

# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

Dydd Llun, 27 Chwefror 2017

## Hysbysiad o gyfarfod

### Pwyllgor Trwyddedu a Rheleiddio

Dydd Mawrth, 7fed Mawrth, 2017 at 10.00 am

#### AGENDA

#### **BYDD CYFARFOD CYN I AELODAU'R PWYLLGOR 30 COFNODION CYN I'R CYCHWYN Y CYFARFOD**

Eitem ddim	Eitem	Tudalennau
1.	Ymddiheuriadau am absenoldeb	
2.	Datganiadau o Fuddiant	
3.	I gadarnhau a llofnodi cofnodion y cyfarfod blaenorol	1 - 4
4.	Adolygiad o ffioedd trwyddedu blynyddol ar gyfer y flwyddyn ariannol 2017/2018	5 - 16
5.	Gwahardd y wasg a'r cyhoedd o'r cyfarfod yn ystod yr ystyriaeth o eitemau busnes a ganlyn ar y sail y maent yn cynnwys tebygol o ddatgelu gwybodaeth sydd wedi'i heithrio	17 - 18
5.1.	I ystyried a yw'r gyrrwr yn "Fit a Proper" i barhau i ddal trwydded gyrrwr llogi cerbydau hacnai a phreifat	19 - 24
6.	Gwahardd y wasg a'r cyhoedd o'r cyfarfod yn ystod yr ystyriaeth o eitemau busnes a ganlyn ar y sail y maent yn cynnwys tebygol o ddatgelu gwybodaeth sydd wedi'i heithrio	25 - 26
6.1.	I ystyried a yw'r gyrrwr yn "Fit a Proper" i barhau i ddal trwydded gyrrwr llogi cerbydau hacnai a phreifat	27 - 36
7.	Gwahardd y wasg a'r cyhoedd o'r cyfarfod yn ystod yr ystyriaeth o eitemau busnes a ganlyn ar y sail y maent yn cynnwys tebygol o ddatgelu gwybodaeth sydd wedi'i heithrio	37 - 38

<b>7.1.</b>	<b>I ystyried a yw'r gyrrwr yn "Fit a Proper" i barhau i ddal trwydded gyrywyr llogi cerbydau hacnai a phreifat</b>	39 - 52
<b>8.</b>	<b>Cadarnhau dyddiad ac amser y cyfarfod nesaf</b> 11 <sup>th</sup> April 2017 10am	

**Paul Matthews**

**Prif Weithredwr**

## CYNGOR SIR FYNWY

### MAE CYFANSODDIAD Y PWYLLGOR FEL SY'N DILYN:

Cynghorwyr Sir:

R. Chapman  
R. Edwards  
D. Evans  
L. Guppy  
J. Higginson  
J. Marshall  
J. Prosser  
B. Strong  
F. Taylor  
P. Watts  
A. Webb  
M. Hickman

## Gwybodaeth Gyhoeddus

### **Mynediad i gopïau papur o agendâu ac adroddiadau**

Gellir darparu copi o'r agenda hwn ac adroddiadau perthnasol i aelodau'r cyhoedd sy'n mynychu cyfarfod drwy ofyn am gopi gan Gwasanaethau Democrataidd ar 01633 644219. Dylid nodi fod yn rhaid i ni dderbyn 24 awr o hysbysiad cyn y cyfarfod er mwyn darparu copi caled o'r agenda hwn i chi.

### **Edrych ar y cyfarfod ar-lein**

Gellir gweld y cyfarfod ar-lein yn fyw neu'n dilyn y cyfarfod drwy fynd i [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk) neu drwy ymweld â'n tudalen Youtube drwy chwilio am MonmouthshireCC. Drwy fynd i mewn i'r ystafell gyfarfod, fel aelod o'r cyhoedd neu i gymryd rhan yn y cyfarfod, rydych yn caniatáu i gael eich ffilmio ac i ddefnydd posibl y delweddau a'r recordiadau sain hynny gan y Cyngor.

### **Y Gymraeg**

Mae'r Cyngor yn croesawu cyfraniadau gan aelodau'r cyhoedd drwy gyfrwng y Gymraeg neu'r Saesneg. Gofynnwn gyda dyledus barch i chi roi 5 diwrnod o hysbysiad cyn y cyfarfod os dymunwch siarad yn Gymraeg fel y gallwn ddarparu ar gyfer eich anghenion.

# Nodau a Gwerthoedd Cyngor Sir Fynwy

## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

#### Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

#### Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

### Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

### Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

# Public Document Pack Agenda Item 3

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Licensing and Regulatory Committee held  
at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 17th January, 2017 at 10.00 am

**PRESENT:** County Councillor L. Guppy (Chairman)  
County Councillor B. Strong (Vice Chairman)

County Councillors: R. Chapman, J. Higginson, J. Prosser, A. Webb  
and M. Hickman

### **OFFICERS IN ATTENDANCE:**

Ioan Gealy	Solicitor
Linda O'Gorman	Principal Licensing Officer
David Jones	Head of Public Protection
Chris Rann	Senior Licensing Officer
Paula Harris	Democratic Services Officer

#### **1. Apologies for absence**

County Councillors R. Edwards, D. Evans and F. Taylor.

#### **2. Declarations of interest**

None.

#### **3. To confirm and sign the minutes of the previous meeting**

The minutes from the meeting held on the 18<sup>th</sup> October 2016 were confirmed and signed by the Chair.

#### **4. Safeguarding Suspension report**

The Committee received a report to consider a policy for the suspension of Hackney Carriage / Private Hire Drivers and Operators licences who have not conducted Safeguarding Training.

### **Key Issues**

1. At the Licensing and Regulatory Committee on 22nd March 2016 Members approved the Monmouthshire County Council's Taxi and Private Hire Policy and Conditions 2016, which came into force on 1st April 2016. This Policy included the following condition.

*All drivers and operators (including existing licence holders) will be required to attend a training session on safeguarding children and vulnerable persons. The training session will cover the conduct and responsibilities of those licensed and in particular will provide training in identifying when vulnerable people are in need of protection and how to ensure they are taken to a place of safety and the appropriate reports are made to the police and social services. The training provider must be approved by the LA. A*

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Licensing and Regulatory Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 17th January, 2017 at 10.00 am

*certificate must be submitted to MCC LA as confirmation that the training has been conducted. Certificates will only be accepted by training providers approved by the LA. New applicants will be required to conduct the training at their own expense prior to submitting an application. Drivers and Operators licensed (new and renewal applicants) between 1st April 2015 – 31st March 2016, will be required to conduct this training within 9 months, commencing 1st April 2016. All drivers and Operators will be required to conduct refresher training and submit the required certificate as confirmation the training has been conducted prior to submitting a renewal application.*

2. The Authority recognised it was essential that all those involved in the Taxi and Private Hire trade should undergo safeguarding training in order to protect children and vulnerable adults. On reaching its decision it also referred to the Louise Casey report whereby the ruling asked whether Rotherham Council took sufficient steps to ensure public safety and avoid child exploitation. This Council did not want to receive any similar criticism and felt it necessary to introduce a condition to make safeguarding training mandatory for those holding a licence.

3. Those licence holders referred to in 3.1 above, who have not conducted the safeguarding training by 31st December 2016, have clearly breached their licence conditions. Reminders were issued by the Licensing Section on 23rd March 2016, 20th June 2016 and 28th October 2016 to those licence holders, which outlined the requirement to conduct the safeguarding training as a condition of their licence by 31st December 2016. There has been two training sessions per month since April 2016. From April – December a total of 18 training sessions were available from Torfaen Training, the training providers approved by this Authority to conduct the safeguarding training.

4. It is recognised that those licence holders who have not conducted the safeguarding training may have found it difficult to conduct training during the December period with the lead up to Christmas. There are currently 41 drivers who have not conducted this training before the 31st December 2016. It is recommended that there is a period of grace of 3 months before action is taken against those licence holders who have not complied with the terms and conditions of their licence. As such, it is requested that no action be taken until 1<sup>st</sup> April 2017 to enable the outstanding drivers to have a choice from a further 6 training sessions (2 per month between January – March 2017).

5. This report request a suspension of those licence holders who have not completed the safeguarding training until such training is in place and to delegate the power of suspension on this occasion to the Head of Public Protection.

#### **Recommendations to Committee**

1. To delegate to the Head of Public Protection, the power to suspend a Hackney Carriage / Private Hire Driver and Operators Licence, with effect from 1st April 2017 until the Licence holders referred to have conducted Safeguarding Training approved by the Authority. The suspension will continue until such training has been carried out but no later than the expiry of the licence, where the licence will cease and no new licence will be considered until the training is in place.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Licensing and Regulatory Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 17th January, 2017 at 10.00 am

2. To delegate to the Head of Public Protection, the power to lift the suspension referred to in 2.1 above of a Hackney Carriage / Private Hire Driver and Operator Licence following the completion of Safeguarding Training approved by the Authority.
3. The Head of Public Protection may defer the discharge of the functions referred to the Licensing and Regulatory Committee.

#### Members Comments

A member asked how long the training was and the times available, we were told that the training took approx. 2.5 hours and the times were 10am and 1.30pm to avoid interference with school transport runs.

Concerns were raised regarding the method of communication used to convey to the taxi drivers of their required training and commented that a verbal advisement stressing the importance of the training may be advisable.

A member commented that Monmouthshire County Council need to be strict as he had witnessed taxi driver abuse conditions, for example using mobile phones while driving with children in the vehicle.

The Chair asked at what intervals was the training refreshed and we were told this would be upon renewal of the licence and every 3 years thereafter on each renewal.

Members voted and were unanimous in their support of the recommendations and stressed the importance of the training.

**5. To exclude the press and public from the meeting during the consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information**

**6. To consider whether the driver is "Fit and Proper" to continue to hold a Hackney Carriage/Private Hire Drivers Licence**

The Chairman welcomed the applicant to the meeting and introduced Members of the Committee and the attending Officers and explained the protocol for the meeting. The applicant confirmed their name and address to the Committee. The applicant confirmed receipt of the report.

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

The applicant 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 applicant and discussion ensued.

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

Upon re-commencement, the Chairman advised that the Committee had considered the issues and had unanimously voted to issue a severe written warning to the applicant on account of non-disclosure.

**MONMOUTHSHIRE COUNTY COUNCIL**

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- 7. To note the date and time of the next meeting as the 7th March 2017**

**The meeting ended at 11.20 am**



## MONMOUTHSHIRE COUNTY COUNCIL REPORT

<b>SUBJECT:</b>	<b>Review Of Annual Licensing Fees For Financial Year 2017/2018</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>7<sup>th</sup> March 2017</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All Wards</b>

### 1. PURPOSE:

- 1.1 To agree the Authority's licence fees for 2017-18.

### 2. RECOMMENDATION(S):

- 2.1 Approve the fees set out in Appendix A to this report, entitled "Schedule of Licence Fees for 2017-18", 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 European Services Directive, along with other regulations, statutory guidance and case law underline that fees must be set on a "reasonable" cost recovery basis only and cannot be set in such a manner as to generate a profit or act as an economic deterrent to traders. In determining reasonable costs the Authority may take account of costs averaged over a reasonable period (up to three years).
- 3.3 Given the current resource pressures on the Authority, there is a need for clarity about the true costs of administering licences so that fees can be set, if considered appropriate, at a level sufficient to recover those costs. Members will clearly also need to be mindful of the potential burden on businesses of increasing costs, and to weigh that against potential burden of underwriting the costs of administering various licensing functions.
- 3.4 Officers have undertaken significant work to calculate the true costs associated with different licences based upon up to date financial data. Appendix A provides a summary of these assessments of actual cost along with the current fees.
- 3.5 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. It is recommended that any objections to a variation be brought back to Committee for consideration.
- 3.6 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 11<sup>th</sup> April 2017 to review the Gambling Act fees to commence 21<sup>st</sup> May 2017.

- 3.7 Two fee increases are included from the Authority's Registration service –
- (i) Increase charges for marriages at Old Parlour, Usk, from £175 to £196. Added to the £4 certificate cost gives a total of £200, which remains a competitive rate.
  - (ii) Increase the cost of 'priority certificates' from £6 to £10. This is completely discretionary, and is consistent with other Authorities charging for such certificates.

#### **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 2017-18.

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 2017-18

	Current Fees 2016/2017	Proposed Fees 2017/18
<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	£1,274.65	£1,307
The Amendment, Replacement, Transfer of a SGSC/SCRS	£76.00	£78
<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	£187.00	£203
Hackney Carriage Vehicle – Renewal	£153.00	£153
Hackney Carriage Vehicle - Substitution (Transfer of Vehicle)	£187.00	£203
(b) Horse Drawn Hackney Carriage Vehicle – As 4(a) above.		
(c) Private Hire Vehicle – New	£186.00	£204
Private Hire Vehicle – Renewal	£162.00	£165
Private Hire Vehicle - Substitution (Transfer of Vehicle)	£186.00	£204
(d) Private Hire Operator – New	5yr £754.00	5yr £756
Private Hire Operator – Renewal	5yr £744.00	5yr £753
(e) Driver Licence (Dual Badge) – New	3yr £197.00	3yr £192
Driver Licence (Dual Badge) – Renewal	3yr £150.00	3yr £158
(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)	£44.00	Set By DBS
<b>6. STREET TRADING CONSENTS</b>		
Annual Street Trading Consent - New	£607.00	£600
Annual Street Trading Consent – Renewal	£372.00	£376
Annual Block Street Trading Consent - New	£700.00	£705
Annual Block Street Trading Consent - Renewal	£469.00	£464
Street Trading Consent– Substitution (Replacement Vehicle)	£341.00	£345
Day Street Trading Consent – For Events (no entrance fee)	£43.00	£43
Day Block Street Trading Consent – For Events (no entrance fee)	£122.00	£122

<b>7. SCRAP METAL DEALERS</b>		
(a) Site Licence - New	£362.00	£364
Site Licence – Renewal	£287.00	£289
Site Licence – Change of Details	£35.00	£35
(b) Collectors Licence – New	£322.00	£325
Collectors Licence - Renewal	£231.00	£233
Collectors Licence – Change of Details	£35.00	£35
<b>8. BOATS</b>		
(a) Pleasure Boat Licence - New	£349.00	£349
Pleasure Boat Licence – Renewal	£127.00	£127
Pleasure Boat Licence – Transfer of Boat	£349.00	£349
(b) Pleasure Boatman’s Licence - New	£95.00	£98
Pleasure Boatman’s Licence – Renewal	£82.00	£85
<b>9. SEX ESTABLISHMENTS</b>		
Sex Establishment - New	£410.00	£410
Sex Establishment – Renewal	£141.00	£141
Sex Establishment – Transfer of Premises Usage	£410.00	£410
<b>10. HYPNOTISM</b>		
No Fee charged under current legislation.		
<b>11. REGISTRATION SERVICE</b>		
Use of Old Parlour, Usk for a Marriage	£175.00	£196
Priority Certificates	£6.00	£10



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## 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><b>Date Future Generations Evaluation form completed</b></p> <p>22/02/2017</p>

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**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> Maintain and enhance biodiversity and ecosystems that support resilience and</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?
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> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

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 2017	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:	7 <sup>th</sup> October 2017
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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	7/03/2017	

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

**REPORT:** To consider the application for a hackney carriage/private hire driver licence

**AUTHOR:** Samantha Winn

**MEETING AND DATE OF MEETING:** 7<sup>th</sup> March 2017  
Licensing and Regulatory Committee

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 a particular individual as described in Paragraph 12 of part 4 of Schedule 12A to the Local Government Act 1972

**Factors in favour of disclosure:**

Openness and transparency in matters concerned with the public  
Not applicable at this time ( see below)

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

Applicable The applicant will be attending the Committee meeting on the Tuesday 7<sup>th</sup> March 2017 and any information disclosed prior to this date may jeopardise the applicant's right to a fair hearing

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

Factors in favour of not disclosing outweigh those against.

**Recommended decision on exemption from disclosure:**

Maintain exemption from publication in relation to report.

**Date:** 22<sup>nd</sup> February 2017

**Signed:** 

**Post:** Licensing Officer

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I accept/do not accept the recommendation made above.

  
Proper Officer

**Date:** 22/02/17

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of the Local Government Act 1972.

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

**REPORT:** To consider the application for a hackney carriage/private hire driver licence

**AUTHOR:** Leigh Beach

**MEETING AND DATE OF MEETING:** 7<sup>th</sup> March 2017  
Licensing and Regulatory Committee

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 a particular individual as described in Paragraph 12 of part 4 of Schedule 12A to the Local Government Act 1972

**Factors in favour of disclosure:**

Openness and transparency in matters concerned with the public  
**Not applicable at this time ( see below)**

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

**Applicable** The applicant will be attending the Committee meeting on the Tuesday 7<sup>th</sup> March 2017 and any information disclosed prior to this date may jeopardise the applicant's right to a fair hearing

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

Factors in favour of **not disclosing** outweigh those against.

**Recommended decision on exemption from disclosure:**

Maintain exemption from publication in relation to report.

**Date:** 22<sup>nd</sup> February 2017

**Signed:** *L Beach*

**Post:** Licensing Officer

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I accept/do not accept the recommendation made above.

*[Signature]*  
Proper Officer

**Date:** 24/2/17

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

**REPORT:** To consider the application for a hackney carriage/private hire driver licence

**AUTHOR:** Samantha Winn

**MEETING AND DATE OF MEETING:** 7<sup>th</sup> March 2017  
Licensing and Regulatory Committee

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 a particular individual as described in Paragraph 12 of part 4 of Schedule 12A to the Local Government Act 1972

**Factors in favour of disclosure:**

Openness and transparency in matters concerned with the public  
Not applicable at this time ( see below)

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

Applicable The applicant will be attending the Committee meeting on the Tuesday 7<sup>th</sup> March 2017 and any information disclosed prior to this date may jeopardise the applicant's right to a fair hearing

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

Factors in favour of not disclosing outweigh those against.

**Recommended decision on exemption from disclosure:**

Maintain exemption from publication in relation to report.

**Date:** 22<sup>nd</sup> February 2017

**Signed:** 

**Post:** Licensing Officer

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I accept/do not accept the recommendation made above.

  
Proper Officer

**Date:** 22/02/17

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