

Equality Impact Assessment

Service Area: Licensing/Environmental Health and Housing

Head of Service: Jeremy Mann

Lead Officer: Katy Nicholls

Date of Assessment: 03/11/2023

Person responsible for completing the assessment: Katy Nicholls

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Name of policy/function/project/service area to be assessed:

Introduction of a Residential Park Home Licensing and Compliance Policy and associated Fees Policy

Brief description of proposal to be assessed: Consultation proposed on the introduction of a Fees Policy for residential park home sites. The policy is in respect of those fees payable for licence applications and annual fees etc., (contained within a proposed fee structure). This sits alongside a proposal to simultaneously consult upon the introduction of a Licensing and Compliance Policy for residential park home sites, in order to provide clarity to applicants and site owners in terms of the range of enforcement measures available and relevant to the residential park home licensing regime. The policy will include any specific approaches relevant to North Devon Council in the administration and regulation of the residential park home regime.

Proposed implementation date of project/proposal: The proposal is for the commencement of a period of consultation on the above policies for a potential effective date of April 2024.

Brief description of the anticipated outcomes of the proposal:

Provision	Current Arrangement	Proposed Arrangement	Comment
Residential Park Homes Fees Policy	No fees currently charged or Fees Policy in place.	New Fees Policy and fee structure to come into effect April 2024.	Fees may be charged according to associated legislation in respect of prescribed applications etc. Proposal to solely achieve cost recovery, and draft fees indicate a potential generation of circa £2.8K per annum.
Residential Park Homes Licensing and Compliance Policy.	No such policy in existence currently.	New Policy proposed to come into effect April 2024.	Proposal will increase the level of transparency and robustness surrounding this area.

Impact:

Summarise any positive impacts or benefits, any negative impacts (i.e. potential for discrimination, disadvantage or disproportionate treatment) and any neutral impacts and the evidence you have taken into account to reach this conclusion. Be aware that there may be positive, negative and neutral impacts within each characteristic. (NOTE: please refer to the Equality Strategy for the characteristics) Where an impact is unknown, state so, and identify what steps will be taken to address any gaps in data:

Neutral impact. The proposal provides for a level of equality according to the characteristics detailed. Action will be targeted in terms of enforcement on those meeting the criteria to be applied. The policy provides for an increased level of transparency surrounding the Councils approach, for which the overriding aim is one of proportionality.

Consideration of Alternatives:

Describe what alternatives have been considered and/or what actions will be taken to remove or minimise any potential negative effect identified above (attach evidence or provide link to appropriate data, reports, etc):

The initial part of the project is to undertake a period of consultation with relevant stakeholders. As such, alternatives will be considered as part of the process and

responses to the consultation will be provided in the subsequent report to Strategy and Resources Committee and prior to any recommendation for final approval.

Consultation:

Brief description of any consultation with stakeholders and summarise how it has influenced the proposal. Please attach evidence or provide link to appropriate data or reports:

Whilst there is no legislative requirement to undertake consultation. A consultation exercise with those stakeholders listed in the report will be undertaken to ensure that there is a knowledge of the full impact of the proposals. Consultation is proposed for a six week period.

Funding Considerations:

No funding considerations are relevant in terms of the proposals considering this proposal relates to the introduction of a set of associated licensing fees. These fees are intended to achieve improved recovery of the Council's associated costs in administering and regulating this regime.

Date approved by Head of Service: 03/11/2023

Reporting and Publication:

Equality Impact Assessments will be published on North Devon Council's website.

The completion of an Equality Impact Assessment is an ongoing process. Impacts will be continually reviewed during projects and the decision making process and the Assessment will be updated accordingly and published.

A further assessment will also be undertaken between 6 to 12 months following the implementation of the policy, project, decision or service change has been implemented.

Please also confirm the date on which you will be re-considering the project/report and submitting a further EIA if applicable.

The next consideration will be subsequent to the consultation. A further revision to this EIA may well be necessary after consultation has taken place, particularly if relevant comments are received.

Monitoring Arrangements:

Briefly describe the monitoring arrangements/systems that will be put in place to monitor the effects of this proposal.

Fee monitoring on a regular and annual basis in terms of the Council's budgets, this will determine any necessary fee amendments over time.

Date approved by Head of Service: 03/11/2023

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