

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.	Introduction of a small entry fee to visit the Museum of Oxford. It will also consider options for eligibility for concessionary and free entry.	2.	The implementation date of the activity under consideration:	Early January 2026
3.	Directorate/Department(s):	Communities and Citizens	4.	Service Area(s):	Culture and Community Development
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address	Paula Redway predway@oxford.gov.uk	6.	Contact details, in case there are queries: Please provide: -Name -Email address	Paula Redway predway@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.	NA
9.	Date this EqlA started:	22 September 2025			
10.	Will this EqlA be attached to Corporate Management Team (CMT) reports/updates, which will be published online?	NA	11.	Give a date (tentative or otherwise) when this assessment will be taken to the CMT.	NA

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 type="checkbox"/> Decommissioning	<input type="checkbox"/> Commissioning	<input type="checkbox"/>	
		<input type="checkbox"/>	<input checked="" type="checkbox"/> Others. Please specify: Introduction of fee and charge			
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 checked="" type="checkbox"/> Strong, fair economy	<input checked="" 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 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. The aim of the activity is to safeguard the long term sustainability of the Museum of Oxford. The Museum of Oxford is the only museum dedicated to telling the stories of Oxford and its people. Staff work closely with diverse community groups to enable those who may not always be heard to tell their stories and write and display their histories. Implementing a small entry fee will help to provide an essential marketing budget to increase awareness of and visits to the museum.					

<p>16. 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. 	<p>Not implementing this activity would leave a structural budget deficit of c.£77K per year which threatens the museum's long term sustainability and reduces the opportunity to attract diverse audiences.</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—</p> <ul style="list-style-type: none"> -when, -how many, and -the approach taken. 	<p>No specific focus group sessions, however, a wide range of systems are in place at the Museum to capture visitor feedback.</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-</p> <ul style="list-style-type: none"> -third-party research, -census data, -legislation, -articles, -reports, -briefs. 	<p>Research into admissions pricing policy in museums and its impact: Success Guide</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>Fees and charges are included in the annual budget setting process which the public are consulted on every year</p>
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Section 4: Impact analysis.

20.	Who does the activity impact?	Service Users	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
	Check as needed. The impact may be positive, negative or unknown.	Members of staff	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		General public	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		Partner / Community Organisation	Yes <input checked="" type="checkbox"/>	No <input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Whilst the fee may be a barrier to access for some people, the fees will also help to ensure the sustainability of the museum to enable people with all protected characteristics to continue to tell their stories and document their histories	12 free to enter days per year; free funded activity; concessionary rates; free access includes people in receipt of state benefits
Disability (Visible and invisible)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Whilst the fee may be a barrier to access for some people, the fees will also help to ensure the sustainability of the museum to enable people with all protected characteristics to continue to tell their stories and document their histories	12 free to enter days per year; free funded activity; concessionary rates; free access includes people in receipt of state benefits
Gender re-assignment		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Whilst the fee may be a barrier to access for some people, the fees will also help to ensure the	12 free to enter days per year; free funded activity; concessionary rates; free access

					sustainability of the museum to enable people with all protected characteristics to continue to tell their stories and document their histories	includes people in receipt of state benefits
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Whilst the fee may be a barrier to access for some people, the fees will also help to ensure the sustainability of the museum to enable people with all protected characteristics to continue to tell their stories and document their histories	12 free to enter days per year; free funded activity; concessionary rates; free access includes people in receipt of state benefits
4 Race, Ethnicity and/or Citizenship		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Whilst the fee may be a barrier to access for some people, the fees will also help to ensure the sustainability of the museum to enable people with all protected characteristics to continue to tell their stories and document their histories	12 free to enter days per year; free funded activity; concessionary rates; free access includes people in receipt of state benefits
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Whilst the fee may be a barrier to access for some people, the fees will also help to ensure the sustainability of the museum to enable people with all protected characteristics to continue	12 free to enter days per year; free funded activity; concessionary rates; free access includes people in receipt of state benefits

					to tell their stories and document their histories	
Religion or Belief		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Whilst the fee may be a barrier to access for some people, the fees will also help to ensure the sustainability of the museum to enable people with all protected characteristics to continue to tell their stories and document their histories	12 free to enter days per year; free funded activity; concessionary rates; free access includes people in receipt of state benefits
Sex			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Whilst the fee may be a barrier to access for some people, the fees will also help to ensure the sustainability of the museum to enable people with all protected characteristics to continue to tell their stories and document their histories	12 free to enter days per year; free funded activity; concessionary rates; free access includes people in receipt of state benefits
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Whilst the fee may be a barrier to access for some people, the fees will also help to ensure the sustainability of the museum to enable people with all protected	12 free to enter days per year; free funded activity; concessionary rates; free access includes people in receipt of state benefits

					characteristics to continue to tell their stories and document their histories	
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 type="checkbox"/>	Whilst the fee may be a barrier to access for some people, the fees will also help to ensure the sustainability of the museum to enable people with all protected characteristics to continue to tell their stories and document their histories	12 free to enter days per year; free funded activity; concessionary rates; free access includes people in receipt of state benefits
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"/>	Whilst the fee may be a barrier to access for some people, the fees will also help to ensure the sustainability of the museum to enable people with all protected characteristics to continue to tell their stories and document their histories	12 free to enter days per year; free funded activity; concessionary rates; free access includes people in receipt of state benefits
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"/>	Whilst the fee may be a barrier to access for some people, the fees will also help to ensure the sustainability of the museum to enable people with all protected characteristics to continue to tell their stories and document their histories	12 free to enter days per year; free funded activity; concessionary rates; free access includes people in receipt of state benefits

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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"/>	<input checked="" 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.		Benefits of Implementation: Promotes Equity: Income will help to sustain the museum and to market it to wider audiences Enhances Diversity: Income will help to sustain the museum and to market it to wider audiences Improves Representation: Income will help to sustain the museum and to market it to wider audiences			

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-</p> <ul style="list-style-type: none"> - team, -directorate, -service area, -Equalities Steering Group,etc. 	<p>Culture and Community Development Team</p> 		
25.	<p>Who (individual, team, or service area) will be responsible for carrying out the EqlA review?</p>	<p>Culture and Community Development Team</p>		
26.	<p>How often will the equality impact be reviewed for this activity?</p> <p>For example-</p> <ul style="list-style-type: none"> -quarterly, -yearly, etc. 	<p>Annually</p>	<p>27.</p> <p>Date when the EqlA will be reviewed again.</p>	<p>October 2026</p>

Section 7: Sign-off

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Name: Paula Redway

Job Title: Culture and Community Development Manager

Signature:

Paula Redway

Name: Full Name

Job Title: Type here

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Name: Full Name

Job Title: Type here

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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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