

### Why do an Equalities Impact Assessment (EqIA)?

1. Equalities Impact Assessment (EqIA) is part of Oxford City Council's **Public Sector Equality Duty (PSED) (Equality Act 2010)**.

The General PSED enables Oxford City Council to:

- a. **identify and remove discrimination,**
  - b. **identify ways to advance equality of opportunity,**
  - c. **foster good relations.**
2. **An EqIA must be done before making any decision(s)** that may have an impact on people and/or services that people use and depend on.
  3. An **EqIA form is one of many tools** that can simplify and structure your equalities assessment.
  4. We are passionate about equalities, and we highly recommend that **Corporate Management Team (CMT) reports and all projects must attach an EqIA.**

For questions, queries, and a chat about how to do your EqIA, please email your EDI officers:

1. Mili Kalia – [milkalia@oxford.gov.uk](mailto:milkalia@oxford.gov.uk)
2. Sobia Afridi- [safridi@oxford.gov.uk](mailto:safridi@oxford.gov.uk)

Please do refer to our [SharePoint Page](#) for support such as FAQs and Examples, etc.

### A good EqIA has the following attributes:

1. **Comprehensively considers the 9 protected characteristics.**

1. Age	6. Race & Ethnicity
2. Disability	7. Religion or Belief
3. Gender Reassignment	8. Sex
4. Marriage & Civil Partnership	9. Sexual Orientation
5. Pregnancy & Maternity	

2. It has **considered equality of treatment** towards service users, residents, employees, partners, council suppliers & contractors, and Council Members
3. Sufficiently considered **potential and real impact** of proposal or policy on service users, residents, employees, partners, council suppliers & contractors, and Council Members.
4. **Systematically recorded and reported** any potential and real impact of your proposal or policy on service users, residents, employees, partners, council suppliers & contractors, and Council Members
5. **Collected, recorded, & reported sufficient information and data** on how your policy or proposal will have an impact.
6. Offers **mitigations or adjustments** if a PSED has been impacted.
7. Provides clear **justifications** for your decisions.
8. It is written in **plain English** with simple short sentence structures.

## Section 1: General overview of the activity under consideration

1.	<b>Name of activity being assessed.</b>  <b>For example:</b> -New policy, -Review of existing policy, -Changes in service(s), -New project(s), etc.	Updates and review of Private sector residential policies	2.	<b>The implementation date of the activity under consideration:</b>	25/1/2024
3.	<b>Directorate/Department(s):</b>		4.	<b>Service Area(s):</b>	Planning and Regulatory Services
5.	<b>Who is (are) the assessment lead(s):</b> <b>Please provide:</b> -Name -Email address	Gail Siddall	6.	<b>Contact details, in case there are queries:</b> <b>Please provide:</b> -Name -Email address	Gail Siddall  gsiddall@oxford.gov.uk
7.	<b>Is this a new or ongoing EqlA?</b>	New <input type="checkbox"/>  Extension to existing EqlA <input checked="" type="checkbox"/>	8.	If this is an extension of a previous EqlA, please indicate where the previous EqlA is located and share the link to the said EqlA.	Initial EqlA – Cabinet report link
9.	<b>Date this EqlA started:</b>	14/11/2023			
10.	<b>Will this EqlA be attached to <a href="#">Corporate Management Team (CMT)</a> reports/updates, which will be published online?</b>	Yes – part of Jan 24 Cabinet report	11.	<b>Give a date (tentative or otherwise) when this assessment will be taken to the CMT.</b>	

## Section 2: About the activity, change, or policy that is being assessed.

12.	<b>Type of activity being considered:</b>  Check the most appropriate.	<input type="checkbox"/> Budget	<input type="checkbox"/> Decommissioning	<input type="checkbox"/> Commissioning	<input checked="" type="checkbox"/> Change to an existing activity.
		<input type="checkbox"/> New Activity	<input type="checkbox"/> Others. Please List here		
13.	<b>Which priority area(s) <u>within Oxford City Council's Corporate strategy (2020-2024)</u> does this activity fulfil?</b>  Please check as needed.	<input type="checkbox"/> Enable an inclusive economy.	<input checked="" type="checkbox"/> Deliver more affordable housing.	<input type="checkbox"/> Support thriving communities.	<input type="checkbox"/> Pursue a zero carbon Oxford.
14.	<b>Which priority area(s) within <u>Oxford City Council's Equality, Diversity &amp; Inclusion Strategy (2022)</u> does this activity fulfil?</b>  Please check as needed.	<input type="checkbox"/> Responsive services and customer care.	<input type="checkbox"/> Diverse and engaged workforce.	<input type="checkbox"/> Leadership & organisational commitment.	<input checked="" type="checkbox"/> Understanding and working with our communities.
15.	<b>Outline the aims, objectives, &amp; priorities of the activity being considered.</b>	Aims: To clarify the policies used regarding certain enforcement activities.		Objectives: To ensure consistency, fairness and transparency in how the policies are applied by the Council	Priorities: To tackle poor housing conditions and management in the private rented housing stock through ensuring rogue landlords are dealt with using clear policies.

<p><b>16. Please outline the consequences of not implementing this activity.</b></p> <p><b>For example,</b></p> <ul style="list-style-type: none"> <li>-Existing activity does not fulfill Corporate Objectives,</li> <li>-existing activity is discriminatory and not fulfilling Council's PSED, ... to name a few.</li> </ul>	<p>List consequences.</p> <p>The policies will be out of date and not in line with best practice or precedents. By reviewing the policies and publishing them, landlords will know the consequences of failing to manage their properties to an acceptable standard</p>
---	---

### Section 3: Understanding service users, residents, staff and any other impacted parties.

<p><b>17. Have you undertaken any consultations in the form of surveys, interviews, and/or focus groups?</b></p> <p><b>Please provide details—</b></p> <ul style="list-style-type: none"> <li>-when,</li> <li>-how many, and</li> <li>-the approach taken.</li> </ul>	<p>Please list consultations undertaken and provide dates and how many people consulted.</p> <p>1870 contacts were directly made aware of the consultation exercise and in addition awareness was raised using the landlords' newsletter which is sent to 3023 recipients. The consultation was carried out between 14<sup>th</sup> September and 12<sup>th</sup> October 2023. The consultation was an online questionnaire</p>
<p><b>18. List information and data used to understand who your residents or staff are and how they will be impacted.</b></p> <p><b>These could be-</b></p> <ul style="list-style-type: none"> <li>-third-party research,</li> <li>-census data,</li> <li>-legislation,</li> <li>-articles,</li> <li>-reports,</li> <li>-briefs.</li> </ul>	<p>Those impacted would be landlords, agents and tenants who are operating/living within the private rented residential sector in the city. The landlords and agents are known to the Council as a result of the citywide licensing schemes currently in operation. Tenants are more difficult to engage with however we contacted the known tenants groups and student bodies.</p>

19.	<p><b>If you have not done any consultations or collected data &amp; information, are you planning to do so in the future?</b></p> <p><b>Please list the details –</b>          -when,          -with whom, and          -how long will you collect the relevant data.</p>	When? <input type="checkbox"/> Not applicable
		Who will you focus on?
		How long will you collect the data?

## Section 4: Impact analysis.

20.	<p><b>Who does the activity impact?</b></p> <p><b>Check as needed.</b></p> <p>The impact may be positive, negative or unknown.</p>	<b>Service Users</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		<b>Members of staff</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		<b>General public</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input checked="" type="checkbox"/>
		<b>Partner / Community Organisation</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input checked="" type="checkbox"/>
		<b>City Councillors</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Don't Know <input type="checkbox"/>
		<b>Council suppliers and contractors</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Don't Know <input type="checkbox"/>

21.	Does the activity impact positively or negatively on any protected characteristics as stated within Equality (Act 2010)? Check as needed and provide evidence-driven conclusions.					
Protected Characteristic	Positive	Negative	Neutral	Don't know	Data/information supporting your assessment	Analysis, insight & mitigations
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As these policies are aimed to provide clarity and transparency to landlords and other property managers operating in the rental market there is a neutral impact in relation to age	The Council do not collect data in relation to age of landlords/property managers and is not considered to impact on the use of these policies.
Disability (Visible and invisible)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As these policies are aimed to provide clarity and transparency to landlords and other property managers operating in the rental market there is a neutral impact in relation to disability	The Council do not collect data in relation to disability of landlords/property managers and is not considered to impact on the use of these policies.
Gender re-assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As these policies are aimed to provide clarity and transparency to landlords and other property managers operating in the	The Council do not collect data in relation to gender reassignment of landlords/property managers and is not considered to impact on the use of these policies.

					rental market there is a neutral impact in relation to gender reassignment	
<b>Marriage &amp; Civil Partnership</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As these policies are aimed to provide clarity and transparency to landlords and other property managers operating in the rental market there is a neutral impact in relation to marriage and civil partnership	The Council do not collect data in relation to marriage and civil partnership of landlords/property managers and is not considered to impact on the use of these policies
<b>Race, Ethnicity and/or Citizenship</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As these policies are aimed to provide clarity and transparency to landlords and other property managers operating in the rental market there is a neutral impact in relation to race, ethnicity and/or citizenship	<p>The main groups affected are those who do not speak English as a first language (or at all) and those with limited or no ability to understand how the policy/law affects them day to day</p> <p>To mitigate for this, translation services are offered at formal interviews and where required in all interventions.</p> <p>Property reports will where necessary contain photographic evidence of defects for some areas of the enforcement work.</p>

						Engagement with landlords of ethnic groups is encouraged through landlord forums, face to face meetings and newsletters where legal obligations of being a landlord/ property manager are highlighted and discussed
158 <b>Pregnancy &amp; Maternity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As these policies are aimed to provide clarity and transparency to landlords and other property managers operating in the rental market there is a neutral impact in relation to pregnancy and maternity	The Council do not collect data in relation to pregnancy and maternity of landlords/property managers and is not considered to impact on the use of these policies
<b>Religion or Belief</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As these policies are aimed to provide clarity and transparency to landlords and other property managers operating in the rental market there is a neutral impact in relation to religion and belief	The Council do not collect data in relation to religion and belief of landlords/property managers and is not considered to impact on the use of these policies
<b>Sex</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As these policies are aimed to provide clarity and	The Council do not collect data in relation to sex of landlords/property



					transparency to landlords and other property managers operating in the rental market there is a neutral impact in relation to sex	managers and is not considered to impact on the use of these policies
<b>Sexual Orientation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As these policies are aimed to provide clarity and transparency to landlords and other property managers operating in the rental market there is a neutral impact in relation to sexual orientation	The Council do not collect data in relation to sexual orientation of landlords/property managers and is not considered to impact on the use of these policies
<b>Other (voluntary consideration)</b>  <b>For example:</b>  Migrant, refugee, or asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Evidence	What is the data telling us about the impact on this group?  How will you mitigate the disproportionate impact (positive or negative)?
<b>Other (voluntary consideration)</b>  <b>For example:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Evidence	What is the data telling us about the impact on this group?  How will you mitigate the disproportionate impact (positive or negative)?

Socio-economic status (income, wealth, etc.)						
<b>Other</b> <b>For example:</b> <ul style="list-style-type: none"> <li>- Unpaid carers</li> <li>- Prison population</li> <li>- Homeless population</li> <li>-Council suppliers &amp; contractors</li> <li>-Cabinet Members</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List the other groups  Data/Evidence	What is the data telling us about the impact on this group?  How will you mitigate the disproportionate impact (positive or negative)?

## 160 Section 5: Conclusion(s) of your Full Impact Assessment

22.	Conclusions. Check as needed.						
	<input type="checkbox"/>	Stop and reconsider the activity.	<input type="checkbox"/>	Adjust activity before beginning the activity and continue to monitor.	<input checked="" type="checkbox"/>	No major change(s) or adjustments and continue with activity but continue to monitor.	<input type="checkbox"/>

23.	Please explain how you have reached your conclusions above.	The impact on protected characteristics by these policies is neutral, however the service will continue to monitor their impact by assessing any representations/comments received by those landlords / managers who are directly affected by the policies. Monitoring of use of policies in relation to understanding them and application of them by persons where English is not their first language will continue, with any appropriate mitigating methods being introduced wherever possible. The review of each case by a senior manager will monitor the use of the policies and decisions in relation to race disparity and equality issues
-----	---	--

## Section 6: Monitoring and review plan.

161	<p>The responsibility for maintaining a monitoring arrangement of the EqlA action plan lies with the service/team completing the EqlA.</p> <p>These arrangements must be built into the performance management framework such as KPIs or Risk Registers.</p>	
24.	<p>Who or which team or service area will be responsible for monitoring equalities impact?</p> <p><b>For example-</b></p> <ul style="list-style-type: none"> <li>- team,</li> <li>-directorate,</li> <li>-service area,</li> <li>-Equalities Steering Group,etc.</li> </ul>	<p>Regulatory Services ( Residential Regulation Team)</p>
25.	Who (individual, team, or service area) will be	Regulatory Services Manager

26.	responsible for carrying out the EqIA review?		
	How often will the equality impact be reviewed for this activity? For example- -quarterly, -yearly, etc.	Yearly	27. Date when the EqIA will be reviewed again. 1/2/2025

## Section 7: Sign-off

162

Name: Gail Siddall  
Job Title: Regulatory Services Manager  
Signature:

-----  
Name: Full Name  
Job Title: Type here  
Signature:  
-----

Name: Full Name  
Job Title: Type here

Name: David Butler  
Job Title: Head of Service – Planning and Regulatory Services  
Signature:

-----  
Name: Full Name  
Job Title: Type here  
Signature:  
-----

Name: Full Name  
Job Title: Type here

Name: Full Name  
Job Title: Type here  
Signature:

-----  
Name: Full Name  
Job Title: Type here  
Signature:  
-----

Name: Full Name  
Job Title: Type here

### Suggested list of people to include are:

- 1) Project lead/manager.
- 2) Head of service area or team.
- 3) Person who completed the EqIA.
- 4) EDI Lead.
- 5) EDI Specialist.
- 6) For joint projects, please consider the following:
  1. Other project leads
  2. Other service area and/or team lead/managers.

Signature:

-----

Signature:

-----

-----

Signature:

-----

**You have now reached the end of the assessment.  
Please appended this to any reports and project files for reference**



This page is intentionally left blank