
**TITLE: STRETCHED LIMOUSINE VEHICLE LICENCE CONDITION
 PROPOSAL**

Committee: Licensing Committee.

Date: 12 December 2012

Author: Elizabeth Bailey, Principal Environmental Health Officer (Commercial)

[M186]

1.0 ISSUE

1.1 To propose vehicle licence conditions for adoption relating to stretched limousines further to a consultation exercise having been conducted.

2.0 RECOMMENDATION(S)

2.1 That Members note the content of the report and approve the proposed licence conditions for stretched limousines.

3.0 BACKGROUND/OPTIONS

3.1 A twelve week consultation on proposed stretched limousine conditions (Appendix 1) was carried out between August and November 2012.

3.2 Stretched Limousines that have less than 9 passenger seats are required to be licensed as Private Hire Vehicles under the Local Government (Miscellaneous Provisions) Act 1976, whilst stretched Limousines carrying 9 or more passengers are required to be licensed by VOSA as a Public Service Vehicle (PSV).

3.3 Vehicles with up to 8 passenger seats, which are used solely for weddings and/or funerals are currently exempt from Private Hire Vehicle Licensing, and this would include the exemption of any licensed Stretched Limousine whilst being used for weddings and funerals.¹

3.4 The Council has prosecuted an unlicensed stretched limousine company operating in the area. On the night of the Operation, VOSA and the Police accompanied Licensing Officers. VOSA Inspectors identified that the unlicensed vehicle had 3 bald tyres and some 10 other vehicle defects. The driver and operator in addition to the licensed vehicle were unlicensed.

¹ This is currently under review as part of the Law Commission Consultation paper No 203 Reforming the Law of Taxi and Private Hire Services. A consultation paper.

3.5 Whilst the Council has some licence conditions in place for Stretched Limousines, these are fairly limited.²

4.0 ARGUMENTS/CONCLUSIONS

4.1 Safety is one of the main concerns when licensing Stretched Limousines. The licensing system provides a means of excluding those vehicles, which may not meet the standards of construction and use, or otherwise be unsafe.³

4.2 Many Limousines are imported from the USA where there are very different construction standards, which do not meet EU Requirements. Some vehicles are assembled from the parts of two or more vehicles and may not be roadworthy.⁴

4.3 The proposed conditions have been drawn up with the advice, knowledge and expertise of VOSA, who inspect Public Service Vehicles and Stretched Limousines carrying 9 or more passengers, in addition to reference to national inspection standards for stretched limousines.⁵ During the consultation process, one response was received (Appendix 2).

4.4 With regard to Member comments raised during the Licensing Committee on 18 July 2012 relating to proposed conditions tabled at that time, further advice has been sought from VOSA. In terms of licence condition 21 and 17, these conditions have been made more generic, so as to not specify a particular manufacturer or to only permit manufacturer approved replacement parts (Appendix 1). In terms of proposed condition 1, a recommended 10 year maximum age on import has been retained following discussion with VOSA. VOSA have highlighted that where an unrestricted age policy is in place, it increases the risk of older vehicles gravitating to the District to become licensed. VOSA also inform that vehicles from the USA are likely to already be 5 years of age on import due to US States often having a 5 year age limit on Stretched Limousines.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

5.1 There are no additional financial implications arising from this report as there are currently no stretched limousines operating within the District that would be affected by the proposals.

5.2 Equality Impact Assessment (INRA) has been completed which shows that there are no potentials for discrimination at this stage.

² ECDC Taxi and private Hire Guide, February 2012, version 7

³ Public Authority Transport network and freight Transport Association, Hackney Carriage and Private Hire national inspection standard: a best practice guide produced by the hackney carriage and private hire inspection technical officer group, paragraph 1.7

⁴ Law Commission Consultation paper No 203 Reforming the law of taxi and private hire services. A consultation paper.

⁵ Public Authority Transport network and freight Transport Association, Hackney Carriage and private Hire national inspection standard: a best practice guide produced by the hackney carriage and private hire inspection technical officer group, paragraph 1.7

6.0 APPENDICES

- 6.1 Appendix 1 Table to show licence conditions consulted on, final proposed licence conditions and justification.
- 6.2 Appendix 2 Copy of response received from Consultation.
- 6.3 Appendix 3 Initial INRA
- 6.4 Appendix 4 Full INRA

| <u>Background Documents</u> | <u>Location</u> | <u>Contact Officer</u> |
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| Law Commission Consultation Paper No 203 Reforming the law of taxi and private hire services. A consultation paper. Public Authority Transport network and freight Transport Association, Hackney Carriage and Private Hire national inspection standard: a best practice guide produced by the hackney carriage and private hire inspection technical officer group. Department of Transport "Taxi and Private Hire Vehicle Licensing: Best Practice Guidance" March ,2010 13 April 2011, Agenda Item 6 Licensing Committee 19 October 2011, Agenda Item 6 Licensing Committee 18 July 2012, Agenda Item Licensing Committee Taxi and Private Hire Guide, February 2012, version 7 | Room SF209 The Grange Ely | Mrs E A Bailey Principal EHO (Commercial) (01353) 665555 E-mail: Elizabeth.bailey@eastcambs.gov.uk |

| | Original Proposed Condition after consultation and comments made at Licensing Committee on 19th October, 2011 | Proposed Conditions, Licensing Committee 18th July, 2012 | Final Proposed Conditions, Licensing Committee 12th December 2012 | Justification |
|---|---|---|---|---|
| 1 | <p>All vehicles must be less than 10 years old when registered in the UK or when first used in the Country of origin.</p> <p><u>Comment made at Committee.</u> Not in agreement that all vehicles should be less than 10 years old when registered in the UK or when first used in the country of origin if the vehicle was safe.</p> | <p>All vehicles must be less than 10 years old when registered in the UK or when first used in the Country of origin.</p> | <p>All vehicles must be less than 10 years old when registered in the UK or when first used in the Country of origin.</p> | <p>Having liaised with VOSA it is recommended that maximum vehicle ages are set. Mileage alone is not sufficient. VOSA advise that a vehicle carrying out low mileage, and being 'sat around' can result in mechanical issues developing with the brake system, for example.</p> <p>VOSA advise that many vehicles imported from the USA will be 5 years old as US States often limit the maximum age to 5 years. In cases of those stretched limousines used in States such as New York and Jersey, they are likely to have been driven in snow and ice which affects bodywork and parts due to salts.</p> |

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| | | | | By not having an age limit, or by having a higher permitted age limit, it can result in older vehicles gravitating to particular licensing authority area. It is not uncommon for licensing authorities to have a maximum 5 year age limit. |
| 2 | Vehicles may either be left hand or right hand drive providing they have full proof of full Department for Transport (DfT) Single Vehicle Type Approval (SVA), and must be fitted with at least 4 doors and 4 wheels. | Vehicles may either be left hand or right hand drive providing they have full proof of full Department for Transport (DfT) Single Vehicle Type Approval (SVA), and must be fitted with at least 4 doors and 4 wheels. | Vehicles may either be left hand or right hand drive providing they have full proof of full Department for Transport (DfT) Single Vehicle Type Approval (SVA), and must be fitted with at least 4 doors and 4 wheels. | |
| 3 | The interior and exterior of the vehicle must be maintained in a clean and proper manner to the reasonable satisfaction of the Council. | The interior and exterior of the vehicle must be maintained in a clean and proper manner to the reasonable satisfaction of the Council. | The interior and exterior of the vehicle must be maintained in a clean and proper manner to the reasonable satisfaction of the Council. | |

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| 4 | <p>There shall be no passengers carried in the front compartment.</p> <p><u>Comment made at Committee.</u> That some people like to be carried in the front compartment and so it should be allowed.</p> | <p>The maximum seating capacity (excluding the driver) for passengers must not exceed 8 passengers in the vehicle. This includes use of front passenger seats. Where a stretched limousine is adapted to carry more than 8 passengers it will then become a Public Service Vehicle (PSV) and be subject to all the regulations of a PSV.</p> | <p>The maximum seating capacity (excluding the driver) for passengers must not exceed 8 passengers in the vehicle. This includes use of front passenger seats. Where a stretched limousine is adapted to carry more than 8 passengers it will then become a Public Service Vehicle (PSV) and be subject to all the regulations of a PSV.</p> | <p>It is important to distinguish between a private hire and public service vehicle. Public service vehicles would not be licensed by the Local Authority. Total number of passengers to be seated must not exceed 8 for it to be within the private hire remit.</p> |
| 5 | <p>Every seat shall have fitted a suitable seat belt or restraint.</p> | <p>Every seat shall have fitted a suitable seat belt or restraint.</p> | <p>Every seat shall have fitted a suitable seat belt or restraint.</p> | |
| 6 | <p>Every seat shall be at least 400mm in width measured along the seat base.</p> | <p>Every seat shall be at least 400mm in width measured along the seat base.</p> | <p>Every seat shall be at least 400mm in width measured along the seat base.</p> | |
| 7 | <p>The vehicle identification Number (VIN) plate shall display '1L1' to confirm conversion completed by an authorised dealer, and it shall confirm the total vehicle weight.</p> | <p>The vehicle identification Number (VIN) plate shall display '1L1' to confirm conversion completed by an authorised dealer, and it shall confirm the total</p> | <p>The vehicle identification Number (VIN) plate shall display '1L1' to confirm conversion completed by an</p> | |

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| | | vehicle weight. | authorised dealer, and it shall confirm the total vehicle weight. | |
| 8 | Fitted tyres to the vehicle must be either 235/75R-15 108D (BF Load) or 225/70R-16 107T Town Car Limo Tyre (Reinforced) <u>Comment made at Committee.</u> Did not think it necessary to specify tyre size. | Fitted tyres to the vehicle must be either 235/75R-15 108D (BF Load) or 225/70R-16 107T Town Car Limo Tyre (Reinforced) | Fitted tyres to the vehicle must be either 235/75R-15 108D (BF Load) or 225/70R-16 107T Town Car Limo Tyre (Reinforced) | VOSA have advised that it is important to specify tyre size to ensure that appropriate and adequate tyres are fitted to the vehicle. This conforms to best practice. |
| 9 | DVLA V5 or equivalent shall be produced to authenticate registration. | DVLA V5 or equivalent shall be produced to authenticate registration. | DVLA V5 or equivalent shall be produced to authenticate registration. | |
| 10 | No intoxicating liquor shall be provided in the vehicle unless there is in force an appropriate licence permitting the sale or supply of the same. | No intoxicating liquor shall be provided unless there is in force an appropriate licence under the Licensing Act 2003 permitting the sale or supply of the same. | No intoxicating liquor shall be provided unless there is in force an appropriate licence under the Licensing Act 2003 permitting the sale or supply of the same. | A premises licence under the Licensing Act 2003 is required where alcohol is part and parcel of the hire package, or sold separately. It is important to control the provision of alcohol to minors. |
| 11 | All operators will be required to sign a declaration stating that the vehicle will not carry more than 8 passengers and at the time of booking the vehicle, this restriction shall be explained to the hirer. | All operators will be required to sign a declaration stating that the vehicle will not carry more than 8 passengers and at the time of booking the vehicle, this restriction | All operators will be required to sign a declaration stating that the vehicle will not carry more than 8 passengers and at the time of booking the | |

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| | | shall be explained to the hirer. | vehicle, this restriction shall be explained to the hirer. | |
| 12 | <p>A stretched limousine vehicle will be subject to twice yearly mechanical examinations to the appropriate Class MOT Standard every 6 months at the Council's approved garage.</p> <p><u>Comment made at Committee.</u> For low mileage, it is not necessary for twice yearly mechanical examinations.</p> | A stretched limousine vehicle will be subject to twice yearly mechanical examinations to the appropriate Class MOT Standard every 6 months at the Council's approved garage. | A stretched limousine vehicle will be subject to twice yearly mechanical examinations to the appropriate Class MOT Standard every 6 months at the Council's approved garage. | Mileage alone is not sufficient. VOSA advise that a vehicle carrying out low mileage, and being 'sat around' can result in mechanical issues developing with the brake system, for example. Hackney Carriage and Private Hire vehicles licensed by the Council are examined every 6 months where they are over three years old. |
| 13 | Tinted glass shall conform to the legal requirements as laid down by the vehicle Operators Services Agency (VOSA) | Tinted glass shall conform to the legal requirements as laid down by the vehicle Operators Services Agency (VOSA) | Tinted glass shall conform to the legal requirements as laid down by the vehicle Operators Services Agency (VOSA) | |
| 14 | The proprietor shall not use the vehicle, and not permit it to be used when there is not in force for the vehicle a policy of insurance or such security and complied with the requirements of Part VI of the | The proprietor shall not use the vehicle, and not permit it to be used when there is not in force for the vehicle a policy of | The proprietor shall not use the vehicle, and not permit it to be used when there is not in force for the | |

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| | Road Traffic Act 1998 for hire and reward | insurance or such security and complied with the requirements of Part VI of the Road Traffic Act 1998 for hire and reward | vehicle a policy of insurance or such security and complied with the requirements of Part VI of the Road Traffic Act 1998 for hire and reward | |
| 15 | Limousines are not required to display a fare table or have a taximeter fitted | Limousines are not required to display a fare table or have a taximeter fitted | Limousines are not required to display a fare table or have a taximeter fitted | |
| 16 | The stretched limousines must hold a valid Single Vehicle Approval (SVA) certificate or an Individual Vehicle Approval (IVA). | The stretched limousines must hold a valid Single Vehicle Approval (SVA) certificate or an Individual Vehicle Approval (IVA). | The stretched limousines must hold a valid Single Vehicle Approval (SVA) certificate or an Individual Vehicle Approval (IVA). | |
| 17 | <p>The Limousines will meet the QVM (Quality Vehicle Modifier) issued by the Ford Motor Company or the CMC (Cadillac Mastercoach Builder)</p> <p><u>Comment made at Committee.</u> Did not agree that it was appropriate for the manufacturers to dictate the conditions.</p> | The Limousines will meet the QVM (Quality Vehicle Modifier) issued by the Ford Motor Company or the CMC (Cadillac Mastercoach Builder) | The Limousines will meet the QVM (Quality Vehicle Modifier) issued by the Vehicle Manufacturer or Converter. | <p>Conditions are dictated by the USA Federal Administration. This is confirming that the vehicles meet the correct specification.</p> <p>The wording has been changed to make it more 'generic' so that it is not specific to certain Manufacturers as there are</p> |

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| | | | | other types of Stretched Limousine, such as BMW coming onto the market. |
| 18 | The stretch extension shall not exceed 3 meters in length. | The stretch extension shall not exceed 3 meters in length. | The stretch extension shall not exceed 3 meters in length. | |
| 19 | The maximum weight of any converted vehicle will not exceed 7,100lbs (3,200kg) when fully loaded. | The maximum weight of any converted vehicle will not exceed 7,100lbs (3,200 tonnes) when fully loaded. | The maximum weight of any converted vehicle will not exceed 7,100lbs (3,200 tonnes) when fully loaded. | |
| 20 | Stretch Limousines must be constructed on the appropriate heavy duty packages as specified by the QVM/CMC | Stretch Limousines must be constructed on the appropriate heavy duty packages as specified by the QVM/CMC | Stretch Limousines must be constructed on the appropriate heavy duty packages as specified by the QVM/CMC | |
| 21 | All replacement parts must be manufacturer approved. | All replacement parts must be manufacturer approved. | All replacement parts must be manufacturer parts or patented parts that meet the manufacturers Specification. | This wording has been changed to add in that where alternative replacements are used (to the vehicle manufacturer) they must be of the same high quality standard, thus leaving the option open where for example, manufacturer parts are not available, or there are other suitable alternatives |

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| | | | | to the same standard. |
| 22 | <p>The Operators of a licensed vehicle with side facing seats will not be used to carry passengers under 16 years of age, regardless of whether the vehicle is fitted with or without seatbelts.</p> <p><u>Comment made at Committee.</u> Unrealistic and unenforceable for operators to verify the age of passengers not to carry under 16's on side facing seats.</p> | <p>The Operators of a licensed vehicle with side facing seats will not be used to carry passengers under 16 years of age, regardless of whether the vehicle is fitted with or without seatbelts.</p> <p>Having spoken to VOSA, proposed licence condition No 5 will address side seat safety issues by requiring lap belts</p> | | <p>Having spoken to VOSA, proposed licence condition No 5 will address side seat safety issues by requiring lap belts.</p> |
| 23 | <p>Notices forbidding children under 16 years of age to be carried in side facing seats must be displayed in prominent positions, on entry to the passenger compartment and on the inside of the vehicle on either side of the passenger compartment,</p> | <p>Notices forbidding children under 16 years of age to be carried in side facing seats must be displayed in prominent positions, on entry to the passenger compartment and on the inside of the vehicle on either side of the passenger</p> | | <p>Having spoken to VOSA, proposed licence condition No 5 will address side seat safety issues by requiring lap belts.</p> |

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| | | <p>compartment,</p> <p>Having spoken to VOSA, proposed licence condition No 5 will address side seat safety issues by requiring lap belts.</p> | | |
| 24 | <p>Notices must be displayed inside the vehicle where all passengers can clearly read the notice, advising passengers of the maximum carrying capacity of the vehicle and a warning to all passengers that should the capacity be exceeded then the vehicle will be uninsured.</p> | <p>Notices must be displayed inside the vehicle where all passengers can clearly read the notice, advising passengers of the maximum carrying capacity of the vehicle (not exceeding 8 passengers) and a warning to all passengers that should the capacity be exceeded then the vehicle will be uninsured.</p> | <p>Notices must be displayed inside the vehicle where all passengers can clearly read the notice, advising passengers of the maximum carrying capacity of the vehicle (not exceeding 8 passengers) and a warning to all passengers that should the capacity be exceeded then the vehicle will be uninsured.</p> | |
| 25 | <p>The Private Hire Vehicle licence plate must be carried in the vehicle boot compartment at all times and be available for inspection by an authorised officer or Police Officer.</p> | <p>The Private Hire Vehicle licence plate must be carried in the vehicle boot compartment at all times and be available for</p> | <p>The Private Hire Vehicle licence plate must be carried in the vehicle boot compartment at all</p> | |

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| | | inspection by an authorised officer or Police Officer. | times and be available for inspection by an authorised officer or Police Officer. | |
| 26 | The licensed stretched limousine must only be driven by a valid licensed private hire driver. | The licensed stretched limousine must only be driven by a valid licensed private hire driver. | The licensed stretched limousine must only be driven by a valid licensed private hire driver. | |

Dear Elizabeth thank you for sending me through the revised Stretch Limousine Conditions for East cambs, I have read them through and find that they all seem to be reasonable and a operator should not have any difficulty in complying with the new conditions.

~~The one point i would like to make is you comment in paragraph 3.4 regarding the bald tyres and 10 other vehicle defects.~~

~~If your council had prosecuted this company 2 years previous when we brought this company to your attention or had licensed them all these faults would have come under your 6 month inspection. The way you have worded this puts a bad impression on all Limousine companies. This could have been a unlicensed 8 seat mini bus instead of a Limousine and the same would apply it is not just Limousines that flaunt the law but unlicensed vehicles of all sorts.~~

Regards Bob Flint. Regards Bob Flint.

In a message dated 15/08/2012 09:53:39 GMT Daylight Time

(deleted wording not relevant to consultation exercise)

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.

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| Name of Policy: | STRETCHED LIMOUSINE LICENCE CONDITIONS |
| Lead Officer (responsible for assessment): | Mrs E A Bailey |
| Department: | Environmental Services |
| Others Involved in the Assessment (i.e. peer review, external challenge): | |
| Date Initial Screening Completed: | 02/07/12 & 26/11/12 |

- (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?

The aim of the policy is to ensure that vehicle licence conditions for stretched limousines to be licensed by the Council for private hire meet best practice standards to ensure the safety of fare paying passengers, members of the public and other road users.

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

Members of the public, fare paying passengers, young and vulnerable persons will be protected through the introduction of sound vehicle licence conditions that have been consulted on.

- (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.

A twelve week consultation has been carried out in relation to the proposed licence conditions, and liaison with VOSA .

(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):

| | | | |
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| Ethnicity | <input checked="" type="checkbox"/> | Age | <input checked="" type="checkbox"/> |
| Gender | <input checked="" type="checkbox"/> | Religion and Belief | <input checked="" type="checkbox"/> |
| Disability | <input checked="" type="checkbox"/> | Sexual Orientation | <input checked="" type="checkbox"/> |

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?

The revision and update of current licence conditions for stretched limousines will be of benefit to all sectors of the community who use stretched limousines licensed by the Council.

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| (e) Does the policy affect service users or the wider community? | YES |
| (f) Does the policy have a significant effect on how services are delivered? | NO |
| (g) Will it have a significant effect on how other organisations operate? | NO |
| (h) Does it involve a significant commitment of resources? | NO |
| (i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc? | NO |

If you have answered **YES** to any of the questions above, then it is necessary to proceed with a full equality impact assessment. If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Head of Service and then referred to the Council's Equal Opportunities Working Group (EOWG) for scrutiny and verification. Please forward completed and signed forms to Nicole Pema, Principal HR Officer.

Signatures:

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| Completing Officer: | E Bailey | Date: 02/07/12 & 26/11/12 |
| Head of Service: | E Knox | Date: 5.7.12 & 3.12.12 |

Impact and Needs/Requirements Assessment (INRA)

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| Name of Policy: | STRETCHED LIMOUSINE LICENCE CONDITIONS |
| Lead Officer (responsible for assessment): | Mrs E A Bailey |
| Department: | Environmental Services |
| Others Involved in the Assessment (i.e. peer review, external challenge): | Liz Knox |
| Date INRA Completed: | 02/07/12 & 26/11/12 |

'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?

The aim of the policy is to ensure that vehicle licence conditions for stretched limousines meet best practice standards to ensure the safety of fare paying passengers, members of the public and other road users.

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

Members of the public, fare paying passengers, young and vulnerable persons will be protected through the introduction of sound vehicle licence conditions that have been consulted on.

(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.

A twelve week consultation was carried out in relation to the proposed licence conditions. National Best Practice Guidance and advice from VOSA has been used to compile and shape the proposed licence conditions.

(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

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| X |
| X |
| x |

Age
Religion and Belief
Sexual Orientation

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| 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?

The revision and update of current licence conditions for stretched limousines will be of benefit to all sectors of the community who use stretched limousines that would be licensed by the Council.

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| (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.

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| 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:

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| Completing Officer: | E Bailey <hr/> | Date: | 02/07/12 & 26/11/12 |
| Head of Service: | Liz Knox <hr/> | Date: | 2.7.12 3.12.12 |