

# **Equality Impact Assessment (EIA)**

Licensing Policy



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Question	Response/ findings
<p>What are the main aims and objectives or purpose of the policy that you are assessing?</p>	<ol style="list-style-type: none"> <li>1. To ensure all licence applications received are treated fairly and in consistent manner.</li> <li>2) Reflect the needs of the City's community in relation to its cultural needs and diversity by supporting licensable activities, including music, dancing, theatre and other cultural experiences for the wider benefit of the community.</li> <li>3) To provide advice and information for anybody, from all communities about how the Council will enforce, administer and make decisions under the Licensing Act 2003.</li> </ol>
<p>Who implements, carries out or delivers the policy? Please state where this is more than one person, team, department, or body – and include any outside organisations who deliver under procurement arrangements</p>	<p>Licensing Team Legal Team</p> <p>External agencies contribute, but this is not a procured service. These may include Derbyshire Constabulary, Derbyshire Fire &amp; Rescue Service, etc on an ad-hoc basis.</p>
Question	Response/ findings

<p>Who is affected by the policy, or by how it is delivered? Such as, who are the external and internal customers, groups, or communities?</p>	<ul style="list-style-type: none"> <li>• Licence holders</li> <li>• Potential licence holders</li> <li>• Residents or their representatives</li> <li>• Local businesses or their representatives</li> <li>• Government bodies and other external agencies, such as Police, Fire &amp; Rescue Service</li> <li>• Council departments, such as Planning Control and the Derby Safeguarding Children Board, Pollution Control Team and Food Safety Team.</li> <li>• Councillors as the decision makers and representatives of the residents</li> </ul>
<p>What outcomes do we want to achieve, why and for whom? For example, what do you want to be providing, how well, what changes or improvements, and what should the benefits be for customers, groups or communities?</p>	<ul style="list-style-type: none"> <li>• To provide a fair and consistent approach to licensing enforcement administration for any service user.</li> <li>• To provide easy to understand information regarding licence application and decision making process to any body who wants it.</li> <li>• To enable any service user to understand and comply with current legislation.</li> </ul>
<p><b>Question</b></p>	<p><b>Response/ findings</b></p>

<p>What existing or previous inspections of the policy are there? For example, Best Value Inspections, policy reviews, research into the effects of a policy or practice.</p> <p>What did they tell you?</p>	<p>At initial implementation, full consultation was carried. People or agencies include:</p> <ul style="list-style-type: none"> <li>• Licence holders</li> <li>• Legal companys</li> <li>• Businesses</li> <li>• Residents of the City</li> <li>• Responsible authorities, Police, Fire &amp; Rescue Service, Safeguarding Children Board, Pollution Control etc.</li> <li>• Young peoples forum – Area Panels</li> <li>• Older peoples forum</li> <li>• MECAC</li> <li>• DPAC</li> <li>• WAC</li> </ul> <p>Feedback from the consultation was generally good, with some constructive suggestions. Some of there were implemented into the final policy.</p> <p>The policy has to, in order to comply with legislation, be reviewed every 3 years.</p>
<p><b>Identifying potential equality issues and factors</b></p>	

Question	Response/ findings
<p>What do you already know about the equality impact or need? For example, from research, feedback, consultation or any performance monitoring</p>	<ul style="list-style-type: none"> <li>• From the ethnic monitoring on the consultation form, no individual community within the city area was found to be less satisfied than any other.</li> <li>• We asked our service users to let us know if translation of the policy was required. This included different mediums of delivery i.e. large print or Braille, audio tape.</li> <li>• We collected ethnicity and disability information on the consultation comment forms, informing us about the diversity of our service users.</li> </ul>
<p>Is there any evidence of higher or lower take up under the policy for any particular groups? For example, who uses the service, who doesn't and why not?</p>	<p>No evidence at present of higher or lower take up.</p>
<p>Have there been any important demographic changes or trends locally? For example is the population changing, and if so, how and what might that mean for the service or function?</p>	<p>Different ethnic communities identified within the city, but this will require further research, and is reliant on internal communication with Council Departments.</p>
Question	Response/ findings

<p>Is there an indication that any of the policies or practices involved with the service or function creates particular problems or difficulties for any groups of customers or communities?</p>	<p>One person indicated the need for language translation of the policy. Otherwise no evidence to suggest there is a particular problem.</p>
<p>What information or data exists? For example, statistics, customer feedback, complaints, research, monitoring – who keeps it and can you get hold of it?</p>	<p>Ethnic and disability monitoring information (statistics only) exists. It is kept on a secure database in the Licensing Team.</p>
<p><b>Question</b></p>	<p><b>Response/ findings</b></p>



<p>Does any equality or diversity objectives already exist? If so, what are they and what is current performance like against them?</p>	<p>We use the Council's Equality and Diversity Policy in order to meet the needs of our service users.</p> <p>An Equality and Diversity Action Plan has been produced to achieve the required standard.</p> <p>Required improvements have been identified and we are working towards compliance.</p>
<p>Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?</p>	<p>The policy has a positive effect on all people who live or work in the city, whether they are service users or not.</p> <p>No particular group is given priority over another in relation to interpretation and implementation of the Licensing Policy.</p>

## Collecting the information and data about how the policy, practice, service or function, impacts on communities

Please record your information and data in this table and think about:

what information or data you will need  
 using both quantitative and qualitative data  
 making sure that where possible there is information that allows all perspectives to be considered  
 identifying any gaps in the information/ data and what it can tell you

<b>Data or information</b>	<b>When and how was it collected?</b>	<b>Where is it from?</b>	<b>What does it tell you? You need to consider all six equality strands where you can</b>	<b>Gaps in information</b>
Customer feedback and complaints	Not applicable for Licensing Policy	N/A	N/A	N/A
Consultation and community involvement	Previous consultation due for review September 2007		Nothing until review consultation is carried out	To be identified
Performance information including Best Value	Not applicable for Licensing Policy	N/A	N/A	N/A
Take up and usage data	N/A	N/A	N/A	N/A

Comparative information or data where no local information	N/A	N/A	N/A	N/A
Census, national or regional statistics	N/A	N/A	N/A	N/A
Access audits or assessments such as DDA assessments	N/A	N/A	N/A	N/A
Workforce profile	N/A	N/A	N/A	N/A
Where service delivered under procurement arrangements – workforce profile for deliverers	N/A	N/A	N/A	N/A
Monitoring and scrutiny outcomes	N/A	N/A	N/A	N/A

## Analysing the information and data and setting equality objectives and targets

Please give your detailed findings in this table

Service or function	Policy or practice	Findings	Which groups are affected and how	Whose needs are not being met and how?
Licensing Policy	Provision of the policy in different languages	We need to obtain data regarding the demand for translation of the policy	Any group where English is not their first language	To be determined
	Provision of the policy in other mediums	Need to obtain data on demand for other types of medium for producing the policy	Any group where the written word is a barrier to understanding	To be determined


## Objectives - process, impact or outcome based

Please give your proposed objectives/ targets in this table

<b>Objective/Target:</b>	To obtain more comprehensive data on the growing diverse communist and individuals living and working in Derby
Specific	To formulate a better, more detailed monitoring form
Measurable	To be produced for review 2007 for the consultation process
Achievable	Dependant upon people completing the form
Relevant	Asking right questions will obtain required information
Timed	By end of November 2007

<b>Objective/Target:</b>	
Specific	
Measurable	
Achievable	
Relevant	
Timed	

<b>Objective/Target:</b>	
Specific	
Measurable	
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Relevant	
Timed	

## Monitoring and reviewing - incorporating into performance management

Please summarise your objectives and targets in this table with your proposed monitoring and reporting arrangements

Objective	Planned action	Target performance			Responsible lead officer	Reporting cycle, for example, quarterly
		2005/6	2006/7	2007/8		
To obtain more comprehensive data on the needs of the growing diverse communities and individuals living and working in Derby	Formulate and more detailed monitoring form for the review consultation due to be done September 2007			Complete the required licensing policy review and consultation	Ann Walker	End of process (end of November 2007)