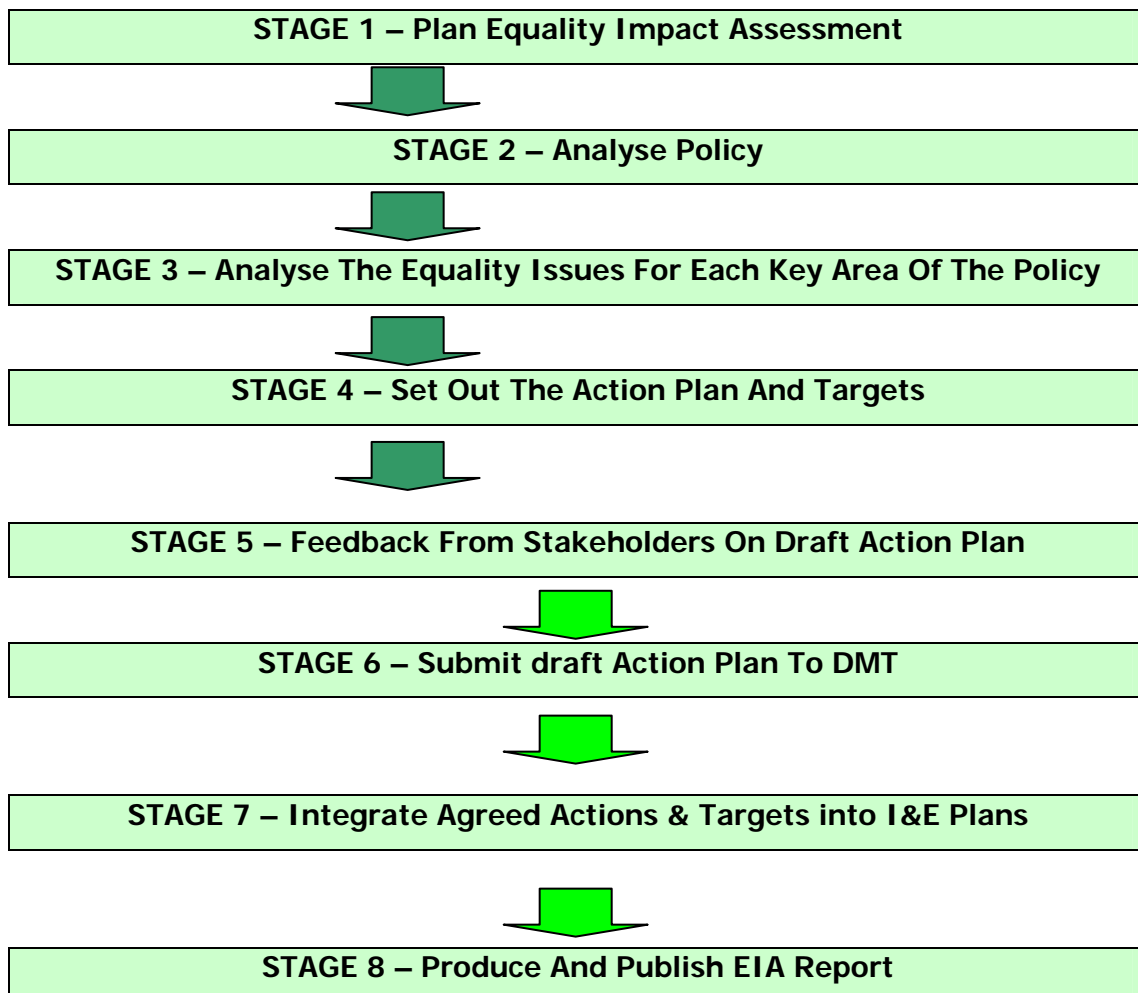




THE LONDON BOROUGH

Pro forma for managing and undertaking Equality Impact Assessments



Human Resources Strategic Services
Chief Executive's Department

July 2007

STAGE 1 – PLAN EQUALITY IMPACT ASSESSMENT

1a. Title of the EIA:

Licensing Policy 2008 - 2011

1b. What category of EIA is this? Please tick one of the following:

Part of planned work	<input type="checkbox"/>
Developing new policies	<input type="checkbox"/>
Changing/ updating existing policies	<input checked="" type="checkbox"/>

1c. Timetable for assessment:

Start Date	1 st October 2008
Projected end date	UPDATE AUG 2010 (See Stage 4) 1 st July 2013

1d. Who will do the EIA? Please complete the following table:

Name	Job Title	Roles & Responsibilities within EIA Team
C.K.Davison	Head of Commercial services	EIA Project Leader
P.Lehane	Food Safety, Occupational Health & Licensing Manager	Manager of Licensing Enforcement Team responsible for the implementation of all EIA recommendations
S.Phillips	Licensing Enforcement Officer	Enforcement Officer specialising in Licensing legislation and associated consultation and procedure development activities
Andy Waddington	Police Constable Bromley Police Licensing unit	Partner Organisation input

1e. Identify any other resources that are needed to support EIA:

Sufficient training, equipment and printing/stationery budgets for consultation and objection handling process.

STAGE 2 – ANALYSE THE POLICY

2a. Briefly describe the aim of the policy:

Licensing authorities are required by the Licensing Act 2003 to publish a statement of the principles that they propose to apply when exercising their functions under the above legislation. The statement must be published at least every three years. The statement must also be reviewed from “time to time” and any amended parts re-consulted upon before publication.

2b. Set out the policy objectives:

The objective of Bromley’s Licensing Policy is to inform interested parties of the principles that it proposes to apply when exercising its functions under the Licensing Act 2003. Bromley licensing authority must have regard to the licensing objectives as set out in section 1 of the Act i.e.

1. The prevention of crime or disorder
2. Public Safety
3. The prevention of public nuisance
4. The protection of children from harm

2c. Break down the policy into its key areas:

PART A

Consultation on applications
Cumulative Impact Policy and Areas
Making representations regarding an application

PART B

Personal Licences, Premises Licences/Certificates, Temporary Event Notices,
Making decisions about licence applications

2d. List the intended recipients of the policy:

Direct recipients of the policy are:

Holders of Person Licences, Premises Licences, Club Certificates, Temporary Event Notices (e.g. Pubs, Clubs, Restaurants, Supermarkets etc)
Members of Licensing Sub Committee
Statutory Authorities e.g. Police, Trading Standards, London Fire Brigade, Public Health Team

Indirect recipients of the policy are all Bromley Businesses, residents of Bromley and those who visit Bromley to use the above premises

2e. Identify partner organisations and any other departments involved in delivering the policy:

The Metropolitan Police: Bromley Police Station
The London Fire Brigade
Planning Department of the London Borough of Bromley
Public Health Complaints Team
Trading Standards Team
London Borough of Bromley Child Protection Team known as Bromley Safeguarding Children Board

2f Identify and list any stakeholders concerned with the delivery of the policy:

The Metropolitan Police – Bromley Police Station
 The Director for Children’s Services
 All known licensed premises under the Licensing Act 2003
 Ward Councillors

STAGE 3 – ANALYSE THE EQUALITY ISSUES OF THE KEY AREAS OF THE POLICY

Category:	Age	Disability	Gender	Race	Religion/ Belief	Sexual Orientation
Considered in EIA?	X	X			X	

KEY AREAS:	ALL ASSOCIATED DOCUMENTS: For example: statements, forms, supporting policies etc.	EQUALITIES GAP ANALYSIS :
<p>Part A Consultation on the Licensing policy and making representations regarding a Licence application</p>	<p>Licensing Objectives as outlined in the Licensing Act 2003 and associated statutory instruments</p> <p>Codes of practice issued by the Department of Culture Media and Sport (DCMS)</p> <p>Bromley’s Licensing Policy Statement</p> <p>Licence Application forms and guidance produced by the Department of Culture Media & Sport</p> <p>Records of statements received through the consultation process</p> <p>Records of representations made</p>	<p>AGE References to age are made throughout all documents i.e. Protecting children from being harmed by alcohol is a key Licensing objective enshrined in the legislation.</p> <p>Bromley’s Licensing policy clearly restates the guidance produced by the DCMS that this objective means preventing children from purchasing and consuming alcohol.</p> <p>Objections to a Licence application based on this key objective are treated as a valid objection.</p> <p>The list of persons this authority consults on the Licensing policy includes the Bromley Safeguarding Children Board.</p> <p>EIA Gap - No Gap.</p> <p>RELIGION/BELIEF This category is referred to in the associated documents i.e.:</p> <p>a) the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Licensing Act 2003.</p> <p>b) making a representation or</p>

		<p>objection to a licence application for entertainment involving striptease or nudity. The Licensing policy states that 'while applications will be considered on their own merits, such applications will not normally be granted where the premises are located Near places of worship'.</p> <p>EIA Gap – No Gap</p> <p>DISABILITY This category is referred to in the licensing policy i.e.:</p> <p>'Premises Licence holders and Clubs are reminded of the duties imposed by the Disability Discriminations Act 1995, which requires that any person providing a service to the public must make reasonable adjustments to enable disabled people to access the service'</p> <p>In addition to this the Licensing Policy contains a statement supporting the Government policy that facilities are provided at places of entertainment. The policy goes on to say 'the Licensing Authority will not attach conditions to a licence or certificate that conflicts or duplicates these requirements.'</p> <p>EIA Gap – No Gap</p>
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Category:	Age	Disability	Gender	Race	Religion/ Belief	Sexual Orientation
Considered in EIA?	X				X	

KEY AREAS:	QUANTITATIVE DATA: For example: monitoring information, census data, performance indicators, Borough benchmark data, customer surveys	EQUALITIES GAP ANALYSIS :
<p>Part A Consultation on the Licensing policy and making representations regarding a Licence application</p>	<p>CAPS Uniform database (specialist Licensing database) containing all details of licence applications, enforcement inspections and other performance data.</p> <p>Licensing Filing System:</p> <p>a) Hard copies of representations and objections, reports to Licensing sub committee, decision taken by committee etc.</p> <p>b) Soft copies of above where available in team word folders</p>	<p>AGE/RELIGION/BELIEF</p> <p>Licensing Policy consultation. This authority currently follows Government guidance and consults Responsible Authorities e.g. the Metropolitan Police. In addition to the statutory minimum Bromley consults all Councillors, residents, residents associations and businesses.</p>

<p>Part B Making decisions about licence applications were representations and objections have been made</p>	<p>c) Feedback documents from consultation exercise</p>	<p>EIA Gap – Places of worship and not included in consultation process</p> <p>Action – to consult places of worship and schools.</p> <p>With regards to the publication and distribution of information relating to proposed Licence applications, this authority complies with the minimum requirements.</p> <p>EIA Gap – No publication of licence application on Web-site.</p> <p>Action – to publish Licence applications on Bromley’s web-site via ‘Public Access module.</p> <p>Action – offer anonymity to objector when submitting details to Licensing sub-committee.</p>
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Category:	Age	Disability	Gender	Race	Religion/ Belief	Sexual Orientation
Considered in EIA?	X				X	

KEY AREAS:	QUALITATIVE DATA: For example: customer opinion surveys, staff forums, focus groups, “Getting it Right” feedback	EQUALITIES GAP ANALYSIS :
<p>Part A Consultation on the Licensing policy and making representations regarding a Licence application</p>	<p>Customer complaints, compliments and surveys (located with quality representative – ISO 9000 documentation)</p>	<p>EIA Gap – No Gap</p>

Category:	Age	Disability	Gender	Race	Religion/ Belief	Sexual Orientation
Considered in EIA?	X				X	

KEY AREAS:	ALL ASSOCIATED DOCUMENTS: For example: statements, forms, supporting policies etc	EQUALITIES GAP ANALYSIS :
<p>Part B Making decisions about licence applications where representations and objections have been made</p>	<p>Licensing Objectives as outlined in the Licensing Act 2003 and associated statutory instruments</p> <p>Codes of practice issued by the Department of Culture Media & Sport</p> <p>Bromley’s Licensing Policy Statement</p> <p>Licence Application forms and guidance</p>	<p>EIA Gap - No Gap.</p>

	<p>produced by the Department of Culture Media & Sport</p> <p>Records of statements received through the consultation process</p> <p>Records of representations made</p>	
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Category:	Age	Disability	Gender	Race	Religion/ Belief	Sexual Orientation
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KEY AREAS:	QUANTITATIVE DATA: For example: monitoring information, census data, performance indicators, Borough benchmark data, customer surveys	EQUALITIES GAP ANALYSIS :
<p>Part B Making decisions about licence applications where representations and objections have been made</p>	<p>CAPS Uniform database (specialist Licensing database) containing all details of licence applications, enforcement inspections and other performance data.</p> <p>Licensing Filing System:</p> <p>d) Hard copies of representations and objections, reports to Licensing sub committee, decision taken by committee etc.</p> <p>e) Soft copies of above where available in team word folders</p> <p>f) Feedback documents from consultation exercise</p>	<p>AGE/RELIGION/BELIEF</p> <p>Reports to the Licensing Sub-committee by Licensing officers include details of application together with copies of all relevant representations and objections received from the consultation exercise.</p> <p>EIA Gap – With the current report format Members may have a limited understanding of the area where the premises subject to a licence application is situated (i.e. proximity of schools, churches, mosques etc.)</p> <p>Action – to improve the information included in the reports to the Licensing Sub Committees by including colour photographs and other information relating to the nature of premises in the vicinity (e.g. schools, youth centres, churches, mosques etc.).</p>

Category:	Age	Disability	Gender	Race	Religion/ Belief	Sexual Orientation
Considered in EIA?	X				X	

KEY AREAS:	QUALITATIVE DATA: For example: customer opinion surveys, staff forums, focus groups, "Getting it Right" feedback	EQUALITIES GAP ANALYSIS :
<p>Part B Making decisions about licence applications where representations and objections have been made</p>	<p>Customer complaints, compliments and surveys (located with quality representative – ISO 9000 documentation)</p>	<p>EIA Gap – No Gap</p>

STAGE 4 – SET OUT THE ACTION PLAN AND TARGETS

the equality action plan must be integrated into the performance centre improvement & efficiency plans/ service plans.

KEY AREA	EQUALITY CATEGORY	PROPOSED ACTION/TARGETS	KEY MILE STONES/TIMESCALE	WHO IS RESPONSIBLE?	RESOURCES & TRAINING REQUIRED?
Consultation on the Licensing policy and making representations regarding a Licence application	AGE RELIGION/BELIEF	To include Faith Groups in next policy consultation exercise	Next consultation exercise on the Licensing Policy is due 2010 <i>AUG 2010 UPDATE - Faith Groups have been included in the July 2010 policy consultation exercise</i>	C.Davison (PCM)	Minimal postage printing/stationery budget to cover extended consultation proposal
As above	AGE RELIGION/BELIEF	To publish Licence applications on Bromley's web-site.	Jan 09 <i>AUG 2010 UPDATE - Licence applications are on-line. Licensing Public Access from April 2010</i>	C.Davison (PCM) P.Lehane, Licensing Manager	£20,000 for 'On-line Licensing Module. Look at possibility of using Smokefree grant money.
As above	AGE RELIGION/BELIEF	To contact neighbouring premises (including schools and faith groups etc.) by post informing them of application details	April 09 <i>AUG 2010 UPDATE - Neighbouring premises (including schools and faith groups etc.) are contacted by post informing them of application details. April 2010.</i>	P.Lehane Licensing Manager. Licensing Administration Team	Additional Administration time and postage required for each new application. Demand on Administration support will need to be monitored as additional support may be required.

As above	AGE RELIGION/BELIEF	Offer anonymity to objector when submitting details of objection to Licensing sub-committee	November 08 <i>AUG 2010 UPDATE – From April 2010 Anonymity is offered to objector when submitting details of objection to Licensing sub-committee.</i>	P.Lehane Licensing Manager. Licensing Team	None
Making decisions about licence applications where representations and objections have been made	AGE RELIGION/BELIEF	Action – to improve the information included in the reports to the Licensing Sub Committees by including colour photographs and other information relating to the nature of premises in the vicinity (e.g. schools, youth centres, churches, mosques etc.)	November 08 <i>AUG 2010 UPDATE – From Jan 2009 information relating to the nature of premises in the vicinity is included in the reports to the Licensing Sub Committees. Colour photographs are used in master copy of report but due to Committee section printing facility restrictions copies of photographs in reports are black and white.</i>	P.Lehane Licensing manager Licensing Team	Digital Cameras to be purchased. C.Davison (PCM) to authorise. Use of existing budgets.

STAGE 5 – Feedback From Stakeholders On Draft Action Plan

Stakeholder	Date consulted	Feedback	Impact on Action Plan
Departmental Equality Group			
Metropolitan Police			

STAGE 6 – Submit Draft Action Plan To DMT

Date submitted:	
Feedback:	
Changes made: (If required)	

STAGE 7 – Integrate Agreed Actions & Targets Into I&E Plans

Date complete:	
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STAGE 8 – Produce And Publish EIA Report

Date published:	
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