

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 accompany 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
2. Sobia Afridi- safриди@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.	Name of activity being assessed. For example: -New policy, -Review of existing policy, -Changes in service(s), -New project(s), etc.	Leisure Futures (final decision on tender outcome)	2.	The implementation date of the activity under consideration:	March 2024
3.	Directorate/Department(s):	Communities and People	4.	Service Area(s):	Community Services
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address	Hagan Lewisman hlewisman@oxford.gov.uk	6.	Contact details, in case there are queries: Please provide: -Name -Email address	Dave Morrell dmorrell@oxford.gov.uk
7.	Is this a new or ongoing EqIA?	New <input checked="" type="checkbox"/> Extension to existing EqIA <input type="checkbox"/>	8.	If this is an extension of a previous EqIA, please indicate where the previous EqIA is located and share the link to the said EqIA.	N/A
9.	Date this EqIA started:	01/11/23			
10.	Will this EqIA be attached to Corporate Management Team (CMT) reports/updates, which will be published online?	This will be an appendix of the Cabinet Report on the subject.	11.	Give a date (tentative or otherwise) when this assessment will be taken to the CMT.	January 2024 as part of the Cabinet report process

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

<p>12.</p>	<p>Type of activity being considered:</p> <p>Check the most appropriate.</p>	<input type="checkbox"/> Budget	<input type="checkbox"/> Decommissioning	<input checked="" type="checkbox"/> Commissioning	<input type="checkbox"/> Change to an existing activity.
		<input type="checkbox"/> New Activity	<input checked="" type="checkbox"/> Others: leisure centres		
<p>13.</p>	<p>Which priority area(s) within Oxford City Council's Corporate strategy (2020-2024) does this activity fulfil?</p> <p>Please check as needed.</p>	<input checked="" type="checkbox"/> Enable an inclusive economy.	<input type="checkbox"/> Deliver more affordable housing.	<input checked="" type="checkbox"/> Support thriving communities.	<input checked="" type="checkbox"/> Pursue a zero carbon Oxford.
<p>14.</p>	<p>Which priority area(s) within Oxford City Council's Equality, Diversity & Inclusion Strategy (2022) does this activity fulfil?</p> <p>Please check as needed.</p>	<input checked="" type="checkbox"/> Responsive services and customer care.	<input checked="" type="checkbox"/> Diverse and engaged workforce.	<input checked="" type="checkbox"/> Leadership & organisational commitment.	<input checked="" type="checkbox"/> Understanding and working with our communities.
<p>15.</p>	<p>Outline the aims, objectives, & priorities of the activity being considered.</p>	<p>Aims: improve the leisure offer and tackle health inequalities, getting more people active, more often</p>		<p>Objectives: various including increasing the number of children leaving primary school able to swim a length; linking with the Thriving Communities Strategy outcomes and creating more inclusive/accessible facilities</p>	<p>Priorities: delivering the best and most inclusive leisure offer for our citizens</p>

<p>16. Please outline the consequences of not implementing this activity. For example, -Existing activity does not fulfil Corporate Objectives, -existing activity is discriminatory and not fulfilling Council's PSED, ... to name a few.</p>	<p>Participation levels will continue to fall; inactivity may increase; health inequalities may worsen. The City Council will not be able to fulfil its key corporate priorities.</p>
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Section 3: Understanding service users, residents, staff and any other impacted parties.

<p>17. Have you undertaken any consultations in the form of surveys, interviews, and/or focus groups?</p> <p>Please provide details— -when, -how many, and -the approach taken.</p>	<p>Dialogue with Leisure Partnership Board over the last 12+ months to discuss what the leisure offer could look like; discussion points include how to make facilities more inclusive and how we can better respond to changing needs.</p> <p>Internal offer meetings and planning sessions</p>
<p>18. List information and data used to understand who your residents or staff are and how they will be impacted.</p> <p>These could be- -third-party research, -census data, -legislation, -articles, -reports, -briefs.</p>	<p>Data used will include:</p> <ul style="list-style-type: none"> • Census • Oxfordshire Joint Strategic Needs Assessment (JSNA) • District Councils' Network Fit for the Future report • Community health profiles • Usage data from leisure facilities • Index of Multiple Deprivation (IMD) • Schools Sports Pupil Premium • Department for Work and Pensions

19.	<p>If you have not done any consultations or collected data & information, are you planning to do so in the future?</p> <p>Please list the details – -when, -with whom, and -how long will you collect the relevant data.</p>	N/A
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Section 4: Impact analysis.

20.	Who does the activity impact?	Service Users	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
	Check as needed.	Members of staff	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
	The impact may be positive, negative or unknown.	General public	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		Partner / Community Organisation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		City Councillors	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		Council suppliers and contractors	Yes <input checked="" type="checkbox"/>	No <input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25k under 15s (16% of population) 19k over 65s (18% of population) Source: Census 2021	<p><u>Impact(s) identified:</u> An improved, more accessible, and inclusive leisure offer will be attractive to people in this group; some targeted programmes will aim to welcome those who are not using these spaces.</p> <p><u>Mitigations and considerations:</u> Some age groups will benefit from a considered approach to using simple standardised relatable language and signage.</p> <p>Ensure that our third-party provider AccessAble is timely updating information on inclusive features in these spaces especially as some age groups will benefit from knowing locations of accessible toilets, stairs, lifts, parking information, etc.</p> <p><u>Advice:</u> As the tender process progresses it will be necessary to keep this protected characteristic in the forefront of considerations to minimise adverse intended or unintended impacts.</p>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15% living with disabilities	

<p>(Visible and invisible)</p> <p>41</p>					<p>Source: Census 2021</p>	<p>Impact(s) identified: An improved, more accessible, and inclusive leisure offer will be attractive to people in this group; some targeted programmes will aim to welcome those who are not using these spaces.</p> <p>Mitigations and considerations: Individuals with visual impairment and who are neurodiverse will benefit from a considered approach to using simple standardised relatable language in literature, signage, and other forms of communication.</p> <p>Ensure that our third-party provider AccessAble is timely updating information on inclusive features in these spaces especially as some groups will benefit from knowing locations of accessible toilets, stairs, lifts, parking information, etc.</p> <p>Advice: As the tender process progresses it will be necessary to keep this protected characteristic in the forefront of any considerations to minimise adverse intended or unintended impacts especially if there are any changes to toilets, spatial arrangement of things, language, and other forms of communications.</p>
<p>Gender re-assignment</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Insufficient data</p>	<p>Impact(s) identified: An improved, more accessible, and inclusive leisure offer will be attractive to people in this group;</p>

						<p>some targeted programmes will aim to welcome those who are not using these spaces.</p> <p><u>Mitigations and considerations:</u> Individuals in this group will benefit from a considered approach to using gender inclusive language that is standardised in literature, signage, and other forms of communication.</p> <p><u>Advice:</u> As the tender process progresses it will be necessary to keep this protected characteristic in the forefront of any considerations and changes to toilets, language, and other forms of communications.</p>
<p>Marriage & Civil Partnership</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>28% married or in civil partnership. Source: Census 2021</p>	<p><u>Impact(s) identified:</u> People (new and ongoing users of the leisure centres) who identify with this protected characteristic will not be disproportionately impacted negatively or positively.</p> <p><u>Mitigations and considerations:</u> Individuals in this group will benefit from a considered approach to using inclusive language which is standardised in literature, signage, and other forms of communication.</p> <p><u>Advice:</u> It is not necessary to closely monitor this group, however if there are targeted programmes impacting this group, it is recommended that equalities</p>

						is considered as and when changes are being considered.	
43	Race, Ethnicity and/or Citizenship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>54% White British 17% White-non-British 15% Asian 6% Mixed 5% Black 4% Other ethnic group</p> <p>NB: figures total 101% due to rounding</p> <p>Source: Census 2021</p>	<p><u>Impact(s) identified:</u> An improved, more accessible, and inclusive leisure offer will be attractive to people in this group; some targeted programmes will aim to welcome those who are not using these spaces.</p> <p><u>Mitigations and considerations:</u> Individuals in this group will benefit from a considered approach to using inclusive language which is standardised in literature, signage, and other forms of communication. These actions include not using the BAME acronym in literature. Using more diverse and relatable images and colours in spaces and communications. Being transparent about how we are providing access to residents with different citizenship status especially with regards to migrants, refugees, asylum seekers and other temporary migrants.</p> <p><u>Advice:</u> As the tender process progresses it will be necessary to keep this protected characteristic in the forefront of considerations to minimise adverse intended or unintended impacts.</p>
	Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>1,374 live births in Oxford in 2021</p> <p>Source: Oxfordshire JSNA 2023</p>	<p><u>Impact(s) identified:</u> An improved, more accessible, and inclusive leisure offer will be attractive to people in this group; some targeted programmes will aim to</p>

						<p>welcome those who are not using these spaces.</p> <p><u>Mitigations and considerations:</u> Individuals in this group will benefit from a considered approach to using inclusive language which is standardised in literature, signage, and other forms of communication.</p> <p>Ensure that our third-party provider AccessAble is timely updating information on inclusive features in these spaces especially as some will benefit from knowing locations of accessible toilets, stairs, lifts, parking information, quiet spaces, play areas, etc.</p> <p><u>Advice:</u> As the tender process progresses it will be necessary to keep this protected characteristic in the forefront of any considerations and changes to toilets, language, and other forms of communications.</p>
<p>Religion or Belief</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>39% no religion 38% Christian 9% Muslim 2% Hindu 1% Buddhist 1% Jewish 0.5% Sikh 1% other</p> <p>NB: figures do not add up to 100% because they do not include those</p>	<p><u>Impact(s) identified:</u> An improved, more accessible, and inclusive leisure offer will be attractive to people from all faiths/beliefs and none.</p> <p><u>Mitigations and considerations:</u> Individuals in this group will benefit from a considered approach to using inclusive language which is standardised in literature, signage, and other forms of communication.</p>

					<p>who did not reply to the religion question in the census</p> <p>Source: Census 2021</p>	<p>Advice: As the tender process progresses it will be necessary to keep this protected characteristic in the forefront of considerations to minimise adverse intended or unintended impacts.</p>	
45	Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>49.1% male 50.9% female</p> <p>Source: Census 2021</p>	<p>Impact(s) identified: An improved, more accessible, and inclusive leisure offer will be attractive to people in this group; some targeted programmes will aim to welcome those who are not using these spaces.</p> <p>Mitigations and considerations: Individuals in this group will benefit from a considered approach to using inclusive language which is standardised in literature, signage, and other forms of communication.</p> <p>Advice: As the tender process progresses it will be necessary to keep this protected characteristic in the forefront of considerations to minimise adverse intended or unintended impacts. This is particularly important as we have established gender specific targeted programs benefiting this group.</p>
	Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>80% straight/heterosexual 7% not straight/heterosexual</p>	<p>Impact(s) identified: An improved, more accessible, and inclusive leisure offer will be attractive to people in this group; some targeted programs will aim to</p>

					<p>NB: figures do not add up to 100% because they do not include those who did not reply to this question in the census</p> <p>Source: Census 2021</p>	<p>welcome those who are not using these spaces.</p> <p><u>Mitigations and considerations:</u> Individuals in this group will benefit from a considered approach to using inclusive language which is standardised in literature, signage, and other forms of communication.</p>
<p>Other (voluntary consideration)</p> <p>Socio-economic status</p> <p>46</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>15% working age benefit claimants</p> <p>Source: Department for Work and Pensions, Feb 2023</p>	<p><u>Impact(s) identified:</u> People on low incomes and/or experiencing homelessness will continue to have access to low cost and free options, with concessionary offers that will ensure continued access.</p> <p><u>Mitigations and considerations:</u> With the increased cost of living crisis, individuals will benefit from a considered approach to using inclusive language around fares. Additionally, transparency around charges will help residents feel more informed and make better choices.</p> <p><u>Advice:</u> As the tender process progresses it will be necessary to keep this protected characteristic in the forefront of considerations to minimise adverse intended or unintended impacts resulting from changes in charges and free offers.</p>

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"/>	No major change(s) or adjustments and continue with the activity. No need to monitor in the future.
23.	Please explain how you have reached your conclusions above.		The new leisure operator will transform the City's leisure offer and create better, more welcoming facilities that attract people from all backgrounds. As programmes are developed and changed, and as the staffing establishment expands, it is worth reviewing this EqIA as required, to ensure people are not negatively impacted.				

Section 6: Monitoring and review plan.

The responsibility for maintaining a monitoring arrangement of the EqlA action plan lies with the service/team completing the EqlA.
 These arrangements must be built into the performance management framework such as KPIs or Risk Registers.

<p>24. Who or which team or service area will be responsible for monitoring equalities impact?</p> <p>For example- - team, -directorate, -service area, -Equalities Steering Group, etc.</p>	<p>Dave Morrell</p>	
<p>25. Who (individual, team, or service area) will be responsible for carrying out the EqlA review?</p>	<p>Dave Morrell</p>	
<p>26. How often will the equality impact be reviewed for this activity?</p> <p>For example- -quarterly, -yearly, etc.</p>	<p>Yearly</p> <p>More frequently for the following protected characteristics: disability, sex, race & ethnicity and age.</p>	<p>27. Date when the EqlA will be reviewed again.</p> <p>December 2024</p>

Section 7: Sign-off

Name: Ian Brooke

Job Title: Head of Community Services

Signature:

Name: Hagan Lewisman

Job Title: Active Communities Manager

Signature:

Name: Dave Morrell

Job Title: Leisure and Active Wellbeing Manager

Signature:

Name: Mili Kalia

Job Title: EDI Lead

Signature:

Name: Full Name

Job Title: Type here

Signature:

Name: Full Name

Job Title: Type here

Signature:

Name: Full Name

Job Title: Type here

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Suggested list of people to include are:

- 1) Project lead/manager.
- 2) Head of service area or team.
- 3) Person who completed the EqlA.
- 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.

This is not an exhaustive list.

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

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