

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.**

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|---------------------------------|-----------------------|
| 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

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| 1. | Name of activity being assessed. For example: -New policy, -Review of existing policy, -Changes in service(s), -New project(s), etc. | Leisure investments | 2. | The implementation date of the activity under consideration: | Summer 2024 onwards |
| 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 | James Baughan jbaughan@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: | 22/05/2024 | | | |
| 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. | May 2024 as part of the Cabinet report process |

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

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| <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> | |

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| <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.

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| <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>Initial conversations with local site teams, pop up banners and a news release.</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 |

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| 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. | Further consultation will follow at the Leys, where bigger changes are planned. |
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Section 4: Impact analysis.

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| 20. | Who does the activity impact? Check as needed. The impact may be positive, negative or unknown. | Service Users | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | Don't Know <input type="checkbox"/> |
| | | Members of staff | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | Don't Know <input type="checkbox"/> |
| | | 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 |
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| Age 62 | <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> |
| Disability (Visible and invisible) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15% living with disabilities 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> |

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| | | | | | | <p><u>Mitigations and considerations:</u> 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> |
| Gender Re-assignment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Insufficient data | <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 gender inclusive language that is standardised in literature, signage, and other forms of communication.</p> |
| Marriage & Civil Partnership | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 28% married or in civil partnership. Source: Census 2021 | <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> |

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| | | | | | | <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> | |
| 64 | 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> |
| | 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 may be attractive to people in this group; some targeted programmes will aim to</p> |

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| 65 | | | | | | <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> |
| Religion or Belief | <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 who did not reply to the religion question in the census</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 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> |
| Sex | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 49.1% male | |

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| | | | | | 50.9% female Source: Census 2021 | 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. 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. | |
| 66 | Sexual Orientation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 80% straight/heterosexual 7% not straight/heterosexual NB: figures do not add up to 100% because they do not include those who did not reply to this question in the census Source: Census 2021 | 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 welcome those who are not using these spaces. 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. |
| | Other (voluntary consideration) Socio-economic status | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15% working age benefit claimants Source: Department for Work and Pensions, Feb 2023 | Impact(s) identified: 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. |

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| | | | | | | <p>Mitigations and considerations: 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> |
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Section 5: Conclusion(s) of your Full Impact Assessment

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| 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"/> |

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| 23. | <p>Please explain how you have reached your conclusions above.</p> | <p>The new leisure investments 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.</p> |
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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.

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| <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> | Leisure Team | | |
| <p>25. Who (individual, team, or service area) will be responsible for carrying out the EqlA review?</p> | James Baughan | | |
| <p>26. How often will the equality impact be reviewed for this activity?</p> <p>For example- -quarterly, -yearly, etc.</p> | Yearly | <p>27. Date when the EqlA will be reviewed again.</p> | May 2025 |

Section 7: Sign-off

Name: Peter Matthew

Job Title: Executive Director for Communities and People

Signature:

Name: Full Name

Job Title: Type here

Signature:

Name: Full Name

Job Title: Type here

Signature:

Name: Hagan Lewisman

Job Title: Active Communities Manager

Signature:

Name: Full Name

Job Title: Type here

Signature:

Name: Full Name

Job Title: Type here

Signature:

Name: James Baughan

Job Title: Leisure and Active Wellbeing Manager

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Name: Full Name

Job Title: Type here

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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.

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

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