

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

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	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. For example: -New policy, -Review of existing policy, -Changes in service(s), -New project(s), etc.	Review of Hackney Carriage Emission standards, and consideration of delays to final phase.	2.	The implementation date of the activity under consideration:	22 nd September 2025
3.	Directorate/Department(s):	General Licensing	4.	Service Area(s):	Community Safety
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address	Joshua Curnow jcurnow@oxford.gov.uk	6.	Contact details, in case there are queries: Please provide: -Name -Email address	Joshua Curnow jcurnow@oxford.gov.uk
7.	Is this a new or ongoing EqlA?	New <input checked="" type="checkbox"/> Extension to existing EqlA <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.	
9.	Date this EqlA started:	1 st September 2025			
10.	Will this EqlA be attached to Corporate Management Team (CMT) reports/updates, which will be published online?	This EqlA will be attached to a report for the General Purposes Licensing Committee and then attached for full Council.	11.	Give a date (tentative or otherwise) when this assessment will be taken to the CMT.	22 nd September 2025

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"/> 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.	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 checked="" type="checkbox"/> Zero Carbon Oxford	<input 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.	Consideration of a request to delay the final phase of the hackney carriage vehicle (HCV) emission standards, requiring all new and renewal HCV applications to meet Ultra-low emission standards (ULEV): The aim is for members of the General Purposes Licensing Committee to make an informed decision regarding the request and any amendment to the Policy.				

<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>It could be seen as unreasonable for the local authority to provide no additional consideration to the policy in light of the formal request for extension and additional report regarding affordability and emissions produced by the environmental sustainability team.</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>Public Consultation took place for the February 2024 report that also considered a request to delay the emission standards for hackney carriage vehicles. Additional consultation has not taken place, as the options available to the committee have not changed.</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. 	<ul style="list-style-type: none"> • Consultation results • Licensing data • Guidance from the Equality and Human Rights Commission • 2021 ONS Census Data • Equality Act 2010 • 'Justfair' Guidance regarding Socio-Economic Duty

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>	N/A
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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 type="checkbox"/>	No <input checked="" 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 type="checkbox"/>	No <input checked="" type="checkbox"/>	Don't Know <input type="checkbox"/>
		City Councillors	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Don't Know <input type="checkbox"/>
		Council suppliers and contractors	Yes <input type="checkbox"/>	No <input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Recorded age of proprietors. Equality and Human Rights Commission: Age Discrimination Equality and Human Rights Commission: Direct and Indirect Discrimination 	<p>The majority of current Hackney Carriage Vehicle proprietors fall evenly into the three age brackets 40-49, 50-59, and 60-69.</p> <p>Therefore, the emissions policy (requiring the transition to an ultra-low emission vehicle), and any amendments to it, may impact those aged 40 – 69 disproportionately.</p>
Disability (Visible and invisible)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Equality and Human Rights Commission: Direct and Indirect Discrimination 	Any amendment to this policy has no direct or indirect impact on this protected characteristic.
Gender re-assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Equality and Human Rights Commission: Gender Reassignment discrimination 2021 Gender Identity Census Data 	Any amendment to this policy has no direct or indirect impact on this protected characteristic.

					<ul style="list-style-type: none"> Equality and Human Rights Commission: Direct and Indirect Discrimination 	
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Equality and Human Rights Commission: Marriage and civil partnership Equality and Human Rights Commission: Direct and Indirect Discrimination 	Any amendment to this policy has no direct or indirect impact on this protected characteristic.
Race, Ethnicity and/or Citizenship	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Vehicle owner and Driver data. Equality and Human Rights Commission: Direct and Indirect Discrimination Equality and Human Rights Commission: Race Discrimination ONS Census data 2021 	<p>Nearly all the hackney carriage vehicles licensed by Oxford City Council are owned by people of Pakistani heritage. Those from a Pakistani heritage represent 1.5% of the Oxfordshire population.</p> <p>Therefore, the emissions policy (requiring the transition to an ultra-low emission vehicle), and any amendments to it, may impact those of a Pakistani heritage disproportionately.</p>
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Equality and Human Rights Commission: Pregnancy and maternity Discrimination Equality and Human Rights Commission: Direct and Indirect Discrimination 	Any amendment to this policy has no direct or indirect impact on this protected characteristic.
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Equality and Human Rights Commission: 	Any amendment to this policy has no direct or indirect impact on this protected characteristic.

					Religion or belief Discrimination <ul style="list-style-type: none"> Equality and Human Rights Commission: Direct and Indirect Discrimination 	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Equality and Human Rights Commission: Sex Discrimination Equality and Human Rights Commission: Direct and Indirect Discrimination 	Any amendment to this policy has no direct or indirect impact on this protected characteristic.
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Equality and Human Rights Commission: Sexual Orientation Discrimination Equality and Human Rights Commission: Direct and Indirect Discrimination 	Any amendment to this policy has no direct or indirect impact on this protected characteristic.

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"/>	<ul style="list-style-type: none"> • 'Justfair' Guidance: Socio-Economic Duty • Licensing Data 	<p>The hackney carriage emission policy requires those with lower emission vehicles to upgrade to ultra-low emission vehicles from 1st January 2026.</p> <p>This is a significant investment for vehicle owners, of the 107 vehicles licenced, there are 67 that will require upgrading from 2026.</p> <p>Any extension to the policy will positively impact vehicle owners who have not upgraded but may negatively impact those that transitioned their vehicles before the deadline.</p>
Other (voluntary consideration) For example: Migrant, refugee, or asylum seekers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Other For example: <ul style="list-style-type: none"> - Unpaid carers - Prison population - Homeless population -Council suppliers & contractors -Cabinet Members 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

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"/> No major change(s) or adjustments and continue with the activity. No need to monitor in the future.
23.	<p>Please explain how you have reached your conclusions above.</p> <p>This assessment identifies that the current Hackney Carriage Vehicle (HCV) emissions policy will primarily affect vehicle owners and licence holders. Any extension to the implementation date would provide financial relief to those who have not yet upgraded their vehicles to meet the Ultra-Low Emissions Vehicle (ULEV) standard, currently 67 vehicles. However, such an extension may result in a financial disadvantage for early adopters of ULEV vehicles, currently 40 vehicles, who have already made significant investment in compliance.</p>			

Section 6: Monitoring and review plan.

The responsibility for maintaining a monitoring arrangement of the EqIA action plan lies with the service/team completing the EqIA. 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>	<p>General Licensing Team, Community Safety</p>
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	<ul style="list-style-type: none"> - team, -directorate, -service area, -Equalities Steering Group,etc. 				
25.	Who (individual, team, or service area) will be responsible for carrying out the EqlA review?	General Licensing Team			
26.	How often will the equality impact be reviewed for this activity? For example- <ul style="list-style-type: none"> -quarterly, -yearly, etc. 	<table> <tr> <td data-bbox="647 507 1196 727">This policy will form part of the wider policy alignment for Local Government Reorganisation, review of the equality impact of the policy will take place as part of that process.</td><td data-bbox="1196 507 1695 727"> 27. Date when the EqlA will be reviewed again. </td><td data-bbox="1695 507 2168 727">~2028</td></tr> </table>	This policy will form part of the wider policy alignment for Local Government Reorganisation, review of the equality impact of the policy will take place as part of that process.	27. Date when the EqlA will be reviewed again.	~2028
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Section 7: Sign-off

Name: Joshua Curnow

Job Title: Licensing Team Manager

Signature:



Name: Tom Hook

Job Title: Deputy Chief Executive

Signature:



Name: Full Name

Job Title: Type here

Signature:

Name: Abby Abrahams

Job Title: Solicitor

Signature: Abby Abrahams

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 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.

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You have now reached the end of the assessment.

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



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