

Public Document Pack

LICHFIELD DISTRICT COUNCIL

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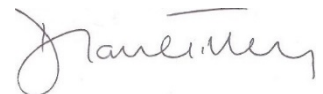
11 February 2019

To: Members of the Lichfield District Council

In accordance with Paragraph 4(2) of Part 1 of Schedule 12 to the Local Government Act 1972, you are hereby summoned to attend the meeting of the Lichfield District Council which will be held in the Council Chamber, District Council House, Frog Lane Lichfield on **TUESDAY 19 FEBRUARY 2019 at 6.00 pm.**

Prayers will be said by Reverend L Collins.

Access to the Council Chamber is via the Members' Entrance or the main door to the vestibule.



Chief Executive

A G E N D A

1. Apologies for Absence (if any)
2. Declarations of Interest
3. To Approve as a Correct Record The Minutes of the Previous Meeting
Pages 5 - 18
4. Chairman's Announcements
5. Report of the Leader of the Council on Cabinet Decisions from the Meetings held on 15 January and 12 February (to follow) and Cabinet Member Decisions (grey enclosure) *Pages 19 - 20*
6. Minutes of the Community, Housing and Health (Overview & Scrutiny) Committee (green enclosure) *Pages 21 - 26*
7. Minutes of the Leisure, Parks and Waste Management (Overview & Scrutiny) Committee (yellow enclosure) *Pages 27 - 28*
8. Minutes of the Economic Growth, Environment and Development (Overview and Scrutiny) Committee (buff enclosure) *Pages 29 - 32*
9. Minutes of the Strategic (Overview & Scrutiny) Committee (blue enclosure) *Pages 33 - 36*
10. The Chairmen indicated below to move that the proceedings of the following committees be received and, where necessary, approved and adopted

Committee	2018/2019	Pages	Chairman
Planning	17 December	37 - 38	T. Marshall
Planning	14 January	39 - 40	T. Marshall
Regulatory & Licensing	5 February	41 - 42	B. W. Yeates
Audit & Member Standards	6 February	43 - 48	M. C. Tittley
Employment	7 February	49 - 52	Mrs M. G. Boyle
Planning (to follow)	11 February		T. Marshall

11. Medium Term Financial Strategy

To agree the Medium Term Financial Strategy (Revenue and Capital) 2018-23 and the Council Tax Resolution 2019-20 (blue enclosure - to follow)

12. Property Investment Strategy - Constitutional Change

*To approve the constitutional changes set out in the attached report (blue enclosure)
Pages 53 - 56*

13. Membership of the Strategic Asset Management Committee

*To receive appointments to the Strategic Asset Management Committee (yellow enclosure)
Pages 57 - 58*

14. Hackney Carriage and Private Hire Licensing Policy

*To approve the Hackney Carriage and Private Hire Licensing Policy (green enclosure)
Pages 59 - 182*

15. Calendar of Meetings

*To approve the Calendar of Meetings as submitted
Pages 183 - 184*

16. Questions

To answer any questions under Procedure Rule 11.2

17. EXCLUSION OF PUBLIC AND PRESS

RESOLVED: That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following item of business, which would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.

EXEMPT ITEMS NOT ISSUED TO PUBLIC AND PRESS

18. Report of the Leader of the Council on Confidential Cabinet Decisions from the Meeting held on 12 February (pink enclosure - to follow)

19. Confidential Minutes of the Leisure, Parks and Waste Management (Overview & Scrutiny) Committee (pink enclosure) *Pages 185 - 186*

20. Confidential Minutes of the Audit and Member Standards Committee

*The Chairman of Audit and Member Standards Committee to move that the confidential proceedings of the meeting held on 6 February 2019 be received and, where necessary, approved and adopted (pink enclosure)
Pages 187 - 188*

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COUNCIL MEETING

18 DECEMBER 2018

PRESENT:

R. J. Awty (Chairman)
Mrs N. Bacon (Vice-Chairman)

Ball, C.	Lax, Mrs A. C.	Salter, D. F.
Baker, Mrs D. F.	Leytham, D. J.	Smith, A. F.
Bamborough, R. A. J.	Little, Mrs E. A.	Spruce, C. J.
Banevicius, Mrs S. W.	Marshall, T.	Strachan, R. W.
Barnett, Mrs S. A.	Matthews, T. R.	Warfield, M. A.
Boyle, Mrs M. G.	Mosson, R. C.	White, A. G.
Cox, R. E.	Powell, J. J. R.	Wilcox, M. J.
Eagland, Mrs J. M.	Pritchard, I. M. P.	Woodward, Mrs S. E.
Evans, Mrs C. D.	Pullen, D.	Yeates, A.
Humphreys, K. P.	Ray, P. W. W.	Yeates, B. W.
Hoult, B. E.	Rayner, B. L	

56 APOLOGIES FOR ABSENCE (IF ANY)

Apologies for absence were received from Councillors Drinkwater, Constable, Mrs Constable, Eadie, Miss Fisher, Mrs Fisher, Greatorex, O'Hagan, Mrs Pullen, Mrs Stanhope, Miss Shepherd and Tittley.

57 DECLARATIONS OF INTEREST

There were no declarations of interest

58 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE PREVIOUS MEETING

It was proposed and duly seconded "that the Minutes of the Meeting of the Council held on 16 October 2018 as printed and previously circulated be taken as read, approved as a correct record and signed by the Chairman subject to (i) the typographical error in Councillor Mrs Woodward's name (Minute 44(2)) being corrected, (ii) Minute 44(5) being amended to read 'Councillor Cox thanked Mr Blakeway' and (iii) Minute 46 and 55 being amended make it clear that Councillor Ball referred to the withdrawal of funding from Lichfield Foyer, Lichfield not Hawthorn House.

Councillor Mrs Eagland advised that she would no longer be representing Staffordshire County Council on the Community, Housing and Health (Overview & Scrutiny) Committee given that it was no longer within her remit at the County Council.

59 CHAIRMAN'S ANNOUNCEMENTS

Visits and Events

The Chairman reported that he had attended a number of events commemorating the Centenary of the end of the First World War, culminating with the Duke of Gloucester laying a wreath on behalf of the Queen at the National Memorial Arboretum.

Carol Services

As part of the busy build up towards Christmas the Chairman advised that he had attended a number of carol services including at the Memory Café at the Methodist Church noting that those present had been delightfully entertained by children from St Michael's School.

Chairman's Charity

The Chairman invited Members to make a Christmas donation to his nominated charity, the Memory Café and advised that anyone doing so would have a chance to win a Christmas gift. He then welcomed those present to join him for seasonal refreshments after the meeting.

60 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 20 NOVEMBER AND 4 DECEMBER 2018 AND CABINET MEMBER DECISIONS

Councillor Wilcox advised that Councillor Constable and Councillor Drinkwater were unable to attend due to their personal circumstances. They had both expressed gratitude for the support they had received from Members and he had wished them well and passed on season's greetings on behalf of the Council.

2 - Proposal for a Small Business Grant Scheme

Councillor Pritchard reported that following the launch of the small business grant scheme enquiries had been received from a range of sectors across the District. He said the business community in the District was vibrant and the Council would do all it could to keep it that way.

Councillor Pritchard advised that the Council had an Economic Development Officer and any business that could benefit from assistance should be encouraged to get in touch.

11 - Marketing Opportunities with Visit Lichfield

Councillor Mrs Evans asked for further information about the Marketing Opportunities that were being provided. Councillor Pritchard advised that the 'Visit Lichfield' website could be used to promote things that were happening throughout the District and help local businesses and agreed to provide further details.

61 MINUTES OF THE ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE

Councillor Cox submitted the Minutes of the Economic Growth, Environment and Development (Overview and Scrutiny) Committee held on 12 November 2018.

36 – Planning Enforcement Resource Review

Councillor Ball said he had expressed concern at the meeting over whether there were sufficient resources for the targets and enforcement plan.

Councillor Mrs Woodward said the current enforcement staff worked hard to answer enquiries but they appeared thin on the ground and under pressure. She said it was necessary to

ensure that there were sufficient resources in place to enable local Members to respond to concerns from electors.

Councillor Pritchard said he was keen to ensure that there were adequate resources and regularly checked with heads of service. He felt that resources were sufficient at the present time and that overall performance was good.

Councillor Cox noted that resources had been discussed by the Committee and the issue would be kept under review.

40 – Economic Performance Update

Councillor Mrs Evans said it was not sufficient to refer to the skills gap as a national problem and it was important to lobby the government to address the issue. Councillor Wilcox advised that skills were high on the Agenda of the LEPs and in addition to lobbying the government there was direct dialogue with universities and colleges to make sure people were being equipped with the right skills.

41 – Birmingham Road Site Working Group – Notes of Meeting

In response to a question from Councillor Mrs Banevicius it was advised that the Birmingham Road Site Working Group notes were submitted to the Economic Growth, Environment and Development (Overview & Scrutiny) Committee and published accordingly.

Councillor Ray said funding would be the key to success and asked what steps were being taken to secure funding.

Councillor Wilcox advised that the Government had launched a high street fund but schemes had to be ready for delivery before an application could be made. It was therefore essential that the working group made progress while engaging with relevant groups and the public to develop a masterplan.

62 MINUTES OF THE STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE

Councillor Strachan submitted the Minutes of the Strategic (Overview & Scrutiny) Committee held on 22 November 2018.

20 - Declarations of Interest

Councillor Strachan noted that Councillor Greatorex had declared an interest as a Member of Staffordshire County Council and this needed to be recorded.

23 - Draft Medium Term Financial Strategy 2018 – 2023 – Proposals for Closing the Revenue Funding Gap

Councillor Ball questioned whether public conveniences and the shopmobility service would be closed. He also requested further details on the lack of S106 bids to provide affordable housing, which he said was surprising.

Councillor Mrs Woodward said she had identified possible investment opportunities for Burntwood in an email to the Leader noting that the suggestions had come through the Town Deal Partnership. Following a positive initial response she hoped to see the opportunities given consideration as part of the Medium Term Financial Strategy process.

Councillor Pritchard advised that at no point had any investment opportunity in Burntwood been turned away. He said everything would be considered and when the opportunity arises the Council will do whatever it can.

Councillor Strachan advised that the issue of public conveniences had only been touched on lightly at the meeting and it was confirmed that the issue of S106 bids had been referred to the Community, Housing and Health (Overview & Scrutiny) Committee.

63 MINUTES OF THE COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE

Councillor Mrs Baker submitted the Minutes of the Community, Housing and Health (Overview and Scrutiny) Committee held on 29 November 2018.

20 – Visions for Community Hospitals in the District

Councillor Ball said he had raised the issue of early appointments and the difficulties that would be caused if the County Council withdrew the use of concessionary bus passes before 9.30 a.m.

Councillor Ball said it should also be recorded that fears about a reduction in the hours of minor injury clinics had been allayed by the representatives at the meeting, and if anything resources would be increased.

Councillor Mrs Baker said transport and bus passes had been discussed and the need for the appointment making system to take these issues into account had been raised with the NHS representatives at the meeting. She said it was quite correct that reassurance had been given about the future of community hospitals noting that the Committee had appreciated the presentation and a positive discussion had followed.

64 MINUTES OF COMMITTEES

(a) Employment Committee – 29 October 2018

It was proposed by Councillor Mrs Boyle “that the Minutes of the Meeting of the Employment Committee held on 29 October 2018 be approved and adopted.”

RESOLVED: That the Minutes of the Meeting of the Employment Committee held on 29 October 2018 be approved and adopted.

(b) Planning Committee – 29 October 2018

It was proposed by Councillor Marshall “that the Minutes of the Meeting of the Planning Committee held on 29 October 2018 be approved and adopted.”

RESOLVED: That the Minutes of the Meeting of the Planning Committee held on 29 October 2018 be approved and adopted.

(c) Regulatory & Licensing Committee – 8 November 2018

It was proposed by Councillor B Yeates “that the Minutes of the Meeting of the Regulatory and Licensing Committee held on 8 November 2018 be approved and adopted.”

RESOLVED: That the Minutes of the Meeting of the Regulatory and Licensing Committee held on 8 November 2018 be approved and adopted.

(d) Audit and Member Standards Committee – 14 November 2018

It was proposed by Councillor Hoult “that the Minutes of the Meeting of the Audit and Member Standards Committee held on 14 November 2018 be approved and adopted.”

Councillor Mrs Woodward said she had previously asked whether the Property Investment Strategy should be on the corporate risk register and asked if there had been any progress.

Councillor Hoult said he would ensure that an answer was provided.

RESOLVED: That the Minutes of the Meeting of the Audit and Member Standards Committee held on 14 November 2018 be approved and adopted.

65 CALCULATION OF BUSINESS RATES 2019/20 AND COUNCIL TAXBASE FOR 2019/20

Consideration was given to a report on the calculation of the Council Taxbase for the District as required under Section 67 of the Local Government Finance Act 1992.

Councillor Spruce explained the effect of the recently announced government settlement on the Medium Term Financial Strategy (MTFS) for 2019/20. He said central government had listened to strong representations by the Local Government Association (LGA) and, amongst others, the local Member of Parliament. As a consequence the proposal for a negative revenue support grant, in the District’s case £453,000, had been withdrawn. The New Homes Bonus scheme remained unchanged resulting in an additional £468,000 of income. Furthermore, the Staffordshire County wide Business Pilot scheme application had been successful, meaning an additional income of £568,000. These three items wiped out the funding gap in the current MTFS for 2019/20. However, it was important not to be complacent since from 2020/21 onwards all these matters would be subject to review.

Councillor Spruce advised that the Section 151 Officer would update the MTFS but the current funding gaps for the three years from 2020/21 were likely to remain the same. He was grateful to the S151 Officer for producing the necessary information within hours of the announcement on Thursday.

Councillor Spruce said he was recommending changes to the current Council Tax Discount Scheme as detailed in the report with the removal of the two month ‘no-charge’ period for an unoccupied property and an increase in the surcharge on long term empty dwellings. He said he believed this change would incentivise owners to make empty properties available for occupation at a time when more housing was needed.

Attention was drawn to the number of Band D properties in 2019/20 and the breakdown of properties by Parish.

Councillor Spruce then formally proposed the changes to council tax discounts and surcharges as set out in the report and approval of a council taxbase (Band D residential properties) of 38,010.8.

Councillor Wilcox spoke about the lobbying undertaken by the LGA in connection with the revenue support grant, noting that two Members of the Council were on the LGA which

ensured the District's voice was heard. He stressed that the Council needed to continue with its efficiencies programme and use the money it had wisely.

Councillor Wilcox also stressed the need for effective two way dialogue between County and District in two tier arrangements. He said unfortunately on a number of occasions decisions had been made without the District Council being aware and he would reiterate to the Leader of the County Council that the Council wanted to work with the County and could help with their efficiencies while continuing to deliver services.

With regard to the recommendations, Councillor Wilcox stressed the importance of bringing empty properties back into use given the need for housing.

Councillor White said he took on board the comments about the need for two way dialogue between the County Council and District Councils. He then congratulated the Leader and Cabinet on securing funding and business rate retention. He said he was pleased to see the negative revenue support proposal would not be implemented by the government, which would have been a perverse decision, and he was aware of the work done by the District Council network to bring this reversal about.

Councillor White also congratulated the Cabinet on bringing forward proposals to remove discounts on vacant properties which would help bring forward more houses for people who needed them. He said the importance of a warm home for health and well-being should not be underestimated noting the health of people without one declined rapidly and the cost to the state increased exponentially.

The proposals were duly seconded by Councillor Wilcox and it was

RESOLVED: (1) To remove the 2 month period for unoccupied and unfurnished domestic property from 1 April 2019.

(2) To update the discounts on long term empty properties of 2 years or more:

- From 1 April 2019 an increase up to 200% (currently 150%).
- From 1 April 2020 for properties empty for less than 5 years up to 200% and at least 5 years up to 300%.
- From 1 April 2021 for properties empty for less than 5 years up to 200%, at least 5 years but less than 10 years up to 300% and at least 10 years up to 400%.

(3) In accordance with the relevant legislation and regulations, the Council Taxbase (Band D residential properties) for Lichfield District for the financial year 2019/20 of 38,010.8 be approved.

(COUNCILLOR WHITE DECLARED AN INTEREST AS DEPUTY LEADER OF STAFFORDSHIRE COUNTY COUNCIL

66 COMMUNITY INFRASTRUCTURE LEVY (CIL) DOMESTIC EXTENSIONS

It was advised that on the 19 April 2016 Full Council approved the adoption of the Community Infrastructure Levy (CIL) Charging Schedule. Full Council also agreed to commence charging the CIL on 13 June 2016.

The Charging Schedule set a CIL rate for residential development including extensions to domestic properties of £55 per square metre in high value zones, £25 per square metre in lower value zones and £14 per square metre in Strategic Development Areas.

In accordance with the CIL Regulations there were a number of exemptions to the CIL levy for domestic extensions and to date the Authority had not received any CIL income from residential extensions.

It was therefore proposed by Councillor Pritchard that the Council no longer applies CIL to residential extensions given the high cost to the Authority of implementing this part of the Regulation.

It was duly seconded by Councillor Cox and

RESOLVED: (1) That Council cease applying CIL to domestic extensions in order to reduce the administrative burden on the Authority, applicants and planning agents.

(2) That the update to the Exemptions, Relief and Exception Circumstances Policy as set out in Appendix A of the report submitted to Council be approved.

(3) That the Domestic Extension Policy will apply to any domestic extension application validated on/after 1 January 2019.

67 LICHFIELD DISTRICT LOCAL PLAN ALLOCATIONS MODIFICATIONS CONSULTATION (MAIN AND MINOR)

Members were informed that the 'Main Modifications' had been received from the Planning Inspector who had conducted the Local Plan Allocations examination hearing sessions.

'Main Modifications' are provided following hearing sessions to ensure that a Plan can be found sound. In order for the Plan to progress to adoption the Council would need to accept the proposed modifications and update its Plan accordingly. Subject to the Council accepting the modifications it would then be necessary to undertake a period of public consultation for a minimum of six weeks. This consultation included the schedule of minor modifications previously agreed by the Council in May 2018.

Accordingly, Councillor Pritchard sought Council approval to consult on the updated Local Plan Allocations Document, schedule of proposed modifications, accompanying Policies Maps and supporting documents for a minimum of six weeks. In seconding the proposal Councillor Wilcox asked Members to ensure that their respective parishes were fully aware of the consultation.

RESOLVED: (1) That the Local Plan Allocations document, the schedule of proposed modifications, the accompanying Policies Map and the Sustainability Appraisal and Habitat Regulations Assessment be approved for public consultation from 19 December 2018 to 6 February 2019.

(2) That the guidance document to accompany the consultation document be approved.

(3) That delegated authority be given to the Cabinet Member for Economic Growth, Environment & Development Services in consultation with the Head of Economic Growth to submit the consultation findings to the Planning Inspectorate.

(4) That delegated authority be given to the Cabinet Member for Economic Growth, Environment & Development Services in consultation with the Head of Economic Growth to make any minor changes to the appearance, format and text of the Local Plan Allocations Document or the supporting documents prior to submission in the interests of clarity and accuracy.

68 CONSERVATION AREA APPRAISALS AND MANAGEMENT PLANS FOR WALL AND WIGGINTON

Members were informed of the results of the consultation on the draft Conservation Area Appraisals and Management Plans for Wall and Wigginton Conservation Areas.

It was proposed by Councillor Pritchard duly seconded by Councillor Wilcox and

RESOLVED: (1) That the results of the consultation be noted and the final appraisal and management plans be approved.

(2) That the proposed boundary changes to the Conservation Areas (as shown in Appendix B of the report) be approved

(3) That the proposal to add the properties listed in Appendix C of the report to the Register of Buildings of Special Local Interest be approved.

69 DESIGNATION OF A NEW CONSERVATION AREA FOR DRAYTON BASSETT

Members were informed of the results of the consultation on the proposed new Conservation Area at Drayton Bassett.

Councillor B Yeates thanked Council officers and Drayton Bassett Parish Council for their work.

It was proposed by Councillor Pritchard, duly seconded and

RESOLVED: (1) That the results of the consultation be noted and the designation of a new Conservation Area in Drayton Bassett as shown in Appendix B of the report be approved.

(2) That the final appraisal and management plans be approved.

(3) That the properties proposed for addition to the Register of Buildings of Special Local Interest as listed in Appendix

C of the report be noted and their addition to the Register be approved.

70 GAMBLING ACT 2005 DRAFT STATEMENT OF PRINCIPLES

Consideration was given to a draft Statement of Principles (2019 – 2022) that outlined the principles the Council would apply when exercising its functions under the Gambling Act 2005.

Councillor Yeates confirmed that no comments had been received during the public consultation.

Councillor White said the Gambling Act had three objectives and was missing a fourth, namely due regard to the risk of harm through addiction or declining mental health. He said all too frequently people were being adversely affected through addiction particularly in connection with fixed odd betting machines.

He asked that consideration be given to sending a letter to the Minister highlighting that the licensing objectives were currently deficient by not including due regard to the risk of harm.

Councillor Mrs Evans said gambling could become an extreme problem with consequences that included family breakdown and negative impact upon children. She welcomed the changes brought forward including the maximum stake on gambling machines and changes to television advertising. Councillor Mrs Evans said she agreed with the Gambling Act objectives and the desirability of a fourth objective as suggested by Councillor White.

It was duly second by Councillor Spruce and

RESOLVED: (1) That Members approve the draft Statement of Principles for adoption to commence in January 2019.

(2) That the Chairman of the Regulatory and Licensing Committee write to relevant Minister requesting that the licensing objectives should have due regard to the risk of harm.

71 QUESTIONS

Q1. Question from Councillor Mrs Evans to the Leader of the Council

“Can the Leader of the Council please inform me of the amount that has been spent so far, on consultants for the Fit for the Future Scheme?”

Response from the Leader of the Council

“The Council will commission advice from consultants where we do not have the expertise, or the capacity in-house, to deliver defined pieces of work in a reasonable timescale.

The Council has spent the following sums on advice from consultants in order to progress specific pieces of work as part of the Fit for the Future programme:

Year	Consultant	Purpose	Cost
Phase 1			
2013	Association of Public	Benchmarking and review of Parks	£7,466

	Service Excellence (APSE)	and Grounds Maintenance	
2015/16	NEPRO (Ice Creates and People Too)	Review and recommendations for Revenues and Benefits	£15,000
2014 and 2017	West Midlands Employers	Advice on HR policies	£1,350
2016	FMG Consulting Ltd	Physical Activity and Sport Strategy and leisure services options appraisal	£18,000
Phase 1 - Subtotal			£41,816
Phase 2			
2018	Individuals nominated by LGA	Productivity advice – funded by LGA	£5,000
2018	KPMG	Tax advice for property investment strategy	£10,865
2018	KPMG	Governance and modelling advice re: property investment strategy	£26,600
2018	Anthony Collins Solicitors	Legal advice re: property investment strategy	£2,728
Phase 2 - Subtotal			£45,193
Overall Total			£87,009

Councillor Mrs Evans asked the following supplementary question:

‘If the Council had the capacity in-house, how much money would have been saved?’

The Leader of the Council Responded:

‘Consultants are only employed when additional expertise is required and it is absolutely necessary. The savings realised to date demonstrate that the strategy of using consultants where appropriate and necessary is paying dividends. I will look to provide further information about what costs might otherwise have been, although this could be difficult.’

Q2 Question from Councillor Ball to the Leader of the Council

“Will the Leader join me in asking Staffordshire County Council to think again about their proposal to end the funding for school crossing patrols and abandon this idea?”

Response from the Leader of the Council

“Thank you for your question in relation to the funding for school crossing patrols that is a service operated by our County Council, as I understand there is a consultation exercise underway where a number of services are being looked at including school crossing patrols as part of the County looking to address their budget deficit.

Whilst I can sympathise with Councillor Ball, I understand that this service has over recent years been replaced with pedestrian crossings in some cases and the number of patrols has reduced.

If following the consultation this service is one that will terminate there may well be an opportunity for either the local Parish/Town Council in conjunction with the Schools affected to seek an alternative arrangement.

We have had a briefing from the County Council this evening prior to this meeting where funding issues were discussed.”

Councillor Ball asked the following supplementary question:

“I note that the Leader of the Council says that some of these patrols will be replaced by pedestrian crossings and wonder if the Leader will join with me now in asking that the County Council consider funding pedestrian crossings where patrols are removed as an invest to save initiative.”

The Leader of the Council Responded:

“During the consultation period it is really important that County Councillors know how Members feel and I would expect Members to have conversations with their County Councillors. The County Council has a difficult task in allocating limited funding and there are immense demands from adult care and children’s services. At the next meeting of Chief Executives and Leaders I will make sure that we feed in the feelings of the electorate and Members in the Chamber.”

Q3 Question from Councillor Mrs Woodward to the Leader of the Council

“Can the Leader tell me please whether the County Council has shared with him the document ‘Options for Reform within Staffordshire’ produced by Grant Thornton and, if so, what discussions he has been involved in on the options for local government reorganisation as they might affect Lichfield District Council?”

Response from the Leader of the Council

“Thank you for your question relating to the document ‘Options for Reform within Staffordshire’ I can confirm that I was unaware of this piece of work being commissioned, although once enquiries were made we were informed that this item had been verbally reported to Chief Executives and Leaders at a previous meeting, although many Leaders including myself cannot recall this happening.

However once I became aware of this report I made contact with the Leader of the County Council expressing my annoyance that this had not been shared with Leaders to whom the content of the report had a number of implications, not least the creation of a Unitary Authority.

I and my Leader colleagues have subsequently received a personal letter from Cllr Atkins apologising for this oversight on their part and assuring me that any future dialogue around issues affecting local authorities within Staffordshire would be brought to the monthly meeting of Chief Executives and Leaders which is the place this type of issue can be discussed collectively.

At the last Chief Executive and Leaders meeting on the 6 December the County Council Deputy Leader Councillor Alan White and their Chief Executive gave an undertaking that in the New Year this options report would be made available once the report is complete.

Our CEO made the point to the County Council that not only do we want to see the report, and irrespective of its conclusions, it should be acknowledged by them that it would have been preferable for a report that affects the whole local government family in the County to be jointly commissioned and openly discussed.”

72 EXCLUSION OF PUBLIC AND PRESS

RESOLVED: That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following items of business which would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

IN PRIVATE

73 REPORT OF THE LEADER OF THE COUNCIL ON CONFIDENTIAL CABINET DECISIONS FROM THE MEETING HELD ON 4 DECEMBER 2018

The report of the Leader of the Council was noted.

74 BUILDING CONTROL SHARED SERVICE

Consideration was given to a proposal to terminate the existing Building Control shared service agreement and create a new agreement and collaboration framework that was larger in size whilst reducing risk to the District Council.

Councillor Pritchard said the Service was held in the highest regard and the proposal would provide funds that could be re-invested. The new shared service was a means to an end, and as it got up and running the possibility of an independent council owned company would become an option. This would give the service scope to move forward, become more resilient and make money for the participating authorities distributed as dividends.

Councillor Cox noted that the Service was on the Economic Growth, Environment and Development (Overview and Scrutiny) Committee work programme and it would look at performance in due course but it was obviously a good proposal and he endorsed the recommendation.

Councillor White said it was a pity the public didn't get to see the reality of closer working across Districts and Boroughs since this was a great model for efficiency. He said he would not only like to congratulate the Cabinet but also the officers involved since the amount of work should not be underestimated and a great deal of thanks is owed to them and the leadership of the Chief Executive for making this happen.

Councillor Spruce agreed that the service was highly regarded and said he was very happy to second the proposal.

RESOLVED: (1) That the Council gives authorisation to terminate the Southern Staffordshire Building Control Partnership with effect at 23.59pm on 31st March 2019 in accordance with section 14 of the Southern Staffordshire Building Control Collaboration Agreement (August 2015) on the conditions that conditional approval has been granted by the other parties to terminate the agreement and once conditional approval has been gained to enter into a new agreement with the Councils listed in the report.

(2) Authority be delegated to the Cabinet Member for Economic Growth, Environment and Development and the Director of Place and Community to authorise the creation of the new Shared Service for Building Control.

(3) That Lichfield District Council be the host authority for the new shared service.

75 RESTRICTIVE COVENANT - LAND AT GUARDIAN HOUSE, BIRMINGHAM ROAD, LICHFIELD

Consideration was given to the variation of a restrictive covenant on land at Guardian House, Lichfield to permit a retirement, assisted living or extra care development scheme. It was noted that the recommendation in the report regarding the use of the funds was being withdrawn.

It was noted that the merit of any development scheme, if submitted, was solely a matter for Planning Committee.

It was duly seconded and

RESOLVED: (1) That the offer of £320,000 for the variation of the restrictive covenant at Guardian House, Rotten Row, Lichfield be accepted in principle.

(2) Authority be delegated to the Cabinet Member for Finance and Democratic Services, together with the Director of Transformation and Resources, to confirm final details of the agreement.

(The Meeting closed at 7.14 p.m.)

CHAIRMAN

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FOR COUNCIL
19 FEBRUARY 2019
(GREY ENCLOSURE)

REPORT OF THE LEADER OF THE COUNCIL

CABINET DECISIONS – 15 JANUARY 2019

1. Local Plan Review (2016 - 2036) Preferred Options and Policy Directions Consultation

The Cabinet:

- 1.1 Noted the summary of representations received to the Local Plan Review Scope, Issues and Options consultation and approved the officer responses.
- 1.2 Approved the Local Plan Review document, the Sustainability Appraisal and Habitat Regulations Assessment screening assessment for public consultation to be held between 28th January and 18th March 2019.
- 1.3 Delegated authority to the Cabinet Member for Economic Growth, Environment & Development Services in consultation with the Head of Economic Growth to make any minor changes to the appearance, format and text of the Local Plan Review Preferred Options and Policy Directions Document or the supporting documents prior to consultation in the interests of clarity and accuracy.

2. Elford Neighbourhood Plan - Final Decision Statement

The Cabinet:

- 2.1 Noted the results of the referendum for the Elford Neighbourhood Plan.
- 2.2 Agreed to the making of the Elford Neighbourhood Plan and that this decision be reported to Full Council.

IN PRIVATE

3. Processing of Dry Recycling Materials Contract

The Cabinet:

- 3.1 Approved the negotiated settlement that had been reached with Biffa Waste Services Ltd for incorporation into the existing contract which the authority has with the company for the processing of dry recycle.
- 3.2 Approved an update to the Medium Term Financial Strategy (to be submitted to Council in February 2019) for Lichfield District Council's share of the annual cost pressure of £56,000.

DECISIONS MADE BY CABINET MEMBERS

4. Lichfield District Small Business Grant Scheme, Round 1 allocations

- 4.1 The Cabinet Member for Economic Growth, Environment and Development Services approved the allocation of funding for the first round of the Lichfield District Small Business Grant Scheme.

**MICHAEL J WILCOX
LEADER OF THE COUNCIL**

**COMMUNITY HOUSING AND HEALTH (OVERVIEW AND SCRUTINY)
COMMITTEE**

10 JANUARY 2019

PRESENT:

Councillors Mrs Baker (Chairman), Mrs Evans (Vice-Chair), Miss Shepherd (Vice-Chair), Ball, Bamborough, Mrs Boyle, Eadie, Houlton, O'Hagan and Ray.

(In accordance with Council Procedure Rule No.17 Councillor A Yeates attended the meeting).

Councillor Mrs Eagland attended as County Council representative.

22 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Humphreys and Mrs Constable

23 DECLARATIONS OF INTERESTS

Councillor O'Hagan declared a personal interest as he is employed by Midland Partnership NHS Foundation Trust.

Councillor Ball declared a non disclosable pecuniary interest as he is a member of Fusion and pays a fee to hire a room at the premises as referred to in the Jigsaw Review report.

24 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meetings held on the 12th September 2019 and 29th November 2019 as circulated were taken as read and approved as a correct record.

It was noted that at the meeting on the 29th November 2019, it was confirmed that there would not be a reduction in operating hours of the Minor Injury Units.

It was also confirmed that there were concerns that there could be problems with patients meeting appointment times as there are limited public transport options for early appointments and no bus passes before 9.30am.

25 STANDING ITEMS

(a) Lichfield District Health Provision

There was no new information for the Committee to note.

(b) Staffordshire Health Select Committee

County Councillor Mrs Eagland noted that provision of Autism care is divided and performance not as good as hoped. It was asked if, regarding the STP, information on Ward profiles was available yet and County Councillor Mrs Eagland notified the Committee that she would instruct the clerk to forward the information when available. She also stated that she had not heard if there would be a further consultation.

26 HOMELESSNESS AND ROUGH SLEEPER HOUSING PATHWAY PROPOSALS AND POTENTIAL USE OF S106 COMMUTED SUMS

The Committee received a report outlining some initiatives that were being developed to reduce homelessness and rough sleeping in the District. The report also gave an update on the tender exercise for using the commuted sum monies to deliver new affordable homes with the proposal of an alternative option for using the money to purchase properties to reduce the incidence of homelessness and rough sleeping.

It was reported that one of the initiatives was to enhance the existing service to provide tenancy sustainment and training for the most vulnerable customers and it was also proposed to work with Cannock Chase District Council to procure a provider to deliver a housing pathway for rough sleepers and those at risk of homelessness with multiple and complex needs. When asked, it was reported that the specification for tender documents for this Pathway element were currently being drawn up.

The Committee discussed the work undertaken to create a night shelter in the Lichfield City Centre area and congratulated Officers and volunteers for their work. It was reported that it would be operational from beginning of February to March in 5 churches across Lichfield City. It was also reported that £5k funding had been secured from the Ministry of Housing and Local Government's (MHCLG) Cold Weather Fund and Lichfield District Council had agreed to match fund this with up to £5,000 from its Flexible Homelessness Support Grant. Volunteers from Churches Together were progressing the scheme with guidance from staff at other night shelters in Burton, Derby and Tamworth and Lichfield District Council Members noted that there would be provision for up to 8 rough sleepers per night.

It was asked if there was a rent deposit scheme and it was confirmed that there was and also the Discretionary Housing Payment scheme had been changed recently to be more accessible.

Tenant Ready Training was discussed and felt to be very important. It was asked if Bromford Housing were on board with this and accepting of the scheme and it was reported that they were and an event had been held to discuss this; further discussions would be happening as their needs would also have to met.

It was reported that dialogue with private landlords was underway and options being developed to encourage more of them to work with the Council. It was recognised that this was difficult as private rented accommodation was in demand and rents were generally high however there would be a discussion at the Private Landlords Forum on 23 January 2019 and Officers will feed back their comments to the Committee.

The Committee then discussed in more detail the proposal to use the council's commuted sums to purchase properties to use for supported housing as part of the Housing First model to help create a seamless pathway into accommodation. It was asked if there would be any legal implications and whether the Council would become a social landlord and it was reported that there would not be. It was also asked if rental income was known yet and it was reported that that it wasn't known and Officers were currently being cautious over possible returns that may be generated. It was reported that advice had been sought from the Ministry of Housing, Communities and Local Government (MHCLG) and there was not a need to open a Housing Revenue Account as there would be less than 200 homes. It was suggested that the approved property investment company included a focus on buy to rent properties to further meet the needs of homelessness and rough sleeping and the Cabinet Member agreed to take this proposal to Cabinet for further discussion.

Members noted that homeless individuals and rough sleepers often preferred to remain in a specific area even if accommodation had been offered elsewhere for many reasons including to be close to a support network and it was agreed that the proposed Tenancy Sustainment

Officer could help this situation to try and secure properties in the vicinity of Lichfield City which is often a very popular area to live for rough sleepers.

A Social Enterprise initiative idea was then discussed and it was felt it was a good idea and it was noted that Officers had already been in contact but it was agreed that the Cabinet Member would also make contact to discuss this further.

An additional recommendation was put to the Committee to allow for further properties to be purchased using additional housing reserves. There was some concern that additional money could be spent without further scrutiny; after discussion it was agreed that further purchases should only occur if the initial properties and project proved to be successful and more capacity required.

- RESOLVED:**(1) That the comments made on the homelessness and rough sleeper housing pathway proposals be noted;
- (2) That the proposals and alternative use for the commuted sum monies held in reserves to purchase properties to provide accommodation as part of the proposed housing pathway model be recommended to Cabinet;
- (3) That the delegation of next steps to the Head of Service and Cabinet Member particularly a change in the Constitution to delegate property acquisitions up to £400,000 with oversight of the s151 Officer and monitoring officer be recommended to Cabinet; and
- (4) That Members recommend to Cabinet to delegate to the Head of Service and Cabinet Member to spend additional housing reserves on further property acquisitions if the initial purchases and project proves successful and more capacity is required.

27 COMMUNITY SAFETY DELIVERY PLAN - MID YEAR PROGRESS REPORT

The Committee received a report on the mid-year progress against the Community safety Partnership delivery plan for 2018/19. The Committee was also invited to give suggestions for actions to help delivery of the 2019/20 Community Safety priorities. Milestones would also be added to the plan. Concerns about the progress on some elements of the Plan were raised and Officers confirmed that action has been/ is being taken to enable delivery.

It was noted that it was the Lichfield District Safer Community Partnership was a statutory partnership with a duty to produce a community safety plan. It was reported that anti social behaviour (ASB) was one of the three priorities along with domestic abuse and child sexual exploitation. Alcohol and mental health and public reassurance have also been identified as cross cutting themes. The Committee considered the progress for these priorities in turn.

It was noted that diversionary activity for young people to reduce ASB had a positive impact and in the past year the community safety team had adopted a more rigorous approach to determining whether it could help with reports of non-criminal cases of ASB. This had meant that some civil matters for example, neighbour disputes, had been passed to the most appropriate authority resulting in a freeing up of resources to undertake other community safety work including awareness raising campaigns etc. A mediation service has also been funded so that when the team's efforts to resolve disputes have been exhausted the parties can be referred to mediation. To date this has proved successful in one case and partially successful in another.

Regarding domestic abuse, a campaign was run around the World Cup as it was known that domestic abuse rises on occasions like this and the online campaign went viral with 11 million

views. It was noted that similar campaigns were being planned. The Committee expressed their gratitude to Kathy Coe, the CEO of the Pathway Project and were pleased at the announcement that she has been awarded the Member of the British Empire (MBE)

It was then reported that taxi drivers had been trained in safeguarding, including Child Sexual Exploitation) so as to raise their awareness of the signs to look out and how to pass on any concerns and that drivers had been receptive to this initiative.

It was noted that the "Get in 2 it" project relied on the use of Council assets and it was asked how the council reach young people where they were. It was reported that the contract with Freedom Leisure included an active strategy and they would soon be recruiting an Active Communities Officer who would go out into the community. It was also reported that the Health and Wellbeing team were proactive in engaging with young people, going out to where they are, although the activities may not be able to be performed in that area. It was asked that the project be taken to rural areas where there were facilities for example Fazeley and it was reported that this was already being planned.

In reference to ASB in parks, it was asked whether there was evidence that it had increased when locking the gates, in particular in Burntwood, had ceased or if it was a perception. It was reported that there had been no reports of ASB to Police regarding this issue so it could be a perception. It was noted that it was still a concern of Members. There was some discussion as to whether the Smart Alerts from Police helped raise awareness of what was happening in the area or raised fear and an increase in a perception of crime.

Members felt that there was a gap in running diversionary activities for older children as at times it is them causing ASB (and perception of) by 'hanging about in groups' and encouraging younger children to commit the disorder. It was believed that greater engagement in schools could tackle this along with other areas like hate crime.

Members were also advised that a pilot project had been set up to support people with alcohol and mental health concerns.

Other areas that the Committee wanted to be considered in the 19/20 plan was road safety and an increase in 20mph signs where appropriate. It was agreed to raise this and how better to promote voluntary speed watch at the next Partnership meeting. Another area was mental health in young people as it was felt that it had been neglected.

RESOLVED: (1) That the progress made against the Community Safety Delivery Plan be noted; and

(2) That the views of the Committee be taken into account when considering actions that may deliver the 2019/20 Community safety priorities.

28 REVIEW OF JIGSAW COMMUNITY HUB

The Committee received a report on the scope of the review required in respect of the funding agreement for Jigsaw which was due to expire at the end of March 2019 (this has been extended to June 2019 to allow time for the review). The focus of the review is to establish the difference that the Jigsaw community hub is making. The full scope of the review was presented in the paper and it's coverage discussed by members who also suggested some additional areas of questioning and evaluation. It was noted that the community hub currently is run by Fusion Credit Union who also have an office base there. Jigsaw exists to provide a Community facility and a signposting service for the District Council with the funding being given to provide this facility. The building is owned by Midland Heart.

It was reported that there would be a consultation with users of the facility along with the owner of the building and Fusion Credit.

Members recognised the good work of Fusion Credit Union and noted that some residents still preferred a face to face service. They also supported the social benefit of the office facility. The review will include looking at records of all visitors to the premises, the purpose and outcome of their visit.

It was however also felt that the Jigsaw community hub was not well advertised and there were concerns about the value of funding a service that was not well used. It was reported by Members that they had been unable to find a website for the facility.

The Committee were mindful that there is a Lichfield City Council asset in the Curborough area and requested that this possible alternative venue / hub be considered during the review.

It was requested that the impact of the hub as it is used now and how this might change if it were to close or be enhanced was included in the scope of the review. It was confirmed that as part of the review the impact of all options would be considered, including any plans for changes or increased use of Jigsaw and the potential for any alternative provision identified.

RESOLVED: That the views of the Committee be included in the scope of the Jigsaw review.

COUNCILLOR BALL LEFT THE ROOM DURING THIS ITEM HAVING PREVIOUSLY DECLARING AN INTEREST.

COUNCILLOR MRS EVANS DECLARED A PERSONAL INTEREST AS REFERENCE TO CASES WAS MADE.

29 COMMUNITY LOTTERY - RESULTS OF THE CONSULTATION WITH THE COMMUNITY AND VOLUNTARY SECTOR

The Committee received a report giving information from the consultation undertaken with the Community and Voluntary Sector and any other interested parties about the potential formation of a Community Lottery.

Members were reminded of the information given in previous reports to the Committee. It was reported that since then, contact had been made with Aylesbury Council who had pioneered Community Lotteries and have implemented them for other local authorities. It was noted that a discussion with them was planned post this meeting and the result of that would be sent to the Committee and be included in the Cabinet report.

The Committee had concerns that there were only 18 respondents to the consultation.

The Committee had concerns that the delivery of such a scheme would not be as cost effective as estimated and the Officer time needed would have an impact on any income generated. Capacity and the likely costs and overheads involved in running such a scheme, including the selling of tickets, by LDC and potential partners was also queried.

The Committee also felt uncomfortable with the concept per se and were concerned that it could be the people who had the least opportunity to improve their life who would most likely to buy tickets. In turn, it could be that any income from this could replace the community fund, should it be closed, which facilitates the organisations that helps these people in the first instance.

The Committee felt that there were many other competing lotteries on offer in the area.

RESOLVED: That the Committee do not recommend to Cabinet the establishment of a local lottery scheme.

30 WORK PROGRAMME

The work programme was considered and it was agreed to move the next meeting to later March to allow time to gather information. It was agreed to invite the Burton and Derby Hospitals NHS Foundation Trust to the March meeting to give an update of the merger and discuss issues that have emerged including those around D2A beds and other health outcomes affecting Lichfield District residents.

It was noted that the 'Together We're Better' review would include a consultation with the Committee but no timeframes were currently known but it was agreed that this priority would be pursued.

It was agreed that for the next Council cycle, there would be an item to review the acquisition of properties for the Homelessness and Rough Sleeper Pathway, the outcome from the Jigsaw Review and the Community Safety Development Plan and its outcomes.

It was also agreed to have briefing papers on updating on the Health & Wellbeing delivery plan and DFG performance in terms of length of time from referral to delivery, sticking points and data around provision and outstanding cases.

RESOLVED: That the work programme be updated.

(The Meeting closed at 8.45 pm)

CHAIRMAN

**LEISURE, PARKS & WASTE MANAGEMENT (OVERVIEW AND SCRUTINY)
COMMITTEE**

16 JANUARY 2019

PRESENT:

Councillors Matthews (Chairman), Mrs Banevicius (Vice-Chair), Rayner (Vice-Chair), Mrs Pullen, Salter, Mrs Tranter, Mrs Woodward and B Yeates.

(In accordance with Council Procedure Rule No.17 Councillor Leytham attended the meeting).

8 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mrs Bacon and Pullen.

9 DECLARATIONS OF INTERESTS

Councillor B. Yeates declared a personal interest in Item 7 as he had dealt with the Garrick Theatre in a professional capacity.

10 MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous meeting were signed as a correct record.

11 WORK PROGRAMME

The work programme was discussed and it was noted that some items had not been considered due to the timing of information being available and along with staffing changes. There were also concerns that decisions had been made at Cabinet without consultation with the Committee first and that input could have been a great aid to the Cabinet Member.

It was reported that there were a number of items on the Forward Plan that would be coming to the Committee.

It was requested that an update of the LOPS involvement in the Health and Wellbeing Delivery Plan be included on the work programme.

RESOLVED: That the work programme be update.

12 FRIARY GRANGE LEISURE CENTRE UPDATE

The Committee received a presentation from the District Council's Leisure Contracts Consultant, Mike Dix on the current condition of the Friary Grange Leisure Centre (FGLC) and options for the premises.

It was reported that the condition of FGLC was not unusual for its age. It was also reported that there were some shared cost as the building was owned by Staffordshire County Council (SCC) and used by the adjoining school, however this school would soon become an Academy.

Options for the facilities and associated estimated costs were presented to the Committee. It was noted at this point that the Sport England supply and demand assessment showed that there was just enough pool space up to 2029 based on the current housing numbers in Local Plan however after this date or if more houses were planned, there would be an under provision. It was reported that the provision was not statutory but recommended. It was noted that the council received a grant from Sports England for previous works and there was a clawback clause in place.

Members asked the Cabinet Member what the initial thoughts were for the facility and it was reported that it was desired to keep the facility or something similar however costs needed consideration. The Cabinet Member reported that the condition survey was not complete and it would be premature to have any preferences until that work had been completed.

It was asked if discussions had taken place with SCC in regards to contributions to any repairs and it was reported that a meeting had been scheduled to discuss issues. Members noted that there would be an impact on many other schools in the area that use the swimming pool. There were concerns that it would be a low consideration for SCC as they are having to make cuts in other important areas such as social care and may not have the budget to help fund any repairs or alternative options.

It was asked if planning contributions included indoor sports provision and it was reported that there was an element but it did not calculate to a high amount.

The Committee felt that any loss of a swimming facility in the area would be against the strategic priority of a health community and would have a detrimental effect on schools and residents alike. It was asked if it could be considered as part of the BRS site and it was reported that the Member Working Group were looking at a strategy for that site. It was also asked if a transfer of FGLC to the council could be considered.

The Committee agreed that an update should be given at the next meeting following discussions with SCC

RESOLVED: That an update be given at the next meeting.

13 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: "That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following items of business, which would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972"

IN PRIVATE

14 LICHFIELD GARRICK THEATRE

Minutes for this item are recorded separately as it includes exempt information.

(The Meeting closed at 8.10 pm)

CHAIRMAN

**ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW
& SCRUTINY) COMMITTEE**

22 JANUARY 2019

PRESENT:

Councillors Cox (Chairman), Ball (Vice-Chair), Warfield (Vice-Chair), Mrs Baker, Mrs Boyle, Mrs Eagland, Mrs Lax, Marshall and Smith.

(In accordance with Council Procedure Rule No.17 Councillor Pritchard attended the meeting).

42 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Drinkwater, Mrs Fisher and Mrs Stanhope MBE

43 DECLARATIONS OF INTEREST

There were no declarations of interests.

44 MINUTES OF THE PREVIOUS MEETING

It was requested that the information received from the Environment Agency be circulated to all Members of the Committee.

RESOLVED: That the minutes of the previous meeting be signed as a correct record.

45 WORK PROGRAMME

The Work Programme was considered and items for the March meeting were noted.

RESOLVED: That the Work Programme be noted and updated where required.

46 LOCAL PLAN AND RELATED SPATIAL POLICY MATTERS UPDATE

The Committee received a report updating Members on the consultations on the Local Plan Allocations Main Modifications, Local Plan Review: Preferred Options & Policy Directions document and draft Statement of Community Involvement (SCI). The report also gave an update on Neighbourhood Plan progress.

Members asked for further information regarding how the consultations were completed and it was reported that the SCI outlined how engagement would be undertaken. It was reported there was a minimum requirement for engagement and the Planning Inspector examined whether this had been completed but in reality, far more than this minimum was always done. It was reported that the Development Plans team worked closely with the Communications Officers to consider how best to reach all groups whether it be residents, private companies and Parish Councils.

The Committee then discussed Neighbourhood Planning and it was asked if there was a schedule for reviewing them. It was reported that reviews would only be required if changes were needed however it could be wise to re appraise plans after five years because this is the timeframe recommended in national policy. Some Members felt that these plans, even with good intentions, had resulted in another level of bureaucracy.

RESOLVED: 1) That the progress associated with the Local Plan Allocations and Local Plan Review be noted;

2) That the progress associated with the Statement of Community Involvement be noted; and

3) That the recent progress in relation to neighbourhood plans be noted.

47 LOCAL ENTERPRISE PARTNERSHIPS REVIEW

The Committee received a report on the current Government review of Local Enterprise Partnerships (LEPs). The review was looking at a number of issues including legal status of LEP's, governance arrangements and also geographical boundaries between LEP's. It was reported that presently Lichfield District Council was a member of two LEPs which were the Greater Birmingham and Solihull LEP (GBSLEP) and the Stoke and Staffordshire LEP (SSLEP). Members noted that being a member of two LEPs allowed access to two Growth Hubs that help support local businesses and the ability to access funding for projects from both.

It was reported that the Government in terms of geography was keen to see the removal of any overlaps which had implications for authorities like Lichfield. The Government's argument is that removal of overlaps would provide for more clarity and assist in the allocation of monies. The Committee was informed that the Government had left it to the LEPs to deal with this matter and agree a way forward. However GBSLEP wished to keep the status quo as it had developed strong working relationships with its authority partners and had support of businesses yet SSLEP wished to have a geography based on the county boundary.

Some Members were in agreement that membership should remain with GBLEP as it is based on a functional economic area and where businesses consider the boundaries of markets and customers to be. There was concern however from other Members that there were bigger projects underway in the GBSLEP area which would divert public funds and Lichfield may not be considered as a high priority. There was also concern that Lichfield could be considered as part of a wider Birmingham area.

It was asked what authority would make the final decision if no agreement could be reached and it was reported that the Government would have the ultimate say however this may be delayed due to other priorities namely Brexit.

It was noted that the Leader of the Council was working with the LGA and the other local authorities to express the view of keeping the current set up with LEPs. There was no need to change things and questions had been raised as to why the Government was so wedded to the idea of boundary changes.

The Committee asked what could be done to plan for whatever the Government decides. Members were advised that at the present time it is not clear as to whether the Government will force through decisions however if it did, the Council needed to be mindful of the good working relationships which had been formed with partners (and which could continue irrespective of LEP membership) and the potential for new relationships to be formed. The latter being particularly relevant in terms of accessing future funding pots.

It was agreed to keep the item on the work programme for the March meeting to receive an update and consider options if a decision of which LEP to be in is required or if the Council deems it not wishing to be in a LEP at all.

RESOLVED: 1) That the LEP Review and its progress be noted;

2) That the potential implications for Lichfield District of the decision to remove geographical overlaps between individual LEP's be noted; and

3) That an update be submitted to the Committee at it's March meeting.

48 BRS WORKING GROUP UPDATE

The Committee received an update from the Chairman of the BRS Working Group. It was reported that the pro bono advice was no longer being given and a Communications plan was now underway with a website and newsletter.

Thanks were given to Officers for their support in the process.

RESOLVED: That the update be noted.

(The Meeting closed at 7.15 pm)

CHAIRMAN

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STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE

29 JANUARY 2019

PRESENT:

Councillors Strachan (Chairman), Mrs Woodward (Vice-Chair), Mrs Barnett (Vice-Chair), Mrs Evans, Greatorex, Powell, Rayner and Tittley.

(In accordance with Council Procedure Rule No.17 Councillors Leytham, Mrs Little, Pritchard, Spruce, Wilcox and A. Yeates attended the meeting).

25 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Constable, Smith and White

26 THANKS TO OUTGOING COMMITTEE MEMBERS

As it was the last meeting of the municipal year and current Council, the Chairman wished to thank Members that would not be standing for re election for all their hard work and input to the Committee over the past council cycle.

Thanks were also given to the Chairman and Vice-Chairmen for their work over the past year.

27 DECLARATIONS OF INTEREST

There were no declarations of interests.

28 MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting were circulated and it was noted that regarding Capital projects, there was discussions around works to parks and housing as specific items.

RESOLVED: That the minutes of the previous meeting be signed as a correct record.

29 WORK PROGRAMME

The work programme was reported and it was confirmed that briefing papers had been received and noted by the Committee.

RESOLVED: That the work programme be noted.

30 MEDIUM TERM FINANCIAL STRATEGY (REVENUE AND CAPITAL) 2018-23 (MTFS)

The Committee received a report on the Medium Term Financial Strategy (MTFS) for the period 2018-23. It was reported that there was a statutory duty to set a balanced budget and to calculate the level of Council Tax for the district. It was also reported that the Chief Finance Officer (Head of Finance & Procurement) had a duty to ensure all figures provided for estimating and financial planning were robust and stand up to Audit scrutiny.

The Committee received a presentation from the Head of Finance & Procurement and he began by reporting to Members that the provisional Local Government Finance Settlement for

2019/20 had been received and with the elements of the removal of the negative revenue support grant, additional New Homes Bonus, the successful application for a Business Rates pilot and additional grants, the budget would be balanced for 19/20 with a small transfer to General Reserves. It was reported that in terms of risk and uncertainty, both 18/19 and 19/20 were assessed as low but 2020/21 to 2022/23 were assessed as high because the Government was undertaking in 2020/21 major reviews of income streams related to Business Rates, Fair Funding and New Homes Bonus.

The Budget consultation was discussed and it was reported that there had been 340 responses received which was over double the amount from the 2017 consultation. It was reported that there was a legal duty to consult annually on the Council's Medium Term Financial Strategy and Officers were still considering the most appropriate means to engage with Council Taxpayers. The Committee felt that it was a high level of response for a consultation and it was asked what value had been put on the responses received. It was reported that the percentage response rate for the district was 0.75% of the number of Council taxpayers and although taken into account, the consultation findings were not the only strand of evidence used when formulating the MTFs. The Committee felt that although the response rate was deemed low, it was high for a local level consultation and showed consistent themes when considered against other consultations

Post 2020 scenarios were given regarding Business Rates and New Homes Bonus and it was noted that NHB had been gradually removed from the base budget to be prepared for the risk of its reform or it ceasing. It was also reported that it had been assumed in financial modelling projections that Council Tax would be increased by the maximum amount allowable without a referendum each year.

The Capital Strategy was reported and it was noted that capital expenditure had slipped due because more time was needed to launch the Property Investment Strategy and, in particular to ensure there was sufficient capacity, appropriate expertise and firm governance arrangements being established. It was then reported that there could be an opportunity to borrow some of the required funds internally. It was reported that this would be a lower cost option, reduce investment risk because there would be lower investment levels and would allow in the event of 'windfall' income early repayment without penalties. It was noted that a second opinion for this option would be sought from the Treasury Management Advisors Arlingclose. The Committee were in agreement with this idea and wished to limit the exposure to external borrowing and the associated risks. There was some concern regarding proceeding with strategy in the current climate and it was reported that there had been and continued research undertaken to monitor property prices and due diligence would be carried out. It was also reported that different sectors would be considered and this diversity in the portfolio would be used to manage risk.

Continuing the discussion regarding the Capital Strategy, it was raised that there was still an inequity across the district. It was reported that a meeting with Burntwood members and the Leader and Deputy Leader of the Council had taken place however there did not seem to be no evidence of extra investment in Burntwood from the Council. Some frustration was expressed that there would still be funding for the Garrick Theatre and for enabling works at the Birmingham Road Site (BRS). It was reported that projects for the Burntwood area would be forthcoming in the future.

BRS was considered further and it was reported that funding for the enabling works would be funded from the earmarked reserve that were still in place following the decision not to fund the Friarsgate Scheme. These reserves had been put in place to cover any short term revenue implications during construction such as loss of car parking and therefore because this risk no longer existed they were available to fund these works. When asked, it was confirmed that no long term budgets had been allocated to the project as it was unknown what the scheme could look like or how it would be delivered until the masterplanning stage had been completed however this would be updated as soon as practicable.

The Committee thanked the Finance and Procurement Team for all their hard work and believed that it was a difficult environment for Officers to plan in with all the uncertainties.

- RESOLVED:**
- 1) That the 2019/20 Revenue Budget, including the Amount to be met from Government Grants and Local Taxpayers of £11,371,400 and proposed level of Council Tax (the District element) for 2019/20 of £175.07 (an increase of £5.8 or 2.99%) for Band D equivalent property be noted;
 - 2) That the MTFS 2018-23 Revenue Budgets be noted;
 - 3) That the MTFS 2018-23 Capital Strategy and Capital Programme be noted;
 - 4) That the requirements and duties that the Local Government Act 2003 places on the Authority on how it sets and monitors its Budgets, including the Chief Finance Officer's report on the robustness of the Budget and adequacy of Reserves be noted.

31 COMMUNICATIONS ACTIVITY REPORT

Members received a report on information requested by the Committee regarding the council's communication activity. It was reported that there was a small team doing both internal and external communications. It was reported that this included the website which was the only borough or district council in the area to receive 4 stars by Better Connected and had done for the past three years. It was then reported that the corporate print contract was reducing year on year and many aspects would soon be going paperless including Committee papers. It was noted that all current printing contracts were subject to a Fit for the Future review.

It was noted that communication routes had been explored and discussed with a focus group and this feedback gave no clear preferences for any specific channels as it was felt a broad range of communications would reach different groups.

The makeup of participants was varied for this qualitative research, reflecting the wide customer demographic that the council has. It was noted that the focus group gave more a qualitative source of feedback than with a full consultation exercise. It was discussed how best to reach the rural areas especially the older generations in these areas and it was reported that it was difficult and print media was not widely available as there were not the distributors of papers or the properties were not always accessible. It was suggested that Parish newsletters be utilised to help with this issue and it was noted that information was being passed to Clerks however it would be helpful to have editor contact details given to the Communications team for inclusion in distribution lists.

Members asked how value for money was being measured and it was reported that it was considered against take up on services for example, green waste subscription. It was also reported that benchmarking of the size of the team and the level of communications activity had been carried out against neighbouring local authorities. It was reported that it was clear that it was deemed favourable taking into account the size of department.

Tourism and communications was discussed and it was reported that following the management restructure in 2016, the tourism service was now part of Economic Growth rather than being combined with corporate communications, however the two teams still worked closely together on design to aid branding and marketing. Members had some concern that there was no longer a synergy between the two areas as one of the biggest areas for publications was for tourism materials.

Members expressed concern at the relaxed language used on some social media platforms and requested that this be considered further and all views be represented when engaging via

these means. It was also requested that demographic details be reported when reporting consultation responses.

Opt-In communications were discussed and it was reported that this was being explored however GDPR implications needed to be considered and it made clear how personal information would be used. It was suggested and agreed that the Innovation Task Group look at this in greater detail.

RESOLVED: That the report be noted.

(The Meeting closed at 8.10 pm)

CHAIRMAN

PLANNING COMMITTEE

17 DECEMBER 2018

PRESENT:

Councillors Marshall (Chairman), Powell (Vice-Chair), Mrs Baker, Mrs Barnett, Cox, Mrs Evans, Matthews, Pritchard, Strachan and A Yeates

29 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mrs Bacon, Bamborough, Drinkwater and Mrs Stanhope.

30 DECLARATIONS OF INTEREST

Councillor Mrs Evans declared a disclosable pecuniary interest in relation to application 18/01514/FUL as she is the applicant.

31 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting held on 29 October 2018 previously circulated were taken as read, approved as a correct record and signed by the Chairman.

32 PLANNING APPLICATIONS

Applications for permission for development were considered with the recommendations of the Director of Place and Community and any letters of representation and petitions together with a supplementary report of observations/representations received since the publication of the agenda in association with Planning Applications 17/01191/OUFMEI, 17/01709/COU, 18/00643/FULM & 18/00644/LBC and 18/01514/FUL

17/01191/OUFMEI – Hybrid planning application comprising full planning application for the construction of a sustainable mixed used urban extension comprising of 475 dwellings, new vehicular access points onto Claypit Lane and Birmingham Road, the remodelling and formation of a roundabout at the junction of Fossey Lane and Claypit Lane, comprehensive green infrastructure including up to 16.55 HA of country park, footpaths, cycleways, multifunctional open space including children’s play areas, community orchard, open space for informal sport and sustainable urban drainage systems, foul and surface water drainage infrastructure including balancing ponds, and other ancillary infrastructure and ground remodelling, with outline applications for the serviced provision of 1.09 HA of land for a primary school and 1.9 HA for strategic sports provision with all matters reserved except access

Deanslade Park, Land south of Falkland Road, Lichfield, Staffordshire
Deanslade Park Consortium

RESOLVED: No presentation or debate took place as it was resolved that this matter be deferred to 14 January planning committee meeting.

17/01709/COU – Change of use of buildings and adjacent yard area from Class B1 and Class B8 to Class B2 (General Industrial)
Industrial Unit, Lions Den, Hammerwich, Burntwood
For Mr C Mears

RESOLVED: That planning permission be approved subject to conditions contained in the report of the Director of Place and Community.

(PRIOR TO CONSIDERATION OF THE APPLICATION, REPRESENTATIONS WERE MADE BY MRS JULIE THURLOW (OBJECTOR) AND MRS SERENA MEARS (ON BEHALF OF THE APPLICANT)).

18/00643/FULM & 18/00644/LBC – Demolition of the existing buildings and the erection of 29 affordable apartments for the over 55s including associated communal facilities as well as new vehicular access, landscaping and other associated works and listed building consent to facilitate demolition of the existing structure and the attachment of the new structure to a listed building
Land on the corner of Rotten Row and Aiden Court Road/Deans Croft, Lichfield
For Midland Heart Development Ltd

RESOLVED: That planning permission be approved subject to conditions contained in the report of the Director of Place and Community, including those amended by the supplementary report.

(PRIOR TO CONSIDERATION OF THE APPLICATION, REPRESENTATIONS WERE MADE BY MR DON YOUNG (OBJECTOR) AND MR MARK DAUNCEY FROM PEGASUS PLANNING (APPLICANT'S AGENT)).

33 ENFORCEMENT PLAN UPDATE

The Committee received a report relating to an update proposed to the Planning Enforcement Plan dated April 2013. It was reported that the update ensured it was in accordance with the updated National Planning Policy Framework (NPPF) and good practice guidance and was largely a technical update.

It was noted that this had already been to the Economic Growth, Environment and Development (Overview and Scrutiny) Committee who had made comments and recommended it be approved.

RESOLVED: (1) That the contents of the report be noted; and
(2) That the proposed updated Local Enforcement Plan be approved and replace the April 2013 version with immediate effect.

(The Meeting closed at 7.27 pm)

CHAIRMAN

PLANNING COMMITTEE

14 JANUARY 2019

PRESENT:

Councillors Marshall (Chairman), Powell (Vice-Chair), Mrs Baker, Bamborough, Mrs Barnett, Cox, Mrs Evans, Matthews, Pritchard and Strachan

1 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mrs Bacon, Drinkwater, Mrs Stanhope MBE and A Yeates.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting held on 17 December 2018 previously circulated were taken as read, approved as a correct record and signed by the Chairman.

4 PLANNING APPLICATIONS

Applications for permission for development were considered with the recommendations of the Director of Place and Community and any letters of representation and petitions together with a supplementary report of observations/representations received since the publication of the agenda in association with Planning Applications 17/01191/OUFMEI and 18/01044/FUL & 18/01045/LBC

17/01191/OUFMEI – Hybrid planning application comprising full planning application for the construction of a sustainable mixed use urban extension comprising of 475 dwellings, new vehicular access points onto Claypit Lane and Birmingham Road, the remodelling and formation of a roundabout at the junction of Fossey Lane and Claypit Lane, comprehensive green infrastructure including up to 16.55 HA of country park, footpaths, cycleways, multifunctional open space including children's play areas, community orchard, open space for informal sport and sustainable urban drainage systems, foul and surface water drainage infrastructure including balancing ponds, and other ancillary infrastructure and ground remodelling, with outline applications for the serviced provision of 1.09 HA of land for a primary school and 1.9 HA for strategic sports provision with all matters reserved except access

Deanslade Park, Land South of Falkland Road, Lichfield, Staffordshire
Deanslade Park Consortium

RESOLVED: No presentation or debate took place as it was resolved that this matter be deferred to the next planning committee meeting.

18/01044/FUL & 18/01045/LBC – Retention of flue on side elevation at rear of premises
Loafers, 36 Bore Street, Lichfield, Staffordshire
For: Mr R Mountford

RESOLVED: That the planning application and the Listed Building Consent application be approved subject to conditions contained in the report of the Director of Place and Community, including those amended by the supplementary report.

(The Meeting closed at 6.14 pm)

CHAIRMAN

REGULATORY AND LICENSING COMMITTEE

5 FEBRUARY 2019

PRESENT:

Councillors O'Hagan (Vice-Chair), Mrs Evans, Humphreys, Salter, Miss Shepherd and Mrs Stanhope MBE

19 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mrs Bacon, Mrs Constable, Drinkwater and Miss Fisher.

20 DECLARATIONS OF INTEREST

There were no declarations of interests.

21 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were received and signed as a correct record subject to the inclusion of Councillor O'Hagan as submitting apologies.

22 WORK PROGRAMME

The work programme was received and it was noted that this meeting was the last of the municipal year and current council cycle.

RESOLVED: That the work programme be noted.

23 CREATION OF A HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY

The Committee received a report on the outcome of the consultation for the Hackney Carriage and Private Hire Licensing Policy and seeking approval for the policy to be submitted to full Council for adoption.

It was reported that currently the Council as the Licensing Authority had a number of policy decisions, guidance notes and conditions in place to consider taxi licensing matters but no overarching policy that combined them together.

A number of amendments following the consultation were highlighted to the Committee. The first was that in relation to air quality, the date to be compliant had been moved to April 2022 to bring it in line with the age policy. It was noted that it had been included that, due to this later date, if any charges imposed by the Clean Air Zone or similar would be met by the driver/proprietor and not passed to passengers. It was also reported that the introduction of CCTV to be fitted in vehicles had again been moved to April 2022 to be in line with the age policy. It was noted that if this requirement was made mandatory by the government before this date, this would be reflected and the policy amended.

The Committee then considered the draft policy and responses received in the consultation. Members were requested to consider the element and wording regarding smart dress of drivers. There were some views that a formal attire with tailored shirts and no denim should be required as the drivers are representing the district. Overall however, it was agreed that a

definition of smart dress was subjective and comfort for drivers should be considered. The Committee also felt that it should be up to the employers to monitor and not the council to enforce. It was also noted that it could be difficult to be too prescriptive without issuing a uniform and also cultural dress should be considered. Members agreed that the proposed wording was sufficient.

It was confirmed when asked that it would be the Council who would ensure the six monthly DBS checks were completed and it would be for drivers to sign up to the update service.

It was also confirmed that eye sight tests were part of the required medical tests. It was also noted that test runs and purchases would continue to be carried out.

The colour of vehicles was discussed and it was noted that ensuring that private hire could not be the same as the white hackney carriages ensured that customers knew their rights and whether there would not be regulated fees or vying for hire was allowed or not. It was noted that wedding vehicles were exempt from this requirement under law.

Members agreed with the requirement to have CCTV fitted to vehicles as it gave protection to both passengers and drivers. Overall, the Committee felt the policy covered all breaches and rules and was a comprehensive document.

- RESOLVED:**
- 1) That the Hackney Carriage and Private Hire Licensing Policy be approved for submission to Full Council for adoption; and
 - 2) That the Chairman of Regulatory & Licensing Committee together with the Head of Regulatory Services, Housing & Wellbeing be delegated to make any minor amendments to the Policy.

24 VOTE OF THANKS

It was proposed, duly seconded and

- RESOLVED:** That the sincere thanks of the Committee be recorded to all the Chairmen and Vice-Chairmen for their work during the past year.

(The Meeting closed at 6.30 pm)

CHAIRMAN

AUDIT AND MEMBER STANDARDS COMMITTEE

6 FEBRUARY 2019

PRESENT:

Councillors Tittley (Chairman), Hoult (Vice-Chair), Mrs Boyle, Marshall, Rayner, Strachan and Mrs Tranter

Observer: Councillor Spruce (Cabinet Member for Finance & Democratic Services)

Officers In Attendance: Miss W Johnson, Ms B Nahal, Mr A Thomas and Mrs A Struthers

Also Present: Ms Laurelin Griffiths (Grant Thornton UK LLP) (External Auditor)

23 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs Woodward.

24 DECLARATIONS OF INTEREST

There were no Declarations of Interests.

25 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting held on 14 November 2018, as printed and previously circulated, were taken as read and approved as a correct record.

26 TREASURY MANAGEMENT STATEMENT AND PRUDENTIAL INDICATORS

The Committee received a report on the Treasury Management Strategy Statement (TMSS) 2019/20 from Mr Anthony Thomas (Head of Finance & Procurement) and he delivered a Presentation to explain in more detail the Capital Strategy and the Capital Programme, the minimum revenue provision statement 2019/20, the balance sheet projections, interest rate projections, cash flow forecast for 2019/20, treasury management strategy and the annual investment strategy, the prudential and local indicators and the CIPFA resilience index. Mr Thomas explained that the authority were expected to approve a treasury management strategy before the start of the financial year and this report fulfilled the authority's legal obligation. Mr Thomas explained that the capital strategy was a new requirement which brings together existing areas of capital and treasury activities in one document. The Capital Programme approved by Council on 20 February 2018 was compared to the draft Capital Programme that will be recommended to Council on 19 February 2019. It was noted that the most significant change was due to capital expenditure related to the Property Investment Strategy. This was to ensure there was sufficient capacity, appropriate expertise and firm governance arrangements in place to ensure sufficient due diligence is undertaken prior to any acquisition. The extra investment was highlighted i.e. disabled grants, ICT projects and the short term site works at Birmingham Road site had been included in the draft MTFS – Capital Programme – see Appendix B.

The projected capital receipts included in the Medium Term Financial Strategy were shown illustrating share of housing sales from Bromford and asset sales which were also highlighted. The borrowing need was summarised as it starts relatively small and increases from 2020 because of the £45m investment in commercial property already agreed. The projected

change in the balance sheet 2018/19 to 2022/23 was summarised as they are significant in assessing the Council's Treasury Management position in terms of borrowing requirement, investment levels and our Investment Strategy. (As assets are acquired under the Property Investment Strategy the borrowing liabilities also increase to fund these acquisitions. The element of property assets funded by external borrowing (the Loan to Value) and was compared to an indicative private sector level of 45%. In the private sector a Loan to Value limit would be set to manage the risk that the loans outstanding are unable to adapt to changing asset strategy or property value. This will be evident in a recession where typically property values reduce and loans therefore can exceed property value (known as negative equity). A negative equity scenario can make it difficult to rebalance the portfolio through disposals due to the existing loan repayments that will still need to be paid whilst income is no longer received.

Mr Thomas said there could be an opportunity to borrow some of the required funds internally and this was something to be considered and, in his opinion, it would be a lower cost option, reduce investment risk because there would be lower investment levels and would allow in the event of "windfall" income early repayments without penalties. However, a second opinion would be sought from the Treasury Management Advisors - Arlingclose.

Mr Thomas explained the cash flow forecast which takes account of the income the Council receives including housing benefits grants, council tax and business rate income and expenditure such as payments to precepting bodies, employee costs and housing benefit payments as well as the expected movement in interest rates which the council's assumption had been interest rates remain at the current level (because of the BREXIT uncertainty). Mr Thomas explained he had taken this view as it exposes us to least risks but no one knows what impact the form of exit from the EU will have on monetary policy.

Mr Thomas explained that Appendix E was the new Investment Strategy Report for 2019/20 which was to meet the requirements of the statutory guidance issued by the government in January 2018. It focused on how the Authority invests its money to support local public services and earns investment income from commercial investments.

Our investments and their limits were shown and the proposed changes for 2019/20 to provide additional options in the event there are issues with existing Money Market Funds domiciled in Luxembourg and Ireland were highlighted as:-

A new category of UK Domiciled Pooled Funds has been created with a limit of £5m per fund (there are currently two and the council has accounts with both);

A new category of Corporates (excluding the Council Company) has been created with a limit of £250,000 per company. Loans to unrated companies will only be considered following an external credit assessment;

A new investment limit for Real Estate Investment Trusts of £5m.

The lessons learnt in relation to Northamptonshire County Council had resulted in CIPFA recently consulting on the provision of a Financial Resilience Index to which we responded on 15 August 2018 with the outcome published on 4 December 2018. CIPFA are looking to produce a range of measures to enable each Council to understand its position relative to other similar Councils in terms of the level and use of reserves, exposure to specific funding streams and the External Auditor's value for money assessment. A beta version has been received and CIPFA plan to openly publish an updated version later this year.

Members voiced their concern about the undeveloped site at Birmingham Road although very much in its infancy and it was queried if we have included any budget for long term development of the site - Mr Thomas confirmed that the short term use budget included in the draft Capital Programme was for a period of 3 to 5 years including essential works to the bus station. However, the budget also included a budget for "master" planning and the council was currently looking at options for the whole of the city centre development as well as the site at Birmingham Road and until we know the options available and the delivery options a budget

for long-term development could not be accurately assessed and therefore no budgetary provision was currently included in the draft MTFS.

The cash flow forecast was questioned as to why it is lower and then going higher and Mr Thomas agreed to check this and report back to the committee via email.

Members welcomed Mr Thomas's stoicism because of all the uncertainty at the moment and supported the internally borrowing rather than external borrowing because of this uncertainty.

RESOLVED:- That Members consider the Treasury Management Strategy Statement and highlight any changes or recommendations to Cabinet in relation to:-

- (1) The Capital Strategy and Capital Programme, in Appendices A & B;
- (2) The Minimum Revenue Provision Statement 2019/20 at Appendix C which sets out the Council's policy of using the asset life method as the basis for making prudent provision for debt redemption;
- (3) Treasury Management Strategy Statement for 2019/20 including proposed limits (Appendix D);
- (4) The Investment Strategy Report (Appendix E) including the proposed limits for 2019/20;
- (5) The Capital and Treasury Prudential Indicators for 2018-23 in the financial implications section;
- (6) The Authorised Limit Prudential Indicator shown within the financial implications section.

27 INTERNAL AUDIT PROGRESS REPORT

Mrs Struthers (Audit Manager) presented the Internal Audit Progress Report September 2018 to December 2018 to the committee and explained that the Internal Audit Service aims to complete at least 90% of the applicable planned audits by the end of the financial year and although there has been staffing issues throughout the last year, this had now been resolved and a Trainee Internal Audit Assistant was now in post and working well so 90% of the audit plan is expected to be achieved by the end of the financial year.

Mrs Struthers confirmed that five audits had been postponed at management's request due to system changes and have been moved to the next financial year but four audits had been added to the current financial year's plan. Mrs Struthers confirmed that Internal Audit has started/completed 65% of the planned audits and a total of 33 recommendations were made with 32 (97%) of the recommendations being accepted by the management. The one recommendation not accepted related to project management governance procedures and the lack of consistency over the arrangements to support the monitoring of projects. However, it was felt that this was not required as they are described in the Project Initiation Document.

Overall the Internal Audit opinion highlighted only one limited assurance which was to be discussed in private and confidential later in the meeting.

RESOLVED: That the Committee considered the Internal Audit Progress Report September 2018 to December 2018 and no issues were raised.

28 RISK MANAGEMENT UPDATE

Mrs Struthers introduced the Risk Management Update which updated the committee on the management of the Corporate Risk Register. It was highlighted that the Property Investment Strategy was now included in the Corporate Risk – Financial Sustainability of the Council and the end of the ICT support contract which has previously been a project risk had been removed.

Concern was raised about there being no reference to the Birmingham Road site as a risk as it was our land and seen as an asset of the council. The Chief Executive, Ms Diane Tilley was in attendance and said in corporate risk identification, with all things considered, it was not felt to be a high risk and there was no risk on delivery of this project.

A query was received about the “failure to respond to changing demographics” risk and it was asked how do we envisage this and why is it impacting on the Council. Mr Thomas responded that this was failure to adapt service provision to reflect changing demographics such as an increased number of older people who were obviously more reliant upon our services and therefore the budget for disabled grants may need to increase, the ability to use digital services, and consequent impacts on benefits and Council Tax discount schemes would all be encompassed under this risk.

The “failure to manage a major incident” risk was queried. It was confirmed that as a local authority we have to support the Civil Contingencies Unit if there is a major incident. We include an allowance in the minimum level of reserves for a civil contingency and we are able to claim an element of funding from the Bellwin scheme. However, as a District Council we could only resource to a certain level and it would be the need to respond to the incident and recovery from the incident which was felt to be a corporate risk.

Risk COR4 was discussed – Capacity to deliver all of the outcomes required in the Council’s Strategic Plan with the particular workforce and organisational development challenges we currently face – due to three Heads of Service resignations having been received. A query was raised regarding the impact on capacity and the ability to deliver. Ms Tilley replied and said we had got contingencies in place and were reviewing our priorities once again and there would be a full review of the Leadership Team. It was asked if there were any trends in staff absences/staff sickness because of these changes and Ms Tims, Head of Corporate Services said none had been identified as yet.

RESOLVED:- Members noted the work being undertaken to ensure the Risk Management Policy is adhered to and the actions taking place to manage the Council’s most significant risks.

29 ANNUAL REPORT ON EXCEPTIONS AND EXEMPTIONS TO PROCEDURE RULES

Members received a report from Ms Bal Nahal, (Head of Legal, Property & Democratic Services) on the Annual Report on Exceptions and Exemptions (Waivers) to Procedure Rules which is part of the Contract Procedure Rules and applicable from the 2017/18 financial year. The level of exceptions and exemptions (waivers) granted during 2017/18 and the previous two financial years is shown in summary in the financial implications section of the report and in detail at Appendix A of the report and she said because the key decision limit had now been increased to £75,000 it could be seen that we were performing quite well now.

Members just asked one query relating to the non-recurring waiver in 2017/2018 – Visit Lichfield Website Replacement and Support – why was this put through as a waiver?

Ms Nahal said she would look at this and report back to members.

RESOLVED:- The Committee noted the Exceptions (Waivers) set out within Appendix A.

30 CERTIFICATION WORK FOR LICHFIELD DISTRICT COUNCIL FOR YEAR ENDED 31 MARCH 2018

Ms Laurelin Griffiths from Grant Thornton introduced the Certification letter regarding the Housing Benefit subsidy claim submitted by Lichfield District Council which takes place six to nine months after the claim period and represents a final but important part of the process to confirm the Council's entitlement to funding. The good news was that there was only an amendment value of £7 to the housing benefits subsidy claim and an extrapolation of the errors found showed a potential overpayment of approximately £1,700 on an £18m grant claim. The Chairman welcomed this letter and wanted the Head of Service – Pat Leybourne and her team to be congratulated as this was a fantastic success.

RESOLVED:- The Committee noted the Certification work letter from Grant Thornton UK LLP.

31 INFORMING THE AUDIT RISK ASSESSMENT - LICHFIELD DISTRICT COUNCIL

Ms Laurelin Griffiths from Grant Thornton presented a report - Informing the audit risk assessment Lichfield District Council 2018/19 which was a series of questions on particular areas e.g. fraud/laws and regulations/going concern/related parties/accounting estimates and the responses received from the Council's management. The Committee was asked to consider whether these responses were consistent with its understanding and whether there are any further comments it wishes to make.

Discussions took place around the question on page 106 – How does the Council communicate and encourage ethical behaviour of its staff and contractors?

It was asked if the management response could include "leadership by example/integrity" as it was felt to go beyond the induction point as some members of staff have been at LDC a very long time and their induction would have been a long time ago. Ms Griffiths agreed to add this in to the response.

Considerations were given to the whistleblowing reference and members hoped employees who did whistleblow weren't ostracised. Ms Nahal confirmed that all LDC staff were protected if they were to whistle blow and support is offered by the Leadership Team and the Whistleblowing policy.

(At Appendix 1 pg 120 – "provision for liabilities" – there was a formatting issue in the second column as it began in a middle of a sentence. Ms Griffiths to amend and email to all the amended Appendix 1).

RESOLVED:- The Committee noted the Informing the audit risk assessment report for Lichfield District Council 2018/19.

32 AUDIT PLAN FOR LICHFIELD DISTRICT COUNCIL 2018/19

Ms Laurelin Griffiths from Grant Thornton presented the External Audit Plan year ending 31 March 2019 report which provided an overview of the planned scope and timing of the statutory audit of Lichfield District Council for those charged with governance. The significant risks have been identified which were broadly the same as last year and the value for money arrangements covered the last financial year so did highlight the Friarsgate development as a risk. Ms Griffiths said the council did successfully achieve early close in 2017/18 and an interim audit was taking place now and the team would be back on site again in June. It was recognised there may be some uncertainties, however, in the near future because of the potential impact of Brexit.

RESOLVED:- The Committee noted the External Audit Plan year ending 31

March 2019.

33 WORK PROGRAMME

A revised Work Programme was circulated and the Chairman asked for any additions/alterations to the programme – there were none. Only two meetings left for this municipal year.

34 EXCLUSION OF PUBLIC AND PRESS

RESOLVED: That, as publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following item of business which would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

IN PRIVATE

35 INTERNAL AUDIT REPORT - CYBER SECURITY 17/18

Minutes for this item are recorded separately as it includes exempt information.

(The Meeting closed at 7.01 pm)

CHAIRMAN

EMPLOYMENT COMMITTEE

7 FEBRUARY 2019

PRESENT:

Councillors Mrs Boyle (Chairman), Salter (Vice-Chair), Mrs Banevicius, Cox, Greatorex and B Yeates

17 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mrs Eagland and Rayner

18 DECLARATIONS OF INTEREST

There were no declarations of interests.

19 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were circulated and signed as a correct record.

20 REVISED PAY POLICY STATEMENT

Members received a report on the Council's duties under Section 38 of the Localism Act 2011 regarding the preparation of a Pay Policy Statement for 2019/20. It was reported that its purpose was to be open and transparent about the distribution of pay to Officers. It was noted that it was a public document and would require approval from Full Council.

It was reported that pay negotiations for Officers below Chief Officer level were conducted at national level by the National Joint Council (NJC) and the settlement reached was mandatory and must be applied to the Council's employees. It was then reported that as part of the 2018 – 2020 National pay bargaining, the NJC agreed a new pay spine to future proof for the National Minimum Wage (NMW) and in turn increased the starting point for Lichfield District Council evaluated posts to a rate of £9 per hour. It was noted that work had been undertaken with Unison and the Council to understand the impact of the new pay spine and culminated in a joint impact assessment. It was then noted by the Committee that collective agreement had been reached locally on the assimilation process that would be applied to employees.

Members noted that under the heading of Definition of Chief Officer there were now three vacancies and this would be reflected in the document. Members also noted that the pay relationship calculation was based on January figures but this would be amended to reflect the situation as of April 2019 and would continuously be adjusted after this if required.

Members queried the number of essential car users and had concerns that this was a high cost to the Council. It was reported that it would be reviewed as part of the People Strategy however it needed to be noted that many areas of the Council did require employees to work outside of the Offices including Planning, Environmental Health and the Building Control partnership.

RESOLVED: That the contents of the Pay Policy Statement as set out in the report be noted and it be recommended to Council for approval.

21 RESULTS OF EMPLOYEE SURVEY

The Committee received a presentation on the results of the Employee Survey. The Head of Corporate Services reported that an Officer working group developed this survey in 2018 and responses were sought by the end of September 2018. It was then reported that the Staffordshire Intelligence Hub then collated and interpreted the results to ensure full independence and confidentiality was observed. The full report of the responses was delivered in December 2018.

Members noted the results and that also the response rate was lower than the last survey, was still considered high. The Head of Corporate Services then reported the higher measured results and lower measured results along with the next steps.

The Committee noted that the results showed that employees felt that work/life balance was not as good and queried whether this was due to reduced resources and how could this be tackled as it was unlikely to get better. It was reported that focus would be aimed at supporting staff and their wellbeing. Members noted that flexible working was being offered more widely, most notably in the joint waste service with good effect.

Members then discussed the reasons why it was considered in the responses that the management restructure had not had a positive impact yet other answers seemed to contradict this. It was reported that as part of the next steps, focus groups would be held where these sorts of questions could be posed and a deeper understanding sought.

Members asked how the low response rate from the joint waste service would be addressed and it was reported that Officers were already attending their meetings and training sessions to discuss this further. It was noted that feedback had stated that they felt the survey was too long and academic in nature. It was planned to consider this when carrying out questionnaires in the future.

The next steps were discussed further and Members felt that to ensure morale did not drop, an outcomes from the survey should be reported to employees. It was reported that further investigation of results was underway including the aforementioned focus groups and results would be fed into the People Strategy and a report ready in around six months. It was also reported that it was envisioned that in the future, the survey would be one of a catalogue of engagement methods.

Members discussed the results regarding engagement between Officers and themselves and it was felt it was difficult to have contact in all areas of the differing services in the Council especially when it was not required. It was reported that there was now a better understanding of the role of Members and the relationship of them and Officer due to clearer protocols and guidance from senior Officers. Members felt a question should be added to ask whether there was a requirement to have contact with Members in their role added in the future.

RESOLVED: That the information given be noted.

22 PEOPLE STRATEGY

The Committee received a presentation updating them on the People Strategy. The Head of Corporate Services reported progress made and the evidence base collected. It was reported that there was an equal mix of genders employed but the working pattern was slightly different. It was also reported that the age range was mainly over 45 but this was common for public sector.

The presentation then focused on the key areas and regarding employee wellbeing, it was noted that this was on the national agenda now and the Council had pledged to the Mind Time to Change initiative to raise awareness of mental health and was working with managers to spot concerns and support where possible. Other key areas included a terms of conditions review and learning and development priorities. It was reported that it was envisioned that the HR service would evolve into a strategic role that supports the overall business.

Members discussed apprenticeships and how it could aid attracting much needed younger people into the Council. It was reported that there had been a greater take up in the more manual roles including parks but not the office based roles. It was noted that the training frameworks for these areas were still focused on the private sector and it would take time for suitable public sector frameworks to be available.

The Committee then discussed succession routes and there was concern that with such a majority older workforce, there could be a mass retirement of staff with no trained replacements. It was reported that management was key and a skills audit was planned to truly understand what employees were capable of and use PDRs to find out what their aspirations were. It was also noted that it was an expectation now that younger people do not wish to remain in one organisation for long. It was reported that flexible retirement plans helped balance this to retain knowledge and skills.

RESOLVED: That the information received be noted.

(The Meeting closed at 7.00 pm)

CHAIRMAN

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Property Investment Strategy – Constitutional Change

Cabinet Member for Finance & Democratic Services



Date: 19 February 2019
 Agenda Item: 12
 Contact Officer: Billy Webster
 Tel Number: 01543 308225
 Email: billy.webster@lichfielddc.gov.uk
 Key Decision? **NO**
 Local Ward Members: All wards.

COUNCIL

1. Executive Summary

- 1.1 The report, “Delivering the Property Investment Strategy” was approved at Council on Tuesday, 16th October 2018, along with a recommendation to delegate the next steps to the Leader and Chief Executive. This incorporated several changes to the constitution which have now been confirmed.
- 1.2 The changes to the constitution will replace the Asset Strategy Group with a new Strategic Asset Management Committee which will oversee the management of the existing property estate, the delivery of our investment ambitions, while also acting as the Shareholder Committee for the Council’s Development Company (which is to be incorporated later this year).

2. Recommendations

- 1.3 That Council approve the following;
- 1.4 Article 9, Panels and Forums, section 9.1 be amended to delete the reference to the Asset Strategy Group
- 1.5 Section 8.2, Standing Committees, be amended to incorporate reference to the Strategic Asset Management Committee, and the text to read;

Strategic Asset Management Committee

The role of the Strategic Asset Management Committee is to have a monitoring and advisory function with regards to the effective and efficient use of strategic assets (land and property) and other related matters as set out in Part 3 of the Constitution, while acting as the Shareholder Committee for any, and all Local Authority Development and Housing Companies

The Strategic Asset Management Committee shall comprise 5 members of the Council including at least one member of Cabinet and one opposition member.

The quorum for a meeting of the Strategic Asset Management Committee shall be 3 voting members of the Committee including at least one member of Cabinet.

- 1.6 Part 3, Responsibility for Functions, Section 2, Responsibility for Council Functions, be amended to incorporate reference to the Strategic Asset Management Committee, and the text to read;

Council/Committee/Panel	Functions
Strategic Asset Management Committee	To provide advice and support on the development and implementation of strategies, plans and policies relating to strategic assets.
	To monitor the financial and operational performance of strategic assets to ensure they meet the strategic ambitions and operational requirements

	of the council
	To provide advice and guidance in regards to the potential acquisition, disposal and development of strategic assets, including community asset transfers
	To provide assurance as to the effective and efficient use and governance of our strategic assets
	To act as Shareholder Committee for any and all Local Authority Development and Housing Companies

3. Background

- 2.1 In 2017 the Council approved the Property Investment Strategy, which set out the Council’s ambitions to invest in, and develop, property.
- 2.2 After a period of due diligence, the Council approved a report in October 2018 outlining how this strategy would be delivered and agreed the delegation of next steps to the Leader and Chief Executive.
- 2.3 One of the delegations was to amend the constitution to;
- replace the Asset Strategy Group with a new member consultative group
 - incorporate the governance relating to the Development Company (to be incorporated later in 2019)
- 3.3 The amendments have now been confirmed and are detailed in recommendation 2.1 to 2.3.
- 3.4 These changes will enable the Council to convene the Committee to begin to manage the existing portfolio while at the same time setting a governance structure that can then act as shareholder for the Development Company which is to be set up later in 2019.
- 3.5 The scope of the committee will not include any major projects or regeneration activity, albeit the committee may oversee the management of assets that are used for, or are the result of, such activity.
- 3.6 The committee will meet at least four times per year and, as with other Standing Committees, the minutes of each meeting will be presented to Full Council.
- 3.7 The work of the committee will advise the Strategic Asset Management Forum (Officer Group) and be subject to review by the Strategic Overview and Scrutiny Committee.
- 3.8 The membership for the Committee is outlined in recommendation 2.4 and will be reviewed at Full Council in May 2019 along with the membership of all other committees.

Alternative Options	<ol style="list-style-type: none"> 1. To set up more than one committee to oversee the functions. This would mean there would be two bodies overseeing property and so synergies would be lost between the existing estate and development function. 2. To set up a separate group which is a sub-group of cabinet. This would limit the transparency of the group and its decisions while potentially removing cross-party involvement and so not enable it to act appropriately as Shareholder
Consultation	<ol style="list-style-type: none"> 1. The Property Investment Strategy and Delivering the Property Investment Strategy Reports were consulted with Leadership Team, Strategic O&S Committee, Cabinet and Full Council.
Financial Implications	<ol style="list-style-type: none"> 1. Not applicable (outlined in Delivering the Property Investment Strategy).
Contribution to the	<ol style="list-style-type: none"> 1. Not applicable (outlined in Delivering the Property Investment Strategy).

Delivery of the Strategic Plan	
Equality, Diversity and Human Rights Implications	1. Not applicable (outlined in Delivering the Property Investment Strategy).
Crime & Safety Issues	1. Not applicable (outlined in Delivering the Property Investment Strategy).
GDPR/Privacy Impact Assessment	1. Not applicable (outlined in Delivering the Property Investment Strategy).

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Not applicable (outlined in Delivering the Property Investment Strategy)		
B			
C			
D			
E			

<p>Background documents</p> <ul style="list-style-type: none"> Delivering the Property Investment Strategy (https://democracy.lichfielddc.gov.uk/documents/s4378/Item%2014%20iv%20Council%20Report%20-%20Delivering%20Investment%20Strategy%20v1.2.pdf) Property Investment Strategy (https://democracy.lichfielddc.gov.uk/Data/Cabinet/20171205/Agenda/Cabinet%20-%205%20December%20(Public).pdf)

Relevant web links

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**FOR: COUNCIL
19 FEBRUARY 2019
(YELLOW ENCLOSURE)**

Strategic Asset Management Committee Composition		
Conservative 4	Labour 1	Liberal Democrat 0
Cllr. C. J. Spruce (Chairman)	Cllr. C. Ball	
Cllr. Mrs A. C. Lax		
Cllr. B. E. Houlton		
Cllr. A. Yeates		

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Creation of a Hackney Carriage and Private Hire Licensing Policy



Report of Chairman of Regulatory & Licensing Committee

Date:	19 th February 2019
Contact Officer:	Sarah Bradley/ Susan Bamford
Tel Number:	01543 308138/ 01543 308170
Email:	Sarah.bradley@lichfielddc.gov.uk Susan.Bamford@lichfielddc.gov.uk
Key Decision?	YES (delete as appropriate)
Local Ward	All Wards
Members	

Full Council

1. Executive Summary

- 1.1 This report seeks approval from members to approve the Draft Hackney Carriage and Private Hire Licensing Policy attached at Appendix A.
- 1.2 The policy outlines the decision making framework that Lichfield District Council will apply when exercising its responsibilities for licensing hackney carriage and private hire vehicles, drivers and operators.

2. Recommendations

- 2.1 It is recommended that Members approve the draft Hackney Carriage and Private Hire Licensing Policy for adoption to commence 1st April 2019.
- 2.2 That the Chairman of Regulatory and Licensing Committee together with the Head of Regulatory Services, Housing & Wellbeing be delegated to make any minor amendments to the Policy.

3. Background

- 3.1 Lichfield District Council ("The Licensing Authority") is responsible for the regulation of the Hackney Carriage and Private Hire trades within the District of Lichfield.
- 3.2 In exercising this responsibility Lichfield District Council recognises the important role of Hackney Carriages and Private Hire vehicles in enabling people to travel around the District and the need to provide public reassurance and a positive customer experience by transporting customers safely.
- 3.3 Presently, the Licensing Authority has a number of policy decisions, guidance notes and conditions in place but does not have an overarching policy that combines them all together.
- 3.4 The policy has been developed by Lichfield District Council officers and takes into account the following:-
 - The Council's Licensing Objectives
 - Current legislation including the Deregulation Act 2015
 - The Office of Fair Trading "The regulation of Licensed Taxi and PHV Services in the UK" 2003
 - Taxi and PHV Licensing Criminal Conviction Policy, LGA
 - Guidance on the Rehabilitation of Offenders Act 1974 – March 2014

- Disclosure & Barring Service Information Note on Rehabilitation of Offenders Act 1974 and Police Act 1997 Order – 2013
- Regulators Code 2014
- The Department for Transport “Taxi and Private Hire Vehicle Licensing: Best practice Guidance” March 2010
- Secretary of State report in to governance, protection of young people and taxi licensing, Louise Casey CB February 2015
- Guide Dogs – Taxi and PHV Policy – Assistance Dogs – Best Practice Guide
- Institute of Licensing guidance on determining the suitability of applicants and licensees in the Hackney and Private hire trades April 2018
- The report of the Task and Finish Group on Taxi and Private Hire Licensing October 2018

3.6 The policy sets out the decision making framework against which licensing decisions will be made. It also sets out conditions which drivers and operators are required to meet. In developing the draft policy best practice has been identified and incorporated into the policy.

3.7 This includes a number of key improvements, including:

- Proposed introduction of a penalty point scheme designed to improve driver standards
- Proposed introduction of requirement for drivers to undertake disability awareness training
- Proposed extension of the upper age limit of vehicles to 7 years (taking account of improvements in vehicle standards and average vehicle life expectancy, now at 200,000 miles or 10 years)
- Proposed introduction of DBS checks being carried out at a minimum of every 6 months
- Proposed requirement that all Private Hire Vehicles are required to provide information to passengers including driver photo ID and the vehicle licence number, in advance of a journey
- Proposed introduction of a condition that drivers cooperate with requests from authorised compliance officers in other areas.

3.8 Public Safety has remained at the heart of all the changes and the proposed changes will put the licensing framework in line with best practice and make it clearer and transparent. Subject to council agreement, it is proposed that this policy takes effect from 1 April 2019.

3.9 On 8th November 2018 the Regulatory & Licensing Committee recommended that the Draft Hackney Carriage & Private Hire Licensing Policy be sent out for consultation. The following were consulted:

- All Combined Hackney Carriage & Private Hire Drivers Licence Holders
- All Private Hire Vehicle Proprietors
- All Hackney Carriage Vehicle Proprietors
- All Private Hire Operators
- TT Autos (Vehicle Tester)
- Safeguarding Board for Young People
- Adult Safeguarding Board
- Fire Service
- Trading Standards, Staffordshire County Council
- Staffordshire Police
- Support Staffordshire
- Environmental Health Pollution Team
- CHC Medical

- Members of the public via the Council’s website

3.10 Consultation commenced following the Regulatory & Licensing Committee held on 8th November 2018 and concluded on 11th January 2019. The consultation was in line with the guidance issued by the Better Regulation Office dated 2018.

3.11 12 Individual responses were received, with 70 licensed drivers putting their names to one of the responses. A number of changes have been made in response to the consultation.

3.12 Feedback from the consultation also indicated that some respondents felt the document needed simplifying and making clearer in places. In response to this some minor not material changes have been made to the wording and the following changes proposed:

- For the avoidance of any doubt, where it says ‘shall’ the wording be changed to ‘must’
- Statements where there is repetition and the wording needs to be consistent
- Individual conditions that refer to requirements under licensing legislation, the Equalities Act and the Highway Code are deleted and replaced with an overriding condition that states ‘*All drivers must observe all the requirements set out in the relevant legislation and the Highway Code.*’

3.13 The consultation responses also included a number of requests for a review of the fare tariff. This review will now be undertaken, in consultation with the taxi trade and a report will then be taken to Cabinet setting out any proposed changes.

Alternative Options	1. Council could consider not approving the proposed Policy or amending it.
Consultation	1. The consultation ran from 9 th November 2018 until 11 th January 2019. 2. Members considered responses received at Regulatory & Licensing Committee held on 5 th February 2019.
Financial Implications	1. The costs of administering the licensing function is recovered through the fees charged. The policy provides a clear decision making framework which supports the delivery of an efficient and effective service.
Contribution to the Delivery of the Strategic Plan	1. The policy will support objectives contained within the District Council’s Strategic Plan 2016 -20. In particular, a vibrant and prosperous economy and healthy and safe communities.
Equality, Diversity and Human Rights Implications	1. An Equality Impact Assessment has been undertaken, this identified a positive impact on customers.
Crime & Safety Issues	1. The policy will assist the Local Authority is exercising its duties and responsibilities, in particular with regard to safeguarding, child sexual exploitation and human trafficking.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Negative response from taxi trade	Ongoing consultation with the trade	Yellow
B			
C			

D			
E			

Background documents
Appendix A –Draft Hackney Carriage & Private Hire Licensing Policy

Relevant web links
[https://www.instituteoflicensing.org/documents/Guidance_on_Suitability_Web_Version_\(16_May_2018\).pdf](https://www.instituteoflicensing.org/documents/Guidance_on_Suitability_Web_Version_(16_May_2018).pdf)



**HACKNEY CARRIAGE AND PRIVATE HIRE
LICENSING POLICY**

2019

**Effective date 1st April 2019
(1st Review Date 1st April 2020)**

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1. Introduction

Lichfield District Council (“The Licensing Authority”) is responsible for the regulation of the Hackney Carriage and Private Hire trades within the District of Lichfield.

Lichfield District Council recognises the important role of Hackney Carriages and Private Hire vehicles in enabling people to travel around the District and portraying a positive image of Lichfield.

The Licensing Authority recognises all of its licensed drivers/operators as Ambassadors for the District and with this, there is an expectation to provide a positive customer experience by transporting customers safely on every journey.

This policy and related procedures will guide the work of Lichfield District Council in the way in which it carries out its functions. The policy has been developed by Lichfield District Council in consultation with other Statutory Agencies, the Public and the Licensing Trade. The following have also been taken into consideration:

- The Council’s licensing objectives;
- Current Legislation including the Deregulation Act,2015:
- The Office of Fair Trading “The Regulation of Licensed Taxi and PHV Services in the UK” 2003;
- Taxi and PHV Licensing Criminal Conviction’ Policy, LGA;
- Guidance on the Rehabilitation of Offenders Act 1974 – March 2014;
- Disclosure & Barring Service Information Note on Rehabilitation of Offenders Act 1974 and Police Act 1997 Orders – 2013;
- Regulators’ Code 2014;
- The Department for Transport “Taxi and Private Hire Vehicle Licensing: Best Practice Guidance” March 2010.
- Secretary of State Report into Governance, Protection of Young People and Taxi Licensing, Louise Casey CB February 2015.
- Guide Dogs – Taxi and PHV Policy –Best Practice Guide
- Institute of Licensing guidance on determining the suitability of applicants and licensees in the hackney and private hire trades April 2018
- The report of the Task and Finish Group on Taxi and Private Hire Licensing October 2018

This document sets out the decision making framework against which licensing decisions will be made. It also sets out conditions which drivers and operators are required to meet.

It should be noted however, that nothing in this document will bind the Licensing Authority to a particular course of action, and it will continue to consider each application on its own merits.

Similarly, this policy does not take precedence over any statutory provision or established case law.

The policy will be evaluated 12 months after it has been introduced, this will be to determine whether the policy is effective and has achieved the aims and objectives set out in Section 3 of this document. Following this initial evaluation, the Council will formally review the policy statement at least every three years and informally re-evaluate it as required to include any necessary changes in legislation and/or best practice.

2. Application and Definitions

2.1 Application

The Local Government (Miscellaneous Provisions) Act 1976, as amended, (“the 1976 Act”) places a duty on the Licensing Authority to carry out its licensing functions in respect of Hackney Carriages and Private Hire vehicles. The Licensing Authority is Lichfield District Council.

This policy applies to:

- Hackney Carriages; being a public transport vehicle with no more than 8 passenger seats, which is licensed to ply for hire. This means that it may stand at ranks or be hailed in the street by members of the public within the District of Lichfield.
- Private Hire Vehicles: licensed as a vehicle to carry no more than 8 passengers, but must be booked in advance by customers through an operator and may not ply for hire in the street.
- Private Hire Operators
- Hackney Carriage & Private Hire Drivers

Vehicles not required to be licensed

Please note that the following vehicles are not required to be licensed:

- vehicles owned by funeral directors wholly or mainly for the purpose of funerals
- ambulances and voluntary vehicles
- vehicles used solely for the purpose of weddings.

In undertaking its licensing function, the Licensing Authority will have particular regard to:

- Town Police Clauses Act 1847 and 1889
- Local Government (Miscellaneous Provisions) Act 1976
- Transport Acts 1985 and 2000
- Crime and Disorder Act 1998
- Environmental Protection Act 1990
- Equality Act 2010

- Immigration Act,2016
- Policing and Crime Act,2017
- Road Traffic Acts
- Health Act 2006
- Data Protection Act 2018
- Human Rights Act 1998
- Deregulation Act, 2015.

The Licensing Authority will also have regard to any principles laid out in statutory guidance and recommendations from bodies such as the Better Regulation Delivery Office, the Department for Transport and the Institute of Licensing.

2.2 Definitions

a. In this policy:

- **“the Council”** or **“Licensing Authority”** means Lichfield District Council (LDC);
- **“Driver”** means any combined licensed Hackney Carriage & Private Hire Driver issued by this Licensing Authority.
- **“the Operator”** means the holder(s) of the Private Hire Operator licence issued by this Licensing Authority;
- **“Vehicle”** means any licensed private hire vehicle (and hackney carriages, if bookings are also invited and accepted for fulfilment by these vehicles) operated by the Operator.

b. Terms defined under section 80 of the 1976 Act shall have the meanings set out in the legislation, as indicated below:

“The Act of 1847” means the provisions of the Town Police Clauses Act 1847 with respect to hackney carriages;

“The Act of 1936” means the Public Health Act 1936;

“Authorised Officer” means any officer of a district council authorised in writing by the council for the purposes of this Part of this Act;

“Contravene” includes fail to comply;

“Controlled District” means any area for which this Part of this Act is in force by virtue of a resolution passed by a district council under section 45 of this Act; or Section 255(4) of the Greater London Authority Act 1999;

“Daily Fine” means a fine for each day during which an offence continues after conviction thereof;

“The District”, in relation to a district council in whose area the provisions of this Part of this Act are in force, means if those provisions are in force throughout the area of the Council, that area; and if those provisions are in force for part only of the area of the Council, that part of that area;

“Driver’s Badge” means, in relation to the driver of a hackney carriage, any badge issued by a district council under byelaws made under section 68 of the Act of 1847 and, in relation to the driver of a private hire vehicle, any badge issued by a district council under section 54 of this Act;

“Driver’s Licence” means, in relation to the driver of a hackney carriage, a licence under section 46 of the Act of 1847 and, in relation to the driver of a private hire vehicle, a licence under section 51 of this Act;

“Hackney Carriage” has the same meaning as in the Act of 1847;

“Operate” means in the course of business to make provision for the invitation or acceptance of bookings for a private hire vehicle;

“Operator’s Licence” means a licence under section 55 of this Act;

“Private Hire Vehicle” means a motor vehicle constructed or adapted to seat fewer than nine passengers, other than a hackney carriage or public service vehicle, which is provided for hire with the services of a driver for the purpose of carrying passengers;

“Proprietor” includes a part-proprietor and, in relation to a vehicle which is the subject of a hiring agreement or hire-purchase agreement, means the person in possession of the vehicle under that agreement;

“Public Service Vehicle” has the same meaning as in the Public Passenger Vehicles Act 1981;

“Taximeter” means any device for calculating the fare to be charged in respect of any journey in a hackney carriage or private hire vehicle by reference to the distance travelled or time elapsed since the start of the journey, or a combination of both; and

“Vehicle Licence” means in relation to a hackney carriage a licence under sections 37 to 45 of the Act of 1847 [in relation to a London cab a licence under section 6 of the Metropolitan Public Carriage Act 1869] and in relation to a private hire vehicle means a licence under section 48 of this Act.

3. Licensing Aims and Objectives

The principal purpose of Hackney Carriage and Private Hire Licensing is to protect the public and promote public safety.

The Licensing Authority will carry out its Hackney Carriage and Private Hire Licensing functions with a view to promoting the following:

A. The protection of the public, safeguarding children and the vulnerable and the prevention of crime and disorder by:

- Raising awareness amongst the licensed trade, and the general public, of issues of safeguarding children and vulnerable adults.
- Operating rules, conditions and disciplinary processes.
- Vetting, qualification, training and monitoring licensees.
- Commitment to work with the police and licensing authorities.
- An expectation that licence holders will treat all customers, passengers, the general public and Council officers with respect and courtesy at all times.

B. The safety and health of the public and drivers by:

- Consideration of history of convictions and cautions.
- Driver training, qualification and performance.
- Knowledge of the Lichfield area.
- Health and fitness to fulfil the role of a licensed driver.
- Crime prevention measures
- Vehicle specifications.
- Regular driver medical checks
- Commitment to work, and co-operation, with the police and licensing authorities

C. Vehicle safety, comfort and access by:

- Standards of vehicle comfort and appearance.
- Space standards for vehicles.
- Location of ranks and use of ranks
- Provision of disabled facilities.

D. Encouraging environmental sustainability by:

- Working with stakeholders in the trade in finding methods of reducing vehicle emissions and not issuing licences for vehicles that are unable to comply with European Emissions Standards.

In promoting these licensing aims and objectives, the Licensing Authority will expect to see all licence holders and applicants continuously demonstrate that they meet or exceed the standards set.

These aims and objectives will also be taken into account by the Licensing Authority when making decisions on applications/enforcement action.

The Licensing Authority will commit to ensuring that all individuals involved in the licensing decision making process (officials and councillors) are obliged to undertake appropriate training.

The Licensing Authority will work in partnership with its licence holders, neighbouring authorities, the Police, local businesses and local people to ensure promotion of the above-listed aims and objectives.

It is a criminal offence under the 1976 Act for any person to knowingly or recklessly make a false statement or omit any material particular in connection with an application for a driver, vehicle or operator's licence.

Commitment to Safeguarding

At the heart of this policy lies a commitment to the protection of the public, safeguarding children and vulnerable adults and the prevention of crime and disorder.

Child sexual exploitation is a crime that can affect any child, anytime, anywhere – regardless of their social or ethnic background.

Sexual exploitation of children and young people involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive something, e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money, etc. as a result of them performing, and/or another or others performing on them, sexual activities. Violence, coercion and intimidation are commonly involved in such exploitative relationships.

Child sexual exploitation involves perpetrators grooming youngsters and using their powers to sexually abuse them. Sexual exploitation of children and young people can take many forms, whether it occurs through a seemingly 'consensual' relationship with an older boyfriend, or a young person having sex in return for attention, gifts, alcohol or cigarettes. Perpetrators can be any age, from all ethnic backgrounds and male and female.

Human Trafficking is the crime of moving a person (adult or child) from one place to another into conditions of exploitation, using deception, coercion, the abuse of power or the abuse of someone's vulnerability. Unfortunately vulnerable persons can be "moved" by criminals who chose to have the journeys carried out in licensed vehicles, without the drivers having any reason to believe that such a person is a victim of such a crime. However a taxi driver who transports a child knowing or believing that the child will be sexually exploited, during or after the journey, commits the offence of human trafficking with a maximum sentence of 14 years imprisonment.

Both the Jay report into Child Sexual Exploitation (CSE) in Rotherham and the subsequent Corporate Governance Inspection led by Louise Casey CB identified issues, amongst which was the importance of having effective regulatory and enforcement functions in preventing and disrupting CSE.

The Licensing Authority has a duty to assist the Taxi and Private Hire Trade and the public in tackling this issue, and to protect those who are vulnerable and / or being exploited. It also needs the help of taxi and private hire drivers and operators to identify those who commit these crimes, and protect those who most need help.

Drivers of hackney carriages and private hire vehicles as well as private hire operators are in a good position to help identify victims of sexual exploitation because, through the transport services they provide, drivers and operators regularly come into contact with children and young people. This means that licenced drivers and private hire operators are in an ideal position to help protect young people. Completion of mandatory CSE training is designed to help drivers and operators identify those who may be at risk and also to protect themselves.

Licensed Drivers are recommended to:-

- Sit lone passengers in the back unless otherwise agreed
- Ask or explain to passengers if using a centralised locking system and not put it on without explanation
- Pass on concerns if they see signs of vulnerable adult and/or child abuse/sexual exploitation or modern slavery potentially taking place
- Not engage passengers in conversations about personal or intimate issues
- Not offer or accept a sexual favour instead of payment
- Not touch passengers unless they ask for assistance
- Not follow a passenger into the house unless previously agreed/authorised

4. Delegations

The Council's Constitution sets out who is responsible for making decisions on matters relating to Hackney Carriage and Private Hire licensing.

The Council operates a scheme of delegation where certain powers are delegated to Authorised Officers and Elected Members who sit on the Regulatory & Licensing Committee. A copy of the constitution which contains the scheme of delegation is available on the Council's website or upon request.

Hackney Carriage & Private Hire (Combined) Driver Licensing Requirements

5.1 Introduction

All drivers must satisfy the Licensing Authority that they are 'fit and proper' to hold a drivers licence. Once granted, they must remain a 'fit and proper' person for the duration of that licence.

The fitness and propriety of a driver will be monitored / assessed, throughout the period that the licence is held, by the Licensing Authority and Partner Agencies.

All applicants/Licensees are expected to act with honesty and integrity throughout the application process, and must therefore fully and accurately disclose any information that is requested. This includes information regarding previous cautions, convictions, warnings and reprimands, current investigations and pending criminal proceedings.

The application and compliance procedures are designed to ensure high standards are maintained, monitored and non-compliance is appropriately enforced.

The sections (5.1-5.13) below apply to all Hackney Carriage and Private Hire Drivers licensed by this Licensing Authority i.e. Lichfield District Council.

5.2 Application process

The Licensing Authority issues licences that enable the driving of both Hackney Carriages and Private Hire Vehicles. It is referred to as a "Combined" licence.

Licences will be issued for 3 years. The Council may in exceptional circumstances grant a licence for a lesser period.

Applicants shall have a minimum of 2 years of holding a full driving licence issued in the UK.

The Council may directly access the DVLA records of applicants (via a completed DVLA mandate), or alternatively will employ the services of a third party to do this.

In addition, a third party service may be used to assess the suitability of applicants based on their general behaviour whilst using the internet (in particular social media sites).

A valid application consists of the applicant meeting all of the following requirements:

- The submission of a completed application form (including all relevant declarations)
- The provision of 2 recent colour passport standard photographs that are of a good likeness of the applicant
- The submission of a DVLA driving photo-card
- A completed DVLA mandate;

- A completed Enhanced DBS disclosure
- A certificate of good conduct (if applicable – see Appendix C)
- Proof that the applicant is legally permitted to work in the UK –a licence will not be issued for a period longer than that period the applicant is permitted to work.
- A Group II Medical Certificate
- Completion & passing the Driving Standards Assessment Test & Theory Test
- Payment of the application fee
- The provision of any other documentation as required by the Licensing Authority to assist the processing of the application.

If any issues arise during the processing of the application, in the first instance the applicant will be given an opportunity to provide clarification, or if appropriate to amend the application form.

The Licensing Authority will only consider an application when it has received all required documentation. An application will only be valid for 6 months, after that time the application maybe refused.

Detailed information can be found on the Council's website www.lichfielddc.gov.uk.

5.3 Fit & Proper Person Test

Licensed drivers are in a position of trust, and therefore must be and remain fit and proper to hold a licence. This requirement to be 'fit and proper' is contained within Sections 51 and 59 of the Local Government (Miscellaneous Provisions) Act 1976 (Part II).

The Council will use the National Anti-Fraud Network (NAFN) register of drivers who have been refused or had revoked a taxi or PHV driver licence. It will record any cases within Lichfield district and check the database for all licence applications and renewals. The Licensing Authority will record the reasons for any refusal, suspension or revocation and provide those to other authorities as appropriate.

The term "Fit and Proper Person" for the purposes of taxi and Private Hire licensing is not legally defined. However, in determining whether a person is fit and proper to hold a licence, those tasked with determining licences / applications are effectively asking the following question of themselves:

"Would you allow your son or daughter, spouse or partner, mother or father, grandson or granddaughter or any other person for whom you care, to get into a vehicle with this person alone?"

If the answer to the question is an unqualified 'yes', then the person can be considered to be fit and proper. If there are any doubts in the minds of those who make the decision, then further consideration should be given as to whether a licence should be granted to that person

In order to assess the suitability of an applicant the Licensing Authority will undertake any checks and apply whatever processes it considers necessary to determine whether an applicant is 'fit and proper' to hold a licence and ensure that licences are not issued to, or used by, unsuitable people.

In assessing the suitability of an applicant or licence holder, the Licensing Authority will consider the following factors:

- Criminality including cautions
- Period of holding a driver's licence
- Number of endorsed driving licence penalty points
- Right to work
- Medical fitness
- Standard of driving / driving ability
- General conduct / standards of behaviour (including online behaviour)
- The conduct of the applicant in making the application (e.g. whether they have acted with honesty and integrity during the application process).
- The previous licensing history of existing / former licence holders (including honesty and integrity).
- Theoretical knowledge of issues and matters related to the work of a licensed driver.

In addition, the Licensing Authority may need to verify information or obtain further information from other sources such as the Police, other local authorities, statutory & non-statutory agencies and Boards such as the Children and Adult Safeguarding Boards. An applicant will be required to provide consent at the application stage.

It will also take into account any evidence of a person or business flouting employment law, and with it the National Living Wage, as part of the test of whether that person or business is 'fit and proper' to be a PHV or taxi operator.

5.4 Disclosure and Barring Service (DBS) and DVLA Driver Licence Checks

A criminal record check on a driver is seen as an important safety measure.

Applicants will be required to provide an Enhanced Disclosure through the Disclosure and Barring Service (DBS). An enhanced disclosure is required as these disclosures include details of live and spent convictions, police cautions and other relevant information that indicates that a person poses a risk to public safety.

This DBS will provide details of live/spent convictions, police cautions and other relevant information that will be considered when determining the application.

Detailed information about the DBS application procedures can be found in Appendix A.

Hackney Carriage & Private Hire Drivers are deemed as “exceptions” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (the “Exceptions Order”).

All applicants/licensees will be required to disclose **all** cautions and/or convictions on their application forms even if they are spent for other purposes as well as any fixed penalty notices and warnings. The applicant will be responsible for funding, obtaining and providing the Licensing Authority with a copy of the DBS certificate.

Certificates should be obtained using the Licensing Authorities approved DBS system. However, DBS certificates issued to other local authorities may be accepted if:

1. It is an Enhanced DBS Disclosure Certificate and has been processed in relation to the child and adult workforce employment position; and
2. It has been issued within the last three months.

All licence holders shall notify the Licensing Authority of any convictions, cautions, or fixed penalty notices received during their licence period. Failure to inform the Licensing Authority of these during the licensing period may result in suspension, revocation and/or any other course of action deemed appropriate by the Licensing Authority.

A licence will not be granted or renewed in the absence of a current Enhanced DBS Disclosure Certificate.

The Licensing Authority may access the update service to monitor licence holders to be satisfied that they continue to be fit and proper to hold a licence.

The Licensing Authority requires all drivers to fund, obtain and produce an enhanced DBS check at least every three years. Licence holders will be required to subscribe to the Disclosure and Barring Service Online Update Service. The Update Service can be used if an application is made for a renewal and there has been no changes. If no changes are recorded on the DBS update service check then a full DBS check will not be required. In all other cases a full Enhanced DBS check will be required before a licence will be renewed/issued.

The applicant/licence holder must provide consent for the Licensing Authority to undertake checks of their DBS status. DBS checks will be carried out at a minimum of every six months or as and when it is deemed appropriate to do so. Failure to give consent may result in an application being refused.

Applicants with periods of residency outside the UK

If an applicant has spent six continuous months or more overseas since the age of ten years old and has not been resident in the UK for at least 5 consecutive years preceding the date of the application will be required to provide a Certificate of Good Conduct from each country (unless previously seen by this Authority). For these purposes, a “Certificate of Good Conduct” means an extract from the judicial record or equivalent document issued by a competent judicial or administrative authority in the relevant country testifying to good conduct or to any criminal convictions recorded against the individual.

If the relevant checks cannot be supplied the Licensing Authority will not be able to grant a drivers licence.

For further information please see Appendix C.

DVLA Driving Licence Check

All applicants for and holders of a Hackney Carriage & Private Hire (Combined) Driver licence will be required to have an annual check of their DVLA Driver licence record. A signed mandate will be required as part of the application process.

Any offences disclosed will be dealt with in accordance with the Council's "Relevant Convictions Policy".

4.5 Relevant Warnings, Offences, Cautions & Convictions Policy

The Licensing Authority is committed to ensuring that the licensed trade are fit and proper and in order to do so periodic checks/audits of licensed drivers will be undertaken to ensure that policies and procedures are being complied with.

The Licensing Authority will take account of all convictions, cautions, reprimands, warnings etc. whether they are spent or unspent in accordance with its policy - see Appendix C.

4.6 Theory and Practical Driving Standards Assessment test.

The Council approved provider have been employed to carry out the practical driving assessment & Knowledge Test. Applicants are required to pass a 2 hour assessment before a licence is issued. Photographic evidence is required before the test can be commenced.

The knowledge test is designed to ensure applicants have sufficient knowledge in relation to the rules, regulations, and conditions of licence; and to evaluate literacy and numeracy skills.

As part of this process, applicants will be required to demonstrate that they are able to communicate in English orally and in writing to a standard that is required to fulfil their duties, including in emergency and other challenging situations.

The assessment fee is included in the application fee.

Applicants who fail the Practical Driving Assessment & Knowledge Test will be allowed to re-sit the test that they failed. All re-tests will be charged in accordance with the fees set by the Council and are non-refundable in the event of failure.

No refund will be provided for any cancellations with less than 24 hours' notice in writing.

If applicants fail three successive Practical Driving Assessment and/or Knowledge Test they will be required to wait at least 12 months (from the date of the most recent failure) before being permitted to take further tests

A third failure may lead to the application being refused on the grounds that the applicant does not have the required skills to deal with the public in the role of a Combined Hackney Carriage and Private Hire driver. At this point of the application only the grant fee will be refunded.

5.7 Medical Assessment

The Council recognises that licensed drivers should have more stringent medical standards than those applicable to normal car drivers because they carry members of the public who have expectations of a safe journey; they are on the road for longer hours than most car drivers; and they may have to assist disabled passengers and handle luggage and therefore requires Group 2 Standards of Medical Fitness as applied by the DVLA to the licensing of lorry and bus drivers, as the appropriate standard for licensed Hackney Carriage and Private Hire drivers.

The Licensing Authority requires applicants and current licensees to undergo medicals through a third party provider as approved by the Licensing Authority in writing.

The applicant will be responsible for arranging, attending and funding the medical appointment, as well as providing a copy of the medical certificate to the Licensing Authority.

Where there remains any doubt about the fitness of an applicant, the Licensing Authority may revert back to the medical practitioner for further information. The application will then be determined on the medical evidence available.

A licence application will not be accepted / processed unless all elements of the application process have been completed.

No licence shall be issued until medical fitness has been established.

Licence holders must advise the Licensing Authority of any deterioration or other change in their health that may affect their driving capabilities as soon as is practicably possible. Failure to do so could result in suspension, revocation and/or another course of action deemed appropriate by the Licensing Authority.

If the applicant is not required to undertake a full Group II medical on renewal they will be required to complete and submit a self-medical certificate with their renewal application. The Licensing Authority reserves the right to request a further Group II medical where it is deemed appropriate. The applicant will be required to finance this.

The Licensing Authority also reserves the right to request a driver/applicant to produce a medical certificate upon request at any point during the period of the licence. The driver may be required to cover the cost of this. Failure to comply with such a request may result in immediate suspension, revocation and/or another course of action deemed appropriate by the Licensing Authority.

Medical Exemption:

Licensed drivers are under a legal duty to carry guide, hearing and other prescribed assistance dogs in their vehicles without an additional charge. Drivers who have a medical condition which is aggravated by exposure to dogs may apply to the Council for exemption from the duty on medical grounds. If an application is successful they will be issued with an exemption certificate, and also be issued with a Notice of Exemption. The Notice of Exemption must be placed in an easily accessible place, for example on the windscreen or in a prominent position on the dashboard.

A further Notice of Exemption will be provided to the Licence holder in braille format and must be offered to any passenger should they be refused a journey and the driver holds an exemption. An exemption certificate will only be issued when it is authorised by a medical practitioner and accompanied by medical evidence, for example a blood test, a skin prick test or clinical history.

Where an exemption certificate is issued, the licensing authority will provide an additional tactile and/or large print resource to taxi and private hire vehicle drivers so that assistance dog owners who are blind can identify that the driver has been issued with a certificate

The Notice of Exemption must be removed from the vehicle if the vehicle is used by other licensed drivers.

5.8 Duration of the Licence

The Licensing Authority will issue a Hackney Carriage and Private Hackney Carriage & Private Hire Drivers licence for a three-year period. The Licensing Authority may in exceptional circumstances grant a licence for a lesser period.

5.9 Safeguarding Vulnerable Passengers and transporting passengers with disabilities

All new drivers are required to complete Child Sexual Exploitation training and existing drivers are required to complete refresher training every 3 years.

Under the Equality Act 2010 it is an offence for any operator or driver to refuse to carry assistance dogs or to charge more for the fare or booking. All reported violations of the Act will be investigated.

All drivers are required to undertake disability equality training, which includes information regarding the carriage of assistance dogs.

5.10 Conditions

The Licensing Authority may attach such conditions to a Hackney Carriage & Private Hire (Combined) Driver licence as are considered necessary. The standard conditions are available in Appendix D.

Failure to comply with the conditions set out in this document may result in enforcement action (see section 10.)

5.11 Dress Code

The purpose of a driver's dress code is to seek a standard of dress that portrays a positive image of the District of Lichfield, to enhance a professional image of drivers licensed by this Authority and to ensure public and driver safety is not compromised.

The Licensing Authority expects that drivers will comply with the following requirements:

- Drivers must ensure that at all times a smart standard of dress and cleanliness is maintained which is acceptable to the Licensing Authority and/or to the general public. Clothing should be free from holes, rips and snags and fastenings shall be in good order.
- Drivers must wear either a shirt, blouse/top, collared polo shirt or smart-Shirt together with trousers, shorts, skirts and smart jeans.
- Footwear for all drivers shall fit around the heel of the foot. Mules or Flip Flops and/or bare feet are not acceptable.
- Drivers shall not wear any item of clothing or apparel which exhibits any of the following:-
 - Offensive language
 - References to drunkenness or the use of recreational drugs
 - Anything racist, sexist, discriminatory or otherwise offensive
 - Any advertising that does not conform to the relevant codes of advertising practice

5.12 Right of the driver to work in the UK

The Licensing Authority is under duty to request all applicants to provide documentary evidence to confirm that they can legally work in the UK in accordance with the immigration act 2016. For example:

- UK passport confirming that the holder is British Citizen (or citizen of another EEA country – including Switzerland),
- Passport or other travel document endorsed to show that the holder is allowed to stay in the United Kingdom and undertake paid employment,
- Full UK Birth / Adoption Certificate,
- An Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and undertake paid employment,
- A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to undertake paid employment.

This list is not exhaustive, and other documents may be accepted. Where an applicant is subject to immigration controls, a licence will not be issued for longer than the period that the applicant has permission to undertake paid employment in the United Kingdom.

5.13 Drivers' Responsibility

The Licensing Authority requires all its drivers to ensure that passengers are safeguarded when being transported in a licensed vehicle. The Driver licensing conditions set out the standards of behaviour required.

Transporting Vulnerable Passengers

It is essential that young, elderly and other vulnerable people are safeguarded and protected whilst being transported in a licensed vehicle. Drivers and/or Operators must confirm that appropriate provisions are in place for any vulnerable passengers prior to accepting any bookings and/or commencing a journey. A Driver/Operator would not be responsible for any alterations, but is responsible for ensuring the passenger is able to be transported safely and comfortably.

If a responsible person is not accompanying a vulnerable passenger the Driver should make reasonable attempts to obtain contact details for a responsible person in case of an emergency.

If a driver is unable to commence a journey due to safety concerns then all reasonable measures should be taken to ensure a responsible person is notified to enable alternative arrangements to be made.

Reporting concerns

If a driver or operator believes a child or vulnerable adult is at risk of immediate harm or needs urgent medical attention they should phone 999.

If they believe a child is being harmed or at risk of harm or they think child sexual exploitation may be taking place they can talk in confidence to:

- Families First on 0800 131 3126
- Staffordshire Police on 101
- NSPCC helpline on 0808 800 5000
- Crime Stoppers on 0800 555 111

If a driver or operator believes that Adult is being harmed or at risk of harm they can talk in confidence to:

- Adult Protection Team on 0345 604 2719
- Staffordshire Police on 101
-
- Crime Stoppers on 0800 555 111

Vehicles

All licensed drivers and licensed proprietors are responsible for ensuring their vehicle is safe to carry members of the public and must refrain from driving it if there are any physical/mechanical concerns.

All concerns must be reported to the Private Hire Operator or the vehicle proprietor/owner as soon as practicably possible by the Driver. The Vehicle must not be used until the concerns have been rectified.

For further information please refer to Section 6

Driver Hours

There are no direct controls over the hours that Hackney Carriage and Private Hire drivers can work. There are, however, limits applicable to drivers and crews of heavy goods vehicles or public service vehicles.

The Licensing Authority deem that the number of hours worked by drivers can impact public safety and as a result seeks to promote the same limits, namely:

- An average of 48 hours per week calculated over a 17 week period normally;
- In any single week up to 60 hours providing the 48 hour limit is maintained;
- Night work is limited to 10 hours per night unless there is an agreement to work longer hours;
- Working between 6 and 9 hours per day requires breaks totalling 30 minutes. If more than 9 hours is worked then breaks must total 45 minutes. Breaks must be of at least 15 minutes in duration.

The Licensing Authority recommends that these requirements are used as a guideline to ensure drivers are fit to drive and that public safety remains paramount at all times.

6. Hackney Carriage and Private Hire Vehicles

6.1 Application process

The Licensing Authority will consider all applications for vehicle licences on their own merits. The conditions for dealing with applications for Hackney Carriage and Private Hire vehicles are set out in Appendix F.

Application Process:

The applicant should ensure that the vehicle complies with the Council's policies, details of which can be found at Appendices D and E.

1. A vehicle will only be licensed if it satisfies the requirements of the Lichfield District Council vehicle inspection checklist.
2. The compliance test is arranged by the applicant/vehicle owner. The compliance test fee must be paid before the vehicle can be inspected.
3. A renewal application of a vehicle licence must be received by the Licensing Team **before** the expiry of the current licence.
4. Where the licence has expired the application will be treated as a new application and the terms and conditions relating to new vehicles etc. will apply.
5. Applicants should Submit the following when making an application:
 - The fee
 - Completed application form
 - Vehicle registration certificate
 - Insurance certificate – Insurance must cover use of the vehicle for hire and reward either public or private
 - Compliance test pass certificate from the Council's nominated testing station (such a Certificate must be dated no more than 28 days old at the time that the application is made to the Licensing Authority)
6. Where vehicles do not comply with the Council's conditions, e.g. applications for licensing of a vehicle in exceptional condition, additional information relative to the application may be requested.

General Information:

1. Vehicles may be licensed as Hackney Carriages or Private Hire Vehicles provided that the vehicles comply with the requirements contained in this guidance.

2. Consideration will be given to applications for Executive Hire Vehicles.
3. A Lichfield Private Hire Vehicle licence will not be issued to a vehicle which looks like a hackney carriage in any way.
4. A Lichfield licensed vehicle may only be driven by a Lichfield licensed Hackney Carriage & Private Hire Driver. This applies to all vehicles including private use of the vehicle (e.g. shopping etc.)
5. An MOT certificate is required for all licensed vehicles acting as Hackney Carriages or Private Hire vehicles where the vehicle is over 12 months old.
6. Attention should be given to the vehicle specification, age restrictions and the supplementary testing manual **before** purchasing a vehicle.
7. In order to operate a Lichfield Private Hire Vehicle you must hold a Private Hire Operator Licence, or work through a Lichfield licensed Operator.
8. A wheelchair accessible Hackney Carriage when working on any taxi rank must be able at all times to carry wheelchair users and be wheelchair accessible. All fastenings, ramps and equipment must be carried to accommodate wheelchair passengers and be configured with the agreed seating layout to accommodate wheelchair users.
9. A Hackney Carriage or Private Hire vehicle licensed with Lichfield District Council (except for a temporary vehicle being used following a permanent vehicle being taken off the road with the written consent of Lichfield District Council) cannot be licensed with any other Council. Should the owner or operator wish to licence the vehicle with another Council the Lichfield licence must be surrendered and the licence plate returned to Lichfield District Council.
10. Vehicles owned by funeral directors wholly or mainly for the purposes of funerals are not required to be licensed. Ambulances and voluntary vehicles are not required to be licensed. Vehicles used solely for the purpose of weddings are not required to be licensed.

By 1 April 2022 (unless introduced by Government before that date) all licensed vehicles must be fitted with CCTV (visual and audio) subject to strict data protection measures.

For further information you can contact the Licensing Team or refer to the Hackney Carriage & Private Hire Vehicle Licence Application Pack which can be obtained from the Council Offices, or online at www.lichfielddc.gov.uk/taxilicensing.

6.2 Grant and renewal of licences

The vehicle must be submitted for a test at the appointed testing station.

For a renewal application the application form, supplementary paperwork and fee must be submitted to the Licensing Authority before the date of the expiry.

It is the applicant's responsibility to ensure that the vehicle is tested prior to the submission of the application.

If either the application form and corresponding paperwork or the vehicle test (in which the vehicle passes) is not completed prior to the expiry date, the vehicle licence will not be renewed.

Applicants will have a right of appeal if a vehicle licence is not renewed, however, there must be evidence of the exceptional circumstances.

Once the vehicle licence has been issued, only licensed drivers will be permitted to drive the vehicle.

A replacement plate, bracket & paper licence will be available from the Licensing team. A fee will be charged for any replacement item.

6.3 Age & Specification of Vehicles

Licensed vehicles must comply with the following and also the Council's supplementary testing manual. Details of the supplementary testing manual are set out in Appendix H.

HACKNEY CARRIAGE VEHICLES

1. All Hackney Carriage vehicles will be white in colour
2. New Hackney Carriage Licences will **preferably** be issued for wheelchair accessible vehicles.
3. All new Hackney Carriage Vehicles must be less than **five** years old from date of first registration on initial application.
4. From **1 April 2022** all Hackney Carriages must be fitted with at least a Euro 6 compliant engine for vehicles fitted with diesel engines and Euro 4 compliant engines for vehicles fitted with petrol engines. Applicants will be required to prove that the engine is suitable. Any vehicle with an engine older than the required euro emissions standard will not be licensed at the time of renewal. Any charges imposed by a Clean Air Zone, or similar will be met by the vehicle proprietor/driver and not passed to the passenger.
5. The following upper age limits apply:
 - No vehicle licence will be **renewed** on any vehicle that is of **seven** years of age or more or **ten** years old for purpose built vehicles.

6. All new or replacement vehicles to have M1 whole type approval except in exceptional circumstances. Those vehicles without M1 whole type approval will be considered individually.
7. Licence applications for vehicles in “exceptional condition” which are outside of the Council’s policy, for example by age and type of vehicle, will be subject to additional checks relevant to the type of vehicle. Applicants must provide an independent automobile engineer’s report for vehicles outside of the Council’s age restrictions to indicate that the vehicle is in immaculate condition. This report is in addition to the Council’s mechanical inspection. An additional fee will be charged for vehicles outside of the Council’s policies to cover additional administration (See Schedule of Fees).
8. A Hackney Carriage vehicle licence will not be granted in respect of a minibus (as detailed on the V5 Log Book) under any circumstances. Applications for other types of vehicle constructed or adapted to carry up to 8 passengers plus the driver will be considered on merit. (Public Carriage Office approved London style cabs will be acceptable).
9. Date of first registration means the date of first registration in the UK, or the date of manufacture in the case of vehicles first registered outside the UK.
10. No modifications which include material alterations, change in specification, design, condition or appearance of the Private Hire or Hackney Carriage Vehicle will be permitted while the licence is in force.
11. No vehicle shall be fitted with any form of additional film to darken or tint the glass on any part of the vehicle.
12. All glass (including windows or transparent material) behind the “B” post allows at least 70% of light to be transmitted through it.

PRIVATE HIRE VEHICLES

1. Private Hire Vehicles must not be white in colour
2. All new Private Hire Vehicles must be less than **five** years old from date of first registration on initial application on initial application. New PHV licences will preferably be issued for wheelchair accessible vehicles.
3. The following upper age limits apply:
 - No vehicle licence will be **renewed** on any vehicle that is of **seven** years of age or more
4. From **1st April, 2022** all private hire vehicles must be fitted with at least a Euro 6 compliant engine for vehicles fitted with diesel engines and Euro 4 compliant engines for vehicles fitted with petrol engines. Applicants will be required to prove that the engine is suitable. Any engine with an engine older than the required euro emissions standard will not be licensed at the time of renewal. Any charges imposed by a Clean Air Zone, or similar will be met by the vehicle proprietor/driver and not passed to the passenger.

5. All new or replacement vehicles to have M1 whole type approval except in exceptional circumstances. Those vehicles without M1 whole type approval will be considered individually.
6. Licence applications for vehicles in exceptional condition which are outside of the Council's policy, for example by age and type of vehicle, will be subject to additional checks relevant to the type of vehicle. Applicants must provide a council approved independent automobile engineer's report for vehicles outside of the Council's age restrictions. This report is in addition to the Council's mechanical inspection to indicate that the vehicle is in immaculate / exceptional condition. An additional fee will be charged for vehicles outside of the Council's policies to cover additional administration (See Schedule of Fees).
- 6 Date of first registration means the date of first registration in the UK, or the date of manufacture in the case of vehicles first registered outside the UK.
- 7 No modifications which include material alterations, change in specification, design, condition or appearance of the Private Hire or Hackney Carriage Vehicle will be permitted while the licence is in force.
- 8 No vehicle shall be fitted with any form of additional film to darken or tint the glass on any part of the vehicle.
- 9 All glass (including windows or transparent material) behind the "B" post allows at least 70% of light to be transmitted through it.

Specification for both Hackney Carriage and Private Hire Vehicles

Each case will be assessed on its own merits. Applications for vehicles which fall outside the Council's policy, for example by age and type of vehicle, may be dealt by way of an exceptional condition.

1. The vehicle must comply with the Council's current age and vehicle emissions policies.
2. The vehicle must comply in all respects with the requirements of:
 - the Motor Vehicle (Type Approval) Regulations 1980
 - the Motor Vehicle (Type Approval) Regulations (Great Britain) 1984
 - the Road Vehicles (Construction and Use) Regulations 1986 (C and U).
 - British and European Vehicle Regulations
 - "type approved" to the requirements of the M or M1 category of European Whole Type Approval 70/156/EEC as amended.

Evidence must be produced to prove that the vehicle complies with M or M1 categories. Conversions which have not been "type approved" to M or M1 categories must be presented with approved certification that the specific vehicle meets the requirements of one of those (i.e. M or M1) categories.

3. All vehicles must be right hand drive.
4. The vehicle must have four passenger doors which includes the driver's door, except purpose built vehicles.
5. The vehicle must have at least one window on each side capable of being opened and closed.
6. Seating must be comfortable and provide the average passenger with adequate leg room. Sideways mounted seats will not be permitted.
7. The floor must be covered with a suitable carpet, mat or other floor covering.
8. The vehicle must have at least two doors for the use of passengers other than the drivers' door. An effective means must be provided whereby passengers being conveyed in the vehicle may open each door.
9. Manufacturers gross vehicle weight for the tyres and suspension actually fitted to the vehicle must be sufficient for a minimum payload equal to a full fuel tank, the driver and the number of passengers for which a licence is requested (at 70 kg per person) and luggage (at 20 kg per passenger); and where propane or Liquid Petroleum Gas is used as the vehicle fuel, the weight of extra equipment must be within the gross weight limit.
10. Wheels and Tyres:
 - Vehicles must have four road wheels fitted with tyres of the same size as were originally fitted to the vehicle when new.
 - A spare tyre of the same type as fitted to the road wheels, or a manufacturers' space saver (emergency tyre inflation kits WILL NOT be accepted, unless supplied by the vehicle manufacturer when first registered).
 - The tread pattern shall be a minimum of 2mm in depth throughout the complete circumference and breadth of the tyre.
 - Jacking equipment and a wheel brace, as issued by the manufacturer or similar, must be provided. Trolley jacks are **not** acceptable.
11. A permanent roof which is watertight.
13. A separate locking luggage area (i.e. boot), or in the case, of an Estate or People carrier a protection grille or shelf must be fitted sufficient to prevent luggage being carried from coming into contact with persons travelling in the vehicle.
14. Seat belts must be fitted for all seats.
15. Nearside and offside exterior rear view mirrors.
16. Hackney Carriages must have an appropriate taxi sign bearing the word "TAXI" on the front and the rear.

17. Hackney Carriages must have an appropriate taxi meter, positioned where it can clearly be seen by the passengers in the vehicle.
18. Hackney Carriages must also have sufficient means by which a passenger can communicate with the driver, and vice versa.
19. The fittings and furniture shall be kept in a clean and well maintained condition fit for public service at all times.
20. Vehicles shall have a clean and smart appearance both externally and internally.

Additional Information for Wheelchair Accessible Vehicles

When assessing whether or not a vehicle is wheelchair accessible the Council will have reference to the informal consultation document entitled "The Government's proposals for Taxis" for guidance.

1. The vehicle must comply in all respects with the requirements of:
 - the Motor Vehicle (Type Approval) Regulations 1980
 - the Motor Vehicle (Type Approval) Regulations (Great Britain) 1984
 - the Road Vehicles (Construction and Use) Regulations 1986 (C and U).
 - British and European Vehicle Regulations
 - "type approved" to the requirements of the M or M1 category of European Whole Type Approval 70/156/EEC as amended.

Evidence must be produced to prove that the vehicle complied with M or M1 categories. Conversions which have not been "type approved" to M or M1 categories must be presented with approved certification that the specific vehicle meets the requirements of one of those (i.e. M or M1) categories.

2. Vehicles offered for approval must be so constructed as to facilitate the carriage of disabled persons and be capable of accommodating a disabled person in a wheelchair in the passenger compartment.
3. New or replacement vehicles may be either side or rear loading.
4. No fittings, other than those approved, may be attached to or carried on the inside or outside of the vehicle.
5. Tyres and equipment
 - All tyres of purpose built vehicles must comply with the requirements of C & U Regulation
 - Jacking equipment and a wheel brace, as issued by the manufacturer or similar, must be provided. Trolley jacks are **not** acceptable.

- A spare tyre or factory fitted space saver must be carried, emergency tyre inflation kits are not acceptable unless supplied by the vehicle manufacturer when first registered.
6. All licensed Hackney Carriages that are Wheelchair Accessible Vehicles, when operating from a taxi rank or plying for hire **must** at all times be capable of carrying a passenger seated in a wheelchair, they must carry all ramps and seat harnesses and comply to the agreed seating layout (if appropriate) for that vehicle.
 7. All licensed Hackney Carriages or Private Hire vehicles that are wheelchair accessible vehicles must display a printed notice supplied by the Council, on the inside of the windscreen at the bottom nearside corner, adjacent to the tax disc and clearly readable from outside of the vehicle, identifying the vehicle as being a Wheelchair Accessible Vehicle.
 8. When a Wheelchair Accessible vehicle is booked in to the Council approved testing station for its annual inspection or six month inspection, the workshop must be informed that the vehicle is a wheelchair accessible vehicle at the time of booking the vehicle in.

6.4 Insurance

All insurance documents must be produced before a licence can be issued by the Licensing Authority, namely:

- A valid certificate of insurance or cover note confirming that insurance is in place for each driver of the vehicle and specifying use as either a Hackney Carriage or Private Hire Vehicle.

The Licensing Authority will undertake periodic audits of licensed vehicles to ensure that the vehicle is insured.

For a Hackney Carriage Vehicle the certificate of insurance must cover 'public hire'

For a Private Hire Vehicle the certificate of insurance must cover for 'private hire/hire or reward'.

6.5 Conditions

The Council is empowered to impose such conditions as it considers reasonably necessary in relation to the granting of Hackney Carriage or Private Hire Vehicle licences. The standard conditions are attached at Appendix E for Hackney Carriage and Private Hire Vehicles.

6.6 Identification of vehicles as Hackney Carriage and Private Hire Vehicles

The Licensing Authority requires it to be clear to the public that a Hackney Carriage and Private Hire vehicle is licensed.

Consequently, the Licensing Authority requires vehicles to be clearly identifiable and as such the following will apply.

a) Hackney Carriage Vehicles:

- It must have an illuminated sign on the roof bearing the word **TAXI** on the front and on the rear; and
- Must display their Licence Plate on the rear of the vehicle.

b) Private Hire Vehicles

By law a private hire vehicle cannot have the appearance of a Hackney Carriage and:

- must not have a top sign/light; and
- must display signs on the front doors of the vehicle identifying the private hire firm giving the name and contact number; and
- must display a sign indicating 'advanced bookings only'.

c) Signage

There are signage requirements that must be complied with for Hackney Carriage and Private Hire Vehicles – please refer to part 6 of Appendix G. It includes:

- the permitted position of licence plates & top signs
- positioning of permanent door signs for vehicles
- required wording for door signs on vehicles
- requirements for the display of notices in vehicles
- other notices/markings that the Council will require licensed vehicles to display
- advertising restrictions

6.7 Tyres

Tyres are the vehicle's only point of contact with the road and as a result it is a requirement for them to be in a roadworthy condition. The following are applicable:

1. All tyres fitted to the vehicle must have at least 2.0 mm tread depth throughout complete circumference and breadth of the tyre.
2. Tyres fitted to the vehicle must be free from any defects which might damage the road or endanger any person and must be fit for purpose, including:
 - be compatible with the types of tyres fitted to the other wheels(i.e. same size, construction and season type),
 - not have any lump, bulge or tear caused by separation or partial failure of the structure,
 - not have a cut or tear in excess of 25mm or 10% of the sectional width of the tyre, whichever is the greater, and which is deep enough to reach the ply or cord,

- not have any part of the ply or cord exposed.
 - must be correctly inflated to the vehicle / tyre manufacturer's recommended pressure.
 - Must be of the same size and speed rating as the original manufacturer's specification for the vehicle in question. If in doubt, refer to the owner's manual.
3. All replacement tyres fitted to licensed vehicles must be new (i.e. not have been used previously on any other vehicle) and have been fitted by a reputable vehicle maintenance company / contractor. Vehicle proprietors are required to retain invoices / receipts to show that any tyre that is purchased meets this requirement and the vehicle registration should be noted on the receipt.
 4. The fitting of part worn tyres to licensed vehicles is not permitted.
 5. 'Space saving' spare wheels must only be used in an emergency, and then only in accordance with the manufacturer's instructions. Should the use of a 'space saving' spare wheel become necessary during a period of hire then the journey may continue, but the wheel must be replaced before another journey commences.
 6. Tyre inflation kits are not permitted to be used or carried unless supplied by the vehicle manufacturer when first registered.

6.8 Accidents

If at any time the vehicle is involved in an accident/incident, however minor, the driver must inform the Licensing Authority as soon as possible and in any event within 72 hours of the incident/accident in writing or by email to: Taxi@lichfielddc.gov.uk. The driver of the vehicle will be required to complete an accident report form.

Very minor blemishes at the discretion of the Senior/ Licensing Officer may preclude the vehicle from being inspected at the approved testing station. In all other cases the vehicle must be inspected by the approved testing station to assess if the vehicle is roadworthy.

The licence will be suspended for up to 8 weeks if, following an inspection, it is deemed that the vehicle is not, fit for use and/or, roadworthy.

If the vehicle has significant damage and is unable to be presented to the approved testing station, the proprietor should provide photographic or other evidence to justify why the vehicle is unable to be presented for examination.

Further details on replacement vehicles is detailed at Appendix G

6.9 Vehicle examination and testing requirements

The Hackney Carriage and Private Hire vehicles examination and testing requirements are:

- Any new or renewal vehicles must first pass a Compliance Test before an application can be submitted

- All licensed vehicles must pass a Compliance Test every 12 months up to when the vehicle is 5 years old, then every 6 months from the age of 5 years to 7 years
- Any vehicle licence suspended by an Authorised Officer, will also require a full *Compliance Test to be carried out in order that the lifting of the Suspension Notice may be considered*
- Where the Compliance Test identifies a significant number of advisory items or minor defects a more frequent test may be required
- The Compliance Test must be undertaken by the vehicle examiners at the approved Testing Station and these tests must be pre-booked. Further guidance can be found at Appendix H.

6.10 Meters

All Hackney Carriages must be fitted with a meter. Meters used to calculate fares must be accurate, display the correct time and be capable of displaying:

- In the case of Hackney Carriages, the various tariffs as approved by the Council (including extra charges recoverable under the approved Table of Fares). The meter shall be calibrated and set to the Council's agreed charging distances and tariffs currently in force.
- In the case of Private Hire Vehicles, any scale of charges provided by the Operator who provides the bookings to the vehicle.

Meters will be checked for accuracy by a measured mile distance or by waiting time.

Meters must be positioned in order that the fare must be clearly displayed to the passenger throughout the journey.

Meters in use must not facilitate fraudulent use. Any signs of tampering including the breaking of any seals may result in suspension and/or revocation.

Private Hire Operators and/or Hackney Carriage Drivers may agree the cost for the journey with the customer prior to the journey commencing. In this situation, the price quoted must be the price charged – there is to be no deviation from this price without the agreement of the customer.

On occasions where a price has been not been agreed prior to the journey commencing, the fare charged must be that which is reflected on the meter where the vehicle is equipped with a meter.

6.11 Advertisements on vehicles

No advertisements shall be placed on any licensed vehicle.

Further information can be found at paragraph 6 of Appendix H.

6.12 Wheelchair Accessible Vehicles

All members of the public should have reasonable access to Hackney Carriage and Private Hire services and some will require a wheelchair accessible vehicle. A list of 'Designated Vehicles' is published on the Council's website. The drivers of designated vehicles will be required to transport wheelchair passengers unless a driver holds a valid exemption certificate.

6.13 Taxi Ranks

A full list of the locations of the Hackney Carriage ranks and the times they are in use are available on the website or upon request.

Only Hackney Carriages licensed by Lichfield District Council may utilise the taxi ranks in the District. It is against the law to use a taxi rank located in another Council's district

Taxi ranks should only be used when Hackney Carriages are waiting for their next hire. Hackney Carriages may not use taxi ranks as parking places.

Private Hire Vehicles are not permitted on or in close proximity to taxi ranks.

Private Hire Vehicles must not allow customers to alight from their vehicle at a taxi rank.

Hackney Carriage Proprietors must take steps to actively encourage drivers on arriving at a rank/stand to:

- Park the vehicle immediately behind the last vehicle on the stand and face in the same direction; and
- Occupy the space previously occupied when the vehicle(s) immediately in front move on;
- Drivers are required to turn off their engines whilst stationary on the rank in order to reduce any potential pollution.

Where the rank is fully occupied by other Hackney Carriages, the driver must proceed to an alternative rank.

7. Fares

7.1 Hackney Carriages

The Hackney Carriage Table of Fares (“the tariff”) is set by the Council and states the maximum fare that can be charged by Hackney Carriage drivers for journeys within the District.

Lesser fares can be negotiated by the hirer for journeys.

The hirer may agree to the fare for a journey which ends outside the district being charged other than at the metered rate.

It is an offence for any person to charge more than the metered fare.

The Council may review the Hackney Carriage fare table from time to time. A notice of any variation to the maximum fare shall be advertised by the Council.

A table of authorised maximum fares will be provided to each Hackney Carriage licence holder, which must then be clearly displayed in each vehicle so that it is visible to all hirers.

Drivers must, if requested by the passenger, provide written receipts for fares paid. All receipts must be issued from an official Lichfield District Council receipt book.

7.2 Private Hire Vehicles

The Council does not set fares for Private Hire vehicles.

Best practice is to agree the fare prior to the commencement of the journey with the Private Hire Operator.

Drivers must, if requested by the passenger, provide written receipts for all fares paid including date and time journey started, starting and finishing address ,cost, Lichfield DC issued driver number and drivers full name.

Drivers of Private Hire Vehicles are not permitted to set fares, all journeys must be calculated on the taximeter (if applicable), or by way of agreement with the Private Hire Operator at the time that the journey is booked.

8. Private Hire Operators

8.1. Introduction

Vehicles and drivers may only lawfully carry out bookings made through an operator who is licensed by the same authority. When an Operator is unable to fulfil a booking due to unforeseen circumstances, it may pass that booking to another Operator to fulfil the commitment providing it is done so in accordance with the law.

The term 'operate' is defined at section 80 of the 1976 Act as meaning, in the course of a business, to make provision for the invitation or acceptance of bookings for private hire vehicles.

Operators play a key role in ensuring that the public are kept safe, that drivers are suitably trained, experienced, supported to deliver a high quality service, ensure that vehicles are kept in a clean, safe and sound condition at all times.

Whilst it is accepted that operators will have less direct contact with the public than drivers (with the exception of receiving bookings for journeys), to ensure the safety of the public the Licensing Authority must apply similar checks when considering applications for licences. The Licensing Authority must be satisfied that prospective operators are fit and proper persons.

A licensed private hire vehicle must only be despatched to a customer by a Private Hire Operator who holds an Operator's licence. Such a licence permits the Operator to make provision for the invitation or acceptance of bookings for a licensed hire vehicle in line with the law.

8.2. Application process

Applications for an Operator licence must be made using the approved application form. The detailed application procedure can be found on the Council's website (link to be added)

- Where the application is being made by a single individual, the questions on the application form should be answered by that individual.
- Where the application is being made by multiple individuals (whether in a formal partnership or not), the questions should be answered jointly by the applicants.

This is necessary and particularly relevant to the questions relating to conviction, cautions, insolvency or disqualification, where the Licensing Authority must be satisfied as to the fitness and propriety of each and every applicant.

Unless you are licensed with Lichfield District Council as a driver of Hackney Carriage and Private Hire Vehicles, you will be required to provide the Authority with the necessary information to support your application in order for the Authority to deem you "fit and proper" to be considered for the grant of a Private Hire Operator licence.

Before an application will be accepted the applicant must include the following:

- A Basic DBS certificate;
- A certificate of good conduct (if applicable – see Appendix B);
- Proof that the applicant is legally permitted to work in the UK –a licence will not be issued for a period longer than that period the applicant is permitted to work;
- The application fee;
- Any other documentation required to progress your application e.g. relevant insurance documents.

If any issues arise during the processing of the application, in the first instance the applicant will be given an opportunity to provide clarification, or if appropriate to amend the application form.

When all required documents and other information have been received, the application will be determined.

Where an application is made by one or more individuals, the provisions herein shall be applied to each individual so specified in the application.

Completed application forms (including any information in annexes required as part of the application) should be submitted to the Licensing Authority along with the applicable fee for the licence.

Operator licences are non-transferrable. In the event of the control of a licensed business passing to a different person, it will be necessary for the new owner of the business to apply for a licence.

Determining an Application

Applications can be refused at officer level, in line with the scheme of delegation.

Where an application is to be heard by the Licensing Sub-Committee, the applicant will be given an opportunity to make representations, either in writing or orally at a meeting. All representations will be given full consideration prior to a decision being made in respect of the application.

The Licensing Authority will consider information from other sources such as the Police, Children and Adult Safeguarding Boards, other licensing authorities and statutory/non-statutory bodies.

Where an application is granted, a licence document will be issued to the applicant, which confirms their right to operate private hire vehicles. Licences will be granted for a period of 5 years. The Licensing Authority may in exceptional circumstances grant a licence for a lesser period.

The Council will not grant an Operator's licence for an operating base that is outside the District Council area. This is to ensure proper regulation and enforcement measures may be taken by the Council and is no way intended to be a restraint of trade.

Where an application is refused, suspended and/or revoked by the Licensing Authority, and the operator is aggrieved by the decision there is a right of appeal to a magistrates' court. Further details will be provided where applicable.

8.3. Fitness and propriety of applicants

In determining applications, the statutory test set out at section 55 of the 1976 Act is applicable, namely that the Licensing Authority *"shall not grant a licence unless they are satisfied that the applicant is a fit and proper person to hold an operator's licence"*.

The Operator is responsible for all persons (and vehicles) that are employed, contracted or otherwise used in the course of their business.

In order to assess the suitability of an applicant the Licensing Authority will undertake any checks and apply whatever processes it considers necessary to determine whether an applicant is 'fit and proper' to hold a licence and ensure that licences are not issued to, or used by, unsuitable people.

In assessing the suitability of an applicant or licence holder, the Licensing Authority will consider the following factors:

- Criminality
- Right to work
- General conduct / standards of behaviour (including online behaviour)
- The conduct of the applicant in making the application (e.g. whether they have acted with honesty and integrity during the application process).
- The previous licensing history of existing / former licence holders (including honesty and integrity).

In addition, the Licensing Authority may need to verify information or obtain further information from other sources such as the Police, other local authorities, statutory & non-statutory agencies and Boards such as the Children and Adult Safeguarding Boards.

All Operators are required to undertake and maintain evidence of checks that satisfy them that their drivers and/or vehicles are suitable, fit and proper to be used in the course of their business. Failure to ensure that appropriate checks are in place may have an adverse impact the operator's licence.

Examples of checks include:

- Ensuring vehicles are at all times roadworthy;
- Monitoring the conduct of drivers and drawing any concerns to the attention of the Licensing Authority;
- Appropriate complaints handling including any CSE issues.
- Records of any public safety issues/concerns involving drivers and/or vehicles and the reporting of such concerns to the Licensing Authority;
- Good Record keeping (including):

- Driver hours
- Vehicle maintenance
- Vehicle checks
- Training records

The Licensing Authority will also take into account any evidence of a person or business flouting employment law, and with it the National Living Wage, as part of the test of whether that person or business is 'fit and proper' to be a PHV or taxi operator.

8.4. Convictions

Whilst Operators come into contact with the public less frequently than drivers, they still play a critical role in ensuring the safety of public. In assessing an applicant's fitness and propriety, the Council will take into account any convictions or cautions for criminal offences when determining an application.

The effect of any convictions or cautions which are not considered to be 'spent' under the provisions of the Rehabilitation of Offenders Act will all be considered.

A serious view will be taken where there are offences relating to dishonesty, financial impropriety, violence, substance misuse, abuse of a person with a protected characteristic, safeguarding offences or misconduct under taxi and private hire legislation.

The Warnings, Offences, Cautions & Convictions policy applicable to drivers will be used as a guideline when considering offences for Operators.

It shall be the duty of the Operator to inform the Licensing Authority of the following:

- (a) Any convictions incurred by them or any partner, director or company secretary during the period of the licence for any offence. They must be reported to the Council in writing within 7 days
- (b) Change of address, in writing within 7 days
- (c) Any other changes that could affect the licence

Private Hire Operators are not identified as an exempt profession under the Rehabilitation of Offenders Act 1974, and therefore the provisions of that Act relating to convictions becoming spent after a certain amount of time will apply in full.

8.5. Licences

Any relevant licensing history relating to an applicant or operator will be considered by the Licensing Authority.

Where appropriate, further information may be sought from any other relevant body.

Consent from the applicant should not be unreasonably withheld. Where consent is refused a licence will normally be refused.

It shall be the duty of the licensed Operator to ensure that the licences of all vehicles and drivers are valid and current.

8.6. Safeguarding Vulnerable Passengers Training and transporting passengers with disabilities

All new operators are required to complete Safeguarding training and complete refresher training every 3 years.

Under the Equality Act 2010 it is an offence for any operator or driver to refuse to carry assistance dogs or to charge more for the fare or booking. All reported violations of the Act will be investigated.

All operators are required to undertake disability awareness training, which includes information regarding the carriage of assistance dogs.

8.7 Conditions

Under section 55(3) of the 1976 Act, the Council may attach such conditions to an operator's licence as are believed necessary.

The Council has adopted a schedule of conditions which will be attached to all licences issued. Additional conditions can be attached where deemed appropriate. These conditions are appended at Appendix J.

Failure to comply with the conditions set out in this document may result in enforcement action (see paragraph 10.)

8.8 Right to Work in the UK

Please refer to section 5.12

8.9 Operator's Responsibilities

The Operator shall at all reasonable times provide a prompt, efficient and reliable service to members of the public and shall in particular ensure that:

- a. when a vehicle has been hired to attend at an appointed time and place the vehicle shall unless delayed or prevented by sufficient cause attend punctually;
- b. premises provided by the Operator will be within the District or approved by the Licensing Authority and any waiting areas shall be kept clean, heated, ventilated, well-lit with adequate seating;
- c. any telephone facilities and dispatch equipment are maintained in an effective working order;
- d. any complaints received by the Operator that relate to the safety of passengers, other road users, and the general public caused either by the condition of the licensed vehicle or by the driver of the licensed vehicle shall be referred in writing

to the Licensing Authority, together with details of any internal any action taken by the Operator.

- e. all vehicles operated shall be maintained in a satisfactory and road worthy condition; and they shall ensure that any defects to vehicles are recorded and corrected as soon as possible.
- f. the Operator will monitor drivers working hours to ensure they are safe to transport the public. Although there is no legal framework for taxi drivers hours, it is incumbent upon the Operator to ensure drivers do not work excessive hours and that they are fit to drive and thus will not put the public at risk.

8.10 Planning

Any premises maintained by the operator (e.g. vehicle depots, booking offices, call centres, etc.) may require planning permission for that usage, irrespective of how many vehicles are to be operated from that location.

It is advised that applicants seek advice from the planning authority prior to making an application for a licence or commencing the use of premises under a licence, as to whether any permission will be required.

Applicants must note that both planning and licensing requirements must be satisfied prior to the commencement of any operation.

8.11 Insurance

Operators are required to have the relevant insurance policies in place for:

- Vehicle;
- Public Liability;
- Employers Liability (where applicable)

8.12 Trading names

Operators will be asked to declare their (proposed) trading name(s) within their application. This is the name by which the business will typically be known by customers and the public, and which will appear on advertising placed by the Operator.

While trading names are a matter for an Operator to determine, the Licensing Authority will, as part of its licensing process, seek to prevent names which may offend or cause confusion from being used in connection with the provision of private hire services in the area.

In particular, applications will not be granted where the proposed trading name is the same or substantially similar, either phonetically or visually, as:

- An expletive, derogatory or offensive term
- A term associated with inequality
- A term with political implications

- A registered trademark (unless the applicant can demonstrate a right to use that mark)
- The trading name of an existing Private Hire Operator, either licensed in the Lichfield area, or trading in a neighbouring area
- The trading name used by Lichfield hackney carriage proprietor, where the proprietor has previously notified the Council of the use of that name and the name has been used regularly since
- A name which implies official recognition or endorsement by the Council or another regulatory body
- A term in any language other than English which when translated would fall within any of the preceding categories.

Legally, only Hackney Carriages may display the words 'taxi' or 'cab' on their vehicles. For this reason, trading names which include the words 'taxi', 'cab', 'hackney' or 'public hire', or which are phonetically or visually similar, will not be permitted by private hire operators.

If, however, the Operator also provides bookings to hackney carriages, a variation of the permitted trading name including one of these terms may be displayed on advertising specifically in respect of those vehicles, but not in respect of any matter relating to the wider business or to private hire vehicles.

Should concerns arise about the suitability of a trading name, in the first instance these concerns will be discussed with the applicant, who will be given an opportunity to respond or to amend his application.

This section of the policy will not be retrospectively applied to any operator's trading name which has been continuously in use since before the 1st October 2016 (and where an Operator licence has been continually maintained in respect of this), but will apply to any new operator (including new applications made following the lapse of a previous licence) or new trading name applied by an existing operator.

8.13 Door signs and advertising

Under the Council's standard conditions applying to vehicle licences, vehicles which are operated by an operator must display that operator's door signs in prescribed positions, at all times. The door signs must be of a design and colour scheme approved by the Council.

A sample or proof of the proposed door sign should accompany an initial application for an operator's licence, or if this is not possible, should be supplied to the Licensing Authority as soon as practicable following the confirmation of grant of the licence.

A door sign that has not been approved cannot be used on a vehicle. Proofs may be supplied either on paper or electronically.

Approval of a design will not be unreasonably withheld, so long as the signage includes the required wording, is of a suitable size, and relates to the operating company's services only, and not to any other product or service.

Please refer to paragraph 6 of Appendix G for further information.

8.14 Complaints / Records

Each Operator must keep a record of complaints made to them, their agents or employees in relation to any aspects of the business. The records must be maintained for 12 months and should be available at all times for inspection by a Police or Authorised Officer.

8.15 Exemptions

The Licensing Authority has considered requests from certain operators for their businesses or part thereof to be exempted from specified conditions relating to e.g. signage and plating requirements.

Exemptions are only granted in exceptional circumstances and for specialist businesses, for example, those providing novelty vehicles such as old fire engines and/or executive chauffeur businesses and stretch limousines. Whilst being licensed under the Private Hire legislation, the exemption is not to be used for normal Private Hire trade business.

In all cases, requests for exemption from one or more of the licence requirements must be made in writing, setting out the exemption sought and the justification as to why this exemption may be considered appropriate, in accordance with the criteria set out in the preceding paragraph. The request must be accompanied at the time of submission (not at a later stage) by suitable and sufficient evidence to support the request.

Where exemptions are granted, the Licensing Authority reserves the right to impose additional conditions or requirements, which may stipulate an alternative way of achieving the initial requirement, or a close alternative.

All exemptions granted will be subject to periodic review, and may be withdrawn at any time and without prior notice if the Licensing Authority can no longer be satisfied that the exemption is necessary, or if there is evidence to suggest it is no longer suitable. The Licensing Authority will not grant exemptions from the signage requirements for hackney carriages.

Further details on the application process can be found on the Council's website - www.lichfielddc.gov.uk

9. Fees & Charges

The Licensing Authority reserves the right to review its fees and charges at any time.

If varied, a notice of the variation will be published by the Council.

All relevant objections will be considered before a determination is made.

The current fees applicable are available on the Council's website (*add in link*), within the Application Packs, and upon request.

10. Communication & Information Security

Personal Information

In the course of their business, operators and/or drivers will be required to process and store various pieces of data, some of which will be personal data.

The processing and storage of this data will fall under the provisions of the Data Protection Act 2018 and General Data Protection Regulation 2016, which will require certain measures to ensure the security of that data, and to prevent unauthorised breaches of the security, or usage of the information for unauthorised purposes (e.g. sending marketing information without the consent of the subjects).

Licensees are required to establish whether they need to register with the Information Commissioner's office as a data controller. For further information on whether registration is required, please refer to the website of the Information Commissioner's Office, at www.ico.org.uk.

Radios

Where a Licensee maintains a radio network for use, the range and/or frequency used by the system may require a business radio licence¹ from Ofcom.

Operators will be asked to confirm whether they have satisfied this requirement on making an application. For further details please visit:

<http://licensing.ofcom.org.uk/radiocommunication-licences/business-radio>

CCTV / Audio & Visual Recording Equipment

Approval in writing must be obtained from the Licensing Authority before CCTV equipment is installed and used in the vehicle.

Each system must be registered with the offices of the Data Protection Registrar with proof of registration supplied to the Licensing Authority before the system can be used.

Any material recorded on the equipment shall be used only as evidence in court proceedings or to aid investigation of a crime or to confirm or rebut complaints made against the driver.

Material captured by the system shall be accessible only to the Police, authorised Council Officers or the CCTV Operator.

The system should be of evidential quality, indicate the time and date and be retained for a period of 31 days and be operated in accordance with the Data Protection Act 2018.

The CCTV Operator must ensure recommended signage and appropriate contact details are displayed in a prominent (though not obstructive) position where they can be easily read by persons both inside and outside of the vehicle. The CCTV Operator must ensure that the notices are maintained in a clean and legible condition.

By 1 April 2022 (unless introduced by Government before that date) all licensed vehicles must be fitted with CCTV (visual and audio) subject to strict data protection measures.

11. Compliance and Enforcement

11.1 Enforcement

The principal purpose of Hackney Carriage and Private Hire licensing is to protect and promote public safety. The Licensing Authority aims to provide the delivery of efficient, targeted and proportionate regulatory services and as such will monitor its licensees to ensure compliance.

The safety of passengers, pedestrians and other road users is paramount. Compliance assessments can be used to ensure that the driver and/or operator is a “fit and proper” person to hold a licence and/or the vehicle is safe and meets with the standards set by the Council.

Licence holders are expected to promote a professional image of the local Hackney Carriage and Private Hire trade putting the needs of the public first, and not bring into dispute either the reputation of the trade, or the reputation of the Council for having issued a licence to any individual(s).

The Council expects licence holders to comply immediately with the conditions and regulations pertaining to any licence. It is acknowledged however that certain requirements may place financial obligations on existing licence holders and accordingly the Council may be prepared to permit a transitional period during which the necessary changes must be made. This will be determined by Officers acting under delegated powers,

The Council will investigate and respond to complaints made by the public and referrals from other agencies & bodies. Officers will undertake proactive inspections and testing as either, day to day activity or as part of programmed operations.

The Council will use enforcement powers to take strong action where disability access refusals are reported and make it as easy as possible to report disability access refusals.

Officers will also carry out other relevant checks so as to be sure that any licence holder is compliant with all of the requirements of the licence (including accuracy of declarations, medical fitness assessments, etc.)

Any breach of the required standards, policies and conditions may result in suspension, revocation and/or any other action deemed appropriate by the Licensing Authority, including:

- the issue of advice
- a ‘penalty point or points’
- the issue of a warning (the level will depend on the type of non-compliance and any previous matters of non-compliance)
- suspension, revocation and/or prosecution.

Warnings and Penalty Points shall remain in force at the discretion of the Licensing Authority, and the Licensing Authority shall consider any previously issued warnings

when assessing any new complaints and / or enforcement actions relating to the same licence holder.

Where a licence holder has been issued with a warning, then further matters brought to the attention of the Licensing Authority will result in a further review of the licence.

The following warnings are available to the Licensing Authority, to use at its discretion, when considering and determining the appropriate response to the matter at hand:

- **28 Days Grace** (relating solely to the maintenance of a vehicle)
- **Advice** – can be issued verbally or in writing to a licence holder to assist with the rectification of a matter and to ensure such a matter or matters are not repeated
- **Warning** - A letter issued to a licence holder following the determination of a complaint or enforcement action, where the licence holder has failed to comply with the conditions of the licence / standards imposed by the Council and has caused the Council concern, and that such a matter does not warrant the issue of a higher level Warning or referral to the Service Director.
- **Penalty Points Scheme**

Driver Penalty Points Scheme

Hackney Cabs and Private Hire Vehicles are an important part of Lichfield's public transport system. Taxi drivers play an important role in the District's economy providing a safe and secure means of transport for local residents, workers and visitors to Lichfield District.

The aim of the Driver Penalty Points Scheme is to help maintain and improve service standards.

The Scheme seeks to provide a consistent approach to dealing with unacceptable conduct such as failures to abide by the Council's Code of Conduct, the licence conditions or minor offences where revocation, suspension, prosecution may be disproportionate.

Authorised officers of Lichfield District Council may record penalty points against a driver's record if they become aware of conduct that breaches this policy and the licence conditions and/or statutory provisions for the operation of Hackney Carriage and Private Hire driver/ vehicle licensing.

The authorisation to issue a warning and place points on a driver's licence record is given to Licensing Enforcement Officers, Licensing Officers, their managers and any other officers designated in the Scheme of Authorisation.

The points placed on record will be based on the published tariff. This tariff may be amended from time to time in order to maintain and improve service standards in changed circumstances.

A driver, who is discovered to have contravened any of the items listed in the tariff and licence conditions will be notified by an authorised officer of the contravention and the points that have/will be placed on record.

A driver who disputes that they have contravened requirements will be invited to submit a written submission/representation. The driver will be asked to do this within 14 days of the warning being received. Any representation, whenever received, will be placed on file.

The Senior Licensing Officer or an officer authorised by the Head of Regulatory Services/ will review the officer's report and any written submissions and may decide that the penalty points should be removed or a different number recorded. The driver will be informed of the outcome of this review. The officer reviewing the points allocation will not be the same officer who allocated the points.

There is no further review or appeal against the warning and the placing of penalty points on record.

If, in any period of 2 years, twelve points or more have accumulated on a driver's record then the Partnerships, Community Safety and Licensing Manager or an officer authorised by the Head of Regulatory Services will review the driver's conduct record. They will refer the driver to the Licensing Sub-Committee for his/her fitness to hold a licence with Lichfield District Council to be considered unless this would be significantly disproportionate given the nature and incidence of the contraventions and the driver has provided evidence of meeting LDC requirements.

The Licensing Sub-Committee will be provided with a report setting out the driver's record of conduct, the warnings issued and points awarded, any substantiating or corroborating evidence and any written submissions received.

Where there is CCTV footage of the incident/s being brought before the Licensing Sub-Committee, then the driver will have the opportunity to view the footage at the Council's offices before the hearing subject to such conditions as may be required to protect third parties rights under the Data Protection Act 2018.

The driver will have the opportunity to make written and verbal submissions to the Licensing Sub-Committee.

The Licensing Sub-Committee will review the driver's record and consider whether he/she is a fit and proper person to hold a licence and decide whether any action should be taken, for example suspension or revocation of the licence, imposition of additional conditions such as further training.

The driver has a right of appeal to the Magistrates Court against any decision of the Committee.

The Driver Penalty Points Scheme runs alongside the Council's system of enforcement for contraventions of statutes, rules, regulations and conditions. Enforcement

measures include written notices, written warnings, suspension notices, and/or prosecution.

All the offences listed below form part of the driver, operator and vehicle licensing conditions.

There will be no negative effect for driver's renewal applications in relation to the grant of a 1, 2 or 3 year licence until the accumulation of 12 points on the driver's record, where this will be reviewed by the Partnerships, Community Safety and Licensing Manager or an officer authorised by the Head of Regulatory Services to determine.

The Penalty Points Policy & Procedure is published on the Lichfield District Council website and updated as and when required. The Trade will be consulted on any significant changes.

The Driver and Operator's Penalty Points Scheme - Tariff

	Offence/Breach of Condition	Maximum Points Awarded by Authorised Officers	Driver	Vehicle Proprietor or Operator
1	Providing false or misleading information on licence application form / failing to provide relevant information or the relevant fee (including dishonoured cheques)	6	✓	✓
2	Failure to notify, in writing, the Authority of change of address within 7 calendar days.	3	✓	✓
3	Refusal to accept hiring without reasonable cause e.g. drunk or rude customer.	6	✓	
4	Unreasonable prolongation of journeys or any misconduct regarding the charging of fares.	6	✓	
5	Plying for hire by private hire vehicle drivers.	9	✓	✓
6	Using a mobile phone and/or electronic devices whilst driving as witnessed by an officer of the authority.	6	✓	
7	Using unlicensed vehicle for carrying passengers for hire or reward or a licensed vehicle without insurance.	12	✓	✓
8	Failure to produce relevant documents within timescale, when requested by a Licensing Officer/Police Officer.	4	✓	✓
9	Failure to maintain vehicle in a satisfactory condition – including interior or exterior.	4	✓	✓
10	Failure to provide proof of insurance cover when requested.	6	✓	
11	Failure to produce hackney carriage or private hire vehicle for testing when required.	6	✓	✓
12	Using a vehicle whilst subject to a suspension order issued by a Licensing Officer/Police Officer.	12	✓	✓
13	Using a vehicle for which the licence has been revoked.	12	✓	✓
14	Failure to report, in writing, within 72 hours, accident or damage to licensed vehicle, which would cause the vehicle to breach licence condition.	4	✓	✓
15	Carrying more passengers than stated on the vehicle licence.	12	✓	
16	Failure to display external/internal licence plate as required.	4	✓	✓
17	Failure to correctly display authorised side identity stickers as required.	4 per sticker	✓	✓
18	Incorrectly displayed advertisements	3 per advert		✓
19	Carrying an offensive weapon in the vehicle.	12	✓	
20	Failure to notify the sale of private hire or hackney carriage vehicle or change of ownership.	4		✓
21	Failure to apply for prior approval for advertising signage on the outside of the vehicle.	3	✓	✓
22	Failure to correctly display authorised no smoking stickers.	3 per missing sticker	✓	✓
23	Displaying unsuitable or inappropriately sited signs or advertisements in or on the vehicle.	3	✓	✓

	Offence/Breach of Condition	Maximum Points Awarded by Authorised Officers	Driver	Vehicle Proprietor or Operator
24	Failure to display authorised Hackney Carriage roof sign	4	✓	✓
25	Failure to use authorised roof light.	4	✓	
26	Failure to electronically connect authorised roof sign to taximeter	3	✓	✓
27	Displaying unauthorised written or other material on any window.	4	✓	✓
28	Failure to comply with a requirement, provide information or assistance to a Licensing Officer/Police Officer.	6	✓	✓
29	Using a non-approved or non-calibrated taximeter.	6	✓	✓
30	Obstruction of Licensing Officer/Police Officer wishing to examine a licensed vehicle.	12	✓	✓
31	Evidence of smoking in vehicle.	3	✓	✓
32	Failure to search the vehicle for lost property	3	✓	
33	Failure to declare lost property	6	✓	
34	Sounding horn when arriving at an address to pick up passengers	3	✓	
35	Playing a radio or other sound reproducing equipment which is a source of nuisance or annoyance to any person, whether inside or outside the vehicle.	3	✓	
36	Playing a radio or other sound reproducing equipment against the request of the hirer and/or passenger(s).	4	✓	
38	Evidence of food or drink left in vehicle whilst working.	3	✓	✓
39	Displaying any feature on a private hire vehicle that may suggest that it is a taxi.	6	✓	✓
40	Using a vehicle the appearance of which suggests that it is a taxi.	6	✓	✓
41	Failure to carry an assistance dog without requisite medical exemption.	12	✓	
42	Driver not holding a current DVLA Driving licence.	12	✓	✓
43	Failure to wear driver's personal badge, so it is visible to the public	4	✓	
44	Failure to correctly display dash badge	4	✓	
45	Failure to notify the Council, in writing, of a loss of identity badge or licence	4	✓	
46	Lending or giving of his or her badge or licence to another person	12	✓	
47	Failure to notify, in writing, a change in medical circumstances.	6	✓	
48	Unsatisfactory appearance of driver.	3	✓	
49	Failure to observe rank discipline (hackney carriage only).	4	✓	
50	Failure to maintain proper records of private hire vehicle.	3		✓
51	Failure to keep or produce records of private hire bookings or other documents required to be kept or produced.	6		✓
52	Misleading use of the words 'Taxi' or 'Cab' on advertising materials.	3		✓
53	Failure to issue complete receipt on request.	3	✓	

	Offence/Breach of Condition	Maximum Points Awarded by Authorised Officers	Driver	Vehicle Proprietor or Operator
54	Failure to return vehicle licence plate within 7 days after due notice following expiry, revocation or suspension of such licence.	4	✓	✓
55	Unsatisfactory behaviour or conduct of driver.	4	✓	
56	Failure to notify the Authority, in writing, of any motoring or criminal convictions within 7 days of said conviction or cautions during period of current licence.	6	✓	
57	Failure to behave in a civil and orderly manner.	4	✓	
58	Failure to take reasonable amount of luggage	3	✓	✓
59	Failure to give reasonable assistance to passengers entering or alighting from the vehicle or during the journey.	3	✓	
60	Failure to give assistance with loading/unloading luggage to or from any building, vehicle or place.	3	✓	
61	Failure to display table of fares.	4	✓	✓
62	Failure to carry legal spare wheel or authorised suitable alternative and tools.	4	✓	✓
63	Failure to attend punctually at appointed time and place without sufficient cause.	4	✓	✓
64	Using a licensed vehicle with bald tyre(s).	4 per tyre	✓	✓
65	Failure to display a current licence plate.	4	✓	✓
66	Waiting or stopping in any area where parking is prohibited unless requested by a paying customer present in the vehicle.	3	✓	
67	Drive where prohibited, unless directed by the hirer	3	✓	
68	Failure to comply with any other licensing condition not detailed in the table. ** see below	3	✓	✓

** Further conditions may be added as the policy is reviewed.

Ticks indicate potential recipients of penalty points for infringements.

Certain infringements may result in driver, proprietors or operators receiving penalty points. Points may be awarded to one or several persons depending upon the nature of the infringement, however each case must be determined on its own merits.

Certain matters are specific to hackney carriages, private hire drivers or private hire operators.

Where enforcement action is taken and penalty points given, the driver/operator will be advised in writing of the reason for the enforcement action, and provided with details of the relevant conditions / standards / regulations that the licence holder has failed to comply with.

Licence holders may appeal the issue of any of the above, by way of writing to the Head of Regulatory Services, Housing & Wellbeing, and providing evidence that supports any such appeal.

Hearings

Where a hearing is required to determine the suitability of an applicant or current licence holder either for the accumulation of warnings, or owing to a single matter that breaches the licence conditions, or Warnings, Offences, Cautions & Convictions Policy a report will be provided ahead of the Hearing to the applicant / licence holder detailing the reasons why the matter requires such a hearing.

The options available to the Sub-Committee include (but are not limited to):

- **Suspension of the licence**
- **Revocation of the licence**
- **Director Warning**
- **The imposition of additional conditions and / or requirements placed on the applicant / licence holder**
- **The grant / refusal of an application**
- **To take no further action**

The Licensing Authority has the power to suspend/revoke the licence with immediate effect if it is necessary in the interests of public safety.

If a licensee or applicant is dissatisfied with a decision of the Licensing Authority, an appeal may be lodged with the local Magistrates Court but this must be within 21 days being notified.

11.2 Suspension/Revocation of a licence

The Licensing Authority can suspend and/or revoke a licence in accordance with:

1. Section 60(1) Local Government (Miscellaneous Provisions) Act 1976 for vehicle licences;
2. Section 61(1) Local Government (Miscellaneous Provisions) Act 1976 for driver licences;
3. Section 62(1) Local Government (Miscellaneous Provisions) Act 1976 for operator licences.

Notification of any such decision will be provided in writing to those affected.

In situations where there are concerns of public safety, the Licensing Authority will consider whether an immediate suspension and/or revocation is necessary in the circumstances. Where a decision is made to suspend and/or revoke with immediate effect, the driver **cannot** work during any appeal process.

11.3 Refusal to renew a licence

If a decision is taken to refuse to renew a licence and the applicant is not satisfied with the decision then an appeal can be made to the Magistrates Court with 21 days of receiving notification.

11.4 Prosecution of licence holders

The Licensing Authority reserves the right to prosecute licence holders for relevant offences.

11.5 Appeals

Where a right to appeal exists, the appeal can be made to the local Magistrates Court but must be within 21 days of notification.

11.6 Service Requests and Complaints

Members of the public can submit any service requests, complaints and/or concerns about licensed drivers, vehicles and/or operators in writing, or by email to the Pollution Team at:

Lichfield District Council
Pollution Team
District Council House,
Lichfield,
Staffordshire,
WS13 6YU

Email: pollution@lichfielddc.gov.uk

Appendix A

Disclosure and Barring Service (DBS): Requirements and Declaration

Drivers will be provided with an application pack providing details of the DBS check process.

All applicants will be required to submit the evidence and complete the online disclosure check. On receipt of this the Licensing Authority will verify and approve the application.

The applicant will be required to sign up to the DBS Update Service as this will allow the Licensing Authority to undertake six monthly checks (or more frequent checks if deemed appropriate) at a significantly reduced cost to the applicant.

The applicant will be sent a printed DBS disclosure certificate which they will be required to provide to the Licensing Section.

A licence will not be issued without the Licensing Authority having received a copy of the DBS certificate.

Once a DBS certificate is received the applicant has period of 31 calendar days to subscribe to the DBS update service.

The Licensing Authority requires all drivers to undergo a DBS check at a minimum of every six months following the grant of the licence or upon renewal. Signing up to the DBS Update Service will enable the Licensing Authority to undertake this check on behalf of the applicant.

Declaration

When submitting an application for the grant or renewal of a Combined Hackney Carriage/Private Hire Drivers Licence, applicants are required to declare any convictions they may have.

For the purpose of these guidelines, simple and conditional cautions, reprimands, warnings, endorsable fixed penalties, and any other offences should be declared and shall be treated as convictions for the purposes of these applications.

For convictions or fixed penalties for offences concerning the driving or keeping of a motor vehicle, relevant details are required for the five year period preceding the date of the application.

For criminal offences, details are required in respect of ALL offences no matter how old.

Applicants should be aware that as a consequence of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002, applicants for a licence are excluded from the provisions of the Rehabilitation of Offenders Act 1974 in relation to spent convictions. The Licensing Authority will in all cases verify an applicant's identity and require a criminal record check (DBS) to be undertaken. Where the check reveals that the applicant has a record of convictions or cautions and warnings the Licensing Authority will consider:

- The nature and seriousness of offence

- When the offence was committed
- The age of the applicant when the offence was committed
- Any other factors which might be relevant

The Licensing Authority will seek intelligence and corroborate information provided within the applications forms from all 'approved sources' such as the Police, Statutory and non-Statutory Agencies, Social Services Alcohol and Drug Rehabilitation Units, Child Protection Agency, G.P's. etc.

All convictions will considered in line with the District Council's Policies and Guidelines for a Hackney Carriage & Private Hire (Combined) Driver Licence – see Appendix D.

The applicant is required to inform the Licensing Authority of any charges, warnings, cautions, convictions etc. during the period the licence is held. This must be as soon as practicably possible. Failure to do so within 7 days of having been charged, warned, cautioned, convicted, etc, could result in the licence being reviewed.

Any applicant refused a Hackney Carriage & Private Hire (Combined) Driver licence on the ground of previous criminal convictions will be informed in writing and given the opportunity to have that decision referred to an officer with the appropriate delegations and/or a Licensing Sub-Committee where appropriate for it to be re-considered.

If the applicant is refused a licence on the grounds that he/she is not a fit and proper person to hold such licence he/she will be informed in writing and advised of his/her right of appeal to a Magistrates' Court. Any appeal must be made within 21 days of being notified of the Council's decision.

Certificate of Good Conduct: Guidelines relating to Criminal Checks for Persons who have spent time outside of the United Kingdom

Where an applicant/driver has been absent from the UK, a Disclosure and Baring Service (DBS) check would not be sufficient evidence of his/her criminal record.

Applicants/drivers who have been resident in any other country or countries for six continuous months since the age of ten years old and have not been resident in the UK for at least 5 consecutive years preceding the date of the application will be required to provide a Certificate of Good Conduct from each country (unless previously seen by this Authority). For these purposes, a "Certificate of Good Conduct" means an extract from the judicial record or equivalent document issued by a competent judicial or administrative authority in the relevant country testifying to good conduct or to any criminal convictions recorded against the individual.

The Licensing Authority may wish to approach the relevant Embassy or appropriate body directly to verify the documents provided. The applicant/driver will be advised of any costs to be incurred and these costs must be met by the applicant/driver. Consent should not be unreasonably withheld.

Where necessary documents must be translated into English or another language by a translator approved by the Licensing Authority. The cost of obtaining an appropriate translation must be met by the applicant/driver.

Applicants/drivers who are unable to provide the necessary DBS check or Certificates of Good Conduct to the satisfaction of the Licensing Authority, may be unable to satisfy the licensing authority that they are a fit and proper person to hold a driver's licence and the application may be refused or any existing licence may be suspended/revoked.

Any person aggrieved by a decision of the Licensing Authority has the right of appeal to a Magistrates' Court. Such appeal must be made within 21 days of being notified of the Licensing Authority's decision.

Warnings, Offences, Cautions & Convictions Policy**1. Introduction**

- 1.1 This policy provides guidance to the Licensing Authority (and its Committee/ Sub-Committee and/or authorised officers) on considerations when determining whether an applicant or an existing licence holder is a fit and proper person to hold a Hackney Carriage & Private Hire (Combined) Driver Licence or Private Hire Operator Licence. Any decision made by the Licensing Authority/Committee(s) will be on the balance of probabilities and will not be required to meet the 'beyond all reasonable doubt' standard of proof.
- 1.2 It is the responsibility of the Licensing Authority, Lichfield District Council (referred to as the Council hereafter) to issue Hackney Carriage and Private Hire licences under the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847. In exercising this duty the Council will consider the safety of the public as its primary consideration.
- 1.3 Public Safety is paramount and prior to granting a licence, the Licensing Authority should ensure:
- That a person is a 'fit and proper' person in accordance with Sections 51 and 59 of the Local Government (Miscellaneous Provisions) Act 1976 (Part II);
 - That the person does not pose a threat to the safety of the public;
 - That the public are safeguarded from dishonest persons;
 - That the person does not pose a threat to the safety of children, young persons and vulnerable adults.
- 1.4 The term "fit and proper person" for the purposes of licensing is not legally defined. In assessing whether an individual is 'fit and proper' the Licensing Authority should, but is not limited to, consider the following, and take any other relevant information into account:
- Criminality – including convictions and cautions
 - Warnings, reprimands and fixed penalty notices
 - Human Rights
 - Driving History including period of holding a driver's licence, number of endorsed driving licence penalty points and any other relevant information;
 - Right to work
 - Testing – Medical fitness, driving ability and any other relevant testing;
 - The fitness and propriety of Private Hire Operators, ensuring the business is run in a safe and professional manner, having regard to management controls, compliance with the law and that drivers are properly monitored to ensure that they behave in an appropriate manner and comply with their duties and responsibilities, including the monitoring of drivers hours

- The conduct of the applicant in making the application (e.g. whether they have acted with openness and integrity during the application process).
- Licensing history of existing/former licence holders;
- Complaints made against them to a Licensing Authority

The Licensing Authority may (where appropriate) seek information from other agencies including, but not limited to, the Police, other Authorities including Children and Adult Safeguarding Boards and other statutory bodies.

1.5 This policy will be applicable to any person with an interest in taxi and private hire licensing. In particular, but not exclusively, to:

- Applicants for a Hackney Carriage & Private Hire (Combined) Driver licence
- Existing licensed drivers whose licences are being reviewed
- The holders of Private Hire Operator licences
- Licensing officers
- Members of the Licensing Committee / Sub-Committee
- Magistrates hearing appeals against local authority decisions

1.6 The Licensing Authority will ensure that each case is considered on its individual merits. The Policy may be departed from but this should be proportionate and justifiable in the circumstances. If an applicant has been convicted of a criminal offence(s), the Licensing Authority is not permitted to review the merits of the conviction [Nottingham City v Mohammed Farooq (1998)]

1.7 In this policy the word “conviction” includes convictions and cautions.

1.8 In this policy “date sentence has ended” is taken to be the date at which the whole of the period as sentenced by the court has elapsed (and not necessarily the length of time served by the applicant). For example, if a sentence is five years imprisonment but the applicant only served 3 years, the date that the sentence ends will be five years from the date of sentencing. If the sentence is amended by a court at a later date then this new sentence becomes relevant for the purposes of this policy. The term “since completion of sentence” is to be construed in a similar way to “date sentence has ended”.

1.8 In this policy the word “applicant” refers to new applicants and existing licence holders.

2 General Policy

- 2.1 Whilst the Licensing Authority may consider that a person with a conviction for a serious offence may not need to be automatically barred from obtaining a licence, the applicant would normally be required to:
- a. Remain free of conviction for an appropriate period as detailed below; and
 - b. Evidence that they are a fit and proper person to hold a licence (the onus is on the applicant to produce such evidence).
- 2.2 The Licensing Authority may depart from the guidelines provided in this policy where it is proportionate and justifiable in the circumstances. Simply remaining free of conviction may not generally be regarded as adequate evidence that a person is a fit and proper person to hold a licence.

2.3 Outstanding Charges or Summonses

If the Licensing Authority is notified of an outstanding charge or summons which could pose a risk to public safety the Licensing Authority may suspend, revoke or adjourn the application until proceedings have been concluded or information is provided which satisfies them that the risk no longer exists.

Each case will be determined on its own merits;

2.4 Non-conviction information

Should the Licensing Authority receive information which suggests an applicant / existing licence holder could pose risk to the public safety, consideration should be given to refusing/revoking the application.

- 2.5 In making a determination, public safety of the public must be a paramount consideration for the Licensing Authority.
- 2.6 Where an applicant has had a Hackney Carriage and / or Private Hire Driver licence revoked by another Licensing Authority, this Licensing Authority will not normally grant a licence until at least twelve months has elapsed since the revocation.

3. Powers & Requirements

- 3.1 Section 61 and Section 62 of the Local Government Miscellaneous Provisions Act 1976 allow a Licensing Authority to suspend, revoke or refuse to renew a licence if:
- 3.1.1 the applicant/licence holder has been convicted of an offence involving dishonesty, indecency, violence;
 - 3.1.2 failure to comply with the provisions of the Town Police Clauses Act 1847;
 - 3.1.3 failure to comply with the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976;
 - 3.1.4 or any other reasonable cause.
- 3.2 The Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 2002, permits a Licensing Authority to take into account all convictions recorded against an applicant or the holder of a Hackney Carriage & Private Hire (Dual) Driver Licence, whether spent or not. The Licensing Authority will consider all relevant convictions, particularly where there is a history of offending or a pattern of repeat offending. In accordance with this Act, all convictions, cautions, warnings and reprimands must be declared by the Applicant.
- 3.3 Under the provisions of Sections 51, 55 and 59, Local Government (Miscellaneous Provisions) Act 1976, the Licensing Authority is required to be satisfied that an applicant licence is a “fit and proper” person to hold such a licence. If, however, an applicant has any convictions, warnings, cautions or charges awaiting trial, the Licensing Authority will consider:
- 1. How relevant the offence(s) are to the licence being applied for
 - 2. How serious the offence(s) were
 - 3. When the offence(s) were committed
 - 4. The date of conviction
 - 5. Circumstances of the individual concerned
 - 6. Sentence imposed by the court and the Judges reasons (obiter dicta) for coming to that decision
 - 7. The applicant’s age at the time of conviction
 - 8. Whether they form part of a pattern of offending
 - 9. Any other character check considered reasonable (e.g. personal references)
 - 10. Any other factors that might be relevant, for example:
 - (a) The previous conduct of an existing or former licence holder,
 - (b) Whether the applicant has intentionally misled the council or lied as part of the application process,
 - (c) Information provided by other agencies / council departments.

- 3.4 Existing holders of a Hackney Carriage & Private Hire (Combined) Driver licence are required to notify the Licensing Authority in writing within seven days of receiving a driving licence endorsement, fixed penalty notice or criminal conviction (including cautions). Failure to do so will raise concerns as to the honesty of the licence holder and may be taken into account as part of any subsequent renewal applications or reviews.
- 3.5 Applicants can discuss further the implications of a caution/conviction may have on any application or existing licence with the Licensing Service.
- 3.6 The Licensing Authority requires an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for any applicant for a driver licence. Applicants applying for the grant or a renewal of a driver's licence will also be required to provide an enhanced DBS at their own expense on application and at any other time as determined by the Licensing Authority. Alternatively, a subscription to the update service is available.
- 3.7 The Licensing Authority will use all information available to it when determining applications or an entitlement to continue holding a licence. The Licensing Authority may (where appropriate) seek information from other agencies including, but not limited to, the Police, other Authorities including Children and Adult Safeguarding Boards and other statutory bodies.
- 3.8 It is an offence for any person knowingly or recklessly to make a false declaration or to omit any material particular in giving information required by the application for a licence. Section 57(3) Local Government (Miscellaneous Provisions) Act 1976 stipulates where an applicant has made a false statement or a false declaration on their application for the grant or renewal of a licence, the licence will normally be refused.
- 3.9 For renewal applications and current licence holders this policy will be applied retrospectively.
- 3.10 If an offence / information is not covered by this Policy it will not preclude the Licensing Authority from taking it into account.

4 Immediate Revocation / Suspension of a Hackney Carriage & Private Hire (Combined) Driver Licence

- 4.1 If the Licensing Authority makes a decision to revoke or suspend a Hackney Carriage & Private Hire (Combined) Driver licence, it will be required to consider whether that revocation/suspension should take immediate effect under Section 61(2B) of the Local Government (Miscellaneous Provisions) Act 1976.
- 4.2 The Licensing Authority can only suspend/revoke with immediate effect if it is in the interests of public safety to do so.
- 4.3 Before making determination, where it is practicable to do so, the Licensing Authority should provide the licence holder an opportunity to make representations. It may not be practicable to do so in circumstances where public safety is at risk.
- 4.4 The overriding consideration is the safety and protection of passengers and the general public.
- 4.5 Matters such as employment status and personal circumstances should not be taken into account when determining whether an applicant is fit and proper to hold a licence and would not in any event outweigh the public safety factor.
- 4.6 Where the Licensing Authority has decided that a licence holder is no longer “fit and proper” to hold a licence, for public safety reasons, the presumption will be that the revocation of the licence shall have immediate effect.
- 4.7 If it appears that the interests of public safety require the suspension or revocation of the licence to have immediate effect, the Council will give notice to the driver, which includes a statement to that effect and an explanation why, the suspension or revocation takes effect when the notice is given to the driver.

4.8 Appeals

A right of appeal exists where a decision has been made to refuse, revoke or suspend a licence because the fit and proper test has not been satisfied.

All appeals should be lodged at the Magistrate’s Court within 21 days of the notice of refusal/decision being received. [Local Government (Miscellaneous Provisions) Act 1976, s77(1)].

Where a decision is made to suspend and/or revoke with immediate effect, the driver cannot carry on its business during any appeal process. [Local Government (Miscellaneous Provisions) Act 1976, s77(3)]

5. Offence considerations

This section deals with offences and applies to **new, renewal and review** applications for Drivers and Operators Licences.

5.1 Serious offences involving violence

Licensed drivers have close regular contact with the public. A serious view will be taken with those who have convictions or cautions for offences involving violence. An application will normally be refused if the applicant has a conviction for an offence that involved the loss of life.

5.2 Unless there are exceptional circumstances a licence will **not normally** be granted where the applicant has a conviction or caution for an offence such as:

1. Murder
2. Manslaughter
3. Manslaughter or culpable homicide while driving
4. Terrorism offences
5. Kidnapping or abduction
6. Or any similar offences (including attempted or conspiracy to commit) offences which replace the above

5.3 A licence will not normally be granted where the applicant has a conviction or caution for an offence or similar offence(s) to those below and at least **10 years** have passed since the completion of any sentence and /or licence period:

1. Arson
2. Malicious wounding or grievous bodily harm which is racially aggravated
3. Actual bodily harm which is racially aggravated
4. Grievous bodily harm with intent
5. Robbery
6. Possession of firearm
7. Riot
8. Assault Police
9. Common assault with racially aggravated
10. Violent disorder
11. Threats to kill
12. Resisting arrest
13. Hate crime against a person
14. Or any similar offences (including attempted or conspiracy to commit) offences which replace the above.

5.4 A licence will not normally be granted where the applicant has a conviction or caution for an offence or similar offence(s) which replace the offences below and at least **5 years** have passed since the completion of any sentence and/or licence period:

1. Racially-aggravated criminal damage
2. Racially-aggravated offence
3. Hate crime against property
4. Or any similar offences (including attempted or conspiracy to commit) offences which replace the above.

5.5 A licence will not normally be granted where the applicant has a conviction or caution for an offence or similar offence(s) which replace the offences below and at least **3 years** have passed since the completion of any sentence and/or licence period:

1. Common assault/Battery
2. Assault occasioning actual bodily harm
3. Affray
4. S5 Public Order Act 1986 offence (harassment, alarm or distress)
5. S.4 Public Order Act 1986 offence (fear of provocation of violence)
6. S4A Public Order Act 1986 offence (intentional harassment, alarm or distress)
7. Obstruction
8. Criminal damage
9. Harassment
10. Offences involving anti-social behaviour
11. Or any similar offences (including attempted or conspiracy to commit) offences which replace the above

5.6 A licence will not normally be granted if an applicant has more than one conviction or caution in the last **10 years** for an offence of a violent nature.

5.7 In the event of a licence being granted, despite convictions or cautions against the Applicant, a strict warning both verbally and in writing should be issued. If a warning is issued, this will remain in place for a period commensurate with the time periods in the relevant sections above.

5.8 Possession of a weapon

If an applicant has been convicted or cautioned of possession of a weapon or any other weapon related offence, depending on the circumstances of the offence, at least **7 years** must have passed since the completion of the sentence, before a licence is granted.

5.9 Sexual and indecency offences

5.10 As licensed drivers often carry unaccompanied and vulnerable passengers, applicants with convictions or cautions for sexual offences must be closely scrutinised. All sexual offences should be considered as serious. Applicants with convictions or cautions for sexual offences will **normally be refused a licence upon application, renewal or review**. Such offences include:

1. Rape
2. Assault by penetration
3. Offences involving children or vulnerable adults
4. Grooming, Trafficking or other Sexual Exploitation related offences (adults and/or children)
5. Making or distributing obscene material
6. Possession of indecent photographs depicting child pornography.
7. Sexual assault
8. Indecent assault
9. Exploitation of prostitution
10. Any similar offences (including attempted or conspiracy to commit) offences which replace the above.

5.11 In relation to indecency offences, an applicant should be free of conviction or caution for at least **5 years** (or at least **5 years** must have passed since the completion of the sentence, whichever is longer), if he / she has a conviction or caution for an offence such as:

1. Making indecent telephone calls
2. Importuning
3. Indecent exposure
4. Soliciting (kerb crawling)
5. Any similar offences (including attempted or conspiracy to commit) offences which replace the above.

5.12 A licence will **not normally be granted** if an applicant has more than one conviction or caution for an indecency offence.

5.13 In addition to the above the licensing authority will **not normally grant a licence** to any applicant who is currently on the Sex Offenders Register or any other similar register.

5.14 Dishonesty

A licensed driver is expected to be trustworthy. In the course of their working duties drivers will deal with cash transactions and valuable property may be left in their vehicles. Drivers may well deal with customers who are vulnerable or intoxicated and

potentially easily confused. For these reasons, a serious view is taken of any conviction involving dishonesty.

5.15 In general, a minimum period of **7 years** free of conviction or caution or at least **7 years** have passed since the completion of sentence (whichever is longer) should be required before granting a licence. Offences involving dishonesty include:

1. theft
2. burglary
3. fraud
4. benefit fraud
5. handling or receiving stolen goods
6. forgery
7. conspiracy to defraud
8. obtaining money or property by deception
9. other deception
10. taking a vehicle without consent
11. or any similar offences (including attempted or conspiracy to commit) offences which replace the above

5.16 Applicants or existing licence holders that are found to have intentionally misled the council, or lied as part of the application process, will not normally be issued with a licence.

5.17 Alcohol and Drugs

An isolated conviction for drunkenness need not debar an applicant from gaining a licence. In some cases, a warning may be appropriate. However, a number of convictions for drunkenness, including drunk and disorderly or drunk and incapable, could indicate a medical problem necessitating critical examination and refusal of licence.

5.18 In addition, the applicant will normally be required to show a period of **10 years** has elapsed after completion of detoxification treatment if (s)he was an alcoholic.

5.19 A serious view is taken of any drug related offence. The nature and quantity of the drugs, whether for personal use or supply are issues which should be considered.

5.20 A licence will not normally be granted where the applicant has more than one conviction or caution for offences related to the supply of drugs and has not been free of conviction for **10 years**.

5.21 A licence will not normally be granted where the applicant has more than one conviction or caution for offences related to the possession of drugs and has not been free of conviction for **5 years**.

5.22 An application from an applicant who has an isolated conviction for an offence related to the possession of drugs within the last **3-5 years** may be granted a licence, but consideration should be given to the nature and quantity of the drugs.

5.23 If there is evidence of persistent drug use, misuse or dependency, a specialist examination (in accordance with the DVLA group two medical standards) may be required before the licence is granted. If the applicant was an addict then they would normally be required to show evidence of **5 years** free from drug taking after detoxification treatment.

5.24 Driving offences involving the loss of life

A very serious view is to be taken of any applicant who has been convicted of a driving offence that resulted in the loss of life. A licence will not normally be granted if the applicant has a conviction for:

1. Causing death by dangerous driving
2. Causing death by careless driving whilst under the influence of drink or drugs
3. Causing death by driving: unlicensed, disqualified or uninsured drivers
4. Or any similar offences (including attempted or conspiracy to commit) offences which replace the above.

5.25 Before a licence is granted, an applicant should be free of conviction for **10 years** (or at least **10 years** must have passed since the completion of the sentence, whichever is longer) if the applicant has a conviction for:

1. Causing death by careless driving
2. Causing death by driving: unlicensed, disqualified or uninsured drivers.

5.26 Driving offences involving alcohol and/or drugs

A serious view will be taken of convictions of driving, or attempting to drive, or being in charge of a vehicle while under the influence of drink or drugs. Where a disqualification has occurred as a result of a drug or drink-driving offence, at least **7 years** free of conviction should elapse after the restoration of the DVLA licence before an applicant is granted a licence.

5.27 More than one conviction for this type of offence or one such offence within the last **7 years** is likely to merit refusal.

In addition, applicants will normally be required to show a period of at least **7 years** has elapsed after completion of detoxification treatment if (s)he was an alcoholic or drug addict.

5.28 Schedule One sets out the traffic offences related to in this section.

5.29 Major Traffic Offences

Subject to the above paragraphs, an isolated conviction or caution for a major traffic offence, without disqualification, such as dangerous driving or driving without due care and attention will require careful consideration of the facts and will at the very least merit a warning as to future driving and advice on the standard expected of

hackney carriage and private hire drivers. However, where the conviction is within **6 months** prior to the date of the application the application will normally be refused.

- 5.30 In cases of disqualification at least **3 years** free from conviction after the restoration of the DVLA licence should normally elapse before an applicant is granted a licence.
- 5.31 Where an applicant has been convicted of a major traffic offence which has not resulted in disqualification, careful consideration should be given to the circumstances surrounding the offence. An application for a licence will normally be refused where the offence occurred less than **2 years** prior to the application. Where an applicant has a conviction for using a hand-held mobile telephone or hand-held device whilst driving, a licence should not be granted until at least **5 years** have elapsed since the completion of any sentence or driving ban imposed, whichever is the later.
- 5.32 Where an existing licence holder is disqualified from driving as a result of a conviction for a major traffic offence, the licence will normally be revoked.
- 5.33 Where an existing licence holder is convicted of a major traffic offence, but the licence-holder is not disqualified from driving, the licence should normally be revoked or not renewed and any subsequent application for a new licence will be determined in accordance with the guidance above.
- 5.34 A list of offences to which this section applies is attached as Schedule Two

5.35 Minor Traffic Offences

Isolated convictions for minor traffic offences should not prevent a person from proceeding with an application. However, the number, type and frequency of this type of offence will be taken into account. If there are several minor traffic offences the applicant will normally be expected to show a period free of conviction of at least 6 months.

- 5.36 An application with **a points total above 7** on their DVLA driving licence will merit further consideration. Where an applicant has **7 or more** points on their DVLA licence for minor traffic or similar offences, a licence will not normally be granted until at least **5 years** have elapsed since the completion of any sentence imposed. A licence will normally be refused where the applicant has **12 or more penalty points** on his DVLA licence for minor traffic offences but has not been disqualified from driving.
- 5.37 Where an offence has resulted in the applicant being disqualified from driving for a period of time this will normally be taken as reflecting seriously on the applicant's driving standard.
- 5.38 Generally, a period of **12 months** free from conviction must have elapsed from the restoration of the DVLA licence.
- 5.22 Where an existing licence holder is disqualified from driving the licence will normally be revoked under delegated powers.
- 5.23 A list of offences to which this section applies is attached as Schedule Three.

5.41 Totting Up Disqualifications

- 5.42 Where a number of traffic offences has resulted in a driver receiving **12 penalty** points or more on his/her licence the driver will be disqualified from driving unless the Court is satisfied that exceptional hardship would be suffered by an individual if disqualified. This is known as a “totting-up” disqualification. Where an applicant has a totting-up disqualification an application will usually be refused until a period of between **12 months and 2 years** has lapsed from the restoration of the DVLA licence depending on the seriousness of the offences which led to the totting up.
- 5.43 Where an existing licence holder is disqualified from driving as a result of a totting up, the licence will normally be revoked.

5.44 Hybrid traffic offences

Offences of the type listed in Schedule three will be treated as **major** traffic offences if the court awarded **4** or more penalty points for the offence and as **minor** traffic offences if the court awarded **3** or less penalty points for the offence.

- 5.45 Any applicant who has committed an offence of plying for hire within 6 months of their application will normally be refused a licence. Any existing licence holder found to have committed this offence will be judged on the circumstances of the case, and at the least suspension of the licence should be considered. Where a driver is convicted on more than one occasion the licence may be revoked or not granted. Consideration will be taken if the offence of plying for hire was accompanied by the fact that at the time there was no insurance cover in place for the vehicle in line with 5.46 below. It will be up to the applicant to prove that there was valid insurance in place at the time of the offence.

5.46 Insurance Offences

A serious view will be taken of convictions of driving a vehicle without insurance. An isolated incident in the past will not necessarily stop a licence being granted provided he/she has been free of conviction for **3 years**.

However, a strict warning should be given as to future behaviour. More than one of these offences would normally prevent a licence being granted or renewed. Isolated incidents associated with a licensing offence will not necessarily prevent a licence being granted or renewed. Each case will be considered on its merits.

- 3.47 At least **3 years** should elapse (after restoration of the DVLA driving licence), before a licence would normally be granted for a Hackney Carriage & Private Hire (Combined) Driver licence.

An operator found guilty of aiding and abetting the driving passengers for hire and reward whilst without insurance will have his operator's licence revoked immediately and prevented from holding a licence for **3 years**.

5.48 Plying for Hire.

Only licensed hackney carriages are permitted to ply for hire. It is illegal for a private hire vehicle to ply for hire, therefore, wherever practicable, PH vehicles/ drivers should return to their base after they have completed a booked journey.

1. Private hire vehicles **must not** carry passengers if the journey has not been pre-booked with a private hire operator by the passenger.
2. All private hire vehicle journeys **must** be pre-booked through a licensed PH Operator.
3. All bookings **must** be made by prospective passengers themselves directly with a PH Operator who will despatch the vehicle. Prospective passengers may instruct a third party e.g. a restaurant manager, to make a booking on their behalf but this third party **must not** be the private hire vehicle driver.
4. A PH driver is **not** permitted to make a booking on behalf of a prospective passenger e.g. via their radio or mobile telephone.
5. PH Operators / staff **must not** accept any booking made by a PH driver on behalf of a passenger.
6. PH drivers are **not** permitted to make their vehicles available for immediate hire. This means that PH vehicle drivers **must not** physically position their vehicles in such a way as to be waiting in any area that is on view to the public to invite custom e.g. allowing prospective customers to approach the vehicle and ask “are you free?”.
7. In most cases, a Private Hire Vehicle will **not** be insured during a journey that has not been correctly pre-booked.
8. PH vehicles **must not** wait at any taxi rank / stand.
9. PH vehicles **must not** be hailed in the street.

Schedule One - MAJOR TRAFFIC OFFENCES

AC10 Failing to stop after an accident

AC20 Failing to give particulars or to report an accident within 24 hours

AC30 Undefined accident offences

BA10 Driving while disqualified by order of court

BA30 Attempting to drive while disqualified by order of court

BA40 Causing death by driving while disqualified

BA60 Causing serious injury by driving while disqualified

CD10 Driving without due care and attention

CD20 Driving without reasonable consideration for other road users

CD30 Driving without due care and attention or without reasonable consideration for other road users

CD40 Causing death through careless driving when unfit through drink *

CD50 Causing death by careless driving when unfit through drugs *

CD60 Causing death by careless driving with alcohol level above the limit *

CD70 Causing death by careless driving then failing to supply a specimen for analysis*

CD80 Causing death by careless or inconsiderate driving *

CD90 Causing Death by driving: unlicensed, disqualified or uninsured drivers *

DD40 Dangerous driving

DD60 Manslaughter or culpable homicide while driving a vehicle *

DD80 Causing death by dangerous driving *

DD90 Furious driving

DG60 Causing death by careless driving with drug level above the limit*

The above offences marked * are dealt with in the section entitled driving offences involving the loss life

DR10 Driving or attempting to drive with alcohol level above limit +

DR20 Driving or attempting to drive while unfit through drink +

DR31 Driving or attempting to drive then refusing to give permission for analysis of a blood sample that was taken without consent due to incapacity

DR40 In charge of a vehicle while alcohol level above limit +

DR50 In charge of a vehicle while unfit through drink +

DR60 Failure to provide a specimen for analysis in circumstances other than driving or attempting to drive

DR61 Failure to provide a specimen for analysis in circumstances other than driving or attempting to drive +

DR70 Failing to provide specimen for breath test +

DR80 Driving or attempting to drive when unfit through drugs +

DR90 In charge of a vehicle when unfit through drugs +

DG10 Driving or attempting to drive with drug level above the specified limit

DG40 In charge of a vehicle while drug level above the specified limit

The above offences marked + are dealt with in the section entitled alcohol and drugs

IN10 Using a vehicle uninsured against third party risks

- LC20 Driving otherwise than in accordance with a licence
- LC30 Driving after making a false declaration about fitness when applying for a licence
- LC40 Driving a vehicle having failed to notify a disability
- LC50 Driving after a licence has been revoked or refused on medical grounds

- MS50 Motor racing on the highway

- UT50 Aggravated taking of a vehicle

- TT99 Signifies a disqualification under the totting up procedure 12 or more points within three years

Schedule Two - MINOR TRAFFIC OFFENCES

- CU10 Using vehicle with defective brakes
- CU20 Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition
- CU30 Using a vehicle with defective tyre(s)
- CU40 Using a vehicle with defective steering
- CU50 Causing or likely to cause danger by reason of load or passengers
- CU80 Using a mobile phone while driving a vehicle

- MS10 Leaving a vehicle in a dangerous position
- MS20 Unlawful pillion riding
- MS30 Play street Offences
- MS40 Driving with uncorrected defective eyesight or refusing to submit to a test
- MS60 Offences not covered by other codes
- MS70 Driving with uncorrected defective eyesight
- MS80 Refusing to submit to an eyesight test
- MS90 Failure to give information as to the identity of driver etc.

- MW10 Contravention of Special Road Regulations (excluding speed limits)

- PC10 Undefined contravention of Pedestrian Crossing Regulations
- PC20 Contravention of Pedestrian Crossing Regulations with moving vehicle
- PC30 Contravention of Pedestrian Crossing Regulations with stationary vehicle

- SPI0 Exceeding goods vehicle speed limit
- SP20 Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)
- SP30 Exceeding statutory speed limit on a public road
- SP40 Exceeding passenger vehicle speed limit
- SP50 Exceeding speed limit on a motorway
- SP60 Undefined speed limit offence

- TS10 Failing to comply with traffic light signals
- TS20 Failing to comply with double white lines
- TS30 Failing to comply with a "Stop" sign
- TS40 Failing to comply with direction of a constable/ warden
- TS50 Failing to comply with traffic sign (excluding "Stop" sign, traffic lights or double white lines)
- TS60 Failing to comply with school crossing patrol sign
- TS70 Undefined failure to comply with a traffic direction sign

Schedule Three - HYBRID TRAFFIC OFFENCES

- CU10 Using vehicle with defective brakes
- CU20 Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition
- CU30 Using a vehicle with defective tyre(s)
- CU40 Using a vehicle with defective steering
- CU50 Causing or likely to cause danger by reason of load or passengers

- SP10 Exceeding goods vehicle speed limit
- SP20 Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)
- SP30 Exceeding statutory speed limit on a public road
- SP40 Exceeding passenger vehicle speed limit
- SP50 Exceeding speed limit on a motorway
- SP60 Undefined speed limit offence

Other non-endorsable motoring offences i.e. no MOT

NOTE:

All offences in Schedules One to Three may also include the following codes:

Aiding, abetting, counselling or procuring

Offences as coded above, but with 0 changed to 2 (e.g. CU10 becomes CU12)

Causing or permitting

Offences as coded above, but with 0 changed to 4 (e.g. becomes CU14)

Inciting

Offences as coded above, but with 0 changed to 6 (e.g. CU10 becomes CU16)

Hackney Carriage & Private Hire (Dual) Driver Licence: Conditions attached to Licence

Hackney Carriage & Private Hire (Combined) Driver Licences are issued subject to the following conditions. Drivers are advised to study these conditions carefully, and are warned that the licence may be revoked for non-compliance.

All the offences listed in the Penalty Points Scheme are included as relevant conditions.

1. The Driver must behave in a professional and courteous manner at all times when carrying out his or her duties, and not act in a manner to a passenger, member of the public or other licence holder that may:
 - Cause any person to take offence at their actions
 - Cause any person to believe their actions are inappropriate (this may include the use of social media, whether in the context of work or otherwise)
 - Cause any person to fear for their physical safety
 - Cause any person to doubt their integrity; and
 - Bring in to disrepute the integrity of the Council for having issued a licence to such person.
2. The Driver must be clean and presentable in appearance, and if one is supplied wear the uniform provided by the employer.
3. The Driver must wear the driver badge issued by the Council in a position that is clearly visible to passengers, and if requested produce it on demand to the passenger or Authorised Officer.
4. The Driver must display their dashboard licence on the vehicle dashboard. It shall be in a safe position as to be plainly and distinctly visible to the hirer(s), but not so it affects the driver's view of the road.
5. The Driver must not at any time lend or give his/her badge or licence to any other person, except for the copy of the licence that is required by these conditions to be given to the Private Hire Operator.
6. The Driver must report the loss of the licence and/or badge(s) to the Council as soon as such loss becomes known, and arrange an appointment with the Licensing Officer for the issue of any replacement and make payment for any appropriate fee.
7. The Driver must, before commencing to drive the vehicle, deposit a copy of his Hackney Carriage & Private Hire (Combined) Driver licence with his/her Private Hire Operator for retention by the Operator until such time as he/she ceases to be permitted or employed to drive the vehicle or any other vehicle used by the same Operator.

8. The Driver must not drive a licensed vehicle without the licence plate being securely attached to the backing plate supplied by the Council and positioned either directly above or below the rear vehicle registration number plate (except for those Private Hire Vehicles that have been granted an Exemption Notice) or as determined by an authorised officer.
17. The Driver must ensure that before the vehicle is used, that copies of the Certificate of Insurance, Log Book and vehicle licence are available within the vehicle, so as to be available to an Authorised Officer upon request.
18. The Driver must not carry any other person in the vehicle without the permission of the hirer.
19. The Driver must if asked by the passenger, indicate the route they are going to take, subject to any directions given by the hirer.
20. The Driver must deliver the passenger to their chosen destination as agreed when the booking was made, unless he or she has exceptional cause, or is otherwise directed by the hirer.
21. The Driver must:
 - Take a reasonable amount of luggage including wheelchairs and children's pushchairs (the pushchair shall be folded and secured in the luggage area of the vehicle);
 - Give reasonable assistance in loading and unloading luggage;
 - Give reasonable assistance in removing luggage to or from the entrance of any building, station or place at which he or she takes up or sets down passengers.
 - Offer reasonable assistance to elderly, vulnerable or disabled persons with entering or alighting from the vehicle, and any other reasonable assistance during the course of the journey.
27. The Driver must offer and provide any necessary assistance to wheelchair users when entering or alighting from the vehicle, and any other reasonable assistance during the course of the journey. If the Licensing Authority is satisfied that it is appropriate on medical grounds to exempt the person from the above requirement it shall issue a certificate of exemption.
28. The Driver of a vehicle which has been hired, by or on behalf of a blind or partially sighted person, or a disabled person, who is accompanied by his / her assistance dog, or by a person who wishes a blind or partially sighted person, or a disabled person to accompany him / her in the vehicle must, carry the passenger and his/her dog. They should ask the passenger where they want themselves and their dog to sit in the vehicle and allow it to remain with the passenger if requested and not make any additional charge. If the Licensing Authority is satisfied that it is appropriate on medical grounds to exempt the person from the above requirement it shall issue a certificate of exemption.
29. The Driver must, if the hirer of a vehicle is accompanied by any animal(s) make sure that it is securely contained to the satisfaction of the driver, if he or she agrees to

carry the passenger and his/her animal(s). The driver is not compelled to convey any other type of animal than an assistance dog.

30. The Driver must, if asked to transport an unaccompanied child and/or if a passenger requests that the Driver wait until they are safely inside the building, agree to such requests.
31. The Driver of a Private Hire vehicle must provide information to passengers including driver photo ID and the vehicle licence number, in advance of a journey. This enables all passengers to share information with others in advance of their journey. For passengers who cannot receive the relevant information via digital means this information should be available through other means before passengers get into the vehicle.
32. The Driver must provide a written receipt to the hirer if requested to do so. The receipt will detail the date and time the journey started, the starting and finishing address, the cost or fare charged, the driver's full name and Lichfield District Council issued driver/badge Number.
33. The Driver must immediately after the termination of any hiring of the vehicle or as soon after as practicable carefully search the vehicle for any property which may have been accidentally left there.
34. The Driver must have regard to:- https://www.staffordshire.police.uk/lost_and_found with regard to lost property. The Driver must ensure lost property found within or originating from the vehicle with a value over £10 is reported to the Lichfield District Council Licensing Team and if it was a pre-booked journey, the Operator.
35. The Driver must not sound the vehicle horn when arriving at an address to pick up passengers.
36. The Driver must not play any radio or other sound reproducing equipment in the vehicle, except for the purpose of sending or receiving messages in connection with the operation of the vehicle, without the express consent of the hirer.
37. The Driver must not eat in the vehicle whilst a passenger or passengers are on-board.
38. The Driver must not at any time use electronic cigarettes and/or vaping equipment) or permit any passenger to use electronic cigarettes/ vaping equipment) in any licensed Hackney Carriage or Private Hire vehicle.
39. The Driver must notify the Licensing Officer in writing, within 7 days, of any change in his or her details that have occurred since the most recent application made to the Licensing Officer (i.e. home address, telephone number, etc), and pay the appropriate fee for his/her record to be amended accordingly.
40. The Driver must notify the Council in writing as soon as possible and in any event within 14 days of any illness or injury affecting his fitness to act as a driver, and if requested by an Authorised Officer must agree to a Medical Examination being carried out to ensure such illness / injury would not give rise to concerns for public safety at the Council's third party approved provider.

41. The Driver must notify the Council in advance, in writing, if he or she is to be away from the address shown on the licence (and recorded as the home address on the records of the Licensing Authority) for a period of more than 7 days.
42. The Driver must declare all relevant motoring endorsements, and all offences, cautions and convictions on any application to renew the licence. No caution or conviction should be omitted from any application.
43. The Driver must within 14 days of received a Fixed Penalty Notice, of being bailed, arrested, cautioned, reprimanded, or are involved in an investigation, charged with or convicted of any criminal offence and interviewed under caution at a police station for any offence which you are suspected of having committed give full details of it to the Council in writing.
44. The Driver must not willfully obstruct any Authorised Officer, or fail to comply with any requirement made by such a person without reasonable cause, or fail to give any such person any other assistance or information such person may reasonably require in the performance of his or her duties.
45. The Driver must not whilst driving or in charge of a Private Hire Vehicle offer the vehicle for immediate hire whilst the driver is on a road or other public place except where such an offer is first communicated from the Private Hire Operator to the driver by telephone, radio, or other such apparatus fitted to the vehicle.
46. The Driver must not whilst driving or in charge of a Private Hire Vehicle park in a "prominent position" (i.e. where people are likely to congregate, locations with a high level of footfall, within sight of a taxi rank), and be in attendance of the vehicle without a booking having been made for him or her to be at such a location, that may encourage any person to approach the vehicle in the belief that the driver and the vehicle are available for immediate public hire.
47. The Driver must not whilst driving or in charge of a Private Hire Vehicle, contact the Private Hire Operator to request a booking be made on behalf of any person.
48. The Driver of a vehicle equipped with a taximeter must ensure that the table of fares) is displayed in a clearly visible position in the vehicle, provide an explanation of the table of fares if so requested by the passenger, and make available upon request to any Authorised Officer.
49. The Driver must when driving a Hackney Carriage vehicle equipped with a taxi-meter ensure that during any hiring the face of the taxi-meter is at all times plainly visible to the passengers.
50. The Driver must when driving a Hackney Carriage vehicle equipped with a taxi-meter set the meter into operation when the hirer starts her or his journey
51. The Driver must if the vehicle is involved in an accident, inform the vehicle proprietor as soon as practicably possible, in order that the vehicle proprietor and/or vehicle driver may contact the Licensing Officer within 72 hours of the incident occurring.
52. The Driver must if the vehicle is involved in an accident, complete an accident report

form providing his or her name and address and any other reasonable details, the vehicle proprietors name and address, details of the vehicle insurance, and the licence number and registration number of any vehicle affected.

53. The Driver must when driving a Hackney Carriage to a taxi rank and finding that the taxi rank is occupied by the full number of Carriages, proceed to another stand, and not park on or near a taxi rank that is full.
54. The Driver must when driving a Hackney Carriage on arriving at a rank that is not fully occupied station the vehicle immediately behind the last Hackney Carriage so as to face in the same direction. When the Hackney Carriage immediately in front of the vehicle moves forward, the Driver shall also move forward to allow more Hackney Carriages to join the rank.
55. The Driver must when driving a Hackney Carriage not cause an obstruction when parked on a taxi rank and when the vehicle is the first vehicle on the rank be in constant attendance and be ready to be hired at once by any person.
56. The Driver must when driving a Hackney Carriage not park on a rank in the Lichfield District for any purpose other than for standing for hire.
57. The Driver must carry a copy of these conditions within the vehicle and make them available for inspection by the hirer or any passenger, or Authorised Officer upon request, and be familiar with the conditions of the Hackney Carriage & Private Hire (Combined) Driver licence, and of the Enforcement Procedures as detailed in the Councils Policy on the Relevance of Warnings, Offences, Cautions and Convictions.
58. The Driver will complete Safeguarding and disability awareness training and a refresher every three years.

Appendix E

Hackney Carriages & Private Hire Vehicles: Conditions of Licence

Hackney Carriage and Private Hire Vehicle licences are issued subject to the following conditions. You are advised to study these carefully and you are warned that for non-compliance with any **one** condition, the licence may be revoked or suspended.

1. The vehicle licence must be valid for a period of one year and must be renewable on the anniversary of the original licence until the vehicle is either replaced or reaches the upper age limit.
2. a) The Proprietor of a licensed vehicle must not cause or allow the vehicle to be used unless:
 - The Driver of the vehicle holds a Hackney Carriage & Private Hire (Combined) Driver Licence issued by Lichfield District Council, and is insured by the proprietor, to drive the vehicle.
 - The number of the vehicle licence is fixed and displayed on the vehicle at all times during which the vehicle is licensed, by means of the Licence Plate and bracket issued by the Council to the Proprietor.
 - The Licence Plate is fixed and displayed outside on the rear of the vehicle with the particulars thereon facing outwards, in such a position that the vehicle's registration mark is not obscured.
 - The Licence Plate is clearly visible in daylight from the road at the rear of the vehicle.
- b) The Licence Plate referred to in these Conditions will remain the property of the Council and must be returned forthwith to the Licensing Team, at the District Council Offices, if the Proprietor no longer holds a vehicle licence issued by the Council which is in force in respect of the vehicle, or has been suspended.
- c) The Proprietor of a licensed vehicle shall report the loss of any plate or licence to the Police and Licensing Team as soon as such loss becomes known. The Licensing Team must also be advised of the Crime Number issued by the Police.
3. a) The Proprietor must ensure that vehicles are maintained in a good mechanical and structural condition at all times and be capable of satisfying the Council's mechanical and structural inspection at any time whilst the vehicles are licensed with this Authority.
- b) The vehicle must be a single uniform colour.
- c) The interior and exterior of the vehicle must be kept in a clean condition and maintained in a safe condition by the Proprietor.
- d) The Proprietor of a licensed vehicle must not cause or permit the vehicle to be used unless it complies with the Council's vehicle specification and the conditions attached to the licence.

4. a) The Proprietor must permit an Authorised Officer or any Police Constable to inspect the vehicle at all reasonable times.
 - b) The Proprietor must present the vehicle for inspection and testing, to an Authorised Officer, at any time and place within the District of Lichfield as specified in a notice, provided that the Council shall not under the provisions of this condition require the Proprietor to present the vehicle for inspection and testing on more than three separate occasions during any period of twelve months.
 - c) If, upon completion of the inspection, the Authorised Officer or Police Constable is not satisfied as to the condition of the vehicle for use as a hire vehicle, the Proprietor shall be asked to remove and surrender the Licence Plate from the vehicle. This will be kept by the Authorised Officer or Police Constable until such time as the condition of the vehicle is satisfactory, when it will then be returned to the Proprietor.
5. All accidents must be reported to the Licensing Team, in writing, within 72 hours of the accident occurring. Such a responsibility is that of the **Vehicle Licence Holder** and **the Driver of the vehicle** at the time of the accident.
 6. The proprietor of a Hackney Carriage or Private Hire Vehicle, in the event that following an accident, he or she does not believe that the vehicle requires taking out of service / replacing, and who wishes to continue to use the vehicle as a licensed Hackney Carriage or Private Hire Vehicle shall make the vehicle available to the Authorised Officer, who will inspect the vehicle and decide whether the vehicle is fit to continue in service.

If the Authorised Officer considers the damage to be such that the vehicle may continue in service until such time as a permanent repair is undertaken, these must be undertaken within 28 days of the damage occurring and a letter authorising the use of the vehicle for a maximum period of 28 days will be issued by the Authorised Officer and shall be retained within the vehicle during the permitted period.

If any damage is considered by the Authorised Officer to be extensive enough to affect the safety or general appearance of the vehicle, the vehicle licence will be suspended.

The vehicle must be repaired before the plate is re-affixed and the suspension can be lifted and the vehicle can return to service.

In the case of any dispute as to fitness for service the vehicle will be taken to the Council nominated testing station where a qualified mechanic will give a binding decision, which will be final. The owner will pay the fee for such examination.

7. a) Hackney Carriage Vehicle must have an illuminated sign on the roof of the vehicle bearing the word "TAXI" on the front on the rear, unless a sign is manufactured into the body work of the vehicle.
- b) A Private Hire Vehicle must display signs on the front doors of the vehicle identifying the Private Hire Firm, giving the name and telephone number.

Magnetic signs to cover the permanent signs are only permitted if a driver operates for an additional licensed Operator and are not permitted in any other circumstance. The use of magnetic door signs on a vehicle which carries an exemption from displaying signage is forbidden.

- c) A Private Hire Vehicle must **not** display any sign or notice:
- which consists of or includes the words 'TAXI', 'TAX' or 'CAB' whether in the singular or plural or as part of another word; or
 - which consists of the words 'FOR HIRE'; or
 - Where the form of wording is in any such way as to suggest that the vehicle on which it is displayed is presently available to pick up any passengers wishing to hire it or would be so available if not already hired.
8. a) General advertising is not permitted on any licensed vehicle.
9. a) Wheelchair Access Vehicles have spaces reserved for the carrying of wheelchairs. The restraining mechanisms are designed purposely for the restraint of wheelchairs only. Pushchairs **must** be folded and secured in the luggage compartment of the vehicle, infants should be safely restrained in a passenger seat in compliance with the seat belt regulations. Infants **must not** be transported in a pushchair.
- b) Only items belonging to passengers may be carried in the luggage space of the vehicle, (i.e. no cleaning products, oils etc. belonging to the vehicle or driver may be carried).
- c) Animals belonging to the Proprietor or the driver must not be allowed to ride in the vehicle when the vehicle is working. Any animal of the hirer is to be conveyed in the rear of the vehicle **with the exception of** guide or assistance dogs which will remain with the hirer at all times (even if they are in the front) and which must be carried free of charge.
10. a) The Proprietor of a licensed Hackney Carriage or Private Hire Vehicle in which a taximeter is installed shall not cause or permit the vehicle to be used unless the taximeter is so constructed, attached to the vehicle and maintained as to comply with the following requirements:
- The taximeter is fitted with a key or other device, so that the taximeter can be switched on and the word "hired" will appear;
 - Such key or device shall be capable of being locked so that the taximeter can be switched off and no fare recorded;
 - When the taximeter is in operation, the fare shall be recorded in figures clearly legible and free from ambiguity.
 - The Hackney Carriage fare shall not exceed the rate of fares set by the Council;
 - The taximeter shall be placed so that all letters and figures on its face can be seen by passengers in the vehicle and for that purpose, the letters and figures shall be capable of being suitably illuminated during any period of hiring.

- b) The Proprietor of a licensed **Hackney Carriage** must not allow the vehicle to be used unless the table of fares fixed by this Council is displayed clearly inside the vehicle. Where other fares are programmed into the meter there must also be a table of fares displayed for the additional fares.
- c) The Proprietor of a licensed **Private Hire Vehicle** in which a taximeter is installed must not allow the vehicle to be used unless there is on display the table of fares fixed by him which he proposes to charge.
11. a) If the proprietor wishes to surrender the licence at any time, he or she must do so by way of written confirmation to the Licensing Team, and the vehicle licence and licence plate be returned to the Licensing Team within 7 days of the notification of surrender.
- b) Should the vehicle be sold or transferred in any other way, to continue as a licensed vehicle within the period of the licence, the vehicle licence holder must notify the Licensing Team in writing of such a matter within 7 days of the date that he or she sold or transferred the ownership of the vehicle.
- c) Should the vehicle be sold or transferred in any other way, to continue as a licensed vehicle, the new proprietor shall arrange for an appointment with the Licensing Team in order to carry out the “transfer of ownership” of the vehicle licence, and submit to the Licensing Team his / her application.
- d) The Proprietor of a licensed vehicle shall ensure that copies of the following documents are kept in the vehicle at all times whilst it carries out licensable duties, and that all Drivers are aware of the documents are located, should they be asked to produce it to an Authorised Officer:
- Vehicle Log Book
 - Valid Certificate of Insurance
 - Vehicle Licence
- And the Proprietor shall produce the following original documents at the request of an Authorised Officer of the Council (either forthwith or at the main Council Officers, within five days (including weekends) of the request being made):
- Vehicle Log Book
 - Valid Certificate of Insurance
 - Vehicle Licence
- e) At all times the proprietor of a licensed vehicle must keep in force in relation to the use of the vehicle, a Policy of Insurance complying with the requirements of Part VI of the Road Traffic Act 1988.
- f) Any change of vehicle on insurance must be notified to the Council on or before the change takes place.

- g) On changing address the Proprietor of a licensed vehicle must return the licence, for amendment, to the Licensing Team within 7 days of the change, together with the appropriate fee.
 - h) The licence must be returned to the Licensing Team upon expiry, revocation or suspension, within 7 days.
 - i) The Proprietor of a licensed vehicle must maintain a list of names and addresses of all drivers of the vehicle, and maintain a record that provides information as to which driver has use of the vehicle at all times, and produce this information to the Licensing Team on request.
 - j) Where the vehicle is licensed as a Private Hire Vehicle or Hackney Carriage with another Authority during the period of this licence, the Licensing Team must be notified and the licence with this Authority will be subject to revocation.
- 12.** a) The Proprietor of a licensed vehicle who has agreed, undertaken, or has been hired to be in attendance with the vehicle at an appointed time and place must, unless prevented because of some unavoidable reason, cause the vehicle to attend at such appointed time and place.
- b) Private Hire Vehicles must not ply for hire or stand on a taxi rank for any reason which includes the picking up or dropping off passengers.
 - c) All bookings for Private Hire Vehicles must be made in advance.
 - d) All Private Hire Vehicles must display door signs that state all bookings must be made in advance, i.e. '**ADVANCE BOOKINGS ONLY**'.
- 13.** The Proprietor must ensure that any radio equipment fitted to the licensed vehicle is at all times kept in a safe and sound condition and maintained in proper working order.
- 14.** The Proprietor/Driver of a licensed vehicle must ensure that:
- a. There is no smoking of electronic cigarettes/vaping equipment within the vehicle at all times. This applies to both drivers and passengers; and
 - b. No smoking signs are displayed within the vehicle. One on each rear passenger door window and one on the front dash.
- 15.** The Proprietor of a Hackney Carriage and Private Hire Vehicle must, within fourteen days of receiving a fixed penalty notice, of being bailed, arrested, cautioned, reprimanded or are involved in an investigation, charged with or convicted of any criminal offence and interviewed under caution at a police station for any offence, which you are suspected of having committed disclose to the Council, in writing.
- 16.** The proprietor of a licensed vehicle must within 7 days of any request made by an Authorised Officer, make available any records or other information that would reasonably assist with an investigation.

- 17.** The proprietor of a licensed vehicle must not wilfully obstruct an Authorised Officer, or without reasonable excuse fail to comply with any requirement made by such a person, or without reasonable cause, fail to give any such person any other assistance or information such person may reasonably require in the performance of his or her duties.
- 18.** The proprietor of a Hackney Carriage or Private Hire vehicle must provide the Private Hire Operator to whom he or she supplies the vehicle to undertake journeys with a copy of his or her Vehicle Licence during the period that the vehicle is utilised so.
- 19.** The proprietor of a Hackney Carriage or Private Hire vehicle must notify the Council in advance, in writing, if he or she is to be away from the address shown of the licence, for a period of more than 7 days.
- 20.** The proprietor of a Hackney Carriage or Private Hire vehicle must ensure that a copy of these conditions are retained within the vehicle and made available for inspection by the hirer or any passenger, or Authorised Officer upon request.

Executive Hire Vehicles

The Local Government (Miscellaneous provisions) Act 1976 requires that a District must issue a private hire vehicle with an identity plate or disc and that the proprietor should not use, or permit the use of, that vehicle without displaying the plate or disc as directed by the Council.

The Local Government (Miscellaneous provisions) Act 1976 s75 (3) gives the District Council the discretion to grant a proprietor an exemption from displaying the licence plate on their private hire vehicle.

Each application for an executive hire vehicle will be considered on its own merits. The overriding consideration will be public safety. The clear identification of a licenced vehicle is considered such a safety aspect, particularly when visiting such places as airports, seaports and the centre of large towns.

Exemptions will not be granted as a matter of course. A clear case for the exemption will have to be made by the proprietor to the authority.

In determining an application it will normally be the executive nature of the work that will indicate whether or not the exemption should be granted, as well as the specification and high quality of the vehicle being used.

If the applicant for an executive Hire Vehicle has ever been cautioned or convicted by any authority of unlawfully plying for hire, the council may refuse to allow the applicant to have a vehicle licensed for executive hire.

Executive hire vehicles are licensed separately from Hackney carriage vehicles and private hire vehicles. Executive hire vehicles are a special class of private hire vehicle. They are high value, prestige vehicles that are used by companies for transporting special guests or senior members of staff in luxury. Executive hire vehicles are styled more as chauffeur driven vehicles than standard private hire vehicles.

Executive Hire Vehicles must be licensed with the council specifically as executive hire vehicles.

Executive Hire Vehicles should have the following features as a minimum in order to be considered for licensing, this list is not exhaustive:-

- High quality vehicle in terms of brand and condition, with no visible defects, dents or blemishes to the external bodywork or trim
- Luxury or prestige vehicle
- Engine size of 2000cc or greater
- Automatic transmission
- Minimum specification of air conditioning/climate control to front and rear seats, all electric windows, central locking and suitable front and rear headrests for all passengers.

Executive hire vehicles are to be used for purposes such as corporate bookings to transport employees and clients on business related journeys, and bookings where customers have asked to book a vehicle without obvious private hire plates or signage. The Council closely monitors the use of executive hire vehicle, such vehicles are not to be used as standard private hire vehicles.

On the grant of an executive hire licence the council will issue an executive hire window badge for display in the front and rear window.

The drivers of executive hire vehicles are exempted from the requirement to wear a drivers badge. However the Council would expect the badge to be carried in the vehicle and to be available for inspection by an authorised officer of the council or a police officer.

Private Hire/Hackney Carriage Vehicle Licensing - Hire Companies

Applications for the grant of a private hire or hackney carriage vehicle licence will be accepted from Hire Companies, however special rules will apply.

A hire management company can only licence a vehicle if the accident vehicle is not roadworthy and has been suspended by the licensing team or the vehicle is off the road due to the accident repair work being carried out (proof from the garage will be required).

The application and all necessary documents must be in the name of the vehicle proprietor (Hire Management Company). The licence and plate will only be issued for a maximum period of 8 weeks. The vehicle licence will lapse once the vehicle is handed back to the Hire Management Company.

All vehicles which are present to the Council for licensing and all vehicles whilst licensed must comply with the vehicle specifications contained within appendices..... A replacement vehicle will only be issued on a like for like basis i.e. the number of seats.

Process

The vehicle proprietor (Hire Management Company) must sign all applications for a new vehicle licence. Any application not signed by the proprietor will not be accepted. In addition the operator of the firm for which the vehicle will be used must sign the application form for a new private hire, hire vehicle.

The following documentation is required for the issue of a vehicle licence:-

- Details of the licenced driver who will be responsible for the vehicle.
- Compliance test pass certificate not more than 14 days old.
- Vehicle insurance or cover note which must cover the vehicle for 'Public Hire' if hackney carriage or 'private hire' if private hire or in any case for 'hire & reward'
- Vehicle v5
- Fee

On the grant of the licence the following items will be issued:-

- Vehicle Licence
- Plate
- Conditions

The licence plates remain the responsibility of the accident management company and must be returned to the licensing office when the vehicle is handed back to them. The vehicle will be cancelled.

Failure to comply with these guidelines will result in future applications being rejected.

Reporting an accident

Proprietors have 72 hours in which to report an accident. An accident report form will be required to be completed in the presence of an officer from the licensing team. If available the officer will assess the vehicle and if required will instruct the proprietor to take it to the nominated testing station for them to assess if the vehicle is roadworthy. Should the vehicle be roadworthy, but requiring repair – these repairs should be done within 28 days. Should the vehicle not be roadworthy then vehicle will be suspended until such a time that the testing station deem the vehicle to be roadworthy.

Supplementary Vehicle Testing Manual

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1.

EXTERIOR OF THE VEHICLE

METHOD OF INSPECTION	REASONS FOR FAILURE	NOTES
1.1 The exterior of the bodywork, the underside of the vehicle and the engine compartment must be free from mud, oil and grease to allow for proper inspection of these areas (see Notes.), i.e. steam cleaned.	1. Contamination preventing proper inspection.	If the vehicle comes for annual inspection in a filthy condition the inspection will not be carried out. No corrosion, damaged or loose panels or missing trim. No dents, scratches, fading , chipped or poor quality paintwork.
1.2 Check the operation of all external door catches and locks to ensure that all doors can be securely closed and easily opened.	2. Defective external catches which prevent a door opening and closing properly. Missing or ineffective door locks.	
1.3 Check all doors to ensure that they are properly aligned and will close easily	3. Poorly fitting doors to the vehicles.	
1.4 Ensure that the door hinges are in good condition allowing free movement of the door.	4. Defective door hinges.	
1.5 Check all wind-check positions to ensure that doors are held in place when opened.	5. Wind-checks which fail to hold the doors in place when opened.	Any wind check straps must be of a type approved by the manufacturer.
1.6 Examine the external body panels and structure for evidence of corrosion, damage and/or unsatisfactory repairs.	6. Corrosion or damage to the vehicle body or structure which adversely affects the appearance and/or safety of the vehicle.	Engineer's certification may be required to satisfy the vehicle examiner that repairs have been properly carried out.

1.7 Examine the external paintwork for damage which adversely affects the appearance of the vehicle (see Notes).

7. Exterior of vehicle so dirty that the overall finish of the paintwork cannot be assessed. Paintwork so deteriorated, damaged, rust blistered or stone chipped, that it detracts from the overall appearance of the vehicles. Renovations to paintwork which produce runs, flat or uneven finish or of non-matching colour, i.e. not compatible with adjacent panels. Repairs incomplete in primer or undercoat.

EXTERIOR OF THE VEHICLE Cont'd

METHOD OF INSPECTION	REASONS FOR FAILURE	NOTES
1.7 (Cont'd).	<p>Vehicle resprayed in unapproved colour or colours.</p> <p>Overspray on glass or other fittings.</p> <p>Vinyl roof covering dirty, stained, discoloured, painted (other than with vinyl refurbishment product), torn or becoming detached. Roof covered in unapproved material. Finisher moulding insecure, incorrectly fitted or missing.</p>	<p>Private Hire Vehicles should be one solid colour but not white. This is to differentiate between HCVs and PHVs in order to promote safe journeys and legal plying for hire.</p> <p>Hackney Carriages must be one solid colour i.e. white.</p>
1.8 Check that the nearside and offside door/wing mirrors are fitted to the vehicle in a secure manner and that they function correctly.	8. Missing or defective door/wing mirrors.	
1.9 Ensure that the front and rear bumpers are in good order (without damage) and are securely fixed to the vehicle.	9. Damaged or inadequately secured front or rear bumpers.	
1.10 Ensure that front and rear number plates comply with the Vehicle Excise and Registration Act 1994 and the Road Vehicles (Registration and Licensing) Regulations. (See Notes.)	10. Damaged front or rear number plates. Number plates which do not comply with the vehicle Excise and Registration Act 1994 and Road Vehicles (Registration and Licensing) Regulations.	<p>Registration mark obscured or indistinguishable is contrary to Section 43(1) of vehicle excise and Registration Act 1994.1</p> <p>Registration mark failing to conform is contrary to regulation 17 of Road Vehicles (Registration and Licensing) regulations and section 59(1) of the Vehicle Excise and Registration Act 1994.</p>

EXTERIOR OF THE VEHICLE Cont'd

METHOD OF INSPECTION

REASONS FOR FAILURE

NOTES

1.10 (Cont'd)

Registration numbers should be (cars/mini bus):

80mm Height

57mm Width

14mm Stroke width

11mm Space between letters

33mm Space between group of letters and figures

The year letter shall be regarded as a figure. Italic or gothic will normally contravene the stroke width measurement. It is an offence to rearrange, alter or misrepresent figures to form words or names.

1.11 Examine the rubber seals to every door for serious damage, looseness or absence.

11. Damaged, missing or loose door seals which are likely to cause draught, rainwater penetration, unreasonable road noise or a trip hazard.

The vehicle will fail the test where defects in a door seal are considered to be likely to cause rain penetration, excessive draught, excessive road noise inside the vehicle or represent a trip hazard to users of the vehicle.

1.12 Ensure that the vehicle boot lid opens, closes and locks properly, and that the hinges and opening mechanism adequately support the lid when it is in the open position.

12. Worn hinges to boot lid, defective boot lock, weak or defective boot opening device.

1.13 Check the operation of the number plate light, reversing lights and front and rear fog lights.

13. Inoperable or insufficient number plate, reversing or fog lights.

Lights may be of insufficient intensity when incorrect bulbs have been fitted.

Any lamp fitted must work correctly and be properly aligned.

- 1.14 Check condition of any advertising material affixed to the exterior of the vehicle.
- 1.15 Tinted windows will only be permitted in accordance with the manufacturers or specialist coachbuilder's specification and must comply with the Road Vehicles (Construction & Use) Regulations, 1986.
14. Damaged, peeling or defaced advertising material.
- Unauthorized advertising material.

2. SIGNS – HACKNEY CARRIAGE SIGNS

METHOD OF INSPECTION		REASONS FOR FAILURE	NOTES
2.1	Examine the roof mounted sign affixed to the vehicle (see Notes), and ensure that its size, design and construction conform to the Council's standards. Ensure that the sign is undamaged and the lettering clearly legible.	1. A sign that does not conform to the Council's standards affixed to the vehicle.	The Council's licence conditions require:- that a Hackney Carriage must be equipped with an illuminated sign on the roof of the vehicle bearing the word "TAXI" on the front and LICHFIELD DISTRICT COUNCIL on the rear as approved by the Council. Purpose built vehicles already displaying the word TAXI in the allotted space will not require an additional top sign. (If top signs are to be replaced they should conform to the above, however existing top signs will be accepted until that time).
2.2	Examine the fixing brackets which affix the roof mounted signs to the vehicle to ensure that the signs are secured in a satisfactory manner and are not likely to work loose.	2. A sign that is not satisfactorily secured to the vehicle.	
2.3	Check that roof mounted signs are properly illuminated (see Notes).	3. A sign which is damaged or has lettering which is not clearly legible.	
2.4	Check that the roof mounted sign may be switched off by separate switch.	4. A sign which cannot be switched off by separate means.	

2. SIGNS – PRIVATE HIRE VEHICLE SIGNS

METHOD OF INSPECTION

REASONS FOR FAILURE

NOTES

2.5 Examine the signs where affixed to the vehicle to ensure that they comply with the Council's vehicle licence conditions.

5. Non-compliance with conditions.

The Council's licence conditions require:- No top signs are allowed on Private Hire Vehicles. No signs including the words, 'Taxi, 'Cab, 'for hire' etc. are allowed on private hire vehicle which may lead the public to think that the vehicle is a taxi.

2. SIGNS – ADVERTISING ON HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

Advertising of the company name and telephone number on the door panels of vehicles is permitted.

OTHER ADVERTISING IS currently not permitted.

3. LICENCE PLATES

METHOD OF INSPECTION

REASONS FOR FAILURE

NOTES

3.1 Inspect the vehicle licence plate fixed to the rear of the vehicle for signs of damage or excessive wear, and ensure that it is securely fixed. Ensure that the information on the plate is clearly legible.

1. A damaged plate or a plate with information not clearly legible.

The Council's licence conditions require:- The licence plate to be displayed at all times on the rear of the vehicle so as not to obscure the registration mark. With the particulars thereon facing outwards and in such a manner and place that the Licence Plate is clearly visible by daylight from the road at the rear of the vehicle.

3.2 Examine the plate fixing to the vehicle to ensure that it is securely fixed using bolts or screws, or in accordance with the Local Authority's Conditions. (See Notes).

2. A plate which is not adequately secured to the vehicle.

Plates should be secured to vehicle using bolts or screws, or by the fixing system adopted by the Council, but **must** be able to be removed by police officer or authorised officer of the Council.

4. TYRES AND SPARE WHEEL

(Where wheel trims are fitted these should be removed by the driver before the test to enable the wheel to be properly checked)

METHOD OF INSPECTION	REASONS FOR FAILURE	NOTES
<p>4.1 Tyres must be of the same type. (see Notes). Ensure that the tyre provided on the spare wheel is of the same size and construction as those fitted to the road wheels (see Notes).</p> <p>If vehicle spare wheel is of the space saver type approved and supplied by the manufacturer these will be accepted. Emergency tyre inflation kits are not accepted unless supplied by vehicle manufacturer when first registered.</p>	<p>1. Variation in type of Tyre.</p> <p>No spare wheel or space saver provided with the vehicle.</p> <p>A tyre which is of a different size or construction.</p>	<p>SPARE WHEEL or space saver tyre and wheel as supplied by the manager MUST BE PROVIDED.</p> <p>Emergency Inflation kits are not accepted Emergency tyre inflation kits are not accepted unless supplied by vehicle manufacturer when first registered.</p>
<p>4.2 Examine the tyres for signs of damage or excessive wear (see Notes), ensure that the spare tyre complies with all legal requirements for tyres when fixed to the vehicle.</p>	<p>2. Damaged, worn, substandard or otherwise illegal tyres.</p> <p>Tyres below the Council's minimum tread depth (see Notes).</p>	<p>A mix of steel and cord radials on one axle will not be accepted.</p> <p>Recut tyres are not acceptable.</p> <p>Tyre tread pattern should be a minimum of 2mm in depth throughout the complete circumference and tread breadth of the tyre.</p>
<p>4.3 Check tyre pressure to ensure that it is inflated to the correct pressure for the vehicle.</p>	<p>3. Under or over inflated tyres including spare.</p>	
<p>4.4 Examine the jack and wheel brace provided with the vehicle to ensure that they are in good working order, secured firmly in correct location provided by manufacturers.</p>	<p>4. Failure to provide a suitable jack and/or wheel brace with the vehicle.</p>	

- | | | | |
|-----|---|----|---|
| 4.5 | Check the spare wheel fixing bracket (or similar securing device) to ensure that the wheel is properly secured in the correct position. | 5. | Failure to satisfactorily secure the spare wheel. |
| 4.6 | Check the rims of all wheels for any signs of distortion or damage. | 6. | A damaged or distorted wheel rim. |

5. BOOT/LUGGAGE COMPARTMENT

METHOD OF INSPECTION	REASONS FOR FAILURE	NOTES
5.1 Examine for evidence of damage, corrosion or water penetration.	1. Any damage, corrosion or water penetration	
5.2 Examine floor covering to ensure that it is in good condition and offers adequate protection to luggage stored.	2. Excessive wear, damage or staining of floor covering.	
5.3 Examine the interior for accumulations of dirt, dust, grease, litter etc. or staining of any surface with which luggage may come into contact.	3. Accumulations of dirt, grease, rubbish etc. which could soil or damage luggage stored therein.	
5.4 Check for the presence of containers of any flammable or corrosive material (e.g. oil, petrol).	4. Containers for the storage of oil, petrol or any flammable or corrosive material shall not be carried in the vehicle.	These materials are a fire hazard. They may also contaminate passengers' luggage, taint food, etc.
5.5 Ensure that all interior panels are in position, covering electrical wiring and associated fittings.	5. Panels insecure or missing.	
5.6 No loose tools or tool boxes to be carried in the vehicle.	6. Loose tools or tool boxes carried.	

Note:

A jack, first aid kit, fire extinguisher and wheelchair ramps (where applicable) may be carried in the luggage compartment.

6. ENGINE COMPARTMENT/TRANSMISSION/MOUNTINGS

METHOD OF INSPECTION		REASONS FOR FAILURE	NOTES
6.1	Carry out a visual inspection of the engine compartment for signs of oil or fuel leaks.	<ol style="list-style-type: none">1. Any fuel leakage.2. Any oil leakage where oil contamination is apparent over parts of the engine or underside of the vehicle or where oil is seen to be dripping from the vehicle.	Inspection to be carried out from both above and below the vehicle.
6.2	Ensure that the battery is properly secured in position.	<ol style="list-style-type: none">3. Insecure battery.	
6.3	Examine all rubber/plastic hoses for signs of wear or deterioration.	<ol style="list-style-type: none">4. Significantly worn or deteriorated hoses.	
6.4	Check the fan belt for signs of incorrect adjustment and/or deterioration.	<ol style="list-style-type: none">5. An incorrectly adjusted or deteriorated fan belt.	
6.5	Examine the engine mountings for signs of deterioration.	<ol style="list-style-type: none">6. Insecure or deteriorated engine mountings.	
6.6	Ensure that the radiator is properly secured to the vehicle and check for signs of any leaks.	<ol style="list-style-type: none">7. A leaking or inadequately secured radiator.	

6.7	Examine the inner wing panels and suspension mounting tops for evidence of corrosion (see Notes.	8.	Corrosion to the inner wing panels and suspension mounting tops.	This should include any corrosion around headlamp mountings.
6.8	Check the master cylinders for any signs of spillage or leaking of fluid.	9.	Leaking master cylinders.	
6.9	Check the clutch mechanisms for correct operation.	10.	Fluid leakage or mechanical component wear in the clutch mechanisms.	
6.10	Check the operation of the bonnet release catch.	11.	Defective bonnet release catch/mechanism.	

7. INTERIOR OF VEHICLE

METHOD OF INSPECTION	REASONS FOR FAILURE	NOTES
7.1 Examine the floor and upholstery inside the vehicle for accumulations of dust, dirt, litter, general debris, cigarette ash, staining or excessive wear.	1. A vehicle which is in a dirty condition with accumulations of dust, litter, debris etc. or staining to the carpets or upholstery.	Vehicle will be failed if cushion/backrests, upholstery, carpeting or matting is collapsed, holed, split, temporarily repaired, dirty or stained.
7.2 Check that there are no excessive unpleasant odours noticeable inside the vehicle.	2. Unacceptable smells of vomit, food or other contaminants.	
7.3 Remove any mats from the floor and examine the carpeting for signs of leakage of water into the vehicle.	3. Evidence of leakage of water into the vehicle from rainwater penetration or leaking cooling/heating system.	
7.4 Examine any mats provided to ensure that they are not worn or damaged.		.
7.5 Sit in each of the passenger seats within the vehicle to ensure that all seat cushions and back rests are in a good condition and offer proper support to passengers and the driver.		Correctly fitted seat covers will be acceptable
7.6 Examine all seats to ensure that they are properly secured to the vehicle; with a fixed rear seat ensure that the seat cushion is not loose.	4. Seats which are not adequately secured to the vehicle.	

7.7	Check the operation of the interior light within the vehicle, both the manual switch and the door operated switches. (see notes)	5.	Faulty interior light fitting. Faulty interior light switch. Faulty interior light door switches.	
7.8	Examine the interior rear view mirror and ensure that it is securely fixed.	6.	A loose, damaged or missing rear view mirror.	
7.9	Check the operation of the heater/windscreen demister to ensure that it is in satisfactory working order.	7.	Defective heater/windscreen demister.	
7.10	Examine the clutch and brake pedal rubbers for signs of excessive wear.	8.	Worn or missing brake and/or clutch pedal rubbers.	
7.11	Check the operation of all window winders ensuring that they allow all windows to be fully lowered and raised easily.	9.	Window winders that do not allow windows to be easily lowered or raised.	
7.12	Check the operation of all door release catches to ensure that doors can be opened easily from within the vehicle.	10.	Defective interior door release catches.	
7.13	Ensure that child proof locks (if fitted) to rear doors are in working order.	11.	Defective child proof locks.	
7.14	Check that any ashtrays provided for the vehicle are intact and capable of being used. (Where ashtrays have been removed they should be blanked off).	12.	Unserviceable ashtrays or ashtrays that have not been blanked off where removed.	
7.15	If a metal grille is fitted check to ensure that there are no sharp or exposed parts which could cause injury to a passenger or driver.	13.	Loose or incorrectly fitted grille or exposed parts which could cause injury.	The fitting of a metal grille is not compulsory.
7.16	Check that estate cars are fitted with a luggage guard or cover.	14.	Luggage guard/cover not fitted or ineffective.	

8. WHEELCHAIR ACCESSIBLE VEHICLES

METHOD OF INSPECTION		REASON FOR FAILURE		NOTES
8.1	Examine the Wheelchair anchorage points Inside the vehicle for security, suitability, and ease of access.	1	Unsuitability of points, insecure or worn and damaged points	Anchorage points for securing a Wheelchair must be suitable and comply to seat belt anchorage regulations. They must be easily accessible, free from built up dust and dirt and securely fixed to the floor or bodywork of the vehicle in compliance to seat belt anchorage regulations.
8.2	Check the operation of all wheelchair anchorage points.	2	Fail to securely hold any Anchorage straps in place	Any ramps or securing straps or seatbelts must be presented with the vehicle on day of inspection and must be indelibly marked or stamped with the registration mark of the vehicle. Seat belts must comply to any regulations in regard of seat belts.
8.3	Check and inspect Wheelchair ramps for operation and suitability, ensure suitability for access or egress of wheelchair in to and out of vehicle.	1.	No ramps in vehicle when vehicle presented for inspection. (see notes) Ramps damaged or unsuitable for vehicle. (see notes)	

8.4	Check and inspect Wheelchair ramp securing points on the vehicle	1	Unsuitable for ramps to be securely fixed to vehicle.	
		2	Damaged, or corroded securing points	
8.5	Check and inspect securing belts and Wheelchair seat belts	1	<p>Frayed or damaged seat belt or securing straps (see notes)</p> <p>Unsuitable seat belts or securing straps. (see notes)</p> <p>Straps or seat belts not presented with vehicle for inspection.</p>	

9. METERS

METHOD OF INSPECTION	REASONS FOR FAILURE	NOTES
9.1 Ensure that the meter is sited in position where it can be clearly seen from all passenger seats within the vehicle or in accordance with the Authority's licence conditions.	1. Absence of a meter, or a meter which is not suitably sited within the vehicle.	Private hire vehicles are not required to have a meter fitted within the vehicle. When fitted to a private hire vehicle a meter must comply with the specifications as set out in this sheet.
9.2 Examine the meter mounting to ensure that it is satisfactorily secured within the vehicle.	2. A meter which is not adequately secured within the vehicle.	
9.3 Check the meter to ensure that the figures indicating the fare are illuminated.	3. Lack of adequate illumination to the meter display.	
9.4 Check that a table of fares (in the format laid down by the Council), is displayed in the vehicle in a position where it can be clearly seen by passengers in the front and rear of the vehicle.	4. Failure to display a table of fares in a conspicuous position within the vehicle.	Applies to all hackney carriages and those private hire vehicles fitted with a meter (optional).
9.5 Where there are additional fares programmed into the meter these fares should be displayed alongside the Council's table of fares.		Private hire vehicles with a meter should be tested using the tariff set by the P.H. operator and the private hire operators' tariff card should be displayed in the vehicle.

10. TRAILERS

Trailers must undergo an annual inspection and trailers must comply with all the following points:-

- 10.1 The proprietor must present the trailer for inspection at the Council Depot prior to its first use and thereafter every 12 months at the inspection of any vehicle on which the trailer is authorised to be used.
- 10.2 The trailer complies with all aspects of current vehicular legislation and is of a type recommended by the vehicle manufacturer as being suitable for the intended towing vehicle.
- 10.3 The vehicle must be suitable for towing the intended trailer.
- 10.4 The trailer must be in good condition and no older than ten years of age, of which proof of age must be provided at the time of test.
- 10.5 The trailer must be purpose built and manufactured for the purpose for which it was intended.
- 10.6 The trailer must be plated by the manufacturer, specifying the maximum load to be carried.
- 10.7 The trailer must be fitted with suitable brakes which must be maintained in a satisfactory condition.
- 10.8 The trailer must comply with current vehicular lighting regulations.
- 10.9 No advertising will be permitted on any part of the trailer.
- 10.10 The trailer must be fitted with a secure fastening cover, which must be of the hard top type.
- 10.11 A spare wheel of the same type and size fitted to the trailer must be carried in a secured position on the trailer.
- 10.12 Where a licensed vehicle has its emergency exit through the rear doors, the towing of a trailer must not impede the use of those doors for the egress of passengers from the vehicle.
- 10.13 The two bar fitted to the licensed towing vehicle must be of a type approved by the manufacture of the vehicle, be to a type approved to British Standard (Kite marked) and fitted by an approved agent.

TRAILERS (Continued)

Note-

Proof of the towing vehicle being insured to tow the trailer must be produced before the inspection is carried out.

A charge will be made for the inspection of the trailer which will be payable prior to the inspection.

A licensed driver will be permitted to tow a trailer whilst driving a licensed vehicle, provided that he/she holds the appropriate category on his/her DVLA driving licence, which must be produced to the Authority.

The licence will be suspended when:-

- (a) M.O.T. Failure or
- (b) Where there are 3 or more failure items from the supplementary test manual, or at the discretion of the examiner any single item which would affect the safe carriage of passengers.
- (c) Failure of any tyre, road wheel or defective speedometer or taximeter.
(Supplementary test manual reference 4, 10 and 11)

The vehicle will be subject to retest as follows:-

- (a) M.O.T. Failure Partial retest if the vehicle is brought back to the Depot and retested before the end of the next working day on one or more of the following items: ABS warning boot lid, brake pedal antislip, direction indicators/hazard warning, doors, emissions, fuel filler cap, headlamp aim, horn, lamps loading door, mirrors, rear reflectors, registration plates, seat belts (but not anchorages), seats, sharp edges or projections, steering wheel, vin no. windscreen and wipers/washers.
Full retest will be required for all items not listed above.
- (b) Supplementary items failure – vehicle will be retested on failed items only.

Where a vehicle has failed and the licence suspended, the vehicle must be retested before returning to work.

RETEST FEES

Retest Fee – Fees are subject to change and as such please refer to the Council's website or annual fees and charges.

If the vehicle is not returned for retest within one working day the Local Authority Licensing Enforcement Officer will be notified. The Authority Licensing Team will be notified of all vehicle or trailer failures.

VEHICLE INSPECTION SHEET

Hackney Carriage/Private

Applicant's Name: ----- Hire Vehicle Plate No.:

Address: ----- Colour:

Vehicle Make & Type: Mileage -----

Registration No: ----- Chassis Number

Engine Size: ----- MOT Expiry Date

Vehicles will be tested to M.O.T. standard unless otherwise indicated in Supplementary Test Manual

ITEMS TESTED	M.O.T. MANUAL REF	SUPP. TEST MANUAL REF	PASS	FAIL	COMMENTS
Lighting Equipment					
Front & rear lamps	1.1				
Headlamps	1.2				
Headlamps aim	1.6				
Stop lamps	1.3				
Rear reflectors	1.4				
Direction indicators & hazardous lamps	1.5				
Steering and Suspension					
Steering control	2.1				
Steering mechanism/system	2.2				
Power steering	2.3				
Transmission shafts	2.5				
Wheel bearings	2.5				
Front suspension	2.4, 5				
Rear suspension	2.4, 6				
Shock absorbers	2.7				
Brakes					
ABS warning system/controls	3.4				
Condition of service brake system	3.3, 5, 6				

Condition of parking brake system	3.1, 2, 5				
Service brake performance	3.7				
Parking brake performance	3.7				
ITEMS TESTED	M.O.T. MANUAL REF	SUPP. TEST MANUAL REF	PASS	FAIL	COMMENTS
Tyres and Wheels					
Tyre size/type inc. spare		4			
Tyre condition inc. spare		4			
Road wheels	4.2				
Seatbelts					
Wheelchair mountings and straps Condition/Operation		8			
Mountings/Condition/Operation	5.1				
General					
Drivers view of the road	6.1				
Horn	6.2				
Exhaust system	6.3				
Exhaust emissions	6.4				
General vehicle condition	6.5				
Mirrors	6.6	1.8			
Fuel system	6.7	6			
Registration plates and VIN nos.	6.8	1			
Exterior of Vehicle		1			
Signs		2			
Licence Plates		3			
Boot/Luggage Compartment		5			
Engine Compartment		6			
Interior of Vehicle		7			
Road Test		10			
Meters		11			

Appendix I

Private Hire Operator: Conditions attached to Licence

1. The Operator must keep a record and maintain such a record at his/her premises detailing the particulars of all vehicles operated by him or her, which shall include the following:
 - the licence plate numbers;
 - the registration numbers;
 - the names and addresses of the proprietors;
 - the names and addresses of drivers;
 - the licence (badge) numbers of drivers;
 - copies of licences for all licensed vehicles and drivers; and
 - copies of insurance certificates for all licensed vehicles.

2. The Operator must, before a hiring starts, record in a suitable book the pages of which are numbered consecutively, or by use of a suitable computer programme the following particulars:
 - a) the date and time of the booking;
 - b) the name and contact telephone number / email address (if either are available) of the hirer and, where the booking is received from another operator, the name of that operator;
 - c) the manner in which the booking was made (i.e. whether by telephone, in person, or by electronic means);
 - d) the time and place at which it is intended that the passenger shall be collected;
 - e) the destination (which may be recorded electronically at the conclusion of the journey using GPS tracking);
 - f) the time at which the driver was allocated the booking;
 - g) the registration number and licence plate number of the vehicle allocated to the booking;
 - h) the licence number of the driver who will attend the booking; and
 - i) where the booking is passed onto another operator by way of “sub-contracting”, the name and address of that operator, together with the Operator’s licence number and issuing authority.

3. The Operator must keep the records referred to in the above conditions and make available for inspection on request by an authorised Officer of the Council or a Police Officer for a period of not less than 12 months. If the records are maintained by the use of a computer, the operator shall ensure that a print-out of any record kept can be provided at any time the business is in operation, on

request by an authorised officer of the Council or a Police Officer for a period of not less than 12 months.

4. The Operator must within 7 days of any request made by any Authorised Officer, make available any records or other information that would reasonably assist with an investigation. Any failure to comply with the reasonable request of the Licensing Officer will be considered relevant when assessing the suitability of the applicant to continue to hold a Private Hire Operator licence.
5. The Operator must have a complaints procedure in place which can be audited and checked by the licensing authority upon request.
6. The Operator must not invite or accept a booking for a Licensed Vehicle, or control or arrange a journey to be undertaken by such vehicle, without first making available in writing, or giving orally, or by means of electronic communication to the person making the booking information as to the basis of charge for the hire of the vehicle.
7. The Operator must not charge a higher price for any journey, for a person who requires “mobility assistance” than would otherwise be charged for a person without such a need for “mobility assistance” for the same journey.
8. The Operator must not accept a booking for a vehicle to carry more passengers than the vehicle is licensed to carry.
9. The Operator must not take any bookings requested directly by the driver of any licensed vehicle.
10. The Operator must, when accepting a booking for a vehicle to attend at an appointed time and place, ensure that unless delayed or prevented by some sufficient cause, a suitable vehicle attends at that appointed time and place. If an Operator sub-contracts a booking (under the Deregulation Act, 2015) the operator shall inform the customer prior to the vehicles arrival at the pick up point, of the details of the sub- contractor that will be conducting the journey and give them the contact number and licensed name of that Operator.
11. The Operator must provide, and ensure that any vehicle in his employ that is fitted with a taxi-meter carries and displays upon request a list of the tariffs charged by the Operator.
12. The Operator must take all necessary measures, including those requested by the Licensing Officer, Police Officer or other Authorised Officer to prevent vehicles in its employment, from parking or congregating in such a manner as to cause a nuisance to any reasonable person.
13. The Operator must make all necessary measures to ensure drivers in their employment do not park in a prominent position that may encourage unlawful hire.
14. The Operator must maintain an adequate supply of livery, and provide such livery upon request to the driver of a Licensed Vehicle in his or her employ should such livery be found to be absent, deteriorated or perished.

- 15.** The Operator must not, knowingly or without the prior written consent of the Council, engage in partnership with, or allow or tolerate any involvement in the management of the licensed Operator by:
 - any person who has been convicted of an offence under the Local Government (Miscellaneous Provisions) Act 1976 or any other legislation relating to Private Hire and Hackney Carriage licensing; and
 - any person who, for the purposes of Part II of the said Act, has been found by any Licensing Authority not to be a fit and proper person to hold a Hackney Carriage & Private Hire (Combined) Driver Licence or Private Hire Operator Licence.

- 16.** The Operator shall inform the Council in writing, and within 14 days of him / her having received a fixed penalty notice, been bailed, arrested, cautioned, reprimanded or is involved in an investigation, charged with or convicted of any criminal offence and interviewed under caution at a police station for any offence which you are suspected of having committed.

- 17.** The Operator must be responsible for the actions of any manager, supervisor or any other person appointed to run the Private Hire Operator business on his / her behalf.

- 18.** If provision is made by the Operator on his or her premises for the reception of members of the public proposing to hire a vehicle, the Operator must ensure that the premises are in a clean and tidy condition at all times, and that adequate arrangements are made for the seating of customers within the premises.

- 19.** The Operator must not permit any person who is behaving in a manner likely to give rise to concerns regarding the safety of other members of the public, to remain upon the premises in respect of which this licence is in force.

- 20.** The Operator must understand that a Private Hire Operator licence is not transferable.

- 21.** The Operator must notify the Council immediately (and in any case within 7 days) of any change in the Operator's business address, in the vehicles operated by the Operator or in the drivers employed to drive them; and make payment of any associated fee for the re-issue of the licence following such amendments being made.

- 22.** The Operator must ensure that every driver employed to drive the vehicles operated by the Operator holds a Hackney Carriage & Private Hire (Combined) Driver Licence and is acquainted with the conditions attached to such a driver licence.

- 23.** The Operator must ensure that the holder of any Hackney Carriage Vehicle Licence or Private Hire Vehicle Licence relating to a licensed vehicle operating under his / her Operator licence is acquainted with the conditions attached to such a vehicle licence.

- 24.** The Operator must inform the licensing authority if he/she intends to be absent or unavailable for 7 days or more, giving details of a responsible person.

DRAFT CALENDAR OF MEETINGS
May 2019 – June 2020

Date	Meeting
Thursday 2nd May 2019	ELECTIONS
Monday 6th May 2019	BANK HOLIDAY
Tuesday 14th May 2019	Member Induction
Thursday 16th May 2019	Member Induction
Tuesday 21st May 2019	ANNUAL COUNCIL
Thursday 23 rd May 2019	Planning Training
Monday 27th May 2019	BANK HOLIDAY
Monday 3 rd June 2019	Planning Committee
Tuesday 4th June 2019	Cabinet
Wednesday 12 th June 2019	Leisure, Parks & Waste Management (Overview & Scrutiny) Committee
Wednesday 19 th June 2019	District Board
Thursday 20 th June 2019	Economic Growth, Environment & Development (Overview & Scrutiny) Committee
Monday 24 th June 2019	Strategic (Overview & Scrutiny) Committee
Tuesday 25 th June 2019	Parish Forum
Wednesday 26 th June 2019	Community, Housing & Health (Overview & Scrutiny) Committee
Monday 1 st July 2019	Planning Committee
Tuesday 2 nd July 2019	Employment Committee
Thursday 4 th July 2019	Regulatory & Licensing Committee
Tuesday 9th July 2019	Cabinet
Tuesday 16th July 2019	COUNCIL
Thursday 18 th July 2019	Provisional Date
Monday 22 nd July 2019	Member Training
Wednesday 24 th July 2019	Audit & Member Standards Committee
Monday 29 th July 2019	Planning Committee
Monday 26 th August 2019	BANK HOLIDAY
Monday 2 nd September 2019	Planning Committee
Tuesday 3 rd September 2019	Planning Training
Wednesday 4 th September 2019	Community, Housing & Health (Overview & Scrutiny) Committee
Tuesday 10th September 2019	Cabinet
Thursday 12 th September 2019	Strategic (Overview & Scrutiny) Committee
Tuesday 17 th September 2019	Parish Forum
Wednesday 18 th September 2019	Economic Growth, Environment & Development (Overview & Scrutiny) Committee
Tuesday 24 th September 2019	Employment Committee
Wednesday 25 th September 2019	Leisure, Parks & Waste Management (Overview & Scrutiny) Committee
Monday 30 th September 2019	Planning Committee
Thursday 3 rd October 2019	Regulatory & Licensing Committee
Tuesday 8th October 2019	Cabinet
Thursday 10 th October 2019	Provisional Date
Tuesday 15th October 2019	COUNCIL
Monday 28 th October 2019	Planning Committee
Monday 4 th November 2019	Member Training
Tuesday 12th November 2019	Cabinet
Wednesday 13 th November 2019	Audit & Member Standards Committee
Thursday 21 st November 2019	Strategic (Overview & Scrutiny) Committee
Monday 25 th November 2019	Planning Committee
Wednesday 27 th November 2019	District Board
Tuesday 3rd December 2019	Cabinet

Thursday 5 th December 2019	Planning Training
Tuesday 10th December 2019	COUNCIL
Monday 16 th December 2019	Planning Committee
Tuesday 17 th December 2019	Provisional Date
Wednesday 25 th December 2019	CHRISTMAS DAY
Thursday 26 th December 2019	BOXING DAY
Wednesday 1 st January 2020	BANK HOLIDAY
Tuesday 7 th January 2020	Parish Forum
Monday 13 th January 2020	Planning Committee
Tuesday 14th January 2020	Cabinet
Wednesday 15 th January 2020	Community, Housing & Health (Overview & Scrutiny) Committee
Tuesday 21 st January 2020	Economic Growth, Environment & Development (Overview & Scrutiny) Committee
Tuesday 28 th January 2020	Strategic (Overview & Scrutiny) Committee
Wednesday 29 th January 2020	Member Training
Monday 3 rd February 2020	Employment Committee
Wednesday 5 th February 2020	Audit & Member Standards Committee
Monday 10 th February 2020	Planning Committee
Tuesday 11th February 2020	Cabinet
Wednesday 12 th February 2020	Provisional Date
Tuesday 18th February 2020	COUNCIL
Thursday 20 th February 2020	Regulatory & Licensing Committee
Tuesday 3 rd March 2020	Leisure, Parks & Waste Management (Overview & Scrutiny) Committee
Monday 9 th March 2020	Economic Growth, Environment & Development (Overview & Scrutiny) Committee
Monday 9 th March 2020	Planning Committee
Tuesday 10th March 2020	Cabinet
Tuesday 17 th March 2020	Planning Training
Wednesday 18 th March 2020	Community, Housing & Health (Overview & Scrutiny) Committee
Wednesday 25 th March 2020	District Board
Monday 30 th March 2020	Member Training
Thursday 2 nd April 2020	Parish Forum
Monday 6 th April 2020	Planning Committee
Tuesday 7 th April 2020	Strategic (Overview & Scrutiny) Committee
Friday 10 th April 2020	BANK HOLIDAY
Monday 13 th April 2020	BANK HOLIDAY
Tuesday 14th April 2020	Cabinet
Tuesday 21st April 2020	COUNCIL
Tuesday 28 th April 2020	Audit & Member Standards Committee
Thursday 30 th April 2020	Provisional Date
Monday 4 th May 2020	BANK HOLIDAY
Tuesday 5 th May 2020	Planning Committee
Thursday 7 th May 2020	Employment Committee
Tuesday 12th May 2020	Cabinet
Tuesday 19th May 2020	ANNUAL COUNCIL
Monday 25 th May 2020	BANK HOLIDAY
Thursday 28 th May 2020	Regulatory & Licensing Committee
Monday 1 st June 2020	Planning Committee
Tuesday 2nd June 2020	Cabinet
Wednesday 3 rd June 2020	Leisure, Parks & Waste Management (Overview & Scrutiny) Committee

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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