

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](#).**

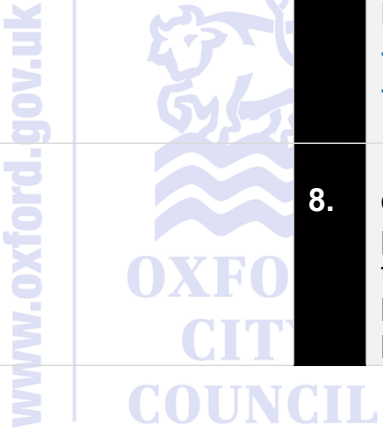
1. Age	6. Race & Ethnicity
2. Disability	7. Religion or Belief
3. Gender Reassignment	8. Sex
4. Marriage & Civil Partnership	9. Sexual Orientation
5. Pregnancy & Maternity	NEW- Socio-economic inequalities (voluntary adoption)
	NEW- Sanctuary seeking status leading to intersecting inequalities (voluntary 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.

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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.	Controlled Entry Systems Replacement	2.	The implementation date of the activity under consideration:	01-06-2026
3.	Directorate/Department(s):	Director of Housing	4.	Service Area(s):	Housing
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address	Michael Woods mwoods@oxford.gov.uk	6.	Contact details, in case there are queries: Please provide: -Name -Email address	Michael Woods mwoods@oxford.gov.uk
7.	Is this a new or ongoing EqIA?	New	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.	No
9.	Date this EqIA started:	18-02-2026			
10.	Will this EqIA be attached to Corporate Management Team (CMT) reports/updates, which will be published online?	No			

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

<p>12.</p>	<p>Type of activity being considered:</p> <p>Check the most appropriate.</p>	<input type="checkbox"/>	<input type="checkbox"/> Decommissioning	<input checked="" type="checkbox"/> Commissioning	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/> Others. Please specify:			
<p>13.</p>	<p>Which priority area(s) <u>within Oxford City Council's Corporate strategy (2024-2028)</u> does this activity fulfil?</p> <p>Please check as needed.</p>	<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
<p>14.</p>	<p>Which priority area(s) within <u>Oxford City Council's Equality, Diversity & Inclusion Strategy (2022)</u> does this activity fulfil?</p> <p>Please check as needed.</p>	<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.	
<p>15.</p>	<p>Outline the aims, objectives, & priorities of the activity being considered.</p>	<p>To replace the access control systems in the HRA multiple occupancy buildings with a new, cloud-based fob management system.</p>				
<p>16.</p>	<p>Please outline the consequences of not implementing this activity. For example, -Existing activity does not fulfill</p>	<p>Existing systems will continue in operation until such a time that they hit storage capacity. The council will be unable to allocate replacement fobs to existing residents, or new fobs to new incoming residents. This will directly affect the council's ability to provide Good, Affordable Homes.</p>				

Corporate Objectives,
 -existing activity is discriminatory
 and not fulfilling Council's PSED,
 ... to name a few.

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

<p>17.</p>	<p>Have you undertaken any consultations in the form of surveys, interviews, and/or focus groups?</p> <p>Please provide details— -when, -how many, and -the approach taken.</p>	<p>No.</p>
<p>18.</p>	<p>List information and data used to understand who your residents or staff are and how they will be impacted.</p> <p>These could be— -third-party research, -census data, -legislation, -articles, -reports, -briefs.</p>	<p>Not applicable.</p>
<p>19.</p>	<p>If you have not done any consultations or collected data & information, are you planning to do so in the future?</p>	<p>Yes</p>

Please list the details –
 -when,
 -with whom, and
 -how long will you collect the relevant data.

Resident engagement drop in events, letter drops etc.

Section 4: Impact analysis.

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

Protected Characteristic	Positive	Negative	Neutral	Don't know	Data/in support assess
Age		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disability (Visible and invisible)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gender re-assignment		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Race, Ethnicity and/or Citizenship		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pregnancy & Maternity 258	<input type="checkbox"/>  	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Sex			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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"/>	
Other (voluntary consideration) Sanctuary seeking status leading to intersecting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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inequalities experienced by

For example:

asylum seeker, refugee, person with insecure immigration status

Oxford City Council became a local authority of sanctuary in December 2024, thereby committing to learn from our experiences, embed inclusive practices and share efforts to create a culture of welcome and safety for all.

Other

For example:

- Unpaid carers
- Prison population
- Homeless population
- Council suppliers & contractors
- Cabinet Members

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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.	Resident engagement will be a core part of this project throughout delivery, and a dedicated Resident Liaison Officer will be key to understanding the needs of residents through this process. There are currently no anticipated adjustments required for this project to meet compliance with the Equality Act 2010, however should this change through the course of the programme this will be re-evaluated to ensure the best outcomes for the remainder of the programme.			

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.	Who or which team or service area will be responsible for	Housing Services
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monitoring equalities impact?

For example-
 - team,
 -directorate,
 -service area,
 -Equalities Steering Group,etc.

25. Who (individual, team, or service area) will be responsible for carrying out the EqIA review?

26. How often will the equality impact be reviewed for this activity?
For example-
 -quarterly,
 -yearly, etc.

Project Manager – Housing Services			
Yearly	27.	Date when the EqIA will be reviewed again.	01-03-2027

Section 7: Sign-off

Name: Michael Woods

Name:

Name: Full Name

Job Title: Major Works Project Manager

Job Title:

Job Title: Type here

Signature:

Signature:

Signature:

Name:
Job Title:

Name: Full Name
Job Title: Type here

Name: Full Name
Job Title: Type here

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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.

You have now reached the end of the assessment.

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

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