



Contact Officer:

Sophie Butcher, Democratic Services Officer

20 September 2022

Dear Councillor

Your attendance is requested at a meeting of the **LICENSING COMMITTEE** to be held in the Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **WEDNESDAY 28 SEPTEMBER 2022 at 7.00 pm.**

Yours faithfully

Tom Horwood  
Joint Chief Executive

**MEMBERS OF THE COMMITTEE**

Chairman: Councillor David Goodwin  
Vice-Chairman: Councillor Catherine Young

Councillor Tim Anderson  
The Mayor, Councillor Dennis Booth  
Councillor Gillian Harwood  
Councillor Jan Harwood  
Councillor Ted Mayne  
Councillor Ann McShee  
Councillor Bob McShee

The Deputy Mayor, Councillor Masuk Miah  
Councillor Marsha Moseley  
Councillor Maddy Redpath  
Councillor James Steel  
Councillor Fiona White  
Councillor Keith Witham

**QUORUM 5**

## THE COUNCIL'S STRATEGIC FRAMEWORK (2021- 2025)

### **Our Vision:**

A green, thriving town and villages where people have the homes they need, access to quality employment, with strong and safe communities that come together to support those needing help.

### **Our Mission:**

A trusted, efficient, innovative, and transparent Council that listens and responds quickly to the needs of our community.

### **Our Values:**

- We will put the interests of our community first.
- We will listen to the views of residents and be open and accountable in our decision-making.
- We will deliver excellent customer service.
- We will spend money carefully and deliver good value for money services.
- We will put the environment at the heart of our actions and decisions to deliver on our commitment to the climate change emergency.
- We will support the most vulnerable members of our community as we believe that every person matters.
- We will support our local economy.
- We will work constructively with other councils, partners, businesses, and communities to achieve the best outcomes for all.
- We will ensure that our councillors and staff uphold the highest standards of conduct.

### **Our strategic priorities:**

#### Homes and Jobs

- Revive Guildford town centre to unlock its full potential
- Provide and facilitate housing that people can afford
- Create employment opportunities through regeneration
- Support high quality development of strategic sites
- Support our business community and attract new inward investment
- Maximise opportunities for digital infrastructure improvements and smart places technology

#### Environment

- Provide leadership in our own operations by reducing carbon emissions, energy consumption and waste
- Engage with residents and businesses to encourage them to act in more environmentally sustainable ways through their waste, travel, and energy choices
- Work with partners to make travel more sustainable and reduce congestion
- Make every effort to protect and enhance our biodiversity and natural environment.

#### Community

- Tackling inequality in our communities
- Work with communities to support those in need
- Support the unemployed back into the workplace and facilitate opportunities for residents to enhance their skills
- Prevent homelessness and rough-sleeping in the borough

## **A G E N D A**

### **1 APOLOGIES FOR ABSENCE**

### **2 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS**

In accordance with the local Code of Conduct, a councillor is required to disclose at the meeting any disclosable pecuniary interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must also withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, the councillor must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

Councillors are further invited to disclose any non-pecuniary interest which may be relevant to any matter on this agenda, in the interests of transparency, and to confirm that it will not affect their objectivity in relation to that matter.

### **3 MINUTES (Pages 5 - 8)**

To confirm the minutes of the meeting of the Licensing Committee held on 20 July 2022.

### **4 ANNOUNCEMENTS**

To receive any announcements from the Chairman of the Committee.

### **5 LICENSING COMMITTEE ITEMS**

5.1 **Taxi and Private Hire Fees and Charges 2022-23** (Pages 9 - 18)

### **6 LICENSING COMMITTEE WORK PROGRAMME (Pages 19 - 24)**

**PLEASE CONTACT US TO REQUEST THIS DOCUMENT IN  
AN ALTERNATIVE FORMAT**

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## LICENSING COMMITTEE

\* Councillor David Goodwin (Chairman)  
Councillor Catherine Young (Vice-Chairman)

- |                                      |   |
|--------------------------------------|---|
| * The Mayor, Councillor Dennis Booth | * Councillor Bob McShee                   |
| * Councillor Tim Anderson            | * The Deputy Mayor, Councillor Masuk Miah |
| * Councillor Gillian Harwood         | * Councillor Marsha Moseley               |
| Councillor Jan Harwood               | Councillor Maddy Redpath                  |
| * Councillor Nigel Manning           | * Councillor James Steel                  |
| * Councillor Ted Mayne               | * Councillor Keith Witham                 |
| * Councillor Ann McShee              |   |

\*Present

### L1 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Maddy Redpath and Catherine Young. Councillor Jan Harwood was not present.

### L2 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

There were no disclosures of interest.

### L3 MINUTES

The minutes of the Licensing Committee held on 24 November 2021 were approved and signed by the Chairman.

### L4 ANNOUNCEMENTS

The Chairman had no announcements to make.

### L5 TAXI AND PRIVATE HIRE FEES AND CHARGES 2022-23

The Committee received a report from Mike Smith, Senior Specialist for Licensing and Community Safety. The Committee noted that the methodology had been previously approved. The fees and charges were normally calculated annually to adjust for any rises and increases in costs. The Committee was asked to approve the fees and charges for public consultation, and should any objections be received, these would be considered by the Licensing Committee at their meeting in September. A few changes to the fees and charges were proposed such as an increase to the vehicle licences, a decrease to the driver licence and an increase to the operating licence fee. The breakdown of the fees and charges comprise of three elements, officer time, support services charged to the licensing cost centres and an adjustment for a surplus and deficit carried forward. Should any objections be received, these would be considered by the Licensing Committee at their meeting in September. If no objections are received, the fees and charges will take effect from October.

The Committee received a query as to whether this was the start of the consultation with the trade. The Senior Specialist for Licensing and Community Safety, Mike Smith confirmed that the fees and charges for consideration are what was charged for licensing applications. There was a statutory

consultation process which included placing a notice in the local newspaper and notify the trade via newsletters.

The Committee having discussed the report;

RESOLVED that the Taxi and Private Hire Fees and Charges for 2022-23, be approved for public consultation as per the legal requirements, to take effect from 3 October 2022 should no objections be received.

## **L6 HACKNEY CARRIAGE FARES REVIEW**

The Committee received a report from Mike Smith, Senior Specialist for Licensing and Community Safety. The Committee noted that the Hackney Carriage Fares were what licensed taxis charged for journeys to their customers. The fares had not been reviewed since 2019 due to the pandemic and other demands made upon the service. A review of the Hackney Carriage Fares had been undertaken using the approved methodology that involved sending a consultation questionnaire to the trade asking for their costs. The Head of Environment for Regulatory Services had delegation to approve the data inputs for the fare review. A small number of objections were received following the statutory consultation which were considered by the Lead Councillor for Environment. The new fares took effect as of 13 July 2022. The Committee noted that the Council had previously been challenged on setting its fare methodology but was dismissed by the Courts.

The Committee considered that a small number of drivers had objected to the increase in fares but wanted to know if the majority of drivers had supported the increase and would have thought this was the case, given it was the first increase in three years. Mike Smith, the Senior Specialist for Licensing and Community Safety confirmed that there were approximately 150 drivers and the same number of vehicles. A total of 8 objections were received about the fares increasing, however whilst the Licensing Team tried to engage with the trade it was unfortunate that a low response rate had resulted and reflected the fact that the trade were largely in agreement.

The Committee having discussed the report;

RESOLVED to note the review of the Hackney Carriage Fares and decision to adopt a new fare structure following public consultation.

## **L7 TAXI AND PRIVATE HIRE LEGISLATION UPDATE**

The Committee received a report from Mike Smith, Senior Specialist for Licensing and Community Safety. The Committee noted that the purpose of the report was to brief the Committee on two important legislative changes in terms of taxi and private hire licensing. The first was Safeguarding and the Road and Safety Act. This imposed some duties upon local authorities whereby if there was a concern with a driver who was licenced elsewhere, that local authority would have a duty to report it to the issuing authority. The issuing authority then had a duty to tell the reporting authority what they were going to do about it, such as either suspending or revoking a driver's licence. Those decisions had to be uploaded to a central register which had been available since 2018. Whilst it was previously good practice to notify neighbouring authorities of issues with drivers, it was now a legal requirement to do so which encouraged more co-working between authorities.

The second piece of legislation provided additional protection for disabled persons under the Equalities Act. It was against the law to discriminate on the grounds of protected characteristics. The previous legislation required drivers of designated wheelchair accessible vehicles to accept the carriage of wheelchair users, provide them with reasonable mobility assistance, and refrain from charging them

more than other passengers. However, from 28 June, all taxi and PHV drivers and operators – regardless of whether the vehicle is wheelchair accessible - will be subject to duties under the Equality Act.

The main changes were:

- Taxi and PHV drivers would be required to:
- Accept the carriage of any disabled person, provide them with reasonable mobility assistance, and carry their mobility aids, all without charging any more than they would for a non-disabled passenger.
- Provide any disabled passenger who requests it with assistance to identify the vehicle, at no extra charge.
- PHV operators will be required to:
- Accept bookings for or on behalf of any disabled person if they have a suitable vehicle available.

The Committee having discussed the report;

RESOLVED to note the updates to legislation and actions taken to communicate changes to the Licensed Trade.

## **L8 EXTENSION TO PAVEMENT LICENSING**

The Committee received a report from Mike Smith, Senior Specialist for Licensing and Community Safety. The Committee noted that the Business and Planning Act 2020 enacted in July 2020 sought to assist the hospitality industry recover from the first Covid19 lockdown by making it easier for premises serving food and drink such as bars, restaurants and pubs to seat and serve customers outdoors through temporary changes to planning procedures and alcohol licensing. The legislation was introduced with an original end date of September 2021.

On 20 July 2021 the Government extended Pavement Licences until 30 September 2022 under the Business and Planning Act 2020 (Pavement Licences) (Coronavirus) (Amendment) Regulations 2021. The Licensing Committee also approved a Policy concerning the Pavement Licensing function and extended it to the September date.

On 16 June 2022, a Statutory Instrument was laid in Parliament to extend the provisions for a further year, pending the creation of a permanent new Pavement Licensing regime under the Levelling Up and Regeneration Bill. The Committee were therefore asked to approve the extension of the Pavement Licensing Policy for another year. The Committee agreed that the policy had made Guildford Town a more vibrant place to be and fully endorsed the recommendation.

The Committee having discussed the report;

RESOLVED to note the extension of the Business and Planning Act for the Licenced trade, and subject to the passing of the necessary Statutory Instrument, approves the extension of the current Pavement Licensing Policy for a further 12 months.

**L9 TAXI AND PRIVATE HIRE POLICY - VEHICLE GLAZING REQUIREMENT**

The Committee received a report from Mike Smith, Senior Specialist for Licensing and Community Safety. The Committee noted that following the updates to the Council's Hackney Carriage and Private Hire Vehicle Licensing Policy in 2021 and to consultation upon the Department for Transport's new draft Best Practice Guidance recently, a local issue was emerging of vehicles with 'privacy glazing' fitted which do not meet the adopted criteria. This was creating problems of applicants not being able to licence vehicles and having to replace factory fitted glazing, often at significant cost.

Officers were now proposing a minor change to the Council's Licensing Policy which sought to allow 'privacy glass' to be permitted.

Many vehicles were still fitted with this style of glazing with it having been allowed under the previous policy. Officers believed safety was not compromised as all vehicles would be required to be fitted with CCTV next year.

The Committee noted a query regarding the alternative safety methods mentioned with regard to internal CCTV systems and whether that was the equivalent to a dashcam and whether there was a minimum specification for such a device. Mike Smith, the Senior Specialist for Licensing and Community Safety confirmed that there were both forward facing cameras and inward facing cameras which covered all of the seats in the vehicle. It was different from a dashcam which had a small SD card.

The Committee having discussed the report;

RESOLVED to recommend a minor change to the Council's Taxi and Private Hire Licensing Policy to be introduced under delegated powers. This change was to permit the licensing of vehicles with 'privacy glazing' which is installed at the time of manufacture, as permitted previously.

**L10 LICENSING COMMITTEE WORK PROGRAMME**

The Committee discussed its work programme, noting that the Taxi and Private Hire Fees and Charges 2022-23 would come back to the Licensing Committee to consider the consultation responses and approval of the item at its September meeting.

The meeting finished at 7.30 pm

Signed .....

Chairman

Date .....

Licensing Committee Report

Ward(s) affected: All

Report of the Joint Strategic Director for Place

Author: Mike Smith, Senior Specialist for Licensing and Community Safety

Tel: 01483 444387

Email: mike.smith@guildford.gov.uk

Lead Councillor responsible: James Steel

Tel: 07971 525298

Email: james.steel@guildford.gov.uk

Date: 28 September 2022

### **Taxi and Private Hire Fees and Charges 2022-23**

#### **Executive Summary**

On 20 July 2022, the Licensing Committee approved the proposed taxi and private hire fees and charges for the financial year 2022/23. A notice was published in the *Surrey Advertiser* advertising the fees and charges and confirming they would take effect from the end of the consultation period. One objection has received, therefore, the advertised fees and charges cannot come into effect until the remaining objection has been considered.

The Licensing Committee must consider the objection; approve the taxi and private hire fees and charges for 2022/23 with or without modification and set a date for implementation, which must be no later than 3 December 2022, as is required by legislation.

#### **Recommendation to Licensing Committee**

That the Taxi and Private Hire Fees and Charges for 2022/23, as set out in Appendix 1 to this report, be approved with effect from 3 October 2022.

#### **Reason for Recommendation:**

The Council is entitled to set the fees and charges for taxi and private hire licences in order to recover its reasonable costs.

**1. Purpose of Report**

- 1.1 To enable the Licensing Committee to consider the objections received to the taxi and private hire fees and charges for 2022/23 and to set a date for the fees and charges to come into force with or without modification by no later than 3 December 2022.

**2. Strategic Priorities**

- 2.1 The process of setting taxi and private hire fees and charges will contribute to our fundamental themes and priorities as follows:

**Homes and Jobs:** Support the business community by setting transparent licensing fees based upon cost recovery.

**3. Background**

- 3.1 Sections 53 and 70 of the Local Government (Miscellaneous Provisions) Act 1976 (“the Act”) allow the Council to charge fees for the grant of licences in respect of hackney carriage and private hire drivers, vehicles and operators. The legislation specifies the elements that can be included in the cost of the licence fee.
- 3.2 The cost of issue and administration can be recovered in drivers’ licence fees. In respect of vehicle and operator licences, the reasonable cost of inspecting vehicles, providing hackney carriage stands and any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles can be included in the fees.
- 3.3 The Council cannot make a profit from licence fees and there must be a carry forward of any surplus. There can also be recovery of any deficit. The reconciliation of any surplus and deficit is over a three-year cycle.
- 3.4 The taxi and private hire fees and charges methodology approved on 14 September 2016 has been applied in the production of the 2022/23 fees as detailed in the report to Licensing Committee on 20 July 2022.
- 3.5 Following approval by Licensing Committee on 20 July 2022 and as required by Section 70 of the Act, a notice was published in a local newspaper, the Surrey Advertiser, advertising the fees and charges and confirming the date on which they would take effect together with the objection process. Details of the proposed fees, together with information about consultation were also sent out to the licensed trade at the end of January in the taxi and private hire newsletter.

**4. Objection to the 2022/23 Fees and Charges**

- 4.1 On the 2 August 2022 an objection was received from Mr Hameed Majid, a Private Hire Operator stating:

*"I'm writing to express my concern regarding the proposed increase fees for a private hire operators license.*

*The fee proposed will increase by just over 100% which is a substantial difference compared to the current figure.*

*As a one man operator it is a huge expense, as already costs have gone up in fuels, cost of living etc.*

*The fee almost equates to a london TFL operators license, which would be justifiable as there aren't too many restrictions in place, for example:*

*1 Any year of car can be licensed as long as it fits in with Euro 6 emissions or hybrid electric.*

*2 there is not a requirement to install a cctv system which is £600-£700*

*So even though TFL charge nearly £2000 for a 5 year license, the costs to BUY a car significantly less and not have to pay for cctv is Justified.*

*I am really interested to know why it has increased to the proposed amount and what justification there is for it."*

- 4.2 Officers engaged in dialogue with Mr Majid, providing information about the fee setting process on the 3 October. Officers invited Mr Arshad to withdraw the objection on the grounds that:
- the proposed fees and charges had been calculated using an approved, transparent methodology; and
  - Policy costs are unrelated to licence fees.

- 4.3 On 3 August a further email was received from Mr Majid as follows:

*"I do understand partially, but you can see my plea here.*

*The whole country is recovering financially and it will only get worse before it gets better.*

*But a recovery from a low skilled sector like the taxi trade seems a drastic measure.*

*Surely those who benefited from payouts during the covid should be given the responsibility to pay back or contribute to the guildford councils pot.*

*I certainly didn't get any help from the council as I wasn't paying rent for the office in guildford.*

*But it is how it stands and I just thought I would express my opinion on this."*

- 4.4 The above objection from Mr Majid must be considered by the Licensing Committee.

## **5. Equality and Diversity Implications**

- 5.1 There are no equality and diversity implications arising from the taxi and private hire fees and charges.

## **6. Financial Implications**

- 6.1 The Council's process for setting the taxi and private hire fees and charges has undergone a number of reviews and audits in previous years, which has led to improvements and modifications.
- 6.2 The Report to Licensing Committee on 20 July 2022 sets out the methodology used to calculate the taxi and private hire fees and charges. This method was originally approved in September 2016.
- 6.3 The Council cannot make a profit and must carry forward any surplus. Any deficit is carried forward and will be recovered in subsequent years. Surpluses or deficits will be considered when fee setting in future years with the objective of recovering or refunding any surplus or deficit over a three year cycle.
- 6.4 When considering the fee setting process, it may be useful to note the comments of the District Auditor considering the challenge to the Council's fees in 2010 confirming that fee setting is not an exact science:

*“The legislation does not, in my view, require councils to make a precise calculation so as to arrive at an income which exactly meets the cost of the administration of the various licences. Councils are required, however, to take a reasonable approach and should aim to set a fee that is sufficient to cover the cost but not make a surplus.”*

## **7. Legal Implications**

7.1 The Local Government (Miscellaneous Provisions) Act 1976 allows the Council to charge for the grant of licences in respect of hackney carriage and private hire drivers, vehicles and operators. The fees must be set at a level which ensures that the Council does not make a profit.

7.2 Section 53(2) of the Act states, in relation to drivers’ licences for hackney carriage and private hire vehicles:

“Notwithstanding the provisions of the Act of 1847, a district council may demand and recover for the grant to any person of a licence to drive a hackney carriage, or a private hire vehicle, as the case may be, such a fee as they consider reasonable with a view to recovering the costs of issue and administration and may remit the whole or part of the fee in respect of a private hire vehicle in any case in which they think it appropriate to do so.”

7.3 Section 70 of the Act states, in relation to vehicle and operators’ licences:

“(1) Subject to the provisions of subsection (2) of this section, a district council may charge such fees for the grant of vehicle and operators’ licences as may be resolved by them from time to time and as may be sufficient in the aggregate to cover in whole or in part—

- (a) the reasonable cost of the carrying out by or on behalf of the district council of inspections of hackney carriages and private hire vehicles for the purpose of determining whether any such licence should be granted or renewed;
- (b) the reasonable cost of providing hackney carriage stands; and
- (c) any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles.”

7.4 Under Section 70 of the Act the Council has to publish a notice of the proposed new fees and charges for vehicle and operators’ licences, if it determines that the maximum fees last advertised should be varied. If objections are received

and not withdrawn, the Council must consider them and set a date, no more than two months after the date specified in the notice, on which the variation shall come into force with or without modifications.

- 7.5 There is no requirement under Section 53(2) of the Act for driver licence fees to be advertised. However, the same procedure as for vehicles and operators is adopted for good practice. A notice of proposed fees has been published, objections have been invited and the Licensing Committee is invited to consider the objection in the same way.

## **8. Human Resource Implications**

- 8.1 There are no additional human resource implications because of the taxi and private hire fees and charges.

## **9. Summary of Options**

- 9.1 The Licensing Committee has to approve a set of taxi and private hire fees and charges for 2022/23 and set a date for them to take effect, which must be no later than 3 December 2022.

- 9.2 The Licensing Committee is asked to consider the objection received and approve the taxi and private hire fees and charges for 2022/23, with or without modification, and set the date for their implementation.

- 9.3 There are two options available after considering the objections and the information in this report:

1. Approve the fees and charges as set out in Appendix 1; or
2. Approve a modified set of fees.

- 94 Officers consider that the fees and charges set out in Option 1 are correct and justifiable and we recommend them for approval from 3 October 2022, as these charges recover the costs the Council incurs and can legally recover for administering and issuing licences.

## **10. Conclusion**

- 10.1 The Licensing Committee must consider the objection to the advertised taxi and private hire fees and charges for 2022/23. The Committee must then agree the taxi and private hire fees and charges and set a commencement date.

10.2 The fees and charges set out in Appendix 1 are recommended for approval. These fees recover the majority of the Council’s costs. It is recommended that these fees and charges take effect from 3 October.

**11. Background Papers**

[Minutes of Licensing Committee 14 September 2016](#)

[Minutes of Licensing Committee 20 July 2022](#)

[Local Government \(Miscellaneous Provisions\) Act 1976](#)

[Councillor Handbook: Taxi and PHV Licensing](#)

**12. Appendices**

Appendix 1: Taxi and Private Hire Fees and Charges 2022/23 for approval

**13. Consultation**

<i>Service</i>	<i>Sign off date</i>
Finance / 151 Officer	<i>31 August 2022</i>
Legal / Governance	<i>9 September 2022</i>
HR	<i>9 September 2022</i>
Equalities	<i>9 September 2022</i>
Lead Councillor	<i>9 September 2022</i>
CMT	<i>7 September 2022</i>
Committee Services	<i>30 August 2022</i>

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Appendix 1 – Fees and Charges 2022/23 for Approval

	Proposed Fee for 2022/23	Current Fee	Variance
<b>HC/PH Vehicles</b>			
Hackney Carriage Vehicle (new/renew)	£268.13	<b>£196.04</b>	£72.09
Private Hire Vehicle (new/renew)	£262.45	<b>£172.62</b>	£89.83
Hackney Licence Vehicle Change	£25.88	<b>£32.04</b>	-£6.16
Private Hire Vehicle Change	£25.88	<b>£32.04</b>	-£6.16
Hackney carriage temporary vehicle (3 months)	£111.70	<b>£80.08</b>	£31.62
Private Hire temporary vehicle (3 months)	£110.28	<b>£74.22</b>	£36.06
Vehicle Licence Plates	£22.32	<b>£22.32</b>	£0
Private Hire Vehicle signs (pair)	£25.80	<b>£21.93</b>	£3.87
Vehicle Test	<b>£58.00</b>	<b>£58.00</b>	£0
<b>HC/PH Drivers</b>			
HC/PH Drivers Licence (new/renew)	£371.44	<b>£454.69</b>	-£83.25
Hackney Carriage Driver Knowledge test	£44.60	<b>£44.60</b>	£0
Private Hire Driver Knowledge test	£24.82	<b>£24.82</b>	£0
Convert from Private Hire Driver to Hackney Carriage Driver	£18.64	<b>£18.60</b>	£0.04
Private Hire Replacement Badge	£13.66	<b>£13.66</b>	£0
<b>Private Hire Operators</b>			
PH Operators Licence (new/renew)	<b>£2,223.10</b>	<b>£970.97</b>	£1,299.13

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Licensing Committee Report

Report of Ian Doyle, Service Delivery Director

Author: Mike Smith, Senior Specialist for Licensing and Community Safety  
/Sophie Butcher, Democratic Services Officer

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Email: mike.smith@guildford.gov.uk/sophie.butcher@guildford.gov.uk

Date: Wednesday 28 September 2022

**Licensing Committee work programme: 2022-23**

**Recommendation to Licensing Committee**

The Committee is invited to review and approve its current work programme for the remainder of the 2022-23 municipal year.

Reason for Recommendation:

To ensure that the Licensing Committee has an opportunity to review its work programme.

**1. Purpose of Report**

1.1 The work programme is presented to enable necessary changes to be made and to provide updated information on items for future meetings. Appendix 1 to this report sets out the Committee's work programme to date, including any items currently unscheduled.

**2. Financial Implications**

2.1 There are no specific financial implications arising from this report.

**3. Human Resource Implications**

3.1 There are no specific human resources implications arising from this report.

**4. Legal Implications**

4.1 There are no specific legal implications arising from this report.

**5. Background papers**

None

Agenda item number: 6

**6. Appendices**

Appendix 1: Licensing Committee - Draft Work Programme: 2022-23

**Licensing Committee**

**Draft Work Programme 2022-23**

<b>September 2022</b>		
<b>Item</b>	<b>Details of decision to be taken</b>	<b>Officer</b>
Taxi and Private Hire Fees and Charges 2022-23	The Committee to consider the consultation responses and approve the Taxi and Private Hire Fees and Charges 2022-23.	Mike Smith, Senior Specialist for Licensing and Community Safety 01483 444387

<b>November 2022</b>		
<b>Item</b>	<b>Details of decision to be taken</b>	<b>Officer</b>
Animal Activity Licensing Policy	The Committee to consider an updated draft Animal Activity Licensing Policy and approve public consultation	Mike Smith, Senior Specialist for Licensing and Community Safety 01483 444387
Purple Flag Update	The Committee to receive an update in relation to the Purple Flag award.	Mike Smith, Senior Specialist for Licensing and Community Safety 01483 444387

<b>January 2023</b>		
<b>Item</b>	<b>Details of decision to be taken</b>	<b>Officer</b>

Taxi and Private Hire Fees and Charges 2023-24	The Committee to consider the draft Taxi and Private Hire Fees and Charges 2023-24 and approve public consultation.	Mike Smith, Senior Specialist for Licensing and Community Safety 01483 444387
Licensing Annual update	The Committee to receive an annual report.	Mike Smith, Senior Specialist for Licensing and Community Safety 01483 444387

<b>March 2023</b>		
<b>Item</b>	<b>Details of decision to be taken</b>	<b>Officer</b>
Taxi and Private Hire Fees and Charges 2023-24	The Committee to consider the consultation responses and approve the Taxi and Private Hire Fees and Charges 2023-24.	Mike Smith, Senior Specialist for Licensing and Community Safety 01483 444387
Animal Activity Licensing Policy	The Committee to consider the consultation responses and approve an updated Animal Activity Licensing Policy	

<b>UNSCHEDULED ITEMS</b>		
<b>Item</b>	<b>Details of decision to be taken</b>	<b>Officer</b>
Best Bar None Update	The Committee to receive an update in relation to Best Bar None.	Mike Smith, Senior Specialist for Licensing and Community Safety 01483 444387
Street Trading Policy	The Committee to consider an updated draft Street Trading Policy and approve public consultation.	Mike Smith, Senior Specialist for Licensing and Community Safety

<b>UNSCHEDULED ITEMS</b>		
<b>Item</b>	<b>Details of decision to be taken</b>	<b>Officer</b>
		01483 444387
Charity Collections Policy	The Committee to consider an updated draft Charitable Collections Policy and approve public consultation.	Mike Smith, Senior Specialist for Licensing and Community Safety 01483 444387
Pavement Licensing Policy	The Committee to review the Pavement Licensing Policy following legislative changes under the Levelling Up Bill.	Mike Smith, Senior Specialist for Licensing and Community Safety 01483 444387
Hackney Carriage and Private Hire Licensing Policy	The Committee to review the Hackney Carriage and Private Hire Licensing Policy following updates to the Department for Transport Best Practice Guidance	Mike Smith, Senior Specialist for Licensing and Community Safety 01483 444387

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