

Authors

Authors

General Information

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|--|---|
| Project Name | Denbighshire Caravan Site Strategy for Managing Residential Occupancy |
| Project Reference | PR003066 |
| Brief Description | To ensure Denbighshire's holiday caravan sites are operating in accordance with their relevant statutory Council consents. To ensure a clear strategy is in place to address the unauthorised residential occupation of holiday caravans including regularisation of established sites and the effective enforcement of others. |
| Programme | Service: Business Improvement and Modernisation |
| Start Date | 30/03/2015 |
| End Date | 24/12/2015 |
| Which area(s) are impacted by the project? | Denbighshire Rhyl Prestatyn Elwy Denbigh Ruthin Dee Valley |

Project Scale

Decision Matrix

Project Scale

| | | |
|---|--|------------|
| What is the total cost of the project? | Up to £50K OR Up to £150K (Construction) | 0 |
| How long will it take to develop and implement the project? | 3 to 12 months | 1 |
| Which stakeholders are involved? | Stakeholder Opposition | 2 |
| Has Denbighshire done this sort of project before? | Once or Twice | 1 |
| What is the reputational risk to Denbighshire if we make significant mistakes in project delivery or the project fails? | High | 2 |
| What is the financial risk to Denbighshire if we make significant mistakes in project delivery or the project fails? | Medium | 1 |
| Total | | 7.0 |

Total 7.0

Project Scale **Medium**

Project Members

Project Members

Alan Smith

Project Role

Isobel Bourke-Bennett

Project Role

Responsibilities

David Morgan

Project Role

Keith Amos

Project Role

Paul Mead

Project Role

Responsibilities

Executive Summary

Highlight the key points in the Business Case, which should include benefits and the return on investment (ROI)

The aim of the project is to ensure Denbighshire's holiday caravan sites are operating in accordance with their relevant statutory Council consents. To ensure a clear strategy is in place to address the unauthorised residential occupation of holiday caravans including regularisation of established sites and the effective enforcement of others.

This project will help develop a better understanding as to the current situation with regard to the residential occupation of holiday caravans in the county which will enable informed decisions to be made in relation to the most appropriate strategy for the county. The development of a corporate strategy will establish a more coherent approach across the council to tackling the residential occupation of holiday caravans. Developing a system which will continue to gather information from relevant services when required will enable us to continue monitoring the situation. Additionally, through the compilation of a comprehensive caravan address list (including site addresses and individual caravan site addresses) then reporting from this 'system' will become more accurate over time.

ROI – This project should identify the true costs currently being incurred by the authority due to the illegal use of holiday caravans and how much of an increase in income we could potentially gain from council tax and the RSG due to an increase in the official population in the county. Furthermore, through having a comprehensive list of holiday caravan sites, which is accessible to all services, then this will enable services, at the point of customer contact, to identify holiday caravan occupants and establish the appropriate action, i.e. whether or not the customer is eligible for the service and whether or not planning services should be informed of the service request.

Reasons

Explain the reasons for undertaking the project and how the project will enable the achievement of corporate strategies and objectives

The project is required to ensure that legislation is adhered to across Denbighshire Holiday parks and appropriate enforcement measures are levied. In addition, permanent residences suggest that there is a significant loss of revenue to the council, and more resources being utilised, such as education, social services and housing.

The corporate priorities which relate to this project are as follows:

- Vulnerable people are protected and are able to live as independently as possible – research has shown that caravans are more typically occupied by those more vulnerable within the population e.g. those older in age and/or poor in health. Holiday caravans are typically not of a high enough quality for year round occupation and as such this group may be at risk of worsening health due to their choice of accommodation.
- Modernising the council to deliver efficiencies and improve service for our customers – lack of action may be proving costly to the council as a whole through reduced income from council tax and RSG

Business Options

Delivery Options

Periodic reporting

Brief Description

Build on the preliminary research but extend its scope to create a process which can be used to create a comprehensive snap-shot of relevant information on a periodic basis (e.g. annually, quarterly etc.)

This relevant information will consist of council service being delivered to caravan site addresses with further work identifying (where possible)

1. Caravan being used contrary to licence or planning consents.
2. Incidences where several services are being delivered to the same caravan address.
3. Council tax payments and potential council tax liabilities relating to caravans being used as permanent residences.
4. The likely impact for residents and for services if services were discontinued at particular caravan site locations.
5. Options for changing the licence arrangements for a site and the implications of doing so.

Costs Comparison

Costs less

Time Comparison

Is quicker to deliver

Quality Comparison

Is the same quality

Benefits Comparison

Worsens benefits

Live reporting

| | |
|---------------------|---|
| Brief Description | <p>Establish a tool and work-flow which allows for continuous 'live' monitoring of service delivery to caravan site addresses allowing for regular reporting and ad hoc requests for information on:</p> <ol style="list-style-type: none"> 1. Caravan being used contrary to licence or planning consents. 2. Incidences where several services are being delivered to the same caravan address. 3. Council tax payments and potential council tax liabilities relating to caravans being used as permanent residences. 4. The likely impact for residents and for services if services were discontinued at particular caravan site locations. 5. Options for changing the licence arrangements for a site and the implications of doing so. |
| Costs Comparison | Costs more |
| Time Comparison | Takes longer to deliver |
| Quality Comparison | Is the same quality |
| Benefits Comparison | Improves benefits |

Do nothing

| | |
|---|--|
| Brief Description | Utilise the existing data from the previously analysed 5 sites to develop a corporate caravan strategy |
| Costs Comparison | Costs less |
| Time Comparison | Is quicker to deliver |
| Quality Comparison | Is a lower quality |
| Benefits Comparison | Worsens benefits |
| What is the main reason this option has not been selected | It has been established, via comments from CET and Community Scrutiny Committee, that the information gathered from the 5 sites is insufficient in order to establish an overarching corporate strategy. |

Individual Caravan Addresses on Gazetteer

| | |
|-------------------|--|
| Brief Description | Gather information on all individual caravan site addresses (including plot numbers and internal site street names if applicable) and input this information into the Gazetteer. |
|-------------------|--|

Project Scope

| | |
|---------------|---|
| Within Scope | <p>The scope of the project will include:</p> <p>Data analysis</p> <ul style="list-style-type: none"> • Research, evidence and data analysis to enable the development of a strategy for the council to manage the 'permanent' occupancy of caravans on holiday parks. • Data analysis to allow the efficient implementation of the strategy in operational services <p>Corporate strategy</p> <ul style="list-style-type: none"> • Develop Corporate strategy for managing the residential occupation of holiday caravan sites in the County • Develop a stakeholder implementation plan with DCC Services |
| Outside Scope | <p>The project will be restricted to caravans on holiday sites and will therefore not include chalets, tents, single caravans situated in the gardens of private dwellings or other transient abodes.</p> <p>Making decisions on the appropriate action in individual cases at the service level will also be outside the scope of this project.</p> |

Stakeholders, Communication and Partners

| | |
|--------------------|----|
| Communications | |
| Communication Plan | No |

| | |
|----------------|---|
| Communications | <p>A communication plan will be developed due to the wide range of stakeholders involved in the project.</p> <p>The following types of stakeholders will be involved:</p> <p>Residents of caravans Caravan site owners Service stakeholders e.g. licensing, education, social services etc Data system owners ICT Councillors</p> |
|----------------|---|

Interdependencies

Interdependencies

00001 I-share

| | |
|-------|---------|
| Title | I-share |
|-------|---------|

00002 Digital Choice - to develop a business plan outlining how Digital Choice can be delivered

| | |
|-------|---|
| Title | Digital Choice - to develop a business plan outlining how Digital Choice can be delivered |
|-------|---|

00003 Investigation of Information/Data Management Solution

| | |
|-------|---|
| Title | Investigation of Information/Data Management Solution |
|-------|---|

Dependent Projects

PPP307a: Better regulation of caravan sites

| | |
|--------------|------------------------------------|
| Project Code | PPP307a |
| Project Name | Better regulation of caravan sites |

Cashable Benefits

Cashable Benefits

BEN.3066.01 - RSG

| | |
|---------------------------------|--|
| Benefit Number | BEN.3066.01 |
| Title | RSG |
| Description | We hope that the identification of residents not included in the census will enable the council to argue a higher population than is currently taken into account during the RSG settlement and that this argument will lead to a higher settlement in the future. |
| Benefit Owner | Not yet known |
| Status | None |
| Department Claiming the Benefit | Corporate Programme Office |
| Benefit Term | Recurring |
| Revenue or Capital? | Revenue |
| Confidence | Medium |
| Disbenefit | If the number of individuals contributing to council tax increases then this may result in a decrease in business rates which could subsequently result in a reduction in the RSG (DCC is currently a net gainer in relation to business rates - collecting £20million but receiving £29million in settlement) |
| Expected Delivery Date | 31/12/2015 |
| Responsible For Delivery | David Morgan |

BEN.3066.02 - Council Tax

| | |
|--------------------------|--|
| Benefit Number | BEN.3066.02 |
| Title | Council Tax |
| Description | Increase in income via Council Tax due to identifying additional individuals who were previously not captured in the population. |
| Disbenefit | If the number of individuals contributing to council tax increases then this may result in a decrease in business rates which could subsequently result in a reduction in the RSG. |
| Responsible For Delivery | David Morgan |

BEN.3066.03 - Reduced Service Provision

| | |
|--------------------------|---|
| Benefit Number | BEN.3066.03 |
| Title | Reduced Service Provision |
| Description | Potentially reduce the number of services being provided to those who are not eligible. |
| Disbenefit | Potential implications of removing services from individuals who have been receiving them for extended periods (including dealing with increased numbers of complaints) |
| Responsible For Delivery | David Morgan |

Non Cashable Benefits

Non Cashable Benefits

BEN.3066.06 - Accurate population statistics

| | |
|--------------------------|---|
| Benefit Number | BEN.3066.06 |
| Title | Accurate population statistics |
| Description | Establish a better understanding of the population levels within the county |
| Responsible For Delivery | David Morgan |

BEN.3066.07 - Improved service planning

| | |
|--------------------------|---|
| Benefit Number | BEN.3066.07 |
| Title | Improved service planning |
| Description | By having a better understanding of the number of people currently residing within caravans in the county, services will be better able to plan for the future. |
| Responsible For Delivery | David Morgan |

BEN.3066.08 - Caravan Site Safety

| | |
|--------------------------|--|
| Benefit Number | BEN.3066.08 |
| Title | Caravan Site Safety |
| Description | Through the production of the comprehensive caravan site list then licensing will be more aware of all of the caravan sites in the county. This will enable them to ensure that all sites are allocated with the required licence (where applicable) and are meeting their health and safety requirements. |
| Responsible For Delivery | David Morgan |

Milestones

Milestones

00001 Site Locations and Allowances

| | |
|---------------------|--|
| Milestone ID | 00001 |
| Milestone Title | Site Locations and Allowances |
| Description | Develop a map showing the location of all sites and their allowances (planning and licencing allowances). A document should also be attached which details the individual plot addresses on each site. |
| End Date | 30/06/2015 |
| Active | Yes |
| Status | On Target |
| Percentage Complete | 50 |

00007 Decide on data processing system

| | |
|---------------------|----------------------------------|
| Milestone ID | 00007 |
| Milestone Title | Decide on data processing system |
| End Date | 17/07/2015 |
| Active | Yes |
| Percentage Complete | 0 |

00008 Data processing software available for use

| | |
|--------------|-------|
| Milestone ID | 00008 |
|--------------|-------|

| | |
|---------------------|--|
| Milestone Title | Data processing software available for use |
| End Date | 31/08/2015 |
| Active | Yes |
| Percentage Complete | 0 |

00002 Data Collection and Processing

| | |
|---------------------|--|
| Milestone ID | 00002 |
| Milestone Title | Data Collection and Processing |
| Description | Develop a system to gather and sort information, based on address data, from relevant Council services |
| End Date | 16/10/2015 |
| Active | Yes |
| Percentage Complete | 0 |

00003 Data Analysis and Mapping

| | |
|---------------------|---|
| Milestone ID | 00003 |
| Milestone Title | Data Analysis and Mapping |
| Description | Analyse and map information gathered on service use by all Denbighshire holiday caravan site residents from each relevant service |
| End Date | 13/11/2015 |
| Active | Yes |
| Percentage Complete | 0 |

00004 Summary Document

| | |
|---------------------|--|
| Milestone ID | 00004 |
| Milestone Title | Summary Document |
| Description | Produce a document summarising all findings and providing suggestions for a corporate strategy for addressing the residential use of holiday caravan sites in the County |
| End Date | 30/11/2015 |
| Active | Yes |
| Percentage Complete | 0 |

00006 Strategy Document

| | |
|---------------------|-------------------|
| Milestone ID | 00006 |
| Milestone Title | Strategy Document |
| End Date | 31/12/2015 |
| Active | Yes |
| Percentage Complete | 0 |

00009 Construction of a comprehensive holiday caravan site address list

| | |
|---------------------|--|
| Milestone ID | 00009 |
| Milestone Title | Construction of a comprehensive holiday caravan site address list |
| Description | Construction of a fully comprehensive list of holiday caravan site addresses in the county including individual holiday caravan addresses. |
| End Date | 31/12/2015 |
| Active | Yes |
| Percentage Complete | 0 |

00010 Development of a Regulatory Procedure and Implementation Plan

| | |
|-----------------|---|
| Milestone ID | 00010 |
| Milestone Title | Development of a Regulatory Procedure and Implementation Plan |

| | |
|---------------------|--|
| Description | The procedure will be produced by Planning and Public Protection and will aim to co-ordinate planning and licensing powers into a single document to enable Officers from the Planning and Public Protection service to follow standardised procedures for the effective policing of holiday caravan parks. The procedure will set out regulatory options having regard to the evidence gathered from each caravan and site. This will enable high risk sites to be targeted quickly with standard enforcement procedures applied. |
| End Date | 31/12/2015 |
| Active | Yes |
| Percentage Complete | 0 |

00005 Service Level Implementation Support

| | |
|---------------------|--|
| Milestone ID | 00005 |
| Milestone Title | Service Level Implementation Support |
| Description | Provide support to relevant services with regard to implementing the corporate strategy within the service context |
| End Date | 31/01/2016 |
| Active | Yes |
| Percentage Complete | 0 |

Costs

Costs

| Forecast | Committed | Actual |
|----------|-----------|---------|
| (£000s) | (£000s) | (£000s) |

2015/16

| July 2015 | |
|---|---------------|
| Developing and maintaining a system/database for the initial gathering of service data and later use for continued monitoring and reporting | |
| December 2015 | |
| Project Researcher | 18.659 |
| Staff time required to process data and produce report at required time intervals (either at the corporate or service level) | |
| Staff time to support and advise services as to how to implement the new corporate strategy on caravan use in the county | |
| Total | 18.659 |
| TOTAL | 18.659 |

2015/16

| July 2015 | |
|------------------|---|
| Category | ICT Infrastructure and Hardware |
| Title | Developing and maintaining a system/database for the initial gathering of service data and later use for continued monitoring and reporting |
| December 2015 | |
| Category | Internal Staff Costs |
| Title | Project Researcher |
| Forecast (£000s) | 18.659 |
| December 2015 | |
| Category | Internal Staff Costs |
| Title | Staff time required to process data and produce report at required time intervals (either at the corporate or service level) |
| December 2015 | |
| Category | Internal Staff Costs |
| Title | Staff time to support and advise services as to how to implement the new corporate strategy on caravan use in the county |

Risks
Risks
00001 Homelessness

Description
As a result of this work there is the potential that a number of individuals could be evicted from their caravans which would result in them becoming unintentionally homeless and the local authority may therefore have a statutory responsibility to rehome.

The eviction process would also place a huge emotional tole on the residents concerned.

Mitigating Action
Before any regulatory action is taken as a result of the information gathered, discussions will be undertaken with housing services in order to establish an action plan for dealing with a potential increase in housing demand.

Risk
Organisational/Management/Human Factors

Active
Yes

Likelihood & Impact

| | | | | | | |
|--|------------------------|---------------|----------|-------------|-------------|----------------|
| L i k e l i h o o d | A Almost Certain | Yellow | Orange | Orange | Red | Red |
| | B Highly Likely | Yellow | Yellow | Orange | Red | Red |
| | C Probable | Green | Yellow | Yellow | Orange X | Red |
| | D Possible | Green | Green | Yellow | Orange | Orange |
| | E Rare | Green | Green | Yellow | Yellow | Orange |
| | | 5 Very Low | 4 Low | 3 Medium | 2 High | 1 Very High |
| | | Impact | | | | |

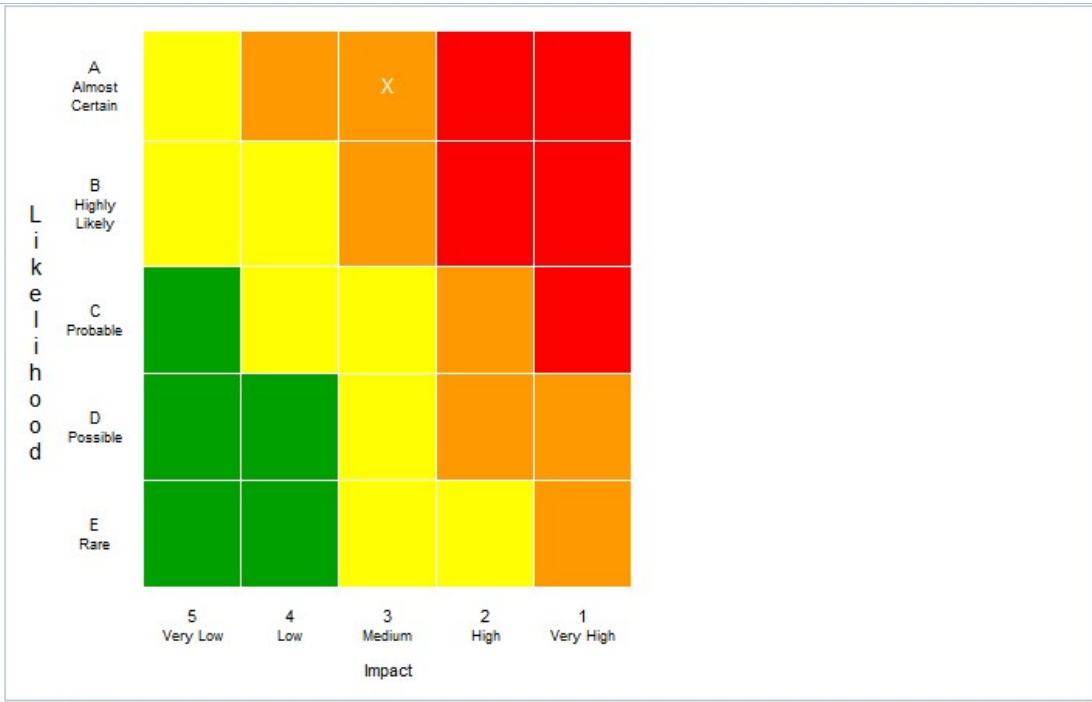
Owners
David Morgan

00002 Data reliability

Description
Due to the number of different services from which the data will be captured along with the variety of ways in which address data is entered (often manually) into these systems, the reliability of the collected data may be bought into question. We may over or under estimate numbers living on sites due to factors such as properties sharing the same postcode, people using their individual caravan number and site street name rather than the caravan site name or the mis-spelling of addresses etc.

Active
Yes

Likelihood & Impact



Owners

David Morgan

00003 Access to data

Description

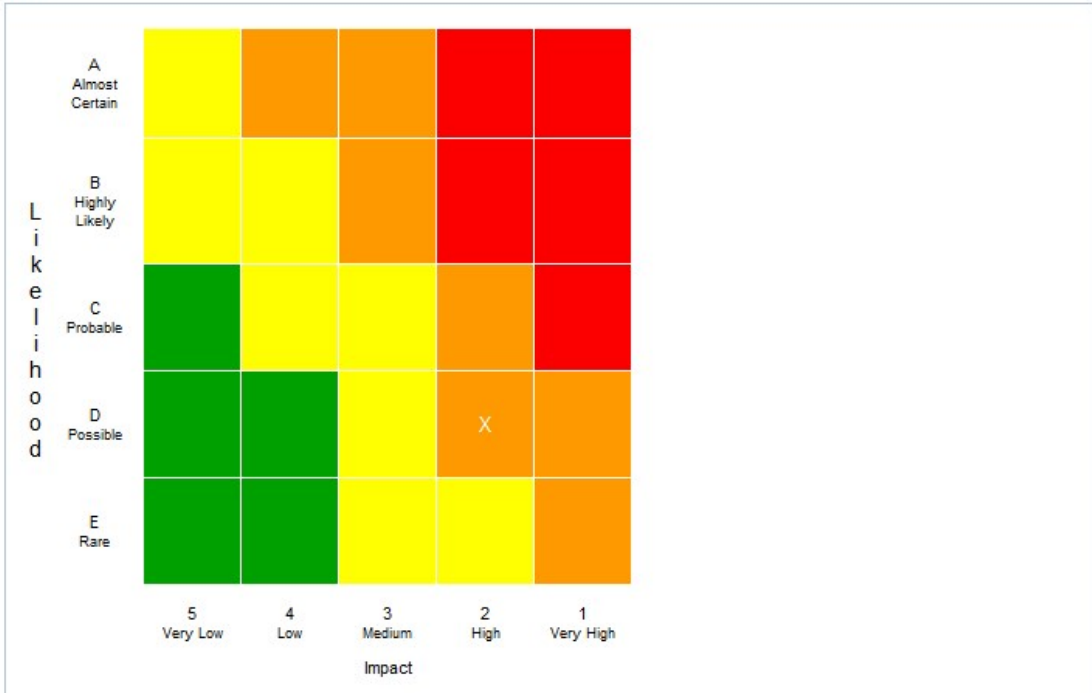
Data must be gathered from a number of individual services who each use a variety of different legacy systems. In order to access the information we require service to either provide us with access to these systems or provide us with reports of relevant data. If services are not compliant then this will limit the range of data we are able to collect and analyse.

Caravan site owners will also be required to provide us with information on their internal street names and plot numbering methods in order to enable the construction of a comprehensive site address list. If site owners do not have this information or are not willing to provide it then this could have a significant impact on this element of the project.

Active

Yes

Likelihood & Impact



Owners

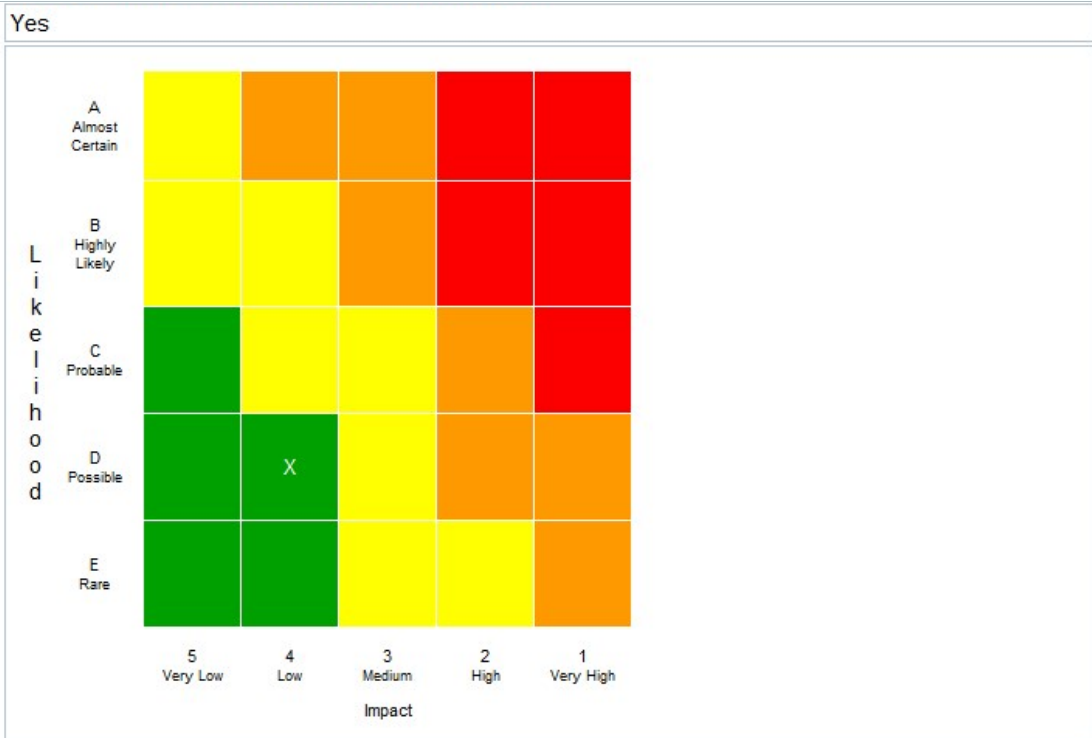
David Morgan

00004 Impact on unidentified services

Description

As the project has developed it has been established that a wide range of services are either directly or indirectly affected by the use of holiday caravans for residential purposes. As such there is a possibility that services that are yet to be identified could be adversely affected by enforcement action or a corporate strategy within which they have not been considered.

Active
Likelihood & Impact



Owners

David Morgan

00005 Impact on caravan owners

Description

Regardless of the Corporate strategy undertaken it is likely that a significant amount of disruption will be caused to current caravan owners on holiday caravan sites in the county.

Active

Likelihood & Impact



Owners

David Morgan

00006 Impact on site owners

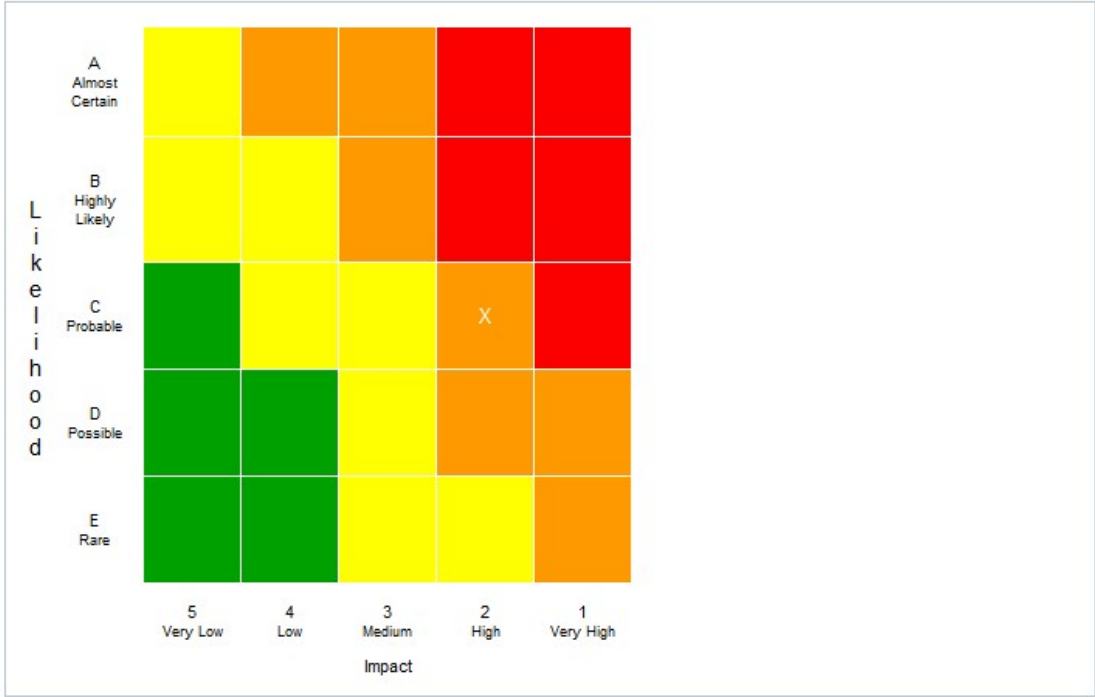
Description

Dependent on the strategy undertaken there could be potentially major impacts upon site owners e.g. in extreme cases some sites may be forced to close due to non-compliance, others may close due to the costs of functioning within the allowances of their licencing and planning permissions being far higher than the costs of functioning illegally. Businesses may also lose revenue due to caravan owners relocating their caravans to sites outside of the county where the rules may be less stringent.

Active

Yes

Likelihood & Impact



Owners

David Morgan

00007 Loss of Resource

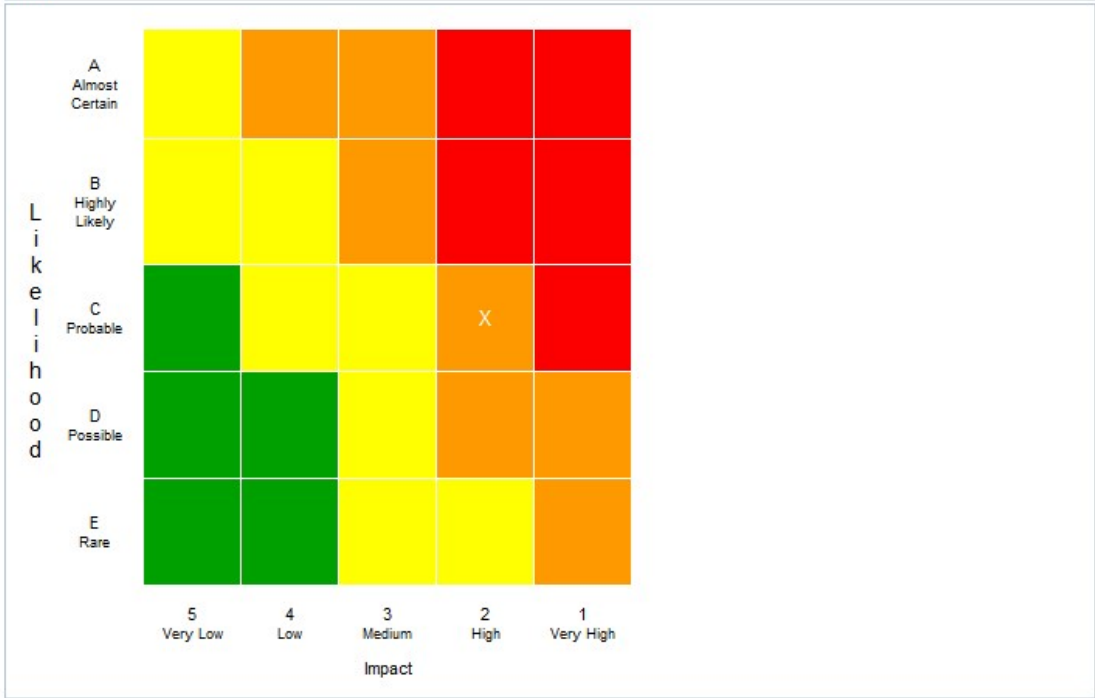
Description

Project is currently being managed by a temporary member of staff on a fixed term contract until December 2015 and as such there is the potential that this resource could be lost during the lifetime of the project and that other staff will not have the capacity to take over this role.

Active

Yes

Likelihood & Impact



Owners

David Morgan

00008 Underestimated impact upon known services

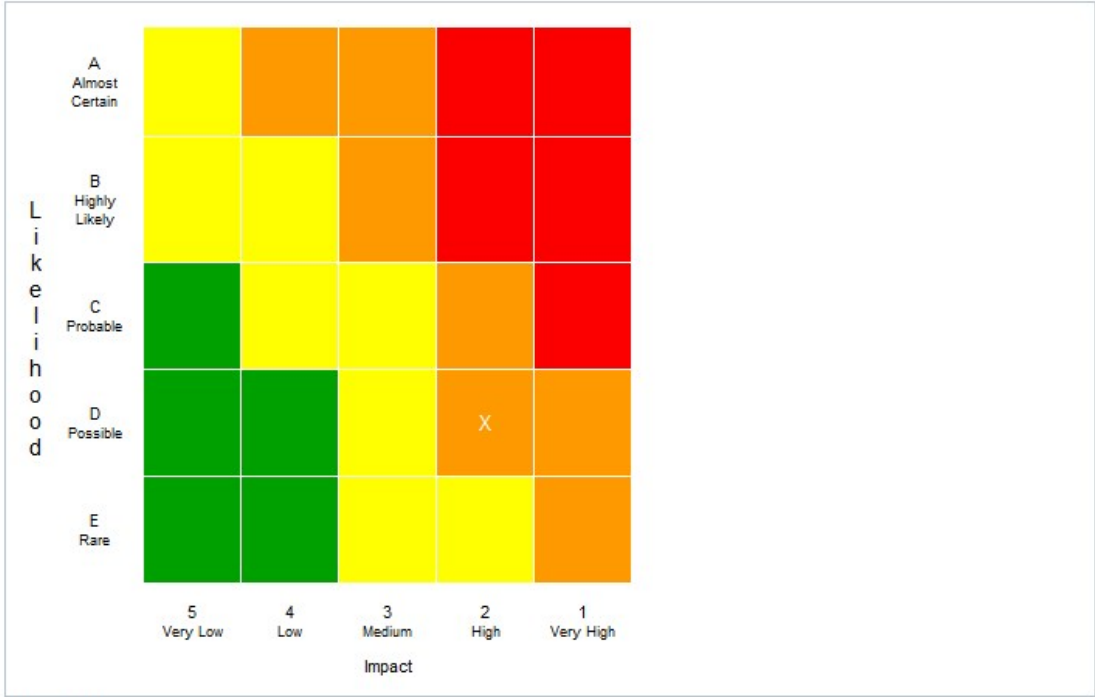
Description

There is the potential that the impact of any action on key services may be underestimated and that the true impact would not be identified until key decisions have already been made.

Active

Yes

Likelihood & Impact



Owners

David Morgan

00009 Impact on reputation of organisation

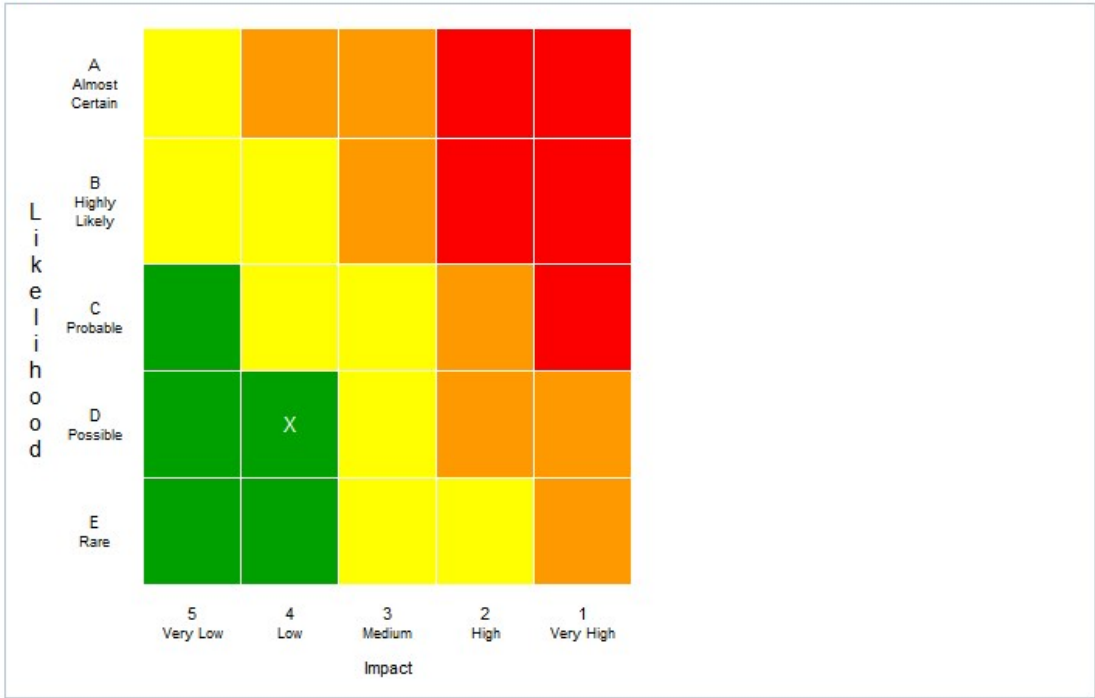
Description

The press attention for this project has already been significant and as such if handled incorrectly or irresponsibly there could be detrimental impacts on the reputation of the Council as a whole. Equally if the project is handled effectively, our methodology for tackling this issue could be used as best practice by other organisations thereby boosting our reputation as an authority.

Active

Yes

Likelihood & Impact



Owners

David Morgan

00010 Tourism/Local Economy

Description

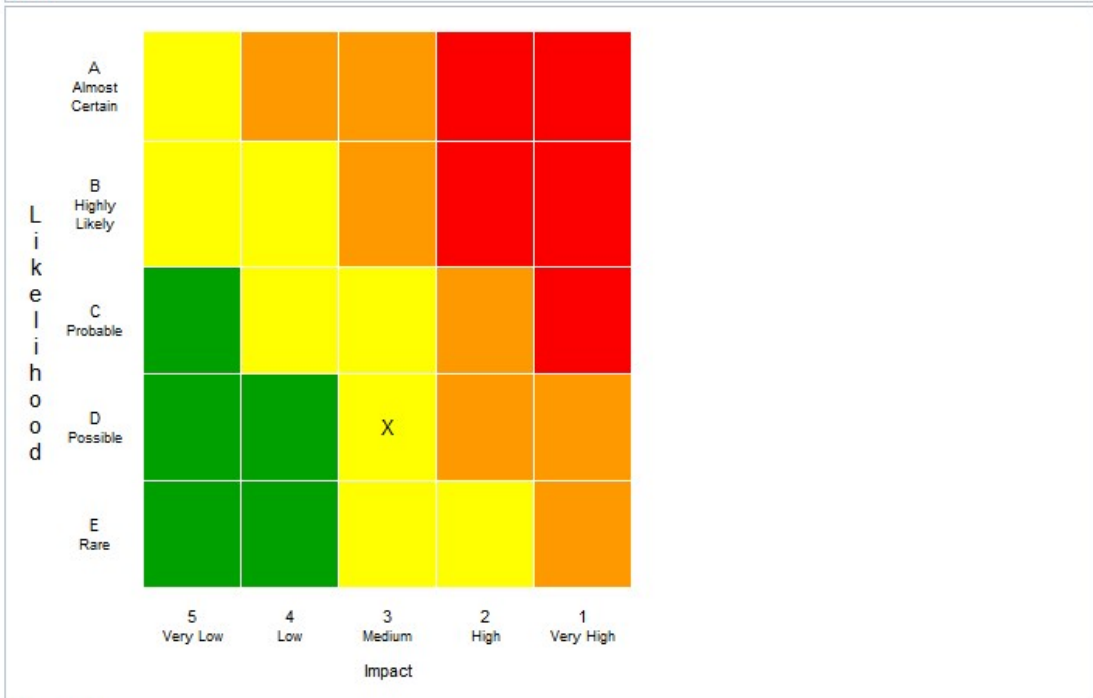
If the decision was made to take enforcement action against local sites then this may mean that more accommodation would become available to genuine tourists thus bringing more revenue to the area. However, it is possible that if the chosen enforcement action is seen as disproportionate then this may deter potential visitors and current visitors from utilising local sites and resources. In fact, if the appropriate enforcement action for some sites is perceived to be the closure of the site, then this may cause a significant reduction in the tourist accommodation available.

However, if no enforcement action was taken there is the potential for the number of holiday caravans being illegally residentially occupied to increase, causing an unofficial reduction in the tourist accommodation offer available in the County and consequently causing a loss in revenue. Another option to consider would be the establishing the lawful use or regularisation of sites (i.e. a proportion of a site is granted planning permission to become residential). Although doing so would mean that we would have greater control over the number of people residentially living on sites, along with a potentially more accurate account of the numbers of people living on sites (which could then be fed into census statistics and potentially result in gaining more funding), there would also be an official reduction in Denbighshire's holiday accommodation offer.

Active

Yes

Likelihood & Impact



Owners

David Morgan

00011 Social Services

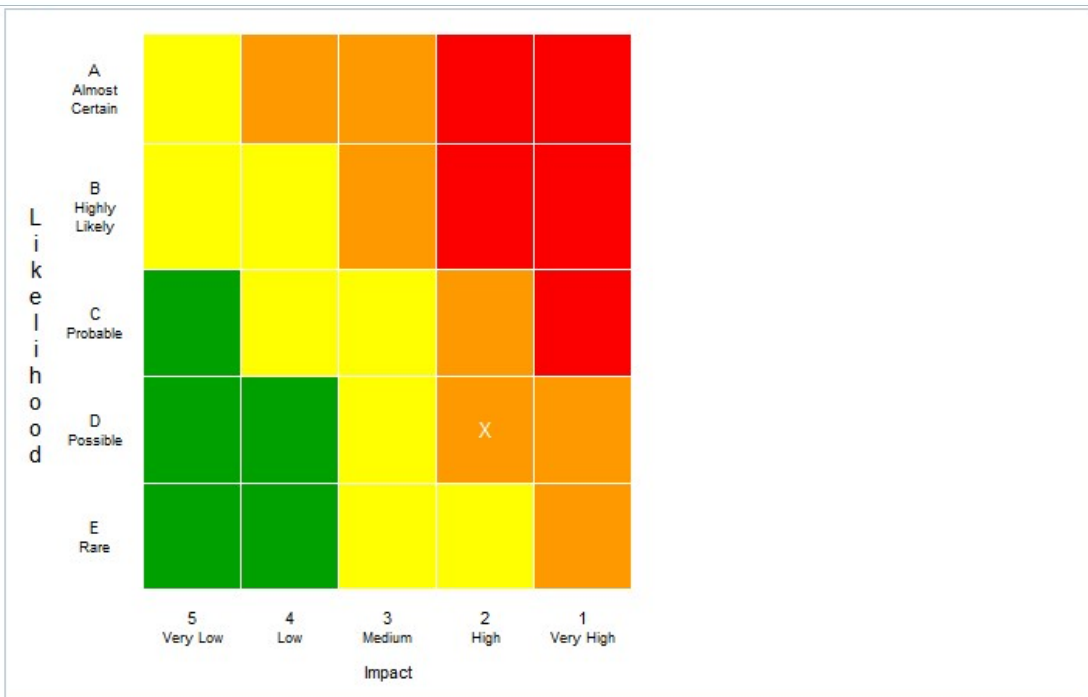
Description

Studies have shown that holiday caravans are commonly occupied by those from the more vulnerable section of society. Additionally, those living in a caravan have commonly done so for an extended number of years and thus regard it as their home. As such the process of having to leave their home may be extremely stressful and result in a greater reliance on social services.

Active

Yes

Likelihood & Impact



Owners

David Morgan

00012 Individual Holiday Caravan data on the Gazetteer

Description

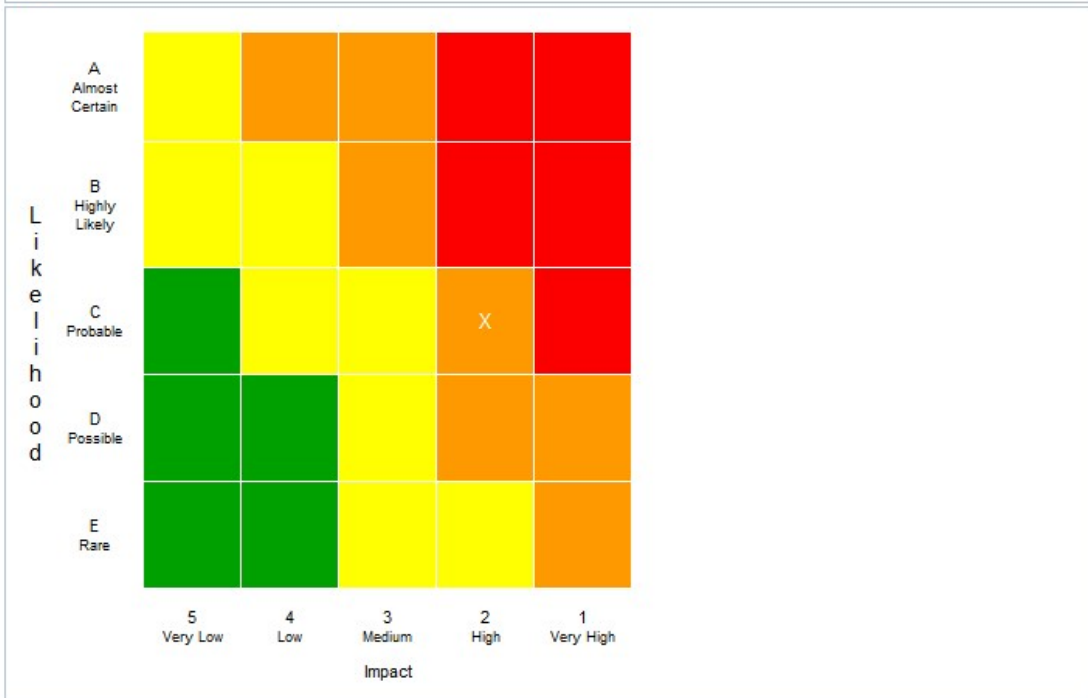
We may face some difficulties while attempting to input individual caravan address data into the Gazetteer system. Issues include:

- Needing to input 2 street names - due to having an internal street name within the caravan site in addition to the street name of the overall site
- Through the inputting of individual holiday caravan addresses into the Gazetteer each property will be allocated a UPRN which then makes them able to receive post to that address. As such we may face issues with holiday caravan site owners who may see a significant increase in the amount of post being delivered to the site.

Active

Yes

Likelihood & Impact



Owners

David Morgan

Project Impact

HR Impact

Does the project impact on DCC employees or other workers?

Yes

| | |
|--|-------------|
| If yes, have you contacted HR Direct? | No |
| Will the project impact on staffing levels? | No |
| Will the project impact on the skill mix? | No |
| Will the project affect multiple sites? | Yes |
| Have you collected information for Equality Impact Assessment purposes? | In Progress |
| ICT Impact | |
| Is there an ICT element within your project? | Yes |
| Is it a new system? | Yes |
| An upgrade to an existing system? | No |
| A replacement system? | No |
| An amendment to an existing system? | Yes |
| Are links to other systems required? | Yes |
| Does the work require a move or a new build? | No |
| Is telephony required? | No |
| Are new PCs/laptops/mobile devices required? | No |
| Property / Design and Construction Impact | |
| Does the project involve any alterations / changes to an Asset (DCC or Landlords)? | No |
| Will there be any property related works/requirements included within the project? | No |
| Procurement Impact | |
| Are you planning to procure this project via tenders or quotes? | No |
| Has a Sustainability Risk Assessment (SRA) been undertaken | No |
| Will be Community Benefits be delivered as part of this project? | No |
| Will there be an Exit Strategy developed as part of this project? | No |

Project Context

EQUALITIES

| | |
|--|---|
| 1. What type of proposal/decision is being assessed? | A new or revised policy |
| 2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation? | The purpose of this activity is to conduct a review of the occupancy of caravans across Holiday sites within Denbighshire and to identify a strategy for implementation across all services within the Council. |
| 3. Does this proposal / decision require an equality impact assessment? | Yes |
| 4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken. | Research has been undertaken within Planning and Public Protection which has identified the wider problem on the impact to more services across the council. From early indications, there are a number of protected characteristics impacted which will be considered throughout the review and any proposed implementations will capture the requirements of people with protected characteristics. |
| 5. Will this proposal / decision have a positive impact on any of the protected characteristics? (Please summarise any likely positive impact and identify which protected characteristics will benefit) | <p>Age & Disability</p> <p>Previous studies have shown that those living in caravans tend to be from the more vulnerable sectors of society (including those older in age, with higher social care needs). As such if the decision is made to allow some sites to become residential and therefore that the quality of accommodation is improved (to allow for year long residency) or that individuals are re-housed in more appropriate accommodation then this cohort will significantly benefit from the project.</p> <p>Race - Gypsy & Travellers</p> <p>For gypsies and travellers it may be that through establishing clarity in terms of the eligibility of caravan dwellers to council services that they gain access to additional services that they were previously unaware of.</p> |

6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics? (Please summarise any disproportionate negative impact and identify which protected characteristics will benefit)

Age & Disability

Conversely, if enforcement and eviction from sites is deemed the most appropriate response, and a housing provision has not been allocated, then this cohort may be at a significant risk of becoming homeless and therefore be negatively impacted.

Race - Gypsy & Travellers

The project may negatively impact upon gypsy and travellers as if the eligibility criteria for some services were changed or enforced then they may no longer be able to access these services.

7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact?

No

If no, please explain why. If yes, please provide detail

Will be addressed once the final equality impact assessment has been completed.

8. Have you identified any further actions to address and/or monitor any potential negative impact?

No

If yes, please complete the 'Actions' control below. If no, please explain

Will be addressed once the final equality impact assessment has been completed.

BIODIVERSITY

Does the project have potential to impact negatively on biodiversity?

No

Will this project impact on any protected or priority species?

No

Will this project impact on any protected sites or priority habitats?

No

CARBON

Impact Questions

Carbon - What is the expected impact of this project in terms of:

| | |
|--|-----------|
| Energy use for Denbighshire County Council buildings (electricity, gas, oil, LPG)? | Neutral |
| Mileage of Denbighshire fleet vehicles? | Neutral |
| Tonnes of business waste produced by Denbighshire County Council? | Neutral |
| Mileage for business travel by employees using their personal vehicles? | Not Known |

PRIVACY

Does this project/activity involve dealing with the personal details of individuals?

Yes

If yes please comment

At the time of preparing this Project Brief (20150408) it is unknown as to the level of information that will be utilised during this project - information will be gathered from existing legacy systems, but only name and address (and possibly age) information is likely required. As the project progresses, further information may be required at which point will be detailed in the Privacy Impact Assessment.

Approvals

Approvals

Alan Smith