

## Appendix B- Community Impact Assessment

It is intended that you complete this form if you have identified a high negative impact to our communities and employees.

Sections 1 & 2 should be completed early in policy development and before any consultation/engagement activity takes place

Sections 3 & 4 should be completed before policy approval.

**You will find the information from this assessment useful for the Equality Implications section of any report you are completing.**

### Section 1 – Overview

1. What is the title of the policy?

Annual Review of the Council's Licence fees for licences issued by the Licensing Service.

The current level of fees and other charges for Hackney Carriage and Private Hire, Gambling and General Licences were implemented by the Licensing Authority on 1<sup>st</sup> May 2013.

A Council, when setting fees, should have regard to the impact that any increase may have upon the livelihood of licence holders.

It is lawful for a local authority to recover the costs of administering, and in some cases, enforcing the licensing regime. The principal aim is to protect the public and to provide an efficient and effective service to licence holders and stakeholders

2. This policy affects

- Customers/service-users
- Partners
- Licence holders

3. What period does the policy cover?

The increase in licence fees will cover the next financial year and comes into effect on 1<sup>st</sup> May 2013.

4.

Name of person completing impact assessment and their post	Suzanne Fisher
Telephone	01952 383261
Date	3 <sup>rd</sup> February 2014

## Section 2 – Impact Assessment

### a) Community Impact

1. Will the policy contribute to specific Priority Plan objective(s)?  
Yes (go to Q2)
2. The policy contributes to the Priority Plan for Community, Protection and Cohesion.

Provide information and advice on new legislation/guidance to regulated trade and businesses.

3. Will this policy have a significant impact on any of the following groups of people? Please mark all boxes indicating whether an impact has occurred, this could be **positive** or **negative**. Mark **None** if there is no impact. Help boxes are available to assist.

People of different ages

[Helpbox - Age](#)

People with ill health or people with a disability

[Helpbox - Disability](#)

People of different gender

[Helpbox - Gender \(Sex\)](#)

People who are transgender

[Helpbox - Transgender](#)

Different racial groups

[Helpbox - Race](#)

People with different religion or beliefs

[Helpbox - Religion or Beliefs](#)

People of different sexual orientation

[Helpbox - Sexual Orientation](#)

Women who are pregnant or breast-feeding

[Helpbox -Pregnancy and Maternity](#)

People that are married or in a civil partnership

[Helpbox - Marriage or Civil Partnership](#)

People affected by deprivation

[Helpbox - people affected by deprivation](#)

	Impact (X)		
	Positive	Negative	None
People of different ages <a href="#">Helpbox - Age</a>	X		
People with ill health or people with a disability <a href="#">Helpbox - Disability</a>	X		
People of different gender <a href="#">Helpbox - Gender (Sex)</a>	X		
People who are transgender <a href="#">Helpbox - Transgender</a>			X
Different racial groups <a href="#">Helpbox - Race</a>	X		
People with different religion or beliefs <a href="#">Helpbox - Religion or Beliefs</a>			X
People of different sexual orientation <a href="#">Helpbox - Sexual Orientation</a>			X
Women who are pregnant or breast-feeding <a href="#">Helpbox -Pregnancy and Maternity</a>			X
People that are married or in a civil partnership <a href="#">Helpbox - Marriage or Civil Partnership</a>			X
People affected by deprivation <a href="#">Helpbox - people affected by deprivation</a>	X		

#### 4. What is the expected impact?

##### **People of Different Ages**

###### Community

In many cases licence holders will pay the same or a reduced licence fee which could lead to a positive impact of a reduction in taxi fares for the community. We have no local data, however, national data, according to the Department for Transport Best Practice Guidance on Taxi and Private Hire Vehicle Licensing, says that low-income young women are one of the largest groups of users of taxis and private hire vehicles.

###### Licence Holders

The equality data collected by the Licensing Service shows that there is a variety of ages across the numbers of licence holders and any decrease in licence fee will therefore not impact on any particular age group.

##### **People with Ill Health or People with a Disability**

###### Community

In many cases licence holders will pay the same or a reduced licence fee which could lead to a decrease in taxi fares for disabled communities. Hackney Carriages and Private Hire Vehicles provide a door to door service for those disabled members of the community who are not able to use other forms of public transport. An overall decrease in fares resulting from a decrease in licence fee will have a positive impact on this characteristic.

##### **People of Different Gender**

Licence holders will pay the same licence fee, which might lead to taxi proprietors maintaining current levels of taxi fares for men and women. According to the Department for Transport Best Practice Guidance on Taxi and Private Hire Vehicle Licensing, low-income young women (amongst whom car ownership is low) are one of the largest groups of users of taxis and private hire vehicles.

##### **Different Racial Groups**

The equality data collected by the Licensing Service shows that there is a variety of ethnicities across the numbers of licence holders who will be paying similar licence fees for the forthcoming year. The policy could have a positive impact on this group of people if the proposed license fees see an increase in the numbers of drivers continuing with employment.

##### **People affected by Deprivation**

This policy will have a positive impact if taxi/private hire fees and fares are maintained at the current levels and not increased. According to the Department for Transport Best Practice Guidance on Taxi and Private Hire Vehicle Licensing, low-income young women are one of the largest groups of users of taxis and private hire vehicles.

#### 5. What engagement and consultation have you already carried out?

The Licensing Service carried out a benchmarking exercise with other local authorities in Telford & Wrekin Council's family group in 2013 when the current fees

were set. This information is attached to a public report which was considered by the Council's Licensing Committee on 26th March 2013.

A 28 day legal notice was published in the local press and on the Council's website advertising the proposed level of licence fees before they were implemented on 1<sup>st</sup> May 2013.. There were no representations received resulting from the 28 day legal notice

**You are at the end of Section 2 - have you completed all questions in this section?**

**Please ensure all questions are answered and then send your information to;**  
[Equalityanddiversity@telford.gov.uk](mailto:Equalityanddiversity@telford.gov.uk)

The Equality and Diversity Team will help you address/respond to any issues in  
**Section 3 – Mitigating Actions**

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### **Section 3 – Mitigating Actions**

1. For any significant **negative** impacts identified in Section 2 (Questions 3 & 4), what action have you taken or will you be taking to reduce/manage these impacts?
2. For any significant positive impacts you identified in Section 2 (Questions 3 & 4) what action have you taken or will you be taking to maximise the opportunity?

The Licensing Service will be informing licence holders of the level of fees implemented on 1<sup>st</sup> May 2013 and will be monitoring the numbers of new applications received.

3. How do any of the above actions contribute to aims of the General Equality Duty;
  - **eliminate unlawful discrimination, harassment and victimisation**
  - **advance equality of opportunity**
  - **foster good relations between different groups**

The publication of a 28 legal notice ensured that members of the community who might be affected by the level of fees were given the opportunity to have their say, have their concerns listened to and responded to. This will also contributed to fostering good relations between different groups. By setting a review date of licence fees before the end of the next financial year, this will be monitored and reviewed.

### **Section 4 – Review and Monitoring**

1. From what date will this policy be implemented?

1<sup>st</sup> April 2014

2. When will the actual impacts of the policy be monitored and reviewed?

Date . December 2014

3. How will the actual impact of the policy be monitored and reviewed?

The increase in licensing fees was calculated at a cost recovery level from the financial year 2012/13. Licence fees have been further reviewed by the Council in January 2014 in relation to the financial year 2013/14, the numbers of licences issued and the effects of the levels of fees implemented on 1<sup>st</sup> May 2013. The impact that these changes will have on the community will also be monitored by reviewing the numbers of licensed vehicles in the Borough.

Ensure that appropriate confirmation has been given by your line manager.

## **Line Manager/Head of Service Agreement**

Community Impact Assessments will be published online and available on request. This will include the subject document, equality analysis, data sources and consultation evidence.

Please make sure that your Line Manager/Head of Service has been made aware of the content of the impact assessment and that they agree with it.

Arrange for your Line Manager/Head of Service to e-mail confirmation of agreement to; [equalityanddiversity@telford.gov.uk](mailto:equalityanddiversity@telford.gov.uk)

The Equality and Diversity team will create a summary for ease of access, please make sure that you forward any relevant documentation you have referred to with the e-mail.

**Thank you conducting this Community Impact Assessment, should you have any questions please contact 01952 382104 or e-mail [equalityanddiversity@telford.gov.uk](mailto:equalityanddiversity@telford.gov.uk)**