

## REPORT TO CABINET

<b>Open</b>		Would any decisions proposed :			
<b>Any especially affected Wards</b>	<b>Mandatory/ Discretionary/ Operational</b>	Be entirely within Cabinet's powers to decide		YES	
		Need to be recommendations to Council		YES	
		Is it a Key Decision		NO	
Lead Member: Cllr J Rust E-mail: cllr.jo.rust@west-norfolk.gov.uk		Other Cabinet Members consulted:			
		Other Members consulted:			
Lead Officer: Mark Whitmore E-mail: mark.whitmore@west-norfolk.gov.uk Direct Dial: 01553 616654		Other Officers consulted: S. Quinn, G Jackson-Hopps			
Financial Implications YES/NO	Policy/ Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO	Environmental Considerations YES/NO

Date of meeting: 29th August 2023

### **UPDATE TO VARIOUS HOUSING STANDARDS POLICIES TO REFLECT PROCEDURAL CHANGES, BEST PRACTICE, CASE LAW AND STATUTORY GUIDANCE ETC.**

#### **Recommendation**

To approve the adoption of the following changes as detailed within the relevant appendices;

#### **Appendix A**

A1) To update the HMO amenity standards previously updated 10 years ago at Council on the 27<sup>th</sup> September 2012. This update is required in order to provide clarity with regards relevant requirements and to ensure that differing types of HMOs are fully referenced.

A2) To adopt and publish standards with regards single family dwellings in order to provide landlords with a convenient and understandable guidance as to what is expected in private rented properties.

#### **Appendix B**

To update the adopted statement of principles with regard civil penalties in accordance with the Housing Standards - Financial penalties under the Housing Act 2004 and Housing and Planning Act 2016 previously adopted policy (Council - 22<sup>nd</sup> February 2018) and to adopt the use of Rent Repayment Orders and Banning Orders.

#### **Appendix C**

C1) To update the Unauthorised Encampments Protocol to ensure that the protocol reflects the latest legislation applying to unauthorised encampments and to provide the relevant agencies and the wider public with clear guidance as to how the Borough Council and other agencies will respond to, and manage, unauthorised encampments within the local authority area.

#### **Appendix D**

D1) Adoption of amendments to the standard single family caravan site licence conditions for relevant protected sites.

D1) Adoption of amendments to the standard multi-site caravan site licence conditions for relevant protected sites.

## **Reason for Decision**

To bring various policies and procedures up to date in line with operational requirements, best practice and relevant legislation and guidance. This will allow Housing Standards to operate and enforce in respect of various activities more efficiently and transparently.

## **1 Background**

The background to each policy or procedure is included within each appendices.

## **2 Options Considered**

No further options considered beyond the scope of the proposed changes.

## **3 Policy Implications**

As per each appendices.

Further amendments to these policies, procedures and standards will be authorised as required by the relevant Assistant Director in consultation with the relevant Member and Executive Director where appropriate.

## **4 Financial Implications**

None

## **5 Personnel Implications**

None

## **6 Environmental Considerations**

In accordance with relevant statutory guidance.

## **7 Statutory Considerations**

The proposed standards have been prepared with reference to relevant legislation and statutory and non-statutory guidance.

## **8 Equality Impact Assessment (EIA)**

(Pre screening report template attached)

## **9 Risk Management Implications**

None identified

## **10 Declarations of Interest / Dispensations Granted**

None

## **11 Background Papers**

Relevant Published, Statutory and Non-Statutory guidance and standards.

**Pre-Screening Equality Impact Assessment**

Borough Council of  
**King's Lynn & West Norfolk**



Name of policy/service/function	Update to various policies and procedures included in the Appendices.				
Is this a new or existing policy/service/function?	Existing				
<p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations</p>	<p>To bring various policies and procedures up to date in line with operational requirements, best practice and relevant legislation and guidance. This will allow Housing Standards to operate and enforce in respect of various activities more efficiently and transparently.</p>				
<b>Question</b>	<b>Answer</b>				
<p><b>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			X	
	Disability			X	
	Gender			X	
	Gender Re-assignment			X	
	Marriage/civil partnership			X	
	Pregnancy & maternity			X	
	Race			X	
	Religion or belief			X	
	Sexual orientation			X	
	Other (eg low income)			X	

Question	Answer	Comments
<p><b>2.</b> Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</p>	Yes/ No	
<p><b>3.</b> Could this policy/service be perceived as impacting on communities differently?</p>	Yes/ No	
<p><b>4.</b> Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</p>	Yes/ No	
<p><b>5.</b> Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	Yes/ No	<p><b>Actions:</b> No actions proposed</p>
		<p><b>Actions agreed by EWG member:</b></p> <p>.....</p>
<p><b>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</b></p>          <p><b>Decision agreed by EWG member:</b> .....</p>		
<p><b>Assessment completed by:</b></p> <p><b>Name</b></p>	<p>Gordon Jackson-Hopps (EWG Member)</p>	
<p><b>Job title</b></p>	<p>Senior Housing Standards Officer</p>	
<p><b>Date</b></p>	<p>18<sup>th</sup> July 2023</p>	