

EQUALITIES IMPACT ASSESSMENT

Details of the assessment	
Name of Function/Policy/ Service being assessed	Licensing Act 2003 Statement of Licensing Act 2003
Date of assessment: 8th September 2014	Commenced: Completed:
Directorate & Service	Environmental & Operational Services
Policy Owner	Richard Wilson – Chief Officer for Environment
Name of Officer(s) carrying out assessment:	Leeann Leeds Claire Perry Sarah Lavallie

Step 1 Initial Screening for:			
<ul style="list-style-type: none">• New/revised policies/strategies• policy decisions• considering partnership working arrangements• procurement/commissioning activities (For assessments identified within the Equality Impact Assessment Timetable please go straight to Step 2).			
	Key Questions	Answers/Notes	
1	What are you looking to achieve in this activity?	The aims of this statement of Licensing Policy in line with the four licensing objectives are to minimise nuisance and disturbance to the public through the licensing process. Help build a fair and prosperous society that properly balances the rights of people and their communities. Intergrate its aims and objectives with other initiatives.	
2	Who in the main will benefit?	Any person who is carrying out licensable activities.	
3	Does the activity have the potential to cause adverse impact or discriminate against different groups in the community?	Yes <input type="checkbox"/>	Please explain
		No <input checked="" type="checkbox"/>	Please explain: All applications will be considered on their own merits, as well as against the relevant policy and statutory framework.
		Note: if the answer is 'yes' then a full equality impact assessment is required – see step 2.	

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4	Does the activity have potential to make a positive contribution to equalities?	Yes <input type="checkbox"/>	Please explain:
		No <input checked="" type="checkbox"/>	Please explain: The policy is intended to give guidance and advice to any person who maybe carrying out licensable activities or applying to do so.
		Note: if the answer is 'yes' then a full equality impact assessment is required – see step 2.	

Where the screening has identified the need for a full impact assessment, this must:

- be commenced during the drafting stages of a new policy/strategy and fully completed following any consultation period before submitting for committee approval
- carried out before any policy decision is taken
- completed in the planning stages of any procurement exercise