



**Castle House
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Chairman: Councillor Mrs R Crowe

Vice-Chairman: Councillor R White

Members of the Committee:

Councillor Mrs K Arnold

Councillor Mrs I Brown

Councillor P Harris

Councillor Mrs S Saddington

Councillor Mrs Y Woodhead

Councillor L Brazier

Councillor S Carlton

Councillor R Jackson

Councillor I Walker

Councillor Mrs B Brooks

Councillor M Cope

Councillor Mrs S Michael

Councillor K Walker

AGENDA

MEETING: General Purposes Committee

DATE: Thursday, 12 November 2020 at 6.00 pm

**VENUE: Broadcast from Castle House, Great North Road,
Newark, Notts. 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 01636 655248.

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 and 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
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8. Update on Performance and Enforcement Matters (July to September 2020) 19 - 20

PART 4 - EXEMPT AND CONFIDENTIAL ITEMS

9. Exclusion of the Press and Public None

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.

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **General Purposes Committee** held in the Broadcast from Castle House, Great North Road, Newark NG24 1BY on Thursday, 3 September 2020 at 6.00 pm.

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

Councillor Mrs K Arnold, Councillor L Brazier, Councillor Mrs B Brooks,
Councillor R Jackson, Councillor Mrs S Michael, Councillor
Mrs S Saddington, Councillor I Walker and Councillor K Walker

APOLOGIES FOR ABSENCE: Councillor Mrs I Brown (Committee Member), Councillor S Carlton
(Committee Member), Councillor M Cope (Committee Member),
Councillor P Harris (Committee Member) and Councillor
Mrs Y Woodhead (Committee Member)

REMOTE MEETING LEGISLATION

The meeting was held remotely, in accordance with the Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police & Crime Panel Meetings) (England & Wales) Regulations 2020.

20 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.

21 DECLARATION OF ANY INTENTION TO RECORD THE MEETING

The Chairman advised that the proceedings were being recorded by the Council and that the meeting was being livestreamed and broadcast from the Civic Suite, Castle House.

22 MINUTES OF THE MEETING HELD ON 5 SEPTEMBER 2019

AGREED that the Minutes of the meeting held 5 September 2019 were a correct record and signed by the Chairman.

23 ORDER OF BUSINESS

With the agreement of the Committee, the Chairman changed the order of business. Agenda Item 8 was taken after Item 4. The agenda resumed its stated order thereafter.

24 REFORMS TO ANNUAL CANVASS

The Committee considered the report presented by the Electoral Services Manager which sought to advise Members of the reforms being implemented for the Annual Canvass process for 2020 and beyond.

The report advised that the Electoral Registration Officer (ERO) was required to match the names and addresses of registered electors against data held by the Department for Work & Pensions (DWP). This enabled the ERO to compare electoral data against that held by other departments of the District Council. In addition to the above the reforms also enable some communications to be sent via email. These would ask the recipient to carefully follow instructions as to how to complete the registration process. The report advised that at present it was unclear as to whether a personal canvass of non-responding properties would be carried out due to the current restrictions due to Covid-19.

AGREED (unanimously) that the changes to the Annual Canvass process as from 2020 be noted.

25 DEPARTMENT OF TRANSPORT - TAXI & PRIVATE HIRE VEHICLE STATISTICS 2019

The Committee considered the report presented by the Business Manager – Public Protection which sought to advise Members of the latest vehicle figures relating to taxi and private hire vehicles collected and collated by the Department for Transport (DfT).

The report provided Members with information at a national (England) and local level in relation to licensed vehicles, drivers, operators, fit and proper policies and passenger satisfaction. Paragraph 3.1 noted that Newark & Sherwood continued to develop its policies and procedures to ensure compliance with national regulations and that it compared well with the national picture. It was reported that there was very little local information available on customer satisfaction and that it was proposed to undertake a survey of taxi and private hire users across the district to gather data on the satisfaction with reliability, vehicle availability, wheelchair accessible vehicle availability and passenger satisfaction with cost.

In considering the report Members raised their concerns with the ongoing issues of drivers who were not licensed by Newark & Sherwood District Council, with specific mention of those drivers from Wolverhampton, querying whether any enforcement action could be taken against them. Both the Chairman and Business Manager advised that the issue had been raised with the district's MPs but that no resolution had been reached. It was noted that there was a Nottinghamshire standard which all authorities within the county had adopted.

AGREED (unanimously) that:

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

26 SAFEGUARDING ISSUES AND TAXI DRIVERS

The Committee considered the report presented by the Senior Licensing Officer which sought approval from Members for a revised approach to ensuring the safeguarding training provided to taxi drivers, with particular reference to refresher training.

The report set out the background to the current approach adopted by the Council following the publication of the Jay Report into Child Exploitation in Rotherham and the actions taken to-date. Paragraph 4 of the report set out the proposals in order to keep drivers informed of changes in safeguarding, the latest best practice and where to report concerns by way of a refresher safeguarding training course for drivers to attend every three years.

In considering the report and proposals, Members queried whether drivers from other local authorities were required to undertake the training. The Chairman advised that this was not known but that she took every opportunity to advise local residents to ensure they used drivers licensed by NSDC. The Business Manager added that information would be circulated on social media around Christmas giving the same advice and that in order to be licensed the driver would have undergone a stringent testing process. It was suggested that Members also pass on this advice to their parish councils.

AGREED (unanimously) 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) a driver's licence will not be renewed if they fail to attend the relevant course within a three year period since their last attendance.

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

The Committee considered the report presented by the Business Manager – Public Protection which sought to update Members on the new statutory guidance relating to hackney carriage and private hire vehicle passengers and the implications for Newark & Sherwood District Council (NSDC).

The report set out that the new standards were designed to reduce the risk of harm to passengers and to help improve consistency across local authorities and that it was expected that local authorities would fully implement the measures as soon as possible. In comparing the new standards with those already adopted by NSDC, Officers found that many were already in place. However, there would be some amendments necessary to the policy to ensure that it reflected the statutory guidance. One such amendment would be the matter of the assessment of previous convictions. The new guidance listed a set of principles that were not currently aligned with NSDC's policy.

In considering the report and proposals, Members queried whether it would be necessary to undertake a consultation with licensed drivers. The Business Manager advised that the proposed changes to the current policy would be reported to Committee in November for approval, following which they would be sent out to drivers for comment. It was hoped that the new standards would be in operation by early 2021.

AGREED (unanimously) that:

- (a) the publication of new statutory guidance relating to taxis and private hire vehicles be noted; 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.

28 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

The Committee considered the report presented by the Senior Licensing Officer 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.

AGREED (unanimously) that the report be noted.

29 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 Part 1 of Schedule 12A of the Act.

30 MINUTES OF HACKNEY CARRIAGE & PRIVATE HIRE DRIVERS SUB-COMMITTEES

30a Minutes of Sub-Committee held on 30 October 2019

AGREED (unanimously) that the Minutes of the Hackney Carriage & Private Hire Driver's Sub-Committee held on 30 October 2019 be noted.

30b Minutes of Sub-Committee held on 16 January 2020

AGREED (unanimously) that the Minutes of the Hackney Carriage & Private Hire Driver's Sub-Committee held on 16 January 2020 be noted.

30c Minutes of Sub-Committee held on 3 March 2020

AGREED (unanimously) that the Minutes of the Hackney Carriage & Private Hire Driver's Sub-Committee held on 3 March 2020 be noted.

31 FORWARD PLAN

AGREED that the following items be added to the Committees Forward Plan for consideration at the next meeting scheduled for 12 November 2020.

- Update Report on Safeguarding Issues and Taxi Drivers
- Update Report on National Statutory Standards for Hackney Carriages & Private Hire Vehicle Passengers

Meeting closed at 6.30 pm.

Chairman

Forward Plan of the General Purposes Committee Decisions from 1 November 2020 to 31 October 2021

This document records some of the items that will be submitted to the General Purposes Committee over the course of the next twelve months.

These committee meetings are open to the press and public.

Agenda papers for General Purposes Committee meetings are published on the Council’s website 5 days before the meeting <http://www.newark-sherwooddc.gov.uk/agendas/>. Any items marked confidential or exempt will not be available for public inspection.

Meeting Date	Subject for Decision and Brief Description	Contact Officer Details
TBC	Training for Members	alan.batty@newark-sherwooddc.gov.uk
TBC	First aid training for Taxi Drivers	alan.batty@newark-sherwooddc.gov.uk
TBC	Update Report on Safeguarding Issues and Taxi Drivers	alan.batty@newark-sherwooddc.gov.uk

GENERAL PURPOSES COMMITTEE

12 NOVEMBER 2020

NATIONAL STATUTORY STANDARDS FOR HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE PASSENGERS

1.0 Purpose of Report

1.1 To review new statutory guidance relating to hackney carriage and private hire vehicle passengers and to highlight the potential changes needed to the Councils' Taxi Policy to comply with the guidance.

2.0 Background

2.1 In September Committee considered a report on the new statutory standards for the taxi and private hire vehicle sector across England and Wales. It was agreed that a further report would be submitted outlining the detail of the new guidelines and the changes need to the Council's policy to comply with the new standards.

3.0 Statutory Guidance for Taxi & Private Hire Vehicle Standards

3.1 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.

3.2 Officers within Licensing have studied the new standards and have made a comparison with the current NSDC Taxi & Private Hire Vehicle Policy. The key headings from the statutory guidance are set out below with the position statement from Officers.

3.3 Licensing Policies

Guidance The Department recommends all licensing authorities make publicly available a cohesive policy document that brings together all their procedures on taxi and private hire vehicle licensing. This should include, but not be limited to, policies on convictions, a 'fit and proper' person test, licence conditions and vehicle standards. Report by Dame Louise Casey CB of February 2015 on safeguarding failings.

Response The Council has a published policy that includes all the above.

Guidance Licensing authorities should review their licensing policies every five years, but should also consider interim reviews should there be significant issues arising in their area, and their performance annually.

Response A formal 5 year review process will be implemented.

3.4 Duration of Licences

Guidance The Local Government (Miscellaneous Provisions) Act 1976 (as amended) sets a standard length at three years for taxi and private hire vehicle drivers and five years for private hire vehicle operators. Any shorter duration licence should only be issued when the licensing authority thinks it is appropriate in the specific circumstances of the case, if a licensee has requested one or where required (e.g. when the licence holder's leave to remain in the UK is time-limited) or when the licence is only required to meet a short-term demand; they should not be issued on a 'probationary' basis.

Response The Council's Policy will be amended to include the wording set out in the guidance.

3.5 Consultation at the Local Level

Guidance Licensing authorities should consult on proposed changes in licensing rules that may have significant impacts on passengers and/or the trade. Such consultation should include not only the taxi and private hire vehicle trades but also groups likely to be the trades' customers.

Response Any changes to the Policy are always consulted on with the taxi trade. The scope of future consultation will be expanded.

3.6 Changing Licensing Policy and Requirements

Guidance Any changes in licensing requirements should be followed by a review of the licences already issued. Where a subjective change has been introduced, for example an amended policy on previous convictions, a licensing authority must consider each case on its own merits. Where there are exceptional, clear and compelling reasons to deviate from a policy, licensing authorities should consider doing so. Licensing authorities should record the reasons for any deviation from the policies in place.

Response Any changes to policy that may have an impact on existing licence holders will be subject to ratification by GP committee and the consequences outlined. All decisions relating to individual licences are recorded.

3.7 Gathering and Sharing Information

Guidance Licensing authorities must consider as full a range of information available to them when making a decision whether to grant a licence and to meet their ongoing obligation to ensure a licensee remains suitable to hold a licence.

Response All sources of information are used to inform decisions.

Guidance Licensing authorities should maintain close links with the Police to ensure effective and efficient information sharing procedures and protocols are in place and are being used.

Response A more formal approach to consultation with the Police will be developed.

- Guidance A decision to refuse or revoke a licence as the individual is thought to present a risk of harm to a child or vulnerable adult, should be referred to the DBS.
- Response This procedure is used by the Council. It will be formally added to the Policy
- Guidance Applicants and licensees should be required to disclose if they hold or have previously held a licence with another authority. An applicant should also be required to disclose if they have had an application for a licence refused, or a licence revoked or suspended by any other licensing authority.
- Response The Council's application process seeks this information.
- Guidance The LGA commissioned the National Anti-Fraud Network to develop a national register of taxi and private hire vehicle driver licence refusals and revocations (the register is known as 'NR3'). Tools such as NR3 should be used by licensing authorities to share information on a more consistent basis to mitigate the risk of non-disclosure of relevant information by applicants.
- Response The Council uses the NR3 tool to register its revocations.
- Guidance All licensing authorities should operate or establish a means to facilitate the objectives of a MASH (i.e. the sharing of necessary and relevant information between stakeholders).
- Response Staff have training on making referrals. There is a standing item on the Corporate Safeguarding Group for taxi issues.
- Guidance All licensing authorities should have a robust system for recording complaints, including analysing trends across all licensees as well as complaints against individual licensees.
- Response All complaints against licence holders are recorded on the Business Unit's case management database. Regular reports are brought to committee on enforcement activity.
- Guidance Licensing authorities should seek or require applicants to provide, where possible, criminal records information or a 'Certificate of Good Character' from overseas in this circumstance to properly assess risk and support the decision-making process. It is the character of the applicant as an adult that is of particular interest, therefore an extended period outside the UK before the age of 18 may be less relevant. As with all licensing decisions, each case must be considered on its own merits.
- Response This is already in the Council's Policy.

3.8 Training Decision Makers

- Guidance All individuals that determine whether a licence is issued should be required to undertake sufficient training.
- Response Training is provided to all Members of the Committee and they are not permitted to sit on a Hearing if they are not trained. The Policy will be amended to make this clear.

3.9 The Regulatory Structure

Guidance It is recommended that councils operate with a Regulatory Committee or Board that is convened at periodic intervals to determine licensing matters, with individual cases being considered by a panel of elected and suitably trained councillors drawn from a larger Regulatory Committee or Board.

Response The Council's Hackney Carriage and Private Hire Sub-Committee was established to serve this purpose.

Guidance All licensing authorities should consider arrangements for dealing with serious matters that may require the immediate revocation of a licence. It is recommended that this role is delegated to a senior officer/manager with responsibility for the licensing service.

Response The Council's Urgency procedure with delegation to Chief Officers is used for this.

3.10 Criminal Convictions and Rehabilitation

Guidance In order to achieve consistency and to mitigate the risk of successful legal challenge, licensing authorities should have a clear policy for the consideration of criminal records. This should include, for example, which offences would prevent an applicant from being licenced regardless of the period elapsed in all but truly exceptional circumstances. In the case of lesser offences, a policy should consider the number of years the authority will require to have elapsed since the commission of particular kinds of offences before they will grant a licence.

Response The Council has, as part of its policy, a scheme for consideration of criminal convictions. The Statutory Guidance suggested that each authority should use the assessment of previous convictions that is an annex to the guidance. The current convictions scheme should be replaced by that annexed to the guidance.

3.11 Criminality Checks for Drivers

Guidance All individuals applying for or renewing a taxi or private hire vehicle drivers licence licensing authorities should carry out a check of the children and adult Barred Lists in addition to being subject to an enhanced DBS check

Response This is Council policy

Guidance All licensed drivers should also be required to evidence continuous registration with the DBS update service.

Response This is Council policy

Guidance Drivers should be subject to a DBS check every 6 months

Response The Council's current policy is to check every 12 months. The policy will be amended to 6 months.

Guidance In the interests of public safety, licensing authorities should not, as part of their policies, issue a licence to any individual that appears on either barred list.

Response This will be made explicit in the Policy.

3.12 Safeguarding Awareness

Guidance All licensing authorities should provide safeguarding advice and guidance to the trade and should require taxi and private hire vehicle drivers to undertake safeguarding training.

Response This is a part of the Council's Policy.

3.13 Language Proficiency

Guidance A licensing authority's test of a driver's proficiency should cover both oral and written English language skills.

Response Oral proficiency is not part of the current application process. An amendment to the policy will be made to develop a spoken English proficiency assessments.

3.14 Criminality Checks for Vehicle Proprietors

Guidance Licensing authorities should require a basic disclosure from the DBS and that a check is undertaken annually.

Response An amendment to the policy will be required.

Guidance Private hire vehicle operator and vehicle licences may be applied for by a company or partnership; licensing authorities should apply the 'fit and proper' test to each of the directors or partners in that company or partnership.

Response This will require an amendment to the policy

3.15 In-vehicle Visual and Audio Recording – CCTV

Guidance All licensing authorities should consult to identify if there are local circumstances which indicate that the installation of CCTV in vehicles would have either a positive or an adverse net effect on the safety of taxi and private hire vehicle users, including children or vulnerable adults and taking into account potential privacy issues.

Response Formal consultation will take place next year.

3.16 Criminality Checks for Private Hire Vehicle Operators

Guidance Licensing authorities should request a basic disclosure from the DBS and that a check is undertaken annually.

Response A change to the policy will be required

Guidance A private hire vehicle operator licence may be applied for by a company or partnership; licensing authorities should apply the 'fit and proper' test to each of the directors or partners in that company or partnership.

Response A change to the policy will be required

3.17 Booking and Dispatch staff

Guidance Licensing authorities should, as a condition of granting an operator licence, require a register of all staff that will take bookings or dispatch vehicles is kept.

Response A change to the policy will be required.

3.18 Joint Authorisation of Enforcement Officers

Guidance Licensing authorities should, where the need arises, jointly authorise officers from other authorities so that compliance and enforcement action can be taken against licensees from outside their area.

Response This is in place for Nottinghamshire local authorities.

4.0 Proposals

4.1 The new guidance will require amendments of the current NSDC Taxi & 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 updated and amended to include the specific statutory guidance relating to:

Referrals to DBS

Training

6 monthly DBS checks and barred lists

Oral proficiency in English

DBS checks for proprietors and operators

Requirement for register of dispatch staff

Criminal records check

4.3 Once the amendments have been made the draft amended policy will be brought to Committee for formal adoption.

5.0 Financial Implications (FIN20-21/8501)

5.1 There are no direct financial implications arising from this report.

6.0 Digital Implications

6.1 None from this report

7.0 RECOMMENDATIONS that:

- (a) Members note the detail of new statutory guidance relating to taxis and private hire vehicles and the implications for the Council's current policy;**
- (b) Members endorse that the elements of the policy set out in paragraph 4.2 should be amended; and**
- (c) the amended policy be brought back to Committee for approval.**

Background Papers

NSDC Taxi Policy

Statutory 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

12 NOVEMBER 2020

PROGRESS OF THE 2020 ANNUAL CANVASS

1.0 Purpose of Report

1.1 To advise Members of the progress of the 2020 Annual Canvass following the reforms implemented for the process from this year and beyond. Members will recall the report to the previous meeting which detailed the changes brought about by canvass reform.

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 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.

3.0 Canvass Progress

3.1 For properties that did match against the national DWP data, 39,793 letters were produced to ask occupiers to only respond if there were changes to the matched electors who are included on the current Register of Electors.

3.2 For those properties that did not match against the national DWP data, 17,985 canvass forms were sent on Friday 14 August 2020 (and a subsequent first reminder sent on Friday 11 September 2020). To date we have received a response from 11,361 (just over 63%) and these properties which must respond.

3.3 These responses (11,361) added to the number of matched properties (39,793), gives a total response of 51,154 from 57,778 properties (88.54%).

3.4 We have now downloaded the data to print second reminder canvass forms for those properties that have not responded by Friday 9 October 2020. These reminders were dispatched for delivery on Friday 16 October 2020.

3.5 As we have been processing completed canvass forms (and also any changes required from CCA forms), Invitation to Register (ITR) forms have also be sent to new people added to the property forms.

4.0 Equalities Implications

4.1 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.

5.0 Digital Implications

5.1 There are no direct digital implications arising from this report. Digital methods are used to enable electors to complete applications to register to vote.

6.0 Financial Implications

6.1 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.

7.0 Community Plan – Alignment to Objectives

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

8.0 RECOMMENDATION

That Members note the progress of the 2020 Annual Canvass.

Reason for Recommendation

To ensure that Members are aware of the progress of the 2020 Annual Canvass.

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

12 NOVEMBER 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 July to 30 September 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.

Application Type	New Applications Received	Renewal of Applications Received	Number Issued	Comments
Hackney Carriage/ Private Hire Driver	0	18	18	
Ambulance Drivers	2	6	6	
Hackney Carriage Vehicles	3	22	25	
Private Hire Vehicles	4	1	5	
Private Ambulance Vehicle Licence	3	49	52	

2.3 Street Collections

The table below sets out the numbers of collections undertaken within the reporting period of 1 July to 30 September 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 July to 30 September 2020, due to COVID 19.

2.4 House to House Collections

The table below sets out the numbers of collections undertaken within the reporting period of 1 July to 30 September 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	July 2020	£69.50	80%
Just Helping Children Charity	17.7.2020	£186.40	100%
Yorkshire Children's Trust	July 2020	£140.92	80%
Child and Teenage Cancer and Leukaemia Foundation	August 2020	£96.00	100%
Children with Cancer UK	14.08.2020	£49.76	85%
Just Helping Children Charity	04.08.2020	£92.80	100%
Cancer Relief UK	05.8.2019 to 30.7.2020	£3240.00	85%
Boot Out Breast Cancer	1.9.2019 to 31.8.2020	£201.42	82%
Yorkshire Children's Trust	August 2020	£132.71	80%
Yorkshire Children's Trust	September 2020	£87.62	80%
Child and Teenage Cancer and Leukaemia Foundation	September 2020	£75.00	100%

2.5 Enforcement Issues

Hackney Carriage/Private Hire Ongoing Enforcement Activity between 1 July to 30 September 2020

Location	Activity	Date Case Opened	Action Taken So Far
Appletongate, Newark	Complaint that a DG Cars driver littered in the street	07/09/2020	Complainant spoken to and advised that we have no jurisdiction over DG drivers. The complainant is going to speak to Rushcliffe DC.
	Report of someone offering taxi services on Facebook without a licence	10/09/2020	LEO has spoken to the complainant who has sent over more information and a translation of the Facebook posts which were in Polish. Investigations are ongoing.

3.0 **RECOMMENDATION**

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

Background Papers

Nil

For further information please contact Nicola Kellas on extension 5894

Matt Finch
Director – Communities and Environment