

Equality & Poverty Impact Assessment 00918 (Version 1)

SECTION ONE: ESSENTIAL INFORMATION

Service & Division:	Transformation, Communities & Corporate Services Governance & Human Resources	Lead Officer Name:	Bryan Douglas
		Team:	Licensing
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Proposal:	Licensing Fees & Charges	Reference No:	

What is the Proposal?	Budget & Other Financial Decision	Policy (New or Change)	HR Policy & Practice	Change to Service Delivery / Service Design
	Yes	No	No	No

Who does the Proposal affect?	Service Users	Members of the Public	Employees	Job Applicants
	Yes	No	No	No

Other, please specify:

Identify the main aims and projected outcome of this proposal (please add date of each update):

30/01/2025	Adopting the schedule of proposed fees & charges ensures the Council has in place a clear and transparent fee structure based on the recovery of reasonable costs.

SECTION TWO: FINANCIAL INFORMATION

For budget changes ONLY please include information below:			Benchmark, e.g. Scottish Average
Current spend on this service (£'0000s)	Total:	£396K	
Reduction to this service budget (£'0000s)	Per Annum:		
Increase to this service budget (£'000s)	Per Annum:	Proposed 20% increase to civic charges.	
If this is a change to a charge or concession please complete.	Current Annual Income Total:		
	Expected Annual Income Total:		
If this is a budget decision, when will the saving be achieved?	Start Date:	01/04/2025	
	End Date (if any):	31/03/2026	

SECTION THREE: EVIDENCE

Please include any evidence or relevant information that has influenced the decisions contained in this EPIA. (This could include demographic profiles; audits; research; health needs assessments; national guidance or legislative requirements and how this relates to the protected characteristic groups.)

A - Quantitative Evidence

This is evidence which is numerical and should include the number people who use the service and the number of people from the protected characteristic groups who might be affected by changes to the service.

Some examples of number of licences:

Current licences:

- Taxi drivers - 495
- Private Hire Drivers - 57.
- Taxi Operators - 396.
- Private Hire Operator - 82.

Street Trader: 68

Window Cleaner: 52

Late hours catering: 28

Short term lets: 150

B - Qualitative Evidence

This is data which describes the effect or impact of a change on a group of people, e.g. some information provided as part of performance reporting.

Social - case studies; personal / group feedback / other

Various different fees & charges based from taxi driver licences, cinema licenses, street traders and many more.

The various fees can also range from a temporary licence, 1 year licence and up to 3 years licences.

The impact therefore ranges over a broad area of characteristics. There is no main specific characteristic impacted over another. The impact is generally on the fee and not to a specific person or group

The proposals will impact on the cost base of all applicants and particularly those who are not commercial applicants, e.g. community groups. These groups will require to revisit how they will meet these cost increases.

Best Judgement:

Has best judgement been used in place of data/research/evidence?

Yes

Who provided the best judgement and what was this based on?

Professional Council licensing staff. Research on other Council EPIAs on civic licensing fees & charges.

What gaps in data / information were identified?

No consultation undertaken to get impact on specific groups.

Is further research necessary?

No

If NO, please state why.

The current suggested fees & charges will be decided at Council meeting on 6 March 2025.

SECTION FOUR: ENGAGEMENT

Engagement with individuals or organisations affected by the policy or proposal must take place

Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status?	No	
If YES, please state who was engagement with.		
If NO engagement has been conducted, please state why.	The current suggested fees & charges will be decided at Council meeting on 6 March 2025. Limited timeframe to undertake consultation, and also the volume of licences of activities. Professional opinion is that the feedback will be negative, but only in relation to the rise in costs and not related to any equality group.	
How was the engagement carried out?	What were the results from the engagement? Please list...	
Focus Group	No	
Survey	No	
Display / Exhibitions	No	
User Panels	No	
Public Event	No	
Other: please specify		
Has the proposal / policy/ project been reviewed / changed as a result of the engagement?	No	
Have the results of the engagement been fed back to the consultees?	No	
Is further engagement recommended?	No	

SECTION FIVE: ASSESSING THE IMPACT

Equality Protected Characteristics: What will the impact of implementing this proposal be on people who share characteristics protected by the Equality Act 2010 or are likely to be affected by the proposal / policy / project? This section allows you to consider other impacts, e.g. poverty, health inequalities, community justice, carers etc.

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide evidence of the impact on this protected characteristic.
Age	✓			There is no evidence to suggest that the proposed fees and charges would impact this characteristic.
Disability	✓			There is no evidence to suggest that the proposed fees and charges would impact this characteristic.
Sex	✓			There is no evidence to suggest that the proposed fees and charges would impact this characteristic.
Ethnicity	✓			There is no evidence to suggest that the proposed fees and charges would impact this characteristic.
Religion / Belief / non-Belief	✓			There is no evidence to suggest that the proposed fees and charges would impact this characteristic.
Sexual Orientation	✓			There is no evidence to suggest that the proposed fees and charges would impact this characteristic.
Transgender	✓			There is no evidence to suggest that the proposed fees and charges would impact this characteristic.
Pregnancy / Maternity	✓			There is no evidence to suggest that the proposed fees and charges would impact this characteristic.
Marriage / Civil Partnership	✓			There is no evidence to suggest that the proposed fees and charges would impact this characteristic.
Poverty	✓			There is no evidence to suggest that the proposed fees and charges would impact this characteristic.
Care Experienced	✓			There is no evidence to suggest that the proposed fees and charges would impact this characteristic.
Other, health, community justice, carers etc.	✓			There is no evidence to suggest that the proposed fees and charges would impact this characteristic.

Public Sector Equality Duty: Scottish Public Authorities must have 'due regard' to the need to eliminate unlawful discrimination, advance quality of opportunity and foster good relations. Scottish specific duties include:

	Evidence of Due Regard
Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):	The proposal does not eliminate discrimination as it relates to an financial increase across all groups in an equal manner.
Advance Equality of Opportunity:	The proposal does not contribute to advancing equality of opportunity as this is a financial decision that is implemented across all licence holders.
Foster Good Relations (promoting understanding and reducing prejudice):	This duty is not relevant to this proposal.

SECTION SIX: PARTNERS / OTHER STAKEHOLDERS

Which sectors are likely to have an interest in or be affected by the proposal / policy / project?		Describe the interest / affect.
Business	Yes	Taxi companies, taxi drivers, street traders, window cleaners etc. All business activities listed within the fees & charges schedule for 2025/26.
Councils	No	
Education Sector	No	
Fire	No	
NHS	No	
Integration Joint Board	No	
Police	No	
Third Sector	No	
Other(s): please list and describe the nature of the relationship / impact.		

SECTION SEVEN: ACTION PLANNING

Mitigating Actions: If you have identified impacts on protected characteristic groups in Section 5 please summarise these in the table below detailing the actions you are taking to mitigate or support this impact. If you are not taking any action to support or mitigate the impact you should complete the No Mitigating Actions section below instead.

Identified Impact	To Who	Action(s)	Lead Officer	Evaluation and Review Date	Strategic Reference to Corporate Plan / Service Plan / Quality Outcomes

No Mitigating Actions

Please explain why you do not need to take any action to mitigate or support the impact of your proposals.

It is deemed that there is no impact on any of the protected characteristic groups.

Are actions being reported to Members?

Yes

If yes when and how ?

Council 6 February 2025.

SECTION EIGHT: ASSESSMENT OUTCOME

Only one of following statements best matches your assessment of this proposal / policy / project. Please select one and provide your reasons.

No major change required	Yes	Proposals do not affect protected characteristic groups.
The proposal has to be adjusted to reduce impact on protected characteristic groups	No	
Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups	No	
Stop the proposal as it is potentially in breach of equality legislation	No	

SECTION NINE: LEAD OFFICER SIGN OFF

Lead Officer:

Signature:	<i>Bryan Douglas</i>	Date:	31/01/2025
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SECTION TEN: EPIA TASK GROUP ONLY

OVERALL ASSESSMENT OF EPIA:	Has the EPIA demonstrated the use of data, appropriate engagement, identified mitigating actions as well as ownership and appropriate review of actions to confidently demonstrate compliance with the general and public sector equality duties?	No
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ASSESSMENT FINDINGS If YES, use this box to highlight evidence in support of the assessment of the EPIA If NO, use this box to highlight actions needed to improve the EPIA	There is no breakdown of the protected characteristics of license holders, as there is a cross-over between individuals and businesses. Further improvements need to be made in this area regarding data collection.	
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Where adverse impact on diverse communities has been identified and it is intended to continue with the proposal / policy / project, has justification for continuing <u>without making changes been made</u>?	No	If YES, please describe: There has been no adverse impact on diverse communities that have been identified.
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LEVEL OF IMPACT: The EPIA Task Group has agreed the following level of impact on the protected characteristic groups highlighted within the EPIA

LEVEL		COMMENTS
HIGH	No	
MEDIUM	No	
LOW	Yes	There has been no adverse impact on diverse communities that have been identified.

SECTION ELEVEN: CHIEF OFFICER SIGN OFF

Director / Head of Service:		
Signature:	<i>Karen Algie</i>	Date: 31/01/2025