

**BROMSGROVE DISTRICT COUNCIL**

**LICENSING COMMITTEE**

**21ST JULY 2008**

**COUNTY-WIDE TAXI LICENSING HANDBOOK – CONSULTATION DOCUMENT**

Responsible Portfolio Holder	Cllr. Peter Whittaker
Responsible Head of Service	David Hammond

**1. SUMMARY**

- 1.1 This report seeks approval to consult on the introduction of a new County-wide taxi handbook, which will be issued to all licensed taxi drivers.

**2. RECOMMENDATION**

- 2.1 That Members support the proposed consultation on the new County-wide taxi handbook.

**3. BACKGROUND**

- 3.1 Members will be aware of current guidance for applicants, drivers and owners, which is given out to anyone enquiring about becoming a licensed driver. The purpose of the guidance sets out to applicants and existing licence holders the Council's policies, procedures for applying for each type of licence and the Council's standard licence conditions relating to all aspects of taxi licensing.
- 3.2 We have been working with other licensing authorities across Herefordshire and Worcestershire in an attempt to bring together each others extensive guidance, conditions and policies relating to all aspects of taxi licensing into one handbook, so that we provide a consistent approach across the two counties. In particular, reviewing the criteria for new drivers and the types of vehicles that we proposed to license in the future.
- 3.3 The proposed handbook will potentially have a significant impact on current taxi drivers and operators. Consequently we would have to look at introducing a transition period for the more significant changes so as to lessen the impact on existing businesses.
- 3.4 However, because the revised handbook will potentially affect existing drivers as well as new applicants we wish to consult with the taxi trade, members of the public and any relevant public body or voluntary groups before bringing this handbook back to Committee for final approval.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 The cost of the consultation process and associated administrative costs will be met from existing budgets.

#### **5. LEGAL IMPLICATIONS**

- 5.1 The Council's Legal, Equalities and Democratic Services Department will be consulted on the proposed Handbook and any legal implications will be made known to Members when the final version is brought back to Licensing Committee for final approval.

#### **6. COUNCIL OBJECTIVES**

- 6.1 These guidelines contribute to the Council's objective "Sense of community and well being".

#### **7. RISK MANAGEMENT**

- 7.1 The main risk associated with the details included in this report are:

- As a licensing authority it is necessary to have in place clear guidance and policies which are easily accessed by applicants, decision makers and the public.

- 7.2 Currently the risk identified in paragraph 7.1 is not addressed by any risk register and will be added to the Planning and Environment Services risk register as follows:

- To ensure that all interested parties are consulted on proposed Council Policy.

#### **8. CUSTOMER IMPLICATIONS**

- 8.1 Current licence holders will be consulted on the proposed guidelines. It is intended to allow a full 12 week consultation period in line with Home Office Guidance.

#### **9. EQUALITIES AND DIVERSITY IMPLICATIONS**

- 9.1 A full Equalities and Diversity Impact Assessment will be prepared following the proposed consultation.

#### **10. VALUE FOR MONEY IMPLICATIONS**

- 10.1 There are no value for money implications.

## 11. OTHER IMPLICATIONS

Procurement Issues None
Personnel Implications None
Governance/Performance Management None
Community Safety including Section 17 of Crime and Disorder Act 1998 None
Policy It is intended that the proposed handbook will replace all existing policy relating to applicants, drivers, vehicles and operators.
Environmental None

## 12. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	<b>Yes</b>
Chief Executive	<b>Yes</b>
Executive Director (Partnerships and Projects)	<b>Yes</b>
Executive Director (Services)	<b>No</b>
Assistant Chief Executive	<b>No</b>
Head of Service	<b>Yes</b>
Head of Financial Services	<b>Yes</b>
Head of Legal, Equalities & Democratic Services	<b>Yes</b>
Head of Organisational Development & HR	<b>No</b>
Corporate Procurement Team	<b>No</b>

## 13. WARDS AFFECTED

All wards are affected.

**14. APPENDICES**

Appendix 1 Draft Taxi Handbook.

**15. BACKGROUND PAPERS**

Model Standard for Taxi and Private Hire Licensing 2007  
Existing policy and conditions relating to taxi licensing put forward from the other districts in the County and Herefordshire.

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