

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.	Lifting Equipment and Lifting Operations Policy	2.	The implementation date of the activity under consideration:	May 2026
3.	Directorate/Department(s):	Housing	4.	Service Area(s):	Housing
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address	James Watkins jwatkins@oxford.gov.uk	6.	Contact details, in case there are queries: Please provide: -Name -Email address	James Watkins jwatkins@oxford.gov.uk
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:	November 2025			
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.	May 2026

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: HRA Policy			
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	☐ Thriving Communities	☐ Zero Carbon Oxford	☐ 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.	☐ 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.	The policy specifies how lifting equipment and lifting operations should operate and be maintained to ensure the health and safety of all residents, visitors, staff and contractors				
16.	Please outline the consequences of not implementing this activity. For example, -Existing activity does not fulfill	In 2018, the then Government published the Social Housing White Paper to ensure residents of social housing are safe, listened to, live in good quality homes and have access to help when things go wrong. Consequently, the Social Housing Regulation Act ("the Act") received Royal Assent in July 2023. The Act forms a new regulatory framework for the social housing sector, aiming to give residents greater powers and improve access to quick and fair solutions to				

Corporate Objectives, -existing activity is discriminatory and not fulfilling Council's PSED, ... to name a few.	problems. This includes a full equalities and diversity assessment is undertaken to meet the needs of all tenants. Over the course of its 2025/26 financial year, the housing service has demonstrated a clear commitment to equalities and diversity across its services. Policies have been developed to ensure that all individuals, regardless of background, have fair and equitable access to housing opportunities. Service user data has been collected and reviewed to monitor representation and identify any potential gaps in service provision. This analysis has highlighted areas of strength, such as the successful accommodation of residents from a range of ethnic, age, and ability groups. However, it has also revealed opportunities for further improvement, particularly in reaching underrepresented communities and ensuring that all communication is accessible for people with disabilities or those for whom English is not a first language. Feedback from residents has been used to shape service delivery, with regular consultations helping to ensure that diverse voices are heard and acted upon. In summary, this policy has been drafted to meet the needs of all residents taking full account of all equalities provisions.
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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—	Yes – Residents Involvement Programme The Council recognises its equalities responsibilities as well as the critical need to listen and act on the lived in experiences of our residents.
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	-when, -how many, and -the approach taken.	
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.	- Legislation - Risk assessment for vulnerable groups - Equalities assessment exercise - Engagement with residents
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.	N/A 

Section 4: Impact analysis.

20.	Who does the activity impact?	Service Users	Yes ☒	No	Don't Know ☐
		Members of staff	Yes ☒	No ☐	Don't Know ☐

Check as needed. The impact may be positive, negative or unknown.	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	Neutral	Don't know	Data/information/evidence supporting your assessment	Analysis & insight Mitigations
Age		☐	☒	☐		

Disability (Visible and invisible)		x		☐	The lack of a passenger lift provision has a severe impact for residents with mobility disabilities. Residents with disabilities are also reliant on the safe and reliable use of hoists, platform lifts and stair lifts. Consequently, the policy has been drafted to ensure the pressing needs of residents with disabilities are at the forefront of this policy with their needs being prioritised as a direct consequence of the impact of this policy. This is to ensure residents with disabilities are fully supported.	
Gender re-assignment		☐	x	☐		
Marriage & Civil Partnership	☐	☐	x	☐		
Race, Ethnicity and/or Citizenship		☐	x	☐		

Pregnancy & Maternity	☒	☐		☐	The need for passenger lifts to be reliable for women who are in advanced state of pregnancy is recognised in this policy. Consequently, there is a clear priority to ensure passenger lifts are maintained and action is taken to quickly and efficiently to ensure repairs are undertaken when required.	
Religion or Belief	☐	☐	X	☐		
Sex			x	☐		
Sexual Orientation	☐	☐	X	☐		

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.	☐	☐	X	☐		
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	☐	☐		☐		

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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	☐	☐		☐		

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	No major change(s) or adjustments and continue with the activity. No

					and continue with activity but continue to monitor.	need to monitor in the future.
23.	Please explain how you have reached your conclusions above.		Benefits of Implementation: Promotes Equity: Ensures everyone has equal opportunities. Enhances Diversity: Improves Representation:			

3664	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- - team, - directorate, - service area,		Housing			

25.	Who (individual, team, or service area) will be responsible for carrying out the EqlA review?				
		HRA Team			
26.	How often will the equality impact be reviewed for this activity? For example- -quarterly, -yearly, etc.	Yearly	27.	Date when the EqlA will be reviewed again.	May 2027

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Section 7: Sign-off

Name: James Watkins

Job Title: Housing Policies and Projects Officer

Signature:

Name:

Job Title:

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.
- 4) EDI Lead.
- 5) EDI Specialist.
- 6) For joint projects, please include the following:



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Name:

Job Title:

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:

You have now reached the end of the assessment.

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

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