

Equality Impact Assessment

Introduction

An Equality Impact Assessment (EqIA) is a method for assessing the effects or impacts of a council policy or function on removing barriers to equality.

The Equality Act 2010 includes a public sector equality duty which requires public authorities to try and eliminate discrimination; advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it and promote equality and good relations across a range of protected characteristics.

The protected characteristics are:

| | | |
|---|-------------------------|---------------------|
| Age | Disability | Gender Reassignment |
| Marriage and civil partnership | Pregnancy and maternity | Race |
| Religion or belief (including lack of belief) | Sex | Sexual orientation |

An EqIA should be completed with the full range of protected characteristics considered during the initial stages of developing new strategies, policies, functions or services, prior to starting a procurement exercise and before decisions are made.

Examples of when an EqIA should be completed are:

- | | |
|--|--|
| <ul style="list-style-type: none">Any proposals to introduce or add to a service | <ul style="list-style-type: none">Any proposals to adopt policy priorities, strategies and plans |
| <ul style="list-style-type: none">Any proposals to remove, reduce or alter a service | <ul style="list-style-type: none">Changes to staffing structure where groups of employees are likely to be negatively affected |
| <ul style="list-style-type: none">Any new policies or changes to policies | <ul style="list-style-type: none">Any proposals in relation to procured or commissioned services |

Stage 1 - Equality Screening

Whenever a policy/service or function is reviewed, changed, developed or removed an initial equality impact assessment stage 1 will need to be undertaken. This is a screening template and will help establish whether a full assessment is needed. This should be done at an early stage of the process so that it is part of policy development.

Stage 2 – Equality Impact Assessment

This is the full EqIA and seeks to identify the equality considerations that have been taken into account including any mitigating actions proposed and ensures decisions are based on evidence. The EqIA will need to be agreed with the appropriate Head of Service or Director and should be included on the decision making report, along with commentary on the assessment in the main body of the report.

STAGE 1 – Equality Screening

1. Identify the policy, project, function or service change

a. Person responsible for this EqIA

Officer responsible: Michelle Bignell

Service Area: Public Protection

Title: Licensing and Public Protection Manager

Date of assessment: October 2025

Signature:

b. Is this a policy, function, strategy, service change or project?

Policy

If other, please specify:

c. Name of the policy, function, strategy, service change or project

Is this new or existing?

Already exists and is
being reviewed

Please specify reason for change or development of policy, function, strategy, service change or project

Policy review

d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

Aims:

Update emissions policy for licensed taxi and private hire vehicles

Objectives:

Outcomes:

Benefits:

e. What are the expected impacts?

Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.

Yes

Do you expect the impacts to be positive or negative?

Unsure

Please provide an explanation for your answer:

It is proposed to approve an emissions policy in terms of carbon neutral aspirations. The cost of ULEV and EV vehicles could be detrimental to the licensed trade should they be forced to comply with a 2030 date. Also, the infrastructure would need to be present to enable licence holders to be able to charge their vehicles.

If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

f. Identify next steps as appropriate

Stage Two required

Yes

Owner of Stage Two assessment

Completion date for Stage Two assessment

STAGE 2 – Full Equality Impact Assessment

2. Engagement and consultation

The best approach to find out if a policy etc, is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those equality groups.

a. Research and evidence

List below any data, consultations (previous, relevant, or future planned), or any relevant research, studies or analysis that you have considered to assess the policy, function, strategy, service change or project for its relevance to equality.

The [Department for Transport \(DfT\) best practice guidance](#) (section 8.9) recommends that the local authority delivers a mixed fleet as some designs of wheelchair accessible vehicles may not be suitable for some ambulant disabled passengers.

It is recommended that a demand survey is carried out every 5 years. We will commit to working with accessibility groups to deliver this.

b. Consultation

Has any consultation be conducted?

Yes

As set out in 4.1 of report.

3. Assessment

a. Assessment of impacts

For each characteristic, please indicate the type of impact (positive – contributes to promoting equality or improving relations within an equality group, neutral – no impact, negative – could disadvantage them).

Please use the description of impact box to explain how you justify the impact and include any data and evidence that you have collected from surveys, performance data or complaints to support your proposed changes

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| Protected Characteristic | Specific Characteristic | Impact | Description of impact | Mitigating Action |
|---|-------------------------------------|-----------------------|---|--|
| AGE | Older people (60+) | Neutral | None identified | None identified |
| | Younger People (16-25) | Neutral | None identified | None identified |
| | Children (0-16) | Neutral | None identified | None identified |
| DISABILITY A definition of disability under the Equality Act 2010 is available here . <i>See also carer responsibilities under other considerations.</i> | Physical disability | Positive and negative | May/may not be enough Wheelchair Accessible Vehicles (WAV's) for demand due to the cost of vehicles | To continue to commit to working with disability groups to ensure that we are regularly assessing the demand for WAV's |
| | Sensory Impairment (sight, hearing) | Positive and negative | May/may not be enough Wheelchair Accessible Vehicles (WAV's) for demand due to the cost of vehicles | To continue to commit to working with disability groups to ensure that we are regularly assessing the demand for WAV's |
| | Mental health | Neutral | None identified | None identified |
| | Learning Disability | Neutral | None identified | None identified |
| GENDER REASSIGNMENT | | Neutral | None identified | None identified |
| MARRIAGE & CIVIL PARTNERSHIP | Women | Neutral | None identified | None identified |
| | Men | Neutral | None identified | None identified |
| | Lesbians | Neutral | None identified | None identified |
| | Gay Men | Neutral | None identified | None identified |
| PREGNANCY & MATERNITY | Women | Neutral | None identified | None identified |

| | | | | |
|---|---------------------------------|----------|---|---|
| RACE* Further information on the breakdown below each of these headings, is available here . For example Asian, includes Chinese, Pakistani and Indian etc | White | Neutral | None identified | None identified |
| | Mixed or multiple ethnic groups | Neutral | None identified | None identified |
| | Asian | Neutral | None identified | None identified |
| | African | Neutral | None identified | None identified |
| | Caribbean or Black | Neutral | None identified | None identified |
| | | Neutral | None identified | None identified |
| RELIGION & BELIEF** A list of religions used in the census is available here | See note | Neutral | None identified | None identified |
| SEX (GENDER) | Men | Neutral | None identified | None identified |
| | Women | Neutral | None identified | None identified |
| | Trans Men | Neutral | None identified | None identified |
| | Trans Women | Neutral | None identified | None identified |
| SEXUAL ORIENTATION | Heterosexual | Neutral | None identified | None identified |
| | Lesbian | Neutral | None identified | None identified |
| | Gay | Neutral | None identified | None identified |
| | Bisexual/Pansexual | Neutral | None identified | None identified |
| Other considerations | | | | |
| Socio-economic factors (income, education, employment, community safety & social support) | | Negative | Possibly detrimental to licensed trade due to costs of replacement vehicles | Commitment to working with all stakeholders to ensure that the approach is achievable |

| | | | | |
|---|--|----------|---|---|
| Rurality i.e. access to services; transport; education; employment; broadband | | Negative | If there is a reduction in licensed vehicles due to costs/infrastructure of EVCP's then this could reduce vehicle numbers making it more difficult to navigate the Borough and beyond | Commitment to working with all stakeholders to ensure that the approach is achievable |
| Other (e.g. caring responsibilities) | | Neutral | None identified | None identified |

* To keep the form concise, race has not been included as an exhaustive list, please augment the list above where appropriate to reflect the complexity of other racial identities.

** There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts. A list of religions in the census is available [here](#)

4. Outcomes, Action and Public Reporting

a. Please list the actions identified through the evidence and the mitigating action to be taken.

| Action | Target completion date | Lead Officer |
|---|------------------------|------------------|
| To liaise with other licensing authorities through the County Officer Group meetings to continue to keep up to date with any policy changes | Bi-monthly meetings | Michelle Bignell |
| Undertake a review of policy wording in 2028 | 31 December 2028 | Michelle Bignell |
| | | |
| | | |

b. Public reporting

All completed EqlA's are required to be publicly available on the Council's website once they have been signed off. EqlA's are also published with the papers for committee and full council decisions.

Please send completed EqlA's to [email address]

5. Monitoring outcomes, evaluation and review

The Equalities Impact Assessment is not an end in itself but the start of a continuous monitoring and review process. The relevant Service or Lead Officer responsible for the delivery of the policy, function or service change is also responsible for monitoring and reviewing the EqlA and any actions that may be taken to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from Corporate Policy and Governance will be available to provide support and guidance, please email xxxx if you have any questions.

6. Change log

| Name | Date | Version | Change |
|------|------|---------|--------|
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| | | | |