



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Corporate Services
Section	Legal & Governance
Title of the activity etc.	Miscellaneous Services
Aims of the activity	<p>This EIA concerns the Miscellaneous services budget. The budget records the income and expenditure in connection with the provision of civic government licensing and Liquor Licensing within the Council. It does not provide staffing resource budget however. For the impact of the staffing resource that is necessary to deliver the licensing functions, see the EIA for Legal & Governance. This budget page merely records the financial transactions of these functions such as income received from statutory and non statutory fees set and administrative costs associated with the delivery of these functions</p> <p>This budget fluctuates according to how many licences are applied for in any given year. If this budget were to be increased, decreased or stay the same, this would have no differential impact on those with a protected characteristic. It would merely reflect the number of licences applied for and thereby would be linked to the applications submitted by the public as a whole and the protected groups are no more likely to be adversely affected than those without a protected characteristic since the provision of licenses to undertake certain activities are regulated within Scotland on an already non-discriminatory basis with equality and fairness of opportunity for all citizens through access to licences to allow them to undertake certain activities that it is believed to be in the public interest to regulate. There are no equality or opportunity or fostering of good relations opportunities within the dispensing or otherwise of statutory licences.</p> <p>Recording the financial transaction of the issuing of licences for regulated activities</p>
Author(s) & Title(s)	<div style="background-color: #cccccc; width: 150px; height: 20px; display: inline-block;"></div> Head of Legal & Governance, Clerk to the Aberdeenshire Licensing Boards

Stage 2: List the evidence that has been used in this assessment.

<p>Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).</p>	
<p>Internal consultation with staff and other services affected.</p>	
<p>External consultation (partner organisations, community groups, and councils).</p>	<p>Regular meetings are held with members of the liquor licensing trade and taxi operators.</p>
<p>External data (census, available statistics).</p>	
<p>Other (general information as appropriate).</p>	

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger			yes	
Age – Older			yes	
Disability			yes	
Race – (includes Gypsy Travellers)			yes	
Religion or Belief			yes	
Gender – male/female			yes	
Pregnancy and maternity			yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			yes	
Gender reassignment – (includes Transgender)			yes	
Marriage and Civil Partnership			yes	

Stage 6: What are the positive and negative impacts?

Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.		

Stage 7: Have any of the affected groups been consulted?

If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	
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Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?

These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale
	None identified	

Stage 9: What steps can be taken to promote good relations between various groups?

These should be included in the action plan.	None applicable to the function of issuing licences for regulated activities.
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Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

None applicable to the function of issuing licences for regulated activities..

Stage 11: What equality monitoring arrangements will be put in place?

These should be included in any action plan (for example customer satisfaction questionnaires).

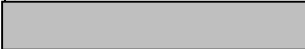



Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
		There is no differential impact. This budget fluctuates according to how many licences are applied for in any given year. If this budget were to be increased, decreased or stay the same, this would have no differential impact on those with a protected characteristic. It would merely reflect the number of licences applied for and thereby would be linked to the applications submitted by the public as a whole and the protected groups are no more likely to be adversely affected than those without a protected characteristic since the provision of licenses to undertake certain activities are regulated within Scotland on an already non-discriminatory basis with equality and fairness of opportunity for all citizens through access to licences to allow them to undertake certain activities that it is believed to be in the public interest to regulate.
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Corporate Services, Legal & Governance	
	2) Title of Policy/Activity	Miscellaneous Services	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Name:
		Position: Head of Legal & Governance, Clerk to the Aberdeenshire Licensing Boards	Position:
		Date: 22/11/13	Date:
		Signature:	Signature:
		Name:	Name:
		Position:	Position:
	Date:	Date:	
	Signature:	Signature:	
4) Consultation with Service Manager	Name:		
	Date:		
5) Authorisation by Director or Head of Service	Name: <input type="text"/>	Name:	
	Position: Director of Corporate Services	Position:	
	Date: 25/11/13	Date:	
6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.		Date:	
7) EIA author sends a copy of the finalised form to: eia@abdnshire		Date:	
(Equalities team to complete) Has the completed form been published on the website? YES/NO		Date:	

Action Plan					
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
Further general budget information from communities via engagement events held by local Area Managers	Oct 2013	Nov 2013	 	Further details about local priorities to feed into the budget setting process.	Officer support developing briefing pack and analysing and reporting results.
Youth engagement	Oct 2013	Nov 2013		Further details about local priorities to feed into the budget setting process.	Officer support developing briefing pack and analysing and reporting results.
Communication Plans 2014/2015 ensuring services include the comms plans for their projects within the project EIA.	Oct 2013	ongoing		That the work of the comms team supporting projects and services is captured with EIAs	Communication team members to ensure that their plans are captured as part of the project EIA process.