

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS

This is a record of a decision taken by an officers under delegated powers and where necessary taken in consultation with members and officers.

REPORT TITLE:	REVIEW OF FEES FOR ACTIVITIES INVOLVING ANIMALS LICENSING
OPEN/EXEMPT	OPEN
LEAD OFFICER	LORRAINE GORE
IS DECISION SUBJECT TO CALL IN?:	YES
DATE DECISION ADVERTISED:	Friday 13th October 2023
DATE OF DECISION:	Friday 20th October 2023
DEADLINE FOR CALL IN:	Friday 27th October 2023
PRE-SCREENING EQUALITY IMPACT ASSESSMENT COMPLETED:	YES

Delegated Power

As approved by Cabinet (CAB69) on 2nd October 2018, The Council has delegated authority to the Executive Director of the appropriate services (in consultation with the relevant portfolio holder and the Leader) to vary charges having regard to market conditions and the Council's policy framework.

Decision Taken

To increase fees relative to animal welfare licensing in accordance with the attached report.

Reasons for the Decision

To ensure full cost recovery of the function, having calculated the actual costs of providing the service over a 3 year period.

Details of alternative options, if any, considered and rejected.

No increase – not an option as the Council would be delivering the service at a loss.
Phased increase – Fees have remained the same since the introduction of the new licensing regime in October 2018. Losses have already been made and have not been taken into account when recalculating fees.

Any declarations of interest and details of any dispensations granted in respect of interests (in relation to officers and any Members consulted).

None

List of Background papers

Open for Business: LGA guidance on locally set licence fees

BIS Guidance for Business on the Provision of Services Regulations

Animal Welfare Licence Fees – a Practical Guide to Fee Setting (Non Statutory DEFRA Guidance)

Authorisation

Post Held: Chief Executive [REDACTED]

Signature [REDACTED]

Date

13/10/23

Consultation with members/officers

If the decision is taken following consultation with the members/officers, please give details:

Name of Members/officers consulted:

Portfolio Cllr Sandra Squire and Leader Cllr Terry Parish

Signed by Member/officer as consulted: [REDACTED]

Date: 29.08.2023 [REDACTED]

Pre-Screening Equality Impact Assessment

Borough Council of King's Lynn & West Norfolk



Name of policy/service/function		Licensing, Legal Services & Licensing				
Is this a new or existing policy/ service/function?		Existing				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations		Review of fees for animal welfare licensing services to ensure ongoing cost recovery of the function as permitted in the legislation and associated guidance.				
Question		Answer				
<p>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 according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</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			✓	
		Disability			✓	
		Gender			✓	
		Gender Re-assignment			✓	
		Marriage/civil partnership			✓	
		Pregnancy & maternity			✓	
		Race			✓	
		Religion or belief			✓	
		Sexual orientation			✓	
Other (eg low income)			✓			
Question	Answer	Comments				
2. 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?	No					
3. Could this policy/service be perceived as impacting on communities differently?	No					
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No					
5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	No	Actions:				
		Actions agreed by EWG member: Name				
Assessment completed by: Name	Marie Malt					
Job title	Date: 1 st September 2023					
<p>Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.</p>						