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
> 2. Sobia Afridi- 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.

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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.	Review of Tree Management Policy		2.	**The implementation date of the activity under consideration:**	Immediate
3.	**Directorate/Department(s):**	Development		4.	**Service Area(s):**	Corporate Property
5.	**Who is (are) the assessment lead(s):** **Please provide:** -Name -Email address	Richard Jones - rjones3@oxford.gov.uk		6.	**Contact details, in case there are queries:** **Please provide:** -Name -Email address	
7.	**Is this a new or ongoing EqIA?**	New ☒ Extension to existing EqIA ☐		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.	
9.	**Date this EqIA started:**	05/08/2024				
10.	**Will this EqIA be attached to** Corporate Management Team (CMT) **reports/updates, which will be published online?**	Yes		11.	**Give a date (tentative or otherwise) when this assessment will be taken to the** CMT.	TBC

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

12.	Type of activity being considered: Check the most appropriate.	☐ Budget	☐ Decommissioning	☐ Commissioning	☒ Change to an existing activity.
		☐ New Activity		☐ Others. Policy Review	
13.	Which priority area(s) within Oxford City Council's Corporate strategy (2020-2024) does this activity fulfil? Please check as needed.	☐ Enable an inclusive economy.	☐ Deliver more affordable housing.	☒ Support thriving communities.	☒ Pursue a zero carbon Oxford.
14.	Which priority area(s) within Oxford City Council's Equality, Diversity & Inclusion Strategy (2022) does this activity fulfil? Please check as needed.	☐ Responsive services and customer care.	☐ Diverse and engaged workforce.	☒ Leadership & organisational commitment.	☒ Understanding and working with our communities.
15.	Outline the aims, objectives, & priorities of the activity being considered.	Aims: Review the policy and update as needed	Objectives: Renew and review wording and relevance	Priorities: To approve an updated Tree Management Policy, which aligns the City Council's approach in this area to current standards and good practice. This new policy sets out to be a robust, asset-based tree management policy, fit for	

			purpose and current for the period 2024 to 2032 and beyond.
16.	**Please outline the consequences of not implementing this activity.** **For example,** -Existing activity does not fulfill Corporate Objectives, -existing activity is discriminatory and not fulfilling Council's PSED, … to name a few.	1. Ensure that previous and current version of the policy considers equalities as this is the Councils key objective. 2.Trees can and do present a risk to the public, which is why their on-going management is important. The Tree Management Policy sets out a revised approach to surveying and assessment intervals for trees in the City Council's control, which is in line with current good practice. This is important in ensuring the Council is maintaining a safe environment.	

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

17.	**Have you undertaken any consultations in the form of surveys, interviews, and/or focus groups?** **Please provide details—** -when, -how many, and -the approach taken.	No consultation was undertaken for the purpose of this review. The Census Data 2021 are being used to identify groups that might need consideration.
18.	**List information and data used to understand who your residents or staff are and how they will be impacted.** **These could be-** -third-party research, -census data, -legislation, -articles,	Census 2021 Updated Policy and embedded legislation as proposed

	-reports, -briefs.	
19.	**If you have not done any consultations or collected data & information, are you planning to do so in the future?** **Please list the details –** -when, -with whom, and -how long will you collect the relevant data.	Not for the review as it does not make any clear or obvious decisions on assets or services that are being added or removed, hence the impact on protected characteristics is minimal. However, it is advised that in the future and on a case-by- case basis equalities might need to be considered. In the spirt of due diligence, we are using the Census data for Oxford City to do a preliminary assessment and to identify any impacts.

Section 4: Impact analysis.

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20. **Check as needed.** The impact may be positive, negative or unknown.	**Who does the activity impact?**						
	Service Users	Yes	☐	No	☐	Don't Know	☒
	Members of staff	Yes	☒	No	☐	Don't Know	☐
	General public	Yes	☒	No	☐	Don't Know	☐
	Partner / Community Organisation	Yes	☐	No	☒	Don't Know	☐
	City Councillors	Yes	☐	No	☒	Don't Know	☐
	Council suppliers and contractors	Yes	☒	No	☐	Don't Know	☐

<table>
<tr>
<td rowspan="2">21.</td>
<td>Does the activity impact positively or negatively on any protected characteristics as stated within Equality (Act 2010)?</td>
</tr>
<tr>
<td>Check as needed and provide evidence-driven conclusions.

Good Practice is to keep it simple and list your, evidence, insights, and mitigations.</td>
</tr>
</table>

Protected Characteristic	Positive	Negative	Neutral	Don't know	Data/information/evidence supporting your assessment	Analysis & insight **Mitigations**
Age 64	☒	☐	☐	☐	**Census 2021, Oxford** • 17.8% are aged 0-15; (England Average 19.2%) Lower than national average. • 67.5% are aged 16-64, (England average of 62.4%). Higher than the national average. • 12% of the population in the city are aged 65+ years. This is lower than county (18%), regional (19%), and national (18%) averages.	The effective implementation of the policy will enable proper management or current and future tree assets which will ensure that young and elderly residents are not hindered or harmed by overgrown or dangerous tree structures.

| Disability

(Visible and invisible)

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- Households with 1 person living with disability = 23% - Higher than Oxfordshire average (Oxfordshire - 22.5%; England - 25.4%).

- 2 or more people disabled in a household = 5.9% Higher than Oxfordshire average. (Oxfordshire- 5.3% and England 6.6%).

When we look at data on **disability from the perspective of gender identity**, it becomes clearer that the majority of the respondents do not declare a disability (84%).

- 11% of 136,717 individuals report that their disability limits their day-to-day activities in a little way.

- 5.4% of 136,717 individuals report that their disability limits their day-to-day activities in significant ways. | The effective implementation of the policy will enable proper management or current and future tree assets which will ensure that residents with certain types of disability such as mobility are not hindered in their day-to-day activities or harmed by overgrown or dangerous tree structures.

It must be noted that 84% of residents in Oxford do not declare a disability, however, it cannot be assumed that they do not have a disability or will acquire one in the future. It is estimated that 1 in 5 people in the UK have some form of disability, thus it is likely that rates of disability reported may change in the future. |

Gender re-assignment 99	☐	☐	☒	☐	**Census 2021, Oxford** Data is available for Oxford for residents who are 16 years and over. A total of 136,717 individuals responded to this question. • 88.8% Gender identity the same as sex registered at birth (Lower than Oxfordshire and England) • 0.6% Gender identity different from sex registered at birth but no specific identity given. • 0.4% All other gender identities • 0.2 % Trans man • 0.15% Trans woman (255 individuals) • 10% - Not answered (212 individuals)	N/A
Marriage & Civil Partnership	☐	☐	☒	☐	**Census 2021, Oxford:** • 55% of single residents 16 and over. • 33% married residents. • 0.3% in a same-sex civil partnership. • 6% Divorced. • 13% of couples cohabiting.	N/A

Race, Ethnicity and/or Citizenship	☐	☐	☒	☐	**Census 2021, Oxford** • White British: 63.3%, (England 79.8%). • Non-White: 19% (England- 14.6%). Higher than national average. • White non-British: 17.7% (England: 5.7%) - Higher than national average • Mixed: 3.8%, (England: 2.3%) Higher than national average • Asian: 11.1%, (England: 7.8%) Higher than national average • Black: 2.9%, (England: 3.5%) • Other ethnic Group: 1.2%, (England: 1%) Higher than national average. **Other indicators** • Households with multiple ethnicities: 22.3%, (England 8.9%). Higher than national average • Born in England: 65.6%, (England Av. 83.5%). • Born outside the UK: 30.3%, (England Av: 13.8%) Higher than national average.	N/A

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Pregnancy & Maternity	☐	☐	☒	☐	There were 7,287 live births in Oxfordshire in 2019 – JSNA 2023

Oxfordshire had an above-average proportion of births to older mothers.

Fertility in Oxfordshire follows the national trend of an increase between 2000 and 2011, followed by a decrease from 2011 to 2019.

Oxfordshire's general fertility rate in 2019 was 56.6 and in Oxford City was 40.9.

This low rate in Oxford means that the county average was below the England average of 57.7. | N/A |
| **Religion or Belief** | ☐ | ☐ | ☒ | ☐ | **Census 2021, Oxford**
- Christian: 43.3%, (England 59.4%.

  - Buddhist: 1.2% (England 0.5%). Higher than national average.

  - Hindu: 1.1%, (England 1.5%).

  - Jewish: 0.8% (England 0.5%). Higher than national average.

  - Muslim: 5.2%, (England 5%). Higher than national average.

  - Sikh: 0.4%, (England 0.8%). | N/A |

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					• Other- 0.6%, (England 0.4%). Higher than national average. • No religion: 38.4% (England average 24.7%) Higher than national average.	
Sex	☐	☐	☒	☐	Census 2021, Oxford • 50.9% Female (England -51%). • 49.1% Male (England-49 %)	N/A
Sexual Orientation	☐	☐	☒	☐	136,719 people in Oxford responded to this Census question. Sexual Orientation was a new census category and provides a better idea of how people self-identify. Census 2021, Oxford • 80.4% of residents 16 years and over self-identified as straight or heterosexual (Oxfordshire = 88.4%; England= 89.4%). • 3.6 % self-identified as bisexual (higher than Oxfordshire-1.7% and England-1.3%).	N/A

					• 2.4% self-identified as Gay or Lesbian. • 13% chose to not answer this question.	
Other (voluntary consideration) **For example:** Migrant, refugee, or asylum seekers	☐	☐	☒	☐	N/A	What is the data telling us about impact on this group? How will you mitigate disporportinate impact (positive or negative)?
Other (voluntary consideration) **For example:** Socio-economic status (income, wealth, etc.)	☐	☐	☒	☐	N/A	What is the data telling us about impact on this group? How will you mitigate disporportinate impact (positive or negative)?
Other **For example:** - Unpaid carers - Prison population - Homeless population -Council suppliers & contractors -Cabinet Members	☐	☐	☒	☐	N/A Evidence	What is the data telling us about impact on this group? How will you mitigate disporportinate impact (positive or negative)?

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

22.	Conclusions. Check as needed.						
	☐	Stop and reconsider the activity.	☐	Adjust activity before beginning the activity and continue to monitor.	☐	No major change(s) or adjustments and continue with activity but continue to monitor.	☒	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.	a. The policy considers Public Sector Duty in how we consult and engage our diverse communities and residents (see Aims and Objectives), ensuring that diverse perspectives and experiences are being addressed and considered in a transparent and balanced way.
		b. The policy takes an informed and balanced approach to fulfilling its 'duty of care' (See, Legal Framework). The duty of care ensures that "the landowner/duty holder (in this instance Oxford City Council) must take reasonable care to avoid acts or omissions that would cause a reasonably foreseeable risk of injury to people or damage to property." This is particularly important when considering safety of certain groups in the Protected Characteristics within the Equality Act 2010- young and elderly people and people with disability (identified in the assessment). However, this is not a blanket consideration, and it will need to be reviewed on a case-by-case basis, meaning protection within the Equality Act 2010 for these groups may not hold if there are other wider or conflicting considerations which needs to be addressed alongside the Equality Act in different programs/projects where decision will be considered in particular context.

		c. In the future, a decision on trees might need an equalities consideration for individual projects and programs at such a point consultation may be needed. With respect to this high-level policy the Census data was deemed appropriate to highlight any equalities considerations.

Section 6: Monitoring and review plan.

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

24.	**Who or which team or service area will be responsible for monitoring equalities impact?** **For example-** - team, -directorate, -service area, -Equalities Steering Group,etc.	James Viljoen - Technical Engineering Manager - jviljoen@oxford.gov.uk Property Services Development		
25.	**Who (individual, team, or service area) will be responsible for carrying out the EqIA review?**	James Viljoen - Technical Engineering Manager - jviljoen@oxford.gov.uk Property Services Development		
26.	**How often will the equality impact be reviewed for this activity?** **For example-** -quarterly, -yearly, etc.	When the policy is up for review in the future	27.	**Date when the EqIA will be reviewed again.**	TBC- at the point of review

Section 7: Sign-off

Name: Richard Jones

Job Title: Business Analyst

Signature:
Richard Jones

Name: Full Name

Job Title: Type here

Signature:

Name: Full Name

Job Title: Type here

Signature:

Name: Mili Kalia

Job Title: EDI Lead

Signature:
Mili Kalia

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 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.

This is not an exhaustive list.

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You have now reached the end of the assessment.

⚠ **Please appended this to any reports and project files for reference.**

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