



HILLINGDON  
LONDON

## Equality Impact Assessment

### STEP A) Description of what is to be assessed and its relevance to equality

What is being assessed? Please tick ✓

Review of a service  Staff restructure  Decommissioning a service

Changing a policy ✓ Tendering for a new service  A strategy or plan

**The review of the Council's Statement of Licensing Policy which takes place every 5 years and must be in place by January 2021**

Who is accountable? E.g. Head of Service or Corporate Director

London Borough of Hillingdon – 'The Licensing Authority'

Date assessment completed and approved by accountable person

9<sup>th</sup> September 2020

Names and job titles of people carrying out the assessment

Daniel Ferrer, Licensing Team Manager

A.1) What are the main aims and intended benefits of what you are assessing?

Comprehensive review and consultation to implement the Council's new Statement of Licensing policy. As a result, it is intended that this assessment will support effective and efficient delivery of licensing functions and the Council's objectives and allow for stakeholders views to be taken into account.

A.2) Who are the service users or staff affected by what you are assessing? What is their equality profile?

The main users of the service that will be affected will be the actual applicants. Looking at previous applications and licences granted for premises and personal licence holders the equality profile for the applicants is very mixed. However, it is clear that a substantial amount of applicants come from a Black, Asian, Minority and Ethnic Background.

This is particularly the case where applicants have a premises or reside in the south parts of the Borough such as Hayes. This is evident when applications are related to off licence, takeaways and family run restaurants. Some of these applicants will decide to instruct an agent or seek legal advice but some will choose to draft their application themselves and attend subsequent licensing hearings in person.

A.3) Who are the stakeholders in this assessment and what is their interest in it?

Stakeholders	Interest
Applicants and licence holders	Ensure that they are supported by the Authority in making their applications and kept fully informed of the process and the implications of the reviewed statement of licensing policy.
Residents and Businesses	Ensuring that specific requirements have been met by the applicant/licence holder and they are able to submit their objection/representation if it is valid under the legislation.
Licensing Committee, Cabinet & Council	Ensuring processes are followed in accordance with licensing legislation and that all information is presented to them in full so appropriate, reasonable and proportionate decisions can be made.
Chief Executive, Corporate Directors & Staff	Ensuring processes are followed in accordance with licensing legislation and that all information is presented to them in full so appropriate, reasonable and proportionate decisions can be made.

A.4) Which protected characteristics or community issues are relevant to the assessment? ✓ in the box.

**Only tick the boxes which relate to the data you have in A2.**

Age	✓	Religion or belief	✓
Disability	✓	Sex	✓
Gender reassignment	✓	Sexual Orientation	✓
Marriage or civil partnership	✓	Community Cohesion	✓
Pregnancy or maternity	✓	Community Safety	✓
Race/Ethnicity	✓	Other – please state	

**STEP B) Consideration of information; data, research, consultation, engagement**

B.1) Consideration of information and data - what have you got and what is it telling you?

The main source of data and information are the current records kept by the Licensing Authority. Applications for premises licences and personal licences state the applicant's contact details and their right to work status. In addition, there is the information and feedback received from officers who engage with applicants on the phone or face to face during site visits. It is noted that a substantial amount of applicants and indeed licence holders are from a Black, Asian, Minority and Ethnic Background. This is particularly the case where applicants have a premises or reside in the south parts of the Borough such as Hayes. This is particularly evident when assessing applications which relate to off- licences, takeaways and family run restaurants.

**Consultation**

B.2) Did you carry out any consultation or engagement as part of this assessment?

Please tick ✓ NO ✓ YES

**If no, explain why:**

It was not felt necessary to complete consultation as part of this assessment however, in the implementation of the policy, there will be ongoing engagement with potential applicants and other relevant parties during formal consultation.

### B.3) Provide any other information to consider as part of the assessment

The new Statement of Licensing policy is not anticipated to have a significant impact as there is a strong degree of consistency between the old and new document, it is merely reflecting updates to legislation and Secretary of State guidance.

On the whole, the amendments proposed have been drafted to clarify, formalise and, in some cases, simplify the processes in relation to applications under the Licensing Act 2003. The principles governing the Statement of Licensing policy remain consistent with the previous policy statement and recognise the wider community impacts that the Licensing Authority, residents, business community and other stakeholders must be aware of when participating in the licensing process. The new Statement of Licensing Policy recognises the need for a balance between the rights of businesses and the community.

The Licensing Authority have a public sector equality duty to the following protected characteristics:

- Age
- Disability
- Sex, gender reassignment, sexual orientation
- Pregnancy and maternity
- Race, religion or belief
- Marriage and Civil Partnership

Under the Equality Act 2020 (S.149) a public authority must, in the exercise of its functions, have due regard to the need to:-

- (a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the 2010 Act
- (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

## C) Assessment

What did you find in B1? Who is affected? Is there, or likely to be, an impact on certain groups?

C.1) Describe any **NEGATIVE** impacts (actual or potential):

Equality Group	Impact on this group and actions you need to take
<b>Applications from a Black, Asian, Minority and Ethnic background</b>	<p>There will be many applicants from a Black, Asian and Minority Ethnic background whose first language is not English and who will therefore require assistance with their applications and the explanation of the legislation including the new reviewed Statement of Licensing policy.</p> <p>The Licensing Team will offer advice on the telephone with completing on-line applications and will accommodate appointments during office hours. In addition, consideration will be given to officers carrying out site visits to meet the applicants to gain a better understanding of their proposed application.</p>

C.2) Describe any **POSITIVE** impacts

Equality Group	Impact on this group and actions you need to take
<b>Applications from a Black, Asian, Minority and Ethnic background</b>	<p>Better quality of applications being submitted and as a result residents, responsible authorities and members of the Licensing Committee being well informed to make decisions in considering applications. Furthermore, better relationships will be formed with applicants and so it is hoped that there will be higher standards of compliance when the applicants operate.</p>

## D) Conclusions

The Licensing Team has identified that a substantial amount of applications will continue to be received from those from a Black, Asian, Minority and Ethnic background. This will be particularly the case where applications are received from applicants who work or reside in the south of the Borough.

Literacy issues have been identified within these communities. Applicants will require some assistance with their applications, supporting documentation and explanation of Government guidance and the Council's Statement of Licensing Policy.

The Licensing Team will offer telephone advice for on-line forms and consideration will be given to meeting the applicant at Council Offices or the premises to assist them in completing application forms.



**Signed and dated: 17.08.20**

**Name and position: Daniel Ferrer, Licensing Team Manager**