

Appendix 3

Initial Equalities Impact Assessment screening form

Prior to making the decision, the Council's decision makers considered the following: guide to decision making under the Equality Act 2010:

*The Council is a public authority. All public authorities when exercising public functions are caught by the Equality Act 2010 which became law in December 2011. In making any decisions and proposals, the Council - specifically members and officers - are required to have **due regard** to the 9 protected characteristics defined under the Act. These protected characteristics are: **age, disability, race, gender reassignment, pregnancy and maternity, religion or belief, sex, sexual orientation and marriage & civil partnership***

The decision maker(s) must specifically consider those protected by the above characteristics:

- (a) To seek to ensure equality of treatment towards service users and employees;*
- (b) To identify the potential impact of the proposal or decision upon them.*

The Council will also ask that officers specifically consider whether:

- (A) The policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults*
- (B) The proposed policy / service is likely to have any significant impact on mental wellbeing / community resilience (staff or residents)*

If the Council fails to give 'due regard', the Council is likely to face a Court challenge. This will either be through a judicial review of its decision making, the decision may be quashed and/or returned for it to have to be made again, which can be costly and time-consuming diversion for the Council. When considering 'due regard', decision makers must consider the following principles:

- 1. **The decision maker is responsible for identifying whether there is an issue and discharging it.** The threshold for one of the duties to be triggered is low and will be triggered where there is any issue which needs at least to be addressed.*
- 2. **The duties arise before the decision or proposal is made, and not after and are ongoing.** They require **advance** consideration by the policy decision maker with conscientiousness, rigour and an open mind. The duty is similar to an open consultation process.*
- 3. The decision maker must be **aware of the needs of the duty.***
- 4. The **impact of the proposal or decision must be properly understood first.** The amount of regard due will depend on the individual circumstances of each case. The greater the potential impact, the greater the regard.*
- 5. **Get your facts straight first!** There will be no due regard at all if the decision maker or those advising it make a fundamental error of fact (e.g. because of failing to properly inform yourself about the impact of a particular decision).*
- 6. What does 'due regard' entail?
 - a. **Collection and consideration of data and information;***
 - b. **Ensuring data is sufficient to assess the decision/any potential discrimination/ensure equality of opportunity;***
 - c. **Proper appreciation of the extent, nature and duration of the proposal or decision.****

7. **Responsibility** for discharging can't be delegated or sub-contracted (although an equality impact assessment ("EIA") can be undertaken by officers, decision makers must be sufficiently aware of the outcome).
 8. **Document the process** of having due regard! Keep records and make it transparent! If in any doubt carry out an equality impact assessment ("EIA"), to test whether a policy will impact differentially or not. Evidentially an EIA will be the best way of defending a legal challenge. See hyperlink for the questions you should consider <http://occweb/files/seealsodocs/93561/Equalities%20-%20Initial%20Equality%20Impact%20Assessment%20screening%20template.doc>
1. Within the aims and objectives of the policy or strategy which group (s) of people has been identified as being potentially disadvantaged by your proposals? What are the equality impacts?

The Oxfordshire Inclusive Economy Partnership (OIEP) and its Charter and Pledge scheme contribute to our Oxford City Council Corporate Plan and our Economic Strategy and each of the pledges build on or are explicitly existing commitments of service delivery but will enhance the inclusivity with which our services are offered to Oxford citizens.

The aims and objectives of our inclusive economy commitments present positive equalities implications-The OIEP and its Charter supports an inclusive economy and is committed to improving all aspects of social mobility and increased prosperity for communities and residents, particularly if they are from disadvantaged or minoritised groups or communities.

2. In brief, what changes are you planning to make to your current or proposed new or changed policy, strategy, procedure, project or service to minimise or eliminate the adverse equality impacts?

Please provide further details of the proposed actions, timetable for making the changes and the person(s) responsible for making the changes on the resultant action plan

Oxford City Council's participation in the scheme does not involve a new or changed policy but rather is an opportunity to enhance and add value to existing offers across Oxford City Council's services to celebrate and give visibility to our best practice in equality, diversity and inclusion at a countywide level.

The Charter was launched in early 2023 and the pledge scheme is long term and will be reviewed annually with progress reports given on an annual basis focusing on the positive impacts for participating employers, employees and residents which will inform resulting action plans. These action plans will be reviewed by the Oxfordshire Inclusive Economy Partnership (OIEP) manager in dual role as Oxford City Council member of staff, reporting on behalf of OIEP to the Future Oxfordshire Partnership.

3. Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

Please note that you are required to involve disabled people in decisions that impact on them

The OIEP as a strand of work prioritised by our Economic Strategy was taken to broad public consultation in 2022 prior to the Strategy being approved by Cabinet in June 22 and the wider countywide work of the OIEP has been approved and signed off by all Oxfordshire councils under the governance and accountability of the Future Oxfordshire Partnership.

Working groups of OIEP intend to further engage residents with focus groups formed of the key stakeholders impacted by the emerging initiatives and delivery on behalf of their respective thematic priorities.

The charter itself is an engagement tool as part of the OIEP's wider communications strategy and approach to inclusivity.

4. Can the adverse impacts you identified during the initial screening be justified without making any adjustments to the existing or new policy, strategy, procedure, project or service?

Please set out the basis on which you justify making no adjustments

No groups are potentially disadvantaged by the proposals and no adverse impacts are identified based on previous consultation, however each service will tailor their pledges to their respective service and service users needs and target audiences so as to maximise opportunity for best practice in terms of EDI.

Future engagements and consultation will aim to build on the range and diversity of stakeholders identified whilst ensuring a proactive engagement of any target group identified as potentially at risk of adverse impact.

Any adjustments that are identified by those potentially at risk of adverse impact will be accommodated by the service area and inform the wider learning at annual review.

5. You are legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts.

Please provide details of how you will monitor/evaluate or review your proposals and when the review will take place

Any unexpected equality impacts that are identified will be accommodated and acted upon at point of delivery by the respective service area and then escalated to the wider OIEP steering group in order to inform the wider learning at annual review

Lead officer responsible for signing off the EqIA: Clayton Lavallin

Role: Principal Regeneration & Economic Development Officer

Date: 18.04.23

Note, please consider & include the following areas:

- Summary of the impacts of any individual policies
- Specific impact tests (e.g. statutory equality duties, social, regeneration and sustainability)
- Consultation
- Post implementation review plan (consider the basis for the review, objectives and how these will be measured, impacts and outcomes including the “unknown”)
- Potential data sources (attach hyperlinks including Government impact assessments or Oxfordshire data observatory information where relevant)



Form to be used for the Full Equalities Impact Assessment

Service Area:	Regeneration & Economy	Section:	Date of Initial assessment: April 2023	Key Person responsible for assessment: Clayton Lavallin	Date assessment commenced: June 2023
Name of Policy to be assessed:			OIEP Charter and OCC Pledges		
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>	
2. Background: Give the background information to the policy and the perceived problems with the policy which are the			The Oxfordshire Inclusive Economy Partnership (OIEP) and its Charter and Pledge scheme contribute to our Oxford City Council Corporate Plan and our Economic Strategy and each of the pledges build on or are explicitly existing commitments of service delivery but will enhance the inclusivity with which our services are offered to Oxford citizens.		

<p>reason for the Impact Assessment.</p>	<p>The aims and objectives of our inclusive economy commitments present positive equalities policy opportunities because the OIEP and its Charter supports an inclusive economy and is committed to improving all aspects of social mobility and increased prosperity for communities and residents, particularly if they are from disadvantaged or minoritised groups or communities.</p>
<p>3. Methodology and Sources of Data: The methods used to collect data and what sources of data</p>	<p>The data informing the work of the Oxfordshire Inclusive Economy Partnership (OIEP) is drawn from a wide range of sources national and regional such as Census data, strategy and policy and regional and local data of community and ward level profiles. In addition, the OIEP were supported by a Brookes University internship to undertake community mapping identifying groups by protected characteristic to engage and recruit into the partnership.</p>
<p>4. Consultation This section should outline all the consultation that has taken place on the EIA. It should include the following.</p> <ul style="list-style-type: none"> • 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 	<p>The OIEP as a strand of work prioritised by our Economic Strategy was taken to broad public consultation in 2022 prior to the Strategy being approved by Cabinet in June 22 and the wider countywide work of the OIEP has been approved and signed off by all Oxfordshire councils under the governance and accountability of the Future Oxfordshire Partnership.</p> <p>Working groups of OIEP intend to further engage residents with focus groups formed of the key stakeholders impacted by the emerging initiatives and delivery on behalf of their respective thematic priorities.</p> <p>The charter itself is an engagement tool as part of the OIEP's wider communications strategy and approach to inclusivity.</p> <p>The summary of the consultation responses informed revisions to the wider Economic Strategy and particularly the inclusive economy pillar and the OIEP related actions of the delivery plan. This and the work of the OIEP partnership will continue to be assessed annually and the policy options reviewed by extension.</p> <p>The OIEP reports to Future Oxfordshire Partnership on behalf of the councils of Oxfordshire and the Economic Strategy delivery reports back to the Economic Growth Steering Board in terms of progress to deliver.</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

Race

Neutral

Disability

Neutral

Age

Neutral

Gender reassignment

Neutral

Religion or Belief

Neutral

Sexual Orientation

Neutral

Sex

Neutral

Pregnancy and Maternity

Neutral

Marriage & Civil Partnership

Neutral

The Oxford City Council participation in the OIEP Charter and pledge scheme relate to adults and not children but has considered that a proportion of the adults supported may fall under the category of vulnerable. Policies and Procedures are therefore in place to inform the support if and where required.

Each of the respective service areas of OCC signing up to pledges work within corporate policies and procedures in this regard and have budget allocated where relevant and required.

<p>6. Consideration of Measures: This section should explain in detail all the consideration of alternative approaches/mitigation of adverse impact of the policy</p>	<p>No adverse impacts of participation in the OIEP Charter and pledge scheme have been identified that would require mitigation, however several positive impacts in terms of the enhanced ability of services to be delivered in ways which proactivity support EDI outcomes are explicit in participation in the Charter and Pledge scheme by extension of the inclusive economy focus of the OIEP.</p>
<p>6a. Monitoring Arrangements: 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 your monitoring, making clear whether you found any evidence of discrimination.</p>	<p>Each respective service area of Oxford City Council participating in the OIEP charter and pledge scheme have their own systems in place for monitoring and responding to any issues relating to discrimination and or exclusion, subject to Oxford City Council's shared standards and practice, including policy and procedure and structures and systems.</p> <p>In addition, any discrimination and or exclusion identified as well as being acted upon at point of delivery by the respective service area and then escalated to the wider OIEP steering group in order to inform the wider learning at annual review</p>
<p>7. Date reported and signed off by City Executive Board:</p>	<p>14th June 2023</p>
<p>8. Conclusions: What are your conclusions drawn from the results in terms of the policy impact</p>	<p>The conclusion of the policy impact assessment is that while the initiative provides positive opportunities to enhance inclusivity and promote equality a consistent consideration of public sector equality duty should be maintained throughout the lifecycle of the initiative and inform how policies or decisions that affect people who are protected under the Equality Act.</p>

9. Are there implications for the Service Plans?	NO	10. Date the Service Plans will be updated	In line with Services participating	11. Date copy sent to Equalities Lead Officer	18/04/23
13. Date reported to Scrutiny and Executive Board:	June 23	14. Date reported to City Executive Board:	June 23	12. The date the report on EqIA will be published	June 23

Signed (completing officer)

Signed (Lead Officer)

Clayton Lavallin

Mili Kalia

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

- Equalities Lead Officer: Mili Kalia Equality, Diversity & Inclusion-Lead, Communities
- Service Manager: Ted Maxwell, Economy, City Centre and Green Transport Lead, Regeneration & Economy
- Lindsey Cane, Legal Services Manager

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