

# Equality Impact Assessment Record

## EIA Guidance

Please ensure that you have read the Council's EIA Guidance booklet, available on Boris, before starting work on your EIA, it should be read in conjunction with this form. If anything is unclear please contact your departmental equality representative listed below. This form is designed to summarise the findings of your EIA. **Please also keep a record of your other discussions in producing the impact assessment.**

## Drafting your EIA

The boxes in this form are designed to expand please ensure that you add data, consultation results and other information to back up any assertions that you make. A draft of this record form must be sent to the Councils Equality Officer Abby Thomas and your departmental equality representative(s) (listed below) who will send you comments on it before it is finalised and signed off by your Chief Officer. This step is important to check the quality and consistency of EIAs across the Council.

## Departmental Equality Representatives

ECC	Jane Eaton	SCL	Graham Symonds and Ilona Cowe
CS	Abby Thomas	CXO	Stephanie Boodhna

## Publishing

The Council is legally required to publish this EIA record form on the Councils website. Please send a copy of the final version of the EIA record form to the Councils Equality Officer Abby Thomas to publish.

<b>Date of EIA</b>	14 March 2011	<b>EIA Guidance Page Ref.</b>
<b>Directorate</b>	Environment, Culture & Communities	
<b>Part One - Initial Screening Record</b>		
<b>1. Activity to be assessed</b>	<b>Sex Establishment Licensing Policy</b>	
<b>2. What is the activity?</b>	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change	
<b>3. Is it a new or existing activity?</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing	
<b>4. Who are the members of the EIA team?</b>	Laura Driscoll, Licensing Team Leader	
<b>5. Initial screening assessment.</b>  <b>If the answer to either of these questions is 'yes' then it is necessary to go ahead with a full Equality Impact Assessment.</b>	<p>1. Does the activity have the potential to cause adverse impact or discriminate against different groups in the Councils workforce or the community?</p> <p>No. The Policy will be put in place to assist with decision making in respect of any applications for licences for sexual entertainment venues, sex shops or sex cinemas. The policy will ensure that any panel hearing an application will take all relevant factors into consideration and determine each application on its merits. No responses were received to a public consultation on the policy from 13 December 2010 to 11 March 2011.</p> <p>2. Does the activity make a positive contribution to equalities?</p> <p>No evident impact on contribution to equalities</p>	
<b>6. Did Part 1: Initial Screening indicate that a full EIA was necessary?</b>	<input type="checkbox"/> Yes – full EIA completed and recorded below. <input checked="" type="checkbox"/> No – full EIA not completed record ends here, please ensure this record is signed by the Chief Officer in box 19 overleaf and then email to <a href="mailto:abby.thomas@bracknell-forest.gov.uk">abby.thomas@bracknell-forest.gov.uk</a>	

**See  
Pages  
9 - 10**



impact?	B) Evidence of adverse impact. Overwrite with the data, information or research that was used in the EIA	
12. On what grounds can impact or adverse impact be justified?		See Pages 14 -15
13. Have any examples of good practice been identified as part of the EIA?		See Pages 14 -15
14. What actions are you currently undertaking to address issues for any of the groups impacted/adversely impacted?		
15. What actions will you take to reduce or remove any differential/adverse impact?  Please also list any other actions you will take to maximise positive impacts.	List the actions that you have planned as a result of the EIA.  The action plan should include references to any additional monitoring or research that was identified in the information-gathering part of the process. It should also include references to any information that is still required or was not retrievable at the point of assessment.	See page 16
16. Into which action plan/s will these actions be incorporated?		
17. Who is responsible for the action plan?		
18. Chief Officers signature.	Name Steve Loudoun  Signature.....	
19. Which PMR will this EIA be reported in?	All completed EIA's must be reported in your departments PMR. Note here the service department and relevant quarter/date of PMR i.e. the quarter in which the EIA will be published.	