

EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	Licensing Policy Review
Directorate / Service	CLC, Safer Communities, Consumer and Business Regulations
Lead Officer	David Tolley
Signed Off By	Andy Bamber Service Head - Community Service

Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?	Yes	<p>This report presents a forward programme for consulting on the Licensing Act Policy. This policy aims to define how the responsibilities under the Act are going to be exercised and administered. It is proposed that the consultation should:</p> <ul style="list-style-type: none"> • commence in March 2013 and last for 6 weeks • be based on the existing policy adopted by the full Council in December 2010. <p>The Licensing Act 2003 requires all local authorities to review their existing licensing policy and adopt a new policy by the end of 2013 and to undertake a consultation process to adopt the new policy. The policy has to comply with guidance issued by the central government and the existing policy is compatible with this guidance.</p>

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	<p>The statutory consultation requirements consist of:</p> <ul style="list-style-type: none"> • The Chief Officer of Police for the Licensing Authority area • The Fire Authority for the area • Such persons as the Licensing Authority consider to be representative of holders of existing licenses • Such persons as the Licensing Authority considers to be representative of holders of existing clubs • Such other persons as the Licensing Authority considers to be representative of businesses and residents in its area. <p>In addition, the local community will be asked to comment on the draft (existing) policy.</p>
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	Yes	<p>This policy is still a draft and subject to statutory partners and public consultation. Only when the consultation is complete can the Council finalise its position regarding equalities impact. However, the policy aims to promote the following licensing objectives and it is likely that the majority of impacts resulting from this policy will be positive on the safety and quality of life of protected groups.</p> <ul style="list-style-type: none"> • the prevention of crime and disorder • public safety • the prevention of public nuisance • the protection of children from harm. <p>It is planned that a new policy will be adopted by the full Council in November 2013.</p>
2 Monitoring / Collecting Evidence / Data and Consultation			
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	As a Licensing Authority, the Council reviews the licensing policy every three years and publish the outcome. The consultation held in March 2013 will inform the draft proposal.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	The consultation will be held in March 2013.

b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	The consultation will be held in March 2013.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	The consultation held in March 2013 will inform a draft proposal.
3	Assessing Impact and Analysis		
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 held in March 2013 will inform a draft proposal.
	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	The consultation held in March 2013 will inform a draft proposal.
b	Has the assessment sufficiently considered the three aims of the Public Sector Equality Duty (PSED) and OTH objectives?	Yes	
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	NA	The proposal is for consultation at this stage
b	Are all actions SMART (Specific, Measurable, Achievable, Relevant and Time Bounded)	NA	The proposal is for consultation at this stage
c	Are the outcomes clear?	NA	The proposal is for consultation at this stage
d	Have alternative options been explored	NA	The proposal is for consultation at this stage
6	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	NA	The proposal is for consultation at this stage
7	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	NA	The proposal is for consultation at this stage
8	Sign Off and Publication		

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	
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Any other comments			
Signature	Andy Bamber Service Head - Community Service	Date	30th January 2013

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