

APPENDIX SEVEN: : EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	Introduction of Additional Licensing of the Private Rented Sector Housing
Directorate / Service	Place, Environmental Health and Trading Standards
Lead Officer	David Tolley, Head of Environmental Health and Trading Standards
Signed Off By (inc date)	Roy Ormsby, Divisional Director – Public Realm
Summary – to be completed at the end of completing the QA (using Appendix A) (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA? For example, based on the QA a Full EA will be undertaken or, based on the QA a Full EA will not be undertaken as due regard to the nine protected groups is embedded in the proposal and the proposal has low relevance to equalities)	<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: green; margin-right: 10px;"></div> <p>Proceed with implementation</p> </div> <p>As a result of performing the QA checklist, this proposal does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p> <p>If this proposal is agreed and a consultation is undertaken, further equalities analysis will be submitted.</p>

Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?	Yes	This report asks Cabinet to: <ul style="list-style-type: none"> • Consider and comment on whether the Council should

consult on the adoption of the powers for Additional Licensing

- Consider and comment on the proposal outlined in Appendix three

This report asks Cabinet to consider whether consultation should take place in the Borough to introduce an Additional Licensing scheme (apart from the already designated Selective Licensing scheme). However, the Council is not committed to adopting a licensing scheme after undertaking a consultation. After consultation, this matter will be brought back to Cabinet for comment on the adoption of a licensing scheme.

The Housing Act 2004 gives the Council the power to introduce Housing Licensing Schemes for private rented properties in the whole Borough or in designated areas in order to improve standards of management in the Private Rented Sector (PRS) Under 'Additional Licensing' stipulated by the Act, the Council can designate an area or the whole Borough for a licensing scheme, providing it can demonstrate that the area is experiencing a significant proportion of the HMO's in the area that are considered to be managed sufficiently ineffectively as to give rise or likely to give rise to one or more particular problems for those occupying HMO's or for members of the public.

A licensing scheme will enable the Council to impose a legal requirement, in a designated area, on all landlords to register, apply for a licence for each property they rent out, and comply with specific licence conditions.

Through compliance with specific licensing conditions there will a direct impact upon landlords but also a direct and positive secondary impact upon those tenants living in the Private Rented Sector. In particular through raising the

			<p>housing standards in relation to health, safety and welfare of the occupants.</p> <p>Prior to designating an area, the Council must consult with interested groups such as landlords, tenants, letting agents, landlord associations and other interested parties.</p> <p>As the policy evolves the EA will be updated to reflect the output of the consultation and changes to the delivery of the scheme along with</p>
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?	Yes	If this proposal is agreed by Cabinet, all stakeholders, including landlords, tenants, letting agents, landlord associations and other interested parties, of the proposed designated areas will be invited to consultation. The consultation may help collect further information on the landlords and tenants equalities data.
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	While the Council does not hold a full register of PRS properties, the Private Sector Stock Condition Survey (2011) estimated that 41,870 properties (39% of the total) in the Borough were from the PRS.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	The analysis carried out by Mayhew Harper Associates recommended that additional licensing be introduced borough-wide, except in the areas where Selective Licensing currently operates.
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	If this proposal is agreed, all stakeholders will be invited to make comments during the consultation process.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the	Yes	If this proposal is agreed, all stakeholders will be invited to make representations.

	proposal?		
3	Assessing Impact and Analysis		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Yes	A consultation and a comprehensive research exercise will inform this.
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	A consultation and a comprehensive research exercise will inform this.
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	n/a	If this proposal is agreed, a plan will be developed.
b	Have alternative options been explored	Yes	'Do nothing' option was considered.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The result of a consultation process will be brought back to Cabinet.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	A consultation and a comprehensive research exercise will consider the protected characteristics.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	