**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. 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 | **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.

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| 1. | Name of activity being assessed.<br><br>**For example:**<br>-New policy,<br>-Review of existing policy,<br>-Changes in service(s),<br>-New project(s), etc. | Archive Scanning Project | 2. | The implementation date of the activity under consideration: | January 2025 |
|---|---|---|---|---|---|
| 3. | Directorate/Department(s): | Regeneration and Economy | 4. | Service Area(s): | Regeneration and Economy |
| 5. | Who is (are) the assessment lead(s):<br>**Please provide:**<br>-Name<br>-Email address | Nathan Breeze – Regeneration Manager<br>nbreeze@oxford.gov.uk | 6. | Contact details, in case there are queries:<br>**Please provide:**<br>-Name<br>-Email address | Nathan Breeze – Regeneration Manager<br>nbreeze@oxford.gov.uk |
| 7. | Is this a new or ongoing EqIA? | New ☒<br><br>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. | N/A |
| 9. | Date this EqIA started: | 28/11/24 | | | |
| 10. | Will this EqIA be attached to Corporate Management Team (CMT) reports/updates, which will be published online? | TBC | 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:<br><br>Check the most appropriate. | ☐ Budget | ☐ Decommissioning | ☐ Commissioning | ☐ Change to an existing activity. |
|---|---|---|---|---|---|
| | | ☒ New Activity | | ☐ Others. Please specify: | |

| 13. | Which priority area(s) within Oxford City Council's Corporate strategy (2024-2028) does this activity fulfil?<br><br>Please check as needed. | ☐ Good, affordable homes | ☐ Strong, fair economy | ☐ Thriving Communities | ☐ Zero Carbon Oxford | ☒ Well run council |
|---|---|---|---|---|---|---|

| 14. | Which priority area(s) within Oxford City Council's Equality, Diversity & Inclusion Strategy (2022) does this activity fulfil?<br><br>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. | The proposed project is to scan paper files which are currently stored in the Town Hall Basement and Flat.<br>The key objectives of the project are:<br>• Make the files more accessible to staff and the public.<br>• Reduce the volume of paper files stored in the Town Hall Basement and Flat, allowing these spaces to be converted to valuable and revenue-generating uses.<br>• Reduce the volume of paper files stored in the Town Hall Basement and Flat to mitigate an identified fire risk. |
|---|---|---|

| 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. | Not implementing the project would: <br><br>• Continue to make the paper files harder to access for staff and the public. Currently staff have to visit the Town Hall and pre-arrange access to the Basement and Flat. The files are not easily located and may require some manual handling. For the public to see a relevant paper file, they would have to visit the Town Hall. <br>• Miss the opportunity to convert areas of the Town Hall into more valuable and revenue-generating uses as part of a future vision for the building. <br>• Fail to mitigate the identified fire risk of storing a large volume of paper files. |
|---|---|---|

## 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. | The project has been developed in consultation with key staff members from Service Areas and Team which have paper files stored in the Town Hall Basement and Flat. <br><br>Through these consultations we have developed a high-level understanding of type, volume and location of the files that each Service Area and Team has stored. <br>We have also discussed how each Service Area may provide resource to assist the creation of a catalogue of the files. <br><br>These consultations have been used to develop estimated programmes, resource schedules and costs for the project. <br><br>If the project is approved by cabinet, key staff members will be consulted to support and develop the project in more detail. |
|---|---|---|
| 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, | The Service Areas and Teams with paper files in the Town Hall Basement and Flat were identified through a questionnaire sent to all Heads of Service. This information was broadly verified by further in-depth conversations and by visiting the locations. |

| | | | |
|---|---|---|---|
| | -legislation,<br>-articles,<br>-reports,<br>-briefs. | | |
| **19.** | **If you have not done any consultations or collected data & information, are you planning to do so in the future?**<br><br>**Please list the details –**<br>-when,<br>-with whom, and<br>-how long will you collect the relevant data. | n/a | |

## Section 4: Impact analysis.

| | Who does the activity impact? | | Yes | No | Don't Know |
|---|---|---|---|---|---|
| **20.** | | Service Users | Yes ☒ | No ☐ | Don't Know ☐ |
| | **Check as needed.** | Members of staff | Yes ☒ | No ☐ | Don't Know ☐ |
| | The impact may be positive, negative or unknown. | 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 ☒ |

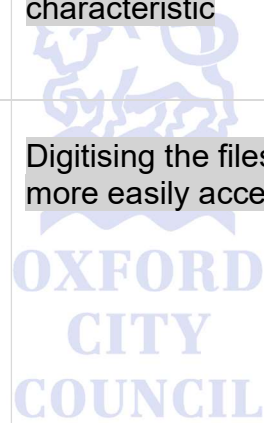| | **Does the activity impact positively or negatively on any protected characteristics as stated within Equality (Act 2010)?** |
|---|---|
| **21.** | Check as needed and provide evidence-driven conclusions. |
| | **Good Practice** is to keep it simple and list your, evidence, insights, and mitigations. |

| Protected Characteristic | Positive | Negative | Neutral | Don't know | Data/information/evidence supporting your assessment | Analysis & insight Mitigations |
|---|---|---|---|---|---|---|
| **Age** | ☒ | ☐ | ☐ | ☐ | Digitising the files will make them more easily accessible. | |
| **Disability** (Visible and invisible) | ☒ | ☐ | ☐ | ☐ | Digitising the files will make them more easily accessible. | |
| **Gender re-assignment** | ☐ | ☐ | ☒ | ☐ | No clear impact on this protected characteristic | |
| **Marriage & Civil Partnership** | ☐ | ☐ | ☒ | ☐ | No clear impact on this protected characteristic | |
| **Race, Ethnicity and/or Citizenship** | ☐ | ☐ | ☒ | ☐ | No clear impact on this protected characteristic | |

| | | | | | |
|---|---|---|---|---|---|
| **Pregnancy & Maternity** | ☒ | ☐ | ☐ | ☐ | Digitising the files will make them more easily accessible. |
| **Religion or Belief** | ☐ | ☐ | ☒ | ☐ | No clear impact on this protected characteristic |
| **Sex** | ☐ | ☐ | ☒ | ☐ | No clear impact on this protected characteristic |
| **Sexual Orientation** | ☐ | ☐ | ☒ | ☐ | No clear impact on this protected characteristic |
| **Socio-economic inequalities such as:**<br><br>**-** income and factors that impact income.<br>-access to jobs<br><br>This was voluntarily adopted by Oxford City Council on the 13th of March 2024. | ☒ | ☐ | ☐ | ☐ | Digitising the files will make them more easily accessible. |

## 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.** | The project has been developed through consultation with staff in Service Areas and teams that have paper files which would be included in the scanning project. <br><br> We have not identified any potential negative impacts on the protected characteristics. |
|---|---|---|
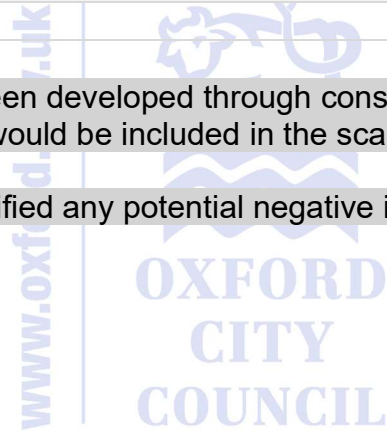
## Section 6: Monitoring and review plan.

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?**<br><br>**For example-**<br>- team,<br>-directorate,<br>-service area,<br>-Equalities Steering Group,etc. | Nathan Breeze – Regeneration Manager – Regeneration and Economy. | | |
| 25. | **Who (individual, team, or service area) will be responsible for carrying out the EqIA review?** | Nathan Breeze – Regeneration Manager – Regeneration and Economy. | | |
| 26. | **How often will the equality impact be reviewed for this activity?**<br>**For example-**<br>-quarterly,<br>-yearly, etc. | Yearly | 27. **Date when the EqIA will be reviewed again.** | 01/12/25 |

## Section 7: Sign-off

Name: Nathan Breeze

Job Title: Regeneration Manager

Signature:

*Nathan Breeze*

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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.**