

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.	Procurement of the Council's water supply and wastewater contract for its corporate estate.	2.	The implementation date of the activity under consideration:	08.07.2026
3.	Directorate/Department(s):	Regeneration, Economy & Sustainability	4.	Service Area(s):	Environmental Sustainability
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address	Alice Jones (Carbon Reduction Project Manager) - ajones@oxford.gov.uk	6.	Contact details, in case there are queries: Please provide: -Name -Email address	
7.	Is this a new or ongoing EqlA?	☐ 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:	14.05.2026			
10.	Will this EqlA be attached to Corporate Management Team (CMT) reports/updates, which will be published online?	It will be attached to report going to Cabinet in July.	11.	Give a date (tentative or otherwise) when this assessment will be taken to the CMT.	Going to Cabinet in July.

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

12.	Type of activity being considered: Check the most appropriate.	☐	☐ Decommissioning	☐ Commissioning	☐	
		☒	☐ Others. Please specify: Procurement of OCC's water supply and wastewater contract for its corporate estate.			
13.	Which priority area(s) <u>within Oxford City Council's Corporate strategy (2024-2028)</u> does this activity fulfil? Please check as needed.	☐ Good, affordable homes	☐ Strong, fair economy X	☐ Thriving Communities	☐ Zero Carbon Oxford X	☐ Well run council X
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.	☐ Responsive services and customer care. X	☐ Diverse and engaged workforce.	☐ Leadership & organisational commitment.	☐ Understanding and working with our communities.	
15.	Outline the aims, objectives, & priorities of the activity being considered.	The Council current water supply and wastewater contract for its corporate estate is due to expire in September 2026; the aim of this activity is to re-procure the Council's water contract. This is an essential Council Service. Due to the reasons outlined in the full Cabinet paper, Council officers recommend awarding the Contract on a Direct Award route to the incumbent supplier, WAVE Ltd.				

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 undertaking the re-procurement of the Council's corporate water contract risks the Council going onto more costly deemed rates; securing a water contract for the Council's large corporate estate means the Council is able to lock in more attractive rates on a multi-year basis. The activity is an essential service and meet the Council's 'well run Council' priority.
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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. Internally Legal and Finance have been consulted and given advice.
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 data, -legislation, -articles, -reports, -briefs.	N/a Water contract impacts the Council's corporate estate in which it pays the energy bill.

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.	No, N/a.
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Section 4: Impact analysis.

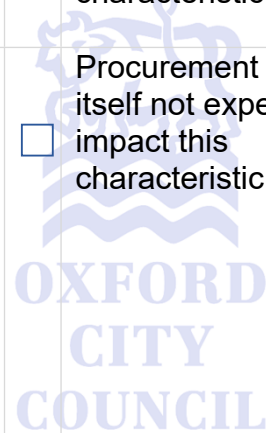
20.	Who does the activity impact?	Service Users	Yes ☐	No ☐	Don't Know ☐
	Check as needed. The impact may be positive, negative or unknown.	Members of staff	Yes ☐	No ☐	Don't Know ☐
		General public	Yes ☐	No ☐	Don't Know ☐
		Partner / Community Organisation	Yes ☐	No ☐	Don't Know ☐
		City Councillors	Yes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

21.	Does the activity impact positively or negatively on any protected characteristics as stated within Equality (Act 2010)?					
Protected Characteristic	Positive	Negative	N e u t r a l	D o n' t k n o w	Data/information/evidence supporting your assessment	Analysis & insight Mitigations
Age		☐		☐	Procurement activity itself not expected to impact this characteristic.	
Disability (Visible and invisible)		☐	☐	☐	Procurement activity itself not expected to impact this characteristic.	
Gender		☐		☐	Procurement activity itself not expected to	

re-assignment					impact this characteristic.	
Marriage & Civil Partnership	☐	☐		☐	Procurement activity itself not expected to impact this characteristic.	
Race, Ethnicity and/or Citizenship		☐	☐	☐	Procurement activity itself not expected to impact this characteristic.	
Pregnancy & Maternity	☐	☐		☐	Procurement activity itself not expected to impact this characteristic.	
Religion or Belief	☐	☐		☐	Procurement activity itself not	

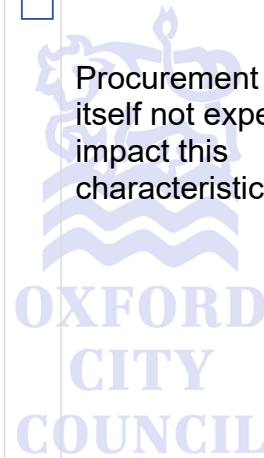
					expected to impact this characteristic.	
Sex				☐	Procurement activity itself not expected to impact this characteristic.	
Sexual Orientation 3661	☐	☐		☐	Procurement activity itself not expected to impact this characteristic.	

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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.	☐	☐		☐ Procurement activity itself not expected to impact this characteristic.	
Other (voluntary consideration) Sanctuary seeking status leading to intersecting 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	☐	☐		☐ Procurement activity itself not expected to impact this characteristic.	

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culture of welcome and safety for all.						
Other For example: - Unpaid carers - Prison population - Homeless population -Council suppliers & contractors -Cabinet Members	☐	☐	☐	☐ Procurement activity itself not expected to impact this characteristic.		

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

							monit or in the future .
23.	Please explain how you have reached your conclusions above.	Water supply and wastewater services is an essential service in which does not promote equity, diversity or representation but is does not jeopardise it either. Please note that is contract only deals with the supply, transport, distribution and removal of water at each site, it doesn't not relate to types, locations and accessibility of taps onsite across OCC's estate. Benefits of Implementation: Promotes Equity: Ensures everyone has equal opportunities. Enhances Diversity: Improves Representation:					

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 monitoring equalities impact? For example-	Regeneration, Economy and Sustainability
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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?	Environmental Sustainability		
26.	How often will the equality impact be reviewed for this activity? For example- -quarterly, -yearly, etc.	The contract is proposed to be 2+1+1 so when the Council is choosing whether to exercise the +1 options, the EIA should be revisited.	27.	Date when the EqlA will be reviewed again.
				September 2028

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Section 7: Sign-off

Name: Alice Jones
Job Title: Carbon Reduction
Project Manager

Signature:

Name: Rose Dickinson

Job Title: Environmental Sustainability
Team Manager

Signature:

Name: Full Name
Martin Kerslake

Job Title: Type here
Environmental
Sustainability Lead
Signature:

- Suggested list of people to include are:**
- Project lead/ma nager.
 - Head of service area or team.





Name:

Name: Full Name

Name: Full Name

Job Title:

Job Title: Type here

Job Title: Type here

Signature:

Signature:

Signature:

Name: Full Name

Name: Full Name

Name: Full Name

Job Title: Type here

Job Title: Type here

Job Title: Type here

Signature:

Signature:

Signature:

You have now reached the end of the assessment.

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