

## 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>	Introduction of a Working Overseas Policy and Procedure	2.	<b>The implementation date of the activity under consideration:</b>	22/10/2025 – subject to Council approval
3.	<b>Directorate/Department(s):</b>	Corporate Services – People Team	4.	<b>Service Area(s):</b>	People Services
5.	<b>Who is (are) the assessment lead(s):</b> <b>Please provide:</b> -Name -Email address	Victoria Taylor vtaylor@oxford.gov.uk	6.	<b>Contact details, in case there are queries:</b> <b>Please provide:</b> -Name -Email address	Victoria Taylor vtaylor@oxford.gov.uk
7.	<b>Is this a new or ongoing EqlA?</b>	Ongoing	8.	<b>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.</b>	N/A
9.	<b>Date this EqlA started:</b>	15/09/2025			
10.	<b>Will this EqlA be attached to <a href="#">Corporate Management Team (CMT)</a> reports/updates, which will be published online?</b>	Yes	11.	<b>Give a date (tentative or otherwise) when this assessment will be taken to the CLT.</b>	22/09/2025

## 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"/> Decommissioning		<input checked="" type="checkbox"/> Commissioning		
13.	<b>Which priority area(s) <u>within Oxford City Council's Corporate strategy (2024-2028)</u> does this activity fulfil?</b>  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.	<b>Which priority area(s) within <u>Oxford City Council's Equality, Diversity &amp; Inclusion Strategy (2022)</u> does this activity fulfil?</b>  Please check as needed.	<input checked="" type="checkbox"/> Responsive services and customer care.	<input checked="" type="checkbox"/> Diverse and engaged workforce.	<input type="checkbox"/> Leadership & organisational commitment.	<input type="checkbox"/> Understanding and working with our communities.	
15.	<b>Outline the aims, objectives, &amp; priorities of the activity being considered.</b>	The process of requesting to work overseas is not currently documented. This poses a high risk to the Council in terms of: <ul style="list-style-type: none"> <li>• Tax implications</li> <li>• Right to work</li> <li>• Employment protections</li> <li>• Data security</li> <li>• Health and safety</li> <li>• Contractual agreements</li> </ul>				

		This policy aims to highlight the risks and set out a formal process that must be followed in any request to work overseas.
16.	<b>Please outline the consequences of not implementing this activity.</b> <b>For example,</b> -Existing activity does not fulfill Corporate Objectives, -existing activity is discriminatory and not fulfilling Council's PSED, ... to name a few.	Individuals may try to work outside of the United Kingdom without mitigations being put in place, exposing individuals and the council to additional risk.

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

17.	<b>Have you undertaken any consultations in the form of surveys, interviews, and/or focus groups?</b>  <b>Please provide details—</b> -when, -how many, and -the approach taken.	Consulted with employees, data protection and system experts. We have sought external legal advice on the risk and proposed procedure. We have also consulted with CLT and Trade Unions.
18.	<b>List information and data used to understand who your residents or staff are and how they will be impacted.</b>  <b>These could be-</b> -third-party research, -census data, -legislation, -articles,	Applies to anyone who may wish to log on to council systems and carry out work whilst outside the United Kingdom.

	-reports, -briefs.	
19.	<p>If you have not done any consultations or collected data &amp; 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.

20.	<p>Who does the activity impact?</p> <p>Check as needed.</p> <p>The impact may be positive, negative or unknown.</p>	Service Users	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		Members of staff	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		General public	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Don't Know <input type="checkbox"/>
		Partner / Community Organisation	Yes <input type="checkbox"/>	No <input checked="" 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 checked="" type="checkbox"/>	No <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)?					
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"/>	Policy applies to all individuals regardless of age.	
Disability (Visible and invisible)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy applies to all individuals regardless of disability	
Gender re-assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy applies to all individuals	
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy applies to all individuals	
Race, Ethnicity and/or Citizenship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees with a dual citizenship may be able to demonstrate their legal right to work in an alternative country.	
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

<b>Religion or Belief</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy applies to all individuals	
<b>Sex</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy applies to all individuals	
<b>Sexual Orientation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy applies to all individuals	
<b>Socio-economic inequalities such as:</b>  - income and factors that impact income. - access to jobs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Individuals wanting to work overseas would be liable for any costs incurred and required to obtain sufficient travel insurance for the duration of the period.	Requests would be raised by the individuals themselves. Any requirement to work overseas by OCC would have all costs covered.
<b>Council of Sanctuary</b>  <b>For example:</b> Migrant, refugee, or asylum seekers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	May provide individuals the opportunity to travel to see and support family whilst working – depending on the country and any risks identified.	

## 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 checked="" type="checkbox"/>	<input 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.		<p><b>Benefits of Implementation:</b> Implements a consistent approach to agreeing any requests to working overseas and allows mitigations to be put in place that protect individuals and the council.</p> <p><b>Promotes Equity:</b> Ensures everyone has equal opportunities.</p> <p><b>Enhances Diversity:</b> Supports the notion of hybrid working – allowing individuals to work around personal circumstances.</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.

24.	<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>People Team Data Protection Team ICT Team Legal Services</p>			
25.	<p><b>Who (individual, team, or service area) will be responsible for carrying out the EqlA review?</b></p>	<p>People Team</p>			
26.	<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>Bi-annually</p>	27.	<p><b>Date when the EqlA will be reviewed again.</b></p>	<p>October 2027</p>

## Section 7: Sign-off

Name: Victoria Taylor

Job Title: People Consultancy  
Manager

Signature:



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You have now reached the end of the assessment.

 Please append this to any reports and project files for reference.

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