

Impact Assessment of: Licensing Act 2003 Statement of Licensing Policy 2007-2010 and review of Licensing Act 2003 Statement of Licensing Policy 2010 - 2012
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:

The Licensing Act 2003 (the Act) places an obligation on Leeds City Council to formulate a Statement of Licensing Policy.

This policy declares how the council will:

- Process applications and make decisions
- Promote the licensing objectives
- Use the powers the Act grants it to enforce the law and prosecute offenders
- Conduct reviews of premises licences
- Apply Cumulative Impact Policies to certain areas of the city that the council feels have significant problems as a result of large numbers of premises.

In accordance with the Act, the council will carry out a review of its Statement of Licensing Policy every 3 years.

Brief account of how the impact assessment was carried out:

A review was made of the previous two Impact Assessments, which were 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.
- The policy is hard to locate on the council's web site.

Summary of Actions arising from Assessment

Actions	Responsibility	Timescale
Work with the Council's Web Team to improve access to the policy, including setting up shortcuts where relevant.	Principal Project Officer	Ongoing
Upload Executive Summary of policy to website on publication	Principal Project Officer	By Jan 2011
New staff to attend BIIAB Licensing Practitioners courses	Principal Licensing Officer	Ongoing
Continually assess means to deliver effective consultation/community engagement.	Principal Project Officer	Ongoing
Nurture effective relationships with all partner agencies	All staff	Ongoing

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To be completed by Equality Team