



**NEWARK &  
SHERWOOD**  
DISTRICT COUNCIL

*Castle House  
Great North Road  
Newark  
NG24 1BY*

*Tel: 01636 650000*

[www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)

**Wednesday, 26 August 2020**

**Chairman: Councillor Mrs R Crowe**

**Vice-Chairman: Councillor R White**

**Members of the Committee:**

**Councillor Mrs K Arnold**

**Councillor L Brazier**

**Councillor Mrs B Brooks**

**Councillor Mrs I Brown**

**Councillor S Carlton**

**Councillor M Cope**

**Councillor P Harris**

**Councillor R Jackson**

**Councillor Mrs S Michael**

**Councillor Mrs S Saddington**

**Councillor I Walker**

**Councillor K Walker**

**Councillor Mrs Y Woodhead**

**MEETING: General Purposes Committee**

**DATE: Thursday, 3 September 2020 at 6.00 pm**

**VENUE: Broadcast from Castle House, Great North Road, Newark NG24 1BY**

**You are hereby requested to attend the above Meeting  
for the purpose of transacting the business on the Agenda as overleaf**

**Attendance at this meeting and public access will be by remote means due to the Covid-19 Pandemic.**

**Further details to enable remote access will be forwarded to all parties prior to the  
commencement of the meeting**

**If you have any queries please contact Helen Brandham on [helen.brandham@newark-sherwooddc.gov.uk](mailto:helen.brandham@newark-sherwooddc.gov.uk) 01636 655248.**



## **AGENDA**

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### **REMOTE MEETING DETAILS**

This meeting will be held in a remote manner in accordance with the Local Authorities and Police & Crime Panels (Coronavirus)(Flexibility of Local Authority and Police & Crime Panel Meetings)(England & Wales) Regulations 2020.

The meeting will be live streamed on the Council's social media platforms to enable access for the Press and Public.

1. Apologies for Absence
2. Declarations of Interests from Members and Officers
3. Declaration of any Intention to Record the Meeting
4. Minutes of the Meeting Held on 5 September 2019 5 - 8

### **PART 1 - ITEMS FOR DECISION**

5. Department of Transport - Taxi & Private Hire Vehicle Statistics 2019 9 - 11
6. Safeguarding Issues and Taxi Drivers 12 - 13
7. National Statutory Standards for Hackney Carriage and Private Hire Vehicle Passengers 14 - 15

### **PART 2 - ITEMS FOR INFORMATION**

8. Reforms to Annual Canvass 16 - 17

### **PART 3 - STATISTICAL AND PERFORMANCE REVIEW ITEMS**

9. Update on Performance and Enforcement Matters 18 - 20

### **PART 4 - EXEMPT AND CONFIDENTIAL ITEMS**

10. Exclusion of the Press and Public

To consider resolving that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

11. Minutes of Hackney Carriage & Private Hire Drivers Sub-Committees
  - (a) Minutes of Sub-Committee Held on 30 October 2019 21 - 22

(b)	Minutes of Sub-Committee Held on 16 January 2020	23 - 24
(c)	Minutes of Sub-Committee held on 3 March 2020	25 - 26

# Agenda Item 4

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **General Purposes Committee** held in the Castle House, Great North Road, Newark, Notts. NG24 1BY on Thursday, 5 September 2019 at 6.00 pm.

PRESENT: Councillor Mrs R Crowe (Chairman)  
Councillor R White (Vice-Chairman)

Councillor L Brazier, Councillor Mrs B Brooks, Councillor Mrs I Brown, Councillor S Carlton, Councillor M Cope, Councillor P Harris, Councillor R Jackson, Councillor Mrs S Michael, Councillor Mrs S Saddington, Councillor I Walker, Councillor K Walker and Councillor Mrs Y Woodhead

ALSO IN ATTENDANCE: Councillor L Goff

APOLOGIES FOR ABSENCE: Councillor Mrs K Arnold (Committee Member)

### 8 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

NOTED that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

### 9 DECLARATION OF ANY INTENTION TO RECORD THE MEETING

NOTED that an audio recording of the meeting was to be made by the Council.

### 10 MINUTES OF THE MEETING HELD ON 13 JUNE 2019

AGREED (unanimously) that the Minutes of the Meeting held on 13 June 2019 be approved as a correct record and signed by the Chairman.

### 11 FOOD AND BEVERAGE CONCESSIONS: AMENDMENT TO PROHIBITED STREET DESIGNATION AT THE WHARF

The Committee considered the report presented by the Projects Officer – Commercialisation & Major Projects which sought Members' approval to begin a formal process to amend the prohibited street designation of The Wharf to exclude the Wharf Car Park.

The report set out that the Concessions Project identified opportunities to generate a commercial income from food and beverage licenses on Council owned land and noted the success of Phase One of the project at Sconce & Devon Park and Vicar Water Country Park. Phase Two was to conduct a district wide review of potential locations that would be suitable for food and beverage concessions to maximise income generation for the project. The proposals, reported at paragraph 3, noted that the Wharf was currently designated as a prohibited street for the purposes of street trading but that it was proposed to grant permission for a concession to operate from the Car Park on the site. Opportunities for the concession would be

advertised asking for expressions of interest in early 2020. Details of how the successful party would be chosen and the management of the concession were detailed in paragraphed 4 of the report. The timetable for the proposals was listed at paragraph 6.

In considering the report Members queried whether any restrictions as to the type of concession would be applied. The Projects Officer stated that careful consideration would be given to the type of concession to be sited on the car park, having regard to the surrounding businesses etc. A Member queried whether a burger van would be sited there. In response the Projects Officer advised that such a concession would not be sited on the Wharf Car Park but that it may be considered as part of the wider Concessions Project.

AGREED (unanimously) that:

- (a) the commencement of formal process to amend the prohibited street designation of The Wharf to exclude The Wharf Car Park be approved;
- (b) the consultation timetable set out in paragraph 6.2 of the report be endorsed; and
- (c) a further report with consultation comments be brought to the Committee in November to seek a resolution to amend the existing prohibited street designation.

## 12 REVIEW OF POLLING DISTRICTS AND POLLING PLACES

The Committee considered the report of the Director – Governance & Organisational Development which sought to inform Members of the statutory review of polling districts and polling places.

It was reported that a review must be undertaken every four years and that the deadline for the latest review to have been completed was 31 January 2020. Paragraph 1.4 indicated that a further report would be presented to Committee on 14 November 2019 with the consultation responses and a recommendation that Committee recommend a final scheme to full Council for approval.

AGREED (unanimously) that the process to consult on polling districts and polling places be approved in accordance with the timetable.

## 13 HACKNEY CARRIAGE FARE REVIEWS

The Committee considered the report presented by the Business Manager – Public Protection in relation to the consultation responses from the trade to the proposals for a review of hackney carriage fares.

The report set out the proposed fare increase and the methodology used to undertake the consultation. The Business Manager stated that the response rate had been disappointing with only 20 responses being received from the 175 issued. It was

now proposed that the public consultation would be undertaken. The Chairman, Vice-Chairman and Business Manager would be given delegated authority to determine the relevance of any objections raised. If it was considered that no such responses had been made it was proposed that the new fares would be implemented on 21 October 2019.

In considering the matter a Member requested that the proposed fare increase advert also be placed in the Mansfield Chad as the residents of Ollerton and surrounding areas did not read the Newark Advertiser. The Business Manager confirmed that it would be placed in both papers.

A Member raised concerns as to the continuing issues with drivers who were not licensed within the District. The Chairman and Business Manager both advised that legislation to resolve the matter remained outstanding and of the working protocols within the County to try to resolve the ongoing issues.

AGREED (unanimously) that:

- (a) the advertising of the new Hackney Carriage Fares as set out in Appendix Two be approved;
- (b) the proposed implementation date of 21 October 2019 be approved; and
- (c) delegated authority be given to the Chairman, Vice-Chairman and Business Manager – Public Protection to determine the relevance of any objections raised.

14 GENERAL PURPOSES COMMITTEE FORWARD PLAN (OCTOBER 2019 TO SEPTEMBER 2020)

AGREED (unanimously) that:

- (a) the General Purposes Forward Plan be noted; and
- (b) the following two items be added:
  - (i) Review of Polling Districts and Polling Places (14.11.19); and
  - (ii) Castlegate Taxi Rank Update (14.11.19)

15 APPLICATIONS & ENFORCEMENT - APRIL TO JUNE 2019

The Committee considered the report presented by the Business Manager – Public Protection in relation to the activity and performance of the Licensing Team which included details of current ongoing enforcement issues.

Information contained in the report related to the number of applications for grants and renewals of licences for Hackney Carriage; Private Hire; and Ambulance Drivers together with those for Hackney Carriage and Private Hire Vehicles. A note of ongoing enforcement activity was also listed with information as to what action had been taken to-date. Also provided within the report was information relating to both street and house to house collections.

In considering the report a Member raised the ongoing issues with licensed drivers at the Northgate Train Station and that some refused to take passengers if they only required a short journey. Members agreed that it may prove beneficial to undertake some additional investigation and if possible some 'mystery shopping' activity to ensure compliance with licence conditions.

Members also queried whether any complaints received in relation to licensed drivers were followed up. The Business Manager advised that all complaints received resulted in follow up action and, if necessary, monitoring of the driver.

AGREED (unanimously) that the report be noted.

16 VERBAL UPDATE ON CASTLEGATE TAXI RANK

In response to the Chairman asking for an update on the latest position with the amendment to the hours of the Castlegate Taxi Rank, the Business Manager – Public Protection advised that he had been in contact with Nottinghamshire County Council's Legal Services who were responsible for issuing the new Order to amend the commencement time to 18:00 hours as previously agreed by this Committee. To-date he had not received a response. He advised that he would present an update report to the next meeting of the Committee on 14 November 2019.

17 EXCLUSION OF THE PRESS AND PUBLIC

That, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 3 of part 1 of Schedule 12A of the Act.

18 26.06.19 - MINUTES OF HC/PH DRIVER'S SUB-COMMITTEE

The Committee considered the exempt Minutes of the Hackney Carriage & Private Hire Driver's Sub-Committee held on Wednesday, 26 June 2019.

AGREED (unanimously) that the exempt Minutes be noted.

19 SAFEGUARDING ISSUES REPORT

The Committee considered the report of the Director – Communities & Environment in relation to safeguarding issues as detailed in the report.

AGREED (unanimously) that the report be noted.

Meeting closed at 6.30 pm.

Chairman



## GENERAL PURPOSES COMMITTEE

3 SEPTEMBER 2020

### DEPARTMENT OF TRANSPORT - TAXI AND PRIVATE HIRE VEHICLE STATISTICS 2019

#### **1.0 Purpose of Report**

1.1 To inform Members of the latest vehicle figures relating taxi and private hire vehicles collected and collated by the Department for Transport.

#### **2.0 Introduction**

2.1 The DfT collect figures each year from the licensing authorities in England for the numbers of taxis and private hire vehicles that are licensed to operate. The figures represent information as at 31 March 2019.

2.2 Where possible the national data has been compared to local data.

#### **2.3 Licensed Vehicles - National Picture**

The numbers of licensed vehicles has increased by 2.5% since 2018. There are now 291,800 licensed vehicles in England. Of the vehicles licensed 76% are private hire vehicles and 24% are taxis.

Wolverhampton saw an increase of 62.3 % in the numbers of licensed vehicles between 2018 and 2019

#### **2.4 Licensed Vehicles - Local Picture**

There are 90 licensed hackney carriages in Newark & Sherwood and 30 private hire vehicles. These numbers have remained relatively stable.

#### **2.5 Drivers– National Picture**

There are 362,600 licensed drivers in England. This is an increase of 0.4% since last year. 63% have a drivers badge for private hire vehicles, 23% have a dual badge and 15% have a taxi only badge.

The majority of drivers were male (98%) in 2018/19. These proportions are similar to the previous year. Similar to last year, the average age of a driver was 47 years old, with 29% of drivers being aged under 40. Those aged 60 or over made up 19% of drivers

#### **2.6 Drivers– Local Picture**

All Newark and Sherwood drivers are 'dual badged'. There are currently 175 licensed drivers. In addition to this there are 139 licensed private ambulance drivers.

#### **2.7 Operators – National Picture**

There has been an increase in licensed operators of 2.8 % in the past year. From 2009 to 2016 there was a decline in the numbers of operators. The past 3 years have seen a year on year increase. There are now 15,500 in England. There were 2,100 new operator applications in the year ending 31 March 2019. Outside of London Operator applications increased by 4.6%

## 2.8 Operators – Local Picture

Within Newark and Sherwood there are 22 Private Hire Operators. This has shown a slight increase on last year.

## 2.9 Fit and Proper Policies – National Picture

Over three quarters of authorities required taxi drivers (77% or 225 out of 291) and PHV drivers (77% or 227 out of 293) to complete child sexual abuse (CSA) or child sexual exploitation (CSE) training. These proportions have grown since the previous year.

The majority of authorities required enhanced DBS (Disclosure and Barring Service) and barred list checks for taxi drivers (90%, 261 out of 291) and PHV drivers (89%, 262 out of 293). The remaining authorities required an enhanced DBS check. The proportions of authorities requiring enhanced DBS and barred list checks has grown from 79% (for both taxi and PHV drivers) in 2017

All licensing authorities assess medical fitness for taxi and PHV driver applications. 96% of authorities base the medical fitness assessment on the DVLA Group 2 assessment. 72% of licensing authorities determine medical fitness of an applicant/licensee from the applicant/licensee's own GP, while 10% use a licensing authority appointed GP/medical professional.

## 2.10 Fit and Proper Policies – Local Picture

All drivers applying for a licence on Newark & Sherwood are required to undertake and enhanced DBS check and barred list check. With regard to medicals, all drivers are required to undertake medical at the Council's chosen provider which is to a Group 2 standard.

## 2.11 The National Travel Survey (NTS) gathers data on personal travel behaviour across England. Data from the NTS can be used to analyse the users of taxis and PHVs.

## 2.12 Taxi Passengers

In 2018, the average person in England made 10 taxi or PHV trips and travelled 62 miles by taxi or PHV, an increase from 9 trips and 55 miles in 2017. The distance travelled by taxi or PHV has increased by 18.9% over the last 10 years (from 53 miles in 2008), but the number of trips has remained broadly stable. The average taxi trip in 2018 lasted 20 minutes, which has increased by 11% since 2008.

## 2.13 Almost half (47%) of trips on taxis or PHV's were taken for leisure purposes, the same as in 2017 and similar to the level in 2016 (49%). The second most common trip purpose when using a taxi was personal business (14% of trips).

## 2.14 Similar to last year, most people (60%) rarely use a taxi or PHV (at most twice a year). Whereas around a quarter (26%) travel by taxi or PHV at least once a month and 8% of people travel by taxi or PHV on a weekly basis. This has been broadly stable since 2010.

## 2.15 In 2018, on average, women made more taxi or PHV trips than men (11 trips per person per year compared with 10 trips per person per year respectively). Women aged 70+ made double the number of trips than men of this age (14 trips per person per year compared with 7 trips per person per year respectively). Although women make more taxi or PHV trips, men generally travel further. In 2018 women travelled 56 miles per person by taxi or PHV, while men travelled 69 miles.

- 2.16 In 2018, the majority (40%) of taxi or PHV trips were between 2 and 5 miles. This was almost double the proportion of trips of the same distance travelled by all modes (25%). In contrast, the majority (43%) of all trips were under 2 miles: just over a quarter (27%) of taxi or PHV trips were under 2 miles.
- 2.17 **Passenger Satisfaction**  
The National Highways and Transport Public Satisfaction Survey collect public perspectives on, and satisfaction with, highway and transportation services on behalf of several local authorities to inform performance management and local transport plans.
- 2.18 On average, in the areas surveyed in England in 2018, the overall public satisfaction with taxis and PHVs was 66%, slightly lower than in previous years. Rural areas tended to have the lowest overall satisfaction and in 2018 the average satisfaction was 4 percentage points below the England average.
- 2.19 In England, reliability satisfaction (70%) and availability satisfaction (72%) had slightly decreased in 2018 compared to the previous year, but were still much higher than the average for satisfaction with cost (52%).

### **3.0 Proposals**

- 3.1 The Council will continue to develop its policies and procedures to ensure compliance with national regulation and to meet the expectations of Members and the public. When looking at the national picture this authority compares well. However, there is very little local information available on the satisfaction of our users.
- 3.2 It is proposed to undertake survey of taxi and private hire users across Newark & Sherwood to gather data on the satisfaction with, reliability, the availability of vehicles, availability of wheel chair accessible vehicles and passenger satisfaction with cost.

### **4.0 RECOMMENDATIONS that:**

- (a) Members consider the details of the Department of Transport survey on Taxis and private hire vehicles; and**
- (b) a customer satisfaction survey of users be undertaken in 2020; and**
- (c) the draft customer survey will be brought back to November prior to being issued to allow for Member input**

#### Background Papers

Department of Transport – Taxi and PHV Survey 2019

For further information please contact Alan Batty on 01636 655467

**Matthew Finch**  
**Director – Communities & Environment**

## GENERAL PURPOSES COMMITTEE

3 SEPTEMBER 2020

### SAFEGUARDING ISSUES AND TAXI DRIVERS

#### **1.0 Purpose of Report**

1.1 For Members to consider a revised approach to ensuring the safeguarding training provided to taxi drivers with particular reference to refresher training.

#### **2.0 Introduction**

2.1 In June 2015 a report was presented to the General Purposes Committee setting out the implication for taxi licensing arising from the Jay report into Child Exploitation in Rotherham. The report proposed a number of changes to enhance the current application procedure to ensure that robust safeguarding measures were in place.

2.2 In March 2016 a report was presented to the General Purposes Committee providing an update on the steps that had been taken.

#### **3.0 Actions to Date**

3.1 All drivers have attended a safeguarding training session within one year of the condition being introduced or within one year of their licence being issued. Failure to do so has resulted in licences being suspended.

3.2 Details of where and how the drivers can report concerns has been given out to all drivers who have attended the training course.

3.3 There is a countywide approach to the training (with the exception of Gedling) to deliver the same training package to all taxi drivers. The training consists of a 1.5 hours presentation followed by a multiple choice exam at the end so that the drivers can show that they have understood the principle of safeguarding.

3.5 This approach gives new drivers the flexibility to attend other Nottinghamshire authorities and their drivers to attend at Newark.

3.6 Drivers are given the opportunity to attend the training and sit the exam on three occasions. If they cannot pass the exam at this point they will not be considered a 'fit and proper' person to hold a licence.

3.7 The training document has been updated with information, videos and local examples. This has been beneficial and it shows drivers that this is happening in our area. An example of a video featuring Newark is available for Members to view

#### **4.0 Proposals**

4.1 The majority of the licensed drivers attended their safeguarding training course in 2016/2017.

- 4.2 In order to keep our drivers informed of changes in safeguarding, the latest best practice and where to report concerns it is proposed that we put together a refresher safeguarding training course for drivers to attend every three years.
- 4.3 Where the period since the driver last attended the safeguarding training is greater than the recommended 3 years. These drivers will be treated as a priority and will be invited to attend on the first wave of refresher safeguarding courses.
- 4.4 The way will need to be delivered in the current covid19 climate will need some consideration. It may not be appropriate to simply move this to a simple on line format as the interaction and sharing of experiences is a key part of the sessions.

**5.0 RECOMMENDATIONS that:**

- (a) the Hackney Carriage/Private Hire and Ambulance Driver Licence conditions, be amended to include the requirement for all drivers to attend a renewal safeguarding training course every three years; and**
- (b) that a driver's licence will not be renewed if they fail to attend the relevant course within three year period since their last attendance.**

Background Papers

Nil

For further information please contact Nicola Kellas on Ext 5894

Matthew Finch  
Director –Communities & Environment

## GENERAL PURPOSES COMMITTEE

3 SEPTEMBER 2020

### NATIONAL STATUTORY STANDARDS FOR HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE PASSENGERS

#### **1.0 Purpose of Report**

1.1 To update Members on the new statutory guidance relating to hackney carriage and private hire vehicle passengers and the implications for Newark & Sherwood DC.

#### **2.0 Background**

2.1 In July the Government published what it described as ‘robust new standards for the taxi and private hire vehicle sector across England and Wales’. They are designed to reduce the risk of harm to passengers and help improve consistency across local authorities.

2.2 They do not address the cross border issues being experienced by many authorities.

2.3 The Secretary of State for Transport made this statement ‘licensing authorities will be expected to fully implement these measures as soon as possible. The department will closely monitor progress, work with authorities not meeting their responsibilities and look to introduce legislation if licensing authorities fail to adopt the standards and update their operations.’

#### **3.0 Statutory Guidance for Taxi & Private Hire Vehicle Standards**

3.1 The statutory guidance has been issued under the Policing & Crime Act 2017 and its focus is on protecting children and vulnerable adults from harm, however all passengers will benefit from the standards.

3.2 The standards in statutory guidance replace relevant sections of the Best Practice Guidance issued by the Department of Transport in 2010. The Statutory Taxi and Private Hire Vehicle Standards reflect the significant changes in the industry and lessons learned from experiences in local areas since the 2010 version of the Department’s Best Practice Guidance. This includes extensive advice on checking the suitability of individuals and operators to be licensed.

3.3 The document sets out a framework of policies that, under section 177(4) of the Policing and Crime Act 2017 licensing authorities “must have regard” to when exercising their functions. These functions include developing, implementing and reviewing their taxi and private hire vehicle licensing regimes. The introduction to the Statutory guidance make the following comment ‘**Given that the standards have been set directly to address the safeguarding of the public and the potential impact of failings in this area, the importance of thoroughly considering these standards cannot be overstated**’. It is not a question of box ticking; the standards must be considered rigorously and with an open mind.

3.4 Officers with Licensing have studied the new standards and have made a comparison with the current NSDC Taxi and Private Hire Vehicle Policy. As Members are no doubt aware Newark & Sherwood have been at the fore front of driving forward passenger safety and the comparison has revealed that many of the standards proposed are already in place. However, some amendments to the policy will be required to ensure that it reflects the statutory guidance.

3.5 One area for future consideration will be the matter of the assessment of previous convictions. The new statutory guidance sets out a set of principles that are not currently aligned with the Newark & Sherwood Policy and therefore this will need to be addressed.

#### **4.0 Proposals**

4.1 The new guidance will require a review of the current NSDC Taxi and Private Hire Vehicle Policy to ensure that the existing policy meets all the requirement of the new statutory guidance.

4.2 It is proposed that the NSDC policy is reviewed against the requirements of the new policy and that a report is presented to November General Purposes Committee with a recommendations for amendments to the NSDC policy.

#### **5.0 RECOMMENDATIONS that:**

**(a) Members note the publication of new statutory guidance relating to taxis and private hire vehicles; and**

**(b) a review of the current NSDC taxi policy be undertaken and a report outlining changes be presented to the next General Purposes Committee.**

#### **Background Papers**

NSDC Taxi Policy

Sstatutory guidance relating to hackney carriage and private hire vehicle passengers – Dept for Transport 2020

For further information please contact Alan Batty on Extension 5467.

Matthew Finch

Director –Communities & Environment

## **GENERAL PURPOSES COMMITTEE**

**3 SEPTEMBER 2020**

### **REFORMS TO THE ANNUAL CANVASS PROCESS**

#### **1.0 Purpose of Report**

1.1 To advise Members of the reforms being implemented for the Annual Canvass process for 2020 and beyond.

#### **2.0 Background Information**

2.1 Each year annual registration forms are delivered to all properties in the district to ensure that the Electoral Registration Officer (ERO) knows who is eligible to register to vote.

2.2 In 2020 new legislation came into force which requires the ERO to match the names and addresses of registered electors against data held by the Department for Work & Pensions (DWP). It also enables the ERO to compare electoral data against that held by other departments of the District Council.

2.3 In addition to the above, the reforms to the canvass process enable some communications to be sent via email, which will ask the recipient to carefully follow instruction as to how to complete the registration process.

2.4 In short, this data matching element will streamline the process for registration as for those properties with no changes in occupancy, they will receive confirmation of those already registered, so will not be required to respond unless there are any changes to be made.

2.5 For those properties that do not match, registration forms will need to be completed and reminders issued in accordance with the usual practice during the canvass process. At this stage, it is unclear if a personal canvass of non-responding properties will be carried out due to the current restrictions due to Covid-19, however it is also possible to undertake a telephone canvass of non-responding properties.

2.6 Further details in relation to the changes can be found on the Council's website using the link below:

<https://www.newark-sherwooddc.gov.uk/vote/latestnews/newregisterofelectors2020/>

#### **3.0 Equalities Implications**

3.1 It will be necessary to keep the response service under constant review to ensure that all those eligible to register to vote can do so by different means, e.g. telephone, online, or by post.



#### **4.0 Financial Implications**

4.1 It is anticipated that in the longer term cost savings could be realised by the changes to the way in which the annual canvass is undertaken e.g. less spend on printing, paper and postage.

#### **5.0 Community Plan – Alignment to Objectives**

5.1 The changes to the annual canvass will align with the Community Plan's objective to increase participation with the Council and within local communities.

#### **6.0 RECOMMENDATION**

**That Members note the changes to the Annual Canvass process as from 2020.**

#### **Reason for Recommendation**

**To ensure that Members are aware of the changes made to the Annual Canvass process.**

#### **Background Papers**

Nil

For further information please contact Mark Jurejko – Electoral Services Manager on Ext. 5222.

Karen White  
Director – Governance & Organisational Development

## GENERAL PURPOSES COMMITTEE

3 SEPTEMBER 2020

### UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

#### **1.0 Purpose of Report**

1.1 To inform the Committee of the activity and performance of the Licensing Team and to provide Members with details of current ongoing enforcement issues.

#### **2.0 Background**

2.1 A new applicant for a Hackney Carriage/Private Hire Drivers or Private Ambulance Drivers Licence have to undergo various checks. These include a: Disclosure and Barring check; DVLA check; two references are required; Group II medical; and knowledge & ability tests.

2.2 This report covers the period from 1 January to 30 June 2020 inclusive and sets out the range and number of licence applications during this period. It also highlights any activity required as a result of the applications.

<b>Application Type</b>	<b>New Applications Received</b>	<b>Renewal of Applications Received</b>	<b>Number Issued</b>	<b>Comments</b>
Hackney Carriage/ Private Hire Driver	5	28	30	
Ambulance Drivers	11	25	36	
Hackney Carriage Vehicles	8	39	47	
Private Hire Vehicles	1	12	13	
Private Ambulance Vehicle Licence	1	44	45	

#### **2.3 Street Collections**

The table below sets out the numbers of collections undertaken within the reporting period of 1 January to 30 June 2020 and the charities supported. The organisations undertaking the collections are required to complete a return that sets out the 80% of the collection that is returned to the charity.

No street collections have taken place between 1 January to 30 June 2020, due to COVID 19.

#### **2.4 House to House Collections**

The table over sets out the numbers of collections undertaken within the reporting period of 1 January to 30 June 2020 and the charities supported. The organisations undertaking the collections are required to complete a return that sets out the 80 % of the collection that is returned to the charity.

Charity	Date	Total Amount Collected	% Returned to Charity
Breast Cancer Research	Whole Area - January 2020	£115.14	80.00%
Coping with Cancer North East	Whole Area - January 2020	£133.11	80.00%
Yorkshire Children's Trust	Whole Area - January 2020	£143.22	80.00%
North Of England Children's Cancer Research	Whole Area - January 2020	£57.69	80.00%
Just Helping Children Charity	Whole Area - 03.01.2020	£88.80	100.00%
Child and Teenage Cancer and Leukaemia Foundation	Whole Area - January 2020	£74.00	100.00%
Beads of Courage UK	Whole Area - January 2020	£120.00	80.00%
Breast Cancer Research	Whole Area - February 2020	£58.63	79.99%
Yorkshire Children's Trust	Whole Area - February 2020	£120.48	80.00%
Child and Teenage Cancer and Leukaemia Foundation	Whole Area - Feb 2020	£0.00	0.00%
Coping with Cancer North East	Whole Area - Feb 2020	£56.35	80.00%
North Of England Children's Cancer Research	Whole Area - Feb 2020	£0.00	0.00%
Breast Cancer Research	Whole Area - March 2020	£0.00	0.00%
Breast Cancer Research	Whole Area - April 2020	£0.00	0.00%
Children with Cancer UK	Whole Area - March 2020	£35.02	85.01%
Beads of Courage UK	Whole Area - May 2020	£93.00	80.00%
Breast Cancer Research	Whole Area - May 2020	£0.00	0.00%
Cancer Research and Genetics UK	Whole Area - Sept 19/July 20	£210.00	75.24%
Breast Cancer Research	Whole Area - June 2020	£71.01	80.00%
Leukaemia And Myeloma Research UK	Whole Area - June 2020	£254.00	40.94%
Yorkshire Children's Trust	Whole Area - June 2020	£239.45	81.25%
North Of England Children's Cancer Research	Whole Area - March 2020	£42.93	80.01%
Yorkshire Children's Trust	Whole Area - March 2020	£96.52	79.99%
North Of England Children's Cancer Research	Whole Area - April 2020	£0.00	0.00%
Yorkshire Children's Trust	Whole Area - April 2020	£72.00	80.00%
Yorkshire Children's Trust	Whole Area - May 2020	£99.03	80.01%
North Of England Children's Cancer Research	Whole Area - May 2020	£0.00	0.00%

## 2.5 Enforcement Issues

### **Hackney Carriage/Private Hire Ongoing Enforcement Activity between 1 January to 30 June 2020**

Location	Activity	Date Case Opened	Action Taken So Far
Northgate Station Taxi Rank	2 X HC inspection	30.1.2020	All in order
Middle Gate, Newark Taxi Rank	1 X HC inspection	31.1.2020	All in order
Newark	An unlicensed minibus being advertised on Facebook	7.2.2020	LEO investigated and is licensed by traffic commissioner.

Devon Road, Newark	Customer had taken a taxi from top of Asda Carpark to Devon Road and was charged £7.10 by Z cars, she says this is the 2nd time this has happened but other companies charge £4 - should they be doing this	11.2.2020	Customer advised to use NSDC licensed vehicles.
Lincoln Street, Newark Taxi Rank	Complaint of DG taxi illegally plying for hire at Lincoln street taxi rank	17.2.2020	LEO spoke to DG taxis
Middle Gate, Newark Taxi Rank	1 X HC Inspection	19.2.2020	All in order
Dukeries Academy, Ollerton	Complaint regarding behaviour of taxi driver	11.3.2020	LEO has spoken to the driver and reminded him regarding his behaviour.
North Gate, Newark	Driver is reporting a Wolverhampton PH vehicle driving on an expired plate, photos attached.	16.6.2020	Information passed over to Wolverhampton City Council.

### **3.0 RECOMMENDATION**

**That the Committee consider the contents of the report and identifies any issues it wishes to examine further.**

For further information please contact Nicola Kellas on extension 5894

Matt Finch  
Director –Communities & Environment

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