
TITLE: LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 HACKNEY CARRIAGE FARES INCREASE PROPOSALS

Committee: Licensing Committee

Date: 9 October 2013

Author: Lin Bagwell, Licensing Officer (Enforcement)

[N117]

1.0 **ISSUE**

1.1 To consider objections received under Section 65 of Part II of the Local Government (Miscellaneous Provisions) Act 1976 regarding the revised hackney carriage table of fares proposed by Members of the Council's Licensing Committee on 10 July 2013.

2.0 **RECOMMENDATION(S)**

2.1 To consider the objections and agree a variation to the proposed hackney carriage table of fares; or

2.2 To consider the objections and make no changes to the proposed hackney carriage table of fares.

With either recommendation coming into force on 00.01 (1 minute past midnight) on 1 November 2013¹.

3.0 **BACKGROUND/OPTIONS**

3.1 Members of the Council's Licensing Committee of 10 July 2013 proposed a variation to the current table of hackney carriage fares at the request of hackney carriage vehicle proprietors to come into effect on 2 September 2013. **Appendix 1.**

3.2 The proposed variation to the table of fares was advertised in the Cambridge News on 18 July 2013 and a notice published in the Council offices for public inspection allowing 28 days for the public to make representations until 15 August 2013². **Appendix 2.**

3.3 An email dated 28 July 2013 received from Julie and Rodger Goodson, JR Cars Littleport proposed that 'every mile thereafter' should be raised from £1.70 to £2.00 for rate 1 and an increase the tenth of mile charge for rate 4 from 20p to 35p. **Appendix 3.**

¹ Date within 2 months of original specified Notice date of 2 September 2013

² The minimum statutory "objection" period is not less than 14 days – s65(2) LG(MP) Act 1976

- 3.4 An email dated 31 July 2013 received from John Skipper, A10 Taxis proposed that each subsequent mile and tenth of a mile be changed to either £1.70 and 17p or £2.00 and 20p for rate 1 and each subsequent mile and tenth of a mile be changed to either £2.00 and 20p or £3.50 and 35p for rate 4. The email also pointed out the difference in 'waiting time' for rate 1, set at £1.00 for 3 minutes, whereas rates 2, 3 and 4 are set at £1.20 for 3 minutes. **Appendix 4.**
- 3.5 A letter from the National Private Hire Association (NPHA) dated 30 July 2013, reflected the late objection proposals explained in paragraphs 3.3 and 3.4 above (parts redacted relate to another unrelated issue³). **Appendix 5.**
- 3.6 The three objections imply that errors may have been made during the setting of the proposed variation to the hackney carriage table of fares at the Licensing Committee meeting of 10 July 2013. Members will recall that in the previous report of 10 July 2013 (Agenda item 5, paragraph 4.5⁴), the reasons for these changes were set out. On the legal issue, there is nothing under the relevant legislation⁵ that prevents a Council from setting differential rates; the rates set out reflected the consultation request amounts set out by the trade and are not mathematical errors.
- 3.7 On a practical level a local accredited taximeter specialist confirmed that each of the hackney carriage proprietor fare increase proposals presented in the committee report to Members at the Licensing Committee of 10 July 2013 and the proposed variations made by Members to the table of fares at the Licensing Committee meeting of 10 July 2013 could satisfactorily be calibrated into existing taximeters.
- 3.8 Email mediation took place with Bryan Roland, General Secretary of the National Private Hire Association on 13 August 2013, who responded by letter on 14 August 2013. **Appendix 6.**
- 3.9 A mediation meeting was held with Julie and Rodger Goodson and John Skipper on 15 August 2013 at which they were advised that their objections had been discussed with Bryan Rowland of the National Private Hire Association and all representations would be presented to the Council's Licensing Committee on 9 October 2013.
- 3.10 Three proposals have been put forward to resolve objectors' concerns and confusion regarding the tenth of mile charges for rates 1 and 4 of the variation to the proposed hackney carriage table of fares.
- 3.11 The first proposal is contained in an email dated 15 August 2013 from Andy Cundell of Panther Taxis Ltd, **Appendix 7**, who suggests in his capacity as

³ On disclosure and barring service.

⁴ http://www.eastcambs.gov.uk/sites/default/files/agendas/li100713ag_N49.pdf

⁵ Section 65 LG(MP)A 1976 provides that a District Council may fix rates or fare within the district as well as for time as distance, and all other charges in connection with the hire of a vehicle in compliance with the provisions of s65.

an accredited taximeter specialist that Members might consider the following changes to set distances for rates 1 and 4:

RATE 1: For the mile to remain at £1.70 the meter would need to drop 20p every 207 yards (189m)
For the mile to be £2.00 the 20p the meter would be set to drop every 176 yards (161m)

RATE 4: For the mile to be £3.50 the 20p drop would need to be every 103.5 yards (94.5m)

The waiting time can be set as required at £1.20 per minute or part thereof.

- 3.12 The second and third proposals with accompanying percentage rises for Members' consideration are contained in an email dated 16 August 2013 from Bryan Rowland, General Secretary of the National Private Hire Association. Bryan Rowland first suggests that each tenth of a mile in rate 1 be changed to 17p and each tenth of a mile in rate 4 be changed to 35p. **Appendix 8.**
- 3.13 Bryan Rowland's second suggestion provides for a number of changes to the proposed table of fares as highlighted in red that 'would work mathematically and provide a reasonable percentage rise in the current table of fares'. **Appendix 9.**

4.0 **ARGUMENTS / CONCLUSIONS**

- 4.1 Section 65 of Part 2 of the Local Government (Miscellaneous Provisions) Act 1976 makes provision for a district council to fix the rate of hackney carriage fares within the district, for time as well as distance and all other charges in connection with the hire of a hackney carriage vehicle by means of a 'table of fares'.
- 4.2 Members of the Council's Licensing Committee considered and agreed a variation of hackney carriage fares based on suggested changes to the current hackney carriage table of fares proposed by hackney carriage proprietors during the initial consultation period from 26 April 2013 to 31 May 2013. This is what was set out in the Notice that was made available and advertised under section 65.
- 4.3 As three objections have been raised and not withdrawn against the agreed variation of the hackney carriage table of fares during the 28-day public consultation period, Members must consider the proposals set out in the objections and agree a variation to the proposed hackney carriage table of fares or make no changes to the proposed table of fares, with an implementation date not later than two months after the first specified date (ie 2 September) in the Notice advertised.
- 4.4 As objectors perceive that a mathematical error occurred when setting the tenth of mile charges for rates 1 and 4, whilst incorrect, it is suggested that

Members consider implementing either appendices 7, 8 or 9 to allay these concerns.

- 4.5 There is no right of appeal against the fares once set; it would appear that the only remedy for further objection would be judicial review.
- 4.6 The final decision made by Members on 9 October 2013 will be the approved hackney carriage table of fares set by them on this date with no further advertisement or public consultation required.
- 4.7 It is proposed that the new approved hackney carriage table of fares will be effective from 00.01 on 1 November. 2013.

5.0 **FINANCIAL IMPLICATIONS/IMPACT NEEDS ASSESSMENT**

- 5.1 The cost of the hackney carriage meter re-calibration would be borne by the hackney carriage vehicle proprietors at a cost of approximately £20.00.
- 5.2 Equality Impact Assessment (INRA) completed. The decision made at Committee in relation to the final hackney carriage tariff has the potential to impact on both the travelling public and hackney carriage vehicle proprietors.

6.0 **APPENDICES**

- 6.1 Appendix 1 Proposed variation to current table of fares
- 6.2 Appendix 2 Advertisement in the Cambridge News, 18 July 2013
- 6.3 Appendix 3 Email dated 28 July 2013 received from Julie and Rodger Goodson, JR Cars Littleport
- 6.4 Appendix 4 Email dated 31 July 2013 received from John Skipper, A10 Taxis
- 6.5 Appendix 5 Letter from the National Private Hire Association dated 30 July 2013
- 6.6 Appendix 6 Letter from the National Private Hire Association dated 14 August 2013
- 6.7 Appendix 7 Email dated 15 August from Andy Cundell of Panther Taxis Ltd
- 6.8 Appendix 8 Proposal 1 from Bryan Rowland, General Secretary of the National Private Hire Association
- 6.9 Appendix 9 Proposal 2 from Bryan Rowland, General Secretary of the National Private Hire Association

6.10 Appendix 10 Impact and Needs/Requirements Assessment (INRA) - Initial Screening

6.11 Appendix 11 Impact and Needs/Requirements Assessment (INRA)

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Part II of the Local Government (Miscellaneous Provisions) Act 1976	Room FF105 The Grange Ely	Lin Bagwell Licensing Officer (Enforcement) (01353) 665555 lin.bagwell@eastcambs.gov.uk
Taxi and Private Hire Guide, February 2012, Version 7		

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

ARES FOR DISTANCE**(A) RATE 1**

For the first mile (approx. 1.6093 kilometres)	£3.50
Every mile thereafter (approx. 1.6093 kilometres)	£1.70
For each subsequent tenth of mile (approx. 0.16093 kilometres) or uncompleted part thereof	20p

WAITING TIME

For each period of three minutes or uncompleted part thereafter	£1.00
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(B) RATE 2

*For hiring begun between 19.00 and 07:00 from Monday evening to Saturday morning inclusive
For hiring begun between 13:00 on a Saturday until 07:00 on a Monday*

For the first mile (approx. 1.6093 kilometres)	£4.00
Every mile thereafter (approx. 1.6093 kilometres)	£2.00
For each subsequent tenth of mile (approx. 0.16093 kilometres) or uncompleted part thereof	20p

WAITING TIME

For each period of three minutes or uncompleted part thereafter	£1.20
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(C) RATE 3

For hiring on public or Bank Holidays

For the first mile (approx. 1.6093 kilometres)	£5.50
Every mile thereafter (approx. 1.6093 kilometres)	£2.00
For each subsequent tenth of mile (approx. 0.16093 kilometres)	20p

WAITING TIME

For each period of three minutes or uncompleted part thereafter	£1.20
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(D) RATE 4

For hiring on Christmas Day

For the first mile (approx. 1.6093 kilometres)	£6.00
Every mile thereafter (approx. 1.6093 kilometres)	£3.50
For each subsequent tenth of mile (approx. 0.16093 kilometres) or uncompleted part thereof	20p

Waiting Time
For each period of three minutes or uncompleted part thereafter £1.20

(E) SUNDRY ITEMS

For each article of luggage carried outside the passenger compartment of the carriage 25p

For each passenger in excess of one (two children under 12 years old shall count as one person and children under the age of three shall not be counted). No charge shall be made where a person is carried whose illness or physical incapacity requires that he or she must be accompanied at all times when away from his or her place of residence 25p

Where the hirer arranges by letter, telephone or otherwise with the proprietor or driver prior to commencement of hiring, for hire of the carriage to commence from a stated place other than a hackney carriage stand 50p

Soiling the interior of the vehicle Not to exceed £90.00

Conveyance of bicycles or trunks where they have to be carried £1.00

Pets (excluding assistance dogs) £1.00

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HIGHWAYS

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1)(A)

THE A14 TRUNK ROAD (JUNCTION 23 SPITTALS INTERCHANGE TO JUNCTION 31 GIRTON INTERCHANGE, CAMBRIDGESHIRE) AND M11 MOTORWAY (JUNCTION 14) (TEMPORARY PROHIBITION OF TRAFFIC) ORDER 2013

NOTICE IS HEREBY GIVEN that the Secretary of State for Transport has made an Order on the A14 Trunk Road and M11 Motorway in Cambridgeshire to allow for carriageway resurfacing and routine maintenance works to be carried out in safety.

For the purpose of this notice J23, J24, J25, J26, J27, J28, J29, J30, J31 and J32 mean, respectively, J23 Spittals, J24 Goswamichester, J25 Heringford Abolds, J26 St Ives, J27 Fawcarterton, J28 Swavesey/Roxworth, J29 Lulworth, J30 Bar Hill, J31 Dry Drayton, J32 Girtton and J32 Histon.

The effect of the Order will be to close -

- for 13 nights (8pm to 6am Mondays, 9pm to 6am Tuesdays to Thursdays, 10pm to 6am Fridays, 8pm to 6am Saturdays and 10pm to 6am Sundays) starting on Wednesday 24 July 2013, the A14 westbound -
 - from the exit slip road at J23 to the A14 eastbound/M11 southbound diverge at J31;
 - merge at J31, from the point where the A1307 diverges to the entry slip road for the A14 eastbound; and
 - entry slip roads at J23, 24, New Road Hemlingford Abolds, J26, J27, J28, Swavesey Travelodge and J29; and
- for 16 nights (8pm to 6am Mondays to Thursdays, 10pm to 7am Fridays, 6pm to 8pm Saturdays and 8pm to 6am Sundays) starting on Monday 12 August 2013, the -
 - A14 westbound from the M11/A14 merge at J31 to the entry slip road at J23;
 - M11 northbound between the exit slip road at J13 and the merge point with the A14 eastbound at J14;
 - A1307 westbound from the start of the dual carriageway section to its merge with the A14 westbound at J31;
 - A14 westbound Clover Leaf link road at J31 which links the westbound and north-westbound carriageways;
 - westbound link road at J31 which links the eastbound Clover Leaf link road and the A14 westbound;
 - A14 westbound entry slip roads at The Avenue, Bar Hill Little Chest, Fenstanton Bus Garage and J23 to J30 inclusive;
 - Crematorium Loop at J31 which links the A14 eastbound and the A1307 westbound;
 - eastbound Clover Leaf link road at J31 which links the A14/M11 north-west bound carriageway to the A14 east bound; and
 - westbound link road at J31 which links the A14 westbound and the M11 southbound.

All lay-bys adjacent to the A14 eastbound between J23 and J31 and westbound between J22 and J23, will remain closed for 24 hours daily for the duration of the works on those carriageways.

Diversion routes will be in place as follows -

- A14 westbound carriageway closure between J31 and J23, traffic will be directed to remain westbound via the A428 to Wyboston, A1 northbound to re-join the A14 at J21. For the closure of the northbound M11 traffic will be directed via the A1303 at J13 to join the main diversion route on the A428 as above. Westbound A14 traffic between J31 and J23 will be directed eastbound to the A14 at J22, then westbound on the A14 to join the main diversion route. Traffic wishing to leave Cambridge on the A1307 will be directed back into the city centre via the A1307 to the ring road, then the B1046 to join the A14 at J32 and the main diversion route above. M11 southbound traffic will be directed to follow the A428 westbound to the Hardwick junction where traffic will be directed to join the A428 eastbound. Traffic will then be directed to exit the A428 eastbound at the Madingley junction and join the A1303 eastbound to M11 J15, then to join the M11 southbound.
- A14 eastbound traffic will follow the main diversion routes described above in the opposite direction for the closure between J23 and J31. Traffic for the southbound M11 will be diverted via the A1303 at Madingley to re-join the southbound M11 at J15.

Access to properties fronting the trunk road will be maintained at all times.

The closures (which will not apply to emergency service, traffic officer or works vehicles) and diversion routes will be clearly indicated by traffic signs throughout the works. The Order will come into force on 22 July 2013 and have a maximum duration of eighteen months.

Mrs A V Middleton, An official of the Highways Agency General Enquiries relating to this notice may be made in writing to Keith Hutchinson at the Highways Agency, Woodlands, Manton Lane, Bedford, MK41 7LW or by telephoning 01234 756516.

public notices

EAST CAMBRIDGESHIRE DISTRICT COUNCIL LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 VARIATION OF HACKNEY CARRIAGE FARES

East Cambridgeshire District Council intends to vary the table of hackney carriage fares applicable in the District, in accordance with Section 65 of the Local Government (Miscellaneous Provisions) Act 1976. If no objections are received the variation to fares will be implemented with effect from 07:00 hours on 2 September 2013.

FARES FOR DISTANCE

(A) RATE 1

For the first mile (approx. 1.6093 kilometres)	£3.50
Every mile thereafter (approx. 1.6093 kilometres)	£1.70
For each subsequent tenth of mile (approx. 0.16093 kilometres) or uncompleted part thereof	20p

WAITING TIME

For each period of three minutes or uncompleted part thereafter £1.00

(B) RATE 2

For hiring begun between 19.00 and 07.00 on Monday evening to Saturday morning inclusive
For hiring begun between 13.00 on a Saturday until 07.00 on a Monday

For the first mile (approx. 1.6093 kilometres)	£4.00
Every mile thereafter (approx. 1.6093 kilometres)	£2.00
For each subsequent tenth of mile (approx. 0.16093 kilometres) or uncompleted part thereof	20p

WAITING TIME

For each period of three minutes or uncompleted part thereafter £1.20

(C) RATE 3

For hiring on public or Bank Holidays

For the first mile (approx. 1.6093 kilometres)	£5.50
Every mile thereafter (approx. 1.6093 kilometres)	£2.00
For each subsequent tenth of mile (approx. 0.16093 kilometres) or uncompleted part thereof	20p

WAITING TIME

For each period of three minutes or uncompleted part thereafter £1.20

(D) RATE 4

For hiring on Christmas Day

For the first mile (approx. 1.6093 kilometres)	£6.00
Every mile thereafter (approx. 1.6093 kilometres)	£3.50
For each subsequent tenth of mile (approx. 0.16093 kilometres) or uncompleted part thereof	20p

WAITING TIME

For each period of three minutes or uncompleted part thereafter £1.20

(E) SUNDRY ITEMS

For each article of luggage carried outside the passenger compartment of the carriage	25p
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For each passenger in excess of one (two children under 12 years old shall count as one person and children under the age of three shall not be counted). No charge shall be made where a person is carried whose illness or physical incapacity requires that he or she must be accompanied at all times when away from his or her place of residence 25p

Where the hirer arranges by letter, telephone or otherwise with the proprietor or driver prior to commencement of hiring, for hire of the carriage to commence from a stated place other than a hackney carriage stand	50p
Soiling the interior of the vehicle	Not to exceed £90.00
Conveyance of bicycles or trunks where they have to be carried	£1.00
Pets (excluding assistance dogs)	£1.00

A copy of this Notice will be deposited at the main reception East Cambridgeshire District Council Offices Ely and will be available for inspection until 15 August 2013.

Any objection to the intended variation should be made in writing and directed to the Head of Environmental Services East Cambridgeshire District Council the Grange Nutholt Lane Ely Cambs CB7 4EE within twenty-eight days of the printing of this notice.

EAST CAMBRIDGESHIRE DISTRICT COUNCIL PLANNING (LISTED BUILDINGS & CONSERVATION AREAS) ACT 1999 Proposed Development Affecting Conservation Areas and/or Listed Buildings

13/00445/FUL - Change of use of a courthouse to town Council Offices and other community offices, museum and art gallery and music/concert hall (maximum floorpace of the hall, excluding ancillary space 16.8sq m) (Sui generis use), Sessions House, Lynn Road, Ely.
13/00446/LBC - Internal alterations, Sessions House, Lynn Road, Ely.
13/00506/FUL - Extensions and alterations to an existing detached house, 37 High Street, Chipperham.
13/00511/FUL - Erection of cart lodge garages, 1 Station Road, Wilburton.
13/00564/LBC - Sign, Advertisement signs, The Maltings, Ship Lane, Ely.
Where a "householder" application is refused, there will be no further opportunity to make comments on an appeal. However your original comments will be submitted to the Secretary of State.

"Householder development" means development of an existing dwelling house, or development within the curtilage of such a dwelling house for any purpose incidental to the enjoyment of the dwelling house.

Town & Country Planning (Development Management Procedure) England Order 2010, Article 13

13/00483/FUM - Change of use of land from agriculture to cricket ground to include menage, storage container, compost toilet and pavilion, Field North West of Tilden House, 21 Burwell Road, Redn.

Members of the public may inspect copies of the application, plans and other documents submitted with it by visiting the Council's website (www.eastcambs.gov.uk) following links to Planning online (click on box in right hand margin) and searching by the application reference number. If you do not have access to a computer at home, you are able to use the public computers at the Council Offices during normal office hours. Alternatively, an appointment can be made to view the working file by contacting the Support team on 01223 656555. A copy of the planning application and plans will also be supplied to the Parish Council. Anyone who wishes to make representations about an application should do so in writing to the above mentioned Council, within 21 days of the date of the notice. You should be aware that any comments and information (excluding signatures and telephone numbers, which will be redacted) will be available over the internet.

Dated this day, 18th July 2013
GILES HUGHES
Head of Planning & Sustainable Development Services

FULBOURN PARISH COUNCIL

The Clean Neighbourhoods and Environment Act 2005 The Dog Control Orders (Prescribed Offences and Penalties etc) Regulations 2006 (S.1 2006/1059)

Notice is hereby given that Fulbourn Parish Council intends to make a 'Fouling of Land by Dog Order' to apply to all the land which is open to the air (which includes land that is covered but open to the air on at least one side) and to which the public are entitled or permitted to have access to in the Parish of Fulbourn.

Any representations must be made within 28 days from the date of this Notice to:
Mrs P Newman, Clerk Fulbourn Parish Council
Fulbourn Centre
Home End
Fulbourn
Cambridge

Tel: 01223 891642 / e mail: clerk.fpc@btconnect.com

South Cambridgeshire District Council AUDIT OF ACCOUNTS 2012/13 NOTICE OF PUBLIC RIGHTS

AUDIT COMMISSION ACT 1982 SECTIONS 15 and 16 as amended
ACCOUNTS AND AUDIT REGULATIONS (ENGLAND) 2011
REGULATIONS 9, 10, 21, 22 and 23

The Council's accounts are subject to external audit by Mark Hodgson, Director Ernst and Young LLP, One Cambridge Business Park, Cambridge, CB4 0WZ (telephone 01223 394400, email MHodgson@uk.ey.com)

Members of the public and local government electors have certain rights in the audit process:

- On Mondays to Fridays from 9th August to 6th September 2013 between 8.30am and 4.30pm, any person may inspect, and make copies of, the accounts of the Council for the year ended 31st March 2013 and certain related documents (comprising books, deeds, contracts, bills, vouchers and receipts). Application should be made initially to the Accountancy Service (ref. SoA), South Cambridgeshire Hall, Camboorne Business Park, Camboorne, Cambridge CB23 6EA (telephone 01354 713076, email sally.smar@scambs.gov.uk).

- From 10.00am on Wednesday 25th September 2013 until conclusion of the audit process, a local government elector for the area of the Council, or his/her representative, may ask the auditor questions about the accounts. Please contact the auditor at the address given above to make arrangements to ask any questions.

- Also, from 10.00am on Wednesday 25th September 2013 until conclusion of the audit process, a local government elector for the area of the Council, or his/her representative, may object to the Council's accounts asking that the auditor issue a report in the public interest (under section 8 of the Audit Commission Act 1998) and/or apply to the court for a declaration that an item in the accounts is contrary to law (under section 17 of the Audit Commission Act 1998). Written notice of a proposed objection and the grounds on which it is made must be sent to the auditor at the address given above and copied to me at the address given below.

J Hunter
Chief Executive
South Cambridgeshire Hall
Camboorne Business Park
Camboorne, Cambridge, CB23 6EA
Dated: 18 July 2013

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Lin Bagwell

From: rodger goodson [jrcars2009@hotmail.com]
Sent: 28 July 2013 13:37
To: Licensing
Subject: taxi fare increase

thanks for the letter re new taxi rates

we are pleased to see that we have an increase, but we think that there is an error on your letter dated 23.07.13

rate 1; 1st mile 3.50

then it says every mile thereafter 1.70, should this not be 2.00 ??? as each 10th of a mile is 20p ??

the same error is on the Christmas day rate

each 10th of a mile reads 20p should that not be 35p ????

Regards

Julie & Rodger Goodson

J R cars
Littleport

Lin Bagwell

From: A10 Taxis [a10-taxis@supanet.com]
Sent: 31 July 2013 18:27
To: Licensing
Subject: Fare Changes

I would like to comment on the recently increase in fares for the following reasons.

Rate 1 First Mile £3-50 each subsequent mile £1-70 each tenth of a mile 20p calculations are wrong. must read £2-00 per mile or 17p per tenth of a mile.

Rate 4 As for rate one should read £2-00 per mile or 35p per tenth of a mile.

Also there is a difference on waiting time ie rate1 £1-00 per three minutes. where as rate 2.3 and four is £1-20.

Increases I agree with calculations dont work out.

John Skipper

31/07/2013



THE NATIONAL PRIVATE HIRE ASSOCIATION

8 Silver Street, Bury, Lancashire BL9 0EX. Tel: 0161-280 2800 Fax: 0161-280 7787 Email: npha@btconnect.com

30 July 2013

Mrs Elizabeth Bailey
Principal Environmental Health Officer
East Cambridgeshire District Council
By email: Elizabeth.Bailey@eastcambs.gov.uk

REF: Proposed hackney carriage tariff changes

Dear Mrs Bailey

We write in connection with the new proposed hackney carriage tariff, [REDACTED], which has been sent out to licence holders in your district on a taxi information sheet dated July 2013 (copy attached).

There are two massive errors in this documentation which in our opinion must be corrected immediately. With regard to the proposed tariff, Rate 1 states that every mile thereafter is to be at a rate of £1.70. Within the same section it says, "Each subsequent tenth of a mile is to be 20 pence." This amounts to a fare of £2.00 per mile. This needs urgent correction and clarification.

On Rate 4 a similar problem occurs: every mile thereafter is quoted as being £3.50, but then it says that each subsequent tenth of a mile is to be charged at 20 pence. So is the mile rate to be £3.50 per mile or £2.00 per mile?

The proposals seem to indicate that waiting time has been increased from £1.00 for three minutes to £1.20 for three minutes. However, that is not the case with regard to Rate 1, as in the document supplied, which remains at £1.00 for three minutes.

In addition, according to the taxi information letter, objections should be submitted by 15 August 2013. This would suggest that the new tariff had been advertised in the local press, but none of our members has been able to find any such advert. Would you please where it was advertised and send us a copy of that advert, so that we can confirm whether the same mistakes were advertised.

[REDACTED]

Yours sincerely
For THE NATIONAL PRIVATE HIRE ASSOCIATION

[REDACTED]
BRYAN M ROLAND
General Secretary



THE NATIONAL PRIVATE HIRE ASSOCIATION

8 Silver Street, Bury, Lancashire BL9 0EX. Tel: 0161-280 2800 Fax: 0161-280 7787 Email: npha@btconnect.com

14 August 2013

Mrs Lin Bagwell
Licensing Officer (Enforcement)
East Cambridgeshire District Council
By email: Lin.bagwell@eastcambs.gov.uk

REF: **Proposed hackney carriage tariff changes**

Dear Lin

I am responding to your email with some level of concern. You appear to assume that I am raising objections to the fare increases, and to move away from what has been agreed by Committee. But what I am trying to do is to correct simple and mathematical errors which have been made in the advert and tariff sheet supplied to me.

As I see the matter - and in saying this I do not have a copy of the minutes of the council meeting where the Committee agreed these changes - I can only make the assumption that they raised the initial fare on each tariff by 50p, and added in a further tariff for Christmas Day. If that is the case, then the cost per mile will not have changed at all on the original three tariffs.

But in creating the fourth tariff, no 50p appears to have been added to Tariff 3, so the trade get no increase whatsoever on public or Bank Holidays, including New Year - except for Christmas Day. Is this an oversight or error, or was it deliberate?

The advert which appeared in the paper moves away from the simple concept of a 50p increase to each tariff, and increases the rate per mile on Tariff 1 from £1.70 to £2.00 per mile, and on the new Christmas tariff from £2.00 a mile to £3.50 a mile. The ludicrous percentage increases in these errors can be found on the two sheets which I attach.

I do not know what other comments the trade will have made, but do please be aware that regardless of the errors in the advertisement, once the Committee meets, whatever decision it makes, that will be the approved fare as set by them on that day and it does not need to be re-advertised. If as a result these errors are not corrected, then the trade's option is to report the errors to the Local Government Ombudsman - which we hope we can avoid.

If you should need any further clarification, then do please feel free to phone me after 10.30am and before 2.00pm each day.

Yours sincerely
For THE NATIONAL PRIVATE HIRE ASSOCIATION


BRYAN M ROLAND
General Secretary

cc: Liz Knox

Lin Bagwell

From: Andy Cundell [REDACTED]
Sent: 15 August 2013 17:09
To: Lin Bagwell
Subject: fare chart

Lin,

RATE 1: For the mile to remain at £1.70 the meter would need to drop 20p every 207 yards (189m) if you want the mile to be £2.00 the 20p would be set to drop every 176yards(161m)

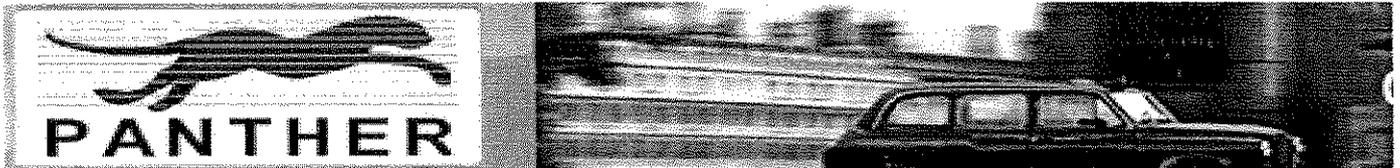
RATE 4 : For the mile to be £3.50 the 20p drop would need to be every 103.5 yards(94.5m)

The waiting time can be set as you require at £1.20 per minute or part thereof

Best Regards,

Andy Cundell.
Director.

Panther Taxis Ltd,
Convent Drive,
Waterbeach,
Cambridge.
CB25 9QT.
Tel. (01223) 715715
Fax. (01223) 715716
Web www.panthertaxis.co.uk



This e-mail and any attachments are strictly confidential and are for the intended addressee(s) only. If you have received it in error you must not disclose, copy, distribute or otherwise act on its contents. Please destroy or delete immediately all received copies of the e-mail and any attachments, whether stored electronically, physically or otherwise and notify the sender as soon as possible on 01223 715715.
In order to improve our customer service we may record or monitor calls to our office.

EAST CAMBRIDGE

CURRENT TARIFF

Name : TARIFF 1 Date: 01/07/2010 Soiling charge: £80.00 Wait: 30.6 (secs) Flag fall: £3.00 A Initial yardage: 1760 B Unit thereafter: 176 C Price unit : 0.17 D Initial Waiting Time (secs): 306	Name : TARIFF 2 Date: 01/07/2010 Soiling charge: £80.00 Wait: 36 (secs) Flag fall: £3.50 A Initial yardage: 1749 B Unit thereafter: 176 C Price unit : 0.2 D Initial Waiting Time (secs): 358	Name : TARIFF 3 Date: 01/07/2010 Soiling charge: £80.00 Wait: 30 (secs) Flag fall: £5.50 A Initial yardage: 1760 B Unit thereafter: 176 C Price unit : 0.2 D Initial Waiting Time (secs): 300
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PROPOSAL ? - AUGUST 2013 This calculation based on the assumption that to object was to raise the fare by 50p on each Flag fall Plus a raise in the running mile on T1 from £1.70 to £2.00 AND a new Christmas rate T4 from £2.00 per mile to £3.50 per mile

Name : TARIFF 1 Soiling charge: £90.00 Wait: 22.5 (secs) Flag fall: £3.50 A Initial yardage: 1760 B Unit thereafter: 176 C Price unit : 0.2 D Initial Waiting Time (secs): 225	Name : TARIFF 2 Soiling charge: £90.00 Wait: 30 (secs) Flag fall: £4.00 A Initial yardage: 1760 B Unit thereafter: 176 C Price unit : 0.2 D Initial Waiting Time (secs): 300	Name : TARIFF 4 (was T3 IN 2010) Soiling charge: £90.00 Wait: 22.5 (secs) Flag fall: £6.00 A Initial yardage: 1760 B Unit thereafter: 176 C Price unit : 0.35 D Initial Waiting Time (secs): 225
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Distance (miles)	TARIFF 1			TARIFF 2			TARIFF 4		
	Current	Proposed	% Change	Current	Proposed	% Change	Current	Proposed	% Change
Flag	£3.00	£3.50	16.67%	£3.50	£4.00	14.29%	£5.50	£6.00	9.09%
1	£3.00	£3.50	16.67%	£3.70	£4.00	8.11%	£5.50	£6.00	9.09%
2	£4.70	£5.50	17.02%	£5.70	£6.00	5.26%	£7.50	£9.50	26.67%
3	£6.40	£7.50	17.19%	£7.70	£8.00	3.90%	£9.50	£13.00	36.84%
4	£8.10	£9.50	17.28%	£9.70	£10.00	3.09%	£11.50	£16.50	43.48%
5	£9.80	£11.50	17.35%	£11.70	£12.00	2.56%	£13.50	£20.00	48.15%
6	£11.50	£13.50	17.39%	£13.70	£14.00	2.19%	£15.50	£23.50	51.61%
7	£13.20	£15.50	17.42%	£15.70	£16.00	1.91%	£17.50	£27.00	54.29%
8	£14.90	£17.50	17.45%	£17.70	£18.00	1.69%	£19.50	£30.50	56.41%
9	£16.60	£19.50	17.47%	£19.70	£20.00	1.52%	£21.50	£34.00	58.14%
10	£18.30	£21.50	17.49%	£21.70	£22.00	1.38%	£23.50	£37.50	59.57%
			189.39%			45.91%			453.34%

Running mile			
	T1	T2	T3
Present	£1.70	£2.00	£2.00
Proposed	£2.00	£2.00	£3.50
Waiting Time			
Change to T2 only			
Present	£20 per hour T1		
Proposed	£24 per hour T1		

Proposed fare increase average over 10 miles all tariffs 1 and 3 = 50p
 Plus rate per mile on T1 raised to £2.00 per mile
 or 18.94% T1 - 4.6% T2 and 45.33% ON T4 (was T3)
 Suggested Correction on sheet 3

EAST CAMBRIDGESHIRE DISTRICT COUNCIL
 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
 VARIATION OF HACKNEY CARRIAGE FARES

East Cambridgeshire District Council intends to vary the table of hackney carriage fares applicable in the District, in accordance with Section 65 of the Local Government (Miscellaneous Provisions) Act 1976. If no objections are received the variation to fares will be implemented with effect from 07:00 hours on 2 September 2013.

FARES FOR DISTANCE

- (A) RATE 1
 For the first mile (approx. 1.6093 kilometres) £3.50
 Every mile thereafter (approx. 1.6093 kilometres) £1.70
 For each subsequent tenth of mile (approx. 0.16093 kilometres) 17p or uncompleted part thereof

WAITING TIME

For each period of three minutes or uncompleted part thereafter £1.00

(B) RATE 2

For hiring begun between 19.00 and 07:00 from Monday evening to Saturday morning inclusive
 For hiring begun between 13:00 on a Saturday until 07:00 on a Monday

- For the first mile (approx. 1.6093 kilometres) £4.00
 Every mile thereafter (approx. 1.6093 kilometres) £2.00
 For each subsequent tenth of mile (approx. 0.16093 kilometres) 20p or uncompleted part thereof

WAITING TIME

For each period of three minutes or uncompleted part thereafter £1.20

(C) RATE 3

For hiring on public or Bank Holidays

- For the first mile (approx. 1.6093 kilometres) £5.50
 Every mile thereafter (approx. 1.6093 kilometres) £2.00
 For each subsequent tenth of mile (approx. 0.16093 kilometres) 20p

WAITING TIME

For each period of three minutes or uncompleted part thereafter £1.20

(D) RATE 4

For hiring on Christmas Day

- For the first mile (approx. 1.6093 kilometres) £6.00
 Every mile thereafter (approx. 1.6093 kilometres) £3.50
 For each subsequent tenth of mile (approx. 0.16093 kilometres) 35p or uncompleted part thereof

Waiting Time

For each period of three minutes or uncompleted part thereafter £1.20

(E) SUNDRY ITEMS

For each article of luggage carried outside the passenger compartment of the carriage 25p

For each passenger in excess of one (two children under 12 years old shall count as one person and children under the age of three shall not be counted). No charge shall be made where a person is carried whose illness or physical incapacity requires that he or she must be accompanied at all times when away from his or her place of residence

25p

Where the hirer arranges by letter, telephone or otherwise with the proprietor or driver prior to commencement of hiring, for hire of the carriage to commence from a stated place other than a hackney carriage stand 50p

Soiling the interior of the vehicle Not to exceed £90.00

Conveyance of bicycles or trunks where they have to be carried £1.00

Pets (excluding assistance dogs) £1.00

A copy of this Notice will be deposited at the main reception East Cambridgeshire District Council Offices Ely and will be available for inspection until 15 August 2013.

Any objection to the intended variation should be made in writing and directed to the Head of Environmental Services East Cambridgeshire District Council the Grange Nutholt Lane Ely Cambs CB7 4EE within twenty-eight days of the printing of this notice.

THIS IS THE ADVERT AS SET BY THE COUNCIL – THERE WERE ONLY TWO MATHAMATICAL ERRORS WHICH ARE HIGHLIGHTED IN RED – BUT THE TWO ERRORS ARE SUPPOSITIONS AS I DO NOT HAVE A COPY OF THE COMMITTEES PLANS IN THE FIRST PLACE – SO DID THE COMMITTEE VOTE FOR A FARE PER MILE ON RATE 1 OF £1.70 OR £2.00? AND DID THEY VOTE FOR A RISE IN THE CHRISTMAS RATE PER MILE FROM £2.00 TO £3.50?

EAST CAMBRIDGE

CURRENT TARIFF

Name : TARIFF 1 Date: 01/07/2010 Soiling charge: £80.00 Wait: 30.6 (secs) Flag fall: £3.00 A Initial yardage: 1760 B Unit thereafter: 176 C Price unit : 0.17 D Initial Waiting Time (secs): 306	Name : TARIFF 2 Date: 01/07/2010 Soiling charge: £80.00 Wait: 36 (secs) Flag fall: £3.50 A Initial yardage: 1749 B Unit thereafter: 176 C Price unit : 0.2 D Initial Waiting Time (secs): 358	Name : TARIFF 3 Date: 01/07/2010 Soiling charge: £80.00 Wait: 30 (secs) Flag fall: £5.50 A Initial yardage: 1760 B Unit thereafter: 176 C Price unit : 0.2 D Initial Waiting Time (secs): 300
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PROPOSAL 3 - AUGUST 2013 This calculation based on the assumption that to object was to raise the fare by 50p on each Flag fall

Name : TARIFF 1 Soiling charge: £90.00 Wait: 22.5 (secs) Flag fall: £3.50 A Initial yardage: 1760 B Unit thereafter: 195.5555 C Price unit : 0.2 D Initial Waiting Time (secs): 203	Name : TARIFF 2 Soiling charge: £90.00 Wait: 30 (secs) Flag fall: £4.00 A Initial yardage: 1760 B Unit thereafter: 176 C Price unit : 0.2 D Initial Waiting Time (secs): 300	Name : TARIFF 3 Soiling charge: £90.00 Wait: 22.5 (secs) Flag fall: £6.00 A Initial yardage: 1760 B Unit thereafter: 176 C Price unit : 0.2 D Initial Waiting Time (secs): 225
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Distance (miles)	TARIFF 1			TARIFF 2			TARIFF 3		
	Current	Proposed	% Change	Current	Proposed	% Change	Current	Proposed	% Change
Flag	£3.00	£3.50	16.67%	£3.50	£4.00	14.29%	£5.50	£6.00	9.09%
1	£3.00	£3.50	16.67%	£3.70	£4.00	8.11%	£5.50	£6.00	9.09%
2	£4.70	£5.30	12.77%	£5.70	£6.00	5.26%	£7.50	£8.00	6.67%
3	£6.40	£7.10	10.94%	£7.70	£8.00	3.90%	£9.50	£10.00	5.26%
4	£8.10	£8.90	9.88%	£9.70	£10.00	3.09%	£11.50	£12.00	4.35%
5	£9.80	£10.70	9.18%	£11.70	£12.00	2.56%	£13.50	£14.00	3.70%
6	£11.50	£12.50	8.70%	£13.70	£14.00	2.19%	£15.50	£16.00	3.23%
7	£13.20	£14.30	8.33%	£15.70	£16.00	1.91%	£17.50	£18.00	2.86%
8	£14.90	£16.10	8.05%	£17.70	£18.00	1.69%	£19.50	£20.00	2.56%
9	£16.60	£17.90	7.83%	£19.70	£20.00	1.52%	£21.50	£22.00	2.33%
10	£18.30	£19.70	7.65%	£21.70	£22.00	1.38%	£23.50	£24.00	2.13%
			116.66%			45.91%			51.26%

Running mile				
	T1	T2	T3	T4
Present	£1.70	£2.00	£2.00	£2.00
Proposed	£2.00	£2.00	£2.00	£2.50
Waiting Time				
Change to T2 only				
Present	£20 per hour T1			
Proposed	£24 per hour T1			

Proposed fare increase average over 10 miles all tariffs 1 to 3 = 50p
 Plus rate per mile on T1 raised to £1.80 per mile
 or 11.7% T1 - 4.6% T2 and 5.13% ON T3

EAST CAMBRIDGESHIRE DISTRICT COUNCIL
 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
 VARIATION OF HACKNEY CARRIAGE FARES

East Cambridgeshire District Council intends to vary the table of hackney carriage fares applicable in the District, in accordance with Section 65 of the Local Government (Miscellaneous Provisions) Act 1976. If no objections are received the variation to fares will be implemented with effect from 07:00 hours on 2 September 2013.

FARES FOR DISTANCE

- (A) RATE 1
 For the first mile (approx. 1.6093 kilometres) £3.50
 Every mile thereafter (approx. 1.6093 kilometres) £1.80
 For each subsequent ninth of mile (approx. 0.16093 kilometres) 20p or uncompleted part thereof
- WAITING TIME
 For each period of three minutes or uncompleted part thereafter £1.20
- (B) RATE 2
 For hiring begun between 19.00 and 07:00 from Monday evening to Saturday morning inclusive
 For hiring begun between 13:00 on a Saturday until 07:00 on a Monday
 For the first mile (approx. 1.6093 kilometres) £4.00
 Every mile thereafter (approx. 1.6093 kilometres) £2.00
 For each subsequent tenth of mile (approx. 0.16093 kilometres) 20p or uncompleted part thereof
- WAITING TIME
 For each period of three minutes or uncompleted part thereafter £1.20
- (C) RATE 3
 For hiring on public or Bank Holidays
 For the first mile (approx. 1.6093 kilometres) £6.00
 Every mile thereafter (approx. 1.6093 kilometres) £2.00
 For each subsequent tenth of mile (approx. 0.16093 kilometres) 20p
- WAITING TIME
 For each period of three minutes or uncompleted part thereafter £1.20
- D) RATE 4
 For hiring on Christmas Day
 For the first mile (approx. 1.6093 kilometres) £6.50
 Every mile thereafter (approx. 1.6093 kilometres) £2.50
 For each subsequent tenth of mile (approx. 0.16093 kilometres) 25p or uncompleted part thereof
- Waiting Time
 For each period of three minutes or uncompleted part thereafter £1.20
- E) SUNDRY ITEMS
 For each article of luggage carried outside the passenger compartment of the carriage 25p
 For each passenger in excess of one (two children under 12 years old shall count as one person and children under the age of three shall not be counted). No charge shall be made where a person is carried whose illness or physical incapacity requires that he or she must be accompanied at all times when away from his or her place of residence 25p
 Where the hirer arranges by letter, telephone or otherwise with the proprietor or driver prior to commencement of hiring, for hire of the carriage to commence from a stated place other than a hackney carriage-stand 50p
 Soiling the interior of the vehicle Not to exceed £90.00
 Conveyance of bicycles or trunks where they have to be. Carried £1.00
 Pets (excluding assistance dogs) £1.00

A copy of this Notice will be deposited at the main reception East Cambridgeshire District Council Offices Ely and will be available for inspection until 15 August 2013.
 Any objection to the intended variation should be made in writing and directed to the Head of Environmental Services East Cambridgeshire District Council the Grange Nutholt Lane Ely Cambs CB7 4EE within twenty-eight days of the printing of this notice.

The suggested new tariff sheet THAT DOES WORK MATHEMATICALLY AND GIVES A REASONABLE % RISE

Impact and Needs/Requirements Assessment (INRA)

Initial Screening

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

Name of Policy:	LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 HACKNEY CARRIAGE FARES INCREASE PROPOSALS
Lead Officer (responsible for assessment):	E Bailey
Department:	Env Services
Others Involved in the Assessment (i.e. peer review, external challenge):	Liz Knox Head of Environmental Services
Date Initial Screening Completed:	27 th September 2013

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

A request was received from the Hackney Carriage Trade to review Hackney Carriage Fares currently in place within East Cambridgeshire. The fixing of Hackney Carriage fares is a statutory process. Proposals received from the trade were taken to Licensing Committee and a proposed tariff consulted with members of the public and the trade. Representations received from the Trade and Representatives are to be considered before members make a decision on the final hackney carriage fare to be introduced within the District of East Cambridgeshire. The aim of the decision is to balance the needs of the Hackney Carriage Trade Proprietors with the needs of the travelling public when setting the final fare tariff.

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

Hackney Carriage vehicle proprietors and members of the travelling public.

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

The committee report contains details of those representations made to the Council in response to the consultation period.

Impact and Needs/Requirements Assessment (INRA)

Name of Policy:	LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 HACKNEY CARRIAGE FARES INCREASE PROPOSALS
Lead Officer (responsible for assessment):	E Bailey
Department:	Environmental Services
Others Involved in the Assessment (i.e. peer review, external challenge):	Mrs Liz Knox Head of Environmental Services
Date INRA Completed:	27 th September 2013

'Policy' needs to be understood broadly to include all Council policies, strategies, services, functions, activities and decisions.

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

A request was received from the Hackney Carriage Trade to review Hackney Carriage Fares currently in place within East Cambridgeshire. The fixing of Hackney Carriage fares is a statutory process. Proposals received from the trade were taken to Licensing Committee and a proposed tariff consulted with members of the public and the trade. Representations received from the Trade and Representatives are to be considered before Members make a decision on the final hackney carriage fare to be introduced within the District of East Cambridgeshire. The aim of the decision is to balance the needs of the Hackney Carriage Trade Proprietors with the needs of the travelling public when setting the final fare tariff.

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

Hackney Carriage vehicle proprietors and members of the travelling public.

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

The committee report contains details of those representations made to the Council in response to the consultation period.

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

Ethnicity
Gender
Disability

X
X
X

Age
Religion and Belief
Sexual Orientation

X
X
X

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

Members of the public use hackney Carriage vehicles to travel around the District. The need for hackney carriage vehicle use is wide ranging. User groups include tourists; persons who permanently or temporarily do not have access to their own vehicle; and persons who are using hackney carriages for leisure and work purposes. Members of the public using hackney carriage vehicles includes those persons with mobility and/ or disability issues.

(e) Does the policy have a differential impact on different groups?	NO
(f) Is the impact <i>adverse</i> (i.e. less favourable) on one or more groups?	NO
(g) Does it have the potential to disadvantage or discriminate unfairly against any of the groups in a way that is unlawful?	NO

(h) What additional information is needed to provide a clear picture of how the activity is impacting on different communities and how will you collect this information, i.e. expert groups, further research, consultation* etc? Where there are major gaps in information that cannot be addressed immediately, these should be highlighted in your recommendations and objectives at the end of the INRA.

* The Consultation Register is available to assist staff in consulting with the Council's stakeholders. If you are consulting on a new or revised policy contact the Principal HR Officer.

(i) Do you envisage any problems with these methods of information collection? i.e. not accessible to all, timescale not long enough to obtain all of the necessary information, translation facilities not available, insufficient resources etc.

(j) If it has been possible to collect this additional information, summarise the findings of your research and/or consultation (please use a separate sheet if necessary).

(k) What are the risks associated with the policy in relation to differential impact and unmet needs/requirements? i.e. reputation, financial, breach of legislation, service exclusion, lack of resources, lack of cooperation, insufficient budget etc.

(l) Use the information gathered in the earlier stages of your INRA to make a judgement on whether there is the potential for the policy to result in unlawful discrimination or a less favourable impact on any group in the community, and what changes (if any) need to be made to the policy.

Option 1:	No major changes, the evidence shows no potential for discrimination.	X
Option 2:	Adjust the policy to remove barriers or to better promote equality.	
Option 3:	Continue the policy despite potential for adverse impact or missed opportunity to promote equality.	
Option 4:	Stop and remove the policy – if the policy shows actual or potential unlawful discrimination it must be stopped and removed or changed.	

(m) Where you have identified the potential for adverse impact, what action can be taken to remove or mitigate against the potential for the policy to unlawfully discriminate or impact less favourably on one or more communities in a way that cannot be justified? Include key activities that are likely to have the greatest impact (max. 6). Identified actions should be specified in detail for the first year but there may be further longer term actions which need to be considered. To ensure that your actions are more than just a list of good intentions, include for each: the person responsible for its completion, a timescale for completion, any cost implications and how these will be addressed. It is essential that you incorporate these actions into your service plans.

This completed INRA will need to be countersigned by your Head of Service. **Please forward completed and signed forms to Nicole Pema, Principal HR Officer.**

All completed INRAs will need to be scrutinised and verified by the Council's Equal Opportunities Working Group (EOWG) and published on the Council's Intranet to demonstrate to local people that the Council is actively engaged in tackling potential discrimination and improving its practices in relation to equalities. Please be aware that you will be asked to attend a half-an-hour session to summarise the findings of the INRA to the EOWG Verification panel.

Signatures:

Completing Officer: Elizabeth Bailey **Date:** September 2013

Head of Service: _____ **Date:** _____