

Equality Impact Assessment (EqIA)

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. Do not 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
- Substantial revision of an existing policy or process
- Any change which may have a disproportionate impact on a particular group

Decision

- Key decision
- Decision for management board/cabinet
- 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 and programmes

- All, at planning stage

Further information: [Equality Impact Assessments - a user's guide](#)

Section one

No.	Question	Response
1.1	Name of policy/decision/service/project/programme being assessed	Approval of Discretionary Licence Fees – (Mobile) Street Trading Fees
1.2	Summary of aims and objectives of the policy/decision/service/project/programme	To act in accord with the empowering legislation and best practice in terms of fees setting.
1.3	Who is affected by the policy/decision/service/project/programme? (For example, employees/service users/supplier/contractor)	Individuals and businesses that wish to carry out street trading on a 'mobile' basis around the borough.
1.4	What involvement and consultation has been done in relation to this proposal? (For example, with relevant groups and stakeholders)	Individuals and businesses known to the council that it was considered might need to apply for a street trading consent were contacted and invited to take part in the consultation process, when the council considered changing its then current Street Trading Policy. That consultation was not specifically about the setting of licence fees but was clear in proposing an extension of the existing scheme to mobile traders.

1.5	What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	The Licensing Manager will monitor the impact of the proposed change, in terms of the nature of and number of applications received under the regime (in respect of mobile traders) and any concerns/ issues that arise.
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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 (for example, adjustment to the proposal)
Disability	Neutral		
Gender reassignment	Neutral		
Marriage or civil partnership	Neutral		
Pregnancy and maternity	Neutral		
Race	Neutral		
Religion or belief	Neutral		
Sexual orientation	Neutral		
Sex (gender)	Neutral		

Age	Neutral		
Children in care and care leavers	Neutral		

It is considered that there should be no positive/ adverse impacts through the approval of the proposed fees. The council has a responsibility to ensure that licensing services, which should be self – funding, do not present a drain on its finances and provide the widest benefit to the community.

It must be remembered that these application usually refer to a form of ‘trading’ with a view to making a profit for various purposes, and as stated, it would be both impractical and would drive inconsistency to charge these licence fees on any other basis than whereby each customer effectively pays the same for the service concerned.

However, it is felt that giving the opportunity to pay annual consent costs by instalments should ensure that even those persons with any protected characteristic(s) who may be less financially comfortable can still make such applications to trade accordingly.

Section three – evaluation

No.	Question	Explanation/justification
3.1	Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	The adoption of the fees concerned is aimed at recovering the costs to the council of administering and otherwise dealing with the regime concerned. The only practical and consistent way to deliver this service is to set licence fees based upon the costs to the council, recharging those costs fairly and consistently for the actual service delivered and not considering other factors in relation to the applicant. On that basis it is not considered that decision to approve these fees could discriminate or unfairly disadvantage people.

No.	Final Decision	Tick the relevant box	Include any explanation / justification required

1	No barriers identified; therefore, activity will proceed	Yes	It is felt that council's proposal to offer those applicants seeking an annual consent to pay by instalments, if they wish, allows all potential applicants a good opportunity to start up such trading opportunities. This would be notwithstanding whether they do or do not have protected characteristic(s) but may face financial pressures.
2	Stop at some point because the data shows bias towards one or more groups		
3	Adapt or change the event in a way which you think will eliminate the bias		
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 (for example, 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		

Section four – record keeping.

Question	Response
Will this EqIA be published* (*EqIA's should be published alongside relevant event paperwork including cabinet papers):	Yes
Date completed	17/06/25
Review date (if applicable)	N/A

Change log.

Name	Date	Version	Change made

Responsibilities

Question	Response	Date completed
Name of person leading this EqIA	Jason Kirkwood	17/06/25

Question	Response
Names and roles of people involved in the consideration of impact	

Question	Response	Date signed
Name of Director signing EqIA		