

Use this form when preparing for a decision. By decision we mean considerations that are the responsibility of council, cabinet, one of its committees and panels or those that have been delegated to an officer or cabinet member. This template helps you complete the Equality & Diversity section of your report.

Decision Title: Statement of Taxi Licensing Policy	
Date: 6 th July 2014	Author: Neil Allen

A. Answer the following

<p>a) Is this a “key decision” as defined by the Forward Plan (see here for a wider definition), a major planning decision or one that affects a sizeable number of staff? (Significant)</p> <p>By sizeable we mean a decision that is a general change for all staff even if it effects only some, a decision that would affect over 50 people or a decision that is specifically about a protected characteristic</p>	Yes
<p>b) Does the decision affect people with one or more of the equality protected characteristics? (Relevant)</p> <p>Protected Characteristics are: Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion and Belief, Gender, and /or Sexual Orientation. Locally we have added Deprived / Socio Economic Disadvantage Groups</p>	Yes

⊗ If you answer No to either of these,

Place a No in the equality box on the report and don't go any further, although you do need to write something in report to demonstrate you have considered equality. The following are sample responses:

“This decision is not significant and/or relevant (delete as necessary) in regard to equality issues.”

“This decision is a subsequent decision to the Inclusion Strategy and due regard was taken to any equality implications when this was agreed by the cabinet on the 13 April 2010.”

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⊗ If you answer Yes to both of these,

Place a Yes in the equality box on the report and continue to complete the assessment on Page 2.

B. The Assessment Please refer to the explanatory notes on page 4

1. How will the decision be made and who will be involved?				
The decision to adopt a taxi licensing policy will be made by the Executive of the Council after consideration by the Regulatory committee				
2. What is the aim of this decision and what changes will occur?				
The aim of the decision is to endorse and adopt a taxi licensing policy following a consultation with stakeholders and interested parties on its formulation. The policy seeks to improve standards for new taxi drivers; to formalise existing procedures already in place and to strengthen enforcement powers / guidance on relevance of convictions				
3. Who is affected by this area of work and/or the changes?				
If the policy is adopted it will affect existing and new taxi drivers; taxi vehicle proprietors and private hire operators				
4(a) Thinking positively, which groups of people benefit (or could potentially benefit) from this decision? (Place an <input checked="" type="checkbox"/> and provide information & evidence)				
Protected Characteristic (as defined in the Equality Act)	YES	NO	UNCLEAR	Information and evidence Hyperlinks, References and Notes
Age	x			Improved driver training; relaxation on licence length for older persons
Disability	x			Improved driver training
Race			x	
Gender or Gender Reassignment	x			Using information on relevant convictions to improve safety for all
Sexual Orientation	x			
Religion/Belief			x	
Pregnancy and Maternity			x	
Deprived / Socio Economic Disadvantage Groups			x	
(b) Summarise how equality of opportunity is advanced, or/and how good community relations are fostered, by the decision?				
It is hoped the introduction of mandatory disability / customer care awareness training for new licensed drivers will be of benefit for vulnerable persons. The decision has followed stakeholder consultation on a draft policy thus fostering relations with the licensed trade.				
5(a) Being sensitive to the issues that some people may face, which groups of people will (or could potentially) experience adverse effects following this decision?				
Protected Characteristic (as defined in the Equality Act)	YES	NO	UNCLEAR	Information and evidence Hyperlinks, References and Notes
Age		x		
Disability		x		
Race		x		
Gender or Gender Reassignment		x		
Sexual Orientation		x		
Religion/Belief		x		
Pregnancy and Maternity		x		

Deprived / Socio Economic Disadvantage Groups		x		
6(a) What types of engagement and/or consultation are relevant to the decision?				
Protected Characteristic (as defined in the Equality Act)	YES	NO	UNCLEAR	Information and evidence Hyperlinks, References and Notes
Age			x	
Disability	x			Consulted as part of policy
Race			x	
Gender or Gender Reassignment			x	
Sexual Orientation			x	
Religion/Belief			x	
Pregnancy and Maternity			x	
Deprived / Socio Economic Disadvantage Groups			x	
(b) For planning purposes, list areas where more information is needed.				
The policy should be reviewed at least every three years via a comprehensive consultation process				
7. How are people likely to be affected (positive and negative) by this decision? (Identify the range of options and the effects of each)				
<p>The changes would affect new licensed taxi drivers as they would be required to undertake additional training as part of the licensed process to attain a driver's badge. Failure to comply with the policy in respect equality issues would now lead to disciplinary action against the driver.</p> <p>A clearer policy on convictions may mean some persons wishing to become a licensed driver may now be prevented from becoming one</p>				
8. Address the impact (Mark with an <input checked="" type="checkbox"/>)				
A No major change needed				x
B. Continue with the decision despite having identified some potential for adverse impact or missed opportunities				
C. Adjust or amend the decision				
D Stop the decision				
(b) Explain the rationale for what you marked above with details of any mitigating activity				
Existing drivers would not have to do the training unless they allowed their badge to expire. Improved training for new drivers would improve customer experience for disabled passengers. The new 'penalty points' system strengthens the Councils powers to deal with inequality				
9. Outline the next steps (add an action plan if necessary) and when and how will this policy or decision be reviewed (Include any mitigating work)				
The regulatory committee will recommend endorsement of the final draft policy and recommend adoption at the Executive.				

Email to: jeremy.beake@milton-keynes.gov.uk copying in the relevant Assistant Director, this will be taken as being agreed by the Assistant Director, and place a summary in your report – examples of an appropriate summary are at the end of explanatory notes.

Explanatory Notes

Corporate Equality Officer / CE	Jeremy Beake
CYPS	Amanda Farr
Community Wellbeing	Raj Chauhan
Resources	Debbie Williams
HR	Tim Howe

Help can be sought from an Equality Champion and/or the Corporate Equality & Diversity Officer

Question 1 What sort of decision is it and who will decide, for example a committee, executive decision or cabinet?

Question 2 What changes will occur because of this decision-a short statement about the area of assessment - its aim or objectives?

Question 3 Does the decision cover all people or particularly targeted groups of people?

Question 4 (a) Mark with an where this is relevant.

This question is asking you to highlight what positive measures there are in the decision that will tackle inequality and promote opportunities for particular groups. This may be obvious such as adjustments for people with disabilities or less obvious such as how development provisions may help religious groups develop a church, mosque or temple.

We have a duty to consider the advancement of opportunity in all our functions, here we are able to state what we are doing, or facilitating, that will have a positive effect on people's lives.

The notes that are placed in the evidence column can be supplemented by hyperlinks and further narrative

Question 4 (b) This is a supplementary question asking for a summary of the outcomes and benefits that will arise from those things highlighted in question 4

Question 5 (a) Mark with an where this is relevant.

Being sensitive to the needs and issues that local people face is part of our everyday work. This question is asking you to highlight what potential adverse effects the decision could have. Sometimes someone is adversely affected by a council decision and sometimes this can't be avoided.

Our duty is to note this effect and consider whether we can do something to avoid or lessen the impact. You may have already amended the decision to reflect this. Please note here what you have found and what you have done to consider the needs and impact on different groups.

The notes that are placed in the evidence column can be supplemented by hyperlinks and further narrative.

Question 6 (a) Mark with an where this is relevant

This question is asking you to highlight which groups of people it is relevant to engage or consult with. It is important that you have found out what people think the consequences will be for them. You will need to consider the issues they highlight and whether these represent a serious adverse impact. Often in this engagement solutions are found to these issues that can reduce the adverse impact of the decision.

The notes that are placed on the side can be supplemented by hyperlinks and further narrative.

Question 6 (b) This is a supplementary question asking for a summary of the type and the frequency of engagement and consultation that will be needed in the future.

Question 7 Note this means positive as well as negative!

This question requires you to outline the significant effects of the decision. This should be a short statement that can direct the person making the decision towards any significance issues that have been identified. If the options are complicated consider doing an assessment for each option.

Question 8(a) Choose a recommendation

A No major change needed	Is a "Green Light" recommendation
B. Continue with the decision despite having identified some potential for adverse impacts or missed opportunities	Is a "Flashing Yellow recommendation" meaning proceed with caution and with a clear statement of why it is reasonable to proceed. It is important to note how the council has had due regard and the evidence that reasonable alternatives have been considered
C. Adjust or amend the decision	Is a "Yellow Light" recommendation meaning proceed with caution
D Stop the decision	Is a "Red Light Recommendation" this should be rare as reasonable alternatives should be considered

Question 8(b) This is a very important section. Note here any migrating adjustments to be made or the reasons for proceeding with a policy even when there is an identifiable adverse impact or missed opportunity.

Question 9 Should be self explanatory do not forget to add in review dates.

Email to: jeremy.beake@milton-keynes.gov.uk copying in the relevant Assistant Director, this will be taken as being agreed by the Assistant Director and place a summary in your report – examples of an appropriate summary is:

“An Equality Impact Assessment was completed and recommended that the Cabinet should continue with this decision despite having identified some potential for adverse impact or missed opportunities to promote equality. The council has adopted the national policy guidelines which have sought to provide fairness for all users. However the service will continue to monitor who and how people maybe adversely affected and report in 6 months about the workings of the new policy.

The assessment is published at:

<http://www.mkiobservatory.org.uk/document.aspx?id=XXXX &siteID=1026>“

(The hyperlink will be available after the assessment has been published by the Corporate Equality & Diversity Officer)