



**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, 2 June 2021**

**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 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, 10 June 2021 at 6.00 pm**

**VENUE: Civic Suite, Castle House, Great North Road,  
Newark NG24 1BY**

**You are hereby requested to attend the above Meeting to be held at the time/place  
and on the date mentioned above for the purpose of transacting the  
business on the Agenda as overleaf.**

**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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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, 11 March 2021 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 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

### 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.

#### 40 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.

#### 41 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.

#### 42 MINUTES OF THE MEETING HELD ON 12 NOVEMBER 2020

AGREED that the Minutes of the meeting held on 12 November 2020 were accepted as a correct record.

#### 43 FORWARD PLAN - APRIL 2021 TO MARCH 2022

AGREED that the Forward Plan for the period 1 April 2021 to 31 March 2022 be noted.

#### 44 REVIEW OF HACKNEY CARRIAGE & PRIVATE HIRE LICENSING POLICY AND GUIDANCE

The Committee considered the report presented by the Business Manager – Public Protection which sought to update Members following the completion of the consultation process on the revised policy for Hackney Carriage & Private Hire Licensing. The responses received were set out in paragraph 4.4 of the report with the proposed changes to the policy highlighted in Appendix B. The Business Manager advised that following receipt of the consultation responses a review of the current age policy for vehicles had been added to the Committee's forward plan. He also

noted that given the pandemic and the restrictions therefrom it had resulted in licensed vehicles being greatly under-used in the past 12 months and the reduction in income of the licensed drivers. He therefore suggested that Members may wish to consider a temporary extension of 12 or 18 months to the current term of 8 years.

In considering the report a Member commented that the image on the front sheet bore little relevance to the district's Hackney Carriages or Private Hire Vehicles and should be changed. The Member also suggested that the time allocated to undertake the knowledge test should be extended to permit the use of a SatNav, noting that technology had move on and that it should be reflected in the policy. The Business Manager advised that the Council had moved to an online knowledge test in approximately 2017. It was designed to address a number of issues and not just a knowledge of the district. It required the applicant to have knowledge of the Council's policy, the highway-code and UK motoring laws. Elements of the test were also used to assess customer service skills, numeracy and command of the English language. Applicants were also permitted to use an A-Z during the test, which demonstrated their ability to navigate around the district. In noting the suggestion that use of a SatNav should be permitted, the Business Manager stated that he would give consideration as to this might be achieved if the Committee determined to include its use during the test.

A Member sought clarity on the use of mobile phones and the implications of them being used as a SatNav and how this related to the Council's Policy. In response the Business Manager advised that he did not believe that the use of such a device in a taxi would be contradictory to the Council's Policy.

AGREED (unanimously) that:

- (a) the comments received from the consultation exercise on the Hackney Carriage & Private Hire Policy be noted;
- (b) the draft Hackney Carriage & Private Hire Licensing Policy and Guidance 2021 be adopted;
- (c) the current age limit for vehicles be subject to a temporary extension of 12 months and that a review of the current limit be undertaken; and
- (d) Officers give consideration to the use of a SatNav during the knowledge test and how this may be implemented.

#### 45 NATIONAL DATABASE OF REFUSED AND REVOKED LICENCES UPDATE

The Committee considered the report presented by the Business Manager – Public Protection which sought to update Members on the implementation and use of the national register of refused and revoked licences for Hackney Carriage & Private Hire Drivers, which is known as the NR3.

The report set out the background to the development of the register and who would have access to the information therein. Paragraph 3.0 of the report detailed that all current licence holders had had their details checked against the NR3 register and that new drivers had been made aware that their applications would be subject to the same checks. The Council's application form and their website had been updated to include the same information. It was also reported that all drivers who had had their licences refused or revoked had been contacted and, where appropriate, their details had been added to the NR3 register.

AGREED (unanimously) that the report be noted.

46 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS - 1 OCTOBER TO 31 DECEMBER 2020

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.

AGREED (unanimously) that the report be noted.

Meeting closed at 6.26 pm.

Chairman

**Forward Plan of the General Purposes Committee Decisions from 1 June 2021 to 31 May 2022**

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.

<b>Meeting Date</b>	<b>Subject for Decision and Brief Description</b>	<b>Contact Officer Details</b>
September 2021	Update Report on Safeguarding Issues and Taxi Drivers	<a href="mailto:alan.batty@newark-sherwooddc.gov.uk">alan.batty@newark-sherwooddc.gov.uk</a>
September 2021	Taxi User Satisfaction Survey	<a href="mailto:alan.batty@newark-sherwooddc.gov.uk">alan.batty@newark-sherwooddc.gov.uk</a>
March 2022	Review of Taxi Vehicle Specifications	<a href="mailto:alan.batty@newark-sherwooddc.gov.uk">alan.batty@newark-sherwooddc.gov.uk</a>

## **GENERAL PURPOSES COMMITTEE**

**10 JUNE 2021**

### **FIRST AID TRAINING FOR TAXI DRIVERS**

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

1.1 To set out some options for consideration by Members for first aid training of Newark & Sherwood licenced taxi drivers.

#### **2.0 Background**

2.1 Taxi drivers are often present within local communities and town centre and as such can often be first on the scene if an incident occurs. This report sets out some options for the provision of first aid training for licensed taxi drivers

2.2 The district council provides first aid training for its own staff who are designated as first aiders and this training is provided by 'Notts Save a Life'. The one day course 'Emergency First Aid at Work' is considered appropriate for the level of knowledge required for the type of emergency that it is envisaged taxi drivers would be responding to.

2.3 The 6 hour course covers emergency first aid suitable for a nominated first aider in lower risk areas. Content includes:

- Accidents and illness
- Using a first aid kit
- Simple record taking
- Treating an unconscious casualty
- Heart attacks and strokes

2.4 The cost of a 1 day course is £300 for a course delivered on council premises for a maximum of 12 delegates.

2.5 An alternative to the above is course entitled 'First on Scene'. This 3 hour course covers basic first aid to equip responders with the necessary skills to handle basic first aid until someone fully qualified arrives. Content includes the same as above but in less detail.

2.6 The cost of a course is £15 per delegate when delivered on council premises. Larger groups of delegates are allowed for this course.

2.7 A range of other providers and courses are available.

#### **3.0 Proposals**

3.1 There are number of options that Members may wish to consider.

##### Option 1

Provide a venue, a trainer and cover the cost of the training.

This would be the most expensive option for the Council and may attract large demand. The Council currently has 146 licensed taxi drivers and 115 private ambulance drivers.

#### Option 2

Provide a venue and trainer and subsidise the training by 50%

The 50% subsidy would attract some drivers and would lessen the demand from that of a fully funded training event.

#### Option 3

Provide a venue and trainer and provide no subsidy for the course fees.

This would involve little out lay from the Council but may not attract many delegates.

#### Option 4

Provide details and prices of courses available and let the drivers source their own training if they wish to do so.

3.2 Each of the options set out above has different budgetary implications and it is not possible to fully identify the cost of the training until the preferred option and demand for that option is known.

3.3 If Members are minded to support an option that requires funding from the Council there is an opportunity to set aside a fixed amount of budget to deliver a finite amount of training on a first come first served basis.

#### **4.0 Equalities Implications**

4.1 There are equalities implications arising from this report.

#### **5.0 Financial Implications (FIN21-22/6409)**

5.1 The costs below are based on maximum take up of the training for 146 drivers.

	3 hour course	1 day course
Option 1	£2,190	£3,650
Option 2	£1,095	£1,825
Option 3	£0	£0
Option 4	£0	£0

5.2 The venue would be Castle House, so no additional cost to the Council, although while the rooms are used for training, they cannot be used for external income sources. The cost of the trainer is included in the course fees as stated in section 2.

5.3 Budget provision does not exist, so additional funding through reserves will be required, up to £3,650, if options 1 or 2 are chosen.

## **6.0 Digital Implications**

6.1 There are no digital implications arising from this report.

## **7.0 RECOMMENDATION**

**Members are asked to indicate their preferred option with associated budget for delivering first aid training for licensed taxi drivers.**

### Reason for Decision

To enhance the safety of the communities of Newark & Sherwood.

### Background Papers

Nil

For further information please contact Alan Batty on Extension 5467.

Matthew Finch  
Director – Communities & Environment

## **GENERAL PURPOSES COMMITTEE**

**10 JUNE 2021**

### **TRAINING FOR MEMBERS**

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

1.1 To update the Committee on the relevant training Members are required to undertake prior to participating in Hearings and to establish an online resource pack for Members.

#### **2.0 Background**

2.1 All Members of General Purposes Committee and Licensing Committee are required to complete relevant training prior to sitting on Hearings dealing with taxi or licensing issues. The new national standards on taxi licensing also requires update training to be provided as and when there are changes to the taxi licensing regime.

2.2 The training for Members is usually delivered in by Officers to all new Members of the committees and is a joint session covering both areas of work. The training session usually last around 2 hours.

2.3 Over recent years this has been supplemented by bespoke Licensing Act 2003 training delivered on a county wide basis by the Nottinghamshire Authorities Licensing Group. This training was not delivered in 2020 due to the pandemic. Discussions are taking place as to whether it can take place in the autumn of 2021.

2.4 As Members will be aware the Council's Taxi Licensing Policy has recently been updated so it is essential that Members are fully conversant with policy and the options open to them when they are sitting on a taxi licensing panel.

2.5 In order to provide Members with written support and guidance a Members' Resource Pack, provided online, is considered appropriate. It is intended that this will include a range of documents providing advice and guidance on issues dealt with by both the Licensing and General Purposes Committees.

2.6 The Resource Pack should prove a valuable tool to enable Members to access information. However, Officers from the Licensing section are available to provide additional one to one training and guidance should any Members require this.

#### **3.0 Proposals**

3.1 It is proposed that following the Council's AGM, training is provided for all Members of the General Purposes Committee and Licensing Committee.

3.2 It is further proposed that when time allows on the agenda for each committee, it should include update training to be delivered at the committee as 'bite size training sessions covering a relevant and timely area of work.

3.3 The resource pack for Members will be developed and it is proposed that this will be made available for Members within 3 months.

**4.0 Equalities Implications**

4.1 There are equalities implications arising from this report.

**5.0 Financial Implications**

5.1 None from this report

**6.0 Digital Implications**

6.1 There are no digital implications arising from this report.

**7.0 RECOMMENDATION**

**Members are asked to agree the training initiatives as proposed.**

Reason for Decision

To ensure all Members are fully trained and able to sit on Hearings.

Background Papers

Nil

For further information please contact Alan Batty on extension 5467.

Matthew Finch  
Director – Communities & Environment

## GENERAL PURPOSES COMMITTEE

10 JUNE 2021

### 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 2021 to 31 March 2021 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	0	22	22	
Ambulance Drivers	0	13	13	
Hackney Carriage Vehicles	5	26	31	
Private Hire Vehicles	0	6	6	
Private Ambulance Vehicle Licence	10	69	79	

#### **2.3 Street Collections**

No street collections were applied for the period 1 January to 31 March 2021. This is due to the COVID 19 pandemic and the UK being under lockdown.

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

The table below sets out the numbers of collections undertaken within the reporting period of 1 January to 31 March 2021 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.

<b>Charity</b>	<b>Date</b>	<b>Total Amount Collected</b>	<b>% Returned to Charity</b>
Children with Cancer UK	26.01.21	£38.42	85%
Just Helping Children Charity	07.02.21	£212.80	100%

## 2.5 Enforcement Issues

### **Hackney Carriage/Private Hire Ongoing Enforcement Activity between 1 January to 31 March 2021**

<b>Location</b>	<b>Activity</b>	<b>Date Case Opened</b>	<b>Action Taken So Far</b>
Middle Gate, Newark	Report of a Wolverhampton-plate Z Cars vehicle parked on the taxi rank.	04.01.21	The information was passed to City of Wolverhampton Council, who replied to say the driver in question had been spoken to and warned not to park on ranks.
Middle Gate, Newark	Sighting of a taxi driver using mobile phone whilst driving.	05.01.21	The driver in question was spoke to by LEO. Driver denied using his phone while driving. Advice given.
Northgate Railway Station	Complaint of a licensed driver swearing at another driver.	08.02.21	The complainant's company gave LEO details of 2 other drivers with concerns about the driver in question's conduct. LEO collated the concerns and delivered a warning letter to the offending driver.
	Licensed vehicle seen with back plate not properly displayed	17.02.21	LEO spoke to the driver's father, who passed on the message. LEO later observed plate fitted correctly.

## 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