

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.	Headington Neighbourhood Planning Area Redesignation	2.	The implementation date of the activity under consideration:	23/04/2014
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	Arome Agamah aagamah@oxford.gov.uk	6.	Contact details, in case there are queries: Please provide: -Name -Email address	Arome Agamah aagamah@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:	01/11/2024			
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 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 checked="" type="checkbox"/> Others. Please Neighbourhood Planning Area Redesignation		
<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 redesignation of the Forum is important to provide the Statutory Framework as a qualifying body to prepare Neighbourhood Development Plans</p>		<p>Objectives: Neighbourhood forums give people a direct say in the development of their area through the creation of neighbourhood plans. Redesignation of a forum ensures that its status is up to</p>	

		date.	
<p>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.</p>	<p>Section 61F(8) of the Town and Country Planning Act 1990 (the 1990 Act) provides that a designation of a neighbourhood forum ceases to have effect five years after the date it was designated. If the Forum re-designation is not determined in time there may be a delay to the community council application process.</p>		

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>The City Council has a statutory requirement to publicise for 6 weeks any qualifying applications received to redesignate a neighbourhood forum. A public consultation period was set between Wednesday 9th October to Wednesday 20th November 2024. The requirement is to advertise the application to those that live, work, or run a business in the area. This was done through known community and residents groups local to the area, releases through the Council's communication channels and mailouts to businesses and voluntary organisations.</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,</p>	<p>.</p>		

	-articles, -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>	<p>N/A</p> <p>█</p> <p>█</p>

Section 4: Impact analysis.

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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
Age 112	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See conclusions below	What is the data telling us about impact on this group? How will you mitigate disproportionate impact (positive or negative)?
Disability (Visible and invisible)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See conclusions below	What is the data telling us about impact on this group? How will you mitigate disproportionate impact (positive or negative)?
Gender re-assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See conclusions below	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"/>	See conclusions below	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 113	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See conclusions below	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"/>	See conclusions below	What is the data telling us about impact on this group? How will you mitigate disproportionate impact (positive or negative)?

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Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See conclusions below	<p>What is the data telling us about impact on this group?</p> <p>How will you mitigate disproportionate impact (positive or negative)?</p>
Sex 114	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See conclusions below 	<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"/>	See conclusions below	<p>What is the data telling us about impact on this group?</p> <p>How will you mitigate disproportionate impact (positive or negative)?</p>

<p>Other (voluntary consideration)</p> <p>For example:</p> <p>Migrant, refugee, or asylum seekers</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>See conclusions below</p>	<p>What is the data telling us about impact on this group?</p> <p>How will you mitigate disproportionate impact (positive or negative)?</p>
<p>Other (voluntary consideration)</p> <p>15</p> <p>For example:</p> <p>Socio-economic status (income, wealth, etc.)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>www.oxford.gov.uk</p>	<p>See conclusions below</p> 	<p>What is the data telling us about impact on this group?</p> <p>How will you mitigate disproportionate impact (positive or negative)?</p>
<p>Other</p> <p>For example:</p> <ul style="list-style-type: none"> - Unpaid carers - Prison population - Homeless population -Council suppliers & contractors -Cabinet Members 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>See conclusions below</p>	<p>What is the data telling us about impact on this group?</p> <p>How will you mitigate disproportionate impact (positive or negative)?</p>

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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"/>

23.	<p>Please explain how you have reached your conclusions above.</p>	<p style="color: blue;">No changes proposed to existing Headington Neighbourhood Forum designation.</p> <p style="color: blue;">Membership of the Forum is free and open to all who live and/or work in the proposed area ensuring that groups are not disadvantaged. The Forum's website and social media are also regularly updated to ensure that the community is fully aware of what is going on and has the opportunity to consult on the areas in which it is interested. The involvement of local people in the projects undertaken by the Forum is encouraged.</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.	<p>Who or which team or service area will be responsible for monitoring equalities impact?</p> <p>For example-</p> <ul style="list-style-type: none"> - team, -directorate, -service area, -Equalities Steering Group,etc. 	<p>Planning and Regulatory Services</p>
25.	<p>Who (individual, team, or service area) will be responsible for carrying out the EqlA review?</p>	<p>Planning Policy</p>
26.	<p>How often will the equality impact be reviewed for this activity?</p>	<p>Every 5 Years When Area Is Redesignated</p>
27.	<p>Date when the EqlA will be reviewed again.</p>	<p></p>

For example-
-quarterly,
-yearly, etc.

Section 7: Sign-off

Name: Arome Agamah

Job Title: Senior Planner

Signature:

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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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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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