

equality impact assessment stage 1 quick check questionnaire



If you are planning on making a change to an existing service or policy, or launching something new, fill out this quick questionnaire to find out if you need to complete a full equality impact assessment. You can also use this form to check your current services or policies.

To find out more about the legal background to equality impact assessments, or for advice on which of your current services should be assessed, read our equality impact assessment help notes.

Section 1: About you and your service area

Your name:	R.G.J. Davies
Your service area:	Environmental health
Your director/line manager:	Helen Titterton
Your cabinet member:	Colin Greatorex

Section 2: About your plans

Name of service/policy you are assessing:	Mobile Homes Fees Policy
Is it? (please delete as appropriate)	
<ul style="list-style-type: none">A new policy/planned service	
Who are the main users of your service/policy? (please delete any that are not appropriate)	
<ul style="list-style-type: none">Residents and Operators of Residential Mobile Homes sites	
Please briefly describe why you are creating a new service/changing an existing service or reviewing current policy/service (where appropriate, include sources of evidence such as customer feedback):	
Introduction of New Legislation	

Section 3: Will your plans impact on any particular groups?

3a: Please fill in all boxes that apply in the table below. If any boxes don't apply, please leave blank.

Hints & tips Think about who will benefit from or be affected by your plans/policy. Will any particular group be negatively affected, or not able to use the service? For further guidance please see Section 3 of the help notes.

Impact of plans	Will your plans have a positive impact on this group? If so please explain why?	Will your plans have a negative impact? If so please explain why? <input checked="" type="checkbox"/> If there is a negative impact on any group(s), please complete section 4 for each group.
Groups of users		
Age ranges (indicate range/ranges)	55+ majority of mobile homes are occupied by this age group, the act was introduced as part of the Government's policy in providing housing support for older and vulnerable people.	No- The new regulatory regime is designed to improve the housing standards of this group through increased enforcement by Local Authorities and introduces new legal protections for residents. Nb It is likely that the fees approved in the policy to be levied on the owners of the sites to fund the additional regulation will be passed onto residents
Disability (physical, sensory or learning)		
Gender/sex		
Transgender/gender reassignment		
Race (includes ethnic or national origins, colour or nationality)		
Gypsies and travellers	The protections above apply to traveler sites as well	No-The protections above apply to traveler sites as well
Refugees / asylum seekers		
Sexual orientation		
Religion or belief (includes lack of belief)		
Pregnancy and maternity		
Carers or the people cared for (dependants)		
Other (please specify)		

3b: Further details

Please use this space to provide further details if necessary

Section 4: Can you justify and evidence, or lessen any impact?

4a: ☒ If you have identified a negative impact(s) on any group(s) please complete the below table for each affected each group. If any boxes don't apply, please leave blank. If you didn't identify any negative impact(s) on the previous page, skip to section 6.

Hints & tips Is there something you can do to reduce or alter any negative impact you have identified? *For example when we changed waste and recycling collections to kerbside collections, we offered disabled/less able people assisted collections.* Please list all the evidence you have gathered to support your decision(s) – this could include customer feedback, statistics, comparable policies, consultation results. If you don't have any evidence, please carry out appropriate studies and research to gather the evidence you need to support your decision(s). If you have no/insufficient evidence or cannot gather any, you will need to complete a full EIA. For further guidance, see Section 4 of the help notes.

Actions you need to take Groups of users	We will make the following change(s) to the service/policy to reduce the negative impact. Explain the change(s) and the evidence you have to support your decision? ☒ Use section 4b below if you want to give more details.	We won't make changes as we can justify our decision and there are sound reasons behind our decision. Justify why and detail the evidence you have gathered to support your decision. ☒ Use section 4c below if you want to give more details.	There is a negative impact, and we cannot justify it and/or have no, or insufficient, evidence to support our decision. ☒ You will need complete a full equality impact assessment. See the help notes for more details.
Age ranges (indicate range/ranges)		The new national legislation gives powers to charge fees to cover the additional costs. The fees must equal the costs. The legislation was designed to support this vulnerable group and the benefits outweigh the negatives. Fees are set annually through the democratic Committee process. In designing our fees policy, fees have been set in number of pitch bandings to ensure fair charging.	
Disability (physical, sensory or learning)			
Gender / sex			
Transgender / gender reassignment			
Race (includes ethnic or national origins, colour or nationality)			
Gypsies and travellers		As above	
Refugees / asylum seekers			
Sexual orientation			

Religion or belief (includes lack of belief)			
Pregnancy and maternity			
Carers or the people cared for (dependants)			
Other (please specify)			

4b: Further details on changes

Please use the space below to give more details on the changes you will make, if necessary:

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4c: Further details on justification

Please use the space below to give more details on the justification/evidence you have gathered, if necessary:

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Section 5: Your action plan

Help notes If, as a result of this assessment, you are going to adapt your plans or policy, please include details below. Please include a quick action plan and key dates that will show how you will review your decisions and when. Please include responsibility and expected outcomes. For full guidance on how to complete this section, please refer to the help notes.

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Section 6: Record your actions (delete as appropriate)

I have sent this to the equality officer for publication on the intranet and on www.lichfielddc.gov.uk	Yes
Date completed:	15-08-14