

Equality and Consultation Analysis

Coventry City Council

1a

Pre-consultation

About the project

Project or review	Enforcement of Display of Fees for Letting Agents and Property Management.
Service	Regulatory Services
Directorate	Place

About the person completing this form

Name	Allan Harwood
Role	Trading Standards Business Compliance Manager
Email	Alan.harwood@coventry.gov.uk
Telephone	02476 831885
Date section 1a completed	28/09/2015

1. Provide brief details of the aims of the project / review

To provide a transparent fines policy for letting agents and property management businesses when not displaying their fees correctly, as required by Part 3, Chapter 3 of the Consumer Rights Act 2015. Please refer to accompanying Cabinet Member report for full details.

Impact on service users

2. What are the possible impacts of this project / review on the following groups?

Protected characteristic	Impacts	Mitigating actions
Age	Positive impacts: None identified Negative impacts: None identified Commentary: Any further commentary / reasons for no impact.	Set out the mitigation for negative impacts.
Disability	Positive impacts: None identified. Negative impacts: None identified Commentary: Any further commentary / reasons for no impact.	Set out the mitigation for negative impacts.
Gender	Positive impacts: None identified Negative impacts: None identified Commentary: Any further commentary / reasons for no impact.	Set out the mitigation for negative impacts.
Gender Reassignment	Positive impacts: None identified Negative impacts: None identified Commentary: Any further commentary / reasons for no impact.	Set out the mitigation for negative impacts.
Marriage/Civil Partnership	Positive impacts: None identified Negative impacts: None identified Commentary: Any further commentary / reasons for no impact.	Set out the mitigation for negative impacts.
Pregnancy/Maternity	Positive impacts: None identified Negative impacts: None identified Commentary: Any further commentary / reasons for no impact.	Set out the mitigation for negative impacts.
Race	Positive impacts: None identified Negative impacts: None identified Commentary: Any further commentary / reasons for no impact.	Set out the mitigation for negative impacts.

Protected characteristic	Impacts	Mitigating actions
Religion/Belief	Positive impacts: None identified Negative impacts: None identified Commentary: Any further commentary / reasons for no impact.	Set out the mitigation for negative impacts.
Sexual Orientation	Positive impacts: None identified Negative impacts: None identified Commentary: Any further commentary / reasons for no impact.	Set out the mitigation for negative impacts.
Looked After Children	Positive impacts: None identified Negative impacts: None identified Commentary: Any further commentary / reasons for no impact.	Set out the mitigation for negative impacts.
Carers	Positive impacts: None identified Negative impacts: None identified Commentary: Any further commentary / reasons for no impact.	Set out the mitigation for negative impacts.
Deprivation (e.g. income, educational attainment, worklessness)	Positive impacts: None identified Negative impacts: None identified Commentary: Any further commentary / reasons for no impact.	Set out the mitigation for negative impacts.

3. Have you considered social value requirements as part of this project/review?

Please note that this question only applies if you are intending to outsource / commission the service / project under review. Please refer to the Council’s Social Value Policy for further information.

Not applicable to this project.

Impact on the workforce

4. How many staff belong to the following categories?

No workforce are affected by the proposals.

5. What are the likely impact of this project / review on different groups of staff?

Not applicable

6. Do you plan to undertake formal consultation as part of this project?

Yes No

No equalities issues have been identified.

7. Has a report to elected members been prepared in relation to this work?

Yes


No

Web link to the report:

Insert link to the report (usually <http://moderngov.coventry.gov.uk/...>).


1b

Post-consultation

 **The section below should be completed following consultation.**

Name	What is your name?
Date section 1b completed	Choose a date.

8. Please update the equality impacts on service users (question 2) as required.

 Please update this table to reflect any new information that may have come to light during the consultation process. Under mitigating actions, please identify the directly responsible individual (Council officer or named person in an external provider) responsible for completing the action and timescales for doing so.

9. What were the key findings from the consultation process?

Please state the key findings.

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes No


If yes, please state what has changed.

11. Have any of the preferred delivery options or service model(s) changed in order to promote health outcomes?

Yes No

If yes, please state what has changed and what health outcomes are being promoted.

12. Please update the equality impact on the workforce (question 4) as required.

 Please update this table to reflect any new information that may have come to light during the consultation process and any changes to the workforce.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

There will be no equality impact if the proposed option is implemented	<input type="checkbox"/>
There will be positive equality impact if the proposed option is implemented	<input type="checkbox"/>
There will be negative equality impact if the proposed option is implemented but this can be objectively justified	<input type="checkbox"/>

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes No

If yes, please state the name of the programme:

Enter the name of the programme.

15. Approvals from Director and Cabinet Member

Name	Date
Director: Name of Director.	Click here to enter date agreed.
Cabinet Member: Name of Cabinet Member.	Click here to enter date agreed.

16. Please detail below any committees, boards or panels that have considered this analysis.

Name	Date	Chair	Decision taken
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.

Next steps

Please send the completed pre-consultation form to the Chief Executive’s Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian.

Version control

Find the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)