

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.

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.	Spend of CIL money towards the review of existing Controlled Parking Zones	2.	The implementation date of the activity under consideration:	31/03/2027
3.	Directorate/Department(s):	Development Directorate, Regeneration and Economy	4.	Service Area(s):	Planning and Regulatory Services
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address	Rachel Nixon rnixon@oxford.gov.uk	6.	Contact details, in case there are queries: Please provide: -Name -Email address	Rachel Nixon rnixon@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.	N/A
9.	Date this EqlA started:	23/10/2024			
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.	

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 type="checkbox"/> Change to an existing activity.
		<input type="checkbox"/> New Activity	<input type="checkbox"/> Others. Please		
<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 checked="" 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 <u>Oxford City Council's Equality, Diversity & Inclusion Strategy (2022)</u> does this activity fulfil?</p> <p>Please check as needed.</p>	<input type="checkbox"/> Responsive services and customer care.	<input 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: The transfer of CIL funding to Oxfordshire County Council to spend on the review of existing Controlled Parking Zones (CPZ) within the city</p>		<p>Objectives: A CPZ review gives an opportunity to check whether the CPZ is having the desired effect in providing prioritized parking for residents, local businesses, and their visitors/customers and preventing long-stay parking</p>	

			<p>by non residents in the area. It also provides the opportunity to assess whether any improvements could be made to help improve the situation for example changes to parking bays, changing to signage, changes to the hours of operation</p>	
<p>16.</p>	<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>	<p>CIL funds are not transferred to the County Council and therefore the proposed review does not happen. Residents, local businesses and their visitors and customers could therefore continue to experience any existing problems with parking caused by non-residents or commuter parking.</p>		

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

<p>17.</p>	<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>	<p>Oxfordshire County Council will be undertaking the review under Highway Legislation.</p>		
<p>18.</p>	<p>List information and data used to understand who your residents or staff are and how</p>	<p>It is understood that the review has been informed using data received on the number of complaints/ requests made for existing Controlled Parking Zones within the city along with other indicators which include the age of the zone and information based on collated deprivation</p>		

<p>they will be impacted.</p> <p>These could be-</p> <ul style="list-style-type: none"> -third-party research, -census data, -legislation, -articles, -reports, -briefs. 	<p>indexes for each zone. The review gives opportunities to implement changes that could improve social mobility for city residents, including the provision of car club bays and also improve barriers to walking and cycling within zones.</p>
<p>19. 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 –</p> <ul style="list-style-type: none"> -when, -with whom, and -how long will you collect the relevant data. 	<p>Oxford City Council will monitor the CIL spend by asking Oxfordshire County Council to provide details of the costs incurred with regards to the review. The County Council will also be asked to keep ward members informed of progress and any changes that are implemented. Details of the mechanism for doing this are to be agreed between the two authorities.</p>

Section 4: Impact analysis.

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

	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
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evidence	<p>What is the data telling us about impact on this group?</p> <p>How will you mitigate disproportionate impact (positive or negative)?</p>
Disability (Visible and invisible)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evidence	<p>What is the data telling us about impact on this group?</p> <p>How will you mitigate disproportionate impact (positive or negative)?</p>

Gender re-assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evidence	What is the data telling us about impact on this group? How will you mitigate disproportionate impact (positive or negative)?
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evidence	What is the data telling us about impact on this group? How will you mitigate disproportionate impact (positive or negative)?
Race, Ethnicity and/or Citizenship	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evidence	What is the data telling us about impact on this group? How will you mitigate disproportionate impact (positive or negative)?
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evidence	What is the data telling us about impact on this group? How will you mitigate disproportionate

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						impact (positive or negative)?
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evidence	<p>What is the data telling us about impact on this group?</p> <p>How will you mitigate disproportionate impact (positive or negative)?</p>
2022	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evidence	<p>What is the data telling us about impact on this group?</p> <p>How will you mitigate disproportionate impact (positive or negative)?</p>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evidence	<p>What is the data telling us about impact on this group?</p>

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						How will you mitigate disproportionate impact (positive or negative)?
Other (voluntary consideration) For example: Migrant, refugee, or asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evidence	What is the data telling us about impact on this group? How will you mitigate disproportionate impact (positive or negative)?
Other (voluntary consideration) For example: Socio-economic status (income, wealth, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evidence	What is the data telling us about impact on this group? How will you mitigate disproportionate impact (positive or negative)?
Other For example: - Unpaid carers - Prison population - Homeless population	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	List the other groups Evidence	What is the data telling us about impact on this group? How will you mitigate disproportionate

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-Council suppliers & contractors -Cabinet Members						impact (positive or negative)?
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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.	<p>The above assessment has not identified any adjustments or changes necessary. The request is for CIL monies to be transferred to Oxfordshire County Council who would undertake the review of the existing Controlled Parking Zones in the city within their remit as local highway authority. The City Council is supportive of this.</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.

24.

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.

Planning and Regulatory Services

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

Planning Policy

26. How often will the equality impact be reviewed for this activity?

For example-

Yearly

27.

Date when the EqlA will be reviewed again.

-quarterly,
-yearly, etc.

Section 7: Sign-off

Name: Rachel Nixon

Job Title: Principal Planner

Signature:

Name: Full Name

Job Title: Type here

Signature:

Name: Full Name

Job Title: Type here

Signature:

Name: David Butler

Job Title: Head of Planning and
Regulatory Services

Signature:

Name: Full Name

Job Title: Type here

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Name: Full Name

Job Title: Type here

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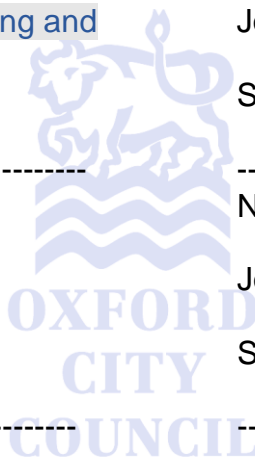
Signature:

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.

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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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