

Agenda

Environment and Licensing Committee

Date: **Tuesday 15 April 2025**

Time: **4.15 pm**

Place: **Council Chamber**

For any further information please contact:

Democratic Services

committees@gedling.gov.uk

0115 901 3844

Environment and Licensing Committee

Membership

Chair Councillor Alison Hunt

Vice-Chair Councillor Marje Paling

Councillor Boyd Elliott
Councillor Rachael Ellis
Councillor Roxanne Ellis
Councillor Julie Najuk
Councillor Sue Pickering
Councillor Alex Scroggie
Councillor Martin Smith
Councillor Clive Towsey-Hinton
Councillor Paul Wilkinson

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Responsibility of Committee:

- 1) All non-executive functions of the Council with regard to:
 - a) Environmental health
 - b) Health and safety at work (other than the exercise of the functions of the Council in the capacity of employer)
 - c) Food hygiene and safety
 - d) Animal health and hygiene
- 2) The determination of applications for licences, approvals, consents, permission or registration or direct regulation of any person or the enforcement of any such licence, approval, consent, permission or regulation with regard to the functions in relation to contaminated land, control of pollution, air quality and noise and statutory nuisance listed in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.

- a) All non-executive functions of the Council with regard to licensing and registration of:
- 1) Caravan sites
 - 2) Hackney Carriages and Private Hire Vehicles, drivers and operators
 - 3) Entertainments
 - 4) Betting, gaming and lotteries
 - 5) Theatres and cinemas
 - 6) Street trading and markets
 - 7) All other licensing functions listed in Part B of Schedule 1 to the Regulations other than those relating to streets and highways.
- b) Any function relating to contaminated land
- c) The discharge of any function relating to the control of pollution or the management of air quality.
- d) The service of an abatement notice in respect of a statutory nuisance
- e) The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.
- f) The inspection of the authority's area to detect any statutory nuisance
- g) The investigation of any complaint as to the existence of a statutory nuisance.

1. Power to issue licences authorising the use of land as a caravan site.
2. Power to license the use of movable dwellings and camping sites.
3. Power to license Hackney Carriages and Private Hire Vehicles.
4. Power to license drivers of Hackney Carriages and Private Hire Vehicles.
5. Power to grant permits in respect of premises with amusement machines.
6. Power to register societies wishing to promote lotteries.
7. To consider applications for hazardous substances consent.
8. Power to grant permits in respect of premises where amusements with prizes are provided.
9. Power to consider and determine applications for public entertainment licences.
10. Power to license sex shops and sex cinemas.
11. Power to license performances of hypnotism.
12. Power to license premises for acupuncture, tattooing, ear piercing and electrolysis.
13. Power to license markets and street trading.
14. Power to license night cafes and take away food shops.
15. Power to license dealers in game and the killing and seeking of game.
16. Power to register and license premises for the preparation of food.
17. Power to license scrap yards.
18. Power to license premises for the breeding of dogs.
19. Power to license pet shops and other establishments where animals are kept or bred for the purposes of carrying on a business.
20. Power to license dangerous wild animals.
21. Power to license knackers' yards.
22. Power to license persons to collect for charitable and other causes.
23. Power to approve meat product premises and to approve premises for the production of minced meat or meat preparations.
24. Power to approve dairy establishments and egg product establishments.
25. Power to issue licences to retail butchers' shops carrying out commercial operations in relation to unwrapped raw meat and selling both raw meat and ready to eat foods.
26. To keep a register of food business premises.
27. Power to register food business premises.
28. Power to issue arena and theatre licences.
29. Power to license zoos.
30. To consider and determine applications for public entertainment licences.

31. The functions of the Council under the following legislation:

- I. House to House Collections Act 1939 as amended by the Local Government Act 1972;
- II. Betting, Gaming and Lotteries Act 1963 - 1971 as amended by the Gaming and Lotteries (Amendment) Act 1980.
- III. Gaming Act, 1968 as amended by the Lotteries and Amusement Act 1976.

32. Power to fix those fees and charges falling within the remit of the Committee.

AGENDA

Page

- 1 **Apologies for Absence and Substitutions.**
- 2 **To approve, as a correct record, the minutes of the meeting held on 11 March 2025.** 7 - 9
- 3 **Declaration of Interests.**
- 4 **Proposed Taxi Licensing Fees for 2025/26** 11 - 26
Report of the Community Protection Manager
- 5 **Any other item which the Chair considers urgent.**
- 6 **Exclusion of the Press and Public.**
To move that under Section 100(A)(4) of the Local Government Act 1972 the public and press be excluded from the meeting during consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972.
- 7 **Application for a one year Joint Hackney Carriage/Private Hire Drivers Licence- KS** 27 - 29
Report of Director of Place.
- 8 **Application for a one year Joint Hackney Carriage/Private Hire Drivers Licence- MR** 31 - 33
Report of Director of Place.
- 9 **Application for a one-year Joint Hackney Carriage/Private Hire Drivers Licence- BJ** 35 - 40
Report of Director of Place.

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MINUTES ENVIRONMENT AND LICENSING COMMITTEE

Tuesday 11 March 2025

Councillor Marje Paling (Chair)

Present: Councillor Stuart Bestwick Councillor Alex Scroggie
 Councillor Boyd Elliott Councillor Martin Smith
 Councillor Rachael Ellis Councillor Clive Towsey-Hinton
 Councillor Julie Najuk Councillor Paul Wilkinson

Absent: Councillor Alison Hunt, Councillor Roxanne Ellis and Councillor Sue Pickering

Officers in Attendance: C Allcock, J Brough and B Hopewell

77 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors Elliot, Roxanne Ellis, Hunt and Pickering. Councillors Bestwick and Maltby attended as substitute.

Councillor Paling, as Vice-Chair, chaired the meeting in Councilor Hunt's absence.

78 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 4 FEBRUARY 2025.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

79 DECLARATION OF INTERESTS.

Councillor Wilkinson declared an interest in Item 7 of the agenda.

80 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

81 EXCLUSION OF THE PRESS AND PUBLIC.

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information

that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

82 APPLICATION FOR A ONE-YEAR JOINT HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - BSS

Consideration was given to a report of the Corporate Director of Place, which had been circulated prior to the meeting, regarding an application for a one year joint Hackney Carriage/Private Hire Driver's Licence for BSS.

BSS attended the meeting along with a solicitor and they both addressed the Committee.

In making the decision the Committee applied the Council's approved Policy and Guidelines.

RESOLVED:

To refuse BSS's application for a Joint Hackney Carriage/Private Hire Driver's Licence.

BSS was advised of the right of appeal against the decision of the Committee.

83 APPLICATION FOR A ONE-YEAR JOINT HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - MZ

Councillor Wilkinson left the meeting.

Consideration was given to a report of the Corporate Director of Place, which had been circulated prior to the meeting, regarding an application for a one year joint Hackney Carriage/Private Hire Driver's Licence for MZ.

MZ attended the meeting along with a representative and they both addressed the Committee.

In making the decision the Committee applied the Council's approved Policy and Guidelines.

RESOLVED:

To refuse MZ's application for a Joint Hackney Carriage/Private Hire Driver's Licence.

MZ was advised of the right of appeal against the decision of the Committee.

The meeting finished at Time Not Specified

Signed by Chair:
Date:

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Report to Environment and Licensing Committee

Subject: Proposed Taxi Licensing Fees for 2025/26

Date: 15 April 2025

Author: Community Protection Manager

Purpose

To approve the proposed fees for taxi driver, operator and vehicle licencing for 2025/26 as shown at Appendix 1 (a), subject to advertisement requirements being satisfied. To approve a proposed increase to the general taxi licensing fees for 2025/26 shown at Appendix 1 (b).

Recommendation(s)

THAT:

- 1. Members approve the fees for taxi driver, operators and vehicle licences as detailed at Appendix 1 (a) for 2025/26 for advertisement in accordance with the Local Government (Miscellaneous Provisions) Act 1976, such fees to automatically come into force on 1st June 2025 if no objections are received within the statutory period. If any objections are received within the statutory period that these be referred back to Committee for consideration in accordance with the legislation.**
- 2. Members approve the fees for General Taxi licensing for 2025/26 as detailed at Appendix 1 (b) with effect from 1 June 2025.**

1 Background

- 1.1** The fixing of fees proposed in the attached fee schedule at Appendix 1 for 2025/26 is a function of the Environment and Licensing Committee as laid out in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.

- 1.2 During 2022/23 an internal review of the setting of taxi licensing fees was undertaken which was independently reviewed by the Chartered Institute of Public Finance and Accountancy ('CIPFA'). The review involved an analysis of workflows and associated time analyses to enable the apportionment of service costs to driver, vehicle and operator licences to establish individual memorandum accounts. This incorporated the changes to service delivery method from 2022/23 and provided clearer transparency for future fees setting.
- 1.3 As detailed in the Legal Implications section of the report at paragraph 5.4, the Council cannot make a profit from licence fees and there must be a carry forward of any surplus. There can also be recovery of any deficit. The reconciliation of any surplus and deficit to ensure full cost recovery i.e. a break-even position, is over a three-year cycle. The calculations in respect of each type of licence issued by the Council should be kept separate i.e. memorandum accounts. The balances carried forward at 1 April 2024 were as follows:

Balance @ 1.4.24	£
Drivers licence deficit	19,100
Vehicles licence deficit	600
Operators licence surplus	(1,000)

- 1.4 A proportion of the retrospective deficit on drivers' licence, will be incorporated into the fee setting for 2025/26 as part of the three-year cycle, along with achieving as close to a full cost recovery position on Vehicles and Operators. The projected year end balances for 2024/25 will also be incorporated into this 2025/26 calculation.
- 1.5 The proposed fees for 2025/26 are attached at Appendix 1. The summary of the budgets and fee calculations on both a full cost recovery basis and the proposed new fees is contained within Appendix 2 which have been calculated employing the methodology determined by the internal review and confirmed by CIPFA and incorporating their recommendations. It has previously been the Council's stated intention to achieve full cost recovery on the taxi licence accounts over time and this remains the objective. The proposed fees at Appendix 1 are based upon estimates of the cost of the Taxi Licencing Service provision for 2025/26 as apportioned to the memorandum accounts for each licence type.

There are some increased costs included in the 2025/26 budget compared to 2024/25, for example, inflationary pressures including pay awards which have been consistently applied to all the Council's services. These additional costs are partly offset by some reductions in costs in Customer Services. Whilst the time spent on each individual licence by Customer Services hasn't reduced, the overall number of Licences has fell which has resulted in a reduced charge

overall. Further efficiencies are expected in the service once the digitisation has been fully implemented.

1.6

2024/25:	Hours	Number of Licences (projected)	Total Hours	%
Driver - 1 Year	2.84	275	781.00	
Driver - 3 Year	4.34	119	516.46	
Knowledge	1	112	112.00	30.71
Operator - 1 Year	0.34	3	1.02	
Operator - 5 Year	0.34	2	0.68	0.04
Vehicle	2.33	1,364	3,179.05	69.25
		1,875	4,590	100

1.7 The calculated fees for each licence type is detailed in Appendix 1 with associated budgets detailed in Appendix 2. All other assumed licence numbers to be issued during 2025/26 has fallen. Taken this, the surpluses and deficits from previous years, and budgetary forecasts for 2025/26, the changes from 2024/25 rates can be summarised as follows:

- Drivers Licences – 5% Increase
- Vehicle Licences – 17% Increase
- Operators Licences – 0% Increase
- Other Fees – 5% Increase

The review of the past fee setting confirmed that drivers licences were being provided at a deficit i.e. the income received has not covered the cost of providing the licence and has previously received a subsidy from the Council Taxpayer. To recover some of this previous deficit the fees are proposed to increase by 5%.

In 2024/25 the fees for Vehicle licences were reduced to ensure they were not being provided at a surplus, however due to a fall in vehicle licence numbers and projected memorandum deficit for 2024/25 the fees are proposed to be increased to bring them back in line to achieve near full cost recovery in 2025/26.

1.8 The Act permits the Council to set vehicle and operator licence fees, but where this fee exceeds £25, as is the case at Gedling, a public notice of the proposed fees must be advertised in a local newspaper circulating in the district. The advertisement must advise where any objections to the fee changes can be lodged and must allow a period of at least 28 days from publication of the notice for objections to be lodged. If no objections are made or if all objections are withdrawn the fees come into effect after the 28-day period on the date specified in the notice. Where objections are not withdrawn, the Council must then consider the objections before determining the fee level and setting a

further date, not later than two months after the first specified date, on which the new fees shall come into force.

- 1.9 In relation to taxi drivers' licence application fees in Appendix 1, there is no statutory requirement to publicise any changes in the level of fees. However, as with the vehicle and operator licence fees, Gedling Borough Council will publish details of the proposed fees for 2025/26 and provide for a period of 28 days from publication for any objections to the fees to be lodged with the Council. Any such objections will be considered by the Council before the proposed fees are finally approved. This 28-day period will be a period of consultation, the results of this will be considered before final determination of these fees.
- 1.10 In relation to the general taxi fees at Appendix 1 (b) there is no requirement to advertise any increase in fees and a 5% fee increase (subject to roundings) is proposed to contribute to cost recovery as part of the memorandum accounts.

Proposal

- 2 It is proposed that the fees outlined in Appendix 1(a) for 2025/26 be approved for advertisement in accordance with the Act and subject to no objections being received by the specified date (28 days after publication) those fees will come into effect on 1 June 2025. If objections are received, in line with the Act the Council will have to consider the objections and set a further date no later than 2 months after the first specified date on which the new fees would come into force.
- 2.1 It is proposed that the fees outlined in Appendix 1(b) for 2025/26 be approved to come into force from 1 June 2025.

Alternative Options

- 3 That the fee increase is not approved resulting in the Council not moving towards operating the service at full cost recovery requiring a higher subsidy from the Council Tax payer.
- 3.1 That a lower fee increase be applied to that proposed. A lower fee increase or fee reduction would increase the estimated deficit on driver fees, and introduce a higher estimated deficit on vehicle licences, the resulting deficit would then be carried forward as part of the three year accounting cycle and would potentially result in an increased fee for 2025/26. As the ultimate aim is to achieve full cost recovery without a Council Tax payer subsidy and to achieve some stability in fees for licence holders going forward, this option is not recommended.

- 3.2 That a higher fee increase be applied to a driver's licence to reduce the estimated deficit and move more quickly towards full cost recovery. A higher increase is not recommended due to the potential impact on licence holders. The proposed phasing in over three years seeks to achieve a fair balance between taxpayer subsidy and cost recovery from the licence holder.
- 3.3 The Council could choose not to advertise the driver licence fees as this is not a statutory requirement. This would mean there is no consultation with licence holders which is not recommended given the proposed phasing in of fee increases for this group.

Financial Implications

- 4 The report sets out the method used when calculating the taxi and private hire fees and charges for 2025/26. The memorandum accounts for driver, vehicle and operator licences, detailing: the estimated costs of service provision by licence type; the calculated fee that would be required to achieve cost recovery based on projected volumes of licences; and the actual proposed fee including the consequent estimated deficit or surplus arising from the proposal to phase in the fee; is detailed in Appendix 2 and summarised in the table below:

Estimated Taxi Licence Memorandum Accounts 2025/26 – Based on proposed fees detailed in Appendix 1

Projected Budget	Driver Licence £	Vehicle Licence £	Operator Licence £	Total £
2025/26:				
Expenditure	133,000	312,700	2,300	448,000
Income	(137,500)	(312,900)	(1,400)	(451,800)
2025/26 Deficit/(Surplus):	(4,500)	(200)	900	(3,800)
2023/24 C/fwd	19,100	600	(1,000)	18,700
2024/25 projected year-end position	(1,500)	6,100	100	4,700
Projected Deficit/(Surplus) @ 31.3.26	13,100	6,500	0	19,600

- 4.1 The Council cannot make a profit and must carry forward any surplus. Any deficit can also be carried forward and can be recovered in subsequent years. Surplus or deficits will be considered when fee setting in future years with the aim of reconciliation occurring over a three-year cycle. The surpluses or deficits

arising from 2023/24, and projected for 2024/25, have been considered when setting fees for 2025/26 as part of the three-year accounting cycle.

- 4.2 2025/26 is the last year of the first three-year balancing cycle, Drivers Licences forecast an overall deficit at the end of the three years of £13,100 and Vehicles of £6,500. To ensure full cost recovery over the three years we would need to significantly increase Drivers and Vehicle fees to an amount which is not deemed to be fair and equitable.

Legal Implications

- 5 Sections 53 and 70 of the Act allow the Council to charge fees for the grant of licences in respect of hackney carriage and private hire drivers, vehicles and operators. The legislation specifies the elements that can be included in the cost of the licence fee.

- 5.1 Section 70 covers the vehicle and operators' licences the Act states that the Council may charge such fees as may be sufficient in the aggregate to cover in whole or in part:

- The reasonable cost of inspecting Hackney Carriages and Private Hire vehicles to ascertain whether any such licence should be granted or renewed.
- The reasonable cost of providing Hackney Carriage stands.

Any reasonable administrative or other costs in connection with the above and with the control and supervision of Hackney Carriages and Private Hire vehicles.

- 5.2 Section 53 of the Act covers the fee for drivers' licences the Council may charge:

Such fee as it considers reasonable with a view to recovering the costs of issue and administration associated with the grant of Hackney Carriage and Private Hire drivers' licences.

- 5.3 Case law has established that the cost for the enforcement of unlicensed drivers, vehicles or operators cannot be included in the calculation. The Council cannot make a profit from licence fees and there must be a carry forward of any surplus. There can also be recovery of any deficit. The reconciliation of any surplus and deficit is over a three-year cycle. The calculations in respect of each type of licence issued by the Council should be kept separate.

- 5.4 When the Council proposes to set new fees for vehicle and operator licences it is required by Section 70 of the Act to publish notice of the proposed variation

in a local newspaper stating that objections may be made within a period of not less than 28 days. If objections are received and not withdrawn the Council must consider them and set a further date on which the variation shall come into force with or without modifications.

- 5.5 There is no statutory requirement for a similar procedure in respect of a proposed variation in the fees for drivers' licences. In practice the Council has given public notice of proposed increases in those fees at the same time as proposed increases in the fees for vehicle and operator's licences, invited objections, and set a date for implementation in the same way.

Equalities Implications

- 6 An Equalities Impact Assessment is attached at Appendix 3.

Carbon Reduction/Environmental Sustainability Implications

- 7 There are no carbon reduction/sustainability implications arising from this report.

Appendices

- 8 Appendix 1
(a) - Taxi driver, vehicles and operator proposed fees 2025/26
(b) – General Taxi Licensing fees 2025/26
- 8.1 Appendix 2 – Summary of Taxi Licencing Budgets and Projected Memorandum Accounts
- 8.2 Appendix 3 – Equalities Impact Assessment

Background Papers

- 9 None

Statutory Officer approval

Approved by:
Date:
On behalf of the Chief Financial Officer

Approved by:
Date:

Appendix 1(a)

2025/26 Taxi Licence Proposed Fees		Current Fees Per Website (exc VAT)	Proposed Fee
Driver	Driver Licence - 1 Year	250.00	263.00
	Driver Licence - 3 Year	450.00	474.00
	DBS Fee (new & renewal)	42.00	44.00
	Knowledge Test Fee	48.00	50.00
Vehicle	Hackney Carriage and Private Hire Vehicle licence fee (six months) including inspection fee	200.00	234.00
	Vehicle Re-test (including after accident damage/enforcement action)	64.00	67.00
	Meter Test	46.00	48.00
	Replacement Plates (Inc. Plate Deposit)	64.00	65.00
Operator	Operator - 1 Year, 1 Vehicle	80.00	80.00
	Operator - 1 Year, 2-5 Vehicles	162.00	162.00
	Operator - 1 Year, 6-10 Vehicles	362.00	362.00
	Operator - 1 Year, 11-25 Vehicles	726.00	726.00
	Operator - 1 Year, 26-50 Vehicles	1,453.00	1,453.00
	Operator - 1 Year, 51-100+ Vehicles	2,798.00	2,798.00
	Operator - 5 Year, 1 Vehicle	375.00	375.00
	Operator - 5 Year, 2-5 Vehicles	729.00	729.00
	Operator - 5 Year, 6-10 Vehicles	1,729.00	1,729.00
	Operator - 5 Year, 11-25 Vehicles	3,546.00	3,546.00
	Operator - 5 Year, 26-50 Vehicles	7,181.00	7,181.00
	Operator - 5 Year, 51-100+ Vehicles	13,906.00	13,906.00

Appendix 1(b)

Other Fees	Transfer of Vehicle Licence	18.00	19.00
	Change of Name / Address on a Licence	18.00	19.00
	Vehicle Registration Change	18.00	19.00
	Replacement Badge Holder	7.50	8.00
	Replacement Badge	23.00	24.00
	Replacement Paper Licence	18.00	19.00
	Vehicle plate deposit fee (refundable upon surrendering plates)	40.00	40.00

Appendix 2

2025-26 Financial Year - Fcast

Account	Account(T)	Sum of Amount
1000	Employee Salaries	82,000.00
1300	Employer National Insurance	10,500.00
1310	Employer Superannuation	16,300.00
1530	Course Fees	900.00
1630	Professional Fees{ret.incentiv}	100.00
2170	Premises Rents	0.00
4385	Criminal Records Bureau Pay'ts	10,000.00
4445	Licences	25,000.00
4446	Vehicle Inspection Costs	90,000.00
4518	Miscellaneous Insurances	1,600.00
7000	IT Administration	3,700.00
7001	IT Network	4,600.00
7002	IT Telephones	200.00
7003	IT Direct Licences	1,800.00
7010	Safety Officer	1,000.00
7020	Personnel Services	2,100.00
7060	Postages	100.00
7070	Print Room	200.00
7080	Legal Services	10,800.00
7270	Civic Centre	4,900.00
7271	Jubilee House	5,700.00
7310	Accountancy	5,100.00
7320	Payroll	600.00
7330	Creditors	200.00
7350	Customer Services	170,400.00
7413	Dir. Place	100.00
7430	Resources	100.00
9110	Contributions from Reserves	0.00
Sub Analysis	Sub analysis(T)	
8240	Hackney Car. CRB Checks	-10,000.00
8246	Hackney Car.Vehicle Inspection	-172,072.00
8250	Hackney Carr. Topography	-5,300.00
8255	Hackney Carr.Driving Lic.Fee	-122,205.00
8264	Hackney Carr.Operators Licence	-1,400.00
8267	Hackney Carr.Vehicle Lic.Fee	-140,786.00
8160	Fees & Charges Refunds	0.00
8268	Fees & Charges Refunds	0.00
Agresso - Financial Year General Leger Total		-3,763.00

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Equality Impact Assessment



Name of project, policy, function, service or proposal being assessed:	Taxi Fees and Charges Amendments 2025/26				
The main objective of (please insert the name of accessed document stated above):	Taxi Fees and Charges Report 2025/26				
<p>What impact will this taxi fees report have on the following groups? Please note that you should consider both external and internal impact:</p> <ul style="list-style-type: none"> • External (e.g. stakeholders, residents, local businesses etc.) • Internal (staff) 					
Please use only 'Yes' where applicable		Negative	Positive	Neutral	Comments
<u>Gender</u>	External			Yes	
	Internal			Yes	
<u>Gender Reassignment</u>	External			Yes	
	Internal			Yes	
<u>Age</u>	External			Yes	
	Internal			Yes	

<u>Marriage and civil partnership</u>	External			Yes	
	Internal			Yes	
<u>Disability</u>	External			Yes	
	Internal			Yes	
<u>Race & Ethnicity</u>	External			Yes	
	Internal			Yes	
<u>Sexual Orientation</u>	External			Yes	
	Internal			Yes	
<u>Religion or Belief (or no Belief)</u>	External			Yes	
	Internal			Yes	
<u>Pregnancy & Maternity</u>	External			Yes	
	Internal			Yes	
Other Groups (e.g. any other vulnerable groups, rural isolation, deprived areas, low income staff etc.)	External			Yes	
	Internal			Yes	

Please state the group/s: _____					

Is there is any evidence of a high disproportionate adverse or positive impact on any groups?		No	Comment
Is there an opportunity to mitigate or alleviate any such impacts?		No	Comment
Are there any gaps in information available (e.g. evidence) so that a complete assessment of different impacts is not possible?		No	Comment
In response to the information provided above please provide a set of proposed action including any consultation that is going to be carried out:			
Planned Actions	Timeframe	Success Measure	Responsible Officer

Authorisation and Review

Completing Officer	Kevin Nealon – Community Protection Manager
Authorising Head of Service/Director	Mike Avery – Director of Place
Date	01/04/25
Review date (if applicable)	2026

By virtue of paragraph(s) 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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