

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. For example: -New policy, -Review of existing policy, -Changes in service(s), -New project(s), etc.	New pay policy to support recruitment and retention.	2.	The implementation date of the activity under consideration:	1 July 2025
3.	Directorate/Department(s):	Oxford City Council	4.	Service Area(s):	all
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address	Gail Malkin, Head of People	6.	Contact details, in case there are queries: Please provide: -Name -Email address	gmalkin@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.	
9.	Date this EqlA started:	January 2025			
10.	Will this EqlA be attached to Corporate Management Team (CMT) reports/updates, which will be published online?	Yes	11.	Give a date (tentative or otherwise) when this assessment will be taken to the CMT.	January 2025


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 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.	<div> <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 </div>			
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.	<div> <input checked="" type="checkbox"/> Responsive services and customer care. <input type="checkbox"/> Diverse and engaged workforce. <input type="checkbox"/> Leadership & organisational commitment. Understanding and working with our communities. </div>			
15.	Outline the aims, objectives, & priorities of the activity being considered. The policy objective is to support attraction and retention of employees. Our basic pay structure for grades 3 to 11 and for senior leaders is generally competitive and the total reward package includes some good benefits such as our pension scheme, occupational sick pay and holiday entitlement that are competitive in the general employment market. Hybrid working and the flexibility around hours of work is also attractive to many applicants and is valued by employees.				

	<p>What is missing currently is a policy on the payment of increments for grades 3 to 11 where we have two pay points per grade. In April 2024, we provided incremental progression as part of the current two-year pay deal after a numbers of years of withholding progression because of financial constraints. There is no provision outside the collective pay agreement to provide increments in 2025 and onwards. We have negotiated a new pay policy with the two recognised trade unions, Unite and Unison, who are keen to establish a clear policy on the payment of increments.</p> <p>There are single pay points for senior grades so these are not affected.</p> <p>The new pay policy also provides clarity on the policy on additional payments such as honoraria and acting-up allowances.</p>
<p>16. Please outline the consequences of not implementing this activity. For example, -Existing activity does not fulfil Corporate Objectives, -existing activity is discriminatory and not fulfilling Council's PSED, ... to name a few.</p>	<p>Employees will be disappointed that there is no provision for progression and this may affect employee satisfaction and retention.</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>We have engaged with trade union representatives including the Branch Secretaries for Unison and Unite in several meetings over the last 12 months. We have interviewed leaders and managers across service areas and agreed proposals with the Corporate Leadership Team.</p>
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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, -legislation, -articles, -reports, -briefs.	We have used internal employee data. We have focused on certain protected characteristics that are monitored regularly. Sub groups within the data will be very small and so it would be difficult to draw conclusions from analysis. We have focused on those protected characteristics that we monitor each month.
19. If you have not done any consultations or collected data & information, are you planning to do so in the future? Please list the details – -when, -with whom, and -how long will you collect the relevant data.	We have completed consultations and have agreement for the proposed approach. 

Section 4: Impact analysis.

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

	Partner / Community Organisation	Yes <input type="checkbox"/>	No X <input type="checkbox"/>	Don't Know <input type="checkbox"/>
	City Councillors	Yes <input type="checkbox"/>	No X <input type="checkbox"/>	Don't Know <input type="checkbox"/>
	Council suppliers and contractors	Yes <input type="checkbox"/>	No X <input 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	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The policy tackles a potential disadvantage for younger workers in that they are unlikely to have the experience to justify recruiting them at the grade maximum. Our standard policy is to recruit at grade minimum but exceptions can be made with agreement of the Head of People.	Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.

Disability (Visible and invisible)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no impact.	None required but impact for employees who may need adaptations at work will be monitored to see if employees with a disability do not benefit from pay progression on successful completion of probationary period if the probationary period is extended and linked to the disability. Adaptations for disability are usually arranged on joining if the disability is declared. Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.
Gender re-assignment 179	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We do not have this data.	Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no impact.	Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.
Race, Ethnicity and/or Citizenship	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no impact.	Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.

Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>We have not analysed this data as we do not report on it and the numbers will be very low.</p>	<p>Any employee on maternity leave will be treated as if at work. Maternity leavers will be included in reporting to identify eligible employees. Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.</p>
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>We have not analysed this data as we do not report on it.</p>	<p>Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.</p>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>There is no impact.</p>	<p>Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.</p>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>We have not analysed this data as we do not report on it.</p>	<p>Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.</p>

Socio-economic inequalities such as: - income and factors that impact income. -access to jobs This was voluntarily adopted by Oxford City Council on the 13th of March 2024.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	We do not have data.	Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.
Other (voluntary consideration) For example: Migrant, refugee, or asylum seekers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	We do not have data.	Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.
Other For example: - Unpaid carers - Prison population - Homeless population -Council suppliers & contractors -Cabinet Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	We do not have data.	Any reason for withholding pay progression will have to be evidenced. We have a formal grievance process in place if anyone feels they have not been treated fairly.

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.		The policy provides a standard approach to pay progression and payment of additional allowances. We have no evidence that any individual group is less likely to complete the probationary period and so benefit from a pay increase. The policy provides clear rules for pay progression.	

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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.	Who or which team or service area will be responsible for monitoring equalities impact? For example- - team, -directorate, -service area,	People Services
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25.	-Equalities Steering Group,etc.		
	Who (individual, team, or service area) will be responsible for carrying out the EqIA review?	Gail Malkin, Head of People	
26.	How often will the equality impact be reviewed for this activity? For example- -quarterly, -yearly, etc.	Every 6 months	27. Date when the EqIA will be reviewed again. November 2025

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Section 7: Sign-off

Name: Gail Malkin

Job Title: Head of People

Signature:

G Malkin

Name: Full Name

Job Title: Type here

Signature:

Name: Caroline Green

Job Title: CEO

Signature:

Confirmed by email 30.06.25

Name: Full Name

Job Title: Type here

Signature:

Name:

Job Title:

Signature:

Name: Full Name

Job Title: Type here

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:

Name: Full Name
Job Title: Type here
Signature:

Name: Full Name
Job Title: Type here
Signature:

Name: Full Name
Job Title: Type here
Signature:

You have now reached the end of the assessment.

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

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