

## 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.**

For questions, queries, and a chat about how to do your EqIA, please email your EDI officers:

1. Sobia Afridi- [safриди@oxford.gov.uk](mailto:safриди@oxford.gov.uk)

Please do refer to our [SharePoint Page](#) for support such as FAQs and Examples, etc.

## 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	

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>  <b>For example:</b> -New policy, -Review of existing policy, -Changes in service(s), -New project(s), etc.	Insert: New policy	2.	<b>The implementation date of the activity under consideration:</b>	
3.	<b>Directorate/Department(s):</b>	Community Safety	4.	<b>Service Area(s):</b>	All
5.	<b>Who is (are) the assessment lead(s):</b> <b>Please provide:</b> -Name -Email address	Liz Jones Domestic Abuse Lead Dawn Thompson Domestic Abuse Housing Alliance (DAHA) Project Manager	6.	<b>Contact details, in case there are queries:</b> <b>Please provide:</b> -Name -Email address	Liz Jones <a href="mailto:LJones3@oxford.gov.uk">LJones3@oxford.gov.uk</a>  Dawn Thompson <a href="mailto:dathompson@oxford.gov.uk">dathompson@oxford.gov.uk</a>
7.	<b>Is this a new or ongoing EqIA?</b>	New <input checked="" type="checkbox"/>  Extension to existing EqIA <input type="checkbox"/>	8.	<b>If this is an extension of a previous EqIA, please indicate where the previous EqIA is located and share the link to the said EqIA.</b>	
9.	<b>Date this EqIA started:</b>	02/12/2024			
10.	<b>Will this EqIA be attached to <a href="#">Corporate Management Team (CMT)</a> reports/updates, which will be published online?</b>		11.	<b>Give a date (tentative or otherwise) when this assessment will be taken to the CMT.</b>	

## 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 checked="" type="checkbox"/> New Activity	<input type="checkbox"/> Others. Please			
13.	<b>Which priority area(s) within <u>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 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.	<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 checked="" type="checkbox"/> Leadership & organisational commitment.	<input checked="" type="checkbox"/> Understanding and working with our communities.	
15.	<b>Outline the aims, objectives, &amp; priorities of the activity being considered.</b>	<b>Aims:</b> The Council has obligations under health and safety legislation to manage risks to the health and safety of employees. In addition to		<b>Objectives:</b> Improve the quality of the Councils workforce by providing training, and a raised understanding of the		<b>Priorities</b> To ensure all Council's staff across all service areas understand the impact of domestic abuse. This includes Oxford Direct

<p>reducing physical risks, this means operating in a way that minimises harm to employees' mental health.</p> <p>The Council is committed to ensuring the health, wellbeing and safety of its employees. Any employee or worker who has been impacted by domestic abuse should be able to raise the issue at work, without fear of stigmatisation or victimisation. Employees and workers should be appropriately supported within the workplace and have access to advice and specialist services. For some employees and workers, the workplace will be a safe haven and may be the only place that offers routes to safety.</p> <p>The Council's commitment extends to employees and workers who may be providing support to a family member, close friend or colleague who is experiencing domestic abuse.</p> <p>The Council acknowledges that all forms of domestic abuse are unacceptable.</p>	<p>dynamics and impact of domestic abuse</p> <p>Have a pool of domestic abuse specialists who can provide guidance and listening support</p> <p>Provide a safe haven for employees and workers who have been impacted by domestic abuse by ensuring they have access to appropriate specialist support and risk management</p> <p>Provide confidence to Council employees and workers who ask for support that they will be taken seriously and receive a believing response.</p> <p>Ensure all line managers have access to training and guidance on how to effectively support Council staff who choose to disclose abuse and staff who may recognise they are being abusive to their partner or family member.</p>	<p>Services (ODS) and Ox Place</p> <p>All line managers will receive training to recognise the signs of DA, and how they can support staff.</p> <p>To ensure all Council staff experiencing DA will know where and how to seek support internally and externally.</p> <p>DA victims will feel assured confidentiality will be maintained, and for domestic abuse victims/survivors their employment status will not be compromised.</p>
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	<p>This policy represents a commitment by the Council to take all reasonable steps possible to combat the reality and impact of domestic abuse on those being abused and to challenge the behaviour of those causing harm.</p> <p>This policy ensures that both victims/survivors and perpetrators of domestic abuse are aware of the support that is available within the Council and externally. It is important to note however that domestic abuse is not condoned under any circumstances by the Council.</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</li></ul>	<ul style="list-style-type: none"><li>• The Policy sets out how domestic abuse will be responded to by the Council when staff choose to disclose. Without this policy staff may not feel safe or confident to disclose as they do not know whether they will be believed or supported, and if their disclosure will be confidential.</li><li>• Line managers may not feel confident to respond to allegation of DA and/or to support a member of Council staff who has disclosed they are affected by domestic abuse or where to signpost or access more specialist support. The policy informs them of the Council's expectation on how to respond and what will be in place to assist the line managers</li></ul>	

and not fulfilling Council's PSED,  
... to name a few.

### 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 policy was shared with internal Domestic Abuse Champions who are members of staff, service users and those with lived experience to provide feedback. It has also been shared with the Unison Representatives, and the Domestic Abuse Housing Alliance southeast representative. This was to ensure the policy met with accreditation criteria, under DAHA, a national set of standards.</p> <p>To help develop and shape the document, the DA policy was also taken and discussed with the Council's internal Corporate Policy Officers group (17 December 2024).</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, -articles, -reports, -briefs.</p>	<p>All data used for this Equality Impact assessment has been taken from the <b>Workforce Equalities Report 2021-2023</b>, which is currently the latest data on staff.</p> <p>This report is internally focused on the Oxford City Council as an employer, providing a picture of our workforce profile, data trend analysis for a three-year period (1 April 2020 to 31 March 2023) for some of the key protected characteristics under the Equality Act.</p> <p>Not every employee chooses to share their personal data, so reporting is based on that data that has been reported.</p> <p><a href="https://www.oxford.gov.uk/equality-diversity-inclusion/annual-workforce-equalities-report">https://www.oxford.gov.uk/equality-diversity-inclusion/annual-workforce-equalities-report</a></p>
<p><b>19. If you have not done any consultations or collected data &amp; information, are you planning to do so in the future?</b></p>	<p>N/A</p>

**Please list the details –**  
 -when,  
 -with whom, and  
 -how long will you collect the  
 relevant data.

## Section 4: Impact analysis.

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

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Evidence</u></p> <p>The average employee age of 45 is in line with the local population where, at 34% of the total population, the 35-49 age band of Oxford residents is the largest. The largest employee group is the 51-60 age band.</p> <p>A higher proportion of people aged 16 to 19 years were victims of domestic abuse (8.0%) compared with those aged 45 to 54 years (4.2%), and those aged 60 years and over (3.2%)</p> <p><a href="#">domestic abuse statistics male vs female - Google Search</a></p>	<p><u>What is the data telling us about impact on this group?</u></p> <p>The largest employee group is the 51-60 age band.</p> <p><u>How will you mitigate disproportionate impact (positive or negative)?</u></p> <p>Line managers briefing to ensure they recognise the signs of domestic a support services contact information is provided.</p> <p><a href="#">Domestic abuse services   A2Dominion</a></p>



<b>Disability</b> <b>(Visible and invisible)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Evidence</b> A review by Public Health England in 2015 confirmed that people with disabilities are more vulnerable to domestic violence, experience domestic abuse for longer periods of time, and experience more severe and frequent abuse than non-disabled people.	<b>What is the data telling us about impact on this group?</b> 10.4% of workforce has declared a disability,  <b>How will you mitigate disproportionate impact (positive or negative)?</b>  <b>Continuing awareness raising of disability in the workforce and the impact</b>  <a href="#">Home</a> > <a href="#">Events</a> > Disability and Neurodiversity Staff Network All managers/staff have access to our Peoples department for advice on disability will be able to access and digest the DA Policy.  All managers have been offered Domestic abuse briefings to recognise t Oxfordshire Domestic Abuse Service (ODAS) service is open to everyone <a href="#">Domestic abuse services   A2Dominion</a>
<b>Gender re-assignment</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Evidence</b> This data is not collected	<b>What is the data telling us about impact on this group?</b> No data available  <b>How will you mitigate disproportionate impact (positive or negative)?</b>
<b>Marriage &amp; Civil Partnership</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Evidence</b> This data is not collected	<b>What is the data telling us about impact on this group?</b>   <b>How will you mitigate disproportionate impact (positive or negative)?</b> <a href="#">Domestic abuse services   A2Dominion</a>

<b>Race, Ethnicity and/or Citizenship</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Evidence</b>	<p>What is the data telling us about impact on this group?</p> <p>How will you mitigate disproportionate impact (positive or negative)?</p> <p>The Workforce Equalities Plan  <a href="#">Developing this strategy   Oxford Equality, Diversity and Inclusion (EDI) Strategy</a></p> <p>The Councils Workforce Equalities Plan covers all protected characteristics            ODAS service is open to everyone regardless of ethnicity, gender, religion</p> <p><a href="#">Domestic abuse services   A2Dominion</a></p>
<b>Pregnancy &amp; Maternity</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Evidence</b> <p>Pregnancy can be a trigger for domestic abuse, and existing abuse may get worse during pregnancy or after giving birth</p> <p><a href="#">Domestic abuse in pregnancy - NHS</a></p>	<p>What is the data telling us about impact on this group?</p> <p>Employment data is not collected for this group.</p> <p>How will you mitigate disproportionate impact (positive or negative)?</p> <p>Councils Safeguarding policies and procedures will be followed.</p>
					<b>Evidence</b>	<p>What is the data telling us about impact on this group?</p>

595 Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Honour based abuse, including forced marriage.	<p>35.4% of the workforce have declared as Christian 3.7% of the workforce is 'other', 1.9% is Muslim and 0.4% Sikh</p> <p>How will you mitigate disproportionate impact (positive or negative)?</p> <p>Encouraging all staff and managers to undertake specific training in terms of</p> <p>Karma Nirvana provide specialist support for victims/survivors of Honour Based Abuse</p> <p><a href="https://www.google.co.uk/url?sa=t&amp;rct=j&amp;q=&amp;esrc=s&amp;source=web&amp;cd=8&amp;vVaw0r9vJmmHnVTNd40CkTbIzG&amp;opi=89978449">https://www.google.co.uk/url?sa=t&amp;rct=j&amp;q=&amp;esrc=s&amp;source=web&amp;cd=8&amp;vVaw0r9vJmmHnVTNd40CkTbIzG&amp;opi=89978449</a></p> <p><a href="#">Get Help For Safeguarding Professionals – Karma Nirvana</a></p> <p>ODAS service is open to everyone regardless of ethnicity, gender, religion or belief</p> <p><a href="#">Domestic abuse services   A2Dominion</a></p>
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Evidence</p> <p>Women statistically are more likely to experience domestic abuse than men.</p> <p>In the year ending March 2023, 1.4 million women and 751,000 men aged 16 and over experienced domestic abuse. This is a prevalence rate of 5.7% for women and 3.2% for men</p>	<p>What is the data telling us about impact on this group?</p> <p>Over half of the workforce are women (59.7%)</p> <p>How will you mitigate disproportionate impact (positive or negative)?</p> <p>The below strategy also recognises the gender equality pay gap, and is outlined in the</p> <p><a href="#">Developing this strategy   Oxford Equality, Diversity and Inclusion (EDI) Strategy</a></p> <p>ODAS service is open to everyone regardless of ethnicity, gender, religion or belief</p> <p><a href="#">Domestic abuse services   A2Dominion</a></p>

					<a href="#">domestic abuse statistics male vs female - Google Search</a>	
<b>Sexual Orientation</b> 596	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Evidence</b></p> <p>In 2018, Galop's national research showed that 11% of LGBT people had faced domestic abuse from a partner in the last year. This increased to 17% of black, Asian and minority ethnic LGBT people.</p> <p><a href="#">LGBTQIA+ Domestic Abuse - Reducing the Risk</a></p>	<p><b>What is the data telling us about impact on this group?</b></p> <p>4.0% of the Council workforce identifies as bisexual, lesbian or gay.</p> <p><b>How will you mitigate disproportionate impact (positive or negative)?</b></p> <p>Equality, Diversity and Inclusion Policy and procedure Safeguarding Policy Health and Wellbeing Policy</p> <p>Early identification via internal mandatory domestic abuse training</p>

<b>Other (voluntary consideration)</b>  <b>For example:</b>  Migrant, refugee, or asylum seekers	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence	What is the data telling us about impact on this group?   How will you mitigate disproportionate impact (positive or negative)? Oxford City Council has been awarded, Local Authority of Sanctuary OCC have a specific team specialising in Exploitation. Oxfordshire Domestic Abuse Service provides support to DA victims/survivors. <a href="#">Domestic abuse services   A2Dominion</a>
<b>Other (voluntary consideration)</b>  <b>For example:</b>  Socio-economic status (income, wealth, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence	What is the data telling us about impact on this group? There is a fairly good representation of women in roles up to Grade 9. The majority of the Council's workforce is part time – the majority of the Council's workforce is part time – the majority of the Council's workforce is part time. • Almost quarter of the Council's workforce is part time – the majority of the Council's workforce is part time.  How will you mitigate disproportionate impact (positive or negative)? Domestic abuse victims/survivors' employment status will not be compromised. Every effort will be taken to ensure the victim/survivor can work flexibly. Identified/recognised on OCC flexible working policy and Leave policy and...
<b>Other</b> <b>For example:</b> - Unpaid carers - Prison population - Homeless population	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List the other groups  Homeless applications  Evidence  HCLiC data suggests a significant increase in	What is the data telling us about impact on this group?   How will you mitigate disproportionate impact (positive or negative)?  The DA Policy will provide reassurance for staff to disclose, with confidence. Early identification. Risk assessment and referral/signposting to specialist service by identification.

-Council suppliers & contractors -Cabinet Members					domestic abuse victims/survivors and their families fleeing and applying to OCC for housing, this does include OCC staff who have fled domestic abuse.	All staff who disclose DA and are wanting to flee will be able to access s and senior managers, who have all undertaken training on Domestic Abuse
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## 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"/>	

23.	<p><b>Please explain how you have reached your conclusions above.</b></p>	<p>This policy has been written developed in line with national best practice to provide clear guidance to the Council's line Managers, inform staff about the Council's response to reports of DA, and outline the support available to those affected. Our commitment to work towards accreditation through the Domestic Abuse Housing Alliance and work completed so far, s consider how we can work and adapt our response appropriately to meet the needs of staff with protected characteristics. I</p> <p>The Council's commitment to work towards accreditation through the Domestic Abuse Housing Alliance and work completed so far, shows that the Council is working to improve their services for all staff, who are victims/survivors of domestic abuse.</p> <p>The Council regularly considers how they can work and adapt their response appropriately to meet the needs of</p>
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staff with protected characteristics.

In conducting this assessment, Council officers have found no evidence that any group will be adversely affected by the introduction of the new policy.

The Council do not tolerate domestic abuse and the Council we will strive to ensure all staff can live free from abuse and harm.

The Council will work to create an environment where healthy relationships are the norm and where victims/ survivors and their children have access to the right support at the right time.

The Council, will not tolerate domestic abuse and we will strive to ensure all staff can live free from abuse and harm. We will provide the right support at the right time. Domestic abuse is everybody's business, we will work collaboratively to create lasting change.



## 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"> <li>- team,</li> <li>-directorate,</li> <li>-service area,</li> <li>-Equalities Steering Group,etc.</li> </ul>	<p>Community Safety</p> <ul style="list-style-type: none"> <li>• Domestic Abuse Lead</li> <li>• Domestic Abuse Housing Alliance Project Manager</li> </ul>
25.	<p>Who (individual, team, or service area) will be responsible for carrying out the EqlA review?</p>	<p>Community Safety</p> <ul style="list-style-type: none"> <li>• Domestic Abuse Lead</li> <li>• Domestic Abuse Housing Alliance Project Manager</li> </ul>
26.	<p>How often will the equality impact be reviewed for this activity?</p>	<div> <div data-bbox="972 1305 1061 1489">27.</div> <div data-bbox="1061 1305 1868 1489">Date when the EqlA will be reviewed again.</div> <div data-bbox="1868 1305 2224 1489"></div> </div>



For example-  
-quarterly,  
-yearly, etc.

## Section 7: Sign-off

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Name:

Job Title:

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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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