

# Public Document Pack



County Hall  
Rhadyr  
Usk  
NP15 1GA

Monday, 8 January 2024

## Notice of meeting

### Licensing and Regulatory Committee

Tuesday, 16th January, 2024 at 10.00 am  
The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA with  
remote attendance

#### AGENDA

Item No	Item	Pages
1.	Apologies for Absence.	
2.	Declarations of Interest.	
3.	To confirm and sign the minutes of the previous meeting.	1 - 2
4.	Review of Annual Licensing Fees for Financial Year 2024/25.	3 - 16
5.	Exclusion of the Press and Public.	17 - 18
6.	To consider whether the driver is "Fit and Proper" to hold a Hackney Carriage/Private Hire Drivers Licence.	19 - 34
7.	Next Meeting: Tuesday 27th February 2024 at 10.00am.	

**Paul Matthews**

**Chief Executive**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillor Lisa Dymock	Portskewett;	Welsh Conservative Party
County Councillor Tony Easson	Dewstow;	Welsh Labour/Llafur Cymru
County Councillor Christopher Edwards	St. Kingsmark;	Welsh Conservative Party
County Councillor Simon Howarth	Llanelly Hill;	Independent Group
County Councillor Jane Lucas	Osbaston;	Welsh Conservative Party
County Councillor Jayne McKenna	Mitchel Troy and Trellech United;	Welsh Conservative Party
County Councillor Alistair Neill	Gobion Fawr;	Welsh Conservative Party
County Councillor Sue Riley	Bulwark and Thornwell;	Welsh Labour/Llafur Cymru
County Councillor Dale Rooke	Chepstow Castle & Larkfield;	Welsh Labour/Llafur Cymru
County Councillor Jackie Strong	Caldicot Cross;	Welsh Labour/Llafur Cymru
County Councillor Tudor Thomas	Park;	Welsh Labour/Llafur Cymru
County Councillor Armand Watts	Bulwark and Thornwell;	Welsh Labour/Llafur Cymru

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### Watch this meeting online

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### Welsh Language

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

# Aims and Values of Monmouthshire County Council

## Our purpose

To become a zero-carbon county, supporting well-being, health and dignity for everyone at every stage of life.

## **Objectives we are working towards**

- Fair place to live where the effects of inequality and poverty have been reduced.
- Green place to live and work with reduced carbon emissions and making a positive contribution to addressing the climate and nature emergency.
- Thriving and ambitious place, where there are vibrant town centres and where businesses can grow and develop.
- Safe place to live where people have a home where they feel secure in.
- Connected place where people feel part of a community and are valued.
- Learning place where everybody has the opportunity to reach their potential.

## Our Values

**Openness.** We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

**Fairness.** We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

**Flexibility.** We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

**Teamwork.** We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

**Kindness:** We will show kindness to all those we work with putting the importance of relationships and the connections we have with one another at the heart of all interactions.



# Public Document Pack Agenda Item 3

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Licensing and Regulatory Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA with remote attendance on Tuesday, 5th September, 2023 at 10.00 am**

**PRESENT:** County Councillor Tudor Thomas (Chairman)  
County Councillor Jayne McKenna (Vice Chairman)

County Councillors: Tony Easson, Christopher Edwards, Simon Howarth, Jane Lucas, Alistair Neill, Sue Riley, Dale Rooke, Jackie Strong, Armand Watts and Malcolm Lane (substituting for Lisa Dymock)

### **OFFICERS IN ATTENDANCE:**

David Jones	Head of Public Protection
Linda O'Gorman	Principal Licensing Officer
Emma Watkins	Licensing Officer
Ben Davies	Solicitor
Richard Williams	Democratic Services Officer

County Councillors Simon Howarth and Armand Watts joined the meeting during consideration of Minute 4 and therefore, did not take part in the voting procedure for this item.

### **APOLOGIES:**

County Councillor Lisa Dymock

#### **1. Declarations of interest**

None received.

#### **2. Confirmation of Minutes**

The minutes of the Licensing and Regulatory Committee meeting held on 13th June 2023 were confirmed and signed by the Chair.

#### **3. Exclusion of the Press and Public**

We excluded the press and public from the meeting during consideration of the following item of business in accordance with Section 100A of the Local Government Act 1972, as amended, on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 12 of Part 4 of Schedule 12A to the Act.

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Licensing and Regulatory Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA with remote attendance on Tuesday, 5th September, 2023 at 10.00 am**

**4. To consider whether the driver is "Fit and Proper" to continue to hold a Hackney Carriage/Private Hire Drivers Licence. To consider if the licensed Private Hire Operator should continue to hold such licence.**

The Chairman welcomed the driver to the meeting and introduced Members of the Committee and the attending Officers and explained the protocol for the meeting.

The driver confirmed their name and address to the Committee. The driver confirmed receipt of the report and acknowledged that they would proceed without legal representation.

The key issues and details were read out to the Committee.

The driver was then given the opportunity to address the Committee, to put forward any relevant explanations. Following this, Members of the Committee put forward questions to the driver and discussion ensued. The driver was then given the opportunity to sum up.

Following questioning, officers and the driver left the meeting to allow the Committee the opportunity to deliberate and discuss the findings.

Upon re-commencement, the Chair advised that the Committee had considered the issues and had resolved that:

- i) the driver was not a fit and proper person to continue holding a Hackney Carriage / Private Hire Driver Licence;
- ii) the Private Hire Operator Licence be revoked.

**5. Next Meeting**

Tuesday 17th October 2023 at 10.00am.

**The meeting ended at 12.11 pm.**

## MONMOUTHSHIRE COUNTY COUNCIL REPORT

<b>SUBJECT:</b>	<b>Review Of Annual Licensing Fees For Financial Year 2024/2025</b>
<b>DIRECTORATE:</b>	<b>Social Care, Safeguarding and Health</b>
<b>MEETING:</b>	<b>Licensing and Regulatory Committee</b>
<b>Date to be considered:</b>	<b>16<sup>th</sup> January 2024</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All Wards</b>

### 1. PURPOSE:

1.1 To agree the Authority's licence fees for 2024-25.

### 2. RECOMMENDATION(S):

2.1 Approve the fees set out in Appendix A to this report, entitled "Schedule of Licence Fees for 2024-25", subject, where relevant, to any required public notice.

2.2 Any objections, duly made, regarding fees for the grant of licences for hackney carriage and private hire vehicles be brought back to Committee at the earliest opportunity for due consideration.

### 3. KEY ISSUES

3.1 The Authority has a broad range of licensing responsibilities including the regulation of licensed premises, taxis and hackney carriages, gambling, street trading, street collections and scrap metal dealers. Whilst some licence fees are set by Government, others are locally set at the discretion of the Authority.

3.2 The basis of setting such fees is generally to ensure full cost recovery, or as close as possible. Licensing fees may not be used to generate a profit for Councils. This report summarises all licensing fees that are proposed to be reviewed to come into effect from 1<sup>st</sup> April 2024 (as Appendix A).

3.3 The European Services Directive, as incorporated by the Provision of Services Regulations 2009 provides that fees and charges must "be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities".

3.4 Relevant legislation and guidance around fee setting for local authorities, that must be taken into account when determining the actual costs of producing a licence, has been considered when preparing this report and proposed fees. Appropriate case law has also been taken into consideration. The ethos underpinning this legislation and guidance is that businesses that benefit from a licence should be asked to pay any reasonable costs incurred by the local authority in providing that licence. However, they must also be able to depend on local authority licence fees being fair and reasonable.

3.5 Fees are reviewed annually, using the following steps:

(a) The fees setting process itself is reviewed to ensure that it remains valid – any changes in law, guidance or case law will be taken into account.

(b) The underlying data determining the fees is reviewed to ensure that the time calculated remains accurate.

- (c) Each licence process step is reviewed to ensure that the time calculated remains accurate.
- (d) The Authority's Finance department is asked to update the staff hourly costs, including on-costs.
- (e) Other costs such as IT, specialist equipment etc. are reviewed to ensure that they remain relevant.
- (f) If there was a significant profit or loss in the previous licence period, the fee for the next period will need to be reduced / increased by the same amount.
- (g) The cost calculator is then updated to calculate any changes in fees, using the Wales Licensing Expert Panel spreadsheet – as recommended for national use.

3.6 A breakdown of the licences this Authority can set, being discretionary fees, for the financial year 2024/25 are as follows:

#### Safety At Sports Ground Certificates

We currently have one Regulated Stand Certificate in force at Chepstow Racecourse. Monmouthshire doesn't have any designated sports grounds in its area. The detailed certification process (being administrated by Environmental Health with additional oversight from Event Safety Advisory Group partners) allows for compliance with relevant sports ground safety legislation.

#### Hackney Carriage / Private Hire Licences

*Hackney Vehicles:* This is an annual licence and we currently licence 80 vehicles that we hope will renew in 2024/25. During 2023/2024 vehicles were changed and we had 16 new applications.

We do not currently have any horse drawn carriages requiring a licence.

*Private Hire Vehicles:* This is an annual licence and we currently licence 97 vehicles that we hope will renew in 2024/25. During 2023/2024 vehicles were changed and we had 17 new applications.

*Private Hire Operators:* This is a 5 year licence. Fees are paid once every 5 years and cover a 5 year period. When fees are received it is prorated for each year, the financial year payment is due and the subsequent 4 financial years. Accounting adjustments will be made to ensure that each of the 5 years receive 1/5<sup>th</sup> of the income received. We currently have 27 private hire operators licenced. We did licence 1 new operator during 2023/24 and it is anticipated that we will have 1 operator that will be due for renewal in 2024/25. The anticipated income, following adjustment, will be £230.60 for this operator renewal for the financial year 2024/25.

*Hackney Carriage/Private Hire Drivers:* This is a 3 year licence. Fees are paid once every 3 years and cover a 3 year period. When fees are received it is prorated for each year, the financial year payment is due and the subsequent 2 financial years. Accounting adjustments will be made to ensure that each of the 3 years receive 1/3<sup>rd</sup> of the income received. We currently have 179 drivers licenced. We did licence 14 new drivers during 2023/24 and it is anticipated that we will have 111 drivers that will be due for renewal in 2024/25. The anticipated income, following adjustment, will be £81.67 x 111= £9,065 for the driver renewal for the financial year 2024/25.

#### Street Trading Consents

*Street Trading Consents:* This is an annual consent and we currently have 21 street trading consents that may renew in 2024/25.



*Block Street Trading Consents:* This is an annual consent and we currently have 7 block street trading consents that may renew in 2024/25.

*Day Consents and Day Block Street Trading consents:* These are one off consents and are mainly used for events. During 2023/24 we had 5 day consents and 10 day block street trading consents. The number of such consents for the financial year 2024/25 will be dependent on the nature of the event whether a consent is required.

### Scrap Metal Dealers

*Site Licence:* This is a 3 year licence. Fees are paid once every 3 years and cover a 3 year period. When fees are received it is prorated for each year, the financial year payment is due and the subsequent 2 financial years. Accounting adjustments will be made to ensure that each of the 3 years receive 1/3<sup>rd</sup> of the income received. We currently have 4 scrap metal sites licenced. We did not have any licences requested in 2023/24 and there are no scrap sites due for renewal in 2024/25.

*Collectors Licence:* This is a 3 year licence. Fees are paid once every 3 years and cover a 3 year period. When fees are received it is prorated for each year, the financial year payment is due and the subsequent 2 financial years. Accounting adjustments will be made to ensure that each of the 3 years receive 1/3<sup>rd</sup> of the income received. We currently have 4 scrap metal collectors licenced. We had 1 new collectors licence requested in 2023/24 and there are no scrap collectors due for renewal in 2024/25.

### Boats

We do not currently have any licences for a Boatman or a Boat Licence. The stretch of waterway that was previously licensed for pleasure boats was on the river Wye and is not required for canal boats.

### Sex Establishments

We do not currently have any licences for Sex Establishments. A sex establishment licence covers a sex shop, sex cinema and sexual entertainment venues. If an application is received the application will be deferred to the Licensing and Regulatory Committee for a decision whether to grant a licence.

### Gambling Act

The Gambling Act 2005 allowed Authorities to set their own fees for Premises Licences under this Act for Casinos, Bingo, Betting, Tracks, Family Entertainment Centres and Adult Gaming Centres. The fees for these types of licences are to be reviewed and set annually on the 21<sup>st</sup> May each year. These fees have a limit on how much they can be set and an assessment of those fees must also be set to recover costs only. A further report will be submitted to the Licensing and Regulatory Committee on 9<sup>th</sup> April 2024 to review the Gambling Act fees to commence 21<sup>st</sup> May 2024.

- 3.7 As indicated in Appendix A, there is a slight uplift in most of the proposed discretionary fees for 2024/25. One exception is the proposed fees for street trading consents. There is a slight decrease in three of these annual consents. Due to the low numbers of such consents, there is no detrimental impact on the overall Licensing fees and charges received.
- 3.8 In accordance with Section 70 of the Local Government (Miscellaneous Provisions) Act 1976, the Authority is obliged to give notice of any intention to vary the fees for the grant of licences for hackney carriage and private hire

vehicles/operators. It is recommended that any objections to a variation be brought back to Committee for consideration.

**4 REASONS**

- 4.1 The fees are set at a level that will recover the costs associated with administering them.
- 4.2 Duly made objections must be considered.

**5. RESOURCE IMPLICATIONS:**

The Schedule of fees in Appendix A are set out to ensure the recovery of reasonable costs. If fees are set below the level indicated, the Authority will be underwriting the cost of some licenses. For the reasons set out in para 3.2, the Authority cannot legally set the fees higher than the cost recovery basis set out in Appendix A.

**6. WELLBEING AND FUTURE GENERATIONS IMPLICATIONS:**

- 6.1 An evaluation has been provided in Appendix B to consider the effect of the schedule of Fees proposed for 2024-25.
- 6.2 It should be noted that Council tax receipts and Revenue Support Grants are insufficient to fund the full extent of Council services so increasing fees and charges helps sustain our services into the future for customers, as opposed to potentially withdrawing services.

**7. CONSULTEES:**

None

**8. BACKGROUND PAPERS:**

None

**9. AUTHOR:**

Linda O’Gorman Principal Licensing Officer

**CONTACT DETAILS:** Tel: 01633 644214  
Email: [lindaogorman@monmouthshire.gov.uk](mailto:lindaogorman@monmouthshire.gov.uk)

## APPENDIX A

### SCHEDULE OF LICENCE FEES FOR 2024-25

	Current Fees 2023/2024	Proposed Fees 2024/25
<b>1. LICENSING ACT 2003</b>		
Premises Initial (Dependant on Business Rate)	£100.00 - £1,905.00	Fee Set By Central Government
Premises Annual (Dependant on Business Rate)	£ 70.00 - £1,050	
Personal Licence Holder	£37.00	
Temporary Event Notice	£21.00	
Theft, loss, etc of premises licence or summary	£10.50	
Provisional Statement	£315.00	
Notification of change of name and address	£10.50	
Application to vary licence to specify individual as designated premises supervisor (DPS)	£23.00	
Application for transfer of premises licence	£23.00	
Interim authority notice following death etc. of licence holder	£23.00	
Theft, loss etc. of certificate or summary	£10.50	
Notification of change of name or alteration of rules of club	£10.50	
Change of relevant registered address of club	£10.50	
Theft, loss etc. of temporary notice	£10.50	
Theft, loss of personal licence	£10.50	
Duty to notify change of name and address	£10.50	
Right of freeholder etc. to be notified of licensing matters	£21.00	
Land without rateable value	Band A	
Land without rateable value – when a building is under construction	Band C	
Application to remove the mandatory condition requiring a DPS at Community Halls	£23.00	
Application for a Minor Variation on a Premises Licence or Club Premises Certificate	£89.00	
<b>2. SAFETY AT SPORTS GROUND CERTIFICATE</b>		
Sports Ground Safety Certificate/Safety Certificate for a Regulated Stand SGSC/SCRS	£1,375.00	£1,375
The Amendment, Replacement, Transfer of a SGSC/SCRS	£155.00	£155
<b>3. GAMBLING ACT 2005</b>		
<b>(For Premises and Permit Fees please refer to separate list)</b>		
Lotteries		Fee Set By Central Government
Initial	£40.00	
Renewal	£20.00	
<b>4. STREET / HOUSE COLLECTIONS</b>		
No Fee charged under current legislation.		
<b>5. HACKNEY CARRIAGE / PRIVATE HIRE</b>		
(a) Hackney Carriage Vehicle - New	£262.00	£286
Hackney Carriage Vehicle – Renewal	£196.00	£220
Hackney Carriage Vehicle – Substitution of licence to new vehicle	£262.00	£286
Hackney Carriage Vehicle – Transfer of licensed vehicle to new owner	£ 71.00	£ 72
(b) Horse Drawn Hackney Carriage Vehicle – As 5(a) above.		
(c) Private Hire Vehicle – New	£240.00	£254
Private Hire Vehicle – Renewal	£189.00	£203
Private Hire Vehicle - Substitution of licence to new vehicle	£240.00	£254
Private Hire Vehicle – Transfer of licensed vehicle to new owner	£ 71.00	£72
(d) Private Hire Operator – New	5yr £849.00	5yr £1133
Private Hire Operator – Renewal	5yr £837.00	5yr £1153
(e) Driver Licence (Dual Badge) – New	3yr £266.00	3yr £286
Driver Licence (Dual Badge) – Renewal	3yr £221.00	3yr £245
(f) Knowledge Test – Torfaen Training (TT)	£60.00	Set By TT
(g) Resit of Knowledge Test – Torfaen Training (TT)	£30.00	Set By TT
(h) Safeguarding Children and Vulnerable Persons Training – Torfaen Training (TT)	£35.00	Set By TT
(i) Disclosure and Barring Service Check (DBS)+£6 Processing Fee	£44.30	Set By DBS
<b>6. STREET TRADING CONSENTS</b>		
Annual Street Trading Consent - New	£456.00	£478
Annual Street Trading Consent – Renewal	£371.00	£350
Annual Block Street Trading Consent - New	£796.00	£784
Annual Block Street Trading Consent - Renewal	£511.00	£493
Street Trading Consent– Substitution (Replacement)	£347.00	£316
Day Street Trading Consent – For Events (no entrance fee)	£50.00	£51
Day Block Street Trading Consent – For Events (no entrance fee)	£146.00	£149

**7. SCRAP METAL DEALERS**

(a) Site Licence - New	3yr	£485.00	3yr	£512
Site Licence – Renewal	3yr	£410.00	3yr	£436
Site Licence – Change of Details		£39.00		£39
(b) Collectors Licence – New	3yr	£468.00	3yr	£485
Collectors Licence - Renewal	3yr	£329.00	3yr	£346
Collectors Licence – Change of Details		£39.00		£39

**8. BOATS**

(a) Pleasure Boat Licence - New		£399.00		£407
Pleasure Boat Licence – Renewal		£153.00		£156
Pleasure Boat Licence – Transfer of Boat		£399.00		£407
(b) Pleasure Boatman’s Licence - New		£109.00		£111
Pleasure Boatman’s Licence – Renewal		£105.00		£107

**9. SEX ESTABLISHMENTS**

Sex Establishment - New		£465.00		£475
Sex Establishment – Renewal		£168.00		£171
Sex Establishment – Transfer of Premises Usage		£465.00		£475

**10. HYPNOTISM**

No Fee charged under current legislation.

## Future Generations Evaluation

(includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> completing the evaluation David H Jones</p> <p><b>Phone no:</b> 01633 644100 <b>E-mail:</b> davidhjones@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Slight uplift in discretionary fees (though some remain static), to fully meet the costs of service provision.</p>
<p><b>Name of Service</b></p> <p>Licensing Public Protection Social Care, Safeguarding and Health</p>	<p><b>Date Future Generations Evaluation form completed</b></p> <p>08/01/2024</p>





**NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc**


1. **Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Fee levels are set on a cost recovery basis, minimising costs to the trade.</p>	
<p><b>A resilient Wales</b></p>		

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)		
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	The revised fee structure provides for separate safeguarding of children and vulnerable persons training, with the aim of improving awareness and service standards.	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Fee revenue ensures sustainable Licensing Service maintained, providing public reassurance Licensing standards are complied with.	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing		
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Fee recovery will ensure certificate and badges displayed to the public is bilingual.	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Fee levels should not preclude anyone to undertake their business in a fair and safe manner.	

**2. How has your proposal embedded and prioritised the sustainable governance principles in its development?**

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>Slight fee increases, ensure the Licensing Service provides sustainable provision into the future.</p>	
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>MCC Licensing have ensured reduced cost of additional training – knowledge test and safeguarding – by collaborating with Torfaen Training.</p>	
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Schedule of fees advertised and any legitimate objections can be brought back to Committee for final decision.</p>	
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Slight increases in discretionary Licensing fees will ensure a continuing service, incorporating preventative measures where necessary (CCTV provision etc).</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Key service aim is to ensure safe venues, vehicles, drivers, etc.</p>	

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx>

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Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Sustainable fee levels will ensure quality service maintained, protecting vulnerable customers.		
Disability	As above.		
Gender reassignment			
Marriage or civil partnership			



Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Pregnancy or maternity			
Race			
Religion or Belief			
Sex			
Sexual Orientation			
Welsh Language			

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?

Safeguarding	Fee set – see schedule 5(h) – to cover training of Licensed drivers in safeguarding issues.	Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.	
Corporate Parenting			

**5. What evidence and data has informed the development of your proposal?**

All Licensing fees and charges are reviewed annually, to ensure cost recovery in service delivery.

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**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

The slight increases proposed will ensure the Licensing service can meet customer expectations, and continue to protect the public.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
Comments from taxi trade to be considered. Return to	March 2024	Linda O’Gorman	

Licensing and Regulatory Committee if required.			

**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	31st October 2024
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

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Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	L&R Committee Report	16/01/2024	

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## SCHEDULE 12A LOCAL GOVERNMENT ACT 1972 EXEMPTION FROM DISCLOSURE OF DOCUMENTS

**REPORT:** To consider whether the driver is “Fit and Proper” to hold a Hackney Carriage/Private Hire Drivers Licence.

**AUTHOR:** Samantha Winn

**MEETING AND DATE OF MEETING:** Licensing & Regulatory Committee, 10<sup>th</sup> January 2024 at 10am

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendation to the Proper Officer:-

**Exemptions applying to the report:**

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**Factors in favour of disclosure:**

Public Confidence in probity of Council’s financial affairs

**Prejudice which would result if the information were disclosed:**

Advance disclosure of auction reserve or anticipated receipt.

**My view on the public interest test is as follows:**

Disclosure may artificially depress expected capital receipt.

**Recommended decision on exemption from disclosure:**

Maintain exemption – do not disclose

**Date:** 3<sup>rd</sup> January 2024

**Signed:** Samantha Winn

**Post:** Licensing Officer

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I accept the recommendation made above.

*Frederick*

8<sup>th</sup> January 2024

\_\_\_\_\_  
Date: \_\_\_\_\_

By virtue of paragraph(s) 12 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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