

Supplement for

General Purposes Licensing Committee

On **Monday 9 February 2026** At **6.15 pm**

Miscellaneous Licensing Fees and Charges Appendices 2 & 3

Contents

7.	Miscellaneous Licensing Fees and Charges for the financial year 2026/2027	3 - 28
	<p>The Director of Planning and Regulation had submitted a report to seek agreement of the licence fees for 2026/27 where the Council has discretion over the level of fee charged.</p> <p>Recommendation(s): That General Purposes Licensing Committee resolves to:</p> <ol style="list-style-type: none">1. Recommend to Full Council the Miscellaneous Licensing Fees and Charges for 2026/2027 as set out in Appendix 1. <p><i>Please note that some appendices to this item will be published as a supplement.</i></p>	

The agenda, reports and any additional supplements can be found together with this supplement on the committee meeting webpage.

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Oxford City Council, Town Hall, St Aldate's Oxford OX1 1BX

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Risk Register

Fees and charges
Miscellaneous Licensing 2026-2027
28 January 2026
GPLC 9th February 2026

Ref	Risk Title	Risk Description	Risk Cause	Risk Consequence	Name of Risk Owner	Gross			Current			Target		Risk Control/Mitigation Description	Risk Control Date Due	Progress on Risk Control/Mitigation	Action Owner
						P	I	Score	P	I	Score	P	I				
BRT1	Regulation and compliance Fees and Charges Miscellaneous Licensing	Fee increases	Increased fees , lost of street traders	Reduced Budget income	Nicholas Cox	1	2	2	1	2	2	1	1	market competition , loss of traders, track feedback from traders and trading numbers .Generally number of trader is static	28/01/26	Currently have full pitch capacity and numerous enquiries on available pitches and new pitches	N.Cox
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THE RISK REGISTER IS FORMATTED AS A TABLE. PRESS TAB ON THE LAST TABLE CELL TO INSERT A NEW ROW.

3

Description of the headings within the risk log

The risk description should have the following elements:

- **Title** – a short and clear name for risk
- **Description** - expanding on the risk title, outline the situation or event that exposes the Council to risk.
- **Cause** – identifying the root causes or contributing factors
- **Consequence** – The likely outcomes and consequences if the risk materialises
- **Name of risk owner** – The name of the person who has responsibility for the risk
- **Risk control/mitigations** – How the Council is choosing to respond to the risk. What is it doing or what will it do, to reduce the risk so that it is within the Council's risk appetite?
- **Risk control/mitigation due date** – The date by which the risk control will be in place
- **Progress on risk control/mitigation** – A description of the progress that has been made in implementing the risk control/mitigation
- **Action owner** – The person who is responsible for implementing the risk control/mitigation

Risk Appetite

The Council's risk appetite is the amount of risk that it is willing to take to achieve its priorities, provide services as planned and deliver its statutory services. When considering risk staff must take into account the Council's appetite for risk which differs according to the type of risk. How low, medium and high are defined is shown at the bottom of the page.

- **Economic, finance and markets**

It is a legal requirement for the Council to set a balanced budget. The Council operates against a challenging economic and financial backdrop in which it only knows what resources it will have for one year at a time. It has finite financial reserves and must be sustainable in the long term. These will be considered by the Group Finance Director on an annual basis, but in the context of a medium risk appetite. Where there is the possibility of investing to achieve a priority through development or economic growth, the risk appetite will tend towards medium risk, whilst maintaining rigorous oversight of delivery.

- **Customers and Citizens - Providing services as planned and delivering statutory duties**

For core services that are delivered to vulnerable people the Council will have a low-risk appetite to avoid a failure in service delivery that might harm vulnerable people.

- **Reputation**

The Council must maintain the trust of citizens and consequently has a low-risk appetite.

- **IT and information**

Information Technology plays a critical role in the delivery of Council services, including to the most vulnerable in the city and consequently the Council has a low-risk appetite to failure of systems. The Council will prioritise having the correct IT systems, which are dependable and will provide continuity of service, whilst at the same time are secure and provide data confidentiality in order that all GDPR requirements are met. The risk appetite may increase to medium if digital transformation projects are undertaken in line with Council priorities but only after rigorous risk assessment, with contingency plans for the continuity of service.

- **Legal, regulatory and compliance, both internal and external**

These risks are about ensuring the Council complies with its constitution, policies,

regulatory requirements, legal obligations and statutory guidance. The Council will take a risk-based approach where there are decisions which, though they may be in compliance with these areas, could be open to challenge or subject to regulatory action. The Council has a low-risk appetite relating to compliance, ensuring all obligations and requirements upon it are met, whilst taking decisions and delivering its services and functions. However, in relation to the risk of legal challenge (both defending and taking), the Council will have a medium risk appetite. Decisions around regulatory and legal action will be taken in light of many considerations, including priorities, resources, commercial factors, timing, future impact and reputational impact.

- **Organisational, management and people (including health and safety and equalities)**

Organisational and management risk is about the structure, leadership, governance, processes, and culture of the Council. These can undermine the delivery of services, cause inefficiencies and damage the Council's reputation. The Council's risk appetite is low.

People risk concerns staff and includes recruitment and retention, staff engagement, training, health and safety and equalities. Risks include not being able to obtain the right staff or retain them, a lack of engagement and low morale. These can severely impact delivery of services. The risk appetite is low.

The Council is committed to the health and safety of its staff and members of the public, not only because it fulfils its legal responsibilities, but because it has a moral duty not to cause harm. The Council has a low-risk appetite and will have effective health and safety practices that help prevent death, injuries, and illness.

The Council is committed to building a fairer city by ensuring its services, investments, and policymaking addresses Oxford's social and financial inequalities. A medium risk appetite is appropriate when the Council is driving positive change.

- **Environmental and sustainability**

The Council will have a low-risk appetite for environmental and sustainability risks that might damage health and wellbeing in the community, and which might result in legal liabilities and fines. This includes areas such as long-term environmental damage like climate change impacts, pollution, and a loss of biodiversity. Laws and regulations must be adhered to. A medium risk appetite is acceptable when environmental and sustainability projects can result in long term benefits to the city through Zero Carbon Oxford.

- **Commercial**

The Council is responsible for spending public funds, providing efficient public services over the long term, and maintaining the trust of the community. Expenditure with some commercial aspects will be made that can provide a return on investment so that these resources can be used to help it achieve its priorities, deliver services as planned and meet its statutory duties. However, the investments should align with the priorities of the Council, be medium risk, and focus on stable returns.

- **Political**

Political risk is about change, instability or disagreements that can make the

delivery of the Council’s priorities more difficult. This may include changes in national leadership priorities and resource allocation, shifts in public opinion or outside pressures. Generally, the Council’s risk appetite is low because unexpected change can impact service delivery, but it may be medium when the pursuit of priorities requires working within a changing political environment.

- **Partnerships**

Partnerships are important because they enable the Council to access additional resources and expertise that can drive change and innovation leading to the more efficient delivery of priorities and services. Due to the potential benefits, including improved service delivery, whilst delivering efficiencies and savings, the Council will have a medium risk appetite, but the risk must be underpinned by sound governance structures.

- **Technical, operational and infrastructure**

Technical risks are about the adoption of new ways of completing tasks and the reliability of existing methods. The risks include implementing a new way of working and it fails to deliver the expected results. Operational risks arise from the day-to-day activities of the Council and might include process inefficiencies or a failure in supply chains. Infrastructure risks concern the physical assets that the Council needs to deliver its services, such as buildings and utilities. In these areas the council has a low-risk appetite as it must reliably deliver services to citizens.

Definitions of low, medium and high

Low	The Council is unwilling to expose itself to risks particularly if by doing so there could be significant negative consequences and the possibility of failure. It will minimise its exposure to risk and prioritise certainty, security, adherence to regulations, and prudence. Key aspects of a low-risk appetite are prioritising compliance with laws and regulations, safety, conservative decision making, financial prudence and minimising actions that could lead to adverse impacts on citizens.
Medium	The Council will take considered risks when they help it successfully deliver the Council Strategy 2024 to 2028, provide the services identified in its business plans and deliver its statutory duties, but it will only do so after it has given the matter careful consideration through risk assessment, and there are plans in place to implement risk controls. The Council is open to opportunities that could lead to improved public services, and it may allocate resources to higher risk projects if they align with 2024 to 2028 priorities. The Council is willing to take these risks when the potential rewards align with its priorities and risks can be managed.
High	The Council is willing to take on significant risks to achieve ambitious goals, drive innovation or deliver transformative projects where there is uncertainty about the outcome, including the possibility of failure. It is characterised by bold decision making and innovative approaches to the delivery of public services with the goal of delivering significant improvement.

Risk Scoring

Once risks have been identified, the risk matrix serves as the primary tool for prioritisation. It enables the Council to determine which risks are most significant and therefore require greater attention and resources. The matrix also provides a consistent framework for comparing different types of risks across the organisation

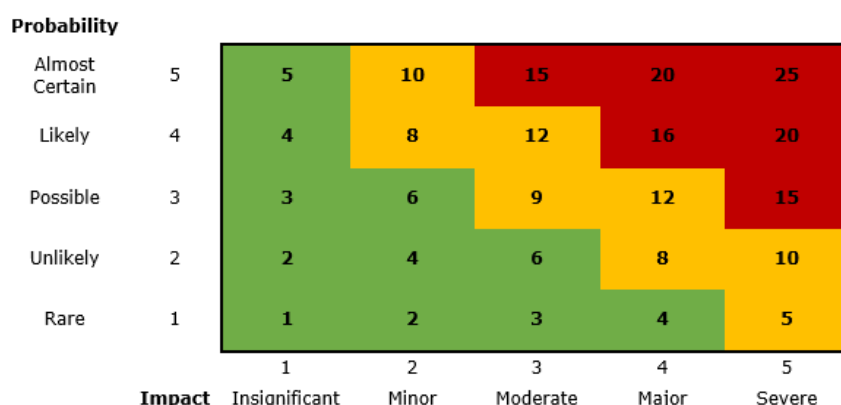
Each risk should be analysed using a five by five matrix for (1) the probability it will happen and (2) the impact if it did occur. This assessment should be made on three different basis:

- Gross risk – risk level if existing key controls and mitigations were not in place or not effective.
- Current risk – risk level after existing controls and mitigations are taken into consideration.
- Target risk – anticipated risk level, within the Council's risk appetite, following the introduction of planned controls and mitigations.

Assessing gross risk helps the organisation understand its reliance on existing key controls and supports decisions on risk treatment and the appropriate target risk level. A useful approach is to first consider the current risk, then ask: what would the impact and likelihood be if those key controls were removed?

It is the risk owner's responsibility to ensure the controls they believe are reducing the risk are effective and are working in practice. Controls that are not yet in place should not be considered within the current risk.

Each identified risk should then be plotted onto the risk matrix.



When assessing the likelihood of a risk occurring, select a score from 1 to 5 on the risk matrix that best reflects what you think. This rating involves an element of professional judgement, so consider how probable the event is and take into account the following factors:

- Has this event happened before in the Council? (How frequently?) Has this event happened elsewhere? (How frequently?)
- How likely is it that one or more of the causes/ triggers of the event will occur?
- Has anything happened recently that makes the event more or less likely to occur?

The following tables provide some support in quantifying the risk in terms of probability and impact.

Risk Probability Assessment Criteria

Risk Probability Assessment Criteria

Scale	Description	Probability of Occurrence	Description
1	Unlikely	0 to 19%	The event may occur in certain circumstances
2	Probably not	20% to 39%	The event will probably not occur
3	Possible	40% to 59%	The event may occur
4	Likely	60% to 79%	The event is likely to happen
5	Highly likely	80% to 100%	The event is highly likely to happen

When you select the impact you should give consideration to the factors outlined in the risk matrix. For example, if the risk you are scoring has a low financial impact but a high impact on our reputation then you would select the most appropriate number between 1 and 5 that relates to the level of reputational impact. Once again, this score will have an element of judgement.

Risk Impact Assessment Criteria

Risk Impact Assessment Criteria

	Insignificant	Minor	Moderate	Major	Severe
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Strategic	Little or no impact on the delivery of the organisation's priorities	May have a minor impact on the delivery of the organisation's priorities	Would impact the delivery of the organisation's priorities	Would require a significant shift from <u>current</u> strategy to enable the Council to achieve its priorities	Would require a fundamental change in strategy and priorities. Failure to deliver a 2024 to 2028 priority
Economic, Financial & Markets	Minor financial impact <£50k per annum	Financial impact contained within the service area £50k - £250k per annum	Budget adjusted across service areas £250k - £500k per annum	Some corporate budget realignment £500k - £750k per annum	Significant corporate budget realignment >£750k per annum
Customers & Citizens	No impact to service quality, limited disruption to operations	Minor impact to service quality, minor service standards are not met, <u>short term</u> disruption to operations	Significant fall in service quality and standards	Major impact to service quality, multiple service standards are not met, <u>long term</u> disruption to operations	Catastrophic fall in service quality and key service standards are not met, <u>long term</u> catastrophic interruption to operations
Reputation	local complaints that do not attract adverse publicity	Adverse publicity locally and regionally on social media	Adverse publicity locally and regionally in mainstream media	Adverse <u>UK wide</u> publicity	Prolonged negative perception in the UK
IT & Information	Minimal impact on the Council's infrastructure, information management and service delivery	Brief disruptions and inconvenience, but no long-term consequences	Moderate IT and information risks that cause noticeable disruptions or delays in services. They may affect a specific group of users	Significant disruption to the delivery of services or financial loss, including fines. Large sections of the Council's operations impacted	Catastrophic IT risks that have widespread, severe consequences, <u>that</u> threaten the Council's ability to function

	Insignificant	Minor	Moderate	Major	Severe
Legal, Regulatory & Compliance	Breaches of local procedures or standards Unlikely to cause litigation	Breach of statutory regulations or standards Litigation possible	Breach of a major statutory duty or internal regulations leading to disciplinary action Litigation to be expected	Significant breach of external regulations leading to intervention, sanctions, or fines Litigation almost certain and difficult to defend	Major breach leading to suspension or discontinuation of business and services or breaches of law punishable by imprisonment. Litigation is certain and impossible to defend
Organisational, Management and People, including Health and Safety and equalities	Minor issues within teams with no major impacts on service delivery Minor injury Minimal impact on the Council's ability to promote equality and diversity	Difficulties that cause short lived disruptions or inefficiencies. Less serious injury causing one-month recovery Minor equalities risks that cause brief disruptions or dissatisfaction, but no long-term harm to service delivery	Noticeable disruption and delays to operations requiring significant effort to resolve Serious injury to a person causing a six-month recovery An impact on certain groups or services, with operational inefficiencies and complaints	Significant disruption and inefficiencies that affect the Council's ability to deliver a service or priority Death or life changing injury to a person Equalities risks that significantly affect the delivery of services or reputation	Disruptions that threaten the Council's ability to operate. Long term consequences for service delivery. A failure to deliver a 2024 to 2028 priority. Death or life changing injury to more than one person A systemic breakdown in the Council's efforts to uphold equality and fairness particularly impacting those from a protected characteristic group.

	Insignificant	Minor	Moderate	Major	Severe
Environmental & Sustainability	Environmental impact that disperses within a short time Minor delays in implementing sustainability initiatives	Environmental impact that is contained and rectified easily Small disruptions or inefficiencies but no long-term impact on sustainability strategy or service delivery	Environmental impact on a small area or a wider area with limited damage Noticeable delays or inefficiencies in the delivery of sustainability projects	Persistent environmental damage The Council's ability to meet its sustainability goals are undermined and key targets are missed leading to regulatory consequences	Largescale irreversible environmental damage A complete failure to meet sustainability obligations and targets resulting in large fines, and legal action with long term damage to the Council's reputation
Commercial	Negligible impact on the Council's operations, finances, or reputation	Small financial losses with manageable consequences. No critical services or strategic priorities are affected	May cause disruption but does not cause long term harm to the Council's reputation or ability to meet its budget	A significant disruption to the Council's operations, financial position and a long-term impact on reputation	Large scale financial loss, with the potential to result in the Council issuing a Section 114 notice
Political	Small scale political disagreements that do not affect decision making or lead to reputational damage	Minor disruption or reputational damage but can be managed without a significant impact on the Council's ability to perform its duties	Noticeable disruption or delays in Council decisions and reputational damage	A significant disruption to the Council's ability to operate effectively and deliver its priorities due to political conflict, public protest, or a shift in political power	A severe event that threatens the existence or legitimacy of the Council. Long term instability and irreparable damage to its reputation
	Issues arising from	Some inconvenience	More significant disruption to	Significantly disrupts Council services and	There is a threat to the

Partnerships	the partnership are managed and have	but no long-term impact on the	disruption to operations and financial position but	Council services and financial stability. There are delays to	Council's ability to function effectively, and
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	Insignificant	Minor	Moderate	Major	Severe
	no significant impact	Council's priorities and services	they can be managed with appropriate resources. Active intervention required	the delivery of services and a loss of reputation	core services cannot be delivered
Technical, Operational & Infrastructure	Little impact on the Council's functions. Any problems are minor and easily addressed	Minor issues that cause short disruptions or inconvenience. No long-term effects and resolved quickly	There are more significant disruptions or delays. Service delivery may be impacted but can be resolved with additional resource	A significant disruption to Council operations affecting key services and causing substantial delays, financial loss and inconvenience to the public	The Council's ability to continue functioning is threatened. Significant long-lasting disruption, financial losses, or public safety concerns

Why do an Equalities Impact Assessment (EqIA)?

1. Equalities Impact Assessment (EqIA) is part of Oxford City Council's **Public Sector Equality Duty (PSED) (Equality Act 2010)**.

The General PSED enables Oxford City Council to:

- a. **identify and remove discrimination,**
 - b. **identify ways to advance equality of opportunity,**
 - c. **foster good relations.**
2. **An EqIA must be done before making any decision(s)** that may have an impact on people and/or services that people use and depend on.
 3. An **EqIA form is one of many tools** that can simplify and structure your equalities assessment.
 4. We are passionate about equalities, and we highly recommend that **Corporate Management Team (CMT) reports and all projects must attach an EqIA.**

For questions, queries, and a chat about how to do your EqIA, please email your EDI officers:

1. Sobia Afridi- safridi@oxford.gov.uk

Please do refer to our [SharePoint Page](#) for support such as FAQs and Examples, etc.

A good EqIA has the following attributes:

1. **Comprehensively considers the 9 protected characteristics.**

1. Age	6. Race & Ethnicity
2. Disability	7. Religion or Belief
3. Gender Reassignment	8. Sex
4. Marriage & Civil Partnership	9. Sexual Orientation
5. Pregnancy & Maternity	

2. It has **considered equality of treatment** towards service users, residents, employees, partners, council suppliers & contractors, and Council Members
3. Sufficiently considered **potential and real impact** of proposal or policy on service users, residents, employees, partners, council suppliers & contractors, and Council Members.
4. **Systematically recorded and reported** any potential and real impact of your proposal or policy on service users, residents, employees, partners, council suppliers & contractors, and Council Members
5. **Collected, recorded, & reported sufficient information and data** on how your policy or proposal will have an impact.
6. Offers **mitigations or adjustments** if a PSED has been impacted.
7. Provides clear **justifications** for your decisions.
8. It is written in **plain English** with simple short sentence structures.

Section 1: General overview of the activity under consideration

1.	Name of activity being assessed. For example: -New policy, -Review of existing policy, -Changes in service(s), -New project(s), etc.	Insert: Fees and Charges 2026-2027	2.	The implementation date of the activity under consideration:	01.04.2026
3.	Directorate/Department(s):	Planning and Regulation	4.	Service Area(s):	Business Regulation Team , Miscellaneous Licensing
5.	Who is (are) the assessment lead(s): Please provide: -Name -Email address	Nicholas Cox	6.	Contact details, in case there are queries: Please provide: -Name -Email address	Nicholas Cox ncox@oxford.gov.uk
7.	Is this a new or ongoing EqlA?	New <input type="checkbox"/> Extension to existing EqlA <input type="checkbox"/> New	8.	If this is an extension of a previous EqlA, please indicate where the previous EqlA is located and share the link to the said EqlA.	no
9.	Date this EqlA started:	28.01.2026			
10.	Will this EqlA be attached to Corporate Management Team (CMT) reports/updates, which will be published online?	yes	11.	Give a date (tentative or otherwise) when this assessment will be taken to the CMT.	01.04.2026

Section 2: About the activity, change, or policy that is being assessed.

12	Type of activity being considered: Check the most appropriate.	<input checked="" type="checkbox"/> Budget	<input type="checkbox"/> Decommissioning	<input type="checkbox"/> Commissioning	<input type="checkbox"/> Change to an existing activity.	
		<input type="checkbox"/> New Activity	<input type="checkbox"/> Others. Please			
13	Which priority area(s) within Oxford City Council's Corporate strategy (2024-2028) does this activity fulfil? Please check as needed.	<input type="checkbox"/> Good, affordable homes	<input type="checkbox"/> Strong, fair economy	<input checked="" type="checkbox"/> Thriving Communities	<input type="checkbox"/> Zero Carbon Oxford	<input type="checkbox"/> Well run council
14	Which priority area(s) within Oxford City Council's Equality, Diversity & Inclusion Strategy (2022) does this activity fulfil? Please check as needed.	<input type="checkbox"/> Responsive services and customer care.	<input type="checkbox"/> Diverse and engaged workforce.	<input type="checkbox"/> Leadership & organisational commitment.	<input checked="" type="checkbox"/> Understanding and working with our communities.	
15	Outline the aims, objectives, & priorities of the activity being considered.	Aims: Fair and consistent application of the fees and charges 2026-2027		Objectives: Submit yearly fees and charges application for approval to the general		Priorities Thriving communities

		Purposes licensing Committee	
16	<p>Please outline the consequences of not implementing this activity.</p> <p>For example,</p> <ul style="list-style-type: none"> -Existing activity does not fulfill Corporate Objectives, -existing activity is discriminatory and not fulfilling Council's PSED, ... to name a few. 	<p>Failure to review and approve fees annually could result in fees no longer reflecting the cost of service delivery, leading to budget shortfalls, cross subsidy from other council services, and inconsistent treatment of licence holders</p>	

Section 3: Understanding service users, residents, staff and any other impacted parties.

14	17	<p>Have you undertaken any consultations in the form of surveys, interviews, and/or focus groups?</p> <p>Please provide details—</p> <ul style="list-style-type: none"> -when, -how many, and -the approach taken. 	<p>The street Trading Policy is reviewed on a three year basis, the fees and charges are reviewed yearly as part of the budget process to full council.</p>	
	18	<p>List information and data used to understand who your residents or staff are and how they will be impacted.</p>	<p>The process of the consultation of the Street trading Policy which include consultation of traders and residents. No specific demographic data is collected on licence holders beyond that required for licensing purposes. Fees are applied uniformly to all applicants within each licence category.</p>	

	<p>These could be-</p> <ul style="list-style-type: none"> -third-party research, -census data, -legislation, -articles, -reports, -briefs. 	
19	<p>If you have not done any consultations or collected data & information, are you planning to do so in the future?</p> <p>Please list the details –</p> <ul style="list-style-type: none"> -when, -with whom, and -how long will you collect the relevant data. 	At the next Policy review in 2027

Section 4: Impact analysis.

20	Who does the activity impact?	Service Users	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
	<p>Check as needed.</p> <p>The impact may be positive, negative or unknown.</p>	Members of staff	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		General public	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		Partner / Community Organisation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>

	City Councillors	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Don't Know <input type="checkbox"/>
	Council suppliers and contractors	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>

21.

Does the activity impact positively or negatively on any protected characteristics as stated within Equality (Act 2010)?

Check as needed and provide evidence-driven conclusions.

Good Practice is to keep it simple and list your, evidence, insights, and mitigations.

Protected Characteristic	Positive	Negative	Neutral	Don't know	Data/information/evidence supporting your assessment	Analysis & insight Mitigations
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	Consultation and final policy statement – Consultation sent to all current street traders open dialogue box at Question 8 Further comments on Street Trading Policy, which refers to fees and charges at section 16 Fees and 17 Conditions	The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or

17					<p>Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristics</p>	<p>standards applied.</p> <p>Fees are reviewed annually to ensure proportionality and affordability. Applicants experiencing financial hardship may contact the service to discuss payment options where applicable.</p>
Disability (Visible and invisible)	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<p>Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristics</p>	<p>The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or standards applied.</p>



Gender re-assignment	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<p>Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristic</p>	<p>The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or standards applied.</p>
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<p>Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristic</p>	<p>The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or standards applied.</p>

19	Race, Ethnicity and/or Citizenship	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristic	The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or standards applied.
	Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristic	The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or

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						standards applied.
20 Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristic	The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or standards applied.
Sex	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No	The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect

					differentiation is made on the basis of protected characteristic	eligibility for a licence and do not change the regulatory requirements or standards applied.
2 Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristic	The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or standards applied.

<p>Other (voluntary consideration)</p> <p>Migrant, refugee, or asylum seekers</p>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<p>Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No differentiation is made on the basis of protected characteristic</p>	<p>The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect eligibility for a licence and do not change the regulatory requirements or standards applied. The GPLC/GPLSC have the opportunity to comment when applications for consent are present to committee for a decision.</p>
<p>Other (voluntary consideration)</p> <p>Socio-economic status (income, wealth, etc.)</p>	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<p>Licence fees are set on a cost recovery basis and apply equally to all applicants within each licensing regime. No</p>	<p>The activity relates to the setting of fees for regulatory licensing functions. The fees do not affect</p>

23					<p>differentiation is made on the basis of protected characteristics</p>	<p>eligibility for a licence and do not change the regulatory requirements or standards applied. The GPLC/GPLSC have the opportunity to comment when applications for consent are present to committee for a decision</p>
<p>Other For example: - Unpaid carers - Prison population - Homeless population -Council suppliers & contractors -Cabinet Members</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>List the other groups</p>	<p>What is the data telling us about impact on this group?</p> <p>How will you mitigate disproportionate impact (positive or negative)?</p>

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Section 5: Conclusion(s) of your Full Impact Assessment

22.	Conclusions. Check as needed.							
	<input type="checkbox"/>	Stop and reconsider the activity.	<input type="checkbox"/>	Adjust activity before beginning the activity and continue to monitor.	<input type="checkbox"/>	No major change(s) or adjustments and continue with activity but continue to monitor.	<input type="checkbox"/>	No major change(s) or adjustments and continue with the activity. No need to monitor in the future.
23.	Please explain how you have reached your conclusions above.		<p>The policy review and the finalised Street Trading Policy through consultation will update at that point</p> <p>The assessment has identified no evidence of disproportionate impact on any protected characteristic. The activity involves an annual review of fees applied uniformly within existing licensing regimes. Equality considerations will continue to be monitored through future policy reviews and annual fee</p>					

setting processes. The GPLC/GPLSC can comment when applications for consent are present to committee for a decision. The financial impact on traders has been addressed in the past, with the application of payment plans where appropriate. Following the Covid 19 epidemic a number of traders were in arrears this has been addressed and there are currently no traders in arrears or reports of hardship due to the fees and charges regime.

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Section 6: Monitoring and review plan.

The responsibility for maintaining a monitoring arrangement of the EqlA action plan lies with the service/team completing the EqlA. These arrangements must be built into the performance management framework such as KPIs or Risk Registers.

24.	<p>Who or which team or service area will be responsible for monitoring equalities impact?</p> <p>For example-</p> <ul style="list-style-type: none"> - team, -directorate, -service area, -Equalities Steering Group,etc. 	<p>Business Regulation Team through annual fees review and periodic policy reviews.</p>		
25.	<p>Who (individual, team, or service area) will be responsible for carrying out the EqlA review?</p>	<p>Nicholas Cox</p>		
26.	<p>How often will the equality impact be reviewed for this activity?</p> <p>For example-</p> <ul style="list-style-type: none"> -quarterly, -yearly, etc. 	<p>Annual review</p>	<p>27.</p>	<p>Date when the EqlA will be reviewed again.</p> <p>2027</p>

Section 7: Sign-off

Name: Nicholas Cox

Job Title: Business regulation Team Manager

Signature: N Cox

Name: Full Name

Job Title: Type here

Signature:

Name: Full Name

Job Title: Type here

Signature:

Suggested list of people to include are:

- 1) Project lead/manager.
- 2) Head of service area or team.
- 3) Person who completed the EqlA.

Name: Full Name

Job Title: Type here

Signature:

Name: Full Name

Job Title: Type here

Signature:

Name: Full Name

Job Title: Type here

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Name: Full Name

Job Title: Type here

Signature:

Name: Full Name

Job Title: Type here

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Name: Full Name

Job Title: Type here

Signature:

27

You have now reached the end of the assessment.

⚠ Please appended this to any reports and project files for reference.

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