

## APPENDIX A

### *Customer & Equality Impact Assessment*

*Once you have agreed the scope of this assessment within your team, Please use this template inline with the CEIA Guidance notes.*

Use the links to understand more about Equality issues locally and ensure you take any opportunity possible to eliminate discrimination, advance equality of opportunity and foster good relations between those with a protected characteristic and those who do not share it within your assessment. Click for HBC [Equality Profile 2009](#)

#### SECTION 1 – Policy impact details

<b>1. Responsible Officer (author)</b>	Service Manager - Environmental Health
<b>2. Is this assessment for EHDC or HBC or joint?</b>	HBC
<b>3. Name and brief description of the service/policy/function to be assessed</b>	Hackney Carriage and Private Hire Vehicle Licensing Policy under Local Government (Miscellaneous Provisions) Act 1976 Sets out HBC's policy in respect of its licensing functions
<b>4. Objectives of the service/policy to be assessed</b>	Sets out proposed changes to the Policy to ensure the council Licensing service is capable of carrying out its functions of Licensing, Compliance Inspection and enforcement fairly and efficiently
<b>5. Scope of this assessment</b>	1. Minor changes to the Licensing Policy to allow clear guidance to licence holders and the public
<b>6. Has Section 2 been attached?</b>	Yes
<b>7. Have you considered any complaints data?</b>	No complaints applicable
<b>8. Have you undertaken any consultation or engagement?</b>	No. Any changes agreed will be published and any licence holders affected will be contacted directly

<b>9. Consultation/ engagement outcomes</b>	N/A
<b>10. From section 2 and the above answers are there concerns that the policy could have a differential (either positive or negative) impact?</b>	There are no concerns about the policy having a differential impact
<b>11. Do you need to seek more information to make a more informed decision? (Benchmarking with other LA's or focus groups etc)?</b>	No
<b>12. Reasons for any impact and any changes considered to the Policy/Service</b>	<ul style="list-style-type: none"> <li>• Changes to Hackney Carriage and Private Hire legislation under the Deregulation Act 2015 has allowed companies to carry out cross border sub contracting of work. This may lead to increased complaints and the need to inspect Operators and vehicles more regularly. The proposed changes are to make this process clearer and more transparent</li> </ul>
<b>13. Are there opportunities to better promote service/policy inclusion?</b>	No
<b>14. Assessment outcomes and improvement plan</b>	<p>Any individual has the right to apply for a licence either as an Operator or Driver or Vehicle. The changes proposed are needed to ensure clear lines of responsibility.</p> <p>Staff are trained in equality and diversity and are aware of their responsibilities to apply consistency and fairness and to avoid making prejudgements when arriving at their decisions.</p>
<b>15. Monitoring timetable of this report and the improvement plan</b>	Review and when Legislation changes

<b>16. Which action plan will these actions be added to and who is responsible for that plan?</b>	The Licensing Committee retain responsibility for this policy.
Please ensure that you have provided as much evidence as possible to support the responses you have given.	
Additional Comments	
<b>Signed: G.Thorne Licensing HBC</b>	<i>(Completing Officer who is responsible)</i>
<b>Signed:</b>	<i>(Manager with overall responsibility)</i>
<b>Signed:</b>	<i>(Critical Friend, from another service)</i>
<b>Date:</b>  <i>(please date the sign off and send to the Corporate Equality Group via <a href="mailto:caren.ransom@east.hants.gov.uk">caren.ransom@east.hants.gov.uk</a> or <a href="mailto:caren.ransom@havant.gov.uk">caren.ransom@havant.gov.uk</a> for quality control)</i>	

SECTION 2 - Screening Template

ISSUE	GROUP	IMPACTS				REASONING & EVIDENCE
		+ve	-ve	?	No	
<b>GENDER</b>	Men	√				Please see paragraph 12 above where impacts are identified
	Women	√				
<b>GENDER REASSIGNMENT</b>	Transsexual / Transgender	√				
<b>PREGNANCY &amp; MATERNITY</b>	Pregnancy & Maternity			√		
<b>AGE (You may alter age)</b>	Over 80			√		
	Over 65			√		

ISSUE	GROUP	IMPACTS				REASONING & EVIDENCE
		+ve	-ve	?	No	
ranges if appropriate)	22-64	√				
	16 to 21	√				
	Under 16	√				
RACE (You may need more detail here e.g. a specific ethnic group)	Asian or Asian British People	√				
	Black or Black British People	√				
	Chinese or Chinese British People	√				
	Gypsies/Travellers	√				
	Irish People	√				
	Mixed Race People	√				
	People from other minority ethnic groups	√				
	White British People	√				
	White European or Other People	√				
DISABILITY & HEALTH (You may need more detail here e.g. type of sensory impairment).	Learning Disability			√		
	Long-Term Health Problem			√		
	Mental Illness			√		
	Physical Impairment			√		
	Sensory Impairment			√		
SEXUALITY	Bisexuals	√				
	Gay Men	√				
	Heterosexual	√				
	Lesbians	√				
RELIGION & BELIEF	Atheist, Agnostic or Other belief	√				
	Faith Groups	√				
OTHER (You may add additional groups here).	Caring Responsibilities	√				
	Living in rural area	√				
	Low Income			√		
	Marital Status			√		
	On Benefits/unemployed			√		
	Poor Literacy &/or Numeracy			√		