

## Appendix 1

### EQUALITY IMPACT: SCREENING AND ASSESSMENT FORM

This form is to be used in conjunction with the Equality Impact Assessment Guidelines. Please refer to these before starting; if you require further guidance contact [community.planning@west-dunbarton.gov.uk](mailto:community.planning@west-dunbarton.gov.uk)

<b>Section 1: Policy/Function/Decision (PFD) Details</b>	
A PFD is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for.	
Name of PFD:	Licensing Board Statement of Licensing Policy
Lead Department & other departments/ partners involved:	Corporate Services (Licensing Team)
Responsible Officer	Raymond Lynch
Impact Assessment Team	David McCulloch – Head of Trading Standards and Licensing, Raymond Lynch-Depute Clerk to the Licensing Board.
Is this a new or existing PFD?	<b>Existing.</b>  The Statement of Licensing Policy is a legal requirement under the Licensing (Scotland) Act 2005 that must be published no later than 30 November 2013.
Start date: July 2013	End date: Nov 2013
Who are the main target groups/ who will be affected by the PFD?	People who are, or wish to be, licensed under the Licensing (Scotland) Act 2005 and the community at large and also (indirectly) customers of licensed premises.
Is the PFD Relevant to the General duty to eliminate discrimination, promote equal opportunities or foster good relations? Please enter brief detail	Yes, the proposed Statement of Licensing Policy is relevant in terms of all three General Duties.
<b>Yes:</b>	If yes, complete all sections, 2-9
<b>No:</b>	If no, complete only sections 8-9
	If don't know, complete sections 2 & 3 to help assess relevance

<b>Section 2: Evidence</b>	
Please list the available evidence used to assess the impact of this PFD, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.	
<b>Available evidence:</b>	
Consultation/ Involvement with community, including individuals or groups or staff as relevant	Extensive consultation was carried out for the Statement of Licensing Policy review and a wide range of parties were directly consulted and the required consultees under the Licensing (Scotland) Act 2005. The Policy was subject of a full public consultation and advertised on the Boards' website.
Research and relevant information	The Statement of Licensing Policy was researched against changes in law and assessment of the effectiveness of the current policy. Some changes were made to the existing policy which, was subject to a separate full E.I.A in 2010.
Officer knowledge	Officers met in a separate working group of a wide variety of members and representatives of internal and external groups. This working group covered the statistical research information in relation to the overprovision part of the policy. A meeting was also arranged by the Licensing Board Chair and Vice Chairperson with officers to discuss the Statement of Licensing Policy.
Equality Monitoring information – including service and employee monitoring	Available monitoring information is inadequate for the needs of the Equality Act and needs to be greatly improved. This has been identified as an action at section 6 below.
Feedback from service users, partner or other organisation as relevant	The Licensing Forum and required consultees under the Licensing (Scotland) Act 2005 responded in relation to the consultation on the proposed changes to the Statement of Licensing Policy.
Other	
<b>Are there any gaps in evidence?</b> Please indicate how these will be addressed	
Gaps identified	Service monitoring is currently inadequate.
Measure to address these	The Licensing Board Mainstreaming Report and its Equality Outcomes state that New service monitoring forms will be available in the near future and their distribution combined with continued engagement with the licensed trade and other relevant bodies will provide a better

baseline of information for future progress on equalities.

*Note: Link to Section 6 below Action Plan to address any gaps in evidence*

**Section 3: Involvement and Consultation**

Include involvement and consultation relevant to this PFD, including what has already been done and what is required to be done, how this will be taken and results of the consultation.

Please outline details of any involvement or consultation, including dates carried out, protected characteristics. Also include involvement or consultation to be carried out as part of the developing and implementing the policy.

Details of consultations	Dates	Findings	Characteristics
<p>Consultation on Statement of Licensing Policy between 3<sup>rd</sup> July to 3<sup>rd</sup> October 2013.</p>	<p>July-October 2013.</p>	<p>The full terms of this reported consultation and a full list of this consultation responses are available in the Report(s) of the Clerk to the Licensing Board dated 29<sup>th</sup> October 2013:</p> <p>In addition there was specific consultation with regard to the West Dunbartonshire Citizens Panel. This group covers citizens within the area and is reflective of the wider demographic in particular with regard to senior citizens.</p>	

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*Note: Link to Section 6 below Action Plan*

The Statement of Licensing Policy was subject to a wide public consultation and specific groups were written out to. A full list of parties/persons consulted are contained in the Report(s) of the Clerk to the Licensing Board dated 29<sup>th</sup> October 2013.

The consultation (including the separate consultation with the Citizens Panel) did not reveal any issues that were of specific relevance to any of the protected characteristics, nor did any of the responses suggest that the policy required any changes to comply with the Board's equalities duties.

**Section 4: Analysis of positive and Negative Impacts** Eliminating discrimination (E), Advancing Equal Opportunities (A), or Fostering good relations (F)  
 Equality Outcomes of Increasing Equality Monitoring (1), Increase use of Equality Impact Assessments (2), and Equality Training for Staff and Licence Holders (3)

Protected Characteristic	Positive Impact	Negative Impact	No impact
Race	1, 2, 3, E, A, F		
Sex	1, 2, 3, E, A, F		
Gender Re-assignment	1, 2, 3, E, A, F		
Disability	1, 2, 3, E, A, F		

Age	1, 2, 3, E, A, F		
Religion/ Belief	1, 2, 3, E, A, F		
Sexual Orientation	1, 2, 3, E, A, F		
Civil Partnership/ Marriage; this PC is not listed as relevant for Specific Duties; however under the General Duty we are required to eliminate any discrimination for this PC.	1, 2, 3, E, A, F		

*Note: Link to Section 6 below Action Plan in terms of addressing impacts*

The Licensing Policy Statement was developed immediately after the Licensing Board agreed its Equality Mainstreaming Report, and the policy statement was specifically designed to build upon those principles so that it only has a positive impact on the protected characteristics.

**Section 5: Addressing impacts**

Select which of the following apply (use can choose more than one) and give a brief explanation – to be expanded in Section 6: Action Plan

1. No major change	
2. Continue the PFD	√

3. Adjust the PFD	
4. Stop and remove the PFD	
Give reasons: The Licensing Policy Statement was developed immediately after the Licensing Board agreed its Equality Mainstreaming Report, and the policy statement was specifically designed to build upon those principles so that it only has a positive impact on the protected characteristics	
<i>Note: Link to Section 6 below Action Plan</i>	

<b>Section 6: Action Plan</b> describe action which will be taken following the assessment in order to; reduce or remove any negative impacts, promote any positive impacts, or gather further information or evidence or further consultation				
<b>Action</b>	<b>Responsible person</b>	<b>Intended outcome</b>	<b>Date</b>	<b>Protected Characteristic</b>
Increase effectiveness and scope of equality monitoring in Licensing	Clerk to the Board	To gather better information and data to help identify progress on outcomes and the identification of future outcomes.	Introduce use of form by April 2014	Crosscutting All PCs


**Are there any negative impacts which cannot be reduced or removed? please outline the reasons for continuing the PFD**

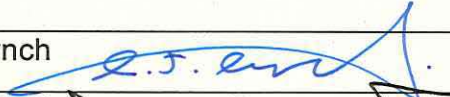
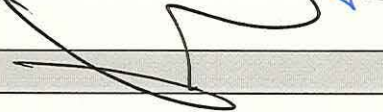
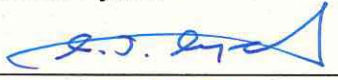


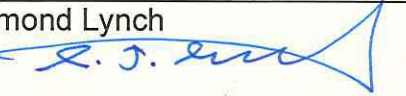
None

**Section 7: Monitoring and review**

Please detail the arrangements for review and monitoring of the policy

How will the PFD be monitored?  
 What equalities monitoring will be put in place?

The Statement of Licensing Policy requires to be reviewed again in 2016. It is a legal requirement that the Council produce an update on progress on the equality Outcomes identified by 30<sup>th</sup> April 2015 . The steps identified in

	the Action Plan will contribute to this update.	
When will the PFD be reviewed?	30 April 2015 for progress report, 2016 for Statement of Licensing Policy and 30 April 2017 for review of Equality Outcomes.	
Is there any procurement involved in this PFD? If yes please confirm that you have read the WDC Equality and Diversity guidance on procurement	No	
<b>Section 8: Signatures</b>		
The following signatures are required:		
Lead/ Responsible Officer:	Signature: Raymond Lynch 	Date: 29/11/13
EIA Trained Officer:	Signature: David McCulloch 	Date: 29/11/13
<b>Section 9: Follow up action</b>		
<b>Publishing:</b> Forward to community Planning and Policy for inclusion on intranet/internet pages	Signature: Raymond Lynch 	Date: 3/12/13
<b>Service planning:</b> Link to service planning/ covalent – update your service plan/ covalent actions accordingly	Signature: Raymond Lynch  N/A.	Date: 3/12/13
Give details, insert name and number of covalent action and or related PI:		
<b>Committee Reporting:</b> complete relevant paragraph on committee report and provide further information as necessary	Signature: Raymond Lynch  Report to Licensing Board on 29/11/13 confirmed that an E.I.A on charges to policy would be undertaken.	Date: 3/12/13
<b>Completed form:</b> completed forms retained within department and copy passed to Policy Development Officer (Equality) within the CPP team	Signature: Raymond Lynch 	Date: 3/12/13