

LICENSING COMMITTEE

Minutes of a meeting of the Licensing Committee held on Tuesday 14th January 2014 at 6.00 pm at the Business Development Centre, Stafford Park, Telford, TF3 3BA

PRESENT

Councillors: C Turley (Vice-Chair in the Chair), T Hope, A Mackenzie, J Seymour, R Sloan, M Smith and J Thompson

Officers in attendance: L Noakes (Assistant Director: Health, Wellbeing and Public Protection), J Revell (Service Delivery Manager: Public Protection) T Street (Solicitor), S Fisher (Principal Licensing Officer) and J Clarke (Democratic Services Support Officer).

LC - 10 MINUTES

RESOLVED – that the minutes of the Licensing Committee meeting held on 1st November 2013 be confirmed and signed by the Chair.

LC - 11 APOLOGIES FOR ABSENCE

Councillors C Mason, R Scammell and K Tomlinson.

LC - 12 DECLARATIONS OF INTEREST

None.

LC – 13 REVIEW OF THE COUNCIL'S STREET TRADING POLICY, CONDITIONS AND FEES

The Principal Licensing Officer presented the report of the Service Delivery Manager – Public Protection. The Council's Street Trading Policy, Conditions and Fees had been in place for a considerable period of time and, although the Policy worked perfectly adequately, the Licensing Service considered that it was an appropriate time to revisit the Policy and Conditions issued by the Council. In particular the Borough was seeing a significant amount of new development and this was an opportune time for traders with events such as the "T Party" which was held in Telford Town Park in 2013. There were a growing number of requests for day street trading consents, but there was no policy or fee in place for such applicants.

The Licensing Service currently had two forms of street trading consent:

- Street Trading Consents for static sites
- Street Trading Consents for mobile units

Consents were for a period of 12 months at an initial cost of £300 which could then be renewed at a cost of £280 per annum.

As Telford and Wrekin Council was a business winning Council, the Licensing Service did have discretion, in certain circumstances to allow new businesses to pay the fee in instalments. There were currently 30 static traders who had consent for a specific site and 23 mobile traders, ie ice cream vans and snack vans.

Copies of the current consent conditions and policy statement for street trading were appended to the report. The main change being proposed was the introduction of day consents, with a proposed consent fee of £60 per day plus £18 per extra day. Any changes to the policy and conditions would be subject to a 12 week consultation period.

Whilst considering the report, Members raised concerns and issues relating to the impact of one-day traders on existing street traders and established local businesses. Consideration was given to:-

- the issuing and surrendering of licenses including the implications of allowing fees to be paid in instalments;
- proposals to change the conditions to require persons assisting on a stall to be aged 18 or over

The Principal Licensing Officer advised that the established traders would be fully consulted prior to a new trading consent being given and pitches would have 100m distance between them. It was anticipated that most one-day consents would involve events in parks ie Telford Town Park and Dale End Park and it would be unlikely that they would have an impact on local businesses.

In relation to the council's costs in administering the consents, the Principal Licensing Officer confirmed that these costs would be covered if the licence was not renewed. If a licence was surrendered, there was a formula to work out staff costs to produce the application, which were then deducted from the fee and any remaining monies were refunded to the applicant on surrender of the licence. With regard to the proposed condition of "persons assisting on the stall shall be 18 years of age or over", the Principal Licensing Officer explained that the Law stated that assistants should be 17 years old but it was felt that the age should be raised to 18 years in the Policy in order to provide more protection for the public.

Members commented that the proposed fees appeared competitive when compared with those charged by other authorities shown in the benchmarking information appended to the report.

References to Madeley Parish Council and Great Dawley Parish Council needed to be amended to read Madeley Town Council and Great Dawley Town Council prior to the documentation going out to consultation.

RESOLVED -

- (a) that a twelve week consultation to amend the current Policy and Conditions in relation to Street Trading Consents be approved;**

- (b) that authority be delegated to the Principal Licensing Officer, in consultation with the Chair, to consider and determine the results of the consultation. If there are any significant comments made as a result of the consultation, matters be brought back to Members of the Licensing Committee for consideration;**
- (c) that the proposed licence fees, subject to the above consultation and a legal notice subsequently being advertised in the local newspaper, be approved for implementation.**

The meeting closed at 6.45pm.

Chairman:

Dated:

Telford & Wrekin Council

Licensing Committee - 12th March 2014

Licence Fees

Report of: Service Delivery Manager - Public Protection

1. Purpose

- 1.1 For Members to consider proposed level of Licence Fees and charges affecting the Hackney Carriage, Private Hire trades, Gambling and other licences.

2. Recommendations

2.1 It is recommended that Members

- 2.1.1. Approve the level of proposed fees to come into force on 1st April 2014 subject to any consultation responses received.**

3. Summary

- 3.1 The level of fees and other charges for Hackney Carriage, Private Hire, Gambling and General Licences were last reviewed in 2012/2013 and implemented on 1st May 2013

4. Previous Minutes

- 4.1 LC-38 – Licensing Committee 26th March 2013
4.2 LC08 – Licensing Committee 18th September 2013

5 Information

5.1 Background

- 5.1.1 The current level of fees and other charges for Hackney Carriage, Private Hire, Gambling and General Licences were implemented by the Licensing Authority on 1st May 2013.
- 5.1.2 A local authority may recover the costs of administering Hackney Carriage/Private Hire, Gambling and other licences. When setting fees the Council must have regard to the impact that any increase may have upon the livelihood of licence holders. However, it is also important not to subsidise this service area to the detriment of front line services that are in line with other Council priorities.

However, the Licensing Team owe it to licensees that its service is as efficient and effective as it can be to reduce the burden on business. in these difficult economic times.

- 5.1.3 The Licensing Service is not able to fully recover the costs of delivering the Licensing Service. Only certain statutorily defined costs can be recovered, for example the service cannot recover the costs of enforcement except in relation to Hackney Carriage/Private Hire Vehicle Licensing Cinema Licensing or Gambling Licensing.
- 5.1.4 There are also permits, registrations and licences where the level of fees are either set by statute or statutory instrument and many of these have not historically recovered the Council's cost of administering the service..
- 5.1.5 An extensive review of Licence fees was carried out following discussions with, particularly the taxi trade, and in the light of a review of administrative processes in 2012/2013.
- 5.1.6 Following the review in 2012/2013 a report was considered by Members of the Council's Licensing Committee on 26th March 2013 and the proposed level of licence fees was implemented on 1st May 2013. Attached at appendix A.
- 5.1.7 The level of fees which Members resolved to implement in 2013 proposed a budget shortfall of £178.7k against the numbers of licences.
- 5.1.8 Also during 2013 Public Protection underwent a restructure which made further savings and which affected the Licensing Service. This restructure came into effect in October 2013.
- 5.1.9 As reported to Members on 26th March 2013 the Council had for several years, been losing taxis, drivers and operators to a neighbouring Council. During 2012, 2013 and continuing into 2014, officers have been engaging with the trade and have undertaken work to address the concerns of the trade. An extensive review of the Council's policy and conditions of licence was undertaken and the subsequent changes were implemented on 2nd January 2014. It is hoped that the significant reduction in fees in 2013, together with service improvements in 2013 and the implementation on 2nd January 2014 of revised Hackney Carriage and Private Hire conditions, that drivers and operators will be encouraged to return to be locally regulated and the numbers of licences increase as a result.
- 5.1.10 The matter of licence fees has been reviewed and in light of 5.1.7, 5.1 8 and 5.1.9, it is proposed to keep licence fees at the current level for the forthcoming financial year to allow the changes mentioned above to take effect. A further review of licence fees will be undertaken at the end of 2014 and the beginning of 2015 when a fuller picture of the effect those changes might have on the cost of administering licences against income received will be able to be seen.

5.2 Equal Opportunities

- 5.2.1 A Community Impact Assessment has been carried out on the review of Licence fees and charges. A copy is attached at Appendix B.

5.3 Environmental Impact

5.3.1 Not applicable for the purposes of this report.

5.4 Legal Comment

5.4.1 Any licence fees that are set at the discretion of the authority should be reasonable and proportionate.

5.4.2 Section 53(2) Local Government (Miscellaneous Provisions) Act 1976 deals with Licence fees for drivers of hackney carriages and private hire vehicles. A council may demand and recover for the grant to any person of a licence to drive a hackney carriage or a private hire vehicle such fee as they consider reasonable with a view to recovering the cost of issue and administration.

5.4.3 Section 70 Local Government (Miscellaneous Provisions) Act 1976 deals with licence fees for the grant of vehicle and operators' licences as may be resolved from time to time and as may be sufficient to cover in whole or in part the reasonable costs of

- a) carrying out the inspections of hackney carriages and private hire vehicles for the purpose of determining whether any such licence should be granted or renewed
- b) the reasonable cost of providing hackney carriage stands; and
- c) any reasonable administrative or other costs in connection with the above and with the control and supervision of hackney carriages and private hire vehicles.

5.4.4 Section 6 Local Government (Miscellaneous Provisions) Act 1982 deals with applications for licences for sex establishments. Section 19 deals with fees in relation to grant, variation, renewal or transfer which shall be reasonable as determined by the appropriate authority.

5.4.5 Section 8 Local Government (Miscellaneous Provisions) Act 1982 Part III deals with street trading consents. A council may charge such fees as they consider reasonable for the grant or renewal of a street trading consent.

5.4.6 Section 184 Gambling Act 2005 deals with annual fees. An annual fee means a fee of such amount as may be prescribed and "prescribed" means prescribed by regulations made – a) in relation to premises licences issued by authorities in England and Wales, by the Secretary of State. Regulations prescribing the annual fee may, in particular, make different provision for – (a) licenses authorising different classes of activity, or (b) different circumstances.

5.4.7 Section 1(2) Animal Boarding Establishments Act 1963 deals with applications for boarding establishments for animals for which there is provision for payment of such fee as may be determined by the local authority.

5.4.8 Section 1(1) Breeding of Dogs Act 1973 deals with applications for the licensing of breeding establishments for dogs for which there is provision for payment of such reasonable sum as the authority may determine .

5.4.9 Section 2 Pet Animals Act 1951 deals with applications for licensing pet shops for

which there is provision for payment of such fee as may be determined by the local authority.

- 5.4.10 Section 2 Performing Animals (Regulation) Act 1925 deals with applications for registration to exhibit or train any performing animals for which there is provision for payment of such fee as appears to the authority to be appropriate.
- 5.4.11 Section 1(2) Dangerous Wild Animals Act 1976 deals with applications for a Licence for which there is provision for such fee as the local authority may stipulate.
- 5.4.12 Section 1 Zoo Licensing Act 1981 deals with applications for grant, renewal, alteration and transfer which there is provision of such reasonable fee as they determine and reasonable expenses.
- 5.4.13 Section 1 Riding Establishments Act 1964 deals with applications to keep a riding establishment for which there is provision for such fee as may be determined by the local authority.
- 5.4.14 Vehicle (Crimes) Act 2001 deals with registration for motor salvage operators. A local authority may set the level of fees to be charged in respect of applications—
- (a) with a view to recovering the reasonable costs incurred by them in connection with the administration; and
 - (b) so that different fees are payable in different circumstances.
- 5.4.15 Section 94 Public Health Acts Amendment Act 1907 deals with the licensing of pleasure boats and pleasure vessels and the local authority may charge for each type of licence such annual fee as appears to them to be appropriate.
- 5.4.16 Only administration and issue costs can be recovered (not enforcement) R (app Simply Pleasure and Ors) v Westminster City Council [2012] EWCH 1260 Admin for licences which are part of the EU Services Directive. This does not apply to Hackney Carriage/Private Hire Licensing, Cinema Licensing or Gambling Licensing which are not covered by the EU Services Directive.
- 5.4.17 A Council cannot make a profit from its Licence fees R v Manchester City Council ex parte King 89 LGR 696 and R (app Simply Pleasure and Ors) v Westminster City Council [2012] EWCH 1260 Admin.

5.5 Links with Corporate Priorities

- 5.5.1 This report has links to the following priorities :

Protect and Support our Vulnerable Children and Adults
Protect and create jobs as a “Business Supporting, Business Winning Council”

5.6 Financial Comment

- 5.6.1 As stated in this report a detailed review of license fees was undertaken during 2012/13 which resulted in revised license fees being implemented from 1st April 2013. The cost of a license is based on the principles of full cost recovery. In

2013/14 £190k income has been received as at the end of January 2014 in respect of licenses.

- 5.6.2 The overall licensing income budget for 2014/15 has been reduced by £188k from 2013/14 budget levels, through the delivery of savings, in order to address the shortfall against historic income targets arising from taxi licenses. It is anticipated that income targets of £187k for 2014/15 will be achieved.
MLB 13.02.14

5.7 Risks and Opportunities

- 5.7.1 The following key risks and opportunities associated with this report have been identified and assessed and arrangements will be put in place to manage them.
- The level of fees set being unreasonable arising to a challenge by judicial review.

6. Ward Implications

- 6.1 This report has Borough wide Implications

7. Background Papers

- 7.1 Local Government (Miscellaneous Provisions) Act 1976
- 7.2 Local Government (Miscellaneous Provisions) Act 1982
- 7.3 Town Police Clauses Act 1847
- 7.4 Transport Act 1981
- 7.5 Gambling Act 2005
- 7.6 Animal Boarding Establishments Act 1963
- 7.7 Breeding of Dogs Act 1973
- 7.8 Pet Animals Act 1951
- 7.9 Performing Animal's (regulation) Act 1925
- 7.10 Dangerous Wild Animals Act 1976
- 7.11 Zoo Licensing Act 1981
- 7.12 Riding Establishments Act 1970

Report prepared by, Suzanne Fisher, Principal Licensing Officer, Licensing Services, Darby House - For further information please telephone 01952-383261 or email Licensing@telford.gov.uk

Appendix A - Proposed Licence Fees

Hackney Carriage and Private Hire Licences

Licence	A Current & Proposed Fee £
Driver (HC&PH) 3yr licence – New Application	170
Driver (HC&PH) 3yr licence – Renewal Application	160
Street Knowledge Repeat Test	10
Private Hire Vehicle/Hackney Carriage (12mth licence) – New Application	170
Private Hire Vehicle/Hackney Carriage (12mth licence) – Renewal Application	160
Vehicle Transfer	40
Private Hire Operator - New Application	220
Private Hire Operator – Renewal Application	200
Hackney Carriage Compliance Test	61
Hackney Carriage Retest	0
Private Hire Vehicle Compliance Test	48
Private Hire Vehicle Retest	0

Gambling Licences

Table of Fees for the Gambling Act 2005

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>	<i>Column 5</i>	<i>Column 6</i>	<i>Column 7</i>	<i>Column 8</i>	<i>Column 9</i>
Classes Premises Licence	Non-Conversion Application Fee in respect of Provisional Statement Premises	Non-Conversion Application Fee in respect of other Premises	First Annual Fee (Payable within 30 Days of Issue of Licence)	Annual Fee	Fee for Application to Vary a Licence	Fee for Application to Transfer a Licence	Fee for Application for Reinstatement of a Licence	Fee for Application for Provisional Statement
Regional Casino Premises Licence	£6,960	£13,050	£9,790	£13,050	£6,530	£5,660	£5,660	£13,050
Large Casino Premises Licence	£4,350	£8,700	£6,530	£8,700	£4,350	£1,870	£1,870	£8,700
Small Casino Premises Licence	£2,610	£6,960	£3,260	£4,350	£3,480	£1,570	£1,570	£6,960
Converted Casino Premises Licence			£1,960	£2,610	£1,740	£1,180	£1,180	

Bingo Premises Licence	£1,040	£3,050	£650	£870	£1,520	£1,040	£1,040	£3,050
Adult Gaming Centre Premises Licence	£1,040	£1,740	£650	£870	£870	£1,040	£1,040	£1,740
Betting Premises (Track) Licence	£830	£2,180	£650	£870	£1,090	£830	£830	£2,180
Family Entertainment Centre Premises Licence	£830	£1,740	£490	£650	£870	£830	£830	£1,740
Betting Premises (other) Licence	£1,040	£2,610	£390	£520	£1,310	£1,040	£1,040	£2,610

Gambling Act 2005 – Other Fees

Application type	Fee
Application for Lottery Registration	£40.00
Annual Renewal Fee	£20.00
Change of Details (Circumstance) Fee	£42.00
Fee For Copy Of Licence	£21.00

General Licences

Licence Type	Current & Proposed Fee £
Animal Boarding – New Application	195
Animal Boarding – Renewal Application	175
Dangerous Wild Animals – New Application (2yrs licence)	275 plus vet's fee
Dangerous Wild Animals – Renewal Application (2yr licence)	250 plus vet's fee
Dog Breeding – New Application	195
Dog Breeding – Renewal Application	175
Performing Animal Registration (for life of animal, i.e. no renewal)	55
Pet Shop – New Application	195
Pet Shop – Renewal Application	175
Pleasure Boats	£100
Riding Establishment – New Application	195 plus vet's fee
Riding Establishment – Renewal Application	175 plus vet's fee
Scrap Metal Site Licence – New Application	360
Scrap Metal Site Licence – Renewal Application	195
Scrap Metal Site Licence – Variation Application	95

Scrap Metal Collector's Licence – New Application	204
Scrap Metal Collector's Licence – Renewal Application	65
Scrap Metal Collector's Licence – Variation Application	90
Sex Establishment - New Application	3000
Sex Establishment -Renewal Application	1500
Sex Establishment -Transfer	700
Street Trading Consent – New Application	300
Street Trading Consent – Renewal Application	280
Zoo – New Application	890 plus vet's fee
Zoo – Renewal Application	890 plus vet's fee
Change of Details on a Licence	40
Transfer of a Licence	40
Street Collection & House to House Collections	No Fee

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 1st 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 1st May 2013.

4.

Name of person completing impact assessment and their post	Suzanne Fisher
Telephone	01952 383261
Date	3 rd 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 Helpbox - Age	X		
People with ill health or people with a disability Helpbox - Disability	X		
People of different gender Helpbox - Gender (Sex)	X		
People who are transgender Helpbox - Transgender			X
Different racial groups Helpbox - Race	X		
People with different religion or beliefs Helpbox - Religion or Beliefs			X
People of different sexual orientation Helpbox - Sexual Orientation			X
Women who are pregnant or breast-feeding Helpbox -Pregnancy and Maternity			X
People that are married or in a civil partnership Helpbox - Marriage or Civil Partnership			X
People affected by deprivation Helpbox - people affected by deprivation	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 1st 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

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

DRAFT

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 1st 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 contribute 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?

1st 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 1st 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

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