

Equality Impact Assessment:

Initial Assessment

Name:

1). What is the aim of the policy, project or strategy/purpose of activity/service?

To enable the Licensing Committee to note the new information in relation to the Deregulation Act 2015 and as result, adopt a three year licence.

2). Will the policy/project/strategy/service have a disproportionate effect on members of the equality groups below? (See Appendix A for further information):

Equality Group	(✓)	Is the effect Positive, Negative, Neutral or Unclear? Please comment where applicable
Particular age groups		Neutral
Disabled people		Neutral
Married couples or those entered into a civil partnership		Neutral
Pregnant women or women on maternity leave		Neutral
Particular ethnic groups, including Gypsy and Travellers and new arrivals		Neutral
Those of a particular religion or who hold a particular belief		Neutral
Male/Female		Neutral
Those proposing to undergo, currently undergoing or who have undergone gender reassignment		Neutral
Sexual orientation		Neutral

If there are any negative or unclear affects, you are required to do a full EqIA.

Need for a full EqIA? Please circle: **No** (Full EqIA: attached)

Date Initial EqIA completed:	05/06/15
/Assessment completed by:	Ian Robinson
Policy Review Date:	

Signed by Head of Service:	
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Equality Impact Assessment:

Full Assessment

1). Name of the policy area or programme with which this assessment is concerned:

Lead officer:

2). Provide a summary of the policy area/programme in no more than 350 words (see Appendix B for further guidance):

3). Why do you feel the policy area/programme will impact the groups identified in the initial assessment? What information/data do you have to support this? (See Appendix B for further guidance):

4). What does your evidence show? (See Appendix B for further guidance):

5a). Who have you consulted with?

5b). If you haven't consulted yet, please list who you are going to consult with and when by:

6). Please give examples of how you have or are going to consult with specific groups or communities (e.g. meetings, surveys):

7). What will the policy do to mitigate existing inequalities?

8). Tick which one of the following best summarises your Equality Impact Assessment:

A	A positive impact is explicitly intended and very likely.	
B	There is a clear <i>potential</i> to have a positive impact by reducing and removing barriers and inequalities that currently exist.	
C	An adverse impact is unlikely. However, there is insufficient evidence to confirm this statement	
D	There will be a neutral effect, neither positive nor negative	
E	Adverse impact is probable, since certain groups are likely to be disadvantaged, either proportionately or absolutely, or both. Remedial action is therefore necessary.	
F	Adverse impact is certain for certain groups but the policy as a whole can nevertheless be justified.	

PLEASE NOTE:
If you select “E” or “F” from the above list, it will be necessary to obtain legal advice.

Legal advice obtained Yes/No Legal Officer

9). Expand and explain why that summary best describes your assessment:

10). Next Steps (See Appendix C for further guidance):

What will be done	What expected outcomes as a result:	By whom:	By when:

11). How are you going to review the policy, project or strategy, and who will be responsible?

When EqlA will be reviewed:

Date EqlA completed:	
Assessment completed by:	
Policy Review Date:	
Signed by Head of Service:	
Signed by Legal Officer	

Appendix A

Protected Characteristics

Age

Where this is mentioned, it refers to a person belonging to a particular age (i.e. 32 years old) or a range of ages (e.g. 18-30 year olds)

Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Marriage and civil partnership

Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.

Pregnancy and maternity

Pregnancy is the condition of being pregnant. Maternity refers to the period of 26 weeks after the birth, which reflects the period of a woman's ordinary maternity leave entitlement in the employment context.

Race

Refers to the protected characteristics of Race. It denotes a group of people defined by their race, colour and nationality (including citizenship), ethnic or national origins. The following categories are currently used on recruitment application forms:

Group	Type	Group	Type
White	British/English/Scottish/Welsh Irish Italian Portuguese Other European Traveller Other White background	Asian or Asian British	Bangladeshi Indian Kashmiri Pakistani Other Asian background
Black or Black British	African Caribbean Other Black background	Other ethnic group	Chinese Other background
Mixed	White and Asian White and Black African White and Black Caribbean Other Mixed background		

Religion and belief

Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Religious groups:

Christian	Muslim
Hindu	Sikh
Jewish	Other

Sex

A man or a woman.

Gender reassignment

Gender reassignment refers to those proposing to undergo, are undergoing, or have undergone a process (or part of a process) to reassign their sex by changing physiological or other attributes of sex.

Sexual orientation

Where a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

Gay man	Bisexual
Gay woman/lesbian	Heterosexual

Appendix B

“Provide a summary of your policy area/programme”

350 words (3 or 4 paragraphs) should be enough to summarise what the policy is.

Bear in mind that what you write is a public document, so spell out any acronyms and abbreviations in full the first time they are used.

The people reading the description may well have specialist knowledge relating to equality issues. Your purpose, in these paragraphs about your policy, is to provide such people with sufficient preliminary information for them to comprehend the discussion that will follow.

Other things being equal, it will be appropriate to outline the following:

- The policy’s rationale/basis and purposes
- How it operates or will operate in practice
- When it began/will begin
 - Have there been any pilots or trials done?
- How the policy fits in with other policies (e.g. is it a strand within a larger policy area?)
- An indication of the size of the budget

“Why do you feel your policy area/programme will impact the identified groups? What evidence do you have to support this?”

Explain what information you have obtained that has enabled you to come to the decision that these groups will be affected.

Provide the sources of relevant evidence with full biographical details (e.g. paragraph/page references, URLs for documents that can be accessed online). The word “evidence” here is used in the broad sense.

This can include:

- Administrative data (local authority returns, census data etc)
- Results of opinion surveys
- Interviews and focus groups
- Responses to draft equality impact assessments
- Feedback from groups as a result of consultation
- Case studies and project evaluations
- Literature reviews
- Responses to Green and White Papers
- Inspection reports

“What does your evidence show?”

Here you should detail:

- Which diverse groups have been identified as being disadvantaged by the proposals together
- A summary of the negative impacts
- The proposed changes as a result of the research
- Whether the changes to the policy lower the negative impact
- Whether the changes provide opportunities to promote equality of opportunity and improve relations between diverse groups

Appendix C

“Next steps”

Here you should indicate the ways in which the EqIA will be followed up and kept under review, by showing progress detailed in a project plan, objectives set in an employees PDR/appraisal etc.

Make sure that, where appropriate, the statements about next steps reflect the “SMART” principles:

- **S**pecific
- **M**easurable
- **A**chievable
- **R**elevant
- **T**ime-bound

Also use the “next steps” section to emphasise the EqIA as a whole as a living document. Therefore, be sure to revise and update it when appropriate, in the light of further evidence, discussion and representations.

As a guide, here is some of what you could mention:

- Plans that are already underway or under active consideration to address challenges and priorities you have highlighted
- Arrangements for monitoring, and for periodic reports to certain groups.
- Arrangements for ensuring that monitoring systems are in place to guarantee regular checks are undertaken on the effects of the policy.
- Arrangements for ensuring that evaluations of any pilot projects take account of the concerns and discussions outlined in your assessment.
- Arrangements for discussing with other agencies and regulatory bodies the scope for taking account of the concerns and discussions in your assessment
- Arrangements for making sure that your assessment is brought to the attention of all relevant colleagues, and in this contributing to reviews of the Department’s single equality scheme.
- Arrangements for disseminating information about your assessment to local authorities and other stakeholders
- Arrangements for improving the information base
- Intentions for drawing up a detailed action plan.

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