

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- safridi@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.	Name of activity being assessed. For example: -New policy, -Review of existing policy, -Changes in service(s), -New project(s), etc.	Insert: Fees and Charges 2026-2027	2.	The implementation date of the activity under consideration:	01.04.2026
3.	Directorate/Department(s):	Planning and Regulation	4.	Service Area(s):	Business Regulation Team , Miscellaneous Licensing
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address	Nicholas Cox	6.	Contact details, in case there are queries: Please provide: -Name -Email address	Nicholas Cox ncox@oxford.gov.uk
7.	Is this a new or ongoing EqlA?	New <input type="checkbox"/> Extension to existing EqlA <input type="checkbox"/> 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.	no
9.	Date this EqlA started:	28.01.2026			
10.	Will this EqlA be attached to Corporate Management Team (CMT) reports/updates, which will be published online?	yes	11.	Give a date (tentative or otherwise) when this assessment will be taken to the CMT.	01.04.2026

Section 2: About the activity, change, or policy that is being assessed.

12	Type of activity being considered: Check the most appropriate.	<input checked="" 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 type="checkbox"/> Others. Please			
13	Which priority area(s) within <u>Oxford City Council's Corporate strategy (2024-2028)</u> does this activity fulfil? Please check as needed.	<input type="checkbox"/> Good, affordable homes	<input type="checkbox"/> Strong, fair economy	<input checked="" type="checkbox"/> Thriving Communities	<input 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.	Aims: Fair and consistent application of the fees and charges 2026-2027		Objectives: Submit yearly fees and charges application for approval to the general		Priorities Thriving communities

		Purposes licensing Committee	
16	<p>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>Failure to review and approve fees annually could result in fees no longer reflecting the cost of service delivery, leading to budget shortfalls, cross subsidy from other council services, and inconsistent treatment of licence holders</p>	

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

14	17	<p>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>The street Trading Policy is reviewed on a three year basis, the fees and charges are reviewed yearly as part of the budget process to full council.</p>	
	18	<p>List information and data used to understand who your residents or staff are and how they will be impacted.</p>	<p>The process of the consultation of the Street trading Policy which include consultation of traders and residents. No specific demographic data is collected on licence holders beyond that required for licensing purposes. Fees are applied uniformly to all applicants within each licence category.</p>	

	<p>These could be-</p> <ul style="list-style-type: none"> -third-party research, -census data, -legislation, -articles, -reports, -briefs. 	
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 –</p> <ul style="list-style-type: none"> -when, -with whom, and -how long will you collect the relevant data. 	At the next Policy review in 2027

Section 4: Impact analysis.

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

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"/>	X <input type="checkbox"/>	<input type="checkbox"/>	Consultation and final policy statement – Consultation sent to all current street traders open dialogue box at Question 8 Further comments on Street Trading Policy, which refers to fees and charges at section 16 Fees and 17 Conditions	The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or

17					<p>Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristics</p>	<p>standards applied.</p> <p>Fees are reviewed annually to ensure proportionality and affordability. Applicants experiencing financial hardship may contact the service to discuss payment options where applicable.</p>
<p>Disability</p> <p>(Visible and invisible)</p>			<p>X</p> 		<p>Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristics</p>	<p>The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or standards applied.</p>

Gender re-assignment	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<p>Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristic</p>	<p>The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or standards applied.</p>
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<p>Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristic</p>	<p>The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or standards applied.</p>

19	Race, Ethnicity and/or Citizenship	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristic	The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or standards applied.
	Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristic	The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or

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						standards applied.
20 Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristic	The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or standards applied.
Sex	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No	The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect

					differentiation is made on the basis of protected characteristic	eligibility for a licence and do not change the regulatory requirements or standards applied.
2 Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristic	The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or standards applied.

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<p>Other (voluntary consideration)</p> <p>Migrant, refugee, or asylum seekers</p>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<p>Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristic</p>	<p>The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or standards applied. The GPLC/GPLSC have the opportunity to comment when applications for consent are present to committee for a decision.</p>
<p>Other (voluntary consideration)</p> <p>Socio-economic status (income, wealth, etc.)</p>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<p>Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No</p>	<p>The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect</p>

23					<p>differentiation is made on the basis of protected characteristics</p>	<p>eligibility for a licence and do not change the regulatory requirements or standards applied. The GPLC/GPLSC have the opportunity to comment when applications for consent are present to committee for a decision</p>
<p>Other For example: - Unpaid carers - Prison population - Homeless population -Council suppliers & contractors -Cabinet Members</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>List the other groups</p> <p>Evidence</p>	<p>What is the data telling us about impact on this group?</p> <p>How will you mitigate disproportionate impact (positive or negative)?</p>

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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 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>The policy review and the finalised Street Trading Policy through consultation will update at that point</p> <p>The assessment has identified no evidence of disproportionate impact on any protected characteristic. The activity involves an annual review of fees applied uniformly within existing licensing regimes. Equality considerations will continue to be monitored through future policy reviews and annual fee</p>		

setting processes. The GPLC/GPLSC can comment when applications for consent are present to committee for a decision. The financial impact on traders has been addressed in the past, with the application of payment plans where appropriate. Following the Covid 19 epidemic a number of traders were in arrears this has been addressed and there are currently no traders in arrears or reports of hardship due to the fees and charges regime.

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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>Business Regulation Team through annual fees review and periodic policy reviews.</p>		
25.	<p>Who (individual, team, or service area) will be responsible for carrying out the EqlA review?</p>	<p>Nicholas Cox</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>Annual review</p>	<p>27.</p>	<p>Date when the EqlA will be reviewed again.</p> <p>2027</p>

Section 7: Sign-off

Name: Nicholas Cox

Job Title: Business regulation Team Manager

Signature: N Cox

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 EqlA.

Name: Full Name

Job Title: Type here

Signature:

Name: Full Name

Job Title: Type here

Signature:

Name: Full Name

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Name: Full Name

Job Title: Type here

Signature:

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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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