

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- 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	NEW- Socio-economic inequalities (voluntary adoption)

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.	Review and Revise the Corporate Debt Policy.	2.	The implementation date of the activity under consideration:	Continuous review
3.	Directorate/Department(s):	Finance	4.	Service Area(s):	Council Wide excluding ODS and ODSL
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address	Phil McGaskill Revenues Service Delivery Manager pmcgaskill@oxford.gov.uk	6.	Contact details, in case there are queries: Please provide: -Name -Email address	P McGaskill Reveues Service Delivery Manager pmcgaskill@oxford.gov.uk
7.	Is this a new or ongoing EqlA?	New <input checked="" type="checkbox"/> Extension to existing EqlA <input 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.	
9.	Date this EqlA started:	1 st September 2024			
10.	Will this EqlA be attached to Corporate Management Team (CMT) reports/updates, which will be published online?	No	11.	Give a date (tentative or otherwise) when this assessment will be taken to the CMT.	November

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 checked="" 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 checked="" type="checkbox"/> Others. Please specify: Review and Update of Existing policy		
<p>13.</p>	<p>Which priority area(s) <u>within Oxford City Council's Corporate strategy (2020-2024)</u> 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 type="checkbox"/> Support thriving communities.	<input checked="" type="checkbox"/> Pursue a zero carbon Oxford.
<p>14.</p>	<p>Which priority area(s) within <u>Oxford City Council's Equality, Diversity & Inclusion Strategy (2022)</u> does this activity fulfil?</p> <p>Please check as needed.</p>	<input checked="" 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.
<p>15.</p>	<p>Outline the aims, objectives, & priorities of the activity being considered.</p>	<p>The Council has a legal duty to ensure cost-effective billing, collection, and recovery of all sums due to the Council.</p> <p>All service areas must follow this procedure to ensure that the Council maximises income by using a co-ordinated approach whilst having due regard to the customer's ability to pay.</p> <p>2. Objectives and Outcomes</p>			

Objectives

- To treat customers fairly when assessing ability to pay.
- To identify and assist those who face difficulties in paying at an early stage and to actively encourage them to contact us to help to reduce the effect of debt on people on low income.
- To signpost potential debtors to advice agencies and other sources of support and do everything possible to encourage them to use them.
- To identify and reach agreements with customers who face barriers in understanding what is expected of them e.g., because of age, language, culture, or disability.
- To follow all appropriate legislative requirements and procedures in an efficient and effective way.
- To use all methods available to recover debts.
- To ensure that benefit entitlement is accurately and efficiently applied to maximize the debtor's income.
- To have a clear and justifiable enforcement process.

Outcomes

The outcomes expected from this policy are to:

- Establish the general principles of debt management across all services provided by Oxford City Council
- Ensure a consistent and fair approach to the management of debts across the authority.
- Set out provisions to assist customers to make payment agreements appropriate to their circumstances.
- Ensure individuals financial circumstances are considered on a case-by-case basis before enforcement proceedings are commenced.
- Identify and enforce against deliberate non-payers or people who delay payment without good reason.

16.	<p>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.</p>	Loss of confidence of the Customers and loss of Revenue to the Council

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

17.	<p>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>	
18.	<p>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,</p>	

	-reports, -briefs.	
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>	

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 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.

Good Practice is to keep it simple and list your, evidence, insights, and mitigations.

Protected Characteristic	Positive	Negative	Neutral	Don't know	Data/information/evidence supporting your assessment	Analysis & insight Mitigations
<p>Age</p> <p>18</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>In line with</p> 	<p>Individual case review and realistic repayment plans. Recognise the difference between the debtor who won't pay and the debtor that can't.</p> <p>Where appropriate, to encourage the debtor to contact relevant organisations for debt management advice. Ability to pay is a paramount concern when considering debt recovery. Discounts against Council Tax, and statutory benefits against Council house rents are provided on application, which are designed to offset the effects of low income and the ability to pay.</p>
<p>Disability</p> <p>(Visible and invisible)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<p>Individual case review and realistic repayment plans. Recognise the difference between the debtor who won't pay and the debtor that can't.</p> <p>Where appropriate, to encourage the debtor to contact relevant organisations for debt management advice. Ability to pay is a paramount concern</p>

						when considering debt recovery. Discounts against Council Tax, and statutory benefits against Council house rents are provided on application, which are designed to offset the effects of low income and the ability to pay.
Gender re-assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
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Race, Ethnicity and/or Citizenship	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Individual case review and realistic repayment plans. Recognise the

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						<p>difference between the debtor who won't pay and the debtor that can't.</p> <p>Where appropriate, to encourage the debtor to contact relevant organisations for debt management advice.</p> <p>Ability to pay is a paramount concern when considering debt recovery.</p> <p>Discounts against Council Tax, and statutory benefits against Council house rents are provided on application, which are designed to offset the effects of low income and the ability to pay.</p>
Religion or Belief 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Socio-economic inequalities such as: - income and factors that impact income. - access to jobs This was voluntarily adopted by Oxford City Council on the 13th of March 2024.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	www.oxford.gov.uk 	The potential impact with this policy arises from the debts accrued through Council Tax and Housing rent arrears and can be associated with the socio-disadvantaged residents and low earners where there will inevitably be groups with protected characteristics. The Accompanying Report identifies potential risks and factors that may mitigate this
Other (voluntary consideration) For example: Migrant, refugee, or asylum seekers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Other For example: - Unpaid carers - Prison population - Homeless population -Council suppliers & contractors -Cabinet Members	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
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Section 5: Conclusion(s) of your Full Impact Assessment

22.	Conclusions. <i>Check as needed.</i>						
<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 policy has been updated to reflect changes in software and to incorporate new regulations such as "Breathing Space" but the fundamentals remain unchanged					

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.

Revenues and Benefits Service-Financial Services and the Parking Enforcement Team

25. Who (individual, team, or service area) will be responsible for carrying out the EqIA review?

Revenues Service Delivery Manager

26. How often will the equality impact be reviewed for this activity? For example- -quarterly, -yearly, etc.	Every 2 years	27. Date when the EqIA will be reviewed again.	2026-2027
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Section 7: Sign-off

Name: Philip McGaskill Job Title: Revenues Service Delivery Manager Signature: _____	Name: Full Name Job Title: Type here Signature: _____	 Name: Full Name Job Title: Type here Signature: _____	Name: Full Name Job Title: Type here Signature: _____
Name: Full Name Job Title: Type here Signature: _____	Name: Full Name Job Title: Type here Signature: _____	Name: Full Name Job Title: Type here Signature: _____	Name: Full Name Job Title: Type here Signature: _____

- 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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