

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Registration and Licensing Committee

12th June 2019

Report of the Head of Legal Services – Craig Griffiths

Matter for Decision

Wards Affected

All Wards

Taxi Licensing Policy (Amendments)

Purpose of the Report

1. To consider amendments to the Taxi Licensing Policy.

Executive Summary

2. A recent review of the Taxi Licensing Policy has highlighted that some minor procedural amendments are required.
3. This report outlines these changes and is asking the Registration and Licensing Committee to approve a revised Taxi Licensing Policy.
4. The revised Taxi Licensing Policy is attached at Appendix 1.

Background

5. The Council has adopted a Taxi Licensing Policy containing the procedures, specifications and conditions which all prospective and existing licence holders need to be aware of.

6. The Taxi Licensing Policy is under constant review and as a result it is occasionally necessary to make amendments to the policy to ensure the efficient and effective operation of the licensing process.

Officer Report

7. It is proposed to make the following minor amendments to the Taxi Licensing Policy:
8. Paragraph 2.3 (Disclosure and Barring Service) - Applicants that are from a non UK country are currently required to obtain a certificate of conduct to ensure a complete historical criminal check can be carried out on the applicant. The requirement for a certificate of good conduct also applies to any applicant that has lived outside of the UK for more than 6 months, however this has been inadvertently omitted from the policy; it is proposed to correct this omission.
9. Paragraph 2.3 also provides a link to the Centre for the Protection of National Infrastructure website; this link has been updated.
10. Paragraph 2.11 (Renewal of Licence - DBS Certificate) - Currently letters informing applicants of the need to complete the online DBS check are sent 2 months prior to the expiry of the licence. Applicants are informed that they must complete the DBS application process 6 weeks prior to the expiry of the licence to ensure the DBS certificate is returned in good time to enable to renewal application to be made.
11. Recently, on the rare occasion, DBS checks have taken longer than 6 weeks to be returned and it is proposed therefore to send letters 12 weeks prior to the expiry of the licence and stipulate that the online DBS application must be made 10 weeks prior to the expiry of the licence.
12. Paragraph 2.11 (Renewal of Licence - Medical Examination Report) - It is proposed that the medical reports be sent to the applicants at the same time as the DBS letters; 12 weeks prior to the expiry of the licence.
13. Paragraph 3.5 (vehicle inspections - vehicle failure) - Amendment required to the telephone number used for booking retests.

Financial Impacts

14. No implications

Integrated Impact Assessment

15. A Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this procedure does not require an Equality Impact Assessment.

Valleys Communities Assessment

16. No implications

Workforce Impacts

17. No implications

Legal Impacts

18. No implications

Risk Management Impacts

19. No implications

Consultation

20. There is no requirement for external consultation on this item.

Recommendation

21. That the Taxi Licensing Policy be amended with the changes contained in the revised Taxi Licensing Policy attached at appendix 1.

Reasons for Proposed Decision

22. To ensure the effective and efficient processing of taxi licences.

Implementation of Decision

23. The decision is proposed for immediate implementation

Appendices

24. Appendix 1 - Revised Taxi Licensing Policy

List of Background Papers

25. Existing Taxi Licensing Policy

www.npt.gov.uk/media/4270/taxi_licensing_policy.pdf

Officer Contact

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