

Consultation Plan

To be completed for all consultations in line with the council's Consultation Charter
For sign off by service lead and Corporate Manager (Executive Support)

1. Title of consultation	
Consultation on the revision of the Street Trading Policy	
2. Responsible officers	
Director	David Bartram
Service lead	Simon Lane
Consultation lead officer	Nigel Marston
3. Purpose of the consultation	
<p><i>The Licensing Committee set up a working group to review the Council's Street Trading Policy which was last reviewed in 2015.</i></p> <p><i>Follow the work of the group, a revised Street Trading Policy has been drafted and the Licensing Committee is now seeking the views of current consent holders, statutory bodies, business organisations, residents and businesses regarding the revised policy.</i></p>	
4. Timing, duration and key milestones	
<p>The consultation will formally commence on 22 March 2024 and finish on 31 May 2024 (10 weeks).</p> <p>The initial report seeking permission to go to consultation will be presented to the Licensing Committee on 19 March 2024.</p> <p>It is proposed that the consultation results will be taken back to the Licensing Committee on 9 July 2024.</p>	
5. Equality Impact Assessment	
<p><i>An Equalities Impact Assessment has been completed and presented with the committee report seeking permission to go out to consultation on 19 March 2024.</i></p>	
6. Consultees and how they will be consulted (survey, public meeting, exhibition, focus group)	
Consultee	Method
<i>Those most affected by the proposal (state who)</i>	Current holders of a Consent to Street Trade will be written to individually with details of the proposed change in policy and how they can engage.
<i>Exeter residents</i>	Details will be posted online under the Council's consultation pages and a public notice will be placed in the paper.
<i>General public</i>	Details will be posted online under the Council's consultation pages and a public notice will be placed in the paper.
<i>Members (ECC and DCC)</i>	Via Licensing Committee Report
<i>Partners and other statutory stakeholders</i>	<p>The following partners will be formally written to regarding the consultation.</p> <ul style="list-style-type: none"> • Devon County Council Highways • Devon and Cornwall Police

	<ul style="list-style-type: none"> • InExeter • Planning Authority • The Fire and Rescue Authority. • Persons/bodies representative of Street Trading Licence Holders • Environmental Health
<i>Other stakeholders</i>	

7. Public Sector Equality Duty

Set out any special provisions that are required to ensure that people with protected characteristics are able to partake in the consultation.

Characteristic	Special provision
<i>Age</i>	
<i>Disability(includes mobility, sensory, learning and mental health)</i>	
<i>Race/ethnicity(includes Gypsies and Travellers),</i>	
<i>Sex and gender</i>	
<i>Gender identity</i>	
<i>Religion and belief</i>	
<i>Sexual orientation</i>	
<i>Pregnant women, new and breastfeeding mothers,</i>	
<i>Marriage and civil partnership</i>	

8. Supporting information

What background information will be provided for consultees and in what format?

A copy of the draft policy will be included on the consultation page with a summary of the key changes contained within the draft policy.

9. Publicity

How will consultees be made aware of the consultation and the results?

A report will be presented to the Licensing Committee on 9 July 2024 with detailed information about the responses received in the consultation. Those who partake in the consultation will be made aware of where to access the report when it is published.

10. Accessibility

How will you ensure that consultation material meets accessibility and readability standards? (See intranet)

11. Demographics

What demographic data, if any, will be collected on consultees?

None

12. GDPR

If personal data is being collected, confirm that this has been agreed with the Data Protection Officer and that an appropriate privacy statement is included in any surveys.

In accordance with the Freedom of Information Act 2000, we will publish your response to this consultation, but will not include any personal information. If you have requested your response to be kept confidential, we may still be required to provide a summary of it.

13. Resource implications

The majority of resources will be met from the Licensing Team in sending correspondence to those identified regarding the consultation, responding to enquiries received and analysing the responses made so that they can be included in the report to be presented to committee.

Resource will be needed to assist with the web page needed and ensuring that the policy document is in an accessible format.

14. Carbon Footprint (Environmental) Implications:

There are no carbon / environmental impacts arising from the consultation.

15. Approval

<i>Service Lead</i>		<i>Corporate Manager (Executive Support)</i>	
Name		Name	
Signature		Signature	
Date		Date	