

# REGULATORY SERVICES COMMITTEE

## NOTICE AND AGENDA

For a meeting to be held in the Penn Chamber, Three Rivers House, Northway, Rickmansworth on Thursday, 12 October 2023 at 7.30 pm

Members of the Committee:-

Councillors:

Roger Seabourne (Chair)  
Stephen Cox  
David Coltman  
Raj Khuroya  
Ian Morris  
Ciaran Reed

Tony Humphreys (Vice-Chair)  
Andrew Scarth  
Matthew Bedford  
Sarah Nemes  
Narinder Sian

*Joanne Wagstaffe, Chief Executive  
5 October 2023*

The Council welcomes contributions from members of the public on agenda items at the Regulatory Services Committee meetings. Details of the procedure are provided below:

For those wishing to speak:

Members of the public are entitled to register and identify which item(s) they wish to speak on from the published agenda for the meeting. Those who wish to register to speak are asked to register on the night of the meeting from 7pm. Please note that contributions will be limited to one person speaking for and one against each item for not more than three minutes.

In the event of registering your interest to speak on an agenda item but not taking up that right because the item is deferred, you will be given the right to speak on that item at the next meeting of the Committee.

Those wishing to observe the meeting are requested to arrive from 7pm.

In accordance with The Openness of Local Government Bodies Regulations 2014 any matters considered under Part I business only of the meeting may be filmed, recorded, photographed, broadcast or reported via social media by any person.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Legislation and the laws of libel and defamation.

**1. APOLOGIES FOR ABSENCE**

**2. MINUTES**

(Pages 5  
- 8)

To confirm as a correct record of the minutes of the Regulatory Services Committee meeting held on 14 June 2023.

**3. DECLARATIONS OF INTEREST**

To receive any declarations of interest.

**4. NOTICE OF OTHER BUSINESS**

Items of other business notified under Council Procedure Rule 30 to be announced, together with the special circumstances that justify their consideration as a matter of urgency. The Chair to rule on the admission of such items.

**5. APPLICATION FOR HACKNEY CARRIAGE FARE INCREASE**

(Pages 9  
- 46)

This report provides details and recommendations following receipt of a request from Mealings Taxis to increase the current Hackney Carriage Table of Fares (dated July 2022). The initial request from Mealings Taxis is dated 21 April 2023 and explains that it has stemmed from the cost of living crisis, inflationary pressures and the general increased costs of running a vehicle (including an electric vehicle). Further supporting evidence was submitted on 12 May which was accepted. Both the initial request and supporting evidence are shown at **Appendix 1**.

Recommendation

1.1 That the Members of the Committee:

a) Agree the increase of HC fares as follows:

- A £1 increase to the 'first 1015 metres or part thereof to £4
- A £1 increase to the 'night time charge' to £4.50

b) Agree for Officers to publish the agreed varied version of the Hackney Fare Table in the Watford Observer for 21 days (the legislation requests not less than 14 days) and for the Head of Regulatory Services to consider any objections in consultation with the Lead Member.

c) If no objections are received for the varied tariff to take effect following the expiration of the press notice.

d) If objections are received and not withdrawn, for Officers to arrange an Extraordinary Regulatory Services Committee by 12 December 2023 to consider the representations received.

**6. POLLING DISTRICT AND POLLING PLACE REVIEW 2023**

(Pages

To present to the Regulatory Committee the plan for the statutory polling district and polling place review of the district.

Recommendation

That the Committee are asked to note and comment on the timeline for the statutory review of polling districts and polling places.

## 7. EXCLUSION OF PRESS AND PUBLIC

If the Committee wishes to consider the remaining item in private, it will be appropriate for a resolution to be passed in the following terms:-

“that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined under paragraph 3 of Part I of Schedule 12A to the Act. It has been decided by the Council that in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

(Note: If other confidential business is approved under item 3, it will also be necessary to specify the class of exempt or confidential information in the additional items.)

## 8. OTHER BUSINESS - if approved under item 3 above

### LIVESTREAMING DETAILS

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZTMzMTNmYjctNTMwOC00MjQyLWEwODgtNjlkMWU4ZWQ2MmZm%40thead.v2/0?context=%7B%22Tid%22%3A%2258420664-1284-4d81-9225-35da8165ae7a%22%2C%22Oid%22%3A%22e4bd9f48-5936-485c-82c1-bd8660567ae4%22%2C%22IsBroadcastMeeting%22%3Atrue%2C%22role%22%3A%22a%22%7D&btype=a&role=a](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTMzMTNmYjctNTMwOC00MjQyLWEwODgtNjlkMWU4ZWQ2MmZm%40thead.v2/0?context=%7B%22Tid%22%3A%2258420664-1284-4d81-9225-35da8165ae7a%22%2C%22Oid%22%3A%22e4bd9f48-5936-485c-82c1-bd8660567ae4%22%2C%22IsBroadcastMeeting%22%3Atrue%2C%22role%22%3A%22a%22%7D&btype=a&role=a)

**General Enquiries: Please contact the Committee Team at**  
[committeeteam@threerivers.gov.uk](mailto:committeeteam@threerivers.gov.uk)

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# Public Document Pack Agenda Item 2

## THREE RIVERS DISTRICT COUNCIL

### MINUTES

**At a meeting of the Regulatory Services Committee held in the Penn Chamber, Three Rivers House, Rickmansworth, on Wednesday, 14 June 2023 from 8.00 - 8.50 pm**

Councillors:

Roger Seabourne (Chair)

Tony Humphreys (Vice-Chair)

Stephen Cox

David Coltman

Ian Morris

Narinder Sian

#### **Officers in Attendance:**

Lorna Fryer, Matthew Roberts, Sarah Haythorpe, Anita Hibbs

#### **RG1/23 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Raj Khiroya, Councillor Matthew Bedford, Councillor Ciaran Reed, Councillor David Major and Councillor Andrew Scarth.

#### **RG2/23 MINUTES**

The minutes of the Regulatory Services Committee meeting held on 29 June 2022 were confirmed as a correct record and signed by the Chair.

#### **RG3/23 DECLARATIONS OF INTEREST**

None received.

#### **RG4/23 NOTICE OF OTHER BUSINESS**

None received.

#### **RG5/23 REVIEW OF STREET TRADING POLICY**

Clarification of the timings of the Regulatory Committee Services meeting was requested; as this is a new local government year and there are new members on the committee, consideration had been given to allow sufficient time for debate. It was also noted in the agenda that the Regulatory Committee Services meeting will start on the conclusion of the Licensing Committee Services meeting. As the timings for meetings need to be specified in Modern.gov, this may present an issue again, therefore, options are being investigated with the IT team and Civica in order to find a suitable solution.

Members raised the following points:

Question on section 2.3.2 – Are community interest companies exempt? As there are a number of organisations in Croxley Green that are registered as community interest companies, it may be worth listing some examples in the policy.

Question on section 2.4.3 – what is the time frame for the organiser to list all the traders of the event?

How does the Street Trading Policy affect Watford Rural Parish Council's desire to get its market back at the South Oxhey market square?

## Responses provided by Officers

A concise list of traders is required before the street trading application goes for consultation. However, the organisers can provide a final list 24 hours before the event.

Paragraph 2, schedule 4 of the Local Government Miscellaneous Act does allow for certain exemptions; the exemptions are set out within the policy under sections 2.3.1 and 2.3.2.

Watford Rural Parish Council have been advised that they would not require consent, because they are exempt by virtue of Part III of the Food Act 1984. This is quoted in Appendix B with the tracked changes.

As part of their comments Watford Rural Parish Council has also referred to the fact whether certain local roads around the market could be placed on the list of prohibited streets, in order to safeguard their market in the locality.

Officers have included within the report the possibility to discuss whether or not it could be an appropriate measure to add further roads to the list of prohibited streets.

Officers confirmed that Delta Gain in Carpenders Park is one of the prohibited streets, and it is proposed in the draft policy that it should be removed from the list of prohibited streets.

The following have been proposed to be included within the policy:

- It needs to be specified within the policy that only a section of Prestwick Road, between the junctions of Hayling Road and Oxhey Drive is prohibited.
- The time limit under section 4.9.2 , in respect of ice cream vans, should be removed from the draft policy.
- “It is not limited to but including” should be included under section 6.3.1 before the list of items that are prohibited to be sold.
- To include under section 9.2 that the Licensing department should be notified with 48 hours if an ID badge is lost or stolen.

On being put to the Committee the Chair advised that the recommendations with the amendments were CARRIED the voting being unanimous.

## RESOLVED:

Members agreed to Option 1: the amended Policy subject to any new response(s) received. Any response(s) to be circulated to all members of the committee with an officer response. The Head of Regulatory Services will then use their discretion following any response(s) received to conclude whether the amended Policy attached to this report can be presented to the P&R Committee for consideration and adoption or return to a future Regulatory Services Committee.

Members agreed the following amendments to be made to the policy:

- It needs to be specified within the policy that only a section of Prestwick Road, between the junctions of Hayling Road and Oxhey Drive is prohibited.
- The time limit under section 4.9.2 , in respect of ice cream vans, should be removed from the draft policy.
- “It is not limited to but including” should be included under section 6.3.1 before the list of items that are prohibited to be sold.
- To include under section 9.2 that the Licensing department should be notified with 48 hours if an ID badge is lost or stolen.

**REGULATORY COMMITTEE SERVICES WORK PROGRAMME**

Members received the work programme for consideration.

It has been proposed and agreed that Review of Licensing Fees and Charges do not need to be included in the Regulatory Services Committee work programme.

An Extraordinary Regulatory Services Committee meeting will need to be arranged for late summer, in order for Members to review the request for an increase of the Hackney Carriage fares. It was agreed that the Review of Polling Stations should also be added to the agenda of the Extraordinary Regulatory Services Committee meeting.

Post meeting note: It is not possible to start the review until 1 October, as it is a legal process which is unable to start until then, although we can prepare for it in advance, it is not possible to publish notices etc prior to this date. Officers will continue to check this.

RESOLVED:

Subject to the points above that the work programme be agreed as set out below.

<i>Date</i>	<b>Items to be considered</b>
Late summer 2023	Request to Review of Hackney Carriage Fare
Late summer 2023	Review of Polling Stations (takes place every 4 years, reviewed 2019)

**CHAIR**

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Three Rivers District Council

# Extraordinary Regulatory Services Committee

12<sup>th</sup> October 2023

## REGULATORY SERVICES COMMITTEE

### PART I

## APPLICATION FOR HACKNEY CARRIAGE FARE INCREASE (ADIEP)

### 1. Summary

- 1.1 This report provides details and recommendations following receipt of a request from Mealings Taxis to increase the current Hackney Carriage Table of Fares (dated July 2022). The initial request from Mealings Taxis is dated 21 April 2023 and explains that it has stemmed from the cost of living crisis, inflationary pressures and the general increased costs of running a vehicle (including an electric vehicle). Further supporting evidence was submitted on 12 May which was accepted. Both the initial request and supporting evidence are shown at **Appendix 1**.
- 1.2 Mealings Taxis have stated that to mitigate the above risk, they suggest two price increases to the tariff, an increase of £1 to **£4.00** to the “first 1015 metres or part thereof” and a £1 increase to the “night time charge” to **£4.50**.
- 1.3 The request clarifies that Mealings Taxis have agreed to work alongside South Oxhey Radio Taxis (SORT) to consolidate their respective fleet, to reduce wait times and to improve the overall efficiency of the Hackney Carriage services in South Oxhey.
- 1.4 The current Hackney Carriage Table of Fares is attached at **Appendix 2** and is also publicly available on the Council’s website<sup>1</sup>.
- 1.5 The table of fares was last reviewed last year (2022) following a request from SORT. The proposal put forward by SORT was largely agreed and has been effective since 25 July 2022.
- 1.6 SORTs 2022 proposal was as follows:
- Propose a 20p increase to the existing Tariff 1 from £2.80 to **£3.00** for the first 1015 meters or part thereof;
  - Maintain the existing 10p rise thereafter but for every additional **90** meters up to **2030** meters (currently is additional 95 metres up to 2155 metres);
  - Maintain the existing 10p rise but for every additional **50** metres (or part thereof) in excess of **2030** (currently 55 metres in excess of 2155 metres);
  - Propose a change to the night time charge from £3.20 to **£3.50**
  - Propose a change to the night time hours from 23:00 hrs to 06:00 hrs to **20:00 hours** to 06:00 hrs.

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<sup>1</sup><https://www.threerivers.gov.uk/eqcl-page/hackney-carriage-and-private-hire-licences>

- 1.7 The above was all agreed with the exception of the proposed change in the night time hours. It was agreed that the nighttime hours should be from **21.30** hrs to 06.00 hrs rather than starting from 23.00 hrs. Members also agreed that a review of the tariffs would not be considered within 6 months of the existing fare tariff period. The Committee minutes can be found at **Appendix 3**.
- 1.8 This new request from Mealings Taxis is over 6 months from the last review so can be considered.
- 1.9 On receipt of the request to review the fares, letters were sent to all those licenced as Hackney Carriage drivers (x14) within Three Rivers, providing them with an opportunity to make comments by 22 June 2023. No comments were received.
- 1.10 Officers in considering this request have followed the previous methodology used in 2013 and 2022 to provide data showing the price increases via various means.
- 1.11 Officers' note that the cost of living has increased both for taxi drivers and taxi consumers and consideration is required to make sure the fares are sufficient for the drivers to make a living, but not too high to deter customers, recognising the important role the taxi trade plays in society, especially for transporting vulnerable passengers.

## **2. Details**

- 2.1 Journeys undertaken in a taxi (hackney carriage) are restricted to the maximum as displayed on the meter with customers paying the meter price. The legal power to set fares is a discretionary function but in practice taxi fares are capped to create a level playing field and to provide public protection from unscrupulous charging practices.
- 2.2 A request by way of email, has been received from Mealings Taxis in connection with the proposed Hackney Carriage fare.
- 2.3 Mealings Taxis have set out that the request has stemmed from the cost of living crisis, inflationary pressures and the general increased costs of running a vehicle (including an electric vehicle). They have also highlighted the following:
- According to [Confused.com](#), vehicle insurance costs have increased by 22% in the past 12 months from April 2023.
  - The Consumer Prices Index including owner occupiers' housing costs (CPIH) rose by 8.9% in the 12 months to March 2023.
  - The largest upward contributions to the annual CPIH inflation rate in March 2023 came from housing and household services (principally from electricity, gas and other fuels), and food and non-alcoholic beverages.
  - 40% of the Hackney Carriage fleet in TRDC is electric and electricity prices in the UK rose by 66.7% and gas prices by 129.4% in the 12 months to March 2023 whilst other fuel prices have remained static.
  - We estimate vehicle repair costs to have increased by 10% in the past 9 months based on feedback from drivers in our fleet. This is backed up by this [article](#) from July 2022.

- Approximately less than 10% of payments Hackney Carriage vehicles received was by card. This has increased to over 50% which has increased the costs drivers pay for processing fees from the provider. This increase in card payments has also reduced the amount of tips driver receive.

2.3.1 The proposed Hackney Carriage Fare Table is shown at **Appendix 4**.

2.3.2 Any increase if agreed would cover the whole of the Three Rivers District.

### **3 Process**

3.1.1 Section 65(2) to (6) of the Local Government (Miscellaneous Provisions) Act 1976 sets out the legislative requirements for the fixing of fares for hackney carriages.

3.1.2 If the table of fares is varied, the Council will be required to publish the varied version in at least one local newspaper circulating in the district which should not be less than 14 days from the date of the first publication of the notice (date of the Committee). The legislation requires the council to make available to the public the varied Table of Fares for a minimum of 14 days. It is however anticipated that officers will display a varied notice of the table of fares for a period of 21 days. The copy of the notice shall also be available at the Council Office and shall at all reasonable hours be open to public inspection without payment. Officers will ensure that a copy of the notice is made available for inspection at reception and will also display on the TRDC website.

3.1.3 If no objection to the variation is made 21 days from the date it first appears in the local newspaper, the varied fares shall come into operation on the 21st day. All licenced drivers will be made aware of the changes.

3.1.4 If an objection is made and not withdrawn, under section 65(4) the Council must set a further date, not later than 2 months after the first specified date, on which the table of fares shall come into force with or without modifications as decided by Members after consideration of the objections. A meeting would therefore need to be set within 2 months of the expiry of the objection period, to confirm the tariffs to be applied, taking into consideration the objections received.

### **4. Research**

4.1 As per the 2013 and 2022 fare review the same methodology has been used to guide officers and Members. This includes a comparison of the percentage increase of the fare to the Retail Price Index (RPI), a price index calculated and published by the Office of National Statistics (ONS) and comparison to surrounding authorities. To assist this comparison, officers have provided the current fare tables for Watford (2017), St Albans (2014), Chiltern, South Bucks, Aylesbury Vale (Buckinghamshire Council) (2021), High Wycombe (2019) and Uttlesford (2021) which are all shown at **Appendix 5** and provided the [National Hackney Fares Table](#), dated August 2023, shown at **Appendix 6**.

4.2 The National Hackney Fares Table shown at **Appendix 6** is based on a two mile hackney fare (tariff one). The National Hackney Fares Table shows that as of August 2023 the fare ranges from £14.20 (London, Heathrow) to £4.40 (Pendle). Based on the current Three Rivers fare table this same journey is £6.70. If the proposed fare increase is to go ahead, this same two mile day journey would equate to £7.50 (rounded), a 15% rise (see workings shown at **Appendix 6** which include other useful comparisons).

- 4.3 As per the Office of National Statistics, the Consumer Price Index rose by 7.9% in the 12 months to May 2023. The ONS states that overall motor fuel prices fell by 13.1% in the year to May 2023 with average petrol and diesel prices standing at 144.4 and 154.6 pence per litre, compared with 165.9 and 179.7 pence per litre in May 2022.
- 4.4 The current tariff came into effect in July 2022 and the ONS produces figures for inflation attached to the RPI and the latest statistics are reproduced below. For ease of reference officers have shown the average annual change in the RPI for years 2012, 2021 and 2022 and the percentage change over the months of January 2013, January 2022, May 2022, January 2023 and June 2023 for motoring expenditure only.

	Average 2012 %*	Jan 2013 %*	Average 2021 %	Jan 2022 %	May 2022 %	Average 2022%	Jan 2023%	June 2023%
<b>Motoring Expenditure</b>	0.8	-0.8	6.8	16.3	18.5	15.2	8.0	5.7
Purchase of Motor Vehicles	-2.0	-0.2	8.3	17.1	16.1	9.6	-0.9	4.5
Maintenance of Motor Vehicles	1.8	2.4	3.2	5.5	6.9	7.1	7.1	6.8
Petrol & oil	1.9	-0.6	13.9	23.9	33.0	27.9	8.6	-22.1
Vehicle tax & Insurance	2.1	-4.9	-1.4	12.5	16.4	20.5	29.9	48.9

\*Data produced from Committee report from June 2013 for comparison purposes

## 5. Options and Reasons for Recommendations

- 5.1 From the legislation it is clear that it is a Council function to review the Hackney Fare tariff for its area and the decision to do so should be made by the Council concerned. Officers suggest that to avoid the more or less annual requests from sources outside the Council to review the Hackney Fare tariff, the Committee could consider whether or not to impose a time limit as to how long a tariff should last before being reviewed, for example a minimum for 2 years, subject to an event of exceptional circumstances.
- 5.2 Officers have used data provided by the ONS, which are taken from a wide range of suppliers, are a reliable source of statistics and are nationally accepted as a general guide to pricing costs etc.
- 5.3 The figures produced from the ONS appear to show the rates of inflation for the costs of motoring expenditure are rising, but down from May 2022 when the last review took place, with the exception of petrol/oil costs which have significantly decreased. However, this is off set by the significant rise in tax and insurance which corroborates the evidence submitted by Mealings Taxis via Confused.com.
- 5.4 In addition, it is recognised that the cost of applying for a Hackney Carriage vehicle licence has risen since the previous review from £190 (new licence) to £203.30 from April 2023, an increase of 7%. For a renewal of a vehicle licence it has risen from £159 to £170.13 in April 2023, an increase of 7%. A new one year driver's licence has also increased from £166 to £177.62 (7% rise) and for a three year renewal it has risen from £434 to £464.38 (7% rise). A further review of fees and charges for 24/25 is imminent and could increase again in line with inflation from April 2024.
- 5.5 It is also recognised that the number of licenced Hackney Carriage drivers are falling, which is in line with national trends which is, in part, due to the recent economic climate. Officers also acknowledge local concerns in respect of encouraging more drivers to become drivers. Consequently it is evident that the Council plays an important role in ensuring that the service is maintained within

the district whilst not impacting users.

5.6 In light of the proposal and the methodology used, including the current financial climate, the fee increases as proposed are considered to be acceptable.

5.7 If a varied tariff is agreed it is officers view that it will stay in place for a minimum of 6 months starting from the time it finally takes effect, unless exceptional circumstances prevail, such as a further significant rise in the cost of living. This accords with the approach taken in 2013 and 2022 when the fares were last varied.

5.8 Therefore, it is the Officer's recommendation that:

**The claim for an increase in the Hackney Fare Table should be agreed and for no review to come forward for the next 6 months.**

5.9 Notwithstanding the above recommendation, all options available to the Committee for consideration are listed below:-

- 1) To refuse the proposal in full or in part; or,
- 2) To allow the proposal in full or in part; or,
- 3) To vary the proposal and approve an alternative; or,
- 4) To defer the proposal for an alternative fare table to be submitted

And,

- 1) To adopt a review every 2 years, with the caveat stating that in the event of exceptional circumstances the Head of Regulatory Services in consultation with the Lead Member to make a decision as to whether the fare tariff should be reviewed earlier; or,
- 2) To not adopt a review every 2 years: or,
- 3) To adopt an alternative review time period.

## **6. Policy/Budget Reference and Implications**

6.1 The recommendations in this report are within the Council's agreed policy and budgets. Costs associated with a press notice are to be subsumed within existing licensing budgets. Regulatory Services Committee has the remit under the Council Constitution – Functions of Committees – to determine applications for Hackney Carriage fare increases. There are budgetary implications in respect of advertising a fare increase which are discussed below.

6.2 The recommendations in this report relate to the achievement of the following performance indicators.

## **7. Financial Implications**

7.1 Should the application for the fare increase be approved, it will be necessary to advertise the proposed fare changes. There is budgetary provision in the licensing budget for this.

## **8. Legal Implications**

8.1 As above, the legislation concerning fare tariff increases for Hackney Carriages

is covered by the Local Government (Miscellaneous Provisions) Act 1976 and in particular section 65, which states that:

*“A district council may fix the rates or fares within the district as well for time as distance, and all other charges in connection with the hire of a vehicle or with the arrangements for the hire of a vehicle to be paid in respect of the hire of Hackney Carriages by means of a table of fares made or varied in accordance with this section”.*

8.2 It is recommended that the Head of Regulatory Services in consultation with the Lead Member be delegated to consider any objections received from the consultation.

## **9. Staffing Implications**

9.1.1 None.

## **10. Equal Opportunities Implications**

10.1 It is considered that a full impact assessment is not required.

## **10.2 Impact Assessment**

10.3 The change in the fare table is likely to impact those that rely on taxis as their means of transport as well as the drivers. On the other hand it is possible that many others may rely more heavily on public transport in the coming months/years given the rising cost of petrol and on-going car maintenance costs. Therefore any fee increase could have a further impact on demand of the service.

## **11. Climate Change and Sustainability Implications**

11.1 Not applicable.

## **12. Community Safety Implications**

12.1 Not applicable.

## **13. Public Health implications**

13.1 Not applicable.

## **14. Customer Services Centre Implications**

14.1 The CSC will be made aware of the varied fare table, the requirement to make a copy of the notice available for inspection at reception and on the TRDC website.

## **15. Communications and Website Implications**

15.1 If agreed, an update will be added to the licensing pages of the Three Rivers website. Letters will also be sent to those licenced as Hackney Carriage drivers informing them of the decision.

## **16. Risk and Health & Safety Implications**

16.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties

under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

- 16.2 Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
Option 1: To refuse the proposal in full or in part.	Licenced Hackney drivers may raise complaints and/or leave the trade due to lack of revenue, reducing the pool of drivers, the competition and therefore the quality of the service which would affect local service provision, especially those that are vulnerable.	Members to consider information provided before reaching this view.	Tolerate	6 – Medium
Option 2: To allow the proposal in full or in part	Licenced Hackney drivers may raise complaints and/or request further fare reviews in the future.	Members to consider information provided before reaching this view.	Tolerate	2 - Low
Option 3: To vary the proposal and approve an alternative	A balance will need to be struck against any price rise and the consequences this could have on the demand for the service and the impacts on the	Members to consider information provided before reaching this view.	Tolerate	3 - Low



	wider community (i.e. those that rely on taxis)			
Option 4: To defer the proposal for an alternative fare table to be submitted	Will delay the ability for increased fares across the district and could give rise to complaints. Some drivers may leave the trade due to lack of revenue, reducing the pool of drivers, the competition and therefore the quality of the service.	Members advised against this option given current financial climate, although it is unlikely that the current situation will change any time soon.	Tolerate	5 - Medium
AND Option 1: To adopt a review every 2 years, with the caveat stating that in the event of exceptional circumstances the Head of Regulatory Services in consultation with the Lead Member to make a decision as to whether the fare tariff should be reviewed earlier	Enables the Council to take a pro-active approach rather than relying on applications from the trade. Prevents the trade from submitting further requests within the next two years, unless in exceptional circumstances.	Members to consider information provided and consider whether 2 years is proportionate in the current climate (see Option 3).	Tolerate	3 – Low
Option 2: To not adopt a review every 2 years	Opens up the ability for multiple applications from the trade to be submitted for review.	Members to consider current economic climate.	Tolerate	3 – Low
Option 3: To adopt an alternative review.	Subject to the decision, it could either prevent or encourage more applications for reviews.	Members to set regular reviews, for which the trade will be consulted, this will avoid reviews being led by	Tolerate	3 – Low

		the trade and enable the Council to be more pro-active.		
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16.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12
	Low 2	Low 4	Medium 6	High 8
	Low 1	Low 2	Low 3	Low 4
Likelihood ↓ Remote	Impact Low -----> Unacceptable			

**Impact Score**

- 4 (Catastrophic)
- 3 (Critical)
- 2 (Significant)
- 1 (Marginal)

**Likelihood Score**

- 4 (Very Likely (≥80%))
- 3 (Likely (21-79%))
- 2 (Unlikely (6-20%))
- 1 (Remote (≤5%))

16.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

**17. Recommendation**

17.1 That the Members of the Committee:

a) Agree the increase of HC fares as follows:

- A £1 increase to the 'first 1015 metres or part thereof to £4
- A £1 increase to the 'night time charge' to £4.50

b) Agree for Officers to publish the agreed varied version of the Hackney Fare Table in the Watford Observer for 21 days (the legislation requests

not less than 14 days) and for the Head of Regulatory Services to consider any objections in consultation with the Lead Member.

- c) If no objections are received for the varied tariff to take effect following the expiration of the press notice.
- d) If objections are received and not withdrawn, for Officers to arrange an Extraordinary Regulatory Services Committee by 12 December 2023 to consider the representations received.

Report prepared by: Lorna Fryer (Lead Licensing Officer)

### Data Quality

Data sources:

- The DATA used for comparing the fare change requested by SORT came from the Office for National Statistics published on 18 May 2022.
- [Consumer price inflation: UK June 2023](#)
- Local Government (Miscellaneous Provisions) Act 1976.

Data checked by:

Matthew Roberts Team Leader, Development Management.

Data rating:

1	Poor	
2	Sufficient	
3	High	X

**Background Papers: None.**

### APPENDICES / ATTACHMENTS

**Appendix 1:** Fare request from Mealings Taxi

**Appendix 2:** Existing Hackney Carriage Table of Fares (July 2022)

**Appendix 3:** Committee minutes from June 2022

**Appendix 4:** Proposed Hackney Carriage Table of Fares (2023)

**Appendix 5:** Fare comparison with other neighbouring authorities

**Appendix 6:** National Hackney Fares Table (August 2023)

**Appendix 7:** Comparisons over 2 and 5 miles between current and proposed fares





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**From:** Licensing Team <Licensing.Team@threerivers.gov.uk>  
**Sent:** Friday, May 12, 2023 5:04 PM  
**To:** Matthew Roberts <Matthew.Roberts@ThreeRivers.gov.uk>; Lorna Fryer <Lorna.Fryer@threerivers.gov.uk>  
**Subject:** FW: Hackney Carriage Tariff - Increase Request

Hi both

FYI Joe Mealing has sent the below today re evidence for increase in tariff

Kind regards  
**Alex Reynolds**  
Licensing Officer  
Three Rivers District Council  
[www.threerivers.gov.uk](http://www.threerivers.gov.uk)

**From:**  
**Sent:** Friday, May 12, 2023 4:45 PM  
**To:** Licensing Team <[Licensing.Team@threerivers.gov.uk](mailto:Licensing.Team@threerivers.gov.uk)>  
**Subject:** RE: Hackney Carriage Tariff - Increase Request

Hi Lorna

Thank for your response.

In terms of specific comparisons demonstrating increased costs since July 2022, we would like to highlight the following:

- According to [Confused.com](https://www.confused.com), vehicle insurance costs have increased by 22% in the past 12 months from April 2023.
- The Consumer Prices Index including owner occupiers' housing costs (CPIH) rose by 8.9% in the 12 months to March 2023.
- The largest upward contributions to the annual CPIH inflation rate in March 2023 came from housing and household services (principally from electricity, gas and other fuels), and food and non-alcoholic beverages.
- 40% of the Hackney Carriage fleet in TRDC is electric and electricity prices in the UK rose by 66.7% and gas prices by 129.4% in the 12 months to March 2023 whilst other fuel prices have remained static.
- We estimate vehicle repair costs to have increased by 10% in the past 9 months based on feedback from drivers in our fleet. This is backed up by this [article](#) from July 2022.
- Approximately less than 10% of payments Hackney Carriage vehicles received was by card. This has increased to over 50% which has increased the costs drivers pay for processing fees from the provider. This increase in card payments has also reduced the amount of tips driver receive.

Hope this helps and look forward to hearing from you.

Have a great weekend.

Thanks







**THREE RIVERS DISTRICT COUNCIL**  
**LICENSED HACKNEY CARRIAGE**

**Table of Fares**

<b>TARIFF</b>	<b>Fare</b>
<b>TARIFF .1.</b>	
For the first <b>1015</b> metres or part thereof	<b>£3.00</b>
For every additional <b>90</b> metres (or part thereof) up to <b>2030</b> metres	<b>10p</b>
For every additional <b>50</b> metres (or part thereof) in excess of <b>2030</b> metres	<b>10p</b>
<b>Waiting Time</b>	
For each 20 seconds or part thereof	<b>10p</b>
<b>Christmas Day</b>	<b>Double Fare</b>
<b>Bank Holidays</b> (except New Year's Day and Boxing Day)	<b>Additional 50p</b>
New Year's Day, from 20.00 New Year's Eve and Boxing Day	<b>Additional 50% of fare to be added to total fare</b>
<b>Night time charge from 21:30 hrs. to 06:00 hrs. – start fare</b>	<b>£3.50</b>

Any complaint about this Hackney Carriage or Driver should be sent to the Lead Licensing Officer via email to [licensing.team@threerivers.gov.uk](mailto:licensing.team@threerivers.gov.uk) or to Three Rivers House, Northway Rickmansworth, quoting Carriage or Driver's badge number. Enquiries regarding PROPERTY accidentally left in a Hackney Carriage should be made to Rickmansworth Police Station.

**THE DRIVER OF THIS HACKNEY CARRIAGE IS NOT PERMITTED TO CARRY ANY PERSONS OTHER THAN THE HIRER AND PERSONS ACCOMPANYING THE HIRER.**

This fare table applies throughout the Three Rivers District Area and has been approved by the Regulatory Services Committee of Three Rivers District Council.

25 July 2022

Lorna Fryer  
Lead Licensing Officer

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# **REGULATORY SERVICES COMMITTEE MEETING**

## **MINUTES**

Of a meeting held in the Penn Chamber, Three Rivers House, Rickmansworth on Wednesday 29 June 2022 from 6.00pm to 6.30pm

Councillors:-	Raj Khiroya (Chair)	Roger Seabourne (Vice-Chair)
	Tony Humphreys	David Coltman
	Phil Williams	Shanti Maru

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Officers in attendance:

Matthew Roberts – Team Leader, Development Management  
Lorna Fryer– Lead Licensing Officer  
Amy Parmar – Committee Manager

### **RG01/22 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Stephen Cox, Rue Grewal and Alison Wall.

### **RG02/22 MINUTES**

The Minutes of the Regulatory Services Committee meeting held on 8 March 2022 were confirmed as a correct record and signed by the Chair.

### **RG03/22 NOTICE OF OTHER BUSINESS**

None received.

### **RG04/22 DECLARATIONS OF INTERESTS**

None received.

### **RG05/22 APPLICATION FOR HACKNEY CARRIAGE FARE INCREASE**

The, Development Management Team Leader provided a summary of the report, as follows.

Following a request from South Oxhey Radio Taxis to increase the current Hackney Carriage Table of Fares, Officers have reviewed the fare table and

agree, in light of the fact that the fare table has not altered since 2013 and given the current economic climate, especially in respect of motoring costs, that an increase as proposed is acceptable, with the exception to the change in the extent of the night time charging hours, but this can be subject to further discussion.

Officers have used the same methodology from 2013 for consistency. This has included using The National Hackney Fares Table which shows Three Rivers is currently below the national average for a 2 mile daytime journey. The proposed increase would put Three Rivers above the national average, an 8.3 % rise on the current price. In addition, data from the Office of National Statistics has been used and as set out within the report shows the rising costs of motoring expenditure such as maintenance of motor vehicles, petrol and oil and vehicle tax and insurance. Furthermore, it is also recognised that the cost of applying for licences has increased.

The Officer recommendation is to:

- Agree the fare increase with the exception of the night time charge, which instead should start from 10pm rather than the suggested 8pm
- Agree for officers to publish the agreed version in the Watford Observer
- Subject to no objections that the varied fares takes effect following the expiry of the press notice
- For the Director of Environmental Services rather than Head of Regulatory Services to consider any objections in consultation with the Lead Member.
- If objections are received and maintained that a further Extraordinary Regulatory Services Committee is arranged by 29 August to consider the representations received.
- To agree that the fare tariff be reviewed on a routine basis every two years.

Points for members of the Committee to discuss were:

- Whether or not to accept the proposed fare increases
- to consider the extent of the consultation period in the Watford Observer (legislation requires a minimum of 14 days for the notice to be included in the Watford Observer) a report makes a case for 21 days but it may be determined that 14 days is sufficient, especially in view of the cost of placing an advertisement in the paper
- to agree whether further applications during a specified timeframe should be restricted
- whether the fares table should be reviewed every two years as a matter of routine

A Member of the Committee asked what had happened to the 2019 request for a review. The Lead Licensing Officer advised that an application from South Oxhey Radio Taxis had been received, but Officers asked for further evidence in order to trigger a review. No further correspondence was received and therefore there was no further action on this matter.

A Member expressed surprise that the requested fare increase was as low as it was given that inflation was c.30% above the Consumer Price Index (CPI) rate over the whole period, and was therefore accepting of the proposed new tariffs. The main problem was the shortage of taxis available for hire late at night, and a suggested compromise for the time at which the evening charge began was

9pm. The member felt 14 days public notice was sufficient as it met the legal requirements.

The Lead Licensing Officer emphasised that this review was specific to Hackney Carriages and was not relevant to private hire firms, to which the Member responded that private hire companies and Hackney Carriages work to similar guideline.

A Member asked for clarification that there were too few taxis to meet demand at certain times of the day, and asked whether there was a limit on the number of licences that could be issued to operators, to which it was replied that there was not.

The Development Management Team Leader said there were very few taxi ranks in Three Rivers and there is a very limited night time economy, especially when compared to Watford, and the pandemic also impacted the demand for taxis considerably.

A Member made reference to the table of comparison and said the figures were broadly in line with other Councils and was therefore probably reasonable.

The Development Management Team Leader said other neighbouring councils were in the process of reviewing their fares, and as different methodologies were used, comparisons would be unreliable but a useful guide nonetheless.

In response to a Member's question about the time it was proposed to commence the night time tariff, the Development Management Team Leader said 10pm was believed to be of benefit to the more vulnerable users, but was happy to consider 9pm if that was considered to be more appropriate.

Councillor Phil Williams moved, seconded by Councillor Roger Seabourne, that the recommendation be adopted, with an amendment to the start time of the night time tariff to 9.30pm. The Team Leader asked that the Committee consider the other points in the recommendation, i.e. the 14 days consultation period, a limit to applications for tariff reviews and whether to review as a matter of routine every two years.

A Member said a review of tariffs every six months in light of the current volatility of petrol prices and other operating costs was realistic, and that the proposed two years was overly restrictive. The Member agreed that the consultation period of 14 days was adequate.

The Development Management Team Leader advised that following this review the onus would be on the trade, as it was now, to seek amendments to the tariff. A Member said it might be worthwhile the Council being a little proactive in this matter, rather than wait for taxi companies to make a request each time, and the point was agreed by another Member.

The Chair said he was in favour of reviewing the situation regularly as a matter of good practice, with the question of how often to be determined.

A Member asked for clarification that there was no cost to the Council in the issuing of taxi licences, and it was said in response that officer time and consultation costs were the only financial impacts.

A Member asked whether officers would prefer a regular review to be included in the work programme or dealt with on an ad-hoc basis. The Team Leader (Development Management) said it was difficult to choose a preference due to the volatility of the economy but if pushed, the preference would be an ad-hoc approach.

Councillor Phil Williams moved the recommendation at Option 1, seconded by Councillor Roger Seabourne, with an amendment to the start time of the evening tariff of 9.30pm.

On being put to the Committee the motion was declared CARRIED by the Chair the voting being unanimous.

RESOLVED:

Agreed the amended Policy subject to any new response(s) received. Any response(s) received within the consultation period to be circulated to all Members of the Committee with an officer response.

Following receipt of any further responses the Director of Environmental Services will determine whether the amended Policy (attached to the report) can be presented to the Policy and Resources Committee for determination on formal adoption or returned to a future Regulatory Services Committee.

- a) Agreed the increase of HC fares as mentioned in the Hackney Fare Table.
- b) Agreed to amend the change in the hours of the night time charge from 23.00 – 06:00 to 21:30 hours - 06:00 hours (a change in one and a half hours).
- c) Agreed for Officers to publish the agreed varied version of the Hackney Fare Table in the Watford Observer for 14 days and for the Director of Environmental Services to consider any objections in consultation with the Lead Member.
- d) If no objections are received for the varied tariff to take effect following the expiration of the press notice.
- e) If objections are received and not withdrawn, for Officers to arrange an Extraordinary Regulatory Services Committee by 29 August 2022 to consider the representations received.
- f) Agreed that another application for a review of tariffs would not be considered within six months of the existing fare tariff period

## **RG06/22 REGULATORY SERVICES COMMITTEE WORK PROGRAMME**

The Committee considered the four items on the Regulatory Services work programme.

The contents of the work programme were agreed by General Assent.

RESOLVED:

That the items in the work programme be noted.

**CHAIR**

APPENDIX 4- Proposed Hackney Fare Tariff 2023:

**THREE RIVERS DISTRICT COUNCIL**

**LICENSED HACKNEY CARRIAGE**

**Table of Fares**

<b>TARIFF</b>	<b>Fare</b>
<b>TARIFF .1.</b>	
For the first <b>1015</b> metres or part thereof	<b>£4.00</b>
For every additional <b>90</b> metres (or part thereof) up to <b>2030</b> metres	<b>10p</b>
For every additional <b>50</b> metres (or part thereof) in excess of <b>2030</b> metres	<b>10p</b>
<b>Waiting Time</b>	
For each 20 seconds or part thereof	<b>10p</b>
<b>Christmas Day</b>	<b>Double Fare</b>
<b>Bank Holidays</b> (except New Year's Day and Boxing Day)	<b>Additional 50p</b>
New Year's Day, from 20.00 New Years Eve and Boxing Day	<b>Additional 50% of fare to be added to total fare</b>
<b>Night time charge from 21:30 hrs. to 06:00 hrs. – start fare</b>	<b>£4.50</b>

Any complaint about this Hackney Carriage or Driver should be sent to the Licensing Officer, Three Rivers House, Northway, Rickmansworth quoting Carriage or Driver's badge number. Enquiries regarding PROPERTY accidentally left in a Hackney Carriage should be made to Watford Police Station.

**THE DRIVER OF THIS HACKNEY CARRIAGE IS NOT PERMITTED TO CARRY ANY PERSONS OTHER THAN THE HIRER AND PERSONS ACCOMPANYING THE HIRER.**

This fare table applies throughout the Three Rivers District Area and has been approved by the Regulatory Services Committee of Three Rivers District Council.

Lorna Fryer  
Licensing Officer

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## St Albans City and District Council Fares for Hackney Carriages

Local Government (Miscellaneous Provisions) Act 1976, Section 65

Effective from 01<sup>st</sup> September 2014



<b>Tariff 1</b> 1. Flag = £2.70/ 880yards 2. 10p/ 76.52yards	<b>Tariff 2</b> 1. additional 20% only of above rate of fare for distance/time charged for hiring on Sundays
<b>Tariff 3</b> 1. additional 50% only of above rate of fare distance/time charged: a. for hiring on bank holidays and other days designated a public holiday (except Christmas and New Year's Day) b. for hiring's that begin between midnight to 6am c. for hiring's on Christmas Eve and New Year's Eve 9pm to midnight	<b>Tariff 4</b> 1. additional 100% only of above rate of fare for distance/time charged: a. for hiring's on Christmas Day, Boxing Day and to 6am on the day following Christmas Day and New Year's Day

### Extras

- Waiting time for each period of 18 seconds 10p
- The booking charge is only payable by the hirer in respect of a hiring arranged by telephone to a Hackney Carriage Proprietor £1.00
- Fouling charge £45.00
- 30p for every passenger more than 4
- The extra charge shall be notified to the hirer at the time the hiring is arranged.

Complaints should be made to the Business Compliance Officer, Regulatory Services, St Albans City and District Council, Civic Centre, St Peters Street, St Albans, Herts AL1 3JE. Tel: 01727 296125. Email: [licensing@stalbans.gov.uk](mailto:licensing@stalbans.gov.uk)

## Buckinghamshire Council

Fares are split between 3 tariffs based on:

- time of day
- public holidays
- number of passengers and distance

Fares are correct as of 6 September 2021.

### Tariff 1

Tariff 1 is valid from 6am to 11pm, Monday to Saturday.

At any time when a taxi is carrying five or more passengers, use Tariff 2.

Distance	Fare
For the first 124 yards (1134.4 metres) or part thereof	£3.50
For every other 192 yards (175.6 metres) or part thereof	£0.20
Waiting time: for every 40 seconds or part thereof	£0.20

## Tariff 2

Tariff 2 is valid:

- from 11pm to 6am, Monday to Saturday
- for any hiring on a Sunday or on a bank holiday (other than those specified elsewhere)
- for any hiring between 4pm and midnight on Christmas Eve and New Year's Eve

If a hackney carriage is carrying five or more passengers, use Tariff 3.

Distance	Fare
For the first 1331 yards (1217.1 metres) or part thereof	£4.50
For every other 160 yards (146.3 metres) or part thereof	£0.30
Waiting time: for every 40 seconds or part thereof	£0.30

## Tariff 3

Tariff 3 is valid for any hiring on Christmas Day, Boxing Day and New Year's Day.

Distance	Fare
For the first 700 yards (640.1 metres) or part thereof	£7
For every other 192 yards (175.6 metres) or part thereof	£0.40
Waiting time: for every 40 seconds or part thereof	£0.40

## Extra charges

Reason	Charge
Hiring commencing away from Hackney Carriage rank/stand	£1
Soiling of vehicle	£50

## Uttlesford

Table of fares effective from April 2021

<b>Rate 1</b>	(7.00am to 22.30pm Monday to Saturday) Up to 1100 yards After 1100 yards (for each additional mile) <i>Equivalent to each additional unit of 70.4 yards @ 10p</i>	<b>Up to 4 passengers</b> £4.80 £2.50
<b>Rate 2</b>	(22.30pm to 7.00am, Monday to Saturday, Midnight Saturday to 7.00am Monday, Public Holidays) Up to 1100 yards After 1100 yards for each additional mile <i>Equivalent to each additional unit of 70.4 yards @ 15p</i>  (7.00am to 22.30pm Monday to Saturday) Up to 1100 yards After 11100 yards for each additional mile <i>Equivalent to each additional unit of 70.4 yards @ 15p</i>	<b>Up to 4 passengers</b> £6.00 £3.70  <b>5-8 passengers</b> £6.80 £3.70
<b>Rate 3</b>	(6.00am Christmas Eve to Midnight Boxing Day, 18.00pm New Year's Eve to Midnight New Year's Day) Up to 1100 yards After 1100 yards (for each additional mile) <i>Equivalent to each additional unit of 70.4 yards @ 20p</i>  (22.30pm to 7.00am, Monday to Saturday, Midnight Saturday to 7.00am Monday, Public Holidays) Up to 1100 yards After 1100 yards for each additional mile <i>Equivalent to each additional unit of 70.4 yards @ 20p</i>	<b>Up to 4 passengers</b> £8.00 £5.00  <b>5-8 passengers</b> £8.00 £5.00
<b>Rate 4</b>	(06.00am Christmas Eve to Midnight Boxing Day, 18.00pm New Year's Eve to Midnight New Year's Day) Up to 1100 yards After 1100 yards (for each additional mile) <i>Equivalent to each additional unit of 70.4 yards @ 26p</i>	<b>5-8 passengers</b> £10.00 £6.50

**Extras**

Waiting time £30.00

Soiling Charge (max) £100.00

## WATFORD BOROUGH COUNCIL HACKNEY CARRIAGE (TAXI) FARES 2013

- If you wish to hire this taxi by time, you should agree the charge with the driver before you start your journey
- Otherwise, if your whole journey is within the Borough of Watford, the fare for distance and time will be clocked on the taximeter at the rates shown below
- If part of your journey is outside of the Borough, the driver can legally charge more than the meter fare **providing you agree before you start**, or he may refuse the hiring **BUT**
- **Watford taxi-drivers will usually take you anywhere for just the metered fare**

### MAXIMUM CHARGES AUTHORISED BY WATFORD COUNCIL FOR JOURNEYS INSIDE THE BOROUGH FROM (TBC) 2013 (and usually applied to journeys outside the Borough)

#### Tariff 1

*For any hiring during Monday to Sunday, between 6 am and 11 pm  
(except Public Holidays):*

<b>£2.80</b>	Minimum fare for 274 metres (299.6 yards approx.) or 69 seconds (whichever is reached first), and then
<b>20 p</b>	for 146 metres (159.6 yards approx.) or 35 seconds until the fare is £9.00, and then
<b>20 p</b>	for 175 metres (191.3 yards approx.) or 45 seconds until the fare reaches £12.00, and then
<b>20 p</b>	for 146 metres (159.6 yards approx.) or 35 seconds until fare reaches £14.00, and then
<b>20 p</b>	for each 112 metres (122.48 yards approx.) or 24 seconds.

#### Tariff 2

*For any hiring between 11 pm and 6 am or during Public Holidays:*

<b>£2.20</b>	Minimum fare for 183 metres (200 yards approx.) or 45 seconds, and then
<b>20 p</b>	for 91 metres (99.5 yards approx.) or 23 seconds, until the fare is £20.20 and then
<b>20 p</b>	for each 112 metres (122.48 yards approx.) or 24 seconds.

#### Tariff 3 – For 6 passengers and over

*For any hiring during Monday to Sunday, between 6 am and 11 pm  
(except Public Holidays):*

<b>£3.30</b>	Minimum fare for 274 metres (299.6 yards approx.) or 69 seconds (whichever is reached first), and then
<b>30 p</b>	for 146 metres (159.6 yards approx.) or 35 seconds until the fare is £14 and then
<b>30 p</b>	for each 112 metres (122.48 yards approx.) or 24 seconds.

#### Tariff 4 – For 6 passengers and over

*For any hiring between 11 pm and 6 am or during Public Holidays:*

<b>£3.30</b>	Minimum fare for 183 metres (200 yards approx.) or 45 seconds, and then
<b>30 p</b>	for 91 metres (99.5 yards approx.) or 23 seconds, until the fare is £20.20 and then
<b>30 p</b>	for each 112 metres (122.48 yards approx.) or 24 seconds.

**Drivers will charge double the fare shown on the meter on: Christmas Eve and New Year's Eve (after 11 pm); and on Christmas Day and New Year's Day**

THE DRIVER MAY CHARGE A SOILING FEE OF £50 FOR A TAXI THAT REQUIRES A CLEANING SERVICE

1. **ANY COMMENT** about this taxi or the driver should be sent to **Licensing ,Town Hall, Watford WD17 3EX**, telephone **(01923) 278503** or email **licensing@watford.gov.uk** with the number of the taxi or of the driver's badge
2. **LOST PROPERTY** will be taken to the Town Hall, as above
3. **GUIDE, HEARING and ASSISTANCE DOGS** authorised by the appropriate charity must be carried
4. **THE DRIVER IS NOT ALLOWED TO CARRY ANY PASSENGERS EXCEPT THE HIRER AND PEOPLE INVITED BY THE HIRER**

# THE NATIONAL HACKNEY FARES TABLE

AUGUST 2023

NATIONAL AVERAGE 2 MILE HACKNEY FARE TARIFF ONE IS NOW £7.16

RISE IN 2023

RISE IN 2022

RISE IN 2021	RISE IN 2014
RISE IN 2020	RISE IN 2013
RISE IN 2019	RISE IN 2012
RISE IN 2018	RISE IN 2011
RISE IN 2017	RISE IN 2010
RISE IN 2016	RISE IN 2008
RISE IN 2015	NO SET FARE

UPDATED DAILY  
www.phtn.co.uk

POSITION	TARIFF ONE 2 MILE FARE COUNCIL	
1	LONDON (HEATHROW)	£14.20
2	TRL	£10.60
3	EPSOM & EWELL	£10.60
4	GUILDFORD	£10.00
5	LUTON AIRPORT	£9.70
6	CARADON	£9.60
7	NORTH CORNWALL	£9.60
8	ELMBRIDGE	£9.50
9	JERSEY	£9.26
10	ST ALBANS	£9.15
11	MIDLOTHIAN	£8.80
12	SEVENOAKS	£8.70
13	WOKING	£8.70
14	READING	£8.60
15	WEST BERKSHIRE	£8.60
16	GREAT YARMOUTH	£8.50
17	STROUD	£8.50
18	CLACKMANNAN	£8.50
19	CHELTENHAM	£8.40

POSITION	TARIFF ONE 2 MILE FARE COUNCIL	
20	EAST SUFFOLK (NORTH)	£8.40
21	EDINBURGH	£8.40
22	LEEDS	£8.40
23	MID SUSSEX	£8.40
24	TONBRIDGE & MALLING	£8.40
25	WATFORD	£8.40
26	HUNTINGDONSHIRE	£8.30
27	LINCOLN	£8.30
28	UTTLESFORD	£8.30
29	BCP	£8.20
30	BROXBORNE	£8.20
31	CARRICK	£8.20
32	EAST HERTS	£8.20
33	GLASGOW	£8.20
34	HART	£8.20
35	RESTORMEL	£8.20
36	WOKINGHAM	£8.20
37	WORTHING	£8.20
38	FOREST OF DEAN	£8.13
39	BRENTWOOD	£8.10
40	BRIGHTON & HOVE	£8.10
41	GUERNSEY	£8.10
42	SOUTH OXFORDSHIRE	£8.10
43	VALE OF WHITE HORSE	£8.10
44	MOLE VALLEY	£8.08
45	CENTRAL BEDFORDSHIRE	£8.05
46	ARUN	£ 8.00
47	BRECKLAND	£8.00
48	COVENTRY	£8.00
49	MAIDSTONE	£8.00
50	NOTTINGHAM	£8.00
51	RIBBLE VALLEY	£8.00
52	RUSHCLIFFE	£8.00
53	TORRIDGE	£8.00
54	TUNBRIDGE WELLS	£8.00
55	YORK	£8.00
56	ISLE OF MAN	£7.90
57	ROTHER	£7.90
58	SWALE	£7.90
59	ADUR	£7.80
60	BRACKNELL FOREST	£7.80
61	EASTBOURNE	£7.80
62	HASTINGS	£7.80
63	NORTH YORKSHIRE	£7.80
64	SOUTH GLOUCESTER	£7.80
65	SOUTH HAMS	£7.80
66	SURREY HEATH	£7.80
67	WAVERTLEY	£7.80
68	CHELMSFORD	£7.70
69	DACORUM	£7.70
70	HIGH PEAK	£7.70
71	SWINDON	£7.70
72	WEALDON	£7.70
73	EAST DEVON	£7.68
74	WILTSHIRE	£7.68
75	SHETLAND ISLES	£7.62
76	BASINGSTOKE & DEANE	£7.60
77	EAST AYRSHIRE	£7.60
78	FIFE	£7.60
79	KERRIER	£7.60
80	MONMOUTHSHIRE	£7.60
81	RUSHMOOR	£7.60
82	SOUTHAMPTON	£7.60
83	SOUTH SOMERSET	£7.60
84	STEVENAGE	£7.60

POSITION	TARIFF ONE 2 MILE FARE COUNCIL	
85	TEST VALLEY	£7.60
86	WEYMOUTH & PORTLAND	£7.60
87	WINCHESTER	£7.60
88	TORBAY	£7.51
89	BATH & N. E. SOMERSET	£7.50
90	CARDIFF	£7.50
91	CHESTER	£7.50
92	EXETER	£7.50
93	IPSWICH	£7.50
94	MILTON KEYNES	£7.50
95	NORTH HERTS	£7.50
96	OXFORD CITY	£7.50
97	PLYMOUTH	£7.50
98	SOUTH NORFOLK	£7.50
99	TAMESIDE	£7.50
100	BIRMINGHAM	£7.40
101	CANTERBURY	£7.40
102	EAST HAMPSHIRE	£7.40
103	EASTLEIGH	£7.40
104	GLOUCESTER	£7.40
105	LEICESTER	£7.40
106	LEWES	£7.40
107	NORTH TYNESIDE	£7.40
108	PORTSMOUTH UA	£7.40
109	SOUHULL	£7.40
110	SOUTH AYRSHIRE	£7.40
111	TEWKESBURY	£7.40
112	WEST OXFORD	£7.40
113	NEWARK & SHERWOOD	£7.37
114	NEW FOREST	£7.35
115	ASHFORD	£7.30
116	CAMBRIDGE CITY	£7.30
117	DARTFORD	£7.30
118	NORTH DEVON	£7.30
119	NORWICH	£7.30
120	SHROPSHIRE	£7.30
121	SOUTH CAMBRIDGE	£7.30
122	MORAY	£7.26
123	TEIGNBRIDGE	£7.26
124	NUNEATON & BEDWORTH	£7.25
125	DERBY	£7.20
126	DORSET	£7.20
127	GOSPORT	£7.20
128	HARLOW	£7.20
129	NORTH EAST LINCOLNSHIRE	£7.20
130	REIGATE & BANSTEAD	£7.20
131	SLOUGH	£7.20
132	STOCKPORT	£7.20
133	TANDRIDGE	£7.20
134	WEST NORTHANTS	£7.20
135	WIRRAL	£7.20
136	CHESTERFIELD	£7.16
137	TAMWORTH	£7.14
138	ARGYLL & BUTE	£7.13
139	COTSWOLD	£7.10
140	CRAWLEY	£7.10
141	DOVER	£7.10
142	HIGHLAND	£7.10
143	ISLE OF WIGHT	£7.10
144	MENDIP	£7.10
145	OLDHAM	£7.10
146	PENWITH	£7.10
147	RUGBY	£7.10
148	WINDSOR & MAIDENHEAD	£7.10
149	RUNNYMEDE	£7.10

POSITION	TARIFF ONE 2 MILE FARE COUNCIL	
150	HARBOROUGH	£7.09
151	BABERGH	£7.00
152	BRISTOL	£7.00
153	BROMSGROVE	£7.00
154	CARLISLE	£7.00
155	CARMARTHENSHIRE	£7.00
156	CHICHESTER	£7.00
157	EAST LOTHIAN	£7.00
158	GRAVESHAM	£7.00
159	HERTSMERE	£7.00
160	HORSHAM	£7.00
161	KINGS LYNN & WEST NORFOLK	£7.00
162	MACCLESFIELD	£7.00
163	MANCHESTER	£7.00
164	MEDWAY	£7.00
165	NEWPORT	£7.00
166	PEMBROKESHIRE	£7.00
167	SWANSEA	£7.00
168	WELWYN HATFIELD	£7.00
169	WESTERN ISLES	£7.00
170	SANDWELL	£6.92
171	BRAINTREE	£6.90
172	BURY	£6.90
173	COLCHESTER	£6.90
174	WORCESTER CITY	£6.90
175	AMBER VALLEY	£6.80
176	BEDFORD	£6.80
177	BLACKBURN	£6.80
178	BOSTON	£6.80
179	BRIDGEND	£6.80
180	BROXTOWE	£6.80
181	CEREDIGION	£6.80
182	EAST CAMBRIDGESHIRE	£6.80
183	EAST LINDSEY	£6.80
184	KINGSTON-UPON-HULL	£6.80
185	LIVERPOOL	£6.80
186	MANSFIELD	£6.80
187	MID DEVON	£6.80
188	NORTH KESTEVEN	£6.80
189	NORTH NORTHANTS	£6.80
190	NORTH WARWICK	£6.80
191	SEDGEMOOR	£6.80
192	SOMERSET WEST & TAUNTON	£6.80
193	S. LANARKSHIRE (Cambus/R'Glen)	£6.80
194	SOUTHEND ON SEA	£6.80
195	TENDRING	£6.80
196	TRAFFORD	£6.80
197	VALE OF GLAMORGAN	£6.80
198	WEST LOTHIAN	£6.80
199	WIGAN	£6.80
200	WIRRAL	£6.80
201	WOLVERHAMPTON	£6.80
202	DUNDEE CITY	£6.79
203	CHARNWOOD	£6.75
204	ABERDEENSHIRE	£6.74
205	MALVERN HILLS	£6.72
206	ANGUS	£6.70
207	BLABY	£6.70
208	CONGLETON	£6.70
209	EAST DUNBARTONSHIRE	£6.70
210	FYLDE	£6.70
211	NORTH SOMERSET	£6.70
212	SHEFFIELD	£6.70
213	SOUTH LAKELAND	£6.70
214	THREE RIVERS	£6.70

POSITION	TARIFF ONE 2 MILE FARE COUNCIL	
215	ABERDEEN CITY	£6.60
216	CANNOCK CHASE	£6.60
217	CONWY	£6.60
218	DUDLEY	£6.60
219	EDEN	£6.60
220	FAREHAM	£6.60
221	FOLKESTONE & HYTHE	£6.60
222	HAVANT	£6.60
223	LANCASTER	£6.60
224	NORTH LINCOLNSHIRE	£6.60
225	ROCHFORD	£6.60
226	S. LANARKSHIRE (E. Knapton)	£6.60
227	SOUTH TYNESIDE	£6.60
228	STRATFORD ON AVON	£6.60
229	SUNDERLAND	£6.60
230	WAKEFIELD	£6.60
231	BARROW IN FURNESS	£6.50
232	BASSETLAW	£6.50
233	CALDERDALE	£6.50
234	DUMFRIES & GALLOWAY	£6.50
235	DURHAM COUNTY COUNCIL	£6.50
236	EREWASH	£6.50
237	GEDLING	£6.50
238	HALTON	£6.50
239	LUTON	£6.50
240	ORKNEY	£6.50
241	STAFFORD	£6.50
242	TORFAEN	£6.50
243	DONCASTER	£6.48
244	HYNDBURN	£6.42
245	BASILDON	£6.40
246	BLAENAU GWENT	£6.40
247	CASTLE POINT	£6.40
248	COUNTY OF HEREFORD	£6.40
249	CREWE & NANTWICH	£6.40
250	DERBYSHIRE DALES	£6.40
251	EAST RENFREW	£6.40
252	ELLESMERE PORT	£6.40
253	HINCKLEY & BOSWORTH	£6.40
254	MELTON	£6.40
255	MID SUFFOLK	£6.40
256	NORTH AYRSHIRE	£6.40
257	NORTHUMBERLAND	£6.40
258	WEST LINDSEY	£6.40
259	WYRE	£6.38
260	WARRINGTON	£6.35
261	PERTH & KINROSS	£6.33
262	ANGLESEY	£6.30
263	BARNSELY	£6.30
264	CLYDEBANK	£6.30
265	DARLINGTON	£6.30
266	SOUTH HOLLAND	£6.30
267	SOUTH RIBBLE	£6.30
268	ST HELENS	£6.30
269	REDDITCH	£6.25
270	THANET	£6.21
271	CHORLEY	£6.20
272	COPELAND	£6.20
273	EAST SUFFOLK (SOUTH)	£6.20
274	FALKIRK	£6.20
275	FENLAND	£6.20
276	NEWCASTLE-UPON-TYNE	£6.20
277	SPELTHORNE	£6.20
278	WYCHAVON	£6.20
279	RENFREWSHIRE	£6.15

POSITION	TARIFF ONE 2 MILE FARE COUNCIL	
280	WYRE FOREST	£6.14
281	BRADFORD	£6.10
282	S. LANARKSHIRE (Clydesdale)	£6.10
283	SCOTTISH BORDERS	£6.05
284	ALLERDALE	£6.00
285	BLACKPOOL	£6.00
286	BOLTON	£6.00
287	BUCKINGHAMSHIRE	£6.00
288	DENBIGHSHIRE	£6.00
289	DUMBARTON & VALE OF LEVEN	£6.00
290	EAST STAFFORDSHIRE	£6.00
291	GATESHEAD	£6.00
292	GWYNEDD	£6.00
293	KIRKLEES	£6.00
294	KNOWSLEY	£6.00
295	NORTH WEST LEICESTER	£6.00
296	PETERBOROUGH	£6.00
297	POWYS	£6.00
298	PRESTON	£6.00
299	ROTHERHAM	£6.00
300	SALFORD	£6.00
301	TELFORD & WREKIN	£6.00
302	THURROCK	£6.00
303	WARWICK	£6.00
304	STOKE-ON-TRENT UA	£5.90
305	VALE ROYAL	£5.90
306	WALSALL	£5.90
307	EAST RIDING	£5.85
308	FLINTSHIRE	£5.80
309	LICHFIELD	£5.80
310	MERTHYR TYDFIL	£5.80
311	NEATH PORT TALBOT	£5.80
312	NORTHERN IRELAND	£5.80
313	NORTH NORFOLK	£5.80
314	RHONDDA CYNON TAFF	£5.80
315	SEFTON	£5.80
316	NORTH EAST DERBYSHIRE	£5.75
317	CAERPHILLY	£5.70
318	STIRLING	£5.70
319	ASHFIELD	£5.60
320	NORTH LANARKSHIRE	£5.60
321	S. LANARKSHIRE (HAMILTON)	£5.60
322	WREXHAM	£5.60
323	NEWCASTLE-UNDER-LYME	£5.55
324	INVERCLYDE	£5.54
325	EPPING FOREST	£5.50
326	REDCAR & CLEVELAND	£5.50
327	ROCHDALE	£5.50
328	HARTLEPOOL	£5.40
329	SOUTH KESTEVEN	£5.30
330	STAFFS MOORLANDS	£5.20
331	WEST LANCASHIRE	£5.20
332	SOUTH STAFFORDSHIRE	£5.10
333	STOCKTON ON TEES	£5.10
334	CHERWELL	£5.08
335	BURNLEY	£5.00
336	ROSSENDALE	£5.00
337	MIDDLESBROUGH	£4.90
338	BOLSOVER	£4.60
339	OADBY & WIGSTON	£4.40
340	PENDLE	£4.40
341	MALDON	£
342	RUTLAND	£
343	SOUTH DERBYSHIRE	£
344	WEST DEVON	£

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**Appendix 6: Comparisons over 2 and 5 miles between current and proposed fares**

**Based on current fare table (2022):**

**2 mile fee calculation**

1 mile = 1609.34 metres X 2 = 3218.68

1015 metres = £3.00

2030 metres – 1015 = 1015 / 90 metres = 11.27 x 10p = £1.12

3218.68 metres – 2030 metres = 1188.68 metres / 50 = 23.77 x 10p = £2.37

**Total £6.49 (£6.50 rounded)**

**Based on proposed fare table (2023):**

**2 mile fee calculation:**

1 mile = 1609.34 metres X 2 = 3218.68

1015 metres = £4.00

2030 meters - 1015 metres = 1015 metres / 90 metres = 11.27 x 10p = £1.12

3218.68 metres – 2030 meters = 1188.68 metres / 50 = 23.77 x 10p = £2.37

**Total £7.49 (£7.50 rounded)**

**Based on current fare table (2022):**

**5 mile fee calculation:**

1 mile = 1609.34 metres X 5 = 8046.72

1015 metres = £3.00

2030 meters - 1015 metres = 1015 metres / 90 metres = 11.2 X 10p = £1.13

8045.72 metres – 2030 meters = 6,015.72 metres / 50 = 1.20 X 10p = £12

**Total £16.13 (£16.10 rounded)**

**5 mile fee calculation:**

**Based on proposed fare table (2023):**

1 mile = 1609.34 metres X 5 = 8046.72

1015 metres = £4.00

2030 meters - 1015 metres = 1015 metres / 90 metres = 11.2 X 10p = £1.13

8045.72 metres – 2030 meters = 6,015.72 metres / 50 = 1.20 X 10p = £12

**Total = £17.13 (£17.20 rounded)**

**Current Night time 2 mile fee calculation (2022):**

**From 21:30 – 06:00hrs**

**Based on proposed fare table (2022):**

1 mile = 1609.34 metres X 2 = 3218.68

1015 metres = £3.50

2030 meters – 1015 = 1015 / 90 metres = 11.27 x 10p = £1.12

3218.68 metres – 2030 meters = 1188.68 metres / 50 = 23.77 x 10p = £2.23

**Total = 6.85 (£6.90 Rounded)**

**Proposed Night time 2 mile fee calculation (2023):**

**From 21:30 – 06:00hrs**

**Based on proposed fare table (2022):**

1 mile = 1609.34 metres X 2 = 3218.68

1015 metres = £4.50

2030 meters – 1015 = 1015 / 90 metres = 11.27 x 10p = £1.12

3218.68 metres – 2030 meters = 1188.68 metres / 50 = 23.77 x 10p = £2.23

**Total = 7.85 (£6.90 Rounded)**

**Current Night time 5 mile fee calculation (2022):**

**From 21:30 – 06:00hrs**

**Based on proposed fare table (2022):**

1 mile = 1609.34 metres X 5 = 8046.72

1015 metres = £3.50

2030 meters – 1015 = 1015 / 90 metres = 11.27 x 10p = £1.12

8046.72 metres – 2030 meters = 6016.72 metres / 50 = 120.33 x 10p = £12

**Total = 16.62 (£16.60 rounded)**

**Proposed Night time 5 mile fee calculation (2023):**

**From 21:30 – 06:00hrs**

**Based on proposed fare table (2022):**

1 mile = 1609.34 metres X 5 = 8046.72

1015 metres = £4.50

2030 meters – 1015 = 1015 / 90 metres = 11.27 x 10p = £1.12

8046.72 metres – 2030 meters = 6016.72 metres / 50 = 120.33 x 10p = £12

**Total = 17.62 (£16.60 rounded)**



## Short Equality Impact and Outcome Assessment (EIA) Template

EIAs make services better for everyone and support value for money by getting services right first time.

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users<sup>1</sup>. They analyse how all our work as a council might impact differently on different groups<sup>2</sup>

They help us make good decisions and evidence how we have reached these decisions.<sup>3</sup>

See end notes for full guidance. For further support or advice please contact the Community Partnerships Team

### Equality Impact and Outcomes Assessment (EIA) Template

First, consider whether you need to complete an EIA, or if there is another way to evidence assessment of impacts, or that an EIA is not needed<sup>4</sup>

<b>Title</b> <sup>5</sup>	Application for Hackney Carriage Fare Increase	<b>ID No</b> <sup>6</sup>	001
<b>Team/Service</b> <sup>7</sup>	Licensing / Head of Regulatory Services		
<b>Focus of EIA</b> <sup>8</sup>	Licensing / Head of Regulatory Services		
<b>Assessment of overall impacts and any further recommendations</b> <sup>9</sup>			
<p>The main aim of the review is to ascertain whether the existing Hackey Carriage fares are proportionate when compared to inflation / associated running costs to drivers against the level of income received.</p> <p>The review is carried out by the licensing department who are responsible for the fixing of fares. This particular review is required followed a request from a local operator along with evidence. As per Section 65(2) o (6) of the Local Government (Miscellaneous Provisions) Act.</p>			

The review affects existing hackney carriage drivers and their customers, the latter is likely to include with disabilities. Therefore, the review is relatively targeted to those that use hackney carriages for transport purposes.

The outcomes to be achieved include finding the right balance between the fares and the wants of the drivers, thus enabling a well-priced fare which does not detrimental impact existing and future customers who rely on the service and could be priced out if the table of fares was disproportionately increased.

Potential Issues	Mitigating Actions
Identified during last review that certain groups could be adversely affected by high prices.	<p>Recognising that any significant increases are likely to have a detrimental impact on certain groups. Ensure a balance to any decision to increase fares is made.</p> <p>*Should be noted that the increased requested is relatively limited.</p>
<b>Actions Planned</b> <sup>10</sup>	
Ensure report covers possible impact on those that could be vulnerable and rely on hackney carriages.	

EIA sign-off: (for the EIA to be final an email must sent from the relevant people agreeing it or this section must be signed)

**Equality Impact Assessment officer:**

**Date:**

**Equalities Lead Officer:**

**Date:**

## Guidance end-notes

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<sup>1</sup> The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

- Knowledge: everyone working for the council must be aware of our equality duties and apply them appropriately in their work.
- Timeliness: the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
- Real Consideration: the duty must be an integral and rigorous part of your decision-making and influence the process. • Sufficient Information: you must assess what information you have and what is needed to give proper consideration.
- No delegation: the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- Review: the equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
- Proper Record Keeping: to show that we have fulfilled our duties we must keep records of the process and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.

<sup>2</sup> **Our duties in the Equality Act 2010**

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As a council, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration

The following are the duties in the Act. You must give 'due regard' (pay conscious attention) to the need to:

- avoid, reduce or minimise negative impact (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- promote equality of opportunity. This means the need to: – Remove or minimise disadvantages suffered by equality groups – Take steps to meet the needs of equality groups – Encourage equality groups to participate in public life or any other activity where participation is disproportionately low – Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- foster good relations between people who share a protected characteristic and those who do not. This means: – Tackle prejudice – Promote understanding

### **<sup>3</sup> EIAs are always proportionate to:**

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process required by the Act will be.

### **<sup>4</sup> When to complete an EIA:**

- When planning or developing a new service, policy or strategy

- 
- When reviewing an existing service, policy or strategy
  - When ending or substantially changing a service, policy or strategy
  - When there is an important change in the service, policy or strategy, or in the city (eg: a change in population), or at a national level (eg: a change of legislation)

Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template, but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

**Do you need to complete an EIA?** Consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?

How vulnerable are the people (potentially) affected? If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

<sup>5</sup> **Title of EIA:** This should clearly explain what service / policy / strategy / change you are assessing

<sup>6</sup> **ID no:** The unique reference for this EIA. This will be added by Community Partnerships

<sup>7</sup> **Team/Service:** Main team responsible for the policy, practice, service or function being assessed

<sup>8</sup> **Focus of EIA:** A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the policy, practice, service or function?
- Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.

- 
- How does it fit with other services?
  - Who is affected by the policy, practice, service or function, or by how it is delivered? Who are the external and internal serviceusers, groups, or communities?
  - What outcomes do you want to achieve, why and for whom? Eg: what do you want to provide, what changes or improvements, and what should the benefits be? • What do existing or previous inspections of the policy, practice, service or function tell you?
  - What is the reason for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

<sup>9</sup> **Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy,
- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

<sup>10</sup> **Action Planning:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.

**Extraordinary Regulatory Services Committee  
Thursday, 12 October 2023**

PART I

**Polling District and Polling Place Review 2023  
(ADSPH)**

**1 Summary**

1.1 To present to the Regulatory Committee the plan for the statutory polling district and polling place review of the district.

**2 Details**

2.1 Under the Representation of the People Act 1983, the Council has a duty to divide its area into polling districts and to designate a polling place for each district.

2.2 The following definitions may be helpful when reading the report:

2.2.1 "Polling districts" are geographical electoral areas into which wards and constituencies may be sub-divided.

2.2.2 "Polling places" are the buildings or areas designated by the Council where electors in a polling district go to vote in person.

2.2.3 "Polling stations" are the number of issuing desks in the building or area that is the designated polling place.

2.3 The Electoral Administration Act 2006, as amended, introduced a duty on all local authorities in Great Britain to review their polling districts and polling places at least once every five years.

2.4 Under section 18C of the Representation of the People Act 1983, the next compulsory review must be undertaken within a 16-month window between 1 October 2023 and 31 January 2025.

2.5 The intention of the legislation was reviews would be completed by the January before a UK parliamentary general election. However, since the repeal of the Fixed Term Parliaments Act 2011, there is no longer any certainty as to when the next general election will be.

2.6 The Dissolution and Calling of Parliament Act 2022 means:

2.6.1 the UK Parliament can be dissolved by the King on request of the Prime Minister, at any time within the 5 years of the life of the Parliament;

2.6.2 the next general election must take place before Tuesday 28 January 2025, but it could happen at any point before then;

2.6.3 there is no longer a link between the timing of the compulsory polling district and places review falling in a 16-month period ending 3 months before a scheduled general election.

2.7 In addition, the Boundary Commission for England is currently undertaking a review of parliamentary constituency boundaries. The Commission has now published its

final recommendations and Orders for the new parliamentary constituency boundaries will be made by 1 November 2023.

- 2.8 Once the Orders for new parliamentary constituencies have been made, the new boundaries will be used for the next general election.
- 2.9 If a parliamentary by-election is called in the meantime, it would be run on existing boundaries.
- 2.10 These issues mean it is important that the polling district and places review is carried out as early as possible, so that the Council has agreed polling districts and places to be used for the next parliamentary election, as well as the scheduled local elections and Police and Crime Commissioner elections in May 2024 and has a polling scheme in place which reflects the new constituencies.
- 2.11 Therefore, the notice required to commence the statutory review was published on Monday 2 October 2023.
- 2.12 It would be desirable for any changes in polling districts to be reflected in the electoral register published on 1 December 2023. However, due to consultation period and recruitment of a new Committee & Electoral Services Manager, it is unlikely that the review will be complete until January 2024.
- 2.13 This would mean that the electoral register would need to be republished to take account of any changes to polling districts.
- 2.14 This is the proposed timetable for the review:

Preparatory work	Started August 2023
Notice of review published	2 October 2023
Council proposals published	2 October 2023
Commencement of formal consultation	2 October 2023
End of formal consultation	10 November 2023
Consider consultation responses	By 24 November 2023
Publish electoral register	1 December 2023
Final proposals published through meeting agenda papers	TBC
Regulatory Services Committee meeting	TBC
Conclude review	By end January 2024
Republish electoral register (if any new or amended polling districts)	1 February 2023
Scheduled elections under new polling districts, places and stations scheme	2 May 2024



2.15 In December 2013, Council delegated to Regulatory Services Committee the approval of Polling Districts and Polling Places in respect of the District and Parish Wards. (Minute RG20/13 and CL59/13 [Regulatory Services] refer).

### **3 Options and Reasons for Recommendations**

3.1 Committee are asked to note and agree the timeline as detailed in 2.14.

### **4 Policy/Budget Reference and Implications**

4.1 The recommendations in this report are within the Council's agreed policy and budgets.

### **5 Financial, Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications**

5.1 None specific.

### **6 Legal Implications**

6.1 It is a statutory requirement to undertake a review of our polling districts and polling places within the timeframe of 1 October 2023 to 31 January 2025.

### **7 Recommendation**

7.1 **That Committee are asked to note and comment on the timeline for the statutory review of polling districts and polling places.**

Report prepared by: Kimberley Grout, Associate Director, Strategy, Housing and Partnerships,

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