

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.	Maintenance of Passenger Lifts and Stair/Through floor Lifts Contract	2.	The implementation date of the activity under consideration:	Start and duration of Contract
3.	Directorate/Department(s):	Corporate and Property	4.	Service Area(s):	Property and Assets
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address	Bill Chamberlain wchamberlain@oxford.gov.uk	6.	Contact details, in case there are queries: Please provide: -Name -Email address	Bill Chamberlain wchamberlain@oxford.gov.uk
7.	Is this a new or ongoing EqlA?	<input checked="" type="checkbox"/> New <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.	Not an extension
9.	Date this EqlA started:	14/08/2025			
10.	Will this EqlA be attached to Corporate Management Team (CMT) reports/updates, which will be published online?	No	11.	Give a date (tentative or otherwise) when this assessment will be taken to the CMT.	N/A

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"/>	<input checked="" type="checkbox"/> Decommissioning	<input checked="" type="checkbox"/> Commissioning	<input type="checkbox"/>	
		<input checked="" type="checkbox"/> Service and maintenance	<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 checked="" 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.	Objectives will be users of the Passenger lifts and Stair/through floor Lifts where priorities will be when upgrading or replacing lifts how people with disabilities use the lifts and age of users.				

<p>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.</p>	<p>Not having a contract will limit access to our buildingd for disabled users.</p>
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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>No, the existing lifts are being maintained and installed, however future installations will be considered and under section 20 consultations</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>In formation taken from QL data base, Occupational health assessments and where there is a requirement in public buildings to install a new lift to assess typical users and what the building is designed for.</p>


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>	<p>Yes, as described above.</p>
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Section 4: Impact analysis.

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

21.	Does the activity impact positively or negatively on any protected characteristics as stated within Equality (Act 2010)?					
Protected Characteristic	Positive	Negative	Neutral	Don't know	Data/information/evidence supporting your assessment	Analysis & insight Mitigations
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	QL data, passenger and stair lift sites and locations.	Data on users and building usage. Mitigation through design of lift
Disability (Visible and invisible)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QL data, passenger and stair lift sites and locations.	Data on users and building usage. Mitigation through design of lift
Gender re-assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

<div> <div>309</div> <div> <div>Race, Ethnicity and/or Citizenship</div> <div> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> </div> </div> </div>						
<div> <div>309</div> <div> <div>Pregnancy & Maternity</div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> </div> </div>				www.oxford.gov.uk		
<div> <div>Religion or Belief</div> <div> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> </div> </div>						
<div> <div>Sex</div> <div> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> </div> </div>						

Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Other (voluntary consideration) Council of Sanctuary For example: Migrant, refugee, or asylum seekers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Other For example: - Unpaid carers - Prison population - Homeless population -Council suppliers & contractors -Cabinet Members	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
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Section 5: Conclusion(s) of your Full Impact Assessment

22.	Conclusions.							
	<input type="checkbox"/>	Stop and reconsider the activity.	<input type="checkbox"/>	Adjust activity before beginning the activity and continue to monitor.	<input type="checkbox"/>	No major change(s) or adjustments and continue with activity but continue to monitor.	<input checked="" 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		Benefits of Implementation: Promotes Equity: Ensures everyone has equal opportunities.					

	conclusions above.	Enhances Diversity: Improves Representation:
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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, -Equalities Steering Group,etc.	Property Service Team, Technical Team, General Fund Team, HRA Team 			
25.	Who (individual, team, or service area) will be responsible for carrying out the EqlA review?	N/A			
26.	How often will the equality impact be reviewed for this activity?	<table> <tr> <td data-bbox="712 1321 1055 1469">N/A</td><td data-bbox="1055 1321 1480 1469">27. Date when the EqlA will be reviewed again.</td><td data-bbox="1480 1321 1825 1469">Not being reviewed again</td></tr> </table>	N/A	27. Date when the EqlA will be reviewed again.	Not being reviewed again
N/A	27. Date when the EqlA will be reviewed again.	Not being reviewed again			

For example-
-quarterly,
-yearly, etc.

Section 7: Sign-off

Name: Bill Chamberlain

Job Title: Building Engineering
Contracts Manager

Signature:

[Signature]

Name: James Viljoen

Job Title: Technical Manager

Signature:

[Signature]

Name:

Job Title:

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:

1. Other project leads
2. Other service area and/or team lead/managers.

This is not an exhaustive list.

Name: Gail Malkin

Job Title: Head of People

Signature:

G Malkin

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:

You have now reached the end of the assessment.

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

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