

## EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

<b>Name of 'proposal' and how has it been implemented</b> (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	<b>Licensing Policy Review</b>
<b>Directorate / Service</b>	<b>Place, Environmental Health and Trading Standards</b>
<b>Lead Officer</b>	<b>David Tolley</b>
<b>Signed Off By</b>	<b>Roy Ormsby</b>

<b>Stage</b>	<b>Checklist Area / Question</b>	<b>Yes / No / Unsure</b>	<b>Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)</b>
<b>1</b>	<b>Overview of Proposal</b>		
a	Are the outcomes of the proposals clear?	Yes	<p>This report submits proposed changes to the Statement of Licensing Policy. The report asks Mayor in the Cabinet to agree:</p> <ul style="list-style-type: none"> <li>• the forward programme for the adoption of the Statement of Licensing Policy</li> <li>• that the Statement of licensing policy will take effect from 1 November 2018 until 31 October 2023</li> </ul> <p>The Licensing Act 2003 requires all local authorities to review their existing Statement of Licensing Policy and adopt a new policy by the end of 2013. As a Licensing Authority, the Council must review its Licensing Policy every five years and publish the outcome of that review. The Council's current</p>

			<p>Statement of Licensing Policy was adopted by the full Council in November 2013.</p> <p>The policy aims to define how the responsibilities under the Act are going to be exercised and administered. A statutory consultation process is planned.</p> <p>The purpose of the Statement of Licensing Policy is to define how the responsibilities under the Licensing Act 2003 are going to be exercised and administered. The licensing policy and its implementation aim to promote the following four licensing objectives stipulated by the Licensing Act 2003:</p> <ul style="list-style-type: none"> <li>• The prevention of crime and disorder</li> <li>• Public safety</li> <li>• The prevention of public nuisance</li> <li>• The protection of children from harm.</li> </ul>
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?	Yes	The key proposed changes have arisen from legislative changes. These are likely to affect businesses, customers and local residents.
c	Is there a narrative in the proposal where NO impact has been identified? Please note – if a Full EA is not to be undertaken based on the screen or the fact that a proposal has not been ‘significantly’ amended, a narrative needs to be included in the proposal to explain the reasons why and to evidence due regard	No	Depending on the consultation feedback Further evidence/research might be required to establish the impact of the policy: <ul style="list-style-type: none"> <li>•</li> </ul>
<b>2</b>	<b>Monitoring / Collecting Evidence / Data and Consultation</b>		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	The responses from the consultation (written and online) will provide respondents’ views on the policy and some insight on the current problems, including alcohol and noise and ASB.

	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	Comments arising from the consultation will be considered in the proposal.
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	An online consultation will be made available on the Council website.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	List of groups/organisations consulted will be detailed.
<b>3</b>	<b>Assessing Impact and Analysis</b>		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Yes	The consultation process will not distinguish the nine protected characteristics. However, the impact on businesses of the policy and residents' concern with alcohol are shown in the data.
	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	<p>If this policy was endorsed after consultation and adopted, some businesses may be impacted by the policy.</p> <p>From the consultation data and the analysis above, residents may have positive impact from the policy adoption through the prevention of crime and disorder.</p>
b	Has the assessment sufficiently considered the three aims of the Public Sector Equality Duty (PSED) and OTH objectives?	Yes	<p>The licensing policy and its implementation aim to promote the following four licensing objectives stipulated by the Licensing Act 2003:</p> <ul style="list-style-type: none"> <li>• The prevention of crime and disorder</li> <li>• Public safety</li> <li>• The prevention of public nuisance</li> <li>• The protection of children from harm.</li> </ul> <p>These objectives, if they are achieved, will contribute to help develop cohesion. They may also contribute to develop equalities in the borough by reducing ASB and crime and disorder that currently take place in a particular area.</p>

<b>4</b>	<b>Mitigation and Improvement Action Plan</b>		
a	Is there an agreed action plan?	NA	No action plan is included in the policy.
b	Are all actions SMART (Specific, Measurable, Achievable, Relevant and Time Bounded)	NA	No action plan is included in the policy.
c	Are the outcomes clear?	NA	No action plan is included in the policy.
d	Have alternative options been explored	NA	No action plan is included in the policy.
<b>6</b>	<b>Quality Assurance and Monitoring</b>		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The policy has been reviewed every five years. It is proposed that the policy is to be reviewed every five years.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics?	Yes	The policy has been reviewed every five years and it is proposed that the policy is to be reviewed every five years. The policy review will be conducted via consultation.
<b>7</b>			
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	NA	No executive summary is included in the report.
<b>8</b>	<b>Sign Off and Publication</b>		
a	Has the Lead Officer signed off the EA? Please note – completed and signed off EA and Quality Assurance checklists to be sent to the One Tower Hamlets team	Yes	

<b>Any other comments</b>			
<b>Signature</b>		<b>Date</b>	



*Please keep this document for your records and forward an electronic version to the One Tower Hamlets Team*

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