

EQUALITY IMPACT ASSESSMENT

Name of activity:	Mobile Homes Licensing Fees Policy	Date Completed:	9/5/2022
Directorate / Division responsible for activity:	Technical Services	Lead Officer:	Neil Williamson
Existing Activity	X	New / Proposed Activity	
		Changing / Updated Activity	

What are the aims / main purposes of the activity?

Reviewed Fees Policy to support recovery costs associated with certain caravan site licensing functions

What are the main actions and processes involved?

Fees Policy to provide transparency in charging arrangements. Recovery of costs only.

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

Arun residents benefit from fees being charged to recovery costs of service delivery. Fees are charged to site licence holders

Have you already consulted on / researched the activity?

This is a review of an existing policy, no specific consultation conducted. Fees can only be charged to recovery costs.

Impact on people with a protected characteristic (What is the potential impact of the activity? Are the impacts high, medium or low?)

Protected characteristics / groups	Is there an impact (Yes / No)	If Yes, what is it and identify whether it is positive or negative
Age (older / younger people, children)	Yes	A review of fees calculations has been carried out. Concessions for single family units sites are maintained, including exempting single-family units from annual fees. Annual fees reduced for 2022.
Disability (people with physical / sensory impairment or mental disability)	No	
Gender reassignment (the process of	No	

transitioning from one gender to another.)		
Marriage & civil partnership (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	No	
Pregnancy & maternity (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	No	
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	Yes	A review of fees calculations has been carried out. Concessions for single family units sites are maintained, including exempting single-family units from annual fees. Annual fees reduced for 2022.
Religion & belief (religious faith or other group with a recognised belief system)	No	
Sex (male / female)	No	
Sexual orientation (lesbian, gay, bisexual, heterosexual)	No	
Whilst Socio economic disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	Yes	A review of fees calculations has been carried out. Concessions for single family units sites are maintained, including exempting single-family units from annual fees. Annual fees reduced for 2022.

What evidence has been used to assess the likely impacts?
Knowledge and experience from delivering these services over many years.

Decision following initial assessment			
Continue with existing or introduce new / planned activity	Yes	Amend activity based on identified actions	

Action Plan			
Impact identified	Action required	Lead Officer	Deadline

Monitoring & Review	
Date of last review or Impact Assessment:	N/A
Date of next 12 month review:	
Date of next 3 year Impact Assessment (from the date of this EIA):	

Date EIA completed:	9/5/2022
Signed by Person Completing:	N. Williamson