

Impact Assessment of: Entertainment Licensing Service
Service/ Directorate: Legal, Licensing and Registration
Date Completed: 24 th June 2010
Lead Officer: Susan Holden, Principal Project Officer

Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service
Nicola Raper	Leeds City Council	Section Head
Susan Holden	Leeds City Council	Principal Project Officer

Brief description of policy/ service:

This Impact Assessment covers Leeds City Council's Entertainment Licensing Section and its role administering licences, permits and registrations and carrying out enforcement duties in relation to the following legislation:

- Licensing Act 2003 (alcohol and entertainment)
- Gambling Act 2005 (gambling premises)
- Local Government (Miscellaneous Provisions) Act 1982 (sex establishments)
- Scrap Metal Dealers Act 1964 (scrap metal dealers registration)
- Vehicles (Crime) Act 2001 (motor salvage operators registration)
- Marriage Act 1949 (venues of marriage ceremony)
- Police, Factories etc (Miscellaneous Provisions) Act 1916 (charity street collections)
- House to House Collections Act 1939 (charity house to house collections)
- Legislation & Regulatory Reform Act 2006 – (Regulators Compliance Code)

Brief account of how the impact assessment was carried out:

A review was made of the previous Impact Assessment, which was carried out by:

- Completing a fact finding exercise looking at Customer Evaluation Feedback forms
- Previous consultation activities including consultation carried out on the section's Statement of Licensing Policy
- Meeting minutes from public consultation meetings
- Staff interviews and focus groups with section staff.

Brief description of any adverse affects found:

- Policy is only available at short notice in English due to the prohibitive translation service costs.
- Building access

Summary of Actions arising from Assessment

Actions	Responsibility	Timescale
Staff awareness of alternate meeting locations within the council's other buildings.	All staff	Ongoing
Appraise new methods of communication as they arise.	Service Development Officer/Principal Project Officer	Ongoing
Equality and diversity training for new staff	Principal Licensing Officer	Ongoing
Policy consultation should take place outside of significant religious festivals, and the summer holiday period, if possible.	Principal Project Officer	Ongoing
Continually assess means to deliver effective consultation/community engagement, working closely with the council's consultation team.	Principal Project Officer	Ongoing
Multi-agency working practices	All staff	Ongoing

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To be completed by Equality Team