

Equality Impact Assessment [version 2.9]



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| Title: Bristol City Council Enforcement Policy | |
| <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state] | <input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing |
| Directorate: Growth and Regeneration | Lead Officer name: Jonathan Martin |
| Service Area: Regulatory Services | Lead Officer role: Licensing and Trading Standards Manager |

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](https://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

The EQIA covers the Councils general Enforcement Policy and ancillary policies which reflect the role of Bristol City Council as host authority to specialist teams linked to the Trading Standards Service. These are:

- Regional Investigation Team South West
- Tenants Fees Act 2019- Penalty Notice policy in its capacity as Lead Enforcement Authority & Enforcement Authority.

Specifically this proposal is to update the Tenants Fees Act Policy in line with statutory guidance and to update and clarify wording where necessary

These activities affect businesses, consumers and the general public in a number of ways, either in supporting them in compliance with a regulatory scheme or ensuring that appropriate action is taken where people or businesses are found not to be compliant.

The Tenants Fees Act Policy is required by statutory guidance and has been reviewed to update the wording of some sections and provide further clarity within them. The effect of the policy has not changed.

Legal Considerations

The Tenant Fees Act 2019 is subject to statutory guidance issued by the Government’ Ministry of Housing, Communities and Local Government (MHCLG). The guidance has been taken into account when drafting the Tenant Fees Act Policy.

1.2 Who will the proposal have the potential to affect?

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|--|---|---|
| <input checked="" type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services | <input checked="" type="checkbox"/> City partners / Stakeholder organisations | |
| Additional comments: | | |

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

| | | |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|


The Tenants Fees Act (TFA) Policy was originally assessed in the [EQIA relating to the Council's Enforcement Policies](#).

The TFA policy is undergoing a review to update wording and reflect updates to statutory guidance referred to within the policy. The changes are minor and do not change the meaning or effect of the policy.

We do not anticipate that the changes will have any new impact for staff, citizens or businesses. There are no new or emerging equality considerations since the last full EQIA was undertaken which is available at the link above.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

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| Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i> | Director Sign-Off:  |
| Date: 30/6/2021 | Date: 01/07/2021 |

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.