

## Equality and Ruralty Impact Assessment Form

When completing this form you will need to provide evidence that you have considered how the ‘protected characteristics’ may be impacted upon by this decision. In line with the General Equality Duty the Council must, in the exercise of its functions, have due regard for the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

This form should be completed in conjunction with the guidance document available on the Intranet

Once completed a copy should be emailed to [cheryl.sloan@publicagroup.uk](mailto:cheryl.sloan@publicagroup.uk) to be signed off by an equalities officer before being published.

1. Persons responsible for this assessment:

Names: Mandy Fathers	
Date of assessment: 21.12.2023	Telephone: 01285 623571 Email: <a href="mailto:mandy.fathers@westoxon.gov.uk">mandy.fathers@westoxon.gov.uk</a>

2. Name of the policy, service, strategy, procedure or function:

Fixed Penalty Notice Policy
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3. Briefly describe it aims and objectives

To implement a new policy in respect of the administration of Fixed Penalty Notices for environmental crime offences
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4. Are there any external considerations? (e.g. Legislation/government directives)

The Environmental Protection Act 1990 provides that local authorities can issue a fixed penalty notice (FPN) to a person believed to have committed specified environmental offences
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## 5. What evidence has helped to inform this assessment?

Source	✓	If ticked please explain what
Demographic data and other statistics, including census findings	<input type="checkbox"/>	
Recent research findings including studies of deprivation	<input type="checkbox"/>	
Results of recent consultations and surveys	<input type="checkbox"/>	
Results of ethnic monitoring data and any equalities data	<input type="checkbox"/>	
Anecdotal information from groups and agencies within Oxfordshire	<input type="checkbox"/>	
Comparisons between similar functions / policies elsewhere	<input checked="" type="checkbox"/>	Other Local Authority policies
Analysis of audit reports and reviews	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	

## 6. Please specify how intend to gather evidence to fill any gaps identified above:

N/A

## 7. Has any consultation been carried out?

N/A

If NO please outline any planned activities

N/A

## 8. What level of impact either directly or indirectly will the proposal have upon the general public / staff? (Please quantify where possible)

Level of impact	Response
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NO IMPACT – The proposal has no impact upon the general public/staff	
LOW – Few members of the general public/staff will be affected by this proposal	✓
MEDIUM – A large group of the general public/staff will be affected by this proposal	<input type="checkbox"/>
HIGH – The proposal will have an impact upon the whole community/all staff	<input type="checkbox"/>
Comments: e.g. Who will this specifically impact?	

9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

*Negative – it could disadvantage and therefore potentially not meet the General Equality duty;*

*Positive – it could benefit and help meet the General Equality duty;*

*Neutral – neither positive nor negative impact / Not sure*

	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People			✓	The proposal is inclusive to people of different age groups, but it is not specific to age	
Age – Old People			✓	The proposal is inclusive to all ages	
Disability			✓	The proposal is inclusive to people with disabilities but is not specific to disability	
Sex – Male			✓	The proposal is inclusive to all gender groups, but it is not specific to gender	
Sex – Female			✓	The proposal is inclusive to all gender groups, but it is not specific to gender	
Race including Gypsy and Travellers			✓	The proposal is inclusive to people of all races, but it is not specific to race	
Religion or Belief			✓	The proposal is inclusive to people of all religions, but it is not specific to religion	
Sexual Orientation			✓	This proposal is inclusive to all types of sexual orientation, but it is not specific to sexual orientation	

Gender Reassignment			✓	The proposal is inclusive to all gender groups, but it is not specific to gender	
Pregnancy and maternity			✓	The proposal is inclusive to people who are pregnant and/or on maternity, but it is not specific to this group	
Geographical impacts on one area			✓	The proposal is inclusive to the whole of the West Oxfordshire district	
Other Groups			✓	This proposal is inclusive to all other groups that are not mentioned	
<b>Rural considerations:</b> ie Access to services; leisure facilities, transport; education; employment; broadband.			✓	The proposal is inclusive to the whole of the West Oxfordshire district	

## 10. Action plan (add additional lines if necessary)



Action(s)	Lead Officer	Resource	Timescale
Implement Policy	Philip Measures	Jack Graham	Following council call-in procedures

## 11. Is there is anything else that you wish to add?

n/a
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**Declaration**

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where a negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the District Council and that we take responsibility for the completion and quality of this assessment.

Completed By:	Mandy Fathers	Date:	21.12.23
Line Manager:		Date:	21.12.23
Reviewed by Corporate Equality Officer:		Date:	21.12.23