



Council
19 October 2021

Title	Referral from Housing and Growth Committee – Determination and Fees policy for Caravan Site Licensing Fit and Proper Person Test
Report of	Chairman of the Housing and Growth Committee
Wards	All
Status	Public
Enclosures	Annex 1 – Report to Housing & Growth Committee, 13 September 2021, Determination and Fees Policy for Caravan Site Licensing Fit and Proper Person Test Appendix 1: Determination criteria for applications of relevant persons to be accepted onto the fit and proper person register in respect of mobile home site licensing
Officer Contact Details	Belinda Livesey – Belinda.Livesey@barnet.gov.uk 020 8359 7438

Summary

At the Housing and Growth Committee on the 13th September, the committee noted and approved the fee for applications by relevant persons to be accepted onto the fit and proper person register in respect of mobile home site licensing, which would be referred to Council for final approval.

The Constitution, Article 17 Financial regulations states ‘*Changes to fees and charges should be included in the budget proposals submitted by theme Committees or the relevant committee to the Policy & Resources Committee. The budget recommended by Policy and Resources Committee to Full Council will incorporate the latest projection of income from fees and charges. Full Council will approve all fees and charges as part of the budget report.*’

The determination of the fees policy for Caravan Site Licensing Fit and Proper Person Test, is an in-year fee, which therefore needs to be considered by Council outside of the budget report.

Officers Recommendation

That Council note and agree the fee for applications by relevant persons to be accepted onto the fit and proper person register in respect of mobile home site licensing, as outlined in section 5.2.8 of the Annex report.

1. WHY THIS REPORT IS NEEDED

- 1.1 At its meeting on the 13th September, the Housing and Growth Committee approved the recommendation for the fee for applications by relevant persons to be accepted onto the fit and proper person register and for this to be referred to Council for final approval.

2. REASONS FOR RECOMMENDATIONS

- 2.1 As set out in the report attached at Annex 1.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 As set out in the report at Annex 1.

4. POST DECISION IMPLEMENTATION

- 4.1 As set out in the report attached at Annex 1.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 As set out in the report attached at Annex 1.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 As set out in the report attached at Annex 1

5.3 Social Value

- 5.3.1 As set out in the report attached at Annex 1

5.4 Legal and Constitutional References

- 5.4.1 The Constitution, Article 17 Financial regulations, states '*Changes to fees and charges should be included in the budget proposals submitted by theme Committees or the relevant committee to the Policy & Resources Committee. The budget recommended by Policy and Resources Committee to Full Council will incorporate the latest projection of*

income from fees and charges. Full Council will approve all fees and charges as part of the budget report.”

5.5 Risk Management

5.5.1 As set out in the report attached at Annex 1.

5.6 Equalities and Diversity

5.6.1 As set out in the report attached at Annex 1.

5.7 Corporate Parenting

5.7.1 As set out in the report attached at Annex 1.

5.8 Consultation and Engagement

5.8.1 As set out in the report attached at Annex 1.

5.9 Insight

5.9.1 As set out in the report attached at Annex 1.

6. BACKGROUND PAPERS

6.1 N/A