

# Equality Impact Assessment Form

Revised June 2009



(Equality target groups are those which cover the 6 equality strands: race, disability, gender, age, sexual orientation and religious belief)

## Part 1 Aims & implementation of the service

This section is the title of what is being assessed, responsible officers, purpose, where it fits within the council's wider aims and how it supports the legislation to eliminate unlawful discrimination and the promotion of equal opportunities. *(Please refer to the guidance for additional information)*

### 1.1 What is being assessed

The Isle of Wight Council Statement of Licensing Policy (3-yearly review)

### 1.2 Officer(s) and section or service responsible for completing the assessment

Rosie Barnard

### 1.3 What is the main purpose or aims of the service

To provide a consistent approach to the issuing of licences and certificates under The Licensing Act 2003.

### 1.4 Who is affected by the policy? Who is it intended to benefit and how?

Licence applicants, Responsible Authorities, Town/Parish Councils, local businesses, existing licensed premises and members of the public.

### 1.5 Has the policy, been promoted or explained to those it might affect directly or indirectly?

This is the three-yearly review of the existing policy which has been made widely available, by advertising on the Council's website and the Pubwatch website with a link to the policy. Hard copies have been placed in libraries. The Consultation period is for 28 days.

### 1.6 How does the policy contribute to better community cohesion?

The policy offers guidance and information to all sectors of the community, ensuring all parties are aware of the relevant legislation. It ensures a consistent approach for applications made under the Licensing Act 2003.

### 1.7 How does the policy fit in with the council's wider aims?

In line with legislation, and as part of the council's corporate themes – Delivering Better Services, we aim to deal with applications in consistent and open way. This assists the council's aims of improving performance and value for money whilst delivering better services in a high quality and cost effective manner. This ultimately enhances the council's reputation.

### 1.8 What is the relevance of the aims of the policy to the equality target group and the council's duty to eliminate unlawful discrimination and promote equality of opportunity?

Our aims are to actively engage with all persons who are affected by the policy. With the relevant training and support, staff are able to deal with each individual's requirements in a consistent and open manner to ensure that no individuals or groups feel disadvantaged in any way.

### 1.9 How is, or how will the policy be put into practice and who is responsible for it?

All licensing staff and members of the Licensing and General Purposes Committee are aware of

the policy and will be made familiar with the changes to the policy following the review. The updated policy will be made available on the licensing web site so that all applicants and/or those wishing to make representations or call for reviews are fully aware of the relevant grounds for representations and how to go about making them. The policy will remain the responsibility of the Head of Service.

## **Part 2 Consideration of data and research**

To conduct the assessment, you will need information about service users and staff that provide the service. This section is to help you identify the sort of information that will be needed to help you assess whether there may be barriers to different equality groups who access your service, policy, procedure, practice or project. *(Please refer to the guidance for additional information)*

### **2.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken**

The policy will be subjected to an initial 28 day consultation. To who and how – list the examples)  
The policy is reviewed every three years which will include a further 28 day consultation with all interested parties.

### **2.2 Equalities profile of users and beneficiaries**

The policy will be available for applicants and those affected by an application via the Licensing pages of the Council's website.

### **2.3 Evidence of complaints against the policy on the grounds of discrimination**

Any complaints received will be managed within the Customer Relationship Management system (CRM).(so are there any? If so you will need to list them and explain what action was taken – remember though its just if its on the grounds of discrimination)

### **2.4 What does the consultation, research and/or data indicate about the negative impact on the policy**

To date there is no evidence to suggest that there is any negative impact of the service upon any equality groups, either through surveys, assessments or complaints received.

### **2.5 What does the consultation, research and/or data indicate about the positive impact on the policy**

To date there is no evidence to suggest there is any specific positive impact of the policy upon any equality groups.

### Part 3 Assessment of impact

Now that you have looked at the purpose etc of the service, policy, procedure, practice or project (part 1) and looked at the research (part 2), this section asks you to assess the impact, positive and negative, of the service, policy, procedure, practice or project on each of the 6 strands of diversity covered in the Authority's single equality scheme.

#### 3.1 Complete this section with the following information – relating to all of the identified groups: *(please refer to the guidance for additional information)*

	Reason, evidence, comment					
	Race	Disability	Gender	Sexual Orientation	Age	Religious Belief
Barriers, negative impact						
Neutral impact	Y	Y	Y	Y	Y	Y
Positive impact						

No statistical data is readily available, however, the service does provide the following:

- Use of translation service (telephone interpretation and written translation)  
[www.languageiseverything.com](http://www.languageiseverything.com)
- Information can be made available in large print, braille and audio
- Loop system available
- Low level reception points in line with DDA
- Automatic doors and level entrances
- Accessible lift
- Different coloured doors for visually impaired
- Accessible toilet facilities
- Low level leaflet dispenser

**Part 4 Measures to mitigate disproportionate or adverse impact or improve on neutral or positive impacts: (Please refer to the guidance for additional information)**

**4.1 If there is any negative impact on any target equality group identified in part 3, is the impact intended or legal?**

No

**4.2 Specify measures that can be taken to remove or minimize the disproportionate or adverse effect identified in part 3. If none were identified, identify how disproportionate or adverse effect could be avoided in the future.**

The policy is reviewed every three years. Legislation may shortly extend this to five years.

**4.3 If there is no evidence that the policy promotes equality, equal opportunities or improves relations within equality target groups, what amendments can be made to achieve this?**

See answer 1.5

**4.4 If a neutral or positive impact has been identified, can that impact be improved upon (continuous improvement)?**

As above

**4.5 How will the policy be implemented?**

On approval from Committee all interested parties along with existing licence holders will be notified. Access to the policy will be via the Council's website or by contacting the Licensing Team although it would be made available in alternative formats on request.

**4.6 As 4.5 above please identify training requirements.**

Initial training for new staff and appropriate refresher training for existing staff and members. Such needs can be identified via regular 1-1 supervision, personal development reviews and the induction process for new staff.

## **Part 5 Conclusions & recommendations**

This section ensures that what ever we are impact assessing, whether it be a service, policy, procedure, practice or project that ensure that we abide by the general and specific duties to promote race, disability and gender equality. *(Please refer to guidance for additional information)*

### **5.1 Does the policy comply with equalities legislation?**

Yes

### **5.2 What are the main areas requiring further attention?**

Continue to review the policy as part of licensing legislation – currently every 3 years

### **5.3 Summary of recommendations for improvement**

Promotion across the council, partners and service users

### **5.4 What equality monitoring, evaluation, review systems have been set up to carry out regular checks?**

As part of 3 yearly policy review

### **5.5 When will the amended service, policy, procedure, practice or project be reviewed?**

Every three years (unless amended by legislation)

## Part 6 Action / improvement plan

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact

***Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:***

Area of negative impact	Changes proposed	Lead officer	Timescale	Resource implications	Comments
Race					
Disability					
Age					
Religious and Philosophical belief					
Gender					
Sexual orientation					
Geographical location					
All of the above					

**Part 6 continued – Equality Impact Assessment – Summary report**

The results of equality impact assessments must be published. Please complete this summary, which will be used to publish the results of your impact assessment on the council’s website, and return it to the HR OD & Diversity Manager.

**Date of assessment**

**Officer’s name**  **Role**

**Service, policy, procedure, practice or project that was impact assessed**

**Summary of findings**

**Summary of recommendations and key points of action plan**

**Groups that this policy will impact upon**

- |                           |                                     |                           |                          |
|---------------------------|-------------------------------------|---------------------------|--------------------------|
| <b>Race</b>               | <input type="checkbox"/>            | <b>Gender</b>             | <input type="checkbox"/> |
| <b>Sexual Orientation</b> | <input type="checkbox"/>            | <b>Age</b>                | <input type="checkbox"/> |
| <b>Disability</b>         | <input type="checkbox"/>            | <b>Religion or belief</b> | <input type="checkbox"/> |
| <b>Other</b>              | <input checked="" type="checkbox"/> | <b>All</b>                | <input type="checkbox"/> |