

## EQUALITY, HEALTH & HUMAN RIGHTS IMPACT ASSESSMENT TEMPLATE (October 2010)

This template is to be used in conjunction with the Equality, Health & Human Rights Impact Assessment Guidelines.

<b>Section 1: Policy Details</b>	
A policy is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for, i.e. everything it does. This includes both current policies and new policies under development. This guidance is also relevant for assessing the impact of financial decisions.	
Name of Policy:	<b>West Dunbartonshire Licensing Board Equality Scheme</b>
Lead Department & other departments/ partners involved:	Corporate Services (Licensing Team)
Responsible Officer	Lawrence Knighton
Impact Assessment Team	Lawrence Knighton, David McCulloch
Is this a new or existing policy/function?	Review and update of existing scheme
Start date: (the assessment should be started prior to policy development or at the early stages of review): January 2011	
End date (this should allow for the assessment to inform decision-making): 1 August 2011	
What are the main aims of the policy?	To ensure that all the Board's activities comply with equalities legislation.
Who are the main target groups/ who will be affected by the policy?	People who are, or who wish to be, licensed to carry out licensable activity. Also (indirectly) customers of licensed businesses.
What does the policy aim to achieve?	To ensure that all the Board's activities comply with equalities legislation.
Relevance (relevance of the policy, service, function to the general equality duties and equality groups, also record where there is no relevance giving reasons and evidence)	
Yes/ No/ Don't Know	
Reasons: The equality scheme aims to ensure that all the Board's activities comply with equalities legislation.	
	If yes, complete all sections, 2-9
	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 policy, 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		Email consultation with about 100 people representing special interest groups. Consultation started on 20 June and ended on 1 August. Database obtained from WDC equalities officer	
Research and relevant information		Meeting with representative of WD Access panel. They agreed to do their best to comment on layout plans. Contacted other Licensing Boards but no-one has an updated equalities scheme.	
Officer knowledge		Discussions with WDC equalities officer about legal responsibilities. Researched responsibilities on EHRC website. Impact assessment team have met several times to discuss the development of the scheme.	
Equality Monitoring information – including service and employee monitoring		Information about personal licence holders being collated but could be improved by extending to all licence holders and making more use of the information received.	
Feedback from service users, partner or other organisation as relevant		None	
Other		Progress report on actions arising from previous equalities scheme showed that we lost focus on action plan during transition to new licensing regime.	
<b>Are there any gaps in evidence? Please indicate how these will be addressed</b>			
Gaps identified		Monitoring information could be improved by extending to all licence holders and making more use of the information received.	
Measure to address these		An action has been added to the action plan in the proposed equalities scheme.	
<i>Note: Link to Section 6 below Action Plan to address any gaps in evidence</i>			
<b>Section 3: Involvement and Consultation</b>			
Include involvement and consultation relevant to this policy, 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.			
<b>Details of consultations</b>	<b>Date</b>	<b>Findings</b>	<b>Characteristics</b>

Email consultation with about 100 people representing special interest groups with knowledge of all of the protected characteristics. Consultation started on 20 June and ended on 1 August. Database obtained from WDC equalities officer. Four responses received.	Completed 1 August 2011	One respondent queried why we had excluded civil partnership and marriage. We did so because the Board is a service provider, not an employer, and does not have to refer to civil partnership and marriage. However we decided to include it for completeness.  Other comments simply asked for clarification or suggested improvements to wording e.g. asked for source of data on ethnic minorities. No changes of substance were required.	Race
			Sex
			Gender
			Reassignment
			Disability
			Age
			Religion/ Belief
			Sexual Orientation
			Civil Partnership/ Marriage
			Pregnancy/ Maternity
Health			
Other			

*Note: Link to Section 6 below Action Plan*

#### Section 4: Analysis of positive and Negative Impacts

Protected Characteristic	Positive Impact	Negative Impact	No impact
Race	Positive statement by Board that equalities will be an integral part of decision-making processes.	Potential language barriers.	
Sex	See comment above for Race		
Gender Re-assignment.	See comment above for Race		
Disability	See comment above for Race.  Board meetings held in accessible officers with hearing loops.		
Age	See comment above for Race		
Religion/ Belief	See comment above for Race		
Sexual Orientation	See comment above for Race		
Civil Partnership/ Marriage	See comment above for Race	Originally excluded but later included.	
Pregnancy/ Maternity	See comment above for Race		
Socio- economic		Licence fees may deter low income applicants, but fees recover our costs only.	
Human Rights			✓
Health			✓

**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. Adjust the policy	✓
3. Continue the policy	
4. Stop and remove the policy	

Give reasons:

Minor adjustments required to ensure compliance.

*Note: Link to Section 6 below Action Plan*

**Section 6: Action Plan**

Please describe the action which will be taken following on from the assessment of impact above in order to reduce or remove any negative impacts, promote any positive impacts, gather further information or evidence or further consultation required

Action	Responsible person (s)	Intended outcome	Date for completion	Protected Characteristic
Include commitment to provide document in other languages if requested	L.Knighton	Minimise negative impact on people for whom English is not their first language	End July 2011	Race
				Gender
				Gender Reassignment
				Disability
				Age

Other			✓
<i>Note: Link to Section 6 below Action Plan in terms of addressing impacts</i>			

				Religion/ Belief
				Sexual Orientation
Include in the equality scheme	L.Knighton	Be more inclusive	End July 2011	Civil Partnership/ Marriage
				Pregnancy/ Maternity
				Socio- economic
				Human Rights
				Health
Add action in new scheme to improve gathering and use of monitoring data	L.Knighton	Improve gathering and use of monitoring data	End July 2011	Other
<b>Are there any negative impacts which cannot be reduced or removed? If so, please outline the reasons for continuing with the policy</b>				
No				

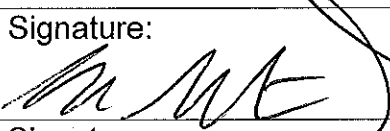
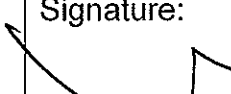
**Section 7: Monitoring and review**

Please detail the arrangements for review and monitoring of the policy

How will the policy be monitored? What equalities monitoring will be put in place?	Action plan will be monitored by Licensing Management Team at monthly meetings. Equalities monitoring will be expanded as per action plan.
When will the policy be reviewed?	Spring 2013 in advance to August Board meeting.

**Section 8: Signatures**

The following signatures are required:

Lead/ Responsible Officer: Lawrence Knighton	Signature: 	Date: 1 August 2011
Equality Impact Assessment Trained Officer: David McCulloch	Signature: 	Date: 1 August 2011

**Section 9: Follow up action**

<b>Publishing:</b> Forward to community Planning and Policy for inclusion on intranet/ internet pages	Signature:	Date:
<b>Service planning:</b> Link to service planning/ covalent – update your service plan/ covalent actions accordingly	Signature:	Date:
Give details: All actions now completed.		
<b>Committee Reporting:</b> complete relevant paragraph on committee report and provide further information as necessary	Signature:	Date:
<b>Completed form:</b> Pass completed forms retained within department and copy passed to Policy Development Officer (Equality) within Community Planning and Policy	Signature:	Date: