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**TITLE: PROPOSED METHOD FOR OBTAINING COUNCIL APPROVED HACKNEY CARRIAGE ROOF SIGNS**

Committee: Licensing Committee

Date: 14 September 2011

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(Commercial)

[L116]

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1.0 ISSUE

1.1 To consider the options available for Hackney Carriage proprietors to obtain a Council Approved roof sign for their licensed hackney carriage vehicles.

2.0 RECOMMENDATION(S)

2.1 That Members agree that existing and new hackney carriage vehicle proprietors may be provided with a list of suggested suppliers from which to purchase the Council Approved hackney carriage roof sign direct as set out in option a) below.

3.0 BACKGROUND/OPTIONS

3.1 During the Licensing Committee meeting on 15 June 2011 Members resolved that roof signs for hackney carriage vehicles in East Cambridgeshire meet a standard design that is Council Approved.

3.2 Members requested that Officers consider the options available for arranging for standard hackney carriage roof signs to be available for the trade.

3.3 Various options with regard to the issuing of roof signs were considered, and the strengths and weaknesses of each option were evaluated.

3.4 The options that were considered were as follows:

- a) For Hackney carriage proprietors to purchase a Council Approved roof sign direct from a suggested list of specified Companies that are able to produce the Council Approved sign; or
- b) For the Council to order Council Approved Roof signs direct from a Company as part of the vehicle plate application process; or
- c) For the Council to bulk order the number of currently licensed Hackney Carriage vehicle roof signs for issue to the trade on receipt of a one off payment and thereafter, for any new licensed vehicles to order direct from a specified Company.

#### 4.0 ARGUMENTS/CONCLUSIONS

- 4.1 With regard to option a) above, this is the simplest process to administrate. This would mean that Companies that could provide the signs are sourced, a specification for the roof sign is set, and vehicle owners, both new and existing, are provided with a list of companies who can supply the signs and can then choose the company who they wish to purchase their sign from directly.
- 4.2 With regard to Option b) above, this option would mean that there would be an increased administrative role in coordinating the order, receipt, re-ordering and issuing of roof signs. In addition, the signs would need to be stored. A sum of monies in the order of £7,500 would also need to be found to pay for the order in advance, and there would also be an administrative role involved in the taking of and processing payment/invoicing of individuals.
- 4.3 With regard to Option c), all current licensed vehicles would have a specified roof sign issued on receipt of payment. New licensed vehicles would then purchase direct from a nominated supplier. This option would incur an amount of monies, in the order of £7,500 being paid by the Council to bulk purchase the roof signs. Monies would be recovered, once the roof signs were issued, and thereafter, new vehicles would approach the nominated supplier themselves. This option would involve an increased administrative role in coordinating the ordering, receipt, storage and issuing of the signs, and taking and processing payment/invoicing of individuals.
- 4.4 There are currently 101 hackney carriages licensed by the Council that require the approved roof sign from 1 January 2012.
- 4.5 A list of suppliers has not been attached to the report, as it would require bringing back to Licensing Committee each time it needs to be updated.
- 4.6 If the trade themselves identify any additional Company that is able to produce the Council Approved roof sign, then such details would be considered and added to the list for information for the trade.

#### 5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

- 5.1 The financial implication relates to existing licensed hackney carriage vehicles having to change their roof signs by 1 January 2012 as agreed by Licensing Committee. This equates to approximately 101 vehicles.
- 5.2 Equality Impact Assessment (INRA) completed.

#### 6.0 APPENDICES

- 6.1 Appendix 1 Impact and Needs/Requirements Assessment (INRA).

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**Background Documents****Location****Contact Officer**

Licensing Committee  
meeting Minutes 15 June  
2011.

Room SF209  
The Grange  
Ely

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## 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.

<b>Name of Policy:</b>	<b>PROPOSED METHOD FOR OBTAINING COUNCIL APPROVED HACKNEY CARRIAGE ROOF SIGNS</b>
<b>Lead Officer (responsible for assessment):</b>	Mrs E A Bailey
<b>Department:</b>	Environmental Services
<b>Others Involved in the Assessment (i.e. peer review, external challenge):</b>	
<b>Date Initial Screening Completed:</b>	22 <sup>nd</sup> August, 2011

(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 policy is aiming to achieve the most time and cost efficient process to be adopted, for the Council and the Hackney Carriage Trade to obtain Council approved hackney carriage roof signs, which are a licence requirement to display.

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

Hackney carriage vehicle owners and the Council.

(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 consultation was carried out with the trade and other relevant organisations in relation to hackney carriage and private hire vehicle standards. Members have decided that hackney carriages are to carry a council approved roof sign. Options for obtaining the council approved roof signs have been considered, and are contained in the committee report, with a recommendation for members to choose the most efficient and effective option in terms of time and resource.

**(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**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Age**  
**Religion and Belief**  
**Sexual Orientation**

<input type="checkbox"/>
<input type="checkbox"/>
<input 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?

**(e) Does the policy affect service users or the wider community?**

<b>NO</b>
<b>NO</b>
<b>NO</b>
<b>NO</b>
<b>NO</b>

**(f) Does the policy have a significant effect on how services are delivered?**

**(g) Will it have a significant effect on how other organisations operate?**

**(h) Does it involve a significant commitment of resources?**

**(i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc?**

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:**

**Completing Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Head of Service:** \_\_\_\_\_ **Date:** \_\_\_\_\_