

**Impact and Needs/Requirements Assessment (INRA)**  
**Initial Screening**

Initial screening needs to take place for all new/revised Council policies. ‘Policy’ needs to be understood broadly to include all Council policies, strategies, services, functions, activities and decisions. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an INRA for this activity.

<b>Name of Policy:</b>	Scrap Metal Dealers Act 2013 – setting of fee levels
<b>Lead Officer (responsible for assessment):</b>	Karen See, Principal Environmental Health Officer (Domestic)
<b>Department:</b>	Environmental Services
<b>Others Involved in the Assessment (i.e. peer review, external challenge):</b>	
<b>Date Initial Screening Completed:</b>	17 <sup>th</sup> September 2013

(a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

The Scrap Metal Dealers Act 2013 will come into force in October 2013. The Act requires a scrap metal dealer to obtain a licence from the local authority in order to carry on their business whether that is operating as a site or as a mobile collector of scrap. The licensing authority has to satisfy itself that an applicant is a suitable person to carry on a business. In considering their suitability authorities must have regard to any relevant information, including any previous convictions for relevant offences. Record keeping requirements for scrap metal brought and sold are specified. The Act provides that an application for a licence must be accompanied by a fee, which is set locally by each local authority on a cost recovery basis. Each local authority must ensure therefore that the income from fees charged does not exceed the cost of providing the service. I consider that at this early stage we have estimated with care and some degree of certainty the actual costs of administering this Act. However certain costs have not been included (for example those of arranging a licensing hearing if applicants are not considered suitable etc) and an assessment of these can only accurately identified following a period of operating under this new regime and having the actual evidence base on which to revisit officer and Member time and the resultant local authority costs. One important point to note is that the licence fee cannot be used to support enforcement activity against unlicensed scrap metal dealers.

(b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

Scrap metal dealers.  
Local authority – the fee is an essential component of the new scrap metal licensing regime as it will provide local authorities with the funding needed to administer the regime and ensure compliance.

**(c) Is this assessment informed by any information or background data?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

Initial Site licence fee	£300.00
Site licence renewal	£175.00
Initial Collectors licence fee	£200.00
Collectors licence renewal	£140.00
Variation for both licences	£60.00

**(d) Does this policy have the potential to cause an impact (positive, negative or neutral) on different groups in the community, on the grounds of (please tick all that apply):**

**Ethnicity**  
**Gender**  
**Disability**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Age**  
**Religion and Belief**  
**Sexual Orientation**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Please explain any impact identified (positive, negative or neutral):** i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

Consider that there will be neutral effect on the above grounds as the main effect will be on the business community and the fact that this is a new requirement for them to comply with new legislation, resulting in an additional cost to the business. There will be a greater expectation from legitimately licensed and compliant scrap metal dealers for local authorities and the police to pro-actively identify and take action against those rogue or unlicensed dealers.

- (e) Does the policy affect service users or the wider community?**
- (f) Does the policy have a significant effect on how services are delivered?**
- (g) Will it have a significant effect on how other organisations operate?**
- (h) Does it involve a significant commitment of resources?**
- (i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc?**

<b>NO</b>

If you have answered **YES** to any of the questions above, then it is necessary to proceed with a full equality impact assessment. If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Head of Service and then referred to the Council's Equal Opportunities Working Group (EOWG) for scrutiny and verification. Please forward completed and signed forms to Nicole Pema, Principal HR Officer.

**Signatures:**

**Completing Officer:** Karen See **Date:** 17/09/13

**Head of Service:** Liz Knox **Date:** 17/09/13