



To: Members of the Licensing  
Committee

Date: 28 November 2013

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Dear Councillor

You are invited to attend a meeting of the **LICENSING COMMITTEE** to be held at **9.30 am** on **WEDNESDAY, 4 DECEMBER 2013** in the **COUNCIL CHAMBER, RUSSELL HOUSE, RHYL**.

Yours sincerely

G Williams  
Head of Legal and Democratic Services

## **AGENDA**

### **PART 1 - THE PRESS AND PUBLIC ARE INVITED TO ATTEND THIS PART OF THE MEETING**

#### **1 APOLOGIES**

#### **2 DECLARATION OF INTERESTS**

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

#### **3 URGENT MATTERS AS AGREED BY THE CHAIR**

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act, 1972.

**4 MINUTES OF THE LAST MEETING (Pages 7 - 12)**

To receive the minutes of the Licensing Committee held on 18 September 2013 (copy enclosed).

**5 LICENSING COMMITTEE FORWARD WORK PROGRAMME 2013/14 (Pages 13 - 16)**

To consider a report by the Head of Planning and Public Protection (copy enclosed) presenting the committee's forward work programme and updating members on relevant issues.

**PART 2 - CONFIDENTIAL ITEMS**

It is recommended in accordance with Section 100A(4) of the Local Government Act 1972, that the Press and Public be excluded from the meeting during consideration of the following item(s) of business because it is likely that exempt information as defined in paragraphs 12 and 14 of Part 4 of Schedule 12A of the Act would be disclosed.

**6 APPLICATION FOR A LICENCE TO DRIVE HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES - APPLICANT NO. 041213 (Pages 17 - 26)**

To consider a confidential report by the Head of Planning and Public Protection (copy enclosed) seeking members' determination of an application for a licence to drive hackney carriage and private hire vehicles from Applicant No. 041213.

**7 REVIEW OF A LICENCE TO DRIVE HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES - DRIVER NO. 045613 (Pages 27 - 46)**

To consider a confidential report by the Head of Planning and Public Protection (copy enclosed) seeking members' review of a licence to drive hackney carriage and private hire vehicles in respect of Driver No. 045613.

**8 REVIEW OF A LICENCE TO DRIVER HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES - DRIVER NO. 046577 (Pages 47 - 64)**

To consider a confidential report by the Head of Planning and Public Protection (copy enclosed) seeking members' review of a licence to drive hackney carriage and private hire vehicles in respect of Driver No. 046577.

**9 REVIEW OF A LICENCE TO DRIVE HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES - DRIVER NO. 048997 (Pages 65 - 88)**

To consider a confidential report by the Head of Planning and Public Protection (copy enclosed) seeking members' review of a licence to drive hackney carriage and private hire vehicles in respect of Driver No. 048997.

**10 REVIEW OF A LICENCE TO DRIVE HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES - DRIVER NO. 047689 (Pages 89 - 110)**

To consider a confidential report by the Head of Planning and Public Protection (copy enclosed) seeking members' review of a licence to drive hackney carriage and private hire vehicles in respect of Driver No. 047689.

**11 SUITABILITY OF A VEHICLE FOR A HACKNEY CARRIAGE LICENCE**  
(Pages 111 - 114)

To consider a confidential report by the Head of Planning and Public Protection (copy enclosed) seeking members' determination of an application received for a Hackney Carriage Licence.

**MEMBERSHIP**

**Councillors**

Joan Butterfield  
Bill Cowie  
Richard Davies  
Stuart Davies  
Hugh Irving  
Pat Jones

Barry Mellor  
Win Mullen-James  
Peter Owen  
Arwel Roberts  
Cefyn Williams

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All Councillors for information  
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## LICENSING COMMITTEE PROCEDURE FOR THE DETERMINATION OF HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE DRIVER LICENCE APPLICATIONS AND REVIEWS OF EXISTING LICENSED DRIVERS

STEP	DESCRIPTION
1.	The Chair to welcome and introduce the applicant/licence holder to all parties present.
2.	Solicitor to ask the applicant/licence holder to confirm that he/she has received the report and the Committee procedures. If applicant confirms same, move onto step 4.
3.	If it should occur that the applicant/licence holder states that the report has not been received, then such matter will be addressed at this stage. Members may wish to consider adjourning the matter, for a short period, in order for the applicant/licence holder to read the report.
4.	Head of Planning and Public Protection (or representative) briefly introduces the application/review
5.	The applicant/licence holder is requested to present his/her case  The applicant/licence holder can call any witnesses he/she chooses in support of the application, for which advance notice should have been given to the Licensing Officers.
6.	Committee Members can question the applicant/licence holder and or his witnesses
7.	Technical officers are invited to present any findings (Licensing/Community Enforcement, First Contact Team (Social Services), School Transport.)
8.	The Committee Members followed by the applicant/licence holder can ask questions of the technical officers
9.	The applicant/licence holder will be invited to make a final statement, if they so wish
10.	The following will be requested to leave the meeting whilst the application/review is discussed by Members – the applicant/licence holder, all third parties, Head of Planning and Public Protection, technical officers  NB The only people remaining should be – Committee Members, translator, committee’s legal adviser and the minute taker

11.	The committee members will consider the application/review taking into account the evidence heard
12	Should Committee Members prove it necessary to recommence the asking of questions and recall any party to provide further information or clarification, all persons who have withdrawn from the meeting will be invited to return. After the question(s) have been determined all third parties will be asked to withdraw again for Members to consider all evidence.
13.	When the Members have reached their decision, all parties will be recalled and the applicant/licence holder will be informed of the Members decision by the Chairman.
14.	The Chair will inform the applicant/licence holder of the decision reached. This will include any specific conditions or penalties which may have been imposed. If necessary the Council's Solicitor to provide further clarification of the decision and its implications to the applicant/licence holder.
15.	If the decision is to refuse or there is a decision to suspend or revoke, the Council's Solicitor to inform the applicant/licence holder of the right of appeal to the Magistrates' Court (the decision letter will also include these details).
16.	For an existing licensed driver (issued by Denbighshire), and the decision involves a resolution by the Committee to suspend or revoke the existing licence, Members may do so under either: <ul style="list-style-type: none"> <li>1. Section 61 (2A) of the Local Government (Miscellaneous Provisions) Act 1976.</li> <li>2. Section 61 (2B) of the Local Government (Miscellaneous Provisions) Act 1976. This decision will have IMMEDIATE EFFECT and can only be used when the grounds for suspension/revocation are a public safety matter.</li> </ul> <p>The Solicitor will explain to the licence holder the implications of the decision.</p>
17.	The applicant/licence holder will be informed of the decision in writing as soon as practicable.
18.	The applicant/licence holder will be invited to discuss any matter they are unsure of with Licensing Officers after the Committee

## LICENSING COMMITTEE

Minutes of a meeting of the Licensing Committee held in the Council Chamber, County Hall, Wynnstay Road, Ruthin on Wednesday, 18 September 2013 at 9.30 am.

### PRESENT

Councillors Bill Cowie, Richard Davies, Stuart Davies, Win Mullen-James, Peter Owen, Arwel Roberts and Cefyn Williams (Chair)

### ALSO PRESENT

Head of Legal and Democratic Services (GW); Licensing Officers (NJ & JT); Licensing Enforcement Officer (HB) and Committee Administrator (KEJ)

#### 1 APOLOGIES

Councillors Joan Butterfield, Hugh Irving, Pat Jones and Barry Mellor

#### 2 DECLARATION OF INTERESTS

No declarations of personal or prejudicial interest had been raised.

#### 3 URGENT MATTERS AS AGREED BY THE CHAIR

No urgent matters had been raised.

#### 4 MINUTES

The minutes of the Licensing Committee held on 12 June 2013 and Special Licensing Committee held on 27 June 2013 were submitted.

**RESOLVED** that the minutes of the meetings held on 12 June 2013 and 27 June 2013 be received and confirmed as a correct record.

At this point the Chair indicated his intention to vary the order of the agenda to accommodate those individuals attending the meeting in support of their licence reviews and to hear their cases before any other business.

#### EXCLUSION OF PRESS AND PUBLIC

**RESOLVED** that under Section 100A of the Local Government Act 1972, the Press and Public be excluded from the meeting for the following item of business on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraphs 12 and 14 of Part 4 of Schedule 12A of the Act.

#### 5 REVIEW OF A LICENCE TO DRIVE HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES - DRIVER NO. 044473

A confidential report by the Head of Planning and Public Protection (previously circulated) was submitted upon –

- (i) the suitability of Driver No. 044473 to hold a licence to drive hackney carriage and private hire vehicles;
- (ii) the Licensing Committee held on 12 June 2013 having deferred consideration of the report in the absence of the Driver in order to provide a further opportunity for him to present his case (an extract of the minutes had been appended to the report);
- (iii) concerns having been raised by Licensing Enforcement Officers regarding the conduct of the licensed driver on a number of separate occasions following an incident on 27 February 2013 (a summary of the facts together with witness statements having been attached to the report), and
- (iv) the Driver having been requested to attend the meeting in support of his licence review and to answer members' questions thereon.

The Driver and his Legal Representative confirmed they had received the report and committee procedures. An application was made to stay the proceedings on the grounds that the local authority's legislative powers had been incorrectly referenced in the report. Following an adjournment to consider the submission the Chair advised that the committee had agreed to defer the matter to a special meeting to allow for the inaccuracy to be corrected. For transparency the Head of Legal and Democratic Services repeated the legal advice he had relayed during closed session. After a brief consultation with his client the Legal Representative advised that he was content to continue with the hearing despite the inaccuracy and proceedings were resumed.

The Licensing Officer (JT) introduced the report and case details.

A statement provided by the Driver was read out which provided some background information attesting to his character including employment history, family circumstances and his work within the local community. It was highlighted that he had not been subject of a complaint since becoming a licensed driver in 2006. The Legal Representative responded to the allegations detailed within the report and also presented the following in evidence –

- two witness statements to the incidents on 27 February and 26 March 2013
- transcript of the conversation with the Police Officer on 27 February 2013
- letter dated 22 March 2013 from the Vehicle & Operator Services Agency regarding action taken on 27 February 2013
- email dated 17 September 2013 from North Wales Police in response to a formal complaint relating to the incident on 27 February 2013.

Members questioned the Driver on his version of events and the demeanour he had adopted with various officials on the occasions detailed within the report. The Driver also responded to questions raised regarding his dealings with the licensing officers.



In his final statement the Legal Representative reiterated that correct procedures had not been followed by certain officials on 27 February which had given rise to subsequent events.

At this juncture the committee adjourned to consider the case and it was –

***RESOLVED*** that the allegations made in respect of Driver No. 044473 had not been proved and no action be taken.

The reasons for the Licensing Committee's decision were as follows –

Members had carefully considered the report and evidence presented in this case. The committee found no evidence to justify a sanction being imposed and had not been satisfied that the allegations made in respect of the Driver's conduct had been proven. Consequently no further action needed to be taken.

The Chair conveyed the committee's decision and the reasons therefore to Driver No. 044473 and his Representative. He also asked that the Driver co-operate fully with licensing officers in any future dealings.

At this juncture (10.50 a.m.) the meeting adjourned for a refreshment break.

## **6 REVIEW OF A LICENCE TO DRIVE HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES - DRIVER NO. 043120**

A confidential report by the Head of Planning and Public Protection (previously circulated) was submitted upon –

- (i) the suitability of Driver No. 043120 to hold a licence to drive hackney carriage and private hire vehicles;
- (ii) a complaint having been received from North Wales Police regarding the behaviour of the licensed driver on two separate occasions: 21 February and 6 July 2013 (a summary of facts together with witness statements; transcript of the recorded interview and associated documentation had been attached to the report);
- (iii) Driver No. 043120 having appeared before the Licensing Committee on 6 March 2013 regarding a separate incident and had been given a formal warning regarding his future conduct (an extract of the minutes had been appended to the report), and
- (iv) the Driver having been invited to attend the meeting in support of his licence review and to answer members' questions thereon.

The Driver was not present and had contacted officers the previous day advising that he would be unable to attend the meeting due to work commitments. He had been advised previously to put in writing any representations he wished to make but

no such representation had been received. In view of the seriousness of the matter the committee agreed to proceed in the Driver's absence.

The Licensing Enforcement Officer introduced the report and detailed the facts of the case. Members considered the evidence presented and it was –

**RESOLVED** that Driver No. 043120 be suspended from driving hackney carriage and private hire vehicles for a period of three months to take immediate effect on the grounds of public safety in accordance with S.61 (2B) of the Local Government (Miscellaneous Provisions) Act 1976.

The reasons for the Licensing Committee's decision were as follows –

Members carefully considered the information put before them and had regard to the fact that the Driver had been advised to put his representations in writing but had failed to do so. The committee expressed serious concerns regarding the Driver's conduct and actions as detailed within the report which demonstrated his complete disregard for the law and public safety. The committee's overriding consideration was the safety of the public and members felt the Driver's disregard for public safety meant that his suspension should take immediate effect in order to protect the public. In addition members had regard to a previous warning given to the Driver in respect of his conduct which had also raised public safety concerns.

Members also expressed concern that the Driver was not wearing his badge during the incident on 21 February 2013 which was in breach of his hackney carriage/private hire vehicle licensing conditions and that he appeared not to be aware of that fact. Licensed drivers were required to wear badges to assure the public that they had been licensed and were fit and proper.

## **7 REVIEW OF A LICENCE TO DRIVE HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES - DRIVER NO. 047689**

The Chair reported that he had granted an adjournment request in this case from Driver No. 047689. Consequently the matter had been deferred to the committee's next meeting on 4 December 2013.

**RESOLVED** that the position be noted.

## **OPEN SESSION**

Upon completion of the above business the meeting resumed in open session.

## **8 LICENSING ACT 2003 - LICENSING AUTHORITY AS RESPONSIBLE AUTHORITY**

The Licensing Officer (NJ) submitted a report by the Head of Planning and Public Protection (previously circulated) informing members of arrangements made to enable the Local Authority to carry out its functions as a Responsible Authority.

Members were advised of the recent change in legislation which empowered licensing authorities to fulfil the same functions as other Responsible Authorities under the Licensing Act 2003. The importance of achieving a separation of responsibilities within the local authority to ensure procedural fairness and eliminate conflicts of interest was highlighted and details of the existing roles and responsibilities were provided. To ensure an appropriate separation of responsibilities in light of the new powers it was recommended that the Senior Community Enforcement Officer be allocated the role as the Responsible Authority for Licensing.

**RESOLVED** that the Senior Community Enforcement Officer be delegated the function of Responsible Authority on behalf of Licensing.

## **9 UPDATE ON REVIEW OF LICENSING FEES AND CHARGES FOR 2013/14**

The Licensing Officer (NJ) submitted a report by the Head of Planning and Public Protection (previously circulated) updating members on progress with the review of the licensing fees and charges for 2013/14.

The prolonged and complex nature of determining the actual cost for administering each function was highlighted together with the implications of a recent High Court judgement, *Hemmings v Westminster City Council* (attached as appendix to the report). The outcome of the judgement clarified what costs could be taken into account when determining fees. An All Wales Licensing Technical Panel had been tasked with looking at fees and charges and officers were actively contributing to that process with regular meetings scheduled throughout the remainder of the year.

In response to questions the Licensing Officer explained the range of factors which determined the level of fees which differed between local authorities. Although a generic fee could not be applied across Welsh authorities the Licensing Technical Panel was working to develop a generic set of procedures for determining fees and charges. Members acknowledged the importance of ensuring the review was conducted thoroughly to avoid any future legal challenges and it was –

**RESOLVED** that the current fee structure be retained for 2013/14 until such time as the Licensing Technical Panel had agreed on a generic set of procedures for setting fees and charges and the full review has been undertaken.

## **10 REVIEW OF HOUSE TO HOUSE AND STREET COLLECTION POLICIES**

The Licensing Officer (NJ) submitted a report by the Head of Planning and Public Protection (previously circulated) seeking members' review of the draft policies for the allocation and monitoring of Street Collection and House to House Collection permits (attached at Appendix A to the report) following the consultation exercise.

The Licensing Committee on 12 September 2012 had agreed a consultation exercise on the review of policies for charitable collections. The report outlined the consultation process and provided details of the representations received relating to Street Collections (no representations had been received relating to House to House Collections) and the recommended amendments in response thereto.

Members were asked to consider the draft policies in light of the consultation responses received.

Members considered the draft policies together with the consultation responses and were satisfied that the representations had been addressed appropriately.

**RESOLVED** that the draft policies for House to House and Street Collections as detailed in Appendix A to the report and the proposed amendments as detailed in Appendix C to the report be endorsed and recommended to County Council for approval and adoption.

## **11 LICENSING COMMITTEE FORWARD WORK PROGRAMME 2013/14**

A report by the Head of Planning and Public Protection was submitted (previously circulated) on the Licensing Committee's future work programme.

**RESOLVED** that the Licensing Committee work programme as detailed within the report be noted.

The meeting concluded at 11.45 a.m.

# Agenda Item 5



<b>REPORT TO:</b>	Licensing Committee
<b>DATE:</b>	4 <sup>th</sup> December 2013
<b>LEAD OFFICER:</b>	Head of Planning and Public Protection
<b>CONTACT OFFICER:</b>	Senior Licensing Officer <a href="mailto:licensing@denbighshire.gov.uk">licensing@denbighshire.gov.uk</a> 01824 706451
<b>SUBJECT:</b>	Forward Work Programme 2013/14

## 1. PURPOSE OF THE REPORT

- 1.2 To advise Members of a proposal to amend the existing Forward Work Programme for Licensing.

## 2. EXECUTIVE SUMMARY

- 2.1 The existing Forward Work Programme is attached, at appendix 1, for Members information.

## 3. BACKGROUND INFORMATION

- 3.1 Members approved the existing forward work programme in June 2013. Unfortunately, due to a number of unforeseen circumstances, Officers have been unable to adhere to its requirements, resulting in Officers having to reprioritise their time.
- 3.2 It has taken a considerable amount of Officer time to prepare for the implementation of the Scrap Metal Dealers Act 2013. This piece of legislation was rushed in by Parliament, giving Local Authorities very little warning; it has therefore had to take priority over planned work of the Section. Officers have had to compile reports to Cabinet and County Council to secure the correct delegations and authorisations together with setting the fees for such applications. Officers have undertaken a detailed fee setting exercise to ensure that they can be confident that the fees are fully justified.
- 3.3 Members may be aware that the Section is in the process of moving over from one licensing database to another. Officers have been heavily involved in data mapping and also envisage that they will have to devote a large proportion of their time to ensuring that all relevant data is in

place and fully functional, once the transfer of data is complete. Additionally there have been a number of unforeseen delays in the transition process, which has meant that any work, since August, that has been processed using our existing database will not automatically be transferred to the new system. Officers will have to manually re-enter this data when the new system goes live.

- 3.4 To add to this burden, staffing levels have been reduced due to the Licensing Support Officer having to take maternity leave sooner than expected. This has had a knock on effect on the remainder of the licensing team who are having to absorb the workload of the Licensing Support Officer.
- 3.5 There are a number of complex policy reviews that need to be undertaken, which will require extensive research by Officers, for example taxi licensing, Sex Establishment, Street Trading. Members will be aware that work is ongoing with the taxi licensing review and it is envisaged that part of the policy will be brought before Members early next year for consideration.
- 3.6 Officers would therefore like to present to Members in March a two year Forward Work Programme incorporating the above policy reviews.

#### 4. **RECOMMENDATION**

- 4.1 For Members to note the contents of the report and, approve for Officers to present a revised Forward Work Programme to the next Licensing Committee in March.

**APPENDIX 1**

**REPORT TO: LICENSING COMMITTEE**

**DATE: 4 December 2013**

**REPORT BY: THE HEAD OF PLANNING AND PUBLIC PROTECTION**

**SUBJECT: LICENSING COMMITTEE WORK PROGRAMME 2013/14**

<b>DATE</b>	<b>REPORT</b>	<b>COMMENT</b>
December 2013	Review of the existing Sex Establishment Policy	Report for Members' consideration
	Report for Members' consideration and approval for Officers to consult with all interested parties	Review of existing policy and conditions for Hackney Carriage and Private Hire Vehicles and Operators
	Report on implementing a Penalty Point System for Hackney Carriage and Private Hire licence holders	Report for Members' consideration
March 2014	Agree Forward Working Programme priorities for 2014/15	
	Review of the existing Street Trading Policy	Report for Members' consideration and approval for Officers to consult all interested parties
	Sex Establishment Renewal	Report for Members' to consider the renewal of existing Sex Establishment Licence

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