11. MINUTES

The minutes of the meeting held on 9 June 2015 were approved and signed by the Chairman.

12. APOLOGIES

Apologies for absence from the meeting were received from Councillors Mrs A'Barrow, Mrs Roodhouse and Mrs Simpson-Vince.

13. DECLARATIONS OF INTEREST

There were none.

14. REVIEW OF GAMBLING POLICY STATEMENT OF PRINCIPLES

The Committee considered the report of the Head of Environmental Services (Part 1 - agenda item 4) concerning a review of the current Gambling Policy Statement of Principles.

Under section 349 of the Gambling Act 2005, the Council’s Statement of Licensing Policy must be reviewed every three years. The Council’s current policy came into effect in January 2013 and was therefore due for review again. The review must be completed and the revised policy published by 31 January 2016.

The Gambling Commission had announced a consultation on its Guidance to Local Authorities which only ended on 22 June meaning its revised guidance was not published in time to enable officers to prepare a draft policy document for consideration at this meeting.

Members referred to the Local Government Association (LGA) Gambling regulation handbook that had been previously distributed to the committee and commented that there were several key principles and points included in the handbook that should be imbedded into the revised policy. In addition to this there were a number of other factors to be considered including how local risk assessments should be completed and mapped.

Officers were currently working on the draft policy in conjunction with other local authorities that were also at the same stage of reviewing their policies.
The recommendation of officers had been to circulate this to members of the committee for comment before a final draft policy was agreed with the Chairman for consultation purposes. However, the committee agreed that a special meeting should be held at the end of July to consider the draft policy.

Once the draft version of the policy had been agreed a consultation would be carried out with all the responsible authorities, all existing premises licence holders in Rugby and representatives of the gambling trade. The draft policy would also be published on the Council website to inform the wider community. The consultation responses will be reported back to the Licensing and Safety Committee prior to the final draft policy being submitted to Council in December for approval.

**RESOLVED THAT** – a Special Licensing and Safety Committee meeting be held at the end of July 2015 to consider the draft Gambling Policy Statement of Principles.

15. **SETTING OF FEES FOR HACKNEY CARRIAGES AND PRIVATE HIRE LICENSES FROM OCTOBER 2015**

The Committee considered the report of the Head of Environmental Services (Part 1 - agenda item 5) concerning a review of taxi licence fees.

Copies of a revised table showing the proposed licence fee changes were circulated to members of the committee. A copy is attached at Annex 1 to the minutes.

The Committee were informed that the costing exercise carried out by officers had consisted of breaking down the administration and licence issuing processes into separate tasks. The time taken by officers to carry out each task was measured over a six week period and then the costs were calculated based on officer time. Other ancillary costs, the cost of compliance checks and existing fees were also included.

All costs that are factored into a licence fee must relate to that particular licensable activity so separate cost exercises were carried out for dual driver and private hire operator licences.

The proposed fees for private hire operator licences were banded depending on the number of vehicles being used. Should the number of vehicles change during the five year licence period a proportionate charge would be made.

The current system will be transformed and will become less paperwork based which will allow officers more time for compliance monitoring.

The fee setting processes are subject to challenges made by the trade by judicial review and by District Audit. This had led to developing case law forcing the council to achieve greater accountability for taxi licensing costs.

Once the mandatory change to driver licences being issued for a three year period and the operator licences for a five year period has taken place, and the cost accounting spreadsheets have been developed further, the charges will be reviewed again after a period of one year and any discrepancy in the figures will be reported back to the committee.
The licence fees will be reviewed on a regular basis though guidance suggests this should be carried out on a three yearly basis.

The proposed licence fee charges only relate to dual driver licences and private hire operator licences. All taxi licence fees were due for review and will be included in the public notice which would be published in the local paper for a minimum period of 28 days. The taxi trade will be advised of the proposed fees.

After the advertisement period has ended any representations received will be reported to the committee meeting on 8 September along with the comments and responses of officers. If no representations are received the Head of Environmental Services will implement the charges from 1 October 2015.

**RESOLVED THAT** –

(1) the revised charges for dual driver licences and private hire operator licences be approved for consultation;

(2) the necessary advertisement be placed; and

(3) in the event that no representations were received in response to the consultation, the new charges be implemented from 1 October 2015.

16. **MOTION TO EXCLUDE THE PUBLIC UNDER SECTION 100(A)(4) OF THE LOCAL GOVERNMENT ACT 1972**

**RESOLVED THAT**- under Section 100(A) (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of information defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.

17. **APPLICATION TO RENEW A PRIVATE VEHICLE PROPRIETOR LICENCE**

The Committee considered the report of the Head of Environmental Services (Part 2 - agenda item 1) concerning an application for the renewal of a Private Hire Vehicle Proprietor Licence.

Members of the committee inspected the vehicle prior to the meeting.

The licence holder was present and addressed the committee.

**RESOLVED THAT** – the application to renew the Private Hire Vehicle Proprietor Licence for a period of one year be approved subject to:

(i) a licence condition requiring the vehicle to undertake a mechanical test at the Council’s vehicle workshop every six months on account of its age being imposed; and

(ii) the warning sign regarding the wearing of seatbelts in the rear of the vehicle being replaced.

CHAIRMAN
Report to Licensing and Safety Committee - 7 July 2015

Review of Taxi Licence fees

Dual Driver and Private Hire Operator Licences

Table showing proposed licence fee changes.

<table>
<thead>
<tr>
<th>Type of licence</th>
<th>Existing fee (£)</th>
<th>Proposed fee (£)</th>
<th>comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual driver. new application</td>
<td>80.00</td>
<td>370.00</td>
<td>The fee includes the driver badge. The existing licence fee is only for one year. The proposed fee is for a 3 year licence. N.B. the fees for DBS, DVLA mandate, Knowledge test and English Comprehension test are not included. The applicant will also have to pay for a medical and to take the DVSA taxi driver test.</td>
</tr>
<tr>
<td>Dual driver. renewal</td>
<td>80.00</td>
<td>220.00</td>
<td>As above apart from knowledge test, English comprehension test and DVSA taxi driver test.</td>
</tr>
</tbody>
</table>
| Private Hire Operator. New            | 60.00            | 380.00 for 1-4 vehicles. 680.00 for 5-10 Vehi
<p>|                                        |                  | 974.00 for more than 10 vehicles. | The existing licence fee is only for one year. The existing Operator fee depends on how many vehicles, they will be using. The proposed fee will be for a 5 year licence, and will also depend on how many vehicles they will be using. |
| Private Hire Operator. Renewal.      | 60.00            | 344.00 for 1-4 vehicles. 642.00 for 5-10 vehicles. 940.00 for more than 10 vehicles. | As above. |</p>
<table>
<thead>
<tr>
<th>Service</th>
<th>Price 1</th>
<th>Price 2</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Proprietor licence (Hackney Carriage or Private Hire Vehicle)</td>
<td>145.00</td>
<td>145.00</td>
<td>For both hackney carriages and private hire vehicles. This is an annual fee, as the licence is only for one year</td>
</tr>
<tr>
<td>Transfer of vehicle licence</td>
<td>12.50</td>
<td>12.50</td>
<td>For all licensed vehicles.</td>
</tr>
<tr>
<td>Replacement plates</td>
<td>37.00</td>
<td>37.00</td>
<td>As above</td>
</tr>
<tr>
<td>DVLA check</td>
<td>10.00</td>
<td>10.00</td>
<td>For drivers</td>
</tr>
<tr>
<td>DBS check</td>
<td>44.00</td>
<td>44.00</td>
<td>For drivers</td>
</tr>
<tr>
<td>Chequered stripes</td>
<td>20.00</td>
<td>20.00</td>
<td>Per set for hackney carriage.</td>
</tr>
<tr>
<td>Vehicle plates. Refundable deposit.</td>
<td>120.00</td>
<td>120.00</td>
<td>For private hire vehicles only. This is refunded to the vehicle proprietor, when they surrender the licence and plate to the Council</td>
</tr>
<tr>
<td>Comprehension Test</td>
<td>5.00</td>
<td>5.00</td>
<td>Test is for new driver licence applicants. It is run by the adult and community learning team (ACL) who take the fee</td>
</tr>
<tr>
<td>Local Knowledge Test</td>
<td>30.00</td>
<td>30.00</td>
<td>For new driver licence applicants</td>
</tr>
<tr>
<td>Vehicle Safety Check (Council’s Work Services Unit)</td>
<td>35.00</td>
<td>40.00</td>
<td>For all licensed vehicles. Works services have done a costing exercise, as the fee has been the same for some years. They consider it should be increased to cover costs</td>
</tr>
</tbody>
</table>