

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.	To assess whether the Officer Decision detailing the proposed eligibility criteria for concessions and free passes have a positive, negative, or neutral impact on individuals and groups with protected characteristics under the Equality Act 2010, and to identify mitigation measures where necessary.	2.	The implementation date of the activity under consideration:	Late 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?	Ongoing	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.	The previous EqlA was published as part of the cabinet papers for the meeting of Oxford City Council Cabinet on 22 October 2025. The papers can be found here .
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: Consideration of eligibility criteria for free and discounted entry to the Museum of Oxford from January 2026		
13.	Which priority area(s) <u>within Oxford City Council's Corporate strategy (2024-2028)</u> does this activity fulfil? Please check as needed.	<div> <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 </div>			
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 ensure that the Museum of Oxford remains accessible to all in the context of introducing a small entry fee from late January 2026. 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. This decision will enable those who may not be in a position to pay the				

		entry fee to gain free or discounted entry. The decision will also enable data collection so monitoring can be undertaken to better understand who is and isn't accessing the museum, to identify gaps or unintended barriers. This will assist with management decisions and fundraising. Significant flexibility is included in evidence requirements for those eligible for free and discounted entry.
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.	Not implementing this activity could risk creating barriers to access the museum for people who are unable to afford the small entry fee.

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

17.	Have you undertaken any consultations in the form of surveys, interviews, and/or focus groups? Please provide details— -when, -how many, and -the approach taken.	No specific focus group sessions, however, a wide range of systems are in place at the Museum to capture visitor feedback.
18.	List information and data used to understand who your residents or staff are and how they will be impacted. These could be- -third-party research,	Census information Leisure Centre Discounts https://www.oxford.gov.uk/leisure-centres-swimming-pools/leisure-centre-bonus-card Those impacted will be anyone who is unable to afford the entry fee.


	-census data, -legislation, -articles, -reports, -briefs.	
19.	If you have not done any consultations or collected data & information, are you planning to do so in the future? Please list the details – -when, -with whom, and -how long will you collect the relevant data.	Fees and charges are included in the annual budget setting process which the public are consulted on every year

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.	Members of staff	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
	The impact may be positive, negative or unknown.	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"/>
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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"/>	<input type="checkbox"/>	The fee may be a barrier to access for some people so concessions and free entry options have been included in the charging model. 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	<ul style="list-style-type: none"> • Free entry for children under 5 • Free entry for foster carers • Concessions for under 18s • Adults aged 18–65 have free entry if they are in receipt of state benefits • Older people in receipt of Pension credit benefit from free entry. • 12 free to enter days per year for people of all ages

Disability (Visible and invisible)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The fee may be a barrier to access for some people so concessions and free entry options have been included in the charging model. 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</p> <p>www.oxford.gov.uk</p> 	<ul style="list-style-type: none"> • Free annual passes for registered blind/disabled individuals and supporters • Free access for people in receipt of state benefits including Severe Disablement Allowance, Disability Living Allowance, Carer's Allowance and Personal Independence Payments (PIP) • Free entry for carers with a Disabled visitor • Volunteers, including those who have told their stories in the museum, will have a free entry pass for a year – this also allows a free plus one for a year too
Gender re-assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The fee may be a barrier to access for some people so concessions and free entry options have been included in the charging model. The fees will also</p>	<ul style="list-style-type: none"> • 12 free to enter days per year for people of all ages • Volunteers, including those who have told their

					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	stories in the museum, will have a free entry pass for a year – this also allows a free plus one for a year too
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The fee may be a barrier to access for some people so concessions and free entry options have been included in the charging model. 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</p> <p>www.oxford.gov.uk</p> <p>OXFORD CITY COUNCIL</p>	<ul style="list-style-type: none"> • 12 free to enter days per year for people of all ages • Free entry for those participating in eligible funded activity • Concessionary rates • Free access for people in receipt of state benefits • Volunteers, including those who have told their stories in the museum, will have a free entry pass for a year – this also allows a free plus one for a year too
Race, Ethnicity and/or Citizenship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The fee may be a barrier to access for some people so concessions and free entry options have been included in the charging model. The fees will also help to ensure the</p>	<ul style="list-style-type: none"> • Free entry for asylum seekers, refugees, and those seeking sanctuary. • Free entry for those participating in

					<p>sustainability of the museum to enable people with all protected characteristics to continue to tell their stories and document their histories</p>	<p>eligible funded activity</p> <ul style="list-style-type: none"> • Concessionary rates • Free access for people in receipt of state benefits • Volunteers, including those who have told their stories in the museum, will have a free entry pass for a year – this also allows a free plus one for a year too • 12 free to enter days per year for people of all ages
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The fee may be a barrier to access for some people so concessions and free entry options have been included in the charging model. 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</p>	<ul style="list-style-type: none"> • Free entry for children under 5 • 12 free to enter days per year for people of all ages • Free entry for those participating in eligible funded activity • Concessionary rates • Free access for people in receipt of state benefits

Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The fee may be a barrier to access for some people so concessions and free entry options have been included in the charging model. 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</p> <p>www.oxford.gov.uk</p> 	<ul style="list-style-type: none"> • Free entry for asylum seekers, refugees, and those seeking sanctuary. • Free entry for those participating in eligible funded activity • Concessionary rates • Free access for people in receipt of state benefits • Volunteers, including those who have told their stories in the museum, will have a free entry pass for a year – this also allows a free plus one for a year too • 12 free to enter days per year for people of all ages
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The fee may be a barrier to access for some people so concessions and free entry options have been included in the charging model. The fees will also help to ensure the sustainability of the museum to enable people with all protected</p>	<ul style="list-style-type: none"> • Free entry for children under 5 • Concessions for under 18s • Free entry for asylum seekers, refugees, and those seeking sanctuary.

					<p>characteristics to continue to tell their stories and document their histories</p> <ul style="list-style-type: none"> • Free entry for those participating in eligible funded activity • Concessionary rates • Free access for people in receipt of state benefits • Volunteers, including those who have told their stories in the museum, will have a free entry pass for a year – this also allows a free plus one for a year too • 12 free to enter days per year for people of all ages
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The fee may be a barrier to access for some people so concessions and free entry options have been included in the charging model. 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</p> <ul style="list-style-type: none"> • Free entry for those participating in eligible funded activity • Concessionary rates • Free access for people in receipt of state benefits • Volunteers, including those who have told their stories in the museum, will have a free entry pass for

						<p>a year – this also allows a free plus one for a year too</p> <ul style="list-style-type: none"> • 12 free to enter days per year for people of all ages
<p>Socio-economic inequalities such as:</p> <p>- income and factors that impact income. -access to jobs</p> <p>This was voluntarily adopted by Oxford City Council on the 13th of March 2024.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The fee may be a barrier to access for some people so concessions and free entry options have been included in the charging model. 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</p> <p>www.oxford.gov.uk</p> <p>OXFORD CITY COUNCIL</p>	<ul style="list-style-type: none"> • Free entry for people living in homeless pathway accommodation. • Free entry for children under 5 • Concessions for under 18s • Older people in receipt of Pension credit benefit from free entry. • Free entry for asylum seekers, refugees, and those seeking sanctuary. • Free entry for those participating in eligible funded activity • Concessionary rates • Free access for people in receipt of state benefits including Council Tax Reduction Scheme (not

						<p>including Single Person's allowance), Housing Benefit, Universal Credit – Housing Element and those with no recourse to public funds.</p> <ul style="list-style-type: none"> • Volunteers, including those who have told their stories in the museum, will have a free entry pass for a year – this also allows a free plus one for a year too • 12 free to enter days per year for people of all ages
<p>Other (voluntary consideration)</p> <p>Council of Sanctuary</p> <p>For example:</p> <p>Migrant, refugee, or asylum seekers.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The fee may be a barrier to access for some people so concessions and free entry options have been included in the charging model. 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</p>	<ul style="list-style-type: none"> • Free entry for asylum seekers, refugees, and those seeking sanctuary including those supported by Council commissioned services providing Homelessness support • Free entry for those participating in eligible funded activity

						<ul style="list-style-type: none"> • Concessionary rates • Free access for people in receipt of state benefits • Volunteers, including those who have told their stories in the museum, will have a free entry pass for a year – this also allows a free plus one for a year too • 12 free to enter days per year for people of all ages
Other For example: <ul style="list-style-type: none"> - Unpaid carers - Prison population - Homeless population -Council suppliers & contractors -Cabinet Members 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The fee may be a barrier to access for some people so concessions and free entry options have been included in the charging model. 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</p>	<ul style="list-style-type: none"> • Free entry for people living in homeless pathway accommodation. • Free entry for those participating in eligible funded activity • Free entry for asylum seekers, refugees, and those seeking sanctuary including those supported by Council commissioned services providing Homelessness support and those

						without recourse to public funds. <ul style="list-style-type: none"> • Concessionary rates • Volunteers, including those who have told their stories in the museum, will have a free entry pass for a year – this also allows a free plus one for a year too • 12 free to enter days per year for people of all ages
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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 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.	<p>Benefits of Implementation:</p> <p>It promotes social inclusion by offering free access to marginalised and low-income groups.</p> <p>It encourages community engagement through volunteer recognition.</p> <p>It aligns with corporate priority of Thriving Communities by maintaining accessibility and fairness.</p> <p>It maintains support for those in receipt of state benefits who may need warm space during colder months.</p> <p>It promotes equity and enhances diversity as income will help to sustain the museum and to publicise it to wider and more diverse audiences</p>
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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>	Culture and Community Development Team
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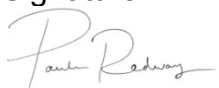
25.	- team, -directorate, -service area, -Equalities Steering Group,etc.		
	Who (individual, team, or service area) will be responsible for carrying out the EqlA review?	Culture and Community Development Team	
26.	How often will the equality impact be reviewed for this activity? For example- -quarterly, -yearly, etc.	Annually	27. Date when the EqlA will be reviewed again. December 2026

Section 7: Sign-off

Name: Paula Redway

Job Title: Culture and Community Development Manager

Signature:



Name: Full Name

Name:

Job Title:

Signature:

Name: Full Name

Name: Full Name

Job Title: Type here

Signature:

Name: Full Name

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

Job Title: Type here

Signature:

Name: Full Name

Job Title: Type here

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Job Title: Type here

Signature:

Name: Full Name

Job Title: Type here

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Job Title: Type here

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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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