

Equality Impact Assessment Form

1. Persons responsible for this assessment:

Names: Mandy Fathers	
Date of assessment: 27 May 2026	Telephone: 01285 623571 Email: mandy.fathers@westoxongov.uk

2. Name of the policy, service, strategy, procedure or function:

REVIEW OF COMMISSIONING – HOUSING, WELFARE AND DEBT ADVICE SERVICES

3. Briefly describe it aims and objectives

To continue to provide residents within the district with high quality, independent housing , welfare and debt advice service

4. Are there any external considerations? (e.g. Legislation/government directives)

None

5. What evidence has helped to inform this assessment?

Source	✓	If ticked please explain what
Demographic data and other statistics, including census findings	✓ ☐	Data from monitoring of current contract
Recent research findings including studies of deprivation	☐	
Results of recent consultations and surveys	☐	
Results of ethnic monitoring data and any equalities data	☐	
Anecdotal information from groups and agencies within Oxfordshire	☐	
Comparisons between similar functions / policies elsewhere	☐	



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Analysis of audit reports and reviews	☐	
Other:	☐	

6. Please specify how intend to gather evidence to fill any gaps identified above:

n/a

7. Has any consultation been carried out?

N/A

If NO please outline any planned activities

N/A

8. What level of impact either directly or indirectly will the proposal have upon the general public / staff? (Please quantify where possible)

Level of impact	Response
NO IMPACT – The proposal has no impact upon the general public/staff	✓ ☐
LOW – Few members of the general public/staff will be affected by this proposal	☐
MEDIUM – A large group of the general public/staff will be affected by this proposal	☐
HIGH – The proposal will have an impact upon the whole community/all staff	☐

9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

Negative – it could disadvantage and therefore potentially not meet the General Equality duty;

Positive – it could benefit and help meet the General Equality duty;



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Neutral – neither positive nor negative impact / Not sure

	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People			✓	The proposal is inclusive to all ages	
Age – Old People			✓	The proposal is inclusive to all ages	
Disability			✓	The proposal is inclusive to people with disabilities but is not specific to disability	
Sex – Male			✓	The proposal is inclusive to all gender groups, but it is not specific to gender	
Sex – Female			✓		
Race including Gypsy and Travellers			✓	The proposal is inclusive to people of all races, but it is not specific to race	
Religion or Belief			✓	The proposal is inclusive to people of all religions, but it is not specific to religion	
Sexual Orientation			✓	This proposal is inclusive to all types of sexual orientation, but it is not specific to sexual orientation	
Gender Reassignment			✓	The proposal is inclusive to all gender groups, but it is not specific to gender	
Pregnancy and maternity			✓	The proposal is inclusive to people who are pregnant and/or on maternity, but it is not specific to this group	
Geographical impacts on one area			✓	The proposal is inclusive to the whole of West Oxfordshire district	
Other Groups			✓	This proposal is inclusive to all other groups that are not mentioned	
Rural considerations: ie Access to services; leisure facilities, transport; education; employment; broadband.			✓	The proposal is inclusive to the whole of West Oxfordshire district	



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10. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale
To seek council approval for funding requirement and obtain an approved signed waiver to continue with the provision already in place	Mandy Fathers/Procurement Team	Mandy Fathers	The current contract expires on 31.3.27, therefore the waiver will need to be in place and a new SLA signed before 1.4.27

11. Is there is anything else that you wish to add?

n/a

Declaration

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where an negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the Council and that I/we take responsibility for the completion and quality of this assessment.

Completed By:	Mandy Fathers	Date:	27.5.26
Line Manager:		Date:	01/06/26
Reviewed by Corporate Equality Officer:		Date:	01/06/26



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