

## PART A - Initial Equality Screening Assessment

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality and diversity.

A **screening** process can help judge relevance and provide a record of both the process and decision. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an Equality Analysis (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

| 1. Title                                                            |                                                                                          |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <b>Title: Licensing Act 2003 – Statement of Licensing Policy</b>    |                                                                                          |
| <b>Directorate: Regeneration and Environment</b>                    | <b>Service area: Community Safety and Street Scene</b>                                   |
| <b>Lead person: Alan Pogorzelec</b>                                 | <b>Contact: Alan Pogorzelec</b>                                                          |
| Is this a:                                                          |                                                                                          |
| <input checked="checked" type="checkbox"/> <b>Strategy / Policy</b> | <input type="checkbox"/> <b>Service / Function</b> <input type="checkbox"/> <b>Other</b> |
| <b>If other, please specify</b>                                     |                                                                                          |

| 2. Please provide a brief description of what you are screening                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Section 5 of the Licensing Act 2003 requires the Council to publish a Statement of Licensing Policy which sets out the principles it proposes to apply in exercising functions under the Act. The Statement of Licensing Policy must be reviewed and republished at five-year intervals.</p> <p>The current Statement of Licensing Policy was published in 2020, and therefore is now due for the five-year review.</p> |

A draft policy was presented to Cabinet in April 2025, and a period of statutory consultation commenced. A report outlining the findings of the consultation was presented to Cabinet in September 2025 with a recommends that Cabinet approve the policy for adoption by Council. Cabinet resolved to approve the proposed policy and recommend its adoption to full Council at the next available opportunity.

### 3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough wide or more local. These will also have a greater/lesser relevance to equality and diversity.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

| Questions                                                                                                                                                                                                                                                     | Yes | No |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Could the proposal have implications regarding the accessibility of services to the whole or wider community?<br><i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i> | X   |    |
| Could the proposal affect service users?<br><i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>                                                                      | X   |    |
| Has there been or is there likely to be an impact on an individual or group with protected characteristics?<br><i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>                          |     | X  |
| Have there been or likely to be any public concerns regarding the proposal?<br><i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>                          |     | X  |
| Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom?<br><i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>                    |     | X  |
| Could the proposal affect the Council's workforce or employment practices?<br><i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>                                                                                         |     | X  |
| If you have answered no to all the questions above, please explain the reason                                                                                                                                                                                 |     |    |
|                                                                                                                                                                                                                                                               |     |    |

If you have answered **no** to all the questions above please complete **sections 5 and 6**.

If you have answered **yes** to any of the above please complete **section 4**.

| <b>4. Considering the impact on equality and diversity</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <p>If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.</p> <p>Considering equality and diversity will help to eliminate unlawful discrimination, harassment and victimisation and take active steps to create a discrimination free society by meeting a group or individual's needs and encouraging participation.</p> <p>Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |
| <p>There has been formal consultation with key stakeholders, and those that are affected by the policy.</p> <p>The policy provides guidance to those making an application, and aims to ensure consistency and transparency with regard to the application and decision making processes. The policy does not directly affect the provision of services by the Council, the licensing function is a statutory function that must be exercised in accordance with requirements set out in the Licensing Act 2003 and the Equality Act 2010.</p> <p>However, the policy provides clear guidance to applicants and licence holders with regard to the expectations that the Council has with regard to the way in which licensed premises operate. Although not legally binding, the policy encourages the adoption of best practice with regard to equality and diversity – it is therefore expected that the impact of the policy on equality and diversity matters will be a positive one.</p> <p>It is considered that the policy itself will have a positive impact on people with protected characteristics.</p> |                            |
| <p>• <b>Key findings</b></p> <p>The results of the consultation are overwhelmingly in favour of the adoption of the proposed policy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |
| <p>• <b>Actions</b></p> <p>None – other than to recommend the adoption of the policy. The application of the policy will be monitored by licensing officers once it has been adopted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |
| Date to scope and plan your Equality Analysis:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 28 <sup>th</sup> July 2025 |

## Appendix 2

|                                                                         |                                      |
|-------------------------------------------------------------------------|--------------------------------------|
| Date to complete your Equality Analysis:                                | 29 <sup>th</sup> July 2025           |
| Lead person for your Equality Analysis<br>(Include name and job title): | Alan Pogorzelec<br>Licensing Manager |

### 5. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening:

| Name            | Job title                   | Date    |
|-----------------|-----------------------------|---------|
| Alan Pogorzelec | Licensing Manager           | 10/7/25 |
| Diane Kraus     | Principal Licensing Officer | 10/7/25 |

### 6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to [equality@rotherham.gov.uk](mailto:equality@rotherham.gov.uk) For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

|                                                                                                                                                                            |                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <b>Date screening completed</b>                                                                                                                                            | 10/7/25                                            |
| <b>Report title and date</b>                                                                                                                                               | Licensing Act 2003 – Statement of Licensing Policy |
| <b>If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication</b> | Council – 5 <sup>th</sup> November 2025            |
| <b>Date screening sent to Performance, Intelligence and Improvement</b><br><a href="mailto:equality@rotherham.gov.uk">equality@rotherham.gov.uk</a>                        | 10/7/25                                            |