

Equality Impact Assessment (EIA)

Deciding what needs to be assessed

In theory all policies, decisions, services, projects and programmes should be impact assessed. The most practical approach is to assess as the proposal is being developed or as processes, services and policies come up for review making the EQIA part of the development process. Don't be put off by the list below, it does not mean that long and detailed assessments are required every time you are engaged in one of the activities. However, it does mean that you should always consider the equalities implications of your proposals.

Policy	New policy development
	Enforcement policy, for clarity with drivers around potential offences & outcomes.
	Any change which may have a disproportionate impact on a particular group
Decision	Key decision
	Decision for Licensing Committee
	Budget change decision
Service	New service
	Service review, including the decommissioning of services
	Any service change which may have a disproportionate impact on a particular group
Projects & Programmes	All, at planning stage

Further information: [Equality Impact Assessments - a users guide](#)

Section One

	Question	Response
1.1	Name of policy/decision/service/project/programme being assessed	Committee report to consider Implementation of Penalty Point Scheme.
1.2	Summary of aims and objectives of the policy/decision/service/project/programme	<p>The Penalty Point Scheme revision 3 is a hackney carriage (Taxi) and private hire licensing enforcement scheme. Similar schemes are now being rolled out by councils across England. Having a penalty points scheme for making enforcement decisions is considered by local authorities to be best practice.</p> <p>The scheme works as follows. Taxi and private hire drivers may be given points should their behaviour and or conduct fall below expected licensing standards.</p>
1.3	Who is affected by the policy/decision/service/project/programme? (e.g. employees/service users/supplier/contractor)	Existing and new prospective licence holder
1.4	What involvement and consultation has been done in relation to this proposal? (e.g. with relevant groups and stakeholders)	Consultation with the trade and multiple in person meetings with trade representatives at a meeting called taxi liaison group
1.5	What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	The policy will be brought back to the committee meeting in 18 months to discuss the impact and implications of implementation

Section Two - Protected Characteristics

Protected Characteristic Group	Is there a potential for positive or negative impact? Is the impact neutral?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment to the proposal)
Disability	Neutral	No impact expected	
Gender Reassignment	Neutral	No impact expected	
Marriage or Civil Partnership	Neutral	No impact expected	
Pregnancy and Maternity	Neutral	No impact expected	
Race	Neutral	No impact expected	
Religion or Belief	Neutral	No impact expected	
Sexual Orientation	Neutral	No impact expected	
Sex (gender)	Neutral	No impact expected	
Age	Neutral	No impact expected	
Children in Care and Care Leavers	Neutral	No impact expected	

Section Three- Evaluation

3.1	Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	Explanation/Justification No
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Final Decision:	Tick the relevant box	Include any explanation / justification required
1. No barriers identified, therefore activity will proceed.	Yes	
2. Stop at some point because the data shows bias towards one or more groups	No	
3. Adapt or change the event in a way which you think will eliminate the bias	No	
4. Barriers and impact have been identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore proceed with caution with this knowing that it may favour some people less than others, providing justification for this decision.	No	

Section Four – Record Keeping

Will this EqIA be published* (*EqIA's should be published alongside relevant event paperwork including cabinet papers:	Yes/Not required
Date Completed	
Review date (if applicable)	

Change Log			
Name	Date	Version	Change Made

Responsibilities			
Name of person leading this EqIA	Joseph Harris	Date Completed	30/11/2024
Names and roles of people involved in the consideration of impact			
Name of Director signing EqIA		Date Signed	