

Equality Impact Assessment Form

Name of Strategy/Policy:	Statement of Licensing Policy 2008 to 2011	
Officer Name(s):	Tracy Brzozowski	
Job Title & Location:	Licensing Manager	
Department/Service Area:	Legal and Democratic Services	
Telephone & E-mail Contact:	01706 228603 tracybrzozowski@rossendalebc.gov.uk	
Date Assessment:	Commenced: 30 th November 2007	Completed: 30 th November 2007

1. Impact Assessment – Policy and Target Outcomes

- a) Summarise the main aims/objectives of the strategy, policy, procedure or project (refer to “**Notes for Guidance**” for details).

The Statement of Licensing Policy is a mandatory policy made under the provisions of Section 5 of the Licensing Act 2003.

The Act requires that a Council, acting as a Licensing Authority under the Act, must publish a policy statement which sets out the factors that the Council will take into account when considering applications under the Act and the policies that it will apply generally.

The Licensing Act 2003 sets out four licensing objectives:

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance; and
- the protection of children from harm.

There is a requirement that the policy must be kept under review and the Licensing Authority must publish a statement of that policy every three years.

Statutory guidance issued with the Act says that a licensing authority may depart from its own policy if the individual circumstances of any case merit such a decision in the interests of the promotion of the licensing objectives. In that event, the authority must be able to give full reasons for departing from the published statement.

b) Is the policy under review (please tick)

New/proposed Modified/adapted Existing

c) Who will be the main beneficiaries, targets or users of this strategy, policy, project or procedure?

- Customers/citizens of the district**
- Targeted/specific groups of customers/citizens (indicate below in [d]).
- Elected Members/Councillors**
- Internal colleagues/customers or other public authorities e.g. government agencies
- Community Groups/voluntary sector groups or campaign/interest groups
- Staff/employees (in their contractual position) and/or potential employees/trainees.**
- Any other stakeholder e.g. trade unions, contractors, suppliers, district partners, public agencies (not directly under Council control), intermediaries representing interest groups e.g. tenants, developers, legal agencies or third parties.

Specify in box below:

Customers and Citizens of Rossendale will benefit as the Policy Statement clarifies what matters will be considered when determining applications under the Act.

Elected Members sitting on hearings will also benefit as the Policy Statement will help ensure that all Council and Committee Meetings are conducted consistently ensuring equal treatment of people that are affected by licensing matters under the Act.

Businesses that hold a licence, seek to apply for a licence, vary a licence or are subject to a review of an existing licence will be able to understand what the Licensing Authority expect in relation to the conduct of their business.

Children will have a level of protection that seeks to prevent them from harm caused by alcohol.

d) Please detail below specific equality groups – for example disabled citizens, elderly or infirm/female or non-traditional users who are seen as intended beneficiaries from this policy/strategy/project/procedure (see “**Notes for Guidance**”).

Key equality groups as intended beneficiaries (where appropriate):

Children (the Licensing Act defines them as persons under the age of 18 years) will benefit from the policy, especially in relation to under age sales.

e) To assist with the assessment you may need to consider collecting the following information you require, before completing the table in Section 2:

- NATIONAL DATA eg surveys, reports, statistics, etc which point up specific areas/issues.
- LOCAL DATA eg demographics, service mapping studies & relevant research.
- MANAGEMENT INFO eg data collected for operational/financial or other purposes.
- MONITORING DATA eg information already available or collected. For example: disability type, age band, gender, location. (ref existing BVPIs).
- CONSULTATION/CONTACT DATA eg user group feedback, representations, specific consultation events etc.
- CUSTOMER COMPLAINT/FEEDBACK eg results of investigations, inquiries, elected member cases, normal complaints/compliments etc.
- Views of LSP Officers, independent externals, contractors/suppliers, partners and academia (if relevant).
- OTHER eg frontline employee feedback, other research, experiences of other agencies/local authorities, councillors mailbags/surgeries.

Consultation has been undertaken with the Lancashire Constabulary, Lancashire Fire Authority, representatives of the holders of premises licences, club premises certificates and personal licences held under the Act, 'responsible authorities' under the Act, adjacent licensing authorities and local business groups

f) Is further consultation, data collection or research still required?

Yes

No

(If yes then complete Action Plan)

Key Actions (note responsible officer(s)):

2. Impact – Evidence

a) Using the table below please tick whether you have evidence that the policy/strategy has a negative, positive or neutral impact on any of the equality groups listed below

		Positive Impact – it could benefit	Negative Impact – it could disadvantage	Reason	Neutral Impact (Neither)
Gender	Women	✓		Positive - Informs people of what Rossendale Borough Council will consider when addressing licensing matters.	
	Men	✓		Positive - Informs people of what Rossendale Borough Council will consider when addressing licensing matters.	
Race (Ethnicity or Nationality)	Asian or Asian British people	✓	✓	Positive - Informs people of what Rossendale Borough Council will consider when addressing licensing matters Negative - Not readily available in Braille, large print or audio tape however these services can be provided.	
	Black or black British people	✓	✓	Positive - Informs people of what Rossendale Borough Council will consider when addressing licensing matters Negative - Not readily available in Braille, large print or audio tape however these services can be provided.	
	Chinese or other ethnic people	✓	✓	Positive - Informs people of what Rossendale Borough Council will consider when addressing licensing matters Negative - Not readily available in Braille, large print or audio tape however these services can be provided.	

	Irish people	✓	✓	<p>Positive - Informs people of what Rossendale Borough Council will consider when addressing licensing matters</p> <p>Negative - Not readily available in Braille, large print or audio tape however these services can be provided..</p>	
	White people	✓	✓	<p>Positive - Informs people of what Rossendale Borough Council will consider when addressing licensing matters</p> <p>Negative - Not readily available in Braille, large print or audio tape however these services can be provided.</p>	
	Other minority communities not listed above e.g. traveller/European (please state below):	✓	✓	<p>Positive - Informs people of what Rossendale Borough Council will consider when addressing licensing matters</p> <p>Negative - Not readily available in Braille, large print or audio tape however these services can be provided.</p>	
Disability	Physical/ learning/ mental health	✓	✓	<p>Positive - Informs people of what Rossendale Borough Council will consider when addressing licensing matters</p> <p>Negative - Not readily available in Braille, large print or audio tape however these services can be provided. Meeting room location is not yet DDA compliant however this is being addressed. No PA system at venue or hearing loop induction system for people with hearing impairments.</p>	

Sexuality	Lesbians, gay men and bisexuals	✓		Positive - Informs people of what Rossendale Borough Council will consider when addressing licensing matters	
Gender Identity	Transgender people	✓		Positive - Informs people of what Rossendale Borough Council will consider when addressing licensing matters	
Age	Older people (60+)	✓	✓	Positive - Informs people of what Rossendale Borough Council will consider when addressing licensing matters Negative - Not readily available in large print however this service can be provided	
	Younger people (17-25), and children	✓	✓	Positive - Informs people of what Rossendale Borough Council will consider when addressing licensing matters Positive – ensures that the sale of alcohol to persons under 18 years is addressed Negative - lack of engagement with young people.	
Belief	Faith groups *	✓		Positive - Informs people of what Rossendale Borough Council will consider when addressing licensing matters	
Other Groups (e.g. carers, rural isolation)		✓	✓	Positive - Informs people of what Rossendale Borough Council will consider when addressing licensing matters Negative - Not readily available in Braille, large print or audio tape however these services can be provided.	

Equal opportunities and/or improving relations	Note impact on group relations <u>between</u> and any effects on social cohesion.	✓	✓	Positive - Informs people of what Rossendale Borough Council will consider when addressing licensing matters Negative - Lack of other languages, large print, Braille or audio tape may make some groups feel isolated.	
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Notes:

* Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs, Hindus. Consider faith categories individually and collectively when considering positive and negative impacts.

- b) If the table above is not fully completed, what further information does the Assessor need?

No further information required.

- c) Based on a summary of the evidence obtained, are there specific equality groups more affected than others by this policy/project etc area? If so indicate briefly below.

No.

2. Impact – Nature/Type

- a) Could you further improve the strategy, project, policy or procedure's positive impact?

YES NO

If "Yes", briefly summarise below how the positive impact could be improved upon.

Key Actions:

Advertise that the Statement of Licensing Policy can be made available in other formats upon request.

- b) If you indicated that there is neutral impact, could this be changed to become positive?

YES NO

If yes, briefly summarise below how this impact could be minimised or removed:

Key Actions:

N/A

- c) You need to think about how you can mitigate any adverse or negative impact or use the policy to promote a positive impact. If the proposed policy or project has a:

High Impact – you have identified that the policy or project will have a high, negative impact i.e. that it may be or is unlawfully discriminating against some groups, you will have to take immediate action to mitigate this.

Or:

Lower Impact – if you have identified that the policy would have a negative or adverse impact (that may not be lawful) you will also need to consider what changes you could make to remove this impact.

If you have identified adverse impact you must determine whether you will recommend that the Council should:

- Change the policy, stating what the changes should be
- Revise the policy, stating the revisions
- Consult further if you feel that you do not have enough information

Actions arising from the impact assessment should form part of the Service Planning Process.

Key Actions:

3. Impact Assessment - Summary

a) Key Findings

Please list the major outcomes/results/findings of this assessment in relation to equality which require action by the Council:

Key Findings:

The Statement of Licensing Policy is mandatory under the provisions of the Licensing Act 2003.

The previous statement has not had any challenges and no anomalies have arisen from its interpretation.

The revised policy for 2008 to 2011 has been amended to reflect those parts of the Act that are no longer applicable, such as transitional arrangements, but otherwise it remains essentially the same.

b) "Public Duty" Issues

Refer to "**Notes for Guidance**". Given the three strands of legal duty, please identify which particular issues are essential for the Council to address:

No particular issues.

4. Impact Assessment – Further Action

a) As a result of collecting evidence (including consultation) have any changes been made, or are planned, to this policy, strategy, procedure or project?

Yes

No

(If yes then complete Action Plan)

Key Actions (note responsible officer(s) or political body as required):

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b) Has a monitoring/evaluation/review process been set up to check the successful implementation of the policy/strategy including improved outcomes?

Yes

No:

✓

If yes, briefly summarise below:

There is an ongoing review of the Policy based on guidance issued by the Secretary of State, legal challenges and issues arising from its implementation.

c) Please briefly describe how the above monitoring/evaluation will ensure the policy/strategy will be reviewed/monitored for impact (indicate timescale):

The Licensing Act 2003 requires that the policy must be kept under review and make such revisions to it, at such times, as it considers appropriate.
A statement must be published every three years.

Please complete the Action Plan overleaf

d) If no further action is to be taken as a result of this assessment:

1. Are you convinced that no discriminatory action is evident in the implementation of this policy, procedure, etc?

Yes No

2. Have you weighed up and considered any negative impact and the options to change, alter or adapt?

Yes No

3. Do you intend/recommend a further review? If yes, indicate timescale.

Yes No (Timescale: A maximum of

3 years)

IMPACT ASSESSMENT ACTION PLAN

Please list below any recommendations for action that you plan to take as a result of this impact assessment (refer to Sections 3 & 4).

Issue	Action required	Lead officer	Timescale	Resource implications	Comments
Ongoing requirement to keep the policy under review	Formal documented note that this has been considered at appropriate times	Licensing Manager	Maximum of 12 months	None	Minutes of meeting between Licensing Manager and Licensing Committee Chair may be appropriate and sufficient.

Equality Impact Assessment

Checklist & Signature Sheet

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Please check the following steps have been completed before signing below:

- ✓ Sections 1 to 4 completed
- ✓ Action Plan completed
- ✓ Notified all relevant Officers/Service Areas/Partners

Signed:T. Brzozowski.....

Job Title:...Licensing Manager Department: Legal & Democratic Services

Date commenced Assessment:.....4.12 07..... Date completed: 04/12/07

Date received in HR:.....

Received in HR by:.....

Please sign the EQIA as indicated above, retain a copy and send a copy of the full EQIA, including the Action Plan, to:

Liz Murphy
Head of Human Resources
Kingfisher Business Centre, Futures Park
Bacup
OL13 OBB
lizmurphy@rossendalebc.gov.uk

MANAGEMENT ACTION REQUIRED (to be completed by the Head of HR)

- Referred back to Assessor for amendment(date)
- Refer to Committee (specify committee & date)
- Considered by Corporate Equalities Implementation Group..... (date)
- Published/made publicly available on (date)

Signed:..... (Head of HR) Date:.....

Date of Review:.....