**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.** | Maintenance of Passenger Lifts and Stair/Through floor Lifts Contract | **2.** | **The implementation date of the activity under consideration:** | Start and duration of Contract |
| **3.** | **Directorate/Department(s):** | Corporate and Property | **4.** | **Service Area(s):** | Property and Assets |
| **5.** | **Who is (are) the assessment lead(s):**<br>**Please provide:**<br>-Name<br>-Email address | Bill Chamberlain<br>wchamberlain@oxford.gov.uk | **6.** | **Contact details, in case there are queries:**<br>**Please provide:**<br>-Name<br>-Email address | Bill Chamberlain<br>wchamberlain@oxford.gov.uk |
| **7.** | **Is this a new or ongoing EqIA?** | ☒ New<br>☐ | **8.** | 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. | Not an extension |
| **9.** | **Date this EqIA started:** | 14/08/2025 | | | |
| **10.** | **Will this EqIA be attached to** Corporate Management Team (CMT) **reports/updates, which will be published online?** | No | **11.** | **Give a date (tentative or otherwise) when this assessment will be taken to the** CMT. | N/A |

www.oxford.gov.uk
OXFO
CIT
COUN

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

| | | | | | |
|---|---|---|---|---|---|
| **12.** | **Type of activity being considered:**<br><br>Check the most appropriate. | ☐ | ☒ Decommissioning | ☒ Commissioning | ☐ |
| | | ☒ Service and maintenance | ☐ Others. Please specify: | | |
| **13.** | **Which priority area(s) within Oxford City Council's Corporate strategy (2024-2028) does this activity fulfil?**<br><br>Please check as needed. | ☐ Good, affordable homes | ☐ Strong, fair economy | ☐ Thriving Communities | ☐ Zero Carbon Oxford | ☒ Well run council |
| **14.** | **Which priority area(s) within Oxford City Council's Equality, Diversity & Inclusion Strategy (2022) does this activity fulfil?**<br><br>Please check as needed. | ☒ Responsive services and customer care. | ☐ Diverse and engaged workforce. | ☐ Leadership & organisational commitment. | ☒ Understanding and working with our communities. |
| **15.** | **Outline the aims, objectives, & priorities of the activity being considered.** | Objectives will be users of the Passenger lifts and Stair/through floor Lifts where priorities will be when upgrading or replacing lifts how people with disabilities use the lifts and age of users. | | | |

www.oxford.gov.uk OXFORD CITY COUNCIL

| | | |
|---|---|---|
| 16. | **Please outline the consequences of not implementing this activity.**<br>**For example,**<br>-Existing activity does not fulfill Corporate Objectives,<br>-existing activity is discriminatory and not fulfilling Council's PSED, … to name a few. | Not having a contract will limit access to our buildingd for disabled users. |

## 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?**<br><br>**Please provide details—**<br>-when,<br>-how many, and<br>-the approach taken. | No, the existing lifts are being maintained and installed, however future installations will be considered and under section 20 consultations |
| 18. | **List information and data used to understand who your residents or staff are and how they will be impacted.**<br><br>**These could be-**<br>-third-party research,<br>-census data,<br>-legislation,<br>-articles,<br>-reports,<br>-briefs. | In formation taken from QL data base, Occupational health assessments and where there is a requirement in public buildings to install a new lift to assess typical users and what the building is designed for. |

www.oxford.gov.uk
OXFORD CITY

| | | |
|---|---|---|
| **19.** | **If you have not done any consultations or collected data & information, are you planning to do so in the future?**<br><br>**Please list the details –**<br>-when,<br>-with whom, and<br>-how long will you collect the relevant data. | Yes, as described above. |

## Section 4: Impact analysis.

| | | | | | |
|---|---|---|---|---|---|
| **20.** | **Who does the activity impact?**<br><br>**Check as needed.**<br><br>The impact may be positive, negative or unknown. | **Service Users** | Yes ☒ | **No** ☐ | Don't Know ☐ |
| | | **Members of staff** | **Yes** ☒ | No ☐ | Don't Know ☐ |
| | | General public | **Yes** ☒ | No ☐ | Don't Know ☐ |
| | | **Partner / Community Organisation** | Yes ☒ | **No** ☐ | Don't Know ☐ |
| | | **City Councillors** | Yes ☒ | **No** ☐ | Don't Know ☐ |
| | | **Council suppliers and contractors** | Yes ☒ | No ☐ | Don't Know ☐ |

OXFORD CITY COUNCIL

| 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**<br><br>**Mitigations** |
| **Age** | ☒ | ☐ | | ☐ | QL data, passenger and stair lift sites and locations. | Data on users and building usage. Mitigation through design of lift |
| **Disability**<br><br>**(Visible and invisible)** | ☒ | ☐ | ☐ | ☐ | QL data, passenger and stair lift sites and locations. | Data on users and building usage. Mitigation through design of lift |
| **Gender re-assignment** | ☐ | ☐ | ☒ | ☐ | | |
| **Marriage & Civil Partnership** | ☐ | ☐ | ☒ | ☐ | | |

www.oxford.gov.uk
OXFORD CITY COUNCIL

| | | | | | | |
|---|---|---|---|---|---|---|
| **Race, Ethnicity and/or Citizenship** | ☐ | ☐ | ☒ | ☐ | | |
| **Pregnancy & Maternity** | ☒ | ☐ | ☐ | ☐ | | |
| **Religion or Belief** | ☐ | ☐ | ☒ | ☐ | | |
| **Sex** | ☐ | ☐ | ☒ | ☐ | | |

www.oxford.gov.uk
OXFORD CITY COUNCIL

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | |
| **Sexual Orientation** | ☐ | ☐ | ☒ | ☐ | | |
| **Socio-economic inequalities such as:**<br><br>**-** income and factors that impact income.<br>-access to jobs<br><br>This was voluntarily adopted by Oxford City Council on the 13th of March 2024. | ☐ | ☐ | ☒ | ☐ | | |
| **Other (voluntary consideration)**<br><br>**Council of Sancturary**<br><br>**For example:**<br><br>Migrant, refugee, or asylum seekers. | ☐ | ☐ | ☒ | ☐ | | |

www.oxford.gov.uk
OXFORD CITY COUNCIL

| | | | | | | |
|---|---|---|---|---|---|---|
| **Other**<br>**For example:**<br>- Unpaid carers<br>- Prison population<br>- Homeless population<br>-Council suppliers & contractors<br>-Cabinet Members | ☐ | ☐ | ☒ | ☐ | | |

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

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **22.** | | **Conclusions.** | | | | | | |
| | ☐ | Stop and reconsider the activity. | ☐ | Adjust activity before beginning the activity and continue to monitor. | ☐ | No major change(s) or adjustments and continue with activity but continue to monitor. | ☒ | 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** | | **Benefits of Implementation**:<br>**Promotes Equity**: Ensures everyone has equal opportunities. |

| | | | |
|---|---|---|---|
| | **conclusions above.** | | **Enhances Diversity**:<br><br>**Improves Representation**: |

## 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.** | **Who or which team or service area will be responsible for monitoring equalities impact**?<br><br>**For example-**<br>- team,<br>-directorate,<br>-service area,<br>-Equalities Steering Group,etc. | | Property Service Team, Technical Team, General Fund Team, HRA Team | | |
| **25.** | **Who (individual, team, or service area) will be responsible for carrying out the EqIA review?** | | N/A | | |
| **26.** | **How often will the equality impact be reviewed for this activity?** | | N/A | **27.** **Date when the EqIA will be reviewed again.** | Not being reviewed again |

www.oxford.gov.uk
OXFORD CITY COUNCIL

| | | | | | |
|---|---|---|---|---|---|
| [redacted] | **For example-**<br>-quarterly,<br>-yearly, etc. | | | [redacted] | |

## Section 7: Sign-off

Name: Bill Chamberlain

Job Title: Building Engineering Contracts Manager

Signature: ----------

Name: James Viljoen

Job Title: Technical Manager

Signature: James Viljoen ----------

Name:

Job Title:

Signature: ----------

Name: Gail Malkin

Job Title: Head of People

Signature: G Malkin ----------

Name: Full Name

Job Title: Type here

Signature: ----------

Name: Full Name

Job Title: Type here

Signature: ----------

Name: Full Name

Job Title: Type here

Signature: ----------

Name: Full Name

Job Title: Type here

Signature: ----------

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.**

www.oxford.gov.uk OXFORD CITY COUNCIL

---
---

**You have now reached the end of the assessment.**

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

www.oxford.gov.uk
OXFORD CITY COUNCIL