

## APPENDIX G

### EQUALITY IMPACT ASSESSMENT

The Equality Act 2010 requires all public bodies, including local authorities, to show “due regard” to the impact their policies and procedures have on people from different groups. This are gender, race, religion or belief, age, disability, marriage and civil partnership, pregnancy and maternity, sex, and gender reassignment.

We are also required to have due regard to eliminating discrimination, advance equality of opportunity and to foster good relations between different people when carrying out their activities. Although they are not a legal requirement, conducting a basic assessment will allow you to look at the possible implications of a policy or procedure, and take any mitigating action if appropriate.

Remember:

- Equality Impact Assessments (EIAs) should be carried out on **relevant** policies and procedures. Not all policies or procedures will require them. If you are unsure if one is required, please contact the Equality and Diversity Manager on 01753 875069 for advice.
- Assess any potential impacts, positive and negative, in a proportionate way and with relevance.
- Make decisions that are justified, evidenced, relevant and identify any mitigating proposals.
- Prioritise expenditure in an efficient and fair way.
- Have a record showing that the potential impacts have been considered and that decisions are based on evidence.

It is important the EIA is carried out at the earliest opportunity to ensure that you have the time to undertake any additional work that will inform your decisions, for example community engagement.

*All relevant committee reports should include an equalities impact assessment. This will ensure that equalities considerations are available for members to consider as part of the formal decision-making process. If your EIA is part of a Cabinet Report, please forward it to Democratic Services, along with your other committee paperwork. It usual to publish the EIA with the other public papers in advance of a committee meeting. Please also remember to complete the EIA section of the report checklist and the EIA summary section on the report itself.*

**If you have any questions or concerns, please contact the Equality and Diversity Manager on 01753 875069.**

# Equality Impact Assessment

<b>Directorate: Place and Community</b>	
<b>Service: Trading Standards &amp; Licensing</b>	
<b>Name of Officer/s completing assessment: Russell Denney-Clarke</b>	
<b>Date of Assessment: 17/10/2023</b>	
<b>Name of service/function or policy being assessed: Vehicle Policy</b>	
1.	<p>What are the aims, objectives, outcomes, purpose of the policy, service change, function that you are assessing?</p> <p>To consider proposals to amend the Council's current licenced vehicle policy to change the age and ultra-low emission requirements for licenced vehicles and to introduce an age limit for wheelchair accessible vehicles.</p>
2.	<p>Who implements or delivers the policy, service or function? State if this is undertaken by more than one team, service, and department including any external partners.</p> <p>Licensing</p>
3.	<p>Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc. Please consider all of the Protected Characteristics listed (more information is available in the background information). Bear in mind that people affected by the proposals may well have more than one protected characteristic.</p> <p><b>Age: N/A</b>  <b>Disability: N/A</b>  <b>Gender Reassignment: N/A</b>  <b>Marriage and Civil Partnership: N/A</b>  <b>Pregnancy and maternity: N/A</b>  <b>Race: The vehicle owners</b>  <b>Religion and Belief: The vehicle owners</b></p>

	<p><b>Sex: N/A – I would have expected most of the existing licenced drivers are men, so wouldn't they be disproportionately effected then women?</b></p> <p><b>Sexual orientation: N/A</b></p> <p><b>Other: N/A</b></p>
4.	<p>What are any likely positive impacts for the group/s identified in (3) above? You may wish to refer to the Equalities Duties detailed in the background information.</p> <p>This will allow a greater type of vehicle to be licensed</p>
5.	<p>What are the likely negative impacts for the group/s identified in (3) above? If so then are any particular groups affected more than others and why?</p> <p>The current policy is too restrictive and pushing more expensive vehicles to be purchased to meet the strict limits</p>
6.	<p>Have the impacts identified in (4) and (5) above been assessed using up to date and reliable evidence and data? Please state evidence sources and conclusions drawn (e.g. survey results, customer complaints, monitoring data etc).</p> <p>The preferred car market is 2<sup>nd</sup> hand for drivers and the types of vehicle are not available.</p>
7.	<p>Have you engaged or consulted with any identified groups or individuals if necessary and what were the results, e.g. have the staff forums/unions/ community groups been involved?</p> <p>Yes, we are required by legislation to consult on all Licensing Policies, ultimately the decision rests with the Councillors</p>
8.	<p>Have you considered the impact the policy might have on local community relations?</p> <p>Yes</p>

9.	<p>What plans do you have in place, or are developing, that will mitigate any likely identified negative impacts? For example what plans, if any, will be put in place to reduce the impact?</p> <p><b>This policy is to improve the situation.</b></p>
10.	<p>What plans do you have in place to monitor the impact of the proposals once they have been implemented? (The full impact of the decision may only be known after the proposals have been implemented). Please see action plan below.</p> <p>This is yet to be determined, as there is a decision to be made by the Committee. The policy change should allow more vehicles to be available and ease the pressure on struggling drivers.</p>

<b>What course of action does this EIA suggest you take? More than one of the following may apply</b>	✓
<b>Outcome 1: No major change required.</b> The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken	
<b>Outcome 2: Adjust the policy</b> to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers identified? (Complete action plan).	
<b>Outcome 3: Continue the policy</b> despite potential for adverse impact or missed opportunities to promote equality identified. You will need to ensure that the EIA clearly sets out the justifications for continuing with it. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact (see questions below). (Complete action plan).	
<b>Outcome 4: Stop and rethink</b> the policy when the EIA shows actual or potential unlawful discrimination. (Complete action plan).	

### Action Plan and Timetable for Implementation

At this stage a timetabled Action Plan should be developed to address any concerns/issues related to equality in the existing or proposed policy/service or function. This plan will need to be integrated into the appropriate Service/Business Plan.

Action	Target Groups	Lead Responsibility	Outcomes/Success Criteria	Monitoring & Evaluation	Target Date	Progress to Date

**Name:** \_\_\_\_\_

<b>Signed:</b> .....(Person completing the EIA)
<b>Name:</b> .....
<b>Signed:</b> .....( Policy Lead if not same as above)
<b>Date:</b> .....