

## 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	<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>  <b>For example:</b> -New policy, -Review of existing policy, -Changes in service(s), -New project(s), etc.	Cumulative Impact Assessment Review	2.	<b>The implementation date of the activity under consideration:</b>	21 <sup>st</sup> May 2025
3.	<b>Directorate/Department(s):</b>	General Licensing	4.	<b>Service Area(s):</b>	Community Safety
5.	<b>Who is (are) the assessment lead(s):</b> <b>Please provide:</b> -Name -Email address	Katie Thorp <a href="mailto:kthorp@oxford.gov.uk">kthorp@oxford.gov.uk</a>	6.	<b>Contact details, in case there are queries:</b> <b>Please provide:</b> -Name -Email address	Katie Thorp <a href="mailto:kthorp@oxford.gov.uk">kthorp@oxford.gov.uk</a>
7.	<b>Is this a new or ongoing EqlA?</b>	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.	
9.	<b>Date this EqlA started:</b>	7 <sup>th</sup> May 2025			
10.	<b>Will this EqlA be attached to <a href="#">Corporate Management Team (CMT)</a> reports/updates, which will be published online?</b>	This EqlA will be attached to a report for the Licensing & Gambling Acts Committee	11.	<b>Give a date (tentative or otherwise) when this assessment will be taken to the CMT.</b>	21 <sup>st</sup> May 2025 (L&G Committee)

## 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 type="checkbox"/> Change to an existing activity.	
		<input type="checkbox"/> New Activity	<input checked="" type="checkbox"/> Others. Please specify: Review of an existing activity.			
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 checked="" type="checkbox"/> Strong, fair economy	<input checked="" type="checkbox"/> Thriving Communities	<input type="checkbox"/> Zero Carbon Oxford	<input 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 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.	<b>Outline the aims, objectives, &amp; priorities of the activity being considered.</b>	Review of the Cumulative Impact Assessment (CIA): The aim is for members of the Licensing and Gambling Acts Committee to consider whether the Authority remains of the opinion set out in the current Cumulative Impact Assessment or not, based on the evidence gathered from the consultation.				

<b>16.</b>	<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 and not fulfilling Council's PSED, ... to name a few.</li> </ul>	<p>It is a requirement that the cumulative impact assessment is reviewed every three years, as outlined by Section 5(A) of the Licensing Act 2003. It would be unlawful not to review the cumulative impact assessment.</p>

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

<b>17.</b>	<p><b>Have you undertaken any consultations in the form of surveys, interviews, and/or focus groups?</b></p> <p><b>Please provide details—</b></p> <ul style="list-style-type: none"> <li>-when,</li> <li>-how many, and</li> <li>-the approach taken.</li> </ul>	<p>The Licensing Authority carried out a nine-week consultation in the form of a survey to meet the requirements of Section 5A of the Licensing Act 2003.</p>
<b>18.</b>	<p><b>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></p> <ul style="list-style-type: none"> <li>-third-party research,</li> <li>-census data,</li> <li>-legislation,</li> <li>-articles,</li> </ul>	<p>Section 5(3) of the Licensing Act 2003.</p> <ul style="list-style-type: none"> <li>a) Thames Valley Police</li> <li>b) Oxfordshire Fire and Rescue Service</li> <li>c) Oxfordshire Public Health</li> <li>d) such persons as the licensing authority considers to be representative of holders of premises licences issued by that authority</li> <li>e) such persons as the licensing authority considers to be representative of holders of club premises certificates issued by that authority</li> <li>f) such persons as the licensing authority considers to be representative of holders of personal licences issued by that authority</li> </ul>

	-reports, -briefs.	g) such other persons as the licensing authority considers to be representative of businesses and residents in its area
19.	<p><b>If you have not done any consultations or collected data &amp; information, are you planning to do so in the future?</b></p> <p><b>Please list the details –</b> -when, -with whom, and -how long will you collect the relevant data.</p>	N/A

#### Section 4: Impact analysis.

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20.	<b>Who does the activity impact?</b>	<b>Service Users</b>	Yes x	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
	<p><b>Check as needed.</b></p> <p>The impact may be positive, negative or unknown.</p>	<b>Members of staff</b>	Yes x	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		<b>General public</b>	Yes x	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		<b>Partner / Community Organisation</b>	Yes x	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		<b>City Councillors</b>	Yes x	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		<b>Council suppliers and contractors</b>	Yes <input type="checkbox"/>	No x	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"/>	<ul style="list-style-type: none"> <li>Equality and Human Rights Commission: Age Discrimination</li> <li>Licensing Act 2003</li> </ul>	<ul style="list-style-type: none"> <li>One of the licensing objectives is the protection of children from harm. The CIA assists in promoting this objective.</li> <li>If the CIA results in the adopting of the SSP this will have a positive impact in promoting the licensing objective.</li> </ul>
Disability (Visible and invisible)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Equality and Human Rights Commission: Disability Discrimination</li> <li>Consultation responses</li> </ul>	<ul style="list-style-type: none"> <li>A cumulative impact assessment has no adverse impact on disability. Evidence regarding disabilities is not collected as part of the consultation or assessment itself.</li> <li>Any representations submitted regarding an application within the SSP, where one of the reasons is the applicant's</li> </ul>

						<p>disability, will be disregarded as irrelevant.</p> <ul style="list-style-type: none"> <li>The suitability of a premises for access or use by disabled persons is dealt with under the Equality Act 2010. An applicant or patron would not be treated less well or put at a disadvantage for a reason that relates to a disability.</li> </ul>
<b>Gender re-assignment</b>  77	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Equality and Human Rights Commission: Gender reassignment Discrimination</li> <li>Consultation responses</li> </ul>	<ul style="list-style-type: none"> <li>The CIA has no adverse impact on gender or gender re-assignment.</li> <li>The consultation was open to the public and no responses received were in regard to the CIA impacting on gender.</li> <li>Any representations submitted regarding an application within the SSP, where one of the reasons is the applicant's gender re-assignment, will be disregarded as irrelevant.</li> <li>Access to licensed premises within the SSP is not limited by a patrons gender.</li> <li>An applicant would not be put at a disadvantage for a reason that relates to gender re-assignment.</li> </ul>
<b>Marriage &amp; Civil Partnership</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Equality and Human Rights Commission: Marriage and civil partnership</li> <li>Consultation responses</li> </ul>	<ul style="list-style-type: none"> <li>The CIA has no direct or indirect impact on this protected characteristic.</li> <li>The consultation was open to the public and no responses received were in regard to the CIA impacting on marriage and civil partnerships.</li> </ul>

						<ul style="list-style-type: none"> <li>An applicant would not be put at a disadvantage for a reason that relates to marriage and civil-partnership.</li> </ul>
<b>Race, Ethnicity and/or Citizenship</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Equality and Human Rights Commission: Race discrimination</li> <li>Consultation responses</li> </ul> 	<ul style="list-style-type: none"> <li>The CIA has no direct or indirect impact on this protected characteristic.</li> <li>The consultation was open to the public and no responses received were in regard to the CIA impacting on race, ethnicity and/or citizenship. Any representations submitted regarding an application within the SSP, where one of the reasons is the applicant's race, ethnicity or citizenship, will be disregarded as irrelevant.</li> <li>An applicant would not be put at a disadvantage for a reason that relates to race, ethnicity and/or citizenship.</li> </ul>
<b>Pregnancy &amp; Maternity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Equality and Human Rights Commission: Pregnancy and maternity discrimination</li> <li>Consultation responses</li> </ul>	<ul style="list-style-type: none"> <li>The CIA has no direct or indirect impact on this protected characteristic.</li> <li>The consultation was open to the public and no responses received were in regard to the CIA</li> </ul>



						<p>impacting on pregnancy and maternity.</p> <ul style="list-style-type: none"><li>An applicant would not be put at a disadvantage for a reason that relates to pregnancy and maternity.</li></ul>	
79	Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div><div><div>www.oxford.gov.uk</div><div><div>OXFORD CITY COUNCIL</div></div></div><div><ul style="list-style-type: none"><li>Equality and Human Rights Commission: Religion or belief discrimination</li><li>Consultation responses</li></ul></div></div>	<ul style="list-style-type: none"><li>The CIA has no direct or indirect impact on this protected characteristic.</li><li>The consultation was open to the public and no responses received were in regard to the CIA impacting on religion or belief.</li><li>Any representations submitted regarding an application within the SSP, where one of the reasons is the applicant's religion or beliefs, will be disregarded as irrelevant.</li><li>An applicant would not be put at a disadvantage for a reason that relates to religion or belief.</li></ul>
	Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div><div><div></div><div></div></div><div><ul style="list-style-type: none"><li>Equality and Human Rights Commission: Sex discrimination</li><li>Consultation responses</li></ul></div></div>	<ul style="list-style-type: none"><li>The CIA has no direct or indirect impact on this protected characteristic.</li><li>The consultation was open to the public and no responses received were in regard to the CIA impacting on sex.</li></ul>

						<ul style="list-style-type: none"> <li>Any representations submitted regarding an application within the SSP, where one of the reasons is the applicant's sex, will be disregarded as irrelevant.</li> <li>An applicant would not be put at a disadvantage for a reason that relates to sex.</li> </ul>
<b>Sexual Orientation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Equality and Human Rights Commission: Sexual orientation discrimination</li> <li>Consultation responses</li> </ul>	<ul style="list-style-type: none"> <li>The CIA has no direct or indirect impact on this protected characteristic.</li> <li>The consultation was open to the public and no responses received were in regard to the CIA impacting on sexual orientation.</li> <li>Any representations submitted regarding an application within the SSP, where one of the reasons is the applicant's sexual orientation, will be disregarded as irrelevant.</li> <li>An applicant would not be put at a disadvantage for a reason that relates to sexual orientation.</li> </ul>

<b>Socio-economic inequalities such as:</b>  - income and factors that impact income. -access to jobs  This was voluntarily adopted by <a href="#">Oxford City Council on the 13<sup>th</sup> of March 2024.</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Just fair – the socio-economic duty guidance.</li> </ul>	<ul style="list-style-type: none"> <li>The CIA does has no direct or indirect impact on socio-economic inequalities.</li> <li>The CIA ensures that any application within an SSP are more robust to promote the licensing objectives.</li> </ul>
<b>Other (voluntary consideration)</b>  <b>For example:</b>  Migrant, refugee, or asylum seekers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N/A
<b>Other</b> <b>For example:</b> <ul style="list-style-type: none"> <li>- Unpaid carers</li> <li>- Prison population</li> <li>- Homeless population</li> <li>-Council suppliers &amp; contractors</li> <li>-Cabinet Members</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N/A

## Section 5: Conclusion(s) of your Full Impact Assessment

22.	<b>Conclusions.</b> 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><b>Please explain how you have reached your conclusions above.</b></p> <p>The cumulative impact assessment and any decision to retain the special saturation policy has either a positive or neutral impact on the protected characteristics and therefore no major changes or adjustments are required for this activity.</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.	<b>Who or which team or service area will be responsible for monitoring equalities impact?</b>  <b>For example-</b> - team, -directorate, -service area, -Equalities Steering Group,etc.	General Licensing Team, Community Safety.			
25.	<b>Who (individual, team, or service area) will be responsible for carrying out the EqIA review?</b>	General Licensing Team			
26.	<b>How often will the equality impact be reviewed for this activity?</b> <b>For example-</b> -quarterly, -yearly, etc.	<table> <tr> <td data-bbox="698 1085 1214 1305">           Every three years, in line with the requirements of the Licensing Act 2003.         </td><td data-bbox="1214 1085 1733 1305"> <b>27. Date when the EqIA will be reviewed again.</b> </td><td data-bbox="1733 1085 2159 1305">           2028         </td></tr> </table>	Every three years, in line with the requirements of the Licensing Act 2003.	<b>27. Date when the EqIA will be reviewed again.</b>	2028
Every three years, in line with the requirements of the Licensing Act 2003.	<b>27. Date when the EqIA will be reviewed again.</b>	2028			

# Section 7: Sign-off

Name: **Katie Thorp**

Job Title: **Supervising Senior Licensing Officer**

Signature:

*Katie Thorp*

Name: Full Name

Job Title: Type here

Signature:

Name: Full Name

Job Title: Type here

Signature:

Name: **Joshua Curnow**

Job Title: **Licensing Team Manager**

Signature:

*[Signature]*

Name: Full Name

Job Title: Type here

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

Signature:

Name: Full Name

Job Title: Type here

Signature:

## 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.**