# Oxfordshire County Council

# Equalities Impact Assessment

COMMUNITY ASSET TRANSFER and COMMUNITY LEASING

24/03/2026

# Contents

## Section 1: Summary details

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| **Directorate and Service Area** | Properties and Assets |
| **What is being assessed** (e.g. name of policy, procedure, project, service or proposed service change). | Community Asset Transfer and Community Leasing policies |
| **Is this a new or existing function or policy?** | They are a rework and extension of the current Community Asset Transfer policy. |
| **Summary of assessment**<br><br>Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community?<br><br>(following completion of the assessment). | These policies dictate how we can devolve OCC properties or assets to community groups at less than “best consideration” – that is market rate – in recognition of the social value and public benefit that these groups provide. Community Asset Transfer (CAT) refers to the transferral of ownership of a property whilst Community Leasing refers to the leasing of assets to VCS groups.<br><br>Whilst these policies do not anticipate negative impacts, outcomes will be dependent on which groups apply for a CAT or Community Lease. Monitoring will therefore be important, and if any challenges or negative impacts are found we will review the EIA. |
| **Completed By** | James Cater |
| **Authorised By** | Jamie Kavanagh |
| **Date of Assessment** | 24/03/2026 |

## Section 2: Detail of proposal

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| **Context / Background**<br><br>Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions. | These policies dictate how we can devolve OCC properties or assets to community groups at less than “best consideration” – that is market rate – in recognition of the social value and public benefit that these groups provide. Community Asset Transfer (CAT) refers to the transferral of ownership of a property, whilst Community Leasing refers to leasing out a property for less than best consideration.<br><br>This policy is being updated for a few reasons. Firstly, there are currently a selection of VCS groups that are on “rent concessions”, which are largely legacies from concessions made during the COVID pandemic. Updating and expanding these policy means that these groups can apply for a Community Lease. This both means that they have long term security (rather than having to come back and ask for an extension every year, which is time costly both for them and for county council officers), and also means that the system is made uniform and fair, and that other groups (who don’t currently enjoy rent concessions) can also apply for a Community Lease. Making this process uniform and accountable also protects the Council from accusations of unfairness. Secondly, separating them out into CAT and Community Leasing clearly distinguishes between the two and makes the process simpler. |
| **Proposals**<br><br>Explain the detail of the proposals, including why this has been decided as the best course of action. | Firstly, we decided to separate the policies into two: CAT to deal with transferral of ownership, Community Leasing for the leasing of properties. Whilst these policies are very similar, it means we know exactly what we’re talking about.<br><br>We will establish a Community Asset Transfer and Community Leasing Working Group. This group will have the role of assessing applications, as well as maintaining a list of properties that are available for CAT and Community Leasing. This list will be published online. This means that we are being proactive in looking to do them where we can, but also prudent and only offering them when we know it won’t pose financial risk to the council.<br><br>The policies will set out when we will do CAT or Community Leasing, the eligibility criteria for organisations who wish to apply, and the criteria by which we will assess them. The assessment criteria used to judge full applications look for how well the proposals support our Social Value Local Priorities (as set out in the 2026 Social Value Policy) and Marmot Place principles / projects, if they propose to invest into the property, their financial sustainability and benefit provided to local residents. A full application form is provided in order to make the application process is standardised, and it has been made as easy to follow as possible. |

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| **Evidence / Intelligence**<br><br>List and explain any data, consultation outcomes, research findings, feedback from service users and stakeholders etc, that supports your proposals and can help to inform the judgements you make about potential impact on different individuals, communities or groups and our ability to deliver our climate commitments. | In updating the CAT policy, research was done checking against local and national best practice from where CAT policies have been successfully implemented in other local authorities.<br><br>These policies were designed with input from throughout the Council. Procurement colleagues assisted with designing the scoring mechanism, and we are tying the Assessment Criteria to their Social Value Local Priorities. Workshops were ran on the policies which had representation from Properties and Assets, Economy and Place, Policy, Legal and Procurement.<br><br>From 9th February to 9th March, we ran a period of VCS engagement through a Let's Talk Oxfordshire survey. We also ran a webinar on 5th March in which we got feedback in person. The feedback included widening how we were measuring the social value of applications, adding clarity on how rent level is calculated, and expanding how VCS groups could provide yearly reporting, and further explanation was added into the policies accordingly. |
| **Alternatives considered / rejected**<br><br>Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option. | Although we currently do have a CAT policy, it is not well known and is extremely rarely used. The alternatives to updating the policies, was doing nothing. Doing nothing would mean continuing the practice by which a handful of VCS tenants have ad hoc rent concessions. This is bad for them, as it means that they cannot properly financial plan for the future, and it is bad for us, as these concessions are difficulty to budget for and are inherently unfair (as there is no process by which they were chosen to not pay rent whilst other VCS tenants do), possibly opening OCC up to risk of accusations of unfairness.<br><br>Now is also a particularly prudent time to update these policies, as with LGR approaching, there is the possibility that the properties portfolio will greatly increase - in the case of a successful One Oxfordshire bid, for example. Having a policy that is embedded in the council, and has been tested already, means that it will be far easier to replicate it as the opportunities for CAT or Community Leasing increases with the enlarged properties portfolio. |

## Section 3: Impact Assessment - Protected Characteristics

| Protected Characteristic | No Impact | Positive | Negative | Description of Impact | Any actions or mitigation to reduce negative impacts | Action owner* (*Job Title, Organisation) | Timescale and monitoring arrangements |
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| **Age** | ☒ | ☒ | ☐ | No anticipated negative impacts are associated with this policy decision. Contingent on the organisation, only positive impacts are anticipated. | The Full Application is a standardised form which has clear guidance for each section in order to make it as accessible as possible. | Nominated Property and Assets officer on the CAT / Community Leasing Working group. | A full review will take place after one year, and sooner if any significant challenge arises. |
| **Disability** | ☒ | ☒ | ☐ | No anticipated negative impacts are associated with this policy decision. Contingent on the organisation, only positive impacts are anticipated | The Full Application is a standardised form which has clear guidance for each section in order to make it as accessible as possible. | Nominated Property and Assets officer on the CAT / Community Leasing Working group. | A full review will take place after one year, and sooner if any significant challenge arises. |
| **Gender Reassignment** | ☒ | ☒ | ☐ | No anticipated negative impacts are associated with this policy decision. Contingent on the organisation, only positive impacts are anticipated | The Full Application is a standardised form which has clear guidance for each section in order to make it as accessible as possible. | Nominated Property and Assets officer on the CAT / Community Leasing Working group. | A full review will take place after one year, and sooner if any significant challenge arises. |
| **Marriage & Civil Partnership** | ☒ | ☒ | ☐ | No anticipated negative impacts are associated with this policy decision. Contingent on the organisation, only positive impacts are anticipated | The Full Application is a standardised form which has clear guidance for each section in order to make it as accessible as possible. | Nominated Property and Assets officer on the CAT / Community Leasing Working group. | A full review will take place after one year, and sooner if any significant challenge arises. |

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| **Pregnancy & Maternity** | ☒ | ☒ | ☐ | No anticipated negative impacts are associated with this policy decision. Contingent on the organisation, only positive impacts are anticipated | The Full Application is a standardised form which has clear guidance for each section in order to make it as accessible as possible. | Nominated Property and Assets officer on the CAT / Community Leasing Working group. | A full review will take place after one year, and sooner if any significant challenge arises. |
| **Race** | ☒ | ☒ | ☐ | No anticipated negative impacts are associated with this policy decision. Contingent on the organisation, only positive impacts are anticipated | The Full Application is a standardised form which has clear guidance for each section in order to make it as accessible as possible. | Nominated Property and Assets officer on the CAT / Community Leasing Working group. | A full review will take place after one year, and sooner if any significant challenge arises. |
| **Sex** | ☒ | ☒ | ☐ | No anticipated negative impacts are associated with this policy decision. Contingent on the organisation, only positive impacts are anticipated | The Full Application is a standardised form which has clear guidance for each section in order to make it as accessible as possible. | Nominated Property and Assets officer on the CAT / Community Leasing Working group. | A full review will take place after one year, and sooner if any significant challenge arises. |
| **Sexual Orientation** | ☒ | ☒ | ☐ | No anticipated negative impacts are associated with this policy decision. Contingent on the organisation, only positive impacts are anticipated | The Full Application is a standardised form which has clear guidance for each section in order to make it as accessible as possible. | Nominated Property and Assets officer on the CAT / Community Leasing Working group. | A full review will take place after one year, and sooner if any significant challenge arises. |
| **Religion or Belief** | ☒ | ☒ | ☐ | No anticipated negative impacts are associated with this policy decision. Contingent on the organisation, only positive impacts are anticipated | The Full Application is a standardised form which has clear guidance for each section in order to make it as accessible as possible. | Nominated Property and Assets officer on the CAT / Community Leasing Working group. | A full review will take place after one year, and sooner if any significant challenge arises. |

## Section 3: Impact Assessment - Additional Community Impacts

| **Additional community impacts** | **No Impact** | **Positive** | **Negative** | **Description of impact** | **Any actions or mitigation to reduce negative impacts** | **Action owner**<br><br>(*Job Title, Organisation) | **Timescale and monitoring arrangements** |
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| **Rural communities** | ☒ | ☒ | ☐ | No anticipated negative impacts are associated with this policy decision. Contingent on the organisation, only positive impacts are anticipated | | | |
| **Armed Forces** | ☒ | ☒ | ☐ | No anticipated negative impacts are associated with this policy decision. Contingent on the organisation, only positive impacts are anticipated | | | |
| **Carers** | ☒ | ☒ | ☐ | No anticipated negative impacts are associated with this policy decision. Contingent on the organisation, only positive impacts are anticipated | | | |
| **Areas of deprivation** | ☒ | ☒ | ☐ | No anticipated negative impacts are associated with this policy decision. Contingent on the organisation, only positive impacts are anticipated | | | |

## Section 3: Impact Assessment - Additional Wider Impacts

| **Additional Wider Impacts** | **No Impact** | **Positive** | **Negative** | **Description of Impact** | **Any actions or mitigation to reduce negative impacts** | **Action owner*** (*Job Title, Organisation) | **Timescale and monitoring arrangements** |
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| **Staff** | ☒ | ☒ | ☐ | No anticipated negative impacts are associated with this policy decision. Contingent on the organisation, only positive impacts are anticipated | | | |
| **Other Council Services** | ☒ | ☒ | ☐ | No anticipated negative impacts are associated with this policy decision. Contingent on the organisation, only positive impacts are anticipated | | | |
| **Providers** | ☒ | ☒ | ☐ | No anticipated negative impacts are associated with this policy decision. Contingent on the organisation, only positive impacts are anticipated | | | |
| **Social Value** [1] | ☐ | ☒ | ☐ | Successful applicants for a CAT or Community Lease are required to show how their proposed use for the property provides a public | | | |

[1] If the Public Services (Social Value) Act 2012 applies to this proposal, please summarise here how you have considered how the contract might improve the economic, social, and environmental well-being of the relevant area

| **Additional Wider Impacts** | **No Impact** | **Positive** | **Negative** | **Description of Impact** | **Any actions or mitigation to reduce negative impacts** | **Action owner*** (*Job Title, Organisation) | **Timescale and monitoring arrangements** |
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| | | | | benefit and relates to our Social Value Local Priorities. | | | |

## Section 4: Review

**Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.**

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| **Review Date** | **21/03/2027** (Full review after one year, and sooner if any significant challenge arises – as to be decided by the CAT / Community Leasing Working Group). |
| **Person Responsible for Review** | The nominated Property and Assets officer on the CAT / Community Leasing Working Group. |
| **Authorised By** | |