



4	Is the policy/function associated with any other policies of the Authority?	No - the new Policy is intended to address issues in relation to the promotion of animal welfare as well as the development of the economy and its potential adverse impact on local residents, businesses and others using the areas in which business activities are carried out, (Such as noise arising from the animal activity, control and management of animals so welfare needs are met and waste control) Fees are locally determined and are designed as far as possible to meet the costs of administering and regularizing the regime.
5	Do any written procedures exist to enable delivery of this policy/function?	<a href="http://ctfassets.net">Procedural guidance for animal activity licensing 2018 (ctfassets.net)</a> <a href="http://legislation.gov.uk">The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (legislation.gov.uk)</a> <a href="http://legislation.gov.uk">Animal Welfare Act 2006 (legislation.gov.uk)</a> Plus Statutory Guidance and Licence Conditions specific to each licensable activity
6	Are there elements of common practice not clearly defined within the written procedures?	No – Policy sets out the framework for decision making and relevant factors covered in the Legislation, Statutory Guidance and Regulations
7	Who are the main stakeholders of the policy? How are they expected to benefit?	Licence holders; Potential Licence holders; Residents or their representatives; Local businesses or their representatives; Government bodies and other external agencies, such as DEFRA, registered Veterinary Organisations; Council departments, such as Planning Control and Pollution Control, Health and safety and Food Safety Teams; Councilors as the decision makers in terms of Policy and procedure.  The benefits of the Animal Licensing Policy are that sets out the legislative framework and decision-making route in relation to matters. It provides a fair and consistent approach to animal licensing considerations, relevant factors in the decision-making process including administration, enforcement, regulation and intent for any service user; complainants and others using the vicinity where such a licence applies. The Policy provides easy to understand information regarding Animal Licence applications, access to a public register, and decision-making processes to anybody who wants it; and enables any service user to understand and comply with current legislation.

8	How will the policy/function (or change/improvement), be implemented?	<p>The Animal Welfare Licensing Policy if agreed formally by the Licensing Committee on 11/11/24 will be released for consultation for a period of 6 weeks, and if no relevant representations are received, will become Policy at the end of this period. If minor changes are needed then these will be delegated to the Head of Community Services in consultation with the Chair of Licensing and Portfolio Holder . More significant matters would result in the matter being returned to the Licensing Committee</p> <p>The Policy will then be kept under regular review and amended as appropriate.</p> <p>Once implemented, the Policy, fees, guidance, and information will be available for businesses, service users and those wishing to provide feedback or complain to the Licensing Service.</p> <p>Guidance and advice will also be available to individuals who wish to make representations (objections) to an application. These will be appropriately considered and determined in accordance with the Policy and/or legislative provisions.</p> <p>Unlicensed activity and compliance will be monitored by enforcement processes and regulatory practice.</p>
9	What factors could contribute or detract from achieving these outcomes for service users?	<p>No barriers identified. However, fees will need to be kept under review to ensure that as far as possible, these are linked to cost recovery without recourse to the General Fund.</p>
10	Is the responsibility for the proposed policy or function shared with another department or authority or organization? If so, please state?	<p>No – however several partners are consulted as part of the process as well as the Sussex Wide Animal Welfare Group</p>

### C. Data Collection on People Impacted by Policy or Function

1	Do you have monitoring data on the number of people (from different equality groups) who are using or are potentially impacted upon by your policy/ function?	<p>There is very little data regarding existing licensees available to inform this process. Currently, there are a small number of animal activity licences in existence. Details can be found on the Animal Activity Licence Register</p> <p>The Government have permitted application forms to contain anything that the Council as Licensing Authority deems appropriate, alongside the legislative provisions, Regulations and Government Statutory Guidance. This has had implications not just for previous equalities impact assessments for licensing consultation but also monitoring all Council interventions under the Equalities Act.</p> <p>The Council will not be in a position where it can proactively affect the profile of Licence holders. The Policy we adopt though will ensure that the process of obtaining a Licence will be fair and free of discrimination.</p>
2	Please specify monitoring information you have available and attach relevant information*.	<p>The information required from applicants is outlined in terms of the procedure to apply for a licence, including consultation and determination of matters within specified timescales and does not include any form of profile monitoring. In essence the same is true of any party who object to any application.</p>

3	If monitoring has NOT been undertaken, will it be done in the future or do you have access to relevant monitoring data?	<p>There is no information currently available that adequately profiles users or beneficiaries.</p> <p>An action point from this assessment will be to consider what meaningful profiling can be done of service users and the wider public, including those with disabilities that will inform future initiatives and policy to ensure there is no unequal impact on the relevant target groups.</p>
<b>D. Consultation &amp; Involvement</b>		
1	Are you using information from any previous consultations and/or local/national consultations, research or practical guidance that will assist you in completing this EIA?	The Policy is in the main revised and developed with due regard to the legislative provisions, laid down by Central Government and having had due regard to the Regulations, Legislation and Government Guidance as well as inclusion on the Public Register for the public to view and comment on as appropriate; and in part sets out how applicants should conduct themselves with regard to a wide range of issues which include equalities.
2	Please list any consultations planned, methods used and groups you plan to target (if applicable)	Consultation is planned before the Policy becomes effective and it will be kept under review and revised from time to time.
3	**What barriers, if any, exist to effective consultation with these groups and how will you overcome them?	No barriers identified

*\*\*It is important to consider all available information that could help determine whether the policy/ function could have any potential adverse impact. Please attach examples of available research and consultation reports.*

**E: The Impact – Identify the potential impact of the policy/function on different equality target groups**

	<b>Positive</b>	<b>Negative (please specify if High, Medium or Low)</b>	<b>Neutral</b>	<b>Reason</b>
Sex			X	No adverse impact identified
Pregnant women & women on maternity leave			X	No adverse impact identified
Gender Reassignment			X	No adverse impact identified
Marriage & Civil Partnership			X	No adverse impact identified
Race - include race, nationality & ethnicity (NB: the experiences may be different for different groups)			X	No adverse impact identified
Disability – physical, sensory & mental impairments	X			A responsible and transparent animal welfare licensing policy can contribute to ensuring that venues and staff of those venues are aware of vulnerable groups. The Policy (and Government Guidance/legislation) recognises the needs of vulnerable groups, and accessibility where open to the public
Age Group - specify e.g. older, younger etc.	X			The statutory organisations are consulted as part of the process in determining applications The Council may impose conditions as required in accordance with legislation and regulations

Sexual Orientation – Heterosexual, Lesbian, Gay Men, Bisexual people				No adverse impact identified
Religious/Faith groups (specify)				No adverse impact identified

As a result of completing the above what is the potential negative impact of your policy?

High       Medium       Low       Neutral

<b>F. Could you minimize or remove any negative potential impact? If yes, explain how.</b>	
Race:	N/A
Sex & Gender, including pregnancy & maternity, gender reassignment, marriage & civil partnership	N/A
Disability:	No
Age:	N/A
Sexual Orientation:	N/A
Religious/Faith groups:	N/A

<b>Also consider the following:</b>		
1	If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity for a particular equality group or for another legitimate reason?	N/A
2	Could the policy have an adverse impact on relations between different groups?	No

<b>G. EIA Action Plan</b>				
Recommendation	Key activity	When	Officer Responsible	Progress milestones
The policy has a review process and can be amended as appropriate, via the Head of Service and Licensing Chair where minor revisions and further review via Licensing Committee in the case of major revisions	Keep the policy under review after adoption for 5 years	On-going – at least annual review	Kareen Plympton	Annual review to ensure currency post adoption