











APPENDIX 2

OIEP Charter Pledge	2023 Status (RAG)	Evidence Examples	2024 Status (RAG)	Evidence Examples	Progress
Support local and social economy - Using our buying power to support the local economy and maximise social value					
1. As a buyer we pledge to buy goods and services from purposeful local organisations, including SMEs, social enterprises and cooperatives, wherever possible		<p>OCC-Match my Project Meet the buyer event held in February 23</p> <p>Oxford TOMs, Oxford Social Value Strategy, and commitments</p> <p>ODS Track and report monthly spend with SME's</p> <p>Constitution states that at least one quote should be from a local supplier</p> <p>-SME spend % monitored</p> <p>-Local spend% monitored</p>		<p>OCC: Match my Project launched in Nov 2023, building momentum as a platform for suppliers & community groups. The platform has potential to become a 'single entry point' into skills/training opportunities across UK Shared Prosperity Fund programmes, Community Employment and Procurement Plans and other initiatives delivered or supported by OCC. Second meet the buyer event held in February 24 with another planned in 2025.</p> <p>OX - Social value agreements with contractors now set targets for local spend on materials and labour.</p> <p>ODS: We aim to work with suppliers who share our commitment to social value, ensuring at least 15% social value is embedded in all our tenders. ODS supports the local economy and shares best practice through participation in events such as Oxford City council 'Meet the Buyer' at Oxford Town Hall. ODS prioritises purposeful local businesses (SMEs, social enterprises, and cooperatives) for almost 45% of our purchases and encourages contractors to do the same. This commitment extends to the voluntary and community sector. We prioritise work with local businesses where possible and reported monthly to exec - SME 23/24: 73.07% Local 23/24: 59.63%</p>	
2. As a supplier of goods and services we pledge to support local community projects by sharing our skills and expertise with local groups		<p>OCC-Community Wealth Building project 'Owned by Oxford', Ox TOMs (Themes, Outcomes and Measures) social value evaluation and Match My Project platform.</p> <p>OX Place have taken 2 suppliers to the Match my project site so far as part of their SV agreements with us. We are also hoping that volunteering opportunities are relevant to the skill set of our OX Place staff in the new year.</p> <p>ODS launched Staff volunteering bank</p>		<p>OCC-Owned by Oxford Steering group has secured further phase 2 funding through Esmée Fairbairn and Friends Provident and is establishing its 'theory of change' and key areas of focus in 2024. OSEP funded through Year 2 of UK SPF to support the growth of the social economy,</p> <p>OxTOMS development, OIEP Social Value and Procurement anchor sub-group work</p> <p>OX - Staff are aware of the charter and how they can volunteer - we are hoping to have a team day doing so by the end of the year to encourage participation in this.</p> <p>ODS: As per Pledge 1 update.</p>	
3. As a buyer we pledge to assess		OCC-Match my Project, Oxford TOMs, Oxford Social		OCC: Procurement Team Procurement Team social value	






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<p>and account for the social value that a supplier can offer the local community, alongside our assessment of the economic value/financial cost of the contract.</p>		<p>Value Strategy and commitments.</p> <p>OX Place review and negotiate the SV offer alongside the contract negotiations, SV Plan shared and can be referenced.</p> <p>ODS- 15% in all tenders</p>	<p>at 20% in July 24.</p> <p>OXP - We have recently changed our SV within procurement, setting out more defined targets using OXTOMS. This will make it easier to account and assess the SV offer from a supplier. This was done with advice from procurement at OCC.</p> <p>ODS: Social Value is a minimum of 15% in tenders. Work is underway between the Social Value Lead and Procurement team to revise SV question bank to allow for further alignment with OIEP goals and local needs. This is in trial with two large tenders in 2024 so far. Uniform and tarmac supply. Tarmac: we have added targeted carbon reduction and apprenticeship social value questions to align with business needs, sector specific concerns and local priorities.</p>	
<p>4. As a buyer we pledge to buy from organisations who pay the Oxford Living Wage and who request this of organisations in their own supply chains</p>		<p>OCC-Oxford Living Wage Campaign- employers, Social Value Strategy, Match my Project platform</p>	<p>OCC: Total OLW employers supported in July 24 were 132 and total employees were 26,931. The measurement of employees is a new Corporate Indicator established to further this audit work and better understand supply chains since April 24</p> <p>OXP - This is now included as a question as part of our SV section in our procurement process.</p> <p>ODS: Oxford living wage included in standard terms and conditions and tender packs.</p>	
<p>5. As a supplier we pledge to support our employees to volunteer on local community projects</p>		<p>OCC supporting employees to volunteer on local community projects.</p> <p>OX Place planning to offer staff Opps in early 2024.</p> <p>ODS- Volunteering bank for all staff to use.</p>	<p>OCC continues to support employees to volunteer on local community projects. An employee pilot is being developed to start in spring.</p> <p>OXP - Staff are aware of the charter and how they can volunteer - we are hoping to have a team day doing so by the end of the year to encourage participation in this.</p> <p>ODS: We've established a volunteering bank for staff which gives staff a shared pool of 200 volunteering hours to contribute their time to local causes, creating positive social change.</p>	
<p>6. As a supplier we pledge to use local SMEs in our supply chain wherever possible and to record the percentage of the total spend.</p>		<p>OCC Corporate target set for SME spend % and a separate KPI for % of local spend reported on monthly.</p> <p>OX Place will aim to set up a system to record this in 2024.</p>	<p>OCC: Constitution states that at least one quote should be from a local supplier.</p> <p>SME spend % monitored. 2022-2023 (OCC excluding ODSL, ODSTL, OCHL) 62.66% excludes indirect SME spend. Local spend% monitored. 2022-2023 (OCC excluding</p>	







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				<p>ODSL,ODSTL, OCHL)38.50% Excludes indirect local spend.</p> <p>OXF - In the SV section of our supplier procurement, this is now a mandatory target and therefore we will be able to report on it in future. ODS: We track and report monthly - SME 23/24: 73.07% Local 23/24: 59.63%</p>	
Opportunities to work - Supporting those furthest from the labour market on their journey towards secure employment					
7. As an employer we pledge to being 'Positive about Older Workers' to create opportunities for candidates with more experience / looking for work in later life.		OCC-We encourage all workers, have carried out research into this.		<p>OCC: We are an equal opportunities employer and ensure that we use inclusive language in our talent attraction. We have invested in time and resource to improve our Inclusive Recruitment guidance in 24/25 as well as offering Inclusive Recruitment and Unconscious Bias training for Hiring Managers.</p> <p>ODS: We foster an inclusive and diverse workplace with 90% of our 600-strong workforce living locally in Oxfordshire.</p>	
8. As an employer we pledge to commit to flexible job design (including job share, part time working, school-friendly hours and flexibility around other care commitments).		OCC: result of the staff survey 2023 93% of respondents agreed OCC is a flexible employer		OCC: Results of 2024 staff survey are that 94% percentage of respondents agreed OCC is a flexible employer. An increase of 1% on last year, reflecting improvements	
9. As an employer we pledge to be a Disability Confident Employer (levels 1 and 2) create opportunities for people with health conditions and disabilities (and maybe improving awareness of "Access to Work" to help them manage any associated costs.		OCC currently have Disability Confident Employer level 2		OCC continue to have Disability Confident Employer level 2	
10. As a Disability Confident employer we pledge to be a Disability Confident Leader – this means they can support fellow employers to be DC confident and be involved in the process to achieve		OCC: At this stage we are not ready to move to level 3		<p>ODS: We're proudly accredited by Inclusive Employers, holding the status of a Disability Confident Leader. This places us among the top eight employers in Oxfordshire for fostering an inclusive workplace.</p> <p>OCC-Disability Confident employer Level 2</p>	





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accreditation. (Level 3)					
11. As an employer we pledge to offer an alternative interview process i.e. 1 day in the workplace seeing how an individual works and interacts with others.		OCC: We can look at this in the future but not ready at this stage		OCC: This is something that we may consider in the future but is not in place at this time.	
12. As an employer we pledge to embed a long term culture across the business at all levels, to ensure all employees feel respected and valued and to have a commitment to eliminating unlawful discrimination		OCC: Equality, Diversity and Inclusion EDI strategy Anti-Racism Charter, this is an ongoing process and we are committed to this		OCC are members of Stonewall and Inclusive Employers. We are delivering EDI training "Inclusion is for Everyone" for all staff, and later in 24/25, we are to run an EDI for Managers course, to include Equality Impact Assessments, and Strategic EDI for senior managers, to include Inclusive Decision making. We have an EDI lead within the People Team. We hold staff networks to include LGBTQ+, REACH and Disability and Neurodiversity. ODS: Inclusive employer membership, EDBI Strategy, staff app (Blink).	
13. As an employer we pledge to be a learning organisation, sharing our successes on EDI strategy and practical action, analysing setbacks to develop new ways of engagement and practical action		OCC: Pulse Staff Surveys responses we look at this and take this on board. We look at services areas and active plans.		OCC have an Equalities Action plan, held accountable to the EDI lead and People Team, devised from the annual Equalities. This is reported to the EDI steering group as well as our portfolio holder, Cllr Nigel Chapman. We also have EDI objectives with our People Plan, that is communicated in the wider OCC	
14. As an employer we pledge that every member of our workforce has the opportunity to voice how they can and do add value to the organisation through their unique talents, experience and resources.		OCC: Overall staff engagement in feb 2023 survey 82%. My work contributes to what the council is trying to achieve 96% agree. Let's talk, Lunch and Learns		OCC: hold an annual staff survey as well as pulse surveys throughout the year. We hold monthly "Let's Talk" sessions where all staff have the option to attend. We run staff networks for those from underrepresented groups. We instil a Candid and Caring culture around sharing honest feedback and have supported this by rolling out training, including feedback models. ODS: Inclusive employer membership, EDBI Strategy, staff app (Blink), Women's Network.	
15. Supporting adults with few or no qualifications		OCC-Community Employment and Procurement Plans (CEPPs) Kickstart Scheme OIEP Educational attainment WG apprenticeships		OCC have devised a new talent strategy which will allow us to work in a more structured manner supporting interns from lower socio-economic backgrounds, work placements from our priority schools, and we are working in partnership with	





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				Activate learning to trail a Sector Work Academy programme, where we offer a short work trial and guaranteed interview to unemployed adults wishing to work in Customer Services.	
16. Supporting young people who have faced disadvantaged circumstances		OCC-Kickstart Scheme, apprenticeships, internships		OCC - As a part of our talent strategy, we are supporting 2 local schools, chosen based on most disadvantaged backgrounds, lowest GCSE results, and highest minority ethnic groups to offer work placements, and also to support them with careers advice. This year so far, we have attended a mock interview day and a careers advice session.	
Recruit inclusively - Making jobs accessible for all residents and hiring from diverse communities					
17. As an employer we pledge to explore 'Name-blind' (and 'age-blind', etc.) applications to remove unconscious bias from the selection process.		OCC: We are looking at this and has been addressed in training		OCC are adopting an anonymous screening process in our iTrent System. Name and DOB will be included in this.	
18. As an employer we pledge to 'Ban the Box' – removing the need to ask for details of previous convictions by applicants unless there are clear and compelling (safeguarding) reasons for this.		OCC: Not able to deliver currently		OCC: Not able to deliver currently	
19. As an employer we pledge to engage with local support organisations and partners to share their insight into recruitment, retention, and job design barriers.		OCC: We are engaging with local organisations and advertising in local areas		OCC - we work in partnership with Activate Learning where we explore their SWAP scheme to support unemployed adults seeking employment. We are improving the way that we work with local schools, prioritising in 24/25 with 2 schools. We are partnering with Oxford Brookes and Oxford university to support OCC with Interns and Grads. ODS: We advertise vacancies via Job Centre, Aspire, and explore opportunities for prison leavers via Bullingdon and Spring Hill.	
20. As an employer we pledge to be open to receive in work place support to enable the employee to learn with confidence.		OCC: This is in progress		OCC: continued, Reasonable adjustments would be made/arranged for any individual that needed them in order to learn or progress within the council.	
21. As an employer we pledge to brief human resources staff about issues		OCC: This is being looked at on how we can support this. At the moment will be bringing in refugees and asylum seekers to visit the		OCC: Feasibility of this continues to be explored.	





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<p>that might arise in recruiting refugees and asylum seekers, eg the possible need for more follow-up questions in interviews, as 'selling oneself' is an uncomfortable experience for people from many cultures.</p>		<p>Town Hall and meet are EDI Lead</p>			
<p>22. As an employer we pledge to a user friendly application process, using simple language and no jargon. – bearing in mind, many where English is second language will not know work place terminology until they receive a job.</p>		<p>OCC: We are doing this and we have rewritten our Job Descriptions to reflect this</p>		<p>OCC -ongoing, we are continually improving on our language in our recruitment and attraction process to include inclusive language.</p> <p>We have launched training for Hiring Managers and also a Hiring Managers Network, where items such as this are educated.</p>	
<p>23. As an employer we pledge we will continue to educate and train our hiring managers / employees on how to successfully recruit and retain candidates that have experienced some form of disadvantage circumstances</p>		<p>OCC-We are in the process of doing this. More work needs to be done. We have had Inclusive Recruitment training but will be doing more</p>		<p>OCC - successful launch of Inclusive Recruitment training - Part 1 = Positive Action and Process and Part 2 = Unconscious Bias.</p> <p>We have also successfully launched a Hiring Managers' network where we can educate, challenge and standardise</p>	
<p>24. As an employer we pledge we will invest time in developing and embedding long term inclusive recruitment strategies within our business and hiring processes</p>		<p>OCC-ongoing</p>		<p>OCC - a lot of work has been completed here, with new inclusive recruitment guidance to be launched imminently on our new intrant pages. As well as the training mentioned and Hiring manager's network.</p> <p>There is also work being done on anonymising sifting and manager self-service on iTrent.</p>	
<p>25. As an employer we pledge we will identify new recruitment strategies that our business can introduce to develop an exceptional, allowing alternative pools of candidates</p>		<p>OCC: workforce action plan and data profiles</p>		<p>OCC - a lot of work has been completed here including the new talent strategy supporting work with interns, graduates and schools.</p> <p>As a part of the new inclusive recruitment process and guidance, specialist diverse sites have been included.</p> <p>We also will be going out to procurement this year where diversity will be a key factor.</p>	







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to access our job opportunities.					
26. As an employer we pledge we will strive to do our best and continue to seek guidance on inclusive recruitment best practices, ensuring we have current long-term strategies to attract and offer employment opportunities to all.		OCC-exploring opportunities in this area		OCC - a lot of work has been completed here including the new talent strategy supporting work with interns, grads and schools. As a part of the new inclusive recruitment process and guidance, specialist diverse sites have been included. We also will be going out to procurement this year where diversity will be a key factor.	
27. As an employer we will pledge to ensure that all levels of our business are involved in driving our inclusive recruitment strategies forward, ensuring they remain a priority at all times.		OCC-refining processes to improve cross service prioritisation		OCC - via our inclusive recruitment training, guidance and Hiring Manager networks.	
28. As an employer we pledge to develop and embed practical processes [Exceptional Recruitment Pathways] so that potential candidates from disadvantaged groups can gain employment with our business, sustain their employment and thrive within both the workforce and wider society. For example: •Prison leavers, and those with an offending history •Refugees •Military Forces personnel, to include those currently serving and their families, and Veterans of the service •Adults who have taken a career gap for caring duties		OCC: to establish a Refugee Employment Support Programme (RESP)		OCC Refugee Employment Support Programme (RESP) continues in partnership with Aspire Oxfordshire. OIEP Inclusive Employers Working group supports Prison leavers, Refugees, carers and Military forces personnel as target groups. ODS: We advertise current vacancies via Job Centre Plus, Aspire, and explore opportunities for prison leavers via Bullingdon and Spring Hill. Armed Forces Covenant.	
Improve training and educational attainment - Creating workplaces where employees can thrive and grow and supporting educational programmes for children					
29. As an Employer I pledge to provide		OCC has a company volunteer for Arch and will be		OCC has had at least 1 company volunteers for Arch for	

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staff time to volunteer at a local school for Assisted Reading for Children (ARCh) programme		promoting the opportunity by new volunteer opps. Policy OX Place happy to look at this as a volunteering opp for our staff		a full academic year	
30. As an employer I pledge to sponsor a volunteer in a school for the Assisted Reading for Children (ARCh) programme (£450 per volunteer)		N/A to OCC		N/A to OCC	
31. As a levy paying business we pledge up to 25% of our unused Levy to help grow apprenticeships in Oxfordshire		OCC pledged 10K to support two local companies within the Care Sector to achieve a Level 4 Lead Practitioner in Adult Care Apprenticeship over 18 months and a level 2 Adult Care Worker Apprenticeship over 12 months.		Oxford City Council have pledged our apprenticeship transfer allowance to a value of £72,126. 50% of this is available directly via our pledge page and has been assigned to Oxford/Oxfordshire small businesses within the Care, Education, Child Care and Charity Sectors. 50% has been ring fenced for pledges arranged by our partner organisation OxLEP, whose mission is to build funds from Oxford businesses for Oxford businesses. ODS: The levy underspend donated to OxLEP Skills.	
32. I pledge to become a mentor via the OxGROW virtual mentoring platform to help individuals looking for support to find a job or change career, to help them with areas such as developing resilience, CV writing and preparing for interviews		No action currently		No action currently	
Sharing resources, skills and assets - Practical ways to ensure goods and services are accessible to all					
33. As an employer we pledge to donate laptops, tablets and phones no longer needed to Getting Oxfordshire Online and pass them on to people who need them. Helping people to access the data, training and support they		OCC-support to 'Getting Oxfordshire Online'		OCC-continued support to 'Getting Oxfordshire Online'	

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need to get online					
34. As an employer or individual we pledge to offer financial support, or value-in-kind, to a nominated Oxfordshire charity		N/A to OCC OX Place plan to do this through the volunteering opportunities offered		N/A to OCC OX Place continue to do this through the volunteering opportunities offered. ODS: Staff have nominated a charity of the year partnership with Cancer Research UK.	
35. As an employer we pledge to offer work experience to a local school/college student		OCC-Internships and placements in partnerships with schools, and universities		OCC - we have identified 2 priority schools wo will we support in 24/25 with work placements as well as supporting them with careers and mock interviews. ODS: Over the last year, ODS has equipped Oxfordshire students for future careers through work experience and careers advice at EMBS College, Greyfriars School, and The Oxford Academy. We've attended careers fairs and mock interviews at local schools, such as Abingdon and Witney College, and offer work experience placements for secondary schools. There are 14 apprentices in the business, levy underspent donated to OxLEP Skills.	
36. As a employer or individual we pledge to contribute to the work of a local food bank		OCC Locality Hub support to community food larders. Could again be an OX Place volunteering Opp in the future.		OCC Locality Hub continuing support to community food larders-linked to providing community spaces for local food banks. ODS: have an annual collection to support food banks and supported Oxford Mutual Aid with E van used for food deliveries.	
37. As an employer we pledge to introduce an employee volunteering policy		OCC: An options paper is being drafted. OX Place would adopt as part of OCC HR practice.		OCC: In place. ODS: volunteer bank - 200 shared hours to volunteer locally.	
38. As an organisation we pledge to offer the use of equipment or premises to local community groups		OCC: Opportunities being explored currently		OCC: Examples of providing the use of premises for community food larders and equipment include the hire of electric van for food deliveries etc.	
Provide fair wages - Ensuring employees have a fair and decent wage					
39. As an employer we pledge to pay the Oxford Living Wage		OCC: We are a Real Living Wage employer, accredited by the Real Living Wage Foundation and run our own Oxford Living Wage accredited scheme. Note: this does not cover currently apprenticeships		OCC: We continue to be a Real Living Wage employer, accredited by the Real Living Wage Foundation and run our own Oxford Living Wage accredited scheme. Note: this does not cover currently apprenticeships	

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