



# Equality Impact Assessment Record Form

Environmental Health - Licensing



## Equality Impact Assessments

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Directorate	Service	Person responsible for the assessment	Date assessment completed
Environment	Environmental Health	Chris Cawley Steve Hems	15 October 2009
Title of the service being assessed	EH Licensing services		
The status of the service	All documents are live within the Service's ISO9001:2008 Quality Management System		
1. What are the aims, objectives and purposes of the service?	<p>The service aims to process licensing transactions efficiently and fairly.</p> <p>The service is responsible for processing the following licence applications:</p> <ul style="list-style-type: none"> <li>Liquor / Entertainment</li> <li>Gambling</li> <li>Taxis &amp; Taxi Drivers</li> <li>Scrap Metal Dealers</li> <li>Animal Welfare establishments</li> <li>Charity collections</li> <li>Caravan Sites</li> <li>Skin treatments</li> <li>Day Boat hire</li> <li>Street Trading</li> </ul>		
2. Does the service support other objectives of the council?	The service supports the Corporate Plan objectives of a safe environment, clean and pollution free district.		

<b>3. Who is intended to benefit from the service, and in what way?</b>	Residents, Businesses & Visitors to Norfolk will benefit from the regulation services and premises that they access or run.																		
<b>What outcomes are anticipated from the service being in place?</b>	The outcomes are defined as providing: <ul style="list-style-type: none"> <li>• Accountability</li> <li>• Consistency</li> <li>• Proportionality</li> <li>• Transparency</li> </ul> in Licence transaction processing																		
<b>4. Identify and select your assessment team.</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name</th> <th style="width: 33%;">Role</th> <th style="width: 34%;">Responsibilities</th> </tr> </thead> <tbody> <tr> <td>Mark Whitmore</td> <td>Environmental Protection Team Leader</td> <td>Managing EP services</td> </tr> <tr> <td>Chris Cawley</td> <td>Environmental Health Manager</td> <td>Managing EH services</td> </tr> <tr> <td>Alan Dixon</td> <td>Commercial Team Leader</td> <td>Managing Commercial Services</td> </tr> <tr> <td>Richard Cook</td> <td>Environmental Services Technical Officer</td> <td></td> </tr> </tbody> </table>				Name	Role	Responsibilities	Mark Whitmore	Environmental Protection Team Leader	Managing EP services	Chris Cawley	Environmental Health Manager	Managing EH services	Alan Dixon	Commercial Team Leader	Managing Commercial Services	Richard Cook	Environmental Services Technical Officer	
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<b>5. What data have you gathered for this assessment? How have you analysed this data?</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Source and Age of Data</th> <th style="width: 25%;">Owner</th> <th style="width: 25%;">Findings</th> <th style="width: 25%;">Data Gaps</th> </tr> </thead> <tbody> <tr> <td> Licensing Policy TDLPCO5 – 2007  Draft updated Gambling Policy – 2009  Hackney Carriage &amp; Private Hire Handbook (HCPHH) – 2007  Procedures within TDLIC section of the </td> <td>Env Health Manager</td> <td>These policy documents have been consulted on with representatives of businesses as well the public. The consultation phases were statutory and advertised through the councils website and Outlook magazine. In the case of business</td> <td>Not every licence has a formal written policy framework.</td> </tr> </tbody> </table>				Source and Age of Data	Owner	Findings	Data Gaps	Licensing Policy TDLPCO5 – 2007 Draft updated Gambling Policy – 2009 Hackney Carriage & Private Hire Handbook (HCPHH) – 2007 Procedures within TDLIC section of the	Env Health Manager	These policy documents have been consulted on with representatives of businesses as well the public. The consultation phases were statutory and advertised through the councils website and Outlook magazine. In the case of business	Not every licence has a formal written policy framework.							
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	QMS		<p>groups the consultation was advertised directly to them.</p> <p>The policies are a tool for enabling Government Guidance to be implemented in North Norfolk and as such are open to interpretation.</p> <p>There is a coordination of common issues across Norfolk enforcement stakeholders which aims to provide consistent approaches to licensing across the county.</p> <p>There is also a taxi forum which meets on an ad hoc basis as necessary to discuss current or future issues with the taxi trade. This group is currently discussing the vetting and barring scheme for working with children.</p>	
6. Who are the main stakeholders of this service?	<b>Community</b>		<b>Staff/Members</b>	<b>Partners</b>
	Members of the Public Visitors to North Norfolk	Licensing & Commercial Team, Environmental Protection Team	Police Fire Service	

	Trade Groups Businesses requiring licences	Env Health Licensing Committee	Trading Standards, Norfolk County Council Contractors
<b>7. Are there any concerns that the service could have a negative impact with regard to race and ethnicity?</b>	<b>No</b>	<b>What evidence (actual data or assumptions) do you have to support this?</b> There is no evidence to suggest that any of the policies or procedures discriminate on grounds of ethnicity or race. In the case of liquor & gambling licences the policies are a direct reflection of national legislation. For taxi driver licensing there is a dress code, however, it requires smart casual clothing and makes no reference to race and ethnicity.	
<b>8. Are there any concerns that the service could have a negative impact with regard to gender?</b>	<b>No</b>	<b>What evidence (actual data or assumptions) do you have to support this?</b> None of the services are gender specific and therefore no bias is assumed.	
<b>9. Are there any concerns that the service could have a negative impact with regard to disability?</b>	<b>Yes</b>	<b>What evidence (actual data or assumptions) do you have to support this?</b> There are concerns that the HCPHH could be discriminatory at section 2 para 9 in relation to the ability of disabled drivers to apply for licences to drive.	
<b>10. Are there any concerns that the service could have a negative impact with regard to age?</b>	<b>Yes</b>	<b>What evidence (actual data or assumptions) do you have to support this?</b> minimum age for taxi driver 21 There is a more stringent requirement that drivers over the age of 50 need increased frequency of medical tests. This is over and above national guidance	
<b>11. Are there any concerns that the service could have a negative impact with regard to religion/belief?</b>	<b>No</b>	<b>What evidence (actual data or assumptions) do you have to support this?</b> There is no evidence to suggest that any of the policies or procedures discriminate on grounds of ethnicity or race. In the case of liquor & gambling licences the policies are a direct reflection of national legislation. For taxi driver licensing there is a dress code, however, it requires smart casual clothing and	



<b>this assessment.</b>			
<b>Has this assessment been undertaken by a minimum of two staff?</b>	<b>yes</b>	<b>Has this assessment been scrutinised by your Directorate Steering Group?</b>	<b>No</b>
<b>If the service is new, or requires a decision by Councillors to revise, has this Equality Impact Assessment been included with the report?</b>			
<b>Have any actions identified in this assessment been included in your service equality and diversity action plan?</b>			<b>Yes</b>
<b>Completed by:</b>	Chris Cawley Environmental Health Manager	<b>Signed off by:</b>	Chris Cawley Environmental Health Manager

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Produced by  
David Lloyd associates  
In partnership with  
North Norfolk District Council  
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