

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.	Review tenancy lease rates in community facilities	2.	The implementation date of the activity under consideration:	01/04/2025
3.	Directorate/Department(s):	Communities and People; Law and Governance; Property	4.	Service Area(s):	Community Services; Legal; Property
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address	Shabnam Sabir, ssabir@oxford.gov.uk Samuel Condon-Baxendale scondon-baxendale@oxford.gov.uk	6.	Contact details, in case there are queries: Please provide: -Name -Email address	sSee 5
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.	NA
9.	Date this EqlA started:	27/08/2024			
10.	Will this EqlA be attached to Corporate Management Team (CMT) reports/updates, which will be published online?	Unsure			
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.

12.	Type of activity being considered: Check the most appropriate.	<input 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 type="checkbox"/> Others. Please		
13.	Which priority area(s) <u>within Oxford City Council's Corporate strategy (2020-2024)</u> does this activity fulfil? Please check as needed.	<input checked="" type="checkbox"/> Enable an inclusive economy.	<input type="checkbox"/> Deliver more affordable housing.	<input checked="" type="checkbox"/> Support thriving communities.	<input type="checkbox"/> Pursue a zero carbon Oxford.
14.	Which priority area(s) within <u>Oxford City Council's Equality, Diversity & Inclusion Strategy (2022)</u> does this activity fulfil? Please check as needed.	<input 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.
15.	Outline the aims, objectives, & priorities of the activity being considered.	Aims: To create a fair and consistent rental agreement for all tenant organisations leasing spaces in City Council community facilities.		Objectives: To ensure all tenant organisations are given lease rates based on their income banding criteria. Each organisation will fall into Tier 1, 2 or 3.	Priorities: Ensure all tenant organisations are informed of changes in lease rates with due notice

16.	<p>Please outline the consequences of not implementing this activity.</p> <p>For example,</p> <ul style="list-style-type: none"> -Existing activity does not fulfill Corporate Objectives, -existing activity is discriminatory and not fulfilling Council's PSED, ... to name a few. 	Existing activity is discriminatory. Current tenancy lease rates vary on a case by case basis.	

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—</p> <ul style="list-style-type: none"> -when, -how many, and -the approach taken. 	No	
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-</p> <ul style="list-style-type: none"> -third-party research, -census data, -legislation, -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 –</p> <p>-when,</p> <p>-with whom, and</p> <p>-how long will you collect the relevant data.</p>	<p>We haven't yet collected data and information on this matter, but we plan to consult with the Communities Review Group to get their approval before communicating the proposal to tenants. When discussing this with tenants, we will review their accounts, and if it is demonstrated that the rent increases are unaffordable, we would consider offering them a phased rent.</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"/>
	<p>Check as needed.</p> <p>The impact may be positive, negative or unknown.</p>	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 checked="" 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	<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)?
Disability (Visible and invisible)	<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)?
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"/>	Some groups such as the Chinese Community Association have been using the facility free of charge so any new charges introduced may be highlighted as discriminatory towards them. Ackhi is also another group that have used the centre for little rental charges. They may also feel they cannot support their communities when increased rates are introduced.	What is the data telling us about impact on this group?
						How will you mitigate disproportionate impact (positive or negative)? We should engage with each charity individually regarding the rent increase and explore options for phasing the rent to mitigate the impact.
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 impact (positive or negative)?
Religion or Belief	<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)?
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bk Luwo group at East Oxford Community Centre, provides support to women in isolation. As they rely heavily on funding, the proposed increase in rent and service charges may impact the women they serve.	What is the data telling us about impact on this group? How will you mitigate disproportionate impact (positive or negative)? We should engage with each charity individually regarding the rent increase and explore options for phasing the rent to mitigate the impact.

Sexual Orientation	<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: 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Previously, the centre was operated on minimal charges supporting local community groups but with the redeveloped centre, this will lead to increase in charges which will impact those in East Oxford that cant afford the increased rents and rates. With increaing costs and low incomes	What is the data telling us about impact on this group? How will you mitigate disproportionate impact (positive or negative)?We should engage with each charity individually regarding the rent increase and explore

					we may drive out the most vulnerable community groups who would otherwise use the centre.	options for phasing the rent to mitigate the impact.
Other For example: - Unpaid carers - Prison population - Homeless population - Council suppliers & contractors - Cabinet Members	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 impact (positive or negative)?

Section 5: Conclusion(s) of your Full Impact Assessment

22.	Conclusions. Check as needed.					
<input type="checkbox"/>	Stop and reconsider the activity.	<input checked="" type="checkbox"/>	Adjust activity before beginning the activity and continue to monitor.	<input checked="" type="checkbox"/>	No major change(s) or adjustments	<input type="checkbox"/> No major change(s) or adjustments and

					and continue with activity but continue to monitor.	continue with the activity. No need to monitor in the future.
23.	Please explain how you have reached your conclusions above.	<p>Currently there are no set rates for community facilities tenancy irrespective of the type of tenants occupying the spaces. Tenancy charges vary considerably. In order to manage budgets, and ensure consistency across all community facilities a tier banding system is required. This will ensure all tenants are given a tier rate based on their financial accounts.</p> <div> <div>www.oxford.gov.uk</div> <div>  <p>OXFORD CITY COUNCIL</p> </div> </div>				


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.				
	25.	Who (individual, team, or service area) will be responsible for carrying out the EqIA review?			
26.	How often will the equality impact be reviewed for this activity?		27.	Date when the EqIA will be reviewed again.	
	For example- -quarterly, -yearly, etc.				

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Section 7: Sign-off

Name:

Job Title:

Name: Full Name

Job Title: Type here

Name: Full Name

Job Title: Type here

Suggested list of people to include are:

- 1) Project lead/manager.
- 2) Head of service area or team.

Signature:

Name: Full Name

Job Title: Type here

Signature:

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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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