

## Winchester City Council Equality Impact Assessment Template (EqIA)

### Section 1 - Data Checklist

When undertaking an EqIA for your policy or project, it is important that you take into consideration everything which is associated with the policy or project that is being assessed.

The checklist below is to help you sense check your policy or project before you move to Section 2.

		Yes/No	Please provide details
1	Has there been any complaints data related to the policy or project you are looking to implement?	No	<p>No complaints have been received in relation to the proposal to review the Policy to implement the recommendations detailed in the Department for Transport's statutory standards.</p> <p>A minority of consultation responses 'disagreed' with some of the proposals, namely the proposals to increase the frequency of enhanced DBS checks for licensed drivers and to require a Certificate of Good Character for individuals who have spent more than 6 months overseas.</p> <p>The proposal to improve the Council's quality of criminal record checking for taxi and private hire applicants and licensees is unlikely to have an impact on equality for any protected characteristic. It is unlikely that the above consultation responses were made on the basis of equality impact concerns.</p>

		Yes/No	Please provide details
2	Have all officers who will be responsible for implementing the policy or project been consulted, and given the opportunity to raise concerns about the way the policy or function has or will be implemented?	Yes	The Licensing Department has had frequent meetings in relation to the proposals, opportunities for all officers to contribute their ideas and concerns around the proposals and their implementation.
3	Have previous consultations highlighted any concerns about the policy or project from an equality impact perspective?	No	<p>The Policy was previously reviewed in 2020, with changes made to improve access for wheelchair-bound passengers in taxis and private hire vehicles.</p> <p>This Policy review, arising from the Department for Transport's publication of its statutory standards, does not give rise to concerns regarding the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people.</p>
4	<p>Do you have any concerns regarding the implementation of this policy or project?</p> <p><i>(i.e. Have you completed a self-assessment and action plan for the implementation of your policy or project?)</i></p>	No	<p>The proposals can be implemented within the Council's existing resources, with the exception of the proposal to use the private sector to assist in the regular checking of DBS certificates.</p> <p>An action plan for implementation has been drafted by the Interim Licensing Manager, with room for amendments depending on any changes made to the Policy by the Licensing and Regulation Committee.</p>
5	Does any accessible data regarding the area which your work will address identify any areas of concern or potential problems which may impact on your policy or project?		<i>Advice sought from appropriate officer.</i>
6	Do you have any past experience delivering similar policies or projects which may inform the	Yes	I have previously assisted with delivering and implementing the changes included in the Taxi Policy review in 2020, in

		Yes/No	Please provide details
	implementation of your scheme from an equality impact point of view?		<p>addition to implementing two versions of the Council's Pavement Licensing Policy.</p> <p>Both policies raised considerations in relation to equality and I am confident with assessing the impact of the Council's work on the subject of equality.</p>
7	Are there any other issues that you think will be relevant?	No	

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## Section 2 - Your EqIA form

<b>Directorate:</b> Place	<b>Your Service Area:</b> Public Protection	<b>Team:</b> Licensing	<b>Officer responsible for this assessment:</b> Briony Appletree	<b>Date of assessment:</b> 25/05/2022
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	<b>Question</b>	<b>Please provide details</b>
1	What is the name of the policy or project that is being assessed?	Statement of Licensing Policy with respect to Hackney Carriage and Private Hire Vehicles, Drivers and Private Hire Operators (June 2022 proposals), and associated conditions relating to drivers, vehicles and operators.
2	Is this a new or existing policy?	Existing, with proposed changes in June 2022.
3	Briefly describe the aim and purpose of this work.	The Policy intends to provide guidance on the licensing requirements in the Council's district in relation to hackney carriage and private hire licences, and outline the Council's process for administrating applications for these licences. The three sets of conditions aim to outline the Council's expectations of the holders of the above licences.
4	What are the associated objectives of this work?	<ul style="list-style-type: none"> <li>- To demonstrate how the Council will fulfil its legal obligations under all legislation relevant to hackney carriage and private hire licences.</li> <li>- To provide applicants and licensees with guidance on licensing requirements for these licences.</li> <li>- To provide the public with transparent information about the safeguards in place to protect users of hackney carriage and private hire vehicles.</li> <li>- To outline the Council's decision-making process in relation to determining applications for these licences.</li> </ul>
5	Who is intended to benefit from this work and in what way?	<ul style="list-style-type: none"> <li>- The hackney carriage and private hire trade; access to full details of the Council's requirements and decision making process</li> <li>- Council officers; guidance on decision making processes</li> </ul>

		<ul style="list-style-type: none"> <li>- Members; guidance on decision making processes</li> <li>- The public; access to details of how the Council safeguards customers using hackney carriage / private hire vehicles</li> </ul>
6	What are the outcomes sought from this work?	<p>To update the Policy to have regard to the Department for Transport's 'Statutory Taxi and Private Hire Vehicle Standards' published in July 2020.</p> <p>The Policy supports the following Council Plan outcomes; <i>Vibrant Local Economy, Living Well and Your Services, Your Voice.</i></p>
7	What factors/forces could contribute or detract from the outcomes?	<i>Advice sought from appropriate officer</i>
8	Who are the key individuals and organisations responsible for the implementation of this work?	<p>Service Lead for Public Protection Licensing Team / Licensing Manager Portfolio Holder for Place and Local Plan Members of the Licensing and Regulation Committee Members of the Licensing Sub-Committee</p>
9	Who implements the policy or project and who or what is responsible for it?	<p>Service Lead for Public Protection Licensing Team / Licensing Manager</p>

		Please select your answer in <b>bold</b> . Please provide detail here.	
10a	Could the policy or project have the potential to affect individuals or communities on the basis of race differently in a negative way?	Y	<b>N</b> The Policy has no adverse impact on racial groups.
10b	What existing evidence (either presumed or otherwise) do you have for this?	<p>Data regarding applicants' or individuals' race is not collected as part of any application process and does not form part of the Council's decision making process when determining applications for hackney carriage or private hire licences.</p> <p>Complaints against hackney carriage or private hire licence holders on the basis of race will be disregarded as irrelevant.</p>	

		<p>In dealing with enforcement cases where a complaint has included reference to a licence holder's race, this element of the complaint is used purely for identity purposes and has otherwise been disregarded. Only those points relevant to the Council's Policy are considered in determining the outcome of the case.</p>		
11a	<p>Could the policy or project have the potential to affect individuals or communities on the basis of sex differently in a negative way?</p>	Y	N	<p>The Policy has no adverse impact due to gender.</p>
11b	<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Data regarding applicants' or individuals' gender is collected as part of determining the applicant or individual's identity and right to work in the UK, but does not form part of the Council's decision making process when determining applications for hackney carriage or private hire licences.</p> <p>In dealing with enforcement cases where a complaint has included reference to a licence holder's gender, this element of the complaint is used purely for identity purposes and has otherwise been disregarded. Only those points relevant to the Council's Policy are considered in determining the outcome of the case.</p>		
12a	<p>Could the policy or project have the potential to affect individuals or communities on the basis of disability differently in a negative way?</p> <p><i>you may wish to consider:</i></p> <ul style="list-style-type: none"> <li>• <i>Physical access</i></li> <li>• <i>Format of information</i></li> <li>• <i>Time of interview or consultation event</i></li> </ul>	Y	N	<p>The Council's Policy outlines a number of legal and local requirements to support the needs of individuals or communities affected by disability. However, it is acknowledged that these requirements may not capture the needs of all individuals or communities.</p>

	<ul style="list-style-type: none"> <li>• <i>Personal assistance</i></li> <li>• <i>Interpreter</i></li> <li>• <i>Induction loop system</i></li> <li>• <i>Independent living equipment</i></li> <li>• <i>Content of interview</i></li> </ul>			
12b	What existing evidence (either presumed or otherwise) do you have for this?	<p>The Council's Policy requires the following:</p> <ul style="list-style-type: none"> <li>- All newly licensed hackney carriage vehicles be wheelchair-accessible, either side or rear loading</li> <li>- All licensed drivers must undertake mandatory Disability Awareness Training and Safeguarding Training</li> <li>- All licensed drivers of wheelchair-accessible vehicles must undertake a mandatory Wheelchair Assessment</li> <li>- All licensed drivers are required to facilitate the carriage of assistance dogs, unless medically exempt</li> <li>- The Council must make provision for drivers to be made medically exempt from the carriage of wheelchair-bound passengers and/or assistance dogs under the Equality Act 2010.</li> <li>- The Council has a robust penalty points system and enforcement policy in place to effectively deal with any complaints received in relation to licensed drivers or operators not fulfilling their obligations to carry wheelchair-bound passengers and/or assistance dogs.</li> </ul>		
13a	Could the policy or project have the potential to affect individuals or communities on the basis of sexual orientation differently in a negative way?	Y	N	The Policy has no adverse impact due to sexual orientation.
13b	What existing evidence (either presumed or otherwise) do you have for this?	Data regarding applicants' or individuals' sexual orientation is not collected as part of the application process, and does not form part of the Council's decision making process when determining applications for hackney carriage or private hire licences.		

		In dealing with enforcement cases where a complaint has included reference to a licence holder's sexual orientation, this element of the complaint has been disregarded. Only those points relevant to the Council's Policy are considered in determining the outcome of the case.		
14a	Could the policy or project have the potential to affect individuals on the basis of age differently in a negative way?	Y	N	
14b	What existing evidence (either presumed or otherwise) do you have for this?	Applications may only be accepted from individuals aged 21+ for driver licences, and 18+ for vehicle licences and private hire operator licences.		
15a	Could the policy or project have the potential to affect individuals or communities on the basis of religious belief differently in a negative way?	Y	N	
15b	What existing evidence (either presumed or otherwise) do you have for this?			
16a	Could this policy or project have the potential to affect individuals on the basis of gender reassignment differently in a negative way?	Y	N	
16b	What existing evidence (either presumed or otherwise) do you have for this?			
17a	Could this policy or project have the potential to affect individuals on the basis of marriage and civil partnership differently in a negative way?	Y	N	
17b	What existing evidence (either presumed or otherwise) do you have for this?			
18a	Could this policy or project have the potential to affect individuals on the basis of pregnancy and maternity differently in a negative way?	Y	N	
18b	What existing evidence (either presumed or otherwise) do you have for this?	Community impact assessment completed along with review of existing hirers		



19	Could any negative impacts that you identified in questions 10a to 15b create the potential for the policy to discriminate against certain groups on the basis of protected characteristics?	Y	N	
20	Can this negative impact be justified on the grounds of promoting equality of opportunity for certain groups on the basis of protected characteristics? Please provide your answer opposite against the relevant protected characteristic.	Y	N	Race: Sex: Disability: Sexual orientation: Age: Gender reassignment: Pregnancy and maternity: Marriage and civil partnership: Religious belief:
21	How will you mitigate any potential discrimination that may be brought about by your policy or project that you have identified above?	.		
22	Do any negative impacts that you have identified above impact on your service plan?	Y	N	

Signed by completing officer	
Signed by Service Lead or Corporate Head of Service	