

## Equality Impact Assessment Form (updated April 2011)

This is where you evidence how a policy or practice, or a decision relating to a policy or practice, complies with the general equality duty to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations

This form is intended to guide and prompt you about the questions and evidence that you need to think about. As indicated in the guidance, this assessment takes into consideration each of the “protected characteristics” listed in the Equality Act 2010 – race, age, gender etc. This assessment should be used to inform any relevant decision about the policy or practice. Please state policy options in the assessment.

<b>Service Area:</b> <b>Public Protection</b>	<b>Head of Service:</b> Susan Bolter Head of Regeneration and Regulatory Services	<b>Person responsible for the          assessment:</b> <b>Helen Wilkie</b> <b>Public Protection Manager</b>	<b>Date of Assessment</b> <b>September 2012</b>	
<b>Name of the policy/practice to be assessed:</b> Public Protection licences, permits and registrations			<b>Is this a new, existing or          policy/practice under review?</b>	No
<b>1. Briefly describe the purpose of          the policy/practice</b>  <b>If the policy/practice is under          review, please list any options</b>	To action applications- by request or proactively and issue a wide range of licences/ permits under Public protection legislation: e.g. alcohol sales and regulated entertainment, Taxis, animals, HMOs, gambling, permitted industrial processes			
<b>2. Name any associated policy,          legislation, corporate objective etc.</b>	These are under a number of pieces of legislation which place a statutory duty on the council e.g. Environmental Protection Act, Animal Welfare Act, Gambling Act Licensing Act, Local Gov misc. provisions Act, Housing Act etc.			
<b>3. Who are the main stakeholders          in relation to the policy/practice?</b>	Businesses who wish to operate certain activities that require a licence in Newport including landlords and taxi drivers and smaller, one owner operations to multi-nationals.			

<b>4. Who performs the service?</b>	Licensing officers in the Licensing team, Animal Health Inspectors, HMO officers; EHOs for permits under the EPA and supporting Admin
<b>5. What outcomes are wanted from this policy/practice?</b>	That businesses are correctly and speedily licenced provided they comply with legal requirements, supply the correct documentation and fee. Those that do not are subject to proportionate enforcement action.
<b>6. What factors could contribute to/detract from the outcomes (risks/opportunities)?</b>	Language barriers/ esp. Asian/ Chinese Traders' educational /literacy levels. Esp. SMEs and taxi drivers That businesses do not know that the need to be licensed or do not understand what information hey need to provide and in what format
<b>7. Describe the steps you have taken to carry out this assessment e.g. consultation and involvement</b>	Consultation with a variety of members of staff as to the issues and from previous satisfaction surveys. Adhoc consultation with traders
<b>8. Give a summary of the information the council has taken into account for this assessment</b>	Recognised limited data available to make this assessment- no equalities monitoring. First steps this autumn will be to carryout out a monitoring survey combined with a satisfaction assessment to establish a baseline and help to discover where we need to make changes to ensure the application process is as straightforward as possible to all groups. Taxis- we are aware that many are Asian Muslims as are the small convenience stores owners –re Fireworks
<b>9. Does the policy /practice eliminate discrimination and promote equality and good community relations due to:</b> 1. <b>Age</b> 2. <b>Gender</b> 3. <b>Disability</b> 4. <b>Race</b> 5. <b>Religion/belief</b> 6. <b>Welsh language</b> 7. <b>Gender reassignment</b> 8. <b>Marriage/civil partnership</b> 9. <b>Sexual orientation</b>	We don't believe we discriminate but no firm basis to make that assumption, hence the need to monitor  Must at least to ensure all written material is in plain English. Licensing legislation can be hard to comprehend and officers need to take time to explain requirements in simple terms with SMEs. 1. No apparent discrimination- 2. No apparent discrimination 3. No apparent discrimination but the carriage of assistance has been an issues with some Muslim taxi drivers. IS where licensing team is based has good access. 4. May need to spend more time with some BEM traders who struggle with complexity of legislation. The carriage of assistance dogs has been an issue with some Muslim taxi drivers. We do have to carry out an English test for drivers to ensure they understand basic demands/ directions from passengers. 5. Cultural sensitivity training has taken place 6. We have welsh speakers and will have material translated on request 7. No apparent discrimination 8. No apparent discrimination 9. No apparent discrimination

<p><b>10. Summary of the impact of the policy/practice on the general equality duty</b></p>	<p>Importance of treating all business fairly and courteously and with clarity but deploying firmness when appropriate. But recognising that some smaller business/drivers especially those run by BEMs are likely to need more time to understand fully what is required to comply. Literacy levels in English among some taxi drivers may lead to discrimination- need to ensure forms and guidance are as clear and as straightforward as possible. Need to make more forms fully interactive on line to increase accessibility.</p>
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<b>Equality Action Plan –</b>		
<b>Key Actions</b>	<b>Actions (with dates) Any associated performance measures</b>	<b>Lead Officer(s)</b>
Further actions to eliminate discrimination, promote equality and good community relations on the grounds of:-		
Age Gender Etc	Little monitoring has been undertaken – so the first stages will be the distribution of satisfaction questionnaires following the conclusion of the request which will include data about ethnicity etc. and which format would certain types of business prefer communication e.g. what language, whether by email , more material on-line Start monitoring in November 12 Work with Frances Sharp to get taxi forms and TENs forms on line-fully interactive. Nov 12	Helen Wilkie  Alastair Dearling
If there are decisions pending that will affect this policy/practice please state when and how the decision will be taken	Revise our survey questionnaires to ask to include a monitoring form Ensure Tracey Hughes and Amanda Davies are working with Public Protection Admin/ Livia Reiffer to ensure these questionnaires are generated through Uniform and set out (via Civic Centre mail fulfilment service)?  Survey revised in October 12	Tracey Hughes Amanda Davies Jane Holbrook Julie Brooks
How will the policy/practice be: • Monitored • Performance assessed • reported	Returned survey forms will be monitored continuously for any issues that need immediate attention. Each half year the previous six months results will be collated and conclusion and inferences made as to where any discrimination is taking place: whether there are sectors of the local business community that need inspections to be delivered in a manner that is more supportive to achieving regulatory compliance.	Helen Wilkie Other PP Team leaders
Does the EIA need to be revisited in 6 months/a year?	Once a year	Helen Wilkie

Signed (lead officer) Helen Wilkie, Public Protection Manager

Signed (Head of Service) \_\_\_\_\_

Date \_\_\_\_\_