



Appendix 4

Form to be used for the Full Equalities Impact Assessment

Service Area:	Corporate Strategy	Section: CPPC	Date of Initial assessment: 19/01/2023	Key Person responsible for assessment: Mish Tullar	Date assessment commenced:
Name of Policy to be assessed:			Corporate Business Plan 2023-2024		
1. In what area are there concerns that the policy could have a differential impact			<i>Race</i>	<i>Disability</i>	<i>Age</i>
			<i>Gender reassignment</i>	<i>Religion or Belief</i>	<i>Sexual Orientation</i>
			<i>Sex</i>	<i>Pregnancy and Maternity</i>	<i>Marriage & Civil Partnership</i>
Other strategic/ equalities considerations			<i>Safeguarding/ Welfare of Children and vulnerable adults</i>	<i>Mental Wellbeing/ Community Resilience</i>	<i>Equality, Diversity and Inclusion Strategy 2022</i>
			<i>Countywide Homelessness Strategy</i>	<i>Thriving Communities Strategy</i>	
2. Background: Give the background information to the policy and the perceived problems with			1. Oxford City Council's Business Plan 2023-24 is an annual document that sets out publically the Council's priority work programme activities for the year.		

the policy which are the reason for the Impact Assessment.

2. The Draft Business Plan 2023-24 sets out the fourth year of activity toward achieving the outcomes set out in our Council Strategy 20-24.
3. The Business Plan was developed in conjunction with, and is supported by, the annual budget and medium term financial plan (MTFP) that will allocate resources against the agreed priorities.
4. The Business Plan will inform the actions laid out in each department service plan.

Progress in delivery of the actions set out within the Business Plan will be tracked through the year, alongside the existing corporate key performance indicators

The aim of the Corporate Business Plan Cabinet report is to:

1. Agree the draft Oxford City Council Corporate Business Plan priorities 2023/24, which set out the Council's priority work for the next financial year;
2. Delegate authority to the Head of Corporate Strategy in consultation with the Council Leader to make further minor amendments to the draft Business Plan priorities before implementation
3. Note the progress made in delivery against the actions set out in the current year's Corporate Business Plan 2022/23.

Service areas involved and impacted include:

Corporate Strategy
 Housing Services
 Regeneration
 Financial Services
 Regulatory Services and Community Safety
 Corporate Property
 Business Improvement
 Planning Services
 OX Place
 ODS

	<p>Community Services Law and Governance</p>
<p>3. Methodology and Sources of Data:</p> <p>The methods used to collect data and what sources of data</p>	<p>Corporate strategy outcomes and individual service plans</p> <p>22-23 progress update and corporate strategy 20-24 data determined actions for the next year</p> <p>Qualitative data from conversations and data they had for their own service areas</p> <p>Considered methodology of collecting data and chose one on one conversations approach to enable discussions. Decisions recorded and tracked on Teams page excel spreadsheet. All service heads, appropriate officers, directors and Chief Executive were involved, collaborated and given time to feedback. Support and collaboration built in to methodology.</p> <p>Process reviewed over three months.</p>

4. Consultation

This section should outline all the consultation that has taken place on the EIA. It should include the following.

- Why you carried out the consultation.
- Details about how you went about it.
- A summary of the replies you received from people you consulted.
- An assessment of your proposed policy (or policy options) in the light of the responses you received.
- A statement of what you plan to do next

1. Meetings were held with all Heads of Service to understand each service areas actions for the Corporate Business Plan Priorities, for the year ahead. 15 people attended the in person Operations Delivery Group meeting in November 2022.
2. Group meetings were followed by individual one to one meetings. Heads of Service included officers from their service area in the consultation process. 10 one to one meetings between held December 2022 and January 2023.
Service Heads updated a live Teams document with actions relating to their service area.
3. The Corporate Business Plan and Corporate Business Plan covering report will go to Cabinet in March 2023, following consultation with portfolio holders.
4. Citywide conversations (strand 1, 2 and 3) for TCS which provides various action for Priority 3, Thriving Communities.
5. Directors, CEX and Cabinet members were consulted and reviewed Business Plan

70 members of Teams page able to review and edit the live document in draft stage.

<p>5. Assessment of Impact: Provide details of the assessment of the policy on the six primary equality strands. There may have been other groups or individuals that you considered. Please also consider whether the policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults</p>			
	Race Positive	Disability Positive	Age Positive
	Gender reassignment Positive	Religion or Belief Positive	Sexual Orientation Positive
	Sex Positive	Pregnancy and Maternity Neutral	Marriage & Civil Partnership Neutral
	<p>Risk to reputation – not meeting strategic targets Impact equality and environment If we do not meet our targets, all of these will be impacted on different levels, eg: Joint approach to support young people may have positive or negative affect on children, depending on outcome of action plan.</p> <p>We cannot suggest which areas will be impacted in a positive or negative way as this will depend on the outcome of the business plan.</p>		

<p>6. Consideration of Measures:</p> <p>This section should explain in detail all the consideration of alternative approaches/mitigation of adverse impact of the policy</p>	<p>The Council Strategy 2020-2024 is complemented by the annual Corporate Business Plan that sets out the key priorities and actions Oxford City Council will undertake in each of the next four years. This strengthens the prioritisation of key areas of work and support collaboration among officers and with external partners.</p> <p>There is no alternative approach. Mitigation of adverse impact is ensured upon consideration of actions within business plan at draft stage.</p> <p>The Business Plan has been created from the Equality, Diversity and Inclusion and Thriving Communities Strategies, grants review, service integration programme and Economic Strategies, which include mitigation of impact, and associated EqlAs; using a whole system approach and collaborative, collective working</p> <p>Other associated strategies and consideration of measures:</p> <ul style="list-style-type: none"> Pay gaps Social value in procurement template – embed equalities impact in business with other organisations Monitoring ethnic groups Rough sleeping strategy monitors access to homes Easy read documents, mitigates negative impact emerging around disability. However, this is not a standard practice. It has been incorporated in different areas at different levels however we will need to monitor impact.
<p>6a. Monitoring Arrangements:</p> <p>Outline systems which will be put in place to monitor for adverse impact in the future and this should include all relevant timetables. In addition it could include a summary and assessment of</p>	<ul style="list-style-type: none"> Progress updates feature in annual cabinet reports Scrutiny work plan Internal audit programme Corporate dashboard monthly Corporate, service and team KPIs updated and reported on.

your monitoring, making clear whether you found any evidence of discrimination.		Monitoring – EDI steering group Document will grow and change as new information is presented		
7. Date reported and signed off by Cabinet:				
8. Conclusions: What are your conclusions drawn from the results in terms of the policy impact		<ol style="list-style-type: none"> 1. Keep monitoring the protected characteristics. Prompt service heads when next collecting data for any risks to protected characteristics. 2. Ongoing plans of delivering equalities training which will help. 		
9. Are there implications for the Service Plans?	YES/NO	10. Date the Service Plans will be updated		11. Date copy sent to Equalities Lead Officer
13. Date reported to Scrutiny and Executive Board:		14. Date reported to Cabinet:		12. The date the report on EqIA will be published

Signed L Jones

Signed M Tullar

Please list the team members and service areas that were involved in this process:

EDI Lead, Community Services
Safeguarding Coordinator, Corporate Strategy
Head of Service, Corporate Strategy

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