

To: Members of the Licensing  
Committee

Date: 4 June 2015

Direct Dial: 01824 712568

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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, 10 JUNE 2015** in the **COUNCIL CHAMBER, COUNTY HALL, RUTHIN.**

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 APPOINTMENT OF CHAIR**

To appoint a Chair of the Licensing Committee for the ensuing year.

#### **3 APPOINTMENT OF VICE CHAIR**

To appoint a Vice Chair of the Licensing Committee for the ensuing year.

#### **4 DECLARATION OF INTERESTS**

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

#### **5 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.

#### **6 MINUTES OF THE LAST MEETING (Pages 7 - 14)**

To receive the minutes of the Licensing Committee held on 4 March 2015 (copy enclosed).

**7 HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER DRESS CODE UPDATE REPORT** (Pages 15 - 16)

To consider a report by the Head of Planning and Public Protection (copy enclosed) presenting members with representations received following their decision relating to the wearing of shorts at a previous meeting.

**8 PROPOSED PRIVATE HIRE PLATE EXEMPTION POLICY** (Pages 17 - 26)

To consider a report by the Head of Planning and Public Protection (copy enclosed) recommending approval of the proposed Private Hire Plate Exemption Policy for formal consultation.

**9 HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE POLICY REVIEW** (Pages 27 - 30)

To consider a report by the Head of Planning and Public Protection (copy enclosed) updating members on the review of the existing Hackney Carriage and Private Hire Vehicle policy and proposed future actions.

**10 LICENSING COMMITTEE FORWARD WORK PROGRAMME 2015/16** (Pages 31 - 46)

To consider a report by the Head of Planning and Public Protection (copy enclosed) detailing the priorities of the Licensing Section and presenting the committee's forward work programme for approval.

**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 13 of Part 4 of Schedule 12A of the Act would be disclosed.

**11 REVIEW OF A LICENCE TO DRIVE HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES - DRIVER NO. 15/0269/TXJDR** (Pages 47 - 62)

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. 15/0269/TXJDR.

**12 REVIEW OF A LICENCE TO DRIVE HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES - DRIVER NO. 14/0459/TXJDR** (Pages 63 - 104)

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. 14/0459/TXJDR.

## **MEMBERSHIP**

### **Councillors**

Joan Butterfield  
Bill Cowie  
Richard Davies  
Stuart Davies  
Hugh Irving

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

### **COPIES TO:**

All Councillors for information  
Press and Libraries  
Town and Community Councils

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## LOCAL GOVERNMENT ACT 2000

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### Code of Conduct for Members

### DISCLOSURE AND REGISTRATION OF INTERESTS

I, *(name)*

a \*member/co-opted member of  
*(\*please delete as appropriate)*

**Denbighshire County Council**

**CONFIRM** that I have declared a \***personal / personal and prejudicial** interest not previously declared in accordance with the provisions of Part III of the Council's Code of Conduct for Members, in respect of the following:-  
*(\*please delete as appropriate)*

Date of Disclosure:

Committee *(please specify)*:

Agenda Item No.

Subject Matter:

Nature of Interest:

*(See the note below)\**

Signed

Date

\*Note: Please provide sufficient detail e.g. 'I am the owner of land adjacent to the application for planning permission made by Mr Jones', or 'My husband / wife is an employee of the company which has made an application for financial assistance'.

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## LICENSING COMMITTEE

Minutes of a meeting of the Licensing Committee held in Council Chamber, County Hall, Ruthin on Wednesday, 4 March 2015 at 9.30 am.

### PRESENT

Councillors Joan Butterfield, Bill Cowie, Richard Davies, Stuart Davies, Hugh Irving, Barry Mellor (Vice-Chair), Arwel Roberts and Cefyn Williams (Chair)

**Observers:** Councillor Meirick Davies and Alice Jones

### ALSO PRESENT

Principal Solicitor (Conwy County Borough Council) (SD); Public Protection Manager (EJ), Licensing Officers (NJ & JT) and Committee Administrator (KEJ)

### POINT OF NOTICE

Councillor Bill Cowie queried the reasoning behind Agenda Item 12 – Street Trading Consent Application being considered as a confidential item under Part 2 of the agenda. Officers reported upon the secondary consultation process carried out by the Local Member and explained that those consultation respondents had not given consent for their comments to be shared publicly. Consequently that information must remain confidential.

#### 1 APOLOGIES

Councillors Pat Jones and Win Mullen-James

#### 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 OF THE LAST MEETING

The minutes of the Licensing Committee held on 3 December 2014 and Special Licensing Committee held on 12 January 2015 were submitted.

#### Matters Arising – 12 January 2015

During the meeting a statement had been submitted from a taxi proprietor regarding the state of the taxi industry in Denbighshire. The Public Protection Manager confirmed that officers were looking into the issues raised with a view to reporting back to the committee thereon.

**RESOLVED** that the minutes of the meetings held on 3 December 2014 and 12 January 2015 be received and confirmed as a correct record.

## **5 PROPOSED AMENDED HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER DRESS CODE**

The Licensing Officer (NJ) submitted a report by the Head of Planning and Public Protection (previously circulated) presenting an amended Hackney Carriage and Private Hire Driver Dress Code for consideration and approval.

Licensing Committee on 24 September 2014 had approved the Driver Dress Code for consultation. Details of the consultation exercise and workshop session with licence holders had been included within the report and the outcomes included –

- one written response welcoming the Dress Code and putting forward a number of additional suggestions for consideration, and
- points raised during the workshop session together with the reasoning behind any proposed changes as a result.

The committee welcomed the introduction of a Dress Code as a means of improving standards of dress and creating a favourable impression on visitors and residents alike. Members noted the points raised during the consultation process regarding acceptable standards of dress and there was some discussion regarding the appropriateness of drivers wearing shorts. Some members felt tailored shorts to the knee and below would be appropriate and comparisons should not be made to uniforms/dress codes of much larger/different organisations, particularly given that many drivers were self-employed. However other members felt wearing shorts did not convey a professional image of the trade and highlighted the difficulty of adjudicating on the different types of shorts worn. Some reservations were also expressed regarding enforcement of the Dress Code generally and ensuring parity when dealing with breaches under the penalty point system. It was accepted that implementation of the Dress Code would need to be carefully monitored and officers provided assurances that the Dress Code would be introduced on a gradual basis prior to formal enforcement. An evidence based approach would be taken when issuing penalty points which also included an appeal process. The role of taxi proprietors in ensuring compliance with the Dress Code was discussed but it was recognised that the majority of drivers were self-employed and that the onus was on individual drivers to ensure they complied with requirements.

Members considered the report recommendations and Councillor Hugh Irving proposed an amendment to the Dress Code, seconded by Councillor Stuart Davies, prohibiting shorts being worn. Upon being put to the vote it was –

**RESOLVED** that –

- (a) *subject to an amendment to 4.2, ii to read “no shorts may be worn” the revised Hackney Carriage and Private Hire Vehicle Dress Code as detailed at Appendix B to the report be approved to replace the existing Dress Code*



*currently found in the hackney carriage and private hire licensing conditions “Blue Book”, and*

*(b) the Dress Code be implemented with effect from 1 May 2015.*

Councillors Joan Butterfield and Bill Cowie voted against the amendment in (a) above.

## **6 PROPOSED CODE OF GOOD CONDUCT FOR HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS**

The Licensing Officer (NJ) submitted a report by the Head of Planning and Public Protection (previously circulated) presenting a proposed Hackney Carriage and Private Hire Driver Code of Good Conduct for consideration and approval.

Licensing Committee on 24 September 2014 had approved the Driver Code of Good Conduct for consultation. Details of the consultation exercise and workshop session with licence holders had been included within the report. No response had been received from licence holders in response to the consultation and licence holders attending the workshop session agreed no amendments were necessary. It was noted that breaches would be dealt with by use of the penalty point system.

During debate reference was made to a recent incident involving a fight between two taxi drivers whilst on duty. In light of this incident Councillor Joan Butterfield felt that some sanction should be included in the Good Conduct Code for such cases. Members discussed whether a specific sanction could be accommodated within the Code bearing in mind the particular circumstances of individual cases and any subsequent sanction which may be imposed as a result of criminal proceedings. It was noted that imposing a suspension would prohibit any further action being taken at a later stage. Similarly imposing an immediate revocation without first hearing the circumstances of the case could prove costly to the Council. Consequently it was agreed that officers seek advice regarding the legalities of imposing a sanction within the Code for this purpose and report back to a future meeting of the committee thereon. Councillor Hugh Irving drew members’ attention to the final note at the end of the Code relating to alcohol and drug misuse and he asked that consideration also be given to imposing a specific sanction in this regard. Members were reminded that the Council had recently adopted a robust all Wales Hackney Carriage and Private Hire Conviction Policy which covered drink and drug offences. Finally reference was made to recent changes to the law regarding drug driving and members were advised that this new legislation would be enforced by the Police.

**RESOLVED** that –

*(a) the Hackney Carriage and Private Hire Driver Code of Good Conduct, as detailed in Appendix A to the report, be approved with effect from 1 May 2015, and*

*(b) officers seek legal advice on the legalities of imposing a sanction within the Code of Good Conduct for cases involving violence by taxi drivers whilst on*

*duty together with sanctions relating to alcohol and drug misuse, and report back to a future meeting of the committee thereon.*

## **7 HACKNEY CARRIAGE AND PRIVATE HIRE CONDITIONS - PROPOSED AMENDMENTS RELATING TO TIPPING OF SEATS FOR PRIVATE HIRE VEHICLES**

The Licensing Officer (JT) submitted a report by the Head of Planning and Public Protection (previously circulated) seeking approval of the removal of condition 2.1(h) contained within the hackney carriage and private hire conditions relating to seat tipping for private hire vehicles.

Licensing Committee on 3 December 2014 had approved formal consultation on the proposal to remove the condition relating to seat tipping in private hire vehicles following the latest Department of Transport guidance and concerns raised by operators. Two consultation responses had been received in favour of removing the condition. Officers confirmed a review of the hackney carriage vehicle specification relating to the removal of the condition would be carried out and reported back to a future meeting of the committee.

***RESOLVED*** that condition 2.1(h) contained within the hackney carriage and private hire conditions (“Blue Book”) be removed with immediate effect.

## **8 REVIEW OF SEX ESTABLISHMENT POLICY**

The Licensing Officer (JT) submitted a report by the Head of Planning and Public Protection (previously circulated) regarding amendments to the regime authorising the licensing of premises which provided sexual entertainment.

Licensing Panel on 19 September 2001 formally adopted Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 which made provision for the licensing of sex establishments. Applications for lap dancing clubs had been licensable since 2005 under the Licensing Act but Section 27 of the Policing and Crime Act 2009 reclassified lap dancing clubs as sexual entertainment venues and gave local authorities the power to regulate such venues as sex establishments under Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982. However those powers were not mandatory and would only apply where they had been specifically adopted by local authorities. Consequently members were asked to consider whether to adopt the provisions of Section 27 which would entail a public consultation prior to implementation. The committee agreed that steps should be taken with a view to adopting the necessary legislation and amending the current Sex Establishment Policy in that regard.

Officers confirmed that the sex establishment licensing regime did not include the licensing of Pole Dancing Academies.

***RESOLVED*** that –

- (a) *officers be requested to compile a draft revised Sex Establishment Policy that is fit for purpose for submission to a future meeting prior to undertaking a public consultation, and*
- (b) *the provisions of Section 27 of the Policing and Crime Act 2009 be adopted and incorporated within the draft revised Sex Establishment Policy.*

## **9 REVIEW OF STREET TRADING POLICY**

The Licensing Officer (JT) submitted a report by the Head of Planning and Public Protection (previously circulated) recommending a review of the existing Street Trading Policy.

Background information regarding the legislation governing street trading had been provided within the report which included legal exemptions and types of trade regulated by other means/authorities. Officers reported upon the reasoning behind the recommendation to review the existing Street Trading Policy to ensure it was fit for purpose taking into account difficulties experienced in administering and enforcing the current policy and any new legislative requirements and guidance.

Members discussed with officers the regulation of particular activities and whether they constituted street trading or required other forms of consent including problems associated with forecourt trading, car selling and advertising. It was established that in terms of forecourt trading action could be taken under the Highways Act in cases of obstruction and action had been taken by the authority in respect of car sales. Breaches of advertising regulations could be dealt by the Planning Department. The Chair asked officers to take into account all those points when undertaking the review together with the sale of goods for charitable purposes. Councillor Bill Cowie volunteered to be the committee's liaison on the development of the draft policy and the Principal Solicitor confirmed he would have no conflict of interest when the draft policy was subsequently presented to committee.

**RESOLVED** that –

- (a) *officers be authorised to draft a Street Trading Policy that is fit for purpose, and*
- (b) *Councillor Bill Cowie be nominated to liaise with officers whilst the draft policy was being developed and authorise officers to undertake any necessary consultation before presenting members with a proposed Street Trading Policy.*

## **10 SCRAP METAL DEALERS ACT 2013 - UPDATE ON THE PROPOSED POLICY**

The Licensing Officer (NJ) submitted a report by the Head of Planning and Public Protection (previously circulated) updating members on progress with preparing a Scrap Metal Dealers Policy.

Members had previously agreed to consider an All Wales policy for the Scrap Metal Dealers licensing regime. On 21 January 2015 the Licensing Expert Panel (LEP)

agreed a final version of the policy for circulation to all Welsh licensing authorities for comments. It was anticipated that the final policy would be submitted to the LEP on 22 April 2015 following which it would be presented to the Licensing Committee.

Councillor Hugh Irving welcomed the onset of the Act as a means of dealing with unscrupulous scrap dealers. Officers confirmed that the policy would help strengthen processes by providing a benchmark of the licensing authority's expectations and assist applicants and other agencies in understanding the statutory requirements and in submitting applications.

**RESOLVED** that the contents of the report be received and noted.

## **11 LICENSING COMMITTEE WORK PROGRAMME 2015**

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

The Public Protection Manager confirmed that officers would report back to the committee on the implementation of the penalty point scheme as part of the monitoring process. In view of the problems experienced by the high number of taxis operating in Rhyl Councillor Joan Butterfield asked that consideration also be given to re-regulating and restricting the number of taxis in the area and that a review of the size and location of taxi ranks be undertaken.

Members also discussed their preferred location for future meetings and there were mixed views about whether to hold all meetings in Ruthin or to alternate between Ruthin and Rhyl. Councillor Stuart Davies was keen for some meetings to be held in Llangollen. Following a brief debate and upon being put to the vote it was –

**RESOLVED** that –

- (a) *subject to the above mentioned additions, the Licensing Committee's work programme be approved, and*
- (b) *to ensure parity across the county meetings of the Licensing Committee be held at County Hall Ruthin with a least two meetings a year held in the North of the county.*

At this juncture (10.40 a.m.) the meeting adjourned for a refreshment break.

## **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 13 of Part 4 of Schedule 12A of the Act.

## **12 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 - STREET TRADING CONSENT APPLICATION**

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

- (i) an application received for Street Trading Consent for determination;
- (ii) the applicant proposing to operate a mobile catering trailer selling fast food at St. Asaph Business Park;
- (iii) officers having not been in a position to grant the application due to representations received opposing the application;
- (iv) referred to the Council's powers in determining the consent and current policy regarding street trading, and
- (v) the Applicant having been requested to attend the meeting in support of his application and to answer members' questions thereon.

The Licensing Officer (NJ) provided a summary of the report and advised that the Applicant was not in attendance.

Councillor Alice Jones (Local Member) objected to the application and reported upon the consultation she had undertaken with local businesses in the vicinity of the proposed trading area and drew members' attention to the summary of responses received (as detailed within the report). Whilst there was some support for granting the application with advocates of greater choice and healthy competition between food outlets, there had also been a number of objections based on –

- overprovision of food outlets in the area
- direct competition and detrimental impact on the viability of existing catering businesses
- the difficulties in reconciling the selling of fast food with healthy eating aims
- concerns that the proposed mobile trailer would attract motorists from the A55 causing an increase in traffic and heavy goods vehicles into the business park
- potential problems causing by littering, and
- siting a mobile trailer not being in keeping with the image of the business park.

The committee considered the merits of the application and there was some support for granting the application and letting market forces prevail with members arguing that competition between businesses was healthy. Those members felt any problems associated with littering could be dealt with via licence conditions and considered the argument for motorists detouring from the A55 to be questionable. Other members felt the objections to be valid also arguing that there was an element of unfair trading with local businesses having more overheads. Upon being put to the vote it was –

***RESOLVED*** that the application for Street Trading Consent be refused.

The meeting concluded at 11.20 a.m.

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<b>REPORT TO:</b>	Licensing Committee
<b>DATE:</b>	10 <sup>th</sup> June 2015
<b>LEAD OFFICER:</b>	Head of Planning and Public Protection
<b>CONTACT OFFICER:</b>	Public Protection Manager <a href="mailto:licensing@denbighshire.gov.uk">licensing@denbighshire.gov.uk</a> 01824 706066
<b>SUBJECT:</b>	Hackney Carriage and Private Hire Driver Dress Code Update

## 1. PURPOSE OF THE REPORT

- 1.2 To consider a report by Head of Planning and Public Protection presenting Members with representations received following their decision relating to the wearing of shorts at the previous meeting

## 2. EXECUTIVE SUMMARY

- 2.1 For Members to consider whether there is need for any further actions following the decision to approve the Hackney Carriage and Private Hire Driver Dress Code at the previous meeting.

## 3. POWER TO MAKE THE DECISION

- 3.1 Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976

## 4. BACKGROUND INFORMATION

- 4.1 Members will be aware that at Licensing Committee on 4 March 2015 the Hackney Carriage and Private Hire Driver Dress Code was considered. Members resolved to approve the proposed dress code with one amendment to paragraph 4.2.ii of the Dress Code to read “no shorts to be worn” and implement the Dress Code from 1<sup>st</sup> May 2015.
- 4.2 All licence holders were informed of this decision in a Newsletter issued in April 2015.
- 4.3 Members will be aware that Officers consulted widely on the Dress Code while it was in draft stage. Consultation documents were sent to all

- 4.4 licence holders and a workshop was held for drivers to discuss issues. The consultation outlined a proposal to permit tailored shorts to the knee and reasons why it may be inappropriate for drivers to wear shorts above the knee.
- 4.5 Members will also be aware that all attendees at the workshop, albeit only six drivers, were in agreement with the proposal and one written response was received outside of the workshop and this was in support of an outright ban on the wearing of shorts.
- 4.6 At the end of April, just before implementation, significant media interest in the decision to prohibit the wearing of shorts arose as taxi drivers highlighted the existence of a petition.
- 4.7 The petition, entitled “Petition for Continued Wearing of Shorts by Taxi Drivers in Denbighshire”, was handed to the Council in May 2015 and contains approximately 500 signatures, some of which have also provided comment on the decision to ban shorts.

## 5. **CONSIDERATION**

- 5.1 Members may wish to consider whether, given the wording of the original proposed dress code outlining shorts to the knee, sufficient consultation or discussion was given to prohibiting shorts

## 6. **RECOMMENDATION**

- 6.1 Members may wish to take any of the following actions:
- Leave the Hackney Carriage and Private Hire Driver Dress Code as agreed on 4 March 2015
  - Ask Officers’ to amend the Dress Code to allow tailored shorts to the knee
  - Ask Officers to amend the Dress Code to allow tailored shorts to the knee but be a bit more prescriptive i.e. no denim or sports shorts
  - Ask Officers to conduct a short consultation with licence holders and report back with the findings for a decision at the next meeting of the Committee.



<b>REPORT TO:</b>	Licensing Committee
<b>DATE:</b>	10 <sup>th</sup> June 2015
<b>LEAD OFFICER:</b>	Head of Planning and Public Protection
<b>CONTACT OFFICER:</b>	Senior Technical Officer (Licensing) <a href="mailto:licensing@denbighshire.gov.uk">licensing@denbighshire.gov.uk</a> 01824 706451
<b>SUBJECT:</b>	Proposed Private Hire Plate Exemption Policy

## 1. PURPOSE OF THE REPORT

- 1.2 To present to Members, a proposed Private Hire Vehicle Plate Exemption Policy, for their consideration, which will allow the Council to make transparent decisions on which vehicles will be considered for an exemption.

## 2. EXECUTIVE SUMMARY

- 2.1 The Local Government (Miscellaneous Provisions) Act 1976 requires that the Council must issue a private hire vehicle with an identity plate or disc and that the proprietor should not use, or permit the use of, that vehicle without displaying the plate as directed by the Council. However, Section 75(3) of the Act also gives a Council discretion to grant a proprietor dispensation from displaying the licence plate.
- 2.2 The Council currently does not have a Policy to consider requests for plate exemption therefore any requests must be placed before Members of this Committee

## 3. POWER TO MAKE THE DECISION

- 3.1 Section 75(3) Local Government (Miscellaneous Provisions) Act 1976

## 4. BACKGROUND INFORMATION

- 4.1 The displaying of the external identification plates on a licensed Private Hire Vehicle and the wearing of a driver's identification badge is important in terms of public safety and reassurance. They indicate to the

travelling public that the vehicle and driver are approved and therefore would have been subject to a number of important checks prior to the licence being granted.

- 4.2 However, there are a small number of occasions when the requirement to display external identification plates may have commercial and customer safety implications ie safety for dignitaries and famous people
- 4.3 The displaying of identification plates, externally, may also deter some corporate customers from using the service.
- 4.4 The current regime for plate exemption is, the Operator is required to submit a formal request, in detail, and a report is placed before Members of this Committee for their consideration. In some circumstances, requests could take three months before being placed before a Committee, due to the constraints of the Committee timetable.
- 4.5 It is not intended that all Private Hire vehicles licensed by the Council should be exempt from the Council's requirements to display an external identification plate, however the Council recognises that there may be circumstances when it would be appropriate for vehicles operating the type of service to be considered suitable for such an exemption.
- 4.6 Research has highlighted that Councils who consider plate exemptions do so for individual vehicles only and not on a fleet basis, and take into account some or all of the following factors:
- Make and model of the vehicle;
  - The type of work undertaken by the licensed vehicle
  - How the work differs significantly from that of regular private hire work
  - The type of customer
  - The number of regular private hire journeys carried out by the vehicle
  - An relevant history of the applicant in respect of breaches of conditions or legislation
  - The cost of a vehicle in not sufficient reason alone for requesting an exemption
  - Vehicles must be of a high specification standard
- 4.7 When developing the proposed Policy, Officers have not provided a definitive list of vehicles deemed suitable for exemption, but have rather provided an indicative list, which is not exhaustive.
- 4.8 The proposed Policy will provide guidance to potential applicants on the

standards of vehicle that the Council considers should be the minimum standard of comfort and vehicle type before the Council would consider such application.

- 4.9 If Members are minded to adopt this policy, it will inform our licence holders and customers of the Council's expectations and will establish conditions in relation to such an exemption. In addition, the introduction of an application form and Exemption Notice will ensure that these requests are formally documented.

## 5. **CONSULTATION**

- 5.1 Should Members be minded to support the proposed Private Hire Plate Exemption Policy, consultation will begin with all Licence Holders. Once the consultation period has ended responses will be collated and presented to Full Council for their consideration.

## 6. **RECOMMENDATION**

- 6.1 For Members to consider supporting the proposed Private Hire Plate Exemption Policy, as detailed at Appendix A, and in doing so authorise Officers to commence formal consultation.
- 6.2 Following consultation, for Officers to report any responses to Full Council for consideration and approval of the proposed new Policy.

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**Planning & Public Protection Service**

**DRAFT PRIVATE HIRE PLATE EXEMPTION POLICY**

<b>Author / Custodian:</b>	Nicky Jones
<b>Date agreed and implemented:</b>	
<b>Agreed by:</b>	
<b>Frequency of Review:</b>	3 yearly
<b>Review date:</b>	
<b>Equality Impact Assessment completed: (date)</b>	
<b>Member involvement (if any)</b>	
<b>Internal or Public Domain:</b>	Public
<b>Head of Service Approval: (signature &amp; date)</b>	

<b>VERSION CONTROL:</b>			
<b>Reference:</b>	<b>Status:</b>	<b>Authorised by:</b>	<b>Date:</b>
V01	Final / Draft	Head of Service	

## **1. Policy Aim and objectives**

- 1.1 The aim of this policy is to protect the public, whilst taking a balanced approach to licensing requirements.
- 1.2 The principal objective is to formalise the use of discretionary power to allow executive vehicles to operate without displaying the Council's external licence plates

## **2. Introduction**

- 2.1 The Local Government (Miscellaneous Provisions) Act 1976 requires that identification licence plates be displayed on licensed private hire vehicles and that drivers wear a driver's badge.
- 2.2 The same legislation permits a Licensing Authority to exempt the display of private hire vehicle licence plates and, where the exemption applies, the requirement to wear a private hire driver's badge does not apply.
- 2.3 The open display of the vehicle identification plates and driver badge is important in terms of protecting both the public and the taxi trade
- 2.4 There are occasions however, when the requirement to display the identification plates and badges may have the opposite effect in terms of customer safety and commercial implications for the operating business, such as the operation of chauffeured, executive and limousine vehicles. Identification of the vehicle as a licensed vehicle may allow "high risk" passengers to be more readily targeted, putting both them and the driver at risk.
- 2.5 The display of Local Authority identification plates externally may also deter some corporate customers from using the service.
- 2.6 The policy outlines the type of operational business need and business requirement and describes the minimum standard of vehicle type and comfort appropriate before the Council will consider an application for plate exemption.
- 2.7 The policy should be read in conjunction with our existing policy (the Blue Book) relating to private hire vehicles.

## **3. The Policy**

- 3.1 Applications will be considered and assessed on its own merit
- 3.2 Each vehicle will be inspected by an authorised Officer of the Council to ensure it is fit for purpose.
- 3.3 Exemption will normally be granted only where the work is carried out mainly or wholly outside of the County.
- 3.4 Only in rare case will these discretionary powers be exercised. Where the Council are satisfied that there is a genuine operational business need and business requirement, and where the safety of the public will not be compromised as a result.
- 3.5 The driver and vehicle are specifically hired to provide transport to a company or person, and /or where the display of the identification licence plate may affect the dignity or security of the person(s) carried.

### **Vehicle Specification**

3.6 Exemption will only be considered where the following requirements are met:

- a. The vehicle to be exempted is of a luxurious quality such as Mercedes Benz E or S Class, BMW 7 Series, Jaguar, Rolls Royce, Bentley saloon, Lexus GS or LS and Audi A8. The highest specification executive type cars from other manufacturers may also be considered. American style stretched vehicles will normally qualify
- b. The vehicle will be in immaculate condition with no visible defects, dents or blemishes to the external bodywork, wheels, internal trim and seating.

#### **Type of work considered for Exemption**

- 3.7 The type of work undertaken is exclusively “executive style” in nature ie:
- i. Contracts with senior personnel of large companies to carry Managing Directors or their client
  - ii. Contracts with national or local government, or similar agencies, to carry senior personnel and guests on official business
  - iii. The carriage of well-known personalities such as sports or ‘pop’ stars

3.8 The above list is indicative, but not exhaustive.

#### **Type of work NOT considered for Exemption**

- 3.9 The type of work that should NOT be considered for the grant of exemption should include:
- i. Council school and social services contracts
  - ii. Journeys to the airport, seaports or railway stations, unless part of a journey covered by an exemption (it is considered that the proper display of licence plates and council door stickers is a safety feature when arriving at such venues)
  - iii. Theatre journeys or sporting events
  - iv. ‘Hen’ and ‘Stag’ events

3.9 The above list is indicative, but not exhaustive.

#### **Other Considerations**

- 3.10 The type of work undertaken by the Private Hire Vehicle
- 3.11 How the work differs significantly from that of regular private hire work
- 3.12 The number of journeys that are not private hire work
- 3.13 The length of each journey that is not regular private hire work
- 3.14 The number of non-regular/regular private hire journeys carried out by the vehicle
- 3.15 Any relevant history of the applicant in respect of breaches of conditions or legislation
- 3.16 When considering the number and length of regular private hire journeys, an exemption will not be granted if it can be shown that the number and length of journeys for regular private hire work account for at least 50% of the work carried out by the vehicle.

#### **4. Procedure**

- 4.1 Applications for exemption will be made to the Licensing Authority, in writing, by the vehicle licence holder
- 4.2 Officers will assess whether or not there is a genuine operational business need and whether or not the vehicle is considered to meet the criteria detailed at 3.6 above.
- 4.3 If the requirements set out in 3.6 above are met to the satisfaction of the Officer, then an exemption notice will be granted.
- 4.4 Irrespective of when an exemption notice is granted, the initial exemption notice will expire on the same day as the expiration of the vehicle's current private hire licence, unless it is surrendered or revoked.
- 4.5 Thereafter, any renewed exemption notice will be issued to coincide with the private hire vehicle licence

**5. Exemption Conditions (in addition to the conditions set out in the Council's Blue Book)**

- 5.1 When operating under the exemption notice, the vehicle will be required to display the interior plate on the front windscreen of the vehicle at all times the exemption is in force.
- 5.2 The Exemption Notice issued by the Licensing Authority, will be carried in the vehicle at all times and will be produced upon request to an authorised officer of the Council (or any authorised officer of the Council within the area of operation) or a police officer.
- 5.3 Other than the internal (windscreen) plate, the licence holder will not display in, on or from the vehicle any advertisement, signage, logos or advertising the operating company or the vehicle's status as a private hire vehicle.
- 5.4 The private hire vehicle licence plate will be affixed in a visible position within the boot of the vehicle and shall not be displayed externally whilst the exemption notice is in force. Upon request the licence plate will be shown to an authorised officer of the Council (or any authorised officer of the Council within the area of operation) or a police officer.
- 5.5 During the period of the exemption notice, the driver shall not wear the private hire driver's badge (or joint driver badge if applicable), but will have it available for inspection by an authorised officer of the Council (or any authorised officer of the Council within the area of operation) or Police Officer, on request.
- 5.6 At all time during the period of exemption, the driver of the vehicle will be appropriately dressed in either a business suit with collar and tie.
- 5.7 If a taximeter is installed within the vehicle, and is used to calculate the fare, it shall be installed in such a manner that it is concealed from normal view (along with the table of fares/tariff card).
- 5.8 The exemption will cease to have effect on selling or transferring the vehicle to another party. The person to whom the exemption is granted must inform the Council of the sale/transfer of ownership within 7 days, and in writing. The exemption notice must be returned to the Council along with the private hire vehicle identification plate, unless being sold to another private hire operator licensed by the Council; in which case only the exemption notice must be returned.



5.9 The vehicle must not be used for private hire purposes other than for chauffeur/executive use (i.e not for 'normal airport journey's or daily private hire use).

## **6. Appeals**

6.1 In the event of an applicant being dissatisfied with the decision of the Officer, the applicant may make a written application for a review of the decision to the Licensing Committee

6.2 If the Licensing Committee considers no genuine operational business need exists for a plate exemption, the vehicle licence holder will be notified of the refusal.

6.3 There is no statutory right of appeal against the Council's decision not to exercise its discretion and allow an exemption




## **7. Complaint**

7.1 Should you have a complaint about the way we have provided a service, then you can make a complaint to the Head of Planning & Public Protection Service, at the address given at the end of this document. Alternatively, you could contact the Council's Complaints Officer on 01824 706169. Every complaint will be investigated and responded to in accordance to the Council's Complaints Policy. The Council's Complaints Policy can be viewed on the website: [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk).




## **8. Contacts**

8.1 This Policy is available in Welsh. Copies can also be made available in any other language, on request. Please refer to the contact detail below.

Graham H Boase, Head of Service:

 Caledfryn, Denbigh, Denbighshire, LL16 3RJ  
 [graham.boase@denbighshire.gov.uk](mailto:graham.boase@denbighshire.gov.uk)  
 01824 706925

Licensing Section,

 Russell House, Churton Road, Rhyl, Denbighshire, LL18 3DP  
 [licensing@denbighshire.gov.uk](mailto:licensing@denbighshire.gov.uk)  
 01824 706342

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<b>REPORT TO:</b>	Licensing Committee
<b>DATE:</b>	10 <sup>th</sup> June 2015
<b>LEAD OFFICER:</b>	Head of Planning and Public Protection
<b>CONTACT OFFICER:</b>	Senior Technical Officer (Licensing) <a href="mailto:licensing@denbighshire.gov.uk">licensing@denbighshire.gov.uk</a> 01824 706451
<b>SUBJECT:</b>	Hackney Carriage and Private Hire Vehicle Policy Review

## **1. PURPOSE OF THE REPORT**

- 1.2 To update Members of the work carried out so far in respect of the review of the existing Hackney Carriage and Private Hire Vehicle policy.

## **2. EXECUTIVE SUMMARY**

- 2.1 In line with the Forward Work Programme, agreed in March 2014, a full review of the existing Hackney Carriage and Private Hire Policy was requested.

## **3. POWER TO MAKE THE DECISION**

- 3.1 Local Government (Miscellaneous Provisions) Act 1976 and Town Police Clauses Act 1847

## **4. BACKGROUND INFORMATION**

- 4.1 The last review of the existing policy (The Blue Book) was made in 2011. The review only related to Private Hire Vehicles. No review of the Hackney Carriage Vehicle policy and conditions have been made for a number of years.
- 4.2 Due to increased requests from licence holders to licence vehicles that could not meet the existing vehicle specification (as a result of seating configuration), Members will recall that at the December 2014 meeting, Officers presented one proposed amendment to the existing private Hire Vehicle policy, being the removal of condition 2.1(h) relating to tipping of seats and direct access. Following consultation this condition was removed as of March this year. It was also agreed that Officers would review the hackney carriage seating conditions when a full review of the

Blue Book was carried out.

- 4.3 Officers have met with colleagues from Fleet Services to discuss the future needs for vehicle specification and testing requirements, for both Hackney Carriage and Private Hire vehicles.
- 4.4 Officers from Fleet Services would like to come along to a future meeting of the Committee, to provide Members with up to date advice and guidance on vehicle safety and regulations, in particular to the testing of vehicles. If Members were in favour of this taking place, it is suggested that Officers from Fleet Services attend the next scheduled Committee Meeting in September.
- 4.5 The review will need to investigate the suitability of all vehicles, to meet the different demands of the travelling public, to include the existing age policy, and upper age policy, also consideration whether a vehicle colour policy is necessary and appropriate.
- 4.6 Serious consideration is needed as to whether hackney carriage vehicles should all be fully accessible, or whether purpose built vehicles would be more suited to the demands of the County.
- 4.7 When drafting the proposed amended policy, consideration should be given to applicants and existing licence holder regarding any potential financial burdens that may occur as a result of the proposals, but in doing so it should not be the overriding concern, which is the protection and safety of the travelling public.
- 4.8 The Corporate Plan should also be referred to when drafting the policy to ensure that the proposed policy makes it easier for businesses to operate, wherever possible reducing bureaucracy, streamlining processes and providing high quality advice and support.
- 4.9 Officers have prepared an Action Plan to follow, which is attached to the Forward Work Programme report. Members will see that there are a number of scheduled workshop sessions planned, and it is suggested that, if Members are minded, to nominate one or two Committee Members to attend the workshop sessions.

## 5. **RECOMMENDATION**

- 5.1 That Members note the contents of the report and invite Fleet Services to the September Committee to provide a presentation on vehicle specification and testing.

- 5.2 To nominate one or two Licensing Committee Members to attend the scheduled workshop sessions.

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<b>REPORT TO:</b>	Licensing Committee
<b>DATE:</b>	10th June 2015
<b>LEAD OFFICER:</b>	Head of Planning and Public Protection
<b>CONTACT OFFICER:</b>	Senior Technical Officer (Licensing) <a href="mailto:licensing@denbighshire.gov.uk">licensing@denbighshire.gov.uk</a> 01824 706451
<b>SUBJECT:</b>	Forward Work Programme 2015/16

## 1. PURPOSE OF THE REPORT

- 1.2 To advise Members of the priorities of the Licensing Section, together with a proposed work programme for the Licensing Committee for the year 2015/16.

## 2. EXECUTIVE SUMMARY

- 2.1 The priorities of the Licensing Section reflect the duty placed on the Authority in relation to its responsibilities in relation to its licensing function, and the effective regulation, control and enforcement of Licensees, and the Authority's commitment to safer communities and the development of the economy.

- 2.2 The priorities identified for 2015/16 are:

1. Review of Statement of Licensing Policy
2. Review of Hackney Carriage/Private Hire Vehicle Policy and conditions
3. Review of Hackney Carriage/Private Hire Driver policy and conditions
4. Hackney Carriage/Private Hire Vehicle and Operator policy and conditions
5. Proposed Scrap Metal Dealers Policy
6. Review of Sex Establishment Policy
7. Review of Street Trading Policy

## 3. BACKGROUND INFORMATION

- 3.1 Members may recall that at the last meeting in September, Officers informed you that a revised work programme would be presented to Members following changes of priorities of the Licensing Administration

Section. The priorities that have been identified have a realistic timeframe for Officers to adhere to.

- 3.2 **Hackney Carriage /Private Hire Driver policy and conditions Review**  
To place a report before Members detailing the criteria that all new applicants for a licence to drive a hackney carriage and private hire vehicle must meet and to ask Members to consider whether any amendments are necessary in order to improve the standard of licensed drivers, with particular emphasis on ensuring the appropriate measures are in place to address the protection of children and vulnerable adults.
- 3.3 **Hackney Carriage/Private Hire Vehicle and Operator policy and conditions review**  
To place a report before Members detailing the criteria that all new and renewal applicants for a hackney carriage and private hire vehicle licence and Private hire operator licence must meet and to ask Members to consider whether any amendments are necessary in order to improve the standards of vehicles and operators, with particular emphasis on ensuring that appropriate measures are in place to address the safety of the traveling public.
- 3.4 **Review of Street Trading Policy**  
To place a report and revised policy before Members detailing the criteria for all new and renewal applicants to follow and to ask Members to consider the proposed amendments in the regime for better regulation and support of Street Trading in the County.
- 3.5 **Review of Sex Establishment Policy**  
To place a report before Members detailing the criteria that all new and renewal applicants for a Sex Establishment licence must meet and to also consider incorporating Section 27 of the Policing and Crime Act 2009 which reclassifies lap dancing clubs as sexual entertainment venues and gives local authorities the power to regulate such venues as sex establishments under Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982.
- 3.6 **Proposed Scrap Metal Dealers Policy**  
To place a report and draft policy before Members dealing a criteria that all new and renewal applicants for a Scrap Metal Dealers licence must meet. The proposed policy will set out administrative, compliance and enforcement requirements to aid Officers and licence holders.
- 3.7 **Review of Statement of Licensing Policy**  
To place a report before Members detailing the requirements to review the Statement of Licensing Policy as required by the Licensing Act 2003



every five years.

- 3.8 The above priorities will form the main work programme for the Licensing Committee for the next 18 months.
- 3.9 The suggested forward work programme for the Licensing Committee for 2015/16 is attached at Appendix 1. The work of the Committee should reflect and direct the Licensing Section and it is hoped that the Committee will monitor progress of the Section and offer advice and guidance when appropriate.
- 3.10 Should Members be minded to approve the proposed Forward Work Programme, the priorities will drive a series of planned actions that will lead to the desired outcomes. Please see Appendix 2 with proposed Action Plans.
- 3.11 Members will recall that at the last meeting in March, some Members requested that a report be brought to a future meeting on the feasibility of restricting hackney carriage numbers in the County to help address the issues on the ranks. Following Elected Member training held last month (with a Licensing Legal Specialist), where restricting numbers was discussed at length, in particular to the hefty costs associated with demand surveys and to the potential length of time it could take to reduce the number of hackney carriage vehicles in the County, it was recommended by Members that Officers should not dedicate time or resources to this matter.

#### 4. **RECOMMENDATION**

- 4.1 To remove the regulation of Hackney Carriage Vehicles from the Forward Work Programme for 2015/16
- 4.2 It is recommended that the Licensing Committee consider and approve the Forward Work Programme for the Licensing Committee and the Priorities for the Licensing Section for the year 2015/16.

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**APPENDIX 1**

**REPORT TO: LICENSING COMMITTEE**

**DATE: 10th JUNE 2015**

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

**SUBJECT: LICENSING COMMITTEE WORK PROGRAMME 2015/16**

<b>DATE</b>	<b>REPORT</b>	<b>COMMENT</b>
23 <sup>rd</sup> Sept 2015	<b>Update and Review of Penalty Point Policy and Procedure</b>	Report for Members consideration along with approval of reviewed policy
	<b>Review of Statement of Licensing Act 2003 Policy</b>	Report for Members consideration
2 <sup>nd</sup> December 2015	<b>Proposed revised Hackney Carriage and Private Hire Vehicle Policy</b>	Report for Members to consider a revised Policy
	<b>RESERVED</b>	
9 <sup>th</sup> March 2016	<b>Proposed Sex Establishment Policy</b>	Report for Members to consider a revised policy
	<b>Proposed Scrap Metal Dealers Policy</b>	Report for Members consideration to support an all Wales Policy for approval by Full Council
8 <sup>th</sup> June 2016	<b>Proposed revised Hackney Carriage and Private Hire Driver Policy</b>	Report for Members to consider a revised Policy
	<b>Proposed revised Private Hire Operator Policy</b>	Report for Members to consider a revised Policy
22 <sup>nd</sup> September 2016	<b>Proposed Street Trading Policy</b>	Report for Members to consider a revised Street

		Trading Policy
	<b>Forward Work Programme 2016/17</b>	Report for Members to consider approving the FWP for 2016/17
7 <sup>th</sup> December 2016	<b>Update and Review of Penalty Point Policy and Procedure</b>	Report for Members to consider along with approval of reviewed policy
	<b>RESERVED</b>	

# Licensing - Forward Work Programme

																												NOTES										
2015	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
January	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
February				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
March				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
April							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<b>JUNE COMMITTEE</b>	
May		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
June					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
July							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<b>SEPT COMMITTEE</b>
August			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
September						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<b>DECEMBER COMMITTEE</b>						
November				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		29	30				
December						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		27	28	29	30	31	

**Key**

	Committee	Draft Reports Business Manager	Reports to PPM	Reports to CS	Final report <b>BM</b>
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APPENDIX 2

Licensing Committee Forward Work Plan SEPTEMBER 2015 - Actions

Task	Lead Officer	01-Jun-15	30-Jun-15	01-Jul-15	25-Jul-15	01-Jul-15	31st July 2015	14th August 2015	28th August 2015	07-Sep-15	23-Sep-15			Comments
<b>Update and Review of Penalty Point Policy and Procedure</b>	Howard Birnie	Scrutinise existing penalty points policy and procedure and table of points	Arrange workshop with trade members, Licensing Committee Members and Officers	Make amendments following workshop	Prepare final policy and submit to Business Manager for approval		Prepare draft report to committee and submit to Business Manager	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	<b>Submit report to Committee Services</b>	Committee Meeting 23rd September 15			
<b>Review of Statement of Licensing Policy</b>	Jo Thomas	Liase and consult with North Wales Licensing Technical Panel on proposed NW Policy				Amend proposed NW policy to suit local needs, if necessary	Prepare draft report and policy to committee and submit to Business Manager	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	<b>Submit report to Committee Services</b>	Committee Meeting 23rd September 15			

Licensing Committee Forward Work Plan DECEMBER 2015 - Actions

Task	Lead Officer	01-Jun-15	01-Jul-15	30-Jul-15	01-Aug-15	01-Sep-15	15-Sep-15	12-Oct-15	26-Oct-15	09-Nov-15	16-Nov-15			2nd Dec 15
<b>Proposed revised Hackney Carriage and Private Hire Vehicle Policy</b>	Nicky Jones	Prepare 1st draft of policy	workshop session with taxi trade representatives/Fleet Services to discuss proposals	Prepare 2nd draft of policy	Workshop session with taxi trade representatives/Fleet Services to discuss policy	Prepare final draft of policy and submit to Business Manager	Meet with Business Manager to discuss draft policy	Prepare draft report to committee and submit to Business Manager	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	<b>Submit report to Committee Services</b>			<b>Committee Meeting 2nd December 15</b>
RESERVED														



# Licensing - Forward Work Programme

NOTES

2016	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	
January							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	MARCH COMMITTEE	
February			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29								
March				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
April							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	JUNE COMMITTEE		
May		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
June				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
July							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	SEPT COMMITTEE	
August			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
September					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							DECEMBER COMMITTEE	
November				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
December					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

Key	Committee	Reports to Public Protection Manager	Business Manager	Committee Services	to Business Manager
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Licensing Committee Forward Work Plan MARCH 2016 - Actions

Task	Lead Officer	01-Sep-15	01-Oct-15	01-Dec-15	18-Jan-16	01-Feb-16	15-Feb-16	24-Feb-16			09-Mar-16	Comments
<b>Proposed Sex Establishment Policy</b>	Jo Thomas	Liase with neighbouring authorities on existing policies	Meet with Business Manager to establish the future needs of the policy	Draft propose policy and meet with Business Manager to approve	Prepare draft report to committee and submit to Business Manager	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	<b>Submit report to Committee Services</b>			<b>Committee 9 March 2016</b>	
<b>Proposed Scrap Metal Dealers Policy</b>	Nicky Jones	Following final version of All Wales Policy, scrutinise to ensure meets with local needs, amend where necessary		Prepar final proposed policy and meet with Business Manager	Prepare draft report to committee and submit to Business Manager	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	<b>Submit report to Committee Services</b>			<b>Committee 9 March 2016</b>	

Licensing Committee Forward Work Plan JUNE 2016 - Actions

Task	Lead Officer	01-Nov-15	01-Jan-16	01-Feb-16	01-Mar-16	18-Apr-16	03-May-16	16-May-16	25-May-16			08-Jun-16	Comments
<b>Proposed revised Hackney Carriage and Private Hire Driver Policy</b>	Nicky Jones	Research neighbouring authorities policies	Workshop session with nominated trade representatives and Licensing Committee Member	draft proposed policy	meet with Business Manager to approve draft policy	Prepare draft report to committee and submit to Business Manager	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	<b>Submit report to Committee Services</b>			<b>Committee 8 June 16</b>	
RESERVED												<b>Committee 8 June 16</b>	

Licensing Committee Forward Work Plan SEPTEMBER 2016 - Actions

Task	Lead Officer	01-Nov-15	01-Jan-16	01-Mar-16	25-Jul-16	08-Aug-16	23-Aug-16	06-Sep-16			22-Sep-16	Comments
<b>Proposed Street Trading Policy</b>	Jo Thomas	research neighbouring authorities policies	Workshop session with Highways/Licensing Committee Member	Draft proposed policy and meet with Business Manager to finalise	Prepare draft report to committee and submit to Business Manager	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	<b>Submit report to Committee Services</b>			<b>Committee 22 Sept 16</b>	
<b>Forward Work Programme 2016/17</b>	Nicky Jones	Identify priorities for the sector	Meet with JT and IM to discuss and develop 2 year FWP	Prepare and submit FWP to Business Manager for approval	Prepare draft report to committee and submit to Business Manager	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	<b>Submit report to Committee Services</b>			<b>Committee 22 Sept 16</b>	

Licensing Committee Forward Work Plan DECEMBER 2016 - Actions

Task	Lead Officer	01-Jun-16	19-Jun-16	01-Jul-16	11-Sep-16	25-Sep-16	10-Oct-16	24-Oct-16	07-Nov-16	22-Nov-16			07-Dec-16	Comments
Update and review of Penalty Point Policy and Procedure	Howard Birnie	Scrutinise existing penalty points policy and procedure and table of points	Make suggested amendments where necessary	Arrange workshop with trade members, Licensing Committee Members and Officers	Make amendments following workshop	Prepare final policy	Prepare draft report to committee and submit to Business Manager along with final policy	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	Submit report to Committee Services			Committee 7 Dec 16	
RESERVED													Committee 7 Dec 16	

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