



**Licensing committee**

**13:30 to 14:25**

**21 March 2018**

Present: Councillors Button (chair) Woollard (vice chair), Ackroyd, Bradford, Brociek-Coulton, Jones (T), Malik, Maxwell, Price and Raby

Apologies: Councillors Jones (B), Thomas (Va) and Thomas (Vi)

**1. Public questions/ petitions**

There were no public questions or petitions received.

**2. Declarations of interest**

There were no declarations of interest.

**3. Minutes**

**RESOLVED** to approve the accuracy of the minutes of the meeting held on 30 November 2017.

**4. Chair's update**

The chair gave the following update on outstanding items:

**Sexual Entertainment Venues (SEV) Policy work programme and Gambling Policy work programme**

The SEV policy and the gambling policy would be updated by November 2018 with a first draft of both available in June 2018. This timescale had been agreed with the portfolio holder for safe city environment.

A meeting with a consultant had taken place and work on the policies was expected to begin the following week. As part of this policy work, an area profile would be produced which could inform member discussions regarding any further policy changes.

A member asked whether to committee would have the power to limit the number of gambling establishments within the council area. The public protection manager said that he would find the information on this and circulate it to the committee.

### **Briefing on the public health effect of super strength alcohol**

Members were advised that this would not be a briefing that city council officers could deliver. Norfolk County Council would lead on this matter and the public protection manager agreed to approach colleagues at the county council to discuss this. It was suggested that such a briefing would be of interest to all councillors and not just those on the licensing committee and should therefore group leaders should be approached to consider the topic for an all members briefing.

### **Training for taxi drivers**

All taxi drivers (Hackney Carriage and private hire vehicles) were obliged to attend mandatory safeguarding training prior to being granted a licence.

The training covered vulnerable adults and children and child sexual exploitation. Hackney Carriage drivers also had to attend training in relation to the carrying of persons in a wheelchair which included how to allow the wheelchair user to access and exit the vehicle safely and how the wheelchair should be positioned in the vehicle for the safety of the user.

In response to a question from a member, the public protection manager agreed to find out more detailed information around when the meter would start charging a passenger in a wheelchair.

The council also produced the "Green Book" which covered the byelaws, regulations and conditions applicable to Hackney Carriage and Private Hire Vehicle proprietors, drivers and operators. Where there was evidence of these byelaws, regulations and conditions not being complied with, the matter would be investigated and this may result in the licence being reviewed.

In response to a member's question, the public protection manager said that an external provider was being considered to administer the Hackney Carriage knowledge test. The outcome of this would be reported back to the licensing committee in due course.

### **RESOLVED to**

- (1) Note the chair's update;
- (2) Ask the public protection manager to circulate information on limiting the number of gambling establishments within the city area and meter charges for passengers in a wheelchair; and
- (3) Ask the committee officer to approach group leaders to add a briefing on the effects of super strength alcohol to the all members briefing schedule

## **5. Licence and registration fees**

The public protection manager presented the report. He advised members that the enforcement fee had not been applied to the licence fee and revised figures would need to be circulated for consideration. Members discussed this and determined that the item would need to be deferred to another meeting to enable discussion and consideration of the correct figures for the licence fees.

**RESOLVED** to defer consideration of the licence and registration fees to a meeting of the licensing committee to be held on 4 April 2018

## **6. Standing item – Regulatory subcommittee minutes**

**RESOLVED** to receive the minutes of the regulatory subcommittee meetings held on 11 December 2017 and 19 February 2018.

CHAIR



**Licensing committee**

**10:05 to 10:45**

**4 April 2018**

Present: Councillors Button (chair), Ackroyd, Bradford, Brociek-Coulton, Jones (T), Malik, Maxwell, and Raby

Apologies: Councillors Woollard , Jones (B), Price, Thomas (Va) and Thomas (Vi)

**1. Declarations of interest**

There were no declarations of interest.

**2. Licence and registration fees 2018-19**

The public protection manager presented the report. He said there were fees set by government and some which the authority had discretion over. In terms of discretionary fees, these were charged using the 'Type A' approach which followed the ruling in the case of Hemming v Westminster which proved acceptable to the Supreme Court. The fees were calculated using a costing model for officer's time taken to process applications. The figures also took account of inflation.

Discretionary fees with a statutory maximum had been set at the maximum permissible level and fixed licence fees remained the same.

In response to a question the public protection manager said it was important that the council recouped its real costs. An exercise had been conducted looking at the time tasks took and the grading of officers doing tasks to ensure an accurate figure which reflected real costs. He further explained that in relation to the number of hackney carriage licences which were estimated to be completed, the profile reflected the fact that the licences were renewed every three years.

**RESOLVED** unanimously to:

- (1) approve the fees detailed in the column headed 'total recommended licence fee 2018-19 of Appendix A to the report; and
- (2) agree the charging policy detailed in paragraphs 10 and 11 of the report.

CHAIR