



# Equality Impact Assessment Record Form

A practical step-by-step approach  
to conducting  
Equality Impact Assessments

## Equality Impact Assessments

Directorate	Service	Person responsible for the assessment	Date assessment completed
Environmental and Leisure Services	Public Protection - Licensing	Elisa Pendered	10 March 2025
Title of the policy being assessed	Permanent Pavement Licensing Policy		
The status of the policy	First draft		
1. What are the aims, objectives and purposes of the policy?	To adopt the new powers extended to local authorities under the Levelling Up and Regeneration Act 2023, which made permanent streamlined processes for pavement licensing that were introduced in 2020 in response to the covid pandemic.		
2. Does the policy support other objectives of the council?			
3. Who is intended to benefit from the policy, and in what way?	Licensed premises benefit by extending their customer seating to outside adjacent areas. Local communities benefit from enforcement action on unlicensed premises.		
4. What outcomes are anticipated from the policy being in place?	Removal of unlicensed furniture from the public highway.		

5. Identify and select your assessment team.	<b>Name</b>		<b>Role</b>		<b>Responsibilities</b>	
	Elisa Pendered		Environmental and Leisure Business Support Manager		Licensing team EDI Champion	
6. What data have you gathered for this assessment? How have you analysed this data?	<b>Source and Age of Data</b>		<b>Owner</b>		<b>Findings</b>	
	Feb 2023 Feb 2025		EDI:UK Opening Doors (Norfolk)		Avg reading age in North Norfolk is 9 years.	
7. Who are the main stakeholders of this policy?	<b>Community</b>		<b>Staff/Members</b>		<b>Partners</b>	
	Local business owners		Public Protection - Licensing		Police Licensing team, Norfolk	
8. Are there any concerns that the policy could have a negative impact with regard to race and ethnicity?	Yes/No		<b>What evidence (actual data or assumptions) do you have to support this?</b>			
			The policy applies to all race and religions indiscriminately.			
9. Are there any concerns that the policy could have a negative impact with regard to gender?	Yes/No		<b>What evidence (actual data or assumptions) do you have to support this?</b>			
			The policy is applied across all genders equitably.			
10. Are there any concerns that the policy could have a negative impact with regard to disability?	Yes/No		<b>What evidence (actual data or assumptions) do you have to support this?</b>			
			The policy is written in a legal tone, which some people with educational needs may find challenging.			

<p><b>11. Are there any concerns that the policy could have a negative impact with regard to age?</b></p>	<p>Yes/No</p>	<p><b>What evidence (actual data or assumptions) do you have to support this?</b> The policy is applied indiscriminately.</p>
<p><b>12. Are there any concerns that the policy could have a negative impact with regard to religion/belief?</b></p>	<p>Yes/No</p>	<p><b>What evidence (actual data or assumptions) do you have to support this?</b> Nothing in the policy favours one religion over another.</p>
<p><b>13. Are there any concerns that the policy could have a negative impact with regard to sexual orientation?</b></p>	<p>Yes/No</p>	<p><b>What evidence (actual data or assumptions) do you have to support this?</b> The policy is applied indiscriminately across all sexualities.</p>
<p><b>14. Could the negative impact you have identified in questions 8 - 13 lead to the potential for adverse impact if the policy is implemented?</b></p> <p><b>Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group?</b></p> <p><b>Or any other reason?</b></p> <p><b>Can the impact be mitigated by existing means?</b></p> <p><b>If yes, what actions will</b></p>	<p>Yes/No</p>	<p>Not applicable. Alternative formats would be made available on request. Reasonable adjustments would be applied, where requested.</p> <p>Applicants are offered support by telephone, in writing or in person, as required. Alternative formats of the policy and notices are available on request.</p> <p>Enforcement action would be explained in writing, then in person and carried out on by contractors, providing several opportunities for reasonable adjustments to be requested.</p>

<b>you undertake to mitigate these impacts and revise the policy?</b>			
<b>15. Describe the arrangements for reporting and publishing this assessment.</b>	The assessment accompanies the report to committee.		
<b>Has this assessment been undertaken by a minimum of two staff?</b>	<b>Yes/No</b>	<b>Has this assessment been scrutinised by your Directorate Steering Group?</b>	<b>Yes/No</b>
<b>If the policy is new, or requires a decision by Councillors to revise, has this Equality Impact Assessment been included with the report?</b>			<b>Yes/No</b>
<b>Have any actions identified in this assessment been included in your service equality and diversity action plan?</b>			<b>Yes/No</b>
<b>Completed by:</b>	Elisa Pendered		<b>Signed off by:</b>

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Produced by  
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