

INITIAL ASSESSMENT PROFORMA

(Please download this form from the Intranet so that you can add as much information as necessary against each question.)

1. Name of lead officer responsible for completing the initial assessment:

Rob Mitchener

2. Name of 'policy'/service/function/area under review

Licensing function

a. **New or proposed policy/service/function/area?**

b. **Existing policy/service/function/area?**

3. What is the origin of the policy/service/function/area (tick relevant boxes)?

- Established Richmond policy/service/function/area
- Authority decision, please cite reference
- Custom and practice*
- Reorganisation or change programme
- Change Programme or Reorganisation
- Best Value Review
- National policy or regulatory requirement
- New regulation or legislation
- Other, please specify

* If you have ticked yes to custom & practice please indicate how you see this impact on the way the policy/service/function/area is currently delivered.

4. What is the aim, objective or purpose of the policy/service/function/area?

The Council's licensing function has expanded in the last two years as a result of new legislation and a transfer of responsibility of functions from the magistrates to the local authority, in particular in respect of the licensing of alcohol and gambling.

The licensing function includes the administration of a wide range of licenses required under statute, the granting of licences, (where contested by reference to the decision of elected members from the Regulatory/Licensing Committee), the organisation of hearings, the inspection of premises, the vetting of qualifications and certifications where required, the enforcement of criminal legislation, including when necessary prosecution and possible court appearance, the preparation and production of licensing policy documents, including consultation with stakeholders.

Through licensing the authority can have some control over the standards operated in licensed premises or in licensed services offered. This may be by way of conditions, and or standards of performance. It ensures an even playing field in the market place and offers protection to those who would otherwise be affected by the licensable activity.

5. For an existing policy/service/function/area who carries this out and how?

The function is carried out by members of the licensing team, administrators and field officers. Contested applications are determined by members of the Regulatory/Licensing committee.

6. **For a new/proposed policy/service/function/area who is proposed to carry this out and how?**
N/A

7. **Please refer to Richmond's Race Equality Scheme**

a. **Is this policy/service/function/area covered in the list of relevant functions set out in Appendix B (of the Scheme)?**

Yes

b. **Is this policy/service/function/area covered in the "Timetable for review of prioritised functions and policies" set out at Appendix C?**

The service is mentioned in Appendix C . Not shown as for review in next three years.

c. **If so what action or progress has been taken?**

N/A

8. **Please refer to Richmond's Corporate Equality & Diversity Action Plan 2004-5**

a. **Is this policy/service/function/area referred to in this plan?**

No

b. **What action / progress has been taken?**

N/A

9. **Please refer to Richmond's Community Plan 2003-6**

a. **Is this policy/service/function/area referred to in the Community Plan?**

Yes

- Involving residents in the development of a licensing policy and system
- Produce a licensing policy by July 2004

b. **What action/progress has been taken?**

Public consultation exercise undertaken including 'open house' surgery afternoon and evening at York House.

Consultation responses taken to Regulatory Committee for recommendation to be adopted by full council.

Policy adopted in December 2004. Slippage on plan date due to delay in the production by government of relevant regulations which then required the policy to be in place by January 2005. Deadline met.

10. **Is there evidence or reason to believe that this policy/service/function/area could have higher or lower impact on any of the following groups:**

- | | | |
|---|----------------------------|----------------------------|
| • Age | Y/N | H/L |
| • People from ethnic minority backgrounds | Y <input type="checkbox"/> | H <input type="checkbox"/> |
| • Women | Y <input type="checkbox"/> | H <input type="checkbox"/> |

- Disabled People Y H
- Faith and or religious belief N
- Sexual Orientation N

The licensed premises for alcohol tend to be an attraction for the younger person, particularly with late licences, whereas the disturbance and or fear of crime is generally experienced by older persons. Many of the types of premises licensed for alcohol or late night refreshment will be run by people of ethnic minority backgrounds, for Special Treatment premises many of the staff are from ethnic minority backgrounds.

Women are the majority of operators of Special treatment premises and are significant users of other licensed premises. Disabled people need to be able to access licensed premises. While DDA considerations are not specifically licence conditions as they are dealt with under other legislation it is an important consideration to remind providers of their responsibility in this area.

11. Is there evidence or reason to believe that this policy/service/function/area is likely to have a positive impact on any of the following groups?

- | | Y/N | H/L |
|---|----------------------------|----------------------------|
| • Age | Y <input type="checkbox"/> | H <input type="checkbox"/> |
| • People from ethnic minority backgrounds | Y <input type="checkbox"/> | H <input type="checkbox"/> |
| • Women | Y <input type="checkbox"/> | H <input type="checkbox"/> |
| • Disabled People | Y <input type="checkbox"/> | H <input type="checkbox"/> |
| • Faith and or religious belief | N <input type="checkbox"/> | <input type="checkbox"/> |
| • Sexual Orientation | Y <input type="checkbox"/> | H <input type="checkbox"/> |

The requirements of licensing create an equal playing field/base line for those operating under licence and for their customers of whatever category above. The opportunity to object to licence applications or the performance under licence gives a level of protection to users and neighbours in general. There is no specific faith or religious context to the areas licensed. Moral considerations are rarely relevant under licensing legislation.

12. Is there any evidence or reason to believe that different equality groups have different needs and experiences currently or potentially covered by this service?

- | | Y/N | H/L |
|---|----------------------------|----------------------------|
| • Age | N <input type="checkbox"/> | <input type="checkbox"/> |
| • People from ethnic minority backgrounds | Y <input type="checkbox"/> | L <input type="checkbox"/> |
| • Women | Y <input type="checkbox"/> | L <input type="checkbox"/> |
| • Disabled People | Y <input type="checkbox"/> | L <input type="checkbox"/> |
| • Faith and or religious belief | Y <input type="checkbox"/> | L <input type="checkbox"/> |
| • Sexual Orientation | N <input type="checkbox"/> | <input type="checkbox"/> |

12b. If so what is the evidence/reason?

Ethnic minority applicants have on occasion needed help with explaining new legislation and or the requirements of application forms. We offer translation of documents into other languages and translators if required. Our service leaflet includes this offer in a range of languages. Some Special Treatment premises require female officers to carry out premises inspections, a request that is usually accommodated by the service.

We have a Braille version of our Enforcement policy - it has never been requested so far but documents will be produced if required.

There is no specific faith or religious context to the areas licensed. Moral considerations are rarely relevant under licensing legislation.

13. What if any evidence have you drawn from consultation exercises over the last 2 years with regard to the potential impact of this policy/service/function/area on equality groups?

Licensing Policy and Gambling Policy were consulted on in accordance with the statutory requirements. No specific evidence has been drawn from the impact or potential impact on equality groups in respect of the policies. The policies apply to all equally who operate within the gambit of the particular licensing regime covered.

14. Has prior consultation taken place with organisations, groups or individuals, which indicates a potential or perceived problem that this policy/service/function/area is likely to address?

No

15. if YES,

a. Who was consulted?

b. How was the consultation carried out?

c. What was learnt from the consultation?

d. What changes have been changed or proposed as a result of the consultation?

e. If no, please state why no consultation was carried out

This was a statutory consultation that had to take place within a particularly tight time period. There was no additional time to consult informally with any groups.

16. Who do you regard as the main customers or service users of this policy, service, function or area?

Businesses or individuals who require a licence to trade. The customers of those businesses and any persons or businesses affected by the licensed business or by their customers while still in the control of those businesses.

17. Who do you regard as the main stakeholders in relation to this policy, service, function or area (i.e. internal or external colleagues or agencies with a stated interest in this policy, service, function or area)?

- Police,
- Trading Standards,
- Environmental Health,
- Planning (DC),
- Social Services (Child Protection),
- HSE,
- Maritime Agency,
- Community Safety Partnership,
- Town Centre Manager.

18. What impact could or does this policy, service, function or area have on Richmond staff from any of the equality groups?

Access to our offices in Parkshot is restricted and would not accommodate a wheelchair bound member of staff. There are no specific staffing implications from Licensing. Fees received obviously are crucial to budget maintenance and therefore service levels we can provide.

19. Data

a. What data have you been using to assess the impact of this policy, service, function or area?

Crime and Disorder stats from the police, complaints about licensed premises, official notices served on licensed premises.

b. Are there any data gaps that you have identified?

Yes low level anti-social behaviour evidence

c. How could you seek to fill these data gaps?

Consultants have been contracted to carry out research in this field.

20. Are there any additional measures that can be adapted/undertaken to progress equality/diversity issues in this area?

Development of Web based display of licence information

21. In what ways could you promote good community/race relations in this area?

- Occasional attendance at Police Liaison Group meetings across the borough.
- Continue to visit traders as part of an inspection programme to discuss with them any concerns they may have in relation to the licensing function.
- Encouragement of licensable live music/dance/late night refreshment events from groups from ethnic minority backgrounds.

22. Please provide any further information that you think is relevant to the initial assessment.

The licensing service is responsive to the diverse needs of the licence applicants and those affected by licensable activities. There is a great deal of direct communication with our customers.

23. From your assessment do you think a full assessment is needed? Please provide a full reason for your answers.

No

24. If a full assessment is not needed please provide an outline of any equality objectives, which have arisen from your initial assessment of gaps or further areas to progress.

These need to also be included in your Directorate equality/diversity action plan.

To ensure that translation services are available if required.

To encourage government whenever possible with national legislation and official forms to produce or provide access to multiple language versions.