



# Integrated Impact Assessment Pre-screening Stage 1

The Integrated Impact Assessment (IIA) supersedes the previous Equality and Human Rights Impact Assessment (EHRIA) form.

The pre-screening (Stage 1) will determine if your proposal requires a full impact assessment (Stage 2). Stage 2 will look at details of your proposals, the impact and any mitigations in place.

**Note:** This form should be completed using the guidance contained in the document: 'Guide to Completing an Integrated Impact Assessment'. Please read the guidance before completing this form.

This assessment and accompanying guidance use the term 'policy' for any activity within Aberdeen City Council. Therefore 'policy' should be understood broadly to embrace the full range of your policies, provisions, criteria, functions, practices and activities including the delivery of services - essentially everything you do.

## **Purpose:**

Aberdeen City Council wants Aberdeen to be a place where all people can prosper. We want everyone in Aberdeen to have fair opportunities regardless of their background and circumstances. The aim of this assessment is to allow you to critically assess:

- the impact of the policy / proposal on different communities.
- whether Aberdeen City Council is meeting its legal requirements in terms of [Public Sector Equality Duty](#), [Equality Outcomes](#) and [Human Rights](#);
- whether [Children's Rights](#) have been impacted;
- whether [Socio-economic disadvantage](#) is reduced;
- whether any measures need to be put in place to ensure any negative impacts are eliminated or minimised which will be covered in Stage 2.

Title* Name your business case, policy, strategy or proposal (including budget proposals)	Aberdeen City Council Licensing Board Statement of Licensing Policy 2023								
Report no or Budget proposal number:	N/A								
Committee name and date :	Licensing Board ; 30 November 2023								
Is this a new or existing policy/ proposal?	Existing policy; updated								
Brief description of policy / proposal (including intended outcomes and purposes)	The Statement of Licensing Board Policy sets out the intentions of the Licensing Board. Along with all other Scottish local authorities, it is required to be updated every 5 years. The previous Policy covers the period November 2018 - November 2023. The new policy will be valid from 2023 to 2028 The policy undergoes substantial review and consultation to ensure the compliance with Licensing (Scotland) Act 2005. The Policy gives the Board the framework to make the right decisions, based on 5 Licensing objectives.								
Do you consider this proposal to have any impact on the:									
a. Human Rights of people?	Yes			No			Unsure		
b. Rights of Children and Young people?	Yes			No			Unsure		
What is your assessment of the impact on groups with: a. Protected characteristics b. Children and young people c. Other  As part of your assessment here, consider the impact of your policy on people and how they will be able to access goods, services and information with no barriers.	<b>H</b>	High negative impact	<b>H</b>	<b>M</b>	<b>L</b>	<b>N</b>	<b>P</b>	<b>U</b>	
	<b>M</b>	Medium negative impact							
	<b>L</b>	Low negative impact							
	<b>N</b>	No impact							
	<b>P</b>	Positive impact							
	<b>U</b>	Unsure							
	Age					X			
	Disability					X			
	Gender Reassignment					X			
	Marriage and Civil partnership					X			
	Pregnancy and Maternity					X			
	Race					X			
	Religion or Belief					X			
Sex					X				
Sexual Orientation					X				
Children and young people							X		
Other					X				
Socio-Economic Inequalities	Yes			No			Unsure		

Not every person / family has access to regular income or savings. Will your proposal have an adverse or high impact on them?			
What considerations did you have when making the above selections?			
Internal or existing data Please detail your sources	Board agendas; minutes and related documentation from previous board meetings.		
Consultations with officers or partner organisations Please list your sources	Consultations with NHS Scotland; Police Scotland; local business owners and communities.		
Other: Please list your sources			
Does this proposal contribute to the <a href="#">Public Sector Equality Duty</a> to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations?	Yes - the Licensing Board works alongside a range of relevant stakeholders to ensure good relations with various groups and ensure all people are represented.	No	Unsure
Does this proposal contribute to the Council's <a href="#">Equality Outcomes 2021-25</a> ?	Yes - the application process is completed electronically, including allowing electronic payments; the Board is held in person and via Microsoft Teams to allow accessibility for all.  The Board works with various stakeholders to ensure the Board's aims are met. The Board work alongside licence holders and other services to support positive behaviour on and around licenced premises.	No	Unsure
<b>Please note for any high negative or medium negative impacts identified (red or amber), a full Integrated Impact Assessment will be required (stage 2).</b>			
Please provide a brief high-level summary that your policy will bring about: Use this space to highlight what your proposal intends to achieve.			

The Statement of Licensing Board Policy sets out the intentions of the Licensing Board and is updated every five years. The proposed amendments are to ensure the Board's continued compliance with the five licensing objectives. The Policy aims to be accessible and understood by all. The Board is held in person and accessible via Microsoft Teams with licence applicants able to submit applications and make payments online. The Board work with a number of stakeholders to ensure its aims are met and positive relations are maintained.

Will a full assessment be required?	Yes	No	Unsure
Assessment completed by: Name and job title	Alexa Last, Paralegal		
Date:	October 2023		
Signed and approved by Chief Officer (Name and signature)	Jenni Lawson		
Date:	16 October 2023		

If you have any queries or require this form in an alternative format, please contact

[equality\\_and\\_diversity@aberdeencity.gov.uk](mailto:equality_and_diversity@aberdeencity.gov.uk)

A fully completed and signed form should be mailed as a PDF to the above email address for publishing your assessment.