

APPENDIX 4



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Business Services
Section	Legal & Governance
Title of the activity etc.	Licensing Policy Statement
Aims of the activity	To review and publish revised Liquor Licensing Policy Statement
Author(s) & Title(s)	Fiona Stewart, Senior Solicitor (Democratic Services)

Stage 2: List the evidence that has been used in this assessment.

<p>Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).</p>	<p>Licensing Board Statistics</p>
<p>Internal consultation with staff and other services affected.</p>	

<p>External consultation (partner organisations, community groups, and councils).</p>	<p>Survey Monkey and meetings with external consultees: Police Scotland, NHS Grampian, Aberdeenshire Alcohol and Drug Partnership, Formal Public Consultation Exercise</p>
<p>External data (census, available statistics).</p>	<p>Government statistics, NHS Scotland statistics, Police Scotland statistics. Evidence from Alcohol Focus Scotland, the Aberdeenshire Alcohol and Drugs Partnership, the SIMD 2016, the CRESH Report</p>
<p>Other (general information as appropriate).</p>	<p>The review is statutory under the Licensing (Scotland) Act 2005 and related Regulations. The policy, once approved, will be in place until November 2023 when we will revise the policy however should new evidence be brought to the Board at any point during the life of the Policy that warrants revision, this assessment will be updated to reflect those changes. All information used in compiling the policy will be made available on our website. We specifically asked for equalities information during our information gathering part of our strategic assessment.</p>

<p>Stage 3: Evidence Gaps.</p>	
<p>Are there any gaps in the information you currently hold?</p>	<p>No</p>

<p>Stage 4: Measures to fill the evidence gaps.</p>		
<p>What measures will be taken to fill the information gaps before the activity is implemented? These should be included in</p>	<p>Measures:</p>	<p>Timescale:</p>

the action plan at the back of this form.		
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Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.

	Positive	Negative	Neutral	Unknown
Age – Younger	Yes			
Age – Older			Yes	
Disability	Yes			
Race – (includes Gypsy Travellers)			Yes	
Religion or Belief			Yes	
Gender – male/female			Yes	
Pregnancy and maternity			Yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	
Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership			Yes	

Stage 6: What are the positive and negative impacts?

Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)

Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	Age – Younger – there will be a positive impact on young persons as one of the policy aims is protecting children and young persons. The Boards will work with the Trade and other partners to ensure that children and young persons are educated about alcohol and protected from its negative aspects	
	Disability – the new policy statement contains requirement for premises to prepare a Disability Access Statement as part of their application. This reflects recently introduced statutory requirements	

Stage 7: Have any of the affected groups been consulted?	
If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	Public consultation Exercise

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale

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Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.

	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

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Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Governance Team, Legal and Governance, Business Services	
	2) Title of Policy/Activity	LICENSING (SCOTLAND) ACT 2005 SECTIONS 6 & 7: REVIEW OF POLICY STATEMENTS AND OVERPROVISION POLICY STATEMENTS	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Fiona M. Stewart Position: Senior Solicitor (Democratic Services) Date: 24 th September 2018 Signature:	Name: Position: Date: Signature:
		Name: Position: Date: Signature:	Name: Position: Date: Signature:
	4) Consultation with Service Manager	Name: Geraldine Fraser, Legal Service Manager (Governance) Date: 25 th September 2018	
5) Authorisation by Director or Head of Service	Name: Karen Wiles Position: Head of Legal and Governance Date: 25 th September 2018	Name: Position: Date:	

	<p>6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.</p>	<p>South, Central and North Licensing Boards Date: 3rd October, 10th October and 31st October 2018</p>
	<p>7) EIA author sends a copy of the finalised form to: equalities@aberdeenshire.gov.uk</p>	<p>Date: 1st November 2018</p>
<p>(Equalities team to complete) Has the completed form been published on the website? YES/NO</p>		<p>Date:</p>

