

## Cambridge City Council

# Equality Impact Assessment

### What is this template for?

Completing this template will help you to think about what the impact of existing or new strategies, policies, plans, projects, contracts, major changes in services or decisions may be on service users, residents and staff. It will help you to deliver better services by making sure that, as far as possible, they reflect the needs of all our citizens, and of our staff.

### When do I need to do an Equality Impact Assessment?

You only need to do an Equality Impact Assessment if your strategy, policy, plan, project, contract, major change in service or decision is **relevant** to equality. The 'relevance test' in the General Guidance notes will help you to decide whether your activity is relevant to equality. The assessment is now a single stage rather than a three stage process as previously.

### How do I use the template?

The template is easy to use. You do not need to have specialist 'equalities' knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes to help you complete this template, which you can refer to. You can also get advice from Anette Grindsted, Project Support Officer, on 01223 457063 or email [anette.grindsted@cambridge.gov.uk](mailto:anette.grindsted@cambridge.gov.uk) or from your departmental Equalities Link Officer.

## Equality Impact Assessment

General Information				
1.	Title of strategy, policy, plan, project, contract, major change in service or decision:	Licensing of Sex Establishments.		
2.	What is the objective or purpose of the strategy, policy, plan, project, contract, major change in service or decision?	<p>To enable the council to exercise its functions under Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 relating to Sex Establishments.</p> <p>The legislation gives local authorities in England and Wales the power to regulate sex shops, sex cinemas, and sexual entertainment venues* and gives greater scope and discretion as to how these venues are controlled within their areas.</p> <p>*The category of Sexual Entertainment venues is used to licence venues where live performances are given which wholly or mainly comprise of sexual stimulation of the persons admitted to the venue.</p>		
3.	Who will be affected by this strategy, policy, plan, project, contract, major changes in services or decision? <i>(Please tick those that apply)</i>	<table border="1"> <tr> <td> <input checked="" type="checkbox"/> Residents  <input checked="" type="checkbox"/> Visitors  <input checked="" type="checkbox"/> Staff                 </td> <td>A specific client group or groups (please state):</td> </tr> </table>	<input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Staff	A specific client group or groups (please state):
<input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Staff	A specific client group or groups (please state):			
4.	What type of strategy, policy, plan, project, contract, major change in service or decision is this? <i>(Please tick)</i>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Existing		

5.	Responsible department, section, service manager and Head of Service.	<p>Department: Environment</p> <p>Section: Refuse &amp; Environment</p> <p>Service Manager: Yvonne O'Donnell</p> <p>Head of Service: Jas Lally</p>
6.	Are other departments or partners involved in delivering this strategy, policy, plan, project, contract, major change in service or decision?	<p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes: Police Authority, Enforcement Officer, Planning Department, Legal Department, Environmental Health Managers.</p>

**Gathering Performance Data**

7.	<p>How do you (or how will you) monitor the impact of the strategy, policy, plan, project, contract, major change in service or decision?  <i>(Please tick any that apply and give examples e.g. bench marking with the Housing Quality Network)</i></p>	<p><input type="checkbox"/> Performance indicators/targets</p> <p><input type="checkbox"/> Benchmarking with other organisations</p> <p><input type="checkbox"/> User satisfaction survey results</p> <p>x <b>Consultation results</b> – we prepared a draft statement of licensing policy for public consultation. All comments received were taken into account in the formulation of the final document. The document will be kept under review.</p> <p>x <b>Complaints information</b> – all complaints will be dealt with on a case by case basis and monitored/ investigated as appropriate.</p> <p>x <b>Freedom of Information requests</b> – all requests will be dealt with on a case by case basis as appropriate.</p> <p>x <b>Service uptake data</b></p> <p>x <b>External verification</b> e.g. inspection results, views of organisations representing equalities groups</p> <p><input type="checkbox"/> Staff survey results</p> <p><input type="checkbox"/> Workforce monitoring data</p> <p>x <b>Partnership consultation</b> – We consulted widely with the public, statutory authorities including the police, businesses likely to be affected and existing and potential premises licence holders as well as other relevant bodies. Fifteen responses were received, the comments being considered in the drawing up of the final policy.</p> <p><input type="checkbox"/> Other (please state:)</p> <p><input type="checkbox"/> None</p>
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8.	Which of the equalities groups does this monitoring data relate to? <i>(Please tick any that are relevant)</i>	x Age x Disability  x Gender/transgender <i>(inc gender re-assignment, pregnancy and maternity)</i>  x Marriage and Civil Partnership  x Race  x Religion/belief  x Sexual orientation	Other factors that may lead to inequality e.g. social class, income or financial exclusion, children in care, ex-offenders <i>(please state)</i> :  The legislation raises standards to prevent inequalities e.g. Poverty, Sex Trade, to protect performers from harassment and any threat to their dignity, by requiring proper supervision and facilities, to reflect decisions as to location and fears of women using the vicinity.  If you collect different monitoring data for different groups for different aspects of your service please give details here:  N/A
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**Analysing Performance Data**

	Same impact	Not same impact	Positive (P) / / Negative(N)	Insufficient evidence	
9. Using the monitoring information that you have or will be collecting, please indicate if the impact of the strategy, policy, plan, project, contract, major change in service or decision is/is likely to be the same for the equalities groups as it is for	Age <ul style="list-style-type: none"> <li>- Persons under 18 are excluded from attending such venues and the legislation prohibits anyone under 18 holding a licence.</li> <li>- Protection of the young, elderly and vulnerable by identifying the key</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	P	<input type="checkbox"/>

	<p>the population or the workforce as a whole.</p>	<p>locations that may not be suitable for a sex establishment licence.</p> <p>Disability</p> <ul style="list-style-type: none"> <li>- Offer support to licence applicants, licence holder and potential objectors who may need assistance with access to documentation/ guidance etc.</li> </ul> <p>Gender (<i>Inc pregnancy and maternity</i>)</p> <ul style="list-style-type: none"> <li>- The policy minimises the impact of any gender discrimination and licence conditions will be imposed as appropriate.</li> <li>- Any objections to a licence application will be carefully considered to ensure that they are not submitted solely on the grounds of personal prejudice.</li> </ul> <p>Transgender (<i>inc gender re-assignment</i> )</p> <p>Marriage and Civil Partnership</p> <p>Race</p> <ul style="list-style-type: none"> <li>- Offer support to licence applicants, licence holder and potential objectors who may need assistance with documentation/ guidance due to language barriers.</li> </ul>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>P</p> <p>P</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>P</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>X</p> <p>X</p>
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		<p>Religion/belief</p> <ul style="list-style-type: none"> <li>- The location of premises where there may be places of public and religious worship and places incidental to religious meetings or services will be taken into account in determining any application.</li> <li>- Any objections to a licence application will be carefully considered to ensure that they are not submitted solely on the grounds of personal prejudice.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	P	X
		<p>Sexual orientation</p> <ul style="list-style-type: none"> <li>- Any objections to a licence application will be carefully considered to ensure that they are not submitted solely on the grounds of personal prejudice.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
		<p>Other factors that may lead to inequality (please state):</p> <ol style="list-style-type: none"> <li>1. Applications will be advertised to allow for people's views/ comments.</li> <li>2. Regular inspections will be carried out to ensure standards are maintained and conditions complied with. Non-compliance will result in enforcement.</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



		3. Conditions on sex shop licences apply control on the external appearance of the premises.				
		Equalities Group Affected	What the potential negative impact is	Evidence of potential negative impact if there is any.		
10.	<p>List and explain any negative impacts identified in Qu 9. State which equalities group is/may be affected, what the negative impact is/may be and give details of any evidence of this impact/potential impact e.g. document titles, web links.</p> <p>If you have no evidence of the negative impact but believe it may exist, please say so.</p>	<p>We have no evidence at present but do not discount that it may exist. We will continue to review and monitor this.</p> <p>Considerations may include women living or working in the vicinity who may feel threatened, individuals with particular faith or strong moral feelings towards this area , and individuals who are concerned about human rights, protections for performers and suggestions that women may be less welcome in premises.</p>		None to date.		

11.	<p>Are or will people from equalities groups take up services associated with the strategy, policy, plan, project, service, contract, major change in service or decision at the same rate as the population or the workforce as a whole?</p> <p><i>(Please tick)</i></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Insufficient evidence at present –</p> <p>The government consider that the legislation represents a crucial move in terms of challenging the mainstreaming of venues, which market women as sexual commodities and perpetrate harmful gender stereotypes.</p> <p>Prior to the implementation of the legislation there was limited protection for women working in lap dancing clubs and a failure to address the safety impact on women living near such clubs. Licensing could not deal with sexist advertising and accepted grounds for a licence withdrawal neglected women's safety.</p> <p>The legislation allows for better scrutiny and control of working practices through the licences granted and a wider range of residents being able to have their say.</p> <p>Improvement in standards for employment practice and working conditions for dancers.</p>	<p>If <b>no</b>, please provide details....</p>
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12.	<p>Is your strategy, policy, plan, project, service, contract, major change in service or decision likely to exclude or disadvantage equalities groups in the longer term?</p> <p><i>(Please tick)</i></p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Insufficient evidence</p>	<p>If <b>yes</b>, please indicate which groups will be affected and what the impact will be...</p>
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### Checking Delivery Arrangements

		Yes	No	Insufficient evidence	Reason	
13.	Please check the delivery arrangements for the strategy, policy, plan, project, service, contract, major change in service or decision against these criteria:       If you answered <b>no</b> to any of the criteria, please explain why, giving details of any legal justification if there is one.....	Are any premises involved accessible to all?	x	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable
		Is any ICT software and equipment accessible to all?	<input type="checkbox"/>	<input type="checkbox"/>	x	
		Is consultation and participation inclusive of all?	x	<input type="checkbox"/>	<input type="checkbox"/>	
		Are public events and meetings accessible to all?	x	<input type="checkbox"/>	<input type="checkbox"/>	
		Do public meetings and events avoid conflict with religious events?	x	<input type="checkbox"/>	<input type="checkbox"/>	
		Is electronic, web based and paper information accessible for all?	x	<input type="checkbox"/>	<input type="checkbox"/>	
		Are images and text in documents and publicity campaigns representative of all?	<input type="checkbox"/>	<input type="checkbox"/>	x	

<b>Conclusions and Next Steps</b>		
14.	a) The evidence has not identified any disadvantages or negative impacts.	No further action required. Sign off this form and send a copy to Anette Grindsted, Project Support Officer, Strategy and Partnerships <a href="mailto:anette.grindsted@cambridge.gov.uk">anette.grindsted@cambridge.gov.uk</a> who will arrange for it to be published on the Internet and Intranet.
	b) The evidence indicates that there are no disadvantages or negative impacts that cannot be easily addressed.	Complete the Action Plan
	c) It has not been possible to say whether or not there is a disadvantage or negative impact e.g. there is insufficient evidence.	Go to Question 15
	d) The evidence indicates potential disadvantages or negative impacts that cannot be easily addressed.	Complete Action Plan

**Gathering additional information**

15.	<p>What additional evidence are you going to gather? <i>(Please tick any that apply)</i></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Advice from experts</li> <li><input type="checkbox"/> Demographic profile e.g. Census</li> <li><input checked="" type="checkbox"/> Existing consultation results</li> <li><input type="checkbox"/> Existing user data</li> <li><input checked="" type="checkbox"/> External verification e.g. expert views of people/organisations representing equality group(s)</li> <li><input type="checkbox"/> Local needs analysis e.g. Joint Strategic Needs Assessments</li> <li><input type="checkbox"/> National best practice information e.g. Audit Commission reports</li> <li><input checked="" type="checkbox"/> New consultation with a specific equality group(s)</li> <li><input checked="" type="checkbox"/> Research reports</li> <li><input type="checkbox"/> Relevant staff group expertise</li> </ul>	<p>Other <i>(please state)</i>:</p>
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16.	If you have any additional comments please add them here.	Following consultation on the draft licensing policy we have revisited this EQIA having considered the feedback received.
<b>Completion</b>		
17.	Name and job title of assessment lead officer:	Christine Allison, Licensing Manager
	Date of completion:	13 May 2011
	Names of other assessment team members and people consulted:	Internal Council Officers.
	Date of next review of the EqIA <i>This should be within three years of the date of completion of the original EqIA.</i>	12 months from this review i.e. when the policy has undergone a 'bedding in' period i.e. Spring/ Summer 2012.

Note: when completed a copy of this form should be saved with the relevant strategy, plan, policy, project, contract, major change in service or decision and an electronic copy sent **to Anette Grindsted, Project Support Officer in Strategy and Partnerships email [anette.grindsted@cambridge.gov.uk](mailto:anette.grindsted@cambridge.gov.uk)** who will arrange for publication on the Council's web pages and the Intranet.

## ACTION PLAN

Equality Impact Assessment Title: .....

Date: .....

<b>Equality Group</b>	<b>Details of possible disadvantage or negative impact</b>	<b>Action to be taken to address the disadvantage or negative impact</b>	<b>Officer responsible for progressing the action</b>	<b>Date action to be completed by</b>
<b>Age</b>				
<b>Disability</b>				
<b>Gender/Transgender</b> <i>Inc gender reassignment and Pregnancy and Maternity</i>				
<b>Marriage and Civil Partnership</b>				
<b>Race/ethnicity</b>				
<b>Religion or belief</b>				
<b>Sexual orientation</b>				
<b>Other factors that may lead to inequality</b>				

Name and Job Title of Officer completing the Action Plan:

Department/Service:

This plan will next be updated (*Please give date*):



