

REPORT TO	ON
GENERAL LICENSING COMMITTEE	23 JANUARY 2018

September 2017



TITLE	REPORT OF
ESTABLISHMENT OF WORKING GROUP	REVENUES MANAGER

Is this report confidential?	No
------------------------------	----

### 1. PURPOSE OF THE REPORT

The purpose of the report is to update members on the arrangements for a proposed working group and to invite them to make decisions on its governance / administration.

### 2. RECOMMENDATIONS

Members are requested to:

- 2.1 formally agree a title for the working group (section 5.1);
- 2.2 agree a Chair of the working group from the membership previously nominated (section 5.2);
- 2.3 comment on the draft terms of reference for the working group (Appendix 1), including whether to co-opt trade representatives at the forthcoming meeting of the Taxi Trade Forum and/or a representative from a local disability group (section 5.5), with a view to their formal adoption;
- 2.4 adopt the draft agenda for the first meeting of the working group (Appendix 2); and
- 2.5 adopt the draft documentation attached as Appendix 3.

### 3. CORPORATE PRIORITIES

The report relates to the following corporate priorities

Clean, green and safe		Strong and healthy communities	
Strong South Ribble in the heart of prosperous Lancashire		Efficient, effective and exceptional council	x

### 4. BACKGROUND TO THE REPORT

- 4.1 Members will recall that, at the meeting of the General Licensing Committee in November 2017, they received a report updating them on Licensing activities. Part of that report outlined a discussion at the Taxi Trade Forum held on 26 October 2017, at which trade representatives expressed the view that it was undesirable to have a policy of differential age limits for saloon vehicles and wheelchair accessible vehicles, and enquired whether it would be possible for these to become more aligned. The Chair of the Forum (Cllr Nelson) had commented that it may be appropriate for a working group of committee members to be set up, with a view to considering the issue in detail and reporting back to the General Licensing Committee at a

future date. At the meeting of the General Licensing Committee in November, members agreed that a working group should be established to consider the topic in detail.

## **5. WORKING GROUP**

5.1 The proposed title for the working group is:

“Working Group on Differential Age Limits for Licensed Vehicles”

However, members are asked to consider whether an alternative title would be preferable.

5.2 Members agreed that there should be the following representation on the working group:

Cllr Green  
Cllr Hamilton  
Cllr Hancock  
Cllr Nathan  
Cllr Wooldridge

5.3 The above members are requested to identify a Chair of the working group. Once the Chair has been appointed by the Committee, officers would anticipate holding an initial pre-meeting with him/her to discuss the work of the group; its methodology; and any meeting dates to be fixed.

5.4 A draft Terms of Reference for the working group, along with a draft agenda for the first meeting, have been produced and are attached as Appendices 1 and 2 respectively. Members are asked to consider the draft with a view to its formal adoption.

5.5 Members are asked to consider whether they would wish to seek trade representatives who would attend (but not vote at) any sessions of the working group. If so, an opportunity to seek trade volunteers will arise at the Taxi Trade Forum scheduled to take place on 1 February 2018. Similarly, members may wish to consider how best to seek input from local disability groups, eg the co-option of a disability representative on to the group or a formal written approach seeking separate comment. It is suggested that the most appropriate umbrella disability group to approach would be Disability Equality North West.

5.6 Officers have prepared draft documentation in anticipation of the Working Group’s meeting and to support its discussions; members are asked to note / comment on this documentation (attached as Appendix 3).

5.7 On completion of the working group’s activities, it is anticipated that a report will be brought to the General Licensing Committee for members’ consideration. The report will be in the following format:

Contents  
Chair’s Foreword  
Rationale for Review  
Membership of working group  
Aims and Objectives  
Methodology  
Findings  
Recommendations

Any recommendations from the working group will be put before the General Licensing Committee for consideration.

## 6. WIDER IMPLICATIONS AND BACKGROUND DOCUMENTATION

### 6.1 Comments of the Statutory Finance Officer

There are no financial implications arising from the recommendations in this report.

### 6.2 Comments of the Monitoring Officer

There are no legal implications in this report.

<b>Other implications:</b>	
▶ Risk	None
▶ Equality & Diversity	None
▶ HR & Organisational Development	None
▶ Property & Asset Management	None
▶ ICT / Technology	None

## 7. BACKGROUND DOCUMENTS (or there are no background papers to this report)

- Appendix 1 – draft Terms of Reference
- Appendix 2 – draft agenda
- Appendix 3 – supporting documentation

SMT Member's Name: Peter Haywood  
Job Title: Revenues and Benefits Manager

Report Author:	Telephone:	Date:
Peter Haywood	01772 625578	8 January 2018