

## Impact Assessment - First Stage

It is essential that all initiatives undergo a first stage impact assessment to identify relevance to equalities and the Welsh language as well as an evaluation of how the proposal has taken into account the sustainable development principle (the five ways of working); an incorrect assessment could ultimately be open to legal challenge.

The first stage is to carry out a short assessment to help determine the need to undertake a more in-depth analysis (the second stage).

Relevance will depend not only on the number of people/service users affected, but also the significance of the effect on them.

When completing the first step you must have regard to the following:

- Does the initiative relate to an area where important equality issues have been, or are likely to be, raised? (For example, funding for services to assist people who are victims of rape/sexual violence or individuals with particular care need; disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools)
- Is there a significant potential for reducing inequalities, or improving outcomes? (For example, increasing recruitment opportunities for disabled people).
- Does the initiative relate to instances where opportunities to use the Welsh language are likely to be affected or where the language is likely to be treated less favourably? (For example, increase the number of Welsh speakers moving from/to a certain area; closing specific Welsh language services or put those services at risk services;
- Does the initiative relate to the improvement of economic, social, environmental and cultural well-being? To what extent does the initiative prevent things getting worse? (For example, funding for services to assist in cultural well-being; changes in policies that promote independence and/or assist carers)

### 1. Provide a description and summary of the initiative.

Identify which service area and directorate has responsibility for the initiative.

### 2. Identify who will be affected by the initiative.

If you answer **Yes** to service users, staff or wider community continue with the first stage of the assessment

If you answer **No** to service users, staff or wider community or **Yes** to 'Internal administrative process only', go to **Question 5 – sustainable development principle**.

### 3. Using relevant and appropriate information and data that is available to you think about what impact there could be on people who share protected characteristics; whether they are service users, staff or the wider community.

Some things to consider include:

- transport issues
- accessibility
- customer service
- cultural sensitivity
- financial implications
- loss of jobs

Definitions of impacts (either positive or negative):

- High – likely to be highly affected by the initiative
- Medium - likely to be affected in some way
- Low - likely to be affected by the initiative in a small way
- Don't know - the potential impact is unknown

You **must** provide reasons, and indicate what evidence you used, in coming to your decision.

4. Using relevant and appropriate information and data that is available, think about what impact there could be on opportunities to use the Welsh language and in treating the language no less favourably than English.

Definitions of impacts are the same as in **Question 3**.

The classification 'Don't Know' should be categorised as 'High Impact' in both questions 3 & 4.

5. Consider how the initiative has embraced the sustainable development principle in accordance with the Section 7c of the Well-being of Future Generations Act 2015.

Give details of the initiative in relation to the 5 ways of working:

- **Long term** - how the initiative supports the long term well-being of people
- **Integration** - how the initiative impacts upon our wellbeing objectives
- **Involvement** - how people have been involved in developing the initiative
- **Collaboration** - how we have worked with other services/organisations to find shared sustainable solutions;
- **Prevention** - how the initiative will prevent problems occurring or getting worse

6. The most appropriate statement must be selected (and the relevant box ticked) based on the first stage of the assessment and an explanation of how you have arrived at this decision must be given.

In addition a summary of the how the initiative has embraced the sustainable development principle must also be included.

Where the first stage of the assessment indicates that a more in-depth analysis is required the second stage of the assessment will need to be completed and this will need to be started immediately.

A first stage assessment must be included as a background paper for all Cabinet/Cabinet Board/ Scrutiny Committee Reports.

Where the first stage assessment is completed by an accountable manager it must be signed off by a Head of Service/Director.

## Impact Assessment - First Stage

### 1. Details of the initiative

**Initiative description and summary: Taxi Licensing Policy – Guidance on determining the suitability of applicants and licensees in the hackney and private trades**

**Service Area: Licensing**

**Directorate: Finance and Corporate Services**

### 2. Does the initiative affect:

	Yes	No
Service users	✓	
Staff		✓
Wider community		✓
Internal administrative process only		✓

### 3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		✓				There is no impact on any of these protected groups as the guidance only deals with whether or not an individual is suitable to hold a licence.
Disability		✓				
Gender Reassignment		✓				
Marriage/Civil Partnership		✓				
Pregnancy/Maternity		✓				
Race		✓				
Religion/Belief		✓				

Sex		✓				
Sexual orientation		✓				

**4. Does the initiative impact on:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		✓				There is no impact on any of these as the guidance only deals with whether or not an individual is suitable to hold a licence.
Treating the Welsh language no less favourably than English		✓				

**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		✓				There is no impact on any of these as the guidance only deals with whether or not an individual is suitable to hold a licence.
To promote the resilience of ecosystems, i.e. supporting protection of		✓				

the wider environment, such as air quality, flood alleviation, etc.						
---	--	--	--	--	--	--

**6. Does the initiative embrace the sustainable development principle (5 ways of working):**

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people	✓		The guidance ensures that those that are issued taxi licences and consequently are given the responsibility of transporting some of our most vulnerable people, are properly vetted and suitable to do the job.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	✓		Taxi drivers play an important role in ensuring a safe night time economy, providing an essential service for people to get home safely. Ensuring that unsuitable drivers are prevented from obtaining a licence helps safeguard the wellbeing of both adults and children.
<b>Involvement</b> - how people have been involved in developing the initiative	✓		It is proposed to carry out a consultation exercise with existing service users, which will also be available to the public.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	✓		The guidance has been developed by the Institute of Licensing in collaboration with the Local Government Association, National Association of Licensing and Enforcement Officers, and Lawyers in Local Government.  The All Wales Licensing Expert Panel has also scrutinised and endorsed the guidance with the recommendation that all Welsh Authorities approve

			and implement.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	✓		The guidance will ensure that unsuitable persons will not be able to obtain a licence to drive a taxi.

**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	✓
Reasons for this conclusion	
It is proposed that the guidance being considered will replace the existing guidance contained with the Council's Taxi Licensing Policy. The guidance does not impact on any person because of their protected characteristics, it simply provides guidance to those who determine whether or not an individual is suitable to hold a licence.	

A full impact assessment (second stage) <b>is</b> required	
Reasons for this conclusion	

	Name	Position	Signature	Date
Completed by				
Signed off by		Head of Service/Director		