

<b>Impact Assessment of: Licensing Act 2003 Statement of Licensing Policy 2007-2010</b>
<b>Service/ Directorate: Legal, Licensing and Registration</b>
<b>Date Completed: 09<sup>th</sup> July 2008</b>
<b>Lead Officer: Michael Romagnoli</b>

**Members of the assessment team:**

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team e.g. service user, manager of service</b>
Nicola Raper	Leeds City Council	Section Head
Robert Stirk	Leeds City Council	Service Development Officer
Michael Romagnoli	Leeds City Council	Principal Project Officer
Claire Millington	Leeds City Council	Section Head, Performance, Planning & Information
John Mulcahy	Leeds City Council	Head of Licensing and Registration

**Brief description of policy/ service:**

Leeds city council is the licensing authority for the Leeds district carrying out various functions under the Licensing Act 2003 related to the alcohol and entertainment industries. Under the Act the council must maintain a three year statement of licensing policy setting out how the council will seek to promote the licensing objectives of: protection of children from harm, public safety, prevention of crime and disorder and the prevention of public nuisance.

**Brief account of how the impact assessment was carried out:**

The impact assessment was carried out by carrying out a comprehensive fact finding exercise looking at Customer Evaluation Feedback Forms, previous consultation activities including consultation carried out on the section's Statements of Licensing policy for both Gambling and Licensing, meeting minutes from public consultation

meetings and by carrying out Staff interviews and focus groups with section staff.

**Brief description of any adverse affects found:**

A handful of adverse effects were noted during the fact finding exercise which are summarised below:

- Cost of translation Services - The cost of translating entire documents is costly and in some cases prohibitive.
- The legal nature and complexity of the language used in the Statement of Licensing Policy may discourage people from reading it.
- The policy is currently only available in a limited number of council buildings.
- The policy is available on the council internet although locating it can be difficult because of the way the website is organised.

**Summary of Actions arising from Assessment**

<b>Actions</b>	<b>Responsibility</b>	<b>Timescale</b>
circulate Licensing policy to libraries and one stop centres.	Service Development Officer	3 months
Add information to Oasis customer services system regarding policy.	Service Development Officer	2 months
Principal Project Officer and Service Development Officer to attend 'Plain English' training.	Principal Project Officer	3 months
Produce Executive Summary of policy and upload to website.	Principal Project Officer	3 months
Keep staff updated regarding policy amendments through team meetings and email bulletins etc.	Section Head	Ongoing
Ensure future consultations use the Talking Point consultation portal.	Service Development Officer	Ongoing
Work within and contribute the council's consultations champions network.	Principal Project Officer	Ongoing

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