

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.**

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:	Direct Award of Apprenticeship Delivery to Multiverse	2.	The implementation date of the activity under consideration:	September 2025
3.	Directorate/Department(s):	Corporate Resources Directorate	4.	Service Area(s):	People Services
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address	Melissa Hope mhope@oxford.gov.uk	6.	Contact details, in case there are queries: Please provide: -Name -Email address	Melissa Hope mhope@oxford.gov.uk
7.	Is this a new or ongoing EqlA?	New	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:	21 st May 2025			
10.	Will this EqlA be attached to reports/updates, which will be published online?	This report will accompany a Cabinet report, going to Cabinet on 9 th July 2025	11.	Give a date (tentative or otherwise) when this assessment will be taken to the CMT.	N/A Tom Hook is the Executive Sponsor of this work

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 type="checkbox"/> Change to an existing activity.
		<input checked="" type="checkbox"/> New Activity		<input type="checkbox"/> Others. Please specify:	
13.	Which priority area(s) <u>within Oxford City Council's Corporate strategy (2024-2028)</u> does this activity fulfil? Please check as needed.	<input type="checkbox"/> Good, affordable homes	<input type="checkbox"/> Strong, fair economy	<input type="checkbox"/> Thriving Communities	<input type="checkbox"/> Zero Carbon Oxford <input checked="" type="checkbox"/> Well run council
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 checked="" type="checkbox"/> Diverse and engaged workforce.	<input checked="" type="checkbox"/> Leadership & organisational commitment.	<input type="checkbox"/> Understanding and working with our communities.
15.	Outline the aims, objectives, & priorities of the activity being considered. We are seeking approval at Cabinet level to issue a direct award to Multiverse, to enable them to continue to deliver future cohorts of apprenticeships at the Council. Multiverse Solve your skills gaps are currently delivering apprenticeships to 33 Officers across a suite of tailored AI, Data and Business Transformation apprenticeships at Oxford City Council. This training commenced in December 2024.				

		<p>These apprenticeships are upskilling Officers in skills to:</p> <ul style="list-style-type: none"> Reduce repetitive and manual tasks Streamline systems and processes Work in agile ways Use AI effectively and safely – using Microsoft Co-Pilot Collect, analyse and use data better to make informed decisions Work in collaboration, using skills to support problem solving <p>We now have a further 85 employees who have expressed an interest to take part in a Multiverse apprenticeship. We anticipate starting between 40-50 of these Officers for cohort 2 in September 2025. We also anticipate there will be further cohorts in 2026.</p> <p>This future delivery will take us over the 750K threshold.</p> <p>We have measurable examples of impact that the apprenticeships are making within the Council. Please see Annex 3 for case studies of initial impact being made from our Officers taking part in cohort 1.</p>
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. 	<ol style="list-style-type: none"> 1, We will not be able to continue to upskill our workforce in these key areas at volume. This is since we do not have any remaining apprenticeship funds available. Multiverse, due to their status and relationships, can agree levy transfer funds from their large partners such as Microsoft, Cisco and Deloitte. 2, If we were to use other providers, we are at risk of not offering consistency in our training. 3, We do not have enough evidence of the experience and success from other similar providers.

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

17.	<p>Have you undertaken any consultations in the form of</p>	<p>Both internal Officers and Multiverse have been in consultation with Tom Hook, Deputy Chief Executive of City and Citizen services who is the executive sponsor of this project. As executive</p>
-----	--	--

<p>surveys, interviews, and/or focus groups?</p> <p>Please provide details— -when, -how many, and -the approach taken.</p>	<p>sponsor, Tom has been heavily involved in the launch and monitoring of initial impact of this project. Multiverse has presented examples of impact from Cohort 1.</p> <p>We have sought advice from Joanna Williams, Contact Lawyer within our Legal Team.</p> <p>We have sought advice from Annette Osborne, Strategic Procurement Manager.</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, -articles, -reports, -briefs.</p>	<p>Positive Impacts</p> <p>Consistency in Training Quality: A single provider ensures that all apprentices receive the same high-quality training, which can help maintain a consistent standard across the Council</p> <p>Focused Support: The provider can tailor their support to meet the specific needs of the Council, ensuring that all apprentices, regardless of their background, receive the necessary assistance to succeed.</p> <p>Streamlined Processes: Having one provider simplifies administrative processes, making it easier to manage and support Officers, which can lead to being more efficient and equitable.</p> <p>Potential Challenges</p> <p>Limited Diversity of Perspectives: Relying on one provider might limit the diversity of training approaches and perspectives, which could impact the inclusivity of the training programme.</p> <p>Risk of Bias: If the provider's training methods or materials are not inclusive, it could inadvertently reinforce existing biases or inequalities within the Council.</p> <p>Mitigating Challenges</p> <p>Regular Reviews: We will continue to conduct regular reviews of the provider's training materials and methods to ensure they are inclusive and meet the diverse needs of our Officers.</p> <p>Feedback Mechanisms: We will continue to gather feedback and input from Officers about their experiences and use this feedback to make necessary adjustments.</p>

		Diversity and Inclusion Training: We will ensure that the provider includes diversity and inclusion training as part of their programme to promote an inclusive learning environment.
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>	N/A

Section 4: Impact analysis.

308

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

21.	<p>Does the activity impact positively or negatively on any protected characteristics as stated within Equality (Act 2010)?</p> <p>As mentioned above in point 18 we have done are research into workforce data. This policy is to encourage protected characteristics to apply to the council.</p>					
Protected Characteristic	Positive	Negative	Neutral	Don't know	Data/information/evidence supporting your assessment	Analysis & insight Mitigations
<p>Age</p> <p>309</p>			X	www.oxford.gov.uk	<p>Apprenticeship programmes are available to Officers at all ages of our workforce.</p> <p>They aim to upskill any individual that has a skills need in Data, AI or Business Transformation.</p> <p>Any individual that expresses an interest in a programme, will be assessed by both their manager and their director.</p> <p>If any Officers are declined a place, we need clear justification as to why they are not approved. Reasons may be contractual, not meeting the business need, time.</p>	<p>We will monitor reasons for any declined applications and challenge any potential biases if applicable.</p> <p>We will collect data on those who expressed interest, those who were accepted and those who achieve.</p>

<p>310</p> <p>Disability (Visible and invisible)</p>			X		<p>The programmes are suitable for any ability.</p> <p>There are no physical aspects to the apprenticeship training and Multiverse has provision to provide additional support and additional funding.</p> <p>Learning Support Funding is provided by the Education and Skills Funding Agency (ESFA) to support apprentices with identified learning difficulties or disabilities.</p> <p>This funding helps training providers make reasonable adjustments to support these apprentices, ensuring they can fully participate and benefit from their training.</p>	<p>As part of the application and onboarding process, Multiverse encourage disclosing any additional learning support needs, to enable them to offer an individual learning plan that supports and removed learning barriers.</p> <p>If Officers do not disclose, but Multiverse trainers or coaches identify possible additional support needs, they would discuss this with Officers.</p> <p>We will collect data on those who expressed interest, those who were accepted and those who achieve.</p>
<p>Gender re-assignment</p>			X		<p>Any individual that expresses an interest in a programme, will be assessed by both their manager and their director.</p>	<p>We will collect data on those who expressed interest, those who were accepted and those who achieve.</p>

					If any Officers are declined a place, we need clear justification as to why they are not approved. Reasons may be contractual, not meeting the business need, time.	
311	Marriage & Civil Partnership		X		<p>Any individual that expresses an interest in a programme, will be assessed by both their manager and their director.</p> <p>If any Officers are declined a place, we need clear justification as to why they are not approved. Reasons may be contractual, not meeting the business need, time.</p>	N/A
	Race, Ethnicity and/or Citizenship		X		<p>There are funding rules to access this training whereby Officers need to have lived in the UK/EESA for the last 3 years.</p> <p>Any individual that expresses an interest in a programme, will be assessed by both their manager and their director.</p>	We will collect data on those who expressed interest, those who were accepted and those who achieve.

					<p>If any Officers are declined a place, we need clear justification as to why they are not approved. Reasons may be contractual, not meeting the business need, time.</p>	
<p>312</p> <p>Pregnancy & Maternity</p>			X	<p>Any individual that expresses an interest in a programme, will be assessed by both their manager and their director.</p> <p>If any Officers are declined a place, we need clear justification as to why they are not approved. Reasons may be contractual, not meeting the business need, time.</p>	N/A	
<p>Religion or Belief</p>			X	<p>Any individual that expresses an interest in a programme, will be assessed by both their manager and their director.</p> <p>If any Officers are declined a place, we need clear justification as to why they are not approved. Reasons may be contractual, not meeting the business need, time.</p>	N/A	

313	Sex		X	<p>Any individual that expresses an interest in a programme, will be assessed by both their manager and their director.</p> <p>If any Officers are declined a place, we need clear justification as to why they are not approved. Reasons may be contractual, not meeting the business need, time.</p>	<p>We will collect data on those who expressed interest, those who were accepted and those who achieve.</p>	
	Sexual Orientation		X	<p>Any individual that expresses an interest in a programme, will be assessed by both their manager and their director.</p> <p>If any Officers are declined a place, we need clear justification as to why they are not approved. Reasons may be contractual, not meeting the business need, time.</p>	N/A	

<p>Socio-economic inequalities such as:</p> <ul style="list-style-type: none"> - income and factors that impact income. -access to jobs <p>This was voluntarily adopted by Oxford City Council on the 13th of March 2024.</p> <p>314</p>	X				<p>Officers are receiving fully funded accredited training to a value ranging from £12,000 to £18,000 per person. This is at no cost to them.</p> <p>They have to complete the training in business hours, so this is a commitment to their learning and development of around 6 hours per week for the duration of the apprenticeship.</p> <p>Officers who complete will receive a level 3 or 4 qualification in their chosen subject area. This will help to improve their chances of pay rises, promotion and experiencing additional responsibilities.</p>	We will monitor achievements and track progression data.
<p>Other (voluntary consideration)</p> <p>For example:</p> <p>Migrant, refugee, or asylum seekers.</p>						

Other For example: - Unpaid carers - Prison population - Homeless population -Council suppliers & contractors -Cabinet Members						

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

22.	Conclusions:					
	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.	X	No major change(s) or adjustments and continue with the activity. No need to monitor in the future.
23.	Please explain how you have	1. Positive Impacts Identified				

reached your conclusions above.

Within the EQIA we have highlighted several positive impacts of using Multiverse as the apprenticeship provider:

Consistency in Training Quality: Ensuring all apprentices receive the same high-quality training.

Focused Support: Tailoring support to meet the specific needs of the Council, ensuring all apprentices, regardless of background, receive necessary assistance.

Streamlined Processes: Simplifying administrative processes, making it easier to manage and support Officers, leading to more efficient and equitable handling of apprenticeships.

2. Potential Challenges Acknowledged

Within the EQI, we also considered potential challenges:

Limited Diversity of Perspectives: Relying on one provider might limit the diversity of training approaches and perspectives.

Risk of Bias: If the provider's training methods or materials are not inclusive, it could reinforce existing biases or inequalities within the Council.

3. Mitigation Strategies Outlined

To address these challenges, we propose several mitigation strategies:

Regular Reviews: Conducting regular reviews of the provider's training materials and methods to ensure they are inclusive and meet the diverse needs of Officers.

Feedback Mechanisms: Implementing feedback mechanisms to gather input from Officers about their experiences and using this feedback to make necessary adjustments.

Diversity and Inclusion Training: Ensuring the provider includes diversity and inclusion training as part of their program to promote an inclusive learning environment.

4. Comprehensive Consideration of Protected Characteristics

Within the EQIA we have comprehensively considered the impact on various protected characteristics, such as age, disability, gender reassignment, race, and more. It found that the apprenticeship programmes are designed to be inclusive and accessible to all individuals, with specific measures in place to support those with additional needs.

5. Conclusion Based on Analysis

Based on the analysis of positive impacts, potential challenges, and mitigation strategies, we have concluded that there were no major changes or adjustments needed. The activity could continue as planned, with ongoing monitoring to ensure the training remains inclusive and effective.

6. Monitoring and Review Plan

Within the EQIA, we include a plan for monitoring and reviewing the equality impact, ensuring that any issues are identified and addressed promptly. This ongoing review process helps maintain the positive impacts and address any emerging challenges.

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- - team, -directorate, -service area, -Equalities Steering Group,etc.</p>	Melissa Hope – People Services Sobia Afridi – People Services		
25.	<p>Who (individual, team, or service area) will be responsible for carrying out the EqlA review?</p>	Melissa Hope – People Services		
26.	<p>How often will the equality impact be reviewed for this activity?</p> <p>For example- -quarterly, -yearly, etc.</p>	Yearly	27. Date when the EqlA will be reviewed again.	May 2026

Section 7: Sign-off

Name: Melissa Hope

Job Title: Organisational
Development Manager

Signature: MAHope

Name:

Job Title:

Signature:

Name: Full Name

Job Title: Type here

Signature:

Name:

Job Title:

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:

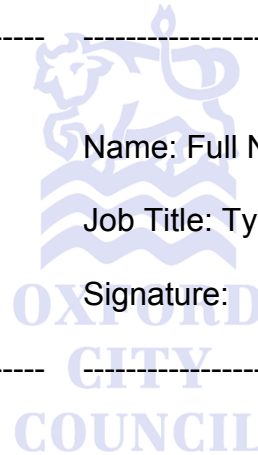
Name: Full Name

Job Title: Type here

Signature:

319

www.oxford.gov.uk



You have now reached the end of the assessment.

⚠ Please appended this to any reports and project files for reference.

This page is intentionally left blank