

## 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	<b>NEW-</b> 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.	<b>Name of activity being assessed.</b>	Review and Refresh of Community Engagement Policy Statement 2014-17 (to be renamed 'Citizen and Community Engagement Policy 2025')	2.	<b>The implementation date of the activity under consideration:</b>	17 <sup>th</sup> September 2025
3.	<b>Directorate/Department(s):</b>	Business Intelligence Unit	4.	<b>Service Area(s):</b>	Community and Citizens' Services
5.	<b>Who is (are) the assessment lead(s):</b> <b>Please provide:</b> -Name -Email address	Jiajia Miao jmiao@oxford.gov.uk  Sally Hicks shicks@oxford.gov.uk  Helen Bishop hbishop@oxford.gov.uk	6.	<b>Contact details, in case there are queries:</b> <b>Please provide:</b> -Name -Email address	Jiajia Miao jmiao@oxford.gov.uk  Sally Hicks shicks@oxford.gov.uk  Helen Bishop hbishop@oxford.gov.uk
7.	<b>Is this a new or ongoing EqlA?</b>	<input checked="" type="checkbox"/> New	8.	<b>If this is an extension of a previous EqlA, please indicate where the previous EqlA is located and</b>	The initial EqlA for the Community Engagement Policy Statement 2014-17 is available on the Council's website here: <a href="https://mycouncil.oxford.gov.uk/documents/s18760/Appendix%20%20Initial%20EqlA%20-%20Community%20Engagement%20Policy%20Statement.pdf">https://mycouncil.oxford.gov.uk/documents/s18760/Appendix%20%20Initial%20EqlA%20-%20Community%20Engagement%20Policy%20Statement.pdf</a> (Council meeting, 29 September 2014).

		<input type="checkbox"/> Extension to existing EqlA	share the link to the said EqlA.	The 2014 EqlA has been taken into account in completing this EqlA, however given that the preceding EqlA is now 10 years old, it was decided that it was appropriate to complete a new EqlA to supersede all previous EqlAs for this policy.
9.	Date this EqlA started:	23/11/2023		
10.	Will this EqlA be attached to <a href="#">Corporate Management Team (CMT)</a> reports/updates, which will be published online?	No	11. Give a date (tentative or otherwise) when this assessment will be taken to the CMT.	

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## Section 2: About the activity, change, or policy that is being assessed.

12.	<b>Type of activity being considered:</b>  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.	<b>Which priority area(s) <a href="#">within Oxford City Council's Corporate strategy (2024-2028)</a> does this activity fulfil?</b>  Please check as needed.	<input checked="" type="checkbox"/> Good, affordable homes	<input checked="" type="checkbox"/> Strong, fair economy	<input checked="" type="checkbox"/> Thriving Communities	<input checked="" type="checkbox"/> Zero Carbon Oxford	<input checked="" type="checkbox"/> Well run council

14.	<p><b>Which priority area(s) within <u><a href="#">Oxford City Council's Equality, Diversity &amp; Inclusion Strategy (2022)</a></u> does this activity fulfil?</b></p> <p>Please check as needed.</p>	<input checked="" type="checkbox"/> Responsive services and customer care.	<input checked="" type="checkbox"/> Diverse and engaged workforce.	<input checked="" type="checkbox"/> Leadership & organisational commitment.	<input checked="" type="checkbox"/> Understanding and working with our communities.
15.	<p><b>Outline the aims, objectives, &amp; priorities of the activity being considered.</b></p>	<p>To review and refresh the outdated Community Engagement Policy Statement 2014-17 and ensure the adoption of an up-to-date policy that sets out the Council's approach to engagement. Priorities: That the Council adopts an updated policy, which is a key document forming part of the Council's Policy Framework. The refreshed policy will set out the Council's approach to engagement, which will ensure clarity across the Council and among Elected Members and the public.</p>			
16.	<p><b>Please outline the consequences of not implementing this activity.</b></p> <p><b>For example,</b></p> <ul style="list-style-type: none"> <li>-Existing activity does not fulfill Corporate Objectives,</li> <li>-existing activity is discriminatory and not fulfilling Council's PSED, ... to name a few.</li> </ul>	<p>The existing Community Engagement Policy Statement 2014-17 is many years out of date and does not necessarily reflect current practices, as there have been many developments since the existing policy was adopted (e.g. new iterations of the Corporate Strategy, development of other key strategies, advancements in the use of digital technologies etc.). The existing policy forms part of the Council's Policy Framework - documents that make up the Policy Framework should be kept up to date as they are key documents for the Council. Having an outdated policy could lead to a lack of clarity across the Council and among Elected Members and the public as to the Council's approach to engagement. This could lead to a lack of engagement by citizens and communities on the decisions and proposals that affect them which, in turn, could lead to decisions being made by the Council without a clear understanding of citizens' and communities' needs and wishes. Not having a clear engagement policy could further lead to public disenfranchisement and distrust and this could potentially lead to reputational damage for the Council.</p>			

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

<p><b>17. Have you undertaken any consultations in the form of surveys, interviews, and/or focus groups?</b></p> <p><b>Please provide details—</b>          -when,          -how many, and          -the approach taken.</p>	<p>The public consultation on this policy was conducted via the Council's consultation website between 29 May and 26 June 2025, with 197 responses collected and analysed. The results showed strong support for the Council's approach to community engagement, with over 80% of respondents agreeing with the key principles outlined in the policy. Additionally, 93% of respondents felt it was extremely or very important for residents to be involved in decisions that affect them or their neighbourhood.</p> <p>The development of the policy document involved input from a wide range of City Council service areas and groups, including:</p> <p>Councillor Chapman          Policy Officers Group (internal Council officer group)          Communities Change Board          Equalities Steering Group          Locality Learning Session          Tenant Involvement Team          Residents' Panel          Localities Team          Citizen Experience Team          CMT          Scrutiny Committee</p>
<p><b>18. List information and data used to understand who your residents or staff are and how they will be impacted.</b></p> <p><b>These could be—</b>          -third-party research,          -census data,          -legislation,</p>	<p>The Council collects a wide range of local data and intelligence, including related to demographics. This information is used by the Council in exercising its functions and delivering services, while also being used to inform the development of proposals. All relevant data and intelligence will be taken into account during the development of individual proposals/decisions; and will also inform the approach to engagement.</p> <p>Data may include:          - Census 2021</p>

	<ul style="list-style-type: none"> <li>-articles,</li> <li>-reports,</li> <li>-briefs.</li> </ul>	<ul style="list-style-type: none"> <li>- Oxfordshire Joint Strategic Needs Assessment (JSNA) - published 2023</li> <li>- Community Health Profiles</li> <li>- Index of Multiple Deprivation (IMD) - 2019</li> <li>- Socio-economic Duty insight benchmarking and data</li> <li>- Information available on the Council's website here: <a href="https://www.oxford.gov.uk/statistics-oxford">https://www.oxford.gov.uk/statistics-oxford</a></li> <li>- Thriving Communities Strategy Insights</li> <li>- Citizen Experience Strategy Insights</li> <li>- Equality, Diversity and Inclusion Strategy Insights</li> </ul>
19.	<p><b>If you have not done any consultations or collected data &amp; information, are you planning to do so in the future?</b></p> <p><b>Please list the details –</b></p> <ul style="list-style-type: none"> <li>-when,</li> <li>-with whom, and</li> <li>-how long will you collect the relevant data.</li> </ul>	<p>N/A - see sections 17 and 18</p>

## Section 4: Impact analysis.

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

<b>21.</b>	<b>Does the activity impact positively or negatively on any protected characteristics as stated within Equality (Act 2010)?</b>					
<b>Protected Characteristic</b>	<b>Positive</b>	<b>Negative</b>	<b>Neutral</b>	<b>Don't know</b>	<b>Data/information/evidence supporting your assessment</b>	<b>Analysis &amp; insight Mitigations</b>
<b>Age</b>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See section 18.	<p>The updated policy will set out how the Council engages its citizens and communities in decision-making. It will provide the framework for how the Council engages with citizens and communities to develop a greater understanding of their needs and facilitate meaningful involvement in the decisions that affect them.</p> <p>Specific, individual Equalities Impacts</p>

				<a href="http://www.oxford.gov.uk">www.oxford.gov.uk</a>		<p>Assessments will be undertaken during the development of individual proposals/decisions. This overarching Equalities Impact Assessment takes account of the fact that thorough, detailed assessments will be undertaken in relation to individual activities, proposals and decisions.</p> <p>The policy provides guidance on the framework for engagement, rather than the specific equalities considerations for individual proposals/decisions - as consideration and assessment of equalities issues will be undertaken at the project-level.</p>
<b>Disability</b>  <b>(Visible and invisible)</b>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See section 18.	Same as above

<b>Gender re-assignment</b>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See section 18.	Same as above
<b>Marriage &amp; Civil Partnership</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See section 18.	Same as above
<b>Race, Ethnicity and/or Citizenship</b>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See section 18.	Same as above
<b>Pregnancy &amp; Maternity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See section 18.	Same as above

<b>Religion or Belief</b>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See section 18.	Same as above
<b>Sex</b>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	See section 18.	Same as above
<b>Sexual Orientation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See section 18.	Same as above
<b>Socio-economic inequalities such as:</b>  - income and factors that impact income. -access to jobs  This was voluntarily adopted by <a href="#">Oxford</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See section 18.	Same as above

<a href="#">City Council on the 13<sup>th</sup> of March 2024.</a>						
<b>Other (voluntary consideration)</b>  <b>Council of Sanctuary</b> <b>For example:</b> Migrant, refugee, or asylum seekers.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	See section 18.	Same as above
<b>Other</b> <b>For example:</b> <ul style="list-style-type: none"> <li>- Unpaid carers</li> <li>- Prison population</li> <li>- Homeless population</li> <li>-Council suppliers &amp; contractors</li> <li>-Cabinet Members</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See section 18.	Same as above


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

22.	<b>Conclusions.</b>					
	<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.	<b>Please explain how you have reached your conclusions above.</b>					<p>The updated policy will set out how the Council engages its citizens and communities in decision-making. It will provide the framework for how the Council engages with citizens and communities to develop a greater understanding of their needs and facilitate meaningful involvement in the decisions that affect them.</p> <p>Specific, individual Equalities Impacts Assessments will be undertaken during the development of individual proposals/decisions. This overarching Equalities Impact Assessment takes account of the fact that thorough, detailed assessments will be undertaken in relation to individual activities, proposals and decisions.</p> <p>The overarching policy provides guidance on the framework for engagement, rather than the specific equalities considerations for individual proposals/decisions - as consideration and assessment of equalities issues will be undertaken at the project-level.</p>

## 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.

<p>24.</p>	<p><b>Who or which team or service area will be responsible for monitoring equalities impact?</b></p> <p><b>For example-</b></p> <ul style="list-style-type: none"> <li>- team,</li> <li>-directorate,</li> <li>-service area,</li> <li>-Equalities Steering Group,etc.</li> </ul>	<p>Business Intelligence Unit, Community and Citizens' Services</p> 		
<p>25.</p>	<p><b>Who (individual, team, or service area) will be responsible for carrying out the EqlA review?</b></p>	<p>Business Intelligence Unit, Community and Citizens' Services</p>		
<p>26.</p>	<p><b>How often will the equality impact be reviewed for this activity?</b></p> <p><b>For example-</b></p> <ul style="list-style-type: none"> <li>-quarterly,</li> <li>-yearly, etc.</li> </ul>	<p>When the policy is next refreshed/reviewed.</p>	<p>27.</p>	<p><b>Date when the EqlA will be reviewed again.</b></p> <p>tbc</p>

Section 7: Sign-off

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Name: Jiajia Miao  
Job Title: Consultation Officer  
Signature:  
Jiajia Miao  
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Name: Gail Malkin  
Job Title: Head of People  
Signature:  
G Malkin  
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Name: Full Name  
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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 EqlA.
- 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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