

Estimated time taken to complete: 2 hours*

*Please note that this should be a working document and should be actively reviewed throughout the lifetime of the project/policy/service change



Revised Licensing Statement of Principles Equality Impact Assessment (EqIA) Form

February 2025 – February 2030

Date created	November 2024
Approved by	Assistant Director – Planning & Regulation
Owner	Head of Environmental Health & Licensing
Version	V1.1
Author	Julie Dwan Acting Licensing Manager
Business Unit and Team	Environmental Health & Licensing

Please [click this link](#) to find the EqIA guidance toolkit for support in completing the following form.

For translations, braille or large print versions of this document please email equalities@stevenage.gov.uk.

First things first:

Does this policy, project, service, or other decision need an EqlA?

Title:	Revised Licensing Statement of Principles	
Please answer Yes or No to the following questions:		
Does it affect staff, service users or the wider community?		Yes/No
Has it been identified as being important to particular groups of people?		Yes/No
Does it or could it potentially affect different groups of people differently (unequal)?		Yes/No
Does it relate to an area where there are known inequalities or exclusion issues?		Yes/No
Will it have an impact on how other organisations operate?		Yes/No
Is there potential for it to cause controversy or affect the council's reputation as a public service provider?		Yes/No

Where a positive impact is likely, will this help to:	
Remove discrimination and harassment?	N/A
Promote equal opportunities?	N/A
Encourage good relations?	Yes/No

If you answered 'Yes' to one or more of the above questions you should carry out an EqlA.

Or if you answered 'No' to all of the questions and decide that your activity doesn't need an EqlA you must explain below why it has no relevance to equality and diversity.

You should reference the information you used to support your decision below and seek approval from your Assistant Director before confirming this by sending this page to equalities@stevenage.gov.uk.

I determine that no EqlA is needed to inform the decision on the .

Name of assessor:

Decision approved by:

Role:

Role: Assistant Director

Date:

Date:

Equality Impact Assessment Form

For a policy, project, strategy, staff or service change, or other decision that is new, changing or under review

What is being assessed?		Revised Licensing Statement of Principles			
Lead Assessor	Julie Dwan			Assessment team	
Start date	February 2025	End date	February 2030		
When will the EqIA be reviewed? (Typically every 2 years)		November 2029, unless there are significant changes to the legislation which would require the Council to review the Licensing Statement of Principles sooner.			

Who may be affected by the proposed project?	All residents and businesses within Stevenage, Licensed premises in particular.
What are the key aims of the proposed project?	To provide information and guidance on the general approach that the Council will take to licensing. The Statement does not prevent anyone from making an application, and each application will be considered on its individual merits.

What positive measures are in place (if any) to help fulfil our legislative duties to:					
Remove discrimination & harassment	N/A	Promote equal opportunities	N/A	Encourage good relations	Promotion of better understanding between those

					providing Licensable Activities and those potentially affected by them.
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What sources of data / information are you using to inform your assessment?	The legislation, namely the Licensing Act 2003 and related guidance and feedback received from the local consultation on the revised statement.
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In assessing the potential impact on people, are there any overall comments that you would like to make?	The purpose of the Council's Licensing Statement of Principles is to provide information and guidance on the general approach that the Council will take to licensing. The Statement does not prevent anyone from making an application, and each application will be considered on its individual merits.
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Evidence and Impact Assessment

Explain the potential impact and opportunities it could have for people in terms of the following characteristics, where applicable:

Age					
Positive impact	X	Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	The Licensing Act has as an objective 'Protection of children from Harm'. The policy embraces the promotion of this licensing objective and thus ensures that this age demographic is protected from certain licensable activities that may cause them harm. Each licence application is assessed on its merits and takes into account the views of all concerned, including those of the listed Responsible Authorities. However, we seek to minimise restrictions through the use of appropriate conditions, where possible, and only in extreme cases is there a refusal of an application.				

What opportunities are there to promote equality and inclusion?	N/A	What do you still need to find out? Include in actions (last page)	N/A
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Disability e.g., physical impairment, mental ill health, learning difficulties, long-standing illness					
Positive impact	Negative impact		Unequal impact		
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A		What do you still need to find out? Include in actions (last page)	N/A	

Gender Reassignment					
Positive impact	Negative impact		Unequal impact		
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A		What do you still need to find out? Include in actions (last page)	N/A	

Marriage or Civil Partnership					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A		What do you still need to find out? Include in actions (last page)	N/A	

Pregnancy & Maternity					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A		What do you still need to find out? Include in actions (last page)	N/A	

Race					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information	No differential impact.				

you used to support this assessment			
What opportunities are there to promote equality and inclusion?	N/A	What do you still need to find out? Include in actions (last page)	N/A

Religion or Belief					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A	What do you still need to find out? Include in actions (last page)	N/A		

Sex					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A	What do you still need to find out? Include in actions (last page)	N/A		

Sexual Orientation e.g., straight, lesbian / gay, bisexual					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A		What do you still need to find out? Include in actions (last page)	N/A	

Socio-economic¹					
e.g., low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users, social value in procurement					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A		What do you still need to find out? Include in actions (last page)	N/A	

¹Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.

Additional Considerations					
Please outline any other potential impact on people in any other contexts					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	N/A				
What opportunities are there to promote equality and inclusion?			What do you still need to find out? Include in actions (last page)		

Consultation Findings

Document any feedback gained from the following groups of people:

Staff?	None	Residents?	None
Voluntary & community sector?	None	Partners?	One consultation response from the Local Planning Authority who proposed amendments to be made to paragraph 3.5 of the draft policy so that it reads 'The Council's planning policies are set out in its local Plan. Central Government policy and guidance in the form of...' the statement also makes reference to 'Executive' which needs to be replaced with 'Cabinet' as the Executive Committee was replaced with Cabinet which took effect from June 2024.

Other stakeholders?	<p>One consultation response received from Portman Group who is a Social responsibility body and regulator for alcohol labelling, packaging and promotion in the UK. They operate a code of practice on the naming, packaging and promotion of alcoholic drinks, this has been provided with their response. They would like the Council to consider comments which are also outlined in their response, of former UK Public Health Minister Andrea Leadsom in February 2024, suggesting that 'Licensing Authorities should consider whether it is appropriate to impose conditions on licences that require the licence holder to comply with the Portman Group's Retailer Alert Bulletins'.</p>		

Overall Conclusion & Future Activity

Explain the overall findings of the assessment and reasons for outcome (please choose one) :	
<p>1. No inequality, inclusion issues or opportunities to further improve have been identified</p>	<p>The statement is intended to aid with local decision making in conjunction with the Licensing Act 2003 and associated guidance.</p> <p>The Statement supports a culture of openness where appropriate information can be accessed by all parties. Licensing Committee hearings, when required, will generally be held in public and any enforcement will be in line with the principles promoted within the Regulators' Code. Partnership working and exchange of information (within legal constraints) is also supported with a view to promoting better understanding between those providing licensable activities and those potentially affected by them.</p> <p>The Licensing Act has as an objective 'Protection of children from Harm'. The policy embraces the promotion of this licensing objective and thus ensures that this age demographic is protected from certain licensable activities that may cause them harm. The Council will seek to mediate between applicants and objectors and reach negotiated settlements wherever possible.</p>
	2a. Adjustments made

Negative / unequal impact, barriers to inclusion or improvement opportunities identified	2b. Continue as planned	
	2c. Stop and remove	

Detail the actions that are needed as a result of this assessment and how they will help to remove discrimination & harassment, promote equal opportunities and / or encourage good relations :				
Action	Will this help to remove, promote and / or encourage?	Responsible officer	Deadline	How will this be embedded as business as usual?
N/A				

Approved by Assistant Director / Strategic Director: 

Date: 11th November 2024

Please send this EqIA to equalities@stevenage.gov.uk for critical friend feedback and for final submittance with the associated project.