


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)	Statement of Licensing Policy Review		
Directorate / Service	Place, Public Realm, Environmental Health and Trading Standards		
Lead Officer	David Tolley		
Signed Off By			
Summary – to be completed at the end of completing the QA (using Appendix A) (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA? For example, based on the QA a Full EA will be undertaken or, based on the QA a Full EA will not be undertaken as due regard to the nine protected groups is embedded in the proposal and the proposal has low relevance to equalities)	As a result of performing the QA checklist, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.	Proceed with implementation	Green: 

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 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"> • the adoption of the Statement of Licensing Policy • that the Statement of licensing policy will take effect from 1 November 2018 until 31 October 2023 <p>The Licensing Act 2003 requires all local authorities to review their existing Statement of Licensing Policy. 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 Statement of Licensing Policy was adopted by the full Council in October 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 took place between 12th January and 10th April 2018..</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"> • The prevention of crime and disorder • Public safety • The prevention of public nuisance • The protection of children from harm.
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 key proposed changes have arisen from the consultation. These are likely to affect businesses, customers and local residents. The proposed changes to the Statement include:</p>

			<ul style="list-style-type: none"> • Retain the Brick Lane Cumulative Impact Policy • Create a Bethnal Green Cumulative Impact Policy • Develop conditions on street furniture/ flyposting • Identify and condition 'match day' pubs. • Not to adopt the Late Night Refreshment deregulations <p>The following are relevant issues that have been raised in the consultation process and will need to be determined by Members:</p>
c	<p>Is there a narrative in the proposal where NO impact has been identified?</p> <p>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</p>	No	If the policies stated above are adopted, the following impact might be made. Further evidence/research might be required to establish the impact of the policy:
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	The responses from the consultation (written and online) held between 12th January and 10th April 2018 provide respondents' views on the policy and some insight on the current problems.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	The extensive consultation process was held between 12th January and 10th April 2018. (Appendix One shows a list of groups consulted). Comments arising from the consultation have been incorporated 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	The service consulted various organisations, including residents/community groups, youth clubs, and advocacy groups to participate in the consultation. Other professional organisations including the Licensing team, responsible authorities (e.g. MET, Fire authority, health and safety authority, planning authority) informed the policy.


			The online consultation was also made available on the Council website.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	Yes. See Appendix 1: List of groups/organisations consulted.
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 data do 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	If this policy was endorsed by consultation and adopted, some businesses would have impact from the policy. From the consultation data and the analysis above, residents may have positive impact from the policy adoption through the prevention of crime and disorder.
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"> • The prevention of crime and disorder • Public safety • The prevention of public nuisance • The protection of children from harm. <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>
4	Mitigation and Improvement Action Plan		
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.
6	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The policy has been 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. The policy review will be conducted via consultation.
7			
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.
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	

Any other comments			
Signature		Date	

Appendix A

(Sample) Equality Assessment Criteria

Decision	Action	Risk
As a result of performing the QA checklist, it is evident that due regard is not evidenced in the proposal and / or a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the proposal be suspended until further work or analysis is performed – via a the Full Equality Analysis template	Suspend – Further Work Required	Red 
As a result of performing the QA checklist, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.	Proceed with implementation	Green: 