

**LICENSING HEALTH AND SAFETY AND GENERAL PURPOSES COMMITTEE****27 JANUARY 2016**

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| <b>REPORT TITLE</b> | <b>APPLICATIONS TO RENEW PRIVATE HIRE AND HACKNEY CARRIAGE DRIVER LICENCES</b> |
| <b>REPORT OF</b>    | <b>ASSISTANT CHIEF EXECUTIVE</b>   |

**REPORT SUMMARY**

The purpose of this report is for Members to consider an amendment to the timeframe within which an enhanced Disclosure and Barring Service certificate may be accepted as part of a valid application for the renewal of a Private Hire or Hackney Carriage Driver Licence.

**RECOMMENDATION/S**

That Members approve the following amendment to the requirements for the renewal of a Private Hire or Hackney Carriage Driver Licence:

- Satisfactory Enhanced Disclosure and Barring Service (DBS) certificate issued in respect of a DBS application submitted to the DBS no more than two calendar months prior to the expiry date of the licence

## **SUPPORTING INFORMATION**

### **1.0 REASON/S FOR RECOMMENDATION/S**

- 1.1 The length of time taken to process a DBS application is variable which can result in a certificate being issued by the DBS more than 28 days prior to the renewal date of the licence in contravention of the current requirement.

### **2.0 OTHER OPTIONS CONSIDERED**

- 2.1 There is no provision for other options to be considered.

### **3.0 BACKGROUND INFORMATION**

- 3.1 At a meeting of this Committee on 30 June 2015 Members resolved that to renew a Private Hire or Hackney Carriage Driver Licence that is due for renewal from 1 October 2015 the following are required:

- Satisfactory enhanced Disclosure and Barring Service (DBS) certificate issued no more than 28 days prior to the renewal date
- Satisfactory medical report in accordance with the Council's Policy for Medicals
- Satisfactory driving record

- 3.2 The above requirements were implemented with effect from 1 October as part of the procedure to renew licences for a period of three years. In order to allow sufficient time for the processing of the DBS application ahead of the renewal date, DBS application forms are being submitted to the DBS two months ahead of the renewal date of the Private Hire or Hackney Carriage Driver Licence.

- 3.3 The period of time taken by the DBS to process applications varies considerably and this can result in a number of certificates being issued by the DBS more than 28 days prior to the renewal date of the licence in contravention of the current requirement referred to in Paragraph 3.1.

- 3.4 It is therefore proposed that the timeframe requirement for the DBS enhanced certificate be amended to relate to the application submission date as opposed to the current requirement which relates to the certificate issue date.

- 3.5 In order that the information provided within the DBS certificate remains up to date in respect of the current application it is proposed that a timeframe be set so that the date of the submission of the application is no earlier than two calendar months of the expiry date of the licence.

### **4.0 FINANCIAL IMPLICATIONS**

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

## **5.0 LEGAL IMPLICATIONS**

5.1 There are no specific implications arising from this report.

## **6.0 RESOURCE IMPLICATIONS: ICT, STAFFING AND ASSETS**

6.1 There are no specific implications arising from this report.

## **7.0 RELEVANT RISKS**

7.1 There are none arising from this report.

## **8.0 ENGAGEMENT/CONSULTATION**

8.1 This is not a matter that requires consultation.

## **9.0 EQUALITY IMPLICATIONS**

9.1 There are no specific implications arising from this report.

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## **APPENDICES**

## **REFERENCE MATERIAL**

### **SUBJECT HISTORY (last 3 years)**

| <b>Council Meeting</b>  | <b>Date</b>         |
|---|---------------------|
| <b>Licensing Health and Safety and General Purposes Committee</b> | <b>30 June 2015</b> |