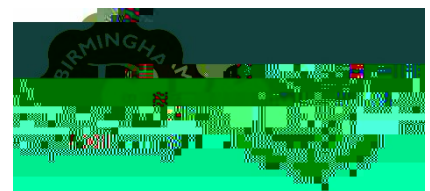


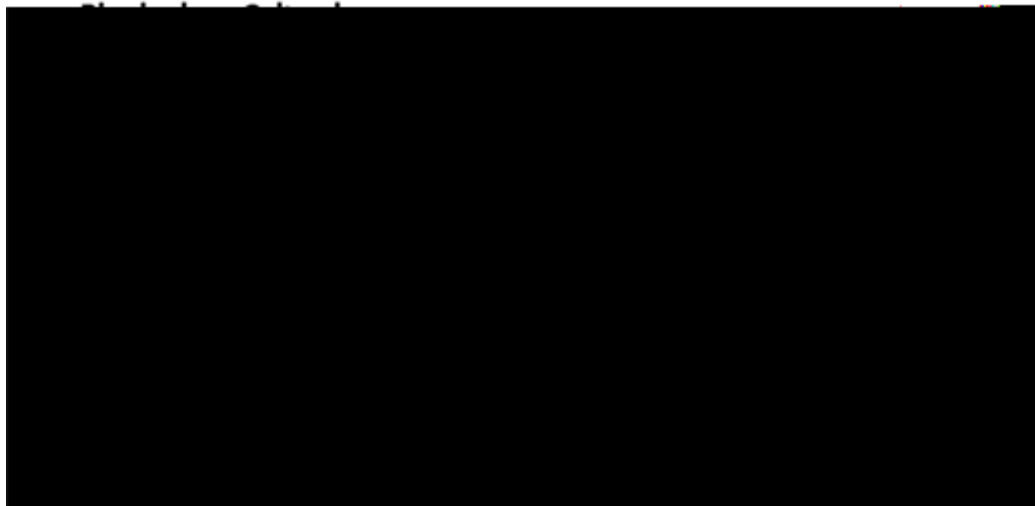
# Birmingham Cultural Intelligence Framework Pilot Organisation Application Form

31/03/2024



We invite organisations to partner with Birmingham City Council Public Health in this groundbreaking pilot programme to develop the cultural competence of staff, supporting organisations to be inclusive, address racial injustice and promote diversity. This document sets out the details of the Birmingham Cultural Intelligence Framework and criteria that organisations must fulfil to apply to be a part of the pilot programme.

In 2019 Birmingham and Lewisham Councils started a joint journey with a board of academics and a board of community members to explore the health inequalities affecting African and Caribbean communities and focusing on evidence-based solutions, the



*Figure 1: Birmingham Cultural Intelligence Framework*

Individuals work through the domains of competence using the provided criteria and reflective practice templates. Individuals demonstrate competency for specific communities. For example, the competency Curiosity around Lesbian communities would be different from developing Curiosity around Caribbean communities. Organisations are expected to support and evaluate progress, including through a peer review process.

The framework is designed to allow individuals to move between domains but doesn't expect everyone to achieve all levels of competence for every community of identity. It is an individual choice based on organisational context, ambition and support.

There is cross-over in core skills between communities, but knowledge and understanding are not the same for all communities of identity. So, the Framework can be used multiple times to underpin cultural intelligence for different communities of identity.

We are looking to commence an evaluated pilot phase working with organisations to roll out the Framework. This pilot will be 12 months over 2024/25 (see figure 2) and in 3-5 organisations based in Birmingham. In the pilot phase we plan to focus on 10 specific communities of identity: 5 ethnic communities, 2 faith, 2 disability, 1 LGBTQ+.

The Birmingham Cultural Intelligence Framework (BCIF) pilot phase aims to achieve the following objectives:

Evaluate effectiveness of BCIF in supporting organisations and individuals to develop cultural intelligence

To build evidence of impact of implementing the framework on knowledge, attitudes, practices and behaviours of staff and organisations.

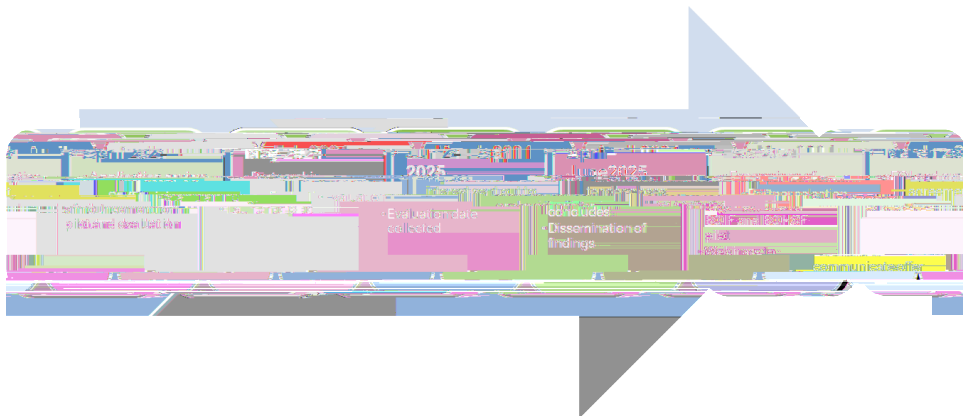
Gather insights from the pilot phase to refine and enhance the BCIF, ensuring its adaptability and relevance to various communities of identity and organisations.

Facilitate capacity building within participating organisations to implement the BCIF effectively, fostering a culture of fairness, inclusion, and respect.

Measure the impact of the BCIF on organisational practices, leadership approaches, and community engagement.

Use BCIF as an opportunity to partner with local organisations and build sustainable relationships.

Generate comprehensive documentation and insights to contribute to the body of knowledge on cultural intelligence and the cultural context of the people of Birmingham, influencing future policies and practices.



*Figure 2: BCIF Implementation Timescales*

Submission deadline for the BCIF pilot is

Please send all submissions via email to [CommunitiesTeam@birmingham.gov.uk](mailto:CommunitiesTeam@birmingham.gov.uk)

By becoming a partnership organisation on the BCIF Pilot, organisations will become pioneers of cultural intelligence initiatives and will gain access to the newly developed toolkit containing a plethora of curated resources. Organisations will play a pivotal role in shaping best practices for cultural competence, diversity, and inclusion in public health



- Providing core training for peer review staff through virtual workshops
- Providing a menu of activities to support learning and competency development for each of the seven domains of practice for the pilot communities of identity
- Providing access to a range of virtual learning materials which organisations can use to supplement their local offerings
- Establish a robust two-way communication channel for partner organisations to provide feedback, ask questions, and share insights.
- Facilitate an external academic evaluation of the pilot phase, culminating in a comprehensive final report documenting outcomes, lessons learned, and recommendations for future implementation.



Name	
Position in organisation	
Phone number	
Email address	

Name	
Position in organisation	
Phone number	
Email address	



Please give details of two people who can comment on the track record of your organisation in managing or delivering similar types of activities to the ones detailed in this application.

Full Name	
Organisation	
Job title	
Phone	
Email address	
Full Name	
Organisation	
Job title	
Phone	
Email address	

Please complete the below questions to the best of your ability and outline how your organisation will work with Birmingham City Council and the External Academic evaluator to pilot the Birmingham Cultural Intelligence Framework

Question 1:

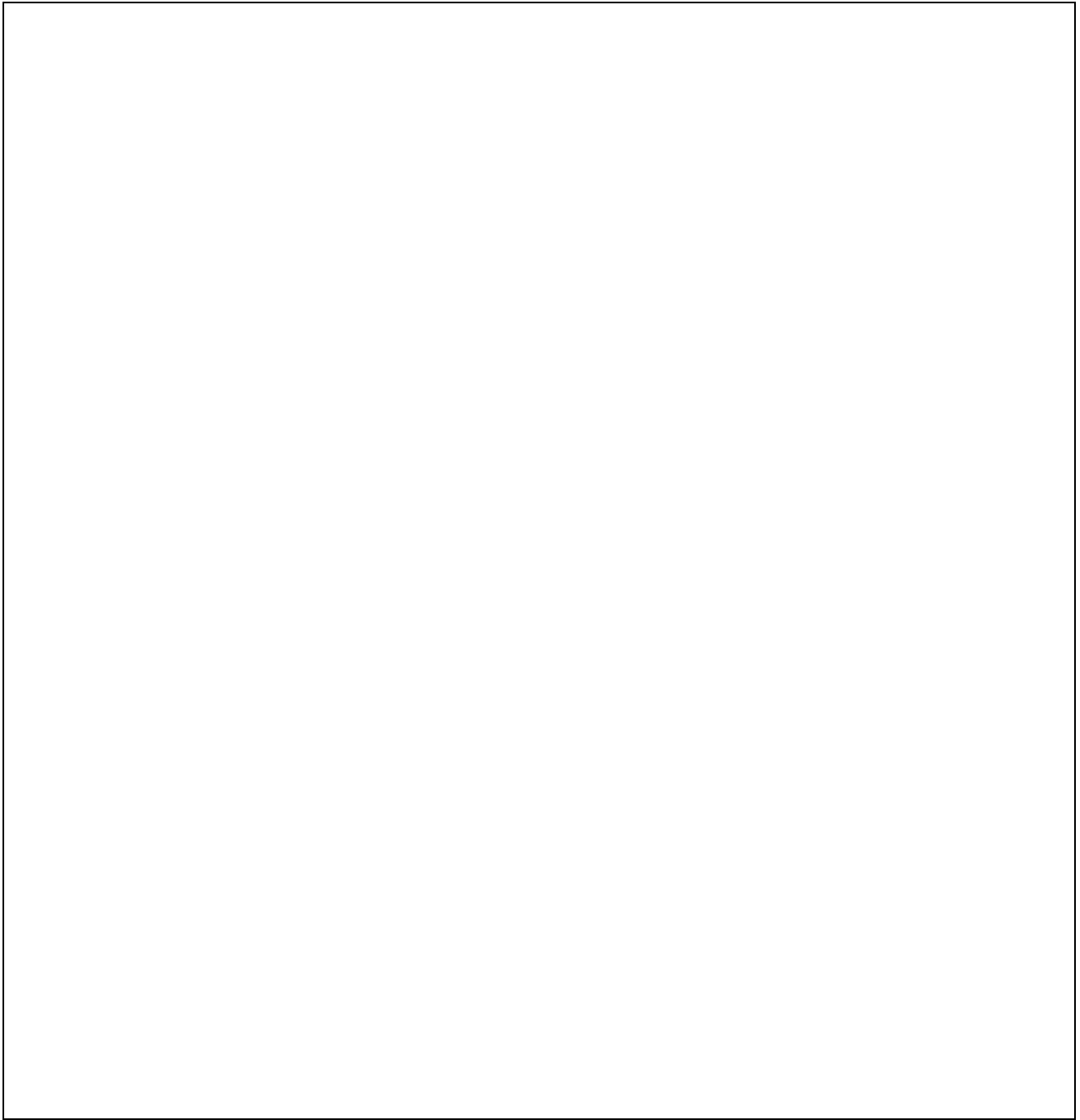
Please give us a sense of what you hope to achieve as an organisation through delivering the Birmingham Cultural Intelligence Framework.

*(min 250 words and max 500 words)*

Question 2:

- a) What are the proposed metrics of success for your organisation? For example, 50% of staff achieve understanding competency or 50% of staff undertake at least one domain of competency for the Pakistani community.
- b) How will you work towards these metrics and keep a record of actions taken?
- c) How will you collect data to allow for assessment against these metrics?

*(min 250 words and max 750 words)*



Question 3:

How will you implement and resource the peer review and quality assurance process, including use of a central submission portal?

*(min 250 words and max 500 words)*

Question 4:

How will you encourage and enable your employees to engage with the framework?

*(min 250 words and max 500 words)*

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the applicant to provide detailed information or evidence.





Question 5:

How will you work with the external academic evaluator and provide them with the necessary information to conduct their evaluation?

*(min 250 words and max 500 words)*

I confirm that all paid individuals working on the project will be paid the Birmingham Living Wage in accordance with the Council's policy	
If any, please tell us how many existing employees will be uplifted to the Birmingham Living Wage through this activity.	

Birmingham City Council is committed to being open and transparent about decisions which affect Birmingham Citizens. By submitting this application, you are agreeing that your details will be published.

In addition, if you are successful in your application, you will be required to confirm that you have the -7(nsn1024Tf1 0 0 Qqur)21()-99(l)-7(l)1aad5.064 57.624 reW\*BT5(ct)1(e)-7(d)-:TJETC

We will not disclose information about you to anyone outside the City Council unless the law permits us to. Confidential information will not be disclosed to third parties. We recognise that information is valuable, and we take all reasonable measures to protect it whilst in our care.

The City Council is the Data Controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use your information, you can ask at our main offices or telephone the Corporate Information Governance Team on Tel: (0121) 303 4876.

(organisation/group name)	
for	

I confirm that:

The information and supporting documents with this application are correct and complete.

If your organisation is chosen for the pilot year, the proposed activities will be carried out as described in this application.

The required supporting documents are enclosed with this application.

I am authorised to sign and submit this application for the BCIF pilot year on behalf of the organisation.

This section must be signed by the person who completed this form, on behalf of the organisation applying.

Name	
Role	
Signature	
Date	

To be eligible for participation in the BCIF pilot phase, organisations must meet the following criteria:

Commitment to cultural intelligence, diversity, and inclusion in organisational practices.

Capacity to allocate resources for the identified requirements during the 12-month pilot phase.

Willingness to actively engage in collaborative research and contribute to the

Evidence of commitment to effective collaboration with external partners  
Demonstrate capacity to allocate resources, including personnel and learning materials, to actively participate in the pilot phase.

Milestone 1: EOI Submission Period

Date: 06/02/2024 - 31/03/2024

Description: Interested organisations are invited to submit their Expression of Interest during this period.

Milestone 2: Application Review

Date: 31/03/2024 - 11/04/2024

Description: Our team will review and evaluate all submitted EOIs based on the defined selection criteria.

Milestone 3: Partner Selection Announcement

Date: 22/04/2024

Description: Selected partner organisations will be notified, and an official announcement will be made.

Milestone 4: Partnership Agreement

Date: 13/05/2024

Description: Negotiation and finalization of partnership agreements between our public health division and selected organisations.

Milestone 5: Launch of Pilot

Date: 20/05/



Q5: Which organisations can participate in the BCIF pilot phase?

We invite forward-thinking organisations to collaborate with us. Any organisation interested in contributing to cultural intelligence initiatives and addressing health inequalities within Birmingham is welcome to submit an Expression of Interest (EOI).



Selected organisations will officially commence their participation in the BCIF pilot phase after signing the Memorandum of Understanding (MOU).

Q15

Q21: