weekly pay is above the National Insurance Lower Earnings Limit and Oxfordshire County Council's maternity pay. You will be paid: ▪ 90% of your average weekly earnings for the first 6 weeks of maternity leave (this includes SMP) ▪ half pay for the following 12 weeks, if you intend to return to work for at least 3 months after maternity leave (see maternity scheme for terms and conditions and pay options) ▪ in addition to half pay, from week 7 and for the remaining 33 weeks –flat rate Statutory Maternity Pay or 90% of your average weekly earnings (whichever is lower)

OXFORDSHIRE COUNTY COUNCIL

Paternity Scheme

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Who does this scheme apply to?

1. Employees may be eligible for paternity leave when their partner is having a baby, they are adopting a child or having a baby though a surrogacy arrangement.

2. Employees must be taking time off to look after the child and be one of the following:

   - The biological father
   - the spouse, civil partner or partner of the mother or adopter (including same sex partners)
   - the child's adopter
   - the intended parent (if having a baby through a surrogacy arrangement)

3. Paternity Pay may be available to foster carers who go on to adopt a child only if they satisfy the qualifying conditions.

Time off for partners to attend ante-natal and adoption appointments

4. Expectant fathers or partners are entitled to unpaid time off to attend up to two ante-natal appointments with their partner.

5. Employees who are applying to adopt (whether alone or as a couple) can have paid time off to attend up to five matching/assessment appointments.

6. Managers may ask to see an appointment card or other evidence of appointments.

Paternity Leave entitlement

7. There are two types of Paternity Leave:

   1. Ordinary Paternity Leave - one or two weeks paid leave.

   2. Unpaid Paternity Leave - up to 45 weeks unpaid leave.

8. Shared Parental Leave is also available and allows eligible parents to share the care of their child during the first year, taking time off together or separately. See the policy here.

Ordinary Paternity Leave and Pay

9. To qualify for Ordinary Paternity Leave employees must first meet the criteria set out in paragraph two.

10. The amount of Ordinary Paternity Leave an employee is entitled to then depends on their length of service as follows:

- an employee who has worked for the council for **less than 6 months** by the end of the 11th week before the expected week of childbirth or if adopting by the 'matching week' is entitled to **one weeks' paid leave**, paid at their normal salary.

- an employee who has worked for the council continuously for **at least 6 months** by the end of the 11th week before the expected week of childbirth or if adopting by the 'matching week' is entitled to **one or two consecutive weeks paid leave**, paid at their normal salary.

11. For adoption the 'matching week' is either:

- the end of the week they are matched with the child (UK adoptions)
- the date the child enters the UK or when the employee wants their pay to start (overseas adoptions).

12. Normal salary is paid during Ordinary Paternity Leave and includes any entitlement to Statutory Paternity Pay. Tax and National Insurance will be deducted.

13. A week is the same amount of days that the employee normally works in a week.

14. The same amount of leave applies if the employee's partner has a multiple birth (e.g. twins).

Taking Ordinary Paternity Leave

15. Ordinary Paternity Leave, either one or two weeks, must be taken in one go.

16. Ordinary Paternity Leave cannot start before the birth and must end within eight weeks of the birth.

17. For adopters Ordinary Paternity Leave can start on:

- the date of placement
- an agreed number of days after the date of placement
- the date the child arrives in the UK or an agreed number of days after this (overseas adoptions only)

18. For overseas adoption, leave must be taken within eight weeks of the date of placement or the child’s arrival in the UK.

Giving notice to take Ordinary Paternity Leave

19. At least 15 weeks before the baby is expected to be born, employees must complete the Family Leave form in the self-service system and send it to their manager. Managers may ask for a copy of the MAT B1 certificate confirming the expected date of child birth.

20. Employees who are co-adopting or whose partner is adopting must complete the Family Leave form within seven days of being matched with a child and send it to their manager. Managers may ask for a copy of the 'matching certificate' issued by the adoption agency.

21. Employees who are adopting a child from abroad and who want to apply for Ordinary Statutory Paternity Pay and Leave must also fill in form SC5 - GOV.UK.

22. Employee's don't have to give a precise date when they want to take leave but instead can give the general time such as the day of the birth or one week after the birth.

23. Employee's must give their line manger 28 days' notice if they want to change the dates of their paternity leave. If this is not reasonably practicable, as much notice of the new start or end date as possible must be given.

Early and late births

24. The eight-week period, in which Ordinary Paternity Leave must be taken, runs from the actual date of the birth.

Shared Parental Leave and Pay

25. Shared Parental Leave (SPL) gives eligible parents the ability to share the care of their child during the first year of birth or adoption, taking time off together or separately. For full details read the council's Shared Parental Leave policy.

Unpaid Paternity Leave

26. Up to 45 weeks unpaid leave may be available for employees who meet the qualifying conditions in paragraph two and who have been employed by Oxfordshire County Council for at least 6 months at the end of the 11th week before the start of the week when the baby is due or where adopting, by the end of the week they are notified of being matched with a child.

27. Unpaid paternity leave must begin within six weeks of the week in which the baby is born or the date of adoption placement.

28. At least 15 weeks before the employee wishes to take Unpaid Paternity Leave they must request unpaid leave on the self- service system (ESS Lite > My Leave requests) and have this approved by their manager.

Employment rights when on paternity leave

29. Employee's employment rights are protected while on paternity leave.

30. Employees on paternity leave continue to accrue annual leave and should plan to take this by the end of the leave year. If this is not possible, they may carry forward up to five days to the new leave year.

31. Pension contributions continue during paid periods of paternity leave. For members of the Local Government Pension Scheme who take a period of unpaid paternity leave, pension contributions are optional. Information and interactive tools showing costs of buying lost pension can be found on www.lgpsmember.org. (See the section 'How is your pension affected if you are away from work).
To obtain a quote raise an IBC enquiry on Employee Self Service via this path: My enquiry > My Employment > Pensions > Increasing your retirement benefit.

Requests for flexible working

32. Employees have the right to request flexible working and council managers will give careful consideration to all requests, ensuring that the needs and priorities of the organisation can be met before agreeing to any new arrangements. See Flexible Working Policy.

Child Care Voucher Scheme

33. The council participates in a childcare voucher scheme with the provider Edenred. This scheme allows childcare vouchers to be paid from the employee's salary, before tax and national insurance deductions. The scheme was closed to new entrants on 4th October 2018, but parents already registered by this date are able to continue using it for as long as their employer offers it or until they leave the scheme. For more information go to www.childcarevouchers.co.uk

Other nominated carers

34. Employees who are not eligible for leave under this scheme but who have been nominated by the mother as the main provider of support at or around the time of the birth, should speak to their manager or HR about whether they are eligible for time off.

Review of policy

35. If you have any questions about this policy contact the HR team.

36. We check our policies regularly to make sure they are up to date – the latest version can be accessed from the intranet.

Published: October 2019

Other related policies and sources of information

For other related HR policies - click here

- Oxfordshire Family Information Service (OxonFIS)
- Flexible Working Time Policy
- Shared Parental Leave policy
- Adoption Leave
- Maternity Leave
- Parental Leave

OXFORDSHIRE COUNTY COUNCIL

Shared Parental Leave Policy

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Policy purpose and scope

1. Shared Parental Leave (SPL) gives eligible parents the ability to share the care of their child during the first year of birth or adoption, taking time off together or separately.

2. This policy explains:

   - the provisions of Shared Parental Leave and Shared Parental Pay
   - who is eligible, and
   - how to apply.

3. Under the rules for Shared Parental Leave, mothers can bring their Maternity Leave to an end early, converting any remaining leave entitlement to Shared Parental Leave and any remaining Statutory Maternity Pay (SMP) to Shared Parental Pay (SPP).

4. Shared Parental leave and Pay is also available to adopters.

5. Shared Parental Leave is different to ordinary Parental Leave which allows employees up to four weeks unpaid leave each year, (18 weeks in total), for each child up to the age of 18.

6. The ACAS Shared Parental Leave: good practice guide provides helpful information and examples of how Shared Parental Leave can be used and there is also information available at www.gov.uk . Employees can also contact the HR Support Desk for advice.

Shared Parental Leave eligibility criteria

7. Shared Parental Leave can only be taken by:

   - the mother/adopter and **one** of the following:

   - the biological father of the child or
   - the spouse, civil partner or partner of the child's mother/adopter

8. Both partners must share the main responsibility for the care of the child at the time of the birth or placement for adoption.

9. This policy explains what parents may be eligible for, recognising that a council employee may be the mother or primary adopter (the parent taking adoption leave/pay) or the father/partner.

10. To be eligible for Shared Parental Leave parents must meet **all** of the following criteria:

- the mother/adopter must be entitled to Statutory Maternity/Adoption Leave **OR** Statutory Maternity/Adoption Pay **OR** Maternity Allowance.

- the employee taking Shared Parental Leave must still be working for the council at the start of each period of Shared Parental Leave.

- the mother must have at least 26 weeks' service with their employer at the end of the 15th week before the child's expected due date. The primary adopter must have at least 26 weeks' service by the week in which they are notified of being matched with a child.

- the father or partner must have worked for at least 26 weeks in the 66 weeks leading up to the due date/matching date and earned an average of at least £390 per week in any 13 of those weeks.

- the employee applying for Shared Parental Leave must give the correct notice of their entitlement, provide the required information from both partners and any evidence requested.

Shared Parental Leave entitlement

11. Mothers must take two weeks' maternity leave after the birth. After this, they can choose to bring their maternity leave to an end early, at any time, allowing them and/or their partner to take any remaining weeks as Shared Parental Leave.

> **Example:** A mother gives notice to bring her maternity leave to an end after taking 22 weeks. 52 weeks entitlement to maternity leave less 22 weeks taken = 30 weeks Shared Parental Leave available for the mother and her partner to share between them.

12. The father/partner can take Shared Parental Leave straight after the birth or placement, but may choose to use any Paternity Leave they are entitled to first, as they cannot take this once they have taken any Shared Parental Leave or Shared Parental Pay.

13. Shared Parental Leave must be taken in blocks of at least one week and must be taken in the first year of the birth/placement. Any leave not taken in this time will be lost.

Shared Parental Pay - eligibility criteria and entitlement

14. The number of weeks Shared Parental Pay entitlement depends on how much statutory maternity/adoption pay the mother/adopter has received and how much of their entitlement is remaining.

15. Shared Parental Pay is paid at the relevant statutory rate, which can be found at www.GOV.UK.

16. In addition to the eligibility criteria for Shared Parental Leave (paragraphs 8 - 11), the following criteria must be met to qualify for Shared Parental Pay:

    - the mother/adopter is entitled to Statutory Maternity/Adoption Pay OR Maternity Allowance and has decided to give notice to reduce their statutory pay period.

    - the employee must intend to care for the child during the period Shared Parental Pay is paid.

    - the employee must have an average weekly pay of at least the lower earnings limit for national insurance contributions (see www.GOV.UK for the current amount) during the eight weeks leading up to and including the 15th week before the child's expected due date/matching date.

    - the employee must be in continuous employment until the first week of Shared Parental Pay has begun.

    - the employee must give at least eight weeks' written notice.

Continuous and discontinuous leave

17. Employees can request to take Shared Parental Leave either in one continuous block or in separate blocks, referred to as "discontinuous leave", returning to work in between. There is no limit to the number of blocks of leave that can be included in one request.

18. Requests for a block of continuous Shared Parental Leave cannot be refused, as long as the employee and their partner have enough weeks of Shared Parental Leave remaining and give the correct notice.

19. Managers have two weeks in which to consider, and talk through with an employee, a request for discontinuous Shared Parental Leave. Managers can agree or refuse a request for discontinuous leave, depending on business needs.

20. If a request cannot be accommodated, the manager and employee can agree an alternative pattern of leave **OR** the employee can request to take the leave in a continuous block **OR** withdraw the request. Once one of these options is agreed, if the employee later wishes to change the leave pattern in any way, this will count as a new separate request out of the total three that an employee can submit.

> **Example of a request for discontinuous Shared Parental Leave:** Alison has taken 26 weeks maternity leave and now wants to bring her maternity leave to an end to share the remaining leave entitlement with her partner. She submits a request for discontinuous leave asking to take 8 weeks SPL in February and March, returning to work in April and May and then having another 8 weeks of SPL in June and July. Managers must consider requests for discontinuous blocks of leave but can refuse these requests on the grounds of business needs.

Requesting Shared Parental Leave

21. Requests must be made at least eight weeks before an employee wants to take Shared Parental Leave.

22. Eligible employees must complete the Family Leave form . This must include notice of the following:

    - notice of the mother/adopter's intention to end their maternity/adoption leave early
    - a declaration from both partners that they are eligible for Shared Parental Leave
    - the leave dates requested (if known at that stage).

23. Managers can ask for further evidence of eligibility within 14 days of receiving this form, which the employee must provide within a further 14 days.

24. Shared Parental Leave can be taken by one or both parents. One parent can still be on maternity/adoption leave while the other takes Shared Parental Leave, as long as they have given notice in writing to end maternity/ adoption leave early.

25. Both parents should consider carefully giving notice to end maternity/adoption leave as it can only be revoked in the following circumstances:

    - it is discovered that the parents are not eligible for Shared Parental Leave
    - notice was given before the birth of the child and the mother withdraws her notice within six weeks of the birth
    - the partner has died.

26. Once maternity/adoption leave has ended it cannot be re-started.

27. When employees fill in the Shared Parental Leave request form, if they know the dates they want to take as Shared Parental Leave, they can give these dates and give notice on the form at the same time. If employees do not yet know the exact dates they want to take, they should just give possible dates on the form. When they know the leave dates they want to take, they must notify their manager at least eight weeks before they would like the Shared Parental Leave to start.

28. Each parent can submit up to three requests for Shared Parental Leave. Any changes or cancellations to the leave request must be made in writing at least eight weeks' before the leave is due to start. Any change will count towards the employee's limit of three requests, if the previous request has already been agreed.

Employment rights during Shared Parental Leave

29. During Shared Parental Leave all contractual terms and conditions are protected.

30. Pension contributions continue during paid periods of Shared Parental Leave.

31. For members of the Local Government Pension Scheme who take a period of unpaid Shared Parental Leave, pension contributions are optional. Information and interactive tools showing costs of buying lost pension can be found on www.lgpsmember.org. (See the section 'How is your pension affected if you are away from work).
To obtain a quote raise an IBC enquiry on Employee Self Service via this path: My enquiry > My Employment > Pensions > Increasing your retirement benefit.

32. Annual leave entitlement continues to accrue during Shared Parental Leave and employees should plan to take this by the end of the leave year. If this is not possible, they may carry forward any remaining annual leave entitlement. No pay in lieu of days owed is payable.

Keeping in Touch Days

33. Before going on Shared Parental Leave, the employee and manager should agree how they will keep in touch.

34. Each parent can have up to 20 days Shared Parental Leave In Touch Days, or 'SPLIT Days'. This is in addition to the 10 Keeping In Touch Days, (KIT Days), available under Maternity and Adoption Leave. Using up to 20 SPLIT Days does not bring Shared Parental Leave to an end or prevent Shared Parental Pay being paid for that week. A part day worked counts as one SPLIT day but the employee is only paid for the hours they have worked.

35. SPLIT days must be agreed between the manager and employee. They can be used to carry out work or attend events or ease a gradual return to work. They should be paid at the employee's normal rate of pay, or other agreed rate.

Returning to work

36. Employees are expected to return to work on the agreed date, unless they notify their manager otherwise. If an employee wishes to return earlier than previously agreed, they must give at least eight weeks' written notice. This change will count as one of the three requests an employee can make. If the employee has already made three requests, the manager does not have to accept this change but may consider it if it is practical. Any late return without prior authorisation will be treated as unauthorised absence.

37. Employees taking Shared Parental Leave have the right to return to the job in which they were employed, under their original contract of employment and on terms and conditions no less favourable than those which would have applied, had they not been absent.

38. Where this is not practicable, by reason of redundancy, the employee is entitled to be offered a suitable alternative vacancy, where one exists.

Review of policy

We check our policies regularly to make sure they are up to date; the latest version can be accessed from the intranet.

If you have any questions about this policy contact the HR team.

Published: April 2015 (amended November 2020)

Related policies and other sources of information

- Maternity Scheme
- Paternity Leave
- Adoption Leave
- Parental Leave

  ACAS Shared Parental Leave: a good practice guide for employers and employees

OXFORDSHIRE COUNTY COUNCIL

Emergency Leave Scheme

Purpose and scope of scheme

1. The council recognises there are times when employees have to deal with unforeseen emergency situations and difficult personal events such as bereavement. This policy sets out the time off managers can agree to support employees in these circumstances.

2. This scheme applies to all Oxfordshire County Council employees apart from those working in schools where a separate emergency leave scheme applies.

Time off for emergencies involving a dependant

3. By law employees are entitled to unpaid time off to deal with an emergency involving a dependant. It is the council's policy to support employees in these circumstances by allowing some paid time off to allow the employee to deal with the immediate situation and put other arrangements in place, allowing the employee to return to work. Up to one or two days will normally be sufficient at any one time, subject to the annual limits set out in paragraphs eight and nine.

4. A dependant is defined as:

   a) a spouse, partner, child or parent

   b) anyone living in the employee's household as a member of the family (other than a tenant or lodger)

   c) anyone who reasonably relies on the employee for help in an emergency.

Examples of emergencies

- a child minder or carer is suddenly and unexpectedly unable to look after the employee's dependant
- a nursing home or nursery closes unexpectedly
- the employee's child or adult dependant falls ill and they need time off to take them to the doctor/hospital and to make alternative care arrangements .

  Note: if an employee wants to remain off work for longer to look after their child/dependant they need to seek authority to take annual leave, parental leave or they may be eligible for carers planned leave.

(This list is not exhaustive)

5. School closures due to severe weather conditions or industrial action would not normally be regarded as an emergency under this scheme. Prior warning is usually given allowing parents to make contingency plans.

Paid time off for personal events

6. Managers can agree paid time off in the following circumstances (this is sometimes referred to as compassionate leave):

- bereavement due to the death of a close relative*
- an employee needs to deal with matters arising from the death of a close relative*
- arranging a funeral of a close relative*/colleague
- attending a funeral of a close relative*/colleague
- dealing with a burglary, flood or fire at the employee's home

**A close relative would normally be a spouse, civil partner, partner, child, parent/in-law, sibling, grandparent.*

7. Managers can agree a reasonable amount of paid time off depending on the circumstances, up to the limits set out in the next section.

Limits to paid time off and authorisation

8. Line managers can approve up to a total of five paid days (pro rata for part time staff) for an employee in any one rolling year under this scheme. For uniformed Fire & Rescue staff this must be approved by the Station Manager with notification to the Duty Group Manager to ensure any crewing implications are dealt with.

9. The line manager's manager can approve up to an additional five paid days in any one rolling year. For uniformed Fire & Rescue staff this must be approved by an Area Manager or above. This manager may explore whether the employee can take other leave such as flexi-leave (if applicable) or annual leave or a combination of emergency leave and other leave. If options for paid emergency leave are exhausted employees may wish to consider other types of leave listed in paragraph 15.

10. In exceptional circumstances, applications for additional paid leave under this scheme may be considered by the relevant Director or the Chief Fire Officer for Fire & Rescue employees, in consultation with the County HR manager via the HR Business Partner.

Requesting emergency leave

11. Employees must contact their manager by telephone as soon as practical to inform them of the situation and request emergency leave.

12. Managers will decide whether paid or unpaid leave can be granted under this scheme and will confirm the amount of time off agreed with the employee.

13. Once employees have obtained the relevant approval they must book emergency leave through IBC Self Service for the line manager to approve. The approval required is set out in paragraphs 8 - 10 above.

Keeping in touch

14. Employees must keep in touch with their manager during their absence and keep them informed about any changes to their situation on a regular basis.

Manager responsibilities:

- ensure all employees are aware of this policy and know how to apply for emergency leave and who to contact
- gather sufficient information from employees to make a decision about applications for emergency leave
- confirm decisions, usually in writing within five working days of receiving applications
- keep a record of requests and emergency leave granted and monitor the number of days taken by employees
- treat requests from employees confidentially, sensitively and fairly, keeping in touch on a regular basis
- seek HR advice where necessary
- make sure senior managers know about any sensitive or difficult situations that employees may be experiencing e.g. death of family member

Employee responsibilities

- to consider alternative arrangements before requesting emergency leave
- to consider whether requesting flexi-leave (if applicable) or annual leave might be more appropriate
- keep in touch with manager regularly while on emergency leave

Alternatives to emergency leave

15. Where employees are not eligible for paid emergency leave, alternative types of leave can be considered:

- Unpaid leave
- Parental leave - unpaid leave for parents with at least one years' local government service and children up to the age of 18
- Annual Leave
- Carers planned leave - up to 37 hours paid time off in any 12 month period (pro rata for part time staff) can be approved for employees providing unpaid care to a relative, partner, child, or a friend who needs support due to a physical or mental illness, learning disability or physical disability, frailty or an addiction. This can be used to accompany the person to medical or social care appointments or used if short term extra support or care is needed.
- Flexi-time policy - some council teams and services operate flexi-time working which may allow employees to work their contracted hours flexibly to manage work and personal commitments

Review of policy

We check our policies regularly to make sure they are up to date, the latest version can be accessed from the intranet.

If you have any questions about this policy contact the HR team.

Published: March 2016

OXFORDSHIRE COUNTY COUNCIL

Transgender staff - Guidance for managers

This guidance includes practical advice and suggestions for managers in the recruitment and retention of transgender staff based on guidance from the Government Equalities Office and ACAS.

Gender reassignment is a personal, social, and sometimes medical process by which a person's gender appears to others to have changed. Anyone who proposes to, starts or has completed a process to change his or her gender is protected from discrimination under the Equality Act. A person does not need to be undergoing medical supervision to be protected. So, for example, a woman who decides to live as a man without undergoing any medical procedures would be covered.

When people feel valued by their employer for the contribution they can make to the organisation as an individual, regardless of their personal (or protected) characteristics, they are more likely to feel engaged and enthusiastic, have better attendance, be a better team player, stay longer and offer loyalty and talk about their employer in positive terms. If barriers exist to the recruitment and retention of transgender staff, employers miss out on this potential. Trans people often leave jobs before transitioning, often because of the possible discrimination they imagine they will face if they stay in their place of work. This can result in a loss of expertise and investment for their original employer. A more inclusive environment would retain the skills and expertise of that employee.

Recruitment of transgender staff

Candidates may not wish to disclose their trans status at interview and it is not a question that should be asked, any more than questions about race or religion should be asked. It is best not to assume someone's gender simply by their appearance.

In some circumstances candidates may advise a recruitment panel that it is their intention to transition and in such circumstances recruiting managers should thank candidates for their openness, assure them of their support if they get the job, but concentrate only on whether the candidate has the skills and experience for the job.

Job offers and documentation

Sometimes the names on a trans person's documentation do not tally. For jobs that require a DBS check there is a confidential DBS process specifically for trans applicants, who should contact the DBS sensitive applications line on 0151 676 1452 or email sensitive@dbs.gsi.gov.uk for further advice about completing the form.

Once the trans person commences work the lead should be taken from the individual about whether their trans status is discussed – revealing someone is trans (outing them) could place them at risk of discrimination.

Before transitioning – making a plan

When an existing employee decides to transition managers should:

- Listen and show support and discuss levels of confidentiality. The process should be led by the individual as much as possible.
- Understand that individuals could have a range of objectives - some want as few people as possible to know. Managers should respect and try to accommodate requests for anonymity
- Agree with the person what steps need to be taken before, during and after transition – e.g. an action plan – see example template in Annex A (from the Government Equalities office).
- Schedule a series of review meetings.

Practical considerations

- **Telling people about the situation** - The employee should make a list of the people who need to know and agree with the manager how and when to tell people. The employee could speak to them personally, or ask a line manager to communicate with them.
- **Medical appointments and absences -** The employee should make sure the manager knows about what time off work will be needed. Remember that it is discrimination for an employer to treat a person less favourably if they are absent from work for a reason related to gender reassignment than they would be treated if absent because of illness, or if absent for some other reason.
- **Use of facilities** - A trans person should be free to select the facilities appropriate to the gender in which they present.
- **Changing e mail, work passes etc**. Changing name on email addresses, company directories, records and work pass will need to be done. Speak to HR at an early stage about how this should be done.
- **Dates and timescales** – how they fit with any work deadlines and when will key changes to name etc. take place?

- **Records and systems** – what needs to be changed and when? What happens to 'old' records? – it is essential people are not 'outed' from old data emerging.

  Key systems to change:

  - SAP (Payroll)
  - Email address, login details, phone directory
  - ID badge
  - Pension and insurance records
  - Any details on the intranet or public website

Recording absence

Absences related to the transition process should be recorded but not used in relation to absence management. Appointments for routine medical appointments should be made outside normal working hours in employees' own time. Where this is not possible, e.g. hospital appointments, managers can agree paid time off, depending on the amount of time needed. Medical appointments should be recorded as such on IBC (Employee > My leave > Request leave).

Support

Ensure the employee is made aware of the Employee Assistance Programme.

Unison have a LGBT support group for members:
https://southeast.unison.org.uk/equality/lgbt-members/

Sources of further information

Government Equalities Office: The recruitment and retention of transgender staff

ACAS - help and advice for employers and employees

Annex A

Action Plan Template (adapted from Government Equalities Office guidance)

The manager and employee can use this template as a starting point to develop a plan. Questions and points to consider:

Who needs to know?

	Who will tell them?	When	Date completed
HR Business Partner			
Senior manager			
Line manager (if not main point of contact)			
Others (please specify)			

Planning the future

Your new name (in full, if known)	
Your role	
Name of line manager	
Medical Advisor (name / contact details)	

Telling colleagues/friends and people you work with/external partners

- Who will tell colleagues?
- Will you be there?
- When will this take place?
- Where will this take place?
- What information will be provided?

Getting ready for your first day back

- When will this be?
- Change of role?
- Are you ready?
- Is your wardrobe / uniform ready?
- Are colleague's ready?
- Additional support for you and / or loved ones?
- Any media concerns?

Changing everything into your new identity

	Who will do this?	When?	Date completed
ID badge			
Phone directory			
Website / intranet			
SAP			
Voicemail			
Email and log in details			

Pensions scheme			
Union membership			
Uniform stores (if applicable)			
Certificates/awards			
Other (list below)			

Medical appointments and absences

Reason	**Dates**

Details of meetings

Date	**Comments**	**Actions**	**Date of next meeting**

OXFORDSHIRE COUNTY COUNCIL

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When people feel valued by their employer for the contribution they can make to the organisation as an individual, regardless of their personal (or protected) characteristics, they are more likely to feel engaged and enthusiastic, have better attendance, be a better team player, stay longer and offer loyalty and talk about their employer in positive terms. If barriers exist to the recruitment and retention of transgender staff, employers miss out on this potential. Trans people often leave jobs before transitioning, often because of the possible discrimination they imagine they will face if they stay in their place of work. This can result in a loss of expertise and investment for their original employer. A more inclusive environment would retain the skills and expertise of that employee.

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- Agree with the person what steps need to be taken before, during and after transition – e.g. an action plan – see example template in Annex A (from the Government Equalities office).
- Schedule a series of review meetings.

Practical considerations

- **Telling people about the situation** - The employee should make a list of the people who need to know and agree with the manager how and when to tell people. The employee could speak to them personally, or ask a line manager to communicate with them.
- **Medical appointments and absences -** The employee should make sure the manager knows about what time off work will be needed. Remember that it is discrimination for an employer to treat a person less favourably if they are absent from work for a reason related to gender reassignment than they would be treated if absent because of illness, or if absent for some other reason.
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ACAS - help and advice for employers and employees

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Others (please specify)			

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Your role	
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- When will this take place?
- Where will this take place?
- What information will be provided?

Getting ready for your first day back

- When will this be?
- Change of role?
- Are you ready?
- Is your wardrobe / uniform ready?
- Are colleague's ready?
- Additional support for you and / or loved ones?
- Any media concerns?

Changing everything into your new identity

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ID badge			
Phone directory			
Website / intranet			
SAP			
Voicemail			
Email and log in details			

Pensions scheme			
Union membership			
Uniform stores (if applicable)			
Certificates/awards			
Other (list below)			

Medical appointments and absences

Reason	**Dates**

Details of meetings

Date	**Comments**	**Actions**	**Date of next meeting**

InSite

Welcome to LGBT+ History Month

Published: 01 February 2021

Body, mind and spirit

February is **LGBT+ History Month** LGBT+ stands for Lesbian, Gay, Bisexual and Transgender and the '+' represents all the many other identities within the community, including for example intersex, queer, non-binary or asexual This month is intended to raise awareness of, and combat prejudice against the LGBT+ community while celebrating its achievement and diversity and making it more visible

Keep an eye out for the news headlines and Yammer posts for the rest of the month that will raise awareness of important LGBT+ role models, book and film recommendations and signpost staff to points of interest and advice

Not just Pride

The theme for this year is 'Body, Mind and Spirit' and throughout the month our staff and allies network will be celebrating and raising awareness of issues around this theme This is an important theme for any time of year, not just during Pride and not just for the LGBT+ community

Last year, corridors of council buildings were decorated with posters to shine a light on important individuals and role models of the LGBT+ community This year we're taking this online and will be sharing more information about why role models are an important source of inspiration for our minds, bodies and spirits

This has been a challenging time for many of us and we will be looking to share easy ways that people can find out more about the lived experiences of LGBT+ people and steps to becoming a better ally to the community through film, TV and book recommendations

Pride flag: More than just a rainbow

An important symbol of the LGBT+ movement is the rainbow flag This was designed by artist Gilbert Baker in 1978 and features six colours Each colour on the flag represents a specific meaning that's particularly important for this year's theme of body, mind and spirit:

Red – Life
Orange – Healing
Yellow – Sunlight
Green – Nature
Indigo – Serenity
Violet – Spirit

Many of you may have seen a similar rainbow flag for our colleagues in the NHS over the passed year, the main difference between the two is that the NHS rainbow flag features seven colours with the addition of turquoise The NHS rainbow flag originated as a way for NHS workers to show that they were inclusive and supportive of the LGBT+ community

This year, for the first time, we will proudly be flying a new version of the Pride flag that was designed in 2018 by Daniel Quasar This flag focuses on inclusion and progress within the LGBT+ community The flag retains the original six stripes with an additional chevron that features black, brown, light blue, pink and white stripes to represent people of colour, trans individuals and those living with HIV/AIDS and those who have been lost

LGBT+ network

Our staff network meets monthly and welcomes anyone who identifies as LGBT+ and allies - you can find out more information about the network via [redacted] The network will be hosting information sharing events for network members throughout the month as a friendly lunch time drop-in session on Wednesdays and will culminate in another popular 'Rainbow Lounge' event at the end of February that will be open to anyone across the organisation to attend

Resources available

There are a range of resources to support LGBT+ people, allies and families both nationally and in Oxfordshire, including:

- Oxfordshire Youth: https://oxme.info/cms/health/lgbtq
- My Normal: https://www.facebook.com/mynormaloxford/
- Topaz: https://www.topazoxford.org.uk/
- GIRES: https://www.gires.org.uk/
- Stonewall: https://www.stonewall.org.uk/

Date of publication

- 2021 (36)
- 2020 (352)
- 2019 (91)
- 2018 (79)
- 2017 (83)
- 2016 (87)
- 2015 (161)
- 2014 (273)
- 2013 (284)
- 2012 (565)

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LAS (Liquidlogic Adult's System)
EHM (Early Help Module)
LCS (Liquidlogic Children's System)
more...

Intranet feedback | Request a web update

LGBT History Month - B is for Bisexual, including Pansexual

Published: 21 February 2020

Raising awareness around sexual orientation and gender identity

In the UK every February is LGBT+ History Month. This represents Lesbian, Gay, Bisexual and Transgender, plus '+' all the many other identities within the community, for example intersex, queer, non-binary or asexual.

Bisexuality and pansexuality are the two most common sexual orientations that describe the experiences of people who are attracted to multiple genders.

B is for Bisexual, including Pansexual

The two most popular definitions today are "attracted to one's gender and to different genders", and "attracted to more than one gender".

The definition of bisexuality as "binary" or "attracted to both men and women" is dated and ahistorical, and no longer accepted by the bisexual community.

The bisexual pride flag was created by Michael Page, a bisexual activist, and debuted on December 8, 1998.

Date of publication

- 2020 (52)
- 2019 (307)
- 2018 (82)
- 2017 (100)
- 2016 (89)
- 2015 (163)
- 2014 (277)
- 2013 (291)
- 2012 (581)

The bisexual pride flag was created by Michael Page, a bisexual activist, and debuted on December 8, 1998.

"Bisexuals experience high rates of being ignored, discriminated against, demonized, or rendered invisible by both the heterosexual world and the lesbian and gay communities.

Often, the entire sexual orientation is branded as invalid, immoral, or irrelevant.

Despite years of activism and the largest population within the LGBT community, the needs of bisexuals still go unaddressed and their very existence is still called into question.

This erasure has serious consequences on bisexuals' health, economic well-being, and funding for bi organizations and programs. —from Bisexual Invisibility: Impacts and Recommendations

What does it mean to identify as pansexual?

Derived from the Greek prefix pan, meaning 'all', pansexual is defined by attraction that is not limited to or characterised by gender identity, sexual orientation or biological sex.

A pansexual could be romantically and/or sexually attracted to someone who is male, female, transgender, intersex, agendered/genderqueer or any other gender, and wouldn't be attracted to them because of their gender/identity but their personality.

The pansexual pride flag has only been around since 2010!

What we're doing to support our diverse communities

- Oxfordshire County Council is proudly flying the rainbow pride flag at County Hall and at Fire and Rescue Head Quarters in Kidlington throughout February, to celebrate and to show support for our staff and the communities we serve.
- There are also our OCC inclusion lanyards available for all staff who would like them from your local Facilities Management.
- Our staff network meets monthly and welcomes anyone who identifies as LGBT+ and also Allies - you can find out more information about the network via [redacted]

Resources available

- The Stonewall Charity provides the latest news and updates
- The Bi Community News magazine offers information, news and events

LGBT History Month: T is for Trans and more

Published: 28 February 2020

Raising awareness around sexual orientation and gender identity

In the UK every February is LGBT+ History Month. This represents Lesbian, Gay, Bisexual and Transgender, plus '+' all the many other identities within the community, including for example intersex, queer, non-binary or asexual.

T is for Trans and more

The T in LGBT+ represents Transgender but it is more of an umbrella of gender identities including non-binary, genderfluid, gender non-conforming, genderqueer and more.

People often wish and should be able to identify themselves.

Discussing some Trans myths

"I've never met or seen a trans person" - the chances are you've worked with, met or seen a trans person without knowing it, and you are certainly around them. You may have a friend or relation who knows or is supporting a trans person. Trans people are very conscious of the impact on those around them and the efforts it takes for others to adapt to the change - but they look for support and kindness and genuine effort.

Date of publication

- 2020 (55)
- 2019 (301)
- 2018 (82)
- 2017 (100)
- 2016 (90)
- 2015 (162)
- 2014 (277)
- 2013 (291)
- 2012 (580)

"It has nothing to do with me" - it does, when we think about meeting and greeting people, being inclusive to everyone we work with and serve, making people feel welcome. Try including pronouns in your email signature or when doing introductions at a meeting as a great way to help people feel included.

"It's just a phase" - those with lived experience can tell you, it's certainly not. There are different questions, feelings and adult identities as individuals deal with relationships, love and loss. Always remember they're becoming their true self, so this is the real them you want to support.

What we're doing to support our diverse communities

- Be a Trans ally: these are individuals who have taken the time to learn more about trans people and their lives and confront assumptions and stereotypes around trans people. Allies work to ensure trans people are treated with respect in and outside of the workplace.
- We are proud to represent our trans employees and support trans people in our communities.
- As a Stonewall Diversity Champion, we are working to improve our workplace and services for trans inclusion. We have trans guidance for managers, and our next step is to develop guidance for individuals and colleagues.
- We are also working to improve the way Speak to the LGBT Network to find out about the resources that are created to support you.
- Our staff network meets monthly and welcomes anyone who identifies as LGBT+ and also Allies - you can find out more information about the network [redacted]

Resources available

- We have a new Trans Awareness e-learning package in our online learning suite.
- The Human Rights Campaign provides information for those with transgender members of families
- Stonewall has a Workplace Trans Allies Programme
- A great resource for learning around gender identity is GIRES

LGBT History Month: T is for Trans and more

Published: 28 February 2020

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InSite

How to report bullying, harassment and discrimination

Published: 03 February 2021

Please read the updated policies

The council is committed to providing a safe, inclusive, healthy and productive working environment, free from harassment, bullying, victimisation, violence and any behaviour that makes people feel excluded, offended, humiliated or intimidated Everyone should be treated with dignity and respect and encouraged to meet their full potential

The council has zero tolerance to any forms of discrimination on the grounds of age, race, disability, sex, sexual orientation, gender identity, gender expression, religion or belief, maternity or pregnancy or marriage and civil partnership

The following policies have been updated as a result of staff feedback when developing the **Including Everyone** Framework:

All staff must ensure they read the following updated policies:

Anti-Bullying, Harassment and Discrimination policy - This policy provides a framework to:

- help understand and raise awareness of what constitutes bullying, harassment and discrimination
- address and prevent bullying, harassment and discrimination by, or to, an employee (or employees)
- provide guidance on the behaviour expected of all staff It also explains the procedure that should be followed when incidents occur

This policy replaces the dignity at work policy

Zero Tolerance: Violent, Abusive and Threatening Behaviour policy – This policy outlines the council's policy and procedures to prevent, manage and respond to work-related violence from members of the public, clients or pupils This approach gives a clear message to the public that any violent, abusive or threatening behaviour towards any council employee or council worker is unacceptable and will not be tolerated

This policy replaces violence towards employees at work

Behaviours that could be regarded as bullying, harassment and discrimination

These behaviours are not always verbal and face to face, but can involve written communications or visual images, such as pictures of a sexual nature or embarrassing photographs sent by text, email or social media These may involve a singular or repeated incident, ranging from extreme forms of intimidating behaviour, such as physical violence, to more subtle forms such as ignoring someone

Examples of unacceptable behaviour include:

- personal insults to or about colleagues or customers (particularly on the grounds of age, race, sex, disability, sexual orientation, gender identity, gender expression and religion or belief)
- physical aggression or intimidation
- practical jokes which embarrass or humiliate

- making racist insults and threats
- making homophobic, biphobic or transphobic insults and threats (See stonewall glossary of terms)
- making unnecessary and degrading references to an individual's sexual orientation or gender identity
- deliberate isolation or non-cooperation and exclusion from normal social or professional contact in the workplace

Unacceptable behaviour by managers include:

- humiliation, for example reprimanding an employee/worker in front of others
- persistently placing excessive demands on employees/workers, setting unrealistic work targets or objectives and/or changing targets or objectives without good reason
- deliberately undermining an employee / worker or subjecting them to constant criticism
- preventing individuals progressing by intentionally blocking promotion or training opportunities

These lists are not exhaustive, further examples are given in the Anti-Bullying, Harassment and Discrimination policy.

How to deal with bullying, harassment or discrimination – Informal Approach

Sometimes people make genuine mistakes or might not be aware their behaviour is insulting or offensive If you feel able to, speak to them and make it clear that you find their behaviour offensive or unwelcome, and ask for it to stop If you find it difficult to speak to the person directly, you could approach them with the support of your line manager, an HR business adviser or trade union representative

At any part of the informal approach an employee/worker can speak confidentially to an HR business adviser about their concerns or any of the following people to discuss the options available to resolve the matter:

- line manager or any manager in the council
- a trade union representative
- the employee assistance programme

Making a formal complaint of bullying or harassment or discrimination

Should the informal approach fail to stop the harassment, bullying or discrimination, or if you believe the situation is so serious as to warrant formal action, you can make a formal complaint using the council's formal grievance procedure - see Resolving Grievances

All complaints of bullying, harassment or discrimination are taken seriously and handled sensitively and discreetly

How to report violent or abusive behaviour from members of the public

The council has a duty to protect the health, safety and welfare of their employees/workers and will not tolerate violence, abuse or discrimination towards employees or workers from members of the public, clients or pupils

Speak to your line manager immediately if you experience violent, offensive or unwelcome behaviour from a member of the public, client or pupil, however minor Details of the incident should be reported on the Health and Safety Online Reporting System under category type 'Physical and Verbal Abuse'

See the council's updated Zero Tolerance: Violent, Abusive and Threatening Behaviour policy for more detail

Support for employees

Allegations of bullying, harassment and discrimination can be upsetting for all parties and managers have a responsibility for making sure everyone receives appropriate support

Guidance and counselling can be offered by the employee assistance programme, delivered by Vita Wellbeing

Inclusion networks

There are also a number of inclusion networks also available to staff which can offer support

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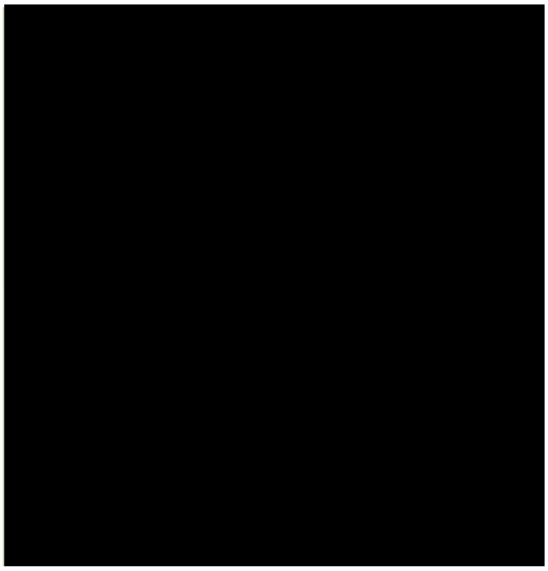
The Buzz

June 2021

OXFORDSHIRE COUNTY COUNCIL



Dear all

Can you believe it is June and we are almost half-way through the year? Fingers crossed the sunshine continues after the washout that was May, but I hope those of you that could, took advantage of the recent bank holiday long weekends.

In this edition, you can learn about the difference our Live Well Oxfordshire champions can make to people's lives and how you can get involved. Read about how colleagues from our museums resource centre stepped in to help out with citizenship ceremonies and shared the workload of the registration service during the last lockdown. Public health colleagues also share their story of keeping connected while working remotely – they might give you some ideas!

We also catch up with the trading standards triage team and find out more about the wide range of work it carries out.

Finally, as June is Pride month, you can read about out how our LGBTIQ+ network supports colleagues to be their whole selves at work and how we can all benefit the diverse community we serve.

All the best – please stay well and safe.

Yvonne

Our LGBTIQ+ network supports colleagues to be their whole selves at work, to be allies and to learn, and to benefit the diverse communities we serve.

Everyone should feel able to be their authentic self, but research and feedback reveals this is not always the case for people who don't identify as binary heterosexual or cisgender.

We want our employees to live full, productive lives with dignity, without judgement and without exception. Oxfordshire County Council is a Stonewall diversity champion and achieved a Stonewall gold for education and schools – but there's still lots more to do.

How the network started

The LGBTIQ+ network formed at the county council three years ago, starting in the fire service before it grew across the whole council. It plays a role in educating our wider workforce about diversity and inclusion and provides a safe space for people to discuss and drive change.

Community collaboration

The network collaborates with other council staff groups and external organisations, such as Oxford Health, the universities and Thames Valley Fire and Rescue Service, which includes Oxfordshire, Buckinghamshire and Berkshire together. The network collaborates on community safety work with Thames Valley Fire Control, Thames Valley Local Resilience Forum, and partner agencies and is represented at national level in the new National Fire network.

Having an LGBTIQ+ network means the council can support partner agencies and help them improve their community engagement across all areas.

continued

Inclusion events

Before the pandemic, the LGBTIQ+ network hosted and helped organise in-person inclusion events in 2018 and 2019. These have included discussions about race, faith, disabilities, mental health awareness, LGBTIQ+ identities and issues affecting women in the workplace and have reached hundreds of delegates.

As well as the Teams members area, the network has a Yammer group where colleagues can connect and collaborate with the whole organisation online. The community keeps growing, with staff who identify as lesbian, gay, bisexual, trans, non-binary, queer alongside allies who want to help advance inclusion across our communities. At last check, the network was some 125 strong!

Opening discussions

We know people sharing stories about their lived experience can be a powerful way of challenging stereotypes and opening discussions.

The network has published a series of podcasts with people talking about LGBTIQ+ lived experiences.

They've also helped to publish personal insights for the Lesbian Day of Visibility (#LDoV2021) on 26 April and International Day Against Homophobia, Biphobia and Transphobia (#IDAHoBiT2021) on 17 May.

June is Pride month, a celebration of lesbian, gay, bisexual, trans, intersex and queer life. The aim is:

- highlight the LGBTIQ+ community's diverse identities
- advance the movement toward equality for all and
- provide information, education, and entertainment in a welcoming and encouraging environment.

Locally, the network supported a virtual Witney Pride on 22 May and a virtual Oxford Pride on 5 June.

Organisers of Oxford Pride built on the success of the 2020 Pride which COVID-19 forced into the virtual world with over 12,000 viewers.

How to get involved

An inclusive workforce drives better individual, business and organisational outcomes. It's also a key strand of including everyone, our equality, diversity and inclusion framework.

Here are some tips on how you can make a difference:

- Join the LGBTIQ+ network on Yammer, where members share resources and events
- Be open to listen to people's personal stories
- Be respectful of people's pronouns and bring them into your conversations
- Think about how your services, forms, webpages and adverts can be more inclusive of LGBTIQ+ people and appeal to everyone

Network meetings

The network hosts regular online meetings, which has been important to reduce isolation and provide support to each other. Other events include the monthly rainbow cuppa, where network members and allies can plan for events and discuss the different issues that have arisen across our services.

People are all in different places with respect to supporting LGBTIQ+ communities and because of these differences there is a lot we can learn from each other. Working together, listening to each other and challenging ourselves to be truly inclusive means our community and services will be better for everyone. And really that's what it's all about.

WANT TO HELP?

Want to help advance and promote workplace inclusivity?

View the LGBTIQ+ network intranet pages,

Inclusion Day 2019 (23 Sept 2019) a presentation [redacted] talking about the ‘Silver Rainbow’.

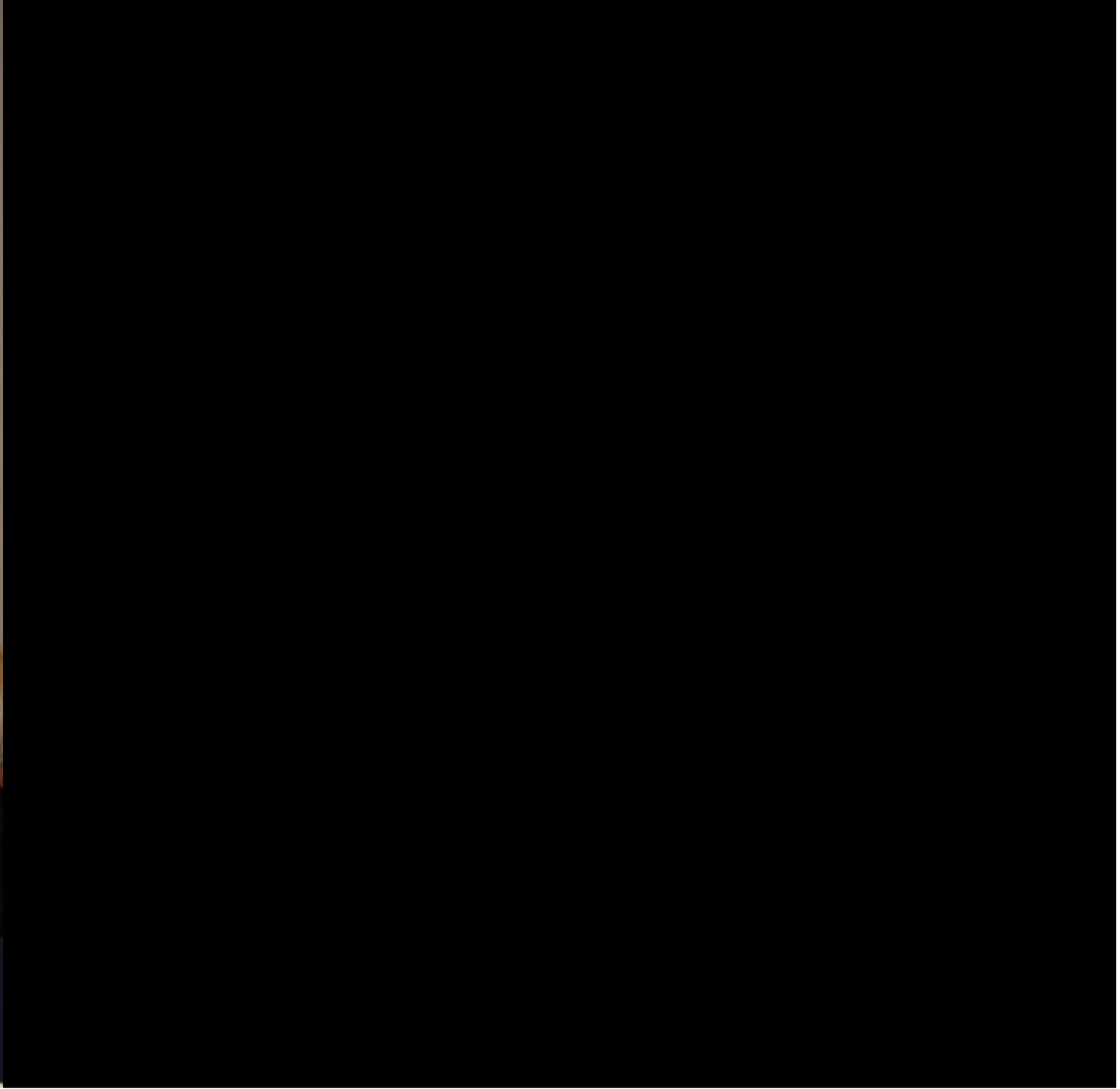
With the advice ‘we need to understand the community we serve and how to co-produce and design future services for person-centred care’.

The idea is to create a scoping project to understand the demographic of the LGBT+ people over 65 years old in Oxfordshire, because we do not currently hold statistics or provide a mechanism to allow people to declare sexual and gender identity in the county. It is important to understand the specific health and care needs of LGBT+ people who live at home and in residential care homes, enabling us to plan for the future and design services around residents’ needs.

[redacted]

[redacted]

Terrence Higgins Trust talking about the stigma LGBT+ HIV people face and sexual health for World Aids Day



Portfolio Holder for Local Communities and Equalities Cllr Mark Gray discusses his experiences of being an openly gay man at Inclusion Day 23 Sept 2019.

He spoke about the inclusion agenda, highlighting our success in recent months with networks, events, partnerships, decorating the rainbow fire truck, a large visible presence at Pride, and ending with the poignant question *'What can we do next?'*

Inclusion podcast [redacted]

[redacted] discussing the role of allies. [redacted]

[redacted]

Each year we put together a conference around careers education, primarily aimed at schools but open to anyone who delivers careers advice. This year we have Stonewall ta king as they released a report '*Supporting LGBT+ students with an inclusive careers programme'.* It should really help skill up a lot of workers to work more effectively with this group. The full report is attached if you are interested, but his is a quick synopsis:

Shut Out- Report highlighting the difficulties faced by young LGBT not in education employment or training

A report published by the charity Stonewall has brought to light the additional difficulties LGBT young people face upon becoming NEET. The charity commissioned the research due to a lack of information on the impact of being LGBT in securing a new role or starting at a new learning provider. Factors that inhibit the success of people who are LGBT include a lack of representation in careers teaching and a lack of knowledge of possible career paths. The report concluded that having access to good quality, inclusive careers support made a real difference to the young people involved in the study, and that improved and inclusive careers advice should be a priority to reduce the numbers of LGBT young people becoming NEET. You can read the full report on **the Stonewall Website**.

Conference is on the 10th March.

[redacted]

Our Vision

Be successful: Increasing school attendance

Be healthy: Helping early, supporting prevention

Be safe: Safely reducing the number of looked after children and managing demand

Be supported: Improving the confidence and capability of the whole workforce

LGBTQ+ community: did you know you can adopt?

Published: 04 March 2020

If you've been thinking about adoption but thought you had to be straight and married, think again.

In 2019, one in seven adoptions in England were to same-sex couples and 490 children were adopted by same-sex adopters, which is also the highest on record.

OCC-hosted adoption agency Adopt Thames Valley is supporting New Family Social's LGBT+ Adoption and Fostering Week (2-8 March) and would love more enquiries from the LGBTQ+ community.

As a member agency of the New Family Social charity, any adopters approved by Adopt Thames Valley get lifetime membership of New Family Social and access to all their great support, resources and events for free.

Adopt Thames Valley

Don’t believe the myths

Myths persist, but in fact, there are just three conditions that you must fulfil to explore adopting a child in the UK. You must be over 21, you must be resident in the UK and you mustn’t have committed a serious criminal offence.

And although the majority of children are adopted by couples, that is changing. In the year ending 2018, 400 children were adopted by single adopters and in 2019, 490 children were adopted by same-sex adopters who were either in a civil partnership, married or neither.

‘Everyone involved in the process was massively positive’

[redacted] who adopted through Adopt Thames Valley, [redacted]

“Everyone involved in the process was massively positive and treated us like anybody else,” [redacted] “We had good rapport with them, we carried on contact with them afterwards, and they took a real interest in the children,” [redacted]

Many enquirers are concerned that mental or physical health issues or disability will bar them from adopting. In fact, often these questions will be considered as part of the six-month assessment process, and [redacted]

“We’ve had a few quirky moments, like anyone else,” [redacted] “We had to learn about our different parenting styles [redacted] It has a massive impact on your relationship, just like any couple who has kids. It has a massive impact on your lives. But it’s fantastic. For any couple who wants children, come and adopt. It’s wonderful. Everyone in our family loves our kids. They have massive personalities. And there are so many children out there who need a home.”

So, if you’re interested in finding out more about adopting, don’t believe the myths. Get in touch with Adopt Thames Valley or come to one of our information events (coming up in Bicester on 24 March and at County Hall on 22 April and 20 May - details at www.adoptthamesvalley.co.uk).

A child’s future starts with you!

LGBTQ+ Awareness

This course is for those working across Children's Social Care.

Course Overview

Empowering professionals, through increased knowledge and resources, to create a LGBTQ+ inclusive ethos. Equipping professionals with the most up to date and relevant information, enabling them to be confident in supporting the gender diverse community and embracing all members of the LGBTQ+ population within their organisation.

Course Objectives

- Understanding gender identity and gender diversity: what it means to be trans or gender diverse
- LGBT+ terminology
- Challenges faced by trans young people: isolation, bullying and discrimination, family issues, social situations, mental health, transitioning while in education/workplace etc.
- Transition pathways, including healthcare
- Changing names, systems and forms
- Legal responsibilities: the Equality Act, hate crime incidents, transphobia
- Managing single-sex spaces
- Improving LGBT+ equality and diversity: policies, guidance, recommended resources

Other Booking Information

By booking onto this course, you are accepting the following cancellation terms and conditions where a fee of £30 be charged if you cancel within 10 working days of the event

LGBTQI Awareness (Elearning)

This course is for all OCC Staff.

Course Overview

You have a role to play in ensuring those around you feel respected, cared for and dignified. This module will enable you to do that with your colleagues, your team and customers.

Course Objectives

- Understanding the importance of LGBTQI issues
- Becoming familiar with terms commonly used by the LGBTQI community
- Key actions in ensuring that LGBTQI colleagues feel respected
- Serving LGBTQI customers with respect and dignity

This will take approximately 20 minutes to complete.

Less

Online Course

Trans Awareness (Elearning)

Free

Preview Details

Trans Awareness (Elearning)

This course is for All OCC Staff.

Welcome to the Trans Awareness module. It should take you around 45 minutes to complete this module.

Course Objectives

- An Introduction to Trans awareness
- The gender of question
- Stereotypes and misinformation
- Growing up trans
- Practical matters
- Summary

Less

Online Course

Equality in the Workplace (E-Learning)

Free

Start Course

Assign to Me

Recommend

Preview Details

Equality in the Workplace (E-Learning)

This course is for all OCC staff.

Course Overview

This module supports our Anti-Bullying, Harassment and Discrimination policy ensuring equality of access, fairness and consideration to all staff.

We all have an important role to play in promoting equality and diversity and role modelling the behaviours expected. The aim of this course is to increase awareness of equality in the workplace and to identify the expectations we have of you in terms of your behaviour. It will also give you practical help in challenging unlawful discrimination or inappropriate behaviour. Less

Online Course

30 January 2020

Oxfordshire County Council commended as inclusive employer

Share this release

Oxfordshire County Council commended as inclusive employer

+ share

Tweets by @OxfordshireCC

Oxfordshire County Retweeted

OxonTravel
@OxonTravel

Station road in #BrizeNorton near

Oxfordshire County Council is proudly listed in this year's national Stonewall Workplace Equality Index 2020 which features the UK's most inclusive employers.

The index, provided by national equality charity Stonewall, is used as a benchmarking tool for employers to measure their progress on inclusion for: lesbian, gay, bi and trans (LGBT+) people, in the workplace and for the communities they serve.

The local authority has been included for the second time, ranking at 127 out of 503 organisations, moving up 93 places from the first submission in 2019. The Stonewall badge can now be displayed on premises to show that the employer is inclusive, approachable and supportive for colleagues.

To achieve this ranking the local authority showcased great inclusion work across the council and the county to establish staff networks, raise awareness with inclusive lanyards, and support community groups and projects.

Participating organisations must demonstrate their efforts in 10 areas including employment, policy and practice, including leadership, staff networks, customer service and procurement.

The Fostering Service, Registry Service, Libraries, Public Health and the Sensory Impairment team, along with Community Safety Services including Fire & Rescue, were all highlighted and commended.

Council Chief Executive Yvonne Rees says: *"I'm delighted to represent and work for an organisation where everyone has the confidence to be themselves and be proud of it. To have this officially recognised by Stonewall is encouraging and demonstrates the ongoing commitment we have to create an inclusive and diverse working environment, for everyone".*

As a Stonewall Diversity Champion, the council have lots to celebrate and build upon. The positive news is well received as wider celebrations begin for February's LGBT History Month, which this year reflects on the poetry, prose and plays of our history. Throughout February the council will be flying the rainbow flag at County Hall and Fire Headquarters, in support of our diverse identities and communities that work across all offices in Oxfordshire.

@OxonTravel

Station road in #BrizeNorton near #Carterton is closed in both directions between the #A4095 and the junction of Manor Road and Carterton Road #OxonTravel

Embed View on Twitter

Oxfordshire County ...
16,875 likes
Liked Sign Up

Oxfordshire County Council
3 hours ago

The Stonewall Workplace Equality Index 2020 praises us as an inclusive employer. The new list ranks us 127 out of 503 UK organisations and businesses!

We have demonstrated great

The Fostering Service, Registry Service, Libraries, Public Health and the Sensory Impairment team, along with Community Safety Services including Fire & Rescue, were all highlighted and commended.

Council Chief Executive Yvonne Rees says: *"I'm delighted to represent and work for an organisation where everyone has the confidence to be themselves and be proud of it. To have this officially recognised by Stonewall is encouraging and demonstrates the ongoing commitment we have to create an inclusive and diverse working environment, for everyone".*

As a Stonewall Diversity Champion, the council have lots to celebrate and build upon. The positive news is well received as wider celebrations begin for February's LGBT History Month, which this year reflects on the poetry, prose and plays of our history. Throughout February the council will be flying the rainbow flag at County Hall and Fire Headquarters, in support of our diverse identities and communities that work across all offices in Oxfordshire.

Staff will be focusing on LGBT+ history and personalities and getting involved with the challenge to investigate different identities, each week and learn something new and raise awareness.

Additional activity is planned to participate in the annual Oxford Pride event on 30th May 2020, and inclusion events across the county throughout the year.

For further information: https://lgbtplushistorymonth.co.uk/

Pictured left to right with the bisexual flag at the Invisible Inclusion Day: Paul Devilin - Chair of Lincolnshire Partnership Foundation Trust, Lily Crozier - an advocate for identity and visibility from the University of Roehampton, Yvonne Rees -Chief Executive at Oxfordshire County Council, Claire Taylor - Corporate Director Customers and Eunan O'Neill - Consultant in Public Health

Oxfordshire County Council
3 hours ago

The Stonewall Workplace Equality Index 2020 praises us as an inclusive employer. The new list ranks us 127 out of 503 UK organisations and businesses!

We have demonstrated great inclusion work across the council and the county to:

Oxfordshire County Council

County Hall, New Road, Oxford, OX1 1ND