

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

Title: Licensing Act 2003 – Statement of Licensing Policy

Directorate: Regeneration and Environment

Service area: Community Safety and Street Scene

Lead person: Alan Pogorzelec

Contact: Alan Pogorzelec

Is this a:

☒ **Strategy / Policy**
☐ **Service / Function**
☐ **Other**

If other, please specify

2. Please provide a brief description of what you are screening

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.

The current Statement of Licensing Policy was published in 2020, and therefore is now due for the five year review.

The Council's Licensing Service have carried out informal consultation with partners, local licence holders and members of the public to identify any areas within the current policy that would benefit from development. This feedback has

been used to formulate an ambitious draft policy that is considered to strike an appropriate balance between the need to promote a thriving licensed trade within the Borough whilst ensuring that any negative impacts of licensable activity are kept to an absolute minimum.

The draft policy is presented to Cabinet for review and approval prior to the commencement of a period of statutory consultation. A further report will be presented to Cabinet after the consultation has concluded for approval of the final Statement of Licensing Policy 2025.

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? <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? <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? <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? <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? <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? <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

This assessment has been conducted solely in relation to the decision that Cabinet are being asked to make (i.e. to commence consultation on the revised Licensing Act 2003 Statement of Policy).

There has already been informal consultation with key stakeholders, and there will be a further period of statutory consultation that will Consultation with the those that are affected by the policy.

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.

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.

It is considered that the policy itself will have no impact on any person with a protected characteristic, human rights, the workforce or employment practices and therefore it not necessary undertake a Part B assessment.

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**.

4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.

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.

Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).

- **How have you considered equality and diversity?**

N/A

- **Key findings**

N/A

- **Actions**

N/A

Date to scope and plan your Equality Analysis:

N/A

Date to complete your Equality Analysis:

N/A

Lead person for your Equality Analysis:

N/A

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	30/01/25
Diane Kraus	Principal Licensing Officer	30/01/25

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 For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date screening completed	30/1/25
Report title and date	Licensing Act 2003 – Statement of Licensing Policy
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Cabinet – 17 th March 2025
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	3/2/25