



EQUALITY IMPACT NEEDS ASSESSMENT

Policy to be assessed	Introduction of the Topography (knowledge) test for Hackney and Private Hire Taxis
Assessment completed by:	Mr Kevin Nealon, Community Protection Manager, Public Protection Service.
Aims/objectives of the Policy/Service/Procedure	
<p>The aim of this policy is to ensure that.</p> <ol style="list-style-type: none">1. All Hackney and Private Hire drivers licensed with Gedling Borough Council have a good geographical knowledge about the Gedling Borough Council area as well as some locations in the surrounding areas.2. That Hackney and Private Hire drivers have a working knowledge of the Councils licence conditions, the Highway Code and are able to make simple monitory based maths calculations.3. The level of knowledge of drivers is tested to ensure they provide a high standard of behaviour and service which is expected in order to safeguard the best interests of the travelling public of Gedling Borough Council and surrounding areas.4. The traveling public.	

<p>Who are the customers and stakeholders of this service?</p> <ol style="list-style-type: none"> 1. Hackney and Private Hire Drivers licensed with the Gedling Borough Council 2. Applicants who are intending to apply for a Private Hire or Hackney Licence. 3. Taxi Operators licensed with Gedling Borough Council 4. Taxi Operators outside the Gedling area that may have drivers licensed with Gedling Borough Council. 	
<p>Detail below what information you already have about the impact this policy/service/procedure has on the following groups including results from consultation, complaints, census:</p>	
<p>Black and minority ethnic people</p>	<p>Whilst the Council does not hold records in relation to this characteristic, anecdotal evidence suggests that English is not the first language for some drivers. Some applicants may not be able to read English and some may not be able to complete the test in either IT or paper format.</p>
<p>Men/women and trans</p>	<p>The Council is not required to hold information in relation to this characteristic however anecdotal evidence suggests female drivers make up fewer than 5% of licence holders. It is anticipated that the introduction of this test will improve the quality of drivers ensuring that journeys are safer and conducted more professionally, it is probable that one females who use Gedling licensed vehicles will feel more safe.</p>
<p>Disabled people</p>	<p>Licensed private hire and hackney carriage drivers must hold a valid DVLA issued drivers licence. In order to obtain a private hire or hackney licence applicants must also be assessed for their medical fitness by a doctor.</p> <p>In cases where due to an individual's disability a DVLA issued drivers licence could not be obtained or if a hackney carriage or private hire driver's licence can't be issued on the grounds of medical fitness then the individual would not be eligible to obtain a licence.</p> <p>The Council is not required to hold information in relation to this characteristic.</p>
<p>Gay/Lesbian/bisexual People</p>	<p>The Council does not hold any data in relation to this characteristic.</p>
<p>People from different faiths</p>	<p>The Council does not hold any data in relation to this characteristic.</p>

People of different ages	Drivers must have held a full driving licence for at least 12 months and as such the youngest a Private Hire or Hackney driver could be is 18 years of age.
How will this policy/service/procedure impact on the following groups:	
	Positive impact
Different racial groups	None
Men/women and trans	None
Disabled people	Some applicants may not be able to read English and some may not be able to complete the test in either IT or paper format.
Gay/Lesbian/bi-sexual people	None
People from different faiths	None

<p>People of different ages</p>	<p>None</p>	<p>Some elderly drivers may not have sat an exam for some time and could feel nervous, anxious or uncomfortable with a test/exam environment which may adversely affect their ability to pass.</p>
<p>What changes could be made to the policy/service/procedure to address any negative impacts?</p> <ol style="list-style-type: none"> 1. All candidates will be advised that if they have specific needs then they should contact the licensing officers prior to their exam. The licensing officer will make (wherever possible) reasonable adjustment to the way the test is presented to the candidate to allow them, as far as is reasonably practicable to have a fair and equal chance of being able to sit the exam. 2. In the case of those who inform the Council that they anticipate they will have difficulty reading the questions in English, arrangements will be made to read the questions to them together with the four multiple choice answers. However candidates will not be able to bring along or ask for interpreters to assist them. 3. In the case of older candidates, the invigilators will receive training to be sympathetic and offer reassurance where they feel it is appropriate to do so. Where applicants raise concerns prior to the test they will be offered a one to one session on their own using either a computer or paper based version of the test. Licensing officers will also be trained in providing some informal coaching as to methods of recollection, where a route must be described encouraging the driver to reverse the route. The drivers could also be encouraged to use association with landmarks 		

What monitoring will be carried out to ensure this policy/service/procedure meets diverse needs

1. In relation to candidates who have difficulty reading English or are elderly and elect to have the questions read out to them by one of the licensing team, monitoring of pass and fail rates will be carried out.
2. Monitoring will be carried out for all candidates to identify those who fail. Some cross referencing will be done to the applicants application form by the Community Protection Manager to ensure that no candidates are excluded from sitting the test under fair and equal conditions.

What actions will be included in your service plan arising from this assessment?

Action	Outcome	Date?	Who?
Monitoring of all pass and fail rates and cross referencing those who fail with their application form.	Changes to the exam questions if pass rates exceptional high	September 2014	Kevin Nealon
Monitoring of the pass and fail rates of candidates who request assistance based on them not understanding written English or their age.	Changes in the way officers are trained, or the test is presented to these candidates, notwithstanding that the use of interpreters will not be allowed.	September 2014	Kevin Nealon

Are you satisfied that all aspects of this policy/service/procedure have been thoroughly assessed for all the strands of diversity and that no further investigation is required? Yes
If no then a fuller impact assessment is required.

Signed.....*A. Callingham*.....(manager) Signed.....*K. Nealon*.....(Corporate Equality Representative)
Andy Callingham
 Service Manager Public Protection
Kevin Nealon
 Community Protection Manager