

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.	Voids 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 Error! Bookmark not defined.
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:	May 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.	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.	This policy sets out Oxford City Council's (OCC) approach to dealing with voids (empty residential properties). The objectives of the policy are to: • Provide clear information relating to the voids process • Ensure that aids and adaptations are factored into the voids process • Process voids within published timescales				

	• Support and facilitate residents in obtaining suitable alternative housing where a transfer through the Allocations Scheme is considered to be the best provision in line with Occupational Therapist (OT) recommendations.. • Ensure that appropriate servicing contracts are in place for any relevant equipment such as, but not exclusive to, track hoists, stair lifts and through floor lifts.
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.	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 problems. This includes a full equalities and diversity assessment is undertaken to meet the needs of all tenants. The following is also in line with this policy: • The Chronically Sick and Disabled Persons Act 1970 • The Housing Grants Construction and Regeneration Act 1996 • Children Act 1996 • Equality Act 2010 • The Care Act 2014 • Mental Capacity Act 2005 • Regulatory Reform (Housing Assistance) Order 2002 • The Housing Act 1985 • The Housing Act 2004 - Housing Health and Safety Rating System (HHSRS) • Home Adaptations for Disabled People 2013 • Social Housing (Regulation) Act 2023 • Disabled Facilities Grant (DFG) delivery: Guidance for local authorities in England

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.	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. The policy has the potential to affect the majority of tenants who, due to age related conditions, can endure disabilities with a significant proportion of tenants aged between 55 to 84.
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 The statistics from the Council’s <i>Know Your Tenant</i> data demonstrates that 36% of tenants, as of 2 April 2026, has disabilities. A further breakdown of figures from the Council’s General, Homelessness and Transfer Registers are as follows:

Mobility Level (Live applications excl shared ownership register)

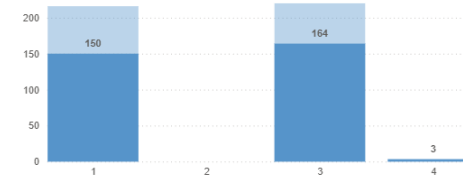
Mobility levels:
 Mobility 1: Level access into and throughout the property
 Mobility 2: Wide door ways and electric switches placed to suit a disabled person
 Mobility 3: Some adaptations, such as level access shower, stair lift or walk-in bath
 Mobility 4: Purpose built or fully adapted for wheelchair use

Mobility Level	Applications
1	150
3	164
4	3
Total	317



	Mobility Level			
Register	1	3	4	Total
General register	62	54	1	117
Homeless register	4	2		6
Transfer register	150	164	3	317
Total	217	220	4	441

Applications by Mobility Level



Applications by Mobility Level and Register



This data demonstrates the consistent rise in demand for aids and adaptations.

Therefore this assessment has informed the development of the Voids Policy in ensuring the needs of all tenants are met to ensure independent living for all tenants while continuing to meet existing needs.

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? Check as needed. 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 ☐

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

3707 Age	x	☐		☐	Age related disabilities have been identified with the <i>Know Your Tenant</i> data and consequently the equalities assessment has shaped the draft policy to meet the needs of older residents www.oxford.gov.uk  OXFORD CITY COUNCIL	An Equality Impact Assessment (EqIA) has been carried out in compliance with the Council's Public Sector Equality Duty under the Equality Act 2010 in order to determine whether the policy would have an adverse impact on persons with protected characteristics. Whilst the EqIA has identified that there are no adverse impacts anticipated by this policy on any person with protected characteristics, nevertheless, it is identified that there are certain groups who may be affected by this policy. These groups are: • children • adults with learning difficulties • oxygen users • people taking certain medication
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3708					- those suffering the effects of drugs and alcohol - adults aged 65 and older - people with disabilities - Individuals being supported by the Community Safety team and related support services The policy is designed as a proactive measure to assist the affected groups so that all tenants can be supported with independent living. This is also in line with the Regulator of Social Housing's Consumer Standard where the needs of tenants leads the prioritisation of housing service provision.
Disability (Visible and invisible)	x	☐		☐	The significant level of disabilities amongst tenants have been identified with the <i>Know Your Tenant</i> data and consequently the equalities assessment has shaped the draft policy to meet the needs of older residents According to the Council's <i>Know Your Tenant</i> data that the Council has collated there are, as of 2 April 2026, 3909 household members who have disabilities who could benefit from this policy. If the figure is considered of direct tenants who have disabilities, as of 2 April 2026,

3709						this relates to 2809 tenants. This, as of this date, is out of 7786 tenancies. Therefore, at the time of the production of this assessment, 36% of all tenants could benefit from this proactive policy. With the ageing profile of tenants within the housing estate, it has been assessed there would be an increase in age related disabilities in the near term thereby making this policy a key feature of the Council's housing service provision for its tenants.
Gender re-assignment		☐	X	☐		
Marriage & Civil Partnership	☐	☐	X	☐		
Race, Ethnicity and/or Citizenship		☐	X	☐		

Pregnancy & Maternity	☐	☐		☐		
Religion or Belief	☐	☐	X	☐		
Sex			X	☐		
Sexual Orientation	☐	☐	X	☐		

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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 13 th 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 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.
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	☐	Stop and reconsider the activity.	☐	Adjust activity before beginning the activity and continue to monitor.	☒	Enhanced service delivery to be delivered by the implementation of this policy	☒	Adjustments continue with the activity. Monitoring of performance in respect of the implementation of the policy is required.
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23.	Please explain how you have reached your conclusions above.	Benefits of Implementation: Promotes healthy and independent living Promotes Equity: Ensures everyone has equal opportunities. Enhances Diversity: Improves Representation:
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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? For example-	HRA Assets Team
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25.	Who (individual, team, or service area) will be responsible for carrying out the EqlA review?		
		HRA Assets 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

Section 7: Sign-off

Name: James Watkins

Job Title: Housing Projects and Policies 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.



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Name:

Job Title:

Signature:

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Name: Full Name

Job Title: Type here

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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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