
Orkney Islands Area Licensing Board Equality Impact Assessment Model Publication Scheme

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Area Licensing Board by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. IDENTIFICATION OF FUNCTION, POLICY OR PLAN	
Name of function/policy/plan to be assessed	Orkney Islands Area Licensing Board Model Publication Scheme
Service/service area responsible	Corporate Services – Legal Services on behalf of the Orkney Islands Area Licensing Board
Name of person carrying out the assessment and contact details	Fraser Bell, Clerk to the Board Email: licensing@orkney.gov.uk Tel: 01856 873535 ext. 2210
Date of assessment	1 February 2013
Is the function/policy/plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly)	New model scheme to update existing policy.

2. INITIAL SCREENING	
What are the intended outcomes of the function/policy/plan?	To set out how the Orkney Islands Area Licensing Board is meeting its duties in terms of publishing information with guidance on how to access the information and whether any charge will apply to obtain the information.

<p>State who is, or may be affected by this function/policy/plan, and how</p>	<p>Licence holders, by being subject to and going through the regulatory process and their customers, by getting the benefit/protection of the regulatory process. General public also by getting the benefit/protection of the regulatory process.</p> <p>The Board will adopt a model publication scheme, which has been approved by the Scottish Information Commissioner, together with a guide to information based on guidance issued by the Commissioner.</p> <p>The model publication scheme and guide to information will replace the previous bespoke publication scheme.</p>
<p>How have stakeholders been involved in the development of this function/policy/plan?</p>	<p>The Scottish Information Commissioner carried out a review of publication schemes in 2010 and identified a number of key benefits – for public authorities and members of the public – in a more consistent approach to publication schemes across Scotland. Information on the consultation is available at http://www.itspublicknowledge.info/home/News/PublicationSchemeConsultation.asp The single model publication scheme has been produced and approved by the Commissioner.</p> <p>The Board will follow the advice issued by the Scottish Information Commissioner in adopting a model publication scheme, together with a guide to information, notifying the Commissioner as required and incorporating any comments from the Commissioner into the final document.</p>
<p>Is there any existing data and/or research relating to equalities issues in this policy area? Please summarise.</p> <p>e.g. consultations, national surveys, performance data, complaints, service user feedback, academic/consultants' reports, benchmarking (see equalities resources on OIC information portal)</p>	<p>The Board previously had policies in relation to Race Equality, Disability Equality and Gender Equality, followed by a Combined Equality Scheme, 2011 – 2013 and is in the process of adopting a Multi-Equality Strategy 2013 – 2015.</p>
<p>Could the function/policy have a differential impact on any of the following equality strands?</p>	<p>No.</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality</p>	<p>No. Information will be made available to all enquirers by a method suitable for their particular circumstances.</p>
<p>2. Sex: a man or a woman</p>	<p>No. Information will be made available to all enquirers in the same way.</p>

3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	No. Information will be made available to all enquirers in the same way.
4. Gender Reassignment: the process of transitioning from one gender to another	No. Information will be made available to all enquirers in the same way.
5. Pregnancy and maternity	No. Information will be made available to all enquirers in the same way.
6. Age: people of different ages	No. Information will be made available to all enquirers in the same way.
7. Religion or beliefs or none (atheists)	No. Information will be made available to all enquirers in the same way.
8. Caring responsibilities	No. Information will be made available to all enquirers in the same way.
9. Marriage and Civil Partnership	No. Information will be made available to all enquirers in the same way.
10. Disability: people with disabilities (whether registered or not)	No. Information will be made available to all enquirers by a method suitable for their particular circumstances.

3. IMPACT ASSESSMENT	
Does the analysis above identify any differential impacts which need to be addressed?	No. The scheme is designed to meet the needs of all enquirers.
How could you minimise or remove any potential negative impacts?	N/A
Do you have enough information to make a judgement? If no, what information do you require?	Yes

4. CONCLUSIONS AND PLANNED ACTION	
Is further work required?	No
What action is to be taken?	N/A
Who will undertake it?	N/A
When will it be done?	N/A
How will it be monitored? (e.g. through service plans)	Through the monitoring and reporting requirements of information arising from any specific duties incurred by the Board.

Signature

Date

1 February 2013

Name FRASER BELL, Clerk to the Board

Please sign and date this form, keep one copy and send a copy to HR and Performance. It should also be emailed to hrsupport@orkney.gov.uk