

**Report of** Head of Licensing and Registration

**Report to** Licensing Committee

**Date:** 11 February 2014

**Subject:** Information Report – Taxi and Private Hire Licensing Equality Monitoring

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

## Summary of main issues

- 1 This report contains information on the implementation of the equality monitoring process at the Taxi and Private Hire Licensing Section.

## Recommendations

- 2 That Members note the information contained within this report.

### 1 Purpose of this report

- 1.1 At their meeting in October 2013, Members requested a further update report regarding the equality monitoring process implemented at the Taxi and Private Hire Licensing Section.

### 2 Background information

- 2.1 The report presented to Members in October 2013 gave information as to how the Taxi and Private Hire Licensing Section intended to capture equality monitoring information by enclosing an Equality Monitoring form with all licence renewal reminder letters.

- 2.2 Renewal reminder letters are generated within the licensing system and the reporting database had to be written and built into the system prior to the equality monitoring form being issued to the existing trade and new applicants.
- 2.3 Licence renewal reminders are posted in advance of a licence expiring;
- October renewal reminders were posted on 19 September 2013
  - November renewal reminders were posted on 18 October 2013
  - December renewal reminders were posted on 18 November 2013
  - January renewal reminders were posted on 10 December 2013
- 2.4 The Section experienced technical issues with the reporting database which meant we were unable to identify forms returned by the existing licensed trade as opposed to those returned by new applicants to the trade.
- 2.5 One of the main issues around gathering and using this information was anonymity and this has proved to be more technically difficult than originally anticipated.
- 2.6 The Equality Monitoring form was not included with the renewal reminders until February 2014 as this was the first practical opportunity to align equality monitoring to enforcement activity with any data returned.
- 2.7 The practicalities of introducing equality monitoring into a business as usual process has resulted in their being minimal information to report in the three months since the last report was presented to Licensing Committee.

### **3 Main issues**

- 3.1 As outlined in the previous report, this is the first time the Taxi and Private Hire Licensing Section has proactively encouraged the collection of this data.
- 3.2 The Taxi and Private Hire Licensing Section issued 514 renewal reminder letters on 10 January for those driver licences due to expire in February. At the time of writing this report 170 renewal applications had been submitted.<sup>1</sup>
- 3.3 The Section has also made 55 new applicant appointments for February<sup>2</sup>, although this figure will marginally increase over the remainder of the month.
- 3.4 To date, 82 Equality Monitoring forms have been returned. Please see Appendix 1 for a breakdown of the results.
- 3.5 The Section will continue to encourage licence holders to complete the monitoring information if they have not already done. This is being done via the information screens in Reception, via email (where we hold an email address) and in the spring newsletter.

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<sup>1</sup> 29<sup>th</sup> January 2014

<sup>2</sup> 29<sup>th</sup> January 2014

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 The information contained in this report has not been the subject of consultation with the trade as it is an information report.

### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 This is an information report relating to the Taxi and Private Hire Licensing process for equality monitoring. We are using the council approach and guidance to equality monitoring and data protection requirements. As such, an equality screening/ impact assessment is not required.

4.2.2 Information collected will be used to profile the licensed trade, identify trends and take appropriate positive action. It is anticipated that this will support the service to meet the general public sector duty within the Equality Act 2010.

### **4.3 Council policies and City Priorities**

4.3.1 The Taxi & Private Hire Licensing policies contribute to the following aims:

#### **Best Council Plan 2013 -17**

#### **Towards being an Enterprising Council**

#### **Our Ambition and Approach**

**Our Ambition** is for Leeds to be the best city and Leeds City Council to be the best council in the UK – fair, open and welcoming with an economy that is both prosperous and sustainable so all our communities are successful.

**Our Approach** is to adopt a new leadership style of civic enterprise, where the council becomes more enterprising, business and partners become more civic, and citizens become more actively engaged in the work of the city.

#### **Our Best Council Outcomes**

Make it easier for people to do business with us

#### **Our Best Council Objectives**

Promoting sustainable and inclusive economic growth – Improving the economic wellbeing of local people and businesses. With a focus on:

- Helping people into jobs,
- Boosting the local economy
- Generating income for the council

Ensuring high quality public services – improving quality, efficiency and involving people in shaping their city. With a focus on;

- Getting services right first time
- Improving customer satisfaction

4.3.2 The Taxi & Private Hire Licensing policies contribute to priorities:

- Reduce crime levels and their impact across Leeds
- Effectively tackle and reduce anti-social behaviour in communities

4.3.3 Safeguarding children and vulnerable adults:

Leeds City Council has both a moral and legal obligation to ensure the duty of care for both children and vulnerable adults across all of its services. This cannot be achieved by any single service or agency. Safeguarding is ultimately the responsibility of all of us and depends on the everyday vigilance of staff who play a part in the lives of children or vulnerable adults.

#### **4.4 Resources and value for money**

4.4.1 There are no additional financial costs other than that previously reported.

#### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 All equality monitoring information is classed as personal data under the Data Protection Act 1998. The law states that we must keep the information accurate and up to date, must only keep it for as long as it is needed for a specific purpose and we must keep it secure.

#### **4.6 Risk Management**

4.6.1 The completion of equality monitoring forms is entirely voluntary and some service users may have concerns about how the information will be used but it is treated in the strictest confidence and in accordance with the Data Protection Act 1998.

### **5 Conclusions**

5.1 The equality monitoring process is now being carried out in accordance with the Council's standard categories and equality monitoring guidelines.

### **6 Recommendations**

6.1 That Members note the information contained within this report.

### **7 Background documents**

Equality Monitoring Guidance  
Licensing Committee Report 15 October 2013

## Appendix 1 – Equality Statistics

### Response Rates

Number of renewals sent out since January 2014:	514
Number of renewals returned since January 2014:	170
Number of equality monitoring forms returned since January 2014:	82
Overall response rate:	48 %

### General

Number of current licensees:	5871
Number of current licensees that have provided ethnic origin:	78 (1.33%)
Breakdown of ethnic origin:	
Asian or Asian British - Afghan	3 3.85% of total answered
Asian or Asian British - Bangladeshi	2 2.56% of total answered
Asian or Asian British - Indian	1 1.28% of total answered
Asian or Asian British - Kashmiri	14 17.95% of total answered
Asian or Asian British - Pakistani	40 51.28% of total answered
Black or Black British - African	2 2.56% of total answered
White - British	3 3.85% of total answered
White - English	13 16.67% of total answered
Number of current licensees that have provided religion:	69 (1.18%)
Breakdown of religion:	
Muslim	49 71.01% of total answered
Christian	8 11.59% of total answered
Sikh	1 1.45% of total answered
No religion	2 2.90% of total answered
No belief	2 2.90% of total answered
Number of current licensees that have provided gender:	76 (1.29%)
Breakdown of Gender:	
Male	76 100.00% of total answered
Female	0 0.00% of total answered
Number of current licensees that have provided date of birth (D.O.B.):	52 (0.89%)
Breakdown of age range:	
18-24	1 1.92% of total answered
25-34	9 17.31% of total answered
35-44	23 44.23% of total answered
45-54	10 19.23% of total answered
55-64	6 11.54% of total answered
65+	2 3.85% of total answered

## Roadside Inspections

### All Roadside inspections

Number of roadside inspections:	580
Number of roadside inspections involving individuals about who we know ethnic origin:	8 (1.38%)
Breakdown of ethnic origin:	
Asian or Asian British - Kashmiri	2 25.00% of total answered
Asian or Asian British - Pakistani	3 37.50% of total answered
Black or Black British - African	2 25.00% of total answered
White - English	1 12.50% of total answered
Number of roadside inspections involving individuals about who we know their religion:	7 (1.21%)
Breakdown of religion:	
Muslim	4 57.14% of total answered
Christian	3 42.86% of total answered
Breakdown of Gender:	
Male	8 100.00% of total answered
Female	0 0.00% of total answered
Number of roadside inspections involving individuals about who we know their D.O.B.:	4 (0.69%)
Breakdown of age range:	
18-24	0 0.00% of total answered
25-34	1 25.00% of total answered
35-44	2 50.00% of total answered
45-54	0 0.00% of total answered
55-64	1 25.00% of total answered
65+	0 0.00% of total answered

### Passes Following a Road Side Inspection

Number of vehicles found to be satisfactory:	410
Number of passes involving individuals about who we know ethnic origin:	7 (1.71%)
Breakdown of ethnic origin:	
Asian or Asian British - Kashmiri	2 28.57% of total answered
Asian or Asian British - Pakistani	2 28.57% of total answered
Black or Black British - African	2 28.57% of total answered
White - English	1 14.29% of total answered
Number of passes involving individuals about who we know their religion:	6 (1.46%)
Breakdown of religion:	
Muslim	3 50.00% of total answered
Christian	3 50.00% of total answered
Number of passes involving individuals about who we know their gender:	6 (1.46%)
Breakdown of Gender:	
Male	6 100.00% of total answered
Female	0 0.00% of total answered
Number of passes involving individuals about who we know their D.O.B.:	3 (0.73%)
Breakdown of age range:	
18-24	0 0.00% of total answered
25-34	1 33.33% of total answered
35-44	1 33.33% of total answered
45-54	0 0.00% of total answered
55-64	1 33.33% of total answered
65+	0 0.00% of total answered

### Passes but advice given Following a Road Side Inspection

Number of vehicles found to be satisfactory but with advice given:	85
Number of passes with advice involving individuals about who we know ethnic origin:	0 (0.00%)
Number passes with advice involving individuals about who we know their gender:	8 (1.38%)

Number of passes with advice involving individuals about who we know their religion: 0 (0.00%)  
 Number of passes with advice involving individuals about who we know their gender: 1 (1.18%)  
 Breakdown of Gender:  
     Male 1 100.00% of total answered  
     Female 0 0.00% of total answered  
 Number of passes with advice involving individuals about who we know their D.O.B.: 0 (0.00%)

Required rectifications identified following a Road Side Inspection

Number of vehicles found to require rectifications: 13  
 Number of vehicles that require rectifications involving individuals about who we know ethnic origin: 0 (0.00%)

Number of vehicles that require rectifications involving individuals about who we know their religion: 0 (0.00%)

Number of vehicles that require rectifications involving individuals about who we know their gender: ( )

Breakdown of Gender:  
     Male of total answered  
     Female of total answered

Number of vehicles that require rectifications involving individuals about who we know their D.O.B.: ( Response rate)

Breakdown of age range:  
     18-24 of total answered  
     25-34 of total answered  
     35-44 of total answered  
     45-54 of total answered  
     55-64 of total answered  
     65+ of total answered

Suspension notices served following a road side inspection

Number of vehicles served suspension notices: 72  
 Number of vehicles suspended involving individuals about who we know ethnic origin: 1 (1.39%)

Breakdown of ethnic origin:  
     Asian or Asian British - Pakistani 1 100.00% of total answered

Number of vehicles suspended involving individuals about who we know their religion: 1 (1.39%)

Breakdown of religion:  
     Muslim 1 100.00% of total answered

Number of vehicles suspended involving individuals about who we know their gender: 1 (1.39%)

Breakdown of Gender:  
     Male 1 100.00% of total answered  
     Female 0 0.00% of total answered

Number of vehicles suspended involving individuals about who we know their D.O.B.: 1 (1.39%)

Breakdown of age range:  
     18-24 0 0.00% of total answered  
     25-34 0 0.00% of total answered  
     35-44 1 100.00% of total answered  
     45-54 0 0.00% of total answered  
     55-64 0 0.00% of total answered  
     65+ 0 0.00% of total answered