



January 30th, 2025

Chairperson: Councillor P Catney

Vice-Chairperson: Councillor G Hynds

Aldermen: J Baird, O Gawith, A McIntyre, S Skillen, J Tinsley

Councillors: S Burns, A Gowan, P Kennedy, G McCleave, C McCready, M McKeever, R McLernon, N Parker

Ex Officio:

The Right Worshipful the Mayor, Councillor K Dickson

Deputy Mayor, Councillor R Carlin

Notice Of Meeting

A meeting of the Environment and Sustainability Committee will be held on **Wednesday, 5th February 2025 at 6:00 pm** for the transaction of the undernoted Agenda.

David Burns
Chief Executive

Agenda

1.0 Apologies

2.0 Declaration of Interests

- (i) conflict of interest on any matter before the meeting (Members to confirm the specific item)
- (ii) pecuniary or non-pecuniary interest (Member to complete disclosure of interest form)

📎 *Disclosure of Interests form Sept 24.doc*

Page 1

3.0 Report by the Acting Head of Service (Environmental Health, Risk and Emergency Planning)

3.1 Fixed Penalty for The Electrical Safety Standards for Private Tenancies Regulations (Northern Ireland) 2024

📎 *Item 3.1 - Report PTO Electrical Safety FPN (f).pdf*

Page 3

📎 *Item 3.1 - Appendix 1 EH - PTO Electrical Safety correspondence from DfC (5).pdf*

Page 6

📎 *Item 3.1 - Appendix 2 EH - PTO FPN Regulatory Impact Assessment DfC (2).pdf*

Page 8

3.2 Transfer of Landlord Registration Scheme to Local Councils

📎 *Item 3.2 - Report - Landlord Registration Scheme Update (ff).pdf*

Page 14

📎 *Item 3.2 - Appendix 3 EH - Landlord Registration Scheme Additional Information.pdf*

Page 16

📎 *Item 3.2 - Appendix 4 EH - Landlord Registration Scheme Equality Screening.pdf*

Page 19

4.0 Any Other Business

LISBURN & CASTLEREAGH CITY COUNCIL

1

MEMBERS DISCLOSURE OF INTERESTS

1. Pecuniary Interests

The Northern Ireland Local Government Code of Conduct for Councillors under Section 6 requires you to declare at the relevant meeting any pecuniary interest that you may have in any matter coming before any meeting of your Council.

Pecuniary (or financial) interests are those where the decision to be taken could financially benefit or financially disadvantage either you or a member of your close family. A member of your close family is defined as at least your spouse, live-in partner, parent, child, brother, sister and the spouses of any of these. Members may wish to be more prudent by extending that list to include grandparents, uncles, aunts, nephews, nieces or even close friends.

This information will be recorded in a Statutory Register. On such matters **you must not speak or vote**. Subject to the provisions of Sections 6.5 to 6.11 of the Code, if such a matter is to be discussed by your Council, **you must withdraw from the meeting whilst that matter is being discussed**.

2. Private or Personal Non-Pecuniary Interests

In addition you must also declare any significant private or personal non-pecuniary interest in a matter arising at a Council meeting (please see also Sections 5.2 and 5.6 and 5.8 of the Code).

Significant private or personal non-pecuniary (membership) interests are those which do not financially benefit or financially disadvantage you or a member of your close family directly, but nonetheless, so significant that could be considered as being likely to influence your decision.

Subject to the provisions of Sections 6.5 to 6.11 of the Code, you must declare this interest as soon as it becomes apparent and **you must withdraw from any Council meeting (including committee or sub-committee meetings) when this matter is being discussed**.

In respect of each of these, please complete the form below as necessary.

Pecuniary Interests

Meeting (Council or Committee - please specify and name):

Date of Meeting: _____

Item(s) in which you must declare an interest (please specify item number from report):

Nature of Pecuniary Interest:

Private or Personal Non-Pecuniary Interests

Meeting (Council or Committee - please specify and name):

Date of Meeting: _____

Item(s) in which you must declare an interest (please specify item number from report):

Nature of Private or Personal Non-Pecuniary Interest:

Name:

Address:

Signed:

Date:

| | |
|--|--|
| | |
|--|--|

*If you have any queries please contact David Burns, Chief Executive,
Lisburn & Castlereagh City Council*

| | |
|---------------------|--|
| Committee: | Environment & Sustainability |
| Date: | 5 February 2025 |
| Report from: | Head of Service (Acting) - Environmental Health, Risk and Emergency Planning |

| | |
|------------------|---|
| Item for: | Decision |
| Subject: | Fixed Penalty for The Electrical Safety Standards for Private Tenancies Regulations (Northern Ireland) 2024 |

| | |
|-----|---|
| 1.0 | <u>Background and Key Issues</u> |
| 1.1 | The Council has received notification from Department for Communities that The Electrical Safety Standards for Private Tenancies Regulations (Northern Ireland) 2024 were made on 27 November 2024 (Appendix 1 EH). These Regulations emanate from Section 10 of the Private Tenancies Act (Northern Ireland) 2022, and the intent is to reduce the risk of injury or death, caused by an electrical fault within private rental properties. |
| 1.2 | The deadlines for compliance are as follows: <ul style="list-style-type: none"> • New tenancies must be compliant from 1 April 2025 • Existing tenancies must be compliant by 1 December 2025 or the date the first electrical inspection and testing is carried out. |
| 1.3 | The Regulations introduce electrical safety standards for private rental properties and a landlord must: <ul style="list-style-type: none"> • Ensure a rental property has its hardwired electrical installation inspected and tested by a qualified electrician every five years, or less if the most recent report specifies a shorter timeframe. • Following the inspection, obtain a report from the qualified electrician confirming whether the property has met the industry standard and passed, or if the report identifies a fault take remedial action within the required timescale. • Retain a copy of this report until the next inspection and test is due. • Provide a copy of the report to the tenant within 28 days of receipt and also to the Council within 7 days on request. |
| 1.4 | A landlord who commits an offence under this enactment is liable on summary conviction to a fine not exceeding level 5 (maximum £5000) on the standard scale, or a Fixed Penalty Notice of maximum one fifth of this amount as set by Council. Therefore, the maximum Fixed Penalty Notice charge permitted to be set by Council is £1,000. |
| 1.5 | Other councils have indicated their intention to set the Fixed Penalty offence amount at a similar level. DFC have confirmed no financial support for this function will be provided to Council on the basis that this statute permits Council to issue fixed penalty notices to offset the cost of this enforcement. |

| | |
|-----|--|
| 1.6 | Discussions have taken place with other Councils, and it is proposed that all Councils adopt a maximum fixed penalty of £1,000 in relation to Electrical Safety Standards for Private Tenancies Regulations (Northern Ireland) 2024. |
| 2.0 | <p><u>Recommendation</u></p> <p>It is recommended to approve the Fixed Penalty level offence amount at £1,000 for the Electrical Safety Standards for Private Tenancies Regulations (Northern Ireland) 2024 as applied by Article 68A of the Private Tenancies Order (Northern Ireland) 2006.</p> |

| | | |
|-----|---|----|
| 3.0 | <p><u>Finance and Resource Implications</u></p> <p>The Fixed Penalty regime introduced for the new offences may provide some income, but it will not cover any additional staffing and administrative resources which may be required. Setting the Fixed Penalty to the maximum amount is a key consideration in the absence of any financial support to implement this important legislation. This is a new element to the existing Private Tenancy enforcement requirements and Environmental Health, Risk and Emergency Planning Unit will deliver this function within existing allocated resources.</p> | |
| 4.0 | <p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p> | |
| 4.1 | Has an equality and good relations screening been carried out? | No |
| 4.2 | <p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out</p> <p>Legislative requirement.</p> | |
| 4.3 | Has a Rural Needs Impact Assessment (RNIA) been completed? | No |
| 4.4 | <p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>Legislative requirement. Regulatory Impact Assessment (RIA) from DfC attached as Appendix 2 EH.</p> | |

| | |
|--------------------|--|
| Appendices: | <p>Appendix 1 EH - Letter from the Department for Communities Appendix 2 EH - Regulatory Impact Assessment (RIA) from DfC</p> |
|--------------------|--|



Date: 10 December 2024

Dear Stakeholder

THE ELECTRICAL SAFETY STANDARDS FOR PRIVATE TENANCIES REGULATIONS (NORTHERN IRELAND) 2024

This letter is to advise you that the Regulations were made on 27th November 2024.

These Regulations emanate from Section 10 of the Private Tenancies Act (NI) 2022, and the intent is to reduce the risk of injury or death, caused by an electrical fault within private rental properties.

The deadlines for compliance are as follows:

- New tenancies must be compliant from **1 April 2025**
- Existing tenancies must be compliant by **1 December 2025** or the date the first electrical inspection and testing is carried out.

A new tenancy means a tenancy granted on or after 1 April 2025, an existing tenancy means a private tenancy which is granted before 1 April 2025.

The Regulations introduce electrical safety standards for private rental properties and a landlord must:

- Ensure a rental property has its hardwired electrical installation inspected and tested by a qualified electrician every five years, or less if the most recent report specifies a shorter timeframe.
- Following the inspection obtain a report from the qualified electrician confirming whether the property has met the industry standard and passed, or if the report identifies a fault take remedial action within the required timescale.
- Retain a copy of this report until the next inspection and test is due.
- Provide a copy of the report to the tenant within 28 days of receipt and also to the council within 7 days on request.



Having a five-yearly inspection of a private rented property's hardwired electrical installation will benefit both landlords and tenants as it will identify and allow corrective action to be taken:

- ✓ if any part of the electrical installation is overloaded;
- ✓ there are any potential electric shock risks and fire hazards;
- ✓ there is any defective electrical work, or
- ✓ if there is a lack of earthing or bonding which are the two mechanisms built into electrical installations to prevent electrical shocks.

The Regulation and associated guidance notes (which includes an animation) can be accessed via the following link:

<https://www.communities-ni.gov.uk/articles/electrical-safety-standards-private-tenancies-regulations-northern-ireland-2024>

Once the compliance dates for new tenancies and existing tenancies have been reached, it will be a prosecutable offence for landlords not to comply with these standards.

If you have any queries on the introduction of the Regulations, please use the following contact points:

1. ✉: prs@communities-ni.gov.uk;
2. By telephone (028) 9082 3425; or
3. By written request to Audrey Fallon, Department for Communities, Private Rented Branch, Level 4 Causeway Exchange, 1-7 Bedford Street, BELFAST BT2 7EG.

I trust you find this information helpful.

Yours sincerely

JULIE LAVERY

DfC Housing, Private Rented Branch

| | | | |
|---|---|--|--|
| Title: The Electrical Safety Standards for Private Tenancies Regulations | Regulatory Impact Assessment (RIA) | | |
| | Date: 27.4.23 | | |
| | Type of measure: Secondary Legislation | | |
| Lead department or agency: Department for Communities and Local Government | Stage: Initial | | |
| | Source of intervention: Domestic NI | | |
| Other departments or agencies: N/A | Contact details: | | |
| | XXXXXXXXXXXXXXXXXXXXXXXX | | |
| | XXXXXXXXXXXXXXXXXXXXXXXX | | |

Summary Intervention and Options

What is the problem under consideration? Why is government intervention necessary? (7 lines maximum)
 Northern Ireland is the only UK jurisdiction that has not legislated within the Private Rented Sector to regulate against unnecessary fatalities and injuries occurring due to faults with the property’s hard-wired electrical installation. Legislating for 5-yearly certified electrical installation checks to be completed by a qualified electrician can substantially reduce the risk of death or serious injury, such as electric shock, burns or from fire. A recent survey conducted by ‘Censuswide’ consulting private renters in Northern Ireland found 31% had broken sockets/light switches, 28% had experience exposed wiring, 27% had experienced broken, damaged, or overheating electrical appliances provided by the landlord, and 25% had experience frequent tripping of the fuse box.

What are the policy objectives and the intended effects? (7 lines maximum)
 The objective is to bring forward Regulations which maintain parity with other UK jurisdictions to reduce the risk of injury or death caused by an electrical fault and ensure the rental property meets the required electrical safety standard. That will be achieved by making it compulsory for landlords to have 5-yearly certified electrical inspections undertaken of the property’s hard-wired electrical installation by a qualified electrician and take corrective remedial action on any identified faults. Additionally, if a fault is reported by a tenant or identified by a local council Environmental Health Officer between certification checks the onus will be on the landlord to have the fault investigated and take any necessary rectifying remedial action.

What policy options have been considered, including any alternatives to regulation? Please justify preferred option (further details in Evidence Base) (10 lines maximum)

Option 1: Do nothing – up to landlords to decide if they want to complete regular electrical inspections.

Option 2: Regulate for 5-yearly certification checks on hard-wired electrical installation in private rented properties.

Option 3: Regulate for 5-yearly certification checks and PAT testing of all electrical appliances supplied by landlord.

Will the policy be reviewed? Yes post-consultation **If applicable, set review date:** October 2023

| Cost of Preferred (or more likely) Option | | |
|---|---|---|
| Total outlay cost for business £m | Total net cost to business per year £m | Annual cost for implementation by Regulator £m |
| £XXXXXXXXXX (every 5 years) | £XXXXXXXXXX | £0 |

| | | | | |
|--|---|---|--|---|
| Does Implementation go beyond minimum EU requirements? | N/A | | | |
| Is this measure likely to impact on trade and investment? | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | | |
| Are any of these organisations in scope? | Micro Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Small Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Medium Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Large Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |

The final RIA supporting legislation must be attached to the Explanatory Memorandum and published with it.

Approved by: XXXXXXXXXXXX Date:

Summary: Analysis and Evidence

Policy Option 2

Description: The Electrical Safety Standards for Private Tenancies Regulations (Northern Ireland) 2024

ECONOMIC ASSESSMENT (Option 2)

| Costs (£m) | Total Transitional (Policy) | | Average Annual (recurring) | Total Cost |
|---------------|-----------------------------|---------------------------|---------------------------------------|-----------------|
| | (constant price) | Years | (excl. transitional) (constant price) | (Present Value) |
| Low | Optional | repeat cost every 5 years | Optional | Optional |
| High | Optional | | Optional | Optional |
| Best Estimate | £XXXXXXXXXX | | £XXXXXXXXXX | £XXXXXXXXXX |

Description and scale of key monetised costs by 'main affected groups' Maximum 5 lines
 Private rented landlords are the main group. Electrical inspection 5 yearly checks will be required for every rental, estimated at £XXXXXXXXXX per inspection. The 2021 Census reflected 123,779 private rented households which taken as a high end estimated equates to a total spend of £XXXXXXXXXX. Obviously further electrical work may be needed if a fault is detected, or indeed remedial work may be required to make the property safe which will generate more expenditure, but in all of this the health and safety of tenants in rental properties

Other key non-monetised costs by 'main affected groups' Maximum 5 lines
 NIFRS statistics reflect 8 fatalities per year and 69 injuries per year requiring hospital treatment. Utilising Ministry of Housing, Communities and Local Government data: Cost of a life estimated at £XXXXXXXXXX x 8 NIFRS est annual fatalities = £XXXXXXXXXX per year. Serious injury = £XXXXXXXXXX, Minor injury = £XXXXXXXXXX Assumption 34 serious injuries & 35 minor injures = £XXXXXXXXXX x 34 + £XXXXXXXXXX x 35 = £XXXXXXXXXX + £XXXXXXXXXX = £XXXXXXXXXX per year. (£XXXXXXXXXX + £XXXXXXXXXX = £XXXXXXXXXX per year) Over 10 years = £XXXXXXXXXX

| Benefits (£m) | Total Transitional (Policy) | | Average Annual (recurring) | Total Benefit |
|---------------|-----------------------------|---------|---------------------------------------|-----------------|
| | (constant price) | Years | (excl. transitional) (constant price) | (Present Value) |
| Low | Optional | One off | Optional | Optional |
| High | Optional | | Optional | Optional |
| Best Estimate | £XXXXXXXXXX | | £XXXXXXXXXX | £XXXXXXXXXX |

Description and scale of key monetised benefits by 'main affected groups' Maximum 5 lines
 The key benefit for the main affected group (private rented landlords) will be enhanced health and safety measures deployed within their properties to protect tenants from fatality and injury. Aligned to that is the protection of the building and contents. The 2021 census reflects a figure of 123,779 private rented households and NIFRS statistics reflect 8 fatalities in dwelling fires in NI since November 2022 and a 14% increase in incidents.

Other key non-monetised benefits by 'main affected groups' Maximum 5 lines
 The value of a prevented fatality is £XXXXXXXXXX. The value of minor injury prevented is £XXXXXXXXXX. The value of serious injury prevented is £XXXXXXXXXX. (These monetised figures are taken from the Ministry of Housing, Communities and Local Government (MHCLG) and their Impact Assessment for 'Sprinklers and other fire safety measures in high-rise blocks of flats' of May 2020). The UK value of a prevented fatality is £XXXXXXXXXX as per "A scoping study of the valuation of risks to life and health": the monetary Value of a Life year (VOLY) Published 28 July 2020.

Key Assumptions, Sensitivities, Risks Maximum 5 lines
 Taking NI 2021 census figure of 123,779 private rental households as maximum indicator of private rented properties.
 £XXXXXXXXXX estimate per property for certified check to be completed.
 Utilising key statistics as best indicator to predict estimates on non-monetised benefits for the private rented sector.

BUSINESS ASSESSMENT (Option 2)

| | | |
|---|-----------------------|--------------------|
| Direct Impact on business (Equivalent Annual) £m | | |
| Costs: £XXXXXXXXXX | Benefits: £XXXXXXXXXX | Net: + £XXXXXXXXXX |

Cross Border Issues (Option 2)

How does this option compare to other UK regions and to other EU Member States (particularly Republic of Ireland) Maximum 3 lines
 All jurisdictions have the same requirements – private rented properties will be inspected every 5 years by a qualified electrician in order to have a certified report that the property has no identified problem with the hard-wired electrical installation, or alternatively have attention drawn to any remedial action which needs undertaken.

Evidence Base

There is discretion for departments and organisations as to how to set out the evidence base. It is however desirable that the following points are covered:

- Problem under consideration;
- Rationale for intervention;
- Policy objective;
- Description of options considered (including do nothing), with reference to the evidence base to support the option selection;
- Monetised and non-monetised costs and benefits of each option (including administrative burden);
- Rationale and evidence that justify the level of analysis used in the RIA (proportionality approach);
- Risks and assumptions;
- Direct costs and benefits to business;
- Wider impacts (in the context of other Impact Assessments in Policy Toolkit Workbook 4, economic assessment and NIGEAE)

Inserting text for this section:

Text can be pasted from other documents as appropriate.

Problem under consideration

The lack of mandatory regular certified electrical safety checks within the private rented sector to ensure adequate health and safety measures are in place. Five yearly certified checks of a property's hard-wired electrical installation will protect against fatalities or injuries to tenants and in addition prevent against potential damage to the property.

Rationale for intervention

The rationale is to prevent future death or injury by caused by faulty electrical wiring within private rented properties. According to the Northern Ireland Fire and Rescue Service (NIFRS) 406 fires were started due to an electrical fault causing the ignition. Intervention will protect all tenants (adults and children) to live in accommodation that is checked for electrical faults on a regular basis reducing the risk of death, injury and avoiding to the property and possessions.

Policy objective

The objective is to regulate to improve the health and safety measures deployed within private rented properties by introducing certified 5-yearly inspections of a property's hard-wired electrical installation to reduce the risk of injury or death caused by electrical faults.

Description of options considered (including do nothing), with reference to the evidence base to support the option selection.

Option 1: Do nothing – up to landlords to decide if they want to complete regular electrical inspections. This option will not produce parity with other UK jurisdictions in regulating for better health and safety measures to be implemented within private rented properties.

Option 2: Regulate for 5-yearly certification checks on hard-wired electrical installation in private rented properties. This option delivers legislative parity with other UK jurisdictions and regulates to make it mandatory for private rented landlords to have certified electrical safety checks completed on a rental property's hard-wired electrical installation by a qualified electrician every on a 5-yearly basis. That will focus attention on any arising health and safety issues, and the electrician's initial report will list any necessary remedial action that needs to take place within specified timelines before sign-off that the property meets the appropriate electrical safety standard.

Option 3: Regulate for 5-yearly certification checks on hard-wired electrical installation in private rented properties and PAT testing of all electrical appliances supplied by landlord. This option mirrors Option 2 above but goes further in making PAT testing mandatory. Although it is fully recognised that PAT testing adds another layer of protection it is recognised that enforcement measures would be more complex given that the testing date on appliances will differ and appliances

will need tested in the region of every 3-6 months dependent on appliance. This means PAT testing would not be easily linked to the 5-yearly certification process.

Evidence bases for Option 2 – Preferred option

The evidence bases to have selected Option 2 as the preferred option relates to an analysis of the legislative journeys and analysis undertaken by other jurisdictions in formulating their electrical safety regulations.

England:

[Guide for tenants: electrical safety standards in the private rented sector - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guide-for-tenants-electrical-safety-standards-in-the-private-rented-sector)

Scotland:

[SG+STATUTORY+GUIDANCE+ON+ELECTRICAL+INSTALLATIONS+AND+APPLIANCES+IN+PRIVATE+RENTED+PROPERTY+%28updated+15+Feb+2021%29.pdf \(www.gov.scot\)](https://www.gov.scot/publications/SG+STATUTORY+GUIDANCE+ON+ELECTRICAL+INSTALLATIONS+AND+APPLIANCES+IN+PRIVATE+RENTED+PROPERTY+%28updated+15+Feb+2021%29/pdf)

Wales:

[Fitness for human habitation: guidance for tenants \(contract holders\) \[HTML\] | GOV.WALES](https://gov.wales/guidance/fitness-for-human-habitation-guidance-for-tenants-contract-holders)

Given that these are technical regulations an Expert Advisory Panel was formed to assist with the shaping of the NI model. That Panel was made up of representatives from Northern Ireland Fire and Rescue Service, Electrical Safety First (a campaigning charity for safety measures), local Council Environmental Health Officers, and the DoF DfC Housing Advisory Unit providing engineering electrical expertise..

Electrical Safety First (who are represented on the DfC expert Advisory Panel) undertook a previous [analysis of the NI Housing sector in respect of electrical safety within the private rented sector](#).

Monetised and non-monetised costs and benefits of each option (including administrative burden

Option 1: Do nothing – up to landlords to decide if they want to complete regular electrical inspections.

Assumptions: Very few private rental properties will undergo regular electrical inspection unless a direct fault is reported. Taking a marker at 15% of the private rental market undertaking inspections on a regular 5 yearly basis the following costs have been estimated.

The impact of any resulting remedial work has not been costed as that impact is hard to quantify.

| Item | Anticipated 5-year cost | Comments |
|-------------------------------|-------------------------|--|
| Cost of electrical inspection | £XXXXXXXXXX | 15% of 123,779 private rented households as per census = 18,566 properties. £XXXXXXXXXX x 18,566 properties = £XXXXXXXXXX |
| TOTAL | £XXXXXXXXXX | |

Option 2: Regulate for 5-yearly certification checks on hard-wired electrical installation in private rented properties.

Assumptions: The 2021 Census reflected 123,779 private rented households which taken as a high-end estimator for calculating the financial impact.

The national minimum wage has been utilised for calculating familiarisation time.

The impact of any resulting remedial work has not been costed as that impact is hard to quantify. However, these Regulations implement H&S measures in the form of a 5 yearly testing regime and any resulting remedial cost will protect tenants and properties.

| Item | Anticipated 5-year cost | Comments |
|-------------------------------|--|--|
| Cost of electrical inspection | £XXXXXXXXXX | £XXXXXXXXXX per property x 123,799 private rented households |
| Familiarisation time re Regs | £XXXXXXXXXX | National minimum wager per hour £XXXXXXXXXX (15 mins = £XXXXXXXXXX) 40,475 landlords x £XXXXXXXXXX = £XXXXXXXXXX |
| Remedial action if needed | Unable to cost due to unquantified variables | |
| | | |
| TOTAL | £XXXXXXXXXX | |

Option 3: Regulate for 5-yearly certification checks on hard-wired electrical installation in private rented properties and PAT testing of all electrical appliances supplied by landlord.

Assumptions: The 2021 Census reflected 123,779 private rented households which taken as a high-end estimator for calculating the financial impact.

The national minimum wage has been utilised for calculating familiarisation time.

The impact of any resulting remedial work has not been costed as that impact is hard to quantify. However, these Regulations implement H&S measures in the form of a 5 yearly testing regime and any resulting remedial cost will protect tenants and properties.

£100 per property per annum has been taken as a marker per property in respect of PAT testing.

| Item | Anticipated 5-year cost | Comments |
|-------------------------------|--|---|
| Cost of electrical inspection | £XXXXXXXXXX | £XXXXXXXXXX for inspection by a qualified person for 123,779 properties (as per census) |
| Familiarisation time re Regs | £XXXXXXXXXX | National minimum wager per hour £XXXXXXXXXX(15 mins = £XXXXXXXXXX) 40,475 landlords x £XXXXXXXXXX = £XXXXXXXXXX |
| PAT Testing | £XXXXXXXXXX | £XXXXXXXXXX for PAT testing for 123,779 properties (as per census) Repeated on a yearly cycle = 123,779 x £XXXXXXXXXX x 5 = £XXXXXXXXXX |
| | | |
| Remedial action if needed | Unable to cost due to unquantified variables | |
| TOTAL | £XXXXXXXXXX | |

Evidence that has informed costings:

The average cost for electrical inspections is £200 every 5 years or if an electrical fault is reported within this period. The cost of remedial action is hard to quantify as it can range £50 to £3,500. completing the inspections will make the property safe identify risk areas and take remedial action therefore reducing the risk of death, injury, and damage to property.

[Rewiring a House in Northern Ireland and beyond | Discover Local Electricians \(quotatis.co.uk\)](#)

One off cost for all landlords (business) (40,442 registered landlords on the DfC database) who will have to spend 15 minutes to read and understand the Regulations total costing £XXXXXXXXXX using NMW (£XXXXXXXXXX). Reading the guidance and Regulations will ensure the landlord aware of their responsibilities and enforcement action is they do not comply. The guidance will benefit the landlord to understand and makes recommendations and good practices to support the tenancy arrangement.

Portable appliance testing costs in the region of £XXXXXXXXXX a call out charge then £XXXXXXXXXX for each item tested total approx costing is £XXXXXXXXXX per annum.

Rationale and evidence that justify the level of analysis used in the RIA (proportionality approach)

The Regulations have been informed by the expert Advisory Panel which was set up with representation from Northern Ireland Fire and Rescue Service, Electrical Safety First, District Council Enforcement, and professional advice from a DoF electrical engineering perspective. The health and safety of all tenants occupying a private rental property is paramount in bring these regulations forward. The Grenfell tragedy in London in 2017 resulted in the loss of 72 lives which gravely highlighted the need for improved regulation across all jurisdictions taking into consideration the lessons learned in respect of health and safety. An assessment of the legislative framework England, Scotland, Wales, and the Republic of Ireland was taken into consideration when formulating Regulations specific to Northern Ireland.

Risks and assumptions:

Risk - affordability for landlords to have a qualified electrician complete hard-wired electrical inspection costing in the region of £XXXXXXXXXX a property every 5 years and fund any resulting remedial work that needs undertaken.

Assumption - taking into account landlords receive a rental income for their properties affordability is considered a low impact risk.

Direct costs and benefits to business:

A direct cost for a landlord would be £XXXXXXXXXX for electrical inspections every 5 years with roll on financial impact for remedial work when a fault has been identified or reported. If remedial work is needed costs are hard to quantify but could vary depending on the electrical fault from £XXXXXXXXXX to £XXXXXXXXXX.

Benefits – improved health and safety measures implemented in the private rented sector which will protect lives, prevent injury, and avoid damage to properties. There will also be a new financial income workstream available to qualified electricians based in Northern Ireland.

Wider impacts (in the context of other Impact Assessments in Policy Toolkit Workbook 4, economic assessment and NIGEAE)

District Councils will need further resources to facilitate increased enforcement action for any non-compliance of the Regulations. However, work is underway to transfer the Landlord Registration (LR) database to Council ownership which will generate revenue through landlord registration fees to mitigate against any additional resource costs.

| | |
|---------------------|--|
| Committee: | Environment & Sustainability Committee |
| Date: | 5 February 2025 |
| Report from: | Head of Service - Head of Environmental Health, Risk and Emergency Planning (Acting) |

| | |
|------------------|--|
| Item for: | Noting |
| Subject: | Transfer of Landlord Registration Scheme to Local Councils |

| | |
|-----|---|
| 1.0 | <u>Background and Key Issues</u> |
| 1.1 | In March 2023, the Committee approved that following agreement at SOLACE, that LCCC would act as the lead council in the preparation for, and transfer of the functions under the Landlord Registration Scheme within Northern Ireland. |
| 1.2 | <p>The Landlord Registration Scheme is currently managed by the Department for Communities and this function will transfer to local Councils in March 2025. A summary of the background of the project and work to date is detailed below:</p> <ul style="list-style-type: none"> • Landlord Registration was introduced through ‘<i>The Landlord Registration Scheme Regulations (Northern Ireland) 2014</i>’ to create a single database of landlords who rent within the Private Rented Sector. • In September 2023, a Programme Board was established to oversee the delivery of the project with representatives from DfC, LCCC and BCC. • Engagement has been ongoing with Councils and other stakeholders throughout the lifetime of this project including various all councils’ group including Environmental Health NI (EHNI), IT officers’, Head of Communications and Information Governance groups. Other stakeholders have included landlords, agents, tenants, DfC, PropertyPal and those who have contracts with the current scheme. • Local councils currently have enforcement powers to act against non-compliant landlords. |
| 1.3 | <p>The purpose of this report to provide a final update as the project nears completion.</p> <p>New Website and Registration Portal:</p> |
| 1.4 | Following an open procurement exercise conducted by LCCC in March 2024, an IT software company was awarded the contract for the build and management of a new dedicated website and registration portal. Currently, this system is going through the User Acceptance Testing stage which once finalised in early February will allow the data stored on the current system to be migrated over. |
| 1.5 | The transfer of the landlord registration functions to local councils will occur on Saturday 1 March 2025 with a ‘go live’ date for the new system on Monday 3 March 2025. This will see the completion of Phase 1. Phase 2 will commence shortly after that date with all additional functionality completed by June 2025. |
| 1.6 | Full training, including user guides for future employees who will access the database, will be provided to all councils and other users to maximise the benefits of the new system. |
| | Appointment of New Landlord Registration Team: |
| 1.7 | <p>A recruitment exercise for a new landlord registration team ran in late 2024 and 3 positions have now been filled.</p> <ol style="list-style-type: none"> The Landlord Registrar – Started 13 January 2025 Senior Support Officer – Started 3 February 2025 |

| | | |
|------|---|--|
| | iii. Admin Officer – Start date 10 February 2025 | |
| 1.8 | This team is funded wholly from the income received from the landlord fee with no cost to any council. | |
| | Communications Plan: | |
| 1.9 | The Department for Communities have developed an advertising campaign as part of a wider communications plan associated with the transfer of functions. This includes radio and social media advertisements that will go live from February 2025. These advertisements will focus on the need of any landlords within the private rented sector to register with the scheme with updates being provided by email or letter to those already registered about the changes. | |
| | Governance Structures Post Transfer: | |
| 1.10 | The Programme Board formally agreed the MOU, new operation model and timeline for regulation change being brought forward by Department for Communities at its meeting on 20 January 2025. These documents provide clarity to the council on the governance structures for the scheme post transfer and proposes how the Landlord Registration Scheme can become more meaningful to councils in the long term. | |
| 1.11 | Additional background information relating to the Scheme is attached as Appendix 3 EH for Members' information. | |
| 2.0 | <u>Recommendation</u> | |
| | It is recommended that Members note the update provided. | |
| 3.0 | <u>Finance and Resource Implications</u> | |
| | There is no financial implication to the Council. All funding for the project to date has been funded by the Department for Communities. Post transfer of functions, all staffing costs, contracts and future initiatives will be funded through the registration fee. There will be no cost to council. | |
| 4.0 | <u>Equality/Good Relations and Rural Needs Impact Assessments</u> | |
| 4.1 | Has an equality and good relations screening been carried out? | Yes |
| 4.2 | Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out A screening will be carried out on the wider project at the appropriate time, however, the specification for this product has made mitigations to meet equality screening criteria including Website Content Accessibility Guidelines. Attached as Appendix 4 EH . | Screened out. |
| 4.3 | Has a Rural Needs Impact Assessment (RNIA) been completed? | No |
| 4.4 | Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out. A screening will be carried out on the wider project at the appropriate time. | This has not been completed to date but will be before the end of March 2025 |

| | |
|--------------------|---|
| Appendices: | Appendix 3 EH – Additional LRS background information. Appendix 4 EH – Equality Screening. |
|--------------------|---|

Landlord Registration Scheme – Additional Information

Background

The Landlord Registration Scheme was introduced on 25 February 2014. This created a single database of private landlords in Northern Ireland, allowing relevant and up-to-date information to be held about the landlords and their properties. The Department for Communities (DfC) has overall responsibility for its day-to-day management.

In January 2023, there were 40,442 private landlords and 77,140 properties let in the private rented sector (an average of almost 2 properties per landlord). The 2021 Census indicated that there may be as many as 307,300 people living in 132,400 private lets in Northern Ireland, which demonstrates significant gaps in the registration process.

The registration fee for a private landlord is £70, due for renewal every 3 years. Income generated by the Landlord Registration Scheme must be used to support the Scheme or initiatives linked to improving the private rented sector experience. Similar schemes operate in England, Scotland and Wales; however, these schemes have been used to drive both the quality and experience of renting privately for landlords and their tenants. The scheme in Northern Ireland has been more limited and appears to be no more than a database of landlords and their properties. There appears to be little evidence of the scheme driving improved performance and quality in the private rented sector.

Recognising the potential for greater collaboration between the DfC operated Landlord Registration Scheme and the enforcement action carried out by Councils, DfC commissioned an economic appraisal to explore the possibility of the LRS transferring to Councils. The economic appraisal was developed by ASM consultants in July 2020, taking on board feedback from all stakeholders, including Council Environmental Health Officers, DfC, landlords and private tenants. No progress was made following the appraisal due to Councils focusing on their Covid-19 pandemic response.

The economic appraisal recognises that there are weaknesses both in the management of the Landlord Registration Scheme and the legislation in place to drive improvements in the private rented sector. However, the appraisal also identifies a number of benefits from transferring the function to Local Government. These benefits include more joined up work in the private rented sector; additional evidence/tools to support enforcement activity; consistency in management of private rented sector activity (HMO management transferred from DfC to Belfast City Council) and the Scheme would generate a new revenue stream for Councils from which, additional focus on enforcement could be achieved.

Environmental Health Officers from various Councils (EHNI) have met to consider the merits in transfer. Many could see the benefits of the function being managed by Councils however, some indicated a preference to await legislation to review the Fitness Standard in the private rented sector. It is noted that the Fitness Standard is now more than 40 years old and requires review. DfC have committed to examining this issue, but this work is likely to be progressed within the wider context of the Climate Change agenda and Climate Action Plans. Legislation is likely at some point however, there will be competing priorities for a new Communities Minister. If Councils have greater ownership of the Landlord Registration Scheme now, we should be in a stronger position to influence the requirements of any new fitness standard or private rented sector legislation.

To provide confidence to Councils and to assist DfC with the transfer of the function, LCCC was appointed to host a Council led model for the Landlord Registration Scheme, subject to satisfactory terms being agreed with DfC.

A number of steps were required to support this. These included:

- i) Consultation with DfC to develop Terms of Reference to provide clarity on the roles, responsibilities and powers for Councils linked to management and delivery of the Landlord Registration Scheme;
- ii) Recruitment of a temporary Project Management Officer, embedded within the Environmental Health Service to oversee transfer of the function to Councils (estimated at 18 months and subject to Job Evaluation), including research of other Schemes/Models;
- iii) To develop close working relationships with DfC to ensure the smooth transfer of the function;
- iv) Ensuring finance systems are appropriately developed to support ring fencing of Landlord Registration Scheme income and expenditure;
- v) Work across Councils to develop networks and to consider the most appropriate forum to explore ways of improving the tenant/landlord experience;
- vi) Develop relevant information sharing protocols, policies and procedures and data retention schedules to comply with relevant legislation;
- vii) Assist landlords who are having difficulty registering on the Landlord Registration Scheme website;
- viii) Develop proposed management structures for the Landlord Registration Scheme for implementation post system transfer; and
- ix) Act as a point of contact for DfC in reviewing any legislation associated with the Private Rented Sector.

Any costs associated with the transfer of function would be met from the Landlord Registration Scheme budget and therefore, there would be no cost to any Council from this proposal.

It is anticipated that the Scheme will generate a surplus in the early stages until Councils can decide further how best to support the Private Rented Sector in Northern Ireland. In due course, consideration could be given to awareness raising of tenants' rights, training for landlords on tenancy agreements and their obligations, increased enforcement work, mediation in landlord/tenant disputes or joined up work in high concentration areas of private lets.

As much as the Landlord Registration Scheme will transfer to Lisburn & Castlereagh City Council to manage the database, any enforcement action or promotion activity etc would remain the responsibility of local Councils.

Once the Scheme is embedded and further legislation follows, it may be that a regional cluster model or individual council led LRS may be more appropriate. Officers will keep this under review.

Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening template

Part 1. Information about the activity/policy/project being screened:

Name of the activity/policy/project Landlord Registration Scheme

The functions relating to the registration of landlords who provide accommodation within NI's private rented sector are being transferred from the Department for Communities to the local councils. Lisburn and Castlereagh Council are the lead council who will host the new service on a regional basis.

- The Landlord Registration Scheme is a regulated function and consists of a single database detailing the landlords and the properties they rent. Tenants can check if a property is registered using a restricted public search function.

Is this activity/policy/project – an existing one, a revised one, a new one?

This scheme already exists within the Department for Communities but as it is transferring to local councils (with LCCC being the lead council) it is new to the Council.

What are the intended aims/outcomes the activity/policy/project is trying to achieve?

To increase compliance with the Landlord Registration Scheme by using knowledge gathered at a local level of council to target unregistered landlords.

To educate those landlords who are unaware of the requirement to register by promoting the scheme.

To assist landlords and tenants with their rights and responsibilities, including the registration process, by providing clear information on the new LRS website.

Further to regulation change being brought forward by DfC, this scheme could be used to improve standards within the private rented sector with the revenue received from the registration fee used to resource this aim.

Who is the activity/policy/project targeted at and who will benefit? Are there any expected benefits for specific Section 75 categories/groups from this activity/policy/project? If so, please explain.

The project is not targeting any specific Section 75 groups but through engagement with stakeholders it is anticipated that the improved registration process will provide benefits for particular equality groups e.g. users with a disability or those within the age category.

Who initiated or developed the activity/policy/project?

This project was initiated by officers within the Department for Communities and the proposal for transferring the scheme to local councils was agreed at SOLACE. Following agreement that Lisburn & Castlereagh City Council would be the lead council for this project, the Chief Executive sought approval by the Environment & Sustainability Committee to appoint a Project Management Officer to deliver this project.

When the final transfer of functions occurs, this will be delivered by the Landlord Registration Team based at LCCC, who would report to the Head of Environmental Health, Risk and Emergency Planning.

Who owns and who implements the activity/policy/project?

The Project Management Officer will own and implement the delivery of the project with the Landlord Registrar being the owner of the scheme post transfer of functions. A Programme Board consisting of LCCC and DfC officers along with an independent member from Belfast City Council was established to provide a governance and decision-making role.

Are there any factors which could contribute to/detract from the intended aim/outcome of the activity/policy/project?

Yes.

If yes, give brief details of any significant factors.

Financial – Yes.

Contribute:

The transfer of functions associated with this project has been funded by DfC. Business cases requesting funding have been secured and this funding will provide assurances for delivery of the aims associated with the transfer e.g. a bespoke IT system, advertising to promote the need to register and the ability of a tenant to use the public search functionality etc.

Detract:

This is a cost neutral scheme (i.e. there will be no cost to any council for the implementation of this scheme) and therefore should there be any regulation change that requires the LRS team or any council to provide more resources to deliver these changes then, this will need to be provided from the registration fee, which is subject to regulation reform also.

Legal – Yes.

Contribute:

Legal advice will be required on a number of areas (contracts, data sharing agreements, privacy notices etc.) and a budget has been set for this advice.

Detract:

To make landlord registration a more meaningful tool, regulatory reform will be required, and this will be delivered through the DfC. This is outside the control of councils and may impact on the aims being met long term.

Other – Yes.

Detract:

Buy in from all NI Councils and stakeholders being limited or not as expected.

Ability to identify unregistered landlords will be challenging.

Who are the internal and external stakeholders (actual or potential) that the activity/policy/project will impact upon?

Staff

- Landlord Registration team within LCCC including Head of Environmental Services, Risk & Emergency Planning.

Service users

- Landlords
- Tenants
- Call centre agents at NI Direct
- Enforcement Officers
- Estate Agents

Other public sector organisations

- All NI Councils, including HMO Unit in Belfast City Council
- Department for Communities Officers including Housing Branch team, those who administer Welfare Supplementary and Universal Credit Payments
- Department of Finance for the purpose of its functions under the Rates
- Northern Ireland Housing Executive for the purposes of the administration of housing benefit
- PSNI

Voluntary/community/trade unions

- Housing Rights

Other

- NI Direct Call Centre
- Cranmore Consulting Ltd (contractor providing IT solution)

Other policies/strategies/plans with a bearing on this activity/policy/project

| Name of policy/strategy/plan | Who owns or implements? |
|---|-------------------------|
| Lisburn & Castlereagh City Council Equality Scheme - Equality Scheme - lisburncastlereagh.gov.uk Chapter 6 Our arrangements for ensuring and assessing public access to information and services we provide | LCCC |
| Section 75 Screening for Transfer of the Landlord Registration Scheme (DfC) Transfer of the Landlord Registration Scheme - screening Department for Communities | DfC |

| | |
|--|---|
| Various pieces of legislation relating to Private Tenancies Act (NI) 2002 Private rented sector Department for Communities | DfC |
| Draft Programme for Government – Our Plan: Doing What Matters Most Specifically ‘Provide More Social, Affordable and Sustainable Housing’ Our Plan: Doing What Matters Most | The Executive Office |
| Project Initiation Document for the Programme Board along with the project plan. | Landlord Registration Scheme Transfer Programme Board |
| The Landlord Registration Scheme Regulations (Northern Ireland) 2014 . This legislation outlines what data can be collected, how it will be used and who can access it. | DfC |

Available evidence:

What evidence/information (qualitative and quantitative) have you gathered or considered to inform this activity/policy? Specify details for each Section 75 category.

As part of this project the following evidence/information has been gathered to inform this project, by DfC and LCCC officers:

- Stakeholder engagement with end users
- Information gathering from other regions that operate similar schemes to learn from their successes and improvements required
- Census data provided by DfC’s statistics team (detailed below under each heading)
- Further to the Census figures, information on a sample of Private Rented Sector tenants can be found in the NIHE House Condition Survey 2016 ([House Condition Survey Main Report 2016 \(nihe.gov.uk\)](#))
- Survey of landlords undertaken by DfC in 2024

From this evidence, the registration scheme does not appear to impact negatively on any S75 group as there are no specific barriers that prevents someone from becoming a landlord or to register, however, there are some better practices that will be adopted as part of this project to assist some groups with the registration process which is detailed under **2(a) Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?.**

Data gathered from census has shown that the private rented sector has grown in size and importance in recent decades. Over the last forty years (1981 to 2021) the percentage of

households privately renting has nearly doubled (from 9.1% of households in 1981 to 17.2% in 2021). In 2021 approximately 307,300 people lived in 132,400 privately rented households.

At November 2024, 40,000 landlords had registered on the database and had provided information on 78,000 properties.

Almost half (48%) of those in the private rented sector receive state financial support via Housing Benefit or Universal Credit (UC).

The website will provide a range of information useful for both landlords and tenants. Following discussion with stakeholders, the website will be designed to allow the URL to be entered into translate services, such as Google, so the information can be better understood by non-English speaking service users.

Most up to date NISRA population data from Census 2021 (published 22/09/22) [Lisburn and Castlereagh Census Data](#)

| Section 75 Category | Details of evidence/information |
|----------------------------|--|
| Religious Belief | The 2021 Census figures show that of 307,274 persons living private rented accommodation, 42.6% are Catholic, 27.1% are Protestant or other Christian, 2.7% are other religion with 27.6% as no religion or religion not stated. |
| Political Opinion | The 2021 Census did not ask about political opinion, therefore the latest evidence available is the NIHE House Condition Survey 2016. |
| Racial Group | The 2021 Census figures show that of 307,274 persons living private rented accommodation, 92.2% are White, 3.6% are Asian, 1.8% are Black, 1.5% are mixed with 1% as other, not stated. |
| Age | <p>The 2021 Census figures show that of 307,274 persons living private rented accommodation, 26% are aged between 0-15, 14.1% between 16-24, 20.7% between 25-34, 15.9% between 35-44, 10.6% between 45-54, 6.9% between 55-64 and 5.7% 65+.</p> <p>From discussions with landlords, call centre agents and enforcement officers users, some would find it preferable if some older landlords or those who are unfamiliar with technology could nominate a representative at time of the registration.</p> |
| Marital Status | The 2021 Census figures show that of 227,261 persons over the age of 16 living private rented accommodation, 56.3% are single, 25.8% are married or in a civil partnership, 4.8% are separated, 6.3% are divorced or were previously in a civil partnership, 2.1% are widowed or a surviving civil partner. |

| | |
|---|---|
| Sexual Orientation | The 2021 Census figures show that of 227,261 persons over the age of 16 living private rented accommodation, 85.9% are straight or heterosexual, 4.4% are gay, lesbian, bisexual or other sexual orientation and 7.2% prefer not to say/or did not state. |
| Men & Women Generally | The 2021 Census figures show that of 307,274 persons living private rented accommodation, 49.4% are male and 50.6% are female. |
| Disability | The 2021 Census figures show that of 307,274 persons living private rented accommodation, 20.2% have a disability which limits day to day activities and 79.8% do not have a disability which limits day to day activities. |
| People with and without Dependants | The 2021 Census figures show that of 307,274 persons living private rented accommodation, 50.2% have dependent children and 49.8% do not have dependent children. |

Note to reader - If you are aware of and would like the Landlord Registration Team to take into account any further evidence or information relevant to this policy, please send this to landlordregistrationni@lisburncastlereagh.gov.uk.

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular activity/policy/decision? Specify details for each of the Section 75 categories

| Section 75 Category | Details of needs/experiences/priorities |
|------------------------------------|--|
| Religious Belief | <p>No evidence of specific needs identified in relation to this project/policy.</p> <p>The long-term intention of the transfer, subject to regulation change, is to improve standards in the private rented sector. Increased compliance with the requirement to register will mean an increase in revenue for councils which can be used to increase resources to effectively target enforcement of the legislation.</p> <p>All Section 75 categories need good quality affordable housing which is safe and secure.</p> <p>An increase in standards across the sector will benefit all categories living in the private rented sector.</p> |
| Political Opinion | |
| Racial Group | |
| Age | |
| Marital Status | |
| Sexual Orientation | |
| Men & Women Generally | |
| Disability | |
| People with and without Dependants | |

Part 2. Screening questions

1 What is the likely impact on equality of opportunity for those affected by this activity/policy, for each of the Section 75 equality categories?

| Section 75 Category | Details of likely impact – will it be positive or negative? If none anticipated, say none | Level of impact - major or minor* - see guidance below |
|--------------------------|---|--|
| Religious Belief | We do not expect there to be any adverse impacts on equality of opportunity for people within this group. | None |
| Political Opinion | We do not expect there to be any adverse impacts on equality of opportunity for people within this group. | None |
| Racial Group | We do not expect there to be any adverse impacts on equality of opportunity for people within this group. | None |

| | | |
|---|---|------|
| Age | We do not expect there to be any adverse impacts on equality of opportunity for people within this group. | None |
| Marital Status | We do not expect there to be any adverse impacts on equality of opportunity for people within this group. | None |
| Sexual Orientation | We do not expect there to be any adverse impacts on equality of opportunity for people within this group. | None |
| Men & Women Generally | We do not expect there to be any adverse impacts on equality of opportunity for people within this group. | None |
| Disability | We do not expect there to be any adverse impacts on equality of opportunity for people within this group. | None |
| People with and without Dependents | We do not expect there to be any adverse impacts on equality of opportunity for people within this group. | None |

* See Appendix 1 for details.

2(a) Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

| Section 75 Category | IF Yes, provide details | If No, provide details |
|----------------------------|--|--|
| Religious Belief | | No opportunities identified in relation to this project for any of this group. |
| Political Opinion | | No opportunities identified in relation to this project for any of this group. |
| Racial Group | | No opportunities identified in relation to this project for any of this group. |
| Age | Through evidence gathered, it was suggested that for landlords who are older and may not be competent in using IT systems or wish to ask someone else to speak with call agents or the Landlord Registrar on their behalf, | |

| | | |
|----------------------------------|--|--|
| | <p>that additional functionality will be added to the registration process allowing the landlord to nominate a representative to act on their behalf. This suggestion has been accepted and will be added to the development of the IT system.</p> <p>In addition to the IT system being available for the registration process, landlords can use the telephone registration process or provide a hard copy registration.</p> | |
| Marital Status | | No opportunities identified in relation to this project for any of this group. |
| Sexual Orientation | | No opportunities identified in relation to this project for any of this group. |
| Men & Women Generally | | No opportunities identified in relation to this project for any of this group. |
| Disability | <p>With the introduction of Web Content Accessibility Guidelines (WCAG) that require all public bodies to ensure the information is accessible for all users, the current system owned by DfC has been upgraded to meet these guidelines. As a new bespoke IT system will be developed for the transfer of functions to local councils, the opportunity to create a website that is built with accessibility in mind has been taken to ensure it meets a minimum standard of WCAG 2.2AA. A full independent accessibility audit will be carried out at the end of the delivery of the IT System. This will be beneficial to landlords and tenants who will be checking the public search facility.</p> <p>In addition to the IT system being available for the registration process, landlords can use the telephone registration process or provide a hard copy registration.</p> | |

| | | |
|--|--|---|
| <p>People with and without Dependants</p> | | <p>No opportunities identified in relation to this project for any of this group.</p> |
|--|--|---|

Equality Action Plan 2021-2025

Does the activity/policy/project being screened relate to an action in the Equality Action Plan 2021-2025? No

2(b) DDA Disability Duties (see Disability Action Plan 2021-2025)

Does this policy/activity present opportunities to contribute to the actions in our Disability Action Plan:

- to promote positive attitudes towards disabled people?
- to encourage the participation of disabled people in public life?

No

3 To what extent is the activity/policy/project likely to impact on good relations between people of different religious belief, political opinion or racial group?

| Good Relations Category | Details of likely impact. Will it be positive or negative? | Level of impact – minor/major* |
|-------------------------|--|--------------------------------|
| Religious Belief | None | |
| Political Opinion | None | |
| Racial Group | None | |

*See Appendix 1 for details.

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

| Good Relations Category | IF Yes, provide details | If No, provide details |
|-------------------------|-------------------------|--|
| Religious Belief | | Religious belief not relevant to registering as a landlord. |
| Political Opinion | | Political Opinion not relevant to registering as a landlord. |
| Racial Group | | Racial Group not relevant to registering as a landlord. |

Multiple identity

Provide details of any data on the impact of the activity/policy/project on people with multiple identities. Specify relevant Section 75 categories concerned.

None.

Part 3. Screening decision/outcome

Equality and good relations screening is used to identify whether there is a need to carry out a **full equality impact assessment** on a proposed policy or project. There are 3 possible outcomes:

- 1) **Screen out** - no need for a full equality impact assessment and no mitigations required because no relevance to equality, no negative impacts identified or only very minor positive impacts for all groups. This may be the case for a purely technical policy for example.
- 2) **Screen out with mitigation** - no need for a full equality impact assessment but some minor potential impacts or opportunities to better promote equality and/or good relations identified, so mitigations appropriate. Much of our activity will probably fall into this category.
- 3) **Screen in for full equality impact assessment** – potential for significant and/or potentially negative impact identified for one or more groups so proposal requires a more detailed impact assessment. [See Equality Commission guidance on justifying a screening decision.]

Choose only one of these and provide reasons for your decision and ensure evidence is noted/referenced for any decision reached.

| Screening Decision/Outcome | Reasons/Evidence |
|---|---|
| Option 1 Screen out – no equality impact assessment and no mitigation required [go to Monitoring section] | |
| Option 2 Screen out with mitigation – some potential impacts identified but they can be addressed with appropriate mitigation or some opportunities to better promote equality and/or good relations identified [complete mitigation section below] | From this evidence, it has been understood that the registration scheme does not negatively impact on any S75 group as there are no specific barriers that prevents someone from becoming a landlord or to register, however, there are some better practices that will be adopted as part of this project to assist some groups with the registration process. This will include building a website and registration portal with accessibility at the forefront to improve the usability of the online system for users with disabilities. To assist with landlords, perhaps those who fall into the age category of S75, who are unfamiliar with technology or would rather have someone else act on their behalf, will have the option to |

| | |
|--|--|
| | <p>nominate a representative at time of the registration.</p> <p>There are three options to register to this scheme and they are open to all users – online registration via the portal (£70), registration via a call centre (£70) and hard copy form registration (£80).</p> |
| <p>Option 3</p> <p>Screen in for a full Equality Impact Assessment (EQIA)</p> <p>[If option 3, complete timetabling and prioritising section below]</p> | |

Mitigation (Only relevant to Option 2)

Can the activity/policy/project plan be amended or an alternative activity/policy introduced to better promote equality of opportunity and/or good relations? If so, give the reasons to support your decision, together with the proposed changes/amendments or alternative activity/policy and ensure the mitigations are included in a revised/updated policy or plan.

Yes - This will include building a website and registration portal with accessibility at the forefront to improve the usability of the online system for users with disabilities.

To assist with landlords, perhaps those who fall into the age category of S75, who are unfamiliar with technology or would rather have someone else act on their behalf, will have the option to nominate a representative at time of the registration.

These mitigations have been accepted and will be included in the development of the website and registration portal and processes for the new system.

Timetabling and prioritising for full EQIA (only relevant to Option 3)

If the activity/policy has been ‘**screened in**’ for full equality impact assessment, give details of any factors to be considered and the next steps for progressing the EQIA, including a proposed timetable.

Is the activity/policy affected by timetables established by other relevant public authorities? Yes/No. If yes, please provide details.

Not applicable.

Part 4. Monitoring

Public authorities should consider the guidance contained in the Commission’s Monitoring Guidance for Use by Public Authorities (July 2007).

Effective monitoring will help a public authority identify any future adverse impact arising from the activity/policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and activity/policy development.

What will be monitored and how? What specific equality monitoring will be done? Who will undertake and sign-off the monitoring of this activity/policy and on what frequency? Please give details:

This project and the transfer of functions will see the activity generally monitored as part of normal review and evaluation or service improvement. This will be carried out by the Landlord Registration team who will seek opinions from users through constant engagement with the end users, particularly in years 2025/26 and 2026/27. This will be carried out by in person discussions, comment sections and surveys being shared with users. Any changes suggested will be reviewed and considered against the equality groups and if the changes are significant then a screening process will be undertaken again. This will be signed off by the Head of Environmental Health, Risk and Emergency Planning.

Part 5 - Approval and authorisation

| | Position/Job Title | Date |
|------------------------------------|--|-------------|
| Screened by: Maria Curran | PMO/Landlord Registrar | 21/01/2025 |
| Reviewed by: Annie Wilson | Equality Officer | 23/01/2025 |
| Approved by: Sally Courtney | Head of Service (Acting), Environmental Health, Risk and Emergency Planning | 28/01/2025 |

Note: On completion of the screening exercise, a copy of the completed Screening Report should be:

- approved and ‘signed off’ by a senior manager responsible for the activity/policy
- included with Committee reports, as appropriate
- sent to the Equality Officer for the quarterly screening report to consultees, internal reporting and publishing on the LCCC website
- shared with relevant colleagues
- made available to the public on request.

Evidence and documents referenced in the screening report should also be available if requested.

Appendix 1 – Equality Commission guidance on equality impact

*Major impact:

- a) The policy/project is significant in terms of its strategic importance;
- b) Potential equality matters are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

Minor impact

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

No impact (none)

- a) The policy has no relevance to equality of opportunity or good relations;
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Updated Template @ Oct 2022