

## EQUALITY IMPACT ASSESSMENT

<b>Name of activity:</b>	<b>Caravan and Mobile Home Fees and Policy (The Policy)</b>	<b>Date Completed:</b>	<b>06/06/23</b>
<b>Directorate / Division responsible for activity:</b>	<b>Community Services</b>	<b>Lead Officer:</b>	<b>Kareen Plympton – Health, Safety and Licensing. Team Leader.</b>
<b>Existing Activity</b>	<input type="checkbox"/>	<b>Existing service, new / proposed strategy</b>	<input checked="" type="checkbox"/>
		<b>Changing / Updated Activity</b>	<input type="checkbox"/>

### What are the aims / main purposes of the activity?

The adoption of a Mobile Homes and Caravan Site Licensing Policy sets out the framework by which Crawley Borough Council will determine matters and includes a fee structure. The purpose is to include the requirements set out in the Mobile Homes (Site Licensing (England) Regulations 2014, and includes the introduction of the fit and proper person test for owners/managers of permanent residential caravan sites under the Mobile Homes (Requirement For Manager of Site to be fit and proper person)England Regulations 2020, and its inter relationship with the Mobile Homes Act 2013

The Regulations require that should a Local Authority intend to charge fees, it must prepare and publish a Fee Policy. In in the case of Crawley Borough Council, this Policy also incorporates the “fit and proper person” requirement and reference to conditions applied to sites,

The adoption of the Policy fosters openness and transparency in the decision making process and provides a framework upon which decisions are made and also sets out the relevant matters to be considered by applicants seeking licences.

It is the new Policy and fee structure that is the subject of this equalities impact assessment, not existing services provided by the Council.

### What are the main actions and processes involved?

The Policy provides the framework within which decisions are made in relation to mobile home and caravan site licensing and the fit and proper test in respect of site managers. It also sets out the fees to be charged for this activity (where relevant.)

### Who is intended to benefit & who are the main stakeholders?

- Those persons or communities falling within the regulatory framework who by virtue of legislation must be licensed and that related activities are properly carried out and regulated.
- Persons and/or businesses wishing to apply for such a licence
- Persons occupying a site to ensure that specific standards and regulatory matters are complied with

**Have you already consulted on / researched the activity?**

The Council does not currently have any sites which would be impacted upon as a result of this Policy. If the Council wishes to charge a fee for any future operations, a Policy, inclusive of a fee structure must be adopted. Extensive research has taken place as to the practices adopted by other Authorities and this Council is a member of the Pan Sussex Caravan and Mobile Homes Group. Whilst each application is considered on its merits, this Council has mirrored the approach taken by the Pan Sussex Group to foster consistency of practice, alongside openness and transparency in decision making.

**Impact on people with a protected characteristic**

<b>Protected characteristics / groups</b>	<b>Is there an impact (Yes / No)</b>	<b>If Yes, what is it and identify whether it is positive or negative</b>
<b>Age</b>	No	Neutral – The focus of the Policy is to provide a framework, detailing the Councils approach in determining matters and the fees charged for services. It is not restricted to, or directed at, any particular group of people
<b>Disability</b>	No	Neutral – The focus of the Policy is to provide a framework, detailing the Councils approach in determining matters and the fees charged for services. It is not restricted to, or directed at, any particular group of people
<b>Gender reassignment</b>	No	Neutral – The focus of the Policy is to outline the Councils approach in determining matters and the fees charged for services. It is not restricted to, or directed at, any particular group of people
<b>Marriage &amp; civil partnership</b>	No	Neutral – The focus of the Policy is to provide a framework, detailing the Councils approach in determining matters and the fees charged for services. It is not restricted to, or directed at, any particular group of people
<b>Pregnancy &amp; maternity</b>	No	Neutral – The focus of the Policy is to provide a framework, detailing the Councils approach in determining matters and the fees charged for services. It is not restricted to, or directed at, any particular group of people
<b>Race</b>	No	Neutral – The focus of the Policy is to outline the service provision for all , and is not restricted to, or directed at, any particular group of people. There are provisions within the policy allowing for nil fees payable in specific circumstances as well as other exemptions brought about by legislation and regulations.

<b>Religion &amp; belief</b>	No	Neutral – The focus of the Policy is to outline the service provision for all and is not restricted to, or directed at, any particular group of people.
<b>Sex</b>	No	Neutral – The focus of the Policy is to outline the service provision for all c and is not restricted to, or directed at, any particular group of people.
<b>Sexual orientation</b>	No	Neutral – The focus of the Policy is to outline the service provision for all and is not restricted to, or directed at, any particular group of people.
<b>Socio economic</b>	No	Neutral – The focus of the Policy is to outline the service provision for all, and is not restricted to, or directed at, any particular group of people.

**What evidence has been used to assess the likely impacts?**

This is a new Policy and the impact has been assessed as part of the Pan Sussex Authority Working Group alongside the legal requirements placed upon the Authority to determine licences. The Policy provides a framework for decision making and fees, but each case is considered on its merits.

**What resource implications are there to deliver actions from this EIA?**

Officer time will be needed to assess applications, consider site suitability and licence conditions to be imposed as well as the assessment of the fitness and propriety of a site manager. Further resources may be called upon to determine regulatory matters to ensure compliance with the licensing regime and in the case of complaint investigation.

**Outcome following initial assessment**

Does the activity have a <b>positive</b> impact on any of the protected groups or contribute to promoting equality, equal opportunities and improving relations within target groups?	No	Neutral – The focus of the Policy is to outline the service provision for all clients, and is not restricted to, or directed at, any particular group of people..
Does the activity have a <b>negative impact</b> on any of the protected groups, i.e. disadvantage them in any way.	No	Neutral – The focus of the Policy is to outline the service provision for all clients, and is not restricted to, or directed at, any particular group of people..

Decision following initial assessment			
Introduce new / planned activity	Yes	Amend activity based on identified actions	No

Action Plan			
Impact identified	Action required	Lead Officer	Deadline
Any changes to service delivery that result from implementing the Policy may themselves need to be assessed separately for their impact on people with protected characteristics	Upon application, a separate equalities impact assessment may be required	Kareen Plympton	NA

Monitoring & Review	
Date of last review or Impact Assessment:	N/A
Date of next 12 month review:	N/A review if significant changes are made to the Policy
Date of next 3 year Impact Assessment (from the date of this EIA):	N/A– review if significant changes are made to the Policy
Signed by Person Completing:	Kareen Plympton
Date Sent to HR and Equalities Team:	06/06/2023
Approved by Head of Service:	Georgina Bouette



## Crawley Borough Council Equality Impact Assessment

Completed Equality Impact Assessment	Key findings	Future actions
<p><b>Directorate / Division:</b></p> <p><b>Function or policy name:</b></p> <p><b>Officer completing assessment (Job title):</b></p> <p><b>Date of assessment:</b></p>	<p>Community Service</p> <p><b>Caravan and Mobile Home Fees and Policy (The Policy)</b></p> <p>Kareen Plympton</p> <p>06/06/23</p>	